

STOCK2TRACK

Admin & Owner Controls

User manual and guide — who can do what, keeping bills and cash honest, and keeping your data safe

How to use this guide

This guide is for the owner. It covers who can do what in STOCK2TRACK, the controls that stop discounts, deleted bills and changed bills from costing you money, and keeping your data safe. Each chapter explains what the screen is for, why it matters, the steps, and annotated screenshots (orange numbers match the list under each picture).

Set up once

1. Roles for each kind of job: cashier, manager, accountant (Chapter 1).
2. One login per person, tied to a role and a branch (Chapter 2).
3. Counter controls: discount cap, bill lock, below-cost check (Chapter 6).
4. A backup folder that is copied off the computer (Chapter 11).

The owner's five-minute evening check

1. The bell: red alerts first (Chapter 10).
2. Deleted Records: every delete has a reason you believe (Chapter 9).
3. Margin Leakage (Analytics): the same name every day is a pattern.
4. The EOD report against the cash in the drawer (Chapter 12).
5. Backup Now (Chapter 11).

After upgrading to this version, run **sql/106_OwnerControls.sql** once. It gives the new **Invoice Edit** permission to every role that can bill, so nothing changes until you take it away from counter roles in Admin > User Roles.

Chapters

- | | |
|---------------------------------|--------------------------------|
| 1. Roles: Who Can Do What | 8. Every Delete Leaves a Trace |
| 2. One Login per Person | 9. Deleted Records |
| 3. When Someone Leaves | 10. The Bell |
| 4. What a Cashier Sees | 11. Backup and Restore |
| 5. Your Business and Branches | 12. Closing the Day |
| 6. Modules and Counter Controls | 13. Tracing Stock Movements |
| 7. Discount Limits in Action | |

Roles: Who Can Do What

A role is a set of permissions. Every login gets exactly one role, so you decide once what a cashier, a manager or an accountant may do.

Who	Owner	How often	Once, then when staff change
-----	-------	-----------	------------------------------

Why it matters

Most losses at the counter come from people being able to do more than their job needs: change prices, give discounts, delete bills. Roles are where you stop that.

How to use it

1. Open **Admin › User Roles**. **Existing Roles** lists every role.
2. Press the eye icon on a role to see exactly what it allows. Tick permissions and press **Remove Selected** to take them away.
3. To make a role, type a **Role Name** and **Description**, tick the permissions it needs in **Available Privileges**, and press **Add** to move them across.
4. Press **Create New Role**. To give more permissions to existing roles, tick those roles, choose the permissions, and press **Append to Selected**.
5. Changes take effect the next time that person signs in.

STOCK2TRACK

CLASSIC BLUE

8

QUICK INVOICE

+ NEW INVOICE

Roles & Privileges

Role Name

Description

+ CREATE NEW ROLE

+ APPEND TO SELECTED

Available Privileges

Privilege

Admin

Backup

Company Creation

Company View

Role Create

> ADD

< REMOVE

Selected Privileges

Privilege

Existing Roles

Actions		Role Name	Description
	☐	Admin	Administrator
	☐	Only CRM	Only CRM
	☐	Cashier	Billing counter
	☐	Store Manager	Runs one branch

Figure 1. Roles and privileges

- 1 Name and description of a new role

2 Every permission, grouped by area

3 Move ticked permissions across, or back

4 Permissions the new role will have
- 5 Create the role

6 Add the chosen permissions to roles ticked below

7 Your roles: view or delete

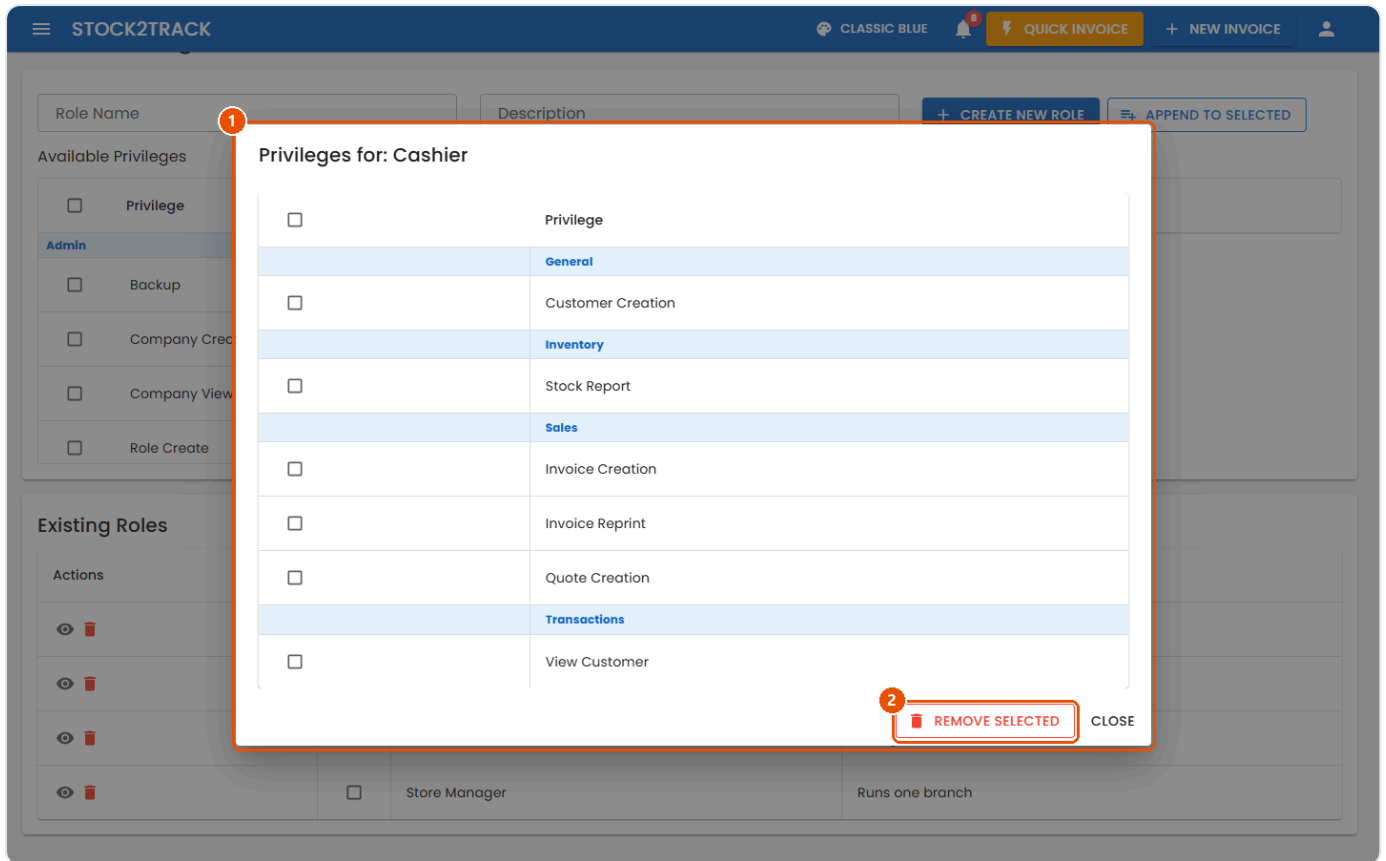


Figure 2. What the Cashier role allows

1 Everything the Cashier role allows

2 Take ticked permissions away

Before you start

Only the owner (Admin role) or a role with **Role Create** can open this screen.

Good to know

- The Admin role can always do everything. Keep it for the owner.
- See the table of permissions that protect your money at the end of this guide.

One Login per Person

Every person who uses STOCK2TRACK gets their own login, tied to one role and one branch.

Who	Owner	How often	When someone joins or leaves
-----	-------	-----------	------------------------------

Why it matters

Every bill, refund, delete and stock count records the login that did it. If people share the owner's login, nothing can be traced to a person.

How to use it

1. Open **Admin › Users**. **Status** shows whether each login is active, and **Last Login** when it was last used.
2. Press **Add User**. Type a **User ID** (the login name), the person's **User Name** and a **Password**.
3. Choose their **Role** and the **Location** (branch) they work at. If they sign in with a card, enter its number in **UID (Card)**. Press **Save**.
4. To reset a forgotten password, press the key icon on their row and type the new password twice.

