

## AUTO GARAGE PRO GARAGE MANAGEMENT SYSTEM



*Manage your Auto Garage with Wheels Software. Auto Garage Pro will offer you proper scheduling of your jobs, Invoices , Receipts and Expenditures. Easy using interface will facilitate you to simplify the training session required and its very simple to implement.*

*Vehicle Management \* Vehicle Service History \* Service Reminders \* Job Estimate \* Job Orders \* Pending Jobs Quick View  
Job wise Invoicing \* Receipt Vouchers \* Payment Vouchers \* Employee Document & Details Management \* Employee Salary  
Bank Management \* Purchase Management \* Service Reports \* Income & Expenditure Statement \* Customer & Supplier  
Statement \* Invoice split by Spare parts, Labour and Miscellaneous.*

## How to create a purchase entry

Activities – Purchase: Here we can create the purchase details of the spare, oil etc.

Supplier Details

Supplier Name \* 
Phone 
Mobile 
Fax

Purchase Order

PO No  PO Date 
Invoice No  Invoice Date 
Purchased By 
Job Order No

Item Details

Item Code	Category	Sub Category	Item Name	Unit Price	Qty	Discount	Amount
Select One	Select One	Select One	Select One				

Available Stock : 9

Item Name	Unit Price	Qty	Discount	Amount
Toyota Corolla Brake Pad	100	10		1000

Add  
Remove  
Change  
Total Amount  
1000

Payment Details

Payment Description 
Remarks

Freight Charges 
Carriage Exp. 
Customs Duty 
C & F 
Bank Charges 
Insurance

Net Amount 
Paid Amount 
Settlement Amount 
Balance Amount

Partially Paid

Save Print Edit Delete Reset Close

## How to create a purchase return entry

Activities – Purchase Return: Here we can create the purchase return by selecting the purchase details by giving purchase order number.

PO No.

3

PO Date

21-03-2014

Supplier Name \*

Supplier1 (ID: 2)

Mobile

009715078789

Supplier Code

101

Address

Dubai

Phone No

009715078789

Return No. \*

Invoice No.

INV101

Invoice

21-03-2014

Return Date \*

21-03-2014

Remarks

Purchased

Select One

Product Details

Product Name

Select One

Unit Price

Qty

Amount

Item Name	Unit Price	Qty	Amount
Toyota Corolla Brake Pad (ID: 1)	100.00	5	500.00

Remove

Change

Total Amount

500.00

Net Amount

500.00

Description

Amount in words

Five Hundred Only

Save

Print

Edit

Delete

Reset

Close

## How to create quotation

Activities – Quotation: Here we can create quotation to the customer or insurance company. We can create quotation either by selecting inspection number or directly

Quotation Details

Job Briefing

☒ From Inspection  

Inspection No

INS1

+

Quotation No \*

QN1

Quotation Date \*

21-03-2014 11:34 AM

Customer \*

Customer5

+

Insurance

Select One

+

Cusotmer Code

107

Mobile

0097156565657

Vehicle \*

Corolla - DUBAI 87878

+

Job Type \*

Select One

+

Job Type

Brake over hauling

+

Add

Remove

Attention

Customer5

Sublet

Current Miles/KMs

79799

Status

Waiting for Approval

Reffered By

Inspected By

Employee1

+

Observation/Notes

The car is moving to left side while we apply brake

Job Description

Brake need to check for replacding the brake pad or not

Customer Details

Name : Customer5

Address : Dubai

City : Dubai

Phone : 0097156565656

Email : customer2@gmail.com

Vehicle Details

Type : Car

Model : Corolla

Regn. No : DUBAI 87878

Make : Toyota

Capacity : 1600

Regn. Place : Dubai

Color : White

Model Year : 2011

Transmission : Automatic

Engine No : 567567556

Chassis No. : JK75574

Prepared By

: Admin

Save

Print

Edit

Delete

Reset

Close

Adding Quotation Details.

