

USER & ADMINISTRATION GUIDE

RankToUp ERP User Manual

A practical setup and operations guide for companies, branches, products, SKU variants, purchasing, inventory, claims, reservations, pre-sales, sales and accounting.

Edition: July 2026

Scope: Company and branch-level ERP operations

Document: Configuration-to-daily-workflow guide

How to use this manual

This manual is arranged in the recommended implementation order. Administrators should complete company, branch, security, product and inventory setup before operational users enter purchases or sales.

**COMPANY → BRANCH → USERS → PRODUCT SETTINGS → PRODUCTS & SKUs → WAREHOUSE →
OPENING STOCK → PURCHASES → SALES → CONTROLS & REPORTS**

Active context: Always confirm the active company and branch before entering data. Transactions, warehouses, claims, reservations and reports are scoped to the active context.

Contents

1. Login, navigation and active context
2. Company settings
3. Branch settings
4. Users, roles and permissions
5. Product settings
6. Adding products and variants
7. Warehouses and opening stock
8. Purchasing workflow
9. Inventory operations
10. Claims, damage and breakage
11. Customer reservations and pre-sales
12. Sales, POS and fulfilment
13. Accounting and reports
14. Daily controls and troubleshooting

1. Login, navigation and active context

Sign in

- 1. Open the ERP login page.
- 2. Enter your registered email and password.
- 3. Complete MFA if enabled.
- 4. After login, confirm your company and branch context.

Main navigation

Menu	Purpose
Business Setup	Companies, branches, staff and enabled modules.
Security & Access	User roles, permissions and user types.
Products	Product masters, categories, brands, attributes, SKU configuration and variants.
Inventory	Warehouses, opening stock, ledger, adjustments, transfers, counts, reservations, claims and damage.
Purchases	Suppliers, purchase orders, invoices, payments and returns.
Sales & POS	Customers, sales orders, pre-sales, POS, fulfilment, invoices and returns.
Accounts	Vouchers, ledgers, reconciliation and financial reports.

Do not continue in the wrong branch. A correctly entered transaction in the wrong active branch is still operationally incorrect.

2. Company settings

Business Setup → Companies

The company is the top-level business owner of branches, products, users, transactions and reports.

Create or edit a company

Step 1. Open **Companies** and choose Add Company or Edit.

Step 2. Enter legal name, display name, company code, contact information, addresses and tax/registration information.

Step 3. Configure currency, timezone, date/number conventions and invoice prefixes.

Step 4. Configure purchase, sales and document prefixes. Prefixes identify documents; they do not replace product or SKU codes.

Step 5. Save, then enable required modules under **Our Company Modules**.

Recommended checks

- ✓ Company code is unique.
- ✓ Base currency and timezone are correct.
- ✓ Tax and legal details match invoices.
- ✓ Purchase and sales prefixes are understandable.
- ✓ Only required modules are enabled.

Scalability: Product codes and SKU codes are unique inside each company, allowing different companies to use their own numbering policies.

3. Branch settings

Business Setup → Branches

A branch represents an operational location. Warehouses, users, purchases, sales, claims, reservations and reports are recorded against branches.

Create a branch

1. Select the parent company.
2. Enter branch name, unique code and branch type.
3. Enter address, phone, email and responsible contact.
4. Set local document prefixes only when the branch needs different numbering.
5. Activate the branch and save.

Setting	Guidance
Branch code	Use a short stable code, e.g. KHI, LHR or MAIN.
Branch type	Head office, retail, warehouse, factory or other operational type.
Document prefixes	Leave blank to use company defaults; enter values only for a deliberate branch override.
Active status	Inactive branches should not receive new transactions.

Never reuse a branch merely because a location closed. Deactivate it so its historical transactions remain traceable.

4. Users, roles and permissions

Recommended sequence

1. Create user types such as Employee, Customer and Supplier.
2. Create business roles such as Branch Manager, Purchase Officer, Storekeeper, Cashier and Accountant.
3. Assign module permissions to roles.
4. Create users and assign company, branch, role and user type.
5. Test access with a non-administrator account.

Role	Typical access
Branch Manager	Branch operations, approvals, claims and status changes.
Purchase Officer	Suppliers, orders, invoices and returns.
Storekeeper	Receiving, counts, transfers, quarantine and reservations.
Sales/Cashier	Customers, POS, sales orders and payments.
Accountant	Vouchers, ledgers, reconciliation and reports.

Use least privilege: give each role only the actions it needs—read, create, update, delete, import or export.

5. Product settings

Products → Product Settings

Complete product settings before adding products. This keeps codes and variants consistent.

