

# ERPro Training Notes

## *Revenue Cycle (Sales, Account Receivable, Inventory control)*

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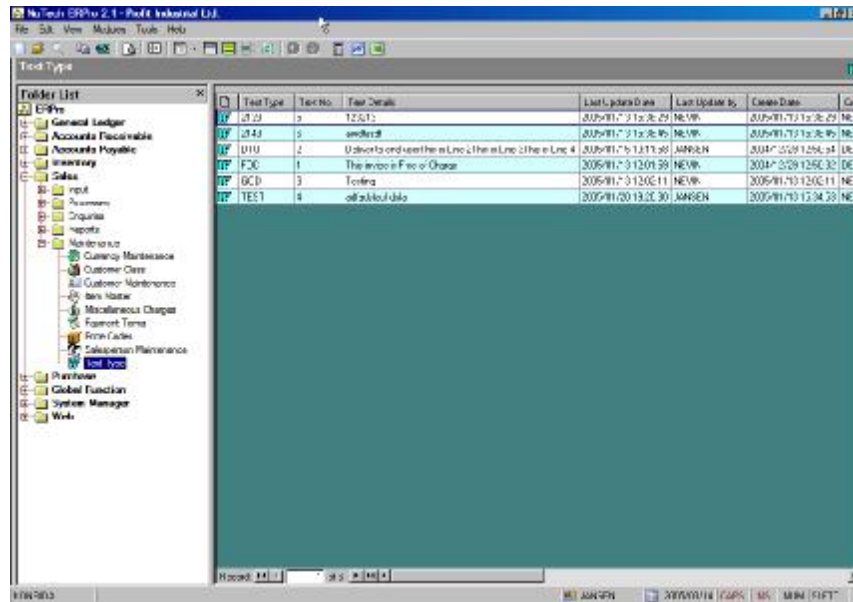
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## **1 Introduction**


This covers activities from receipt of a customer's order, through stock-out processing, shipment of goods and invoicing, until invoices are settled. The necessary information and documents are processed or generated by invoking the relevant functions of different modules.

## 2 Setup Text Type

You can use **Text Type** maintenance to define the predefined text. The text will be carried to all sales documents as the default particulars when creating new. The **Text Type** maintenance is located in Folder List **Sales > Maintenance > Text Type**



### Directions:

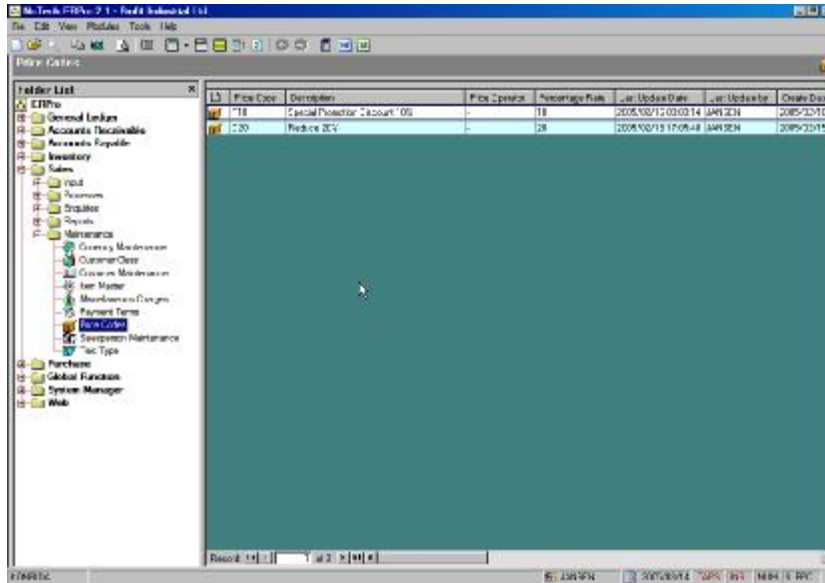
1. Insert a new record by Press 'new'  button.



The field “Seq. No.” is used to determinate the sequence of the text record in the sales documents.

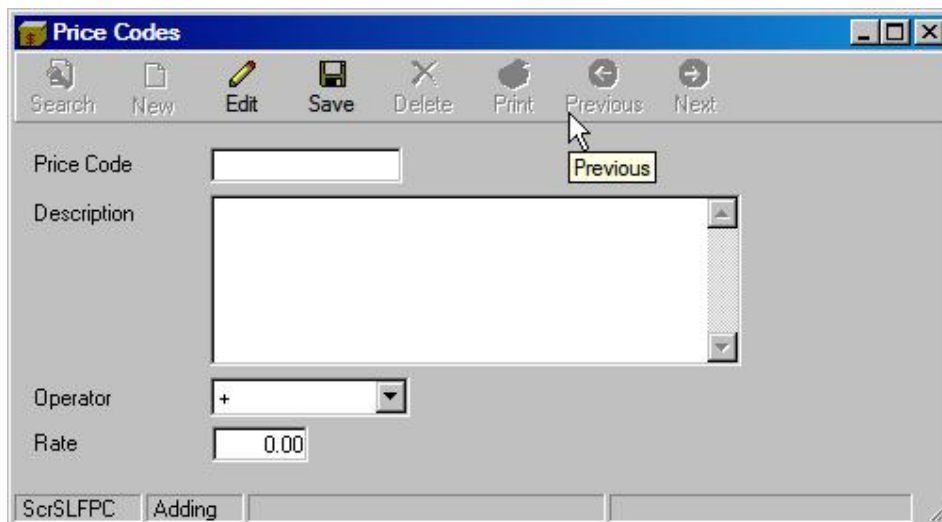
### 3 Setup Price Code

The **Price Code** setup allows the user to define a fixed ratio for the price markup or reduction. The **Price Code** setup is located in the Folder List **Sales > Maintenance > Price Codes**:



