Sales

Manual

Contents

Introduction 4
Sales 5
Getting Started 5
Sales Invoices 6
Creating a Sales invoice 6
Functions in the [F5 Menu] 8
Reverse an invoice (Credit invoice) 11
Copy an invoice 11
Send an invoice over to > email or quote 11
Create a sales invoice from > order or a quote 12
Possible warnings when creating a new invoice 13
Sales orders 15
Creating a sales order 15
Functions in the [F5 Menu] 17
Various reports 17
Deliver a part of a sales order 18
Quotes 19
Creating a Quote 19
Functions in the [F5 Menu] 20
Various reports 21
Sales journal 22
Inquiries 24
Inquiries – Transactions 25
Reports 26
Help keys 26
Salespersons 28
Create a salesperson 28
Sales analysis 33
Analysis tree 33
Retail unit 35
Processes 36
Print sales invoices 36
Send Invoices by email 36

Delete unprinted invoices 36
Printing of packing slips for sales invoices 36
Export sales invoices to CSV file 36
Importing Invoices 36
Setup 37
Setting up posting groups 37
Customer posting groups 37
Sales posting groups 37
General settings 38
Sales invoices 38
Printing sales invoices 39
Sales invoices GL posting 40
Printing quotes 41
Sales orders 42

Introduction

This manual is one of several instructions manuals on the dk Business Solutions system.

The user interface of dk Business Solutions is entirely graphical. This has the advantage that multiple and unrelated windows can be opened simultaneously and the data can be viewed from different angles. The same window can even be opened repeatedly, using different selections to view the same information.

The dk main menu is located in the middle of the screen and is split in two. The left hand side contains the basic modules, such as General ledger, Accounts receivable, Accounts payable, Sales, Inventory, Purchase orders, Projects and General. On the right hand side you see the sub processes of each module and that half is structured as a tree, in the same manner as "Windows Explorer", for example, where you simply click the ´**+**´ to expand the branches.

This manual covers the use of the Sales module. It is intended to give insight into how the module is constructed and managed on a daily basis. Specialised accounting knowledge is not required in order to use the manual.

Sales

The Sales module is a powerful system where you can manage all your sales activities. It fulfils all major demands that are made to such a system today regarding registration of basic information, accessibility of information and the printing of various documents such as sales invoices, sales orders, quotes, delivery notes and picking lists.

The base of the sales system has sales invoices, sales orders, sales quotes, salespersons and connections to other systems. Powerful inquiry processes make all inquiries and search operations easy and simple making sure you get a complete overview of your data.

Getting Started

Before the Sales module can be taken into use the following preparatory work is needed:

- Creating VAT groups in General Ledger.
- Register all necessary information into the Inventory system such as products, product groups, Sales posting groups, prices and discount terms.
- Register all necessary information into the Account receivable system such as customers and customer groups.

With regards to the Sales module itself, the following information needs to be registered:

- **Create salesperson:** This is done by choosing *Salespersons* > *Salesperson* from the Sales system main menu.
- **Configure General Settings:** Choose *Setup* > *General settings* and configure the necessary settings.
- **Setup Forms:** Setup necessary forms such as; Sales invoices, sales orders, quotes, delivery notes and picking lists.

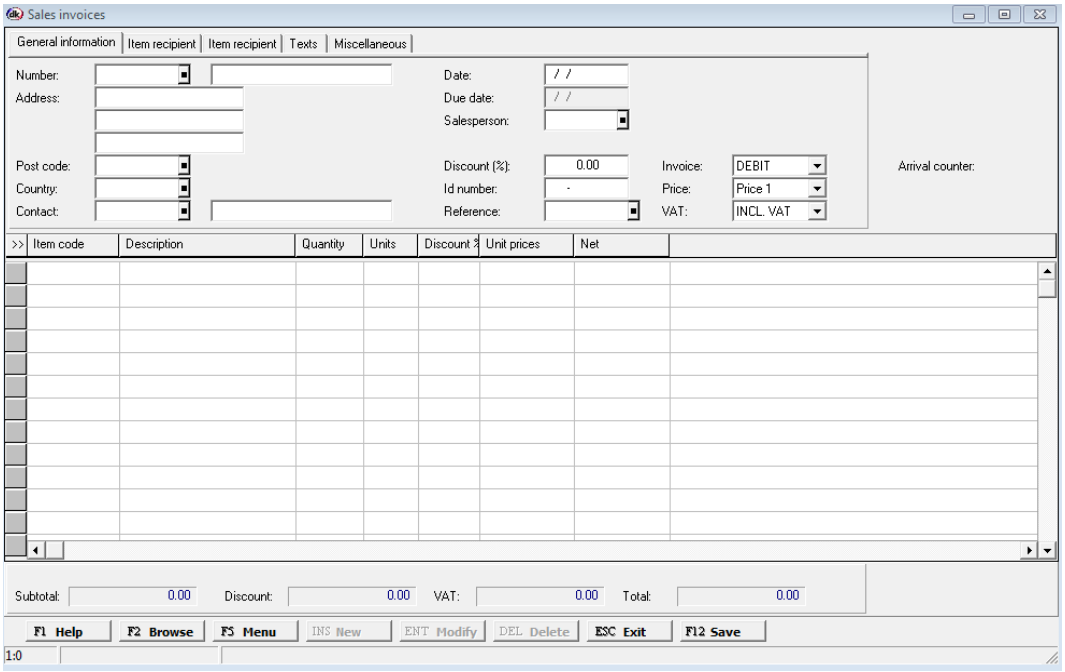
The setup for the Sales system is discussed in more detail at the end of the manual.

Sales Invoices

Sales invoices can be created at various points in the sales process. You can create a sales quote and subsequently turn it into an invoice to be printed out. Alternatively you can create a sales order, convert it into an invoice and print it out or finally create the invoice directly and print it out.

Creating a Sales invoice

Choose *Sales invoices* from the dk main menu and the following screen appears.



To begin with you register the customer's number and the system gathers and displays related information. It is also possible to browse through the Accounts receivable table using [F2 Browse] and select the customer from a list. A discount percentage can be added in the upper part of the grid and will affect every line that is registered on the invoice. The discount percentage can later be altered for each line. *Salesperson* is for entering salesperson ID if more than one salesperson is making the invoice. The *Type* of invoice is set for DEBIT on a regular invoice. When the information has been entered in the upper part of the invoice then click on [F12 Register] and register the products on the lower part of the invoice. Now let's take a closer look at the fields in the upper part of the image where information can be registered.

The upper part contains at least four tabs; General information, Item recipient, Text and Miscellaneous.

It is necessary to register the customer information, date and the salespersons ID. Other fields are optional. The fields that are under the *General information* tab are:

Field	Value
Number, Name, ID number, Address, Postcode	The customer information must be registered.

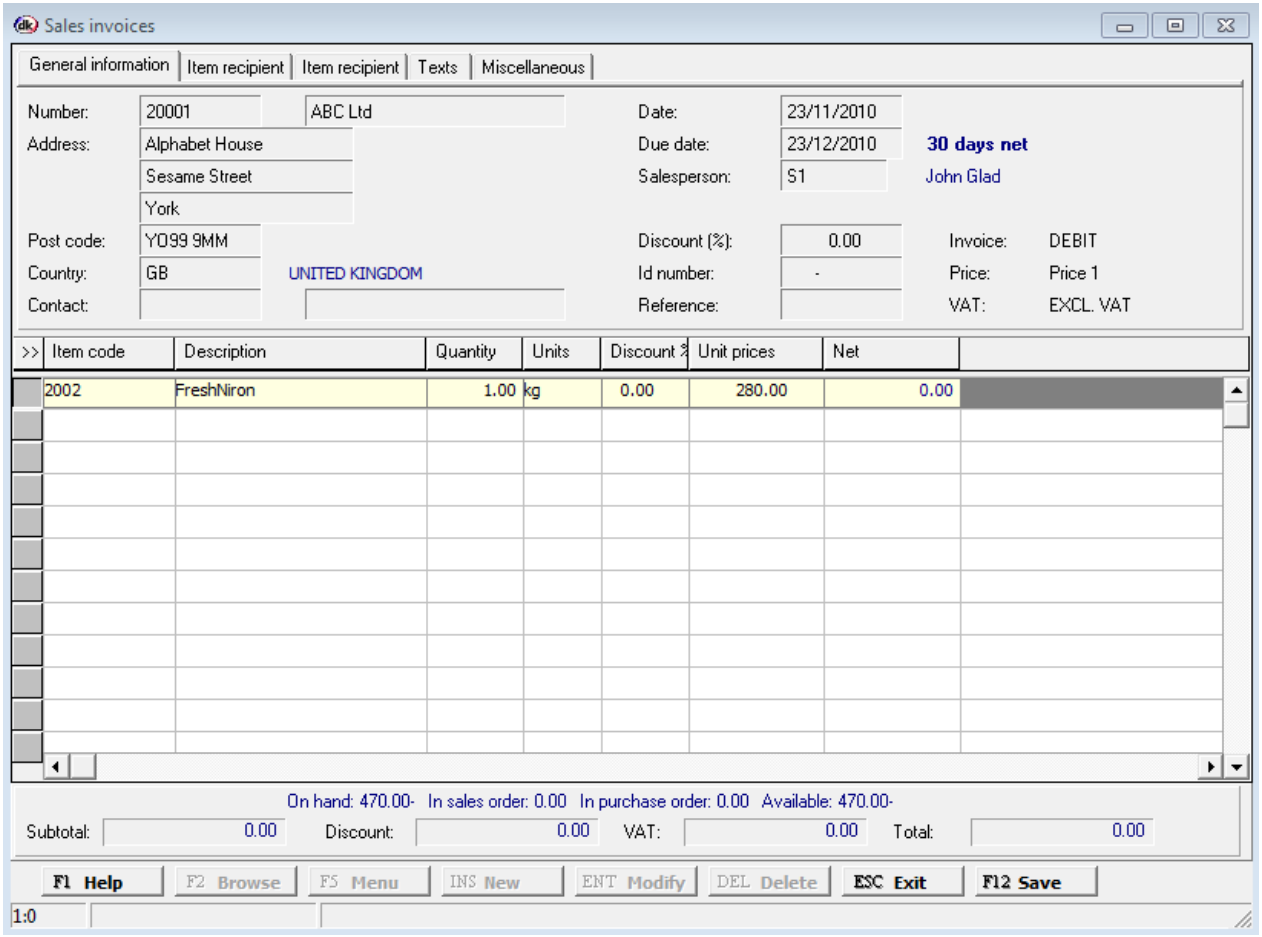
Date	Here the date of the invoice is registered. The system automatically suggests today's date.
Due date	The system gathers the customer's Due date. Due date cannot be changed.
Salesperson	The salespersons number (code) is entered here. The system automatically displays the salesperson that is connected to the customer in dk.
Discount percentage	This is where you enter the discount percentage and it repeats itself for every line on the invoice. The discount percentage can later be altered for each line. The system then collects the discount percentage linked to the customer.
Type of invoice	This is where you define the type of invoice. DEBIT is default. It is possible to choose from CREDIT, RETURNED or DELETED.
Price	This is where you can choose between price categories, i.e. Price 1, Price 2 or Price 3 if these prices are in use in the product table.
VAT	This is where you define whether or not the invoice should carry VAT.

The *Item recipient* tab contains information regarding the Item recipient if he is not the payer of the invoice. It is possible to browse through the Item recipients table of the customer.

There are two fields on the *Text* tab. *Note text* 1 and *Note text* 2. These are two text fields where you can enter considerable amount of text which is then printed on the invoice. Generally *Note text* 1 is printed on the upper part of the invoice and *Note text* 2 on the lower part.

The *Miscellaneous* tab contains at least one field, *Reference number*. If you are using projects accounting then this field becomes *Project number*.

When you have finished entering all the required information in the upper part, the products must be registered on the invoice. They are registered on the lower part of the invoice, i.e. in the lines. As shown on the image both product number and quantity must be registered.



When all the products have been entered on the invoice it can be printed out by clicking on the shortcut key F7 on the keyboard or by choosing from the [F5 Menu] *Print Invoice*.

