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I. Introduction

"***SMATT -ERP***" is a flagship product of SMATT ACCOUNTS Ltd which covers all aspects of Rental features, trading features, manufacturing features and payroll features.

Advantage of SMATT -ERP

- ✓ It produces a set of financial statements for a given period
- ✓ Easy to use, browser based
- ✓ Smartphone compatible
- ✓ No accounting background required for users
- ✓ Multi-level design
- ✓ Drill down and Tree View inquiry support
- ✓ Simple support of transaction log
- ✓ Dynamic features management

I.2. System Module and Access Levels

User Access level of the system:

1. Accountant/finance,
2. Administrator,
3. Operations Manager,
4. Building officer,
5. Building Manager,
6. Store keeper,
7. Cashier.
8. Procurement manager
9. Sales manager
10. Receptionist
11. Boss
12.

This document presents systematically the use of the "***SMATT -ERP***" for each user using screen shoots and menu access level. Each user has access to the menu based on right and permission

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associated to the him/her. This "***SMATT -ERP***" allows user to create an account that they can access anytime and anywhere.

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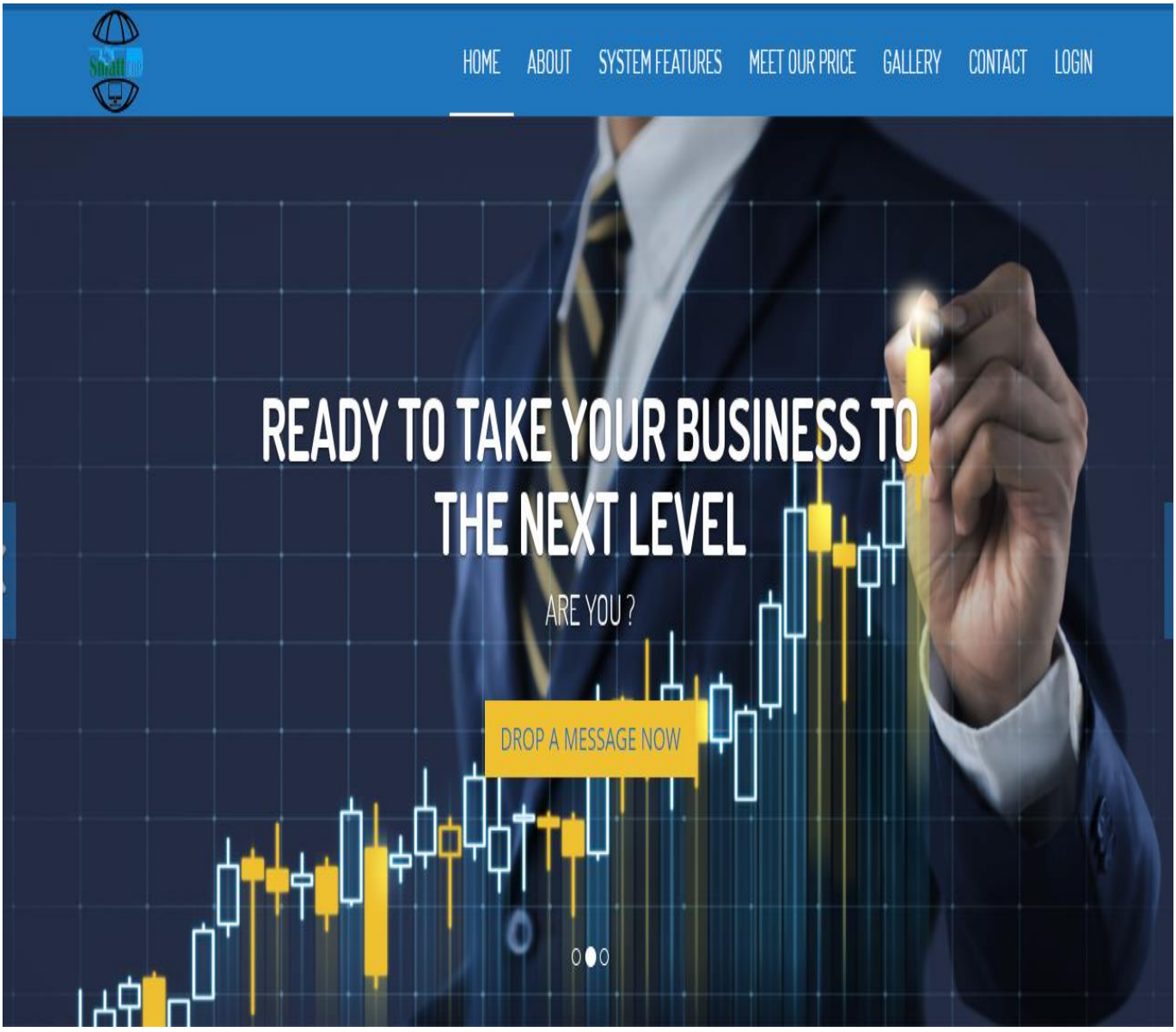
II. Home page

Home page represents the URL address of the "***SMATT -ERP***" It represent the first page of the system. Home page, enables all system users and visitors to have an overview on both; STATT - ERP and SMATT ACCOUNTS Ltd where at the bottom right corner they can provide their suggestion message to the company.



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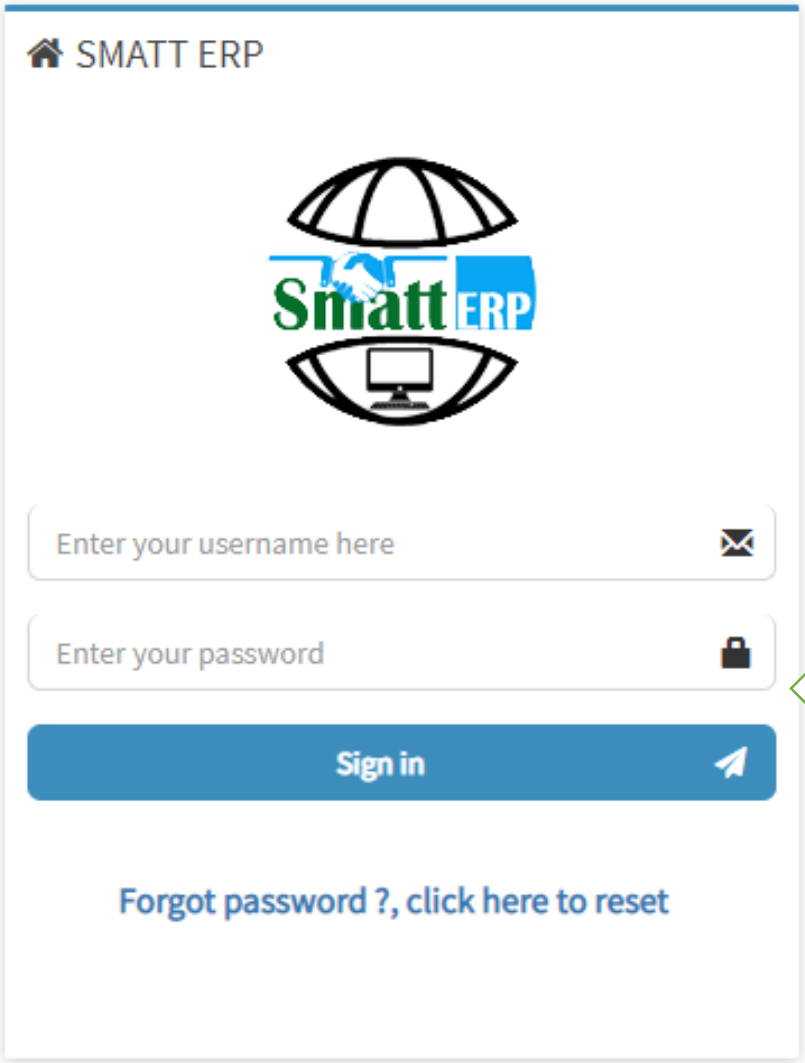
III. Login page

When you click on login page enables system users to login the system. The "***SMATT -ERP***" does not allow any user to access information in the system without providing login credential.



Note that you can login only if you have registered in the system.

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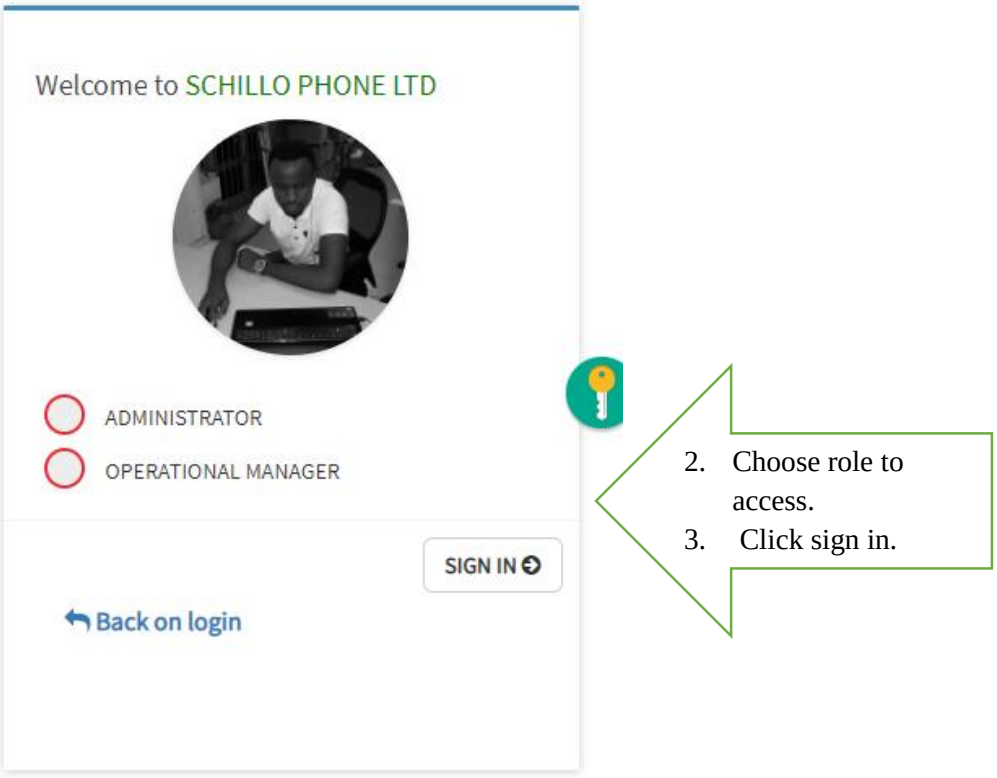
Field name	Description
Username/email	Provide your username/email that will be used to receive information generated by the system
Password	Provide your password you have been given by the system administrator. ***Don't use existing password for your email address***
Links	Description
Forget your password?	The link allows you to create another password in case you don't remember the previous password

III.1. User roles



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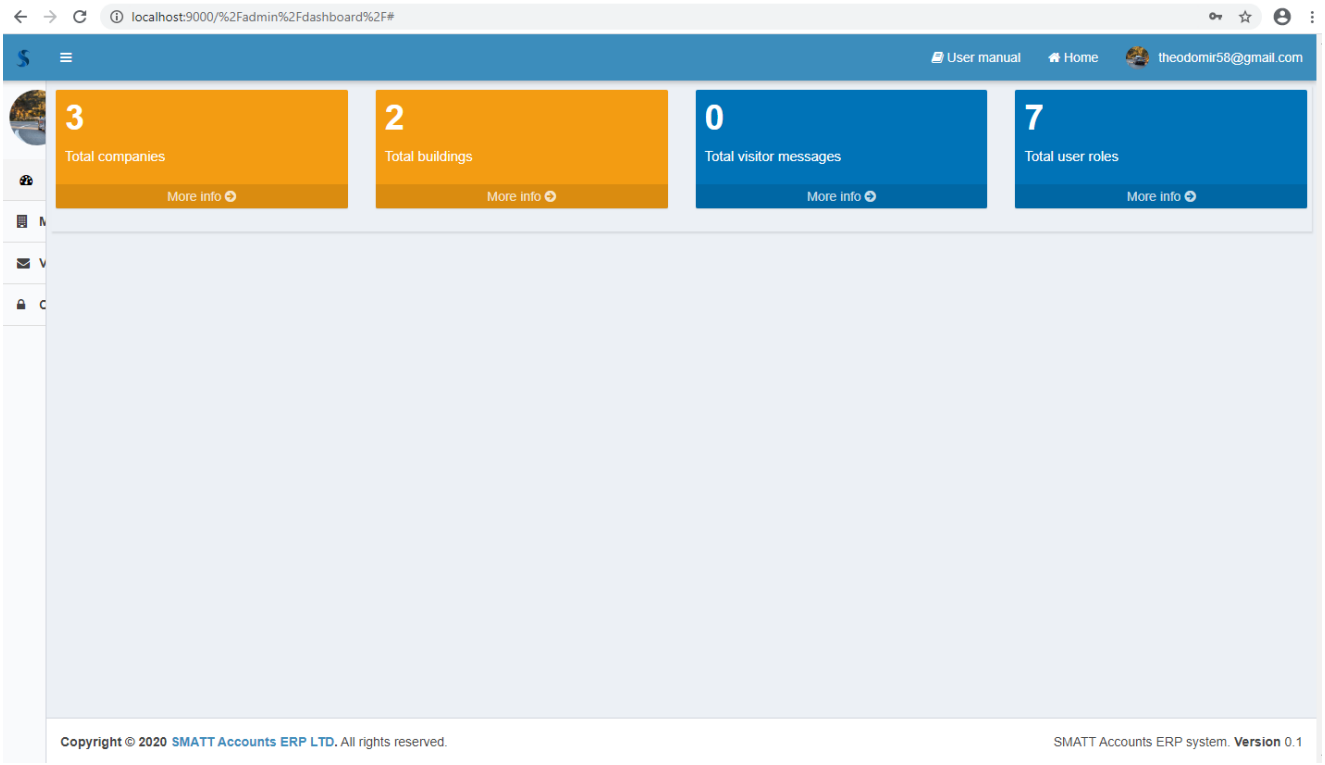
Field name	Description
Super Admin	Super Admin of the system
Link/Button	Description
SIGN IN	The button allows you to login in the system with selected access.

