IKWIM TAB SYSTEM – USER GUIDE

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1. Introduction

1.1 Purpose of This User Guide

This document is a user guide for the **IKWIM Tab System**, designed to help users understand **how to use the system effectively** in their daily activities.

The guide focuses on **key tasks and main system operations**, not every menu or screen.
It is intended to be **simple, practical, and easy to follow**, even for non-technical users.

1.2 About the IKWIM Tab System

The **IKWIM Tab System** is an integrated management platform used in fuel and service stations to manage:

- Fuel and product sales

- Client cards (smart cards & e-cards)

- Stock and inventory

- Financial transactions

- Staff operations and reporting

The system operates on:

- **Web application** (used by staff and administrators)

- **Mobile application** (used by clients with e-cards)

1.3 How to Use This Guide

- Each section applies to a **specific user role**

- Follow only the section related to **your role**

- Screenshots are provided only for **important actions**

- Steps are written in **short and clear instructions**

## 2. System Access & Login

2.1 System Access

- Web System: Accessed through a browser (Chrome recommended)

- Mobile App: Installed on Android devices (Client use)

### 2.2 Logging into the System

Applies to all users

Steps:

1. Open the system login page

2. Enter your username and password

3. Click **Login**
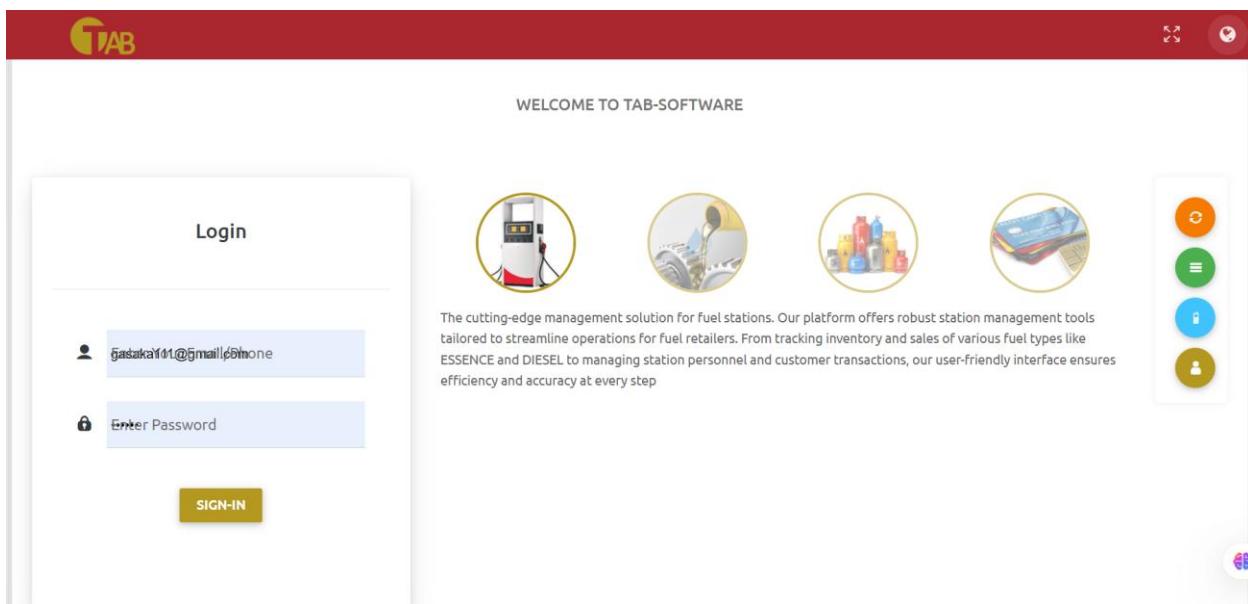
⚠️ Access to menus depends on your assigned role.

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3. System Features

3.1. Dashboard
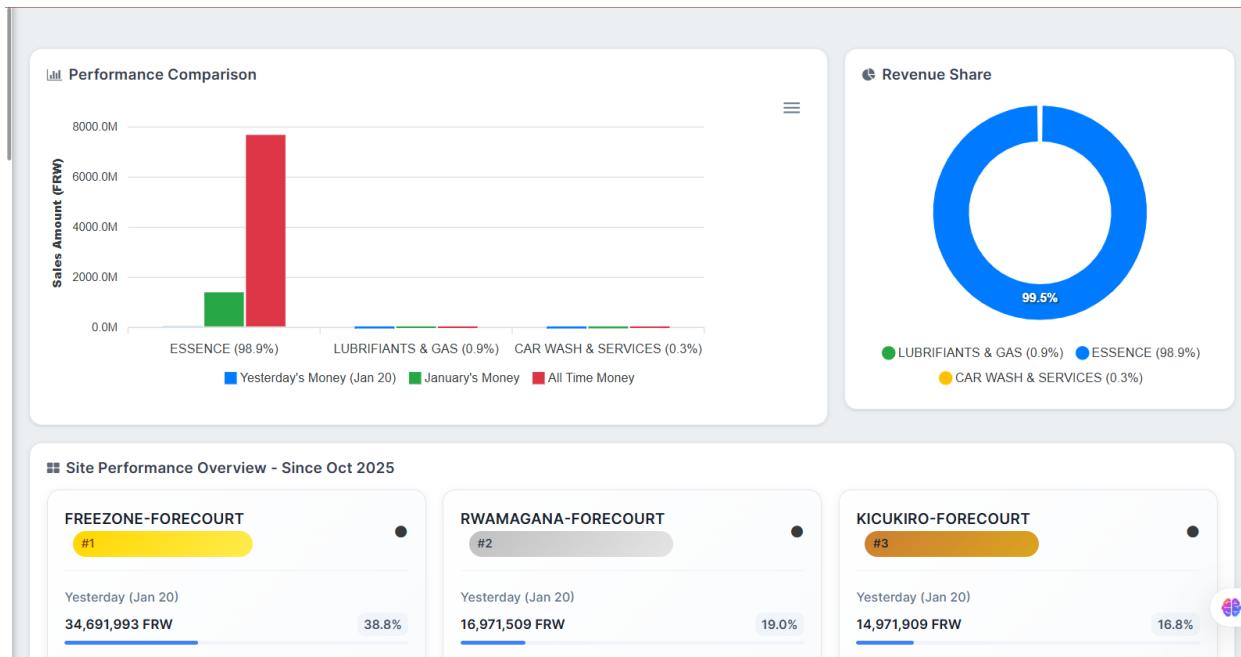
After logging in, each user is presented with a dashboard that shows an overview of the system performance and key activities.

3.2 Company Structure

3.2.1 Overview

The **Company Structure** module is used to configure the organizational setup of the system.
It defines departments, offices, user privileges, features, and client account structures.
This setup ensures proper role-based access control and smooth system operations.

3.2.2 Department

This module allows administrators to create and manage company departments.

Key Actions

- Create new departments

- Edit existing departments

- Activate or deactivate departments

Adding a New Department

1. Navigate to **Company Structure → Department**.

2. Enter the **Department Name**.

3. Enter the **Department Code**.

4. Add a brief **Description** (optional).

5. Select the **Status** (Active or Inactive).

6. Click **Add Department** to save.

Viewing Existing Departments

1. Scroll down to the **Departments List** section.

2. View all departments with their **Name, Code, Description, and Status**.

3. Use the **Search box** to find a specific department.

4. Use **Show Entries** to control the number of records displayed.

Editing a Department

1. In the **Departments List**, locate the department to update.

2. Click **Edit** under the **Actions** column.

3. Modify the required information.

4. Click **Update** to save changes.

Deleting a Department

1. Locate the department in the **Departments List**.

2. Click **Delete** under the **Actions** column.

3. Confirm the deletion when prompted.

Downloading Department Structure

1. Click **Download Structure PDF**.

2. The system will generate and download the department structure report.

3.2.3 Department Office

Department Offices define sub-units under each department (e.g., Treasury, Control, Sales Office).

Key Actions

- Assign offices to departments

- Manage office codes and status

- Control office-level access

Add New Office

Office Name:

Office Code:

Department:

Select Department

Status:

Active

Description:

ADD OFFICE   RESET

Offices List

Show 10 Entries

Search:

ID	Office Name	Office Code	Department	Description	Status	Actions
2	STRATEGIC MANAGEMENT	ST	Strategic Management; Research and Development Department		Active	EDIT DELETE
3	COORDINATOR	CD	COORDINATOR		Active	EDIT DELETE

3.2.4 Privilege Categories

Privilege Categories group system permissions into logical categories.

Key Actions

- Create privilege categories
- Organize actions under each category
- Simplify permission assignment

Privilege Categories
🏠 Home / Privilege Categories

Add New Privilege Category

Category Name:

Status:

Active

Description:

ADD CATEGORY   RESET

Privilege Categories List

Show 10 Entries

Search:

ID	Category Name	Description	Status	Actions
4	High privilege access		Active	EDIT DELETE
5	Middle privilege access		Active	EDIT DELETE
6	Low privilege access		Active	EDIT DELETE

Showing 1 to 3 of 3 entries

Previous 1 Next

3.2.5 Actions

Actions represent individual system operations (e.g., Create, Edit, Approve, Delete).

Key Actions

- Define system actions

- Control what operations are allowed per role

3.2.6 Privilege Actions

This module links **actions** to **privilege categories**.

Key Actions

- Assign actions to privilege categories

- Control functional access across modules

Privilege Category Actions
🏠 Home / Privilege Actions

Assign Actions to Privilege Category

Privilege Category:

[Select Privilege Category ▾]

Select Actions:

Card Management & Approval Procedures
-- Final Approval
-- Primary Approval
-- Secondary Approval
Invoice Approval Procedures
-- Approve Invoice
-- Verify Invoice

Hold Ctrl/Cmd to select multiple actions

[ASSIGN ACTIONS] [RESET]

Privilege Category Action Assignments

Show [10 ▾] Entries   Search: [   ]

ID	Privilege Category	Assigned Actions	Actions
8	Low privilege access	Approve Invoice × Verify Invoice ×	EDIT DELETE
9	Middle privilege access	Secondary Approval × Verify Invoice ×	EDIT DELETE
10	High privilege access	Final Approval ×	EDIT DELETE

Showing 1 to 3 of 3 entries   Previous [1] Next

3.2.7 Office Privilege Actions

Office Privilege Actions define what actions each office can perform.

Key Actions

- Assign privileges based on office roles

- Restrict sensitive operations to authorized offices

Office Privilege Assignment
🏠 Home / Office Privileges

Assign Privileges to Office

Department: Office:

[Select Department ▾]   [Select Office ▾]

Select Privileges:

Low privilege access
Middle privilege access
High privilege access

Hold Ctrl/Cmd to select multiple privileges

[ASSIGN PRIVILEGES] [RESET]

Office Privilege Assignments

Show [10 ▾] Entries   Search: [   ]

ID	Department	Office	Assigned Privileges	Actions
6	Sales And Marketing Department	Director Of Sales and Marketing Department	Middle privilege access ×	EDIT DELETE
7	Strategic Management; Research and Development Department	Officer in Charge of Internal Audit	Middle privilege access ×	EDIT DELETE

3.2.8 Features

Features represent the main system modules (e.g., Stock, Orders, Reports).