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CLASSIC BLUE

QUICK INVOICE

NEW INVOICE

User Management

Search

Name, User ID, Role...

ADD USER

MANAGE ROLES

4 Users found.

Actions	Status	Last Login	User ID	User Name	Role Name	Role Details	Location	UID	Type	Supplier	Is Customer
	Active	16-Oct-2026 08:55 AM	demo	Demo Admin	Admin	Administrator	Main Store		User		No
	Active	16-Oct-2026 09:12 AM	ravi	Ravi Kumar	Cashier	Billing counter	Main Store		User		No
	Active	16-Oct-2026 10:02 AM	suresh	Suresh Babu	Store Manager	Runs one branch	Kukatpally Branch		User		No
	Active	15-Oct-2026 06:40 PM	kiran	Kiran Kumar	Cashier	Billing counter	Kukatpally Branch		User		No

Figure 3. User management

- 1

Add a login
- 2

Active or switched off
- 3

When the login was last used
- 4

Edit the login
- 5

Reset the password
- 6

Switch the login off (or on)
- 7

The branch the person works at

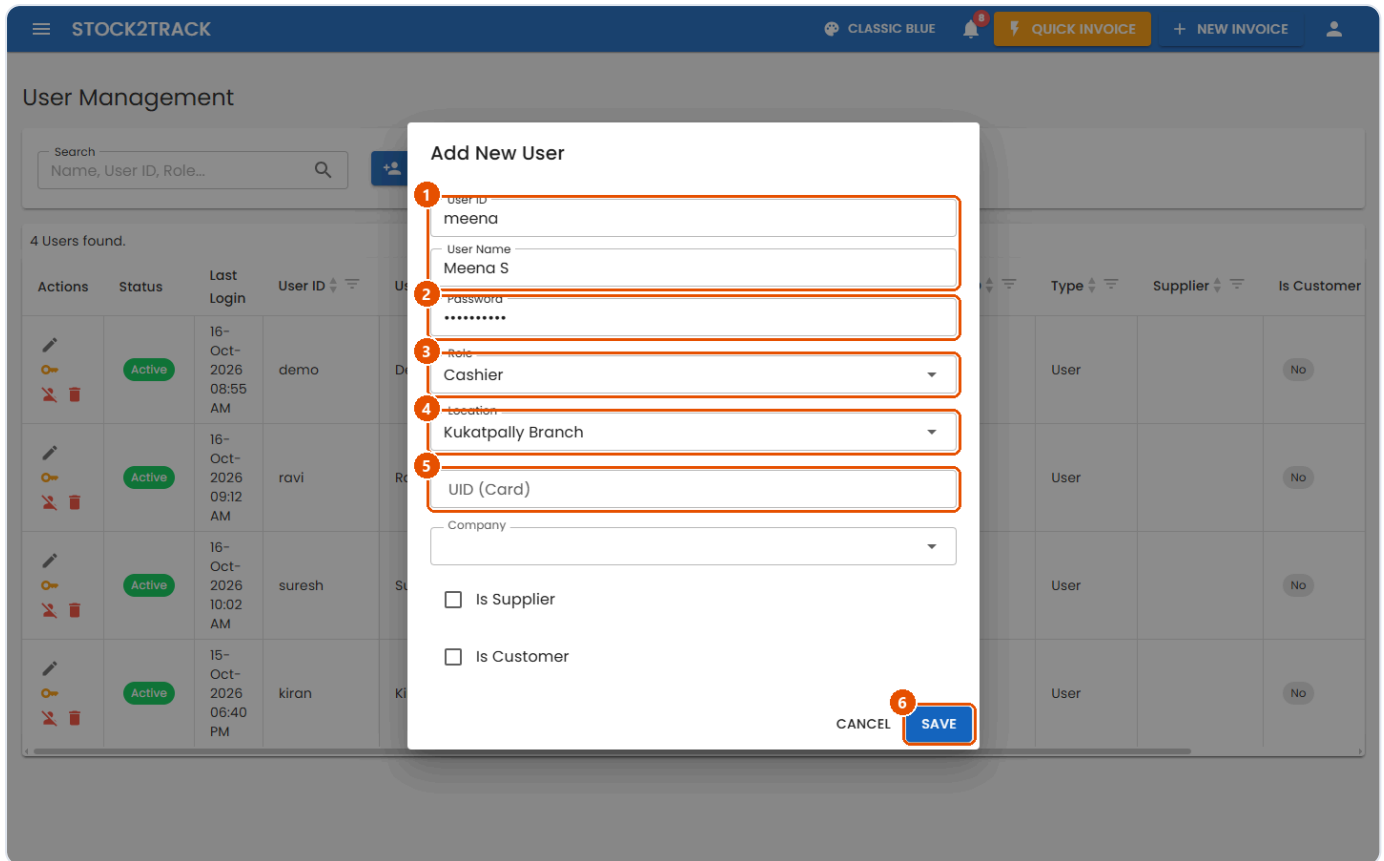


Figure 4. Adding a login

- | | |
|---|---|
| 1 Login name and the person's name | 4 Branch they work at |
| 2 Password | 5 Card number, if they sign in with a card |
| 3 Role: what they may do | 6 Save |

Before you start

Privilege **User Create**. Create the roles first (Chapter 1).

Good to know

- Staff change their own password from **Profile** (the person icon at top right).
- Without the **All Branches** permission, a person sees and bills only their own branch.

When Someone Leaves

Switch off the login of anyone who leaves. They can no longer sign in, but every bill they made keeps their name.

Who	Owner	How often	The day they leave
-----	-------	-----------	--------------------

Why it matters

A former employee with a working login can still sell, refund or delete from home or from a branch. Deleting the user is not possible once they have made bills; switching off is.

How to use it

1. In **Admin > Users**, press the switch-off icon on their row. The status turns red: **Switched off**.
2. If they try to sign in, they are told the login has been switched off.
3. To bring someone back, press the same icon again.

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QUICK INVOICE

NEW INVOICE

User Management

Search

Name, User ID, Role...

ADD USER

MANAGE ROLES

4 Users found.

Actions	Status	Last Login	User ID	User Name	Role Name	Role Details	Location	UID	Type	Supplier	Is Customer
  	Active	16-Oct-2026 08:55 AM	demo	Demo Admin	Admin	Administrator	Main Store		User		No
  	Active	16-Oct-2026 09:12 AM	ravi	Ravi Kumar	Cashier	Billing counter	Main Store		User		No
  	Active	16-Oct-2026 10:02 AM	suresh	Suresh Babu	Store Manager	Runs one branch	Kukatpally Branch		User		No
  	Switched off	15-Oct-2026 06:40 PM	kiran	Kiran Kumar	Cashier	Billing counter	Kukatpally Branch		User		No

Figure 5. A switched-off login

- 1
- Switched off: cannot sign in, bills keep the name

STOCK2TRACK
Enterprise Resource Planner

User ID*
kiran

Password*
.....

1 This user has been switched off. Ask the owner to switch it back on.

☐ Remember Me

SIGN IN

Licensed to Stock2Track Demo Store

Figure 6. What they see at sign-in

- 1 The message a switched-off person sees

Before you start

Privilege **User Create**.

Good to know

- You cannot switch off your own login, or the last active Admin.

What a Cashier Sees

Check the limits from the cashier's side: sign in as them and try.

Who	Owner	How often	After every role change
-----	-------	-----------	-------------------------

Why it matters

A permission you think you removed may still be there. One sign-in proves it.

How to use it

- 1. Sign out, and sign in as the cashier.
- 2. Open a new invoice and add a product. Without **Adjust Discount**, the **MRP** and **Offer Price** are locked and the discount columns cannot be typed in, so no discount can be given, not even by changing the price.
- 3. The **Invoice Date** is fixed to today unless the role has **Invoice Backdate**, and only the cashier's own branch is offered.
- 4. In the invoice list there is no edit button without **Invoice Edit**, and no delete button without **Invoice Delete**.

