HANDBOOK · VERSION 0.9.8 · WRITTEN 12 NOVEMBER 2026

Zeyto Garage Pro

The whole system in one place: how a car moves through your workshop, what the computer records at each step, where the money goes, who can see what, and how to set it up and keep it safe. Every screen name, button and number comes from the product itself.

```
Job card  JC-00012
Plate     Dubai A 54321
Status    Work completed
```

▼ **Chapters**

1 · Start here

2 · The system on one page

3 · A car's journey

4 · Tutorials by role

5 · The job card in depth

6 · Estimates and approvals

7 · Parts, supplies and stock

8 · Invoicing and getting paid

9 · Insurance jobs

10 · What the books record

11 · Reports and dashboards

12 · How the data is structured

13 · Who can do what

14 · Install, set up, back up

15 · Settings, printing, messages

16 · When something looks wrong

17 · Glossary and menu map

1 Start here

Zeyto Garage Pro runs a car workshop from the front desk to the tax return. One program covers bookings, check-in, estimates, the work itself, parts, invoices, payments, insurance claims, the books and VAT.

It works without internet

Everything runs on a PC in your workshop. If the internet drops, you keep working. Only optional things (e-mail, WhatsApp automatic sending, licence activation, remote access) need a connection.

One job card holds the whole story

The job card (`JC`) is the spine. The car, the customer, the estimate, the approvals, the parts, the technician's time, the invoice and the gate pass all hang off it.

Nothing is erased

The books are append-only. A correction adds reversing lines; it never rewrites history. That is why every amount can be traced to the document that made it.

The screen only shows what you may use

A technician sees their own work. A cashier sees money. The owner sees everything. See chapter 13.

Which chapter do I read?

YOU ARE	READ FIRST	THEN
Service advisor (front desk)	4 · Advisor tutorial	5, 6, 8, 9
Technician / mechanic	4 · Technician tutorial	5, 7
Cashier	4 · Cashier tutorial	8
Workshop manager	5 · The job card	6, 7, 11
Owner	11 · Reports and dashboards	3, 8, 10
Accountant	10 · What the books record	8, 11, 12
Administrator / IT	14 · Install and back up	12, 13, 15

How to read the examples

- **Grey boxed words** are buttons and menu names exactly as they appear on screen.
- `JC-00012` amber tags are document numbers. They are examples; your numbers follow your own settings.
- Tables headed **Dr / Cr** show what the books record. Dr is debit, Cr is credit. Every document balances: total Dr equals total Cr.
- The amber **Real example** boxes use the numbers from the product's own test suite, so they are exactly what the system produces.

> **GOOD TO KNOW**
> Press **Ctrl** + **K** anywhere to search for any page, customer, car or document.

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2 The system on one page

One computer in your workshop, called the **Edge**, holds all the data. Every screen you use, on a desk PC, a tablet or a phone, is the same web application served by that computer.

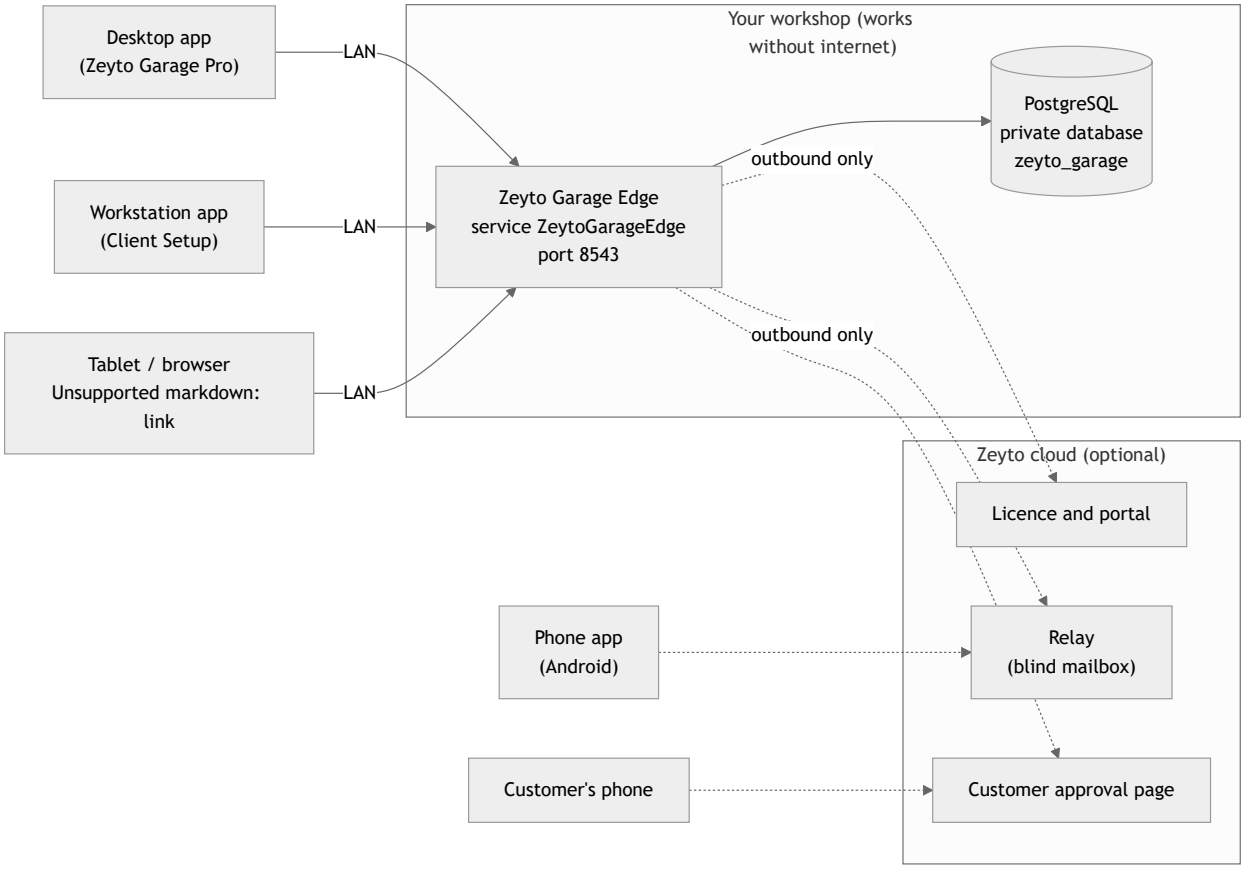


Figure 2.1 Solid lines stay inside your building. Dotted lines are optional and only ever start from your computer outward; nobody on the internet connects in.

The parts, in plain words

PART	WHAT IT DOES	WHERE IT LIVES
Edge	The brain. Holds the rules, posts the accounts, prints, backs up, checks the licence.	Windows service `ZeytoGarageEdge`, port `8543`
Database	Every record. It is private to the program; you never log in to it.	Service `ZeytoGaragePostgres`, data in `%ProgramData%\ZeytoGarage`
Desktop app	The window you work in. It shows the web application inside a Windows frame and finds the server by itself.	"Zeyto Garage Pro" in the Start Menu
Workstation	The same window on a second PC. Install with `Zeyto-Garage-Client-Setup` and point it at the server.	Any PC on the shop network
Browser / tablet	Open the server's address (shown in the Start Menu as the LAN URL). Same screens, no install.	Any device on the network
Phone app	An Android window onto the same screens, reaching your server through the Zeyto relay when you are away.	Android APK
Zeyto cloud	Licence activation, the customer portal, the relay and the approval page. It never stores your business data.	zeyto.app (run by Zeyto)

ONE SITE, ONE DATABASE

One Edge serves one physical workshop. Companies and branches are rows inside it. A second location that must work on its own gets its own Edge. By default the "Multiple branches" module is off.

The six rules the whole system obeys

1 · Offline first. No daily operation needs the internet. The 14-day evaluation makes no network call.

2 · One program, one licence. Features switch on from your signed licence; the code never checks "which edition".

3 · The books only grow. Ledgers are append-only. Money is exact decimal arithmetic, calculated in one place only.

4 · The screen never touches the database or the printer. Only the Edge does.

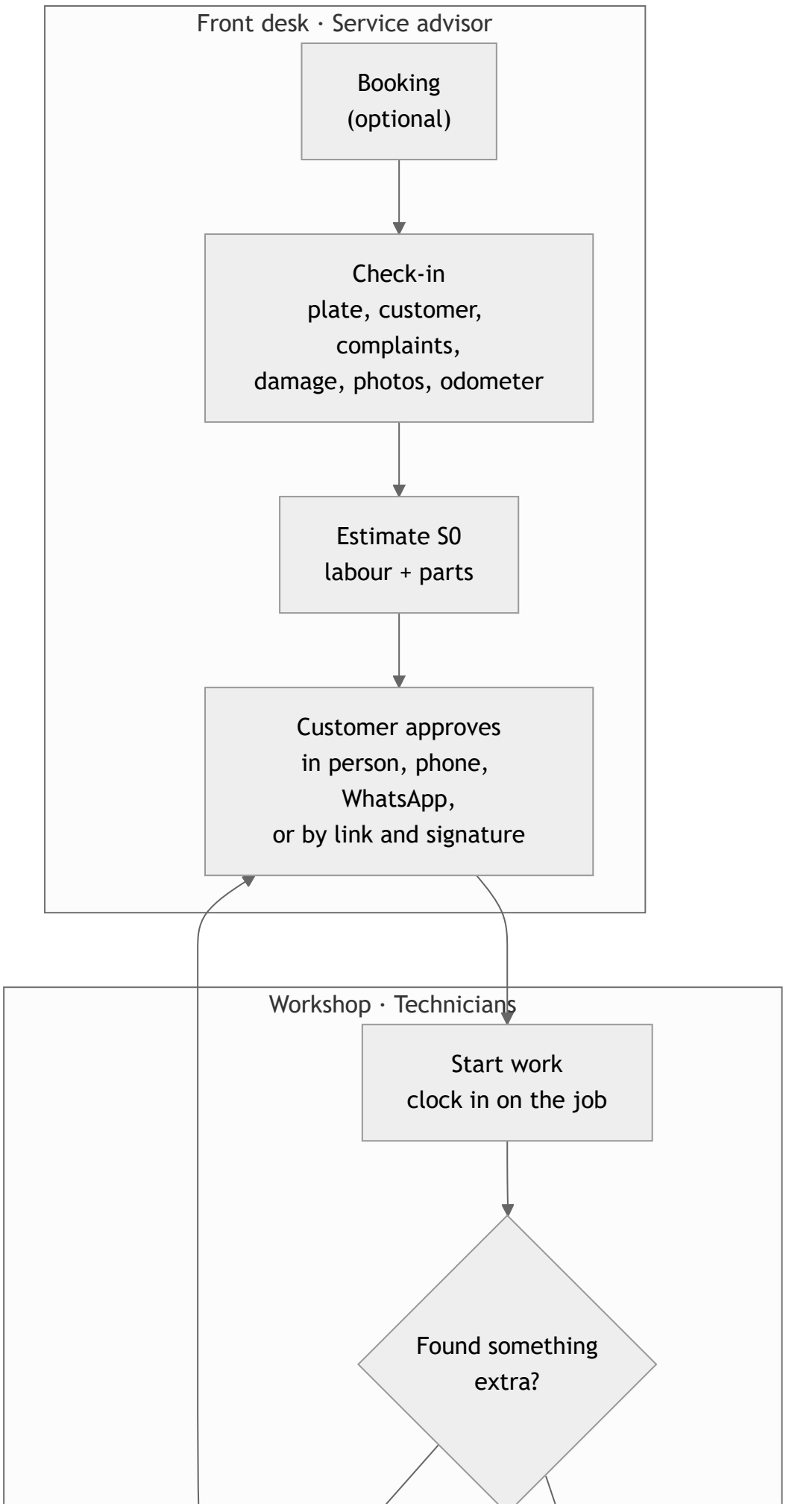
5 · Every record is traceable. Each row has a unique id, a version, who changed it, when, and from which device.

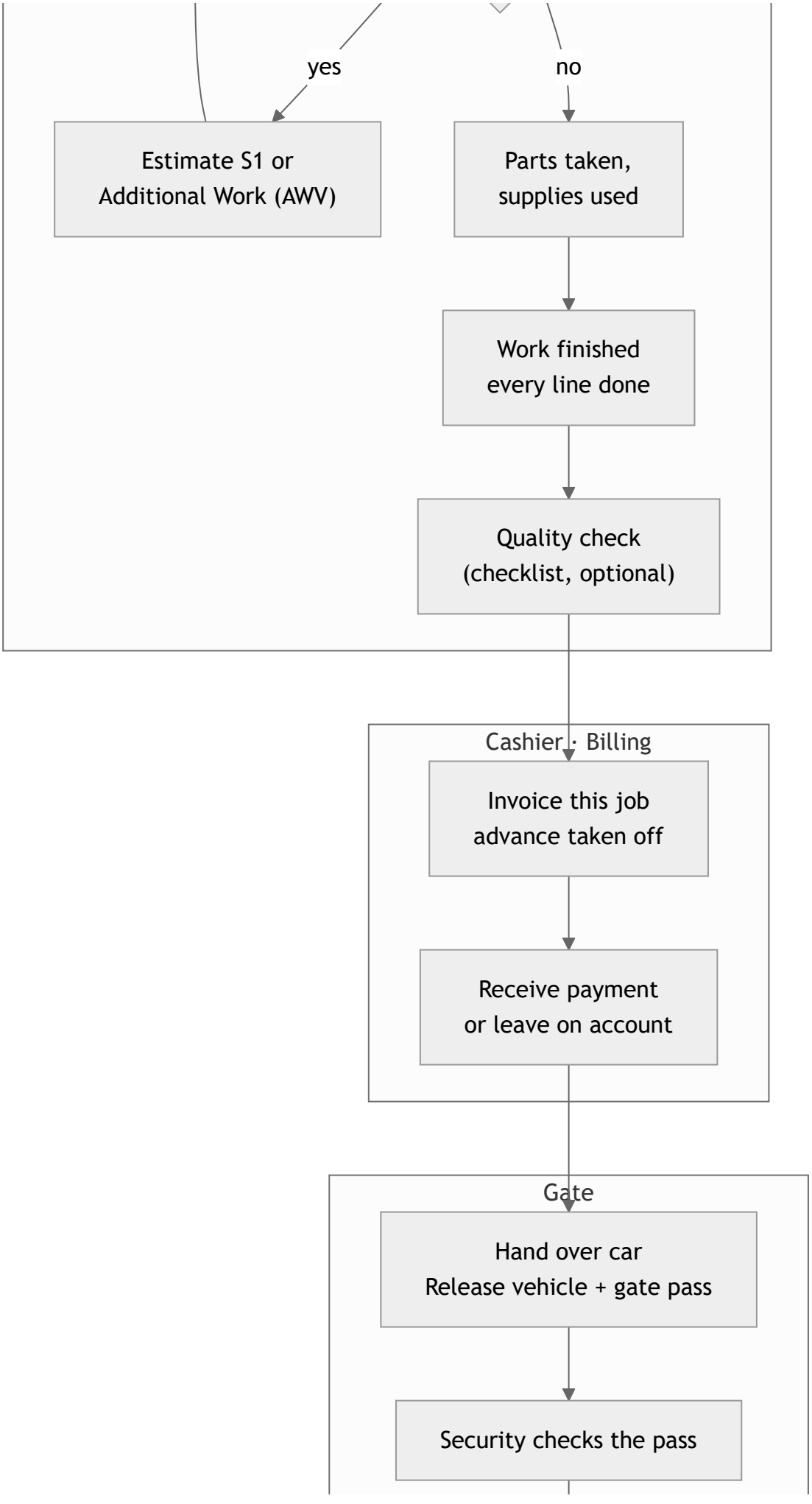
6 · One look. All colours come from one design file, so every screen and print matches.

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3 A car's journey through the garage

Follow one car from the phone call to the gate pass. Each box is a screen you will use; the label under it says who normally does it.


Front desk · Service advisor
Booking
(optional)
Check-in
plate, customer,
complaints,
damage, photos, odometer
Estimate S0
labour + parts
Customer approves
in person, phone,
WhatsApp,
or by link and signature
Workshop · Technicians
Start work
clock in on the job
Found something
extra?


yes
no
Estimate S1 or
Additional Work (AWV)
Parts taken,
supplies used
Work finished
every line done
Quality check
(checklist, optional)
Cashier · Billing
Invoice this job
advance taken off
Receive payment
or leave on account
Gate
Hand over car
Release vehicle + gate pass
Security checks the pass

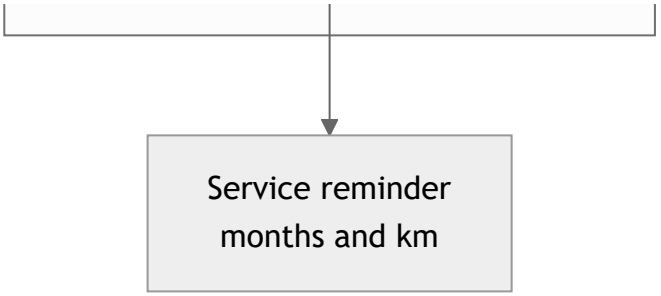


Figure 3.1 The normal path. The loop at "Found something extra?" is the most common detour: new work always needs a fresh approval before it is billed.

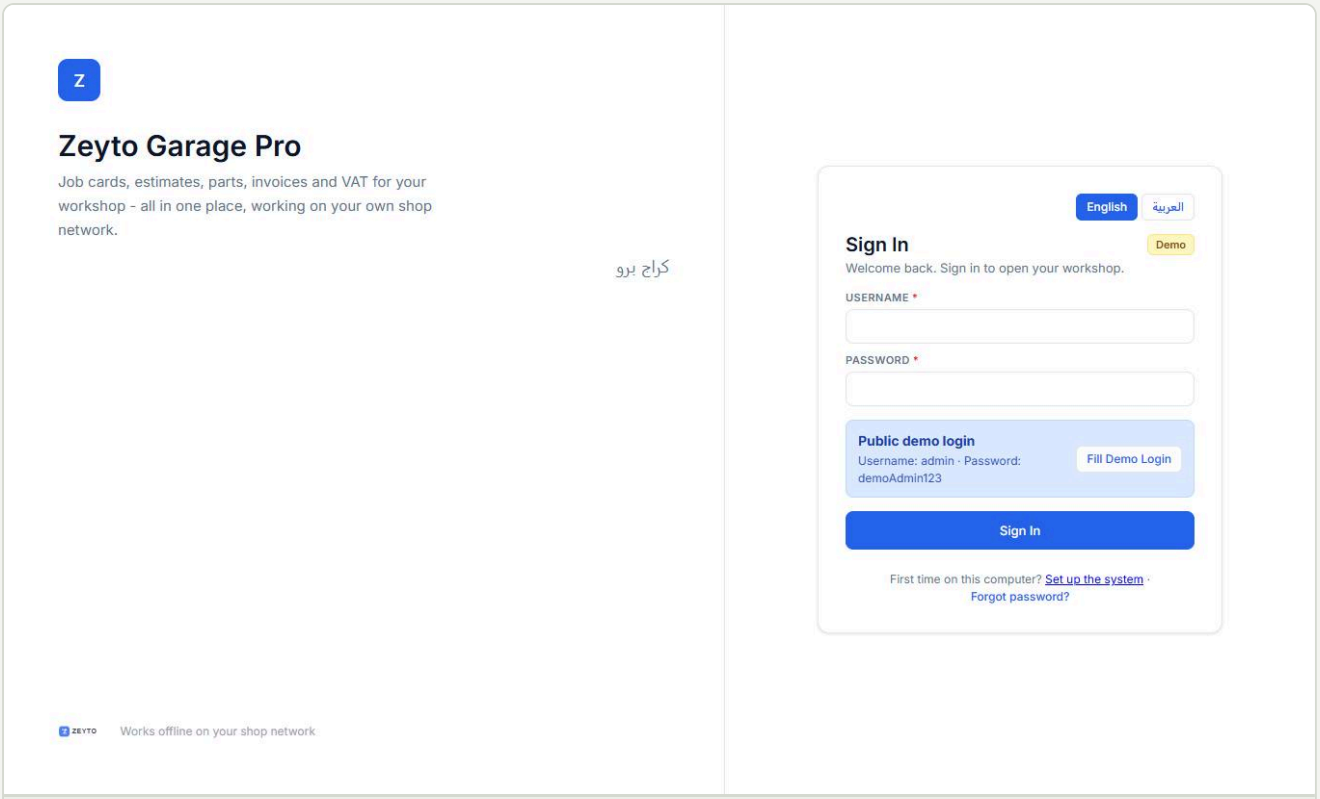
What the computer does at each step

STEP	DOCUMENT CREATED	BOOKS TOUCHED?	STOCK TOUCHED?
Booking	Booking record (not a document)	no	no
Check-in	Job card `JC` + car + odometer reading	no	no
Estimate	Frozen estimate revision S0, S1…	no	reserved only
Advance	Advance receipt `ADR`	**yes** (cash, advance, VAT)	no
Extra work	Additional Work `AWV`	no	no
Work, clocking	Time events on the job	no	no
Materials, supplies	Stock adjustment `ADJ`	**yes**	**yes**
Invoice	Tax invoice `SI`	**yes** (sales, VAT, cost)	**yes** (parts leave)
Payment	Receipt `RV`	**yes**	no
Hand over	Gate pass `GP` (a release event)	no	no

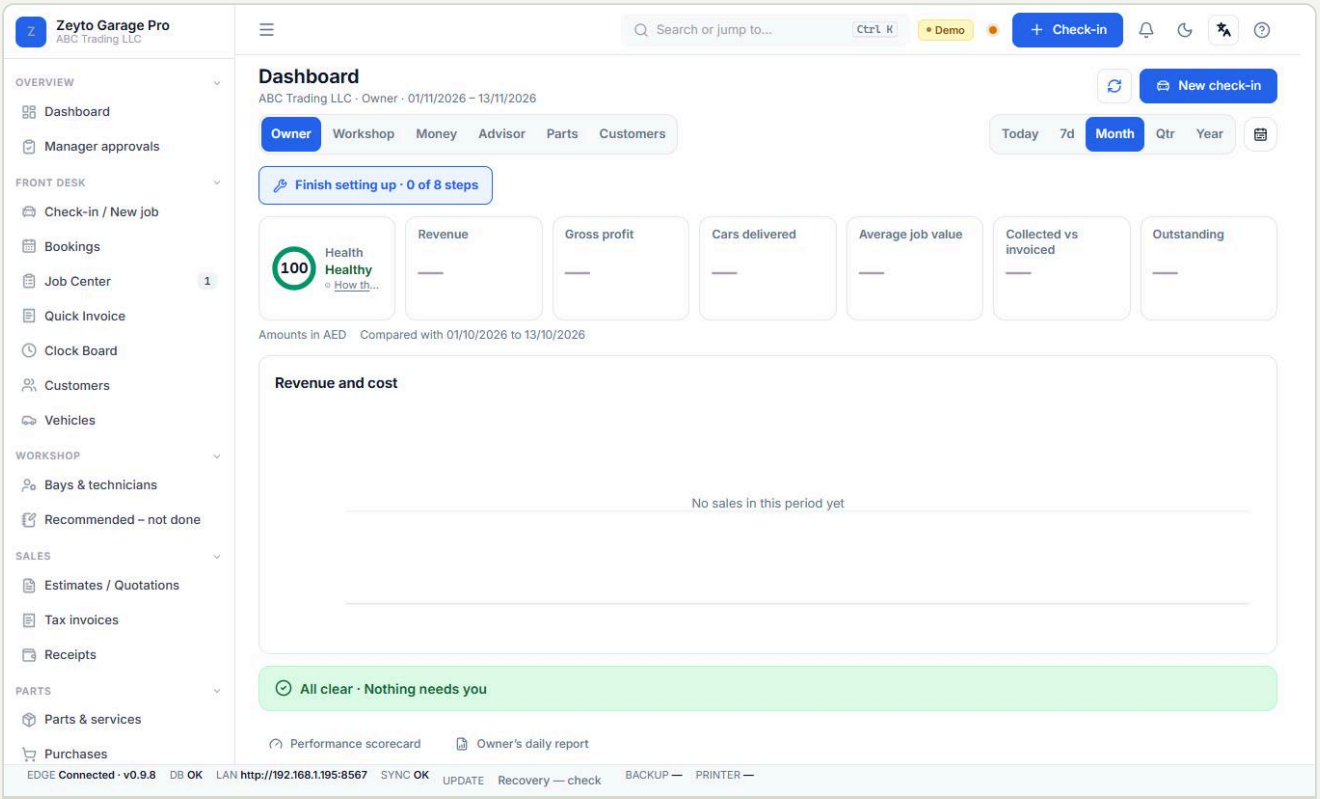
WHY THIS MATTERS

Most of the journey only writes *records*. The books and stock move at four moments: an advance, a materials issue, the invoice and the receipt. That is why you can freely edit an estimate but must "correct" an invoice.

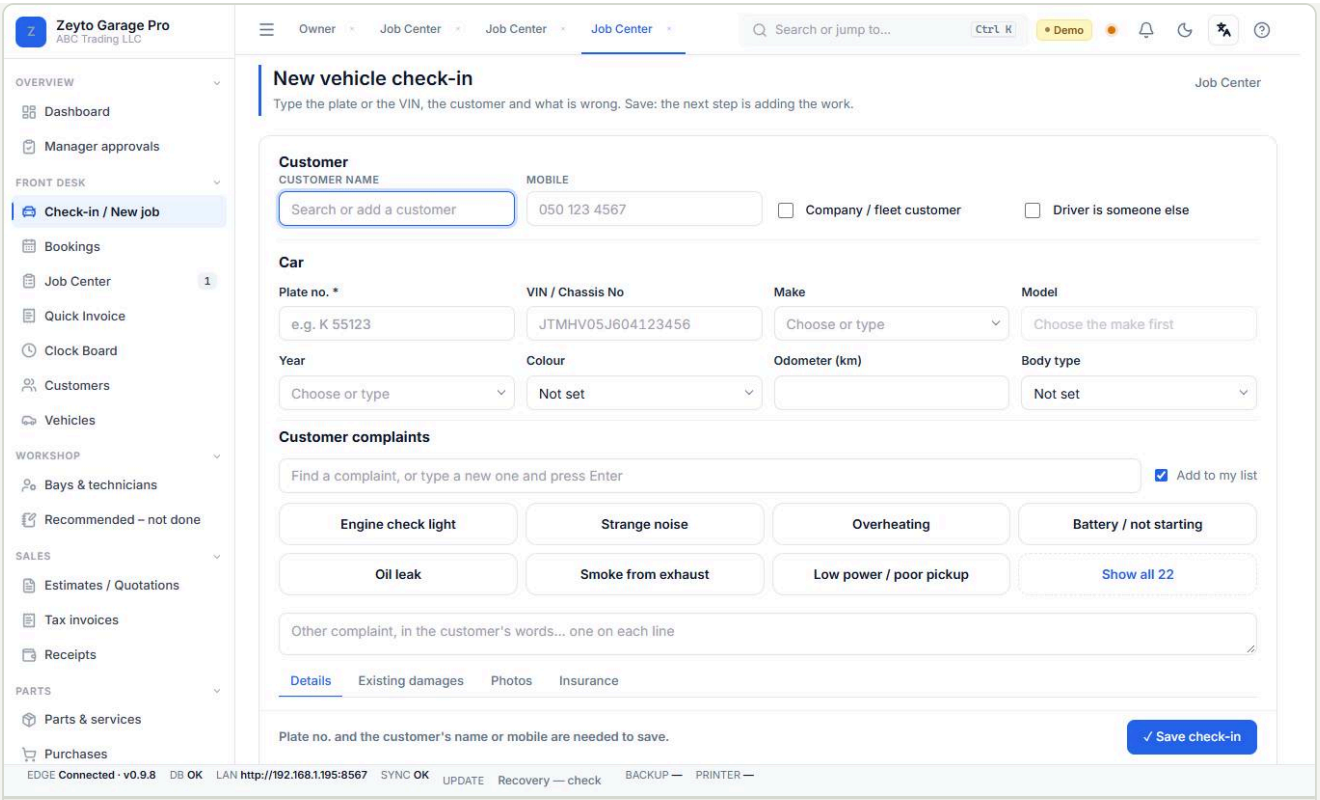
On the screen



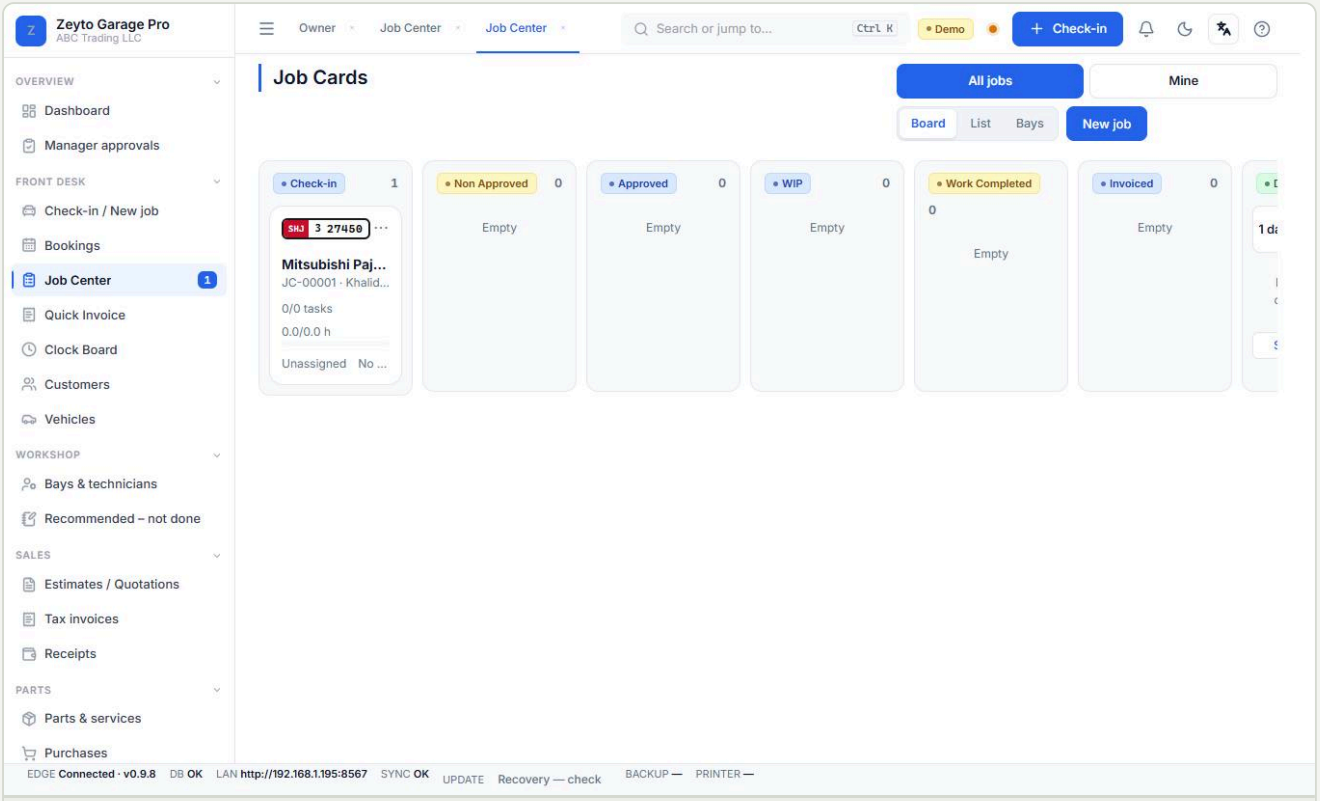
Signing in. Every person has their own user name and password.



The Owner dashboard. Tabs for Owner, Workshop, Money, Advisor, Parts and Customers; a "Finish setting up" strip; six headline figures; and the revenue and cost chart. This is the demo database, so the figures are still empty.



New check-in. The check-in form: customer, vehicle, the customer's complaints with quick-pick chips, then Save check-in.



Job Cards board. One column per stage: Check-in, Non Approved, Approved, WIP, Work Completed, Invoiced, Delivered. The card shows the plate, the car, the job number, the customer and the task and hour counters.

4 Tutorials by role

Each tutorial is a complete working day for one person, in the order they do things. Menu names are exactly as shown in the Garage menu.

4.1 Service advisor: check a car in

`Service Advisor` `Workshop Manager`

1. **Open Check-in / New job**

   First group, Front desk. A booked customer? Open **Bookings**, find them and convert the booking; the form fills itself and the booking turns to "Arrived".

