USER MANUAL

JennyERP

Sample Management · Sales & Inventory

The complete guide to running your textile business in JennyERP — building your sample library, quoting and sampling customers, raising sales & purchase orders, tracking inventory, and recording the money.

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1 · Welcome to JennyERP

JennyERP is an all-in-one B2B platform built for textile and fabric traders. It brings the work that normally lives across spreadsheets, chat apps, and filing cabinets into a single system: a digital **sample library**, customer and supplier management, quotations and sampling documents, **sales and purchase orders**, **inventory**, and **finance** — all connected, so a sample you log today flows naturally into a quotation, an order, a stock movement, and a payment without re-keying.

This manual covers the two areas your customers use every day: the **Sample Library** and **Sales & Inventory (PSI)**. It is written for the people running a fabric trading business and for the dealers who sell and support JennyERP on their behalf.

1.1 What JennyERP is for

Fabric traders work sample-first: a customer asks for something, you pull or develop a swatch, send it out, win a selection, and turn it into a sold order that ships from stock. JennyERP is organized around exactly that flow. Every record — a sample, a quotation, a customer, a sales order, a receipt — links to the others, so you always know where a piece of business stands.

You can…	Using
Keep a searchable digital library of every fabric sample, with images, composition, weight, and width	Samples
Send swatches to customers and record what they choose	Quotations, Inquiries, Sample Sending, Selections
Manage who you buy from and sell to	Customers, Suppliers
Sell finished goods from stock, restock from suppliers, and handle returns	Goods, Sales Orders, Purchase Orders, Returns
Track quantities across warehouses, log goods in and out, transfer, and stocktake	Warehouse submenu, Inventory
Record money in and out, issue invoices, and see cash flow	Cash Flow, Receipts, Payments, Invoices
Analyze the business with built-in reports	Reports

1.2 A global, multi-currency platform

JennyERP is built for international trade. The interface is available in **15 languages** — English, Chinese (Simplified and Traditional), Japanese, Korean, French, German, Spanish, Portuguese, Italian, Russian, Arabic, Thai, Turkish, and Vietnamese — and each user can choose their own. Documents and finance support **multiple currencies**, including USD, EUR, GBP, and CNY, so you can quote and invoice customers in the currency they expect.

1.3 How you access it

- **Web app** — the full platform in a browser. Sign in with your **email and password**.
- **Mobile apps** — for working from the showroom, a fair, or a customer visit.
- **Free demo workspace** — explore JennyERP with realistic sample data before committing anything of your own. The demo is for exploring only; changes made there are not saved.

> Tip for dealers: the demo workspace is the fastest way to walk a prospect through the sample-to-sale flow without touching their real data.

1.4 The product map — the left sidebar

Everything in JennyERP is reached from the **left sidebar**, organized into groups. Use this as your map of the product. (Two groups — Samples and the Sales & Inventory area — are what this manual documents in depth.)

Sidebar group	What's inside	Covered in
Workspace	Dashboard (your at-a-glance overview) and **Samples** (the sample library)	Part 1 — Samples
Sample Documents	Quotations, Inquiries, Sample Sending, Selections	Part 1 — Samples
Partners	Customers, Suppliers	Both parts
Inventory & Sales	Goods, Sales Orders, Purchase Orders, Returns, a **Warehouse** submenu (Inventory, Inbound, Outbound, Transfers, Stocktake, Warehouses), and Reports	Part 2 — Sales & Inventory
Finance	Cash Flow, Receipts, Payments, Invoices	Part 2 — Sales & Inventory
Collaboration	Posts, Tasks	Reference
Settings	Fields, Roles, Labels, App Market, Billing, System	Reference
Support	Help and contact	Reference

1.5 Roles & permissions — what each user sees

JennyERP shows each person only the parts of the system their **role** allows. Menus — and some tabs inside a record's detail page — appear or hide automatically based on the user's permissions, so a salesperson, a warehouse hand, and a finance clerk each see a workspace suited to their job, without clutter or risk of touching what they shouldn't.