Note that the login remains valid until the use logout from the system.

IV. Super admin of the system



Note that dashboard shows information according to loged in user role.

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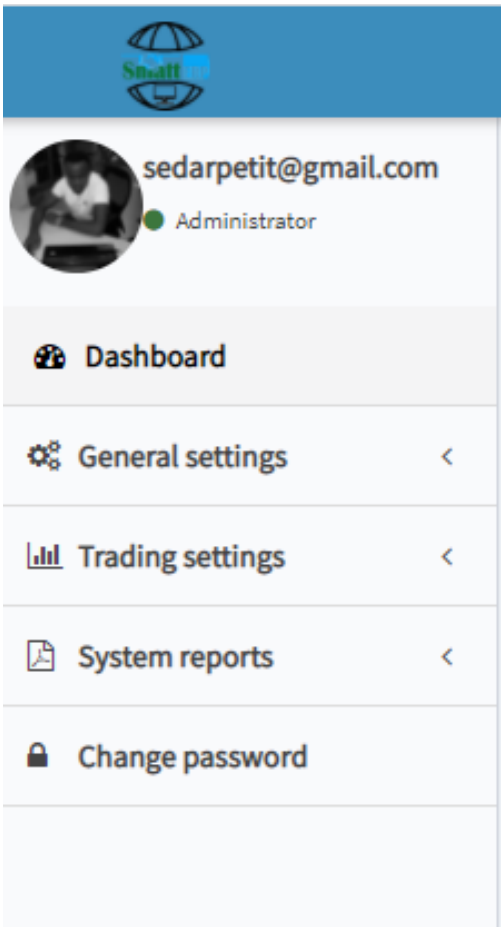
V. Administrator of the system

Note that dashboard always depends on role of the roled user.



General settings: Allows to the administrator to add new, update existing or delete; new user, currency, company buildings, financial accounts groups, category, accounts, tax rates, selling details.

Rental settings: Enables to the system admin to manage; building wings, floors, assign floor to wing, room categories, tenant categories and room records.

Trading settings: This menu allows to the admin to add new, edit existing; store rooms, item group, categories and items.

Change password: With this menu any user of the system can change his/her password.

System reports: To navigate possible reports

Note: At the top-right corner of each web page you can find a search button which allow user to find any needed record on the same page. The settings page also shows, settings according to the assigned features.

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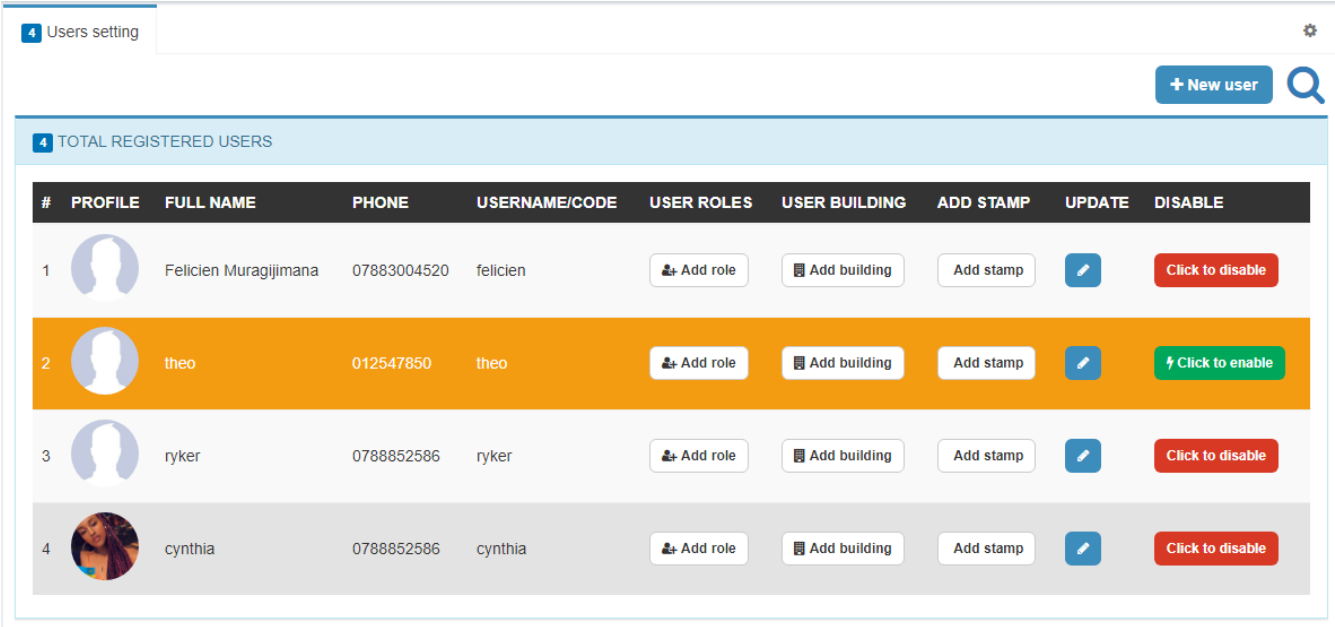
V.1. System users

This form allows to the system admin to view a list of existing users, add new user, edit existing user or disable/enable user of the system.



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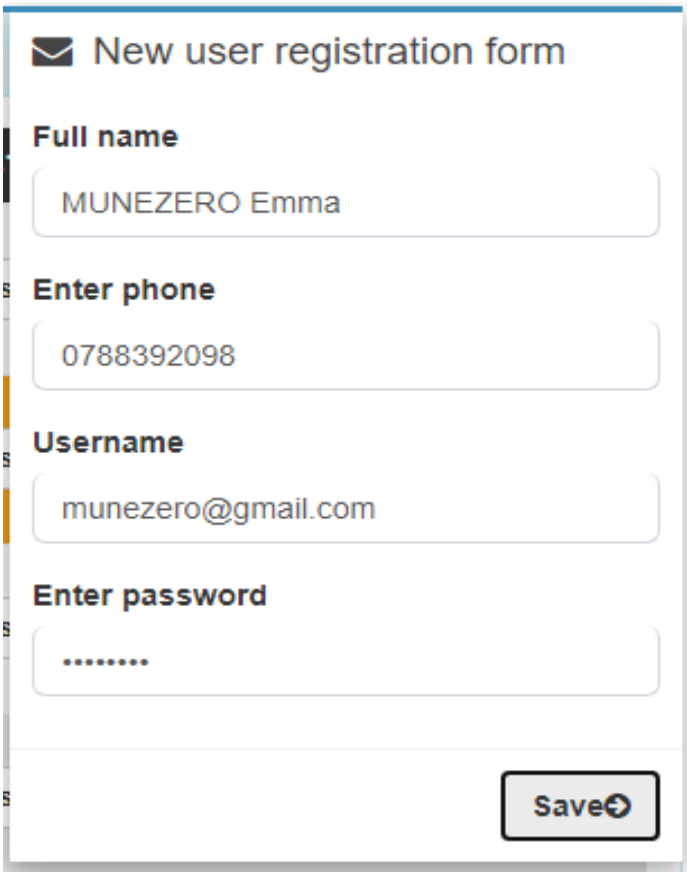
V.2. Add new user

This form allows to the system administrator to add new user in the system by filling the following form.



Field name	Description
Full name	First and last name of the user (Staff)
Phone number	Phone number of users
Username/Email	Username to be used while login in the system
Password	Password to login in the system.
Link/Button	**Description**
Save	It submits the filled user information into the database.

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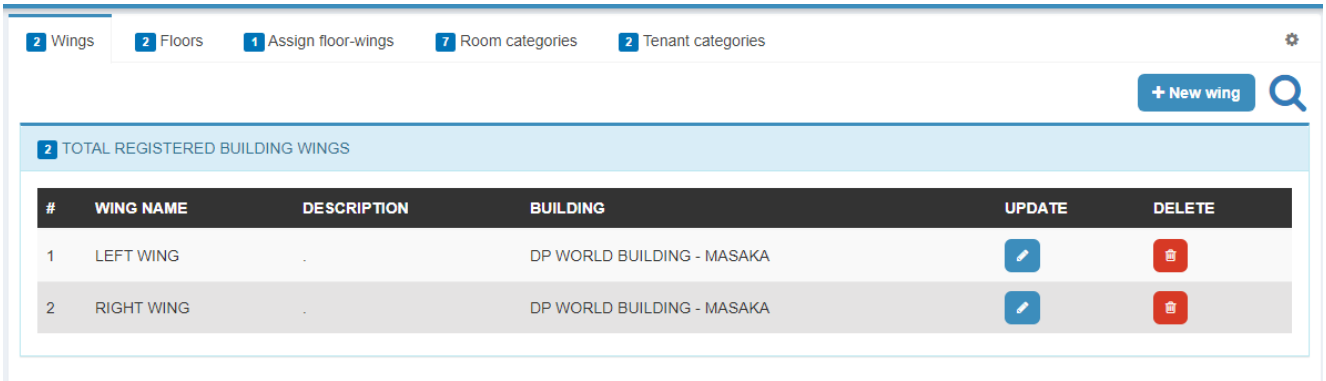
Note: To update user, click on edit icon in front of user to update the modify information and click on update user button, while to disable/enable user click on enable disable user button in front of the user.

V.3. Building wings

This tab enables to the system administrator to view all saved wings of the building, add new wing or modify existing building.



Field name	Description
Wing name	Name of the wing
Wing description	Description of the wing
Link/Button	**Description**
Save	Save wing information into database.

Note: To update wing, click on edit icon in front of wing to update the modify information and click on update wing button, while to delete wing click on delete wing button in front of the wing and confirm deletion.

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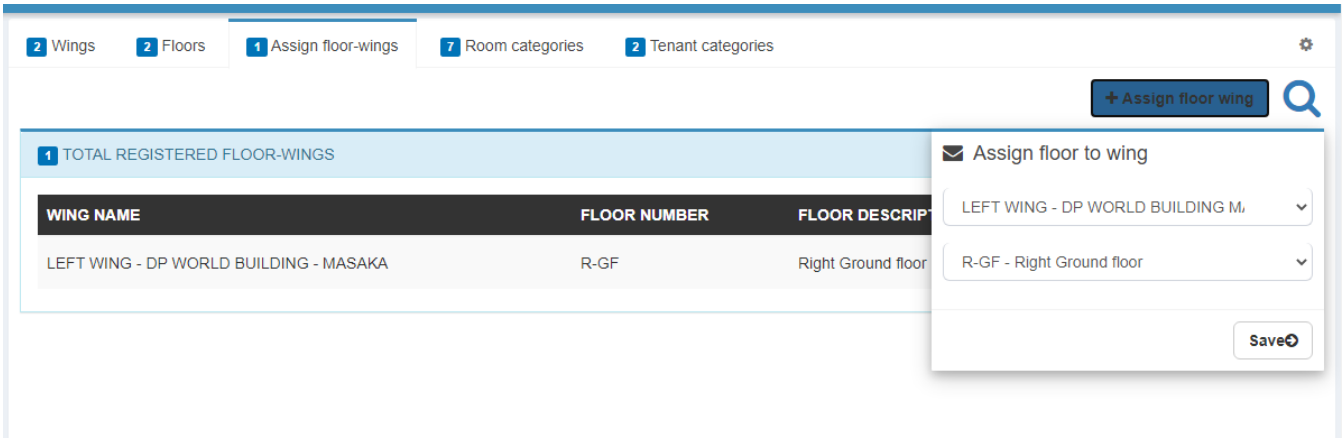
V.4. Assign floor wing

This form allows to view all floors of the building assigned to the wing and allow to the system administrator to assign new floor on selected wing, with this tab also administrator can update or delete assigned floor from a given wing.



Note: To update floor-wing, click on edit icon in front of floor-wing to update the modify information and click on update floor-wing button, while to delete wing click on delete floor-wing button in front of the floor-wing and confirm deletion.

