



USER GUIDE

ERP Nexl

Step-by-step instructions for setting up your company, selling, buying, managing stock, banks, accounting, HR and payroll, and production.

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Read online at erpnextl.com/guide

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Getting started

Create your account, set up your company and its admin login, then sign in to the ERP and learn your way around.

ERP Nexl has two parts that work together, and each has its own sign-in:

- **The console** at erpnextl.com is where you create your account and company, choose modules and manage billing. You sign in with the account you signed up with.
- **The ERP** at app.erpnextl.com is where the daily work happens: sales, stock, banks, accounts, payroll and production. You sign in with the **admin** login you create for your company, and later with the users you add for your team.

This chapter takes you from sign-up to your first sign-in to the ERP. It takes about ten minutes.

Create your account

- 1 Go to erpnextl.com/signup.
- 2 Fill in **First name**, **Last name**, **Email**, **Password** (at least 6 characters), **Date of birth** and **Contact number**, then click **Create account**.
- 3 Check your email for a 6-digit code. Type it in and click **Verify & continue**. The code is valid for 10 minutes; if it doesn't arrive, click **Resend code** after 60 seconds.
- 4 Your account is created and you land on the console **Dashboard**. Your free trial has already started.

 You can skip the form and click **Continue with Google** instead. If that Google account is new to ERP Nexl, an account is created for you and the trial starts the same way.

 The contact number must be a Pakistani mobile number (03XXXXXXXX or +92...) or a Saudi mobile number (05XXXXXXXX or +966...).

Your free trial

Every new account gets a **one-month free trial** that includes every module, with no card needed. Each account can use the trial once. When it ends, buy the modules you want to keep from [Pricing](#); see [Plans](#), [billing and the console](#).

Create your company

- 1 In the console, open **Company & Admin** and click **Create company**.
- 2 Fill in **Company name**, **Email**, **Contact** and **Address**.
- 3 Optionally add a **Logo**, your **NTN** (National Tax Number) and your **STRN** (Sales Tax Registration Number). These print at the top of your invoices, receipts and reports.
- 4 Click **Create company**.

 Each account has one company. The company name, email and contact number must not already be used by another company. New companies start with the currency symbol **Rs**; you can change it in the ERP's [Settings](#).

Add your admin login

As soon as the company is created, the **Add your admin** form opens. The admin is the login you use to sign in to the ERP, and it is the company's **owner**: it can open every page of the modules you subscribe to, whatever its role says.

- 1 Enter the admin's **First name**, **Last name**, **Email**, **Contact**, **Date of birth** and **Password**.
- 2 Click **Create admin**.

 Keep the admin's email and password safe: they are the keys to your company's data. The console can edit the admin's details later but not the password. To change it, sign in to the ERP and use **Change Password**, or use **Forgot Password?** on the ERP sign-in page.

Sign in to the ERP

- 1 In the console sidebar, click **Launch app**. The ERP opens at **app.erpnextl.com** in a new tab.
- 2 Enter the admin's **Email Address** and **Password**, then click **Sign in**.

You stay signed in for 24 hours. After that, the ERP asks you to sign in again.

If you forget the password

- 1 On the ERP sign-in page, click **Forgot Password?**.

- 2 Enter your email and click **Send Otp**, then type the code from your email and verify it.
- 3 Enter a new password (at least 5 characters) and click **Update Password**.

Find your way around



The dashboard is the first screen after you sign in.

- **The sidebar** on the left lists the menus for the modules you subscribe to. A user only sees the pages their role allows (see [Users, roles and permissions](#)). Click the ☰ icon at the top to fold it away.
- **The top bar** has the language switch (the globe), the light/dark switch, and your avatar menu with **Profile, Appearance, Change Password, Tutorials, Queries** and **Logout**.
- **List pages** (customers, items, invoices and so on) work the same way everywhere: choose a column in **Search By**, type in **Search...**, click **+** to add a record, and use the row's buttons to edit, delete or print it.
- **Dates** in new forms start at today's date.

The dashboard

With the Sale & Purchase module, the dashboard shows:

Card	What it shows
Daily Sales / Daily Purchases	Today's invoices (POS sales included), after discounts and including tax.
Monthly Sales / Monthly Purchases	The same for the current calendar month.
Payable Amount	The total of all supplier payments recorded on the Payable screen, all time.
Receivable Amount	The total of all customer receipts recorded on the Receivable screen, all time.
Customers / Suppliers	How many of each you have.
Chart	Sales and purchases for each of the last 12 months.

 Payable Amount and Receivable Amount are money paid and received, not money still owed. To see who owes you, use the customer ledger or, with the Accounting module, the [Aged Receivable report](#). The daily cards follow the UTC calendar day, so in Pakistan they start counting a new day at 5:00 am.

Without the Sale & Purchase module, the dashboard shows counts for the modules you have instead, such as journal vouchers, employees, leave requests and payroll runs. With the Production module it also shows [production cards](#).

Your first week: a setup checklist

Work through these in order and the ERP will be ready for real transactions. Skip the steps for modules you don't use.

- 1 Check the **currency symbol**, **discount** switches and **invoice number prefixes** in [Settings](#).
- 2 Add your [tax rates](#).
- 3 Add [categories](#), [packing labels](#) and [items](#), with the quantity you have in stock today as each item's **Opening Quantity**.
- 4 Add your [customers and suppliers](#), with any balances they owe or are owed.

- 5 Add the **bank accounts** you pay and get paid through.
- 6 Create **roles and users** for your team, and save each role's permissions.
- 7 Accounting module: review the **chart of accounts and account mapping**, then enter your **opening balances**.
- 8 HR & Payroll module: set up **departments, holiday lists and employees**, then **payroll**.
- 9 Production module: add your materials as items, write your **recipes**, then plan your first **production order**. Without the Accounting module, **post your opening stock** once.

 The ERP has 26 guided tours that walk you through real screens. Open them from your avatar menu → **Tutorials**. A new user is offered one shortly after their first sign-in.

Plans, billing and the console

Choose and buy modules, manage auto-renew, keep your company details up to date and understand what happens when a subscription ends.

Everything about your subscription is managed in the console at erpnextl.com, not inside the ERP. Sign in at erpnextl.com/login with the account you signed up with.

The console at a glance

Sidebar item	What it's for
Dashboard	Your current plan, its status and days remaining, your profile and password, and your recent payments.
Company & Admin	Your company's details (printed on invoices) and the admin login used for the ERP.
Subscription	Your plan, renewal dates, auto-renew and payment history.
Launch app	Opens the ERP at app.erpnextl.com in a new tab.
User guide	Opens this guide.

Modules

ERP Nexl is sold as four modules. Buy only the ones you need; the price is the sum of the modules you choose. Every module includes **Users**, **Roles**, **Permissions**, the **Gallery** and **Settings**, and there is no limit on the number of users.

Module	What it covers
Sale & Purchase	Sales and purchase invoices and returns, point of sale (POS), customers and suppliers, items and stock, stock adjustments, tax rates, banks and bank transfers, receipts and payments, and the sale, purchase, payable, receivable and stock reports.
Accounting & Finance	Chart of accounts, journal entries, debit and credit notes, account mapping, cost centres, exchange rates, bank reconciliation, period lock and year-end close, and the accounting reports.
HR & Payroll	Employees, departments, holiday lists, attendance, leave, payroll runs and payslips, expense claims, employee advances, and employee self service.

Module	What it covers
Production	Recipes, production orders with batches and expiry dates, customer jobs, batch labels and job cards, average costing, and the production reports. Items and stock come with it, so it also works on its own.

 Prices are on the [Pricing](#) page. Longer billing periods (3 months, 6 months or a year) cost less per month.

Buy or renew modules

- 1 Open [Pricing](#) and pick a billing period: **Monthly**, **3 Months**, **6 Months** or **Yearly**.
- 2 Under **Build your plan**, switch on the modules you want (at least one), then click **Continue**.
- 3 Check the **Review your plan** window. You can change the currency the price is shown in. Click **Get started**; if you aren't signed in, you'll be asked to sign in first.
- 4 On **Complete your subscription**, check the plan, billing period and **Total due today**, then click **Pay**.
- 5 Complete the payment in the secure Paddle window that opens.
- 6 When you see **Payment successful**, click **Go to console**. Your modules are active straight away. If you see **Payment received**, activation is still being confirmed and finishes shortly.

 Payments are charged in US dollars. A total shown in another currency is an estimate. If you buy a module that isn't on auto-renew while you still have time left on it, the new period is added on top of the time you already have.

Auto-renew

Paid subscriptions renew automatically at the end of each billing period until you cancel. Modules bought together renew, and cancel, together. Manage this under **Subscription → Auto-renew**:

- The badge shows **Auto-renews**, **Cancels on [date]** or **Auto-renew off**, with the **Next billing** date.
- **Update payment method** changes how renewals are paid.
- **Cancel auto-renew** stops future renewals. Confirm with **Confirm — stop renewing**.
- **Resume auto-renew** turns renewals back on before the period ends.

 Cancelling stops the next renewal; it doesn't end your access early. You keep the modules until the end of the period you've paid for. For refunds, see the [Refund Policy](#).

When a subscription ends

- From 30 days before a module expires, the ERP shows a reminder: "Your subscription will expire on [date]. Please renew it soon."
- If one module expires, its menus disappear from the ERP. Opening one of its pages shows **This feature is not part of your plan**.
- If every module has expired, the ERP shows **Subscription Required** with a **Buy Subscription** button that opens the pricing page.
- Your data is kept. Renew the module and its menus come back as you left them.

Your company details

The company name, address, contact, logo, **NTN** and **STRN** printed on your invoices, receipts and reports come from **Company & Admin** in the console. They can't be edited inside the ERP.

- 1 Open **Company & Admin** and click **Edit** on the company section.
- 2 Change what you need. NTN and STRN accept letters, digits, spaces, hyphens and slashes, up to 30 characters; leave them blank if you aren't registered.
- 3 Save. The ERP picks up the change within an hour, or straight away after you sign out of the ERP and back in.

Use **Edit** on the admin section to update the admin's name, email or contact. Each company has one admin created here; add everyone else as [users inside the ERP](#).

Your console profile and password

- **Dashboard → Edit profile** changes your name, date of birth and contact number. Your email can't be changed.
- **Dashboard → Change password** asks for your current password and a new one (at least 6 characters).
- Forgotten it? On the [sign-in page](#), click **Forgot password?**, enter your email and a new password, then the 6-digit code we email you.
- Your recent payments are listed on the Dashboard, and the full list is under **Subscription → Payment history**.

 The console and the ERP have separate passwords. Changing one doesn't change the other.

Settings and personal preferences

Set your company's currency symbol, discount options and invoice number prefixes, then make the ERP your own: language, font, text size, line height, colours, profile, password and guided tours.

There are two kinds of settings. **Company settings** apply to everyone in your company. **Personal preferences** (language, font, text size, line height, theme colours, profile and password) apply only to you.

Company settings

Open **Settings** at the bottom of the sidebar. Change what you need and click **Save Changes**. Other users see the changes the next time the ERP loads in their browser.

Setting	What it does
Currency Symbol	Shown with every amount: cards, lists, invoices, POS, receipts and reports. New companies start with Rs.
Currency Description and Currency Short Description	The currency's name and code (for example Pakistani Rupee and PKR), kept for reference.

Setting	What it does
Discount Amount / Discount Percentage	Show or hide the whole-invoice discount fields on sale (or purchase) invoices and their printouts.
Row Discount Amount / Row Discount Percentage	Show or hide the discount columns on each invoice line.
Sale Invoice No Prefix / Purchase Invoice No Prefix	Text shown before invoice numbers in lists and printouts, for example INV- gives INV-125.
Update item cost from purchases	Under Costing . When on, every purchase updates the item's Purchase Price to the average cost of the stock you hold (see below). On for new companies; only the account owner can change it.

-  The Sale and Purchase boxes each have their own four discount switches, so you can, for example, allow line discounts on sales but not on purchases. Accounting options such as the lock date are under **Accounts → Acc Settings** (see [Bank reconciliation, period lock and year-end](#)).

Seeing the Settings page needs the **View** permission for Settings, and saving needs **Update**.

Average cost from purchases

With **Update item cost from purchases** on, saving a purchase averages the item's cost with the stock you already hold. For example, 10 units on hand at 100 plus 10 bought at 120 gives a cost of 110. Editing or deleting the purchase undoes its effect on the cost. The cost is what sales, returns and stock adjustments are valued at, so it stays close to what you actually paid.

- Costs are kept to 2 decimals. The cent or two that rounding leaves over goes to the **Inventory Cost Variance** account (5420), so your stock value and your accounts always agree.
- A purchase return doesn't change the cost: the goods leave stock at the current cost, and any difference from the return price goes to Inventory Cost Variance.
- The cost moves in the order you enter documents, not by their dates. Enter purchases before you sell or produce from them.
- Turning the setting on applies from that moment; earlier purchases aren't recalculated. With it off, purchases never change the cost and you keep the **Purchase Price** up to date on the item yourself.

Language

- 1 Click the globe and language name in the top bar.
- 2 Choose **English**, العربية (Arabic) or اردو (Urdu).

Arabic and Urdu switch the whole layout to right-to-left, including printouts. Your choice is remembered in this browser, so each person can work in their own language.

Light and dark theme

The half-filled circle in the top bar switches between light and dark. To change the font, text size, line height or the colours themselves, open your avatar menu → **Appearance**:

- 1 Choose a **Font**: Noto Sans Arabic, Times New Roman or Arial. It applies to both themes; **Company default** keeps your company's standard font.
- 2 Choose a **Text size**: **Small**, **Normal**, **Large** or **Extra large**. It makes all text on screen smaller or bigger; printouts always print at the normal size.
- 3 Choose a **Line height**: **Compact**, **Normal**, **Relaxed** or **Spacious**, for less or more space between lines of text. Printouts keep the normal spacing.
- 4 Pick the **Light Theme** or **Dark Theme** tab.
- 5 Choose your **Primary Colour**, **Page Background**, **Cards & Panels**, **Text & Icons** and **Borders**.
- 6 Click **Save**. **Reset to Default** goes back to the original colours.

Appearance is saved to your login, so it follows you to other computers and doesn't change anyone else's screen.

Your profile and password

- Avatar menu → **Profile** opens **Update Profile**: first name, last name, email, date of birth and contact. Your email is your sign-in name, so changing it changes how you sign in.
- Avatar menu → **Change Password**: enter your current password, then the new one (at least 6 characters) twice.
- Avatar menu → **Logout** signs you out. In the same browser, signing out of the ERP also signs you out of the console, and the other way round.

Guided tutorials

Avatar menu → **Tutorials** lists 26 short tours, grouped into Sales, Purchases, Inventory, Parties, Money, Accounting, HR, Payroll & Self-Service, Production and Administration. A tour highlights the real screen and tells you what to click; press **Next** to move on, or **Esc** to stop. Finished tours get a tick. You only see tours for modules you have and pages your role can open.

Ask us a question

Avatar menu → **Queries** opens **Have a Query? Let Us Know**. Type your question (3 to 100 characters) and send it to the ERP Nexl team. For longer questions, use the [contact page](#).

The gallery

Gallery holds your company's pictures: product photos for items and the POS, and pictures of users.

- 1 Open **Gallery** and click **Upload Image**.
- 2 Choose the **Destination**, **Product** or **User**, and click **Next**.
- 3 Pick the image file from your computer.

Use **View By** to show all images, product images or user images. Click an image to see its name, size and type; the pencil replaces the file and the **X** deletes it.

 Upload product photos to the gallery first. The **Select Image** button on the item form only shows images uploaded with the **Product** destination.

Users, roles and permissions

Give each member of your team their own login, group them into roles and choose exactly which pages each role can see, add to, change and delete.

How access works

- **The owner** is the admin login created in the console. The owner can use every page of the modules you subscribe to, can't be deleted, and is the only one who can edit the owner's own account.
- **Users** are the other people who sign in to the ERP. There's no limit on how many you add.
- **Roles** group users who do the same job, such as Cashier, Store keeper or Accountant. Each user has one role.
- **Permissions** decide, page by page, what a role can do: **View**, **Insert** (add), **Update** (edit) and **Delete**.

The right order is: create the role, save its permissions, then create the users who get it.

Create a role

- 1 Open **Roles** and click **+**.
- 2 Enter a **Description**, the role's name (3 to 100 characters), for example *Cashier*.
- 3 Click **Save**.

Set a role's permissions

Description	Insert	View	Update	Delete
Sale - Invoice	☒	☒	☒	☒
Sale - POS	☒	☒	☒	☒
Sale - Return	☒	☒	☒	☒
Purchase - Invoice	☒	☒	☒	☒
Purchase - Return	☒	☒	☒	☒
Parties - Supplier	☒	☒	☒	☒
Parties - Customer	☒	☒	☒	☒
Inventory - Item	☒	☒	☒	☒
Inventory - Category	☒	☒	☒	☒
Inventory - Packing	☒	☒	☒	☒

- 1 Open **Permissions**.
- 2 In **Search By** at the top, choose the role.
- 3 Type in **Filter pages** to find a page quickly, or scroll through the list. There is one row for every page of the modules you have.
- 4 Tick what the role may do on each page: **View** to see the page and its menu item, **Insert** to add records, **Update** to edit them and **Delete** to delete them.
- 5 Click **Save Changes**.

 A new role starts with no access at all. Until you tick its pages and click **Save Changes**, its users see an empty menu.

- A page with nothing ticked disappears from that role's sidebar, and ERP Nexl refuses that page's actions for the role even if someone tries them another way.
- If a user tries something their role doesn't allow, they see a message such as *Your role isn't allowed to add sale invoices*. Tick the missing permission if they need it.
- Reports, the Dashboard and the Permissions page itself only have **View**. Settings has **View** and **Update**.

- Only the owner can change permissions.

Pages with special rules

Page	What the permission controls
Payroll Runs	View is needed to see any salary figures (salary assignments, payslips, advances and payroll reports). Update is needed for every payroll action, including expense claims and advances.
Employee PII Access	Not a menu item. View lets the role reveal employees' full ID and bank account numbers; everyone else sees them masked.
Stock Adjustments	Only the owner had access when this page was added. Tick it for any other role that should correct stock.
Recipes, Production Orders, Cost Types, Production Reports	Only the owner has them at first. On Production Orders, Update covers issuing, returning and completing, and Delete covers cancelling and reversing. Revaluing an item and posting opening stock stay with the owner.
My Payslips, My Leave, My Attendance	Employee self service. Give these to the role your employees use (see Employee self service).

Add a user

- 1 Open **Users** and click **+**.
 - 2 Fill in **First Name**, **Last Name**, **Email**, **Password**, **Date Of Birth** and **Contact**.
 - 3 Choose the **Role**. The **+** next to it creates a new role on the spot (remember to save its permissions).
 - 4 Click **Save**. Give the person their email and password; they sign in at **app.erpnextl.com**.
- **Edit** changes a user's details and role, but not their password. Users change their own password from the avatar menu → **Change Password**, or with **Forgot Password?** on the sign-in page.
 - **Delete** removes a user's access. You can't delete yourself or the owner, and nobody can change their own role.
 - Adding, editing and deleting users needs the matching permission on the **Users** page (the owner always can).
 - The **+** buttons that add a customer, supplier, item or bank from inside a form need **Insert** on that page too.

