i **-Global System**

Sales Management Module
User Manual

环宇资讯方案有限公司
i-Global Solutions Limited

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About This Manual

This manual has been developed to guide you through the Sales Management Module of ***i*-**Global System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

This manual is organized as follows:

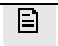
Section	**Description**
Chapter 1	System Overview: Overviews on the Sales Management Module, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Sales Quotation: Mentions how to effectively manage customer quotation.
Chapter 4	Sales Order: Shows Sales Order processing functions and operation procedures.
Chapter 5	Sales Forecast: Describes how to input Sales Forecast for the Material Requirements Planning (MRP) process.
Chapter 6	Delivery Order: Explains on both concept and operation s of the Delivery Order process.
Chapter 7	Invoice: Provides operational steps on Invoice generation processes.
Chapter 8	General Ledger Interface: Posts account data into General Ledger
Chapter 9	Enquiry: Depicts how to enquire necessary information from the system.
Chapter 10	Report: Gives both operational and analysis report generation for operation and management purposes..
Chapter 11	Number Prefix: Defines the document number prefix for better control

Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

Bold	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
Italics	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	Whenever you see a reference to a menu option, the option is identified using the following notation: Menu Name → Option Name For example, "Type → Create"

Icon Function

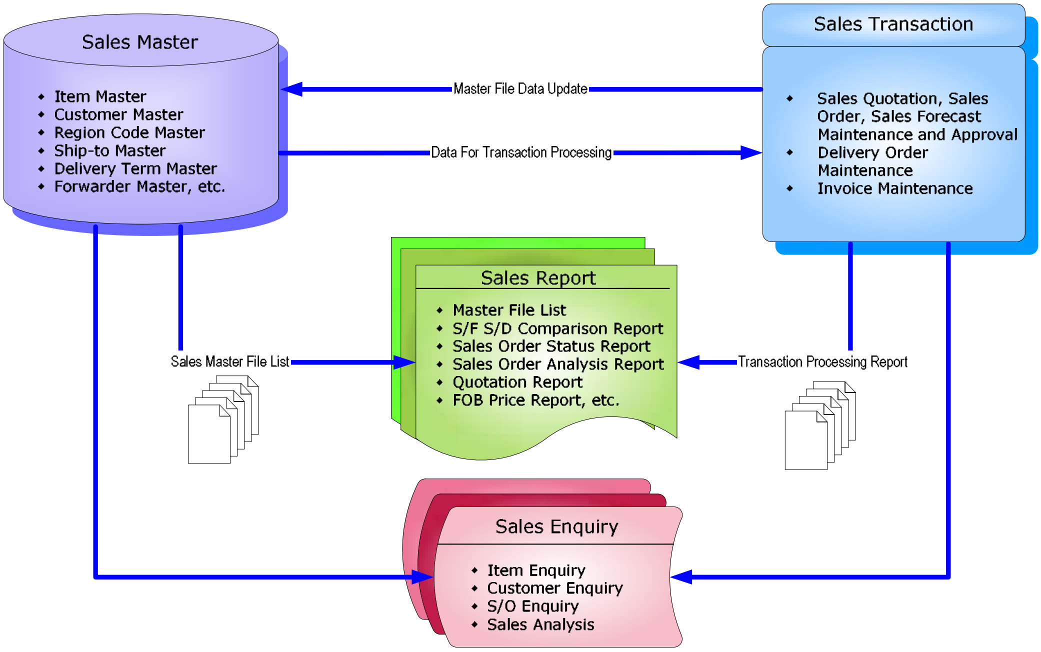
Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New	AddNew **<Alt+A>** + **<Enter>**	To add a new entry.
Approval	Approval **<Alt+V>** + **<Enter>**	To approve a transaction process.
Cancel		To end current process.
Cancel	Cancel **<Alt+N>** + **<Enter>**	To cancel an entry.
Confirm	Confirm **<Alt+C>** + **<Enter>**	To confirm an entry.
Delete	Delete **<Alt+D>** + **<Enter>**	To delete a record.
Enquiry	Enquiry	To begin an enquiry process.
Export	Export	To export data into a specific format file.
Next	Next	To next record.
Pop Up	...	To display the selection list.
Preview	Preview **<Alt+P>** + **<Enter>**	To preview a retrieved data/report.
Process	Process	To begin a process.

Retrieve	Retrieve	To retrieve a selected record.
Submit	Submit	To submit an entry.
Update	Update **<Alt+U> + <Enter>**	To update/amend a record.

1 System Overview1

1.1 Introduction

Sales Management Module provides a complete set of system functions, ranged from Quotation, Sales Order, and Delivery Order to Invoicing, to handle the day-to-day sales activities. User selected criteria are available to extract desired data for analysis reports generation.



1.2 Sales Management Features

Customer Quotation

Quotation can be generated to customer with price breakdown options on different order quantities.

Sales Order

Sales Order can be generated with multiple items and delivery schedules. Shipped quantities and open quantities are kept track automatically by the system.

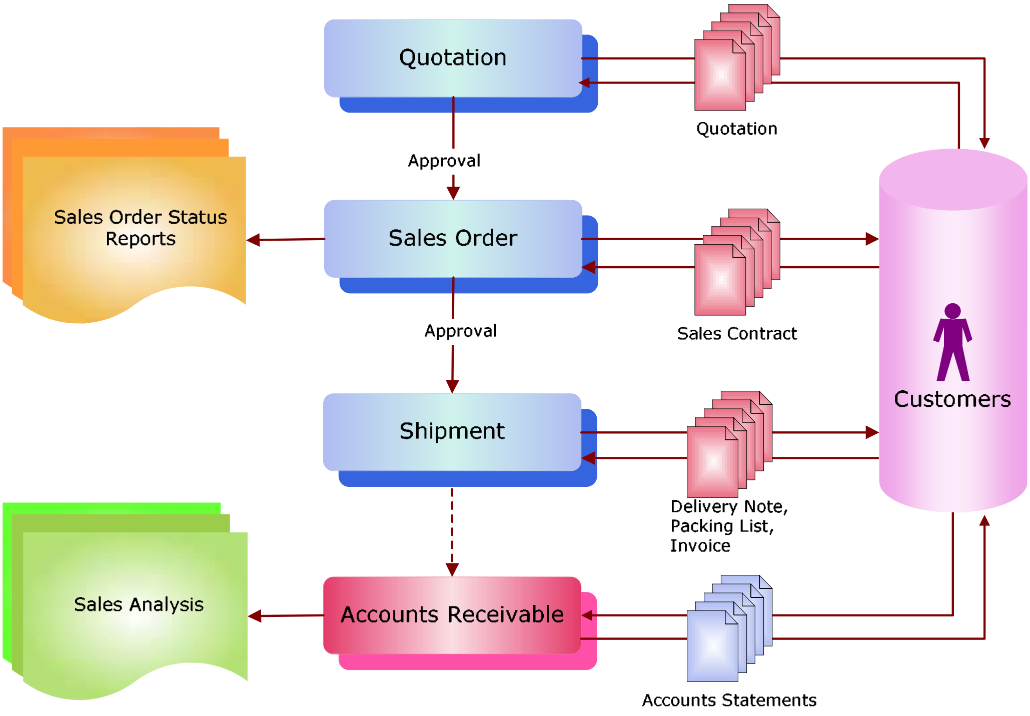
Delivery Order

Delivery Order processing provides better Delivery Note and Invoice control.

Invoice

Accounts Receivable system will be updated automatically once Invoice is generated in the system.

Sales Transactions

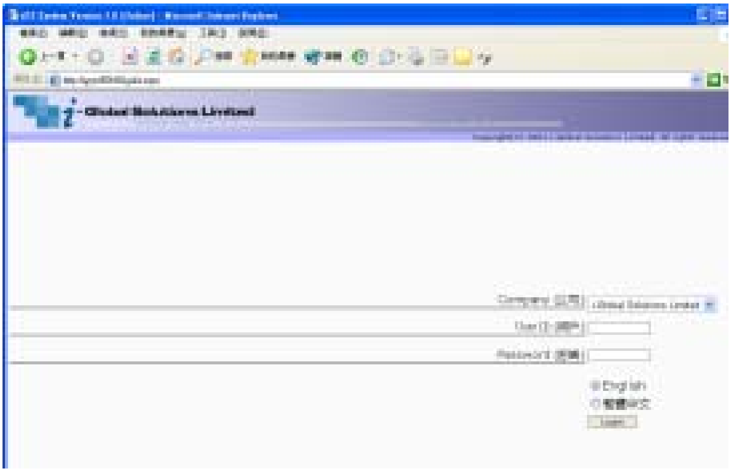


1.3 Terminology

Terms and meanings of sales management are described as follows:

Terms	Definitions
Accounts Receivable	Amount owed by customers who have purchased goods or services on credit.
Backorder	Unfilled customer order or commitment.
Cumulative Lead Time	Period of time needed to produce an item, from purchase of raw material to the point of shipment.
Customer Credit Control	Credit limit control enforced on a customer.
CRM	Customer Relationship Management (CRM) is a set of techniques/systems to maintain good relationship with customers.
Customer Product	Customer Product / Item Code cross reference may be established by inputting customer product information to the Customer Product master of the system.
Discount Pricing	Allowance or deduction to customer's selling prices when they meet certain conditions.
Forecast	Estimate of future demand.
Picking	Withdrawing from stock components to make a product or finished product to ship
Sales Analysis	Sales analytical information generated that based on user input selection criteria.
Selling Units of Measure	System will automatically converse selling UM to Stock UM when shipment is made.

1.4 System Login



Steps:

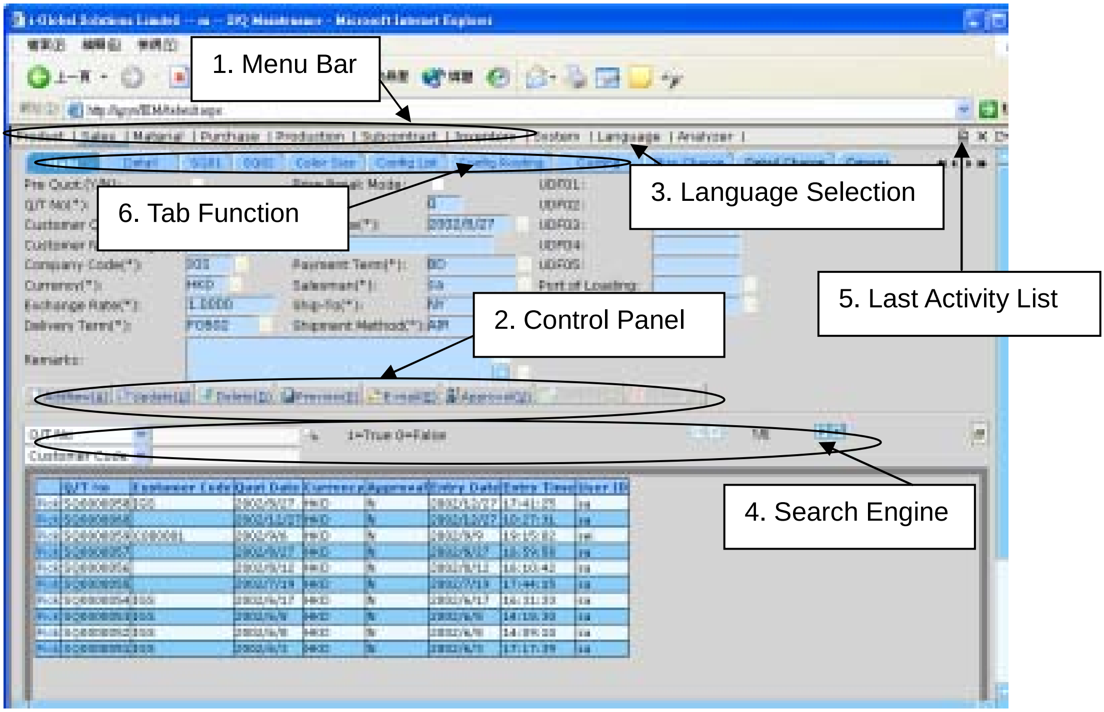
1) Double click the System icon from the folder.

2) After the Login Screen is displayed, input your **User ID** and **Password**

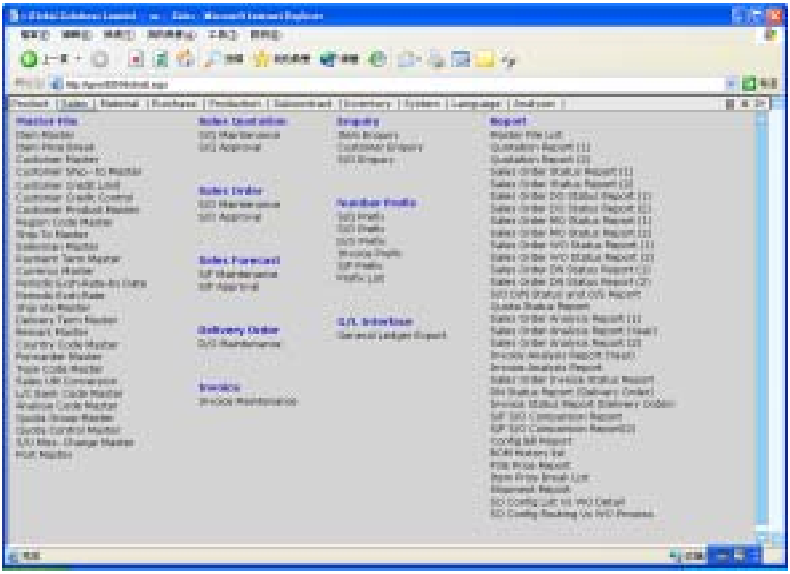
3) Press **<Enter>**

1.5 Workspace Components

Eg. Screen of Sales Quotation

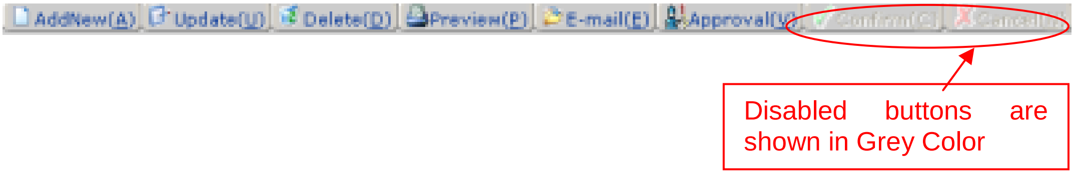


1. Menu Bar



At Menu Bar, you can choose different functions by clicking the Function Name and then choose the screen that you want, or;

2. Control Panel



At Control Panel, there are buttons for you to control the activities and processes that you want to make. The characters of buttons are in grey color while the buttons are disabled.

The most popular ones are:

AddNew Button : Add a new entry.

Update Button : Update a specific record and selection.

Delete Button : Delete an existing record.

Confirm Button : Confirm and Save a change or an addition of entry.

Cancel Button : Cancel a change or an addition of entry.

Others include:

Preview Button : Preview reports or print out.

Approval Button : Approval for documents, eg. Sales Quotation, Sales Order

Functions

Update

Steps:

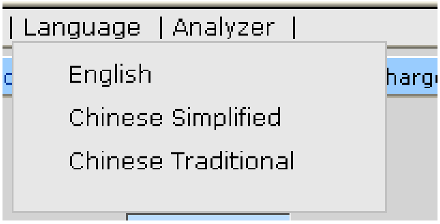
1) View/pick the *record* that you want to update
2) To Update an existing *record***,** click the **Update** button→ Update the fields you want→ Click **Confirm** button.
3) To Cancel the changes, Click **Cancel** button.

Delete

Steps:

1) View the *record* that you want to delete
2) To delete an existing *record*, click the **Delete** button.
3) Click **Yes** button in the *Pop Up Message* to Confirm Delete, **No** button for Cancel the deletion.

3. Language Selector



At Language Selector, multi*-*languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

4. Search Engine

At Search Engine, you can select a specific Field from the Pull Down menu and type the search criteria to search a list of records.

Search records

Method 1:

Steps:

1) Select a **Field** from the **Pull Down** menu→ type the search criteria.

2) Click **Search** button.

Method 2:

Step:

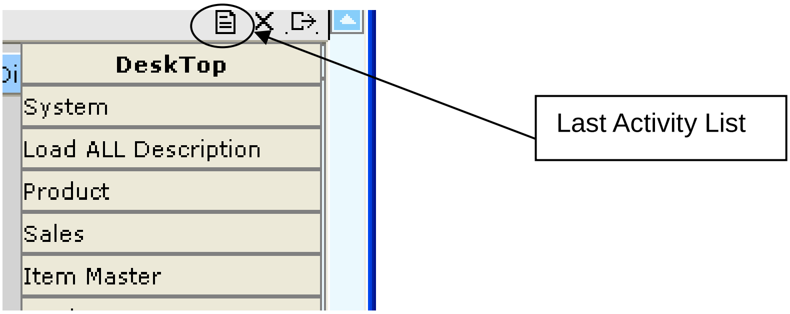
1) Click **the first page** button to find the records in the first page of the *Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Table; or*

3) Click **the next page** button to find the record in the next page of the *Table; or*

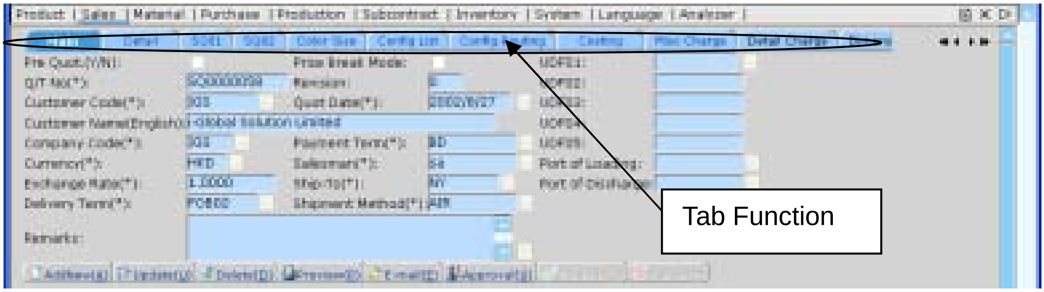
4) Click **the last page** button to find the record in the last page of the *Table.*

5. Last Activity List



Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.

