

WELCOME TO

PRYS ERP

by Prys
Accounting

User Manual and Guide:

Supported Packages: -

1. Trader (Accounting Package for Sales and Invoicing)
2. Point of Sale (POS Specialized Package)
3. Hotel Management
4. Cloud Accounting with Multi-branch Support

For further help and support please use details below.

Telephone Support: 087 180 1371

Whatsapp Support: 063 490 8267

License Issues and more: www.bitsnbyteserp.com/erp/dashboard

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Introduction

Prys ERP also known as Bits N Bytes ERP is a software aimed at small to growing businesses as an easy to use solution for managing all their books, Tax, Inventory, Staff and Sales.

All our software is user friendly and we offer support for when things go left.

Prys Accounting is the Parent Company that developed and maintains ERP packages.

Background: ERP is a python based software which runs on a cloud server, local machine or may be networked to connect multiple stations together. For flexibility the software will work on your favorite internet browser.

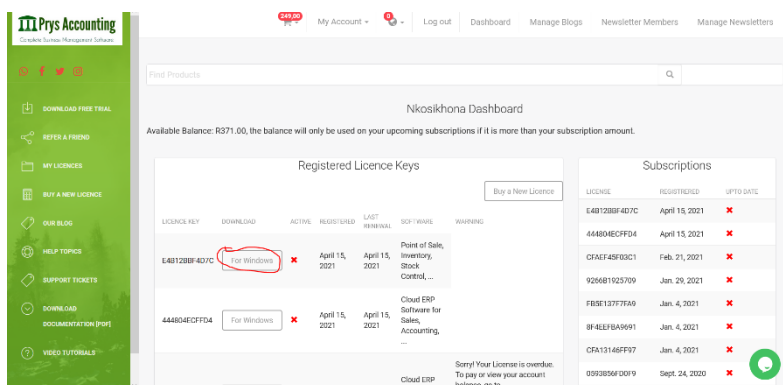
Only the cloud package requires internet all the time, other packages will work offline.

Getting Started

To get started go to www.bitsnbyteserp.com; on this website you will be able to purchase a new software, renew your package, or download a trial software.

Downloading

If you have purchased ERP all you need to do is go to



www.bitsnbyteserp.com/erp/dashboard/;

For Trader, Hotel Management and Point of Sale, you may click on the “For Windows” Link and your download will start immediately.

For Cloud Packages and email will be sent with your private access link.

If you need to download a free trial all you need to do is click on “Download Free Trial” and choose your trial from the three options.

Setting up for the first time

1. Cloud Package:

An email with a private address is sent to your email address on purchase of the cloud software. It might take 12-48 hours for the link to be generated from your purchase.

Once you have received this email, please click and save the link safely or bookmark it on your browser.

Use the license key provided to activate your software.

You are ready to start doing business.

2. Point of Sale, Hotel Management or Trader

Open or run the installer file you have downloaded.

Windows might send a warning that says the file is suspicious or was downloaded from an unverified source. This is a standard security measure by Windows 10; so when you do come across please click on "More Info" or "Advanced" and allow the program to run.

While the setup runs, please do not change the database Ports or Usernames, leave them on default by click next on each screen that appears.

If you need help installing, please do contact our team for a guide.

Once you are done, please Verify your License Key * Internet is required for verification.

Now that you are all set and ready to sell and transact, we need to set your currency.

Default Details:

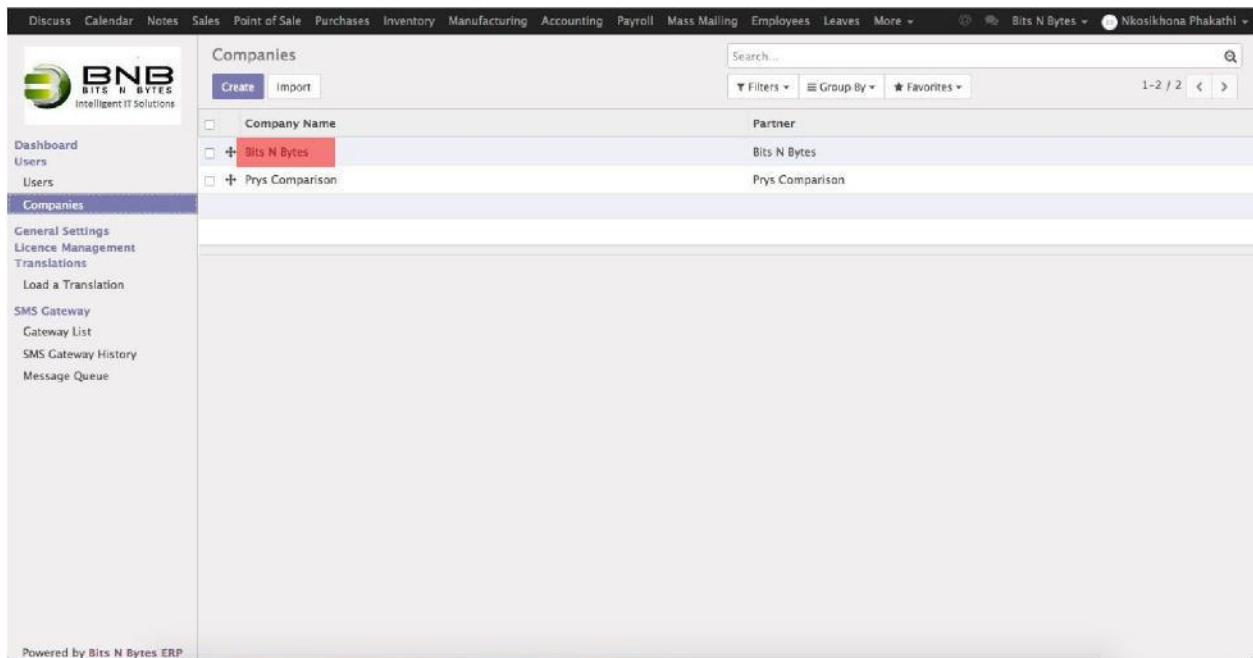
Username/ Email: admin

Password: bitsnbytes

Setting Currency and Company Details:

Once logged in please follow these steps:

1. At the top of the page click on settings (For Small Screens it may be hidden, so click on More to show hidden menus)
2. Now click on Settings
3. Select and edit the default company available, it may be named (Bits N Bytes or Edit Company)



4. Click on Edit.
5. Under Currency, select your currency on the drop down menu, if it is not activated or available select Activate Currency **here** and choose your Currency from the list of World currencies.
6. To activate, open the currency of your choice, and click at the top left button

that says” **Inactive** to toggle between choices.

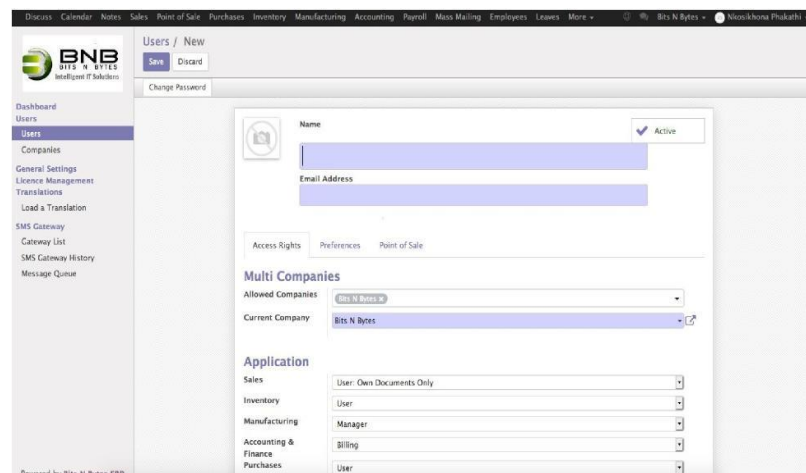
7. Now repeat Step 1 to 5 and selecting your currency in the process.
8. Edit the Name and address to your business details, some fields may be left blank if they are not applicable to your business.
9. Save when done

User Management:

To manage users on ERP you need to be an Administrator with rights (Administration: Settings).

On this platform you will be able to add, deactivate and edit users that can access or control the system, *Applications determines the rights of the user. If the user is an employee of the Company, please make sure you always set that right as if left blank will block the user from accessing the system.