Key Actions

- Register system features

- Enable or disable features globally

System Features

🏠 Home / Features

Add New Feature

Feature Name:

Status:
Active

Description:

ADD FEATURE   RESET

Features List

⬇ DOWNLOAD FEATURES PDF

Show 10 Entries   Search:

ID	Feature Name	Category	Description	Status	Actions
3	GENERAL SETTING	No category	1. Company Suppliers 2. Items 3. Item Categories 4. Discounts	Active	EDIT DELETE
4	PO MANAGEMNT	No category	1. Order Pricing 2. Orders 3. O Payment List 4. Order Dispatch Management	Active	EDIT DELETE
5	SITE MANAGEMENT	No category	1. Sites Management 2. Piste System Users 3. Product Prices	Active	EDIT DELETE

3.2.9 Office Features

Office Features control which system features are accessible per office.

Key Actions

- Assign features to offices

- Restrict feature visibility by department or role

Office Feature Assignment

🏠 Home / Office Features

Assign Features to Office

Department:

[Select Department ▾]

Office:

[Select Office ▾]

Select Features:

```
mainstockreporting
mainstocksetting
po_mainstock
changing_price
Out of System
Card Statement
PO_Managementsite
Site_transactio
service_percentage
Receive_transfer_request
main_stock
```

Hold Ctrl/Cmd to select multiple features. Use scroll to see all options.

[ASSIGN FEATURES] [RESET]

Office Feature Assignments

Show [10 ▾] Entries

Search: [_____]

ID	Department	Office	Assigned Features	Actions
4	Information and Communication Technology	IN CHARGE ICT	Station User Management ×	[EDIT] [DELETE]

3.2.10 User Account

This module manages system users.

Key Actions

- Create user accounts

- Assign roles, offices, and permissions

- Activate or deactivate users

User Account

🏠 Home / User Account

👤+ **Add New User Account**

👤 **Personal Information**

🪪 Identifier *

[Enter identifier]

👤 Username *

[Enter username]

⚧ Gender *

[Select Gender]

👤 First Name *

[Enter first name]

👤 Last Name *

[Enter last name]

👤 **Contact Information**

✉ Email Address *

[Enter email address]

📱 Mobile Number *

[Enter mobile number]

👥 **Role & Assignment**

👤 Role *

[Select Role ▾]

📍 Site *

[Select Site ▾]

🌐 Department *

[Select Department ▾]

🏢 Office *

[Select Office ▾]

⚙ **Account Settings**

👁 Account Status

[Active ▾]

[💾 SAVE USER ACCOUNT] [↻ RESET FORM]

3.2.11 Client Account

Client Accounts store client profiles used for transactions and card management.

Key Actions

- Register clients

- View and update client information

- Link clients to cards and transactions

3.2.12 Client Transactions Type

Defines the types of transactions clients can perform.

Key Actions

- Create transaction types (fuel, service, coupon, etc.)

- Control transaction usage

Account Transaction Types

🏠 Home / Transaction Types

Add New Transaction Type

Type Name:

Type Code:

Status:

Active ▼

Description:

ADD TRANSACTION TYPE   RESET

Transaction Types List

⬇ DOWNLOAD TRANSACTION TYPES PDF

Show 10 ▼ Entries

Search:

ID	Type Name	Type Code	Description	Status	Created At	Actions
1	Deposit	DEP	Money added to client account	active	2025-11-08 15:37:05	EDIT DELETE
2	Withdrawal	WDL	Money taken from client account	active	2025-11-10 11:10:05	EDIT DELETE

Showing 1 to 2 of 2 entries

Previous 1 Next

3.2.13 Account Transactions

This module records all account-based transactions.

Key Actions

- View transaction history

- Track inflows and outflows

- Audit financial movements

Client Transactions

🏠 Home / Transactions

Recent Transactions

Select Client Account:

[Select Client Account ▾]

Transaction Type:

[Select Transaction Type ▾]

Amount:

[   ]

Reference No:

[Auto-generated]

Will be auto-generated (e.g., TXN-20241108-001)

Current Balance:

[   ]

New Balance (Preview):

[   ]

Remarks:

[Optional remarks   🅶]

Supporting Document (Optional):

[Choose File] No file chosen

Allowed formats: PDF, JPG, PNG, DOC, DOCX (Max size: 5MB)

[RECORD TRANSACTION] [RESET]

Recent Transactions

[All Accounts ▾] [⬇ DOWNLOAD PDF]

Show [10 ▾] Entries

Search: [   ]

		Account	Transaction		Balance	Balance	Reference				

3.2.14 Account Withdrawal

Handles withdrawal operations from client or system accounts.

Key Actions

- Process withdrawals

- Track withdrawal history

- Apply approval controls if required

Withdraw Money

🏠 Home / Withdraw Money

Select Account

Select Your Account:

[Itec Ltd (IKWIM-00001) - 1589992.00 RWF ▾]

Available Balance:

[1589992.00]

RWF

◑ Withdrawal Service

Select Service:

[Choose Service ▾]

Transaction Type:

[Select Transaction Type ▾]

Amount To Distribute:

[Enter amount to distribute]

RWF

This amount will be distributed among the selected coupons/Cards

Remarks:

[Optional remarks   🅶]

[✈ PROCESS WITHDRAWAL]

3.2.15 Client Account Statement

Generates detailed statements for client accounts.

Key Actions

- View statements by date range

- Export statements (PDF/Excel)

- Review balances and transaction history
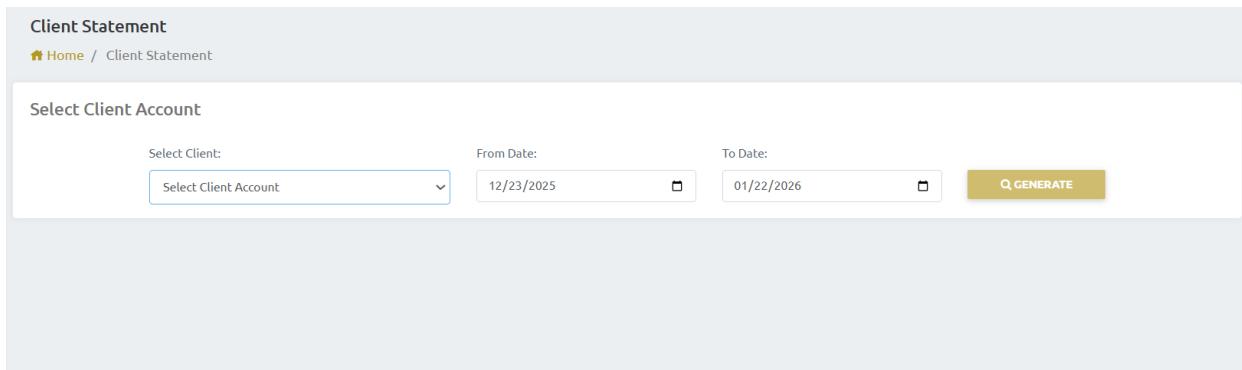
3.3 General Settings

3.3.1 Overview

The **General Settings** module is used to configure core operational data required for daily system usage.
It includes suppliers, item definitions, stock tanks, item categories, item assignments, and discounts.
These settings must be configured before performing operations such as stock management, ordering, and sales.

3.3.2 Suppliers

This module manages all suppliers providing fuel, lubricants, gas, or other items.

Adding a New Supplier

1. Navigate to **General Settings → Suppliers**.

2. Click **New**.

3. Enter the **Supplier Name**, **Address**, and **Phone Number**.

4. Click **Save**.
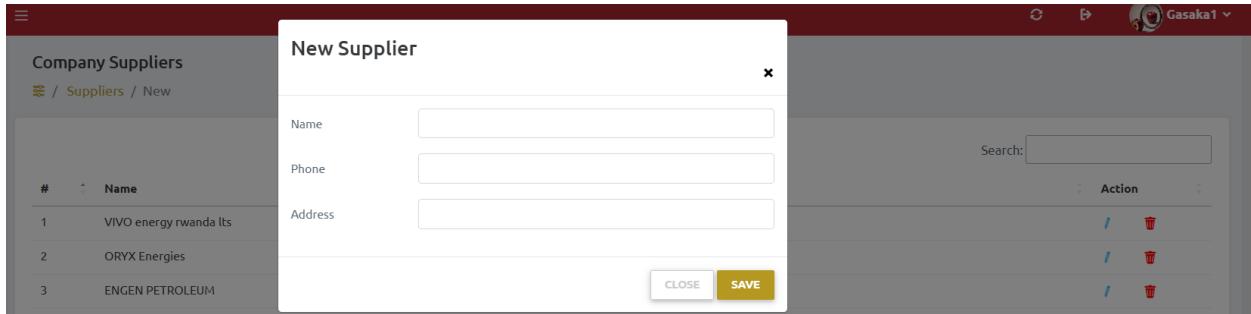
Editing or Deleting a Supplier

1. Locate the supplier in the list.

2. Click **Edit** to update supplier details, or **Delete** to remove the supplier.

3. Confirm the action.
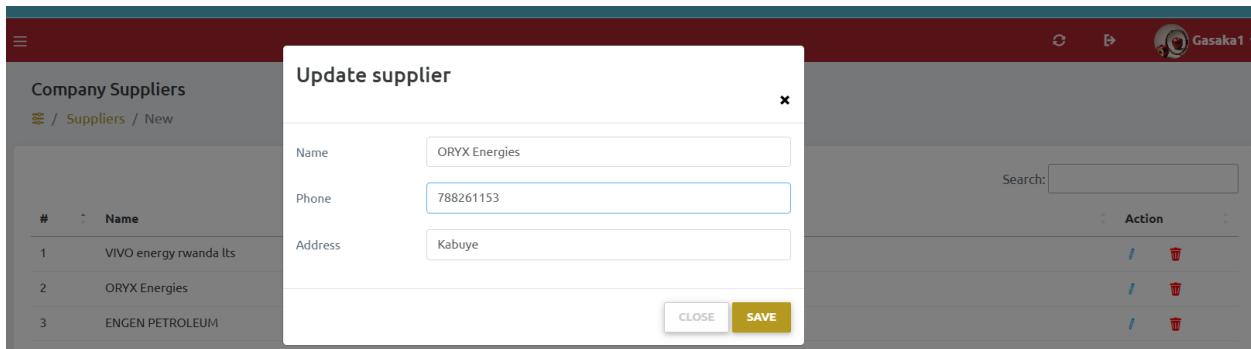
3.3.3 Supplier Types

Supplier Types classify suppliers based on the type of products they provide.

