Getting Started Guide for Company Admins

A step-by-step walkthrough for setting up your company and running your day-to-day business in iKeep ERP.

Prepared for new Company Admin users

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1. Welcome — How to Use This Guide

This guide is written for a Company Admin who is opening iKeep ERP for the first time. It assumes no prior experience with the system. Read it in order the first time through — each section builds on the one before it, in the same order you should actually set up your company. After that, keep it nearby as a reference and jump straight to the section you need.

Who this guide is for

You are a Company Admin. When your company was created in iKeep ERP, your account was automatically given full control over your company's own data — your products, customers, suppliers, accounts, users, and settings. Nothing you do here affects any other company using iKeep ERP; every company's data is completely separate and private.

How this guide is organised

The guide has three parts. Part A (sections 2–3) explains the ideas you need before you touch anything. Part B (sections 4–9) is your one-time setup checklist — do these once, in order, when you start using the system. Part C (sections 10 onward) covers the day-to-day work you will repeat every day, week, and month, plus the reports and housekeeping tools available to you.

> *Note: Menu names in this guide (for example "Sales" or "Customer & Supplier") refer to the sidebar menu on the left side of your screen. If a name looks slightly different in your version, look for the closest match — the underlying steps are the same.*

2. Before You Begin — Key Concepts

A handful of ideas come up again and again across every module in iKeep ERP. Understanding them now will save you a lot of confusion later.

2.1 The two levels of access

- **Company Admin (you)** — has complete control within your own company: settings, users, roles, and every module, including the Subscription screen, which only the Company Admin can open (it cannot be given to anyone else).
- **Users (Staff/Managers)** — the people you add to work in the system day to day. What each one can see and do is controlled entirely by the role(s) you assign them. Adding users and roles is available from the Professional plan; the Starter plan has a single user.

> *Note: The Audit Log and Trash work like every other module — you decide who gets them in Roles & Permissions (the entries are called "Audit Log (view)" and "Trash"). In Trash, View lets a person see deleted items, Edit restores them and Delete removes them permanently. Voiding or deleting a document needs the Delete permission of that document's module (for example Sales → Delete). The Company Admin has all of these by default. The Audit Log is available from the Professional plan and above.*

2.2 Roles and Permissions

A role is a named bundle of permissions. For every module (Sales, Purchases, Customers, Inventory, Accounts, and so on) a role can be given any combination of five actions:

- **View** — can open and read records in that module.
- **Create** — can add new records.
- **Edit** — can change existing records.
- **Delete** — can remove records.
- **Approve** — can approve or reject documents waiting for review (see the next section).

A user can hold more than one role at once — typically a main role plus one extra role that grants a bonus permission — so you rarely need to create a brand-new role just to add one extra ability for one person.

2.3 The Approval Workflow ("Maker-Checker")

This is the single most important concept in iKeep ERP, because it applies to every Sales document, Purchase document, Expense, Payment, and Receipt. It works like this:

- Every new document (an invoice, a bill, an expense, a payment) is saved as Pending as soon as it is created on the Professional plan and above (Capital transactions and POS sales are the exceptions; they post immediately). Even a Company Admin's own entries start out Pending.
- A Pending document has no effect yet: it does not move stock, and it does not post anything to your accounts/ledgers.
- Someone holding the "Approve" permission for that module must open the document and either Approve or Reject it.
- Only once a document is Approved does it affect stock levels and the accounting records (journal entries, receivables/payables, cash and bank balances).
- Rejecting a document sets it to Rejected and posts nothing; it can still be viewed for reference.

In practice this means one person (a salesperson, a data-entry clerk) can create documents all day, and a second person (you, or a trusted manager with Approve rights) reviews and approves them in a batch. This is a deliberate control — it is not a bug if a newly created invoice does not immediately show up in your reports; check whether it has been approved.

> Note: The approval workflow is part of the Professional plan and above. On the Starter plan there is no approval step — documents are approved automatically when you save them, so they affect stock and accounts immediately. Where this guide says to "get a document approved", you can skip that step on Starter.

2.4 Document numbering

You never need to invent codes yourself. Products, Customers, Suppliers, and every accounting code are numbered automatically by the system in sequence (for example CUS-0001, CUS-0002 for customers; SUP-0001 for suppliers; PRD-0001 for products), and duplicate names are blocked automatically so you cannot accidentally create the same customer or product twice.