1. On your screen go to *Settings (top menu) if settings is hidden due to smaller screen resolution, click on more to show hidden items.
2. Navigate to Users (Sub Menu on the left)
3. Select the user you wish to Edit or Deactivate:
4. If you are creating a new user, click on Create at the top-left of the page
5. Email address is needed and must be unique as this is the identifier.
6. Set Applications – these are user permissions or rights.
 - Blank – No access to application or Document
 - Own Leads / User – May view but may not edit or adjust configurations and settings. On inventory, may not move or adjust stock quantities
 - Manager – Has all the rights available
 - Employee – Must be either Employee, Officer or Manager, not Blank.
7. Preferences (TAB)
This tab is a customization, it sets Time zones for users, Email and Notification settings, and User Email Signature.
8. Point of Sale (Not Available on Trader)
Sets the POS Pin and Barcode for the user
9. When all this is done click on Change Password at the top.
10. Save.



To Deactivate a User, you will need to click on “Active” at the top right corner, to toggle between Active and De-active.

Sales, CRM and Quotations

To manage your business better, you need a proper flow of orders

On your top menu click on Sales

This module allows you to manage Customers, Set Sales targets, set sales teams, manage sales and deals Pipe line, convert Quotes to Sales Orders > Invoices and More.

1. To Create a Quotation

1 . Left Menu: Quotations

2. Create

3. Select “Create or Create and Edit” a Customer if you are creat

Product	Section	Description	Ordered Qty	Analytic Tags	Unit Price	Cost	Taxes	Discount (%)	Total
18.5 Inch Wide Display Monitor		18.5 Inch Wide Display Monitor	1.000		1,029.00	999.00	VAT 0.00%	0.00	1,029.00

4. Add Line items: Select, create new Products, Add Quantities, Set Pricing and Also add discounts in a single line

5. When done - Update

6. Click on Save / Print or Send by Email - Needs Setup

7. To Convert to a Sales Order, click on “Confirm Order”

You will not be able to create a sales order as sales orders can only be converted from a quotation.

Pipelines

ERP has a nice feature that allows you to set your deals.

To set create and manage pipelines

1. Go to Sales (Top Menu)
2. Go to My pipeline

3. Create (To create a new pipeline)
4. That's it

Invoicing and Accounting

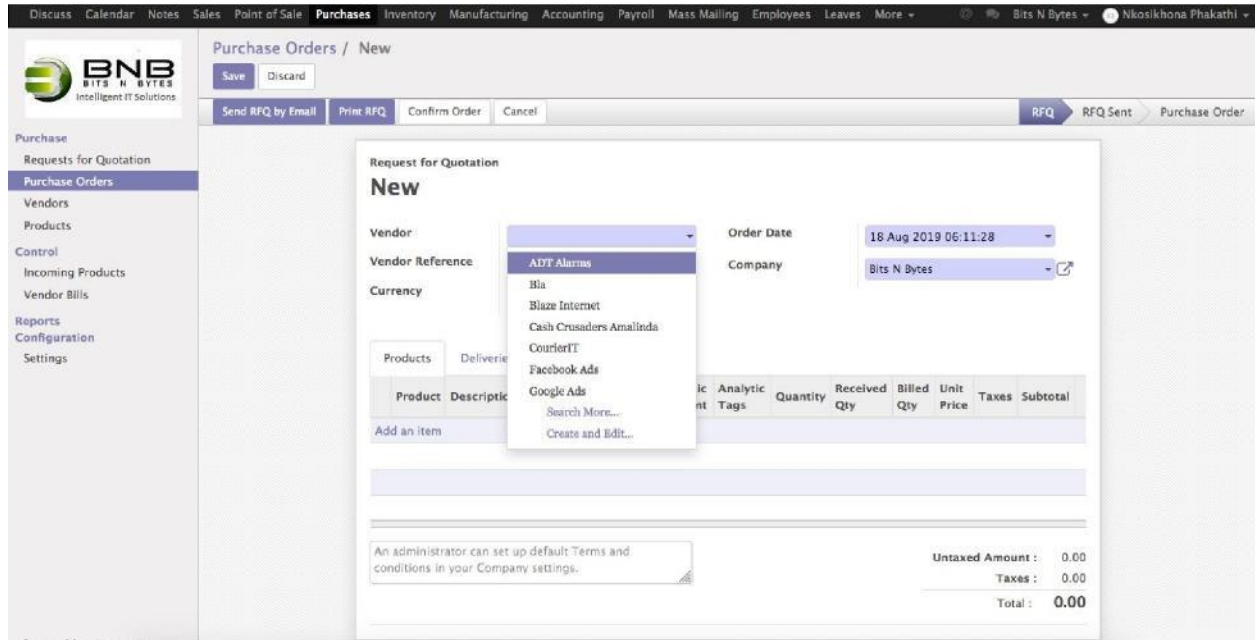
Invoicing directly from accounting will not adjust stock unless you have a pro-invoicing module.