Managing Supplier Types

1. Go to **General Settings → Supplier Types**.

2. Select **the supplier** to assign a supplier type.

3. Select the **Type Name** and type.

4. Click **Assign Type**.

Assign Supplier Type

Select Supplier *

-- Select Supplier --

Supplier Type *

-- Select Type --

💾 ASSIGN TYPE

Suppliers with Assigned Types

Show 10 Entries

Search:

ID	Supplier Name	Phone	Email	Current Type	Actions
2	ORYX Energies	788261153	N/A	Local	🗑 REMOVE
3	ENGEN PETROLEUM	788588528	N/A	Local	🗑 REMOVE

3.3.4 Stock Tank

This module manages physical storage tanks for fuel or gas.

Adding a Stock Tank

1. Navigate to **General Settings → Stock Tank**.

2. Enter **Tank Name**, **Location**, and assign it to an item.

3. Set the status to **Active**.

4. Click **Save**.

Stock Tank Management

🏠 Home / Stock Tanks

Add New Stock Tank

Tank Name *

Tank Location *

💾 ADD TANK

Stock Tanks List

Show 10 Entries

Search:

Tank ID	Tank Name	Location	Status	Actions
4	YYUSSA DEPOT	KABUYE	Active	✏ EDIT ⏻ TOGGLE 🗑 DELETE
3	OILCOM DEPOT	JABANA	Active	✏ EDIT ⏻ TOGGLE 🗑 DELETE

3.3.5 Items

Items represent all products handled by the station.

Adding a New Item

1. Go to **General Settings → Items**.

2. Click **New**.

3. Select **Class Item**, enter the **Item Name**, and **Description**.

4. Click **Save**.
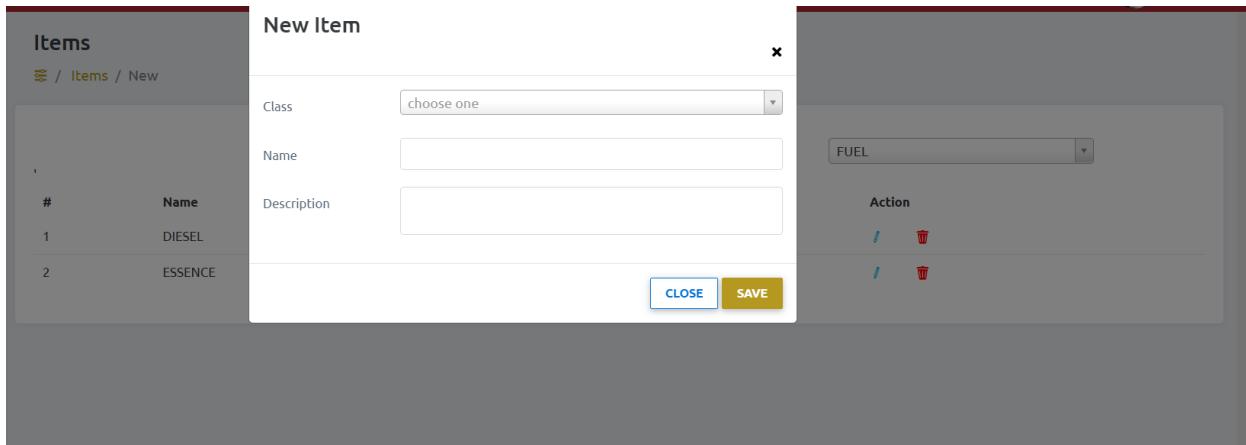
3.3.6 Item Categories

Item Categories help group similar items together.

Viewing Item Categories

1. Navigate to **General Settings → Item Categories**.

2. Select the **Item Class**.

3. Select the **Item** to view its categories.
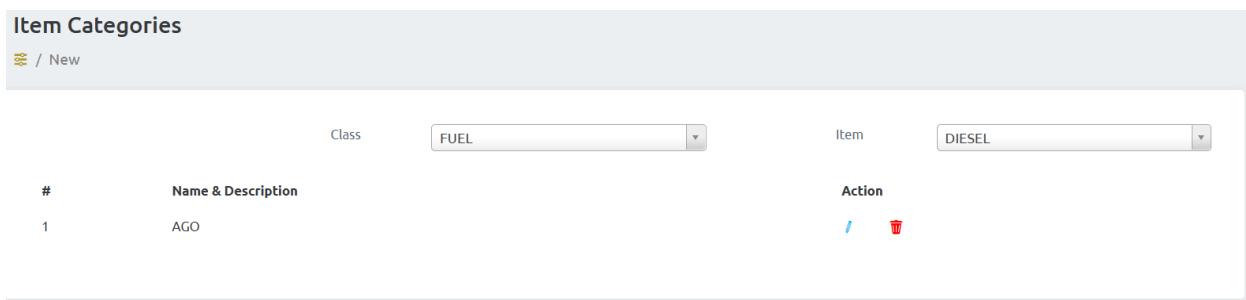
Adding a New Item Category

1. Click **New**.

2. Fill in the required category details.

3. Click **Save**.
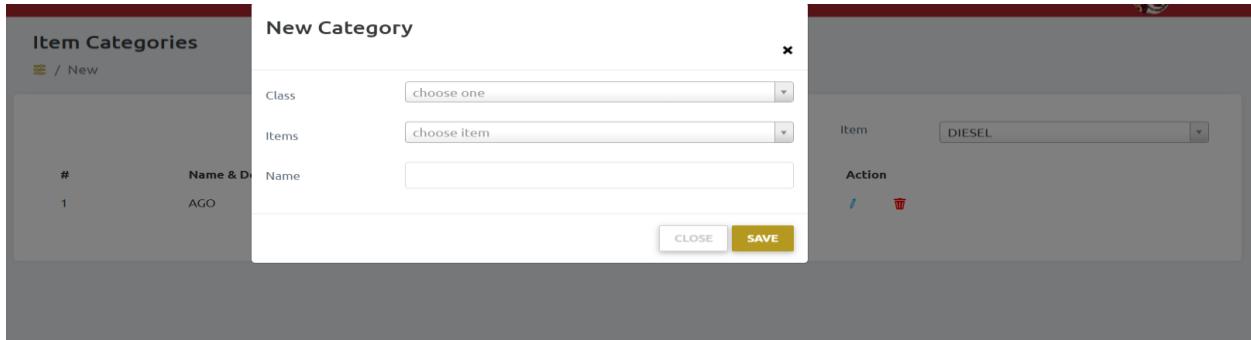
Editing or Deleting Item Categories

1. Click the **Edit (pen) icon** under the **Action** column.

2. Update the information and click **Update**.

3. Use **Delete** to remove a category if required.

3.3.7 Item Assign

This module links items to categories, units, and material codes.

Assigning an Item

1. Navigate to **General Settings → Item Assign**.

2. Click **New**.

3. Select the **Item Class**.

4. Select the **Item**.

5. Choose the **Category**.

6. Enter the **Material Code**.

7. Select the **Unit** and enter the **Number of Pieces**.

8. Click **Save**.
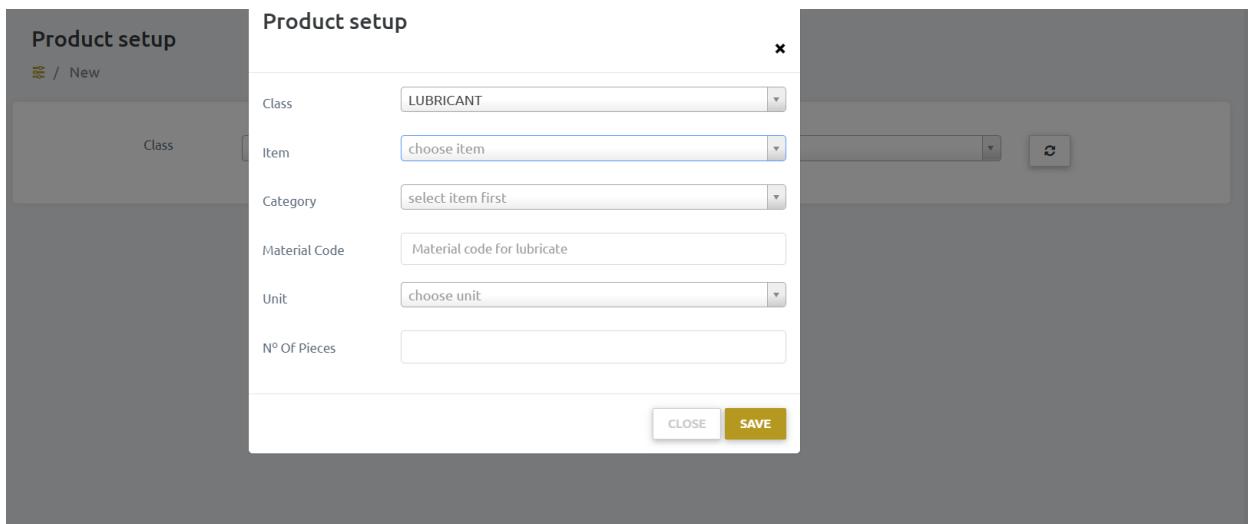
3.3.8 Discounts

This module manages discounts applied to items or clients.

Creating a Discount

1. Go to **General Settings → Discounts**.

2. Click **Assign**.

3. Enter the **Discount Name**, **Value**, and applicable conditions.

4. Click **Save**.

3.3.9 General Settings Summary

- All configurations in this section are **mandatory for system operations**.

- Incorrect setup may affect **ordering, stock, and sales processes**.

- Only authorized users can modify these settings.

3.4 PO Management

3.4.1 Overview

The **PO (Purchase Order) Management** module manages the full procurement lifecycle of items in the system.
It allows users to create purchase orders, manage pricing, track local and foreign orders, process payments, evaluate stock, and control approvals.
This module ensures transparency, accountability, and proper stock replenishment.

3.4.2 Order Pricing

This module is used to define pricing before placing a purchase order.

Assigning Price to an Order

1. Navigate to **PO Management → Order Pricing**.

2. Click **New**.

3. Select the order or item.

4. Enter the **Price**.

5. Click **Save**.

3.4.3 Orders

This module allows users to create purchase orders.

Creating a New Order

1. Go to **PO Management → Orders**.

2. Click **New Order**.

3. Select the **Site, Class**.

4. Select the **Items** and quantities.

5. Confirm pricing and details.

6. Click **Save**.

3.4.4 Local / Foreign Orders

This module differentiates orders based on supplier location.

Managing Local or Foreign Orders

1. Navigate to **PO Management → Local/Foreign Orders**.

2. Select the order type (**Local** or **Foreign**).

3. Review order details.

4. Proceed with approval or tracking.

3.4.5 View Orders

This module provides a list of all created purchase orders.

Viewing Orders

1. Go to **PO Management → View Orders**.

2. Use search or filters to locate an order.

3. View order status (Pending, Approved, Paid, Dispatched).

3.4.6 In-Stock Orders

In-stock Orders manage items that are already available or partially available.

Managing In-Stock Orders

1. Navigate to **PO Management → In-stock Orders**.

2. Review items already in stock.

3. Adjust quantities if needed.

3.4.7 Pay PO

This module handles payments for approved purchase orders.

Paying a Purchase Order

1. Go to **PO Management → Pay PO**.

2. Select the approved PO.

3. Enter payment details.

4. Confirm and submit payment.

3.4.8 Dispatch

This module tracks the delivery of ordered items.