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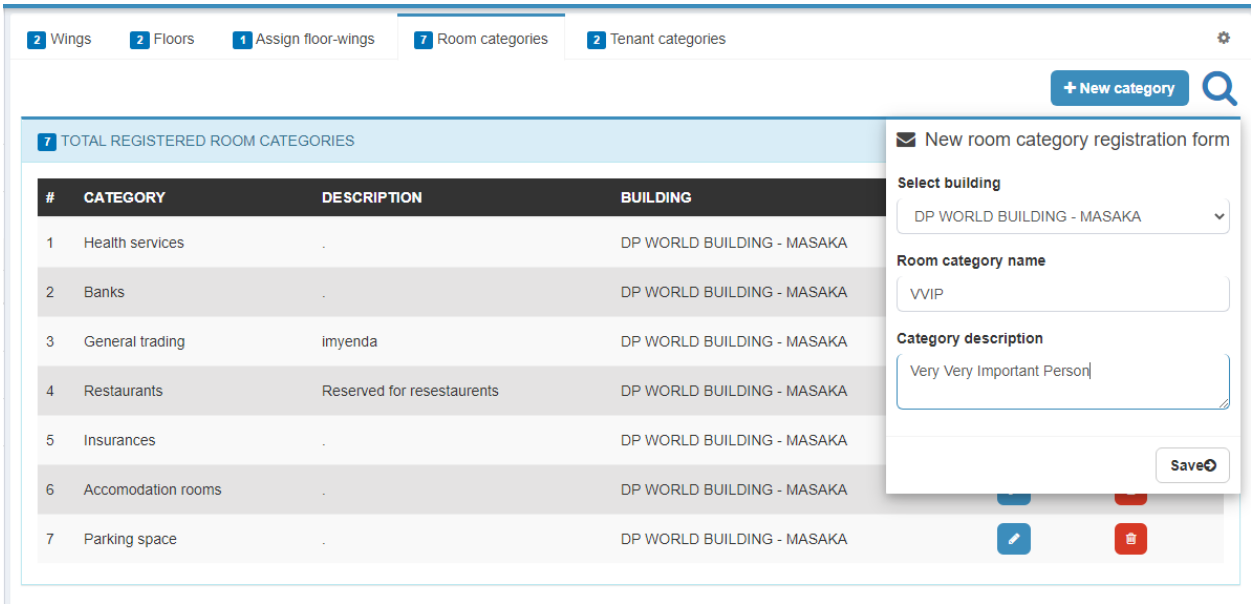
V.5. Room categories

This allows to the system administrator to view all registered room categories, modify existing room category or delete unwonted category.



Note: To update category, click on edit icon in front of category to update the modify information and click on update category button, while to delete wing click on delete category button in front of the category and confirm deletion.

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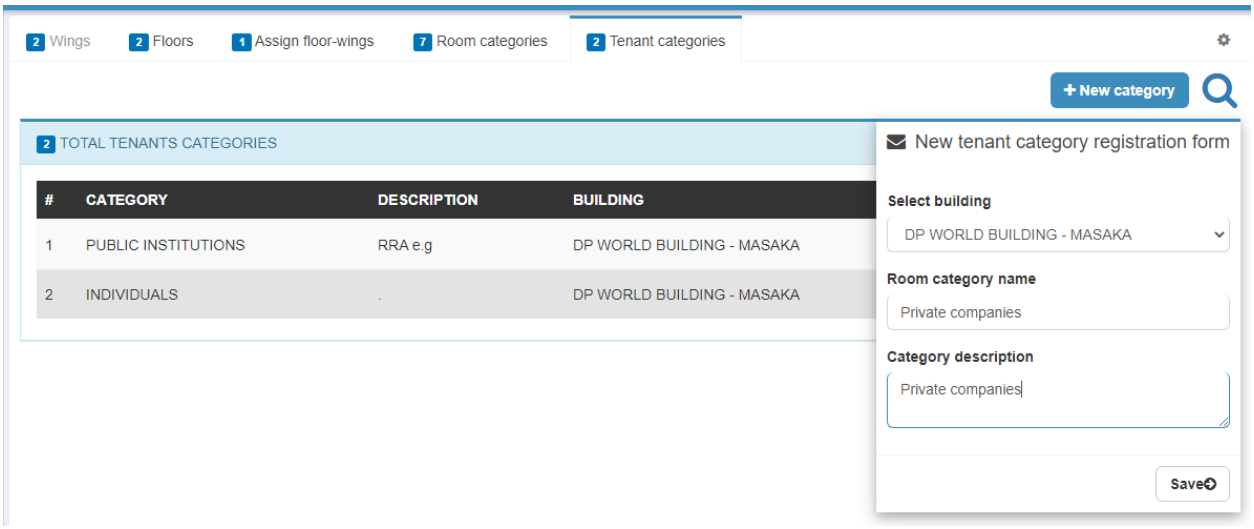
V.6. Tenant category

This allows to the system administrator to view a list of tenant categories saved in the system and user can add new category, update existing category or delete unwonted category**.**



Note: To update tenant category, click on edit icon in front of tenant category to update the modify information and click on update tenant category button, while to delete wing click on delete tenant category button in front of the tenant category and confirm deletion.

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V.7 Rooms management

The screen shoot before, shows the general information about registered rooms.

Note: On this page, you can view a list of registered rooms and you can browse a list of room by status (available, occupied and all), you can also search a specific room by clicking on the top right search button to search a specific room.

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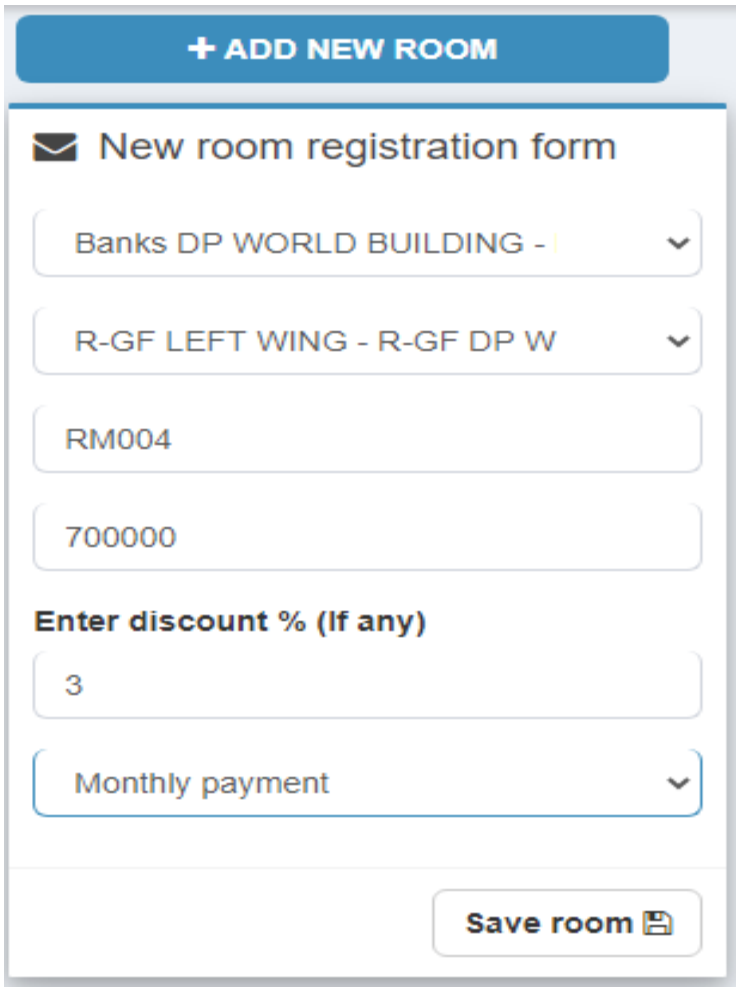
V.8. New room registration form

The following form, allow to the system administrator to fill room information and to save new room in the database.



Field name	Description
Room category	Category of the room
Floor wing	Wing and floor of the building
Room name	Name (Number) of the room
Payment type	Payment type (Square meter or per month)
Link/Button	**Description**
Save	Save room information into database.

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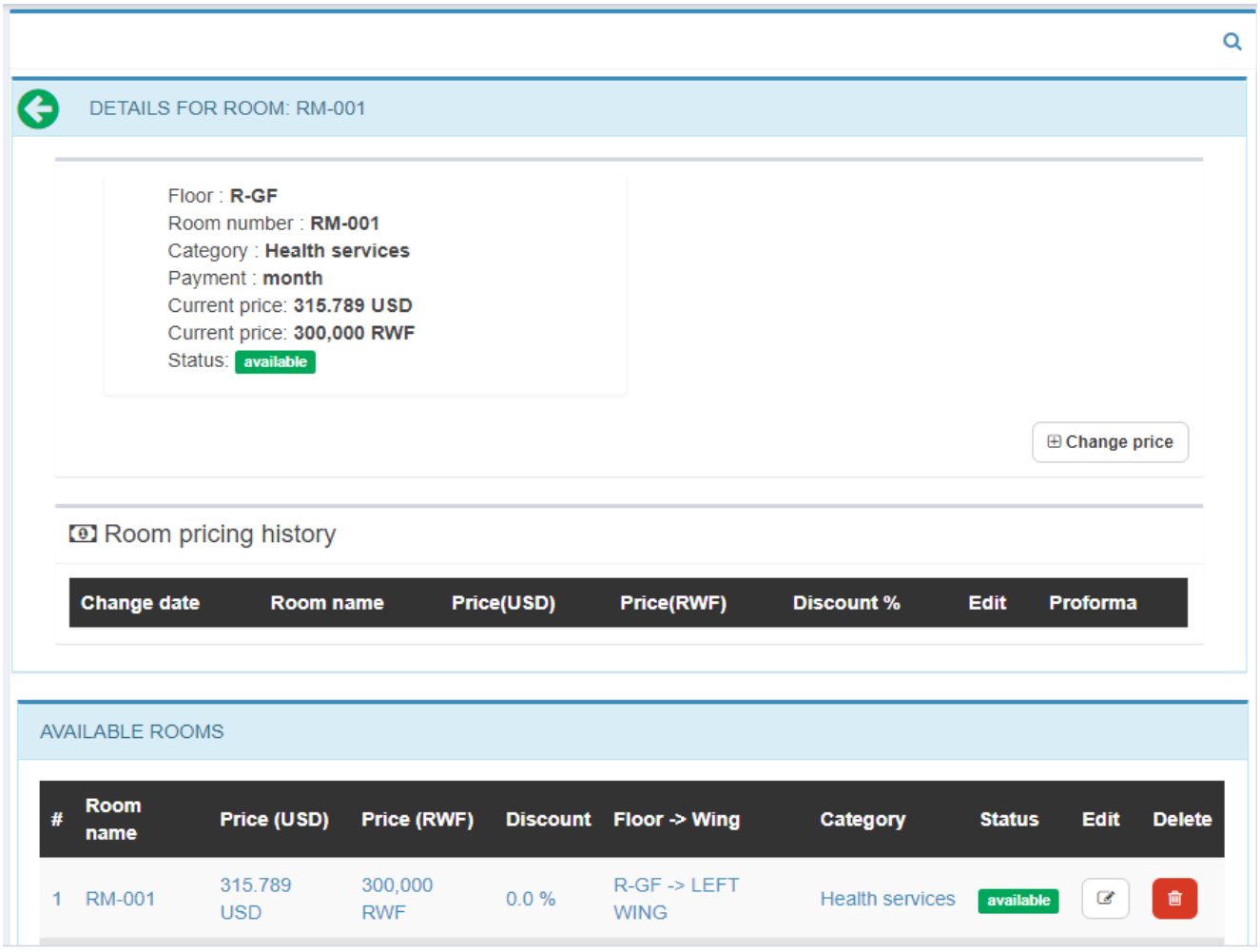
Note: To update room, click on edit icon in front of room to update the modify information and to delete room click on delete button in front of the room to be deleted.

V.9 Room details

This page, shows information about registered room, among this information there are; floor, room number, room category, payment type, current price. And room status (available or occupied). Below the page, you can also view history of room pricing change.



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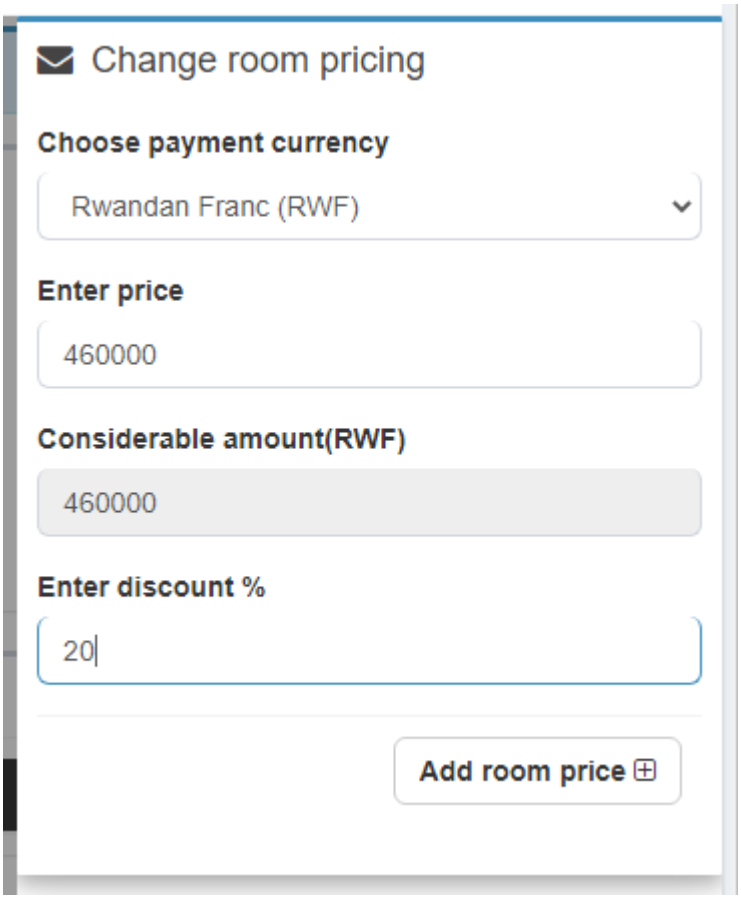
V.10. Room pricing

This form, allow to the system administrator to change price of the room, by changing price of the room, the system keep history information on all prices of the room.



