TRADING AND SERVICES ORDER AND SERVICE MANAGEMENT WITH BILLING AND COLLECTION SYSTEM

USER MANUAL

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END-USER LICENSE AGREEMENT

Important Notice

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Recitals

Use of the Trading and Services Order and Service Management with Billing and Collection System requires the use of the stand-alone system itself, a pre-requisite software; Adobe Reade, Visual Studio Community 2017 and a DBMS: Mysql 6.3 CE. The SYSTEM is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The STAND-ALONE SYSTEM is not sold, and instead is only licensed for Your use, strictly in accordance with this Agreement. Other third party software's are bounded by their own license agreement therefore the use of these third-party software is not included in these license agreement and any distribution and merchandising is not allowed by the project team for the reason of legal terms. This Agreement sets forth the terms and conditions of the STAND SYSTEM only.

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Limitations

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Unless stated in this USER MANUAL, NO ONE can change or ALTER the source code of the stand-alone system. If any problem arises that tends to stop you from using the stand-alone system, ask the assistance of the developer or the OWNER that distribute the stand-alone system to you and that person will be the one to ask for the assistance of the developer.

No Rental

Licensee may not rent or lease the STAND-ALONE SYSTEM to someone else.

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DISCLAIMER

THIS SYSTEM AND DOCUMENT HAS BEEN MADE BY HAMMOCKS PROJECT TEAM FOR GUIDE PURPOSE FOR THE **Trading and Services Order and Service Management with Billing and Collection System** and IS NOT FOR SALE. THE STAND-ALONE SYSTEM AND ACCOMPANYING DOCUMENTATION, IF ANY, PROVIDED HEREUNDER IS PROVIDED "AS IS". REGENTS HAS OBLIGATION TO PROVIDE MAINTENANCE, SUPPORT, UPDATES, ENHANCEMENTS, OR MODIFICATIONS.

PREFACE

This USER MANUAL is intended for the HAMMOCKS PROJECT TEAM that produce a system called Trading and Services Order and Service Management with Billing and Collection System. This system focuses on the internal transaction of a company possessing a trading and services nature. It will help companies on managing both item and service orders and keeping track of each records. This system will assist the users in processing sales orders into customer bills that eventually will be settled. This document will guide the user how to navigate the system.

CONTENTS

INTRODUCTION

Background Details

Trading and Services Order and Service Management with Billing and Collection System is a standalone computer. It enables the management to perform all operations in a trading and services company such as: creation of sales quotation and purchase order, scheduling of services, processing of payments, generating needed reports and many more.

The system covers the main internal business transaction of a trading and services business. The system will assist the person in charge on managing both item and service orders and keeping track of each record. It will also give the users the ability to learn what orders are already supported by the required document and what payments need settling. Assist the users in processing sales orders into customer bills that eventually should and will be settled. The system should also support the users in managing purchase orders that will also be processed in order to keep the company's balances updated. This will offer assistance to them in monitoring what orders have been made and what payments should be settled with suppliers.

Objectives

The HAMMOCKS project team's objective is to support and improve the monitoring and managing records, mainly product and/or service orders, as well as to help them to deal with its problem on monitoring transactions without compromising other company's and its own business process.

The team also want to provide an effective way to process payments from customers as well as the payments that need to be settled with suppliers.

SYSTEM REQUIREMENTS

HARDWARE

	Minimum Specification	Best Performance Specification
Processor	Dual Core Intel/AMD	Intel® Core™ i5-6600 Processor CPU @ 3.30GHz, 2000 Mhz, 2 Core(s), 4 Logical Processor(s)
Ram	4GB DDR3 RAM (or better)	8GB DDR3 RAM (or better)

SOFTWARE REQUIREMENTS

I. Operating System

	Minimum Specification	Recommended Specification
OS (Server)	Windows 7 ultimate	Windows server 2012 R2
OS(Workstations)	Windows 7 32 bit	Windows 7 64 bit or later

II. DBMS

RDBMS	Recommended Version
MySQL	6.3 CE

III. Pre-requisite Software

Software	Recommended software
PDF Reader	Adobe Reader
IDE	Visual Studio Community 2017

CONTACT US | For Assistance

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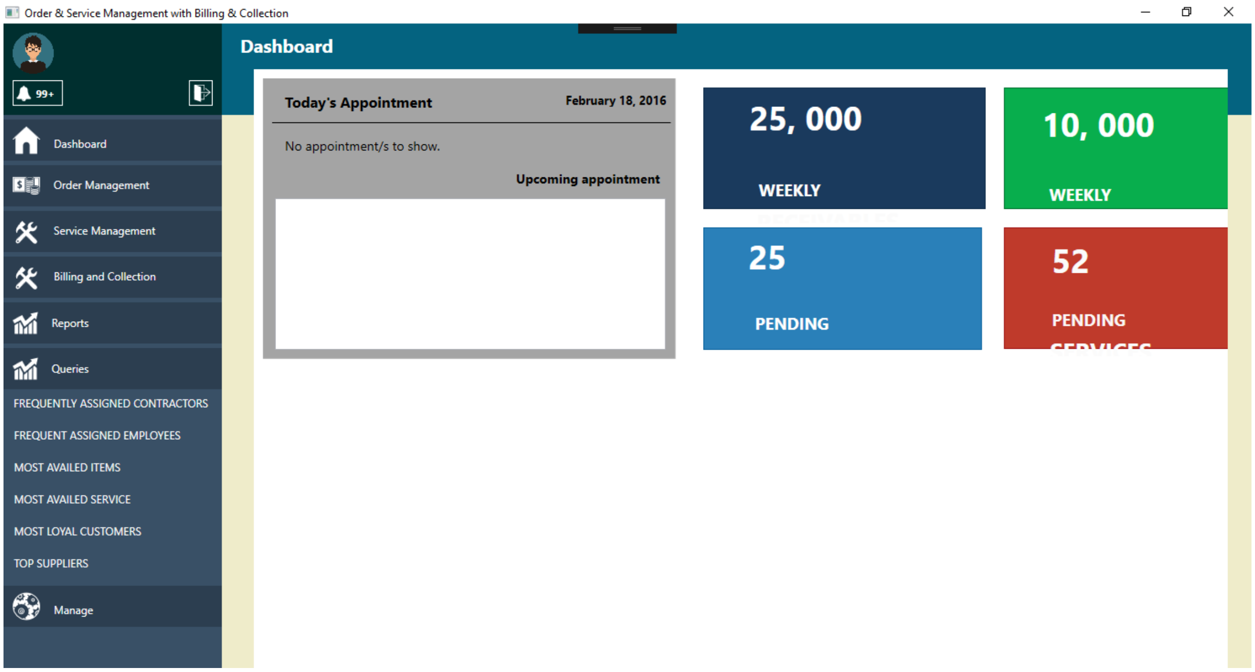
(+63 2) 335-1PUP (335-1787) or 335-1777

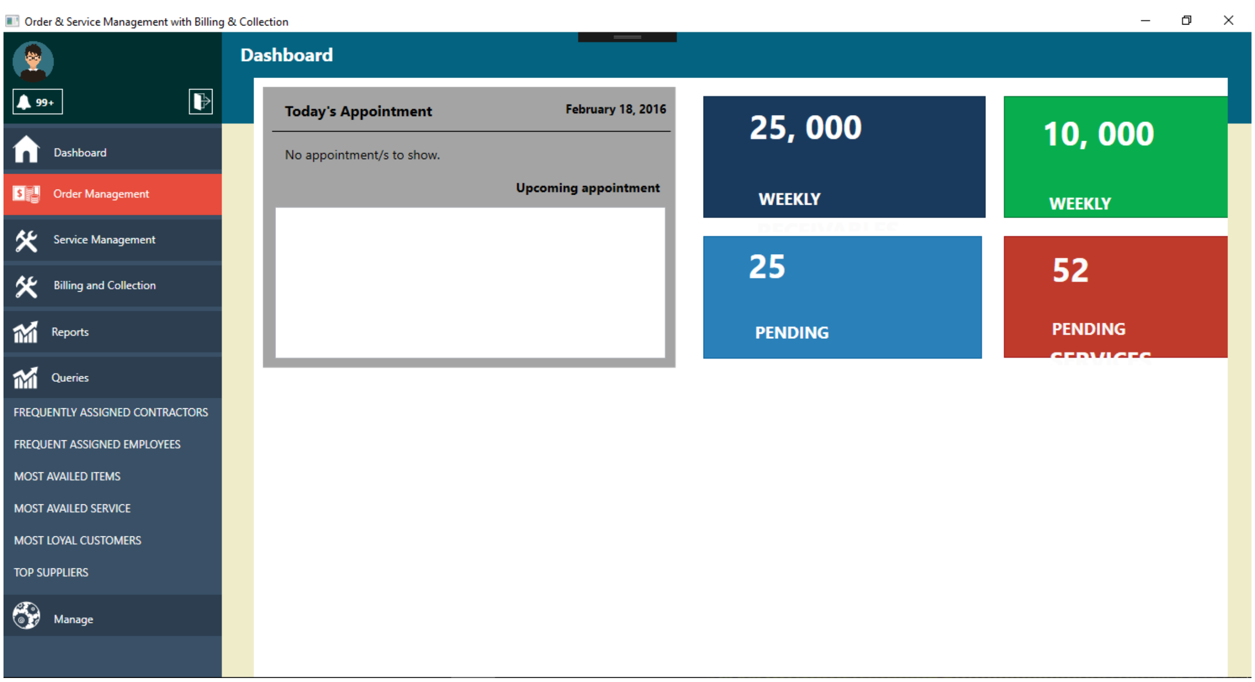
and look for CCIS and Prof. Rachel A. Nayre