Categories

Create categories with a unique code and product profile. Tracking controls can require serials, batches, expiry, quality checks or cold-chain handling.

Brands and manufacturers

Create brand codes and manufacturer records. Category and brand codes can optionally appear in generated SKUs.

Attributes and options

Create attributes such as Color, Size, Storage or Pack. Add options and short codes, e.g. Color Red = RD, Size Large = LG.

Units

Create base and alternate units. A variant can use different sale and purchase units with conversion factors and barcodes.

SKU configuration

Field	Recommended default
Product digits	5
Start number	1, displayed as 00001
Variant digits	2, displayed as 01
Separator	-
Pattern parts	Optional prefix/category/brand, Product Number, Variant Number and attributes.

Example: Product Code **00001** with four variants produces **00001-01**, **00001-02**, **00001-03** and **00001-04**. The next product is **00002**, and its variants restart at **01**.

6. Add products and SKU variants

Products → Products → Add Product

Parent product

1. Enter product name.
2. Leave Product Code blank for automatic numbering, or enter an approved manual code.
3. Select category, brand, manufacturer and main/base unit.
4. Select product type and profile.
5. Complete descriptions, dimensions and regulated-product details where applicable.
6. Enable only the tracking controls required by inventory policy.

Variants

1. Select the attributes used by the product.
2. Choose attribute options.
3. Select **Generate Auto Variants**.
4. Keep SKU mode on Auto unless an approved manual SKU is required.
5. Enter cost, selling and wholesale prices.
6. Configure units, conversions, barcodes and default purchase/sale units.
7. Save the product.

A Product Code identifies the parent product. Inventory transactions use the exact SKU/variant. Never treat 00001 and 00001-01 as interchangeable identifiers.

Verification after saving

- ✓ Product Code is correct.
- ✓ Every variant has a unique SKU.
- ✓ Default purchase and sale units are selected.
- ✓ Serial/batch/expiry controls match category policy.
- ✓ Prices and conversion factors are correct.

7. Warehouses and opening stock

Inventory → Warehouses

1. Create each warehouse under the correct branch.
2. Use meaningful codes and names.
3. Activate the warehouse.
4. Use **Opening Stock** only for balances that existed before ERP go-live.

Inventory → Opening Stock

Select the exact SKU, warehouse, unit and opening quantity. Enter cost and tracking information. Serial-, batch- or expiry-controlled SKUs require their corresponding details.

After go-live, use purchases, adjustments, transfers and returns rather than repeatedly editing opening stock.

8. Purchasing workflow

SUPPLIER → PURCHASE ORDER → APPROVAL → PURCHASE INVOICE / RECEIVING → PAYMENT → RETURN OR CLAIM

Suppliers

Purchases → Suppliers

Create the supplier before entering orders or invoices.

Purchase order

Purchases → Purchase Orders

1. Select supplier, warehouse and dates.
2. Search and select the exact SKU code directly.
3. The parent product derives automatically.
4. Confirm purchase unit, quantity and unit price.
5. Create draft, approve and mark ordered through controlled status actions.

Purchase invoice and receiving

Purchases → Purchase Invoices

1. Select supplier and receiving warehouse.
2. Enter supplier invoice number and dates.
3. Select each SKU directly.
4. Confirm default purchase unit, cost, quantity, discount and tax.
5. Enter serials, batch, expiry, quality and temperature data when required.
6. Post the invoice. Stock and accounting entries are created.

Payments and returns

Use **Purchase Payments** for supplier settlements. Use **Purchase Returns** against the original invoice; the ERP validates the original SKU and unit.

9. Inventory operations

Menu	When to use
Stock Ledger	Review every SKU movement and balance.
Stock Adjustment	Approved corrections, gains or losses.
Stock Transfer	Move exact SKUs between warehouses/branches.
Low Stock	Review reorder requirements.
Stock Count	Physical inventory verification.
Inventory Controls	Quarantine, recalls and customer reservations.
Claims & Damage	Supplier/internal breakage, claims and disposition.

Customer reservation

Inventory → Inventory Controls

1. Select customer, warehouse and exact SKU.
2. Enter quantity, priority and optional expiry.
3. Save. Reserved quantity remains physically on hand but is deducted from available stock.
4. Release unused reservations with remarks.

10. Claims, damage and breakage

Inventory → Claims & Damage

Create a claim

- 1. Select claim type: supplier, manufacturer, transporter, insurance or internal.
- 2. Select supplier where relevant, warehouse and optional purchase invoice.
- 3. Enter reason, claim date, response deadline and description.
- 4. Select the exact SKU, batch/serials, quantity and cost.
- 5. Indicate whether damaged stock may be saleable.
- 6. Create the claim. Affected stock is separated immediately.

