



WAQAR JAVED & CO.

ADVOCATES, SOLICITORS, CORPORATE & TAX CONSULTANTS

System Documentation & User Manual

Version 1.0

**WAQAR JAVED & CO.**
ADVOCATES, SOLICITORS, CORPORATE & TAX CONSULTANTS

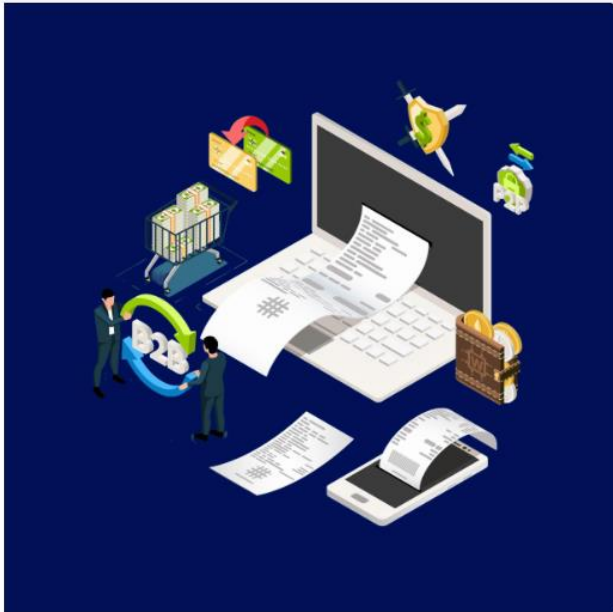
Welcome Back!
Sign in to continue.

Username

Password

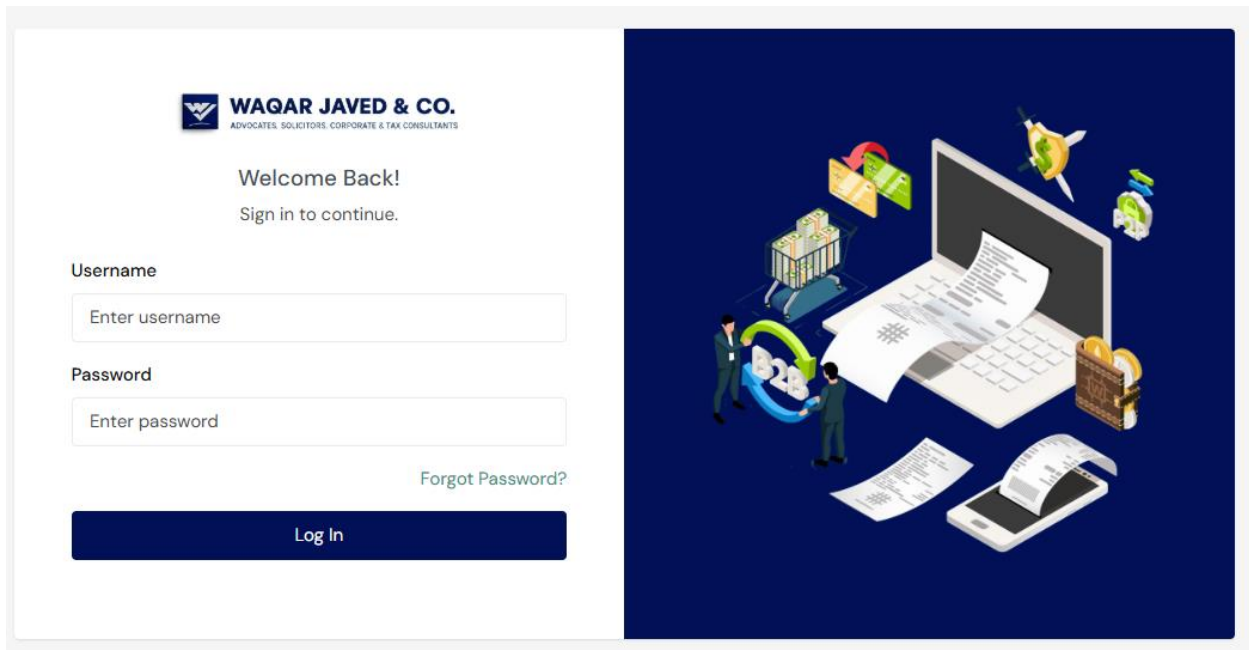
[Forgot Password?](#)

Log In



Welcome to the official system documentation portal for **wjandco.net**. This comprehensive guide is designed to help system administrators and billing executives efficiently navigate and manage account profiles, product inventories, and tax-compliant invoice lifecycles.

Accessing the System



The image shows a login interface for WAGAR JAVED & CO. on the left and a 3D illustration on the right. The login interface includes the company logo, a welcome message, input fields for username and password, a 'Forgot Password?' link, and a 'Log In' button. The 3D illustration features a laptop, a smartphone, a briefcase, a bar chart, a pie chart, a globe, and a person, symbolizing digital business and technology.

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Welcome Back!
Sign in to continue.

Username
Enter username

Password
Enter password

[Forgot Password?](#)

Log In

Figure 1: Login

To secure your account data, access to the platform requires authentication. Use the login interface shown in Figure 1 to access your dashboard.

Logging In

- Enter your assigned username in the **Username** field.
- Enter your password in the **Password** field.
- Click the **Log In** button to authenticate and access the system.

Password Recovery

If you have forgotten your password or are having trouble logging in:

- Click the **Forgot Password?** Link located just below the password field.
- You will be redirected to the password reset interface, where you can follow the prompts to safely recover or update your credentials.