2.5 Your plan and what it includes

iKeep ERP is offered as yearly plans. Every new company starts with a 30-day Free Trial (one trial per email address), which includes every module and up to 10 users. When the trial ends the company becomes read-only: your data stays safe and visible, but you cannot add new entries until you choose a plan. What you see in your sidebar depends on your plan, so if a screen described in this guide is missing from your menu, it is most likely not part of your plan — you can compare and upgrade from the Subscription screen (Section 18.4).

- **Starter** — PKR 8,000 per year; 1 user, 1 company, 1 warehouse. Includes Sales (Invoice, Estimate, Sale Order, Credit Note, Delivery Challan), Installment Sales, Purchase (Bill, Purchase Order, Debit Note), Payments & Receipts (Cash, Bank, Online), Expenses, multiple bank accounts and Bank Transfer, Accounts / Journal / Capital, Customers, Suppliers, Products, Inventory (one warehouse), all reports except the Production reports, Settings, print / PDF / share and manual backup. Documents are approved automatically. Not included: Users & Roles, approval workflow, Cheque Register and cheque mode, Audit Log, Login Devices, Production, multi-warehouse, Point of Sale, Anomaly Detector and automatic backup.
- **Professional** — PKR 10,000 per year; 3 users, 1 company, 1 warehouse. Everything in Starter, plus Users, Roles & Permissions, the approval workflow, Cheque Register and cheque mode on receipts (deposit, endorse, bounce), Audit Log, Login Devices and priority support.
- **Business** — PKR 12,000 per year plus a one-time setup fee of PKR 40,000; 10 users, 2 companies, multiple warehouses. Everything in Professional, plus Production & Costing (BOM, costing, factory overheads, labour), multi-warehouse and Stock Transfer, Point of Sale (POS), the Anomaly Detector, automatic daily backup and dedicated onboarding.
- **Custom** — priced on request; the number of users, companies, warehouses and the modules are set according to your requirement.

Extra users can be added to any plan at PKR 1,500 per user per year, pro-rated up to your plan's expiry date. Plans can be upgraded (Starter → Professional → Business) but not downgraded. When a paid plan ends there is a 7-day grace period; after that the company becomes read-only. A Free Trial has no grace period — it becomes read-only as soon as the 30 days end. Your data stays safe in both cases.

What is included	Starter	Professional	Business
Price per year (PKR)	8,000	10,000	12,000 + 40,000 one-time setup
Users included	1	3	10
Companies	1	1	2
Warehouses	1	1	Multiple
Sales, Purchase, Payments & Receipts, Inventory, Customers, Suppliers, Products, Settings	Yes	Yes	Yes
Expenses, Accounts / Journal / Capital, multiple bank accounts and Bank Transfer	Yes	Yes	Yes
Installment Sales	Yes	Yes	Yes
All reports except Production reports	Yes	Yes	Yes
Users, Roles & Permissions, approval workflow	No	Yes	Yes
Cheque Register and cheque mode on receipts	No	Yes	Yes
Audit Log, Login Devices	No	Yes	Yes
Production & Costing and its reports	No	No	Yes
Multi-warehouse and Stock Transfer	No	No	Yes
Point of Sale (POS)	No	No	Yes
Anomaly Detector, automatic daily backup	No	No	Yes

> Note: Priority support and dedicated onboarding are service commitments from the iKeep ERP team, not software features.

3. Logging In and the Dashboard

3.1 First login

Step 1: Open the web address for your company's iKeep ERP login page in your browser.

Step 2: Enter the email address and password given to you when your company account was created.

Step 3: Click Login. You will land on the Dashboard.

3.2 Forgot your password?

Click the "Forgot Password" link on the login screen and enter your email address. A reset link/token is generated for your account; follow the instructions you receive to set a new password.

3.3 The Dashboard

The Dashboard is your home screen after login — a quick, at-a-glance summary of your company's activity. The sidebar on the left is how you reach every other module described in this guide; which items you see there depends on your role's permissions.

3.4 Search, notifications and company switcher

The top bar of every screen has a few shortcuts:

- **Search** — the box at the top (“Search invoices, customers, products…”): type a document number, party or product name to find it across the modules you have access to, and click a result to open it.
- **Notification bell** — one line per category — pending approvals, anomaly flags, bounced or due cheques, overdue receivables, low stock and (for the Company Admin) subscription due. You only see what your permissions and plan allow. It refreshes when you open it and every 5 minutes.
- **Document numbers** — click a document number anywhere (ledgers, reports, lists) to open a preview of that document, with Approve / Reject / Edit for those who are allowed.
- **Company switcher** — on the Business plan, a company with more than one company shows a switcher in the top bar, and the Company Admin can add a company where the plan allows it.

