

## IKWIM TAB SYSTEM – USER GUIDE

**Developed by:** ITEC Ltd

**System Type:** Web Application & Mobile App

**Document Type:** User Guide

**Version:** 1.0

**Date:** 16<sup>th</sup> January 2026

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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.

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#### 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)

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#### 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**

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## 2. System Access & Login

### 2.1 System Access

- Web System: Accessed through a browser (Chrome recommended)
- Mobile App: Installed on Android devices (Client use)

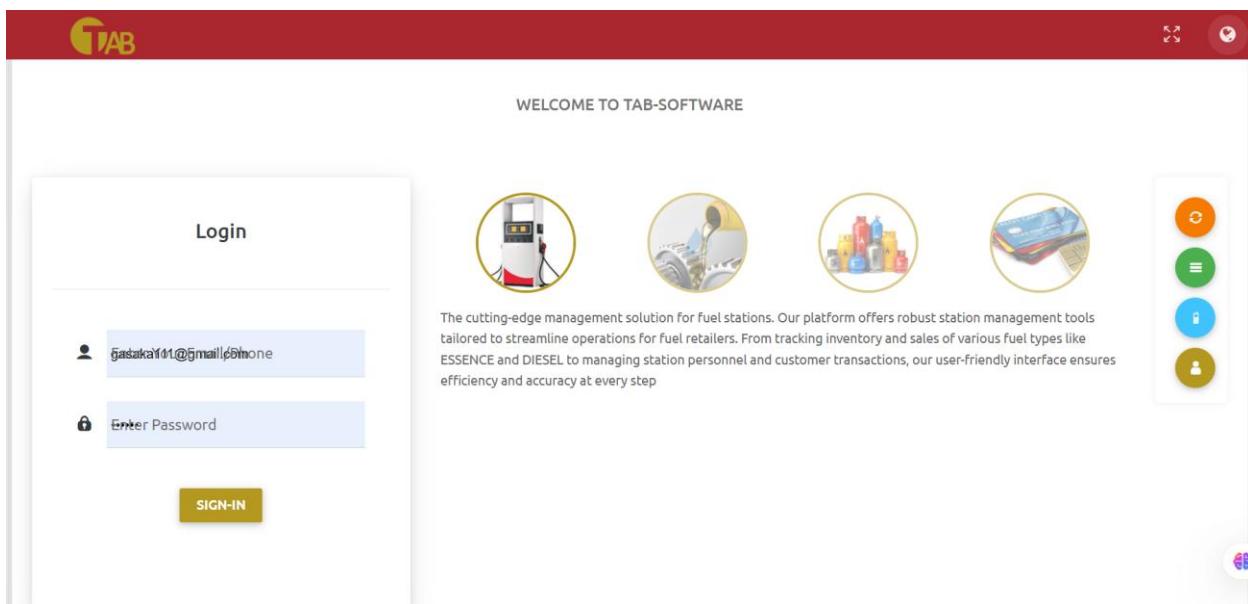
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### 2.2 Logging into the System

Applies to all users

Steps:

1. Open the system login page
2. Enter your username and password
3. Click **Login**

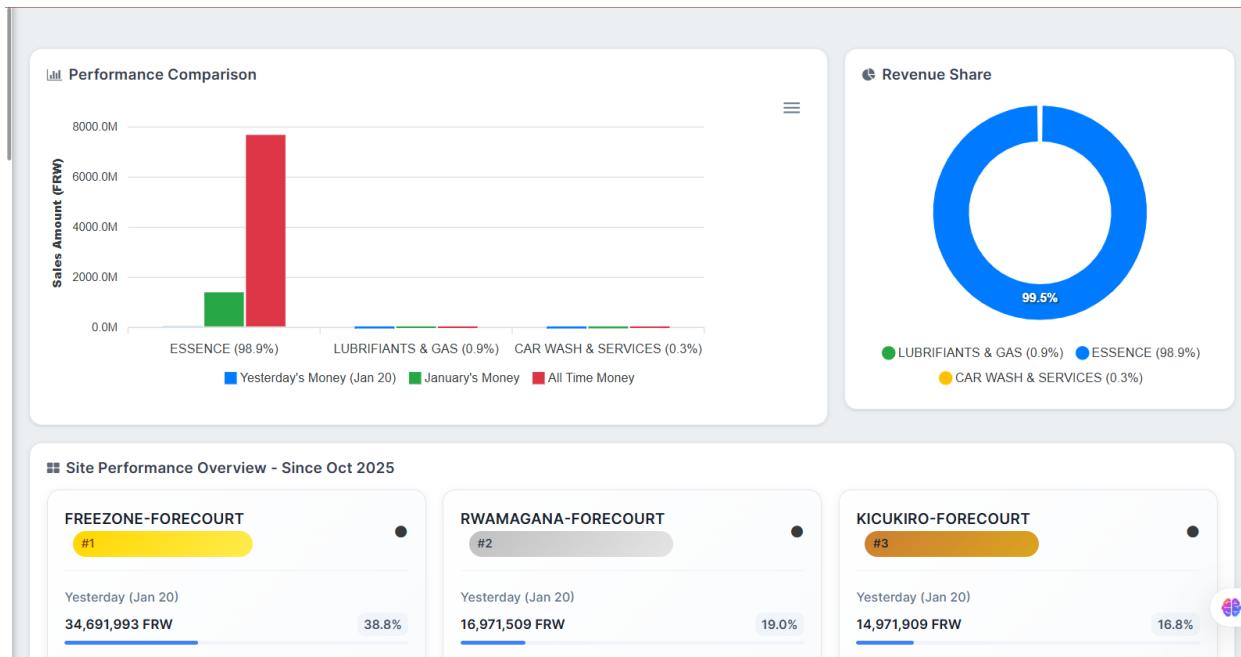


**⚠** Access to menus depends on your assigned role.

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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.

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#### 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

Company Departments

[Home](#) / Departments

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Add New Department

[DOWNLOAD STRUCTURE PDF](#)

Department Name:	Department Code:
<input type="text"/>	<input type="text"/>
Description:	Status:
<input type="text"/>	<input type="text" value="Active"/>
<input type="button" value="ADD DEPARTMENT"/> <input type="button" value="RESET"/>	

---

Departments List

ID	Department Name	Department Code	Description	Status	Actions
3	Strategic Management; Research and Development Department	ST		<span style="color: green;">Active</span>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
4	Sales And Marketing Department	SAM		<span style="color: green;">Active</span>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
5	Finance Department	FAD		<span style="color: green;">Active</span>	<input type="button" value="EDIT"/>

## 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.

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### **Deleting a Department**

1. Locate the department in the **Departments List**.
2. Click **Delete** under the **Actions** column.
3. Confirm the deletion when prompted.

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### **Downloading Department Structure**

1. Click **Download Structure PDF**.
2. The system will generate and download the department structure report.

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### **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

Company Offices

Home / Offices

Add New Office

Office Name:	Office Code:
<input type="text"/>	
Department:	Status:
<input type="text" value="Select Department"/>	<input type="text" value="Active"/>
Description:	
<input type="text"/>	
<input type="button" value="ADD OFFICE"/> <input type="button" value="RESET"/>	

Offices List

ID	Office Name	Office Code	Department	Description	Status	Actions
2	STRATEGIC MANAGEMENT	ST	Strategic Management; Research and Development Department		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
3	COORDINATOR	CD	COORDINATOR		Active	<input type="button" value="EDIT"/> <input type="button" value="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:
<input type="text"/>	<input type="text" value="Active"/>
Description:	
<input type="text"/>	
<input type="button" value="ADD CATEGORY"/> <input type="button" value="RESET"/>	

Privilege Categories List

ID	Category Name	Description	Status	Actions
4	High privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
5	Middle privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
6	Low privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Showing 1 to 3 of 3 entries

Previous  Next

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### 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

The screenshot shows the 'System Actions' module. At the top, there is a breadcrumb navigation: 'Home / Actions'. Below it, the 'Add New Action' form is displayed with fields for 'Action Name', 'Action Code', 'Parent Action (Optional)', 'Status', and 'Description'. At the bottom of the form are 'ADD ACTION' and 'RESET' buttons. Below the form, the 'Actions List' table is shown, displaying two entries with columns for ID, Action Name, Action Code, Parent Action, Description, Status, and Actions (with 'EDIT' and 'DELETE' buttons).

ID	Action Name	Action Code	Parent Action	Description	Status	Actions
9	Card Management & Approval Procedures	CMAP	-		Active	<a href="#">EDIT</a> <a href="#">DELETE</a>
10	Primary Approval	PA	Card Management & Approval Procedures		Active	<a href="#">EDIT</a>

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### 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	<b>EDIT</b> <b>DELETE</b>
9	Middle privilege access	Secondary Approval, Verify Invoice	<b>EDIT</b> <b>DELETE</b>
10	High privilege access	Final Approval	<b>EDIT</b> <b>DELETE</b>

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: Select Department

Office: 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	<b>EDIT</b> <b>DELETE</b>
7	Strategic Management; Research and Development Department	Officer in Charge of Internal Audit	Middle privilege access	<b>EDIT</b> <b>DELETE</b>

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### 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

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

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### 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:

Office:

Select Features:

mainstockreporting  
 mainstocksetting  
 po\_mainstock  
 changing\_price  
 Out of System  
 Card Statement  
 PO\_Managementsite  
 Site\_transaction  
 service\_percentage  
 Receive\_transfer\_request  
 main\_stock

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

**Office Feature Assignments**

Show  Entries

ID	Department	Office	Assigned Features	Actions
4	Information and Communication Technology	IN CHARGE ICT	<a href="#">Station User Management</a>	<input type="button" value="EDIT"/> <input type="button" value="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 \***

**Username \***

**Gender \***

**First Name \***

**Last Name \***

**Contact Information**

**Email Address \***

**Mobile Number \***

**Role & Assignment**

**Role \***

**Site \***

**Department \***

**Office \***

**Account Settings**

**Account Status**

### 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

The screenshot shows a web-based form titled 'Client Management' under 'Client Management'. The form is titled 'Add New Client'. It contains several sections: 'Personal Information' (Client Name, ID/Tin), 'Contact Information' (Phone Number, Email Address), 'Location Information' (Province, District, Sector), 'User Account Assignment' (Role, Department, Office), and 'Additional Information' (Comments, Status). Each section has a required field indicator (\*). At the bottom are 'CREATE CLIENT & USER ACCOUNT' and 'RESET FORM' buttons.