2. **Type the plate**

   Any plate format works, for example `DXB A 12345` (emirate, code, number). A known car fills in its details. If the plate looks like another car's, the system asks "Same car as DXB K 55123?" with **Yes, same car** and **No, a different car**. A car that already has an open job shows "This car already has an open job" with **Open it**.

3. **Name the customer**

   Type a name or a mobile number. A new person shows "New customer — will be created when you save". You can save with only a plate (or VIN) and a name or mobile; everything else can come later.

4. **Record the odometer and fuel**

   Tab **Details**: fuel level (Empty, 1/4, 1/2, 3/4, Full), promised delivery, bay, "Received by (advisor)". A reading lower than last time is only a warning; it is saved with a note.

5. **Write the complaints**

   In **Customer complaints** pick from the list (Engine, Brakes, AC, Electrical, Body, Tyres, Suspension, Transmission, Service, Other) or type one per line.

6. **Walk around the car**

   Tab **Damage**: tap the zone (front bumper, bonnet, doors, mirrors, wheels, lights), choose the type (scratch, dent, crack, broken, rust, paint chip). "Record damage before work starts. It protects the workshop and the customer." Add pictures on tab **Photos**.

7. **Insurance?**

Tab **Insurance**: *Who pays* is *Private (the customer pays)* or *Insurance claim*. For a claim give the insurer, claim number, policy number, police report, accident date and the customer's excess.

8 **Press Save check-in**

The job card is created with the next `JC` number. If you close the page by accident the form offers "Restored your unsaved check-in" with **Keep it** and **Discard**.

Next: add work lines and send the estimate (chapter 6).

4.2 Technician: your day on the floor

`Technician`

Your menu has just two things: **Job Center** (named **My work** for you) and **Clock Board**. You do not see prices, customer phone numbers or the front desk.

1 **Open My work**

Pick the job you are given. Each tile shows the car and a flag such as *Due today* or *Overdue*.

2 **Clock in**

Press **Start work** or clock in on the Clock Board. The first clock-in on an approved job moves the job to `WIP`. Use *Break* and *Resume* for pauses. You cannot be clocked in on two jobs: "This technician is still clocked in on {job}. Clock out first."

3 **Tick parts taken**

On the Work tab tick *Part taken* when you fit a part. This is a work-log only; the stock leaves when the invoice is made. After the job is billed the tick cannot be removed.

4 **Use shop supplies**

Cloth, gloves and cleaner go under *Consumables*, never as a part. They need no approval.

5 **Take photos**

Add pictures to the open job from the Photos tab.

6 **Finish each line**

Mark every line *Done*, *Not needed* or *Carry to the next visit*. Press **Work finished**. If lines are still open: "N of M lines are not done... Choose for each: done, not needed, or carry to the next visit." Finishing also stops your clock.

FOUND SOMETHING?

Tell the advisor. They add a new estimate or Additional Work and get approval. You can start the extra work only once it is approved.

4.3 Cashier: invoice, collect, close

Garage Cashier · Service Advisor

1. **Find the job**

   Job Center, filter *Work Completed*. Open the job, tab Finish & billing.

2. **Invoice**

   Invoice this job, choose who pays and how. See 8.1.

3. **Collect**

   Cash, card, bank transfer, cheque or payment link. Give a reference for anything that is not cash.

4. **Print**

   Every Print opens a preview first. Choose A4, A5 or the 80 mm receipt.

5. **Hand the car over**

   Hand over car asks who collected it (required), the fuel out and the odometer out, and prints the gate pass. If the customer still owes, the system tells you and a manager may release it with a reason.

6. **Close the day**

   Day close under Accounts. Count the notes, explain any difference.

4.4 Workshop manager: control the floor

Workshop Manager

- **Assign work.** Bays & technicians sets the bays and the people. Assign a technician to each line.
- **Hold a job.** Hold needs approved work and a reason: *Waiting for parts*, *Waiting for customer approval*, *Waiting for insurer*, or *Other*. Then Release hold or Resume work.
- **Reopen a locked job.** After Work Completed a job is locked. A manager with the override right reopens it with a reason of 5 to 500 characters and their own Approval PIN (locked after five wrong tries). The job keeps its status but becomes editable until its next move.

- **Watch the board.** Flags in priority order: *Overdue*, *Due today*, the hold reason, *Extra work waiting*, *Estimate sent*, *Awaiting LPO*.
- **Warranty and comebacks.** When a car returns for the same fault, start a warranty job. The garage pays, so there is nothing to bill (chapter 5).

4.5 Owner: the five-minute morning

`Admin`

1. ### Dashboard, Owner view

   "Is the workshop healthy?" Six tiles (revenue, gross profit, cars delivered, average job value, collected versus invoiced, outstanding) and a list *What needs you* with at most five items: estimates awaiting approval, cars past their promised date, a day not closed, money problems, stock short, comebacks.

2. ### Owner's daily report

   Reports, then **Owner's daily report**. Switch on a time and it arrives by e-mail or WhatsApp.

3. ### Look at the money

   The Money view: cash and bank, cheques in hand, receivables by age, top debtors, what insurers owe.

4. ### Look at the people

   Reports, Labour: technician sales, productivity, labour efficiency, bay utilisation.

4.6 Accountant: the month-end routine

`Accountant`

1. ### Review the day closes

   Accounts, Money in, **Day close**. Make sure each day is closed and account 5910 is explained.

2. ### Settle card money

   Card settlements: clear 1110 Card Clearing into the bank, fee to 6500.

3. ### Reconcile the bank

   Bank reconciliation.

4. ### Check receivables

Receivables and ageing by customer; Insurer ageing for claims.

5 **Review parts sold with unknown cost**

Reports, Parts, *Sold with unknown cost*. Enter the missing costs so margin is true.

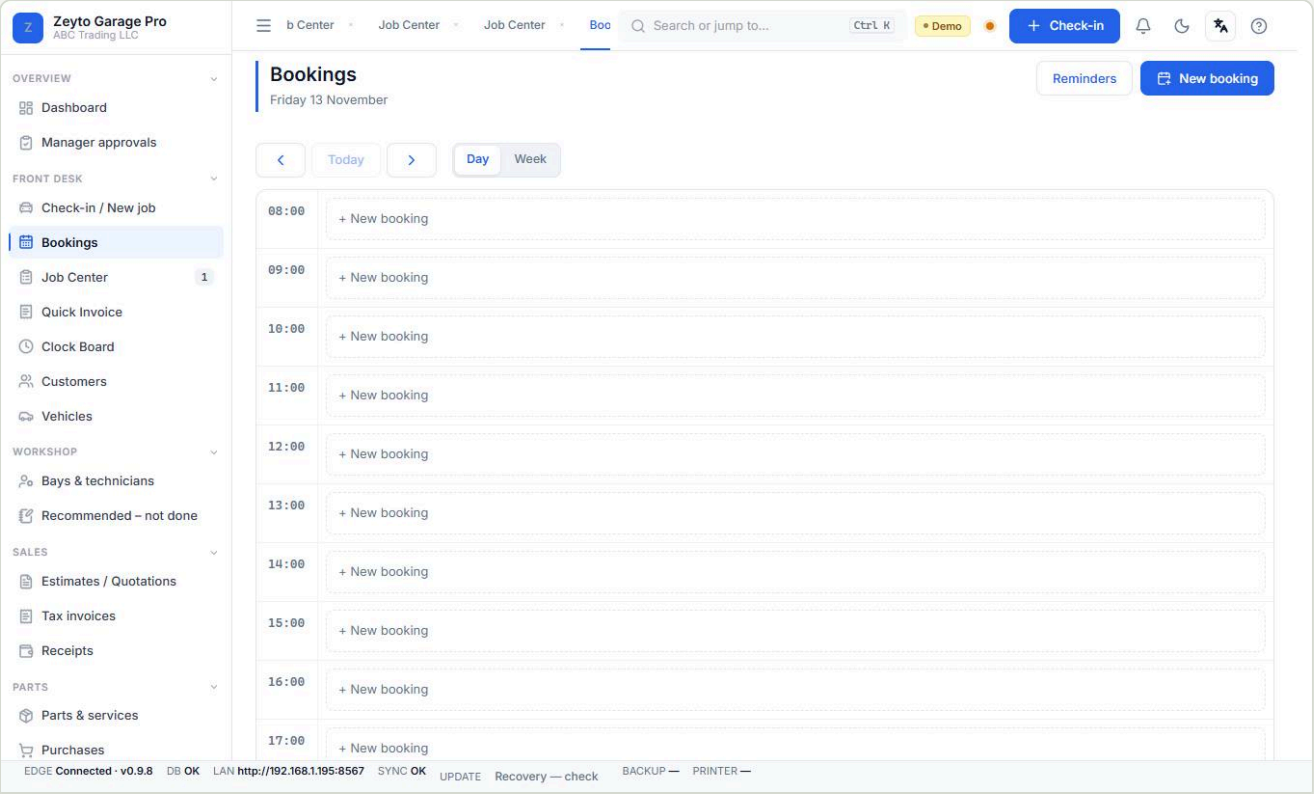
6 **Prepare VAT**

VAT return for the month or quarter, compare with the VAT ledger, file on the tax portal, then Mark as Filed & Lock Period.

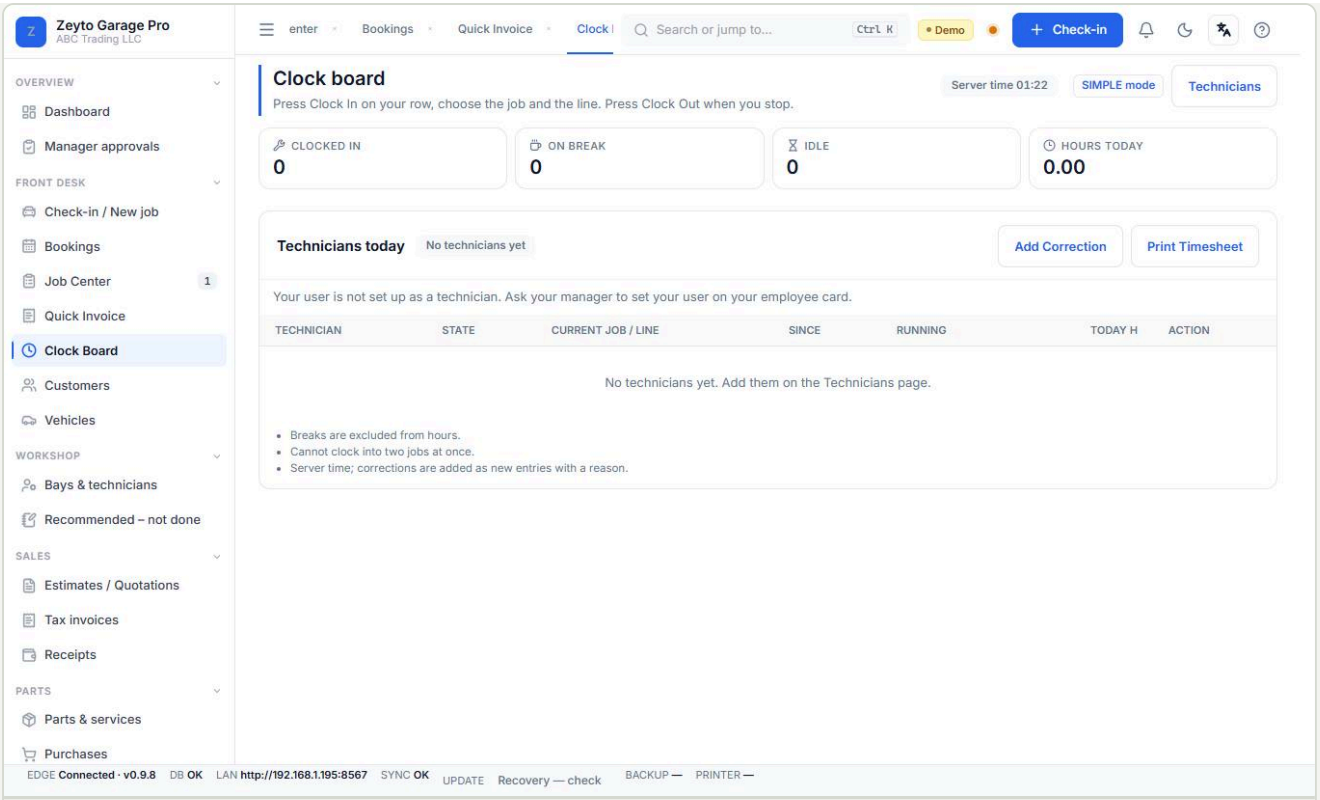
7 **Print the statements**

Trial balance, Profit & loss, Balance sheet from Accounts, Books.

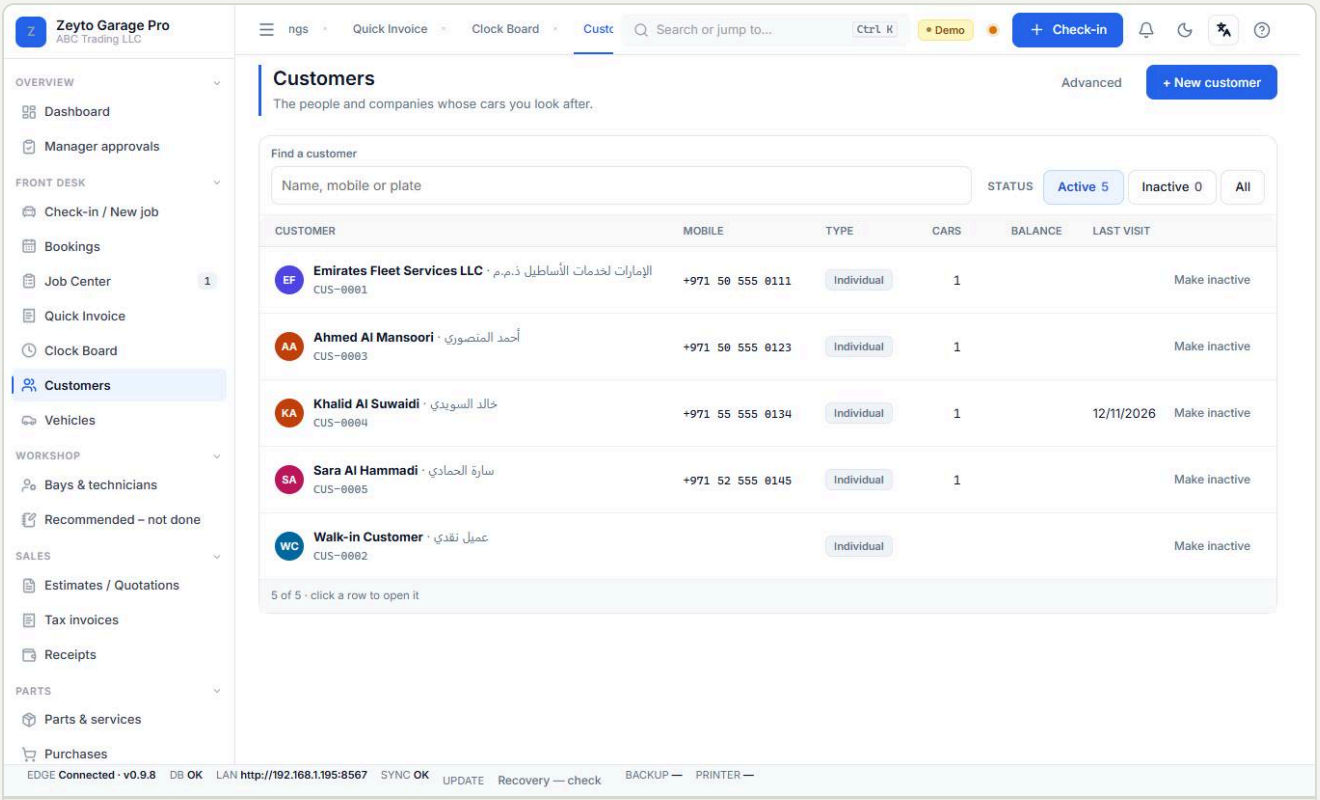
On the screen



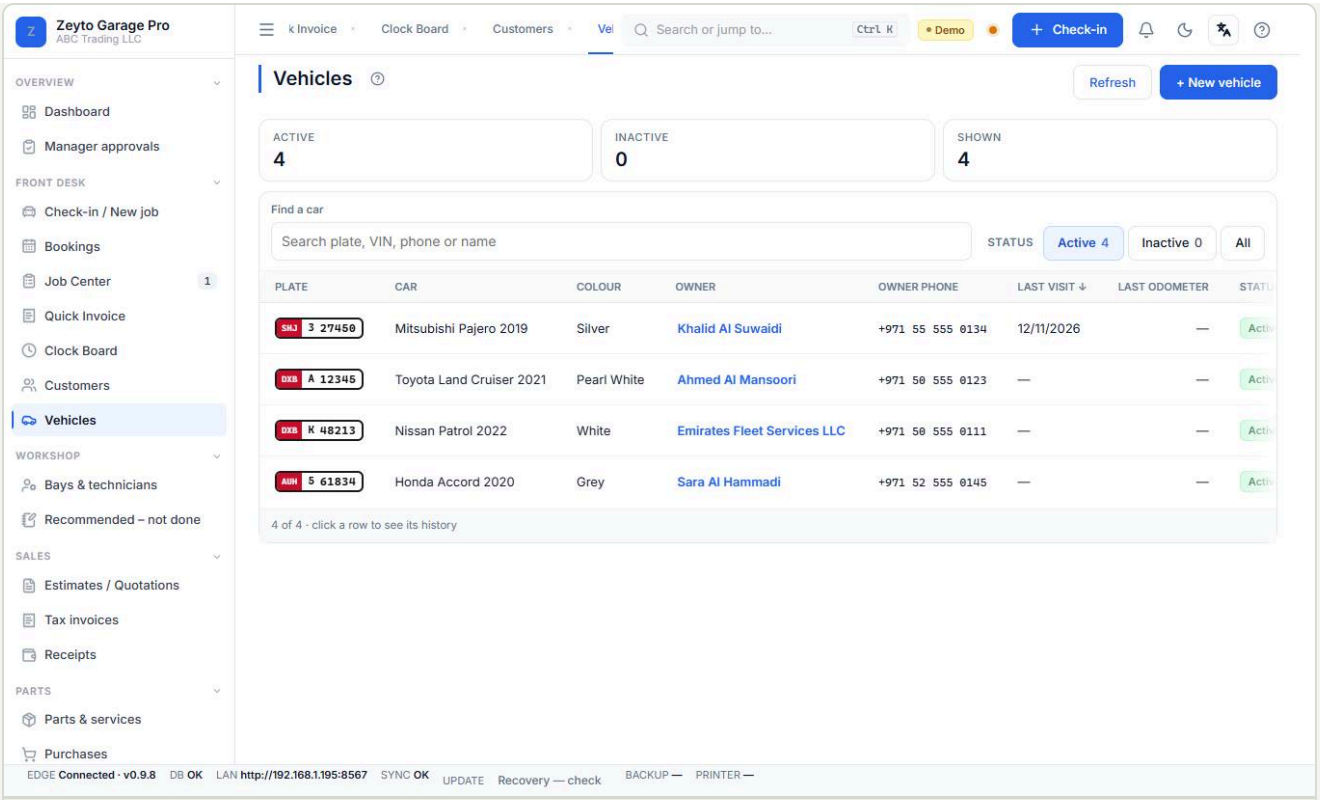
Bookings. The day split into time slots.



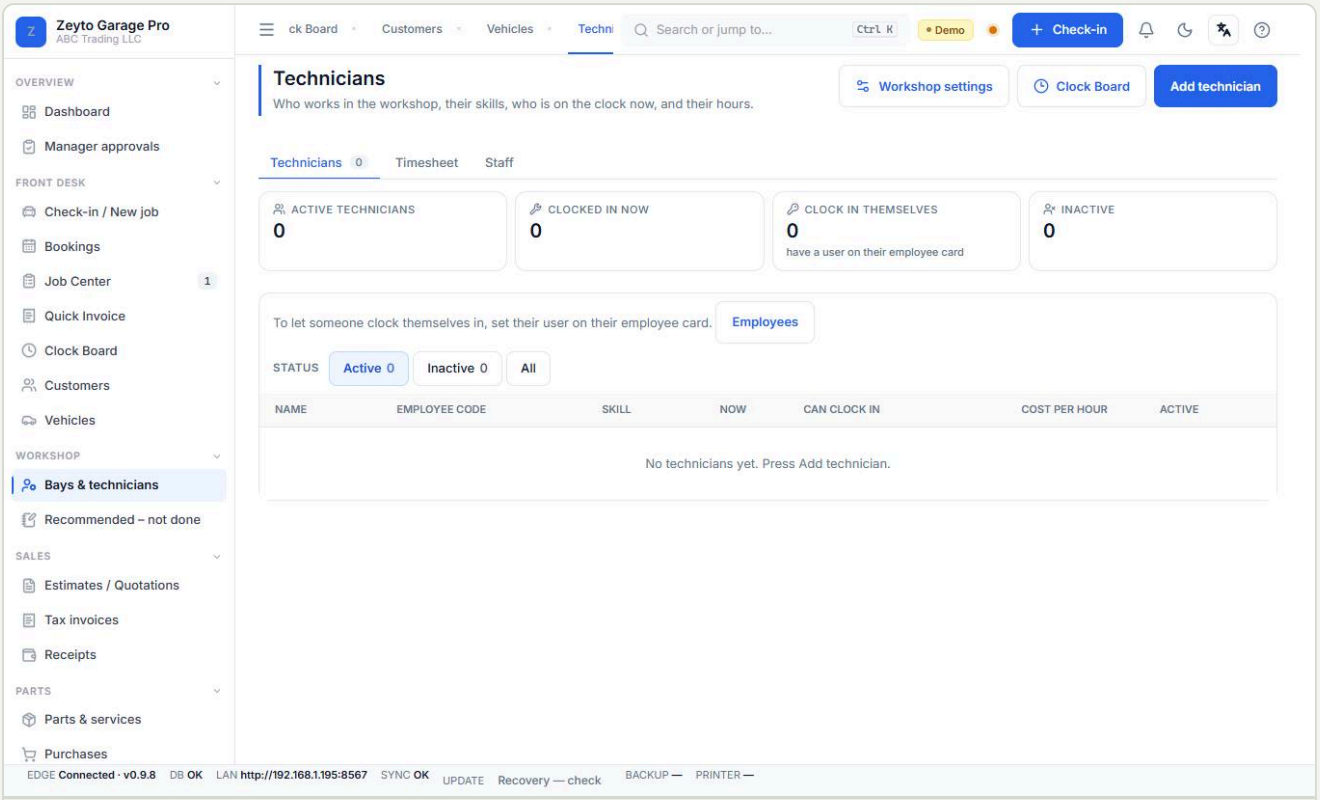
Clock board. Who is clocked on to which job, and the day's hours.



Customers. The customer list with phone, vehicles, balance and last visit.



Vehicles. Every vehicle with its plate, owner and open job.



Bays and technicians. The people and bays the Job card allocates work to.

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5 The job card in depth

A job card moves through nine states. One rulebook decides which buttons are available; a greyed button and a refused request always give the same plain sentence.

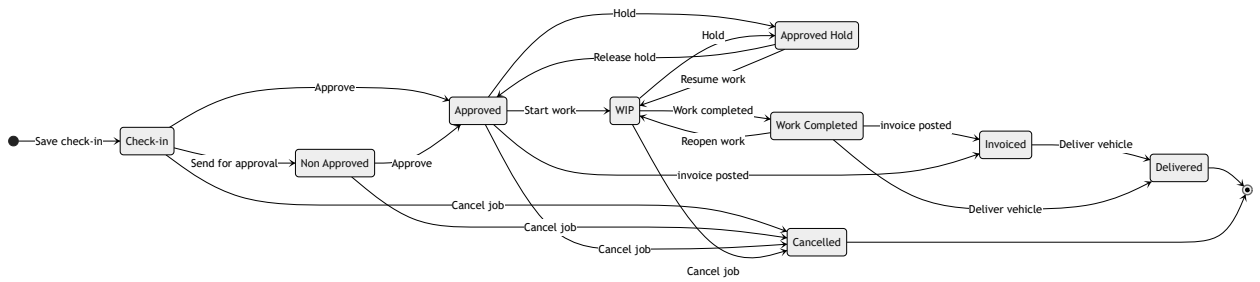


Figure 5.1 Job states as you see them on screen. Cancel is also possible from Hold and Work Completed before an invoice exists. Invoicing moves the job by itself; delivery goes through **Release vehicle**.

5.1 What each button needs

BUTTON	FROM → TO	NEEDS	REASON REQUIRED
Send for approval	Check-in → Non Approved	`garage.job.progress`	no
Approve	Check-in / Non Approved → Approved	`garage.approval.record`	no
Start work	Approved → WIP	`garage.job.progress`	no
Hold	Approved / WIP → Approved Hold	`garage.job.hold`	**yes**
Release hold / **Resume work**	Hold → Approved / WIP	`garage.job.hold`	no
Work completed	WIP → Work Completed	`garage.job.progress`	no
Reopen work	Work Completed → WIP	`garage.job.progress`	**yes**
Deliver vehicle	Invoiced / Work Completed → Delivered	`garage.job.deliver`	no
Cancel job	any open state → Cancelled	`garage.job.cancel`	**yes** (5 to 500 characters)

5.2 The sentences you will meet

THE SYSTEM SAYS	WHAT TO DO
"The customer hasn't approved any work yet."	Record the approval first (chapter 6).
"The job is on hold — resume it first."	Press **Resume work**.
"The work is finished — reopen the job to change it."	A manager reopens it.
"This job is locked — a manager can reopen it with a reason."	See reopen below.
"Invoiced — cancel the invoice first."	Use **Correct this invoice** (chapter 8).
"There is no invoice yet — take an advance instead."	Use **Receive advance**.
"Use Release vehicle to hand the car over..."	Delivery is recorded only by the release, never by a plain state change.
"This is a warranty job: the garage pays, so there is nothing to bill."	Change *who pays* on the check-in if the customer pays.
"No approved work to bill. Get the customer's approval first, or close the job as Nothing to bill (no invoice)."	Approve, or choose the explicit no-invoice close.

5.3 Locking and reopening

After *Work Completed* the job locks, so a finished job cannot be quietly changed. Invoiced and Delivered jobs lock as well. A locked job says: "Job card X is locked: it is {state} since {date}. A manager can reopen it with a reason to change its lines, extra work or materials."

1. **Manager presses Reopen**
   Needs the right `garage.release.override`.
2. **Types a reason**
   5 to 500 characters: "say why the job is reopened".
3. **Enters their own Approval PIN**
   Five wrong tries lock the PIN.
4. **Done**
   A history row "Reopened for editing: {reason}" is written and the audit log names the approver. The job stays in its state but is editable until its next move. Nothing posts.

5.4 Finishing the work

Every billable line must be **Done**, **Not needed** or **Carried to the next visit**. "Not needed" and "Carried" do not change the billing; they are for your records and the `Recommended – not done` list. Finishing stops the technician's clock and moves the job Approved, then WIP, then Work Completed in one step.

5.5 Warranty and comebacks

- When a car returns for the same fault, start a **warranty job** and link the original job.
- **Covered by warranty**: the garage pays. The job is zero-bill. No invoice or proforma is allowed, and you close it with `Close warranty job`. History records "Warranty comeback — the garage pays, closed without an invoice".
- **Covered by the customer**: billed as normal. The bearer can be Garage, Supplier or Insurer.
- Parts used on a warranty job must be issued to Warranty expense, or finishing is refused: "This warranty job has parts that were never issued...". If none were needed, finish with "no parts needed".
- Goodwill jobs have no earlier job; the reason is then required (up to 300 characters).
- Item warranty (months, days or km) prints on the invoice. When the car returns inside the period the system offers `Start warranty job`.

5.6 Handing the car over: release and gate pass

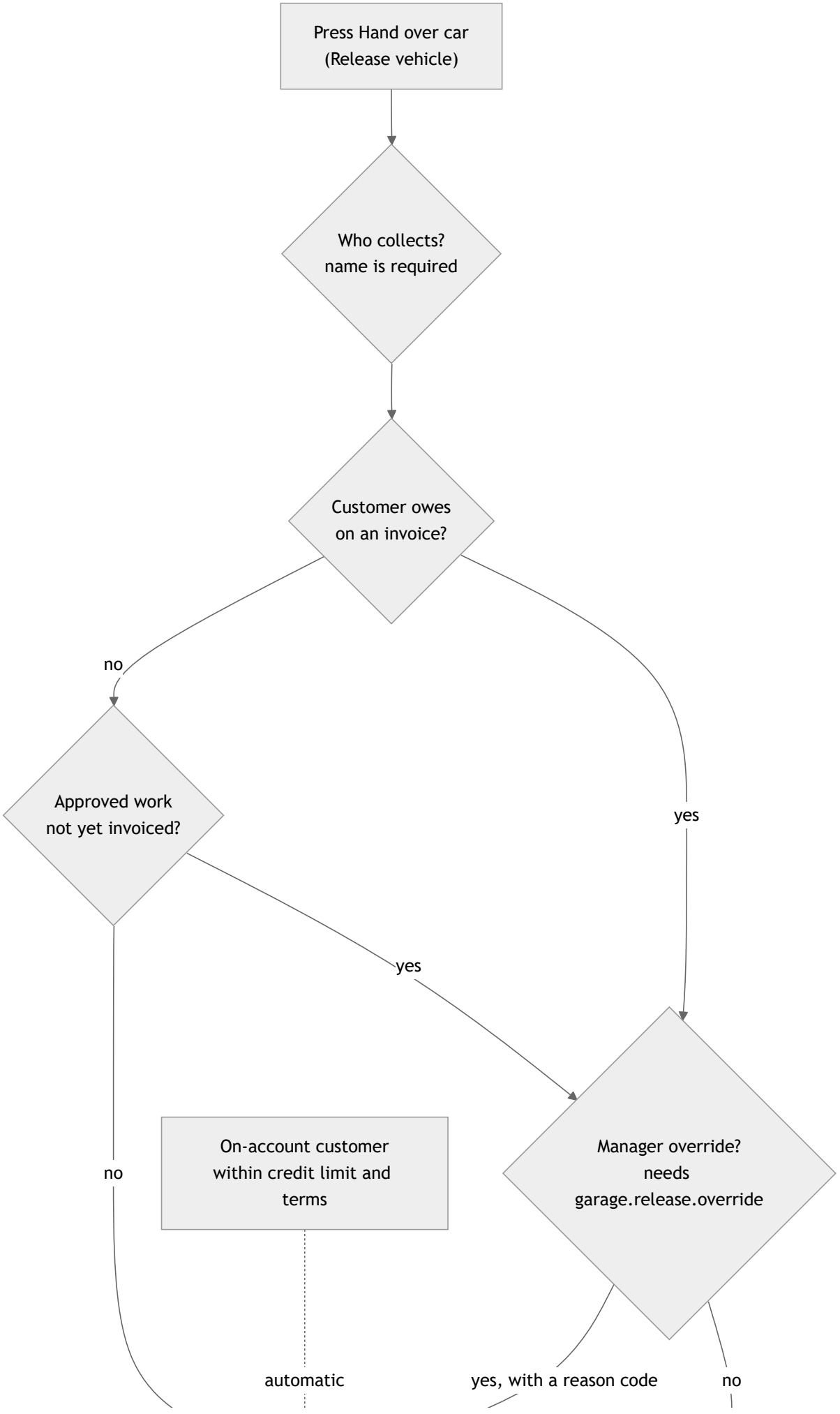

Press Hand over car
(Release vehicle)
Who collects?
name is required
Customer owes
on an invoice?
no
yes
Approved work
not yet invoiced?
yes
no
On-account customer
within credit limit and
terms
Manager override?
needs
garage.release.override
automatic
yes, with a reason code
no

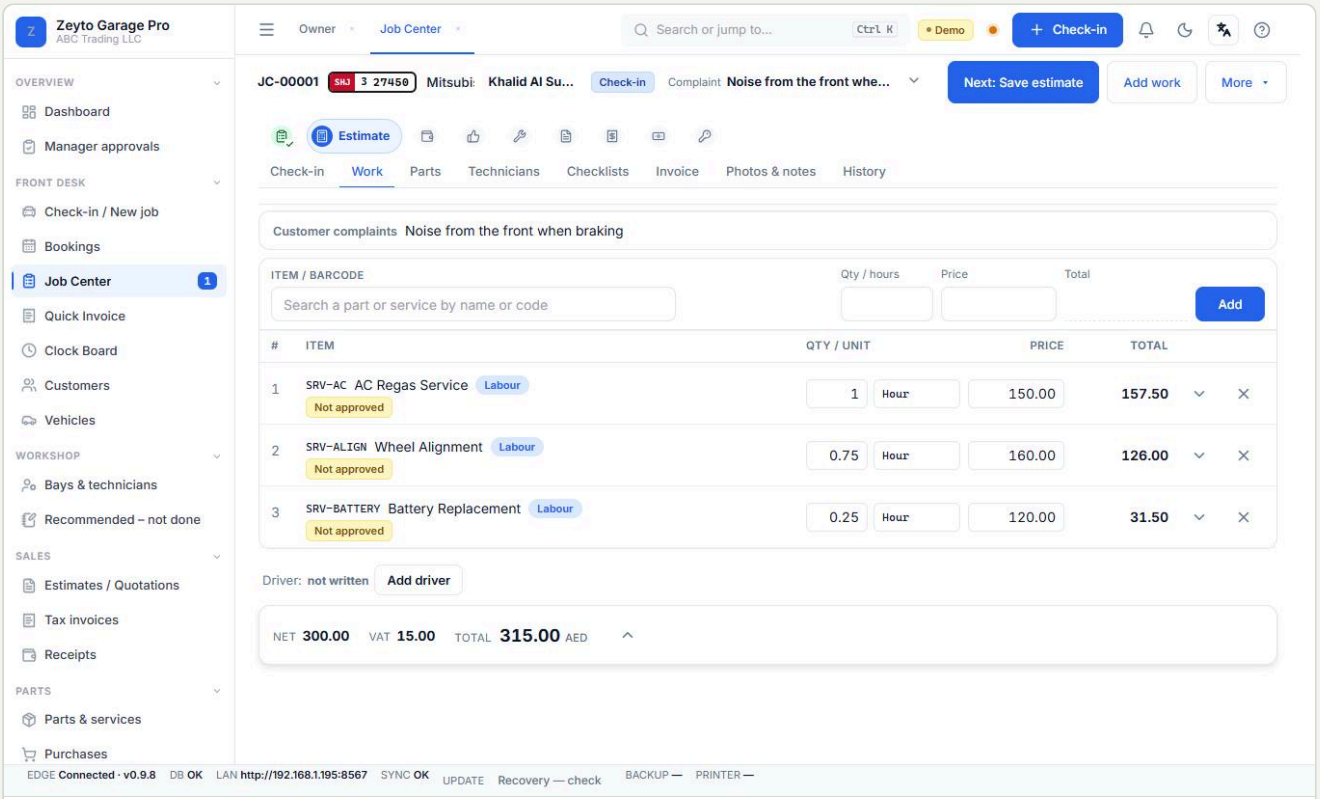


Figure 5.2 By default payment is not required to hand over (owner decision, 30 October 2026); the car is then recorded as "Left owing". Turn on `garage.release.paymentRequired` to make payment compulsory.

