Hariman Nexus

Business Operations Platform

Professional User Guide

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Document Purpose
This guide explains how business users operate Hariman Nexus. It is intended for PDF export, client delivery, internal training, and implementation support.

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3. Introduction

Hariman Nexus is a business operations platform designed to connect sales, CRM, accounts, inventory, and management workflows in one controlled workspace.

- Centralizes business records such as clients, vendors, projects, products, services, terms, invoices, payments, purchases, GRNs, and inventory.
- Improves visibility for business owners and directors through dashboard KPIs, reports, and alerts.
- Supports accountability through user roles, permissions, protected registration, notifications, and audit logs.
- Helps teams move from lead to quotation, invoice, payment, stock receipt, and reporting without scattered spreadsheets.

Module	What users do
Sales	Manage leads, opportunities, quotations, and customer conversion.
CRM	Track follow-ups, activities, and customer journey history.
Operations	Maintain clients, projects, services, products, terms, units, and warehouses.
Accounts	Control invoices, payments, expenses, reports, and cash flow.
Inventory	Receive goods through GRN, maintain stock ledger, and review stock reports.
Management	Review KPIs, reports, alerts, and audit activity.

Key Benefit
Hariman Nexus helps teams use one shared source of truth for commercial, financial, and operational activity.

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4. Login and Access

Users enter Hariman Nexus through a secure login screen. Access to registration, modules, menus, and actions depends on the assigned role.

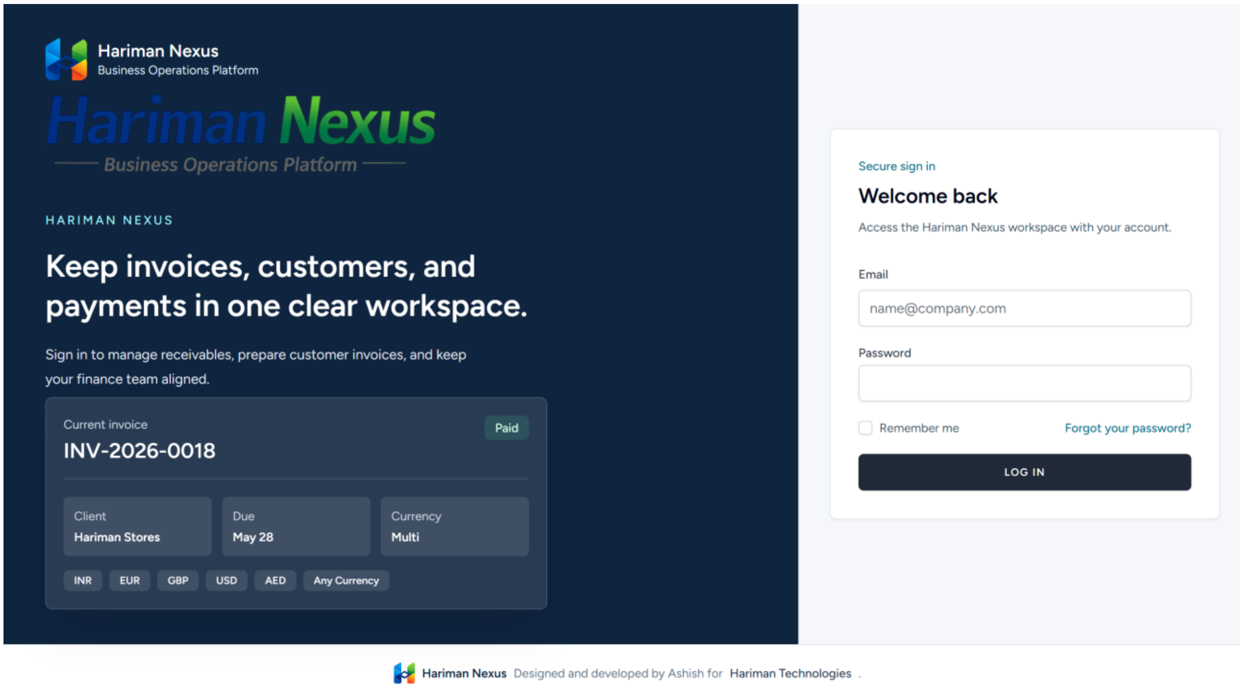

Figure 1: Hariman Nexus Login Page

How to sign in

1. Open the Hariman Nexus web address in the browser.
2. Enter the registered email address and password.
3. Select Login to open the workspace.
4. Use the profile menu for account options and logout.

User access management

- Registration is protected so only authorized users can create team members.
- Super Admin can manage users fully.
- Admin can register and activate or deactivate users according to access rules.
- Other roles see only the modules and actions permitted for their responsibilities.

5. Dashboard

The dashboard is the decision-making screen. It summarizes financial, operations, CRM, inventory, and alert information.

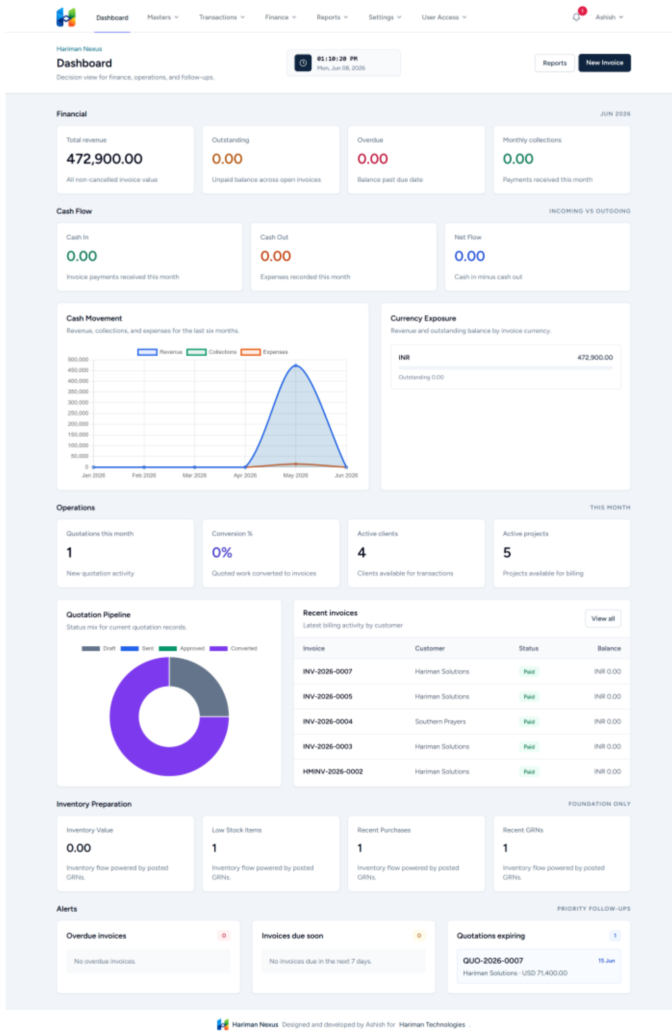

Figure 2: Dashboard Analytics

KPI Area	Examples
Financial	Total revenue, outstanding invoices, overdue invoices, monthly collections.
Operations	Quotations this month, conversion percentage, active clients, active projects.
Inventory	Inventory value, low stock items, recent GRNs, recent purchases.
Alerts	Invoice due reminders, overdue alerts, CRM follow-up reminders, notification bell.

Dashboard Tip

Review the notification bell and overdue indicators at the start of each workday.

6. Masters / Operations Setup

Masters are the foundation records used across the application. Keep these records accurate before creating transactions.

Module	What users do
Clients	Add customer profiles, local or abroad type, contact details, search, edit, and active/inactive status.
Vendors	Maintain supplier records, contact person, phone, email, tax details, address, payment terms, and status.
Projects	Create project records with start date, expected delivery, assigned person, and status.
Products	Maintain product code, price, cost, reorder level, inventory flag, and stock-related details.
Services	Maintain billable services with short name, long name, default rate, and status.
Terms	Maintain quotation and invoice terms; click a term name to preview full content.
Units	Maintain units such as NOS, KG, BOX, LTR, MTR, PKT, and CTN.
Warehouses	Maintain warehouse locations for GRN and stock reporting.

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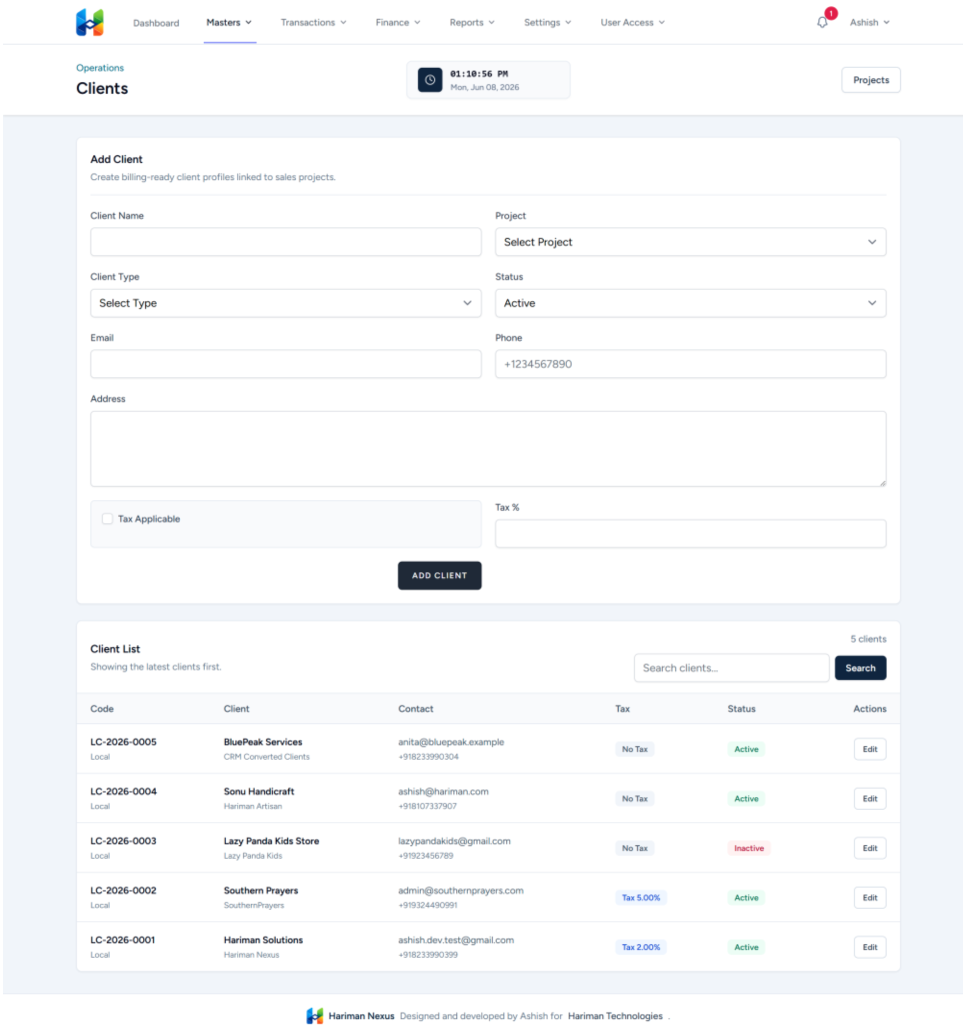

Figure 3: Masters / Operations Setup Listing

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6.1 Client and Vendor Master Usage

Client and vendor records should be created before quotations, invoices, purchases, expenses, or reports are used.

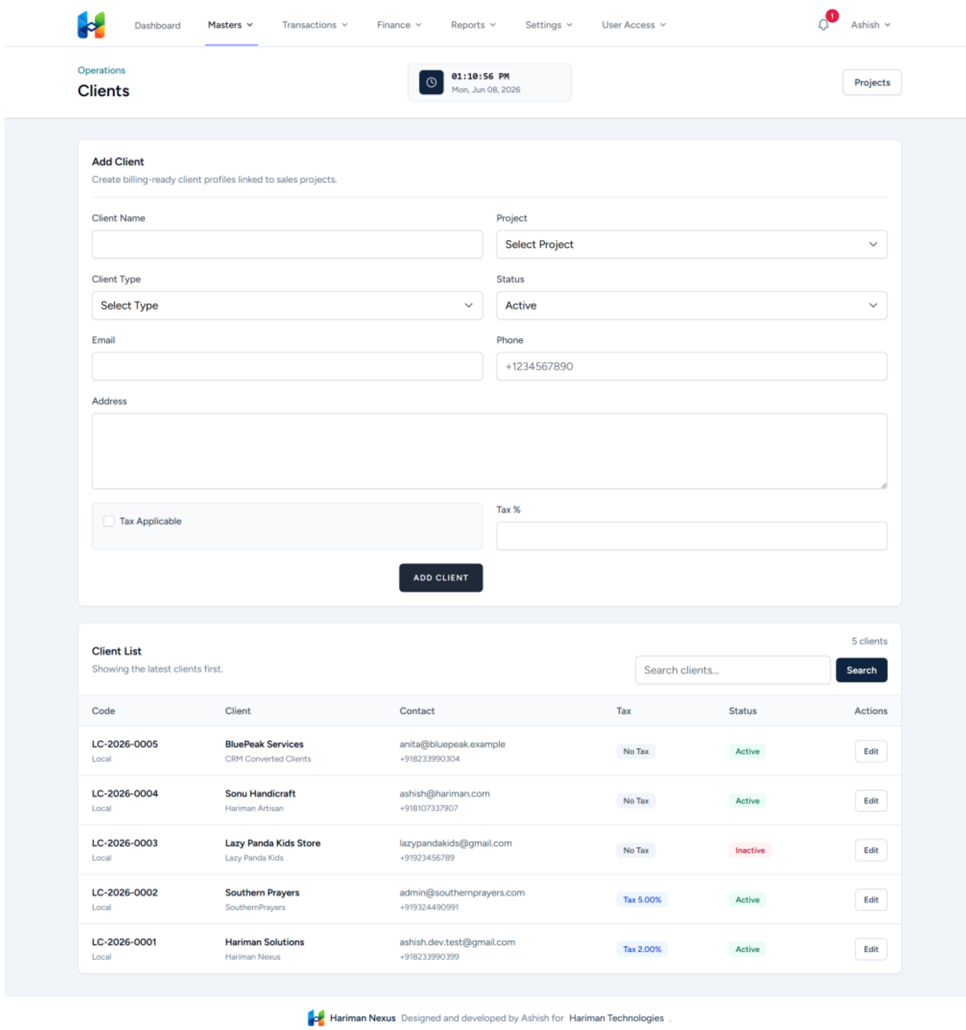

Figure: Clients and Vendors

Recommended steps

5. Open Masters and select Clients or Vendors.
6. Search first to avoid creating duplicate records.
7. Add the record with complete contact, country, email, phone, and tax details.
8. Use Edit to correct details or change active/inactive status.
9. Archive only when the record is no longer required and has no active business use.

User checks

- Client type is selected correctly as local or abroad.
- Vendor contact person and payment terms are accurate.
- Inactive records are not used for new transactions.

6.2 Project, Product, and Service Setup

Projects, products, and services are used to build quotations, invoices, purchases, GRNs, and inventory reports.