#### Directions:

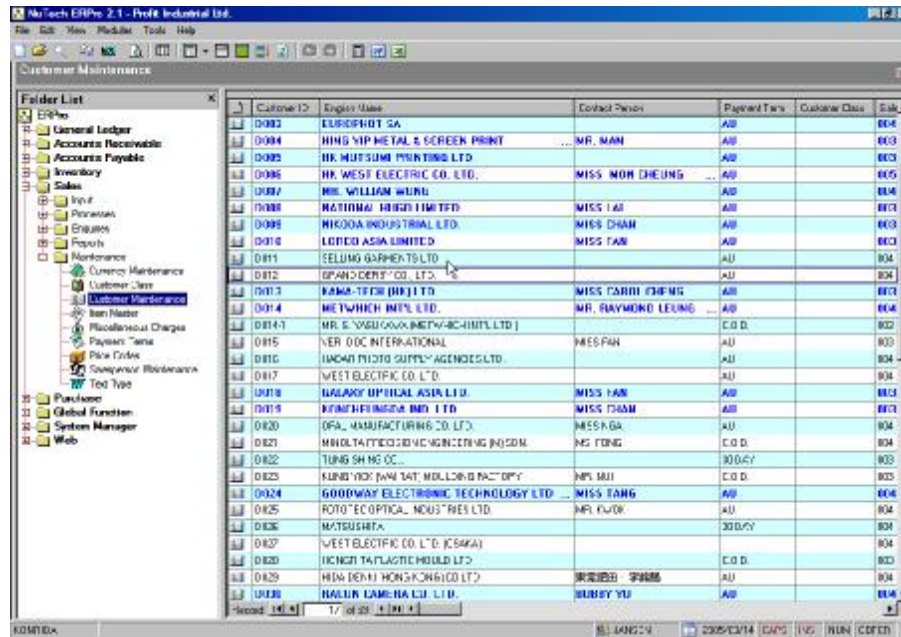
1. Insert a new record by Press 'new'  button. After that the **Price Code** setup will be shown:



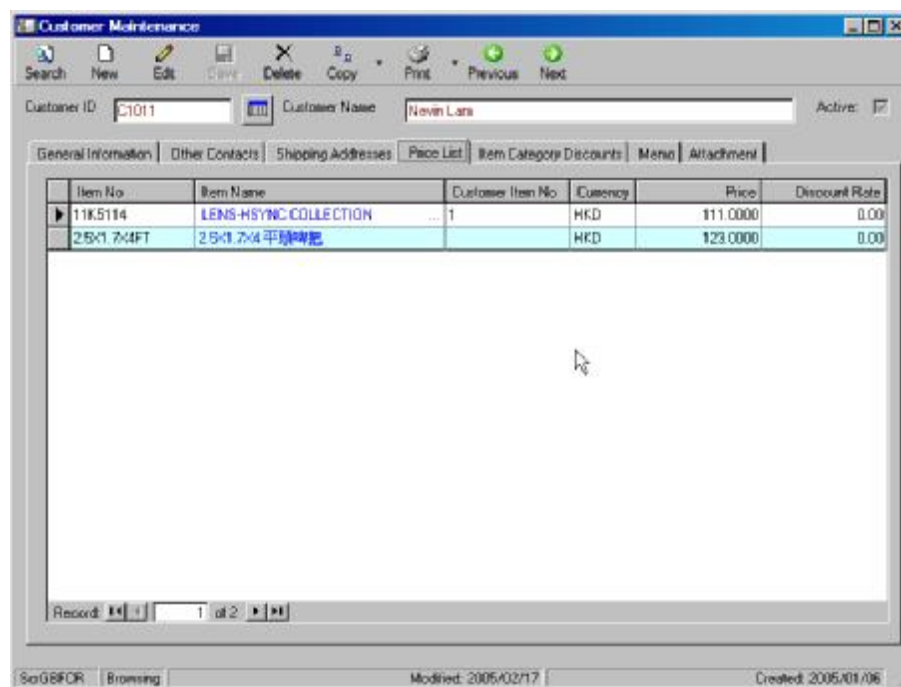
The **Operator** is used to determine increase or reduces the unit price. “+” is increase and “-” is reduce.

## 4 Maintain Customer Price List

You can define the special price arrangement in the **Customer Price List**, which definition will be applied automatically in the **Quotation, Sales Order and Direct Sales Invoice**. The **Customer Price List** allows you to define the unit price & discount for each item. The **Customer Price List** is located in the Folder List **Sales > Maintenance > Customer Maintenance**:



Customer Price List is in the tab of “Price List” in customer Maintenance




## 5 Sales Quotation

This form is used for entering and maintaining sales quotations to customer. Start the Sales module. The Sales Quotation form can be found under Folder List *Sales | Input | Quotation*.

Ref No	Rev	Status	Customer No	Customer Name	Salesperson ID	Date	Curr	Net Quote Amount
00076	J	Accrued	000	ALP	001	2005/11/03	HKD	1,280.00
00075			C1346	AEC Company	006	2005/02/02	USD	80,080.00
00074			C1346	AEC Company	006	2005/02/11	HKD	140.00
00073			C1346	AEC Company	006	2005/02/11	HKD	480.00
00072			C1317	Neven Lam	004	2005/02/11	HKD	80,080.00
00071	J	Open	C1305	Jamen Lam	001	2005/02/11	HKD	6,000.00
00070			U341	EABLE ENTERPRISES LTD, LI J	004	2005/02/04	HKD	4,006.00
00065			C1346	AEC Company	006	2005/02/04	HKD	280.00
00065			D312	LC REG ASIA LIMITED	003	2005/02/02	HKD	2,080.00
00067			D341	EABLE ENTERPRISES CO LTD	004	2005/02/02	USD	080.00
00065			C1346	AEC Company	006	2005/02/02	HKD	1,080.00
00064			C1343	Trigolale	004	2005/02/02	HKD	20,144.00
0000000000			C1346	AEC Company	006	2005/02/02	HKD	3,784.43
0000000000			D312	GALAXY OPTICAL CO LTD	003	2005/02/02	HKD	2,650.44
0000000000			C1346	AEC Company	006	2005/02/02	HKD	280.00
0000000000			C1346	AEC Company	006	2005/02/02	HKD	0.00

