



[HOME](#) [ABOUT](#) [SYSTEM FEATURES](#) [MEET OUR PRICE](#) [GALLERY](#) [CONTACT](#) [LOGIN](#)

**READY TO TAKE YOUR BUSINESS TO  
THE NEXT LEVEL**

ARE YOU?

[DROP A MESSAGE NOW](#)

**TABLE OF CONTENT**

---

I.	Introduction.....	4
	Advantage of SMATT -ERP.....	4
	System accessibility and technologies .....	<b>Error! Bookmark not defined.</b>
I.2.	System Module and Access Levels .....	4
	User Access level of the system: .....	4
II.	Home page .....	6
III.	Login page .....	7
III.1.	User roles .....	8
IV.	Super admin of the system .....	9
V.	Administrator of the system .....	10
V.1.	System users.....	11
V.2.	Add new user .....	12
V.3.	Building wings .....	13
V.4.	Assign floor wing.....	14
V.5.	Room categories.....	15
V.6.	Tenant category.....	16
V.7	Rooms management.....	17
V.8.	New room registration form.....	18
V.9	Room details .....	19
V.10.	Room pricing.....	20
V. 11	Changing the password .....	21
VI.	Building manager.....	22
VI.1	Tenant registration page .....	23
VI.2.	New tenant registration form.....	24
VI.3	Tenant details.....	25
VI.4	Contract registration .....	26
VI.5	Tenant payment page.....	28
VI.6.	New tenant payment record form .....	29

VII. CASHIER .....	30
VII.1 Customer management page .....	31
VII.2 New customer registration form.....	32
VII.3 Customer invoice.....	33
VII.4. Customer invoice printing .....	33
VII.6. Customer delivery note page.....	36
VII.7. Customer delivery note .....	37
VIII. STORE KEEPER.....	38
VIII.1 Record stock movement.....	39
VIII.2 Record stock damage .....	39
VIII.3 Record expenses.....	40
IX. ACCOUNTANT .....	40
IX.1 Journal management page.....	41
IX.2 Contra management page .....	42
X. System reports.....	42
X1. Rental reports .....	42
X.1.1 Room report page.....	42
X.2.4 Financial accounts report page.....	43
X.2.5 Financial statement reports .....	43

## 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:

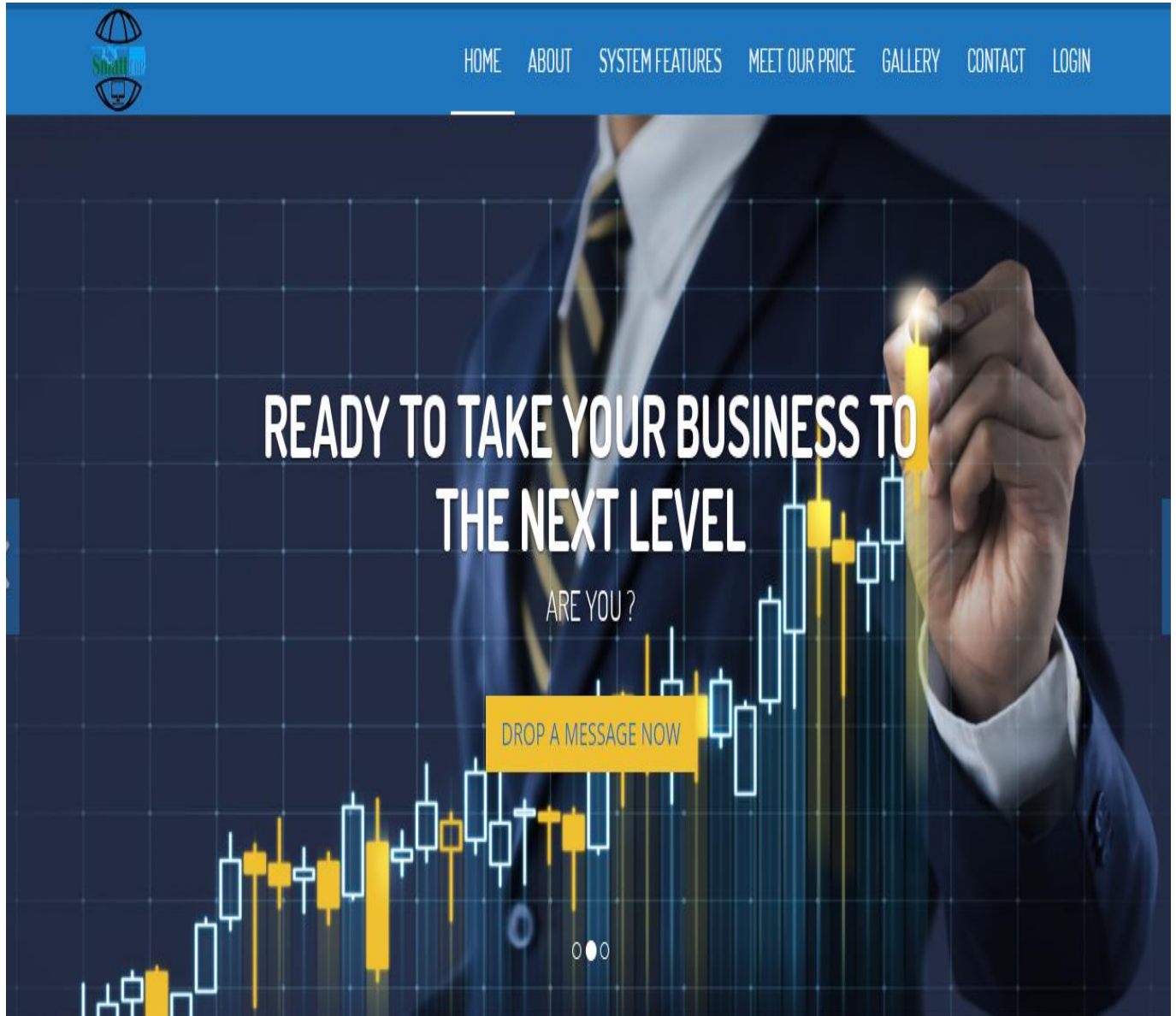
1. Accountant/finance,
2. Administrator,
3. Operations Manager,
4. Building officer,
5. Building Manager,
6. Store keeper,
7. Cashier.
8. Procurement manager
9. Sales manager
10. Receptionist
11. Boss
- 12.

