

# Process

- Order Process

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## Convert Lead

This process is used to Convert Lead into a Business Partner and (optional) Sales Opportunity.

The screenshot displays the KONECT ERP interface. A 'Convert Lead' dialog box is open, allowing users to convert a lead into a business partner and optionally a sales opportunity. The dialog includes fields for selecting the user/contact, checking the 'Create Opportunity' box, setting an expected close date, providing a description, selecting a sales stage, entering an opportunity amount, choosing a currency, and selecting sales and business partner details. There are also checkboxes for 'Customer' and 'Run as Job'. The background shows the lead details for 'Premkumar' and an activity section.

1. User/Contact: We can select the user /contact details
2. Create Opportunity : If check box is selected it will Create a new Sales Opportunity when converting a lead.
2. Expected Close Date: To select the Expected Close Date
3. Description :To enter the description details
4. Sales stage: This master details is used to select the type of the document that you are going to process (EX:Lead Quotation, Estimation,etc..)
5. Opportunity Amount: To enter the Opportunity amount details
6. Currency: To choose the type of currency data, use these master details.

7. Sales Representative: Used to select the Sales Representative
8. Business partner Group: Used to select the Business partner group
9. Business partner type: Used to select the Business partner type