Dashboard



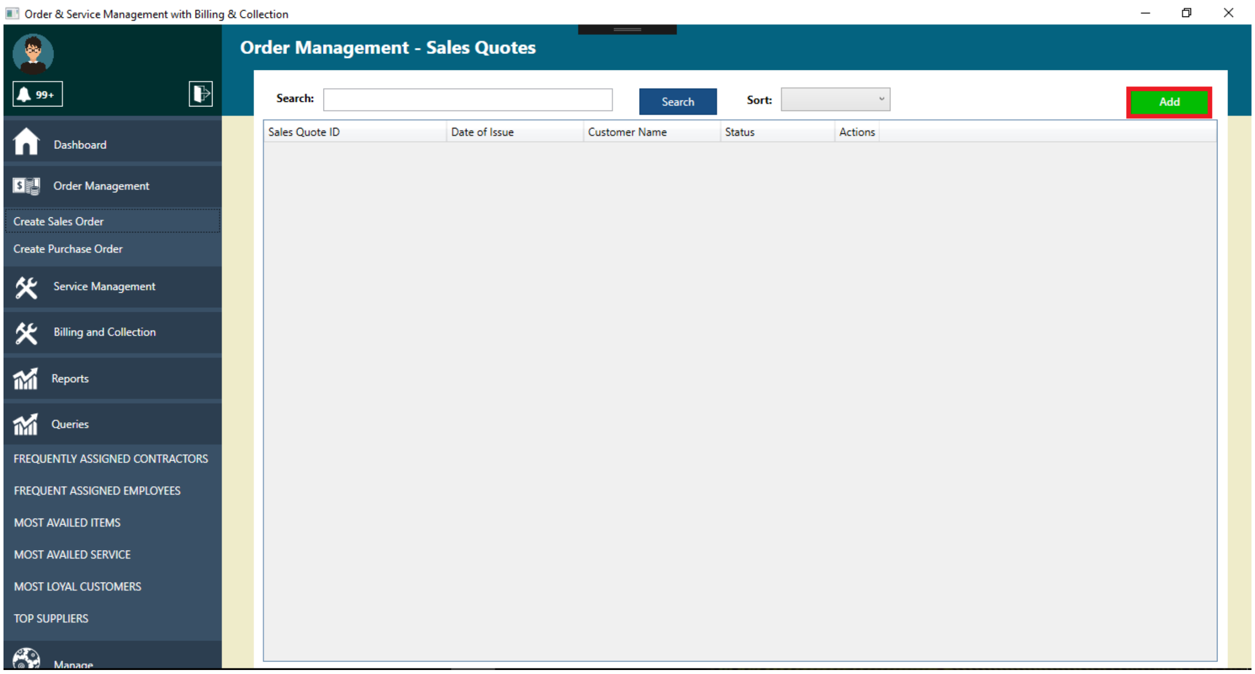
In the Dashboard you will see the summary of transactions like pending Services, pending Purchase Order, Weekly Sales and Weekly Purchases. You can also see the all of today's appointment.

Order Management Tab



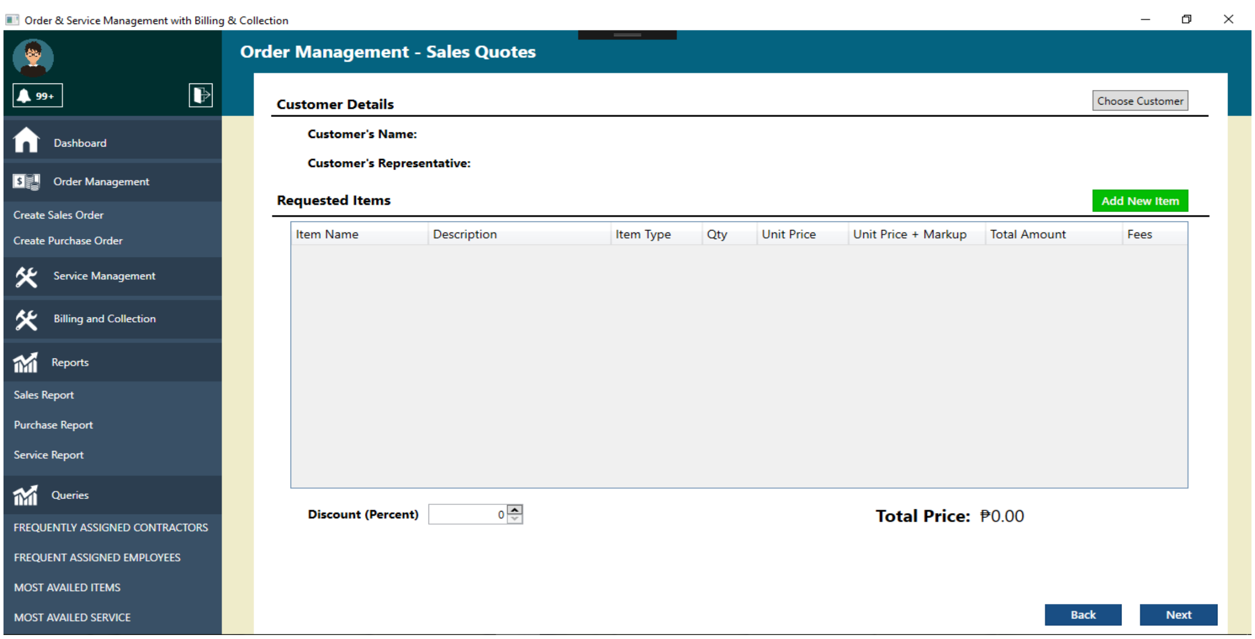
Once you click the Order Management Tab, Create Sales Order and Create Purchase Order buttons will be visible.

Create Sales Order



In Create Sales Order you will see the list of sales quotation made for the customers. You can add a new Sales Quote by clicking the "Add" button

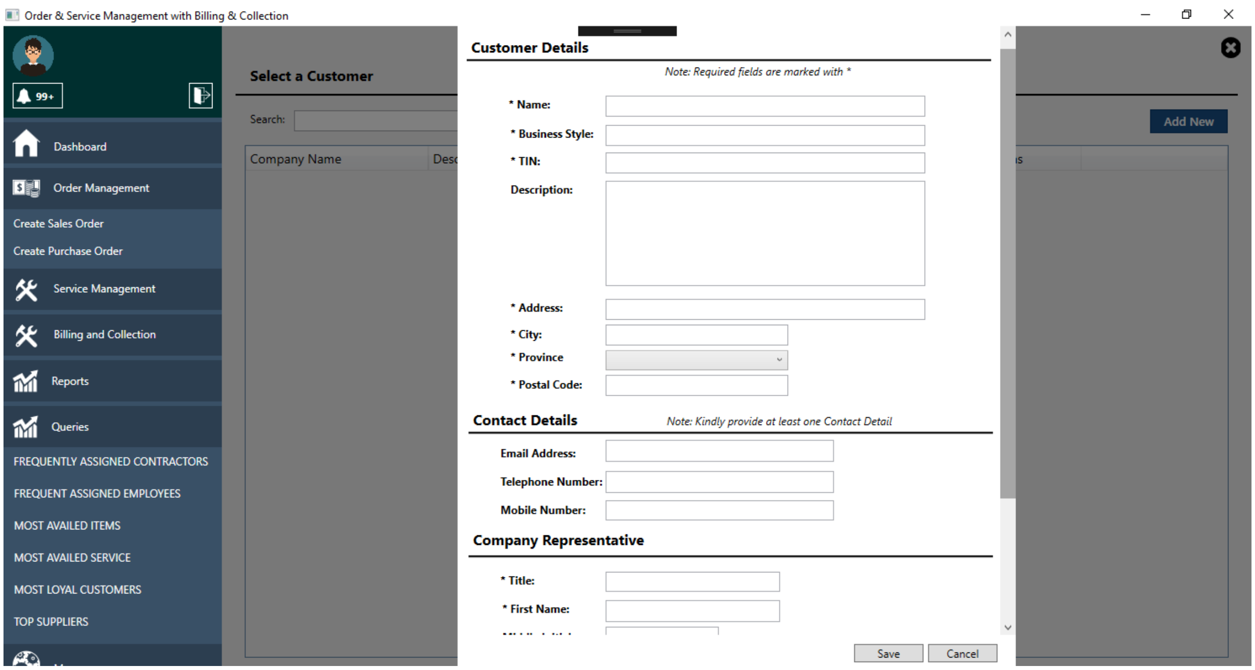
Add Sales Order



After clicking the “Add” button, you will see the Create Sales Order form. You will need to choose a company customer from “Choose Customer” button. (*See Add Customer instruction*)