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

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

## 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.



### 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.

Home SMATT ERP

Smatt ERP

Enter your username here

Enter your password

Sign in

Forgot password ?, click here to reset


1. Click to login

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

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. <b><i>Don't use existing password for your email address</i></b>
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


Welcome to SCHILLO PHONE LTD



ADMINISTRATOR

OPERATIONAL MANAGER

[← Back on login](#)



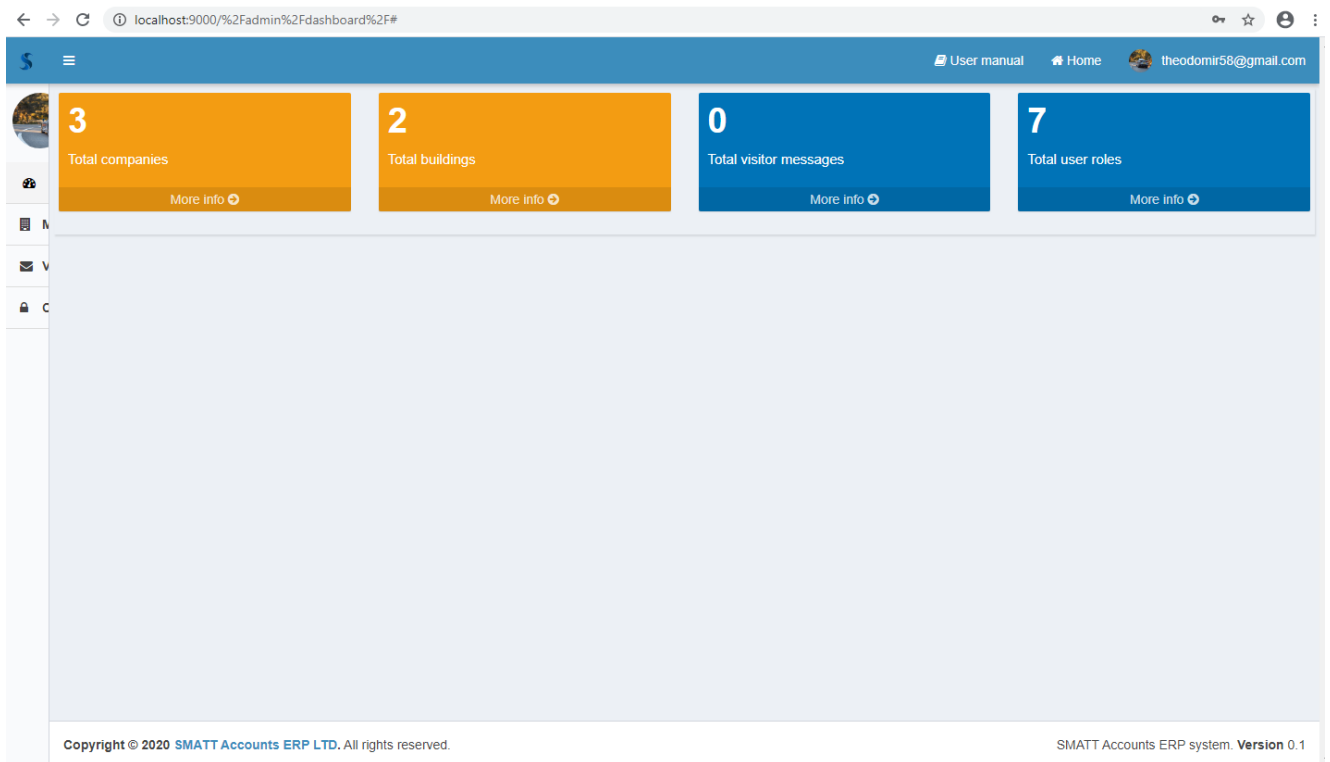
2. Choose role to access.
3. Click sign in.



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.