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QUICK INVOICE

NEW INVOICE

Create Invoice

CREATE INVOICE

PARK

PARKED (0)

CANCEL

Add Product

Barcode

Scan or type barcode

+

Product Name

Serial Number

Enter serial number

LIVE YAKV

ASK TO PAY

Line Items (1)

Show Images

Delivered

Add in FIFO

Popup Needed

	Product Name	Serial #	HSN	MRP	Offer Price	Qty	Del. Qty	Disc%	Disc.
☐	Men's Linen Kurta	-	6211	2,799.00	2,799.00	1.00	1.00	0.00	0.00

Customers also buy:

Cotton Handkerchief Pack of 6 – ₹249

Men's Polo T-Shirt – ₹749

Toothpaste 150 g – ₹115

Men's Sports Shoes – ₹2299

Customer

Unknown

Phone *

Name

Company

Email

GSTIN

State

Telangana

Referred By

Address

Grand Total:

2,799.00

Subtotal: 2,799.00

Excl.GST: 2,372.03

SGST: 213.48

CGST: 213.48

Payment

CASH

CARD

Cash Amount

2,799.00

Total Paid:

2,799.00

Due Amount:

0.00

Pay Before Date

16-10-2026

Figure 7. A cashier's bill: prices locked, no discount

- 1 MRP and offer price locked
- 2 Discount columns cannot be typed in

STOCK2TRACK CLASSIC BLUE QUICK INVOICE NEW INVOICE

Due Amount: 0.00

Pay Before Date: 16-10-2026

Customers also buy: Cotton Handkerchief Pack of 6 – ₹249 Men's Polo T-Shirt – ₹749 Toothpaste 150 g – ₹115 Men's Sports Shoes – ₹2299

Customer ☐ Unknown

Phone * Name Company

Email GSTIN State: Telangana

Referred By Address

Ship To

☒ Same as billing address

Notes
Invoice notes...

2 Location: Main Store Company: Stock2Track Dem... eComm Partner: -- None... eComm #: Order number Rep: -- N... +

1 Invoice Date: 16-10-2

Figure 8. Bill date and branch

- 1 Bill date fixed to today
- 2 Only the cashier's own branch

Before you start

A cashier login (Chapter 2).

Good to know

- Items sold at an open price (added at 0) can still be priced by the cashier.
- The "Adjust Final Amount" box is hidden from anyone without Adjust Discount.

Your Business and Branches

Your company details print on every bill. Every shop, godown or van is a location with its own stock.

Who	Owner	How often	Once, then when you open a branch
-----	-------	-----------	-----------------------------------

Why it matters

The state you enter decides whether bills charge CGST and SGST or IGST. Wrong details mean wrong bills.

How to use it

1. Open **Admin > Company**. Check the name, contacts, **GSTN**, address and **State**; edit them in the row. Press **Upload Logo** to put your logo on bills.
2. Open **Admin > Locations**. To add a branch, godown or van, type the **Location Name**, choose the **Location Type**, add the address, contact and phone, and press **Add**.

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QUICK INVOICE

NEW INVOICE

Company Setup

1

Add New Company

Company Name

Contact Person

Contact Person Mobile

Land Line

Mobile

Email

☐ GST Company

GSTN

Second Line

H No.

Street Details

Extra Address Line

City

3

State **

Telangana

Pin Code

4

UPLOAD LOGO

+ ADD COMPANY

X CLEAR

Search

Q

☒ Word Search ☐ Full Search

Found 1 records

Figure 9. Company details

- 1

Add a company
- 2

Your company: contacts, GSTIN and address, edited in place
- 3

State: decides CGST + SGST or IGST
- 4

Logo printed on bills

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QUICK INVOICE

NEW INVOICE

Location Management

Add New Location

1

Location Name

Location Type

Branch

2

Address

Contact Person

Phone

State

Company

Stock2Track Dem...

eCommerce

3

+ ADD

4

Location Name	Location Type	Address	Contact Person	Phone	State	Company	eCommerce	Actions
Main Store	Head Office	Shop No. 12, Demo Market Road, Ameerpet, Hyderabad	Store Manager	9000012346	Telangana	Stock2Track Demo Store		
Godown	Store	Plot 7, Industrial Area, Balanagar, Hyderabad	Godown Incharge	9000012347	Telangana	Stock2Track Demo Store		
Kukatpally Branch	Store	Plot 42, KPHB Main Road, Kukatpally, Hyderabad	Branch Manager	9000012349	Telangana	Stock2Track Demo Store		
Route Van TS09 UC 7788	Transition Place	Ameerpet - Kukatpally - Miyapur route	Prakash Goud	9000012351	Telangana	Stock2Track Demo Store		

Figure 10. Locations

1

Name and type: head office, branch, warehouse or transition place (van)

2

Address, contact and phone

3

Add the location

4

Your locations

Before you start

Privileges **Company Creation** and **Settings**.

Good to know

- A delivery van is a location of type **Transition Place**; Van Sales moves stock into it.

Modules and Counter Controls

Switch on only the parts of STOCK2TRACK your shop uses, and set the limits that apply at the counter.

Who	Owner	How often	Once, then as needed
-----	-------	-----------	----------------------

Why it matters

Fewer menus means fewer mistakes. The counter controls are the owner's brakes on discounts and on changing old bills.

How to use it

1. Open **Admin > Module Setup**. Each switch turns a module and its menu on or off, and saves at once. **Quick Presets** set up a retail store, a restaurant or a service business in one press.
2. Scroll to **Counter Controls**. Set the **Maximum discount % off MRP** (0 means no limit). A bill that gives more is refused.
3. Set **Lock bills after N days**. Bills older than that can be edited or deleted only by the owner.
4. Switch on **Refuse a bill that sells an item below its cost price** if you never sell at a loss. Press **Save**.
5. **Allow invoicing without stock** controls whether stock may go negative.