Delete a line on the invoice

If you wish to delete a line that has been registered then choose the line and click on the [Del DELETE] button on the screen or the Delete button on the keyboard. NOTE. You must get off the line that is being worked on by clicking on [Esc Quit] and then choose the line that is to be deleted i.e. highlighted (grey).

Insert a line between lines

Get out of the line that is being worked on by clicking on [Esc Quit] and then choose the line that will be under the new line. Click on the [INS New] button or the Insert button on the keyboard and then an empty line is created above the line you are on. Now a product number and quantity can be entered.

Functions in the [F5 Menu]

By clicking on the *[F5 Menu]* function button various processes are available. Most of these processes are self-explanatory. They are introduced in more detail in the following table.

Click on		To ...
Print invoice	F7	Print the invoice. F7 is a short cut key for the operation.
Print vouchers	>	Print vouchers. Here it is possible to choose between installed vouchers. The vouchers that have been set up are shown here. Vouchers are configured by choosing from the Sales Menu *Setup* > *General settings*. Then choose the tab *Sales invoices printing*, and there you will find the button *Other options*, and then *Other vouchers* can be chosen.
Print preview		Print preview on the printer.
Print bar code		Prints out a list of products and bar codes.
Send invoice over to	>	Choose between a few options. Invoices can be sent over to Quotes and e-mail.
New invoice	F11	Make a new invoice. The invoice that was being worked on is saved. F11 is a short cut key for the operation.
Get unprinted invoices	F9	Get a list of saved invoices. These are invoices that have not been printed. An invoice can be selected and work continued. F9 is a short cut key for the operation.
Create a sales invoice from >		Choose between a few options. An invoice can be created from Sales order, Quotes or Recurring orders.
Stop an invoice		Stop working on an invoice and start working on another or stop completely in Sales invoices.
Reverse a printed invoice		Get a list of older invoices that have been printed out to reverse entry.
Copy an invoice		Copy an older invoice into a new invoice.
Change discount percentage		Change discount percentage for those lines that have been registered to the invoice. Discount can be given on all lines or a set discount can be raised or lowered.
Read from a bar code scanner F10		Read in products from a bar code scanner. F10 is a short cut key for the operation.
Signature	Ctrl+U	View/Change signature. If the formula system is in use then, if the line that is being worked on belongs to a formula, the formula can be viewed and changed.

	Ctrl+U is a short cut key for the operation.
Serial number Ctrl+N	Register a serial number connected to a product. If serial numbers are maintained and the product that is being registered is connected to a serial number then it can be registered here or you can choose a serial number that already has been assigned to the product. Ctrl+N is a short cut key for the operation.
Fixed text	Register fixed text which is later printed on every invoice.
Text with a line Ctrl+I	Register additional text with a product line on the invoice. Ctrl+I is a short cut key for the operation.
Sums F8	View various sums for the invoice. Information on costs, discounts and margins can be viewed. F8 is a short cut key for the operation. The information that are displayed here are useful when giving quotes and information on total mark-up and total margins that are needed.
Customers notebook	To get Customers notebook.
Products number notebook	To get a Products number notebook that is being worked on.
Customer information tree	Get an overview of all items connected to a specific customer. The information are displayed on a tree like form. This is a very powerful and user friendly operation.
Product number information tree	Get an overview of all items connected to a specific product. This is a very powerful and user friendly operation.
Show sale information Ctrl+S	Opens an information window that displays sales information connected to the product that is being worked on and account receivables. Ctrl+S is a short cut key for the operation.
Show product variation	Show quantity of each product variation (product variation could e.g. be XS, S, M, L, XL). If a product variation is connected to the product then it can be viewed here.
Speed registering of quantity Alt+F2	Open up a window where products are shown and quantity can be registered, a kind of a speed registration. Alt+F2 is a short cut key combination for

	this operation.
Get lines from the last invoice. Ctrl+F2	Get lines from the last invoice that was made for a specific customer and we are now making a new invoice for. Ctrl+F2 is a short cut key combination for this operation.
Working in lines F6	Browse between the upper and lower part of the invoice. F6 is a short cut key for the operation.
Setup >	Change the setup of a line, hide columns, show columns and save changes.

Now let's take a closer look at applications that can be selected from F5 menu.

Reverse an invoice (Credit invoice)

There are two ways to reverse an invoice in the system. By choosing from the [F5 Menu] *Reverse a printed invoice* and specify there which invoice we want to reverse or we can register a new invoice and in the *Type* we select Credit and then register the lines on the invoice. Now let's look into the first option:

To reverse an older invoice with the process; *Reverse a printed invoice:*

Choose *Sales invoices* from the Sales main menu.

Choose *Reverse a printed invoice* from the [F5 Menu].

Find the invoice we want to reverse and double click on it or click on the Enter button.

The system now creates an invoice that is identical except it's contra to initial one i.e. negative.

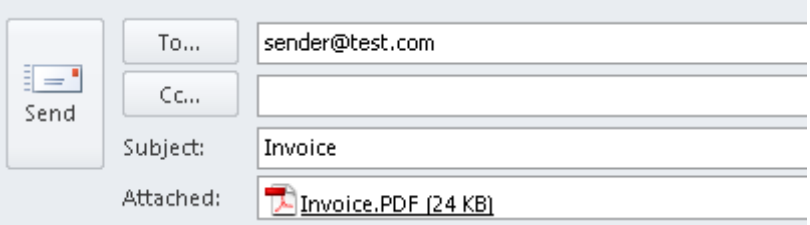
Enter additional information e.g. explanatory text and then print it out.

Copy an invoice

It is possible to copy an older sales invoice into a new sales invoice in a simple way. This is done by clicking on the [F5 Menu] and choose *Copy invoice*. A table for all printed invoices opens up and we find the invoice we want to copy and double click on it, or press the Enter button, and the system makes a new invoice that is just the same. We can then change the invoice at will and print it out.

Send an invoice over to > email or quote

We can choose to send an invoice over to e-mail or Quotation. If the choice is to send an invoice over to e-mail the system creates a preview of the invoice in HTLM format and as an attachment like shown on the picture.



Create a sales invoice from > order or a quote

A sales invoice can be created from *Sales order*, *Quotes* or *Recurring orders*.

Register additional text (text lines)

To add more text to the line that is being worked on we choose *Text with line* from the [F5 Menu] and a window for entering additional text opens. Note: we cannot be in the line. It has to be highlighted (grey).

Save an invoice

To save an invoice we simply hit the [ESC Quit] button and the system asks if we want to save the invoice or not.

We can always view unprinted invoices by selecting *Get unprinted invoices* from the [F5 Menu]. By using the F9 shortcut key you can get a list of all unprinted invoices.

We can also choose from the Sales main menu *Inquiries* > *unprinted invoices* and a table of saved invoices appears. You can choose a specific invoice and keep on working with it, modify at will and finally print it.

Invoice by cash payment

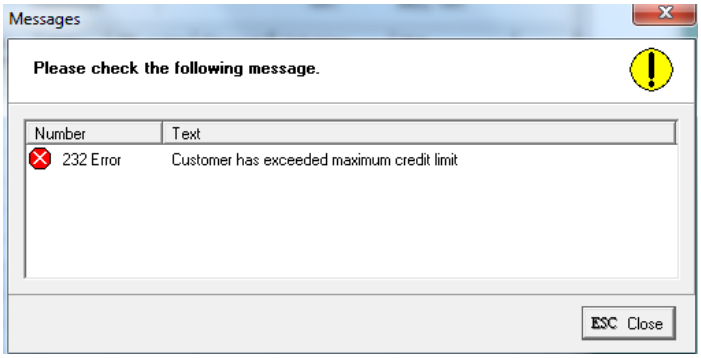
A customer by the name of Cash Payment has to be created. He can have the number 1000 and in the *Payment terms* and *Payment mode* choose CASH.

If a retail module is in use and an invoice is being created on a computer that is connected to a cash register, a window will open where it is possible to specify if the payment is made with cash, a check, Visa, Euro, Electron or Maestro. When the invoice is printed it will be posted on the account receivable *Cash Payment* along with the payment.

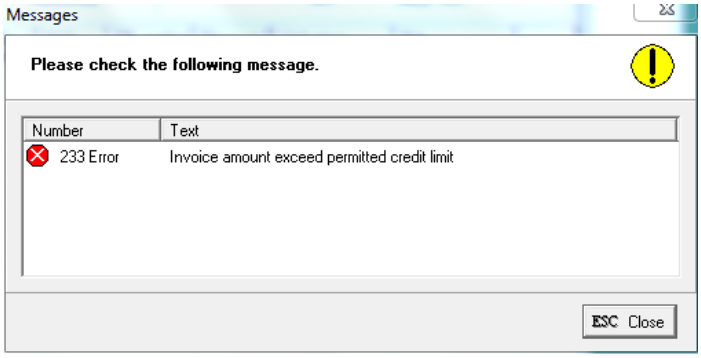
Possible warnings when creating a new invoice

When a new invoice is being created and a customer is selected the system checks certain criteria regarding the customer. The same takes place when selling certain products. The system checks on the following:

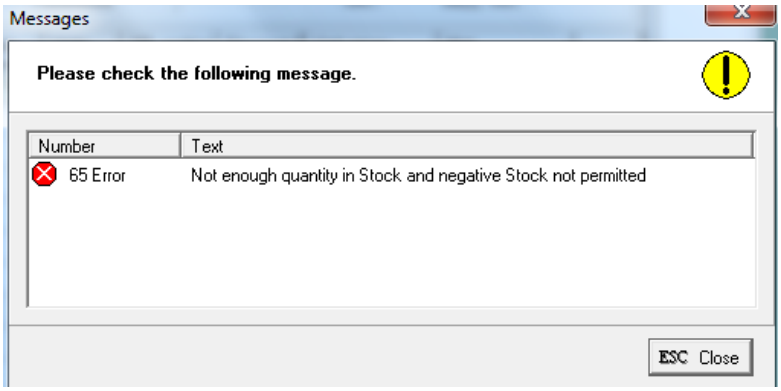
If the customer has exceeded the maximum allowed debt. On the customer information tab the maximum allowed debt can be registered. When creating an invoice for the customer the following message is displayed



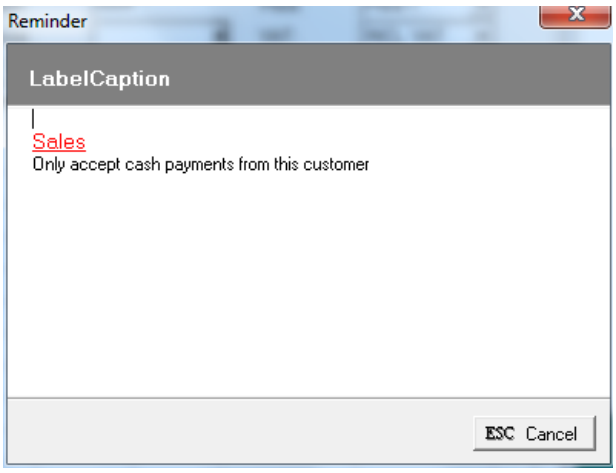
If the customer is past the maximum withdrawal limit. You can specify the maximum withdrawal limit for a customer on the customer information tab. When creating an invoice for the customer the following message will appear.



If the product quantity being sold is not available. When an invoice is being created and the required quantity of the product being sold is not available on stock then the following message appears



If comments that serve as a reminder during sales are in the customers notebook. A number of information for the salespersons can be found in the customer notebook. When an invoice is being created for the customer the following message appears.



If comments that serve as a reminder during sales are in the products notebook. A number of information for the salespersons can be found in the product notebook. When a specific product is being sold a specific message appears.