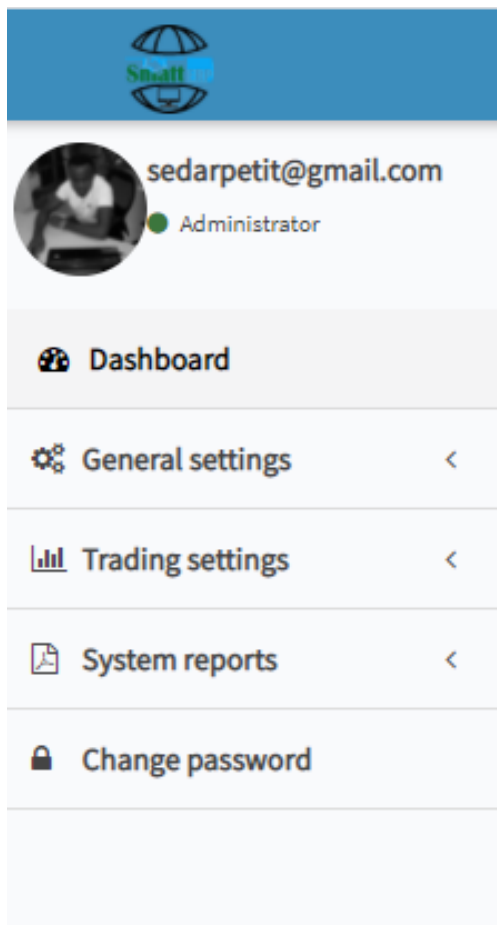
#### IV. Super admin of the system



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

## 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.

### 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.

The screenshot displays the 'Users setting' page. At the top, there is a tab labeled '4 Users setting' and a '+ New user' button with a search icon. Below this is a section titled '4 TOTAL REGISTERED USERS'. The main content is a table with the following columns: #, PROFILE, FULL NAME, PHONE, USERNAME/CODE, USER ROLES, USER BUILDING, ADD STAMP, UPDATE, and DISABLE. There are four rows of user data. The second row, for user 'theo', is highlighted in orange and features a green 'Click to enable' button, while the other rows have red 'Click to disable' buttons. Each row also includes buttons for 'Add role', 'Add building', and 'Add stamp', along with an edit icon.

#	PROFILE	FULL NAME	PHONE	USERNAME/CODE	USER ROLES	USER BUILDING	ADD STAMP	UPDATE	DISABLE
1		Felicien Muragijimana	07883004520	felicien					
2		theo	012547850	theo					
3		ryker	0788852586	ryker					
4		cynthia	0788852586	cynthia					

**V.2. Add new user**

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

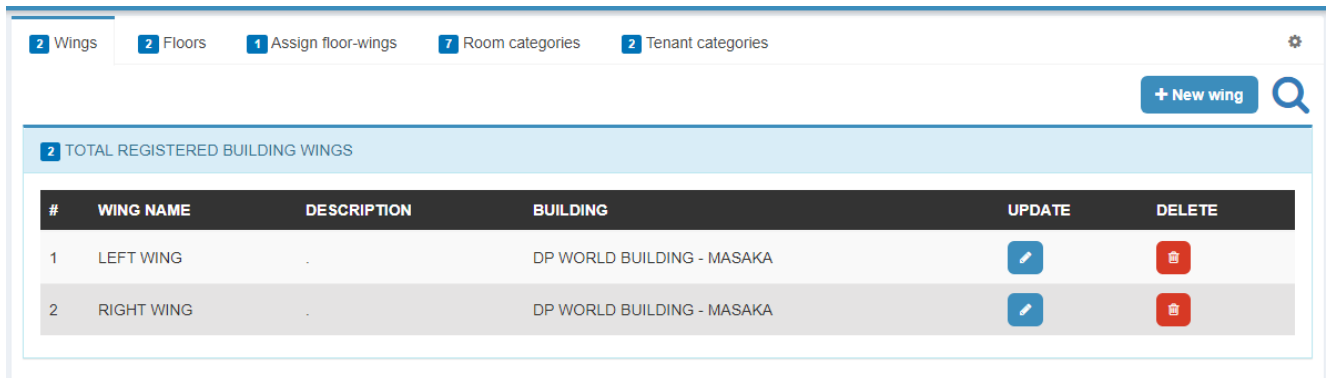
The screenshot shows a web form titled "New user registration form" with a mail icon. It contains four input fields: "Full name" with the value "MUNEZERO Emma", "Enter phone" with the value "0788392098", "Username" with the value "munezero@gmail.com", and "Enter password" with a masked password ".....". A "Save" button with a right-pointing arrow is located at the bottom right of the 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.

**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.

#### 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.

2 Wings 2 Floors 1 Assign floor-wings 7 Room categories 2 Tenant categories

+ Assign floor wing

1 TOTAL REGISTERED FLOOR-WINGS

WING NAME	FLOOR NUMBER	FLOOR DESCRIPTION
LEFT WING - DP WORLD BUILDING - MASAKA	R-GF	Right Ground floor

Assign floor to wing

LEFT WING - DP WORLD BUILDING M...

R-GF - Right Ground floor

Save

**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.

### V.5. Room categories

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

The screenshot displays the 'Room categories' management interface. At the top, there are navigation tabs: 'Wings', 'Floors', 'Assign floor-wings', 'Room categories', and 'Tenant categories'. The 'Room categories' tab is active. A '+ New category' button and a search icon are located in the top right. Below the navigation, a summary bar shows '7 TOTAL REGISTERED ROOM CATEGORIES'. The main area contains a table with the following data:

#	CATEGORY	DESCRIPTION	BUILDING
1	Health services	.	DP WORLD BUILDING - MASAKA
2	Banks	.	DP WORLD BUILDING - MASAKA
3	General trading	imyenda	DP WORLD BUILDING - MASAKA
4	Restaurants	Reserved for resestaurents	DP WORLD BUILDING - MASAKA
5	Insurances	.	DP WORLD BUILDING - MASAKA
6	Accomodation rooms	.	DP WORLD BUILDING - MASAKA
7	Parking space	.	DP WORLD BUILDING - MASAKA

On the right side, a 'New room category registration form' is open. It includes a 'Select building' dropdown menu with 'DP WORLD BUILDING - MASAKA' selected. Below it is a 'Room category name' text input field containing 'VVIP'. The 'Category description' text area contains 'Very Very Important Person'. A 'Save' button is at the bottom right of the form. At the bottom of the table, there are edit and delete icons for each row.