### Directions:

1. Insert a new record by Press 'new'  button.

Ref No:  Revision No:  Date:  Status:

Customer ID:  Contact:


Telephone:  Fax:  Exchange Rate:

Email:  Salesperson ID:  Price Code:

Item No	Description	Customer Item No	Qty	U.O.	Unit Price	Disc

Record:  of


Quotation Amount:

2. Enter a Customer ID or select from the list by clicking the  button.
3. After entering the Customer ID, the other fields on the form will automatically appear as follows. Check to see if they are correct.

Customer ID.	Salesman	Currency	Payment Term
101	IVY	HKD	30D5P

3. Press the “...” button appear on the “Item No.” field. Select an Item from the list.

e.g. **ITEM001**

4. Enter “Order Qty.” = **100** “Unit Price” = **110** “Disc.(%)” = **10**
5. Remember to save the data you have just entered before closing this form. Click the Save  button on the toolbar or press [Ctrl + S].


6. A Ref. No. will be generated by the system. Please jot it down.

## 6 Sales Order

This form is used for entering sales order transactions. The Sales Order form can be found under Folder List *Sales | Input | Sales Order*.

Order No.	Customer No.	Order Date	Confirmed	Description No.	Item No.	Salesperson No.	Currency	Net Order Amount
2005000007	0000	2005/05/02	<input type="checkbox"/>			0000	USD	5,995.00
2005000008	0000	2005/10/19	<input type="checkbox"/>			0000	USD	1,200.00
2005000009	0000	2004/11/10	<input type="checkbox"/>			0000	USD	78,720.00
2005000010	0000	2005/10/19	<input type="checkbox"/>			0000	USD	320,540.00
2005000011	0000	2004/10/10	<input type="checkbox"/>			0000	USD	14,013.00
2005000012	0000	2005/05/15	<input type="checkbox"/>			0000	USD	30,000.00
2005000013	0000	2004/11/19	<input type="checkbox"/>			0000	USD	30,000.00
2005000014	0000	2004/11/19	<input type="checkbox"/>			0000	USD	26,000.00
2005000015	0000	2004/11/19	<input type="checkbox"/>			0000	USD	40,000.00
2005000016	0000	2005/05/02	<input type="checkbox"/>			0000	USD	88,400.00
2005000017	0000	2005/05/02	<input type="checkbox"/>			0000	USD	90,000.00
2005000018	0000	2005/05/02	<input type="checkbox"/>			0000	USD	90,000.00
2005000019	0000	2005/05/02	<input type="checkbox"/>			0000	USD	90,000.00
2005000020	0000	2005/05/02	<input type="checkbox"/>			0000	USD	90,000.00

### Directions:

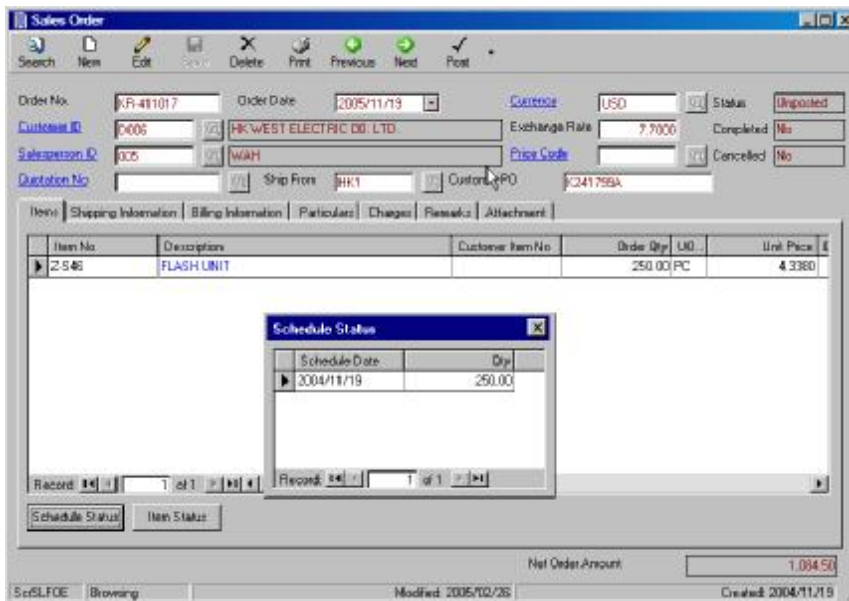
1. Insert a new record by Press 'new'  button.

Item No.	Description	Customer Item No.	Order Qty	U.O.	Unit Price
----------	-------------	-------------------	-----------	------	------------

2. Enter a Customer ID or select from the list by clicking the  button.




3. After entering the Customer ID, the other fields on the form will automatically appear as follows.
4. If you want the Sales Order copied from the quotation, enter the quotation number you just entered.
1. Click the “Schedule Status” button, can you see the Schedule Date and Schedule Quantity?



