



# e-STOCKPRO

Your No.1 affordable and user friendly Enterprise Resource Portal (ERP) for Stock Management

**POWERED**

**BY**



## LAWCHINsoft

Demystifying innovative ICT Solutions for you

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# e-StockPro User Guide

## LOGIN TO SYSTEM

1. Type the URL of the software on your browser.
2. Provide username and password
3. Default admin login : admin and password

## ✓ ADMINISTRATION

### USER ACCOUNT

To search for user account

- i. Click on administration
- ii. Click on user account
- iii. Type the surname or first name of a user.
- iv. Click on search

### TO CREATE A NEW ACCOUNT

- i. Click on create new user account
- ii. Fill in the information (like Surname, First name, User name, Password etc
- iii. Select the access right control (Inventory, Warehouse, Accounting, Administration, etc.).
- iv. Click on create

### APP SETTING

To set you application

- i. Click on administration
- ii. Click on App setting
- iii. You will see edit application setting
- iv. Fill in the Name, Address, Telephone Number, Email and Website.
- v. Then click on Edit

- *To change your logo*  
Choose the logo and click on change logo

### DATABASE BACKUP

To backup your database

- i. Go to administration
- ii. Click on database backup

- iii. Then click on backup

Note: the backup file is found on;

**C:\xampp\htdocs\estockpro**

This is only applicable when the software is not deployed online. When deployed online, please contact your webmaster.

## ✓ **WAREHOUSE**

### **TO CREATE NEW WAREHOUSE**

- i. Click on warehouse
- ii. Click on add new warehouse
- iii. Type the warehouse name and location
- iv. Click on Add.

### **TO ADD NEW ITEM TYPE**

- v. Click on warehouse
- vi. Click on add new item type
- vii. Type the name
- viii. Click on Add.

### **TO ADD NEW ITEM**

- i. Click on warehouse
- ii. Click on Add new items
- i. Fill in the information (like item name, item number, select item type, Quantity per unit, quantity, location, cost ,selling price (retail or wholesale) and Expiring Date)
- iii. Click on add

### **TO MAKE ALL OR SOME OF THE ITEM QUANTITY AVAILABLE TO THE INVENTORY**

- i. Click on warehouse
- ii. Click on move item to inventory icon beside the item
- iii. Enter the quantity to be move
- iv. Click on move to inventory.

## ✓ **INVENTORY**

### **TO SEARCH FOR ITEM**

- i. Click on inventory
- ii. Click on Items

- iii. Select the item type, the item name or item number
- iv. Click on filter

### **TO SEARCH FOR INVOICE**

- i. Click on inventory
- ii. Click on invoice
- iii. Select your search parameter: item category, date, period, year, invoice number, customer name or referral.
- iv. Then search

### **TO CREATE NEW INVOICE**

- i. Click on invoice
- ii. Click on create new invoice
- iii. Fill in the customer name and date
  - L.P.O number and referral
  - Customer phone number
  - Item name, selling price, item price and discount.
  - Grand total and total amount paid in words
- iv. Click on submit

### **TO SEARCH FOR SALES**

- i. Click on inventory
- ii. Click on sales
- iii. Select your search parameter: item category, period, year, date, invoice number, customer name or referral.
- iv. Then search

### **TO ADD NEW SALES**

- i. Click on add new sales
- ii. Fill in the customer name and date
  - Customer phone number
  - Item name, selling price, item price and discount.
  - Ground total and total amount paid
  - Balance and total amount paid in words
  - Select mode of payment (eg. Cash, cheque, bank, e-transfer, POS).
- iii. Click on submit

## ✓ **PURCHASE** (Expenditure)

### **TO SEARCH PURCHASE**

- i. Click on purchase
- ii. Either you Select purchase category or date and search or
- iii. Select period or year and search

### **TO ADD NEW PURCHASE**

- i. Click on purchase
- ii. Click on add new purchase
- iii. Add purchase name
- iv. Add purchase type
- v. Add Supplier name, address and phone number
- vi. Add the quantity, the price and date
- vii. Click on add.

### **TO ADD NEW PURCHASE TYPE**

- i. Click on purchase
- ii. Click on add new purchase type
- iii. Add purchase name
- iv. Click on add

## ✓ **DEBTORS**

### **TO SEARCH FOR A DEBTOR**

- i. Click on inventory
- ii. Click on debtors
- iii. Either you select item category or receipt number and search or
- iv. Select the period and year and search or
- v. Select customers name and search

- *To pay debt filter by receipt number and click on pay debt*

### **TO SEARCH FOR DEBT PAYMENT HISTORY**

- i. Click on inventory
- ii. Click on debt payment history
- iii. Select customer name and search or
- iv. Select the Period and year and

- v. Click on search

## **TO FIND INVENTORY LEDGER**

- i. Click on inventory
- ii. Click on inventory ledger
- iii. Either you add date and search or
- iv. Select period and year and search or
- v. Select receipts number and customer name.
- vi. Click on filter

## **✓ ACCOUNTING**

### **ADDING NEW CASH /CHEQUE ACCOUNT**

- 1. Click on Accounting
- 2. Click on New cash /Cheque Account
- 3. Add the Cash/Cheque Account Name
- 4. Click on create.

### **PAYMENT VOUCHER**

- 1. Click on Accounting
  - a. Click on payment voucher
  - b. Add the date and service
  - c. Click on search to find a voucher

- 1. To add New Service
  - a. Click add new service
  - b. new service name
  - c. Click on add
- 2. To add New payment voucher
  - a. Click on new payment voucher
  - b. Add employee name
  - c. Add Month and Year
  - d. Add date, service, Amount, Cash/Cheque Account and Slip Number.
  - e. Check ground total
  - f. Click on submit

### **CASH COLLECTION**

- 1. Click on accounting
  - a. Go to Cash collection
  - b. Add date and search
- 2. To add New Cash
  - a. Click on new cash
  - b. Add date, Amount, Received from, Receipt Number, Month and Year.

- c. Click on add.

## **BANK LODGMENT**

1. Click on bank lodgment
  - a. Add date and Bank
  - b. Click on search
2. To Add new Bank Lodgment
  - a. Click on add new bank lodgment
  - b. Add date
  - c. Add Bank Name
  - d. Add Credit
  - e. Add Cash/Cheque Account
  - f. Add reference
  - g. Add month and Year
  - h. Then click on Add
3. To Add new Bank
  - a. Click on add new bank
  - b. Type bank name
  - c. Click on Add.

## **BANK WITHDRAAL**

1. Click on account
  - a. Click on Bank withdrawal
  - b. Type date and Bank
  - c. Click on search
2. To Add new Bank withdrawal
  - a. Click on add new Bank withdrawal
  - b. Add date
  - c. Add Bank Name
  - d. Add Credit (if any)
  - e. Add Cash/Cheque Account
  - f. Add reference
  - g. Add month and Year
  - h. Then click on Add

## **GENERAL LEDGER**

1. Click on account
  - a. Click on general ledger
  - b. Fill in month and year
  - c. Click on search