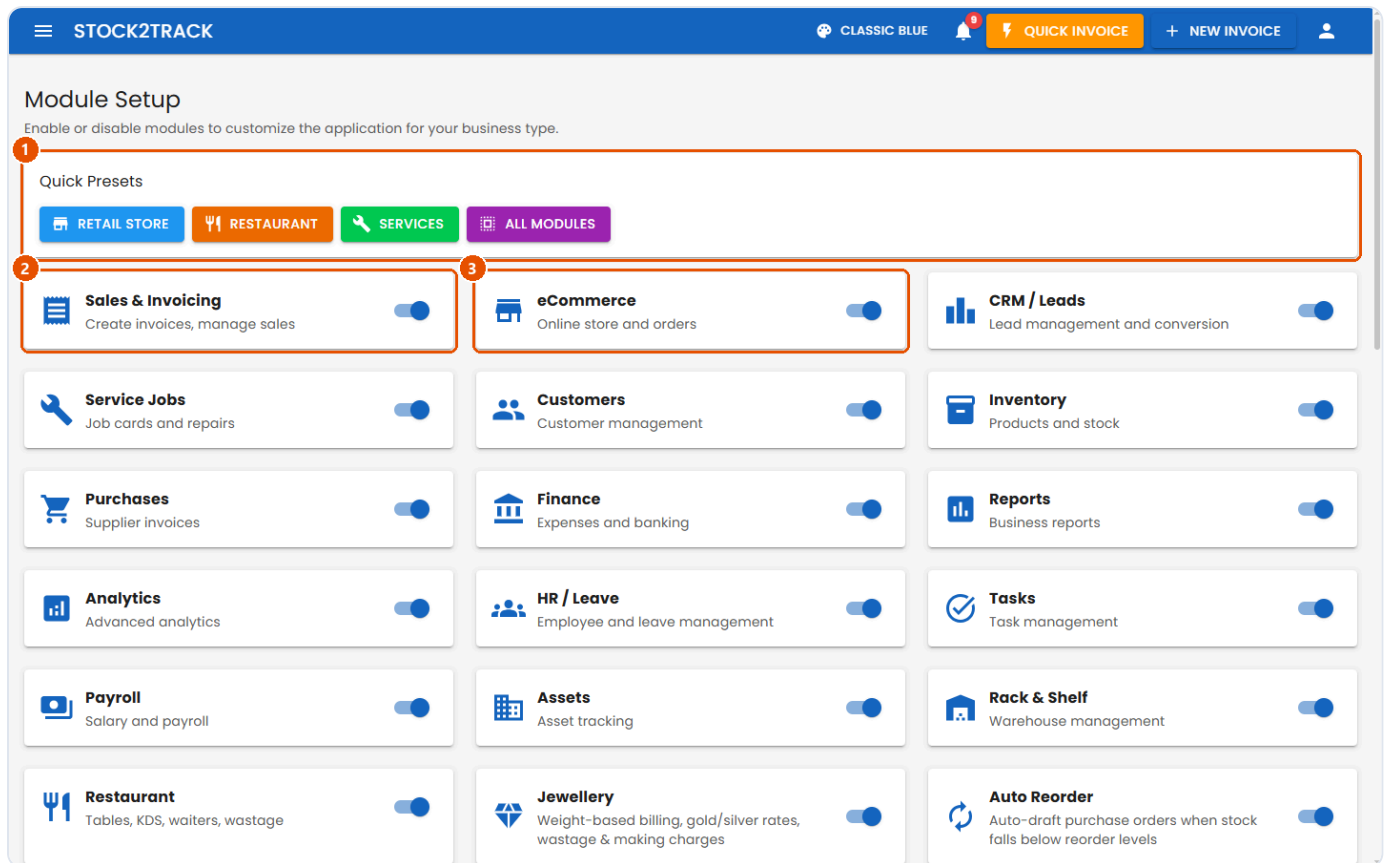


Figure 11. Module switches

- 1** Quick presets
- 2** A module and its on/off switch
- 3** Each module has its own switch

STOCK2TRACK CLASSIC BLUE QUICK INVOICE NEW INVOICE

Daily Digest & AI Settings

Owner WhatsApp Number Send After (HH:mm) 21:00 AI Language English Gemini API Key (AI features) Min Margin % (leakage) 10

☐ AI narrative in digest ☒ Allow invoicing without stock (inventory can go negative)

SAVE **SEND TEST DIGEST NOW**

Counter Controls

Limits that apply to every user except the Admin role. Who may give discounts, change prices, edit bills or change the bill date is set per role in Admin > Roles (Adjust Discount, Invoice Edit, Invoice Backdate).

1 Maximum discount % on MRP (0 = no limit) 0 2 Lock bills after N days (0 = never) 0 3 Refuse a bill that sells an item below its cost price ☐ 4 **SAVE**

Older bills can then be edited or deleted only by the Admin

Morning Briefing

A WhatsApp message each morning: how yesterday went against a normal day, what decisions are waiting, and what came of earlier ones. Uses the same number and language as the digest.

☐ Send morning briefing Send After (HH:mm) 09:00

SAVE **SEND TEST BRIEFING NOW**

Changes take effect after refreshing the app or navigating to a different page.

Figure 12. Counter controls

- | | |
|-------------------------------------|---------------------------------|
| 1 Most a non-Admin may take off MRP | 4 Save |
| 2 Bills older than this: owner only | 5 Whether stock may go negative |
| 3 Refuse sales below cost price | |

Before you start

Privilege **Settings**. The counter limits apply to everyone except the Admin role.

Good to know

- Who may give discounts, edit bills or change a bill's date is set per role (Chapter 1). The limits here apply on top of that.

Discount Limits in Action

Even staff who may give discounts are held to the cap, and cannot sell below cost when that check is on.

Who	Owner, manager	How often	Every bill
-----	----------------	-----------	------------

Why it matters

A discount to a friend or a "special price" is the commonest leak. The cap makes it impossible without the owner.

How to use it

1. A manager gives a discount above the cap and presses **Create Invoice**. The bill is refused, with the item and the limit named.
2. With the below-cost check on, a price that sells an item for less than it cost is refused the same way.
3. Within the limits, the bill goes through as normal. Margin Leakage (Analytics) still lists thin-margin sales and who made them.

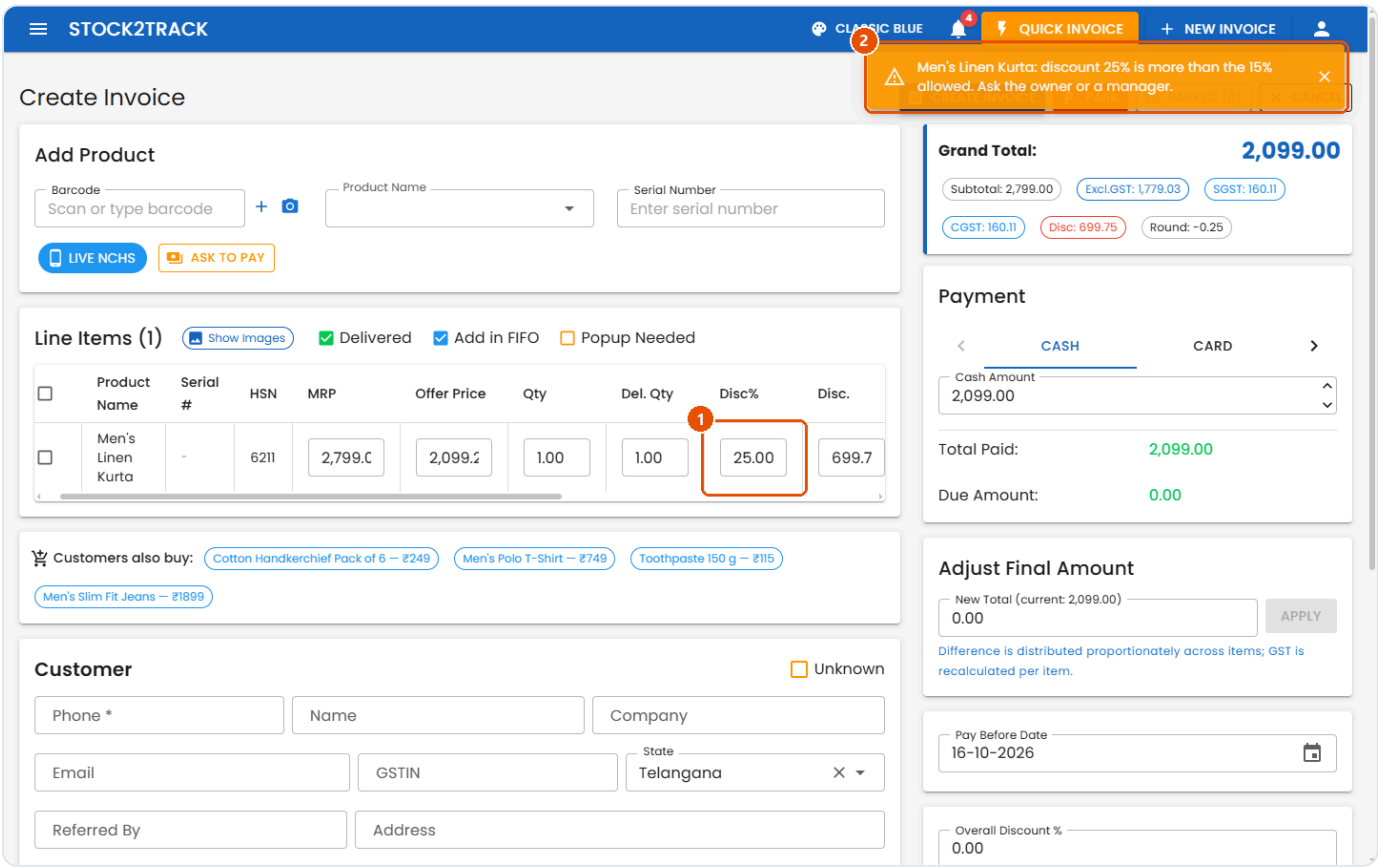


Figure 13. A bill refused for too much discount

- 1 A 25% discount on the line
- 2 Refused: the cap is 15%

Before you start

Every Delete Leaves a Trace

Deleting a bill, credit note, supplier bill, payment or expense asks why, and keeps a copy with your name.

Who	Owner, manager	How often	When a bill must be cancelled
-----	----------------	-----------	-------------------------------

Why it matters

A bill made and then deleted after the customer has paid is the classic way to pocket cash. Now every delete is recorded, and the bill number is never given to another customer.

How to use it

1. In the invoice list, the last icon on a row deletes the bill (it appears only with **Invoice Delete**).
2. Type the **Reason for deleting** and press **Delete**. The stock comes back.
3. The number is not reused: a gap in the numbers is a deleted bill. Report it as cancelled in your GST return.
4. A bill with an e-invoice (IRN) cannot be deleted or edited by anyone until the e-invoice is cancelled on the portal.

