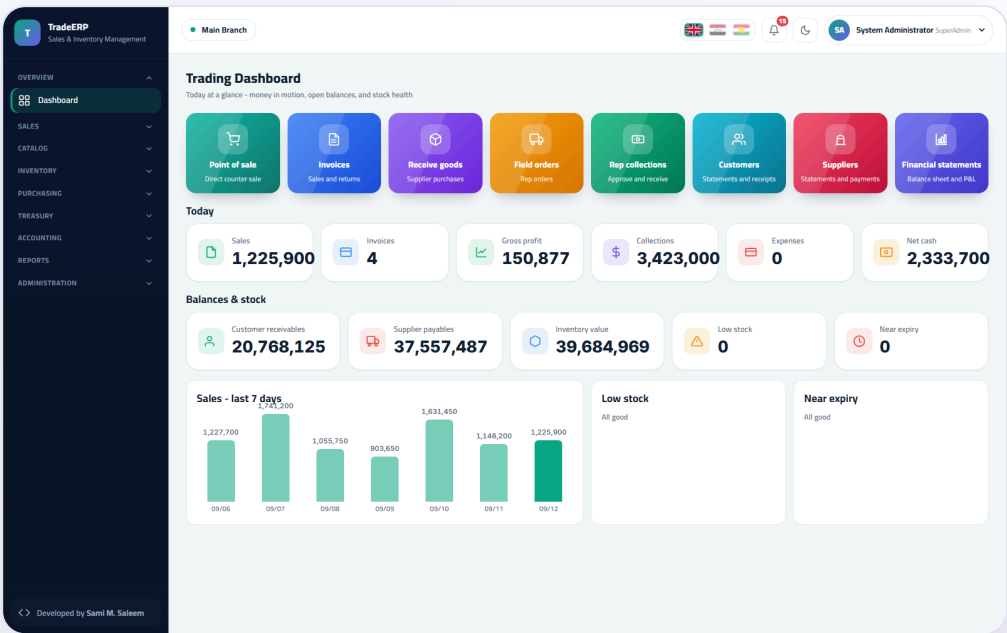




TradeERP — Sales, Inventory, POS & Accounting

User & Training Manual

From company setup to period close — step by step, with real screens



Version 1.0 · Prepared 2026-09-12

Every screen in this manual comes from a demo environment with entirely fictional data.

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Chapter 1

Introduction and Quick Start

1.1 What is TradeERP?

TradeERP is a web-based commercial management system for companies and stores that sell goods: wholesalers, distributors, supermarkets, showrooms, and multi-branch retail chains. It brings the whole trading cycle into one place:

Area	What it covers
Catalog	Products, categories, units, barcodes, prices
Inventory	Stock on hand per warehouse, batches with expiry dates (FEFO), movement ledger, adjustments, transfers, stock counts
Purchasing	Suppliers, purchase invoices, goods receipt, returns, supplier balances
Sales	Point of sale (POS), sales invoices, orders, returns, customers, sales representatives and their custody
Treasury	Cashboxes, cash sessions, expenses, collections
Accounting	Double-entry journal, general ledger, trial balance, income statement, balance sheet, accounting periods
Administration	Users, roles and permissions, branches, numbering, backups, data-integrity checks, audit trail

Every sale, receipt, or expense you post creates the matching journal entry automatically — the accountant never re-types operational documents.

Demo note. All names, amounts and documents shown in this manual come from a demo company ("My Trading Company") whose data is generated automatically. Nothing in it is real.

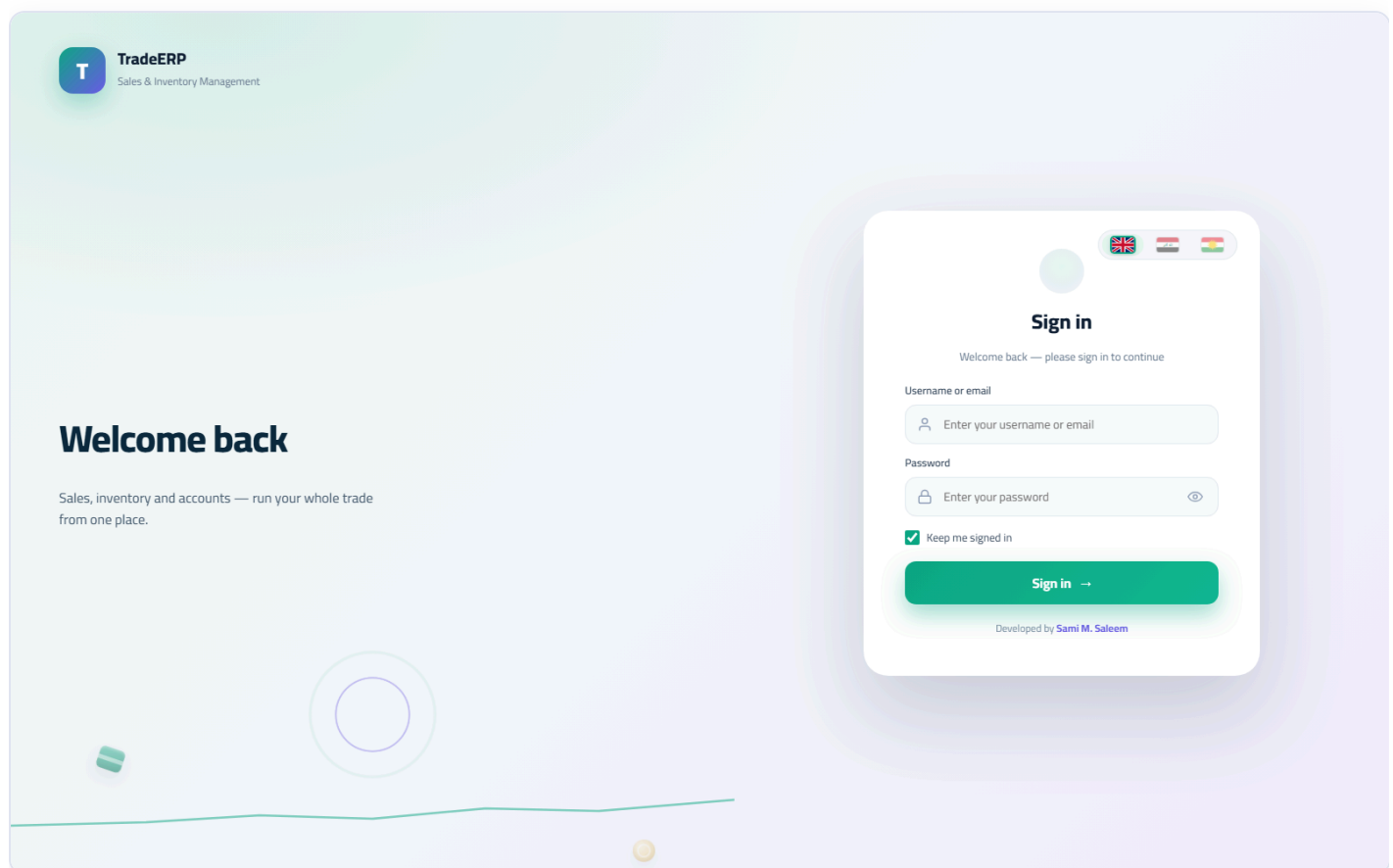
1.2 Who uses it?

Role	Typical user	Main screens
System Administrator	Owner / IT	Everything, plus users, permissions, backups
Branch Manager	Store manager	Dashboard, sales, purchases, inventory, reports of the branch
Cashier	Front desk	Point of sale, cash sessions, customers
Accountant	Finance	Treasury, journal, ledger, statements, periods
Sales Rep	Field sales	Rep orders, collections, custody (also through the mobile app)

The system ships with 15 predefined roles; each role's permissions can be adjusted from **Administration** → **Permissions**.

1.3 Signing in

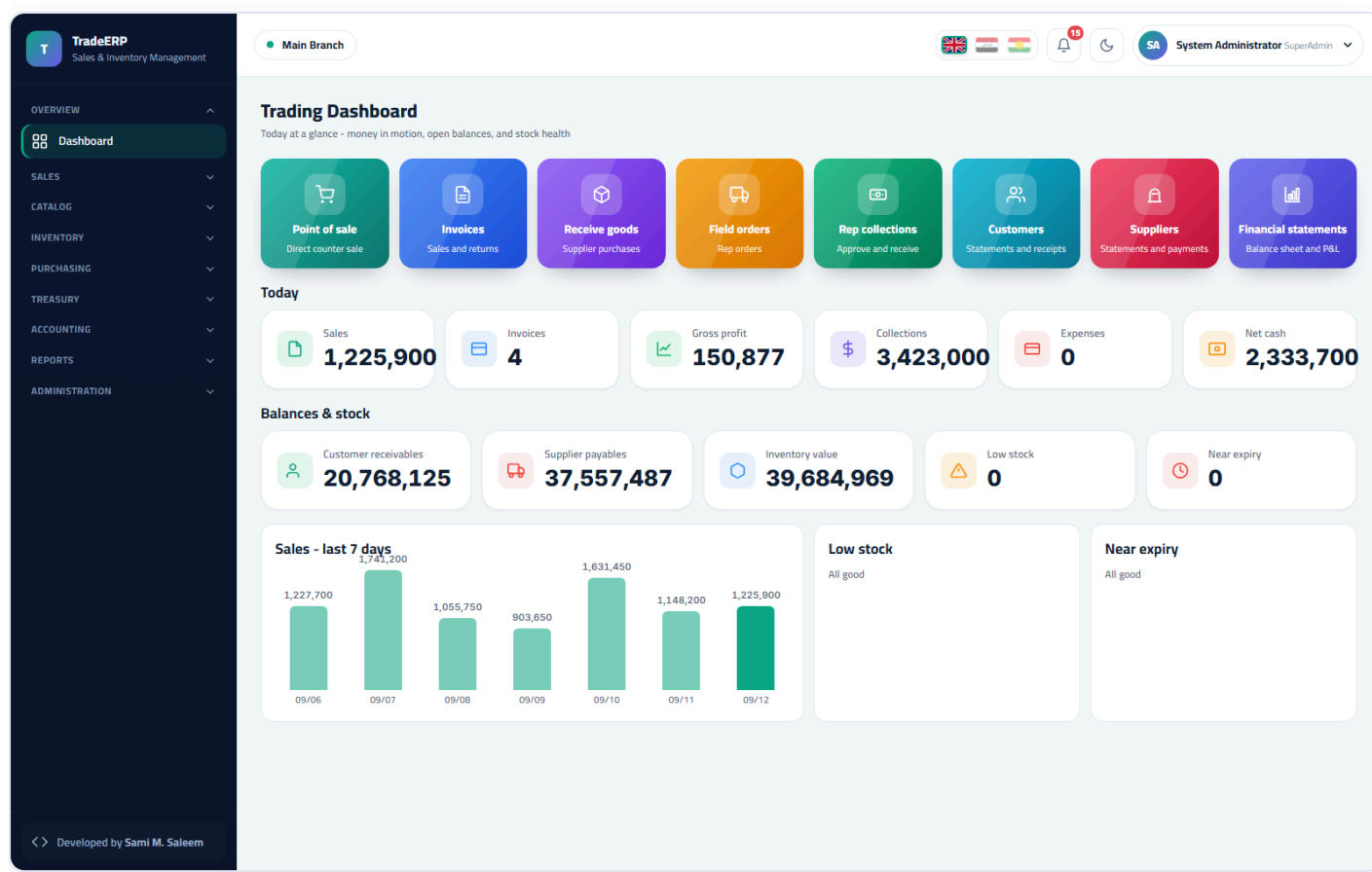
1. Open the system address in a modern browser (Chrome, Edge, Firefox, Safari).
2. Enter your **username or e-mail** and **password**.
3. Choose the interface language with the flags at the top of the login card: **English**, **Arabic** or **Kurdish**. Arabic and Kurdish switch the whole layout to right-to-left.
4. Click **Sign in**. Keep "**Keep me signed in**" ticked on your own device only.



Sign-in page with the language flags

On first sign-in a new account is asked to set its own password.

1.4 The main layout



The dashboard — today's numbers, balances, low stock and near-expiry alerts

- **Sidebar (start side)** — grouped menu: Overview, Sales, Catalog, Inventory, Purchasing, Treasury, Accounting, Reports, Administration. Click a group title to expand it.
- **Top bar** — the active **branch**, language flags, notifications bell, dark/light mode, and your profile menu.
- **Dashboard** — quick tiles for POS, invoices, purchases, customers and reports; **Today** counters (sales, invoices, returns, collections, expenses); **Balances & stock** (customer receivables, supplier payables, inventory value, low-stock and near-expiry counts); a 7-day sales chart and the low-stock / near-expiry lists.

1.5 Patterns you will meet on every screen

- **Lists** have a search box, filters, column sorting and paging. The : or pencil icon on a row opens edit/view actions.
- **Forms** validate as you type; required fields are marked and the save button stays disabled until the form is valid.
- **Documents** (invoices, receipts, vouchers) have a status: *Draft* → *Posted*. Posted documents are immutable; corrections are made with returns or adjusting entries.
- **Numbers** follow the branch-scoped numbering series set in **Administration** → **Numbering**.
- **Dates and money** respect the company base currency (IQD by default) and the USD rate defined in company settings.
- **Print** buttons open a print-ready view of the document or report.

1.6 Ten-minute first tour

1. Open **Catalog** → **Products** and look at a product: units, barcode, purchase and sale prices.
2. Open **Inventory** → **Stock on Hand** and pick a warehouse.
3. Open **Sales** → **Point of Sale**, click **Open session**, scan or click a few products, then **Pay (F9)**.
4. Go to **Sales** → **Invoices** — your sale is there, posted.
5. Open **Accounting** → **Journal** — the sale's journal entry (cash / revenue / COGS / inventory) was created automatically.
6. Open **Reports** → **Sales** for the day's totals.

You have just walked the complete path from the shelf to the ledger.

