Sales Rep Info

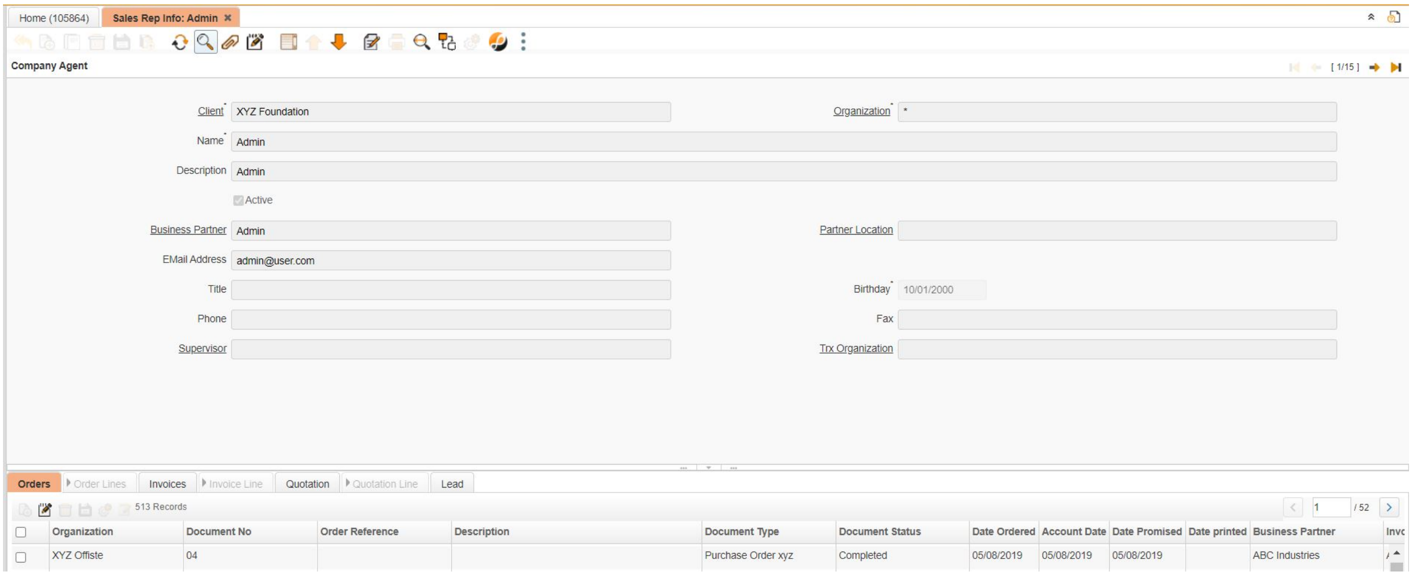
Introduction

This window is used to know the information of sales rep,

We can able to see the orders, Invoices and Lead which mapped with the corresponding sales rep.

Tabs

Company Agent



Critical Fields

1. Name - It will Displays the name of the sales representative
2. Business Partner - It displays the company name of the Sales Rep
3. Partner Location - It displays the company Location of the sales rep
4. Email Address - It displays the Email Address of the Sales rep
5. Birthday - It displays the Birth date of the sales rep
6. Supervisor - It displays the Supervisor Name of the sales rep