Password Recovery Process

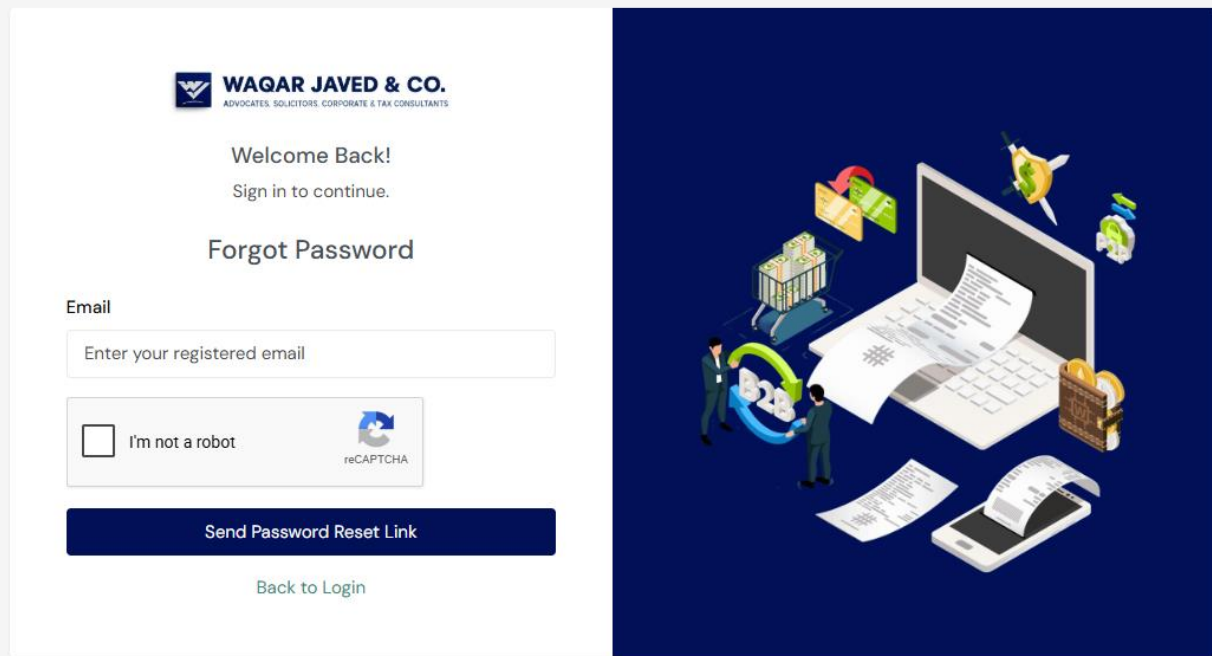


Figure 2: Recovery

If you cannot recall your password, you can initiate a self-service password reset using the interface shown in Figure 2.

- In the **Email** field, input the registered email address that was assigned to your account during user registration.
- Complete the security verification by checking the **I'm not a robot** reCAPTCHA checkbox.
- Click the **Send Password Reset Link** button.

Note: The system will automatically dispatch a secure password recovery link to your registered email address. Follow the instructions within that email to finalize your new password setup. If you wish to return to the previous screen without submitting a request, click the **Back to Login** link at the bottom.

Navigation Overview

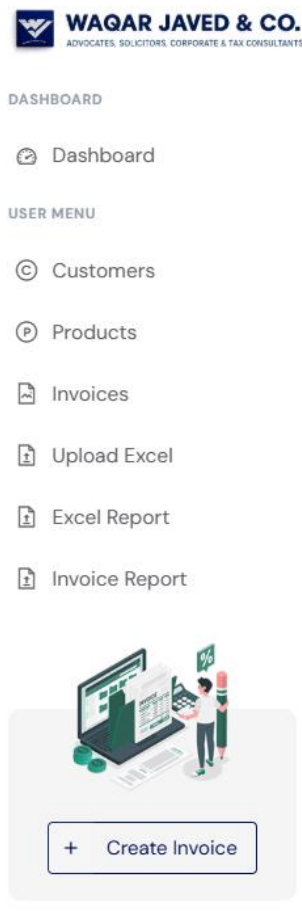


Figure 3: Main Menu

The sidebar menu shown in Figure 3 serves as the primary navigation hub of the application. It is structured to provide quick access to core management modules, reporting tools, and direct action items.

Core Modules

Dashboard: The landing page of the application, which loads immediately following a successful login process. It provides a centralized view of your system overview and metrics.

Customers: The central management hub for buyer accounts. This section allows users to view the buyer registry, register new buyers, update existing buyer records, and export customer data into Microsoft Excel format.

Products: The inventory management module. Similar to the customer hub, it enables users to view the complete product list, add new items, modify product details, and export the dataset into Excel.

Invoices: The billing and transactional archive. In addition to creating, editing, and filtering records, this module features a dedicated utility to execute bulk invoice printing.

Data Utilities & Reporting

Upload Excel: A batch-processing tool that allows users to upload multiple invoices or buyer profiles simultaneously via standardized Excel spreadsheet templates.

Excel Report: An extraction utility designed to generate and download comprehensive, itemized invoice reports in Excel format for offline auditing and analysis.

Invoice Report: A specialized reporting dashboard that generates high-level summary metrics and analytical reports related to your billing cycles and invoice history.

Quick Actions

Create Invoice Button: Located prominently at the bottom of the navigation panel, this quick-action shortcut allows users to immediately initiate a new invoice workflow from anywhere within the application.

Dashboard

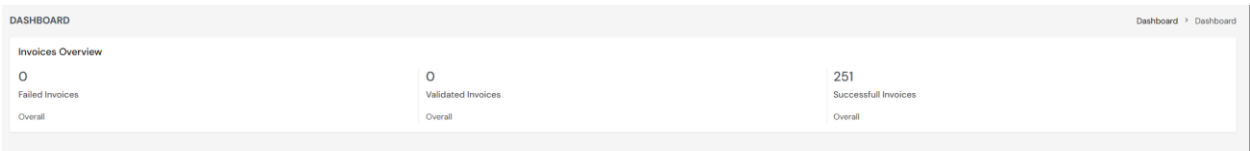


Figure 4: Dashboard

Upon successful authentication, the system directs you to the central **Dashboard** shown in Figure 4. This screen functions as an operational analytical panel, providing real-time tracking of invoice processing volumes and lifecycle states.