A simple starting setup

Role	Give it
Cashier	POS: View and Insert. Nothing else. A role with POS but not Sale Invoice can only make the POS's own kind of sale: cash, to the Walk-in Customer, with no discounts.
Sales staff	Sale Invoice and Sale Return: View and Insert. Customer: View and Insert. Receivable: View and Insert.
Store keeper	Item, Category, Packing: all four. Stock Adjustments: View and Insert. Purchase Invoice and Purchase Return: View and Insert. Stock report: View.
Accountant	Everything under Accounts and Accounting Reports, plus Payable, Receivable, Banks and Bank Transfers.
Employee	My Payslips, My Leave (View, Insert and Update) and My Attendance.



Give **Update** and **Delete** on invoices only to people you trust to change finished documents: editing an invoice changes its stock and accounting entries too.

Items, categories and tax rates

Set up what you sell and buy: tax rates, categories, packing labels and items with their prices, barcodes and opening stock.

 Needs the Sale & Purchase module

Every item needs a category, a packing label and a tax rate, so create those first. The order below saves you from leaving the item form half-filled.

Tax rates

- 1 Open **Tax Rates** in the sidebar and click +.
- 2 Enter a **Name** (for example *GST 18%*) and the **Rate (%)**, from 0 to 100.
- 3 Tick **Tax Inclusive** ("Price includes tax") if the prices you type already include this tax. Leave it unticked if the tax is added on top.
- 4 Click **Save**.

 Every item must have a tax rate. If you sell items with no tax, create a rate such as *No tax* at **0%** and use it for them.

How tax is worked out

- Each invoice line takes the tax rate of its item. The rate can't be changed on the invoice.
- Tax is calculated line by line, on the line amount after any line discount. **Exclusive:** the tax is added on top (100 at 18% → 18 tax, 118 total). **Inclusive:** the tax is taken out of the price (118 at 18% inclusive → 100 + 18 tax).
- A discount on the whole invoice doesn't reduce the tax.
- Saved invoices keep the rate they were saved with, even if you change the rate later.

A tax rate that is used by any item or document can't be deleted. With the Accounting module, the [Tax Report](#) shows the tax you collected and paid.

Categories

Categories group your items, for example *Mobiles* and *Accessories*. They appear in the item list and as the category filter on the POS screen.

- 1 Open **Inventory** → **Category** and click **+**.
- 2 Enter a **Description** and click **Save**.

Packing

Packing is the label that says how an item is sold, such as *Piece*, *Box* or *Kg*.

- 1 Open **Inventory** → **Packing** and click **+**.
- 2 Enter a **Description** (3 to 100 characters) and a **Unit** (1 or more). **Parent** is optional.
- 3 Click **Save**.

 Packing is a label only. ERP Nexl doesn't convert between packings (for example from cartons to pieces): stock, invoices and the POS all count in the item's own unit. If you sell the same product both by the carton and by the piece, create two items.

Items

Dashboard > Inventory > Items

Description Search...

ID	Category	Description	Packing	Purchase Price	Sale Price	Tax	BarCode
166	Cables & Chargers	USB-C Fast Charger 30W	Piece	\$6.50	\$14.99	VAT 5%	6291000000000
167	Cables & Chargers	Braided USB-C Cable 1m	Piece	\$1.80	\$5.99	VAT 5%	6291000079191
168	Cables & Chargers	Lightning Cable 2m	Piece	\$2.40	\$7.49	VAT 5%	6291000158382
169	Mobile Accessories	Wireless Charging Pad	Piece	\$7.20	\$18.99	VAT 5%	6291000237573
170	Mobile Accessories	Tempered Glass Screen Guard	Box of 10	\$9.00	\$24.00	VAT 5%	6291000316764
171	Mobile Accessories	Magnetic Phone Car Mount	Piece	\$4.10	\$11.99	VAT 5%	6291000395955
172	Mobile Accessories	10,000 mAh Power Bank	Piece	\$11.50	\$27.99	VAT 5%	6291000475146
173	Computer Accessories	Wireless Mouse	Piece	\$5.60	\$13.99	VAT 5%	6291000554337
174	Computer Accessories	Mechanical Keyboard	Piece	\$24.00	\$54.99	VAT 5%	6291000633528
175	Computer Accessories	27" Monitor Arm	Piece	\$18.00	\$39.99	VAT 5%	6291000712719
176	Computer Accessories	USB-C Hub 7-in-1	Piece	\$13.50	\$32.99	VAT 5%	6291000791900
177	Audio	Bluetooth Earbuds Pro	Piece	\$17.00	\$44.99	VAT 5%	6291000871091
178	Audio	Over-Ear Headphones	Piece	\$28.00	\$69.99	VAT 5%	6291000950282
179	Audio	Portable Bluetooth Speaker	Piece	\$15.50	\$36.99	VAT 5%	6291001029473
180	Smart Home	Smart LED Bulb (4-pack)	Carton of 24	\$72.00	\$150.00	VAT 5%	6291001108664
181	Smart Home	Wi-Fi Smart Plug	Piece	\$5.20	\$12.99	VAT 5%	6291001187855

25 Rows Per Page Previous 1 Next

- 1 Open **Inventory** → **Item** and click +.
- 2 Optionally click **Select Image** and choose a product photo from your [gallery](#).
- 3 Choose the **Category**, **Packing** and **Tax**. Each has a + to create a new one without leaving the form.
- 4 Enter the **Description**: this is the item's name, as it appears on invoices, receipts and the POS (3 to 100 characters).
- 5 Enter the **Purchase Price** (what you pay for one unit) and the **Sale Price** (what you sell one unit for).
- 6 Enter the **Opening Quantity**: how many you have in stock right now. Its value (quantity × purchase price) is posted to your books as opening stock.
- 7 Optionally enter the **Barcode** printed on the product, so it can be scanned at the POS.
- 8 Click **Save**.

The item list shows each item's **Opening Quantity** and current **Stock**. Click the **Item Ledger** icon on a row to see every movement in and out of stock by date, with a running balance you can print.

Things to know about items

- **Purchase Price is your cost.** It values the cost of goods sold on every sale and the value of stock adjustments. With [Update item cost from purchases](#) on (the default for new companies), each purchase updates it to the average cost of your stock. With it off, a purchase at a different price does **not** change it, so edit the item when your cost changes.
- **Quantities can have up to 3 decimals** everywhere in ERP Next, so you can stock and sell by weight or length: 2.5 kg, 1.75 m, 0.125 L.
- **Each item has one sale price.** You can type a different price on a sale invoice line, but not at the POS.
- **Keep barcodes unique.** The ERP doesn't stop two items sharing a barcode, and the POS adds the first match.
- **Opening Quantity is for your starting stock only.** Changing it later changes today's stock and your opening stock in the books, with no record of why. To correct stock after you've started trading, use a [stock adjustment](#).
- **Deleting an item** removes it from lists, the POS and new documents. Invoices that already include it keep showing it.



Prices on sale invoices must be at least 1. Give items a sale price of 1 or more, or you'll only be able to sell them at the POS.

Stock levels and stock adjustments

See how much of each item you have, follow every movement in and out, and correct stock after a shelf count, damage, expiry or loss.

 Needs the Sale & Purchase module

How stock is counted

ERP Nexl works out each item's stock from its **Opening Quantity** and every document that moves it. You never type stock levels directly.

Stock goes up with	Stock goes down with
Purchase invoices	Sale invoices, including POS sales
Sale returns	Purchase returns
Stock adjustments that add stock	Stock adjustments that remove stock

Deleting a document takes its movement out again. A document dated in the future only counts from that date.

Where to see stock

- **Inventory → Item:** the **Stock** column shows how many you have now.
- **Item Ledger** (the icon on each item's row): every movement by date with **In**, **Out** and a running **Stock** balance. You can print it.
- **Sale invoices:** the item picker shows *Stock : N* next to each item.
- **POS:** each product card has a stock badge, green when in stock and red when it's at zero or below.
- **Reports → Stock:** opening, in, out and closing quantities for every item over a date range (see [Business reports](#)).

Out-of-stock rules

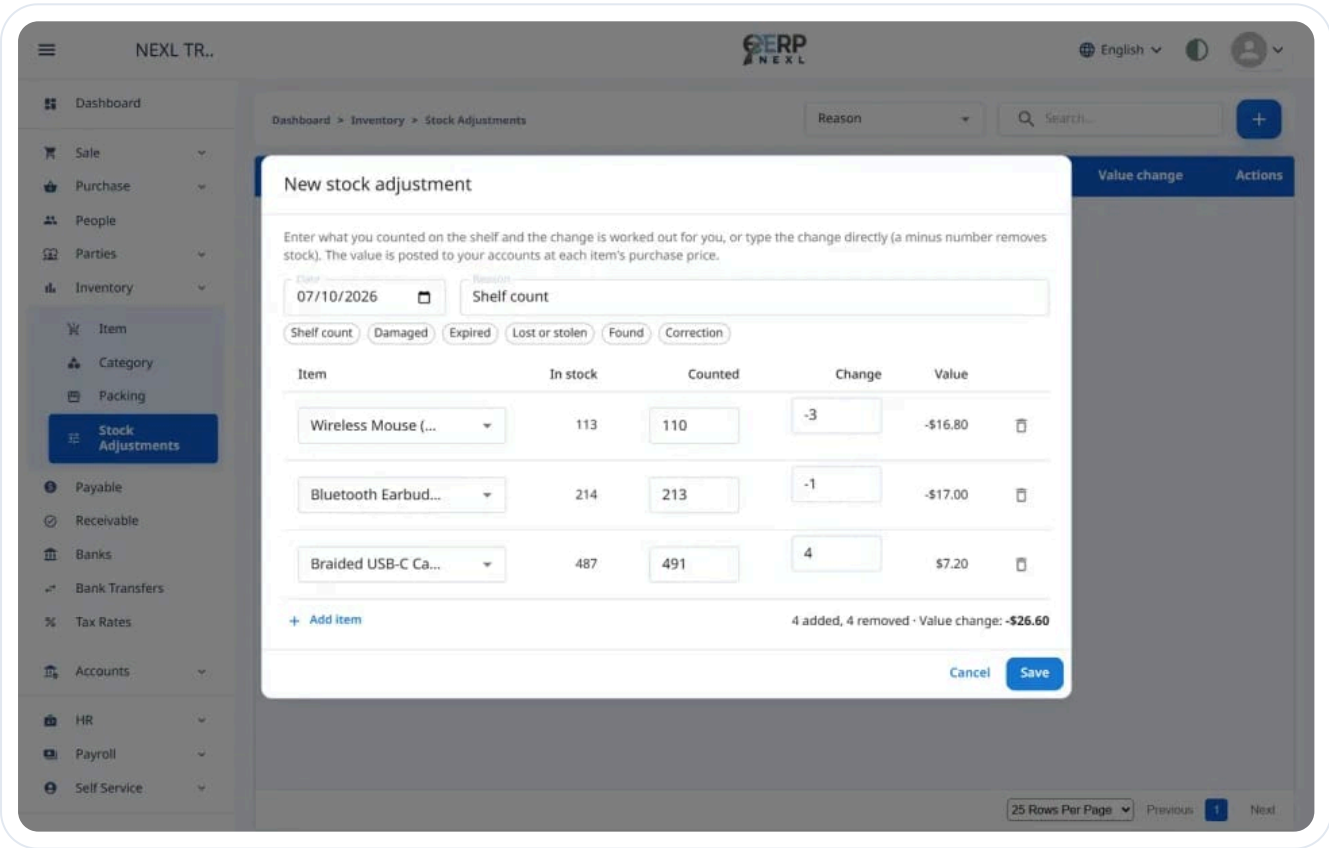
- An item with no stock left can't be added to a sale invoice or the POS cart (*Out of stock*).
- At the POS you can't raise the quantity above the stock you have (*Not enough stock available*).

- On a sale invoice, the quantity isn't checked against stock, so selling more than you have makes the stock negative. Fix that with a purchase or a stock adjustment.

 There are no low-stock alerts or reorder levels. Check the **Stock** column or the stock report regularly, and sort out red badges on the POS screen.

Stock adjustments

Use **Inventory → Stock Adjustments** whenever the stock in the ERP doesn't match what's on your shelves: after a stock count, or when goods are damaged, expired, lost, stolen or found. Each adjustment keeps a record of the date, the reason and every item changed.



The screenshot shows the ERP Next interface for creating a new stock adjustment. The left sidebar contains a menu with options like Dashboard, Sale, Purchase, People, Parties, Inventory, Item, Category, Packing, Stock Adjustments, Payable, Receivable, Banks, Bank Transfers, Tax Rates, Accounts, HR, Payroll, and Self Service. The main area displays the 'New stock adjustment' form. At the top, there's a date field (07/10/2026) and a reason dropdown (Shelf count). Below this, there are buttons for different reasons: Shelf count, Damaged, Expired, Lost or stolen, Found, and Correction. The form contains a table with columns: Item, In stock, Counted, Change, and Value. Three items are listed: Wireless Mouse (...), Bluetooth Earbud..., and Braided USB-C Ca... with their respective stock and counted values, and the resulting change and value. At the bottom, there's a summary: '4 added, 4 removed · Value change: -\$26.60' and buttons for 'Add item', 'Cancel', and 'Save'.

Item	In stock	Counted	Change	Value
Wireless Mouse (...)	113	110	-3	-\$16.80
Bluetooth Earbud...	214	213	-1	-\$17.00
Braided USB-C Ca...	487	491	4	\$7.20

4 added, 4 removed · Value change: -\$26.60

A shelf count: type what you counted and the change is worked out for you.

Record a shelf count

- 1 Open **Inventory → Stock Adjustments** and click **+**.
- 2 Check the **Date**, then enter a **Reason** or click one of the ready-made reasons: **Shelf count**, **Damaged**, **Expired**, **Lost or stolen**, **Found** or **Correction**.
- 3 Under **Item**, choose an item (type its name or barcode). **In stock** shows how many the ERP thinks you have.

- 4 Type the quantity you actually counted in **Counted**. The **Change** fills itself in, for example counted 110 with 113 in stock gives -3.
- 5 Click **Add item** for the next item and repeat.
- 6 Check the total at the bottom (units added, units removed and the value change), then click **Save**.

Record a direct change

If you know the difference rather than the count, for example 2 damaged units, choose the item and type the **Change** directly: a minus number removes stock (-2), a plain number adds it (5).

Rules

- Quantities can have up to 3 decimals, and each line must change the stock. If a count matches **In stock**, remove that line.
- Each item can appear only once in an adjustment, with up to 500 items per adjustment.
- *Goes below zero* is a warning only; you can still save.
- **In stock** is today's stock, even if you back-date the adjustment.

Edit or delete an adjustment

Use the **Edit** and **Delete** buttons on the adjustment's row. Saving an edit replaces all its lines. Deleting it puts the stock back as it was, and with the Accounting module the accounting entry is removed too.

What it does to your accounts

Each line is valued at the item's **Purchase Price**, shown in the **Value** column. For stock being added you can type a **Cost per unit** instead (for example goods found with their supplier's bill): the line is valued at that cost and the item's purchase price becomes the average of the stock you hold, with any rounding to the **Inventory Cost Variance** account. Editing or deleting the adjustment undoes it. Leave **Cost per unit** empty to use the item's current cost. With the Accounting module, saving posts one journal entry: stock added increases **Inventory** against the **Stock Adjustment** expense account, and stock removed does the opposite. Items with no purchase price have no value. If the date is inside a **locked period**, the adjustment can't be saved, edited or deleted.

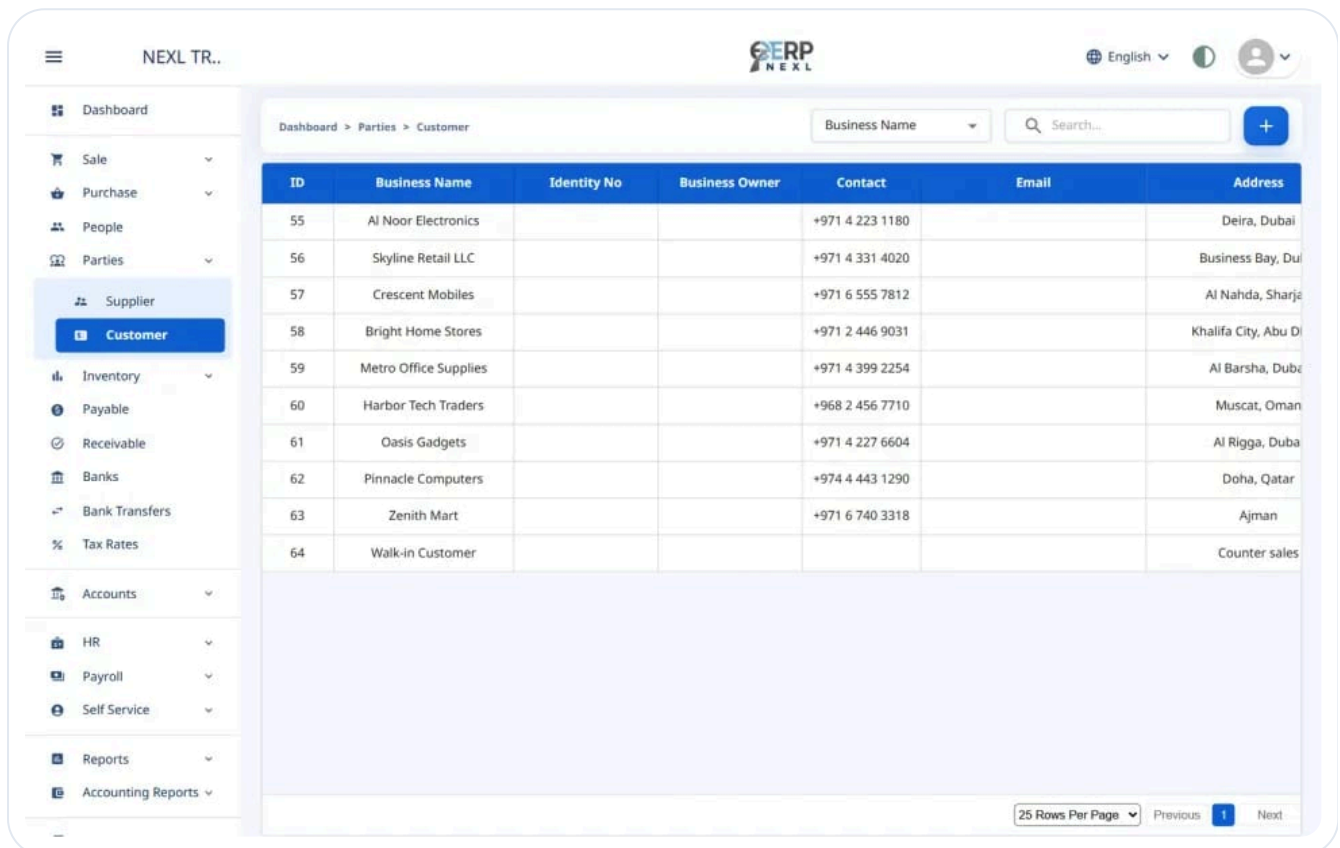
 Only the owner can use Stock Adjustments until you give other roles access on the [Permissions](#) page.