Critical & onetime setup fields

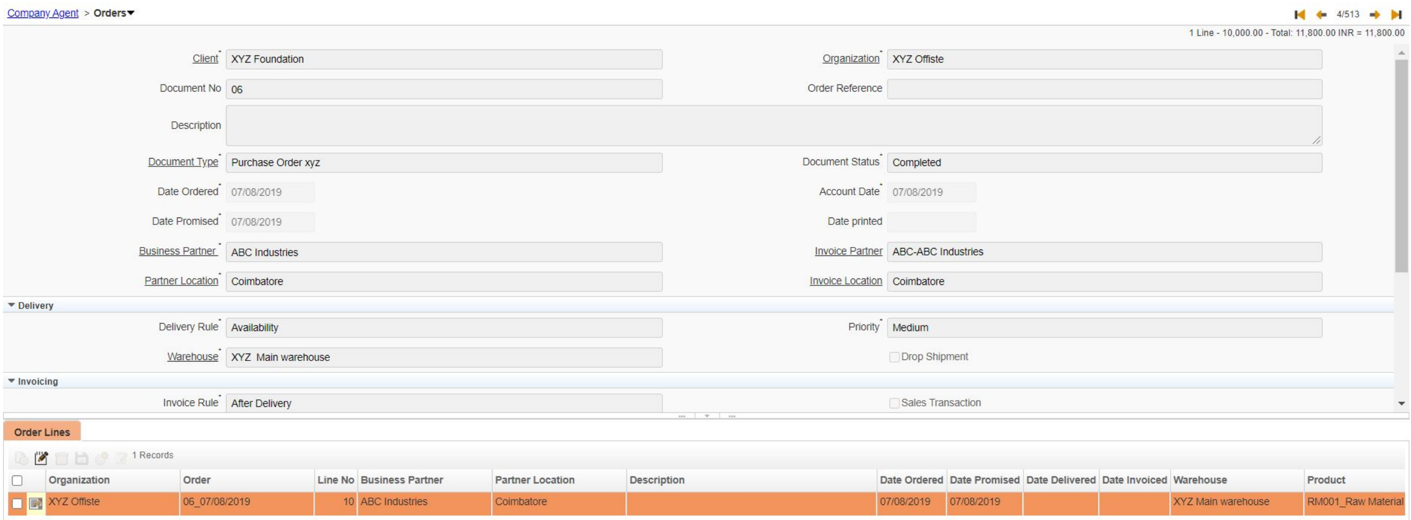
1.Organization:This Field is used to select the organization