Organization Setup

2.1 Company profile

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Settings

Company profile and the house exchange rate

Company profile

Company name (Arabic)*
شركتي للتجارة العامة

Company name (English)*
My Trading Company

Legal name

Tax number

Phone

Email

Address

City
Duhok

Company logo

UPLOAD LOGO

PNG / JPG / WEBP up to 2MB - appears on login and printed documents

Currency and exchange

Base currency: IQD — all books and reports are kept in it

USD rate (dinars per dollar)

1,450

د.ع / \$

Example

\$100 ≈ 145,000 IQD

Gift ceilings

The most a single invoice may give away. Zero = no ceiling. The tighter of the two applies, and only a holder of the override permission may pass it.

Percent of invoice value
0.00 %

Units per invoice
0

Deleting invoices

A posted invoice is a numbered document the customer is holding. Reversing keeps the books right and both documents visible; deleting takes the row out of the registers and leaves a gap in the sequence.

☐ Allow deleting invoices

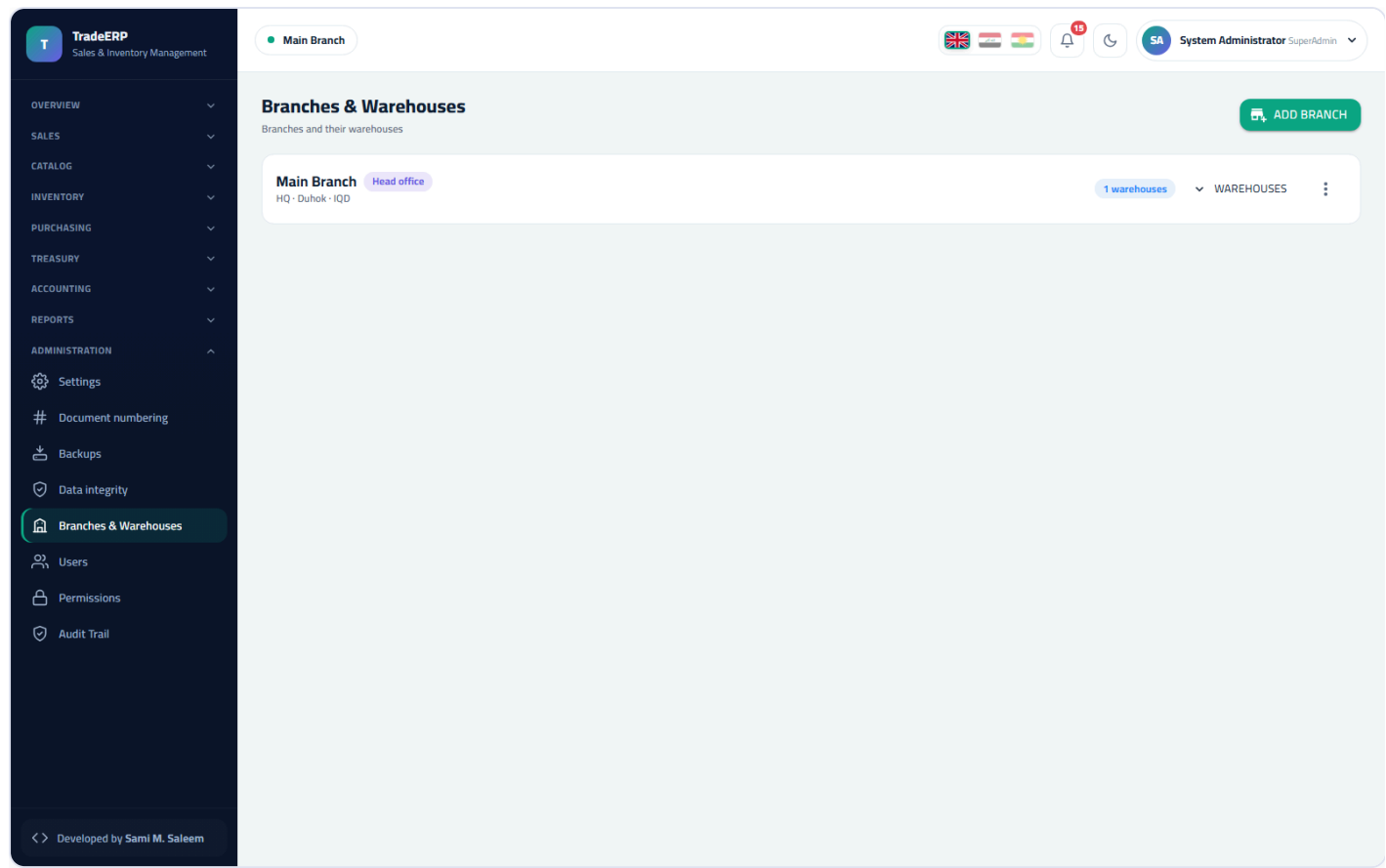
SAVE

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Company settings

2.2 Branches and warehouses

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Branches and their warehouses

Tip. Create one "Main" warehouse per branch first. Add "Damaged" or "Showroom" warehouses later only if you really move stock between them.

2.3 Document numbering

Administration → Numbering. Each document type (sales invoice, purchase invoice, receipt, payment voucher, journal entry...) has its own prefix, next number and padding per branch. Numbers are assigned when a document is **posted**, so drafts never consume a number.

Numbering series per document type and branch

Administration → **Users**. Create a user with a username, e-mail, full name, role, home branch and default warehouse. New users are created with "**must change password**" switched on, so the temporary password you hand over is replaced on first sign-in. Deactivate (never delete) users who leave – their history stays in the audit trail.

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Users

L Logins, roles and access

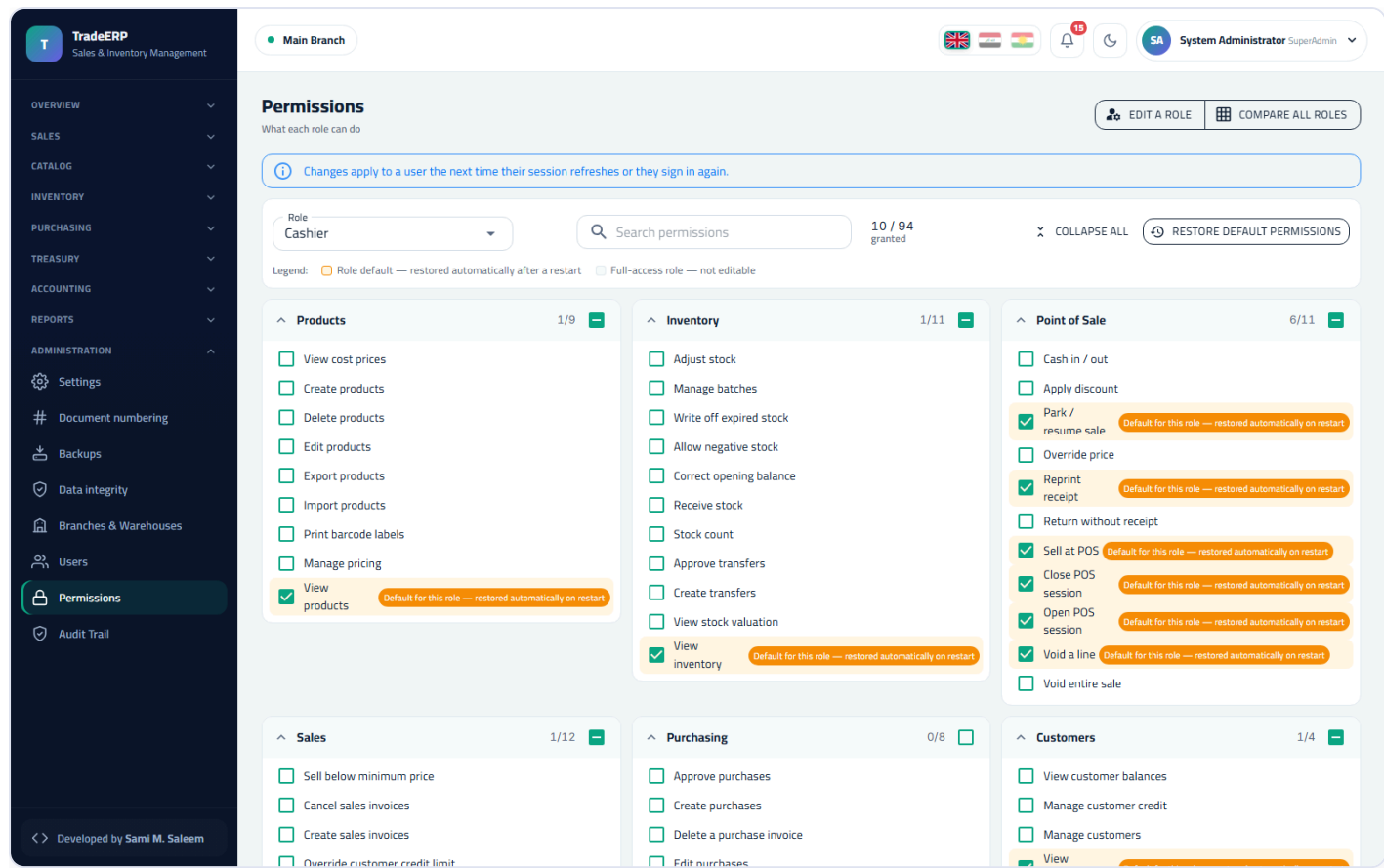
ADD USER

User	Role	Branch	Status	Last sign-in	
Demo Accountant accountant@tradeerp.local	Accountant	Main Branch	Active	—	⋮
Demo Branch Manager manager@tradeerp.local	Branch Manager	Main Branch	Active	—	⋮
Demo Cashier cashier@tradeerp.local	Cashier	Main Branch	Active	—	⋮
System Administrator admin@tradeerp.local	Super Admin	Main Branch	Active	2026-09-12 17:08	⋮

Users list

2.5 Roles and permissions

Administration → Permissions. The matrix lists every permission (view / create / post / cancel / export...) against every role. Tick or untick, then **Save**; the change reaches signed-in users on their next request — no re-login needed.



The permission matrix

Rule of least privilege. Cashiers post sales but do not cancel posted invoices; accountants see money screens but not payroll; only the administrator manages users and backups.

2.6 Chart of accounts

Accounting → Chart of Accounts. A ready chart (assets, liabilities, equity, revenue, expenses) is created for you with the control accounts the automatic postings use (cash, receivables, inventory, payables, sales revenue, COGS, discounts, VAT). Add sub-accounts freely; do not delete control accounts.

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Chart of Accounts

The accounts that structure the general ledger

All types

Search

APPLY

NEW ACCOUNT

Code	Name	Type	Normal side	Postable
1000	Assets	Asset	Debit	—
1010	Cash	Asset	Debit	✓
1020	Accounts Receivable	Asset	Debit	✓
1030	Inventory	Asset	Debit	✓
1040	Bank	Asset	Debit	✓
2000	Liabilities	Liability	Credit	—
2010	Accounts Payable	Liability	Credit	✓
2020	VAT Payable	Liability	Credit	✓
2030	Salaries Payable	Liability	Credit	✓
3000	Equity	Equity	Credit	—
3010	Owner's Equity	Equity	Credit	✓
3020	Retained Earnings	Equity	Credit	✓
3900	Opening Balances	Equity	Credit	✓

Chart of accounts

2.7 Cashboxes

Treasury → Cashboxes. One cashbox per till or safe, each linked to a ledger account and a branch. POS sessions open and close against a cashbox.

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Cashboxes

Drawers and the main safe - live balances, hand-overs and shifts

CASH SESSIONS

TRANSFER CASH

NEW CASHBOX

Total cash on hand

-46,852,475

Active boxes

1

★ Main cashbox

Main safe - default for cash outside sessions

-46,852,475

TRANSFER CASH

Recent hand-overs

No transfers yet

Cashboxes

Chapter 3

Catalog and Inventory

3.1 Categories

Catalog → Categories. A two-level tree (category → sub-category) with English and Arabic names, display order and an active flag. Categories drive the quick-filter chips on the POS screen and the grouping in reports.

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Categories

Product categories

+ NEW CATEGORY

Name (Arabic)	Name (English)	Products	Order	Status	
مواد غذائية	Foodstuffs	16	1	Active	✎
مشروبات	Beverages	7	2	Active	✎
منظفات ومنزلية	Cleaning & Home	8	3	Active	✎
قرطاسية	Stationery	1	4	Active	✎

Categories

3.2 Products

Catalog → Products. Each product has: code, barcode(s), English/Arabic names, category, base unit and optional pack units (e.g. *carton of 24*), purchase price, sale price(s), VAT flag, reorder level, and whether it is batch-tracked (expiry).

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Products

Product & product catalog

Search

All categories

BARCODES

EXCEL IMPORT

ADD PRODUCT

Name	Code	Brand	Selling price	Stock	Flags
أكياس نايلون 1 كغ Nylon bags 1kg · Cleaning & Home	P - 223		2,850	58 حبة	⋮
كلور 4 لتر Bleach 4L · Cleaning & Home	P - 222		2,400	109 حبة	⋮
مناديل سحب 10 علب Tissues 10 boxes · Cleaning & Home	P - 221		6,300	242 حبة	⋮
ورق تواليت 24 لفة Toilet paper 24 · Cleaning & Home	P - 220		8,100	260 حبة	⋮
معقم أرضيات 4 لتر Floor cleaner 4L · Cleaning & Home	P - 219		3,550	199 حبة	⋮
صابون دلي 4 لتر Dish soap 4L · Cleaning & Home	P - 218		4,000	83 حبة	⋮
مسحوق غسيل 5 كغ Laundry powder 5kg · Cleaning & Home	P - 217		9,250	59 حبة	⋮
قهوة عربية 500 غ Arabic coffee 500g · Beverages	P - 216		8,850	336 حبة	⋮
مشروب طاقة 24 علية Energy drink 24 · Beverages	P - 215		20,000	231 حبة	⋮
عصير برتقال 1 لتر Orange juice 1L · Beverages	P - 214		1,750	198 حبة	⋮
مشروب غازي 24 علية Soft drink 24 cans · Beverages	P - 213		10,000	88 حبة	⋮
ماء صحي 12 قنينة Water 12 bottles · Beverages	P - 212		3,100	79 حبة	⋮
حليب مجفف 2.5 كغ Milk powder 2.5kg · Foodstuffs	P - 211		17,300	313 حبة	⋮

Products list

Steps to add a product:

1. **Products** → **Add product**.
2. Fill code, names, category and base unit.
3. Add pack units with their multipliers if the product is bought or sold in packs.
4. Enter prices; enable **Batch / expiry tracking** for food, medicine, or chemicals.
5. **Save**. The product is immediately available in POS and purchasing.