6. Tab Function

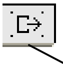


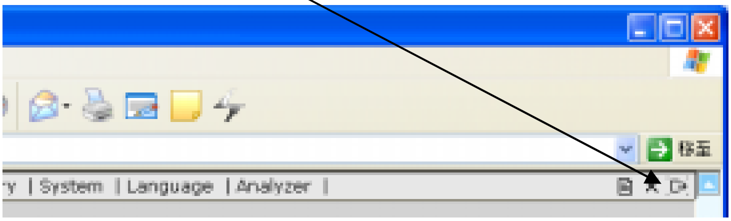
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

1.6 System Logout

When the Application System is finished, user may perform logout system to exit the system.

Steps:

1) At Menu Bar, Click  button to logout the system.



1.7 Operation Modes of the System

This section highlights the common operation procedures of the System.

A. Mouse Operation

Users can access the system by simply using the Mouse to select the Function.

B. Keyboard Operation

System Menu Operation

After the Login process users may use the **<Alt>** key to toggle to the System Menu then press the underlined character key for a Function.

Functional Screen Operation

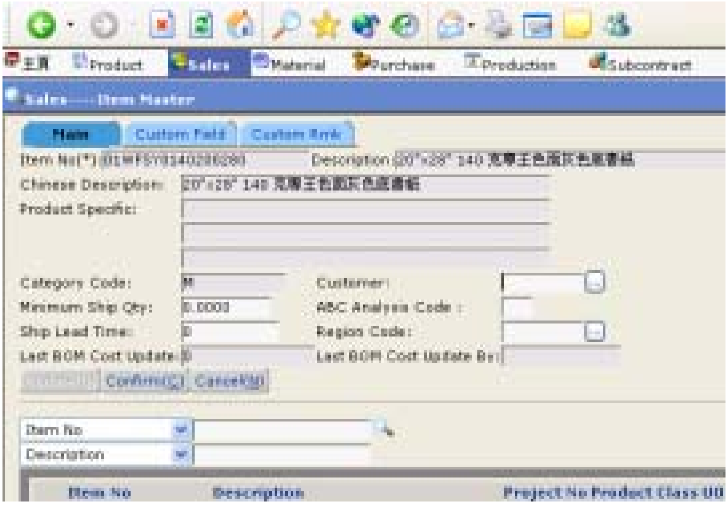
When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use **<Alt- character key in ( )>** to access the command Button. Click the Command Button "AddNew(A)" (or press <**Alt-A**>) to return the System into the Add Mode.

Examples:

Functions	**Keys**
AddNew(A)	**<Alt-A>**
Update(U)	**<Alt-U>**
Delete(D)	**<Alt-D>**
Confirm(C)	**<Alt-C>**
Cancel(N)	**<Alt-N>**

2 Master File Setup2

2.1 Item Master



Update an Item

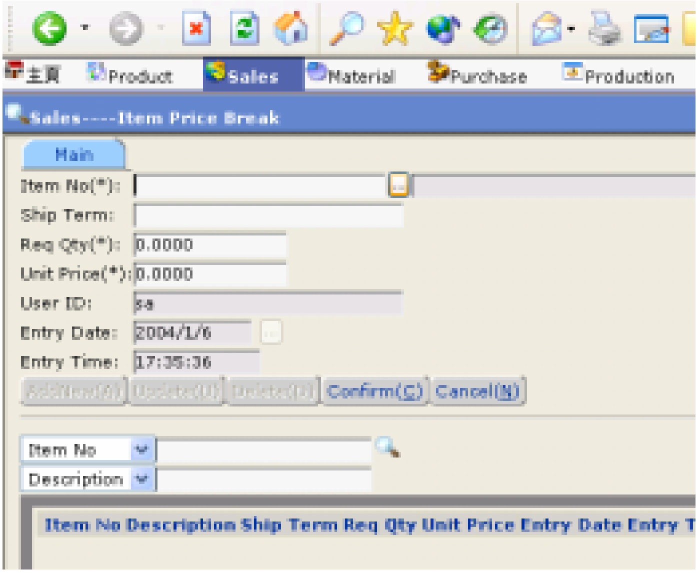
Steps:

1) To update an existing *Item Master***,** click the **Pick** button on the left of the **Item No.** you want to update. (or use the search function to search an *Item No*)

2) Click Update button and then amend the data.

3) Click Confirm button to confirm the input.

2.2 Item Price Break



Create a new Item Price Break

Steps:

1) In **Master File**, click **Item Price Break**.

2) Press **<Alt>+A** in the keyboard and then press **<Enter>** to add a new record, or click **AddNew(A)** button.

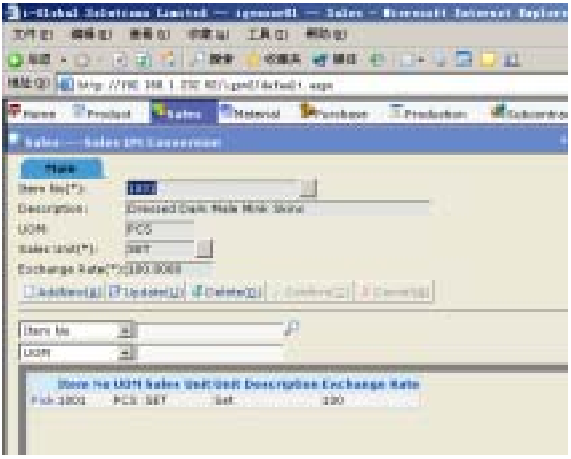
3) Click the **Pop Up** button from the **Item No** field → double click the **Item No** you want to choose.

4) Type **Ship Term, Req Qty** and **Unit Price**

5) Press **<Alt>+C** in the keyboard and then press **<Enter>** to confirm the input, or click **Confirm(C)** button.

2.3 Sales UM Conversion

Sales UM Conversion is used for converting the stock UOM into other unit for a specific Item No.



Create a new SUOM

Steps:

1) In **Master File**, click **Sales UM Conversion**.

2) Click AddNew button.

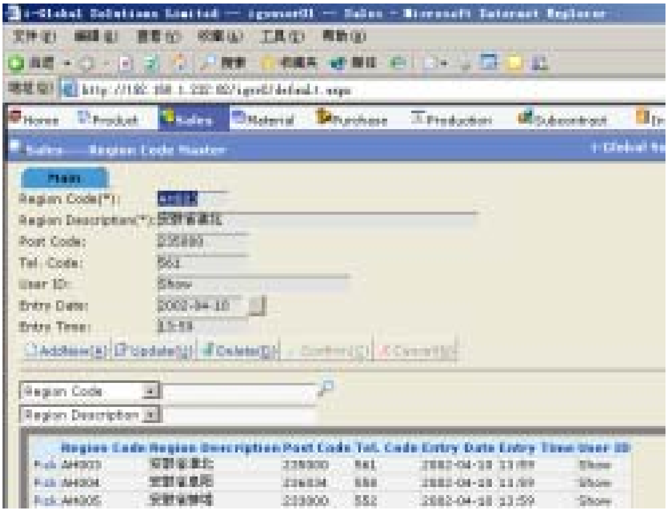
3) Click the **Pop Up** button from the **Item No** field → double click the **Item No** you want to choose

4) Click the **Pop Up** button from the **Sales Unit** field → double click the **Sales Unit** you want to choose.

5) Type a new **Exchange Rate**.

6) Click Confirm button to confirm the input.

2.4 Region Code Mast r



Create a new Region Code

Steps:

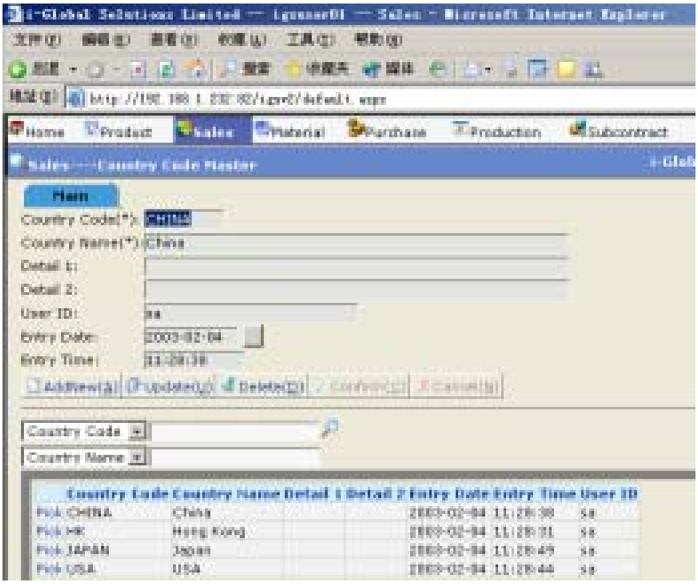
1) In **Master File**, click **Region Code Master**.

2) Type **Region Code** → press **Tab**.

3) Type **Region Description** → click 

button.

2.5 Country Code Master



Create a new Country Code

Steps:

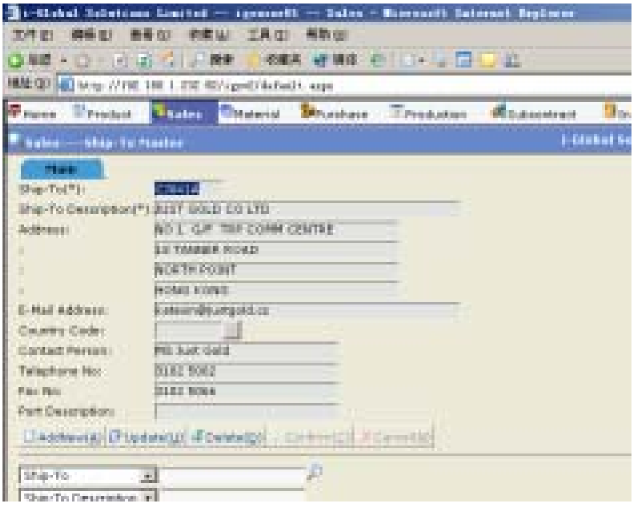
1) In **Master File**, click **Country Code Master**.

2) Click AddNew button.

3) Type Country Code, Country Name and Detail.

4) Click Confirm button.

2.6 Ship-To Master



Create a new Ship-To

Steps:

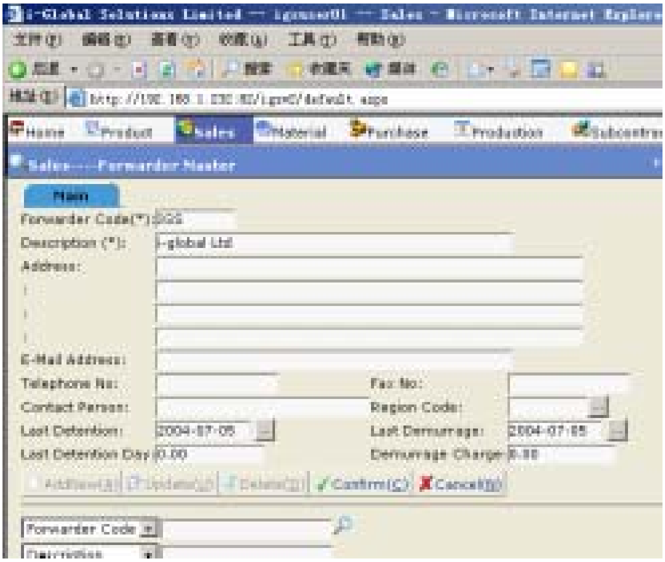
1) In **Master File**, click **Ship-To Master**.

2) Click AddNew button.

3) Type Ship-To, Description, Address, E-Mail Address, Country Code, Contact Person, Telephone No. and Fax No.

4) Click Confirm button

2.7 Forwarder Master



Create a new Forwarder

Steps:

1) In **Master File**, click **Forwarder Master**.

2) Click AddNew button.

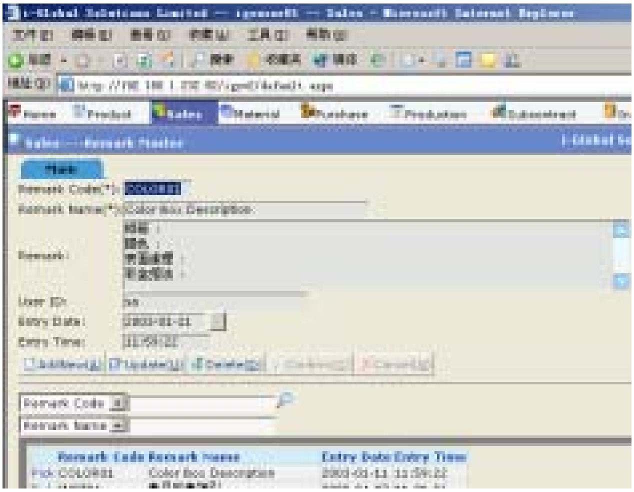
3) Type **Forwarder Code, Description, Address, E-Mail Address, Telephone No., Fax No.** and **Contact Person**.

4) Click the **Pop Up** button ... from the **Region Code** field → double click the **Region Code** you want to choose

5) Click Confirm button.

2.8 Remark Master

Remark Master is used to set standard details for remarks in each function.



Create a new Remark

Steps:

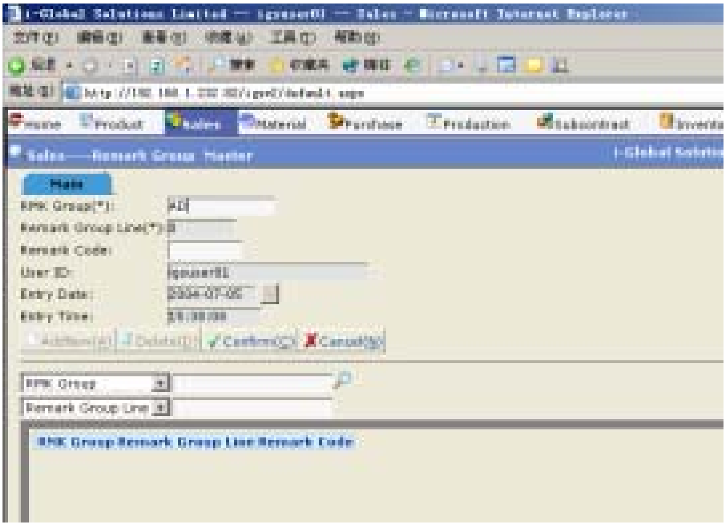
1) In **Master File**, click **Remark Master**.

2) Click AddNew button.

3) Type **Remark Code, Remark Name** and **Remark**.

4) Click Confirm button.

2.9 Remark Group Master



Create a new Remark Group

Steps:

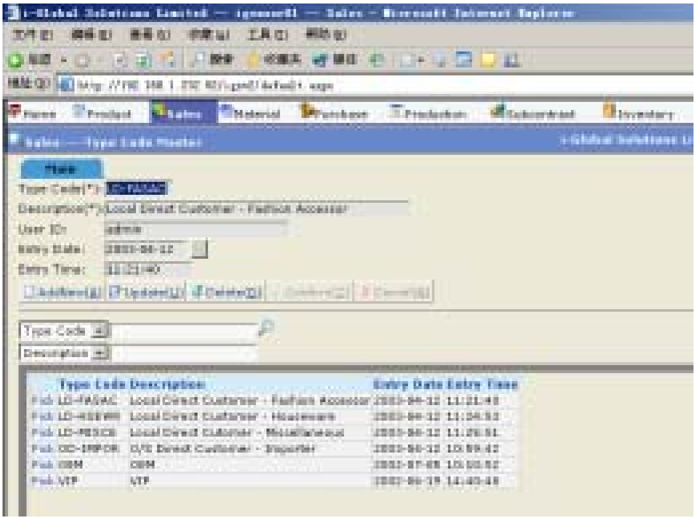
1) In **Master File**, click **Rmk Group Master**.

2) Click AddNew button.

3) Type Remark Group, Remark Group Name and Remark Code.

4) Click Confirm button.

2.10 Type Code Master



Create a new Type

Steps:

1) In **Master File**, click **Type Code Master**.
2) Click AddNew button.
3) Type a **Type Code** and **Description**.
4) Click Confirm button.

