Volume

1

PROFITORI

ERP for WooCommerce

User Manual

PROFITORI ERP FOR WOOCOMMERCE

User Manual

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Getting Started

Profitori is a standard WordPress Plugin that is easy to install and configure. Follow these steps to get up and running in just a few minutes.

Install and Activate

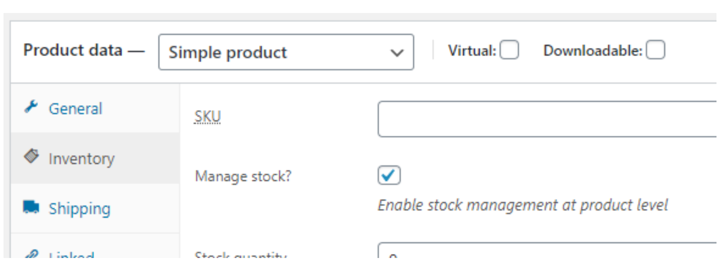
Free version: You can download Profitori from the Wordpress Add Plugin area.

PRO version: You can download a Profitori zip file from your "My Account" page at https://profitori.com/pro. Sign in to your account and go to the Downloads tab then click the Download PRO button. Then install and activate Profitori from the zip file in the standard Wordpress way. NOTE: You can install updates in the same way.

After you install the PRO version for the first time you'll need to enter your license key. You can do this via Profitori > Settings.

Turn on Manage Stock in WooCommerce

Profitori works with your existing products and product variations in WooCommerce. It will however only recognize those that have the "Manage stock?" tick box ticked in the WooCommerce Edit Product page. If you have not done so previously, tick "Manage stock?" for each product.



NOTE: If you don't keep stock of products but still want to use Profitori for purchasing, turn on the option to allow backorders also, so that products will still appear in your store.

NOTE 2: If you have variable products, each of the variations for each product must have "Manage Stock" ticked also.

Notes on Inventory Level Initialization

Profitori stores inventory quantities on hand separately to the WooCommerce inventory levels but synchronizes them in real time. When you click on the Profitori menu for the first time, all inventory levels are loaded into Profitori automatically. You don't need to do anything extra.

If for any reason you need to manually synchronize at any point, go to Profitori > Settings > Utilities and click "Sync Inventory Levels".

For Fast Performance

For best performance, leave Profitori open in one tab/window of your browser and use a separate tab/window to navigate in WooCommerce/Wordpress. Profitori caches data locally for optimal performance. When you navigate away, this cache is no longer available, so Profitori has to retrieve more data from the server when you navigate back to it.

Multi-User Considerations

Profitori has built-in protection against data update conflicts in a multi-user environment. This sometimes means that a user may not be able to save changes if something they changed was also changed by someone else. To lower the likelihood of this happening (at the expense of slightly reduced performance), go to Profitori > Settings and set "High Concurrency" to "Yes".

If you'll only be using Profitori as a single user, you can improve performance by going to Profitori > Settings and setting "Optimistic Locking" to "Yes" (leave "High Concurrency" as "No").

Importing and Exporting Data

Most Profitori data types can be imported from Excel. To get started, enter some data (e.g. a supplier or two), then go to Profitori > Settings > Export. Choose the type of data, then click "Start Export". This will download an Excel spreadsheet, formatted exactly as you will need in order to import data. Change and add the rows you need, in Excel, then go to Profitori > Settings > Import to import your changes and additions.

For more information on importing, see Appendix B.

Migration from ATUM

If you currently use ATUM and are looking to potentially switch to Profitori, you can copy ATUM Supplier, Purchase Order and Product data quickly and easily by going to Profitori > Home. If ATUM is activated you will see a "Copy ATUM Data" link at the top of the Home page. Click it, then click the "Start" button. Profitori will copy all

Supplier data that you have in ATUM, as well as open Purchase Orders and Product Supplier links and purchase prices, over to Profitori. This does not affect your ATUM installation in any way, so you can continue to use ATUM while you evaluate Profitori.

Security

You can limit who can use Profitori by going to Profitori > Settings > Security and entering a list of comma-separated WP login names in the field "Grant Profitori access to these users only".

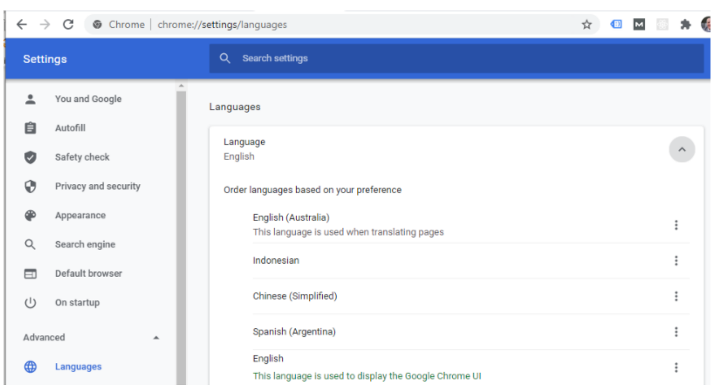
You can limit who can use individual pages by going to Profitori > Settings > Security and turning on the option "Control Access At Page Level". A list of available pages will be displayed. Enter the WP login names for people allowed to use each page. (NOTE: leave blank to allow all to access a particular page).

NOTE: If the WP user has WP Administrator access, the above settings do not apply. WP Administrators can always access Profitori and can access all pages regardless of the above settings.

Regional Settings

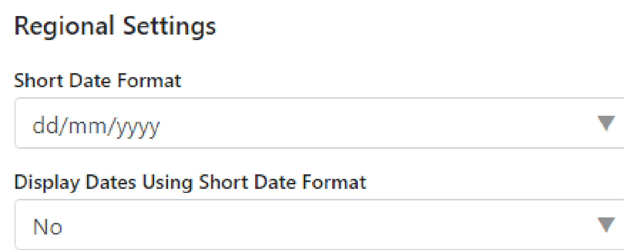
Language

Profitori supports the English, Chinese, Spanish and Indonesian languages. It detects your preferred language from your browser settings. E.g. in Chrome:



Dates

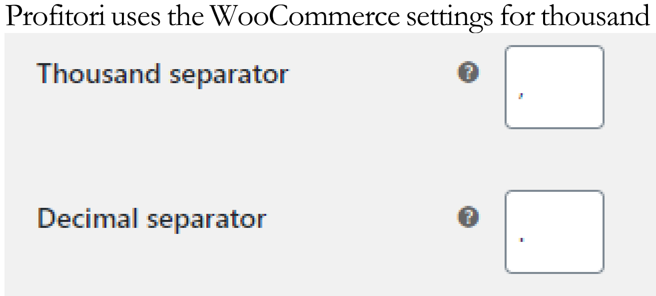
By default you will enter dates in your regional short format. E.g. In the USA 12/31/2020; In Australia 31/12/2020. This behaviour is based on your browser settings, but to change it, go to Profitori > Settings and alter the Short Date Format.



Profitori displays dates in long format by default: e.g. June 5 2017. You can have it display them in the short date format instead if you wish. To do so, select "Yes" under "Display Dates Using Short Date Format".

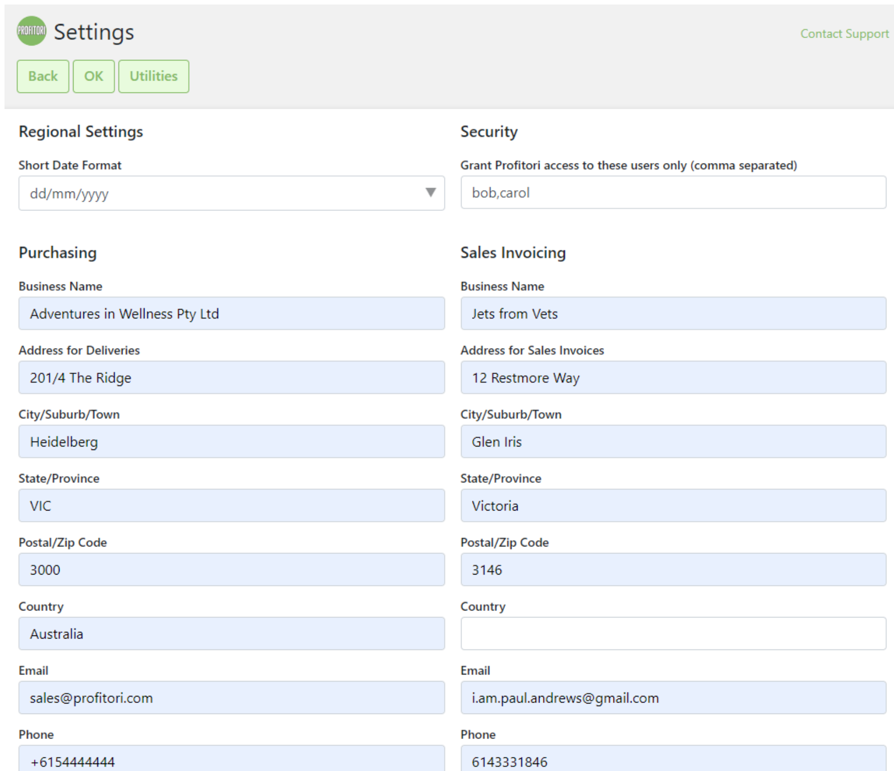
Number Formats

Profitori uses the WooCommerce settings for thousand separator and decimal separator.



Company Information

Set up your company's information by going to Profitori > Settings. Profitori includes this information in Purchase Order and Invoice PDFs.



Tax

Enter your default purchase tax % by going to Profitori > Settings. Default Tax % is available in the Purchasing section. The tax % can be altered on each Supplier and on each individual purchase order.

By default, Profitori expects you to enter purchase prices inclusive of tax. If you want to enter prices exclusive of tax, go to Profitori > Settings and set "Enter Purchase Prices Inclusive of Tax" to "No".

Refer to Appendix A for notes on tax.

Foreign Currencies

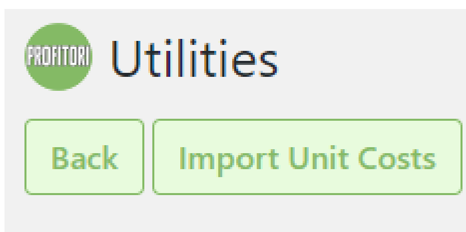
If you only purchase products using your local currency, no currency configuration is necessary.

If on the other hand you purchase products from suppliers with different currencies, you will need to set up one or more foreign currencies, with exchange rates. To do this, go to Profitori > Settings > Currencies.

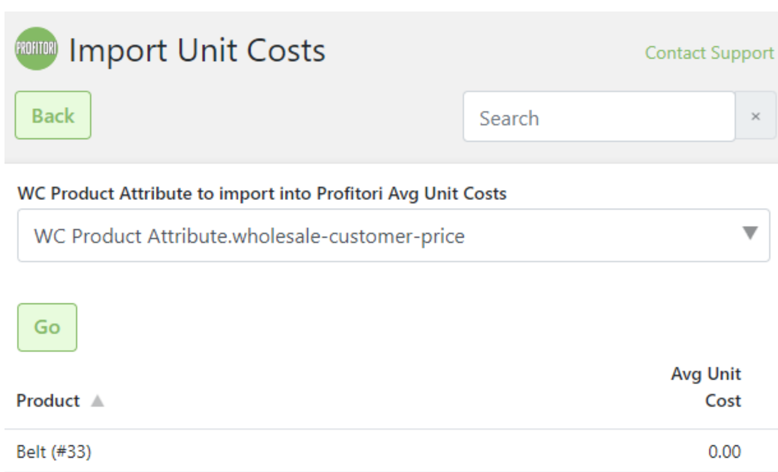
When you set up your Suppliers you can enter a Currency for each. When you enter a Purchase Order, Profitori uses the Currency of the Supplier, and the Exchange Rate of that Currency. You can alter the Exchange Rate for individual Purchase Orders, either when ordering or when receiving stock.

Loading Average Costs

If you already have average unit costs in your WooCommerce system (e.g. as a custom attribute), you can load these in to Profitori by going to Profitori > Settings > Utilities and choosing “Import Unit Costs”.



You will be prompted to choose a WC Product Attribute to import from.



Choose an attribute and click Go to start importing.

(PRO only) Serial/Lot Tracking

Profitori PRO supports full track and trace of serial and lot numbers. To turn this on for a product go to Profitori > Inventory > Edit Product and set "Serial/Lot Tracking" to "Lot" or "Serial".

Automatic Document Numbering

Profitori automatically assigns each new document a number – e.g. Purchase Orders are by default numbered from PO00001 onwards. To alter the starting point for a particular type of document, go to Profitori > Settings > Auto Numbering. (NOTE: the numbers shown here are the "last used", so if you want the next number to be e.g. 1000, enter 999 here).

Modify Profitori to suit your exact needs

Profitori is highly tailorable. You can add your own fields (entered or calculated), change labels and hide fields easily with simple snippets of Javascript code. You don't need access to other tools, or direct access to your server – it can all be done right inside Profitori.

You can also make more significant changes, add reports, maintenance screens, even entire modules – all with Javascript (this requires a higher level of Javascript skill).

See Appendix C for how to get started.

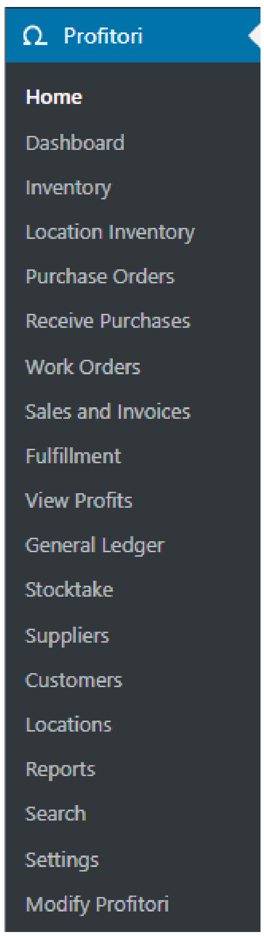
If you would like some changes made for you, please contact us via https://profitori.com/contactus for further advice. Changes that become incorporated into the main product are done at a discounted rate.

Chapter 2

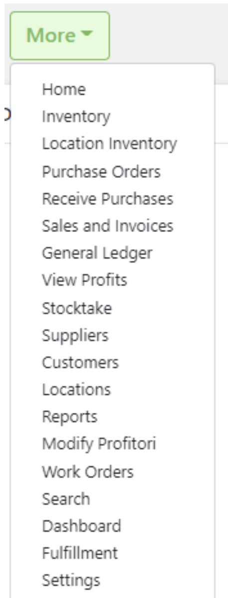
General Usage

Main Menu

Access the main Profitori features from the WP Admin Console.

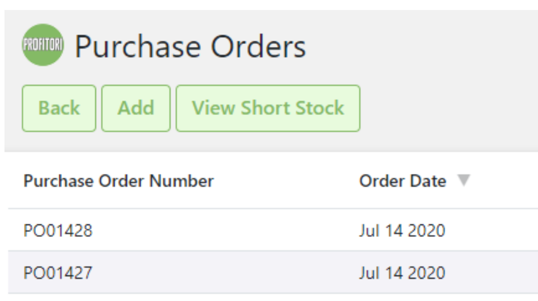


Also, for convenience you can access all these features from any other page within Profitori by clicking the More button at the top of the page.



Navigation

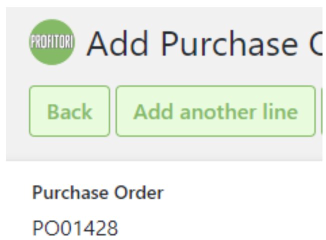
All maintenance pages have an "Add" button at the top, which you can click to add a new record.



You can click the "Back" button to go back (or you can use your browser's Back button). If you made changes, Profitori will ask if you want to cancel them.

For records that have lines (e.g. Purchase Orders), the "Add" or "Edit" page will have a Lines area at the bottom, with an "Add Line" button that you can click to add a new line.

When you have finished entering line details, you can click "Add another line" to add more lines.



To save your changes and go back to the previous page, click the "OK" button.

To save your changes and stay on the current page, click the "Save" button.

Dropdowns

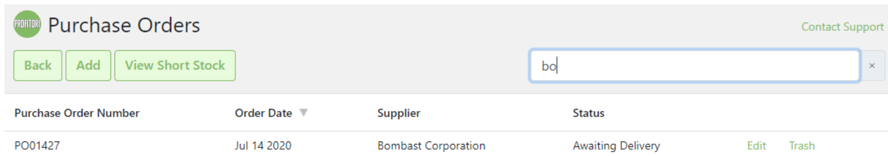
Some pages have dropdown selection fields.

You can select using your mouse, or you can simply start typing the value you want. The dropdown will automatically show records that match. (e.g. you can type a product SKU and the dropdown will find the matching product).

Search

In-Page Searching

All list/report pages have a Search field at the top.



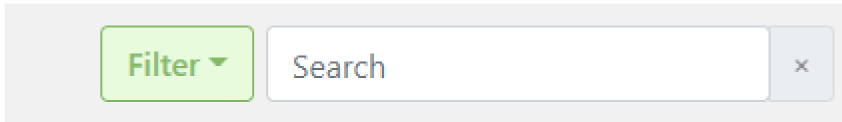
Just start typing and the list will immediately update showing only those records that have matching data (in any field). If you visit another page and come back to this page, your search will be retained.

Global Searching

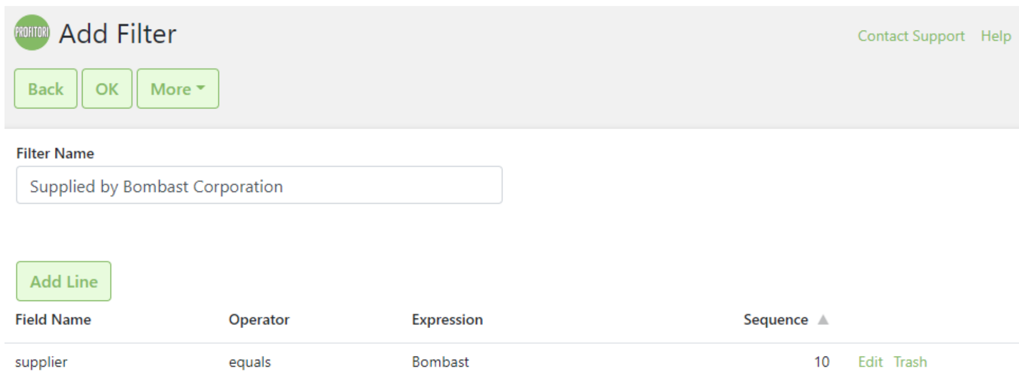
You can search across all Profitori data by going to Profitori > Search. Just type any search string and the Search page will show you matches.

Filtering

All list/report pages have a Filter button at the top. This allows you to specify complex search criteria to apply to your data.



Choose Filter > Add Filter to create a new filter.

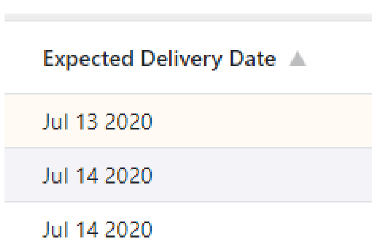


Then choose "Add Line" to add as many conditions as you like. By default the conditions are combined with "AND", but you can also specify "OR" conditions, brackets and more.

After you add the filter it is automatically applied to the data. To cancel the filter, choose the "Filter" button and then choose "Unfilter". To reapply the filter, choose "Filter" then the name of the filter.

Sorting

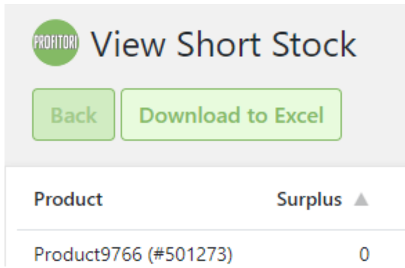
All list/report pages have flexible sorting.



Click any column heading to sort by that column in ascending order. Click it again to sort in descending order. If you visit another page and come back to this page, your sort order will be retained.

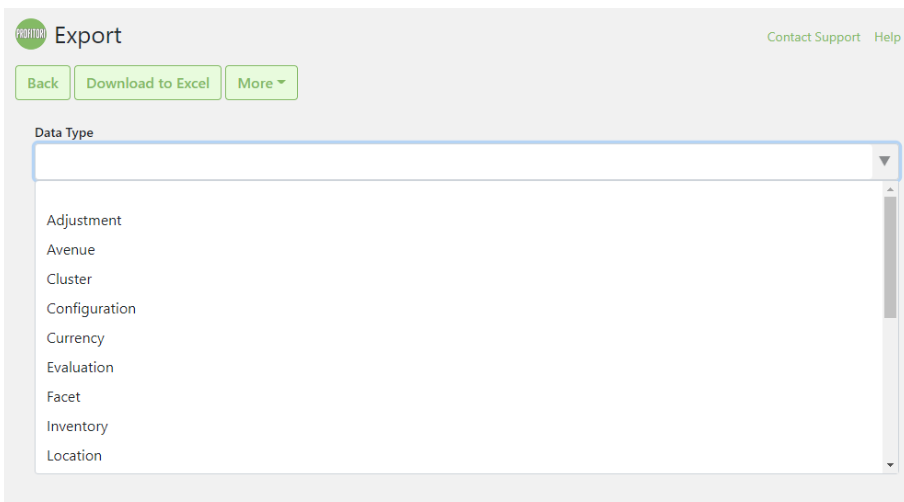
Download to Excel

Many of the list/report pages have a "Download to Excel" button.



Click it to get an Excel file in XLS format. (Please note: spreadsheets downloaded in this way can't be used for re-importing. To get a spreadsheet that you can use for re-importing, use the method below).

For a complete export of any type of Profitori data, go to Profitori > Settings > Utilities > Export.

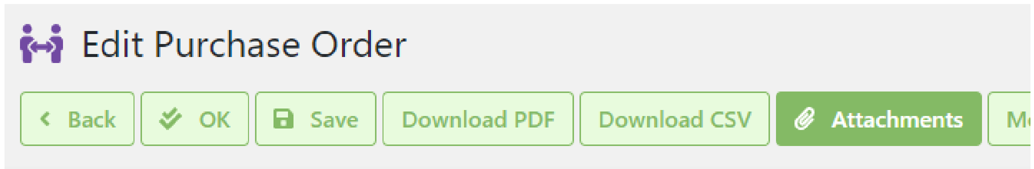


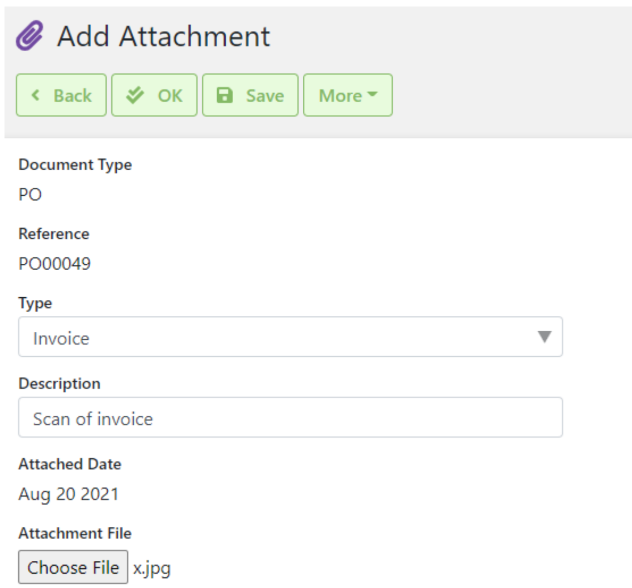
First select the Data Type then click "Download to Excel". The resulting spreadsheet contains all the data in your system for the data type you chose. You can use it to edit and re-import data if you wish – see Appendix B for details.