Prices can also be updated in bulk from the list with **Import from Excel** (the template is downloadable from the same menu).

3.3 Stock on hand

Inventory → **Stock on Hand**. Quantity, reserved, available, reorder level and status per product per warehouse. Filter by warehouse, category or status (*low, out, near expiry*).

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Stock on Hand

Stock balances by product and warehouse

+ RECEIVE STOCK

WarehouseMain Warehouse

ALLLOWOUT

Search

Product	Warehouse	On hand	Reserved	Available	Reorder level	Status	
Arabic coffee 500g P-216	Main Warehouse	336.000	0.000	336.000	30.000	OK	⌘ ADJUST
Basmati rice 25kg P-200	Main Warehouse	151.000	0.000	151.000	30.000	OK	⌘ ADJUST
Basmati Rice 5kg RICE-5KG	Main Warehouse	106.000	0.000	106.000	20.000	OK	⌘ ADJUST
Bleach 4L P-222	Main Warehouse	109.000	0.000	109.000	30.000	OK	⌘ ADJUST
Ceylon tea 400g P-205	Main Warehouse	93.000	0.000	93.000	30.000	OK	⌘ ADJUST
Ceylon Tea 500g TEA-500G	Main Warehouse	107.000	0.000	107.000	20.000	OK	⌘ ADJUST
Cheese triangles 24p P-210	Main Warehouse	198.000	0.000	198.000	30.000	OK	⌘ ADJUST
Chickpeas 1kg P-207	Main Warehouse	70.000	0.000	70.000	30.000	OK	⌘ ADJUST
Cola Can 330ml COLA-330	Main Warehouse	102.000	0.000	102.000	20.000	OK	⌘ ADJUST
Cooking oil 18L P-202	Main Warehouse	102.000	0.000	102.000	30.000	OK	⌘ ADJUST
Cooking Oil 1L OIL-1L	Main Warehouse	80.000	0.000	80.000	20.000	OK	⌘ ADJUST
Dish soap 4L P-218	Main Warehouse	83.000	0.000	83.000	30.000	OK	⌘ ADJUST
Energy drink 24 P-215	Main Warehouse	231.000	0.000	231.000	30.000	OK	⌘ ADJUST
Floor cleaner 4L P-219	Main Warehouse	199.000	0.000	199.000	30.000	OK	⌘ ADJUST

Stock on hand per warehouse

3.4 Batches and expiry (FEFO)

Inventory → Batches. For batch-tracked products every goods receipt creates a batch with its own expiry date, quantity and unit cost. When a sale is posted the engine issues stock from the batch that **expires first** (First-Expired, First-Out), and the cost of goods sold is taken from that batch – so margins are always real.

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Batches

Batches ordered by soonest expiry

Filter by product

Under 30 days

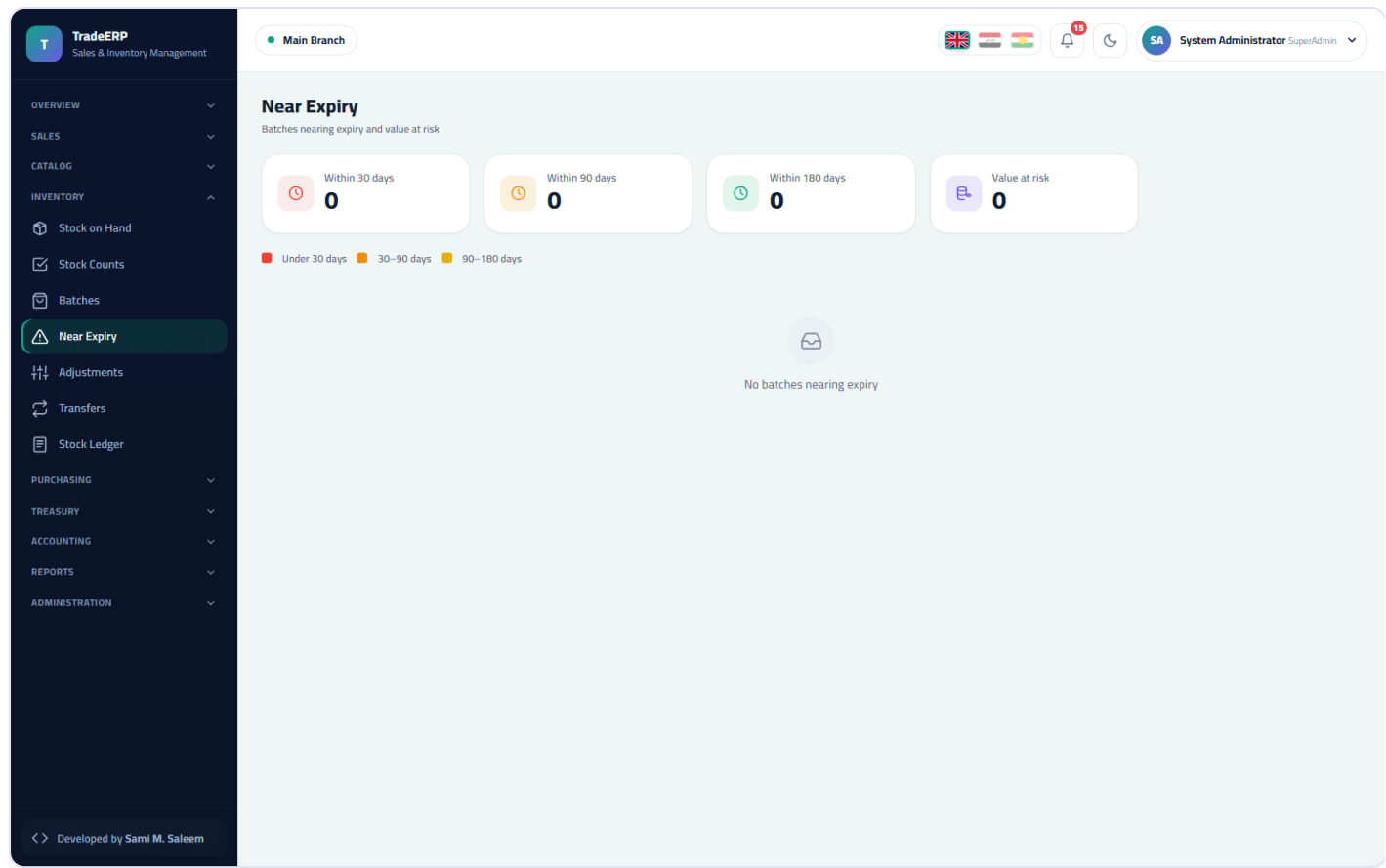
30 - 90 days

90 - 180 days

Product	Batch no.	Expiry	Days left	Remaining	Unit cost	Status
Cooking Oil 1L OIL-1L	OIL-1L-A	2027-03-12	181	0.000	2,200	Depleted
Basmati Rice 5kg RICE-5KG	RICE-5KG-A	2027-03-12	181	0.000	8,500	Depleted
Basmati Rice 5kg RICE-5KG	LOT20250913	2027-03-13	182	0.000	8,415	Depleted
Cooking Oil 1L OIL-1L	LOT20250913	2027-03-13	182	0.000	2,156	Depleted
Cooking Oil 1L OIL-1L	LOT20251122	2027-05-22	252	0.000	2,156	Depleted
Basmati Rice 5kg RICE-5KG	LOT20251122	2027-05-22	252	0.000	8,500	Depleted
Basmati Rice 5kg RICE-5KG	LOT20251202	2027-06-02	263	0.000	8,670	Depleted
Cooking Oil 1L OIL-1L	LOT20251222	2027-06-22	283	0.000	2,222	Depleted
Cooking Oil 1L OIL-1L	LOT20260102	2027-07-02	293	0.000	2,178	Depleted
Basmati Rice 5kg RICE-5KG	LOT20260102	2027-07-02	293	0.000	8,585	Depleted
Cooking Oil 1L OIL-1L	LOT20260122	2027-07-22	313	0.000	2,244	Depleted
Basmati Rice 5kg RICE-5KG	LOT20260122	2027-07-22	313	0.000	8,330	Depleted
Basmati Rice 5kg RICE-5KG	LOT20260202	2027-08-02	324	0.000	8,755	Depleted
Cooking Oil 1L OIL-1L	LOT20260202	2027-08-02	324	0.000	2,200	Depleted

Batches with expiry dates and remaining quantities

Inventory → Expiry lists everything expiring in the next 30 / 60 / 90 days so it can be discounted or returned to the supplier in time.



Near-expiry watch list

3.5 Stock ledger

Inventory → **Stock Ledger** is the audit trail of stock: one line per movement (receipt, sale, return, adjustment, transfer, count) with the document reference, quantity in/out, unit cost and running balance. If a quantity ever looks wrong, this is where you find out why.

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General Ledger

Every stock movement, newest first - with a live ledger-vs-on-hand reconciliation

519 of 535 stock rows do NOT match their ledger - investigate before trusting balances.

Product	Batch no.	Warehouse	On hand	Ledger sum	Difference
Cola Can 330ml (COLA-330)	-	Main Warehouse	4.00	956.00	-952.00
Cola Can 330ml (COLA-330)	LOT20250913	Main Warehouse	0.00	220.00	-220.00
Cola Can 330ml (COLA-330)	LOT20260102	Main Warehouse	0.00	186.00	-186.00
Cola Can 330ml (COLA-330)	LOT20260122	Main Warehouse	0.00	164.00	-164.00
Cola Can 330ml (COLA-330)	LOT20260302	Main Warehouse	0.00	184.00	-184.00
Cola Can 330ml (COLA-330)	LOT20260322	Main Warehouse	0.00	186.00	-186.00
Cola Can 330ml (COLA-330)	LOT20260402	Main Warehouse	0.00	186.00	-186.00
Cola Can 330ml (COLA-330)	LOT20260422	Main Warehouse	0.00	162.00	-162.00
Cola Can 330ml (COLA-330)	LOT20260502	Main Warehouse	0.00	178.00	-178.00
Cola Can 330ml (COLA-330)	LOT20260522	Main Warehouse	0.00	194.00	-194.00
Cola Can 330ml (COLA-330)	LOT20260612	Main Warehouse	0.00	168.00	-168.00
Cola Can 330ml (COLA-330)	LOT20260722	Main Warehouse	0.00	168.00	-168.00
Cola Can 330ml (COLA-330)	LOT20260802	Main Warehouse	0.00	160.00	-160.00
Cola Can 330ml (COLA-330)	LOT20260812	Main Warehouse	0.00	194.00	-194.00
Notebook A5 (NOTE-A5)	-	Main Warehouse	4.00	396.00	-392.00
Notebook A5 (NOTE-A5)	LOT20250913	Main Warehouse	0.00	472.00	-472.00
Notebook A5 (NOTE-A5)	LOT20251102	Main Warehouse	0.00	350.00	-350.00
Notebook A5 (NOTE-A5)	LOT20251202	Main Warehouse	0.00	356.00	-356.00
Notebook A5 (NOTE-A5)	LOT20251212	Main Warehouse	0.00	326.00	-326.00
Notebook A5 (NOTE-A5)	LOT20260102	Main Warehouse	0.00	354.00	-354.00
Notebook A5 (NOTE-A5)	LOT20260202	Main Warehouse	0.00	326.00	-326.00
Notebook A5 (NOTE-A5)	LOT20260222	Main Warehouse	0.00	334.00	-334.00
Notebook A5 (NOTE-A5)	LOT20260322	Main Warehouse	0.00	351.00	-351.00

Stock movement ledger

3.6 Adjustments

Inventory → Adjustments. Record damage, loss, found stock or opening balances: choose warehouse, product, batch (if tracked), quantity (+/-), reason and note, then post. The adjustment produces the stock movement **and** the accounting entry (inventory ↔ shrinkage/opening-balance account).

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Adjustments

Manual audited adjustment of a batch position

Warehouse*

Main Warehouse

▼

Product*

▼

Batch*

▼

Reason*

Cycle count

▼

Change (+/-)

0

^

▼

Positive increases on-hand, negative decreases it

Note

ADJUST

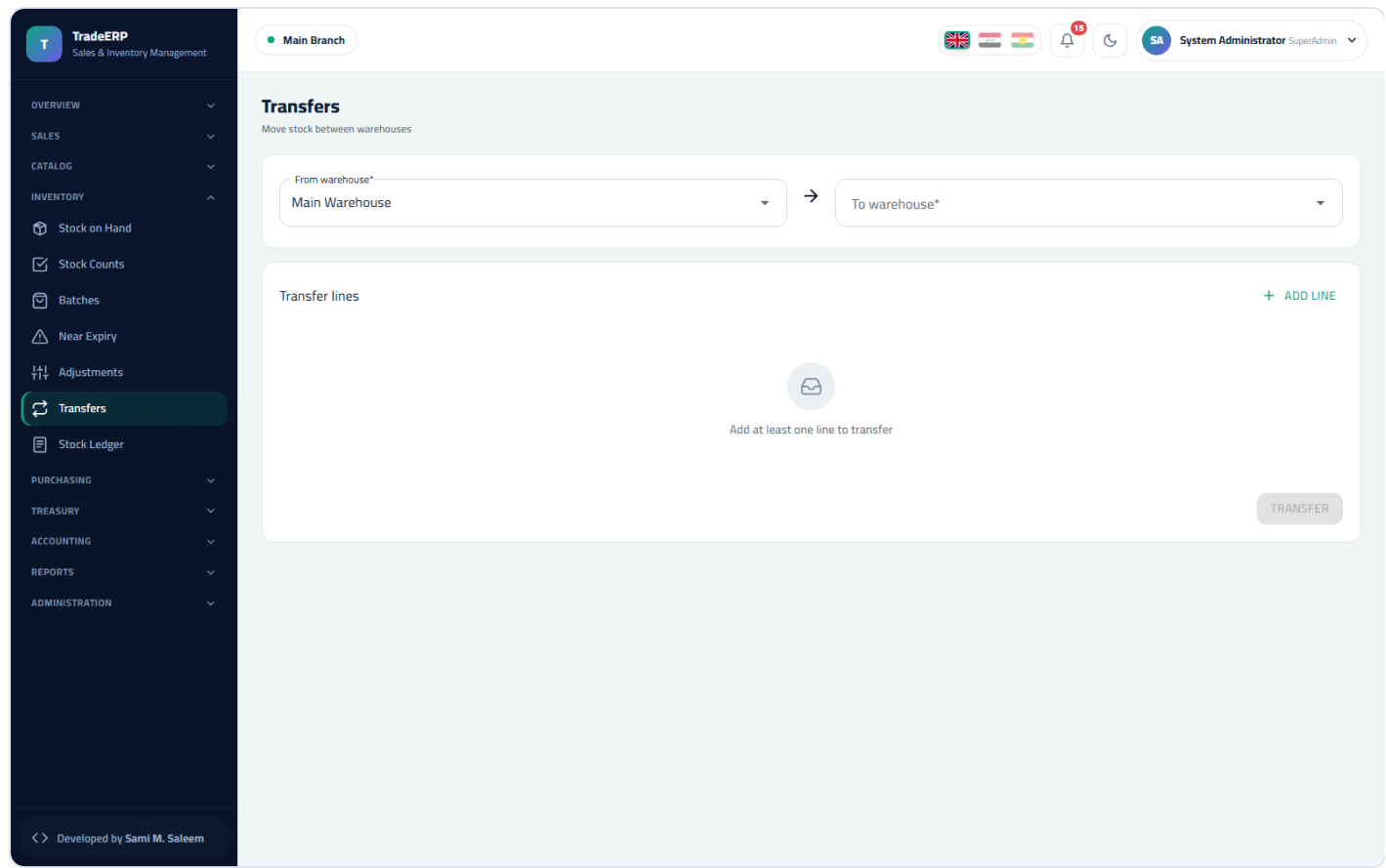
Recent adjustments

No adjustments yet in this session

Stock adjustment form

3.7 Transfers

Inventory → Transfers. Move goods between warehouses (same or different branch). A transfer is *issued* from the source and *received* at the destination; in-transit quantity is visible until the receiving side confirms.