**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.

## 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 unwanted category.

2 Wings 2 Floors 1 Assign floor-wings 7 Room categories 2 Tenant categories

+ New category

2 TOTAL TENANTS CATEGORIES

#	CATEGORY	DESCRIPTION	BUILDING
1	PUBLIC INSTITUTIONS	RRA e.g	DP WORLD BUILDING - MASAKA
2	INDIVIDUALS	.	DP WORLD BUILDING - MASAKA

New tenant category registration form

Select building  
DP WORLD BUILDING - MASAKA

Room category name  
Private companies

Category description  
Private companies

Save

**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.



## V.7 Rooms management

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

The screenshot displays the 'Rooms management' interface. On the left sidebar, there is a '+ ADD NEW ROOM' button at the top. Below it, the 'Rooms management' section is expanded, showing three radio button options: 'Available rooms' (selected), 'Occupied rooms', and 'All rooms'. Underneath, the 'Rooms by categories' section is also expanded, showing three radio button options: 'Health services', 'Banks', and 'General trading'. The main content area is titled 'AVAILABLE ROOMS' and contains a table with the following data:

#	Room name	Price (USD)	Price (RWF)	Discount	Floor -> Wing	Category	Status	Edit	Delete
1	RM-001	315.789 USD	300,000 RWF	0.0 %	R-GF -> LEFT WING	Health services	available		
2	RM002	473.684 USD	450,000 RWF	0.0 %	R-GF -> LEFT WING	Banks	available		
3	RM003	189.474 USD	180,000 RWF	0.0 %	R-GF -> LEFT WING	General trading	available		

**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.

**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.

**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.

← DETAILS FOR ROOM: RM-001
🔍

Floor : **R-GF**  
 Room number : **RM-001**  
 Category : **Health services**  
 Payment : **month**  
 Current price: **315.789 USD**  
 Current price: **300,000 RWF**  
 Status: available

🔗 Change price

📄 Room pricing history

Change date	Room name	Price(USD)	Price(RWF)	Discount %	Edit	Proforma
-------------	-----------	------------	------------	------------	------	----------

AVAILABLE ROOMS

#	Room name	Price (USD)	Price (RWF)	Discount	Floor -> Wing	Category	Status	Edit	Delete
1	RM-001	315.789 USD	300,000 RWF	0.0 %	R-GF -> LEFT WING	Health services	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">available</span>	<span style="border: 1px solid #007bff; border-radius: 5px; padding: 2px 5px;">✎</span>	<span style="background-color: #dc3545; color: white; border-radius: 50%; padding: 2px 5px;">🗑️</span>

**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.

## V. 11 Changing the password

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

**Change password for user cynthia**

Username/code: cynthia

Old password

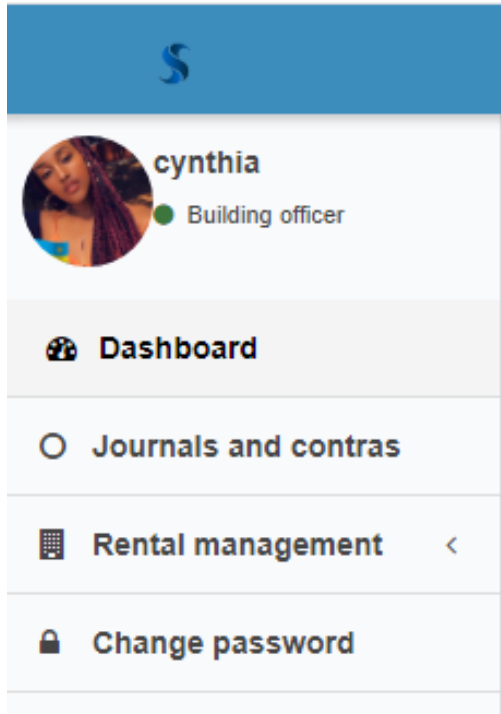
New password

Confirm password

Update profile ↻

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.

## 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.

## VI.1 Tenant registration page

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

#	Tenant name	Tin number	Phone number	Email address	Category	Edit	Disable/enable
1	Mahoro	102340170	+250 7888 52586	mahoro@yahoo.com	PUBLIC INSTITUTIONS		
2	Nsabimana Elizel	102302406	078852586	nsabili@yahoo.com	INDIVIDUALS		
3	MAUWA	102567471	0788300540	mg@GMAIL.COM	INDIVIDUALS		
4	MUSABYIMANA Godebert	109829304	0788394098	musabyimana@gmail.com	PUBLIC INSTITUTIONS		

**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.

**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



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.

The screenshot displays the 'DETAILS FOR TENANT: MAHORO' page. It includes a back arrow, a search icon, and a list of tenant details: Tenant name: Mahoro, Phone number: +250 7888 52586, Email: mahoro@yahoo.com, Tin number: 102340170, and Category: PUBLIC INSTITUTIONS. There is an 'Add room' button. Below this is a section titled 'List of tenant's with rooms' containing a table of contracts.


Contract title	Start date	Payment date	Room name	Price	Discount	Status	Edit	Download	Proforma
Rental contract	Jun 04, 2020	Jun 30, 2020	ROOM-01	500,000 Rwf	0.0 %	Cleared			

Below the contract table is a section for 'ALL TENANTS' with a table listing all tenants.