Customers, suppliers and people

Add the businesses you sell to and buy from, record what they owed when you started, and follow every balance in their ledgers.

 Needs the Sale & Purchase module

Customers and suppliers are both found under **Parties**. They work the same way, so this chapter describes customers and points out where suppliers differ.



ID	Business Name	Identity No	Business Owner	Contact	Email	Address
55	Al Noor Electronics			+971 4 223 1180		Deira, Dubai
56	Skyline Retail LLC			+971 4 331 4020		Business Bay, Dubai
57	Crescent Mobiles			+971 6 555 7812		Al Nahda, Sharjah
58	Bright Home Stores			+971 2 446 9031		Khalifa City, Abu Dhabi
59	Metro Office Supplies			+971 4 399 2254		Al Barsha, Dubai
60	Harbor Tech Traders			+968 2 456 7710		Muscat, Oman
61	Oasis Gadgets			+971 4 227 6604		Al Rigga, Dubai
62	Pinnacle Computers			+974 4 443 1290		Doha, Qatar
63	Zenith Mart			+971 6 740 3318		Ajman
64	Walk-in Customer					Counter sales

People: the owner behind a business

Every customer and supplier is linked to a **Business Owner**, the person you deal with. These people are kept on the **People** page. You can add one from the customer form with the + next to Business Owner, or beforehand from **People** → +.

A person needs a **First Name** and **Last Name** (letters only, 3 to 20 characters each), **Date Of Birth**, **Contact**, **Email** and **Address**. People are only records; they can't sign in.

 If one person owns several of the businesses you trade with, open **People**, find them and click **Ledger**. It combines the ledgers of every customer and supplier linked to them and shows a single **Net Balance**: receivable, payable or settled.

Add a customer

- 1 Open **Parties** → **Customer** and click **+**.
- 2 Enter the **Business Name** (up to 100 characters).
- 3 Choose the **Business Owner**, or click **+** to add the person.
- 4 Enter the **Identity No** (digits, with hyphens if you like, for example a CNIC or NTN), **Contact No** and **Email**.
- 5 Enter the **Opening Balance**: what this customer owed you on the day you start using ERP Nexl. Enter 0 if nothing. It's posted to your books for you.
- 6 Enter the **Address** (5 to 100 characters) and click **Save**.

All fields on the form are required. Suppliers are added the same way under **Parties** → **Supplier**, where the opening balance is what **you** owed **them**.

 An opening balance can't be negative. If a customer had paid you in advance, record it as a **receipt** on your start date instead.

Balances and ledgers

The **Balance** column shows what each customer owes you, or what you owe each supplier, right now: the opening balance, plus invoices, minus payments and returns. The same balance appears as *Bal : ...* when you pick the party on an invoice.

Click **Ledger** on a row to open **Ledger Of** that party: every invoice, return, receipt or payment with its **Debit**, **Credit** and running **Balance**. Click **Print** to give the customer a statement of account.

The Walk-in Customer

Each company has one customer called **Walk-in Customer** (address *Counter sales*). It is created automatically the first time you make a POS sale, and every POS sale is recorded against it. It appears in

your customer list like any other customer, and you can choose it on a normal sale invoice for a cash customer you don't need to name.

 If the Walk-in Customer is deleted, the next POS sale simply creates a new one.

Edit or delete a party

Use **Edit** on the row to change any detail. **Delete** removes the party from lists and pickers; documents already recorded keep their name. Before deleting a party with a balance, settle it first so your totals stay right.

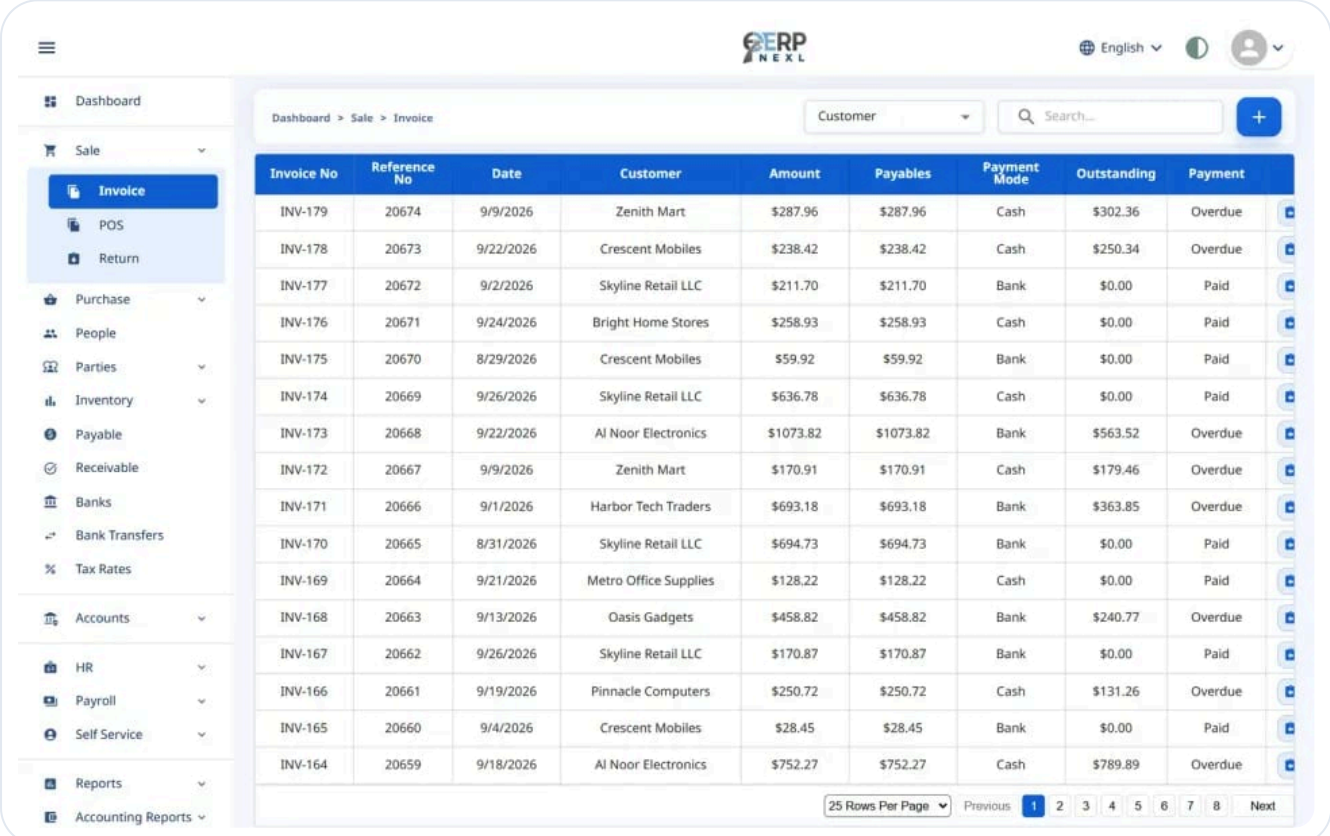
Sales invoices and returns

Create cash and credit sales invoices, hold a sale for later, print invoices with your NTN and STRN, and take goods back with a sale return.

 Needs the Sale & Purchase module

A sale invoice records what you sold, to whom, at what price and tax, and how much was paid. Saving it takes the items out of stock, adds any unpaid amount to the customer's balance and, with the Accounting module, posts the sale to your accounts. For quick counter sales, use the [POS](#) instead.

The invoice list



Invoice No	Reference No	Date	Customer	Amount	Payables	Payment Mode	Outstanding	Payment
INV-179	20674	9/9/2026	Zenith Mart	\$287.96	\$287.96	Cash	\$302.36	Overdue
INV-178	20673	9/22/2026	Crescent Mobiles	\$238.42	\$238.42	Cash	\$250.34	Overdue
INV-177	20672	9/2/2026	Skyline Retail LLC	\$211.70	\$211.70	Bank	\$0.00	Paid
INV-176	20671	9/24/2026	Bright Home Stores	\$258.93	\$258.93	Cash	\$0.00	Paid
INV-175	20670	8/29/2026	Crescent Mobiles	\$59.92	\$59.92	Bank	\$0.00	Paid
INV-174	20669	9/26/2026	Skyline Retail LLC	\$636.78	\$636.78	Cash	\$0.00	Paid
INV-173	20668	9/22/2026	Al Noor Electronics	\$1073.82	\$1073.82	Bank	\$563.52	Overdue
INV-172	20667	9/9/2026	Zenith Mart	\$170.91	\$170.91	Cash	\$179.46	Overdue
INV-171	20666	9/1/2026	Harbor Tech Traders	\$693.18	\$693.18	Bank	\$363.85	Overdue
INV-170	20665	8/31/2026	Skyline Retail LLC	\$694.73	\$694.73	Bank	\$0.00	Paid
INV-169	20664	9/21/2026	Metro Office Supplies	\$128.22	\$128.22	Cash	\$0.00	Paid
INV-168	20663	9/13/2026	Oasis Gadgets	\$458.82	\$458.82	Bank	\$240.77	Overdue
INV-167	20662	9/26/2026	Skyline Retail LLC	\$170.87	\$170.87	Bank	\$0.00	Paid
INV-166	20661	9/19/2026	Pinnacle Computers	\$250.72	\$250.72	Cash	\$131.26	Overdue
INV-165	20660	9/4/2026	Crescent Mobiles	\$28.45	\$28.45	Bank	\$0.00	Paid
INV-164	20659	9/18/2026	Al Noor Electronics	\$752.27	\$752.27	Cash	\$789.89	Overdue

Column	Meaning
Invoice No	Your invoice prefix from Settings plus the invoice's number.
Reference No	Your own reference, if you entered one. POS sales show <i>POS-...</i> here.
Amount	The total of the lines after line discounts, before tax.
Payables	The amount after the whole-invoice discount, before tax.

Column	Meaning
Outstanding	What the customer still owes on this invoice, including tax, after receipts and returns.
Payment	Paid, Partial, Unpaid, or Overdue for an unpaid invoice dated before today.

POS sales appear in this list too, against the Walk-in Customer. Use **Search By** to search by customer, invoice number or another column. Each row has **Return, Print, Edit** and **Delete** buttons.

Create a sale invoice

- 1 Open **Sale → Invoice** and click **+**.
- 2 Optionally enter a **Reference No** (numbers only, such as your order book number). Check the **Date**.
- 3 In **Select Customer**, type a few letters and pick the customer. Their current balance is shown as *Bal :* Use **+** to add a new customer.
- 4 In the first line, pick a **Product**. Its sale price and tax rate fill in, the quantity is set to 1 and the cursor moves to **Qty**. Change the quantity, and the **Price** if you agreed a different one.
- 5 A new empty line appears automatically. Add as many items as you need; the bin icon removes a line.
- 6 Add discounts if you use them: per line in **Disc(%)** or **Disc(Amt)**, or for the whole invoice in the summary.

- 7 Choose the **Payment Mode**. If you choose **Bank**, also choose which **Bank** account the money went into.
- 8 In **Paid**, enter how much the customer paid now. **Remaining** shows the rest.
- 9 Check the totals strip (**Amount**, **Payable**, **Tax** and **Grand Total (incl. tax)**) and click **Save**.



Pressing **Enter** in a field saves the invoice, just like clicking **Save**. Use **Tab** to move between fields.

Cash and credit sales

- **Cash sale**: enter the full Grand Total in **Paid**.
- **Credit sale**: enter what was paid now, even 0. The **Remaining** amount is added to the customer's balance and collected later from [Receivable](#).
- **Payment Mode** is required even for a credit sale; choose the mode the customer will normally use.

Rules to know

- Quantities must be more than 0, with up to 3 decimals (2.5 kg). Prices must be at least 1. Discount percentages go from 0 to 100.
- An item can be on an invoice only once; it's greyed out in the picker if it's already on another line.
- Items that are out of stock can't be picked. The quantity itself isn't checked against stock, so selling more than you have makes the stock negative.
- The tax rate comes from the item and can't be changed on the invoice (see [how tax is worked out](#)).
- Line discount columns and the whole-invoice discount only show if they are switched on in [Settings](#).
- Invoices don't have a due date or credit terms. An unpaid invoice shows **Overdue** from the day after its date.

Hold an invoice for later

Click **Hold** to park a half-finished invoice, for example while a customer fetches one more item. A **Held** chip shows how many are waiting; click it and choose **Resume** to carry on, or the bin to discard one.



Held invoices are kept in this browser only. They aren't saved to your company, other computers can't see them, and they don't reserve stock.

Print an invoice

Click **Print** on the invoice's row. Your browser's print window opens; choose a printer, or **Save as PDF** to email the invoice yourself. The printout shows:

- Your logo, company name, address, mobile number and, if set, your **NTN** and **STRN** (from [Company & Admin](#) in the console).
- **Bill To:** the customer's name, address, contact and email.
- The invoice number and date, then each line with its quantity, rate, any discount and amount.
- **Subtotal, Discount, Payable, Tax, Total (incl. tax), Paid** and **Balance Due**, and a line for an authorised signature.

 **Balance Due** is the balance at the time of sale. Receipts recorded later don't change the printout; the customer's ledger shows the up-to-date balance.

Edit or delete an invoice

- **Edit** opens the invoice with everything you entered. Saving keeps the same invoice number and updates stock and the accounts to match.
- **Delete** asks for confirmation, then removes the invoice and reverses its stock and ledger entries. Its number is never reused.
- Once an invoice has a return against it, it can no longer be edited or deleted.
- With the Accounting module, invoices dated inside a [locked period](#) can't be edited or deleted.

Sale returns

A sale return records goods a customer brought back. Every return belongs to an invoice.

- 1 Click the **Return** icon on the invoice's row in **Sale → Invoice**. Or open **Sale → Return**, click **+**, click **Fetch Sale Invoice** and pick the invoice.
- 2 The customer, reference and date are copied from the invoice. Each line's **Qty** shows how many can still be returned.
- 3 Enter the **Return Qty** for each item coming back. Prices and discounts stay as they were on the invoice.
- 4 If you refund money now, enter it in **Paid** and check the **Payment Mode** (and **Bank**).

5 Click **Save**.

Saving puts the items back into stock and reduces what the customer owes on that invoice by the return's value, less any refund you paid. With the Accounting module, the sale, tax and cost of goods sold are reversed for the returned items.

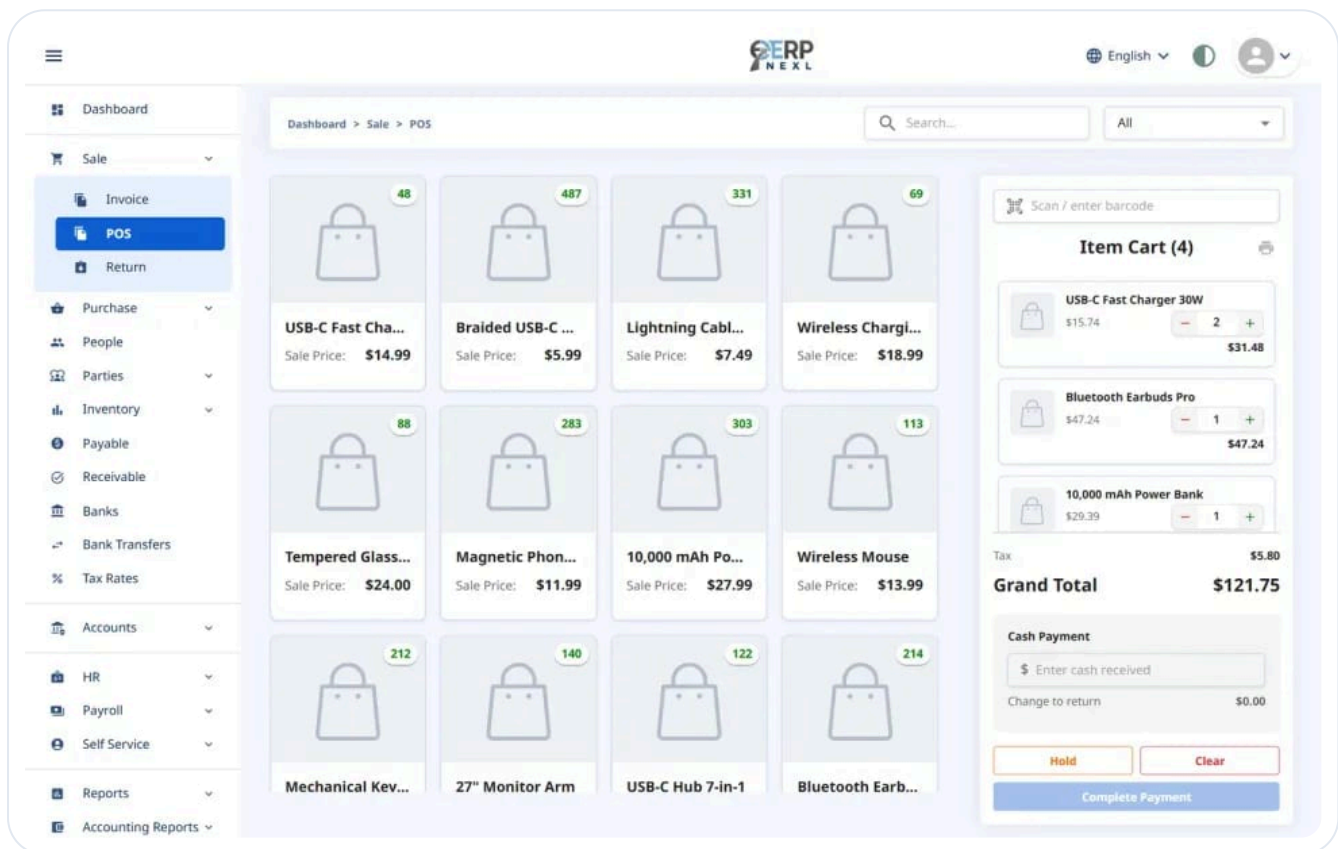
- A return takes the date of the original invoice.
- You can't return more than was sold, counting earlier returns. A fully returned invoice can't be fetched again.
- Returns can be printed from **Sale → Return** but not edited or deleted, so check the quantities before saving.

Point of sale (POS)

Ring up counter sales quickly with product search or a barcode scanner, take cash, give change, print an 80 mm receipt and hold carts for later.

 Needs the Sale & Purchase module

Open **Sale → POS**. The POS is built for fast cash sales at a counter. Each completed sale is saved as a sale invoice to the [Walk-in Customer](#), so it updates stock, appears in the sale invoice list and reports, and, with the Accounting module, is posted to your accounts.



Make a sale

- 1 Add items to the cart by clicking their product cards, or by scanning their barcodes. Use **Search...** to find a product by name, and the category filter to narrow the cards.
- 2 Adjust quantities in the **Item Cart** with – and +, or type a quantity with up to 3 decimals (0.75 for 750 g). Setting a quantity to 0 removes the line.
- 3 Check the **Tax** and **Grand Total**.
- 4 Type the cash the customer gave you in **Enter cash received**. **Change to return** shows the change.
- 5 Click **Complete Payment**. The sale is saved and the receipt prints.