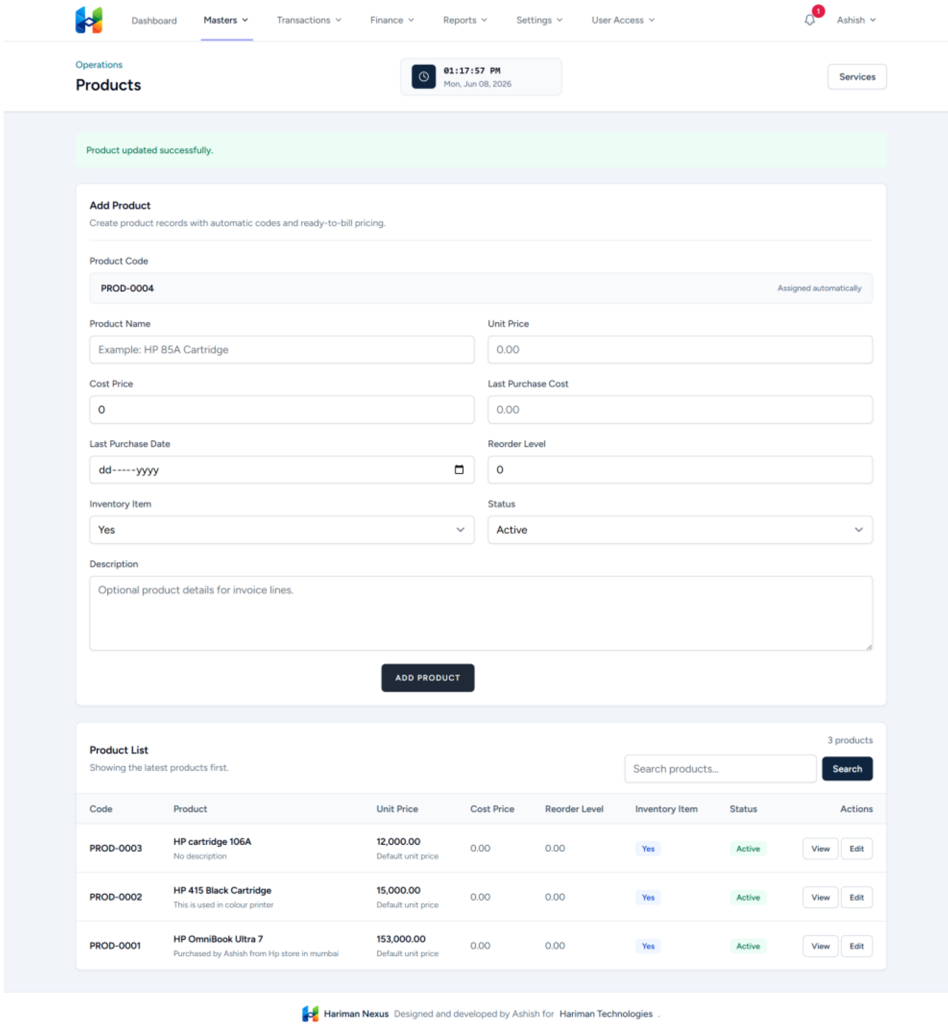

Figure: Products and Services

Recommended steps

10. Create projects with clear names and start dates.
11. Create products with product code, selling price, cost price, reorder level, and inventory item status.
12. Create services with a short internal name, long client-facing name, and default rate.
13. Review status before using records in transactions.

User checks

- Inventory products are marked as inventory items.
- Service names are understandable to customers.
- Project status is active before billing against it.

6.3 Terms, Units, and Warehouses

Terms, units, and warehouses standardize how documents and stock records are prepared.

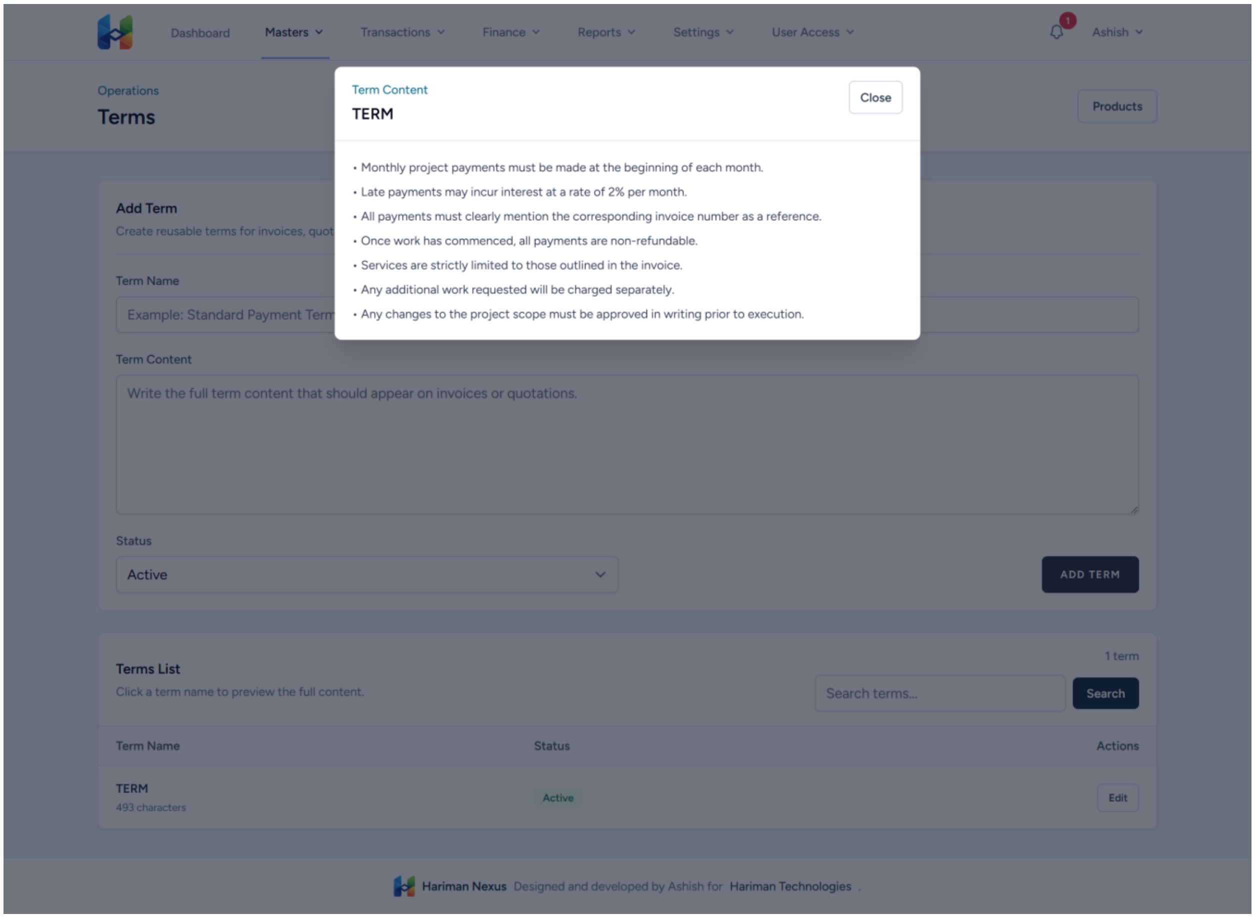

Figure: Terms Units Warehouses

Recommended steps

14. Create terms for common quotation and invoice conditions.
15. Create units such as NOS, KG, BOX, LTR, MTR, PKT, and CTN.
16. Create warehouses for every physical stock location.
17. Use inactive status when a warehouse or unit should no longer be used.

User checks

- Terms are reviewed before sending quotations.
- Units are short and consistent.
- Warehouses match real receiving/storage locations.

7. CRM Module

The CRM module helps sales and operations teams manage the customer journey from first enquiry to conversion.

CRM Journey

Lead ->	**Follow-Up** ->	**Opportunity** ->	**Quotation** ->	**Client**

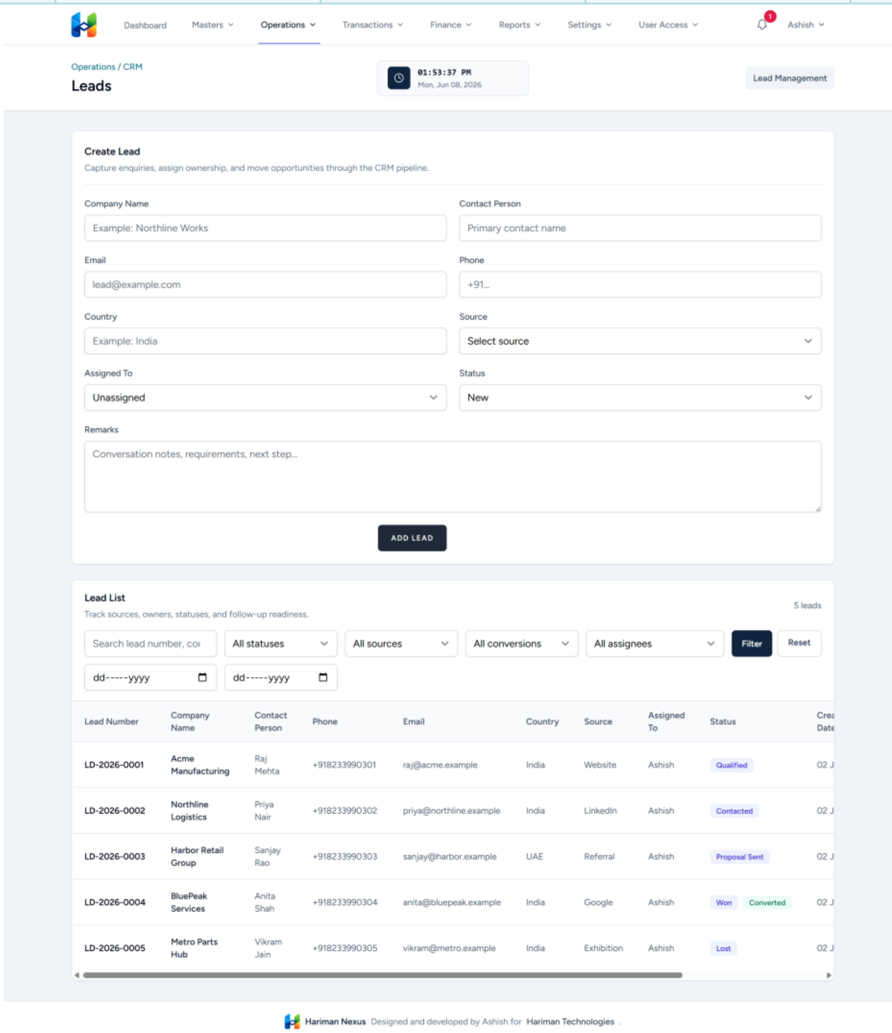

Figure 8: CRM Lead Timeline

Core CRM records

Module	What users do
Leads	Capture company name, contact person, email, phone, source, assigned user, status, and remarks.
Follow-Ups	Schedule calls, WhatsApp, email, meetings, video calls, visits, and next action

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	dates.
Opportunities	Track expected revenue, closing date, probability, stage, and assigned user.
Activities	View timeline entries such as lead created, follow-up completed, opportunity updated, quotation sent, and conversion.
Lead Conversion	Convert won leads into operational clients while preserving CRM history.

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7.1 Lead Management

Lead Management is used to record new enquiries and assign responsibility for the first business response.

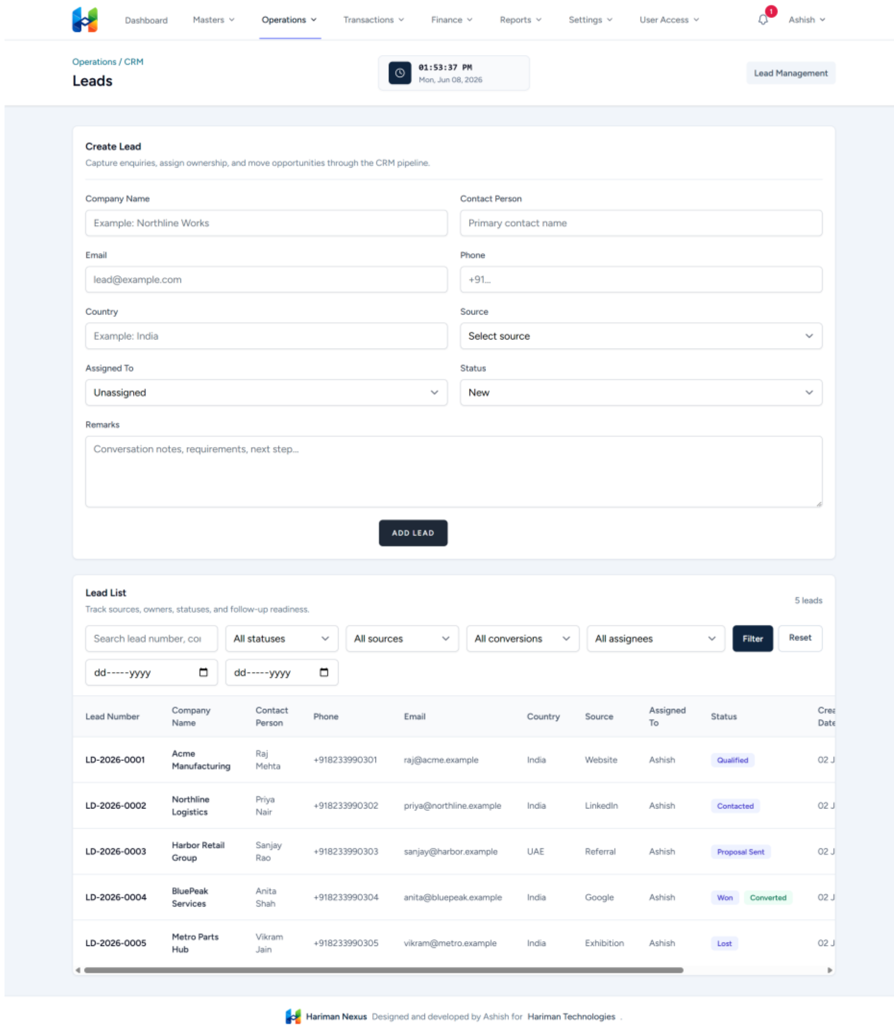

Figure: Lead Management

Recommended steps

18. Open Operations > CRM > Leads.
19. Create a lead with company name, contact person, source, status, and assigned user.
20. Use search and filters to review active leads.
21. Update lead status as the conversation progresses.
22. Convert a Won lead to Client when it becomes a customer.

User checks

- Every lead has a responsible user.
- Lead source is selected consistently.
- Converted leads show conversion information and client link.

7.2 Follow-Ups and Activities

Follow-ups keep the sales team accountable for calls, WhatsApp messages, meetings, visits, and next actions.

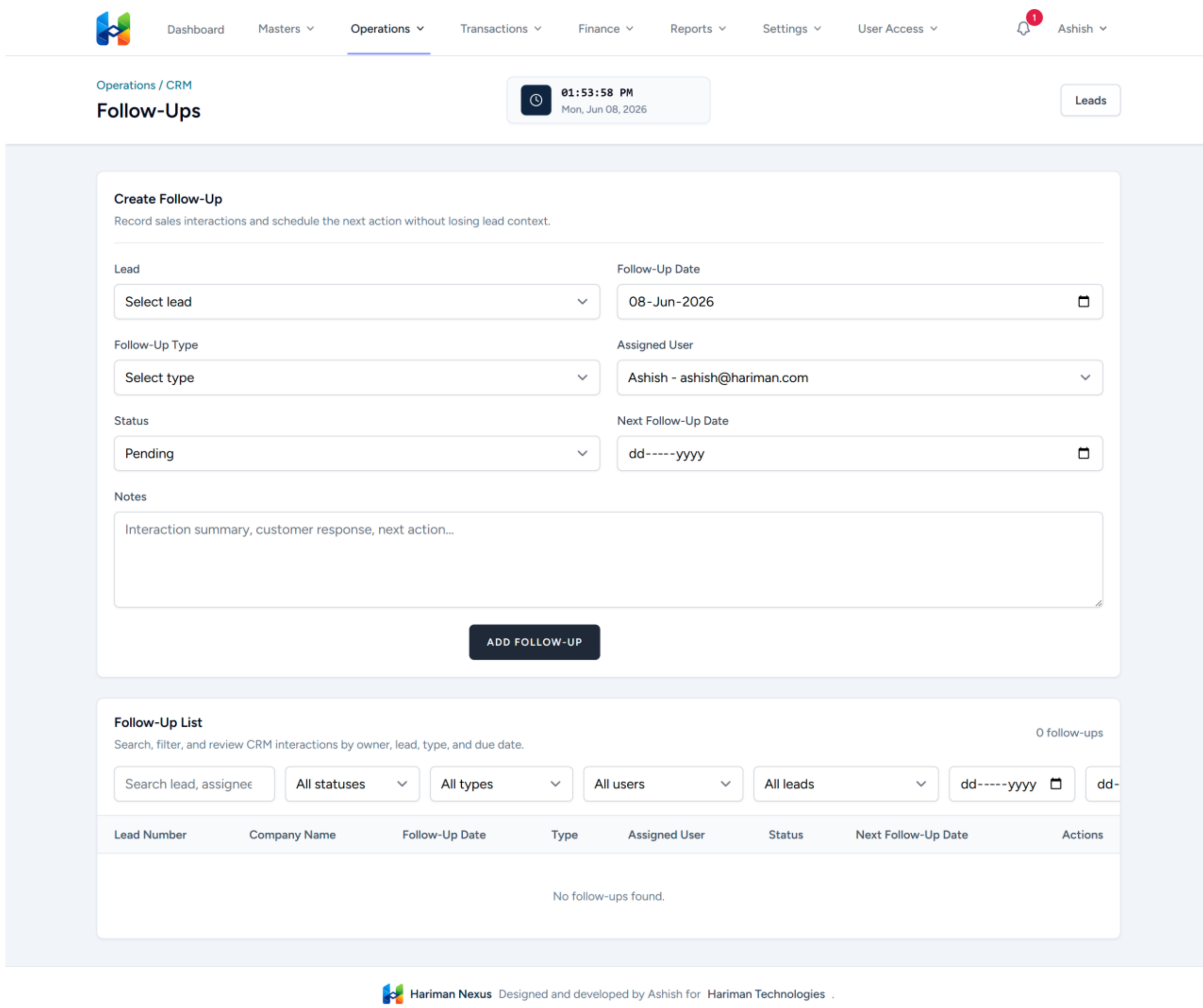

Figure: CRM Follow-Ups

Recommended steps

23. Create a follow-up from the Follow-Ups module or directly from a lead profile.
24. Set follow-up date, type, assigned user, status, and notes.
25. Complete the follow-up after the action is performed.
26. Schedule the next follow-up when more action is required.
27. Review the activity timeline from the lead view.