Warehouse transfers

3.8 Stock counts

Inventory → Counts. Start a count for a warehouse (optionally one category), print the count sheet, enter counted quantities, review the variance list, and **post** — differences become adjustments automatically with a full paper trail.

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Sales & Inventory Management

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Stock on Hand

Stock Counts

Batches

Near Expiry

Adjustments

Transfers

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NEW COUNT

Stock Counts

Physical counts - differences move stock and post to the ledger

Count #	Warehouse	Date	Counted by	Lines	Overage	Shortage
No counts yet						

Rows per page: 10 0-0 of 0 |< < > >|

Stock count with variances

Chapter 4

Purchasing

4.1 Suppliers

Purchasing → Suppliers. Name, contact details, payment terms, opening balance and a linked payable account. The list shows each supplier's **outstanding balance** live.

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📄 Purchase invoice

📄 Purchases

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📄 Purchase Returns

🚚 Suppliers

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Suppliers

Suppliers and their outstanding balances

🔍 Search

📁 ARCHIVED SUPPLIERS

+ ADD SUPPLIER

Supplier	Phone	Email	Credit Limit	Outstanding	
Al-Furat Detergents S-103 - المنظفات - الفرات	07502380432	—	50,000,000 IQD	14,743,905 IQD	⋮
Al-Rafidain Foodstuffs S-100 - مخازن الرافدين للمواد الغذائية	07502296837	—	50,000,000 IQD	8,965,881 IQD	⋮
Baghdad General Trading S-101 - بغداد للتجارة العامة	07502905183	—	50,000,000 IQD	9,161,378 IQD	⋮
Duhok Beverages S-102 - دهوك للمشروبات	07502263877	—	50,000,000 IQD	4,686,323 IQD	⋮

Rows per page: 20 1-4 of 4 |< < > >|

Suppliers with outstanding balances

4.2 Purchase invoices

Purchasing → New Purchase.

1. Choose supplier, warehouse and invoice date; type the supplier's invoice number.
2. Add lines: product, unit (base or pack), quantity, unit cost, discount, VAT. For batch-tracked products enter the **batch number and expiry date** — this is what feeds FEFO later.
3. Add freight or other landed costs if the supplier charged them; they are spread over the lines' cost.
4. **Post.** Stock is received, the batches are created, the supplier balance increases, and the journal entry (inventory / VAT / payable) is written.

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Purchase invoice

Receive and pay in one screen — stock and books post instantly

PURCHASES

Supplier*

Warehouse

Invoice date

Supplier invoice no. / notes

Add product

Search by name, code or barcode...

Search and add products to start the purchase invoice

Payment to supplier

Full credit

Full cash

Partial

Items0

Invoice total0

Paid now0

Remaining on account0

CLEAR

POST INVOICE

New purchase invoice with batch and expiry per line

Purchasing → Invoices lists all purchases with status, totals and paid/unpaid amounts.

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Purchases

All posted purchase invoices

+ PURCHASE INVOICE

Show cancelled

Invoice no.	Invoice date	Supplier	Warehouse	Source	Lines	Invoice total	
GRN-20260912-0004	2026-09-12	Duhok Beverages	Main Warehouse	Direct purchase	2	406,856	
GRN-20260912-0003	2026-09-12	Al-Furat Detergents	Main Warehouse	Direct purchase	4	10,028,472	
GRN-20260912-0002	2026-09-12	Baghdad General Trading	Main Warehouse	Direct purchase	2	6,573,612	
GRN-20260912-0001	2026-09-12	Al-Rafidain Foodstuffs	Main Warehouse	Direct purchase	5	4,397,833	
GRN-20260902-0004	2026-09-02	Al-Rafidain Foodstuffs	Main Warehouse	Direct purchase	3	7,794,225	
GRN-20260902-0003	2026-09-02	Duhok Beverages	Main Warehouse	Direct purchase	5	5,401,816	
GRN-20260902-0002	2026-09-02	Al-Furat Detergents	Main Warehouse	Direct purchase	3	1,210,118	
GRN-20260902-0001	2026-09-02	Baghdad General Trading	Main Warehouse	Direct purchase	5	3,717,608	
GRN-20260822-0004	2026-08-22	Al-Furat Detergents	Main Warehouse	Direct purchase	5	9,263,215	
GRN-20260822-0003	2026-08-22	Duhok Beverages	Main Warehouse	Direct purchase	4	4,308,719	
GRN-20260822-0002	2026-08-22	Baghdad General Trading	Main Warehouse	Direct purchase	3	7,711,956	
GRN-20260822-0001	2026-08-22	Al-Rafidain Foodstuffs	Main Warehouse	Direct purchase	2	1,296,704	
GRN-20260812-0004	2026-08-12	Al-Rafidain Foodstuffs	Main Warehouse	Direct purchase	4	9,791,272	
GRN-20260812-0003	2026-08-12	Duhok Beverages	Main Warehouse	Direct purchase	5	4,642,908	
GRN-20260812-0002	2026-08-12	Baghdad General Trading	Main Warehouse	Direct purchase	4	3,219,400	
GRN-20260812-0001	2026-08-12	Al-Furat Detergents	Main Warehouse	Direct purchase	2	1,303,719	
GRN-20260802-0004	2026-08-02	Al-Furat Detergents	Main Warehouse	Direct purchase	3	9,138,200	
GRN-20260802-0003	2026-08-02	Baghdad General Trading	Main Warehouse	Direct purchase	3	7,490,277	
GRN-20260802-0002	2026-08-02	Duhok Beverages	Main Warehouse	Direct purchase	2	790,514	
GRN-20260802-0001	2026-08-02	Al-Rafidain Foodstuffs	Main Warehouse	Direct purchase	4	1,955,512	

Purchase invoices

4.3 Goods receipt notes

When goods arrive before the invoice (or in several deliveries), receive them with a **goods receipt** against the order; the invoice later matches the receipts so stock is never counted twice.

4.4 Purchase returns

Purchasing → Returns. Pick the original invoice, select the lines and quantities going back, and post. Stock leaves the warehouse from the exact batch, and a credit is recorded against the supplier.

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Purchase Returns
Return goods to a supplier - stock leaves FEFO and the payable shrinks

New return

Supplier: Al-Furat Detergents | Warehouse: Main Warehouse | Reason:

Add product: Scan a barcode or search by code / name

No purchase returns yet

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Purchase returns

4.5 Paying suppliers

Supplier payments are recorded from **Treasury** (payment voucher against the supplier) or directly from the supplier's page → **Pay**. Each payment can settle one or several invoices; the remaining balance is shown per invoice.

4.6 Purchasing reports

- **Reports → Purchases** — purchases by supplier, product or period.
- **Reports → Item Card** — the complete history of one product across purchases, sales and adjustments.
- **Reports → Valuation** — inventory value by warehouse at weighted-average cost.

Chapter 5

Sales and Point of Sale

5.1 Customers

Sales → Customers. Individuals or companies with contact details, credit limit, payment terms, price list and an opening balance. The list shows the **outstanding balance** and the last payment date.

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Customers

Customers, account balances and loyalty

Search

ADD CUSTOMER

Customer	Phone	Loyalty	Outstanding	
أسواق الخابور C-000003	07703563293	35812	616,206	⋮
أسواق بادينان C-000012	07702157346	36150	246,395	⋮
أسواق دجلة C-000001	07707657314	41063	337,520	⋮
أسواق زركاري C-000021	07704145892	35736	64,421	⋮
أسواق سيريز C-000018	07708528308	30634	695,900	⋮
أسواق سيمالكا C-000009	07705348138	24162	277,607	⋮
أسواق كاني C-000015	07705466247	28191	1,066,830	⋮
أسواق نوروز C-000006	07704209127	36778	1,228,855	⋮
سوبرماركت شنگال C-000005	07709278941	36329	49,478	⋮
ماركت أفسستا C-000013	07701112650	35782	1,234,158	⋮
ماركت باناو C-000019	07705956683	35028	572,090	⋮
ماركت دلال C-000016	07709388146	36435	1,250,920	⋮
ماركت روناھي C-000010	07701271779	35336	889,150	⋮

Customers and balances

5.2 Cash sessions

A cashier cannot sell without an **open session**. **Sales → Cash Sessions** (or the **Open session** button on the POS) asks for the cashbox and the opening float. At the end of the shift the cashier **closes** the session by counting the drawer; the system shows expected vs counted cash and records any difference.

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Cash Sessions

Open, close and reconcile cashier drawers

From

To

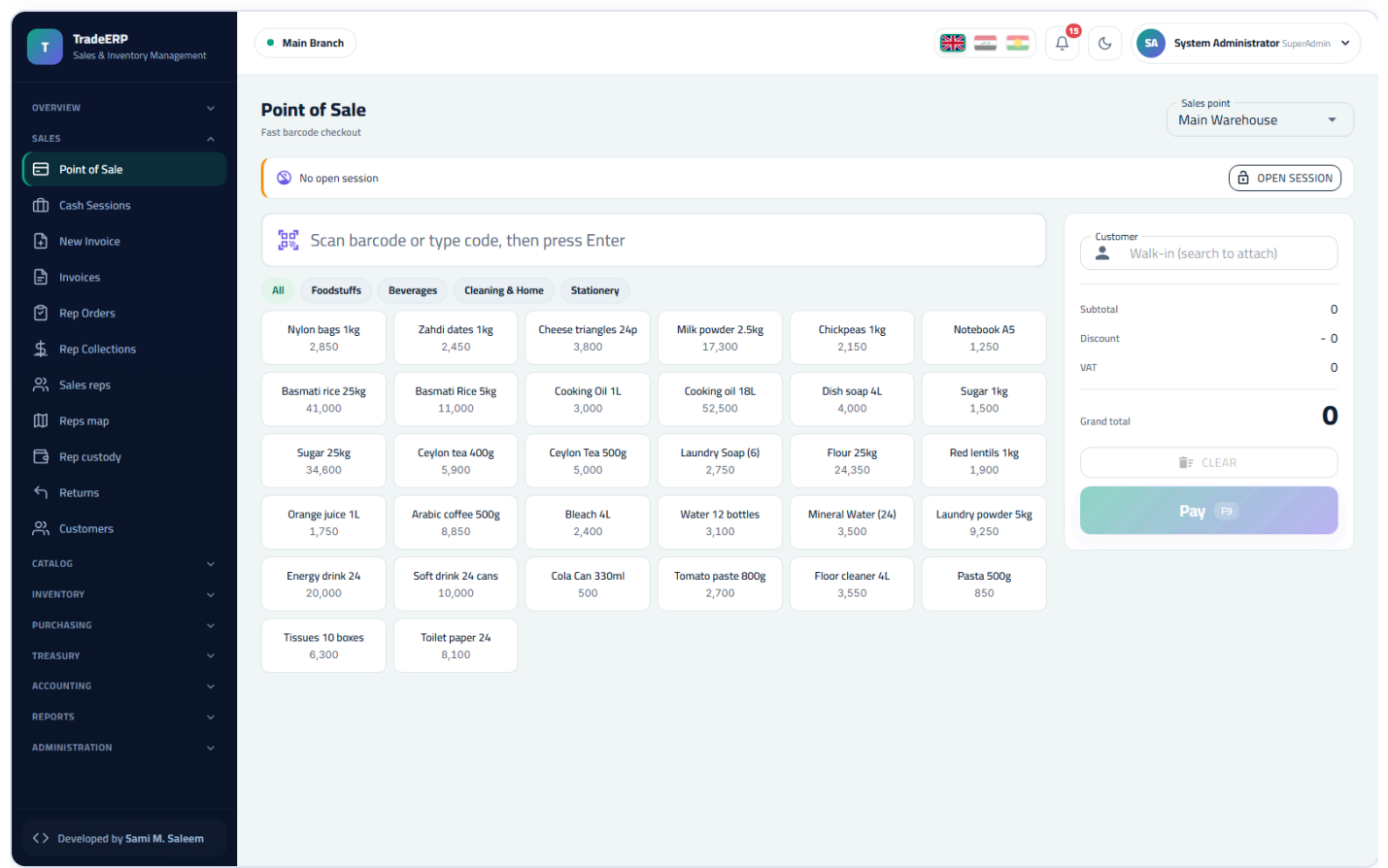
APPLY

Session No.	Cashier	Cashbox	Opened	Closed	Opening	Expected	Counted	Variance	Status
No cash sessions found									

Rows per page: 10 0-0 of 0 |< < > >|

Cash sessions — open, close, differences

5.3 Point of sale



Point of sale

The POS is built for speed:

1. **Scan** a barcode (or type the code) and press **Enter** — the line is added with quantity 1; scan again to increase.
2. Or click a product tile; the category chips filter the tiles.
3. Attach a **customer** when the sale is on account or should count toward their history; leave *Walk-in* otherwise.
4. Adjust quantity, unit or line discount in the cart; give an invoice discount if allowed by your role.
5. **Pay (F9)**: choose cash, card, or on-account; enter the amount received — the change is calculated.
6. The receipt prints and the invoice is posted. Stock, cash, customer balance and the journal are updated in the same transaction.

