Soveren ERP

Financial & Accounting System

USER MANUAL

Complete Manual
Version 1.0 | May 2026 | By: mksobrepena

Soveren ERP.

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1. Introduction & System Overview

Soveren ERP (or Soveren Books)—a brand name that powerfully blends *Sobrepena* and *Sovereign* to project an elite, authoritative, and self-governing control over financial data—is a comprehensive, web-based financial and accounting platform engineered to give organizations absolute command of their financial ecosystem. The system provides real-time visibility into overall financial performance, streamlines complex accounting workflows, and natively supports compliance with BIR reporting requirements. By automatically converting all transactions from Accounts Receivable (AR), Accounts Payable (AP), and Point-of-Sale (POS) into double-entry journal entries in the General Ledger, the platform ensures an airtight, real-time audit trail across all business activities. Wrapped in a fully responsive and modern user interface, Soveren ERP seamlessly adapts to mobile, tablet, and desktop devices, delivering a premium, frictionless experience on any screen.

1.1 System Modules

Feature / Field	Description
Dashboard	Real-time financial overview with revenue, expenses, AR/AP, cash flow charts, and AI assistant.
Journal	Full double-entry accounting ledger with status tracking and print capability. All transactions from Receivables, Payables, and POS are automatically posted as journal entries, ensuring a complete and real-time audit trail.
Receivables	Manage customer invoices, payments, aging reports, and customer records. All transactions are automatically recorded as double-entry journal entries in the General Ledger.
Payables	Manage vendor bills, payments, BIR Form 2307 generation, and vendor records. All transactions are automatically recorded as double-entry journal entries in the General Ledger.
Inventory	Track stock levels, items, and inventory movements.
POS	Point-of-sale transactions integrated with accounting. All sales transactions are automatically recorded as double-entry journal entries in the General Ledger in real time.
Employees	Employee management, HR records and Payroll.
Financial Reports	Income Statement, Balance Sheet, Cash Flow, Trial Balance.
Maintenance	Groups, Chart of Accounts, Users, Transaction Logs.

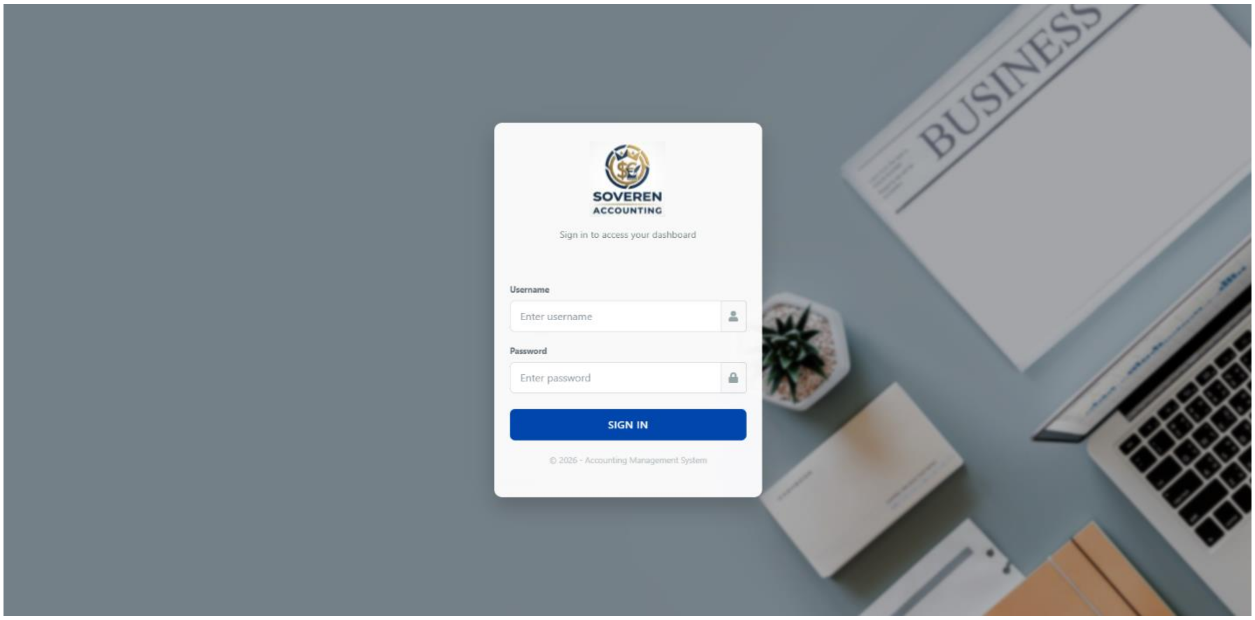
1.2 System Requirements

- Web browser: Google Chrome (recommended), Firefox, or Edge
- Internet connection for cloud-hosted deployments
- User credentials (username and password) provided by the system administrator

2. Navigating the System

2.1 Login & Access

Access the system by entering the URL in your browser. Log in using your administrator or user credentials. Once authenticated, you will be directed to the Dashboard.



2.2 Main Navigation Sidebar

The left sidebar contains all primary navigation links, organized by category:

Feature / Field	Description
Dashboard	Home screen with financial overview.
ACCOUNTING	Journal, Receivables, Payables
OPERATIONS	Inventory, POS
HUMAN RESOURCES	Employees
REPORTS	Financial reports
MAINTENANCE	Groups, Chart of Accounts, Users, Transaction Logs

2.3 Top Bar Controls

Feature / Field	Description

Book Icon	Opens the Daily Bible Verse panel — a unique motivational feature displaying a new verse each day.
Bell Icon	Opens the Notifications panel showing real-time system activity (new POS sales, journal entries, inventory updates, etc.).
Admin Name	Displays the currently logged-in user. Click to access account settings or logout.

2.4 Notifications Panel

Click the bell icon on the top-right to open Notifications. This panel shows a live feed of system events tagged by category (POS, Inventory, Accounting). Each notification shows the event description and timestamp. Click 'Mark all read' to clear unread indicators.

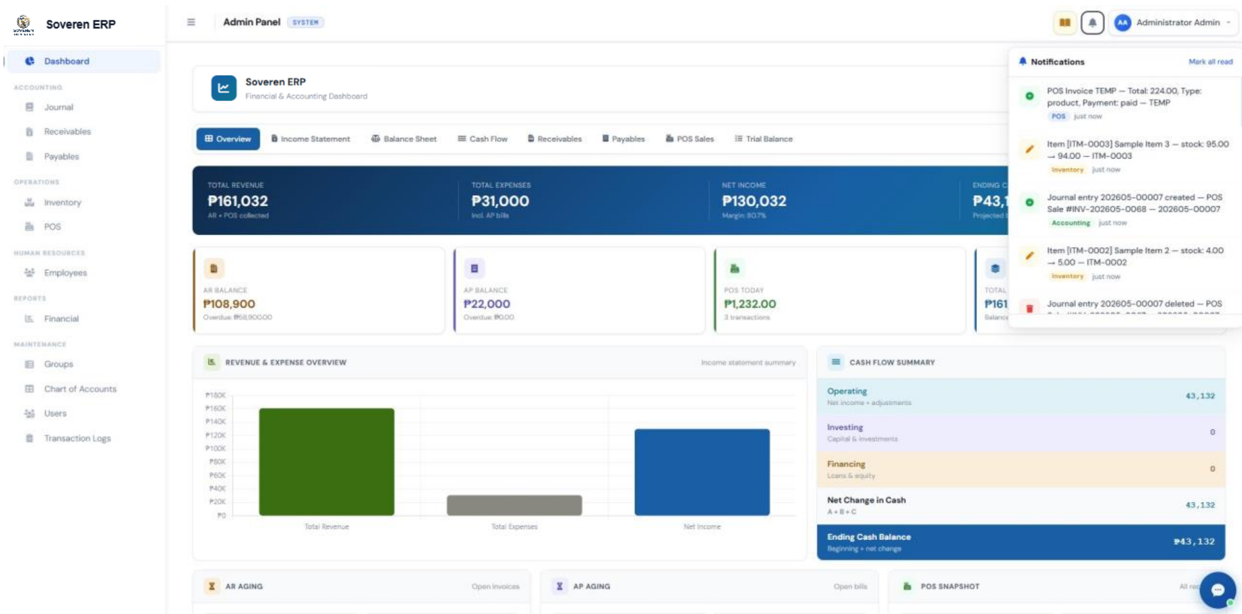


Figure 2: Notifications Panel showing real-time system events

2.5 Daily Bible Verse

Click the book icon on the top-right to view the Verse of the Day. A new Bible verse is displayed each day to inspire and motivate the team. Click 'New verse' to refresh and view a different verse.

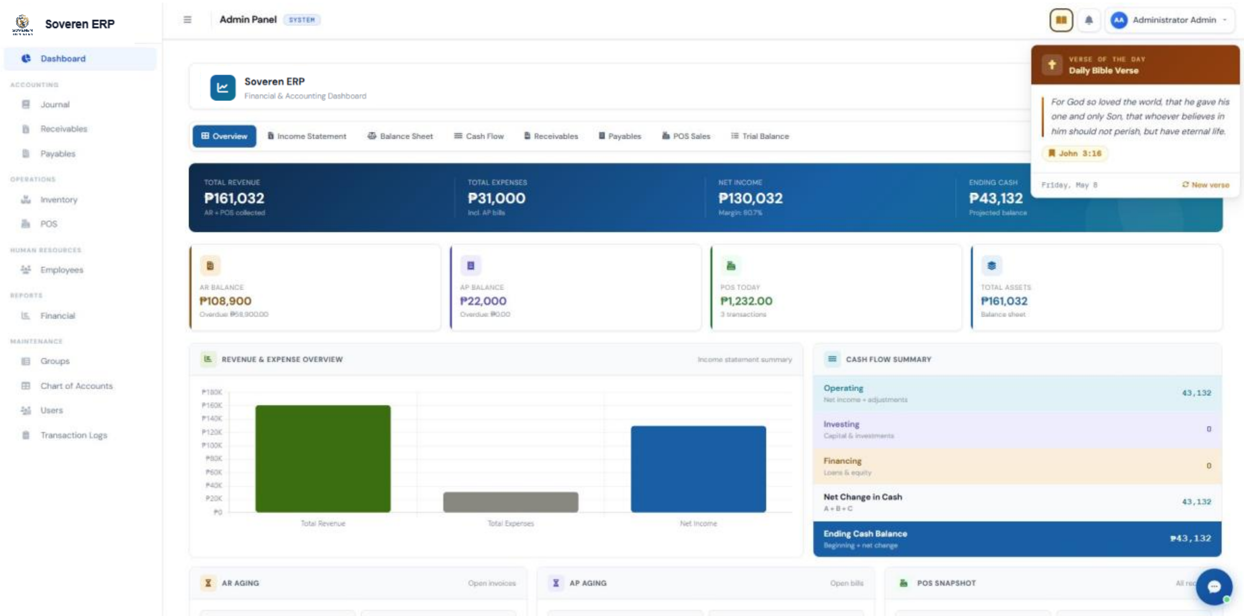


Figure 3: Daily Bible Verse panel

3. Dashboard

The Dashboard is the main landing page of Soveren ERP. It provides a comprehensive financial overview of the business in real time. Navigate to it by clicking 'Dashboard' in the left sidebar.

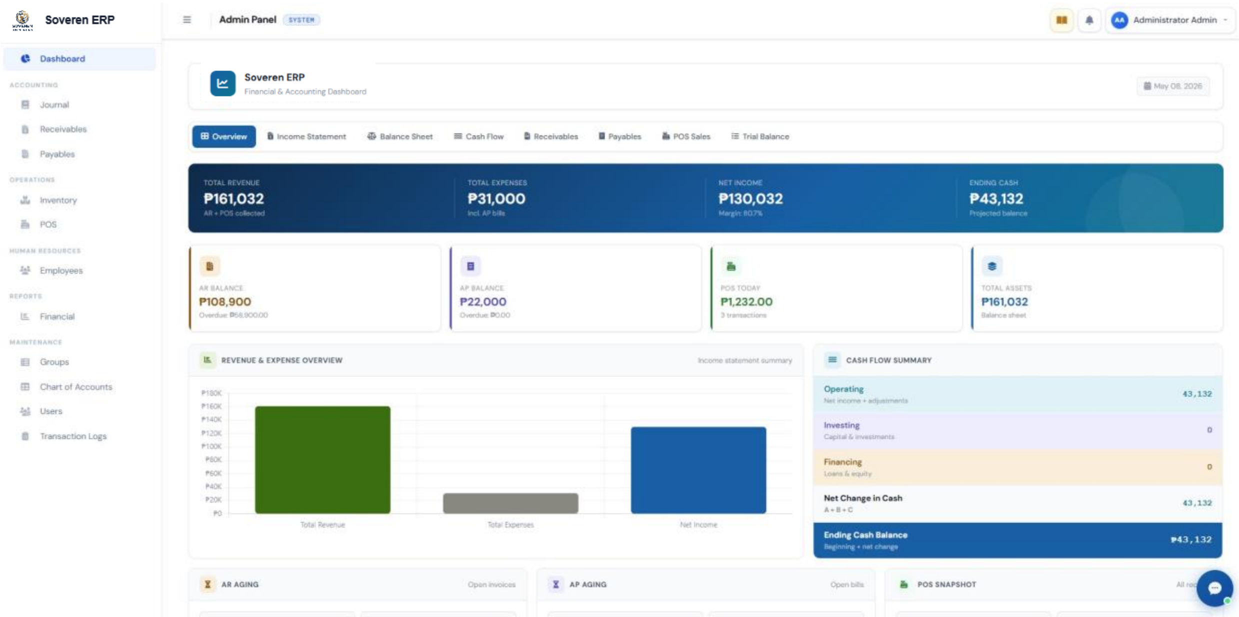


Figure 1: - e Soveren ERP Dashboard Overview

3.1 Dashboard Tabs

The Dashboard features multiple tabs at the top for quick access to financial summaries:

Feature / Field	Description
Overview (Default)	High-level summary of all financial metrics, charts, and module snapshots.
Income Statement	Quick view of revenue, expenses, and net income.

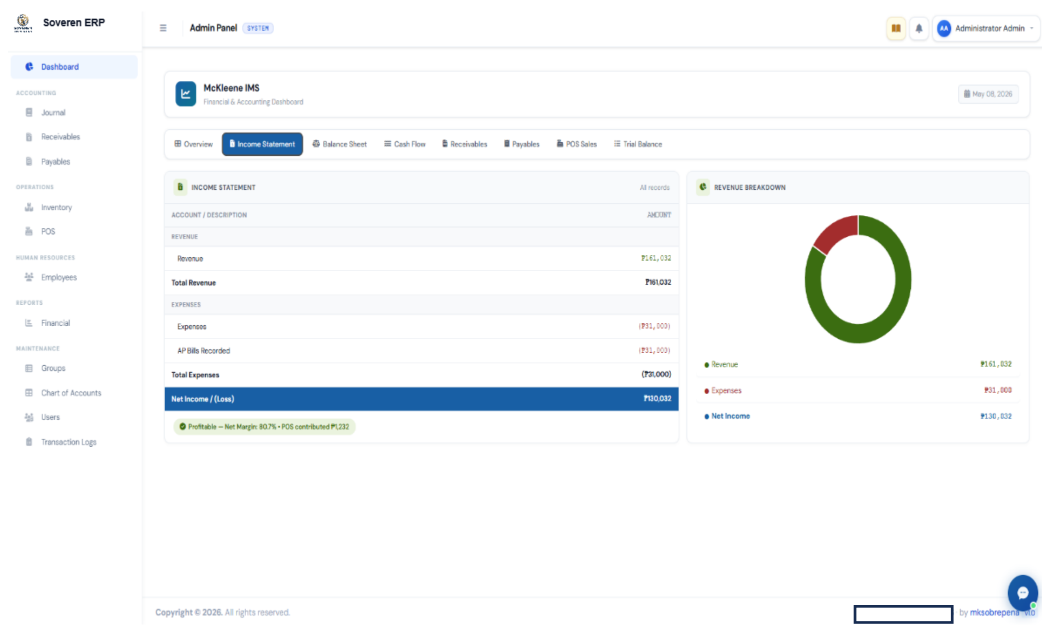


Figure 4: Income Statement tab on the Dashboard

Balance Sheet

Assets, liabilities, and equity snapshot.

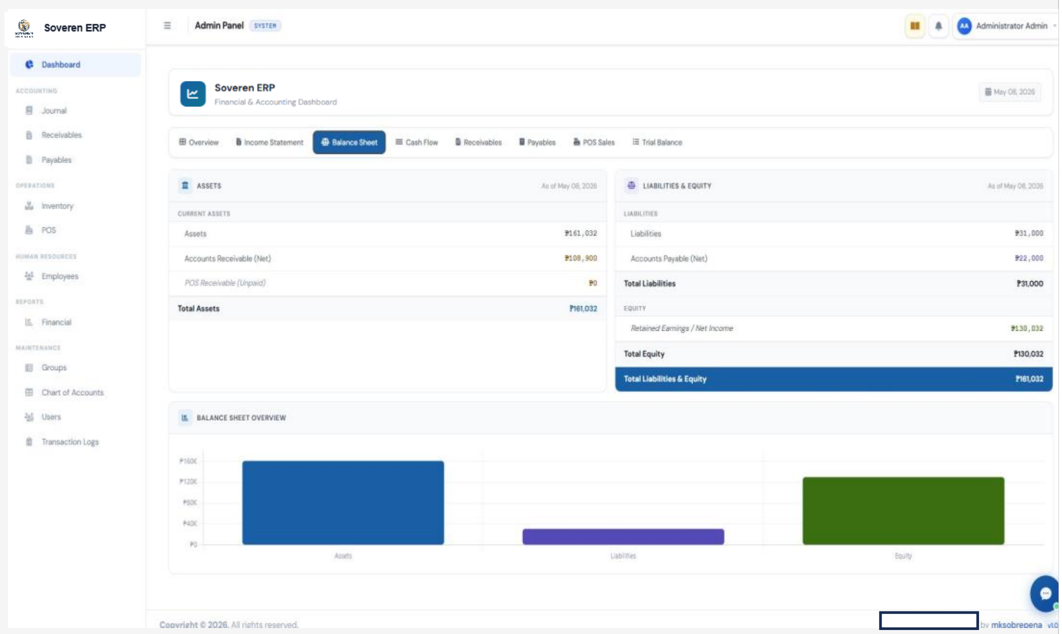


Figure 5: Balance Sheet tab showing Assets, Liabilities, and Equity

Cash Flow

Operating, investing, and financing cash flow breakdown.

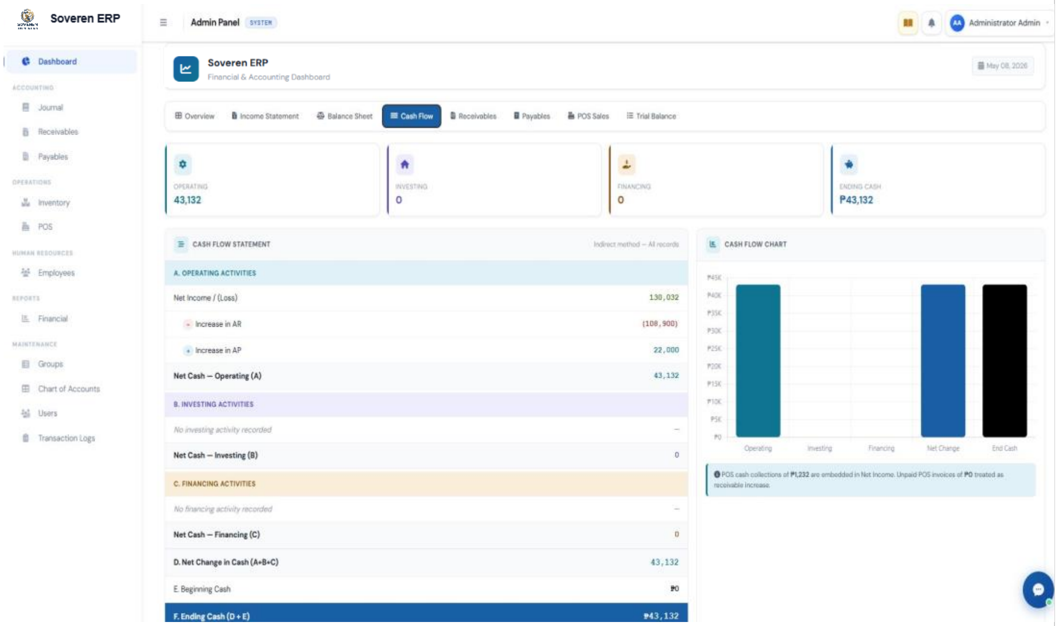
<table>
<tr><td></td><td>


Figure 6: Cash Flow Statement tab
</td></tr>
<tr><td>Receivables</td><td>AR balance summary with invoice aging.

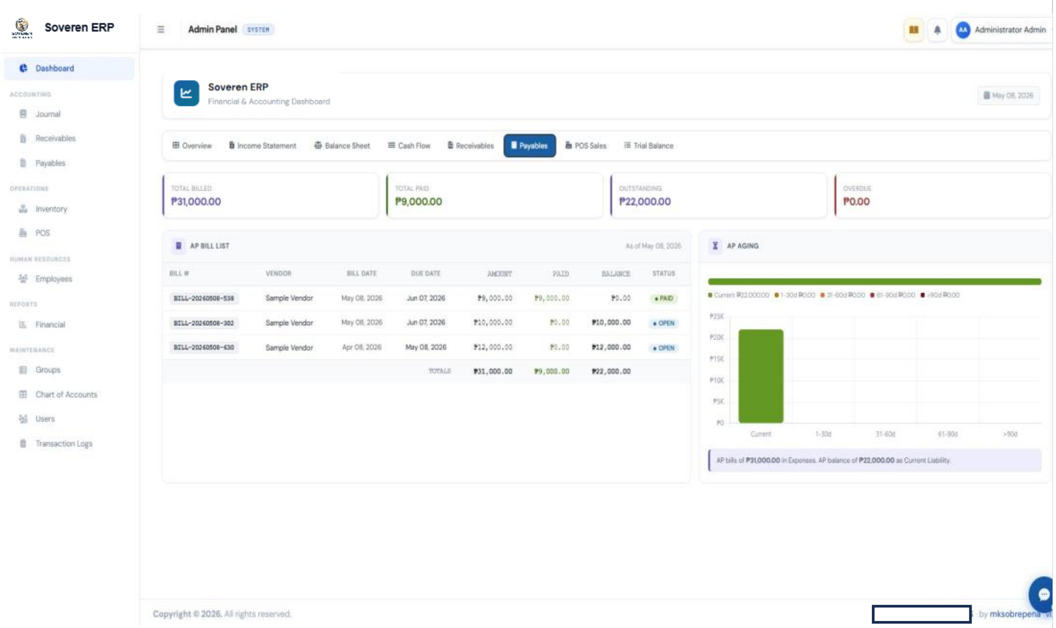
Figure 7: Receivables summary on the Dashboard</td></tr>
<tr><td>Payables</td><td>AP balance summary with bill aging.


Figure 8: Payables summary on the Dashboard
</td></tr>
<tr><td>POS Sales</td><td>Point-of-sale revenue and transaction summary.</td></tr>
</table>

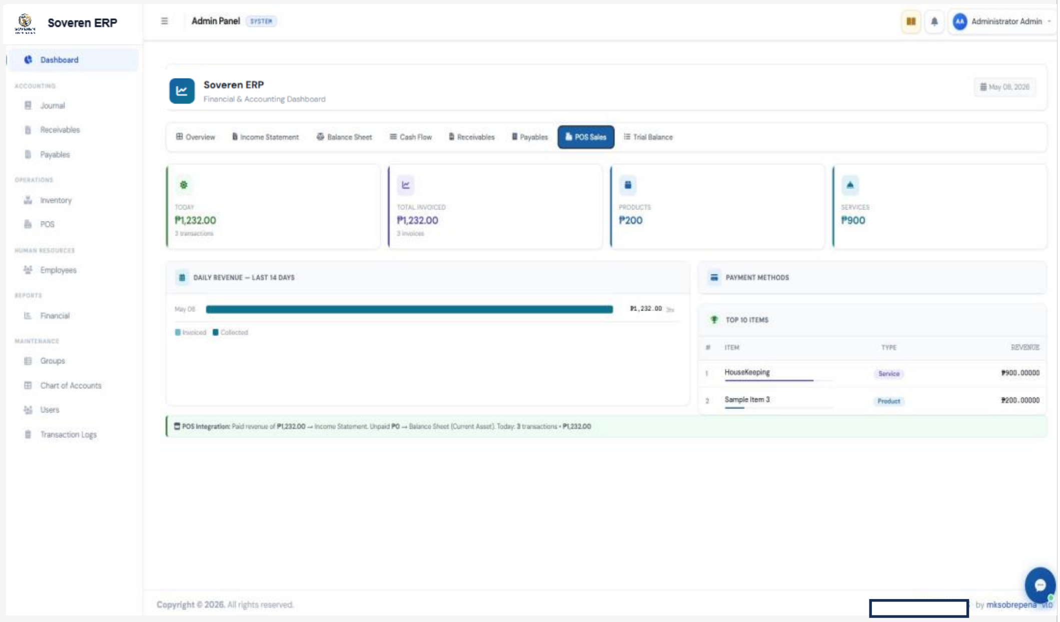


Figure 9: POS Sales tab showing daily revenue and top items

Trial Balance

Full trial balance of all journal entries.

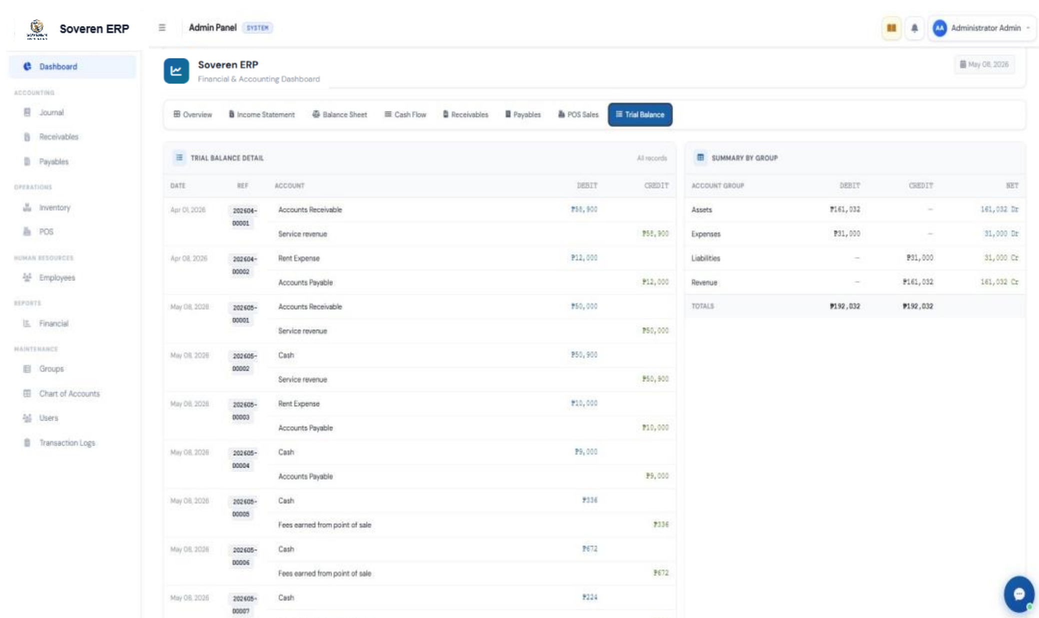


Figure 10: Trial Balance tab with journal entry details

3.2 Overview Tab — Key Metrics Banner

At the top of the Overview tab, four key financial figures are displayed in a dark banner:

Feature / Field	Description

Total Revenue	Cumulative revenue from AR collections and POS transactions.
Total Expenses	All recorded expenses including AP bills.
Net Income	Revenue minus expenses, with profit margin percentage.
Ending Cash	Projected cash balance (beginning cash + net changes).

3.3 Quick Summary Cards

Below the banner, four summary cards provide module-level snapshots:

Feature / Field	Description
AR Balance	Total outstanding accounts receivable. Displays overdue amount in red.
AP Balance	Total outstanding accounts payable. Displays overdue amount in red.
POS Today	Today's point-of-sale revenue and number of transactions.
Total Assets	Total asset value from the Balance Sheet.

3.4 Revenue & Expense Overview Chart

A bar chart on the left side of the Overview tab displays Total Revenue, Total Expenses, and Net Income side by side. This provides a quick visual comparison of financial performance. The label 'Income statement summary' links this chart to the Income Statement data.

3.5 Cash Flow Summary Panel

On the right side, the Cash Flow Summary panel breaks down cash movement into three categories:

Feature / Field	Description
Operating	Net income plus working capital adjustments (AR/AP changes).
Investing	Cash used for or received from capital investments.
Financing	Cash from loans or equity transactions.
Net Change in Cash	Sum of Operating + Investing + Financing (A+B+C).
Ending Cash Balance	Beginning cash plus the net change in cash.

3.6 AR Aging, AP Aging & POS Snapshot

Scrolling down the Overview tab reveals three additional panels at the bottom:

- AR Aging — shows open customer invoices grouped by age (current, 1-30 days, etc.)

- AP Aging — shows open vendor bills grouped by age
- POS Snapshot — shows today's point-of-sale activity

3.7 Soveren ERP Accounting Assistant (AI Chat)

A built-in AI-powered assistant is available on the Dashboard. Click the chat bubble (bottom-right corner) to open it. The assistant can answer questions about:

- Financial reports and account balances
- AR and AP status inquiries
- Journal entry details
- General accounting questions

Quick-action buttons include: Net Income, AR Aging, Overdue AP, and Trial Balance. Type any accounting-related question in the text box and press Send.

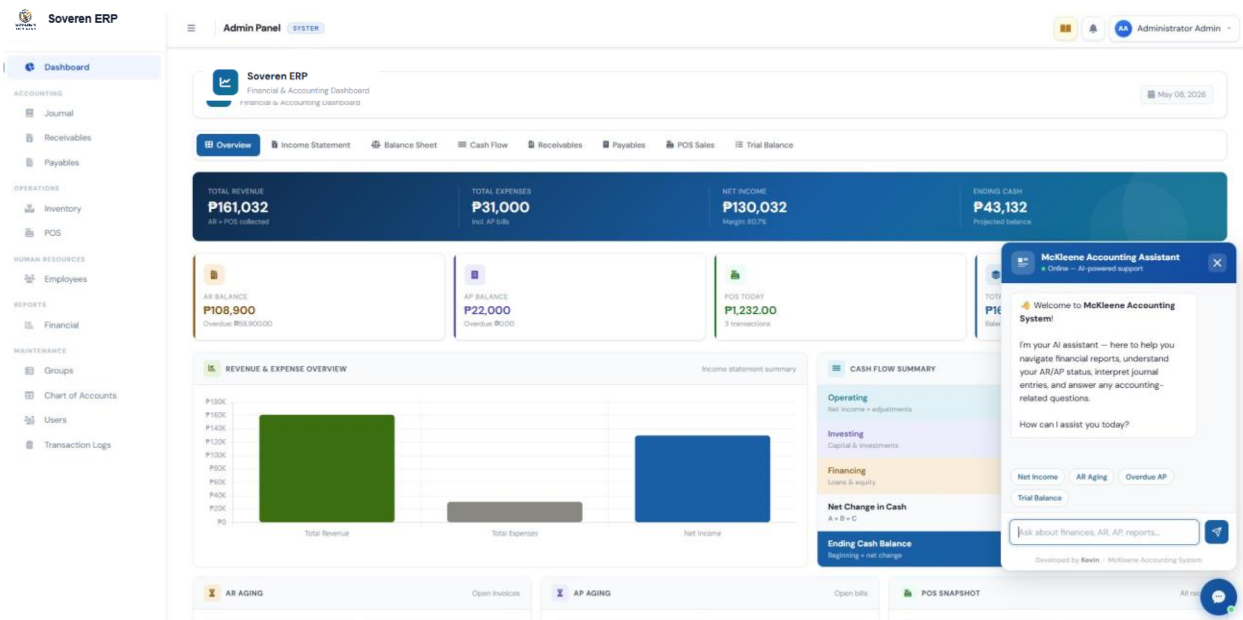


Figure 11: Soveren ERP *(AI Chat)*

4. Journal Entries

The Journal module is the core accounting ledger for Soveren ERP. It records all financial transactions using double-entry bookkeeping principles. Access it via Accounting > Journal in the left sidebar.

4.1 Journal Entries List

The Journal Entries page displays all recorded transactions in chronological order. At the top, four key summary metrics are shown:

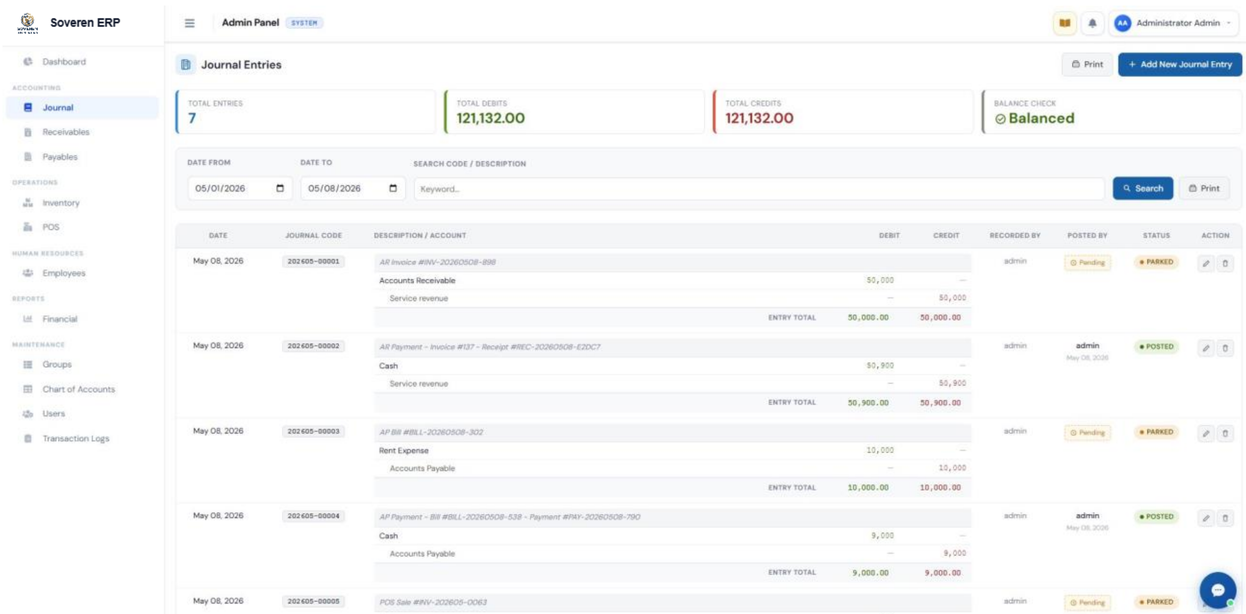


Figure 12: Journal Entries List view

Feature / Field	Description
Total Entries	Count of all journal entries in the selected period.
Total Debits	Sum of all debit amounts across all entries.
Total Credits	Sum of all credit amounts across all entries.
Balance Check	Indicator showing whether debits equal credits. Shows 'Balanced' in green when the ledger is in balance.

4.2 Filtering & Searching

Use the filter bar to narrow down journal entries:

Feature / Field	Description

Date From / Date To	Set a date range to display only entries within that period.
Search Code / Description	Enter keywords to find specific entries by journal code or description.
Search Button	Applies the selected filters.
Print Button	Prints the currently filtered list of journal entries.

4.3 Journal Entry List Columns

Feature / Field	Description
Date	The date the journal entry was recorded.
Journal Code	A unique auto-generated reference code (e.g., 202605-00001).
Description / Account	Entry description and the accounts involved (debit and credit lines).
Debit	Amount debited to the account.
Credit	Amount credited to the account.
Entry Total	Total debit and credit amounts for each entry group.
Recorded By	The user who created the journal entry.
Posted By	The user who approved/posted the entry, along with the posted date.
Status	Shows Pending or Posted status with color indicators.
Action	Edit (pencil) and Delete (trash) icons for managing entries.

4.4 Entry Statuses

Feature / Field	Description
PARKED (orange)	The entry has been saved but not yet posted. It is visible in the ledger but not finalized.
POSTED (green)	The entry has been reviewed and posted. Posted entries are finalized in the accounting records.
Pending (yellow badge)	Awaiting posting/approval by an authorized user.

4.5 Adding a New Journal Entry

Click the '+ Add New Journal Entry' button at the top-right of the Journal Entries page. The Add New Journal Entry modal will open.

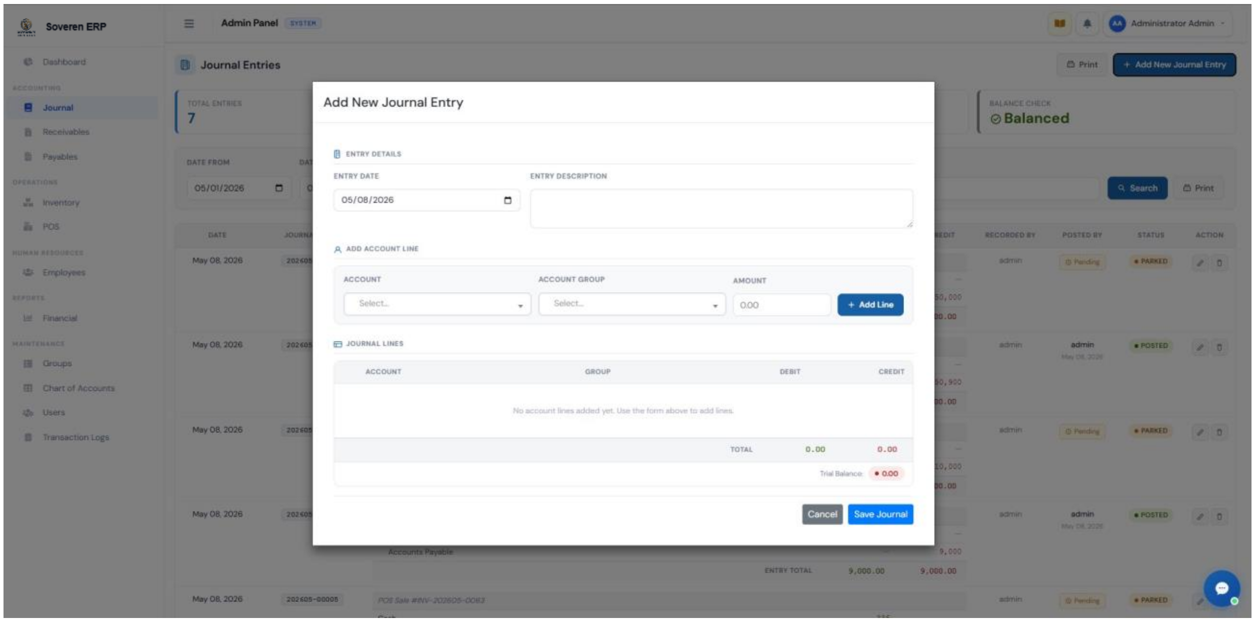


Figure 13: Add New Journal Entry modal

4.5.1 Entry Details

Feature / Field	Description
Entry Date	The date of the transaction. Defaults to today's date but can be changed.
Entry Description	Optional text description explaining the purpose of the entry.

4.5.2 Adding Account Lines

Use the Add Account Line section to add debit and credit lines:

Feature / Field	Description
Account	Select the account to debit or credit (from the Chart of Accounts).
Account Group	Auto-populated based on the selected account. Can also be manually selected.
Amount	Enter the monetary amount for this line.
+ Add Line	Click to add the line to the Journal Lines table below.

4.5.3 Journal Lines Table

All added lines appear in the Journal Lines table, showing Account, Group, Debit, and Credit columns. The system automatically calculates the Total and shows a real-time Trial Balance indicator. The entry cannot be saved until debits equal credits (Trial Balance must be 0.00).

4.5.4 Saving

Click 'Save Journal' to save the entry. Click 'Cancel' to discard. Saved entries appear in the list with a PARKED status until posted by an authorized user.

4.6 Printing Journal Entries

Click the 'Print' button at the top-right of the Journal Entries page to generate a printable report. A print preview window opens in the browser showing all filtered entries formatted as the 'Journal Entries Report' for Soveren ERP. The report includes the date range, all entry details, debit/credit amounts, and a grand total. Use the browser print dialog to print or save as PDF.

NOTE: Entries that are auto-generated by the system (e.g., from AR invoices, AP bills, or POS sales) will show the source reference in the description field (e.g., 'AR Invoice #INV-20260508-898').

5. Accounts Receivable (AR)

The Accounts Receivable module manages all money owed to the company by customers. It handles invoice creation, payment recording, aging analysis, and customer management. Access it via Accounting > Receivables in the left sidebar.

5.1 AR Summary Metrics

At the top of the Accounts Receivable page, four summary cards are displayed:

Feature / Field	Description
Total AR Balance	Total outstanding amount owed by all customers.
Open / Partial	Amount from invoices that are open or partially paid.
Overdue	Amount from invoices that have passed their due date. Shown in red.
Total Collected	Total amount already collected from customers.