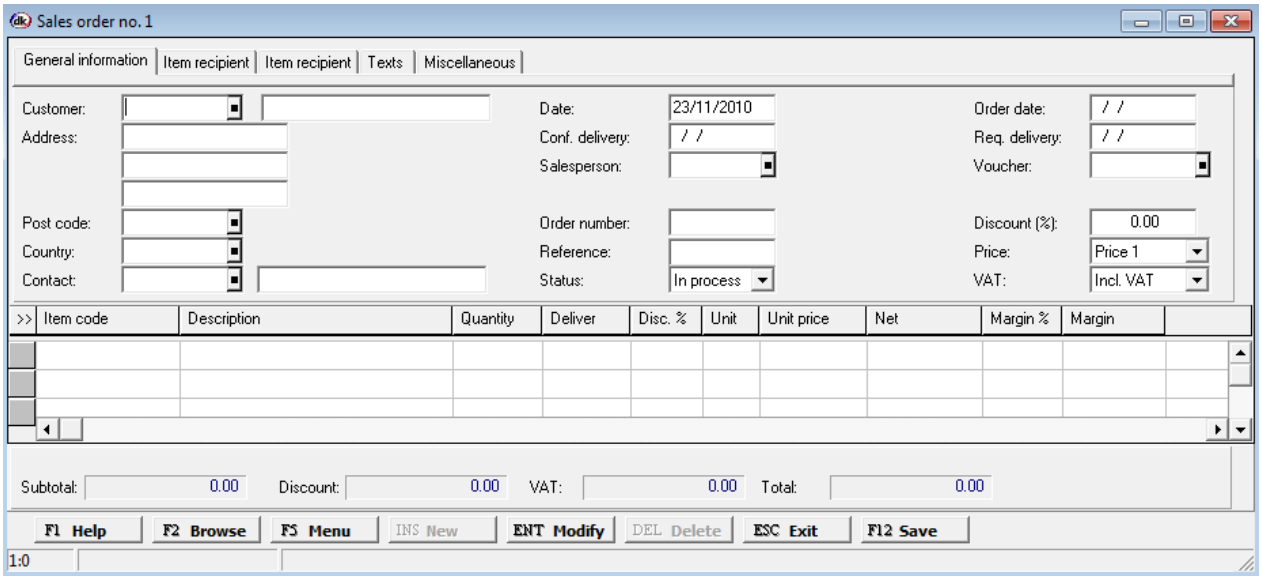
Sales orders

The sales orders are managed within the sales module under *Sales Orders*. Once opened you will see a list of all existing sales orders and you are able to create new sales orders by selecting INS New or the Insert button on your keyboard.

Working with sales orders is similar to working with sales invoices. Most of the supporting functions available when working with sales invoices are also available when working with sale orders.

Creating a sales order

To create a sales order click the Insert button on the keyboard and to modify a sales order press the Enter button on the keyboard. The following image will appear.



To begin with you register the customer's number and the system gathers and displays related information. It is also possible to browse through the Accounts receivable table using [F2 Browse] and select the customer from a list. A discount percentage can be added in the upper part of the grid and will affect every line that is registered on the invoice. The discount percentage can later be altered for each line. *Salesperson* is for entering salesperson ID if more than one salesperson is making the invoice. When the information has been entered in the upper part of the Sales order then click on [F12 Save] and register the products on the lower part of the Sales order. Now let's take a closer look at the fields in the upper part of the image where information can be registered.

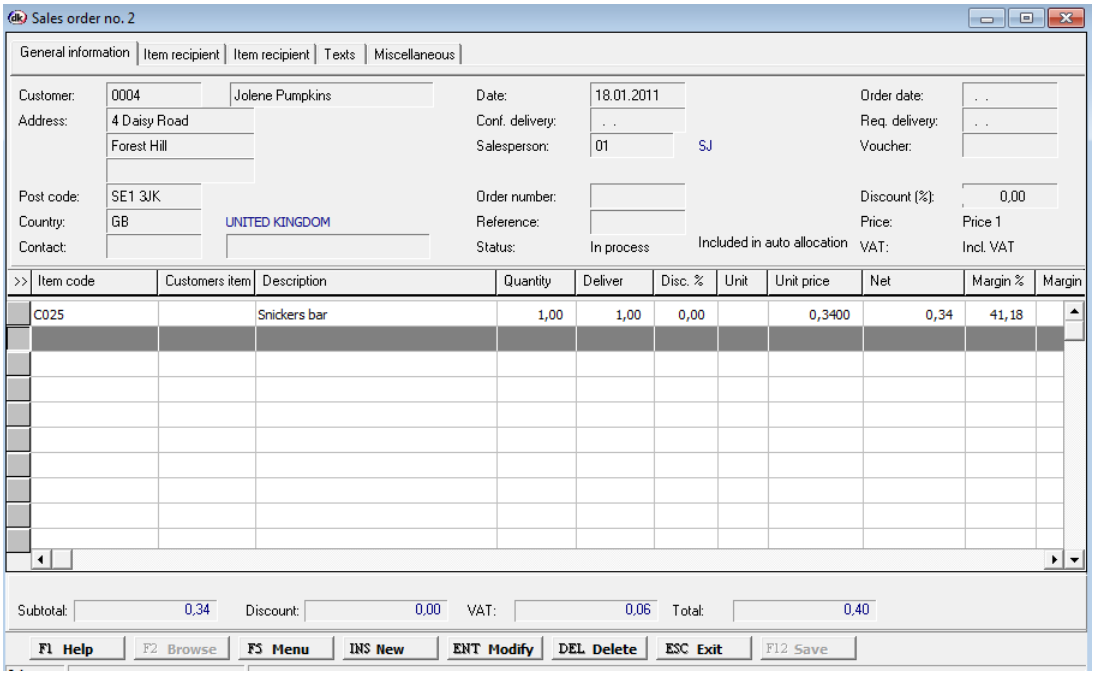
The upper part contains at least four tabs; General information, Item recipient, Texts and Miscellaneous.

It is necessary to enter the customer number, date and the salespersons ID. Other fields are optional. The fields that are under the *General information* tab are:

Field	Value
Date	This is where the date of the order is entered.

Delivery	This is where the sales order delivery date is registered. It is necessary to enter the date in order for some status reports to function correctly. If a date is not entered the system will use the sales order date as the date for delivery.
Salesperson	This is where you enter the salesperson. By using [F2 Browse] you can browse through the salesperson table.
Order status	This is where you enter the status of the sales order. The default value is *In Process*. When a sales order is printed out or sent by e-mail the status changes to *Sent*. If a sales order is transferred to an invoice the status changes to *Completed*. The user can change the status to *On hold* or *Cancelled*.

When the sales order heading has been completed press the [F12 Save] button and you can start registering products on the sales order.



The column *Deliver* shows how much of the order quantity we will deliver.

When all the products that are to be on the sales order have been registered it can be printed by clicking on the shortcut key F7 on the keyboard or by choosing from the [F5 Menu] *Print sales order*. Vouchers can also be printed by choosing *Print vouchers* from the [F5 Menu] > and choose the desired voucher e.g. gathering slip or delivery note.

When sales order is finished the [ESC Exit] button is pushed. The sales order is then created in the sales order table and is saved there until further decisions are made.

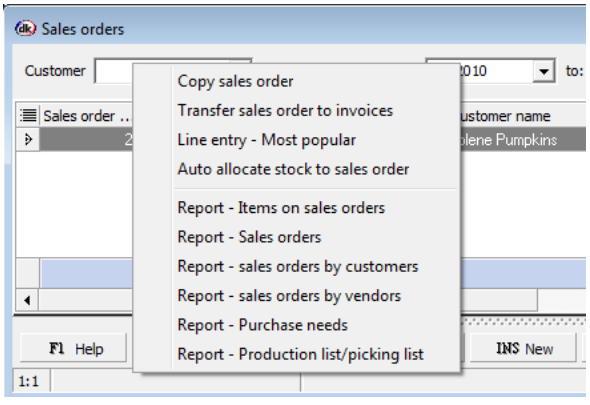
Functions in the [F5 Menu]

When you click on the *[F5 Menu]* button you will be exposed to a number of functions. Most of these processes are self-explanatory. Here below they will be discussed in more detail.

Click on	To ...
Product number information tree	Get an overview display for all items that are connected to a specific product. The information is shown in a tree like form. This is a very powerful and user friendly operation. Here the latest invoices for the product can be viewed, which customers bought this product and how much is in a purchase order and estimated arrival date.
Show sales information Ctrl+S	View sales information for this product. When it was last sold and when the customer we are working with last bought it.
Customers information tree	Get an overview of all items connected to a specific customer. The information is displayed on a tree like form. This is a very powerful and user friendly operation.
Send sales order over to >	Choose between several options. A sales order can be sent over to Invoice, Quote, Purchase order or e-mail.

Various reports

When the sales order table is open a few reports can be chosen from the [F5 Menu]



Report – Items on sales orders. Gives an overview of products that are on sales orders. It is possible to choose periods and various definitions and three types of lists that are differently thorough.

Report – Sales orders. Gives an overview of sales orders. It is possible to choose periods and various definitions and three types of lists that are differently thorough. It is possible to sort by sales ordering numbers, customers, salespersons, delivery date and status.

Report – Sales orders by customers. Gives an overview of sales orders split by customers.

Report – Sales orders by vendors. Gives an overview of sales orders split by vendors.

Report – Purchase needs. Gives an overview of products that that need to be ordered (make a purchasing order for). Puts the account payable in order. Provides information on quantity delivered, quantity on stock, quantity in purchasing order and quantity needed to order.

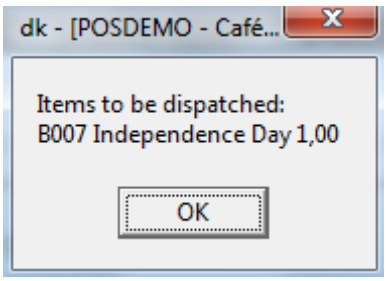
Report – Production list/picking list. Creates a production/picking list.

Deliver a part of a sales order

Let's see what happens if we are not able to deliver the entire sales order. We can enter the sales order and change the quantity in the *Deliver* column.

We can always see in the information line: On stock, in sales order, in purchase order and available.

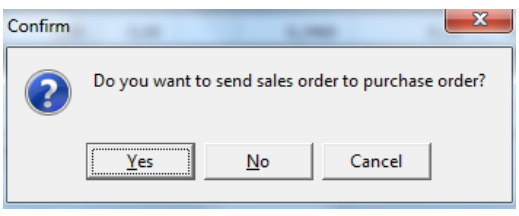
When we have changed the quantity that is to be delivered we choose from the [F5 Menu] *Send sales order over to* and choose *Sales invoice*. We then receive the following message



and the sales order has now these two products that wait for delivery.

Create a purchase order from a sales order

We can create a purchase order for the products that we cannot deliver because of low stock status. We choose from the [F5 Menu] *Send sales order over to* and choose *Purchase order*. We then receive the following message



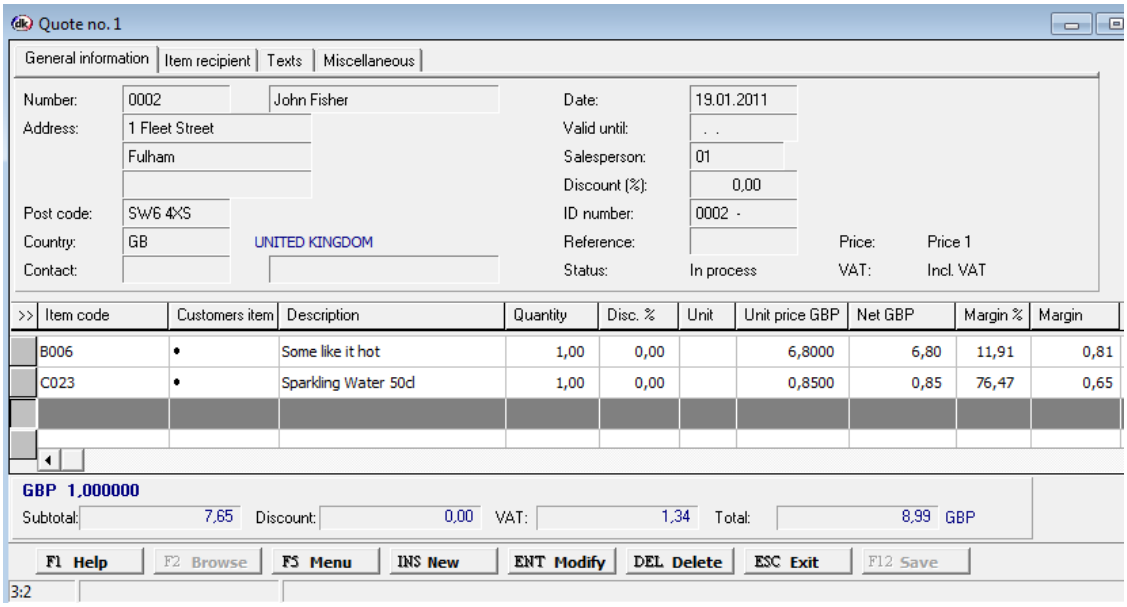
If the answer is Yes then the system creates a purchase order (one or more) for the products that we can deliver later.