Complete Payment stays disabled until the cash received covers the total.

Scanning barcodes

- A USB barcode scanner works straight away: just scan, without clicking into a box first.
- You can also type a barcode into **Scan / enter barcode** and press **Enter**.
- The barcode must match the item's **Barcode** exactly and be at least 4 characters long. If nothing matches, you'll see *No product with this barcode*.

 Add barcodes to your items under **Inventory → Item** (see [Items](#)). Scanning is the fastest way to sell at a busy counter.

Stock at the POS

- Each product card shows its stock: a green badge when in stock, red when at zero or below.
- Items with no stock can't be added (*Out of stock*), and you can't raise a quantity above the stock you have (*Not enough stock available*).

Hold and clear

- **Hold** parks the current cart so you can serve the next customer. The **Held** chip shows how many carts are waiting; open it and click **Resume** to bring one back.
- **Clear** empties the cart.
- Held carts are kept in this browser only and don't reserve stock.

The receipt

Receipts are laid out for 80 mm thermal printers and print through your browser's print window. Each receipt shows:

- Your logo and company name, and your NTN and STRN if set.
- The receipt reference (*POS-...*) with the date and time.
- Each item with its quantity, price and total.
- The number of items, the subtotal, the tax for each tax rate, the total, the cash received and the change.

The printer icon in the cart reprints the last receipt (until the page is refreshed).

- 💡 Set your thermal printer as the default printer and turn off the browser's headers and footers in its print window, so receipts print cleanly with one click.

What the POS doesn't do

To keep checkout fast, the POS is deliberately simple. For any of these, use a [sale invoice](#) instead:

- Payment by bank or card: the POS records cash only.
- Selling to a named customer or on credit: every POS sale goes to the Walk-in Customer, paid in full.
- Discounts or changing an item's price.
- Back-dating a sale: POS sales are dated today.

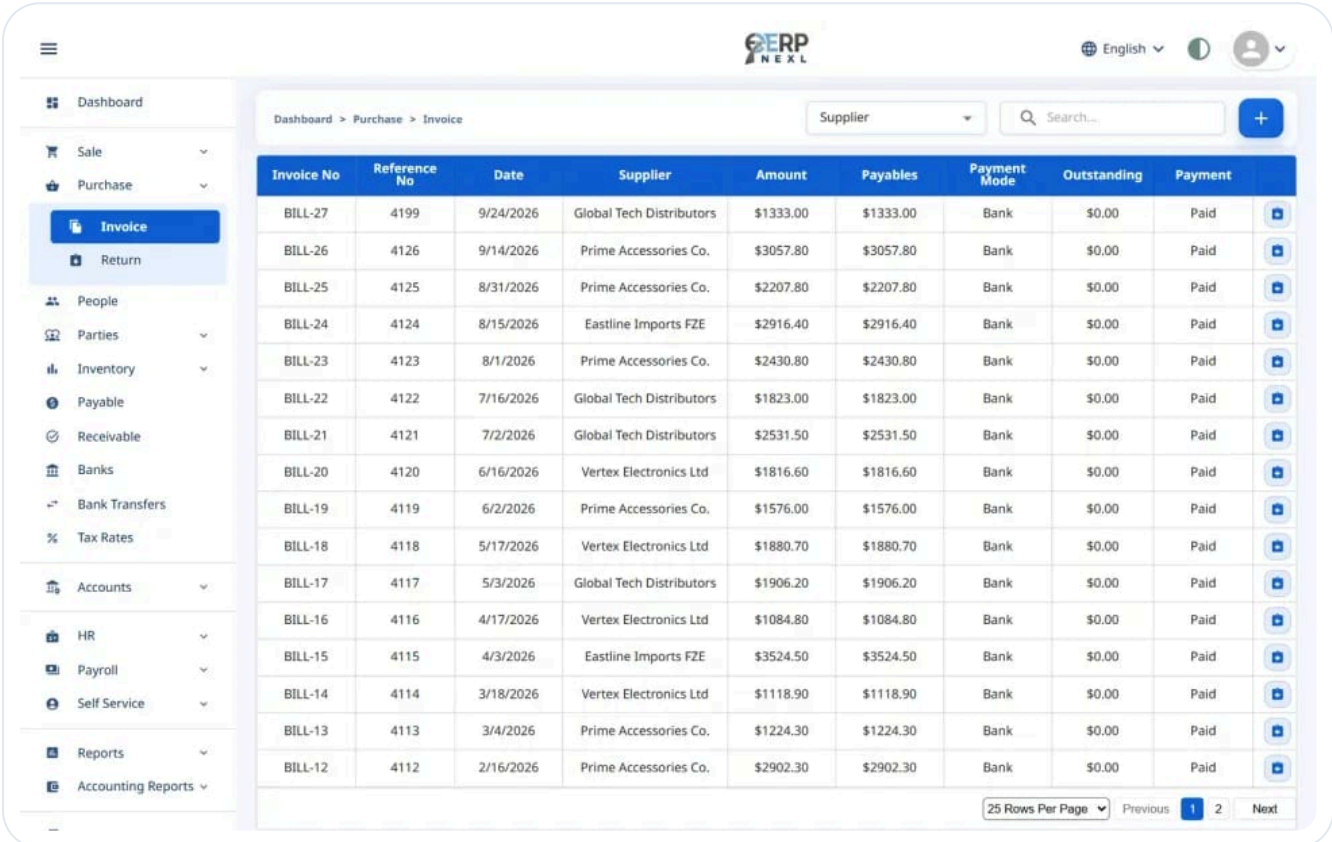
- ℹ The product cards and barcode scanning cover your first 1,000 items. If you have more, find the others with **Search....**

Purchase invoices and returns

Record supplier bills to bring stock in and track what you owe, then send goods back with a purchase return.

 Needs the Sale & Purchase module

A purchase invoice records goods you bought from a supplier. Saving it adds the items to stock, adds any unpaid amount to what you owe the supplier and, with the Accounting module, posts the purchase to your accounts. The form works just like the [sale invoice](#), so this chapter covers the differences.



Invoice No	Reference No	Date	Supplier	Amount	Payables	Payment Mode	Outstanding	Payment
BILL-27	4199	9/24/2026	Global Tech Distributors	\$1333.00	\$1333.00	Bank	\$0.00	Paid
BILL-26	4126	9/14/2026	Prime Accessories Co.	\$3057.80	\$3057.80	Bank	\$0.00	Paid
BILL-25	4125	8/31/2026	Prime Accessories Co.	\$2207.80	\$2207.80	Bank	\$0.00	Paid
BILL-24	4124	8/15/2026	Eastline Imports FZE	\$2916.40	\$2916.40	Bank	\$0.00	Paid
BILL-23	4123	8/1/2026	Prime Accessories Co.	\$2430.80	\$2430.80	Bank	\$0.00	Paid
BILL-22	4122	7/16/2026	Global Tech Distributors	\$1823.00	\$1823.00	Bank	\$0.00	Paid
BILL-21	4121	7/2/2026	Global Tech Distributors	\$2531.50	\$2531.50	Bank	\$0.00	Paid
BILL-20	4120	6/16/2026	Vertex Electronics Ltd	\$1816.60	\$1816.60	Bank	\$0.00	Paid
BILL-19	4119	6/2/2026	Prime Accessories Co.	\$1576.00	\$1576.00	Bank	\$0.00	Paid
BILL-18	4118	5/17/2026	Vertex Electronics Ltd	\$1880.70	\$1880.70	Bank	\$0.00	Paid
BILL-17	4117	5/3/2026	Global Tech Distributors	\$1906.20	\$1906.20	Bank	\$0.00	Paid
BILL-16	4116	4/17/2026	Vertex Electronics Ltd	\$1084.80	\$1084.80	Bank	\$0.00	Paid
BILL-15	4115	4/3/2026	Eastline Imports FZE	\$3524.50	\$3524.50	Bank	\$0.00	Paid
BILL-14	4114	3/18/2026	Vertex Electronics Ltd	\$1118.90	\$1118.90	Bank	\$0.00	Paid
BILL-13	4113	3/4/2026	Prime Accessories Co.	\$1224.30	\$1224.30	Bank	\$0.00	Paid
BILL-12	4112	2/16/2026	Prime Accessories Co.	\$2902.30	\$2902.30	Bank	\$0.00	Paid

Record a purchase invoice

- 1 Open **Purchase** → **Invoice** and click **+**.
- 2 Optionally enter the supplier's bill number as the **Reference No** (numbers only), and check the **Date**.
- 3 Choose the supplier in **Select Supplier**, or click **+** to add one.
- 4 Add each item with its **Qty**. The **Price** starts at the item's purchase price; change it to what the supplier charged.
- 5 Add any discounts, then choose the **Payment Mode** (and **Bank**).

6 In **Paid**, enter how much you paid the supplier now (0 if you'll pay later).

7 Click **Save**.

- There's no stock check on purchases: any item can be bought in any quantity.
- The unpaid amount is added to the supplier's balance; pay it later from **Payable**.
- With **Update item cost from purchases** on, saving the purchase updates each item's **Purchase Price** to the average cost of your stock, and editing or deleting the purchase undoes it. With it off, the purchase doesn't change the item's cost; update the item yourself if your cost has changed.
- **Hold**, **Print**, **Edit** and **Delete** work as they do for sale invoices, and an invoice with a return can't be edited or deleted. Held purchase invoices are kept separately from held sales.

The purchase invoice list shows the **Invoice No** (with your purchase prefix from Settings), **Reference No**, **Date**, **Supplier**, **Amount**, **Payables**, **Payment Mode**, **Outstanding** and **Payment** status, with the same meanings as on the [sale invoice list](#).

Purchase returns

- 1 Click the **Return** icon on the purchase invoice's row. Or open **Purchase → Return**, click **+**, click **Fetch Purchase Invoice** and pick the invoice.
- 2 Enter the **Return Qty** for each item you're sending back. You can't return more than you bought, counting earlier returns.
- 3 If the supplier refunds you now, enter the amount in **Paid** and check the **Payment Mode**.
- 4 Click **Save**.

Saving takes the items out of stock and reduces what you owe on that invoice. Like sale returns, a purchase return takes the original invoice's date, can be printed, and can't be edited or deleted.

 A purchase return isn't checked against the stock you have now, so returning items you've already sold makes their stock negative. A return never changes an item's cost; with **Update item cost from purchases** on, the goods leave stock at the current cost and any difference from the return price goes to the **Inventory Cost Variance** account.

Receipts and payments

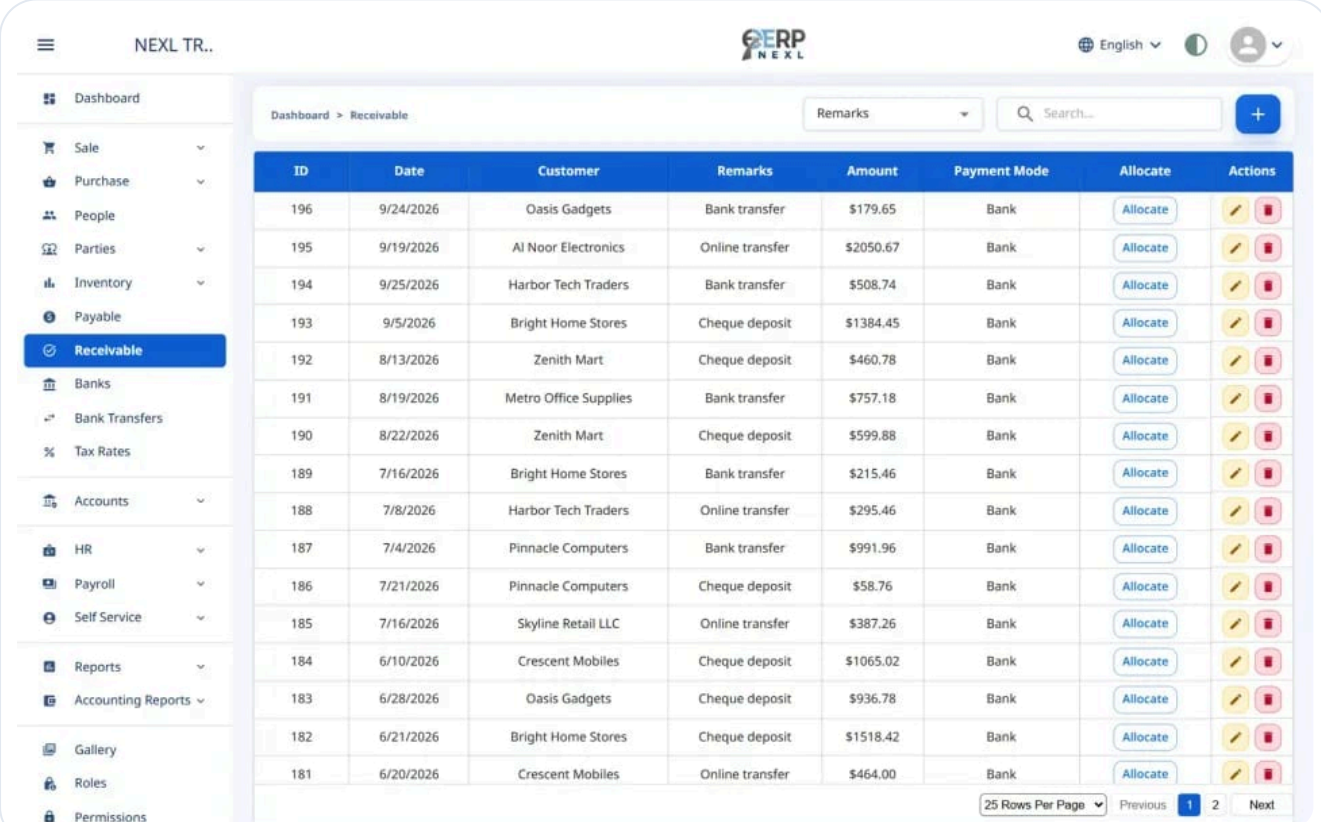
Record money received from customers and paid to suppliers, and apply it to the exact invoices it settles.

 Needs the Sale & Purchase module

When a customer pays an invoice after the sale, record it under **Receivable**. When you pay a supplier after the purchase, record it under **Payable**. Money paid at the moment of the sale or purchase is entered in the invoice's **Paid** field instead, so don't record it twice.

-  Both pages list the receipts and payments you've recorded. To see who owes you, look at the **Balance** column under **Parties → Customer**, a customer's **Ledger**, or the **Outstanding** column on the invoice lists.

Receive a payment from a customer



ID	Date	Customer	Remarks	Amount	Payment Mode	Allocate	Actions
196	9/24/2026	Oasis Gadgets	Bank transfer	\$179.65	Bank	Allocate	
195	9/19/2026	Al Noor Electronics	Online transfer	\$2050.67	Bank	Allocate	
194	9/25/2026	Harbor Tech Traders	Bank transfer	\$508.74	Bank	Allocate	
193	9/5/2026	Bright Home Stores	Cheque deposit	\$1384.45	Bank	Allocate	
192	8/13/2026	Zenith Mart	Cheque deposit	\$460.78	Bank	Allocate	
191	8/19/2026	Metro Office Supplies	Bank transfer	\$757.18	Bank	Allocate	
190	8/22/2026	Zenith Mart	Cheque deposit	\$599.88	Bank	Allocate	
189	7/16/2026	Bright Home Stores	Bank transfer	\$215.46	Bank	Allocate	
188	7/8/2026	Harbor Tech Traders	Online transfer	\$295.46	Bank	Allocate	
187	7/4/2026	Pinnacle Computers	Bank transfer	\$991.96	Bank	Allocate	
186	7/21/2026	Pinnacle Computers	Cheque deposit	\$58.76	Bank	Allocate	
185	7/16/2026	Skyline Retail LLC	Online transfer	\$387.26	Bank	Allocate	
184	6/10/2026	Crescent Mobiles	Cheque deposit	\$1065.02	Bank	Allocate	
183	6/28/2026	Oasis Gadgets	Cheque deposit	\$936.78	Bank	Allocate	
182	6/21/2026	Bright Home Stores	Cheque deposit	\$1518.42	Bank	Allocate	
181	6/20/2026	Crescent Mobiles	Online transfer	\$464.00	Bank	Allocate	

- 1 Open **Receivable** and click **+**.
- 2 Check the **Date** and choose the **Customer**.

- 3 Enter the **Amount** received and, optionally, **Remarks** such as a cheque number.
- 4 Choose the **Payment Mode**. For **Bank**, choose the **Bank** account the money went into.
- 5 Click **Save**. The **Apply to invoices** window opens next.

Apply a payment to invoices

Apply to invoices lists the customer's open invoices, oldest first, each with its date and **Outstanding** amount. The amount is already spread over the oldest invoices; change the **Allocate** boxes if the customer told you which invoices they're paying.

- 1 Check or change the amount in each invoice's **Allocate** box. You can't allocate more than an invoice's outstanding amount.
 - 2 Watch the footer: it shows the amount, how much is allocated and how much will stay **on account**.
 - 3 Click **Save** to apply it, or **Keep on account** to apply none of it for now.
- Money left **on account** stays as credit on the customer's balance. Apply it later with the **Allocate** button on the receipt's row; doing so replaces the earlier allocation.
 - Allocation decides which invoices show as **Paid** or **Partial** and what the [aged receivable report](#) shows as overdue. The customer's total balance is the same either way.
 - Closing the window with ✕ applies nothing. Editing a receipt doesn't reopen the window; use **Allocate**.
 - Opening balances aren't listed as invoices, so a payment against an opening balance stays on account.

Pay a supplier

- 1 Open **Payable** and click +.
- 2 Choose the **Supplier**, enter the **Date**, **Amount**, **Remarks** and **Payment Mode** (and **Bank**).
- 3 Click **Save**, then apply the payment to the supplier's open purchase invoices in **Apply to invoices**, exactly as for customers.

Banks and payment modes

Choosing **Bank** as the payment mode on an invoice, return, receipt or payment shows a **Bank** list. Pick the account so the money appears in that bank's balance and ledger on the [Banks](#) page. If you leave it empty, the money isn't counted in any bank's balance.



Receipts and payments can't be printed from these pages. To send a customer a statement, open **Parties → Customer**, click **Ledger** on their row and print it.

Banks and bank transfers

Keep a live balance and statement for each of your bank accounts, and record money moved between banks and cash.

 Needs the Sale & Purchase module

The **Banks** page lists your business bank accounts. Each one's balance and statement are built automatically from the invoices, returns, receipts and payments you mark as paid through it, so there's nothing to keep up to date by hand.

Add a bank account

- 1 Open **Banks** and click **+**.
- 2 Enter the **Bank Name** (for example *Meezan Bank — Current*), and optionally the **Account Title** and **Account Number**.
- 3 Enter the **Opening Balance**: the balance on the day you start using ERP Nexl (left empty, it's 0).
- 4 Click **Save**.

 Wherever you choose a bank (on invoices, receipts and payments), the small **+** next to the Bank list adds a new bank on the spot.