Quotation Details

Spares Details

Other Details

Charge Details

Spare Parts 1

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Add

Remove

Change

Total Spares

110

Item Name	Unit Price	Qty	Amount	Type
Toyota Corolla Brake Pad	110	1	110	Retail

Spare Parts 2

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Add

Remove

Change

Total Spares

0

Item Name	Unit Price	Qty	Amount	Type
-----------	------------	-----	--------	------

Lubricants Details

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

Add

Remove

Change

Total Lubricants

0

Item Name	Unit Price	Qty	Amount
-----------	------------	-----	--------

Consumables Details

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

Add

Remove

Change

Total Consumables

0


Item Name	Unit Price	Qty	Amount
-----------	------------	-----	--------

Save

Quotation Details

Reset

Close



## How to create a job card

**Activities – Job Card:** Here we can create job card for the vehicle. In this we can give the job details, job allotment, spares etc. This can be either created by quotation number or we can create a new one

Job Card

Job Card Details

Job Allotment

Claim Details

☒ Details From Quotation  
Quotation No

Job Order No \*

Date \*

Customer \*

Insurance

Vehicle \*

Sublet

Current Miles/KMS

Job Type \* 

Job Type

Brake over hauling

Add  
Remove

Job Description

Observation/Notes

Expected Delivery

Sales Staff

Payment Type ☒ Credit ☐ Cash

Customer Details

Name : Customer5  
Code : 107  
Address : Dubai  
City : Dubai  
Phone : 0097156565656  
Mobile : 0097156565657  
Email : customer2@gmail.com

Vehicle Details

Type : Car  
Model : Corolla  
Regn. No : DUBAI 87878  
Make : Toyota  
Capacity : 1600  
Regn. Place : Dubai  
Color : White  
Model Year : 2011  
Transmission : Automatic  
Engine No : S67567556  
Chassis No. : JK75574

Job Status

Delivered Date

Del Note No

Save

Edit

Job Card

Delete

Reset


Close

Job allotting details can be given below

**Job Card**

Job Card Details   **Job Allotment**   Claim Details

Employee Details

Employee:   Employee Designation:

☒ Start Time:


☒ Target Time:




☒ Finished Time:







Incentive Amount:

Work:

Employee Name	Role	Start Time	Target Time	Finished Time	Incentiv	Work
Employee1	Brake over hauling	22-03-2014 10:03	22-03-2014 11:03	22-03-2014 11:03		



 Add    Remove    Change

 Save    Edit    Job Card    Delete    Reset    Close

Job Card Details

Job Card Details

Spares Details

Other Details

Charge Details

Spare Parts 1

Code

101

Category

Brake Pad

Sub Category

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Available Stock : 19

Item Name

Unit Price

Qty

Amount

Type

Toyota Corolla Brake Pad

110

1

110

Retail

Add

Remove

Change

Total Spares

110

Spare Parts 2

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Available Stock : 19

Item Name

Unit Price

Qty

Amount

Type

Toyota Front Shock absorber

550

2

1100

Retail

Add

Remove

Change

Total Spares

1100

Lubricants Details

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Available Stock : 19

Item Name

Unit Price

Qty

Amount

Add

Remove

Change

Total Lubricants

0

Consumables Details

Code

Select One

Category

Select One

Sub Category

Select One

Item Name

Select One

Unit Price

Qty

Amount

☒ Retail
 ☐ Internal
 ☐ Warranty

Available Stock : 19

Item Name

Unit Price

Qty

Amount

Add

Remove

Change

Total Consumables


0

Save

Job Card Details

Reset

Close



## How to create invoice for the customer

Activities – Invoice: Here we can select the customer and respective job card number for creating invoice.

Date \*  
24-03-2014

Invoice No. \*  
INV2

Customer \*  
Select One

Insurance  
Select One

Tel No.

Fax No.

Job Card No.  
JN1

☐ Fully Invoiced

Type  
☒ Spare Parts  
☐ Consumables  
☐ Sublet Repairs Charges  
☐ Lubricants  
☐ Sublet Spare Parts Charges  
☐ Labour Charges

Vehicle Model : Corolla  
Reg No : 278272

LPO No

Date of Sale  
24-03-2014

Vehicle In

Vehicle Out

Received Advance Details  
Advance Amount : 0.00  
AR Ref No :  
☐ Adjust Advanced  
Advance Adjusted So Far :  
Balance Advance To be Adjusted :