Roles are managed by the workspace **owner or admin** under **Settings** → **Roles**. If a colleague reports that a menu is "missing," it is almost always a role/permission setting rather than a fault — check their role first.

> Throughout this manual, if a screen or button described here doesn't appear for a given user, confirm that their role grants the relevant permission.

1.6 How this manual is organized

The manual is in two parts, matching how the product is used:

1. **Part 1 — Samples.** Building and searching the sample library, and the sample documents around it: quotations, inquiries, sample sending, and customer selections.
2. **Part 2 — Sales & Inventory.** Turning samples into sold goods: goods, sales and purchase orders, returns, warehouse and inventory management, reports, and finance.

You can read straight through, or jump to the section that matches the task in front of you. Each section describes *how the feature works* and gives *step-by-step instructions* for getting it done.

2 · Sample Management

The Sample Library is the heart of JennyERP: a searchable, shareable digital catalog of every fabric swatch your business handles. Each sample is one fabric quality, recorded once and reused everywhere — in quotations, sample sendings, supplier inquiries, customer selections, and (once promoted to a commodity) in sales and purchase orders. This chapter covers how a sample record is structured, how to find samples, how to share them, and how samples become sellable products.

2.1 The Sample Record

A sample captures the technical identity of a fabric. Its fields are:

Field	Description
Code	Unique identifier, generated automatically when the sample is created. Used as the catalog reference across the system.
Name	The fabric name or style description.
Composition	Fibre breakdown, e.g. `95% Cotton / 5% Spandex`.
Width	Fabric width (cm).
Weight	Fabric weight (g/m²).
Type	Construction category — knit, woven, lace, and so on.
Colors (SKUs)	The color variants the fabric is offered in. See 2.2 below.
Images	Photos of the fabric, organised into public, internal, and private groups.
Tags	Free keywords for grouping and filtering (e.g. season, hand-feel, end-use).
Notes	Free-text remarks. The latest remark also appears in the list view.
Custom fields	Optional company-defined fields, configured in settings, for any data point your catalog needs beyond the standard set.

> **There is no single "main color" on a sample.** Color is not a property of the fabric quality — it belongs entirely to the color variants. A sample almost always comes in several colors, so all color information lives in the Colors / SKU tab described next.

2.2 Colors and SKUs

Each color the fabric is produced in is a separate variant (SKU) under the sample. A color variant carries:

- **Color code** and **color name**, shown together as text — for example `17-1664 TCX · Poppy Red`. JennyERP displays the code and name exactly as entered; it never invents an approximate RGB swatch to stand in for a real color.
- Its own **images**, **stock** level, and **price**.

Keeping color, stock, and price at the variant level means one sample record can represent a fabric available in a dozen colorways without duplicating the technical specification.

2.3 The Sample List

The library opens to a list of all samples, switchable between **grid** (image cards) and **list** (table) view. The table columns are:

Column	Shows
Thumbnail	Cover image of the sample.
Code	The auto-generated sample code.
Name	Fabric name.
Composition	Fibre breakdown.
Type	Construction category.
Latest remark	The most recent note on the sample.

Because color, stock, and price live per-variant, the list deliberately does *not* carry color, stock, or price columns — those are seen in the detail panel.

Finding samples

Several tools work together to narrow a large catalog:

- **Keyword search** — type any term to match against code, name, composition, color, or tags. A field selector beside the search box lets you restrict the search to one of those fields, or search all of them at once.
- **Advanced filter** — filter by sample type, by a weight range (g/m²), and by a width range (cm). Active filters appear as removable chips above the list.
- **Tag cloud** — browse and click tags to filter by them; each tag shows how many samples carry it.
- **AI Image Search** — upload a photo of a fabric and the system returns visually similar samples from your library. Ideal when a customer sends a swatch picture but no code.
- **Sort** — order results by creation time or by code, ascending or descending.

Bulk operations

- **Bulk import** brings many samples into the library in one pass.
- **Batch export** downloads selected samples (or the whole filtered result) as a spreadsheet.
- **Batch delete** removes selected samples after confirmation.
- **Recycle bin** holds deleted samples so they can be restored — deletion is recoverable, not permanent.