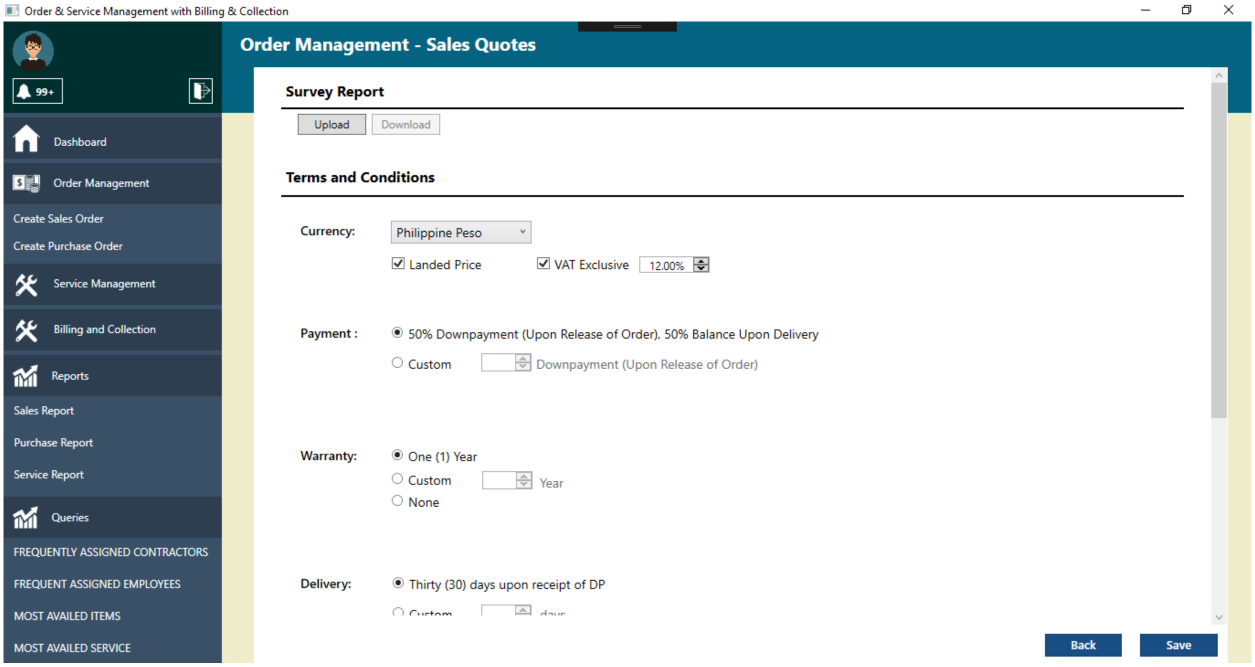
You can add the inquired service and/or items of the customers by clicking the “Add New Items” button. You can also input a discount percent if the customer asks for a discount. Then click “Next” to proceed to the next Step.

Add Customer

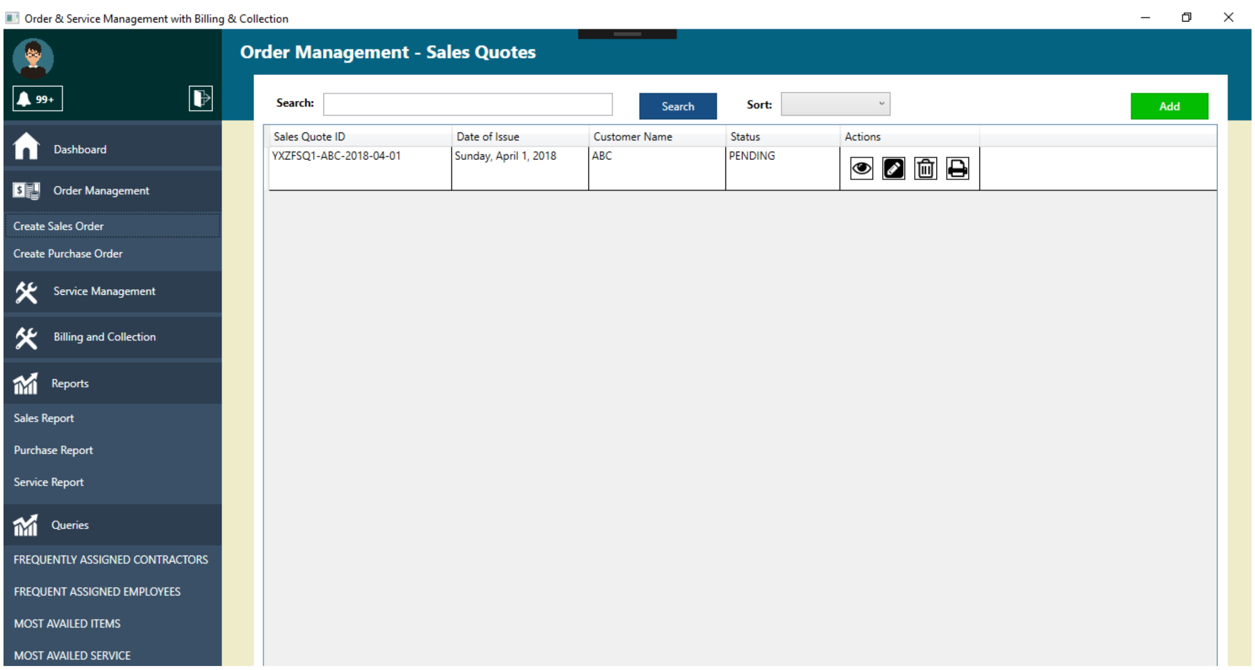


If the customer has no existing profile, you need to fill up this form to create a new one and then click save. You can see the new customer profile in the list of customers. And then click “Select” to choose this customer for your Sales Order.