Client Management

Home / Client Management

**Add New Client**

**Personal Information**

**Client Name \***  
Enter client name

**ID/Tin \***  
Enter ID/Tin

**Contact Information**

**Phone Number \***  
Enter phone number

**Email Address \***  
Enter email address

**Location Information**

**Province \***  
Select Province

**District \***  
Select District

**Sector \***  
Select Sector

**User Account Assignment**

**Role \***  
Select Role

**Department \***  
Select Department

**Office \***  
Select Office

**Additional Information**

**Comments**  
Enter any comments

**Status**  
Active

**CREATE CLIENT & USER ACCOUNT** **RESET FORM**

### 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:
<input type="text"/>	<input type="text"/>	<input type="text" value="Active"/>
Description:		
<input type="text"/>		
<input style="background-color: #4CAF50; color: white; border: none; padding: 5px; margin-right: 10px;" type="button" value="ADD TRANSACTION TYPE"/> <input style="border: none; padding: 5px;" type="button" value="RESET"/>		

Transaction Types List

[▲ DOWNLOAD TRANSACTION TYPES PDF](#)

Show	<input style="border: none; padding: 2px 5px;" type="button" value="10"/> <input style="border: none; padding: 2px 5px;" type="button" value="▼"/>	Entries	Search: <input type="text"/>			
ID	Type Name	Type Code	Description	Status	Created At	Actions
1	Deposit	DEP	Money added to client account	<span style="background-color: green; border: 1px solid black; padding: 2px 5px; border-radius: 5px;">active</span>	2025-11-08 15:37:05	<input style="background-color: #ff9800; color: white; border: none; padding: 2px 5px;" type="button" value="EDIT"/> <input style="background-color: #dc3545; color: white; border: none; padding: 2px 5px;" type="button" value="DELETE"/>
2	Withdrawal	WDL	Money taken from client account	<span style="background-color: green; border: 1px solid black; padding: 2px 5px; border-radius: 5px;">active</span>	2025-11-10 11:10:05	<input style="background-color: #ff9800; color: white; border: none; padding: 2px 5px;" type="button" value="EDIT"/> <input style="background-color: #dc3545; color: white; border: none; padding: 2px 5px;" type="button" value="DELETE"/>

Showing 1 to 2 of 2 entries

Previous  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:

Transaction Type:

Amount:

Reference No:

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

Current Balance:

New Balance (Preview):

Remarks:

G

Supporting Document (Optional):

No file chosen

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

RECORD TRANSACTION

RESET

### 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 (IKWM-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

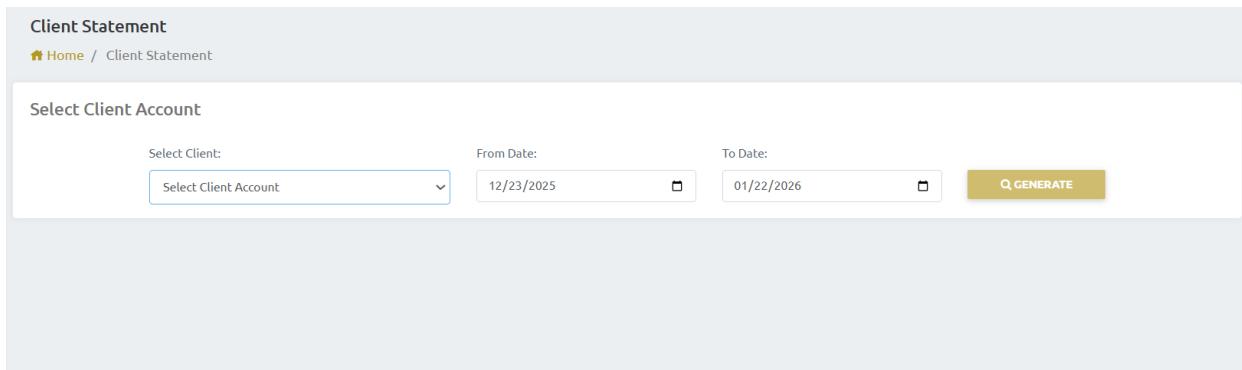
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### 3.2.15 Client Account Statement

Generates detailed statements for client accounts.

#### Key Actions

- View statements by date range
- Export statements (PDF/Excel)
- Review balances and transaction history



The screenshot shows a user interface for generating client statements. At the top, a navigation bar displays 'Client Statement' and a breadcrumb trail 'Home / Client Statement'. Below this is a section titled 'Select Client Account' with three input fields: 'Select Client:' (a dropdown menu labeled 'Select Client Account'), 'From Date:' (a text input field containing '12/23/2025'), and 'To Date:' (a text input field containing '01/22/2026'). To the right of these fields is a large yellow button with the text 'GENERATE' in white capital letters.

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## 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.

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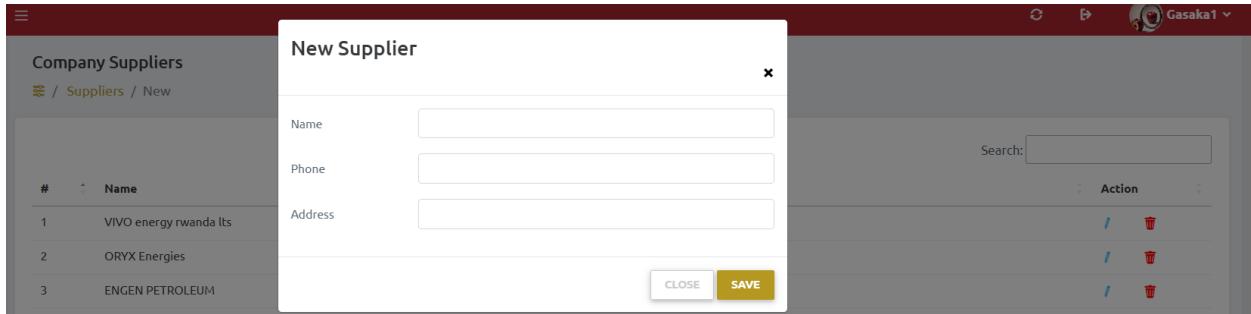
### 3.3.2 Suppliers

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

#### Adding a New Supplier

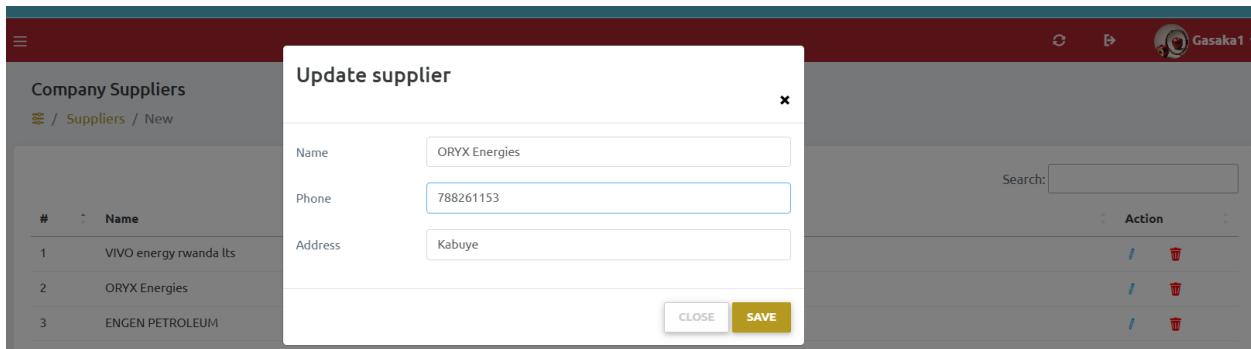
1. Navigate to **General Settings** → **Suppliers**.

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**.

**Supplier Type Assignment**

[Home](#) / Suppliers

**Assign Supplier Type**

Select Supplier \* Supplier Type \*

– Select Supplier -- – 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	<b>REMOVE</b>
3	ENGEN PETROLEUM	788588528	N/A	Local	<b>REMOVE</b>

### 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:

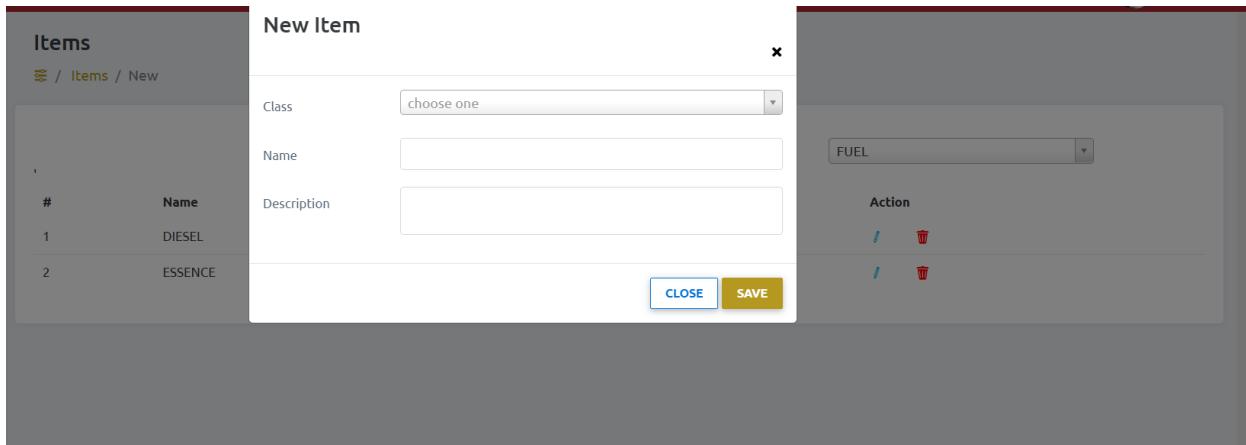
Tank ID	Tank Name	Location	Status	Actions
4	YYUSSA DEPOT	KABUYE	Active	<b>EDIT</b> <b>TOGGLE</b> <b>DELETE</b>
3	OILCOM DEPOT	JABANA	Active	<b>EDIT</b> <b>TOGGLE</b> <b>DELETE</b>

### 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**.

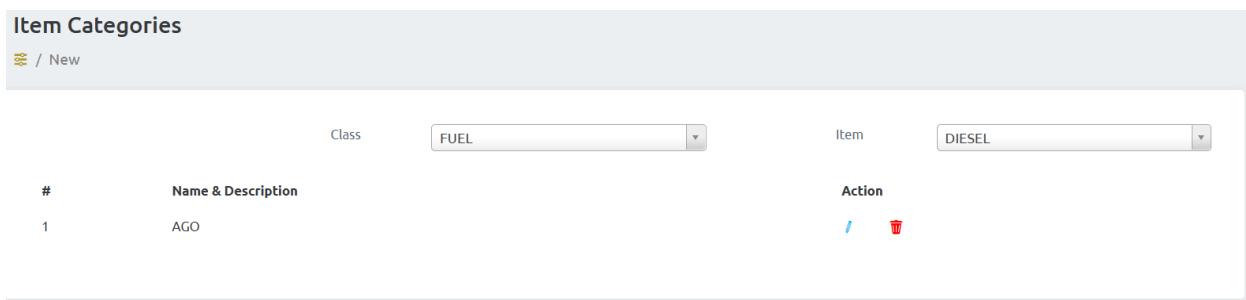


### 3.3.6 Item Categories

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.