2.4 The Sample Detail Panel

Clicking a sample opens a side drawer with left-hand tabs. The first three tabs always appear; the four record tabs appear only where the user's role permits.

Tab	Contents
Sample data	All specification fields — code, name, composition, width, weight, type, supplier, and any custom fields.
Images	Photos in their public, internal, and private groups.
Colors	The SKU cards — code, name, image, stock, and price for each color, with label printing per color.
Quotations	This sample's history on quotation documents. *(Role-gated.)*
Sample Sending	Records of this sample being sent out for evaluation. *(Role-gated.)*
Supplier Quotes	Supplier inquiry / quote history for this sample. *(Role-gated.)*
Selections	Customer selection records involving this sample. *(Role-gated.)*
Related	Linked sales and purchase orders that reference this sample.
Notes	Tags and free-text remarks.

The four record tabs give an at-a-glance answer to "where has this fabric been used?" — gathering its appearances across quotations, sendings, supplier quotes, and selections into one place.

2.5 Sharing and Labels

Sharing. Any sample — or an entire customer selection — can be shared by link or QR code. Recipients open a clean catalog view and see **only the public images**; internal and private images are never exposed. This lets you send curated swatches to a customer without giving away internal photos or notes.

Label printing. JennyERP prints barcode and QR-code labels for a sample as a whole, or for each individual color, so physical swatches and rolls can be scanned back to their digital record.

2.6 From Sample to Commodity

The Sample Library is a *swatch catalog* — it may hold trial qualities, supplier offers, and fabrics you do not actively sell. To keep the sellable product list clean, JennyERP separates the two:

- A sample can be marked as a **commodity** (a sellable finished product).
- **Sales and purchase orders pick from commodities, not from raw samples.**

This separation means your swatch catalog can grow freely with everything you have ever sampled, while the order screens only ever offer the products you actually trade. Promoting a sample to a commodity is the bridge between the catalog and the sales / inventory workflow described in the next chapter.

3 · Sample Documents

Sample Documents are how a sample moves from interest to a deal. JennyERP gives you four document types — **Quotations**, **Sample Sendings**, **Inquiries**, and **Selections** — each built directly from the samples already in your sample room. You never re-type product data: every document opens a **sample picker** so you pull real samples (with their images, codes and attributes) straight into the document lines.

3.1 The four document types at a glance

Document	Direction	What it does	Party
Quotation	You → Customer	Quote prices to a customer for a set of chosen samples.	Customer
Sample Sending	You → Customer	Record physically dispatching samples, with courier company and tracking number.	Customer
Inquiry	You → Supplier	Ask suppliers to quote you. Also supports photo-only "looking for this" requests.	Supplier
Selection	Customer → You	Capture what a customer selected (e.g. at a trade fair).	Customer

Every document list shares the same layout: a **thumbnail** of the first sample, the **document number**, the **party** (customer or supplier), the **date**, and the **item count**. A search box and a date-range filter sit above each list, and a status filter lets you narrow by status. From the Quotation, Sending and Inquiry lists you can open, edit or delete a document; the Selection list is read-only, so you open a Selection to view it.

3.2 Status flows on its own — you never set it

This is the single most important thing to understand about Sample Documents. **You do not pick a status by hand.** A document's status advances automatically as you work with it — for example a Sample Sending moves *created* → *processing* → *finished*, and a Quotation moves *unsent* → *sent*. The create and edit forms have **no status field**; there is nothing to set.

> Because status is system-driven, it is used mainly as a **filter** rather than as a list column — except for Sample Sendings. The Quotation, Inquiry and Selection lists deliberately omit status, total and expiry columns to stay clean; the **Sample Sending** list does show its fulfillment status alongside the courier, so dispatchers can see at a glance what has shipped.