Customer Invoice

1. Main Menu: Accounting
2. Left Menu: Customer Invoices
3. Create
4. Select Customer or Create and Edit if necessary
5. Add Line items: Select, create new Products, Add Quantities, Set Pricing and Also add discounts in a single line
6. Once Done Update
7. Validate or Pro-Forma
8. Save / Print / Send by Email
9. To Register a Payment - Click on "Register Payment", if you have not registered a payment the invoice will stay "open"
10. Please note for quicker invoicing and Efficient Quick Sales use Point of Sale - It is optimized for a business that does more than 30 Cash Invoices a day.

Capture a GRV (Supplier Invoice)

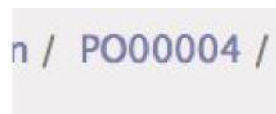
For all incoming stock we need to register it on the system to make sure everything runs smoothly and all stock is accounted for.



1. Main Menu: Purchases
2. Left Menu: Purchase Order
3. Select Vendor / Supplier
4. Input order Date
5. Add line Items as they are on your supplier invoice, depending on your TAX settings you will need to input Unit Price excl VAT. In cases where you buy items as a pack and sell singles you may either setup packaging on Inventory Configuration.
6. When Done “Confirm Order”
7. Click on Receive Products



8. Validate
9. Apply



10. Click on the Purchase Order you working on at the top or you may go back to Purchase Orders and click on the order you working on.



11. Click on “Vendor Bills”
12. Create – Field will be filled automatically as per your sales order.
13. Validate
14. Now you can go to accounting to register Payments on Vendor Bills or leave the rest for your in-house accounting officer

Point of Sale

For all you day-to-day transacting we recommend Point of Sale, that allows quicker transactions for Bar, Restaurant, Super Market, Fast Food Shop.

To use point of Sale you need these packages (Point of Sale, Hotel Management and Cloud ERP)

To note a single user can only have one POS session running at a time, if you have one POS Session and two users you will need to close the session before switching users.

1. Click on Point of Sale (Top Menu)
2. Click on Sessions (Start of Day)
3. Check for all sessions that are not **Closed and Posted**
4. Open and close all sessions by clicking on **Validate Closing and Post Entries**
5. When done closing all unused sessions, click on Dashboard.
6. Under your preferred session, click on **New Session**
7. Set Opening Balance (Float)
8. Open Session
9. Continue Selling
10. Your Point of Sale screen will load and you may start selling from here.
11. To select a product, you may use a barcode scanner, search for a product using a keyboard and pressing Enter when you have found it or select a product using your mouse or touch screen.
12. Categories make it easier to find and select products in a busy environment.



13. When you have selected your product you may adjust Qty, Discount or Price, using the keypad at the bottom right

14. After you have added products to your sales basket and you happy with the amount and qty all you need to do is Click on Payment

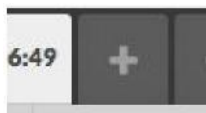
15. Select the method of payment, enter the Cash amount if it is cash.

16. If you wish to create a Tax Invoice, Select Customer and Click on Invoice otherwise skip this step

17. Click on Validate, and your Receipt printing process will start.

Notes:

Before starting a Session go to Sessions and make sure all sessions are "Closed and Posted" from the previous day(s)



You may create parallel orders by clicking on the “+” sign on top



To pause and go back to the main system, click on close and Confirm within 5 seconds. (Double click on Close basically)

You may return to your point of sale session by clicking on resume Reports are available and are flexible, Check Reports on the menu

Cash Up:

Only an Admin is allowed to cash up, so you must be logged in as an admin

To cash Up close your Point of Sale, double click “Close” - If you are still selling, otherwise go to dashboard and start from step 3

Click on Close

Set “Closing Balance, counting all the money in the drawer including the float.

