ERPCENTRAL

ERP Central User Manual

Your guide to sales, stock, buying, expenses and reports

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1. Getting started

ERP Central is your business back office in the browser: sales, stock, purchases, expenses and accounts in one place. Sales from your SambaPOS tills arrive on their own, so you never re-type them.

What you need

- A computer, tablet or phone with Chrome, Edge or Safari.
- Your company's ERP Central address, for example `https://yourcompany.erpcentral.online`.
- The email and password your administrator gave you.

Log in

1. Open your company's ERP Central address in the browser.
2. Enter your email and password, then click **Login**.
3. You land on your home page. For managers this is usually **Branch Status**, a live view of today's trading straight from SambaPOS.

Change your password on first login

1. Click your initials or photo at the top right, then **My Settings**.
2. Scroll to **Change Password**, type a new password twice and click **Save**.
3. Use at least 8 characters with letters and numbers. Never share it; every action is recorded against your name.

Forgot your password? Click **Forgot Password?** on the login page, or ask your administrator to reset it.

Log out with your initials at the top right, then **Log out**. Always log out on shared computers.

2. Finding your way around

Everything is reached from the left sidebar or the search bar at the top. You only see the areas your role allows.

Where	What it does
Left sidebar	Workspaces such as Sales Dashboard, Accounting, Stock, Buying. Click one to open its shortcuts and reports.
Search bar (top, or press Ctrl + G)	Type what you want, for example "new purchase invoice", "stock balance" or a supplier's name, then press Enter.
List view	Every document type opens as a list. Use the filter bar to narrow by date, status, supplier and so on.
Form view	Click a row to open the document. Fill the fields marked with a red asterisk, then press Ctrl + S to save.
Reports	Open from a workspace shortcut or the search bar. Set the filters at the top; results refresh on their own.

Document status: draft, submitted, cancelled

- **Draft**: saved but not yet final. You can still change anything. Drafts do not touch stock or accounts.
- **Submitted**: final. It now updates stock and the books. To fix a mistake, cancel it and amend it.
- **Cancelled**: reversed in stock and the books but kept for the record. **Amend** makes a corrected copy.

Handy keys: Ctrl + S save, Ctrl + B new document of the same type, Ctrl + G search, Esc close a dialog.

3. Daily sales

You do not enter sales. Every ticket rung up in SambaPOS reaches ERP Central automatically, usually within 15 minutes, and each business day is posted to the books when the work period is closed in SambaPOS.

How a business day works

- A business day is the SambaPOS work period. Sales after midnight belong to the night they started in, not the next calendar day.
- While the work period is open the day shows as **Accumulating**. After it closes it becomes **Verified** when ERP Central's totals equal SambaPOS exactly, or **Mismatch** if they differ (your administrator is alerted).
- Each outlet or ticket type (for example Restaurant, Bar) is booked to its own cost center, so you can report on each one.

Sales reports (Sales Dashboard workspace)

Report	Use it to
Branch Status (live)	See right now: open tabs, payments by type, voids and gifts with who did them, and staff performance. Reads SambaPOS directly.
Day Close Report	Check each business day: tickets, sales by category, payments, and whether the day is Verified.
Sales by Ticket Type	Compare outlets (for example Restaurant, Bar, Lunch) by tickets, gross and net sales, per day or month.
Item Sales by Ticket Type	See what sold in each outlet, with recipe cost and margin per item.
Item Sales Report	Total quantity and value sold per menu item for any period.
Ticket Lister	Find a single SambaPOS ticket by number, date or waiter and see its lines and payments.
Cashier Collections	Reconcile each cashier's takings by payment type, down to the ticket lines.
Payments by Payment Type	Cash, card and mobile money totals for a period.

Tip: most reports have **Excel** and **PDF** buttons, or use the menu (three dots) then **Export**.

4. Buying

Record every delivery the day it arrives: the Goods Received Note puts the stock in your store, and the Purchase Invoice records what you owe the supplier.

Add a supplier (once per supplier)

1. Search "new supplier", enter the name and choose a Supplier Group.
2. Add a phone number and TIN if you have them, then save.

Receive goods: Goods Received Note (GRN)

1. Search "new goods received note".
2. Choose the **Supplier** and the **Accepted Warehouse** (the store receiving the goods).
3. Add each item with the quantity received and the price per unit. Check the **UOM** (for example Kg, Crate, Bottle) matches what you counted.
4. Save, check the totals against the supplier's delivery note, then **Submit**. Stock goes up immediately.

Record the supplier's bill: Purchase Invoice

1. Open the submitted GRN and click **Create** then **Purchase Invoice**. The items and prices copy across.
2. Enter the supplier's invoice number in **Supplier Invoice No** and the invoice date.
3. Save and **Submit**. The amount now shows as owed to the supplier.

Cash purchase (paid on the spot)

Create a Purchase Invoice directly, tick **Update Stock** and **Is Paid**, choose the Mode of Payment (for example Cash) and the warehouse, then submit. This receives the stock, records the bill and the payment in one step.

Pay a supplier

1. Open the Purchase Invoice and click **Create** then **Payment**.
2. Choose the Mode of Payment (Cash, bank, mobile money), check the amount and reference, then submit.
3. Part payments are fine; the invoice shows what is still outstanding.

Purchase Orders (if your role allows) are raised before ordering, then turned into a GRN when goods arrive with **Create** then **Goods Received Note**.

Useful reports: GRN Invoice and Payment Tracker, AP Aging Summary (what you owe each supplier), Purchase Register.