Quotes

Working with quotes is similar to working with sales invoices and sales orders. Most of the supporting functions available when working with sales invoices and sales orders are also available when working with quotes.

Creating a Quote

To create a new quote click the Insert button on the keyboard and to modify a quote press the Enter button on the keyboard. Then the following screen appears.



First the customer number is registered and the system gathers and displays the relevant information. It is also possible to browse through the Account receivable table with [F2 Browse] and choose the customer from there. A discount percentage can be entered in the upper part of the picture and will affect every line that is registered on the invoice. The discount percentage can later be amended for each line. *Salesperson* is for entering salesperson ID if more the one salesperson is making the quote. When the information have been entered in the upper part of the quote then click on [F12 Register] and register the products on the lower part of the quote. Now let's take a closer look at the fields in the upper part of the picture where information can be registered.

The upper part contains at least four tabs; General information, Item recipient, Text and Miscellaneous.

It is necessary to register the customer number, date and the salespersons ID. Other fields are optional. The fields that are under the *General information* tab are:

Field	Value
Date	Here the date of the quote is registered.
Valid until	Here you register the period in which the quote is valid. It is necessary to enter the date in order for some status reports to function correctly. If a date is not entered the system will

	use the quotation date as the date for duration.
Salesperson	Here the salesperson can be registered. By using [F2 Browse] it is possible to browse through the salesperson table.
Quote status	Here the status of the quote needs to be registered. The default value is *In Process*. When the quote is printed out or sent by e-mail the status changes to *Sent*. If a quote is transferred to an invoice the status changes to *Finished*. The user can himself change the status to *Hold* or *Cancelled*.

When all the products that are to be on the quote have been registered it can be printed out by clicking on the shortcut key F7 on the keyboard or by choosing from the [F5 Menu] *Print quote*. Vouchers can also be printed out by choosing *Print vouchers* from the [F5 Menu] > and choose the desired voucher.

When the quotation is finished the [ESC Quit] button is pushed. The quote is then created in the quote table and is saved there until further decision is made.

Functions in the [F5 Menu]

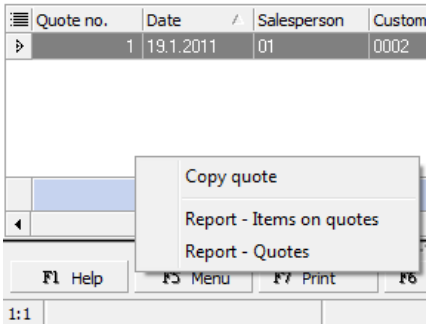
By clicking on the *[F5 Menu]* function button various processes are offered when working on a quote. Most of these processes are self-explanatory. Here below they will be discussed in more detail.

Click on	To ...
Product number information tree	Get an overview display for all items that are connected to a specific product. The information is shown in a tree like form. This is a very powerful and user friendly operation. Here the latest invoices for the product can be viewed, which customers bought this product and how much is in a purchase order and estimated arrival date.
Show sales information Ctrl+S	View sales information for this product. When was it last sold and when did the customer we are working with last buy it.
Customers information tree	Get an overview of all items connected to a specific customer. The information is displayed on a tree like form. This is a very powerful and user friendly operation.
Sums F8	View various sums for the invoice. Information on cost, discount and margin can be viewed. F8 is a short

	cut key for the operation. The information that are displayed here are useful when giving quotes and information on total mark-up and total margin are needed.
Send sales order over to >	Choose between several options. The quote can be sent over to Invoice, sales order, e-mail or project

Various reports

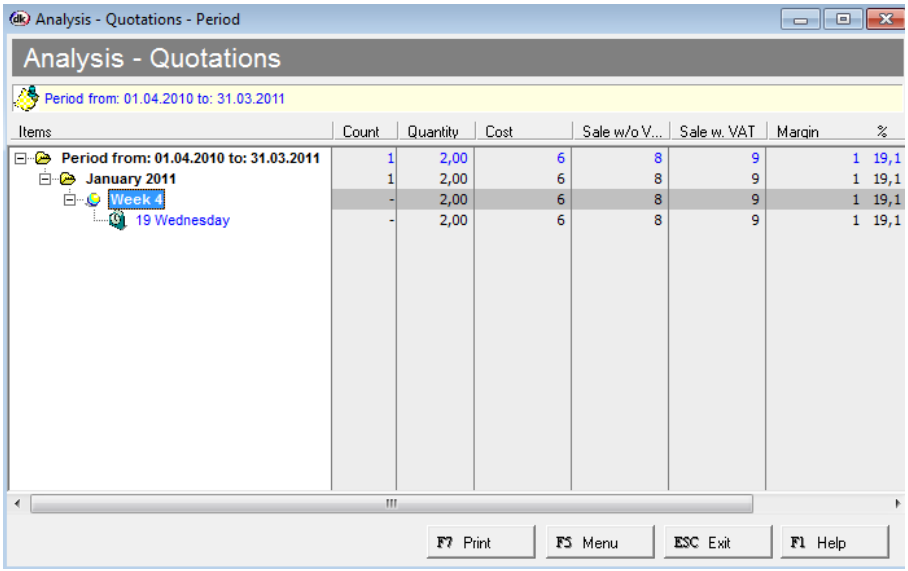
When the quote table is open a few reports can be chosen from the [F5 Menu]



Report – Items on quotes. Gives an overview for those products that are on quotes. It is possible to choose periods and various definitions and three types of lists that are differently thorough.

Report – Quotes. Gives an overview for quotes. It is possible to choose periods and various definitions and three types of lists that are differently thorough. It is possible to sort by sales ordering numbers, customers, salespersons, duration date and status.

Sales analysis – Quotes. Gives an overview of quotes in a Sales analysis form. By choosing from Sales main menu *Sales analysis – Analysis tree quotes* it is possible to view the quotes from different angles.



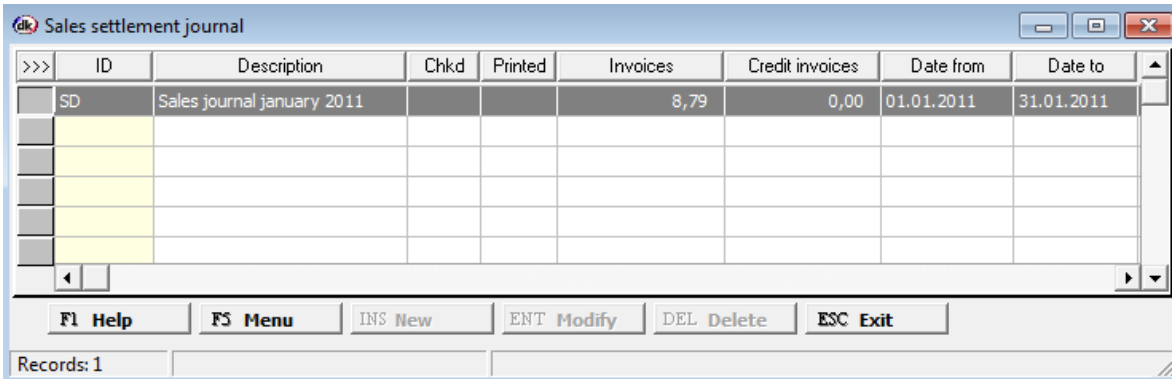
Quotes can be viewed from the viewpoint of months, customers, status of quotes (In process, Sent, Finished, on Hold or Cancelled), salespersons, product groups and product numbers.

Sales journal

In the setup for the Sales system (*Setup – General settings –Sales invoices GL posting*) you are able to choose three possible setting for posting invoices to the general ledger, (1) Manual posting, (2) Batch posting, and (3) Online posting. The sales journal collects invoices when the system is set to either manual posting or batch posting. The sales journal is not required when using online posting as the invoices are posted directly to the GL when printed.

If you choose manual posting you go to the sales journal and press **INS New** and you will be asked to specify a period for which to collect the sales invoices into a sales journal. If you have selected batch posting you are able to configure the process so that a journal is created for each month or each day. A sales journal is then created for each month or each day. This sales journal has to be updated in Ledger

The same rules apply for posting sales journal into ledger as by posting invoices directly into Ledger. Sales account groups control on what chart accounts the sales in the sales journal are posted. If the setup of the sales account groups is not correct the system will display a warning accordingly.



In the [F5 Menu] these processes have to be chosen:

Check sales journal. Here the system goes through all transactions that have been entered into the sales journal and checks if the setup of both sales accounting groups and the posting groups for account receivable are in order.

Print sales journal. Here the system prints out a posting report for the sales journal. It is shown how the sale is posted in Ledger.

POSDEMO - Café and restaurant ltd
19.1.2011 14:02 **JOURNAL FOR SALES STATEMENT** Page 1

Posting Group		Account	Reference	Sale excl. VAT	VAT	Sale incl. VAT
Sales statement for the period : 01.01.2011 to 31.01.2011						
Sales revenue						
S001	Sales revenue	1010	S001	7,48	1,31	8,79
				7,48	1,31	8,79
Sales income reverse posting						
0001	Trade Debtors	6600	0001	7,48	1,31	8,79
				7,48	1,31	8,79

Post sales journal. Here the system updates the sales journal in Ledger. A voucher must be identified.

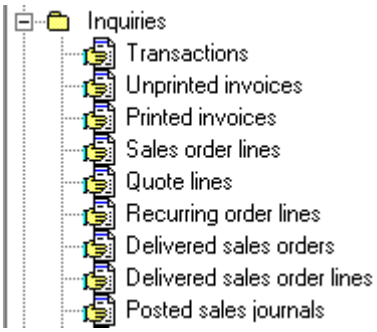
Other processes in the [F5 Menu] are:

View sales journal. Here is an overview of invoices that belong to this sales journal.

Inquiries

All inquiries are exemplary in the dk system. All transactions are well managed and it is easy to get information on their origins. The inquiry grids are extremely flexible and allow you to look at data from various angles and configure reports that are tailored to each user. The flexibility of the inquiry grids allows users to search based on their criteria such as date, invoice, account receivable, reference, etc.

The following inquiry processes are in the sales system:



Transactions. Show all sales line on the invoice for a chosen period.

Unprinted invoices. Shows all unprinted invoices. A specific invoice can be chosen and by clicking on the Enter button it can be edited and printed out.

Printed Invoices. Show all invoices that have been created in dk. By clicking on the Enter button it can be view in more detail. To reprint it the F7 short cut key on the keyboard is clicked or *Print invoice* from the [F5 Menu].

Sales order lines. Shows all lines on sales orders.

Quote lines. Shows all lines on sales quotes.

Recurring order lines. Shows all lines on recurring orders.