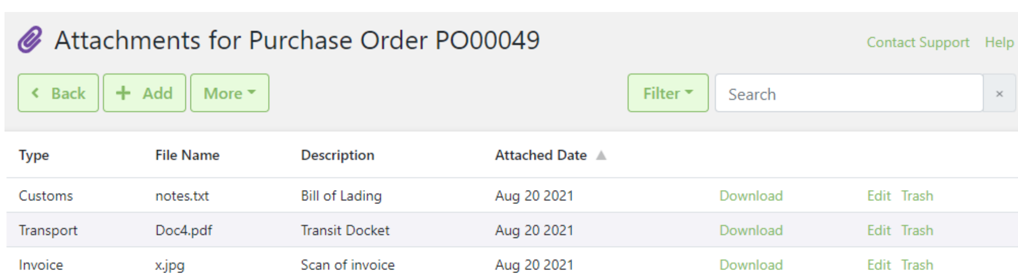
Attachments

Profitori allows you to upload attachments, in order to store documentation against Purchase Orders, Suppliers and many other documents and entities. An attachment can be any file but common examples include PDFs, Word documents and scanned images.

All of the main maintenance pages (e.g. Purchase Orders, Adjustments, Suppliers etc) have an "Attachments" button (or a menu item under "More"). Click this button to add attachments to the document you're currently viewing. The same button can also be used to view existing attachments.







NOTE: By default, attachments are uploaded to the Wordpress uploads folder. Depending on how your server is configured, this may make them publicly accessible. To keep your attachments in a private location without having to reconfigure your web server software, go to Profitori > Settings and enter "Yes" in the "Store Attachment in a Secure Location" field. Then enter a folder name in the "Secure Path (local to the server) for Attachments" field. (This must be a folder on your server that your web server software has write permission to).

Chapter

3

The Profitori Business Process

Profitori turns WooCommerce from an online store into a comprehensive system for managing your entire operation.

Process Overview

These are the fundamental tasks you need to undertake to run your business. Some of these are handled by WooCommerce, the rest are handled by Profitori.

Decide What To Buy
↓
Place Purchase Orders
↓
Monitor Incoming Orders
↓
Receive Stock
↓
Pay for Purchases
↓
Assemble/Manufacture Finished Goods
↓
Automatically Record Average Unit Costs
↓
Review Pricing
↓
Sell
↓
Fulfill Sales Orders
↓
Invoice Customers
↓
Manage Accounts Receivable
↓

Analyse Sales and Profits
↓
Manage Inventory Levels
↓
Track Total Inventory Value
↓
Audit Inventory Movements
↓
Produce Financial Accounts

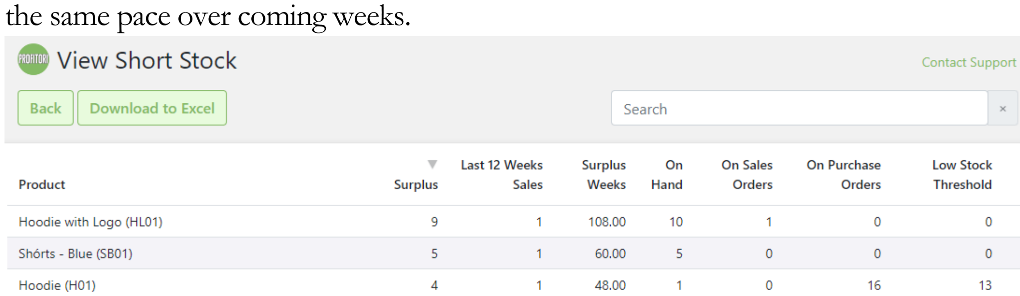
The following describes how to use Profitori to accomplish the above tasks.

Decide What To Buy

Profitori offers a few options to assist you in determining what to order. These include:

- View Short Stock – this calculates an estimated surplus/deficit for each product
- Forward Cover Report – this is useful if you have high turnover products with frequent deliveries, and helps you to optimize inventory levels and minimize stock-outs.
- Automatic Min-Max Ordering – this creates purchase order lines for you

View Short Stock
Use the View Short Stock page (Profitori > Purchase Orders > View Short Stock) to work out what you need to buy, and how much. This page looks at the past few weeks of sales and estimates how many weeks until you run out of stock, if sales continue at the same pace over coming weeks.



Product	Surplus	Last 12 Weeks Sales	Surplus Weeks	On Hand	On Sales Orders	On Purchase Orders	Low Stock Threshold
Hoodie with Logo (HL01)	9	1	108.00	10	1	0	0
Shorts - Blue (SB01)	5	1	60.00	5	0	0	0
Hoodie (H01)	4	1	48.00	1	0	16	13

The list is sorted by "Surplus". This is calculated as "On Hand" – "On Sales Orders" + "On Purchase Orders" – "Low Stock Threshold". (Note: The Low Stock Threshold is initially picked up from WooCommerce but can be altered via Profitori > Inventory > Product).

"Surplus Weeks" tells you how many weeks' worth of sales the surplus represents (based on sales over the last few weeks – the number of weeks can be configured by going to Profitori > Settings).

Generally you should be looking at those products with a negative or low Surplus, and a negative or low "Surplus Weeks" to work out what purchase orders you need to place.

Forward Cover Report

Use the Forward Cover Report (Profitori > Reports > Forward Cover) to work out which products to buy first. This report is similar to View Short Stock but is more suited to businesses with high turnover products, with frequent incoming shipments, that wish to optimize inventory levels while keeping stock-outs to a minimum.

Forward Cover Report

Contact Support Help

Back | Download to Excel

Search

Product	Last 12 Weeks Sales	Sales Per Day	Buffer Days	Target Buffer Days	Buffer % of Target	On Hand	On Purchase Orders	In Transit	On Sales Orders	Main Supplier
Hoodie with Logo (HL01)	0	1.00	0.0	6.0	0	0	0	0	0	Castaways
Bóónie (BOO100)	0	5.00	0.2	4.0	5	1	0	0	0	Castaways
Hoodie (H01)	4	0.83	1.2	3.0	40	5	0	0	4	Castaways
Sunglasses (SG01)	0	6.00	3.8	5.0	77	23	0	0	0	Castaways
Cap (C01)	0	3.00	7.7	7.0	110	0	3	20	0	Castaways
Belt (#33)	0	1.00	9.0	5.0	180	9	0	0	0	Castaways

"Last X Weeks Sales" is the number of units sold in the past X weeks, where X can be configured via Profitori > Settings > Reporting > Weeks of Prior Sales to use for Sales Projections.

"Sales Per Day" uses "Last X Weeks Sales" to work out average sales per day, if the product has been selling for X weeks or more. If the product has been selling for fewer weeks, "Sales Per Day" uses the "Est Sales Units Per Day" for the product, for the days prior to the date of the first sale. This can be set via Profitori > Inventory > Edit Product.

"Buffer Days" is the estimated number of days until you will run out of stock, assuming sales continue at the same rate as they have over the past X weeks.

"Target Buffer Days" is calculated as follows: the "Maximum Days between Deliveries" + ("Minimum Order Quantity" / "Sales Per Day"). "Maximum Days between Deliveries" can be set via Profitori > Suppliers. "Minimum Order Quantity" can be set via Profitori > Inventory > Edit Product > Suppliers.

"Buffer % of Target" is the key indicator on this report. By default the report is sorted lowest to highest by this, as the products with the lowest Buffer % will usually be the ones you will need to order soonest. It is calculated as ("Buffer Days" / "Target Buffer Days") * 100, and color-coded as follows:

Black: 0% - Out of Stock. Immediate replenishment action required. Investigate root cause of stockout and take steps to mitigate for the future.

Red: > 0%, < 33%. Stock is low, usually requires immediate attention.

Yellow: >= 33%, < 66%. Chance of moving into the Red zone soon – keep an eye on this product.

Green: >= 66%, < 100%. Generally OK, no need for action.

Blue: >= 100%. Overstocked. Consider actions to reduce stock and put space and capital to better use.

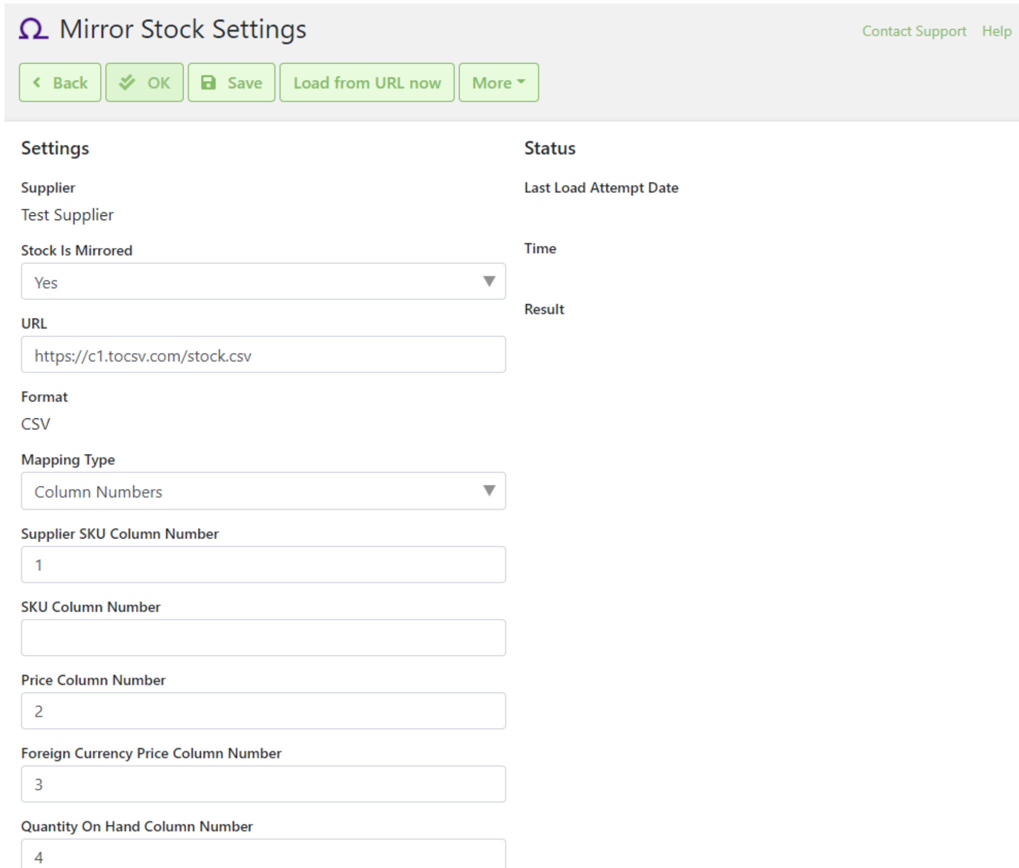
Automatic Min-Max Ordering

If you prefer to operate on a "Min-Max" basis, and would like to generate your orders automatically, you can proceed directly to Profitori > Purchase Orders > Add and use the "Auto Lines – Min-Max" button. See further details below.

(PRO only) Mirror Supplier Stock Levels and Pricing

You can keep track of Supplier stock levels for some or all of your products, to assist with managing the process of sourcing inventory. This information is loaded periodically from a CSV file that can be published by each of your suppliers to a URL.

To set this up for a supplier, go to Profitori > Suppliers and click the Edit link to the right of the supplier. Then click "More > Mirror Stock", and set "Stock is Mirrored" to Yes.



The URL field tells Profitori where to get the CSV data from. You can map each of the fields in the supplier's CSV file to Profitori fields, by column number or column heading.

To test that the data loads correctly, click the "Load from URL now" button.

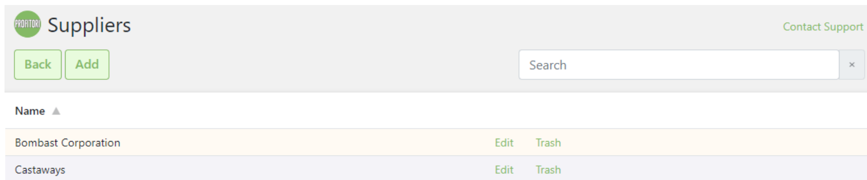
Once this is set up, each CSV file will be loaded automatically daily.

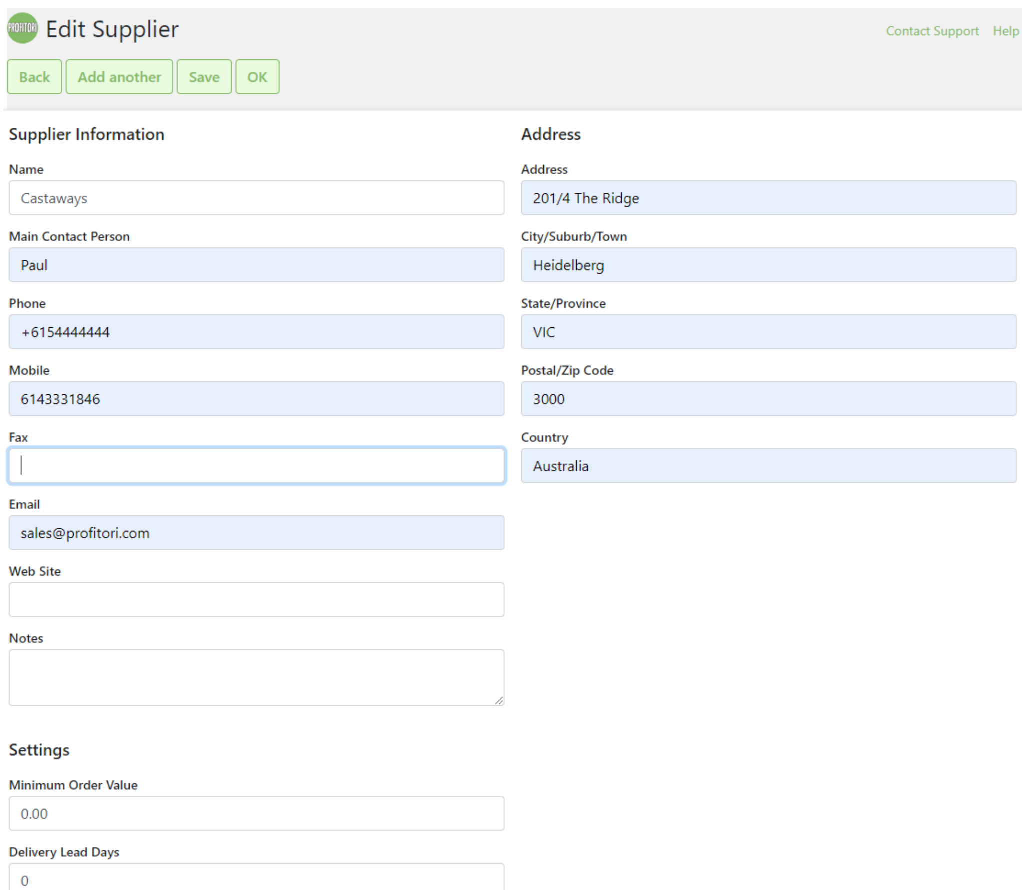
To view this data in Profitori > Inventory, add one or more of these fields using the Customize button: Inventory.externalQuantityOnHand, Inventory.externalPrice, Inventory.externalPriceFX. If you would like to update WC Product custom fields with this data, contact Profitori support for assistance.

Place Purchase Orders

Enter Supplier Details

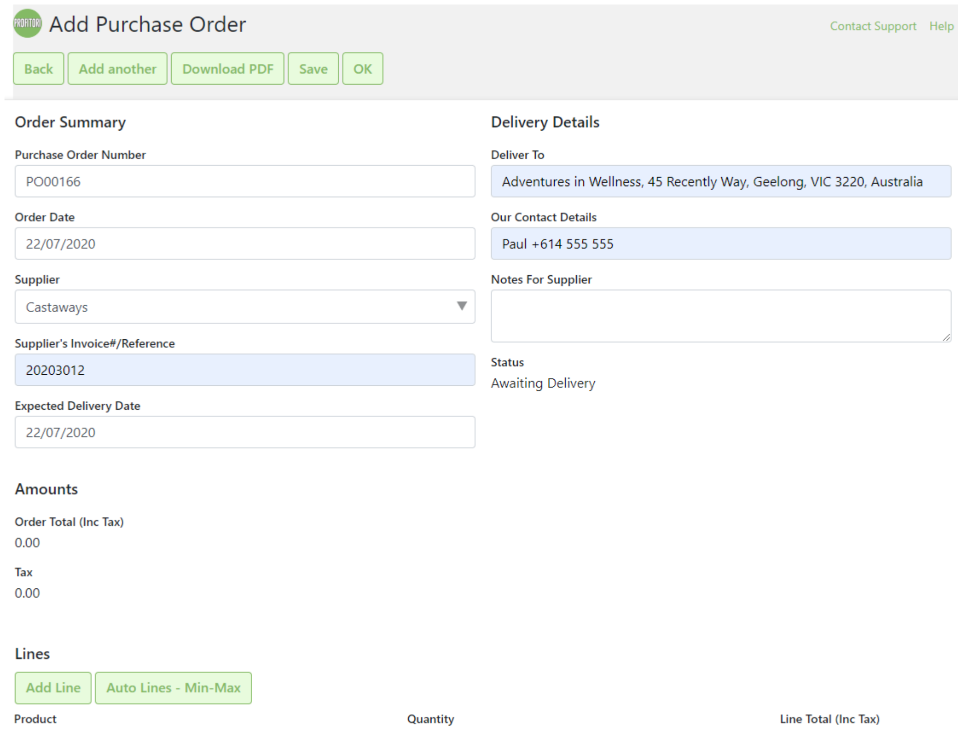
Enter supplier details via Profitori > Suppliers.





Add Purchase Orders

Add purchase orders via Profitori > Purchase Orders > Add.



Use the "Add Line" button to add lines manually.

Use the "Auto Lines – Min-Max" button to automatically add lines for products that have available quantities less than their "Low Stock Threshold". The quantity available is calculated as "On Hand" – "On Sales Orders" + "On Purchase Orders". The quantity on the order line is calculated as "Maximum Quantity to Replenish To" – "Quantity Available". (Note: if "Maximum Quantity to Replenish To" is zero, the quantity on the order line is calculated as "Low Stock Threshold" – "Quantity Available"). The price is set to the "Last Purchase Unit Price" which you can view/edit in Profitori > Inventory > Edit Product. You can manually add, alter and delete lines after the auto lines are generated. Tip: Once you've saved the order, go to View Short Stock to verify that your new surplus stock levels look correct.

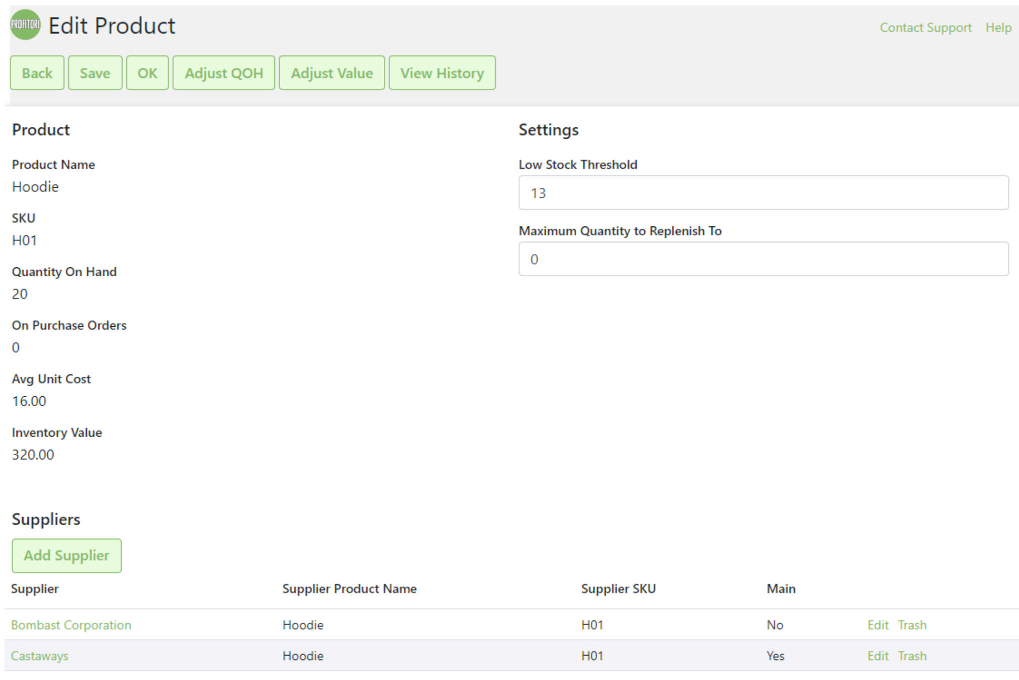
Profitori will warn you if you manually enter a line with a quantity below the supplier's minimum order quantity for the product.

Profitori will warn you if the order total is less than the supplier's minimum order value.

Profitori will use the supplier's "Delivery Lead Days" to set the Estimated Delivery Date. You can alter this to a different date if you wish.

Notes on Auto Lines – Min-Max

The automatic line generation process looks at all products that have the selected supplier as their main supplier. This can be configured per product by going to Profitori > Inventory and clicking the product link, which will show this page:



Click "Add Supplier" to link a supplier to the product, and ensure that you set "Main" to "Yes".

You should also check and set the "Low Stock Threshold" and "Maximum Quantity to Replenish To" here – these are the "Min" and "Max" in the Min-Max process. (Note: changing "Low Stock Threshold" here will also change the equivalent field in WooCommerce, except if the product is a variation. WooCommerce doesn't support variations having their own thresholds. Profitori does support this however).

Send Purchase Order to the Supplier

Click "Send Via Email" on the Edit Purchase Order page (Profitori > Purchase Orders > Edit), to email a PDF directly to the supplier. (NOTE: This will also automatically store the PDF as an Attachment to the Purchase Order).

If you would prefer not to email the PDF directly, use the Download PDF button instead.

Manage the Purchase Order life-cycle

Each Purchase Order has two indicators of where the order is in its life-cycle.

The "Status" is automatically updated by the system and can be one of "Awaiting Delivery", "Partially Received" or "Received".

The "Stage" is set manually and can be one of "Draft", "Entered", "Sent to Supplier", "Goods In Transit", "Goods Arrived" or "Complete".

(Note: "Draft" is used to indicate that the Purchase Order is not yet a "real" order. It will not appear in "Receive Purchases", and quantities will not be included in "quantity on purchase orders" in screens and reports).

(Note: "Goods Arrived" is used to indicate that the goods have been physically received but have not yet been entered into the system as a Purchase Order Receipt").

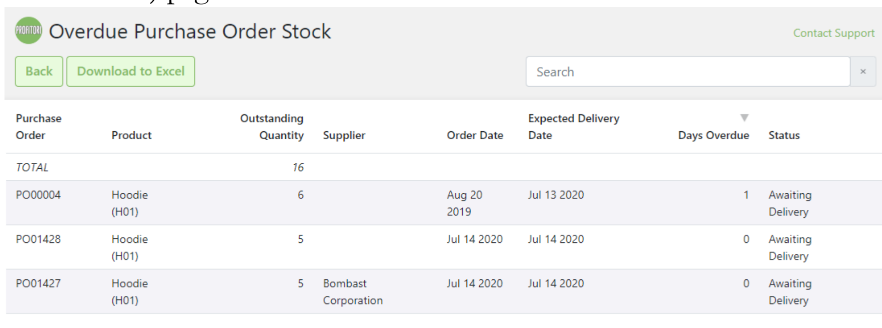
Manage Expected Delivery Dates

By default Profitori allows you to set an Expected Delivery Date for the order as a whole. If you often receive split orders and would like to track expected delivery of individual order lines, go to Profitori > Settings and set "Allow Separate Delivery Dates On PO Lines" to Yes.

After you do this, an additional "Separate Delivery" tick box will appear on each PO Line in Purchase Order Maintenance. Tick this to set a delivery date for the line.

Monitor Incoming Orders

Use the Overdue Purchase Order Stock (Profitori > Reports > Overdue Purchase Order Stock) page to see which orders are overdue.