How a bank's balance is worked out

Money in	Money out
Amounts paid on sale invoices	Amounts paid on purchase invoices
Customer receipts (Receivable)	Supplier payments (Payable)
Refunds received on purchase returns	Refunds paid on sale returns
Transfers into this bank	Transfers out of this bank

Balance = Opening Balance + money in – money out. A document only counts if its **Payment Mode** is **Bank** and this bank is chosen in its **Bank** field. POS sales are always cash, so they never appear in a bank.

View a bank's ledger

Click the **Ledger** button on a bank's row to see its statement: every movement, oldest first, with the **Date**, **Remarks** (the type of document and its number), **Details** (the customer, supplier or other account), **Money In**, **Money Out** and a running **Balance** that starts from the opening balance.

Move money between banks or cash

Use **Bank Transfers** for deposits, withdrawals and transfers between your own accounts.

- 1 Open **Bank Transfers** and click **+**.
- 2 Enter the **Date** and the **Amount**.
- 3 For the side the money leaves, choose the bank in **From Bank**, or set **From** to **Cash**.
- 4 For the side it goes to, choose the bank in **To Bank**, or set **To** to **Cash**.
- 5 Add **Remarks** if you like, and click **Save**.

 Both sides start as **Bank**, so you only change **From** or **To** when one side is cash. A transfer from cash to cash, or from a bank to the same bank, isn't allowed.

To record	From	To
Cash deposited into the bank	Cash	Bank (the account)
Cash withdrawn from the bank	Bank (the account)	Cash
Transfer between two of your accounts	Bank (paying account)	Bank (receiving account)

- Transfers can't be edited. To correct one, delete it and enter it again.
- A transfer isn't checked against the available balance, so a bank's balance can go below zero.
- Bank transfers appear in the banks' ledgers and balances. They don't create entries in the Accounting module's journal; record those with a [journal entry](#) if you need them in your accounts.

Edit or delete a bank

Edit changes any detail, including the opening balance, which shifts the balance and every running balance in the ledger. A bank that has been used on any document or transfer can't be deleted.

Banks and the Accounting module

The Banks page is the day-to-day view of each real bank account. The Accounting module keeps its own ledger accounts (such as **Bank Account** in the chart of accounts), and money paid by bank is posted there according to the payment mode in [Account Mapping](#). [Bank reconciliation](#) works on those ledger accounts.

Business reports and printing

Run the sale, purchase, payable, receivable and stock reports for any period, print them with your company header, or save them as PDF.

 Needs the Sale & Purchase module

The **Reports** menu has five everyday reports. With the Accounting module you also get the [accounting reports](#), and HR & Payroll has its own reports (see [Attendance and leave](#) and [Payroll](#)).

Running a report

- 1 Open **Reports** and choose a report. It opens straight away for the last date range you used (the first time, from the 1st of this month to today).
- 2 Change the **Start Date** and **End Date** and click **Apply Filters**. Clear one of the dates to leave that end open, for example everything up to a date.
- 3 Read the totals under the table, or click **Print**.

The date range you pick follows you from report to report until you close the browser tab, so you can compare reports for the same period quickly.

Sale and purchase reports

Both reports have a **Group By** choice:

Group By	Shows
Invoice	One row per invoice: Reference No , Date , customer (or supplier), Amount (before the invoice discount and tax), Payables (after the discount, including tax), Paid (everything settled so far, including later receipts and returns) and Remaining . Totals for each column.
Product	One row per invoice line: Reference No , Date , item Description , Quantity , Price , Amount Without Discount and Amount With Discount (after line discounts). Totals for quantity and amounts.

POS sales are included in the sale report. Returns aren't listed as rows, but they count in each invoice's **Paid** and **Remaining**.

Payable and receivable reports

These list the supplier payments and customer receipts recorded in the period, with the **Date**, party, **Remarks** and **Amount**, and a **Total Amount**. They show money paid and received, not balances still owed; for those, use the parties' ledgers or the [aged reports](#).

Stock report

Reports → Stock lists every item with its **Opening Quantity** at the start date, **Quantity In** and **Quantity Out** during the period, and **Closing Quantity** at the end date, plus totals. It shows quantities, not values. For one item's movements in detail, open its **Item Ledger** under **Inventory → Item**.

Printing and saving as PDF

Print opens a print-ready version of the report in your browser's print window. It has your logo, company name, contact, address and NTN/STRN at the top, the report title, every row for the period and the totals.

 To keep or email a report, choose **Save as PDF** (or **Microsoft Print to PDF**) as the printer in the print window. ERP Nexl doesn't export to Excel or CSV.

 Printouts don't show the date range, so write it on or include it in the file name when you save a PDF.

Who can see reports

Each report has its own **View** permission on the [Permissions](#) page, so you can, for example, let store staff see the stock report but not the sale report.

How accounting works in ERP Nexl

Your everyday documents post themselves to a double-entry ledger. Learn what each one posts, how the chart of accounts and account mapping fit in, and how to bring in opening balances.

 Needs the Accounting & Finance module

You don't need to be an accountant to use ERP Nexl. Every sale, purchase, return, receipt, payment, stock adjustment and payroll run creates its accounting entry (a *voucher*) automatically when you save it. The Accounting module lets you see and use those entries: the chart of accounts, journal entries, debit and credit notes, bank reconciliation, the period lock and the accounting reports.

What each document posts

Document	Voucher	What it records
Sale invoice and POS sale	SI-	The customer owes the total including tax; Sales go up by the amount after discounts and Tax Payable by the tax. Anything paid at the time moves from the customer to cash or bank. The items' cost moves from Inventory to Cost of Goods Sold , at each item's purchase price when the sale was first saved.
Purchase invoice	PI-	Inventory goes up by the amount after discounts and Tax Receivable by the tax; you owe the supplier the total. Anything paid now comes out of cash or bank.
Purchase cost update, purchase return cost update, cost revaluation	JV-	Only with Update item cost from purchases or an entered adjustment cost: the cents that averaging rounds away, the difference between a return's price and the stock's cost, or the effect of undoing an earlier purchase. Inventory against Inventory Cost Variance .
Sale return	SR-	The reverse of the sale for the returned items: Sales Returns and tax, the customer's balance reduced, stock back into Inventory at cost, and any refund paid out of cash or bank.
Purchase return	PR-	What you owe the supplier goes down; Inventory and Tax Receivable go down; any refund comes into cash or bank.
Receipt (Receivable)	RCT-	Cash or bank goes up; the customer owes less.
Payment (Payable)	PMT-	You owe the supplier less; cash or bank goes down.

Document	Voucher	What it records
Debit note / credit note	DN- / CN-	Changes what a customer or supplier owes, against Other Income or Other Expense (see Debit and credit notes).
Stock adjustment	JV-	Stock added: Inventory up, Stock Adjustment expense down. Stock removed: the opposite. Valued at purchase price, or at the cost per unit you enter for stock added.
Payroll run, salary payment, expense claim, advance	JV-	Salary expense, deductions, net pay owed and payments, claims and advances (see Payroll).

Voucher numbers look like **SI-2026-00125**: the type, the fiscal year and a running number. Every voucher is listed under [Journal Entries](#) with its date, type, status, narration and accounts.

Voucher No	Date	Type	Status	Narration	Accounts
SI-2026-00005	9/27/2026	Sale	Posted	Sale invoice POS-1790543192339	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00004	9/27/2026	Sale	Posted	Sale invoice POS-1790543192316	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00003	9/27/2026	Sale	Posted	Sale invoice POS-1790543192290	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00002	9/27/2026	Sale	Posted	Sale invoice POS-1790543192270	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00001	9/27/2026	Sale	Posted	Sale invoice POS-1790543192220	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00136	9/26/2026	Sale	Posted	Sale invoice 20669	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00129	9/26/2026	Sale	Posted	Sale invoice 20662	Accounts Receivable, Bank Account, Cost of Goods Sold, Inventory, S
RCT-2026-00033	9/25/2026	Receipt	Posted	Bank transfer	Accounts Receivable, Bank Account
PI-2026-00019	9/24/2026	Purchase	Posted	Purchase invoice 4199	Accounts Payable, Bank Account, Inventory, Tax Receiv
RCT-2026-00035	9/24/2026	Receipt	Posted	Bank transfer	Accounts Receivable, Bank Account
SI-2026-00138	9/24/2026	Sale	Posted	Sale invoice 20671	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00125	9/24/2026	Sale	Posted	Sale invoice 20658	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
SI-2026-00140	9/22/2026	Sale	Posted	Sale invoice 20673	Accounts Receivable, Cost of Goods Sold, Inventory, Sales, Ta
SI-2026-00135	9/22/2026	Sale	Posted	Sale invoice 20668	Accounts Receivable, Bank Account, Cost of Goods Sold, Inventory, S
SI-2026-00131	9/21/2026	Sale	Posted	Sale invoice 20664	Accounts Receivable, Cash in Hand, Cost of Goods Sold, Inventory, S
RCT-2026-00034	9/19/2026	Receipt	Posted	Online transfer	Accounts Receivable, Bank Account

Automatic vouchers from sales, purchases and receipts in Journal Entries.

- Cash or bank is chosen by the document's **Payment Mode**, through [Account Mapping](#): by default, Cash posts to **Cash in Hand** and Bank to **Bank Account**.
- Cost of goods sold uses each item's **Purchase Price** at the moment the sale is first saved; editing the sale later keeps that cost. Keep purchase prices up to date, or let purchases do it with [Update item cost from purchases](#).
- Bank transfers, packing and the opening balances on bank records don't post to the ledger.

When you edit or delete a document

- **Editing** a document replaces its voucher with a new one that matches the new figures (and gets a new number, so voucher numbers can have gaps).
- **Deleting** a document removes its voucher, and any receipts or payments that were applied to it go back on account.
- Automatic vouchers can't be changed from **Journal Entries**. You'll see *This voucher was posted by a document. Edit or delete that document instead.*
- Nothing dated on or before your **lock date** can be posted, edited or deleted.

The chart of accounts

Accounts → Chart of Accounts lists your ledger accounts. ERP Nexl creates a standard set the first time something is posted, or the first time you open **Account Mapping**, so a brand-new company may see an empty list until then.

ID	Account Code	Description	Financial Statement	Actions
217	1000	Cash in Hand	Balance Sheet	[Edit] [Delete]
218	1010	Bank Account	Balance Sheet	[Edit] [Delete]
219	1100	Accounts Receivable	Balance Sheet	[Edit] [Delete]
220	1200	Inventory	Balance Sheet	[Edit] [Delete]
221	1300	Tax Receivable	Balance Sheet	[Edit] [Delete]
222	1400	Employee Advances	Balance Sheet	[Edit] [Delete]
223	2000	Accounts Payable	Balance Sheet	[Edit] [Delete]
224	2100	Tax Payable	Balance Sheet	[Edit] [Delete]
225	2200	Salaries Payable	Balance Sheet	[Edit] [Delete]
226	2210	Payroll Deductions Payable	Balance Sheet	[Edit] [Delete]
227	2220	Expense Claims Payable	Balance Sheet	[Edit] [Delete]
228	3000	Owner's Equity	Balance Sheet	[Edit] [Delete]
229	3100	Opening Balance Equity	Balance Sheet	[Edit] [Delete]
230	3200	Retained Earnings	Balance Sheet	[Edit] [Delete]
231	4000	Sales	Income Statement	[Edit] [Delete]
232	4100	Sales Returns	Income Statement	[Edit] [Delete]

Type	Standard accounts
Assets	1000 Cash in Hand, 1010 Bank Account, 1100 Accounts Receivable, 1200 Inventory, 1210 Work in Progress, 1300 Tax Receivable, 1400 Employee Advances

Type	Standard accounts
Liabilities	2000 Accounts Payable, 2100 Tax Payable, 2200 Salaries Payable, 2210 Payroll Deductions Payable, 2220 Expense Claims Payable
Equity	3000 Owner's Equity, 3100 Opening Balance Equity, 3200 Retained Earnings
Revenue	4000 Sales, 4100 Sales Returns, 4200 Other Income, 7100 Exchange Gain
Expenses	5000 Cost of Goods Sold, 5100 Purchase Returns, 5200 Other Expense, 5300 Bad Debt Expense, 5400 Stock Adjustment, 5410 Production Losses, 5420 Inventory Cost Variance, 5430 Production Costs Applied, 6000 Salaries Expense, 6020 Staff Reimbursable Expenses, 7200 Exchange Loss

Add an account

- 1 Click **+** on the Chart of Accounts.
- 2 Enter a unique **Account Code** (for example *6100*) and a **Description** (the account's name, such as *Rent*).
- 3 Choose the **Financial Statement** (**Balance Sheet** or **Income Statement**) and the **Account Type** (Asset, Liability, Equity, Revenue or Expense). Reports use the account type to decide where the account appears.
- 4 Choose a **Parent Account**, or **None** for a top-level account.
- 5 Click **Save**.

 Only accounts **without** sub-accounts can receive entries. Giving an account a sub-account turns it into a group, and anything that posts to it will fail with *Account N is a group account; post to a leaf account*. Don't add sub-accounts under the standard accounts that documents post to (such as Bank Account); create a new account instead.

An account that has entries, or that Account Mapping uses, can't be deleted.

Account mapping

Accounts → Account Mapping tells ERP Nexl which account each automatic entry uses: customer balances, supplier balances, stock, sales income, cost of goods sold, tax payable and receivable, stock adjustments and so on. Each card has a list of accounts; choosing one saves it immediately.

- Changes apply to documents posted from then on; existing entries aren't rewritten.

- Cash and bank postings follow the payment-mode cards, **Cash payment mode** and **Bank payment mode**. To send bank receipts to a different bank ledger account, change **Bank payment mode**.
- Always map to an account without sub-accounts, or postings will fail.

 Most businesses never need to change the mapping. A common change is pointing **Bank payment mode** at a ledger account named after your main bank.

Moving from another system

Opening quantities and opening balances post themselves. Bring your starting position in like this:

- 1 Enter each customer's and supplier's **Opening Balance** on their record. It posts to **Accounts Receivable** or **Accounts Payable** for that party, and shows in its ledger and the aged reports.
- 2 Enter each item's **Opening Quantity** and **Purchase Price**. Their value posts to **Inventory**.
- 3 Post one opening [journal entry](#) for the rest, dated the day before you start using ERP Nexl: debit **Cash in Hand** and **Bank Account** with their balances, credit any loans, and put the difference to **Opening Balance Equity**. Leave out receivables, payables and stock: they're already posted.
- 4 Set the [lock date](#) to that day so the opening figures can't be changed by accident.

 A party's opening balance appears as one *Opening Balance* line in its ledger and the aged reports, not as separate invoices. Receipts and payments against it stay on account, which is expected.

Steps 1 and 2 go into one **Opening Balance** voucher, against **3100 Opening Balance Equity**, dated the day before your first transaction. It updates itself whenever you add, change or delete an opening quantity or a party's opening balance, or change the purchase price of an item that hasn't had a cost update yet. Once the books are locked at that date, a change posts as its own *Opening Balance* voucher on the first open day instead.

 If you already brought your opening position in with a journal entry (Inventory, Accounts Receivable or Accounts Payable against Opening Balance Equity), ERP Nexl doesn't post these balances again, so nothing is counted twice. Keep recording changes to them with journal entries.

Journal entries, notes and cost centres

Post your own journal entries for expenses, loans and corrections, adjust what a customer or supplier owes with debit and credit notes, and track profit by branch or project with cost centres.

 Needs the Accounting & Finance module

Most entries are created for you by your documents (see [How accounting works](#)). Use a journal entry for everything else: rent, utilities and other expenses, owner's capital, loans, depreciation, opening balances and corrections.

Post a journal entry

- 1 Open **Accounts** → **Journal Entries** and click **+**. The **Add Journal Voucher** window opens.
- 2 Enter the **Date** and a **Narration** that explains the entry, for example *October office rent*.
- 3 On the first line, choose the account in **Select Account** and enter the amount as a **Debit** or a **Credit** (typing one clears the other). Optionally add a line narration and a cost centre.
- 4 Add the other side on the next line, and click **Add Line** for more lines.
- 5 Check the totals box: **Total Debit** and **Total Credit** must be equal (it turns green). Otherwise it shows *debits must equal credits* in red.
- 6 Click **Post** to record it, or **Save Draft** to finish it later.

Example	Debit	Credit
Rent paid from the bank	Rent (an expense account you add)	Bank Account
Owner puts money into the business	Bank Account	Owner's Equity
Cash deposited into the bank	Bank Account	Cash in Hand
Loan received into the bank	Bank Account	Bank Loan (a liability account you add)

- An entry needs at least two lines, and debits must equal credits to post.
- Journal lines don't carry a customer or supplier. To change what a particular party owes, use a [debit or credit note](#).
- You can't post to a group account (one with sub-accounts) or on or before the [lock date](#).

Drafts, posted entries and reversals

The **Journal Entries** list shows every voucher, newest first, with its **Voucher No** (or *Draft*), **Date**, **Type**, **Status**, **Narration**, **Accounts** and **Amount**.

- **Drafts** can be edited or deleted. To post one, open it with **View** and click **Post**.
- **Posted** manual entries can't be edited or deleted. To correct one, reverse it and post a new entry.
- Entries created by documents (sales, purchases and so on) can only be changed by editing or deleting the document.

Reverse a posted entry

- 1 Click **View** on the entry's row, then **Reverse**.
- 2 Set the **Reversal Date** (today by default; it can't be before the original entry's date) and, if you like, change the **Narration**.
- 3 Click **Confirm Reversal**. A mirror-image entry is posted and the original is marked **Reversed**.

Debit and credit notes

Notes change what a customer or supplier owes without an invoice: a price correction, a goodwill discount, a late fee or a charge you forgot to bill. Open **Accounts** → **Debit Note** or **Accounts** → **Credit Note** and click **+**:

- 1 Enter the **Date** and choose the **Party Type** (**Customer** or **Supplier**) and the **Party**.
- 2 Enter the **Amount** and **Remarks** that explain it. Optionally choose a **Cost Centre**.
- 3 Click **Save**. Use **Print** on the row to give the party a copy.

Note	For a customer	For a supplier
Debit note	The customer owes you more (recorded as Other Income).	You owe the supplier less (recorded as Other Income).
Credit note	The customer owes you less (recorded as Other Expense).	You owe the supplier more (recorded as Other Expense).

-  Notes are amounts only: they don't move stock, don't include tax and aren't linked to an invoice. To take goods back, use a [sale return](#) or [purchase return](#) instead.

Cost centres

Cost centres let you see profit and loss for part of your business, such as a branch, a department or a project. Create them under **Accounts → Cost Centres** with a **Code**, a **Description** and, optionally, a **Parent Cost Centre**.

- Sale and purchase invoices, sale and purchase returns, and debit and credit notes have a **Cost Centre** field. Every line of the document's entry is tagged with it.
- Each line of a manual journal entry can have its own cost centre.
- Receipts, payments, POS sales, stock adjustments and payroll aren't tagged.
- Run the [Cost Centre P&L](#) report to see each centre's results. It shows exactly the centre you pick; entries in its sub-centres aren't added in.

A cost centre that has entries or sub-centres can't be deleted.