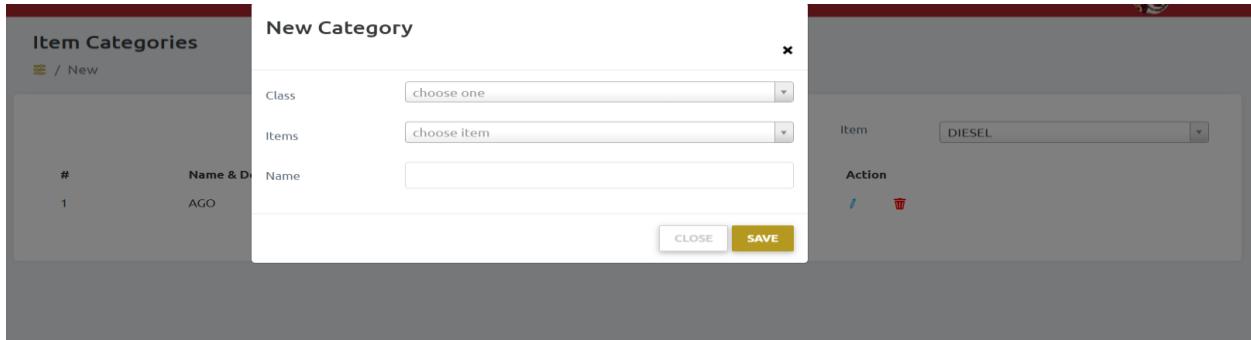


## Adding a New Item Category

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.

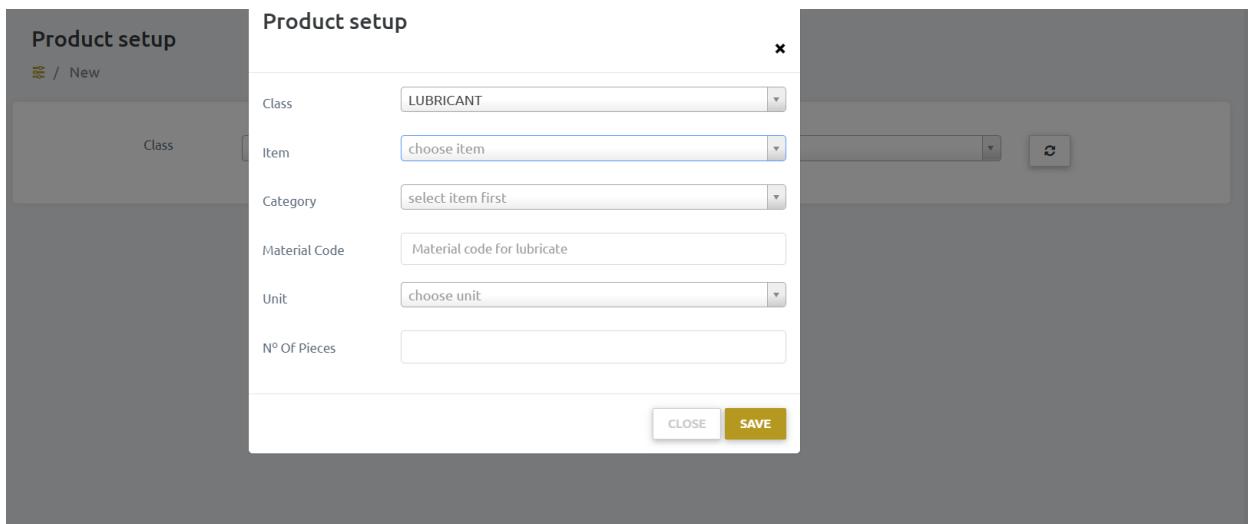
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### 3.3.7 Item Assign

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**.

#	Site	Discount rate
1	CENTRAL STOCK	
2	FREEZONE LUB-BAY	
3	FREEZONE CARWASH	
4	NYAMATA LUB-BAY	
5	RWAMAGANA LUB-BAY	
	NYARUTARAMA-FORECOURT	

Product	Range	Rate
AGO	0 - 10	0
AGO	10 - 100	0
AGO	100 - 200	0
AGO	200 - 500	0
AGO	500 - 1000	0

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### 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.

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## 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.

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### 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**.

The screenshot shows the SAP Fiori interface for Order Pricing. On the left, a table lists items: DIESEL (Category: AGO) and ESSENCE (Category: PMS). A modal dialog box titled 'Add Price' is open in the center. It contains fields for 'Class' (choose one), 'Items' (choose one), 'Category' (choose one), and 'Order Price' (input field with placeholder 'Order price amount'). Below these fields are 'CLOSE' and 'SAVE' buttons. The background shows a blurred view of the Order Pricing table.

### 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**.

The screenshot shows the 'Orders' module interface. At the top, there's a breadcrumb navigation: 'Orders' > 'New' > 'new order'. The main area displays a new order with the identifier 'PO-230126-1105 Preparing'. Below this, there are dropdown menus for 'Site\*', 'Class\*', and 'Item\*'. To the right, a table titled 'Last 5 P.O' lists five previous purchase orders, all from 'IKWIM ENERGY' on '22/01/2026'. At the bottom, there's a table for 'PO Details( Items,category & Description)' with columns for 'Qty', 'U.P', and 'T.P', showing a total of '0'. At the very bottom are 'CLEAR' and 'SEND' buttons.

#	Vender(s)	(Date)
1	IKWIM ENERGY	22/01/2026
2	ORYX Energies	22/01/2026
3	IKWIM ENERGY	22/01/2026
4	IKWIM ENERGY	22/01/2026
5	IKWIM ENERGY	31/12/2025

### 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.

Home / Foreign Orders

**Order Information**

Order #: Select supplier type first

Supplier Type \* Select Supplier \* Order Date \* Select Class \*

Proforma Reference N° \* Select Item \* Select Category \*

Quantity \* Currency \* Price Per Unit \*

Total Price (In RWF)

Total Price (In Selected Currency)

**ADD TO CART**

#### 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).

Order Management

Home / Orders

**Filter Orders**

Order Status Supplier Type From Date To Date

Search:

**Orders List**

Show 10 Entries

Order #	Proforma Reference N°	Supplier	Type	Order Date	Items Count	Status	Actions
FO251117104192	ENGEN PETROLEUM	Foreign	2025-11-17 09:41	1	In Progress	<b>VIEW</b>	

Showing 1 to 1 of 1 entries

### 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.

Order #	Supplier	Type	Order Date	Total Amount	Total Qty	Loaded Qty	Loss Qty	Tank Location	Actions
FO260105133861	ENGEN PETROLEUM	Foreign	2026-01-05	437,100,000 RWF	5,000.00	4,946.00	54.00	OILCOM DEPOT (JABANA), ORYX DEPOT (KABUYE)	<button>VIEW</button>
LOC251021085461	ASHARAMI ENERGY RWANDA LTD	Local	2025-10-21	240,000 RWF	2,000.00	2,000.00	0.00	ORYX DEPOT (KABUYE)	<button>VIEW</button>
LOC251017210900	ASHARAMI ENERGY RWANDA LTD	Local	2025-10-17	112,013,568 RWF	102,016.00	306,048.00	-204,032.00	OILCOM DEPOT (JABANA)	<button>VIEW</button>

### 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.

**PO**

Home / Po Payment

Filter By PO Code

Filter By PO Date/day

Search

### 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.

**Dispatch Management**

Home / Items

Order Date\*

Supplier\*

To\*

Due Date\*

Last 8 P.O

#	Vender(s)	(Date)
1	TOTAL ENERGIES	30/07/2025

#	Item(s)&Description	Qty	Transmit
<input type="button" value="CLEAR"/> <input type="button" value="PROCEED"/>			

### 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.

**Awaiting PO**

⚠ / Delivered Items 2

PO-100625-1447

#	Date	PO Details	Order/Received Qty	Delivered Qty	Cuve	Received Qty	
1	30/04/2025	DIESEL AGO ( <i>Opening Stock as vendor</i> )	4,420.00	0	<input type="checkbox"/>	TANK 2 [ DIESEL ]	<input type="button" value="edit"/>
2	30/04/2025	DIESEL AGO ( <i>Opening Stock as vendor</i> )	3,460.00	0	<input type="checkbox"/>	TANK 2 [ DIESEL ]	<input type="button" value="edit"/>
3	30/04/2025	ESSENCE PMS ( <i>Opening Stock as vendor</i> )	10,098.00	-52	<input type="checkbox"/>	TANK 1 [ ESSENCE ]	<input type="button" value="edit"/>
4	30/04/2025	DIESEL AGO ( <i>Opening Stock as vendor</i> )	10,000.00	0	<input type="checkbox"/>	TANK 2 [ DIESEL ]	<input type="button" value="edit"/>