5.2 AR Tabs

Feature / Field	Description
Invoice List	Lists all customer invoices with filters, status, and action buttons.
Aging Report	Displays the AR Aging Report showing outstanding balances by age bracket.
Customers	Lists all registered customers and allows adding/editing customer records.

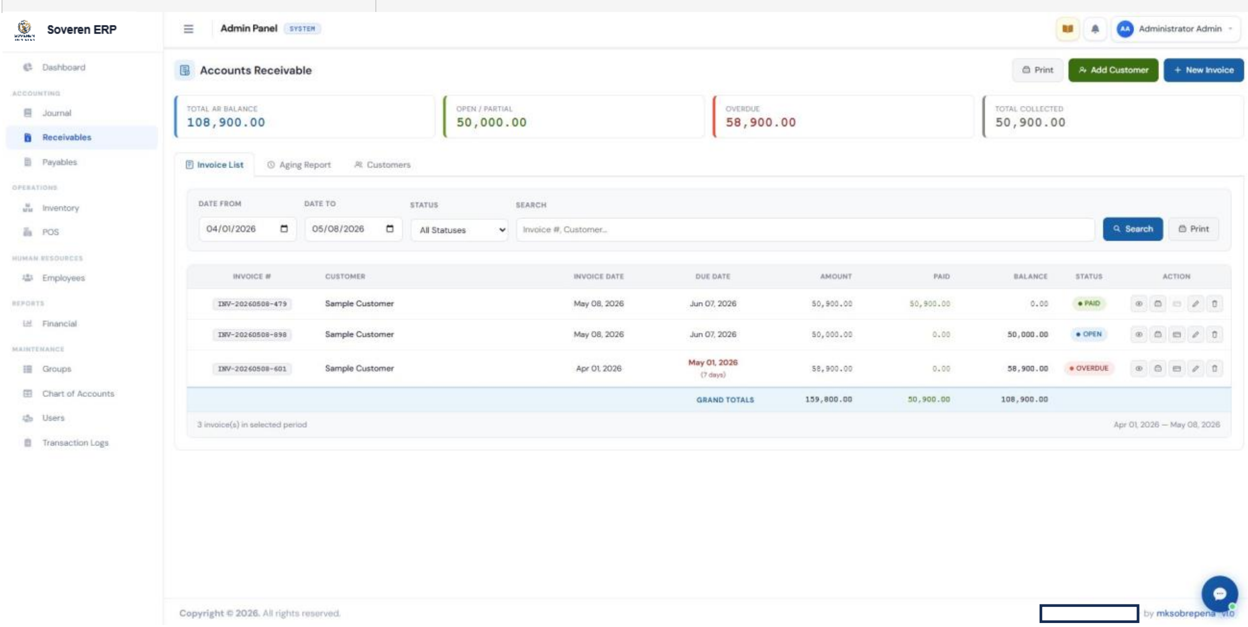


Figure 15: Accounts Receivable page overview showing summary metrics and invoice list

5.3 Invoice List Tab

5.3.1 Filter Bar

Feature / Field	Description
Date From / Date To	Filter invoices within a specific date range.
Status	Filter by status: All Statuses, Paid, Open, or Overdue.
Search	Search by Invoice # or Customer name.
Search Button	Applies the filters.
Print Button	Prints the filtered invoice list.

5.3.2 Invoice List Columns

Feature / Field	Description
Invoice #	Auto-generated unique invoice number (e.g., INV-20260508-479).
Customer	The customer associated with the invoice.
Invoice Date	Date the invoice was issued.
Due Date	Payment due date. Shown in red with 'X days overdue' if past due.
Amount	Total invoice amount.
Paid	Amount already collected.
Balance	Remaining unpaid balance.
Status	PAID (green), OPEN (blue), or OVERDUE (red).
Action Icons	View (eye), Archive, Send, Edit (pencil), Delete (trash).

5.3.3 Invoice Statuses

Feature / Field	Description
PAID	Invoice has been fully collected.
OPEN	Invoice has been issued but no payment or partial payment recorded.
OVERDUE	Invoice is past its due date with an outstanding balance.

5.4 Creating a New Invoice

Click the '+ New Invoice' button at the top-right. The New AR Invoice modal opens.

Feature / Field	Description
Invoice #	Auto-generated unique invoice number. Can be edited if needed.
Customer	Select the customer from the dropdown list.
Invoice Date	Date of the invoice. Defaults to today.
Due Date	Auto-calculated based on the customer's Payment Terms (days). Can be overridden.
Amount	Enter the invoice amount.
Description	Optional description of the service or product billed.
Journal Entry (Preview)	The system shows a preview of the auto-generated journal entry: Debit Accounts Receivable, Credit Revenue Account (as set on the customer record).

Click 'Save Invoice' to save. The invoice will appear in the list with an OPEN status.

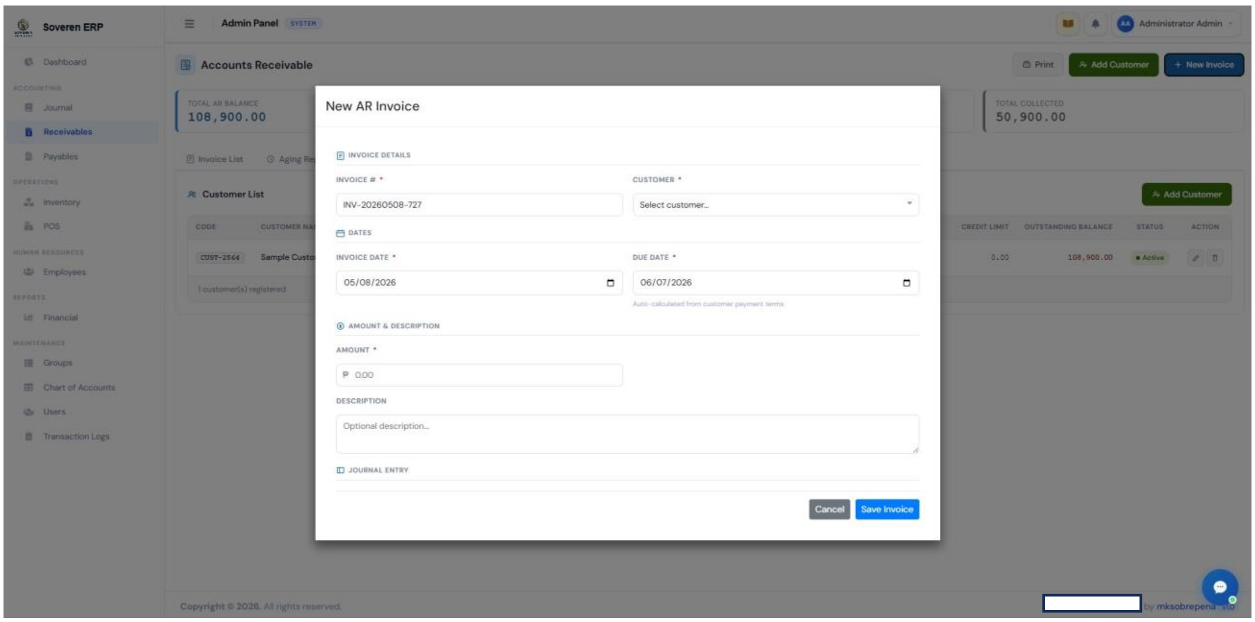


Figure 16: New AR Invoice modal

5.5 Viewing Invoice Details

Click the eye icon on any invoice row to open the Invoice Details & Payments modal. This shows:

Feature / Field	Description
Invoice Information	Invoice #, Customer, Phone, Email, Due Date, Status, Payment Terms.
Invoice Amount	Total billed amount.
Total Paid	Sum of all payments received.
Balance Due	Remaining outstanding balance.

Payment History	List of all payments with Receipt #, Date, Amount, Method, Reference #, and Notes.

From this modal, you can also click 'Print Invoice' to generate a printable invoice, or 'Edit Invoice' to modify it.

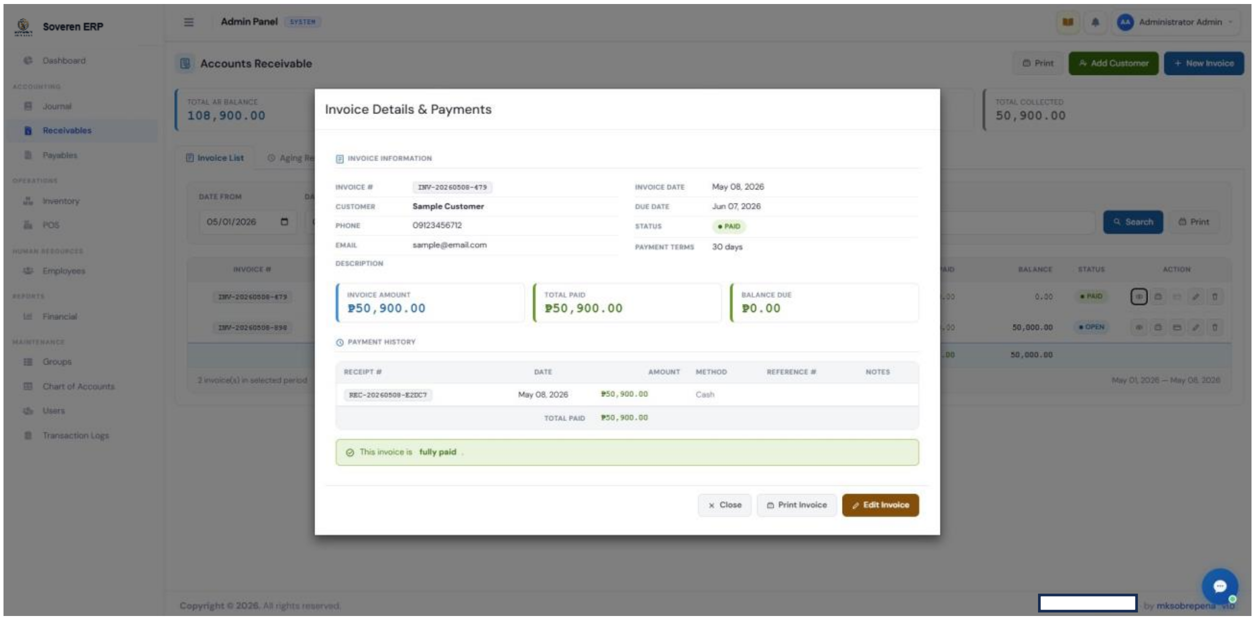


Figure 17: Invoice Details & Payments modal

5.6 Recording a Payment

To record a customer payment against an invoice, click the payment icon (cash register icon) in the Action column of the invoice row. The Record Payment modal opens.

Feature / Field	Description
Invoice Summary	Shows Invoice #, Customer, Invoice Amount, and Balance Due.
Receipt #	Auto-generated receipt number.
Payment Date	Date the payment was received.
Amount	Amount being paid (pre-filled with balance due).
Payment Method	Select: Cash, Check, Bank Transfer, etc.
Reference #	Optional reference number (check number, bank reference, etc.).
Notes	Optional notes about the payment.

Click 'Record Payment' to save. The invoice status will update to PAID if the full balance is settled.

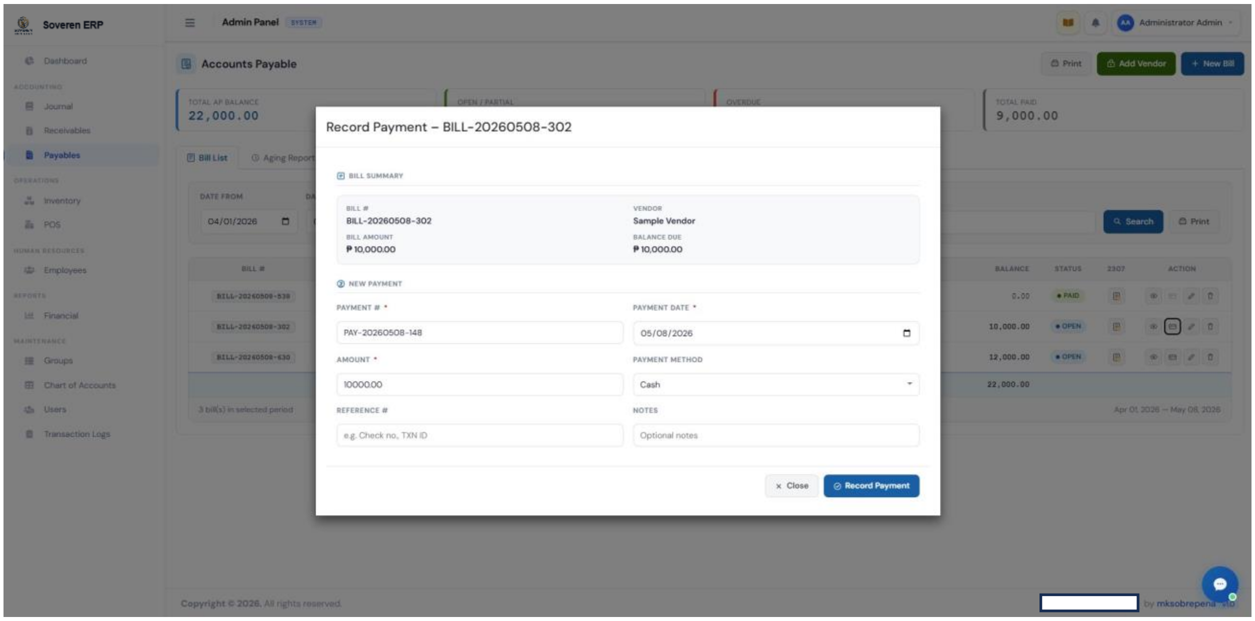


Figure 18: Record Payment modal

5.7 Editing an Invoice

Click the pencil (edit) icon on any invoice row. The Edit Invoice modal opens with the same fields as the New Invoice form, pre-populated with existing data. Modify the necessary fields and click 'Update Invoice' to save changes.

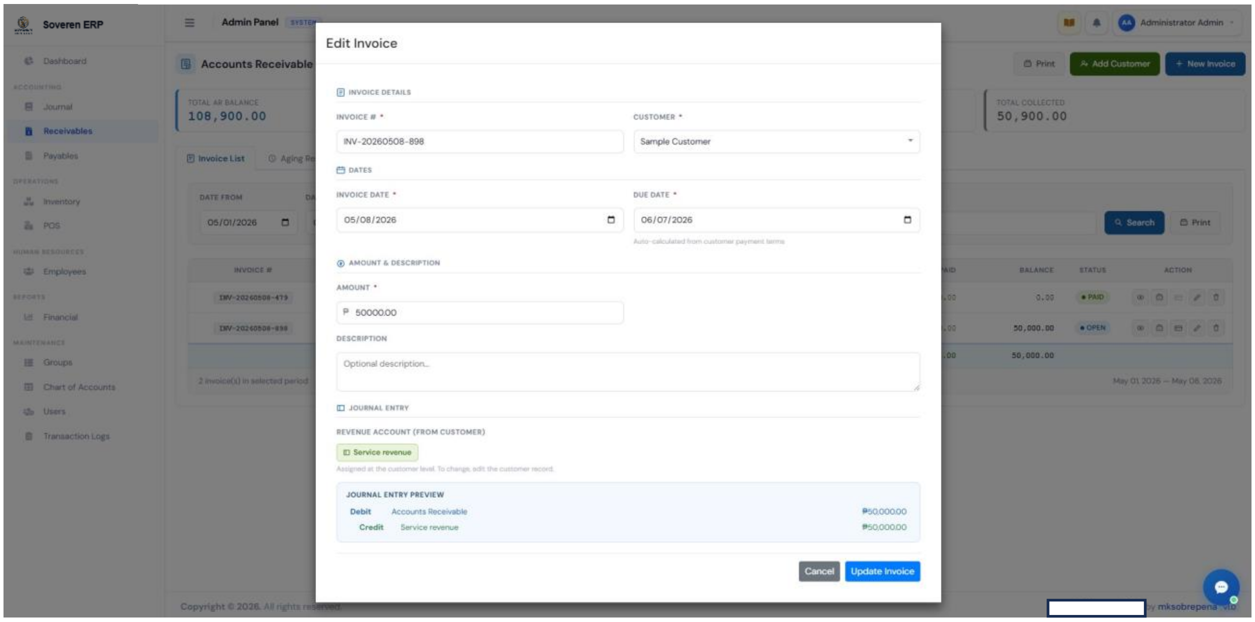


Figure 19: Edit Invoice modal

5.8 Printing Invoices

5.8.1 Print Invoice List

Click the 'Print' button in the filter bar to print the currently filtered list of invoices. A print preview opens showing the formatted Accounts Receivable Invoice List for Soveren ERP.

5.8.2 Print Individual Invoice

From the Invoice Details modal, click 'Print Invoice' to open a full-page invoice preview. The printable invoice includes: company letterhead, invoice number and status (PAID/OPEN), billing details, itemized amounts, payment history, and a thank-you note. Click 'Print / Save PDF' to print or export.

5.9 AR Aging Report Tab

Click the 'Aging Report' tab to view the AR Aging Report as of today's date. This report categorizes outstanding receivables by how long they have been outstanding.

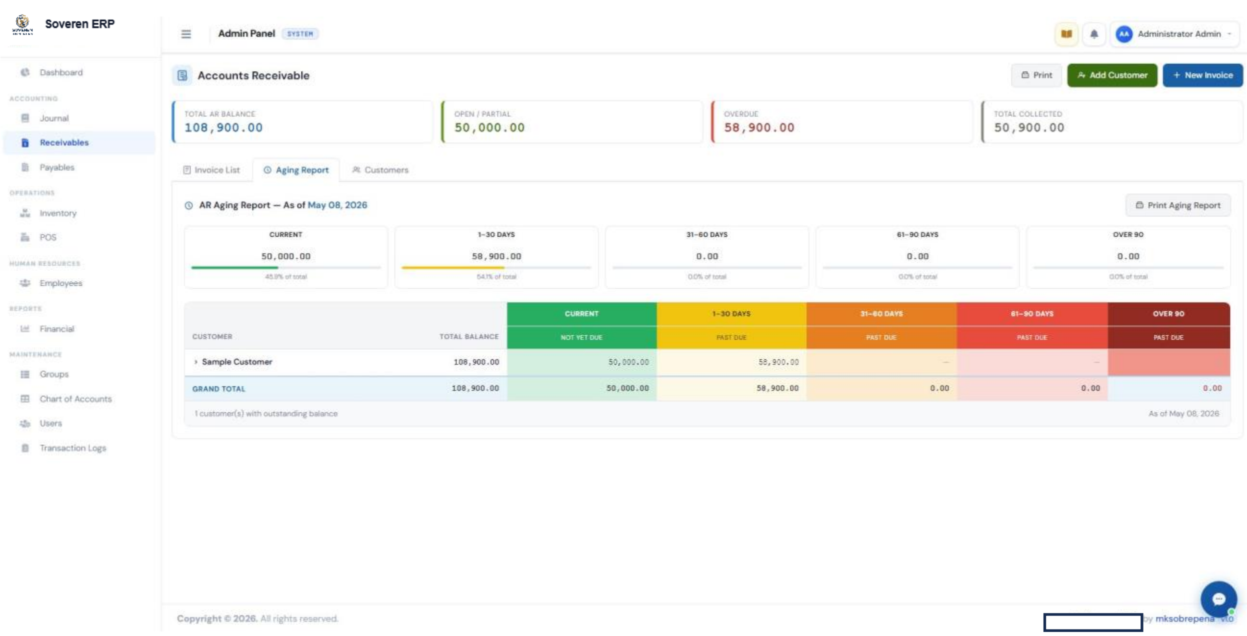


Figure 22: AR Aging Report tab showing outstanding balances by bracket

5.9.1 Aging Brackets

Feature / Field	Description
Current	Not yet due. Shown in green.

1-30 Days	Past due by 1 to 30 days. Shown in yellow/orange.
31-60 Days	Past due by 31 to 60 days.
61-90 Days	Past due by 61 to 90 days. Shown in red.
Over 90	Past due by more than 90 days. Shown in dark red.

The report shows each customer's total balance and how it is distributed across the aging brackets. A Grand Total row summarizes all customers. Click 'Print Aging Report' to print or save as PDF.

5.10 Customers Tab

The Customers tab lists all registered customers with their contact details, payment terms, credit limit, outstanding balance, and status.

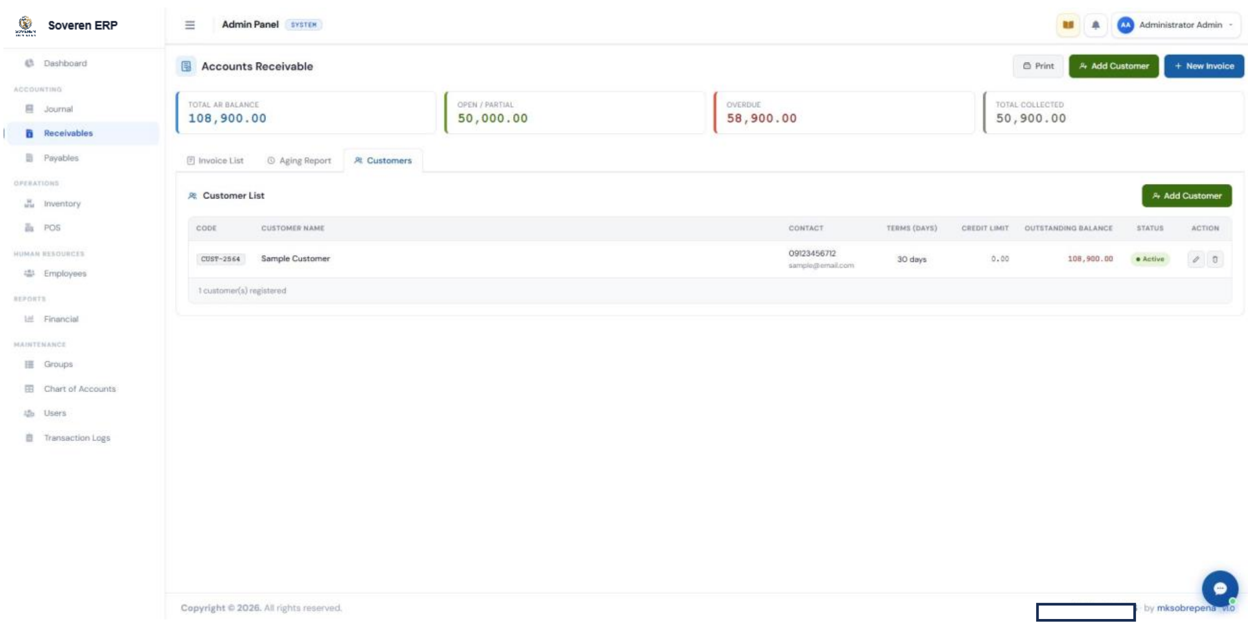


Figure 24: Customer List tab showing registered customers

5.10.1 Customer List Columns

Feature / Field	Description
Code	Auto-generated unique customer code (e.g., CUST-2564).
Customer Name	Full name of the customer or company.
Contact	Primary contact person, phone number, and email address.
Terms (Days)	Standard payment terms for this customer (e.g., 30 days).

Credit Limit	Maximum credit extended to this customer (0.00 = no limit).
Outstanding Balance	Current unpaid AR balance. Shown in red if overdue.
Status	Active or Inactive.

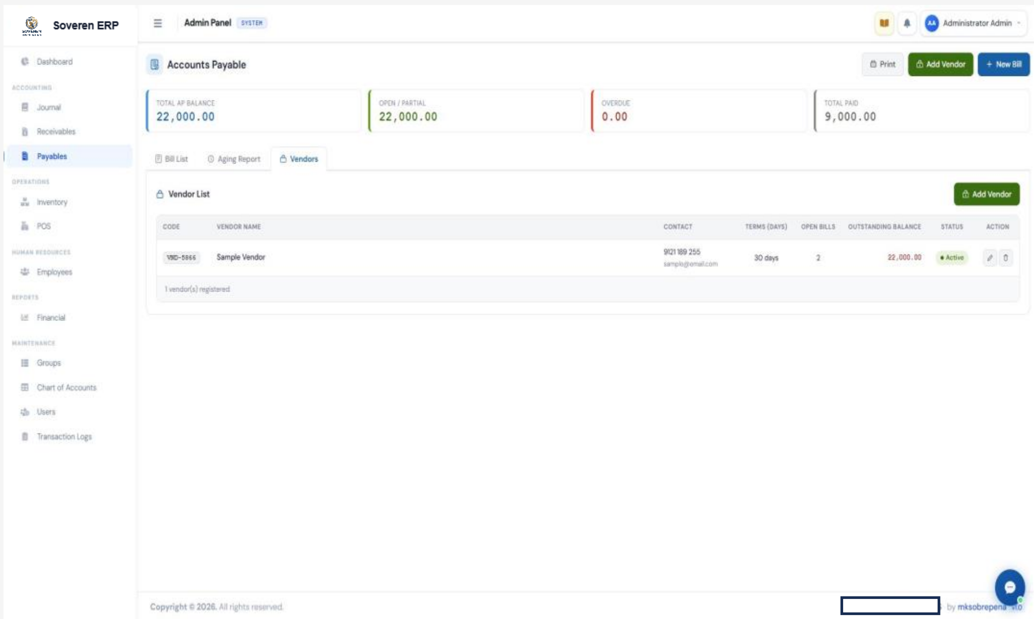


Figure 36: Vendor List tab showing registered vendors

Action	Edit (pencil) and Delete (trash) icons.

5.10.2 Adding a New Customer

Click the 'Add Customer' button at the top-right of the page or within the Customers tab. Fill in the following fields:

Feature / Field	Description
Customer Code	Auto-generated (e.g., CUST-8920). Can be edited.
Customer Name	Full name of the customer or company. (Required)
Contact Person	Name of the primary contact.
Phone	Contact phone number.
Email	Contact email address.
Status	Set to Active or Inactive.
Address	Full billing address.
Payment Terms (Days)	Default payment terms in days (default: 30).
Credit Limit	Maximum credit limit (0 = no limit).

Revenue Account	Select the GL revenue account for this customer. (Required) This account is automatically credited when invoices are posted.

Click 'Save Customer' to add the customer, or 'Cancel' to discard.

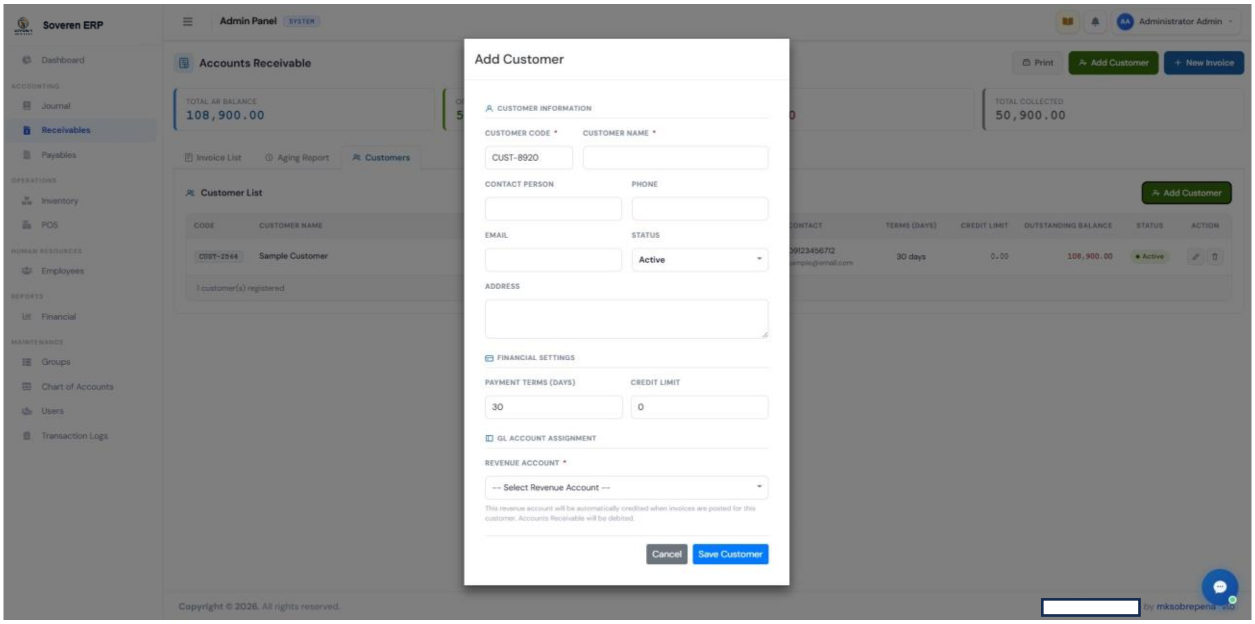


Figure 25: Add Customer modal

5.10.3 Editing a Customer

Click the pencil icon on a customer row to open the Edit Customer modal. All fields are pre-populated with existing data. Make the necessary changes and click 'Update Customer' to save.

> **NOTE:** The Revenue Account assigned to a customer determines the GL account credited for all invoices issued to that customer. To change the revenue account for a specific invoice, you must first update it at the customer record level.

6. Accounts Payable (AP)

The Accounts Payable module manages all money owed by the company to its vendors/suppliers. It handles bill entry, payment recording, aging analysis, vendor management, and BIR Form 2307 generation. Access it via Accounting > Payables in the left sidebar.

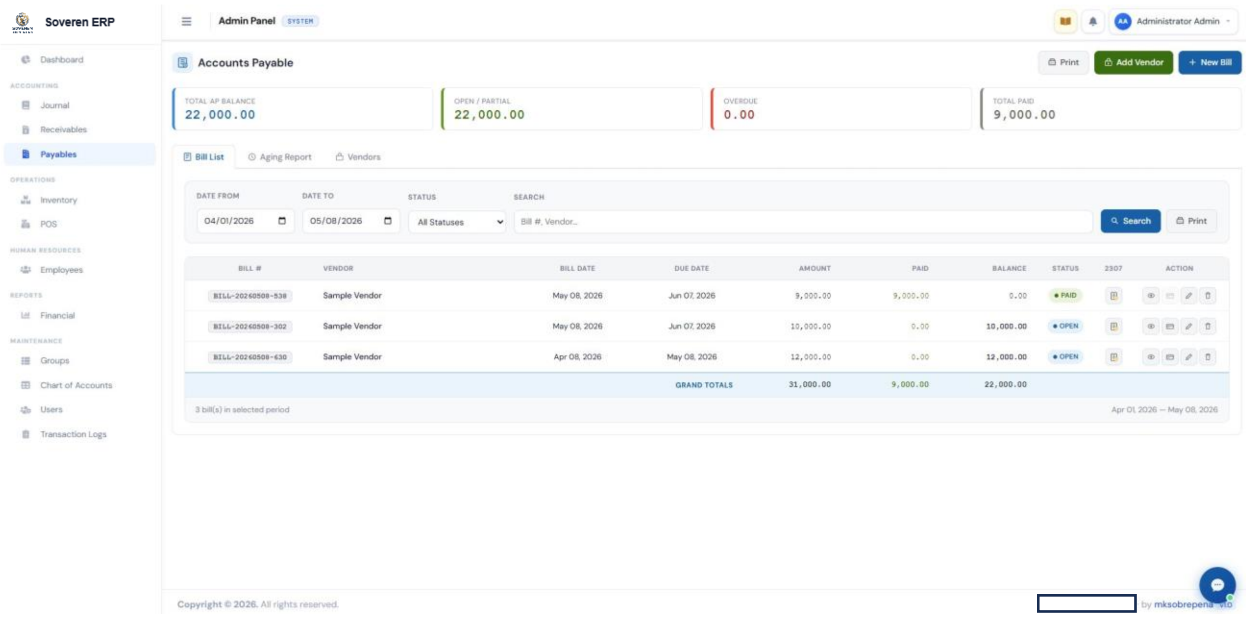


Figure 27: Accounts Payable page overview showing summary metrics and bill list

6.1 AP Summary Metrics

Feature / Field	Description
Total AP Balance	Total outstanding amount owed to all vendors.
Open / Partial	Amount from bills that are open or partially paid.
Overdue	Amount from bills that have passed their due date. Shown in red.
Total Paid	Total amount already paid to vendors.

6.2 AP Tabs

Feature / Field	Description
Bill List	Lists all vendor bills with filters, status, and action buttons.
Aging Report	Displays the AP Aging Report showing outstanding balances by age bracket.
Vendors	Lists all registered vendors and allows adding/editing vendor records.

6.3 Bill List Tab

6.3.1 Filter Bar

Feature / Field	Description
Date From / Date To	Filter bills within a specific date range.
Status	Filter by status: All Statuses, Paid, or Open.
Search	Search by Bill # or Vendor name.
Search Button	Applies the filters.
Print Button	Prints the filtered bill list.

6.3.2 Bill List Columns

Feature / Field	Description
Bill #	Auto-generated unique bill number (e.g., BILL-20260508-538).
Vendor	The vendor associated with the bill.
Bill Date	Date the bill was received.
Due Date	Payment due date.
Amount	Total bill amount.
Paid	Amount already paid.
Balance	Remaining unpaid balance.
Status	PAID (green) or OPEN (blue).
2307	Button to generate BIR Form 2307 (Certificate of Creditable Tax Withheld at Source) for this bill.
Action Icons	View (eye), Archive, Send, Edit (pencil), Delete (trash).

6.4 Creating a New Bill

Click the '+ New Bill' button at the top-right. Fill in the following fields in the New Bill modal:

Feature / Field	Description
Bill #	Auto-generated. Can be edited.
Vendor	Select the vendor from the dropdown list. (Required)
Bill Date	Date the bill was received.
Due Date	Auto-calculated based on vendor payment terms.

Amount	Total bill amount. (Required)
Description	Optional notes about the bill.
Journal Entry Preview	Shows the auto-generated entry: Debit Expense Account (from vendor), Credit Accounts Payable.

Click 'Save Bill' to record the bill.

6.5 Editing a Bill

Click the pencil icon on a bill row to open the Edit Bill modal. Modify the necessary fields and click 'Update Bill' to save changes. Note: The expense account is assigned at the vendor level and cannot be changed directly on the bill.

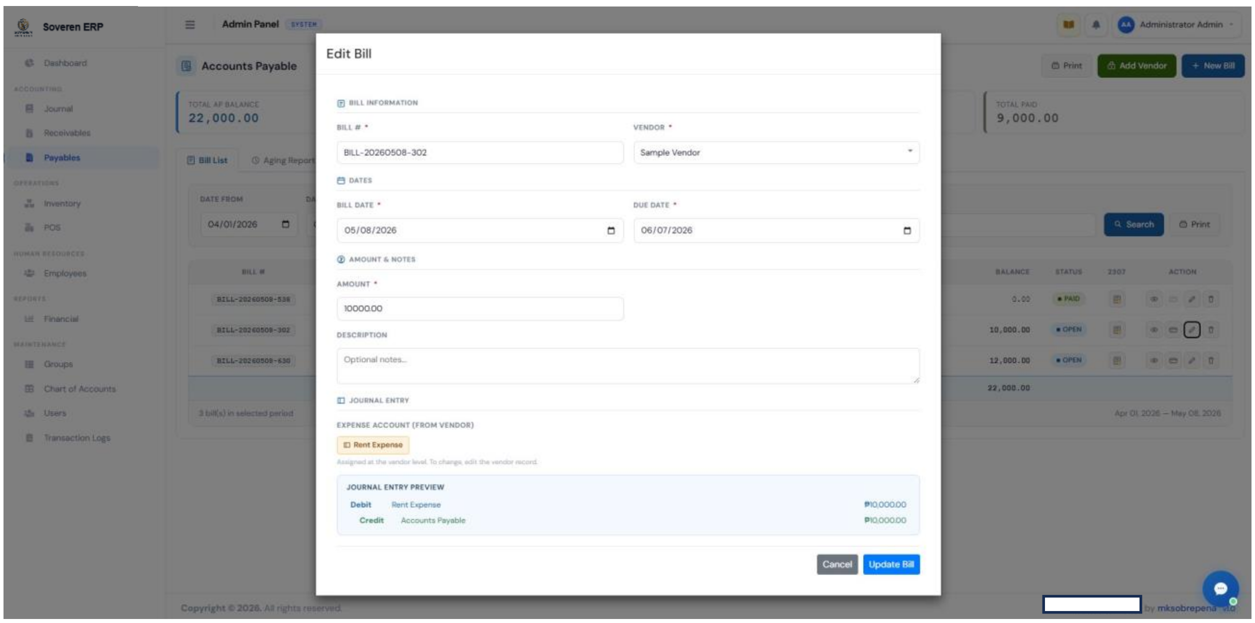


Figure 28: Edit Bill modal

6.6 Deleting a Bill

Click the trash icon on a bill row. A 'Confirm Deletion' modal will appear asking you to enter your password before the bill can be deleted. This security measure prevents accidental or unauthorized deletion of financial records. Enter your password and click 'Delete' to confirm, or 'Cancel' to abort.

> **NOTE:** Deleting a bill is irreversible. Ensure you have the correct bill before proceeding. Only authorized users with the appropriate password can perform deletions.
>
> *Figure 29: Confirm Deletion modal requiring password verification*

6.7 Viewing Bill Details

Click the eye icon on a bill row to open the Bill Details & Payments modal. This shows:

<table>
<tr><th>Feature / Field</th><th>Description</th></tr>
<tr><td>Bill Information</td><td>Bill #, Vendor, Bill Date, Due Date, Bill Amount, Amount Paid, Balance Due, and Status.</td></tr>
<tr><td>Payment History</td><td>List of all payments with Payment #, Date, Amount, Method, Reference #, and Notes.

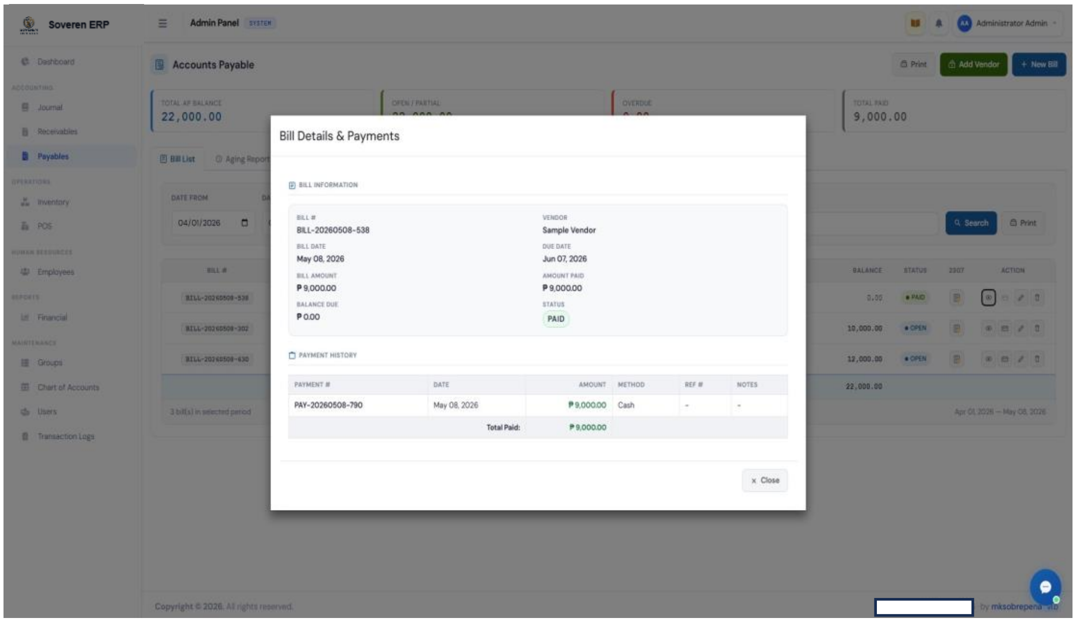


Figure 30: Bill Details & Payments modal showing payment history</td></tr>
</table>

6.8 Recording a Payment

Click the payment icon in the Action column of a bill row. The Record Payment modal opens with the Bill Summary at the top.

Feature / Field	Description
Payment #	Auto-generated payment reference number.
Payment Date	Date the payment was made.
Amount	Amount being paid (pre-filled with balance due).
Payment Method	Cash, Check, Bank Transfer, etc.
Reference #	Optional check number, bank transaction ID, etc.
Notes	Optional notes about the payment.

Click 'Record Payment' to save. The bill status updates to PAID when fully settled.

