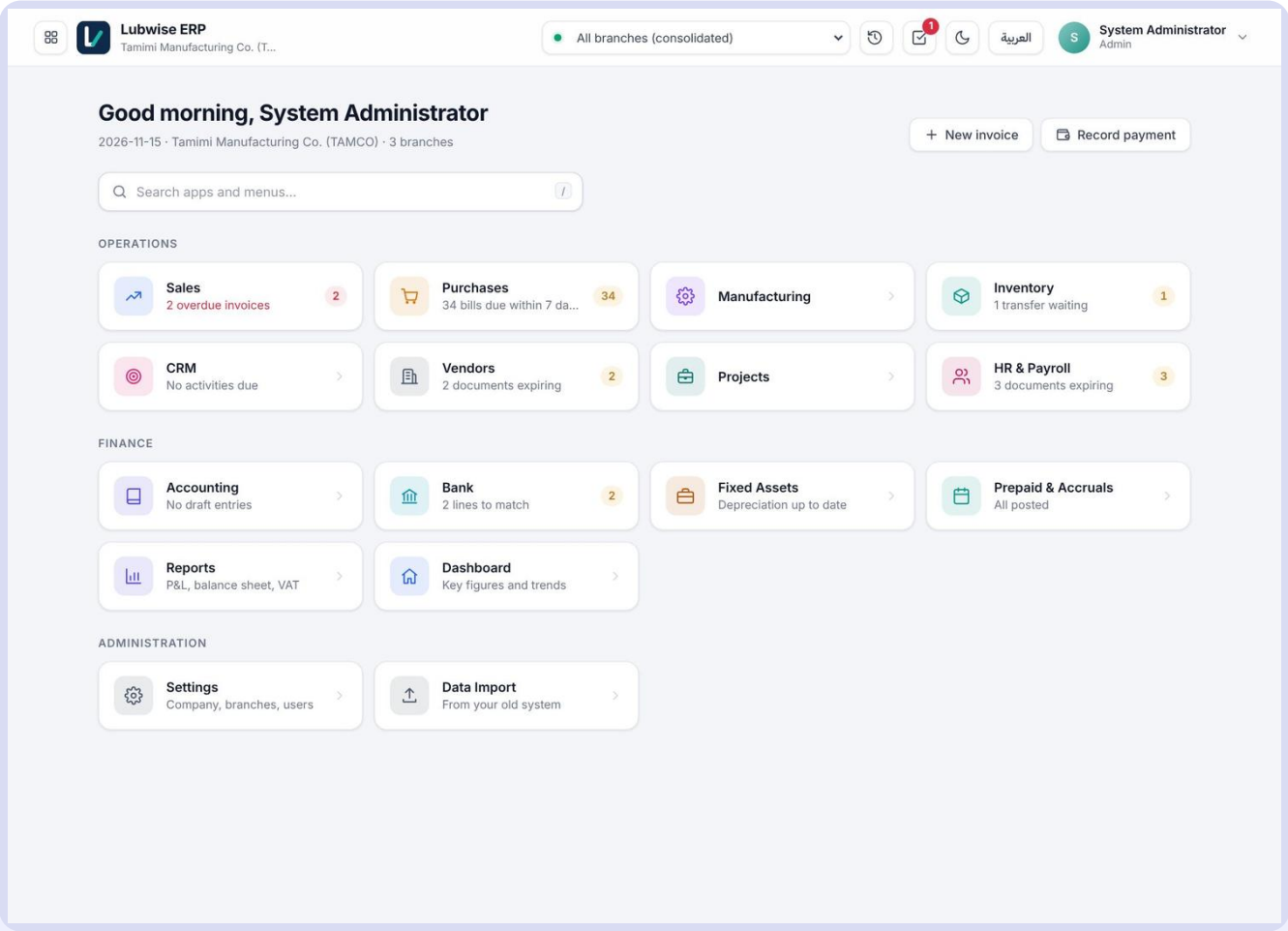
Lubwise
ERP

User Guide

Manufacturing, projects, accounting and payroll — for every team

Edition 1.0 · November 2026



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CHAPTER 1

Welcome to Lubwise ERP

Lubwise ERP runs a manufacturing company from the factory floor to the finished site: production, projects, dispatch, rentals, quality, purchasing, stock, payroll and the books, in English and Arabic.

What Lubwise does for a manufacturer

Lubwise is a complete double-entry accounting system with the operations of a factory built in. Every document you create — a production order, a dispatch note, an invoice, a vendor bill, a payment, a payroll — writes its own journal entry, so the trial balance, profit and loss and balance sheet are always up to date. There is no separate posting run and no month-end batch to wait for.

- **Made to order, tracked by serial number.** Every cabin or module a production order finishes gets its own serial number and QR label. You can see where each one is — in the factory, on a truck, on site, handed over or on rent — and what it cost.
- **From bill of materials to cost.** A bill of materials lists the components and the work centre time for a product. Production orders consume the materials and absorb labour and machine time, so the finished unit carries its real cost.
- **Projects and rentals.** Build for a client project with milestones, advances and retention, or keep units as a rental fleet billed monthly.
- **ZATCA e-invoicing.** Customer invoices are signed, given a QR code and cleared or reported to ZATCA (Fatoora phase 2).
- **Bilingual.** Every screen, report and printed document is available in English and Arabic (right to left). Each user picks their language.
- **Controls built in.** Lock dates, approval steps, credit limits, a full audit log, and user access limited by branch and role.

The demo company

The screens in this guide are from the demo company, **Tamimi Manufacturing Co. (TAMCO)**, a maker of modular and portable buildings: site offices, guard houses, worker-housing modules, executive accommodation, toilet and kitchen units and data-centre modules. It has three branches:

Branch	Role
Dammam — Factory & Head Office (DMM)	Production, stores, finance and administration
Riyadh — Sales Office (RUH)	Sales and proposals
Jubail — Site Services & Rental Yard (JUB)	Installation crews, the rental fleet and the yard

All names, prices and figures in the demo are invented for illustration.

Sign in as	Role
admin	Administrator: all settings, all branches
manager	Plant manager: approves documents, all branches

Sign in as	Role
accountant	Chief accountant: Dammam and Riyadh only
jubail	Jubail yard accountant: Jubail only, Arabic interface
viewer	Read only (for example the CFO)

> **NOTE**
> The passwords for the demo are given to you by whoever runs it. On a live system every user has their own password, set by the administrator under Settings → Users, and can change it from their name at the top right.

The modules

Module	What it covers
Accounting (core)	Chart of accounts, journal entries, invoices and bills, payments, cheques, petty cash, multi-currency, cost centres, budgets, inter-branch transfers, closing, all reports
Sales	Quotations, sales orders, delivery and invoicing from orders
Manufacturing	Bills of materials, work centres, production orders, material planning, quality checks, serial units with QR labels, dispatch notes, rental contracts, non-conformance reports, machine maintenance and local-content (iktva) indicators
Inventory	Warehouses, stock on hand, receipts, deliveries, transfers, adjustments, write-offs, batches, landed costs, average costing
Procurement	Material requests, requisitions, RFQs with sealed bids, award approval, purchase orders, goods received notes, three-way match
Vendor Management and Supplier Portal	Vendor approval, documents with expiry dates, evaluations; suppliers register, quote, confirm orders and send invoices themselves
Projects	Client projects with budget, committed and actual cost, milestone billing and retention
CRM	Leads and opportunities pipeline, activities, quotations from leads
Bank, Fixed Assets, Prepaid & Accruals	Bank reconciliation, asset register with depreciation, prepaid expenses and accruals
HR & Payroll	Employees, monthly payroll with GOSI and the WPS file, leave, loans, end of service

> **NOTE**
> If a menu described in this guide is not on your screen, your user does not have access to it, or the module is not switched on for your company. Ask your administrator.

How this guide is organised

The guide follows the order of the work. **Getting started** is for every user and **Setting up the company** for the administrator. Then come the factory chapters — setting up production, producing, units and dispatch, the rental fleet, and quality — followed by selling, buying, projects, stock and CRM, and then finance, payroll, ZATCA e-invoicing, closing, reports and security. Each topic shows **where to find it**, the **steps** and, for anything that touches the books, the **accounting entry** Lubwise posts. Appendix A lists every entry in one table.

CHAPTER 2

Getting started

Signing in, the home screen, finding your way around and the controls you will use every day.

Signing in

Open the address your administrator gave you in a web browser (Chrome, Edge, Safari or Firefox) on a computer, tablet or phone. Enter your user name and password and choose **Sign in**.

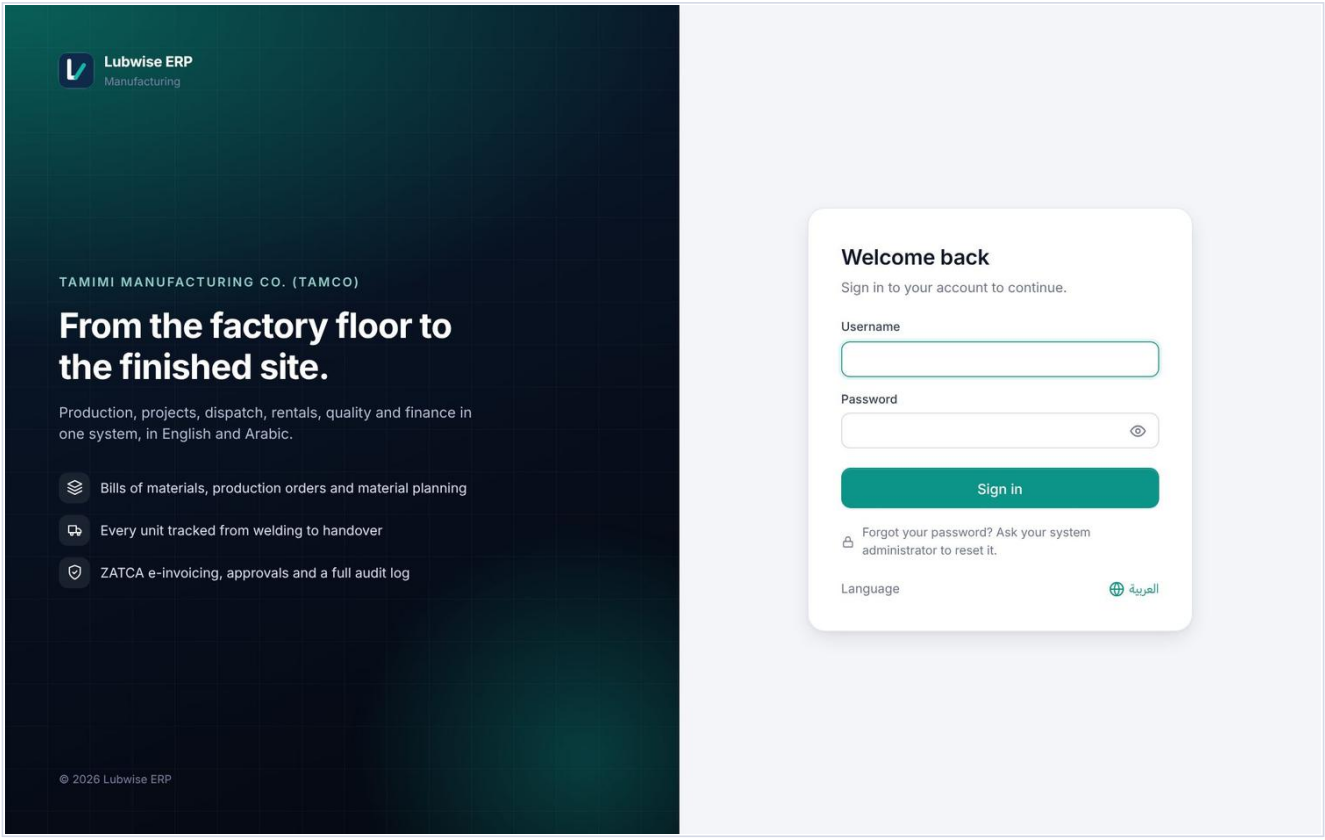


Figure 1 · The sign-in screen

> **TIP**
> Change your password the first time you sign in: open your name at the top right and choose **Change password**.

The home screen

After signing in you see the home screen: one tile for each app you can use, grouped into Operations, Finance and Administration. Each tile shows what needs attention right now — overdue invoices, bills due this week, cheques due to clear, documents expiring. A red badge means something is late; an amber badge means something is waiting.

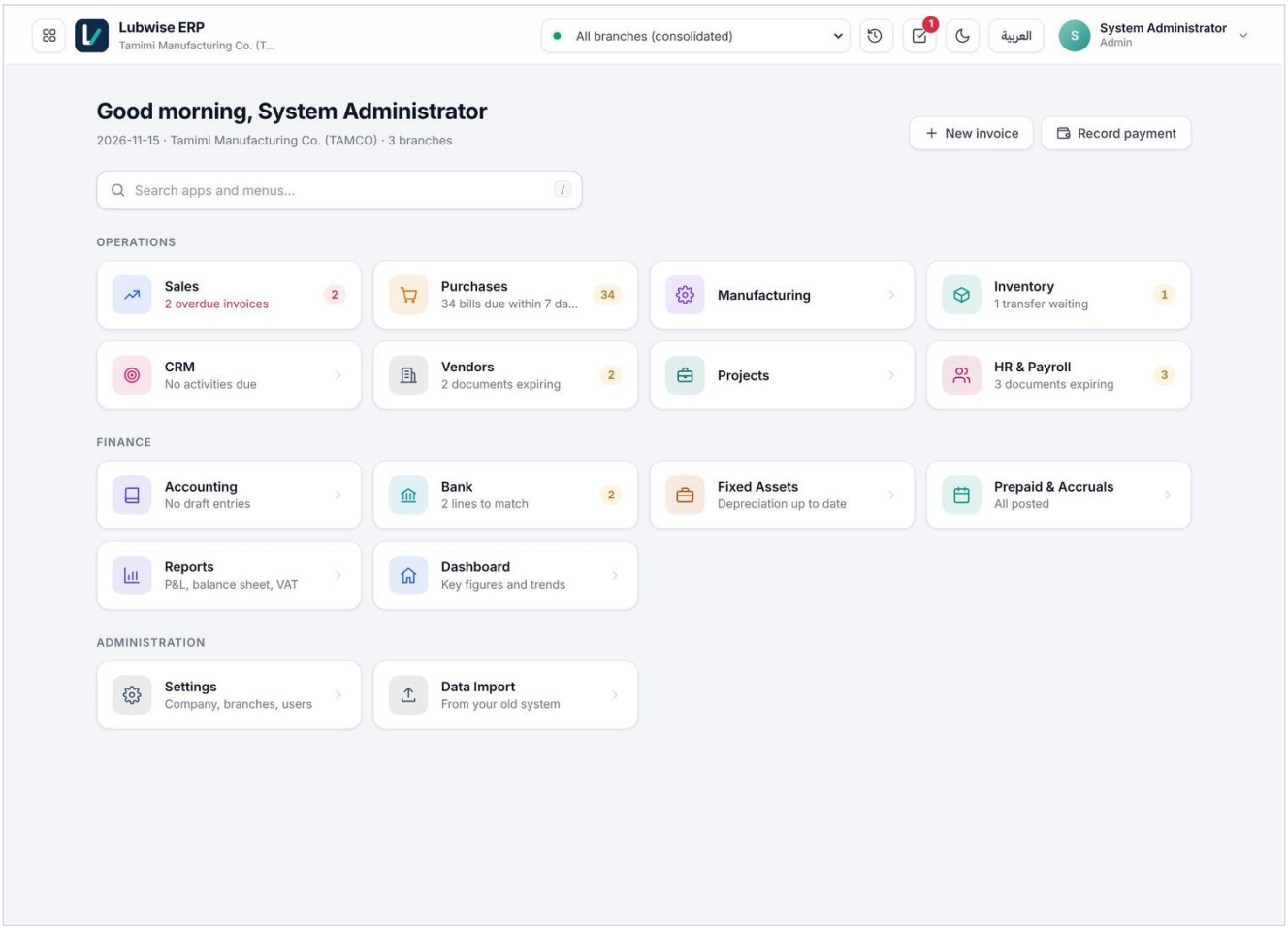


Figure 2 · The home screen with live counts on each app

- **New invoice** and **Record payment** at the top right are shortcuts to the two things done most often.
- Choose a tile to open that app. Its menu appears in the sidebar on the left.
- The grid icon at the top left always brings you back to the home screen.

Searching for any screen

Type in the search box on the home screen (or press **/**) to find an app or any menu item by name. Press **Enter** to open the first result. Inside an app, the **Search menu** box at the top of the sidebar does the same for that app's menu.

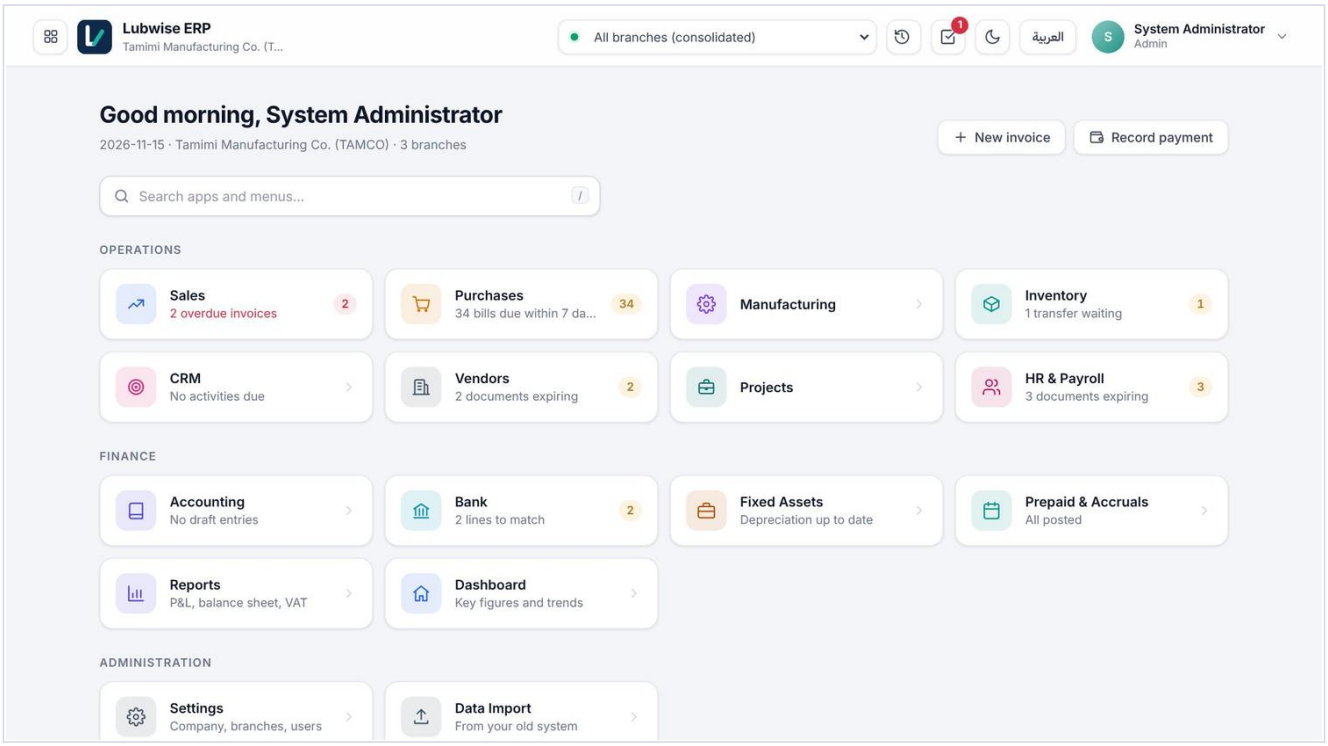


Figure 3 · Typing "bill" finds Vendor Bills, Recurring Bills and more

Branches, language and dark mode

- **Branch switcher** (top bar): choose one branch to work in, or **All branches (consolidated)** to see everything you have access to. Lists and reports follow this choice; new documents start in the selected branch.
- **Language**: the **العربية / English** button switches the whole system, including printed documents, between English and Arabic. Arabic screens read right to left.
- **Dark mode**: the moon icon switches to a dark theme, easier on the eyes in the evening.

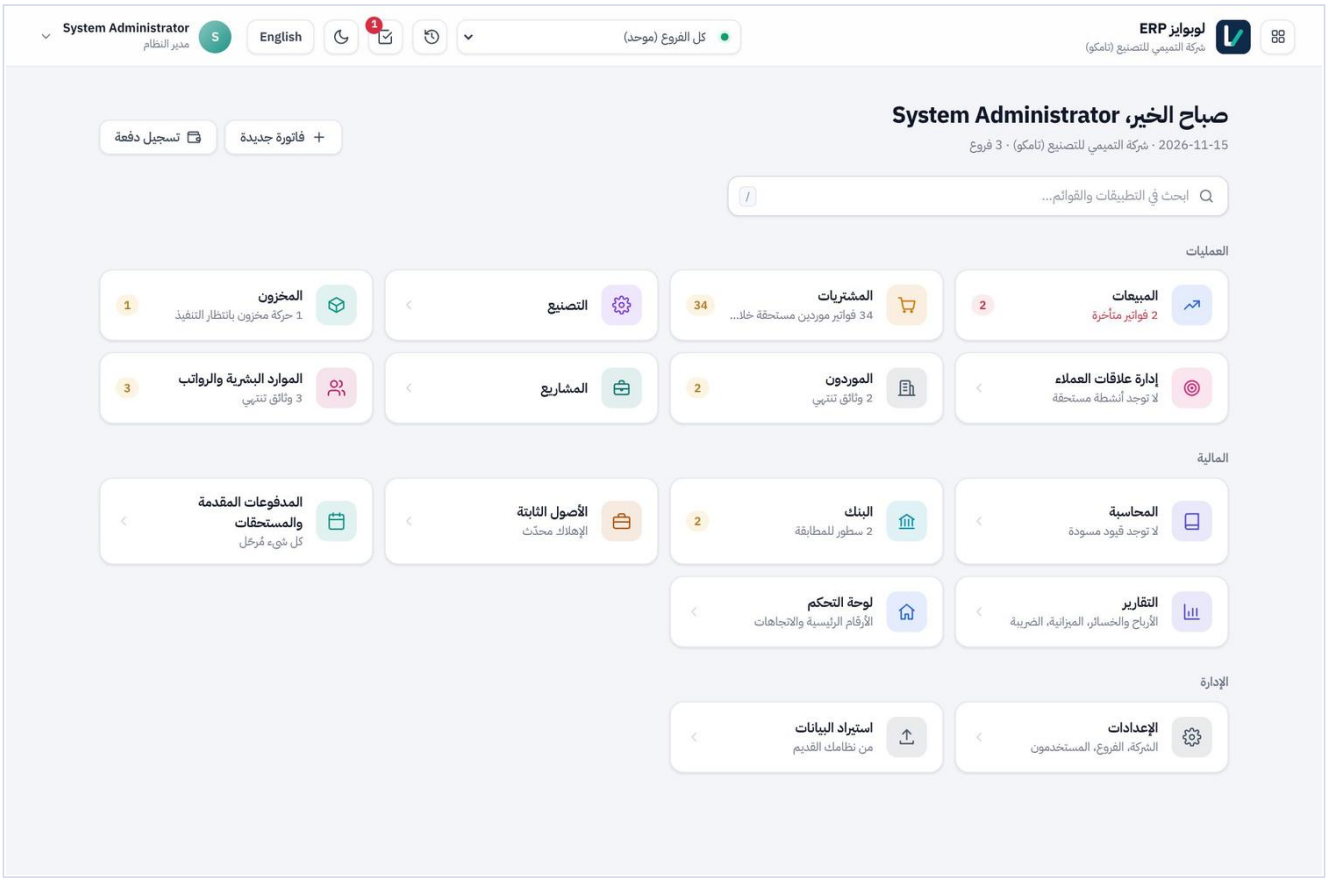


Figure 4 · The same home screen in Arabic

Working with lists and forms

- **Lists** (invoices, payments, employees…) have tabs and filters at the top: search, date range and status. Click any row to open it.
- **Searchable drop-downs.** Long lists such as accounts, customers, vendors and products have a search box: type a few letters of the name or the code — "ban" shows Bank Accounts and Bank Charges, "61" shows the 61xx accounts. Use the arrow keys and **Enter** or **Tab** to choose, **Esc** to close, or click to see the whole list.
- **Lines.** On invoices, bills and journal entries, **Tab** moves from box to box; Tab on the last box of the last line adds a new line.
- **Save & Post** posts the document to the ledger at once. **Save as Draft** keeps it to finish later; drafts do not affect the books.
- **Attachments.** Most documents have an Attachments section at the bottom: add the scanned invoice, the signed contract or the receipt. Files stay with the document.

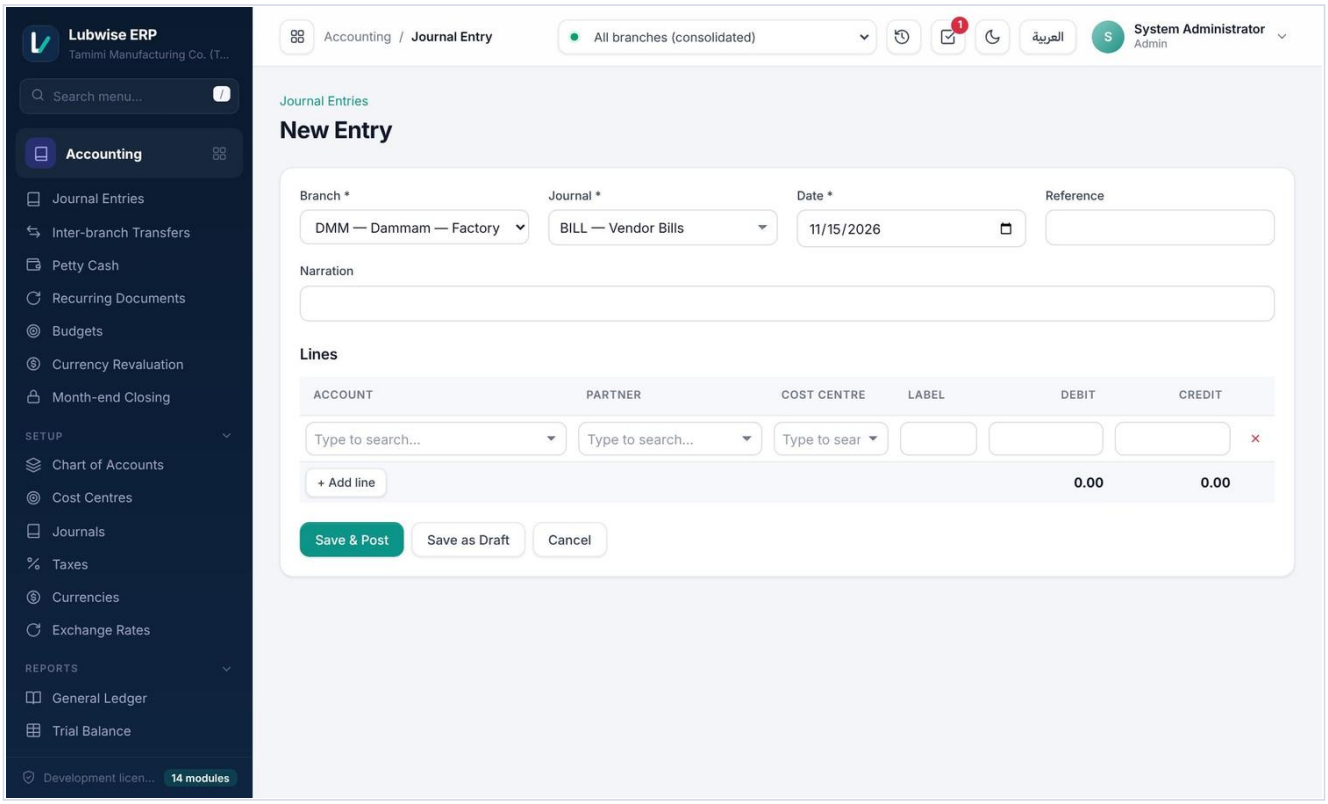


Figure 5 · A searchable account box on a journal entry line

CHAPTER 3

Setting up the company

For administrators: what to set before the first transaction, in the order to do it.

Setup checklist

#	Step	Where
1	Company details, logo and default accounts	Settings → Company
2	Branches (one per legal entity / location) and their currency and VAT	Settings → Branches
3	Chart of accounts (start from the standard grouped chart)	Accounting → Chart of Accounts
4	Taxes (VAT rates) and journals	Accounting → Taxes / Journals
5	Currencies and exchange rates	Accounting → Currencies / Exchange Rates
6	Cost centres (departments, projects, sites) — optional	Accounting → Cost Centres
7	Users, their role and the branches they may see	Settings → Users
8	Customers, vendors and products	Sales / Purchases → Setup
9	Opening balances and open invoices from the old system	Data Import

Company details and logo

Where: Settings → Company

Enter the legal name in English and Arabic, CR and VAT numbers, address, phone and email — these print on every invoice, statement and report. Upload the company **logo** (PNG or JPG, up to 2 MB; a transparent PNG looks best). Choose the **accent colour** used on the screens and printed documents.

The same page holds the **default accounts** (receivable, payable, inventory, retained earnings, exchange gain and loss, cheques), the **lock date** and the **financial year start month**, credit control rules and the email (SMTP) settings used to send invoices and statements.

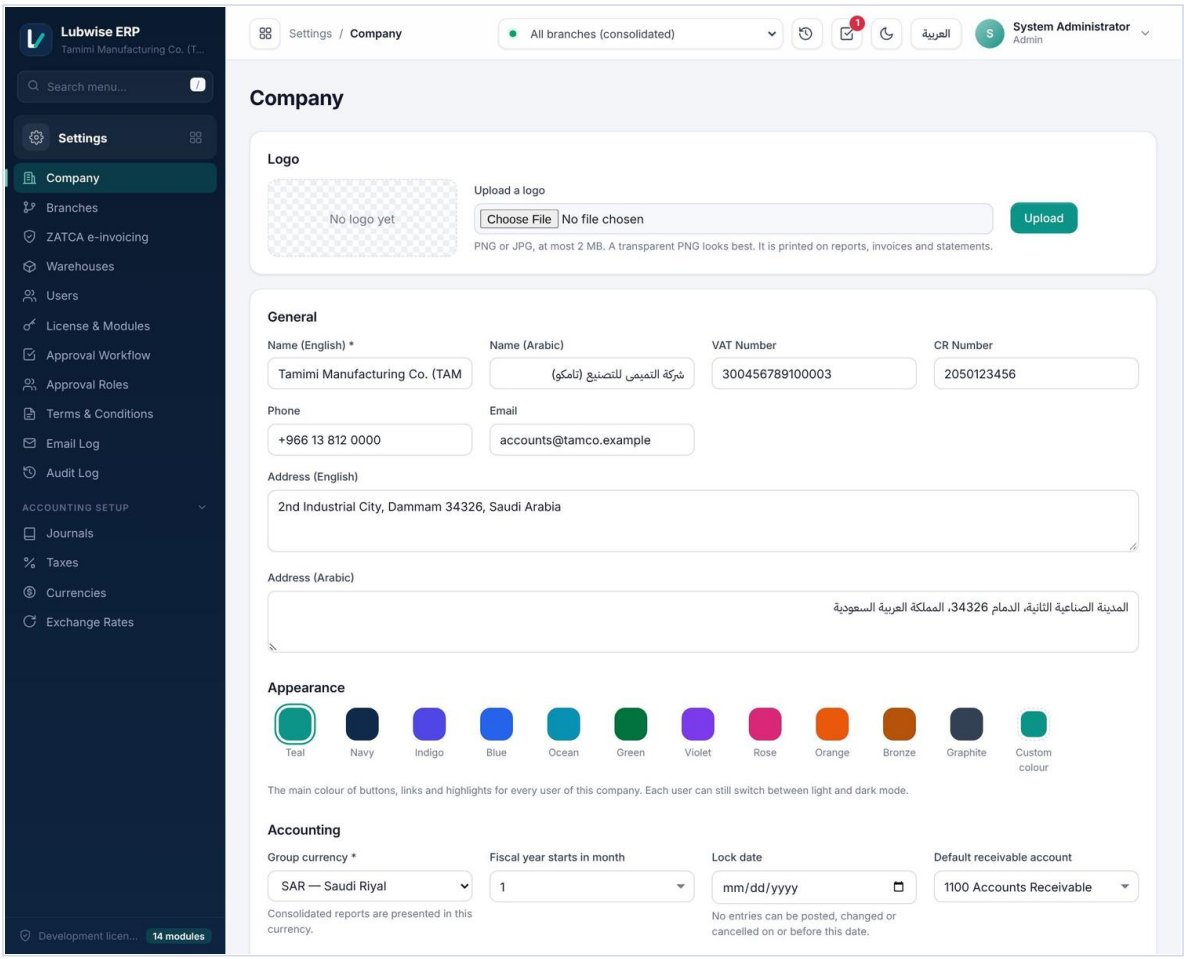


Figure 6 · Company settings with the logo upload

> **IMPORTANT**
> The **lock date** closes the books up to that date: nothing can be posted, changed or cancelled on or before it. Set it after each month is reviewed.

Branches

Where: Settings → Branches

Each branch has its own code, name, currency, VAT number and default sales and purchase VAT. When you create a branch Lubwise adds its standard journals (sales, purchases, bank, cash, miscellaneous, cheques) and a main warehouse automatically.

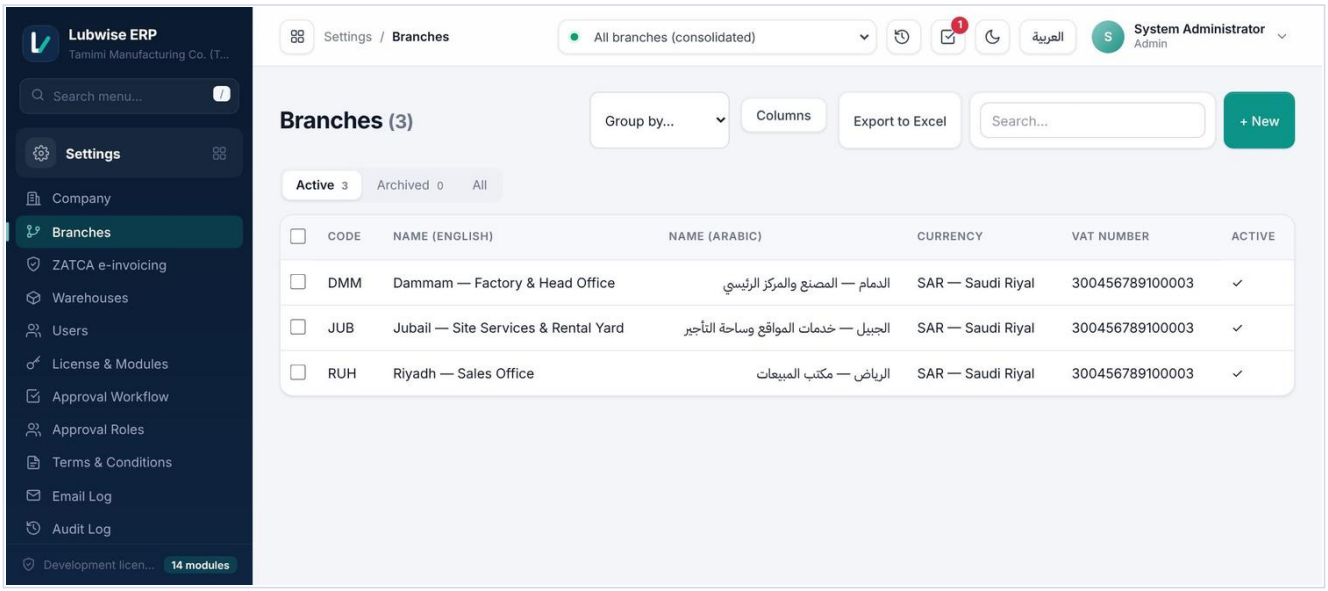


Figure 7 · Branches with their own currency

Chart of accounts

Where: Accounting → Setup → Chart of Accounts

The chart is a tree: **group accounts** (such as 1 Assets › 11 Current Assets › 111 Cash and Bank) hold posting accounts and show their total. Nothing can be posted to a group. Every account has a **type** (bank and cash, receivable, current asset, payable, equity, income, expense...) which decides where it appears in the financial statements.

1. To add an account, choose **+ New account**, or the **+** on the group it belongs to.
2. Enter the code, the English and Arabic names, the type and the parent group.
3. Tick **Inter-branch** for current accounts between your own branches, so consolidated reports eliminate them.
4. If you imported accounts without groups, the banner **Group them automatically** places them in the standard groups.

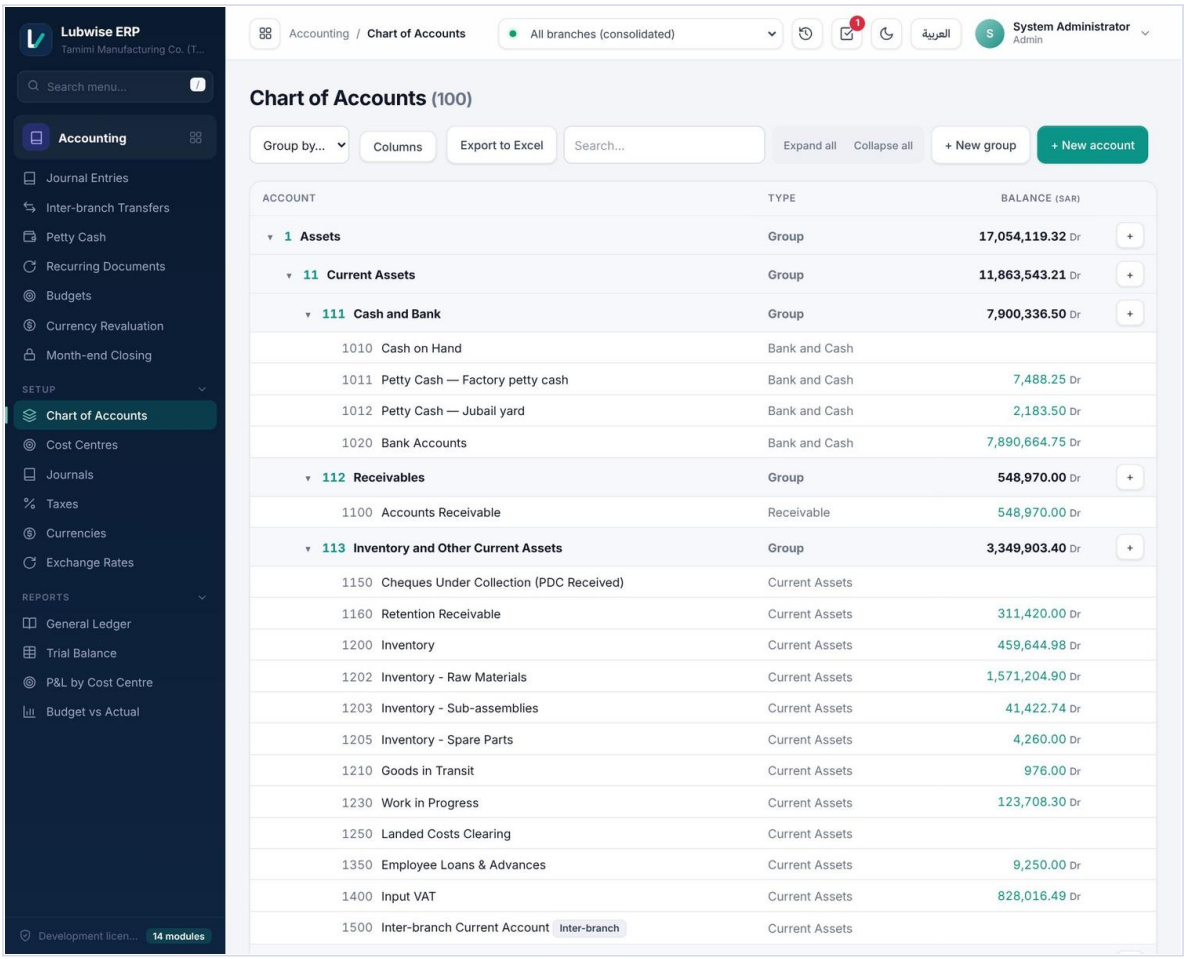


Figure 8 · The chart of accounts as a tree with balances

Taxes, currencies and exchange rates

Taxes (Accounting → Taxes) hold each VAT rate with its account, for sales and for purchases. **Currencies** lists the currencies in use; **Exchange Rates** holds the rate of each currency to the company currency by date. The rate on or before a document's date is used.

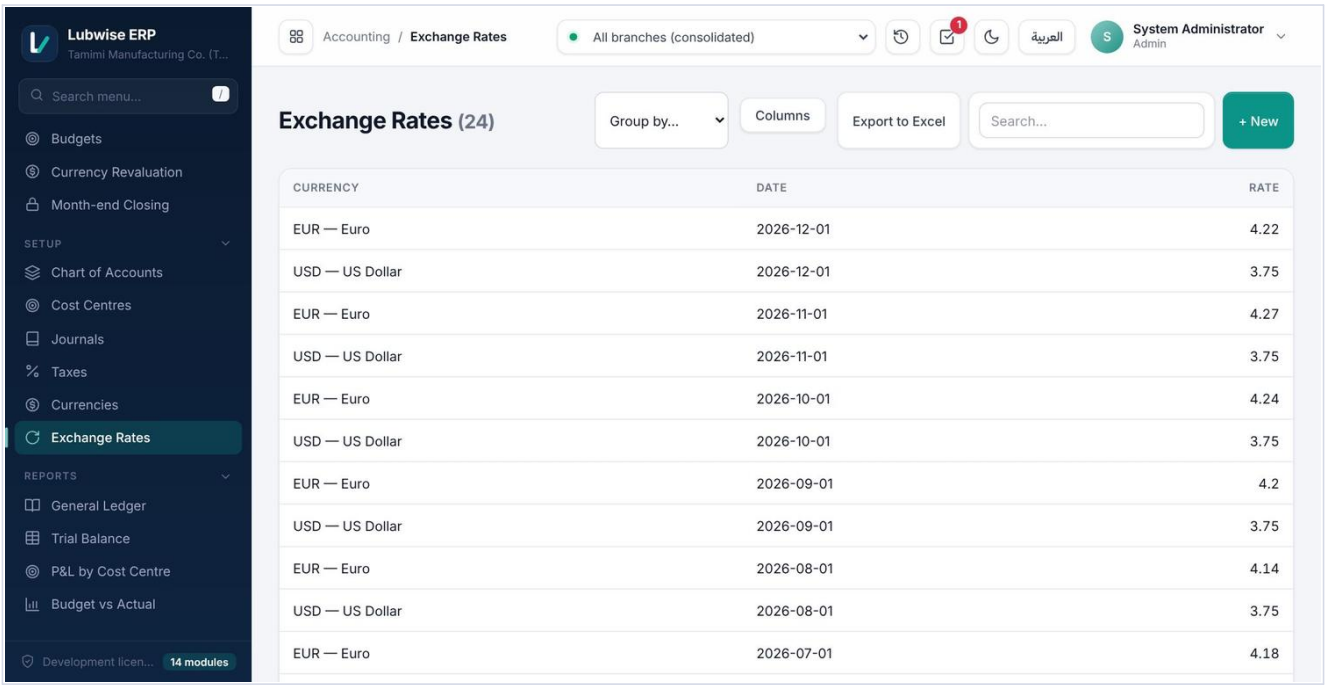


Figure 9 · Exchange rates by date

Cost centres

Where: Accounting → Setup → Cost Centres

A cost centre is a department, project, site or vehicle you want a separate profit and loss for. Choose it on invoice, bill, journal and petty cash lines (and on employees, assets and prepaid schedules). Reports → **P&L by Cost Centre** then shows one column per cost centre. In Company settings you can require a cost centre on every income and expense line, and choose whether cost centres are used on income and expense lines or on **expense lines only** (then revenue is never asked for one).

Users and permissions

Where: Settings → Users

Role	Can do
Administrator	Everything, including settings, users, licence and data import
Accountant	Create, post and cancel documents; run month-end; see all reports
Viewer	See documents and reports only (auditors, management)

For each user choose the language, whether they see **all branches** or only selected ones, and whether they may **approve** purchase requisitions and orders above the approval limit.

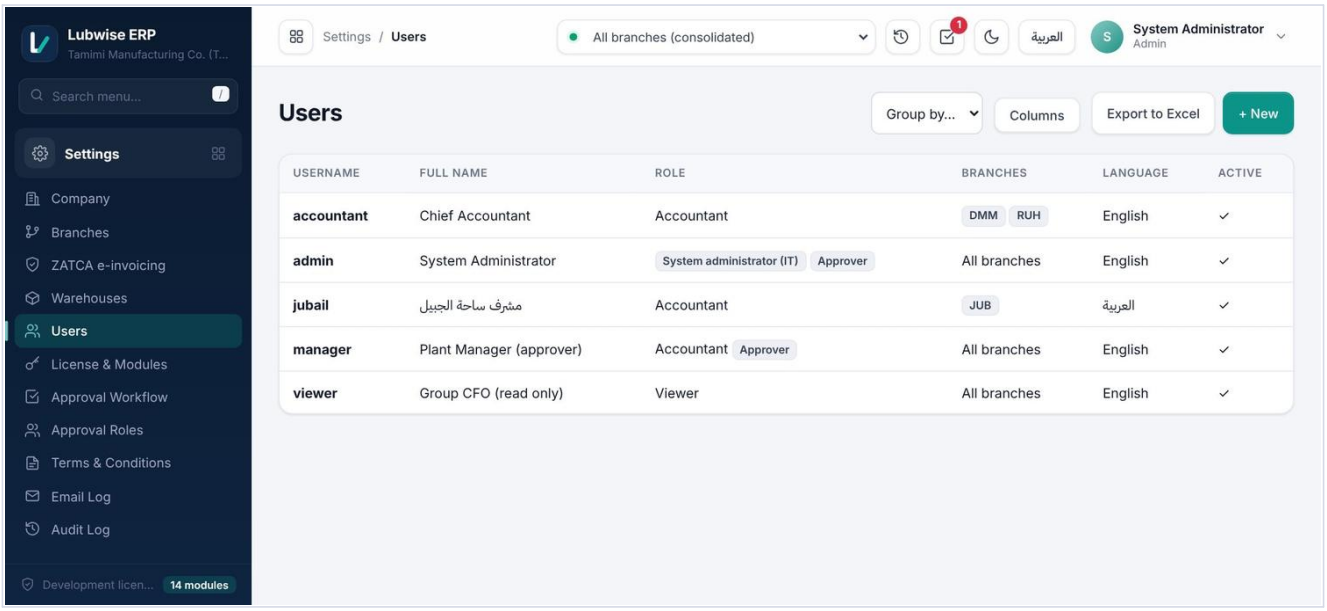


Figure 10 · Users with their role and branches

Licence and modules

Where: Settings → License & Modules

This page shows the modules in your licence, the user and branch limits and the expiry date. If the licence expires the system becomes read-only until it is renewed; no data is lost.

CHAPTER 4

Approvals

Who approves what: rules, roles, steps, the approvals inbox and separation of duties.