Understanding Invoice Lifecycle Metrics

The dashboard aggregates transactional data across three core classifications under the **Invoices Overview** section:

- **Failed Invoices:** Displays the total volume of invoices that encountered validation errors or processing failures during execution.
- **Validated Invoices:** Tracks the number of pending invoices that have successfully passed initial formatting checks but have not yet been fully transmitted or finalized.
- **Successful Invoices:** Represents the total volume of invoices that have successfully processed and settled through the platform.

Invoice Processing Logic

The dashboard metrics adapt dynamically based on your workflow execution:

- Invoices initially sit within the **Validated Invoices** stage.
- Once a user explicitly submits a validated invoice, the platform executes final transaction processing.
- Upon successful execution, the invoice is deducted from the **Validated Invoices** count and automatically transferred to the **Successful Invoices** aggregate.

Buyers Management

BUYERS

Dashboard > Buyers

List of Registered Buyers

Export to Excel

Add Buyer

Show 10 entries

Search:

ID	BUSINESS NAME	NTN / CNIC	PROVINCE	ADDRESS	REGISTRATION TYPE	STATUS	ACTION
3	Qureshi Tyres	1310122885239	PUNJAB	Punjab	Registered	Active	Edit
4	Walkin Customer	0000000000000	PUNJAB	Shalimar Town	Unregistered	Active	Edit
5	Pakistan Oil Fields Limited	0657658	PUNJAB	Rawalpindi	Registered	Active	Edit
6	Defence Division	9010600	PUNJAB	Punjab	Registered	Active	Edit
7	BANK AL-HABIB LIMITED	0709857	PUNJAB	Rawalpindi	Registered	Active	Edit
8	PAKISTAN ATOMIC ENERGY COMMISSION	9015600	PUNJAB	Rawalpindi	Unregistered	Active	Edit
9	NATIONAL ENGINEERING AND SCIENTIFIC COMMISSION HQ (NESCOM)	9010630	PUNJAB	Punjab	Unregistered	Active	Edit
10	PROJECT MANAGEMENT ORGANIZATION (PMO)	9010627	PUNJAB	Punjab	Unregistered	Active	Edit
11	THE BANK OF PUNJAB	0800543	PUNJAB	Rawalpindi	Registered	Active	Edit
12	XPERT SUPPORT SERVICES (PRIVATE) LIMITED	6992086	PUNJAB	Punjab	Registered	Active	Edit

Showing 1 to 10 of 133 entries

Previous

1

2

3

4

5

...

14

Next

Figure 5: Buyers

The **Buyers** module, displayed in image_dca844.png, provides a comprehensive overview of all registered purchasing entities. This centralized dashboard allows users to monitor account statuses, search for specific clients, update records, and export datasets.

Dashboard Controls & Action Items

- **Export to Excel:** Click this button at the top right to download the entire registry of registered buyers as a Microsoft Excel spreadsheet for offline data analysis or archiving.
- **Add Buyer:** Click this button to launch the creation form and register a new buyer profile within the system.
- **Show Entries Dropdown:** Located at the top left, this allows you to adjust the page layout to display 10, 25, 50, or 100 entries per page.

- **Search Bar:** Located at the top right of the data table, this dynamic utility filters the list in real-time as you type, matching criteria such as Business Name, NTN/CNIC, or Province.

Understanding the Data Table

The main registry displays critical corporate and tax information organized across the following columns:

- **ID:** The unique system-generated identifier assigned to each buyer profile.
- **Business Name:** The legal or operating name of the registered client entity.
- **NTN / CNIC:** The National Tax Number or Computerized National Identity Card number associated with the business for regulatory compliance.
- **Province / Address:** The primary region and operational address registered for the business entity.
- **Registration Type:** Identifies whether the customer is officially **Registered** or **Unregistered** under applicable tax laws.
- **Status:** Reflects the current operational account state (e.g., **Active** or **Inactive**).
- **Action (Edit):** Contains a dedicated **Edit** utility shortcut for each row, allowing users to modify a buyer's profile details instantaneously.

Table Pagination

Located at the bottom of the page, the pagination controls display your current position within the dataset (e.g., "Showing 1 to 10 of 133 entries"). You can use the **Previous**, **Next**, or individual page number buttons to navigate smoothly through large lists of records.