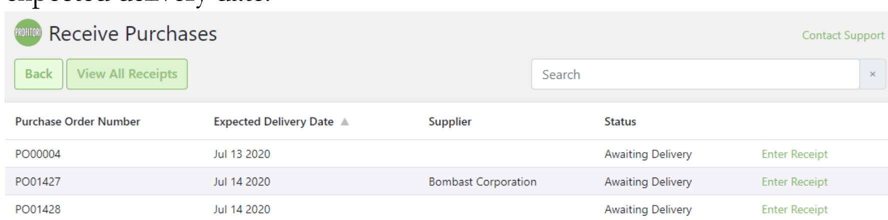
Overdue Purchase Order Stock

Contact Support

Back | Download to Excel | Search

Purchase Order	Product	Outstanding Quantity	Supplier	Order Date	Expected Delivery Date	Days Overdue	Status
TOTAL		16					
PO00004	Hoodie (H01)	6		Aug 20 2019	Jul 13 2020	1	Awaiting Delivery
PO01428	Hoodie (H01)	5		Jul 14 2020	Jul 14 2020	0	Awaiting Delivery
PO01427	Hoodie (H01)	5	Bombast Corporation	Jul 14 2020	Jul 14 2020	0	Awaiting Delivery

Use the Receive Purchases page (Profitori > Receive Purchases) to see orders sorted by expected delivery date.



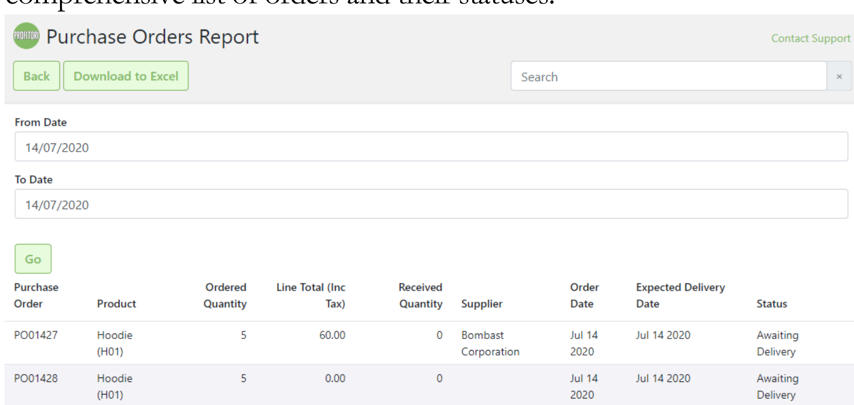
Receive Purchases

Contact Support

Back | View All Receipts | Search

Purchase Order Number	Expected Delivery Date	Supplier	Status	
PO00004	Jul 13 2020		Awaiting Delivery	Enter Receipt
PO01427	Jul 14 2020	Bombast Corporation	Awaiting Delivery	Enter Receipt
PO01428	Jul 14 2020		Awaiting Delivery	Enter Receipt

Use the Purchase Orders report (Profitori > Reports > Purchase Orders) for a comprehensive list of orders and their statuses.



Purchase Orders Report

Contact Support

Back | Download to Excel | Search

From Date: 14/07/2020

To Date: 14/07/2020

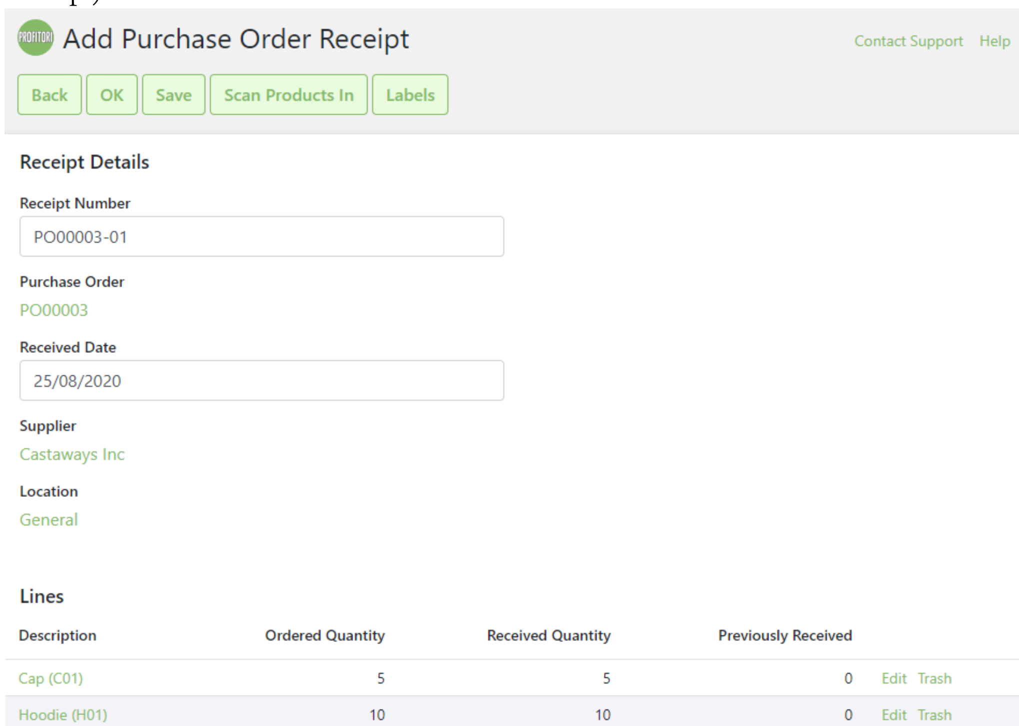
Go

Purchase Order	Product	Ordered Quantity	Line Total (Inc Tax)	Received Quantity	Supplier	Order Date	Expected Delivery Date	Status
PO01427	Hoodie (H01)	5	60.00	0	Bombast Corporation	Jul 14 2020	Jul 14 2020	Awaiting Delivery
PO01428	Hoodie (H01)	5	0.00	0		Jul 14 2020	Jul 14 2020	Awaiting Delivery

Receive Stock

Receiving a whole, fully satisfied order

Use the Add Purchase Order Receipt page (Profitori > Receive Purchases > Enter Receipt) to receive stock.



If the received quantities match the ordered quantities exactly, all you need to do is click OK.

Scanning products in via barcodes

Click the "Scan Products In" button to scan received goods in via their barcodes. This will initialize received quantities to zero and put the page into scan mode. Each time you scan a product, its received quantity will be increased by one.

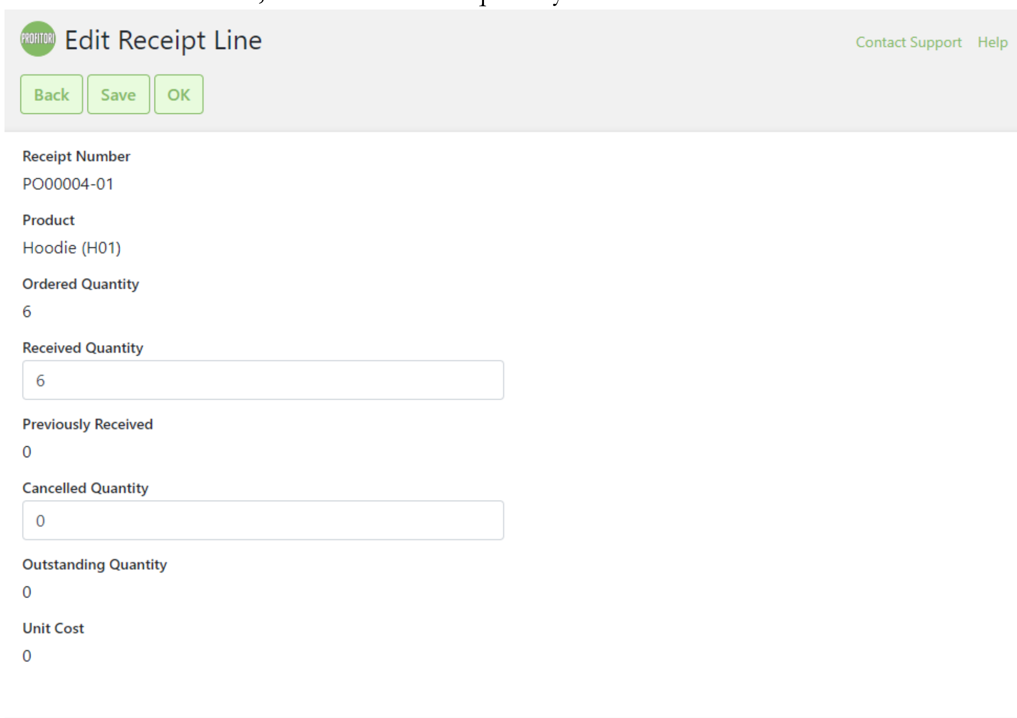
Your barcode reader will need to be configured to send data to your PC keyboard. As soon as you click the "Scan Products In" button, just start scanning. There's no need to click inside a field on the page.

For barcode scanning to work, your products must be assigned a barcode via Profitori > Inventory > Edit Product > Add/Edit Supplier.

Receiving a partially satisfied order

If one or more products has been placed entirely on back order by the supplier, click "Trash" on those lines.

If a received quantity varies from the ordered quantity, click "Edit" and adjust the quantity. If you received less than the quantity ordered, but you still expect to receive more, leave the cancelled quantity as zero. If on the other hand you don't expect to receive the remainder, set the cancelled quantity to the difference.



Streamline entry of partial orders

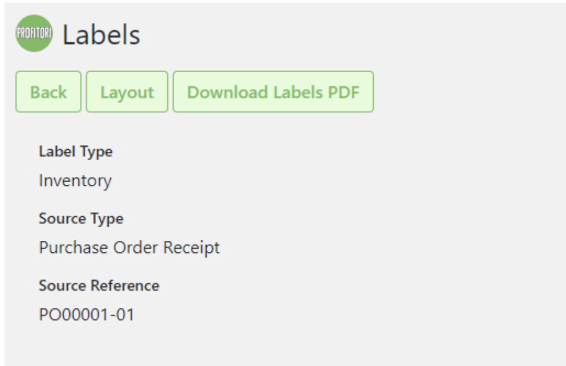
If you often receive partial orders, you may prefer new receipts to start with zero quantities (rather than the default which is to start with all quantities as fully received). To alter this behaviour go to Profitori > Settings and change "Start PO Receipts As Zero" to "Yes".

(PRO only) Serial/Lot Entry

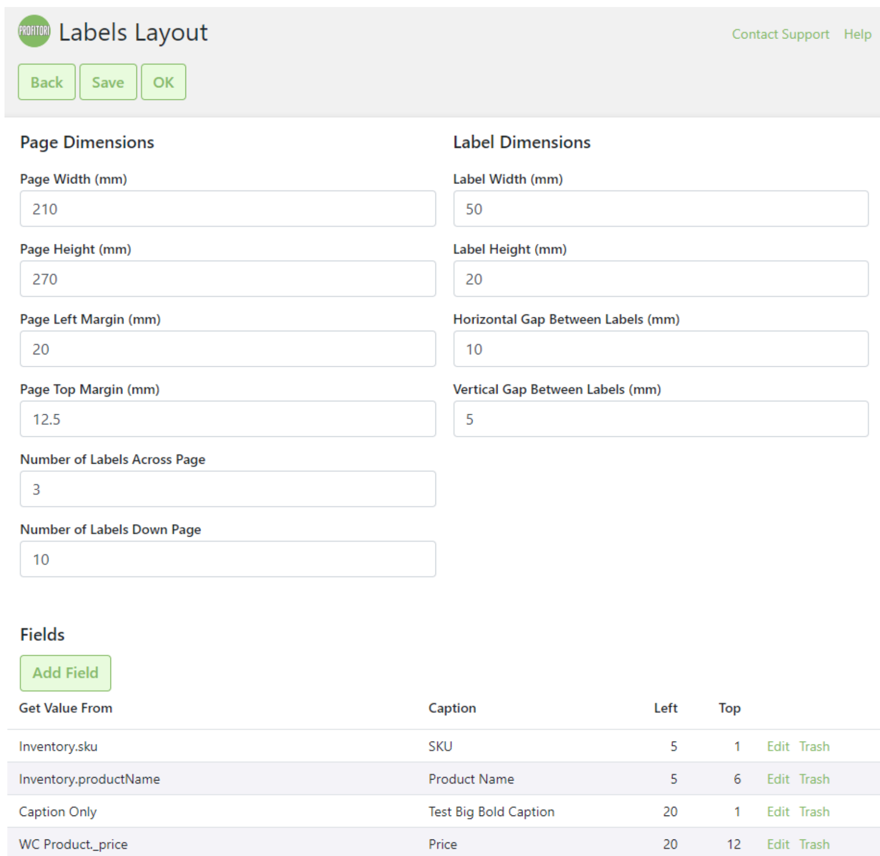
If the received product has "Serial/Lot Tracking" set to "Lot" or "Serial", you can enter the serial / lot numbers being received underneath the Receipt Line details.

Print Product Labels

Once you have entered a Receipt, you may wish to print labels to attach to the newly arrived products. To do this click "Labels" on the Receipt page, which will bring up the following page:



The first time you print labels you will likely need to adjust the layout to suit your label stationery. To do this, click "Layout".



You can adjust the page and label dimensions to match your stationery, as well as add or edit data items (fields) to show on each label. To add a barcode to your label, add a field and set "Display As" to "Barcode".

Once you're happy with the layout, click "OK".

Click “Download Labels PDF” to get a PDF file, or click “Print Labels” to send the PDF file straight to the printer.

You can also print labels from Profitori > Inventory > Labels. This allows you to select one or more products to print labels for.

Delivery Note PDF

For a hard copy of the Purchase Order Receipt, click the “Delivery Note” button.

Return goods to the supplier

If you need to return goods to the supplier, simply enter a Purchase Order with negative quantities, and then enter a Purchase Order Receipt for it just like you would a normal Purchase Order.

Pay for Purchases

Profitori offers two ways to track purchase orders that need to be paid for.

Mark off orders as paid

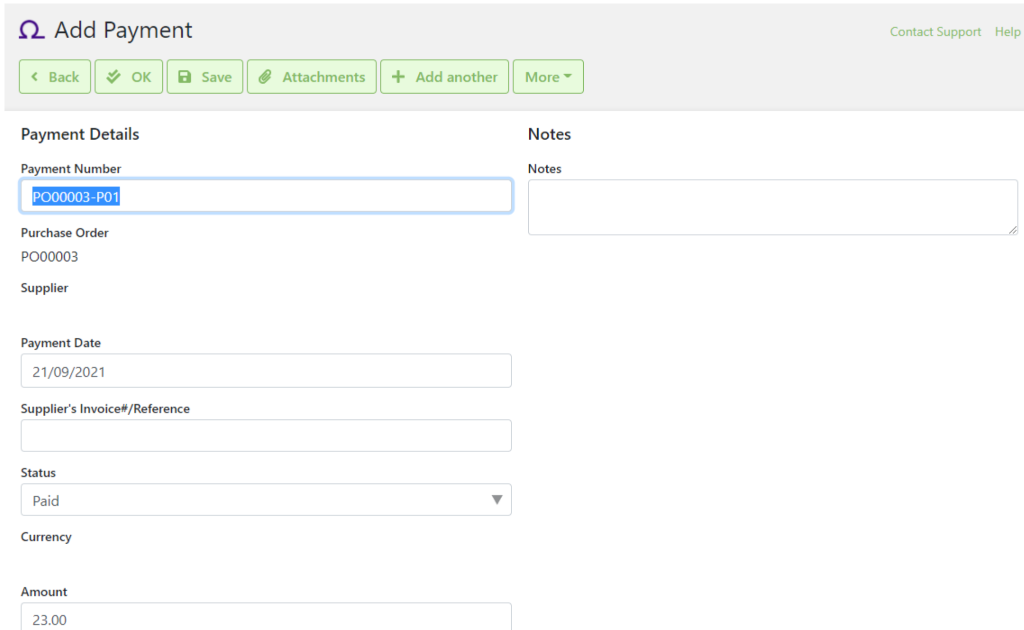
On the Purchase Order Maintenance page you can optionally enter a Payment Status, and a Payment Due Date.

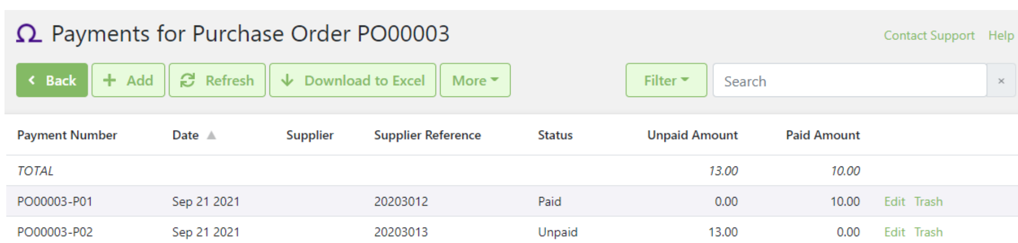
To view unpaid Purchase Orders, go to Profitori > Purchase Orders > More > Unpaid Purchase Orders.

Enter multiple payments / track multiple pending payments

To turn on this option go to Profitori > Settings, and in the “Supplier Payments” section, set “Supplier Payment Handling” to “Multiple Payments to PO”.

Once you have turned the above option on, you will see a “Payments” button whenever you edit a Purchase Order. Click it to add, view and edit payments. To enter a planned payment (e.g. an invoice from the supplier), add a Payment and set its status to "Unpaid").





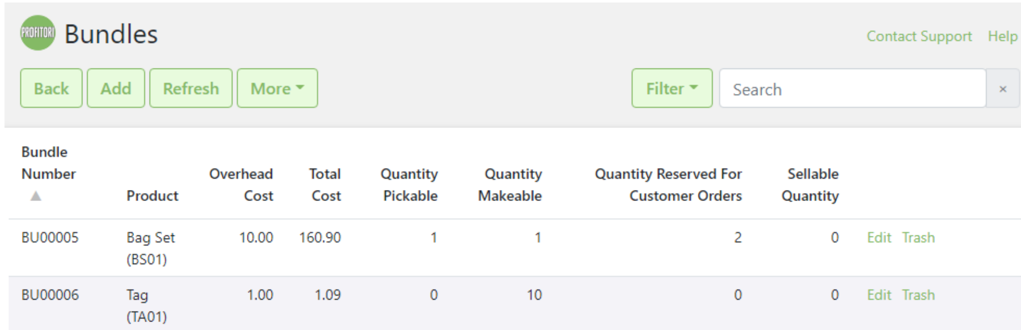
(PRO only) Assemble / Manufacture Finished Goods

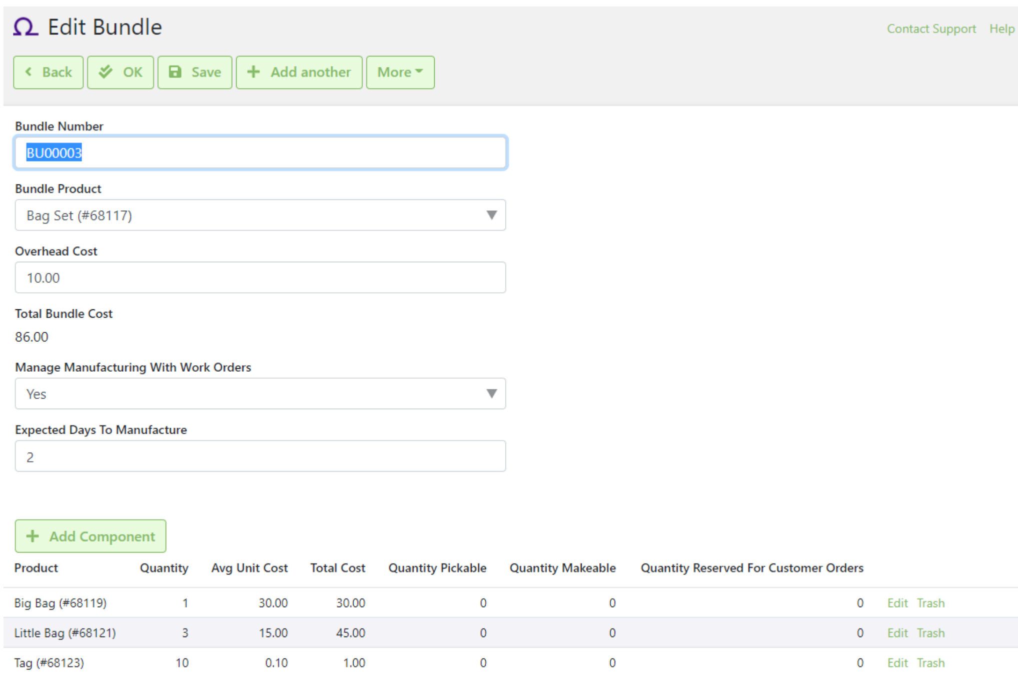
Profitori allows you to manage the assembly / manufacturing process for items that require construction prior to sale, via the use of Work Orders.

NOTE: If your assembly process is fast and straightforward, you may not need work orders. You can simply create bundles that have the manufacturing option turned off. WooCommerce will automatically make the finished goods available for sale and they can be assembled as part of the picking process. If on the other hand your assembly process is more complex, then use Work Orders to manage the assembly process, as follows.

Define Bundles (Bill of Materials / Product Levels)

First define your bundles (also known as Bills of Materials) via Profitori > Work Orders >Bundles.



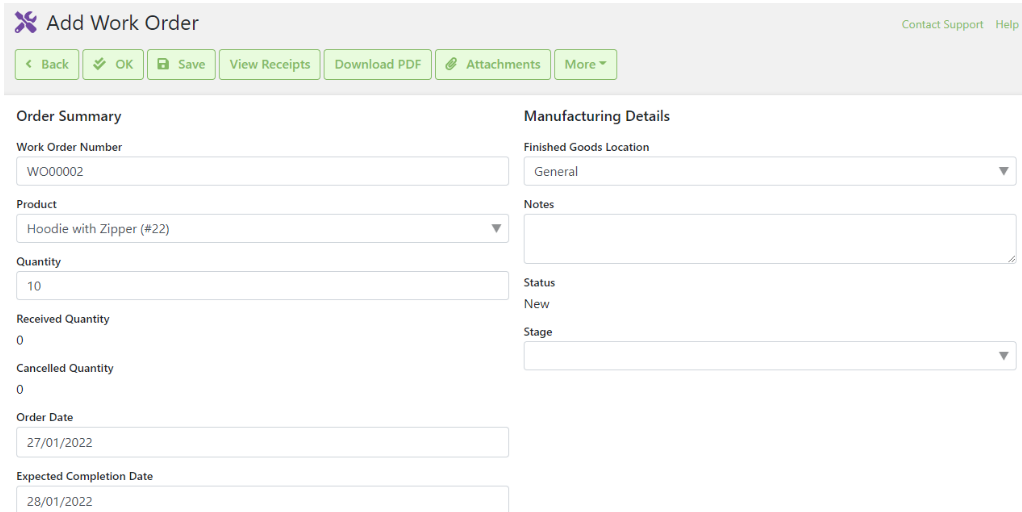


Set “Manage Manufacturing With Work Orders” to “Yes”.

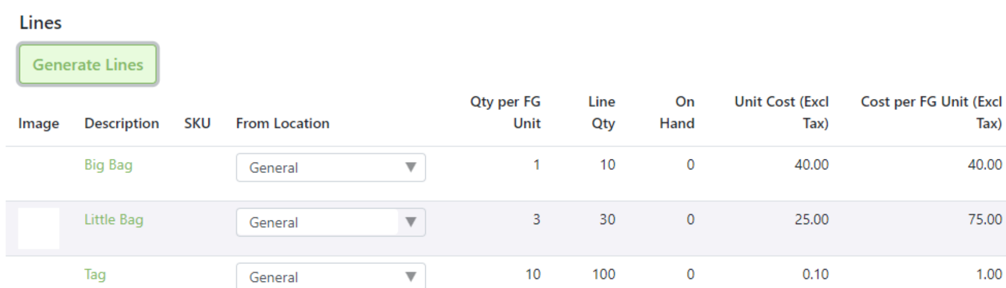
NOTE: Bundles can contain other bundles, meaning that each product can have as many levels as you need.