User checks

- Pending follow-ups are not left overdue.
- Completed follow-ups include meaningful notes.
- Timeline entries show the latest activity first.

7.3 Opportunity Tracking

Opportunities represent potential business value and help management review the sales pipeline.

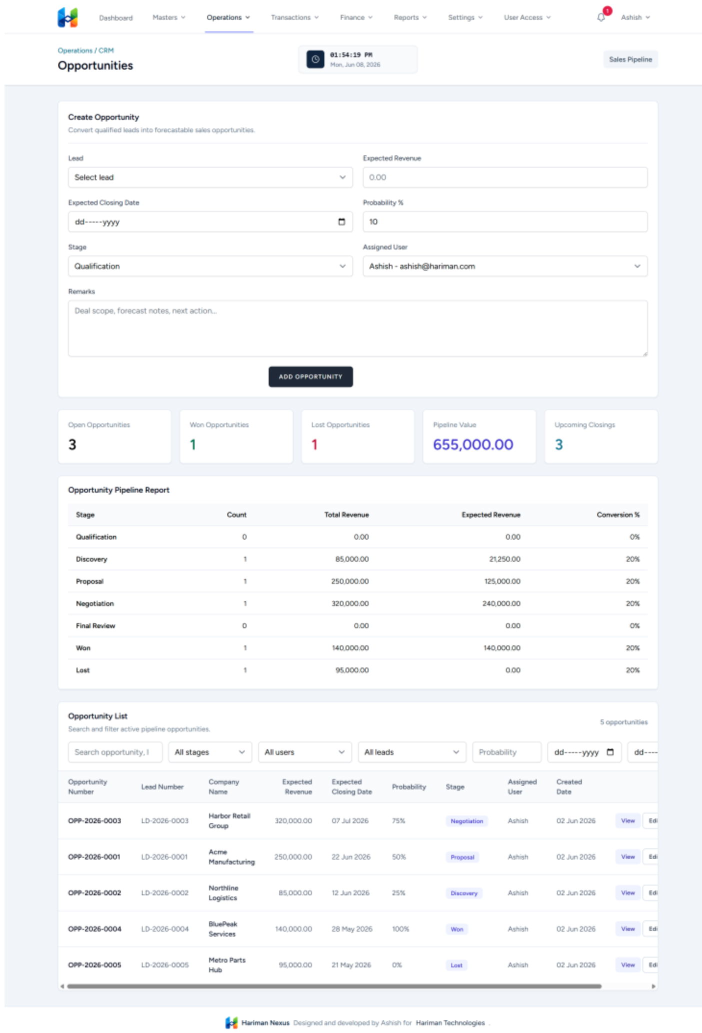

Figure: Opportunity Pipeline

Recommended steps

28. Create an opportunity for a qualified lead.
29. Enter expected revenue, closing date, probability, stage, assigned user, and remarks.
30. Move the stage as the deal progresses.
31. Review opportunity dashboard cards and pipeline reports.
32. Mark opportunity Won or Lost when the outcome is known.

User checks

- Revenue values are realistic.
- Probability is between 0 and 100 percent.
- Upcoming closings are reviewed regularly.

8. Quotations

Quotations are used to prepare commercial offers before invoicing. Approved quotations can be converted into invoices.

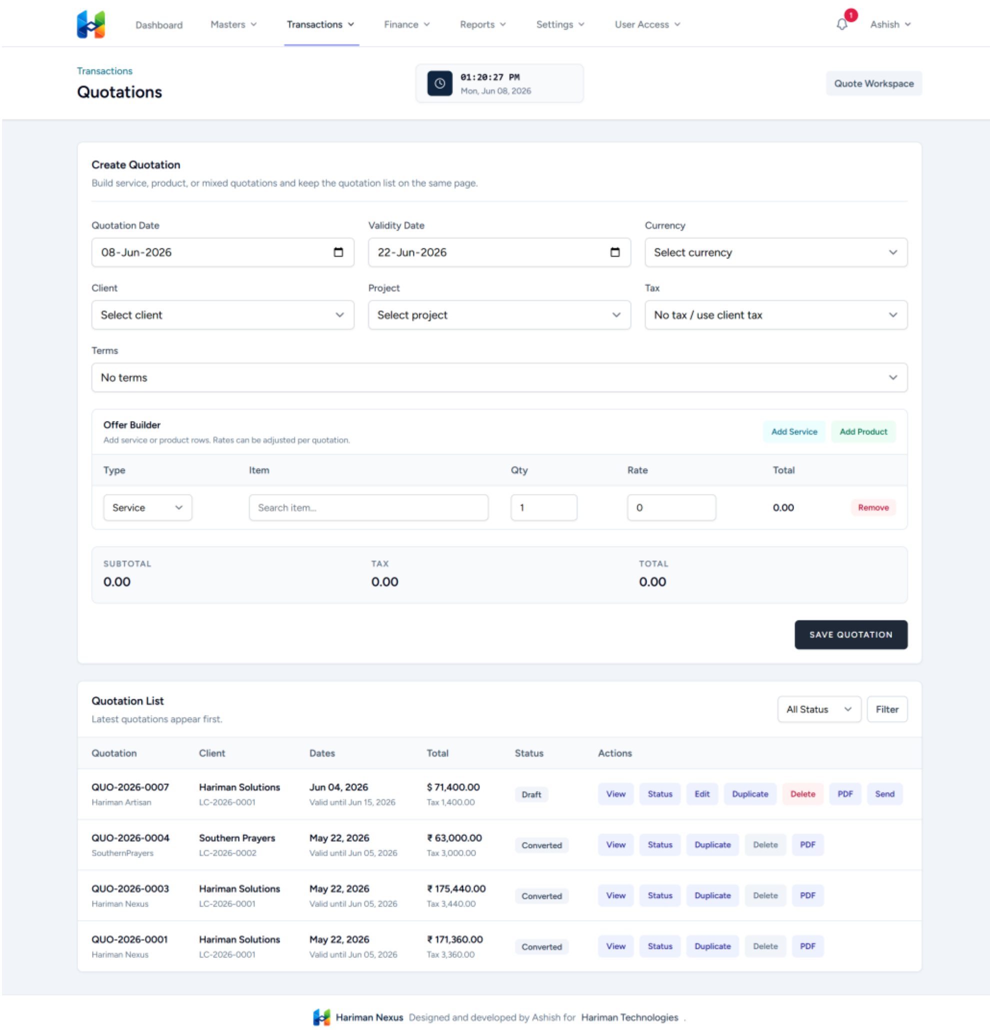

Figure 4: Create Quotation Screen

33. Open Transactions > Quotations.
34. Select client, project, currency, tax, and terms.
35. Add products, services, quantities, and rates.
36. Save the quotation.
37. Use View, Status, Edit, Duplicate, PDF, Send, or Convert according to the quotation stage.

Approval Rule
Once a quotation is approved, editing is restricted so the accepted commercial terms remain controlled.

8.1 Creating a Quotation

A quotation should clearly state what is being offered, to whom, at what rate, and under which terms.

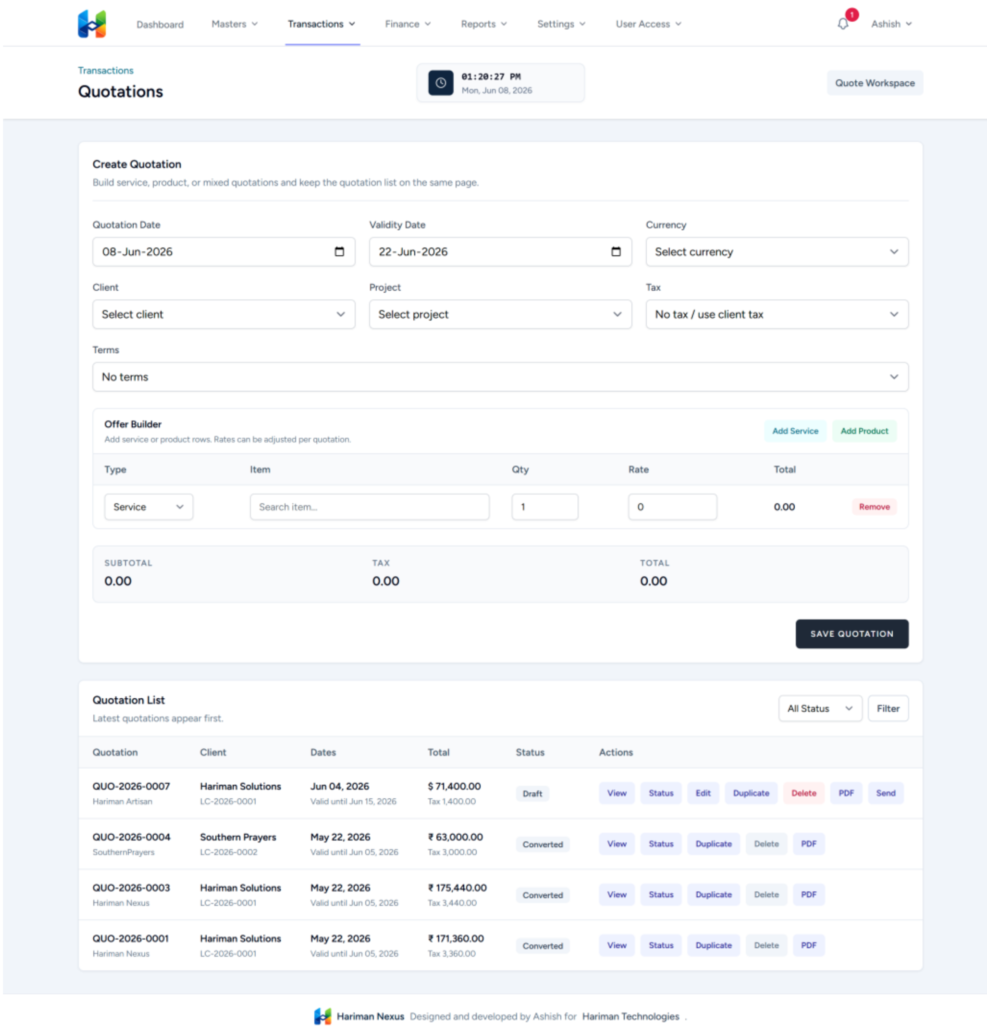

Figure: Create Quotation

Recommended steps

38. Open Transactions > Quotations.
39. Select client, project, currency, tax, and terms.
40. Add product and service rows using the item builder.
41. Check quantity, rate, subtotal, tax, and total.
42. Save the quotation and review it before sending.

User checks

- Client details are correct.
- Each line item has the right type and rate.
- Terms are appropriate for the offer.

8.2 Quotation Status and Approval

The status page controls commercial acceptance and locks approved quotations.

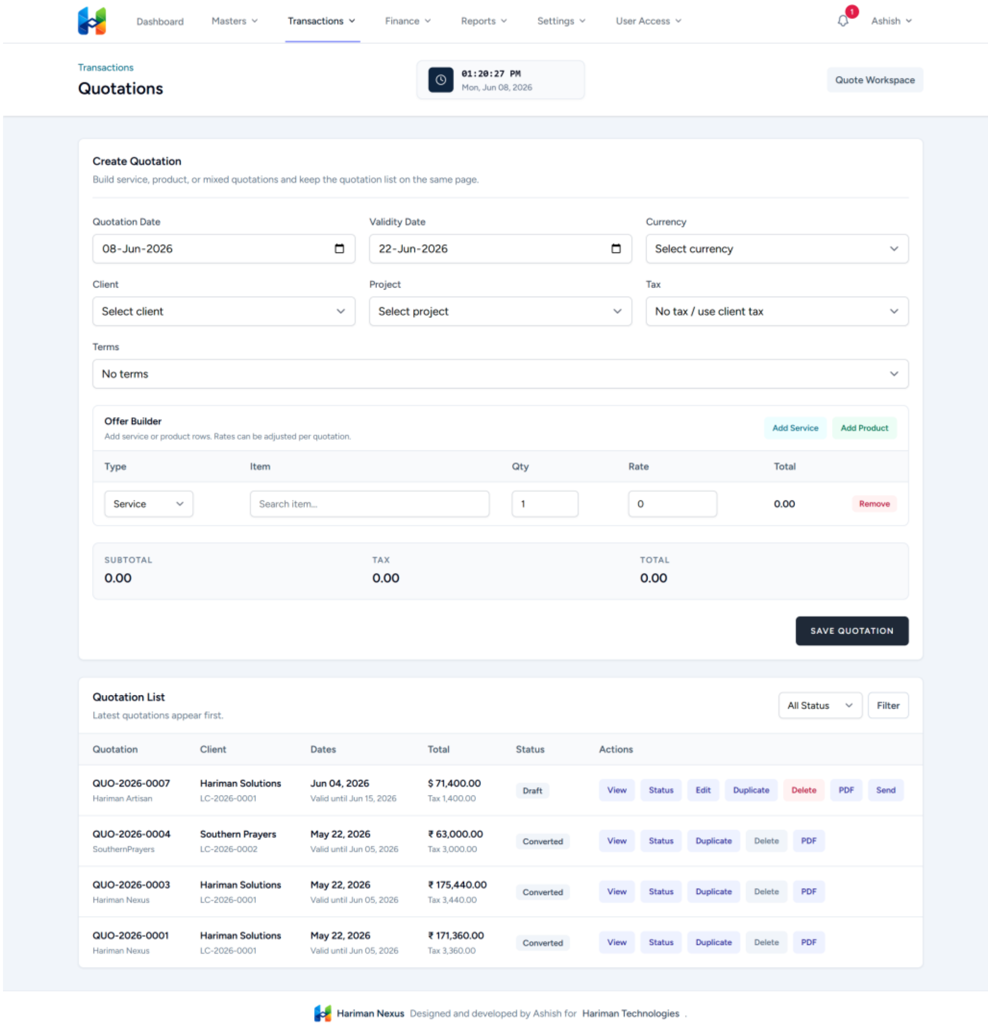

Figure: Quotation Status

Recommended steps

43. Open Status from the quotation list.
44. Review quoted items and rates.
45. Adjust rates before approval if required.
46. Select Approve when the client accepts the quotation.
47. Select Reject when the quotation will not proceed.

User checks

- Approved quotations are no longer edited.
- Rejected quotations remain available for historical review.
- Approved quotations can be loaded into invoice creation.

9. Invoices

Invoices are used to bill customers and track payment status. Invoices can be created directly or loaded from an approved quotation.

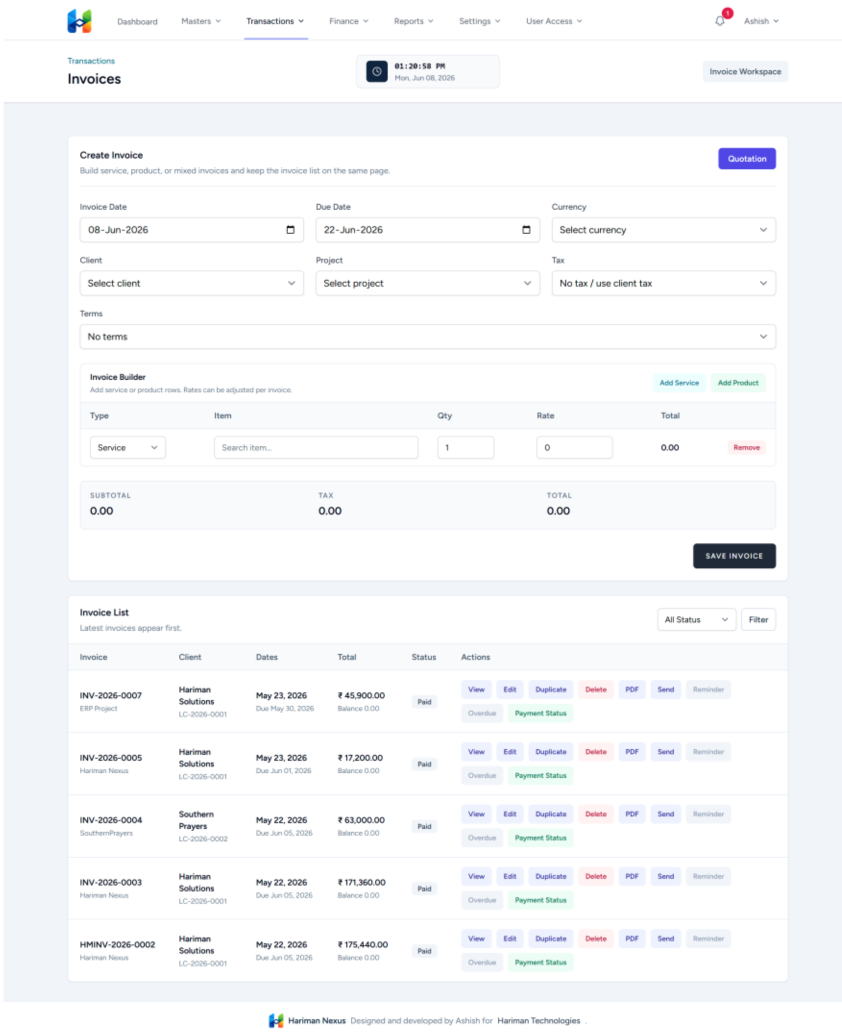

Figure 5: Invoice Workspace

- Create invoices with products, services, tax, currency, terms, and client details.
- Load approved quotations to avoid re-entering accepted details.
- Use View, Edit, Duplicate, Delete, PDF, Send, and Payment Status actions.
- Use Reminder and Overdue emails based on due date rules.