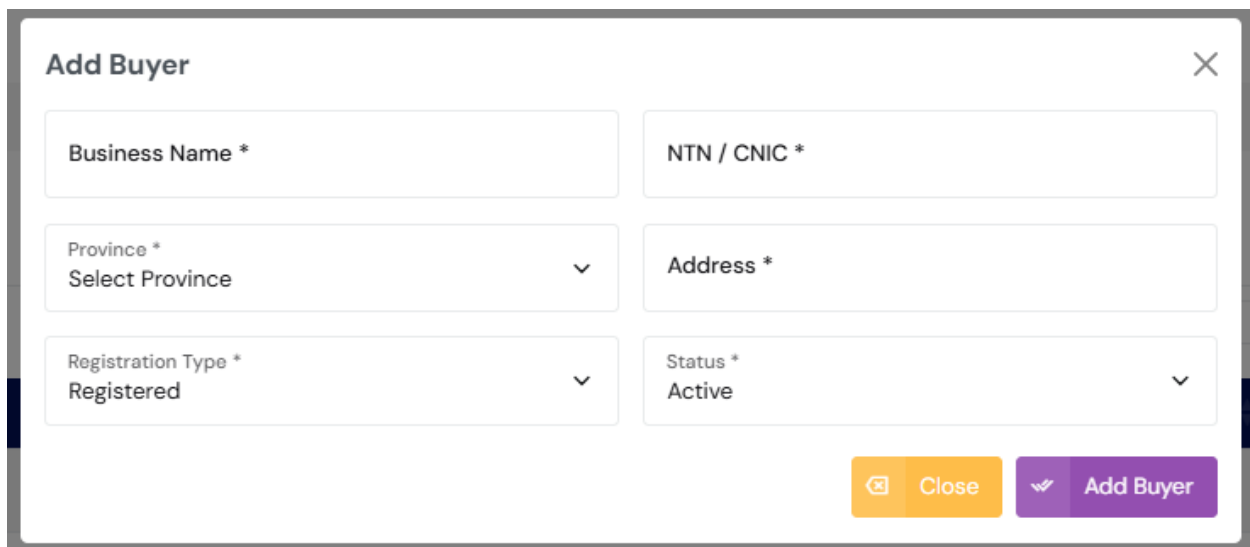


Figure 6: Add Buyer

Adding a New Buyer

To register a new customer profile, click the **Add Buyer** button from the main management page to launch the registration modal illustrated in Figure 6.

Fill in the required information across the following fields:

- ***Business Name:** Input the formal corporate or legal entity name of the buyer.
- ***NTN / CNIC:** Enter the National Tax Number (NTN) for corporate businesses or the Computerized National Identity Card (CNIC) number for individual clients.
- ***Province:** Select the primary geographical province of operation from the drop-down menu.
- ***Address:** Provide the registered physical or billing address for the entity.
- ***Registration Type:** Choose the tax compliance classification (e.g., *Registered* or *Unregistered*) from the drop-down menu.
- ***Status:** Set the administrative state of the account (e.g., *Active* or *Inactive*).

To finalize the profile creation, click **Add Buyer**. If you wish to cancel and discard your entries, click the **Close** button or the **X** icon in the upper-right corner.

Updating an Existing Buyer

Edit Buyer	
Business Name * Qureshi Tyres	NTN / CNIC * 1310122885239
Province * PUNJAB	Address * Punjab
Registration Type * Registered	Status * Active
Close Update Buyer	

Figure 7: Update Buyer

To modify an established client profile, click the **Edit** action button next to their record on the main table. This launches the modification dialog displayed in Figure 7.

- The interface automatically populates all existing records for review.
- Make the necessary updates directly into the corresponding text fields or drop-down selectors.
- Click the **Update Buyer** button to commit your changes securely to the database.

Note: Fields marked with an asterisk (*) are strictly mandatory in both forms. The system will reject submissions if these parameters are left empty or incomplete.

PRODUCTS Dashboard > Products

List of Products
[Export to Excel](#)
[Add Product](#)

Show 10 entries Search:

ID	Name	HS Code	Price	UOM	Is Stockable?	Stock Qty	Status	Action
1	Tyre Tubeless	4011000	8,181.00	Numbers, pieces, units	Yes	489.00	Active	Edit
2	Tyre	4011201	8,587.00	Numbers, pieces, units	Yes	2851.00	Active	Edit
3	Tyre	4011209	63,821.00	Numbers, pieces, units	Yes	234.00	Active	Edit
4	Tyre	4011209	8,416.00	Numbers, pieces, units	Yes	208.00	Active	Edit
5	Tyre	4011209	51,218.00	Numbers, pieces, units	Yes	217.00	Active	Edit
6	Tyre	4011700	56,713.00	Numbers, pieces, units	Yes	368.00	Active	Edit
7	Tyre	4011800	19,459.00	Numbers, pieces, units	Yes	328.00	Active	Edit
8	Flap	4013909	1,776.00	Numbers, pieces, units	Yes	3485.00	Active	Edit
9	Tyre	4012190	1,562.00	Numbers, pieces, units	Yes	1648.00	Active	Edit
10	Tyre	4013101	2,665.00	Numbers, pieces, units	Yes	814.00	Active	Edit

Showing 1 to 10 of 14 entries Previous 1 2 Next

Figure 8: Products

Products Management

The **Products** module, illustrated in Figure 8, functions as your central catalog and inventory registry. This dashboard allows users to monitor item specifics, manage available stock quantities, export the inventory database, and add or modify product listings.

Primary Management Controls

- **Export to Excel:** Click this button in the upper-right corner to instantly download your entire product catalog as a Microsoft Excel spreadsheet for external reporting or auditing.
- **Add Product:** Click this button to open the creation form and register a new item into the system catalog.
- **Show Entries Dropdown:** Located at the top left, this allows you to specify whether to display 10, 25, 50, or 100 products per page view.
- **Search Bar:** Positioned at the top right, this interactive utility filters the item registry in real-time as you type, matching criteria such as Product Name or HS Code.

Product Data Grid Breakdown

The main ledger categorizes inventory records using the following specialized parameters:

- **ID:** The sequential, system-generated tracking number assigned to the product entry.
- **Name:** The descriptive commercial name of the inventory item.
- **HS Code:** The Harmonized System tariff code used to classify the item for customs, tax, and regulatory reporting.
- **Price:** The established base unit price or valuation of the product.
- **UOM (Unit of Measure):** The administrative standard unit utilized to count or package the product (e.g., *Numbers, pieces, units*).
- **Is Stockable?:** Indicates whether the system actively tracks live quantities for this item (*Yes / No*).

- **Stock Qty:** Displays the real-time balance of inventory currently available in storage.
- **Status:** Reflects whether the item is active and available for billing (e.g., **Active**).
- **Action (Edit):** Select the **Edit** link in any row to instantly modify that specific product's attributes.