How approvals work

Documents that need approval — material requests, requisitions, purchase orders, RFQ awards, supplier registrations and vendor bank changes — are sent for approval when they are submitted. The first active **rule** that matches the document (type, branch, department, project and amount band) decides the **steps**. Each step goes to the members of a **role** and/or named people; "Any" needs the number of approvals given, "All" needs everyone. When the last step approves, the document moves on by itself (a PO is confirmed, an award creates the PO, a vendor is created...). No matching rule means no approval is needed.

- **Separation of duties** — the person who submits never approves their own document. An administrator can approve in place of the approvers only with a reason, and that override is recorded.
- **Project manager step** — a step can go to the manager of the document's project; it is skipped for documents without a project.
- **Out of office** — in My Approvals you can delegate your approvals to a colleague for a period.
- **Reminders** — approvers are reminded after the days set on the rule (by the daily job).

Where: Settings → Approval Workflow / Approval Roles

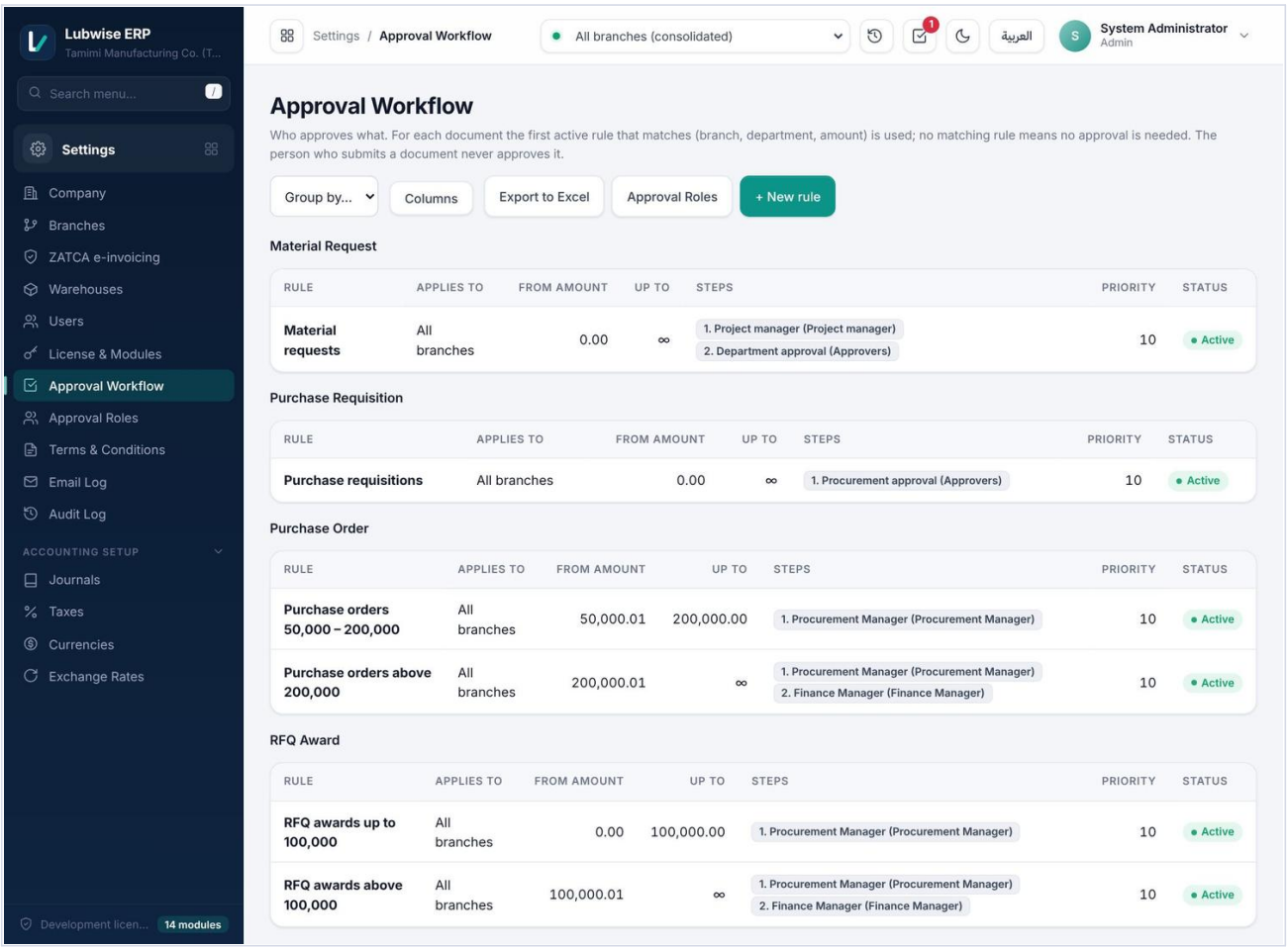


Figure 11 · Approval rules by document type

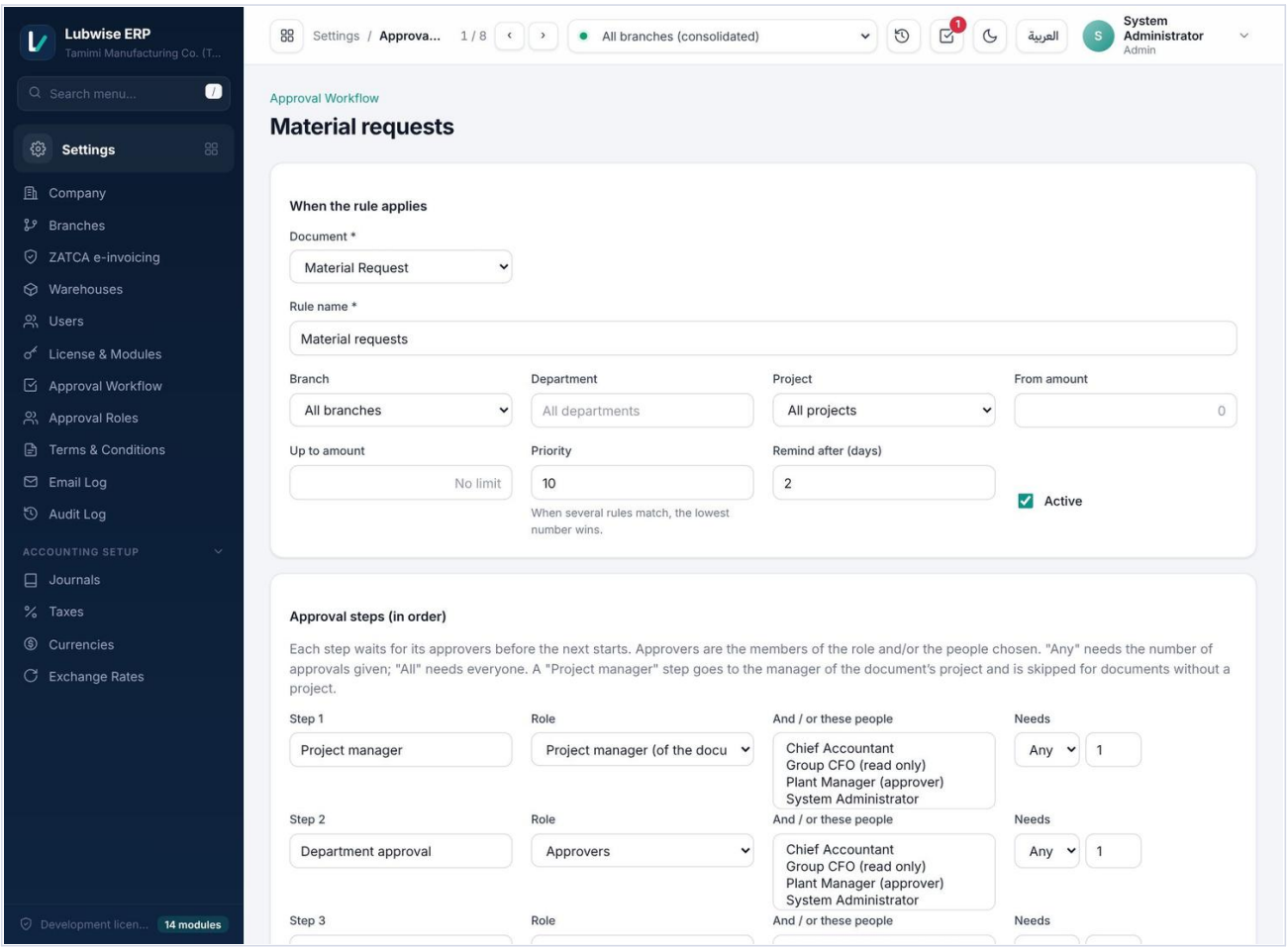


Figure 12 · One rule with its steps

My Approvals

The tick icon at the top shows how many documents wait for you. Open one, read it and press **Approve** or **Reject** (a reason is required to reject). The approval panel on every document shows each step, who approved and when, and the full history.

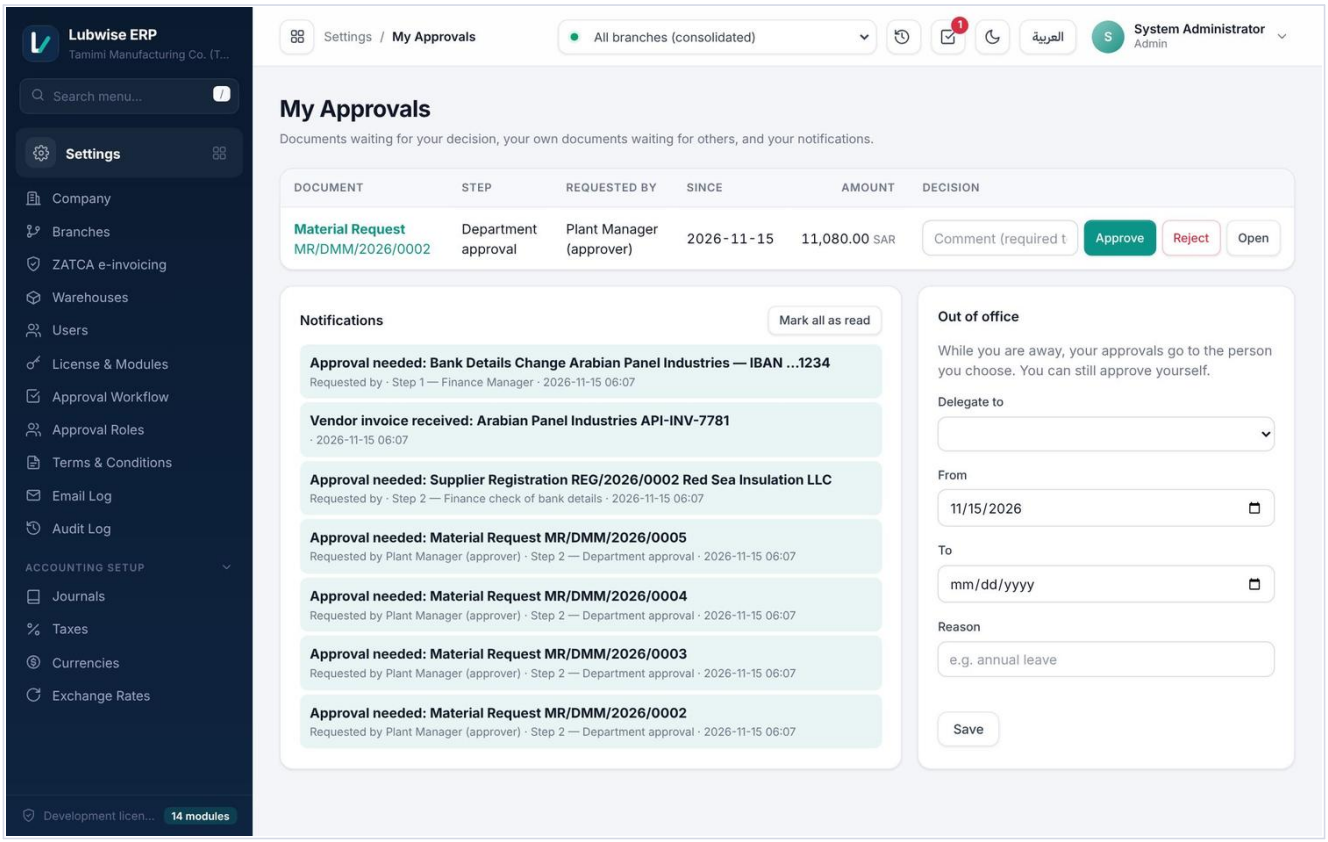


Figure 13 · My Approvals

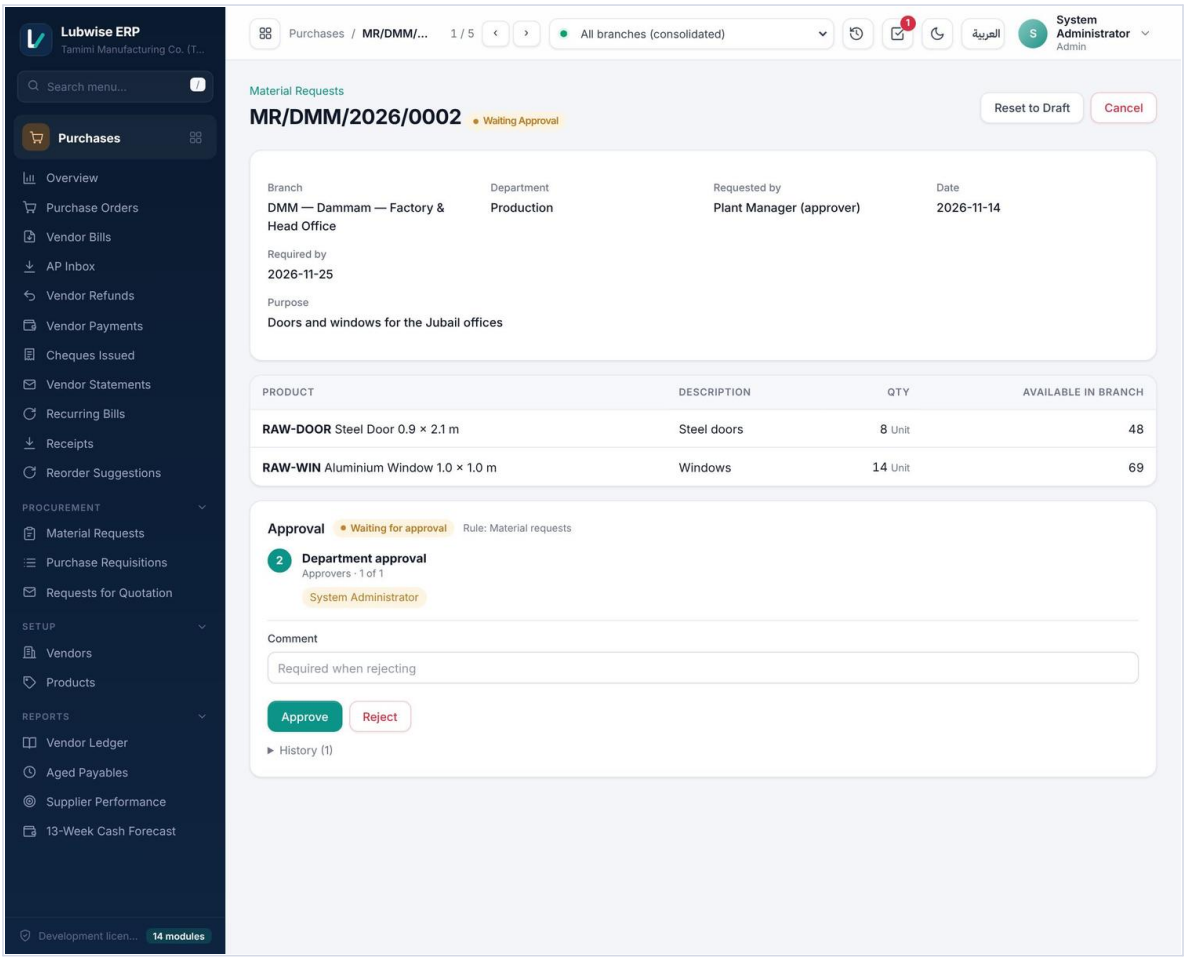


Figure 14 · A material request waiting for approval

CHAPTER 5

Setting up production

Products, bills of materials, work centres and quality points: what the factory needs before the first production order.

The order to do it in

#	Step	Where
1	Products: raw materials, sub-assemblies (such as steel base frames) and finished units	Manufacturing → Setup → Products
2	Work centres: the bays and lines where time is spent, with a cost per hour	Manufacturing → Setup → Work Centres
3	Bills of materials: the components and operations for each product	Manufacturing → Setup → Bills of Materials
4	Quality points: the inspections made on incoming material and during and after production	Manufacturing → Setup → Quality Points
5	Equipment and maintenance plans	Manufacturing → Setup → Equipment / Maintenance Plans

Products

Where: Manufacturing → Setup → Products

Every item you buy, make or sell is a product. The demo has three kinds:

- **Raw materials and kits** you buy and keep in stock — steel channel and hollow section, sandwich panels, doors and windows, electrical, air-conditioning and plumbing kits, paint, fixings and consumables.
- **Sub-assemblies** you make and use inside other products — the welded and painted base frames.
- **Finished units** you make and sell — guard houses, office cabins, accommodation, executive and data-centre modules, toilet and kitchen units.

For a finished unit that must be traced piece by piece, tick **track units** on the product. Each piece a production order finishes then gets its own serial number. Give it a **warranty in months** (12 in the demo): the warranty starts when the unit is handed over to the client. Products carry a **local content %** field used for local-content reporting.

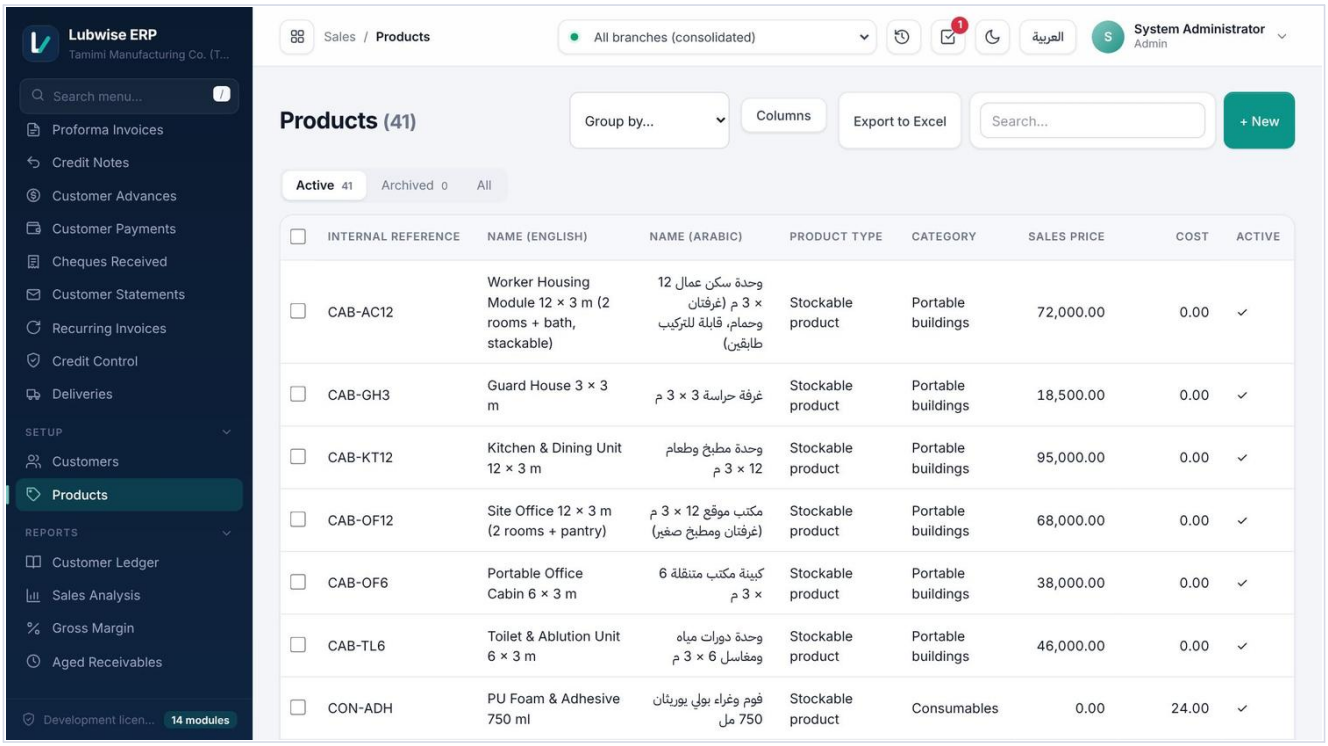


Figure 15 · The product list

Work centres

Where: Manufacturing → Setup → Work Centres

A work centre is a place where time is spent — the Cutting & Welding Bay, the Blasting & Paint Booth, the Panel Assembly Line, MEP Fit-out and Finishing & Final Inspection. Each has a **cost per hour** (machines, labour and overhead together) and the **hours per day** it works, which the production schedule uses.

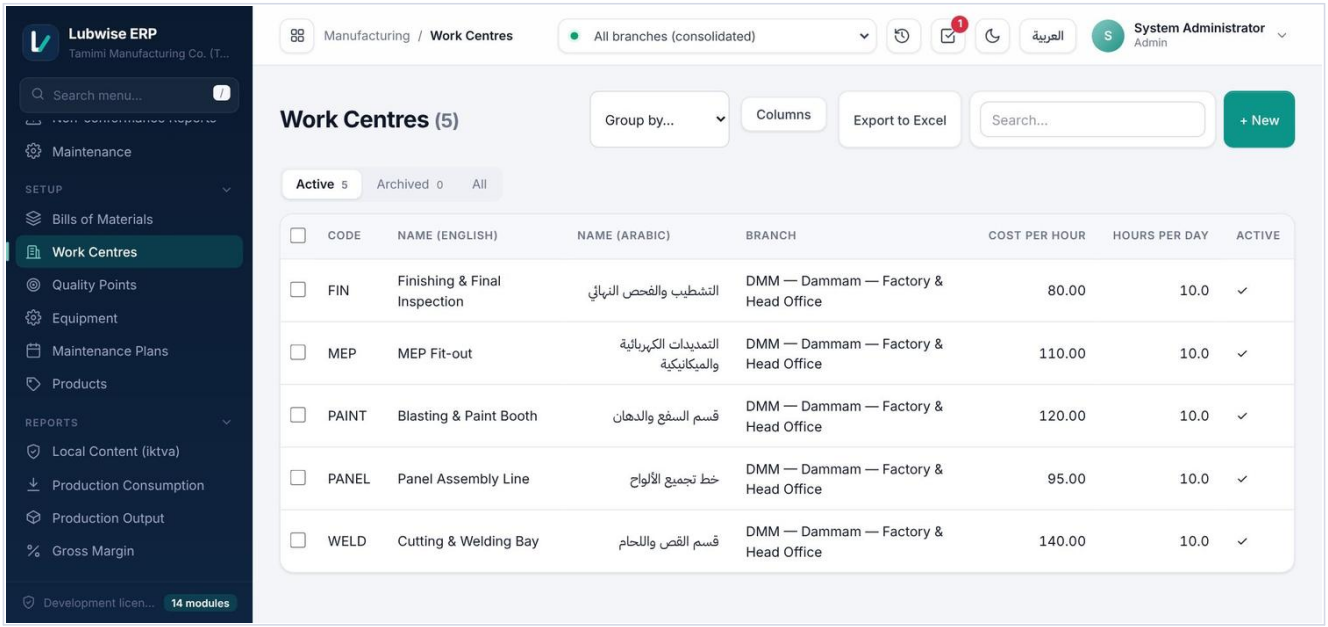


Figure 16 · Work centres with their cost per hour

Bills of materials

Where: Manufacturing → Setup → Bills of Materials

A bill of materials (BOM) says how to make a quantity of a product: the **components** with their quantities and scrap allowance, and the **operations** — the minutes each work centre spends. Components can themselves be made: the office cabin's BOM includes its base frame, which has its own BOM.

1. Choose **+ New bill of materials**.
2. Choose the **product made** and the **batch quantity** that the components and times below make (normally 1).
3. Add each **component** with its quantity and **scrap %**.
4. Add each **operation**: the work centre and the **minutes** for the batch. Create the work centres first.
5. Save. The BOM page shows the cost.

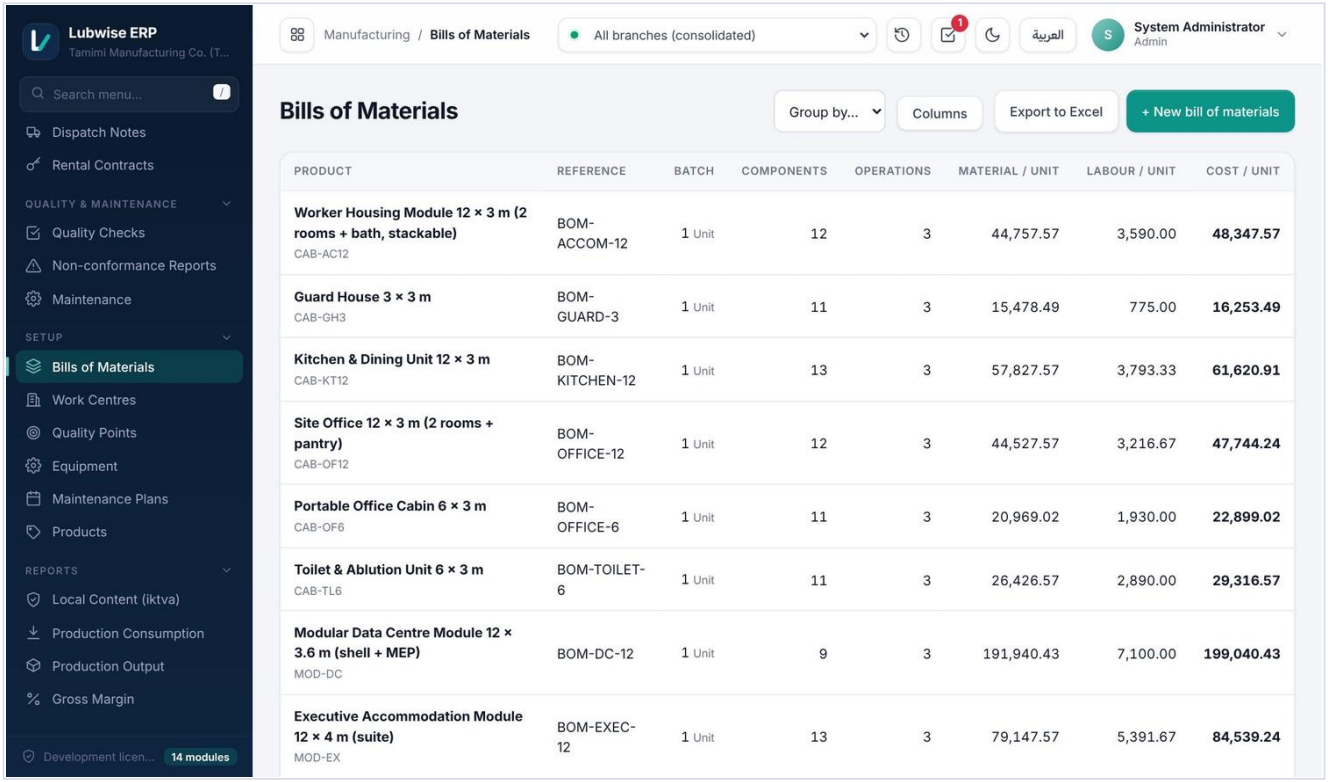


Figure 17 · Bills of materials with their cost per unit

The BOM page adds up the **materials** at today's component costs and the **labour and machine time** at the work centre rates, giving the cost per unit. **Recalculate** refreshes it after prices change. From the same page you can start a production order (**+ Production order**) or archive the BOM when the design changes.

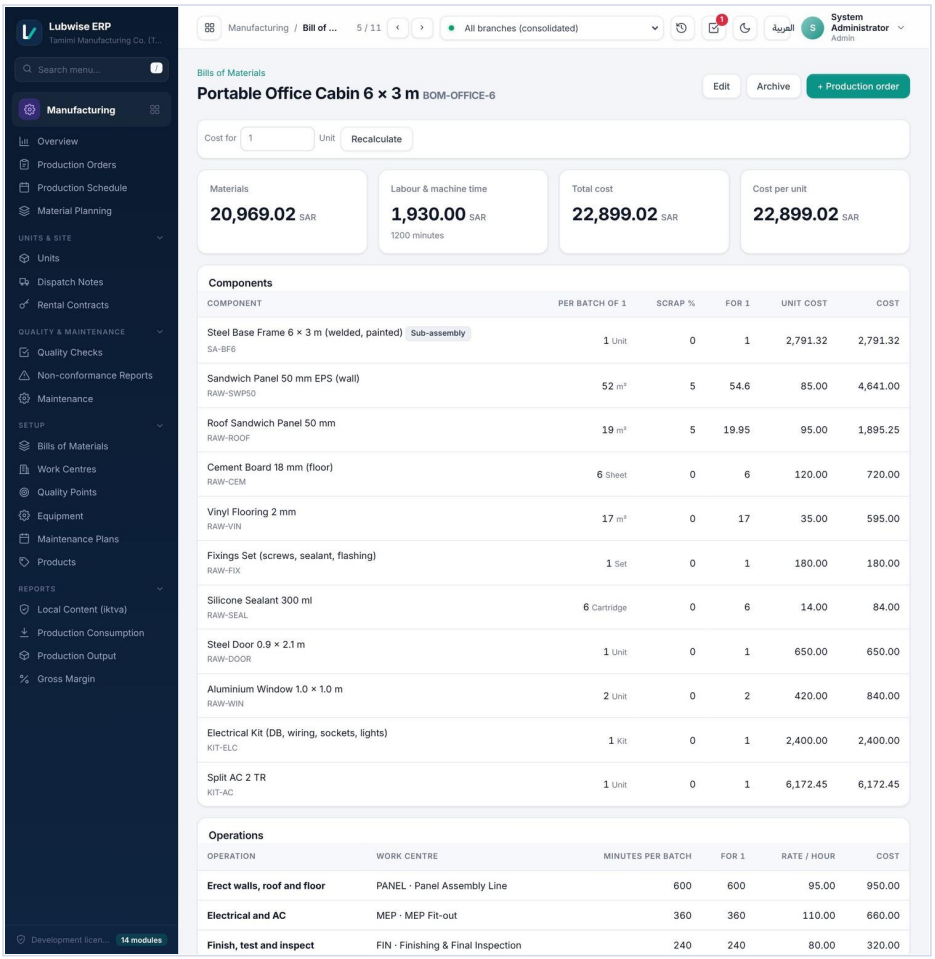


Figure 18 · A bill of materials: components, operations and cost

Pricing a quotation from the cost

At the foot of the BOM page, **Price a quotation** shows the cost per unit and lets you enter a **margin %**. The price is **cost ÷ (1 – margin)**: a 25% margin on a unit that costs 40,000 gives a price of 53,333. Choose the customer and **Create quotation** to open a sales quotation at that price.

Quality points

Where: Manufacturing → Setup → Quality Points

A quality point is an inspection attached to a product. It has a **stage** (incoming, in process or final) and is either **pass / fail** or a **measurement** with a minimum and maximum (for example frame squareness no more than 6 mm, or insulation resistance at least 1 M). When a production order is confirmed, one check per quality point is created on the order.

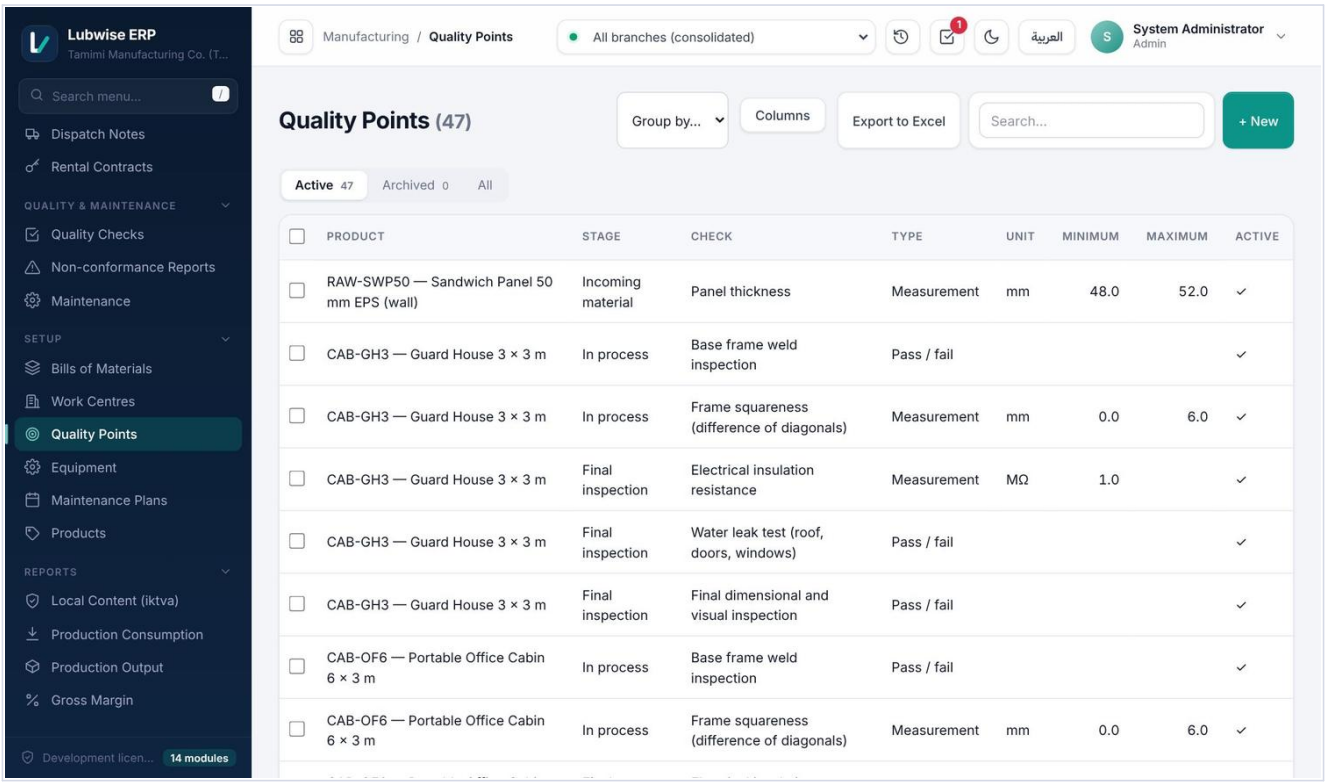


Figure 19 · Quality points

Equipment and maintenance plans

Where: Manufacturing → Setup → Equipment / Maintenance Plans

List the factory's machines under **Equipment** (CNC table, welders, paint booth, crane, forklift, generator) and give each a **maintenance plan**: a task such as "Monthly service" and how many days apart it is done. The chapter Quality, maintenance and local content shows how the plans turn into maintenance orders.

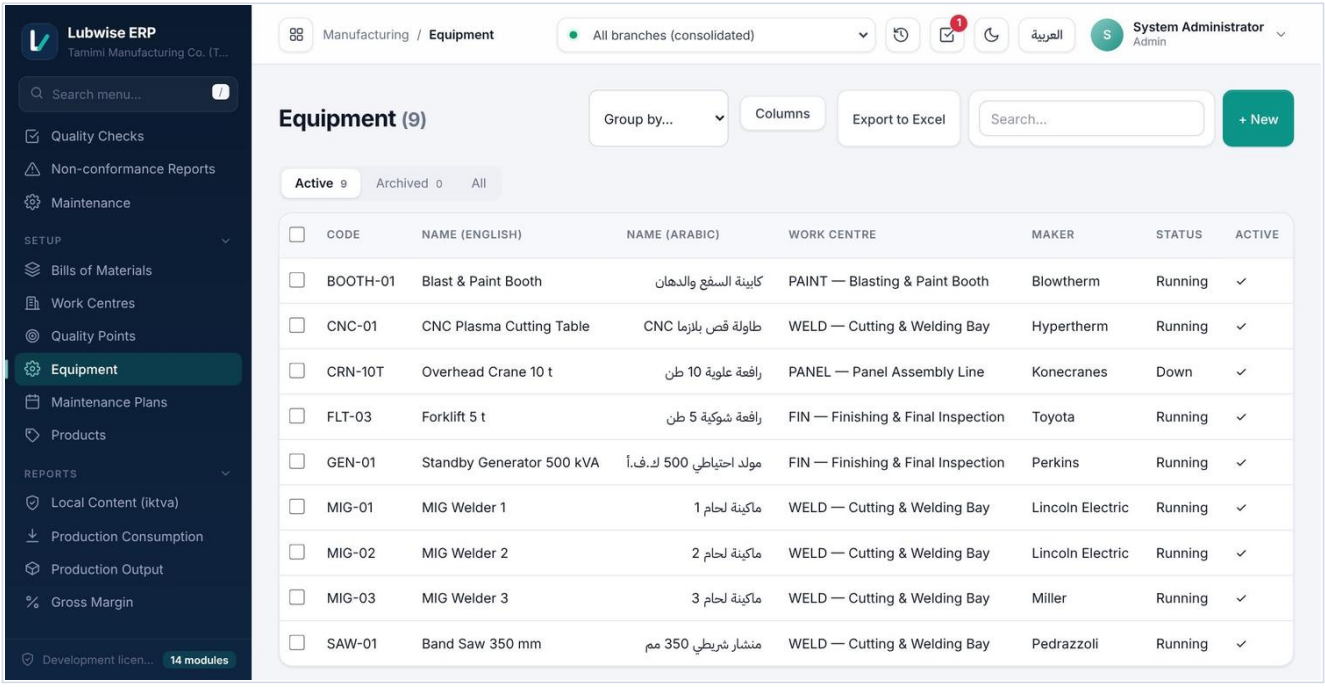


Figure 20 · The factory's machines

CHAPTER 6

Producing

Material planning, production orders, quality checks and the production schedule.

The production overview

Where: Manufacturing → Overview

The overview shows what needs attention: orders in production and confirmed orders waiting to start, **late orders** past their due date, what was **produced this month** with its value, and the **quality pass rate**. Below are the open orders and a summary of what material planning suggests.

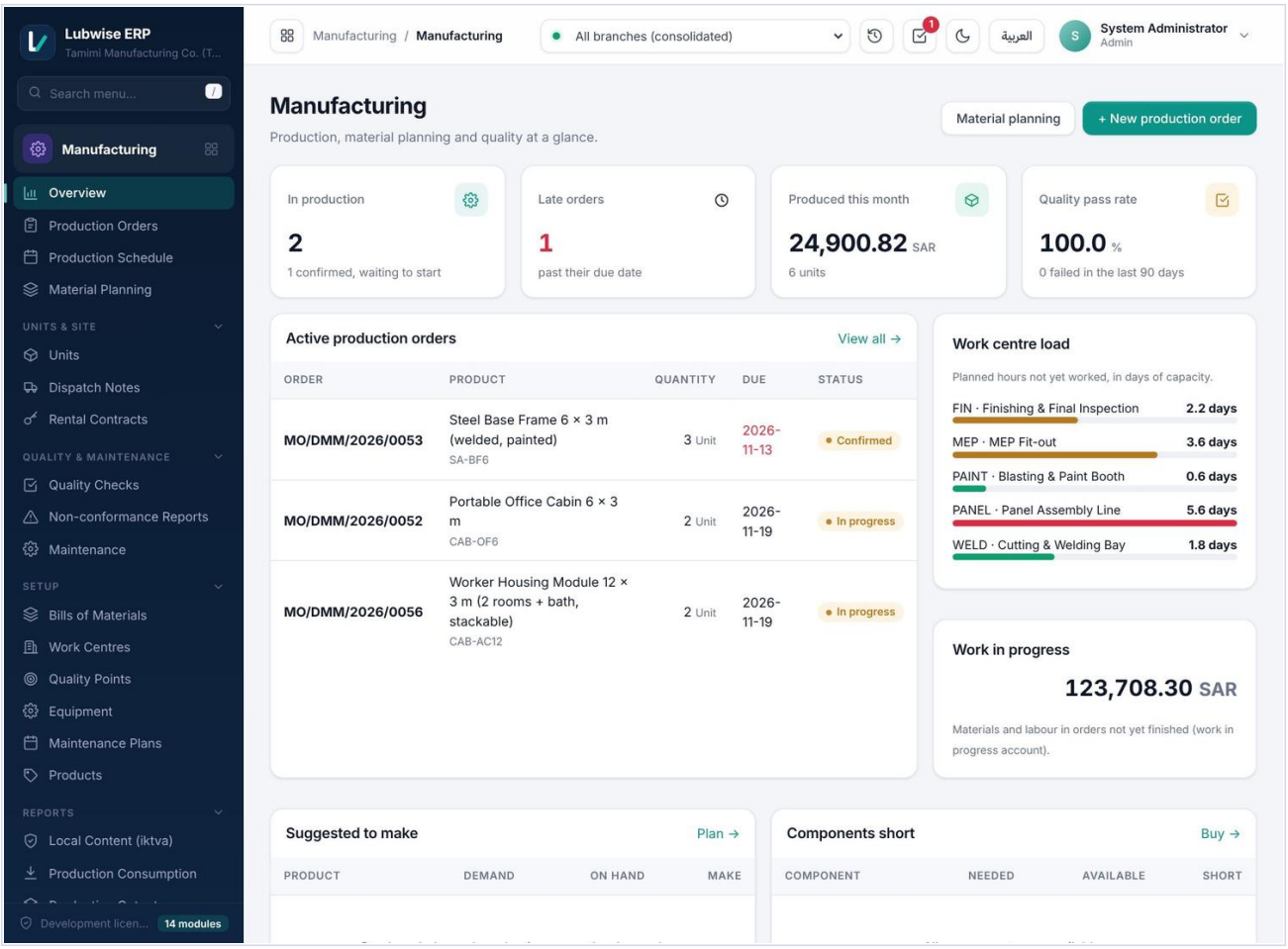


Figure 21 · The manufacturing overview

Material planning

Where: Manufacturing → Material Planning

Material planning answers two questions: **what should we make**, and **what must we buy to make it**.

- For each product with a BOM it shows the **sales orders to deliver**, the quantity **needed for production**, the **reorder level**, what is **on hand** and **in production**, and the **suggested** quantity to make.

- For the components of those orders it shows what is **needed**, **on order**, still **short** and what to **buy**, with an estimated value.

1. Tick the products to make and choose **Create production orders**; draft orders are created for the suggested quantities.
2. Tick the components to buy and choose **Create purchase requisition** to send the shortage to purchasing.

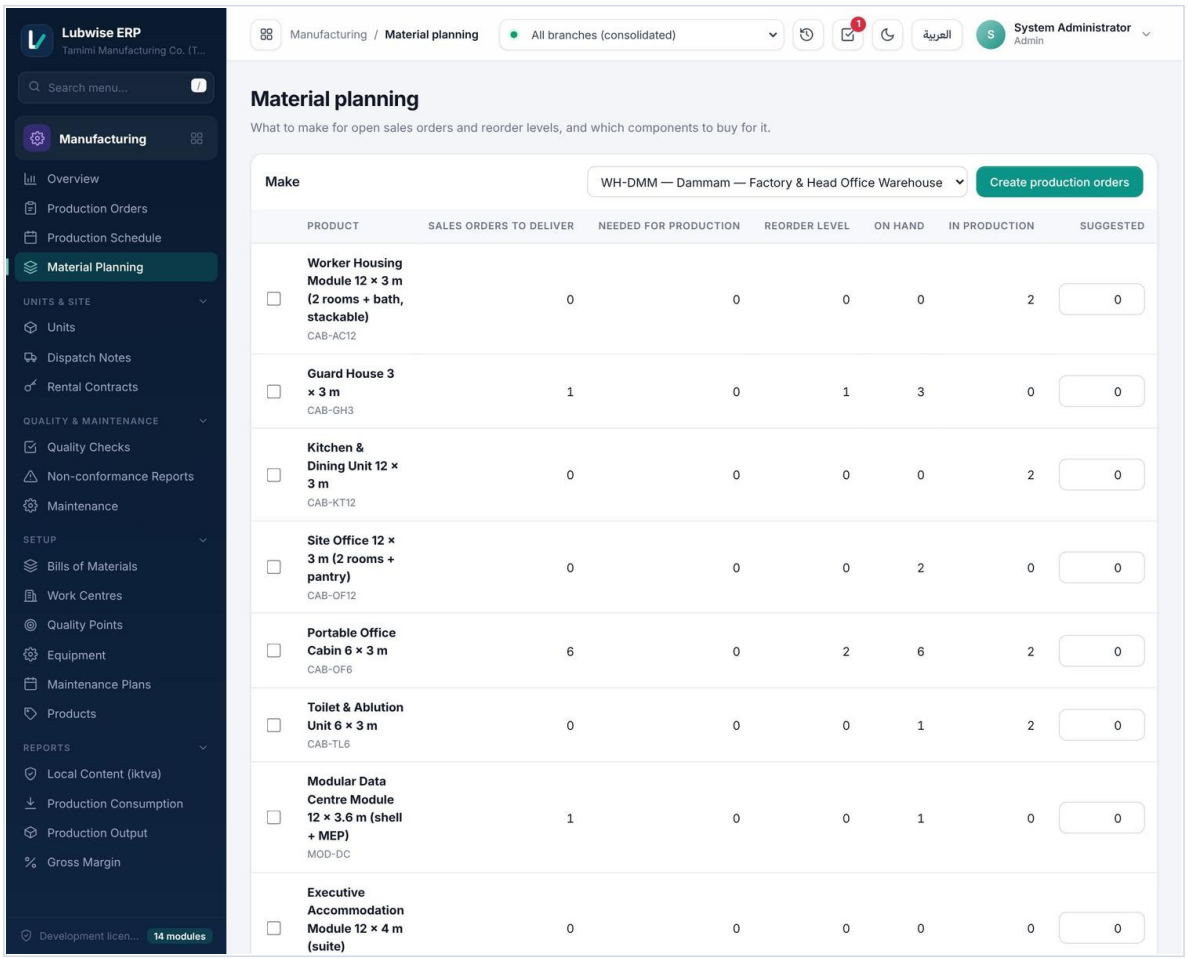


Figure 22 · Material planning: what to make and what to buy

Production orders

Where: Manufacturing → Production Orders

A production order (MO) makes a quantity of one product from its bill of materials. It moves through **Draft → Confirmed → In progress → Done**, or is **Cancelled**.