Dispatching an Order

1. Navigate to **PO Management → Dispatch**.

2. Select the paid order.

3. Enter dispatch details.

4. Confirm dispatch.

3.4.9 Awaiting POs

This module displays all purchase orders waiting for approval or action.

Viewing Awaiting POs

1. Go to **PO Management → Awaiting POs**.

2. Review pending orders.

3. Approve or reject based on authorization.

3.4.10 Cash Deposit

This module records cash deposits related to PO payments.

Recording Cash Deposit

1. Navigate to **PO Management → Cash Deposit**.

2. Enter deposit details.

3. Link deposit to a specific PO.

4. Click **Save**.

3.4.11 MD PO Management

This module is used by senior management for high-level PO oversight.

Pending POs

1. Navigate to **MD PO Management → Pending POs**.

2. Review orders awaiting executive approval.

3. Approve or reject as required.

3.4.12 Stock Evaluation

This module evaluates current stock before or after ordering.

Stock Evaluation Process

1. Go to **MD PO Management → Stock Evaluation**.

2. Review stock quantities and usage.

3. Confirm reorder requirements.
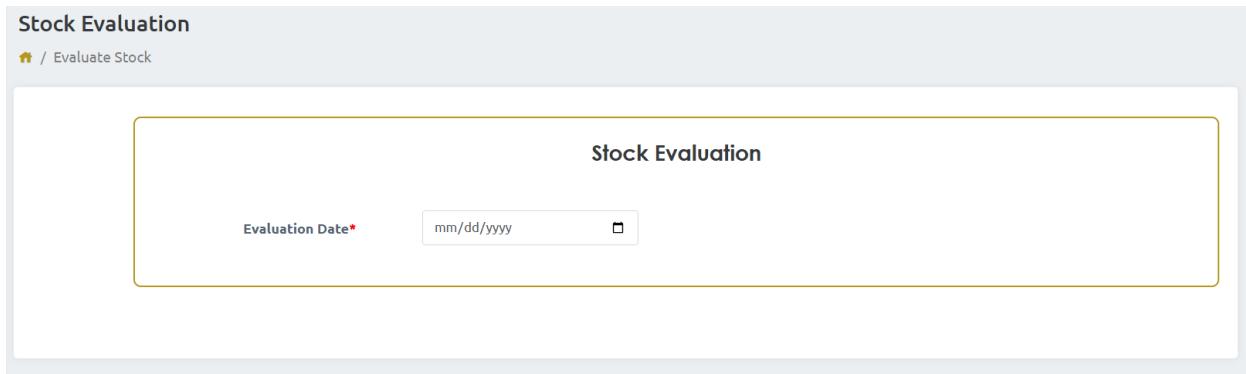
3.4.13 Stock Evaluation Report

This module generates reports for stock assessment.

Generating Stock Evaluation Report

1. Navigate to **Stock Evaluation Report**.

2. Select date range or item.

3. Generate and export the report.
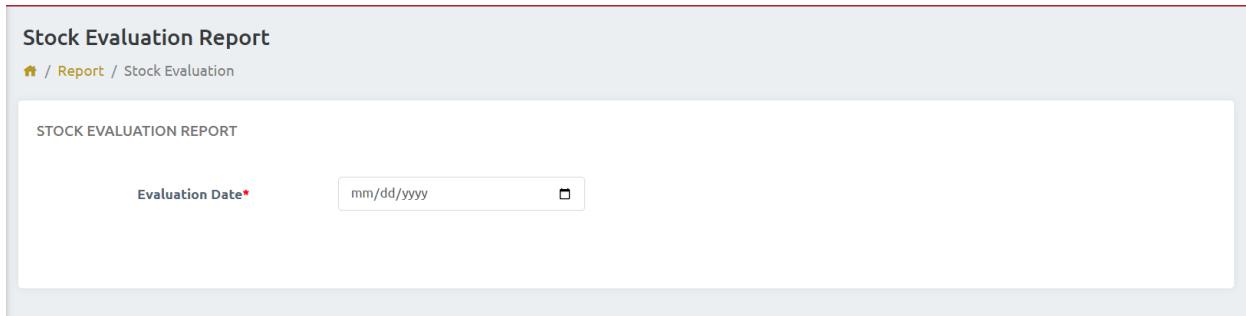
3.4.14 Duplicate Item

This module identifies duplicated items in purchase orders.

Managing Duplicate Items

1. Go to **Duplicate Item**.

2. Review duplicated entries.

3. Merge or correct item records.
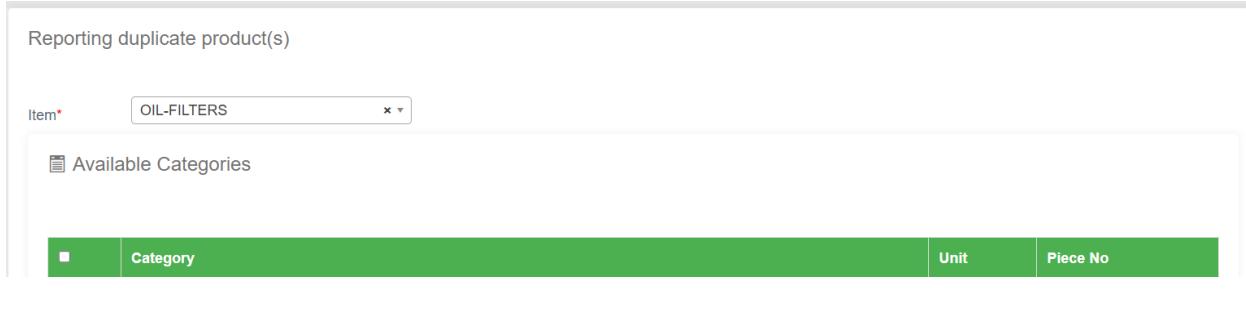
3.4.15 PO Management Summary

- Ensures controlled procurement and payments

- Supports multi-level approvals

- Links directly with stock and finance modules

- Provides detailed reporting for audit and tracking

3.5 PSS MANAGEMENT & OPERATIONS

3.5.1 Overview

This section explains how users manage Petrol Service Stations (PSS), configure station settings, record daily operations, and generate operational reports.
It covers station setup, pump configuration, daily data entry, transaction tracking, and performance reporting.

3.5.2 PSS Management

PSS (Station Registration)

This menu is used to register and manage petrol service stations.

Steps to add a new PSS

1. Navigate to **PSS Management → PSS**

2. Click **New**

3. Fill in station details (name, location, Phone)

4. Click **Save**

Users / Account

Used to manage users working under a specific station.

Steps to add a PSS user

1. Go to **PSS Management → Users / Account**

2. Click **New**

3. Select the PSS

4. Assign role (Manager, Pump Attendant, Cashier, etc.)

5. Enter user details

6. Click **Save**

Item Pricing

Used to set selling prices per station.

Steps to set item pricing

1. Go to **PSS Management → Item Pricing**

2. Click **New**

3. Select the item

4. Enter the selling price

5. Click **Save**

Client Discounts

Used to apply discounts to specific clients or products.

Steps to add a client discount

1. Navigate to **Client Discounts**

2. Click **New**

3. Select client and item

4. Enter discount Type

5. Click **Save**

PSS Budget

Used to define expense limits per station.

Steps to set a PSS budget

1. Go to **PSS Budget**

2. Click the **Add Budget** button and fill in all required information

3. Select expense category

4. Set budget amount

5. Click **Save**

6. You can also download the CSV document or upload the csv document to set the Pss budget

Expense Category

Used to define types of expenses.

Steps to add an expense category

1. Navigate to **Expense Category**

2. Click **Add Category**

3. Enter category name

4. Click **Save**

Expense

Used to record daily station expenses.

Steps to record an expense

1. Go to **Expense**

2. Click **New**

3. Select category

4. Enter amount and description

5. Click **Save**

Add Expense Items

🏠 Home / Add Expense Items

Create New Expense Items

[⬇ DOWNLOAD TEMPLATE] [⬆ UPLOAD CSV]

Select Category *

| Select Category | ▼ |

Expense Items

[+ ADD ITEM]

Expense Name	Description	Site Allowed	Action	
Enter expense name	Enter description	Amount limit (optional)	Select ▼	🗑

[💾 SAVE EXPENSE ITEMS] [↻ RESET]

Expense Approval

Used by authorized users to approve expenses.

Steps to approve an expense

1. Open **Expense Approve**

2. Select pending expense

3. Click **Approve** or **Reject**

Manage Site Expense Limitations

🏠 Home / Site Expense Limitations

Add Site-Specific Expense Limitation

[⬇ DOWNLOAD CSV TEMPLATE] [⬆ UPLOAD CSV]

Select Site *	Select Expense Item *	Amount Limitation (RWF) *
Search and select site... ▼	Search and select expense item... ▼	Enter maximum amount

[💾 SAVE LIMITATION] [↻ RESET]

Filter Limitations

Filter By Site

| Search and select site to filter... ▼ | [🔍 FILTER] [↻ CLEAR] |

Expense Payment

Used to record payment of approved expenses.

Steps to pay an expense

1. Go to **Expense Payment**

2. Select approved expense

3. Choose payment method

4. Click **Confirm Payment**
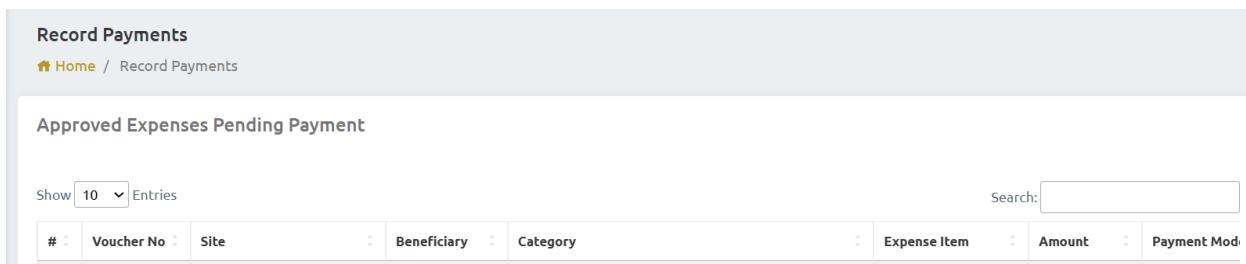
Record Payments

🏠 Home / Record Payments

Approved Expenses Pending Payment

Show 10 ⌄ Entries   Search:

#	Voucher No	Site	Beneficiary	Category	Expense Item	Amount	Payment Mod

3.5.3 PSS Settings

Curves

Used for tank calibration.

Steps

1. Navigate to **PSS Settings → Curves**

2. Click **New**

3. Enter calibration values

4. Click **Save**

Pumps

Used to register pumps.

Steps

1. Go to **PSS Settings → Pumps**

2. Click **New**

3. Enter pump details

4. Assign tank

5. Click **Save**

Displays

Used to configure pump displays.