Adding a New Product

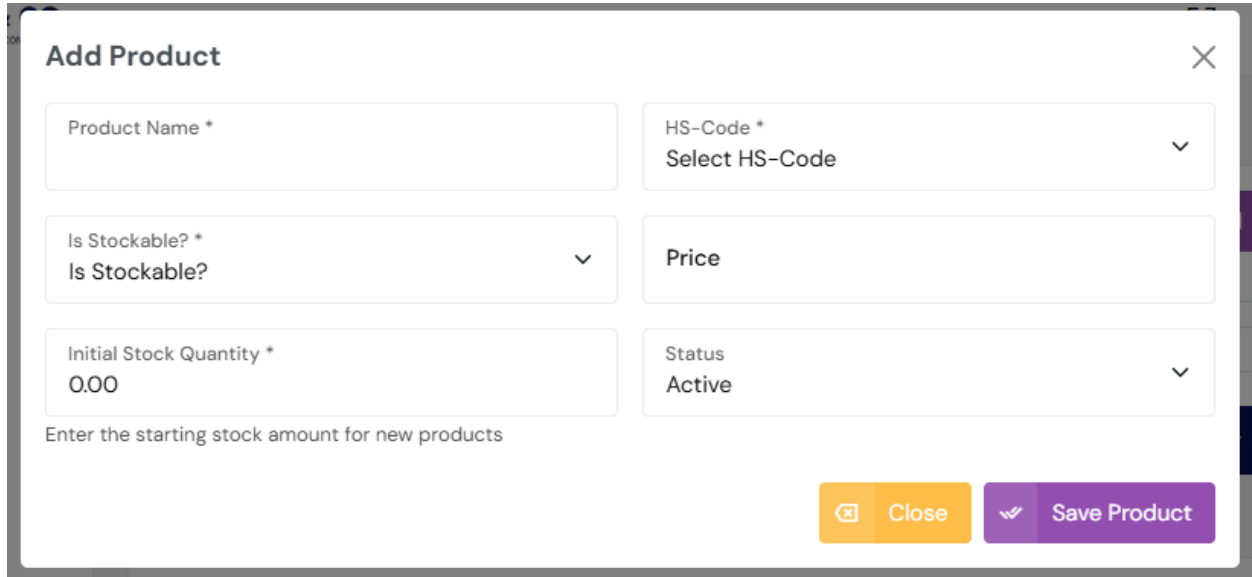


Figure 9: Add Product

To register a new item in your inventory catalog, click the **Add Product** button to open the form modal displayed in add Figure 9.

Complete the mandatory inventory profile parameters:

- ***Product Name:** Enter the commercial or descriptive name of the item.
- ***HS-Code:** Select the appropriate Harmonized System classification from the drop-down menu for regulatory tracking.
- ***Is Stockable?:** Determine if the system should actively monitor live inventory quantities for this item.
- **Price:** Input the standard base unit price or trade valuation for the item.
- ***Initial Stock Quantity:** Enter the baseline starting stock amount for the new product.
- **Status:** Assign the current administrative lifecycle state (e.g., *Active*).

Click **Save Product** to commit the entry to the system catalog, or click **Close** to abandon changes.

Updating an Existing Product & Stock Adjustments

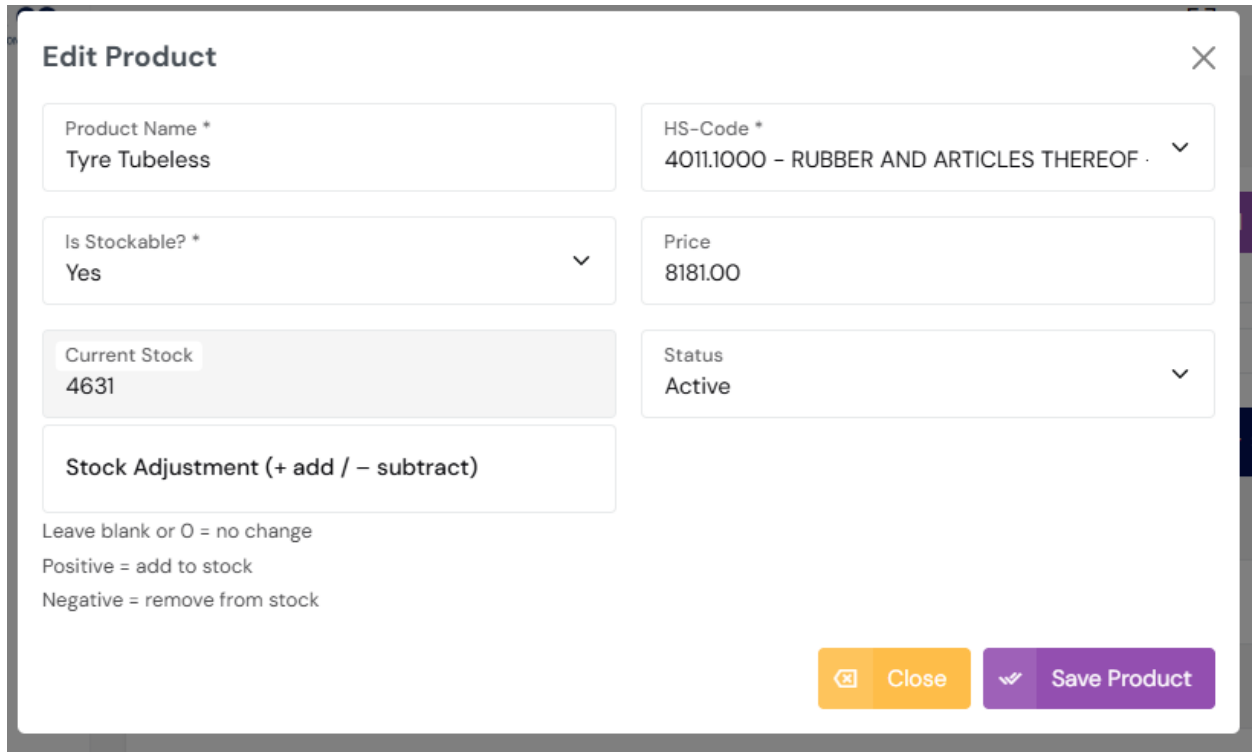
The image shows a modal window titled "Edit Product" with a close button (X) in the top right corner. The form contains several input fields: "Product Name *" with the value "Tyre Tubeless"; "HS-Code *" with a dropdown menu showing "4011.1000 - RUBBER AND ARTICLES THEREOF"; "Is Stockable? *" with a dropdown menu showing "Yes"; "Price" with the value "8181.00"; "Current Stock" with the value "4631"; and "Status" with a dropdown menu showing "Active". Below these fields is a "Stock Adjustment (+ add / - subtract)" field. At the bottom left, there are instructions: "Leave blank or 0 = no change", "Positive = add to stock", and "Negative = remove from stock". At the bottom right, there are two buttons: "Close" (orange) and "Save Product" (purple).