9.1 Creating an Invoice

Invoices should be created after a confirmed service, sale, delivery, or approved quotation.

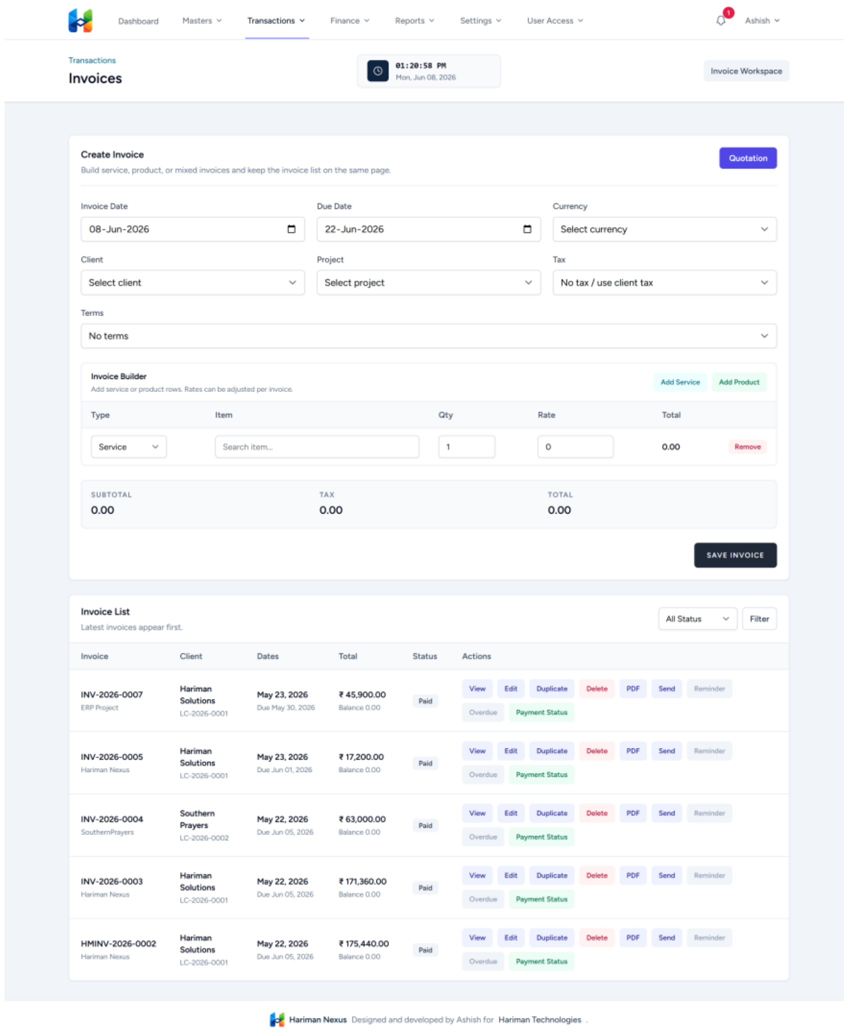

Figure: Create Invoice

Recommended steps

48. Open Transactions > Invoices.
49. Create directly or use the Quotation button to load an approved quotation.
50. Review client, project, tax, currency, terms, and due date.
51. Check every item row before saving.
52. Save the invoice and review the printable view.

User checks

- Due date is correct.
- Currency and tax match the customer agreement.
- Invoice items match the actual billing requirement.

9.2 Invoice Follow-Up

Invoice follow-up helps accounts collect payments on time.

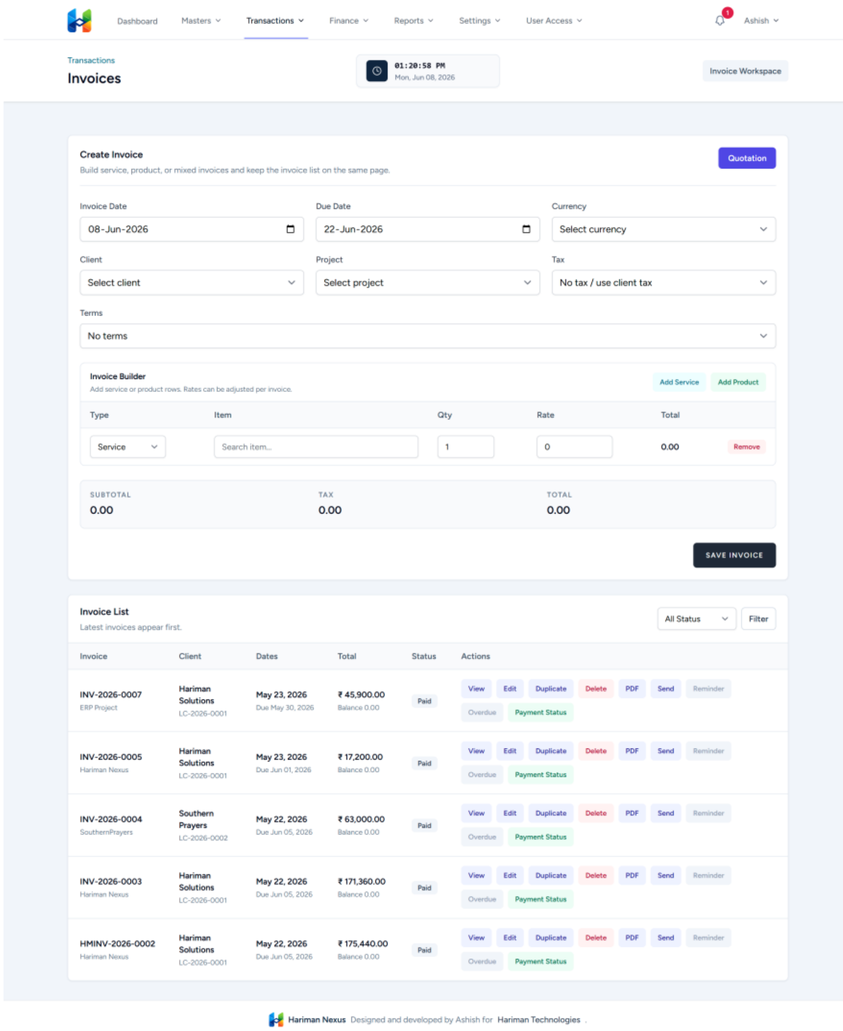

Figure: Invoice Follow-Up

Recommended steps

53. Use Send to email the invoice.
54. Use Reminder when the invoice is within the allowed reminder period.
55. Use Overdue when the invoice is past its due date.
56. Open Payment Status to record collections.
57. Review dashboard alerts for due and overdue invoices.

User checks

- Reminder and overdue emails use approved templates.
- Payment status is updated after receipt entry.
- Receipts are uploaded when available.

10. Payments

Payment Status is used to record collections, receipts, and balances against invoices.

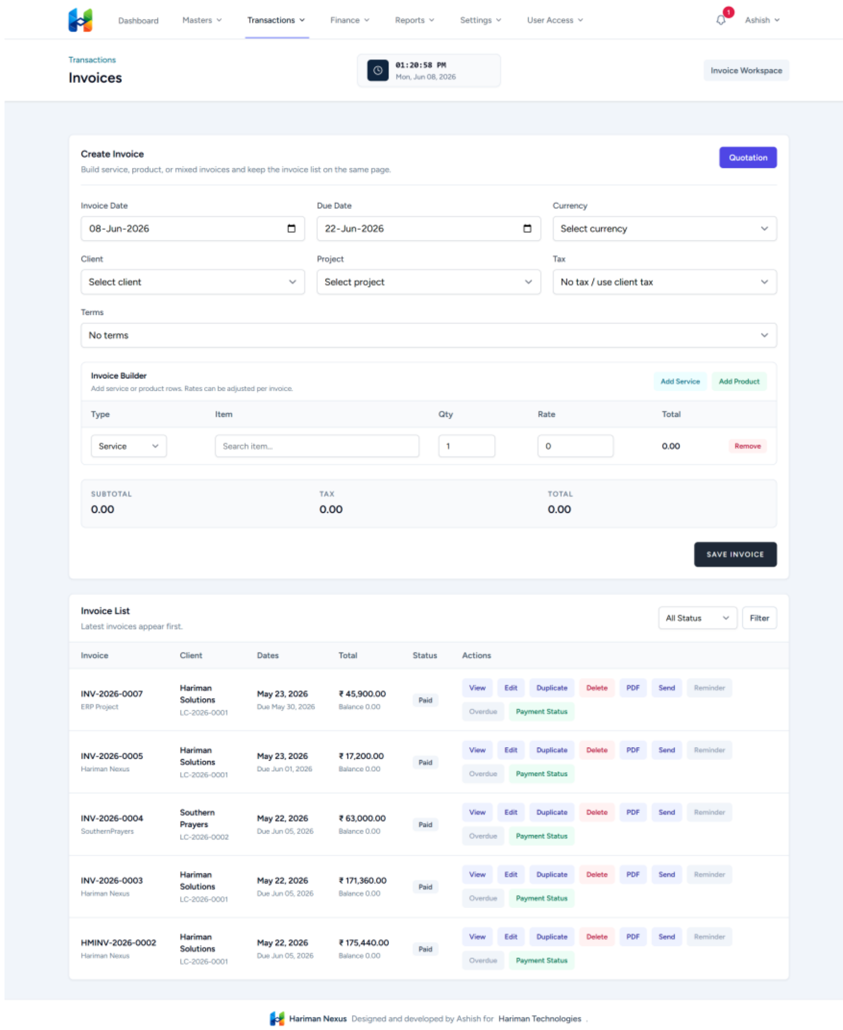

Figure 6: Invoice Payment Status

Module	What users do
Add Payments	Record received amount, payment date, method, reference, and optional receipt.
Partial Payments	Multiple entries can be recorded until the invoice is fully paid.
Receipts	Upload receipts or proof of payment for future reference.
Status Updates	Invoice status updates to paid, partially paid, or overdue based on balance and due date.
Delete Payment Entry	Removing a payment recalculates balance and status automatically.

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10.1 Payment Entry Procedure

Payment entries should be recorded as soon as the business receives customer payment.

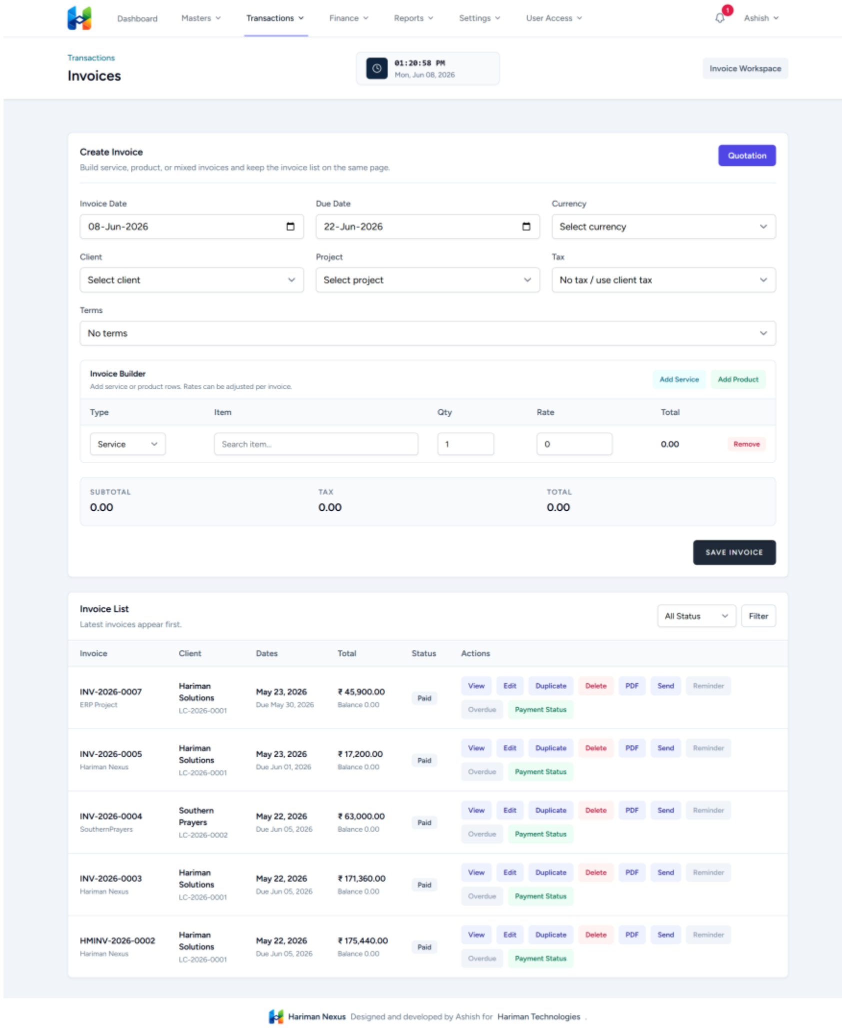

Figure: Payment Entry

Recommended steps

58. Open the invoice Payment Status page.
59. Enter payment date, amount, method, and reference.
60. Upload receipt proof if available.
61. Save the payment entry.
62. Confirm the remaining balance and invoice status.

User checks

- Partial payment amounts are accurate.
- Receipt files are attached for traceability.
- Deleting a payment is done only when correcting an error.

11. Finance and Expenses

Finance tools help the accounts team track outgoing payments and analyze business performance.

Module	What users do
Expense Categories	Classify expenses such as internet, travel, salaries, maintenance, and office costs.
Expenses	Record outgoing transactions with category, vendor, project, date, amount, tax, total, and status.
Receipt Uploads	Attach PDF, JPG, or PNG proof for expense records.
Payment Methods	Use cash, bank transfer, UPI, credit card, cheque, or online payment.
Profit and Loss	Compare paid revenue with expenses to understand profitability.
Cash Flow	Compare incoming invoice payments with outgoing expenses.
Project Profitability	Review project revenue, project expenses, and project profit.

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11.1 Expense Recording

Expense recording gives the business visibility into outgoing transactions.

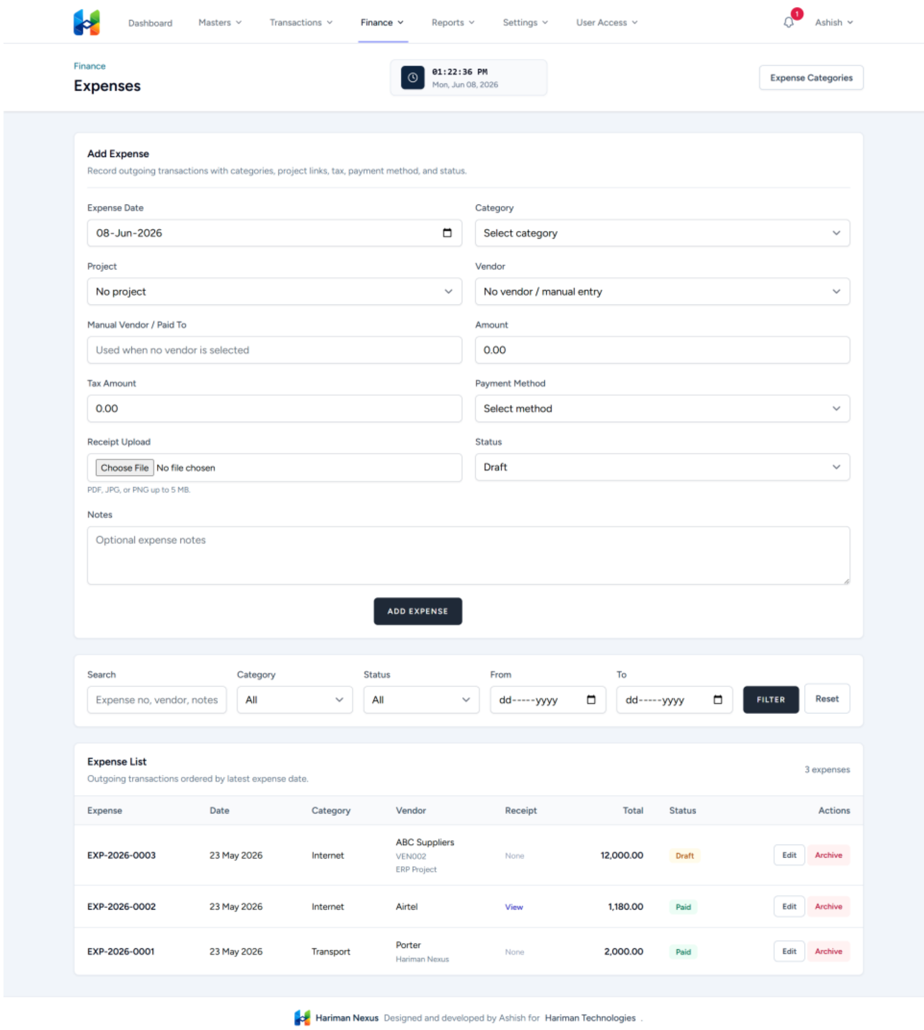

Figure: Expense Entry

Recommended steps

63. Create or select the correct expense category.
64. Create an expense with date, category, vendor, project if applicable, amount, tax, and total.
65. Choose the payment method.
66. Upload receipt proof.
67. Use reports to analyze monthly and category spending.