Steps

1. Navigate to **Displays**

2. Click **New**

3. Enter display details

4. Click **Save**
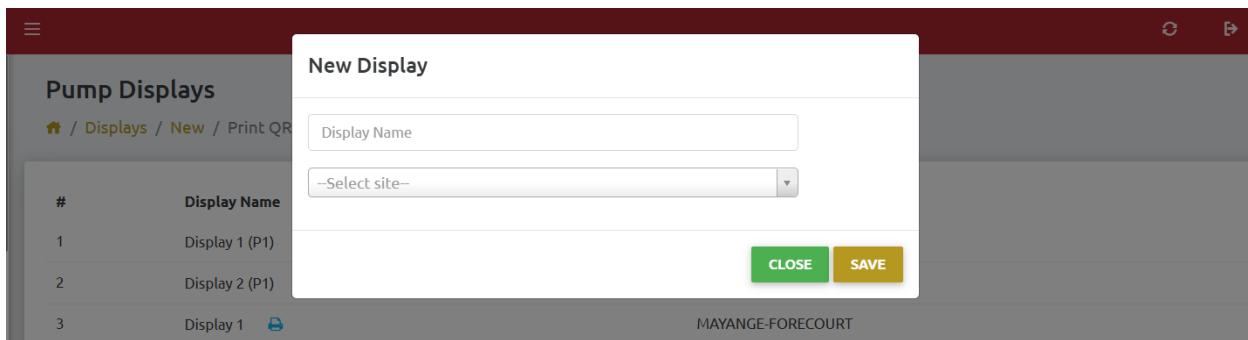
Nozzles

Used to register pump nozzles.

Steps

1. Go to **Nozzles**

2. Click **New**

3. Assign pump and fuel type

4. Click **Save**
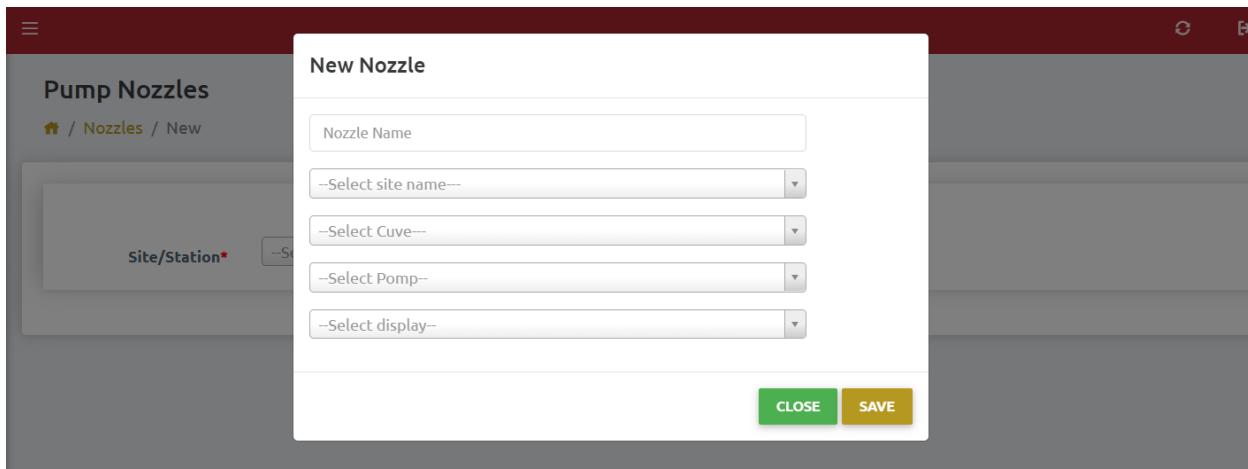
3.5.4 PSS Data Entry

Selling Items

Used to record daily sales.

Steps

1. Navigate to **Selling Items**

2. Select item and quantity

3. Enter payment method

4. Click **Save**

Index Record

Used to record pump readings.

Steps

1. Go to **Index Record**

2. Enter start and end index

3. Click **Search**

4. You can also export the **Excel**

Index Record

Tanks Gauge

Used to record fuel levels.

Steps

1. Go to **Tanks Gauge**

2. Select tank

3. Enter gauge reading

4. Click **Save**

3.5.5 PSS Data Entry Reports

Available Reports

- Pump Index / Value

- Pump Index / Value (Detail)

- Index Transaction / Mode

- Product Index / Combined

- Cash Deposit

- Pompist Transaction

- Loan Payment Report

Steps to generate a report

1. Navigate to **PSS Data Entry Report**

2. Select report type

3. Choose date range

4. Click **Generate**

3.5.6 PSS Transaction

Used to view all PSS transactions.

Steps

1. Go to **PSS Transaction**

2. Filter by date, station, or user

3. View transaction details

3.5.7 PSS Report

Used for operational analysis.

Available Reports

- Feuille de Tour – Piste
- Feuille de Tour – Bay
- Selling Report
- Index Records
- Curve / Gauge Report
- In / Out Report
- Time Table Report

Steps

1. Navigate to **PSS Report**
2. Select report type
3. Apply filters
4. Click **Generate**

3.5.8 PSS General Report

Used to generate consolidated station reports.

Steps

1. Go to **PSS General Report**
2. Select report category
3. Choose date range
4. Click **Generate**

3.6 Invoice & Payment

This section explains how users generate invoices, track payments, approve invoices, and view client statements.

3.6.1 Generate Invoice

1. Navigate to **Invoice & Payment → Generate Invoice**.

2. Select the **Client**.

3. Select the **Zone**.

4. Select **Date**.

5. Review the invoice details.

6. Click **Generate Invoice**.
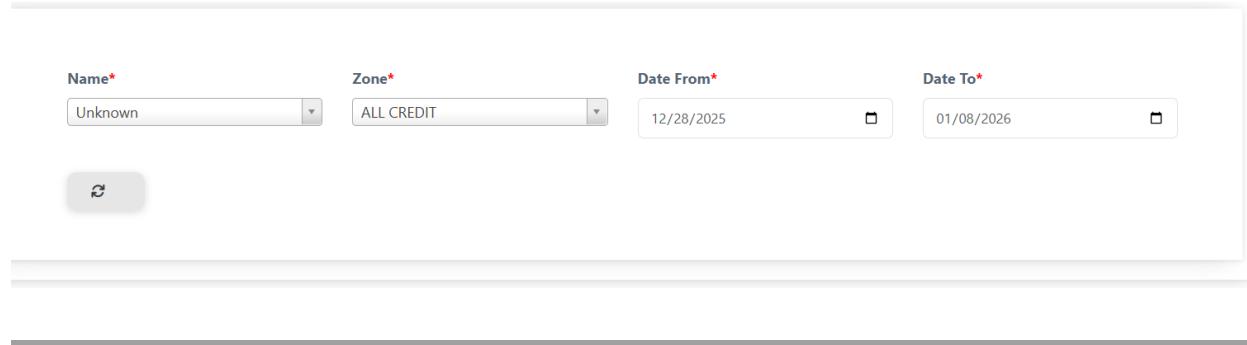
3.6.2 Verify & Approve Invoice

1. Go to **Invoice & Payment → Verify & Approve Invoice**.

2. Select the invoice to review.

3. Verify invoice details.

4. Click **Approve** or **Reject**.

3.6.3 Track Invoice

1. Open **Invoice & Payment → Track Invoice**.

2. View invoice status (Pending, Paid, Approved).

3. Use filters to search by **client, date, or status**.

4. Click **Generate report**

Tracking Invoices

🏠 / Tracking / Invoices

☐ Filter Invoices

From Date

01/29/2026

To Date

01/29/2026

GENERATE REPORT

Please select a date range and click "Generate".

3.6.4 Invoice Payment

1. Navigate to **Invoice & Payment → Invoice Payment**.

2. Select the invoice to pay.

3. Choose the **payment method**.

4. Enter the **amount paid**.

5. Click **Save Payment**.

Loan History

🏠 / View Loan (s)

Client *   Unknown   ▼

✉ Invoice Payment Management

#	INVOICE DATE	INVOICE CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	PAID AMOUNT	REMAINING	ACTION

No Outstanding Invoices

All invoices have been paid.

3.6.5 Approve Paid Invoice

1. Go to **Invoice & Payment → Approve Paid Invoice**.

2. Review the paid invoice.

3. Click **Approve** to confirm payment.

Invoice Approval Paid

Review, approve or reject pending vendor invoices with this streamlined workflow

12	84	5
PENDING	APPROVED	REJECTED

INVOICE #	CLIENT NAME	DUE DATE	AMOUNT	STATUS	ACTIONS
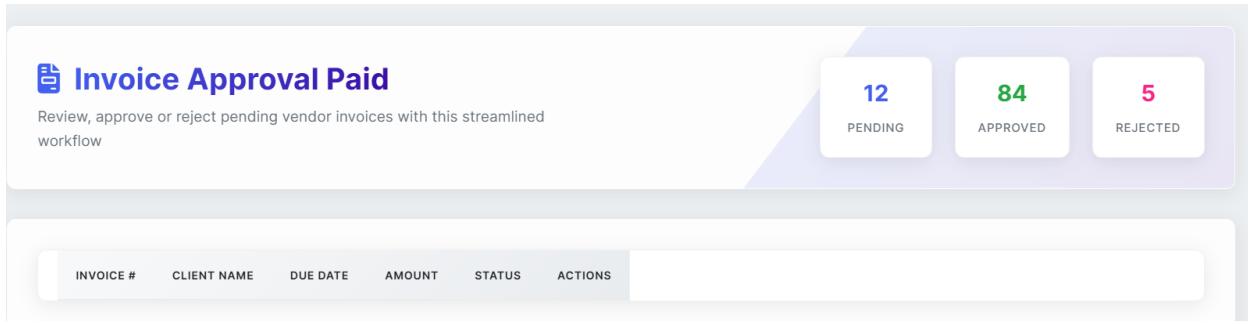
3.6.6 Client Statement

1. Navigate to **Invoice & Payment → Clients Statement**.

2. Select the **client**.

3. Choose the **date range**.

4. Click **Generate Statement**.

reporting loan statements

🏠 / Transactions

From	To	
01/27/2026	02/03/2026	LOAD
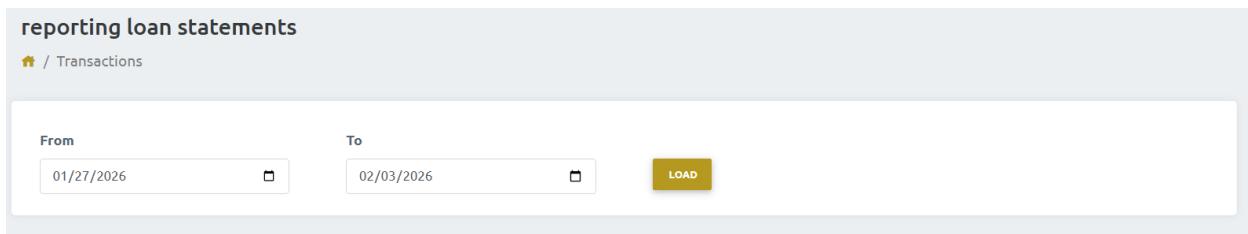
3.7 Other Income

This section explains how users register and manage income that is not related to fuel or item sales.