Field name	Description
Payment type	Payment type (Square meter or per month)
New price	New price of the room
Link/Button	**Description**
Save	Save room information into database.

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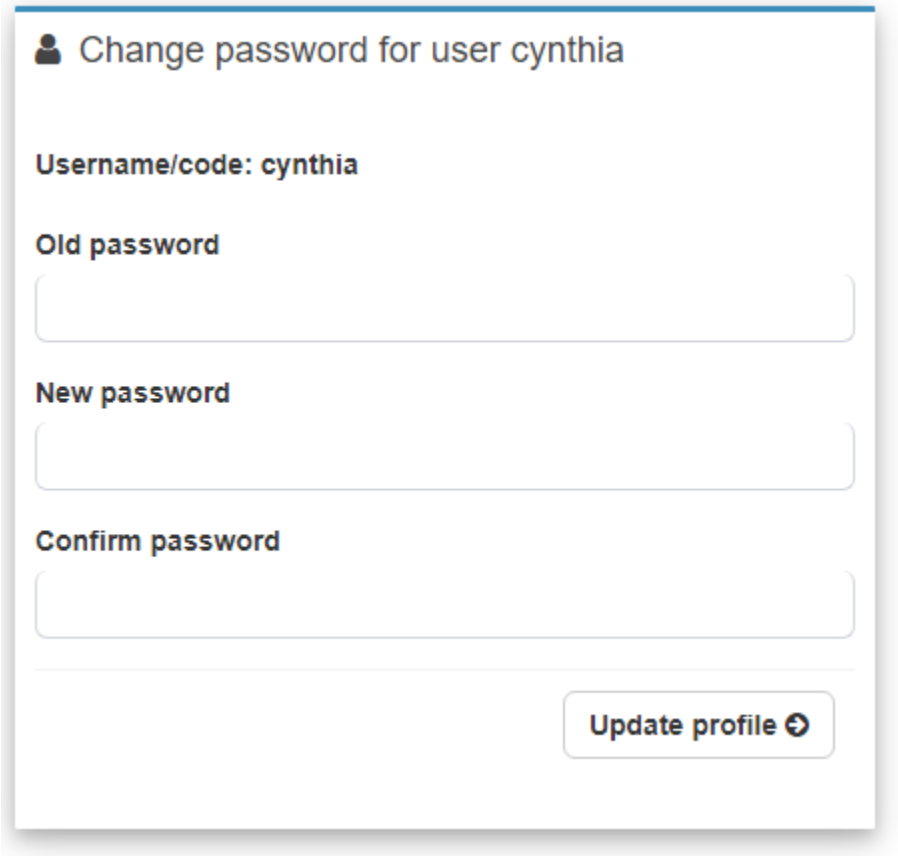
V. 11 Changing the password

The form presented on the left panel allows to change the password and telephone number.



Field name	Description
Phone number	You can update your phone number through
Old Password	Provide your old password. It is the password you have used to login in the system.
New Password	Put your new password that you will use for the next login
Confirm password	Retype your new password as confirmation
Link/Button	**Description**
Submit	Click the button to save new changes.

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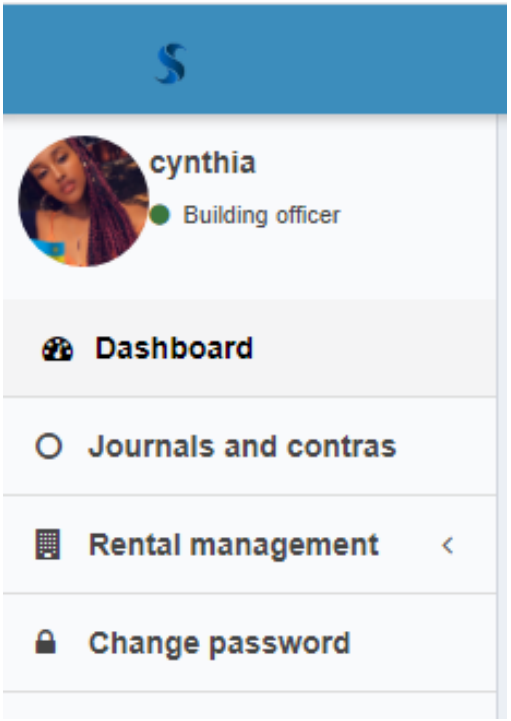
VI. Building manager



Rental management: Allows to the building officer to add new tenants, update existing and record tenant contract in the system.

Tenant invoice: Allows to make notices to the tenants for them to pay.

Manage payments: Enables to the building officer to records all payment transactions of tenants into the system.

Change password: With this menu any user of the system can change his/her password.

Note: At the top-right corner of each web page you can find a search button which allow user to find any needed record on the same page.

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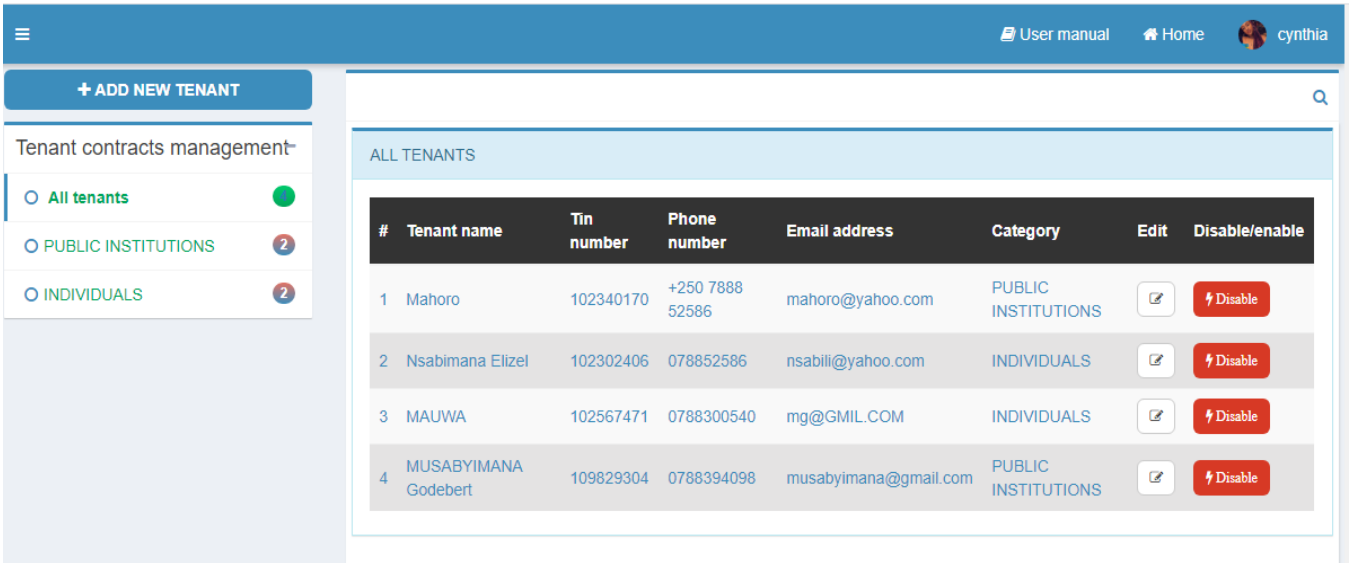
VI.1 Tenant registration page

The screen shoot before, shows the general information about registered tenants.



Note: On this page, you can view a list of registered tenants and you can browse a list of tenants by respective categories, you can also search a specific tenant by clicking on the top right search button to search a specific tenant.

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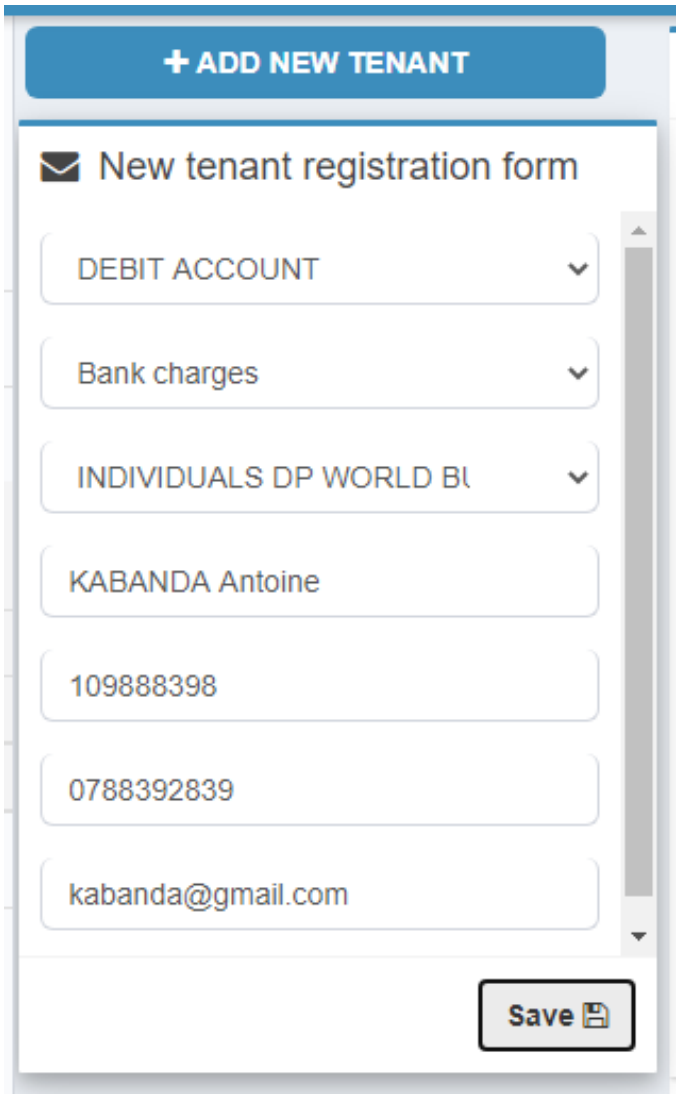
VI.2. New tenant registration form

The following form, allow to the building officer to fill tenant information and to save new tenant in the database.



Field name	Description
Tenant category	Category of the tenant
Tenant name	Name of the tenant
Tin number	Tin number of the tenant
Phone number	Phone number of the tenant
Email address	Email address of the tenant

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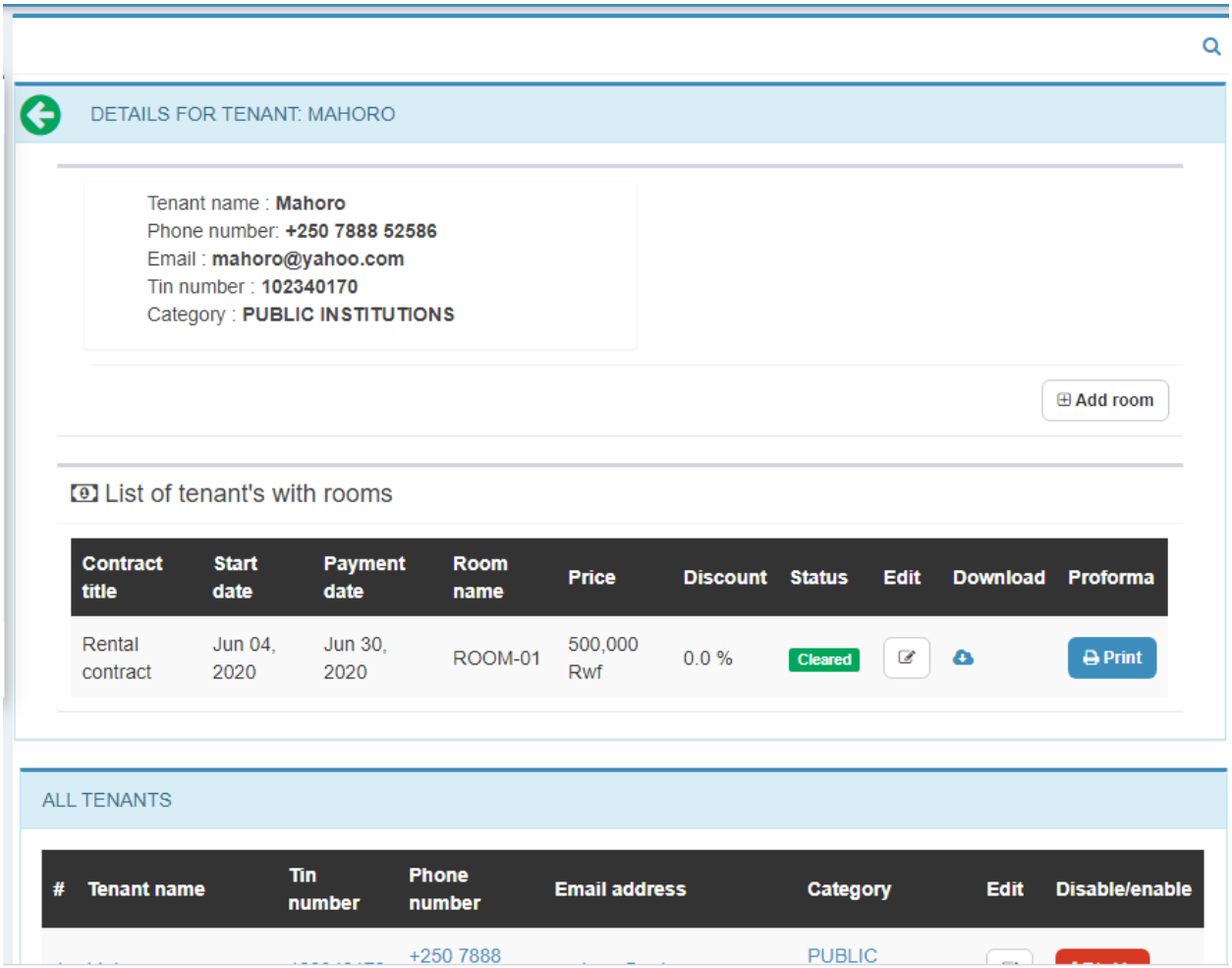
Link/Button	Description
Save	Save room information into database.