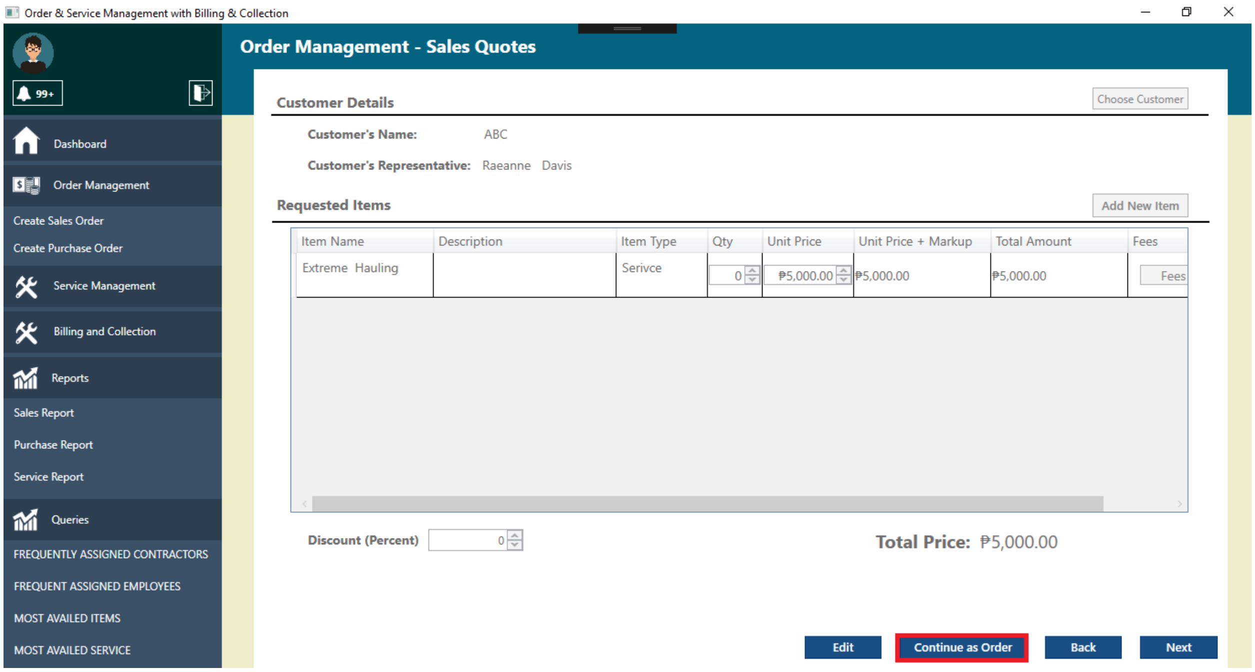
Terms and Conditions



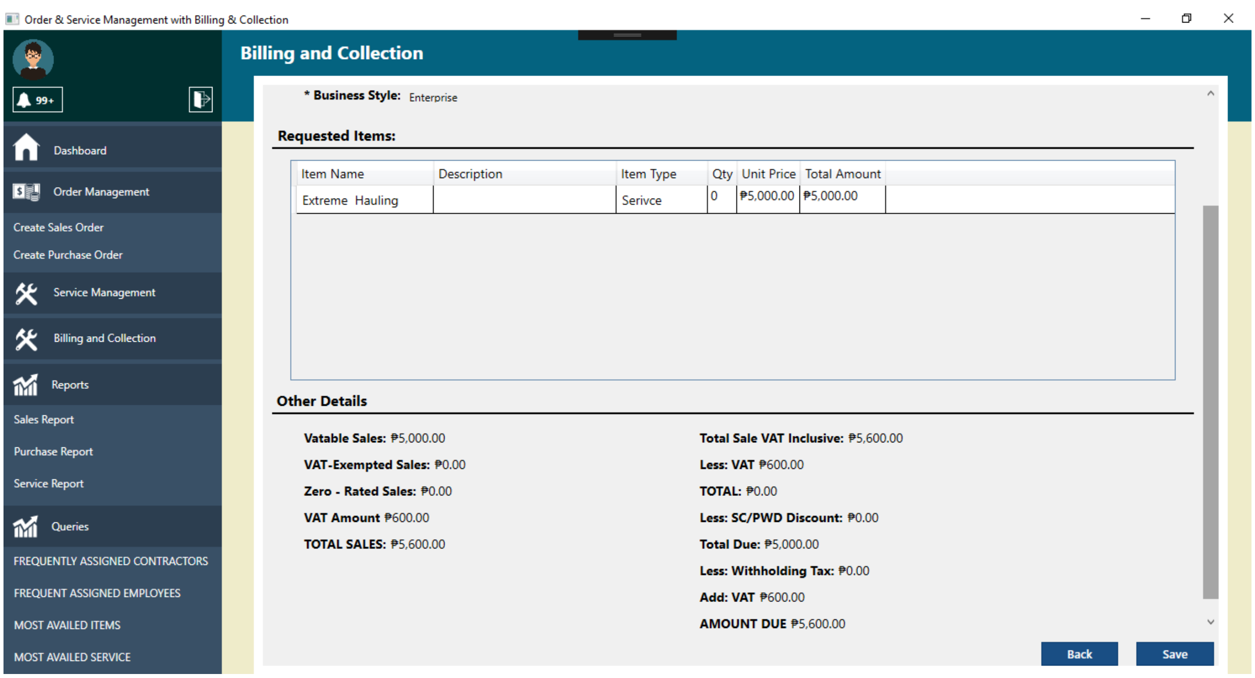
After clicking the “Next” button, you will see the Terms and Condition form. First, you need to upload a Survey Report. You can choose default or customize for the terms and conditions. You will see the Sales Order you create after clicking the “Save” button.



The Sales Order you create can be seen in the Order Management – Sales Quotes list. Then new Sales Quotation will be tagged as “Pending”.



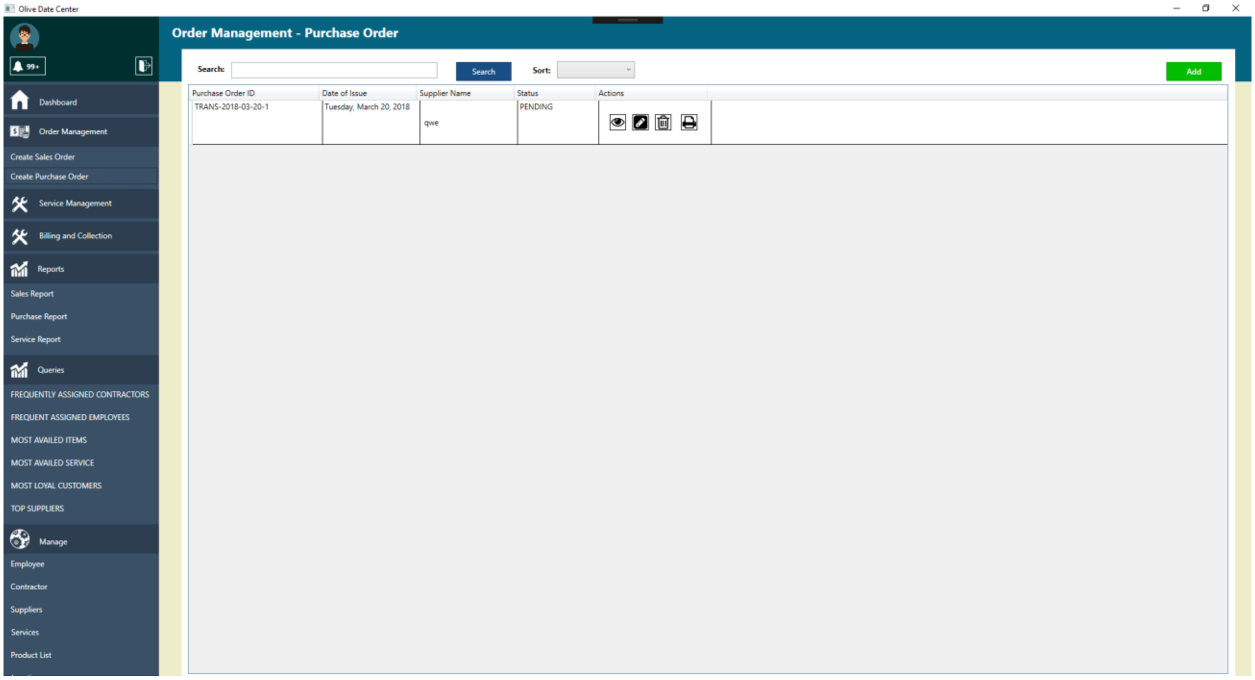
Once the customer approved the Sales Quotation and send Purchase Order to the company, you can view the Sales Quotation and click “Continue as Order” to create a Sales Invoice.



Other details will be added when you create a Sales Invoice.

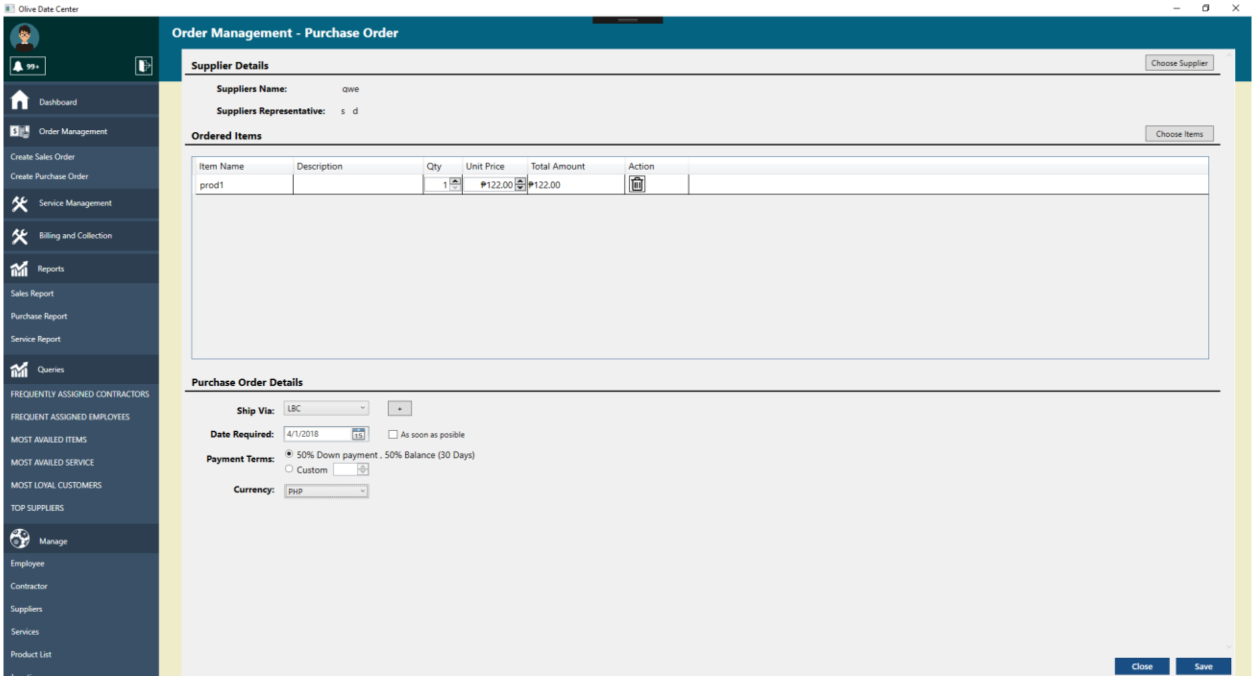
When you click the “Save” button, the details of your invoice will appear. 50 % down payment is collected upon the issuance of invoice.