Keyboard shortcuts: **F9** pay · **Esc** clear · **F2** customer search · **+** / **-** quantity.

5.4 Sales invoices

Sales → **New Invoice** is the full-form counterpart of the POS for wholesale or delivery sales: customer, warehouse, due date, per-line prices and discounts, notes, and delivery details. **Sales** → **Invoices** lists everything with status and payment state; a posted invoice can be printed, e-mailed, or returned.

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Sales Invoice

← INVOICES

Retail, wholesale and carton selling - stock always moves in base units

Customer

Walk-in customer

Warehouse

Main Warehouse

Invoice date

12-09-2026

Price level

RETAIL

WHOLESALE

DISTRIBUTOR

Add product

Scan a barcode or search by code / name

No lines yet - scan or search to add the first product

Payment

Full credit

Full cash

Partial

Subtotal0

Discount0

Invoice discount

0

IQD %

WAT0

Grand total0

CLEAR

SAVE INVOICE

New sales invoice

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Sales Invoices

+ NEW INVOICE

From

12-09-2026

To

12-09-2026

Search

Show voided

Today

Yesterday

Last 7 days

This month

All

Invoice No.	Date	Customer	Items	Total	Paid	Status
SALE-20260912-0004	2026-09-12 09:51	أسواق زركاري	2	61,350	0	Completed
SALE-20260912-0003	2026-09-12 09:45	أسواق سيمالكا	3	171,350	94,500	Completed
SALE-20260912-0002	2026-09-12 09:35	محلات آري	2	50,950	50,950	Completed
SALE-20260912-0001	2026-09-12 09:27	محلات لالاش	4	942,250	942,250	Completed

Rows per page: 10 1-4 of 4

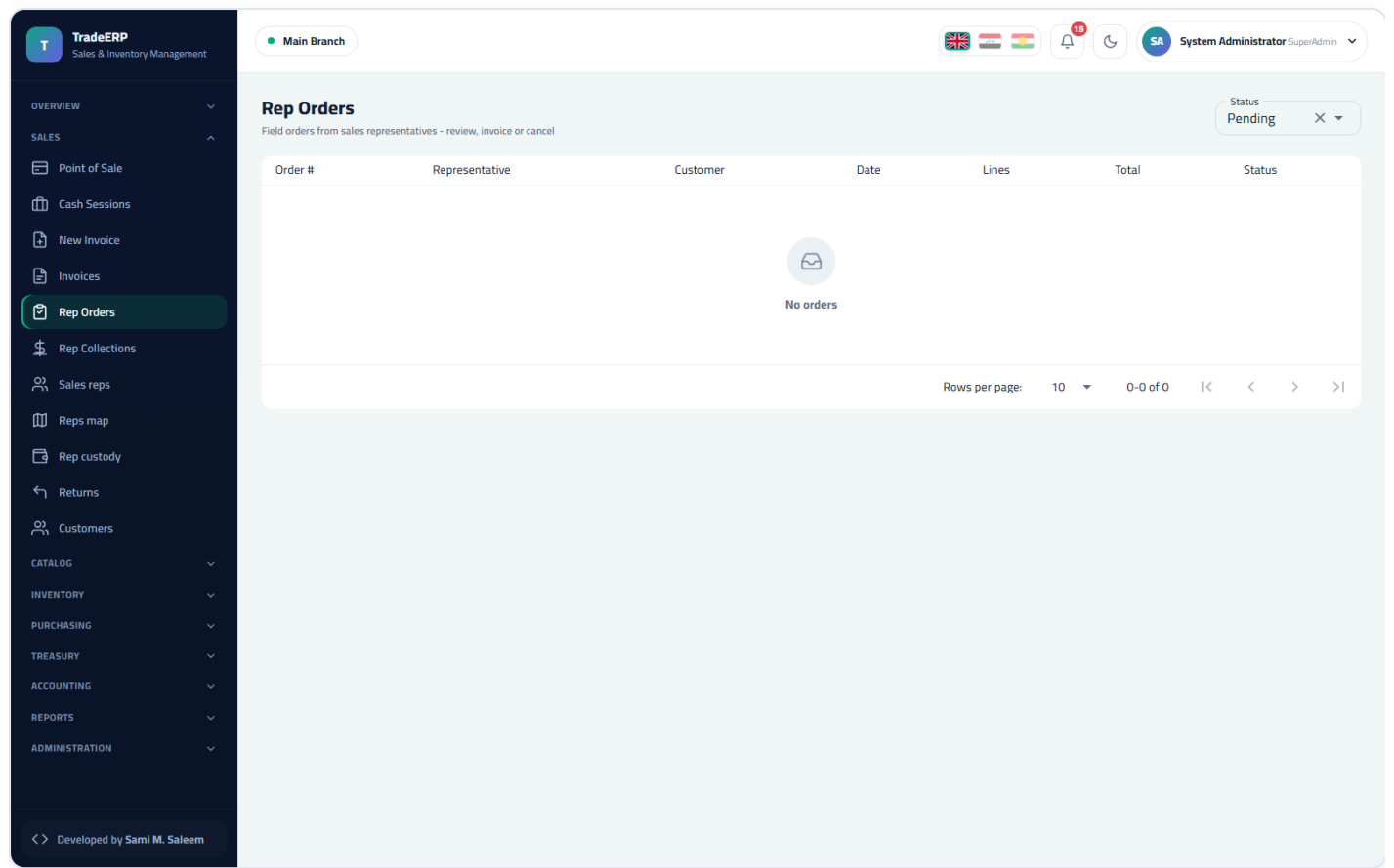
Sales invoices

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5.5 Orders

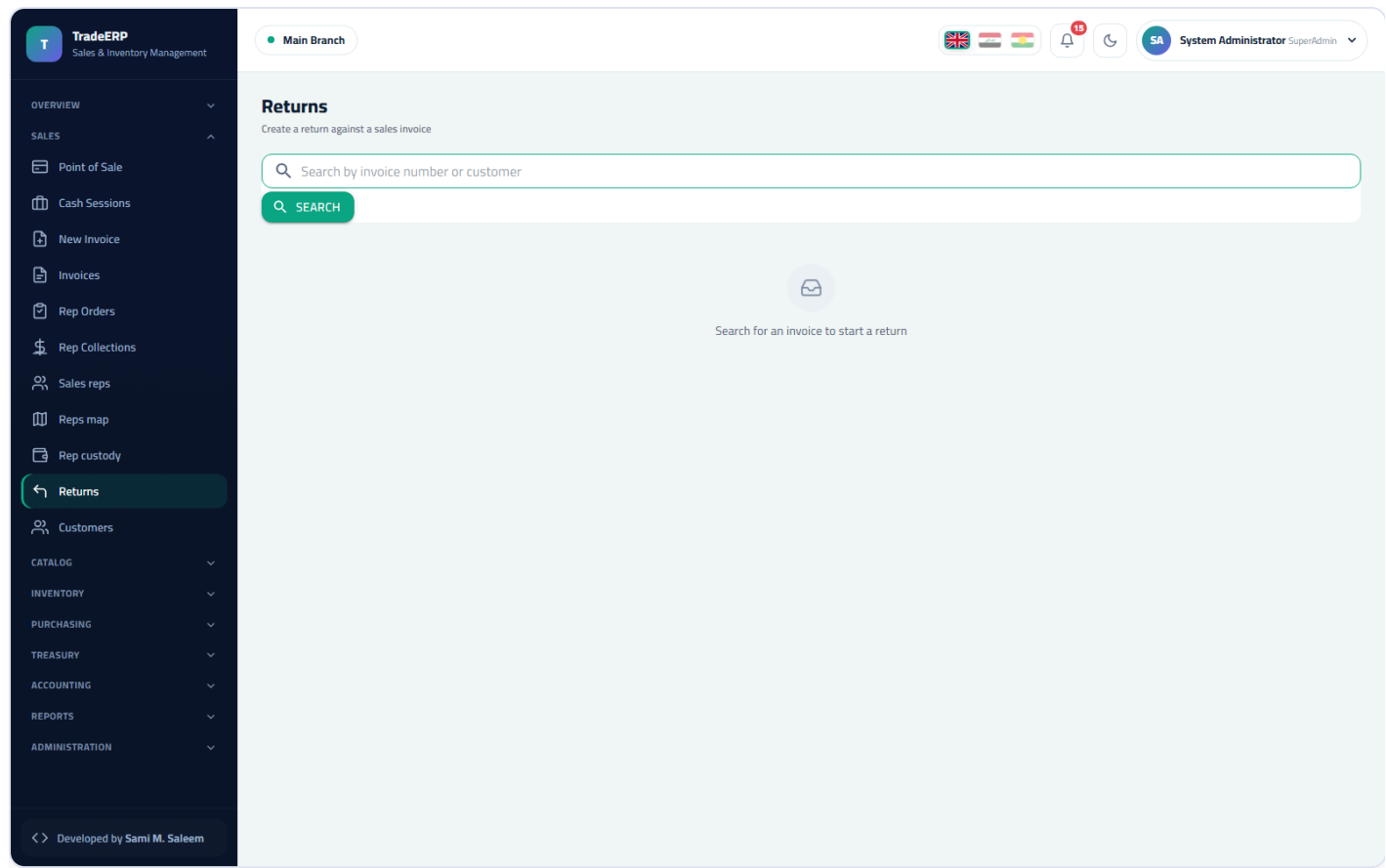
Sales → Rep Orders are orders taken by sales representatives in the field (from the mobile app) or entered for later delivery. They reserve stock and are converted to invoices when delivered.



Sales orders

5.6 Returns

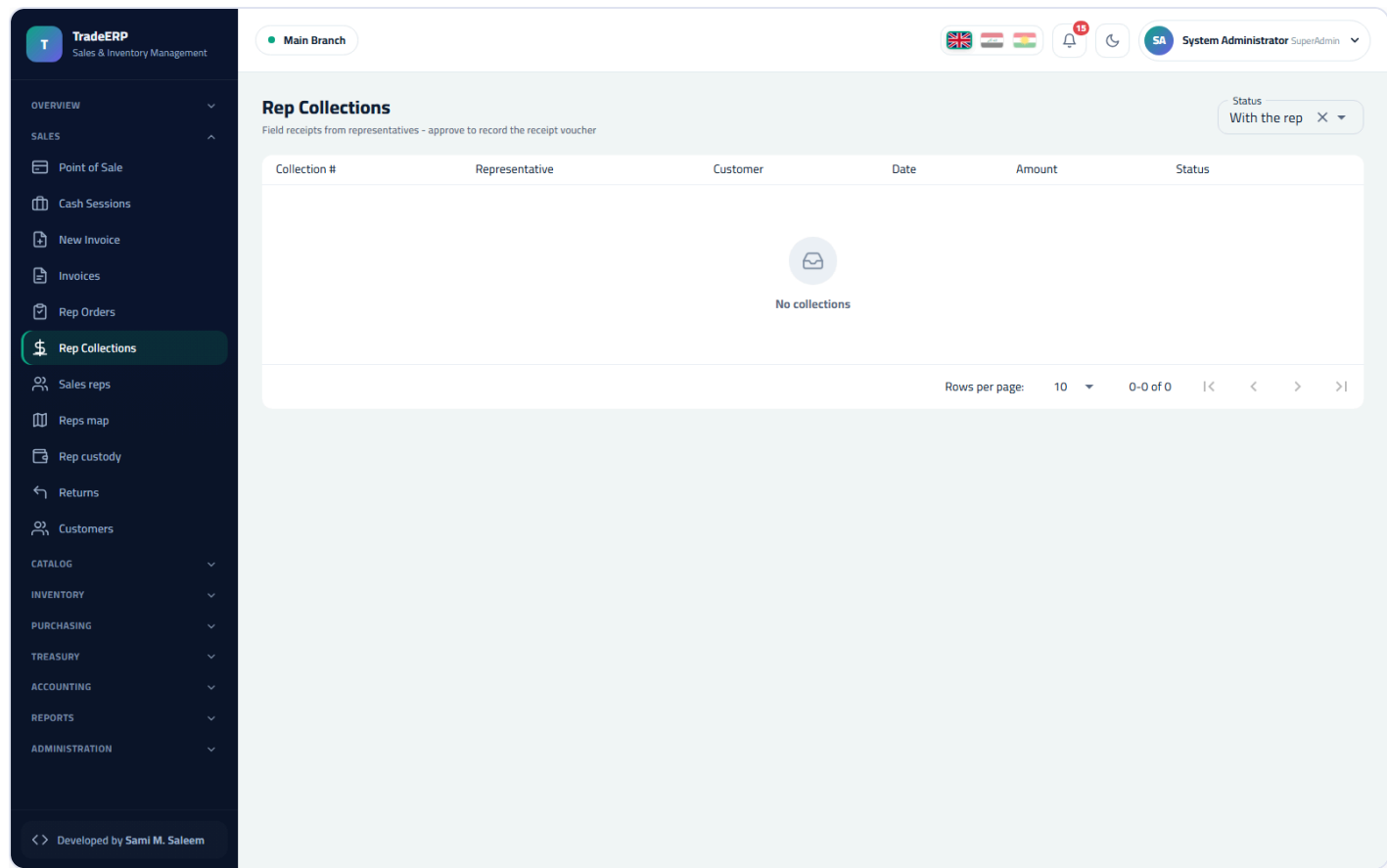
Sales → Returns. Choose the original invoice, select lines and quantities, pick the refund method (cash, on-account credit). Stock comes back to the warehouse – into its original batch – and the reverse journal entry is posted.