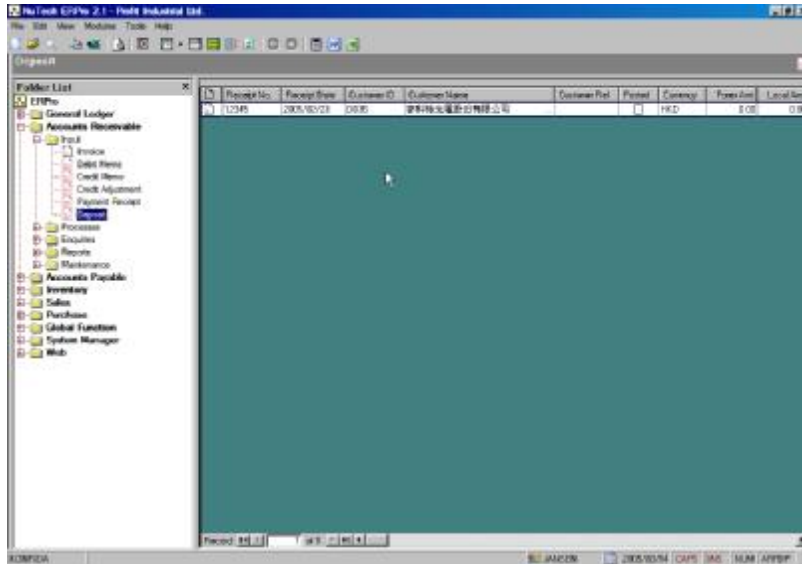
2. Change the “Quantity” field on the first line to **100**. Then, add a second line by pressing the “Down” key, with “Date” as 1 month later, “Quantity” as **150**.
3. Close the “Schedule Status” window after you have finished the settings.
4. Click the “Other Charges” tab. Choose “TRANS” under the “Charge Type” field. Enter **100** in the “Amt.” Field then press the “Down” key to confirm the adding process. You have added HK\$100 transportation charge to the S.O.  
(Hint: you can select the charge type by clicking the “...” button)
5. Click the “Billing Information” tab. Set the “Trade Discount” field to **0**. Check the box “Deposit Needed” and enter **10** in the “Deposit Rate(%)” field.

6. Now click the “Deposit Amt.” field. The number will be updated automatically to the required deposit. Jot down the Deposit Amount. Also Jot down the Net Order Amount on the left-hand side.

7. Save the record by clicking the Save  button.
8. You can print this S.O. by clicking the “Print” button.
9. Post this S.O. by clicking the “Post” button.

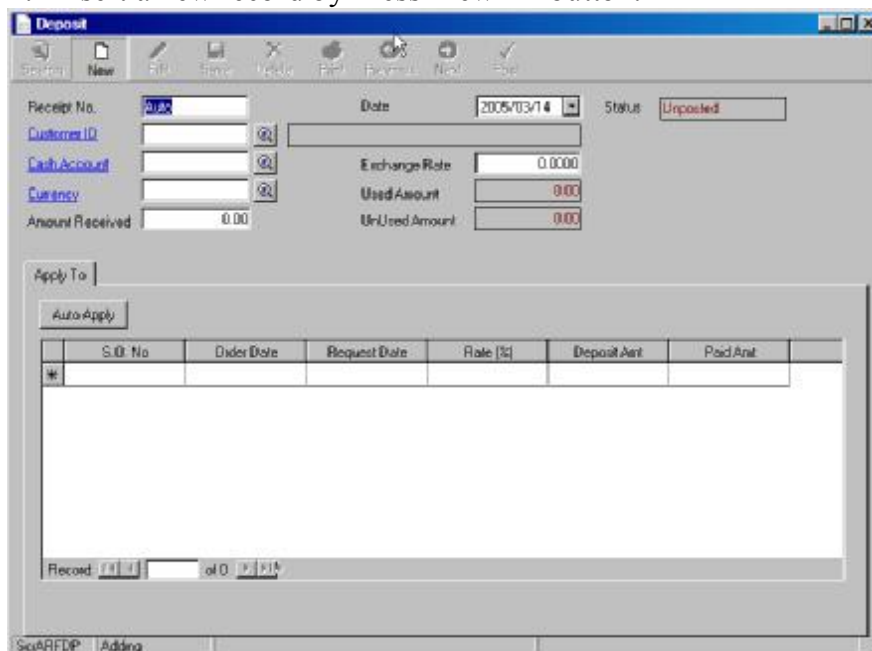
## 7 AR – Deposit


This form is used for entering deposit receipts after the deposit is received from customers. The shipment for a sales order can only be processed after posting the deposit receipt. Start the Accounts Receivable module. You can start this function in Folder List *Accounts Receivable | Input | Deposit*.



### Directions:

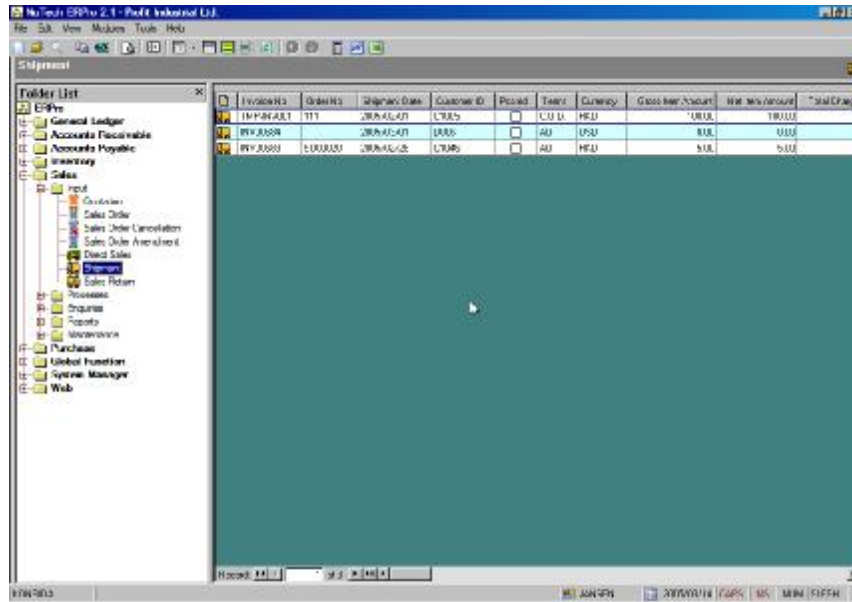
1. Insert a new record by Press 'new'  button.