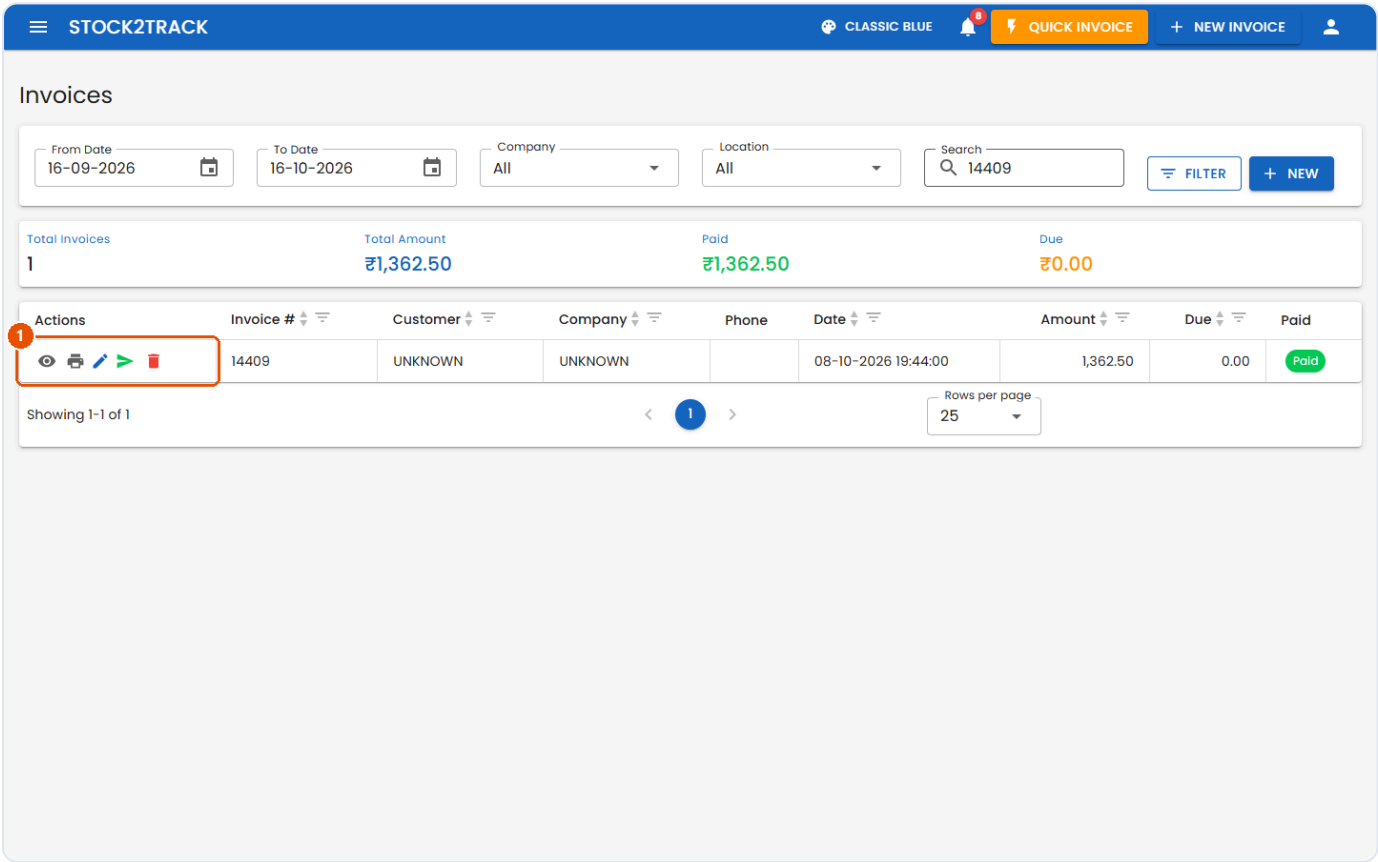


Figure 14. Row icons: view, print, edit, WhatsApp, delete

1 View, print, edit, send on WhatsApp, delete

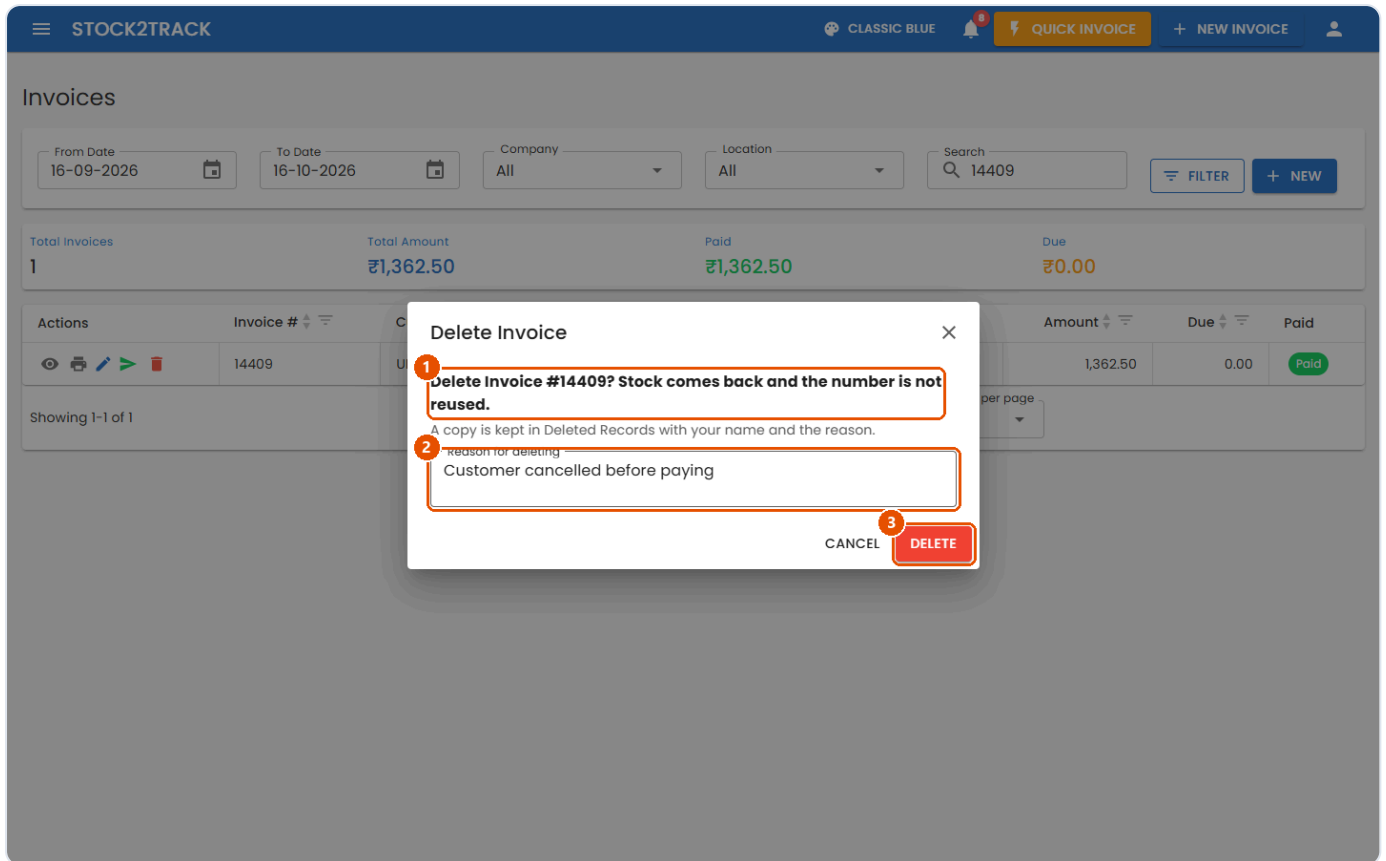


Figure 15. Deleting asks why

- 1 What is being deleted
- 2 Why: kept with your name
- 3 Delete

Before you start

Privilege **Invoice Delete**. Payments need **Payment Delete**; supplier bills need **Supplier Delete**.

Deleted Records

Everything deleted from bills, payments and expenses: who, when, why, and what it contained.