Note: To update tenant, click on edit icon in front of tenant to update the modify information and to delete tenant click on delete button in front of the tenant to be deleted.

VI.3 Tenant details

This page, shows information about registered tenant, among this information there are; Tenant name, phone number, email address, tin number, and tenant category. Below the page, you can also view a list of contracts added to the tenant.



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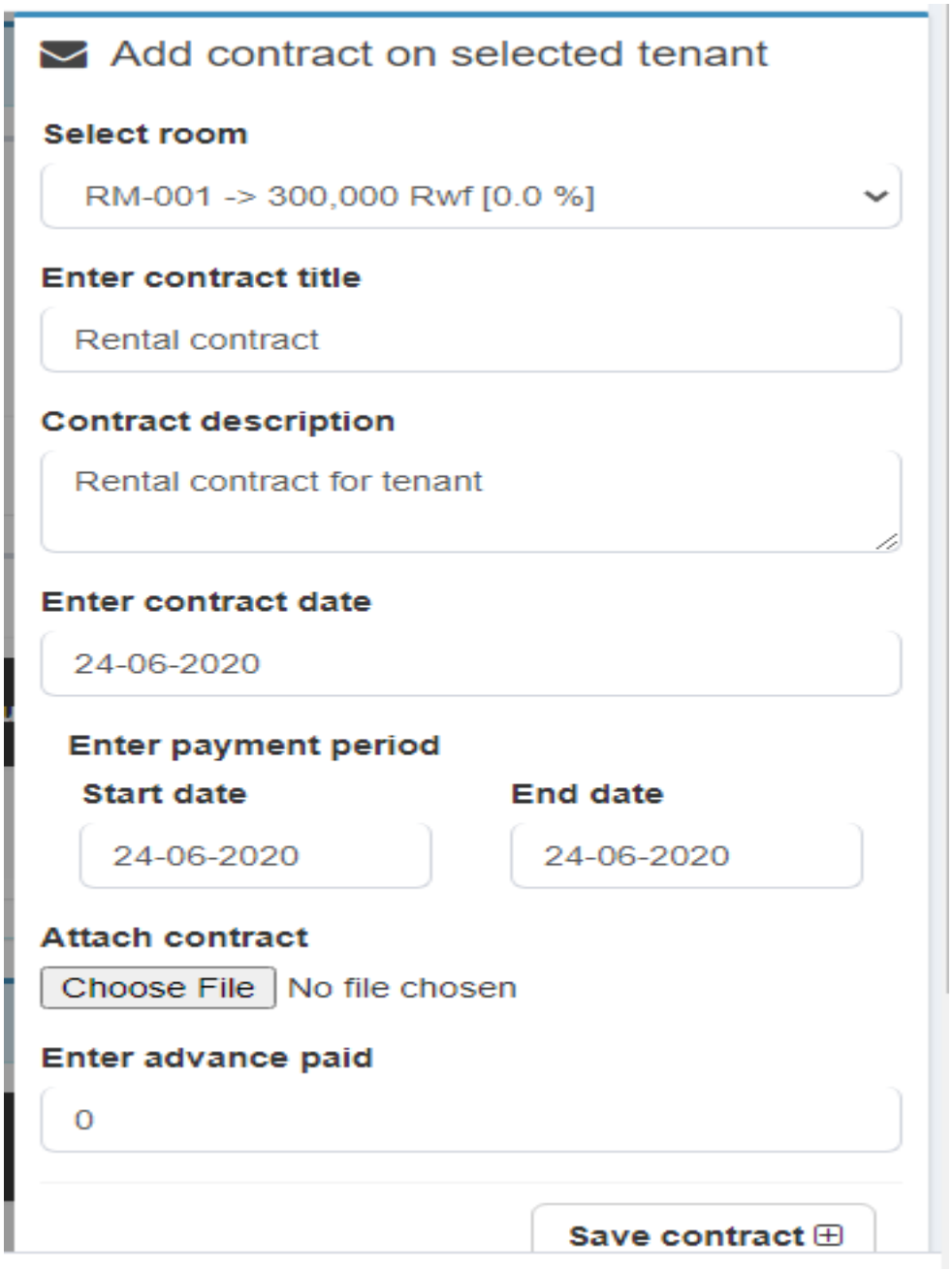
VI.4 Contract registration

This form, allow to the building officer to add a contract on selected tenant, by adding a contract you need to select which room among available room and price of the room will appear.



Apart from attaching contact file, The system itself can generate the contract as well

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Field name	Description
Room	Select room to assign on tenant with room price
Contract title	Title of the contract
Description	Description of the contract
Contract date	Contract starting date
Payment date	Contract payment date
Attachment	Attachment of the soft copy of contract
Link/Button	**Description**
Save	Save contract information into database.

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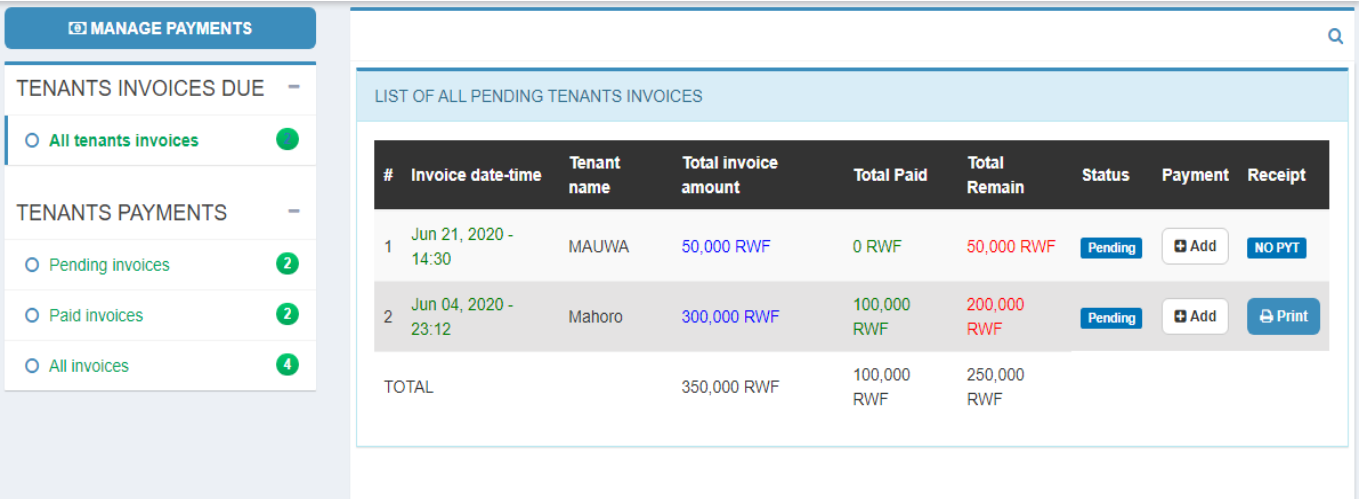
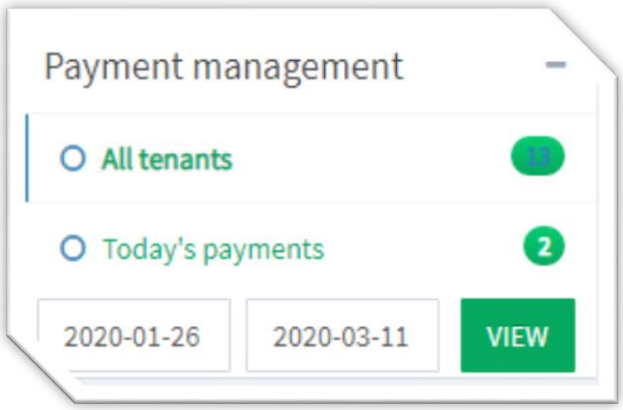
VI.5 Tenant payment page

The screen shoot before, shows the general information about all tenants' payment.



Note: On this page, you can view a list of registered tenants and their respective payments you can browse a list of payments by respective payment date range, you can also search a specific payment per individual tenant by clicking on the top right search button to search a specific tenant.



Note: You can select a date range to view a list of tenant's payments per a specific date range as selected then you click on view to retrieve a list of tenants with payment in that range.

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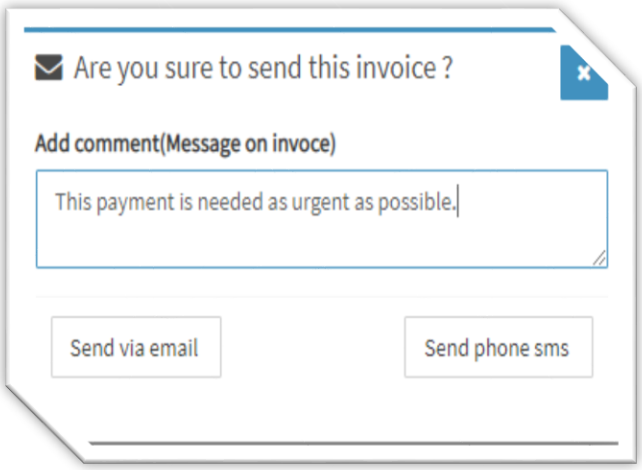
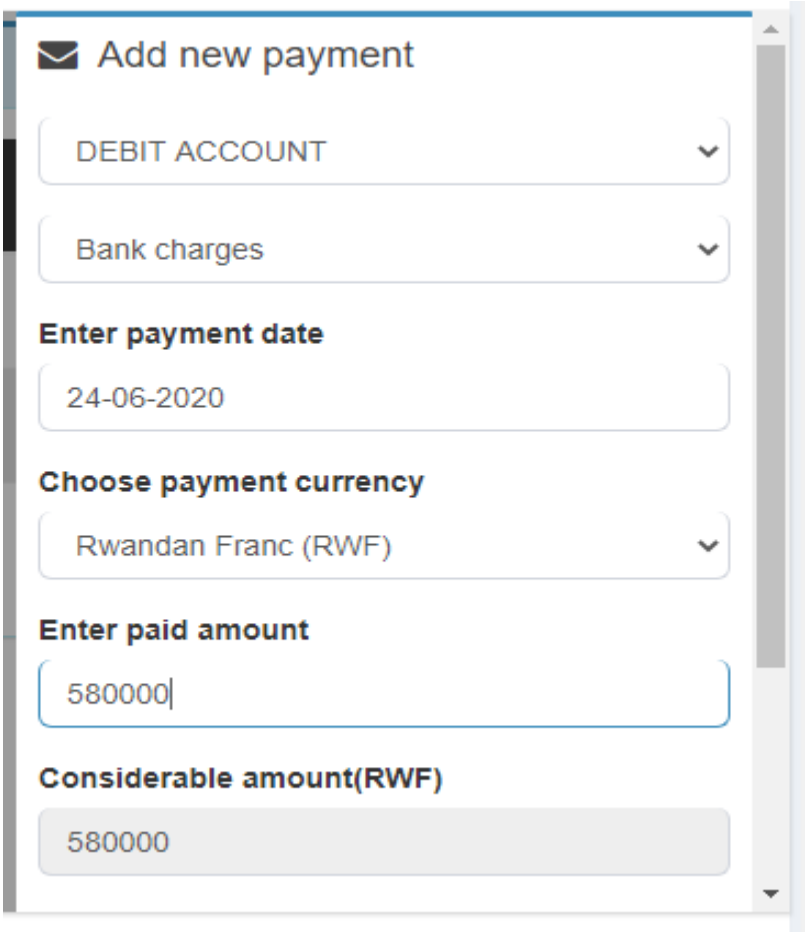


Note: You can send a payment reminder/notification to the tenant's phone number or to the tenant's email address.

VI.6. New tenant payment record form

The following form, allow to the building officer to record the payment for a given tenant.



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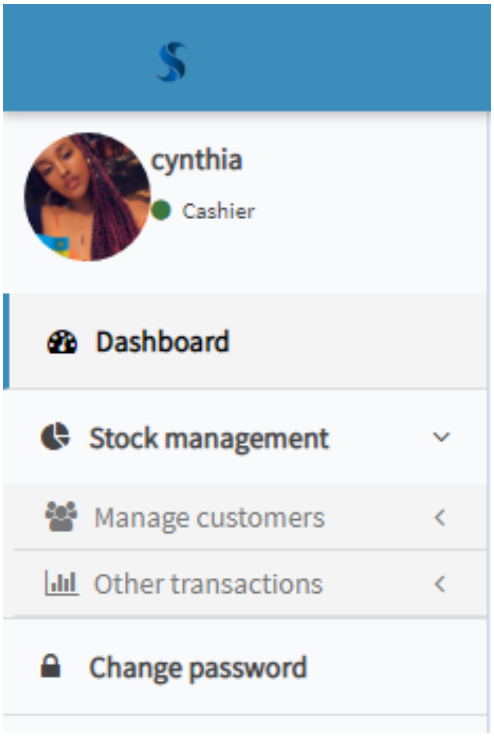
Field name	Description
Paid amount	Amount paid by tenant
Payment mode	Mode of payment
Payment date	Payment date
Link/Button	**Description**
Save	Save payment information into database.