2.11 L/C Bank Code Master

Create a new L/C Bank Code

Steps:

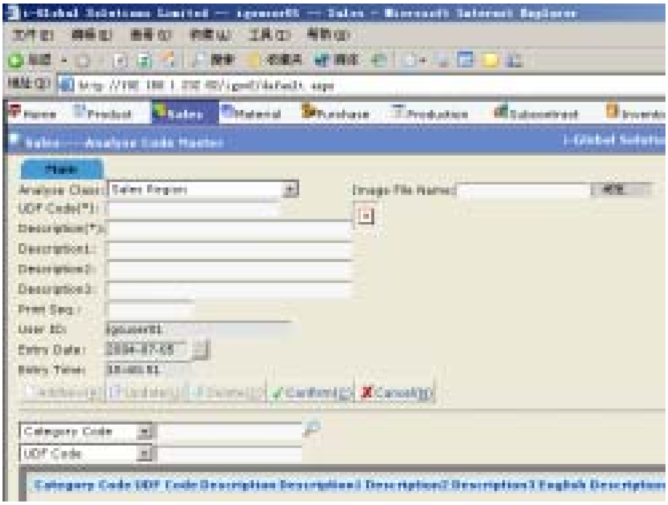
1) In **Master File**, click **L/C Bank Code Master**.

2) Click AddNew button.

3) Type L/C Bank Code and L/C Bank Code Description

4) Click Confirm button.

2.12 Analyse Code Master



Create a new Analyse code

Steps:

1) In **Master file**, click **Analyse Code Master**.

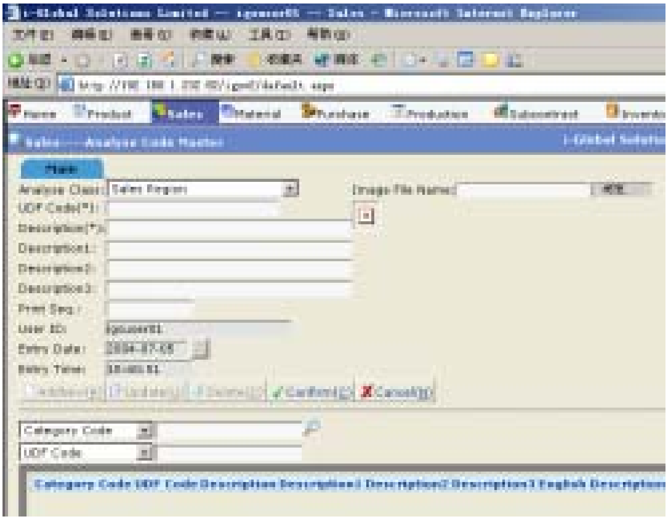
2) Click AddNew button.

3) Type **UDF Code** and **Description**.

4) Select **Analyse Class** from the *Pull Down Menu*.

5) Click Confirm button.

2.13 Sales Commission Master

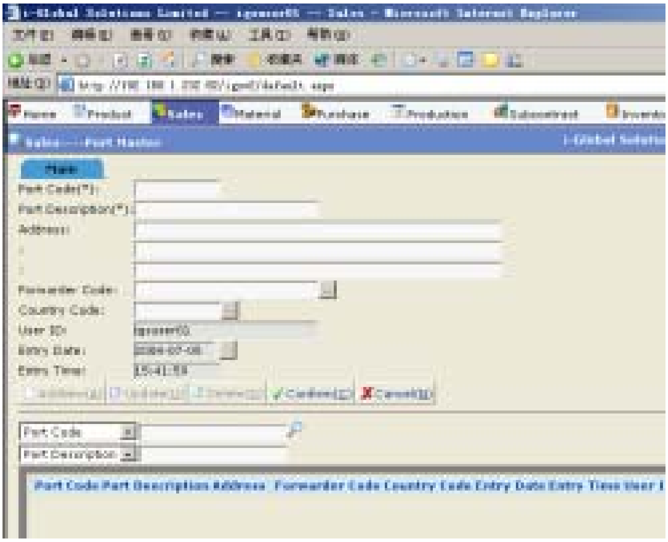


Create a new Commission Code

Steps:

1) In **Master file**, click **Commission Master**.
2) Click AddNew button.
3) Type **Commission Code** and **Descriptions**.
4) Click the **Pop Up** button ... from the **Default Currency Code** field → double click the **Currency** you want to choose.
5) Type the **Default Exchange Rate**, and **Symbol** ('-' for negative)
6) Tick the box if the commission will be **Post to Account.**
7) Click Confirm button.

2.14 Port Master



Create a new Port Code

Steps:

1) In **Master file**, click **Port Master**.

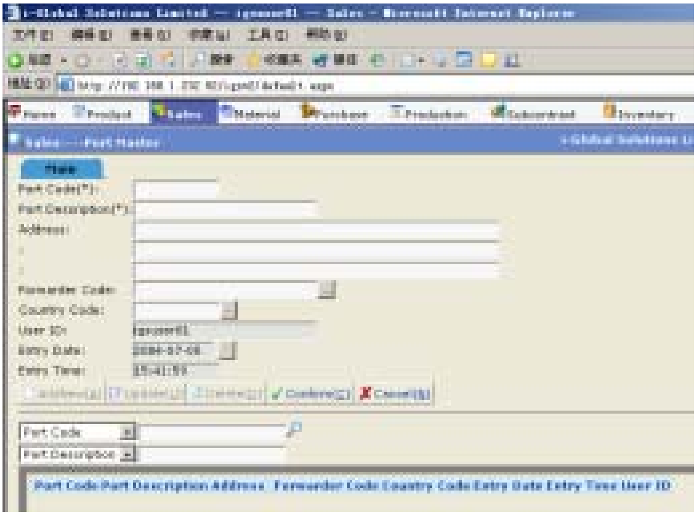
2) Click AddNew button.

3) Type **Port Code** and **Description**.

4) Type the Address, Default Forwarder, and Country Code of the Port.

5) Click Confirm button.

2.15 Task Master



Create a new Task Code

Steps:

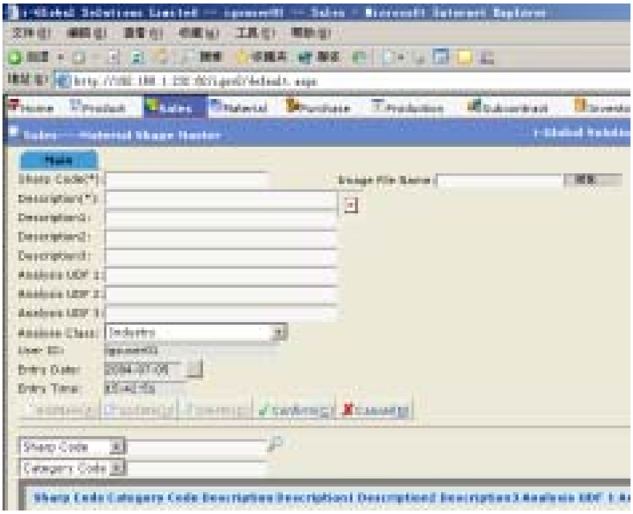
1) In **Master file**, click **Task Master**.

2) Click AddNew button.

3) Type **Task Code** and **Description**.

4) Click Confirm button.

2.16 Material Shape Master



Add a new material Shape Code

Steps:

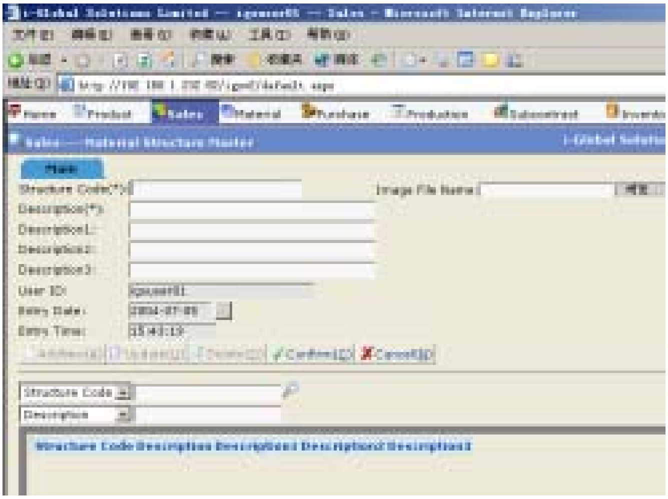
1) In **Master file**, click **Material Shape Master.**.

2) Click AddNew button.

3) Type **Sharp Code** and **Description**.

4) Click Confirm button.

2.17 Material Structure Master



Add a new material Structure Master

Steps:

1) In **Master file**, click **Material Structure Master.**.

2) Click AddNew button.

3) Type **Stucture Code** and **Description**.

4) Click Confirm button.

2.18 Quota Group Master

Create a new Quota Group

Steps:

1) In **Master file**, click **Quota Group Master**.

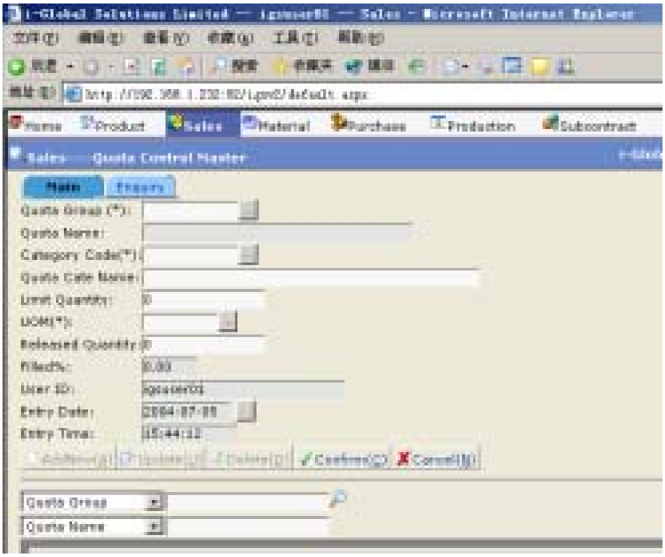
2) Click AddNew button.

3) Type **Quota Group** and **Quota Name**.

4) Enter the **Directive Date, Control PD From**, and **Control PD To**.

5) Click Confirm button.

2.19 Quota Control Master



Create a new Quota Control

Steps:

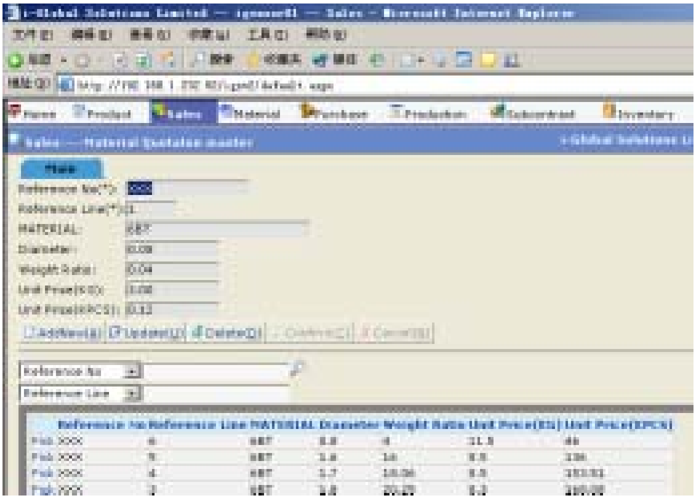
1) In **Master file**, click **Quota Control Master**.

2) Click AddNew button.

3) Select **Quota Group**, **Category Code** and **UOM**.

4) Type **Limit Quantity** and **Released Quantity**. You can see the Filled % will be calculated→Click Confirm button.

2.20 Material Quotation Master



Create a new Quota Control

Steps:

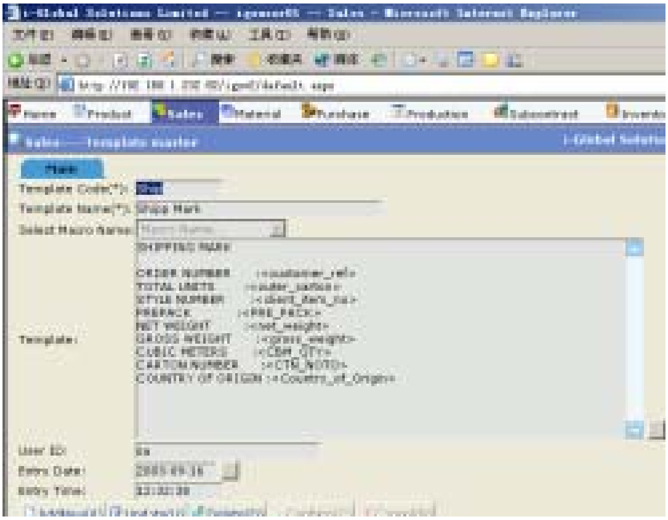
1) In **Master file**, click **Material Quotation Master**.

2) Click AddNew button.

3) Type **Reference No** and **Reference Unit**.

4) .Click **Confirm** button.

2.21 Template Master



Create a new record in Template Masterl

Steps:

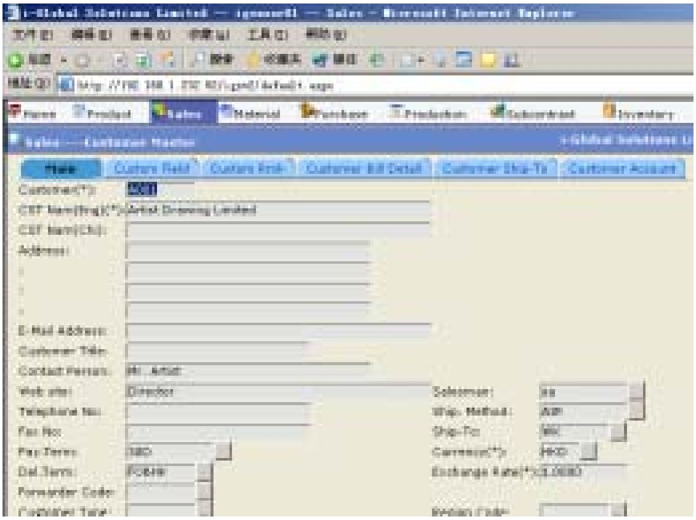
1) In **Master file**, click **Template Master**.

2) Click AddNew button.

3) Type **Template Code** and **Template No**..

4) Click **Confirm** button.

2.22 Customer Master



Before creating Customer Master, you must at least define the following masters:

- Currency Master
- Payment Term Master
- Ship Via Master
- Salesman Master
- Delivery Term Master
- Periodic Exch-Rate

Create a new Customer Code

Steps:

1) In **Master File**, click **Customer Master**.
2) Click AddNew button.
3) Type **Customer Code, Customer Name (English), Customer Name (Chinese), Address, E-mail Address, Contact Person, Telephone No., Fax No**. and **Exchange Rate**.
4) You must ensure that the following fields must be already set up. Click the **Pop Up** button ... from the following fields to select the data:

Salesman Currency

Shipment Method Price Basic

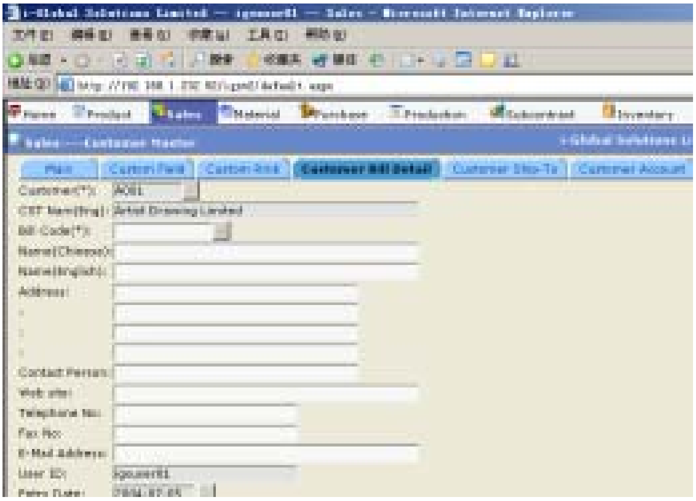
Delivery-To Forwarder Code

Payment Term

5) Press **<Alt>+C** in the keyboard and then press **<Enter>** to confirm the input, or click **Confirm(C)** button.

b) Customer Bill Detail Tab

In case that there are more than one bill to information for a Customer record.



Create Bill To information

Steps:

1) In **Main Tab**, click the **Pick** button on the left of the **Customer Code** you want to update information. → Go to **Customer Bill Detail Tab**.

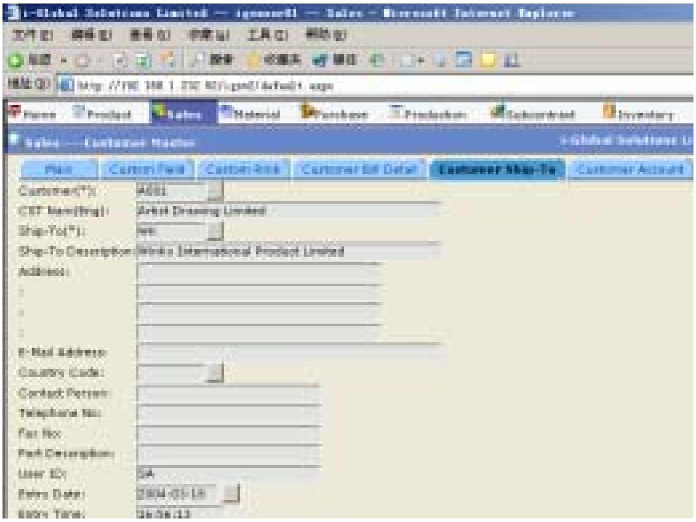
2) Type **Bill Code** (Bill Code is unique and cannot be duplicated), **Name** of the Customer.