#	Tenant name	Tin number	Phone number	Email address	Category	Edit	Disable/enable
...	...	...	+250 7888	...	PUBLIC		

#### 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.

 **Add contract on selected tenant**

**Select room**

RM-001 -> 300,000 Rwf [0.0 %] 

**Enter contract title**

Rental contract

**Contract description**

Rental contract for tenant

**Enter contract date**

24-06-2020

**Enter payment period**


Start date	End date
24-06-2020	24-06-2020

**Attach contract**

No file chosen

**Enter advance paid**

0



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

<b>Field name</b>	<b>Description</b>
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
<b>Link/Button</b>	<b>Description</b>
Save	Save contract information into database.

## VI.5 Tenant payment page

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

The screenshot displays the 'MANAGE PAYMENTS' interface. On the left, there are navigation menus for 'TENANTS INVOICES DUE' (with 'All tenants invoices' selected) and 'TENANTS PAYMENTS' (with 'Pending invoices', 'Paid invoices', and 'All invoices' options). The main area shows a 'LIST OF ALL PENDING TENANTS INVOICES' table.

#	Invoice date-time	Tenant name	Total invoice amount	Total Paid	Total Remain	Status	Payment	Receipt
1	Jun 21, 2020 - 14:30	MAUWA	50,000 RWF	0 RWF	50,000 RWF	Pending	+ Add	NO PYT
2	Jun 04, 2020 - 23:12	Mahoro	300,000 RWF	100,000 RWF	200,000 RWF	Pending	+ Add	Print
TOTAL			350,000 RWF	100,000 RWF	250,000 RWF			

**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.

The screenshot shows the 'Payment management' interface. It features two radio button options: 'All tenants' (selected) and 'Today's payments'. Below these are two date input fields showing '2020-01-26' and '2020-03-11', followed by a green 'VIEW' button.

**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.

Are you sure to send this invoice ?

Add comment(Message on invoice)

This payment is needed as urgent as possible.

Send via email      Send phone sms

**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.

✉ Add new payment

DEBIT ACCOUNT ▾

Bank charges ▾

**Enter payment date**

24-06-2020

**Choose payment currency**

Rwandan Franc (RWF) ▾

**Enter paid amount**

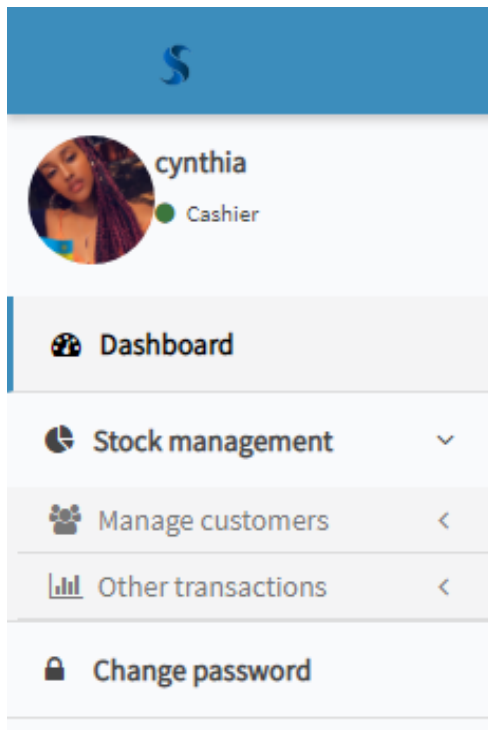
580000

**Considerable amount(RWF)**

580000

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.

## VII.1 Customer management page

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

The screenshot shows the 'Customer Management' page in the SMATT ACCOUNTS ERP system. The page features a top navigation bar with 'User manual', 'Home', and a user profile 'cynthia'. A left sidebar contains a '+ ADD NEW TENANT' button and a 'Tenant contracts management' section with three radio button options: 'All tenants', 'PUBLIC INSTITUTIONS', and 'INDIVIDUALS'. The main content area displays a table titled 'ALL TENANTS' with the following data:

#	Tenant name	Tin number	Phone number	Email address	Category	Edit	Disable/enable
1	Mahoro	102340170	+250 7888 52586	mahoro@yahoo.com	PUBLIC INSTITUTIONS		
2	Nsabimana Elizel	102302406	078852586	nsabli@yahoo.com	INDIVIDUALS		
3	MAUWA	102567471	0788300540	mg@GMAIL.COM	INDIVIDUALS		
4	MUSABYIMANA Godebert	109829304	0788394098	musabyimana@gmail.com	PUBLIC INSTITUTIONS		

**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.

## VII.2 New customer registration form

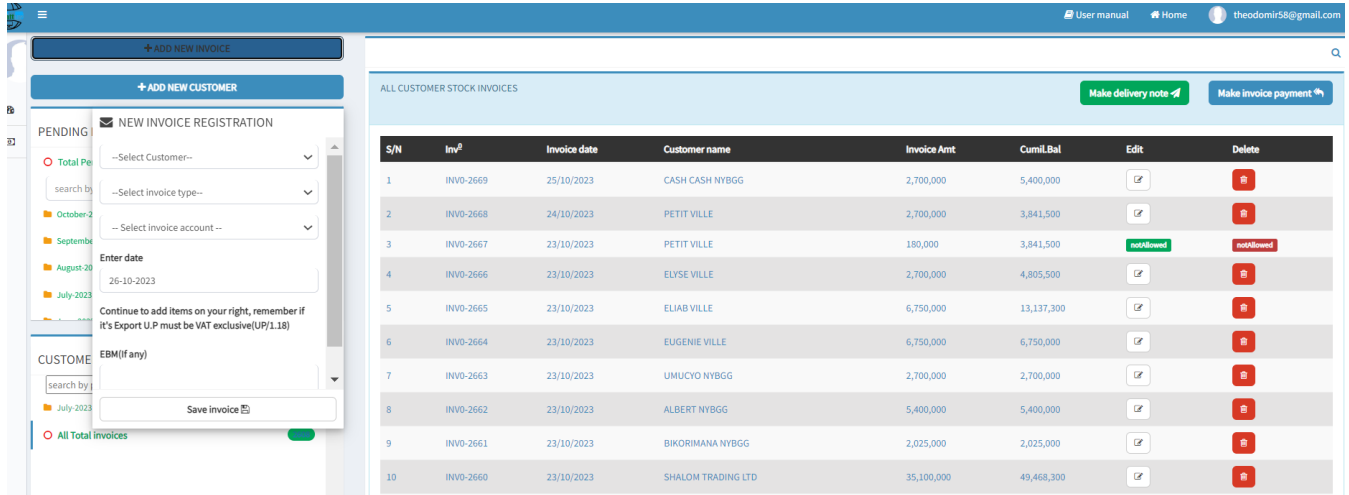
The following form, allow to the cashier to fill customer information and to save new customer in the database.