• 01/23/2026  • John  + RAC299Y  +

### 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**.

**Cash Deposit**

RECORDED ON  PAYMENT DATE

BANK NAME

AMOUNT  SLIP N°

DOCUMENT   
PDF, JPG, PNG accepted

### 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.

**Awaiting PO**

Home / Delivered Items 2  
PO-100625-1513

#	Date	PO Details	Order/Received Qty	Delivered Qty	Cuve	Received Qty
1	02/05/2025	DIESEL AGO (Opening Stock as vendor)	3,989.00	0	TANK 2 [ DIESEL ]	<input type="button" value="Edit"/>
2	02/05/2025	DIESEL AGO (Opening Stock as vendor)	7,011.00	0	TANK 2 [ DIESEL ]	<input type="button" value="Edit"/>
3	02/05/2025	ESSENCE PMS (Opening Stock as vendor)	8,000.00	0	TANK 1 [ ESSENCE ]	<input type="button" value="Edit"/>

01/23/2026  John  RAC299Y

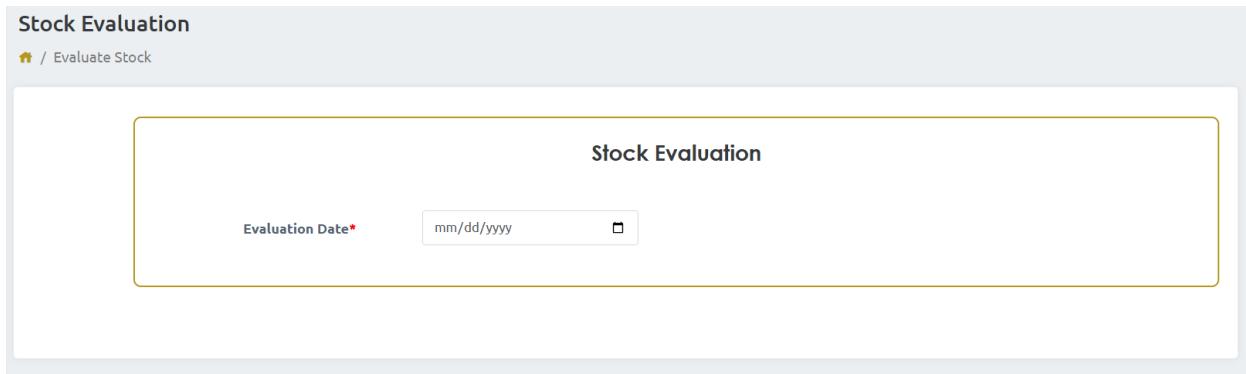
#	Cuve	Qty

### 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.



The screenshot shows a user interface for 'Stock Evaluation'. At the top, there is a breadcrumb navigation: 'Home / Evaluate Stock'. Below this, a large input field is labeled 'Stock Evaluation' and contains a placeholder 'Evaluation Date\* mm/dd/yyyy'. To the right of the date input is a small calendar icon.

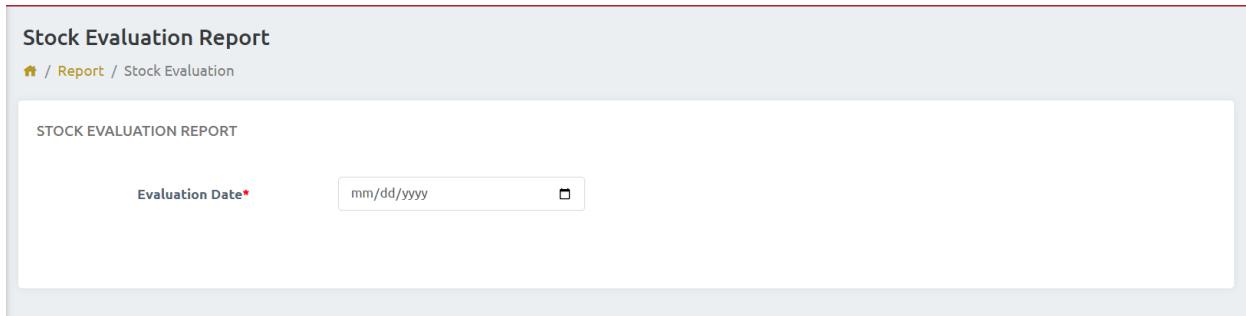
---

### 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.



The screenshot shows a user interface for 'Stock Evaluation Report'. At the top, there is a breadcrumb navigation: 'Home / Report / Stock Evaluation'. Below this, a large input field is labeled 'STOCK EVALUATION REPORT' and contains a placeholder 'Evaluation Date\* mm/dd/yyyy'. To the right of the date input is a small calendar icon.

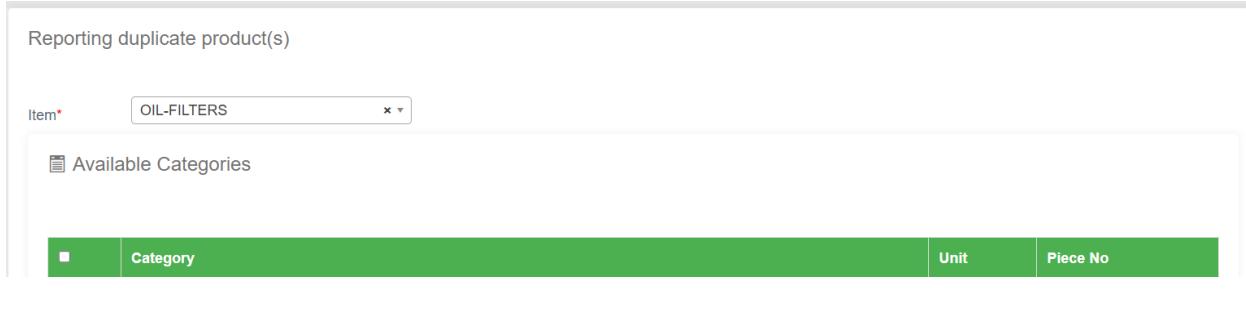
---

### 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.



The screenshot shows a search interface with the text 'Reporting duplicate product(s)' at the top. Below it is a search bar with 'Item\*' and 'OIL-FILTERS' entered. A dropdown menu labeled 'Available Categories' is open. At the bottom, there is a table header with columns: 'Category' (highlighted in green), 'Unit', and 'Piece No'.

Category	Unit	Piece No
----------	------	----------

### 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**

**New Site**

#	Name	Phone	Action
1	CENTRAL STOCK	0788584002	/ <span style="color: red;">Delete</span>
2	FREEZONE-FOREC		/ <span style="color: red;">Delete</span>
3	FREEZONE LUB-BA		/ <span style="color: red;">Delete</span>
4	NYABUGOGO-FORECOURT	0788351546	/ <span style="color: red;">Delete</span>
5	NYABUGOGO LUB-BAY		/ <span style="color: red;">Delete</span>

## 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**

**System Users**

Users / New

Show 50 Entries

#	Name
1	KAYIRANGA
2	
3	bizimana jean perre
4	hamidu nyonkuru
5	jean francois ishimwe
6	lambert rugema
7	Ng.christophe cyubahire
8	3rag company

0788351008 | CENTRAL STOCK

**New User**

First Name:

Family Name:

Phone:

E-Mail:

Gender:

Site:

Office:

Role:

**CLOSE** **SAVE**

Search:

Role	Status	Action
Wosher	Inactive	<input type="button"/> <input type="button"/> <input type="button"/>
CLIENT	Active	<input type="button"/> <input type="button"/> <input type="button"/>
CLIENT	Active	<input type="button"/> <input type="button"/> <input type="button"/>
PUMP ATTENDANT	Inactive	<input type="button"/> <input type="button"/> <input type="button"/>
PUMP ATTENDANT	Active	<input type="button"/> <input type="button"/> <input type="button"/>
Operation Manager	Active	<input type="button"/> <input type="button"/> <input type="button"/>
CEO	Active	<input type="button"/> <input type="button"/> <input type="button"/>
CLIENT	Active	<input type="button"/> <input type="button"/> <input type="button"/>

## 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**

**Product Prices**

prices / New

Site: CENTRAL STOCK

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**+ Add New Price**

Class:

Item:

Category:

Wholesale:

Retail:

Site:

**CLOSE** **SAVE**

**GO**

---

## 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**

The screenshot shows the 'CLIENT DISCOUNTS' section of a software application. On the left, a table lists two entries: '1 GS SAINT ALOYS' and '2 FPR BUGESERA'. A modal dialog box titled 'New client Discount Registry' is open in the center. It contains fields for 'Client' (set to 'ALYOS SUPPLY CO., LTD'), 'Product' (set to 'AGO'), and 'Discount Type' (set to 'Fixed'). At the bottom of the dialog are 'CLOSE' and 'SAVE' buttons. To the right of the dialog, a list of discounts is visible, with a header row including 'Discount' and 'Action' columns. A search bar and a '+ NEW' button are also present.

---

## 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

**Site Budget Management**

[Home](#) / Site Budget

**Site Budget Management**

[± DOWNLOAD TEMPLATE](#) [± UPLOAD CSV](#) [+ ADD BUDGET](#)

Show 10 Entries Search:

#	Site Name	Budget Amount	Used Amount	Remaining Amount	Budget Period	Status	Created Date	Actions
---	-----------	---------------	-------------	------------------	---------------	--------	--------------	---------

## 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 Category Management**

[Home](#) / Expense Categories

**Expense Categories**

[± DOWNLOAD TEMPLATE](#) [± DOWNLOAD STRUCTURE](#) [± UPLOAD CSV](#) [+ ADD CATEGORY](#)

Show 10 Entries Search:

#	Category Name	Status	Created Date	Actions
1	E1.1 Cost of goods sold Fuels	Active	2025-06-18 18:36:47	<a href="#">EDIT</a> <a href="#">LOCKED</a>
2	E1.2 Cost of goods sold -Lubricants	Active	2025-06-18 18:36:47	<a href="#">EDIT</a> <a href="#">LOCKED</a>

## 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 <a href="#">Delete</a>

[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 \*

Search and select site...

Select Expense Item \*

Search and select expense item...

Amount Limitation (RWF) \*

Enter maximum amount

[SAVE LIMITATION](#) [RESET](#)

Filter Limitations

Filter By Site

Search and select site to filter...