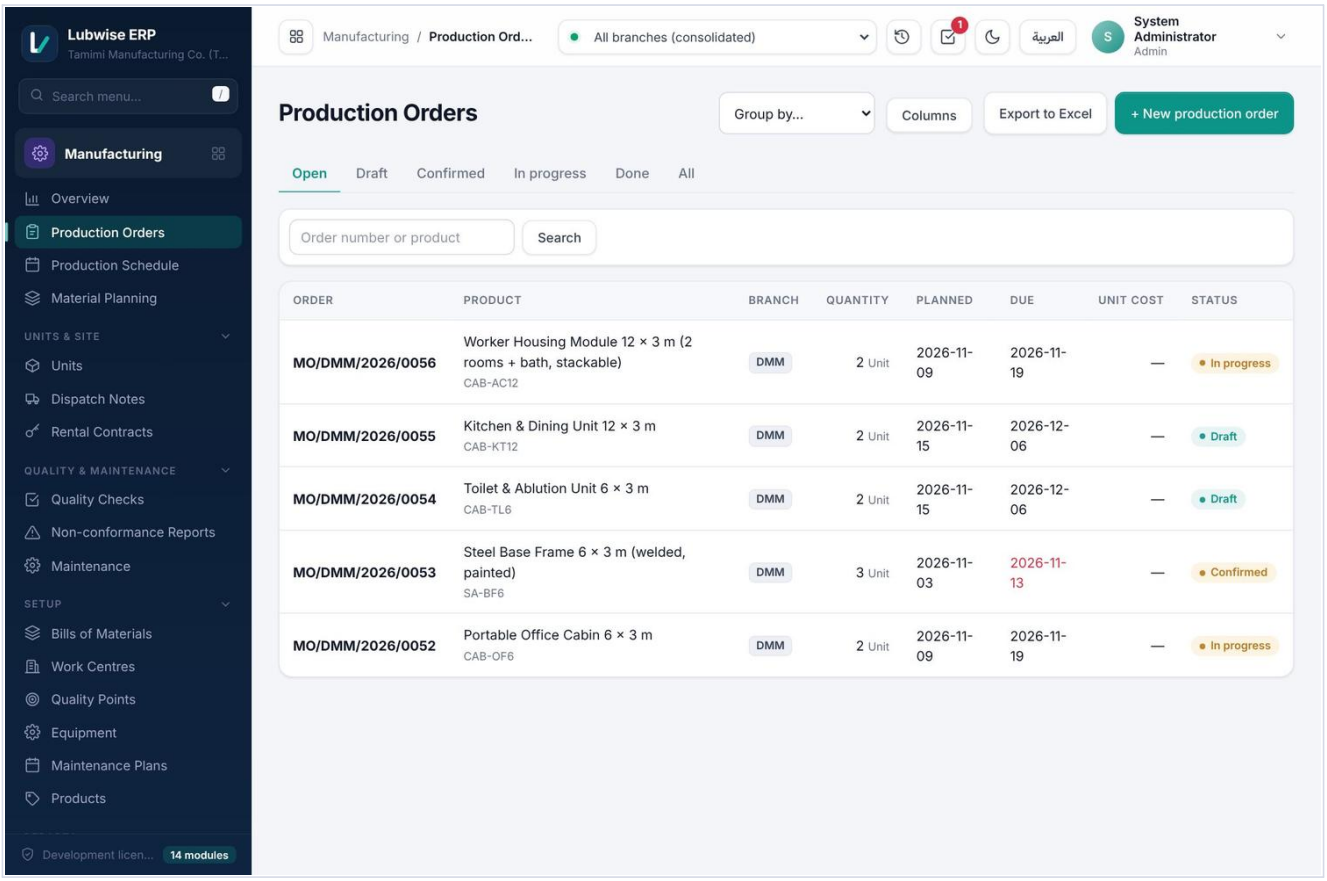


Figure 23 · Production orders

1. **Create.** Choose **+ New production order**. Select the **product to make**, the **quantity**, the **warehouse**, the **planned start** and a **due date**. If the units are for a client project, choose the **project**. Use **Save draft**, or **Save and confirm**.
2. **Confirm.** The components and operations are planned from the BOM and the quality checks are created from the product's quality points. A draft can still be edited or deleted; a confirmed order can be cancelled.
3. **Start production.** Work begins. The system checks that the components are in the warehouse; if any is short, it names the component and the missing quantity instead of starting.
4. **Record time.** Enter the actual minutes spent on each operation. The order compares them with the plan.
5. **Quality checks.** Record each check as **Pass** or **Fail**, or enter the measured value for a measurement.
6. **Finish and receive into stock.** Enter the **good quantity produced**, the **scrapped pieces** and the **date**. The components are consumed, the labour and machine time is absorbed, and the good pieces are received into stock at their cost.

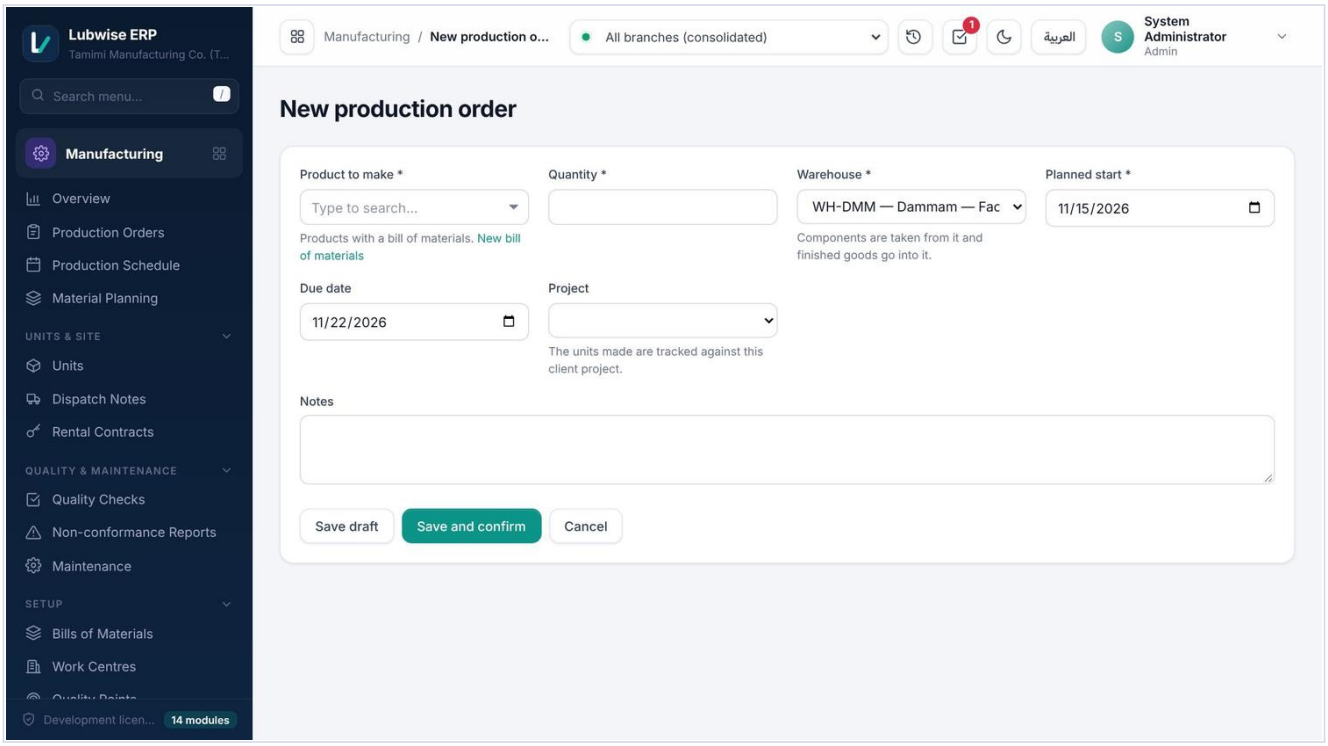


Figure 24 · A new production order

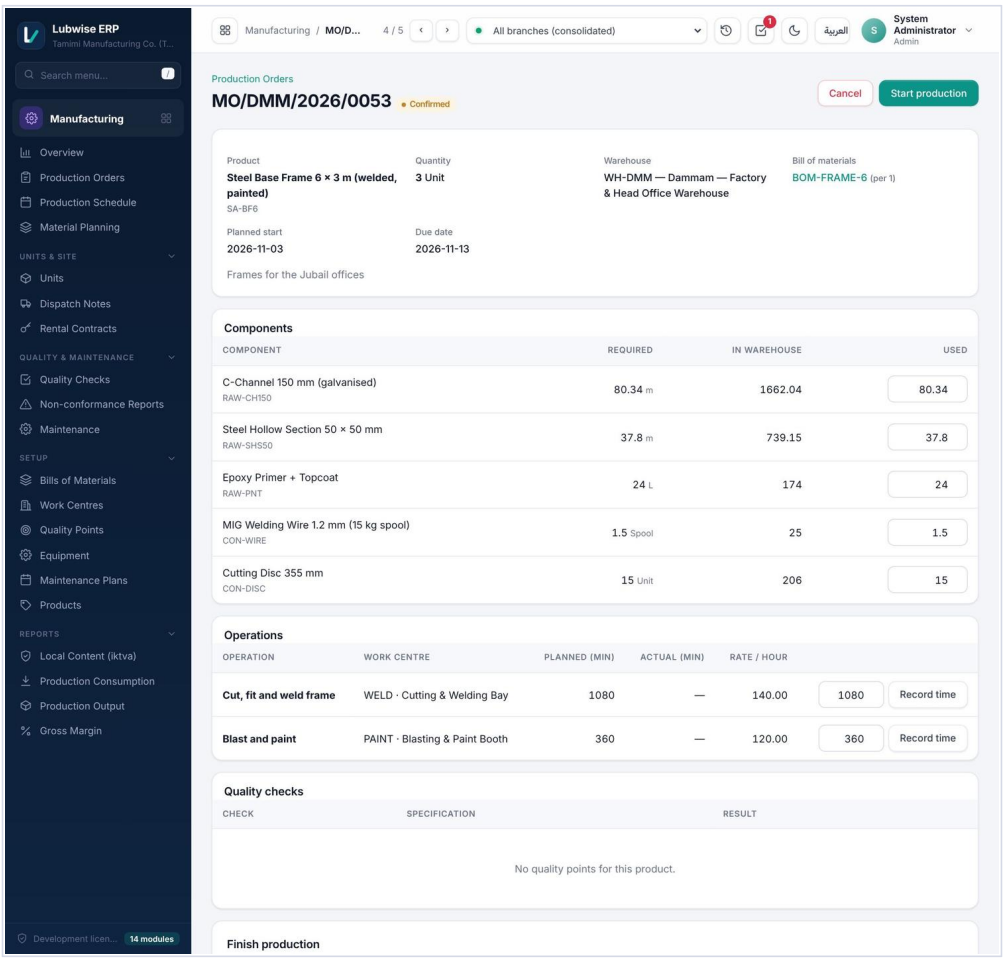


Figure 25 · A confirmed order: components, operations and quality checks planned

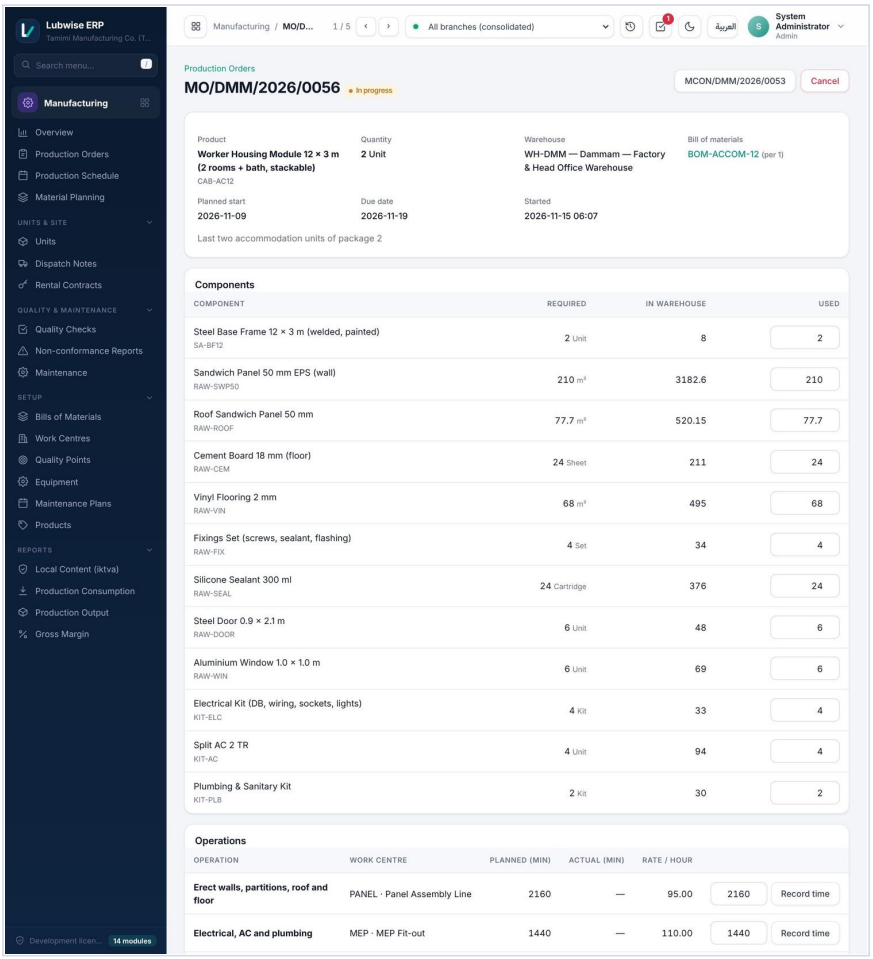


Figure 26 · An order in progress: quality checks being recorded

ACCOUNTING ENTRY · Finishing a production order

Dr	Work in Progress	components used, at average cost
Cr	Inventory — raw materials	
Dr	Work in Progress	labour and machine time: hours × work-centre rate
Cr	Production Labour & Overhead Applied	offsets the payroll and factory costs booked as they occur
Dr	Inventory — finished goods	total material and conversion cost
Cr	Work in Progress	

Pieces scrapped on the order stay in the cost of the good pieces. For a product with **track units**, finishing the order creates one serial-numbered unit per good piece (such as CAB-AC12-2026-00001) at its cost. A finished order shows the consumption and finished-goods stock documents and the **Labour & overhead entry** it posted.

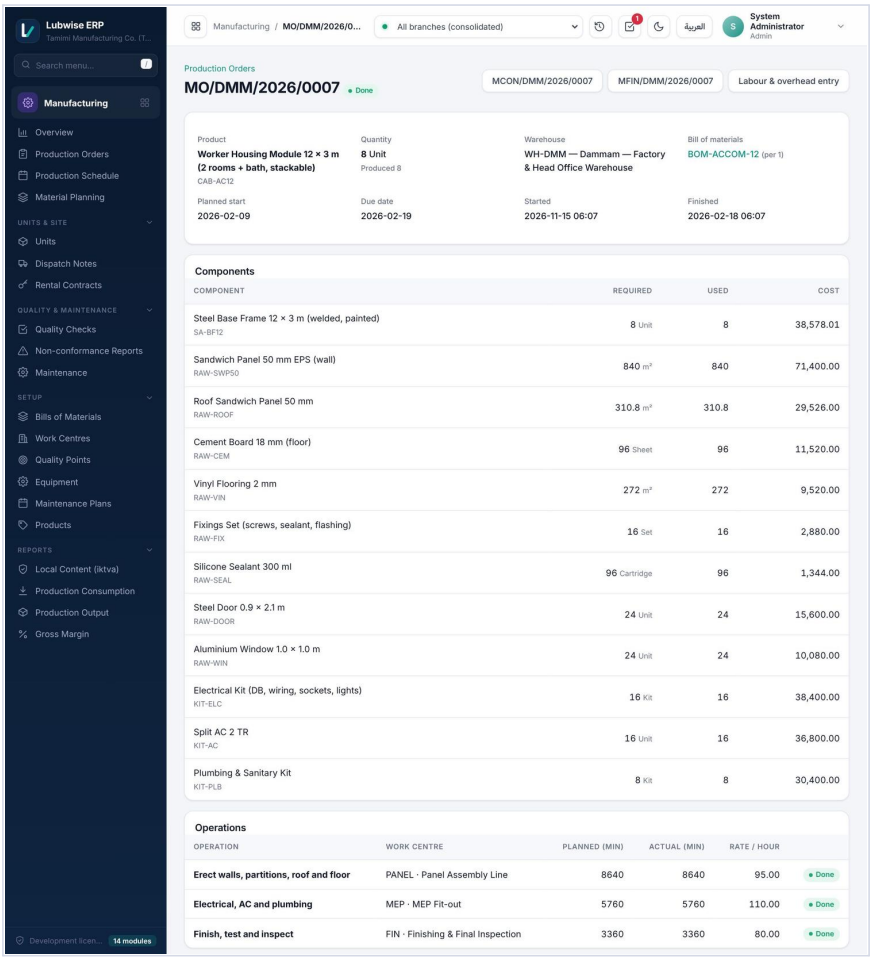


Figure 27 · A finished order with its cost and the entries it posted

> **TIP**
> A sub-assembly is produced the same way. Finish the base-frame order first; the cabin order then finds the frames in stock.

Quality checks

Where: Manufacturing → Quality Checks

The list of every check recorded, with its specification, result, who checked and when. Failed checks and out-of-range measurements show here for follow-up; raise a non-conformance report for them (see Quality, maintenance and local content).

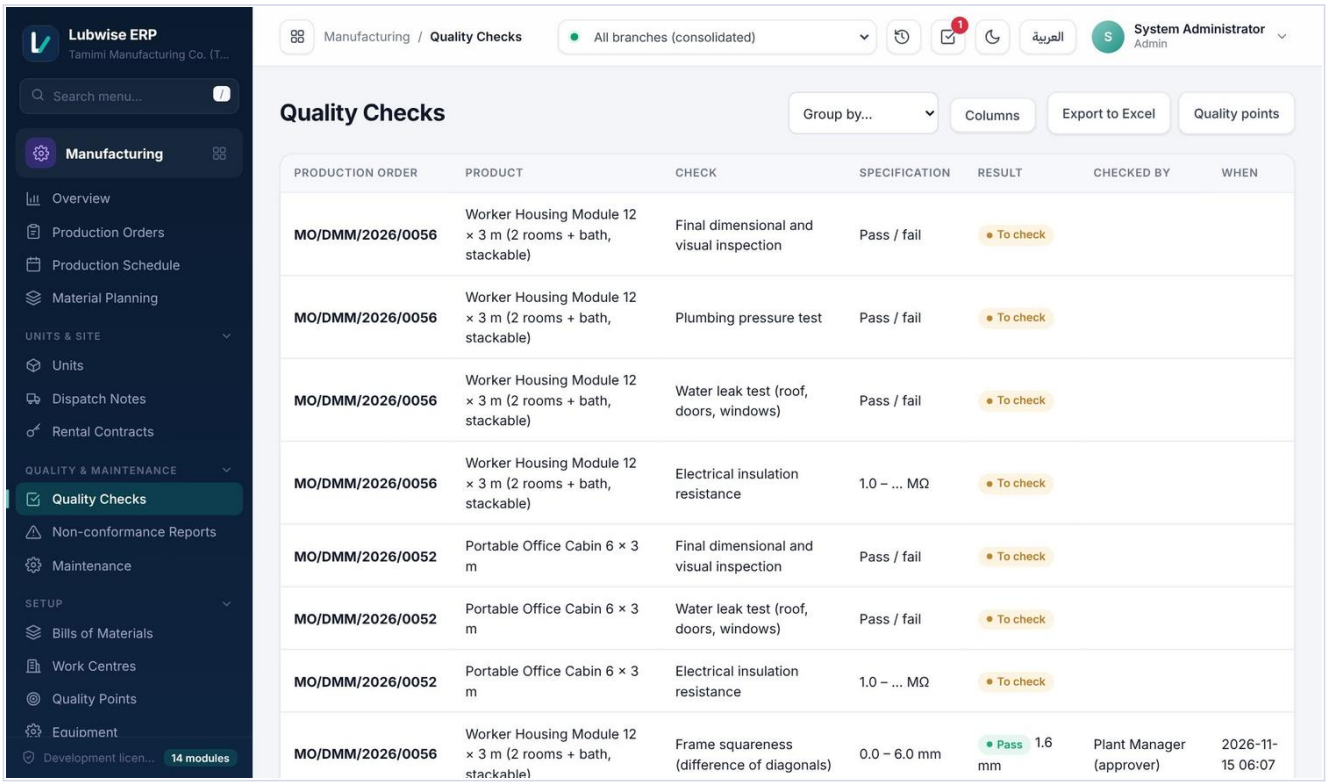


Figure 28 · Quality checks recorded on production orders

Production schedule

Where: Manufacturing → Production Schedule

The schedule lays each open production order across the coming weeks, with its status and work centre, from its planned start and the operation minutes against the hours per day of the work centres. Use it to see crowded weeks and orders that will miss their due date.

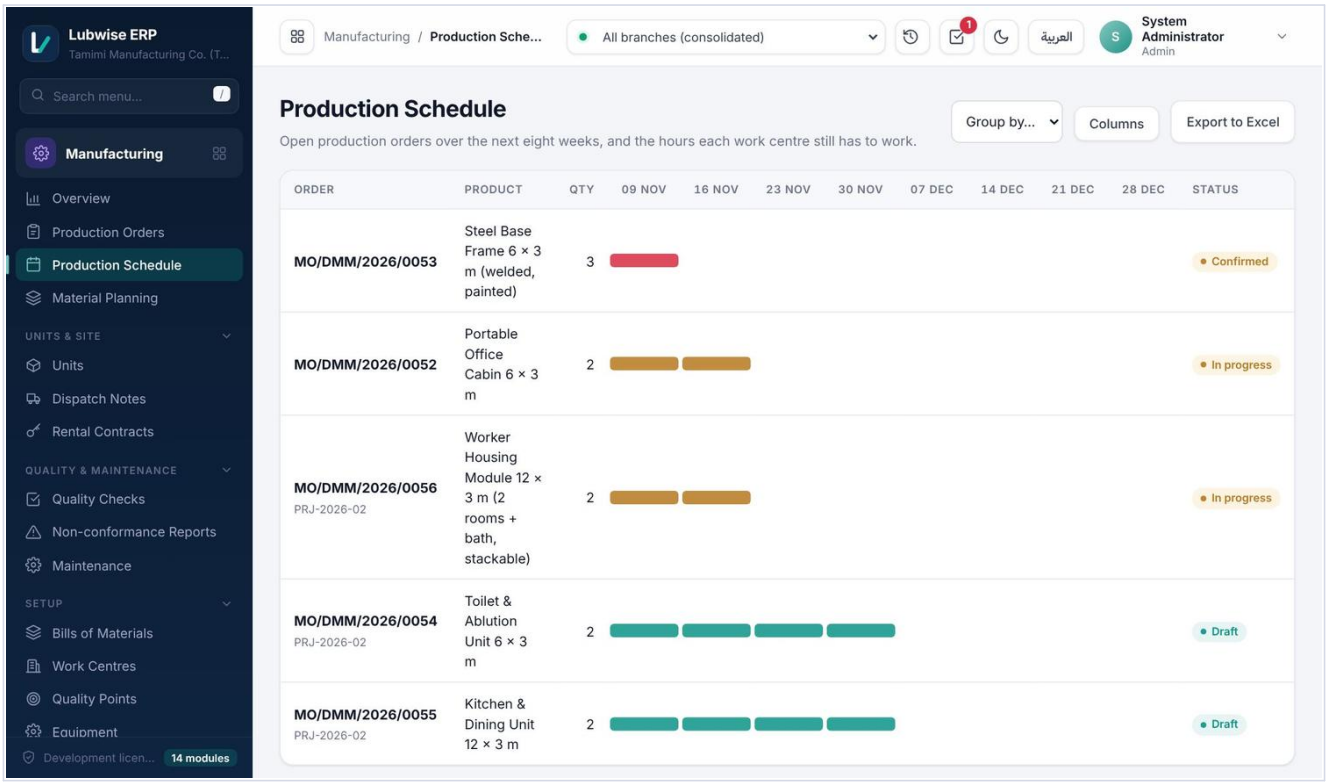


Figure 29 · The production schedule by week

CHAPTER 7

Units, dispatch and site

From the factory yard to a signed handover: serial units, QR labels, dispatch notes, installation and warranty.

Units

Where: Manufacturing → Units & site → Units

Every serial-numbered piece the factory has made appears in the list with its product, project, customer or site, cost, status and warranty date. Filter by status, project or search by serial, product or site.

Status	Meaning
In factory	Finished and in the warehouse
Dispatched	On a truck, a dispatch note issued
Delivered on site	Received by the client's representative
Installed	Placed, levelled and connected on site
Handed over	Accepted by the client; the warranty starts
Rental fleet (available)	Kept by the company for hire; a fixed asset
On rent	On an active rental contract
Scrapped	Written off

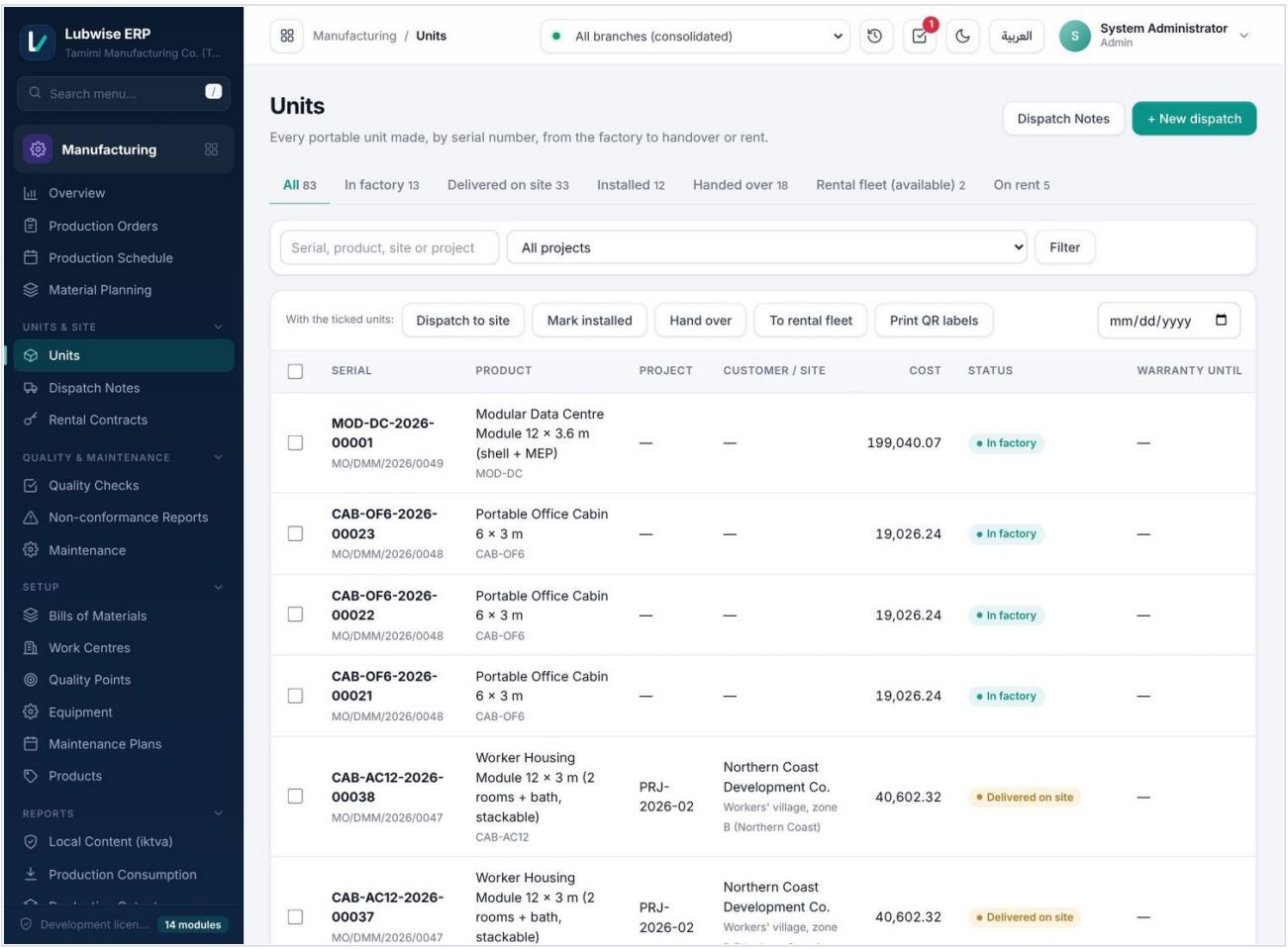


Figure 30 · Units by status

Open a unit to see its full **history**: when it was produced (with a link to the production order), dispatched, delivered, installed and handed over, who did it and the reference. The unit page also has its **QR label** and a button to **report a non-conformance** against it.

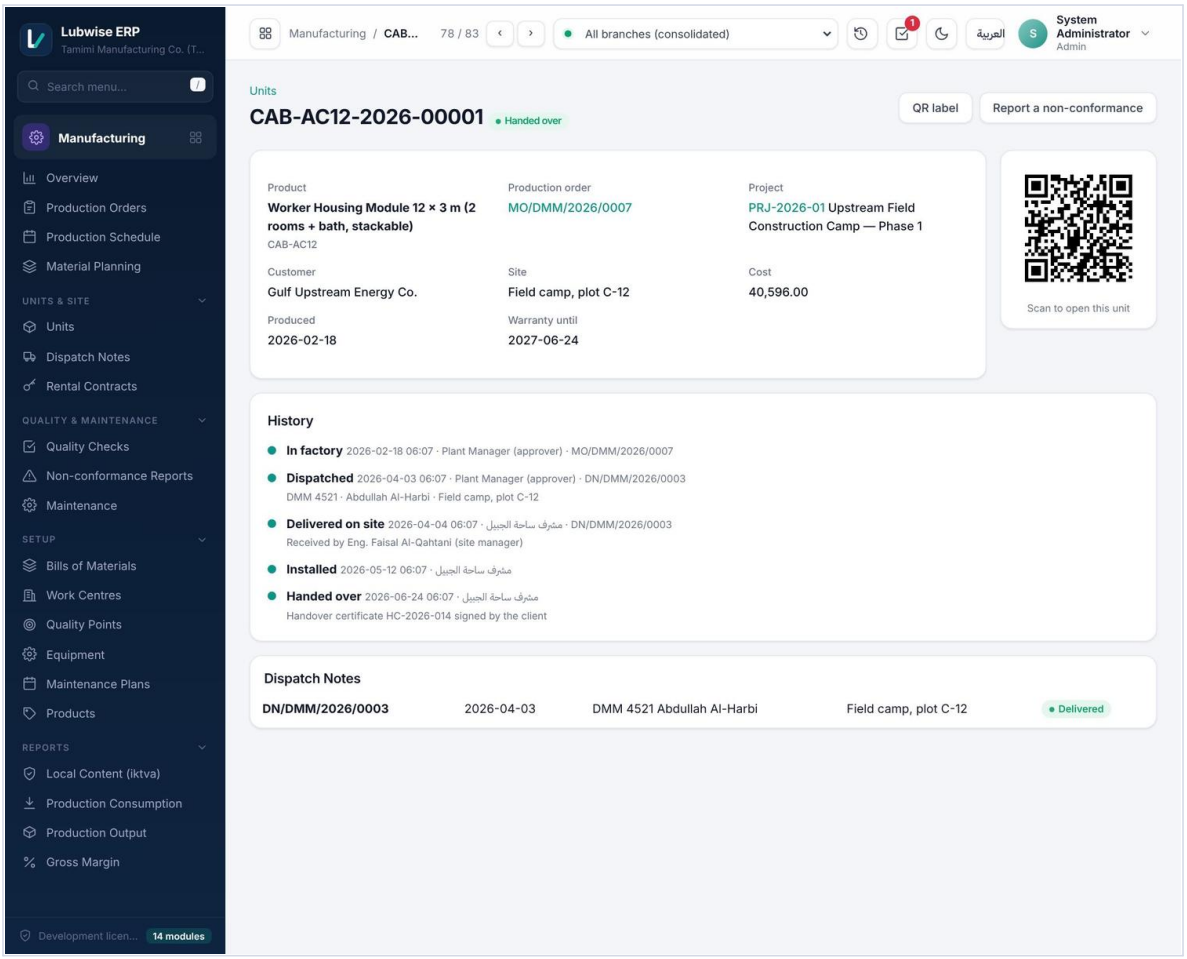


Figure 31 · A unit's page with its history and warranty

QR labels

Tick units in the list and choose **Print QR labels** to print a label for each. Scanning the QR code with a phone opens the unit's page — the same page — so a store keeper or site engineer can see the status and history on the spot.

Dispatch notes

Where: Manufacturing → Units & site → Dispatch Notes

A dispatch note sends finished units to site on one truck. It records the vehicle, trailer, driver, transporter and site, and it posts the delivery out of stock at each unit's own cost.

1. Choose **+ New dispatch** (also available from the unit list and from a unit that is in the factory).
2. Choose the **warehouse** and **date**, then the **project** or the **sales order** the units belong to.
3. Enter the **site**, **vehicle / plate**, **trailer**, **driver**, **driver phone** and **transporter**.
4. Tick the finished units on the truck. Only units that are in factory stock in the chosen warehouse are listed.
5. **Save draft**, or **Save and dispatch**. The units become **Dispatched**.
6. When the client's representative has received them, open the note and choose **Confirm delivery on site**, entering who **received** the units and the date. The units become **Delivered on site**.
7. **Print delivery note** for the driver to take with the load.

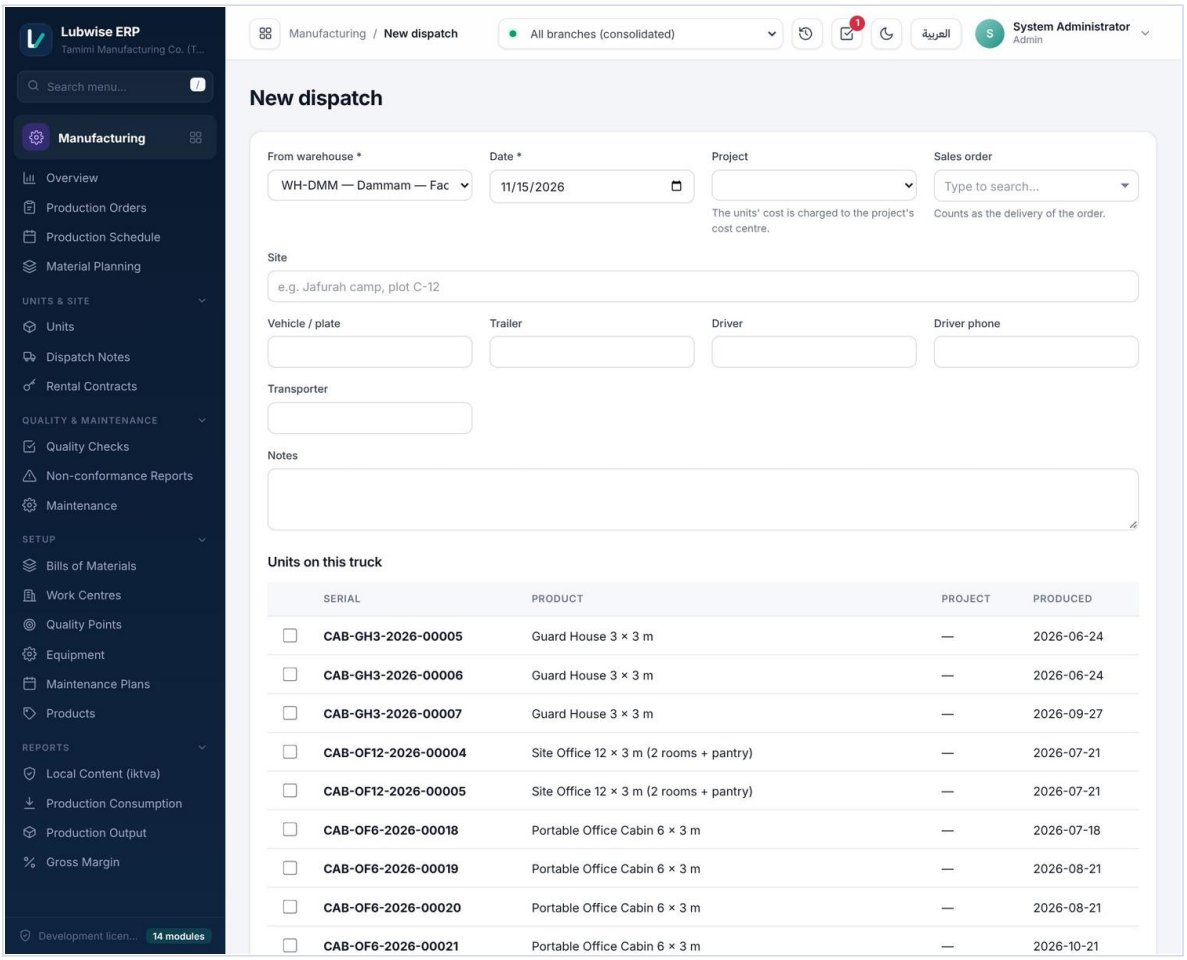


Figure 32 · A new dispatch note

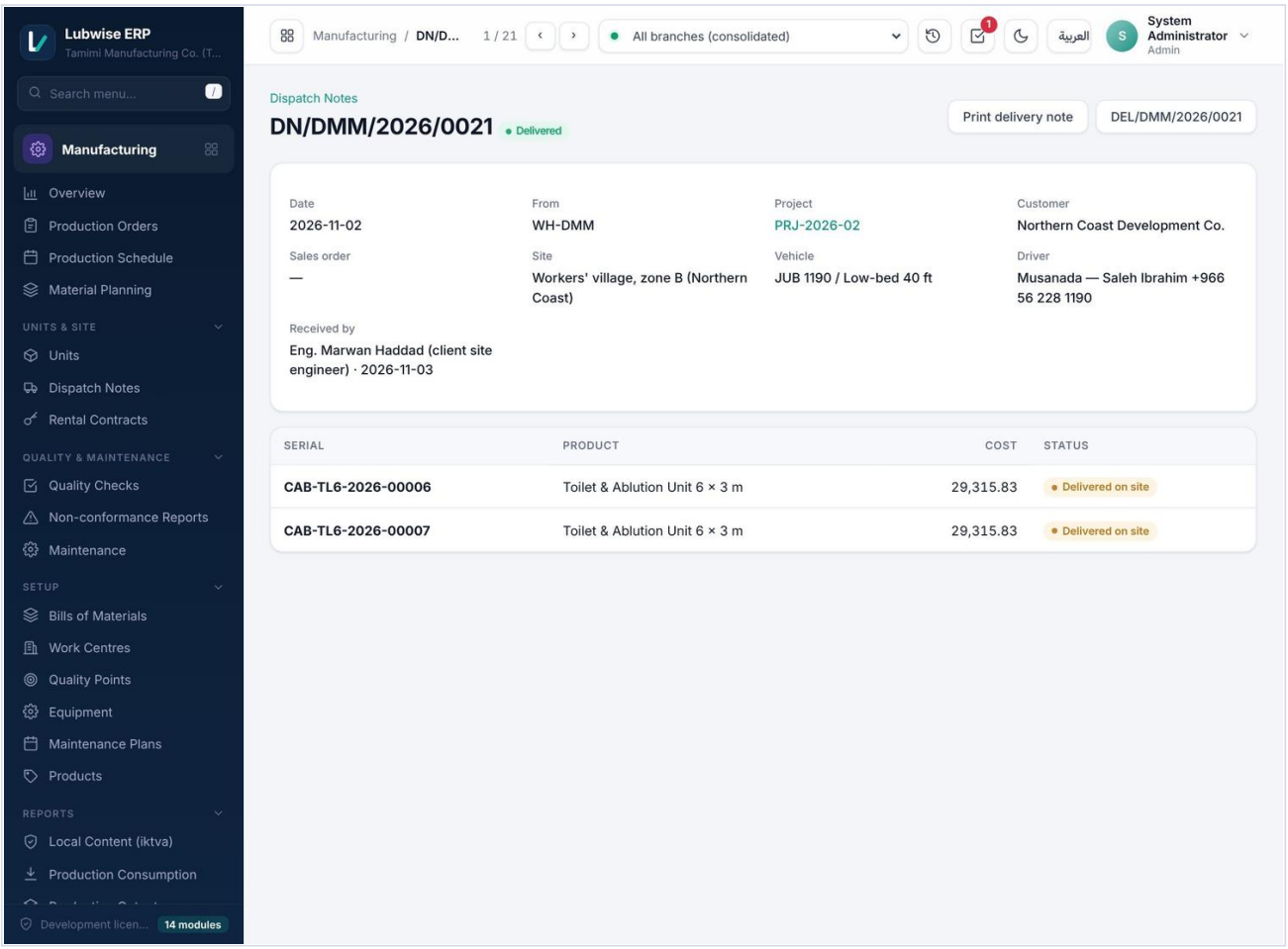


Figure 33 · A delivered dispatch note

ACCOUNTING ENTRY · Dispatching units

Dr	Cost of Goods Sold	the units' cost, on the project's cost centre if there is a project
Cr	Inventory — finished goods	

NOTE

Units are made to order, so a sales order for serial-numbered products does not create a warehouse delivery of its own. The units leave on a dispatch note linked to the sales order; the order then shows them as delivered. **Create Invoice** on the sales order then invoices the quantities not yet invoiced (see Sales and customers).

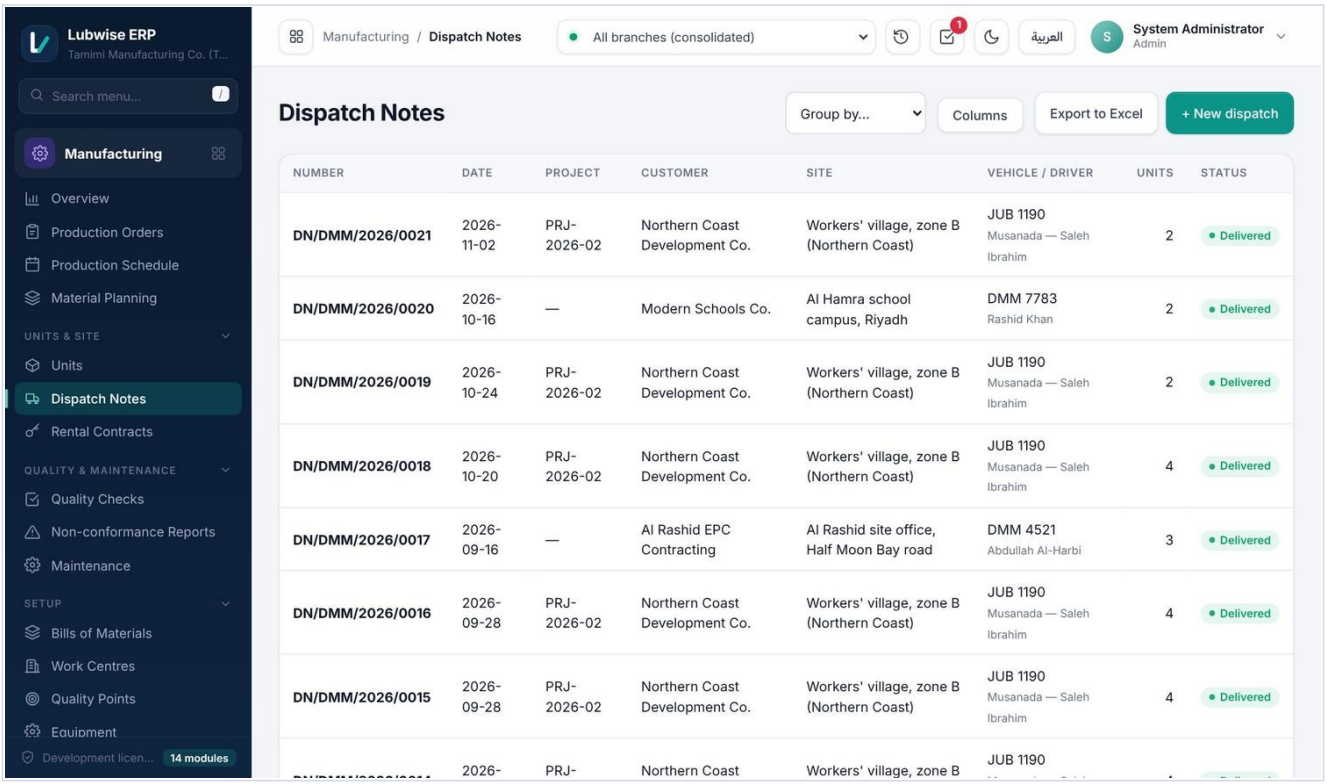


Figure 34 · Dispatch notes

Installation and handover

After delivery, tick the units in the list and choose **Mark installed** once they are placed and connected, then **Hand over** when the client signs the handover certificate, entering the date. The **warranty runs from the handover date** for the number of months on the product (12 in the demo), and the unit list shows the **warranty until** date.

> **TIP**
> Milestones on a client project (see Projects) are often tied to these steps: for example 40% when the units are delivered and 40% at handover.

CHAPTER 8

The rental fleet

Keep units for hire, put them on contract and invoice the rent every month.

Moving units into the fleet

Units you keep to hire out are moved from stock to the **rental fleet**: they stop being inventory and become **fixed assets** in the rental fleet category, depreciated every month with the other assets.

1. In **Units**, tick the finished units to keep.
2. Under **With the ticked units** choose **To rental fleet** and confirm. The status becomes **Rental fleet (available)**.

ACCOUNTING ENTRY · Moving a unit to the rental fleet

Dr	Rental Fleet (fixed asset)	the unit's cost
Cr	Inventory — finished goods	

NOTE
The rental fleet asset category must be set in Company settings. If it is not, the system says so instead of moving the units.

Rental contracts

Where: Manufacturing → Units & site → Rental Contracts

A rental contract puts fleet units on hire to a customer at a **monthly rate for each unit**.

1. Choose **+ New rental contract**.
2. Select the **branch**, the **customer**, the **project** and **site** if any, the **start date**, an optional **planned end** and the **VAT**.
3. Add the units — only units in the rental fleet can be chosen — and enter the monthly rate for each.
4. **Save draft**, or **Save and put on hire**. The units become **On rent**.