Status workflow

DRAFT → SUBMITTED → ACKNOWLEDGED / UNDER REVIEW → APPROVED / PARTIAL / REJECTED → RESOLUTION PENDING → SETTLED → CLOSED

Disposition

Disposition	Stock effect
Saleable	Approved damaged stock returns to sellable availability; record its damaged-sale price.
Repair	Remains excluded while awaiting repair decision.
Returned to supplier	Remains out of available stock and is marked returned.
Destroyed	Permanently excluded with approval remarks.
Lost	Permanently excluded and retained as a traceable loss record.

A disposition is final. The ERP blocks posting a second final disposition for the same claim item.

11. Pre-sales and stock reservations

Sales & POS → Sales Orders

Pre-sale

1. Create a sales order and select customer and exact SKU.
2. Enable **Pre-sale**.
3. Enter expected stock date.
4. Save. The order is marked Presale.
5. When stock becomes available, confirm the order to reserve stock.
6. Continue fulfilment and delivery.

Reservation logic

On-hand stock is the physical quantity. Available stock is on-hand minus active reservations. Pre-sales wait for incoming stock and must not create negative physical inventory.

Use priority and expiry for manual customer reservations. Release expired or cancelled commitments promptly so stock becomes available to other customers.

12. Sales, POS and fulfilment

Sales orders

1. Select customer, warehouse and dates.
2. Select the exact SKU and unit.
3. Enter quantity and selling price.
4. Create draft or pre-sale.
5. Confirm to reserve available stock.
6. Use status history to review who changed the order and why.

POS

Sales & POS → POS Screen

Search products by name, Product Code, SKU or barcode. Confirm the exact variant, unit and quantity before completing payment.

Sales fulfilment

Sales & POS → Sales Fulfillment

Deliver confirmed orders, generate invoices, record payment and process returns through the source document.

Never sell recalled, quarantined, lost, destroyed or claim-pending stock. Only normal or approved saleable-damaged stock may be sold.

13. Accounting and reports

Operational transactions post to accounting according to configured rules. Accountants should reconcile operational totals with ledgers daily.

Report	Use
General Ledger	Account-level transaction detail.
Party Ledger	Customer and supplier balances.
Trial Balance	Debit/credit control.
Profit & Loss	Income and expenses.
Balance Sheet	Assets, liabilities and equity.
Cash/Bank Book	Cash and bank activity.
Business Reports	Operational sales, purchases and inventory analysis.

Period controls

Configure fiscal periods and lock completed periods. Corrections to posted records should use approved reversals or adjustment documents, not silent edits.

Advanced accounting controls

- **Business Bank Accounts:** connect each real bank account to a postable asset ledger.
- **Bank Operations:** maintain cheques and reconcile statement balances.
- **Bank Statement Import:** upload CSV columns date, amount, direction, reference and description, then auto-match exact ledger entries.
- **Tax Control:** configure effective rates, authority and payable/receivable ledgers; review the tax register summary.
- **Fixed Assets:** register cost, salvage value and useful life; depreciation creates a controlled draft journal.
- **Recurring Vouchers:** save balanced templates and generate the next dated draft.
- **Exchange Rates:** keep dated source-backed currency rates.
- **Accounting Audit:** configure amount-based approvers and review immutable accounting action history.

A draft generated by depreciation or recurrence must pass the configured approval workflow before posting. Close a fiscal period only after all drafts are cleared.

14. Daily controls and troubleshooting

Opening checklist

- ✓ Confirm active company and branch.
- ✓ Review low stock and incoming purchase orders.
- ✓ Review expiring reservations and overdue pre-sales.
- ✓ Review claim response deadlines.
- ✓ Check quarantine, recalls and pending dispositions.

Closing checklist

- ✓ Review unposted drafts.
- ✓ Reconcile cash, bank, purchase and sales totals.
- ✓ Review negative or unusual inventory movements.
- ✓ Confirm status-change remarks and approvals.
- ✓ Back up according to company policy.

Common issues

Issue	Correction
SKU not available	Confirm product/variant is active, correct branch is active, and the SKU has units configured.
Insufficient stock	Review Stock Ledger, reservations, quarantine, batches and warehouse selection.
Batch/serial required	Enter the tracking details required by the SKU/category.
Cannot change status	Follow the allowed transition and enter required remarks/approval.
Wrong branch data	Switch active context. Do not recreate or duplicate records unnecessarily.

Best practice: Product masters should be controlled centrally; daily transactions should be entered by branch users with role-based permissions and reviewed through ledgers and status histories.