Create Purchase Order



Once the customer approved the Sales Quotation we can create a Purchase for the Supplier. You can see the list of Purchase Orders and their Status in the Order Management – Purchase Order page.

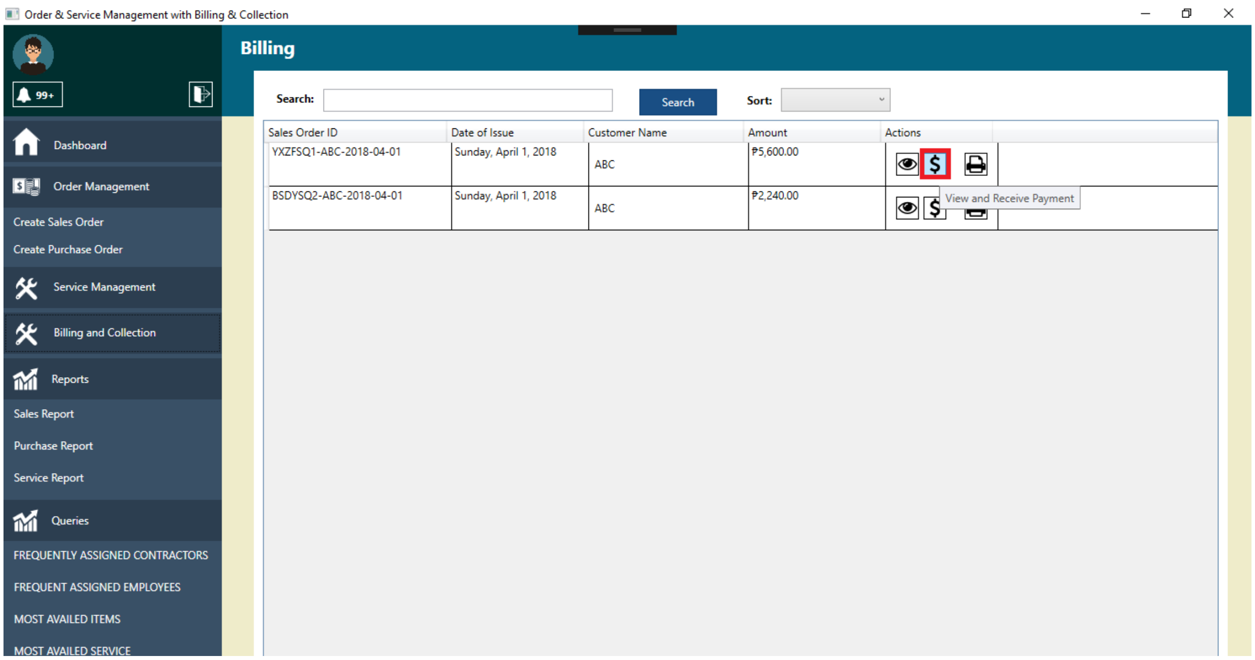
Add Purchase Order



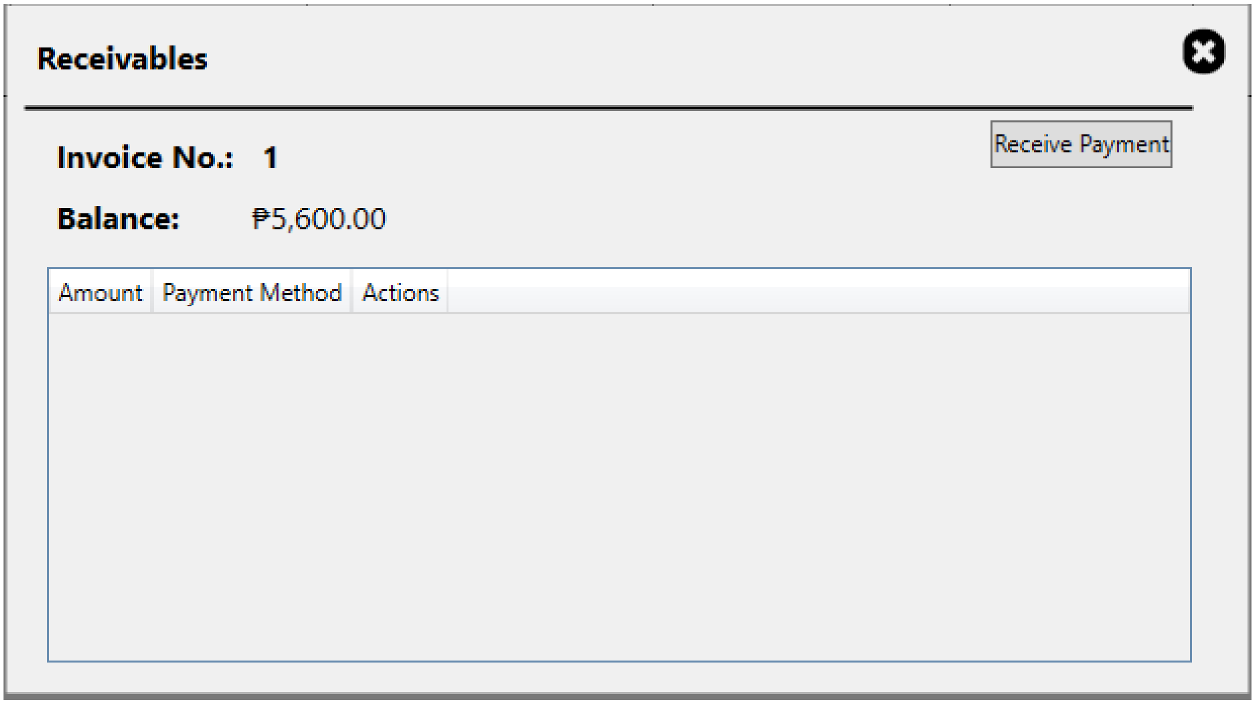
After clicking the “Add” button, you will see the Purchase Order form. You will need to choose a Supplier from “Choose Supplier” button. (*See Add Supplier instruction*)

You can add the inquired items of the customers by clicking the “Choose Items” button. You can also input the date required and payment terms. And then click “Save”.

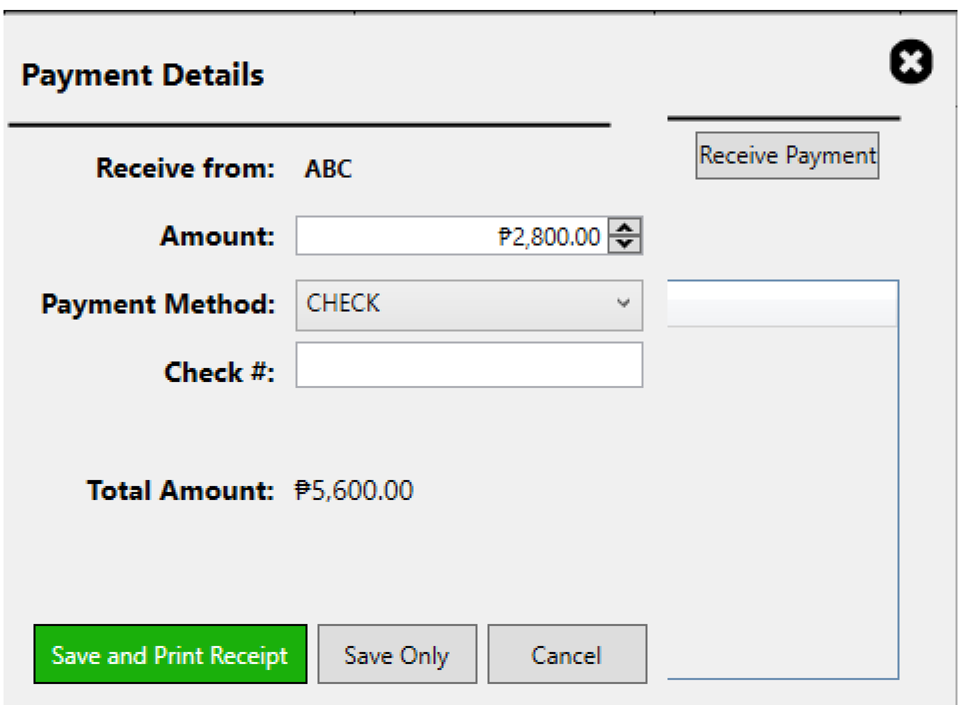
Billing and Collection Tab



You can see the list of Sales Invoice in the Billing and Collection Tab. Once the customer paid for the down payment, you can click the “View and Receive Payment Button”.