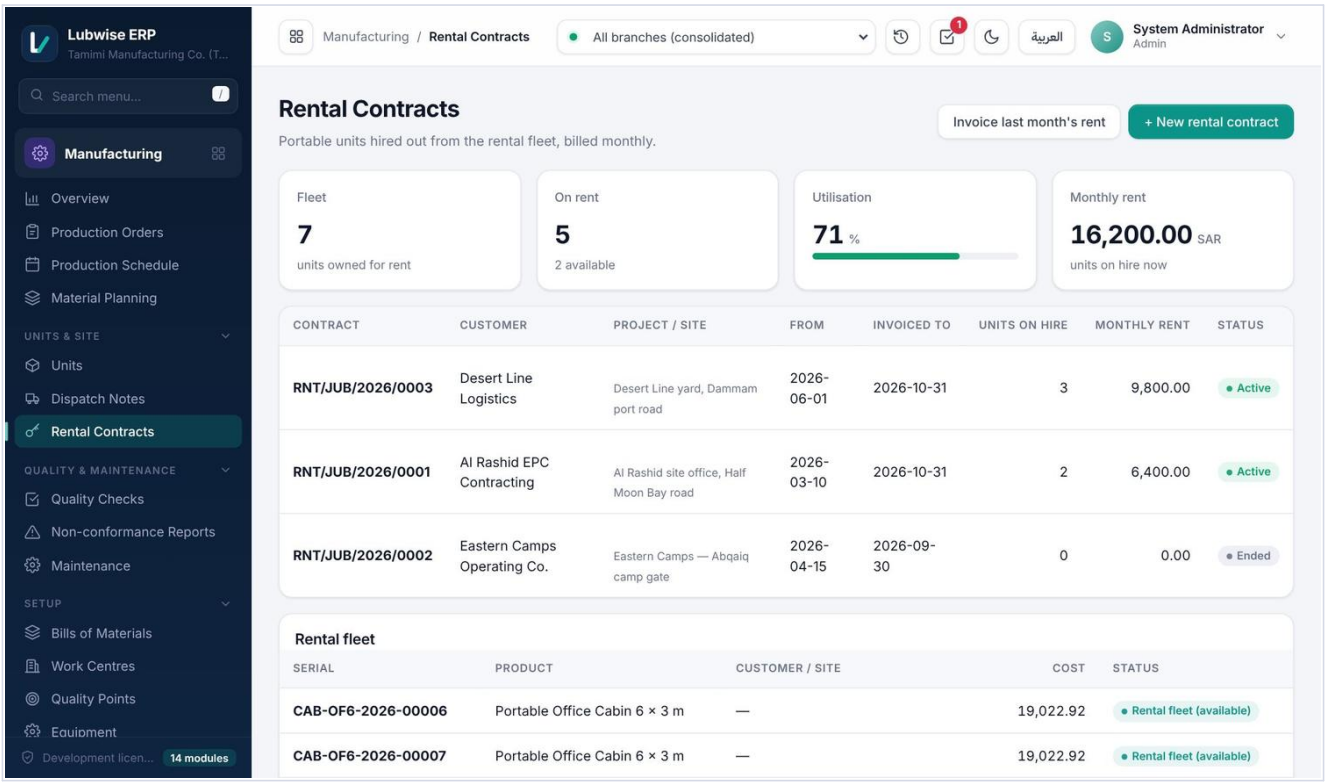


Figure 35 · Rental contracts with fleet utilisation

The list shows the fleet size, how many units are on rent and available, the **utilisation** and the monthly rent currently on hire.

Invoicing the rent

Rent is invoiced after each month ends: **full calendar months at the monthly rate**, and part months **pro rata by the days on hire**.

- On the contract, **Create rent invoice to** a date invoices that contract. **Recalculate** refreshes the amount due.
- On the contract list, **Invoice last month's rent** invoices every active contract up to the end of last month in one step.

ACCOUNTING ENTRY · Rent invoice

Dr	Accounts Receivable
Cr	Rental Income
Cr	Output VAT

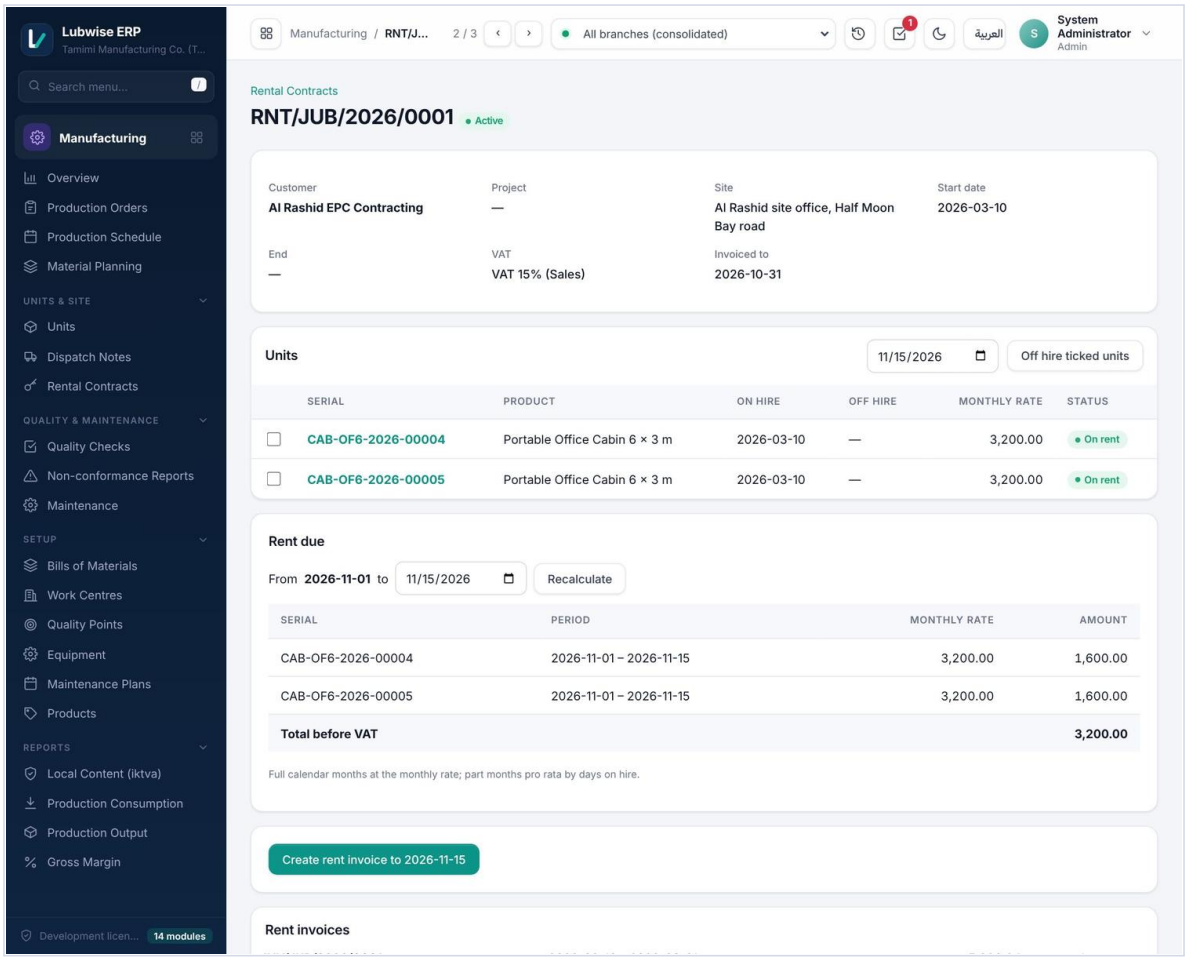


Figure 36 · A rental contract with its units and rent invoices

Taking units off hire

When the customer returns units, tick them on the contract, enter the **off-hire date** and choose **Off hire ticked units**. Rent stops on that date and the units return to the rental fleet as available. Invoice the last part month with **Create rent invoice to**.

CHAPTER 9

Quality, maintenance and local content

Non-conformance reports, machine maintenance and the iktva indicators.

Non-conformance reports

Where: Manufacturing → Quality & maintenance → Non-conformance Reports

A non-conformance report (NCR) records something that does not meet the requirement and what was done about it.

1. Choose **+ New NCR**, or **Report a non-conformance** on a unit.
2. Select the **source**: incoming material, production, site / installation or customer complaint; and the **severity**: minor, major or critical.
3. Link it to the **production order**, **unit**, **product**, **vendor or customer** and **project** it concerns, and describe the non-conformance.
4. Choose the **disposition**: rework, scrap, use as is (concession) or return to vendor. Enter the **cost of the defect** and an **action due** date.
5. Record the **root cause** and the **corrective and preventive action**, then **Save and close** when the action is complete.

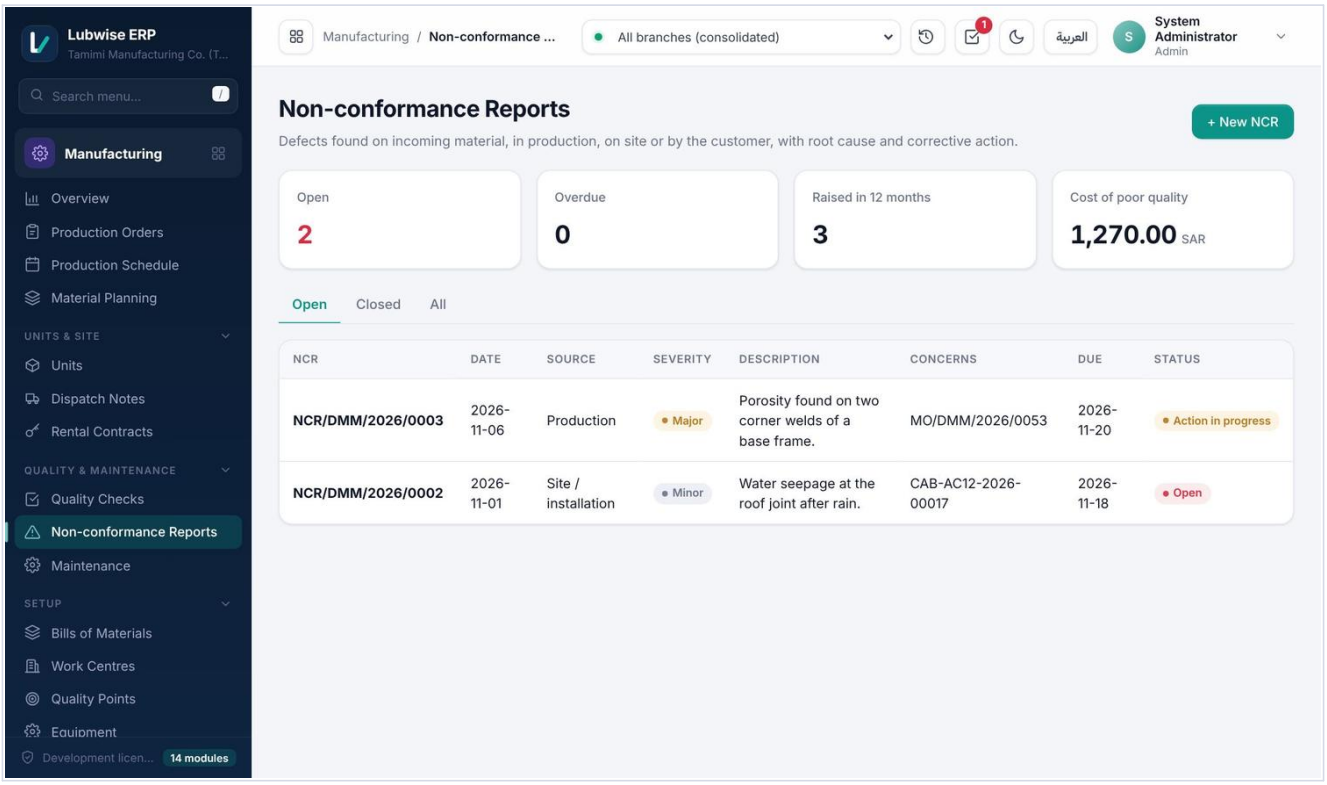


Figure 37 · Non-conformance reports with the cost of poor quality

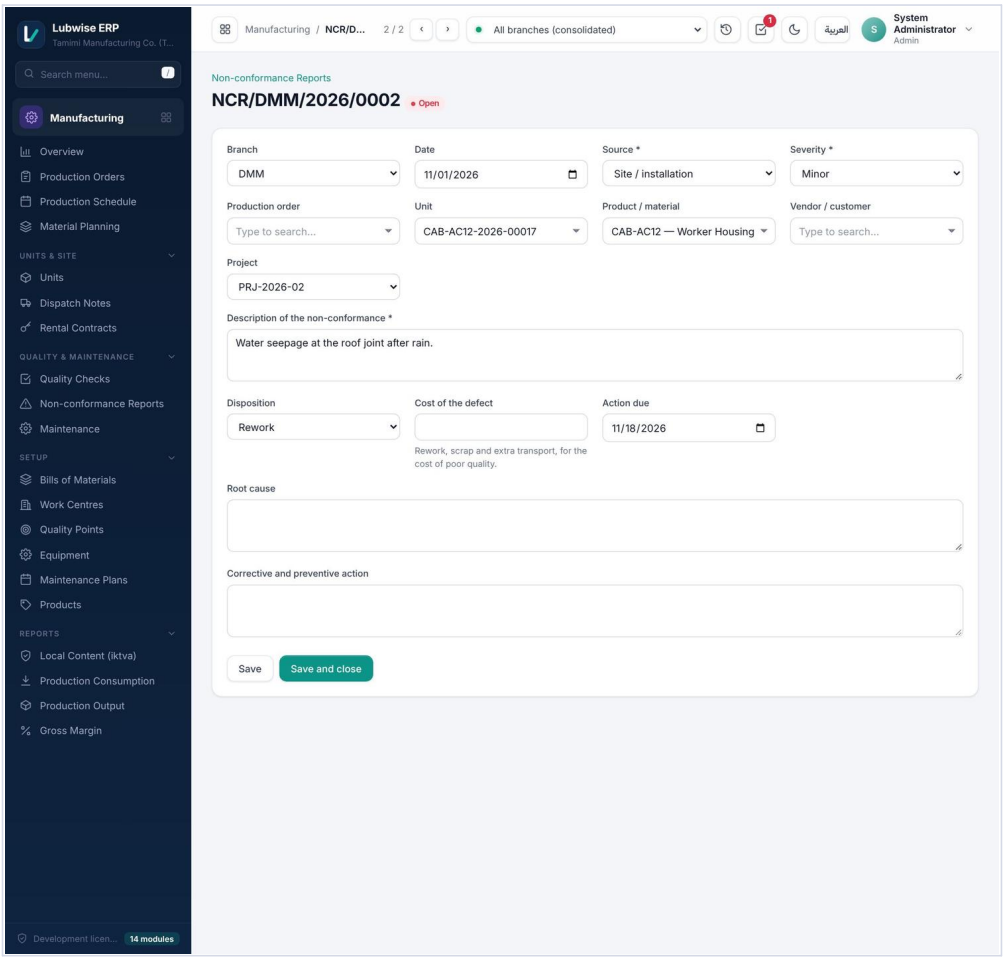


Figure 38 · An NCR with its root cause and corrective action

The list shows the open and overdue reports, how many were raised in 12 months and the **cost of poor quality** — rework, scrap and extra transport — added up from the cost entered on each report.

Machine maintenance

Where: Manufacturing → Quality & maintenance → Maintenance

Maintenance orders come from two places:

- **Preventive.** Each maintenance plan says how often a task is due. **Open due preventive orders** creates an order for every plan that has come due.
- **Breakdown. Report breakdown** opens an order for a machine that has failed, with a description.

When the work is finished, choose **Done** and enter the **downtime hours**, the **cost** and notes. For a preventive order, the plan's last-done date moves forward. The page shows the machines down, the preventive orders due, the downtime and the maintenance cost over the last 90 days.

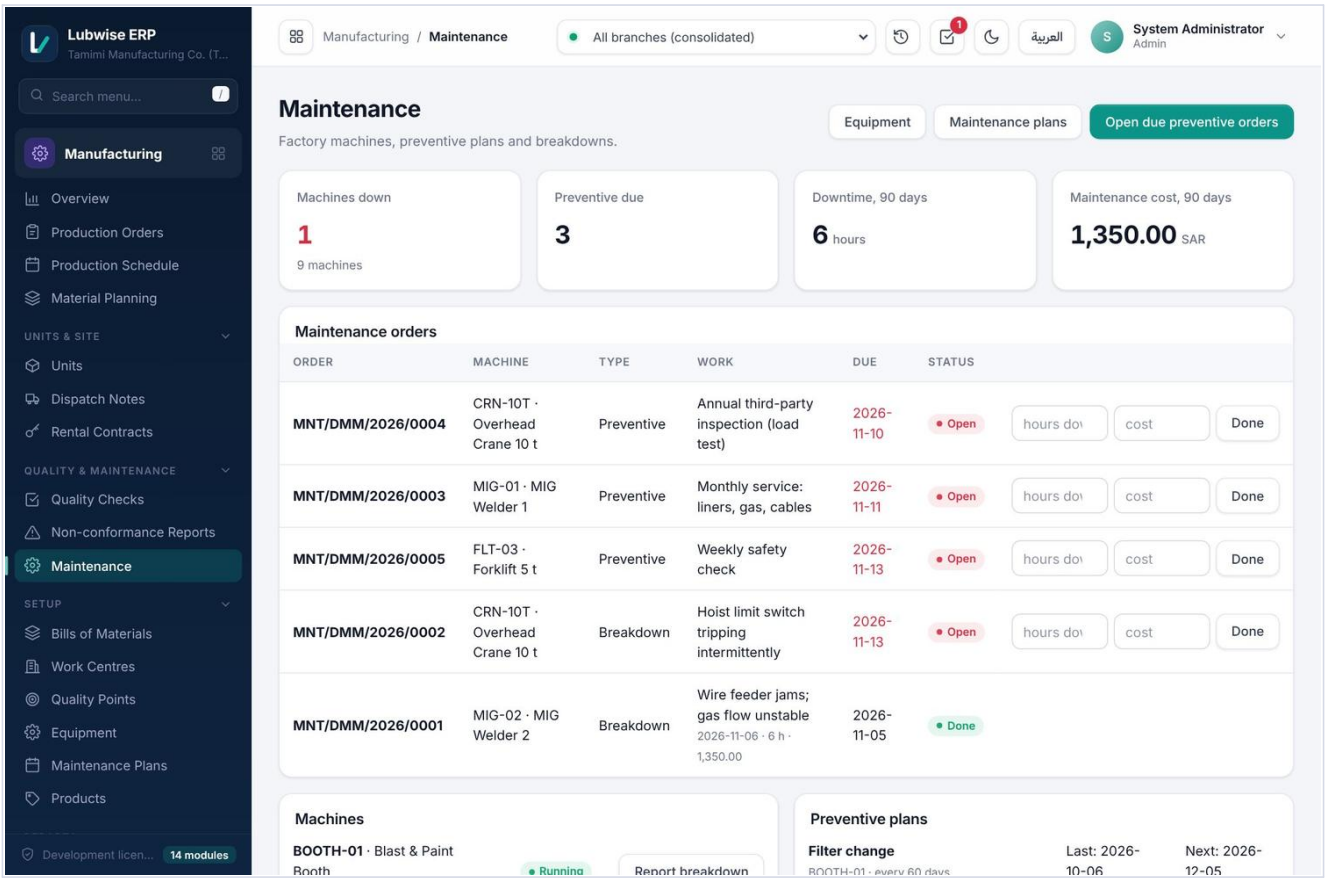


Figure 39 · Maintenance orders and machine downtime

Local content (iktva)

Where: Manufacturing → Reports → Local Content (iktva)

For the period you choose (**From** and **To**, then **Show**) the page shows the indicators a Saudi manufacturer reports on:

- **Spend with Saudi suppliers** — the share of posted vendor bills (before VAT) from Saudi suppliers, with the list of suppliers, their VAT numbers and each one's spend and share. A supplier counts as Saudi when its country is Saudi Arabia (or blank) and it has a Saudi VAT or CR number.
- **Saudisation** — the Saudi employees as a share of all employees.
- **Saudi share of payroll** — the Saudi share of basic salary plus housing.
- **Manufactured in the Kingdom** — the cost of the production orders finished in the period: the materials plus the labour and machine time (shown separately as the local part).

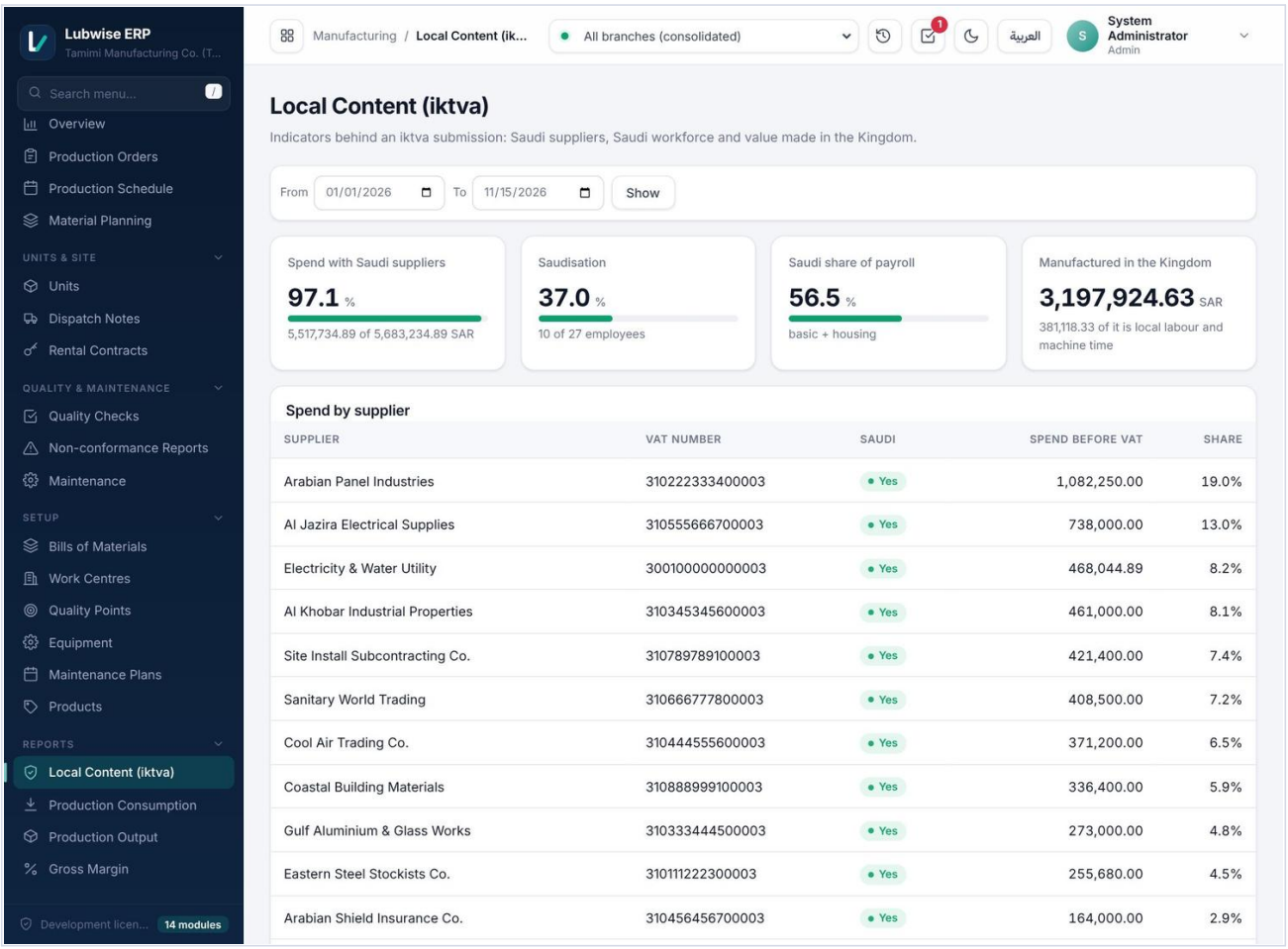


Figure 40 · Local content indicators

NOTE

These figures are indicative. They help to prepare an iktva submission from your own records; the official score is certified by an approved auditor.

CHAPTER 10

Sales and customers

From quotation to cash: orders, invoices, credit notes, receipts, cheques, statements and credit control.

Customers and products

Where: Sales → Setup → Customers / Products

A customer needs a name in English (the Arabic name is optional), and ideally the VAT number, CR number, email and address — they print on the tax invoice. Optional: a different receivable account, a **credit limit**, a **document currency** (for a customer you always invoice in USD, for example) and **credit hold**.

A product or service has a code, names, sales and purchase price, VAT and the income account. Stock products also carry a category whose accounts decide where inventory and cost of goods sold are booked.

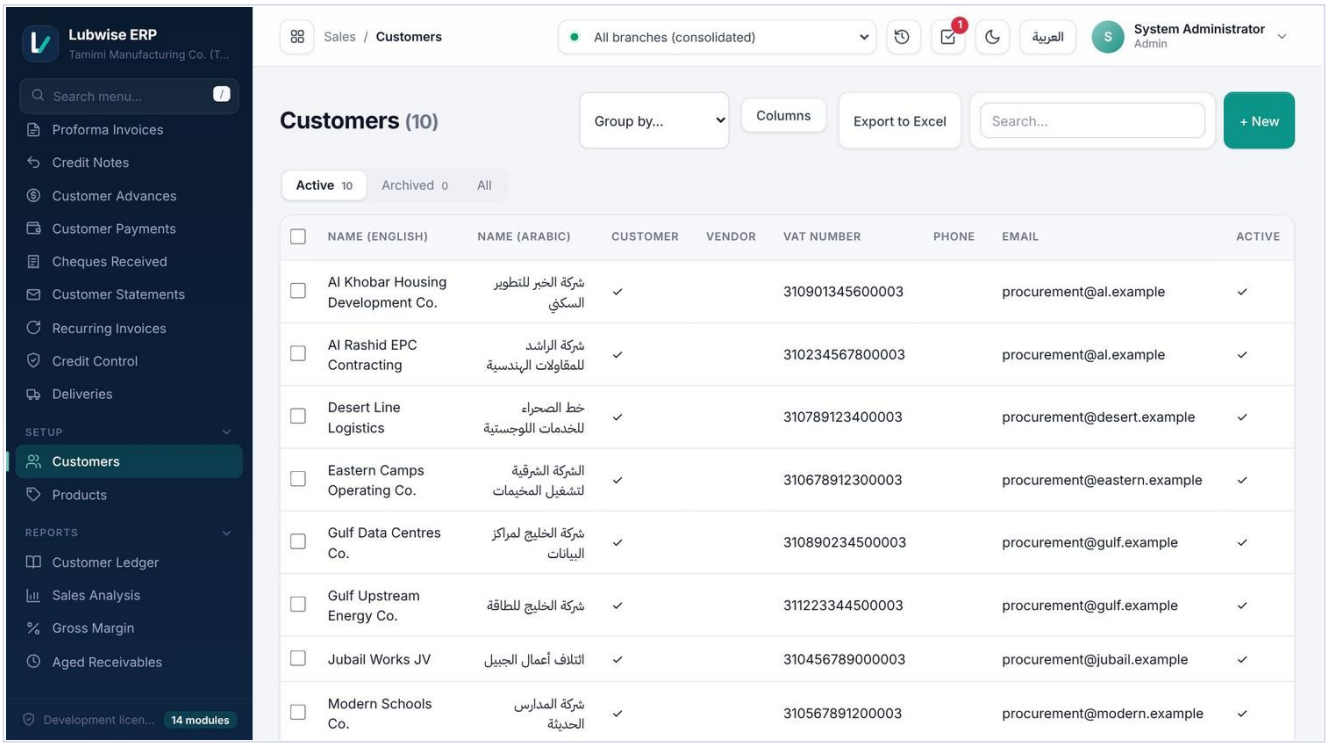


Figure 41 · The customer list

Quotations and sales orders

Where: Sales → Quotations & Orders

1. Choose **+ New Quotation**, pick the customer and add the products, quantities and prices.
2. Print or email the quotation. When the customer accepts, choose **Confirm** — it becomes a sales order.
3. From the order, **Create Delivery** sends the goods (Inventory) and **Create Invoice** bills them. Partial deliveries and invoices are tracked on the order.

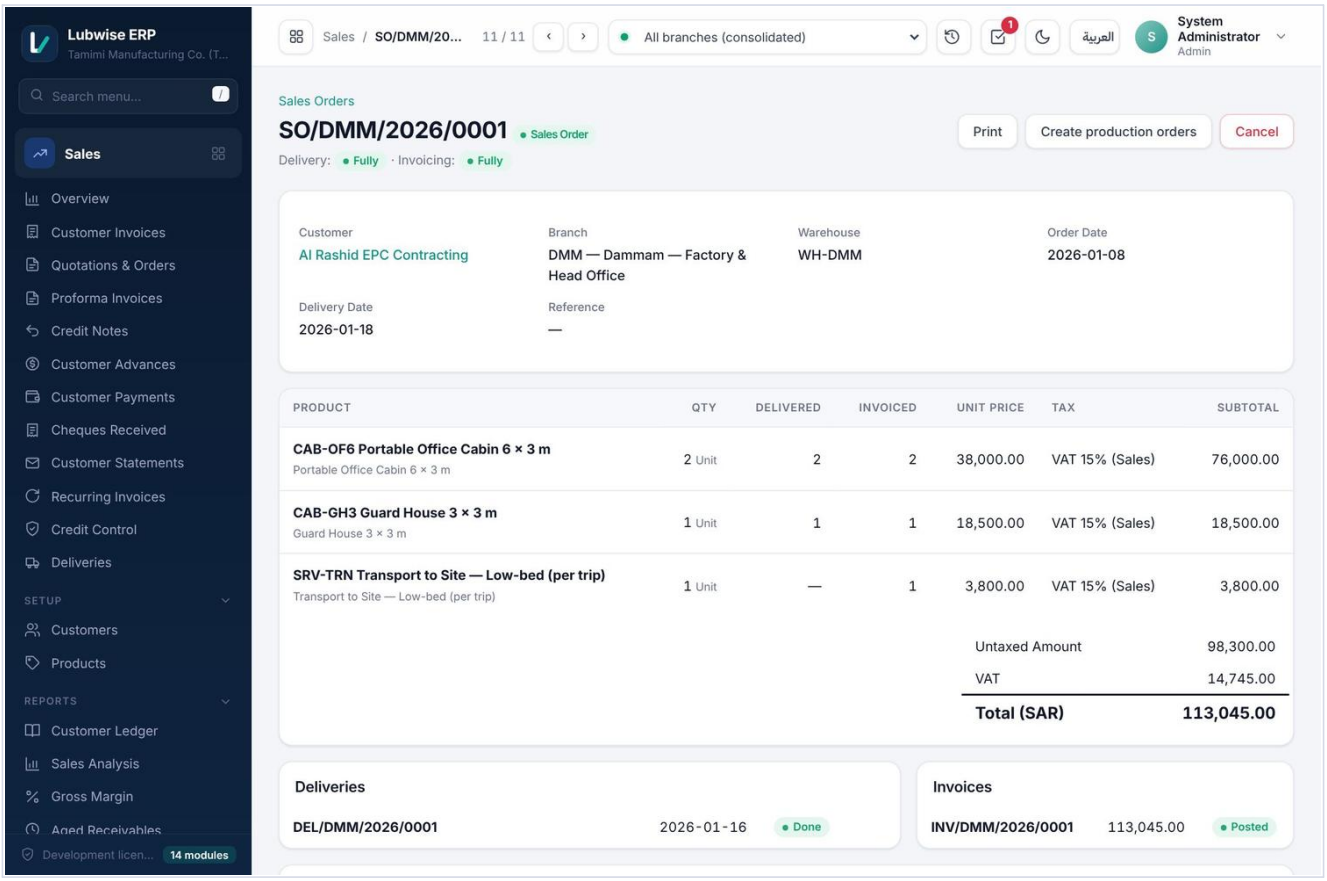


Figure 42 · A sales order with its deliveries and invoices

Customer invoices

Where: Sales → Customer Invoices

1. Choose **+ New**. Select the customer, branch, journal, date and due date.
2. Add lines: product (or just a description), account, quantity, unit price and VAT. Totals update as you type.
3. Choose **Save & Post**. The invoice gets its number and is booked.
4. From the invoice: **Print**, **PDF**, **Email** to the customer, **Register Payment**, **Pay by cheque**, or create a **credit note**.

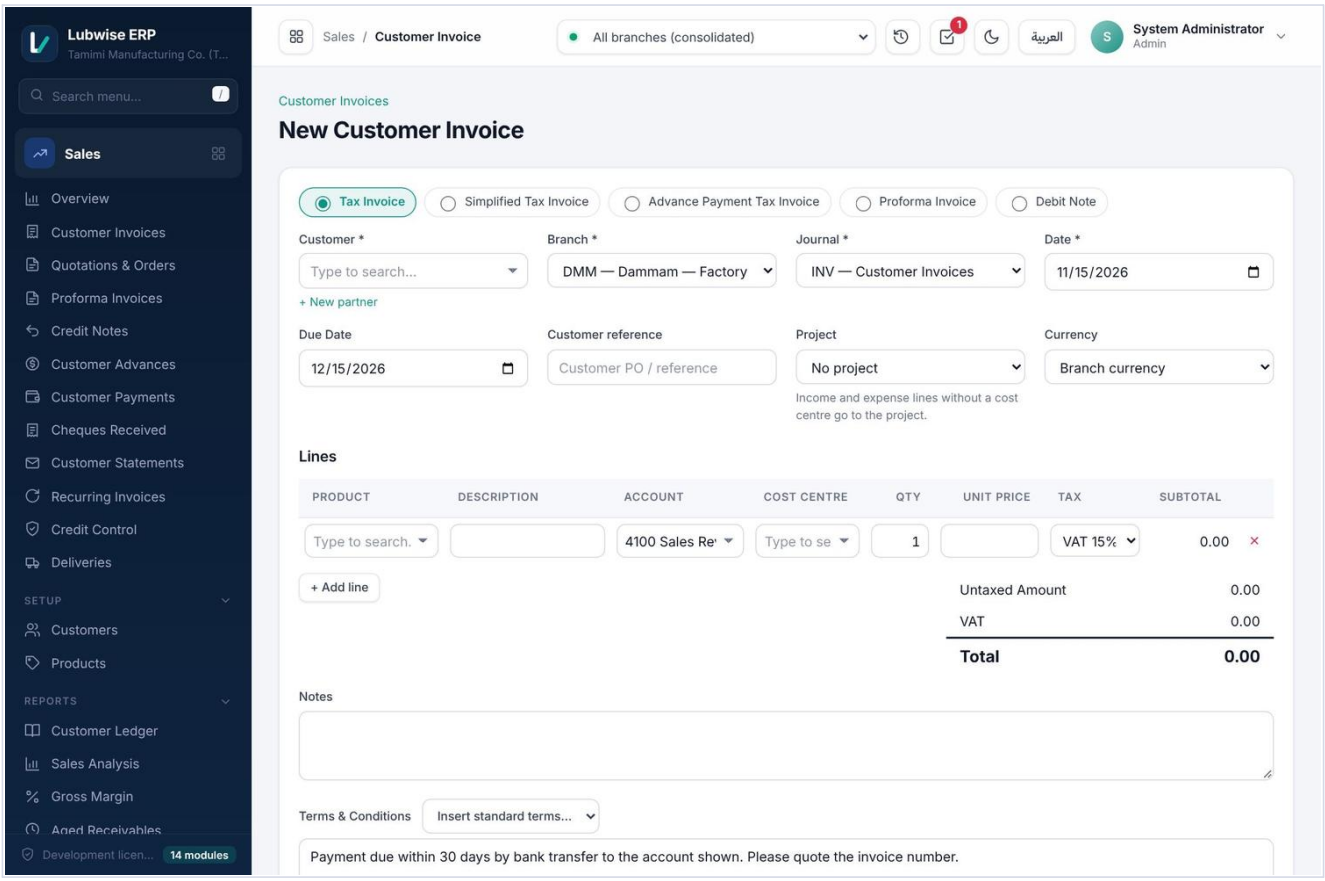


Figure 43 · Entering a customer invoice

ACCOUNTING ENTRY · Posting a customer invoice		
Dr	Accounts Receivable (the customer)	invoice total
Cr	Sales / Service Revenue	amount before VAT, per line
Cr	Output VAT	VAT

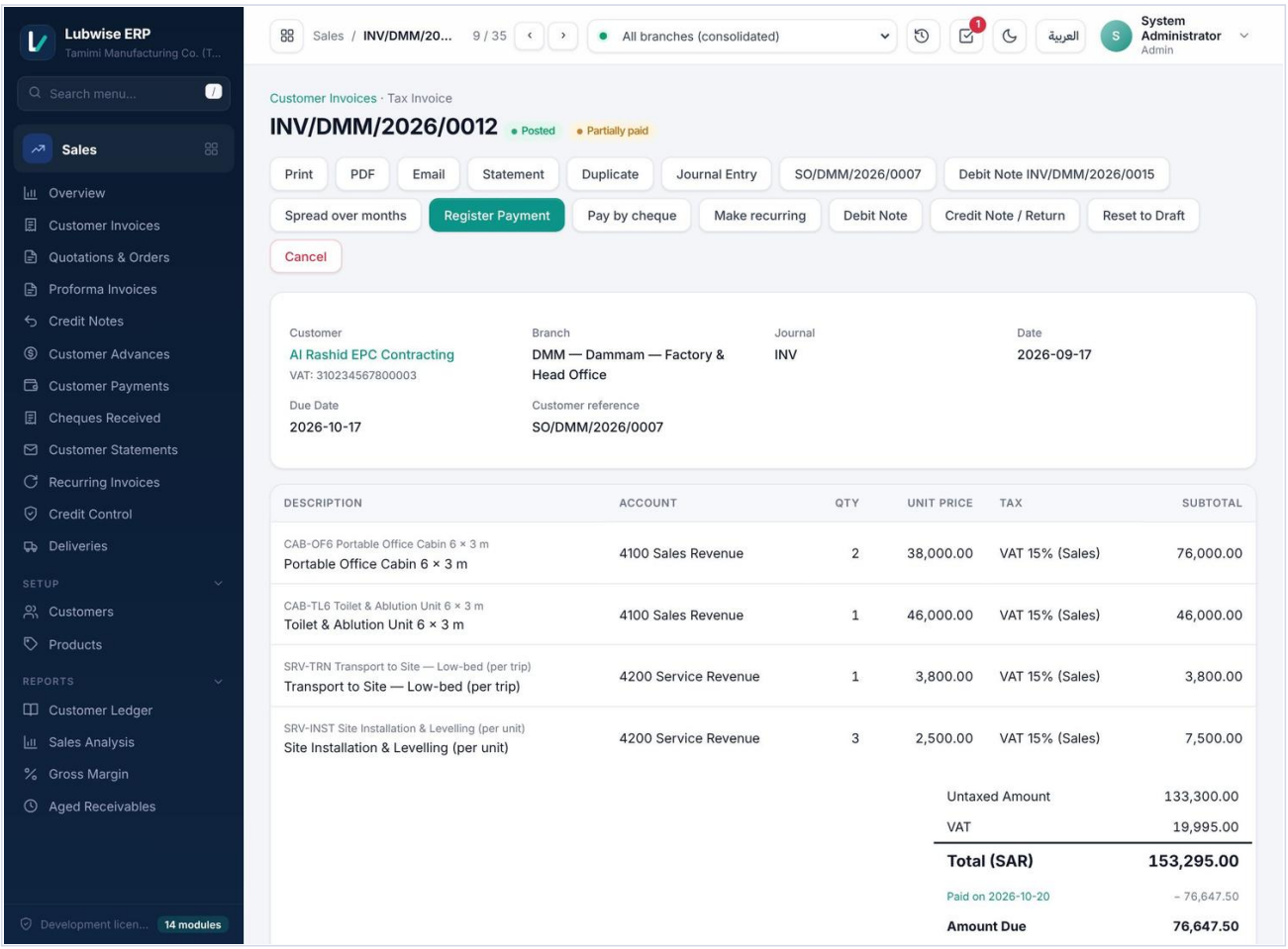


Figure 44 · A posted invoice with payment status

If the customer is over their credit limit or has overdue invoices, a **Credit control** warning appears on the draft; with the strict policy the invoice cannot be posted until it is resolved (see Credit control below).

Invoices in a foreign currency

Choose the **Currency** on the invoice (for example USD) — the exchange rate is filled from the rates table and can be changed. Amounts on the invoice are in USD; the ledger is booked in the branch currency at that rate. The invoice shows both.

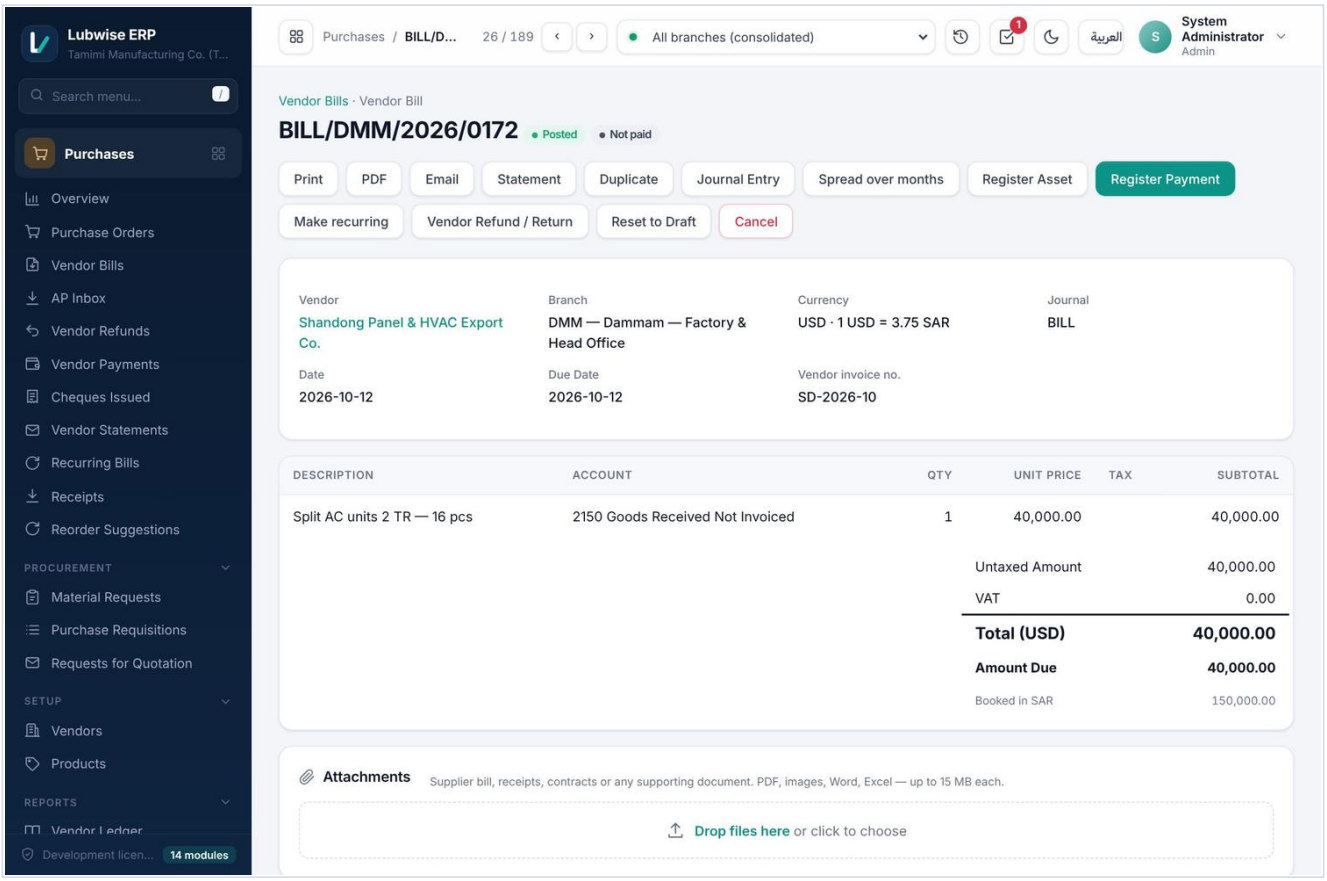


Figure 45 · A USD vendor bill booked in SAR

ACCOUNTING ENTRY · When a foreign-currency invoice is paid at a different rate		
Dr	Bank	USD received × rate on the payment day
Cr	Accounts Receivable	USD × the invoice's own rate
Cr / Dr	Realized Exchange Gain / Loss	the difference

Credit notes

From a posted invoice choose **Credit Note / Return**: a draft credit note is created with the same lines; adjust it and post. If goods come back, Inventory receives them at the cost they left with.

ACCOUNTING ENTRY · Posting a credit note		
Dr	Sales Revenue and Output VAT	
Cr	Accounts Receivable	

Receiving payments

Where: Sales → Customer Payments, or Register Payment on the invoice

1. On the invoice choose **Register Payment**. The amount due is filled in.
2. Choose the bank or cash journal and the date, and **Confirm**.
3. The invoice shows **Paid** or **Partially paid**. A payment can also be recorded without an invoice (an advance).

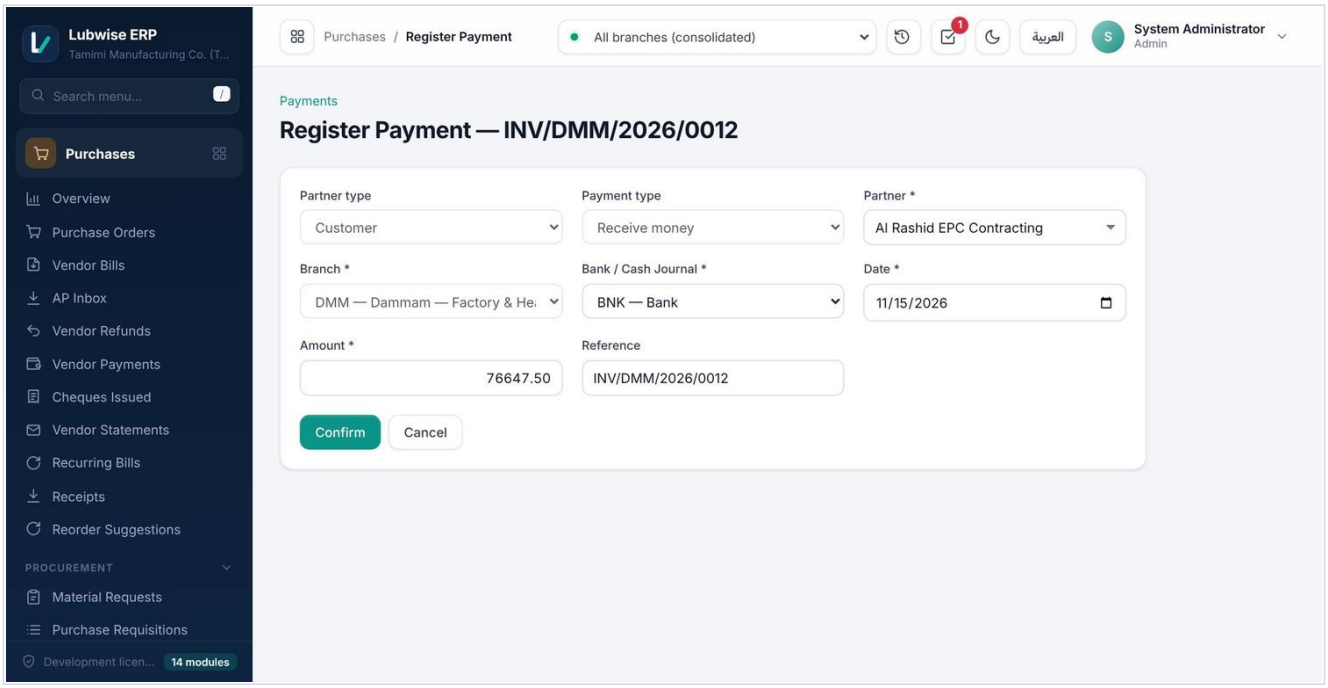


Figure 46 · Registering a payment against an invoice

ACCOUNTING ENTRY · Customer receipt	
Dr	Bank / Cash
Cr	Accounts Receivable

Cheques and post-dated cheques (PDC)

Where: Sales → Cheques Received, or Pay by cheque on the invoice

A cheque from a customer is registered with its number, bank and the **date on the cheque**. A later date makes it a post-dated cheque. The invoice shows as paid at once; the money reaches the bank only when the cheque clears.