Figure 10: Update Product

To modify an item's details or adjust current inventory levels, click the **Edit** button next to any row on the main table to open the modal displayed in figure 10.

The form allows you to modify standard text fields or change the product's status. It also includes an administrative panel for **Inventory Stock Reconciliation**:

- **Current Stock:** A read-only field displaying the exact quantity currently recorded in the database.
- **Stock Adjustment (+ add / - subtract):** Use this dedicated field to manually reconcile or correct physical inventory counts.
 - **Leave blank or enter 0:** No change is made to the current inventory balance.
 - **Enter a positive number (e.g., 50):** Adds that specific amount to the existing stock balance.
 - **Enter a negative number (e.g., -20):** Subtracts that specific amount from the existing stock balance.

Click **Save Product** to update the catalog parameters and process your manual inventory balance adjustment.

Invoices Management

INVOICES

Dashboard > Invoices

List of Invoices

View Bulk Invoices

Export to Excel

Create Invoice

Show 10 entries

Search:

	INV ID	INVOICE NUMBER	PAYMENT MODE	INVOICE DATE	BUYER BUSINESS	SUB TOTAL	SALES TAX	FINAL PAYABLE	STATUS	ACTION
☒	835	336859	Cash	06-07-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	1100	198	1298	Validated with FBR	View Validate Edit Delete
☒	716	19123-C	Credit	05-07-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	39866.95	7176.05	47043	Validated with FBR	View Validate Edit Delete
☐	647	12883	Bank Transfer	07-06-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	164200.85	29556.15	193757	Validated with FBR	View Validate Edit Delete
☐	619	1182C	Credit	30-05-2026	M/S. BOSCH PHARMACEUTICALS (PVT) LTD, KARACHI	70338.96	0	70338.96	Not Validation Passed	View Validate Edit Delete
☒	618	1181B	Credit	30-05-2026	M/S. WAFI ENERGY PAKISTAN LTD, KARACHI	40677.96	7322.03	47999.99	Validated with FBR	View Validate Edit Delete
☐	617	1181GA	Credit	25-05-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	48305.08	8694.91	56999.99	Validated with FBR	View Validate Edit Delete
☐	610	12629	Cheque	11-04-2026	M/S. WAFI ENERGY PAKISTAN LTD, KARACHI	22500	4050	26550	Validated with FBR	View Validate Edit Delete
☐	609	12628	Credit	11-04-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	17500	3150	20650	Validated with FBR	View Validate Edit Delete
☐	608	12627	Cheque	11-04-2026	M/S. WAFI ENERGY PAKISTAN LTD, KARACHI	22500	4050	26550	Validated with FBR	View Validate Edit Delete
☐	607	12626	Credit	11-04-2026	PEPSI-COLA INTERNATIONAL (PRIVATE) LIMITED	17500	3150	20650	Validated with FBR	View Validate Edit Delete

Showing 1 to 10 of 27 entries

Previous

1

2

3

Next

Figure 11: Invoices

The **Invoices** module, shown in figure 11, serves as the command center for billing, transactional audits, and regulatory tax compliance. This interface allows users to check transaction histories, track regulatory validation statuses, and manage individual invoice lifecycles.

Top Dashboard Controls

- **View Bulk Invoices:** Click this button to navigate to the bulk processing screen, enabling managing, printing, or reviewing multiple billing files simultaneously.
- **Export to Excel:** Click this button to generate and download a comprehensive spreadsheet containing all invoice log data currently tracked in the ledger.
- **Create Invoice:** Click this button to immediately initiate a blank billing workflow to generate a brand new invoice.
- **Search Bar:** Filters the dataset in real-time as you input criteria such as Invoice Number, Payment Mode, or Buyer Business.

Processing Actions (Row-Level Buttons)

Each record in the data grid contains a dedicated set of action buttons under the **Action** column to control individual invoice lifecycles:

- **View Button:** Opens a read-only document viewer to inspect the itemized details, line items, and finalized layout of a single selected invoice.
- **Validate Button:** Submits the specific billing data to the Federal Board of Revenue (FBR) to run formatting verifications and compliance integrity checks.
- **Submit Button:** Accessible once an invoice achieves validated status; click this button to transmit and officially log the transaction with the FBR systems.
- **Edit Button:** Launches the modification form, allowing you to revise line items, quantities, or buyer information before locking the final transaction records.
- **Delete Button:** Permanently deletes the invoice from your local system database.