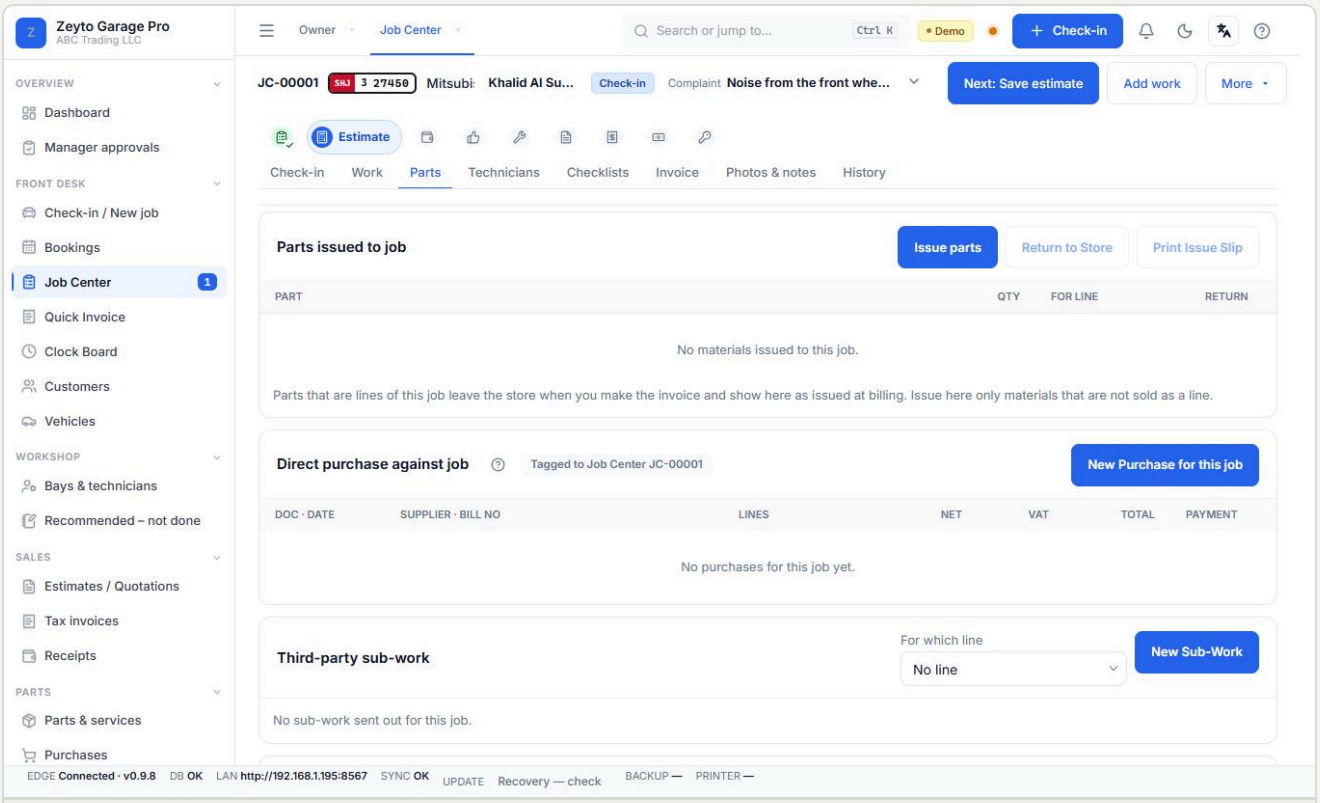
OVERRIDE REASON	MEANING
Fleet / corporate account on credit	The customer is billed monthly.
Owner approved: pay on next visit	A one-off decision.
Insurer guarantee letter on file	The insurer will pay.
Other: type the reason	At least 5 characters.

A gate pass is recorded once per job, with the receiver's name, fuel out, odometer out and the balance at the time. The **Security Guard** role has one task: **Check gate pass**, which shows only what the guard needs to let the car out.

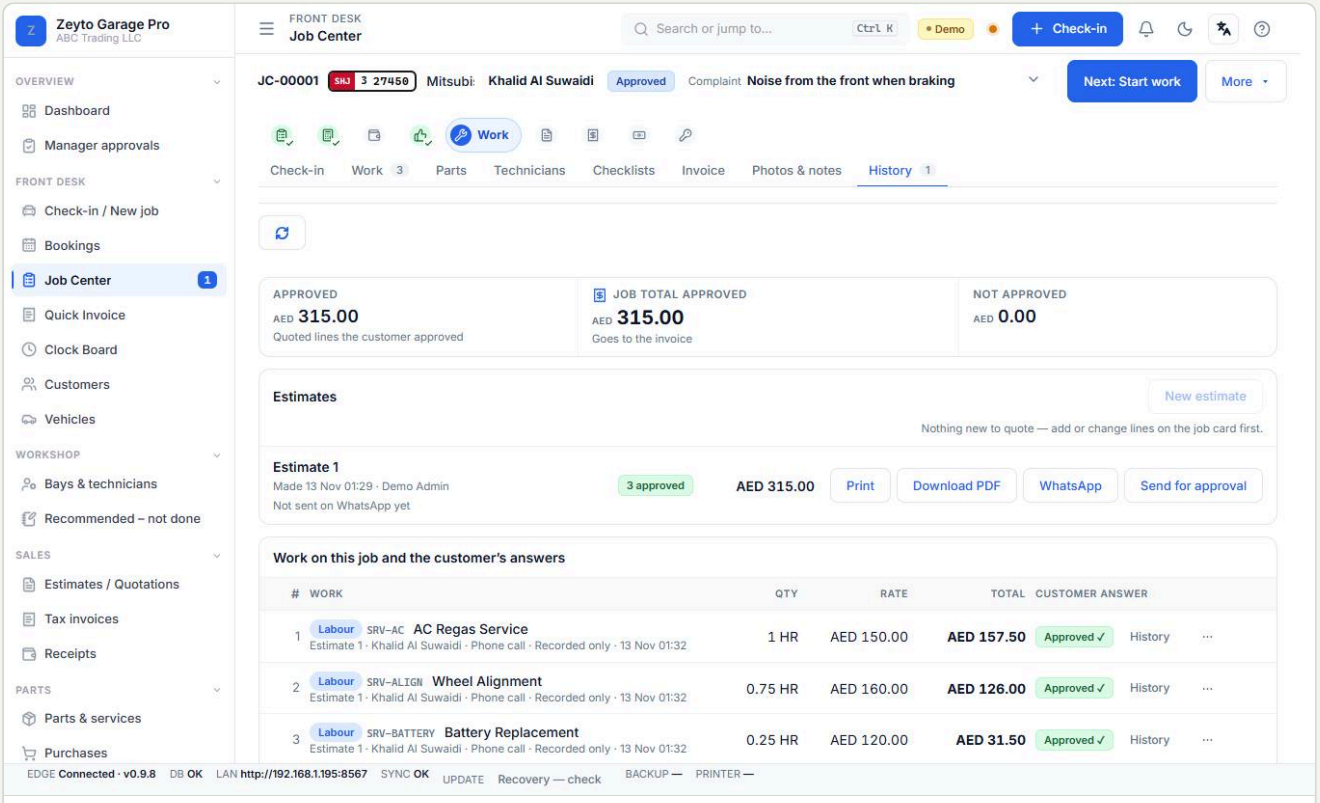
On the screen



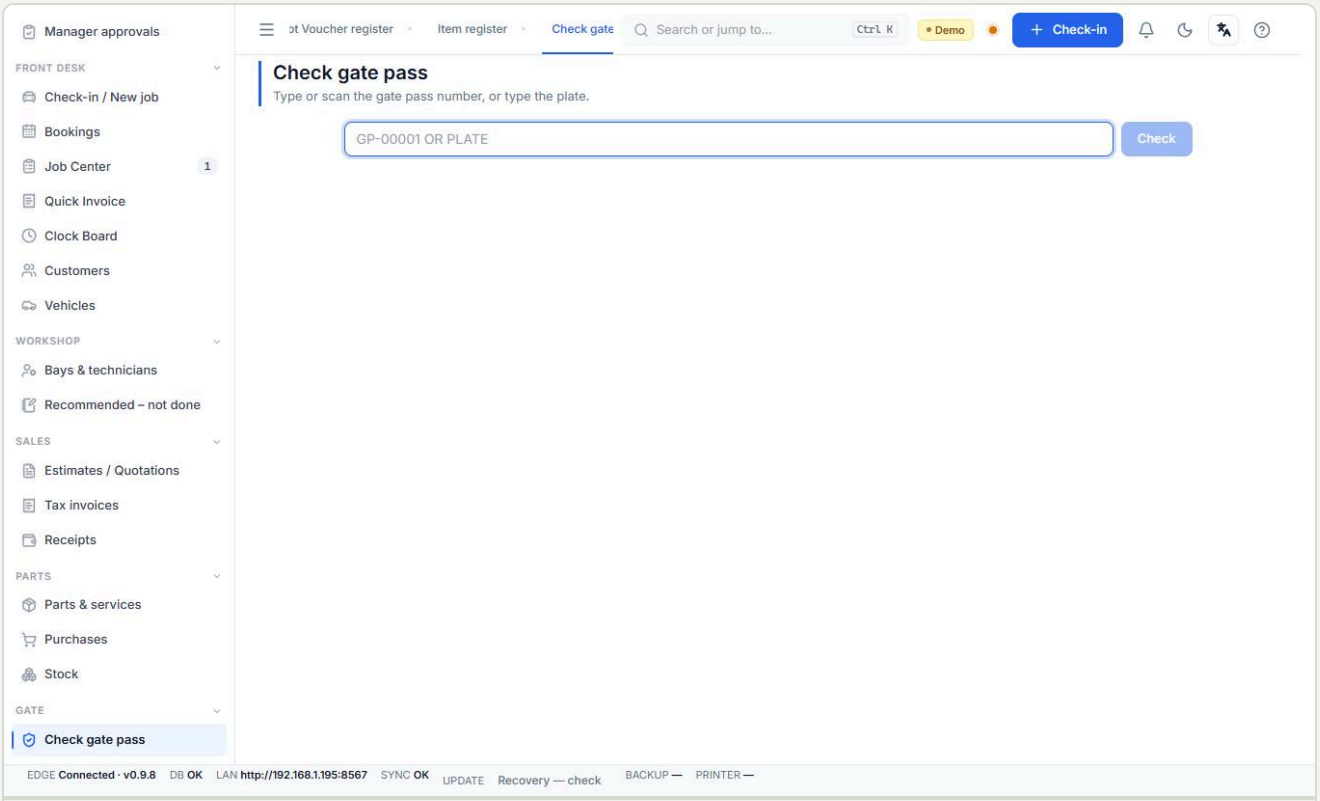
The Work tab of a job card. The header shows the job number, the plate, the car, the customer and the stage; "Next:" is always the one step to take now; the tabs are Check-in, Work, Parts, Technicians, Checklists, Invoice, Photos & notes and History. Net 300.00 plus VAT 15.00 gives the total 315.00 AED.



The Parts tab. Parts issued to the job, direct purchases for the job, and third-party sublet work.



The History tab. Estimates, who approved and how, and every line with its approval status.



Check gate pass. At release the guard keys in the plate or a pass number to check the car may leave.

---

6 Estimates and approvals

A customer decision is a recorded fact, not a feeling. Every estimate is frozen as a numbered revision, and every line gets its own answer with who gave it and how.

6.1 Revisions: S0, S1, S2

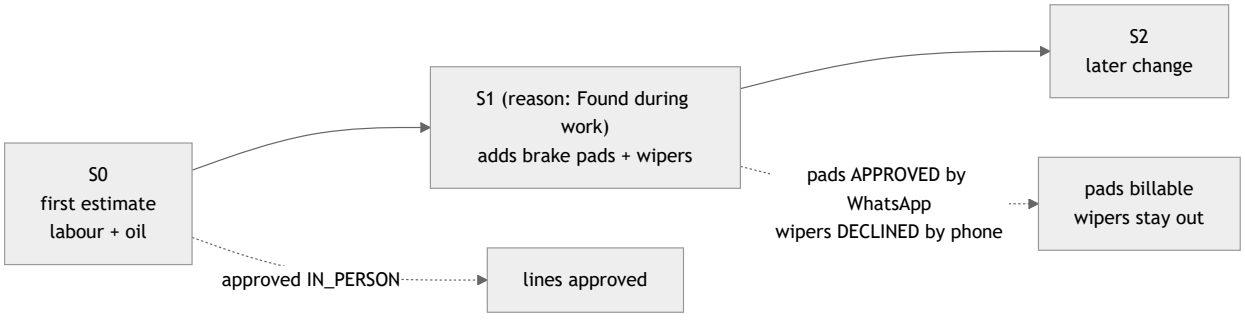


Figure 6.1 Each revision is a permanent snapshot. Numbers appear as `JC-00012·S1`. They are

automatic and cannot be edited.

A line's answer can be **Approved**, **Declined**, **Pending** or **Withdrawn**. Answers are never overwritten: a new answer is added on top, and the latest one counts.

6.2 Recording an approval

1. **Press** `Save estimate`
   This freezes revision S0 (or S1 ...) and shows the totals.
2. **Press** `Customer approved`
   Choose *whole job* or tick lines. Enter who approved and how: *In person*, *Phone*, *WhatsApp*, *E-mail* or *Signature*. Signature needs an evidence picture.
3. **Proof, if your shop requires it**
   Presets are *Just record*, *Sign*, *Code* or *Strict* per channel, with a threshold (default AED 500). The recommended setup is a signature in person and a 4-digit code (valid 30 minutes, five tries) for phone or WhatsApp.
4. **The job moves to Approved**
   Only now can the lines be invoiced.

6.3 Changing an estimate after approval

IMPORTANT
If you change a line's quantity, price, discount or tax after it was approved, the earlier approval becomes **Stale** and the line returns to **Pending**. It is no longer billable until the customer answers again. The system detects this with a fingerprint (a SHA-256 hash) of the line's commercial terms: item, description, quantity, unit, rate, discount, tax code, currency.

YOU DO	RESULT
Lower the price or quantity of an approved line	Applies at once; recorded as a direct approval by "Workshop".
Add a line or increase an approved line	Stays **Pending** until the customer approves.
Remove a line (`Cancel this line`)	A **Withdrawn** decision with the note "Cancelled: ...". If work was already done you choose *Don't charge* or *Charge for work*

	done.
Add extra work during repair	New estimate revision, or **Additional Work (AWV)**. AWV lines are billable when approved directly.

6.4 The approval link

Send the customer a link. They open it on their phone, answer each line and sign with a finger. You do not need to be online at the same moment.

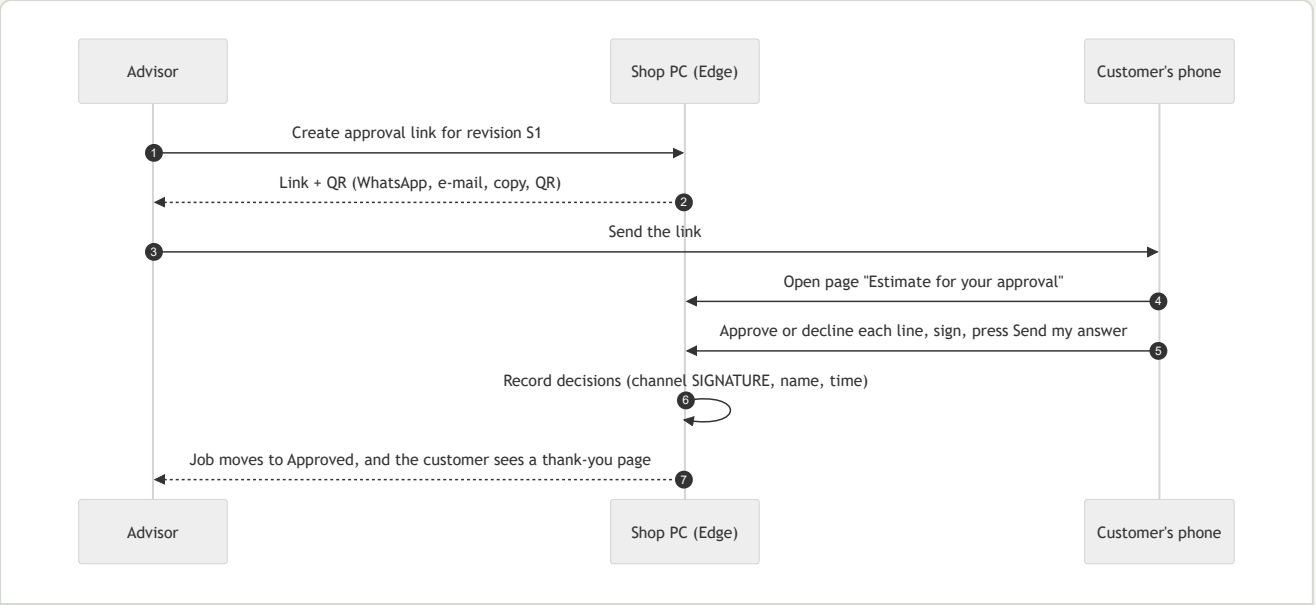


Figure 6.2 The link works over the shop network, through a public address set in Settings, or through an optional cloud copy that lets the customer answer even when the shop PC is off.

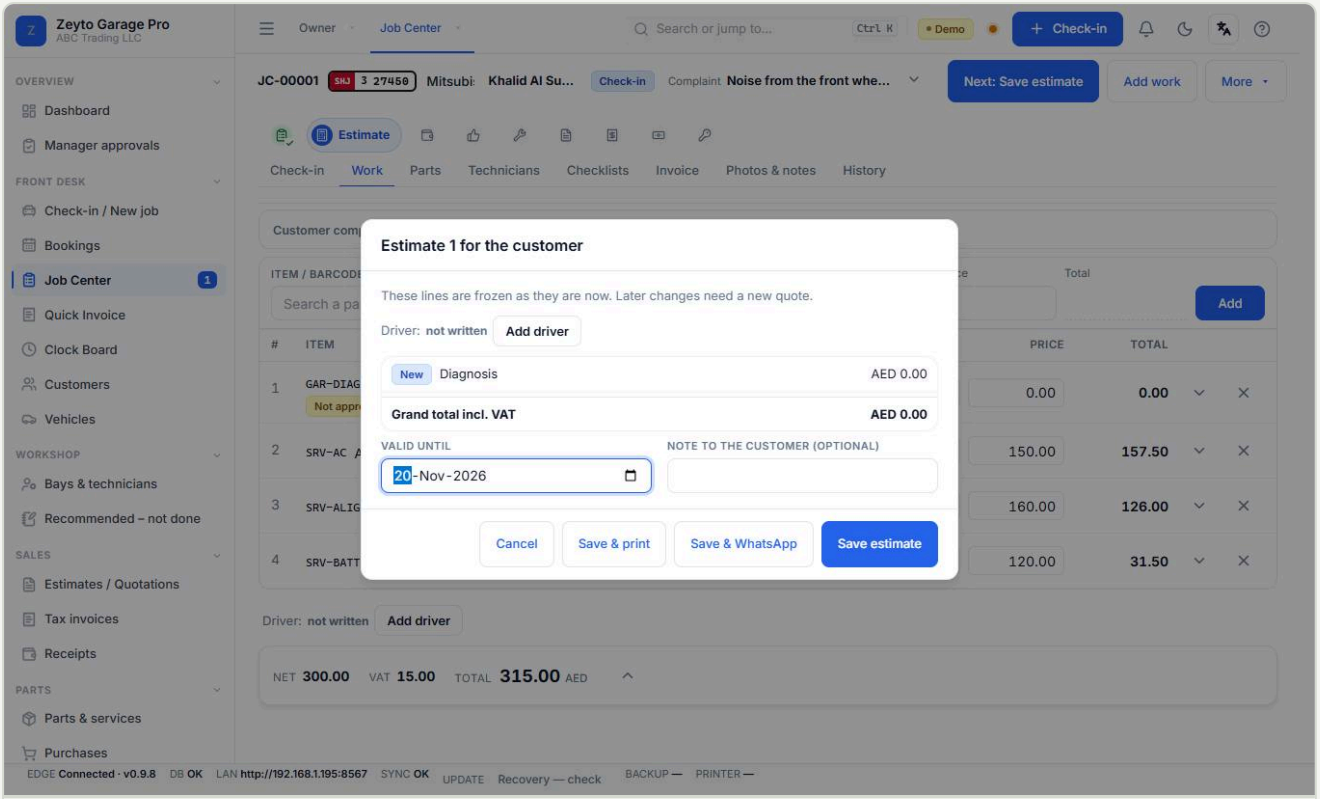
- The link is single-use, expires after 1 to 60 days (default 7), can be cancelled, and is tied to one revision.
- If you change the estimate afterwards the old link says "The garage has changed this estimate since the link was sent. Ask them for the new link."
- The page is in English and Arabic.
- Warn customers: **"Lines you leave without an answer are approved."**

> **CLOUD APPROVAL IS OFF BY DEFAULT**
> Turn it on in Settings, *Approval links that work from anywhere*, then press *Test the connection*. It needs the garage licence pack. The alternative is a free tunnel that exposes only the `/approve/` path; the shop PC must then stay on.

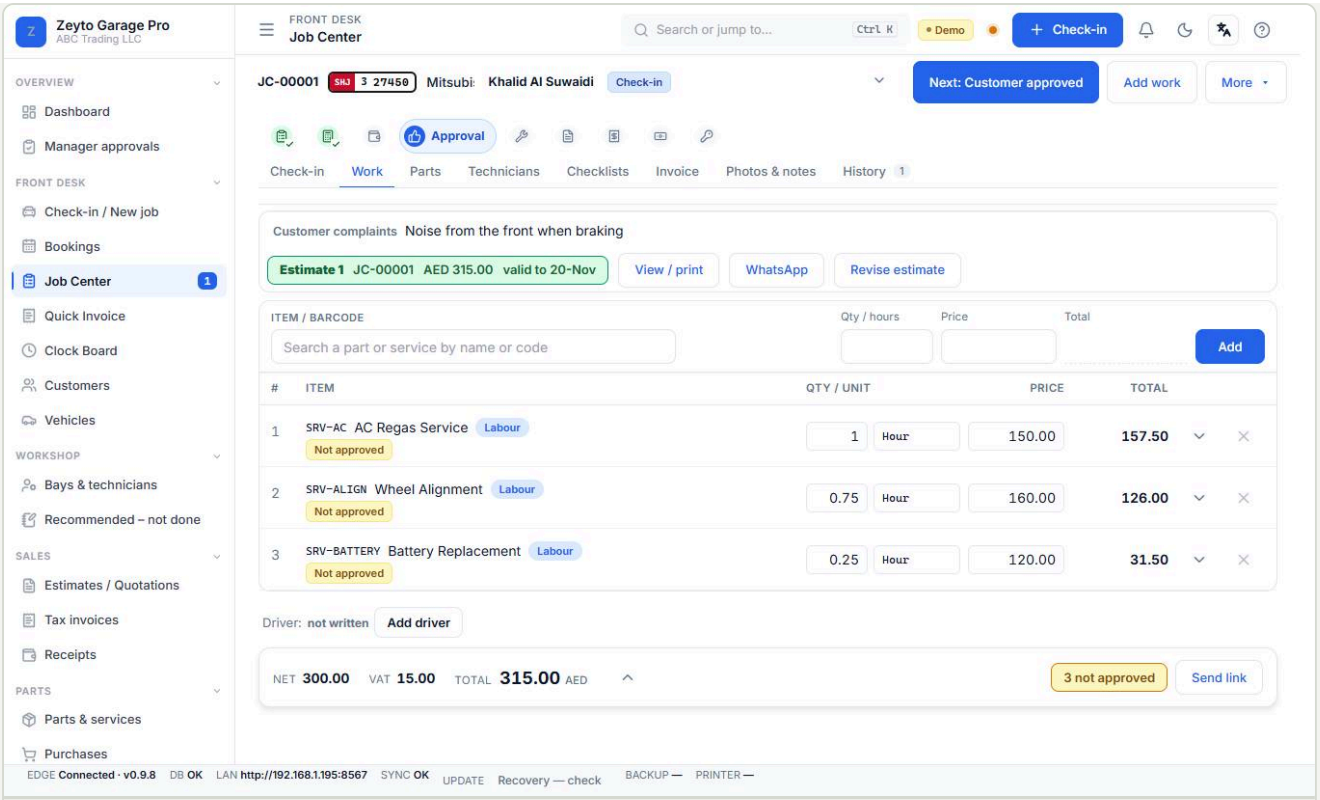
6.5 Work the customer said no to

Recommended – not done lists every declined, withdrawn or not-done line across all jobs. It is a ready-made list of follow-up calls: "You declined the rear pads in March, shall we book them?"

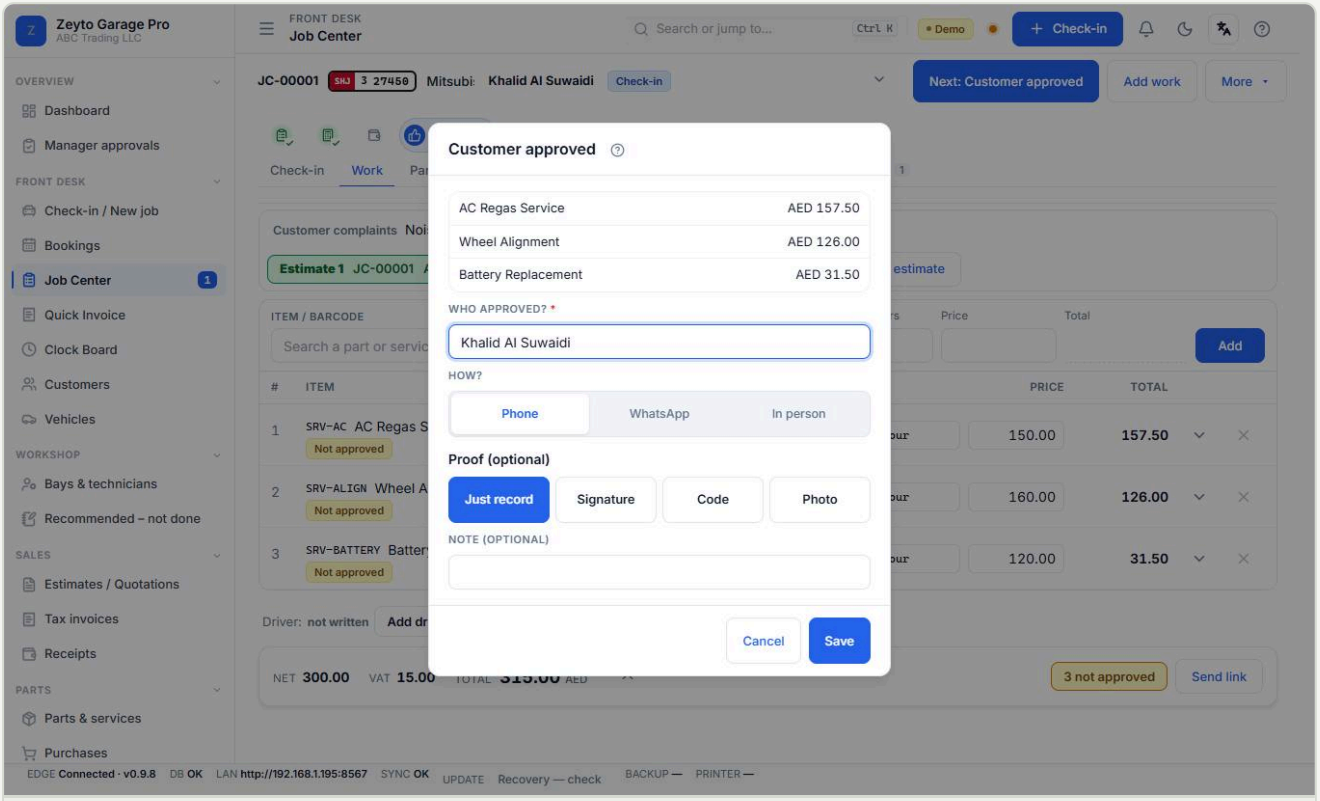
On the screen



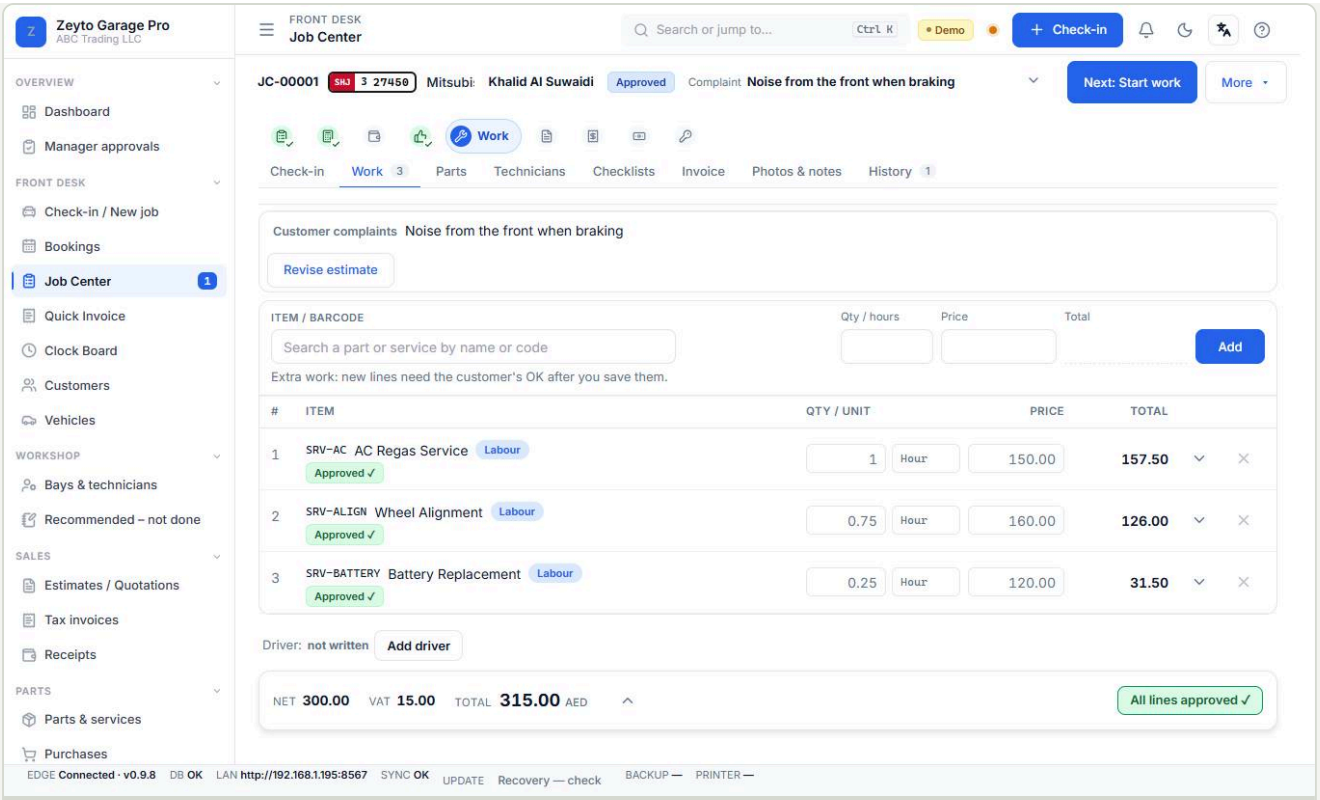
Saving the estimate. The lines are frozen as they are now; later changes need a new estimate. The sheet can also Save & print or Save & WhatsApp.