1. On the invoice choose **Pay by cheque**, enter the cheque number, bank and cheque date, and **Register cheque**.
2. When you take it to the bank, open the cheque and **Mark as deposited** (no entry).
3. When the bank credits it, choose **Cleared by the bank**. A post-dated cheque cannot clear before its date.
4. If it comes back unpaid, choose **Bounced** and give the reason: the receipt is reversed and the invoice is open again.

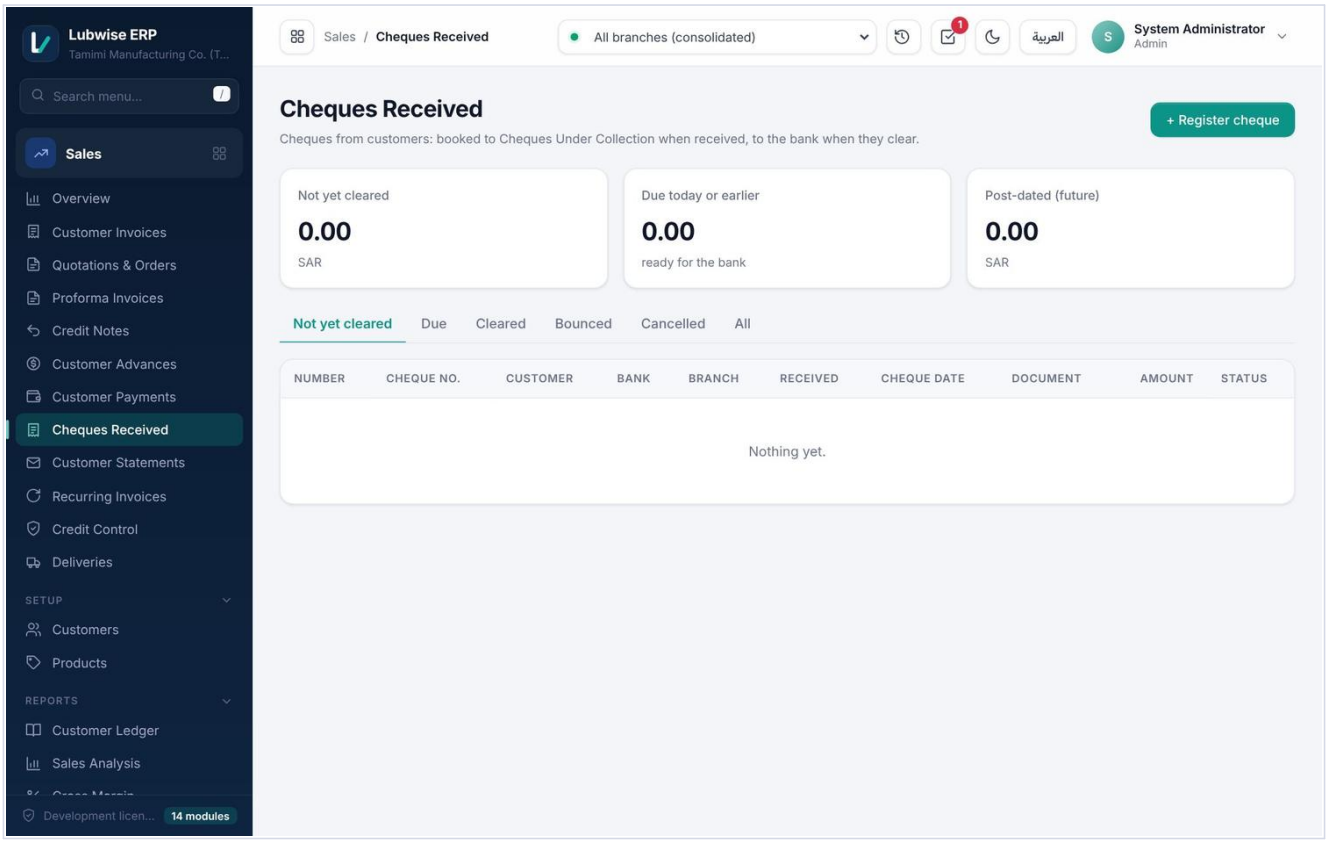


Figure 47 · Cheques received: not cleared, due and post-dated totals

ACCOUNTING ENTRY · Cheque received → cleared

Dr	Cheques Under Collection	on receipt
Cr	Accounts Receivable	on receipt
Dr	Bank	on clearing
Cr	Cheques Under Collection	on clearing

Customer statements

Where: Sales → Customer Statements

A statement of account lists every invoice, credit note and payment for a period with the running balance and the ageing of what is open. Download it as PDF or email it — one customer at a time or many at once — as a statement or a payment reminder.

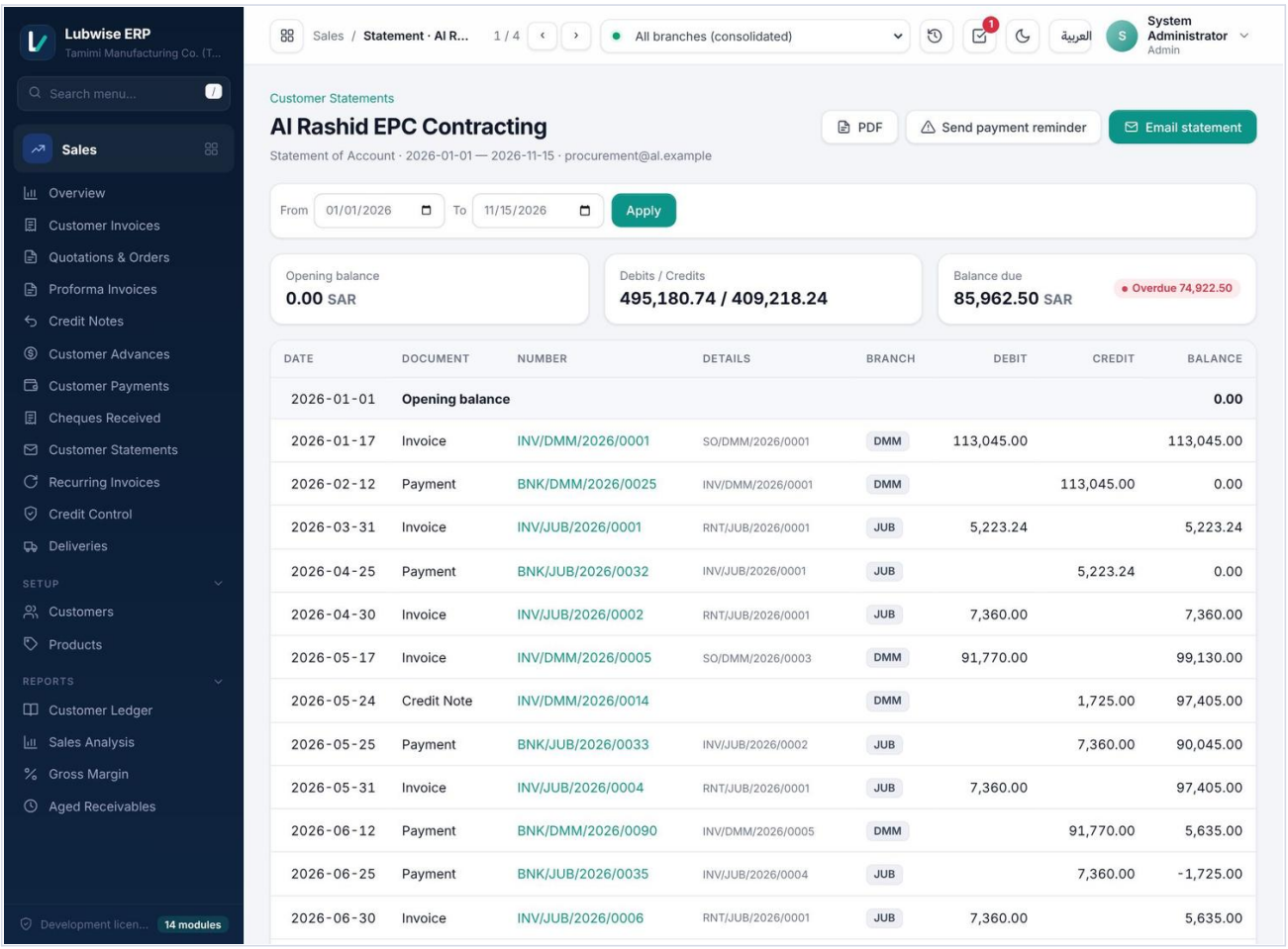


Figure 48 · Statement of account with ageing

Credit control

Where: Sales → Credit Control

This page lists customers over their credit limit, on hold, or with invoices overdue beyond the allowed days. The policy in Company settings is either **warn** (a warning on the invoice or order) or **block** (it cannot be posted). Put a customer on **credit hold** to stop new invoices and orders until released.

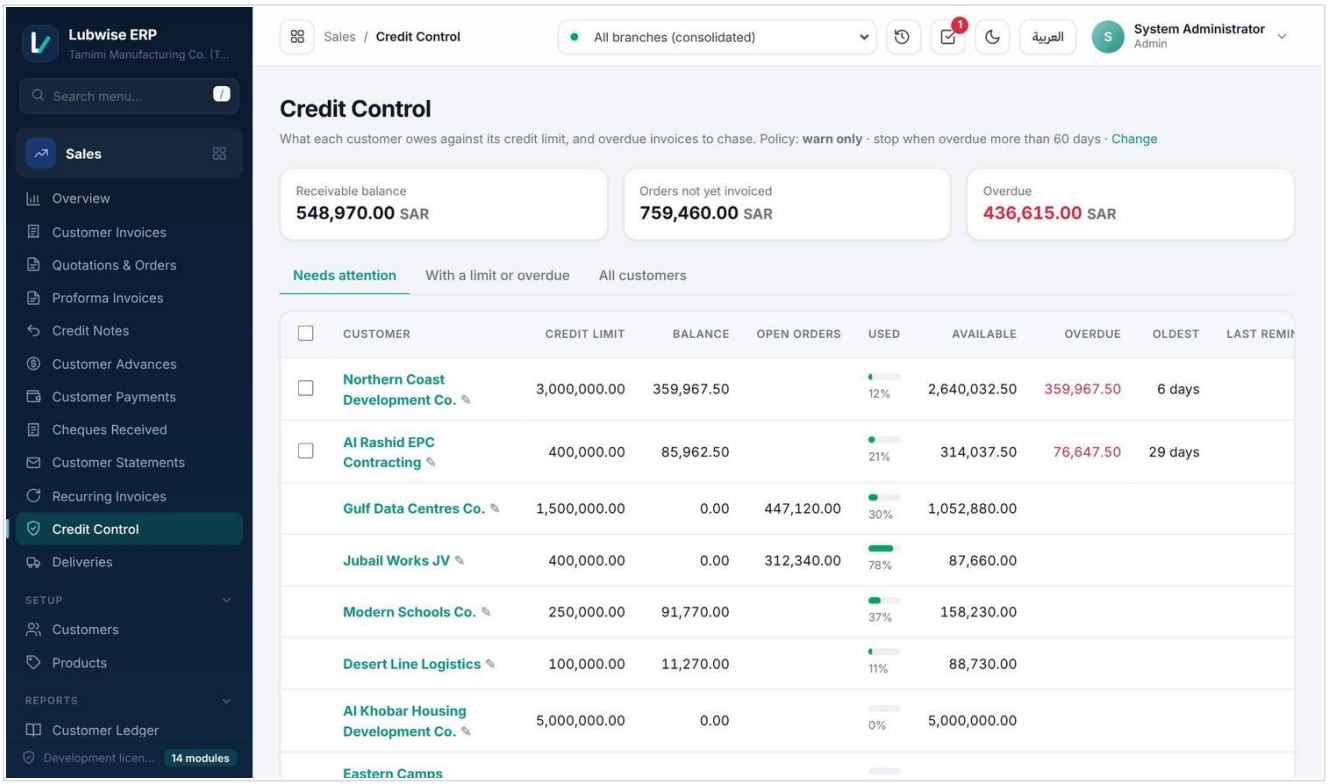


Figure 49 · Credit control

Recurring invoices

Where: Sales → Recurring Invoices (or Make recurring on an invoice)

For rent, subscriptions and maintenance contracts: set the frequency (weekly, monthly, quarterly, yearly), the next date and whether to post and email automatically. Due documents are listed on the home screen and month-end page.

Invoice types

A new customer invoice starts by choosing its type. All are printed in English and Arabic with the right title.

Type	Use it for
Tax Invoice	The normal invoice
Simplified Tax Invoice	Retail customers (no buyer VAT number needed)
Advance Payment Tax Invoice	A down payment invoiced before delivery; VAT is charged now
Tax Invoice (Final)	A tax invoice that deducts earlier advances — printed automatically when it does
Proforma Invoice	A quotation in invoice form; no accounting effect
Debit Note	Increases an invoice already issued (price correction, extra work), with the reason
Progress / Retention Release	Made from a project's milestones (see Projects)

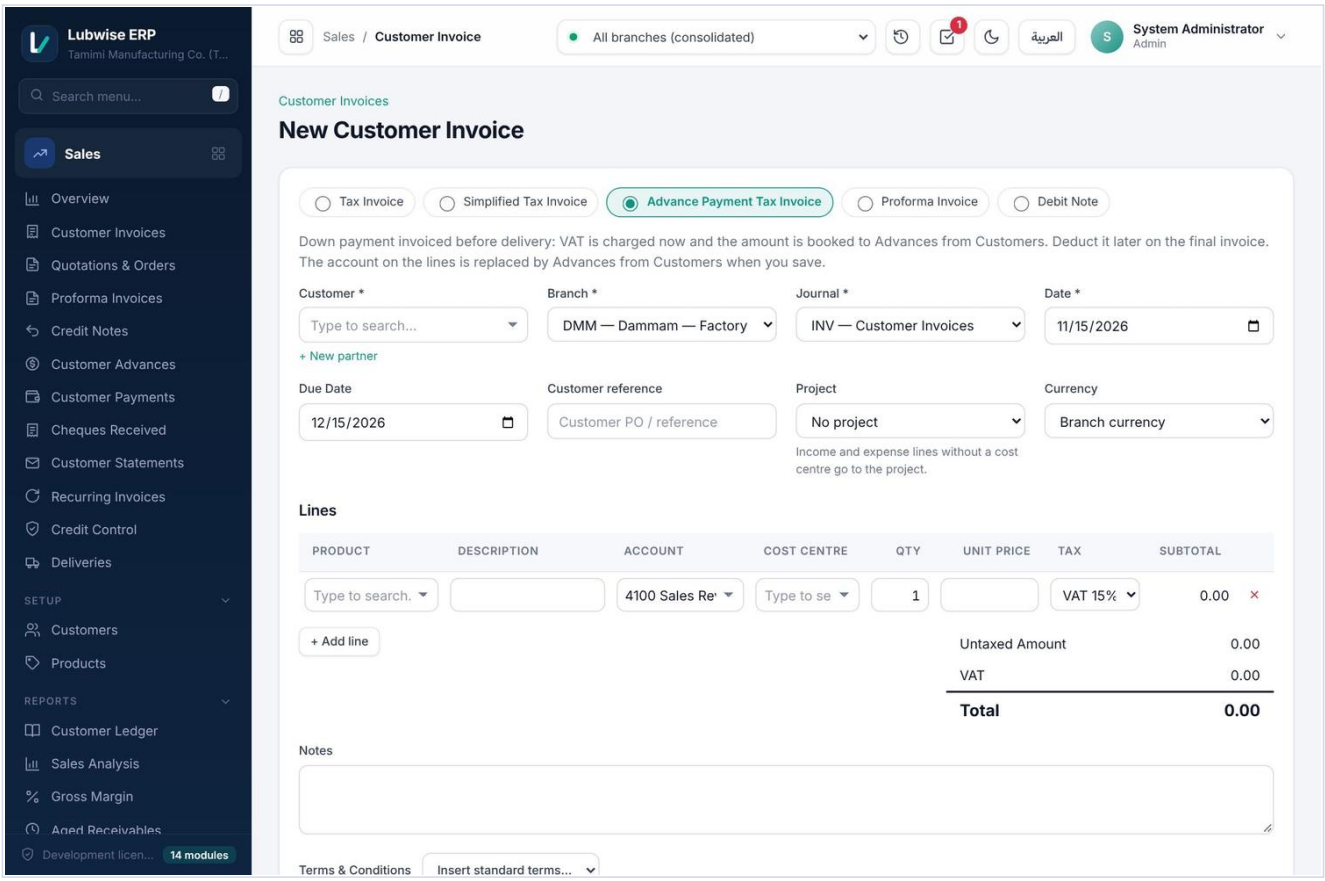


Figure 50 · Choosing the invoice type

ACCOUNTING ENTRY · Advance payment invoice (30% of 120,000)		
Dr	Accounts Receivable	41,400
Cr	Advances from Customers (liability)	36,000
Cr	Output VAT	5,400

On the final invoice use **Deduct advance**: it adds a line "Less: advance invoice ..." for the amount before VAT and reverses the advance's VAT with it. Lubwise checks that no more than what is left of each advance is deducted, and **Sales → Customer Advances** shows every advance, what was deducted and what is left.

ACCOUNTING ENTRY · Final invoice 120,000 less the 36,000 advance		
Dr	Accounts Receivable	96,600 (what the customer still pays)
Dr	Advances from Customers	36,000
Cr	Revenue	120,000
Cr	Output VAT	12,600 (18,000 less the 5,400 already charged)

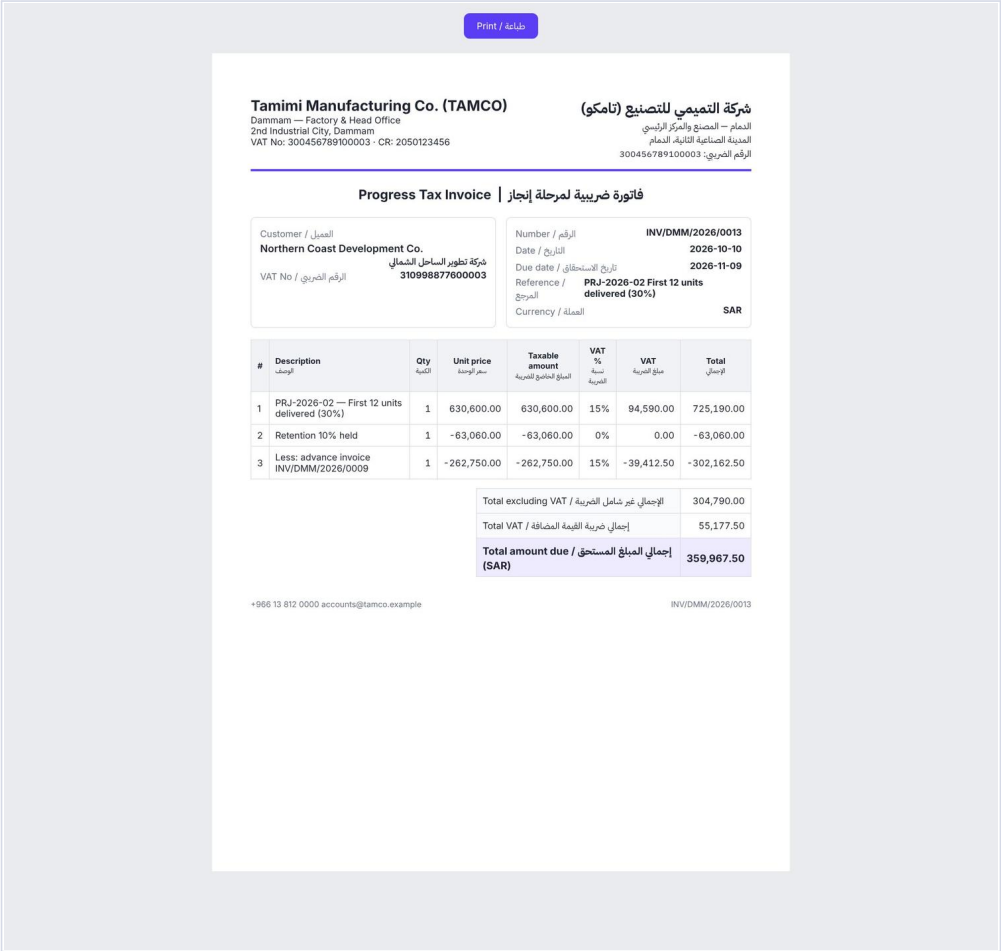


Figure 51 · A final tax invoice with the advance deducted

A **proforma** is issued with its own number (PRO/...) and printed "This is not a tax invoice"; it is never posted. When the customer confirms, **Convert to tax invoice** creates the draft tax invoice with the same lines. A **debit note** is made from a posted invoice with **Debit Note**: enter the additional amount and the reason; it posts like an invoice (Dr Accounts Receivable / Cr Revenue / Cr Output VAT) and refers to the original invoice.

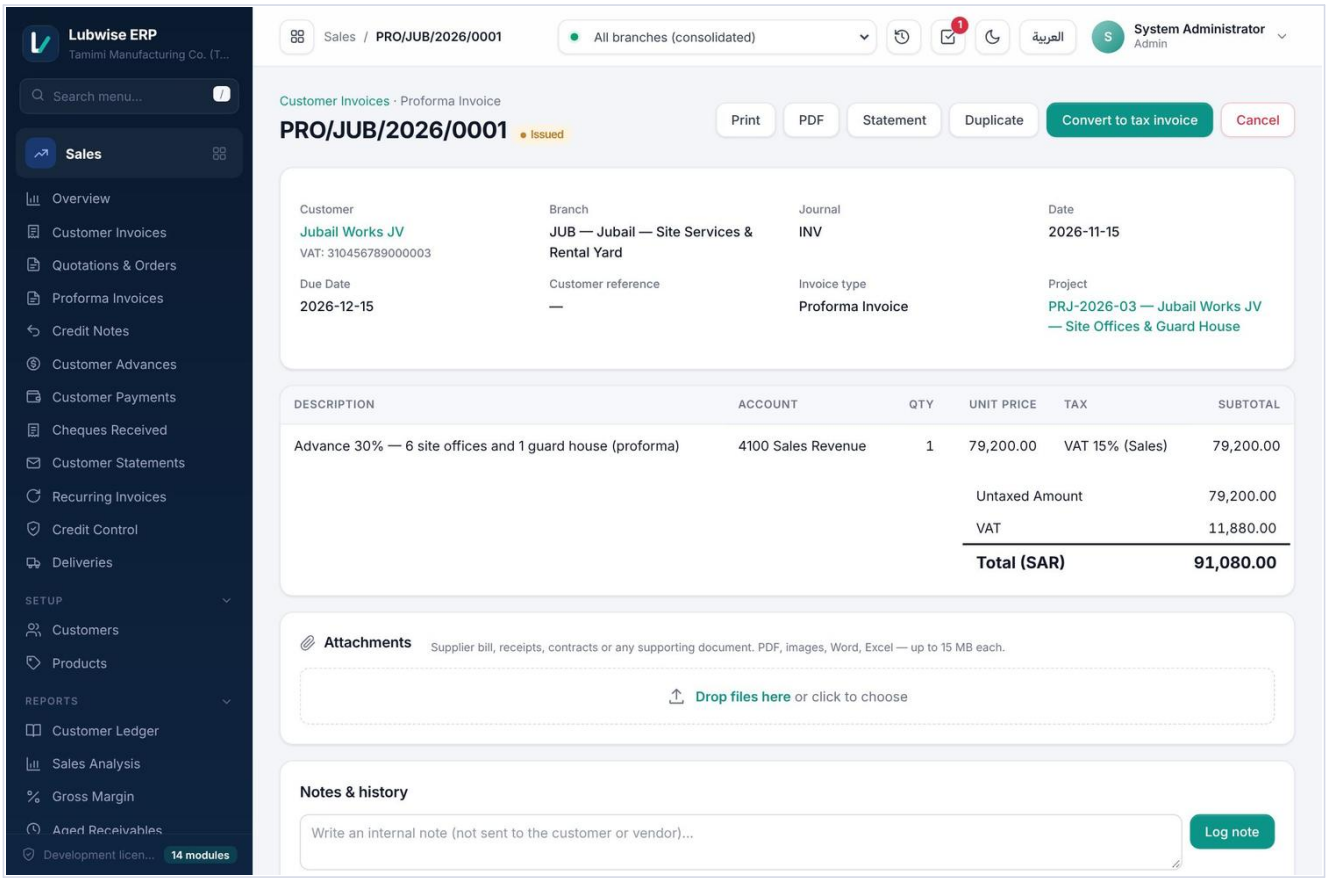


Figure 52 · An issued proforma, ready to convert

CHAPTER 11

Purchasing and vendors

Requests, quotations with sealed bids, award approval, purchase orders, receiving, three-way match, vendor bills and payments.

The purchasing flow

Step	Document	Who
1	Material Request — a department or project asks for items	Any user
2	Approval — project manager first (for project requests), then the department approver	Approvers
3	Request for Quotation — sent to several vendors; optionally sealed	Purchasing
4	Award — recommended, then approved; the purchase order is created and confirmed	Purchasing / approvers
5	Purchase Order — sent to the vendor, who accepts it (on the portal or by email)	Purchasing
6	Receipt — stock into the warehouse, or a GRN for site deliveries and services	Store / requester
7	Vendor Bill — checked against the PO and what was received (three-way match)	Accounts
8	Payment or cheque	Accounts

A purchase requisition is optional: an approved material request can go straight to an RFQ or a purchase order. You can also start with a purchase order (a **Direct PO**) or simply enter a vendor bill.

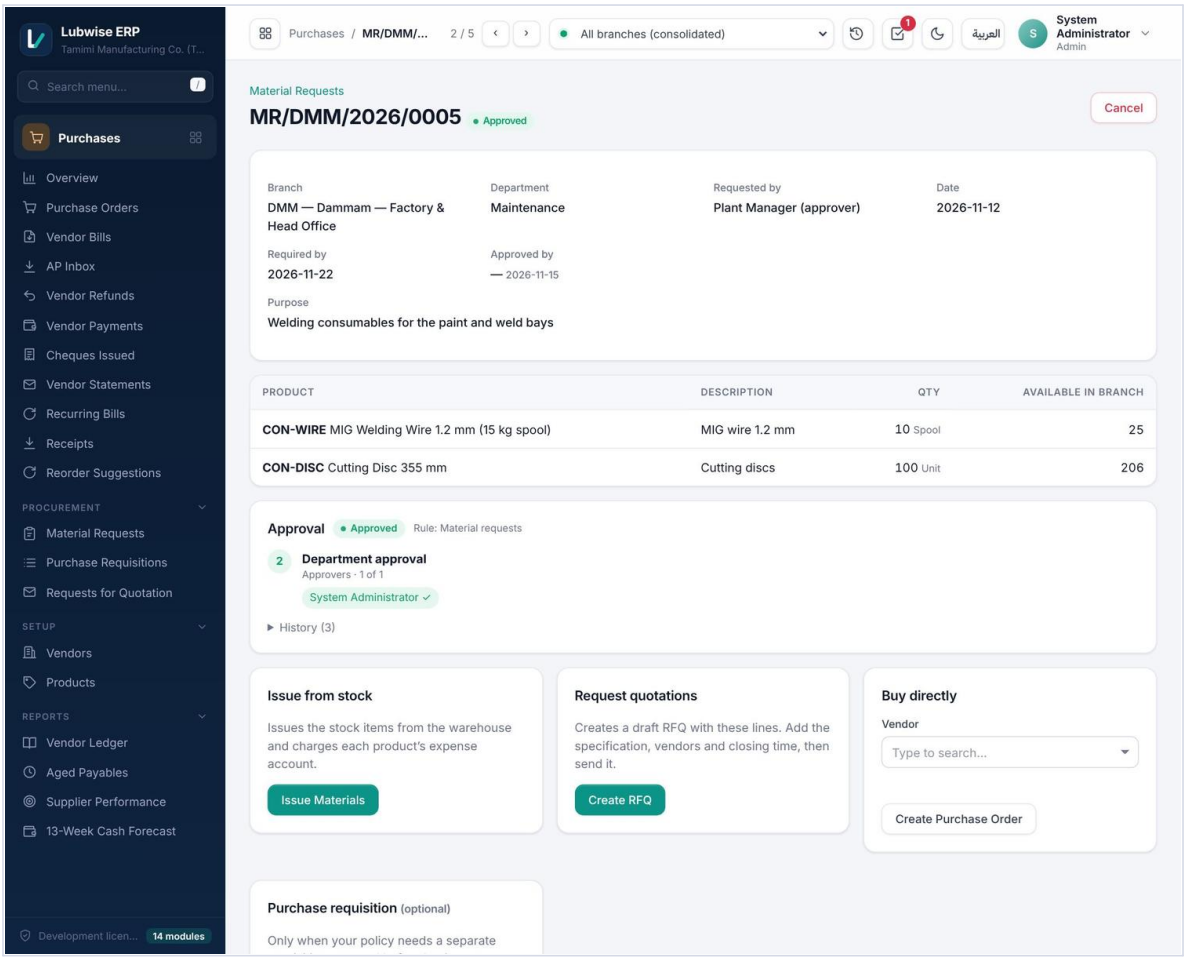


Figure 53 · An approved material request offers: issue from stock, request quotations, buy directly or a requisition

Requests for quotation

Where: Purchases → Requests for Quotation

An RFQ made from a material request copies its lines. Complete it before sending:

- **Header** — closing date and time (no quotations accepted after it), quotation validity, payment terms, Incoterms and delivery place, terms & conditions (the standard RFQ terms are filled in).
- **Lines** — item code, description and specification, manufacturer and part / model number, unit, quantity, required date, and whether alternatives are accepted. Drawings and data sheets are attached on the RFQ page.
- **Vendors** — search by name, or choose a category and **Add all approved in category**.
- **Sealed bids** — tick it for tenders: prices stay hidden from everyone until the closing time has passed and someone opens the bids (recorded with their name and time). No vendor ever sees another vendor's price.

Save & email to vendors sends each vendor the RFQ as a PDF (with a link to the supplier portal when they have an account). Quotations are entered by the buyer from the vendor's offer, or by the vendor on the portal.

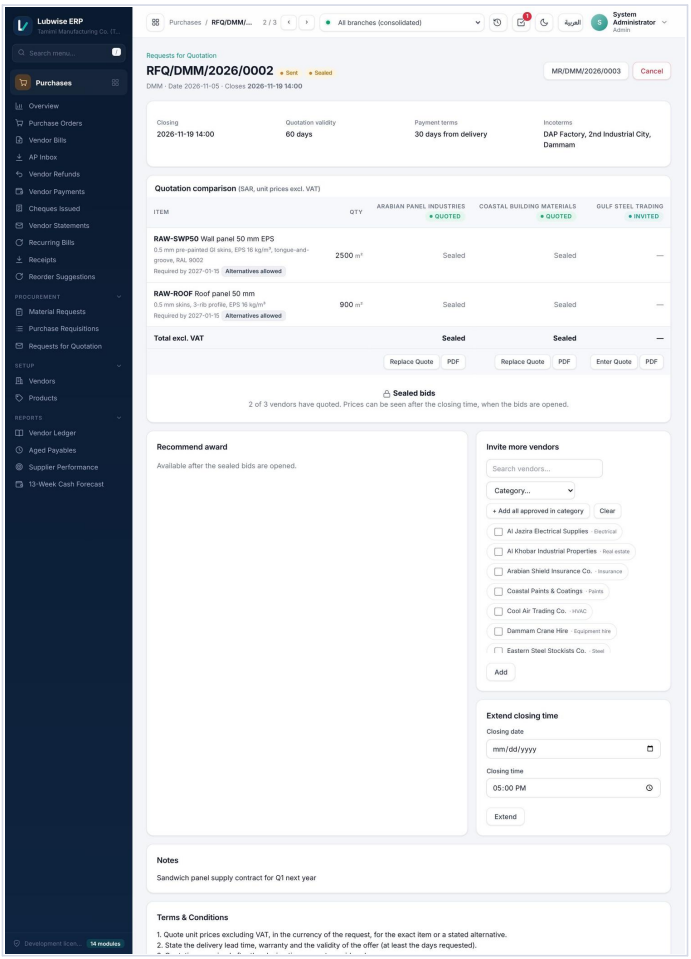


Figure 54 · The RFQ form: header, vendor picker and detailed lines

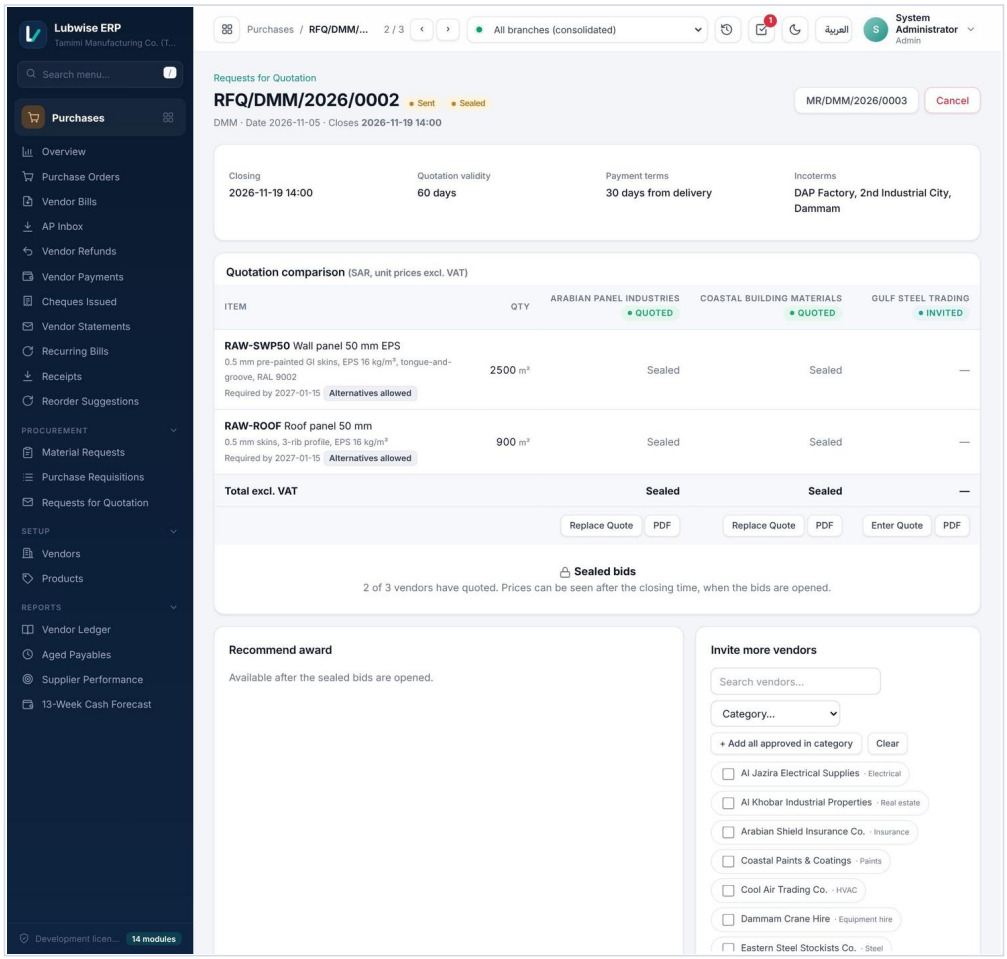


Figure 55 · A sealed RFQ before closing: two vendors have quoted, prices hidden

Award approval

After the bids are opened the comparison shows each vendor's prices (lowest per line in green, the lowest complete quotation highlighted), lead times and validity. **Recommend award** chooses the vendor — a vendor other than the lowest needs a written reason — and sends the award for approval under the **RFQ Award** rules (demo: Procurement Manager; above 100,000 also the Finance Manager). The person who recommended cannot approve. When the award is approved the purchase order is created at the quoted prices and confirmed — the award approval is the PO approval.

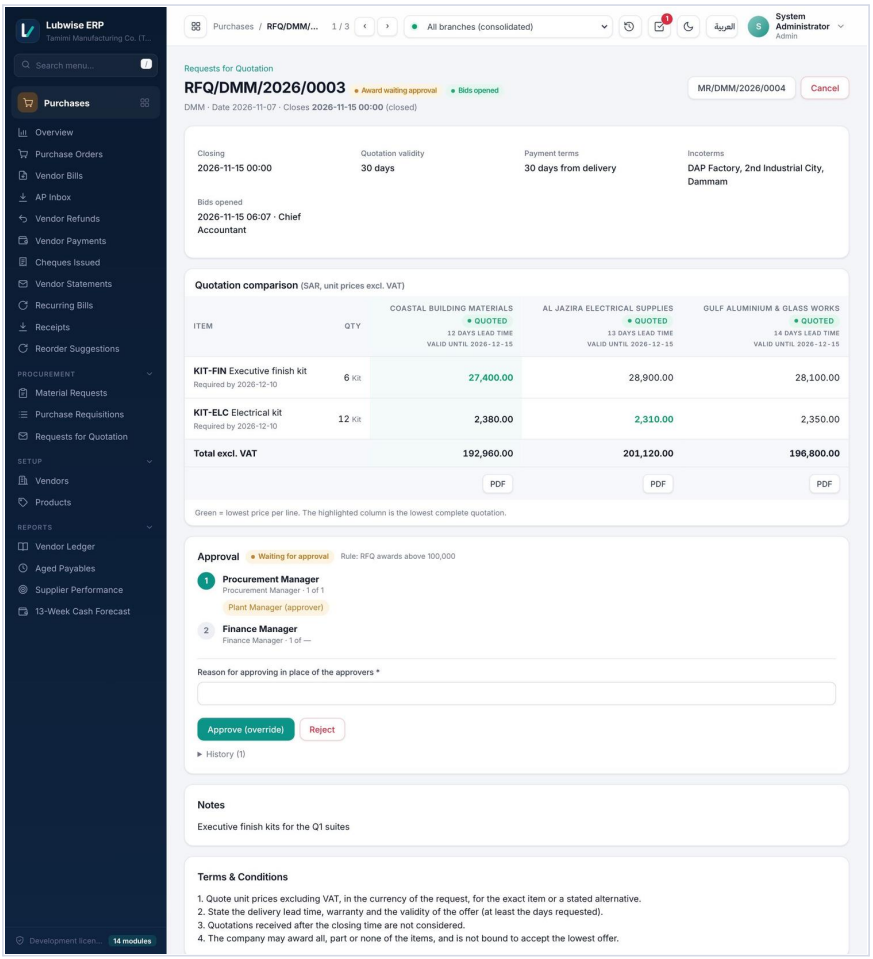


Figure 56 · Bids opened, award waiting for the Procurement Manager

Purchase orders

Each PO shows whether it is a **Requisition PO** (from a request, requisition or RFQ) or a **Direct PO**. Direct POs above the limits in Approval Workflow wait for approval. A confirmed PO is sent with **Send to vendor** (email with the PDF and terms) or **Mark as Sent**, and the vendor's answer is recorded as the **acknowledgement**: accepted with their order reference and promised delivery date (which updates the expected arrival), or rejected with a reason.

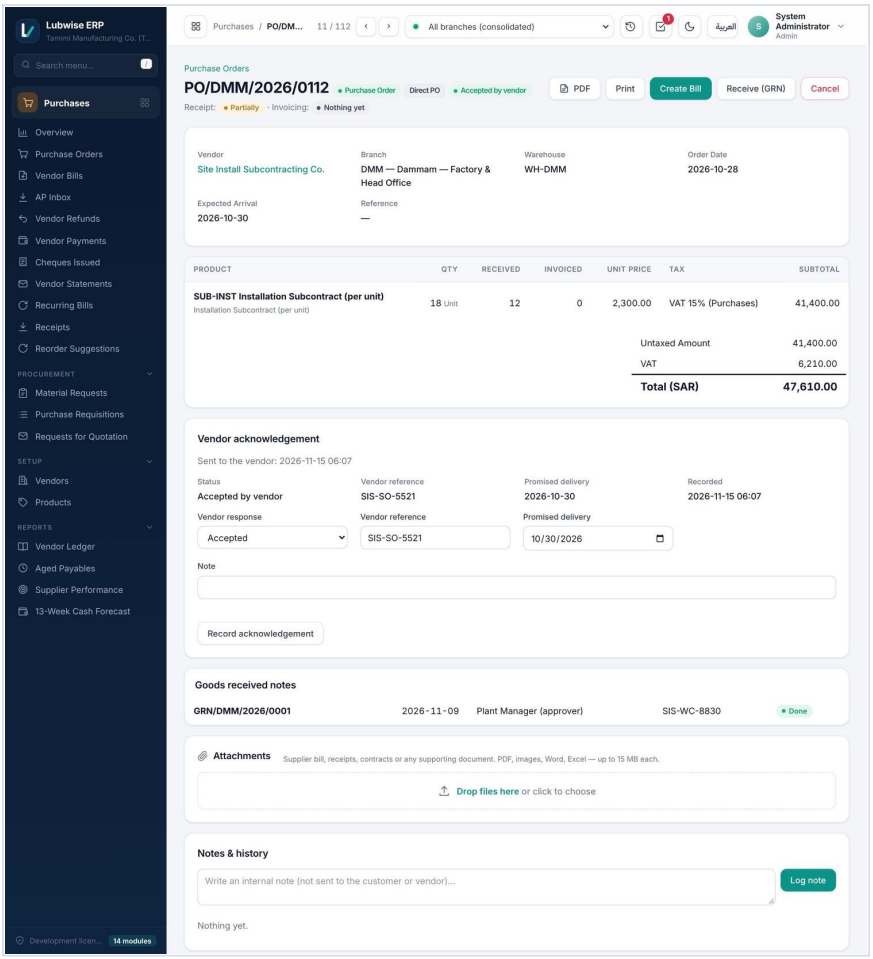


Figure 57 · A sent PO accepted by the vendor, with its goods received notes

Receiving

Stock items are received into the warehouse with a **Receipt** (Inventory). Items delivered to a site and services are received with a **GRN** (goods received note) from the PO: **Receive (GRN)**. A GRN for a material request can be made only by the requester, the project manager or team, or an administrator. It makes no accounting entry — the cost is booked by the bill — and prints with signature boxes.

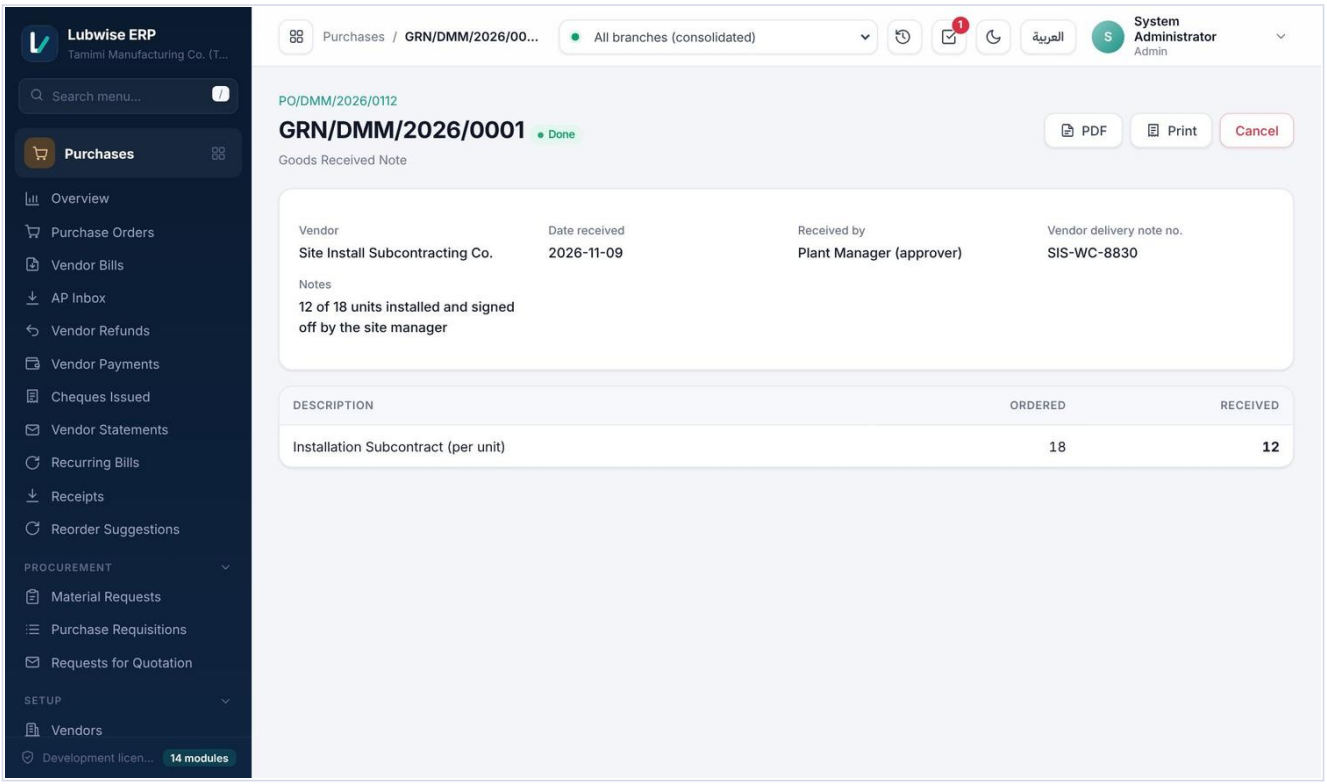


Figure 58 · A goods received note

Three-way match

When a vendor bill linked to a PO is posted, Lubwise compares, line by line, the quantity billed so far with the quantity received (receipts and GRNs) and the billed price with the PO price. Company settings decide what happens when they differ: **warn** (post with a warning), **stop the bill**, or do not check, with tolerances for quantity and price (demo: 0% and 2%).

Vendor bills

Where: Purchases → Vendor Bills

Enter the vendor's invoice number in **Reference**, the bill date and due date, and the lines. Bills created from a purchase order bring its lines; any price difference between the receipt and the bill is booked automatically. Invoices vendors send through the supplier portal arrive in the **AP Inbox** (see Supplier portal).