4. Your One-Time Setup Checklist

Do the following five steps once, in this order, before you start recording real business transactions. Doing them out of order is the single most common source of confusion for new admins (for example, trying to create a sale before any products or customers exist).

- Step 1 — Company Settings: your company profile, tax rules, invoice numbering, and currency (Section 5).
- Step 2 — Roles & Users: decide who can do what, then create their logins (Section 6).
- Step 3 — Product Catalogue: Categories, Units, then Products (Section 7).
- Step 4 — Customers & Suppliers: the people and businesses you trade with (Section 8).
- Step 5 — Chart of Accounts & Opening Balances: your accounting structure and starting balances (Section 9).

> *Note: Once these five steps are done, everything in Part C (Sections 10 onward) is what you and your team will use every day.*

5. Step 1 — Company Settings

Open Settings from the sidebar. For your one-time setup, work through Company Settings (which also holds your tax details), Invoice Settings and Currency Settings. Password & Signature, Appearance & Theme, User Management, Roles & Permissions and Backup Settings are covered elsewhere in this guide.

5.1 Company Settings

Your company's name, address, contact details, and logo. This information appears on your printed and shared invoices, so fill it in first. Upload your logo here as well.

5.2 Tax Settings (inside Company Settings)

Set your default tax rate(s) and tax registration details on the Company Settings page. They are used automatically when you create products and documents.

5.3 Invoice Settings

Controls how your Sales and Purchase documents look and number themselves — for example prefixes and default terms shown on printed documents.

5.4 Currency Settings

Sets the currency symbol and formatting used throughout the system.

> *Note: Company Settings (including tax), Invoice Settings and Currency Settings are all one-time setup — revisit them only when something genuinely changes (a new address, a new tax rate).*

6. Step 2 — Set Up Roles and Users

Do this before adding any team members, so that the moment you create a login for someone, you can immediately assign it the right role. Users, Roles & Permissions are available from the Professional plan.

6.1 Roles & Permissions

Open Settings → Roles & Permissions.

Step 1: Click to create a new role and give it a clear name (for example "Sales Staff" or "Accountant").

Step 2: For every module listed in the permission matrix, tick the actions this role should have: View, Create, Edit, Delete, Approve.

Step 3: Save the role.

A good starting pattern for a small team: give front-line staff View + Create on the modules they work in (so their entries land as Pending), and keep Approve limited to yourself and one trusted senior person.

6.2 Users

Open Settings → User Management to create a login for each team member.

Step 1: Enter their name and email and save. The system generates a temporary password and shows it to you once on screen.

Step 2: Assign their main role. If they need one extra permission that doesn't belong in their main role, assign a second role as well — a user can hold more than one.

Step 3: Give the new team member their email and the temporary password so they can log in. The number of users is limited by your plan; extra user slots can be bought from Subscription (Section 18.4).

> *Note: You (the Company Admin) do not need a separate role assignment — the Company Admin account already has full access to everything in your company.*

7. Step 3 — Build Your Product Catalogue

Set these up in this exact order, because Products refer to Categories and Units.

7.1 Categories

Open Product / Services → Categories. Add one category per group of products you sell (for example "Beverages", "Stationery"). Duplicate names are blocked automatically.

7.2 Units

Open Product / Services → Units. Add each unit of measure you use (for example "Piece", "Kg", "Box") along with its short form.

7.3 Products

Open Product / Services → Products → Add Product.

Step 1: Enter the product name, select its Category and Unit, and enter its purchase price and sale price.

Step 2: Optionally set SKU, barcode, opening stock, a reorder level (for stock alerts), and a tax rate.

Step 3: Save. The system assigns the product a code automatically (PRD-0001, PRD-0002, ...).

You can Enable/Disable a product later (for example a seasonal item) without deleting it, and adjust prices in bulk from the Pricing page under Products.

7.4 Adding many products at once — Bulk Upload

If you have a long list of existing products in a spreadsheet, use Products → Bulk Upload Products instead of typing them in one by one.

Step 1: Click "Download Sample CSV" to get the exact column headings the system expects.

Step 2: Fill in your data in that file. Required columns are name, purchasePrice, and salePrice; sku, barcode, categoryName, unitName, openingStock, reorderLevel, and taxRate are optional.

Step 3: If you type a category or unit name that doesn't exist yet, it will be created automatically — you don't have to pre-create every one.

Step 4: Upload the file. The system shows how many rows were created and lists any rows that failed, with the reason, so you can fix and re-upload just those.

> *Note: The same Bulk Upload approach (download sample → fill in → upload → review the error list) works identically for Customers and Suppliers — see Section 8.2.*

8. Step 4 — Add Customers and Suppliers

8.1 Adding one at a time

Open Customer & Supplier → New Customer (or New Supplier).