User checks

- Every expense has a category.
- Vendor-linked expenses are assigned correctly.
- Receipt uploads are readable and relevant.

11.2 Financial Intelligence Reports

Finance reports support owners, directors, and accountants with business decisions.

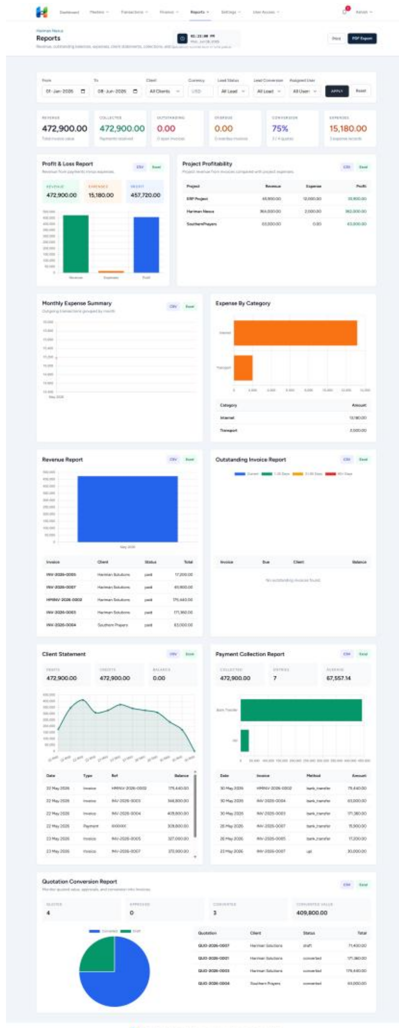

Figure: Finance Reports

Recommended steps

68. Open Reports and choose the financial report required.
69. Select the date range or filters.
70. Review revenue, expense, profit, and cash flow values.
71. Export PDF, CSV, or Excel when a report is needed for sharing.

User checks

- Date filters match the management period.
- Revenue is based on paid or recorded transactions as defined by the report.
- Project profitability is reviewed before major decisions.

12. Purchases, GRN and Inventory

The purchase, GRN, and inventory workflow separates physical receipt from vendor billing.

Important Business Rule
GRN is used for physical receipt of goods. Purchase is used for vendor billing, tax, cost, charges, and financial recording.

Inventory Workflow

Purchase ->	GRN ->	Stock Ledger ->	Inventory Reports

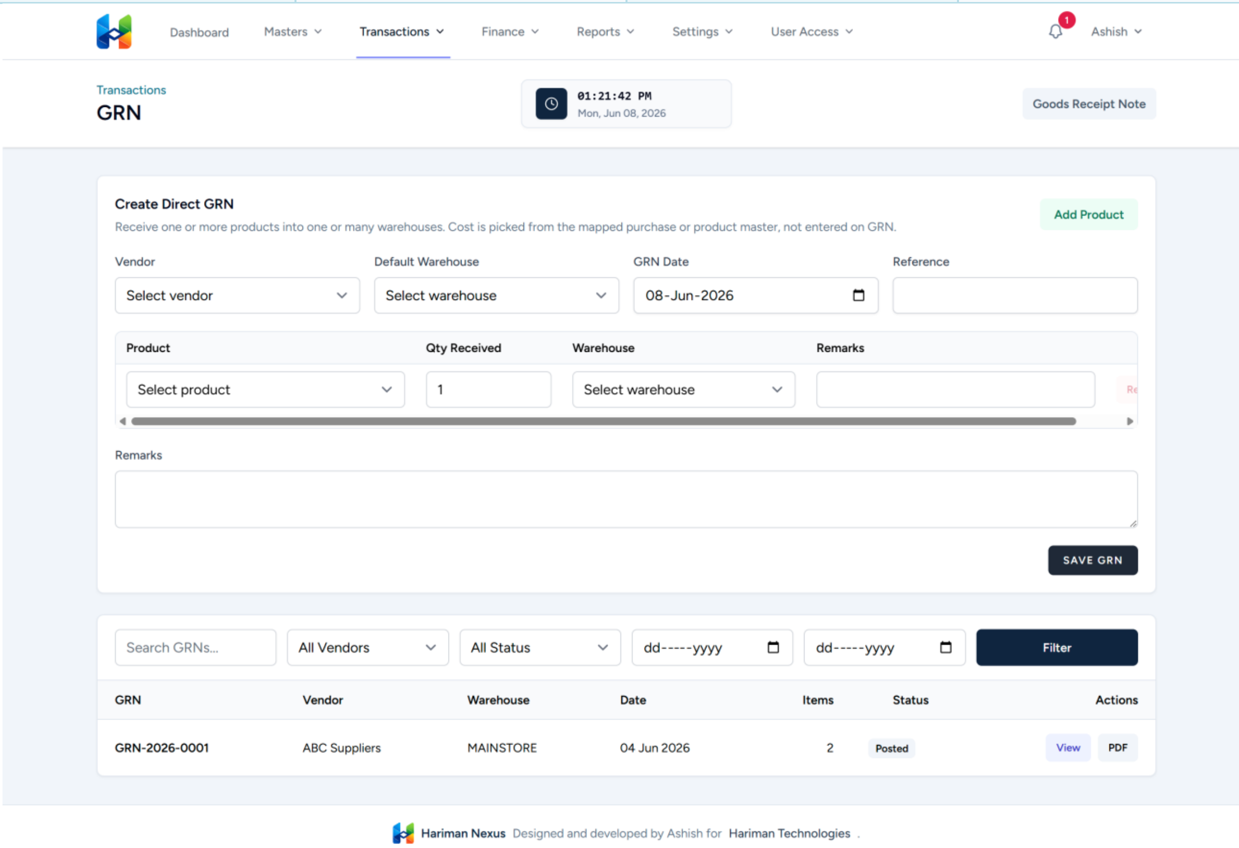

Figure 7: GRN Product Warehouse Entry

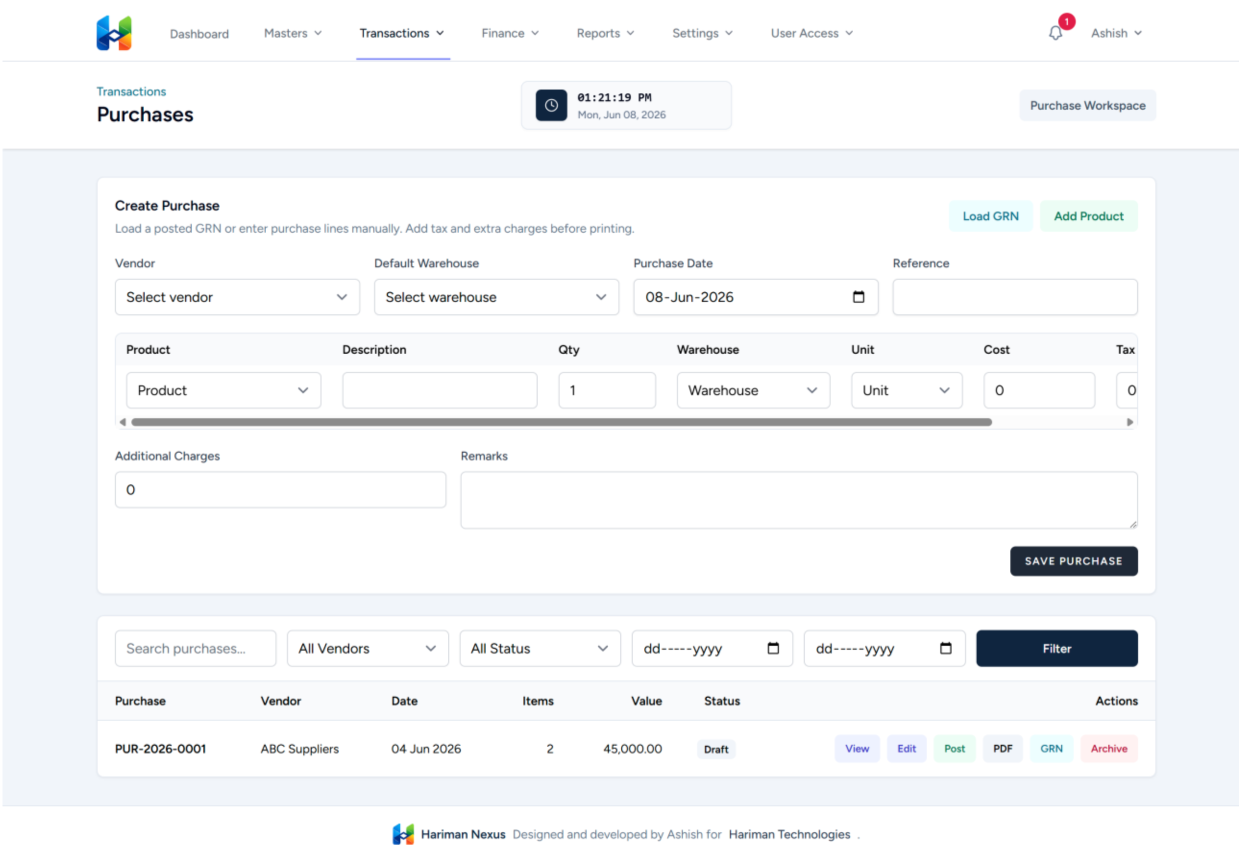

Figure 8: Purchase Loaded from GRN

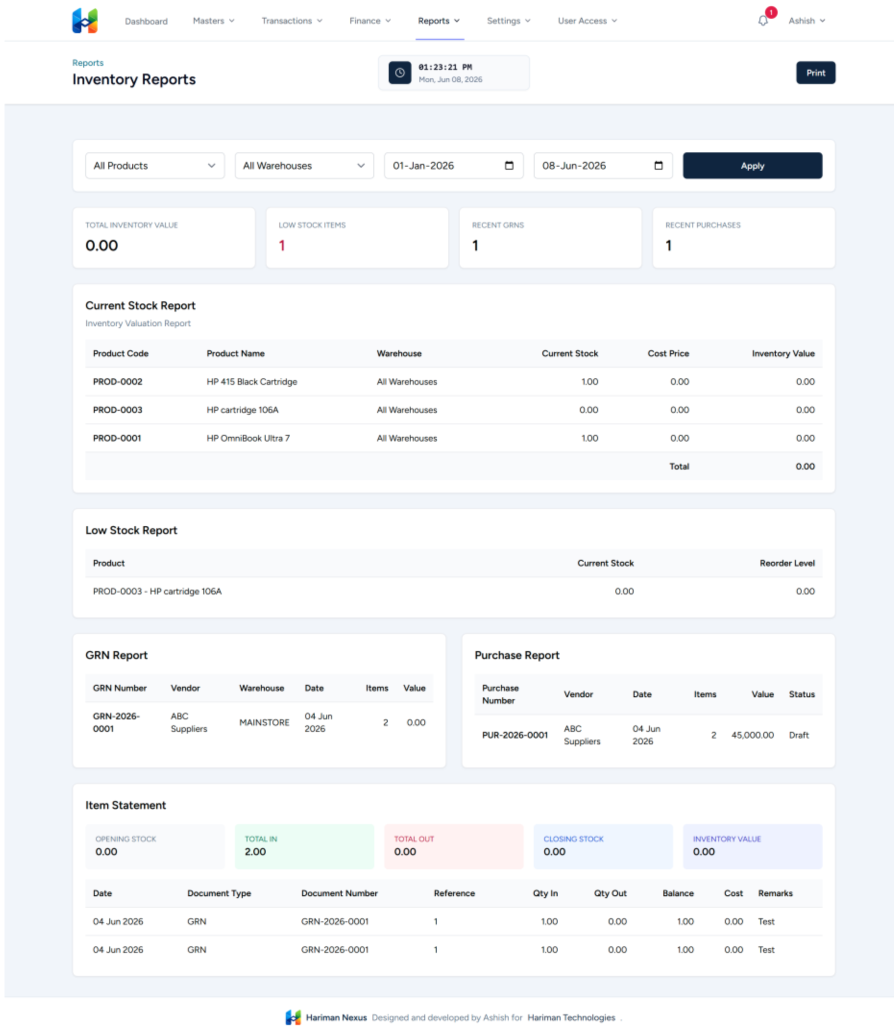

Figure 9: Inventory Reports

GRN usage

- Create GRN with one or more products.
- Select received quantity for each product.
- Select receiving warehouse per product line.
- Post GRN to increase stock and create stock ledger movement.

Purchase usage

- Open Purchases and choose Load GRN.
- Select a posted GRN from the popup list.
- Use the pencil action to load products, quantities, and warehouses.
- Add vendor costs, taxes, and additional charges.
- Print or export the purchase document with vendor details.

12.1 Creating and Posting a GRN

GRN is used by inventory or operations staff to record physical receipt of goods.

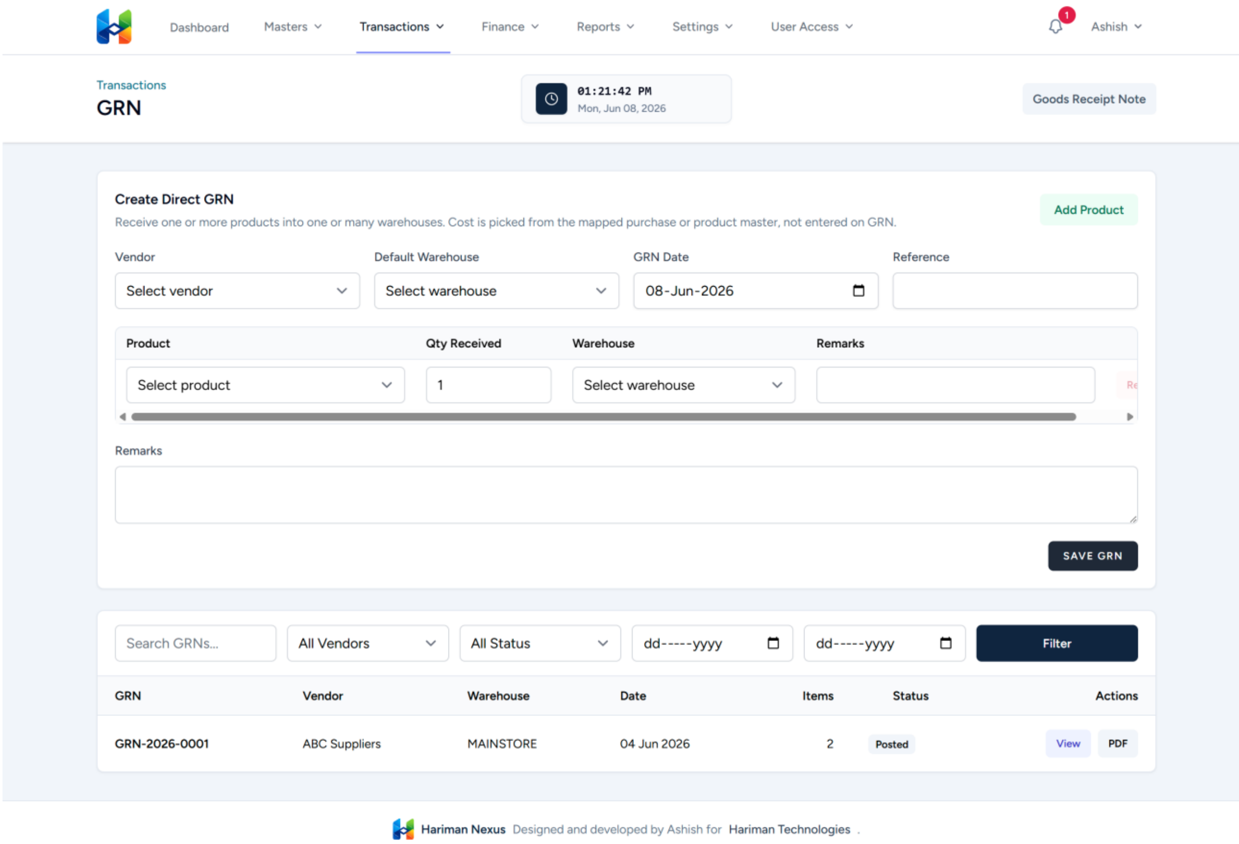

Figure: GRN Entry

Recommended steps

72. Open Transactions > GRN.
73. Select vendor and default warehouse.
74. Add one or more product lines.
75. Enter quantity received and line warehouse for each product.
76. Save as draft and review.
77. Post the GRN only after confirming the receipt.