Estimate 1 saved. The estimate appears above the lines, with the next step now "Customer approved".



Recording the customer's approval. Who approved, how (Phone, WhatsApp or In person) and an optional proof: Just record, Signature, Code or Photo.



After approval. Every line shows Approved, the stage becomes Approved and the next step is "Start work".

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7 Parts, supplies and stock

The key idea: **the invoice is the stock issue**. Ticking "Part taken" is only a note; stock and cost move when you invoice.

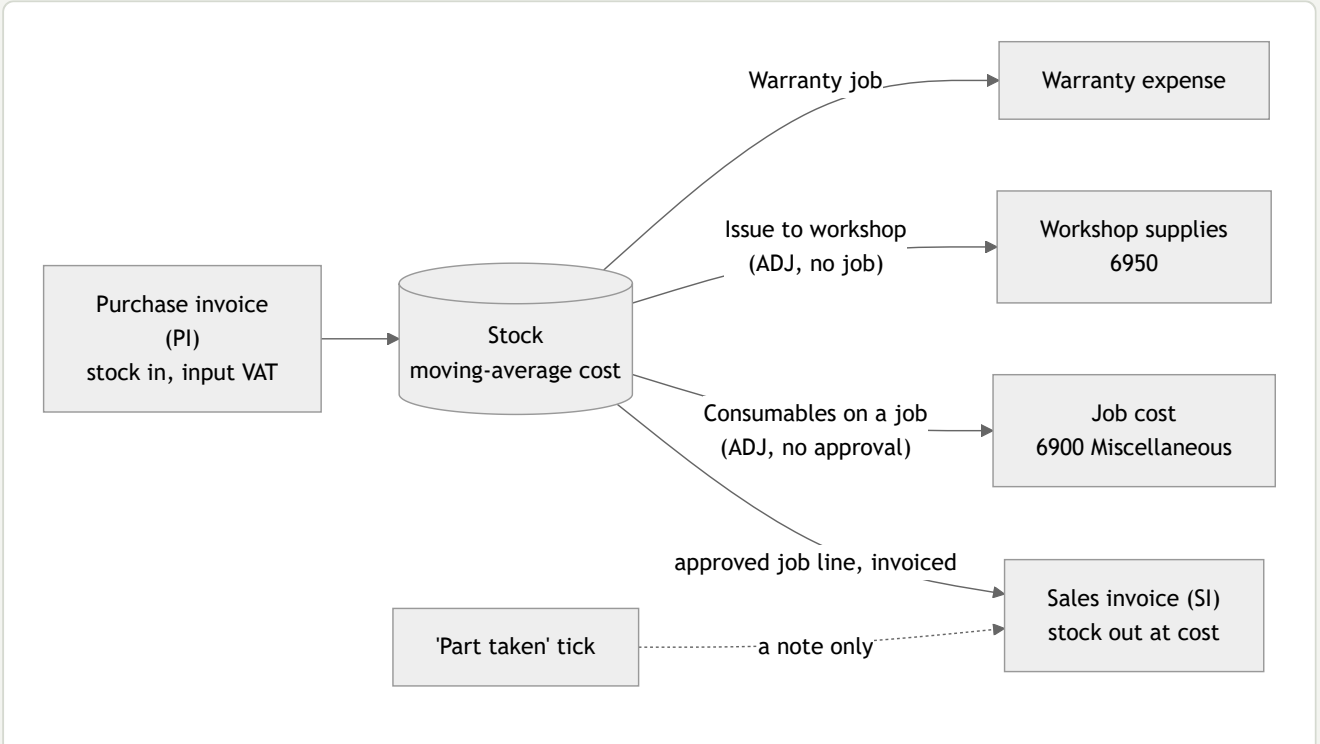


Figure 7.1 Four ways stock leaves, each with its own account.

7.1 Which route for which item

ITEM	ROUTE	NEEDS APPROVAL?	BOOKS
A spare part the customer pays for	Job line, invoiced	yes	Dr 5000 / Cr 1300 at the invoice
Cloth, gloves, cleaner on one car	*Consumables* on the job	no	Dr 6900 / Cr 1300, tagged with the job
Supplies used by the workshop itself	**Issue to workshop**	no	Dr 6950 Workshop supplies / Cr 1300
A part issued as material before invoicing	*Issue Parts* on the job	yes	Dr 6900 / Cr 1300 (then do not also bill it as a line)
Work done by an outside shop	Sub-work via purchase or expense tagged to the job	n/a	Dr 6900 / Cr payables or cash

THE TWO REFUSALS YOU WILL SEE

"Waste cloth is a shop supply. Add it under Consumables, not as a part." and "Part already issued... Return it to the store first (Parts tab, Return to Store), then make the invoice." They prevent a part leaving stock twice.

REAL EXAMPLE · SHOP SUPPLIES ON ONE JOB

Waste cloth bought 20 at 2.00. A technician uses 3 on a job: cost 6.00 at the moving average of 2.00. Stock falls to 17.

ACCOUNT	DR	CR
6900 Miscellaneous Expenses (tagged with the job)	6.00	
1300 Inventory		6.00

Taking back unused cloth returns it at 2.00. Returning more than was issued is refused with "RETURN_EXCEEDS_ISSUED". The job's cost view shows a separate "Shop supplies" row (for example 9.00 from 3 cloths and 2 pairs of gloves) next to the PARTS row.

7.2 Optional shop-supplies charge on the invoice

Settings, Workshop. Mode: *None* (default), *Fixed*, *% of labour* or *% of invoice*. At 10% of labour 300.00 the charge is 30.00 net, VAT 1.50, line 31.50, so a 441.00 invoice becomes 472.50. The line can be removed with ×.

7.3 Stock policy and reservations

Settings, *Costing & stock rules*. Three modes decide what happens when stock would go below zero:

Allow (default)
The sale posts. Negative stock is possible.

Warn
The screen warns, for example "Waste cloth: 2 issued are more than the stock (−7 on hand)."

Block
Refused with *NEGATIVE_STOCK* or *STOCK_RESERVED*.

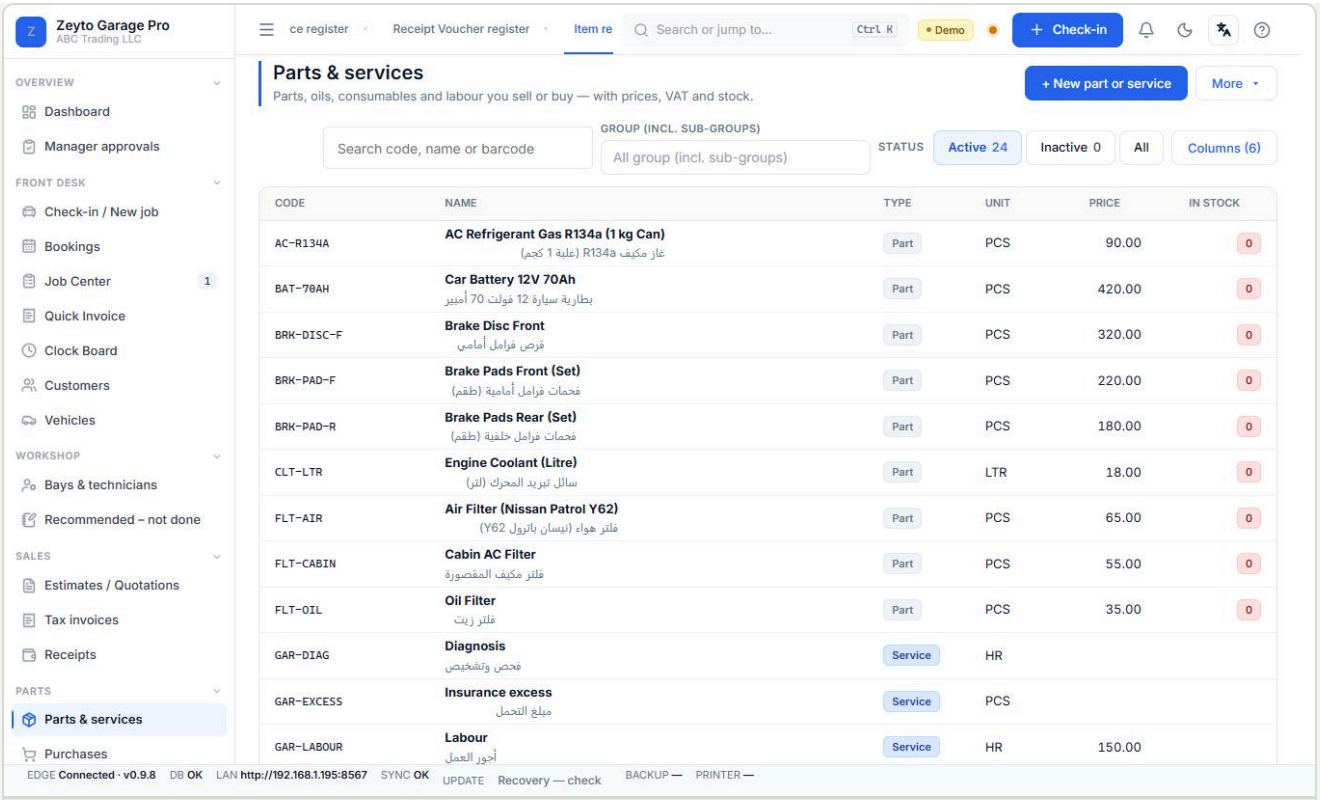
Parts needed by approved jobs are **softly reserved**. Available = on hand − reserved, so a second job cannot silently take parts already promised. A warranty comeback reserves nothing.

7.4 Selling a part you have no cost for

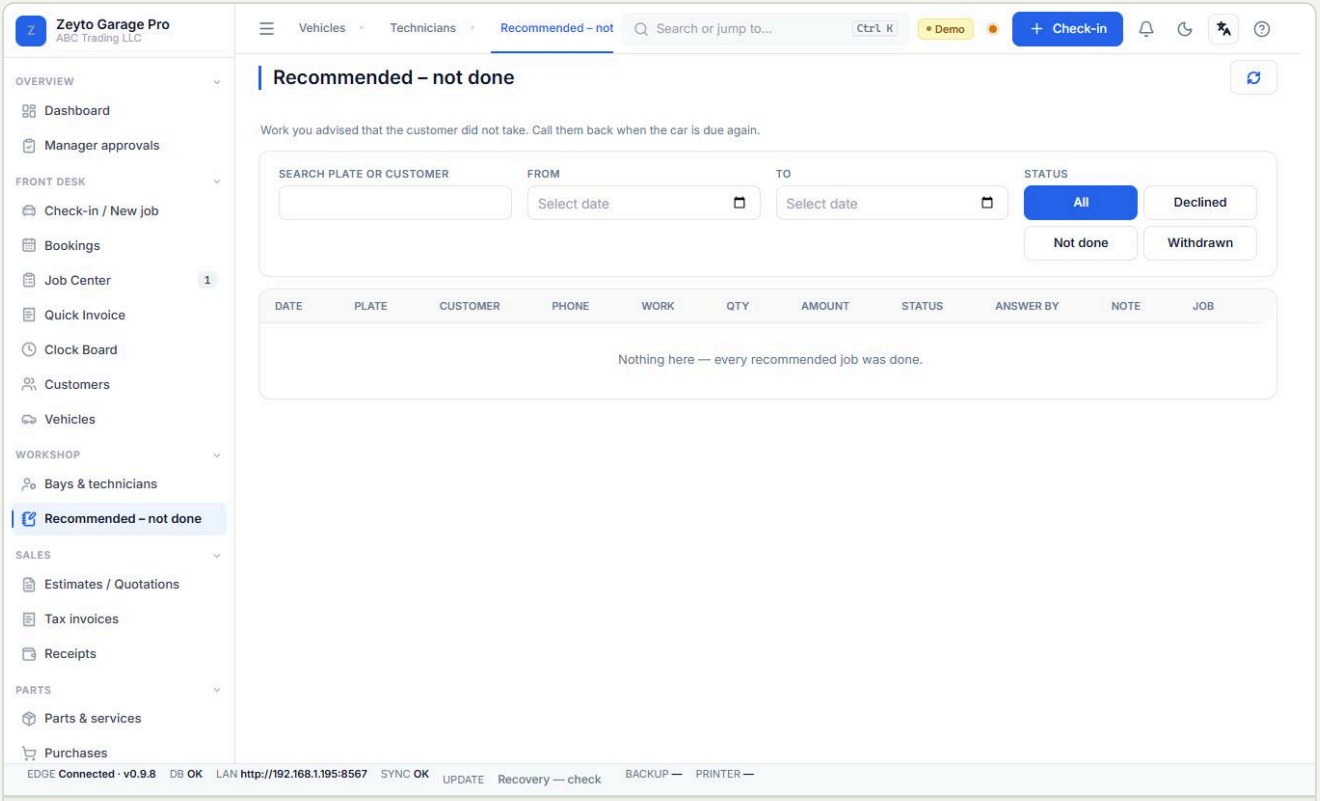
If no moving average exists, the sale is costed at the **last receipt cost**, else the **standard cost**, else **zero**. A zero-cost row is flagged and the sale still posts, so the counter never stops. The report *Sold with unknown cost* lists every such sale. Margin is overstated until you set the item's standard cost.

> **EXAMPLE**
> 3 spark plugs sold at 60.00 each with a standard cost of 28.00: without the fallback the cost would be zero and 84.00 of cost would vanish. With it, cost is booked at 28.00 each.

On the screen



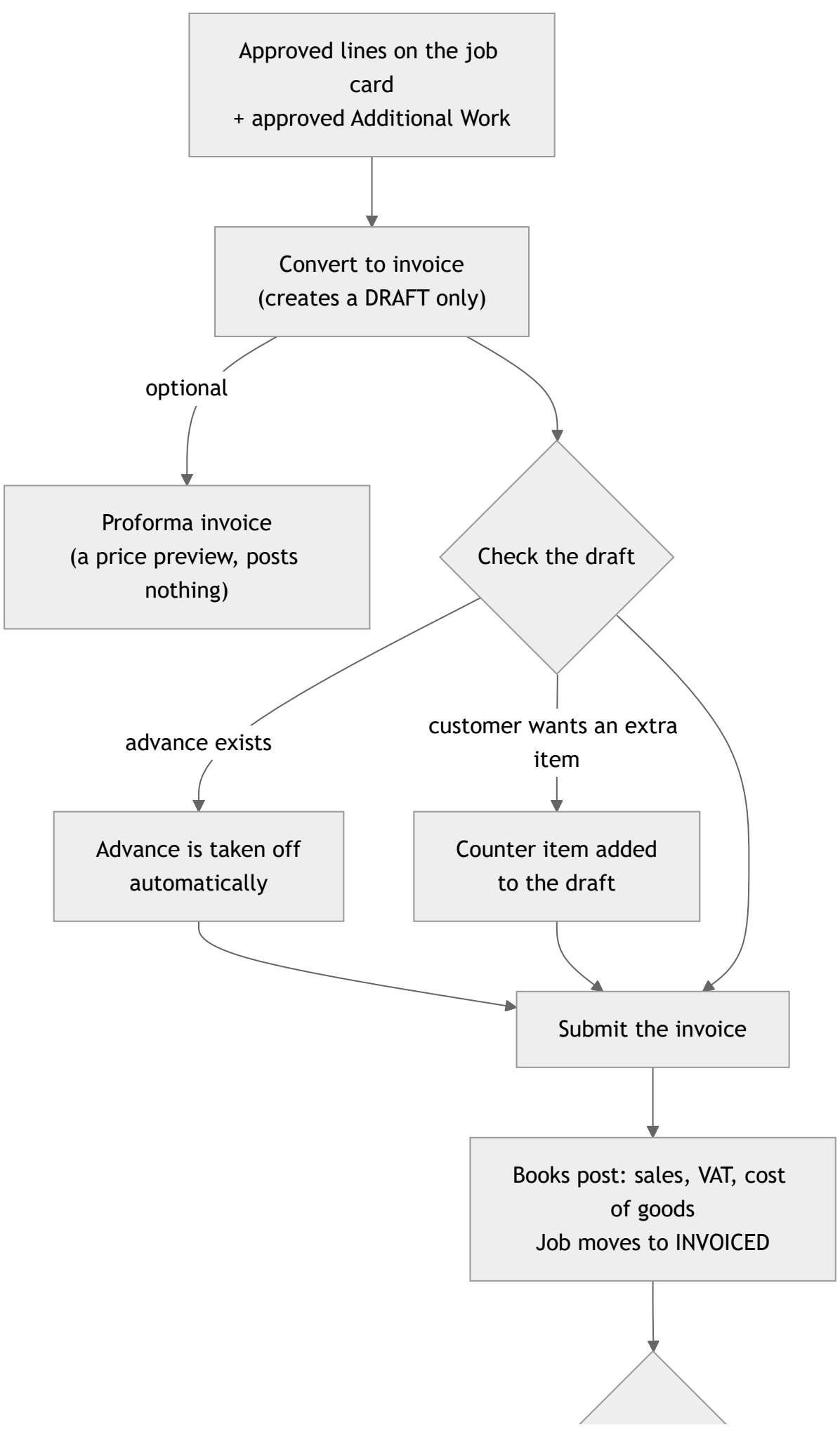
Parts & services. The item list with type, unit, price and stock. Services carry hours; parts carry stock.



Recommended – not done. Work the technician advised that the customer has not yet agreed to, kept for follow-up.

8 Invoicing and getting paid

Billing starts from the job card. Only work the customer has approved can be invoiced, and nothing reaches the books until you submit the invoice.


Approved lines on the job card
+ approved Additional Work
Convert to invoice
(creates a DRAFT only)
optional
Proforma invoice
(a price preview, posts nothing)
Check the draft
advance exists
customer wants an extra item
Advance is taken off automatically
Counter item added to the draft
Submit the invoice
Books post: sales, VAT, cost of goods
Job moves to INVOICED

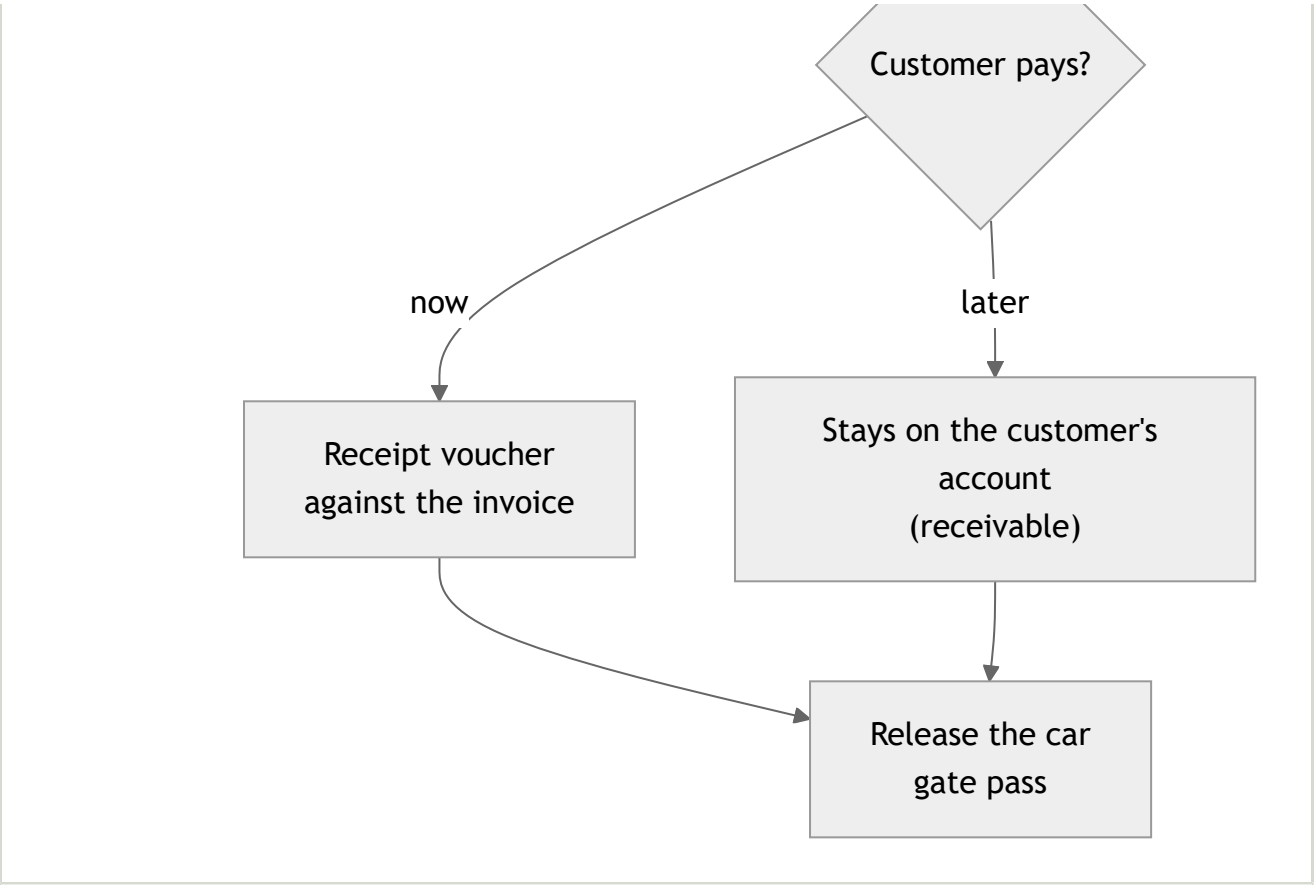


Figure 8.1 The billing path. A draft invoice can be thrown away; a submitted one is corrected with a credit note, an amendment or a cancellation (see 8.5).

8.1 Invoice a finished job

1. **Open the job**

   Menu **Job Center**, then the job card. Go to the tab **Finish & billing**.

2. **Check what is ready**

   The list "Work on this job" shows each line and whether it is approved. If it says "Nothing is ready to invoice yet. A line is invoiced once the customer has approved it.", approve the lines first (chapter 6).

3. **Press Invoice this job**

   A sheet opens. Under **Who pays** choose *Customer* or *Insurance company pays* (see chapter 9).

4. **Say how the customer pays**

   Under **How did the customer pay?** pick **Customer pays now** (cash, card, bank, cheque, payment link) or **Customer pays later — on account**. Card, bank and link payments need a reference number.

5 **Read the totals**

The sheet shows *Before VAT*, *Total with VAT*, *Paid now* and *Still to pay*. If the customer paid an advance earlier, a line reads "Advance {no} ({amount}) will be taken off the invoice."

6 **Save**

You get "Invoice {no} saved." and, if money was taken, "Receipt {no} saved." The job turns to `Invoiced`.

WHAT STOPS AN INVOICE

The system tells you in a plain sentence. The common ones: the job is not open yet; the job is cancelled; *"Job card X has a discount on the whole job. Put the discount on the job lines, then invoice it."*; *"...is already open for this job. Open it, or use Refresh from job."*; the customer or car is marked inactive; or you lack the right to see prices (`garage.prices.view`).

8.2 Taking payment

1 **On the same tab press Receive payment**

This makes a receipt voucher (`RV`). It is shared out over the job's open invoices, oldest first.

2 **Money over the balance**

Anything above what is owed stays as the customer's advance. If no invoice owes money, the sheet says: "No invoice of this job owes money. Take the money as an advance on the job (Receive advance)."

3 **Cheques**

Give the cheque number and date. A post-dated cheque sits in **Post-dated cheques** until its date.

8.3 Advances (money before the work is done)

A customer pays 525 in cash at check-in. Use **Receive advance** on the job. The system records the money, the VAT inside it, and keeps the rest as a liability to that customer until the final invoice uses it.

REAL EXAMPLE · ADVANCE OF 525.00 CASH ON JOB JC-1023

ACCOUNT	DR	CR
1000 Cash in Hand	525.00	
2300 Customer Advances		500.00
2200 VAT Output		25.00
Total	**525.00**	**525.00**

The 5% VAT inside the money (5/105 of 525.00 = 25.00) is declared **on the day the money is received**. The printed document says **TAX INVOICE (ADVANCE)**. If no VAT applies it stays **ADVANCE RECEIPT**.

When you later invoice the job, the advance is taken off automatically (`ADR` is the advance document). The final invoice prints *Less: Advance*, *Less: VAT on advance* and *Balance Net Value*. VAT is counted once, never twice.

CHECK WITH YOUR ACCOUNTANT

An advance paid by **post-dated cheque** declares no VAT when received. An advance in a **foreign currency** applied at a different rate leaves a currency difference (accounts 4910 or 4920) that needs the owner's sign-off. An advance whose VAT period is already filed has no refund route yet.

8.4 Discounts

Discount before tax

Taken off the subtotal. It lowers the taxable amount and therefore the VAT. Key F7 on the form.

Discount after tax

You agree a final price including VAT, say 1,000 instead of 1,050. The system recomputes every line so the total is exactly 1,000 including VAT. Key Shift+F7.

REAL EXAMPLE · 1,050 TOTAL, 50 DISCOUNT AFTER TAX

Net 1,000.00 plus VAT 50.00 = 1,050.00. A discount of 50.00 after tax gives:

ACCOUNT	DR	CR

1200 Trade Receivables	1,000.00	
4000 Sales		952.38
2200 VAT Output		47.62
Total	**1,000.00**	**1,000.00**

Sales and VAT both shrink. The VAT return shows 952.38 taxable and 47.62 VAT. No "discount allowed" account is used.

TAX ADVISER POINT

A discount after tax is correct only when the lower price was agreed **before** the supply. A discount given after the invoice was issued is a credit note that carries VAT back. Job cards and Additional Work refuse a whole-document discount: put discounts on the lines. Tax invoices should *show* discounts; the Federal Tax Authority expects it (Settings, Workshop, Printing, "Discounts on prints").

8.5 Correcting an invoice that is already submitted

On the job's billing tab press **Correct this invoice**. The system asks **"What went wrong?"** and you give a reason of at least three characters.

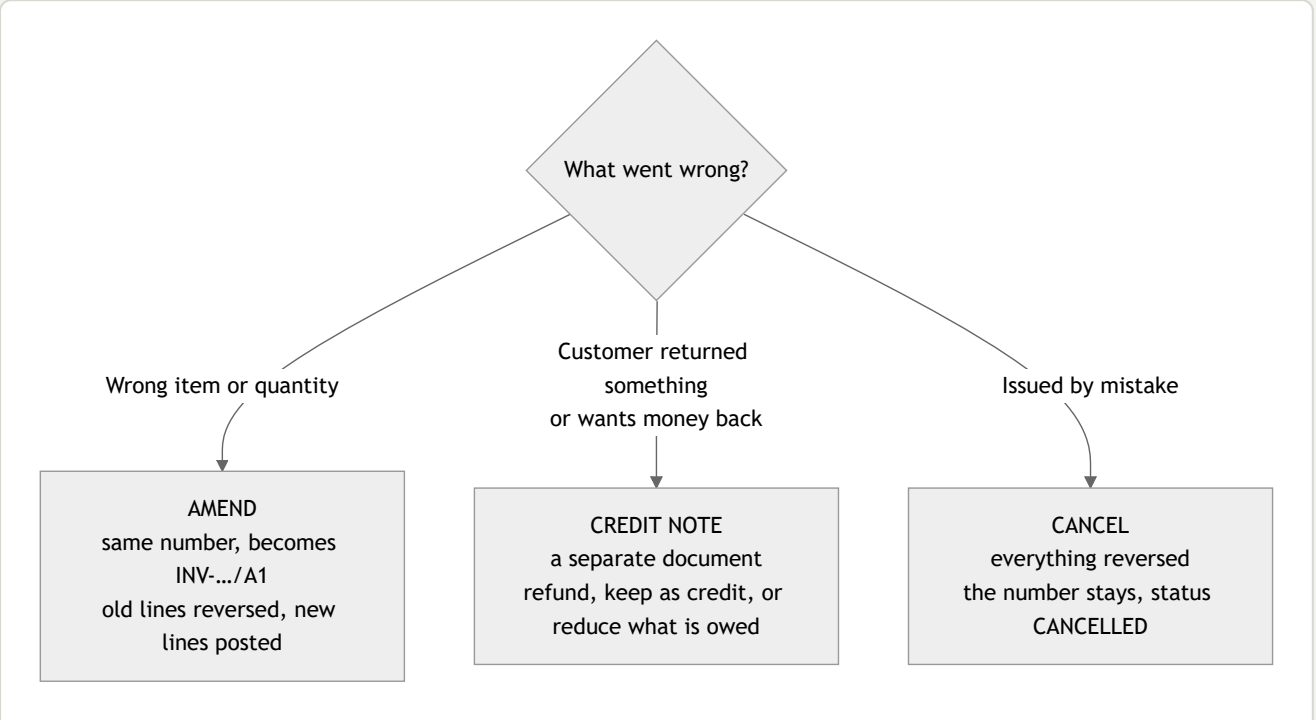


Figure 8.2 Three ways to correct, and what each does to the books.

CREDIT NOTE AND REFUND

Press **Credit / refund**. Choose a reason (*Not satisfied, Wrong work, Price correction, Goodwill, Other*), the lines to take back, and what to do with the money:

CHOICE	MEANING
REFUND	Pay money back. Only what the customer actually paid can be refunded.
ACCOUNT	Keep it as credit on the customer's account.
REDUCE_OWED	Reduce what the customer still owes. This is the default when money is owed.

For returned parts you choose *Put the unused parts back in the store* (stock returns at the cost it left at) or scrap them (the cost stays written off). A credit note may wait for manager approval: "The credit note is waiting for a manager to approve it."

REAL EXAMPLE · CREDIT NOTE 420.00 (400 NET + 20 VAT)

ACCOUNT	DR	CR
4100 Sales Returns	400.00	
2200 VAT Output	20.00	
1200 Trade Receivables		420.00
Total	**420.00**	**420.00**

If instead the customer is refunded in cash, the credit side is **1000 Cash** 420.00. If 200.00 is still owed on the invoice and the customer is refunded 220.00, the credit side is 1000 Cash 220.00 and 1200 Receivables 200.00.

8.6 Quick Invoice (no job card)

For a walk-in sale, such as a battery or a car wash, use **Quick Invoice** in the Front desk group. It is an ordinary tax invoice without a job card. A customer can pay with several methods at once; unfinished ones wait under **Held invoices**.

REAL EXAMPLE · 200.00 SALE, 5% VAT, PAID FOUR WAYS

Total 210.00 paid as Cash 100, Card 60, Bank 30, Payment link 20.

ACCOUNT	DR	CR

1000 Cash in Hand	100.00	
1110 Card Clearing (card 60 + link 20)	80.00	
1100 Bank	30.00	
4000 Sales		200.00
2200 VAT Output		10.00
Total	**210.00**	**210.00**

A short payment leaves the difference on the customer in 1200. A cash overpayment becomes a customer advance in 2300. A walk-in cannot overpay; the screen removes the change before sending.

COUNTER ITEMS AND SHOP SUPPLIES

- **Counter item.** While paying, the customer asks for an air freshener. Add it to the invoice draft as an ordinary line. The job card, its approval and its state stay untouched. Up to 50 items per action, and you can remove it before saving.
- **Shop supplies charge.** An optional fee for cloths, gloves and cleaner. Off by default. When on, it is a fixed amount or a percentage of labour or of the invoice, added as one service line you can remove with ×.