VII. CASHIER



Stock management: Allows to the cashier to manage stock records.

Manage customers: Allows to make customer management by adding new ones, updating existing ones. This goes with invoicing customers, and customer payments

Other transactions: Enables to the cashier to make stock movement, records damage and record company expenses.

Change password: With this menu any user of the system can change his/her password.

Note: At the top-right corner of each web page you can find a search button which allow user to find any needed record on the same page.

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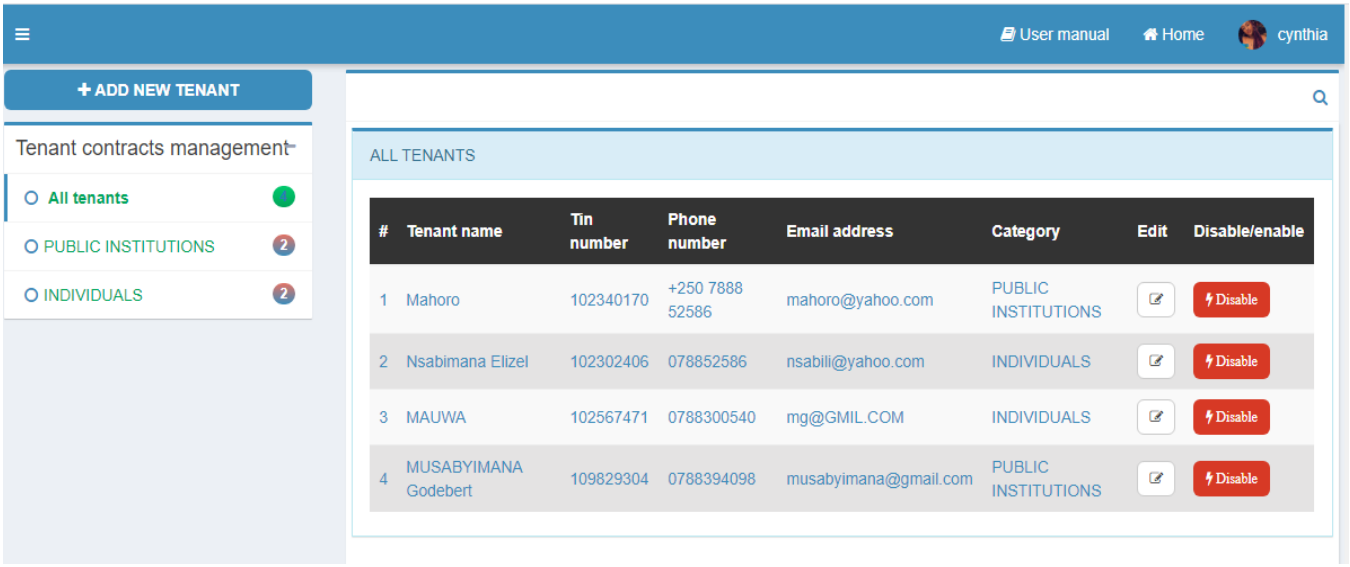
VII.1 Customer management page

The screen shoot below, shows the general information about registered customers.



Note: On this page, you can view a list of registered customers and you can browse a list of customers by respective categories, you can also search a specific customer by clicking on the top right search button to search a specific customer.

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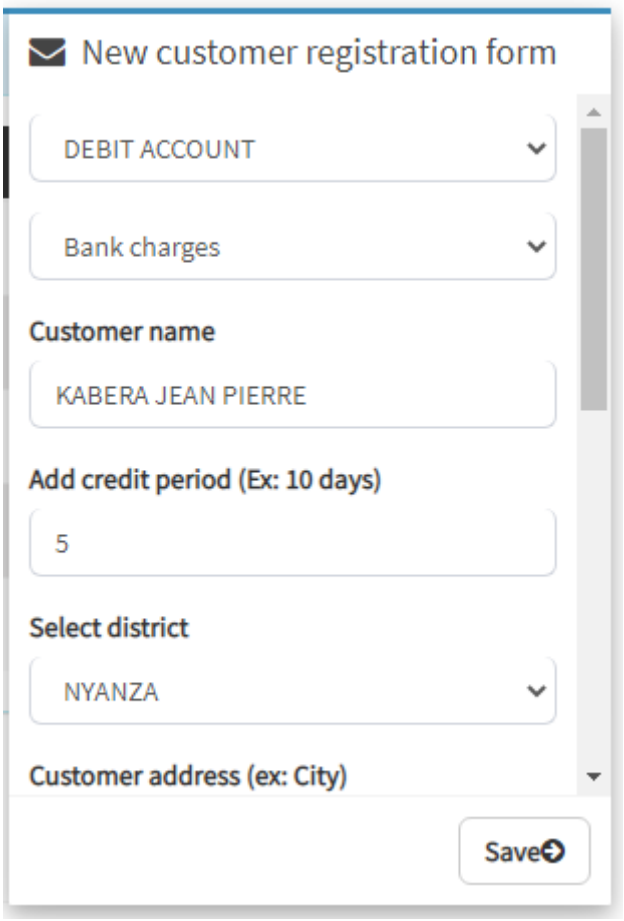
VII.2 New customer registration form

The following form, allow to the cashier to fill customer information and to save new customer in the database.



Field name	Description
Account type	Type of the financial account
Customer name	Name of the customer
Credit period	Number of days of credit
Customer address	Address of the customer
Phone number	Phone number of the customer

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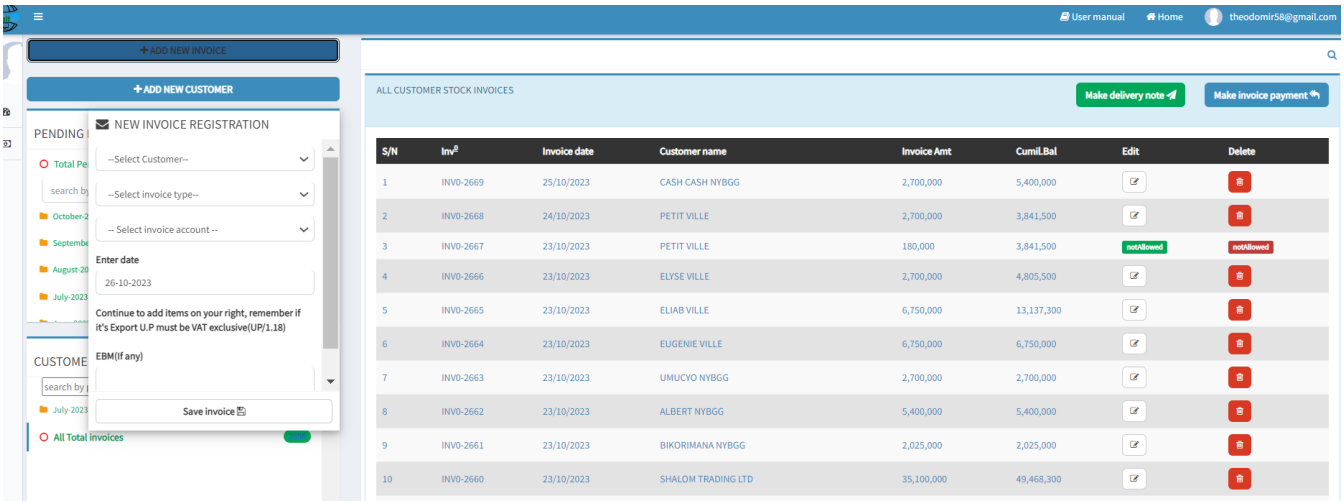
VII.3 Customer invoice

This page, allows to the cashier/sales Manager to manage pending customer invoices.At this time you can delete or edit the invoice, the items added or remove them. Once the invoice is paid nothing of these options can work.



VII.4. Customer invoice printing

Invoice number: INV0-10
Invoice date : 25/08/2021
Due date : 25/08/2021
Print date : 17/09/2021

INVOICE TO
Customer name: MAMA MUTONI
Phone number: 0788482042

S/N	Item Code	Item Name	Quantity	Unity price	Tax Amount
1	0-4	S16-Dazle Black	5 Piece (Pc)	68,200	341,000
2	0-20	A16PLUS	20 Piece (Pc)	41,000	820,000
3	0-14	P-37/DEEP BLUE	10 Piece (Pc)	75,000	750,000
4	0-12	itel W4002/A14 Plus-Sky Blue	20 Piece (Pc)	34,000	680,000
5	0-24	IT 5081	80 Piece (Pc)	11,500	920,000
6	0-8	IT2173-Black - Deep Blue	300 Piece (Pc)	8,200	2,460,000
7	0-7	IT 2160-Black	1200 Piece (Pc)	8,200	9,840,000
				Sub total	15,811,000
				VAT Amount	0
				Total Paid	0
				Total Discount	0
				Total to pay	15,811,000

VII.4. Customer payment

This page allows to the cashier to manage the customer payments and provide to them payment receipt.

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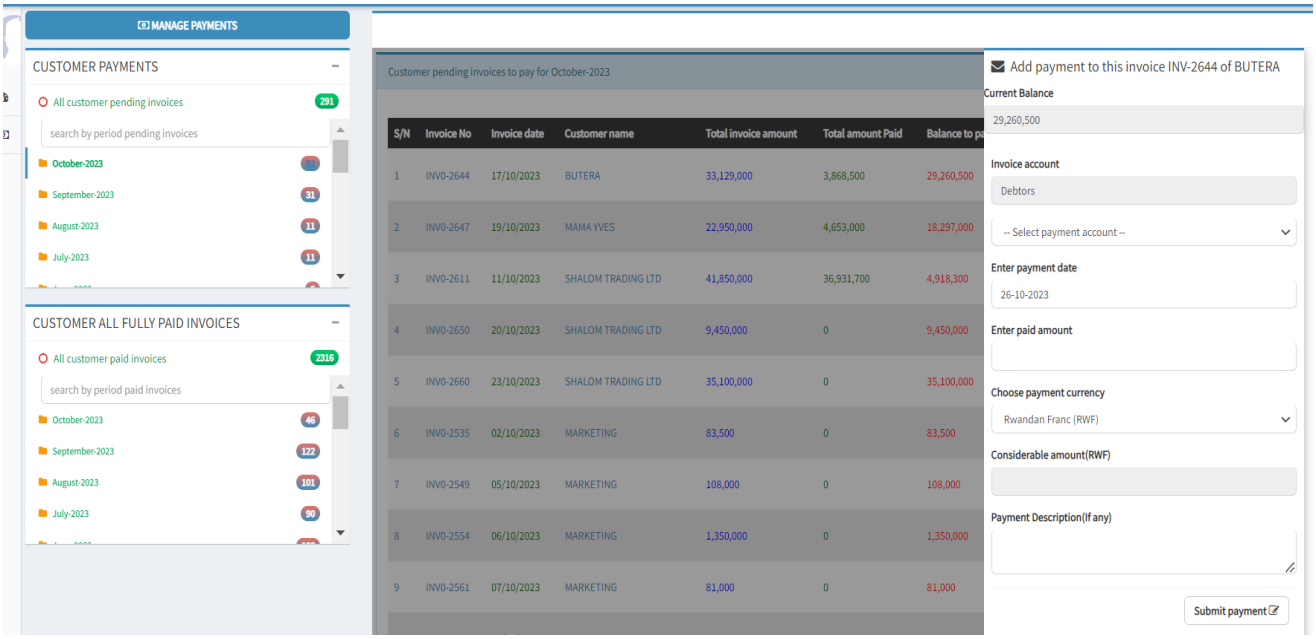

Only the pending invoices are displayed here, to let the intended user make the payment accordingly

VII.5. Customer payment receipt

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PAYMENT RECEIPT

Receipt number: RCPT0-5
Receipt date : 28/08/2021
Print date : 17/09/2021

Payment received From

Customer: MBABAZI
Tel: 0788533538

PaymentDate	Invoice No	Receipt No	Payment account	Paid amount
28/08/2021	INV0-8	RCPT0-5	SCHILLO-MOMO	998,800 RWF

This is a genuine electronic generated Document

Served by:
Ndatimana Sedar / Tel No: 0782161111

Signature

Banking Details
Bank name:
Account Number:
Account name:
OR
Bank name:
Account Number:
Account name:

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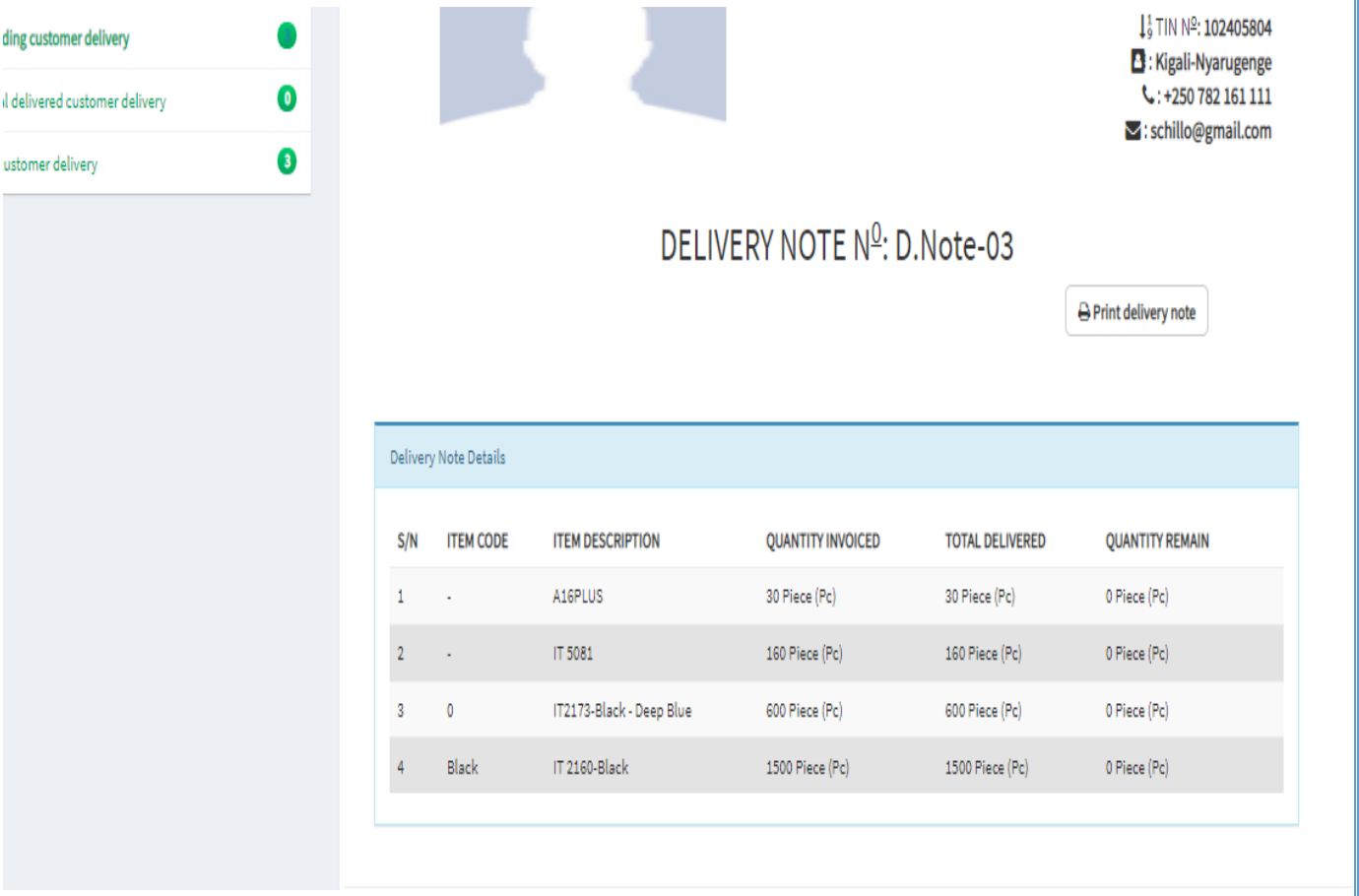
VII.6. Customer delivery note page

This page allows to prepare delivery note information of the customer.



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VII.7. Customer delivery note

CUSTOMER DELIVERY NOTE

Customer address
Delivery note N^{o}: DN0-3
Invoice N^{0} : INV0-11
Invoice date : 24/08/2021
Delivery date : 24/08/2021
Print date : 17/09/2021

S/N	Item code	Item Desc.	Qtty. invoiced	Total delivered	Quantity remain
1	-	A16PLUS	30 Piece (Pc)	30 Piece (Pc)	0 Piece (Pc)
2	-	IT 5081	160 Piece (Pc)	160 Piece (Pc)	0 Piece (Pc)
3	0	IT2173-Black - Deep Blue	600 Piece (Pc)	600 Piece (Pc)	0 Piece (Pc)
4	Black	IT 2160-Black	1500 Piece (Pc)	1500 Piece (Pc)	0 Piece (Pc)

pproved By:_____

ECEIVED BY:_____

ode of transport:_____Car plate no._____

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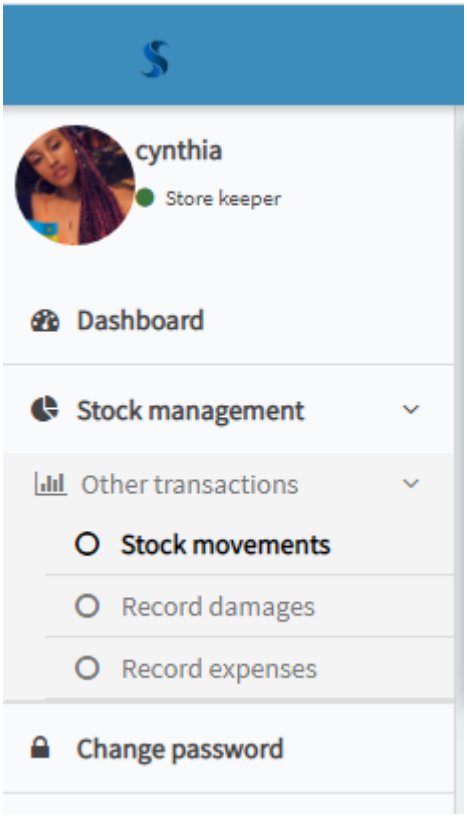
VIII. STORE KEEPER



Other transactions: Enables to the stock keeper to make stock movement, records damage and record company expenses.

Change password: With this menu any user of the system can change his/her password.

Note: At the top-right corner of each web page you can find a search button which allow user to find any needed record on the same page.

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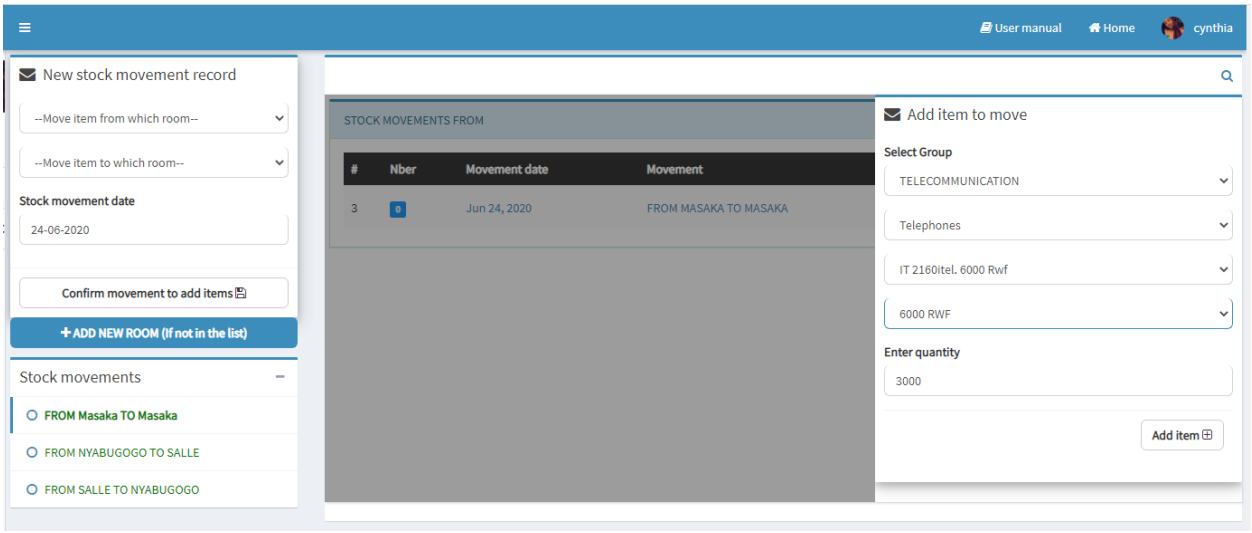
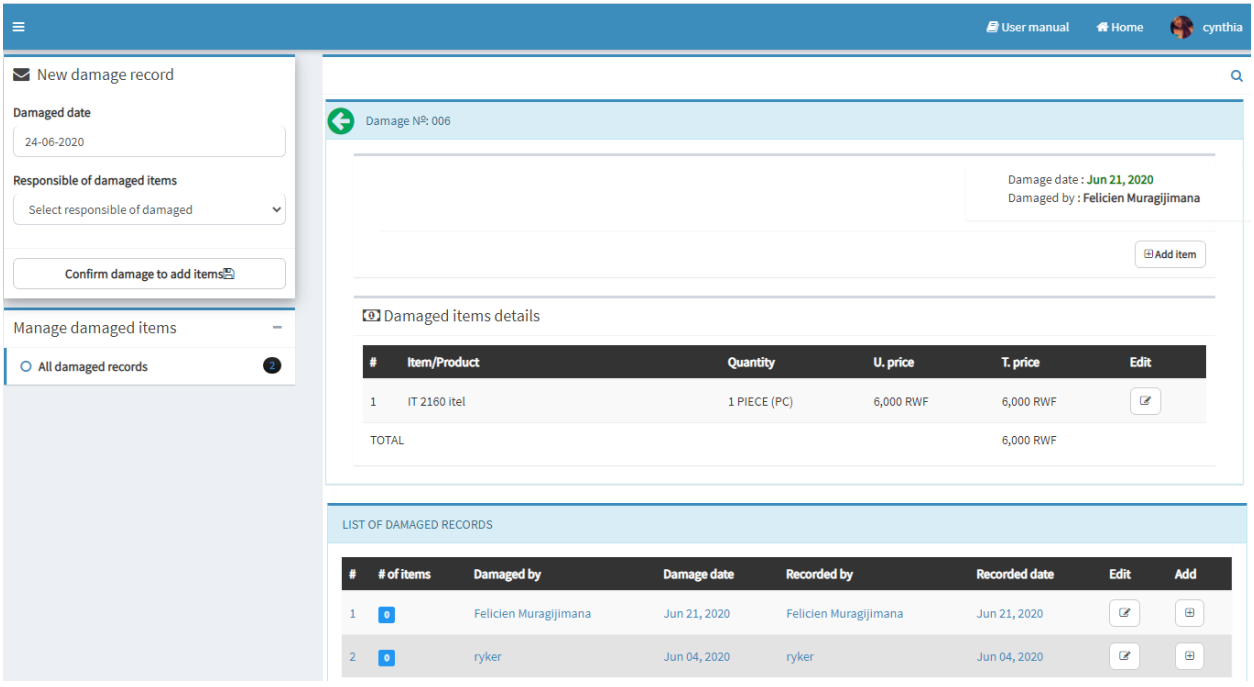
VIII.1 Record stock movement

This form enables, to store keeper to record the movement of products from one stock room to another one, this record help to know quantity and value of products moved from one stock to another.



VIII.2 Record stock damage

This form enables, to store keeper to record damage products from stock, this record help to know quantity and value of products damaged.



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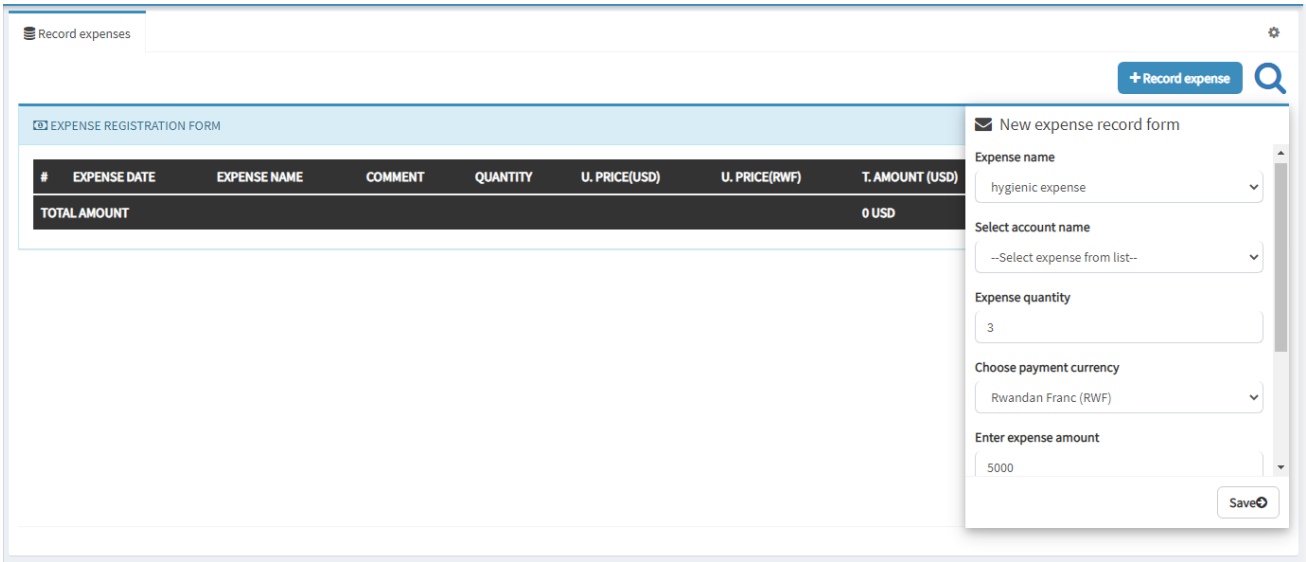
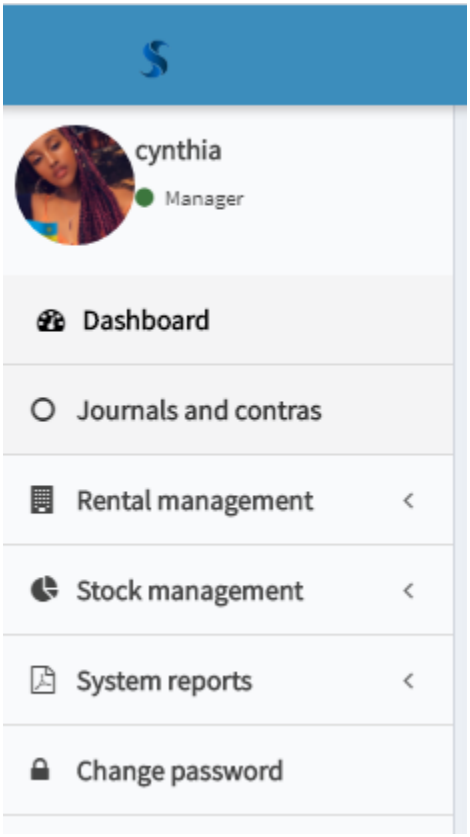
VIII.3 Record expenses

Allow to record company expenses.