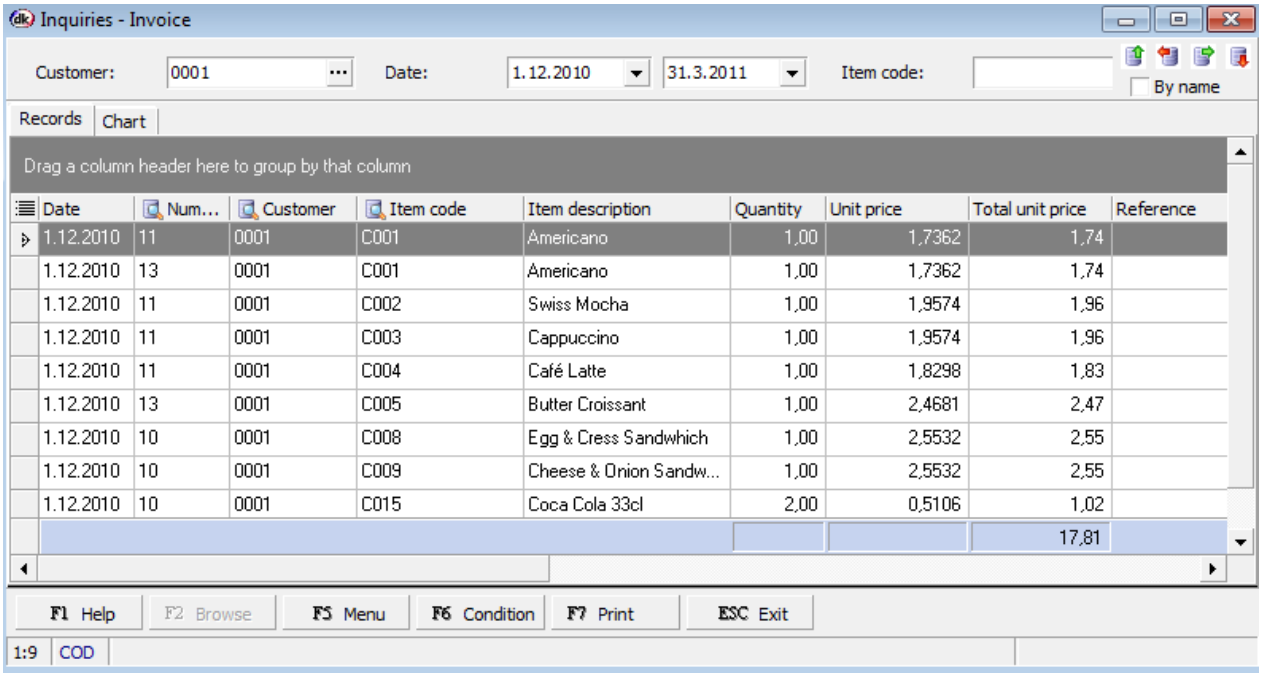
Delivered sales orders. Shows all delivered sales orders.

Delivered sales order lines. Shows all lines on delivered sales orders.

Posted sale journals. Shows all updated sales journals. They can be printed out by choosing *Print sales journal* from the [F5 Menu].

Inquiries – Transactions.

Now we shall take a closer look at the inquiry process Transactions which displays all invoice lines for a chosen period.



On the picture we can see that the period from 01.12.2010 to 31.3.2011 has been chosen.

Users are able to group by columns by dragging the appropriate column to the dark grey area above the lines.

To filter transactions click the magnifying glass in the column headers.

Reports

A large variety of reports is available in the dk system.

All reports can be printed on screen for evaluation before they are sent to the printer or exported to pdf, Excel or Word. Most reports fit nicely on an A4 sheet.

For most reports you can choose both a whole accounting period (01.04.2010 – 31.03.2011) or only a part of an accounting period, i.e. days, weeks, months.

When a specific report is chosen a window appears where various definitions, such as Invoice number and period, can be entered. Under the *Choice* tab more options regarding a selected report are available and under the *Sorting* tap it is possible to choose in which order transactions are sorted in the report. Finally the report can be sent to a printer or viewed on screen.

Help keys

In the definition fields is possible to use two help keys. They are ! and *. They stand for the following: ! is used to skip items and * if everything should be taken.

Example:

!1000 means all but 1000

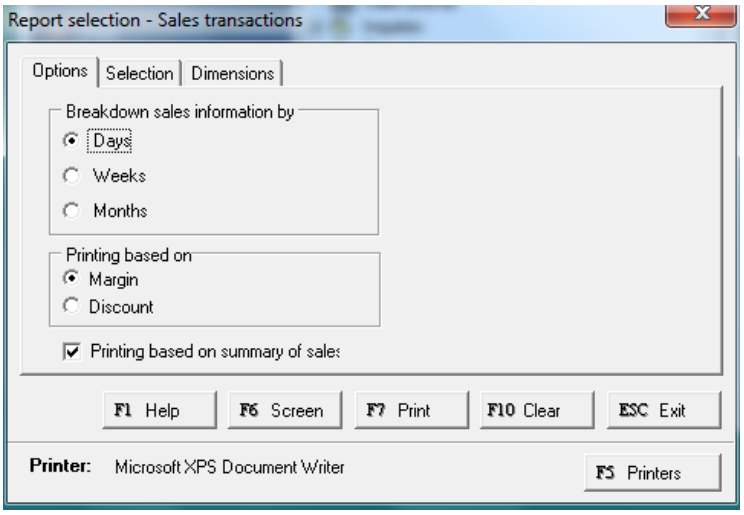
1000..6999,!4000..4999 means everything from 1000 to 3999 and 5000 to 6999.

100* means everything that starts with 100

!150* means everything but that starts with 150.

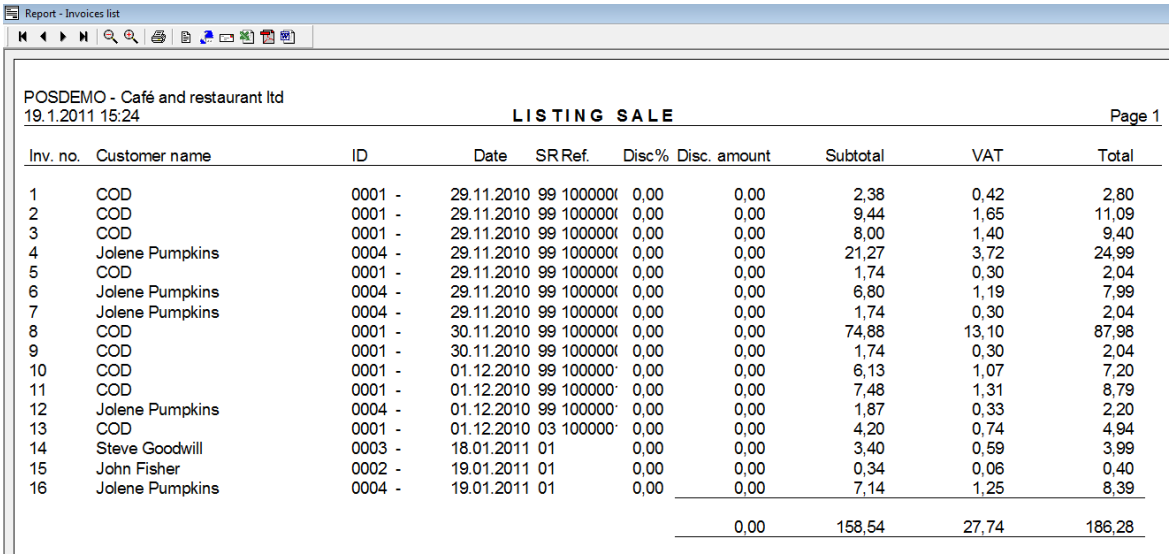
The following reports are under *Sales invoices - Reports*:

Transaction list. This report shows transactions for certain period. It is possible to get a drill down on days, weeks or months.



If Printing based on summary of sales has been marked a summary will be printed out otherwise the sale is broken down by products.

Invoice list. This report gives an overview for printed invoices for a chosen period. The report can be defined by account numbers, period, customers and salespersons.



Report - Invoices list

POSDEMO - Café and restaurant ltd
19.1.2011 15:24

LISTING SALE

Page 1

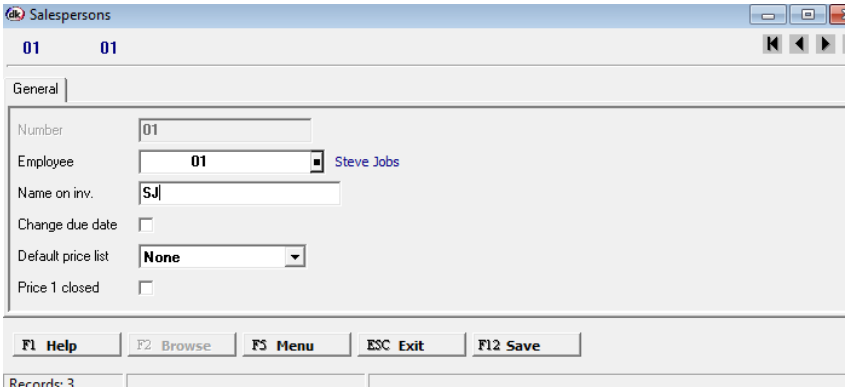
Inv. no.	Customer name	ID	Date	SR	Ref.	Disc%	Disc. amount	Subtotal	VAT	Total
1	COD	0001 -	29.11.2010	99	100000(	0,00	0,00	2,38	0,42	2,80
2	COD	0001 -	29.11.2010	99	100000(	0,00	0,00	9,44	1,65	11,09
3	COD	0001 -	29.11.2010	99	100000(	0,00	0,00	8,00	1,40	9,40
4	Jolene Pumpkins	0004 -	29.11.2010	99	100000(	0,00	0,00	21,27	3,72	24,99
5	COD	0001 -	29.11.2010	99	100000(	0,00	0,00	1,74	0,30	2,04
6	Jolene Pumpkins	0004 -	29.11.2010	99	100000(	0,00	0,00	6,80	1,19	7,99
7	Jolene Pumpkins	0004 -	29.11.2010	99	100000(	0,00	0,00	1,74	0,30	2,04
8	COD	0001 -	30.11.2010	99	100000(	0,00	0,00	74,88	13,10	87,98
9	COD	0001 -	30.11.2010	99	100000(	0,00	0,00	1,74	0,30	2,04
10	COD	0001 -	01.12.2010	99	100000·	0,00	0,00	6,13	1,07	7,20
11	COD	0001 -	01.12.2010	99	100000·	0,00	0,00	7,48	1,31	8,79
12	Jolene Pumpkins	0004 -	01.12.2010	99	100000·	0,00	0,00	1,87	0,33	2,20
13	COD	0001 -	01.12.2010	03	100000·	0,00	0,00	4,20	0,74	4,94
14	Steve Goodwill	0003 -	18.01.2011	01		0,00	0,00	3,40	0,59	3,99
15	John Fisher	0002 -	19.01.2011	01		0,00	0,00	0,34	0,06	0,40
16	Jolene Pumpkins	0004 -	19.01.2011	01		0,00	0,00	7,14	1,25	8,39
							0,00	158,54	27,74	186,28

Salespersons

If more the one salesperson works for the company then it is possible to create and give each one of them a number.

Create a salesperson

Salespersons are created in the process *Salespersons*. To create a new salesperson the Insert button on the keyboard is clicked and to change an existing sales person the Enter button is clicked.

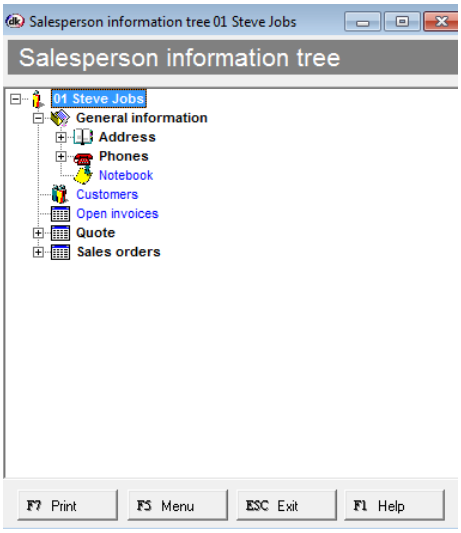


It is necessary to enter a number and choose an employee. Registration of other information is optional. The fields that are on the *General* tap are:

Field	Value
Number	Here the salespersons number (code) must be entered.
Employee	Here the salesperson is connected to an employee. The employee table can be browsed with the F2 button.
Name on an invoice	Here a short name that will appear on the invoice, sales order or a quote can be entered. Employee's initials or a part of name can for example be entered.
Default pricelist	Here the salesperson can be connected to a pricelist (Price 1, Price 2 or Price 3).
Price 1 closed	If this salesperson should not have admittance to unit prices the mark here.

Salesperson information tree

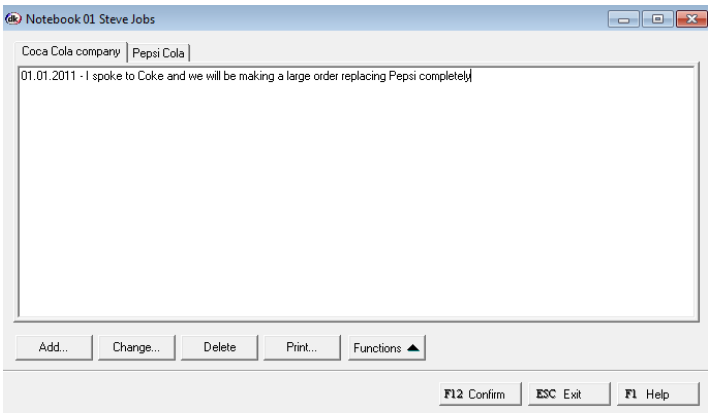
By choosing from the [F5 Menu] or selecting CTRL+T the salespersons information tree comes up. The information tree is useful to get an overview of quotes, sales orders, open invoices and account receivables that are connected to him.