Click on “Validate Closing Entries”

Done



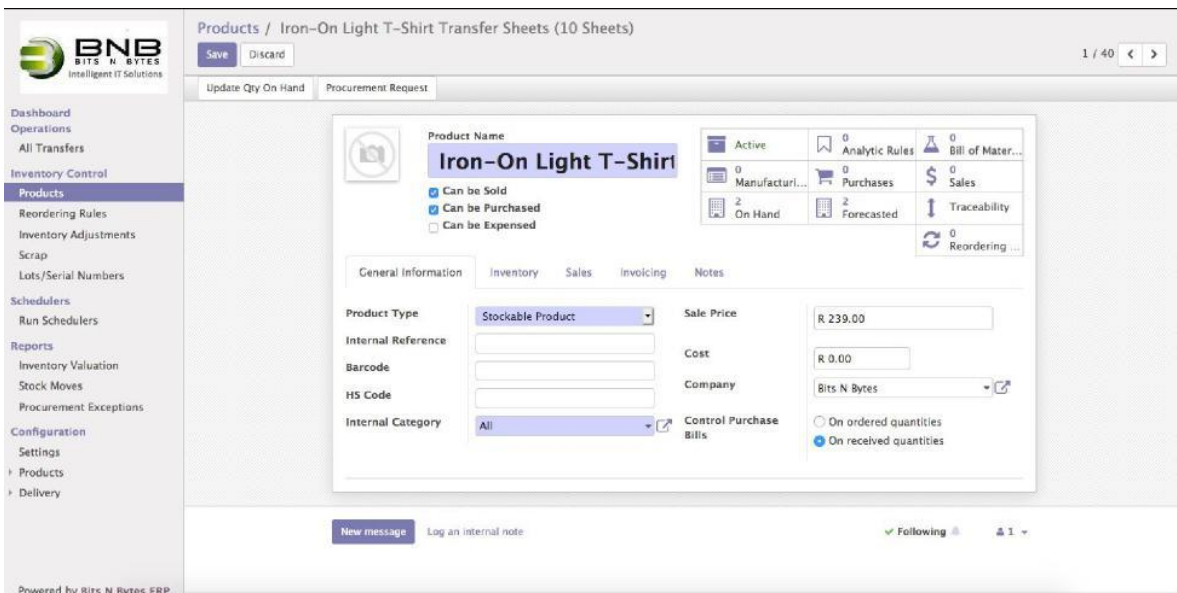
Inventory

Module for managing stock and products, you may create warehouses based on stock locations

To manage Add, delete, Edit Products

1. Main Menu: Inventory
2. Left Menu: Products
3. Click Create to Add or Select Product and Click Edit
4. Type in Product Name
5. Select Product type

- Stockable product - For all Stock that can be counted
 - Consumable - Anything that gets used within the shop (No Stock Control)
 - Services - Service Products like repairs, etc.
6. Type in Sale price
 7. Type in you last known cost price
 8. Go to Sales Tab (General information | Inventory | **Sales** | Variants | Accounting ...)
 9. Select **Point Of Sale Category** or Create and other features
 10. Variants (On Variants Tab)
 - If you have a product that has variants day a shoe that has different sizes, create them here. Attribute will be the defining factor (i.e: Size), then values will be your different Values Available i.e Size 2, Size 3, etc.
 11. Click Save



Inventory Count / Stock Take

1. Main Menu: **Inventory**
2. Left Menu: Inventory Adjustments
3. Create
 - a. Internal Reference - Your Own or Date
 - b. Inventory of: All Products

Discuss Calendar Notes Sales Point of Sale Purchases **Inventory** Manufacturing Accounting Payroll Mass Mailing More

Save Discard

Start Inventory Draft In Progress Validated

Inventory Reference
2019-08-19

Inventory of
 All products
 One product category
 One product only
 Select products manually
 One Lot/Serial Number

Include Exhausted Products

Inventory Date: 18 Aug 2019 06:39:30
Force Accounting Date: [Dropdown]
Company: Bits N Bytes [Dropdown]

Powered by Bits N Bytes ERP

- c. Include Exhausted products: Always select it so that you account for everything

4. Start Inventory
5. Now Start Counting

Backing up Database

Should be Done Regularly

1. When logged in logout of the system
2. Click on manage Databases
3. Click on Back up
4. Enter Master password (Default is admin)
5. Click Backup
6. Save the file, we recommend you save it on a safe flash disk or on a Cloud Backup

Restore Database

1. Open the system
2. Do not login, click on manage databases
3. Click on restore
4. Enter your admin password
5. Proceed with system restore