IX. ACCOUNTANT



Journals and contra: Enable to the manager to record all journals and contras transactions.

Rental management: Same function as for building office

Stock management: Same functions as for cashier.

Change password: With this menu any user of the system can change his/her password.

System reports; Allow generation of automatic reports according to features allowed by system super administrator.

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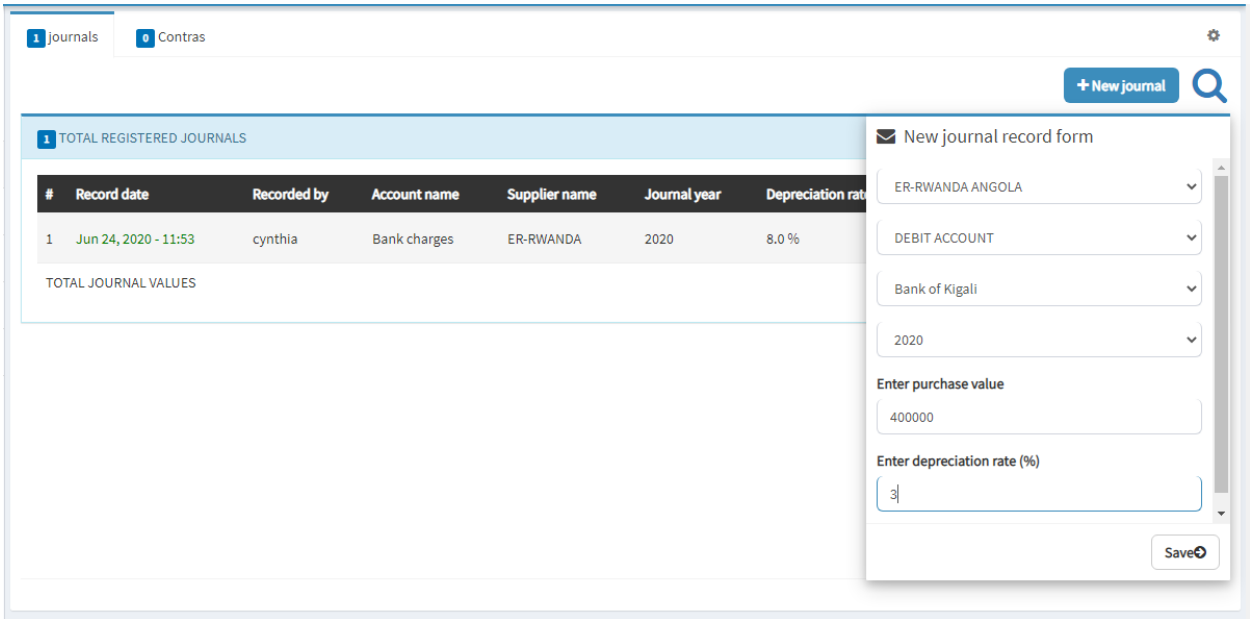
Note: At the top-right corner of each web page you can find a search button which allow user to find any needed record on the same page.

IX.1 Journal management page

This page allows to the Manager to manage records of all journals (Adding new journal, editing existing and removing unwanted)



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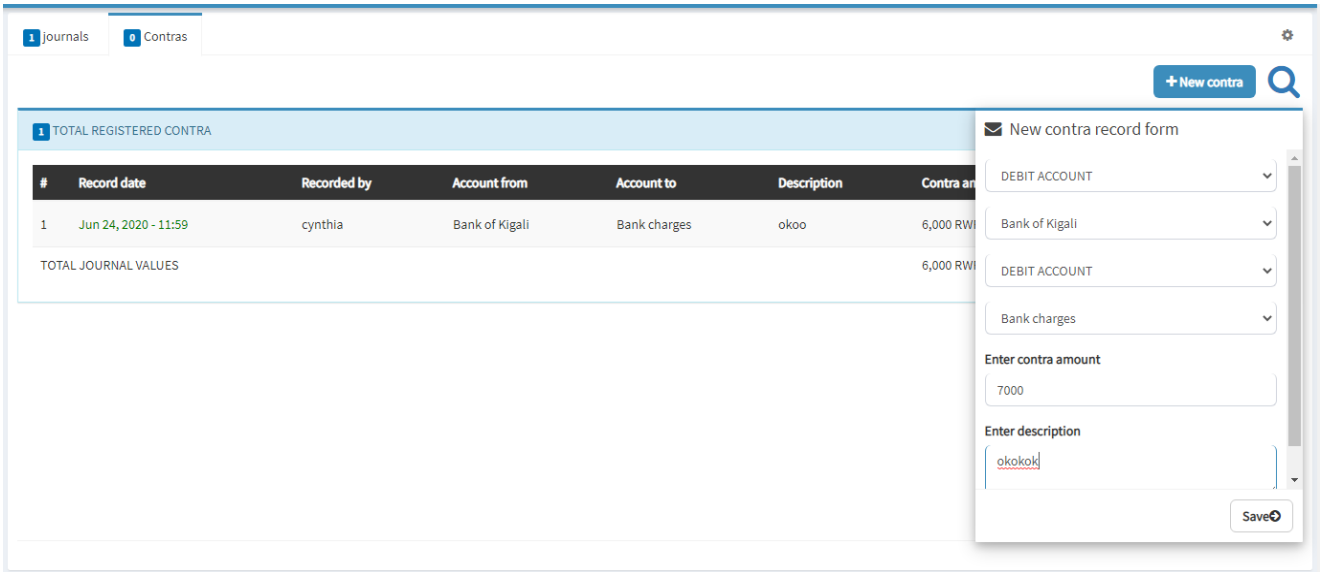
IX.2 Contra management page

This page allows to the Manager to manage records of all contras (Adding new journal, editing existing and removing unwanted).

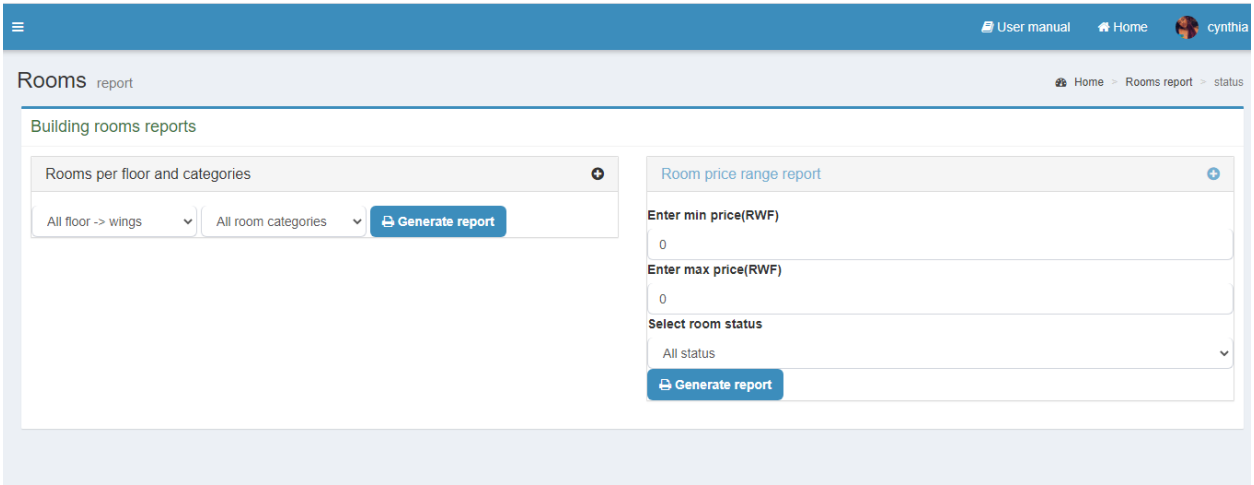


X. System reports

X1. Rental reports

X.1.1 Room report page

The page below, shows the way to select parameters in order to print room reporting. Among these parameters include (Floor, category of room, room price range).



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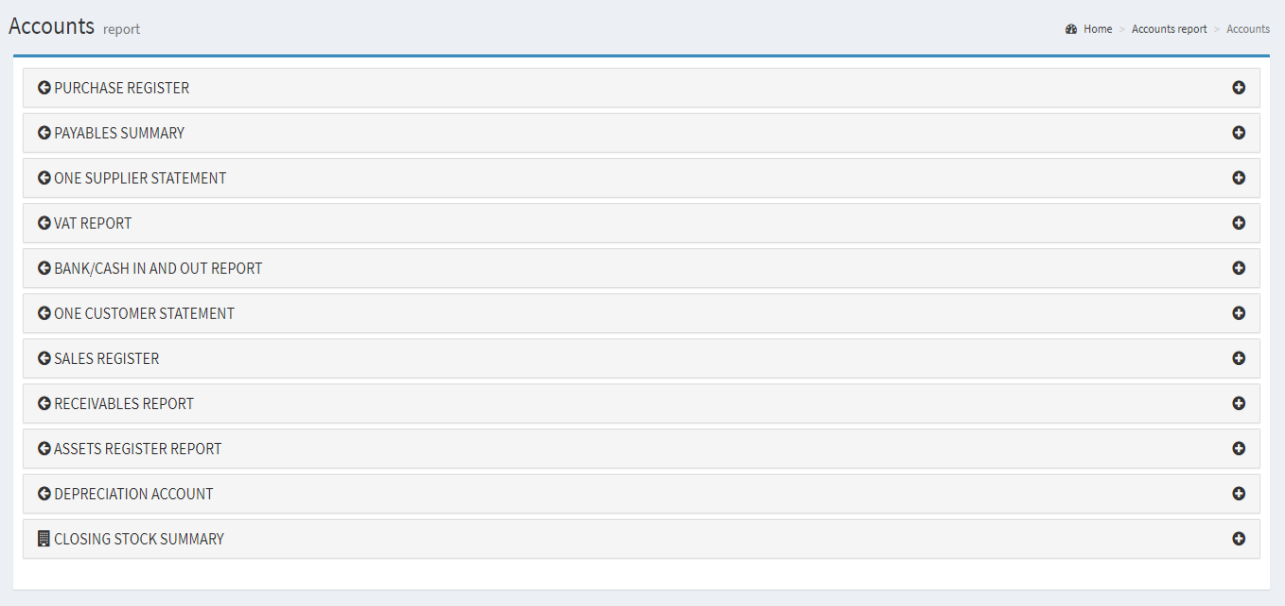
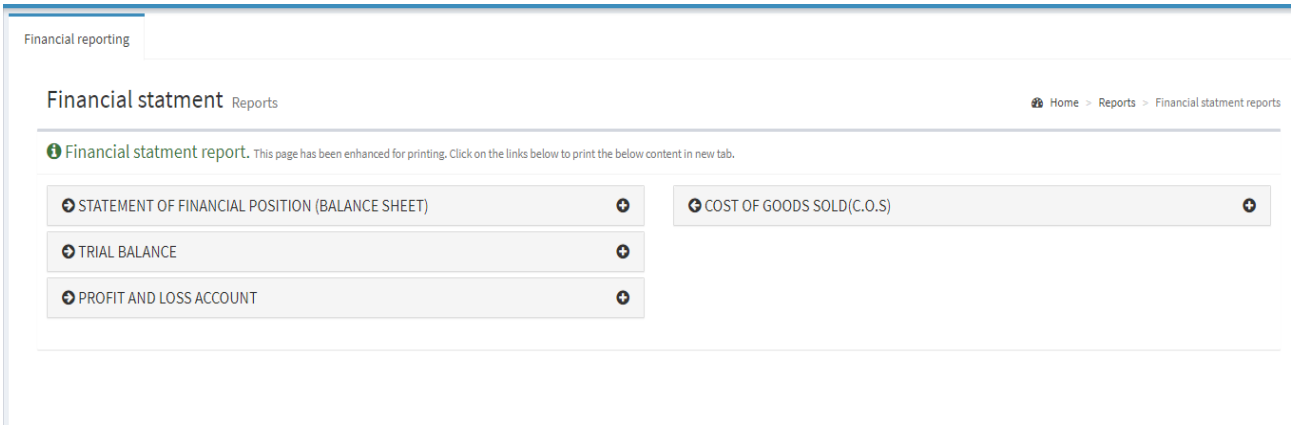
X.2.4 Financial accounts report page

This report page, allows to any allowed user to generate any of the financial accounts reports as listed below.



X.2.5 Financial statement reports

This report page, allows to any allowed user to generate any of the financial statement reports as listed below.



"***SMATT -ERP***" is an outcome of hard work done by our expert technical team in supervision of several renowned educationists, which includes certified, experienced Accountants with software engineers' experts. "***SMATT -ERP***" is a rare combination of experience and precision on international standard way.

The system is easy to use and user friendly enough! Hope user will like and enjoy this.

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