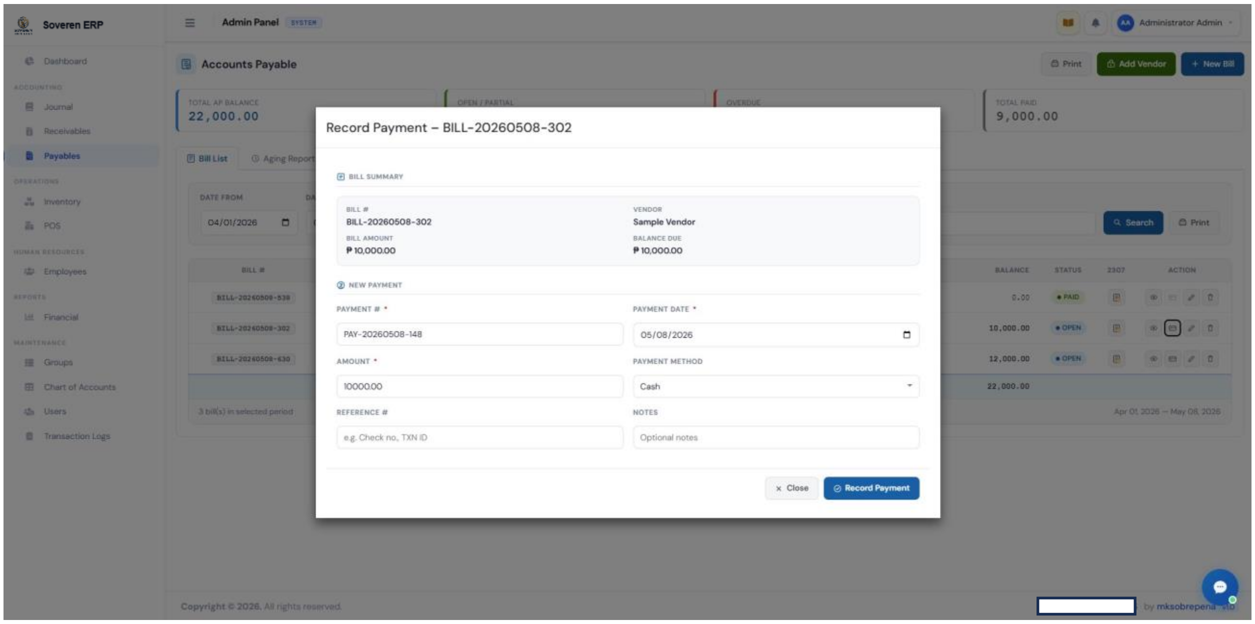


Figure 31: Record Payment modal

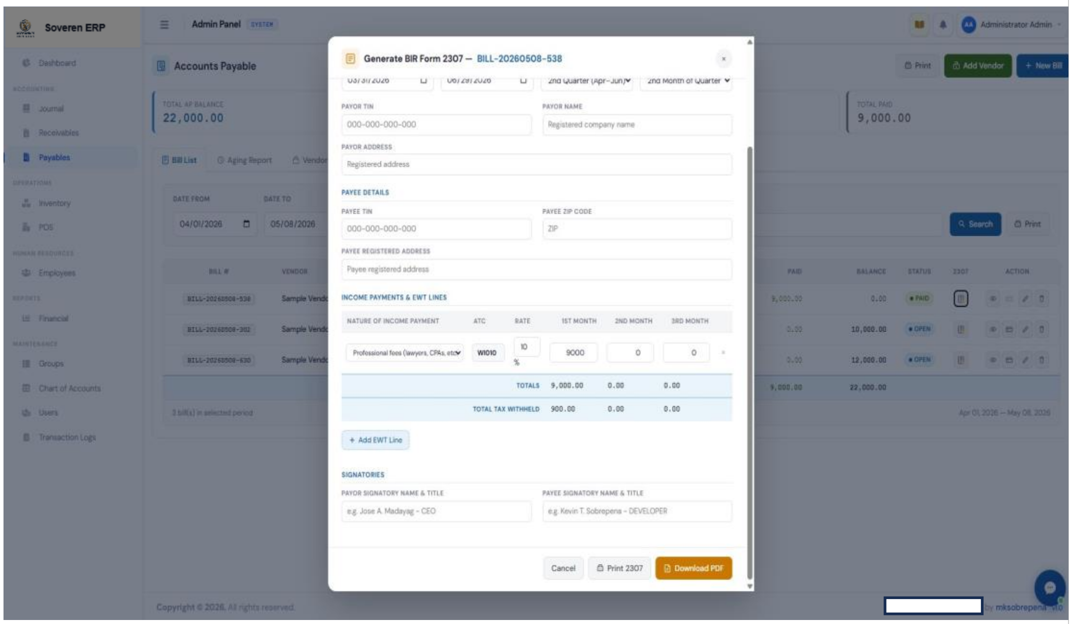
6.9 BIR Form 2307 — Certificate of Creditable Tax Withheld at Source

The system supports generation of BIR Form 2307 directly from the Accounts Payable module. This is a Philippine BIR-compliant tax certificate issued to vendors for Expanded Withholding Tax (EWT).

6.9.1 Generating BIR Form 2307

Click the '2307' icon (document icon) in the bill row to open the Generate BIR Form 2307 modal. Fill in the required fields:

Feature / Field	Description
Period Covered	From and To dates of the taxable period.
Quarter & Month	Select the applicable BIR quarter (e.g., 2nd Quarter Apr-Jun) and month of the quarter.
Payor TIN	Tax Identification Number of the company (payor).
Payor Name	Registered company name.
Payor Address	Registered business address.
Payee TIN	TIN of the vendor (payee).
Payee ZIP Code	Vendor's ZIP code.

Payee Registered Address	Vendor's registered address.
Nature of Income Payment	Select the income type (e.g., Professional fees - lawyers, CPAs, etc.).
ATC	Alphanumeric Tax Code (e.g., WI010).
Rate (%)	Withholding tax rate applied (e.g., 10%).
1st / 2nd / 3rd Month	Enter the amount per month of the quarter.
Payor Signatory	Name and title of the authorized company signatory.
Payee Signatory	Name and title of the vendor's authorized signatory.  *Figure 32: Generate BIR Form 2307 modal with EWT lines*

6.9.2 Printing / Downloading Form 2307

After filling in all fields, click 'Print 2307' to open the browser print dialog with the official BIR Form 2307 layout. Alternatively, click 'Download PDF' to save the form as a PDF file. The form is formatted according to BIR standards and includes all required sections: income payments, EWT lines, totals, and signatory areas.

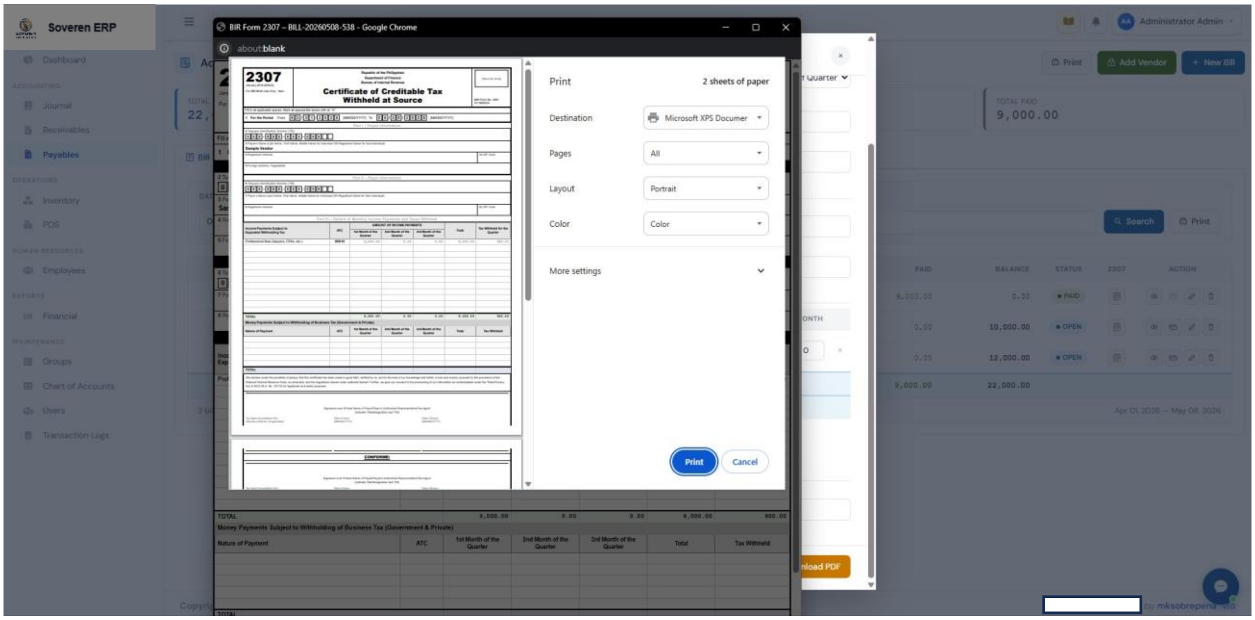


Figure 33: Printable BIR Form 2307 — Certificate of Creditable Tax Withheld at Source

6.10 AP Aging Report Tab

Click the 'Aging Report' tab to view the AP Aging Report as of today's date. This mirrors the AR Aging structure but for vendor bills.

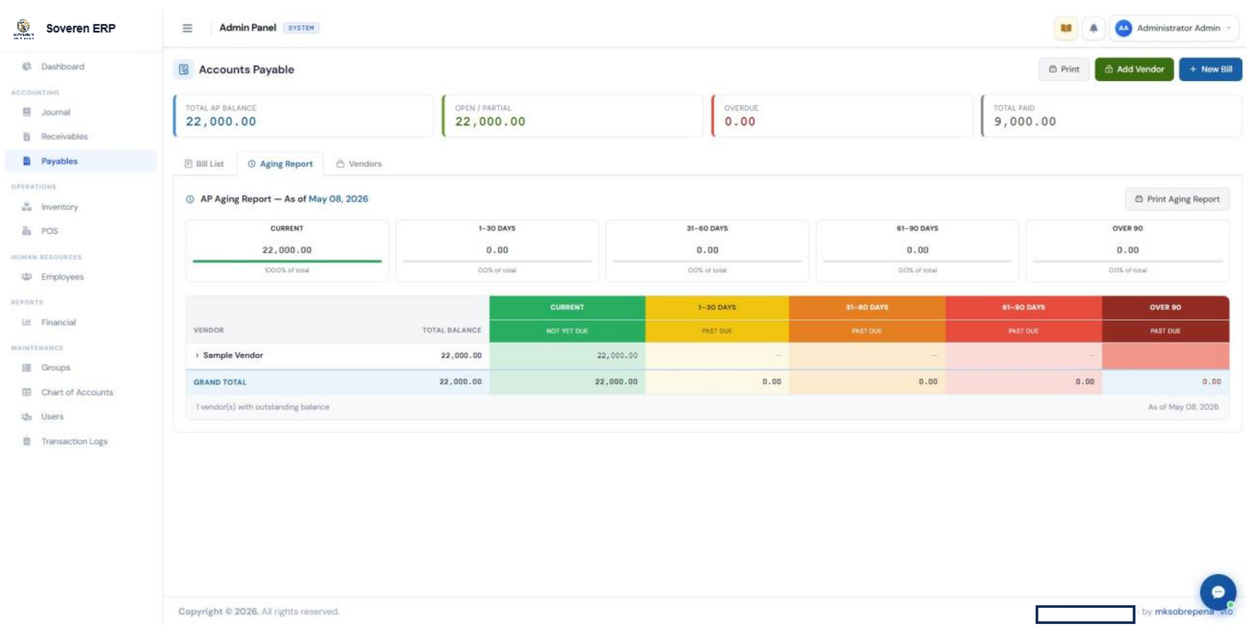


Figure 34: AP Aging Report tab showing outstanding balances by bracket

Feature / Field	Description
Current	Bills not yet due. Green.
1-30 Days	Past due by 1 to 30 days. Yellow/orange.

31-60 Days	Past due by 31 to 60 days.
61-90 Days	Past due by 61 to 90 days. Red.
Over 90	Past due by more than 90 days. Dark red.

Click 'Print Aging Report' to print or save the AP Aging Report as PDF.

6.11 Vendors Tab

The Vendors tab lists all registered vendors with contact info, payment terms, open bills, outstanding balance, and status.

6.11.1 Vendor List Columns

Feature / Field	Description
Code	Auto-generated unique vendor code (e.g., VND-5866).
Vendor Name	Full name of the vendor or company.
Contact	Primary contact person, phone number, and email.
Terms (Days)	Standard payment terms (e.g., 30 days).
Open Bills	Count of bills currently open/unpaid.
Outstanding Balance	Current total unpaid AP balance. Shown in red.
Status	Active or Inactive.
Action	Edit (pencil) and Delete (trash) icons.

6.11.2 Adding a New Vendor

Click 'Add Vendor' at the top-right. Fill in the following fields:

Feature / Field	Description
Vendor Code	Auto-generated (e.g., VND-2012). Can be edited.
Vendor Name	Full name of the vendor or company. (Required)
Contact Person	Name of the primary contact.
Phone	Contact phone number.
Email	Vendor email address.
Address	Full vendor address.
Payment Terms (Days)	Default payment terms in days (default: 30).
Status	Active or Inactive.

Expense Account	Select the GL expense account for this vendor. (Required) This account is automatically debited when bills are posted for this vendor. Accounts Payable will be credited.

Click 'Save Vendor' to add the record.

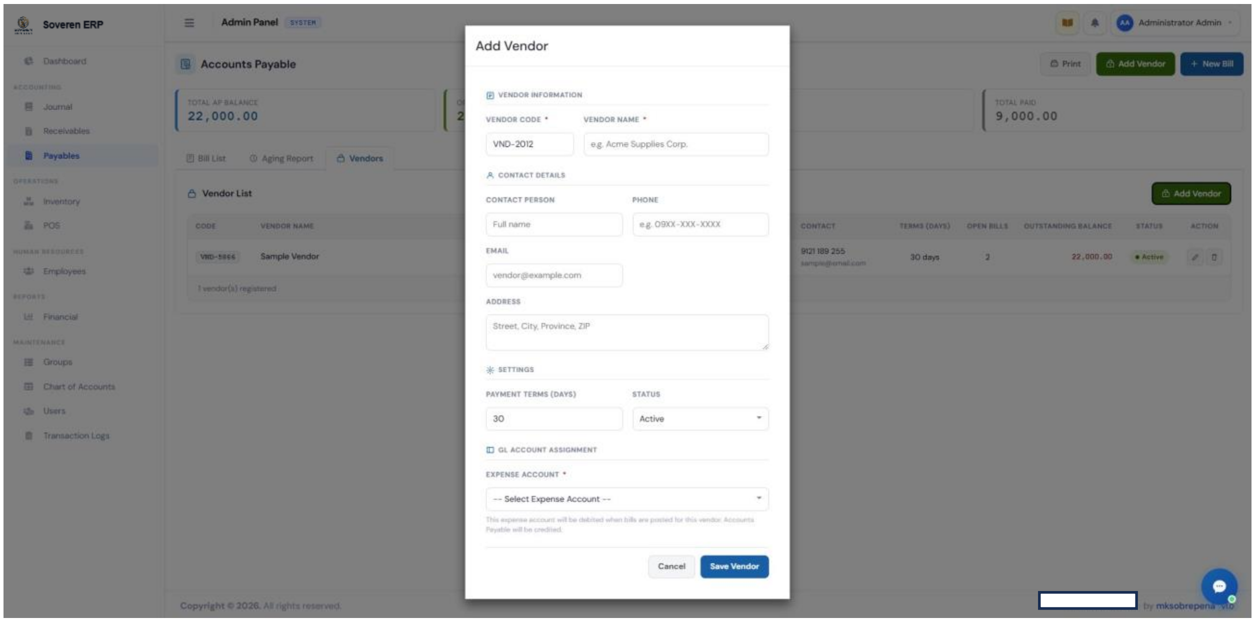


Figure 37: Add Vendor modal

6.11.3 Editing a Vendor

Click the pencil icon on a vendor row to open the Edit Vendor modal. All fields are pre-populated. Make changes as needed and click 'Update Vendor' to save.

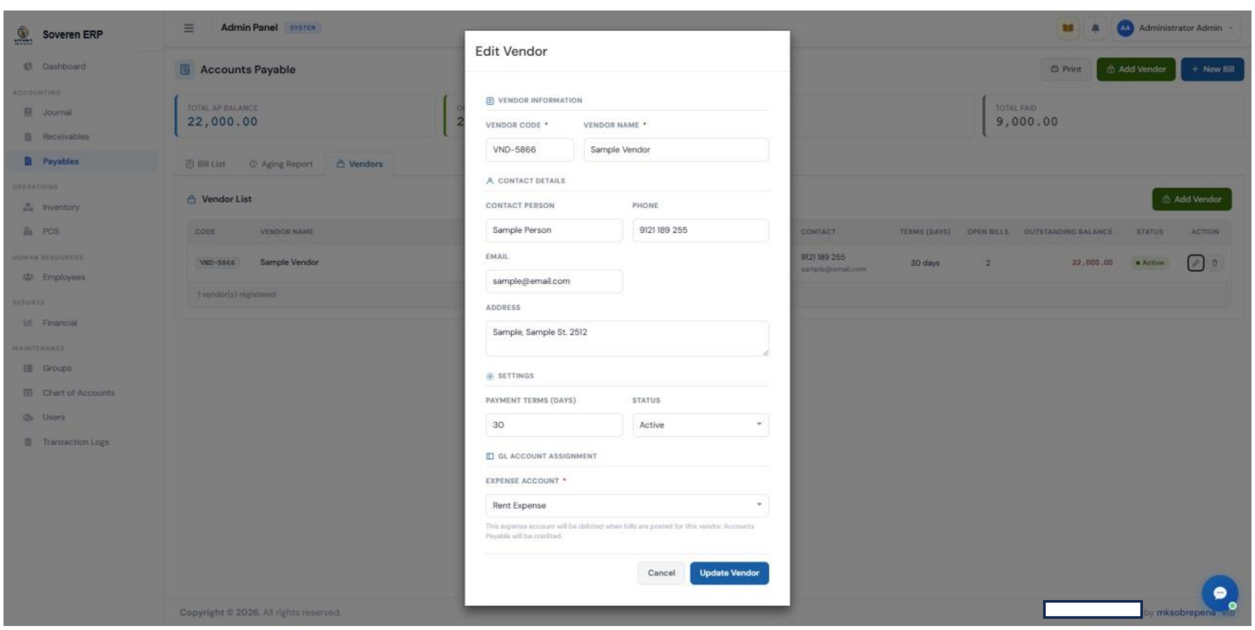


Figure 38: Edit Vendor modal

6.12 Printing AP Reports

6.12.1 Print Bill List

Click the 'Print' button in the filter bar of the Bill List tab to print the AP bill list. A print preview opens showing the formatted Accounts Payable — Bill List report.

6.12.2 Print AP Aging Report

Click 'Print Aging Report' in the Aging Report tab to open the print preview for the AP Aging Report. The report is color-coded by aging bracket and includes vendor-level details with a Grand Total row.

7. Inventory Management

The Inventory Management module provides full visibility into stock levels, item records, purchase orders, stock receipts, and returns. Access it via Operations > Inventory in the left sidebar.

7.1 Inventory Overview & Dashboard Metrics

At the top of the Inventory Management page, four summary cards provide a quick snapshot of inventory status:

Feature / Field	Description
Total Active Items	Total number of active items registered in inventory, along with their combined stock value.
Low / Out of Stock	Count of items whose on-hand quantity is at or below the minimum stock threshold. A sub-count shows items with zero quantity (out of stock).
Pending Purchase Orders	Count of purchase orders that have been created but not yet fully received.
Expiring Within 30 Days	Count of stock batches with an expiry date within the next 30 days. Helps users proactively manage perishable goods.

Four action buttons are available in the top-right corner of the Inventory page:

Feature / Field	Description
Add Supplier	Opens the Add Supplier modal to register a new supplier record.
Add Item	Opens the Add Item modal to register a new inventory item.
New PO	Opens the New Purchase Order modal to create a purchase order.
Return	Opens the New Return modal to record a customer or supplier return.

7.2 Stocks Tab

The Stocks tab is the primary view for monitoring current inventory levels. It displays all registered items with their real-time on-hand quantities, cost, price, and stock status.

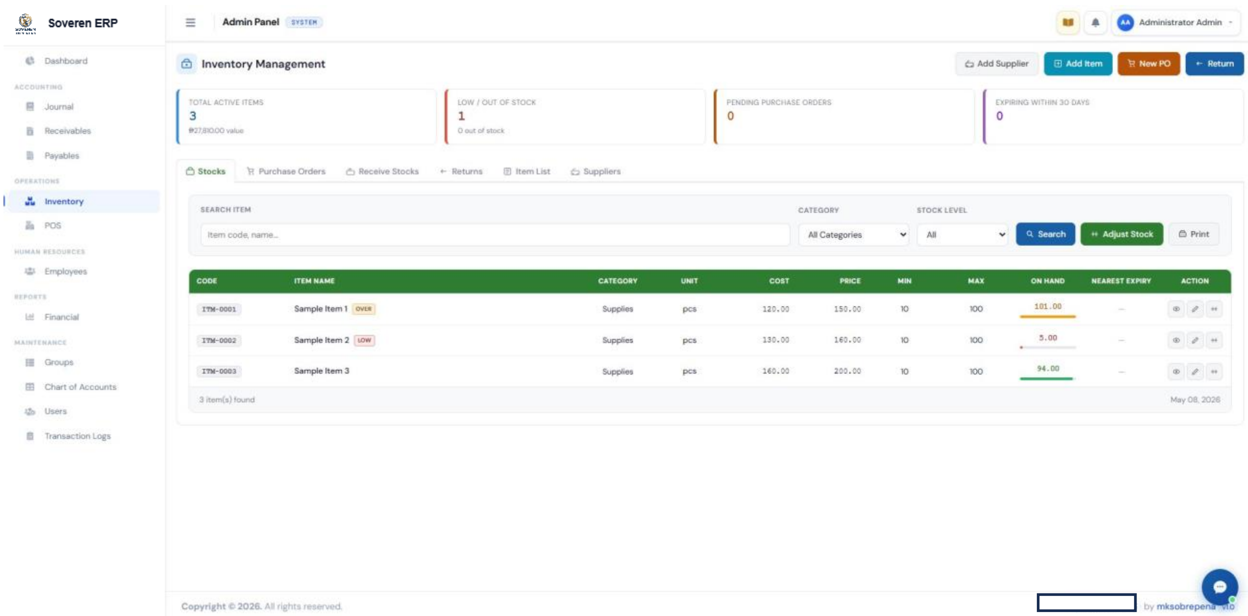


Figure 36: Stocks tab showing all inventory items with stock level indicators

7.2.1 Stocks Tab — Filter Bar

Feature / Field	Description
Search Item	Enter an item code or item name to search for a specific product.
Category	Filter items by product category (e.g., Supplies). Defaults to "All Categories."
Stock Level	Filter items by stock status: All, Low Stock, Out of Stock, or Normal.
Search Button	Applies the selected filters to refresh the item list.
Adjust Stock Button	Opens the Stock Adjustment modal to manually add or remove stock.
Print Button	Generates a printable Inventory Stock List report.

7.2.2 Stocks Tab — Item List Columns

Feature / Field	Description
Code	Auto-generated unique item code (e.g., ITM-0001).
Item Name	Name of the product. May show a colored badge: OVER (orange) if stock exceeds the maximum, or LOW (red) if stock is at or below the minimum.
Category	The product category assigned to the item.
Unit	Unit of measure (e.g., pcs, box, kg).
Cost	Cost price of the item per unit.
Price	Selling price of the item per unit.

Min	Minimum stock level threshold. Alerts are triggered when on-hand quantity falls to or below this value.
Max	Maximum stock level threshold. Alerts are triggered when on-hand quantity exceeds this value.
On Hand	Current quantity in stock. Color-coded: red progress bar for low/out of stock, orange for over-stocked, green for normal.
Nearest Expiry	The nearest expiry date among all batches of this item. Shown only if expiry tracking is enabled for the item.
Action	Three icon buttons per row: View (eye icon), Edit (pencil icon), and Adjust Stock (++ icon).

7.2.3 Viewing Stock Ledger

Click the eye icon (View) on any item row to open the Stock Ledger modal for that item. This shows the full stock movement history for the selected item.

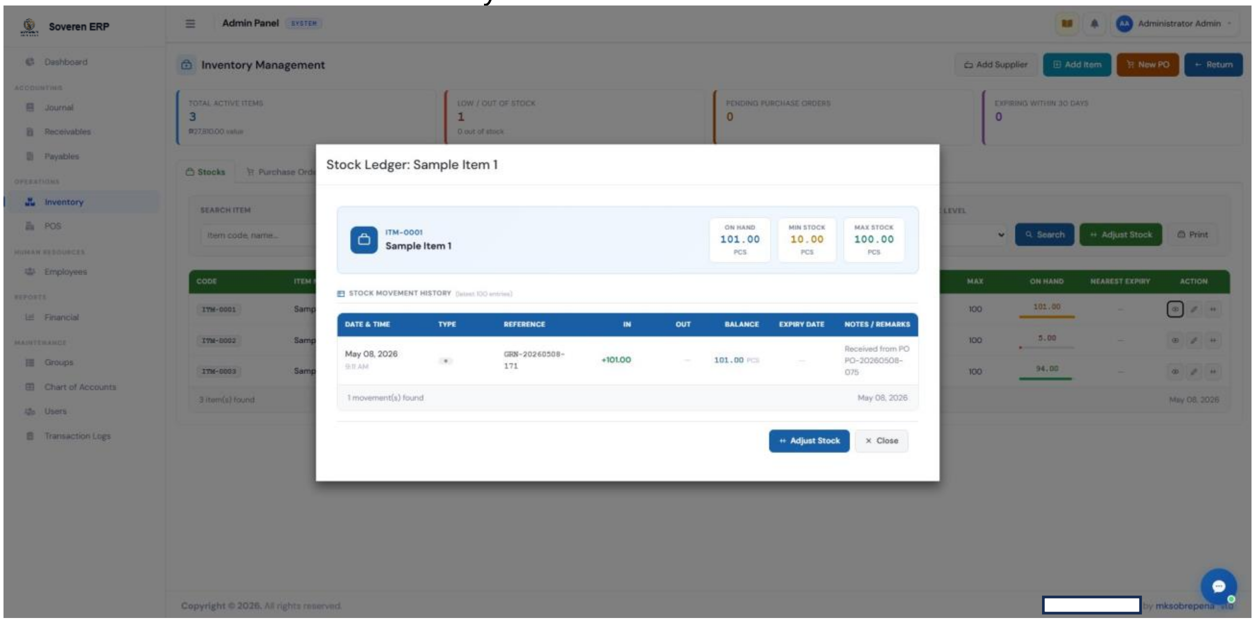


Figure 37: Stock Ledger modal showing item details and movement history

Feature / Field	Description
Item Header	Displays the item code, name, On Hand quantity, Min Stock, and Max Stock in a summary card.
Stock Movement History	A table showing the last 100 stock movements for the item, including Date & Time, Type, Reference, In, Out, Balance, Expiry Date, and Notes/Remarks.
Adjust Stock Button	Opens the Stock Adjustment modal directly from the ledger view.

7.2.4 Adjusting Stock

Click the Adjust Stock button (either in the top filter bar or from the row action icon or the Stock Ledger modal) to open the Stock Adjustment modal.

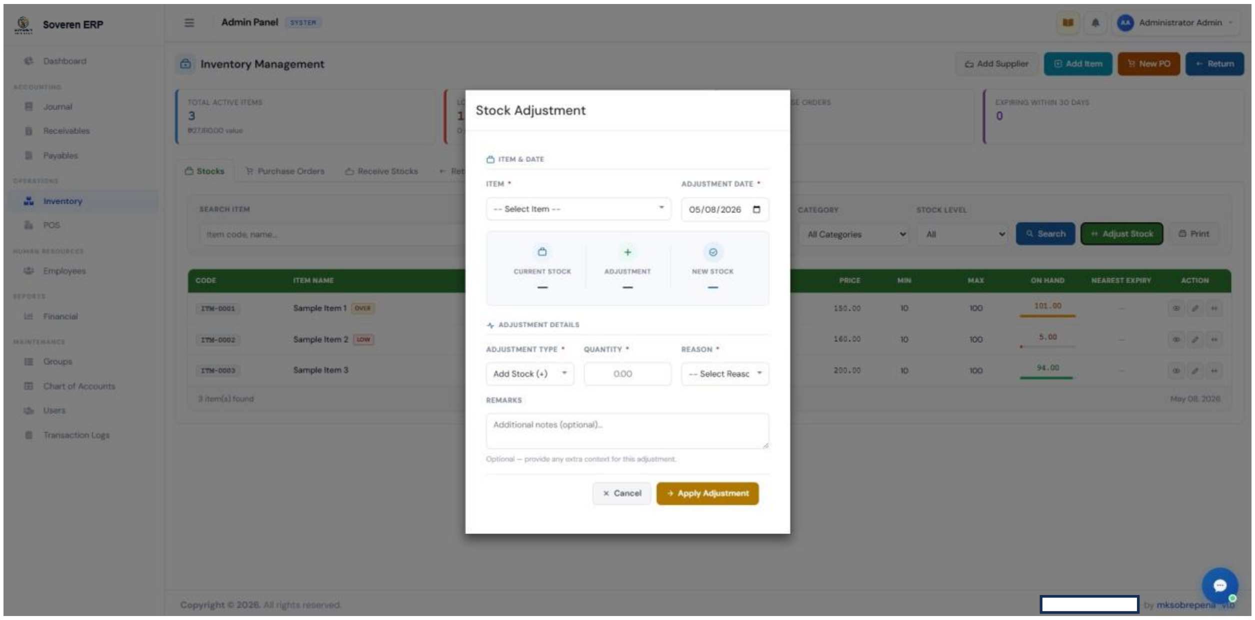


Figure 38: Stock Adjustment modal

Feature / Field	Description
Item	Select the inventory item to adjust from the dropdown list. (Required)
Adjustment Date	Date of the adjustment. Defaults to today's date.
Current Stock	Displays the current on-hand quantity of the selected item (auto-filled after item selection).
Adjustment	The quantity to be added or removed (entered in the Quantity field below).
New Stock	Calculated preview of the resulting on-hand quantity after the adjustment is applied.
Adjustment Type	Select Add Stock (+) to increase quantity or Remove Stock (-) to decrease quantity.
Quantity	The number of units to add or remove. (Required)
Reason	Select a reason for the adjustment from the dropdown (e.g., Physical Count, Damaged, Expired, Found). (Required)
Remarks	Optional additional notes providing context for the adjustment.

Click Apply Adjustment to save the stock change. The movement will be recorded in the Stock Ledger with the selected reason and remarks.

7.2.5 Printing the Stock List

Click the Print button in the Stocks tab filter bar to generate a printable Inventory Stock List report. A print preview opens in the browser showing all items with their codes, names, categories, units, cost, price, min/max levels, and on-hand quantities.

> **NOTE:** The Stock List report is generated based on the current filter settings. Apply filters (e.g., category or stock level) before clicking Print to limit the report to a specific subset of items.

7.3 Purchase Orders Tab

The Purchase Orders tab lists all purchase orders created in the system. Purchase orders (POs) are formal requests sent to suppliers to procure inventory items.

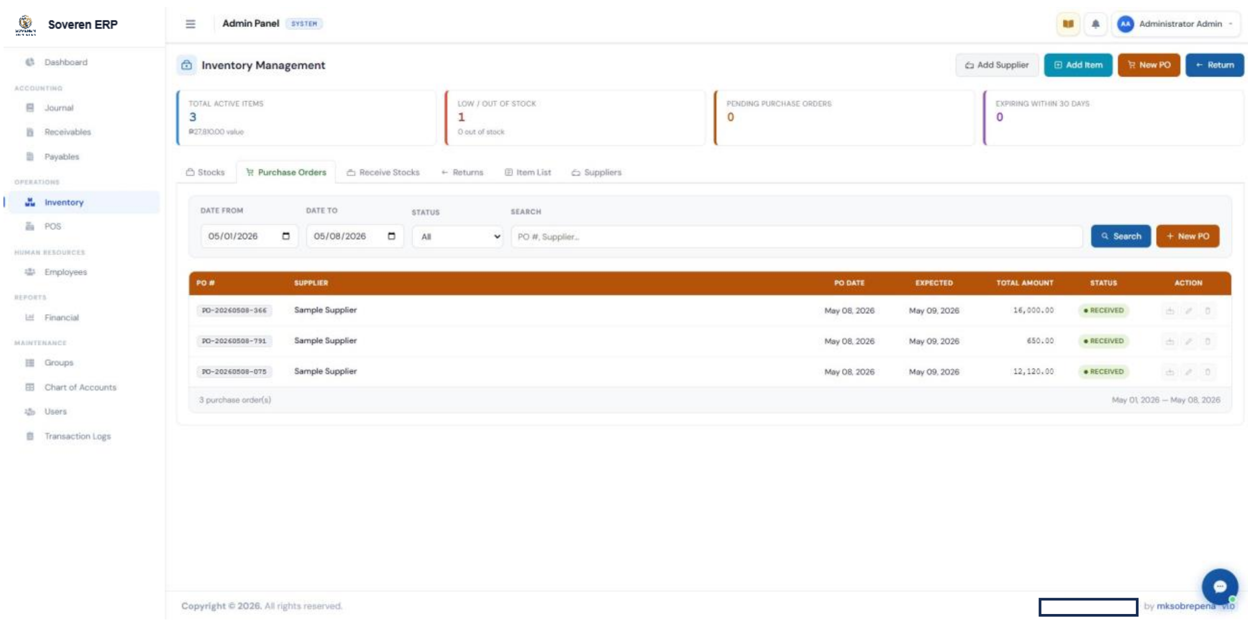


Figure 40: Purchase Orders tab listing all POs

7.3.1 PO Filter Bar

Feature / Field	Description
Date From / Date To	Filter purchase orders within a specific date range.
Status	Filter by PO status: All, Draft, Sent, Received, or Cancelled.
Search	Search by PO number or supplier name.
Search Button	Applies the selected filters.
New PO Button	Opens the New Purchase Order modal to create a new PO.

7.3.2 PO List Columns

Feature / Field	Description
PO #	Auto-generated unique purchase order number (e.g., PO-20260508-366).
Supplier	The supplier to whom the purchase order is addressed.
PO Date	The date the purchase order was created.
Expected	The expected delivery date for the ordered items.
Total Amount	Total value of all line items in the purchase order.
Status	Current status of the PO: DRAFT (grey), SENT (blue), RECEIVED (green), or CANCELLED (red).
Action	Icons for: Duplicate (copy), Edit (pencil), and Delete (trash). Only Draft POs can be edited or deleted.

7.3.3 Creating a New Purchase Order

Click the New PO button (either in the top filter bar or the top-right header button) to open the New Purchase Order modal.

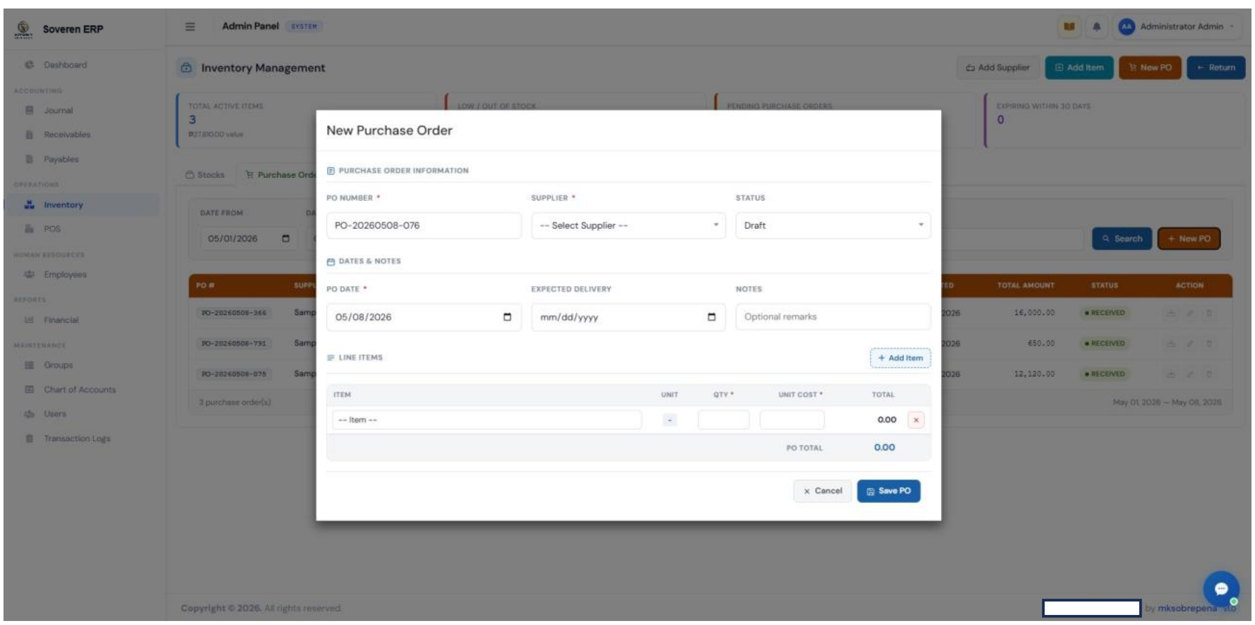


Figure 41: New Purchase Order modal

Feature / Field	Description
PO Number	Auto-generated unique PO reference number. Cannot be changed manually.
Supplier	Select the supplier from the dropdown list. (Required) Only active suppliers are listed.

Status	Defaults to Draft. Can be changed to Sent when the PO is forwarded to the supplier.
PO Date	Date the purchase order is created. Defaults to today's date.
Expected Delivery	The anticipated delivery date. Optional but recommended for tracking pending orders.
Notes	Optional remarks or delivery instructions for the supplier.

Under Line Items, add the products being ordered:

Feature / Field	Description
Item	Select the inventory item from the dropdown. Registered items (ITM-XXXX) are listed.
Unit	Auto-filled based on the selected item's unit of measure.
Qty	Quantity to order. (Required)
Unit Cost	Cost per unit. (Required) Pre-filled from the item's registered cost price.
Total	Auto-calculated as Qty × Unit Cost.
+ Add Item	Click to add another line item row to the purchase order.
PO Total	Running total of all line items combined.

Click Save PO to create the purchase order. Click Cancel to discard. Saved POs appear in the list with a DRAFT status.

7.3.4 Editing a Purchase Order

Click the pencil icon on a PO row to open the Edit Purchase Order modal. Only POs in DRAFT status can be edited. The form is pre-populated with the existing PO details.

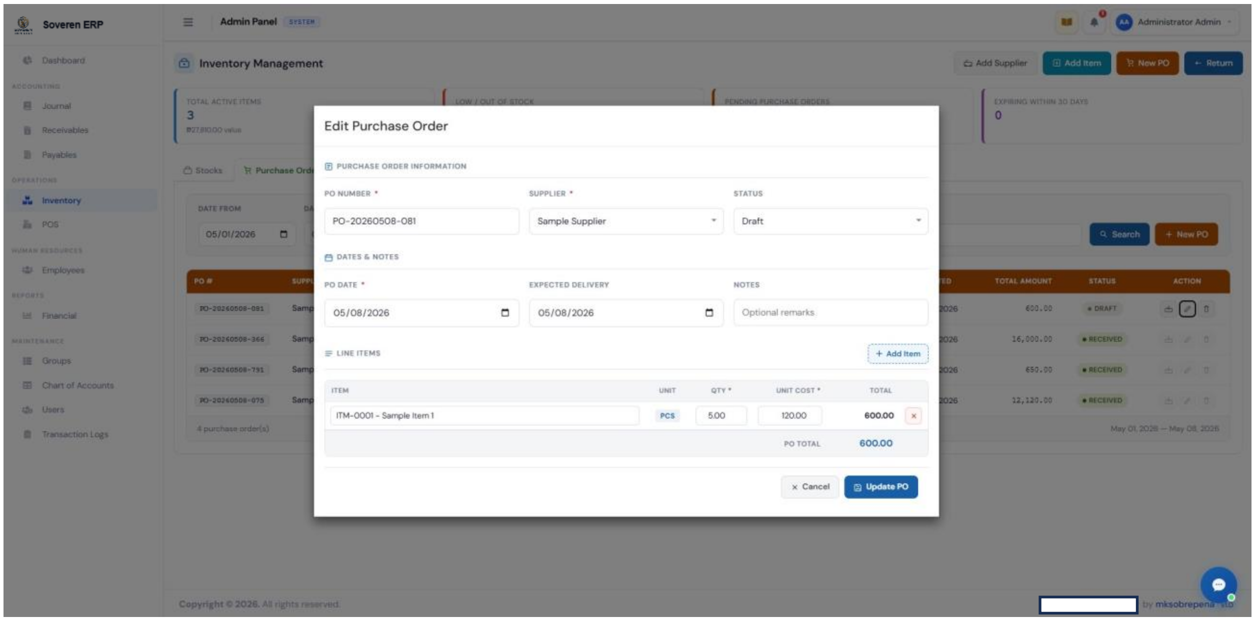


Figure 42: Edit Purchase Order modal

Modify the necessary fields — including supplier, dates, notes, and line items — and click Update PO to save the changes. To add more items, click + Add Item. To remove a line item, click the red X on that row.

> **NOTE:** Purchase orders with RECEIVED or SENT status cannot be edited. To make changes, the PO must be in DRAFT status. If a PO has already been sent to the supplier, create a new PO or contact your system administrator.

7.4 Receive Stocks Tab

The Receive Stocks tab records all goods received from suppliers, either against a purchase order or as a direct receipt. Each receipt generates a Goods Receipt Note (GRN) and automatically updates the on-hand stock quantities.