User checks

- Every product line has a warehouse.
- Quantity matches physical receipt.
- Posted GRNs update stock ledger and current stock.

12.2 Loading GRN Into Purchase

The Purchase module uses posted GRN data to prepare the vendor billing record.

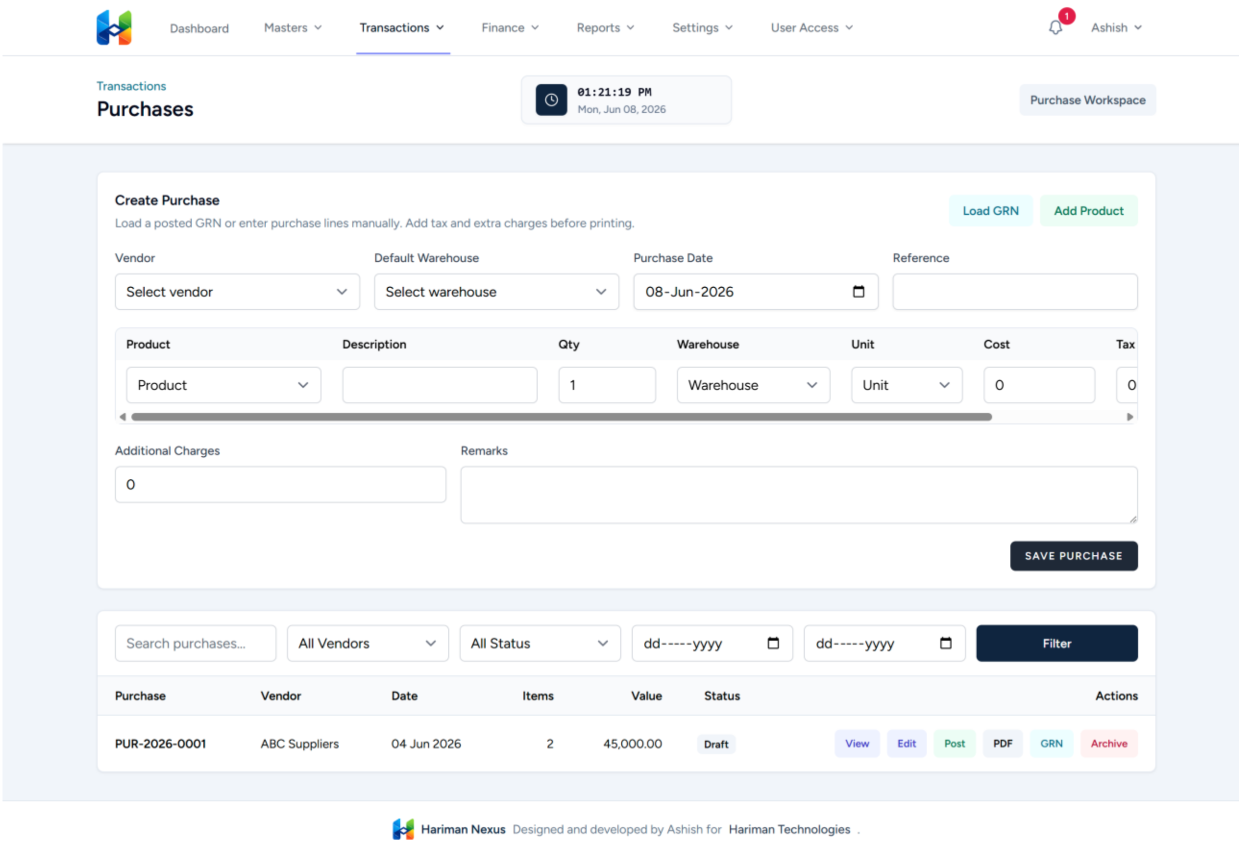

Figure: Purchase Loaded from GRN

Recommended steps

78. Open Transactions > Purchases.
79. Select Load GRN to open the popup of posted GRNs.
80. Click the pencil icon beside the GRN to load it.
81. Review vendor, products, quantities, and warehouses.
82. Enter cost, tax, and additional charges.
83. Save and print the purchase document.

User checks

- Only posted GRNs are loaded into purchase.
- Purchase is used for cost and tax; GRN is used for receipt.
- Vendor details are reviewed before printing.

12.3 Inventory Reports and Item Statement

Inventory reports help management understand current stock, valuation, and item movement history.

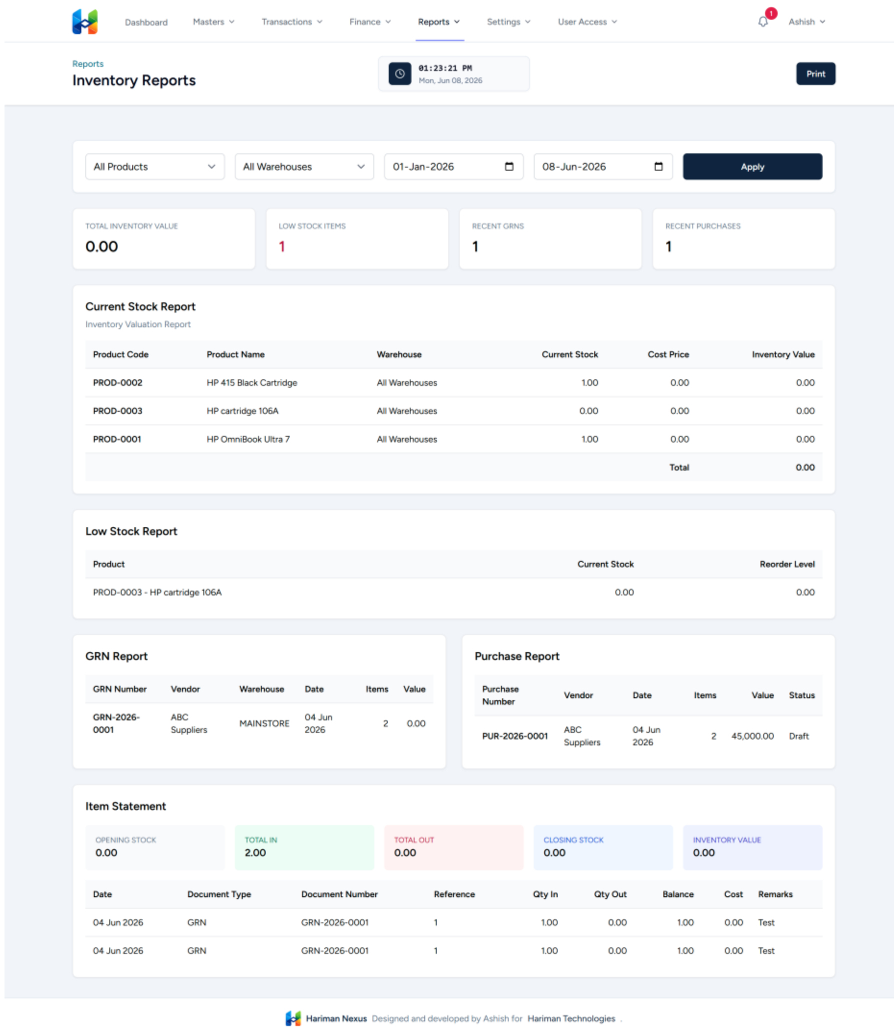

Figure: Inventory Report

Recommended steps

84. Open Reports > Inventory.
85. Use product, warehouse, and date filters.
86. Review current stock and low stock reports.
87. Review inventory valuation totals.
88. Open item statement for product movement history.

User checks

- Low stock items are reviewed for replenishment.
- Item statement shows opening balance, in, out, and closing stock.
- Valuation is used for internal review and stock visibility.

13. Reports

Reports convert day-to-day records into management information.

Module	What users do
Revenue Report	Review invoice income and billing totals.
Outstanding Invoice Report	Identify unpaid and partially paid invoices.
Client Statement	Review client-wise invoice and payment activity.
Payment Collection Report	Review collections by period and method.
Quotation Conversion Report	Measure quotation approval and conversion performance.
Expense Reports	Analyze monthly expenses, category totals, and trends.
Profit and Loss	Compare revenue and expenses.
Cash Flow Dashboard	Review cash in, cash out, and net flow.
Project Profitability	Compare project revenue and expenses.
Inventory Reports	Review stock, low stock, valuation, GRNs, purchases, and item statements.

Export Options
Reports can be exported as PDF, CSV, Excel, or printed for management review.

13.1 Reading Business Reports

Reports should be reviewed with the correct date range, filter, and business context.

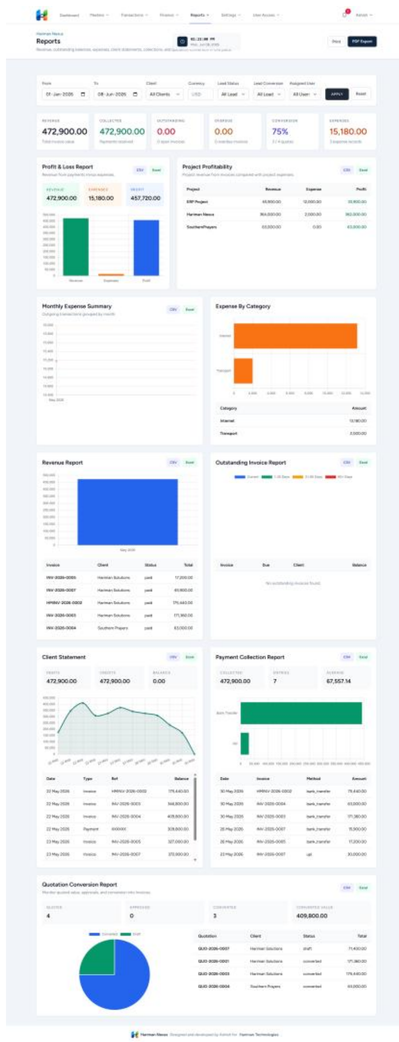

Figure: Reports Workspace

Recommended steps

89. Open the Reports menu.
90. Select the report required.
91. Apply date range and module filters.
92. Review KPI cards, summaries, charts, and tables.
93. Export or print when sharing outside the system.

User checks

- Filters are checked before making decisions.
- Outstanding invoices are followed up promptly.
- Inventory reports are reviewed before purchasing decisions.

14. Settings

Settings configure company information, document behavior, currencies, taxes, email templates, numbering, and module visibility.

Module	What users do
Company Setup	Maintain company name, logo, email, phone, address, website, tax registration, bank and payment details.
Currency Settings	Maintain currency list, symbols, exchange rates, and default currency.
Tax Settings	Create tax labels and rates; select a default tax if required.
Email Settings	Maintain SMTP settings and templates for invoice, reminder, overdue, and quotation emails.
Numbering Settings	Control prefixes and sequences for clients, quotations, invoices, leads, opportunities, and documents.
System Modules	View read-only module status for future licensing readiness.

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14.1 Company and Document Settings

Company settings control how business documents appear and how users communicate with clients and vendors.

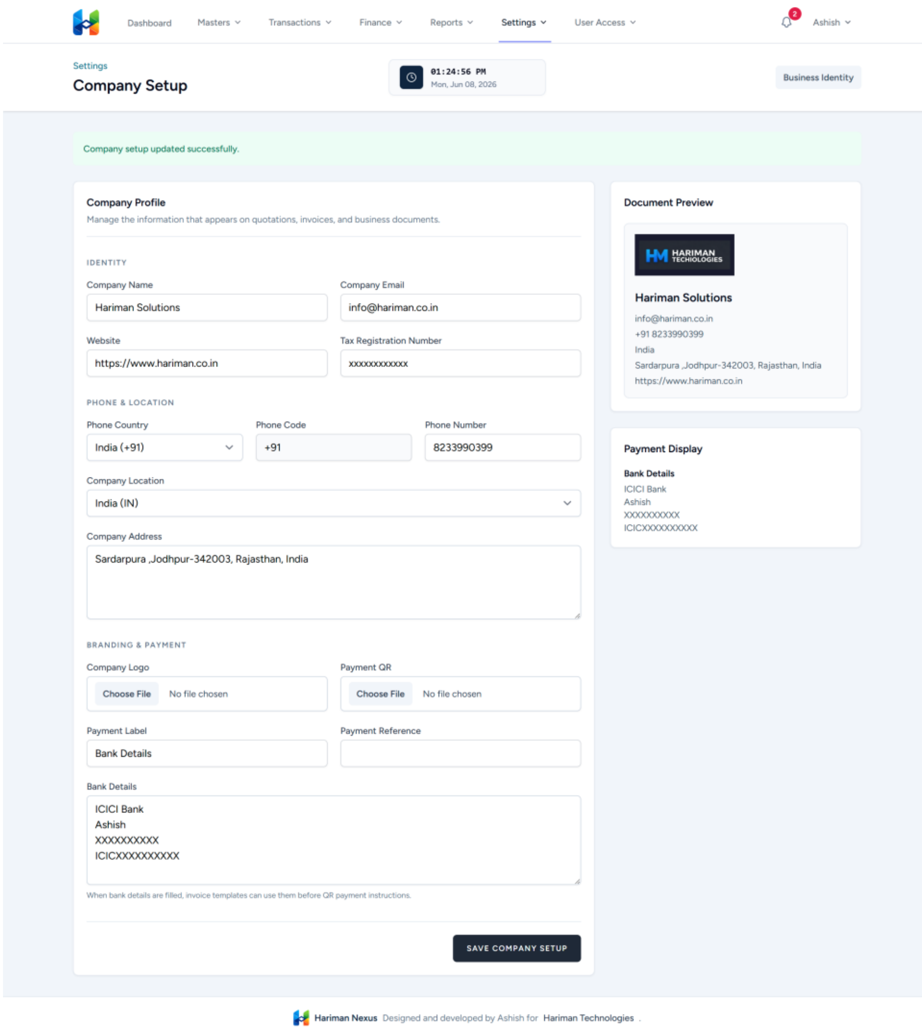

Figure: Company Settings

Recommended steps

94. Open Settings > Company Setup.
95. Upload company logo and enter company address.
96. Maintain email, phone, website, tax registration, bank, and payment details.
97. Open Currency, Tax, Email, and Numbering settings as required.

User checks

- Company logo appears on documents.
- Email templates contain correct business language.
- Numbering settings match company document policy.

14.2 System Modules

System Modules is a read-only page used to see which application modules are enabled.