By clicking the plus symbol in front of customers it is possible to see all customers that are linked to this specific salesperson.

Salesperson notebook

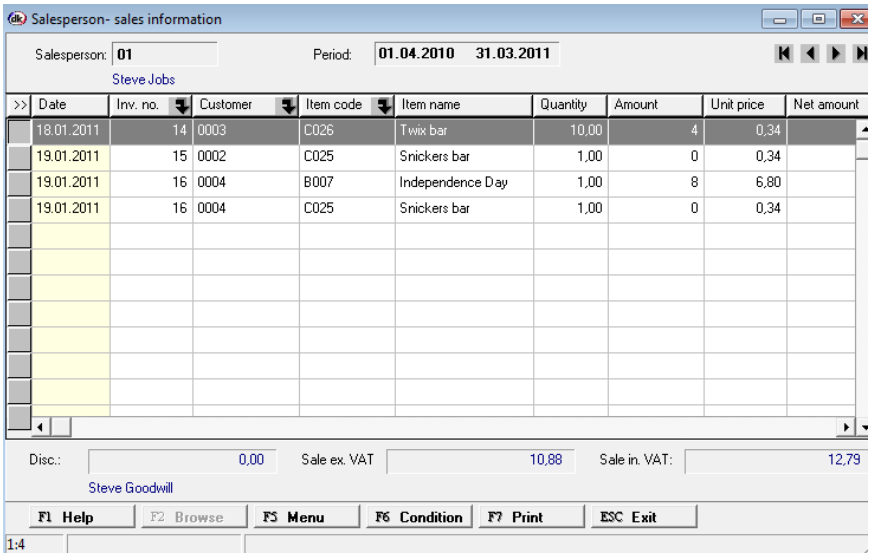
By choosing from the [F5 Menu] > Notebook, additional information regarding the salesperson can be registered. The salespersons notebooks are just the same as other notebooks in dk, such as accounts receivable notebooks, product number, accounts payable, employees, project and chart account. It is possible to have many papers and each paper can contain many pages. Selected papers can be printed out of the notebook. For a salesperson it can come in handy to create a special page for each customer that belongs to the salesperson and register communication with them.



By clicking on the [Add to...] button a new page (tap) can be created in the notebook and by clicking on the [Print...] button information can be printed out of the notebook. Selected pages can be printed out or all pages.

Inquiries

Using the Salesperson Inquiry grid you can view all sales transactions that relate to a specific salesperson.

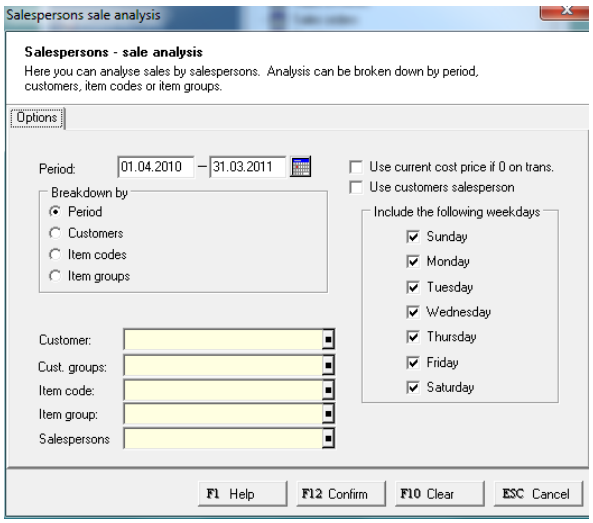


The salesperson is selected and the period that is to be viewed. Then all sales lines from that salesperson appear. We can view a specific invoice by clicking on the arrow button in the Inv.no column. We can also view a certain customer by clicking on the arrow button in the customer column and the same goes if we want to view the product in more detail in the line we have highlighted.

To print out the overview we choose [F7 Print]

Sales analysis

Salespersons can be viewed using sales analysis format. Salespersons can be viewed by periods and then broken down to customers, or salespersons can be viewed from the viewpoint of customers and then broken down by products etc.



We can choose to select only certain customers, customer groups, item codes, item groups and salespersons.

Example:

Salespersons: 1,2,3,6 Salespersons no. 1, 2l 3 and 6 are chosen.

Salesperson: 1..6 Salespersons with numbers between 1 and 6 are chosen.

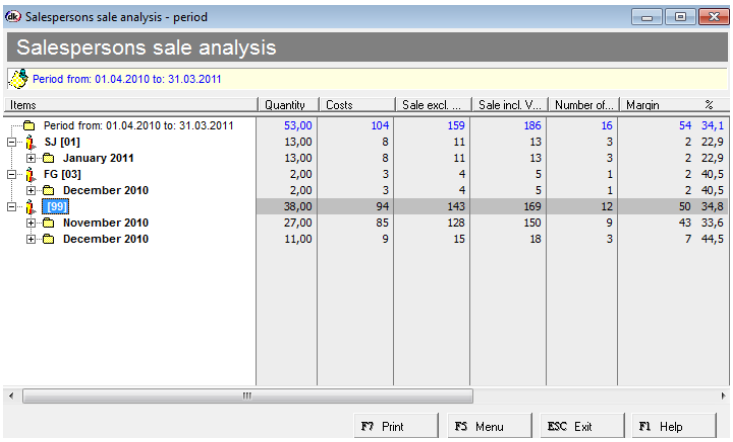
If a product that has not a registered cost price has been sold then we can mark the "Use current cost price if transaction=0" and the system will

use the most recent cost price where the cost price is 0.

If we have assigned customers to salespersons, i.e. marked customers with a salesperson's number then we can choose to view the analysis based on the salesperson linked to that customer or the salesperson that closed the sale.

We can also view certain days, e.g. we have a sales operation on Saturdays we can view the sales analysis for Saturdays and see how the salespersons are performing.

We confirm our choice with [F12 Confirm] and the following screen appears.

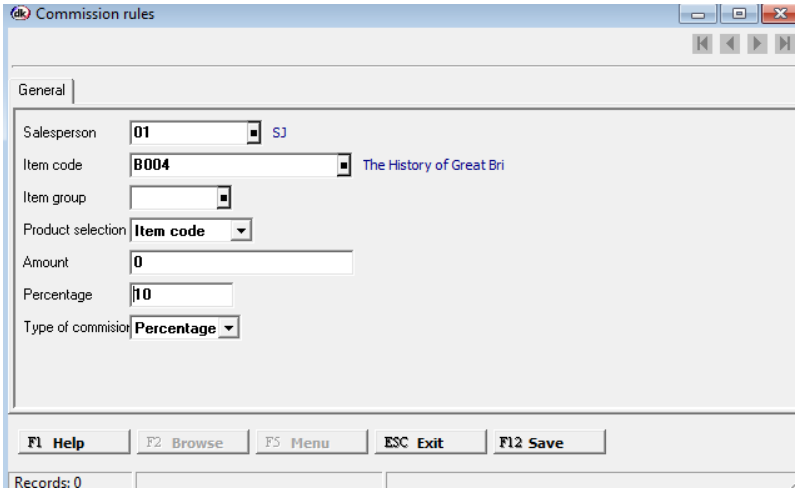


Here we can print out the sales analysis by choosing [F7 Print].

We can view this sales analysis in a graphical form by choosing the desired chart from the [F5 Menu]. We can also send the sales analysis over to Excel for further processing by choosing Send to Excel from the [F5 Menu].

Commission rules

It is possible to setup rules for salespersons' commission.

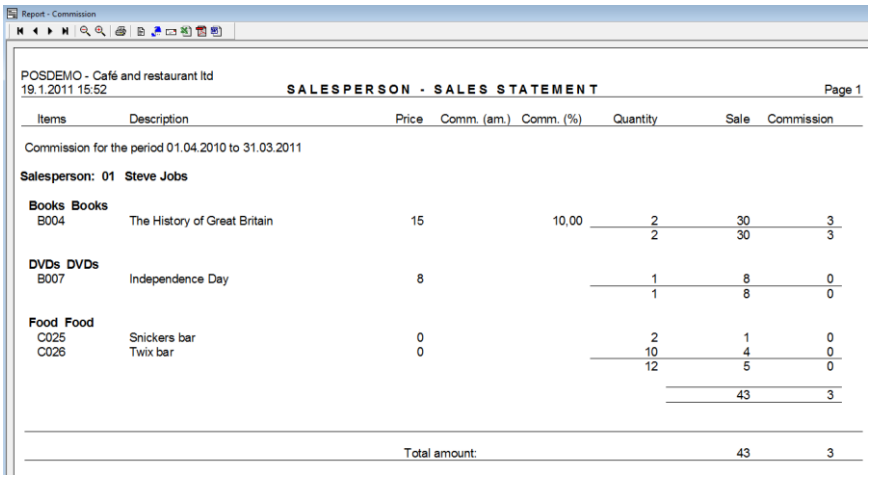


We have a few options for setup. Product choice can be either item group or item code. Type of commission can be Percentage, amount or both. Reports covering commission can be printed.

Reports

The following reports can be printed for salespersons:

Commission. This reports shows commission for a chosen period. It is possible to choose to get only sales that have been paid for.

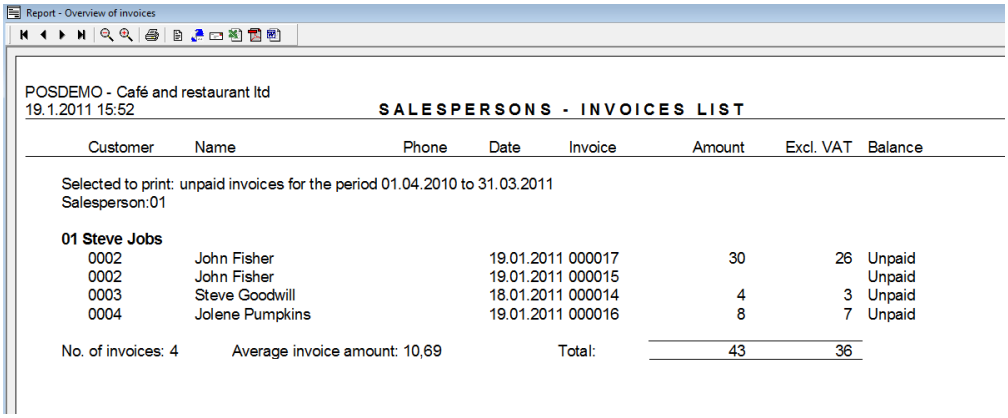


Report - Commission

POSDEMO - Café and restaurant ltd
19.1.2011 15:52 **SALESPERSON - SALES STATEMENT** Page 1

Items	Description	Price	Comm. (am.)	Comm. (%)	Quantity	Sale	Commission
Commission for the period 01.04.2010 to 31.03.2011							
Salesperson: 01 Steve Jobs							
Books Books							
B004	The History of Great Britain	15		10,00	2	30	3
					2	30	3
DVDs DVDs							
B007	Independence Day	8			1	8	0
					1	8	0
Food Food							
C025	Snickers bar	0			2	1	0
C026	Twix bar	0			10	4	0
					12	5	0
						43	3
		Total amount:				43	3

Invoice overview. This report gives an overview for all invoices for each salesperson for a defined period. It is possible to get only unpaid invoices, paid invoices or all invoices.



Report - Overview of invoices

POSDEMO - Café and restaurant ltd
19.1.2011 15:52 **SALESPERSONS - INVOICES LIST**

Customer	Name	Phone	Date	Invoice	Amount	Excl. VAT	Balance
Selected to print: unpaid invoices for the period 01.04.2010 to 31.03.2011							
Salesperson:01							
01 Steve Jobs							
0002	John Fisher		19.01.2011	000017	30	26	Unpaid
0002	John Fisher		19.01.2011	000015			Unpaid
0003	Steve Goodwill		18.01.2011	000014	4	3	Unpaid
0004	Jolene Pumpkins		19.01.2011	000016	8	7	Unpaid
No. of invoices: 4	Average invoice amount: 10,69			Total:	43	36	

Customers assigned to salespersons

When salespersons have been created they can be assigned to customers if desired. That should only be done if a specific salesperson works usually with that customer. The salespersons number can always be changed when a quote, sales order or invoice is made.