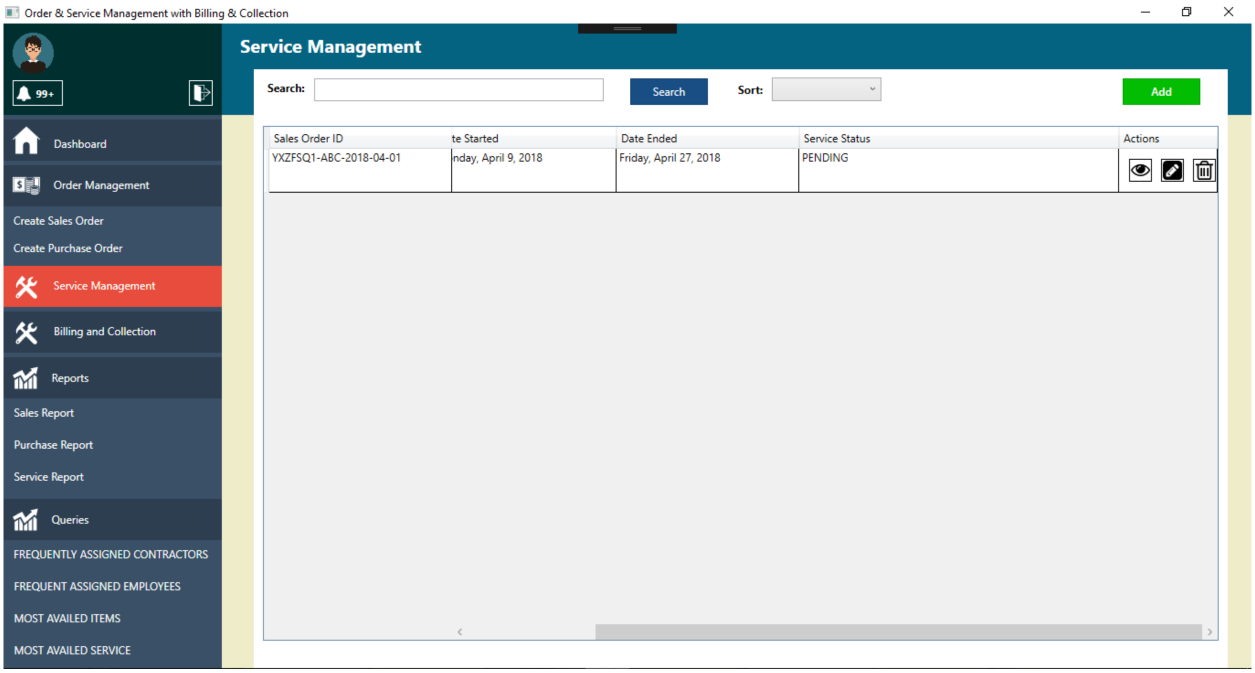


You will see the Invoice Number and the Balance of the customer. You can click the “Receive Payment” if the customer payment is confirmed.



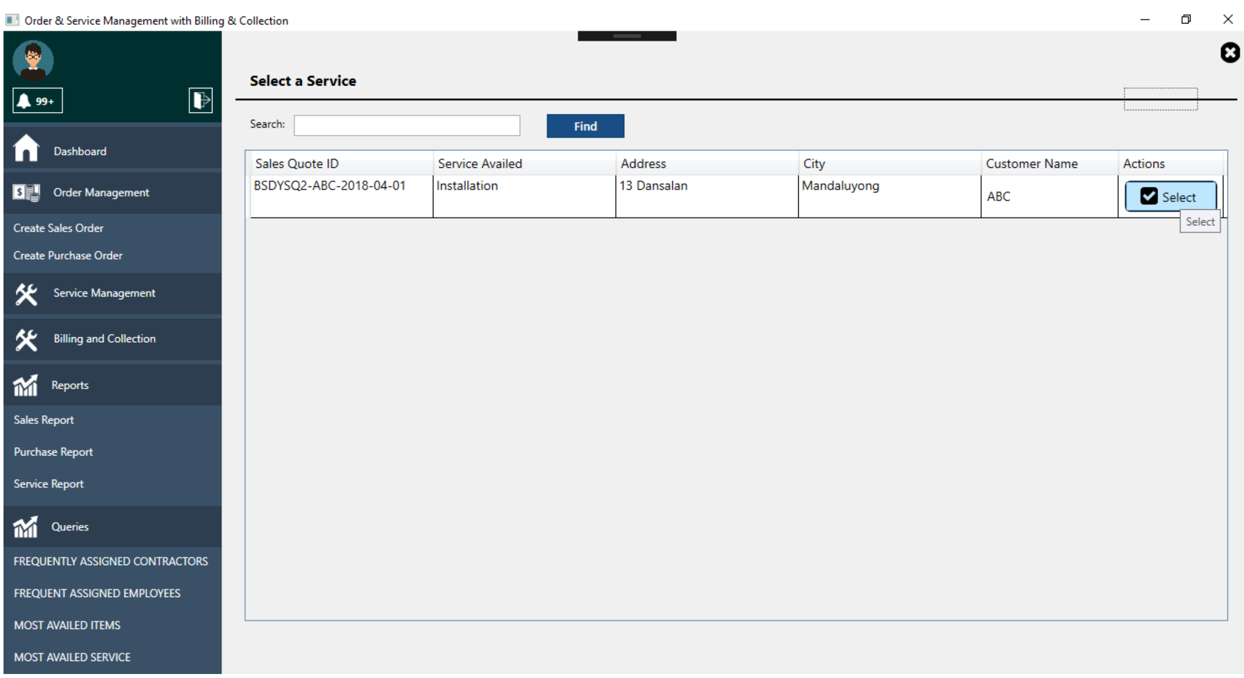
After clicking the “Receive Payment” button, this form will appear. You need to fill up this form to update the payment status of this invoice. The amount will be automatically calculated to 50%.

Service Management Tab

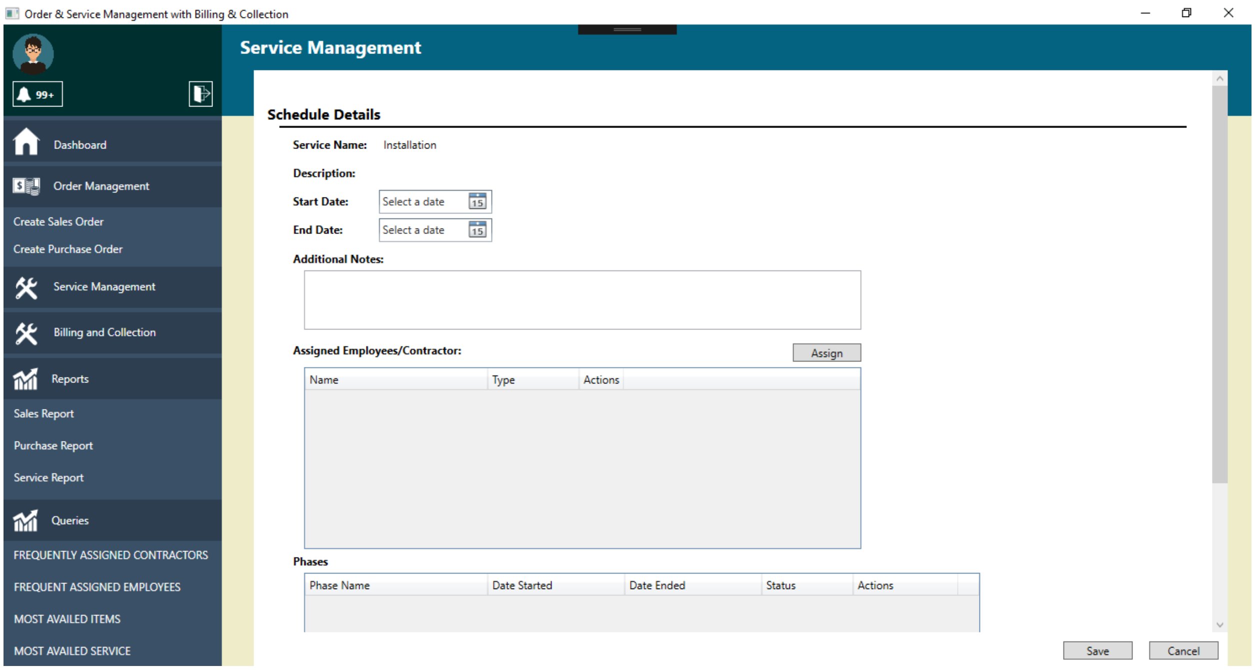


You can see the list of services and their status in the Service Management Tab. You can click the "Add" button to create a new Service Schedule.