Non-Critical Fields

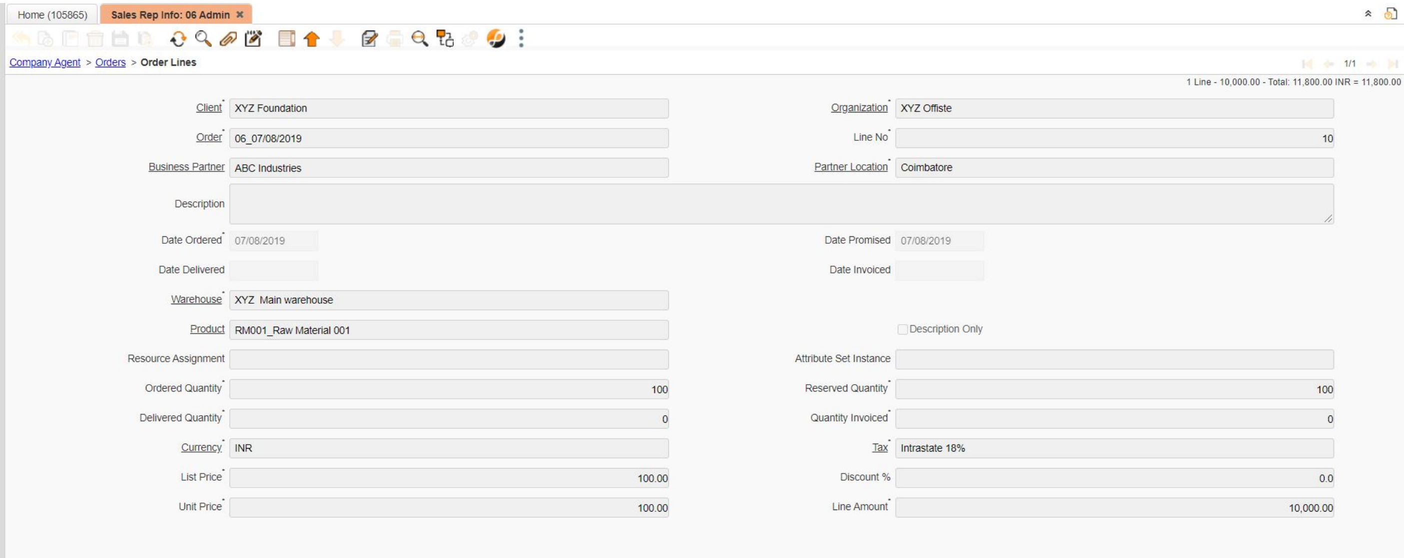
Zoom condition’s

Customization

Order


Company Agent > Orders
4/513
1 Line - 10,000.00 - Total: 11,800.00 INR = 11,800.00
Client XYZ Foundation
Organization XYZ Offiste
Document No 06
Order Reference
Description
Document Type Purchase Order xyz
Document Status Completed
Date Ordered 07/08/2019
Account Date 07/08/2019
Date Promised 07/08/2019
Date printed
Business Partner ABC Industries
Invoice Partner ABC-ABC Industries
Partner Location Coimbatore
Invoice Location Coimbatore
Delivery
Delivery Rule Availability
Priority Medium
Warehouse XYZ Main warehouse
Drop Shipment
Invoicing
Invoice Rule After Delivery
Sales Transaction
Order Lines
1 Records
Organization
Order
Line No
Business Partner
Partner Location
Description
Date Ordered
Date Promised
Date Delivered
Date Invoiced
Warehouse
Product
XYZ Offiste
06_07/08/2019
10
ABC Industries
Coimbatore
07/08/2019
07/08/2019
XYZ Main warehouse
RM001_Raw Material

Order > Order Line



Critical Fields

1.Product : To select the product type is item, you can select the multiple product in this line item

2.Quantity : Quantity which needs to be quoted

3.UOM: The record will populate from product and we can change the UOM manually, if uom conversion for the product.

4.Tax : This field is used to select tax either Interstate or intrastate and we can also change the tax.

5.Charge: additional document charge to add this field

6.Discount: If any discount for the product to the specif customer to be used

Critical & onetime setup fields

Non-Critical Fields

1.Project- If this order is processed against a project user can tag the project for tracking.

2. campaign:

Serial number/Lot number (ASI)

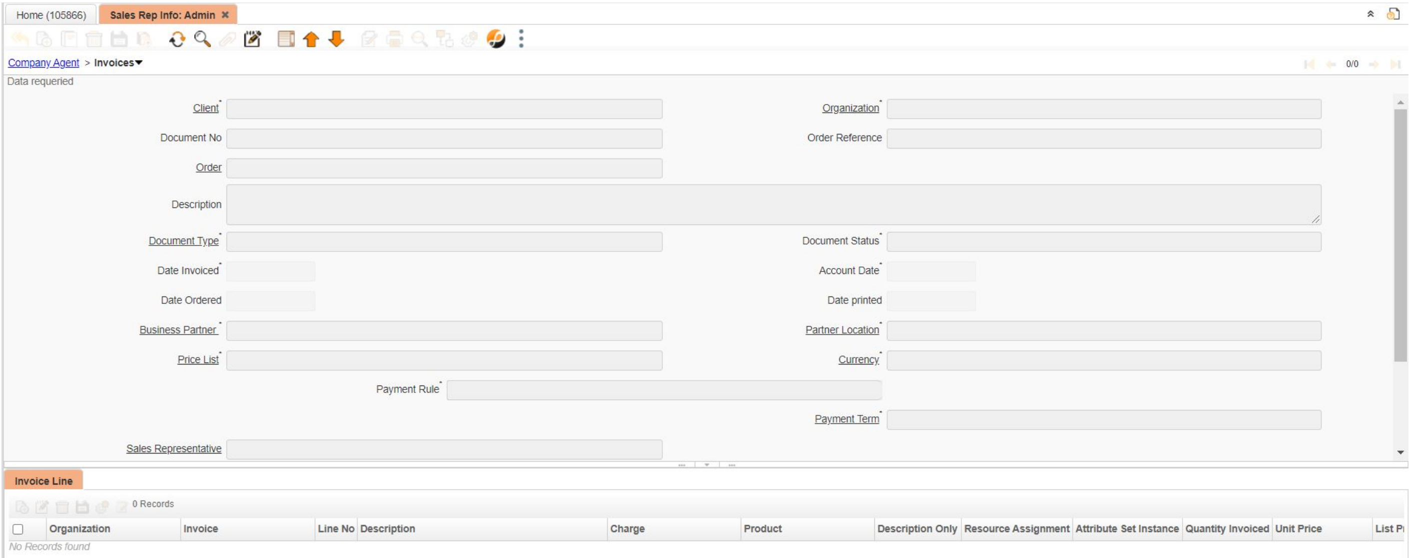
In this Field we can set Attribute instance for this product & we not generate serial number in sales order