Step 1: Enter the name, contact person, phone, email, city and address.

Step 2: Enter an Opening Balance if this customer/supplier already owes you money (or you owe them) from before you started using iKeep ERP.

Step 3: Enter a Credit Limit in days if you want to track how many days of credit you allow them — this is a number of days, not a currency amount.

Step 4: Save. A code is assigned automatically (CUS-0001…/SUP-0001…), and duplicate names/emails are blocked.

8.2 Adding many at once — Bulk Upload

Customer & Supplier → Bulk Upload Customers/Suppliers works exactly like the Products bulk upload described in Section 7.4: download the sample CSV, fill in name (required) plus contact, email, phone, city, address, taxNumber, openingBalance and creditLimit, then upload and review the results.

8.3 Receivables and Payables

Customer & Supplier → Receivables shows, at a glance, how much every customer currently owes you. Payables shows the same for what you owe your suppliers. Both are driven by Approved documents only — a Pending invoice will not appear here yet (see Section 2.3).

8.4 Customer Ledger and Supplier Ledger

Pick a specific customer or supplier from the ledger page to see their complete running history in one place: opening balance, every invoice/bill (broken down line by line, product by product), every payment or receipt, and a running balance after each line — the same format as a traditional paper ledger account.

> *Note: When you record a payment or receipt, always use the "Against invoice/bill" option to link it to the specific invoice or bill it is settling. A payment recorded without this link still reduces the party's balance, but it will not update that invoice's ageing (how overdue it is) — link it if you want your Aging reports to be accurate.*

9. Step 5 — Chart of Accounts and Opening Balances

9.1 What the Chart of Accounts is

Your Chart of Accounts is the full list of accounting "buckets" your business uses to record money — organised as a tree, up to five levels deep. Every company starts with a complete, ready-made structure of around 170 standard accounts already set up for you, covering all six sections:

- Assets (for example Current Assets → Cash & Bank, Inventory, Receivables; Fixed Assets → Furniture & Fixtures, Equipment, Vehicles)
- Liabilities
- Equity
- Income
- Expenses
- Cost of Sales (used for Cost of Goods Sold — see Section 15.5)

You do not need to build this from scratch — you only need to add accounts for anything specific to your business that isn't already there (for example a new bank account, or a specific fixed asset).

9.2 Adding, editing, and organising accounts

Open Accounts (Chart of Accounts) from the sidebar.

Step 1: To add a new account, click New Account, choose the correct Parent account from the tree (this decides where it sits and what group it belongs to), give it a name, and save. Its code is generated automatically underneath its parent.

Step 2: To rename an account, use the Edit (pencil) icon — the account's Type and Code stay fixed once created.

Step 3: To remove an account you added by mistake, use the Delete (trash) icon — this only works on an account with nothing recorded under it yet.

9.3 Adding a bank account

You can add a new named bank account directly from the Cash/Bank Transfer screen ("+ Add bank") without navigating to the full Chart of Accounts, which is convenient the first time you set up your company's real bank accounts.

9.4 Opening Balance Management

Before you start recording new transactions, enter the balance each relevant account already held on your start date (cash in hand, each bank account, amounts owed to/from parties not already covered by Section 8.1's per-customer opening balances, and so on) from the Opening Balance Management screen under Accounts. This is what makes your very first Trial Balance and Balance Sheet correct from day one.

10. Daily Operations — Sales

10.1 The main kinds of Sales document

Document	Use it for
Estimate	A quotation for a customer before they commit — no financial effect.
Sale Order	A confirmed order not yet delivered/billed.
Invoice	A completed sale. Once Approved, this posts stock out and the accounting entries.
Credit Note (Sale Return)	Goods returned by a customer against a previous invoice.

10.2 Creating a Sales Invoice

Step 1: Sales → Create New Sale.

Step 2: Select the customer, the document date, and (if applicable) the warehouse the goods are going out from.

Step 3: Add each product as a line — quantity and rate are pre-filled from the product's price but can be adjusted; use the Days field or the Due Date field to set payment terms.

Step 4: Apply a discount (amount or percentage — the two fields stay linked, so entering one calculates the other) and check tax is correct.

Step 5: Save. On the Professional plan and above, the invoice is created as Pending — it will not reduce stock or post to your accounts until someone with Approve rights approves it (Section 14). On Starter it is approved automatically.

Editing an approved invoice automatically reverses and re-applies its stock and accounting effect, so figures stay correct. Voiding an approved invoice marks it void and automatically reverses its stock movement and accounting entries.