3.3 Creating a document

Quotations, Sample Sendings and Inquiries are created in the app: from any of those three lists, choose **New**. (Selections are captured rather than created from a New button on the Selections list.) The form is consistent across the three types:

1. **Choose the party.** For a Quotation or Sample Sending, select the **customer**; for an Inquiry, select the **supplier**. This field is required.
2. **Add sample lines.** Click **Add sample** to open the sample picker, search your sample room, and add one or more samples. Each line carries the sample's image and details automatically.
3. **Fill in the document-specific fields** (see below).
4. **Save.** The document gets its number and starting status automatically.

Quotation-specific fields

Enter the price for each sample line. An optional **expiry date** records how long the quote is valid; it appears on the document detail.

Sample Sending-specific fields

Record the **courier company** and **tracking number** so the shipment is traceable. The document detail also shows the receiver's name, phone and address when provided.

Inquiry-specific fields: catalog samples and photo-only requests

An Inquiry can ask a supplier about samples you already hold, but it also supports **photo-only inquiries** — the "looking for this" case where you do not yet have a catalog sample. Use **Add photo line** to attach an image and a description, so the supplier knows exactly what you want quoted even when there is no sample in your room.

Selection-specific notes

A Selection captures the samples a customer chose. It is the natural record when a customer browses a booth or showroom and points at what they like. On the Selections list you open a Selection to review the samples it captured.

3.4 Printing and sharing

Every document detail offers **Print** and **Share**. **Print** produces a clean, paper-ready copy of the document. **Share** copies a direct link to the document to your clipboard so you can paste it elsewhere. This makes it easy to send a customer a formatted quotation or hand a supplier a clear inquiry, straight from the sample data you already maintain.

4 · Sales & Purchasing

The **Inventory & Sales** group is where you record what you sell, what you buy, who owes you, and what you owe. It is built around five working screens — **Sales orders**, **Purchase orders**, **Returns**, **Customers**, and **Suppliers** — plus a **Payments** ledger that ties them together. Every order updates the relevant partner's running balance the moment it is saved, so receivables and payables stay live without a separate posting step.

4.1 Customers & Suppliers

Customers and suppliers are your *partners*. Each partner record holds its contact details, the documents and orders tied to it, and a **running balance** — the net of what the partner still **owes** you (or has **prepaid**, for a customer) or what you still owe **them** (for a supplier).

Open any customer to see their profile alongside tabbed history. The top of the record carries summary figures — including how many sales orders they have, their total sales, and how much is still outstanding — and the **Documents** tab links each order through for one-click drill-down. Suppliers work the same way on the buying side. Because balances are derived from the underlying orders and payments, you never adjust a balance by hand — record the order or the payment and the figure follows.

> To create a partner, go to **Customers** (or **Suppliers**) → **New**. A customer must exist before you can raise a sales order for them; a supplier must exist before you can raise a purchase order.

4.2 Sales Orders

A sales order is the document you raise when a customer buys from you. To create one, open **Sales orders** → **New** and work top to bottom.

1. **Pick the customer.** Search by name, customer code, or country and select from the list. The chosen customer is shown with their code and country; use **Change** to swap.
2. **Set the dates.** The **order date** defaults to today and the **delivery date** to two weeks out — adjust either as needed.
3. **Add line items.** For each line, choose a **product** from your commodities, pick its **color**, then enter **quantity** and **unit price**. The line amount (quantity × unit price) is calculated for you. Use **Add line** for more rows; the trash icon removes a row.
4. **Enter per-roll yardage (optional).** On any line you can type the individual rolls — for example `44, 38, 50`. The app sums them into the line quantity and stores the breakdown as **roll detail (细码)**, which is expandable later on the order.
5. **Apply a round-off (optional).** Enter a **round-off** amount to trim the total down to a clean figure. It reduces the amount receivable.
6. **Record a receipt now (optional).** See Receipt on create below.
7. **Create the order**, or **Save as draft** (see Drafts).

How the total is calculated

The order total is simply:

> **Total = Subtotal − Round-off**

There is **no tax line and no shipping line**. What the form shows is exactly what is saved and exactly what the customer owes — the subtotal of all lines, less any round-off.