Zoom condition’s

Customization

Tabs

Invoice



Critical Fields

1.Business Partner: We can select existing/new customer here and this field used to maintain the customer

2.Partner location: This field is update automatically ,based on business partner selection, and also update location manually

3.Price list: Price list will be selected in product master once we select the product price list will display automatically and user also select manually

4.Payment Rule:This field used to select the payment type

4.1 Cash: After receiving the invoice, customer pay the invoice amount through cash only

4.2 Check: After receiving the invoice, customer pay the invoice amount through check

4.3 Credit Card:Payment amount pay to vendor to use Credit Card

4.4 Direct Debit:Payment amount pay to direct vendor account number

4.5 Mixed POS Payment

4.6 NEFT

4.7 On Credit

4.8 RTGS: Payment amount pay to RTGS

5.Payment term:The terms of payment(immediate ,30 days,etc)

6.Sales representative :This field update automatically based on system login through user name

7.Order : Once sales or shipment document number select and save the document this field is update automatically

Critical & onetime setup fields

1.Organization:This Field is used to select the organization

2.Target Document Type- This Field is used to select the type of the document that you are going to process

Non-Critical Field

1.Project- If this order is processed against a project user can tag the project for tracking.

2.Campaign:

3.Place of supply

Serial number/Lot number (ASI

Zoom condition’