Add Service Schedule

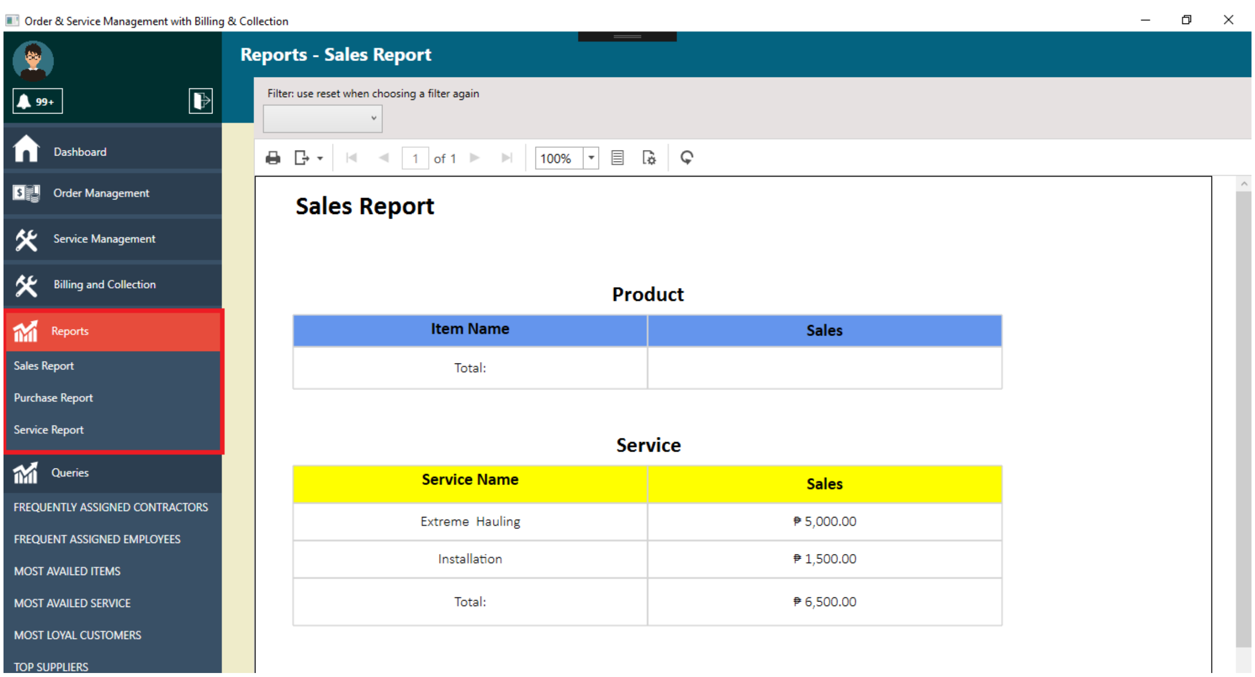


List of Sales Quotations approved by the customer will be displayed after you click the “Add” in the Service Management Tab. Select a Sales Quote that you wanted to create a Service Schedule.



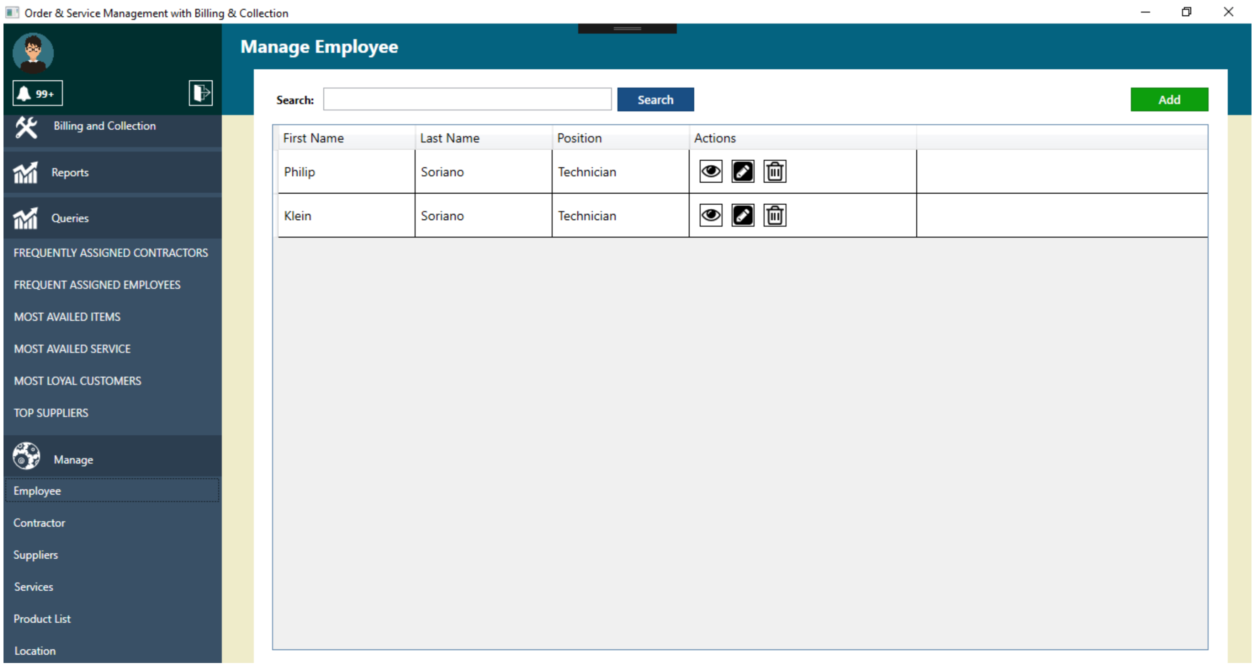
After selecting the sales quotation, you will need to fill up this form and then click “Save” to save the Service Schedule you created.

Reports Tab



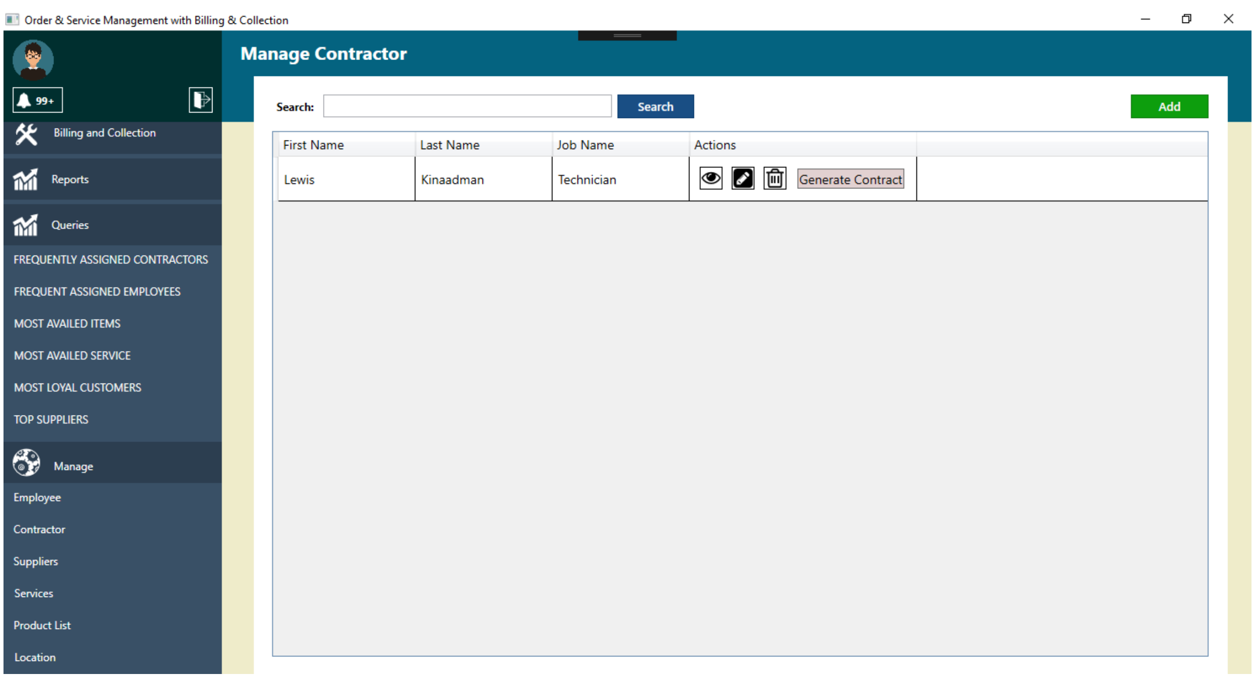
In the Reports tab, you will see the Sales Report, Purchase Report and Service Report which can be filter by month, year and range.