Add Work Orders

Add work orders via Profitori > Work Orders > Add.



Once you have entered the product, quantity and other details, click "Generate Lines" to bring in the component products from the bundle.



Manage the Work Order life-cycle

Each Work Order has two indicators of where the order is in its life-cycle.

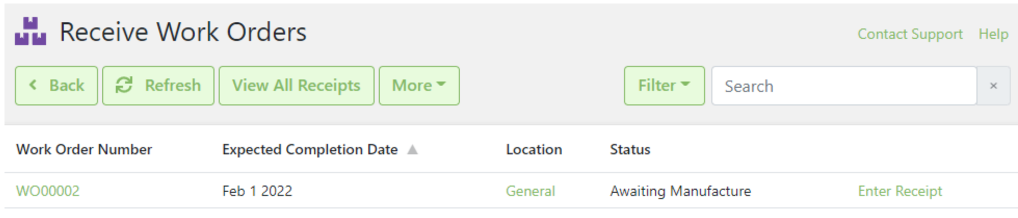
The "Status" is automatically updated by the system and can be one of "New", "Awaiting Manufacture", "Partially Completed" or "Completed".

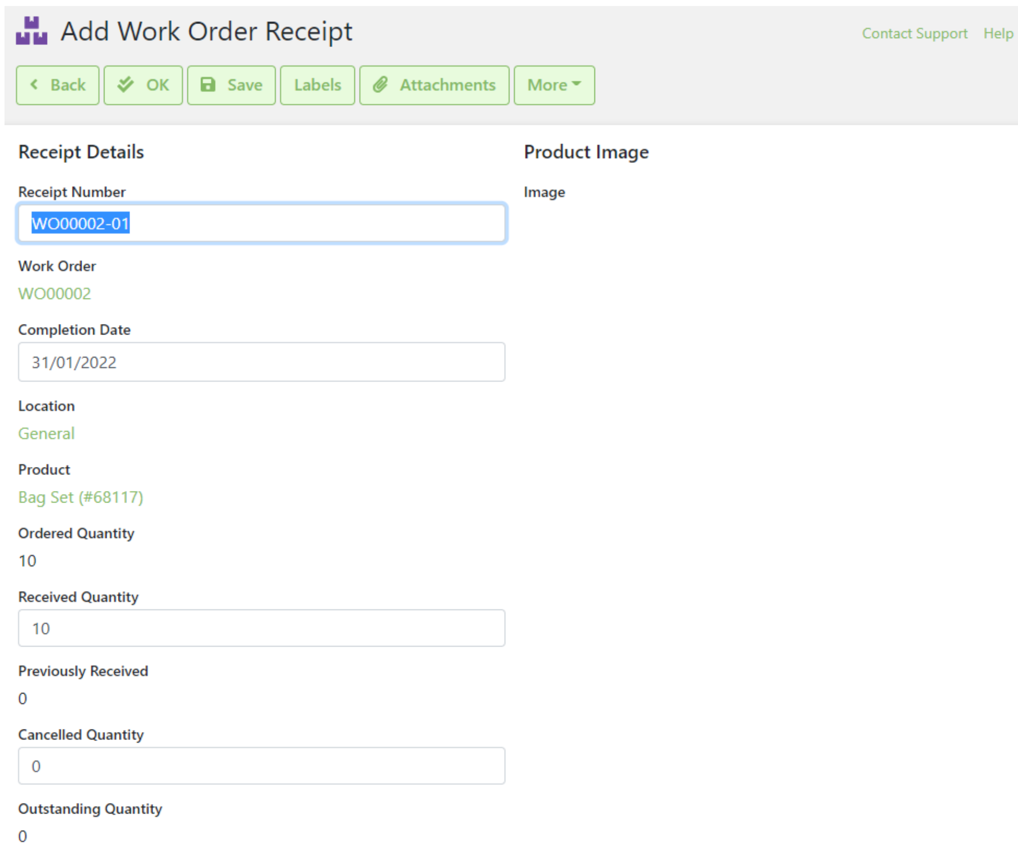
The "Stage" is set manually and can be one of "Draft", "Entered", "Sent to Manufacturing" or "Complete".

(Note: "Draft" is used to indicate that the Work Order is not yet a "real" order. It will not appear in "Receive Work Orders", and quantities will not be included in "quantity on work orders" in screens and reports).

Completing a Work Order

Use the Add Work Order Receipt page (Profitori > Work Orders > Receive Work Orders > Enter Receipt) to receive stock when assembly work is complete.





If the received quantity matches the ordered quantity exactly, all you need to do is click OK.

Automatically Record Average Unit Costs

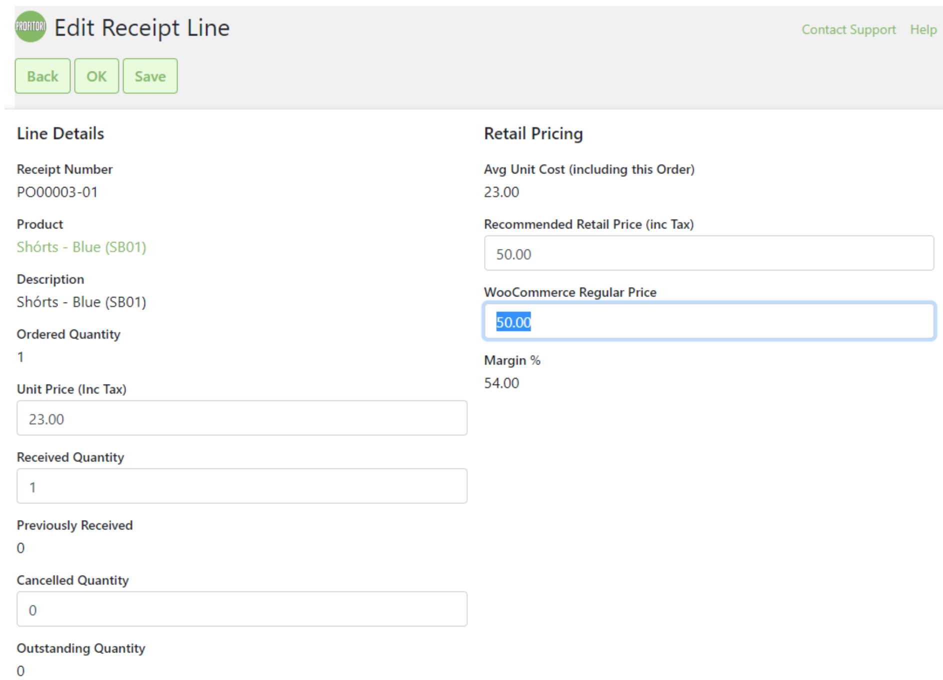
When you enter purchase order receipts and work order receipts, Profitori automatically updates the average unit cost of each product. This is used later for profit margin reporting.

(PRO only) Assembled Products (Bundles)

For bundles that do not have "Manage Manufacturing With Work Orders" set, product average costs are adjusted whenever a customer order is placed (assuming that the bundled product was not already in stock). The average cost is adjusted to reflect the cost of the components as well as assembly overhead (see the "Sell" section below for more details).

Review Pricing

As you enter the Purchase Order Receipt (and also earlier on when entering the Purchase Order), Profitori allows you to view the new Margin % and to update the Product's Retail Price if necessary (i.e. the WooCommerce Regular Price). If you alter the WooCommerce Regular Price this will be reflected immediately in your on-line store. (Note: if you have a Sale Price set in WooCommerce, this will not be affected, and will stay in effect).



Sell

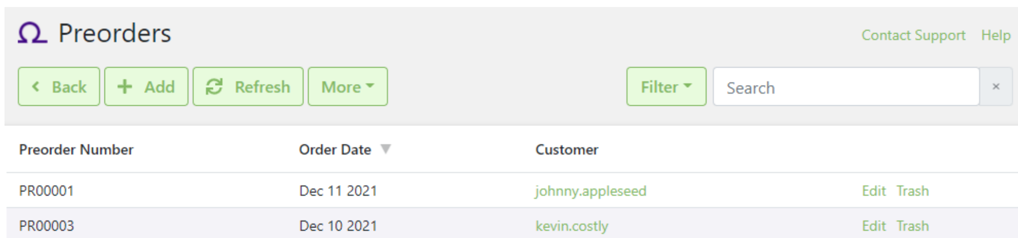
As you receive stock with Profitori, your WooCommerce inventory levels are automatically updated, for selling in your online store.

Orders flow through to Profitori automatically from your online store. If you create orders via the back-end or via other plugins (e.g. Point Of Sale) these will also flow through to Profitori.

Profitori also offers other features to help you manage and track sales.

(PRO only) Enter Preorders

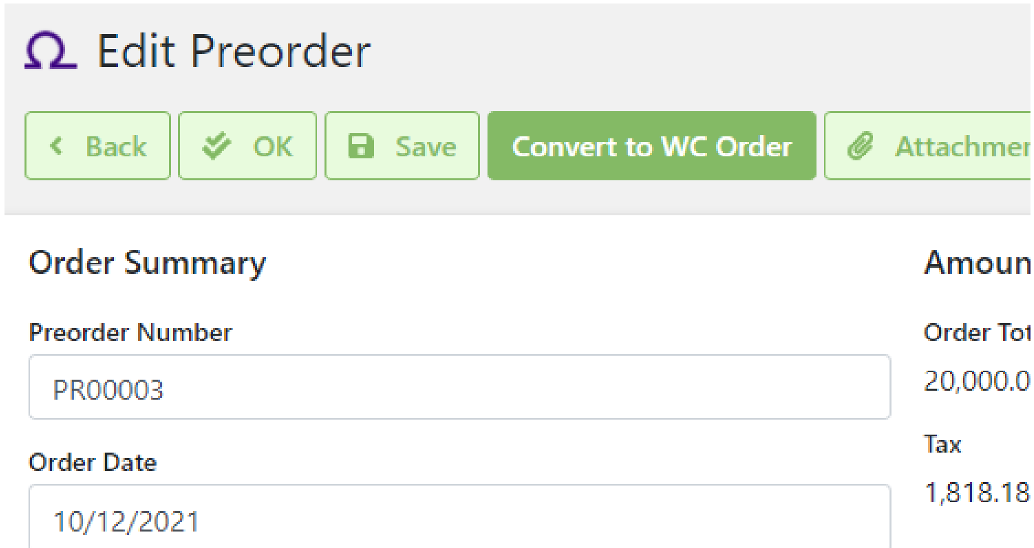
If your customers notify you of upcoming orders, or if you would like enter forecasted orders, go to Profitori > Sales and Invoices > Preorders.



There are two types of Preorders: Firm and Forecast Only. You can optionally have WooCommerce reserve stock on Firm orders so that it cannot be purchased by other customers. To do this go to Profitori > Settings and set "Deduct Firm Preorders From WC Stock Level" to "Yes".

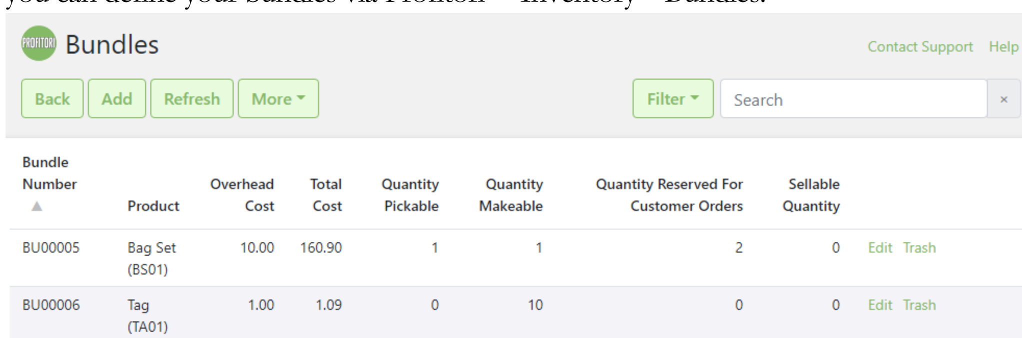
Your customers may view their Preorders in their My Account page. Profitori can optionally add a tab to this page called "Booked Orders". To turn on this option go to Profitori > Settings and set "Show Preorders To Customer" to "Yes".

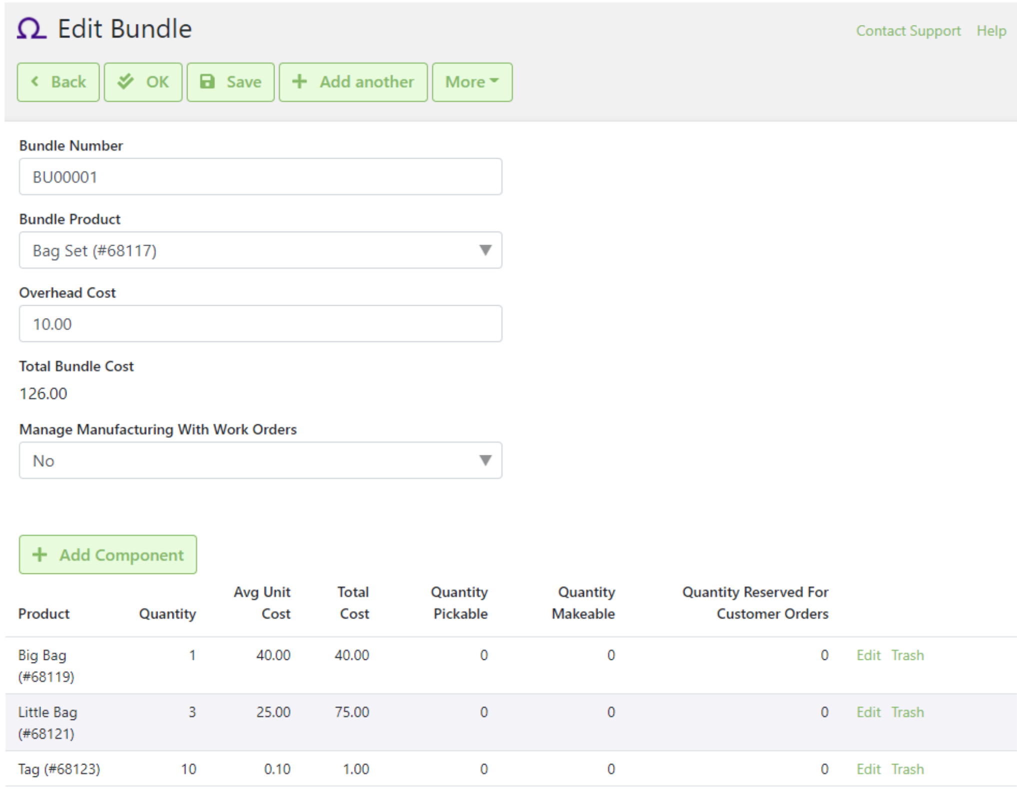
To convert a Preorder to a normal WC Order, go to Profitori > Sales and Invoices > Preorders and click the Edit link to the right of the Preorder. Then click "Convert to WC Order".



(PRO only) Define and Sell Bundles (Bill of Materials / Product Levels)

If you have products that are made up of other products and sold as a bundle or a kit, you can define your bundles via Profitori > Inventory >Bundles.





As soon as you define bundles in this way (with "Manage Manufacturing With Work Orders" set to "No"), your store's front end will automatically show the bundle as available, so long as there are sufficient components in stock to assemble it. When an order is placed, stock levels of the finished good and of the components are automatically adjusted.

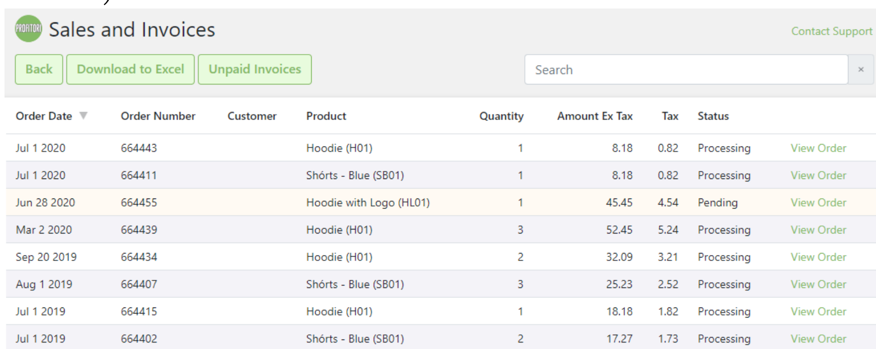
For more information on "Manage Manufacturing With Work Orders", refer to the Work Orders section earlier in this manual.

NOTE: You can hold stock of already constructed bundles. Stock levels shown in the front end include those already made as well as those that are "makeable".

NOTE: Bundles can contain other bundles, meaning that each product can have as many levels as you need.

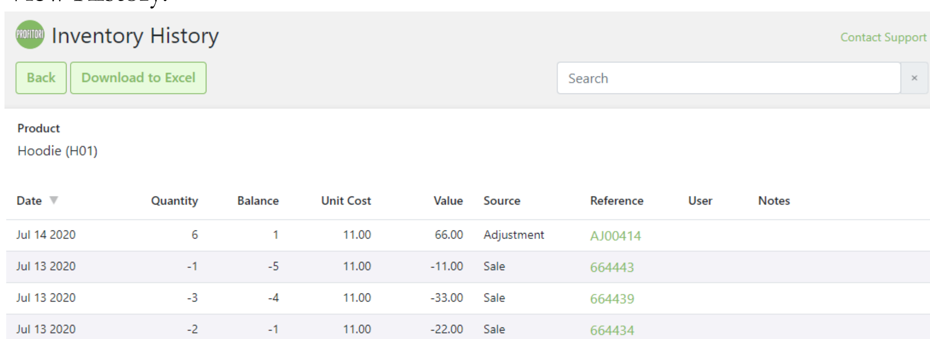
Track Sales

Track what has been sold by using the Sales and Invoices page (Profitori > Sales and Invoices).



Order Date	Order Number	Customer	Product	Quantity	Amount Ex Tax	Tax	Status	
Jul 1 2020	664443		Hoodie (H01)	1	8.18	0.82	Processing	View Order
Jul 1 2020	664411		Shórts - Blue (SB01)	1	8.18	0.82	Processing	View Order
Jun 28 2020	664455		Hoodie with Logo (HL01)	1	45.45	4.54	Pending	View Order
Mar 2 2020	664439		Hoodie (H01)	3	52.45	5.24	Processing	View Order
Sep 20 2019	664434		Hoodie (H01)	2	32.09	3.21	Processing	View Order
Aug 1 2019	664407		Shórts - Blue (SB01)	3	25.23	2.52	Processing	View Order
Jul 1 2019	664415		Hoodie (H01)	1	18.18	1.82	Processing	View Order
Jul 1 2019	664402		Shórts - Blue (SB01)	2	17.27	1.73	Processing	View Order

As sales are made through WooCommerce, inventory transactions are automatically recorded in Profitori. These can be viewed by going to Profitori > Inventory Levels > View History.

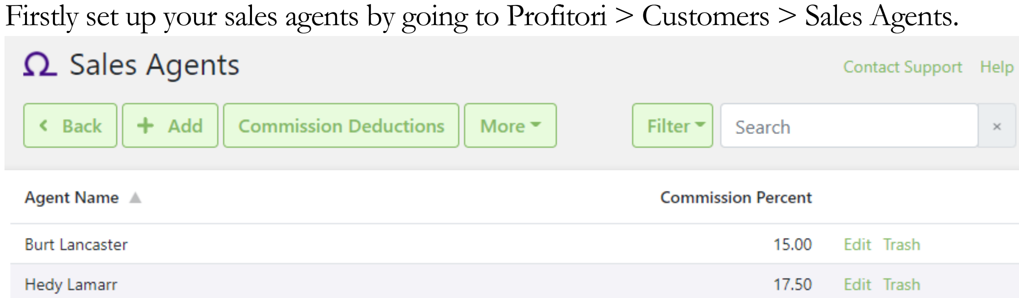


Date	Quantity	Balance	Unit Cost	Value	Source	Reference	User	Notes
Jul 14 2020	6	1	11.00	66.00	Adjustment	AJ00414		
Jul 13 2020	-1	-5	11.00	-11.00	Sale	664443		
Jul 13 2020	-3	-4	11.00	-33.00	Sale	664439		
Jul 13 2020	-2	-1	11.00	-22.00	Sale	664434		

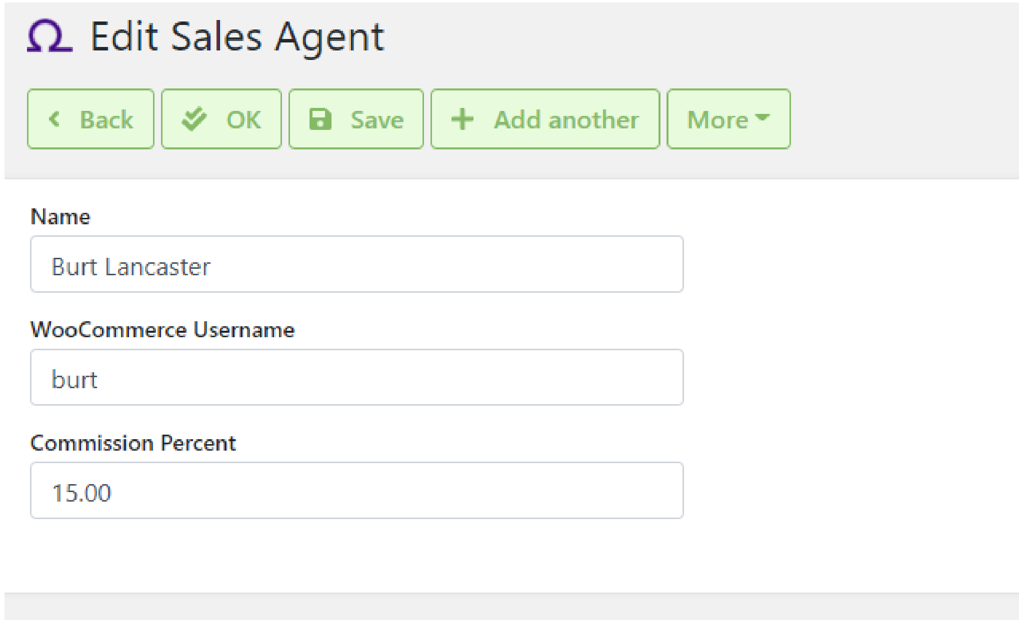
(PRO only) Calculate Sales Commissions

If you are using the Fulfillment module to fulfill orders, you can use Profitori to calculate sales commissions.

Firstly set up your sales agents by going to Profitori > Customers > Sales Agents.