Sales returns

5.7 Collections

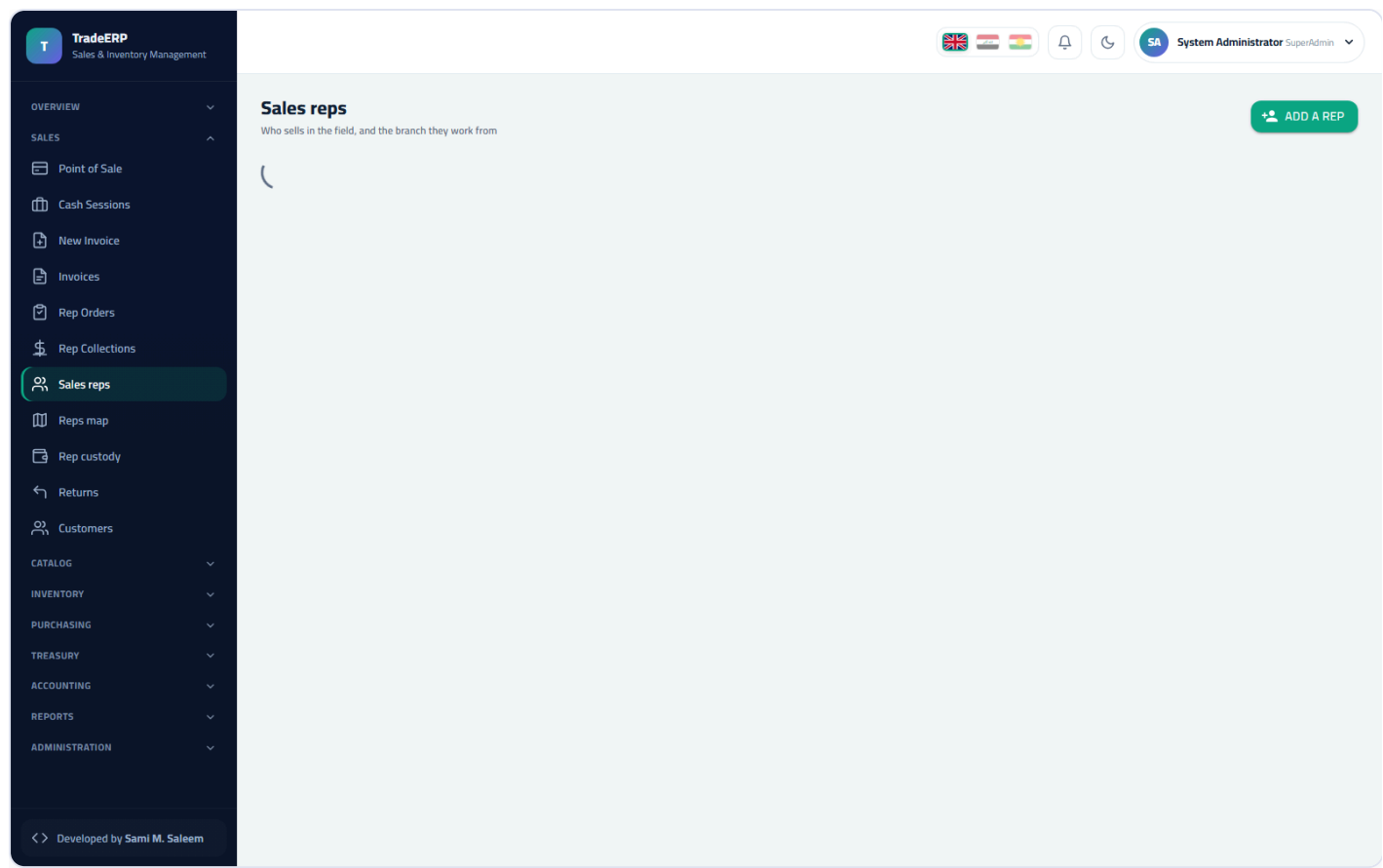
Sales → Rep Collections records money collected from customers against open invoices (by the cashier or by a rep). Partial payments are allowed; the invoice shows the remaining amount.



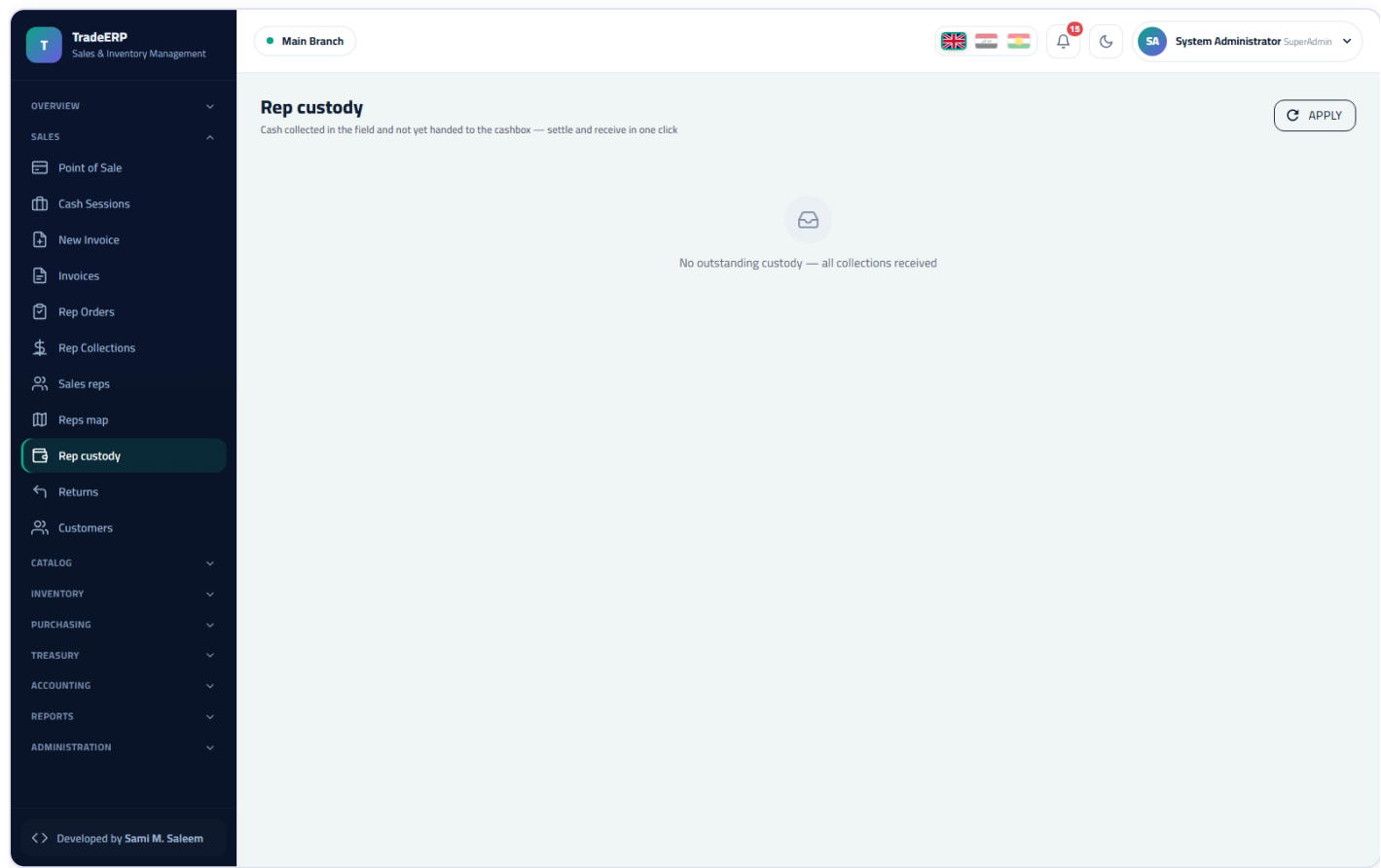
Collections against open invoices

5.8 Sales representatives

- **Sales → Sales reps** — the rep master data and their linked user (for the mobile app).
- **Sales → Reps map** — where reps are and where their customers are.
- **Sales → Rep custody** — cash and goods a rep is holding: collected money not yet handed over and stock loaded on the van. Custody is settled when the rep hands over at the branch.



Sales reps



Rep custody — cash and goods held by each rep

Chapter 6

Treasury and Accounting

6.1 How the books are kept

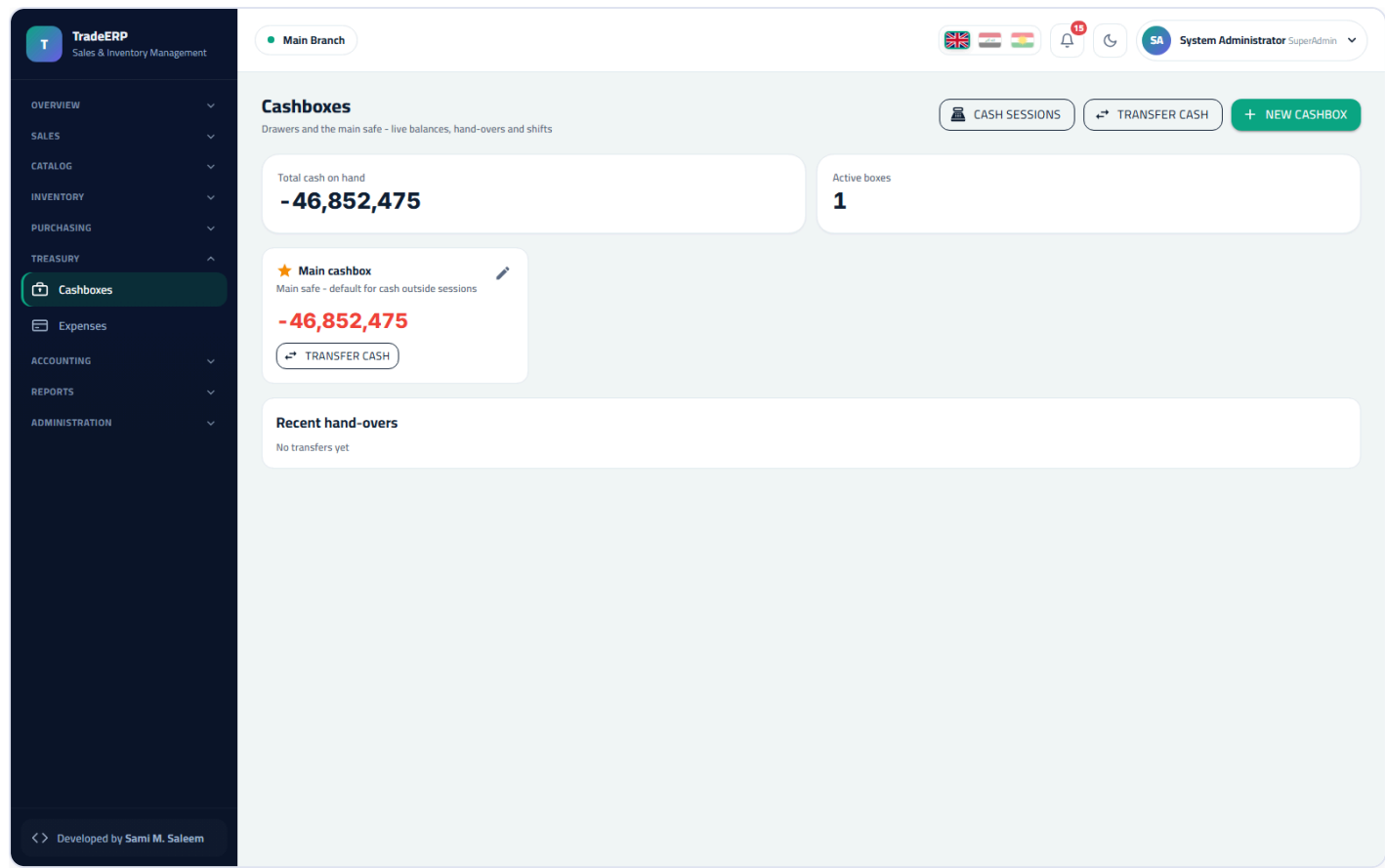
TradeERP is a **double-entry** system. Every operational document posts a balanced journal entry:

Document	Debit	Credit
Cash sale	Cash (cashbox) · COGS	Sales revenue · VAT payable · Inventory
Credit sale	Customer receivable · COGS	Sales revenue · VAT · Inventory
Purchase invoice	Inventory · VAT receivable	Supplier payable
Customer collection	Cash	Customer receivable
Supplier payment	Supplier payable	Cash
Expense	Expense account	Cash
Stock adjustment (loss)	Shrinkage expense	Inventory

Because the entries are generated, the trial balance always ties to the operational reports. The **Data integrity** check (Administration) proves it on demand.

6.2 Cashboxes and cash sessions

Treasury → **Cashboxes** shows each cashbox with its current balance and the open session (if any). Money moves between cashboxes with a **transfer**; the safe is usually fed by closing tills into it.



Cashboxes and balances

6.3 Expenses

Treasury → Expenses. Category (rent, salaries, utilities, transport...), amount, cashbox, date, payee, note, and an optional attachment (receipt photo). Posting an expense reduces the cashbox and debits the expense account.

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Expenses

Daily business expenses - each one auto-posts to the ledger

Record expense

MANAGE CATEGORIES

Category

Rent

Amount

0

Method

Cash

Date

12-09-2026

Paid to

Description

Voucher note — appears on the printed voucher and the journal entry

RECORD

From

13-08-2026

To

12-09-2026

APPLY

Vouchers: 14

Total: 4,470,000

Date	Category	Amount	Method	Paid to	Description	
2026-09-09	Other	30,000	Cash	نثریات		 
2026-09-07	Transportation	50,000	Cash	وقود التوصیل		 
2026-09-01	Electricity & Water	220,000	Cash	الكهرباء والمولدة		 
2026-09-01	Salaries	2,250,000	Cash	رواتب الموظفين		 
2026-09-01	Rent	1,500,000	Cash	إيجار المحزن		 
2026-08-31	Other	20,000	Cash	نثریات		 
2026-08-31	Transportation	80,000	Cash	وقود التوصیل		 
2026-08-26	Other	10,000	Cash	نثریات		 
2026-08-24	Transportation	80,000	Cash	وقود التوصیل		 
2026-08-20	Other	40,000	Cash	نثریات		 
2026-08-18	Other	60,000	Cash	نثریات		 
2026-08-17	Transportation	70,000	Cash	وقود التوصیل		 
2026-08-16	Other	50,000	Cash	نثریات		 

Expenses

6.4 Journal

Accounting → **Journal** lists every entry — automatic or manual — with number, date, description, source document, total and status. Manual entries (e.g. owner's capital, depreciation) are created with **New entry**: lines must balance before posting.