Important Note on Statuses: Invoices that fail initial structural compliance checks are marked with an **FBR Validation Failed** badge, indicating they must be corrected or validated again. Successfully verified invoices show a **Validated with FBR** badge and are ready for official final submission.

Creating an Invoice

ADD INVOICE

Dashboard > Add Invoice

Select Buyer

Qureshi Tyres

X

Select Scenario

3rd Schedule Goods

X

Sale Type

Sale Invoice

X

Invoice Date

07/06/2026

Other Tax (236)

Select if Applicable

X

Invoice Number

Invoice Number

Payment Mode

Cash

X

Add Item

Product

Tyre - 40R20H

X

Description

Enter description

Unit Price

Sales Tax Rate

18% (18%)

X

Further Tax %

Extra Tax %

Quantity

1

/ 0.00

+ Add To Invoice

Product	Description	Unit Price	Sales Tax %	Tax Amt	Further Tax %	Tax Amt	Extra Tax %	Tax Amt	Qty	Exc. Tax	Inc. Tax	Action
Tyre - 40R20H	Tyre - size 20x70	898.00	18% (18%)	161.64	0.00	0.00	0.00	0.00	1	898.00	963.58	
Tyre - 40R20H	test description	858.00	18% (18%)	154.44	0.00	0.00	0.00	0.00	1	858.00	912.88	

Invoice Footer (if Applicable)

this is footer note.

280 characters remaining

Subtotal:

16768.00

Sales Tax:

3018.24

Further Tax:

0.00

Extra Tax:

0.00

Grand Total:

19786.24

Other Tax (236):

0.00

Final Payable:

19786.24

Save Invoice

Figure 12: Create Invoice

The **Add Invoice** page, shown in figure 12, allows users to manually draft and structure compliant billing documents. The system dynamically computes tax structures, accommodates local tax schedules, and aggregates line items in real time.

Invoice Header Parameters

Before adding itemized products, define the core tracking and transaction details in the top metadata panel:

- **Select Buyer:** Choose the registered purchasing entity from the drop-down list. This autofills the buyer's billing details behind the scenes.
- **Select Scenario:** Specify the legal tax framework applicable to the order (e.g., *3rd Schedule Goods*).
- **Sale Type:** Set the transaction classification (e.g., *Sale Invoice*).
- **Invoice Date:** Select the operational date using the calendar picker tool.
- **Other Tax (236):** A dedicated dropdown used to apply withholding tax parameters under section 236H or 236G of the Income Tax Ordinance, if applicable to the customer's registration profile.
- **Invoice Number:** Input the primary tracking number or document identifier for the transaction.
- **Payment Mode:** Select the settlement terms from the dropdown menu (e.g., *Cash*, *Credit*, *Cheque*, or *Bank Transfer*).

Adding Line Items

To add products to the invoice, use the interactive **Add Item** panel:

- **Product:** Select the specific item from your product catalog via the dropdown.
- **Description:** Provide optional context, batch logs, notes, or specific item details.
- **Unit Price / Quantity:** Input the per-unit cost and the number of items being billed.
- **Tax Adjustments:** Define the **Sales Tax Rate** (e.g., 18%), **Further Tax %**, and **Extra Tax %** fields as dictated by regulatory compliance requirements.
- Click the + **Add To Invoice** button to insert the configured line item into the main breakdown table.

Invoice Breakdown & Calculations Table

As you add products, they populate the centralized matrix. Each row details itemized tax amounts (Tax Amt), exclusive taxes (Exc. Tax), and inclusive taxes (Inc. Tax). If you need to remove an erroneous line item, click the red **Trash/Delete** action icon at the end of its row.

Financial Ledger Summary & Footer

- **Invoice Footer (If Applicable):** Input custom terms, banking instructions, or regulatory declarations in this free-text field.
- **Calculations Panel:** Located at the bottom right, this panel aggregates figures automatically across the following totals:
 - **Subtotal:** Sum total value of items before taxes.
 - **Sales Tax / Further Tax / Extra Tax:** Distinct fields mapping total accumulated regional taxes.
 - **Grand Total:** Cumulative product-plus-tax calculations.
 - **Other Tax (236):** Calculated value matching the selected 236H/236G rules.
 - **Final Payable:** The ultimate financial balance to be settled for this transaction.

Click the **Save Invoice** button at the bottom right to lock and record the billing document to your database.

Modifying an Existing Invoice

To make updates or structural changes to a saved transaction, click the **Edit** action button next to the desired record on the main **List of Invoices** dashboard. This action initializes the invoice modification workspace.

While the core functionality matches the original document composition workflow, the **Edit View** introduces specialized behaviors designed to streamline data entry and auditing:

- **Automated Profile Retrieval:** Upon loading, the system automatically populates all header parameters, metadata fields, selected tax scenarios, and original payment terms from the database.
- **Dynamic Ledger Repopulation:** All previously saved line items, product selections, descriptions, and custom tax brackets are reconstructed within the item grid automatically.

- **Live Re-Calculation Engine:** You can modify item quantities, append new products, change tax rates, or remove rows using the red **Trash/Delete** action icon. The financial calculations ledger at the bottom right adjusts figures dynamically in real time to prevent manual errors.
- **Withholding Tax Adjustment:** Adjust or verify specialized tax criteria, such as section **236H** or **236G** requirements, to reflect updated client registration parameters or compliance changes.

Once all adjustments are finalized, click the **Save Invoice** button to apply the changes securely.