Receipt on create (开单即收款)

You can collect money at the same moment you raise the order. In the **Receipt** block, choose **Add receipt** and enter, per line, the **amount**, the **date**, and the cash **account** the money landed in. Add several lines if a payment was split across accounts. As you type, the block shows three live figures:

Figure	Meaning
Received	Sum of all receipt lines entered.
Outstanding	Order total minus received.
Over-received	Shown only when received exceeds the total.

The receipt is saved together with the order and updates the customer's balance immediately — no separate step.

Drafts (草稿箱)

Save as draft keeps an order without the usual checks, so you can park one whose line items are not finished yet. Drafts are held out of the normal list. The Sales orders list has a **Drafts (N)** toggle showing how many are waiting; switch it on to view and finish them.

Order list, receipt status & readiness

The Sales orders list is searchable by order number, customer name, or customer code, and filterable by date range. There is **no invented order-status workflow** — no Draft→Pending→Confirmed→Shipped chain. What a sales order does track is a **receipt status**, which the list can also filter by:

Receipt status	Meaning
Unreceived	Nothing received yet.
Partially received	Some, but not all, received.
Received	Fully received.
Over-received	Received exceeds the total.

Delivery readiness is handled separately by **Submit for picking**. Submitting flags the order so the warehouse works only from orders that have been signed off; the flag can be cancelled with **Cancel submission** while the order is still open. A submitted order shows a **Submitted** (or **Picked**) badge.

Reading a sales order

On the order's detail page the header shows its receipt status and total. A totals block lays out **subtotal**, **round-off**, **total**, **received**, and **outstanding**. A linked-receipts section lists every receipt recorded against the order, and each line's per-roll detail can be expanded. From here you can also **Edit**, **Print / share**, or **Submit for picking**.

4.3 Purchase Orders

A purchase order is the mirror image for buying. Open **Purchase orders** → **New**, pick a **supplier** (search by name, code, or country), and add lines exactly as on a sales order — product, quantity, unit price, with optional per-roll yardage that sums into the line quantity.

Where a sales order tracks a receipt status and outstanding receivable, a purchase order tracks a **payment status** and an **outstanding payable**. You record **payments** against the order, and each payment updates the supplier's balance. The detail page shows the amount paid, the amount still outstanding, and the linked payments.

4.4 Payments

The **Payments** screen is the combined money ledger. Its cash-flow view lists money received from customers and money paid out to suppliers, each transaction showing the party, method, and the order it relates to, while summary cards roll up your total **receivables** and **payables** so you can see your open balances at a glance. Receipts taken on a sales order and payments made against a purchase order both appear here.

4.5 Returns

The **Returns** screen records goods coming back, split across two tabs:

Tab	Use it for	Effect
Sales returns	A customer returns goods to you.	Adjusts the customer's balance.
Purchase returns	You return goods to a supplier.	Adjusts the supplier's balance.

Each return records the returned items and the return amount, and the relevant partner balance is adjusted accordingly. The list can be searched by document number or party name.

5 · Inventory & Warehouse

The Inventory module tracks how much of every product you hold, where it is held, and what it is worth — and keeps that figure honest by recording every movement against a document. Stock is tracked by **product and color**, so you always know not just how many meters of a fabric you have, but how many of each shade and in which warehouse.

A core principle runs through this module: **nothing changes the stock figure silently**. Goods arriving, goods shipping, transfers between warehouses, and stocktake adjustments are each logged as a movement. Because of this, any number you see can be traced back to the exact document that produced it — there is no untraceable "manual override" of a balance.

5.1 · The screens at a glance

The Inventory module groups the following screens. Each is described in detail below.

Screen	What it does
Inventory	Live stock on hand for every product, broken down by color, with each item's stock value and a "low stock only" filter.
In orders	Goods received into a warehouse. Each receipt is logged as an inbound movement.
Out orders	Goods shipped out of a warehouse. Each shipment is logged as an outbound movement.
Transfers	Move stock from one warehouse to another.
Stocktakes	Count physical stock and reconcile it against the system figure.
Warehouses	Define and manage your storage locations.

5.2 · Inventory — stock on hand

The Inventory screen is your real-time view of stock across all warehouses. It opens with four summary figures at the top — SKUs in catalog, total units in stock, the count of low-stock items, and the total **stock value** — followed by a searchable list of every product.