Agent Name	Commission Percent	
Burt Lancaster	15.00	Edit Trash
Hedy Lamarr	17.50	Edit Trash

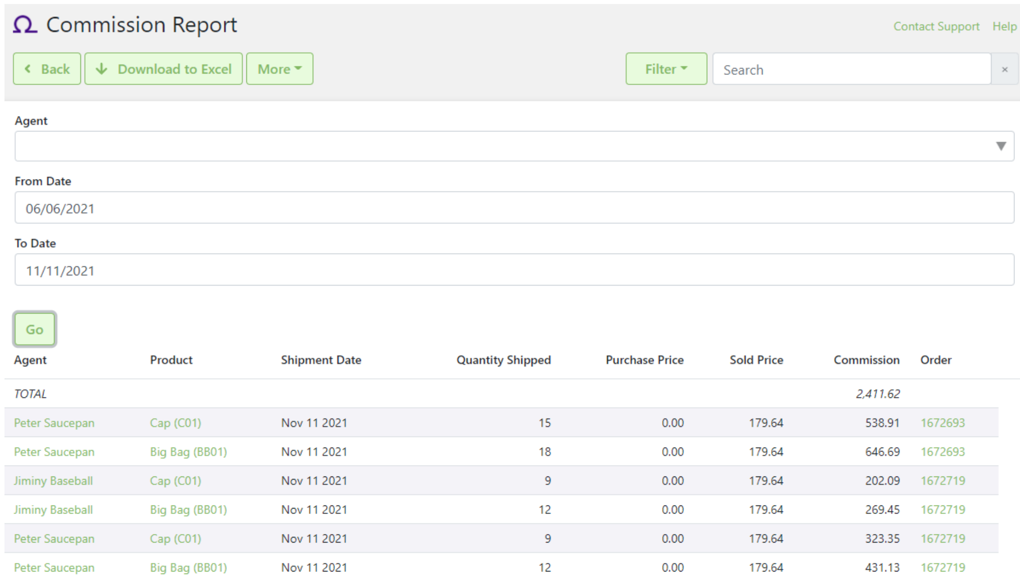


Now allocate agents to customers by going to Profitori > Customers and clicking "Edit" on any customer. At the bottom of the customer page you can add one or more agents.

You can also modify/allocate agents on individual orders by going to Profitori > Sales and Invoices and clicking "View Order" on any order, then clicking the "Commission" button in the Order page.

Once you've set up agents, calculate commissions by going to Profitori > Sales and Invoices > Commission Report. If you are logged in as an Administrator you can view commissions for all agents. Otherwise you can view only your commissions.

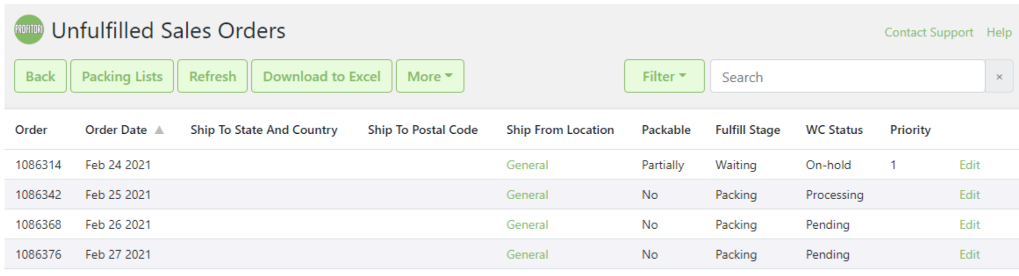
NOTE: Commission calculations are based on goods shipped via the Profitori Fulfillments module.



Agent	Product	Shipment Date	Quantity Shipped	Purchase Price	Sold Price	Commission	Order
TOTAL						*2,411.62*	
Peter Saucepan	Cap (C01)	Nov 11 2021	15	0.00	179.64	538.91	1672693
Peter Saucepan	Big Bag (BB01)	Nov 11 2021	18	0.00	179.64	646.69	1672693
Jiminy Baseball	Cap (C01)	Nov 11 2021	9	0.00	179.64	202.09	1672719
Jiminy Baseball	Big Bag (BB01)	Nov 11 2021	12	0.00	179.64	269.45	1672719
Peter Saucepan	Cap (C01)	Nov 11 2021	9	0.00	179.64	323.35	1672719
Peter Saucepan	Big Bag (BB01)	Nov 11 2021	12	0.00	179.64	431.13	1672719

(PRO only) Fulfill Sales Orders

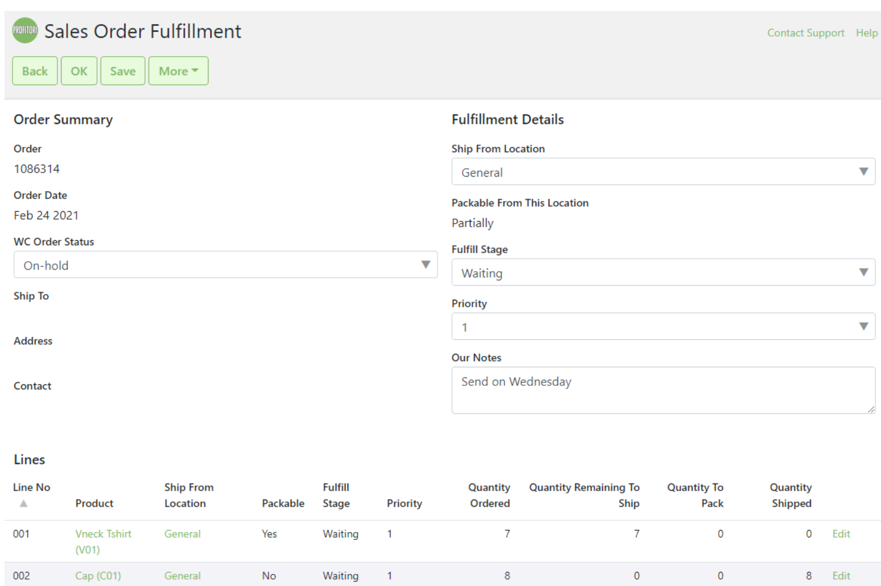
Fulfill sales orders by going to Profitori > Fulfillment.



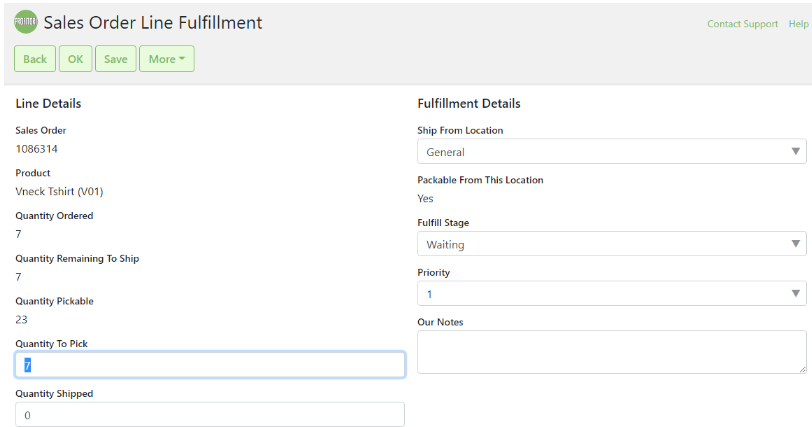
This shows you all orders that are yet to be fulfilled.

The "Packable" column shows you which orders can be packed based on current stock levels. Profitori allocates stock to orders in Order Date order. The processing can be altered to favor those orders which can be fully filled, even if they are more recent. To turn on this option go to Profitori > Settings, and set "Fulfill Fully Satisfiable Orders First" to "Yes".

To alter the automatic allocations manually, or to arrange for orders to be shipped from separate locations, click "Edit" on any order, and the following page will be displayed.



Click "Edit" on any of the lines to alter the Quantity To Pick.



Packing Lists

Once you've checked and possibly altered the quantities to pick, go back to the "Unfulfilled Sales Orders" page and click "Packing Lists" to produce a PDF.

Shipments

When goods are shipped, return to the "Sales Order Fulfillment" page for each order and enter that quantity that was shipped. (Note: If you often do partial shipments you may want to enter an incremental quantity for each shipment rather than maintaining the total quantity shipped. To turn this option on, go to Profitori > Settings and set "Enter Incremental Shipment Quantity" to "Yes").

Whenever you enter a "Quantity Shipped" against an order line, Profitori automatically creates / updates a "Shipment" – a record of what was shipped.

To view all shipments that have been made, click the "View Shipments" button at the top of the main fulfillments page. To mark off an individual shipment as having been invoiced, click the "Edit" link for the shipment, and alter "Invoiced" to "Yes". To get a Shipment Note PDF, click "Shipment Note" at the top of the "Edit Shipment" page.

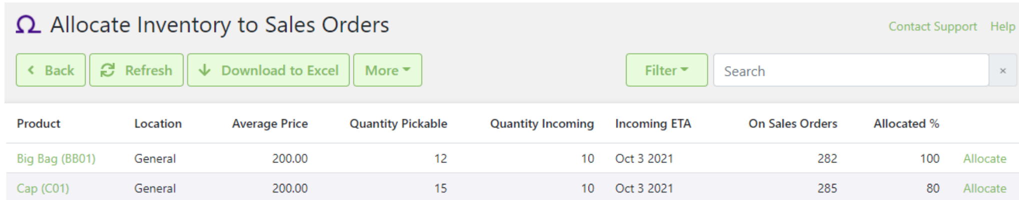
Show customers their shipments in "My Account"

Profitori can optionally display a customer's shipments on their WooCommerce "My Account" page. To turn this option on, go to Profitori > Settings and set "Show Shipments to Customer" to "Yes". This will add a "Shipments" tab to the "My Account" page.

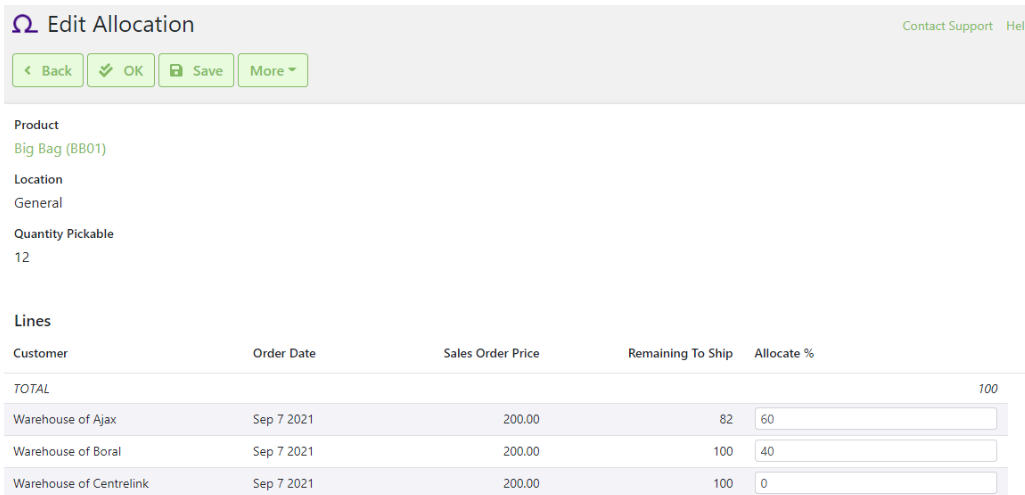
Allocation (Product Rationing)

If your business often encounters a situation where there is not enough stock on hand to satisfy multiple orders (e.g. if there are supply chain issues and difficulty buying stock in in a timely fashion), you may wish to allocate portions of the available stock across different customers so that they at least receive some of each product.

To do this, click the "Allocate" button on the Fulfillment (Unfulfilled Sales Orders) page (Note: this is not available if you have set "Fulfill Fully Satisfiable Orders First" to Yes on the Settings page).



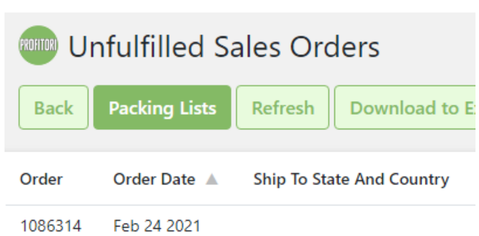
You will see a row for each product that has active unfulfilled sales orders. Click "Allocate" on each row to ration the product across customers, using a percentage for each.



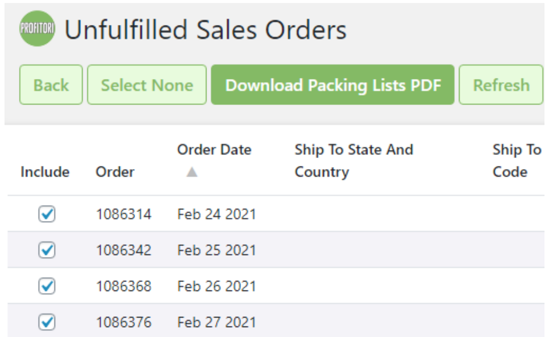
Serial/Lot Entry

If the product has "Serial/Lot Tracking" set to "Lot" or "Serial", you can enter the serial / lot numbers being fulfilled underneath the Order Line details.

Once you're satisfied with the amount of stock to be picked and packed for each order, you can print Packing Lists by clicking the "Packing Lists" button.

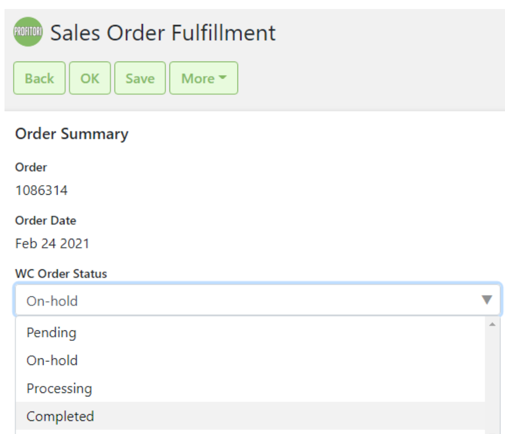


Select the orders to print then click "Download Packing Lists PDF".



NOTE: when the above is done, the "Fulfill Stage" of the affected orders will be set to "Packing". Other than this, "Fulfill Stage" is for notation purposes only and is not automatically updated by the system, and has no other effect on processing.

Once the order has been packed and shipped, set the "WC Order Status" to "Completed". This will update the order's WooCommerce status and will also take the order off Profitori's "Unfulfilled Sales Orders" list.



Assemble Bundles (Bill of Materials / Product Levels)

If you have defined bundles (see the "Sell" section above) and orders have been placed for them, the bundle breakdowns are automatically shown when you view a Sales Order via the "Unfulfilled Sales Order" page.

In addition, the bundle breakdown is included on the Packing List, for construction after picking (before packing).

Stock levels are automatically adjusted based on the quantity picked of the bundle product and on the quantity made for the order.

Drop Shipments

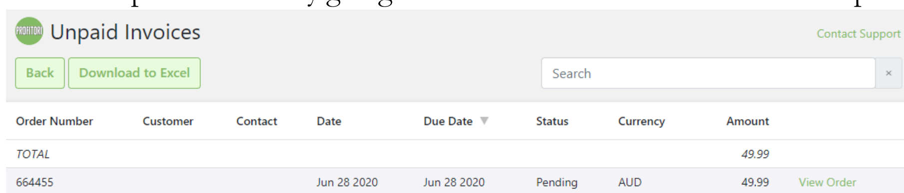
To quickly create a Purchase Order from a WooCommerce Sales Order, that you want the supplier to ship directly to the customer, go to Profitori > Fulfillment, and click Edit on the order.

Click "Drop Ship". A new Purchase Order will be created with the header filled out with the customer's address and contact details. Choose the Supplier and fill out other header details as required.

Click "Add Order Lines" (above the line list at the bottom of the page). This will add all products from the order. You can then manually adjust or delete these lines as required. Click OK to save the Purchase Order and automatically receive it so that your stock level is not affected by the sale.

Invoice Customers

Review unpaid invoices by going to Profitori > Sales and Invoices > Unpaid Invoices.



Get an invoice PDF to send to the customer by going to Profitori > Sales and Invoices > Unpaid Invoices > View Order and clicking Download PDF.

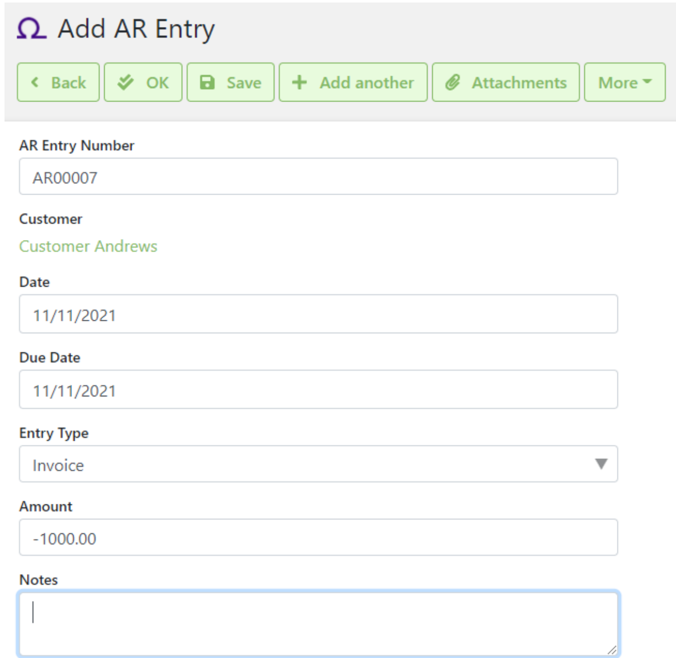
(PRO only) Manage Accounts Receivable

If you sell on credit, you can use the Profitori Accounts Receivable module to track outstanding customer balances and manage credit limits.

Track AR invoice entries

As you enter shipped quantities via the Fulfillment module, "Shipment" records are created automatically (which you can view via Profitori > Fulfillment > View Shipments). To create an AR invoice entry for a shipment, merely edit the shipment and set Invoiced to Yes.

Alternatively, to enter an invoice manually, go to Profitori > Customer and click the "Account" link for a customer. Then click "Add Entry".

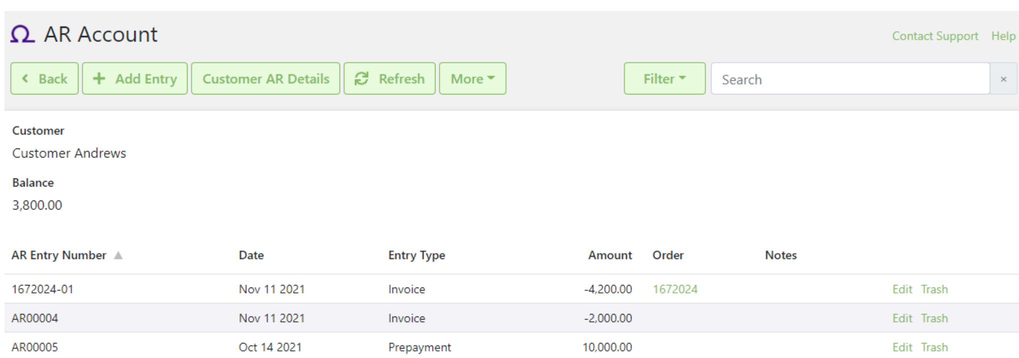


View customer balances

Each customer's AR balance is shown in Profitori > Customers.

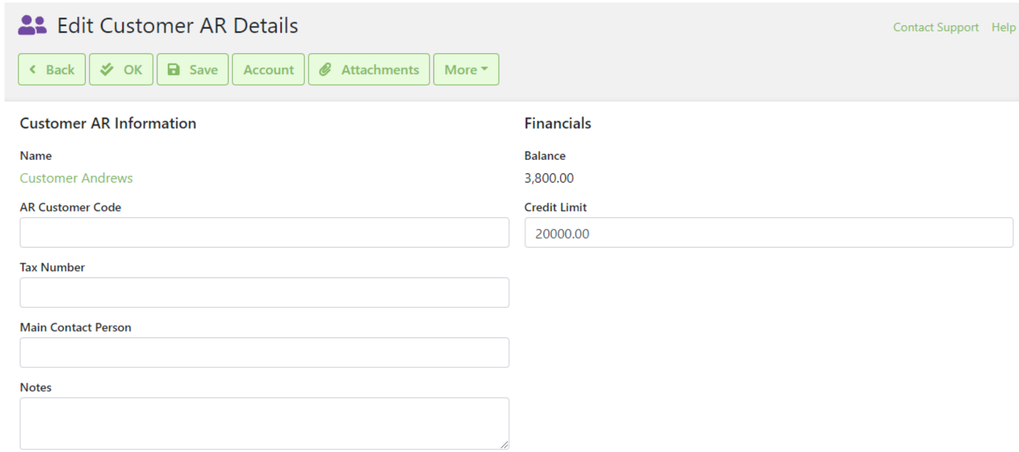
View customer's account

To view a customer's account including all entries and current balance, go to Profitori > Customers and click the "Account" link next to the customer.



Maintain customer AR details

To update a customer's AR details, including their credit limit, go to Profitori > Customers and click the "Account" link next to the customer. Then click "Customer AR Details".



Enter payments and prepayments

To enter a payment, go to Profitori > Customer and click the "Account" link for a customer. Then click "Add Entry".

View customer's financial status before shipping goods

The Fulfillment page displays the financial status of each order, based on the customer's credit limit and current balance, and the value of the order.

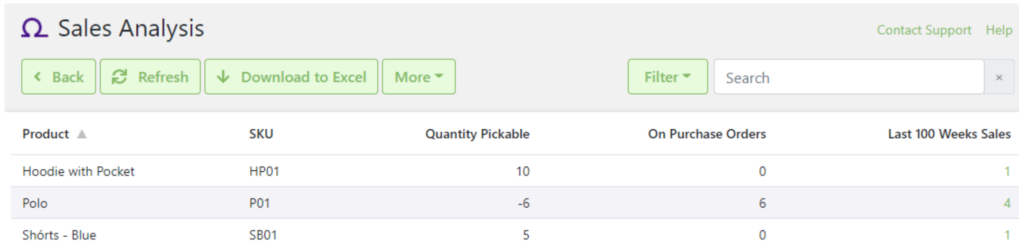
Display status to customer in their "My Account" page.

Profitori can optionally show the customer the financial status of their orders, as well as their current balance and credit limit, in the WooCommerce "My Account" page, Orders tab. To turn this on, go to Profitori > Settings, and set "Show Finance Info to Customer" to "Yes".

Analyze Sales and Profits

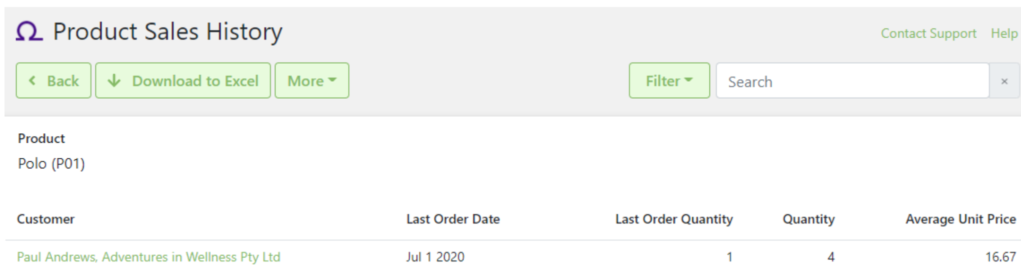
Sales Analysis

Analyse your sales by going to Profitori > Sales and Invoices > Sales Analysis.



Product	SKU	Quantity Pickable	On Purchase Orders	Last 100 Weeks Sales
Hoodie with Pocket	HP01	10	0	1
Polo	P01	-6	6	4
Shórts - Blue	SB01	5	0	1

Click on a sales quantity to drill down and see the customers who bought a particular product.

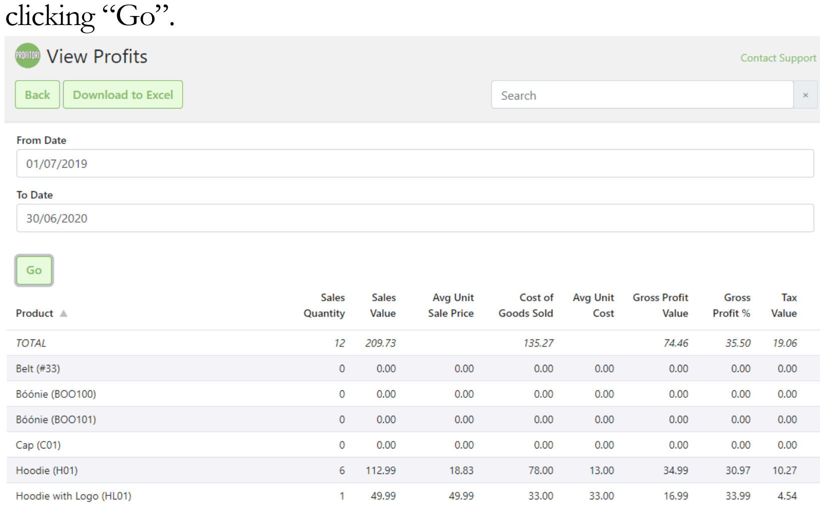


Customer	Last Order Date	Last Order Quantity	Quantity	Average Unit Price
Paul Andrews, Adventures in Wellness Pty Ltd	Jul 1 2020	1	4	16.67

Click on a customer to drill down and see the orders from that customer.