3) Optionally, type the **Contact Person Title, Telephone No. Fax No., Address,** and **E-Mail Address.**

4) Press **<Alt>+C** in the keyboard and then press **<Enter>** to confirm the input, or click **Confirm(C)** button.

c) Customer Ship-To Tab

In case that there are more than one Ship-to information for a Customer record.



Create Ship To Information

Steps:

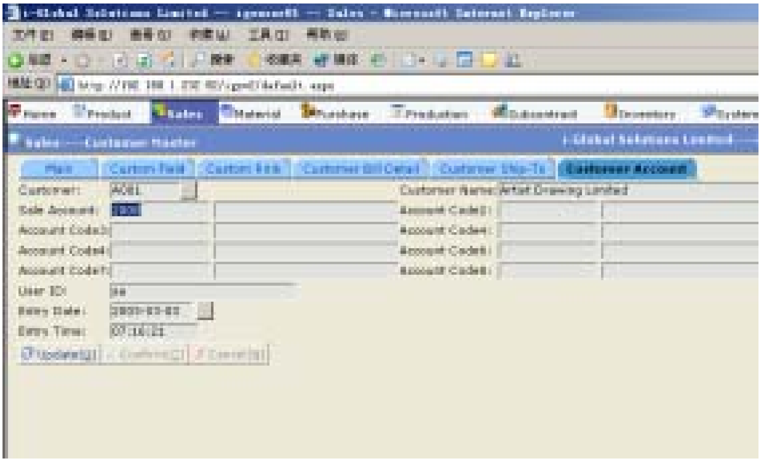
1) In **Main Tab**, click the **Pick** button on the left of the **Customer Code** you want to update information. → Go to **Customer Ship-To Tab**.

2) Type **Ship-To** (Ship To is unique and cannot be duplicated), **Name** of the Customer.

3) Optionally, input other information required.

4) Press **<Alt>+C** in the keyboard and then press **<Enter>** to confirm the input, or click **Confirm(C)** button.

d) Customer Account Tab



Update a Customer Account

Steps:

1) In **Master File**, click **Customer Master**.

2) In **Main Tab**, click the **Pick** button on the left of the **Customer Code** you want to update information. → Go to **Customer Account Tab**.

3) Click Update Button

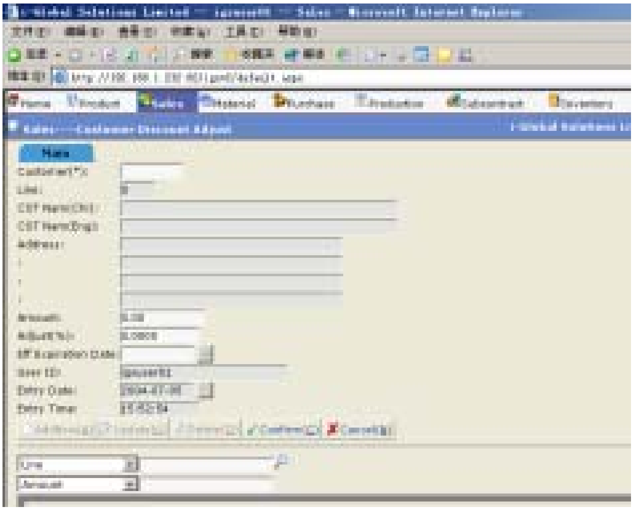
4) Type **Account Code 1** to **Account Code 8**.

5) Click Confirm button.

Delete a Customer Account

To delete a Customer Account, just leave the **Account Code** fields in blank.

2.23 Customer discount adjust

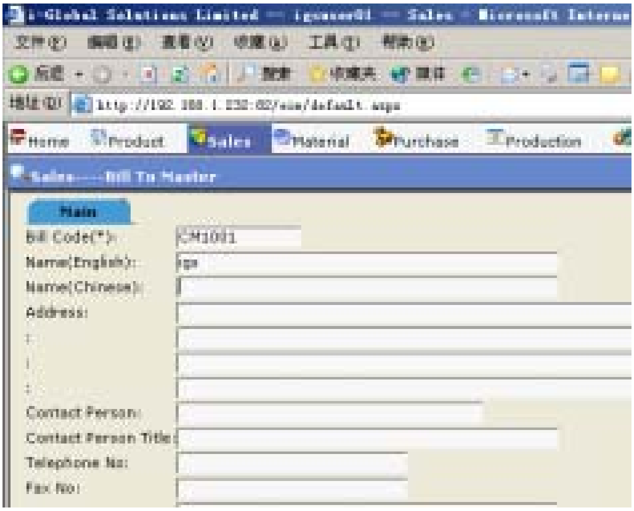


Create a new record in Customer discount adjust

Steps:

1) In **Master file**, click **Customer discount adjust**.
2) Click AddNew button.
3) Type **Customer** Name.
4) Click **Confirm** button.

2.24 Bill To Mater



Create a new record in Bill To Master

Steps:

1) In **Master file**, click **Bill To Master.**

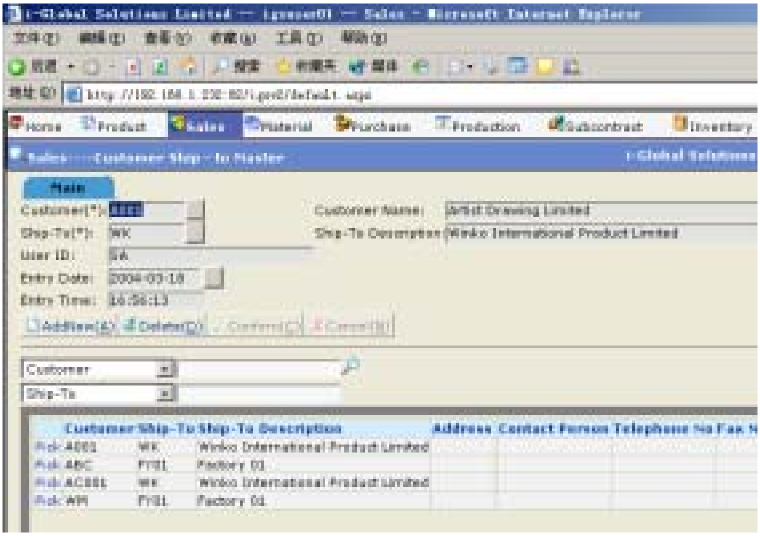
2) Click AddNew button.

3) Type **Bill Code, Name(English), Name(Chinese), Address, Contact Person, Contact Person Title, Telephone No. Fax No., Fax No.**

4) Click **Confirm** button.

2.25 Customer Ship-To Master

In case that there are more than one Ship-Tos for a customer, you should enter the Ship-To in Customer Ship-To Master. You must ensure that you have built Customer Master and Ship-To Master before setting up Customer Ship-To Master.



Create Multiple Ship-To

Steps:

1) In **Master File**, click **Customer Ship-To Master.**

2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.

4) Click the **Pop Up** button ... from the **Ship-To** field → double click the **Ship-To** you want to choose.

5) Amend the data and then click Confirm button to confirm the input

2.26 Customer Credit Limit

Update a Customer Code

Steps:

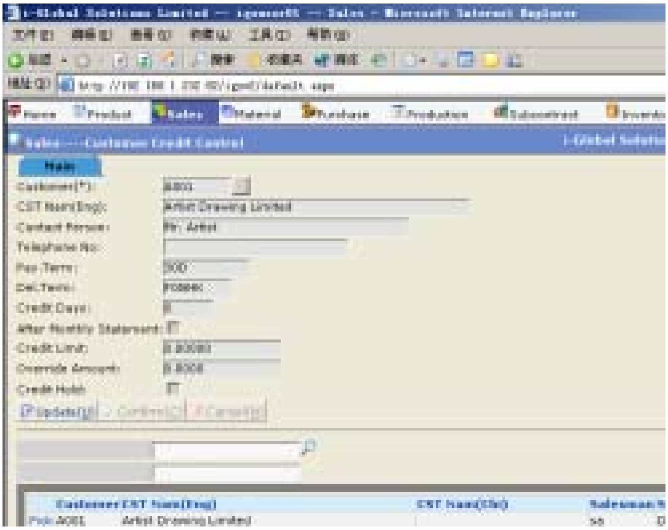
1) In **Master File**, click **Customer Credit Limit**.

2) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.

3) Click Update button.

4) Amend the data and then click Confirm button to confirm the input.

2.27 Customer Credit Control



Update a Customer Code

Steps:

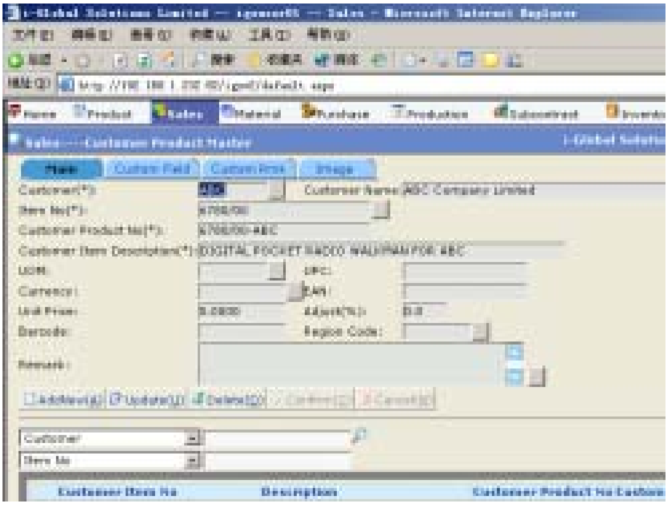
1) In **Master File**, click **Customer Credit Control**.

2) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.

3) Click Update button.

4) Amend the data and then click Confirm button to confirm the input.

2.28 Customer Product Master



Create a new Customer Product No

Steps:

1) In **Master File**, click **Customer Product Master.**

2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.

4) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose.

5) Type the **Customer Product No** and **Description.**

6) Enter UOM, Currency, Unit Price and Region Code

7) Click Confirm .button.

2.29 Salesman Master

Create a new Salesman

Steps:

1) In **Master File**, click **Salesman Master**.

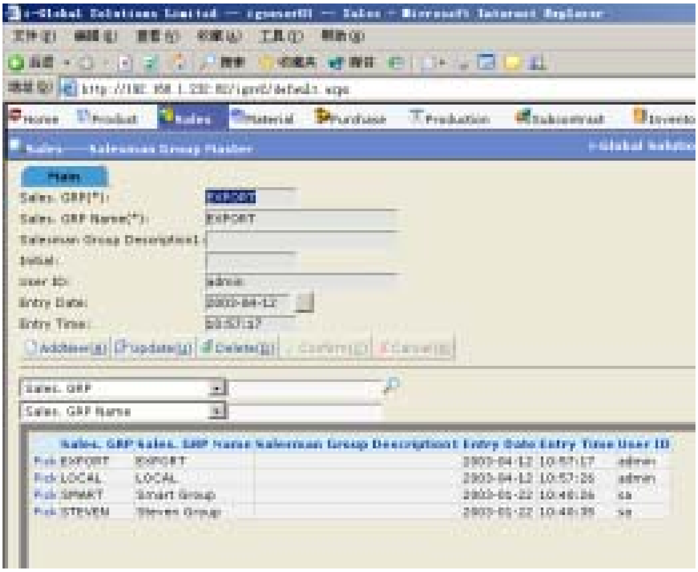
2) Click AddNew button.

3) Type **Salesman, and Salesman Name**

4) Optionally, type **E-mail Address, Salesman Group** and **Salesman Company Code** that the salesman specified.

5) Click Confirm button.

2.30 Salesman group Master



Create a new record in Salesman group Master

Steps:

1) In **Master File**, click **Salesman Group Master**.

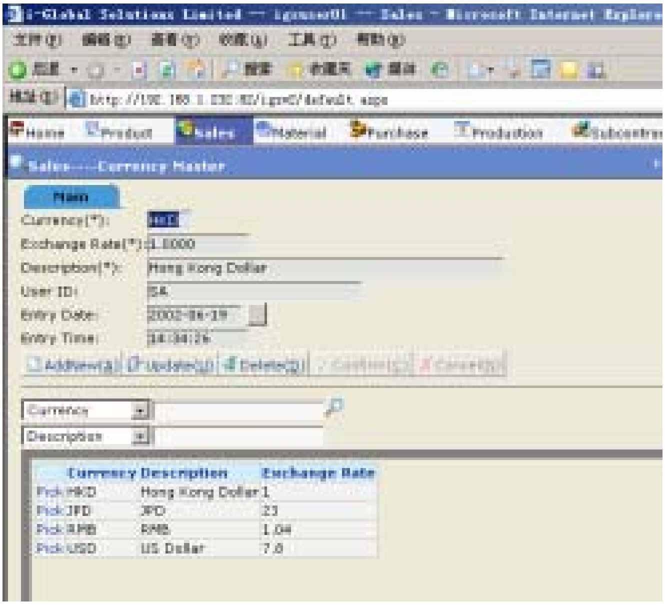
2) Click AddNew button.

3) Type **Sales. GRP, Sales. GRP Name.**

4) Optionally, type **E-mail Address, Salesman Group Description.**

5) Click Confirm button.

2.31 Currency Master



Create a new Currency

Steps:

1) In **Master File**, click **Currency Master**.

2) Click AddNew button.

3) Type Currency, Exchange Rate and Description.

4) Click Confirm button.

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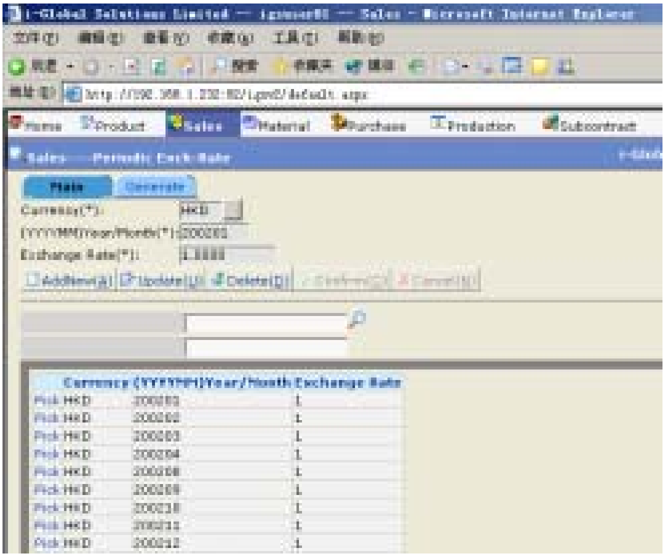
2.32 Periodic Exchange Rate-by Date



Create a new Daily Period Exch-Rate

Steps:

1) In **Master File**, click **Periodic Exch-Rate-by-Date**.

2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose

4) Select the **Exchange Date** (Default as the current date), and type the **Exchange Rate**.

5) Click Confirm button to confirm the input.

Generate a Periodic Exch-Rate

Steps:

1) In **Master File**, click **Periodic Exch-Rate-by-Date**.
2) Go to **Generation Tab.**
3) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose.
4) Type the **Exchange Rate**
5) Select the *Exchange Period* by entering the **Start Date** and the **End Date.**
6) Click **Generation** button to confirm the update.

2.33 Periodic Exchange Rate

Create a new Period Exch-Rate

Steps:

1) In **Master File**, click **Periodic Exch-Rate Master**.

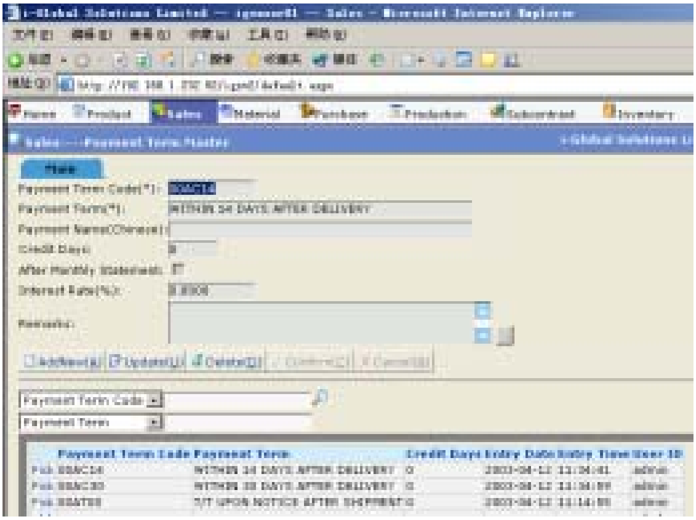
2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose

4) Type a **Year/Month** and **Exchange Rate**

5) Click Confirm button to confirm the input.

2.34 Payment Term Master



Create a new Payment Term

Steps:

1) In **Master File**, click **Payment Term Master**.

2) Click AddNew button.

3) Type **Payment Term** → press **Tab**.