Invoice Details  
Description

Amount

Sl.No.	Description	Amount	Type
1	Spare Parts charges	1210	Spare Pa

Add  
Remove

Total  
1210

Created By  
Admin

Amount In Words  
One Thousand Two Hundred Ten Only

Total Amount  
1210

Additional Amount

Sub Contracts

Adjust Advance  
0.00

Insurance Excess

Discount

Net Amount  
1210

☐ Invoice Preprint

Save
Print
Edit
Delete
Reset
Close

neem

For generating Point of Sale – Invoices without Job Card Entry

Customer \*

Customer5

+

Insurance

Select One

+

Mobile

0097156565657

Recent Invoice No :

Invoice No. \*

POS1

Date \*

24-03-2014 10:55:20 AM

Product Details

Type

Item Code

☒ Auto

Category

Sub Category

Item Name

Qty

Unit Price

Amount

Item

SfNo.	Item Code	Description	Qty	Total Amount
1	101	Toyota Corolla Brake Pad	1	110.00

+

 Add
 

-

 Remove
 

↔

 Change
 

Total

110.00

Payment Details

Advance for Payment Received

Cash

110

Credit Card

Discount Amount

Paid Amount

110.00

Net Amount

110.00

Balance

0.00

Remarks

Save

Print

Edit

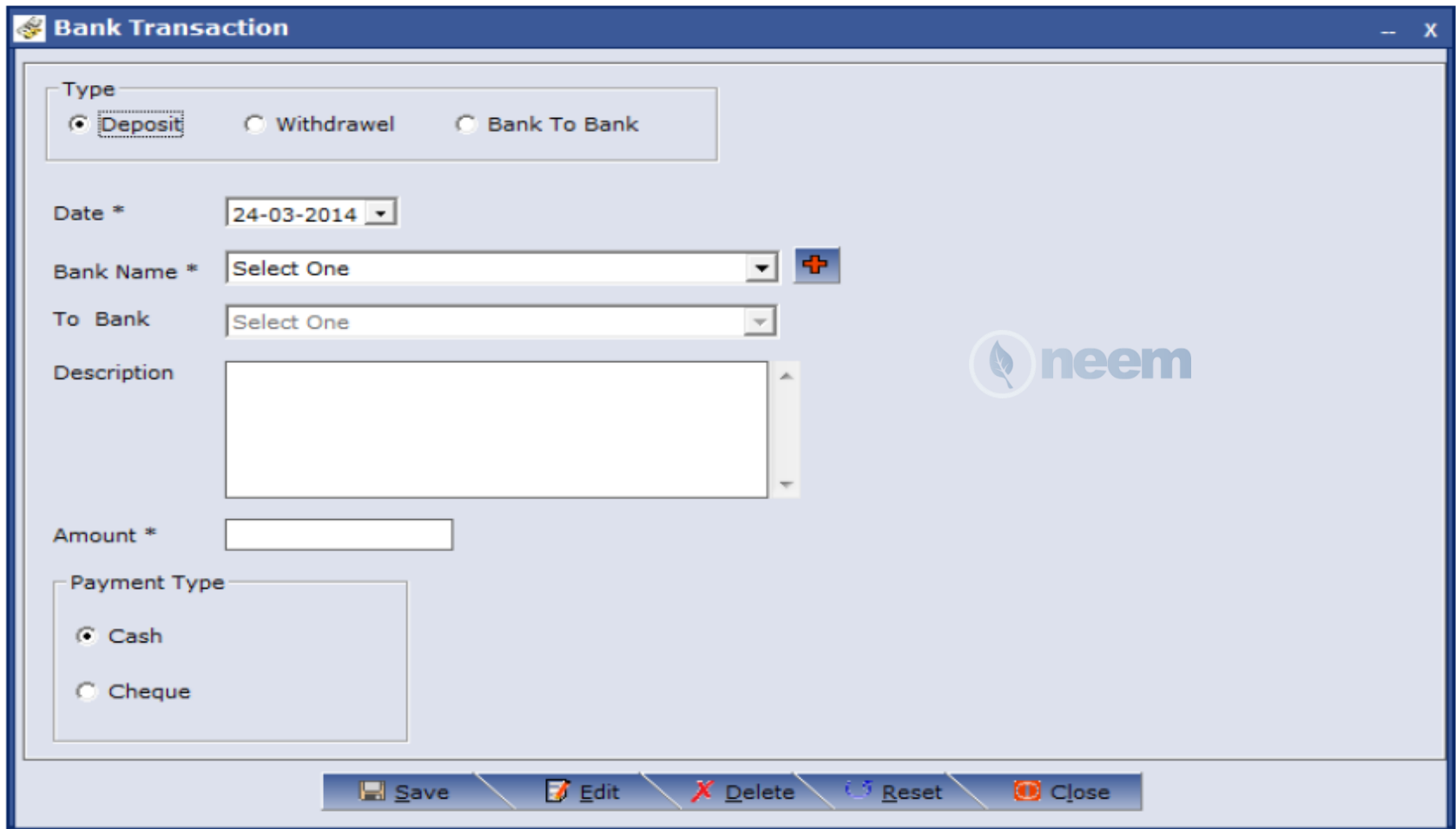
Delete

Reset

Close






How to enter bank inward and outward entries

Finance –Bank Transaction: Here we can enter bank inward and outward payment details



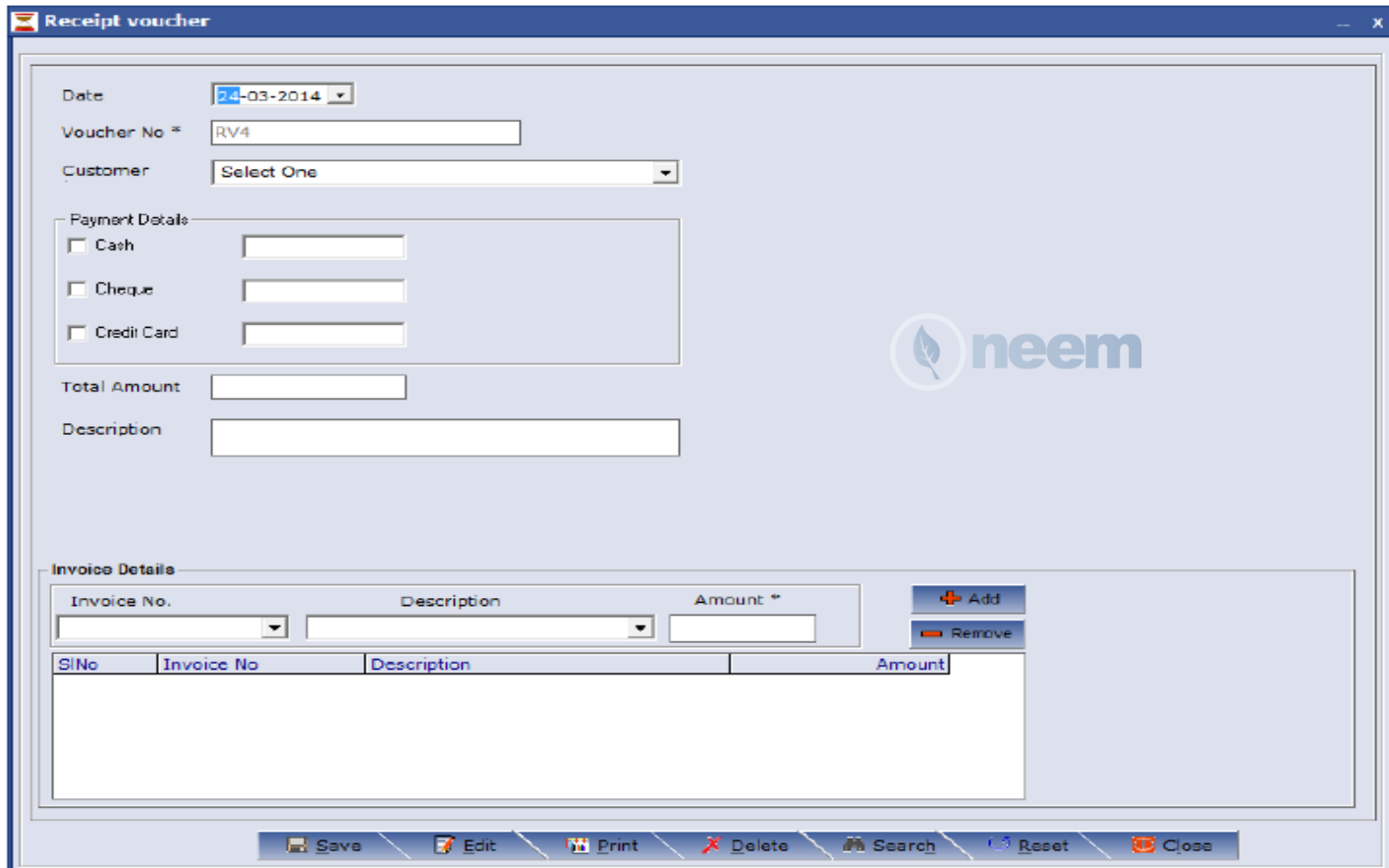
The screenshot shows a software window titled "Bank Transaction" with a standard Windows-style title bar (minimize, maximize, close buttons). The form is light blue and contains the following fields and controls:

- Type:** A group box containing three radio buttons: ☒ Deposit, ☐ Withdrawal, and ☐ Bank To Bank.
- Date \*:** A text box containing "24-03-2014" with a small dropdown arrow on the right.
- Bank Name \*:** A dropdown menu showing "Select One" with a small blue "+" icon to its right.
- To Bank:** A dropdown menu showing "Select One".
- Description:** A large, empty text area with a vertical scrollbar on the right.
- Amount \*:** A text box.
- Payment Type:** A group box containing two radio buttons: ☒ Cash and ☐ Cheque.

At the bottom of the window is a toolbar with five buttons:  Save,  Edit,  Delete,  Reset, and  Close. A faint "neem" logo is visible in the background of the form area.

## How to create receipt voucher

Finance – Receipt Voucher: Here we can create receipt voucher.



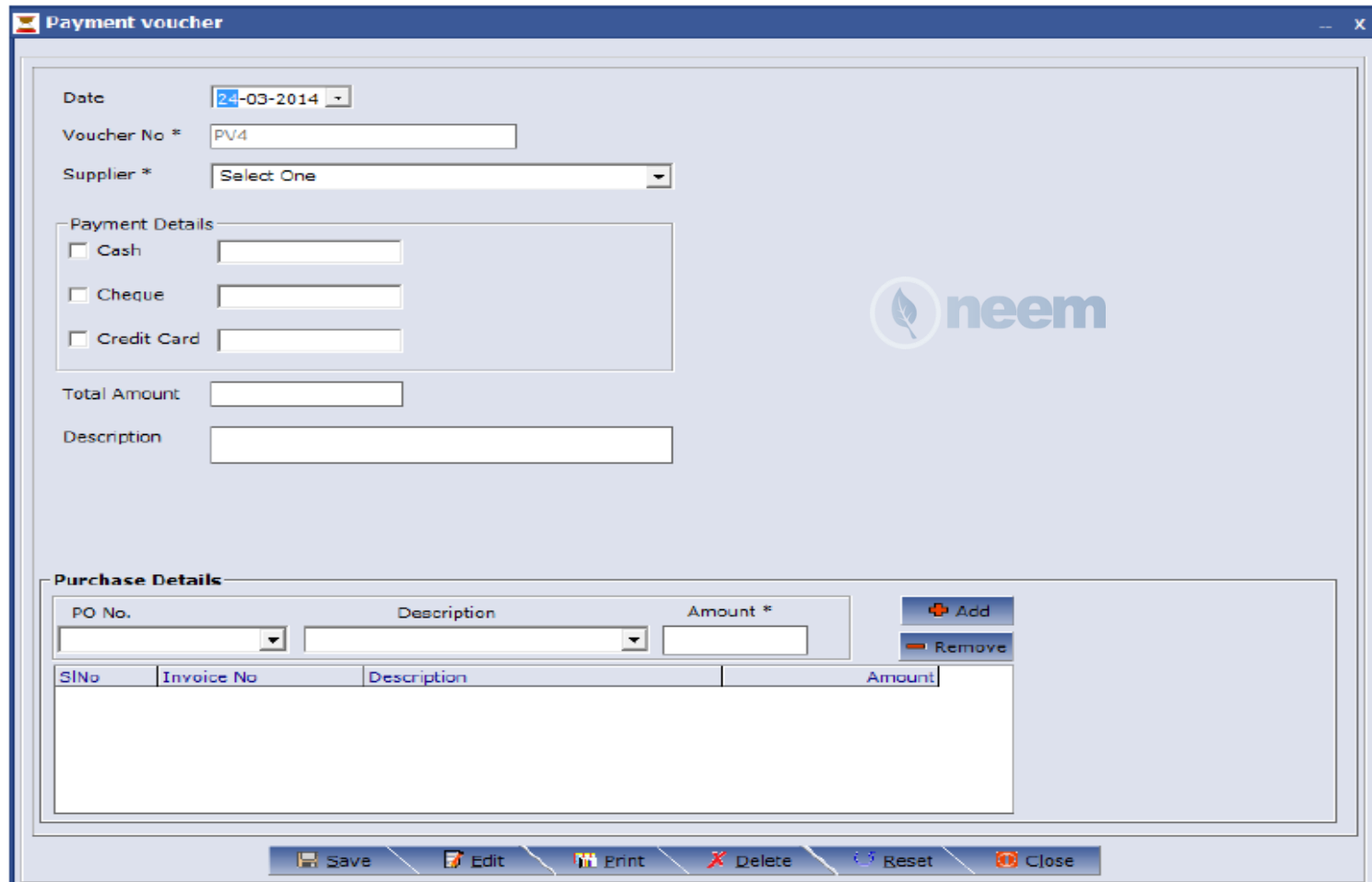
The screenshot shows a web application window titled "Receipt voucher". The interface includes the following elements:

- Date:** A dropdown menu showing "24-03-2014".
- Voucher No \*:** A text input field containing "RV4".
- Customer:** A dropdown menu showing "Select One".
- Payment Details:** A section with three radio buttons and corresponding text input fields:
  - ☐ Cash
  - ☐ Cheque
  - ☐ Credit Card
- Total Amount:** A text input field.
- Description:** A text input field.
- Invoice Details:** A section containing:
  - Three input fields: "Invoice No.", "Description", and "Amount \*".
  - Two buttons: "Add" and "Remove".
  - A table with the following headers: "SlNo", "Invoice No", "Description", and "Amount". The table body is currently empty.

At the bottom of the window, there is a toolbar with the following buttons: Save, Edit, Print, Delete, Search, Reset, and Close.

## How to create payment voucher

Finance – Payments: Here we can create payment voucher.



**Payment voucher**

Date: 24-03-2014

Voucher No \*: PV4

Supplier \*: Select One

**Payment Details**

☐ Cash

☐ Cheque

☐ Credit Card


Total Amount:

Description:

**Purchase Details**

PO No.	Description	Amount *

SlNo	Invoice No	Description	Amount
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## How to create employee details

Masters – Employee: Here we can give employee details including their document details.

Employee

Employee Details

Employee Documents

Employee Salary Details

Employee Name \*

Employee1

Current Address

Dubai

Permanent Address

London, England

Phone

00971565698

Mobile

00971565600

Email

employee1@neemsoftware.com


Designation

Manager

Joining Date \*

☒ 21-03-2014

Remarks



☒ Save

☒ Edit

☒ Delete

☒ Reset

☒ Close

☒ Activate

☐ Deactivate

## Employee Documents with Expiry Alerts

Employee

Employee Details

**Employee Documents**

Employee Salary Details

ID Number / Code

787880

↑ × Attachment 1

Passport No.

J7868768

↑ × Attachment 2

Passport Expiry Date

17-01-2015

Task

Health Card No.

H78788989

↑ × Attachment 3

Driving License No.

D3383939

↑ × Attachment 4

License Expiry Date

05-12-2014

Task

Visa Details

HJ783678393

↑ × Attachment 5

Visa Expiry Date

23-01-2015

Task

Labour Card No.

LB782628

↑ × Attachment 6

Employee Photo

↑ ×

neem

Save

Edit

Delete

Reset

Close

☒ Activate

☐ Deactivate

## Employee Salary Register


Employee

Employee Details

Employee Documents

Employee Salary Details


Basic Salary	5000
HRA	1000
TA	100
DA	100
Commission	500
Net Salary	6700
Daily Working Hours	8
Hourly Salary	27.91





**Hourly Salary Calculation**


Net Salary : 6700.00


Hourly Salary : 27.92

 Save

 Edit

 Delete

 Reset

 Close

☒ **Activate**

☐ **Deactivate**

## How to enter customer details

**Masters – Customer:** Here customer details can be entered. We can create new customer from the forms quotation, inspection, job card, invoice, POS etc by clicking the plus button near to customer column which will help to create customer details in the masters

Customer

Customer Type

☒ General
 ☐ Insurance

Customer Name \*

Customer5

Customer Code

107

Address

Dubai

City

Dubai

Country

UAE

Phone(Res)