10.3 Delivery Challan (goods-out before billing)

If your business physically delivers goods to a customer before an invoice is raised — common when a driver delivers stock and Accounts bills it later — use a Delivery Challan (DC) instead of an invoice for the delivery itself. A DC records quantities only, no rate or amount.

Step 1: Sales → New Delivery Challan. Pick the customer and warehouse, and list the products and quantities being sent out.

Step 2: Save (Pending) and get it Approved. Approving a DC deducts the stock immediately, exactly like an approved invoice would.

Step 3: When you're ready to bill, go to Sales → Generate Invoice from DC, pick the customer, and select one or more of their Approved, not-yet-invoiced DCs (you can combine several DCs from the same customer onto a single invoice).

Step 4: The invoice form is pre-filled with the locked quantities from the DC(s); add rate, discount and tax, then save. This invoice will not deduct stock again — the DC already did.

> *Note: A DC follows the same Pending → Approved/Rejected approval workflow as every other document, and the same permissions as the rest of the Sales module — no separate setup is needed to use it.*
>
> Note: A Delivery Challan that has not been invoiced yet can be voided, and the stock it deducted is put back. Once it has been invoiced, void the invoice first.

11. Daily Operations — Purchases

Purchases mirror Sales exactly, from the supplier's side.

Document	Use it for
Purchase Order	An order placed with a supplier, not yet received/billed.
Purchase Bill	Goods/services received and billed. Once Approved, this adds stock in and posts the accounting entries.
Debit Note (Purchase Return)	Goods you return to a supplier against a previous bill.

Step 1: Purchase → New Purchase (or New Purchase Order / Debit Note).

Step 2: Select the supplier and add each product line with quantity and cost.

Step 3: Save. As with Sales, the document starts Pending and only affects stock and your accounts once Approved.

> *Note: An approved Purchase Bill increases your Inventory value (by product Category) rather than posting straight to a generic expense — see Section 15.5 for what this means for your reports.*

12. Daily Operations — Payments, Receipts, Transfers and Cheques

12.1 Payments vs Receipts

A Payment is money going out (you paying a supplier or an expense). A Receipt is money coming in (a customer paying you). Both are created from the Payments area of the sidebar and both follow the same Pending → Approved rule as every other document.

12.2 Recording a Receipt

Step 1: Receipt → New Receipt. Choose the customer and the mode: Cash, Bank, Cheque, or Online.

Step 2: Always use the "Against invoice" dropdown to link the receipt to the specific invoice it is settling — it will auto-fill the remaining balance for you (see the note in Section 8.4 on why this matters).

Step 3: If the mode is Cheque, you can add several cheque lines to a single receipt (for a customer handing over multiple post-dated cheques against one invoice) — enter each cheque's number, bank, date and amount; the total amount is calculated automatically from the lines. (Cheque mode is available from the Professional plan.)

Step 4: Save and get it Approved. Approving it settles the invoice's paid amount and, for Cheque mode, creates the matching entries in the Cheque Register automatically.

Recording a Payment (to a supplier or against an expense) works the same way, using "Against bill" instead.

12.3 Cheque Register

Every cheque received or issued moves through a simple lifecycle, visible on the Cheque Register screen:

- In Hand — received but not yet deposited. It can be Deposited or Endorsed.
- Deposited — taken to the bank; you choose which of your bank accounts it went into. Next it is Cleared or Bounced.
- Cleared — the bank has honoured it (final); or Bounced — the bank has rejected it (you enter the reason). A Bounced cheque can be deposited again or marked Returned.
- Returned — a bounced cheque handed back to the customer (final).
- Endorsed — passed on to a supplier instead of being deposited. If it comes back dishonoured, it can be marked Bounced.

Update a cheque's status on this screen as it moves through the bank; you can also add a cheque manually here if needed. The Cheque Register is available from the Professional plan and above.

12.4 Cash/Bank Transfer

Use Payment & Cash/Bank → Cash Transfer or Bank Transfer to move money between your own accounts:

- Cash Transfer — from Cash into a specific bank account (choose which one).
- Bank Transfer — from a specific bank account, either withdrawn to Cash or moved directly into a different bank account of yours.

If the bank you need isn't listed yet, use the "+ Add bank" button right there to create it on the spot.

12.5 Cash/Bank Balance

Payment & Cash/Bank → Cash/Bank Balance gives you a running total of cash and bank funds, built automatically from your approved payments, receipts, expenses and transfers.