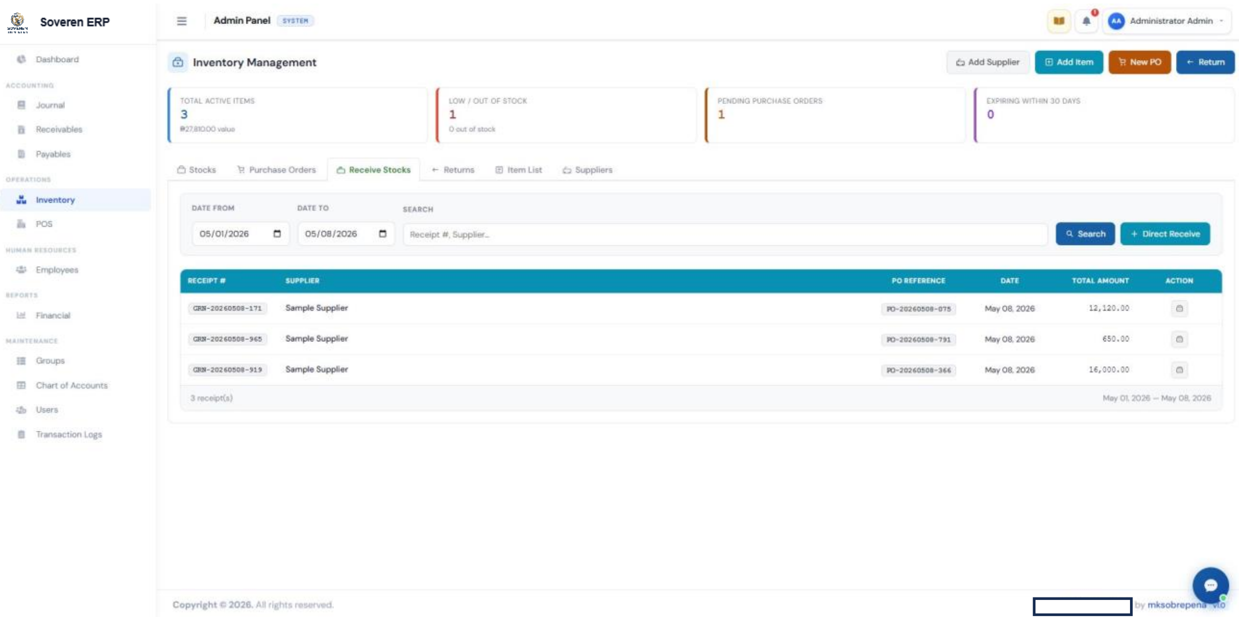


Figure 43: Receive Stocks tab showing all goods receipt notes

7.4.1 Receive Stocks Filter Bar

Feature / Field	Description
Date From / Date To	Filter receipts within a specific date range.
Search	Search by Receipt # or Supplier name.
Search Button	Applies the selected filters.
Direct Receive Button	Opens the Direct Stock Receipt modal to record a receipt without referencing a PO.

7.4.2 Receipt List Columns

Feature / Field	Description
Receipt #	Auto-generated unique Goods Receipt Note number (e.g., GRN-20260508-171).
Supplier	The supplier from whom the goods were received.
PO Reference	The purchase order number this receipt is linked to (e.g., PO-20260508-075). Shown as a badge.
Date	Date the goods were received.

Total Amount	Total value of items received in this receipt.
Action	Print/view icon to generate the goods receipt document.

7.4.3 Receiving Stock Against a Purchase Order

When a purchase order is in SENT status, a receive action becomes available in the Purchase Orders tab. The system links the receipt to the originating PO and marks the PO as RECEIVED upon confirmation.

To receive stock against a PO, navigate to the Purchase Orders tab, locate the PO with SENT status, and click the receive action icon. The system will pre-fill the receipt with the PO details. Verify quantities received and confirm the receipt.

7.4.4 Direct Stock Receiving

To record a stock receipt that is not linked to a purchase order (e.g., for walk-in deliveries or manual receiving), click the Direct Receive button in the filter bar.

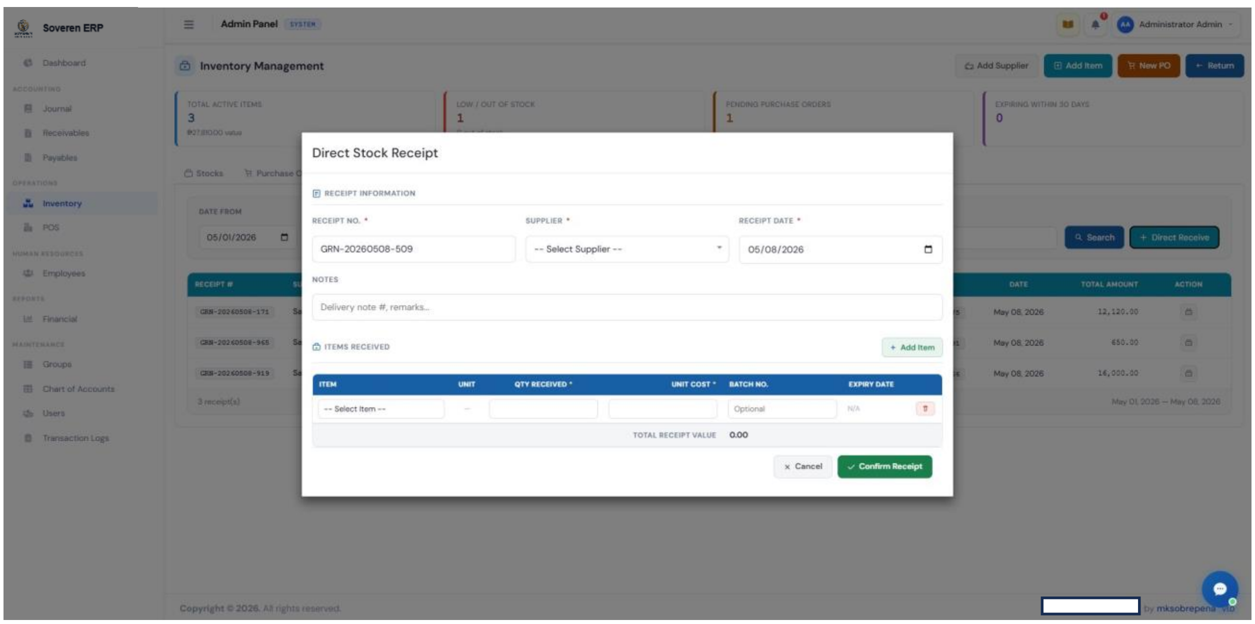


Figure 44: Direct Stock Receipt modal

Feature / Field	Description
Receipt No.	Auto-generated GRN number. Cannot be changed manually.
Supplier	Select the supplier from the dropdown list. (Required)
Receipt Date	Date the goods were received. Defaults to today's date.
Notes	Optional delivery note number, remarks, or reference information.

Under Items Received, enter the products received:

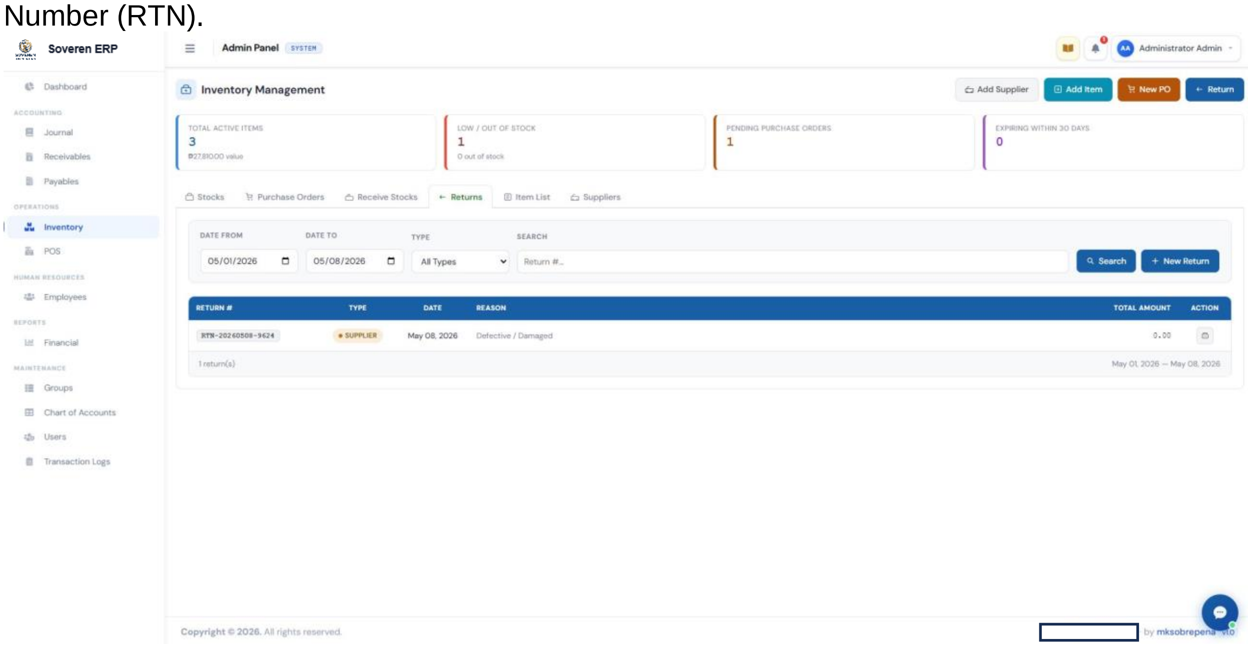
Feature / Field	Description
Item	Select the inventory item from the dropdown. (Required)
Unit	Auto-filled from the item record.
Qty Received	Quantity of units received. (Required)
Unit Cost	Cost per unit for this receipt. (Required)
Batch No.	Optional batch or lot number for traceability.
Expiry Date	Expiry date for this batch. Available only if expiry tracking is enabled for the item. Disabled (N/A) otherwise.
+ Add Item	Click to add another item row to the receipt.
Total Receipt Value	Auto-calculated total value of all items received.

Click Confirm Receipt to save. The system will update the on-hand stock quantities for all received items and record the movements in each item's Stock Ledger.

> **NOTE:** Stock quantities are updated immediately upon confirming a receipt. Each received item's movement is logged in the Stock Ledger with the GRN reference number and supplier details.

7.5 Returns Tab

The Returns tab manages both customer returns (items coming back into inventory) and supplier returns (items sent back to the supplier). Each return is recorded with a unique Return Number (RTN).



7.5.1 Returns Filter Bar

Feature / Field	Description
Date From / Date To	Filter returns within a specific date range.
Type	Filter by return type: All Types, Customer Return, or Supplier Return.
Search	Search by Return # reference.
Search Button	Applies the selected filters.
New Return Button	Opens the New Return modal to record a return transaction.

7.5.2 Returns List Columns

Feature / Field	Description
Return #	Auto-generated unique return number (e.g., RTN-20260508-9624).
Type	Indicates whether the return is a CUSTOMER return (teal badge) or SUPPLIER return (orange badge).
Date	Date the return was processed.
Reason	The reason for the return (e.g., Defective / Damaged, Wrong Item, Excess Stock).
Total Amount	The total value of items returned.
Action	View icon to review the return details.

7.5.3 Creating a New Return

Click the New Return button (or the Return button in the top-right header) to open the New Return modal.

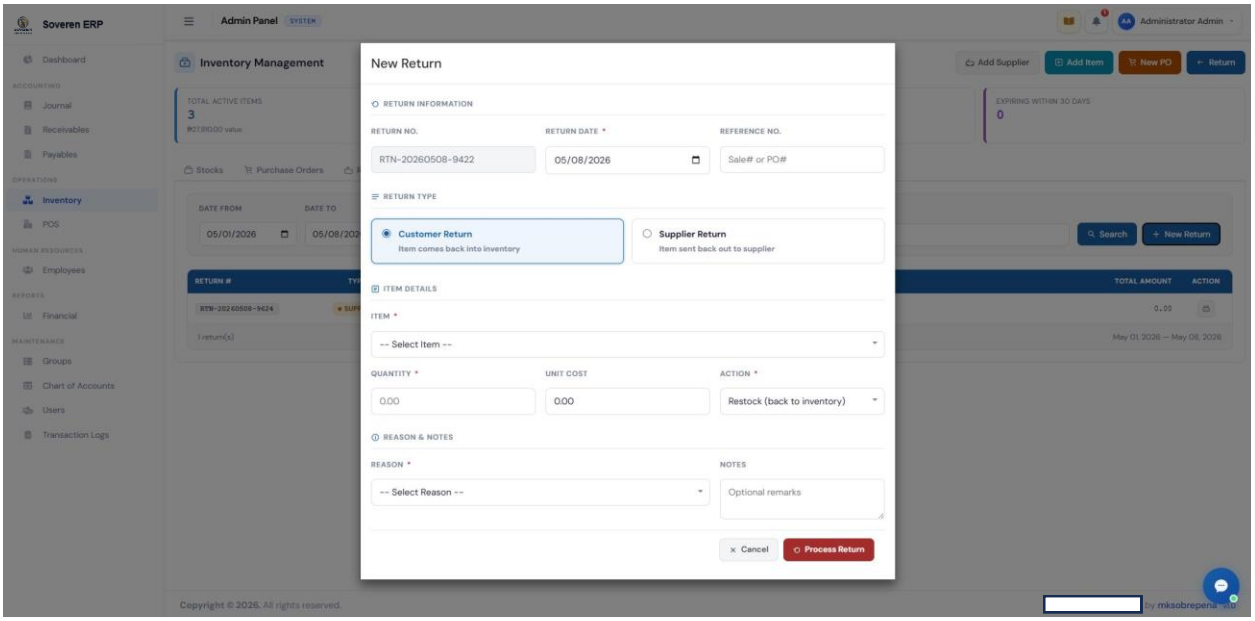


Figure 46: New Return modal

Feature / Field	Description
Return No.	Auto-generated return reference number. Cannot be changed manually.
Return Date	Date of the return transaction. (Required) Defaults to today's date.
Reference No.	Optional reference to a related Sale # or PO # for traceability.

Select the Return Type:

Feature / Field	Description
Customer Return	The item is being returned by a customer and comes back into inventory stock. Select this when a sold item is returned and will be restocked.
Supplier Return	The item is being sent back to the supplier and removed from inventory. Select this when a defective or excess item is returned to the supplier.

Fill in the Item Details:

Feature / Field	Description
Item	Select the inventory item being returned from the dropdown. (Required)
Quantity	Number of units being returned. (Required)
Unit Cost	Cost value per unit for this return (for valuation purposes).
Action	For Customer Returns: Restock (back to inventory) — adds the quantity back to on-hand stock. For Supplier Returns: the item is removed from stock.
Reason	Select the reason for the return: Defective / Damaged, Wrong Item, Excess Stock, Expired, or Other. (Required)
Notes	Optional remarks providing additional context for the return.

Click Process Return to record the return. Click Cancel to discard.

> **NOTE:** Customer Returns with the "Restock" action will add the returned quantity back to the item's on-hand stock. Supplier Returns will deduct the quantity from on-hand stock. All return movements are logged in the item's Stock Ledger with the RTN reference.

7.6 Item List Tab

The Item List tab is the master catalog of all inventory items registered in the system. This is where items are defined, including their codes, categories, pricing, stock thresholds, and expiry tracking settings.

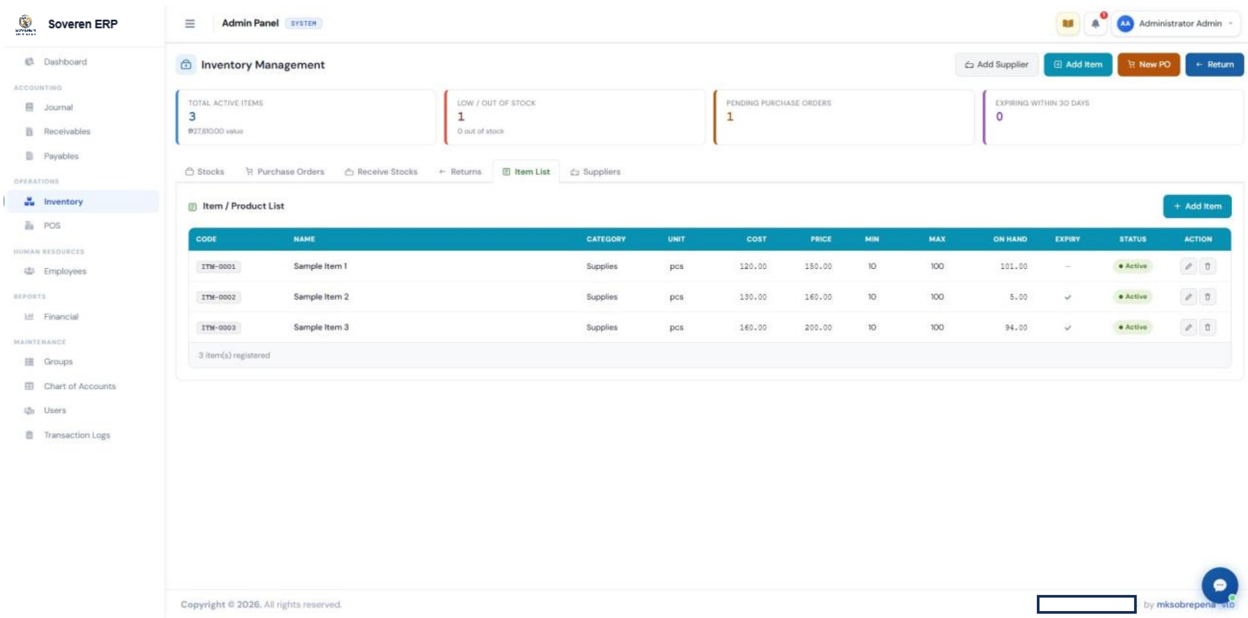


Figure 47: Item List tab showing the Item/Product List

7.6.1 Item List Columns

Feature / Field	Description
Code	Auto-generated unique item code (e.g., ITM-0001). Cannot be manually changed.
Name	The name of the inventory item or product.
Category	The product category assigned to the item.
Unit	Unit of measure (e.g., pcs, box, kg, liter).
Cost	Cost price per unit.
Price	Selling price per unit.
Min	Minimum stock level. Low stock alerts trigger when on-hand falls at or below this value.
Max	Maximum stock level. Over-stock alerts trigger when on-hand exceeds this value.
On Hand	Current quantity in stock.
Expiry	Checkmark (✓) if expiry tracking is enabled for the item; dash (—) if disabled.
Status	Active (green badge) or Inactive.

Action	Edit (pencil) and Delete (trash) icons.

7.6.2 Adding a New Item

Click the + Add Item button (either in the top-right of the Item List tab or the top-right header button) to open the Add Item modal.

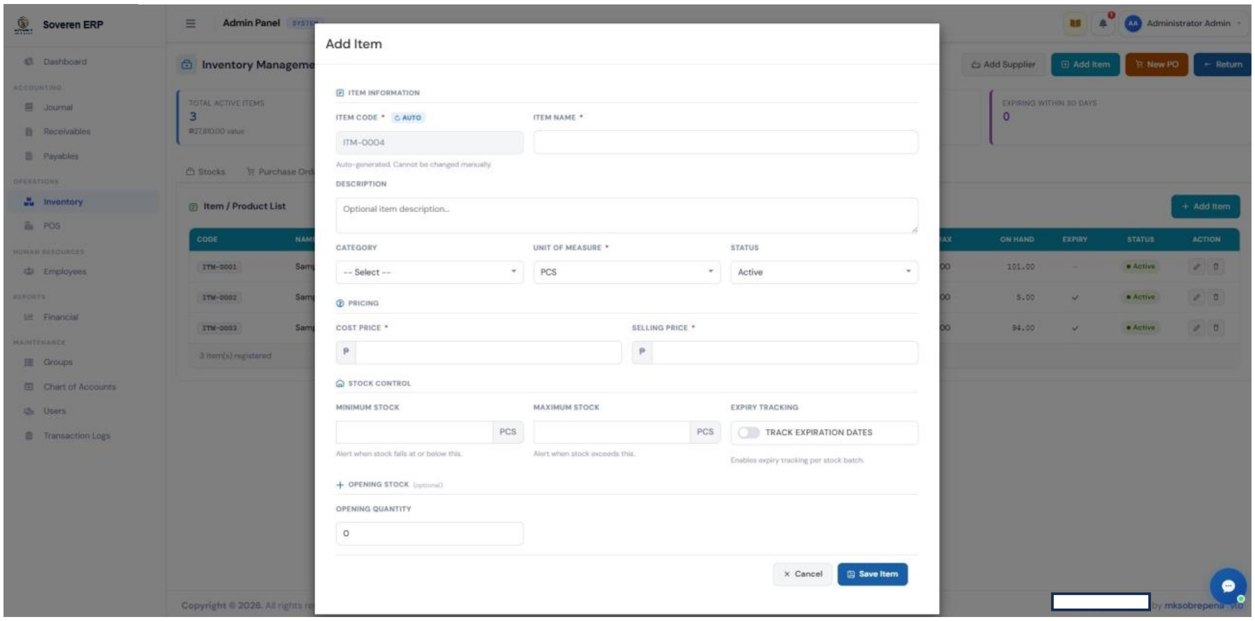


Figure 48: Add Item modal

Fill in the required and optional fields:

Item Information

Feature / Field	Description
Item Code	Auto-generated unique code (e.g., ITM-0004). Cannot be manually changed — labeled AUTO.
Item Name	The full name of the item or product. (Required)
Description	Optional text description of the item.
Category	Select the product category from the dropdown. Categories are managed in the Maintenance > Groups section.
Unit of Measure	Select the measurement unit (e.g., PCS, Box, KG). (Required)
Status	Set to Active or Inactive. Active items appear in PO and receipt dropdowns.

Pricing

Feature / Field	Description
Cost Price	The cost of acquiring or producing one unit of this item. (Required) Used in inventory valuation.
Selling Price	The price at which this item is sold. (Required) Used in POS transactions.

Stock Control

Feature / Field	Description
Minimum Stock	The minimum quantity threshold. The system will alert when on-hand stock falls at or below this level.
Maximum Stock	The maximum quantity threshold. The system will alert when on-hand stock exceeds this level.
Track Expiration Dates	Toggle ON to enable per-batch expiry date tracking for this item. When enabled, expiry dates can be entered when receiving stock. Useful for perishable goods, medicines, or consumables with shelf lives.

Opening Stock (Optional)

Feature / Field	Description
Opening Quantity	The initial on-hand quantity to record when the item is first registered in the system. Defaults to 0. This is a one-time entry — stock is managed through receipts and adjustments thereafter.

Click Save Item to create the item record. Click Cancel to discard. The new item will appear in the Item List with the next sequential item code.

7.6.3 Editing an Item

Click the pencil icon on an item row to open the Edit Item modal. All fields are pre-populated with the current item data.

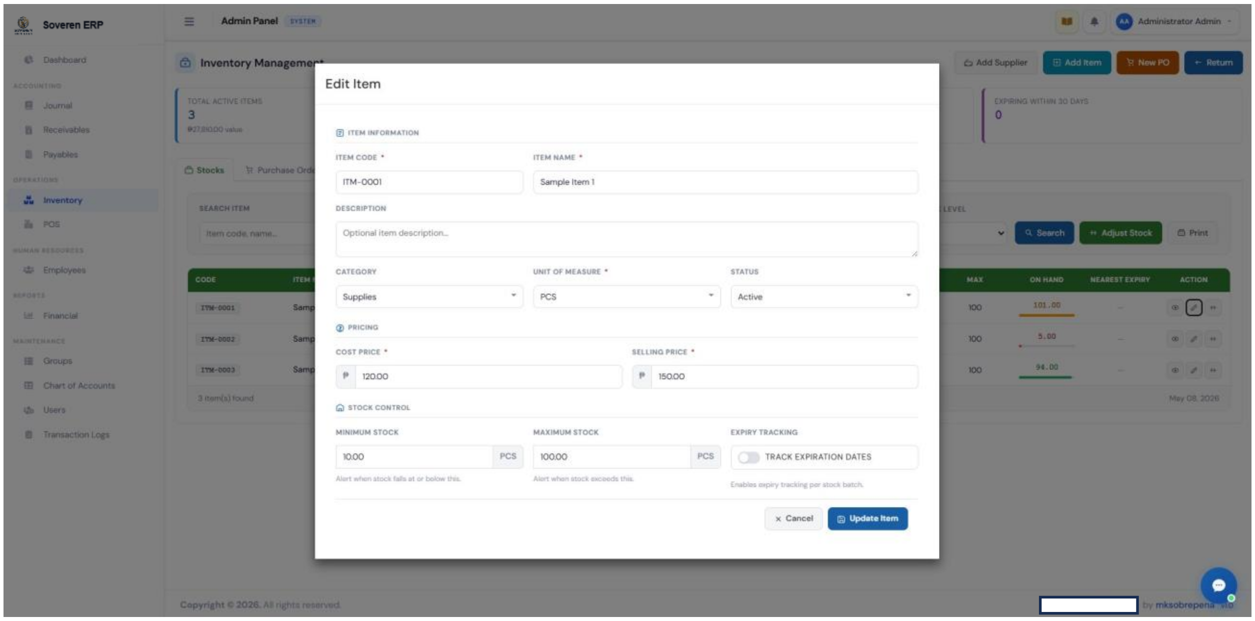


Figure 49: Edit Item modal

Modify the required fields as needed. Note that the Item Code cannot be changed. Click Update Item to save changes, or Cancel to discard.

NOTE: Changing the Cost Price or Selling Price of an item will not retroactively affect previously recorded transactions. Stock movements already processed will retain their original values.

7.7 Suppliers Tab

The Suppliers tab manages the list of vendors and suppliers from whom inventory is procured. Supplier records are required before creating purchase orders.

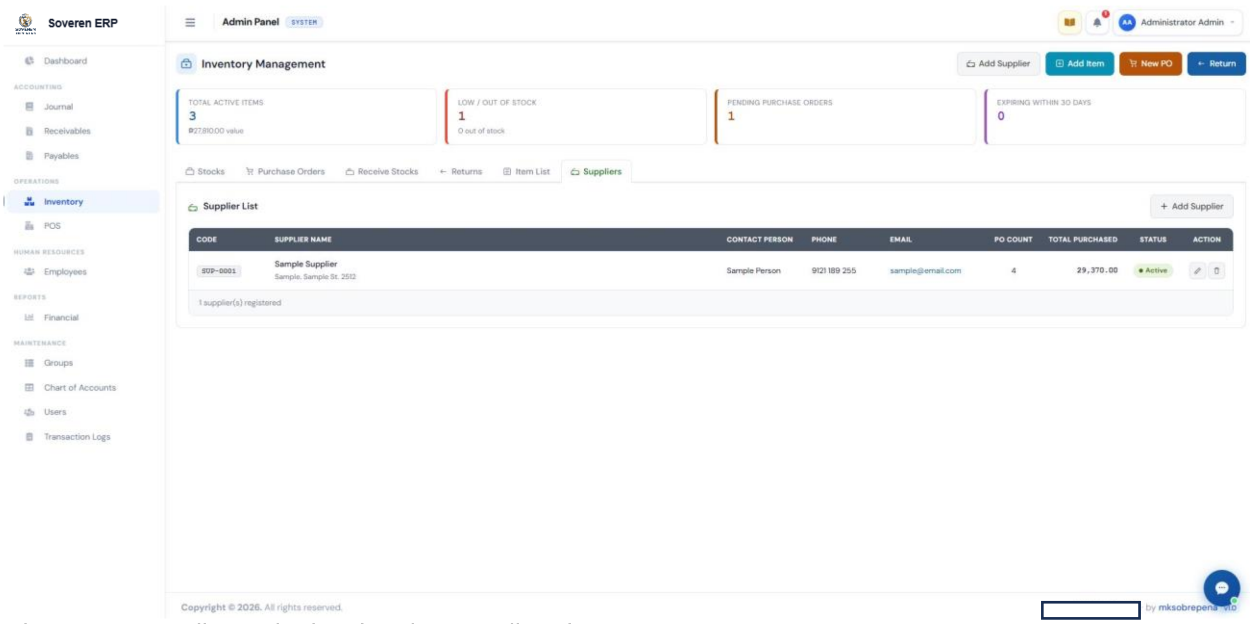


Figure 50: Suppliers tab showing the Supplier List

7.7.1 Supplier List Columns

Feature / Field	Description
Code	Auto-generated unique supplier code (e.g., SUP-0001).
Supplier Name	Full name of the supplier or company, with address shown below the name.
Contact Person	Primary contact person at the supplier.
Phone	Supplier's contact phone number.
Email	Supplier's email address.
PO Count	Total number of purchase orders placed with this supplier.
Total Purchased	Cumulative total amount of all purchase orders placed with this supplier.
Status	Active (green badge) or Inactive. Only Active suppliers appear in PO and receipt dropdowns.
Action	Edit (pencil) and Delete (trash) icons.

7.7.2 Adding a New Supplier

Click the + Add Supplier button (either in the Suppliers tab or the top-right header button) to open the Add Supplier modal. Fill in the supplier details:

Feature / Field	Description
Supplier Code	Auto-generated code. Can be edited if needed.
Supplier Name	Full name of the supplier or business. (Required)
Contact Person	Name of the primary contact at the supplier.
Phone	Supplier's contact telephone number.
Email	Supplier's email address for correspondence.
Address	Full business address of the supplier.
Status	Active or Inactive.

Click Save Supplier to add the record. The supplier will then be available for selection when creating purchase orders and stock receipts.

7.7.3 Editing a Supplier

Click the pencil icon on a supplier row to open the Edit Supplier modal. All fields are pre-populated. Make the necessary changes and click Update Supplier to save.

> **NOTE:** Inactive suppliers will not appear in the supplier dropdown when creating new purchase orders or stock receipts. Deactivate a supplier record instead of deleting it to preserve the historical transaction data linked to that supplier.

8. Point of Sale & Sales

The Point of Sale (POS) module handles all sales transactions — both product sales and service billing — directly through an integrated terminal. It supports multiple payment methods, generates automatic invoices, and posts journal entries in real time. Access it via Operations > POS in the left sidebar.

8.1 POS Overview & Summary Metrics

At the top of the Point of Sale & Sales page, four summary cards provide a real-time snapshot of sales activity:

Feature / Field	Description
Today's Transactions	Total number of sales transactions processed today, along with the total sales amount for the day.
Monthly Revenue	Cumulative revenue from all sales (products and services) recorded in the current calendar month.
Service Revenue	Total revenue generated specifically from service-type sales in the current month.
Unpaid Invoices	Count of invoices that are still awaiting payment. Displayed in amber/orange as a warning indicator.

8.2 POS Navigation Tabs

The POS module is organized into five tabs for easy navigation:

Tab	Description
POS Terminal	The main sales interface. Browse and add products and services to an order, apply discounts, and process payment.
Invoices	View and manage all generated invoices. Filter by date, payment status, and type. Void or reprint invoices.
Sales History	A detailed line-item sales log showing every product or service sold, with invoice references and totals.
Services	Manage the Service Catalog — add, edit, or deactivate services available for sale in the POS.
Customers	Manage the customer list. Add new customers and view their invoice history and total spending.

8.3 POS Terminal

The POS Terminal tab is the main interface for processing sales. Click Open POS (top-right button) or navigate to the POS Terminal tab to begin.

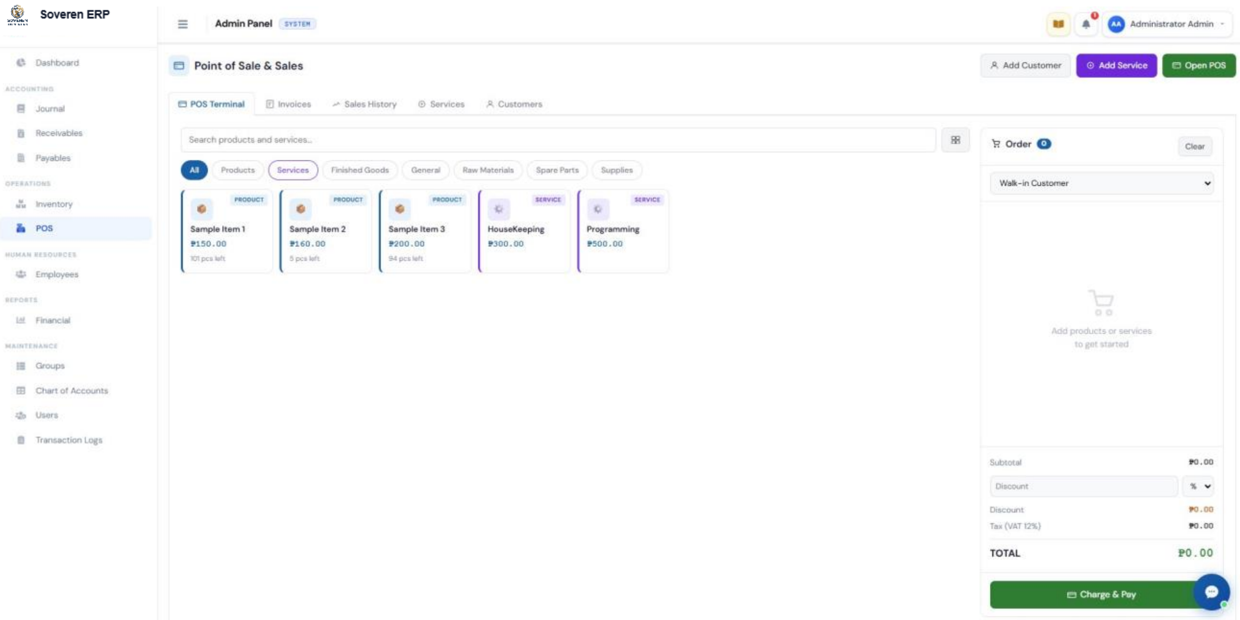


Figure 51: POS Terminal showing products, services, and the active order panel

8.3.1 Product & Service Browser

The left side of the terminal displays all available products and services as clickable cards. Use the category filter bar at the top to narrow the display:

Feature / Field	Description
Search Bar	Type any keyword to search for a product or service by name in real time.
All	Displays all available products and services together.
Products	Shows only inventory product items (labeled with a PRODUCT badge).
Services	Shows only service items (labeled with a SERVICE badge in purple).
Category Filters	Additional filters for specific product categories: Finished Goods, General, Raw Materials, Spare Parts, Supplies.

Each product card displays the item name, unit price, and remaining stock quantity. Each service card displays the service name and price. Click any card to add it to the current order.

8.3.2 Order Panel

The right side of the terminal is the Order Panel, which shows the current transaction being built:

Feature / Field	Description
Order (count badge)	Displays the total number of line items currently in the order.
Customer Dropdown	Select a registered customer for the transaction, or leave as Walk-in Customer for anonymous sales.
Item Lines	Each added product or service appears as a line with its name, unit price, quantity controls (- and +), and line total.
Remove Item (X)	Click the X on any line to remove that item from the order.
Quantity Controls	Use the - and + buttons to decrease or increase the quantity of any item in the order.
Discount	Enter a discount amount in the Discount field. Toggle between percentage (%) or fixed amount (₱) using the dropdown next to it.
Subtotal	Auto-calculated sum of all item line totals before discount and tax.
Tax (VAT 12%)	Automatically calculated VAT at 12% applied to the discounted subtotal.
Total	The final amount due after discount and tax. Displayed prominently in blue-green.
Clear	Clears all items from the order panel to start a new transaction.

8.3.3 Processing a Sale (Charge & Pay)

Once all items are added to the order and the total is correct, click the Charge & Pay button at the bottom of the order panel to open the Process Payment modal.

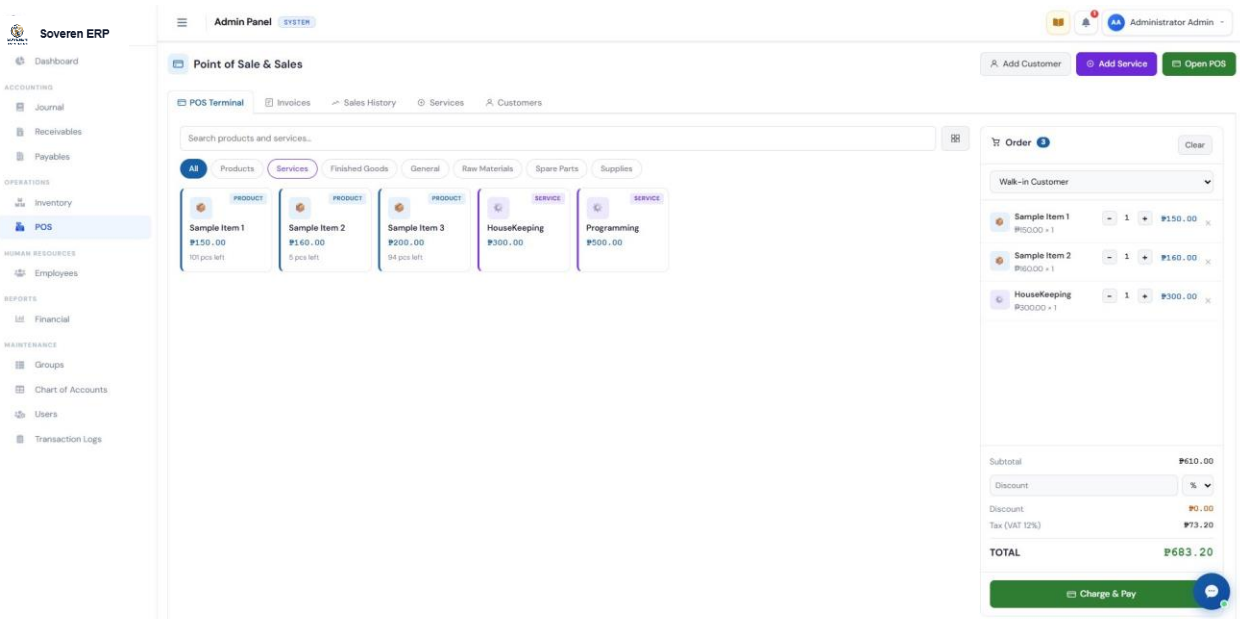


Figure 52: Process Payment modal showing amount due and payment method options

Feature / Field	Description
Amount Due	The total amount to be collected from the customer, displayed prominently in the dark header.
Cash	Select to record payment received in cash. Enter the Amount Tendered to calculate change.
Card	Select for credit or debit card payment. No change calculation is needed.
GCash	Select for GCash mobile wallet payment.
Maya	Select for Maya (formerly PayMaya) digital wallet payment.
Bank	Select for bank transfer payment.
Credit	Select to record the transaction as a credit sale (unpaid invoice posted to the customer account).
Amount Tendered	For cash payments, enter the amount given by the customer. The system will automatically calculate the change due.
Change	Auto-calculated difference between the Amount Tendered and the Amount Due (cash payments only).
Reference / Notes	Optional field for entering a reference number (e.g., card authorization code, GCash reference) or any relevant notes.
Confirm Payment	Click to finalize the transaction. The system will generate an invoice, post the journal entry, and update inventory stock.
Cancel	Closes the payment modal and returns to the order panel without processing payment.

NOTE: When a sale is confirmed, the system automatically: (1) generates a numbered invoice (INV-YYYYMM-XXXX), (2) posts the corresponding journal entry to the accounting ledger, and (3) deducts sold product quantities from inventory stock. Service sales do not affect inventory.

8.4 Invoices Tab

The Invoices tab displays all sales invoices generated through the POS terminal or created manually. Use it to review, search, reprint, or void invoices.

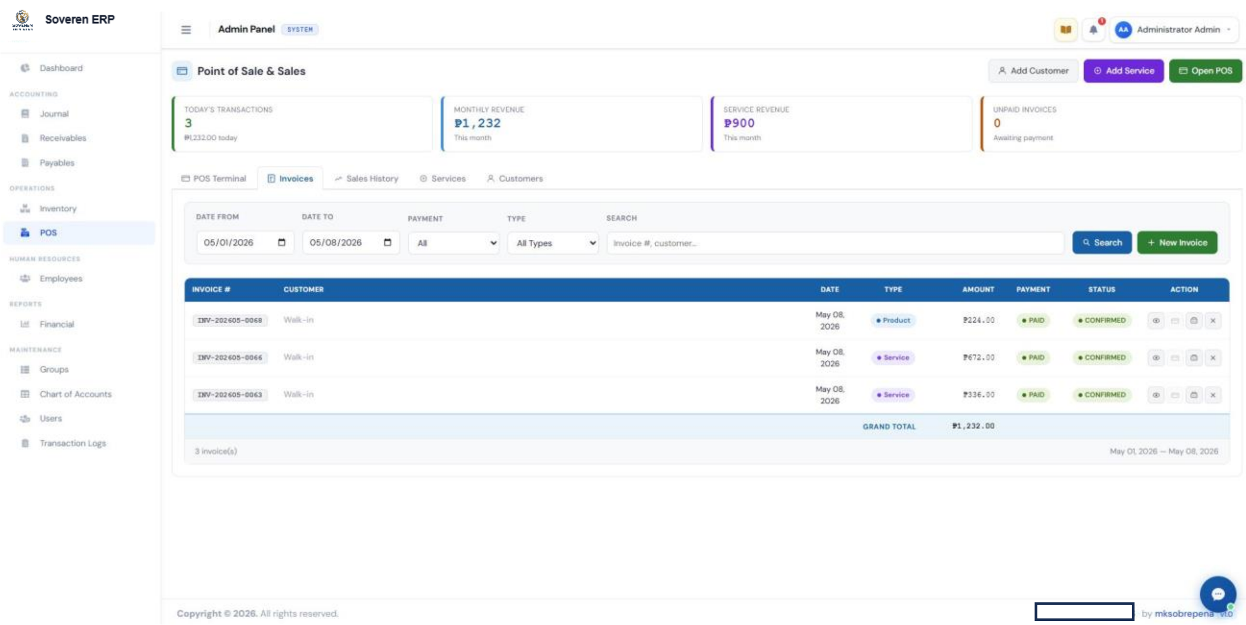


Figure 53: Invoices tab showing the invoice list with filters and action columns

8.4.1 Invoice Filter Bar

Feature / Field	Description
Date From / Date To	Set a date range to filter invoices within a specific period.
Payment	Filter by payment status: All, Paid, or Unpaid.
Type	Filter by invoice type: All Types, Product, or Service.
Search	Search by Invoice number or Customer name.
Search Button	Applies the selected filters and refreshes the invoice list.
+ New Invoice	Opens a blank invoice form to manually create an invoice outside of the POS terminal.

