

WorkshopLedger Pro

Quick Start Guide

Version 1.0.0

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One working day in WorkshopLedger Pro: from switching it on in the morning, through a real vehicle — job card, estimate, customer approval, invoice, payment, receipt — to counting the drawer at close. Follow it once with a test vehicle and you know the daily rhythm.

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Before You Start

This guide assumes WorkshopLedger Pro is installed and activated, and your receipt printer is set up — the **Installation Guide** covers all of that. Everything below is done from the home screen, which shows a tile for each main area of the application; what you see depends on your role — the owner sees everything, a technician sees less.

Do this first run-through with a test customer and vehicle, then void or close the practice records — the application keeps a full audit trail either way.

Step 1 — The Customer and the Vehicle

Everything hangs off the customer and their vehicle. When a vehicle arrives:

1. Create (or find) the **customer** — name and phone number are the essentials; the phone number is what the WhatsApp reminder feature uses later.
2. Create the **vehicle** under that customer, with its registration plate. The plate is how you will find this vehicle again — every search understands it.

Step 2 — Open a Job Card

The job card is the vehicle's file for this visit: what was asked for, what is being done, and what it is costing as it runs.

1. Create a new **job card** for the customer and vehicle. It receives a WLP-JC number — quote it on anything related to this visit.
2. If several technicians will work on it — say, engine work and electrical — split the work into **segments**, one per operation, each with its own technician.

From this moment the job accumulates **work in progress (WIP)**: parts issued to it, job-linked expenses, and labour all land on the job card, so you always know what the job has cost you — before you decide what to charge.

Step 3 — The Estimate (and the Customer's Signature)

1. Create an **estimate** for the job: parts lines and labour/service lines, using the same segment structure as the job card.
2. **Print it.** The printed estimate carries a customer signature block and a "Valid for 14 days" line (the validity period is yours to change under Settings). Hand it to the customer — the printed page is what they read, consider, and sign. You can also email it as a PDF; you review the message before it goes.
3. When the customer agrees, **record the approval** on the estimate. Approval locks it — the agreed figures can no longer drift.

If the scope changes later — more work found once the engine is open — **supersede** the estimate: a new revision is created for the customer to approve, and the old one stays on record. If a superseded estimate is ever reprinted, it carries a SUPERSEDED watermark, so an out-of-date paper can never be mistaken for the live one. The estimates list has a search box — estimate number, customer name, or plate all work.

Step 4 — Parts Out of the Store

1. **Issue** the parts to the job from inventory. Print the issue slip — it has a collector name and signature line for the person carrying the parts to the floor.
2. Stock drops, and the parts' cost lands on the job's WIP at the moving-average cost. Issuing more than is on the shelf is refused — stock cannot go negative.
3. Part not used, or found defective? **Return** it — stock and the job's WIP correct themselves.

A part the customer brought themselves is entered as **customer-supplied**: zero cost, zero price, clearly labelled on the printed documents, no effect on your stock or WIP.

Step 5 — Invoice

1. When the work is done, convert the **approved estimate to an invoice** — one click, and the totals match the approved estimate exactly. The invoice receives a WLP-INV number.
2. The job's accumulated WIP is relieved onto the invoice — costs stop accruing and the job moves toward closure.

Walk-in sale of parts with no vehicle involved? Use a **parts sale** invoice — stock is decremented, no job card needed.

Step 6 — Payment and the Receipt

1. Open the invoice and choose **Take Payment**.
2. Record what the customer actually gives you — part **Cash**, part **Transfer** (with the transfer reference) is fine. Paid-so-far and Balance update at every step; the invoice shows Part-Paid until the balance is zero, then flips to Paid on its own. Overpaying is refused.
3. **Print the receipt** on the thermal printer — the customer's proof, with the ₦ amounts, a bold balance line, and who served them. Need it again? Receipts on a paid invoice are reachable via the **Receipts** button, and every reprint is recorded in the audit log.

A customer who owes you appears in **Debtors**, with their balance aged so the oldest debts stand out. From there, one click opens a prepared WhatsApp payment reminder — you read it and press send yourself.

*Mistake in a payment or an invoice? **Void** it — with a reason, owner-level rights, and an audit entry. Amounts re-derive automatically, and voided documents reprint with a clear VOIDED marking.*

Step 7 — Money Going Out

Fuel for the generator, an outsourced machining job, a part bought urgently across the road — record each as an **expense** (it receives a WLP-EXP number). An expense linked to a job card lands on that job's WIP, so outsourced work is costed into the job like everything else.

Step 8 — Closing the Day: the Cash Book

At close, open the **Cash Book**. The day's cash takings, expenses, and other income are brought together into an **expected-in-drawer** figure — count the drawer against it. If the drawer and the screen disagree, the day's entries are all there to trace, each with its

document number.

Where to Go Deeper

You want	Read
Every screen and setting, feature by feature	User Guide (Documentation tile)
To train front-desk staff and technicians, with exercises	Training Manual
Printers, licence moves, backups, networked workshops	Installation Guide
What is new in this version	Release Notes

Stuck on anything: **support@cabsystemsapp.com** — include the document number on screen (WLP-JC, WLP-EST, WLP-INV, WLP-EXP) and we can see exactly what you are looking at.