Bank reconciliation, period lock and year-end

Match your ledger to your bank statement, lock finished periods so they can't change, and close the financial year.

 Needs the Accounting & Finance module

Bank reconciliation

Reconciling means ticking off each ledger entry that has actually appeared on your bank statement, so you can see exactly what hasn't cleared yet, such as cheques still in the post.

- 1 Open **Accounts** → **Bank Reconciliation**.
- 2 Choose the **Bank Account** (the ledger account, such as Bank Account) and set the **Statement Date** to the date of your bank statement.
- 3 In **Uncleared Items**, tick each entry that appears on the statement. The header tick box selects them all.
- 4 Click **Mark Cleared**. The entries are cleared as of the statement date.
- 5 Compare the **Cleared Balance** card with the closing balance on your bank statement. They should match.

Card	Meaning
GL Balance	Everything posted to the account up to the statement date.
Cleared Balance	Only the entries you've marked cleared. This should equal the bank statement.
Uncleared Total	The difference: entries in your books that the bank hasn't shown yet.

Ticked something by mistake? Move the **Statement Date** back before its clearance date so it shows again, tick it and click **Unmark**.

 Reconciliation works on the ledger accounts that cash and bank payments post to, not on the bank records on the **Banks** page. Statements can't be imported; tick the entries by hand.

Lock the books

Once a month or year is finished, lock it so nobody can change it by accident. Open **Accounts → Acc Settings**:

- **Lock Date**: nothing dated on or before this date can be posted, edited or deleted. You can move it forward or back.
- **Hard Lock Date**: the same, but it can never be moved back. Use it once a year's figures are final, for example after your tax return. You're asked to confirm before it's saved.

Click **Save**. Anyone who tries to change a locked document sees a message like *Period locked: cannot modify a document dated 2026-03-15 (books locked through 2026-03-31)*.

 Lock each month after you've reconciled the bank and checked the reports. If a genuine correction is needed later, move the Lock Date back, fix it, and move it forward again (this isn't possible once the hard lock date has passed).

Fiscal year settings

- **Fiscal year starts in**: the month your financial year begins, for example July. It sets the year shown in voucher numbers and the dates used when you close a year.
- **Default Credit Days** is stored for your records only. Invoices in ERP Next don't have due dates, so ageing always counts from the invoice date.

Close the financial year

- 1 Open **Accounts → Acc Settings** and find **Close fiscal year**.
- 2 Pick the **Fiscal year** and check the preview: **Total Revenue**, **Total Expenses** and **Net Profit**.
- 3 Click **Close year** and confirm.

Closing posts one closing entry on the last day of the year that moves the year's profit or loss into **Retained Earnings**, and sets the lock date to the year end. The year's Profit & Loss report still shows its figures.

If you need to change a closed year, click **Reopen**: the closing entry is removed and the lock date moves back to just before that year. A year covered by the hard lock date can't be reopened.

Exchange rates

Accounts → Exchange Rates stores rates between currencies by date: a **From Currency** and **To Currency** (three-letter codes such as USD and PKR), the **Rate** and the **Date**. There's one rate per currency pair per day. Rates are used by the [FX Revaluation](#) report.

 Invoices, receipts and payments are recorded in your company's own currency. ERP Next doesn't record documents in foreign currencies.

Accounting reports

Read your trial balance, profit and loss, balance sheet, ledgers, aged balances, party statements and tax report, and print any of them.

 Needs the Accounting & Finance module

Running an accounting report

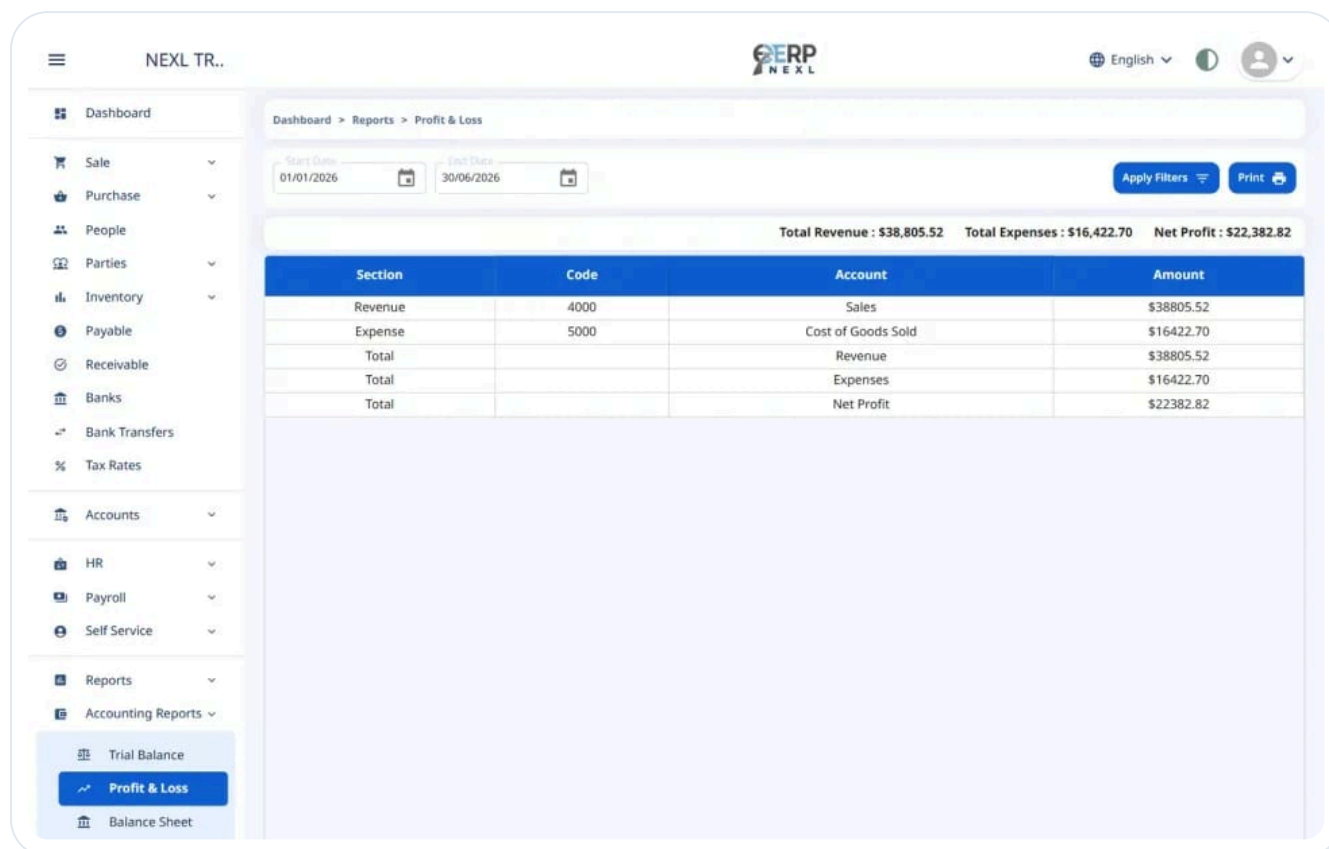
- 1 Open **Accounting Reports** and choose a report.
- 2 Set the **Start Date** and **End Date**, or the **As of Date** for reports that show a position on one day (Balance Sheet, Aged Receivable, Aged Payable and FX Revaluation).
- 3 Use the report's extra filter if it has one (an account, a party, a voucher type, a tax rate or a cost centre), then click **Apply Filters**.
- 4 Read the totals above the table, or click **Print** for a printout with your company header (choose **Save as PDF** in the print window to keep a copy).

Reports open with the last date range you used, shared with the [business reports](#). Draft journal entries are never included.

Trial Balance

Every account with its total **Debit** and **Credit**, and a **Difference** that should always be 0. With a Start Date, it shows the movement during the period; **clear the Start Date** to see balances as at the End Date.

Profit & Loss



Dashboard > Reports > Profit & Loss

Start Date: 01/01/2026 End Date: 30/06/2026

Apply Filters Print

Total Revenue : \$38,805.52 Total Expenses : \$16,422.70 Net Profit : \$22,382.82

Section	Code	Account	Amount
Revenue	4000	Sales	\$38805.52
Expense	5000	Cost of Goods Sold	\$16422.70
Total		Revenue	\$38805.52
Total		Expenses	\$16422.70
Total		Net Profit	\$22382.82

Revenue and expense accounts for the period, with **Total Revenue**, **Total Expenses** and **Net Profit**. Sales returns show as negative revenue. A year's closing entry doesn't affect it, so a closed year still shows its results.

Balance Sheet

What the business owns and owes on the **As of Date**: assets, liabilities and equity, with **Total Assets** and **Total Liabilities & Equity**, which should match. Profit not yet closed into Retained Earnings shows as **Current Period Earnings** under equity.

General Ledger

Code	Account	Date	Voucher No	Narration	Party	Debit	Credit	Balance
1000	Cash in Hand	8/31/2026		Opening balance		\$28988.87	\$0.00	\$28988.87
1000	Cash in Hand	9/19/2026	SI-2026-00128	Sale invoice 20661		\$132.00	\$0.00	\$29120.87
1000	Cash in Hand	9/21/2026	SI-2026-00131	Sale invoice 20664		\$134.63	\$0.00	\$29255.50
1000	Cash in Hand	9/24/2026	SI-2026-00125	Sale invoice 20658		\$885.24	\$0.00	\$30140.74
1000	Cash in Hand	9/24/2026	SI-2026-00138	Sale invoice 20671		\$271.88	\$0.00	\$30412.62
1000	Cash in Hand	9/26/2026	SI-2026-00136	Sale invoice 20669		\$668.62	\$0.00	\$31081.24
1000	Cash in Hand	9/27/2026	SI-2026-00001	Sale invoice POS-1790543192220		\$143.81	\$0.00	\$31225.05
1000	Cash in Hand	9/27/2026	SI-2026-00002	Sale invoice POS-1790543192270		\$76.61	\$0.00	\$31301.66
1000	Cash in Hand	9/27/2026	SI-2026-00003	Sale invoice POS-1790543192290		\$426.78	\$0.00	\$31728.44
1000	Cash in Hand	9/27/2026	SI-2026-00004	Sale invoice POS-1790543192316		\$125.97	\$0.00	\$31854.41
1000	Cash in Hand	9/27/2026	SI-2026-00005	Sale invoice POS-1790543192339		\$181.57	\$0.00	\$32035.98
1010	Bank Account	8/31/2026		Opening balance		\$31687.19	\$0.00	\$31687.19
1010	Bank Account	9/1/2026	SI-2026-00133	Sale invoice 20666		\$364.00	\$0.00	\$32051.19
1010	Bank Account	9/2/2026	SI-2026-00139	Sale invoice 20672		\$222.29	\$0.00	\$32273.48
1010	Bank Account	9/4/2026	SI-2026-00127	Sale invoice 20660		\$29.87	\$0.00	\$32303.35
1010	Bank Account	9/5/2026	RCT-2026-00032	Cheque deposit		\$1384.45	\$0.00	\$33687.80
1010	Bank Account	9/6/2026	PMT-2026-00009	Bank transfer		\$0.00	\$1531.22	\$32156.58
1010	Bank Account	9/13/2026	SI-2026-00130	Sale invoice 20663		\$241.00	\$0.00	\$32397.58
1010	Bank Account	9/14/2026	PI-2026-00018	Purchase invoice 4126		\$0.00	\$3210.69	\$29186.89
1010	Bank Account	9/14/2026	PMT-2026-00008	Bank transfer		\$0.00	\$1159.19	\$28027.70
1010	Bank Account	9/19/2026	RCT-2026-00034	Online transfer		\$2050.67	\$0.00	\$30078.37
1010	Bank Account	9/22/2026	SI-2026-00135	Sale invoice 20668		\$564.00	\$0.00	\$30642.37

Every entry in each account, with the **Date**, **Voucher No**, **Narration**, **Party**, **Debit**, **Credit** and a running **Balance**, starting from an *Opening balance* line. Filter by **Account** to see one account. Balances are debits minus credits, so accounts like Sales and Accounts Payable show negative balances.

Day Book

One line per voucher in date order: **Voucher No**, **Type**, **Status**, **Narration**, the **Accounts** involved and the **Amount**. Filter by **Type** to see only sales, purchases, receipts and so on. Handy for checking a day's work.

Aged Receivable and Aged Payable

Total Outstanding : \$8,512.34 Not Due \$0.00 0-30 \$2,821.45 31-60 \$1,117.94 61-90 \$519.15 90+ \$4,053.80										
Party	Type	Ref No	Date	Due Date	Outstanding	Not Due	0-30	31-60	61-90	90+
Al Noor Electronics	Sale Invoice	20646	8/7/2026	8/7/2026	\$161.58	0	0	161.58	0	0
Al Noor Electronics	Sale Invoice	20659	9/18/2026	9/18/2026	\$789.89	0	789.89	0	0	0
Al Noor Electronics	Sale Invoice	20668	9/22/2026	9/22/2026	\$563.52	0	563.52	0	0	0
Crescent Mobiles	Sale Invoice	20605	5/13/2026	5/13/2026	\$122.76	0	0	0	0	122.76
Crescent Mobiles	Sale Invoice	20594	5/29/2026	5/29/2026	\$883.47	0	0	0	0	883.47
Crescent Mobiles	Sale Invoice	20616	6/24/2026	6/24/2026	\$14.88	0	0	0	0	14.88
Crescent Mobiles	Sale Invoice	20673	9/22/2026	9/22/2026	\$250.34	0	250.34	0	0	0
Harbor Tech Traders	Sale Invoice	20597	5/24/2026	5/24/2026	\$110.47	0	0	0	0	110.47
Harbor Tech Traders	Sale Invoice	20622	6/7/2026	6/7/2026	\$742.58	0	0	0	0	742.58
Harbor Tech Traders	Sale Invoice	20629	7/23/2026	7/23/2026	\$167.92	0	0	0	167.92	0
Harbor Tech Traders	Sale Invoice	20647	7/30/2026	7/30/2026	\$380.99	0	0	380.99	0	0
Harbor Tech Traders	Sale Invoice	20653	8/27/2026	8/27/2026	\$345.65	0	0	345.65	0	0
Harbor Tech Traders	Sale Invoice	20666	9/1/2026	9/1/2026	\$363.85	0	363.85	0	0	0
Oasis Gadgets	Sale Invoice	20544	1/13/2026	1/13/2026	\$310.72	0	0	0	0	310.72
Oasis Gadgets	Sale Invoice	20554	2/5/2026	2/5/2026	\$420.90	0	0	0	0	420.90
Oasis Gadgets	Sale Invoice	20574	3/7/2026	3/7/2026	\$119.27	0	0	0	0	119.27
Oasis Gadgets	Sale Invoice	20577	3/8/2026	3/8/2026	\$382.55	0	0	0	0	382.55
Oasis Gadgets	Sale Invoice	20588	4/25/2026	4/25/2026	\$470.72	0	0	0	0	470.72
Oasis Gadgets	Sale Invoice	20613	5/31/2026	5/31/2026	\$475.48	0	0	0	0	475.48
Oasis Gadgets	Sale Invoice	20641	8/15/2026	8/15/2026	\$229.72	0	0	229.72	0	0
Oasis Gadgets	Sale Invoice	20663	9/13/2026	9/13/2026	\$240.77	0	240.77	0	0	0
Pinnacle Computers	Sale Invoice	20635	7/13/2026	7/13/2026	\$351.23	0	0	0	351.23	0

Who owes you (or whom you owe) on the **As of Date**, invoice by invoice, split by how long each has been unpaid: **Not Due**, **0-30**, **31-60**, **61-90** and **90+** days. Filter by **Party** to see one customer or supplier.

- Invoices age from their invoice date, because invoices don't have due dates.
- Receipts and payments that aren't applied to an invoice, and notes that reduce a balance, show as negative **Not Due** lines. [Apply receipts and payments to invoices](#) to keep the report tidy.
- A party's opening balance shows as an **Opening Balance** line in the 90+ column.

Party Statement

A customer's or supplier's statement for the period: an *Opening balance* line, then every document with its **Debit**, **Credit** and running **Balance**. A positive balance means they owe you; a negative one means you owe them. Choose the **Party**, then print it to send.

Tax Report

Tax for the period by tax rate: **Output Tax (Sales)** on sales, **Input Tax (Purchases)** on purchases, and **Net Tax Due**, the difference. Each row shows the **Taxable Amount** and the **Tax**. Returns are subtracted. Debit

and credit notes aren't included because they don't carry tax.



Run the Tax Report for your filing period, check it, and lock the period afterwards so the figures you filed can't change.

FX Revaluation

Compares balances held in foreign currencies at the rates they were booked at with their value at the [exchange rate](#) on the As of Date. Because documents are recorded in your own currency, this report is normally empty.

Cost Centre P&L

The Profit & Loss for one [cost centre](#). Choose the centre and the dates; **All cost centres** gives the whole company. Only entries tagged with exactly that centre are included.

HR setup and employees

Set up departments, designations and holiday lists, add your employees with their ID and bank details, and handle leavers.

 Needs the HR & Payroll module

Set up in this order

- 1 **Departments** and **Designations** (job titles).
- 2 **Holidays**: at least one holiday list with your weekly days off, marked as the default.
- 3 **Employees**.
- 4 **Leave** types and yearly allocations (see [Attendance and leave](#)).
- 5 Payroll: salary components, structures and assignments (see [Payroll](#)).



Create a holiday list before running leave or payroll. Without one, every calendar day, weekends included, counts as a working day.

Departments and designations

Open **HR → Departments** and click **+** to add a **Department Name** (and optionally a **Parent Department**, for example *Sales* under *Operations*). Add job titles the same way under **HR → Designations**. Names must be unique.

Holiday lists

A holiday list says which weekdays are off and which dates are public holidays. Leave and payroll use it to count working days.

- 1 Open **HR → Holidays** and click **+**.
- 2 Enter a **List Name** (for example *Head office 2026*) and the **From** and **To** dates for reference.
- 3 Tick the **Weekly Offs**. A new list starts with Saturday and Sunday ticked; change them to match your working week.
- 4 Tick **Default list for new employees** and click **Save**.

- Click the calendar icon on the list's row to add public holidays: a **Date** and **Description** for each, then **Add**.

- Only one list can be the default. It applies to every employee who doesn't have a list of their own.
- Give an employee a different list (for example for a shop that opens on Sundays) in their **Holiday List** field.
- A list that is assigned to employees can't be deleted.

i **HR → Shifts** stores shift times, grace periods and thresholds, but shifts aren't assigned to employees yet and don't affect attendance or pay. You can skip it.

Add an employee

The screenshot shows the ERP Nexl interface. On the left is a sidebar menu with categories like Dashboard, Sale, Purchase, People, Parties, Inventory, Payable, Receivable, Banks, Bank Transfers, Tax Rates, Accounts, and HR. The HR section is expanded, showing options like Employees, Departments, Designations, Shifts, Holidays, Attendance, and Leave. The main area displays the 'Employees' page with a breadcrumb 'Dashboard > HR > Employees'. At the top right of the main area are a search bar labeled 'Employee Code' and a '+ Add' button. Below this is a table with 8 columns: Code, Name, Department, Designation, Status, Employment Type, Join Date, Work Email, Manage, and Actions. The table contains 8 rows of employee data. Each row has a 'Manage' column with icons for lock, delete, and edit, and an 'Actions' column with a calendar icon. At the bottom right of the table, there is a pagination control showing '25 Rows Per Page' and 'Previous 1 Next'.