8.4.2 Invoice List Columns

Feature / Field	Description
Invoice #	Auto-generated unique invoice number in the format INV-YYYYMM-XXXX.
Customer	The customer assigned to the invoice. Displays Walk-in for anonymous transactions.
Date	The date the invoice was created.
Type	Badge indicating whether the invoice is a Product sale (blue) or Service sale (purple).
Amount	The total invoice amount including VAT.
Payment	Payment status badge: PAID (green) or UNPAID (red).
Status	Confirmation status: CONFIRMED (green) or VOIDED (red).
Action	Icons for: View (eye), Email (envelope), Print (printer), and Void/Cancel (X).

8.4.3 Viewing an Invoice

Click the eye icon in the Action column to open the Invoice detail modal. The invoice view displays:

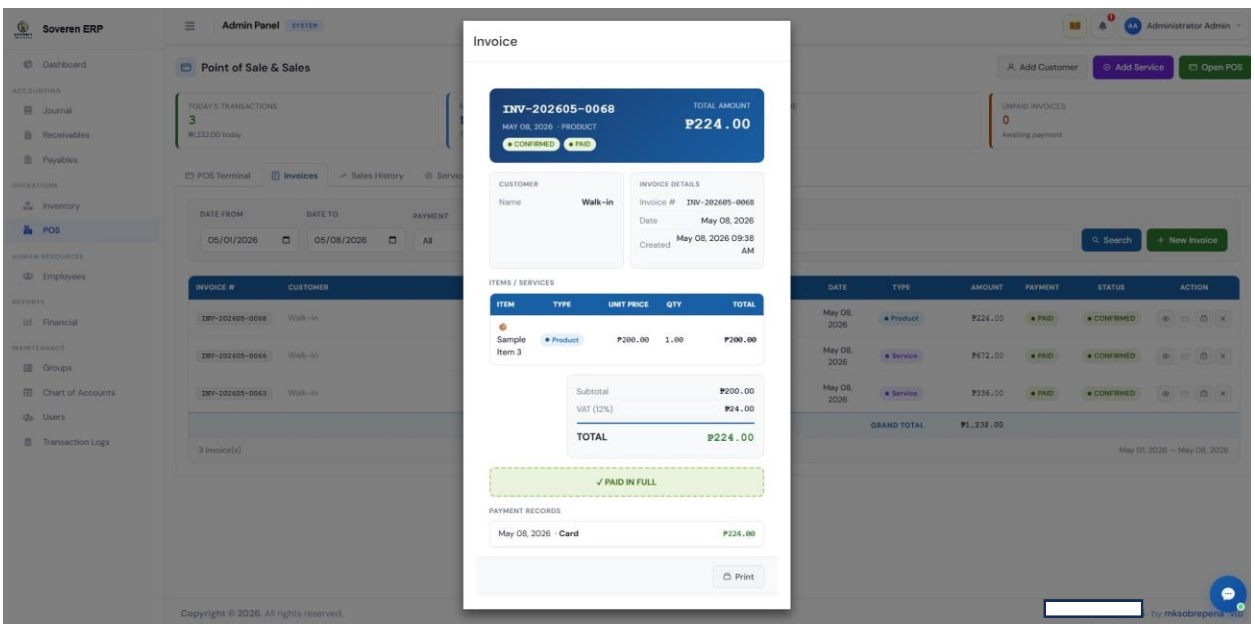


Figure 54: Invoice detail view showing items, totals, and payment records

Feature / Field	Description
Invoice Header	Displays the Invoice number, date, type (Product or Service), total amount, and status badges (CONFIRMED / PAID).

Customer Panel	Shows the customer name assigned to the invoice.
Invoice Details Panel	Displays the Invoice #, Date, and creation timestamp.
Items / Services Table	Lists each line item or service with its type badge, unit price, quantity, and line total.
Subtotal	Sum of all line item totals before tax.
VAT (12%)	Tax amount calculated at 12% of the subtotal.
Total	Final invoice total including VAT.
Paid in Full Banner	A green confirmation banner shown when the invoice has been fully paid.
Payment Records	Lists all payment entries for the invoice, including the payment date, method (e.g., Card, Cash, GCash), and amount.
Print Button	Generates a printable version of the invoice for the customer.

8.4.4 Voiding an Invoice

To cancel a confirmed invoice, click the X (void) icon in the Action column. The Void / Cancel Invoice modal will open.

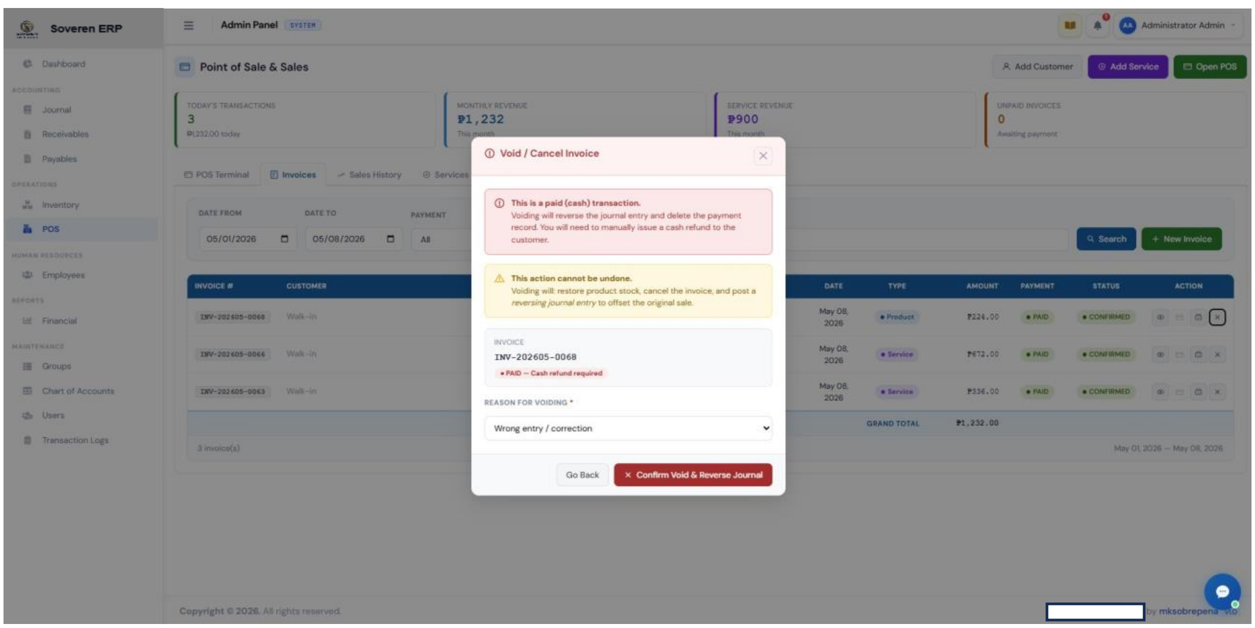


Figure 55: Void / Cancel Invoice modal with warnings and reason selection

The void modal contains two important warnings:

Alert	Description

Paid Transaction Warning (red)	If the invoice has already been paid, the system warns that voiding will reverse the journal entry, delete the payment record, and require a manual cash refund to the customer.
Irreversible Action Warning (amber)	Warns that voiding cannot be undone. The system will restore product stock (for product invoices), cancel the invoice, and post a reversing journal entry to offset the original sale.

Feature / Field	Description
Invoice	Displays the invoice number and payment status of the invoice being voided.
Reason for Voiding	Select the reason from the dropdown (e.g., Wrong entry / correction, Customer request, Duplicate invoice). Required.
Confirm Void & Reverse Journal	Finalizes the void, reverses all associated accounting entries, restores inventory, and marks the invoice as VOIDED.
Go Back	Closes the modal without voiding the invoice.

NOTE: Voiding a paid invoice requires a manual cash refund to the customer. The system will not automatically process a refund — it only reverses the accounting records and restores inventory stock.

8.5 Sales History Tab

The Sales History tab provides a granular, line-item view of all sales transactions. Unlike the Invoices tab which shows invoice-level totals, the Sales History shows each individual product or service sold, making it useful for auditing and sales analysis.

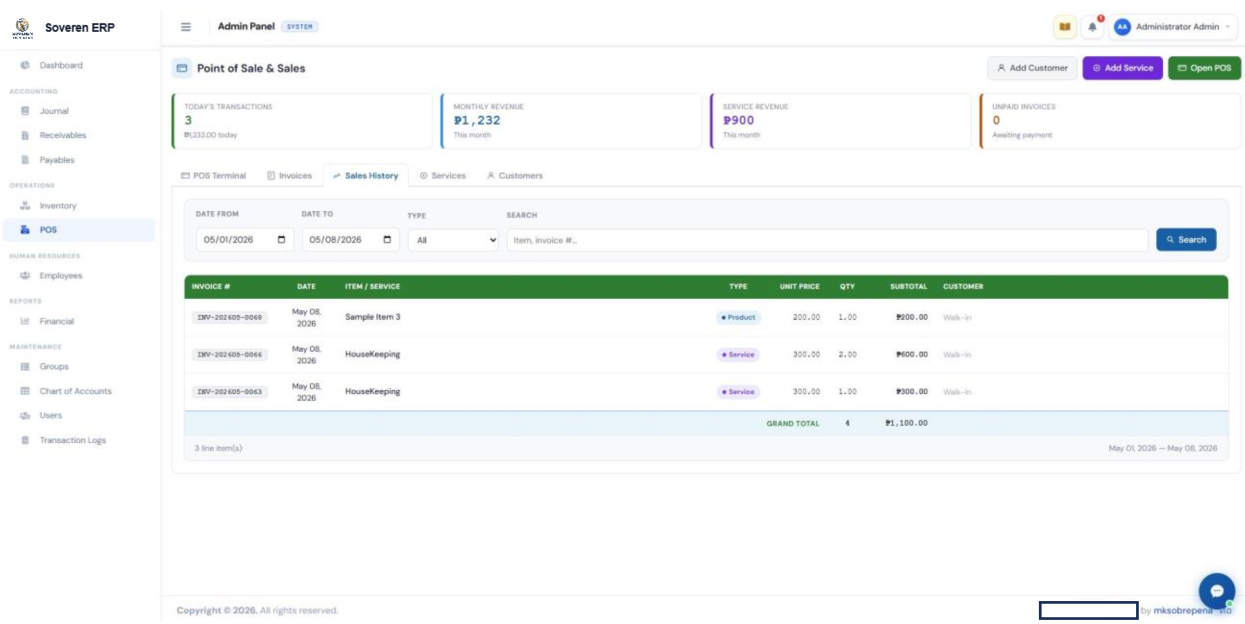


Figure 56: Sales History tab showing line-item breakdown of all sales

8.5.1 Sales History Filter Bar

Feature / Field	Description
Date From / Date To	Set a date range to filter sales history records within a specific period.
Type	Filter by sale type: All, Product, or Service.
Search	Search by item name or invoice number.
Search Button	Applies the selected filters and refreshes the results.

8.5.2 Sales History List Columns

Feature / Field	Description
Invoice #	The invoice number this line item belongs to. Links multiple line items to a single transaction.
Date	The date the transaction was recorded.
Item / Service	The name of the product or service sold.
Type	Badge indicating whether the item is a Product (blue) or Service (purple).
Unit Price	The selling price per unit for the item.
Qty	Quantity of units sold in this line.
Subtotal	Line total calculated as Unit Price x Qty (before tax).
Customer	The customer name linked to the transaction. Displays Walk-in for anonymous sales.

At the bottom of the list, a Grand Total row summarizes the total quantity sold and total subtotal value for the filtered period.

8.6 Services Tab

The Services tab manages the Service Catalog — a list of all billable services available for selection in the POS Terminal. Services differ from inventory products in that they do not affect stock quantities.

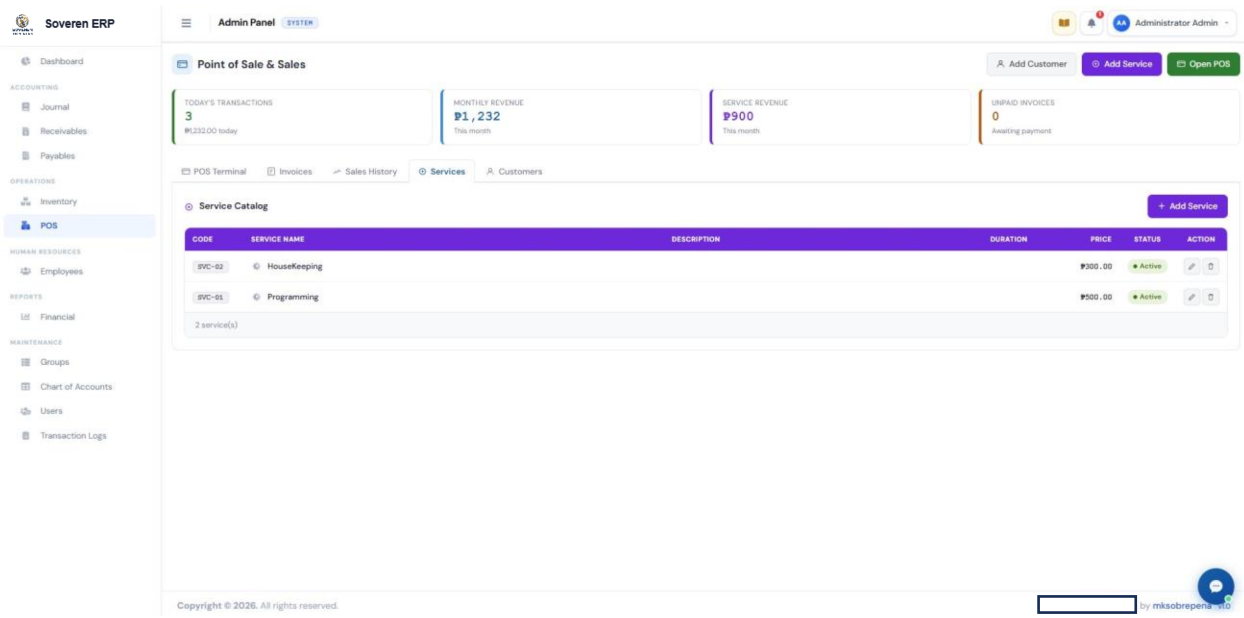


Figure 57: Services tab showing the Service Catalog with two active services

8.6.1 Service Catalog Columns

Feature / Field	Description
Code	Auto-generated unique service code in the format SVC-XX.
Service Name	The display name of the service as it appears in the POS terminal.
Description	An optional brief description of the service.
Duration	Optional duration or unit label for the service (e.g., 30 mins, per session).
Price	The billing price for the service in Philippine Pesos (₱).
Status	Active (green badge) services appear in the POS terminal. Inactive services are hidden from the terminal.
Action	Edit (pencil) and Delete (trash) icons for managing service records.

8.6.2 Adding a New Service

Click the + Add Service button (either in the Services tab or the top-right header button) to open the Add Service modal.

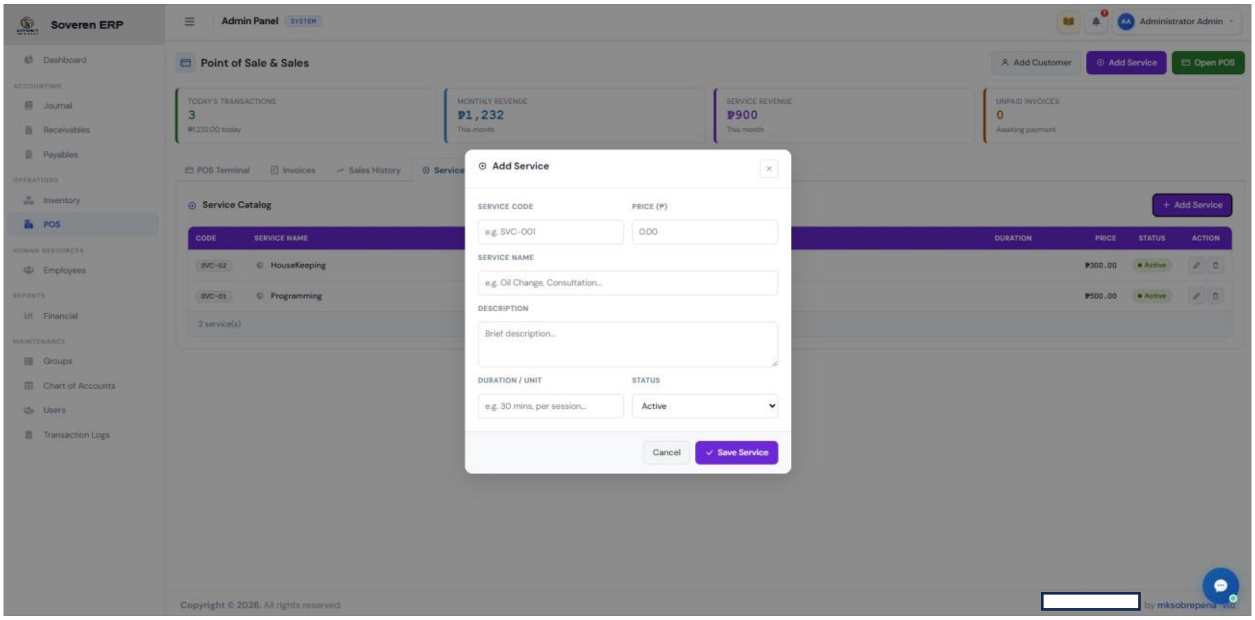


Figure 58: Add Service modal

Feature / Field	Description
Service Code	Enter a unique code for the service (e.g., SVC-003). Use the format SVC-XXX for consistency.
Price (₱)	Enter the billing price for the service. (Required)
Service Name	Enter the display name of the service as it will appear in the POS terminal. (Required)
Description	Optional brief description of the service for internal reference.
Duration / Unit	Optional duration or unit label (e.g., 30 mins, per session, per hour).
Status	Set to Active to make the service immediately available in the POS terminal, or Inactive to save it without publishing.
Save Service	Click to save the new service record and add it to the catalog.
Cancel	Closes the modal without saving.

8.6.3 Editing a Service

Click the pencil icon on a service row to open the Edit Service modal. All fields are pre-populated with the current service data. Modify the necessary fields and click Save Service to update the record.

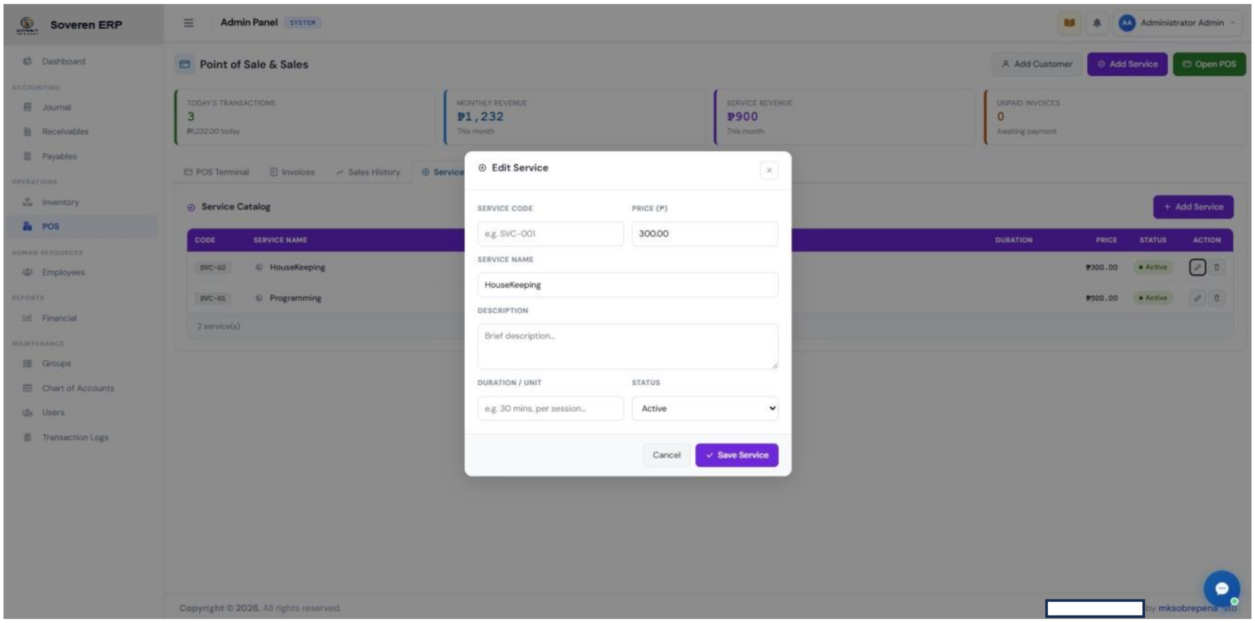


Figure 59: Edit Service modal with pre-populated service details

> **NOTE:** Changes to a service's price or name will apply to future POS transactions only. Previously recorded invoices will retain the original service details at the time of the sale.

8.7 Customers Tab

The Customers tab manages the list of registered customers who can be linked to POS transactions and invoices. Walk-in (anonymous) sales do not require a customer record, but registered customers allow tracking of invoice history and total spending per client.

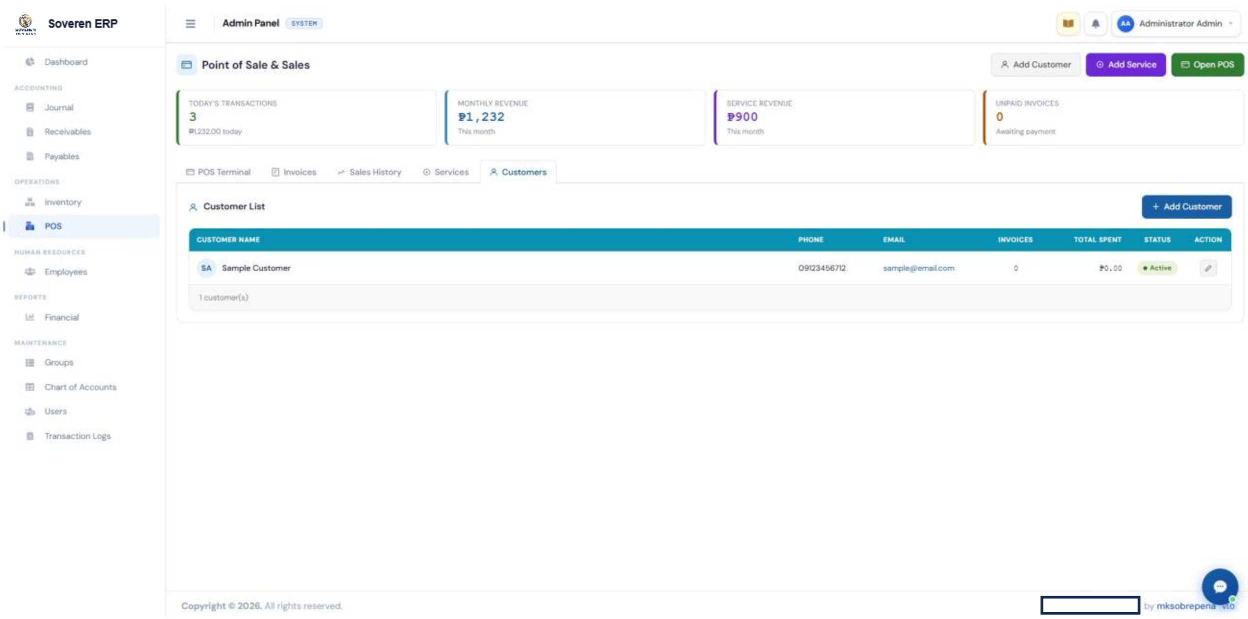


Figure 60: Customers tab showing the Customer List

8.7.1 Customer List Columns

Feature / Field	Description
Customer Name	Full name of the customer or business, with initials avatar displayed on the left.
Phone	Customer’s contact phone number.
Email	Customer’s email address.
Invoices	Total number of invoices linked to this customer.
Total Spent	Cumulative total amount billed to this customer across all invoices.
Status	Active (green badge) customers are available for selection in the POS terminal. Inactive customers are hidden.
Action	Edit (pencil) icon to modify the customer record.

8.7.2 Adding a New Customer

Click the + Add Customer button (either in the Customers tab or the top-right header button) to open the Add Customer modal.

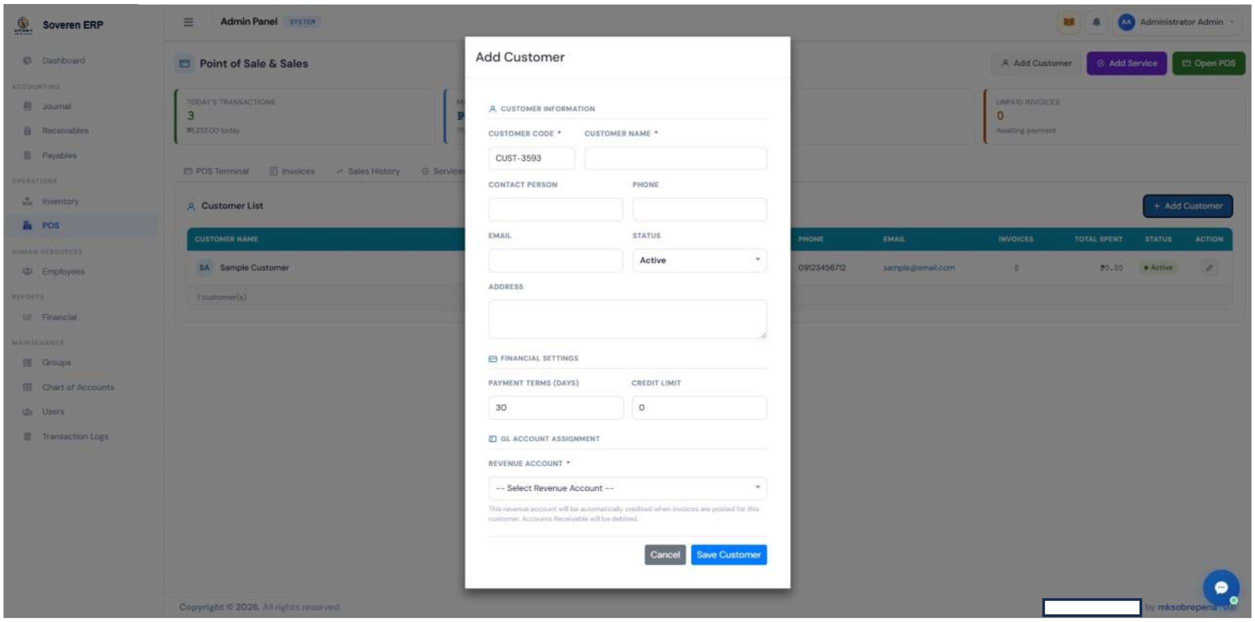


Figure 61: Add Customer modal with Customer Information and Financial Settings sections

Customer Information

Feature / Field	Description
Customer Code	Auto-generated unique customer code (e.g., CUST-3593). Cannot be manually changed.
Customer Name	Full name of the customer or business. (Required)
Contact Person	Name of the primary contact person at the customer's organization (for B2B customers).
Phone	Customer's contact phone number.
Email	Customer's email address.
Status	Set to Active to allow the customer to be selected in the POS terminal and invoice forms.
Address	Full billing or delivery address of the customer.

Financial Settings

Feature / Field	Description
Payment Terms (Days)	The number of days allowed for the customer to settle invoices. Defaults to 30 days.
Credit Limit	The maximum outstanding balance allowed for this customer. Set to 0 for no credit limit.

GL Account Assignment

Feature / Field	Description
Revenue Account	Select the General Ledger revenue account that will be automatically credited when invoices are posted for this customer. Accounts Receivable will be debited. (Required)

Click Save Customer to create the record. The customer will then be available for selection in the POS terminal and invoice forms.

NOTE: The Revenue Account assigned to a customer determines which GL account is credited in the journal entry when a sale is posted. Ensure the correct revenue account is selected to maintain accurate financial reporting. Accounts Receivable will always be debited automatically.

8.8 POS Quick Reference — Common Workflows

Task	Steps
Process a walk-in sale	Open POS Terminal → Click items/services to add to order → Adjust quantities if needed → Apply discount (optional) → Click Charge & Pay → Select payment method → Enter amount tendered (cash) → Click Confirm Payment.
Process a sale for a registered customer	Open POS Terminal → Select customer from the Customer dropdown in the order panel → Add items → Click Charge & Pay → Complete payment.
Add a new service to the catalog	Go to Services tab → Click + Add Service → Fill in Service Code, Price, and Service Name → Set Status to Active → Click Save Service.
View an invoice	Go to Invoices tab → Locate the invoice → Click the eye (view) icon → Review details, items, and payment records.
Void an invoice	Go to Invoices tab → Click the X (void) icon on the invoice row → Read warnings → Select a Reason for Voiding → Click Confirm Void & Reverse Journal.
Add a new customer	Click Add Customer (top-right) → Fill in Customer Name, contact details, Payment Terms, and Revenue Account → Click Save Customer.
Review daily sales	Go to Sales History tab → Set Date From and Date To to today → Click Search to view all line items sold today.

9. Employee Management

The Employee Management module provides a complete HR directory for Soveren ERP. It enables administrators to register employees, maintain personal and statutory records, track position and wage history, manage payroll computations, compute 13th month pay, and store employee documents. Access it via Human Resources > Employees in the left sidebar.

9.1 Employee Directory

The Employee Directory is the main landing page of the Employees module. It lists all registered personnel with their key information and employment status.

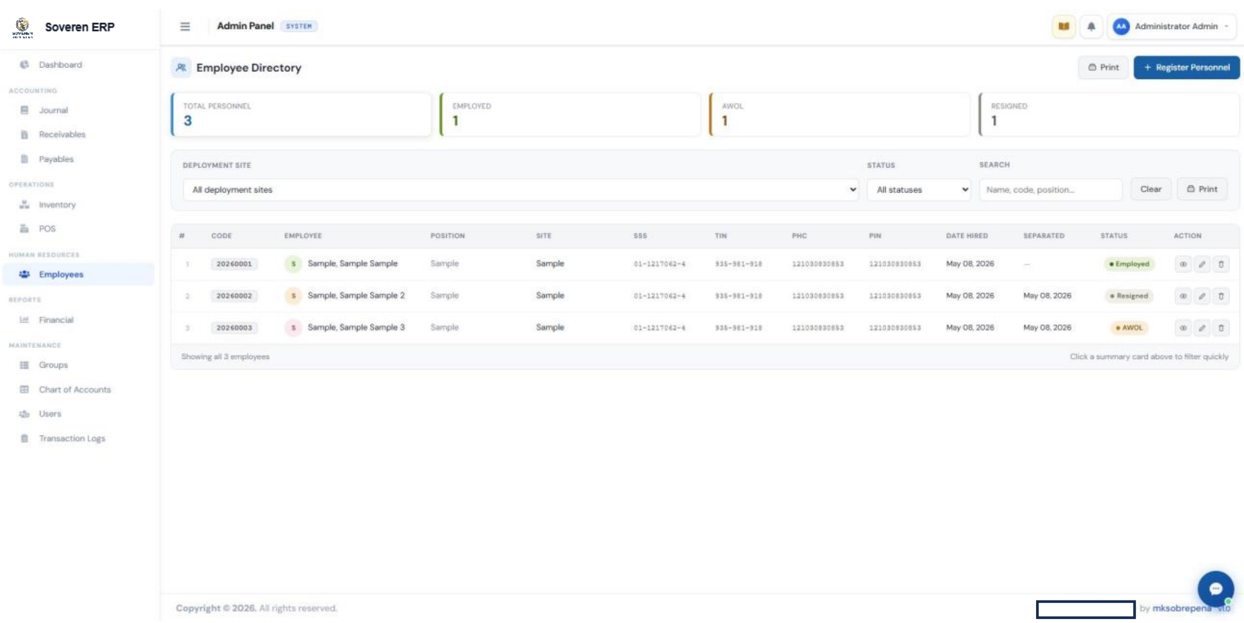


Figure 60: Employee Directory showing the list of registered personnel

9.1.1 Directory Summary Cards

At the top of the Employee Directory, four summary cards provide a quick count of personnel by status:

Card	Description
Total Personnel	Total count of all registered employees regardless of status.
Employed	Number of employees currently active and employed.
AWOL	Number of employees marked as Absent Without Official Leave.
Resigned	Number of employees who have been separated or resigned.

9.1.2 Filtering and Searching

Feature / Field	Description
Deployment Site	Filter the list by a specific deployment location. Defaults to All deployment sites.
Status	Filter by employment status: All statuses, Employed, AWOL, or Resigned.
Search	Search employees by name, employee code, or position keyword.
Clear	Resets all filters and shows the full employee list.
Print	Generates a printable Employee Directory report for the currently filtered results.

9.1.3 Employee Directory Columns

Column	Description
#	Row number in the list.
Code	Unique system-generated employee code (e.g., 20260001).
Employee	Full name of the employee displayed with initials avatar.
Position	Current job position or title.
Site	Deployment site or branch assigned to the employee.
SSS	Employee's SSS (Social Security System) number.
TIN	Employee's Tax Identification Number.
PHC	Employee's PhilHealth contribution number.
PIN	Employee's Pag-IBIG (HDMF) number.
Date Hired	The date the employee was officially hired.
Separated	The date of separation (blank if currently employed).
Status	Current employment status badge: Employed (green), Resigned (gray), or AWOL (amber).
Action	Icons for: View (eye), Edit (pencil), and Delete (trash).

NOTE: Click a summary card (Total Personnel, Employed, AWOL, Resigned) to quickly filter the list to that specific status group.

9.1.4 Printing the Employee Directory

Click the Print button at the top-right of the Employee Directory page to generate a printable employee list. The print preview shows a formatted report with the Soveren ERP header, filter description, total count, print date and time, and all visible employee records in a tabular layout. Use the browser print dialog to print or save as PDF.

9.2 Registering a New Employee

To add a new employee to the system, click the + Register Personnel button at the top-right of the Employee Directory page. The Register New Employee form will open.

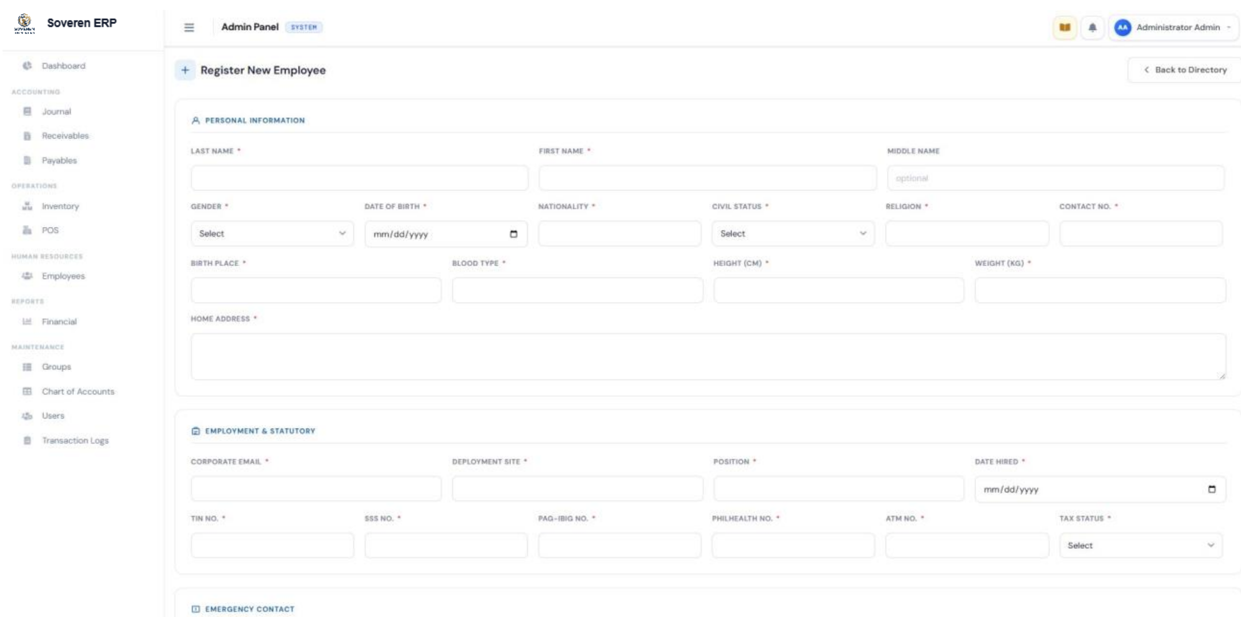


Figure 62: Register New Employee form — Personal Information and Employment & Statutory sections

9.2.1 Personal Information

Field	Description
Last Name *	Employee's last name. (Required)
First Name *	Employee's first name. (Required)
Middle Name	Employee's middle name. (Optional)
Gender *	Select Male or Female from the dropdown. (Required)
Date of Birth *	Employee's birth date in MM/DD/YYYY format. (Required)
Nationality *	Employee's nationality (e.g., Filipino). (Required)
Civil Status *	Select Single, Married, Widowed, etc. (Required)
Religion *	Employee's religion. (Required)
Contact No. *	Mobile or landline contact number. (Required)
Birth Place *	City or municipality where the employee was born. (Required)
Blood Type *	Employee's blood type (e.g., O, A+, B-). (Required)

Height (cm) *	Employee's height in centimeters. (Required)
Weight (kg) *	Employee's weight in kilograms. (Required)
Home Address *	Employee's permanent home address. (Required)

9.2.2 Employment & Statutory

Field	Description
Corporate Email *	Employee's official company email address. (Required)
Deployment Site *	The branch or location where the employee is assigned. (Required)
Position *	Current job title or position. (Required)
Date Hired *	The official hire date in MM/DD/YYYY format. (Required)
TIN No. *	BIR Tax Identification Number. (Required)
SSS No. *	Social Security System membership number. (Required)
Pag-IBIG No. *	HDMF Pag-IBIG Fund number. (Required)
PhilHealth No. *	Philippine Health Insurance Corporation number. (Required)
ATM No. *	ATM or payroll card number used for salary disbursement. (Required)
Tax Status *	BIR tax status code (e.g., Single (S), Married (ME)). (Required)

9.2.3 Emergency Contact

Scroll down to the Emergency Contact section to provide the employee's emergency contact information, including name, relationship, address, and contact number.

9.2.4 Background & Work History

The Background & Work History section allows entry of the employee's previous employers and employment periods for reference. Add each prior company with the start and end year (e.g., Sample 2001-2003).

NOTE: All fields marked with an asterisk (*) are required. The employee record cannot be saved without completing all required fields.

9.3 Viewing an Employee Record

Click the eye icon in the Action column of the Employee Directory, or click on the employee's name, to open the employee's detail view. The employee profile displays a dark header banner with the employee's name, code, deployment site, and employment status badge.

Four navigation tabs are available within the employee profile:

Tab	Description
General Info	Displays the employee's full personal profile, employment details, contact information, and background history.
Position & Wages	Shows the position and wage history, including all promotions, transfers, and pay rate changes.
Payroll	Contains payroll records (monthly pay entries) and 13th Month Pay computations.
Documents	Stores uploaded employee documents such as resumes, IDs, memos, evaluations, and other HR files.