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



### 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: INVO-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
<b>Sub total</b>					<b>15,811,000</b>
VAT Amount					0
Total Paid					0
Total Discount					0
<b>Total to pay</b>					<b>15,811,000</b>

### VII.4. Customer payment

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

The screenshot displays the 'MANAGE PAYMENTS' section of the SMATT ACCOUNTS ERP system. It is divided into three main areas:

- Left Panel:** Contains two filters: 'CUSTOMER PAYMENTS' (291 pending invoices) and 'CUSTOMER ALL FULLY PAID INVOICES' (2316 paid invoices). Both filters allow searching by month (October, September, August, July 2023).
- Center Panel:** A table titled 'Customer pending invoices to pay for October-2023'. The table lists 9 invoices with columns for S/N, Invoice No, Invoice date, Customer name, Total invoice amount, Total amount Paid, and Balance to pay.
- Right Panel:** A form for adding a payment to a selected invoice (INV-2644 of BUTERA). It includes fields for Current Balance (29,260,500), Invoice account (Debtors), Enter payment date (26-10-2023), Enter paid amount, Choose payment currency (Rwandan Franc (RWF)), Considerable amount (RWF), and Payment Description (if any). A 'Submit payment' button is at the bottom.

S/N	Invoice No	Invoice date	Customer name	Total invoice amount	Total amount Paid	Balance to pay
1	INV0-2644	17/10/2023	BUTERA	33,129,000	3,868,500	29,260,500
2	INV0-2647	19/10/2023	MAMA YVES	22,950,000	4,653,000	18,297,000
3	INV0-2611	11/10/2023	SHALOM TRADING LTD	41,850,000	36,931,700	4,918,300
4	INV0-2650	20/10/2023	SHALOM TRADING LTD	9,450,000	0	9,450,000
5	INV0-2660	23/10/2023	SHALOM TRADING LTD	35,100,000	0	35,100,000
6	INV0-2535	02/10/2023	MARKETING	83,500	0	83,500
7	INV0-2549	05/10/2023	MARKETING	108,000	0	108,000
8	INV0-2554	06/10/2023	MARKETING	1,350,000	0	1,350,000
9	INV0-2561	07/10/2023	MARKETING	81,000	0	81,000

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

## VII.5. Customer payment receipt

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

Banking Details

Bank name:

Account Number:

Account name:

OR

Bank name:

Account Number:


Account name:

Signature

## VII.6. Customer delivery note page

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

- ding customer delivery 1
- il delivered customer delivery 0
- ustomer delivery 3



### DELIVERY NOTE N<sup>0</sup>: D.Note-03

Print delivery note

TIN N<sup>o</sup>: 102405804  
 : Kigali-Nyarugenge  
 : +250 782 161 111  
 : schillo@gmail.com

Delivery Note Details

S/N	ITEM CODE	ITEM DESCRIPTION	QUANTITY 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)

## VII.7. Customer delivery note

CUSTOMER DELIVERY NOTE

**Customer address**  
 Delivery note N°: DN0-3  
 Invoice N°: INVO-11  
 Invoice date : 24/08/2021  
 Delivery date : 24/08/2021  
 Print date : 17/09/2021

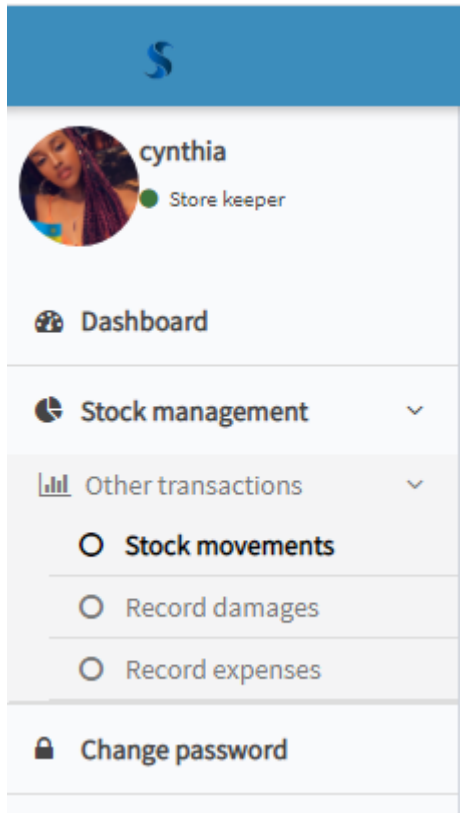
S/N	Item code	Item Desc.	Qty. invoiced	Total delivered	Quantity remain
1	-	A16PLUS	30 Piece (Pc)	30 Piece (Pc)	0 Piece (Pc)
2	-	IT 5081	160 Piece (Pc)	160 Piece (Pc)	0 Piece (Pc)
3	0	IT2173-Black - Deep Blue	600 Piece (Pc)	600 Piece (Pc)	0 Piece (Pc)
4	Black	IT 2160-Black	1500 Piece (Pc)	1500 Piece (Pc)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