2. Enter the date in the “Date” field.
3. Type in a Customer ID., e.g. **101**. You can also click the  button and select from the list.
4. Enter the required deposit amount you have jotted down in the “Amount Received” field.
5. Enter the Sales Order No. in the “S.O. No.” field. You can also select from a list by clicking the “...” button.
6. Save the record. A Receipt No. will be generated by the system. Jot it down.
7. Post the record by clicking the “Post” button.

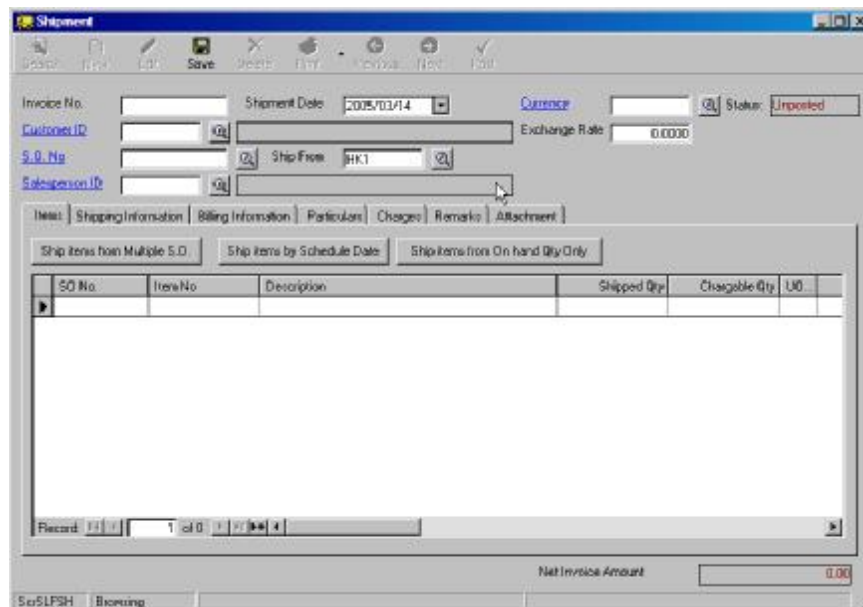
## 8 Shipment Processing


This form is used for preparing a shipment transaction for previously posted sales orders. Go to the Sales module. The Shipment entry form can be found under Folder *List Sales | Input | Shipment*.



### Directions:

1. Insert a new record by Press 'new'  button.



2. Type in a Customer ID. i.e. **101** to whom you want to ship the goods.
3. Enter the posted Sales Order No. in the “S.O. No.” field or select it from the list by clicking the  button.
4. Select a shipment address code e.g. **002** from the “Ship To” field, you will see the corresponding shipment address appear in the box right next to it.
5. Save the record. An Invoice no. will be generated by the system, jot down this no.
6. You can print the Invoice by clicking the “Print” button.
7. Notice the Shipped Qty and post the shipment by clicking the “Post” button.

## 9 AR – Invoice

This form is used for recording and verifying invoices sent to a customer after a shipment is done. Go to the Accounts Receivable module. You can start this function under Folder List *Account Receivable | Input | Invoice*.

Invoice No.	Customer ID	Customer Name	Invoice Date	Subgroup ID	Currency	Net Invoice Amount
INV000001	C000	AEC Corpnw	2004/12/15	000	RMB	20,000.00
INV000002	C000	AEC Corpnw	2004/12/15	000	RMB	1,000,000.00
INV000003	C000	AEC Corpnw	2005/01/15	000	RMB	200.00
INV000004	C000	AEC Corpnw	2005/01/15	000	RMB	400.00
INV000005	C000	AEC Corpnw	2005/01/15	000	RMB	14.00
INV000006	C000	AEC Corpnw	2005/01/15	000	RMB	1.00
INV000007	C000	AEC Corpnw	2005/01/15	000	RMB	100.00
INV000008	C000	AEC Corpnw	2005/01/15	000	RMB	100.00
INV000009	D000	HK WEST ELECTRIC CO. LTD.	2005/01/15	000	USD	8.00
INV000010	D000	HK WEST ELECTRIC CO. LTD.	2005/01/15	000	USD	1,000.00
INV000011	D000	SMC M.LTD-MEDIA PRDUC. CO'S CO. LTD.	2004/12/15	000	USD	5,445.00
INV000012	D000	HK WEST ELECTRIC CO. LTD.	2004/12/15	000	RMB	22,304.00
INV000013	C000	AEC Corpnw	2004/01/11	000	RMB	2,000.00
INV000014	D000	FORA FUTUREPROPSYS LTD.	2005/01/01	000	RMB	4,170.00
INV000015	C000	JianxinLian	2005/01/01	000	RMB	6,000.00
INV000016	C000	AEC Corpnw	2005/01/01	000	RMB	400.00
INV000017	C000	JianxinLian	2005/01/15	000	RMB	5,000.00
INV000018	D000	EUM PHOTONIA	2004/01/14	000	USD	1,000.00
INV000019	D000	F. NG PHOTON LTD.	2005/01/14	000	RMB	100.00
INV000020	D000	L. RICO, S.A. LIMITED	2005/01/14	000	RMB	25,000.00
INV000021	D000	HK WEST ELECTRIC CO. LTD.	2005/01/12	000	USD	20.00
INV000022	D000	HK WEST ELECTRIC CO. LTD.	2005/01/12	000	USD	4,800.00
INV000023	EP	Epax Precision HK, Limited	2004/01/11	000	RMB	8.00
EP000001	EP	Epax Precision HK, Limited	2005/01/11	000	RMB	50.00
D00024	D000	000	2005/01/15	000	RMB	10.00
D00025	D000	000	2005/01/15	000	RMB	2.00
D00026	D000	000	2005/01/15	000	RMB	12.00
D00027	D000	000	2004/12/15	000	RMB	2,000.00
D00028	C000	AEC Corpnw	2004/01/15	000	USD	80,000.00