12.6 Viewing, printing and sharing a Payment or Receipt

In the Payments or Receipts list, click the View icon to open the document. From its detail window you can Print / save as PDF, or Share it as a PDF or JPEG through WhatsApp or Email. The printed voucher shows the party, date, payment mode, the bank account name (for Bank or Online payments), any cheque lines, and the total. Its layout follows the same invoice design and Invoice Settings (Section 5.3) as your other documents. See Section 18.5 for how sharing works on phone and desktop.

13. Expenses

Set up Expense Categories once (Expenses → Expense Categories — for example Rent, Utilities, Salaries), then record expenses as they happen:

Step 1: Expense → New Expense.

Step 2: Choose the category, enter the amount, date, and how it was paid (Cash/Bank).

Step 3: Save and get it Approved — approval posts the accounting entry (debit the expense, credit Cash/Bank) automatically.

Expense → Expense Reports gives you a breakdown of spending by category over any period.

14. Approving Documents

This section is for whoever you've given "Approve" permission to — often just you, at least to begin with. It applies identically across Sales, Purchases, Expenses, Payments and Receipts. The approval workflow is available on the Professional plan and above; on Starter, documents are approved automatically and there is nothing to approve.

Step 1: Open the relevant list page (for example Sales List). Documents waiting for your review show an Approval Status of Pending.

Step 2: Open a document to review it, then click Approve or Reject. If you reject, you can add a short note explaining why.

Step 3: To handle several at once, tick the checkboxes next to multiple Pending rows and use the Approve/Reject option in the toolbar that appears — this processes the whole batch in one go, and if one fails the rest still go through.

> *Note: Approving is the moment stock actually moves and accounting entries actually post. A document sitting in Pending for a long time is invisible to your Receivables/Payables, stock levels, and financial reports — if a number looks wrong, check for un-approved documents first.*

15. Inventory Management

15.1 Inventory Status

Inventory → Inventory Status shows your current stock quantity for every product, calculated from every stock movement ever recorded (sales, purchases, returns, adjustments) — not a number you edit directly.

15.2 Stock Alerts

Products with stock at or below the reorder level you set (Section 7.3) are flagged here automatically, so you know what to reorder.

15.3 Stock Adjustment and Physical Stock Take

Use Stock Adjustment to correct a quantity for a known reason (damage, loss, a manual correction) — enter the product, the quantity change, and a reason. Use Physical Stock Take after a manual count of your shelves, entering the actual counted quantity; the system posts the difference for you.

15.4 Warehouses

If you operate more than one location, set up each one under Warehouses, and use Stock Transfer to move stock between them. Warehouse Stock shows quantities broken down location by location. Sales, Purchase, and Delivery Challan forms let you pick which warehouse a transaction affects, and will show you available stock for that specific warehouse (or your total across all warehouses if you don't pick one). Multiple warehouses and Stock Transfer are part of the Business plan; the other plans use a single warehouse.

15.5 Inventory Ledger and the cost of goods sold

Inventory → Inventory Ledger gives you a classic "stock card" for a single product: every purchase in, every sale out, and a running balance with its average cost — exactly the format an accountant expects.

Behind the scenes, iKeep ERP uses perpetual inventory accounting: an approved Purchase Bill increases your Inventory asset (by product category) instead of an expense, and an approved Sales Invoice reduces Inventory and posts the matching Cost of Goods Sold (COGS) — so your Balance Sheet correctly shows Inventory as a Current Asset, and your Profit & Loss shows a real COGS figure rather than a lump "purchases" expense. You don't need to do anything for this — it happens automatically when you approve documents.

16. Accounting and the Journal

16.1 Journal

Journal → Journal List lists every entry ever posted by the system — from every approved Sale, Purchase, Payment, Receipt, Expense, Transfer, and Capital transaction — all in one chronological list, so you can trace where any number in your reports came from.

You can also add a manual Journal Entry directly for anything that doesn't come from another module. A manual entry must balance — total debits must equal total credits — before it can be saved.

16.2 Capital Transactions

Use Capital Transaction to record money the owner introduces into the business (Capital Introduced) or withdraws from it (Drawings). Unlike other modules, a Capital transaction posts its accounting entry immediately — it does not sit Pending for approval.

17. Reports

17.1 Daily Summary

Reports → Daily Summary gives you one screen combining everything that happened on a chosen date or date range: customer invoices, supplier invoices, expenses, customer/supplier payments, and any voided entries.

17.2 Financial Reports

Under Reports you will find 24 standard reports, all built automatically from your approved documents. The Production reports belong to the Business plan; the other reports are available on every plan.