Who	Owner	How often	Every day
-----	-------	-----------	-----------

Why it matters

Read it every evening. Every delete should have a reason you believe.

How to use it

1. Open **Reports > Sales & Revenue > Deleted Records**. Choose dates, a type or a person, and press **Show**.
2. The tiles total the records, the bills and their value, and the payments deleted.
3. Press the arrow on a row to see what the bill contained and the payments recorded on it.

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QUICK INVOICE

NEW INVOICE

Deleted Records

Everything deleted from bills, payments and expenses, with who did it, when and why. Deleted bill numbers are not reused: report them as cancelled in your GST return.

From Date

16-09-2026

To Date

16-10-2026

Type

All

Deleted by

SHOW

Records deleted

4

Bills deleted

2

Value of bills deleted

₹2,602.50

Payments deleted

₹2,000.00

Deleted on	Type	Number	Customer / Supplier	Amount	Reason	Location	Deleted by
16-Oct-2026 08:25 PM	Invoice	14409	UNKNOWN UNKNOWN	1,362.50	Customer cancelled before paying	Main Store	demo
15-Oct-2026 05:05 PM	Expense	41	Tea and snacks	650.00	Entered twice	Main Store	suresh
15-Oct-2026 12:18 PM	Customer Payment	Cash	Rohit Kumar (9000200016)	2,000.00	Wrong customer selected	Main Store	ravi
14-Oct-2026 07:42 PM	Invoice	14388	Walk-in (9000100261)	1,240.00	Customer changed mind	Kukatpally Branch	kiran

Figure 16. Deleted Records

- 1

Dates, type and person
- 2

Records, bills, bill value and payments deleted
- 3

The reason given
- 4

Who deleted it

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QUICK INVOICE

NEW INVOICE

Deleted Records

Everything deleted from bills, payments and expenses, with who did it, when and why. Deleted bill numbers are not reused: report them as cancelled in your GST return.

From Date

16-09-2026

To Date

16-10-2026

Type

All

Deleted by

SHOW

Records deleted

4

Bills deleted

2

Value of bills deleted

₹2,602.50

Payments deleted

₹2,000.00

Deleted on	Type	Number	Customer / Supplier	Amount	Reason	Location	Deleted by
16-Oct-2026 08:25 PM	Invoice	14409	UNKNOWN UNKNOWN	1,362.50	Customer cancelled before paying	Main Store	demo
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15-Oct-2026 12:18 PM	Customer Payment	Cash	Rohit Kumar (9000200016)	2,000.00	Wrong customer selected	Main Store	ravi
14-Oct-2026 07:42 PM	Invoice	14388	Walk-in (9000100261)	1,240.00	Customer changed mind	Kukatpally Branch	kiran

What was on it

Item	Qty	Total
Cotton Kurta - Blue	1	899
Cotton Dupatta	1	341

Payments recorded on it: 1240 (Cash)

Figure 17. What was on a deleted bill

- 1 A deleted bill
- 2 What was on it, and the payment recorded

Before you start

Privilege **Deleted Records View** (owner only by default).

Good to know

- A deleted bill that had a cash payment recorded on it deserves a conversation.

The Bell

The bell shows today's deletes in red, and warns when there has been no backup for a week.

Who	Owner	How often	Every day
-----	-------	-----------	-----------

Why it matters

You hear about a deleted bill the same day, not at the month-end audit.

How to use it

1. Press the bell. Red alerts are urgent.
2. Press the refresh icon in the panel to check again; alerts are also checked at sign-in.
3. Press an alert to open the screen that deals with it.

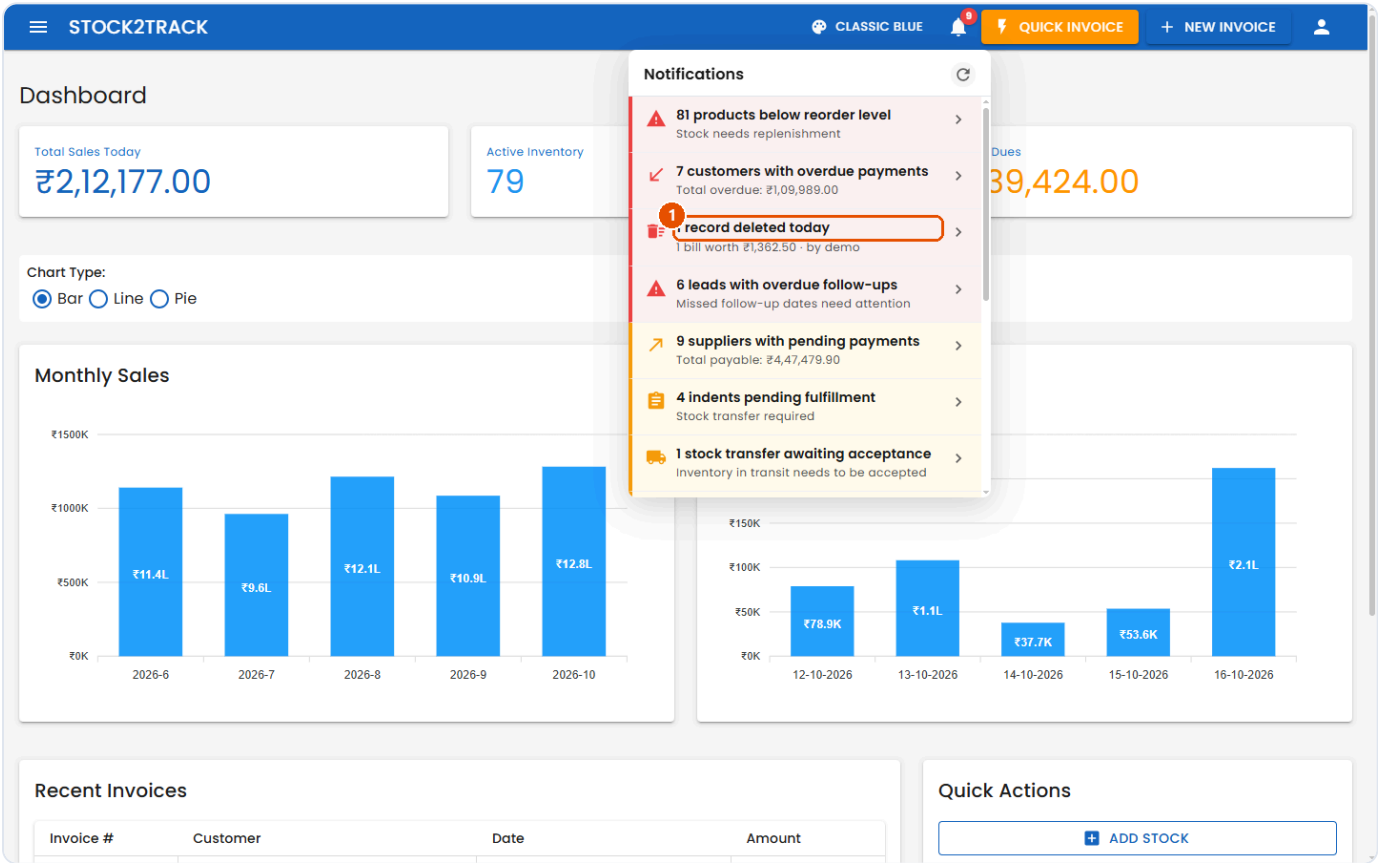


Figure 18. Alerts

- 1 Today's deletes, and who made them

Before you start

Each person sees only the alerts for what they are allowed to do.

Backup and Restore

Take a backup of the shop's data, and restore it if the computer fails.

Who	Owner	How often	Every evening
-----	-------	-----------	---------------

Why it matters

A failed disk, theft or a virus can take the whole business. A backup copied off the computer brings it back.

How to use it

1. Open **Admin › Backup / Restore**. A red message means there is no recent backup.
2. Check the **Backup folder**: choose a folder that is copied off this computer (Google Drive, OneDrive or a USB drive).
3. Press **Backup Now**. STOCK2TRACK saves the backup and reads it back to check it. Every backup is listed in **Backup History**.
4. To restore (owner only), press **Choose** on a backup, or type the file, and press **Restore**. A safety copy of today's data is taken first. Everyone then closes STOCK2TRACK and opens it again.