If a salesperson's number is to be registered to a customer's account it can be done in the following way:

Choose from Menu, Account receivables > *Customers,* find the relevant customer and choose to modify and in the *Sales* tab the salesperson number is registered in the salesperson field.

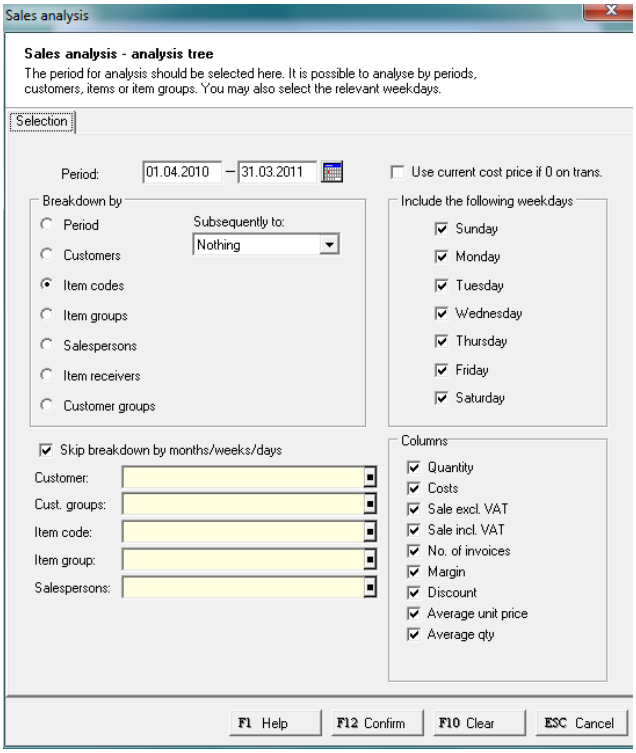
Sales analysis

Sales analysis provides an opportunity to analyse the company's sales and margin down to specific items and item groups, customers, salespersons and periods. It is possible to see how sales are developing from day to day and thereby instantly get information to see if sales targets are being met. In this way the sales analysis becomes an important management tool which opens up a possibility to interact before it becomes too late. The sales analysis is also useful to value the profitability of specific products and product groups, specific customers and more.

In the Sales system it is easy to follow the "big picture" and get answers to questions such as how sales are developing from day to day, week to week, from month to month. How are the salespersons performing from day to day, week to week, from month to month. Who are the customers doing business with us from day to day, week to week, from month to month. How much is bought of certain products from day to day, week to week, from month to month.

Analysis tree

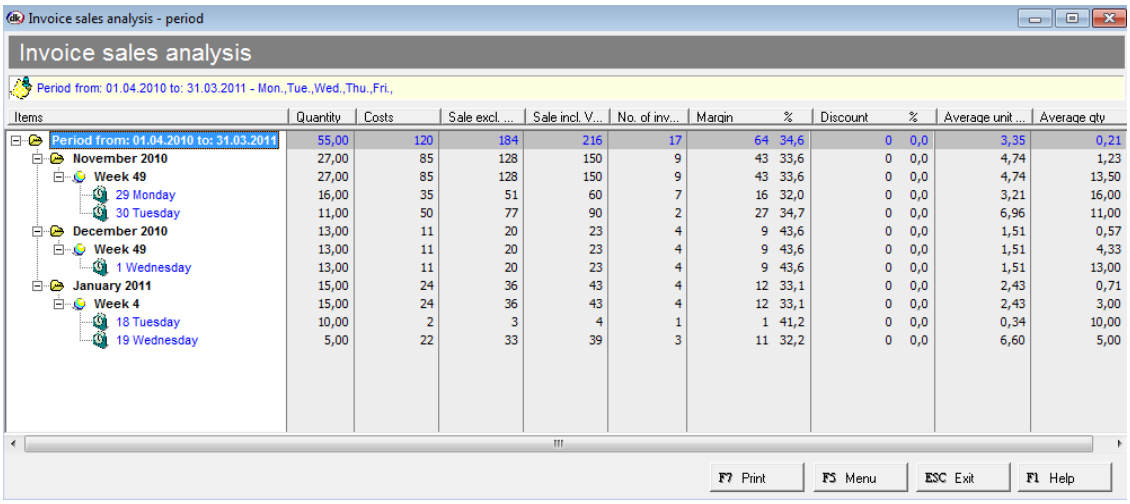
The sale can be viewed for a defined period and broken down to periods, account receivables, product numbers, product groups, salespersons or item recipients. A further drill down is possible for account receivables, product numbers, product groups, salespersons and item recipients.



We can choose to define by specific customer, customer groups, item number, item groups and salespersons.

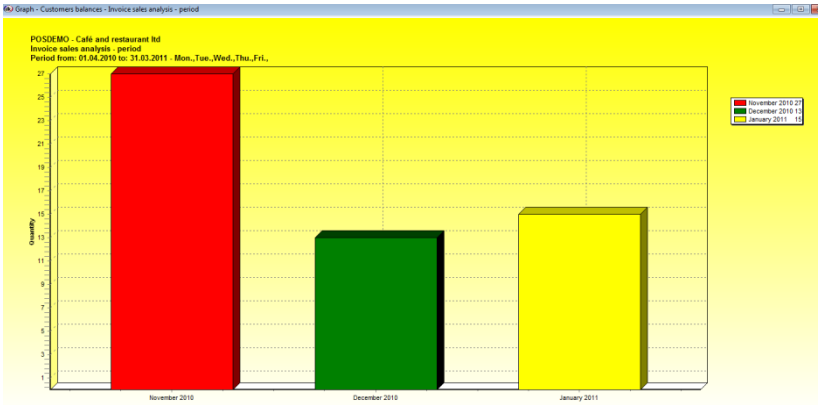
If a product that has not a registered cost price has been sold then we can mark the "Use current cost price if transaction=0" and the system will use the newest cost price where the cost price is 0.

We confirm our choice with [F12 Confirm] and the following screen appears.



Items	Quantity	Costs	Sale excl. ...	Sale incl. V...	No. of inv...	Margin	%	Discount	%	Average unit ...	Average qty
Period from: 01.04.2010 to: 31.03.2011	55,00	120	184	216	17	64	34,6	0	0,0	3,35	0,21
November 2010	27,00	85	128	150	9	43	33,6	0	0,0	4,74	1,23
Week 49	27,00	85	128	150	9	43	33,6	0	0,0	4,74	13,50
29 Monday	16,00	35	51	60	7	16	32,0	0	0,0	3,21	16,00
30 Tuesday	11,00	50	77	90	2	27	34,7	0	0,0	6,96	11,00
December 2010	13,00	11	20	23	4	9	43,6	0	0,0	1,51	0,57
Week 49	13,00	11	20	23	4	9	43,6	0	0,0	1,51	4,33
1 Wednesday	13,00	11	20	23	4	9	43,6	0	0,0	1,51	13,00
January 2011	15,00	24	36	43	4	12	33,1	0	0,0	2,43	0,71
Week 4	15,00	24	36	43	4	12	33,1	0	0,0	2,43	3,00
18 Tuesday	10,00	2	3	4	1	1	41,2	0	0,0	0,34	10,00
19 Wednesday	5,00	22	33	39	3	11	32,2	0	0,0	6,60	5,00

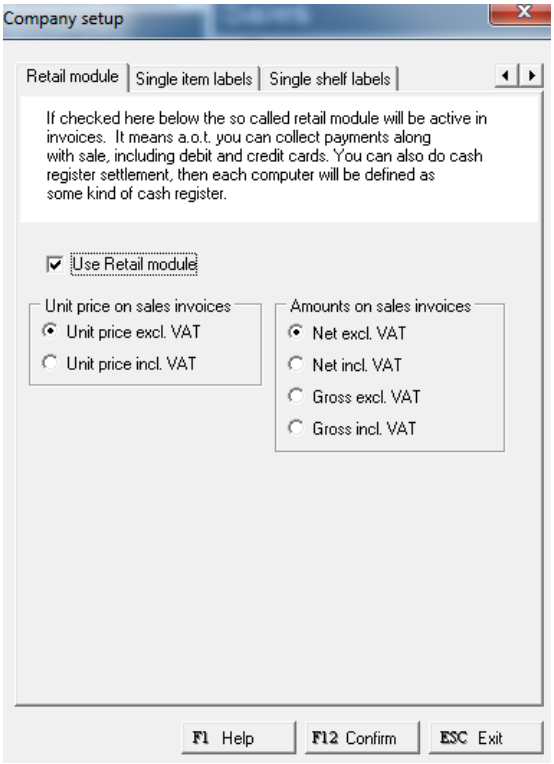
Here we can see that the period from 01.04.2010 to 31.03.2011 has been chosen and we see information for total quantity, total cost, total sale without VAT, total sale with VAT, number of posted invoices, margin in GBP and % and total discount in GBP and %. By clicking on the plus symbol in front of a Week, days can be seen. By choosing *Transactions* from the [F5 Menu] one can dig down into transactions of certain parts of the analysis. By choosing *Graphs* from the [F5 Menu] the analysis can be viewed on a graphical form. If we choose *Graphs for sale without VAT* we get the following picture.



Here we can print the sales analysis by choosing [F7 Print].

Retail unit

The retail unit is an addition to the sales system. Before the Sale system is taken into use then it is necessary to enter the setup for sale system by choosing *Setup - General settings – Retail unit* and mark that the Retail unit should be in use.



The retail unit consist of five processes.

End of day till control. Prints out daily balance for each till.

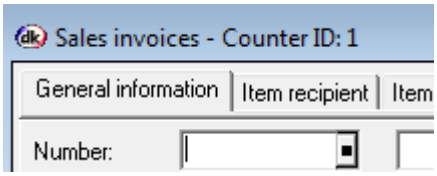
Payment settlement. Prints out an overview for payment settlements for a chosen period.

Tills. The till has to be created, i.e. each till has to be given a number and a name. Number of cash payment accounts and printers for till's opening should be registered.

Link computers to tills. Here computers are connected to the tills. Every computer can be a single till, or many computers can together create one till. The computers name has to be registered (as shown in Properties for My computer) and choose a till and if an invoice should always be printed.

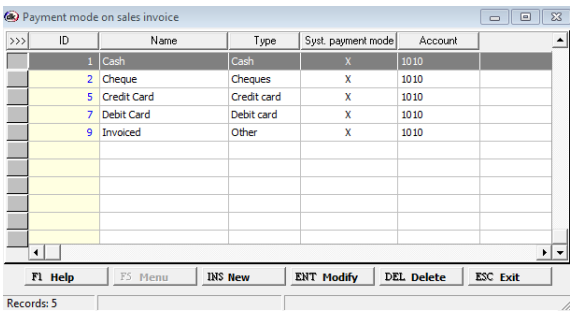
Setup. This is where you'll find the payment mode setup. The system defines two basic payment modes, i.e. to an invoice and to return. Other payment modes are defined by the user, however the most common way is to use cash, checks, Visa, Euro, Electron and Maestro.

When the process *Sales invoice* is chosen then the system checks if the retail unit is active. If so the ID of the till is displayed in the "Caption" line of the relevant computer.



Setup of payment mode

Choose *Setup* and create payment mode. An example of payment mode is shown on the picture.



Processes

Here are several processes to work with such as printing sales invoices, Delete unprinted sales invoices, printing sales invoices vouchers and a folder that contains processes to download data from other sale system (mainly sales invoices).

Print sales invoices

Here it is possible to reprint a collection of invoices or print a collection of unprinted invoices. The sequence of the printout can be chosen and defined by customer, customer groups, salespersons, invoice numbers and dates.

Send Invoices by email

This process allows you to send invoices directly via email as the system connects directly with your Outlook.

Delete unprinted invoices

Unprinted invoices can be deleted here. The date *from* and *to* can be chosen.

Printing of packing slips for sales invoices

This is where you can print packing slips for sales invoices. The selection criteria is flexible and allows you to select various forms and time spans.