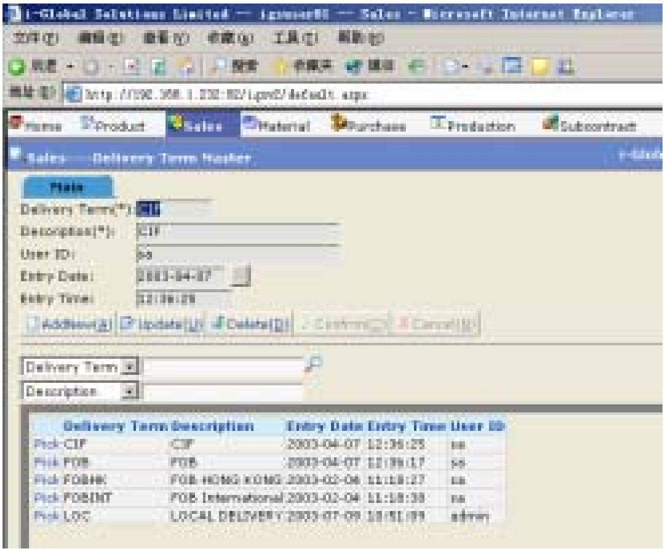
4) Type **Description** → press **Tab**.

5) Type **Credit Days** → press **Tab**.

6) Tick the **After Monthly Statement** check box if required.

7) Click Confirm button.

2.35 Delivery Term Master



Create a new Delivery Term

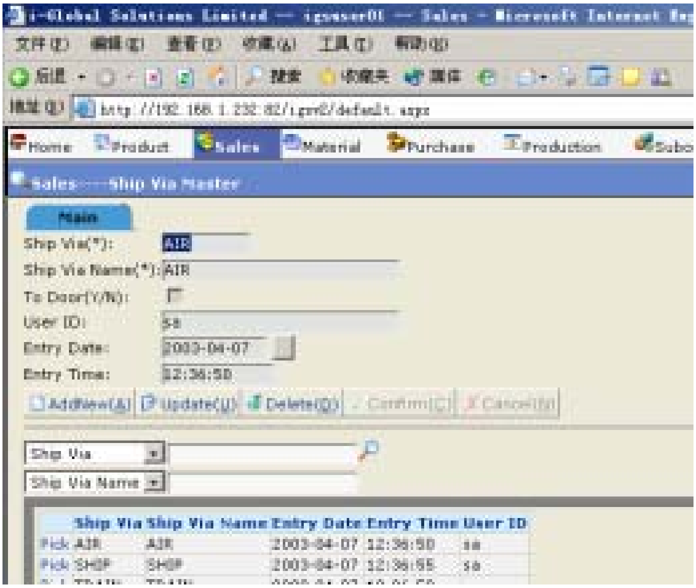
Steps:

1) In **Master File**, click **Delivery Term Master**.

2) Click AddNew button.

3) Type **Delivery Term** and **Description** → click Confirm button.

2.36 Ship Via Master



Create a new Ship Via

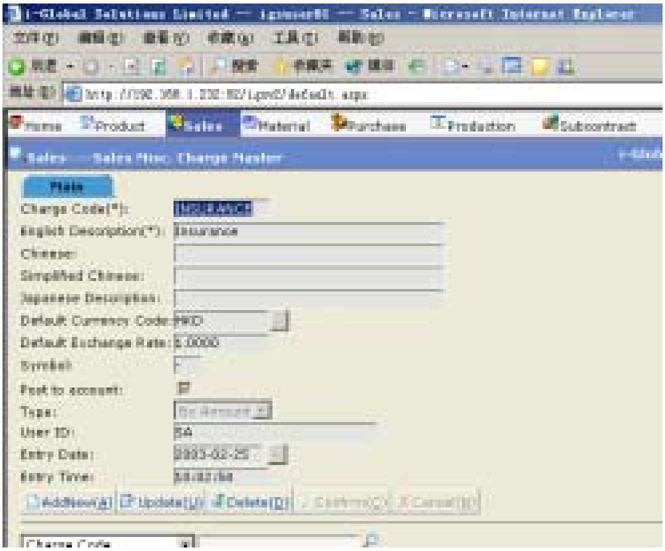
Steps:

1) In **Master File**, click **Ship Via Master**.

2) Click AddNew button.

3) Type **Ship Via** and **Ship Via Name** → click Confirm button.

2.37 Sales Misc. Charge Master

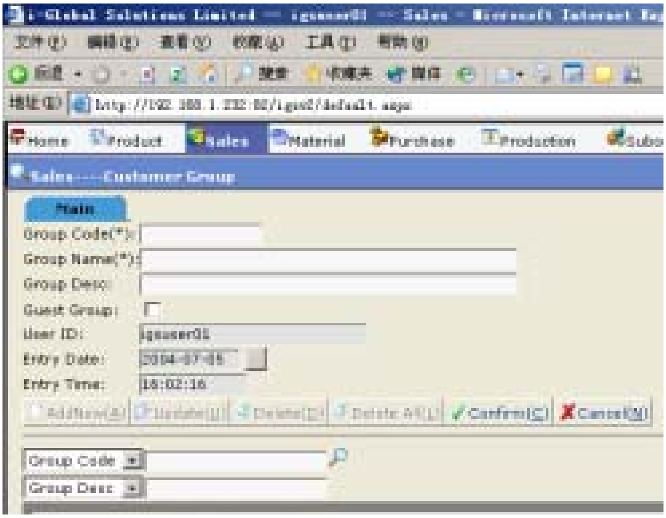


Create a new Charge Code

Steps:

1) In **Master file**, click **Sales Misc. Charge Master**.
2) Click AddNew button.
3) Type **Charge Code** and **Description**.
4) Click the **Pop Up** button ... from the **Default Currency Code** field → double click the **Currency** you want to choose.
5) Type the **Default Exchange Rate**, and **Symbol** ('-' for negative)
6) Tick the box if the commission will be **Post to Account.**
7) Click Confirm button.

2.38 Customer Group



Create a new Customer Group

Steps:

1) In **Master file**, click **Customer Group**.
2) Click AddNew button.
3) Type **Group Code, Group Name** and **Group Descriptions**.
4) Click Confirm button.

2.39 Customer Group S/Q Entry

Create a new Customer Group S/Q Entry

Steps:

1) In **Master file**, click **Customer Group S/Q Entry**.
2) Click AddNew button.
3) Select **Group Code, Item No**
4) Enter **Unit Price, List Quantity** and **Price** for the quantity..
5) Click Confirm button.

Copy Customer Group S/Q Entry to other Customer Group

Steps:

1) In **Master file**, click **Customer Group S/Q Entry→ Copy Tab**
2) Click AddNew button.
3) Select **Group Code, Item No**
4) Enter **Unit Price, List Quantity** and **Price** for the quantity..
5) Click Confirm button.

2.40 Customer Password Master

Together with i-Builder, customer can access the system for customer enquiry, including the status of sales, delivery, etc. user must assign a customer password for the customer to login to the system through the internet.

Create/ Edit a Password for Customer

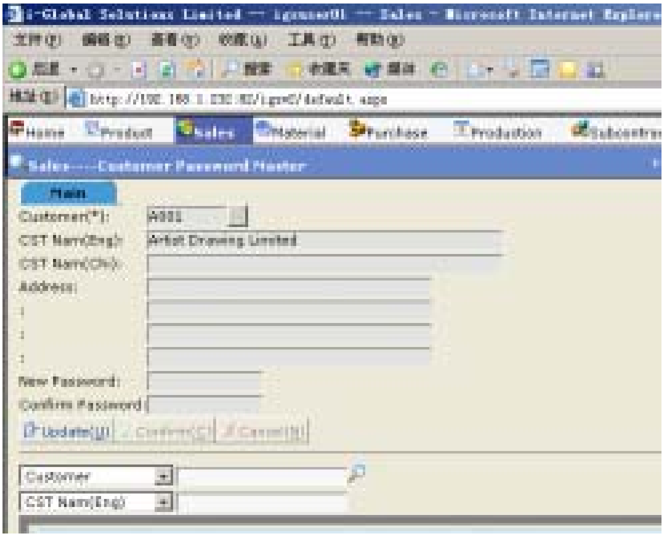
Steps:

1) In **Master file**, click **Customer Password Master**
2) Pick a **Customer Code** from the browser→ Click **Update** button
3) Enter **New Password,** and **Confirm Password**. Note that the passwords must be the same.
4) Click 

button.

3 Sales Quotation3

3.1 Sales Quotation Maintenance



a) Master File

Create a Sales Quotation in Master File

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.

2) Click AddNew button

3) If you want to create a pre-quotation, select **Pre Quot.(Y/N)**

4) In case that you want to copy the whole quotation from another Sales Quotation, select **Copy From.** (Note: All information will be copied from the other sales quotation)

5) If there is a prefix to be added, click the **Pop Up** button ... from the **S/Q Prefix** field → double click the **S/Q Prefix** you want to choose.

6) Click the **Pop Up** button from the **Customer Code** field → double click the **Customer Code** you want to choose. (Note: For Pre Quot. Case, only C*urrency* must be input).

7) Type Quotation Date on **Quot Date** (Default date is Current Date)→ press **Tab**.

8) Click the **Pop Up** button from the **Company Code** field → double click the **Company Code** you want to choose.

9) Click the **Pop Up** button from the **Payment Term** field → double click the **Payment Term** you want to choose.

10) Click the **Pop Up** button from the **Currency** field → double click the **Currency** you want to choose.

11) Click the **Pop Up** button from the **Salesman** field → double click the **Salesman** you want to choose. (Note: Default salesman is the one who is creating the quotation)

12) Type **Exchange Rate** → press **Tab**.

13) Click the **Pop Up** button from the **Ship-To** field → double click the **Ship-To** you want to choose.

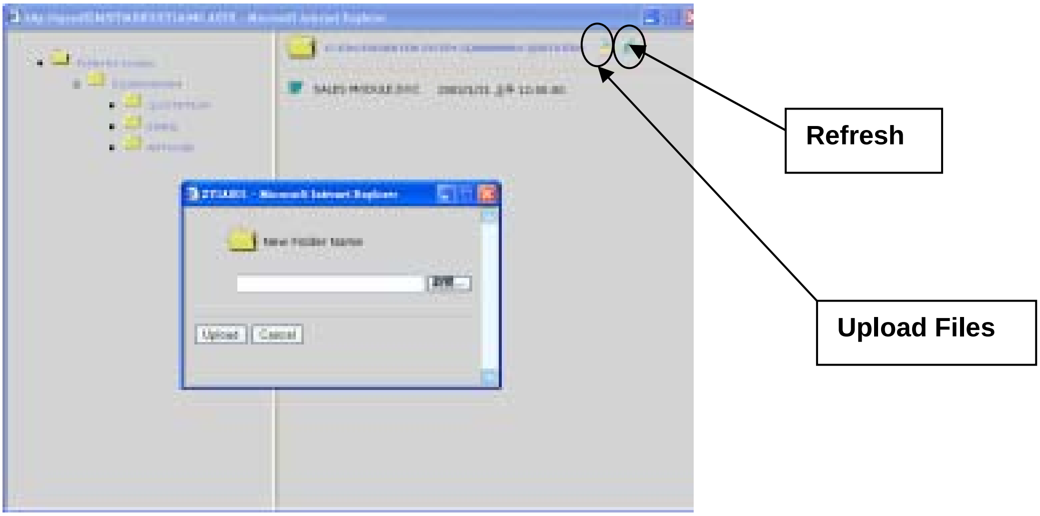
14) Click the **Pop Up** button from the **Shipment Method** field → double click the **Ship Via** you want to choose.

15) Optionally, Click the **Pop Up** button from the fields, **Port of Loading** and **Port of Discharge** → double click the **Port of Loading** and **Port of Discharge** you want to choose.

16) Type **Remarks** if required

17) To confirm the inputs, press Confirm button, or press **<Alt+C>** and **Enter** to confirm.

18) Note: To edit the label of User-Defined Fields(UDF01-05), go to *System*→ *System Label*→ *S/Q User-Defined Field.*



Upload related files (documents) for a specific Sales Quotation / Sales Order

You can upload related documents and images for a particular sales quotation / sales order. (To create the folder hierarchy, please see *System*→*Folder Management*)

Steps:

1) In *Main Tab*, click the **Pick** button on the left of the **S/Q NO.** you want to upload files. (or use the search function to search an *S/Q NO.*)
2) Press **Folder** button.--> a Browser comes out as above.
3) Select the Folder (directory) that you want to upload the file to→ Click **Upload Files** button.
4) Select the file that you want to upload→ Press **Upload** button.
5) To upload more than one file (document) at the same folder, repeat the steps 3)-4).
6) To refresh the screen, press **Refresh** button.

Search a S/Q NO.

Refer to Chapter 1.5 – Search Engine.

Update a Sales Quotation in Master File

Steps:

1) To Update an existing *S/Q NO.*, click the **Pick** button on the left of the **S/Q NO.** you want to update. (or use the search function to search an *S/Q NO.*)
2) Click Update button and then amend the data.
3) Click Confirm button to confirm the input.

Delete a Sales Quotation in Master File

Steps:

1) To delete an existing *S/Q NO.*, click the **Pick** button on the left of the **S/Q NO.** you want to delete → click Delete button, or press **<Alt+D>** and **Enter** on the Keyboard to delete. (or use the search function to search a *S/Q NO.*)
2) Click **OK** button to confirm the process.

Preview/Print a Sales Quotation

1) To preview/print a *Sales Quotation*, click the **Pick** button on the left of the **S/Q NO.** you want to print → click Preview button to preview and print the *Sales Quotation*.

Approve a Sales Quotation

Steps:

1) To approve a *S/Q NO.*, click the **Pick** button on the left of the **S/Q NO.** you want to approve → click Approval button to approve the *Sales Quotation.*

b) Detail File

Add detail information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.
2) Click the **Pick** button on the left of the **Q/T No.** you want to update the detail.
3) Go to **Detail** Tab.
4) Click AddNew button.
5) In **Config Bill (Y/N/L)**, type "**Y**" if there is Config BOM for the Sales Order; type "**N**" if Normal BOM is used for producing the item; type "**L**" if Config list is used. (Note: Config List is a single level list of materials.)
6) In case to copy details from another Sales Quotation→ select **Copy From Q/T No.** and select the line item in **Copy From Q/T Line**.
7) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose.
8) In case that there is *Non-Inventory Item*, select the **Non Inventory Item**, type the **Item No** and **Description** as you want to represent such product.
9) In case that there is a *Customer Product No* for the specific customer, click the **Pop Up** button ... from the **Customer Product No.** field → double click the **Customer Product No.** you want to choose. After choosing the Customer Product No., the related **Item No.** is automatically displayed.
10) To update the Customer Product Master at the same time, select "**Update Customer-Product File**"
11) Type **Quot QTY** (Quotation Quantity) and **Unit Price**→ press **Tab**.
12) Enter the **Port of Loading** and **Port of Discharge**.

13) Type **Remarks and Price Break Detail** if required.

14) Click Confirm button to confirm the input.

Generate and Update Packing Information

Standard Packing information can be generated from the Item Master.

Steps:

1) In **Detail** Tab, Click the **Pick** button on the left of the **Line Item** that you want to generate the packing information→ Click **Gen.Pack** button.

2) In case that you want to change the packing information of the Item for the S/Q, go to **Dimension** Tab, update the information and then click Confirm button.

Update detail information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.

2) Click the **Pick** button on the left of the **Q/T No.** you want to update the detail.

3) Go to **Detail Tab**.

4) Click the **Pick** button on the left of the **Item No.** you want to update. (or use the search function to search an *Item No.*)

5) Click Update button and then amend the data.

6) Click Confirm button to confirm the input.

Delete detail information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.

2) Click **Detail File**.

3) Click the **Pick** button on the left of the **Item No.** you want to delete → click **Delete** button. (or use the search function to search an *Item No.*)

4) Click **OK** button to confirm the process.

c) Schedule

Schedule is set for handling multiple Ship-To needed.

Update Schedule in Sales Quotation for a particular Item

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab, and choose the Item that you want to update the Schedule from the Detail Tab.

2) Go to **Schedule** Tab.

3) Click button to choose the **Ship-To, Schedule Date** and the **Schedule Qty** of the date shipped.

4) To add more Schedule, Click **Insert** button and repeat steps 3).

5) To add more rows, click "**Insert"** button.

6) To delete an item of materials, click "**Delete**" button.

7) Click **Confirm** button to update the input.

d) Config List

Config List is built as a single level list of materials that are used for producing a specific item for a specific customer.

Update Config List in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab, and choose the Item that you want to add a config list from the Detail Tab.

2) Go to **Config List** Tab.

3) In case of generating a list of materials from existing BOM (Config Bill=”Y”), click **Generate(<u>G</u>)** button.--> edit the list as required.

4) Click  button to choose the material (Item No.) that are included in the list. Item Description will be shown.

5) Enter the **Quantity Per**, and **Scrap(%)** needed. **Req Qty** (Request Quantity) will be automatically calculated.

6) Select **MRP** and **W/O** for calculating MRP and issuing work order.

7) To input more materials, repeat Step 3)- 5)

8) To add more rows, click “**Insert”** button.

9) To delete an item of materials, click “**Delete**” button.

10) Click 

button to update the config list.

e) Config Routing

Config Routing is built as a single level list of processes that are taken place for producing a specific item for a specific customer.

Update Config Routing in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab, and choose the Item that you want to add a config routing from the Detail Tab.

2) Go to **Config Routing** Tab.