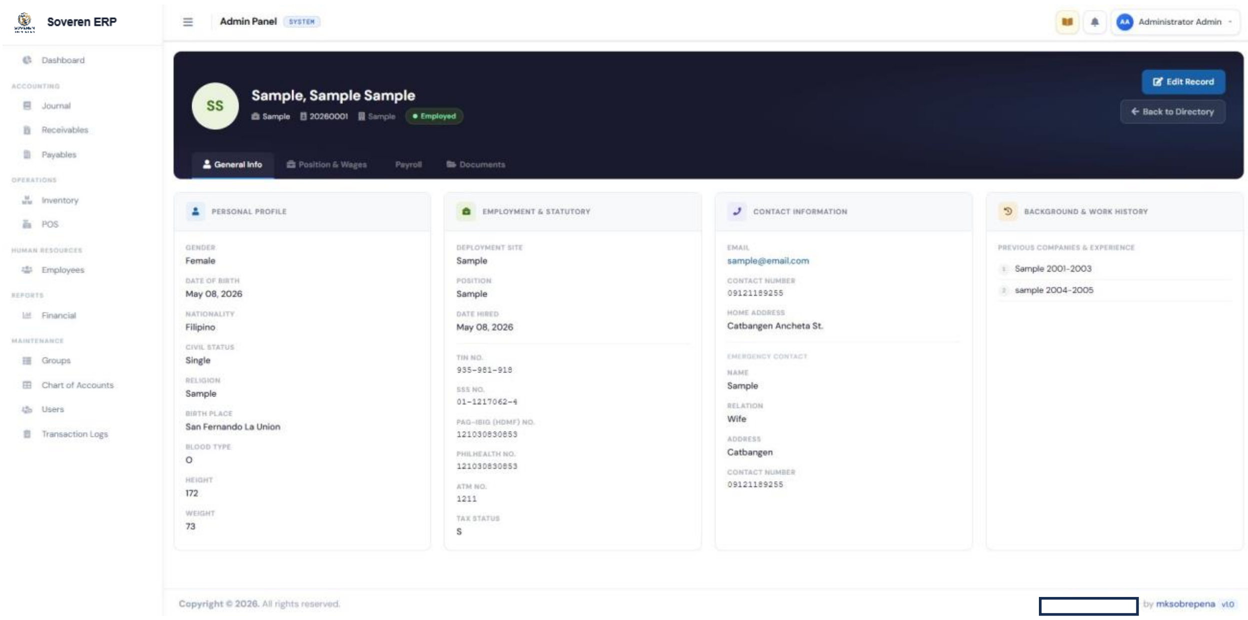


Figure 63: Employee profile — General Info tab showing personal and employment details

9.3.1 General Info Tab

The General Info tab is divided into four information panels:

Panel	Description
Personal Profile	Displays gender, date of birth, nationality, civil status, religion, birth place, blood type, height, and weight.
Employment & Statutory	Shows deployment site, position, date hired, TIN, SSS, Pag-IBIG, PhilHealth, ATM number, and tax status.
Contact Information	Displays the corporate email, contact number, home address, and emergency contact details.
Background & Work History	Lists previous companies and employment periods for reference.

9.4 Editing an Employee Record

To update an employee's information, click the Edit Record button (top-right of the employee profile) or the pencil icon in the Employee Directory. The Edit Employee Record form will open with all fields pre-populated with the current data.

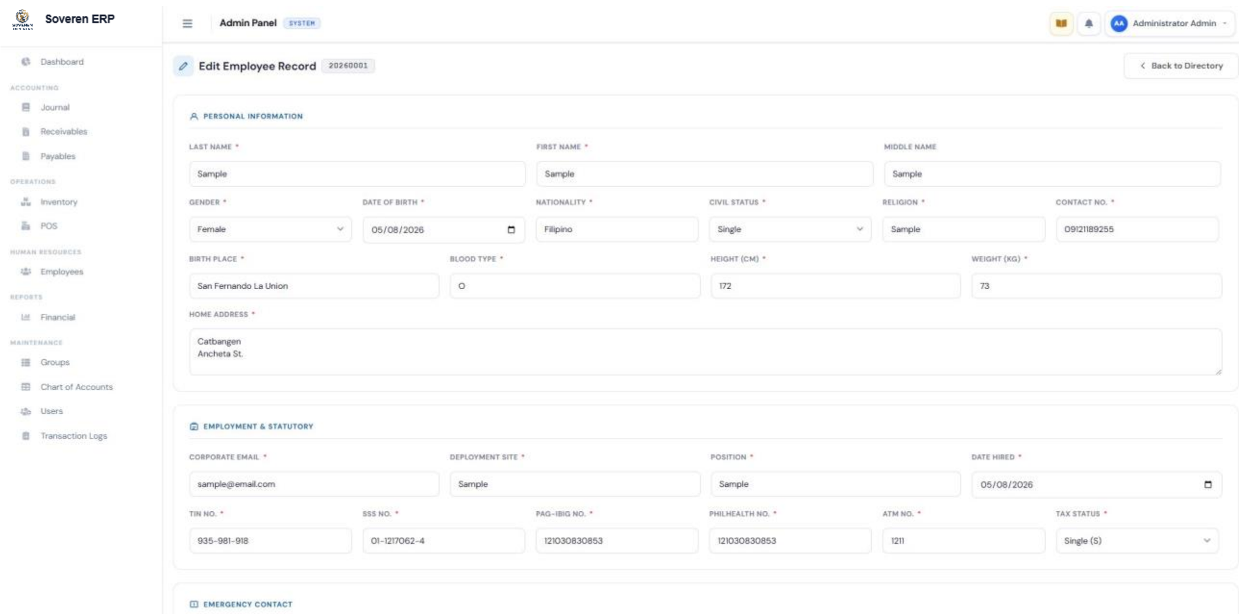


Figure 64: Edit Employee Record form

All sections of the registration form are available for editing: Personal Information, Employment & Statutory, Emergency Contact, and Background & Work History. Make the necessary changes and save the record. Click Back to Directory to return to the employee list without saving.

9.5 Position & Wages History

The Position & Wages tab tracks all changes to an employee's job title, classification, pay rate, and employment status over time. This history provides a complete audit trail of promotions, transfers, salary adjustments, and status changes.

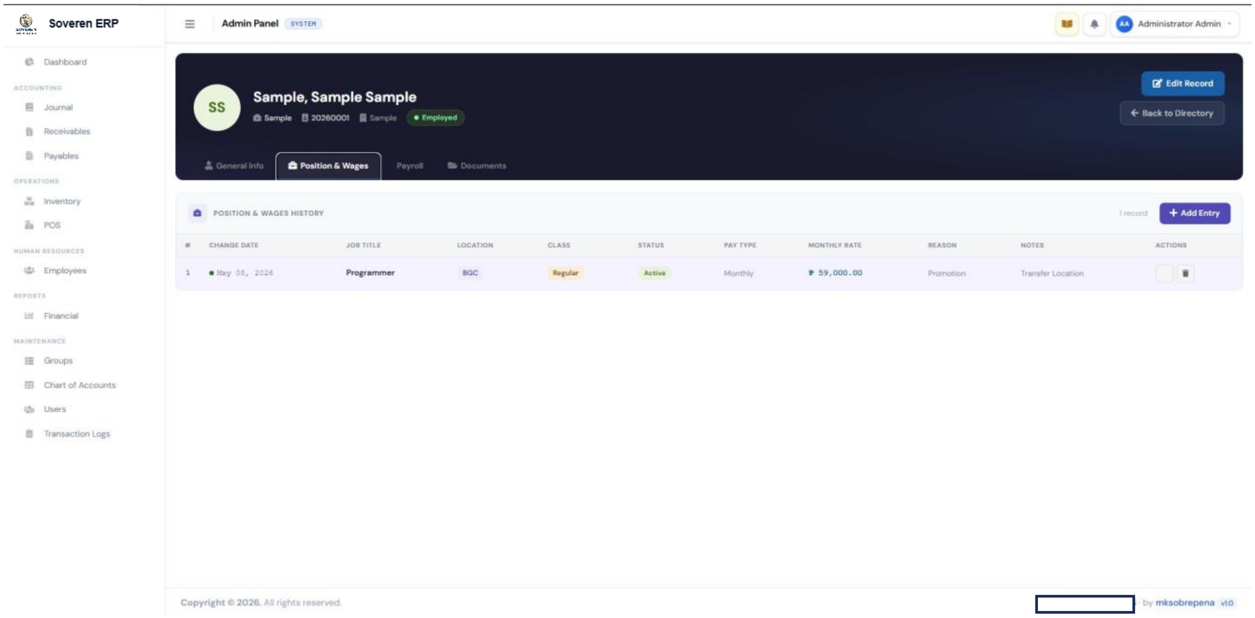


Figure 65: Position & Wages History tab showing an existing wage entry

9.5.1 Position & Wages History Columns

Column	Description
Change Date	The effective date of the position or wage change. A green dot indicates the most recent active entry.
Job Title	The employee's job title at the time of the change.
Location	Deployment location associated with this position entry.
Class	Employment classification badge (e.g., Regular, Probationary, Contractual).
Status	Employment status at the time of entry (e.g., Active, Inactive).
Pay Type	Payment frequency (e.g., Monthly, Daily).
Monthly Rate	The basic monthly salary rate for this entry.
Reason	The reason for the change (e.g., Promotion, Transfer, Salary Adjustment).
Notes	Optional additional notes for the entry.
Actions	Edit (pencil) and Delete (trash) icons for managing the entry.

9.5.2 Adding a Position / Wage Entry

Click the + Add Entry button at the top-right of the Position & Wages History section to open the entry form. Fill in the required fields and click Save Entry. Click Cancel to discard.

Field	Description
Change Date *	The effective date of this position or wage change. (Required)
Job Title *	The new job title or position for this entry. (Required)
Location	Deployment location for this position (e.g., BGC, Makati).
Employee Class	Select classification: Regular, Probationary, Contractual, etc.
Status	Select employment status: Active, Inactive, etc.
Pay Type	Select the payment type: Monthly or Daily.
Monthly Rate (P) *	Enter the gross monthly basic pay rate in Philippine Pesos. (Required)
Adjustment Reason	Select the reason for the change: Promotion, Transfer Location, Salary Adjustment, Initial Hire, etc.
Description / Notes	Optional free-text field for additional context or remarks.

NOTE: The monthly rate entered in the Position & Wages History is used as the default basic pay when adding new payroll entries for the employee. Ensure this rate is accurate before processing payroll.

9.6 Payroll Records

The Payroll tab under each employee profile contains two sub-sections: Payroll Records (monthly pay entries) and 13th Month Pay computations. Click the Payroll Records button to view and manage monthly payroll entries.

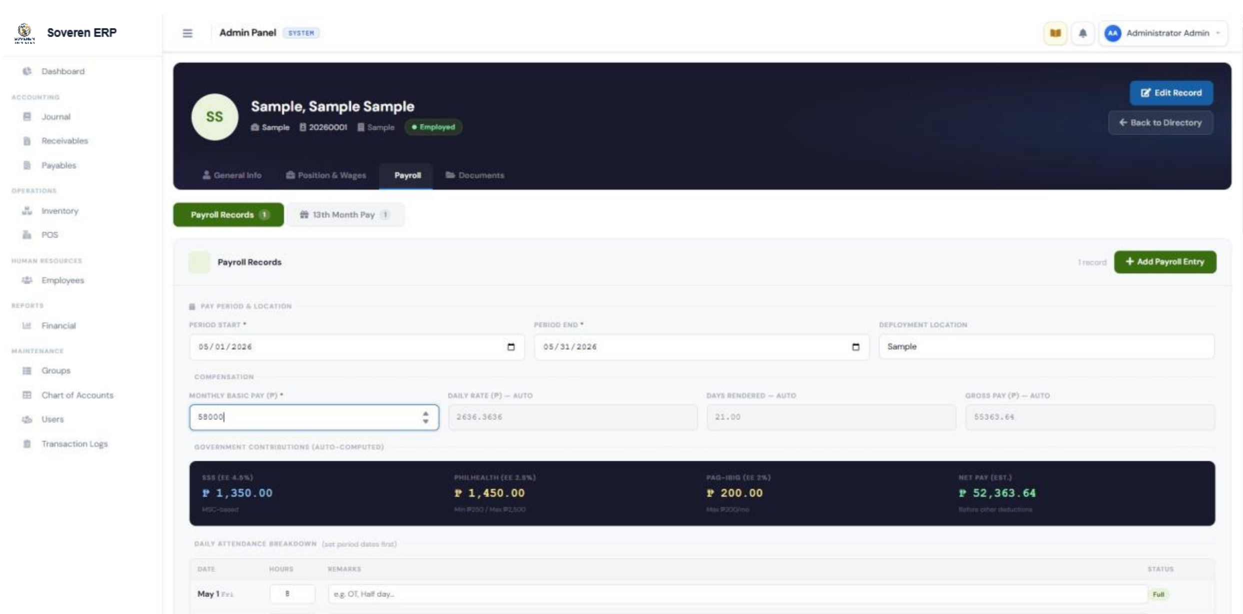


Figure 66: Payroll Records list showing a monthly payroll entry

9.6.1 Payroll Records List Columns

Column	Description
Pay Period	The start and end dates of the pay period (e.g., May 01 - May 31, 2026) shown as a date badge.
Location	The deployment location associated with the payroll entry.
Days / Hours	Total number of days rendered and equivalent hours worked during the pay period.
Basic Pay	The monthly basic pay amount and the computed daily rate.
Gross Pay	Total gross pay computed as Days Rendered x Daily Rate.
Deductions	Total mandatory government deductions (SSS, PhilHealth, Pag-IBIG) shown as a negative amount.
Net Pay	The estimated net pay after deductions. This is the take-home pay before any additional deductions.
Actions	View/print payslip (eye icon) and Delete (trash icon) options.

9.6.2 Adding a Payroll Entry

Click the + Add Payroll Entry button to open the payroll entry form. The form is divided into three sections: Pay Period & Location, Compensation, and Daily Attendance Breakdown.

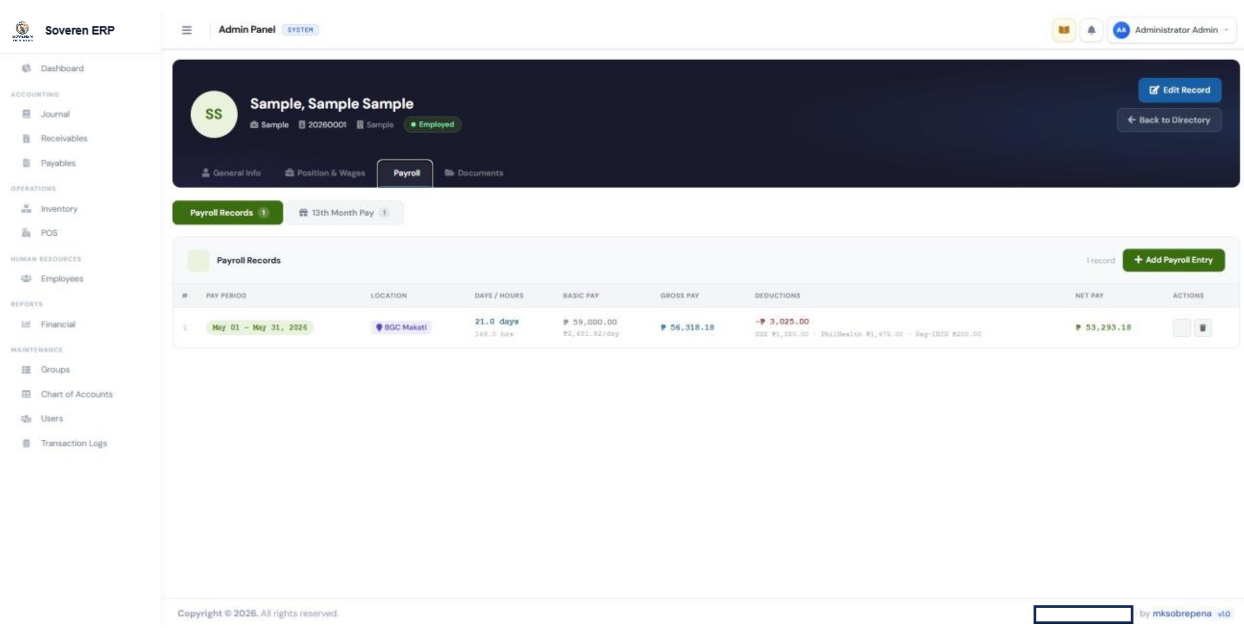


Figure 67: Add Payroll Entry form showing compensation and attendance breakdown

Pay Period & Location

Field	Description
Period Start *	The first day of the pay period (e.g., 05/01/2026). (Required)
Period End *	The last day of the pay period (e.g., 05/31/2026). (Required)
Deployment Location	The branch or site for this payroll entry.

Compensation

Field	Description
Monthly Basic Pay (P) *	Enter the employee's gross monthly basic salary. (Required)
Daily Rate (P) — AUTO	Automatically computed as Monthly Basic Pay divided by 22 working days.
Days Rendered — AUTO	Auto-counted from the daily attendance breakdown based on Full days worked.
Gross Pay (P) — AUTO	Automatically calculated as Days Rendered multiplied by Daily Rate.

Government Contributions (Auto-Computed)

The system automatically computes the employee share of mandatory government contributions based on the 2024 Philippine rates:

Contribution	Description
SSS (EE 4.5%)	Social Security System employee contribution, MSC-based.
PhilHealth (EE 2.5%)	PhilHealth employee share. Minimum P250, maximum P2,500.
Pag-IBIG (EE 2%)	HDMF Pag-IBIG employee contribution. Maximum P200 per month.
Net Pay (Est.)	Estimated net pay after all government deductions. Displayed before other optional deductions.

Daily Attendance Breakdown

After setting the Period Start and Period End dates, the system generates a daily attendance grid covering each calendar day within the pay period. For each day, enter the hours worked and any remarks (e.g., OT, Half day). The Status column auto-fills as Full (working day), Rest (weekend/holiday), or can be manually adjusted.

NOTE: The Daily Rate is computed using 22 working days per month as the standard divisor, consistent with Philippine labor practice. Days Rendered is counted from Full-status days in the attendance breakdown.

9.7 Viewing and Printing a Payslip

To view a payslip for a specific payroll entry, click the eye icon in the Actions column of the Payroll Records list. A payslip modal will appear showing the full breakdown of the employee's compensation for that pay period.

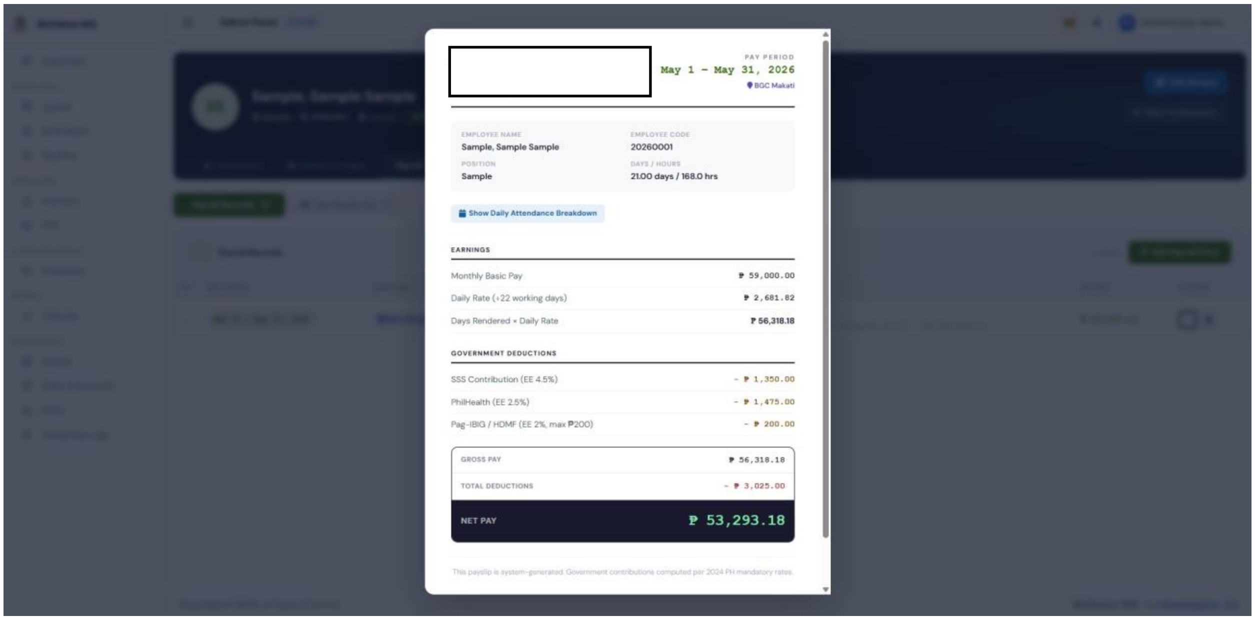


Figure 68: Payslip modal showing earnings, deductions, and net pay

9.7.1 Payslip Contents

Section	Description
Header	Displays the company name (Soveren ERP.), address, contact details, pay period dates, and deployment location.
Employee Details	Shows the employee's full name, employee code, position, and total days and hours rendered.
Earnings	Lists Monthly Basic Pay, the Daily Rate (based on 22 working days), and the computed Gross Pay (Days Rendered x Daily Rate).
Government Deductions	Itemizes SSS Contribution (EE 4.5%), PhilHealth (EE 2.5%), and Pag-IBIG / HDMF (EE 2%, max P200).
Gross Pay	Total earnings before deductions.
Total Deductions	Sum of all government contributions deducted.
Net Pay	Final take-home pay after all deductions, highlighted in the dark footer banner.
Daily Attendance	Click Show Daily Attendance Breakdown to expand and view the day-by-day attendance record within the payslip.
Footer Note	A system-generated disclaimer stating contributions are computed per 2024 PH mandatory rates.

9.7.2 Printing a Payslip

To print the payslip, use the print icon available from the Payroll Records list (next to the eye icon). A print preview window will open in the browser showing a two-page formatted payslip document. The first page displays the daily attendance log and the second page shows the full earnings and deductions summary. Use the browser print dialog to print or save as PDF.

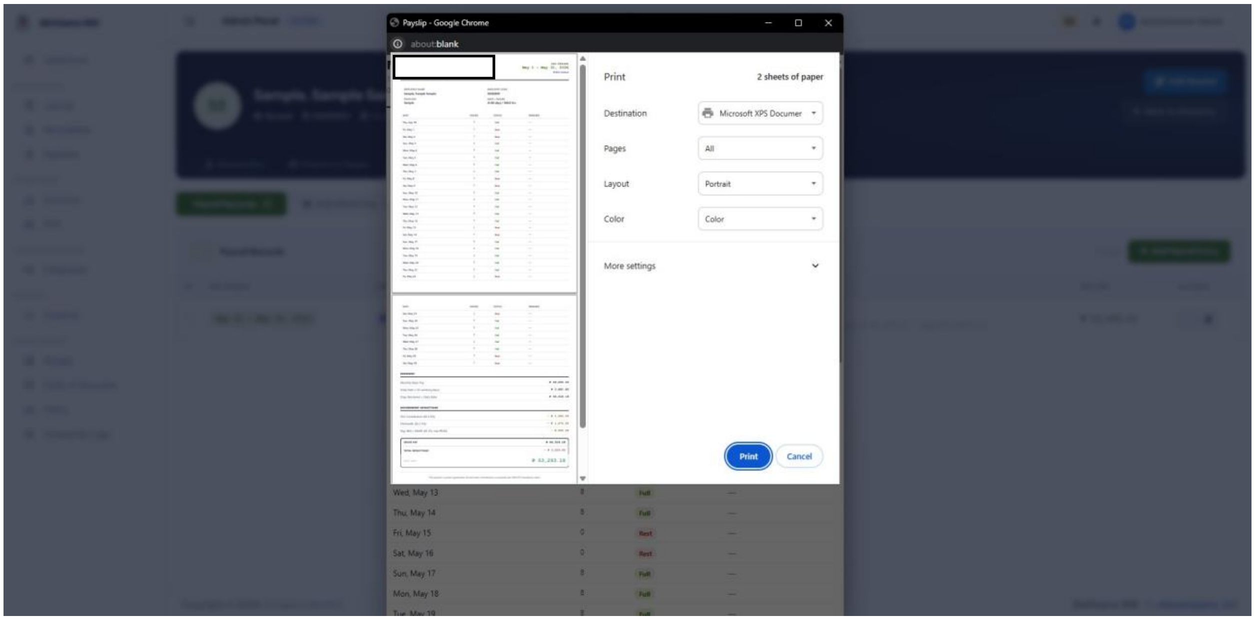


Figure 69: Payslip print preview showing the formatted two-page payslip

9.8 13th Month Pay

The 13th Month Pay sub-section computes the employee's 13th month pay entitlement based on their payroll records for the calendar year. Click the 13th Month Pay tab in the Payroll section to view and manage 13th month pay records.

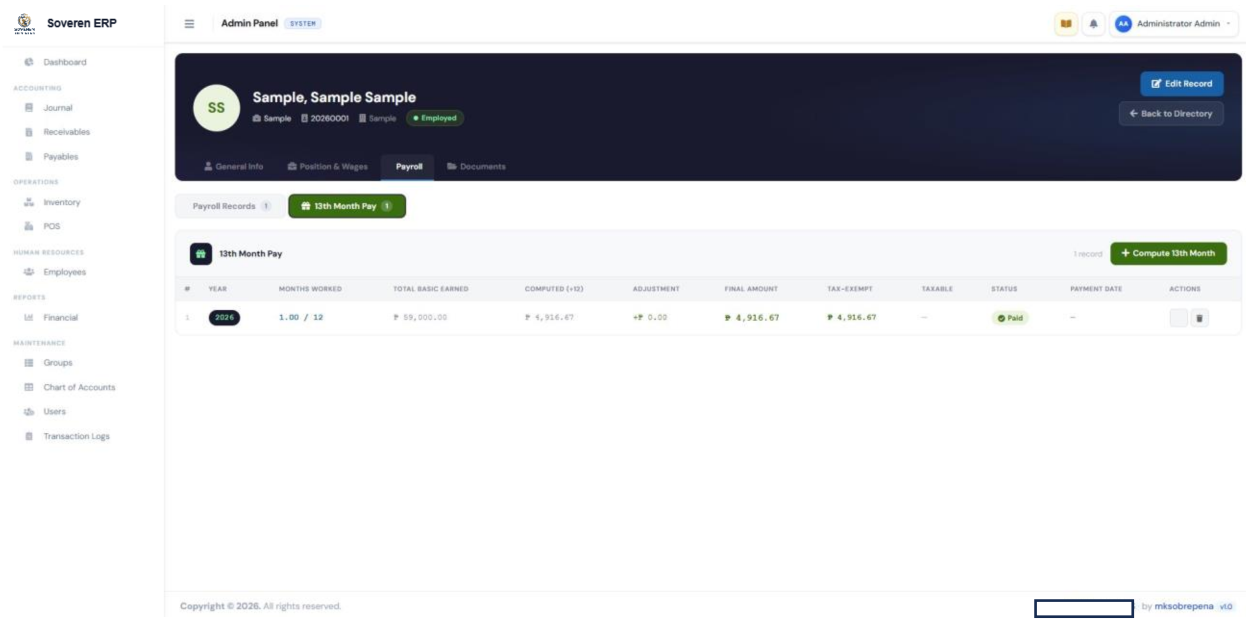


Figure 70: 13th Month Pay list showing a computed record with Paid status

9.8.1 13th Month Pay Records List

Column	Description
#	Record number.
Year	The calendar year for the 13th month pay computation.
Months Worked	The number of months with payroll data over the 12-month calendar year (e.g., 1.00 / 12).
Total Basic Earned	The sum of all monthly basic pay amounts from payroll records for the year.
Computed (+12)	The computed 13th month pay amount: Total Basic Earned divided by 12.
Adjustment	Any manual positive or negative adjustment applied to the computed amount.
Final Amount	The final 13th month pay after adjustment.
Tax-Exempt	The portion that is tax-exempt (up to P90,000 per BIR rules).
Taxable	The taxable portion, if any, above the P90,000 tax-exempt ceiling.
Status	Current status of the 13th month pay record: Draft or Paid.
Payment Date	The date the 13th month pay was disbursed (shown when status is Paid).
Actions	Edit (pencil) and Delete (trash) icons for managing the record.

9.8.2 Computing 13th Month Pay

Click the + Compute 13th Month button to open the 13th Month Pay computation form. The system will pull basic pay data from the employee's existing payroll records for the selected calendar year.

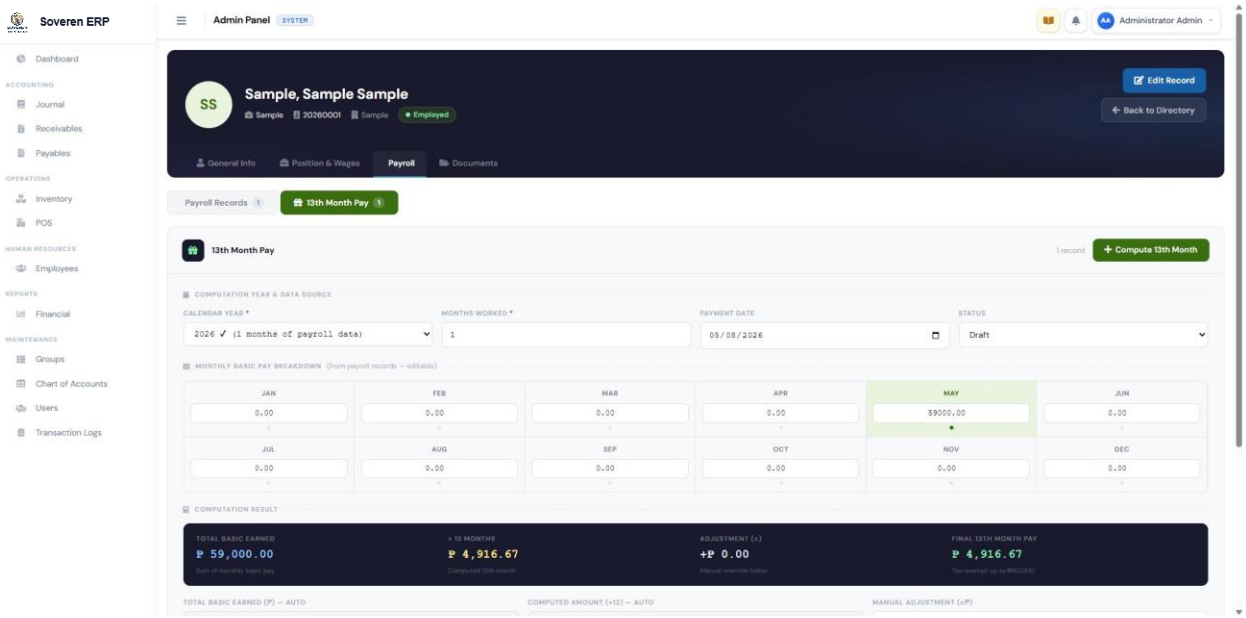


Figure 71: 13th Month Pay computation form showing monthly breakdown and result

Field	Description
Calendar Year *	Select the calendar year to compute. The dropdown shows available years with a checkmark if payroll data exists, along with the count of months with data.
Months Worked *	The number of months worked within the year, auto-populated from payroll data.
Payment Date	The intended disbursement date for the 13th month pay.
Status	Set to Draft (pending) or Paid (disbursed).
Monthly Basic Pay Breakdown	An editable monthly grid (January to December) showing the basic pay for each month pulled from payroll records. Highlighted months indicate months with payroll data. Values can be manually adjusted if needed.
Total Basic Earned	Sum of all monthly basic pay amounts entered in the grid.
Computed (+12)	Automatically calculated as Total Basic Earned divided by 12.
Adjustment (+/-)	Enter a manual positive or negative adjustment to the computed amount if required.
Final 13th Month Pay	The final computed amount after any adjustment. The system notes the tax-exempt ceiling (up to P90,000 per BIR rules).

NOTE: The 13th month pay formula follows Presidential Decree No. 851: Total Basic Salary Earned During the Year divided by 12. The system automatically applies the P90,000 BIR tax-exempt ceiling.

9.9 Document Management

The Documents tab allows administrators to upload, organize, and manage HR-related files for each employee. It supports multiple document categories for structured recordkeeping.

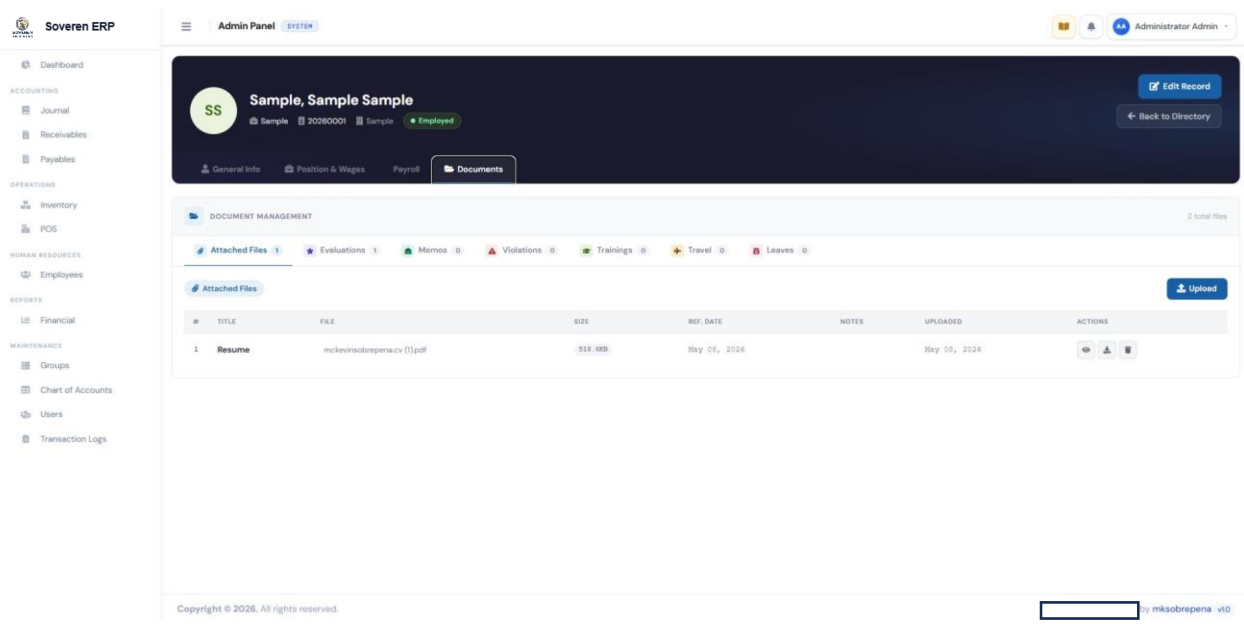


Figure 72: Documents tab showing the Attached Files section with an uploaded resume

9.9.1 Document Categories

Tab	Description
Attached Files	General uploaded documents such as resumes, government IDs, certifications, and other HR files.
Evaluations	Performance evaluation records and appraisal documents.
Memos	Internal memos issued to or received by the employee.
Violations	Records of disciplinary actions or violation notices.
Trainings	Training certificates, attendance records, and seminar documentation.
Travel	Travel orders, reimbursement requests, and trip reports.
Leaves	Leave application forms and leave balance records.

9.9.2 Uploading a Document

Click the Upload button (top-right of the Documents tab) to open the file upload form. The upload form appears above the document list.

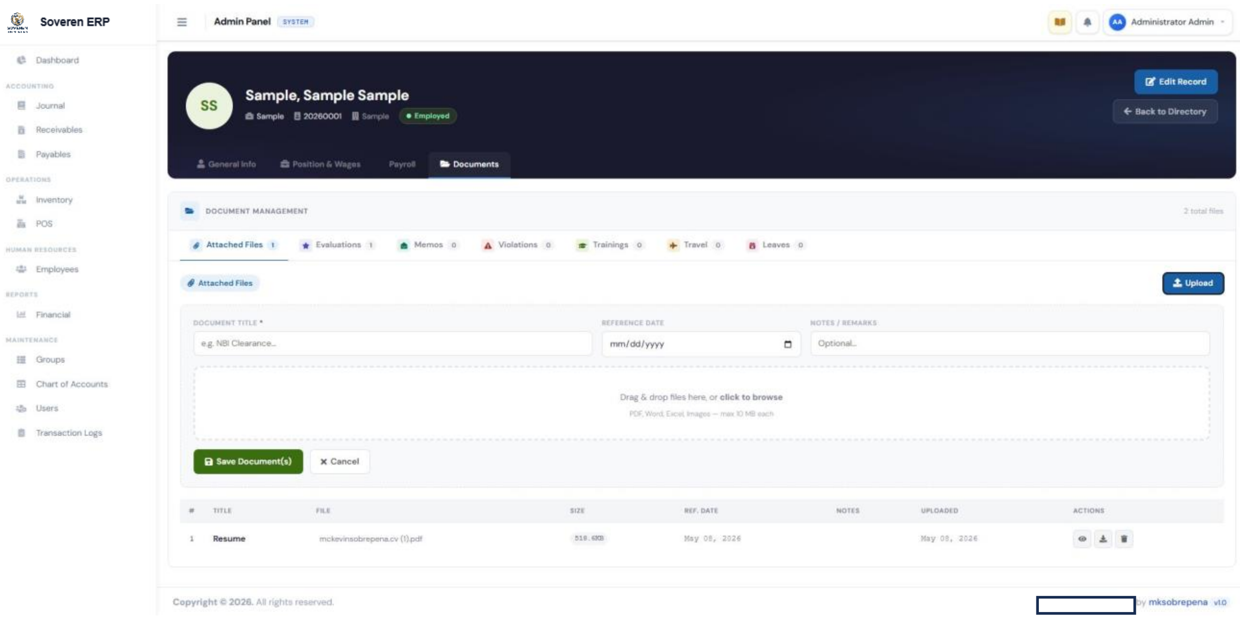


Figure 73: Document upload form with drag-and-drop file area

Field	Description
Document Title *	Enter a descriptive title for the document (e.g., NBI Clearance, Resume). (Required)
Reference Date	An optional date associated with the document (e.g., issuance date or validity date).
Notes / Remarks	Optional additional notes or remarks about the document.
File Upload Area	Drag and drop files into the upload area, or click to browse and select files. Accepted formats: PDF, Word, Excel, Images. Maximum file size: 10 MB per file.
Save Document(s)	Saves the document and attaches it to the employee record.
Cancel	Closes the upload form without saving.

9.9.3 Document List Columns

Column	Description
#	Row number.
Title	The document title entered at the time of upload.
File	The filename of the uploaded file.
Size	File size in KB or MB.

Ref. Date	The reference date associated with the document, if provided.
Notes	Any remarks or notes entered during upload.
Uploaded	The date the document was uploaded to the system.
Actions	View (eye), Download (arrow-down), and Delete (trash) icons for managing the file.

NOTE: The total file count across all document categories is shown at the top-right of the Documents tab (e.g., 2 total files). Accepted file types are PDF, Word, Excel, and common image formats, with a maximum size of 10 MB per file.

9.10 Employee Management Quick Reference

Task	Steps
Register a new employee	Go to Employees > Click + Register Personnel > Fill in all required fields in Personal Information and Employment & Statutory sections > Complete Emergency Contact and Work History > Save.
Edit an employee record	Open employee profile > Click Edit Record (top-right) > Modify the required fields > Save changes.
Add a position / wage entry	Open employee profile > Go to Position & Wages tab > Click + Add Entry > Fill in Change Date, Job Title, Pay Type, and Monthly Rate > Click Save Entry.
Add a payroll entry	Open employee profile > Go to Payroll tab > Click + Add Payroll Entry > Set pay period dates and monthly basic pay > Fill in daily attendance > Save.
View and print a payslip	Go to Payroll Records tab > Click the eye icon on the entry > Review the payslip details > Click the print icon to open the print preview.
Compute 13th month pay	Go to Payroll > 13th Month Pay tab > Click + Compute 13th Month > Select calendar year > Verify monthly breakdown > Add adjustment if needed > Set Payment Date and Status > Save.
Upload a document	Open employee profile > Go to Documents tab > Click Upload > Enter Document Title > Drag and drop or browse for the file > Click Save Document(s).
Filter the employee list	Go to Employees > Use the Deployment Site and Status dropdowns, or type in the Search box > Click Clear to reset filters.
Print the employee directory	Go to Employees > Apply desired filters > Click Print > Use the browser print dialog to print or save as PDF.

End of Section 9 — Employee Management

10. Financial Reports

The Financial Reports module provides administrators with a comprehensive set of accounting statements and analytics. All reports are generated in real time based on the system's journal entries, AR invoices, AP bills, and POS transactions. Access it via Reports > Financial in the left sidebar.

10.1 Date Filter

All financial statements share a common date filter bar at the top of the page. Use the Date From and Date To fields to set the desired reporting period and click Apply Filter to refresh all reports. The selected period is shown in the top-right corner of the page header.

Feature / Field	Description
Date From	Sets the start date of the reporting period.
Date To	Sets the end date of the reporting period.
Apply Filter	Refreshes all financial statement tabs using the selected date range.

10.2 Financial Statement Tabs

The Financial Reports page contains seven report tabs. Click any tab to switch between reports. All tabs use the same date filter applied at the top of the page.

Tab	Description
Trial Balance	Detailed double-entry ledger listing all journal entries with debit and credit columns.
Income Statement	Revenue, expenses, and net income for the selected period.
Balance Sheet	Snapshot of assets, liabilities, and equity as of the end date.
Cash Flow	Cash flow statement using the indirect method.
Accounts Receivable	AR aging summary, invoice listing, and outstanding balance analysis.
Accounts Payable	AP aging summary, bill listing, and outstanding balance analysis.
POS Sales	Point-of-sale revenue breakdown and financial statement mapping.
Full Report	Consolidated view of all financial statements on a single page.

10.3 Trial Balance

The Trial Balance tab displays a detailed list of all journal entries recorded within the selected period. Each entry shows the date, reference code, accounts involved, and the corresponding debit and credit amounts. A Balanced indicator at the bottom confirms that total debits equal total credits.