[FILTER](#) [CLEAR](#)

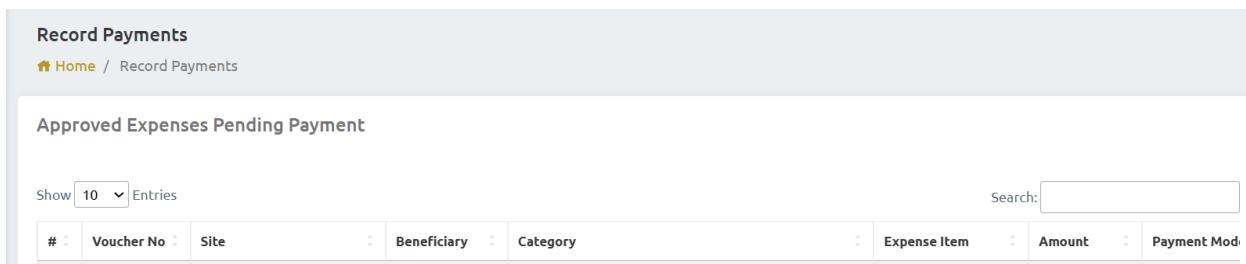
---

## 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**



The screenshot shows a web-based application for managing expense payments. The title bar reads 'Record Payments' with a 'Home' link. The main content area is titled 'Approved Expenses Pending Payment'. At the top, there are filters: 'Show 10 Entries' and a 'Search' input field. Below these are column headers for a table: '#', 'Voucher No', 'Site', 'Beneficiary', 'Category', 'Expense Item', 'Amount', and 'Payment Mod'. The table body is currently empty, showing only the column headers.

---

## 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**

#	Names	Site	Actions
1	TANK 2	AGO	
2	TANK 3	FREEZONE-FORECOURT	
3	TANK 1		
4	TANK 2		
5	TANK 3		
6	TANK 1	MAYANGE-FORECOURT	
7	TANK 2	MAYANGE-FORECOURT	

## 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**

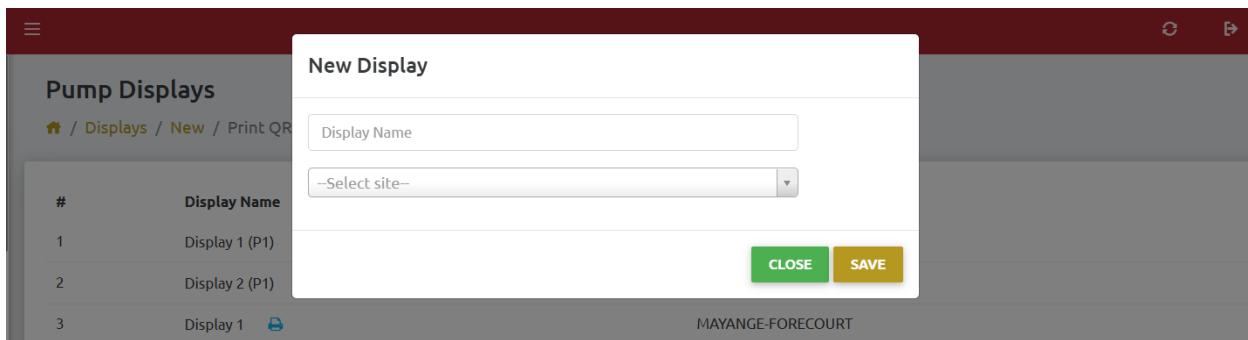
#	Pump Name	Actions
1	PUMP 1	
2	PUMP 2	

## Displays

Used to configure pump displays.

## Steps

1. Navigate to **Displays**
2. Click **New**
3. Enter display details
4. Click **Save**

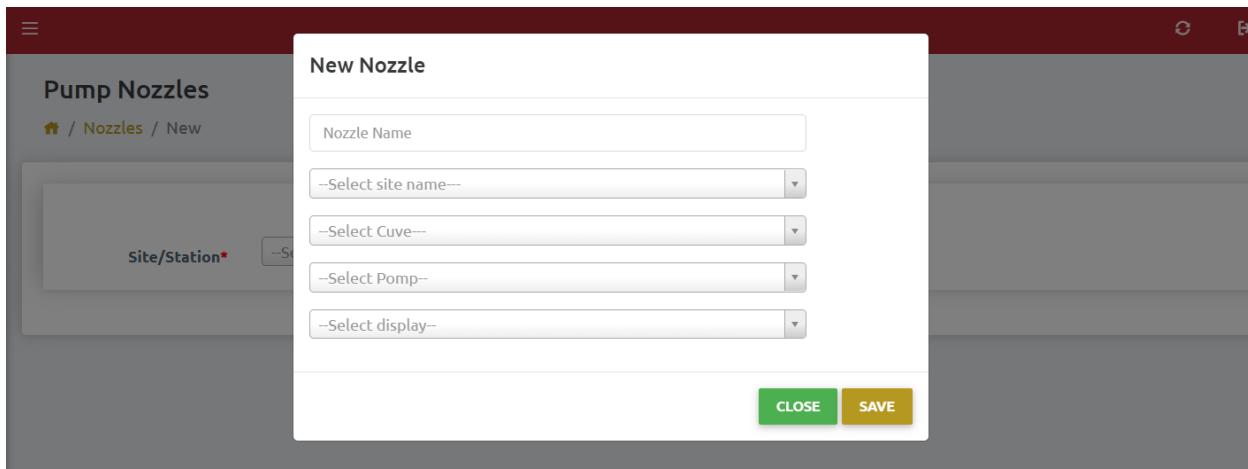


## Nozzles

Used to register pump nozzles.

## Steps

1. Go to **Nozzles**
2. Click **New**
3. Assign pump and fuel type
4. Click **Save**



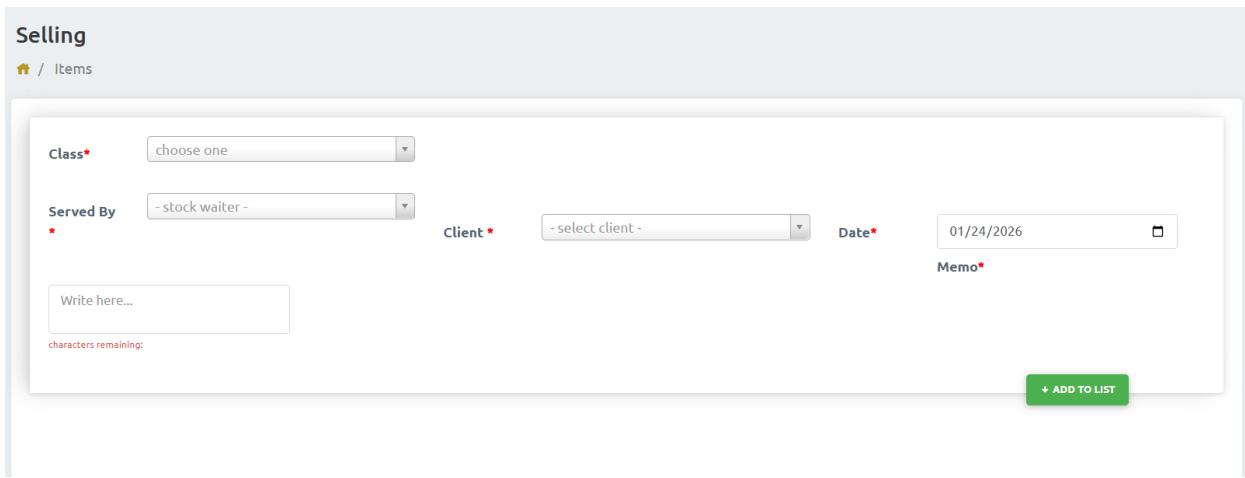
### 3.5.4 PSS Data Entry

#### 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**



The screenshot shows a user interface for data entry. At the top, there's a header 'Selling' and a breadcrumb navigation 'Home / Items'. Below this is a form with the following fields:

- Class\***: A dropdown menu with the placeholder 'choose one'.
- Served By**: A dropdown menu with the placeholder '- stock waiter -'. There is also a small red asterisk icon to its left.
- Client\***: A dropdown menu with the placeholder '- select client -'.
- Date\***: A date picker showing '01/24/2026'.
- Memo\***: A text area with the placeholder 'Write here...' and a character count 'characters remaining: 1000' below it.
- ADD TO LIST**: A green button located at the bottom right of the form.

#### 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

Home / Recording

Date*	01/24/2026	EXPORT EXCEL	
Days	Shift 1 [07:00:00_07:30:00]	Shift 2 [13:00:00_19:00:00]	Shift 3 [19:00:00_07:00:00]
Saturday 2026-01-24	<input type="button" value="PUMP 1 Nozzle 1[ESSENCE] 114.39"/>	<input type="button" value="PUMP 1 Nozzle 1[ESSENCE] 0.00"/>	<input type="button" value="PUMP 1 Nozzle 1[ESSENCE] 0.00"/>

## Tanks Gauge

Used to record fuel levels.

### Steps

1. Go to **Tanks Gauge**
2. Select tank
3. Enter gauge reading
4. Click **Save**

Cuve Gauge

Home / New

Show 5 Entries

#	Due Date
1	2026-01-23
2	2026-01-23
3	2026-01-23
4	2026-01-22
5	2026-01-22

Showing 1 to 5 of 10 entries

New Cuve gauge

Cuve	<input type="button" value="Select Cuve"/>
Product	
Shift	Shift 1
Guage	
Date	01/24/2026
Comments	

CLOSE

Gauge	Actions
9,392	-
12,184	-
10,621	-
12,548	-
9,579	-

## 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

**Site Sales**

fu / Loans | payment

Client	Item Class	Modes	From
Ikwim Energies Ltd	FUEL	TPE	01/17/2026
To	01/24/2026	<input type="button" value="LOAD"/>	

#	INITIATED AT	CLOSED AT	PAY MODE	CLIENT	VEHICLE ID	PRODUCT	QUANTITY	PU	AMOUNT
No data available in table									
								TOTAL: 0.00	0.00

Showing 0 to 0 of 0 entries

---

### **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**

---

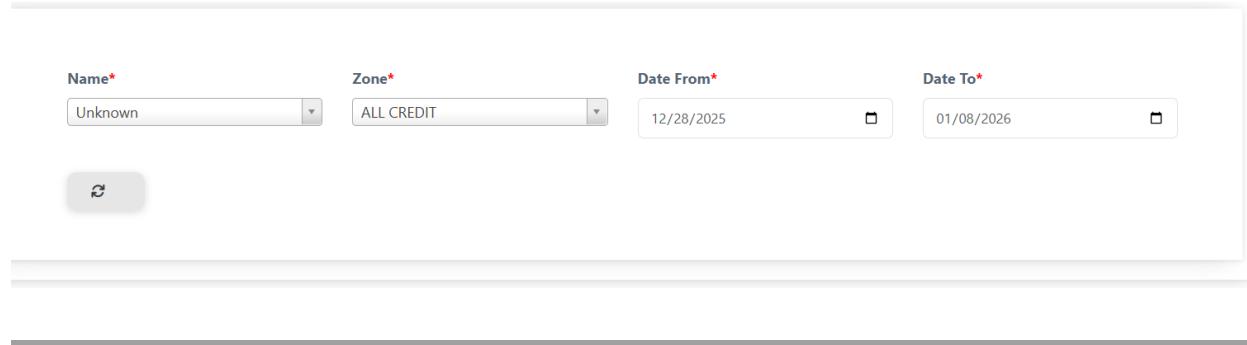
## **3.6 Invoice & Payment**

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**.