Export sales invoices to CSV file

Vouchers can be printed here, such as packing slips, handlings slips, labels and Waybills. It is possible to choose between printing vouchers for printed invoices or unprinted invoices. The sequence of the printout can be chosen and defined by customer, customer groups, invoice numbers and dates.

Importing Invoices

A number of processes have been designed by dk in order to import invoices, sales orders and quotes from an XML or CSV sheet. In order to configure this aspect, please contact dk Business Solutions for further assistance (support@dksoftware.co.uk).

Setup

Before the Sale system can be taken into use some things that involve the functions of the system must be defined.

Setting up posting groups

In order for a sale to be posted into ledger a connection to a nominal account must be defined. The connections are made by setting up posting groups, at least one posting group for customers and at least one sales posting group (sales posting group).

Customer posting groups

To create sales posting groups we choose *Account receivables – Setup – Customer posting groups* and a table for customer posting groups appears. We create at least one posting group at once if it does not already exist (should have been created when the company settings were configured). Posting groups are discussed in more detail in the Accounts receivable manual.

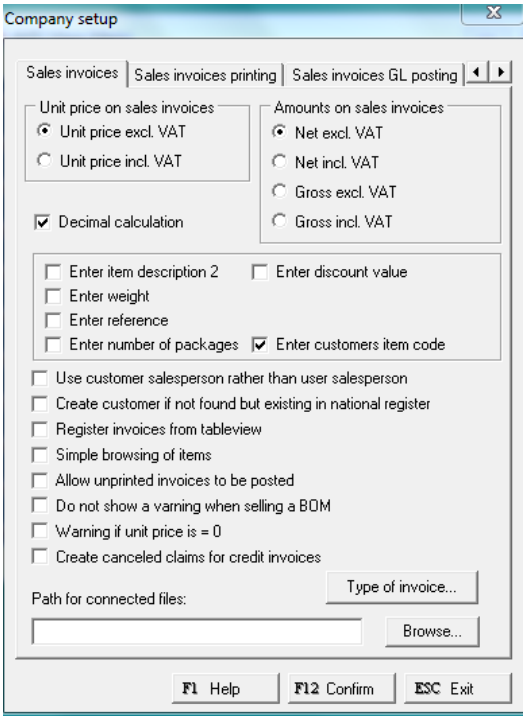
Sales posting groups

To create a sales posting group we choose *Inventory – Setup – Sales posting groups* and a table for sales posting groups appears. We create at least one sales posting group at once if it does not already exist (should have been created when the company settings were configured). Sales posting groups are discussed in more detail in the Inventory manual.

General settings

Before registration and printing of invoices, sales orders and quotes can begin it is necessary to configure the *Setup* in the sale system and there choose the *General setting* tab. A window with three tabs appears. Let's take a closer look at this setup.

Sales invoices

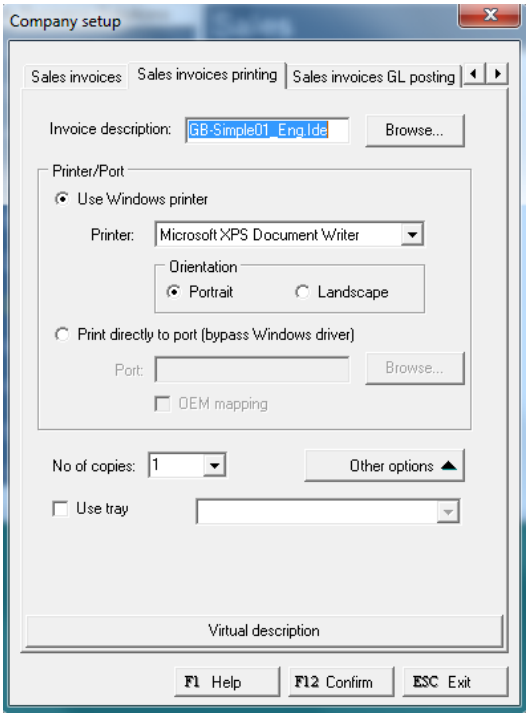


Here are "Unit price excl. VAT" and "Amount on sales invoices" default settings. We examine the available options and mark the ones that suit us.

The button *Type of invoice…* makes it possible to see if a sales invoice is regular, A Giro slip or a claim slip. Regular invoice is default.

Printing sales invoices

Under the *Sales invoices printing* tab is an option to choose the form (sales invoice description) of the invoice layout and which printer should print the invoices.



When the company is created the system sets up a sales invoice description which includes the company name with the ide (invoice description) ending. This description can later be changed or another description chosen.

If a needle printer is to be used it is possible that you need to choose “Print directly to port (ignore Windows driver)” and register in the Port: LPT1 and mark “OMD projection”.

If the *Other options* tap is clicked then the following options are on offer:

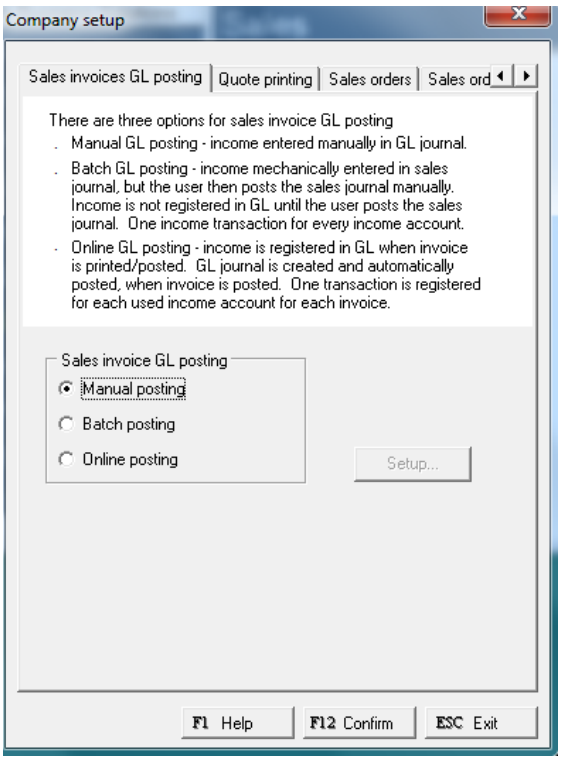
Other Vouchers. Vouchers such as general vouchers, labels, waybills, B or C Giro slips, cash register slips in the retail unit and claim slips can be set up here.

Sales invoice description – setup. Here the description file (invoice form) can be changed. That is done with the help of Notepad.

Other sales invoices. One or more additional forms of sales invoices can be set up here and then connected to a customer. Two ready to use invoice forms come with system when the company is created.

Sales invoices GL posting

On the tap *Sales invoices GL posting* three options for posting sales invoices are available.



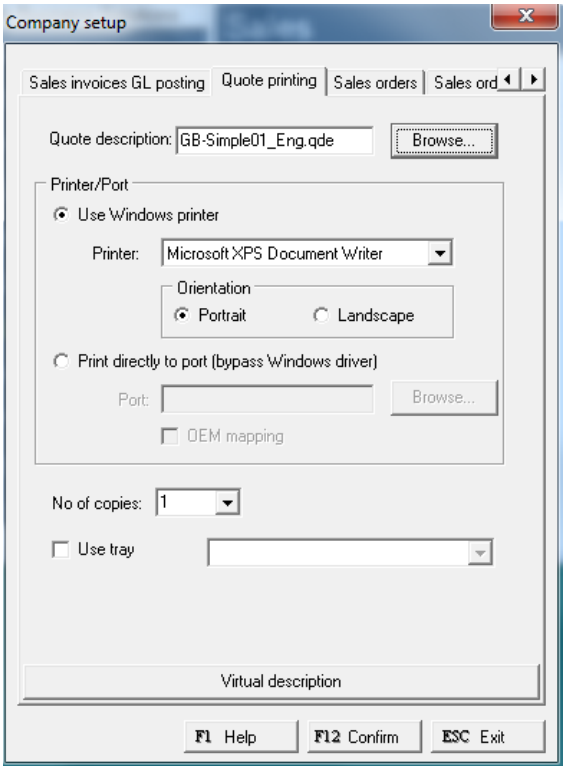
If *Manual posting* is selected then the sale is not posted in ledger when the invoice is printed. To post the invoice into the GL you need to go to Sales Journal and INS New. Then you will get the option to create a sales journal for a specific period.

If *Batch posting* is selected then the sale is posted into sales journal which then needs to be updated so the sale is posted in ledger. It is possible to choose if the sales journal is created for each day or each month. The *Setup* button describes the posting in more detail and there a voucher series can be specified.

If *Online posting* is selected the sale is posted directly into ledger when the invoice is printed. The sales posting groups and the customer posting groups control on which account the sales are posted. The *Setup* button describes the posting in more detail and there a voucher series can be specified.

Printing quotes

On the *Quote Printing* tab a specification for the form (quote description) is needed and for the quote layout and the printer that will print the quote.

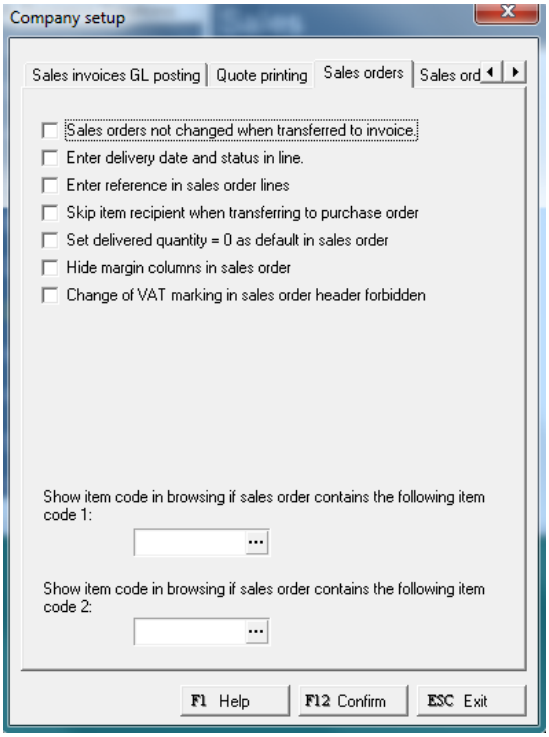


When the company is created the system sets up a quote description which is given the company name with a .qde (quote description) ending. This description can later be changed or another description chosen.

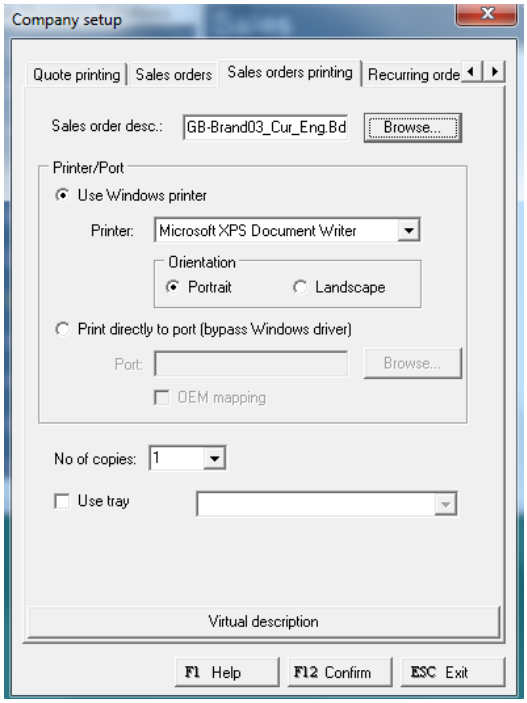
If a needle printer is to be used it is possible that we need to choose “Print directly to port (ignore Windows driver)” and register in the Port: LPT1 and mark “OMD projection”.

Sales orders

On the *Sales orders* tab it is possible if desired to mark the sales orders so that they do not change when they are turned into invoices. This means that the sales orders accumulate.



On the *Sales orders Printing* tab a specification for the form (sales order description) is needed and for the quote layout and the printer that will print the sales order.



When the company is created the system sets up a sales order description which is given the company name with the .bde (back order description) ending. This description can later be changed or another description chosen.

If a needle printer is to be used it is possible that we need to choose "Print directly to port (ignore Windows driver)" and register in the Port: LPT1 and mark "OMD projection".

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Manual – Sales

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