1.Shipment customer

2.Sales order

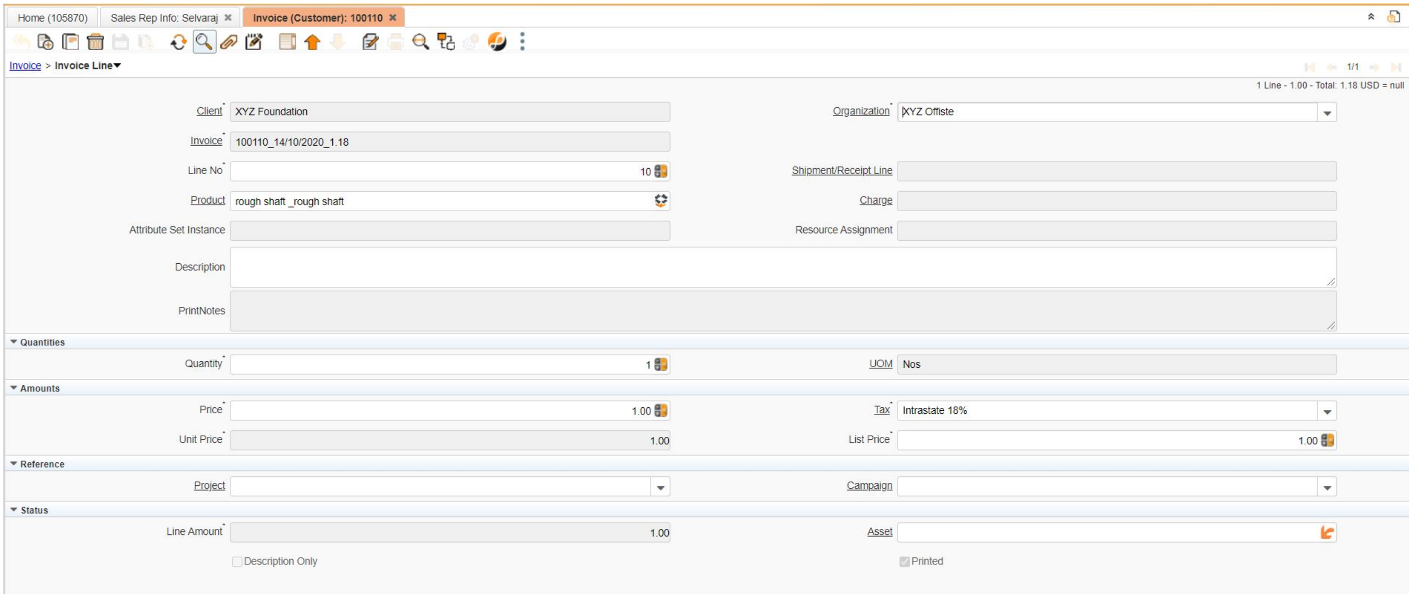
3.Payment

4.Service request

5.View TDS

Customization

Invoice > Invoice Line



Critical Fields

1.Product : To select the product type is item, you can select the multiple product in this line item

2.Quantity : Quantity which needs to be invoice

3.Charge: additional document charge to add this field

4.UOM: The record will populate from product and we can change the UOM manually, if uom conversion for the product.

5.Tax : This field is used to select tax either Interstate or intrastate and we can also change the tax.

6.Price :This field is update automatically when product select or update manually

Critical & onetime setup fields

Non-Critical Fields

1) Project- If this order is processed against a project user can tag the project for tracking.

2.Campaign:

3.Unit price

4.List price

Serial number/Lot number (ASI)

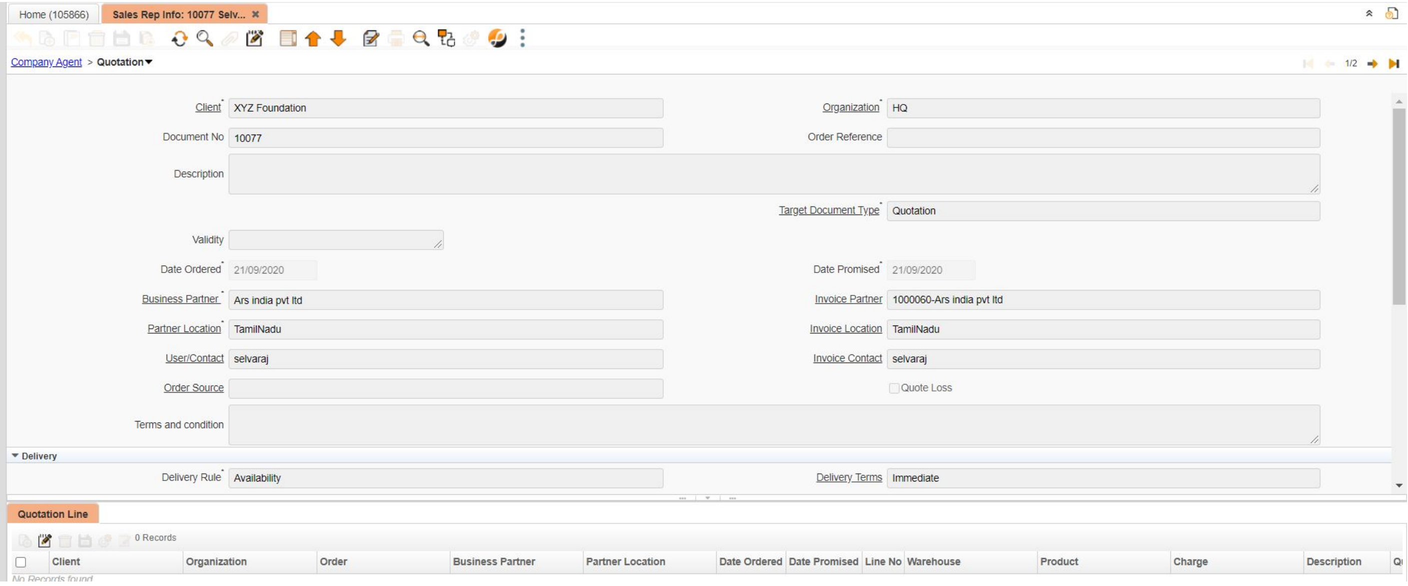
If product against attribute is update ,system will be displayed