For each product the list shows its image, name and code, its type, the number of color/spec variants it holds, the quantity in stock (with its unit), and the value of that stock. You can:

- **Search** by product name, code, or composition to jump straight to an item.
- Tick **Low stock only** to show just the products running low, so replenishment decisions are easy to spot. Low-stock items are highlighted in the list with a warning marker.

Click any product to open its full record. Stock figures here are derived — they are the sum of every In, Out, transfer, and stocktake movement recorded against that product, never typed in by hand.

Stock movements (full history)

Within the Inventory area there is a **Stock movements** log — the complete in/out history that underpins the stock figure. Every line records the date, the movement type, the product and color, the quantity, the source document, and the warehouse involved.

Movement type	Meaning
In	Stock added — for example a goods receipt (In order). Shown as a positive quantity.
Out	Stock removed — for example a shipment (Out order). Shown as a negative quantity.
Adjust	A correction posted by a stocktake to bring the system figure in line with the counted figure.

You can filter the log by movement type and search it by product or order number. Where a movement came from a document, the **Source** column links straight back to that document — this is what "fully traceable" means in practice: from any balance you can drill down to the precise event that changed it.

5.3 · In orders & Out orders — receiving and shipping

In orders record goods coming into a warehouse; **Out orders** record goods leaving it. Both lists let you search by order number or warehouse, filter by date range, and create new documents. Each document carries a status that reflects fulfilment progress:

	In orders	Out orders
Not started	Not received	Not delivered
In progress	Partially received	Partially delivered
Complete	Received	Delivered

When goods are received or delivered, the order posts the corresponding inbound or outbound stock movement automatically. You do not edit the stock balance directly — you record the receipt or shipment, and the balance follows.

5.4 · Transfers — moving stock between warehouses

A **Transfer** moves stock from one warehouse to another. The transfer list shows each document's number, its route (from warehouse → to warehouse), the date, the number of line items, and the total quantity moved. Expand any row to see the line detail: each product, its color, the number of pieces, and the quantity with its unit.

A transfer reduces stock in the source warehouse and increases it in the destination by the same amount, so your overall stock is unchanged while the per-warehouse figures stay accurate.

5.5 · Stocktakes — counting and reconciling

A **Stocktake** compares what is physically on the shelf against what the system thinks is there, for a chosen warehouse, and reconciles any difference. Each stocktake document shows the warehouse, the date, its status (**Draft** or **Confirmed**), and the totals for surplus and shortage. Expand a row to see the count line by line: for each product and color it lists the **system quantity**, the **actual (counted) quantity**, and the **difference**.

Result	Meaning
Surplus	More was counted than the system showed — stock is adjusted up.
Shortage	Less was counted than the system showed — stock is adjusted down.

Confirming a stocktake posts the differences as **Adjust** movements, so the corrected balance remains traceable to the count that produced it.

5.6 · Warehouses — your storage locations

Warehouses are the storage locations that all of the above stock lives in. The Warehouses screen lists every location and lets you add, edit, or remove them, and search by name, staff, or address.

Field	Notes
Name	Required. The warehouse's display name.
Staff	Optional. The person responsible for the location.
Address	Optional. Where the warehouse is.
Remark	Optional free-text note.

One warehouse can be marked as the **default**, which is pre-selected when you create new In, Out, transfer, or stocktake documents. Set a default from any warehouse card to speed up day-to-day entry.

> **In short:** set up your warehouses, then let In orders, Out orders, transfers and stocktakes drive every change. The Inventory screen shows the live result, and the stock movements log lets you trace any figure back to the document behind it.

6 · Finance & Reports

The Finance area turns the documents your team already creates — sales orders, purchase orders, returns — into a live picture of money in, money out, and what each customer or supplier still owes. The Reports area then reads the whole business back to you in summary form. Both live in the left sidebar: **Finance** for day-to-day cash, and **Reports** for analysis.