ACCOUNTING ENTRY · Posting a vendor bill (expense or service)

Dr	Expense account	amount before VAT
Dr	Input VAT	VAT
Cr	Accounts Payable (the vendor)	total

ACCOUNTING ENTRY · Goods: receipt then bill		
Dr	Inventory	on receipt, at the order price
Cr	Goods Received Not Invoiced	on receipt
Dr	Goods Received Not Invoiced + Input VAT	on the bill
Cr	Accounts Payable	on the bill

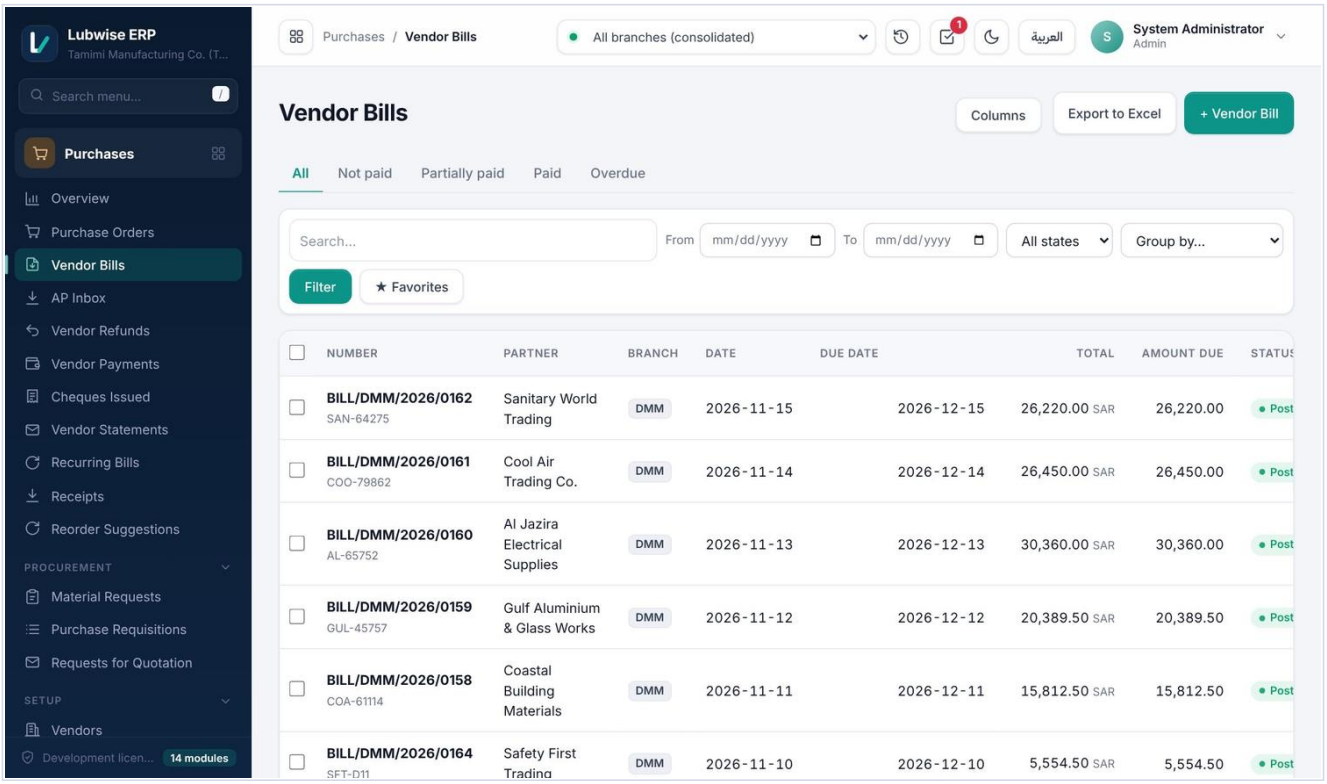


Figure 59 · Vendor bills with payment status

Paying vendors

Register Payment on the bill (Dr Accounts Payable / Cr Bank), or **Pay by cheque** to issue a cheque. An issued cheque is booked to **Post-dated Cheques Issued** until the bank pays it; then choose **Cleared by the bank** on the cheque (Dr Post-dated Cheques Issued / Cr Bank).

Vendor management

Where: Vendors → Vendor Management

Keep vendor documents (CR, VAT certificate, bank letter, agreements) with their expiry dates, approve or block vendors, and score them on quality, delivery and price. Changing a vendor's bank account (IBAN) does not take effect at once: it goes to finance for approval, and payments keep using the current account until then.

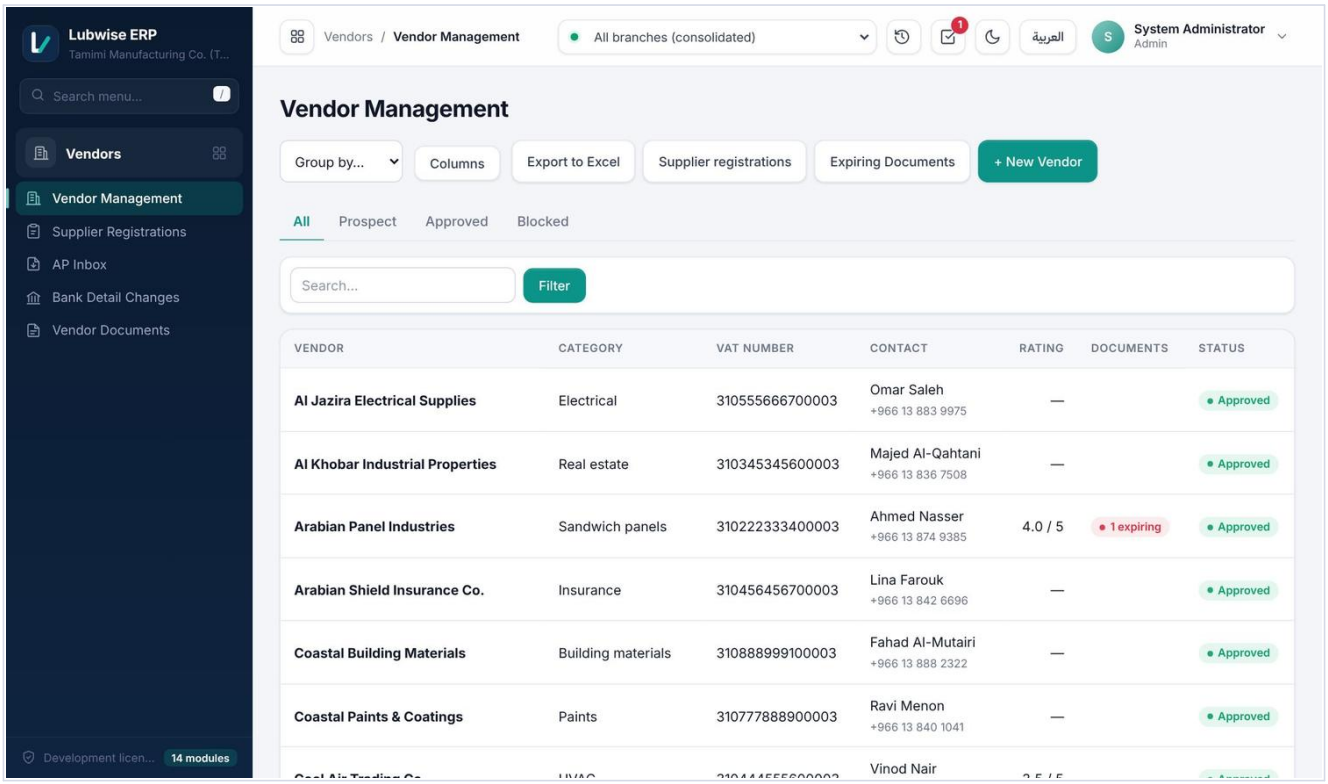


Figure 60 · Vendor management

CHAPTER 12

Projects

Customer jobs with a manager, team, budget, committed and actual cost, progress billing and retention.

Setting up a project

Where: Projects → Projects → New project

A project has a code and name, the branch that runs it, the customer, the project manager and the team, dates and site address, the contract value and the **retention %** the customer holds back. Every project gets its own **cost centre** with the same code, so whatever is posted to it — bills, stock issued on its material requests, petty cash, journal entries — is the project's cost, and its invoices are its revenue.

- **Budget** — one line per cost category on an expense account; a line on a group account (for example Cost of Revenue) covers every account under it.
- **Budget control** — warn or block when a material request is submitted or a purchase order is confirmed that would take a budget line over.
- **Milestones** — the progress billing plan; they cannot add up to more than the contract value.

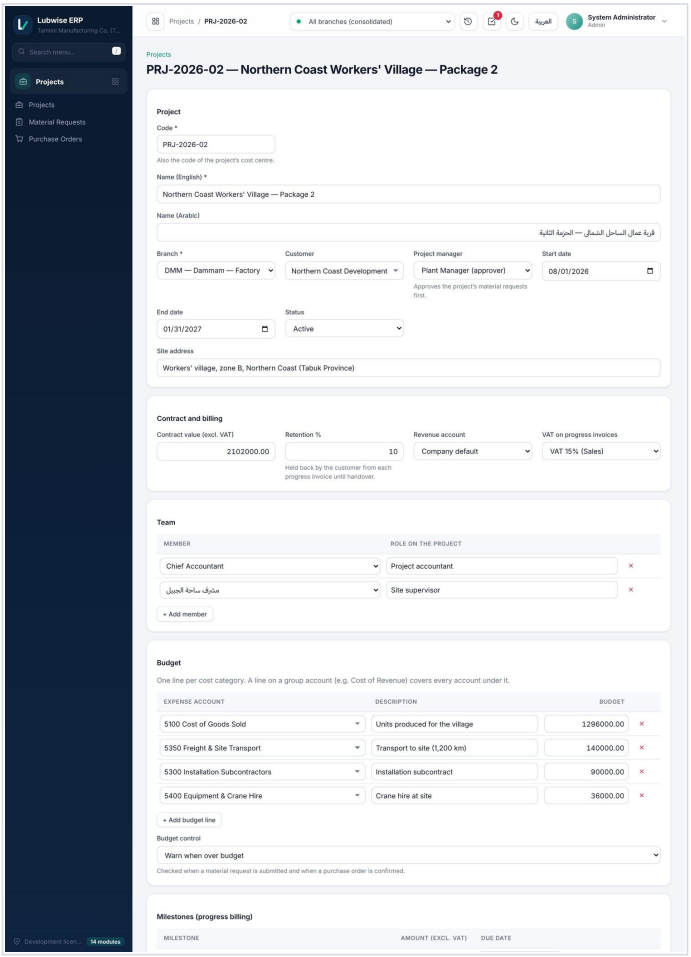


Figure 61 · The project form: team, budget lines and milestones

The project page

Shows the contract value, budget used, invoiced, retention held and profit to date, and **Budget vs committed vs actual** per budget line: **Committed** = confirmed purchase orders not yet billed, **Actual** = costs posted to the project's cost centre, **Remaining** = Budget − Committed − Actual. All its requests, orders, invoices and bills are listed below, and new ones can be raised from the buttons at the top.

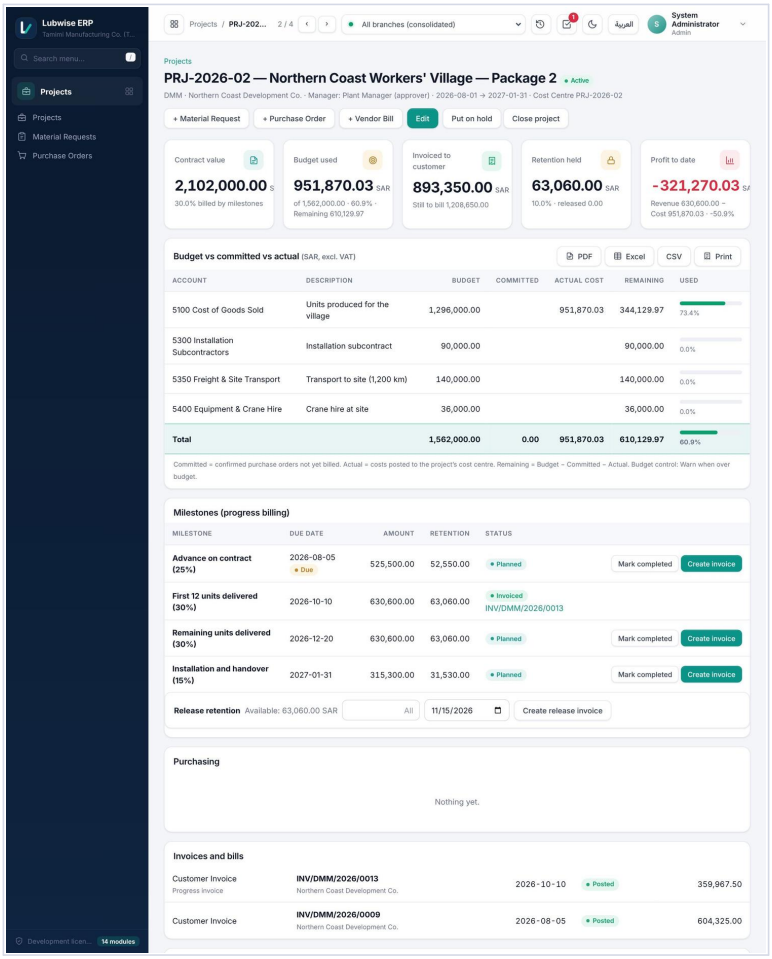


Figure 62 · A project with budget, milestones and documents

Progress billing and retention

Create invoice on a milestone makes a draft progress invoice for its amount, with the retention deducted:

ACCOUNTING ENTRY · Progress invoice 297,500 with 10% retention		
Dr	Accounts Receivable	312,375
Dr	Retention Receivable	29,750
Cr	Revenue (project cost centre)	297,500
Cr	Output VAT	44,625 (on the full amount)

At handover, **Release retention** invoices the retention held (Dr Accounts Receivable / Cr Retention Receivable, no VAT). Retention held always equals the Retention Receivable account.

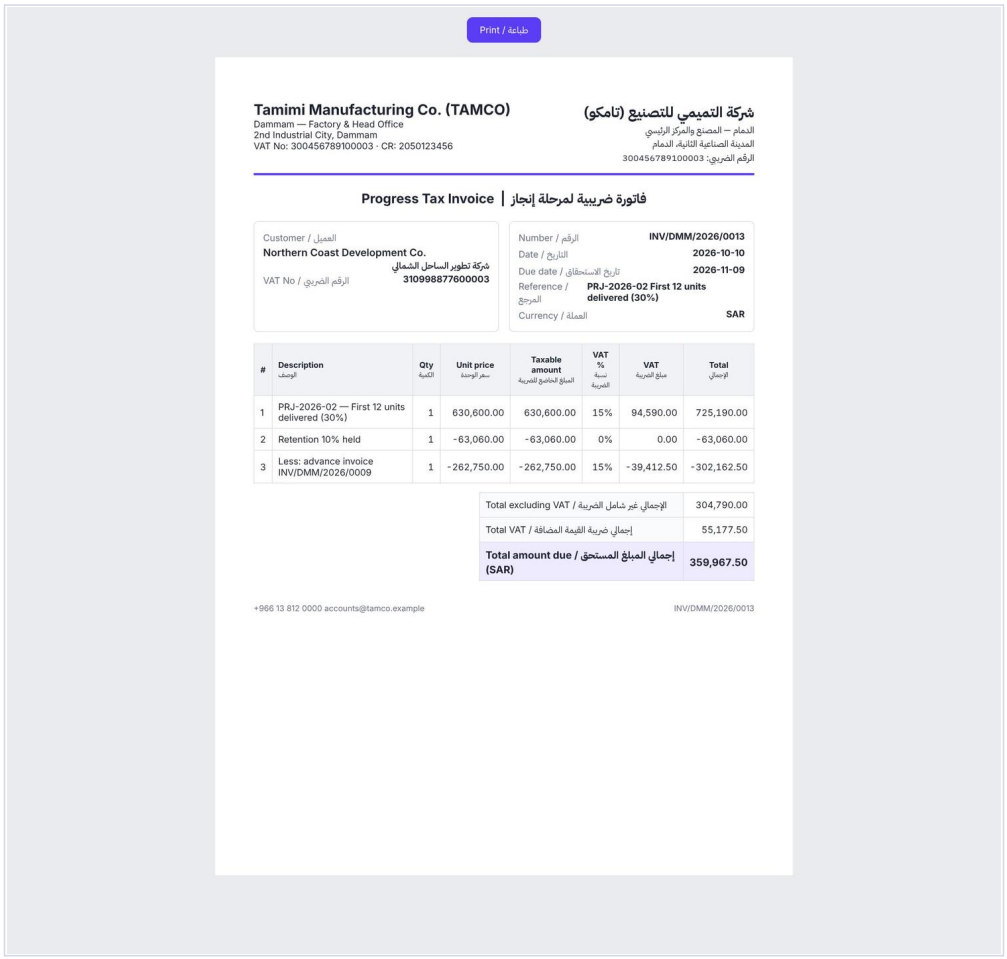


Figure 63 · A progress tax invoice with the retention deduction

CHAPTER 13

Supplier onboarding and portal

Suppliers register themselves, are approved, and then quote, confirm orders, send invoices and keep their documents up to date on the supplier portal.

Supplier registration

Where: Vendors → Supplier Registrations

Copy the **registration link** (or email it) and share it with new suppliers. They fill in the company, contact and bank details and attach their CR, VAT certificate and bank letter (required) and any other documents. The IBAN is checked, a Saudi VAT number must have 15 digits, and the same VAT or CR number cannot register twice.

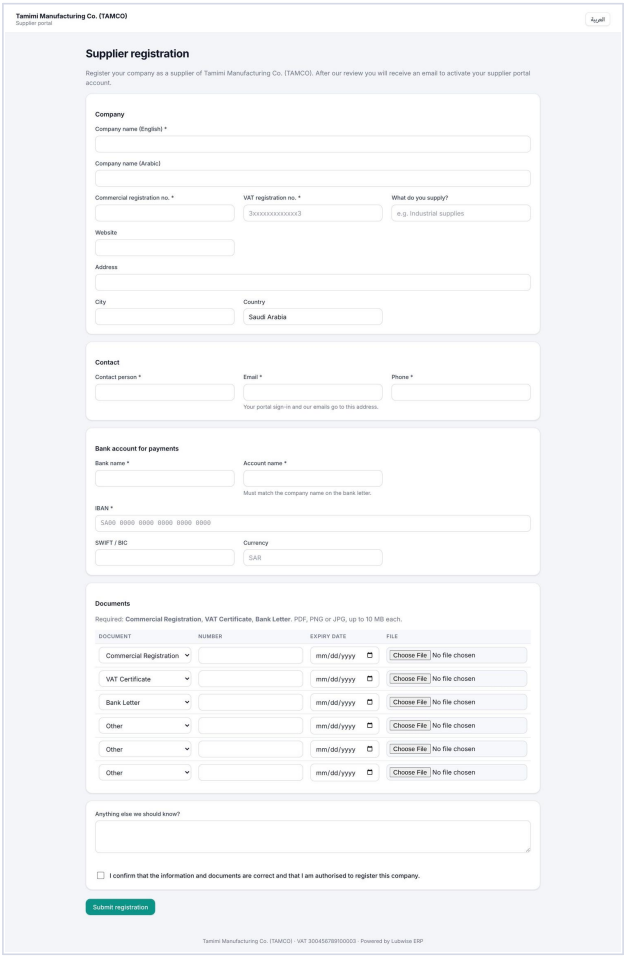


Figure 64 · The public registration form

Each registration goes through the **Supplier Registration** approval (demo: procurement review, then a finance check of the bank details). The review page shows the details and documents, and warns about possible duplicates or an account name that differs from the company. Reviewers can **approve**, **ask for more information** (the supplier gets a private link, valid 14 days, to correct the form) or **reject** with a reason.

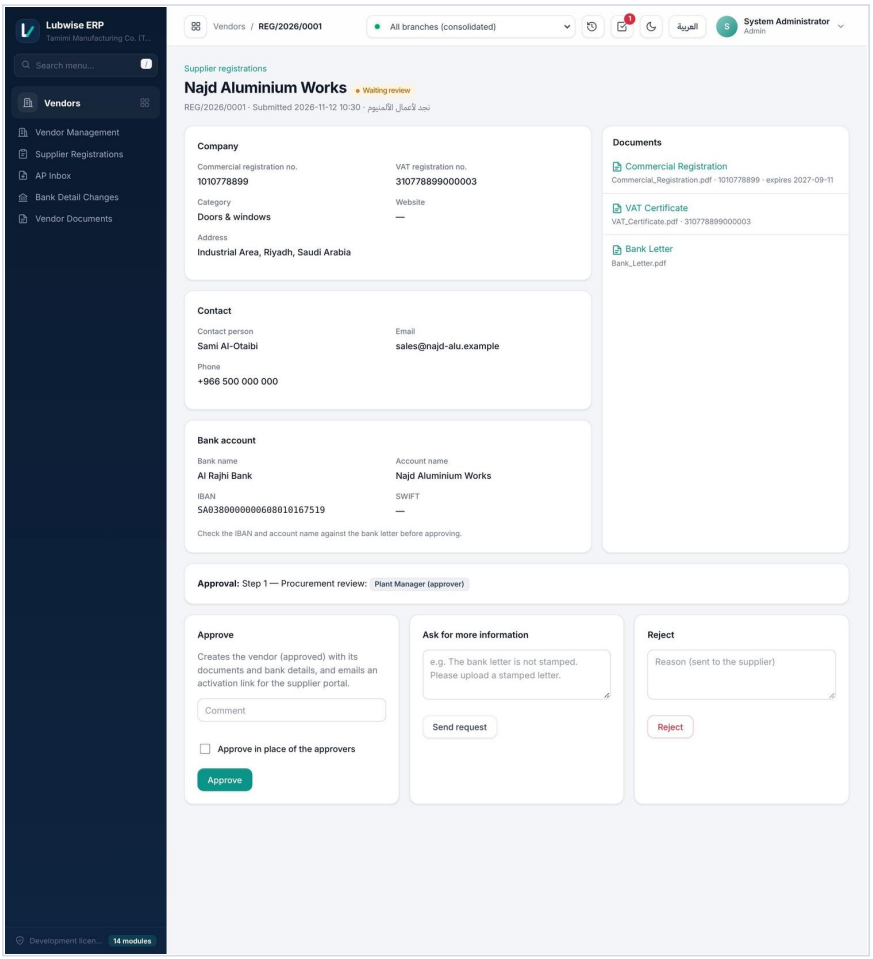


Figure 65 · Reviewing a registration

On approval the vendor is created (approved, with its documents and bank details) and the supplier receives an **activation link** (valid 72 hours, used once) to choose a password. Passwords are never sent by email.

What suppliers do on the portal

Menu	What the supplier can do
Requests for Quotation	See the RFQs they are invited to, download the PDF and attachments, submit or update their quotation until the closing time, or decline. On sealed RFQs they see only their own prices.
Purchase Orders	View and download, accept (with their reference and promised date) or reject with a reason
Invoices	Send a tax invoice (PDF) for a PO or without one, and follow it: received, being processed, approved for payment, paid, or returned with our reason
Payments	Their bills with what is still to pay, and the payments made
Documents	See expiry dates and send renewed documents (they replace the old ones once accepted)
Company & bank	Ask to change the bank account, with a stamped bank letter

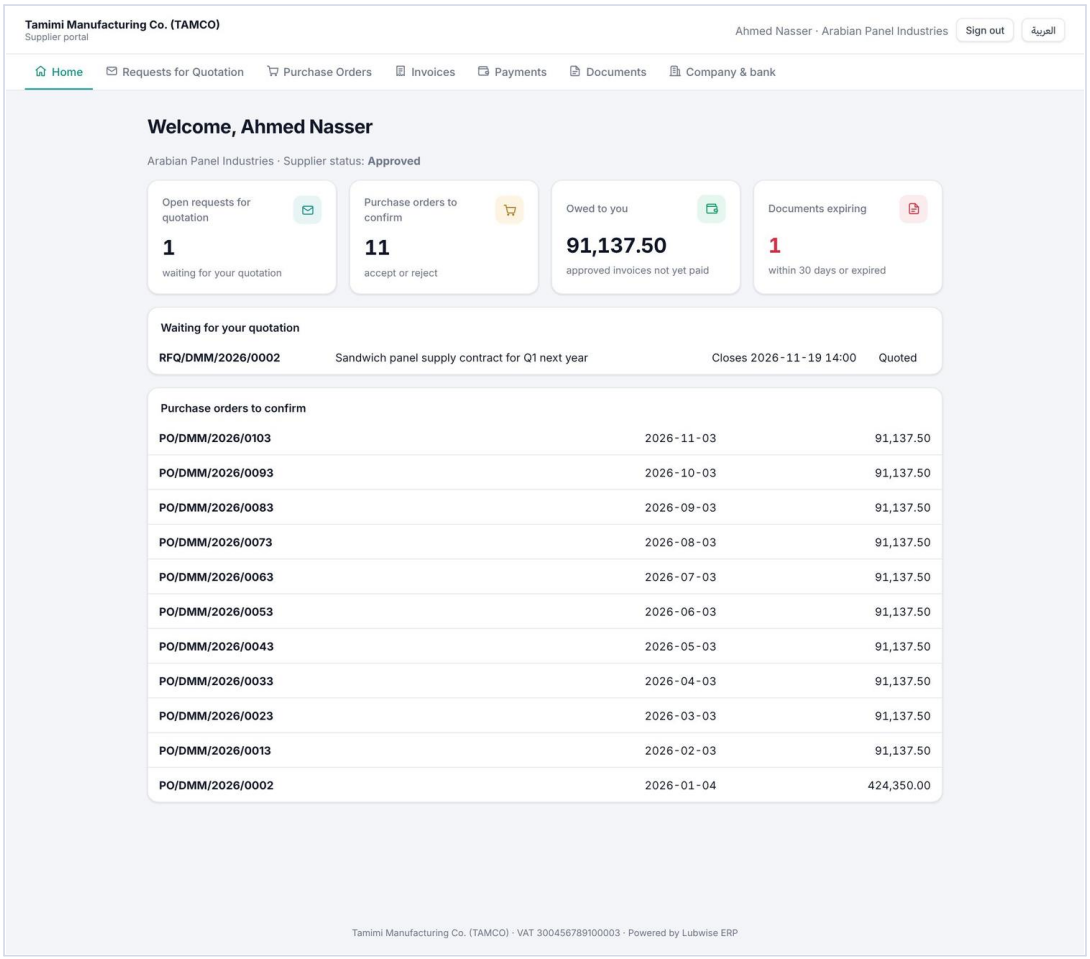


Figure 66 · The supplier portal

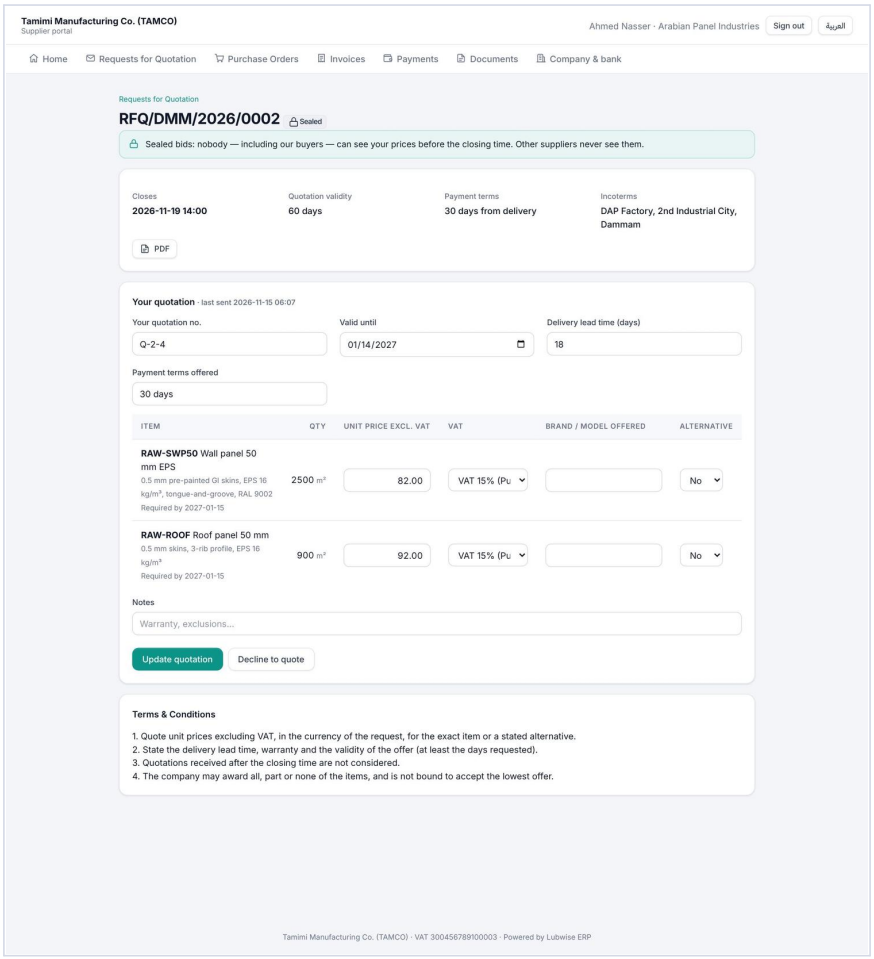


Figure 67 · A supplier quoting on a sealed RFQ

AP Inbox and bank changes

Where: Vendors → AP Inbox

Invoices sent on the portal wait in the AP Inbox. **Create draft bill** makes the vendor bill — from the PO lines when the invoice names a PO — with the supplier's PDF attached; or **Return to the vendor** with a reason.

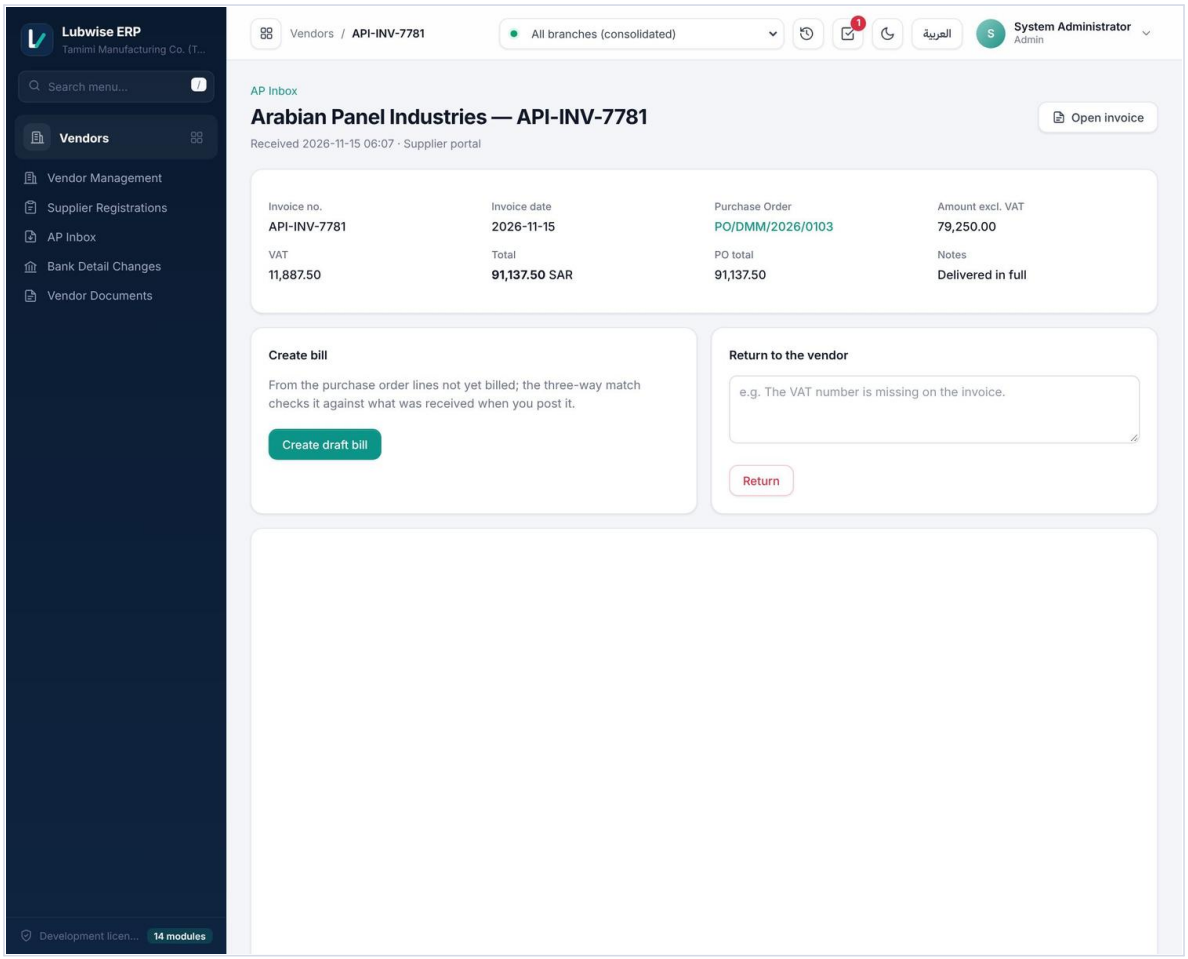


Figure 68 · An invoice in the AP Inbox

A new bank account, whether asked for by the supplier or typed by staff, goes through the **Bank Details Change** approval (demo: Finance Manager). The page shows the current and new details side by side and the bank letter. Call the vendor on a number you already have before approving; until then payments use the old account.

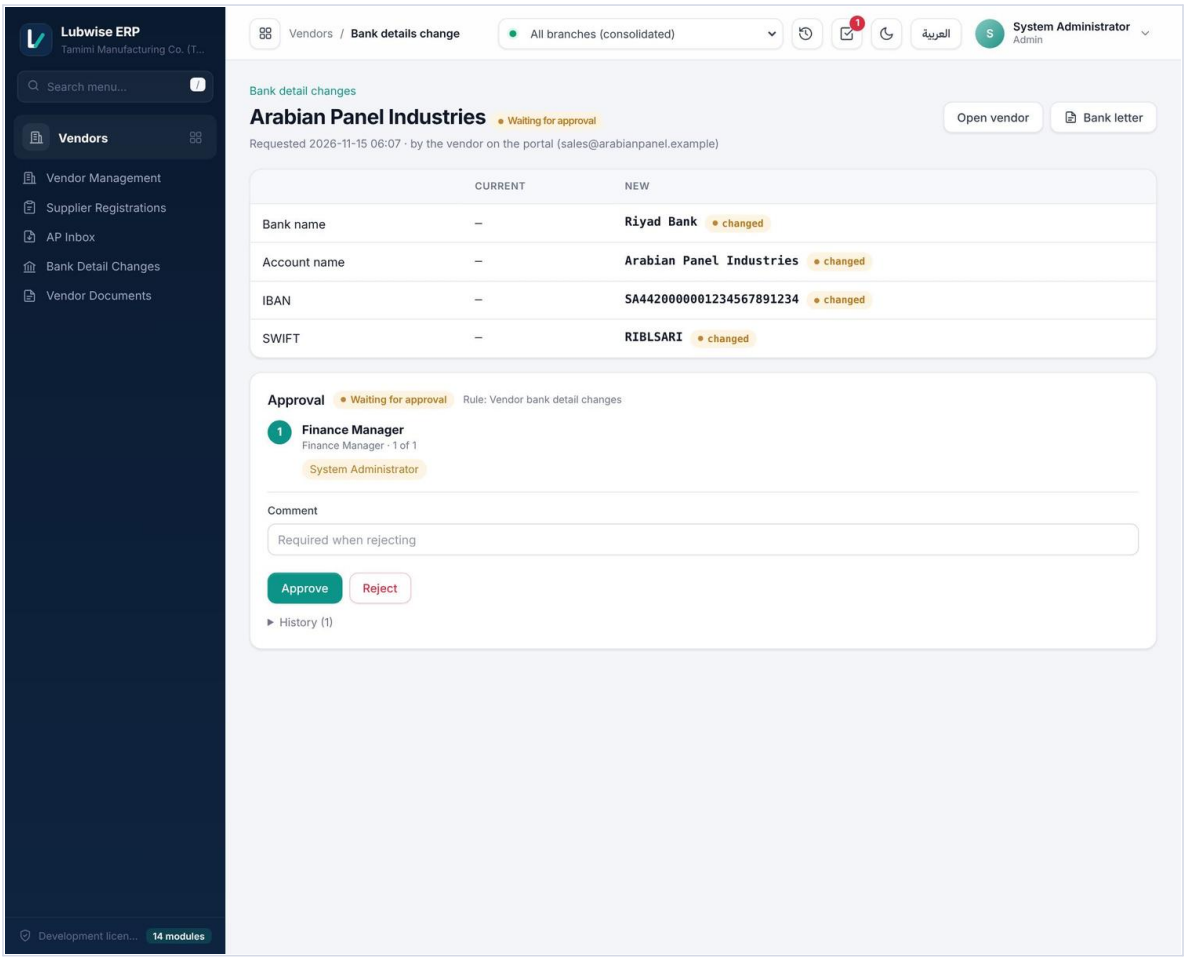


Figure 69 · A bank details change waiting for finance approval

CHAPTER 14

Inventory

Stock on hand, receipts, deliveries, transfers, adjustments and landed costs, valued at average cost.

Stock on hand

Where: Inventory → Stock on Hand

Shows the quantity and value of every stock product in every warehouse, at average cost. The stock value always equals the inventory account in the ledger.

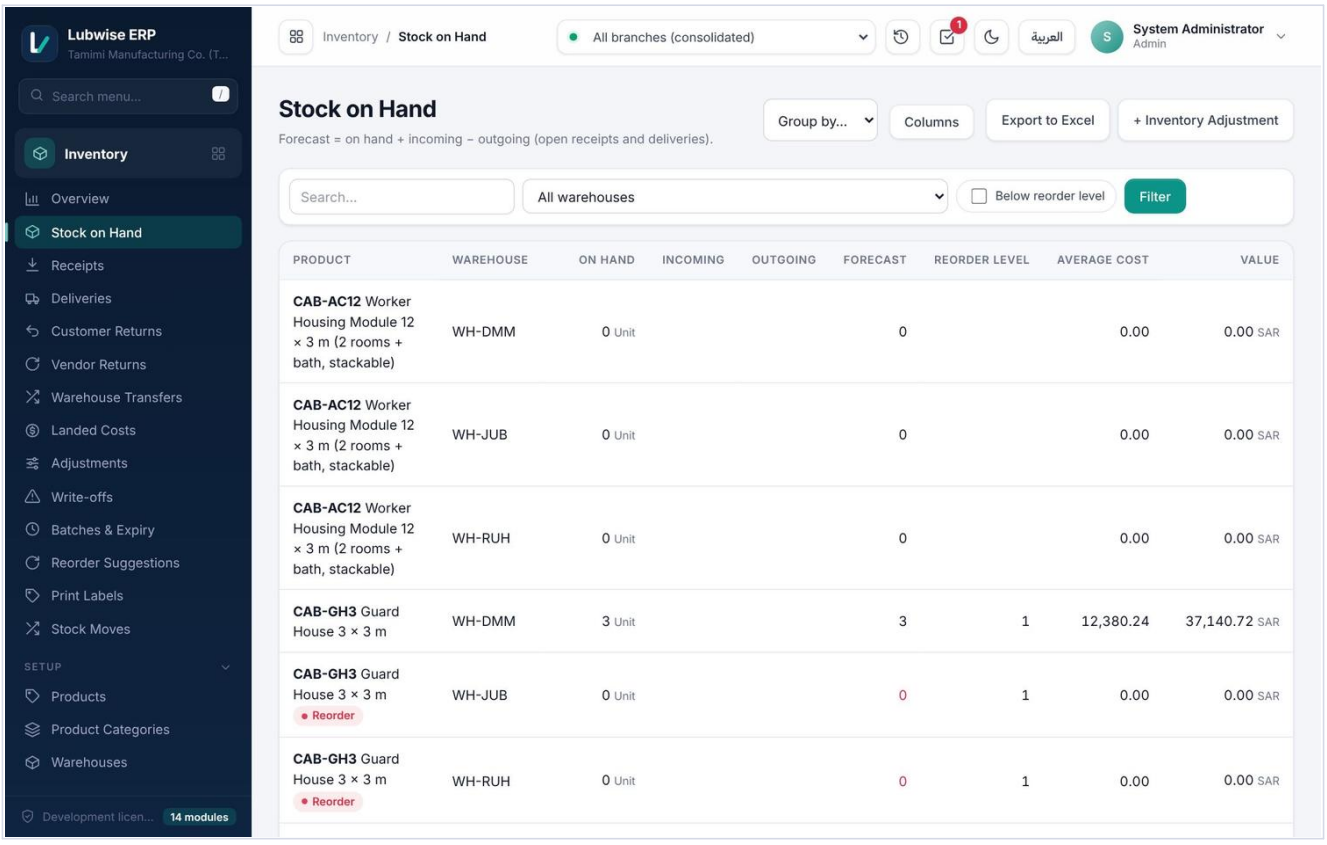


Figure 70 · Stock on hand by warehouse

Receipts and deliveries

Receipts come from purchase orders and deliveries from sales orders (or from invoices entered without an order). Open the document, check the quantities and choose **Validate**. Delivering less than ordered creates a backorder for the rest.

ACCOUNTING ENTRY · Delivery to a customer		
Dr	Cost of Goods Sold	at average cost
Cr	Inventory	

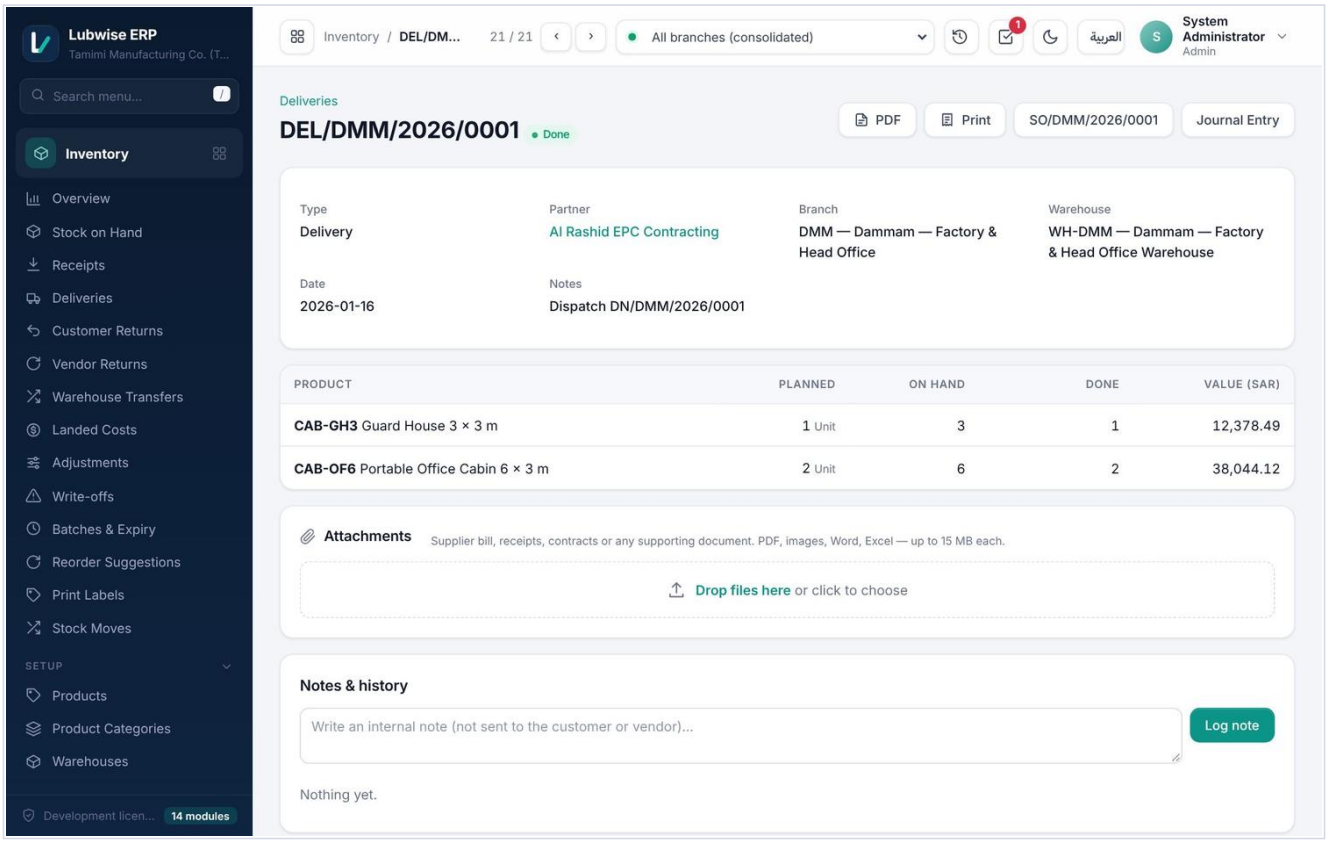


Figure 71 · A validated delivery

Every receipt, delivery and return prints as a document — **Delivery Note**, **Goods Receipt Note**, return note — with quantities only (no prices) and signature boxes, from the PDF and Print buttons on the transfer.

Warehouse transfers

Where: Inventory → Warehouse Transfers

Move stock between warehouses. Inside one branch the goods move at once at average cost and no entry is needed. Between branches they travel through **Goods in Transit** until the receiving branch confirms.

1. Choose **+ New transfer**, the from and to warehouses, the products and quantities, then **Save & Send**.
2. For another branch, the receiving branch opens the transfer and chooses **Receive goods** when they arrive.
3. If the goods come back, choose **Returned to sender**.

ACCOUNTING ENTRY · Transfer to another branch

Dr	Goods in Transit	sending branch, on sending
Cr	Inventory	sending branch
Dr	Inter-branch current account	sending branch, on receipt
Cr	Goods in Transit	sending branch
Dr	Inventory	receiving branch
Cr	Inter-branch current account	receiving branch

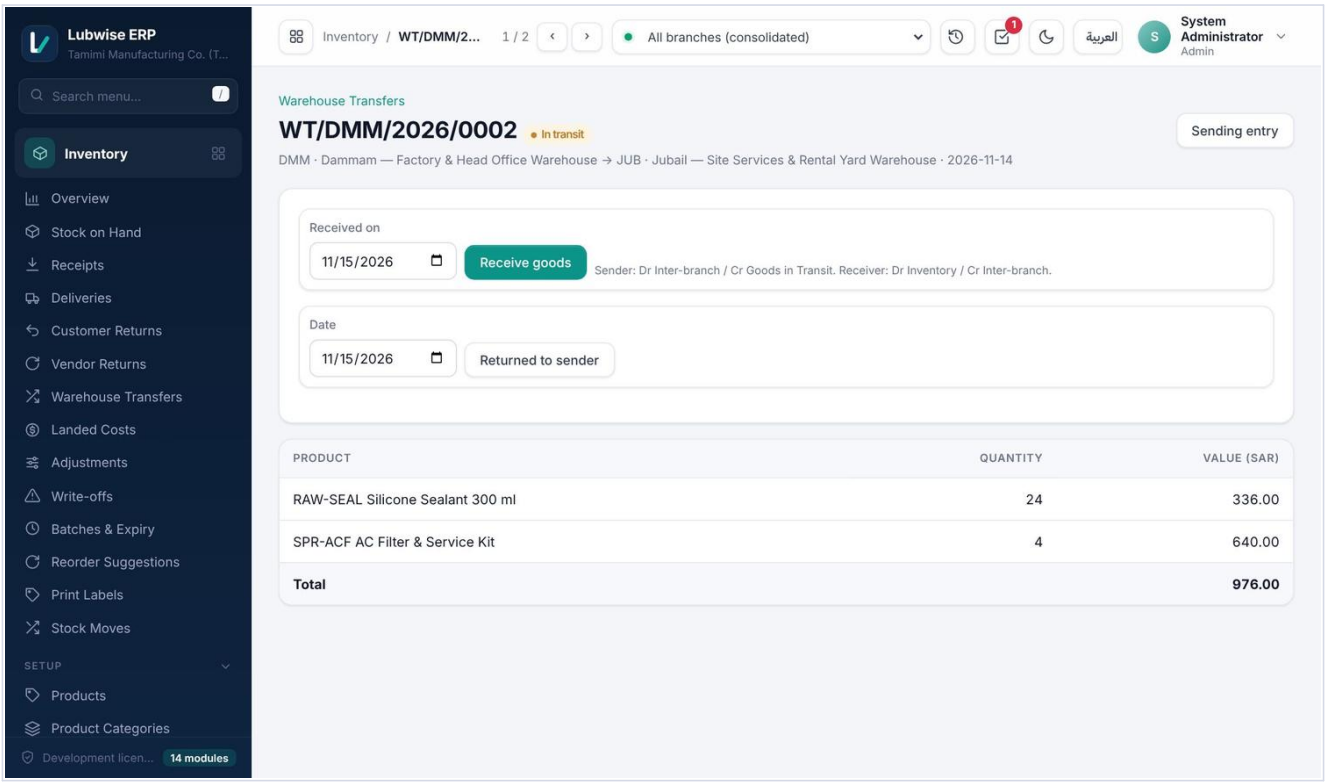


Figure 72 · A transfer in transit to another branch

Adjustments and landed costs

Adjustments: enter the counted quantity; the difference is booked against Inventory Adjustments. **Landed costs**: spread freight, customs and clearing over the goods of one or more receipts (by value or by quantity); the part still in stock goes to Inventory and the part already sold to Cost of Goods Sold.