3) In case of generating a list of routing from existing BOM (Config Bill=”Y”), click **Generate(<u>G</u>)** button.--> edit the lists as required.

4) Enter the **Sequence No**., click  button to choose the **Process Code** of the process that is included in the list. Process Description will be shown.

5) Enter the **Quantity**, **Labour Cost (per unit)** and **Overhead (Per unit)** needed. **Total Cost** will be automatically calculated after updated.

6) To input more processes, repeat Step 4)- 5)

7) To add more rows, click “**Insert”** button.

8) To delete a process, click “**Delete**” button.

9) Click 

button to update the input.

f) Costing

Down to each material included in the Config List, users can define up to 10 costing for calculating the cost of each material used. (Note: you can define the field names at *Cost Analyse Code Label* in System Module.)

Update Costing in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab, and choose the Item that you want to add a config list from the Detail Tab.
2) After building the *Config List*, Go to **Costing** Tab.
3) Click the **Pick** button on the left of the **Material** you want to update.
4) Enter the *Costs*.
5) Click  button to confirm the input.

g) Misc Charge

Misc Charge record any charges and expenses, for examples, insurance, that are related to the sales quotation.

Add Charge information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.
2) Choose the *S/Q No*. that you want to add charges→Click **Misc. Charge**.
3) Click  button.
4) Type **Description, Amount**, and **Request Qty** (Optional)
5) Click  button to confirm the input.

Update Charge information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.
2) Choose the *S/Q No.* that you want to add charges→Click **Misc. Charge**.
3) Click the **Pick** button on the left of the **Item Description** you want to update. (or use the search function to search an *Item Description*)
4) Click Update button and then amend the data.
5) Click Confirm button to confirm the input.

Delete charges information in Sales Quotation

Steps:

1) In **Sales Quotation**, click **S/Q Maintenance**.
2) Choose the *S/Q No.* that you want to add charges→Click **Misc**.
3) Click the **Pick** button on the left of the **Item Description.** you want to delete → click Delete button. (or use the search function to search an *Item Description*)
4) Click **OK** button to confirm the process.

h) Detail Charge

Down to each Item included in the Sales Quotation, there are detail charges for a specific Item.

Update Detail Charges in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab
2) Go to **Detail** Tab→ choose the Item that you want to add a detail charge.
3) Click **Detail Charge** Button.
4) Select the **Charge Code**, **Currency**, **Exchange Rate** and enter the **Amount**.
5) Click Update button and then amend the data.

i) Commission

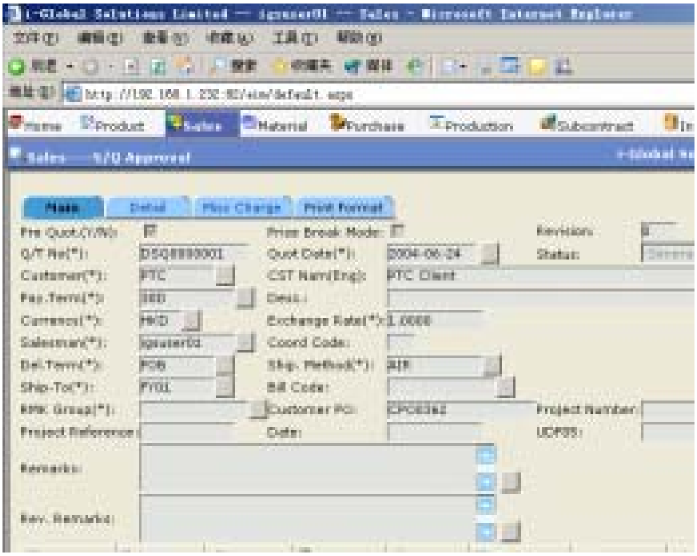
Down to each Item included in the Sales Quotation, there are commission items for a specific Item.

Update Commission information in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab
2) Go to **Detail** Tab→ choose the Item that you want to add a detail charge.
3) Click **Commission** Button.
4) Select the **Commission Code**, **Currency**, **Exchange Rate, Percentage** and enter the **Amount**. (Note: to set the Commission Code, go to *Sales*→ *Master File*→ *Commission Master File*)
5) Click Update button and then amend the data.

3.2 Sales Quotation Approval



Approve a Sales Quotation

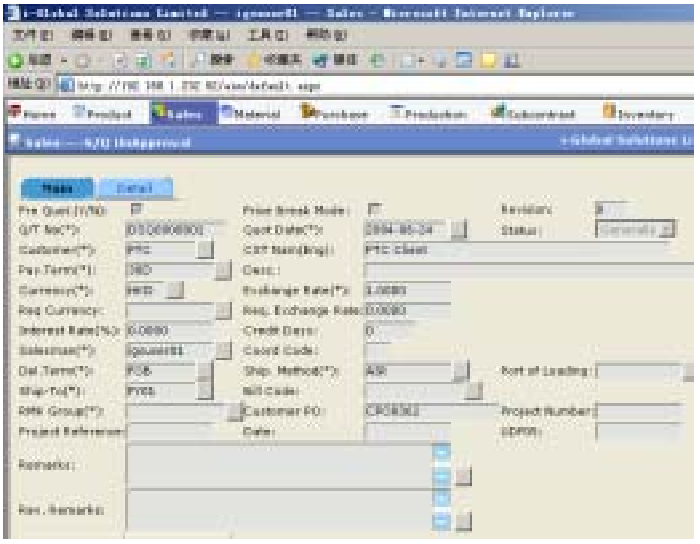
Steps:

1) In **Sales Quotation**, click **S/Q Approval**.

2) Click the **Pick** button on the left of the **S/Q NO.** that you want to approve.

3) Click Approval button to approve the *Sales Quotation*.

3.3 Sales Quotation Unapproval



Unapprove a Sales Quotation

Steps:

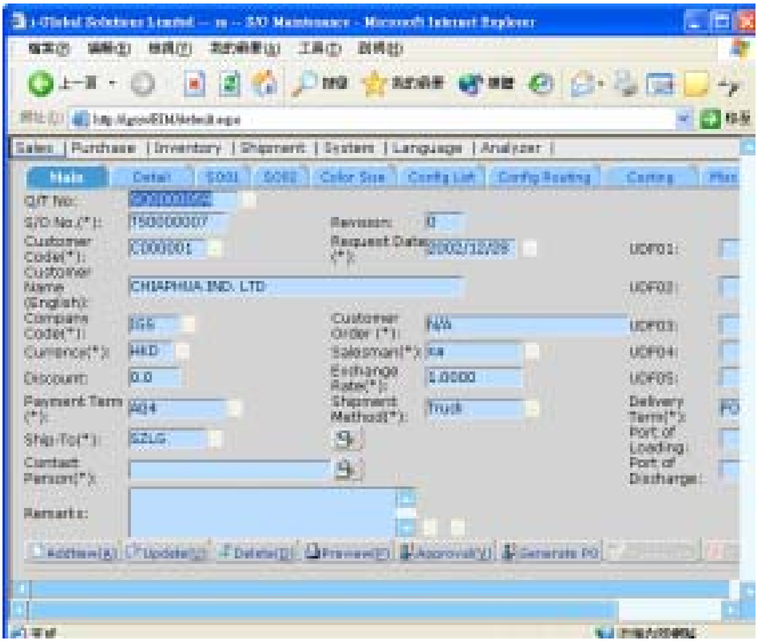
1) In **Sales Quotation**, click **S/Q Approval Unapproval**.

2) Click the **Pick** button on the left of the **S/Q NO.** that you want to Unapprove.

3) Click **Unapprove** button to Unapprove the *Sales Quotation*.

4 Sales Order4

4.1 Sales Order Maintenance



a) Master File

Create a Sales Order in Master File

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Click AddNew button.

3) In case that the new Sales Order is generated from a specific Sales Quotation, click the **Pop Up** button ... from the **Q/T No.** field → double click the **Quotation No.** you want to choose→ Related information will be displayed after selection.

4) Click the **Pop Up** button ... from the **S/O Prefix** field → double click the **S/O Prefix** you want to choose. (Note: To set master of the S/O Prefix, please view *S/O Prefix*)

5) Click the **Pop Up** button from the **Customer Order** (which is usually same as PO No. received for the sales) field → double click the **Customer Order** you want to choose.

6) Click the **Pop Up** button from the **Currency** field → double click the **Currency** you want to choose.

7) Click the **Pop Up** button from the **Company Code** field → double click the **Company Code** you want to choose.

8) Select **Request Date** (default one is set as current date)

9) Click the **Pop Up** button from the **Payment Term** field → double click the **Payment Term** you want to choose.

10) Click the **Pop Up** button from the **Salesman** field → double click the **Salesman** you want to choose. (Note: Default salesman is the one who is creating the quotation)

11) Type **Exchange Rate** → press **Tab**.

12) Click the **Pop Up** button from the **Ship-To** field → double click the **Ship-To** you want to choose.

13) Click the **Pop Up** button from the **Shipment Method** field → double click the **Ship Via** you want to choose.

14) Type **Remarks** if required

15) Click the **Pop Up** button from the **Delivery Term** field → double click the **Delivery Term** you want to choose.

16) Optionally, enter the **Discount**.

17) Select **Port of Loading** and **Port of Discharge**

18) Type **Contact Person**. (For more Contact Persons of the customer, input detail in *Customer Bill Detail* Tab in Customer Master)

19) Type **Remarks** if required.

20) To confirm the inputs, press Confirm button, or press **<Alt+C>** and **Enter** to confirm.

Update a Sales Order in Master File

Steps:

1) To Update an existing *S/O No.***,** click the **Pick** button on the left of the **S/O No.** you want to update. (or use the search function to search an *S/O No.*)

2) Click Update button and then amend the data.

3) Click Confirm button to confirm the input.

Delete a Sales Order in Master File

Steps:

1) To delete an existing *S/O No.***,** click the **Pick** button on the left of the **S/O No.** you want to delete → click Delete button. (or use the search function to search an *S/O No.*)

2) Click **OK** button to confirm the process.

Preview/Print a Sales Order

1) To Preview/Print a *Sales Order***,** click the **Pick** button on the left of the **S/O No.** you want to Preview/Print → click Preview button to print the *Sales Order*.

b) Detail File

Add detail information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Click **Detail Tab**.

3) Click AddNew button. → click the **Pop Up** button ... from the **Item No.** field→ double click the **Item No.** you want to choose.

4) Click the **Pop Up** button ... from the **Region Code** field → double click the **Region Code.** you want to choose.

5) Type **Req Qty** (Request Quantity)**, Request Date, Sales Unit** and **Unit Price** → press Tab.

6) Select or Type **ETA Date** and **ETD Date**

7) If necessary, click the **Pop Up** button ... from the **S/F No.** field → double click the **S/F No.** you want to choose.

8) Click the **Pop Up** button ... from the **S/F Line** field → double click the **S/F Line** you want to choose.

9) Optionally, click the **Pop Up** button ... from the **Vendor Code** field → double click the **Vendor Code** you want to choose.

10) Type **Remarks** if required → click Confirm button.

Generate and Update Packing Information

Standard Packing information can be generated from the Item Master.

Steps:

1) In **Detail** Tab, Click the **Pick** button on the left of the **Line Item** that you want to generate the packing information→ Click **Gen.Pack** button.

2) In case that you want to change the packing information of the Item for the S/O, go to **Dimension** Tab, update the information and then click Confirm button.

Update detail information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Click the **Pick** button on the left of the **Q/T No.** you want to update the detail.

3) Go to **Detail Tab**.

4) Click the **Pick** button on the left of the **Item No.** you want to update. (or use the search function to search an *Item No.*)

5) Click Update button and then amend the data.

6) Click Confirm button to confirm the input.

Delete detail information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.
2) Click **Detail File**.
3) Click the **Pick** button on the left of the **Item No.** you want to delete → click Delete button. (or use the search function to search an *Item No.*)
4) Click **OK** button to confirm the process.

c) Schedule

Schedule is set for handling multiple Ship-To needed.

Update Schedule in Sales Order for a particular Item

Steps:

1) In **S/O Maintenance**, choose the SO from the Main Tab, and choose the Item that you want to update the Schedule from the Detail Tab.
2) Go to **Schedule** Tab.
3) Click ... button to choose the **Ship-To, Schedule Date** and the **Schedule Qty** of the date shipped.
4) To add more Schedule, Click **Insert** button and repeat steps 3).
5) To add more rows, click "**Insert"** button.
6) To delete an item of materials, click "**Delete**" button.
7) Click **Confirm** button to update the input.

d) Config List

Config List is built as a single level list of materials that are used for producing a specific item for a specific customer.

Update Config List in Sales Order

Steps:

1) In **S/O Maintenance**, choose the SO from the Main Tab, and choose the Item that you want to add a config list from the Detail Tab.
2) Go to **Config List** Tab.
3) In case of generating a list of materials from existing BOM (Config Bill=”Y”), click **Generate(<u>G</u>)** button.--> edit the list as required.
4) Click  button to choose the material (Item No.) that are included in the list. Item Description will be shown.
5) Enter the **Quantity Per**, and **Scrap(%)** needed. **Req Qty** (Request Quantity) will be automatically calculated.
6) Select **MRP** and **W/O** for calculating MRP and issuing work order.
7) To input more materials, repeat Step 3)- 5)
8) To add more rows, click “**Insert”** button.
9) To delete an item of materials, click “**Delete**” button.
10) Click  button to update the config list.

e) Config Routing

Config Routing is built as a single level list of processes that are taken place for producing a specific item for a specific customer.

Update Config Routing in Sales Order

Steps:

1) In **S/O Maintenance**, choose the SO from the Main Tab, and choose the Item that you want to add a config routing from the Detail Tab.

2) Go to **Config Routing** Tab.

3) In case of generating a list of routing from existing BOM (Config Bill=”Y”), click **Generate(<u>G</u>)** button.--> edit the lists as required.

4) Enter the **Sequence No**., click  button to choose the **Process Code** of the process that is included in the list. Process Description will be shown.

5) Enter the **Quantity**, **Labour Cost (per unit)** and **Overhead (Per unit)** needed. **Total Cost** will be automatically calculated after updated.

6) To input more processes, repeat Step 4)- 5)

7) To add more rows, click “**Insert”** button.

8) To delete a process, click “**Delete**” button.

9) Click  button to update the input.

f) Costing

Down to each material included in the Config List, users can define up to 10 costing for calculating the cost of each material used. (Note: you can define the field names at *Cost Analyse Code Label* in System Module.)

Update Costing in Sales Order

Steps:

1) In **S/O Maintenance**, choose the SO from the Main Tab, and choose the Item that you want to add a config list from the Detail Tab.

2) After building the *Config List*, Go to **Costing** Tab.

3) Click the **Pick** button on the left of the **Material** you want to update.

4) Enter the *Costs*.

5) Click Confirm button to confirm the input.

g) Sales Misc Charge

Misc Charge record any charges and expenses, for examples, insurance, that are related to the Sales Order.

Add Charge information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Choose the *S/O No.* that you want to add charges→Click **Misc. Charge**.

3) Click AddNew button.

4) Type **Description, Amount**, and **Request Qty** (Optional)

5) Click Confirm button to confirm the input.

Update Charge information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Choose the *S/O No.* that you want to add charges→Click **Misc. Charge**.

3) Click the **Pick** button on the left of the **Item Description** you want to update. (or use the search function to search an *Item Description*)

4) Click Update button and then amend the data.

5) Click Confirm button to confirm the input.

Delete charges information in Sales Order

Steps:

1) In **Sales Order**, click **S/O Maintenance**.

2) Choose the *S/O No.* that you want to add charges→Click **Misc**.

3) Click the **Pick** button on the left of the **Item Description.** you want to delete → click Delete button. (or use the search function to search an *Item Description*)

4) Click **OK** button to confirm the process.

h) Detail Charge

Down to each Item included in the Sales Order, there are detail charges for a specific Item.

Update Detail Charges in Sales Order

Steps:

1) In **S/O Maintenance**, choose the SO from the Main Tab

2) Go to **Detail** Tab→ choose the Item that you want to add a detail charge.

3) Click **Detail Charge** Button.

4) Select the **Charge Code**, **Currency**, **Exchange Rate** and enter the **Amount**.

5) Click Update button and then amend the data.

i) Commission

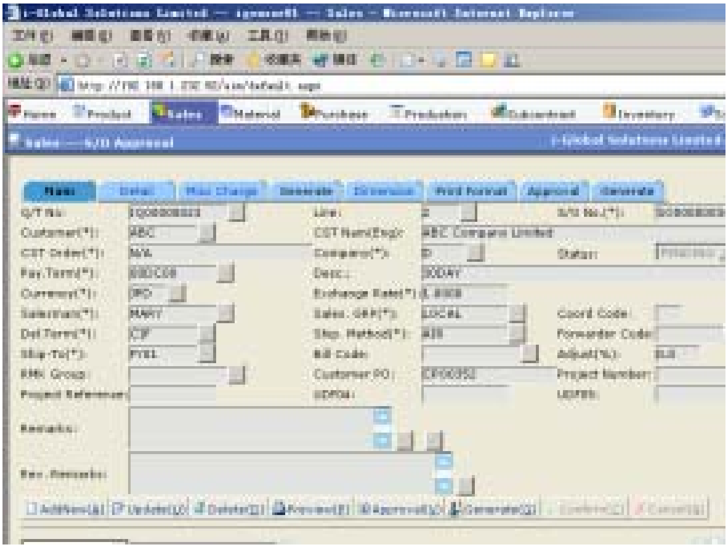
Down to each Item included in the Sales Quotation, there are commission items for a specific Item.