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Balance Sheet

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Journal

Journal entries and postings

From

To

All statuses

APPLY

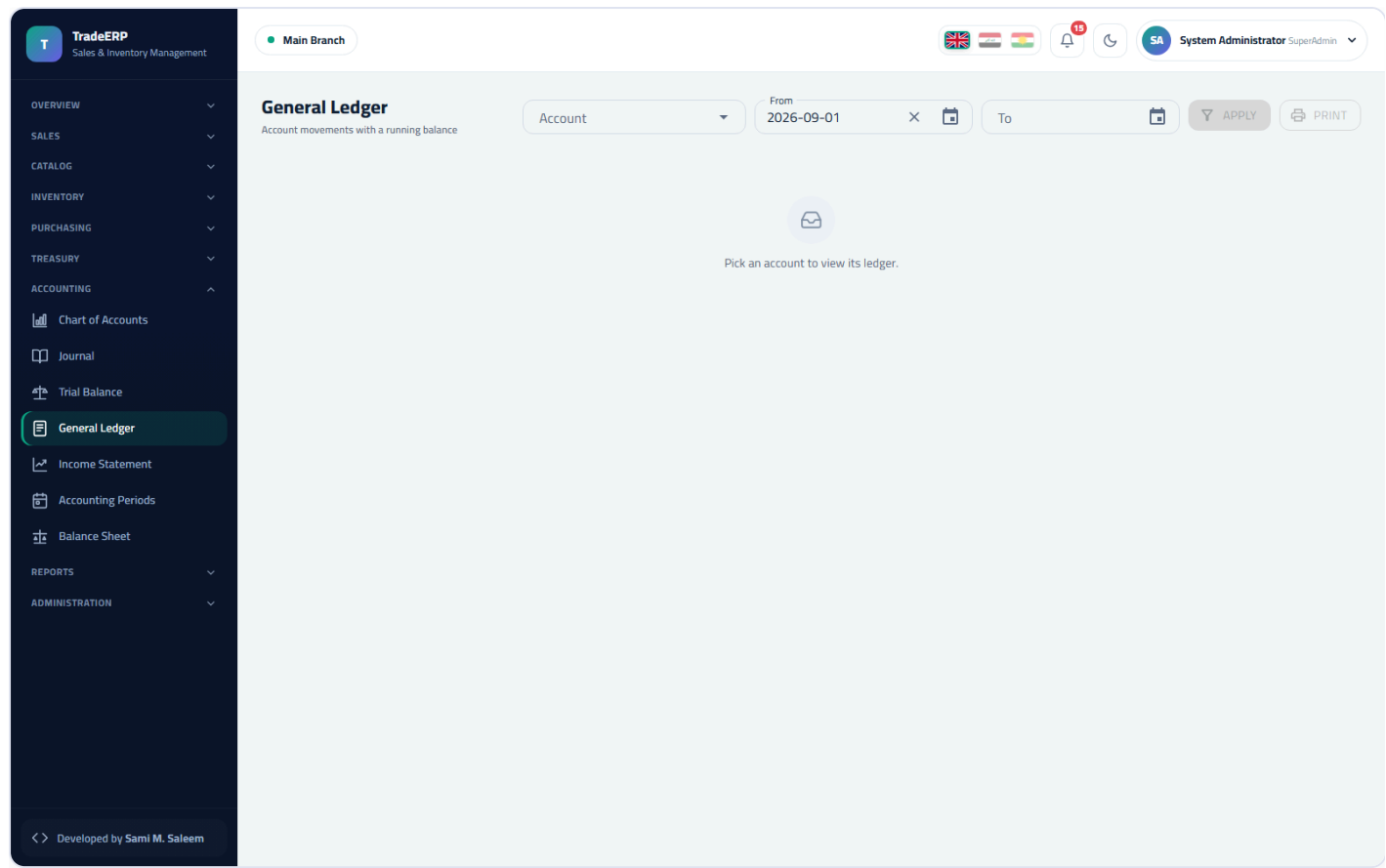
NEW ENTRY

Number	Date	Description	Source	Total	Status	
JE-20260912-0014	2026-09-12	أسواق زرگاري	Customer receipt	892,000	Posted	
JE-20260912-0013	2026-09-12	أسواق بادينان	Customer receipt	2,177,000	Posted	
JE-20260912-0012	2026-09-12	أسواق سيمالكا	Customer receipt	354,000	Posted	
JE-20260912-0011	2026-09-12	SALE-20260912-0004	Sale	113,165	Posted	
JE-20260912-0010	2026-09-12	SALE-20260912-0003	Customer receipt	94,500	Posted	
JE-20260912-0009	2026-09-12	SALE-20260912-0003	Sale	319,996	Posted	
JE-20260912-0008	2026-09-12	SALE-20260912-0002	Customer receipt	50,950	Posted	
JE-20260912-0007	2026-09-12	SALE-20260912-0002	Sale	94,972	Posted	
JE-20260912-0006	2026-09-12	SALE-20260912-0001	Customer receipt	942,250	Posted	
JE-20260912-0005	2026-09-12	SALE-20260912-0001	Sale	1,772,790	Posted	
JE-20260912-0004	2026-09-12	GRN-20260912-0004	Goods Receipt	406,856	Posted	
JE-20260912-0003	2026-09-12	GRN-20260912-0003	Goods Receipt	10,028,472	Posted	
JE-20260912-0002	2026-09-12	GRN-20260912-0002	Goods Receipt	6,573,612	Posted	

Journal

6.5 General ledger

Accounting → General Ledger. Choose an account and a period to see its opening balance, every posting with the source document, and the closing balance. Click a line to open the original document.



General ledger

6.6 Trial balance, income statement, balance sheet

- **Trial Balance** — all accounts with debit and credit totals; the footer proves *debits = credits*.
- **Income Statement** — revenue, cost of goods sold, gross margin, expenses and net profit for a period.
- **Balance Sheet** — assets, liabilities and equity as at a date, including current-year earnings.

Each statement has a date/period picker, **Apply**, and **Print**.

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As of 2026-09-12

APPLY

PRINT

Trial Balance

Debit and credit balances by account

My Trading Company

Duhok

As of 12-09-2026

Generated 12-09-2026 17:11

Total debits equal total credits.

Code	Name	Type	Debit	Credit	Balance
1010	Cash	Asset	687,934,425	690,632,800	-2,698,375
1020	Accounts Receivable	Asset	745,588,550	724,820,425	20,768,125
1030	Inventory	Asset	675,590,879	635,905,910	39,684,969
1040	Bank	Asset	66,886,000	0	66,886,000
2010	Accounts Payable	Liability	637,905,000	675,462,487	37,557,487
3010	Owner's Equity	Equity	0	30,000,000	30,000,000
3900	Opening Balances	Equity	3,250,000	9,138,000	5,888,000
4010	Sales Revenue	Revenue	0	739,378,550	739,378,550
4020	Sales Returns	Revenue	527,800	0	-527,800
5010	Cost of Goods Sold	Expense	635,905,910	450,392	635,455,518
5110	Rent	Expense	18,000,000	0	18,000,000
5120	Salaries	Expense	27,000,000	0	27,000,000
5130	Electricity & Water	Expense	3,080,000	0	3,080,000
5140	Transportation	Expense	2,970,000	0	2,970,000
5180	Other	Expense	1,150,000	0	1,150,000
Total			3,505,788,564	3,505,788,564	

Trial balance

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From 2026-09-01

To 2026-09-12

APPLY

PRINT

Income Statement

Revenue and expenses over a period

My Trading Company

Duhok

Period 01-09-2026 – 12-09-2026

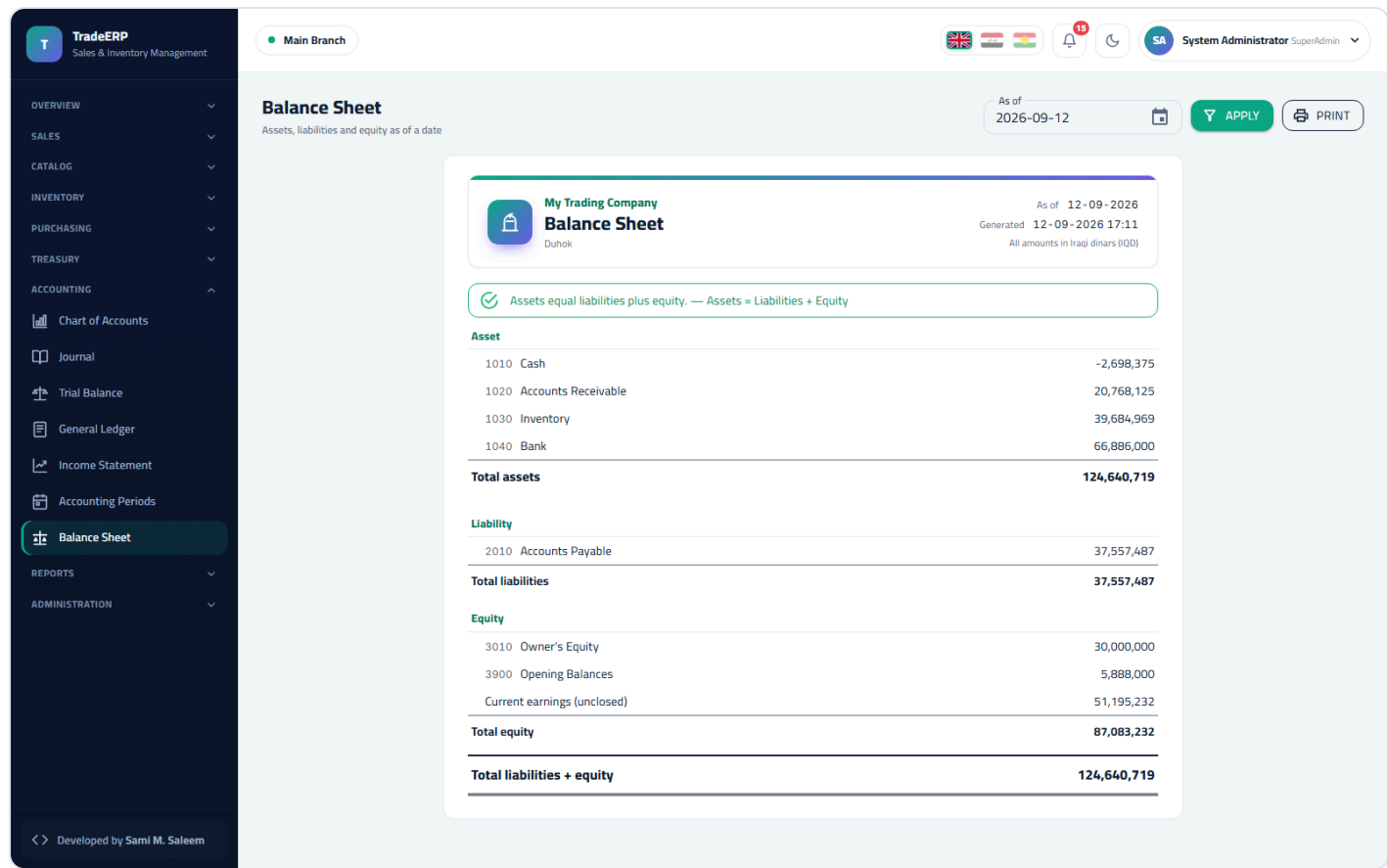
Generated 12-09-2026 17:11

All amounts in Iraqi dinars (IQD)

Revenue		
4010 Sales Revenue		19,067,450
4020 Sales Returns		-68,550
Total revenue	100.0%	18,998,900
Less: cost of goods sold		
5010 Cost of Goods Sold	86.7%	(16,467,463)
Gross profit	13.3%	2,531,437
Less: operating expenses		
5110 Rent	7.9%	(1,500,000)
5120 Salaries	11.8%	(2,250,000)
5130 Electricity & Water	1.2%	(220,000)
5140 Transportation	0.3%	(50,000)
5180 Other	0.2%	(30,000)
Total operating expenses	21.3%	(4,050,000)
Net profit	-8.0%	(1,518,563)