View Profits

View your profits by going to Profitori > View Profits, choosing a date range and clicking "Go".



Product	Sales Quantity	Sales Value	Avg Unit Sale Price	Cost of Goods Sold	Avg Unit Cost	Gross Profit Value	Gross Profit %	Tax Value
TOTAL	*12*	*209.73*		*135.27*		*74.46*	*35.50*	*19.06*
Belt (#33)	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bóónie (BOO100)	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bóónie (BOO101)	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cap (C01)	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hoodie (H01)	6	112.99	18.83	78.00	13.00	34.99	30.97	10.27
Hoodie with Logo (HL01)	1	49.99	49.99	33.00	33.00	16.99	33.99	4.54

Download to Excel for further analysis, graphing etc.

(PRO only) View Consolidated Profits

If you have multiple sites running Profitori you can view consolidated profits across all sites. See Appendix E for how to configure your system to do this.

Profits by Supplier

View profits by supplier by going to Profitori > Reports > Profit by Supplier. Please note that this will only include products that have been set up with a main Supplier (via Profitori > Inventory > Edit Product > Add Supplier).

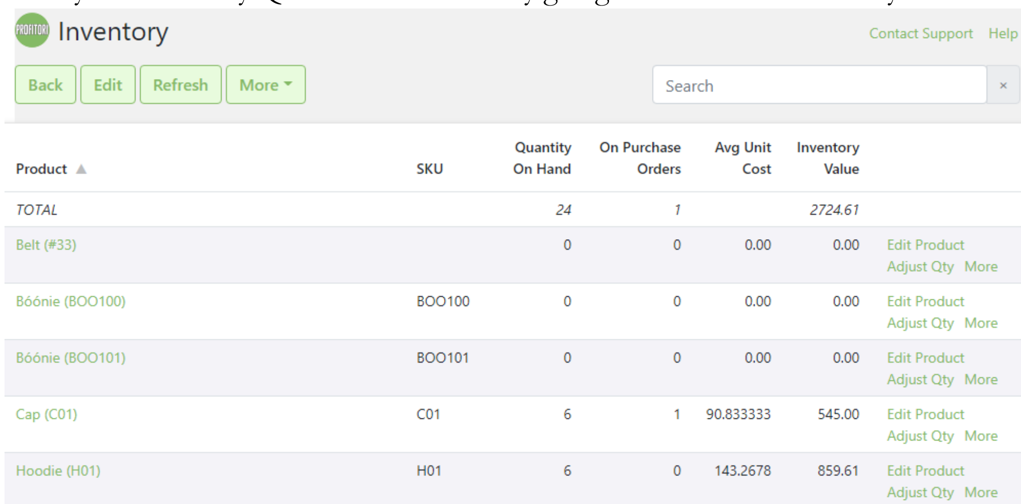
Profits by Category

View profits by supplier by going to Profitori > Reports > Profit by Category. Please note that each product will be counted in a single category only. (Categories are assigned to products in WooCommerce).

Manage Inventory Levels

View Quantities On Hand

View your Inventory Quantities On Hand by going to Profitori > Inventory.



Product	SKU	Quantity On Hand	On Purchase Orders	Avg Unit Cost	Inventory Value	
TOTAL		24	1		2724.61	
Belt (#33)		0	0	0.00	0.00	Edit Product Adjust Qty More
Bóónie (BOO100)	BOO100	0	0	0.00	0.00	Edit Product Adjust Qty More
Bóónie (BOO101)	BOO101	0	0	0.00	0.00	Edit Product Adjust Qty More
Cap (C01)	C01	6	1	90.833333	545.00	Edit Product Adjust Qty More
Hoodie (H01)	H01	6	0	143.2678	859.61	Edit Product Adjust Qty More

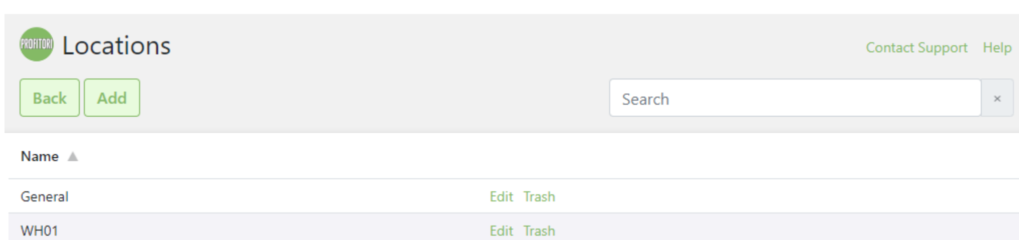
If you would like to alter the information shown for each Product, click "Customize". This will allow you to add and remove fields, including custom Product attributes that you have set up in WooCommerce.

Quickly Edit Inventory Data

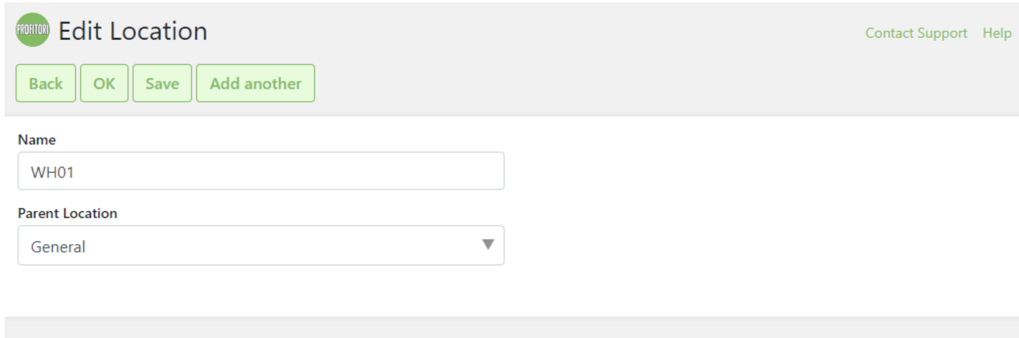
To quickly edit data on your products, click the Edit button. By default this will open up "Avg Unit Cost" for editing, but can add other editable fields using the Customize button.

Manage Locations

If you want to track inventory stored at different locations within your operation (e.g. warehouses, or areas with warehouses), set up your locations by going to Profitori > Locations.

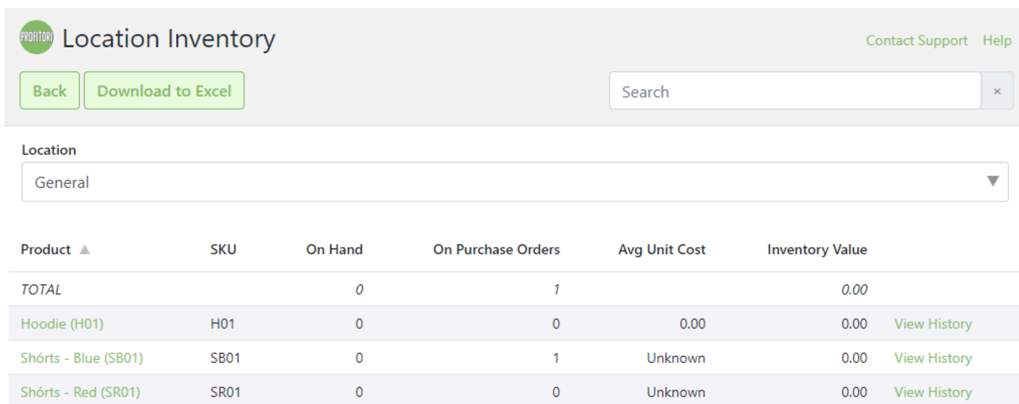


Name	
General	Edit Trash
WH01	Edit Trash



View Quantities On Hand By Location

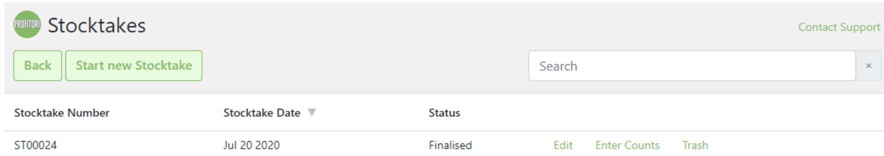
View your Inventory Quantities On Hand by Location, by going to Profitori > Inventory > Location Inventory.

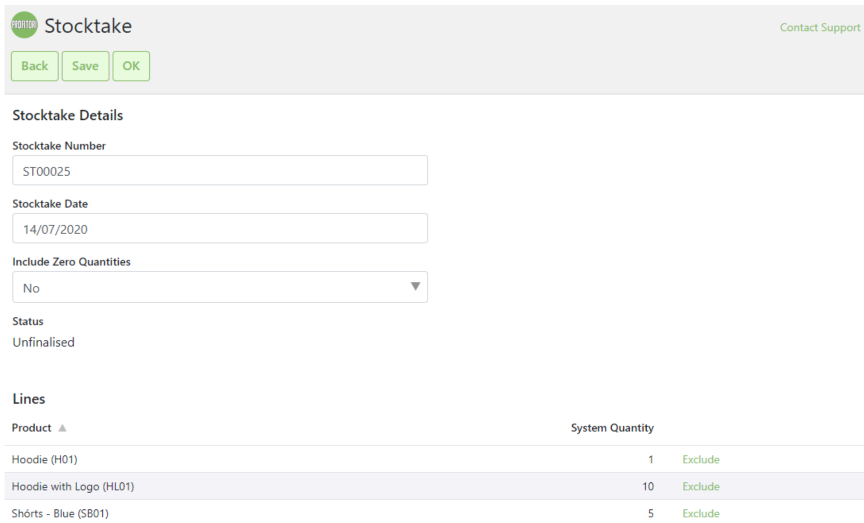


Product	SKU	On Hand	On Purchase Orders	Avg Unit Cost	Inventory Value	
TOTAL		*0*	*1*		*0.00*	
Hoodie (H01)	H01	0	0	0.00	0.00	View History
Shórts - Blue (SB01)	SB01	0	1	Unknown	0.00	View History
Shórts - Red (SR01)	SR01	0	0	Unknown	0.00	View History

Stock Take

Do periodic stock takes by going to Profitori > Stocktake, and clicking “Start new Stocktake”. This will allow you to physically count stock then update the system with real current stock levels.



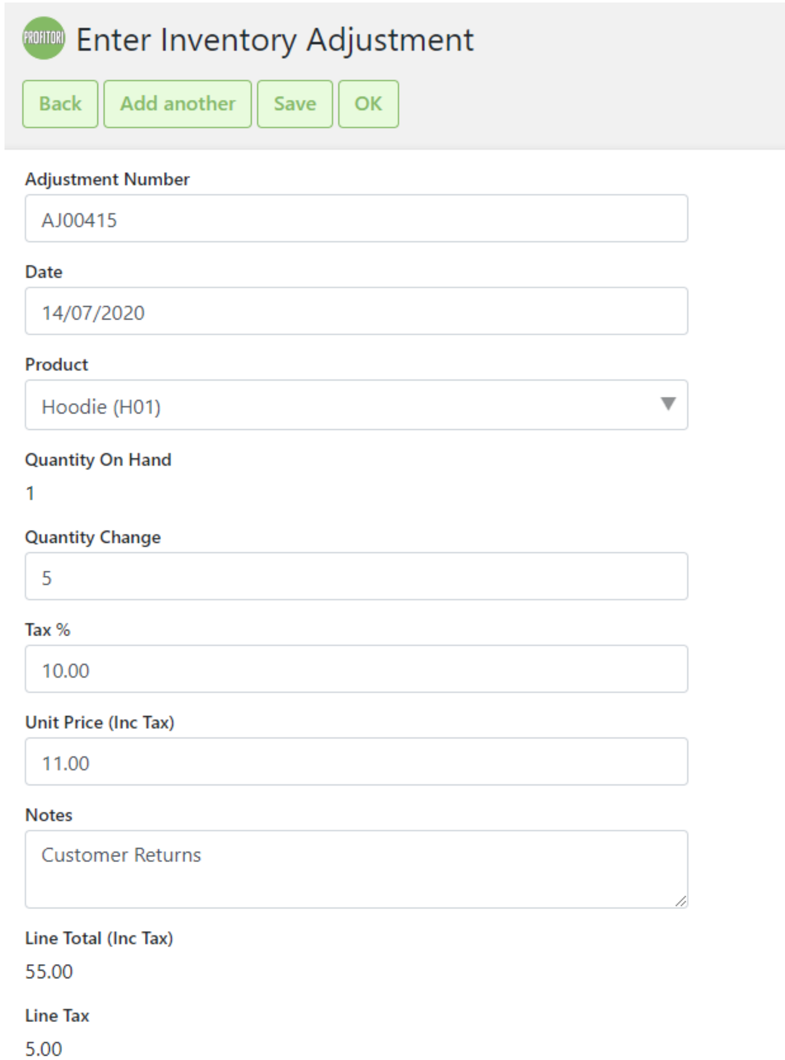


The process for performing stocktakes is as follows:

1. Click "Start new stocktake"
    a. Choose a location (or leave as "General")
    b. Products with balances for the location will be listed
    c. To include all products including those with zero balance, select "Yes" for "Include Zero Quantities"
    d. For any products you don't want to count, click "Exclude"
    e. Click OK
2. Perform the physical count
3. Go to Profitori > Stocktake
4. Click the "Enter Counts" link next to the stocktake you created above.
5. Enter all counts.
6. Click OK to save and come back to later, if needed.
7. When all counts are entered, click "Finalise". This will update the stock levels within Profitori and WooCommerce.

Adjust Quantities On Hand

Adjust the quantity on hand of any product by going to Profitori > Inventory Levels and clicking "Adjust".

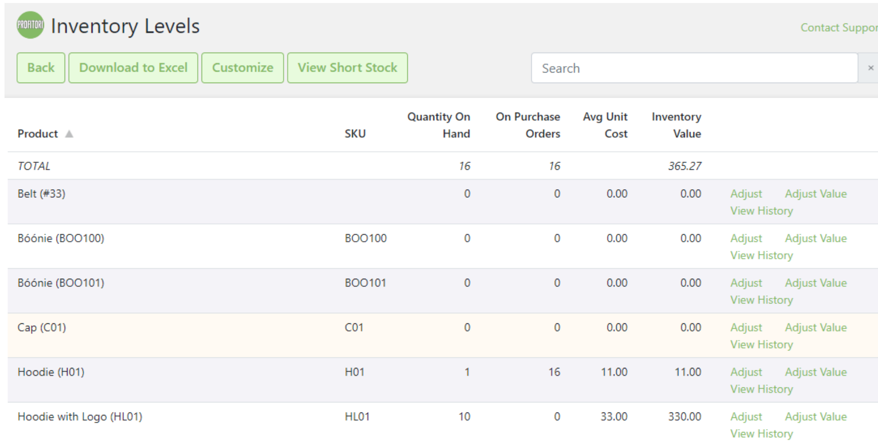


(PRO only) Serial/Lot Entry

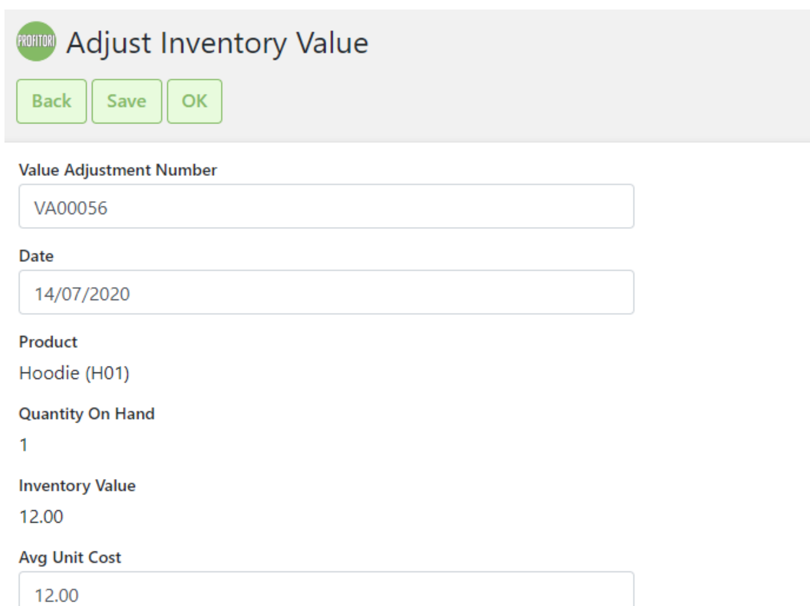
If the product has "Serial/Lot Tracking" set to "Lot" or "Serial", you can enter the serial / lot numbers being adjusted underneath the Adjustment details.

Track Total Inventory Value

View your total Inventory Value, and individual product inventory values by going to Profitori > Inventory.



Adjust the value of your stock on hand by going to Profitori > Inventory Levels. Click the Product link, then click "Adjust Value". Enter the new average cost per unit then click OK.

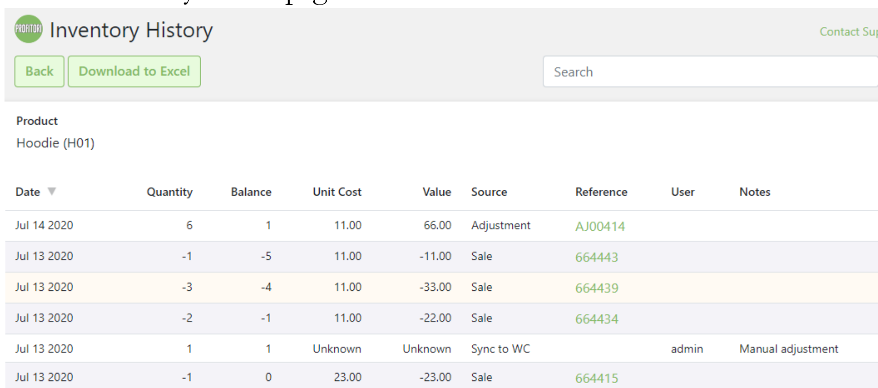


Consignment Stock

If you have stock of products on consignment, and you want to exclude the value of this stock when viewing total inventory value, go to Profitori > Inventory > Edit Product and set "Held on Consignment?" to Yes for all such products. Then use Profitori > Inventory > Customize to add the field "Inventory.inventoryValueExclConsignment" to your Inventory page.

Audit Inventory Movements

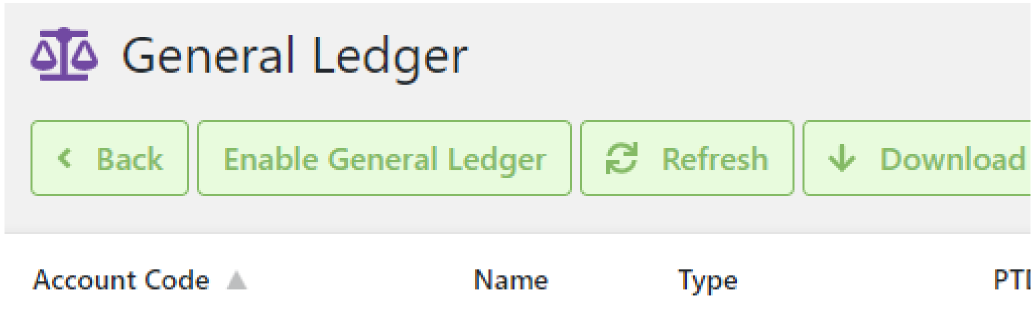
View the history of each product by clicking the View History link next to the product in the Inventory Levels page.



Date	Quantity	Balance	Unit Cost	Value	Source	Reference	User	Notes
Jul 14 2020	6	1	11.00	66.00	Adjustment	AJ00414		
Jul 13 2020	-1	-5	11.00	-11.00	Sale	664443		
Jul 13 2020	-3	-4	11.00	-33.00	Sale	664439		
Jul 13 2020	-2	-1	11.00	-22.00	Sale	664434		
Jul 13 2020	1	1	Unknown	Unknown	Sync to WC		admin	Manual adjustment
Jul 13 2020	-1	0	23.00	-23.00	Sale	664415		

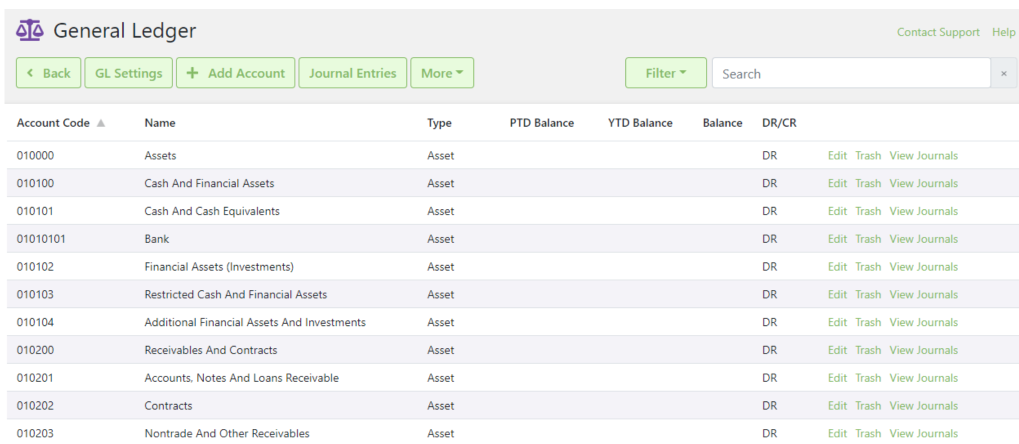
(PRO only) Produce Financial Accounts

Manage and produce your financial accounts by going to Profitori > General Ledger.



Choose "Enable General Ledger" to turn on financial accounting.

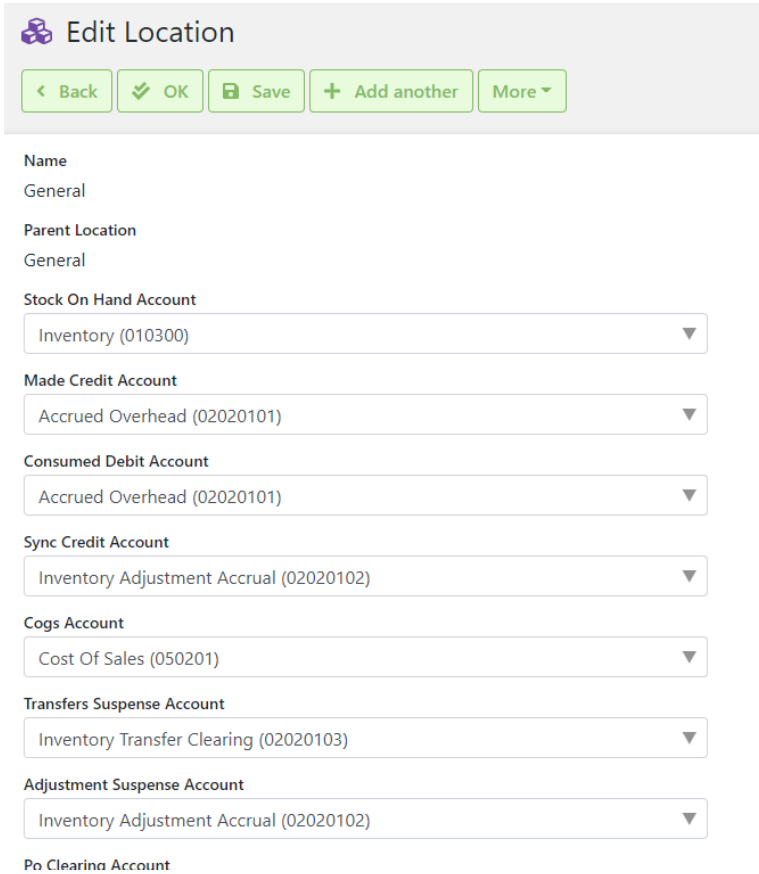
Select a starting calendar month, and set "Enable General Ledger" to "Yes" then click "OK". Profitori will create the base chart of accounts based upon international standards.