### Directions:

1. Find your Invoice from the table view.
2. Check to see if the information is correct.

Invoice No. INV0000004 Invoice Date 2004/12/15 Currency RMB Status Unposted

Customer ID C000 HK WEST ELECTRIC CO. LTD Exchange Rate 0.9615 Source Shipment

Salesperson ID 005 WASH Profit Center S-NH

Item All Due Date 2004/12/15 Discount Date 2004/12/15

Description Net Invoice Amount 22,304.00

Item No	Description	Unit Price	Qty	UO	Disc	Amount
2505	BACKLIGHT UNIT	1.9694	12,000.00	PC	0.00	22,304.00

Record 1 of 1

Modified: 2005/01/27 Created: 2004/12/15

1. Post the record.

## 10 AR – Unapplied Documents Application

This form is used for entering and processing unapplied documents (open item). In this exercise, the unapplied document is the deposit received. You can start this functions in Folder List *Account Receivable | Processes | Unapplied Document Application*.

Ref No	Source	Customer ID	Tran. Date	Applied	Currency	Remark	Period/Amount	Document Balance	Local Date
17	Payment	0882	2004/12/15	<input type="checkbox"/>	USD		1.00	29.00	
18	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
19	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
20	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
21	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
22	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
23	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
24	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
25	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
26	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
27	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
28	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
29	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
30	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
31	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
32	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
33	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
34	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
35	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
36	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
37	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
38	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
39	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
40	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
41	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
42	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
43	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
44	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
45	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
46	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
47	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
48	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
49	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	
50	Payment	0882	2005/02/19	<input type="checkbox"/>	USD	7.7578	98.036	98.036	

### Directions:

1. Find the Unapplied Document record that corresponds to the deposit that is received.
2. Double click to open the unapplied document.

Control No:  Customer:  Status:

Customer ID:  Customer Name:  Exchange Rate:  Source:

Document Amt:  Ref No:

Unapplied Amt:  Log No:

Apply Date:

Apply to:

Invoice No	Amount to Apply	Discount	Document Baln.	Original Currency	Doc Type	Doc Date	D

Record: 1 of 1

Total Applied Amount:  Total Applied Discount:



3. Select or enter the invoice number for that deposit to apply.
4. Click “Save” to save the record.
5. Jot down the Control No. at the upper left-hand corner.
6. Post the record.

## 11 AR – Payment

After the invoice is issued and a payment is received from the customer, operation under Accounts Receivable > Payment Receipt can be done (Fig.2-3). In ERPro, it is allowed to settle invoice with multiple currencies. For example, a US dollar invoice can be settled with HK dollar.