Code	Name	Department	Designation	Status	Employment Type	Join Date	Work Email	Manage	Actions
NT-001	Omar Haddad	Sales	Sales Manager	Active	full_time	9/23/2025	omar@nexltraders.test	🔒 🗑️ ✎️	📅
NT-002	Priya Menon	Accounts	Accountant	Active	full_time	1/30/2026	priya@nexltraders.test	🔒 🗑️ ✎️	📅
NT-003	Bilal Ahmed	Sales	Sales Executive	Active	full_time	8/1/2024	bilal@nexltraders.test	🔒 🗑️ ✎️	📅
NT-004	Grace Okafor	Sales	Sales Executive	Active	full_time	7/7/2024	grace@nexltraders.test	🔒 🗑️ ✎️	📅
NT-005	Yusuf Karim	Warehouse	Storekeeper	Active	full_time	7/23/2024	yusuf@nexltraders.test	🔒 🗑️ ✎️	📅
NT-006	Daniel Cruz	Warehouse	Warehouse Assistant	Active	full_time	8/23/2024	daniel@nexltraders.test	🔒 🗑️ ✎️	📅
NT-007	Fatima Zahid	Admin	Office Administrator	Active	full_time	1/22/2026	fatima@nexltraders.test	🔒 🗑️ ✎️	📅
NT-008	Hassan Ali	Sales	Cashier	Active	full_time	12/20/2024	hassan@nexltraders.test	🔒 🗑️ ✎️	📅

- Open **HR → Employees** and click **+**.
- Enter a unique **Employee Code** (up to 30 characters, for example *EMP-001*), the **First Name** and the **Join Date**. Everything else is optional.
- Add the **Gender**, **Date of Birth** and **Employment Type** (Full time, Part time, Contract or Intern; Full time if left blank).
- Choose the **Department**, **Designation** and **Holiday List**. Each has a **+** to create one on the spot.

- 5 Add contact details: **Contact No**, **Work Email**, **Personal Email**, **Address**, and an **Emergency Contact Name** and **Emergency Contact No**.
- 6 To let the employee use [self service](#), choose their login under **User Account**.
- 7 Click **Save**. The employee starts as **Active**.

 Phone numbers can be up to 20 characters, emails and the emergency contact name up to 100, and the address up to 255.

ID documents and bank details

Sensitive details live in a separate, protected window. Click the lock icon in the **Manage** column of an employee's row to open **Identifiers & Bank Details**:

- **Identity Documents**: add an **ID Type** (such as national ID or passport) and **ID Number**. One of each type per employee.
- **Bank Accounts**: add the **Bank**, **Account Title**, **Account No** and **IBAN**.

ID and account numbers are masked (for example ****4821**). **Only roles with the Employee PII Access permission can click Reveal**** to see them in full, and every reveal is recorded. Saved rows can't be edited or deleted, so check numbers before adding them.

When an employee leaves

- 1 Click the **Terminate** icon in the **Manage** column.
 - 2 Enter the **Termination Date** (it can't be before the join date) and click **Terminate**.
- The employee is paid up to the termination date in that month's payroll run, then drops off the attendance grid and future runs.
 - Termination can't be undone. If someone rejoins, add them again with a new employee code.
 - **Delete** is only for records created by mistake. An employee with any attendance, leave, payslip, advance or claim history can't be deleted; terminate them instead.

Linking an employee to a login

- 1 Create a login for the employee under **Users**, with a role that has the self-service permissions (see [Employee self service](#)).
- 2 Edit the employee and choose that login under **User Account (self-service login)**.

Each login can be linked to one employee only.

Attendance and leave

Mark daily attendance on a monthly grid, set up leave types and yearly balances, and approve leave requests. Both feed straight into payroll.

 Needs the HR & Payroll module

The attendance grid

Open **HR → Attendance** and choose the **Year** and **Month**. Each row is an employee and each column a day. Marked days show a letter: **P** Present, **A** Absent, **H** Half Day and **L** On Leave.

Mark one day

- 1 Click the employee's cell for that day.
- 2 Choose the **Status: Present, Absent** or **Half Day**.
- 3 Click **Save**. To remove a mark, open the cell and click **Clear mark**.

Mark everyone at once

Click **Bulk Mark**, choose the **Date** and **Status**, and save. Every active employee gets that mark for the day, for example *Present* for all, before you correct the few who were absent.

How attendance affects pay

Mark	Effect on salary
No mark	Paid. You only need to mark the exceptions.
Present	Paid.
Half Day	Half a day unpaid.
Absent	One day unpaid.
On Leave	Paid or unpaid, depending on the leave type.



Absent and Half Day count as unpaid even on a weekly day off or holiday, so don't mark them on days off. **Bulk Mark** also overwrites days already marked **On Leave**.

- Days in the future can't be marked.
- Attendance is marked by hand. There's no clock-in, clock-out or attendance machine import, and shift times aren't applied.
- Once a payroll run that includes an employee is processed, that month's attendance is locked. Reopening the run unlocks it.

Leave types

Open **HR** → **Leave**, go to the **Leave Types** tab and click **Add Leave Type**:

Field	What it means
Leave Type	The name, for example <i>Annual</i> , <i>Sick</i> or <i>Casual</i> .
Annual Quota	Days each employee gets per calendar year.
Paid	Tick it for paid leave. New types start unticked, which means unpaid.
Allow Negative and Negative Floor	Let employees take leave before they've earned it, down to the floor (for example -5). Without this, leave can't go below 0.
Carry-forward Cap	Stored for your records. Unused days aren't carried forward automatically.

A leave type that has been used can't be deleted.

Give employees their yearly leave

- 1 On the **Balances** tab, choose the **Year**.
 - 2 Click **Allocate** for that year. Every active employee gets each leave type's annual quota.
- Run it again after adding employees or leave types: it only adds what's missing.
 - New joiners get the full quota; it isn't reduced for part of a year.
 - Changing a quota later doesn't change allocations already made.
 - The tab shows each employee's **Allocated**, **Consumed** and **Balance** days per leave type.

Leave requests

Employees can ask for leave themselves in [self service](#), or HR can enter it for them: on the **Requests** tab, click **New Request**, choose the **Employee**, **Leave Type**, **From** and **To** dates (or tick **Half day** for a single

half day), add a **Reason** and save.

Days are worked out for you: only working days count, skipping the employee's weekly offs and holidays. A request is refused if the balance is too low, it overlaps another request, or it contains no working days.

Approve, reject or cancel

- **Approve** takes the days off the balance and marks them **On Leave** on the attendance grid.
- **Reject** turns down a pending request.
- **Cancel** withdraws a request. Cancelling an approved request gives the days back and removes the On Leave marks.
- These buttons appear for roles with **Update** on the Leave page. There's no approval chain or notification, so check the **Requests** tab regularly.
- Leave in a month whose payroll has already been processed can't be approved; reopen the run first.

 Each day of unpaid leave is one unpaid day in payroll, and an unpaid **half** day also counts as a full unpaid day. Paid leave doesn't reduce pay.

HR reports

HR → HR Reports has three reports. Choose one, fill in the inputs, click **Run Report**, and **Print** if you need a copy.

Report	Shows
Attendance Summary	For a month: each employee's present, half, absent and leave days.
Leave Balances	For a year: each employee's allocated, used and remaining days per leave type.
Headcount	Active, on-notice and terminated employees by department, designation and employment type, with joiners and leavers over the last 12 months.

Payroll

Define salary components and structures, assign salaries, then run, review, post and pay monthly payroll. Also covers expense claims, employee advances and payroll reports.

 Needs the HR & Payroll module

Payroll is calculated from each employee's salary assignment, attendance, unpaid leave and holiday list. Set up [HR](#) first. Payroll works without the Accounting module; its entries are kept and appear in your accounts if you add Accounting later.

 Anyone who works on payroll needs **View** and **Update** on the **Payroll Runs** permission, including for expense claims and advances. **View** alone lets a role see salary figures without changing anything.

Salary components

Components are the lines on a payslip, such as Basic Salary, House Rent Allowance, Conveyance or Income Tax. Open **Payroll** → **Salary Components** and click **+**:

Field	What to enter
Code and Component Name	A short unique code (for example <i>HRA</i>) and the name shown on payslips.
Kind	Earning (adds to pay) or Deduction (takes from pay).
Calculation	Percent of base : a percentage of the employee's base salary. Fixed : an amount set in the salary structure.
Percent	For Percent of base, the percentage, for example 45.
Prorated	Tick it to reduce the amount for unpaid days and part months. It starts unticked , so tick it for pay that depends on days worked.
Sort Order	The order of lines on the payslip.
Account Mapping Key	Leave blank: earnings post to Salaries Expense and deductions to Payroll Deductions Payable.

The first time you process a run, ERP Next adds three standard components if you don't have them: **BASIC** (Basic Salary, 100% of base, prorated), **TAX** (Income Tax, a fixed deduction) and **ADV** (Advance Recovery).

 Income tax isn't calculated from tax slabs. Enter it as a fixed amount in the salary structure or as a percentage of base salary.

Salary structures

A structure is a set of components for a group of employees, such as *Staff* or *Managers*.

- 1 Open **Payroll** → **Salary Structures**, click **+**, enter the **Structure Name** and save.
- 2 Click the **Lines** icon on the structure's row.
- 3 Add each **Component**. For a **Fixed** component, enter its **Amount**; leave it blank for a percentage component.

A fixed amount applies to everyone on that structure. A structure or component that is in use can't be deleted.

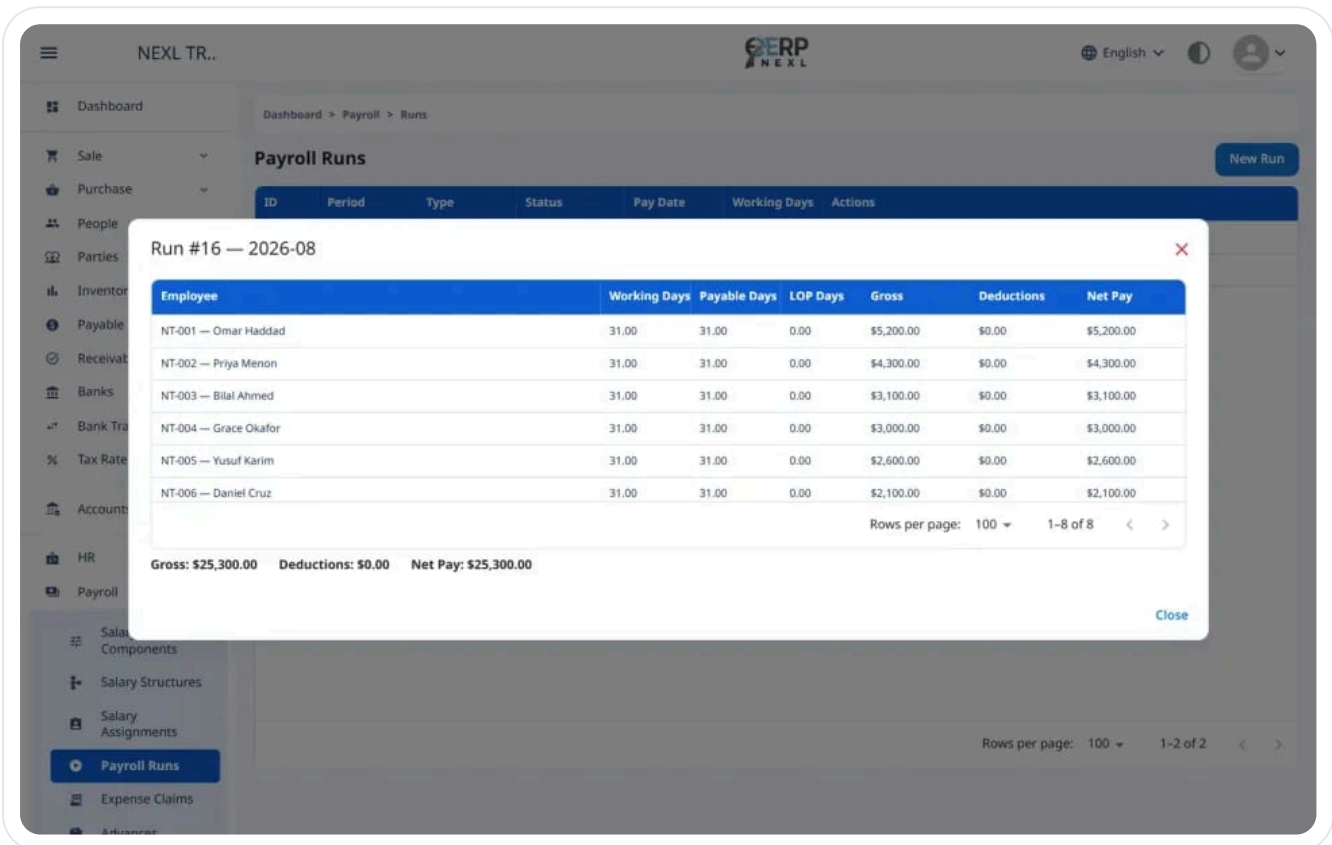
Assign salaries

- 1 Open **Payroll** → **Salary Assignments** and click **+**.
- 2 Choose the **Employee** and **Structure**, enter the **Base Salary** and the **Effective From** date, and save.
 - For a raise, add a new assignment with the new base salary and its effective date. The previous one ends automatically the day before.
 - To correct a mistake, assign again with the same Effective From date.
 - If a salary changes mid-month, that whole month uses the newest assignment.
 - Employees without an assignment are skipped by payroll runs.

Run payroll

- 1 Open **Payroll** → **Payroll Runs** and click **New Run**. Choose the **Year** and **Month**, keep **Type** as **Regular**, add a **Narration** and save. The run is a **Draft**.
- 2 Click **Process**. ERP Next calculates a payslip for everyone employed that month who has a salary assignment.

- 3 Click **Review** and check each employee's working days, payable days, unpaid (LOP) days, gross, deductions and net pay. Click an employee to see their payslip lines and how each was calculated.
- 4 Something wrong? Click **Reopen** to go back to Draft, fix attendance, leave or salaries, and process again.
- 5 Click **Post** when it's right. The salary entry is recorded and payslips become visible to employees in self service.
- 6 When salaries are paid, click **Pay**, choose the **Payment Mode** (Cash or Bank) and the **Pay Date**.



Review shows every payslip in the run before you post it.

Status	What you can do
Draft	Process.
Processed	Review, Post, or Reopen (back to Draft).
Posted	Review, Pay, or Reverse.
Paid	Review or Reverse.
Reversed	Review only. You can then create a new regular run for that month.

How pay is calculated

- **Working days:** the days in the month (or the part of it the employee was employed) minus their weekly offs and holidays.
- **Unpaid days:** absences, plus half a day for each half day, plus unpaid leave days.
- **Payable days:** working days minus unpaid days.
- Prorated components are multiplied by payable days ÷ the month's working days, so joiners and leavers get part of a month.
- Advance recoveries are deducted automatically (see below).
- There can be one **Regular** run per month. **Off-cycle** and **Correction** runs pay a full month again for the employees you select, so use them with care.
- Payslips can't be edited. Fix the inputs, reopen and process again.
- Payment is recorded as one total for the run, from cash or the bank ledger account.
- **Reverse** undoes a posted or paid run. If its period is locked, a reversing entry is posted today instead.

Expense claims

Use **Payroll → Expense Claims** to pay employees back for things they bought for the business. Claims are paid on their own, not through payroll.

- 1 Click **+**, choose the **Employee**, add a **Narration**, and add a line for each expense with its **Date**, **Description** and **Amount**. With the Accounting module you can choose the expense **Account** for each line.
- 2 Click **Approve** and enter the **Sanctioned** amount (blank means the full claim; it can't be more than claimed). **Approve & Post** records the claim as owed to the employee.
- 3 Click **Pay**, choose **Cash** or **Bank** and the **Pay Date**.

Reject turns down a pending claim, and **Cancel** withdraws a claim at any stage, reversing its entries.

Employee advances

- 1 Open **Payroll → Advances** and click **+**.
- 2 Choose the **Employee**, enter the **Amount**, **Payment Mode** and **Purpose**.
- 3 Leave **Recover from salary** ticked to take it back through payroll, and enter a **Monthly Recovery** amount (blank recovers the whole advance from the next salary).
- 4 Click **Disburse**.

- Each payroll run deducts the monthly recovery, but never more than what's outstanding or the employee's net pay. The balance goes down when the run is posted.
- **Outstanding Balances** under the list shows what each employee still owes.
- If an employee pays an advance back in cash, use **Return**. A **Cancel** is possible only before anything has been recovered.

Payroll reports

Report	Shows
Payroll Register	For one run: every employee's working, payable and unpaid days, base salary, each component, gross, deductions and net pay.
Payroll Cost Summary	For a year: posted and paid runs by month, with employees, gross, deductions and net pay.
Advance Outstanding	Each employee's total advanced and the amount still outstanding.

Open **Payroll** → **Payroll Reports**, choose the report, click **Run Report**, and **Print** if you need a copy.

Employee self service

Let employees sign in to see their own payslips, leave balances and attendance, and request leave without going through HR.

 Needs the HR & Payroll module

Set up an employee's access

- 1 Create a role for employees, for example *Employee*, and on the [Permissions](#) page give it **View** on **My Payslips** and **My Attendance**, and **View**, **Insert** and **Update** on **My Leave**. Untick everything else.
- 2 Add a login for the employee under **Users** with that role.
- 3 Edit the employee under **HR → Employees** and choose the login in **User Account (self-service login)**.
- 4 Give the employee their email and password. They sign in at **app.erpnextl.com** and find everything under **Self Service**.

Employees only ever see their own records. If the login isn't linked yet, they see *No employee profile is linked to your login*.

My Payslips

A list of the employee's payslips with the **Period**, **Status**, **Pay Date**, payable days, **Gross**, **Deductions** and **Net Pay**. **View** opens the full payslip with every earning and deduction. Payslips appear once HR has **posted** the payroll run.

My Leave

- 1 Check **Balances** for the year: allocated, used and remaining days for each leave type.
- 2 Click **Request Leave**, choose the **Leave Type** (unpaid types are marked), the **From** and **To** dates or **Half day**, add a **Reason** and save.
- 3 Follow the request's **Status** under **My Requests**. While it's still pending, **Withdraw** cancels it.

HR approves or rejects requests on the [Leave](#) page. Once a request is approved, only HR can cancel it.

My Attendance

Choose a **Year** and **Month** to see each day's attendance status and a summary of present, absent and leave days. It's read-only; HR records attendance.

Recipes

Write down what goes into an item and what comes out of it — materials, wastage, co-products, by-products and standard extra costs — and see what a batch costs at today's prices.

 Needs the Production module

What a recipe is

A recipe (sometimes called a bill of materials) describes one batch of an item: how much it makes, which materials it uses, what else comes out of it and which extra costs, such as labour, it carries. Production orders are planned from recipes, so the materials and costs fill themselves in.