The image shows a user interface for generating an invoice. At the top, there are four input fields: 'Name\*' (dropdown menu showing 'Unknown'), 'Zone\*' (dropdown menu showing 'ALL CREDIT'), 'Date From\*' (text input showing '12/28/2025'), and 'Date To\*' (text input showing '01/08/2026'). Below these fields is a large, empty white area with a faint watermark in the center.

---

### 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

[Home](#) / [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

[Home](#) / [View Loan \(s\)](#)

Client \*

Unknown

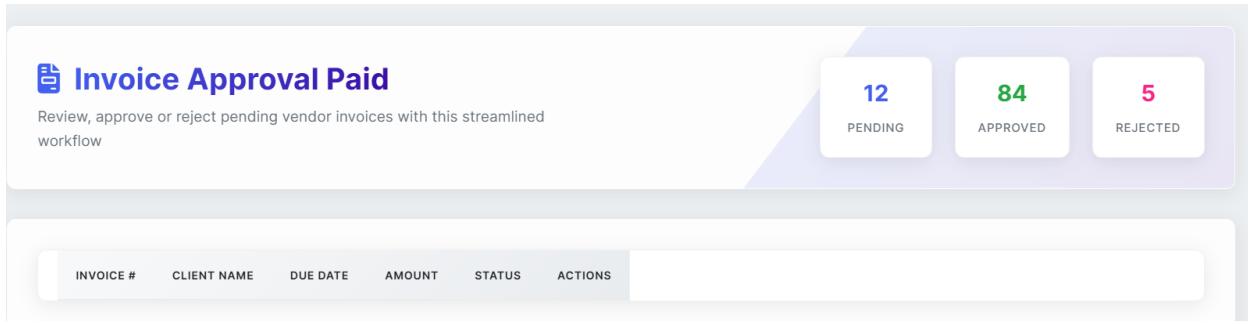
### Invoice Payment Management

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

 **No Outstanding Invoices**  
All invoices have been paid.

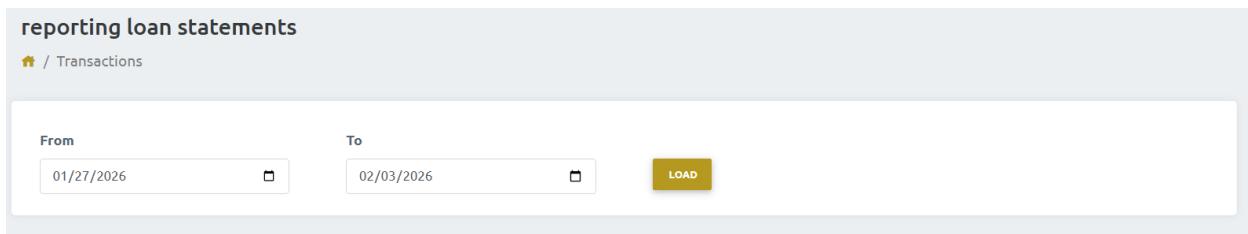
## 3.6.5 Approve Paid Invoice

1. Go to **Invoice & Payment → Approve Paid Invoice**.
2. Review the paid invoice.
3. Click **Approve** to confirm payment.



### 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**.



### 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**.

≡

Other Income Partner

⌘ / Clients / New

New Other Income Client

First Name

Last Name

Phone

Email

Gender

Customer Type

Company Name

TIN Number

Address

CLOSE

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.

Other Income Manager

+ Add New

Invoice Income      Income List

---

Partner/ Client Select an option	Monthly Amount Enter amount	Category Select an option
Description Income description	Due Date 02/03/2026	<input type="button" value=""/>

Add Income

### 3.7.3 Payment

1. Navigate to **Other Income → Payment**.
2. Select the income invoice.
3. Enter payment details.
4. Click **Save Payment**.

Loan History

View Loan (s)

---

Client *	choose client
----------	---------------

### 3.7.4 Other Income Report

1. Go to **Other Income → Other Income Report**.
2. Select the **date range**.
3. Click **Generate Report**.

The screenshot shows a dashboard for managing payment approvals. At the top, a red header bar has a menu icon and a user profile icon. Below the header, a message says "Manage and track payment approvals efficiently". The main area is divided into three sections: "Pending Approvals" (with a table header: #, DATE, CLIENT, CATEGORY, AMOUNT, PAYMENT DETAILS, ACTIONS), "Recent Approvals" (with a table header: #, DATE, CLIENT, CATEGORY, AMOUNT, PAYMENT DETAILS, ACTIONS), and "Today's Statistics" (showing Pending, Approved Today, Pending Amount (0 RWF), and Approved Today (0 RWF)).

## 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**.

The screenshot shows a "New Shift" dialog box. The "Working Shifts" table is visible in the background. The dialog box has fields for "Shift" (Shift 1), "Start" (10:00), and "End" (12:00). It includes "CLOSE" and "SAVE" buttons. A "Shift Lanking (Days and Money)" table is also visible in the background.

### 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.

Days	Shift 1 [ ]	Shift 2 [ ]	Shift 3 [ ]
Monday [ 2026-02-02 ]			
Tuesday [ 2026-02-03 ]			
Wednesday [ 2026-02-04 ]			
Thursday [ 2026-02-05 ]			
Friday [ 2026-02-06 ]			
Saturday [ 2026-02-07 ]			

### 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:
  - Stock Status

- Balance
- 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.

The screenshot shows the 'Stock Status' interface. At the top, there are four filter dropdowns: 'Option' (set to 'By Transactions'), 'Siteg' (set to 'CENTRAL STOCK'), 'Class' (set to 'FUEL'), and 'Date' (set to '02/03/2026'). Below the filters, a table displays stock information for 'CENTRAL STOCK' on '2026-02-03' via 'By Transactions'. The table has columns: '#', 'Category & Description', 'Opening stock', 'In', 'Out', and 'Balance'. It shows two items: '1. DIESEL' with 'no data' in all columns, and '2. ESSENCE' with 'no data' in all columns. A green 'EXPORT EXCEL' button is located at the bottom right of the table area.

#	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: search by item name From NYAMATA-FORECOURT

DIESEL  
GAS-REFILING  
ESSENCE

0 0 0

# Product name (Category) Opening IN OUT Balance

### 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

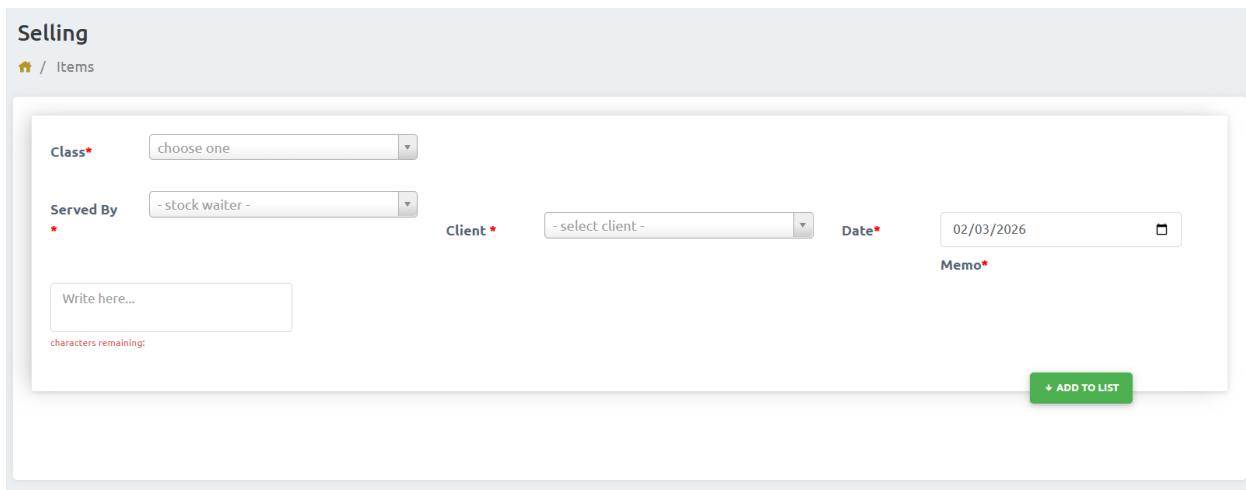
---

### 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.



The screenshot shows a user interface for 'Selling Items'. The top navigation bar includes a 'Home' icon, a separator, and the text 'Items'. The main form area is titled 'Selling' and contains the following fields:

- Class\***: A dropdown menu with the placeholder 'choose one'.
- Served By**: A dropdown menu with the placeholder '- stock waiter -'. A red asterisk (\*) is to the left of the label.
- Client \***: A dropdown menu with the placeholder '- select client -'.
- Date\***: A text input field with the value '02/03/2026' and a calendar icon to its right.
- Memo\***: A text area with a placeholder 'Write here...' and a character count indicator 'characters remaining: 1000'.
- Add to List**: A green button with a plus sign and the text 'ADD TO LIST'.