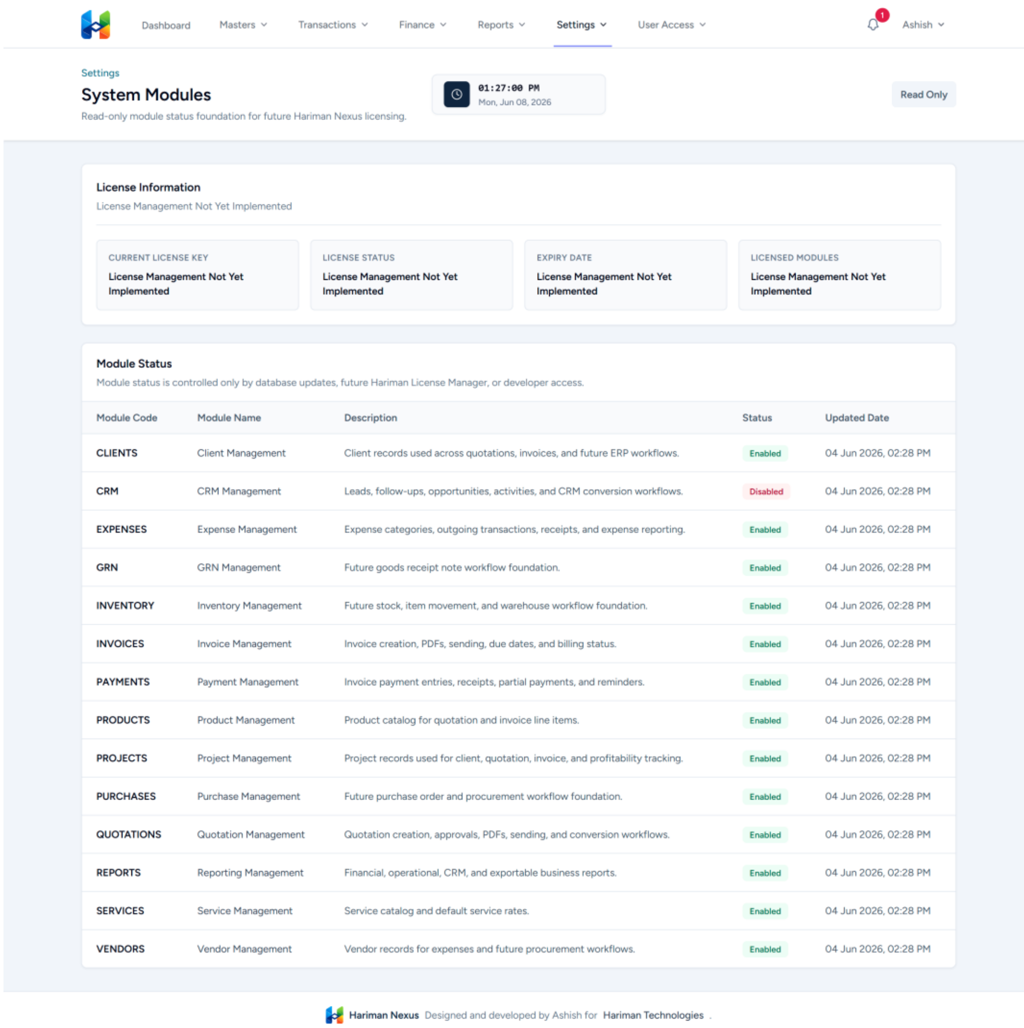

Figure: System Modules

Recommended steps

98. Open Settings > System Modules as Super Admin.
99. Review module codes, names, descriptions, and status.
100. Use module status to understand menu visibility.
101. Do not expect enable or disable buttons in the application.

User checks

- Disabled modules are hidden from menus.
- Direct access to disabled modules is blocked.
- Module control is prepared for future licensing management.

15. Roles and Permissions

Role-based access protects data and ensures users only perform actions suitable for their responsibilities.

Role	Business Responsibility
Super Admin	Full access, user management, settings, reports, and module visibility review.
Admin	Operational administration, user registration/activation, records, transactions, and reports.
Accountant	Invoices, payments, expenses, finance reports, and view-only operational references.
Operations Staff	Clients, projects, CRM, quotations, products, services, GRN, purchases, and operational work.
Viewer	Read-only access for monitoring records and reports without changing data.

Hariman Nexus User Guide

15.1 User Administration

User access should be reviewed periodically to keep business data secure.

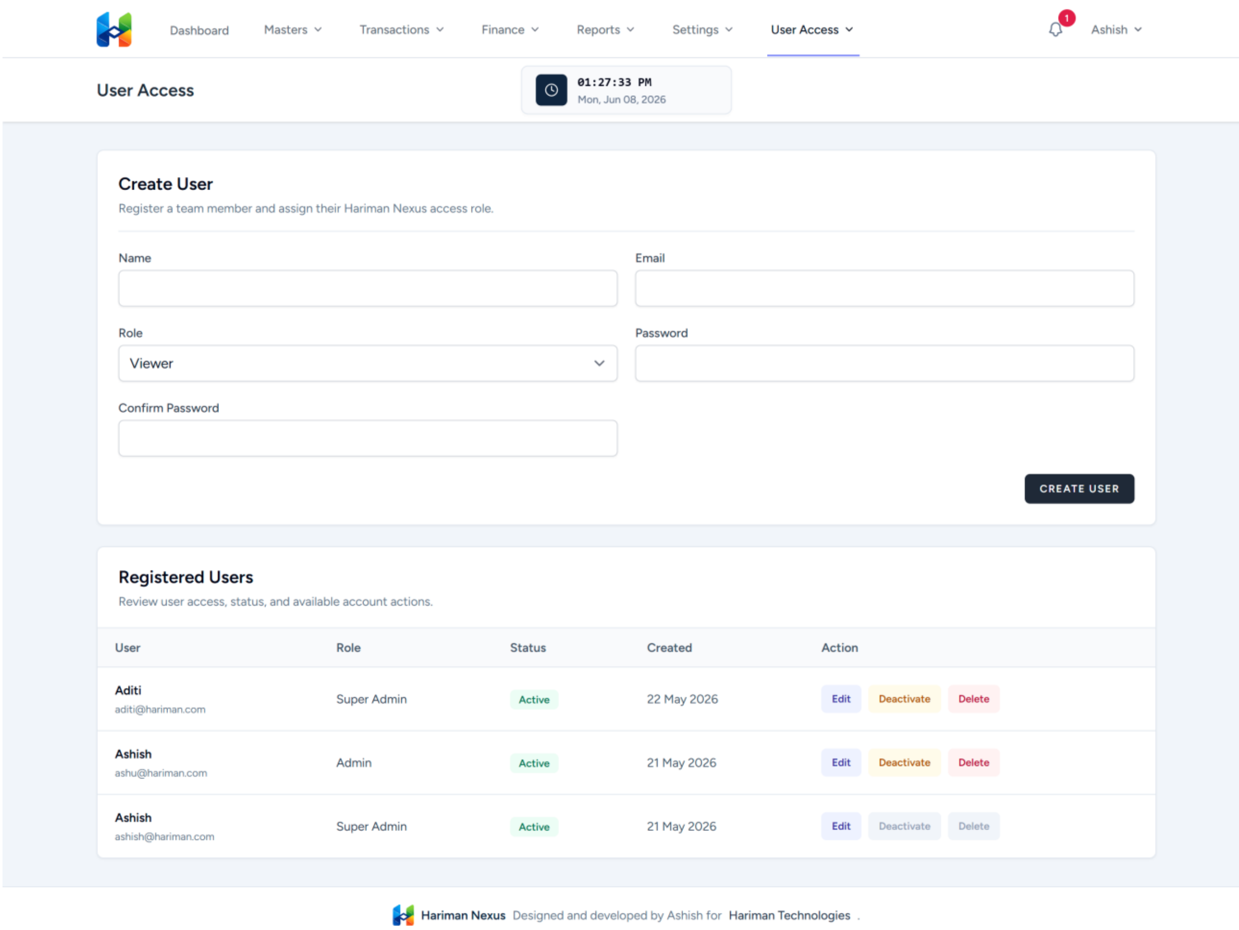

Figure: User Access

Recommended steps

102. Open User Access.
103. Register a new user only when authorized.
104. Assign the correct role based on business responsibility.
105. Deactivate users who no longer require access.
106. Review whether permissions match the user role.

User checks

- Super Admin access is limited to trusted users.
- Viewer users cannot change records.
- Inactive users cannot log in.

16. Audit Logs and Security

Audit logs provide the security history of what happened, who performed the action, and when.

- Login tracking records successful access.
- Create, update, archive, and status changes are recorded.
- Payment changes are recorded to protect financial accountability.
- Module access attempts help identify restricted or disabled module activity.
- Audit history supports governance, internal review, and ERP-style control.

Audit Logs vs. CRM Timeline
Audit logs are for system security and accountability. CRM timelines are for business history and customer journey tracking.

Hariman Nexus User Guide

16.1 Audit Review Practice

Audit logs should be used during operational review, financial review, and issue investigation.

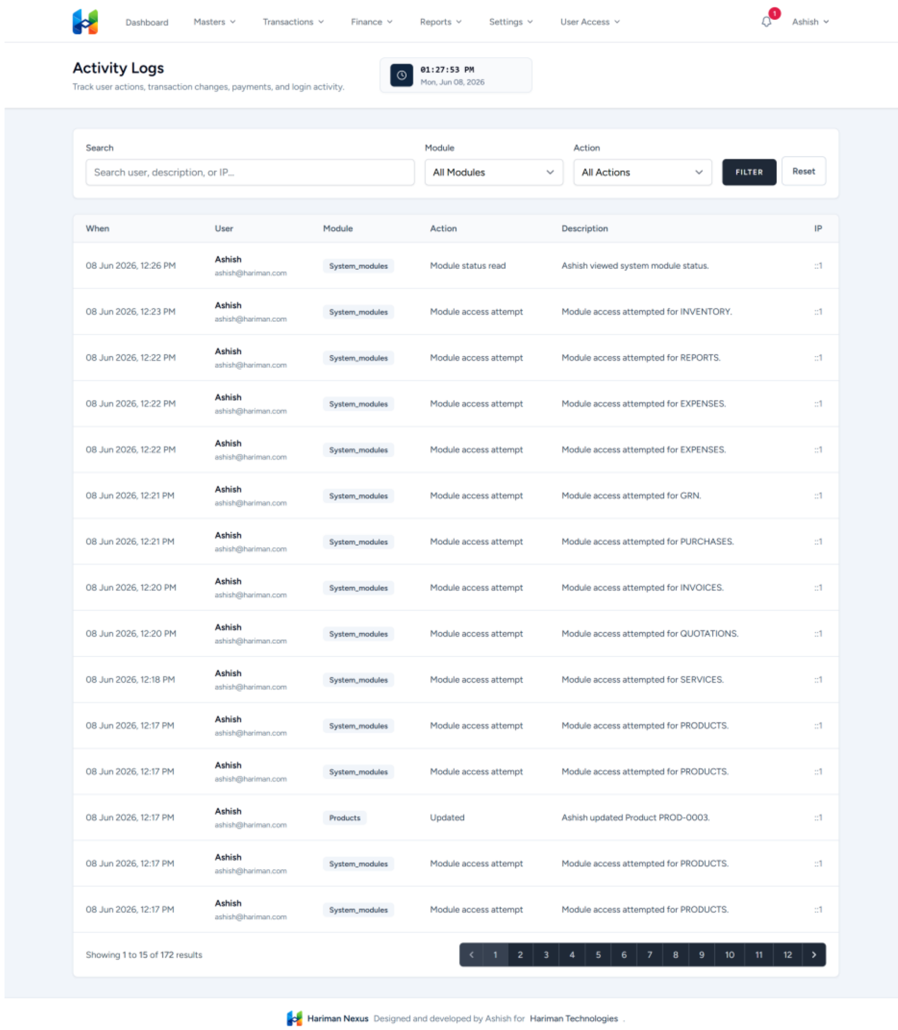

Figure: Audit Logs

Recommended steps

107. Open User Access > Activity Logs.
108. Filter or review recent activity.
109. Check user, module, action, description, and time.
110. Use logs to investigate unexpected changes.

User checks

- Payment and archive actions are reviewed carefully.
- Module access attempts are checked when access issues are reported.
- Audit logs are not deleted during normal business use.

17. Notifications

Notifications help users act on time-sensitive work without searching across modules.

- The notification bell shows active alerts.
- Invoice due alerts highlight upcoming collections.
- Overdue alerts help accounts follow up after due dates.
- CRM follow-up alerts show missed or overdue sales activities.
- The notification area is designed for future expansion into broader in-app alerts.

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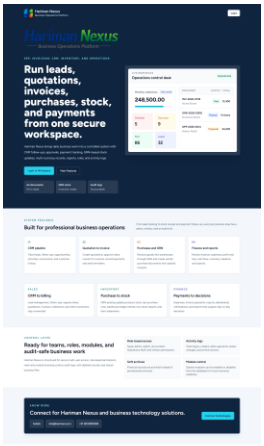
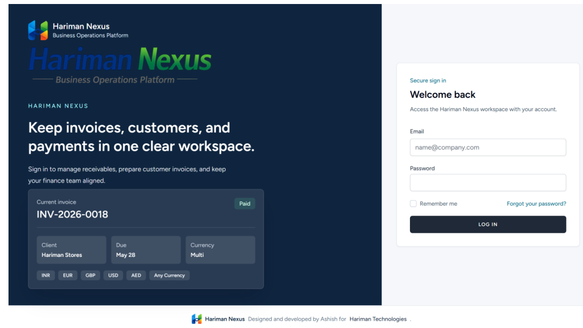
Application Screenshot Reference

This reference gallery includes the current Hariman Nexus screens supplied for this user guide. These visuals can be used during training, client walkthroughs, and PDF review.