8.7 Card money and the bank

Card payments post to **1110 Card Clearing**, not to the bank, because the bank pays you days later and less a fee. When the payout arrives, open **Card settlements** (Accounts, Bank) and enter what the card machine took (*Gross*) and what the bank received.

ACCOUNT	DR	CR
1100 Bank (what arrived)	*received*	
6500 Bank Charges (gross less received)	*fee*	
1110 Card Clearing (gross)		*gross*

VAT ON THE CARD FEE

The fee is booked without VAT. If the processor sends a tax invoice, record that through a payment or expense voucher with a tax code so the input VAT is claimed.

8.8 Closing the day

At the end of the shift open **Day close** (Accounts, Money in). Count the notes, and the system compares what you counted with what it expected for each method (cash, card, bank, cheque).

> **THE CASH SUM**
> Expected cash = the float you started with + cash taken − cash paid back on credit notes − cash paid out. The screen shows the working: "Cash you started with {start} + taken {taken} − paid out {out} − paid back {back} = {expected}".

- One close per person per day. A second close is a manager's **Close again (manager)**.
- If the difference is above the tolerance (default 0) you must type a note.
- A difference posts a journal: **short** = Dr 5910 Cash Short & Over, Cr the cash/card/bank account. **Over** is the opposite.
- A recount posts only the new difference. Nothing is ever edited.

REAL EXAMPLE · CASH SHORT 12.50, CARD OVER 5.00

The day close posts two small journals. Account 5910 ends with a net debit of 7.50 (12.50 short less 5.00 over). If the cash is recounted from −12.50 to −2.50, the system posts a further +10.00 over, not an edit.

8.9 A whole job, start to finish, with the numbers

REAL EXAMPLE · JOB JC-1023, FROM THE PRODUCT'S OWN ACCOUNTING TEST

A car comes in for an oil change, new front brake pads and a wiper. All amounts in AED with 5% VAT.

LINE	QTY × RATE	VAT	TOTAL	OUTCOME
Labour (LAB-HR)	2 × 150.00	15.00	315.00	approved
Oil 5W30 (OIL-5W30)	4 × 30.00	6.00	126.00	approved
Front brake pads (BRK-PAD-F)	1 × 380.00	19.00	399.00	added in estimate revision 1, approved

Front wiper (WIPER-F)	1 × 60.00	3.00	63.00	added in revision 1, **declined**, never invoiced
Clip kit (CLIP-KIT)	1 × 45.00	2.25	47.25	added on Additional Work AWV-0031, approved directly

1. **Advance received**

   525.00 cash: Dr 1000 525.00, Cr 2300 500.00, Cr 2200 25.00.

2. **Invoice INV-00001**

   Approved lines only: taxable 845.00, VAT 42.25, total 887.25. The 500.00 advance and its 25.00 VAT come off. The rest stays owing.

ACCOUNT	DR	CR
2300 Customer Advances	500.00	
2200 VAT Output (advance VAT reversed)	25.00	
1200 Trade Receivables	362.25	
5000 Cost of Goods Sold	273.00	
4000 Sales		845.00
2200 VAT Output		42.25
1300 Inventory		273.00
Total	**1,160.25**	**1,160.25**

   Cost of goods 273.00 = oil 4 × 12 (48) + brake pads 210 + clip kit 15. Labour carries no stock cost.

3. **Receipt for the balance**

   Dr 1000 Cash 362.25, Cr 1200 Receivables 362.25. The job's outstanding amount is now 0.

4. **Costs tied to the job**

   The pads were bought for 210.00 (+10.50 VAT). A sub-contractor charged 100.00 (+5.00 VAT) on credit, and a cash expense of 40.00 (+2.00 VAT) was paid. Each carries the job's number.

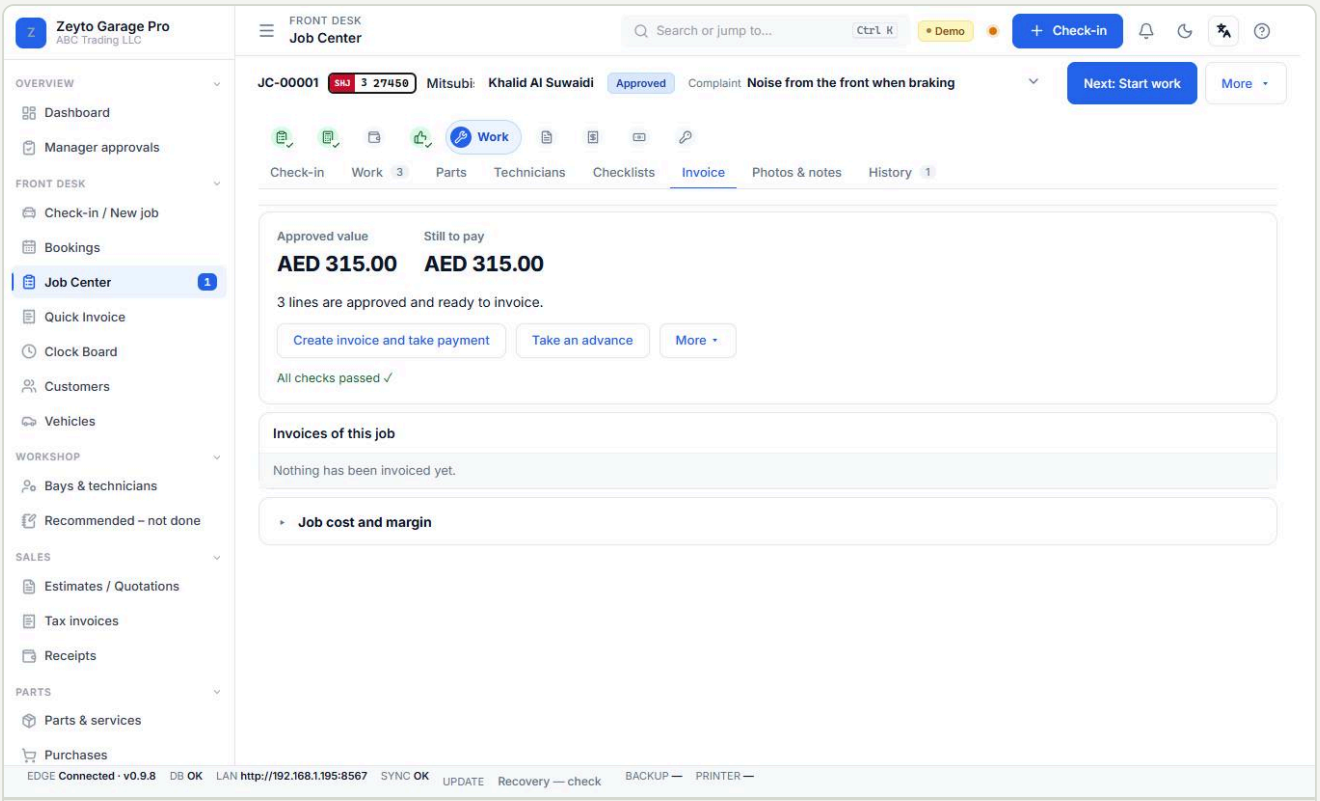
5. **Job profit from the books**

   Sales 845.00 – cost of goods 273.00 – other job costs 140.00 = **432.00**, before any labour estimate.

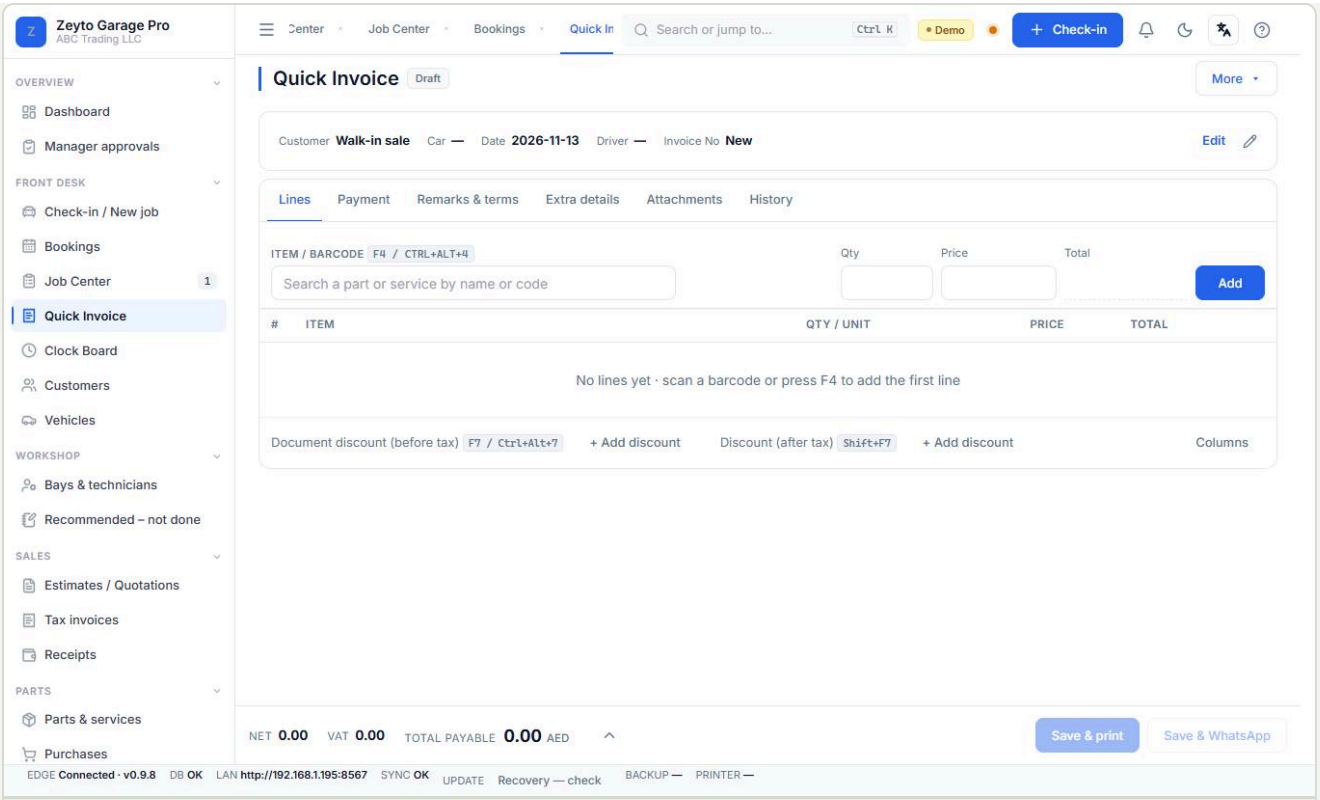
Left in stock: oil 16, brake pads 0, wiper 5 (the declined line never left stock), clip kit 9.

Note The VAT return for the month then shows output 42.25 on taxable 845.00 and input 43.25 on 865.00 (the purchases tied to the job).

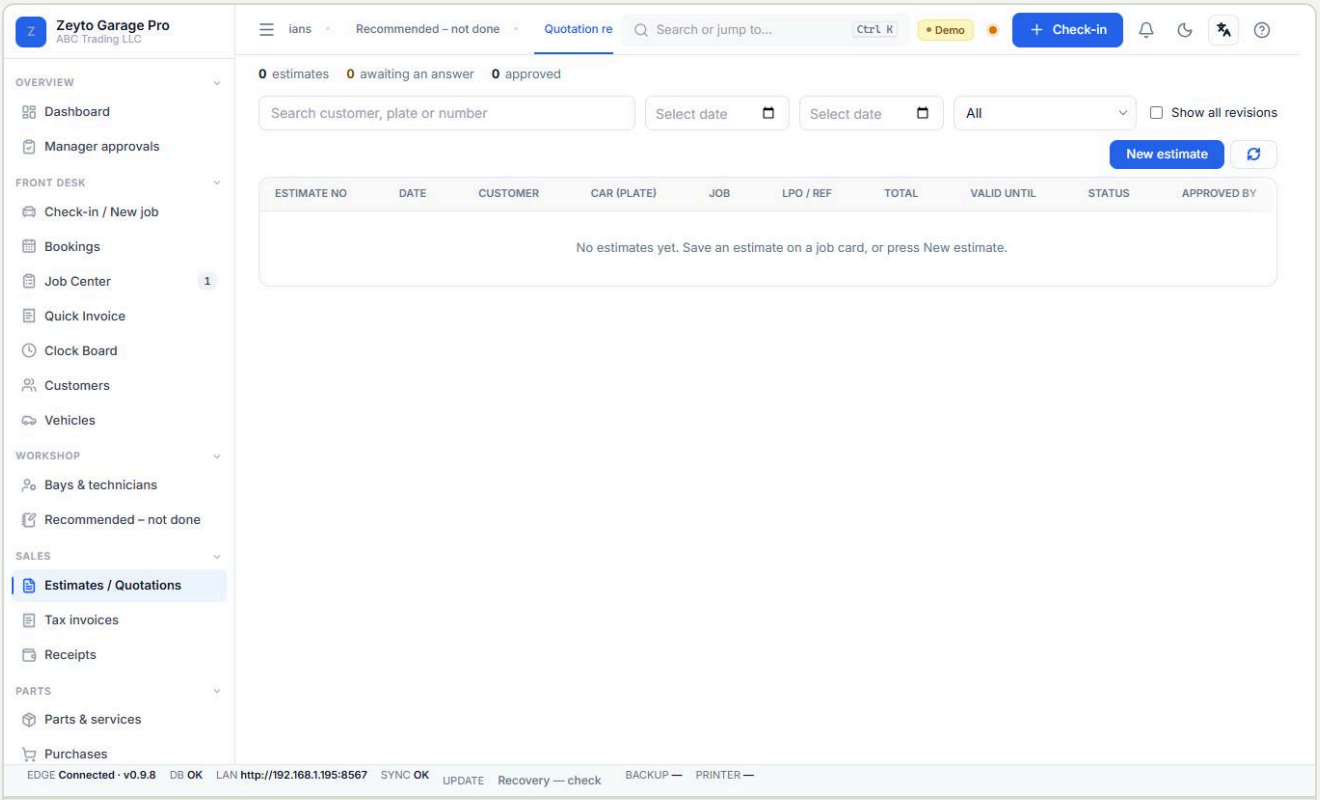
On the screen



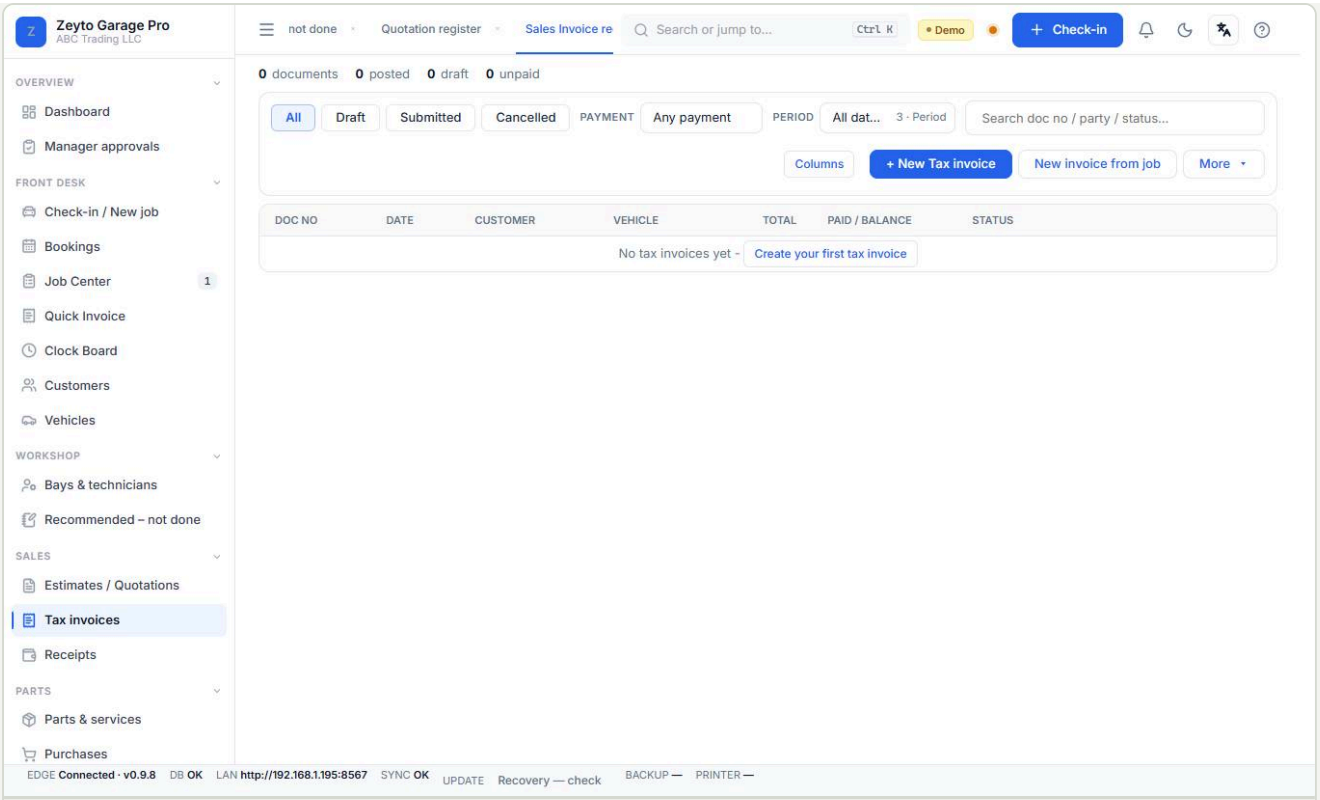
The Invoice tab. Approved value and what is still to pay, with "Create invoice and take payment" and "Take an advance". Only approved lines are invoiced.



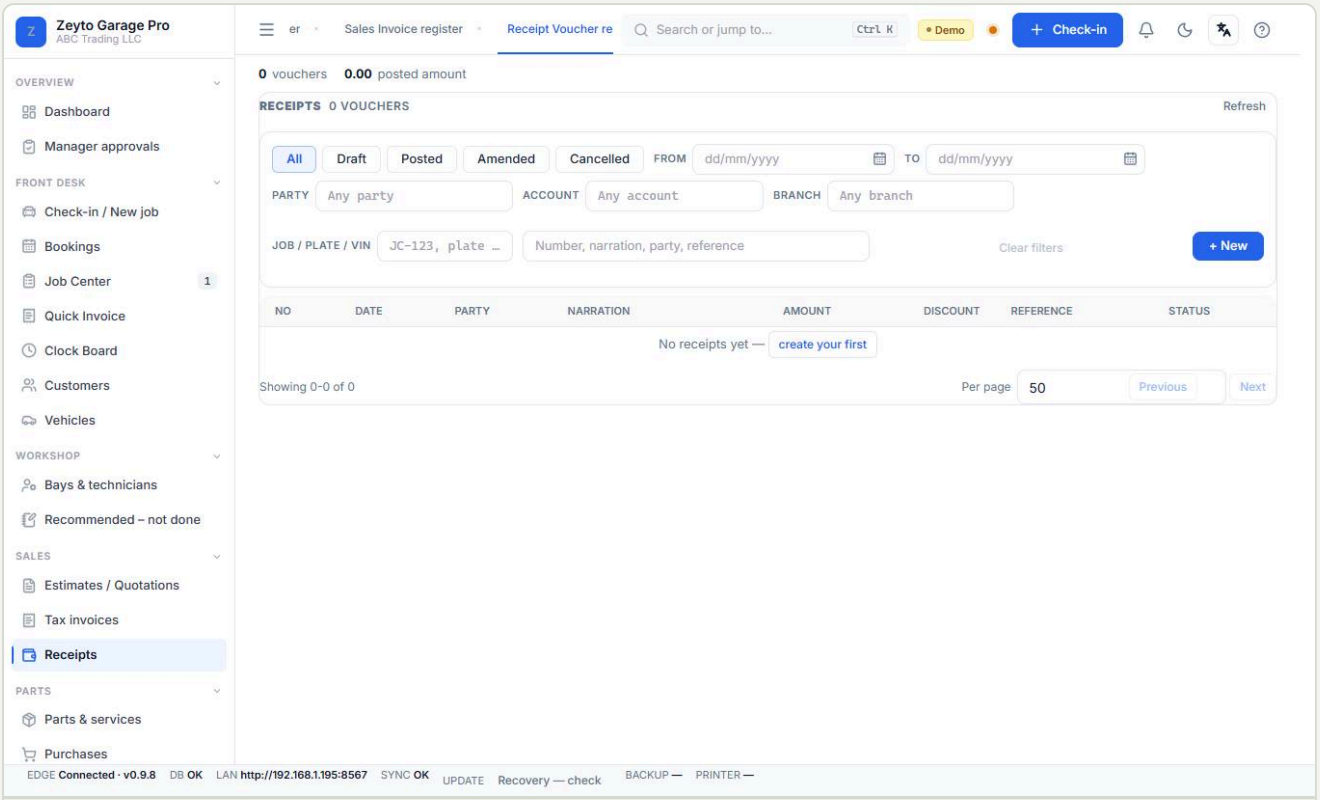
Quick invoice. A counter sale with no job card: parts and services, then payment.



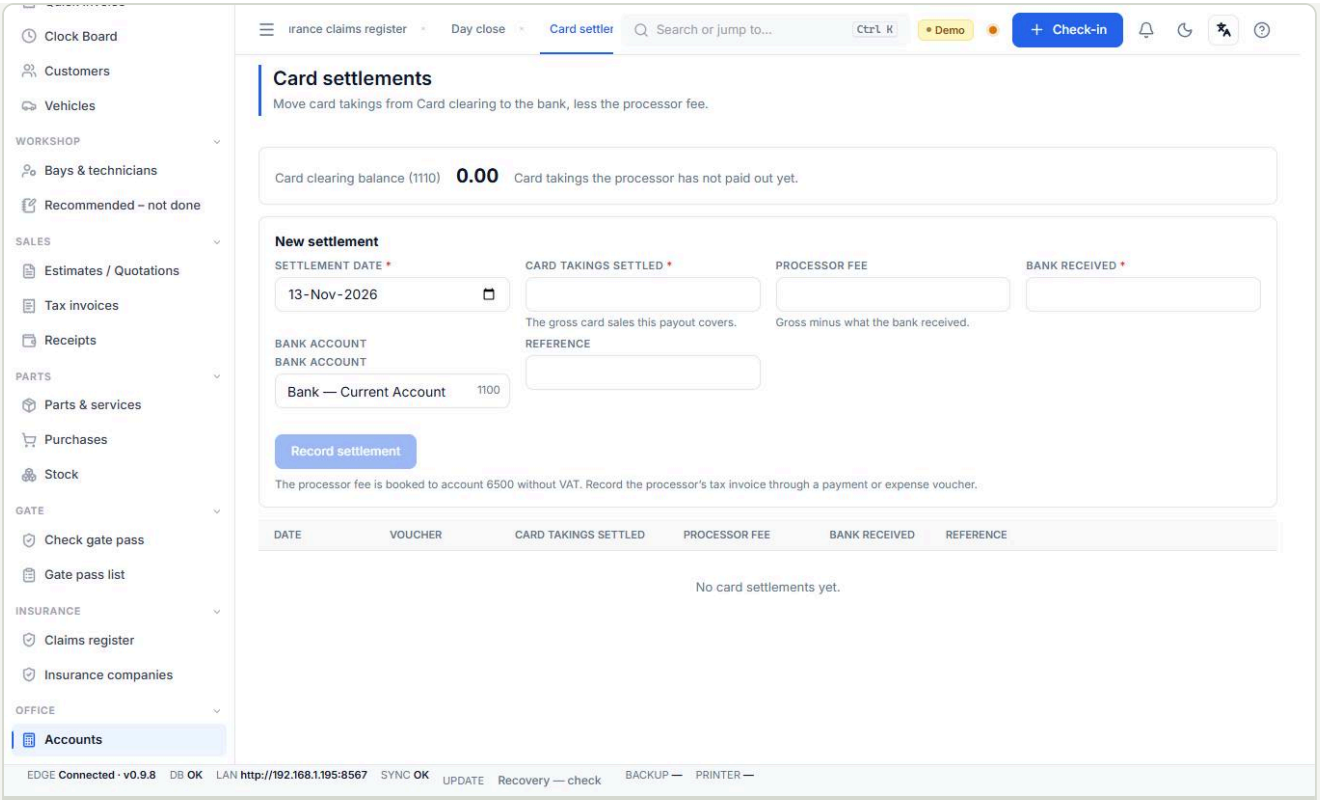
Estimates / Quotations. All estimates, with status and approval.



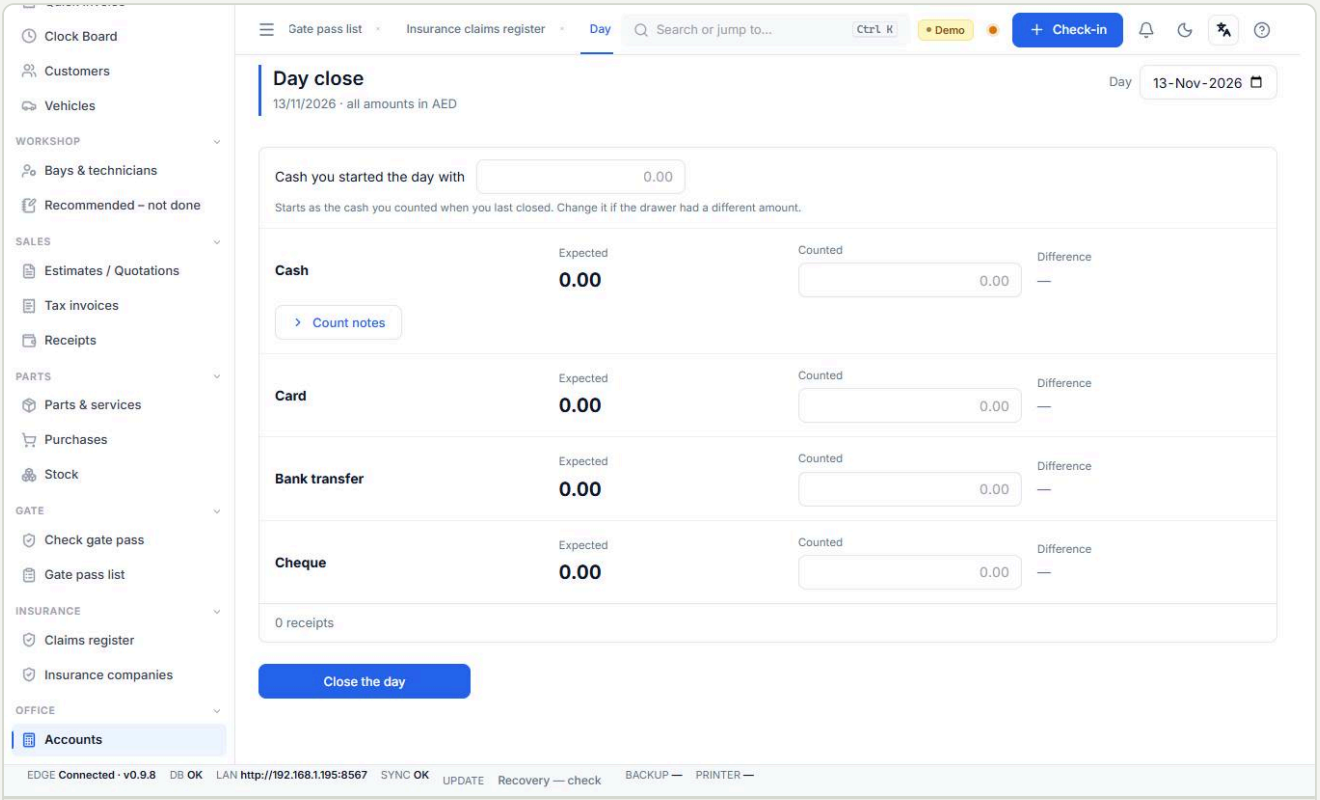
Tax invoices. The invoice register.



Receipts. Money received from customers.



Card settlements. Match the card machine's batch to the bank deposit.



Day close. Count the cash, card, bank and cheque takings against what the system expects; any difference is posted when the day is closed.

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9 Insurance jobs

When an insurer pays for the repair, the customer still owes an **excess**. The job is split into two invoices that add up exactly to the job, with VAT counted once.

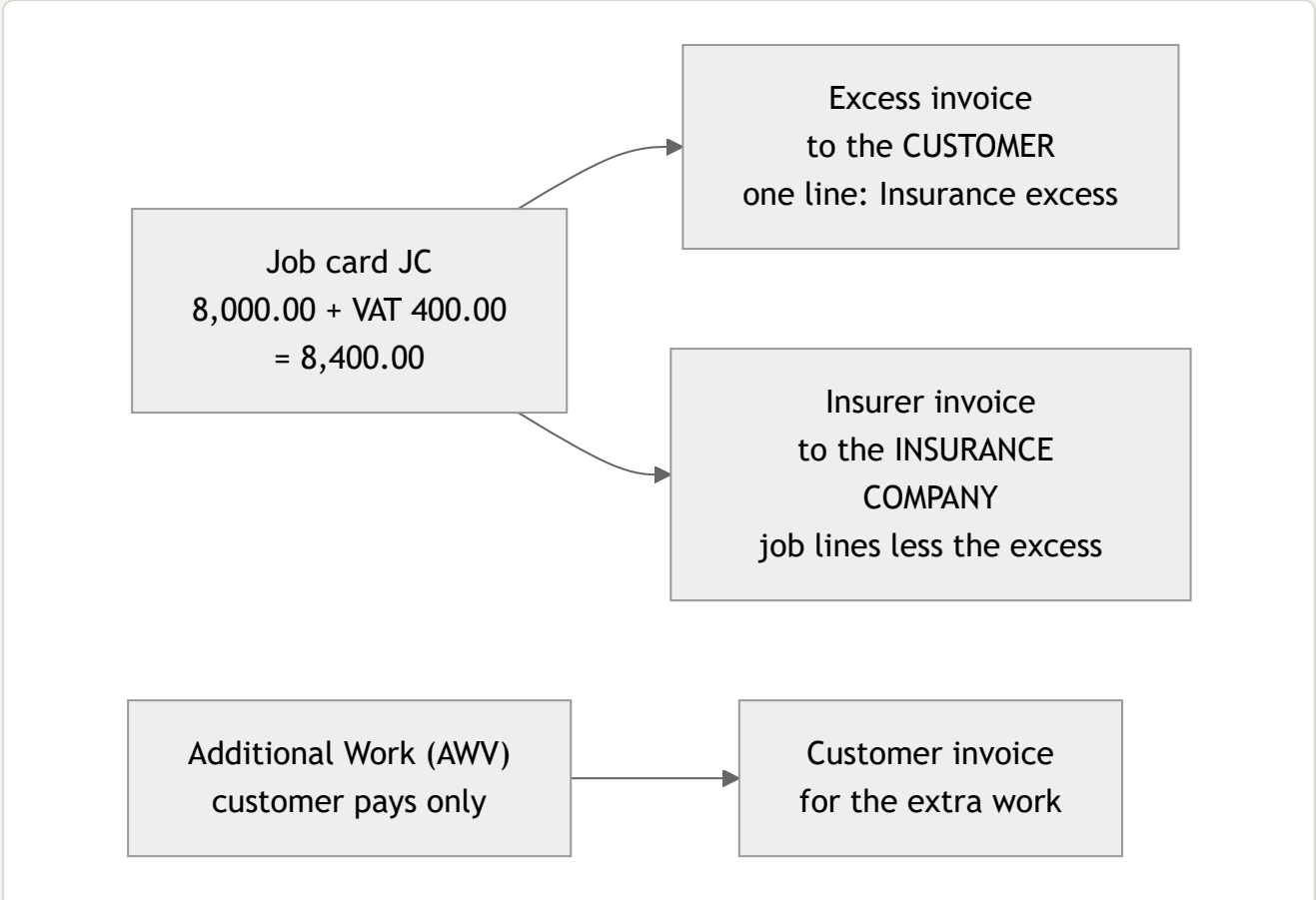


Figure 9.1 One job, two payers. Extra work added later on an insurance job is paid by the customer alone.

9.1 Setting up

1. **Register the insurer**

   Menu Insurance companies. An insurer is a customer marked as an insurance company.

2. **Open the claim on the job**

   Enter the policy number, claim number, LPO number and date, police report number and accident date, and the **excess amount**. Choose whether the excess is entered including VAT (the default) or excluding VAT.

3. **Invoice**

   Make the excess invoice for the customer and the insurer invoice from the job. Convert on a claim job takes only Additional Work for the customer; the job card lines go to the insurer.