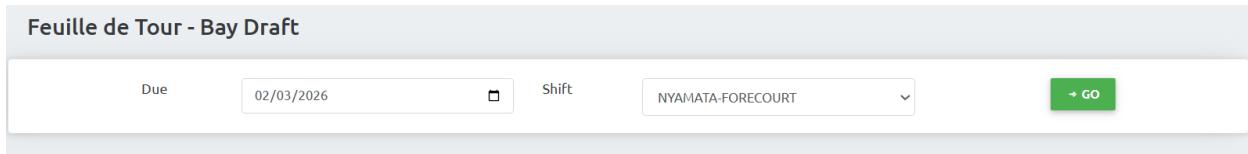
---

### 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.



Feuille de Tour - Bay Draft

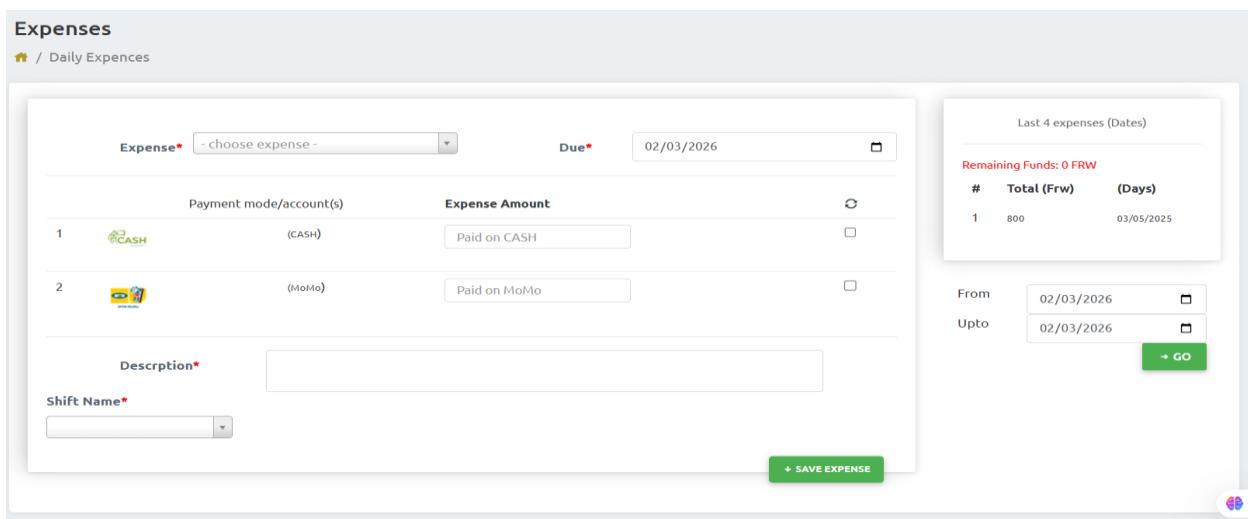
Due: 02/03/2026 Shift: NYAMATA-FORECOURT **GO**

### 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.



Expenses

Remaining Funds: 0 FRW

#	Total (Frw)	(Days)
1	800	03/05/2025

From: 02/03/2026 Upto: 02/03/2026 **GO**

### 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.

**Cash Deposit**

RECORDED ON: mm/dd/yyyy (02/03/2026)

PAYMENT DATE: 02/03/2026

BANK NAME: Choose Bank

AMOUNT: 0.00

SLIP N°: Slip number

DOCUMENT: **Upload slip/receipt** (PDF, JPG, PNG accepted)

**✓ Save 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:
  - Record Transaction
  - 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

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  Shift

### 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:
  - Remain Voucher
  - 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			
<a href="#">Home</a> / Vouchers			
<a href="#">New</a>			
Show <input type="button" value="10"/> Entries		Search: <input type="text"/>	
#	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					
<a href="#">/ Vouchers</a>					
Show: <input type="button" value="10"/> Entries					
#	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.

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### Modules Covered

- Client Card (Request Card, Card Details)
- E-Card Clients
- Smart Cards

---

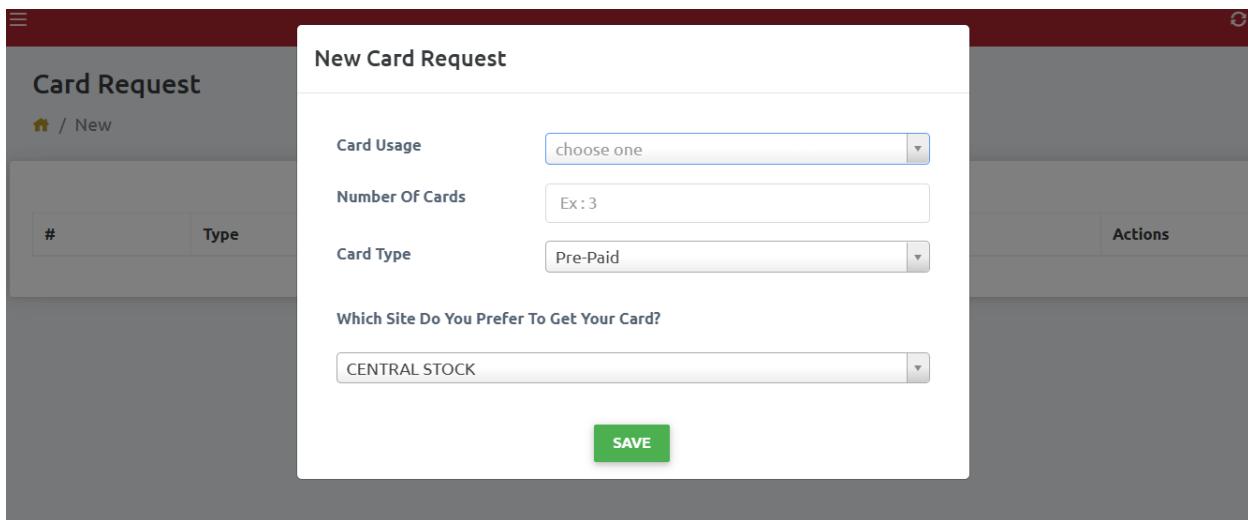
### 3.13.1 Client Card

## 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.



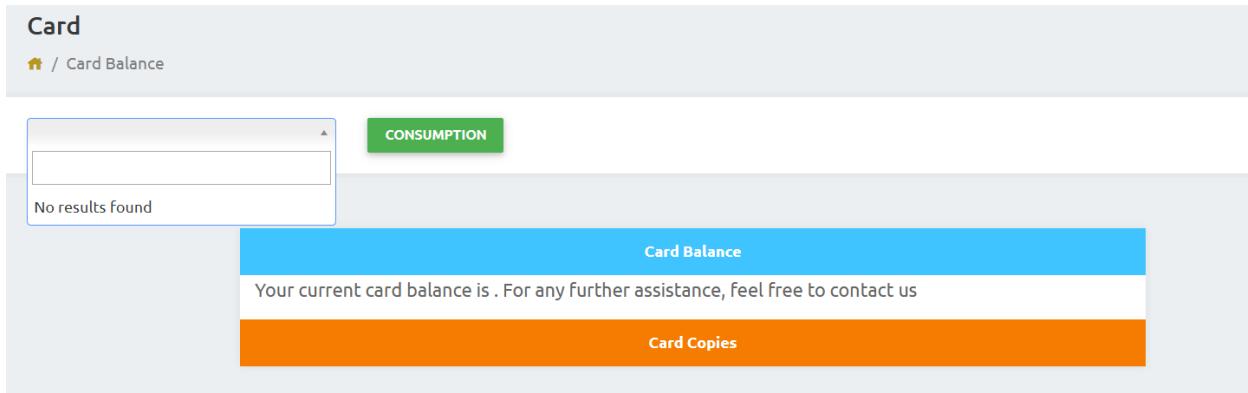
The screenshot shows a 'New Card Request' dialog box. The 'Card Usage' field is a dropdown menu with the placeholder 'choose one'. The 'Number Of Cards' field is a text input with the placeholder 'Ex: 3'. The 'Card Type' field is a dropdown menu with the option 'Pre-Paid'. Below these fields is a question 'Which Site Do You Prefer To Get Your Card?' with a dropdown menu containing the option 'CENTRAL STOCK'. At the bottom of the dialog is a green 'SAVE' button.

## 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

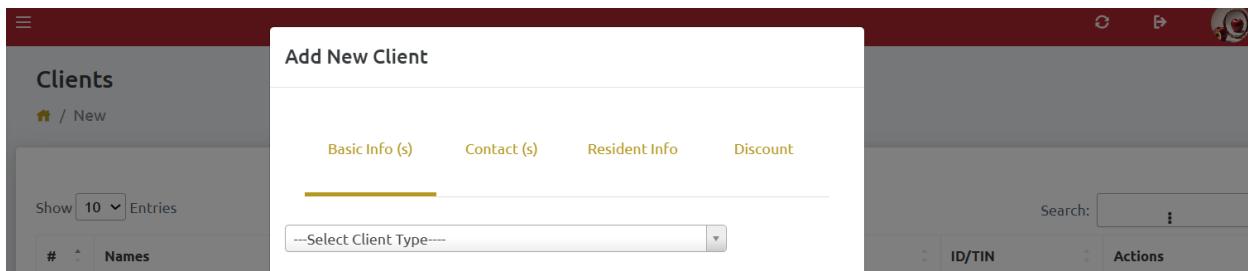
This module manages clients who use e-cards through the mobile application.