Loss

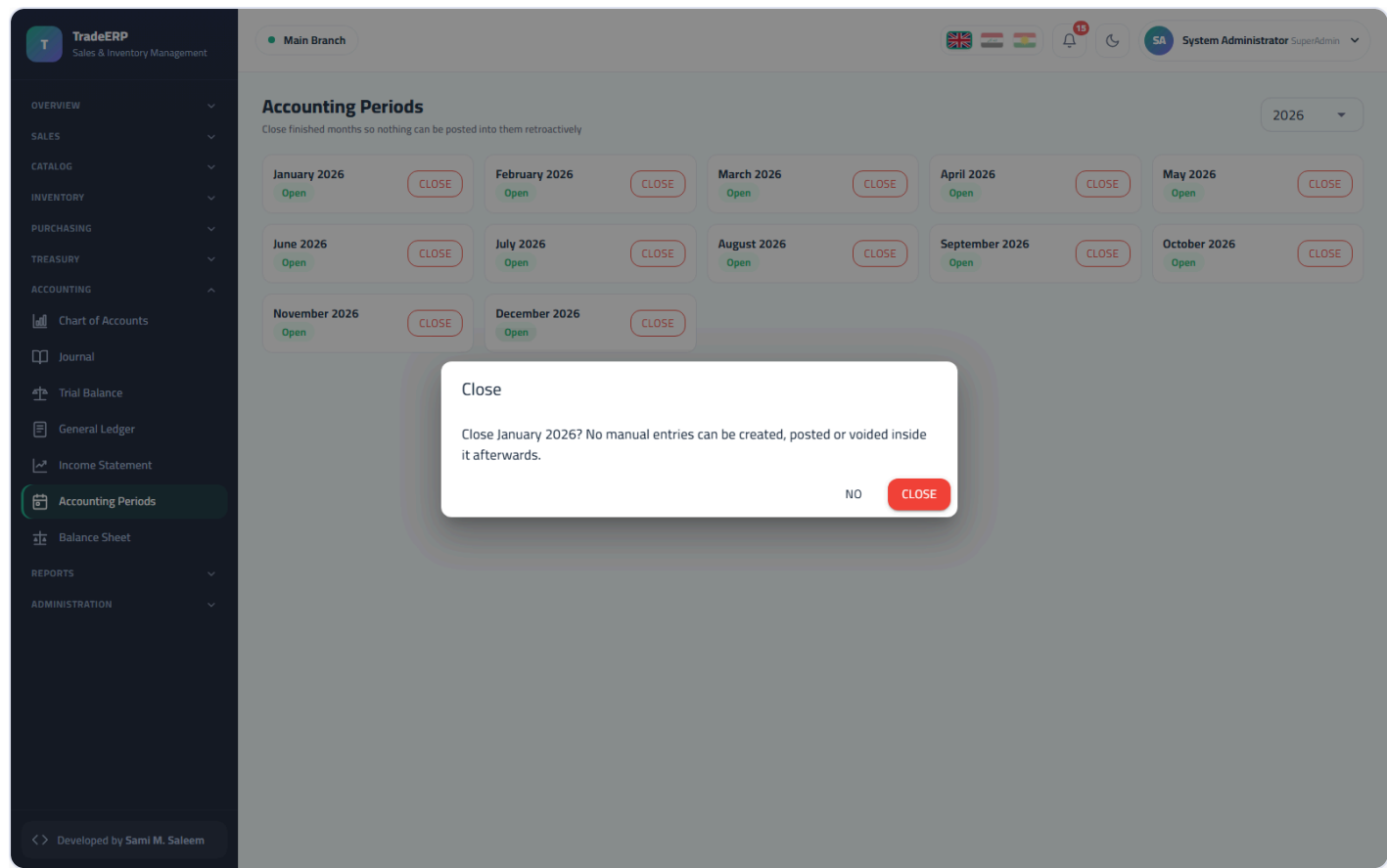
Income statement



Balance sheet

6.7 Accounting periods

Accounting → Periods. Months are opened and **closed** by the accountant. Nothing can be posted, cancelled or edited into a closed month — this is how year-end figures stay final. Re-opening a period requires the corresponding permission and is recorded in the audit trail.



Accounting periods

Chapter 7

Reports, Administration and Safety

7.1 Reports

All reports live under **Reports** and share the same controls: period picker, branch/warehouse filter, **Apply**, **Excel** and **Print**.

Report	Answers
Sales	Sales by day, product, category, cashier or customer; totals, discounts, VAT, margin
Purchases	Purchases by supplier, product, period
Collections	Money collected per day / cashier / rep
Balances	Customer and supplier balances as at a date
Aging	Receivables aged in 30/60/90/120-day buckets — who to call first
Item Card	Full movement history of one product
Valuation	Stock value per warehouse at weighted-average cost
Reps	Sales, collections and custody per representative
Gifts	Free items given away, against the company's gift limits

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Collections

Aging Report

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Rep Performance

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Sales Report

Sales by day, product or customer - with cost and profit

Today

Yesterday

Last 7 days

This month

All

From 12-09-2026

To 12-09-2026

Group by Day

EXCEL

PRINT

Invoices

Net revenue

Net profit

Margin

4

1,225,900

150,877

12.3%

My Trading Company

Sales Report

Duhok

Period 12-09-2026 → 12-09-2026

Generated 12-09-2026 17:11

Day	Invoices	Revenue	Cost	Profit	Margin
12-09-2026	4	1,225,900	1,075,023	150,877	12.3%
Total	4	1,225,900	1,075,023	150,877	12.3%

Sales report

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Aging Report

Who owes what, and for how long - payments applied oldest-first

As of

EXCEL

PRINT

CUSTOMER RECEIVABLES

SUPPLIER PAYABLES

My Trading Company

Aging Report — Customer receivables

Duhok

As of 12-09-2026

Generated 12-09-2026 17:12

Customer	0-30 days	31-60 days	61-90 days	Over 90 days	Total
Zakho Market C-000002 - 07706490072	2,890,950	216,940	—	—	3,107,890
Hevi Shops C-000020 - 07707940873	2,005,165	—	—	—	2,005,165
Media Shops C-000017 - 07708938633	1,959,364	—	—	—	1,959,364
Hawler Market C-000007 - 07708704679	1,595,154	—	—	—	1,595,154
Dalal Market C-000016 - 07709388146	1,250,920	—	—	—	1,250,920
Avesta Market C-000013 - 07701112650	1,234,158	—	—	—	1,234,158
Newroz Markets C-000006 - 07704209127	1,136,000	92,855	—	—	1,228,855
Lalish Shops C-000014 - 07705148319	1,194,250	—	—	—	1,194,250
Bekhal Shops C-000008 - 07706416046	1,173,430	—	—	—	1,173,430
Kani Stores C-000015 - 07705466247	1,020,450	46,380	—	—	1,066,830
Ari Shops C-000004 - 07703692371	972,750	—	—	—	972,750
Ronahi Market C-000010 - 07701217779	889,150	—	—	—	889,150

Receivables aging

T

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Stock Valuation

On-hand value at weighted average cost

Excel

Print

Total value

39,684,969

Products

32

Balances as they stand right now: 12 - 09 - 2026 17:12

🔍

Search

🏠

My Trading Company

Stock Valuation

Duhok

As of 12 - 09 - 2026

Generated 12 - 09 - 2026 17:12

Total value: 39,684,969

Code	Product	On hand	Reserved	Avg cost	Value
P-201	Sugar 25kg	261	—	27,313	7,128,810
P-200	Basmati rice 25kg	151	—	32,960	4,976,960
P-211	Milk powder 2.5kg	313	—	13,782	4,313,790
P-202	Cooking oil 18L	102	—	40,614	4,142,640
P-215	Energy drink 24	231	—	15,577	3,598,296
P-203	Flour 25kg	148	—	19,341	2,862,540
P-216	Arabic coffee 500g	336	—	6,870	2,308,326
P-220	Toilet paper 24	260	—	6,289	1,635,228
P-221	Tissues 10 boxes	242	—	4,998	1,209,516
RICE-5KG	Basmati Rice 5kg	106	—	8,597	911,285
WATER-CTN	Mineral Water (24)	331	—	2,406	796,464
P-213	Soft drink 24 cans	88	—	7,722	679,536
P-210	Cheese triangles 24p	198	—	2,950	584,100
P-219	Floor cleaner 4L	199	—	2,827	562,542

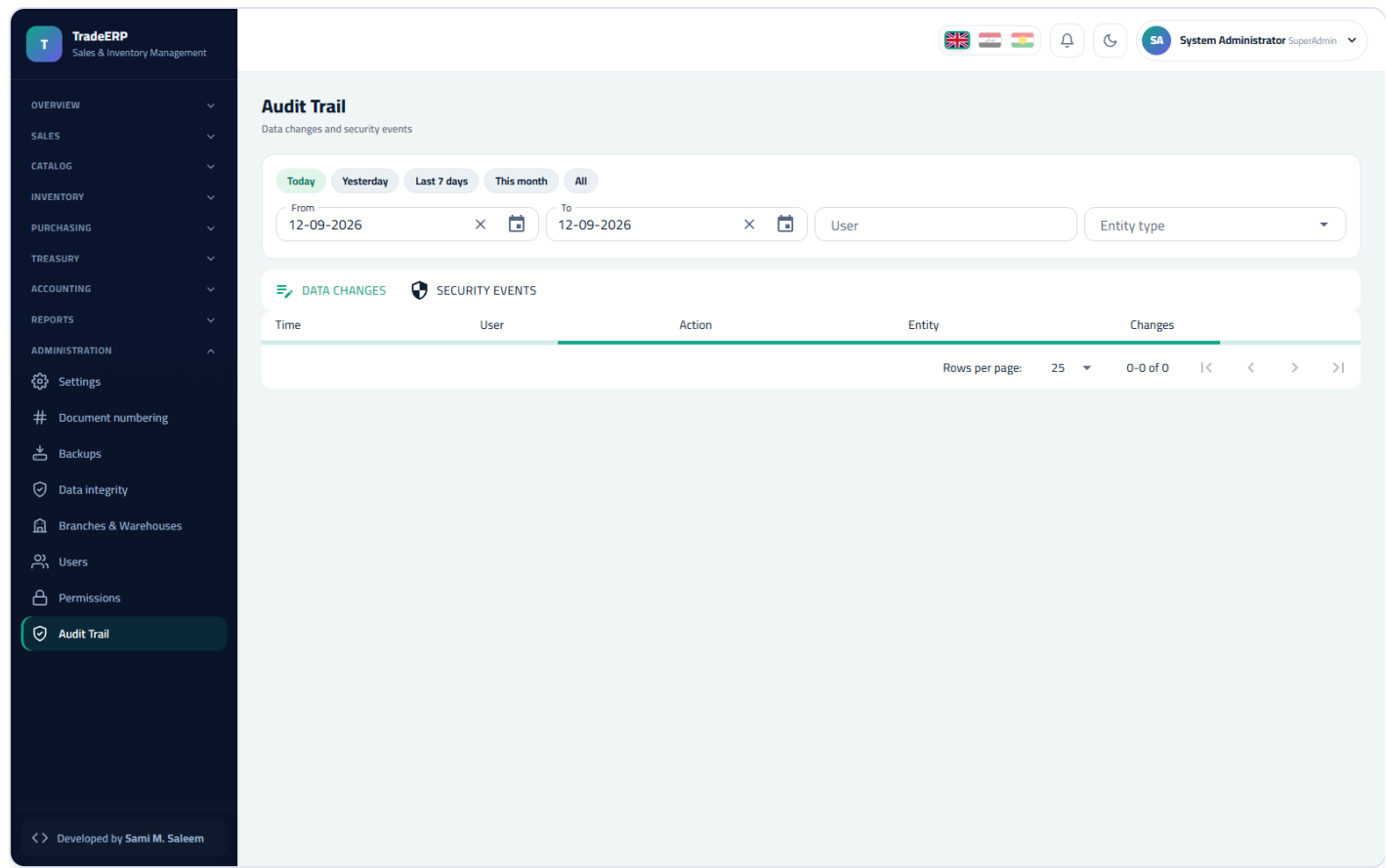
Inventory valuation

7.2 Audit trail

Administration → Audit Trail. Who did what, when, from where — every create, update, post, cancel, login and permission change, with before/after values. Filter by user, entity or date; export to Excel for auditors.

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Audit trail

7.3 Data integrity

Administration → **Data Integrity** runs a set of reconciliations: stock ledger vs stock on hand, customer balances vs open invoices, cashbox balances vs sessions, journal totals vs documents. Every check shows *expected*, *actual* and *difference*. Run it after any import or restore.

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Data integrity

Finds archived records that still carry money or stock — the state no report complains about

Nothing is stranded, 28 checks, all clean.

RUN SCAN

Check	Expected	Actual	Difference	Verdict
The books				
Total debits = total credits	3,505,788,564	3,505,788,564	0	Tied
Every entry balances on its own	0	0	0	Tied
No entry with fewer than two lines	0	0	0	Tied
Nothing posted to a header account	0	0	0	Tied
Stock value = account 1030	39,684,969	39,684,969	0	Tied
Customer balances = account 1020	20,768,125	20,768,125	0	Tied
Supplier balances = account 2010	37,557,487	37,557,487	0	Tied
The shelves				
Movements sum = stock on hand	4,916	4,916	0	Tied
Batch remainders = stock on hand	4,916	4,916	0	Tied
No negative stock	0	0	0	Tied
Reserved never exceeds on hand	0	0	0	Tied
Sale allocations = quantity sold	0	0	0	Tied
Documents				
Invoice header = sum of its lines	0	0	0	Tied
No invoice without lines	0	0	0	Tied
No duplicate invoice number	0	0	0	Tied
No duplicate receipt number	0	0	0	Tied
Till sessions left open	0	0	0	Tied
Master data				

Data integrity checks — all green

7.4 Backups

Administration → **Backups**. Nightly automatic backups plus **Back up now**; every file is listed with size, date and an integrity status, and can be downloaded. Restoring is a guarded, two-step action reserved for the administrator.

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Backups

Database backups — compressed and verified, automatic nightly at 02:30

BACK UP NOW

Last nightly backup

No backups yet

⚠️ Stale — check the nightly task

Last backup: 12-09-2026 02:30

Available backups

17

32.9 MB

Off-machine copy

Not configured — backups live on one disk only

Set TRADEERP_BACKUP_MIRROR to a USB/NAS/second disk (see the installation guide)

Schedule

Daily at 02:30

Retention: 14 days of backups · 90 days of GPS points

Backup files

File	Date	Size	Source	
TradeERPDb_20260912_0230.bak	12-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260911_0230.bak	11-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260910_0230.bak	10-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260909_0230.bak	09-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260908_0230.bak	08-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260907_0230.bak	07-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260906_0230.bak	06-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260905_0230.bak	05-09-2026 02:30	1.9 MB	Nightly	📄🔄
TradeERPDb_20260904_1801.bak	04-09-2026 18:01	1.9 MB	Nightly	📄🔄
TradeERPDb_20260903_0230.bak	03-09-2026 02:30	1.9 MB	Nightly	📄🔄

Rows per page: 10 1-10 of 17

Backup log (newest first)

Date		File	Size	Off-machine copy
12-09-2026 02:30	Succeeded	TradeERPDb_20260912_0230.bak	1.9 MB	No off-machine copy

Backups

7.5 Frequently asked questions

- The POS says "No open session".** Click **Open session**, choose the cashbox and enter the opening float. Sessions are per cashier per day.
- A product does not appear on the POS.** Check it is *active*, has a sale price, and belongs to a category; products with zero available stock are still shown but flagged.
- I posted an invoice with the wrong price.** Posted documents cannot be edited: create a **return** for the wrong lines and a new invoice with the right price. The audit trail keeps both.
- The trial balance does not balance.** It always balances; if a report looks off, run **Data Integrity** and check for a closed period that blocked a posting — the offending document will be in *Draft*.
- Can two branches share stock?** No — stock is per warehouse. Use a **transfer**.
- Which browsers are supported?** Current Chrome, Edge, Firefox and Safari on desktop; tablets work for POS with a Bluetooth scanner.