- Every recipe makes one **item**. An item can have several recipes, for example for different sizes or methods; one of them is the **Default** and new orders use it.
- Materials, co-products and by-products are ordinary items from **Inventory → Item**. Add them there first, each with the unit it is stocked in.
- A recipe can use an item that has its own recipe (a **sub-assembly**, such as a sauce used in several dishes). Production orders then offer to make it first when you are short of it.
- Editing a recipe never changes orders already planned from it: each order keeps the recipe as it was when the order was created.

 Quantities are in each item's own unit and are not converted. If a recipe uses flour in kilograms, stock and buy flour in kilograms too. A recipe that uses grams of an item stocked in kilograms would take a thousand times too much.

Create a recipe

- 1 Open **Production → Recipes** and click **+**. The **New recipe** window opens.
- 2 Choose the **Item** the recipe makes, give it a **Recipe name** and enter the **Batch size**: how much one batch makes, in the item's unit.
- 3 Leave **Default** on if new orders for this item should use this recipe. The first recipe of an item starts as its default.
- 4 Under **Materials per batch**, choose each material and enter its **Qty per batch**. Enter the **Wastage** you expect in percent, for example 10 when about a tenth is lost to trimming or spillage. Click **Add material** for the next one.

- 5 If the batch also makes something else, add it under **Co-products and by-products** (see below).
- 6 Under **Standard extra costs per batch**, add costs such as labour or electricity: choose the **Cost type** and the amount **Per batch**.
- 7 Optionally enter the **Shelf life (days)**, used to work out expiry dates, and any **Notes**.
- 8 Check the **Estimated cost** panel, then click **Save**.

Item	Recipe name	Version	Batch size	Est. unit cost	Margin	Status	Actions
Braided USB-C Cable 1m	Braided USB-C cable — batch of 100	v1	100 Piece	\$1.33	77.8%	Default	
Desk Setup Kit	Desk Setup Kit	v1	1 Piece	\$34.02	62.2%	Default	

The Recipes list: each recipe's estimated unit cost at today's prices, and its margin on the sale price.

Recipes look alike? Open one, click **Copy** and choose another item: the materials, co-products, by-products and extra costs are copied over, ready to adjust.

Co-products and by-products

- **Co-products** are other items worth making in their own right, such as a second cut of meat. They share the batch cost with the main item: by the **Share of cost (%)** you enter, or **By quantity** if you leave it empty.
- **By-products** are leftovers you can still use or sell, such as bran or offcuts. They are credited **At current cost** (the item's cost today) or **At a fixed value** per unit, and that value is taken off the cost of the main item and co-products.

-  If the by-products would be worth as much as everything that goes in, the recipe warns you: the main item would cost nothing. Check the by-product quantities and values.

The estimated cost

As you type, the **Estimated cost (today's item costs)** panel prices one batch: materials (including wastage), extra costs, less by-products, and what each unit of the main item and co-products would cost. It uses each item's current cost, so the estimate follows your purchase prices.

- The **Recipes** list shows each recipe's estimated unit cost and its **Margin** against the item's sale price.
- Enter a **Markup %** and click **Set sale price to ...** to update the item's sale price from the estimate.

Extra cost types

Production → Cost Types lists the kinds of extra cost an order can carry. Every company starts with **Labour**, **Electricity**, **Overhead** and **Job work**. Add your own with **+**: a **Name** and the **Account it credits** when an order is completed (most companies leave the standard *Production costs applied* account).

-  A cost type used by a recipe or an open order can't be deleted.

Change, deactivate or delete a recipe

- Open a recipe from the list to change it. Each save makes a new version (shown as **v2**, **v3** ...).
- **Deactivate** hides a recipe from new orders but keeps it for the orders that used it. **Activate** brings it back.
- A recipe can be deleted only if no production order has used it; otherwise deactivate it.
- ERP Next refuses a recipe that would go round in a circle, such as a sauce whose recipe uses a dish that uses the sauce, and names the chain.
- Add a **Picture** to a saved recipe with **Add picture** (an image). It shows in the recipe window.

The cost of a made item

Items made by a recipe get their cost from production (and from purchases, if you also buy them). Their **Purchase Price** can't be typed on the Items page. To correct it, the owner opens the item's recipe and clicks **Revalue**: enter the **New cost per unit**, and the stock you hold is revalued at it.

Items used in an active recipe can't be deleted. Deactivate or delete the recipe first.

Production orders

Plan what to make, issue the materials, record what came out with its batch and expiry, and handle customer jobs, labels, batches and corrections.

 Needs the Production module

How an order moves

Status	What it means
Draft	Planned. Nothing has left stock yet. You can edit or delete it.
In progress	Materials have been issued. They sit in work in progress until the order is completed or cancelled.
Completed	The quantity made is in stock at its production cost.
Cancelled	Stopped. Whatever was in work in progress went back to stock or was written off.

Plan an order

- 1 Open **Production** → **Production Orders** and click **New order**.
- 2 Choose the **Item** to make. Its default recipe is picked under **Recipe**; choose another of its recipes, or **No recipe (own materials)** to list the materials yourself.
- 3 Enter the **Quantity to make** and, if you like, a **Planned date**, a **Cost centre** and **Notes**.
- 4 For a customer's job, switch on **This is a customer job** (see [Customer jobs](#)).
- 5 Click **Create order**. The order opens as a draft, with the recipe's materials and extra costs worked out for the quantity, including the expected wastage, and an **Estimated cost**.

The **Materials** tab shows what the order needs against what you have **In stock**. A **Short** label marks a material you don't have enough of. If that material has its own recipe, **Make this first** creates a draft order for the quantity you are missing.

 The list shows every open order and the finished ones in the dates you filter on. Search by order number or item, or open the **Batches** tab for expiring batches and batch traces.

Issue and return materials

- 1 On the order, click **Issue materials**. The window lists what is still to issue.
 - 2 Check the **Date** and each **Qty**. Remove lines you aren't issuing now, or click **Add item** to issue something the recipe doesn't list (a substitute, for example).
 - 3 Optionally type the **Supplier lot** printed on each material's packaging, so a batch can be traced back to it later.
 - 4 Click **Issue**. The materials leave stock at their current cost and the order moves to **In progress**.
- You can issue in several goes, for example a day's materials at a time. Each issue is listed on the **Moves** tab.
 - ERP Next refuses an issue that would take a material below zero and names what is short. To allow it, switch on **Allow issuing materials below zero stock** in **Settings → Production**.
 - Issuing an item that has no cost yet adds nothing to the order's cost; you are warned when that happens.
 - **Return materials** puts back what wasn't used, up to what is still in work in progress.
 - While the order is in progress, the bin icon on a move deletes it: the materials go back to stock at the value they left at.
 - Document dates can't be in the future.

Extra costs

The **Extra costs** tab holds the order's labour, electricity, overheads and outside job work, filled in from the recipe for the quantity. Change them, click **Add extra cost** for more, then **Save**. With the HR module, a line can name the **Employee** who did the work. Extra costs can be changed until the order is completed.

Complete an order

- 1 Click **Complete**.
- 2 Check the **Date** and enter the **Quantity made**. Co-products and by-products are worked out for that quantity; change them if the run gave more or less.
- 3 The **Batch no** is filled in as the order number and today's date, for example *PRD-12-261017*. Change it if you number batches your own way.
- 4 **Made on** is today; **Expires on** is worked out from the recipe's shelf life. A co-product or by-product can have its own batch number and expiry date.

- 5 Click **Complete**. The outputs come into stock at their production cost, and work in progress for the order goes back to zero.
- **Quick produce** (on a draft) issues exactly the planned materials and completes the order in one step — handy for routine batches.
 - A batch number can be used only once per item.
 - After completion, the **Materials** tab also shows **Wastage and yield**: the recipe quantity for what was made against what was actually used (see [Production costing and reports](#)).

Labels, job cards and other prints

- **Labels** (on each line of the **Outputs** tab) print batch labels with the item, batch, made-on and expiry dates and a barcode — the item's barcode, or the item's barcode with the batch number. Choose a 50 × 30 mm or 40 × 25 mm roll or an A4 sheet of 21; the copies start at the quantity made.
- **Job card** prints the shop-floor copy: what to make and by when, the materials still to issue with space for the lot and a tick, who does the work, blanks for the result and the first attached picture. It shows no prices.
- **Cost sheet** prints what the order cost: materials, extra costs, the by-product credit, each output's value and unit cost, and the estimate against the actual.
- **Job confirmation** (customer jobs) prints what the customer agreed: item, quantity, agreed price, advance, balance and delivery date, with the first attached picture. It shows no costs.

 Barcodes hold English letters, digits and common symbols. A batch number in another script prints on the label without a barcode.

Attachments

The **Attachments** tab keeps drawings, photos and specifications with the order. Add an optional caption, click **Attach a file** and choose an image or a PDF of up to 10 MB. Only your company's users can open them.

Customer jobs

For made-to-order work, switch on **This is a customer job** when you create the order, or click **Job details** on it later. Enter the **Customer** (picked from your customers with the Sale & Purchase module, or typed), the **Agreed price**, the **Advance received** and the **Delivery date**. The order then shows the **Balance due**

and the **Margin**: the agreed price less the cost — the estimate until the order is completed, the actual cost after.

A customer job in progress: three materials issued, and the cable still to come from stock as a sub-assembly.

i The advance is a note on the order only. Record the payment itself as a receipt, and bill the job with a normal sale invoice.

Cancel, reverse and correct

- **Cancel order** on a draft simply cancels it. On an order in progress, choose to **return everything still in work in progress to stock**, or to **write it off as a production loss** (spoiled goods). A reason is required.
- **Reverse** takes a completed order's outputs back out of stock and returns the order to **In progress**, so you can correct and complete it again. It is only possible while its date is in an open period and none of what it made has been sold or used since.
- **Delete** removes a draft. An order with movements can't be deleted; cancel it instead.
- The **Timeline** tab records who did what and when, with the reasons given.

Batches

The **Batches** tab on **Production → Production Orders** has two parts:

- **Expiring batches** lists batches expiring within the window you choose (7, 30, 90 or 365 days), expired ones first. ERP Nexl doesn't keep stock per batch yet, so the item's total stock is shown alongside.
Write off batch opens a stock adjustment already filled in for it; after you save it, the batch shows what was written off.
- **Trace a batch**: type a batch number (and the item, if the number is used for more than one) to see its order and every material issued for it, with the supplier lots.

Starting with jobs already in progress

If work was already under way when you started using ERP Nexl, enter each unfinished job as an order:

- 1 Create the order and issue the materials it has already used, dated the day the work started (they come out of your opening stock).
- 2 Add the labour and other costs so far as extra cost lines.
- 3 Complete it when it's done, as usual.

The **Work in progress check** report compares what open orders hold with the work-in-progress balance in your books.

Outside job work

Work sent out to someone else — a dyer, polisher or embroiderer — goes on the order as a **Job work** extra cost line. ERP Nexl doesn't yet have a document for the subcontractor's bill: with the Accounting module, record what you owe them as a journal entry. Don't enter it as a purchase invoice, which would add stock you never received.

Settings

- **Settings → Production**: the **Production Order No Prefix** (PRD- by default) and **Allow issuing materials below zero stock**.
- Give other roles the four Production pages — Recipes, Production Orders, Cost Types and Production Reports — on the **Permissions** page (see [Users, roles and permissions](#)). Only the owner has them at first.

Production costing and reports

How ERP Nexl works out what an item cost to make, what wastage and yield mean, what reaches your books, and the production reports and dashboard cards.

 Needs the Production module

Average cost

Every item has one current cost, shown as its **Purchase Price**: the average of what the stock you hold cost you. It moves when stock comes in at a different cost:

- **Purchases**, when **Update item cost from purchases (average cost)** is on in **Settings → Costing** (the owner's setting; on for new companies).
- **Production**: what an order makes comes in at its production cost.
- **Returned materials** come back at the value they were issued at.
- **Stock adjustments** that add stock with a cost per unit.
- **Revalue** on a recipe, for items made by a recipe (owner only).

Materials are issued at their current cost and sales take it as their cost of goods, so the value of your stock and your books move together.

What an order costs

- 1 **Materials**: each issue at the material's cost at the time, less what was returned.
- 2 **Plus extra costs**: labour, electricity, overheads, job work.
- 3 **Less by-products**: their value at current cost, or the fixed value set in the recipe.
- 4 **Shared** between the main item and the co-products, by the co-products' cost shares or by quantity.
- 5 **Divided** by the quantity made, to give each output's **Unit cost**.

The order's **Estimated cost** prices the main item the same way at the time it was planned. After completion the order shows the actual value and the difference; for a customer job, the margin is the agreed price less that actual value.

Wastage and yield

Figure	What it means
Standard	What the recipe says the quantity made should have used, without wastage.
Expected wastage	The standard times the recipe's wastage percent.
Actual wastage	What was really used (issued less returned) minus the standard.
Yield	How much of the main item was made against the quantity planned, in percent: 19 made of 20 planned is 95%.

Materials the recipe didn't list, and orders without a recipe, count entirely as extra use, with no percentage. Wastage is part of the cost of what was made; it is only a loss in the books when an order is cancelled and written off.

-  Yield only compares the main item with its own planned quantity, so it means the same whatever units your materials are in. Co-products and by-products don't count towards it; wastage shows how the materials were used.

In your books

Every step posts to the ledger by itself; you never enter production journals. With the Accounting module you can see them; without it they are still kept, ready for the day you add it.

Step	Entry
Issue materials	Work in Progress up, Inventory down.
Return materials	Inventory up, Work in Progress down.
Complete	Inventory up for what was made; Work in Progress down for the materials; the extra costs credited to their cost type's account (Production Costs Applied unless you chose another).
Cancel with a write-off	Production Losses up, Work in Progress down.
Revalue	Inventory up or down against Inventory Cost Variance.

The accounts are **1210 Work in Progress**, **5410 Production Losses**, **5420 Inventory Cost Variance** (small rounding differences land here) and **5430 Production Costs Applied**.

Opening stock

Each item's **Opening Quantity** reaches the books by itself: its value posts to Inventory against Opening Balance Equity when you save the item, and again whenever you change it (see [moving from another system](#)). Without the Accounting module, if **Inventory → Item** ever shows **Post your opening stock** or **Opening stock changed**, the owner can click **Post opening stock**, choose the **Opening date** (the day before your first transaction) and click **Post**.

Production reports

Open **Production → Production Reports** and choose a **Report**. For a dated report, set **From** and **To**, then click **Run**. Click a row that names an order to open it; **Print** prints the report.

Report	What it shows
Production orders	Every open order, plus the orders completed or cancelled between the dates, with their cost.
Production summary	What was produced between the dates: quantity, value, average unit cost, and for main products the quantity planned and the yield.
Material consumption	Materials issued less returned between the dates, and what they were made into.
Wastage	For orders completed between the dates: standard, expected and actual wastage per item made and material.
Job costs	Per completed order: materials, extra costs, by-product credit, total cost, the main product's value against the estimate, and the margin on the agreed price.
Labour and extra costs	Extra costs on completed orders, by cost type and employee.
Material shortages	What open orders still need against today's stock, and materials that would issue at no cost.
Margins	Items made by a recipe: today's cost, the recipe's estimate, the sale price and the margin.
Expiring batches	Batches expiring within the window you choose.
Work in progress check	What open orders hold in work in progress against the books.

Report	What it shows
Stock value by item	Each item's stock at its cost.

On the dashboard

With the Production module, the dashboard adds: **Production orders in progress**, **Produced this month** (the value made), **Materials short**, **Most wastage this month**, **Batches expiring in 7 days** and **Lowest yield this month**.

Troubleshooting and common questions

What the most common messages mean and how to fix them, plus quick answers about exporting, printing, users and your data.

Common messages

Message	What it means and what to do
Invalid email or password	Check the email and password. The ERP uses the admin or user login, not your console login. Use Forgot Password? on the sign-in page if needed.
Your subscription is not active or has expired	No module is active. Click Buy Subscription or renew from the console .
Your role isn't allowed to ...	The user's role doesn't have that permission. The account owner can tick it on the Permissions page; the user then reloads the page.
This feature is not part of your plan	The page belongs to a module you don't have, or that has expired. Add the module from Pricing .
Period locked: cannot ... (books locked through ...)	The document's date is on or before the lock date. Use a later date, or ask whoever manages the books to move the lock date .
Out of stock / Not enough stock available	The item has no stock left, or less than you're selling. Record the purchase first, or correct stock with a stock adjustment .
price must be at least 1 / qty must be at least 0.001	Every invoice line needs a quantity above 0 (up to 3 decimals) and a price of at least 1.
party_id is required	Choose the customer (or supplier) before saving the invoice.
This invoice has returns, so it cannot be edited or deleted	Once goods have been returned against an invoice, the invoice is final. Record any further change with another return or a debit or credit note .
This voucher was posted by a document	Automatic entries can't be changed in Journal Entries. Edit or delete the invoice, receipt or other document instead.
Account N is a group account; post to a leaf account	An account used for posting has been given sub-accounts. Point Account Mapping at an account without sub-accounts.
This bank has transactions and cannot be deleted	Banks that have been used stay for your records. You can rename them instead.

Message	What it means and what to do
Insufficient leave balance	The employee hasn't got enough leave of that type. Allocate the year's leave, or use another type.
This day falls inside a processed payroll period	The month's payroll has been processed, so its attendance is locked. Reopen the run to change it.
Your role does not have payroll access	The role needs View and Update on Payroll Runs .
Something went wrong on this page	The error has been reported to us automatically. Click Reload page , or Go to dashboard and try again.

Common questions

Can I export to Excel or PDF?

There's no Excel export. Every invoice, ledger and report can be printed, and in the print window you can choose **Save as PDF** to keep or email a copy.

Can I email invoices to customers from ERP Nexl?

Not directly. Print the invoice, save it as a PDF and attach it to your own email or WhatsApp message.

How many users can I add?

As many as you need. Pricing is per module, not per user.

Can I run more than one company or branch?

Each account has one company. To see results by branch or project inside one company, use [cost centres](#). Stock is kept as one total per item; there are no separate warehouses.

Why doesn't my printout show my NTN or logo?

Company details come from **Company & Admin** in the console. After changing them, sign out of the ERP and back in to see them straight away (otherwise within an hour).

I changed a setting but my colleague doesn't see it

Company settings load when the ERP opens. Ask them to reload the page. Language and the light/dark switch are per browser, and Appearance colours are per user, so those don't change for anyone else.

Why is an item's stock negative?

Sale invoices and purchase returns don't block quantities above the stock you have. Record the missing purchase, or count the shelf and enter a [stock adjustment](#).

What happens to my data if my subscription ends?

It's kept. The module's menus disappear until you renew, then everything is back as you left it.

Still need help?

Send a question from the ERP's avatar menu → **Queries**, use the [contact page](#), or email hello@erpnext.com. Tell us what you were doing, the page, and the exact message you saw.



Need help? Send us a message at erpnextl.com/contact or email hello@erpnextl.com.

The latest version of this guide is always at erpnextl.com/guide.