Update Commission information in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab
2) Go to **Detail** Tab→ choose the Item that you want to add a detail charge.
3) Click **Commission** Button.
4) Select the **Commission Code**, **Currency**, **Exchange Rate, Percentage** and enter the **Amount**. (Note: to set the Commission Code, go to *Sales*→ *Master File*→ *Commission Master File*)
5) Click Update button and then amend the data.

4.2 Sales Order Approval



Approve a Sales Order

Steps:

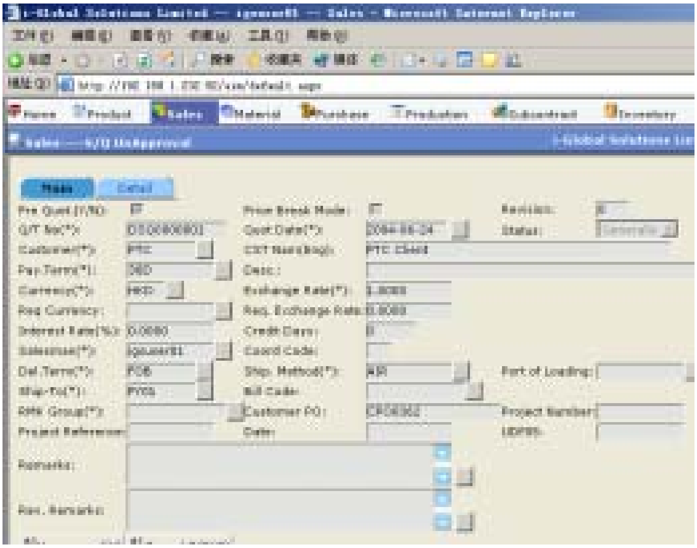
1) In **Sales Order**, click **S/O Approval**.

2) Click the **Pick** button on the left of the **S/O No.** that you want to approve.

3) Click Approval button to approve the *Sales Order*.

(Note: Only approved Sales Order can be approved.)

4.3 Sales Order Unapproved



Unapproved a Sales Order

Steps:

1) In **Sales Order**, click **S/O Unapproved**.
2) Click the **Pick** button on the left of the **S/O NO.** that you want to approve.
3) Click **unApproval** button to approve the *Sales Order*.

(Note: Only Approved Sales Order can be unapproved.)

5 Sales Forecast5

5.1 Sales Forecast Maintenance

a) Master File

Create a Sales Forecast in Master File

Steps:

1) In **Sales Forecast**, click **S/F Maintenance**.
2) Click AddNew button.
3) Type **S/F No.** → press **Tab**.
4) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.
5) Type **Request Date** → press **Tab**.
6) Click the **Pop Up** button ... from the **Company Code, Region Code**, **Currency, Salesman, Ship-To** to choose the information you want.
7) Type **Remark** if required.
8) Press Confirm button.

Update a Sales Forecast in Master File

Steps:

1) To Update an existing *Sales Forecast,* click the **Pick** button on the left of the **S/F No.** you want to update. (or use the search function to search a *S/F No.*)
2) Click Update button and then amend the data→ Click Confirm button to confirm the input.

Delete a Sales Forecast in Master File

Steps:

1) To delete an existing *Sales Forecast*, click the **Pick** button on the left of the **S/F No.** you want to delete → click Delete button. (or use the search function to search a *S/F No.*)
2) Click **OK** button to confirm the process.

Preview/Print a Sales Forecast

1) To Preview/Print a *Sales Forecast***,** click the **Pick** button on the left of the **S/F No.** you want to Preview/Print → click Preview button to print the *Sales Forecast*.

Approve a Sales Forecast

Steps:

1) To approve a *Sales Forecast***,** click the **Pick** button on the left of the **S/F No.** you want to approve → click Approval button to approve the *Sales Forecast*.

b) Detail File

Add detail information in Sales Forecast

Steps:

1) In **Sales Forecast**, click **S/F Maintenance**.
2) Click **Detail File**.
3) Click AddNew button.
4) Click the **Pop Up** button ... from the **Item No.**, **Region Code.** field → double click the information you want to choose
5) Type **Req Qty, Request Date** and **Unit Price** → press **Tab**.
6) Select **Work Centre**, **Purchase Type.**
7) Type **Remark** and/or Tick **Exposure** check box if required.

8) Click Confirm button.

Update detail information in Sales Forecast

Steps:

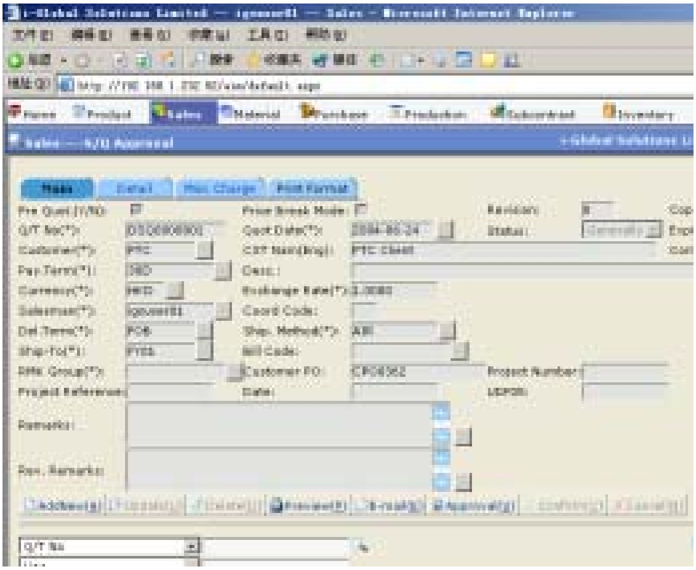
1) In **Sales Forecast**, click **S/F Maintenance**.
2) Click **Detail File**.
3) Click the **Pick** button on the left of the **S/F Line** you want to update. (or use the search function to search a *S/F Line*)
4) Click Update button and then amend the data.
5) Click Confirm button to confirm the input.

Delete detail information in Sales Forecast

Steps:

1) In **Sales Forecast**, click **S/F Maintenance**.
2) Click **Detail File**.
3) Click the **Pick** button on the left of the **S/F Line** you want to delete → click Delete button. (or use the search function to search a *S/F Line.*)
4) Click **OK** button to confirm the process.

5.2 Sales Forecast Approval



Approve a Sales Forecast

Steps:

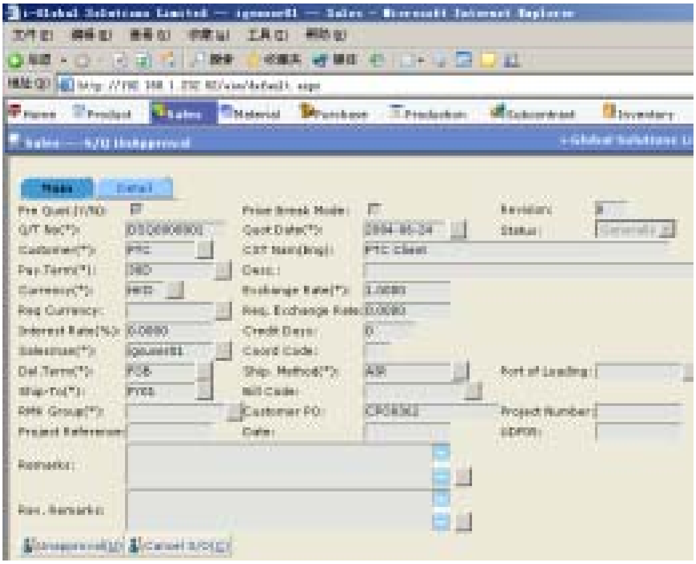
1) In **Sales Forecast**, click **S/F Approval**.

2) Click the **Pick** button on the left of the **S/F No.** that you want to approve.

3) Click 

button to approve the *Sales Forecast.*

5.3 Sales Forecast Unapproval



Unapprove a Sales Forecast

Steps:

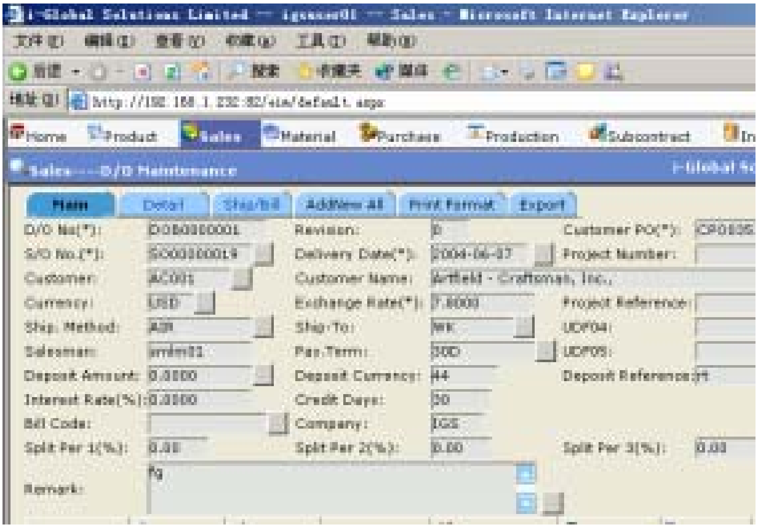
1) In **Sales Forecast**, click **S/F Approval**.

2) Click the **Pick** button on the left of the **S/F No.** that you want to Unapprove.

3) Click Unapprove button to Unapprove the *Sales Forecast*.

6 Delivery Order6

6.1 Delivery Order Maintenance



a) Master File

Generate Delivery Order from Sales Order

Steps:

1) In **Delivery Order**, click **D/O Maintenance**

2) Click AddNew button.

3) Click button to choose the **D/O Prefix** that you want to choose. (To set the master of D/O Prefix, go to *Number Prefix →D/O Prefix*)

4) Click button to choose the **S/O No** that you want to choose. (To set the master of S/O Prefix, go to *Number Prefix →S/O Prefix*)

5) Select the **Delivery Date**

6) If any, input **Deposit Amount, Deposit Currency**, and **Deposit Reference.**

7) Type **Remark** if required → press Confirm button to confirm the input..

Update a Delivery Order in Master File

Steps:

1) To Update an existing *D/O No.*, click the **Pick** button on the left of the **D/O No.** you want to update. (or use the search function to search an *D/O No.*)
2) Click Update button and then amend the data.
3) Click Confirm button to confirm the input.

Delete a Delivery Order

Steps:

1) To delete an existing *D/O No.*, click the **Pick** button on the left of the **D/O No.** you want to delete → click Delete button. (or use the search function to search a *D/O No.*)
2) Click **OK** button to confirm the process.

Approve a Delivery Order

Steps:

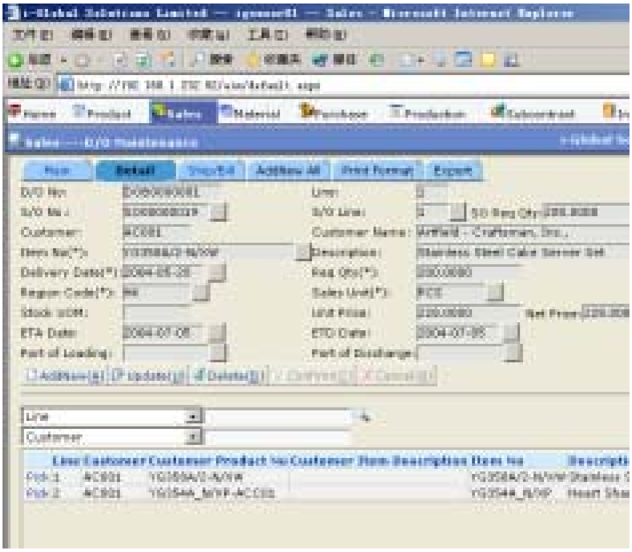
1) To approve a *Delivery Order*, click the **Pick** button on the left of the **D/O No.** you want to approve → click Approval button to approve the *Delivery Order*.

Preview/Print a Delivery Order

Steps:

1) To Preview/Print a *Delivery Order*, click the **Pick** button on the left of the **D/O No.** you want to Preview/Print → click Preview button to print the *Delivery Order*.

b) Detail File



Create detail information in Delivery Order

Steps:

1) In **Delivery Order**, click **D/O Maintenance**.
2) Choose the *Delivery Order* that you want to add detail→Click **Detail File**.
3) Click AddNew button.
4) Click the **Pop Up** button ... from the **S/O No.** field → double click the **S/O No.** you want to choose
5) Click the **Pop Up** button ... from the **S/O Line** field → double click the **Line.** you want to choose
6) Type **Delivery Date** and **Req Qty**
7) Optionally, type **ETA Date, ETD Date, Port of Loading**, and **Port of Discharge.**
8) Click Confirm button.

c) Add all information of SO for specific customers

You can directly add all information of a customer’s related SO which is delivered at the same date to each other.

Steps:

1) In **Delivery Order**, click **D/O Maintenance**.
2) Click **Detail File**.
3) Click the **AddNew All** button
4) Select **Customer Code** of the Customer that you want o add all related SO→ Press **Read** button.
5) On the Browser, update the **Req Qty** and **Delivery Date** of each item.
6) Click “**Update All**” button and then amend the data.

Search a Line Item

Refer to Chapter 1.5 – Search Engine.

Update detail information in Delivery Order

Steps:

1) In **Delivery Order**, click **D/O Maintenance**.
2) Click **Detail File**.
3) Click the **Pick** button on the left of the **Customer Code** you want to update. (or use the search function to search a *Customer Code*)
4) Click Update button and then amend the data.
5) Click Confirm button to confirm the input.

Update All detail information in Delivery Order

Steps:

1) In **Delivery Order**, click **D/O Maintenance**.
2) Click **Detail Tab**.
3) On the Browser, update the **Req Qty** and **Delivery Date** of each item.
4) Click “**Update All**” button and then amend the data.
5) Click Confirm button to confirm the input.

Delete detail information in Delivery Order

Steps:

1) In **Delivery Order**, click **D/O Maintenance**.
2) Click **Detail File**
3) Click the **Pick** button on the left of the **Customer Code** you want to delete → click Delete button. (or use the search function to search a *Customer Code*)
4) Click **OK** button to confirm the process.

d) Detail Charge

Down to each Item included in the Delivery Order, there are detail charges for a specific Item.

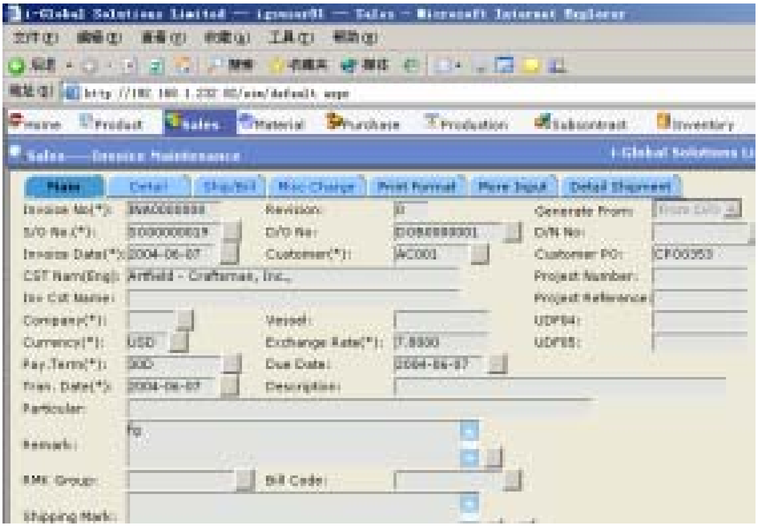
Update Detail Charges in Sales Quotation

Steps:

1) In **S/Q Maintenance**, choose the SQ from the Main Tab
2) Go to **Detail** Tab→ choose the Item that you want to add a detail charge.
3) Click **Detail Charge** Button.
4) Select the **Charge Code**, **Currency**, **Exchange Rate** and enter the **Amount**.
5) Click Update button and then amend the data.

7 Invoice7

7.1 Invoice Maintenance



a) Master File

Create an Invoice in Master File

Steps:

1) In **Invoice**, click **Invoice Maintenance**.

2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Invoice Prefix.** field → double click the **Prefix** you want to choose. (Note: To set master of Invoice Prefix, go to *Number Prefix*→ *Invoice Prefix*)

4) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose.

5) Type **Invoice Date** → press **Tab**.

6) In case that Invoice Customer Name is different from Customer Name, type the **Invoice Customer Name**.

7) Click the **Pop Up** button from the **S/O No.** field → double click the **S/O No.** you want to choose

8) Click the **Pop Up** button from the **Company Code.** field → double click the **Company Code.** you want to choose

9) Click the **Pop Up** button from the **Currency.** field → double click the **Currency** you want to choose

10) Type **Vessel** and **Exchange Rate** → press **Tab**.

11) Click the **Pop Up** button from the **D/O No.** field → double click the **D/O No.** you want to choose

12) Click the **Pop Up** button from the **Payment Term** field → double click the **Payment Term** you want to choose

13) Type **Transaction Date** and **D/N No.** → press **Tab**.