REAL EXAMPLE · JOB 8,400.00, EXCESS 500.00 (ENTERED EXCLUDING VAT)

INVOICE	ACCOUNT	DR	CR
Excess (customer)	1200 Receivables	525.00	
	4000 Sales		500.00
	2200 VAT Output		25.00
Insurer	1200 Receivables	7,875.00	
	4920 Rounding Difference	0.01	
	4000 Sales		7,500.00
	2200 VAT Output		375.01

525.00 + 7,875.00 = 8,400.00, to the fils. When the excess is entered *including* VAT the net is amount × 100 ÷ 105 and a rounding difference of at most 0.05 goes to 4920.

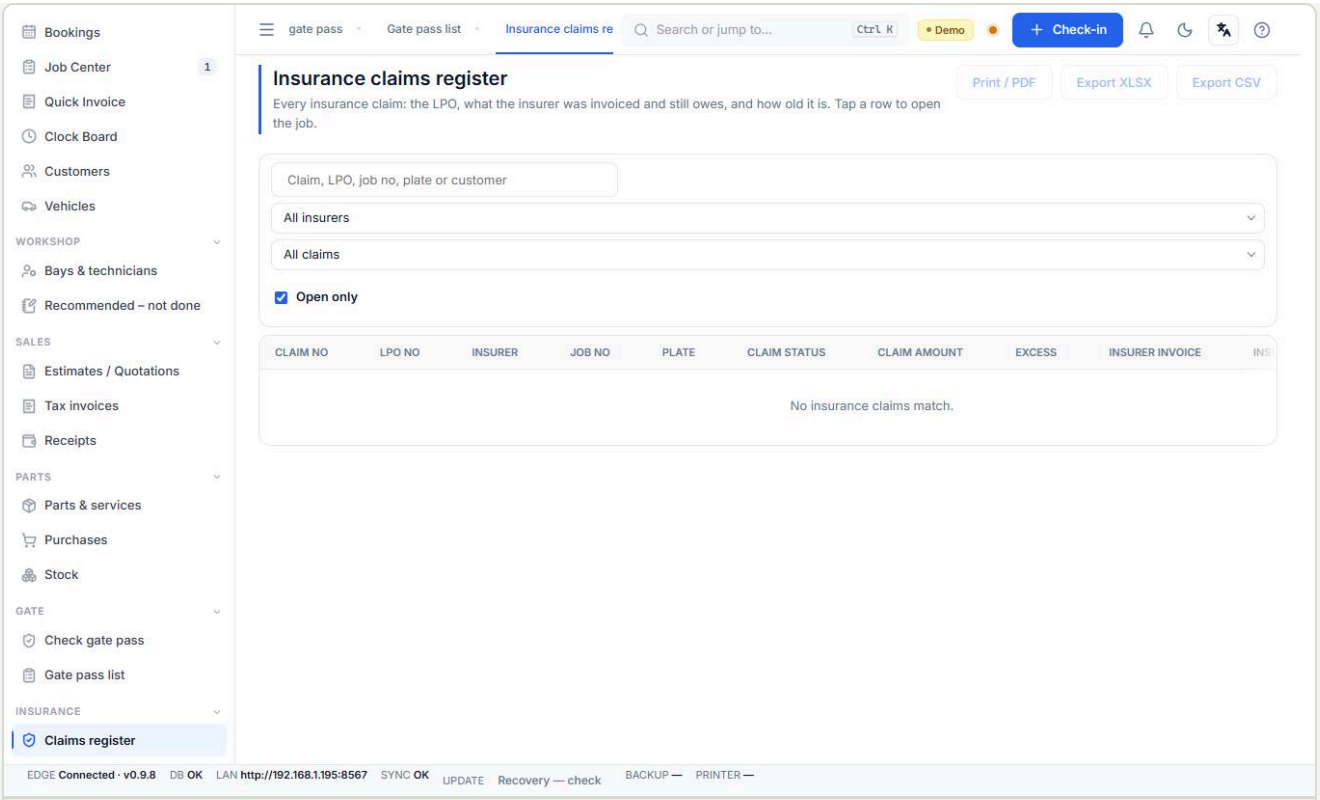
9.2 Following the money

- Claims register lists every claim and its status.
- The **Insurer ageing** report groups what insurers owe into 0-30, 31-60, 61-90 and 90+ days.
- The **Excess invoices** report shows which customers still owe their excess.
- Setting *Insurer share exempt from release* (default on) lets a car leave while the insurer, not the customer, still owes.

GUARDS

An insurer invoice or an excess invoice cannot be cancelled on its own while the other exists; the system names the blocking document. A claim job refuses an after-tax discount on the insurer invoice.

On the screen



Claims register. Insurance jobs and where each claim stands.

---

10 What the books record

You never type into the ledger. You submit a document, and the posting engine turns it into balanced lines. This chapter shows exactly how, so an accountant can trust every figure.

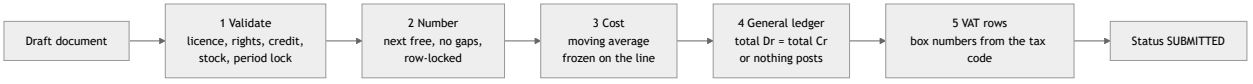


Figure 10.1 The submit pipeline. If any step fails, nothing is written.

10.1 Documents and what they post

CODE	DOCUMENT	POSTS?	DR CR
JC	Job card	no	Records only. Its number becomes the **job centre** that tags every cost and sale.
AWV	Additional Work	no	Extra approved work on a job card.
SQ PFI	Estimate, proforma	no	Price offers.

`SI`	Tax invoice	**yes**	tender accounts, 2300 + 2200 (advance applied), 1200, 5000	4000, 2200, 4920, 1300, 2300 if overpaid
`SR`	Tax credit note	**yes**	4100, 2200, 1300	refund tender or 1200, 5000
`RV`	Receipt	**yes**	tender (1000, 1100, 1110)	1200 per invoice, 2300 on account
`PV`	Payment	**yes**	2100 per purchase invoice	tender
`PI`	Purchase invoice	**yes**	1300 stock, expense, 1400 VAT input, price variance	tenders, 2100
`GRN`	Goods received	**yes**	1300	2150 Goods received not invoiced
`ADR`	Advance received	**yes**	tender	2300 + 2200
`ADJ`	Stock adjustment (materials, supplies)	**yes**	expense (6900 or 6950)	1300
`EXP`	Expense voucher	**yes**	expense + 1400	1000 / 1100 / 2100
`JV`	Journal voucher	**yes**	Your own lines, which must balance.	
`GP`	Gate pass	no	A release event.	

▼ **All 41 document types**

SQ, SO, DN, PFI, SI, SR, PO, GRN, PI, PR, SE, RECON, STN, ADJ, JV, RV, PV, CN, LCV, POS, REPACK, ADR, ADP, IMR, WRJ, EXP, CONTRA, AP, MFG, CTU, OST, AOB, DEP, ASD, YEC, ATI, ATP, ACN, ADN, **JC**, **AWV**. A Quick Invoice is a normal `SI`. Advance tax documents: ATI and ATP are paper-only tax invoices for an advance; ACN refunds an unused customer advance (Dr 2300, Dr 2200, Cr tender); ADN is its supplier-side mirror.

10.2 The default chart of accounts

Assets

1000 Cash in Hand · 1010 Petty Cash · 1100 Bank · **1110 Card Clearing** · 1200

Liabilities

2100 Trade Payables · 2150 Goods received not invoiced · 2200 VAT Output ·

Trade Receivables · 1300 Inventory · 1400 VAT Input · 1450 Supplier Advances · 1500 Prepaid · 16xx Fixed assets · 1690 Accumulated Depreciation

2300 Customer Advances · 2400 Accrued Expenses · 2500 Salaries Payable · 2600 Gratuity Provision

Equity
3000 Owner's Capital · 3100 Drawings · 3200 Retained Earnings · 3900 Opening Balance Suspense

Income
4000 Sales · 4100 Sales Returns · 4900 Other Income · 4910 Realized FX Gain/Loss · 4920 Rounding Difference

Cost of sales
5000 Cost of Goods Sold · 5100 Inventory Adjustment · 5200 Damage & Expiry · 5910 Cash Short & Over

Expenses
6100 Salaries · 6200 Rent · 6210 Utilities · 6400 Vehicle & Fuel · 6410 Repairs · 6500 Bank Charges · 6700 Depreciation · 6800 Warranty Expense · 6900 Miscellaneous · **6950 Workshop supplies**

ACCOUNT 6950
ERP's migration also uses 6950 for "Purchase Price Variance". On a workshop whose chart predates the Workshop supplies account, Workshop supplies sits at the next free code, 6951 to 6959. Always find it by name. (Fixed in code after version 0.9.8; ships with the next release.)

The engine finds accounts by **type** (Cash, Receivable, VatOutput...), never by code, so renumbering your chart does not break posting.

10.3 Amend and cancel: reverse and repost

The ledger is append-only. To correct a posted invoice the engine does not edit it. It adds a **reversal** of every old row, then posts the new version.

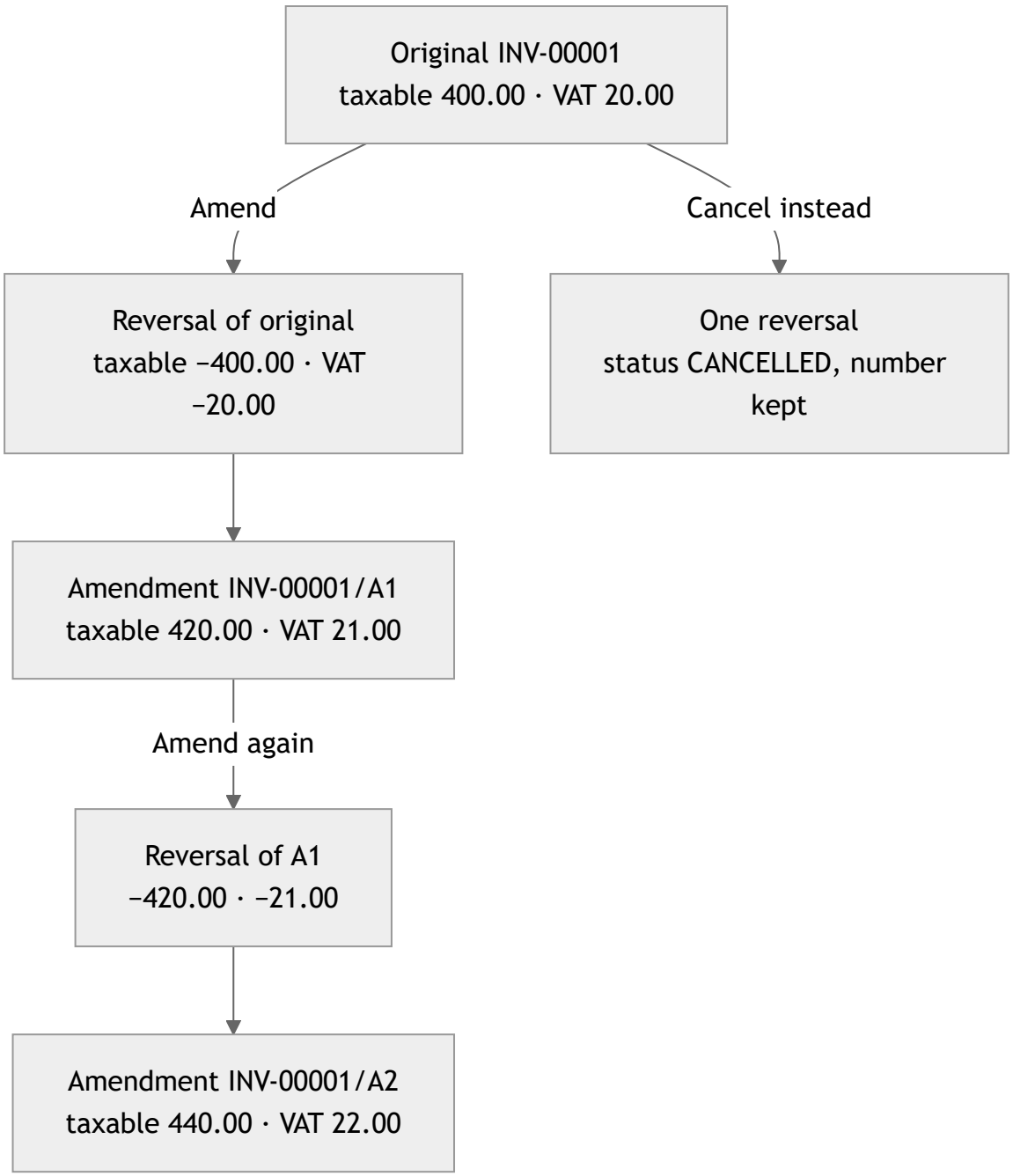


Figure 10.2 The base number never changes; amendments are /A1, /A2. Add up everything and you get exactly the current figures.

REAL EXAMPLE · AN INVOICE AMENDED TWICE

ROW	TAXABLE	VAT	LABEL IN "HISTORY" VIEW
Original	400.00	20.00	ORIGINAL
Reversal	−400.00	−20.00	REVERSAL of Original
Amendment 1	420.00	21.00	AMENDMENT (A1)

Reversal	−420.00	−21.00	REVERSAL of A1
Amendment 2	440.00	22.00	AMENDMENT (A2)
Net result	**440.00**	**22.00**	**one line, "AMENDED A2", grand total 462.00**

A **cancelled** invoice (400 + 20 = 420) shows as one line labelled CANCELLED with taxable 0 and VAT 0, and keeps "was taxable 400.00, was VAT 20.00, was total 420.00" for reference. Cancelling a job invoice sends the job back to Work Completed. A cancel is refused while live child documents exist; the message names them.

THE NET VIEW (VERSION 0.9.7)

Six reports show **one net line per document** by default instead of the raw reversal rows: VAT return audit list, VAT ledger, General ledger, Account statement, Account/customer/supplier ledger statement and Party statement. Tick **Show amendment history** to see every row with its label. Opening and closing balances, running balances and VAT totals are *identical* in both views; only the gross Dr and Cr totals shrink by the reversed pairs. The day book, registers, ageing, trial balance and posting trail still list raw rows. Exports follow the view on screen.

10.4 VAT (UAE, 5%)

- Tax codes: **SR5** standard 5%, **ZR** zero-rated, **EX** exempt, **RCM** reverse charge, **OOS** out of scope.
- VAT is rounded **per line**, half-up, at the currency's decimals (3 for KWD, BHD, OMR).
- Invoice rounding is capped at ±0.05 and goes to 4920.
- Output VAT is written to the VAT ledger at posting; box numbers come from the tax code, never from screen code.

THE VAT RETURN SCREEN

VAT return (Accounts, VAT). Pick a month or a quarter. It follows the Federal Tax Authority form: boxes 1a to 1g (standard-rated supplies by emirate, so set your emirate in Company Profile), 2 tourist refunds, 3 reverse charge, 4 zero-rated, 5 exempt, 6 and 7 imports, 8 totals, 9 and 10 expenses, 11 totals, 12 due tax, 13 recoverable tax and 14 net payable (or **REFUNDABLE** when negative).

1. **Check**
   Compare the return with **VAT Ledger** and the account balances 2200 and 1400.

2 **File on the tax portal first**

"File it on EmaraTax first, with the same figures."

3 **Press** Mark as Filed & Lock Period

"This cannot be undone from here." Posting dates inside the period are then refused (an admin override is logged). Filing an empty period still locks it.

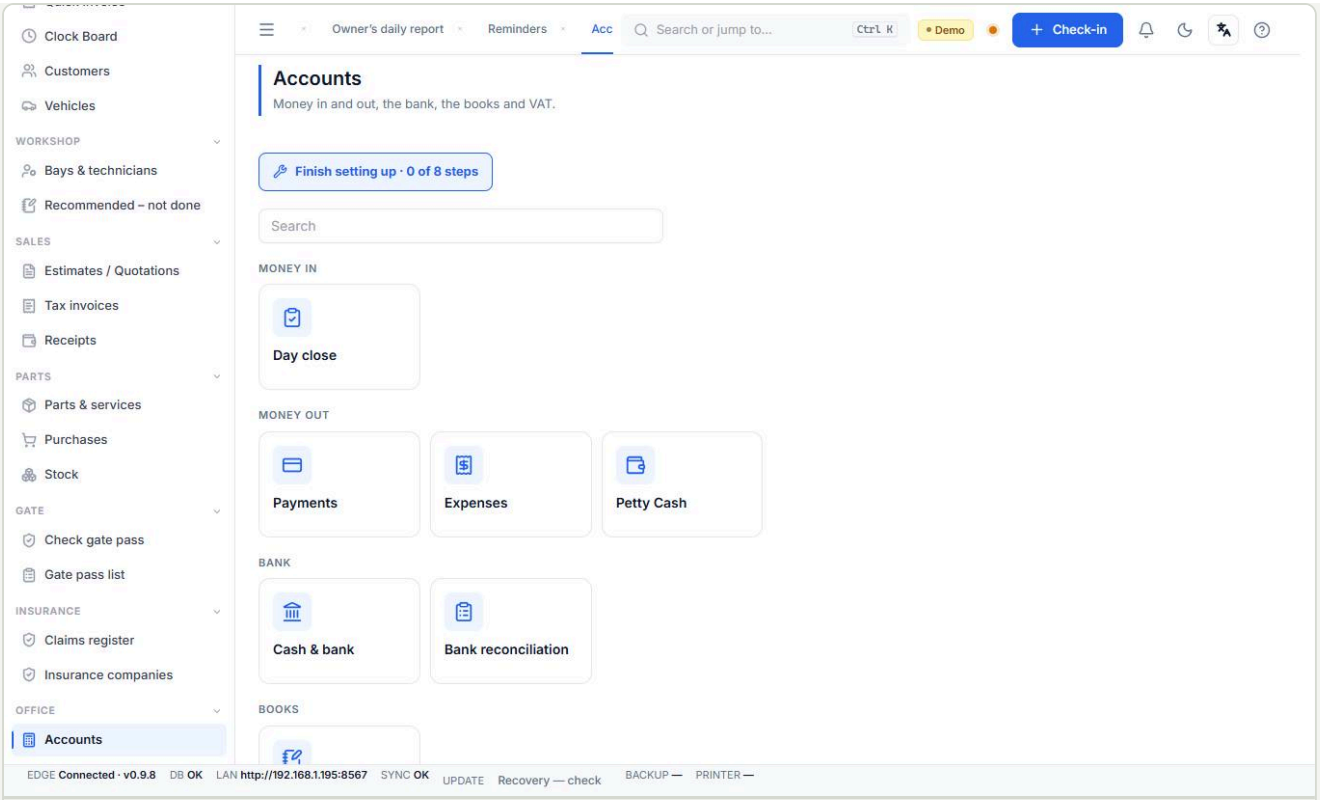
ADVISORY OUTPUTS

The **FTA audit file (FAF)** is a draft layout (company, supplier and customer listings, purchases, supplies, general ledger, control totals) and has not been confirmed against the authority's specification. **Corporate tax** applies 0% to AED 375,000, 9% above, with an election for Small Business Relief when revenue is at most AED 3,000,000. It is a working paper; no tax ledger entry is posted. Always confirm both with your accountant before filing. The system builds e-invoice files for an accredited service provider but is not itself one.

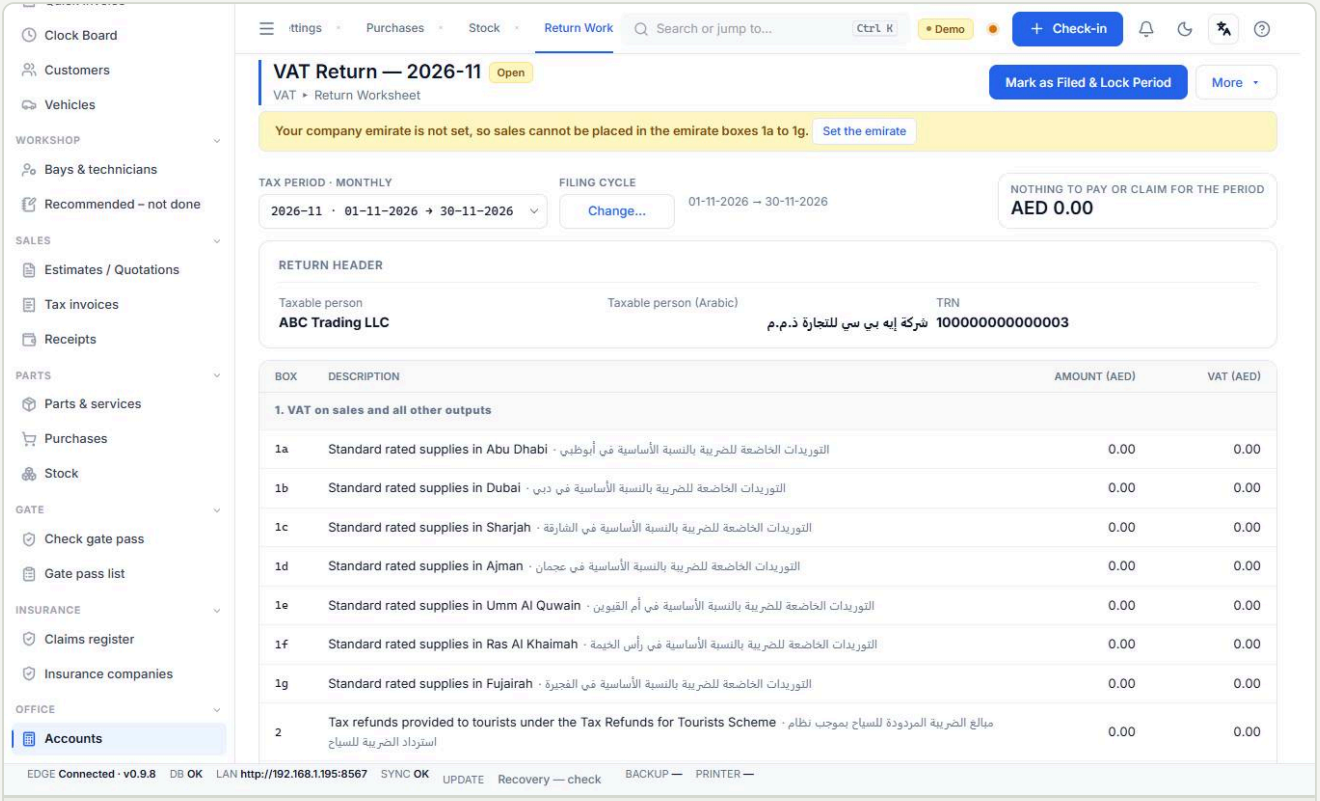
VERIFIED

The financial statements were checked with about 302,000 automated comparisons (trial balance, profit and loss, balance sheet, cash flow, general ledger, day book, VAT 201, VAT ledger, fixed asset register and more) with no disagreement after fixes.

On the screen



Accounts hub. Day close, payments, expenses, petty cash, cash and bank, and bank reconciliation in one place.



VAT return worksheet. The return for the period, with the taxable person and TRN, filled from the posted invoices, credit notes and bills; filing locks the period.

11 Reports and dashboards

Reports are grouped by the question you are asking. Menu: **Reports** hub, eight families plus *All business reports*.

Services
Service sales · Top services · Service mix by month · Service hours · Services by technician · Services by car

Parts
Part sales · Consumed items · **Sold with unknown cost** · Consumables used · Job parts · Parts movers · Dead stock (90 days) · Parts by supplier, make and vehicle · Item movements · Low & negative stock

Labour
Labour hours · Technician sales · Technician performance and productivity · Labour efficiency · Non-working labour · Timesheet · Advisor performance · Bay history and utilisation

Customers
Customer sales · Repeat customers · Lapsed customers (6+ months) · Customer ledger · Service due · Declined work

Cars
Car sales · Vehicle sales · Car file · Fleet statement · In garage · Gate passes

Jobs
Job profitability · Garage analytics (12 views) · Performance report · Warranty / comebacks · Job Cards register · Not invoiced (ageing) · Approval conversion · Estimates register · Supplement variance · Sub-work

Money
Daily sales and collections · Receivables · Owner's daily report · Pending invoices · Released with balance · Quick invoices · Receipts register · Cash & bank · Expenses · VAT return · VAT Ledger · Credit notes · Supplier ledger

Insurance
Claims · Insurer ageing · Excess invoices · Insurance jobs

11.1 Is this job making money?

Job profitability (Job Analysis) reads the ledger rows tagged with the job's centre:

COLUMN	WHERE IT COMES FROM
Revenue	Income rows of the job centre (credit – debit)
Parts cost	Expense rows on cost-of-goods accounts, or on materials issues
Other cost	Other expense rows: sub-work, job expenses, journals
Labour cost	**An estimate**, never posted. Clocked hours × the technician's cost rate; else planned hours; else standard rate
Profit, Margin	Revenue – (parts + other + labour). A margin below **15%** is flagged "Low margin"
Margin basis	**CLOCK**, **ESTIMATED** or **BEFORE_LABOUR** (some labour has no rate or hours, so it is left out)

> **READING THE EXAMPLE**
> For job JC-1023 (chapter 8.9): revenue 845.00 – parts 273.00 – other 140.00 = **432.00** profit before labour. Needs the rights to see prices and costs.

11.2 Dashboards

Six read-only views, each compared with the previous equivalent period. Every tile is built from the same readers as the reports, so a tile can never disagree with its report.

VIEW	THE QUESTION	WHAT YOU SEE
Owner	Is the workshop healthy?	Revenue, gross profit, cars delivered, average job value, collected vs invoiced, outstanding, a health score and sentence, *What needs you* (max five)
Workshop	How is the floor?	Cars in the garage, late cars, bay and technician use, turnaround, comeback rate, first time right, work in progress by stage
Money	Where is the cash?	Cash and bank, cheques in hand, invoiced, collected, receivables by age, top debtors, expenses, credit limits (near at 80%, over above 100%), insurers owe
Advisor	How am I doing?	My jobs, estimates waiting, ready to hand over, my conversion, my average job value
Parts	Is stock under control?	Stock value, items below zero, short for approved jobs, reorder, dead stock, orders waiting
Customers	Who comes back?	Customers served, new, repeat rate, days between visits, fleet accounts, open claims, not seen in 6 months

11.3 Ageing

Receivable ageing groups what customers owe by days past due, in steps of 30 by default: *Not due, 1-30, 31-60, 61-90, 91+*. Credits and not-yet-due bills sit in *Not due*. Insurer ageing uses its own four steps (0-30, 31-60, 61-90, 90+).

11.4 The owner's daily report

One message each evening. Sections you can switch: headline (always), money, workshop, people, stock, tomorrow, attention. Attention codes: day not closed, money problems, late cars, waiting answers, stock short, unlinked bookings.

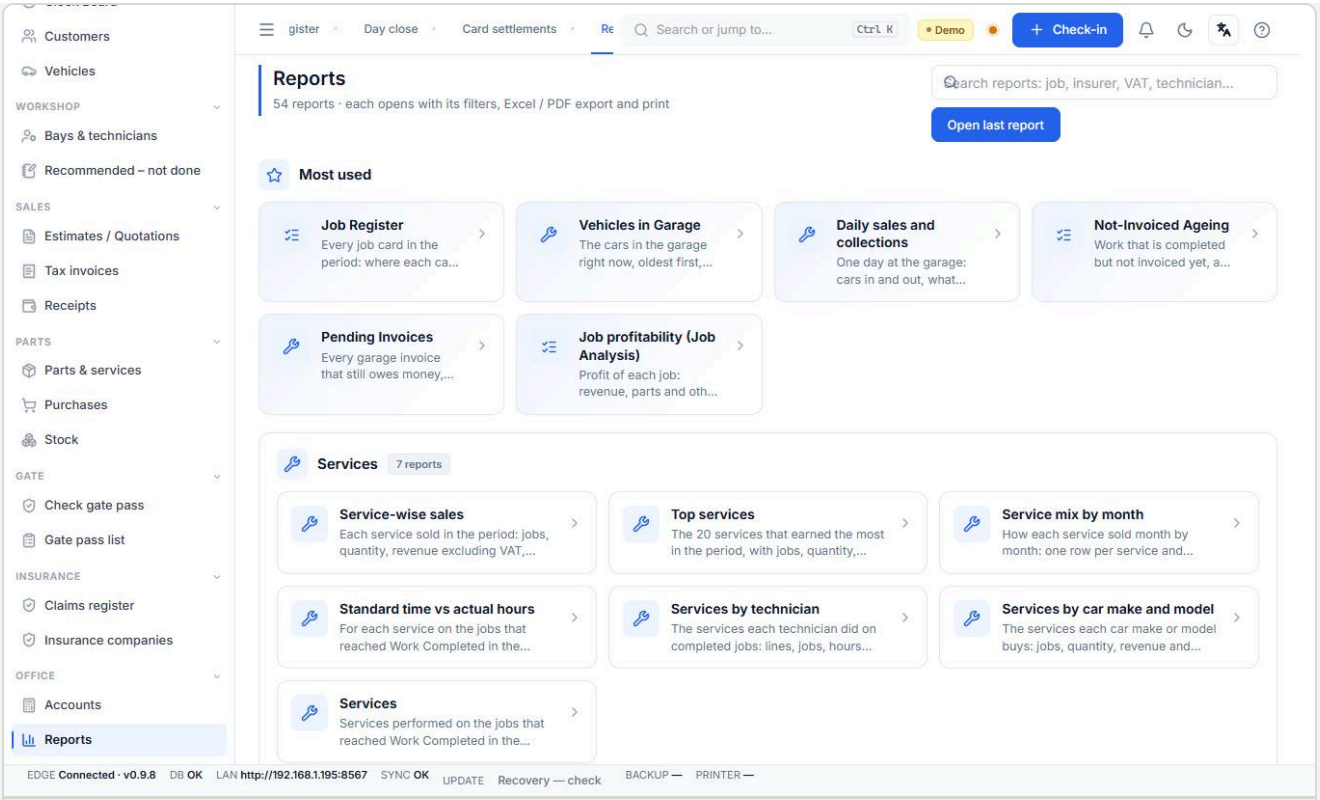
DELIVERY	NEEDS
E-mail	Mail server in Settings, *Sharing*
WhatsApp, tap to send	Nothing: the dashboard builds a message you send yourself
WhatsApp, automatic	Internet and a WhatsApp Business account
Webhook	Your own receiving address

It is off until the owner switches it on in Settings, Workshop. Amounts are hidden from anyone without the right to see prices. A log of the last 14 sends is kept.

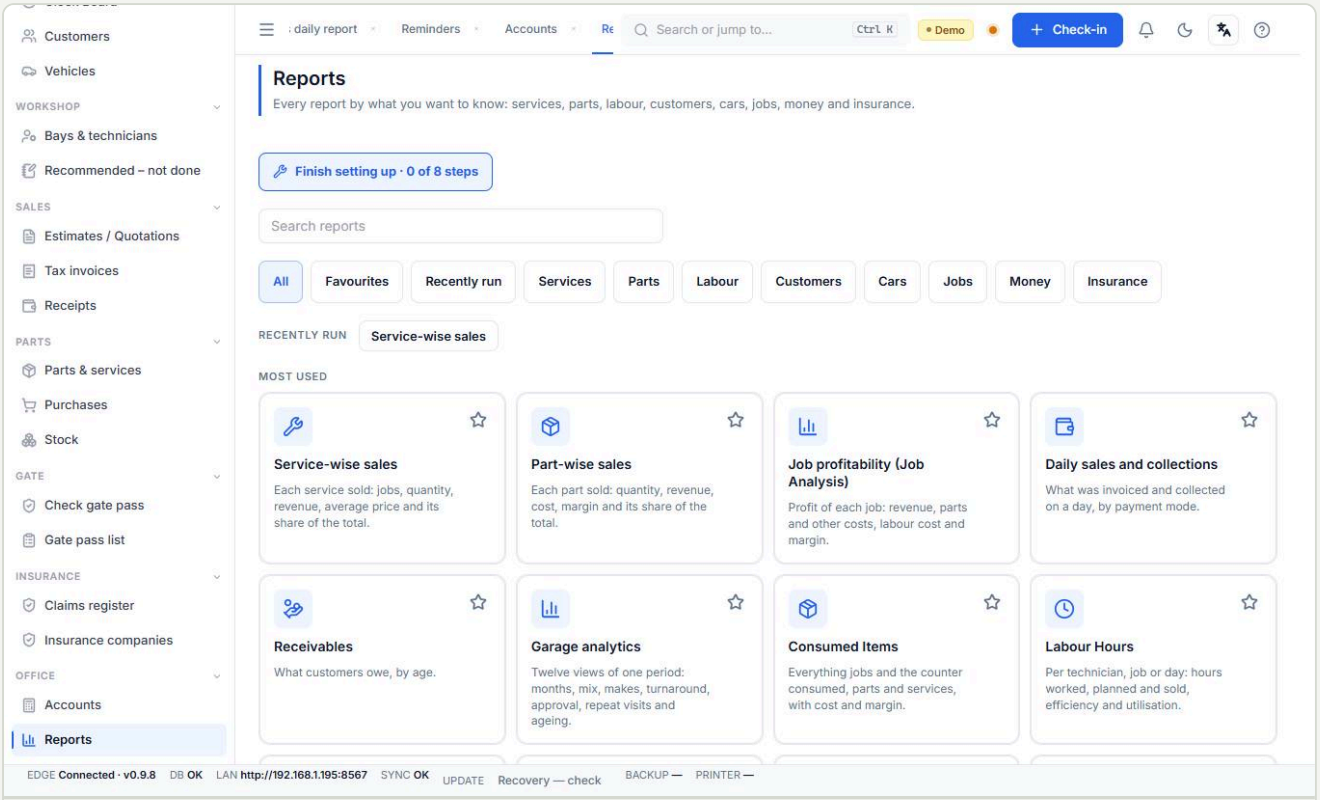
11.5 Printing a report

Every **Print** opens the preview sheet first, then prints exactly what is on screen: the net view or the amendment history, the Posting column, and Job no., Plate and VIN. On a narrow window Job no., Plate and VIN are kept and other columns are dropped first.