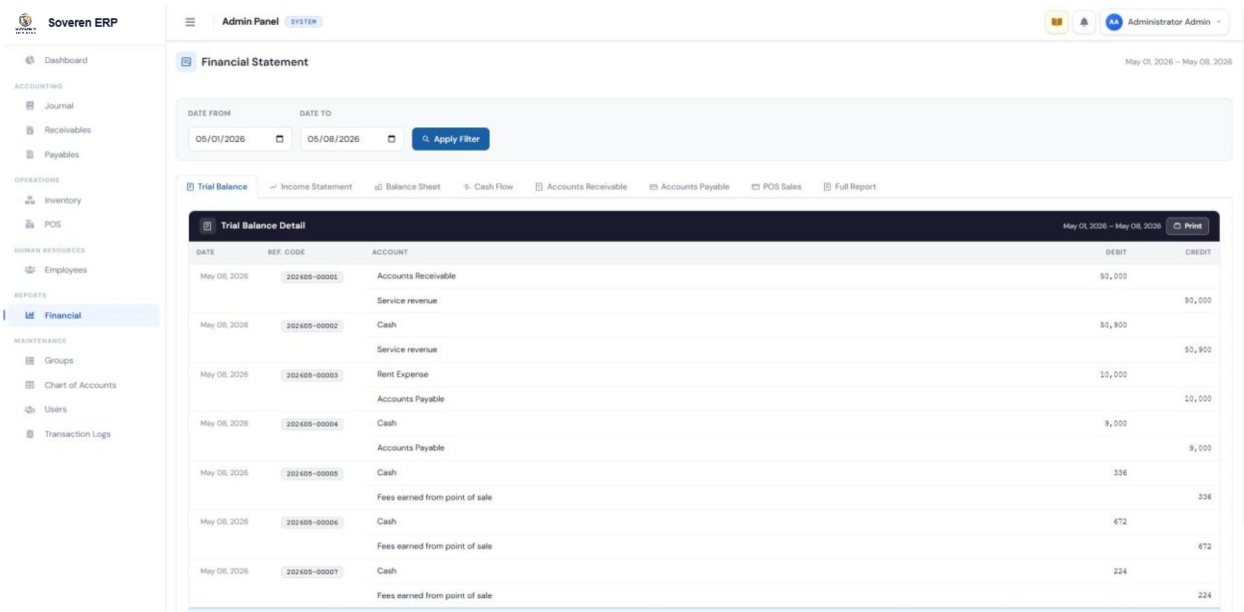


Figure 74: Trial Balance Detail showing journal entries with debit and credit columns

10.3.1 Trial Balance Columns

Column	Description
Date	The date the journal entry was recorded.
Ref. Code	Unique auto-generated journal reference code (e.g., 202605-00001).
Account	The account names involved in each line of the journal entry (debit account above, credit account below).
Debit	The amount debited to the account on this journal line.
Credit	The amount credited to the account on this journal line.
TOTALS	Grand total row at the bottom showing the sum of all debits and credits.
Balanced Indicator	A green 'Balanced' badge confirms that total debits equal total credits.

10.3.2 Printing the Trial Balance

Click the Print button at the top-right of the Trial Balance section to open the print preview. The printable report is formatted with the company header (Soveren ERP.), address, contact details, reporting period, and print date. The Trial Balance Detail table lists all journal entries with full debit and credit breakdown and a Balanced confirmation at the bottom.

10.4 Income Statement

The Income Statement reports the company's revenues and expenses for the selected period and calculates the Net Income or Net Loss. Revenue sources include AR collections, POS cash collections, and any balance carried from the system's Revenue account. Expenses are sourced from AP bills recorded in the period.

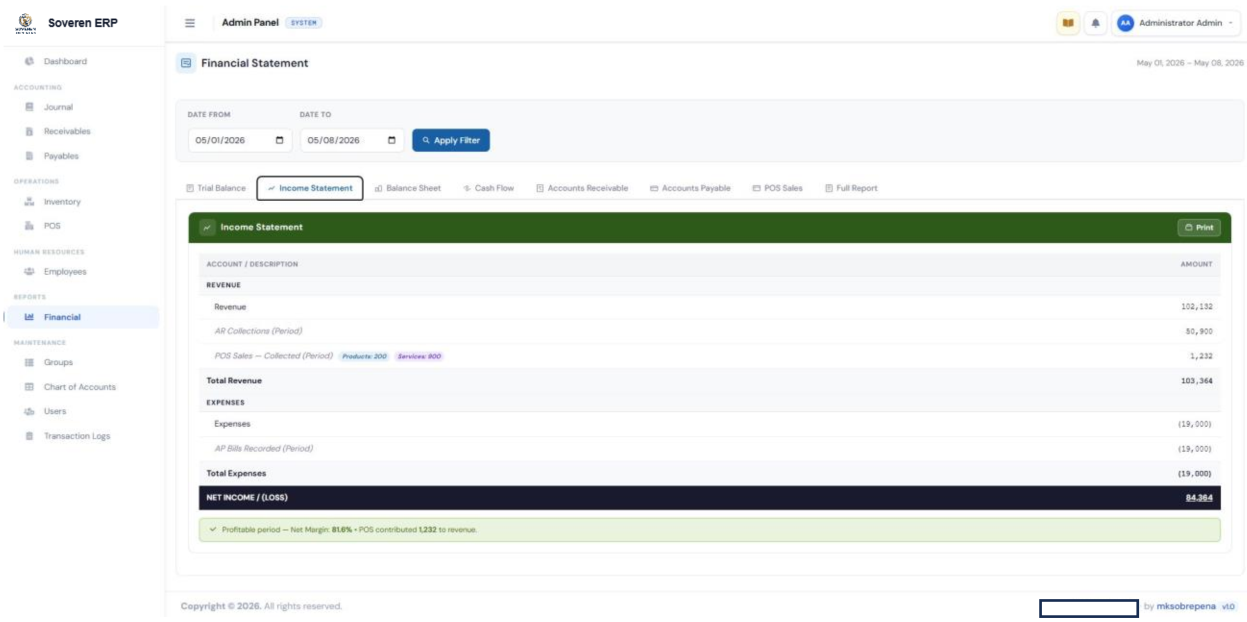


Figure 76: Income Statement showing revenue, expenses, and net income

10.4.1 Income Statement Fields

Field	Description
Revenue	Opening balance from the system Revenue account.
AR Collections (Period)	Total cash collected from AR invoices within the selected period.
POS Sales — Collected (Period)	Total POS invoices collected (cash basis) within the period. Broken down into Products and Services badges.
Total Revenue	Sum of all revenue sources for the period.

Expenses	Opening balance from the system Expenses account.
AP Bills Recorded (Period)	Total AP bills entered within the selected period, recorded as expenses.
Total Expenses	Sum of all expense sources for the period, shown as a negative value.
NET INCOME / (LOSS)	Total Revenue minus Total Expenses. A positive figure indicates profit; a negative indicates a loss.
Profitability Note	A green indicator bar at the bottom shows the Net Margin percentage and the POS contribution to revenue.

10.4.2 Printing the Income Statement

Click the Print button at the top-right of the Income Statement section to open the print preview. The printable report includes the company header, reporting period, all revenue and expense line items, net income figure, and the profitability note.

10.5 Balance Sheet

The Balance Sheet provides a snapshot of the company's financial position as of the end date of the selected period. It is displayed in a two-column layout: Assets on the left and Liabilities & Equity on the right.

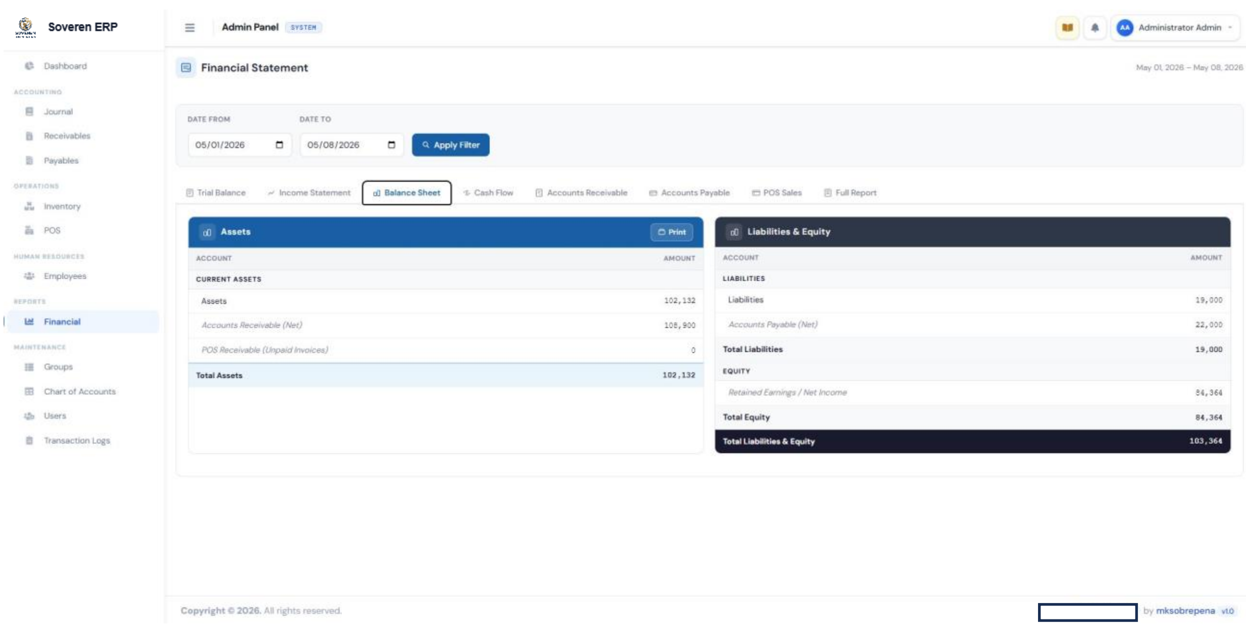


Figure 78: Balance Sheet showing Assets, Liabilities, and Equity

10.5.1 Assets Section

Field	Description
Assets	Total balance of the system's Assets account (e.g., cash and other assets not tracked as separate line items).
Accounts Receivable (Net)	Net AR balance — total invoiced amount minus total collected, representing money still owed by customers.
POS Receivable (Unpaid Invoices)	Total outstanding unpaid POS invoices, recorded as a current asset. Shows 0 if all POS invoices are collected.
Total Assets	Sum of all current assets listed above.

10.5.2 Liabilities & Equity Section

Field	Description
Liabilities	Total balance of the system's Liabilities account.
Accounts Payable (Net)	Net AP balance — total billed amount minus total paid, representing money still owed to vendors.
Total Liabilities	Sum of all liabilities listed above.
Retained Earnings / Net Income	Accumulated net income carried from the Income Statement.
Total Equity	Retained earnings and net income combined.
Total Liabilities & Equity	Sum of Total Liabilities and Total Equity. This must equal Total Assets for the balance sheet to balance.

NOTE: The Balance Sheet balances when Total Assets equals Total Liabilities & Equity. A discrepancy indicates unposted or missing journal entries.

10.5.3 Printing the Balance Sheet

Click the Print button at the top-right of the Balance Sheet to open the print preview. The printed report shows the two-column layout (Assets on the left, Liabilities & Equity on the right) formatted with the company header and reporting period.

10.6 Cash Flow Statement

The Cash Flow Statement uses the indirect method to show how cash moved in and out of the business during the selected period. It is divided into three activity categories: Operating, Investing, and Financing.

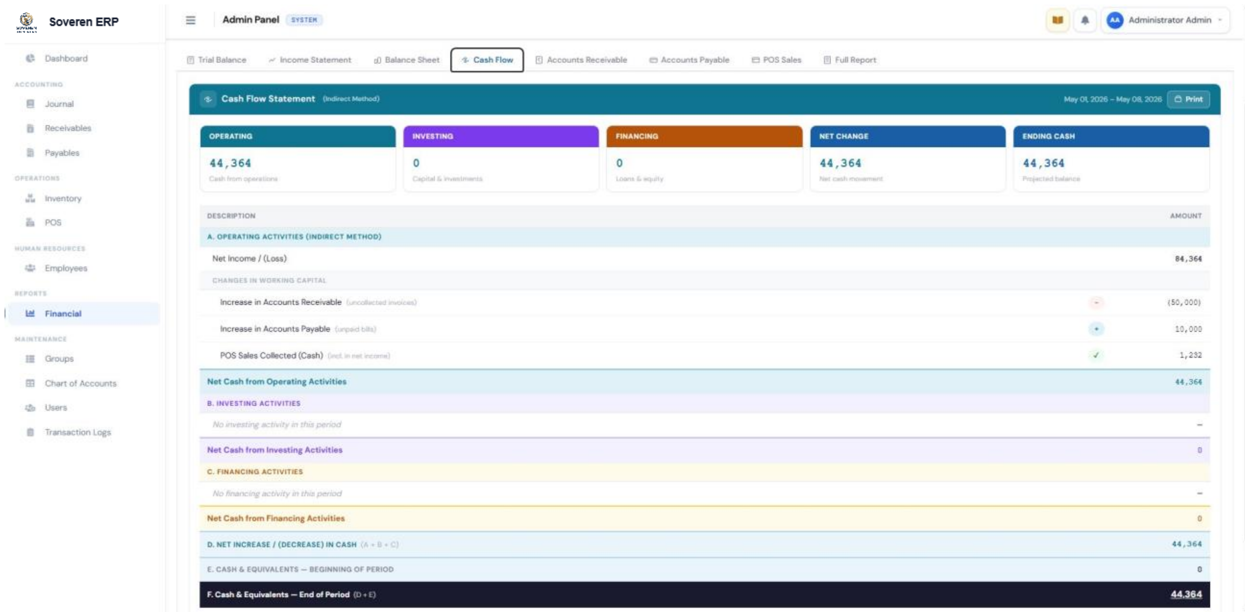


Figure 80: Cash Flow Statement (Indirect Method)

10.6.1 Summary Cards

Card	Description
Operating	Net cash generated from the company's core business operations.
Investing	Cash used for or received from capital expenditures and investments.
Financing	Cash from loans, equity contributions, or loan repayments.
Net Change	Total net movement in cash (Operating + Investing + Financing).
Ending Cash	Projected ending cash balance (Beginning Cash + Net Change).

10.6.2 Cash Flow Line Items

Line Item	Description
Net Income / (Loss)	Starting point — net income from the Income Statement.

Increase in Accounts Receivable (uncollected invoices)	Deducted from cash — represents AR invoices issued but not yet collected. Shown as a negative adjustment.
Increase in Accounts Payable (unpaid bills)	Added to cash — represents AP bills recorded but not yet paid. Shown as a positive adjustment.
POS Sales Collected (Cash)	Cash collected from POS transactions in the period, already included in net income.
Net Cash from Operating Activities	Sum of Net Income and all working capital adjustments.
Net Cash from Investing Activities	Capital & investment transactions (shown as dashes if none).
Net Cash from Financing Activities	Loans & equity transactions (shown as dashes if none).
D. Net Increase / (Decrease) in Cash	Total of A + B + C (Operating + Investing + Financing).
E. Cash & Equivalents — Beginning of Period	Opening cash balance at the start of the period.
F. Cash & Equivalents — End of Period	Ending cash balance (D + E). This is the projected cash position.

10.6.3 Printing the Cash Flow Statement

Click the Print button to open the print preview. The printed Cash Flow Statement includes the company header, the reporting period, all operating, investing, and financing activity line items, the ending cash balance, and an indirect method explanatory note at the bottom.

10.7 Accounts Receivable Report

The Accounts Receivable tab provides a summary of all customer invoices and outstanding balances. It includes an AR aging breakdown and a detailed listing of all invoices within the selected period.

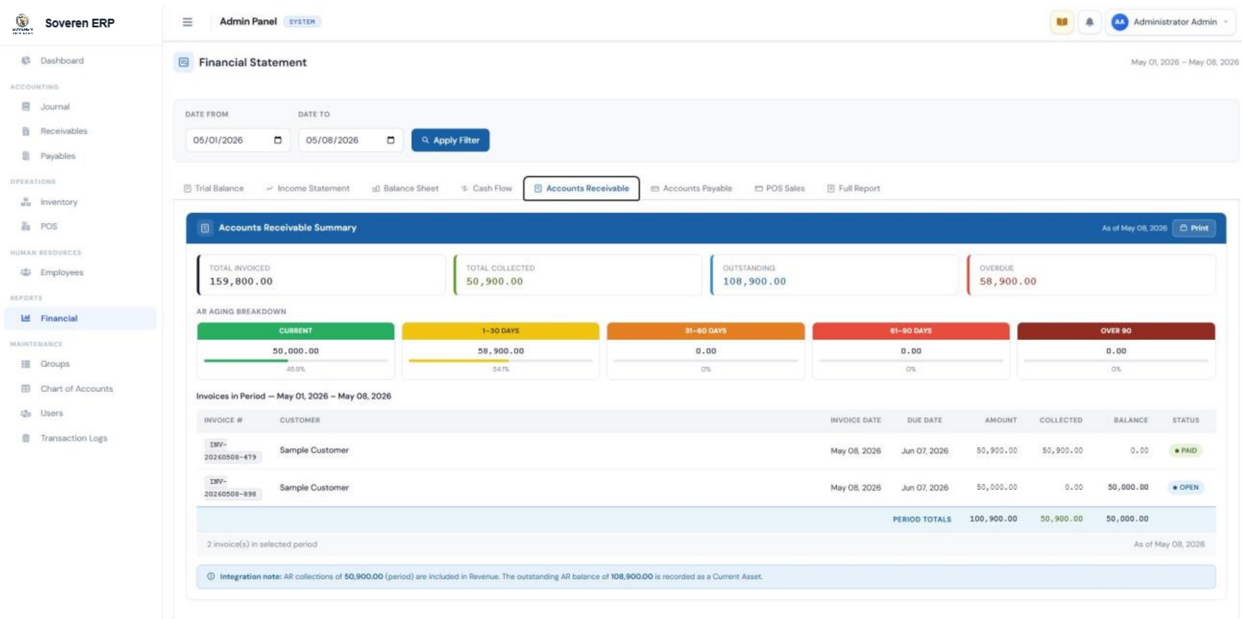


Figure 82: Accounts Receivable Summary with aging breakdown and invoice listing

10.7.1 AR Summary Metrics

Metric	Description
Total Invoiced	Total amount billed to customers across all time (cumulative).
Total Collected	Total amount collected from customers across all time.
Outstanding	Total AR balance currently unpaid (Total Invoiced minus Total Collected).
Overdue	Portion of the outstanding balance that has passed its due date. Shown in red.

10.7.2 AR Aging Breakdown

The AR Aging Breakdown categorizes outstanding balances by how long they have been unpaid. A progress bar and percentage are shown for each aging bucket.

Bucket	Description
Current (Green)	Invoices not yet past their due date.
1-30 Days (Yellow)	Invoices overdue by 1 to 30 days.
31-60 Days (Orange)	Invoices overdue by 31 to 60 days.
61-90 Days (Red)	Invoices overdue by 61 to 90 days.
Over 90 (Dark Red)	Invoices overdue by more than 90 days.

10.7.3 Invoices in Period Table

Column	Description
Invoice #	Unique invoice reference number (e.g., INV-20260508-479).
Customer	Name of the customer associated with the invoice.
Invoice Date	Date the invoice was issued.
Due Date	Date the invoice payment is due.
Amount	Total invoice amount.
Collected	Amount already collected against this invoice.
Balance	Remaining unpaid balance (Amount minus Collected).
Status	PAID (green) — fully collected. OPEN (blue) — partially paid or unpaid.

NOTE: The integration note at the bottom of the AR report explains: AR collections for the period are included in Revenue on the Income Statement. The outstanding AR balance is recorded as a Current Asset on the Balance Sheet.

10.7.4 Printing the AR Report

Click the Print button at the top-right of the Accounts Receivable section to open the print preview. The printed report includes the AR aging breakdown and the full invoice listing for the selected period.

10.8 Accounts Payable Report

The Accounts Payable tab provides a summary of all vendor bills and outstanding payables. It mirrors the AR report structure with an AP aging breakdown and a bill listing for the selected period.

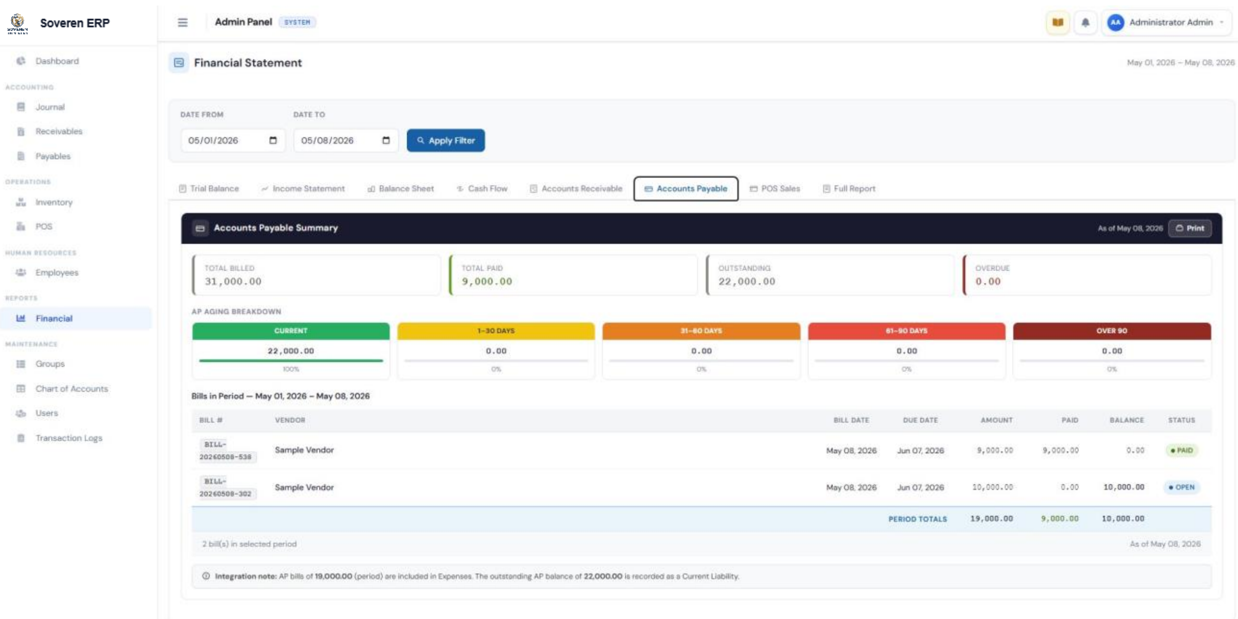


Figure 84: Accounts Payable Summary with aging breakdown and bill listing

10.8.1 AP Summary Metrics

Metric	Description
Total Billed	Total amount billed by vendors across all time (cumulative).
Total Paid	Total amount paid to vendors across all time.
Outstanding	Total AP balance currently unpaid (Total Billed minus Total Paid).
Overdue	Portion of the outstanding balance past its due date. Shown in red.

10.8.2 AP Aging Breakdown

The AP Aging Breakdown categorizes outstanding bill balances by how long they have been unpaid, using the same five buckets as the AR aging report (Current, 1-30 Days, 31-60 Days, 61-90 Days, Over 90).

10.8.3 Bills in Period Table

Column	Description
Bill #	Unique bill reference number (e.g., BILL-20260508-538).
Vendor	Name of the vendor who issued the bill.
Bill Date	Date the bill was recorded in the system.

Due Date	Date the bill payment is due.
Amount	Total bill amount.
Paid	Amount already paid against this bill.
Balance	Remaining unpaid balance (Amount minus Paid).
Status	PAID (green) — fully settled. OPEN (blue) — partially paid or unpaid.

NOTE: The integration note at the bottom of the AP report explains: AP bills for the period are included in Expenses on the Income Statement. The outstanding AP balance is recorded as a Current Liability on the Balance Sheet.

10.8.4 Printing the AP Report

Click the Print button at the top-right of the Accounts Payable section to open the print preview. The printed report includes the AP aging breakdown and the full bill listing for the selected period.

10.9 POS Sales Report

The POS Sales tab provides a detailed breakdown of point-of-sale transactions and shows how POS revenue is mapped to the financial statements. It includes a top items ranking, payment method summary, daily revenue bar chart, and a POS-to-financial statement mapping table.

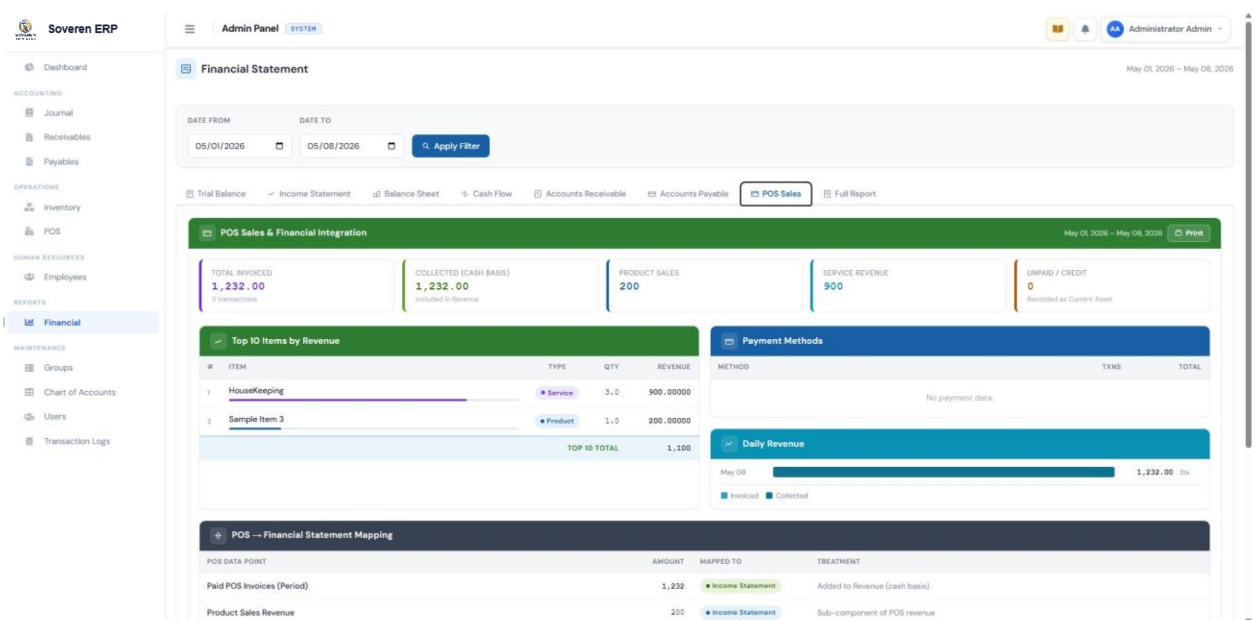


Figure 86: POS Sales & Financial Integration report

10.9.1 POS Summary Metrics

Metric	Description
Total Invoiced	Total POS invoice amount for the selected period and transaction count.
Collected (Cash Basis)	Total POS revenue actually collected. This is the amount included in the Income Statement.
Product Sales	Revenue from product items sold at the POS.
Service Revenue	Revenue from service items sold at the POS.
Unpaid / Credit	POS invoice balances not yet collected. Recorded as a Current Asset on the Balance Sheet.

10.9.2 Top 10 Items by Revenue

A ranked table shows the top 10 best-performing items for the period. Each row displays the item name, type (Service or Product), quantity sold, and total revenue generated.

10.9.3 Payment Methods

The Payment Methods panel lists all payment methods used in the period with transaction counts and totals. It shows 'No payment data' if no payment method records exist for the period.

10.9.4 Daily Revenue Chart

The Daily Revenue chart displays a bar graph of revenue collected per day within the selected period. Each bar shows the total collected amount and transaction count. An Invoiced vs. Collected legend distinguishes between the two metrics.

10.9.5 POS to Financial Statement Mapping

The POS Financial Statement Mapping table explains how each POS data point flows into the financial statements:

POS Data Point	Treatment
Paid POS Invoices (Period)	Added to Revenue on the Income Statement (cash basis).
Product Sales Revenue	Sub-component of POS revenue on the Income Statement.
Service Revenue	Sub-component of POS revenue on the Income Statement.
Unpaid POS Invoices (Confirmed)	Recorded as a Current Asset (POS Receivable) on the Balance Sheet.
POS Cash Collected	Included in Operating Activities of the Cash Flow Statement.

POS Unpaid (Credit Sales)	Receivable increase — shown as cash outflow adjustment in Cash Flow.

10.9.6 Printing the POS Sales Report

Click the Print button at the top-right of the POS Sales section. The printable report includes the top items table, payment methods, daily revenue, and the full financial statement mapping table with an integration note.

10.10 Full Report

The Full Report tab consolidates all financial statements onto a single page for a complete overview of the company's financial position. It is ideal for management review and period-end reporting.

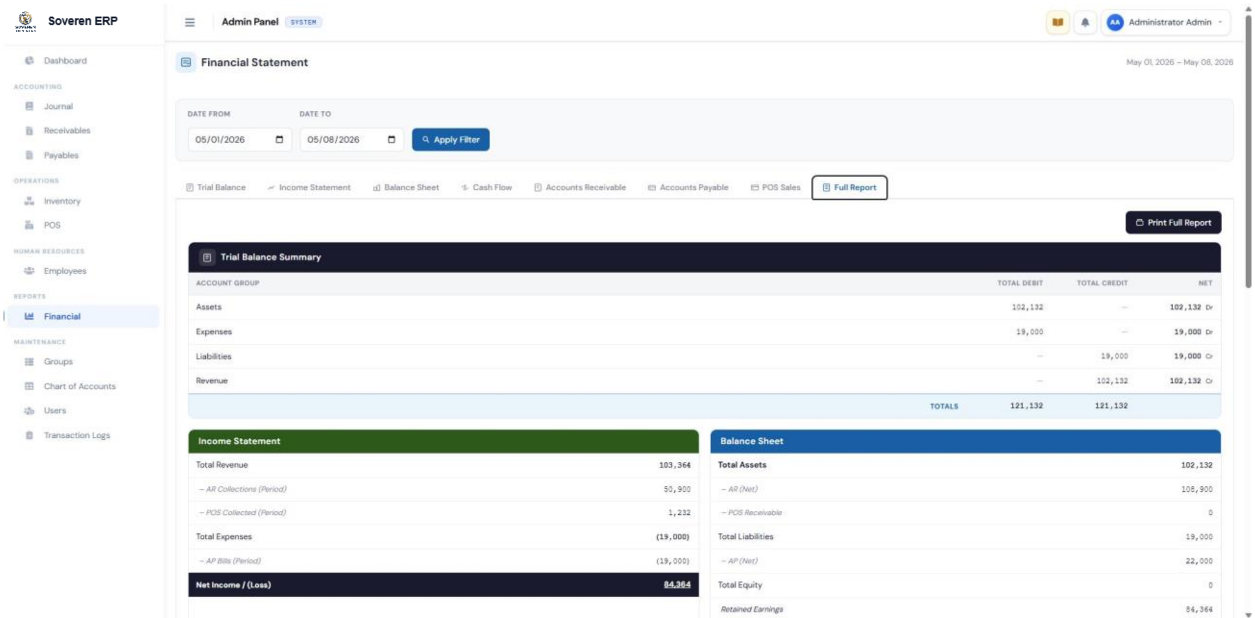


Figure 88: Full Financial Report showing all statements on one page

10.10.1 Full Report Sections

Section	Description
Trial Balance Summary	Account group totals (Assets, Expenses, Liabilities, Revenue) with Total Debit, Total Credit, and Net columns. Shows whether the ledger is balanced.
Income Statement	Condensed income statement with Total Revenue, Total Expenses, and Net Income / (Loss).
Balance Sheet	Side-by-side Total Assets and Total Liabilities & Equity snapshot.

Cash Flow Statement (Summary)	Key cash flow line items: Net Cash from Operating, Investing, and Financing Activities; Net Change in Cash; Beginning and Ending Cash Balance.
AR Summary	All-time and current period AR metrics: Total Invoiced, Total Collected, Outstanding, and Overdue.
AP Summary	All-time and current period AP metrics: Total Billed, Total Paid, Outstanding, and Overdue.
POS Sales Summary	Total POS invoiced, collected, unpaid/credit, product and service revenue, and POS contribution to revenue.

10.10.2 Printing the Full Report

Click the Print Full Report button at the top-right of the Full Report tab. The printable report spans two sheets of paper and includes all sections: Trial Balance Summary, Income Statement, Balance Sheet, Cash Flow Statement, AR Summary, AP Summary, and POS Sales Summary, all formatted with the company header and reporting period.

10.11 Financial Reports Quick Reference

Task	Steps
View the Trial Balance	Go to Reports > Financial > Select date range > Click Apply Filter > Click Trial Balance tab.
View the Income Statement	Go to Reports > Financial > Set date range > Click Apply Filter > Click Income Statement tab.
View the Balance Sheet	Go to Reports > Financial > Set date range > Click Apply Filter > Click Balance Sheet tab.
View the Cash Flow Statement	Go to Reports > Financial > Set date range > Click Apply Filter > Click Cash Flow tab.
View AR Report	Go to Reports > Financial > Set date range > Click Apply Filter > Click Accounts Receivable tab.
View AP Report	Go to Reports > Financial > Set date range > Click Apply Filter > Click Accounts Payable tab.
View POS Sales Report	Go to Reports > Financial > Set date range > Click Apply Filter > Click POS Sales tab.

Print any individual report	Navigate to the desired tab > Click the Print button at the top-right of the report section > Use the browser print dialog.
Print the Full Report	Click the Full Report tab > Click Print Full Report > Use the browser print dialog to print or save as PDF.

End of Section 10 — Financial Reports

11. Account Groups

The Account Groups module allows administrators to define and manage the classification categories used for the Chart of Accounts. Each account in the system belongs to a group, which determines how it behaves in the general ledger and financial reports. Access it via Maintenance > Groups in the left sidebar.

11.1 Account Groups List

The Account Groups page displays all configured account groups in a paginated table. Each group includes its date created, name, description, type, status, and available actions.

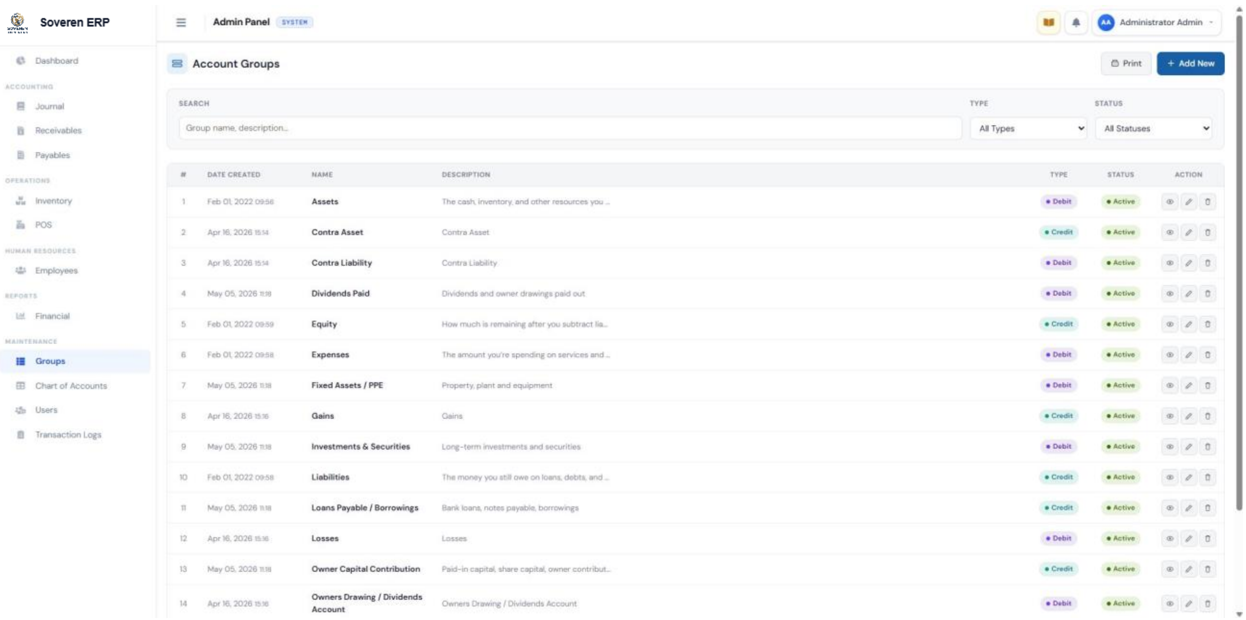


Figure 90: Account Groups — List of all configured account groups

Feature / Field	Description
#	Row number.
Date Created	The date and time the account group was added to the system.
Name	The name of the account group (e.g., Assets, Liabilities, Equity, Expenses, Revenue).
Description	A brief description of the account group's purpose.
Type	Indicates whether the group is a Debit or Credit type, displayed as a color-coded badge.
Status	Active or Inactive status of the account group, shown as a color badge.

Feature / Field	Description
Action	View (eye icon), Edit (pencil icon), and Delete (trash icon) buttons for managing each group.

11.2 Search & Filter

Use the search bar at the top of the page to find an account group by name or description. The Type and Status dropdown filters allow narrowing results by group type (All Types, Debit, Credit) and status (All Statuses, Active, Inactive).

11.3 Adding a New Account Group

Click the '+ Add New' button at the top-right of the Account Groups page. The Add New Account Group dialog will appear.

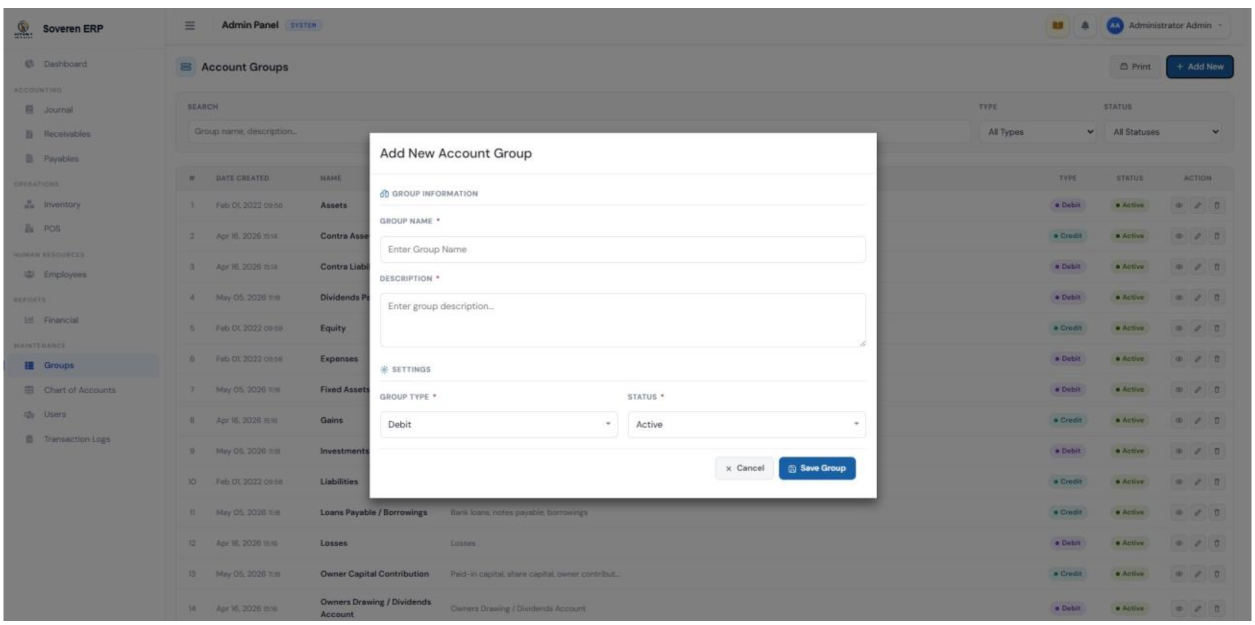


Figure 91: Add New Account Group dialog

Feature / Field	Description
Group Name *	Enter a descriptive name for the account group (e.g., Fixed Assets / PPE). Required.
Description *	Enter a brief explanation of the group's purpose. Required.
Group Type *	Select Debit or Credit to classify the normal balance of accounts in this group.
Status *	Set to Active to make the group available for use, or Inactive to disable it.

Feature / Field	Description
Save Group	Saves the new account group and adds it to the list.
Cancel	Closes the dialog without saving.

> **NOTE:** Group Type determines the normal balance for accounts assigned to this group. Debit groups (e.g., Assets, Expenses) increase with debits; Credit groups (e.g., Liabilities, Equity, Revenue) increase with credits.

11.4 Editing an Account Group

Click the pencil (edit) icon in the Action column of any account group to open the Edit Account Group dialog. The form is pre-populated with the current details.