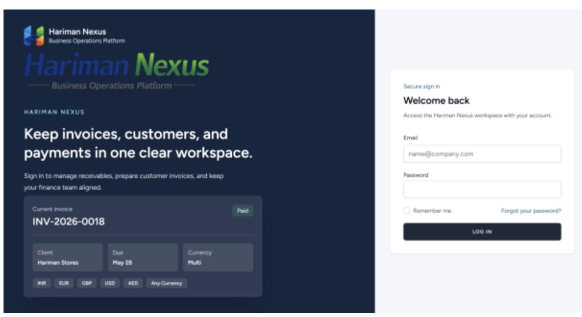
Public Landing Page



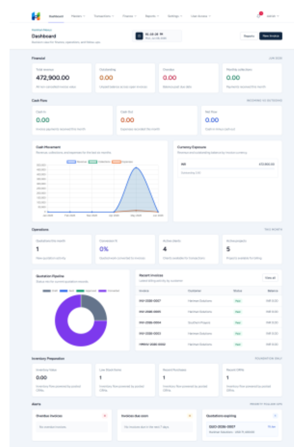
Login Page



Login Workspace

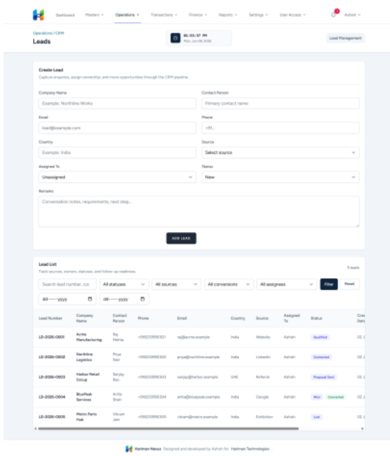


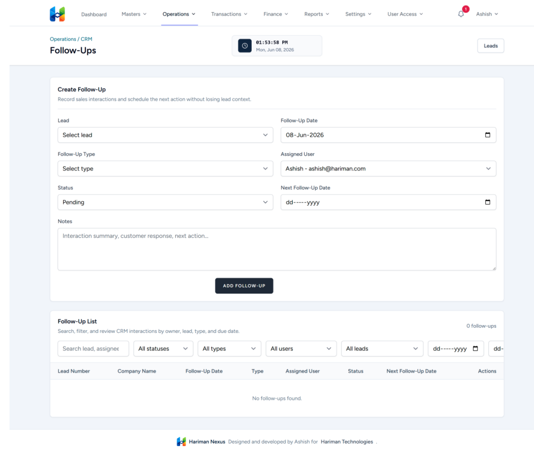
Dashboard



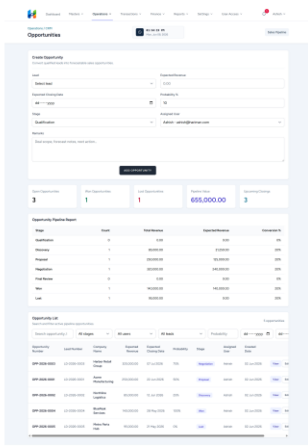
CRM Leads

CRM Follow-Ups

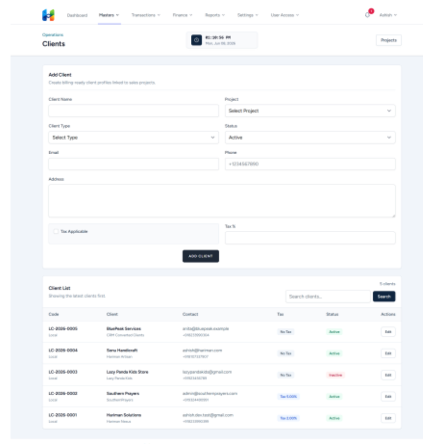




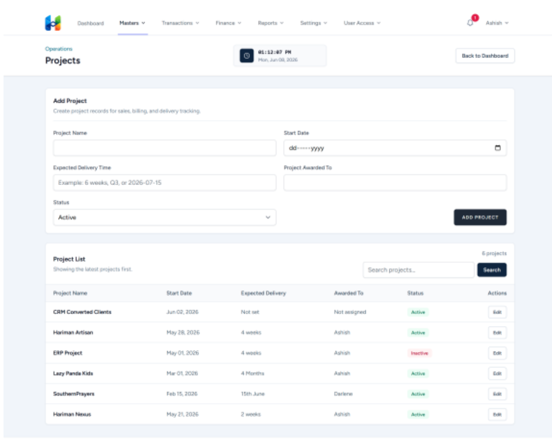
CRM Opportunities



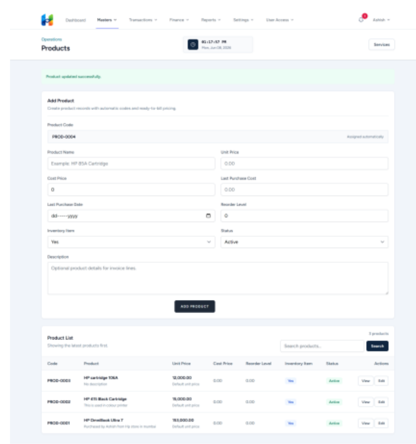
Clients



Projects

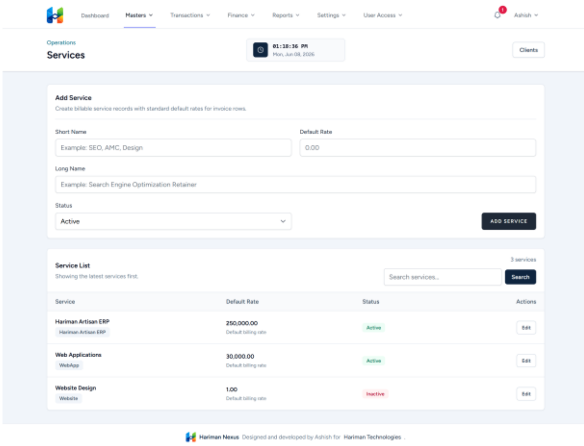


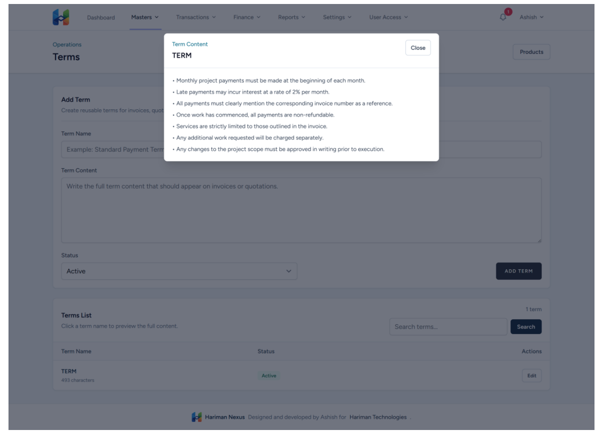
Products



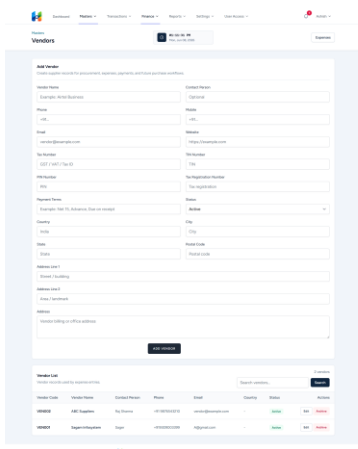
Services

Terms

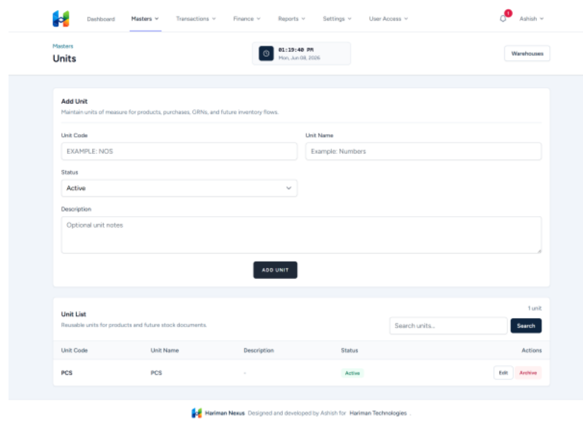




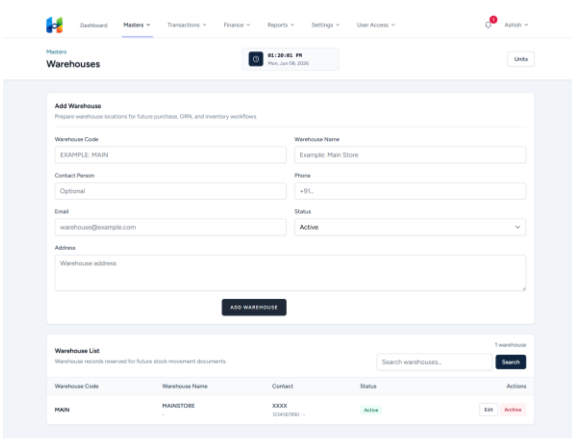
Vendors



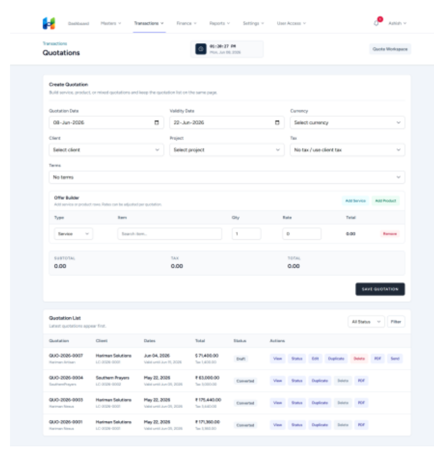
Units



Warehouses

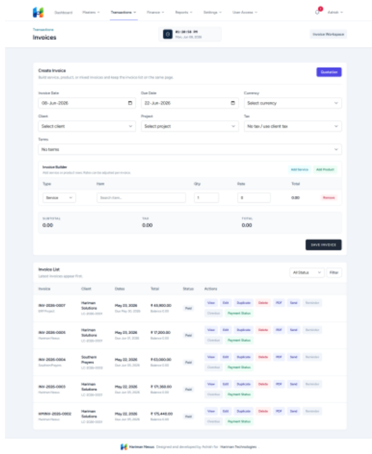


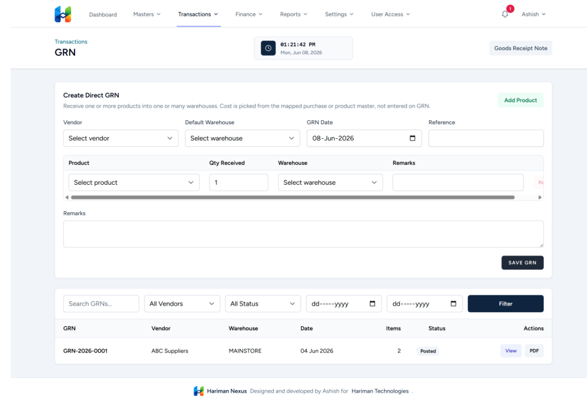
Quotations



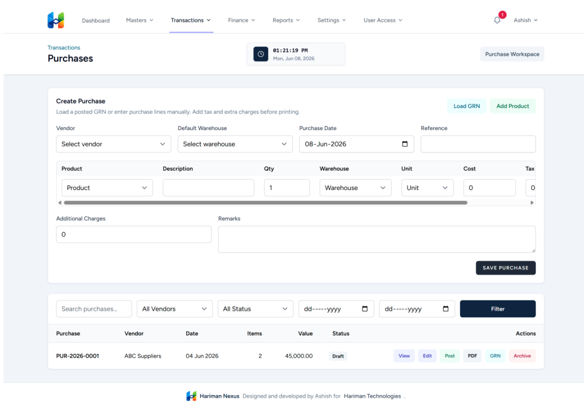
Invoices

GRN

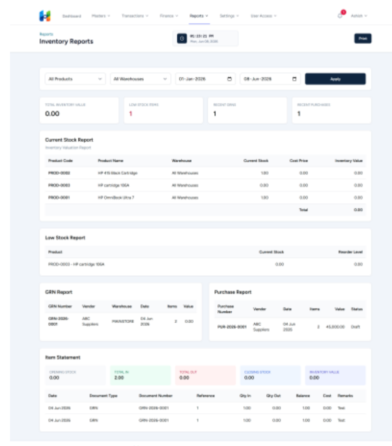




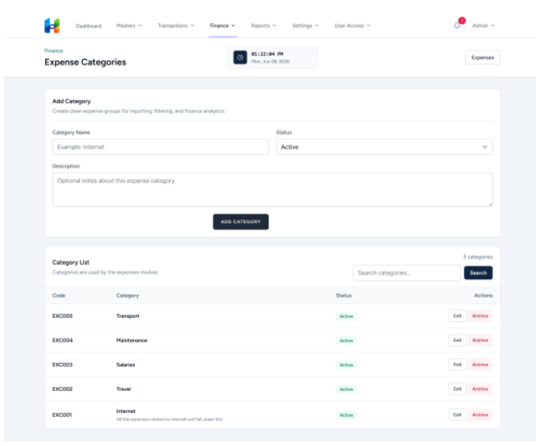
Purchases



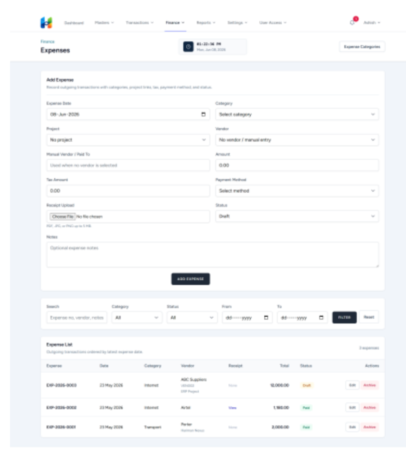
Inventory Reports



Expense Categories

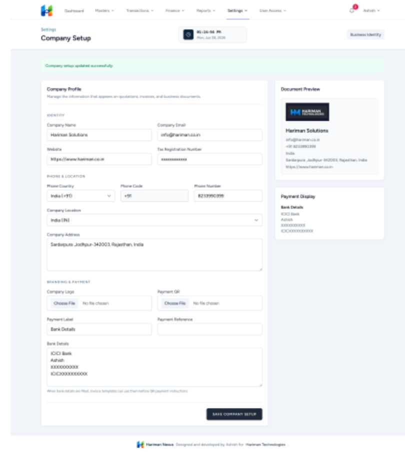


Expenses

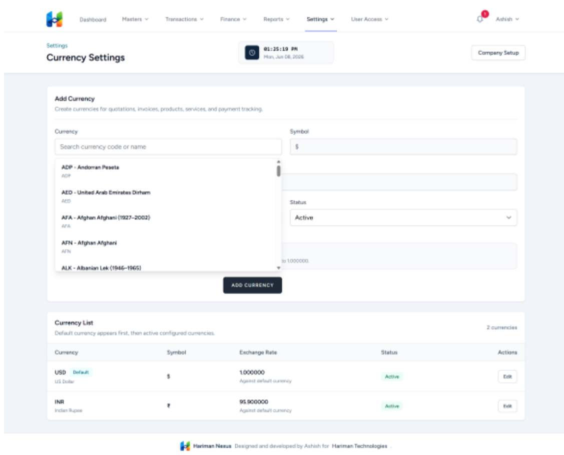


Reports

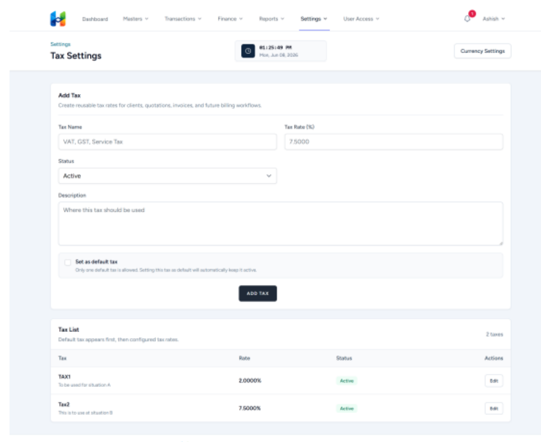
Company Setup



Currency Settings

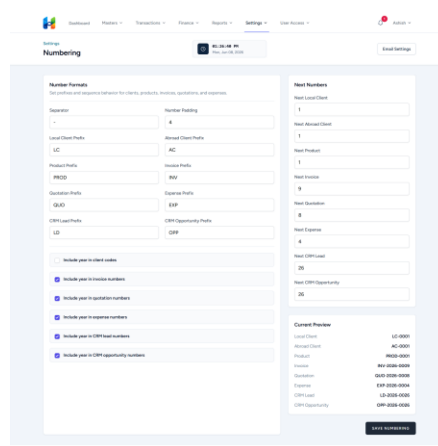


Tax Settings



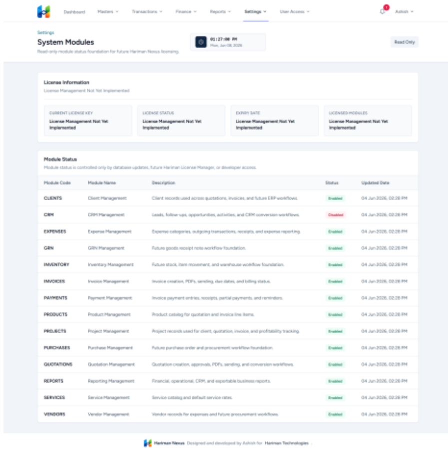
Email Settings

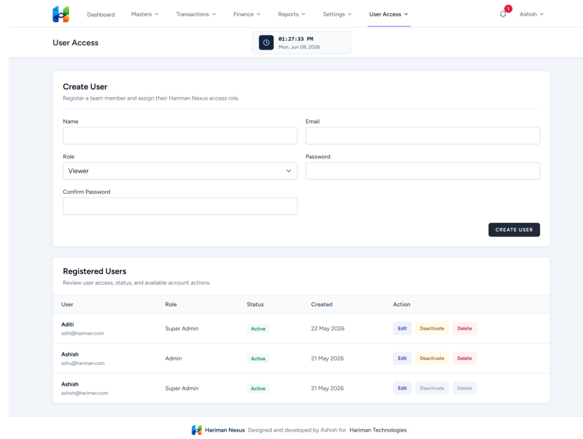
Numbering



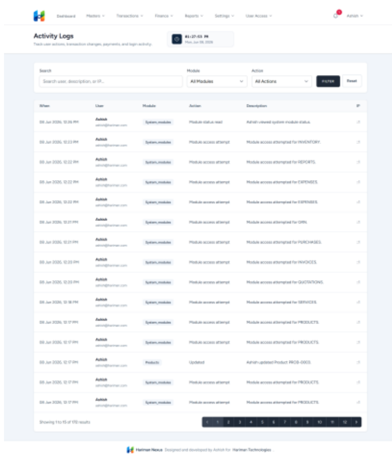
System Modules

User Access





Activity Logs



18. Common Workflows

These workflows summarize practical day-to-day usage.

Workflow 1: Client to Payment

Create Client ->	Create Project ->	Create Quotation ->	Approve ->	Convert To Invoice ->	Receive Payment

Workflow 2: Lead to Client

Create Lead ->	Add Follow-Up ->	Create Opportunity ->	Mark Won ->	Convert To Client

Workflow 3: Product to Inventory

Create Product ->	Create GRN ->	Post GRN ->	Review Inventory Report

Workflow 4: Expense Control

Create Expense Category ->	Create Expense ->	Upload Receipt ->	Review Expense Report

Workflow 5: GRN to Purchase

Create GRN ->	Load GRN Into Purchase ->	Apply Charges ->	Apply Taxes ->	Print Purchase

19. Best Practices

Use these practices to keep Hariman Nexus clean, reliable, and useful for management decisions.

- Maintain clean master data before creating transactions.
- Avoid editing approved quotations unless the business process allows a controlled revision.
- Use inactive status instead of deleting master records.
- Upload receipts for payments and expenses.
- Review audit logs regularly for accountability.
- Keep company settings, currency, tax, and numbering updated.
- Use reports before business decisions instead of relying on manual summaries.
- Post GRNs only after physically verifying received goods and warehouse location.

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20. Troubleshooting / FAQ

This section answers common business-user questions.

Question	Answer
Why can I not edit an approved quotation?	Approved quotations are locked to protect accepted commercial terms.
Why does GRN not ask for cost?	GRN records physical receipt. Cost, tax, and charges belong to purchase/vendor billing.
Why does Purchase load GRN?	Purchase can use posted GRN data so vendor billing matches received goods and warehouses.
Why can I not see a module?	The module may be disabled or your role may not have permission.
Why can I not access a page?	Your role may not allow that action, or the module may be disabled.
Why does an invoice show overdue?	The due date has passed and the invoice still has an outstanding balance.
Why is registration protected?	Only authorized logged-in users should create application users and assign access roles.

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21. Closing Page

Hariman Nexus

Business Operations Platform

Thank You
Hariman Nexus helps businesses manage CRM, sales, finance, inventory, operations, reporting, and business growth from one connected platform.

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Mobile	+91 8233990399