5. Stock

Stock goes up with Goods Received Notes and goes down on its own as SambaPOS sales are posted: each menu item's recipe deducts its ingredients from the store. Your job is to record movements between stores, losses, and regular counts.

Items and units

- Each item has a **stock unit** (the smallest unit counted, for example Gram, Millilitre, Bottle) and may have a bulk **purchase unit** (Kg, Litre, Crate, Carton).
- When you pick a bulk unit on a document, the quantity converts automatically (2 Kg = 2,000 g).
- Menu items that SambaPOS sells carry a recipe (BOM). Ask your administrator before changing a recipe.

Move stock between stores: Stock Entry, Material Transfer

1. Search "new stock entry" and choose the type **Material Transfer**.
2. Set **Default Source Warehouse** (from) and **Default Target Warehouse** (to).
3. Add the items and quantities, save, then **Submit**.

Damages, breakages, wastage

Use a Stock Entry of type **Material Issue** from the store where the loss happened, and choose the right expense account (for example Breakages & Spillage, Wastage & Spoilage) in each line. Write the reason in **Remarks**.

Stock count

1. Count the store physically, item by item.
2. Search "new stock reconciliation", choose the warehouse and click **Fetch Items from Warehouse**.
3. Type the counted quantity for each item (leave the valuation rate as is), save, review, then **Submit**.
4. The difference between the system and your count is booked as stock variance. Count at the same time of day, after the work period is closed.

Stock reports

Report	Use it to
Stock Balance	Quantity and value of every item per store on any date.
Stock Ledger	Every movement of one item, with who did it and why.
Stock Consumption by Work Period	What sales used up each business day.

Report	Use it to
Stock Entry Transfer Report	Transfers between stores for a period.

6. Expenses and payments

Expenses paid from the SambaPOS cash drawer arrive in ERP Central automatically; everything paid outside SambaPOS (bank, mobile money, office cash) is recorded here.

Expenses from SambaPOS

- Each drawer expense becomes a Journal Entry on its own date, against the matching expense account, within about 15 minutes.
- If someone edits or deletes the expense in SambaPOS, ERP Central follows: the old entry is cancelled and a corrected one posted.
- Do not re-enter these by hand, or they will be counted twice. They can be recognised by a reference starting with **SPX-**.

Record an expense paid outside SambaPOS: Journal Entry

1. Search "new journal entry".
2. Line 1: the expense account (for example Electricity, Rent, Staff Transport) in **Debit**.
3. Line 2: the account the money left from (Cash, bank or mobile money) in **Credit**, same amount.
4. Choose the **Cost Center** if the expense belongs to one outlet, write what it was for in **User Remark**, save and **Submit**.

Receive or pay money: Payment Entry

- **Pay**: a supplier or staff advance. Choose Party Type and Party, the account paid from and the amount.
- **Receive**: a customer settling a credit (house account) balance. Choose the customer and the account the money went into.
- Link the payment to the invoices it settles so balances stay correct, then submit.

Transfers between your own accounts (for example banking the day's cash): Payment Entry type **Internal Transfer**, from Cash to the bank account.

7. Accounting reports

All figures update as soon as a document is submitted, so reports are always current; open them from the Accounting or Financial Reports workspace.

Report	Answers	Useful filters
Profit and Loss Statement	Did we make money this month or year?	Period, **Cost Center** (one outlet, for example Bar), Monthly / Quarterly columns
Balance Sheet	What we own and owe on a date (cash, stock, suppliers).	Date, Company
General Ledger	Every entry in one account, with the document behind it.	Account, Party, Cost Center, dates
Trial Balance	All account balances side by side, for month-end checks.	Period
AP Aging Summary / Detail	What we owe each supplier and how overdue it is.	Supplier, date
AR Aging Summary / Detail	What customers on credit owe us.	Customer, date
Party Ledger	One supplier's or customer's full statement.	Party, dates
Gross Profit	Sales against cost of goods per item or invoice.	Period, Cost Center

Comparing outlets: run Profit and Loss with one Cost Center at a time (for example Restaurant, then Bar), or tick **Show Cost Center wise** where offered.

Printing and exporting: use the menu (three dots) then **Print**, **PDF** or **Export** to Excel. Click any amount to open the entries behind it.

8. Good habits and getting help

Most problems come from entries made late, twice, or in the wrong unit, so follow these habits and check messages before clicking past them.

Good habits

- Record deliveries, transfers and losses the same day, with the real date and time.
- Check the unit (g, Kg, Bottle, Crate) on every line before submitting.
- Never re-type sales or SambaPOS drawer expenses; they arrive automatically.
- To correct a submitted document, **Cancel** then **Amend**; never create a second copy.
- Close the SambaPOS work period every night so the day can be posted and verified.

Common messages

Message	What it means	What to do
Insufficient permission	Your role does not cover this screen or action.	Ask your administrator to adjust your role.
Mandatory fields required	A required field (red asterisk) is empty.	Fill the highlighted field and save again.
Not in any active Fiscal Year	The date is outside the open financial years.	Check the date; ask your administrator if it is correct.
Document has been modified after you opened it	Someone else saved it meanwhile.	Reload the page, then make your change again.
Day shows Mismatch	ERP Central's totals differ from SambaPOS for that day.	Nothing to do; support is alerted and fixes it.

Getting help

Get help from ErpCentral support at erpcentral.online, or call or WhatsApp **0702 727823**. Give your company name, your login email, the document number (for example ACC-PINV-2026-00123) and a screenshot of the message.