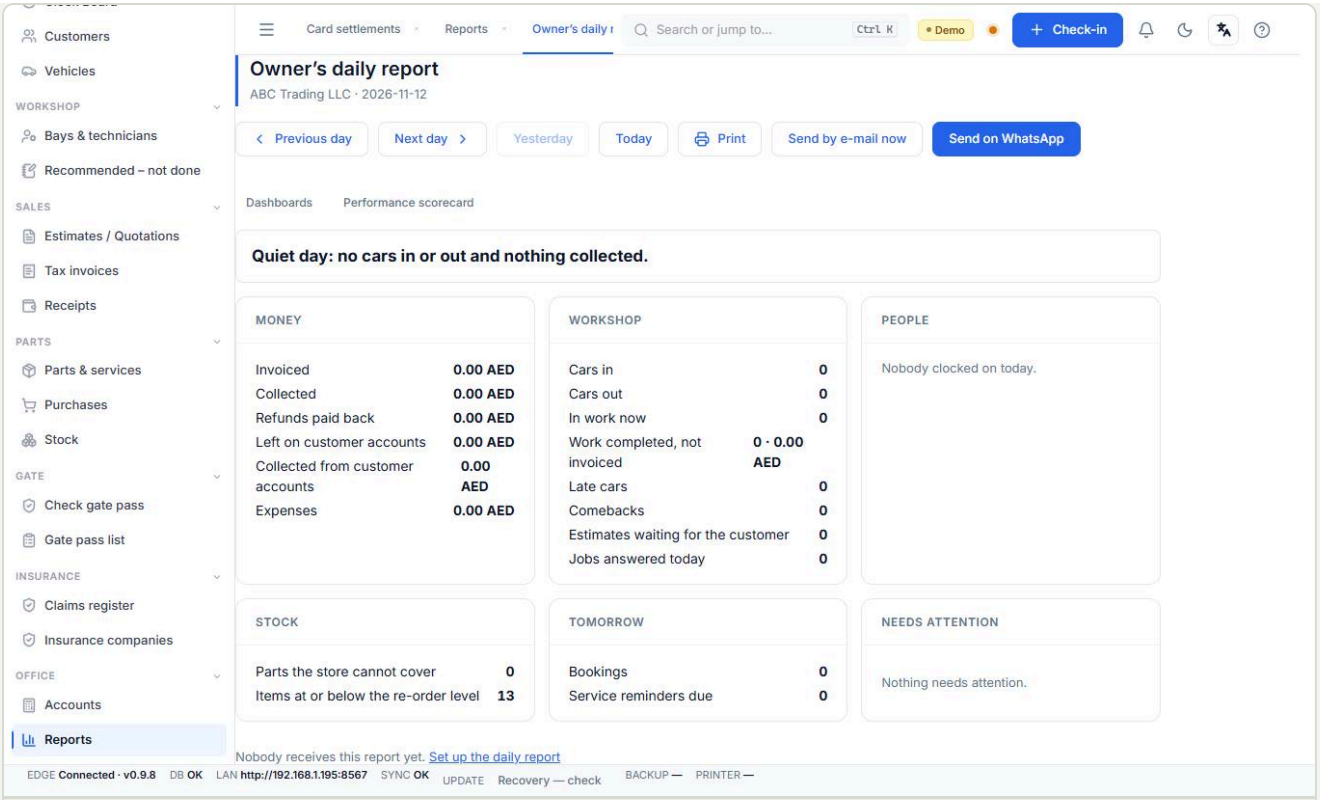
On the screen



Reports. Most-used reports first, then service, tax, parts and other groups.



Reports hub. Reports filtered by area: Services, Parts, Labour, Customers, Cars, Jobs, Money and Insurance.



Owner's daily report. Money, workshop and people on one page, with what needs attention.

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12 How the data is structured

Every business document, from a job card to a journal, lives in one pair of tables: a header (`doc`) and its lines (`doc_line`). Everything the books and stock need is derived from them.

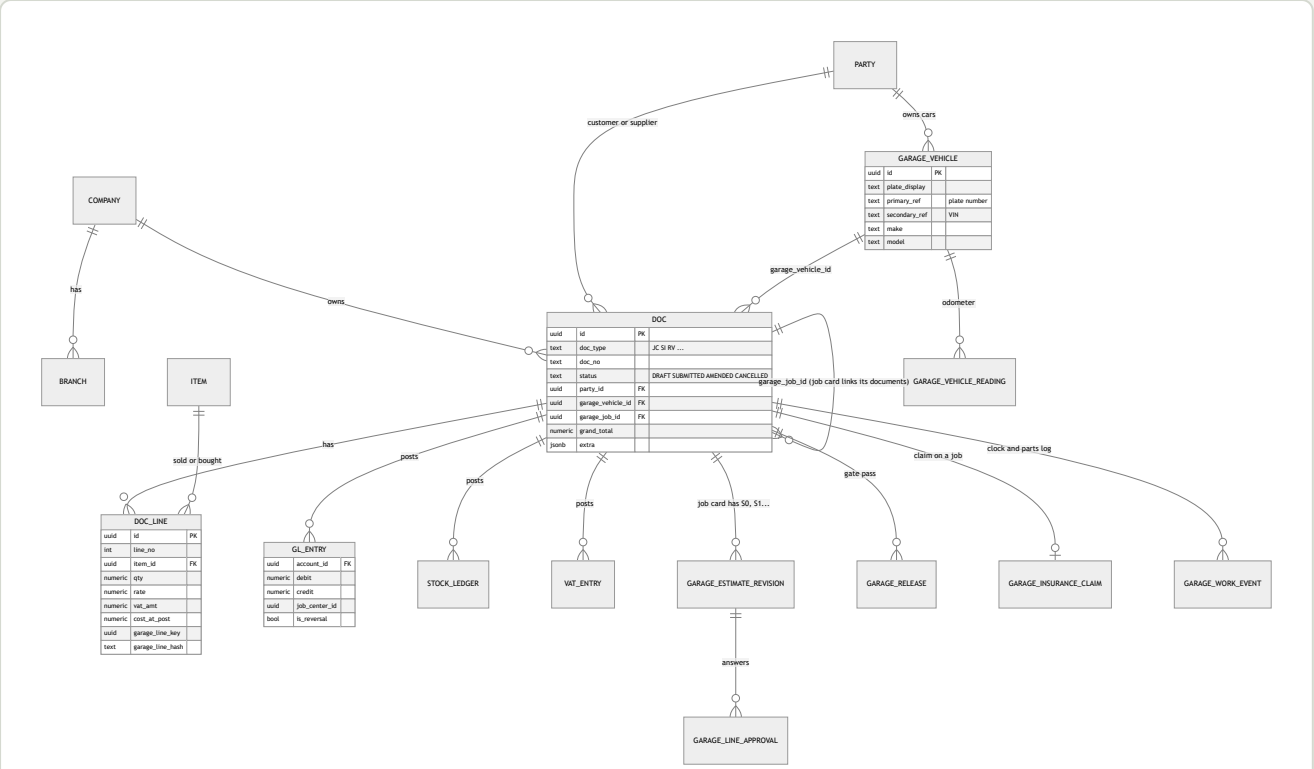


Figure 12.1 The core relationships. `garage_job_id` is how an invoice, a receipt or a purchase says "I belong to job card JC-...".

12.1 The rules every table follows

COLUMN	PURPOSE
`id`	A time-ordered unique id (UUID v7). Never reused, safe to generate on any device.
`row_version`	Increments on every change. If two people edit the same record, the second is told "someone else changed this" instead of overwriting.
`updated_at`, `updated_by`, `origin_device`	Who changed it, when, and from which machine.
`is_deleted`	Records are hidden, not removed. A deleted account is never resurrected.

- Money is stored with 4 decimals, rates with 6. Calculations use exact decimals, never floating point.
- The ledger tables (`gl_entry` , `stock_ledger`) can only be added to. A database trigger refuses updates and deletes.
- Free-form extras go in a JSON column (`extra`) on the document or line.

- A draft has a temporary number like `DRAFT-…` . The real number is allocated at submit, so there are no gaps from abandoned drafts.

12.2 The garage tables

TABLE	HOLDS	NOTABLE FIELDS
`garage_vehicle`	Cars (and AC units, devices, equipment)	owner, plate split into emirate / code / number, VIN, make, model, year, colour, next due date or reading
`garage_vehicle_reading`	Odometer or hour readings, append-only	IN / OUT / MANUAL, a void is a new row with a note
`garage_estimate_revision` (+ `_line`)	Frozen estimate snapshots S0, S1…	totals, running total, reason, hash of the content
`garage_line_approval`	Each customer decision	APPROVED / DECLINED / PENDING / WITHDRAWN; approver, phone, channel, evidence
`garage_release`	Gate-pass events	receiver, fuel, balance at release, override reason
`garage_insurance_claim`	Claim on a job	insurer, policy, claim, LPO, police report, excess net / VAT / rounding / gross
`garage_work_event`	Technician time and parts log	ASSIGN, CLOCK_IN, BREAK, RESUME, CLOCK_OUT, LINE_DONE, PART_TAKEN, SUBWORK_SENT…
`garage_technician`	Mechanics	skill, cost rate per hour
`garage_checklist_*`	Checklist templates and answers	versions are immutable; answers are append-only
`garage_booking`	Appointments	NEW, CONFIRMED, ARRIVED, NO_SHOW, CANCELLED; source phone, walk-in, WhatsApp, online
`garage_customer_contact` , `garage_party_ids`	Extra contacts and legal ids	WhatsApp flag, TRN, driving licence, claim e-mail, pay days
`garage_owner_doc`	Expiring papers (trade licence, Emirates ID…)	expiry date, reminder days; feeds the notification bell
`master_code_rule`	Automatic or manual codes per	prefix, padding, next number

master type

12.3 Numbering

DOCUMENT	DEFAULT PREFIX	RESTARTS
Job card · Additional work · Gate pass	JC- · AWV- · GP-	never (the job number is the job centre and must stay unique)
Tax invoice (and Quick Invoice) · Credit note	INV- · CN-	each financial year
Receipt · Payment · Expense · Journal	RV- · PV- · EXP- · JV-	each financial year
Quotation · Proforma · Sales order	QT- · PF- · SO-	each financial year
Checklist · Quality check	CL- · QC-	
Customer · Supplier · Car · Part codes	C- · S- · VH- · P-	automatic or manual, your choice

Edit them in **Settings, Document numbers**. Changing a prefix does not renumber old documents. A booking number is 1, 2, 3 for the whole workshop; an estimate number is the job number plus `·S0`, `·S1`.

---

13 Who can do what

Four layers check every action. All four must agree, and the server is always the final judge; hiding a menu item is a courtesy, not security.

Layer 1 · Licence. Does your licence include the Garage pack? If not: "402 LICENSE_FEATURE".

Layer 2 · Route permission. Each action maps to one key such as `garage.estimate.issue`. A miss returns "403 PERMISSION_DENIED". Admin passes everything.

Layer 3 · Rules and masks. The job rulebook, branch scope, and hiding of prices, costs, phones or insurance details when the key is missing.

Layer 4 · The screen. Menus show only what you may open; a typed address shows

"You don't have access to this screen".

13.1 The built-in roles

ROLE	FOR	CAN	CANNOT
Admin	Owner, manager	Everything, including settings, users, override	Nothing is hidden
Service Advisor	Front desk	Check-in, estimates, approvals, invoices, job receipts, bookings, vehicles, customers (35 rights)	Settings, release override
Garage Cashier	Cash desk	Take money, make and print job invoices, bookings (22 rights)	Approvals, workshop management
Workshop Manager	Foreman	The technician's rights plus assign, hold, quality check, see prices, issue and buy parts (17 rights)	Customer contacts, accounting, override, settings
Technician	Mechanic	View jobs and cars, progress work, clock, fill checklists, print (6 rights)	Prices, contacts, front desk
Security Guard	Gate	Check gate pass, notifications	Jobs, cars, customers, prices, phone numbers
Accountant · Sales · Cashier (POS)	Office roles	Accounting, sales and till functions; they also see garage lists	Depends on role

13.2 What disappears without a right

MISSING RIGHT	YOU NO LONGER SEE
`garage.prices.view`	Every amount: prices, totals, profit. Reports, the owner and money dashboards and the fleet statement are closed.
`garage.customers.view`	Phone, mobile, TRN, emirate, contact person. A search by phone finds no customer. The customer's name stays.
the cost right	Purchase-side amounts and cost-based tiles.
`garage.insurance.view`	Insurer, claim number, LPO, police report.

13.3 Finer control

- **Object permissions** allow or deny a single record or screen to a role or a person.

- **Data scope** limits a person by branch, warehouse, centre, customer group, own records, document status or amount ceiling. No rule means no limit; Admin is never limited.
- **Field access** can make a field read-only, masked or hidden.
- **Two-factor sign-in** (an authenticator app) is optional per person, or required by policy. Ten recovery codes are shown once.
- **Password and session policy** defaults: 8 characters with a digit, lockout after 5 tries in 10 minutes for 15 minutes, session 12 hours, 4-digit till PIN. An administrator can lock an account permanently.
- Settings, *Users & Permissions* has tabs for Lockouts, Sign-in activity and Sessions.

KEY FAMILY	EXAMPLES
Core	`garage.view` `.create` `.amend` `.submit` `.cancel` `.print` `.export`
Money	`garage.collect` (receipts, advances) · `garage.prices.view` · `garage.customers.view`
Cars and bookings	`garage.vehicles.view/create/amend` · `garage.bookings.view/manage`
Estimates	`garage.estimate.issue` · `garage.approval.record` · `garage.extra.direct`
Job actions	`garage.job.progress` · `.hold` · `.deliver` · `.cancel`
Release and gate	`garage.release` · `garage.release.override` · `garage.gate.check`
Workshop	`garage.workshop.clock` · `.manage` · `garage.checklists.fill/manage`
Insurance and import	`garage.insurance.view/manage/invoice` · `garage.import.view/manage`

13.4 Locked out? Recover your login

TWO DIFFERENT LOGINS

The **portal** login (zeyto.app) and the **Zeyto Garage Pro** login are separate. Resetting the portal password by e-mail never changes the program's password.

1. **Go to the main computer**

   The one that runs the server.

2. **Start Menu →** **Reset Zeyto Garage Pro login**

   Accept the Windows administrator prompt.

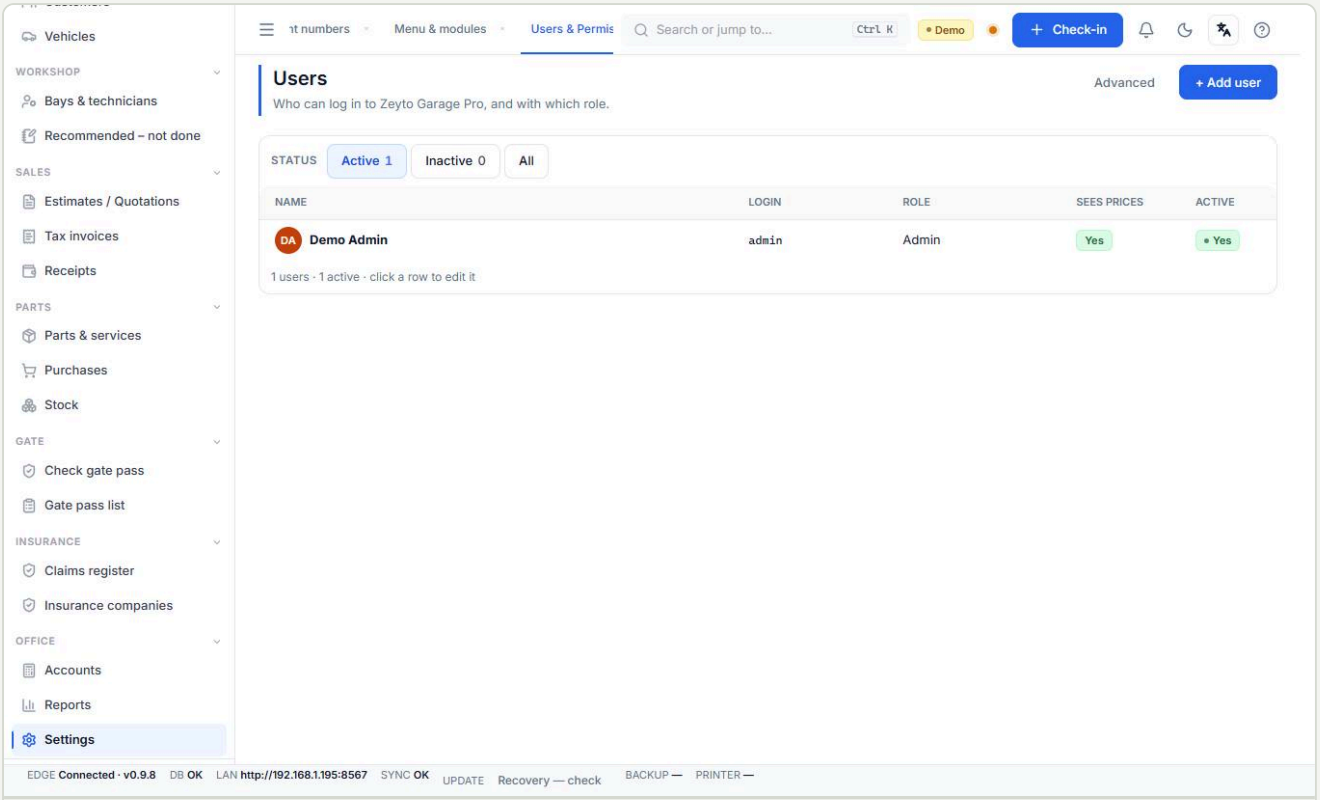
3

Type a username and a new password

A new name creates an administrator; an existing name is reset. Company data is untouched.

The tool reads a key file in `%ProgramData%\ZeytoGarage` that only a Windows administrator can open, and rotates the key after each use. If the shortcut is missing, install the current version over the old one, keep your data, and tick "I cannot sign in - let me set a new login now".

On the screen



Users. Each person has a user name, role and status; roles decide what they can open.

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14 Install, set up, back up

From a bare PC to a protected workshop in an afternoon. Do the steps in this order.

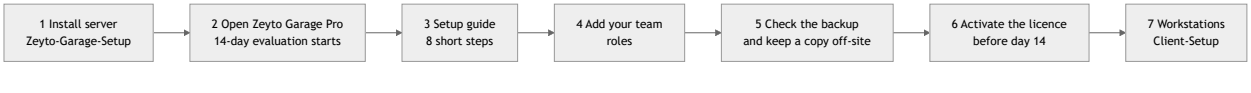


Figure 14.1 The recommended order of a first day.

14.1 Installing

1. **Run `Zeyto-Garage-Setup-<version>.exe` on the main PC**
   It installs the program, a private database, the Windows services, a firewall rule for port 8543, the desktop app and the Start Menu tools.
2. **If an older version exists**
   A page "Your existing data" defaults to **Keep my data** and **Back up first**. The backup is verified; if it fails, the install stops.
3. **Open Zeyto Garage Pro**
   Create the first administrator. A banner counts down the 14-day evaluation.
4. **On other PCs run `Zeyto-Garage-Client-Setup`**
   Give the server's address. It is shown in the Start Menu as the LAN URL, port 8543.

> **TODAY'S INSTALLERS ARE UNSIGNED**
> Windows SmartScreen will warn. A code-signing certificate and a clean-PC test pass are still to do before the first customer release (version 1.0.0).

14.2 The Setup guide

The dashboard chip **Finish setting up** opens eight steps. Every step can be skipped and revisited.

#	STEP	WHAT YOU SET
1	Your garage	Your company details (the tax number and emirate are needed for VAT)
2	Labour rates	The hourly labour price and the standard labour cost
3	Bays and mechanics	Names of the bays; your technicians and their cost rates
4	Services and parts	A starter catalogue to edit
5	Document numbers	Prefixes and next numbers
6	Your team	Users and their roles
7	Backup	Confirm the schedule, choose a safe place
8	Opening balances	Starting balances (with your accountant)

14.3 Backup and restore

Automatic daily backup

On first start the system writes a schedule: daily at 02:00, grandfather-father-son retention, monthly restore test. Settings, Backup shows a prompt to keep a copy off this PC. Cloud folders (OneDrive, Google Drive, Dropbox, iCloud) are detected.

Start Menu: Back up data

Writes `ZeytoGarage-backup-<date>.pgdump` into `Documents\Zeyto Garage Backups` with a checksum file. It is read back to prove it is complete.

Start Menu: Restore data

Checks that the file is a Garage backup, asks you to type **RESTORE**, takes a safety backup first, restores to a side database and swaps only if it works. A failure leaves current data untouched.

Settings, Backup

Encrypted `.zbk` backups (AES-256 with your passphrase), scheduled copies, a snapshot before every update and automatic rollback if an update fails its health check.

UNINSTALLING NEVER ERASES DATA SILENTLY

Uninstall offers a backup and defaults to keeping your data. Erasing needs a typed confirmation. Deleting `C:\ProgramData\ZeytoGarage` by hand also removes the licence evidence and the database password: do not.

14.4 Licence

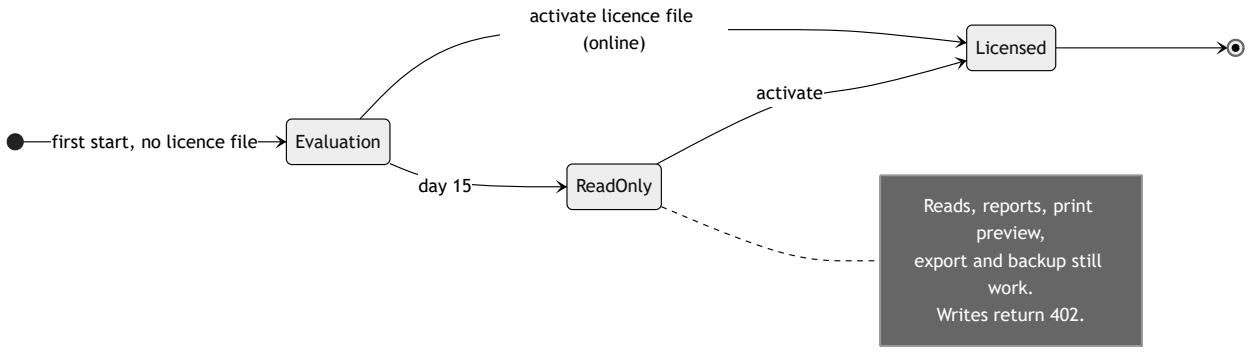


Figure 14.2 The evaluation allows 3 desktop users, 1 company, 2 branches, 3 web users, 1 mobile user, 3 devices and 1 till.

- The licence is a signed file `license.zlic` in `%ProgramData%\ZeytoGarage`, bound to your hardware and to the product name ZEYTO-GARAGE. A licence for another Zeyto product is refused.
- Activation is online, in **Settings, License**. It uses one device seat.
- **No offline activation yet.** A PC that never goes online needs help from support until that is added.
- A clock set back is detected; the trial runs on the later of the PC clock and a hidden anchor.

14.5 Moving to a new computer

1. **Back up on the old PC**
   And copy the file somewhere safe.
2. **Install on the new PC**
   Same version or newer.
3. **Restore the backup**
   Before activating. The device identity lives inside the database and a restore overwrites it.
4. **Release the old device in the portal**
   Frees the seat.
5. **Activate on the new PC**
   Then re-pair phones and re-point workstations to the new address.

Not carried over: the licence file, the database password, the recovery key and the sign-in key (everyone signs in again; passwords are unchanged). Re-select printers.

14.6 Importing from the old Emeron Garage program

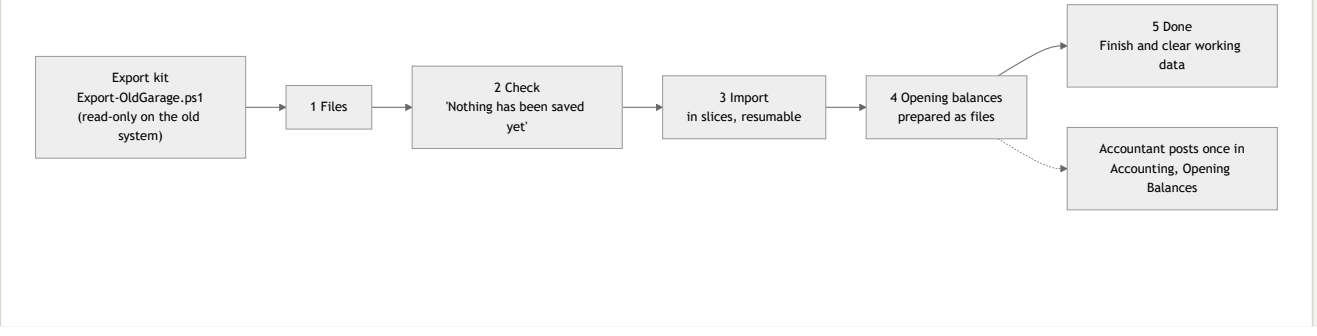
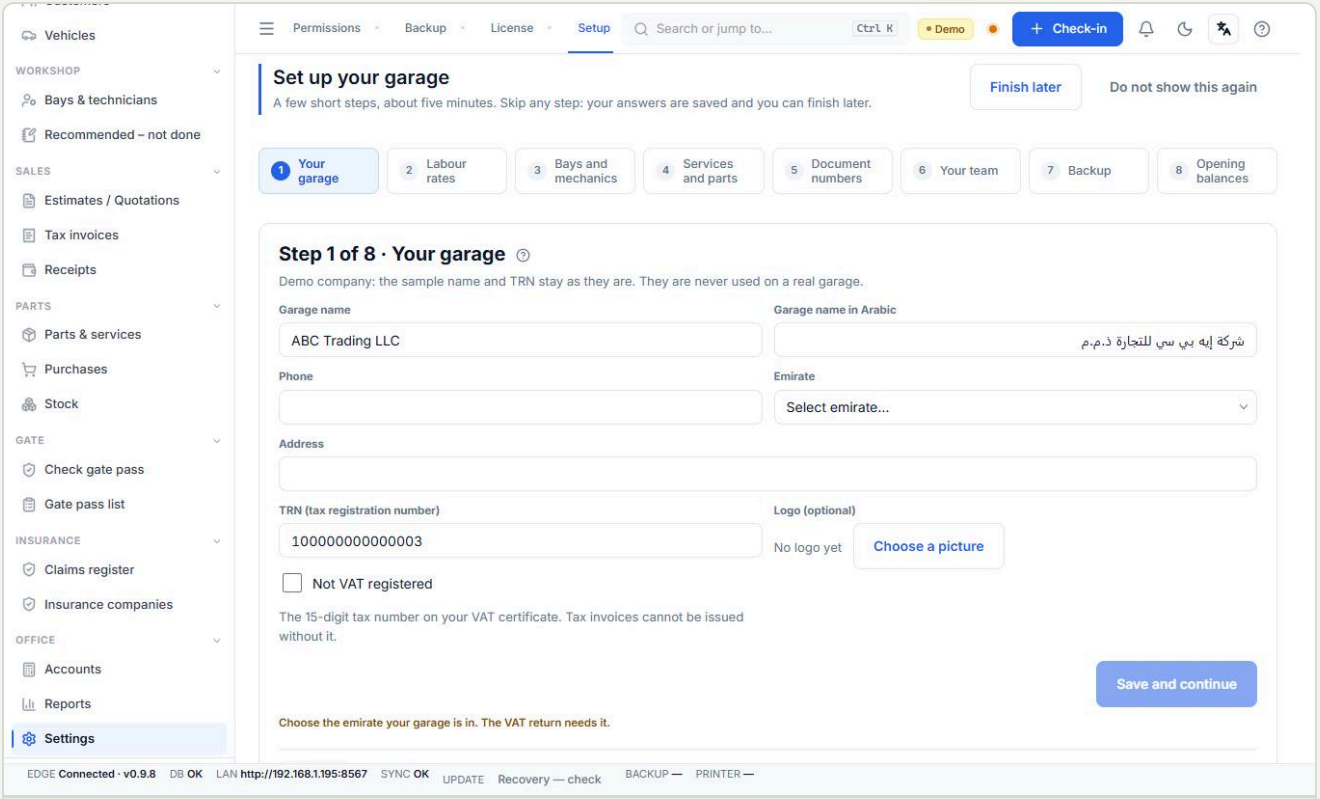


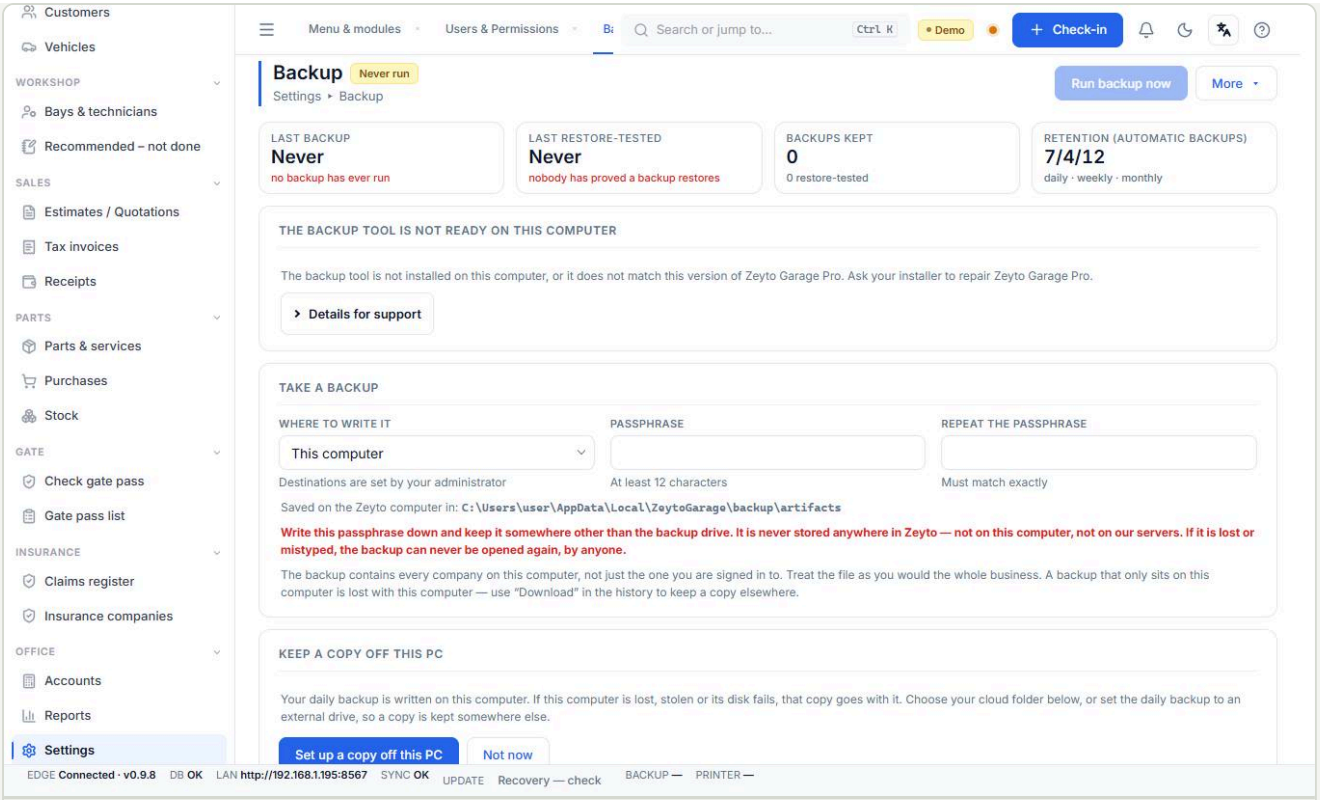
Figure 14.3 Settings, *Import from old Garage app*. The import posts nothing to the books.