3.7.1 Register Other Income

1. Navigate to **Other Income → Register**.

2. Enter the **income source**.

3. Enter the **amount**.

4. Select the **date**.

5. Click **Save**.

3.7.2 Monthly Invoice

1. Go to **Other Income → Monthly Invoice**.

2. Select the **income type**.

3. Generate the monthly invoice.

4. Save the invoice.

3.7.3 Payment

1. Navigate to **Other Income → Payment**.

2. Select the income invoice.

3. Enter payment details.

4. Click **Save Payment**.

3.7.4 Other Income Report

1. Go to **Other Income → Other Income Report**.

2. Select the **date range**.

3. Click **Generate Report**.

3.8 Time Table

This section explains how shifts and staff schedules are managed.

3.8.1 Create Shifts

1. Navigate to **Time Table → Shifts**.

2. Click **New**.

3. Enter **shift name, start time, and end time**.

4. Click **Save**.

3.8.2 Manage Time Table

1. Go to **Time Table → Time Table**.

2. Select the **employee**.

3. Assign the **shift**.

4. Save the schedule.

3.9 Stock Management

3.9.1 Purpose

The Stock module allows the user to monitor available stock, view stock balances, and track received cards or items. This section helps ensure accurate stock control and transparency across operations.

3.9.2 Accessing the Stock Module

1. Log in to the system.

2. From the left-side menu, click **Stock**.

3. Select the required sub-menu:

   o   Stock Status

- o   Balance

- o   Card Receive (if applicable)

3.9.3 Stock Status

The Stock Status screen displays the current availability of items in stock.

Steps to view stock status:

1. Click **Stock → Stock Status**.

2. The system displays a list of all items with their current quantities.

3. Use the search or filter options to locate a specific item if needed.

Stock Status
🏠 / Stock

Option	Siteg	Class	Date
By Transactions ▾	CENTRAL STOCK ▾	FUEL ▾	02/03/2026 📅

CENTRAL STOCK | Stock: 2026-02-03 | By Transactions

#	Category & Description	Opening stock	In	Out	Balance
1. DIESEL					
		no data			
2. ESSENCE					
		no data			

🗎 EXPORT EXCEL

3.9.4 Stock Balance

The Stock Balance screen provides a summarized view of stock quantities and balances.

Steps to view stock balance:

1. Click **Stock → Balance**.

2. Review the displayed stock balances for each item.

3. Use available filters (if provided) to refine the results.

Manage Stock
🏠 / Our stock Balance

STOCK

Search	seach by item name From NYAMATA-FORECOURT		DIESEL		ESSENCE

GAS-REFILING

0 0 0 0

#	Product name (Category)	Opening	IN	Out	Balence

3.9.5 Card Receive *(If applicable to the role/system)*

This feature is used to record cards or stock items received into the system.

Steps to receive stock/cards:

1. Click **Stock → Card Receive**.

2. Enter the required receiving details.

3. Confirm and save the received stock.

4. The system automatically updates the stock balance.

CARD DELIVERY RECEIVING

🕐 Pending Deliveries   🕘 Delivery History

#	Delivery ID	Date	From	Cards	Status	Received Date	Actions
				No delivery history found			

3.9.6 Key Notes

- Stock data is updated automatically after transactions, transfers, or receipts.

- Only authorized users can access or modify stock-related information.

- Always verify stock balances before approving transfers or sales.

3.10 Operation

3.10.1 Purpose

The Operation module is used for daily operational activities such as selling items, managing selling drafts, recording expenses, and depositing cash. It supports accurate transaction recording and daily accountability.

3.10.2 Accessing the Operation Module

1. Log in to the system.

2. From the left-side menu, click **Operation**.

3. Select one of the following options:

   o Selling Items

   o Selling Draft

   o Expenses

   o Cash Deposit

3.10.3 Selling Items

This feature is used to record item sales in the system.

Steps to sell items:

1. Click **Operation → Selling Items**.

2. Select the item to be sold.

3. Enter the quantity and confirm the selling price.

4. Choose the payment method if required.

5. Click **Save** to complete the transaction.

3.10.4 Selling Draft

Selling Draft allows saving a sale temporarily before final confirmation.

Steps to create a selling draft:

1. Click **Operation → Selling Draft**.

2. Enter the item and quantity.

3. Save the transaction as a draft.

4. Open the draft later to complete or update the sale.
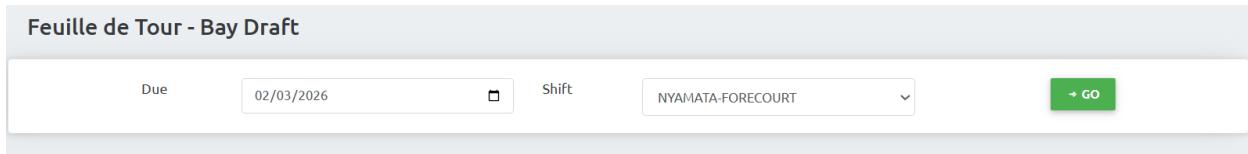
3.10.5 Expenses

This feature is used to record operational expenses.

Steps to record an expense:

1. Click **Operation → Expenses**.

2. Select the expense category.

3. Enter the expense amount and description.

4. Attach supporting information if required.

5. Click **Save** to submit the expense.
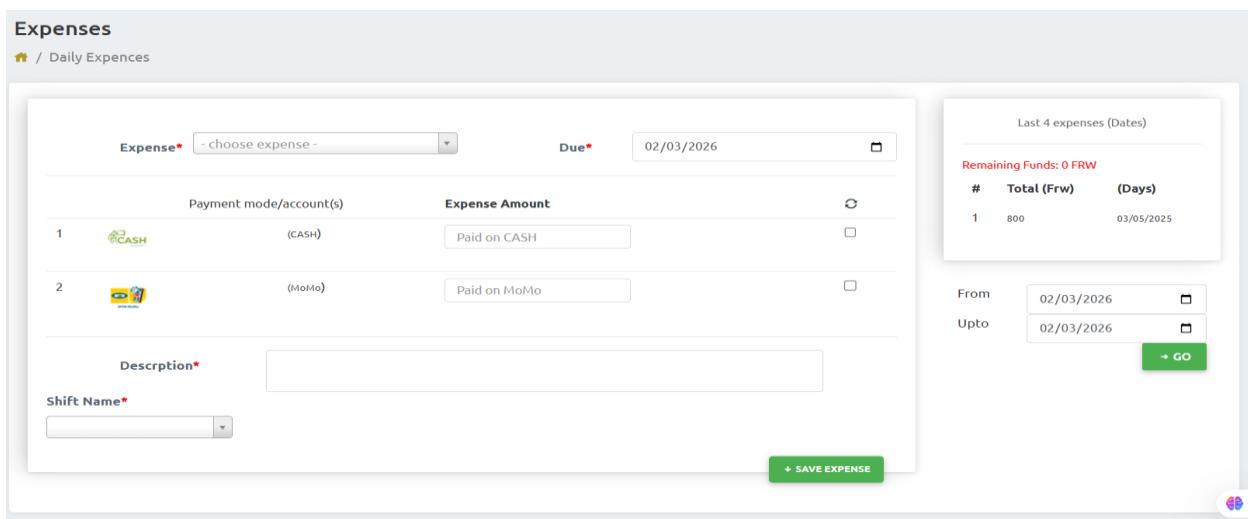
3.10.6 Cash Deposit

Cash Deposit is used to record cash submitted after sales or daily operations.

Steps to make a cash deposit:

1. Click **Operation → Cash Deposit**.

2. Enter the deposit amount.

3. Select the related shift or date.

4. Confirm the details.

5. Click **Save** to record the deposit.

3.10.7 Key Notes

- Ensure all sales and expenses are recorded accurately and on time.

- Selling drafts should be finalized to reflect correct stock and financial records.

- Cash deposits should match the total sales for the period.

3.11 Pompist Sales

3.11.1 Purpose

The Pompist Sales module is used to record fuel sales transactions performed by pompists. It ensures accurate tracking of fuel sales, modes of payment, and daily operational accountability.

3.11.2 Accessing the Pompist Sales Module

1. Log in to the system.

2. From the left-side menu, click **Pompist Sales**.

3. Select one of the following options:

   o   Record Transaction

   o   Record Transaction | Mode

3.11.3 Record Transaction

This feature is used to record fuel sales transactions made by a pompist.

Steps to record a transaction:

1. Click **Pompist Sales → Record Transaction**.

2. Select the pump or fuel type.

3. Enter the quantity or amount sold.

4. Confirm the transaction details.

5. Click **Save** to record the sale.

Record Traction

Get Transaction form ⬆⬇

| | | | Due | 02/03/2026 | 🗓 | → GO |

PENDING

| # | Product | Client | Driver/Vehicle | Qty | Amount(Frw) | Mode |

3.11.4 Record Transaction | Mode

This feature allows recording a transaction based on the payment mode used.

Steps to record a transaction by mode:

1. Click **Pompist Sales → Record Transaction | Mode**.

2. Select the payment mode (e.g., Cash, Mobile Money, Card).

3. Enter the transaction amount and fuel details.

4. Verify the information entered.

5. Click **Save** to complete the transaction.

Index Transaction
🏠

| | Due | 02/03/2026 | 🗓 | Shift | All Shift | ⌄ | → GO |

3.11.5 Key Notes

- Ensure all pompist transactions are recorded immediately after each sale.

- Always select the correct payment mode to maintain accurate financial records.

- Recorded transactions contribute directly to daily sales and cash reconciliation.

3.12 Manage Voucher

3.12.1 Purpose

The Manage Voucher module is used to monitor and control vouchers within the system. It helps track available (remaining) vouchers and vouchers that have already been used, ensuring proper accountability and reporting.

3.12.2 Accessing the Manage Voucher Module

1. Log in to the system.

2. From the left-side menu, click **Manage Voucher**.

3. Select one of the following options:

   o   Remain Voucher

   o   Used Voucher

3.12.3 Remain Voucher

This feature displays vouchers that are still available and have not yet been used.

Steps to view remaining vouchers:

1. Click **Manage Voucher → Remain Voucher**.

2. View the list of available vouchers.

3. Check voucher details such as voucher number, value, and status.

4. Use the search or filter options if available.

Remaining Vouchers
🏠 / Vouchers

Show 10 ∨ Entries				Search:
#	Voucher code	Amount	Issue Date	
		No data available in table		

Showing 0 to 0 of 0 entries   Previous   Next

3.12.4 Used Voucher

This feature displays vouchers that have already been redeemed or used.

Steps to view used vouchers:

1. Click **Manage Voucher → Used Voucher**.

2. View the list of used vouchers.

3. Review details such as usage date, amount, and related transaction.

4. Use filters to track specific voucher usage if required.

Used Vouchers
🏠 / Vouchers

Show 10 ⌄ Entries   Search: [   ]

#	Date	Plate	Amount	Balance
		No data available in table		

Showing 0 to 0 of 0 entries   Previous   Next

3.12.5 Key Notes

- Regularly review remaining vouchers to prevent misuse or loss.