#### 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.

CLIENT (S) REQUEST								
#	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	<input type="button" value="–Select Client–"/>	Card	<input type="button" value="–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

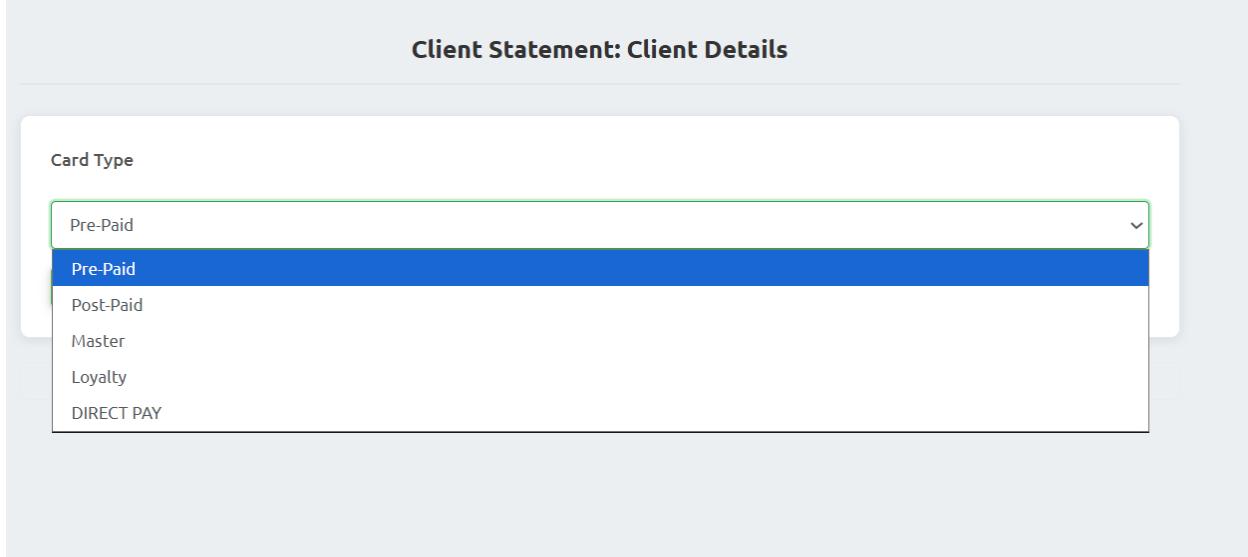
<input type="button" value="Kabandana Prepaid"/>	<input type="button" value="Personal Info"/>	<input type="button" value="Consumption logs"/>	<input type="button" value="Payments logs"/>	<input type="button" value="Discounts"/>
--	--	---	--	--

## 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.



---

## 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.

Custom Date Range Client Statement

Select client and date range to generate custom statement

Select Client:

- Client/Customer -

From Date: 01/31/2026 To Date: 02/04/2026

**GENERATE CUSTOM REPORT**

## Balancing Client Statement

Displays balance reconciliation reports for clients.

### Steps:

1. Open **E-card Clients** → **Balancing Client Statement**
2. Review balance movements and adjustments.

Client Balancing Report - First Topup Information

Home / Report / Balancing Report

All Clients - First Topup Information **LOAD REPORT**

#	Client Name	Card Code	Card Type	First Topup Date	First Topup Amount (Frw)	Nº Of Transaction before	Transaction Amount before (Frw)	Action
Click "Load Report" to generate the report								

## 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.



---

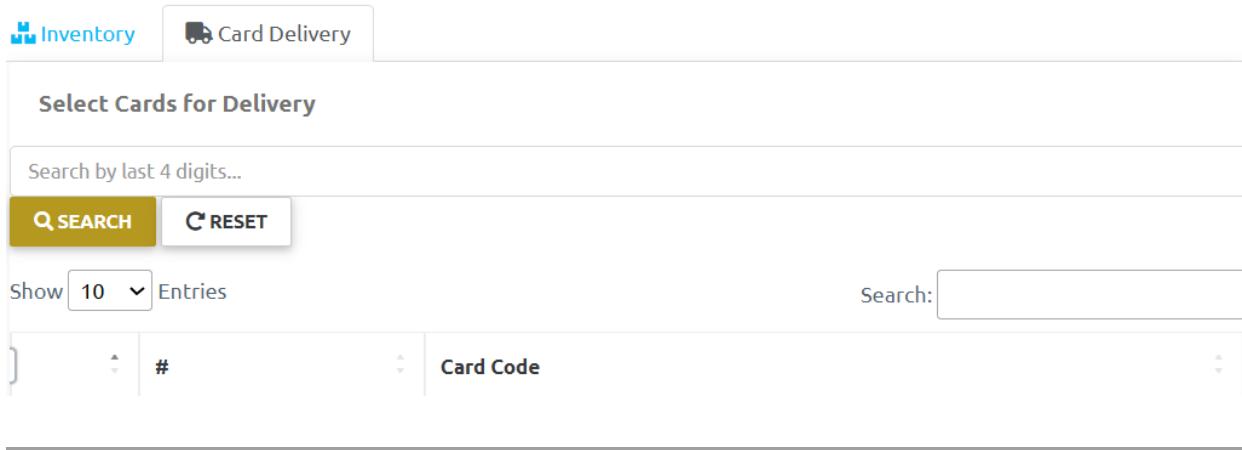
## Card Inventory

Tracks available, issued, and blocked cards.

### Steps:

1. Open **Smart Cards → Card Inventory**
2. View card availability and status.

## CARD INVENTORY



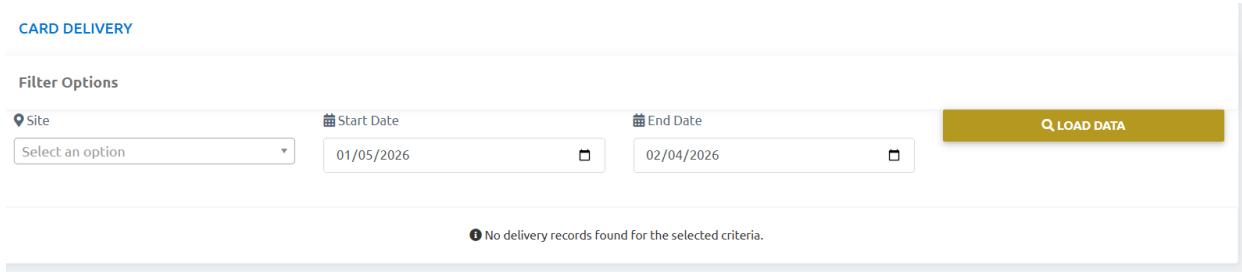
The interface shows a top navigation bar with 'Inventory' and 'Card Delivery' tabs. Below is a search section with a 'Search by last 4 digits...' input, 'SEARCH' and 'RESET' buttons, and dropdowns for 'Show 10 Entries'. A table below has a header 'Card Code' and a search bar on the right. The table is currently empty.

## 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.



The interface shows a 'CARD DELIVERY' header and a 'Filter Options' section with dropdowns for 'Site' (selected 'Select an option'), 'Start Date' (01/05/2026), 'End Date' (02/04/2026), and a 'LOAD DATA' button. Below is a message: '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.

NEW CARD CLIENT ASSIGN

Cards List

SEARCH
RESET

Enter the last 4 digits of the card code to search

Show 10 Entries
Search:

Card Code

Selected Cards 0

No cards selected. Please select cards from the list.

Client Search

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

---

## 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 CARD BLOCK**

---

Block Card(s)
 Blocked Cards
 Reset PIN

Search Client

---

## Client Cars

Registers or manages vehicles linked to client cards.

### Steps:

1. Navigate to **Smart Cards → Client Cars**
2. Add or update vehicle information.

**Car Register**

## 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.

**Recharging Payment List**

---

**From Date:**

**To Date:**

**Card Type:**

**Q FILTER**
**RESET**

---

Show **25** Entries

---

## Card Limitation

Sets usage limits for cards.

### Steps:

1. Navigate to **Smart Cards → Card Limitation**
2. Define daily or transaction limits.
3. Save changes.

**Post Payed Limitation**

[Home](#) / Limitation

Set Client Limitation

Select Client

Select Card Copy

Limitation Amount

**SET LIMITATION**

Existing Client Limitations

Show  Entries Search:

Client Name	Client Code	Card Number	Limitation Amount	Current Month	Remaining	Actions
-------------	-------------	-------------	-------------------	---------------	-----------	---------

## 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.

**Card Re-register**

[Home](#) / Transactions

Client()

Client Card()

**DOWNLOAD EXCEL** **UPLOAD EXCEL**

## 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

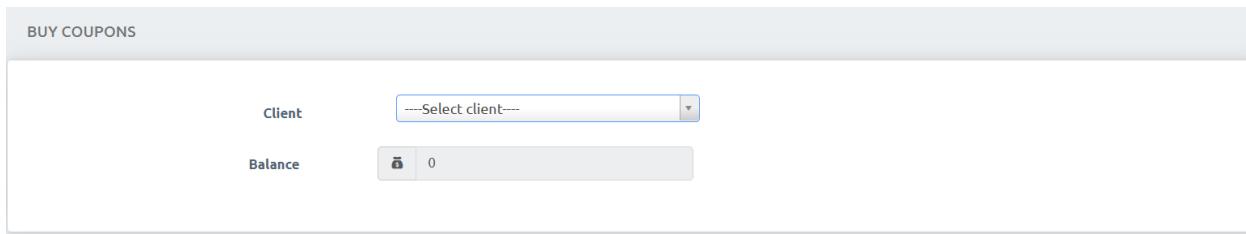
---

### **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.



---

### **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.

GENERATE COUPONS

Client	Plan Price	Volume	
-----Select client-----			

---

---

### 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.



### 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.

The screenshot shows a 'Selling Reports' interface. At the top, there is a search bar with a 'Due' field containing '02/04/2026' and a 'GO' button. Below the search bar is a section titled 'Selling Daily Report' with a table. The table has columns for '#', 'Product', 'Qty', and 'Amount'. A single row is shown with 'Total' in the first column and '0' in the 'Amount' column. A 'PDF' button is located to the right of the table.

### 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.

The screenshot shows a 'General transaction' report interface. At the top, there is a search bar with 'From' set to '01/28/2026' and 'To' set to '02/04/2026', and a 'LOAD' button. Below the search bar is an 'EXPORT TO EXCEL' button. The main area shows a table with columns: #, SITE-NAME, CLIENT-NAME, INITIATED AT, CLOSED AT, PAY MODE, NOZZLE, VEHICLE ID, PRODUCT, QUANTITY, P.U, AMOUNT, and 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.

Feuille de Tour - Bay

Due	02/04/2026	Site	CENTRAL STOCK	GO
RESUME DES VENTES (EN FRW)				
PRODUCTS		MOUVEMENT DES STOCK/CUMULS MENSUELS		
LUBRIFIANTS	0	PRODUCTS	CUMUL(T-1)	VETE-JOUR
...	...	...	...	CUMUL

[EXPORT TO PDF](#)

#### 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.

The screenshot shows a software interface for a 'Daily Index Report'. At the top, there are search filters: 'Due' (02/04/2026), 'Shift' (CENTRAL STOCK), and a green 'GO' button. Below the filters, a message says 'Shift 1 | 07:00:00 - 07:30:00'. A note indicates '0 data found'. The main section is titled 'ETAT DE STOCK DE CUVE (En Litres)' and includes a header row with columns: CUVE ID, JAUGE DEBUT, RECEPTION, VENTES, TRENSFERT, STOCK THEORIQUE, JAUGE FIN, CE TOUR, CUM REC, and SOLDE. The 'PERTES/GAINS' column is also present in the header.

### 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.