- Customers, suppliers, insurers, cars, parts and services are added or matched. Old jobs become **read-only history**.
- Opening balances are prepared for the accountant, who posts them once and then presses *Check what was posted*.
- Limits: 20,000 rows per file, 100,000 per import. *Undo this import* needs a reason.
- Press *Finish and clear working data* before handing over the PC, or staged names and phones remain.

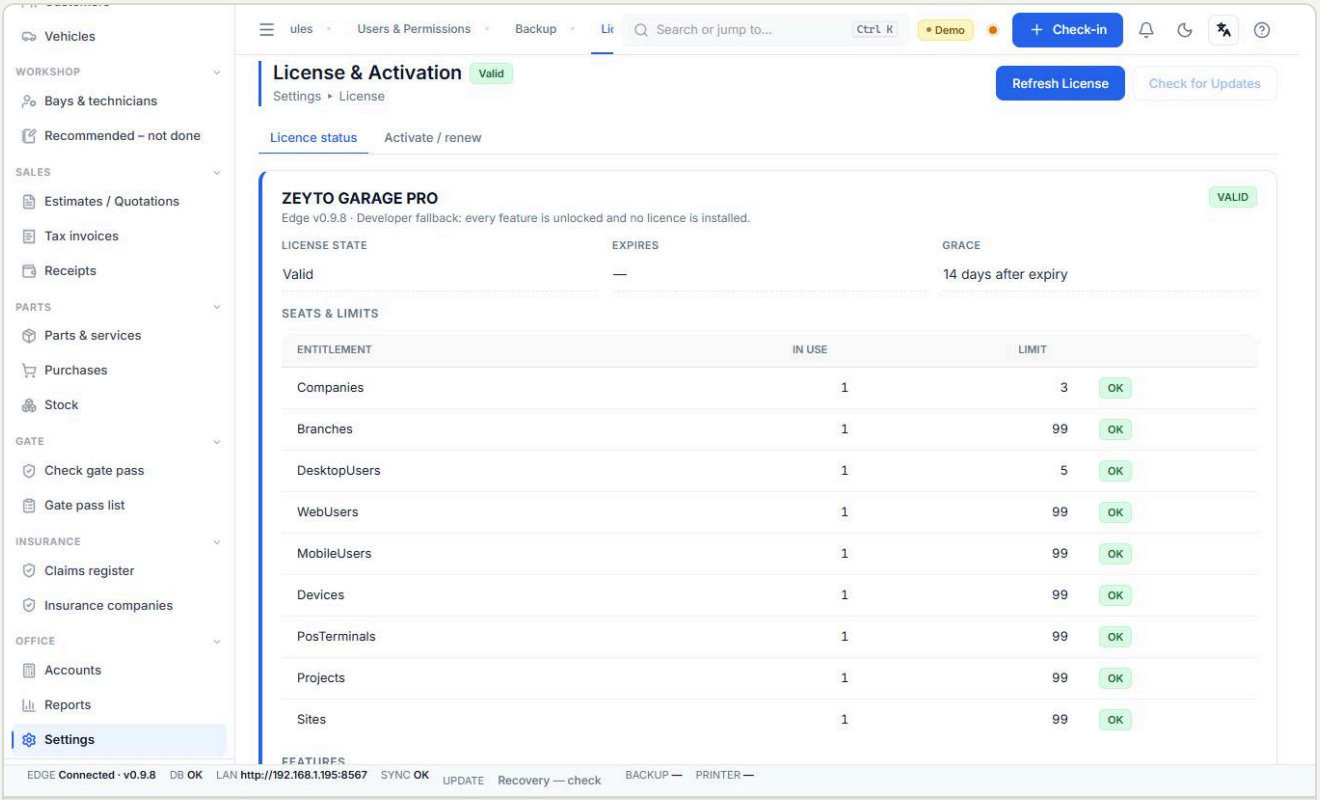
On the screen



Set up your garage. A step-by-step wizard for the first-time details.



Backup. The backup status, the schedule and the restore tools.



Licence & activation. What the licence allows and how many of each are in use.

15 Settings, printing, messages

Menu: **Settings**. It needs the settings right. Most pages are in four groups: Workshop, Company Setup, Sharing & notifications, Security & System.

15.1 Workshop settings

SETTING	DEFAULT	WHAT IT DOES
Bays	your list	Names of the work bays; inactive bays are kept for history.
Lock after Work Completed	on	Finished jobs can only be changed by a manager's reopen.
Standard labour cost per hour	blank	A **cost** used for the profit estimate when a technician has no own rate.
Labour rate per hour	blank	A **price** suggested on estimates.
Warranty days	30	When a car returns inside this period the system asks if it is a comeback. 0 means never.
Payment required before release	off	Make settling the bill compulsory before the car leaves.
Insurer share exempt from release	on	An insurer's unpaid share does not hold the car.
Stock policy	Allow	Allow, Warn or Block negative stock; count reserved parts.
Shop supplies charge	None	See chapter 7.2.
Day close tolerance	0	The difference you may leave without a note; also whether the shortage is posted.

15.2 Printing

Print settings

For each family (job card, estimate, invoice) choose the default paper (A4, A5 or the 80 mm receipt; only the invoice offers 80 mm, always as a summary) and the variant (summary or detailed). About 30 field chips switch items on or off: plate, VIN, advisor, technicians, bay, insurance/LPO, customer TRN, odometer, fuel, warranty line, item codes, discount,

Print profile

Company text in English and Arabic, up to three bank accounts per document family, terms and default remarks, a footer line, and a letterhead image (off, replace, or above; every page or only the first).

VAT per line, amount in words, bank details, next service, signature boxes and terms.

Templates and the designer

Print templates lists the layouts. The document designer (Designers, Documents) edits the bands visually. Every saved version is kept. Label, form and column designers are hidden until their module is switched on.

Preview first

Every Print button opens a preview sheet of exactly what will print, and nothing can print without it.

THERMAL PRINTERS

The 80 mm receipt uses ESC/POS (576 dots, about 48 columns); labels use TSPL or ZPL. Set the printer in Settings, Printers. Only the server talks to printers, so every PC prints through it. The cash drawer opens only for cash payments.

DISCOUNTS ON PRINTS

Settings, Workshop, Printing, "Discounts on prints" controls whether discounts show. Every option defaults to on. Tax invoices should show discounts; hide them only if your tax adviser agrees.

15.3 Arabic and bilingual output

- Names of the company, customers, items and accounts can have an Arabic name next to the English one.
- Print terms, remarks and the customer approval page support English and Arabic. PDFs embed an Arabic font and shape the letters correctly.
- Choose language and theme in Settings, *Theme & Appearance* and *Regional & language*.
- Not every screen is translated yet (an audit on 22 October 2026 found 24% of text without Arabic, mostly outside the advisor's daily path). New Arabic wording waits for the owner's approval.

15.4 Messages and alerts

FEATURE	HOW IT WORKS	NEEDS INTERNET?

Notification bell	In-app alerts: expiring documents (trade licence, Emirates ID, insurance), overdue invoices, low stock, cheques due.	no
Next-service reminders (Reminders)	An item holds "next service in N months or K km". The list shows who is due, with the customer's mobile. You tap a WhatsApp link the screen builds, or phone, then mark *Sent* (hidden 14 days) or *Snoozed* (30 days).	no, the link opens WhatsApp on your device
Booking reminders	Tomorrow's bookings appear for the advisor to confirm.	no
Approval links	See chapter 6.4.	only for the cloud copy
Owner's daily report	See chapter 11.4.	for e-mail or automatic WhatsApp
E-mail / document sharing	Settings, *Sharing*: mail server, WhatsApp Desktop hand-off, tests.	for e-mail

WHAT DOES NOT EXIST

There is no built-in SMS sender; "SMS" is only a label for how you shared an approval link. Reminders to customers are never sent automatically from the server. The phone app is a window onto the same screens, without its own push notifications.

15.5 Switching modules on and off

Settings, Menu & modules hides what you do not use. Hidden is not deleted: the data and rules stay. Hiding is presentation only; rights still decide access.

On by default

Payroll & WPS (a UAE legal duty)

Off by default

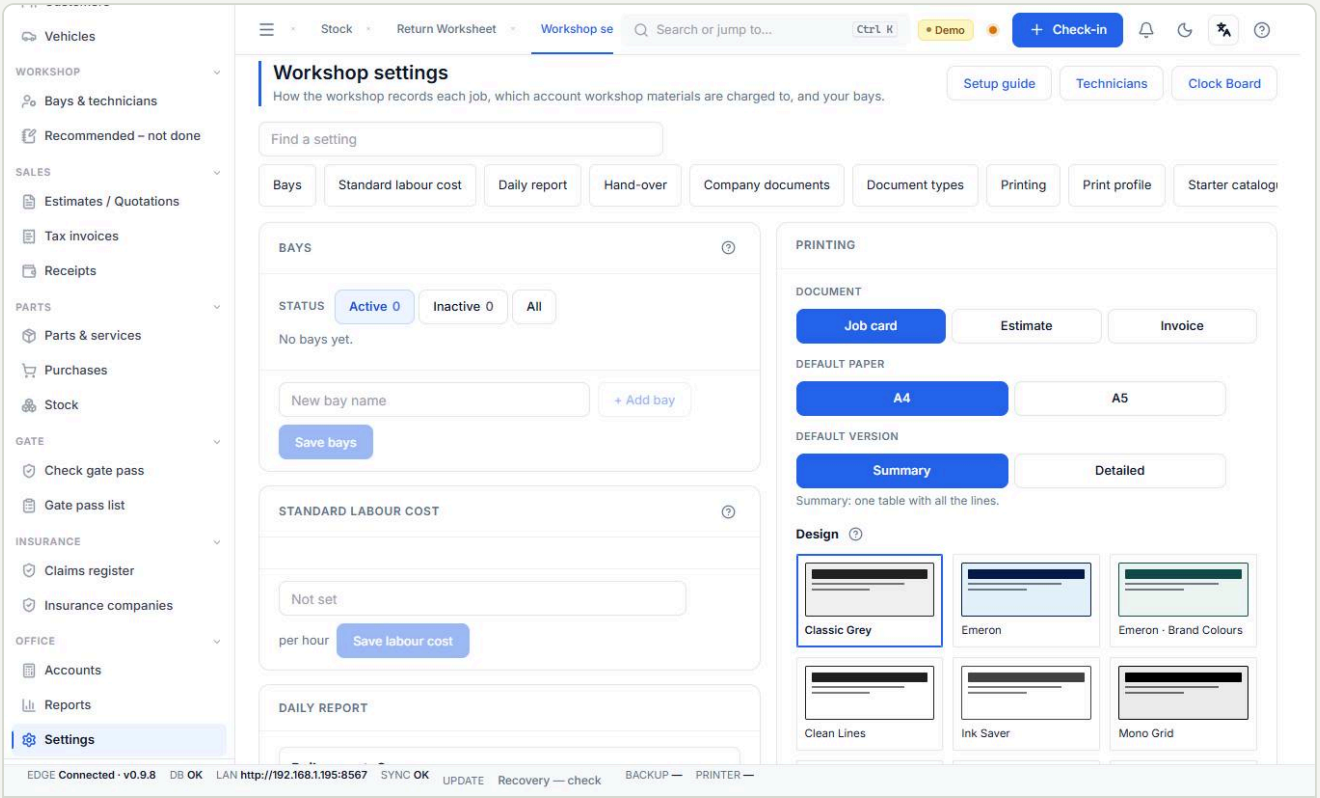
Reverse charge · Repairs, serials, IMEI · Manufacturing · Field sales · POS till · Fixed assets · Cost, job and project centres · Multiple branches · Label, form and column designers · Advanced analysis · Item variants

You can also choose between the **Garage menu** (the default, at most 25 entries per person) and the **Full menu** in Settings, Theme & Appearance.

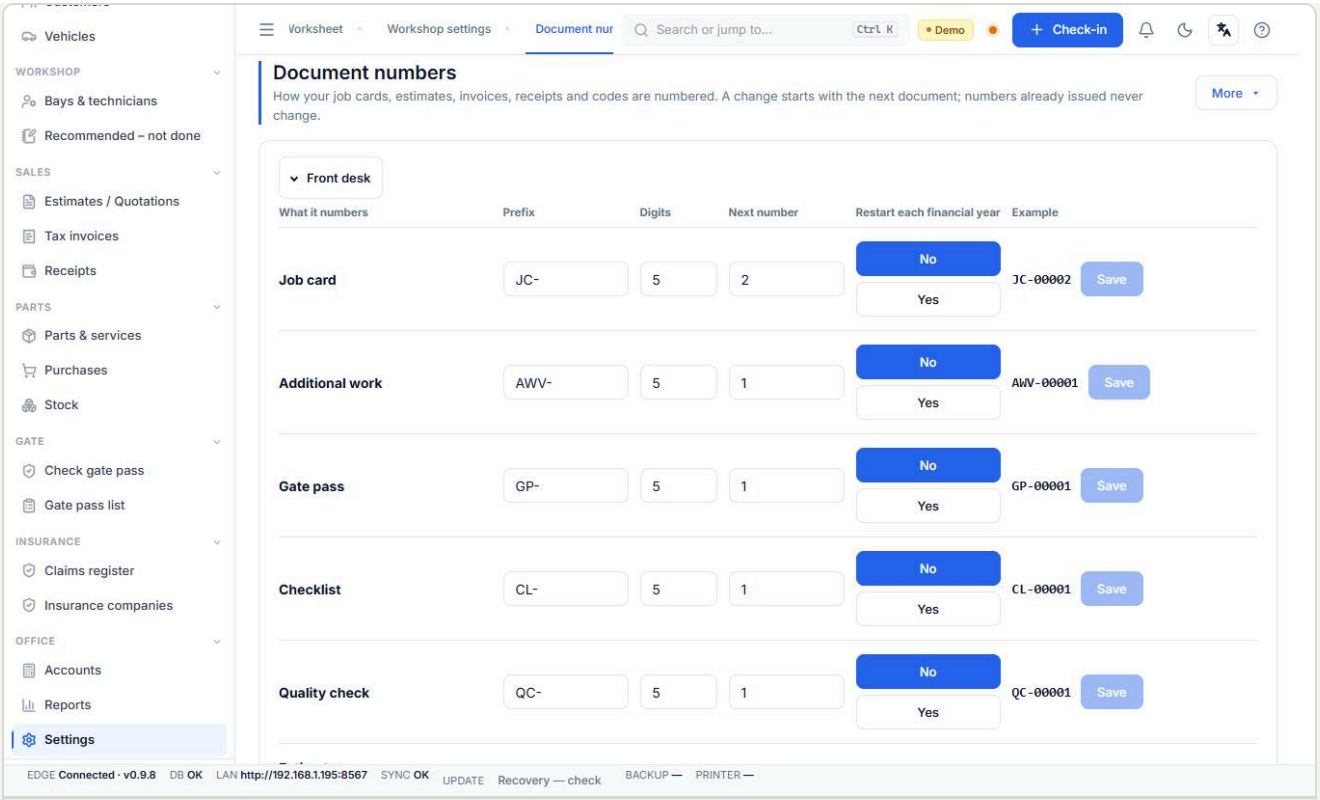
15.6 Remote and phone access

- **Remote & mobile access** pairs a phone through a short-lived one-time code or QR. The phone then reaches your server through the relay when you are away; the relay stores none of your data.
- The Android app is a thin window onto the same screens, with a QR scanner. You can also enter a server address by hand.
- Browser access from outside the shop needs the customer portal login first, then your own program login.
- The LAN uses plain HTTP by default, so passwords cross the shop network unencrypted. Settings, *LAN Security* can turn on HTTPS with a local certificate.

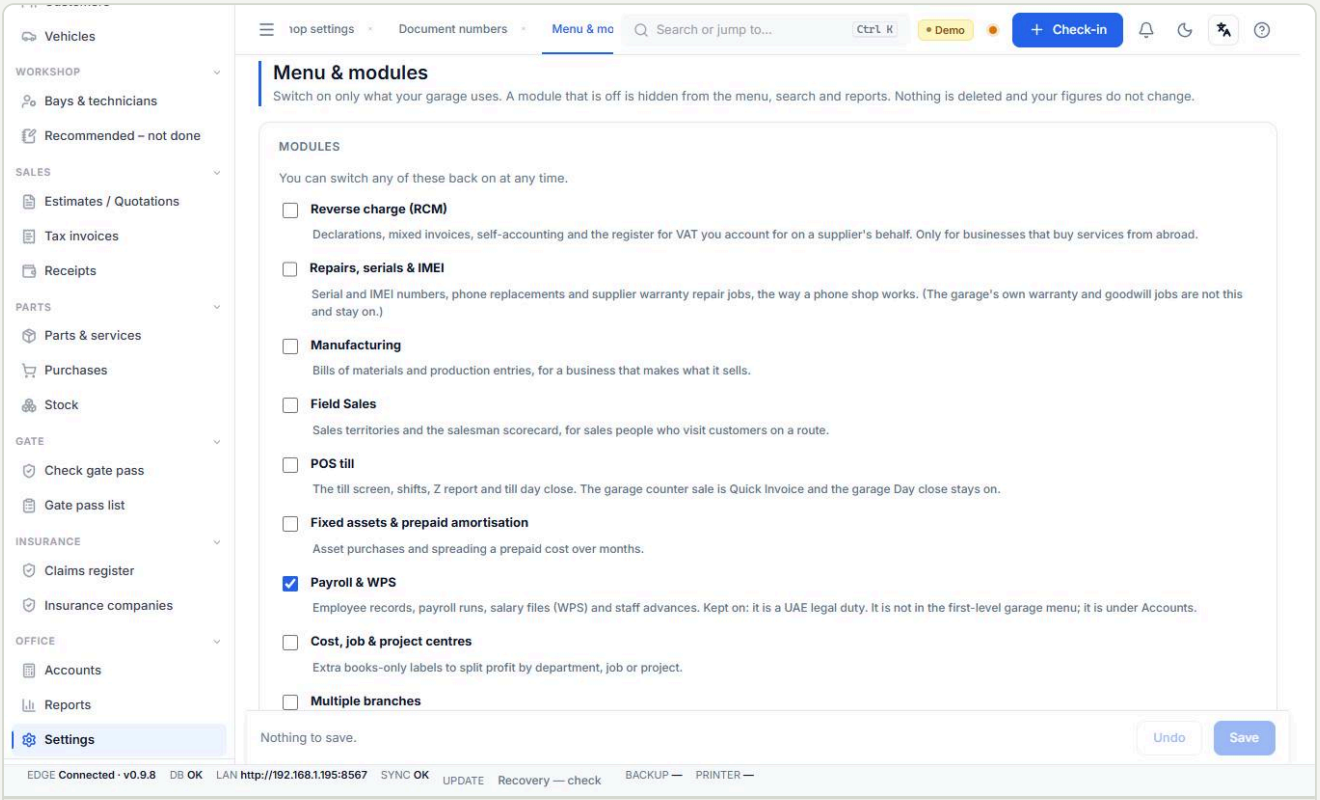
On the screen



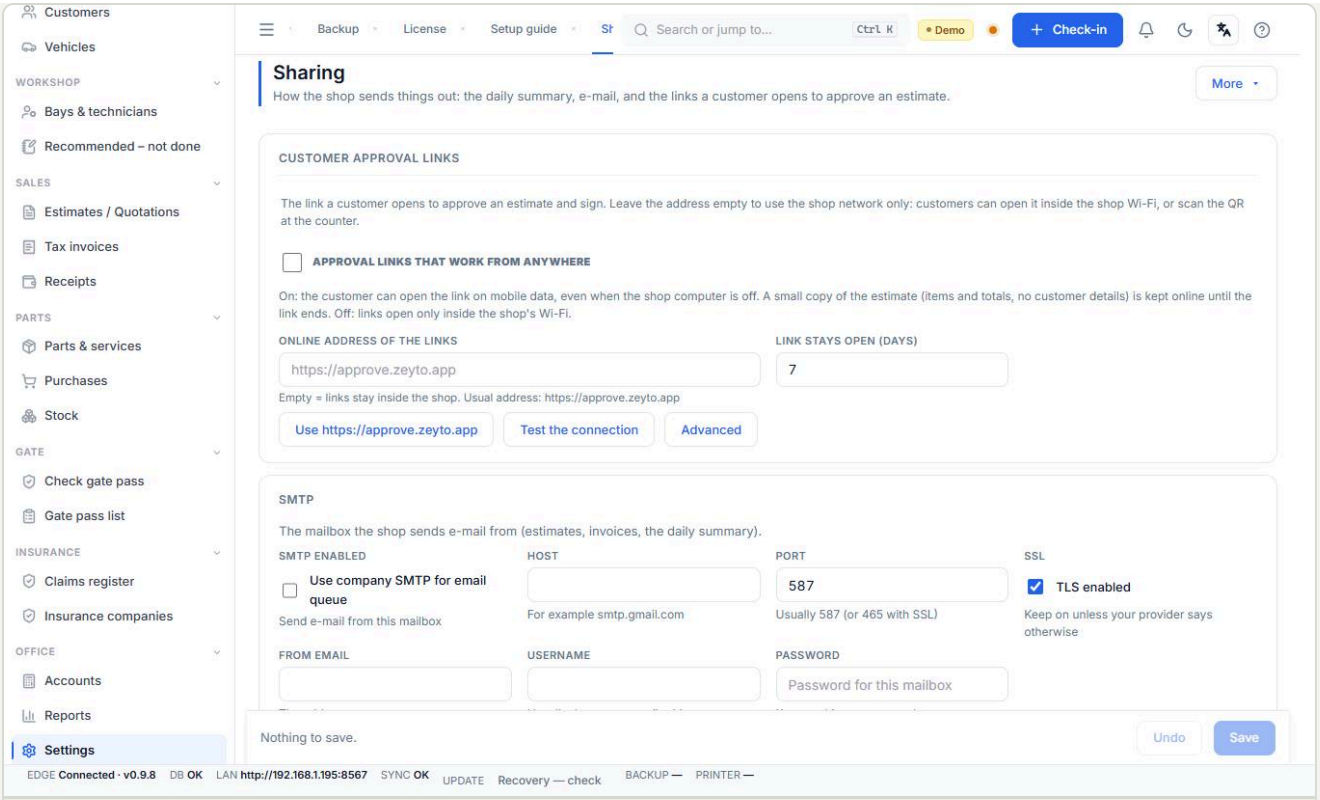
Workshop settings. The workshop rules: approvals, parts, labour and billing choices.



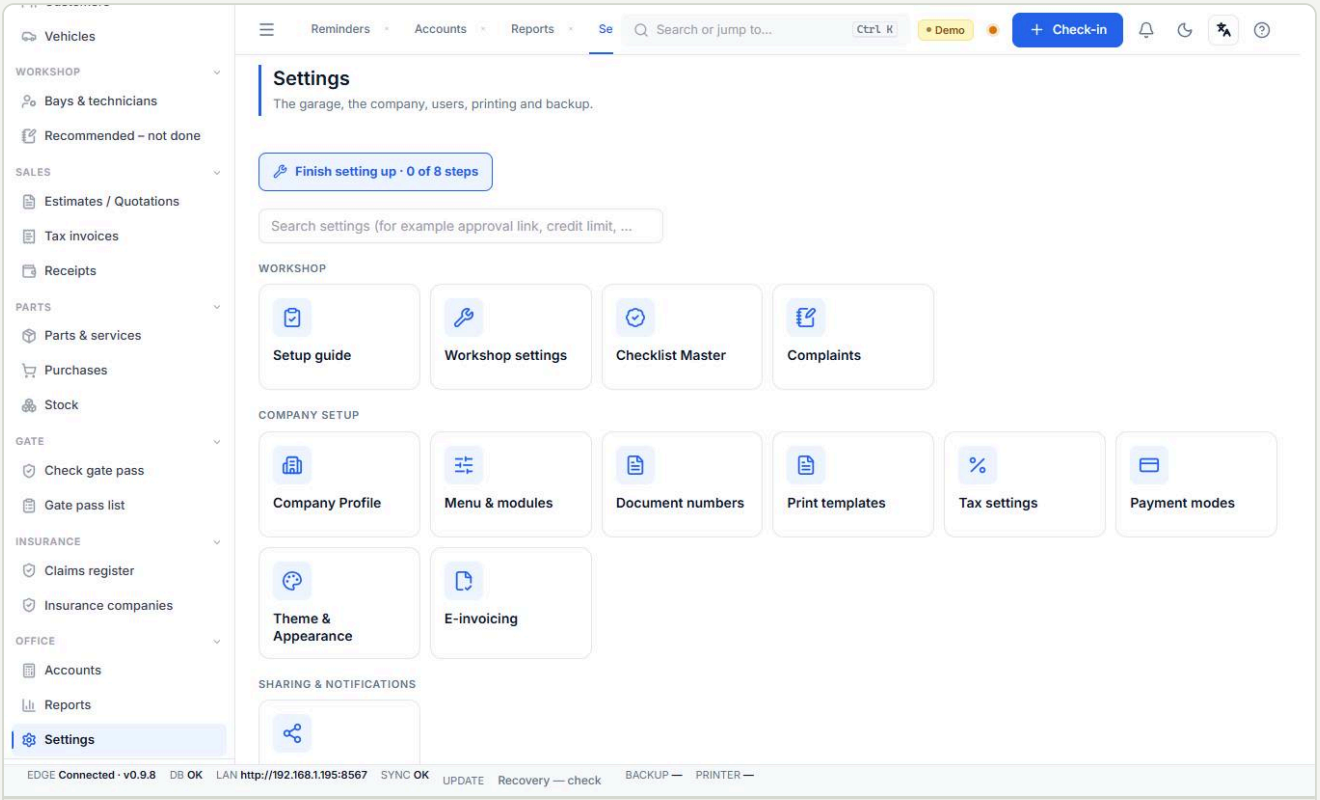
Document numbers. A prefix, digits and next number for every kind of document, with an example.



Menus & modules. Switch whole areas on or off so people only see what the garage uses.



Sharing. Customer approval links, the sender for messages and the e-mail server.



Settings hub. Every settings screen, grouped.

16 When something looks wrong

Most surprises have a reason that is on purpose. Find your symptom.

SYMPTOM	WHY	FIX
I cannot invoice; "A line is invoiced once the customer has approved it."	No line is approved yet, or an edit made the approval stale.	Record the approval (6.2). Check for lines marked STALE.
A part was sold but margin looks too high	The part had no cost, so it posted at zero.	Open *Sold with unknown cost* and set the item's standard cost.
I cannot untick "Part taken"	The part is already on an invoice.	Credit the invoice line or return the part to store.
"Waste cloth is a shop supply..." or "Part already issued..."	The part would leave stock twice.	Use Consumables for supplies. Return to store before billing an issued part.
I cannot change a finished job	It is locked after Work Completed.	A manager reopens it with a reason and their PIN.
"This car can't leave yet. Ask the cashier."	Unpaid balance, approved un-invoiced work, or an insurer balance (if that setting is off).	Take payment, invoice, or have a manager release with a reason.
Cannot cancel an invoice	It has live child documents: an insurer or excess invoice, a credit note, an advance in use.	The message names them; cancel those first or use a credit note.
VAT report shows one line per invoice but my GL shows pairs	The net view (0.9.7) is on in six reports.	Tick *Show amendment history*. Balances are identical.
Phone numbers are blank for a user	No `garage.customers.view` right.	Grant the right if that person needs it.
All amounts blank for a user	No `garage.prices.view`.	Intended for technicians and guards.
Everything is read-only; HTTP 402	The 14-day evaluation ended.	Activate the licence. Backup, export and reports still work.
Cannot sign in after moving PC	The sign-in key changed.	Passwords are unchanged; everyone signs in again. If locked out, use the recovery tool (13.4).
A reminder or daily report never arrives	Both are off until the owner enables them; automatic sending needs internet.	Settings, Workshop, Daily report; Settings, Sharing.

The customer's approval link says it changed	The estimate was edited after sending.	Send a new link.
Demo site shows old screens	The demo is a web app with a cached copy.	Unregister the service worker and clear the cache.

Good habits

Every day
Close the day. Clear the "What needs you" list. Check cars past their promised date.

Every week
Review declined work. Call lapsed customers. Check receivables and insurer ageing.

Every month
Card settlements, bank reconciliation, parts with unknown cost, VAT return, test a restore.

Every quarter
Review roles and who has the override right. Check licence and backups off-site.

---

17 Glossary and menu map

17.1 The menu, as you see it

GROUP	ITEMS
Overview	Dashboard · Manager approvals
Front desk	Check-in / New job · Bookings · Job Center · Quick Invoice · Clock Board · Customers · Vehicles
Workshop	Bays & technicians · Recommended – not done
Sales	Estimates / Quotations · Tax invoices · Receipts
Parts	Parts & services · Purchases (hub) · Stock (hub)
Gate	Check gate pass · Gate pass list
Insurance	Claims register · Insurance companies
Office	Accounts (hub) · Reports (hub) · Settings (hub)

▼ **What is inside the Accounts hub**

- **Money in:** Day close, Advances, Post-dated cheques, Receivables, Customer ledger
- **Money out:** Payments, Expenses, Petty Cash, Supplier ledger
- **Bank:** Bank accounts, Cash & bank, Bank reconciliation, Card settlements, Transfer between accounts
- **Books:** Journal entries, General ledger, Trial balance, Profit & loss, Balance sheet, Day book, Cash flow, Account statement, Ageing, Chart of accounts, Opening balances
- **VAT:** VAT return, VAT Ledger, VAT Box Summary by Party
- **Year end & centres:** Cost centres, Job centres, Profit by centre, Year-end statements
- **Accountant:** FTA audit file, Corporate tax, E-invoicing, Payroll & WPS, Salary & pay heads, Staff leave, Staff loans & advances, Year end & lock period

▼ **What is inside the Settings hub**

- **Workshop:** Setup guide, Workshop settings, Checklist Master, Complaints
- **Company setup:** Company Profile, Menu & modules, Document numbers, Print templates, Tax settings, Payment modes, Theme & Appearance, Regional & language, Document entry, Credit control, Costing & stock rules, Posting controls, Export & print, E-invoicing, Branches
- **Sharing & notifications:** Sharing & approval links, Remote & mobile access
- **Security & system:** Users & Permissions, Sign-in rules, Backup, Import from old Garage app, License

Not sure where something is? Press Ctrl + K and type.

17.2 Glossary

TERM	MEANING
Edge	The server program on your main PC.
Job card (JC)	The record of one visit of one car. Its number becomes the job centre.
Job centre	A tag equal to the job number on every cost and sale of that job, so profit can be read per job.
AWV, Additional Work	Extra work added after the estimate, approved directly.
Revision (S0, S1)	A frozen version of the estimate.

Stale	An approved line changed afterwards, so its approval no longer counts.
Advance (ADR)	Money taken before the invoice, held as a liability to the customer.
Excess	The part of an insurance repair the customer pays.
LPO	Local purchase order from a company or insurer authorising the work.
Gate pass (GP)	The record and printout of a car leaving, with who collected it.
Comeback	A car returning for the same fault.
Consumable	A shop supply used on a car but not sold as a line (cloth, gloves, cleaner).
Sublet	Work done by an outside shop.
Moving average	The cost of a part after averaging every purchase; used to value what leaves stock.
Dr / Cr	Debit and credit: the two sides of every accounting line.
Append-only	New lines can be added; old lines are never changed or removed.
Reversal	A line that cancels an earlier one with opposite signs.
TRN	UAE tax registration number.
FAF	FTA audit file, a data export the tax authority can request.
WPS	Wages Protection System for salary payments.
Entitlement	A feature your licence allows.

17.3 What is not finished yet

This handbook describes version 0.9.8. Be aware of these open items before the first customer release (1.0.0):

- Installers are not yet code-signed and have not been tested on a clean Windows PC.
- No self-service offline licence activation.
- The Android app is a window onto the web screens; there is no offline phone app.
- Some Arabic sentences wait for owner approval; about a quarter of text lacked Arabic at the last audit.
- FAF and corporate tax outputs are advisory and need an accountant's confirmation.
- Print profiles are not yet defined for a few rarely used document types.

Zeyto Garage Pro handbook, version 0.9.8, written 12 November 2026 from the product's own screens, rules and automated tests. Screenshots were taken on 13 November 2026 from version 0.9.8 with the sample data of the demo company. Figures in the red-bordered amber boxes are the exact numbers the test suite asserts; your own document numbers follow your settings.