0097156565656

Phone(Work)

0097156565653

Mobile

0097156565657

Fax

0097156565658

Email

customer2@gmail.com

Remarks

Vehicle Details

Reg. Place	Reg. No.	Owner Name	Type	Make	Model	Capacity	Engine No.	Chassis
Dubai	DUBAI 87878	Customer5	Car	Toyota	Corolla	1600	S67567556	JK7557

Notes

You can access the vehicle details while you are in edit mode and the processing allowed are:

- ★ Press the Add Button to make a new vehicle entry.
- ★ Press the Edit button to edit the selected vehicle details.
- ★ Press the Delete button to delete the specific vehicle entry.

Save

Edit

Delete

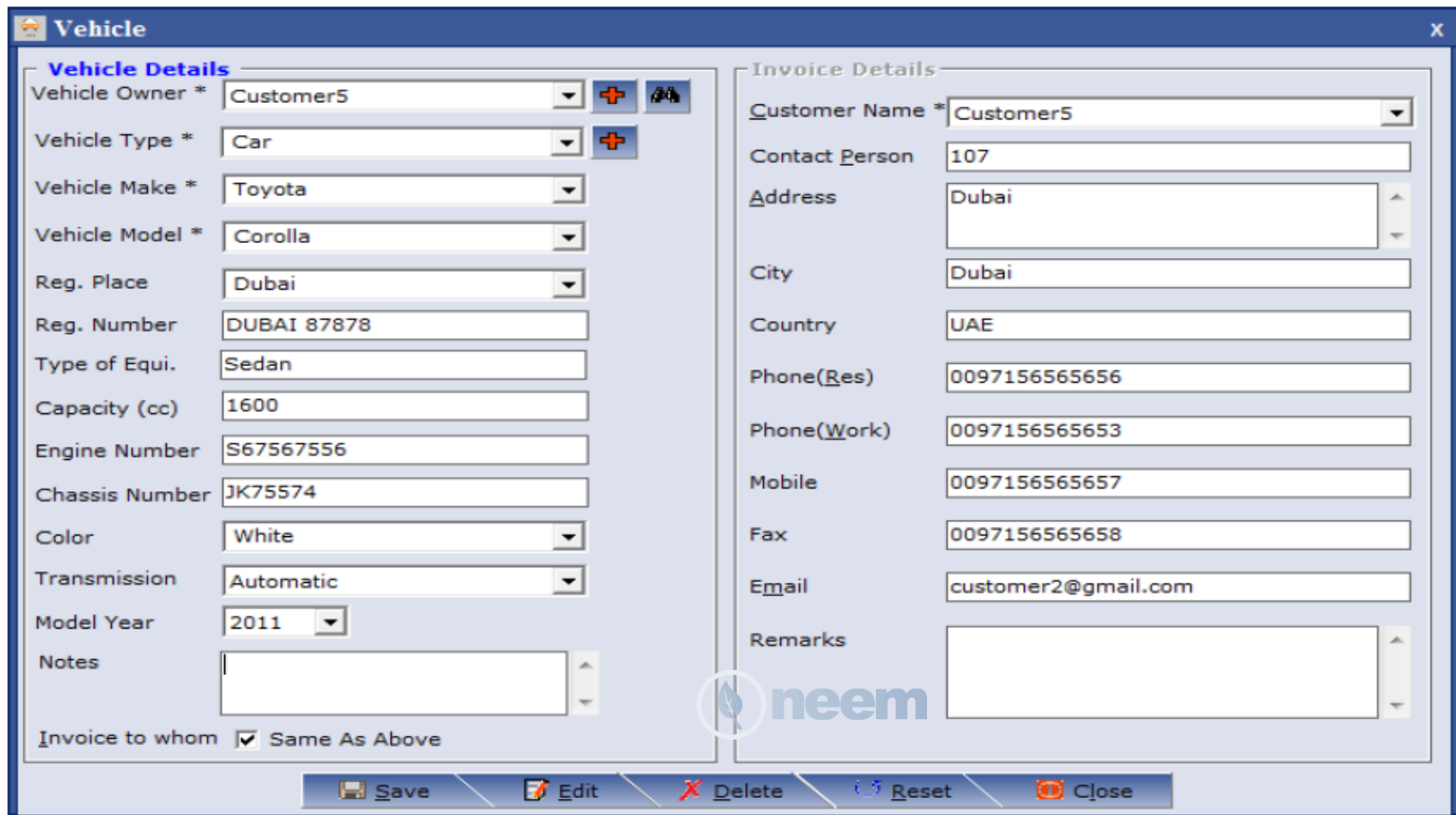
Reset

Close

☒ Activate
 ☐ Deactivate

## How to create vehicle details of the company

Masters – Vehicle: Here we can create the vehicle details. For creating vehicle details we have to add the vehicle brands and its features.