Account Code	Name	Type	PTD Balance	YTD Balance	Balance	DR/CR	
010000	Assets	Asset				DR	Edit Trash View Journals
010100	Cash And Financial Assets	Asset				DR	Edit Trash View Journals
010101	Cash And Cash Equivalents	Asset				DR	Edit Trash View Journals
01010101	Bank	Asset				DR	Edit Trash View Journals
010102	Financial Assets (Investments)	Asset				DR	Edit Trash View Journals
010103	Restricted Cash And Financial Assets	Asset				DR	Edit Trash View Journals
010104	Additional Financial Assets And Investments	Asset				DR	Edit Trash View Journals
010200	Receivables And Contracts	Asset				DR	Edit Trash View Journals
010201	Accounts, Notes And Loans Receivable	Asset				DR	Edit Trash View Journals
010202	Contracts	Asset				DR	Edit Trash View Journals
010203	Nontrade And Other Receivables	Asset				DR	Edit Trash View Journals

Automatic Journal Entries

Once you turn on the General Ledger, Profitori will automatically create journal entries for Sales as they occur, Inventory Movements and more. To view the default accounts used for each type of transaction, choose "GL Settings" then "Locations". Now click "Edit" next to the Location you want to configure accounts for.



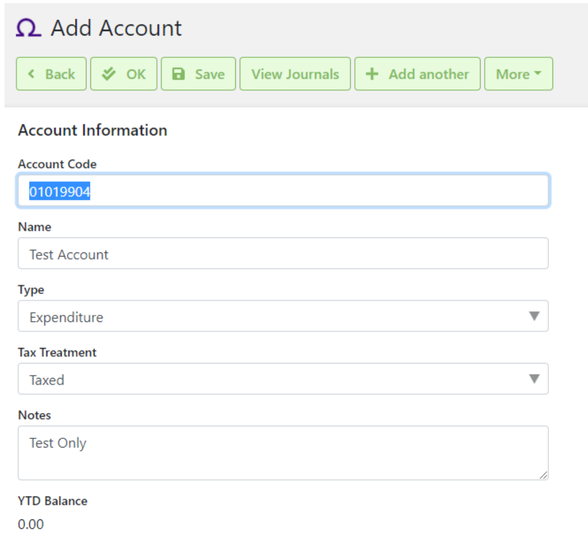
View Journal Entries

To view journal entries, go to Profitori > General Ledger > Journal Entries. This will show you a complete list of all entries that you can search,, filter, sort and download to Excel.

Alternatively, go to Profitori > General Ledger > (Account) Edit > View Journals to view only Journal Entries for a specific account.

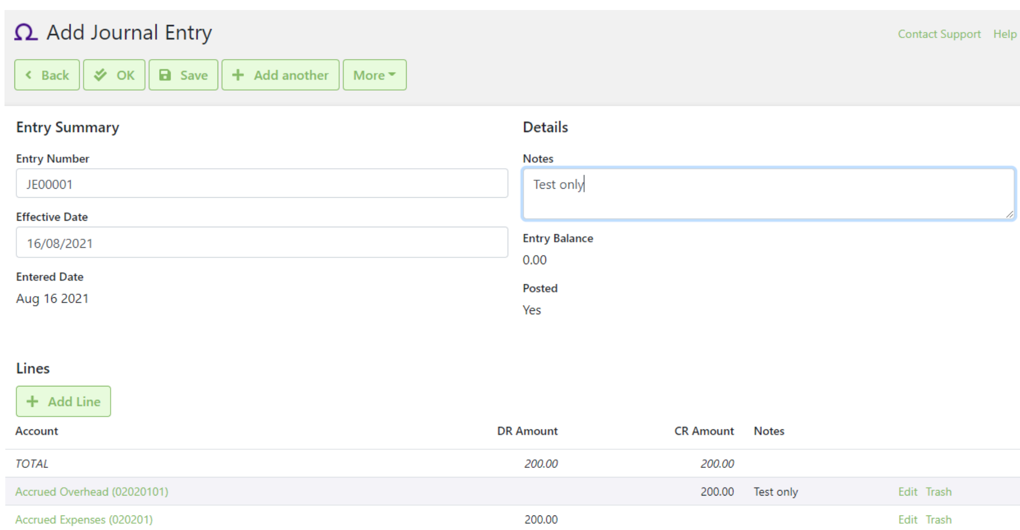
Add Accounts

To add a GL Account to those included, go to Profitori > General Ledger > Add Account.



Enter Manual Journal Entries

To make manual journal entries, go to Profitori > General Ledger > Journal Entries and choose "Add".



NOTE: Journal Entries are automatically posted if they are in balance. If you enter an unbalanced Journal Entry, you will receive a warning. The Journal Entry will be saved but "Posted" will be "No" and no account balances will be affected.

View Financial Statements

To view a Profit and Loss (Income Statement), go to Profitori > General Ledger > Profit and Loss.

To view a Balance Sheet, go to Profitori > General Ledger > Balance Sheet.

Modify Financial Statements

To add lines to the Profit and Loss statement, or to alter what accounts are included in each line, go to Profitori > General Ledger > Profit and Loss > Modify.

To add lines to the Balance Sheet statement, or to alter what accounts are included in each line, go to Profitori > General Ledger > Balance Sheet > Modify.

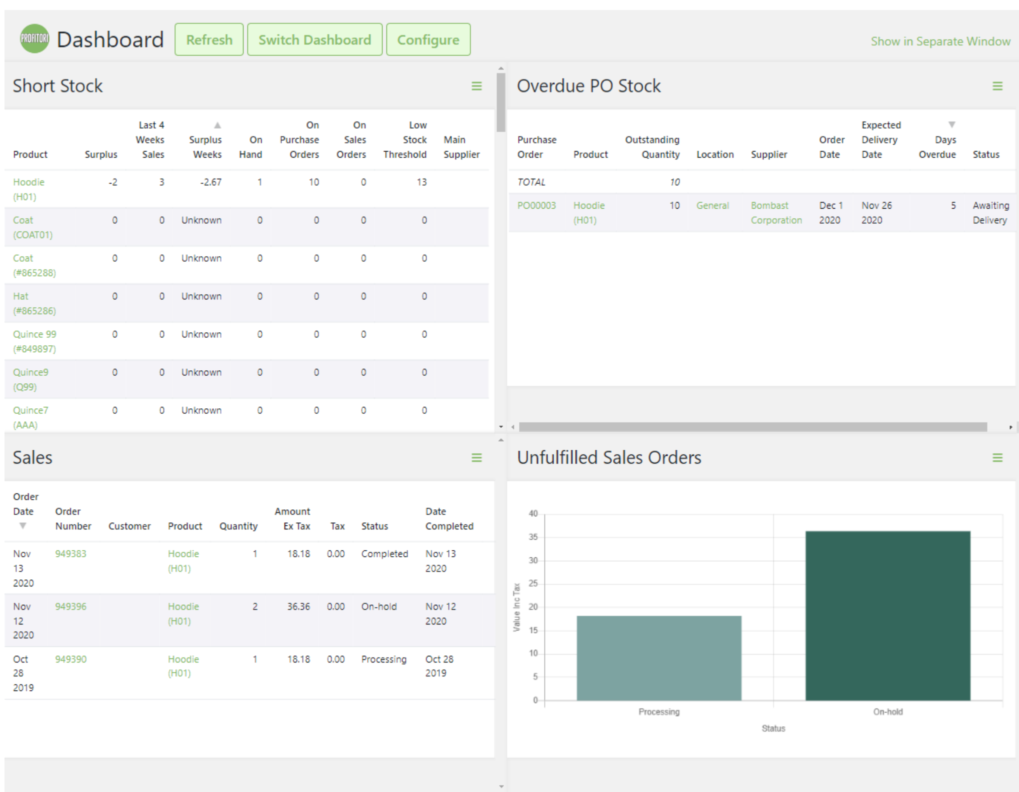
Chapter 4

(PRO only) The Profitori Dashboard

The Profitori Dashboard gives you a live, auto-refreshing overview of the entire business on a single page (designed to be on display all of the time e.g. on a second monitor).

Built-in Dashboard

The dashboard is designed to be tailored to meet your exact needs. However a built-in template is provided, both as an example of what can be done and as a useful overview that will cater to many situations.



To show the Dashboard, go to Profitori > Dashboard. By default the Dashboard starts in its own browser window. This is because it is designed to occupy a full screen (e.g. a second monitor) that is visible all of the time giving you real time updates on how your operation is performing. If you prefer to see it in your main Admin console, go to Profitori > Settings and alter "Keep dashboard in main window" to "Yes".

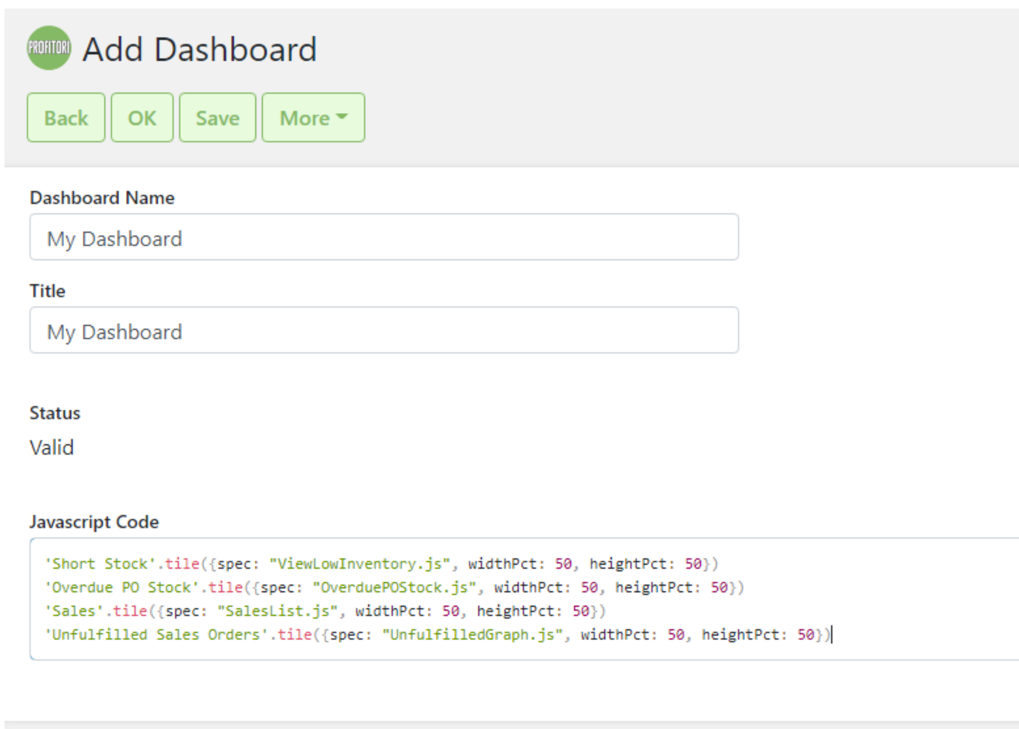
You will notice that the built-in dashboard has four tiles, with each of the tiles showing either a list or a graph.

Customizing the Dashboard

You can design multiple dashboards for different purposes (e.g. you might have a sales dashboard and a purchases dashboard).

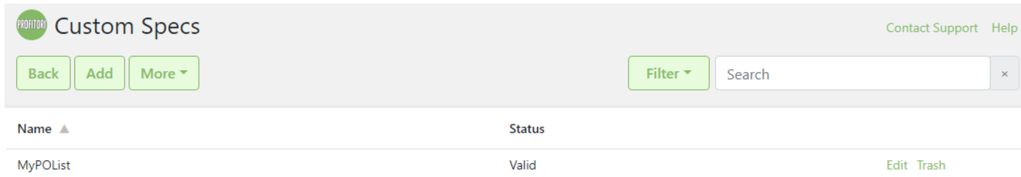
Each dashboard can have as many tiles as you like.

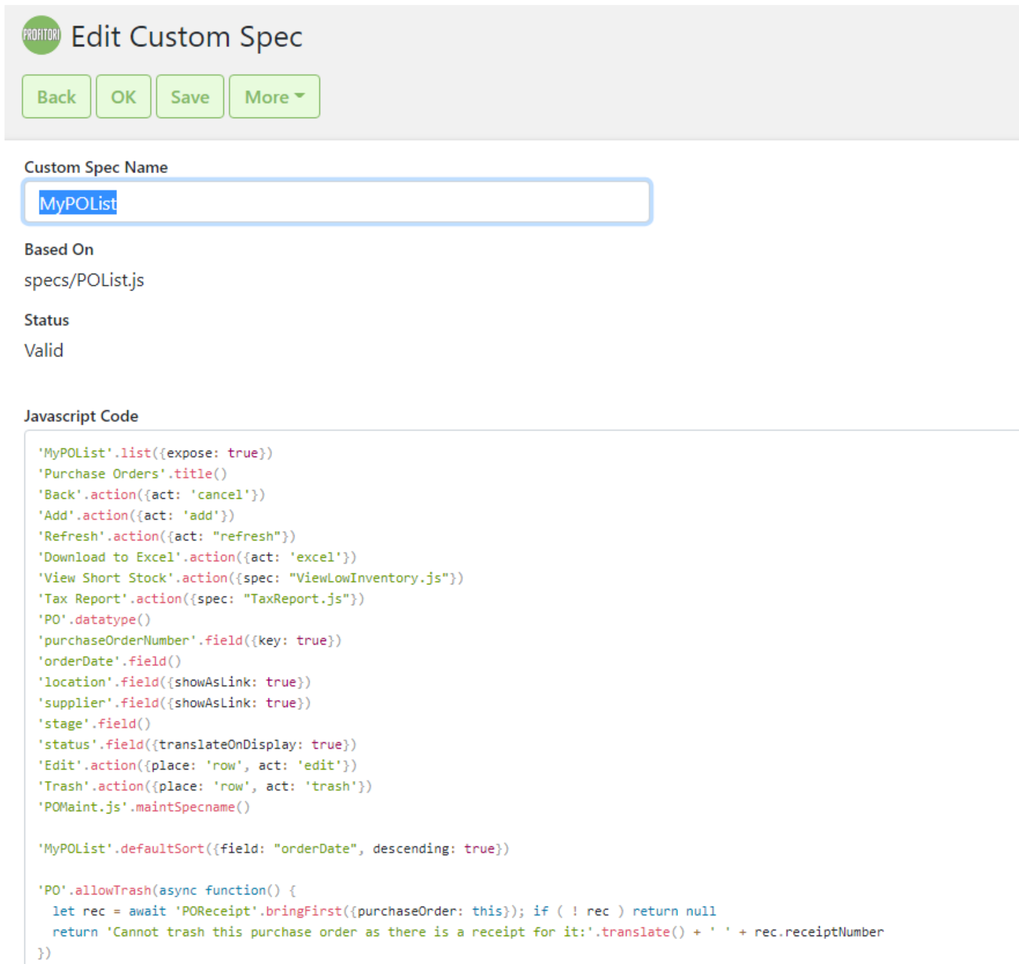
To create a dashboard, go to Profitori > Dashboard > Configure > Add Custom Dashboard.



The Javascript Code defaults to be the same as the Built-in Dashboard. You can modify this to add or remove tiles. The "spec" parameter indicates the content of the tile. This can be any of the Javascript files in the plugin folder's widget/src/specs or widget/premium/src/specs subfolders, or any of the Specs you've defined in Profitori > Settings > Modify Profitori >Extension Specs. (See Appendix C – Customizing Profitori for more information).

You can also add tile specs via Profitori > Dashboard > Configure > Custom Specs.





See Appendix C – Customizing Profitori for information on writing the Javascript code for custom tiles.

Appendix A – Tax

Sales

Tax on sales is handled by WooCommerce. Information on sales tax is shown on some Profitori pages and reports.

Purchases

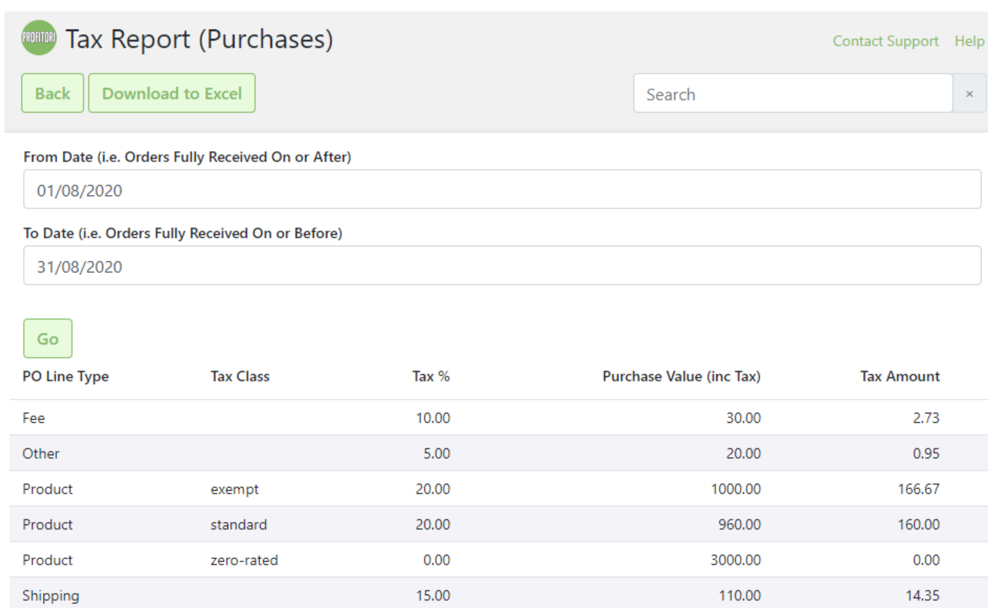
Profitori calculates and collects tax information on purchases.

When you enter a product on a Purchase Order line, Profitori defaults the Tax % from your WooCommerce Tax settings. You can alter this on the Purchase Order line if needed.

When you enter a non-product Purchase Order line (e.g. Shipping), Profitori defaults the Tax % from the Supplier. You can alter this on the Purchase Order line if needed.

At the end of each reporting period you can produce a summary of tax you paid on purchases by going to Profitori > Reports > Tax Reports (Purchases).

NOTE: The report uses the date of each Purchase Order Receipt to determine which purchases to include. It only includes orders that have been fully received.



PO Line Type	Tax Class	Tax %	Purchase Value (inc Tax)	Tax Amount
Fee		10.00	30.00	2.73
Other		5.00	20.00	0.95
Product	exempt	20.00	1000.00	166.67
Product	standard	20.00	960.00	160.00
Product	zero-rated	0.00	3000.00	0.00
Shipping		15.00	110.00	14.35

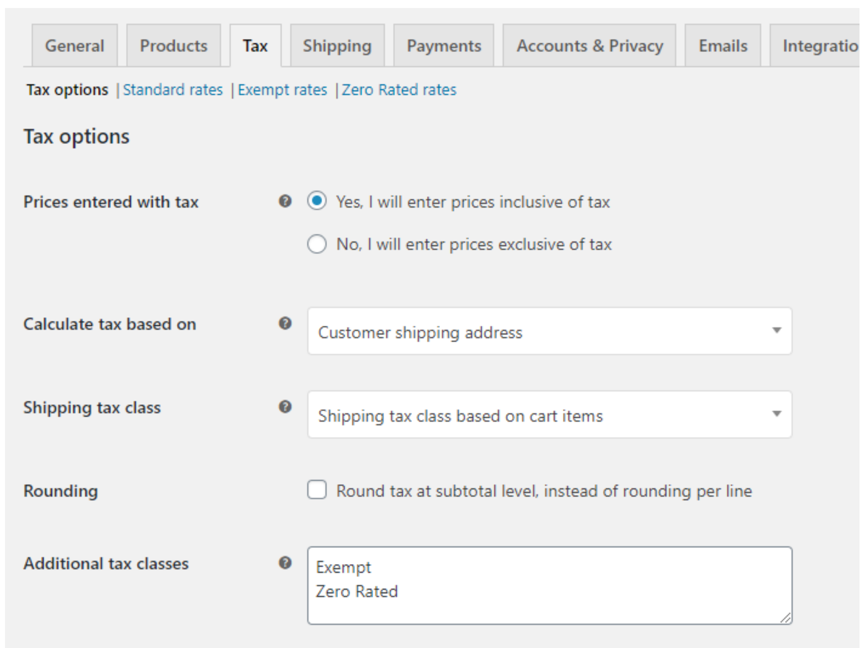
VAT

VAT Notes

Goods that you purchase may fall into three categories:

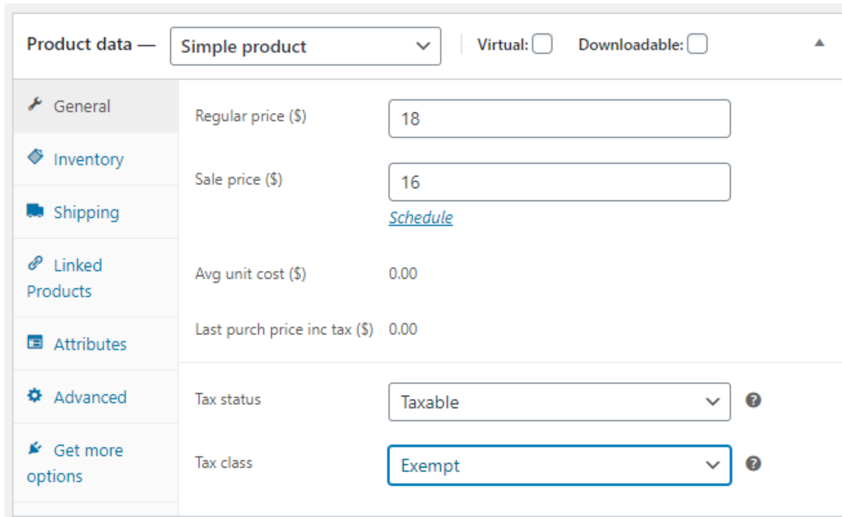
- Normal VAT
- Exempt (i.e. VAT on purchases can be deducted from payment to government).
- Zero-rated (no VAT payable, but must still be reported)

So that Profitori can separate these out, set up Exempt and Zero-rated as "Additional tax classes" in your WooCommerce Tax settings:



You will need to set the VAT rate (e.g. 20%) for both the "Standard rates" and "Exempt rates" classes after you save the settings. (See "Standard rates" and "Exempt rates" links at the top of the Tax tab).

You will also need to set the Tax status and Tax class on each of your Products in WooCommerce (Note: Zero-rated products should have their Tax status set to "Taxable" so that they will show on tax reports):



Summary of steps to set up VAT

These are the basic steps you need to perform to set up for VAT:

1. Add additional Tax Classes in the WooCommerce Tax Settings

2. Set rates on the Standard Tax Class and the additional Tax Classes in WooCommerce Tax Settings

3. For all relevant Products, set the Tax Class in the WooCommerce Edit Product page.

4. Set the Profitori default tax % in Profitori > Settings. (To the prevailing VAT rate – e.g. 20%).

5. When Suppliers are added, their default tax % will be automatically set to the Profitori default tax %. If you have existing suppliers, set their tax % by going to Profitori > Suppliers > Edit.