Report	What it tells you
Trial Balance	Every account's balance, debits and credits, at a point in time.
Profit & Loss	Income, Cost of Goods Sold, and Expenses over a period, and your net profit.
Balance Sheet	Assets (split into Current and Non-Current), Liabilities, and Equity, at a point in time.
Cash Flow Statement	How cash moved in and out over a period.
Tax Report	Tax collected and paid over a period.
Invoice Aging - Receivables	How overdue each customer's unpaid invoices are.
Invoice Aging - Payables	How overdue each of your unpaid supplier bills are.
Product Sales Report / Product Purchase Report	Quantities and values sold or purchased, by product.
Sales By Clients / Sales By Products - Top 5	Your biggest customers and best-selling products over a period.
Product-wise Profit/Loss	Profit and loss for each product over a period.
Daily Summary	Everything that happened on a date or date range, on one screen (Section 17.1).
Month-wise Sales Report / Month-wise Purchase Report	Sales or purchases totalled month by month over a period.
Regional Sales Report / Regional Purchase Report (by City)	Sales or purchases grouped by the city of the customer or supplier.
Receivables Aging - Month wise / Payables Aging - Month wise	Unpaid customer invoices and supplier bills, shown month by month.
Production Report, Month-wise Production Report, Raw Material Consumption Report, Labour Report, FOH Report (Business plan)	What was produced, which raw materials were consumed month by month, and the labour and factory overhead cost.

Expense Reports (Section 13) and Installment Reports (Section 19.5) are under their own menus.

17.3 Ledgers

Customer Ledger, Supplier Ledger (Section 8.4), Inventory Ledger (Section 15.5), and every account's own ledger under Chart of Accounts give you the full transaction history behind any balance you see in a summary report.

18. Housekeeping and Administrative Tools

18.1 Trash and Restore

Deleting a Customer, Supplier, Product, Category, Unit, Capital Transaction, Sales or Purchase document, Expense, Payment/Receipt, Journal Entry or Production record does not remove it immediately — it moves to Trash and can be restored at any time within 30 days. Anything not restored or permanently deleted within that window is removed automatically overnight. You enter a short reason when you delete; it is shown on the Trash screen alongside who deleted it and when. Who can see, restore or permanently delete items is set in Roles & Permissions (Section 2.1).

> *Note: An Approved Sales, Purchase, Expense or Payment/Receipt document must be Voided first (this reverses its stock and accounting effect); only then can it be deleted to Trash. A Pending or Rejected document is simply deleted, without going to Trash.*

18.2 Audit Log

The Audit Log records every create, update, delete, approve and login action taken by anyone in your company, with who did it and when — use it whenever you need to check who made a particular change. Access is set in Roles & Permissions ("Audit Log (view)"); the Company Admin has it by default. The Audit Log is available from the Professional plan and above.

18.3 Backup

Settings → Backup Settings lets you generate a full export of your company's own data on demand, download it, and manage previous backups (the system keeps the latest 10 and removes older ones). Manual backup is available on every plan. On the Business plan the system also takes an automatic backup every day at 2:30 AM Pakistan time; these count toward the same latest-10 backups for your company. A backup is a data export for your own safekeeping and does not affect your live data.

18.4 Subscription (Company Admin only)

Subscription in the sidebar shows your company's current plan, expiry date and billing history, and lets you download past invoices. From here the Company Admin can upgrade the plan, renew it, or buy extra user slots. The screen shows the amount (upgrades and extra users are pro-rated up to your plan's expiry date); you pay by Easypaisa to the account shown, then enter the Transaction ID and upload the payment screenshot. The iKeep ERP team verifies the payment and then activates the change — until then the screen shows it as under review. Plans can be upgraded but not downgraded. After a paid plan expires there is a 7-day grace period, then the company becomes read-only; a Free Trial becomes read-only as soon as it ends. Your data stays safe.

18.5 Print, PDF and Share

Sales, Purchase, Payment, Receipt and Delivery Challan documents can be printed, saved as PDF, or shared as a PDF or JPEG through WhatsApp or Email. On a mobile phone, your phone's share sheet attaches the file for you. On a desktop computer the file is downloaded, and you attach it manually in WhatsApp or Email. Customer and Supplier ledgers are shared as a PDF; Reports are shared as a text summary. Your company name, address, logo and layout come from Company Settings and Invoice Settings (Sections 5.1 and 5.3).

19. Other Modules

19.1 Production and Costing (Business plan)

Production is its own group in the sidebar, with four parts:

- **Bills of Material (BOM)** — the recipe of raw materials needed to make a finished product.
- **Product Costing** — records a completed production batch and brings materials, labour and factory overheads together into the cost of the finished goods.
- **Estimated Cost** — a planning worksheet that works out cost per unit and a suggested selling price from your chosen margin. It does not move stock or post to accounts.
- **Factory Overheads (FOH)** — mark which expense categories count as factory overheads, so they can be selected in Product Costing.