The guiding principle is **no double entry**. When you record a receipt against a sales order, that money flows straight into Finance — it appears in cash flow, lands in the chosen account, and reduces the customer's outstanding balance automatically. You never re-key the same payment twice, and the books stay reconciled with the operational side of the system.

6.1 The Finance screen

Everything in Finance is reached from a single screen organised into tabs. Use **Record payment** (top right) to add a new receipt or payment from anywhere.

Tab	What it shows
Cash Flow	Every receipt and payment in one chronological ledger. Filter by direction (received / paid) or search by party.
Receipts	Money in from customers — the list of receipt documents only.
Payments	Money out to suppliers — the list of payment documents only.
Receivables	What customers still owe you, totalled per party.
Payables	What you still owe suppliers, totalled per party.
Other income/expense	Cash movements not tied to a sales or purchase order (e.g. fees, miscellaneous costs), recorded against an account.
Adjustments	Manual corrections to a party's balance when reality and the ledger need to be aligned.
Opening balances	The starting balance carried in for each customer and supplier when you first onboard them, so historic balances are correct from day one.
Accounts	Your bank and cash accounts and their current balances (see below).

At the top of the screen, summary cards show **total receivable**, **total payable**, **total received**, and **total paid out** at a glance.

6.2 Receipts and payments

A **receipt** records money coming in from a customer; a **payment** records money going out to a supplier. They are kept as two separate document lists so each direction stays clean, but both are created the same way.

1. Click **Record payment**.
2. Choose the direction — **Received** (from a customer) or **Paid** (to a supplier).
3. Select the party, enter the **amount** and **date**, and pick the **account** the money moves through. You can add a note if needed.
4. Save. The entry immediately appears in Cash Flow, updates the chosen account's balance, and adjusts that party's outstanding total.

> Every receipt and payment must be tied to one account. This is what keeps cash flow and account balances trustworthy — there is no "floating" cash that isn't attributed somewhere.

6.3 Accounts

The **Accounts** tab lists your bank and cash accounts — for example an operating account or petty cash. Each account carries an **opening balance** and a current **balance**, and one can be marked as the **default** so it is pre-selected when you record money. Because every transaction names an account, each balance always reflects the real running total, and the sum across accounts gives your total cash position.

Field	Meaning
Name	How the account appears throughout Finance (e.g. "Operating Account").
Opening balance	The balance at the moment you started using the system.
Balance	Current balance, kept up to date by every receipt and payment.
Default	The account pre-selected when recording a new transaction, shown as a badge on the account name.

6.4 Invoices

The **Invoices** screen lets you issue and track invoices, on both the **sales** and **purchase** sides. Each invoice carries an invoice number, a title, the source order it was raised from, and net / tax / gross amounts. Status moves through:

Status	Meaning
Issued	Invoice has been raised and sent.
Received	Invoice settled.
Voided	Cancelled; excluded from totals.

You can search by number or title and filter by sales versus purchase. The header total reflects gross value across all live (non-voided) invoices.

6.5 Reports

The **Reports** area reads the business back to you. Open it from the sidebar; the landing page shows headline figures — month-to-date revenue, total receivable, total payable, and inventory value — above a catalogue of reports grouped by purpose. Each report reads from the same live data as the rest of the system, so the numbers always agree with your documents.

Statements

Report	What it tells you
Customer statement	Per-customer account history — sales and receipts on one ledger.
Supplier statement	Per-supplier purchase and payment ledger.

Summary

Report	What it tells you
Customer outstanding	Receivables broken down by customer.
Supplier outstanding	Payables broken down by supplier.
Goods sales	Top-selling samples by quantity and revenue.

Performance

Report	What it tells you
Sales performance	Per-salesperson targets and achievement.
Sales detail	Line-by-line sales transactions.
Annual P&L	Twelve-month revenue, cost and profit.

Insights

Report	What it tells you
Business overview	Accounts-receivable aging, accounts-payable aging, and stock value in one view.

Getting help

If you get stuck, help is always close at hand. Open **Support** from the sidebar to reach the team from inside the app, or browse step-by-step articles online at help.jennyerp.com.