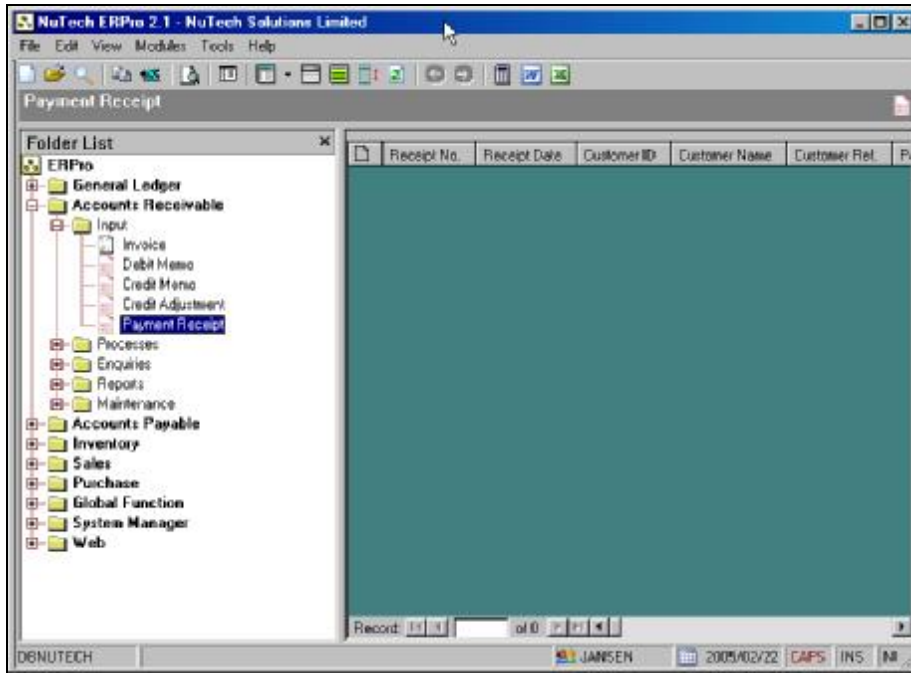


Fig. 2-3

1. Press 'New'  button. Then the payment form is blank.

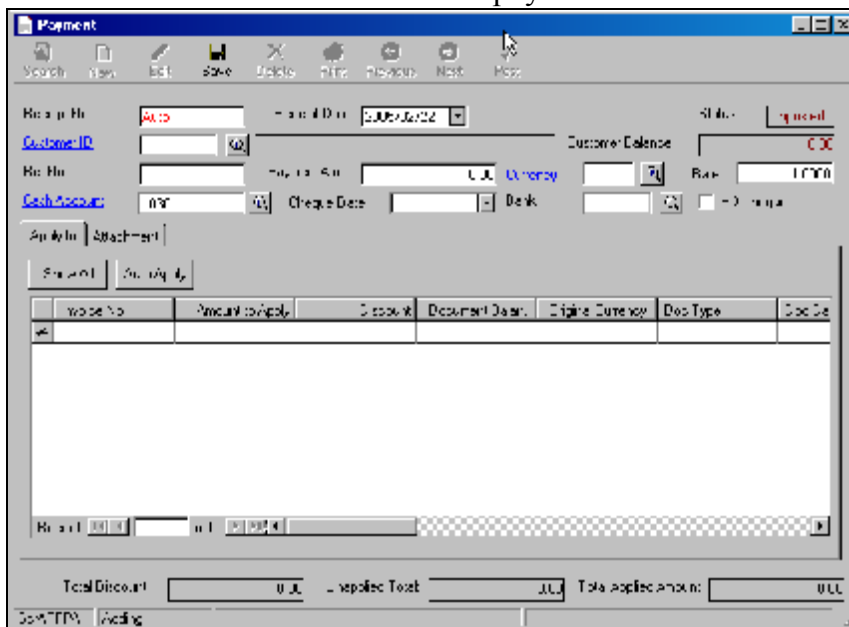


Fig. 2-4

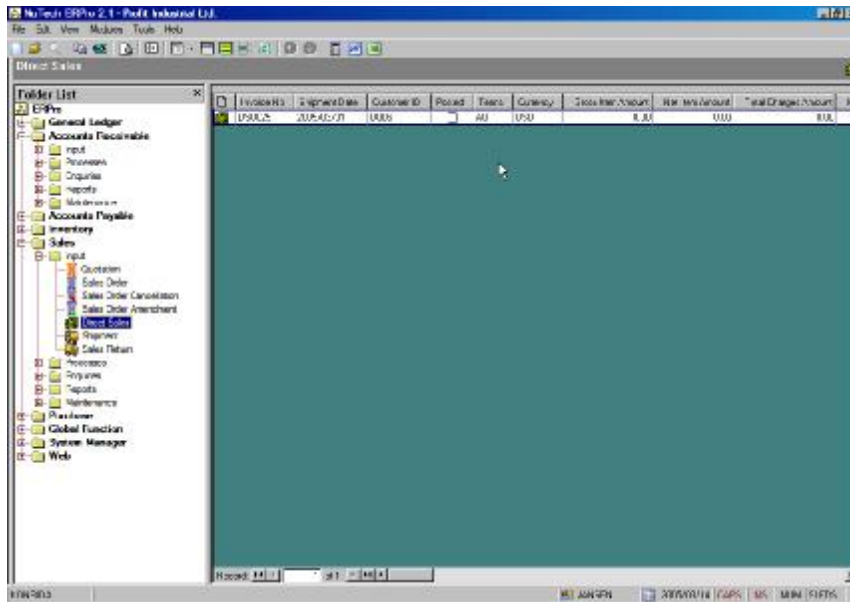
2. Input the customer no., the customer's default values are filled in the information in customer registry.
3. Input the cash account that the received amount is put in. Then to type-in the amount received from the customer.
4. If the customer's payment is a cheque, then input the bank and the cheque information in the bank details section. The bank master record can be defined in Account Receivables > Maintenance > Bank Master.
5. If the cheque is post-dated cheque, select the 'PD cheque' option.
6. Select the invoice to be settled and input the paid amount. Tab to the next line, then the used amount, unused amount, used local and the unused local would be calculated in the payment header.
7. On the other hand, if the invoice no. is unknown, press the 'Show All' button to display all outstanding invoices. Press the 'Auto Apply' button to apply the payment amount to the outstanding invoices in a first invoice first apply basis.
8. The accounts used in the vouchers are based on the profit centre of the customer in the customer maintenance. In Fig. 2-3, the customer's profit centre is 'NORMAL' which is defined in Fig. 1-1.
9. When the exchange rate of the received amount and the invoice is different, an exchange difference amount would be calculated and put into the exchange difference a/c, which is defined in the profit centre (Refer section 1a).
10. For example, in Fig. 2-4, there is HKD356.67 exchange difference between the payment and the invoice, no. 9912-00052, in line 3. Since USD1.04 term discount is in invoice no. 9912-00052, in the last line, debit the term discount account 41000 that is pre-defined in the profit centre (Refer Fig. 1-1).
11. Since the total received amount is larger than the settled amount, the outstanding amount is credit to account no. 16000, the deposit a/c. And this outstanding amount is called 'Open-item' (Refer section 2f).
12. Besides of invoice settlement, deposits can also be done in this form. Input

the sales order no. and the amount paid at the bottom.


13. Finally, save the payment and post it if it is confirmed.
14. After the payment is posted and the cheque is approved, the post-dated cheque posting has to be done in Account Receivable > Processes > Post-dated cheque posting (Fig. 2-5).
15. Select the payment receipt no. The PD-cheque is posted. Then a voucher will be generated.
16. The voucher can be seen in GL module as in Fig. 2-6. Credit the cash a/c defined in the payment and debit the cash a/c defined in the PD-cheque posting.