Production, Labour and Factory Overhead reports are available under Reports.

19.2 Anomaly Detector (Business plan)

Every night the system scans the previous day's activity for unusual patterns and raises flags. Each flag has a severity (Low, Medium or High) and can be reviewed and marked as resolved. It looks for five things: sales far above or below the recent 30-day average, duplicate invoices (same customer and amount around the same time), an unusually high number of voided documents in a day, a single invoice far larger than your historical average, and repeated round-number cash payments in one day. A flag is a prompt to take a closer look — it is not proof that something is wrong.

19.3 Login Devices (Professional plan and above)

Each time a user logs in, the system records the device they used (browser, operating system and network location). The admin can review these and block a device; a blocked device is refused at login, and a session already open on it stops working straight away.

19.4 Feedback

A simple form for your team to submit feedback or issues, which is reviewed by the ERP provider.

19.5 Installment Sales (all plans)

Sell on installments and track recovery. Installment Sales works on top of an ordinary sale invoice and is in the Installments menu:

- **Installment Plans** — pick a customer and one of their sale invoices, then set the down payment, number of installments, how often they fall due (weekly, bi-weekly, monthly, quarterly, bi-annual, yearly or a set number of days) and the first due date. The schedule is shown before you save.
- **Late fee** — optional: a fixed amount, or a percentage of the unpaid installment — after the grace days you set. The late fee is shown for information and is not posted to the ledger.
- **Receiving payments** — click Receive Payment on a plan to record the receipt against its invoice (down payment first, then installments in order), so it always matches the Customer Ledger.
- **Status** — each installment is shown as Upcoming, Partial, Paid or Overdue, so you can see what has been received and what is still outstanding.
- **Installment Reports** — tabs for Customer-wise, Overdue, Upcoming Dues, Month-wise Collection and Ledger Reconciliation.

19.6 Point of Sale — POS (Business plan)

Fast counter billing for walk-in customers, linked to your stock and accounts. POS sales are posted immediately — there is no approval step:

- **POS Screen** — search products by name or scan a barcode, and take payment in Cash or Bank. Needs the Sales “Create” permission.
- **POS Sales** — review every counter sale, and void a sale when needed.
- **Shifts & Reports** — open a shift with the opening cash and close it with the counted cash; the shift report shows its totals.

20. Tips for Becoming Confident, Quickly

- Follow the setup checklist in Section 4 in order — don't skip ahead to daily transactions before Categories, Units, Products, Customers/Suppliers and Opening Balances are in place.
- Practice on a handful of real records before you commit to bulk-uploading hundreds of customers or products — it's much easier to fix your CSV file than to fix fifty records after the fact.
- Get into the habit of checking for Pending documents at the end of every day and approving (or rejecting) them, so your reports always reflect what actually happened.
- Whenever you record a Receipt or Payment, take the extra few seconds to link it against the specific invoice or bill it settles — it costs nothing now and saves real confusion in your Aging reports later.
- If a number in a report looks wrong, check in this order: is the underlying document Approved? is it linked to the right invoice/bill? does the Journal (Section 16.1) show what you expect?
- Use the Audit Log (Section 18.2) whenever you need to know who changed something and when — you don't need to ask around.
- Keep roles narrow to start with (View + Create for most staff, Approve for a trusted few) — it is easier to grant an extra permission later than to untangle one you shouldn't have given.

21. Quick Reference — Glossary

Term	Meaning
Pending / Approved / Rejected	The three possible approval states of a document. Only Approved documents affect stock and accounts.
DC (Delivery Challan)	A goods-out document with quantities only, no price — billed later onto an Invoice.
AR / AP	Accounts Receivable (money owed to you) / Accounts Payable (money you owe).
COGS	Cost of Goods Sold — the cost of the products behind a sale, posted automatically at invoice approval.
Opening Balance	A starting balance entered once, for a party or an account, as of the date you began using iKeep ERP.
Credit Limit (days)	The number of days of credit you allow a customer/supplier — a day count, not a currency amount.
Void	Marks an approved document as cancelled. The stock movement and accounting entries it created are reversed automatically.
Trash	A 30-day recovery holding area for deleted Customers, Suppliers, Products, Categories, Units, Capital Transactions, Sales and Purchase documents, Expenses, Payments/Receipts, Journal Entries and Production records.
Maker-Checker	The general name for the create-then-approve control described in Section 2.3.