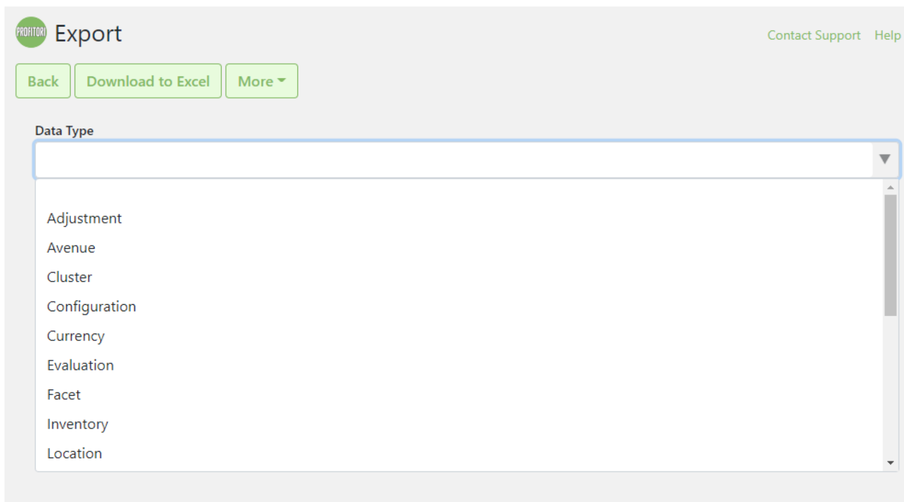
6. At the end of each reporting period, use the WooCommerce Tax Reporting to determine VAT collected. Use Profitori > Reports > Tax Report (Purchases) to determine purchasing data for your VAT reporting, including deductions for exempt items.

Appendix B – Import from Excel

The Basics

Profitori lets you update or create most of its data by importing from Excel spreadsheets.

The format is exactly as for exports, so the best way to obtain a template to use for your import data is to do an export via Profitori > Settings > Utilities > Export.



Simply edit the downloaded spreadsheet then go to Profitori > Settings > Import to import it.

Data Types

Use the export page above to see a complete list of data types. Most of these are self-explanatory, except for the following:

Cluster	This holds inventory balances per Product per Location
Avenue	This holds Supplier-specific data per Product

Note: the export creates an Excel Workbook with a single sheet. The name of the sheet (indicated in the tab at the bottom of Excel) – not the workbook (file) name - is the data type. When you import, the import process uses this to determine the data type to import. So you can call your import file whatever you like, but make sure the sheet name is exactly the same as the data type.

Importing Product Suppliers

Many new Profitori sites need to import their product suppliers. Profitori has a special datatype to make this easier, called “ProductSupplier”. Simply export this datatype as per the instructions above, then fill in the Supplier Name column for each product, then import.

Header/Line data types

Some data types accept headers and lines in the same file. For example, the PO data type (Purchase Orders), will export PO headers and PO lines into the same file. You can use the same format to import. Header and line columns are kept separate for ease of editing.

Here's an example of a simple PO import. (Notice that most of the columns from the export have been removed).

	B	C	D	E	F	G	H	I	J
1	purchaseOrderNumber	orderDate	supplier	expectedDeliveryDate	stage	LineItem.purchaseOrder	LineItem.product	LineItem.quantity	LineItem.unitCostIncTaxFX
2	POTEST	14/05/2021	Bombast Cc	1/01/2022	Entered				
3						POTEST	Cap (C01)	2	100
4						POTEST	Cap (C01)	2	100

Adding New Records

To add new records, specify “[new]” in the “id” column. (In most cases you can simply leave the id column out if you are just importing new records).

Read-Only Data

Exports contain all data, including read-only and calculated columns. You can remove these from your imports if you wish. If you leave read-only columns in, the import process will check that the values match what is in Profitori. If the values do not match your import will be rejected.

Cost Data

Profitori is a multi-currency system and its records hold values both in the foreign currency and the local currency. For the purposes of import, you will only need to import the foreign value (Profitori calculates the local value). For example, if you are importing Purchase Order lines, you will only need to specify the column “LineItem.unitCostIncTaxFX” – Profitori will calculate the other columns. This advice applies even if your Purchase Order is in the local currency.

Inc Tax versus Excl Tax

If you’ve configured Profitori to allow you to enter purchase order prices exclusive of tax, you should import into the “LineItem.unitCostExclTaxFX” column instead of “LineItem.unitCostIncTaxFX”.

Appendix C – Customizing Profitori

Profitori offers extensive and powerful customization capabilities.

A large proportion of Profitori is written in Javascript. Most of the logic is encapsulated in Javascript files called "specs". You can see all built-in spec code by looking in the Profitori installation directory, under widget/src/specs and widget/src/premium/specs. Profitori customizations are developed using exactly the same style of coding.

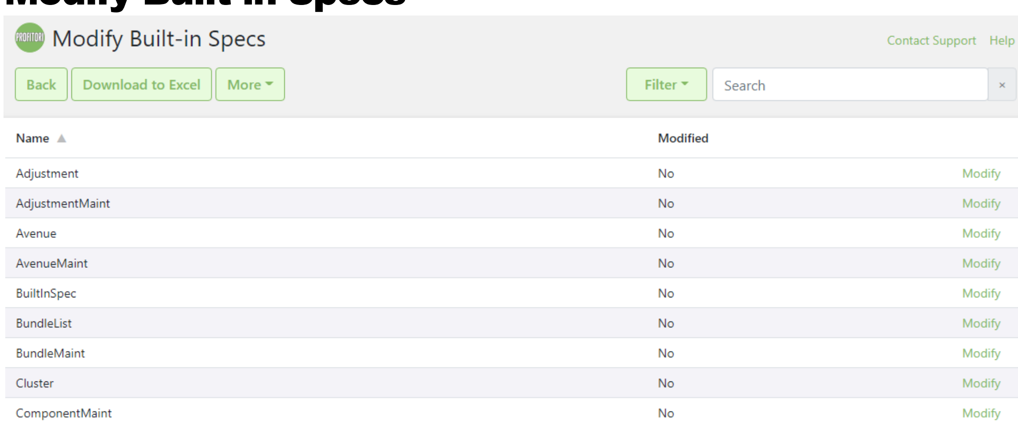
IMPORTANT: Do not edit the above files directly.

There are two ways to customize Profitori:

- By modifying a Built-in Spec (Profitori > Settings > Modify Profitori > Modify Built-in Specs).

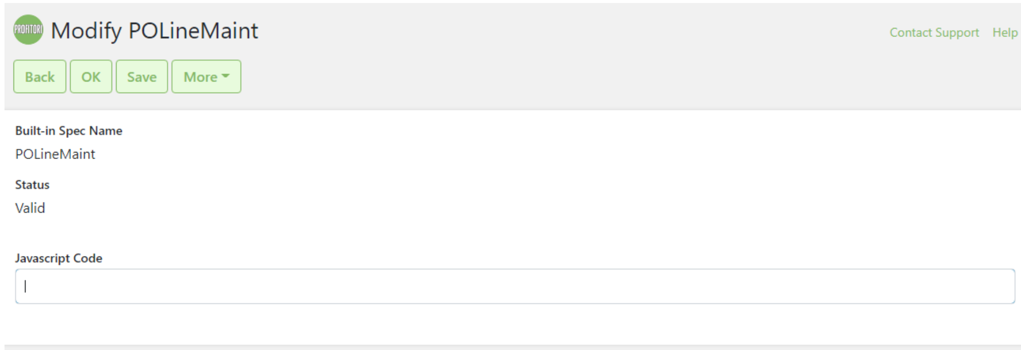
- By adding your own Extension Specs (Profitori > Settings > Modify Profitori > Extension Specs).

Modify Built-in Specs



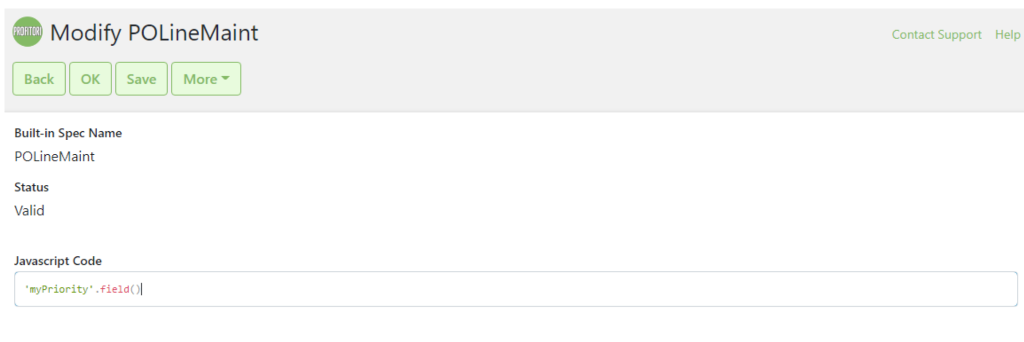
This page lists all of the Built-in Specs. (NOTE: A Spec can specify a list/report, or a maintenance page but it can also specify a datatype. All functionality is encapsulated in a Spec of one kind or another – there is no need to add tables or columns to the database or to go to another configuration page to manage attributes).

Click "Modify" to modify a Built-in Spec. In the example below we are modifying POLineMaint.

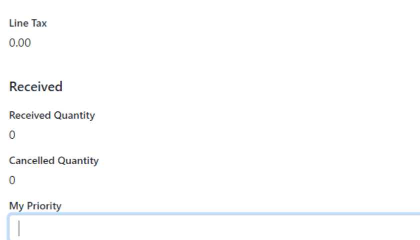


Note that there is no code as yet. The code that we will put here extends the code that is in the POLineMaint.js file in widget/src/specs.

There are many ways that you can extend the code and the best way to see how is to examine the built-in spec files in widget/src/specs. As an example, to add a 'My Priority' field to the PO Line Maintenance page:



Click OK and then go to Profitori > Purchase Orders. Add or Edit an order, then add a line. You will see your new field at the bottom of the page.



Fields are highly configurable – again to see the full extent of their capabilities, examine the code at widget/src/specs. For example to alter the caption:

Javascript Code

```
'myPriority'.field({caption: "The Priority"})
```

You can alter the way existing fields work by respecifying the field. For example to change the caption of the existing Line Type field:

Javascript Code

```
'myPriority'.field({caption: "The Priority"})
'lineType'.field({caption: "My Altered Line Type Caption"})
```

Methods can be overridden. For example to add a Line Type to the existing Line Types:

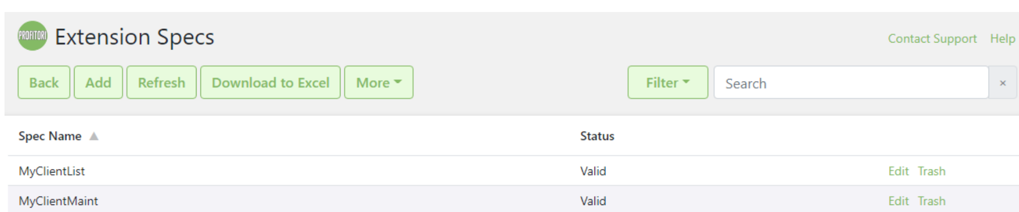
Javascript Code

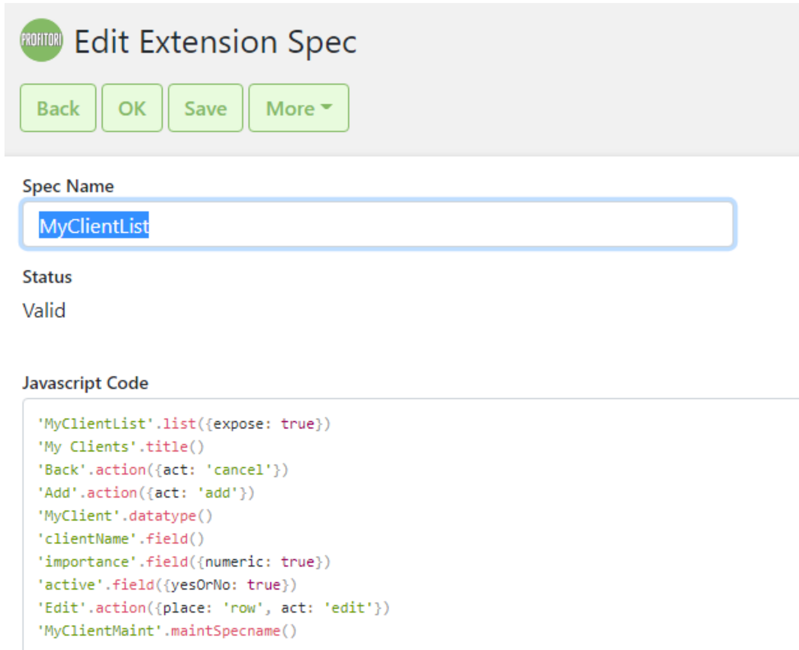
```
'myPriority'.field({caption: "The Priority"})

'lineType'.options(['Product', 'Shipping', 'Fee', 'Tax', 'Other', 'My Line Type'])
```

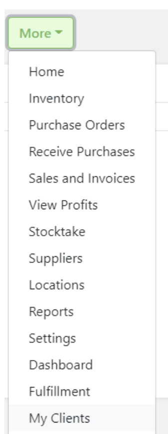
Adding Extension Specs

You can create completely new pages and datatypes by adding your own Extension Specs. These work in the same way as Built-In Specs.

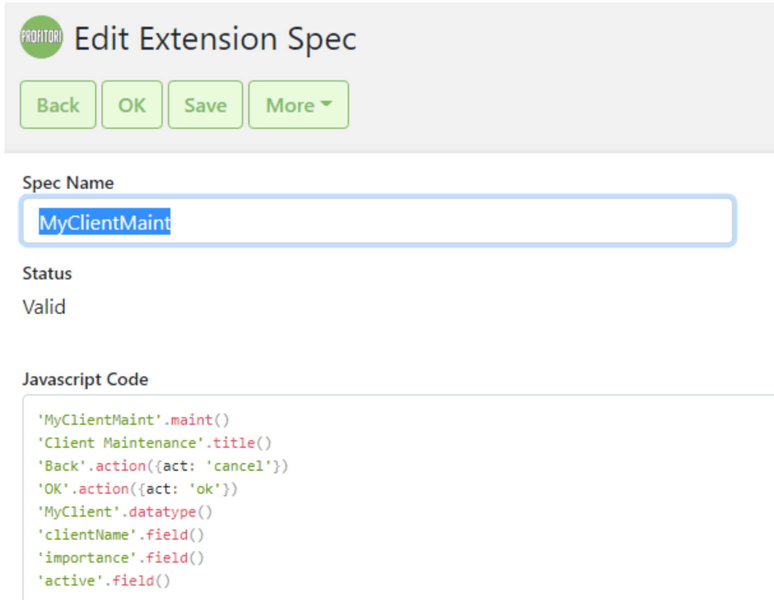




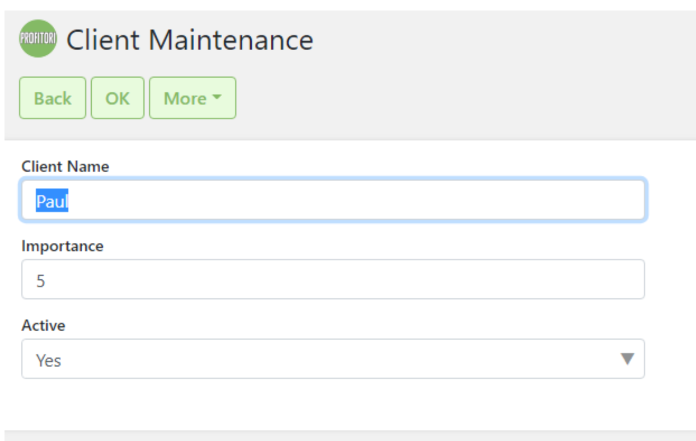
The above Extension appears in the "More" menu once it is saved (because expose: true is specified).



The maintenance page referred to by the above code is specified as follows:



The above specs yield a fully operational list and maintenance page.

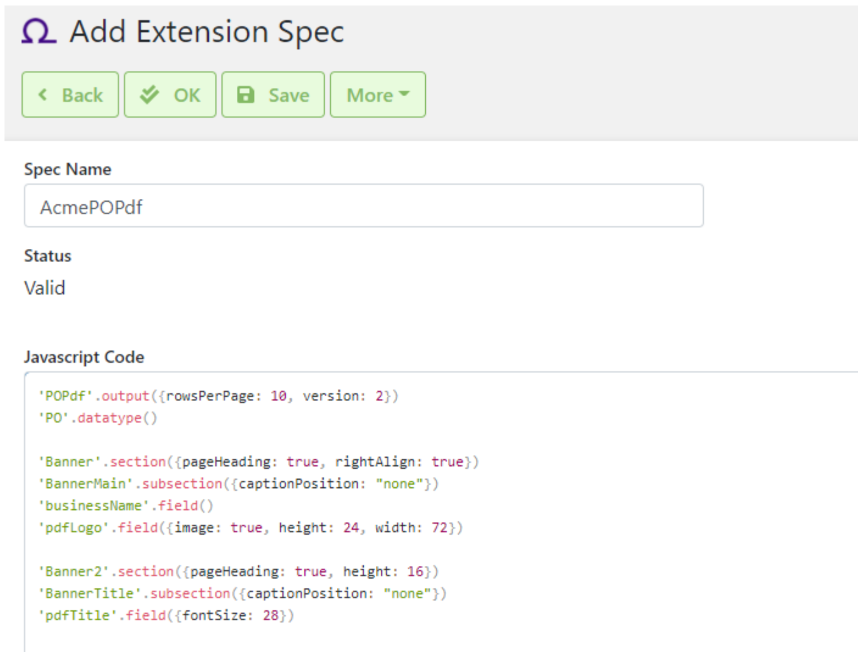


These can be fleshed out in the same way as any other Profitori feature.

Example: Modify Purchase Order PDF

To modify the layout of your Purchase Order PDF, first create a new extension spec by going to Profitori > Settings > Modify Profitori > Extension Specs.

Choose the "Add" button to add a new Spec.



For the Spec Name enter a prefix that represents your company ("Acme" above), followed by "POPdf".

For Javascript Code, copy and paste the contents of POPdf.js from your widget/src/specs folder. Change the first line to "AcmePOPdf…" to match the new spec name.

Choose OK to save this.

To get Profitori to use this instead of the standard POPdf, go to Profitori > Settings > Modify Profitori > Modify Built-In Specs. There are two built-in specs you need to modify – POMaint and POList (both are pictured below).

Now return to Profitori > Settings > Modify Profitori > Extension Specs and modify the spec you created above – AcmePOPdf - to suit your requirements.

Appendix D – Product Meta Fields

Profitori adds these meta fields to WooCommerce products:

_prfi_quantityOnPurchaseOrders

_prfi_avgUnitCost

_prfi_lastPurchaseUnitCostIncTax

_prfi_quantityOnPurchaseOrdersLessOversold

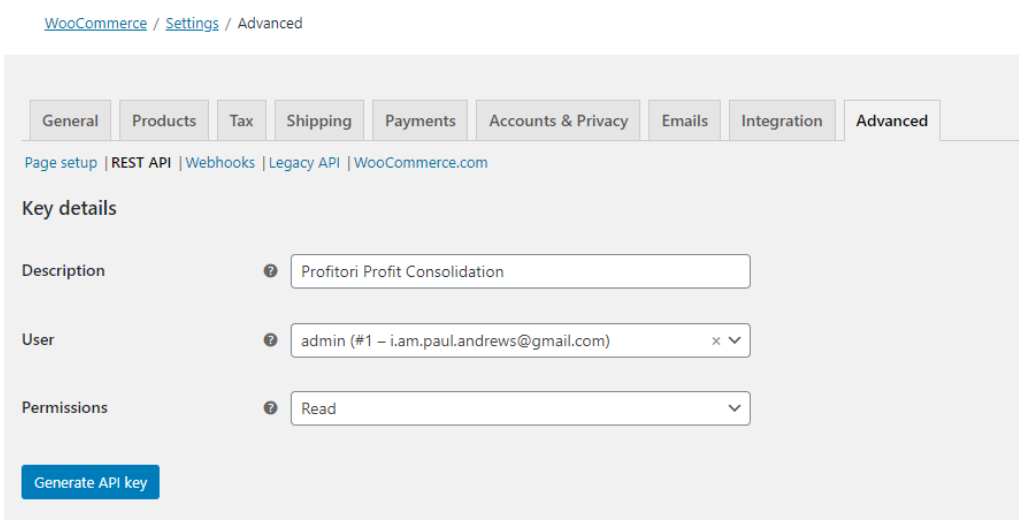
_prfi_nextExpectedDeliveryDate

Appendix E – (PRO only) View Consolidated Profits

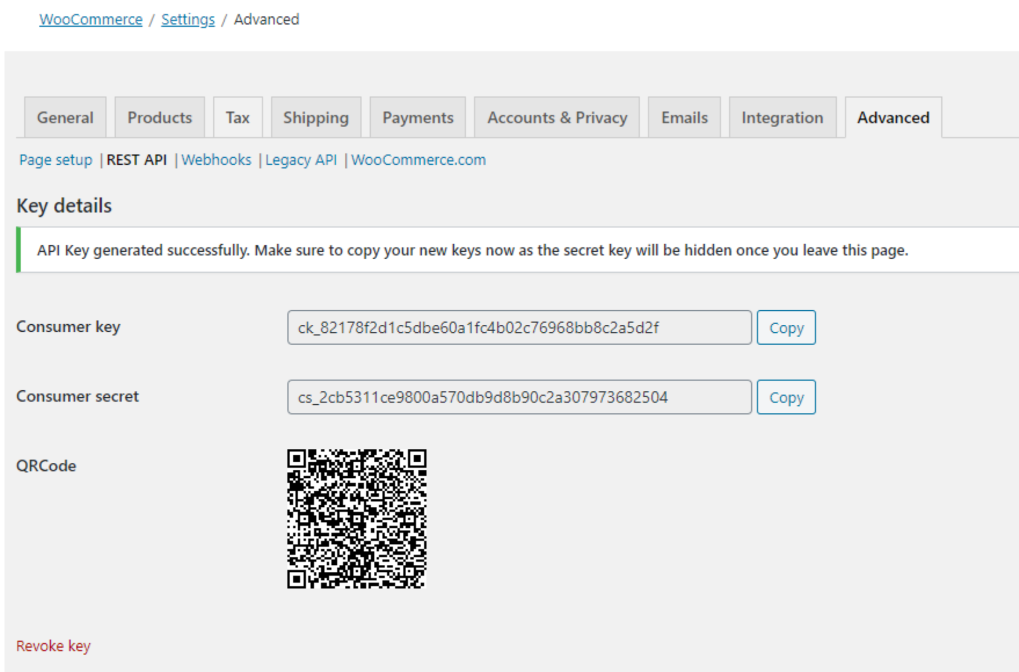
If you have multiple sites running Profitori and you would like to view consolidated profits across all sites, follow these steps.

Choose one of your sites to be the main site. This will be the site that you will use when you want to view consolidated profits.

On each of the other sites (but not the main site), go to WooCommerce > Settings > Advanced > REST API > Add key.



Enter a description, choose a user with admin permissons, and leave Permissions as “Read”, then click “Generate API key”.



Copy the Consumer key and Consumer secret somewhere – you will need them in the subsequent steps.

Repeat the above for each of the other sites (but not the main site).

Once you have completed the above steps for each of the other sites, go to the main site, then go to Profitori > View Profits > Consolidated Profits > Consolidation Settings.

Click "Add Constituent Site".

Enter the details of the site. The URL is just the main site URL, without a path or other parameters. The Consumer Key and the Consumer Secret must match the ones generated above at the other site.

Repeat the above for each of the constituent sites.

Now go to Profitori > View Profits > Consolidated Profits. Fill in the parameters and click Go as you would for any other report.

If you see errors pertaining to being unable to access the constituent site, check that the URL and the Consumer Key and Consumer Secret are correct for all constituent sites.

Note: All constituent sites need to be running Profitori PRO.