- Used vouchers cannot be reused and are maintained for audit and reporting purposes.

- Voucher records support financial reconciliation and accountability.

3.13 Client Card Management

Purpose

This section explains how the Main Stock Manager manages **client cards** in the IKWIM Tab System.
It covers **smart cards managed internally by staff** and **e-cards used by clients through the mobile app**, including card registration, delivery, recharging, blocking, tracking, and reporting.

Modules Covered

- Client Card (Request Card, Card Details)

- E-Card Clients

- Smart Cards

3.13.1 Client Card

Request Card

This feature allows staff to view and process card requests made by clients.

Steps:

1. Navigate to **Client Card → Request Card**

2. View the list of client card requests.

3. Click New to choose the type of card requested.

4. Fill out all information required to get a new card, either original or a copy.

5. Click Save.
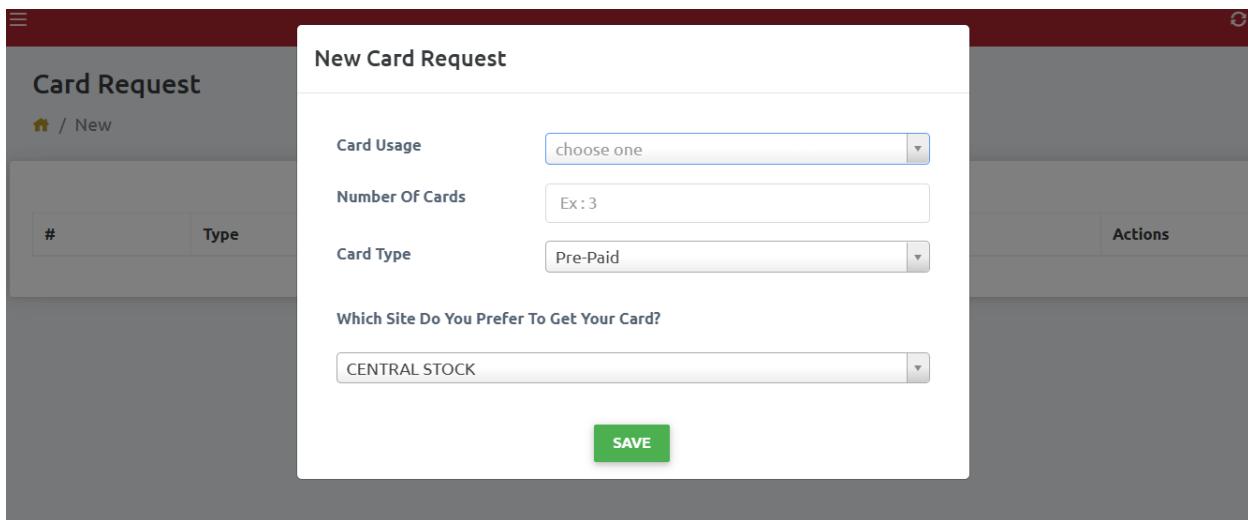
Card Details

This option displays detailed information about issued client cards.

Steps:

1. Go to **Client Card → Card Details**

2. Search for the client or card number.

3. View card status, balance, and usage history.
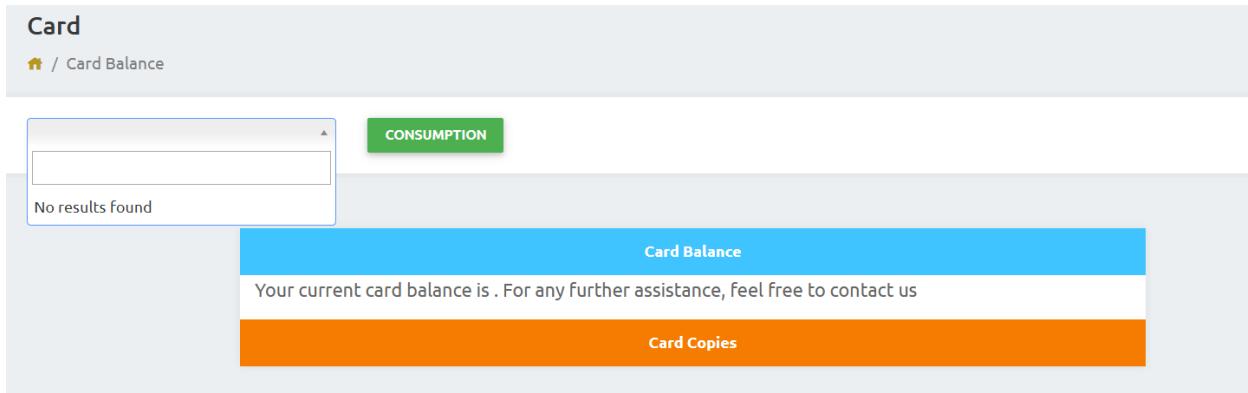
3.13.2 E-Card Clients

This module manages clients who use **e-cards through the mobile application**.

Registration

Used to view and manage registered e-card clients.

Steps:

1. Open **E-card Clients → Registration**

2. View registered client profiles.

3. Verify client information when needed.
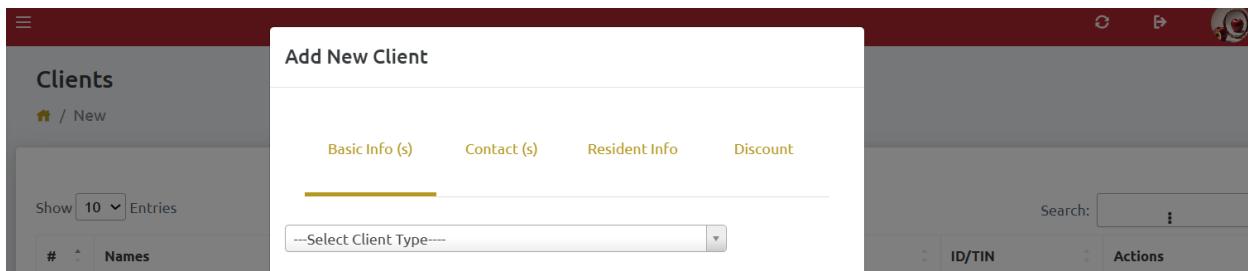
Requests

Displays all e-card requests submitted by clients.

Steps:

1. Navigate to **E-card Clients → Requests**

2. Review pending requests.

3. Approve or reject based on policy.

#	Names	Phone	Email	ID/TIN	Province	District	Sector	Actions

Card Logs

Shows activity logs for all e-card transactions.

Steps:

1. Go to **E-card Clients → Card Logs**

2. Filter by date, client, or transaction type.

3. Review card usage history.

CARD LOGS

Client	--Select Client-- ▾		Card	--Select Card-- ▾

Statistics

Provides summarized insights about e-card usage.

Steps:

1. Open **E-card Clients → Statistics**

2. View usage trends and client activity summaries.

CLIENT DETAILS

Kabandana Prepaid ▾

👤 Personal Info	🖃 Consumption logs	🗖 Payments logs	🗖 Discounts

Report Clients

Generates reports related to e-card clients.

Steps:

1. Navigate to **E-card Clients → Report Clients**

2. Select report criteria.

3. Generate or export the report.

Client Statement: Client Details

Card Type

| Pre-Paid | ⌄ |

Pre-Paid

Post-Paid

Master

Loyalty

DIRECT PAY
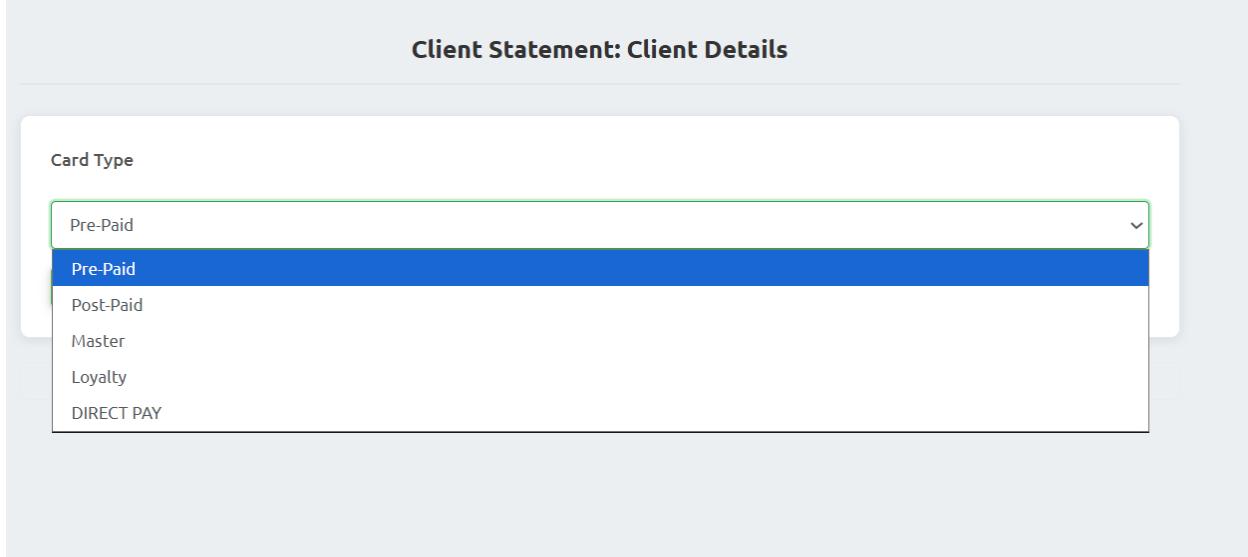
Custom Client Statement

Used to generate customized statements for specific clients.

Steps:

1. Go to **E-card Clients → Custom Client Statement**

2. Select client and date range.

3. Generate the statement.

Balancing Client Statement

Displays balance reconciliation reports for clients.

Steps:

1. Open **E-card Clients → Balancing Client Statement**

2. Review balance movements and adjustments.

3.13.3 Smart Cards

This module is used for managing **physical smart cards** issued and controlled by staff.

Card Registry

Registers new smart cards into the system.

Steps:

1. Navigate to **Smart Cards → Card Registry**

2. Enter card information.

3. Save the card record.

Card Inventory

Tracks available, issued, and blocked cards.