Batch Utilities

The screenshot displays two identical upload interfaces stacked vertically. The top interface is titled 'Upload Invoice Excel' and features a green header bar. The bottom interface is titled 'Upload Buyer Excel' and features a purple header bar. Both interfaces include a dashed box for file upload with a cloud icon and the text 'Drag & Drop Excel File Here or click to browse your computer'. Below this is a 'Browse File' button. At the bottom of each interface are two buttons: 'Download Sample' (blue) and 'Upload Invoices' (purple) for the top section, and 'Download Sample' (blue) and 'Upload Buyers' (purple) for the bottom section. A small note above each upload area states 'Supported format: .xlsx only • Maximum file size: 10 MB'.

Figure 13: Upload Excel

The **Upload Excel** module, illustrated in figure 13, is a high-capacity bulk processing interface designed to bypass manual single-entry creation. It allows administrative teams to seamlessly import large sets of data directly into the system database simultaneously.

Reporting & Analytics

The screenshot shows a web interface titled "SALES REPORT" in the top left corner. In the top right corner, there is a breadcrumb trail: "Dashboard > Sales Report". Below the title, there is a section labeled "Filters". Inside this section, there are three input fields: "Date From" with the value "04/01/2026" and a calendar icon, "Date To" with the value "06/30/2026" and a calendar icon, and "Customer" with a dropdown menu showing "All Customers". To the right of these fields is a purple button with a download icon and the text "Download Excel".

Figure 14: Excel Report

The **Excel Report** module (labeled as the *Sales Report* engine in Figure 14) serves as your primary utility for extracting detailed billing, transactional, and auditing datasets. This analytical interface permits granular parameters to filter historical accounts before exporting them into structured spreadsheet records.

Report Configuration Filters

To generate an operational invoice extraction, calibrate your data constraints using the following fields:

- **Date From:** Select or input the initial baseline starting window date using the system's integrated calendar engine.
- **Date To:** Select or input the terminal closing date boundary for your targeted reporting timeline.
 - **Customer:** A multi-tier dropdown selection list that determines target client separation:
 - **All Customers:** Aggregates billing information for every single buyer profile registered in the application across the chosen timeframe.
 - **Specific Buyer Profile:** Select a single isolated buyer business (e.g., *Qureshi Tyres* or *Pepsi-Cola International*) to extract transactions mapping to that customer account exclusively.

Extracting and Exporting Data

- Once all operational time bounds and customer parameters are locked, click the purple **Download Excel** execution button on the right side of the control panel.
- The reporting engine will process the request, compile matching historical invoice items, build structural summaries, and automatically download a standardized spreadsheet file straight to your local system workstation.

Bulk Operations & Reporting

INVOICES

Dashboard / Invoices

Search Filters

Date From

06/01/2026

Date To

07/06/2026

Customer / Company

All Customers

Search

List of Invoices

View Bulk Invoices

Export to Excel

Show 10 entries

Search:

	INV. ID	INVOICE NUMBER	PAYMENT MODE	INVOICE DATE	BUYER BUSINESS	SUB TOTAL	SALES TAX	FINAL PAYABLE
☒	817	11906	Cheque	2026-06-30	PAKISTAN ATOMIC ENERGY COMMISSION	489220.2	88059.64	577279.84
☐	816	11920	Cash	2026-07-06	Mr. Muhammad Arshad	25423.72	4576.27	29999.99
☐	815	11899	Credit	2026-06-30	National Centre for Physics(NCP)	414152.52	74547.45	488699.97
☒	814	11905	Credit	2026-06-30	PAKISTAN ATOMIC ENERGY COMMISSION	1050169.52	189030.51	1239200.03
☐	813	11904	Credit	2026-06-30	AirForce Strategic Command	72000	12960	84960
☐	812	11903	Credit	2026-06-30	AirForce Strategic Command	738000	132840	870840
☒	811	11902	Credit	2026-06-30	PAKISTAN ATOMIC ENERGY COMMISSION	156567.8	28182.2	184750
☐	810	11901	Credit	2026-06-30	National Centre for Physics(NCP)	88135.6	15864.41	104000.01
☐	809	11900	Credit	2026-06-30	National Centre for Physics(NCP)	128644.08	23155.93	151800.01
☐	808	11892	Credit	2026-06-29	AirForce Strategic Command	228000	41040	269040

Showing 1 to 10 of 93 entries

Previous

1

2

3

4

5

...

10

Next

Figure 15: Invoice Report

The **Invoice Report** module, illustrated in figure 15, provides advanced search filters combined with powerful batch-processing capabilities. This screen allows administrative teams to isolate filtered subsets of transactions and perform bulk document executions, such as mass printing or exporting comprehensive ledgers.

Search Filters Panel

Before executing batch operations, narrow down the system records using the primary parameters located under the **Search Filters** header:

- **Date From:** Define the initial start date boundaries of your search period using the calendar selector.
- **Date To:** Define the terminal end date boundaries of your search period.
- **Customer / Company:** Filter records by selecting a targeted buyer business profile or keep it set to **All Customers** to run a global search across all corporate accounts.
- **Search Button:** Click the primary dark-blue **Search** button to query the database and pull records matching your filter parameters into the lower grid.

Table Search & Selection Controls

Once the matching dataset loads under the **List of Invoices** section, you can further refine your targets:

- **Live Grid Search:** Use the inline **Search** input above the data table to instantaneously filter the current results on screen by specific Invoice Numbers, Payment Modes, or Dates.
- **Batch Checkboxes:** Located on the far-left column of the table grid, these allow you to isolate and check specific rows to participate in bulk processing. Checking the box in the header row will select all entries on the current page.

Bulk Processing Actions

The top-right corner of the data grid features two prominent high-level processing utilities:

- **View Bulk Invoices:** Click this button to compile and render a combined print queue of all checked billing documents. This feature is optimized for dispatching bulk invoice print requests directly to your physical or PDF print server.
- **Export to Excel:** Click this button to immediately package the currently active data ledger into a comprehensive Microsoft Excel document for batch storage, data analysis, or corporate compliance archiving.