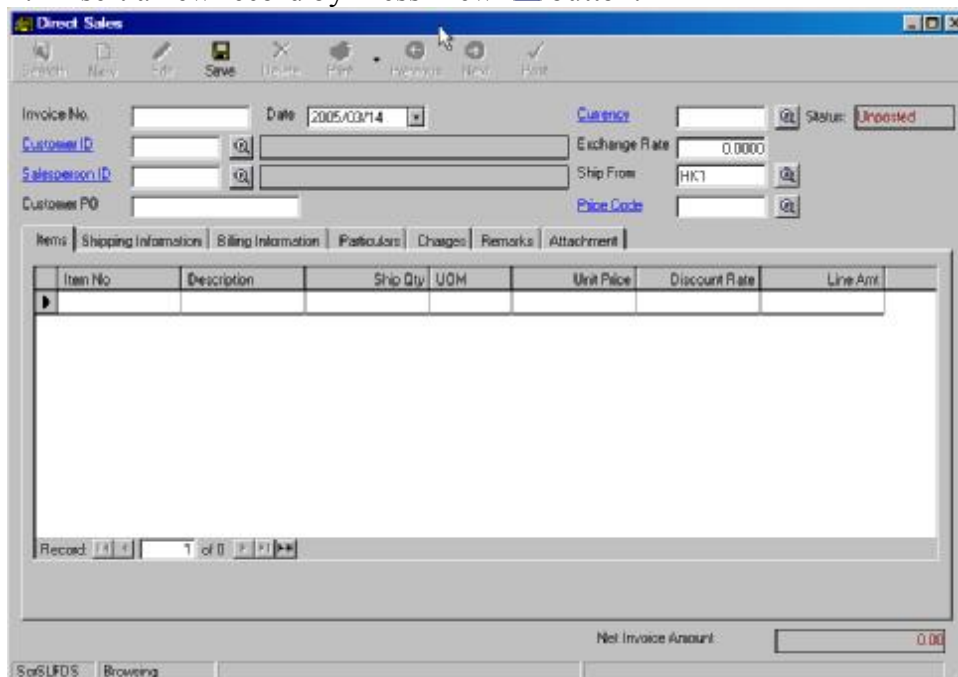
## 12 Direct Sales

This form is used for processing direct sales records. Go to the Sales module. This function can be started under Folder List *Sales* | *Input* | *Direct Sales*.



### Directions:

1. Insert a new record by Press 'new'  button.

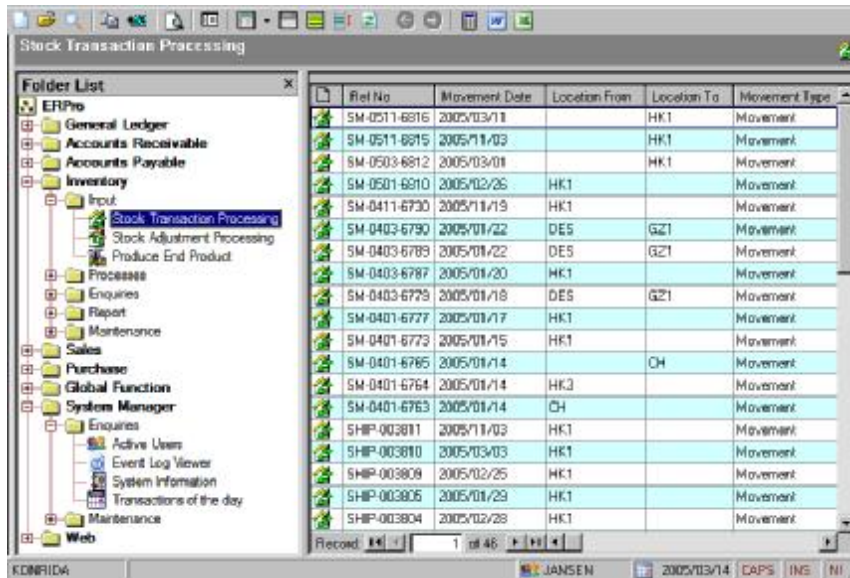


2. Select a Customer ID, say **101**, for the Direct Sales transaction.

3. Choose an item no. from the list under the “Item No.” field e.g. **ITEM001**.
4. Enter the “Shipped Qty.” = **200**, “Unit Price” = **10**, “Discount Rate” = **10**.
5. Save the record and jot down the Invoice No. assigned by the system.
6. Print the Invoice by clicking the “Print” button.
7. Post the record by clicking the “Post” button.

### 13 IC – Stock Transaction Processing

This form is the data entry portion for processing three types of transactions: Stock-in, Stock-out and Stock transfer. You can start this function in the Inventory Control module the Folder List – Inventory -> Input -> Stock Transaction Processing.



#### Directions:

1. Find the stock-out record for the Direct Sales process from the Sales module. You can find the unposted Transaction with Sub Ledger Source = “Sales” and Source Type = “Direct Sales”

2005/02/28	HK1		Movement	Sales	Shipment	INV00680
2005/02/28	HK1		Movement	Sales	Shipment	INV00678
2005/02/02	HK1		Movement	Sales	Shipment	INV00669
2005/01/24	HK1		Movement	Sales	Direct Sales	TNT-001
2005/02/21	HK1		Movement	Sales	Direct Sales	DS0018
2005/02/21	HK1		Movement	Sales	Direct Sales	DS0017
2005/01/27	HK1		Movement	Sales	Shipment	INV00668
2005/01/25	HK1		Movement	Sales	Direct Sales	00000000002
2005/01/29	HK1		Movement	Sales	Direct Sales	DS0009
2005/01/29	HK1		Movement	Sales	Direct Sales	DS0010
2005/01/29	HK1		Movement	Sales	Direct Sales	DS0008
2005/01/27	HK1		Movement	Sales	Direct Sales	AA1111
2005/01/08	HK1		Movement	Sales	Shipment	INV00664
2005/01/08	HK1		Movement	Sales	Shipment	TEST
2004/12/30	HK1		Movement	Sales	Shipment	INV00662
2004/11/19	CH		Movement	Sales	Shipment	K241811
2004/12/29	HK1		Movement	Sales	Shipment	TTT
2004/12/28	HK1		Movement	Sales	Shipment	AAA
2004/12/10	HK1		Movement	Sales	Shipment	N200412002
2005/03/14	HK1		Movement	Purchasing	Purchase Return	PRN00010

2. Double Click to open the transaction.
3. Jot down the Ref. No. at the upper left-hand corner.
4. Post the corresponding record to complete the inventory update process.