Zoom condition’s

Validation

Tabs

Quotation



Critical Fields

1) Business Partner: We can select existing/new customer here and this field used to maintain customer who sale the Quotation

2.Partner location: This field is update automatically ,based on business partner selection, and also update location manually

3.Warehouse: Product storage purpose ,Select a warehouse were the final product are stored.

4.Date promised: Estimated delivery date of the product to the customer

5.Price list: Price list will be selected in product master once we select the product price list will display automatically and user also select manually.

6.Sales Representative :This field used for sales rep updating purpose ,the regard will display from employee master when sales rep field is checked

7.Terms and condition: This field used for our internal terms and condition updating purpose (Payment terms etc)

8.Delivery Terms : To update the Delivery Terms (By Air, By courier,etc)

9.1) After Receipt: It requires the order to be paid for before the shipment will be created.

9.2) Availability: This will ship goods as they come into stock, regardless of whether there will be outstanding quantities for the order or not.

9.3) Complete Line: This will generate shipments whenever stock to fulfil any individual order line is available.

9.4) Complete Order: This will create a shipment when the stock to fulfil the entire order is available.

9.5) Force: This will cause a shipment to be generated for the full quantities specified in the order, regardless of whether they are in stock or not.

9.6) Manual: This will prevent shipments from being automatically generated.

10) Delivery Via: indicates how the products should be delivered

10.1) Pickup: After Product is ready to ship customer will take the product by their own vehicle.

10..2) Delivery: Delivery done by the vendor itself to the customer.

10.3) Shipper: The Shipper indicates the method of delivering product via ship, aeroplane..etc.

11.Freight Cost Rule :Method for charging flight

11.1 Calculated : We can calculated the freight cost

11.2 Fix price : Fixed the freight cost

11.3 Included in Price : Already included in the product price list

12.Insurance Cost Rule :Method for charging insurance

12.1 Calculated : We can calculate the insurance cost

12.2 Fix price : Fixed the insurance cost

12.3 Included in Price : Already included in the product price list

13.Packing and Forwarding Cost Rule :Method for charging Packing and Forwarding

13.1 Calculated : We can calculate the Packing and Forwarding cost

13.2 Fix price : Fixed the Packing and Forwarding Cost

13.3 included in price :Already included in the product price list

14.Payment Rule:This field used to select the payment type

14.1 Cash: After receiving the invoice, customer pay the invoice amount through cash only

14.2 Check: After receiving the invoice, customer pay the invoice amount through check

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14.4 Direct Debit:Payment amount pay to direct vendor account number

14.5 Mixed POS Payment

14.6 NEFT

14.7 On Credit

14.8 RTGS: Payment amount pay to RTGS

15.Payment term:The terms of payment(immediate ,30 days,etc)

Critical & onetime setup fields

1.Organization:This Field is used to select the organization

2.Target Document Type- This Field is used to select the type of the document that you are going to process

Non-Critical Fields

1) Project- If this order is processed against a project user can tag the project for tracking.