Approved By: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Mode of transport: \_\_\_\_\_ Car plate no. \_\_\_\_\_

## 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.

### 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.

#	Item/Product	Quantity	U. price	T. price	Edit
1	IT 2160 itel	1 PIECE (PC)	6,000 RWF	6,000 RWF	[Edit]
TOTAL				6,000 RWF	

#	# of items	Damaged by	Damage date	Recorded by	Recorded date	Edit	Add
1	1	Felicien Muragijimana	Jun 21, 2020	Felicien Muragijimana	Jun 21, 2020	[Edit]	[Add]
2	1	ryker	Jun 04, 2020	ryker	Jun 04, 2020	[Edit]	[Add]

### VIII.3 Record expenses

Allow to record company expenses.

The screenshot shows the 'Record expenses' page with a table for 'EXPENSE REGISTRATION FORM' and a modal for 'New expense record form'.

#	EXPENSE DATE	EXPENSE NAME	COMMENT	QUANTITY	U. PRICE(USD)	U. PRICE(RWF)	T. AMOUNT (USD)
TOTAL AMOUNT							0 USD

**New expense record form fields:**

- Expense name: hygienic expense
- Select account name: --Select expense from list--
- Expense quantity: 3
- Choose payment currency: Rwandan Franc (RWF)
- Enter expense amount: 5000

### IX. ACCOUNTANT

**Profile:** cynthia (Manager)

- Dashboard
- Journals and contras
- Rental management <
- Stock management <
- System reports <
- Change password

**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.

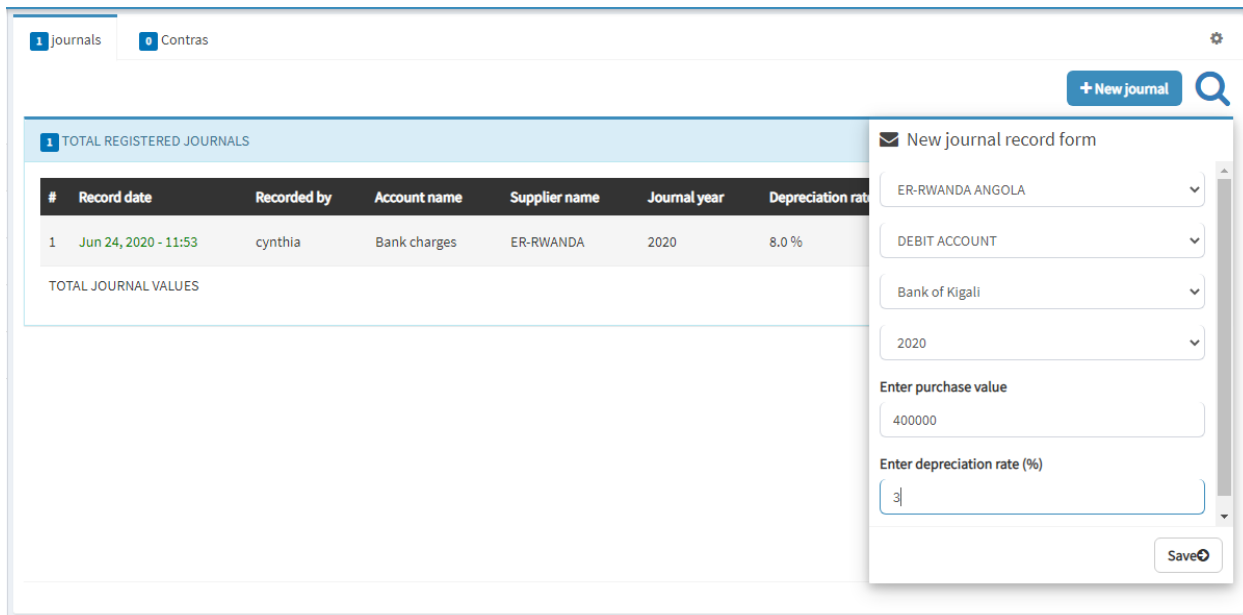
**System reports;** Allow generation of automatic reports according to features allowed by system super administrator.