CHAPTER 15

CRM

Managing the sales pipeline.

CRM

Where: CRM → Pipeline

Each lead or opportunity moves through the stages New → Qualified → Proposal → Negotiation → Won / Lost. Drag the cards between columns, plan calls and meetings as activities, and create the quotation from the lead. The CRM report shows the pipeline value, win rate and reasons for lost deals.

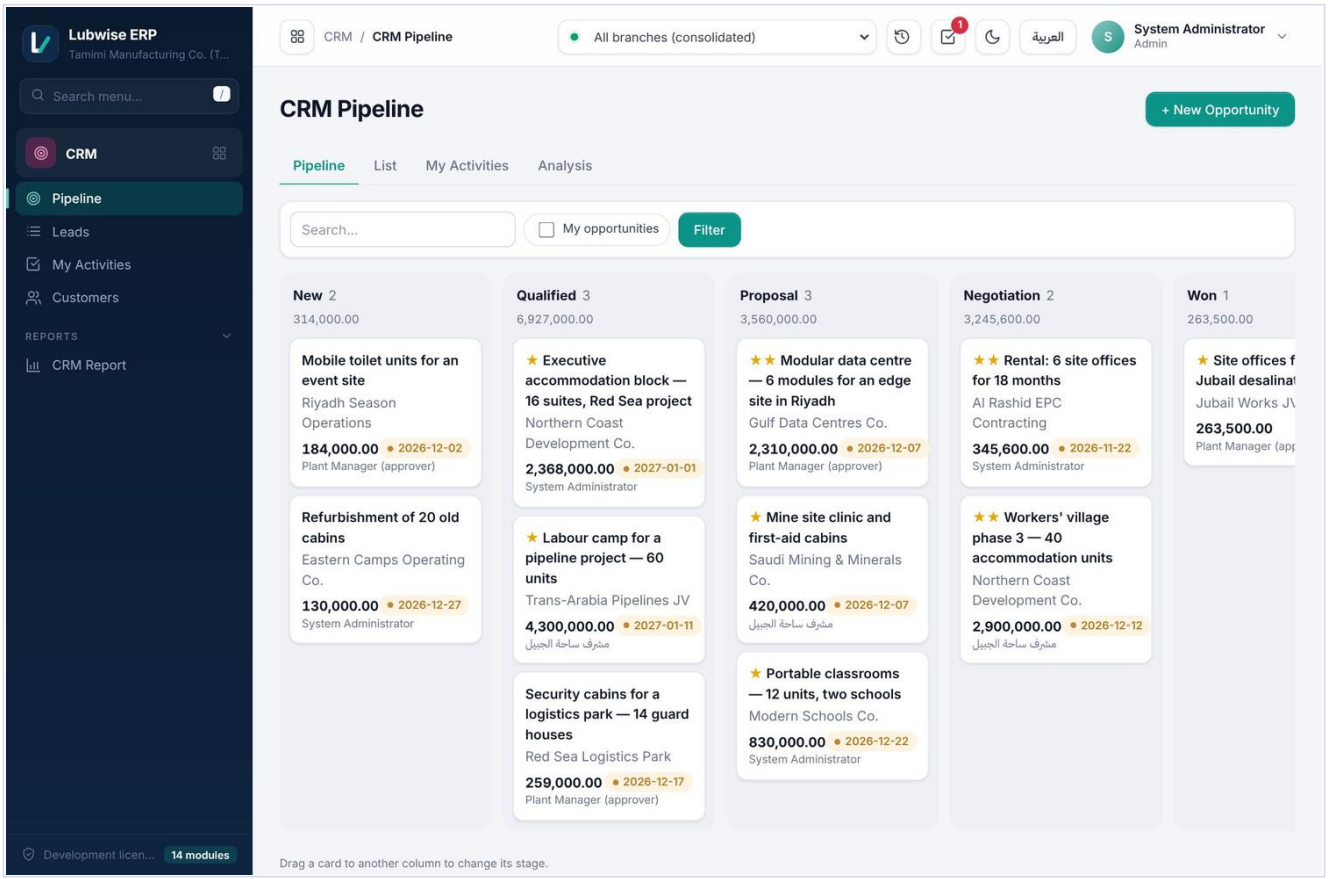


Figure 73 · The CRM pipeline

CHAPTER 16

Accounting

Journal entries, petty cash, inter-branch transfers, budgets, foreign currency and recurring entries.

Journal entries

Where: Accounting → Journal Entries

1. Choose **+ New Entry**, the branch, journal and date, and a narration.
2. On each line search the account (type part of its name or code), choose the partner or cost centre if needed and enter the debit or the credit — typing one clears the other.
3. The difference at the bottom must be zero. **Save & Post**, or **Save as Draft** to post later.

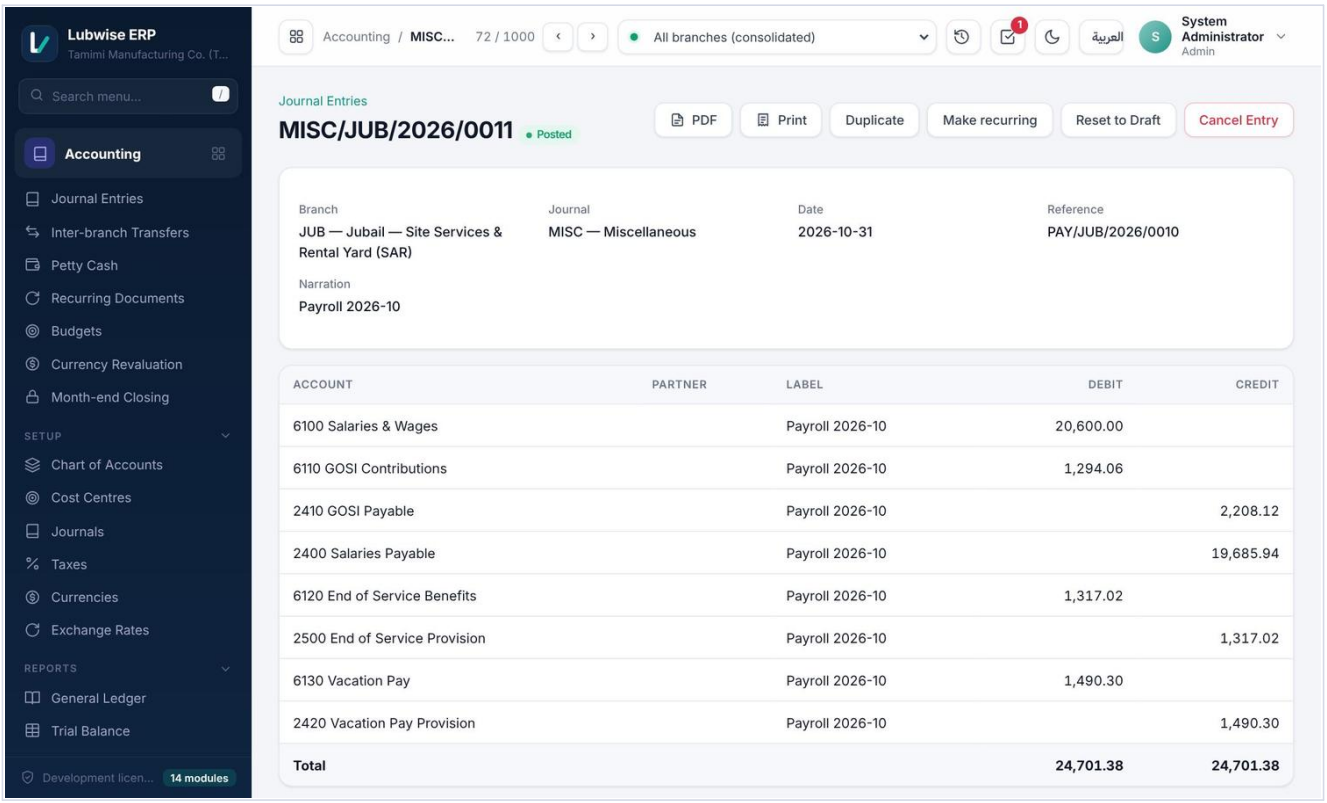


Figure 74 · A posted journal entry

> **TIP**
> Print a **Journal Voucher** with Prepared by / Reviewed by / Approved by boxes from the PDF or Print button on the entry.

Petty cash

Where: Accounting → Petty Cash

Each petty cash fund (office, warehouse, site) has its own cash account and a fixed float. The custodian pays small expenses and records them on expense vouchers with the receipt numbers and VAT.

1. Create the fund once: name, branch, custodian and float. Lubwise creates its cash account and journal.
2. **Top up** from the bank to the float.
3. For each spend, add an **Expense voucher**: expense account, description, receipt number, amount before VAT and VAT.
4. Count the cash from time to time with **Record cash count**; any difference goes to Cash Over / Short.

ACCOUNTING ENTRY · Petty cash

Dr	Petty Cash	top-up
Cr	Bank	top-up
Dr	Expense + Input VAT	voucher
Cr	Petty Cash	voucher

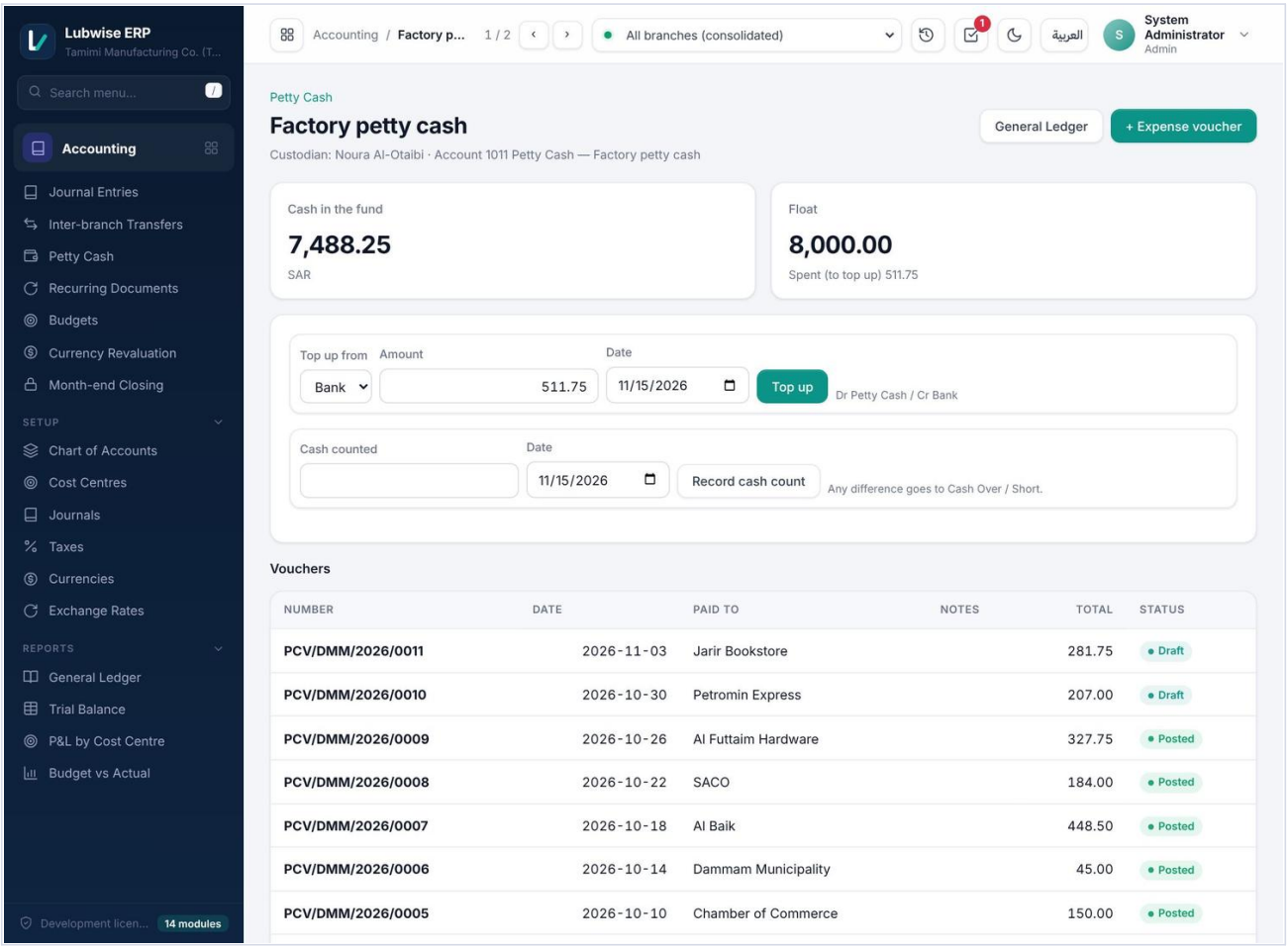


Figure 75 · A petty cash fund with vouchers and top-ups

Inter-branch transfers

Where: Accounting → Inter-branch Transfers

Records money sent from one branch's bank account to another branch's. Each branch books its side against the inter-branch current account; consolidated reports eliminate the two.

Foreign-currency revaluation

Where: Accounting → Currency Revaluation

At each month end, open invoices and bills in a foreign currency are restated at the month-end rate. The screen lists each open document with the rate it was booked at, the month-end rate and the difference. **Post revaluation** books the difference as unrealized gain or loss and reverses it on the first day of the next month; the real difference is booked when the document is paid.

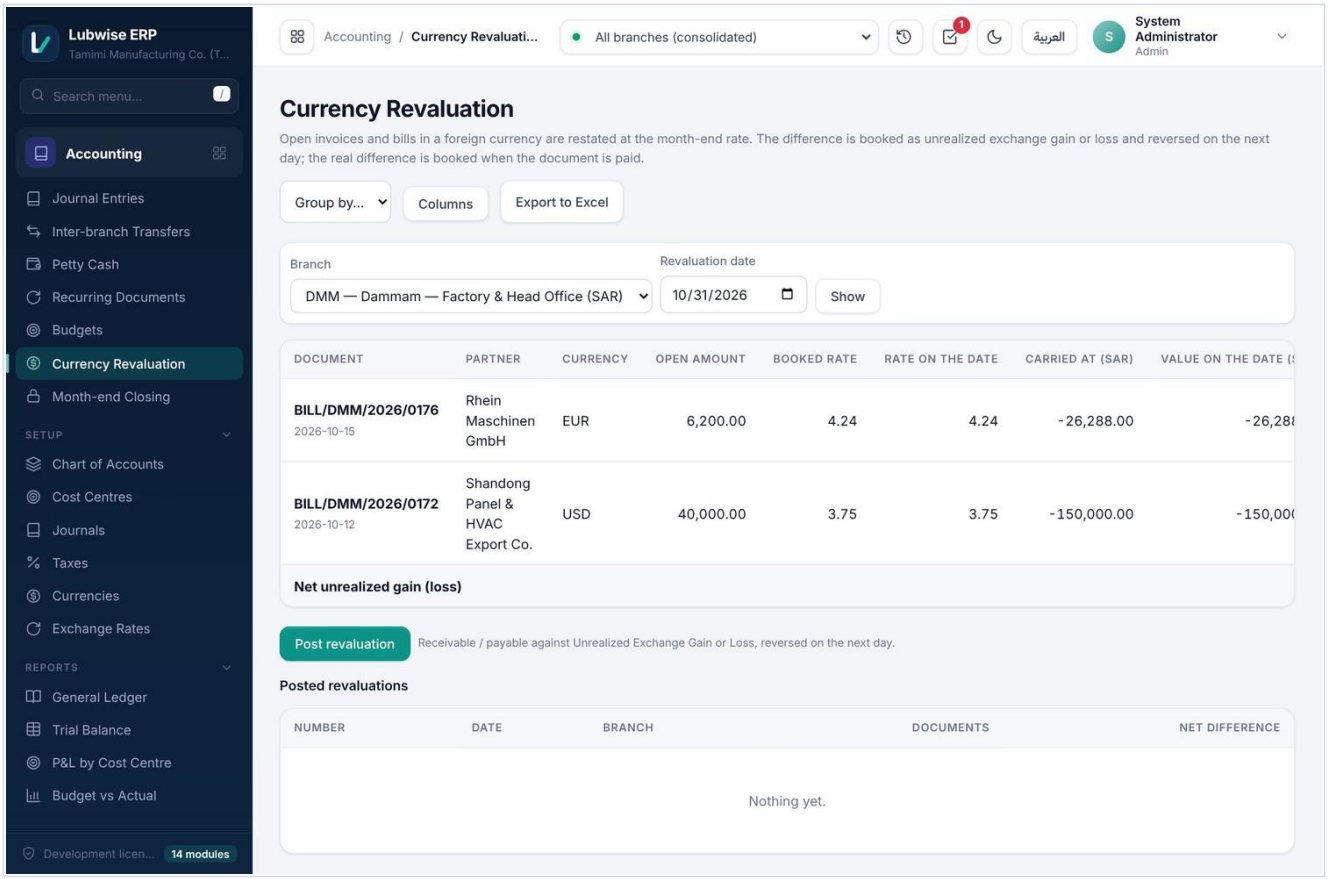


Figure 76 · Open foreign-currency documents and the revaluation

Budgets

Where: Accounting → Budgets

Enter a budget per branch (and optionally per cost centre) for each income and expense account by month — or start from last year's actuals plus a percentage. **Budget vs Actual** shows the month, year to date or full year with the variance and the % of budget used, in red where unfavourable.

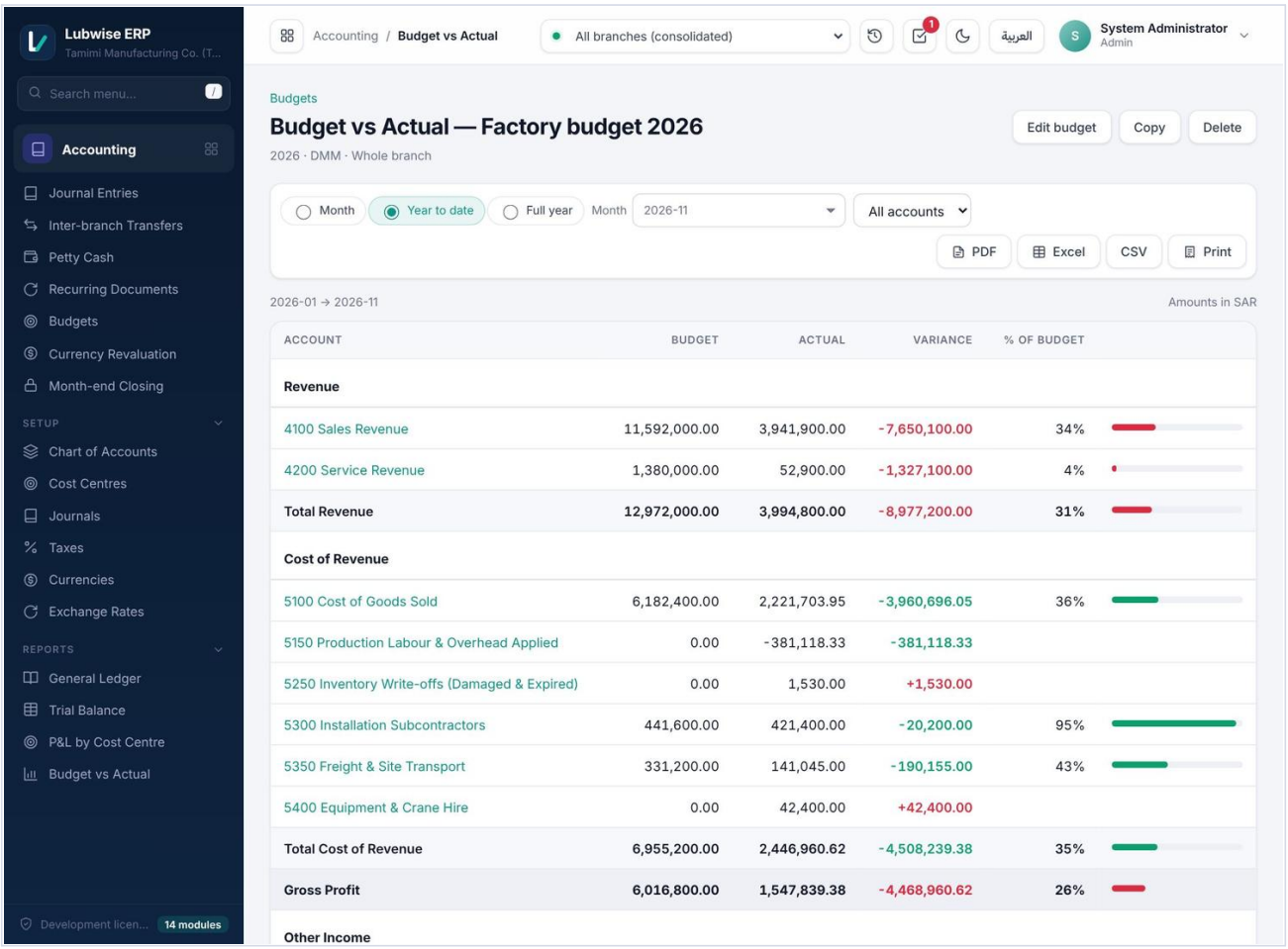


Figure 77 · Budget vs actual

Recurring entries

For rent accruals, standing charges and similar entries, choose **Make recurring** on a journal entry, invoice or bill, set the frequency and next date, and the documents are created when due.

CHAPTER 17

Bank and cash

Reconciling the bank and managing cheques.

Bank reconciliation

Where: Bank → Bank Reconciliation

1. Choose **+ New Statement**, the bank journal, and import the bank's statement as a CSV file (or type the lines).
2. **Auto-match** pairs statement lines with payments of the same amount and date range.
3. For each remaining line: match it to an existing payment, create the payment for an open invoice, or book it directly to an account (bank charges, interest).
4. When every line is matched the statement is reconciled. The Reconciliation Report shows book balance versus bank.

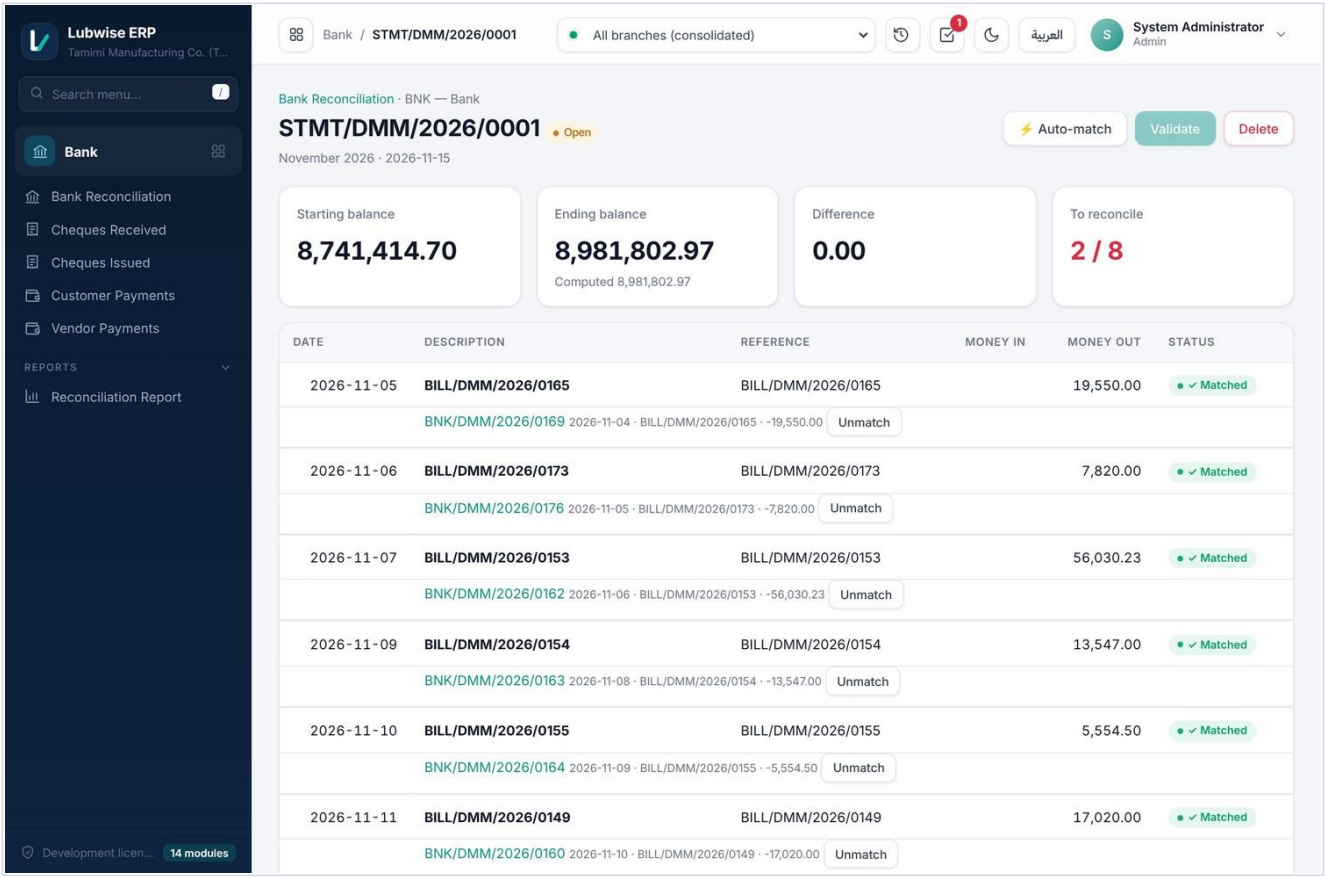


Figure 78 · Matching bank statement lines

Cheques

Cheques Received and Cheques Issued are in the Bank app as well as in Sales and Purchases. Check the **Due** tab every morning: it lists the cheques whose date has come — received cheques ready to deposit, and issued cheques the bank will pay.

CHAPTER 18

Fixed assets and prepaid

Depreciation and spreading costs and revenue over months.

Fixed assets

Where: Fixed Assets

Register an asset (or choose **Register Asset** on a vendor bill) with its category, cost, salvage value, start date and life. Confirming it creates the depreciation schedule (straight line or declining balance). Each month the due lines are posted from the asset or from Month-end Closing. Sell or dispose of an asset to book the gain or loss.

ACCOUNTING ENTRY · Monthly depreciation	
Dr	Depreciation Expense
Cr	Accumulated Depreciation

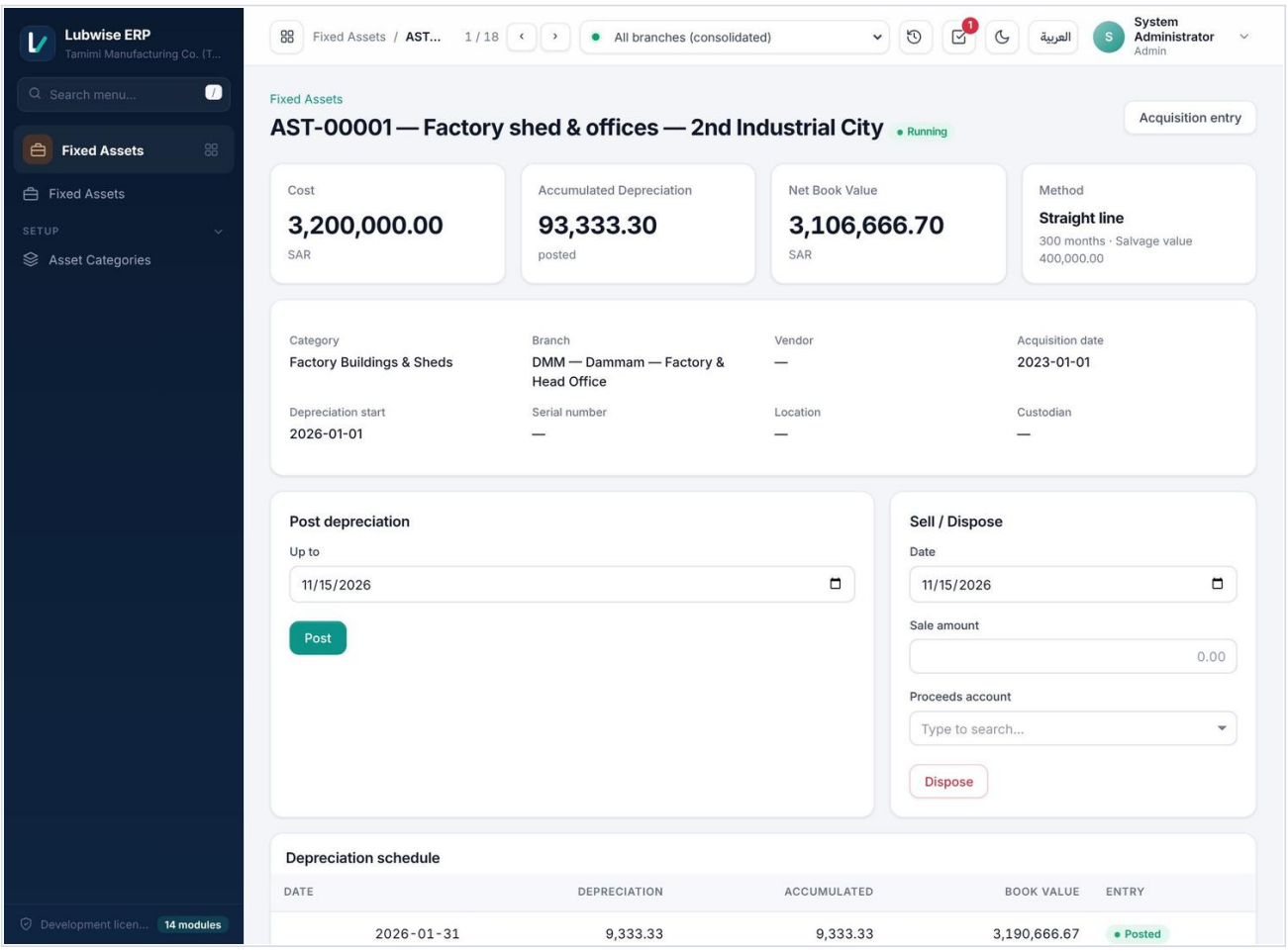


Figure 79 · An asset with its depreciation schedule

Prepaid expenses, deferred revenue and accruals

Where: Prepaid & Accruals (or Spread over months on an invoice or bill)

Type	Each month
Prepaid expense (e.g. annual insurance paid in advance)	Dr Expense / Cr Prepaid Expenses
Deferred revenue (e.g. a yearly contract invoiced upfront)	Dr Deferred Revenue / Cr Revenue
Accrual (e.g. electricity used, not yet billed)	Dr Expense / Cr Accrued Expenses (optionally reversed on the 1st)

CHAPTER 19

HR & Payroll

Employees, monthly payroll, GOSI and WPS, leave, loans, end of service and final settlement — under Saudi and UAE labour law.

Employees

Where: HR & Payroll → Employees

Each employee has a number, names, branch, department, job title and cost centre; the labour law (Saudi Arabia or UAE) and whether they are a national; salary (basic, housing, transport, other allowances); ID / Iqama and passport with expiry dates; GOSI number; bank and IBAN. The profile shows the leave balance, end-of-service to date, loans and every payslip.

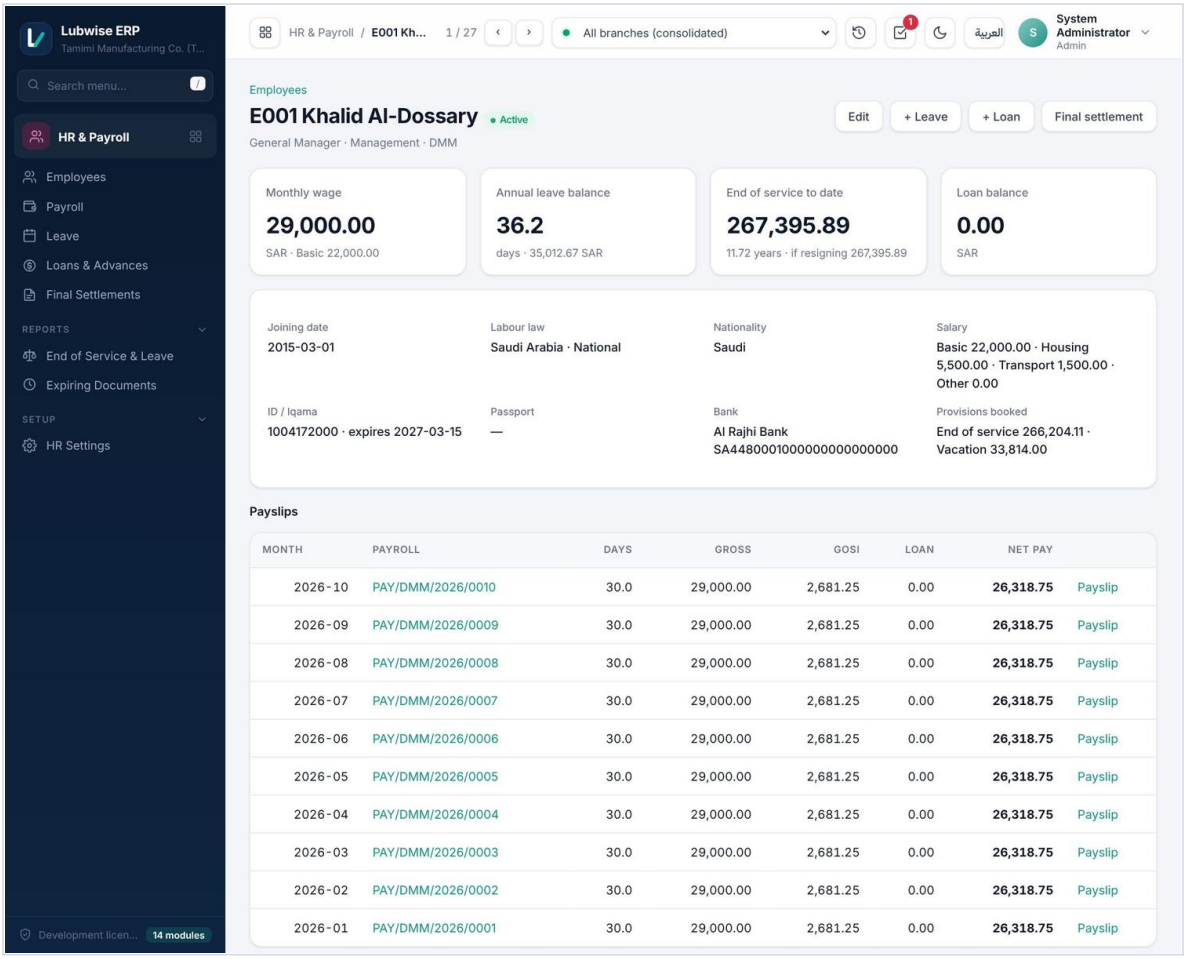
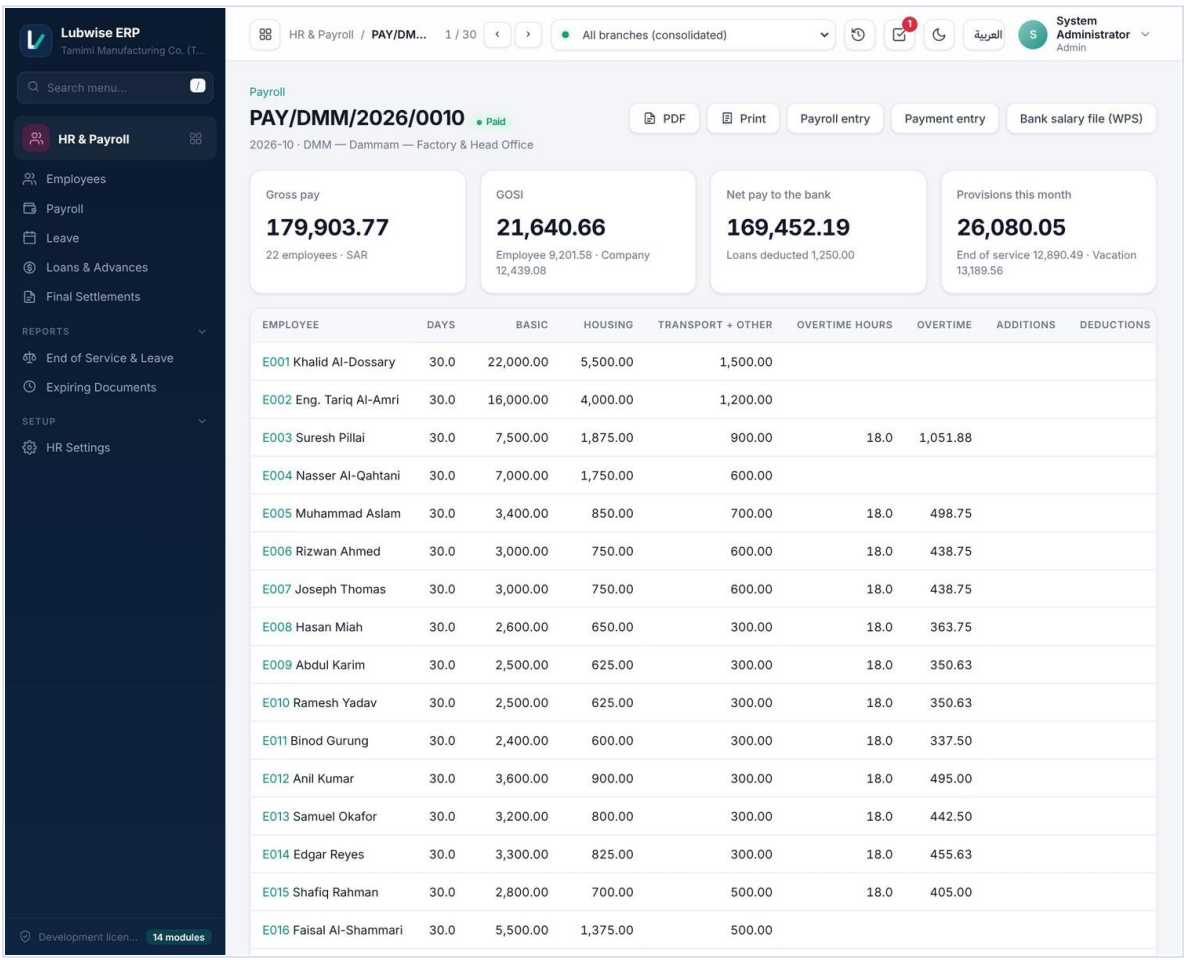


Figure 80 · An employee profile

Monthly payroll

Where: HR & Payroll → Payroll

1. Choose the branch and month and **Prepare payroll**. Salaries come from the employee records; new joiners and leavers are paid for their days.
2. Enter overtime hours, additions (bonus, commission), deductions and unpaid days for anyone who needs them, and **Save and recalculate**. Approved unpaid leave is deducted automatically; loan instalments are deducted automatically.
3. **Post payroll** books the month. Download the **Bank salary file (WPS)** for the bank and print the payslips and the payroll register.
4. When the bank transfers the salaries, **Record salary payment**.



EMPLOYEE	DAYS	BASIC	HOUSING	TRANSPORT + OTHER	OVERTIME HOURS	OVERTIME	ADDITIONS	DEDUCTIONS
E001 Khalid Al-Dossary	30.0	22,000.00	5,500.00	1,500.00				
E002 Eng. Tariq Al-Amri	30.0	16,000.00	4,000.00	1,200.00				
E003 Suresh Pillai	30.0	7,500.00	1,875.00	900.00	18.0	1,051.88		
E004 Nasser Al-Qahtani	30.0	7,000.00	1,750.00	600.00				
E005 Muhammad Aslam	30.0	3,400.00	850.00	700.00	18.0	498.75		
E006 Rizwan Ahmed	30.0	3,000.00	750.00	600.00	18.0	438.75		
E007 Joseph Thomas	30.0	3,000.00	750.00	600.00	18.0	438.75		
E008 Hasan Miah	30.0	2,600.00	650.00	300.00	18.0	363.75		
E009 Abdul Karim	30.0	2,500.00	625.00	300.00	18.0	350.63		
E010 Ramesh Yadav	30.0	2,500.00	625.00	300.00	18.0	350.63		
E011 Binod Gurung	30.0	2,400.00	600.00	300.00	18.0	337.50		
E012 Anil Kumar	30.0	3,600.00	900.00	300.00	18.0	495.00		
E013 Samuel Okafor	30.0	3,200.00	800.00	300.00	18.0	442.50		
E014 Edgar Reyes	30.0	3,300.00	825.00	300.00	18.0	455.63		
E015 Shafiq Rahman	30.0	2,800.00	700.00	500.00	18.0	405.00		
E016 Faisal Al-Shammari	30.0	5,500.00	1,375.00	500.00				

Figure 81 · A payroll run with the entry it posts

ACCOUNTING ENTRY · **Posting the payroll**		
Dr	Salaries & Wages	gross pay, by cost centre
Dr	GOSI Contributions	company share
Cr	GOSI Payable	employee + company share
Cr	Employee Loans & Advances	instalments deducted
Cr	Salaries Payable	net pay
Dr / Cr	End of Service Benefits / Provision	the month's change in the obligation
Dr / Cr	Vacation Pay / Provision	the month's change in unused leave

GOSI, overtime and the rules applied

	Saudi Arabia	**UAE**
Social insurance	GOSI on basic + housing (capped): Saudi 9.75% employee, 11.75% company; non-Saudi 2% company	—
Annual leave	21 days a year, 30 after 5 years	30 days a year
Overtime per hour	hourly wage + 50% of hourly basic	hourly basic + 25%
End of service	½ month per year for 5 years, 1 month after; on resignation nothing under 2 years, ⅓ for 2–5, ⅔ for 5–10	21 days' basic per year for 5 years, 30 after; nothing under 1 year

Rates, the GOSI ceiling, the wage used for end of service and the payroll accounts can be changed in **HR & Payroll → HR Settings**.

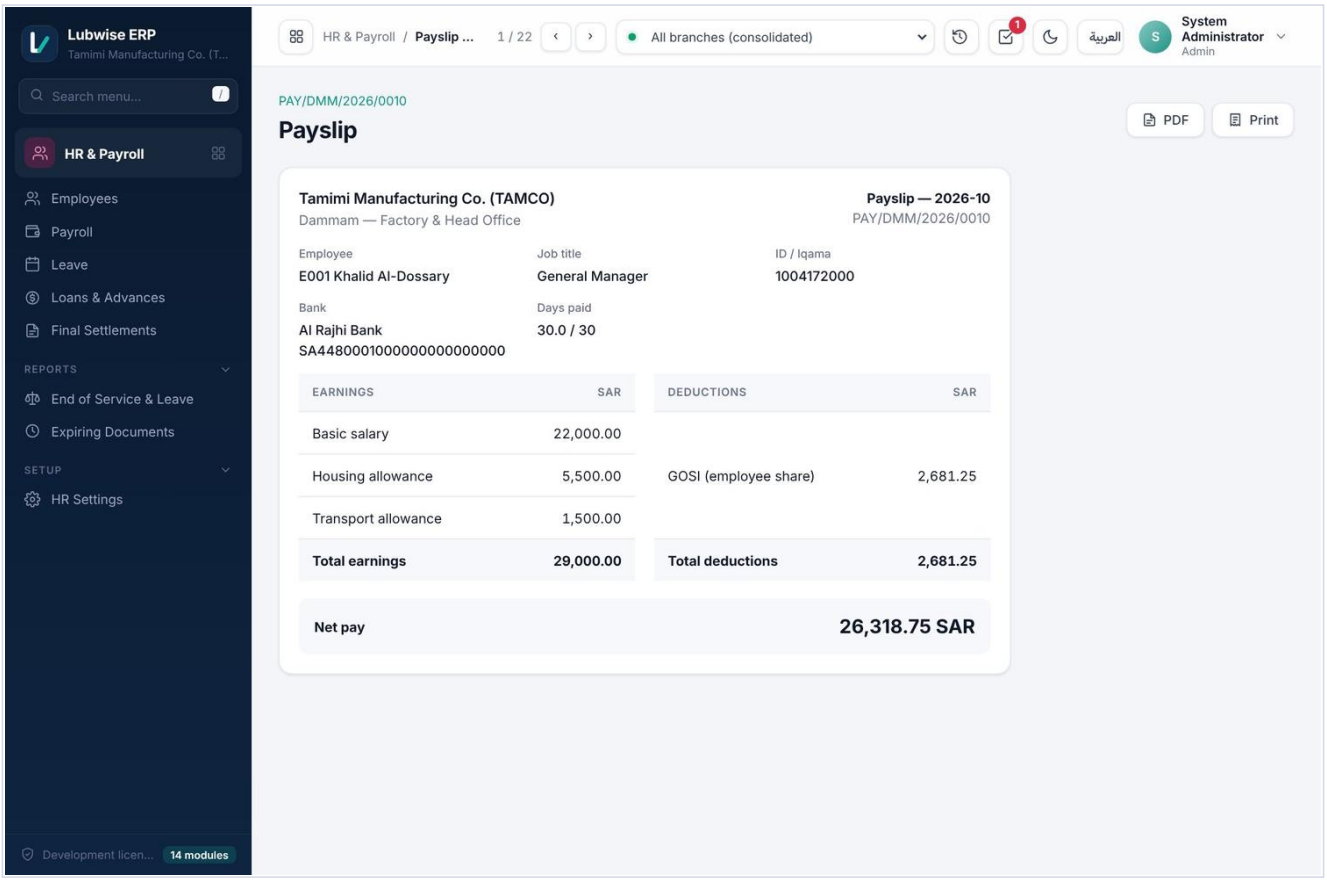


Figure 82 · A payslip

Leave and loans

Leave: record annual, sick, unpaid or other leave and **Approve** it. Approved annual leave reduces the balance; approved unpaid leave is deducted in that month's payroll. **Loans & Advances**: enter the amount, the monthly instalment and the first month, then **Save & Pay out** (Dr Employee Loans / Cr Bank). Instalments are deducted from each payroll until repaid.