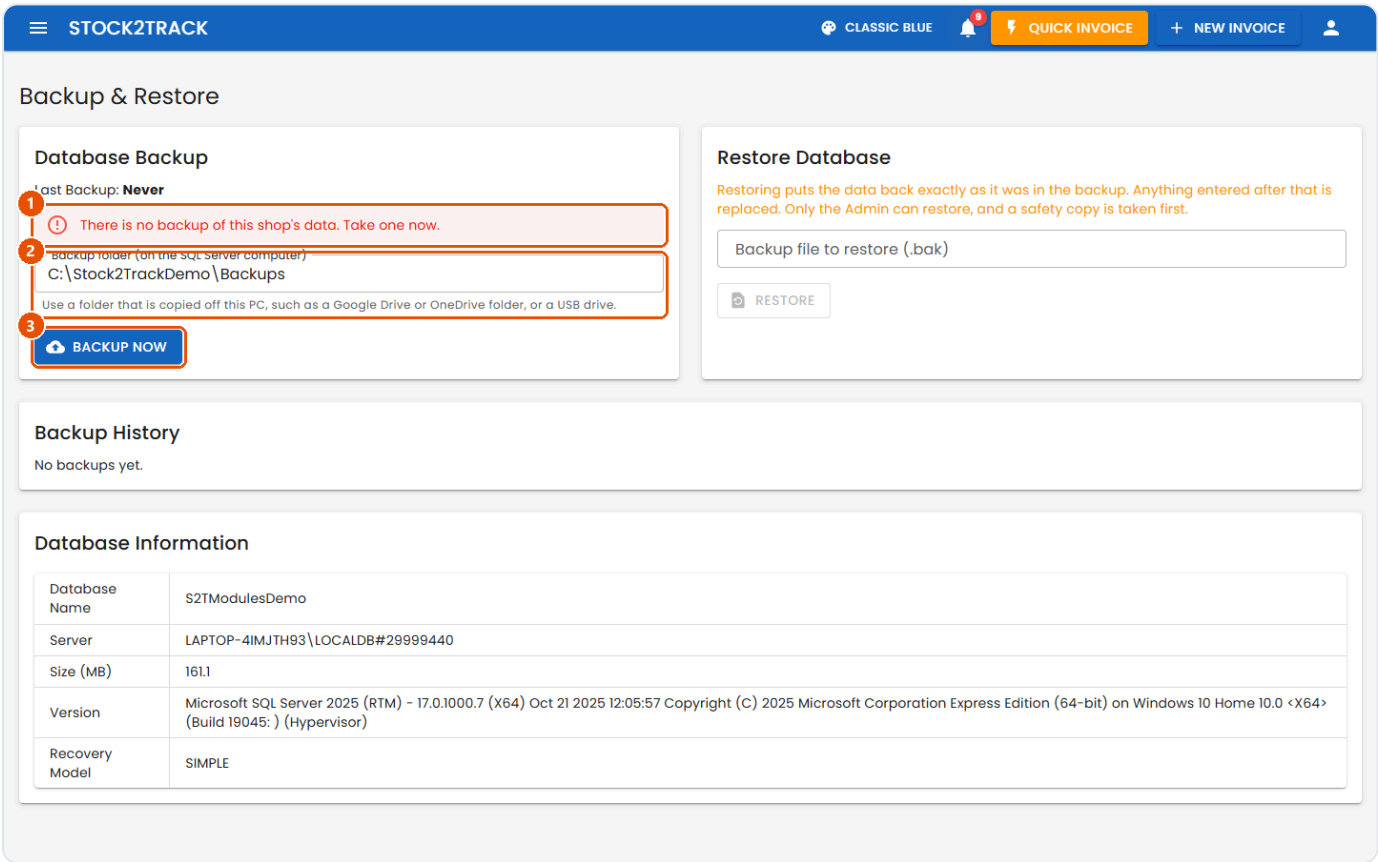


Figure 19. No backup yet

- 1 No recent backup
- 2 Where backups go
- 3 Take a backup now

STOCK2TRACK

CLASSIC BLUE

QUICK INVOICE

NEW INVOICE

Backup & Restore

Database Backup

Last Backup: 16-Oct-2026 08:25 PM

Backup folder (on the SQL Server computer)

C:\Stock2TrackDemo\Backups

Use a folder that is copied off this PC, such as a Google Drive or OneDrive folder, or a USB drive.

BACKUP NOW

1 Saved and checked: C:\Stock2TrackDemo\Backups\S2TModulesDemo_20261016_202542.bak

Restore Database

Restoring puts the data back exactly as it was in the backup. Anything entered after that is replaced. Only the Admin can restore, and a safety copy is taken first.

3 Backup file to restore (.bak)

4 RESTORE

2 Backup History

Date	Kind	Size (MB)	File	
16-Oct-2026 08:25 PM	manual	70.8	C:\Stock2TrackDemo\Backups\S2TModulesDemo_20261016_202542.bak	CHOOSE

Database Information

Database Name	S2TModulesDemo
Server	LAPTOP-4IMJTH93\LOCALDB#29899440
Size (MB)	161.1
Version	Microsoft SQL Server 2025 (RTM) - 17.0.1000.7 (X64) Oct 21 2025 12:05:57 Copyright (C) 2025 Microsoft Corporation Express Edition (64-bit) on Windows 10 Home 10.0 <X64> (Build 19045;) (Hypervisor)
Recovery Model	SIMPLE

Figure 20. After a backup

1

 Saved and checked

2

 Every backup, with date and size

3

 Backup to restore (owner only)

4

 Restore

Before you start

Privilege **Backup**; restore needs the Admin role. The folder is on the computer that runs SQL Server.

Good to know

- If STOCK2TRACK works through a server, the backup is taken on the server; the screen says so.

Closing the Day

Compare what STOCK2TRACK says you took with what is in the drawer.

Who	Owner, manager	How often	Every evening
-----	----------------	-----------	---------------

Why it matters

A cash shortage found the same evening has a short list of suspects and a fresh memory.

How to use it

1. Open the **EOD Report**, choose today, and press **Generate**.
2. **Summary** splits the day's sales by how customers paid: cash, card, wallet, cheque, bank transfer, and what is still due.
3. **Available Balance** subtracts expenses and supplier payments. The cash figure is what should be in the drawer. Count the drawer.
4. If cash is short, check Deleted Records and the refunds first.