2. campaign:

Zoom condition’s

1.Shipment customer

2.invoice (customer)

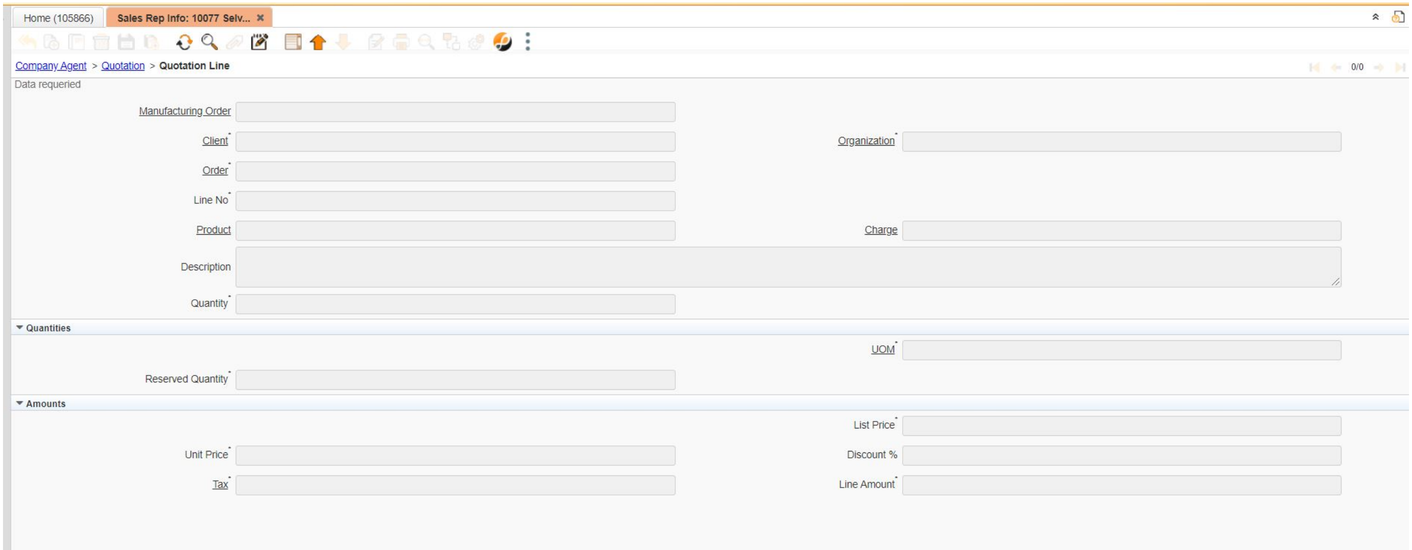
3.invoice payment schedule

4 MRP

5.Shipments package plan

Customization

Quotation > Quotation line



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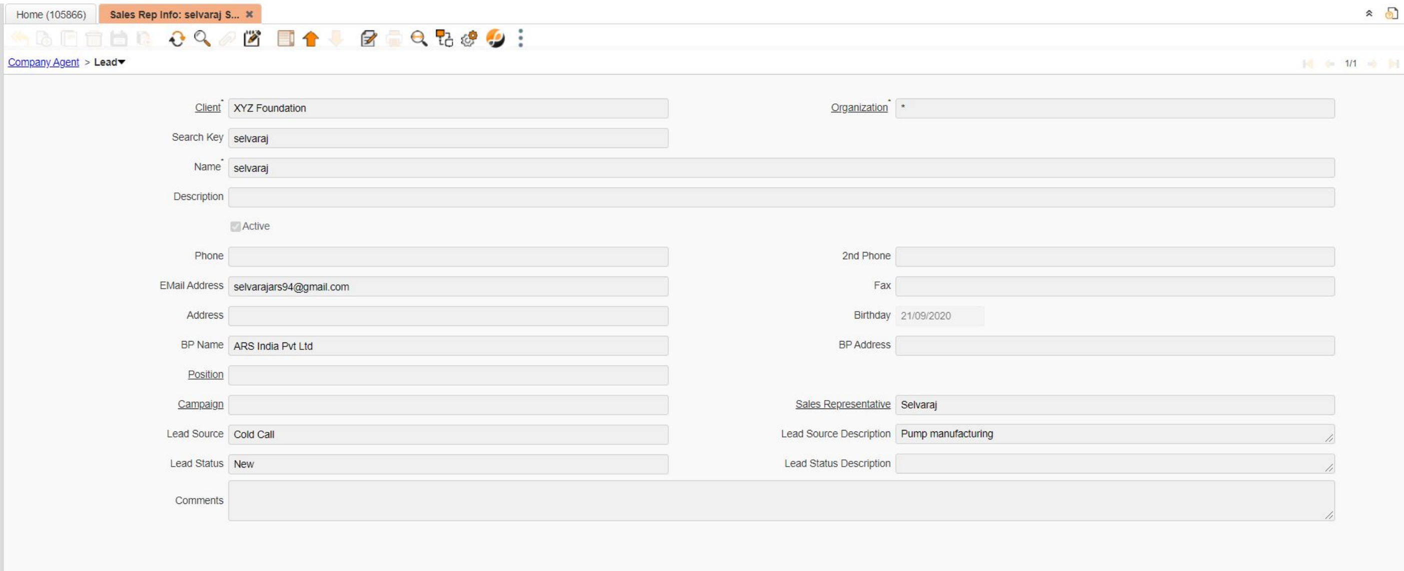
Zoom condition’s

Validation

Tabs

Lead



Critical Fields

1.Name : This field is used to enter the new customer contact person name

2.Lead Date : This Field is used to capture the date of the Lead

3.Phone : This Field is used to enter the Customer Phone Number

4.2nd Phone : This Field is used to Capture the Customer Phone Number 2

5.Email address : This Field is used to Capture the Customer Email Address

6.Fax : This Field is used to capture Customer Fax Number

7.Customer name : This field is used to enter the new customer Name

8.Customer location : This Field is used to capture Customer Location

9.Lead source : This field is used to capture the source for the enquiry

9.1 Cold call : By a cold call is the source for this enquiry

9.2 Conference : Company Conference is the source for this enquiry

9.3 Customer portal : Customer portal is the source for this enquiry

9.4 Dealer : By a Dealer is the source for this enquiry

9.5 Email : Company Email as a source for this enquiry

9.6 Employee : By a Company Employee is the source for this enquiry

9.7 Existing customer : Existing Customer is the source for this enquiry

9.8 Magazine : Company in Magazine is the Source for this enquiry

9.9 Partner : By partner is the source for this enquiry

9.10 Trade show : By Company trade show is the source for this enquiry

9.11 Web site : Company Website is the source for this enquiry

9.12 Word of mouth : By Word of Mouth is the source for this enquiry

10.Lead status

10.1 Cold - Cold is the current status of the lead in the Entire cycle

10.2 Converted - This status defines that the lead is converted in the cycle

10.3 Expired - This status defines that the lead Time expired

10.4 Follow up - This status defines the lead is still in follow up

10.5 Hot - This status defines the lead is in a Converting Stage

10.6 New -This status defines the lead is new

10.6 Recycled - This status defines that the lead is Reworked

10.7 Warm - This status defines a normal lead stage in the entire cycle

10.8 Working - This status defines the lead is in IN progress

11. Lead Source description - Short Description of the lead source

12.Lead status Description - Short Description of the lead Status

13.Sales Representative :This field used for sales rep updating purpose ,the regard will display from employee master when sales rep field is checked

Critical & onetime setup fields

1.Organization:This Field is used to select the organization name

Non-Critical Fields

1.Campaign

2.Comments

Zoom condition’s

Customization

Validations & Actions

Validation

Save

1.System will check the all mandatory fields

Delete

1.System will delete the order and its history details