14) Choose from the Pull Down Menu for the source that the Invoice **Generated From**.

15) Type **Remark** and/or **Shipping Mark** if required → press 

button.

Update an Invoice in Master File

Steps:

1) To Update an existing *Invoice No.***,** click the **Pick** button on the left of the **Invoice No.** you want to update. (or use the search function to search an *Invoice No.*)

2) Click Update button and then amend the data.

3) Click Confirm button to confirm the input.

Delete an Invoice in Master File

Steps:

1) To delete an existing *Invoice No.***,** click the **Pick** button on the left of the **Invoice No.** you want to delete → click Delete button. (or use the search function to search a *Invoice No.*)

2) Click **OK** button to confirm the process.

Preview/Print an Invoice

Steps:

1) To print an *Invoice***,** click the **Pick** button on the left of the **Invoice No.** you want to print → click Preview button to print the *Invoice*.

2) Select the following reports that you want to print from the Pull Down Menu.

   a. Invoice Format

   b. Invoice Export Licence

   c. Invoice Certificate Of Origin

   d. Packing List

b) Detail File

Add detail information in Invoice

Steps:

1) In **Invoice**, click **Invoice Maintenance**.
2) Click **Detail File**.
3) Click AddNew button.
4) Click the **Pop Up** button ... from the **D/O No.** field → double click the **D/O No.** you want to choose
5) Click the **Pop Up** button ... from the **Line** field → double click the **Line.** you want to choose
6) Type **Req Qty** → press **Tab**.
7) Type **Remark** if required → click Confirm button.

Update detail information in Invoice

Steps:

1) In **Invoice**, click **Invoice Maintenance**.
2) Click **Detail File**.
3) Click the **Pick** button on the left of the **S/O No.** you want to update. (or use the search function to search a *S/O No.*)
4) Click Update button and then amend the data.

5) Click Confirm button to confirm the input.

Delete detail information in Invoice

Steps:

1) In **Invoice**, click **Invoice Maintenance→Detail File**

2) Click the **Pick** button on the left of the **S/O No.** you want to delete → click Delete button. (or use the search function to search a *S/O No.*)Click **OK** button to confirm the process.

c) Charges File

Add charges information in Invoice

Steps:

1) In **Invoice**, click **Invoice Maintenance**.
2) Choose the *Invoice No.* that you want to add charges→Click **Charges File**.
3) Click AddNew button.
4) Type **Item Description** and **Amount**.
5) Click Confirm button.

Update charges information in Invoice

Steps:

1) In **Invoice**, click **Invoice Maintenance**.
2) Choose the *Invoice No.* that you want to add charges→Click **Charges File**.
3) Click the **Pick** button on the left of the **Item Description** you want to update. (or use the search function to search an *Item Description*)
4) Click Update button and then amend the data.
5) Click Confirm button to confirm the input.

Delete charges information in Invoice

Steps:

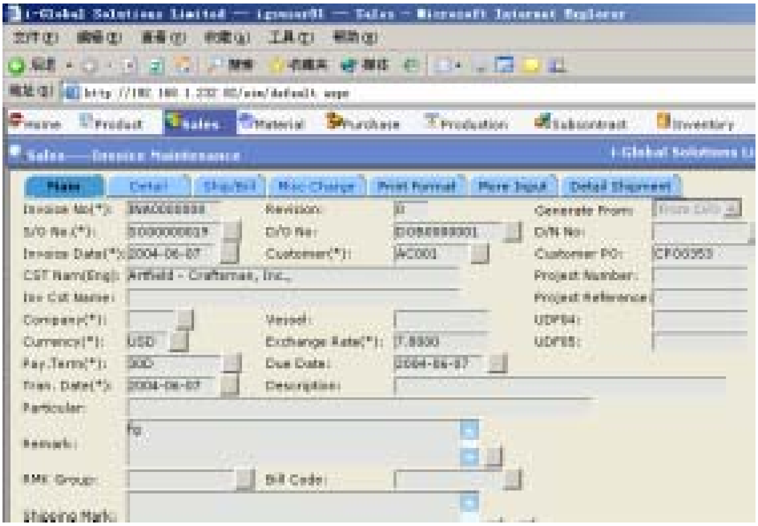
1) In **Invoice**, click **Invoice Maintenance**.

2) Choose the *Invoice No.* that you want to add charges→Click **Charges File**.

3) Click the **Pick** button on the left of the **Item Description.** you want to delete → click Delete button. (or use the search function to search an *Item Description*)

4) Click **OK** button to confirm the process.

7.2 Cancel Invoice Maintenance



Cancel an invoice No.

Step:

1) In **Master File**, Choose the *Invoice No.* that you want to Cancel

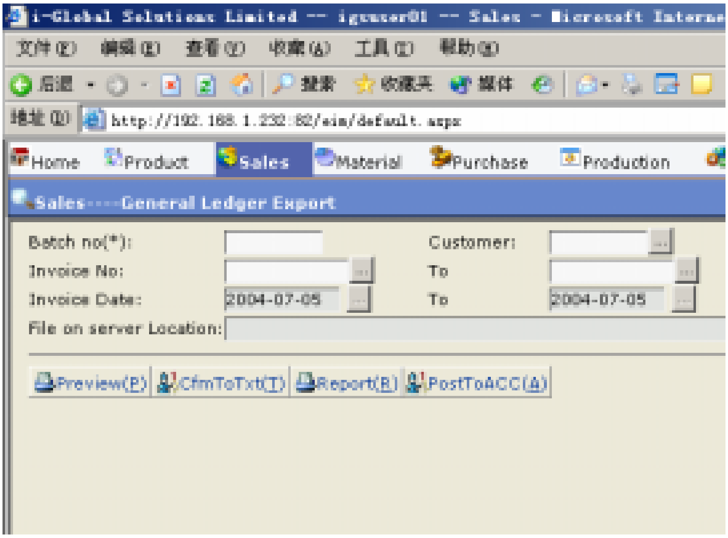
2) Or click the **Pick** button on the left of the **Invoice No.** you want to Cancel. (or use the search function to search an Invoice No.)

3) Click **Cancel** button and then amend the data.

4) Click Confirm button to confirm the input.

8 G/L Interface8

8.1 General Ledger Export



Preview Invoice to be posted

Steps:

1) In **G/L Interface**, click **General Ledger Export**.

2) Select **Customer Code**, **Invoice No**.(From/To), **Invoice Date**

3) Press Confirm button.

Posting to Accounting System

Steps:

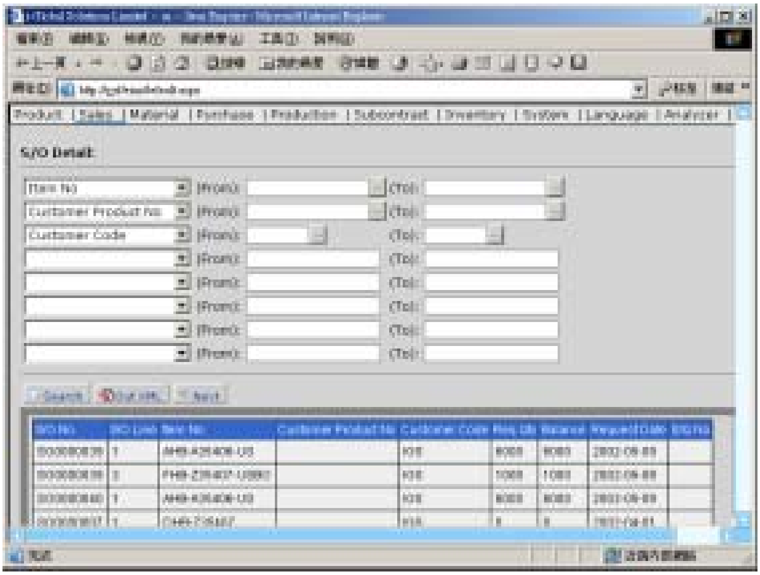
1) After previewing the records to be posted, Click **Post Account** button.

2) Data are exported to Accounting system.

9 Enquiry9

Enquiry can help to retrieve data on screen instantly according to various criteria.

9.1 Item Enquiry



Steps:

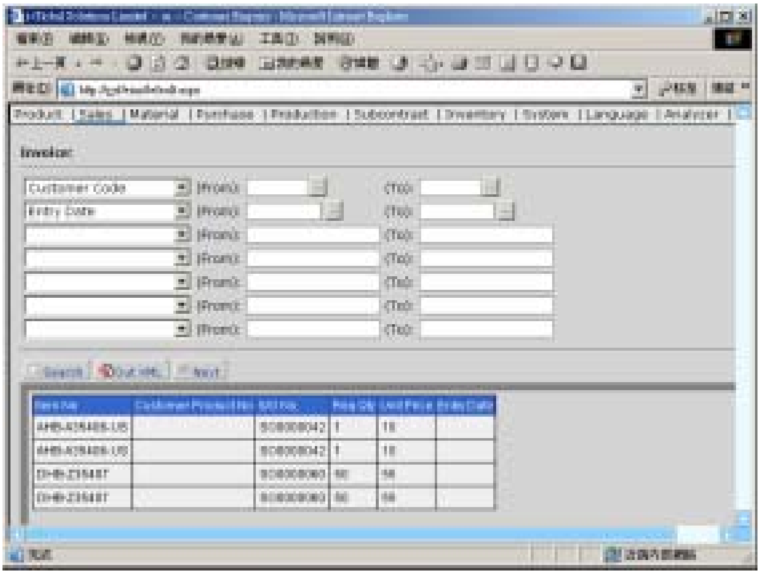
1) In **Enquiry File** , click **Item Enquiry.**

2) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose → press **Tab**.

3) Type **From/To Warehouse** and/or **From/To Tran Date** if required.

4) Select **Options** from the **Pull Down** menu → click Enquiry button.

9.2 Customer Enquiry



Steps:

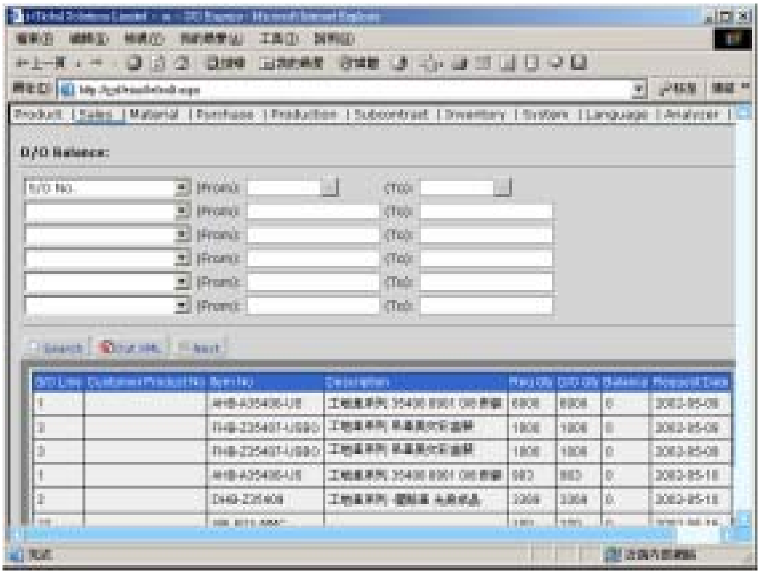
1) In **Enquiry File**, click **Customer Enquiry**.

2) Click the **Pop Up** button ... from the **Customer Code** field → double click the **Customer Code** you want to choose → press **Tab**.

3) Type **From/To Date Range** if required.

4) Select **Options** from the **Pull Down** menu → click Enquiry button.

9.3 Sales Order Enquiry



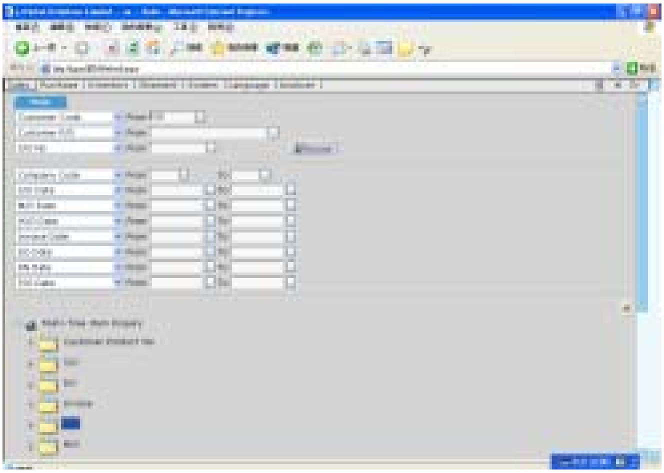
Steps:

1) In **Enquiry File**, click **S/O Enquiry.**

2) Click the **Pop Up** button ... from the **S/O No.** field →double click the **S/O No.** you want to choose→press **Tab**.

3) Select **Options** from the **Pull Down** menu→click Enquiry button.

9.4 Multi Tree Sales Order Enquiry



Steps:

1) In **Enquiry File**, click **Multi Tree S/O Enquiry.**

2) Click the **Pop Up** button ... and select the criteria→ Click **Reload** button.

3) Click to view the Transaction information.

10 Report10

All the reports in the Sales Management Module can be:

1. Enquired
2. Retrieved
3. Previewed
4. Text Searched
5. Printed/Faxed/E-mailed
6. Exported

The following are the list of some reports in the Sales Management Module:

a) Salesman List
b) Customer List
c) Region Code list
d) Sales Forecast Sales Order Comparison Report

a) Salesman List

Steps:

1) In **Report File**, click **Master File List**→ Click **Salesman List**.

2) Type **From/To Salesman** or click **Pop Up** button ... to choose the *Salesman*.

3) Click Preview button to preview and/or print the report.

b) Customer List

Steps:

1) In **Report File**, click **Master File List**→ Click **Customer List**.

2) Type **From/To Customer Code** or click **Pop Up** button ... to choose the *Customer Code*.

3) Click Preview button to preview and/or print the report.

c) Region Code List

Steps:

1) In **Report File**, click **Master File List**→ Click **Region Code List**.

2) Type **From/To Region Code** or click **Pop Up** button ... to choose the *Region Code*.

3) Click Preview button to preview and/or print the report.

d) Sales Forecast Sales Order Comparison Report

Steps:

1) In **Report File**, click **S/F S/O Comparison Report**.

2) Type **From/To Customer Range** or click **Pop Up** button to choose the *Customer Code*.

3) Type **From/To S/F Range** or click **Pop Up** button to choose the *Prefix*.

4) Type **Year**, **Label ID** and/or **Approval** if required.

5) Select **Options** from the **Pull Down** menu.

6) Click 

button to preview and/or print the report.

11 Number Prefix111

The following are the list of number prefix in the Sales Management Module:

a) S/Q Prefix

b) S/O Prefix

c) D/O Prefix

d) Invoice Prefix

e) S/F Prefix

f) S/O Prefix List

g) S/Q Prefix List

h) S/F Prefix List

a) S/Q Prefix

Create a new S/Q Prefix

Steps:

1) In **Number Prefix**, click **S/Q Prefix**.
2) Click AddNew button.
3) Type **Prefix, Prefix Description** and **Initial No.**
4) If it is default to use prefix, select the Box **Default Prefix**.
5) Click Confirm button to confirm the input.

Search a S/Q Prefix

Refer to Chapter 1.5 – Search Engine.

Update a S/Q Prefix

Steps:

1) To Update an existing **Prefix,** click the **Pick** button on the left of the **Prefix** you want to update. (or use the search function to search a *Prefix*)
2) Click Update button and then amend the data.
3) Click Confirm button to confirm the input.

Delete a S/Q Prefix

Steps:

1) To delete an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to delete. . (or use the search function to search a *Prefix*)
2) Click **OK** button to confirm the process.

b) S/O Prefix

Create a new S/O Prefix

Steps:

1) In **Number Prefix**, click **S/O Prefix**.
2) Click AddNew button.
3) Type **Prefix, Prefix Description** and **Initial No.**
4) Click Confirm button to confirm the input.

c) D/O Prefix

Create a new D/O Prefix

Steps:

1) In **Number Prefix**, click **D/O Prefix**.
2) Click AddNew button.
3) Type **Prefix, Prefix Description** and **Initial No.**
4) Click Confirm button to confirm the input.

d) Invoice Prefix

Create a new Invoice Prefix

Steps:

1) In **Number Prefix**, click **Invoice Prefix**.
2) Click AddNew button.
3) Type **Prefix, Prefix Description** and **Initial No.**

4) Click Confirm button to confirm the input.

e) S/F Prefix

Create a new S/F Prefix

Steps:

1) In **Number Prefix**, click **S/F Prefix**.

2) Click AddNew button.

3) Type **Prefix, Prefix Description** and **Initial No.**

4) Click Confirm button to confirm the input.

f) Prefix List

Preview a Prefix List

Steps:

1) In **Number Prefix**, click the prefix list that you want to print, **S/O Prefix**. **List**., **S/Q Prefix List, or S/F Prefix List**.

2) Type **From/To Prefix**

3) Click Preview button to preview and/or print the report.

12 General Ledger Interface122

Steps:

1) In **G/L Interface**, click **G/L Interface**

2) Select **Customer Code, Invoice No. From/To**.

3) Type **From/To Export Date.**

4) Choose the file type and path you want to export.

5) Click 

button to confirm the input.