**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.

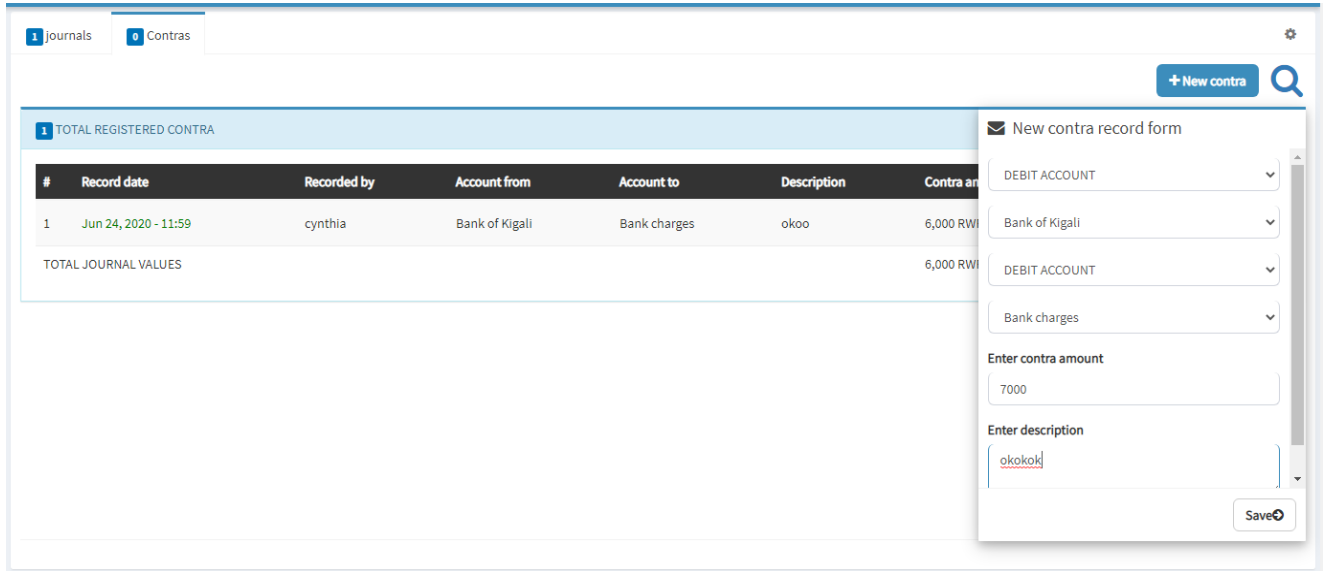
### IX.1 Journal management page

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



## 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).

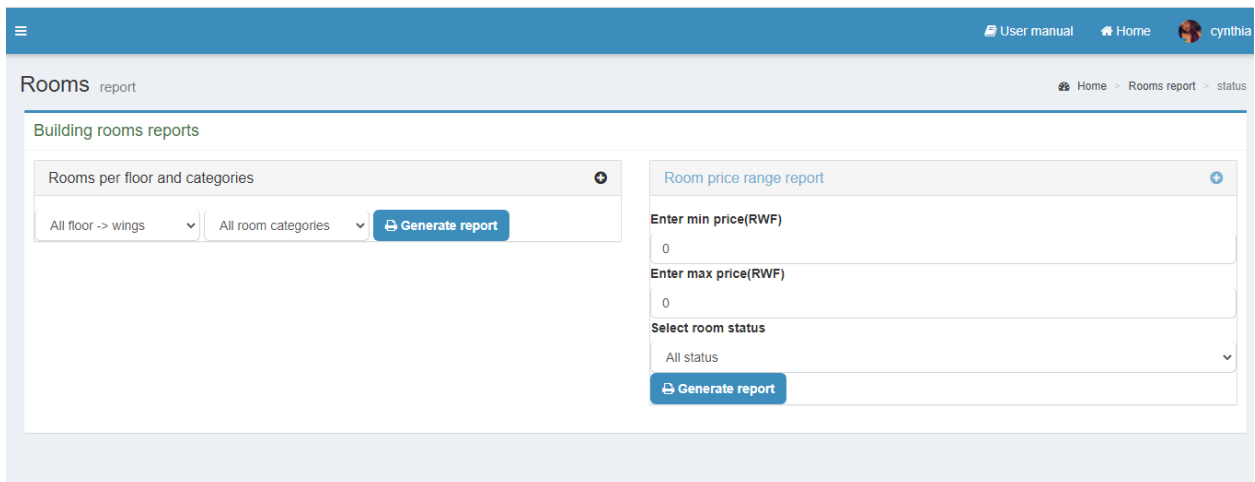


## X. System reports

### 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).



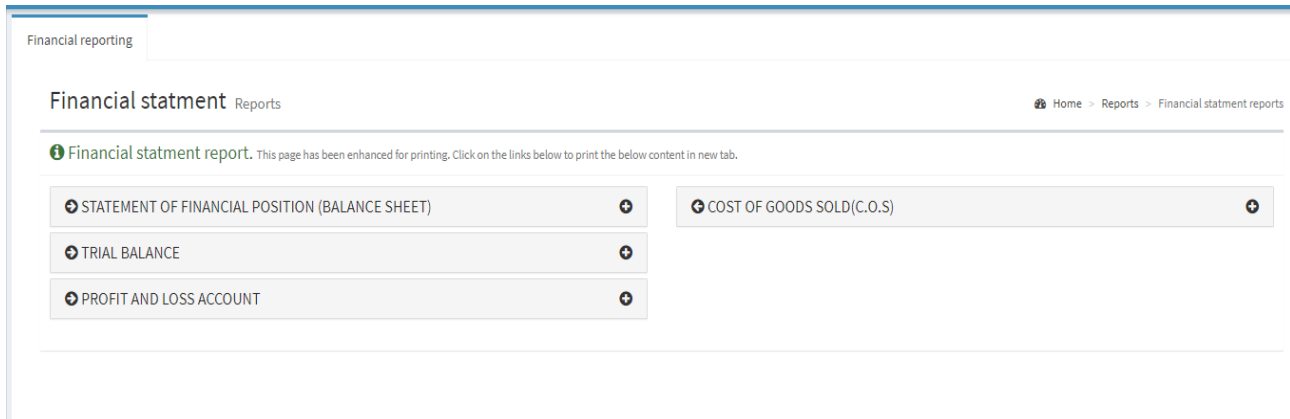
### X.2.4 Financial accounts report page

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.