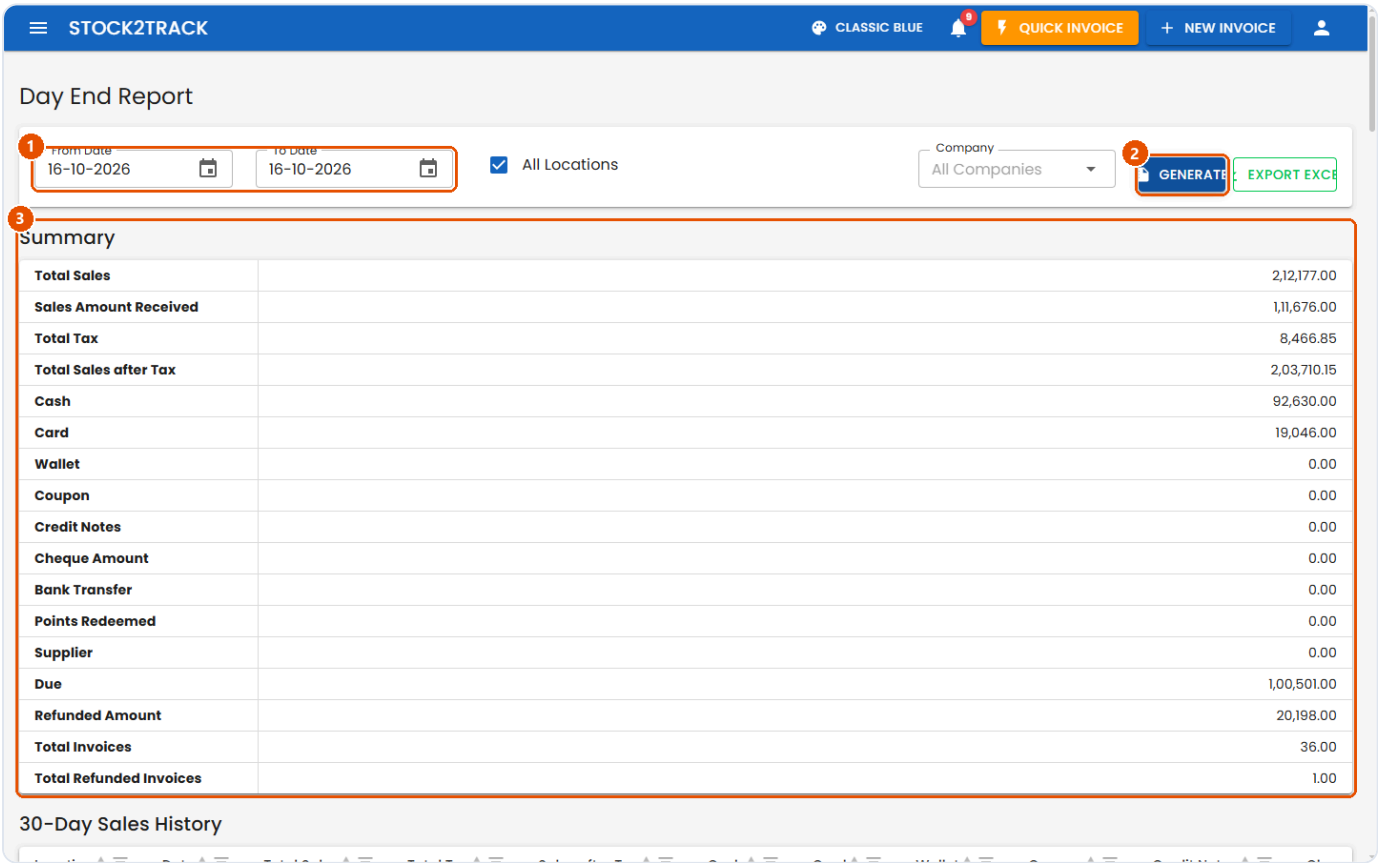


Figure 21. Day-end summary

- 1

The day (or period)
- 2

Generate
- 3

Sales by how customers paid

Before you start

Tracing Stock Movements

Every movement of a product's stock, with the person who made it.

Who	Owner, manager	How often	When stock goes missing
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Why it matters

Missing stock is either sold without a bill, adjusted without a good reason, or moved. The ledger shows which.

How to use it

1. Open the **Inventory Ledger**. Choose dates and a product, and press **Search**.
2. Each line is one movement: bought, sold, transferred, counted, or a bill deleted. **Running Balance** is the stock after it; **By** is who did it.
3. Question stock adjustments and deleted bills: each should have a reason you agree with.

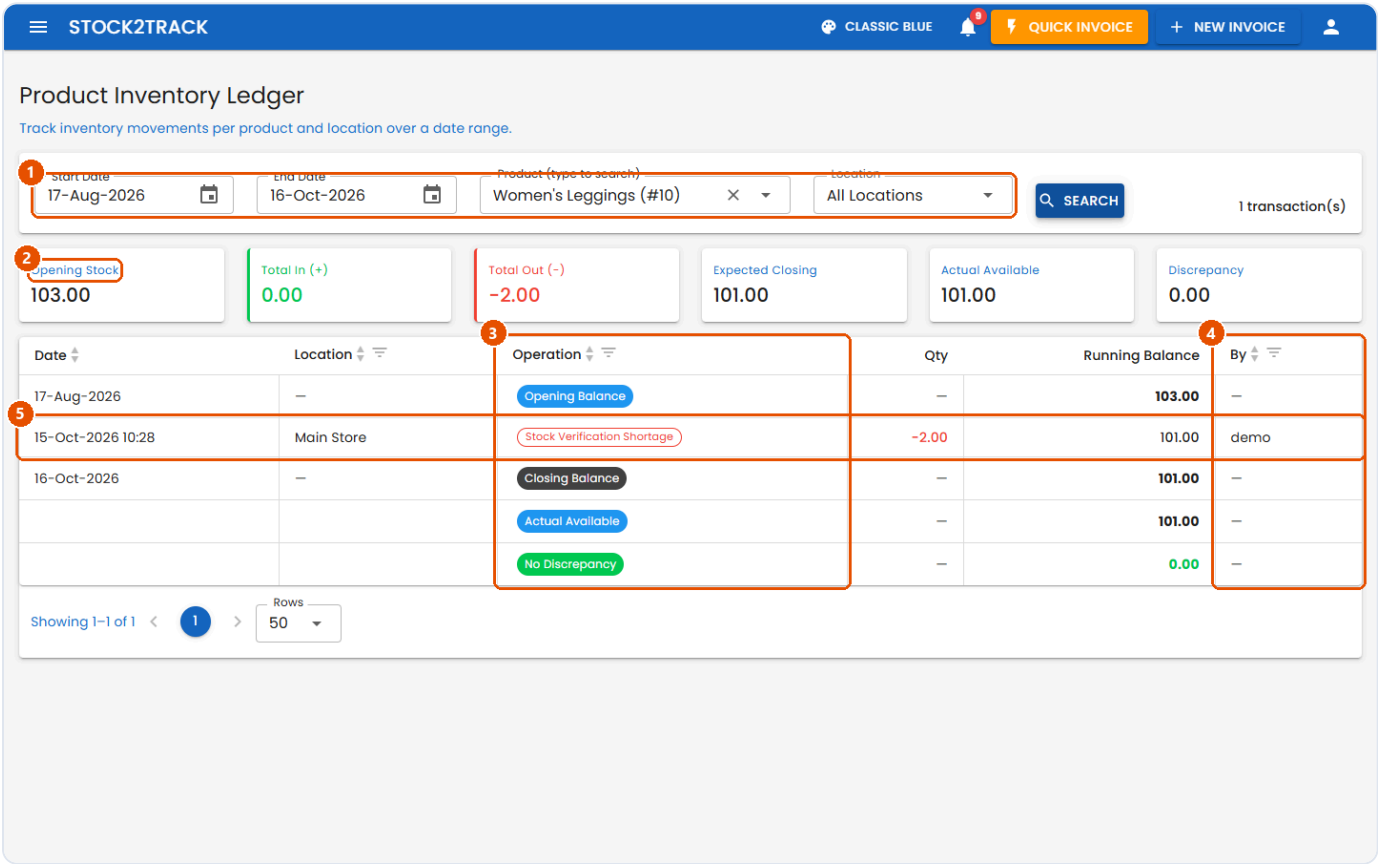


Figure 22. A product's stock ledger

- 1

Period, product and location
- 2

Opening, in, out, closing and any discrepancy
- 3

What happened
- 4

Who did it
- 5

A stock count shortage: ask why

Before you start

Privilege **View Product.**

Permissions that protect your money

Give these only to people you trust. Everything else on the list is about which screens a person can open.

Permission	What it allows	Who should have it
Adjust Discount	Discount fields, changing MRP or offer price, Adjust Final Amount	Manager
Invoice Edit	Changing a saved bill	Manager (within the lock days)
Invoice Delete	Deleting a bill or credit note	Manager
Invoice Backdate	Changing a bill's date	Owner
Refunds Creation	Returns and credit notes	Manager
Payment Delete	Deleting a customer or supplier payment	Owner
Supplier Delete	Deleting a supplier or supplier bill	Owner
Expenditure Delete	Deleting an expense	Owner, accountant
Stock Adjustments	Changing stock after a count	Manager
Profit	Seeing cost prices, profit and the owner dashboard	Owner
All Branches	Seeing and billing every branch	Owner
Deleted Records View	Reports > Deleted Records	Owner
User Create / Role Create	Logins and roles	Owner
Backup	Backup and Restore screen	Owner

Counter controls (Admin > Module Setup)

Setting	What it does	Suggested
Maximum discount % off MRP	Refuses a bill that takes more than this off MRP, on any line or on the whole bill	What your margins allow, e.g. 10–15%
Lock bills after N days	Older bills can be edited or deleted only by the owner	1–2 days
Refuse a bill that sells below cost	Refuses a line priced below its cost price	On, unless you run clearance sales
Allow invoicing without stock	Lets stock go negative	Off once stock counts are reliable