Steps:

1. Open **Smart Cards → Card Inventory**

2. View card availability and status.
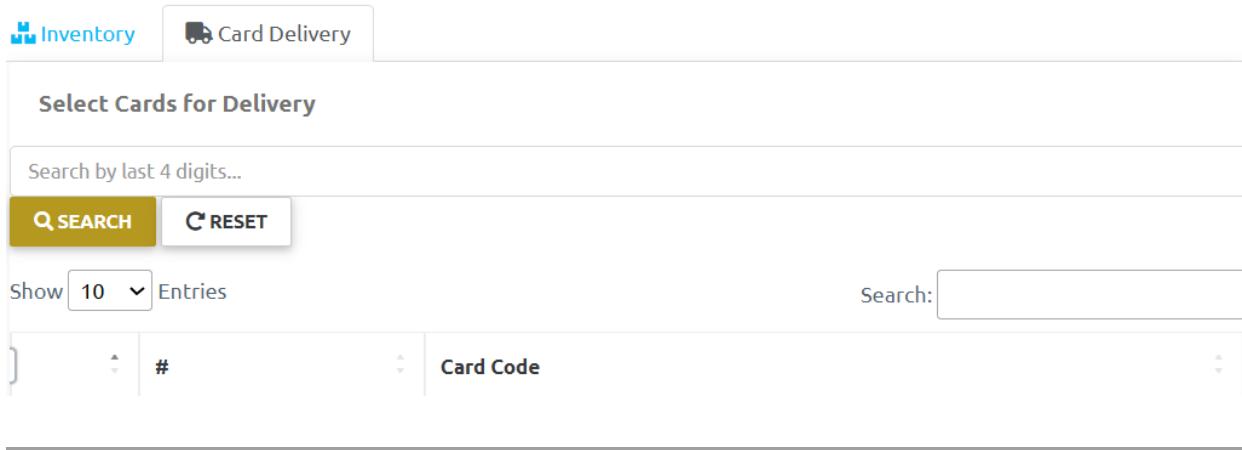
Inventory   **Card Delivery**

Select Cards for Delivery

Search by last 4 digits...

Q SEARCH   **C RESET**

Show [10 ⌄] Entries   Search: [   ]

	#	Card Code

Card Delivery History

Shows records of card distribution to clients.

Steps:

1. Go to **Smart Cards → Card Delivery History**

2. Review delivery dates and recipients.
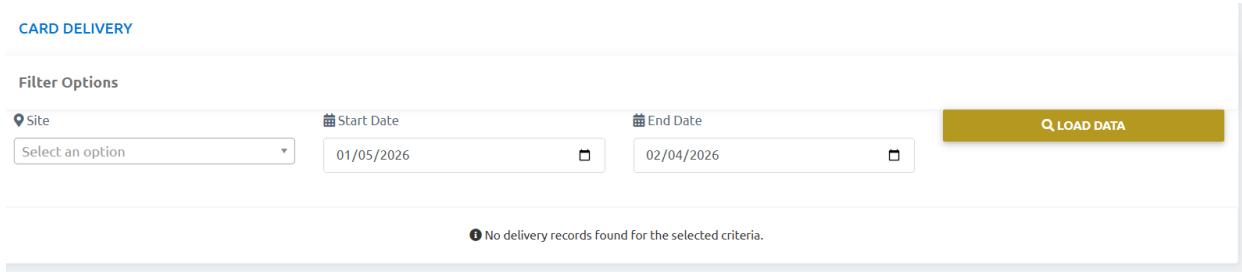
CARD DELIVERY

Filter Options

⦿ Site	📅 Start Date	📅 End Date	
Select an option ▾	01/05/2026	02/04/2026	**Q LOAD DATA**

ⓘ No delivery records found for the selected criteria.

Client & Cards

Links cards to specific client accounts.

Steps:

1. Navigate to **Smart Cards → Client & Cards**

2. Assign or review client-card relationships.

Cards List

Search by last 4 digits...

SEARCH   RESET

Enter the last 4 digits of the card code to search

Show 10 ⌄ Entries   Search:

☐   Card Code

Selected Cards & Client Search

Selected Cards ⓪

No cards selected. Please select cards from the list.

Client Search

Search client by name, phone, email or code...

SEARCH

Search for a client to link with selected cards

Client Cards Copy

Used to replace lost or damaged cards.

Steps:

1. Open **Smart Cards → Client Cards Copy**

2. Select the client and original card.

3. Issue a replacement card.

CARD COPY MANAGEMENT

Select Client

Search Client

Search by name, email, or phone   🔍 SEARCH

Client Cards Block

Blocks or unblocks client cards.

Steps:

1. Go to **Smart Cards → Client Cards Block**

2. Select the card.

3. Block or unblock as required.

Client Cars

Registers or manages vehicles linked to client cards.

Steps:

1. Navigate to **Smart Cards → Client Cars**

2. Add or update vehicle information.

Recharging

Adds balance to client smart cards.

Steps:

1. Open **Smart Cards → Recharging**

2. Select client card.

3. Enter recharge amount.

4. Confirm and save.

Recharging Report

Displays all card recharge transactions.

Steps:

1. Go to **Smart Cards → Recharging Report**

2. Filter by date or client.

3. View or export report.

Card Limitation

Sets usage limits for cards.

Steps:

1. Navigate to **Smart Cards → Card Limitation**

2. Define daily or transaction limits.

3. Save changes.

Re-Register Car

Updates vehicle information linked to a card.

Steps:

1. Go to **Smart Cards → Re-Register Car**

2. Select client and update car details.

3. Save changes.

3.14 Coupons

3.14.1 Purpose

The Coupons module is used to manage coupon-related activities including generating, selling, printing, and locking coupons. It ensures controlled distribution and proper tracking of coupon usage.

3.14.2 Accessing the Coupons Module

1. Log in to the system.

2. From the left-side menu, click **Coupons**.

3. Select one of the following options:

   o   Sell Coupons

   o   Generate Coupons

   o   Print Coupons

   o   Lock Coupons

3.14.3 Sell Coupons

This feature is used to sell coupons to customers.

Steps to sell coupons:

1. Click **Coupons → Sell Coupons**.

2. Select the coupon type or value.

3. Enter customer and quantity details if required.

4. Confirm the selling price.

5. Click **Save** to complete the transaction.

BUY COUPONS		
Client	----Select client----	▼
Balance	💰 0	
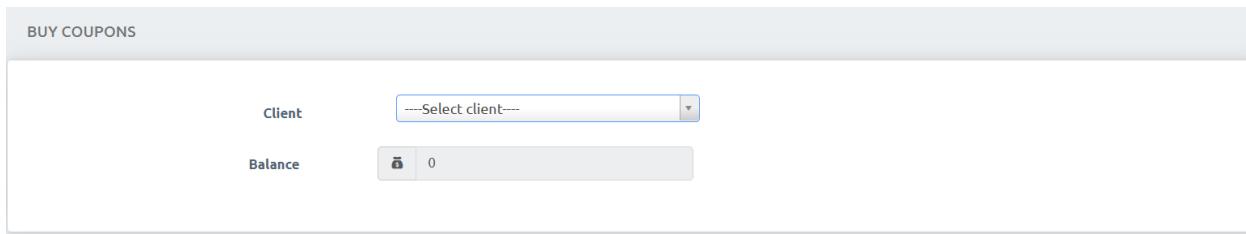
3.14.4 Generate Coupons

This feature allows the creation of new coupons in the system.

Steps to generate coupons:

1. Click **Coupons → Generate Coupons**.

2. Enter the coupon details (value, quantity, validity).

3. Generate the coupons.

4. Verify the generated coupon list.

Client	----Select client---- ▾		
#	Plan Price	Volume	

3.14.5 Print Coupons

This feature is used to print generated coupons.

Steps to print coupons:

1. Click **Coupons → Print Coupons**.

2. Select the coupons to print.

3. Preview the coupon layout.

4. Click **Print** to generate physical copies.

PRINT COUPONS

Client *	UMC JV LTD ▾
Plan *	50000 ▾
Volume *	200

🖨 PRINT OUT

3.14.6 Lock Coupons

This feature is used to lock coupons to prevent further use or sale.

Steps to lock coupons:

1. Click **Coupons → Lock Coupons**.

2. Select the coupon(s) to lock.

3. Confirm the locking action.

4. The coupon status will be updated accordingly.

Client   ----Select client---- ▾

3.14.7 Key Notes

- Locked coupons cannot be sold or used.

- Ensure generated coupons are reviewed before selling or printing.

- Coupon records support audit and financial control.

3.15 Report

3.15.1 Purpose

The Report module provides detailed operational, financial, and transactional reports. It supports analysis, reconciliation, auditing, and management decision-making.

3.15.2 Accessing the Report Module

1. Log in to the system.

2. From the left-side menu, click **Report**.

3. Select the required report category or report type.

3.15.3 Sales Reports

These reports provide insights into sales activities.

Available reports include:

- Sales

- Selling Reports

Steps to view sales reports:

1. Click **Report → Sales** or **Selling Reports**.

2. Select date range or filters if required.

3. View or export the report.

Selling Reports

Due [02/04/2026] [→ GO]

Selling Daily Report

[🖶 PDF]

#	Product	Qty	Amount
Total			0

3.15.4 Transaction Reports

These reports focus on transaction-level details.

Available reports include:

- Card Transactions
- General Transaction
- Details Report

Steps to view transaction reports:

1. Click the required transaction report.
2. Apply filters such as date or payment type.
3. View or download the report.

General transction

🏠 / Transactions

From	To
01/28/2026	02/04/2026	[LOAD]

[📄 EXPORT TO EXCEL]

#	SITE-NAME	CLIENT-NAME	INITIATED AT	CLOSED AT	PAY MODE	NOZZLE	VEHICLE ID	PRODUCT	QUANTITY	P.U	AMOUNT	SERVED-BY

3.15.5 Operational and Tour Reports

These reports support operational tracking by location or activity.

Available reports include:

- Feuille de Tour – Bay
- Feuille de Tour – Ikinamba
- Feuille de Tour – Piste
- Daily Index Report
- Range Date – Ikinamba Report

Steps to view tour or operational reports:

1. Click the desired tour or index report.
2. Select the date or range.
3. Generate the report.

3.15.6 Financial and Expense Reports

These reports track purchases, payments, and expenses.

Available reports include:

- PO (Order)
- PO (Payment)
- Expense Report

Steps to view financial reports:

1. Click the required financial report.
2. Apply necessary filters.
3. Review or export the report.

Daily Index Report

🏠

| Due | 02/04/2026 📅 | Shift | CENTRAL STOCK ▾ | → GO |

Shift 1 | 07:00:00 - 07:30:00

o data found

ETAT DE STOCK DE CUVE (En Littres)

CUVE ID	JAUGE DEBUT	RECEPTION	VENTES	TRENSFERT	STOCK THEORIQUE	JAUGE FIN	PERTES/GAINS		
							CE TOUR	CUM REC	SOLDE

3.15.7 Key Notes

- Reports should be reviewed regularly for accuracy and reconciliation.

- Date filters help generate precise and relevant data.

- Reports support auditing, management decisions, and accountability.

4. System Tips & Best Practices

To ensure secure, accurate, and efficient use of the system, users are advised to follow these best practices:

- Always log out of the system after use.

- Verify all entries carefully before confirming or saving transactions.

- Report any system errors or unusual behavior immediately.

- Use only the features permitted by your assigned role and access level.

5. Support & Assistance

For any system-related support or technical issues, please contact:

- **ITEC Ltd**

- **System Administrator**

- **Helpdesk / Support Team**

Prompt reporting of issues helps ensure system reliability and continuous improvement.