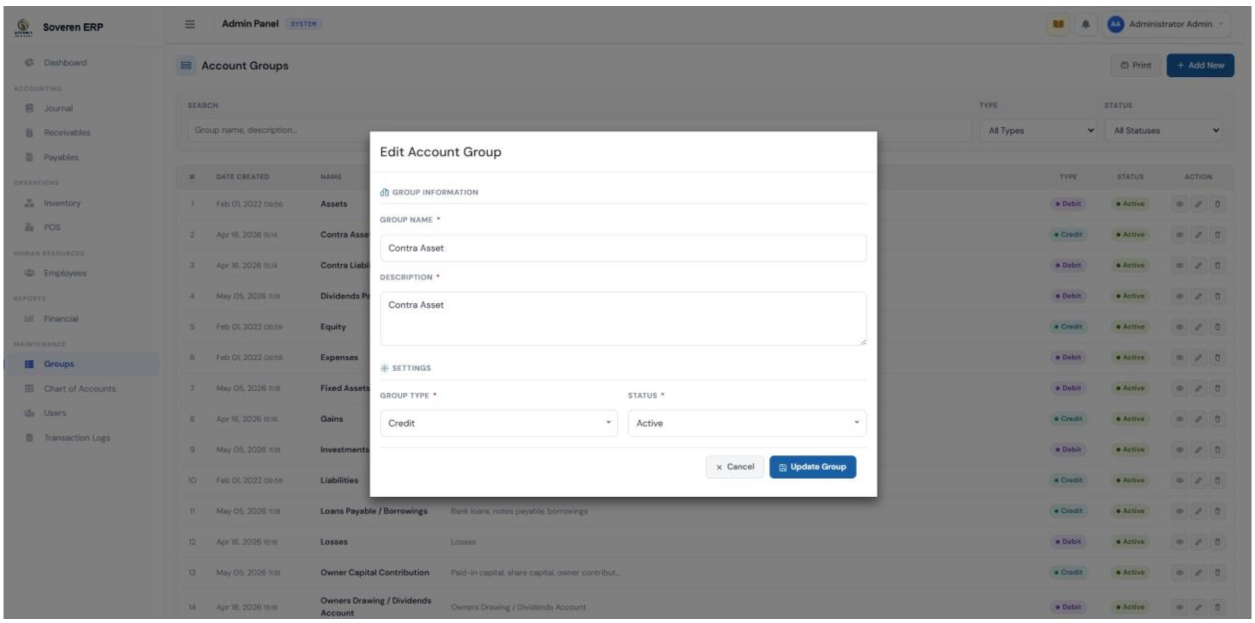


Figure 92: Edit Account Group dialog

Modify the Group Name, Description, Group Type, or Status as needed, then click 'Update Group' to save changes, or 'Cancel' to discard them.

11.5 Viewing Account Group Details

Click the eye (view) icon in the Action column to open the Account Group Details panel for a read-only view of the selected group.

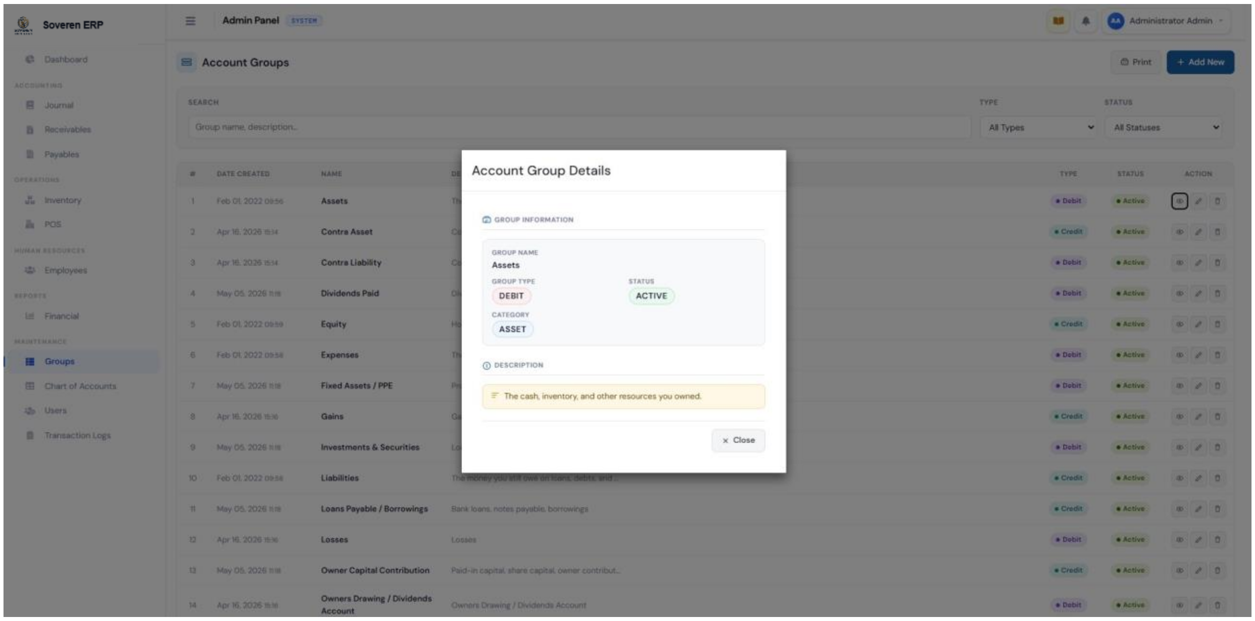


Figure 93: Account Group Details — read-only view showing group name, type, category, status, and description

Feature / Field	Description
Group Name	The name of the account group.
Group Type	Debit or Credit badge indicating the normal balance type.
Status	Active or Inactive badge.
Category	System-assigned category (e.g., ASSET, LIABILITY, EQUITY, EXPENSE, REVENUE) based on group type and name.
Description	The full description of the account group.

11.6 Printing Account Groups

Click the 'Print' button at the top-right of the Account Groups page to generate a printable report. A print preview window opens in the browser showing all account groups formatted with the Soveren ERP company header, report title, print date, and a full table of all groups including their type, status, and descriptions.

11.7 Account Groups Quick Reference

Task	Steps
Add a new account group	Go to Maintenance > Groups > Click + Add New > Fill in Group Name, Description, Group Type, and Status > Click Save Group.
Edit an account group	Go to Maintenance > Groups > Click the pencil icon on the desired group > Modify the fields > Click Update Group.

Task	Steps
View group details	Go to Maintenance > Groups > Click the eye icon on the desired group > Review details in the popup > Click Close.
Delete an account group	Go to Maintenance > Groups > Click the trash icon on the desired group > Confirm the deletion. Note: Groups linked to existing accounts cannot be deleted.
Filter by type or status	Go to Maintenance > Groups > Use the Type and Status dropdowns to filter the list.
Print the account groups list	Go to Maintenance > Groups > Click Print > Use the browser print dialog to print or save as PDF.

End of Section 11 — Account Groups

12. Chart of Accounts

The Chart of Accounts module is the master list of all financial accounts used in the Soveren ERP general ledger. Every journal entry, AR invoice, AP bill, and POS transaction references accounts from this list. Access it via Maintenance > Chart of Accounts in the left sidebar.

12.1 List of Accounts

The List of Accounts page displays all configured accounts in the system in a sortable, paginated table. Each row shows the account's date created, name, description, status, and available actions.

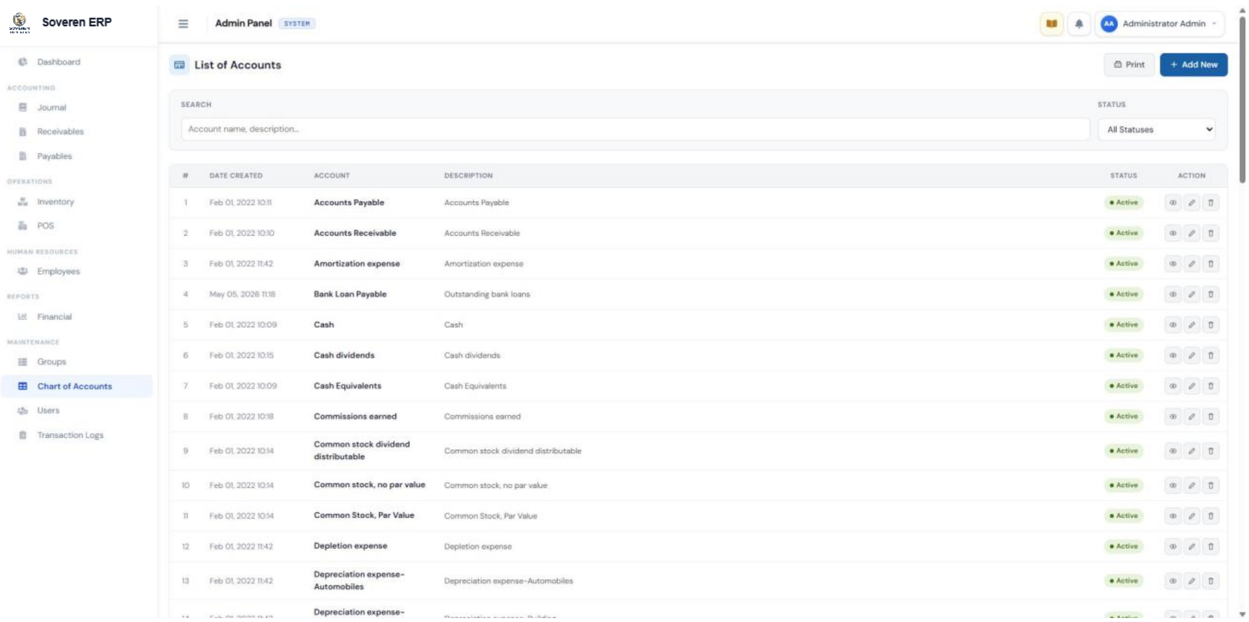


Figure 95: Chart of Accounts — List of Accounts

Feature / Field	Description
#	Row number.
Date Created	The date and time the account was added to the system.
Account	The name of the account (e.g., Accounts Payable, Cash, Retained earnings).
Description	A brief description of the account's purpose.
Status	Active or Inactive status, shown as a color badge (green for Active).
Action	View (eye), Edit (pencil), and Delete (trash) icons for managing each account.

12.2 Search & Filter

Use the search bar at the top of the page to find an account by name or description. The Status dropdown filter narrows results by account status (All Statuses, Active, Inactive).

12.3 Adding a New Account

Click the '+ Add New' button at the top-right of the List of Accounts page. The Add New Account dialog will appear.

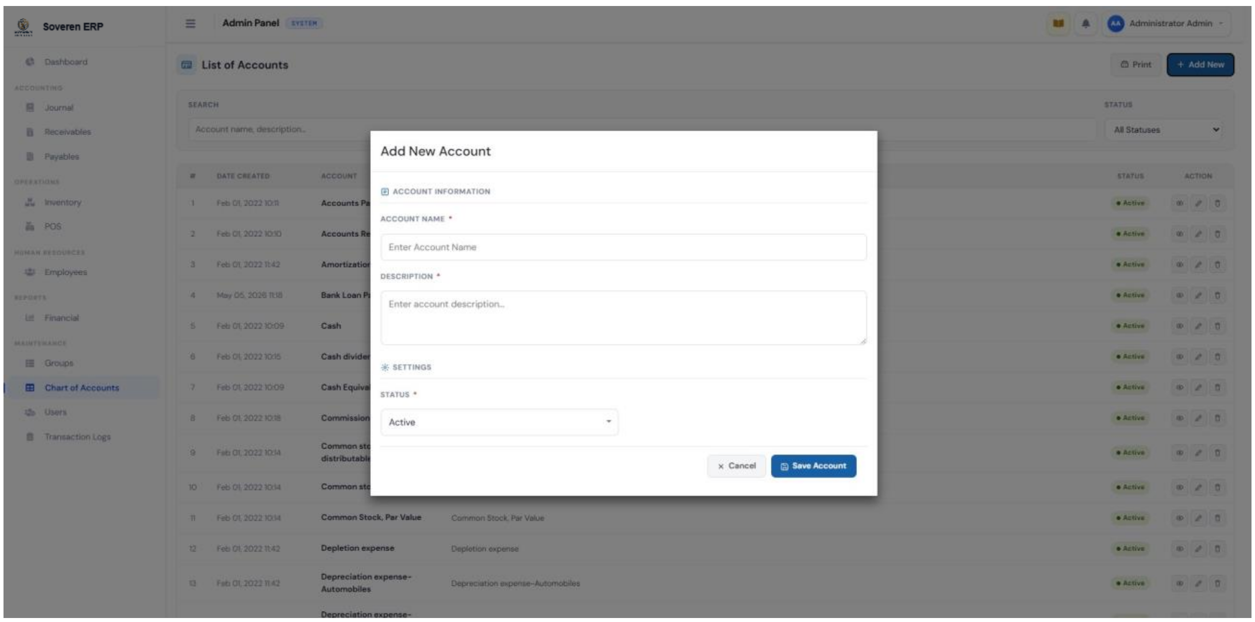


Figure 96: Add New Account dialog

Feature / Field	Description
Account Name *	Enter the name of the new account (e.g., Prepaid Expenses, Loan Receivable). Required.
Description *	Enter a brief description of the account. Required.
Status *	Set to Active to make the account available for use in journal entries, or Inactive to disable it.
Save Account	Creates the new account and adds it to the Chart of Accounts.
Cancel	Closes the dialog without saving.

NOTE: Account names must be unique. Inactive accounts will not appear as selectable options when creating journal entries, AR invoices, or AP bills.

12.4 Editing an Account

Click the pencil (edit) icon in the Action column to open the Update Account Details dialog. The form is pre-populated with the current account information.

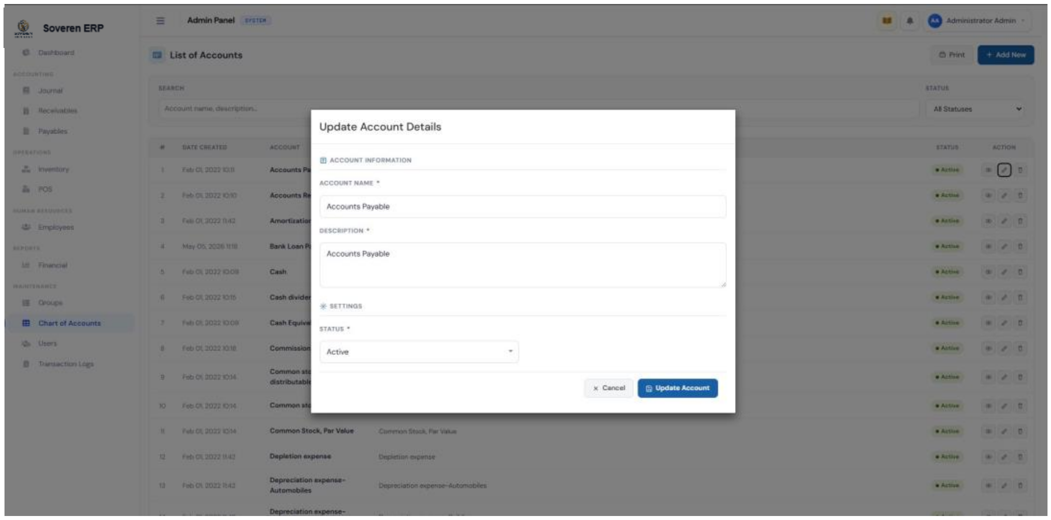


Figure 97: Update Account Details dialog

Modify the Account Name, Description, or Status as needed. Click 'Update Account' to save changes, or 'Cancel' to discard them.

12.5 Viewing Account Details

Click the eye (view) icon in the Action column to open a read-only Account Details panel for the selected account.

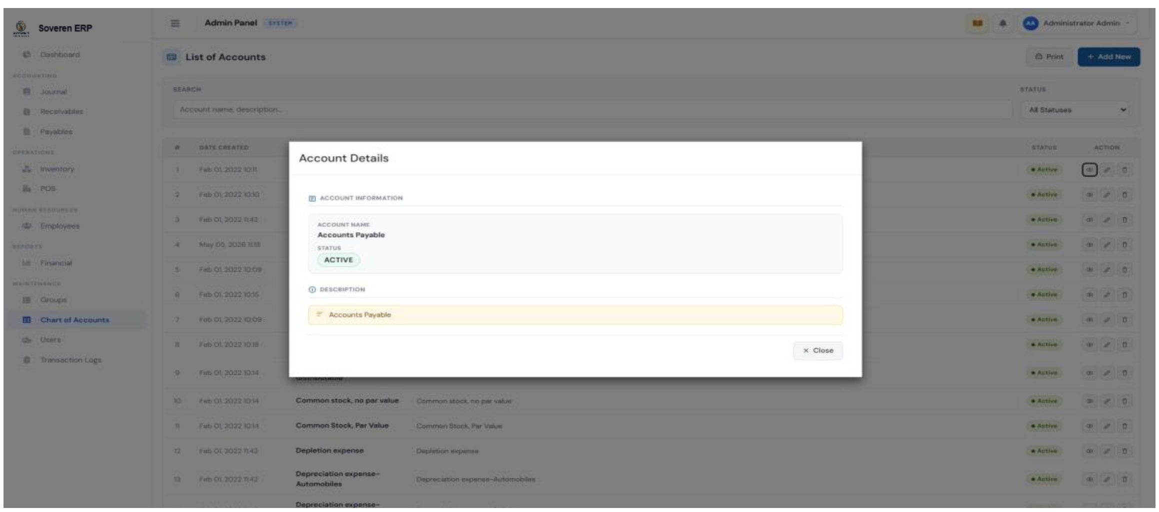


Figure 98: Account Details — read-only view showing account name, status, and description

Feature / Field	Description
Account Name	The name of the account.
Status	ACTIVE or INACTIVE badge.
Description	The full description of the account's purpose.

12.6 Printing the Chart of Accounts

Click the 'Print' button at the top-right of the List of Accounts page to generate a printable report. A print preview opens showing all accounts in a formatted table with the Soveren ERP company header, report title, and print date. The report shows all accounts with their descriptions and statuses across as many pages as needed.

12.7 Chart of Accounts Quick Reference

Task	Steps
Add a new account	Go to Maintenance > Chart of Accounts > Click + Add New > Enter Account Name, Description, and Status > Click Save Account.
Edit an account	Go to Maintenance > Chart of Accounts > Click the pencil icon on the account > Modify fields > Click Update Account.
View account details	Go to Maintenance > Chart of Accounts > Click the eye icon on the account > Review details > Click Close.
Deactivate an account	Go to Maintenance > Chart of Accounts > Click the pencil icon > Change Status to Inactive > Click Update Account.
Delete an account	Go to Maintenance > Chart of Accounts > Click the trash icon > Confirm deletion. Note: Accounts referenced by existing journal entries cannot be deleted.
Search for an account	Go to Maintenance > Chart of Accounts > Type the account name or description in the Search box.
Print the chart of accounts	Go to Maintenance > Chart of Accounts > Click Print > Use the browser print dialog to print or save as PDF.

End of Section 12 — Chart of Accounts

13. Users & Permissions

The Users module allows administrators to create, manage, and control access for all system users. Each user is assigned a role that determines their access level within Soveren ERP. Access it via Maintenance > Users in the left sidebar.

13.1 System Users List

The System Users page displays all registered users in a table showing their name, username, access level (role), and available actions. The page header shows the total number of registered users and the current date.

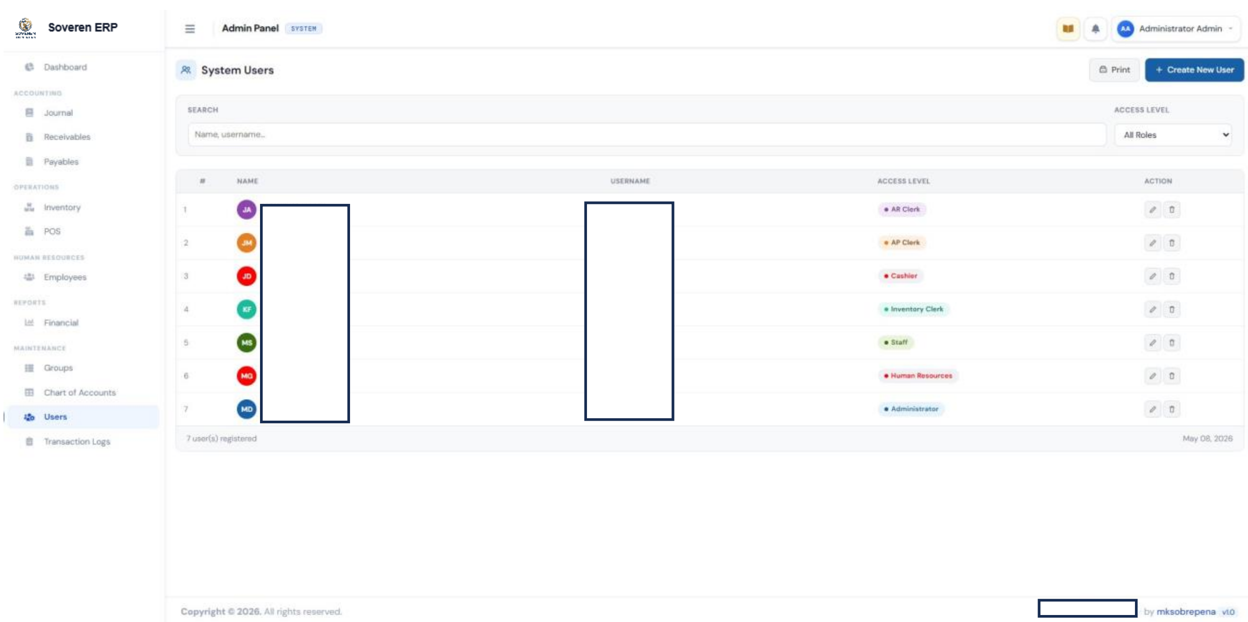


Figure 100: System Users — list of all registered system users

Feature / Field	Description
#	Row number.
Name	The user's full name, displayed with an avatar/initials icon.
Username	The user's login username shown as a pill badge.
Access Level	The assigned role shown as a color-coded badge (e.g., AR Clerk, AP Clerk, Cashier, Inventory Clerk, Staff, Human Resources, Administrator).
Action	Edit (pencil icon) and Delete (trash icon) buttons for managing each user.

13.2 User Roles & Access Levels

Each user is assigned one of the following roles. The role determines which modules and features the user can access within the system.

Role	Access Description
Administrator	Full access to all modules including Maintenance, Users, Transaction Logs, and all accounting functions.
AR Clerk	Access to Accounts Receivable module — manage invoices and customer payments.
AP Clerk	Access to Accounts Payable module — manage bills and vendor payments.
Cashier	Access to the POS module for recording point-of-sale transactions.
Inventory Clerk	Access to the Inventory module for managing stock and items.
Staff	Basic access: Dashboard, Journal Entries, Group List, and Accounts List.
Human Resources	Access to the Employees/HR module for managing employee records.

13.3 Creating a New User

Click the '+ Create New User' button at the top-right of the System Users page. The Add New User form will open.

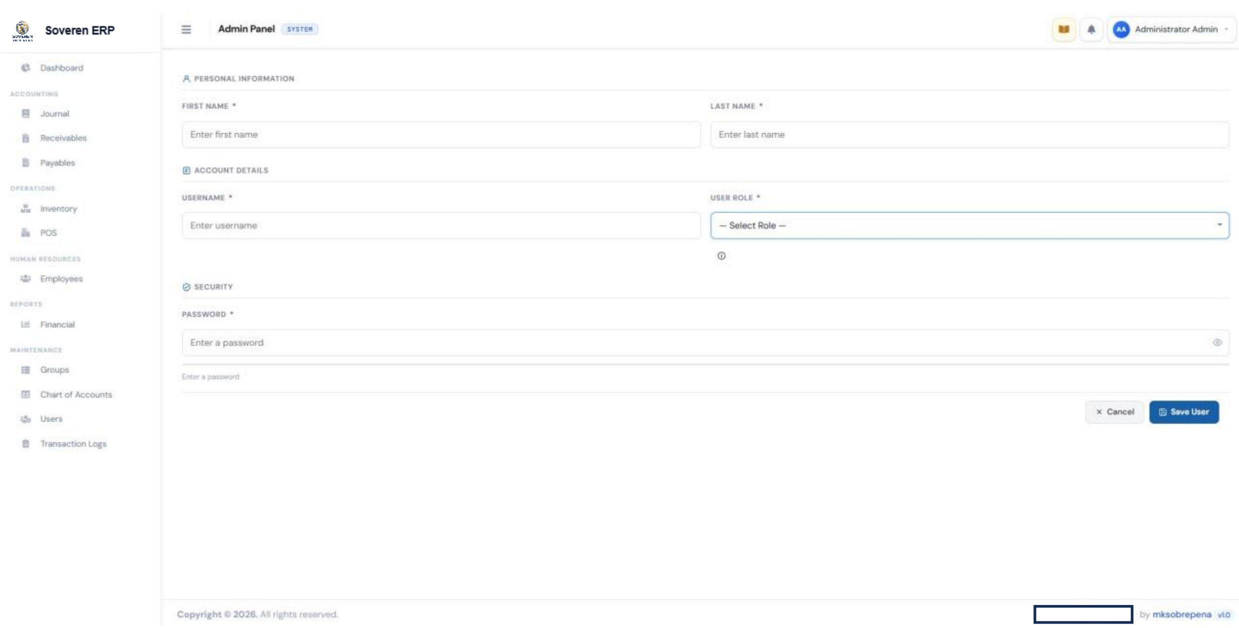


Figure 101: Add New User form — Personal Information, Account Details, and Security sections

13.3.1 Personal Information

Feature / Field	Description
First Name *	Enter the user's first name. Required.
Last Name *	Enter the user's last name. Required.

13.3.2 Account Details

Feature / Field	Description
Username *	Enter a unique username for the user's login. Required.
User Role *	Select the user's role from the dropdown list. An information note will appear showing the modules accessible for the selected role. Required.

13.3.3 Security

Feature / Field	Description
Password *	Enter an initial password for the user. Required for new users.
Confirm Password	Re-enter the password to confirm. Both fields must match.
Save User	Creates the new user account and adds them to the System Users list.
Cancel	Discards the form and returns to the System Users list.

NOTE: When a User Role is selected, an information note below the dropdown shows the modules this role can access (e.g., selecting 'Staff' shows: Dashboard, Journal Entries, Group List, Accounts List). Review this before saving.

13.4 Editing a User

Click the pencil (edit) icon in the Action column next to any user to open the Edit User form. The form is pre-populated with the user's current details.

End of Section 13 — Users & Permissions

Modify the First Name, Last Name, Username, or User Role as needed. To change the password, enter a new password in the Password field. Leave the Password field blank to keep the current password. Click 'Update User' to save changes, or 'Cancel' to discard them.

13.5 Printing the System Users List

Click the 'Print' button at the top-right of the System Users page to generate a printable report. A print preview window opens showing all registered users in a formatted table with the Soveren ERP header, report title, and print date/time. The report lists each user's name, username, and access level.

Figure 103: System Users printable report preview

13.6 Search & Filter

Use the search bar at the top of the System Users page to find a user by name or username. The Access Level dropdown filter narrows the list to users with a specific role (All Roles, Administrator, AR Clerk, AP Clerk, Cashier, Inventory Clerk, Staff, Human Resources).

13.7 Users Quick Reference

Task	Steps
Create a new user	Go to Maintenance > Users > Click + Create New User > Fill in First Name, Last Name, Username, User Role, and Password > Click Save User.
Edit an existing user	Go to Maintenance > Users > Click the pencil icon on the user > Modify the required fields > Click Update User.
Change a user's password	Go to Maintenance > Users > Click the pencil icon > Enter a new password in the Password field > Click Update User.
Change a user's role	Go to Maintenance > Users > Click the pencil icon > Select a new role from the User Role dropdown > Click Update User.

Task	Steps
Delete a user	Go to Maintenance > Users > Click the trash icon on the user > Confirm the deletion.
Filter by role	Go to Maintenance > Users > Use the Access Level dropdown to filter by role.
Print the users list	Go to Maintenance > Users > Click Print > Use the browser print dialog to print or save as PDF.

14. Transaction Logs (Audit Trail)

The Transaction Logs module provides a complete, tamper-evident audit trail of all system activity. Every create, update, delete, and login event is recorded with a timestamp, severity level, action type, user, module, and full description. Access it via Maintenance > Transaction Logs in the left sidebar.

14.1 Audit Trail Overview

The Audit Trail page opens with four summary cards at the top showing the totals of all recorded log entries by severity category.

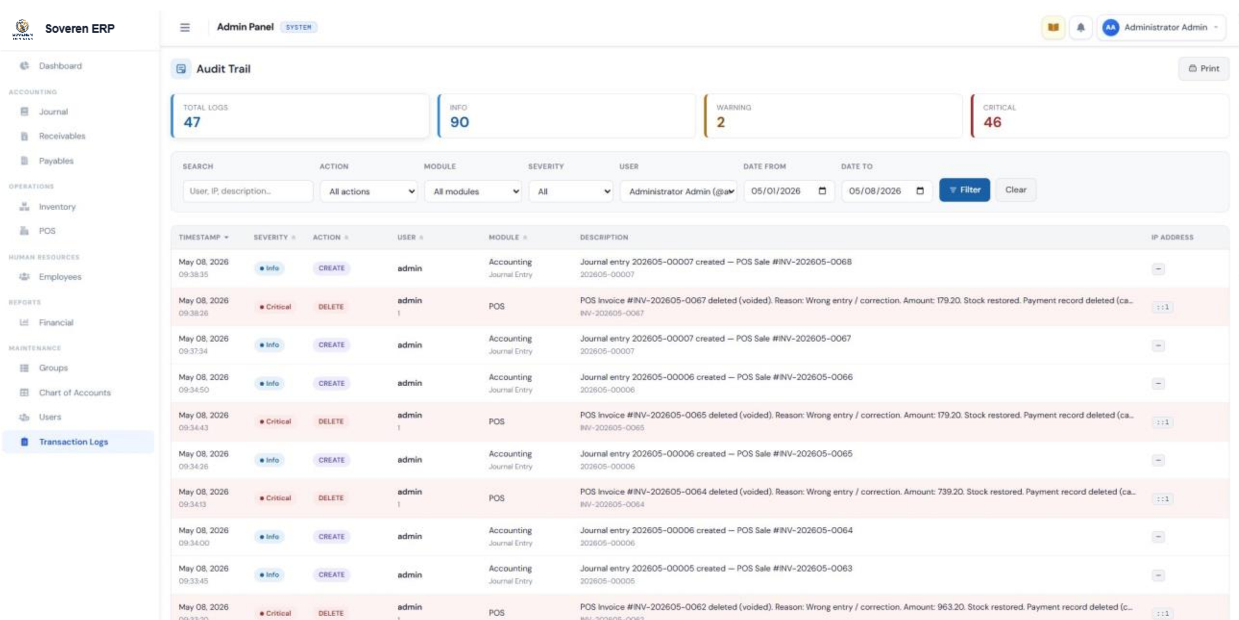


Figure 104: Audit Trail — summary cards and log list with filter options

Feature / Field	Description
Total Logs	The total number of all audit log entries recorded in the system.

Feature / Field	Description
Info	The number of informational log entries (standard operations such as create and update actions).
Warning	The number of warning-level entries indicating unusual or potentially risky activity.
Critical	The number of critical-level entries indicating high-impact events such as deletions or voids.

14.2 Audit Trail Log List Columns

The main table lists all audit entries in reverse chronological order (most recent first). The following columns are displayed:

Feature / Field	Description
Timestamp	The exact date and time the event occurred.
Severity	Color-coded badge: Info (blue), Warning (amber), Critical (red).
Action	The type of action performed: CREATE, UPDATE, DELETE, or LOGIN/LOGOUT.
User	The username of the user who performed the action.
Module	The system module and sub-module affected (e.g., Accounting / Journal Entry, POS, AR / Invoice).
Description	A brief summary of the event (e.g., 'Journal entry 202605-00007 created — POS Sale #INV-202605-0068').
IP Address	The IP address of the user's device at the time of the action. Shown as a redacted badge for privacy.

14.3 Severity Levels

Severity	Description
Info (Blue)	Standard system operations such as creating invoices, recording journal entries, adding users, and updating records.
Warning (Amber)	Unusual activity that may require attention, such as failed login attempts or edits to sensitive records.
Critical (Red)	High-impact actions such as deleting records, voiding invoices, or reversing entries. These require careful review.

14.4 Filtering Audit Logs

Use the filter bar at the top of the Audit Trail to narrow results. Click the Filter button to apply selected criteria, or Clear to reset all filters.

Feature / Field	Description
Search	Search by user IP address or event description keywords.
Action	Filter by action type: All Actions, Create, Update, Delete, Login, Logout.
Module	Filter by system module: All Modules, Accounting, AR, AP, POS, Inventory, Employees, Maintenance, etc.
Severity	Filter by severity level: All, Info, Warning, Critical.
User	Filter by a specific system user (dropdown of all registered users).
Date From	Set the start date for the log search period.
Date To	Set the end date for the log search period.
Filter Button	Applies all selected filters and refreshes the log table.
Clear Button	Resets all filters to their default values.

14.5 Viewing a Log Entry Detail

Click on any row in the Audit Trail table to open the Log Detail panel for that entry. This panel provides the complete information about the selected event.

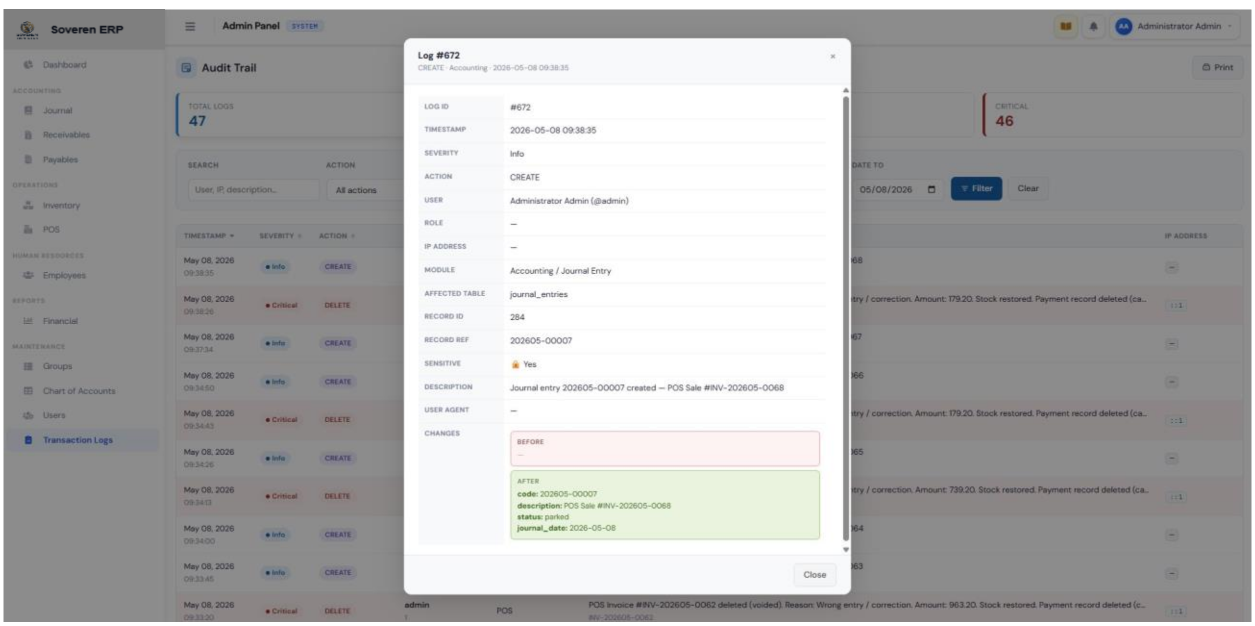


Figure 105: Log entry detail panel showing full event information including changes (Before/After)

Feature / Field	Description
Log ID	The unique identifier for the log entry (e.g., #672).
Timestamp	The exact date and time the event occurred.
Severity	The severity level of the event (Info, Warning, Critical).
Action	The type of action performed (CREATE, UPDATE, DELETE).
User	The full name and username of the user who performed the action.
Role	The role of the user at the time of the action.
IP Address	The IP address of the user's device.
Module	The module and sub-module affected (e.g., Accounting / Journal Entry).
Affected Table	The database table affected by the action (e.g., journal_entries).
Record ID	The internal record identifier of the affected record.
Record Ref	The human-readable reference code of the affected record (e.g., 202605-00007).
Sensitive	Indicates whether the log entry involves sensitive financial data (shown with a lock icon).
Description	Full description of the event.
User Agent	The browser and operating system of the user's device at the time of the action.
Changes — Before	A pink-highlighted snapshot of the record's data BEFORE the action was taken (shown for UPDATE and DELETE events).
Changes — After	A green-highlighted snapshot of the record's data AFTER the action was taken (shown for CREATE and UPDATE events).

14.6 Recent Auth Events

Scrolling to the bottom of the Transaction Logs page reveals the Recent Auth Events section. This panel displays the last 20 login and logout events for all users, providing a quick security overview.

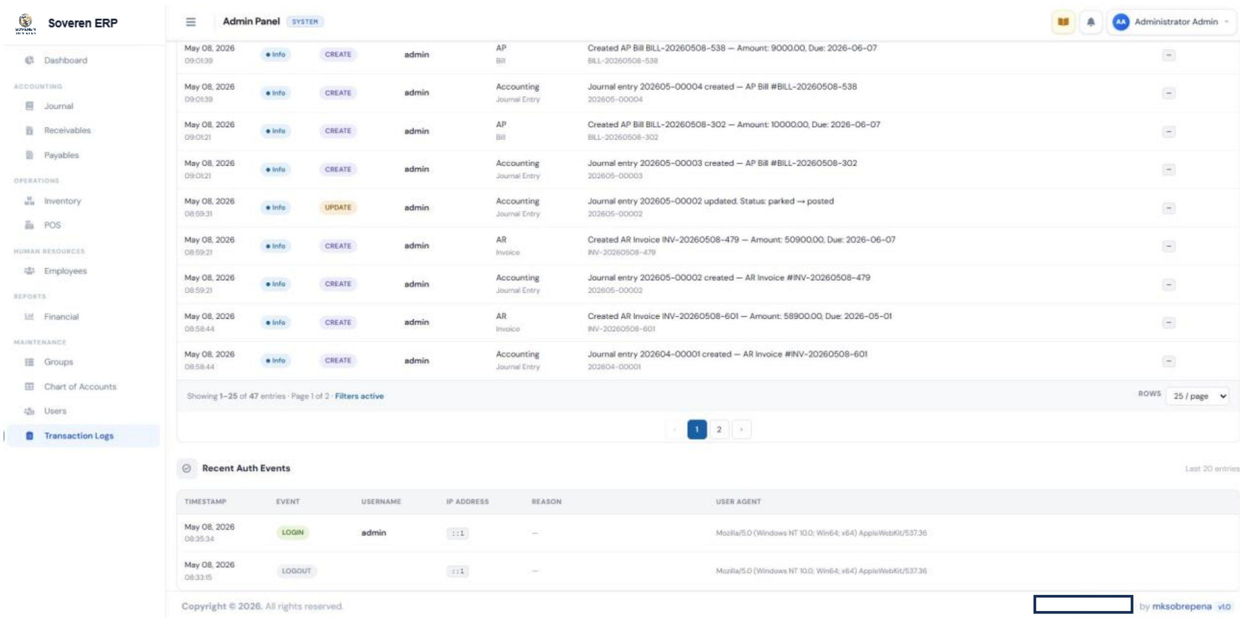


Figure 106: Recent Auth Events — showing the last 20 login and logout events

Feature / Field	Description
Timestamp	The exact date and time of the login or logout event.
Event	LOGIN (green badge) or LOGOUT (gray badge).
Username	The username used for the login/logout event.
IP Address	The IP address of the device used for the event.
Reason	Any reason associated with the event (e.g., failed attempt, session expiry). Shown as a dash if not applicable.
User Agent	The browser and operating system of the device.

NOTE: The Recent Auth Events section always shows the last 20 entries regardless of any filters applied to the main Audit Trail table above. To review login history for a specific user, use the Audit Trail filter bar and select the Action type 'Login' or 'Logout' along with the desired User.

14.7 Printing the Audit Trail

Click the 'Print' button at the top-right of the Audit Trail page to generate a printable report. The print preview opens in the browser showing all currently filtered audit log entries in a formatted table with the Soveren ERP company header, report title, and print date/time. The report includes Timestamp, Severity, Action, User, Module, Description, and IP Address columns, and shows a Grand Total entry count at the bottom.

14.8 Transaction Logs Quick Reference

Task	Steps
View all audit logs	Go to Maintenance > Transaction Logs. All entries are displayed in reverse chronological order by default.
Filter logs by date range	In the Audit Trail filter bar, set Date From and Date To, then click Filter.
Filter logs by action type	In the filter bar, select an action type from the Action dropdown (Create, Update, Delete, Login, Logout), then click Filter.
Filter logs by module	In the filter bar, select the desired module from the Module dropdown, then click Filter.
Filter logs by severity	In the filter bar, select Info, Warning, or Critical from the Severity dropdown, then click Filter.
Filter logs by user	In the filter bar, select the desired user from the User dropdown, then click Filter.
View a log entry detail	Click on any row in the Audit Trail table to open the full Log Detail panel.
Review login history	Scroll to the bottom of the Transaction Logs page to view the Recent Auth Events section.
Print the audit trail	Go to Maintenance > Transaction Logs > Apply desired filters > Click Print > Use the browser print dialog to print or save as PDF.
Clear all filters	Click the Clear button in the filter bar to reset all filter fields.

End of Section 14 — Transaction Logs