The screenshot shows a software window titled "Vehicle" with a close button (X) in the top right corner. The window is divided into two main sections: "Vehicle Details" on the left and "Invoice Details" on the right. The "Vehicle Details" section contains fields for Vehicle Owner (dropdown, value: Customer5), Vehicle Type (dropdown, value: Car), Vehicle Make (dropdown, value: Toyota), Vehicle Model (dropdown, value: Corolla), Reg. Place (dropdown, value: Dubai), Reg. Number (text, value: DUBAI 87878), Type of Equi. (text, value: Sedan), Capacity (cc) (text, value: 1600), Engine Number (text, value: S67567556), Chassis Number (text, value: JK75574), Color (dropdown, value: White), Transmission (dropdown, value: Automatic), Model Year (dropdown, value: 2011), and Notes (text area). The "Invoice Details" section contains fields for Customer Name (dropdown, value: Customer5), Contact Person (text, value: 107), Address (text, value: Dubai), City (text, value: Dubai), Country (text, value: UAE), Phone(Res) (text, value: 0097156565656), Phone(Work) (text, value: 0097156565653), Mobile (text, value: 0097156565657), Fax (text, value: 0097156565658), Email (text, value: customer2@gmail.com), and Remarks (text area). At the bottom left of the "Vehicle Details" section, there is a checkbox labeled "Invoice to whom" which is checked, with the text "Same As Above" next to it. A watermark "neem" is visible in the center of the form. At the bottom of the window, there is a toolbar with buttons: Save, Edit, Delete, Reset, and Close.

Vehicle Details		Invoice Details	
Vehicle Owner *	Customer5	Customer Name *	Customer5
Vehicle Type *	Car	Contact Person	107
Vehicle Make *	Toyota	Address	Dubai
Vehicle Model *	Corolla	City	Dubai
Reg. Place	Dubai	Country	UAE
Reg. Number	DUBAI 87878	Phone(Res)	0097156565656
Type of Equi.	Sedan	Phone(Work)	0097156565653
Capacity (cc)	1600	Mobile	0097156565657
Engine Number	S67567556	Fax	0097156565658
Chassis Number	JK75574	Email	customer2@gmail.com
Color	White	Remarks	
Transmission	Automatic		
Model Year	2011		
Notes			
Invoice to whom <input checked="" type="checkbox"/> Same As Above			

neem

Save Edit Delete Reset Close

How to create new users and create user rights for them

Admin– User Accounts: Here we can create administrative user or limited user

Account Profile

Enter The Account Details

Account Type \*

Select One  
☐ Administrator ☒ Limited

Account Name \*

user

☐ Set New Password

Password

Confirm Password

Name

User

Gender

Select One  
☒ Male ☐ Female

DOB

1 Feb 1970

Address

Dubai


Phone

0097156565656

Email

0097156565656

Account Name	Name	Account Type
Admin		Administrator
user		Limited



Save


Edit

Delete

Reset

Close

Admin– User Rights: Here we can give user right permissions to respective user.


**User Rights**
X

Account Name

user

Modules	View	Insert	Modify	Delete
- Masters	✓	✗	✗	✗
Item	✓	✗	✗	✗
Vehicle	✓	✗	✗	✗
Vehicle Brands	✓	✗	✗	✗
Petty Cash Reserves	✓	✗	✗	✗
Job Entry	✓	✗	✗	✗
Customer	✓	✗	✗	✗
Supplier	✓	✗	✗	✗
Employee	✓	✗	✗	✗
Bank	✓	✗	✗	✗
Asset	✓	✗	✗	✗
- Activities	✓	✗	✗	✗
Purchase	✓	✗	✗	✗
Purchase Return	✓	✗	✗	✗

Save

Reset

Close