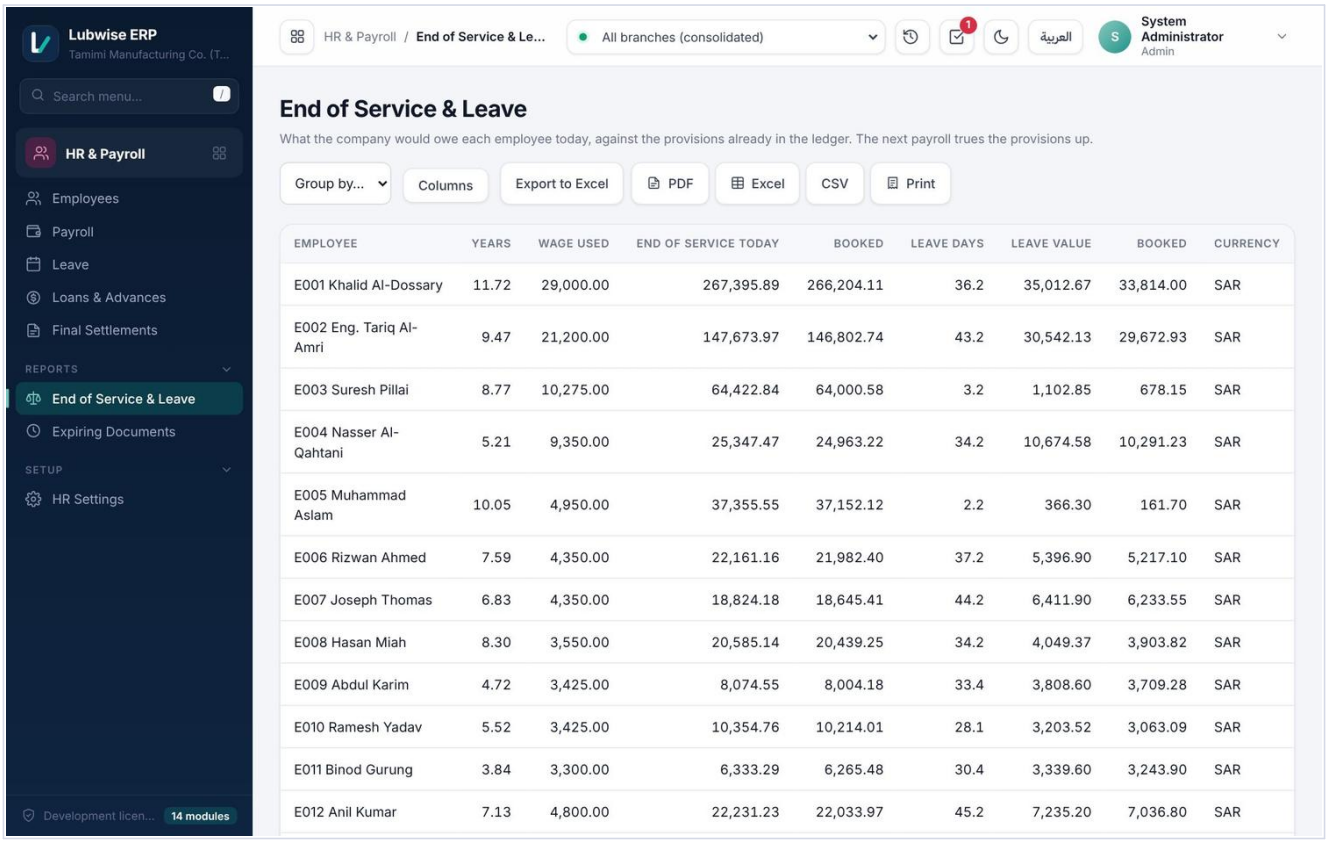
Final settlement

Where: HR & Payroll → Final Settlements (or Final settlement on the employee)

Choose the employee, the last working day and the reason (resignation, termination, end of contract). Lubwise calculates the end-of-service benefit for that reason, the value of unused leave and the loan balance to recover. Posting uses up the provisions already booked and books only the difference; the employee is marked as left. Print the settlement for signature, then record the payment.

HR reports

End of Service & Leave shows each employee's obligation today against what is booked. **Expiring Documents** lists Iqamas and passports expiring within the days you choose.



EMPLOYEE	YEARS	WAGE USED	END OF SERVICE TODAY	BOOKED	LEAVE DAYS	LEAVE VALUE	BOOKED	CURRENCY
E001 Khalid Al-Dossary	11.72	29,000.00	267,395.89	266,204.11	36.2	35,012.67	33,814.00	SAR
E002 Eng. Tariq Al-Amri	9.47	21,200.00	147,673.97	146,802.74	43.2	30,542.13	29,672.93	SAR
E003 Suresh Pillai	8.77	10,275.00	64,422.84	64,000.58	3.2	1,102.85	678.15	SAR
E004 Nasser Al-Qahtani	5.21	9,350.00	25,347.47	24,963.22	34.2	10,674.58	10,291.23	SAR
E005 Muhammad Aslam	10.05	4,950.00	37,355.55	37,152.12	2.2	366.30	161.70	SAR
E006 Rizwan Ahmed	7.59	4,350.00	22,161.16	21,982.40	37.2	5,396.90	5,217.10	SAR
E007 Joseph Thomas	6.83	4,350.00	18,824.18	18,645.41	44.2	6,411.90	6,233.55	SAR
E008 Hasan Miah	8.30	3,550.00	20,585.14	20,439.25	34.2	4,049.37	3,903.82	SAR
E009 Abdul Karim	4.72	3,425.00	8,074.55	8,004.18	33.4	3,808.60	3,709.28	SAR
E010 Ramesh Yadav	5.52	3,425.00	10,354.76	10,214.01	28.1	3,203.52	3,063.09	SAR
E011 Binod Gurung	3.84	3,300.00	6,333.29	6,265.48	30.4	3,339.60	3,243.90	SAR
E012 Anil Kumar	7.13	4,800.00	22,231.23	22,033.97	45.2	7,235.20	7,036.80	SAR

Figure 83 · End-of-service and leave obligations

CHAPTER 20

ZATCA e-invoicing

Signed, QR-coded invoices cleared or reported to ZATCA (Fatoora phase 2).

How it works

Where: Settings → ZATCA e-invoicing

E-invoicing applies to branches in Saudi Arabia that invoice in SAR. Once it is switched on for a branch and the branch is onboarded, **posting** a customer invoice, credit note, debit note or advance invoice signs it, gives it a QR code and sends it to ZATCA:

- **Standard (B2B) invoices** are **cleared** by ZATCA at once, before they are shared with the customer.
- **Simplified (B2C) invoices** are **reported** within 24 hours.
- Documents ZATCA could not be reached for wait and are sent again with **Send waiting documents** (or by the daily job).

IMPORTANT
An e-invoice cannot be changed or reset. Correct it with a credit note or a debit note; they are e-invoiced the same way.

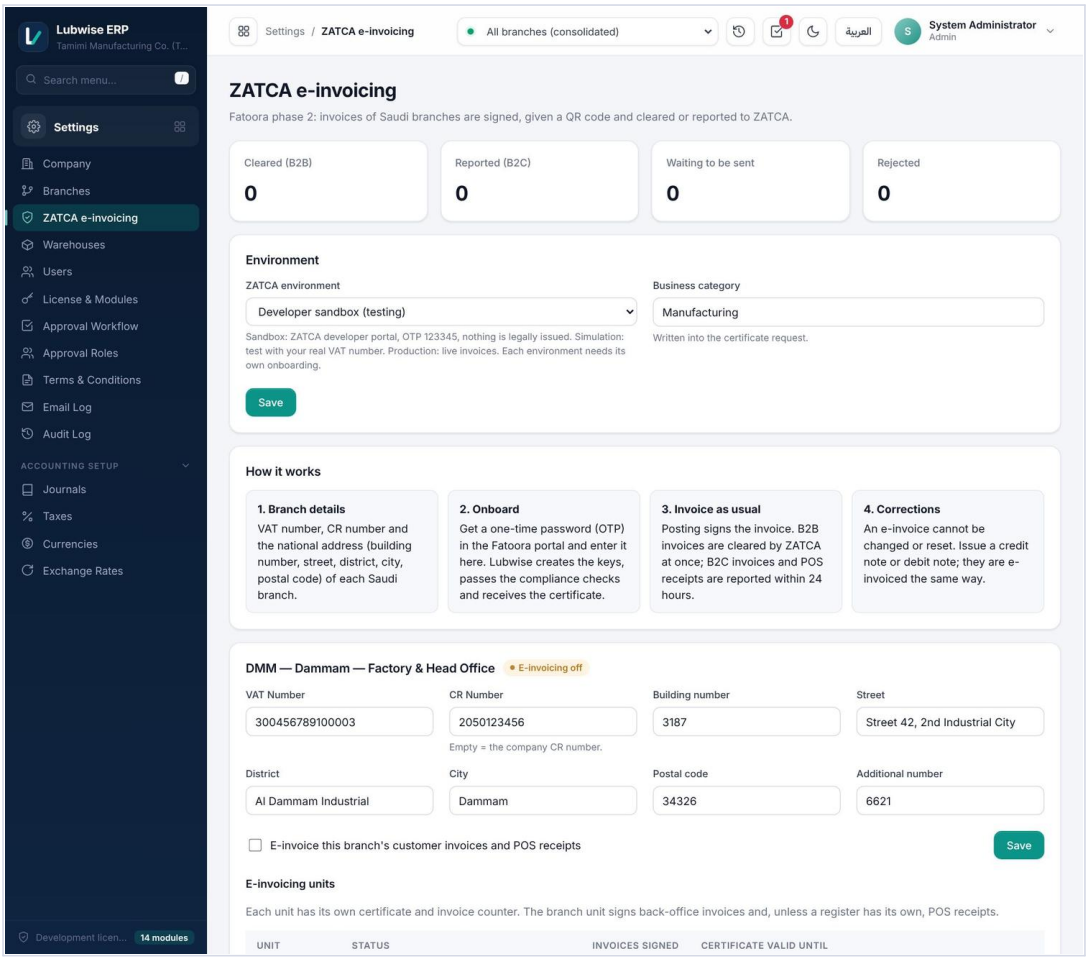


Figure 84 · The ZATCA e-invoicing page

Setting up a branch

1. Choose the **ZATCA environment**: Developer sandbox (testing), Simulation (pre-production with your real VAT number) or Production (live). Each environment needs its own onboarding.
2. Enter the **business category** (for example Manufacturing).
3. For each Saudi branch enter the **VAT number**, **CR number** and the national address: **building number, street, district, city, postal code and additional number**. Customers invoiced as standard (B2B) invoices need their VAT number and address too.
4. Tick **E-invoice this branch's customer invoices and POS receipts** and save.
5. Under **E-invoicing units** add the branch unit: get a one-time password (**OTP**) in the Fatoora portal, enter it and choose **Onboard**. Lubwise creates the keys, passes ZATCA's compliance checks and receives the certificate.

> **NOTE**
> In the demo, e-invoicing is not onboarded: onboarding needs your own company's VAT number and an OTP from your own Fatoora portal account. The demo shows the setup screen and the VAT categories.

Day to day

- **Invoice as usual.** Create the invoice and **Save & Post**. Nothing else is needed.
- The page shows the counts of **Cleared (B2B)**, **Reported (B2C)**, **Waiting to be sent** and **Rejected** documents, and lists every signed document with its type and total.
- A **rejected** document shows ZATCA's reason. Correct the cause, for example a missing customer address, and issue the document again.
- **VAT categories**: zero-rated, exempt and out-of-scope sales must state the reason ZATCA accepts. Set it in the VAT categories table on this page.

CHAPTER 21

Month-end and year-end

Closing the month and the year.

Month-end closing

Where: Accounting → Month-end Closing

This page brings together everything a month end needs: draft entries and invoices still open, deliveries not validated, invoices not matched to goods, recurring documents due, depreciation and prepaid lines due (post them with one button), and the year-end closing.

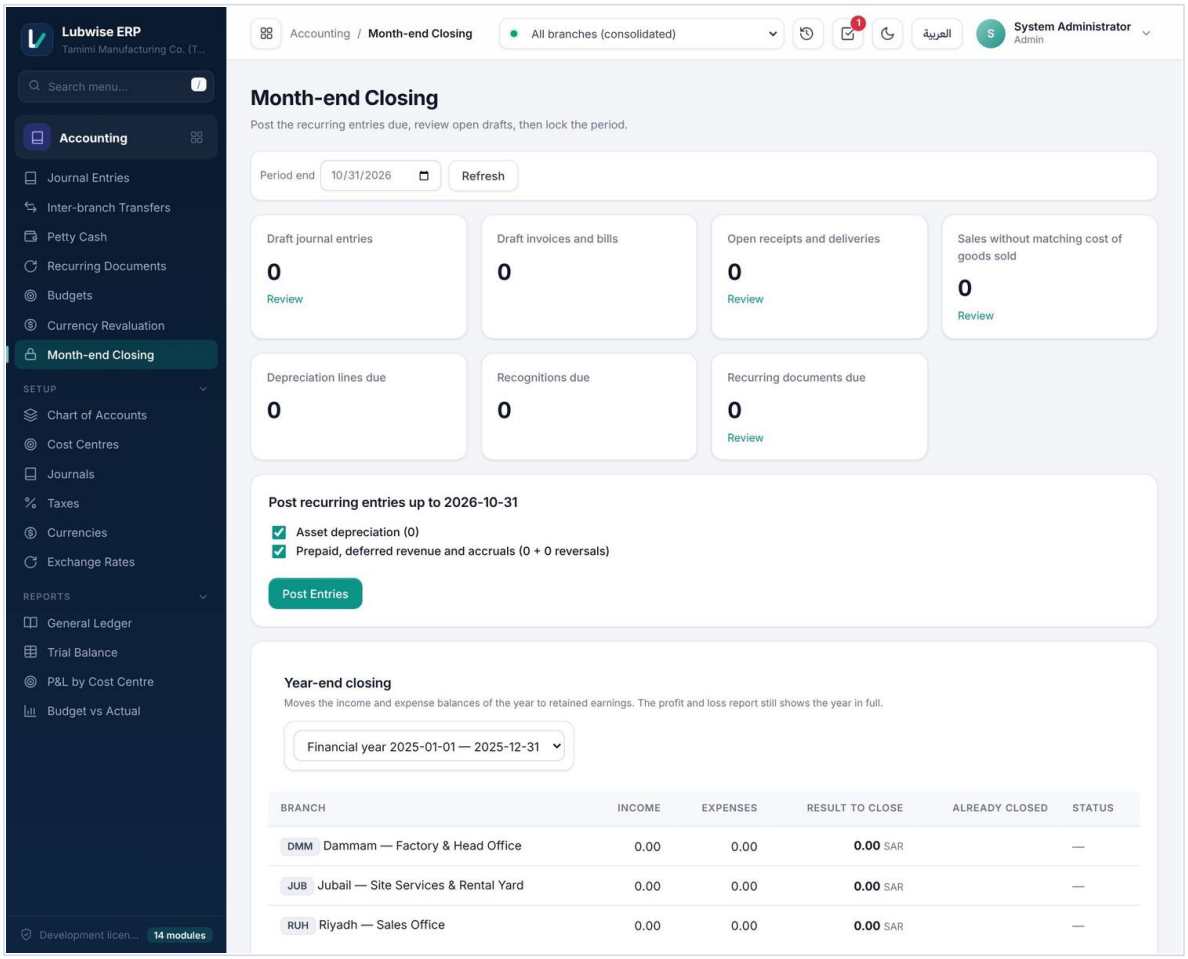


Figure 85 · The month-end closing page

#	Month-end checklist
1	Post or delete drafts; validate deliveries and receipts
2	Post depreciation and prepaid / accrual lines due
3	Run the payroll and post it
4	Reconcile each bank account; clear cheques due

#	Month-end checklist
5	Revalue open foreign-currency invoices and bills
6	Review the trial balance, P&L and balance sheet; compare with the budget
7	Set the lock date to the month end (Settings → Company)

Year-end closing

After the last month of the financial year is reviewed, the year-end closing moves the year's income and expense balances to **Retained Earnings** with a closing entry per branch, and can set the lock date. It can be reopened (the closing entry is removed) as long as the year is not locked.

ACCOUNTING ENTRY · **Year-end closing**		
Dr	Each income account	its balance
Cr	Each expense account	its balance
Cr / Dr	Retained Earnings	the year's profit or loss

CHAPTER 22

Reports, printing and exports

Financial statements and analysis, printed with your letterhead.

The reports

Report	Shows
Profit & Loss	Income and expenses for a period, per branch and consolidated
Balance Sheet	Assets, liabilities and equity at a date
Trial Balance	Opening, debits, credits and closing of every account
General Ledger	Every line of an account (or all accounts) with the running balance
P&L by Cost Centre	Profit and loss with one column per cost centre
Budget vs Actual	Budget, actual, variance and % used
Partner Ledger	Opening, debit, credit and closing per customer / vendor; click one for every entry with the running balance
Aged Receivables / Payables	What each customer owes / you owe each vendor by age: not due, 1–30, 31–60, 61–90, 90+ days
VAT Report	Output and input VAT by rate, and the net VAT payable, per branch
Sales Analysis	Sales by product, customer, branch or month
Stock vs Invoices	Goods invoiced but not delivered, delivered but not invoiced, and the like

Using a report

- Tick the **branches** to include; more than one gives a consolidated report with an eliminations column.
- Set the dates. **In group currency** translates branches in other currencies (balance sheet at the closing rate, P&L at the average rate).
- **Levels** shows all accounts, groups only, or a number of levels of the chart.
- Click an account to open its general ledger, and a line there to open the entry.

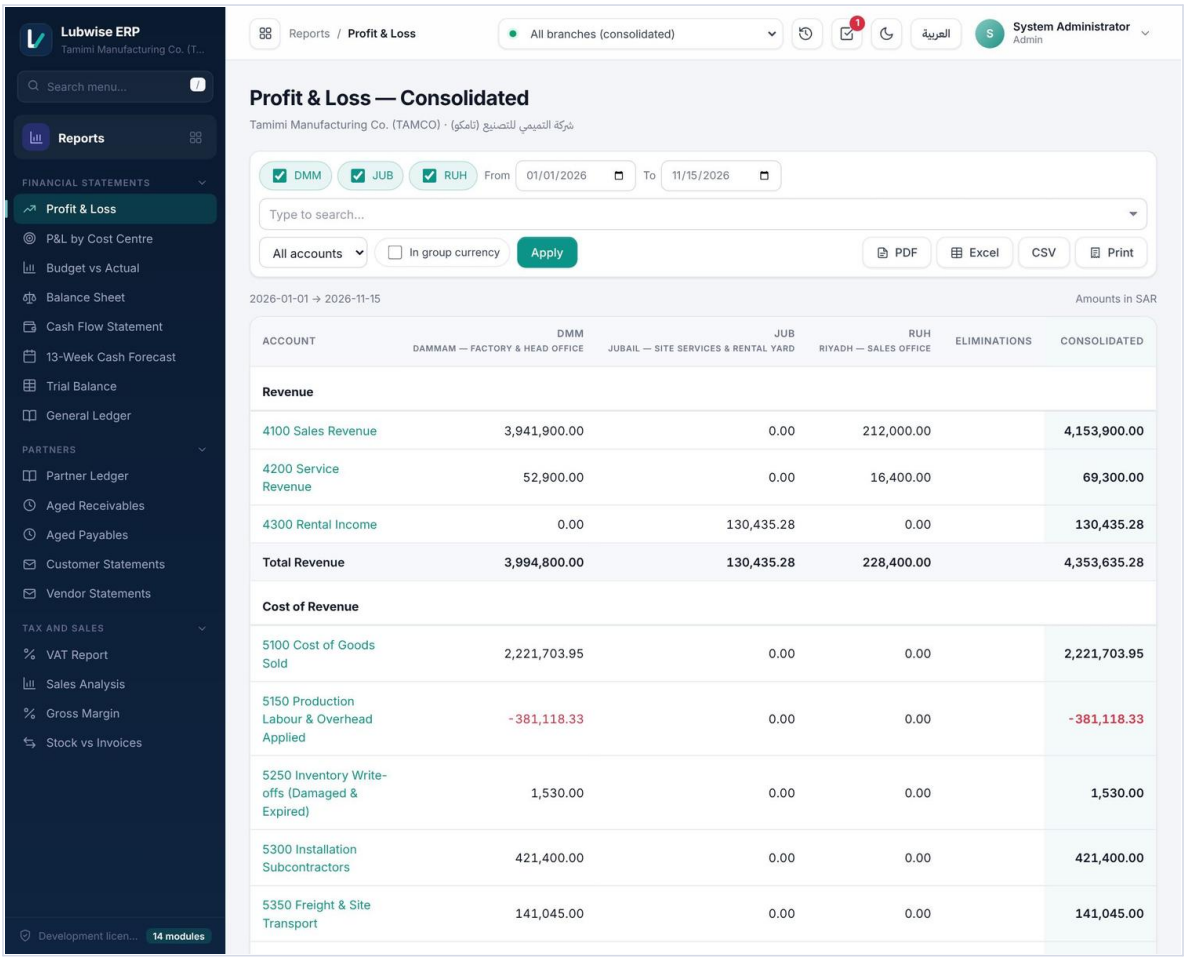


Figure 86 · Profit & Loss, consolidated, with the export buttons

PDF, Excel, CSV and Print

Every report has four buttons: **PDF** downloads a printable file, **Excel** a formatted workbook with real numbers, **CSV** raw data for other systems, and **Print** opens the PDF to print. Printed reports carry the company logo and names in English and Arabic, CR and VAT, the title in both languages, the period, branches and currency, and at the bottom of every page who printed it, when, and "Page x of y". Documents — invoices, vouchers, payslips, settlements, cheques — add **Prepared by / Reviewed by / Approved by** signature boxes.

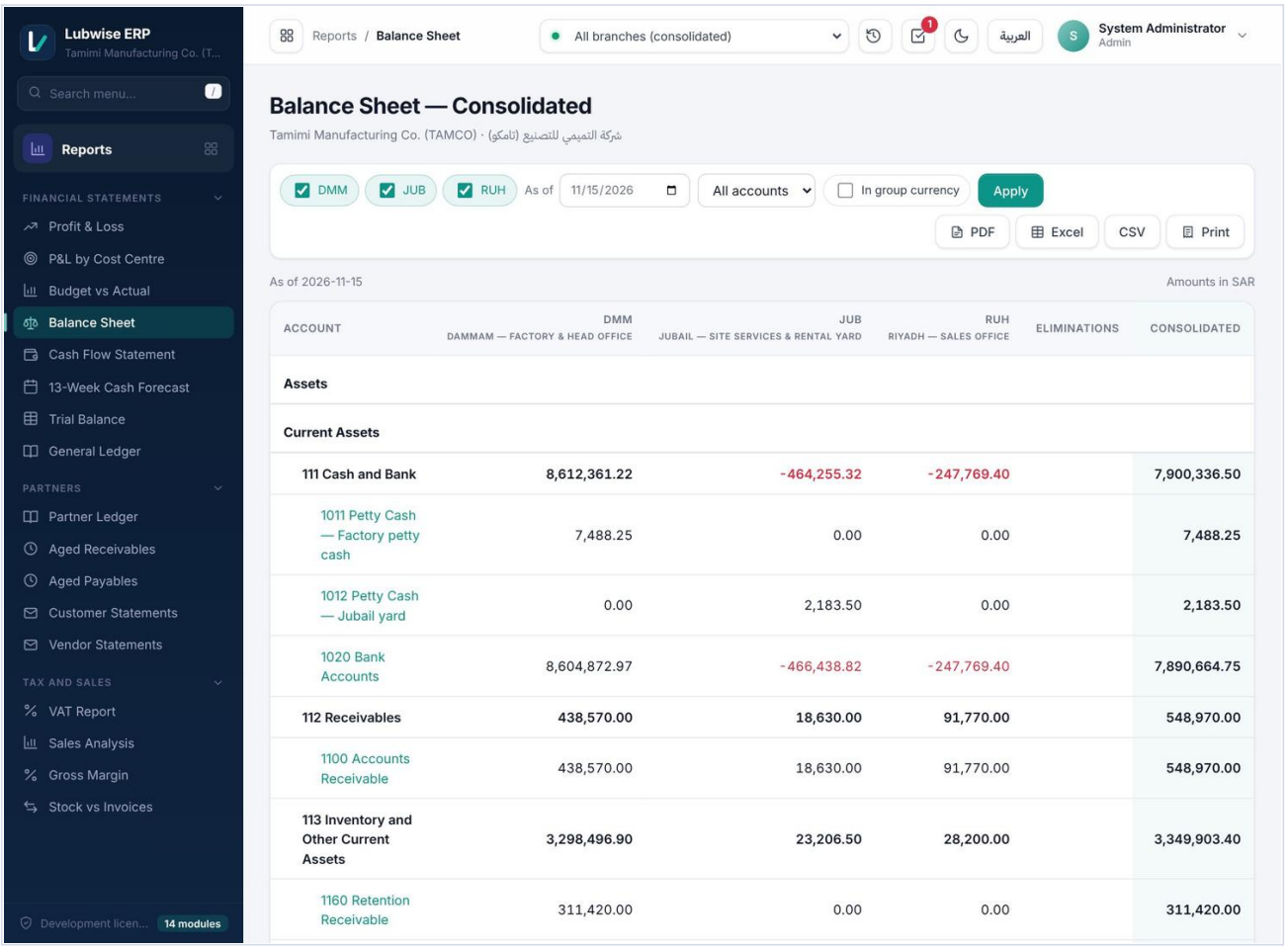


Figure 87 · Balance Sheet grouped by the chart of accounts

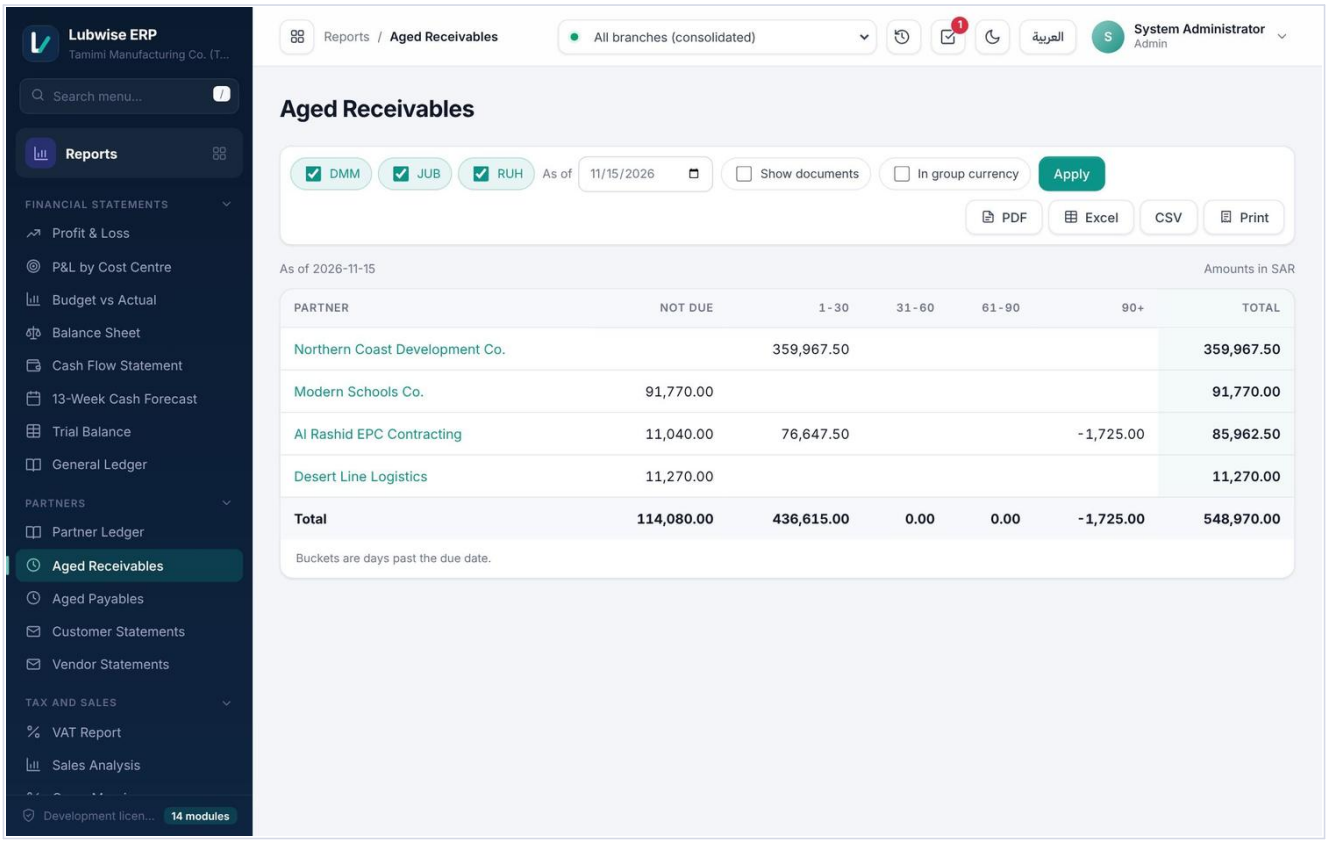


Figure 88 · Aged Receivables

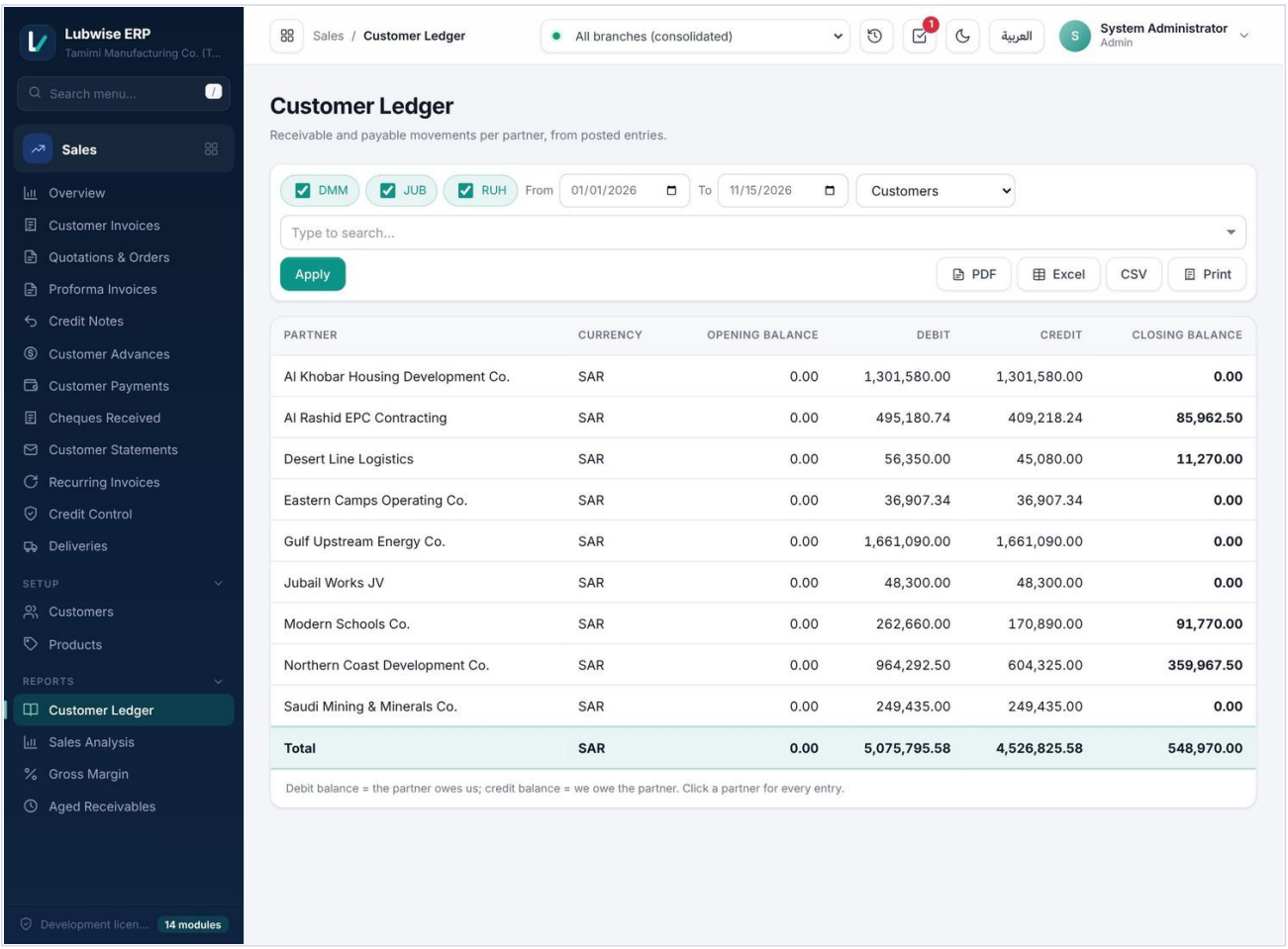


Figure 89 · Partner Ledger: customers with their balances

CHAPTER 23

Security and backups

Users, passwords, protection built in, and keeping your data safe.

Users and passwords

- Roles: **Admin** (everything, including settings), **Accountant** (enters and posts documents), **Viewer** (reads only). Users can be limited to some branches.
- Passwords need at least 8 characters with letters and numbers. Five wrong passwords lock the user for 15 minutes.
- While someone signs in with a published demo password, a red banner asks them to change it.
- Users are signed out after 8 idle hours. Every change is in the **Audit Log** (Settings).

Backups

Where: Settings → Backups

Back up now makes one file with the whole database and every uploaded document; backups can be downloaded from the list. On the server, run **python manage.py daily** every night: it makes the backup, creates the recurring documents that are due, sends approval reminders and emails suppliers about documents about to expire. Keep a copy of the backups away from the server.

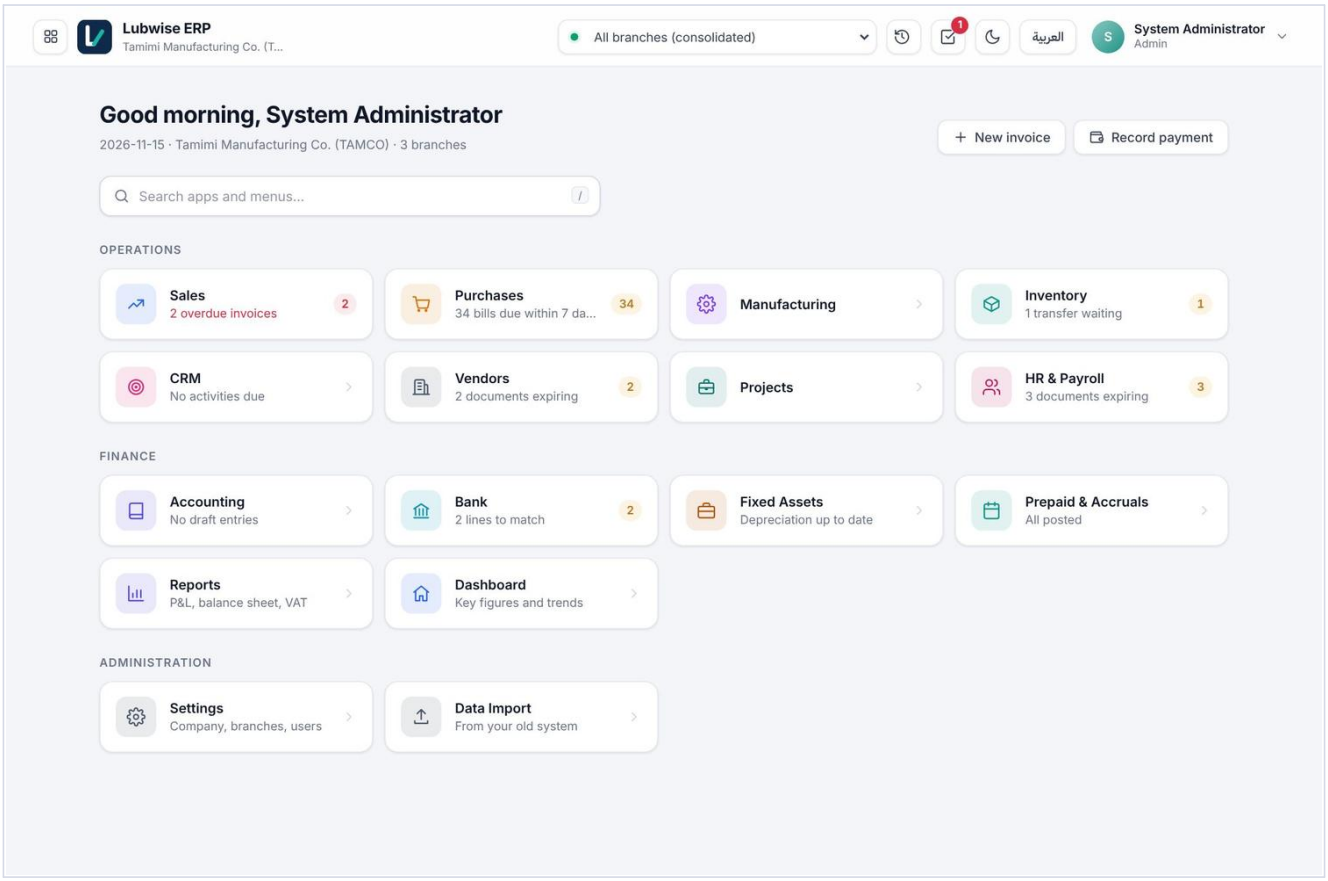


Figure 90 · Backups

CHAPTER 24

Moving from your old system

Importing master data, opening balances and history.

Where: Data Import

Data Import brings in the chart of accounts, customers and vendors, products, opening balances, open invoices and bills, opening stock, fixed assets, and history (journal entries, invoices, payments) from Excel or CSV files. Employees are entered in HR & Payroll. Download the template for each, fill it in (or upload your own export and map its columns), check the preview — errors are shown line by line — and import.

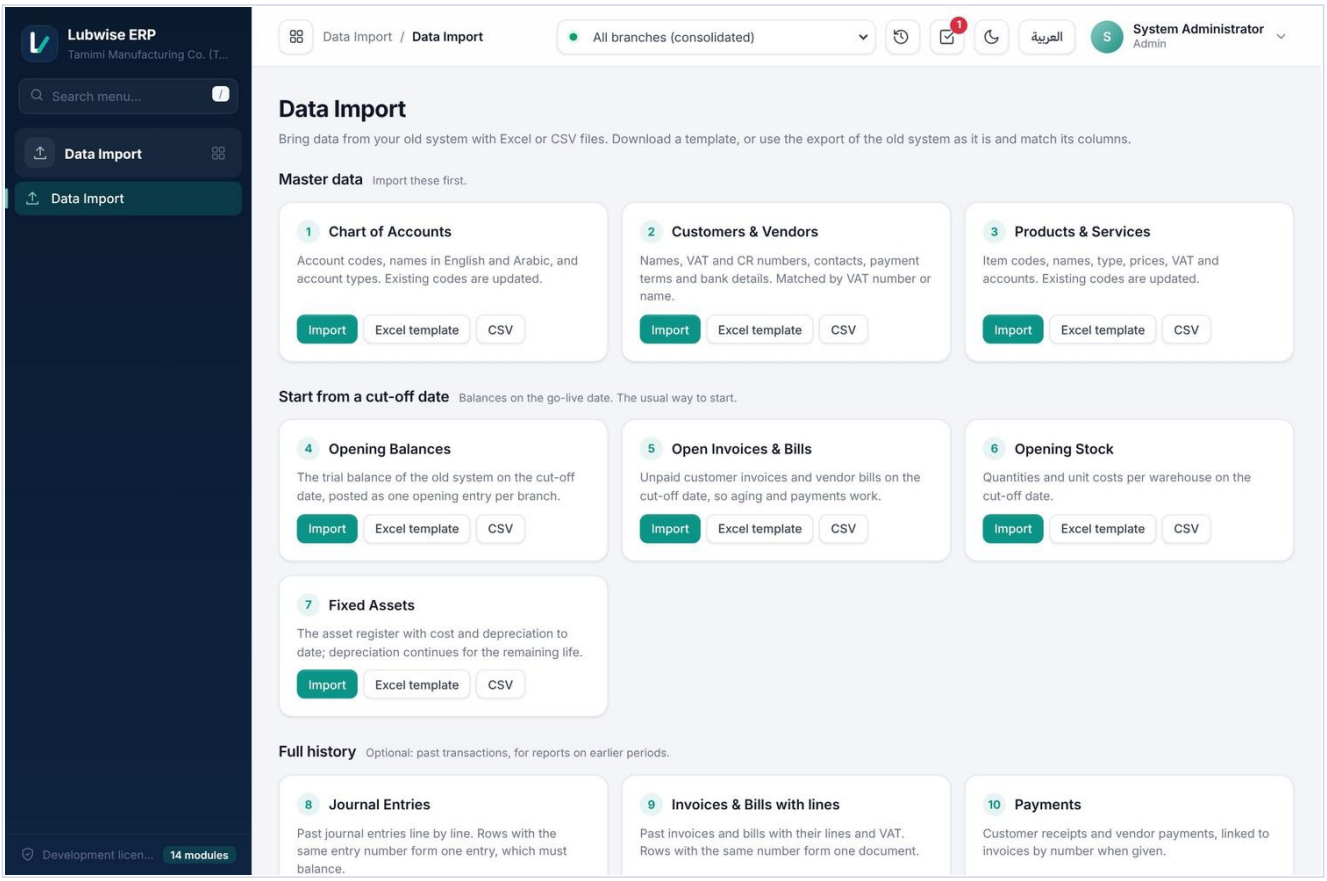


Figure 91 · Data import

Order	Import	Notes
1	Chart of accounts	Or keep the standard chart and add your accounts
2	Customers, vendors, products	
3	Opening trial balance	At the day before go-live; receivables and payables as totals or per partner
4	Open invoices and bills	So ageing, statements and payments continue
5	Fixed assets	With cost and accumulated depreciation to date
6	Opening stock	Quantities and cost per warehouse

TIP

Import into a test copy first, compare the trial balance with the old system, then import into the live company.

APPENDIX A

Accounting entries reference

The entry Lubwise posts for each document, in one place. Amounts are in the branch currency.

Document or event	Debit	Credit
Customer invoice	Accounts Receivable	Revenue + Output VAT
Advance payment invoice	Accounts Receivable	Advances from Customers + Output VAT
Final invoice — advance deducted	Accounts Receivable + Advances from Customers	Revenue + Output VAT (net)
Debit note	Accounts Receivable	Revenue + Output VAT
Progress invoice with retention	Accounts Receivable + Retention Receivable	Revenue + Output VAT
Retention release	Accounts Receivable	Retention Receivable
Customer credit note	Revenue + Output VAT	Accounts Receivable
Customer receipt	Bank / Cash	Accounts Receivable
Cheque received	Cheques Under Collection	Accounts Receivable
Cheque received — cleared	Bank	Cheques Under Collection
Cheque received — bounced	Accounts Receivable	Cheques Under Collection
Vendor bill (expense)	Expense + Input VAT	Accounts Payable
Goods receipt	Inventory	Goods Received Not Invoiced
Vendor bill for goods received	GRNI + Input VAT	Accounts Payable
Vendor payment	Accounts Payable	Bank / Cash
Cheque issued	Accounts Payable	Post-dated Cheques Issued
Cheque issued — cleared	Post-dated Cheques Issued	Bank
Delivery to a customer	Cost of Goods Sold	Inventory
Customer return of goods	Inventory	Cost of Goods Sold
Stock adjustment (gain)	Inventory	Inventory Adjustments
Transfer between branches — sent	Goods in Transit	Inventory
Transfer — received (sender)	Inter-branch Current Account	Goods in Transit
Transfer — received (receiver)	Inventory	Inter-branch Current Account
Petty cash top-up	Petty Cash	Bank
Petty cash voucher	Expense + Input VAT	Petty Cash
Depreciation	Depreciation Expense	Accumulated Depreciation
Prepaid released	Expense	Prepaid Expenses
Deferred revenue released	Deferred Revenue	Revenue

Document or event	Debit	Credit
Accrual	Expense	Accrued Expenses
Payroll	Salaries & Wages + GOSI Contributions	GOSI Payable + Loans + Salaries Payable
End-of-service provision	End of Service Benefits	End of Service Provision
Vacation provision	Vacation Pay	Vacation Pay Provision
Salary payment	Salaries Payable	Bank
Employee loan paid out	Employee Loans & Advances	Bank
Foreign-currency payment, rate up (customer)	Bank	Receivable + Realized Exchange Gain
Month-end revaluation (receivable up)	Accounts Receivable	Unrealized Exchange Gain
Year-end closing (profit)	Income accounts	Expense accounts + Retained Earnings
Production — components used	Work in Progress	Inventory (raw materials)
Production — labour and machine time	Work in Progress	Production Labour & Overhead Applied
Production — good pieces received	Inventory (finished goods)	Work in Progress
Dispatch of units to a client	Cost of Goods Sold (project cost centre)	Inventory (finished goods)
Unit moved to the rental fleet	Rental Fleet (fixed asset)	Inventory (finished goods)
Rent invoice	Accounts Receivable	Rental Income + Output VAT

APPENDIX B

Keyboard shortcuts

Keys	What they do
/	Search apps and menus (home screen) or the sidebar menu (inside an app)
Ctrl + K (Cmd + K on a Mac)	Search apps and menus from the home screen
Type in a drop-down	Filter accounts, customers, products by name or code
↑ ↓, Enter, Tab	Move in a drop-down list and choose
Esc	Close a drop-down list or clear the search
Tab on the last box of the last line	Add a new line (invoices, bills, journal entries, petty cash)

APPENDIX C

Frequently asked questions

I cannot see a menu described in this guide.

The module is not in your licence, or your user role or branches do not include it. Ask your administrator.

I posted a document with a mistake.

For an invoice or bill without payments: Reset to Draft, correct it and post again. Otherwise issue a credit note or a reversing entry. Nothing can be changed on or before the lock date.

Why can I not post to an account?

It is a group account (it only holds other accounts). Choose one of the accounts under it.

The invoice says the customer is over the credit limit.

Collect overdue invoices, raise the limit (customer record) or ask an administrator to release the hold.

A post-dated cheque will not clear.

A cheque cannot clear before the date written on it. Clear it on or after that date.

Where does the payroll GOSI go?

The company share is an expense (GOSI Contributions); both shares sit in GOSI Payable until you pay GOSI.

How do I print in Arabic?

Switch the language with the العربية button at the top, then print or download the PDF. Titles, labels and layout follow the language; the company details always show in both languages.

A production order will not start.

A component is not in the warehouse. The message names the component and the missing quantity. Receive it, or transfer it from another warehouse, and start again.

The units of my sales order are not in a delivery.

Serial-numbered units leave on a dispatch note (Manufacturing → Units & site → Dispatch Notes). Choose the sales order on the dispatch note; the order then shows the units as delivered.

I cannot choose a unit on a dispatch note.

Only units with the status In factory, in the warehouse you selected, can be dispatched. Check the warehouse and the unit's status.

How do I correct a finished production order?

Record the difference with a stock adjustment, or a non-conformance report with the cost of the defect. A finished order cannot be edited, so that the cost of the units stays exact.

Where does the unit's warranty come from?

From the product's warranty months. It starts on the day the unit is handed over.

NOTE

Need help? Contact your Lubwise administrator or your Lubwise partner. Screens in this guide are from the demo company and may differ slightly from your version.