Manage Tab



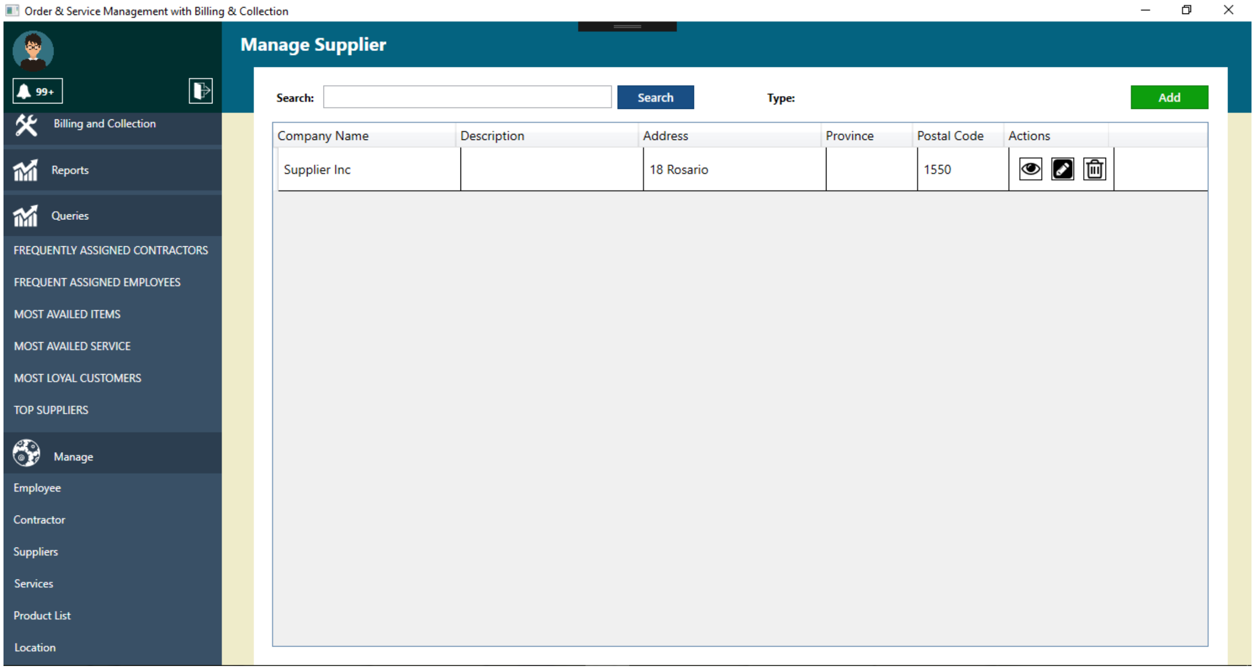
-Manage Employee

This is where the admin can add, edit and delete records of Employees.



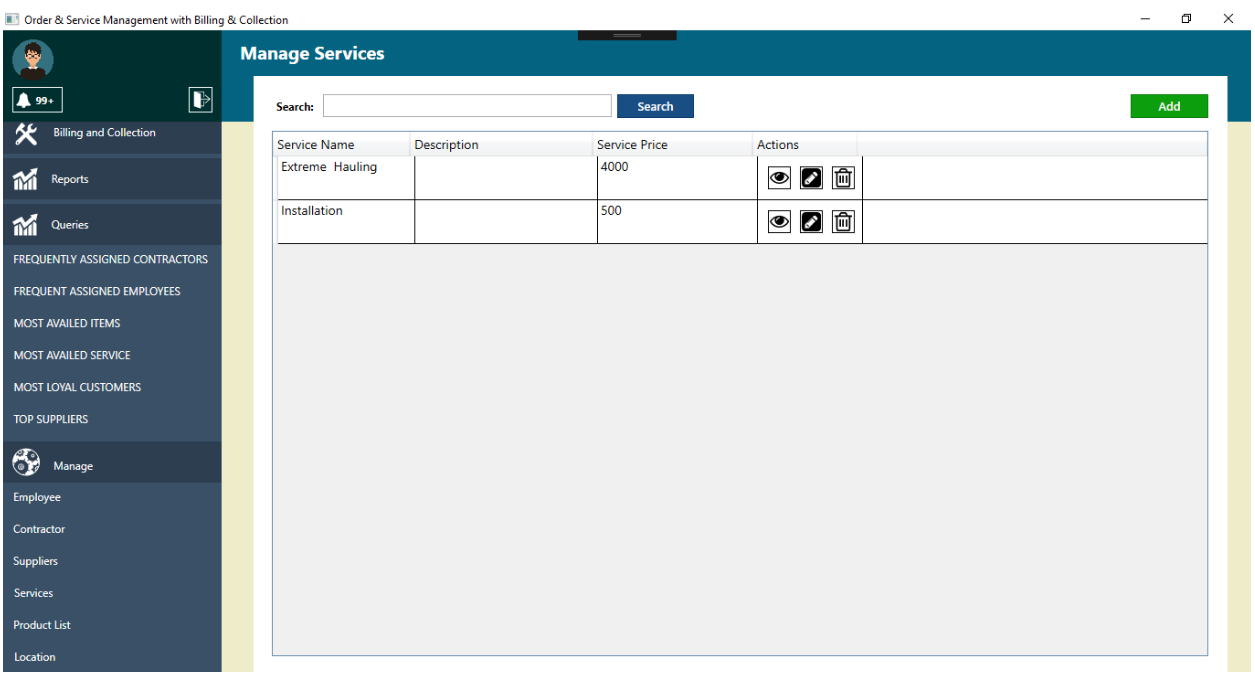
-Manage Contractor

This is where the admin can add, edit, delete and records of Contractor. In this page the admin can also generate contract for the Contractor.



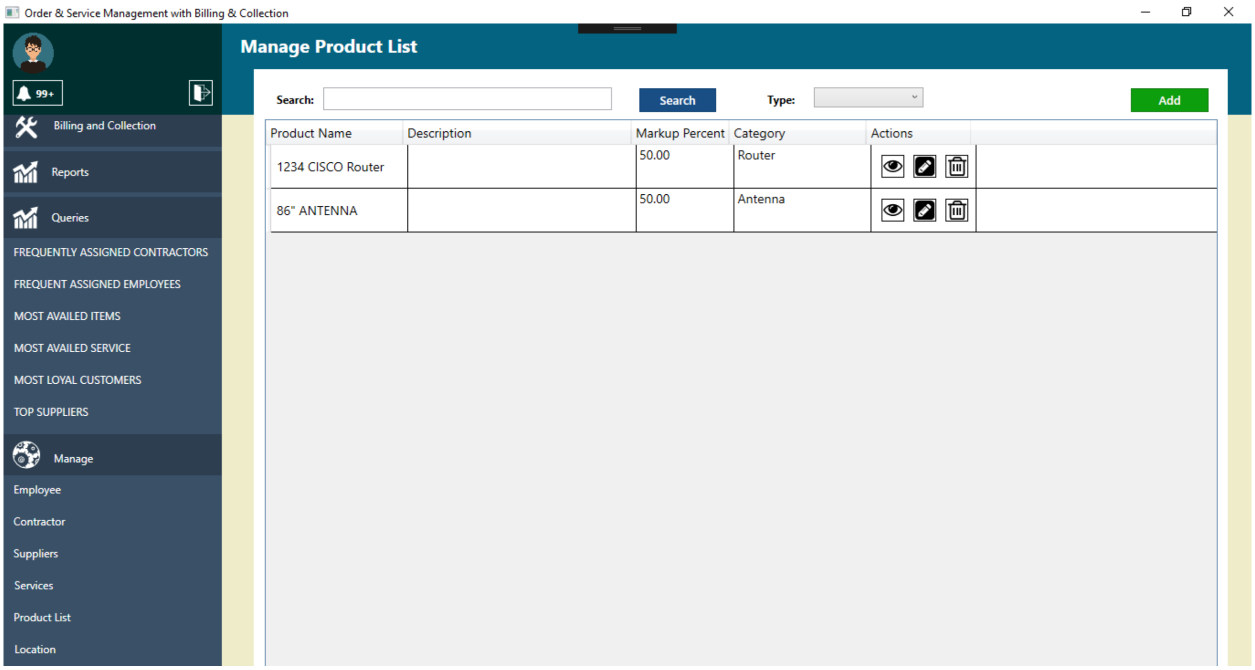
-Manage Supplier

This is where the admin can add, edit and delete records of Suppliers.



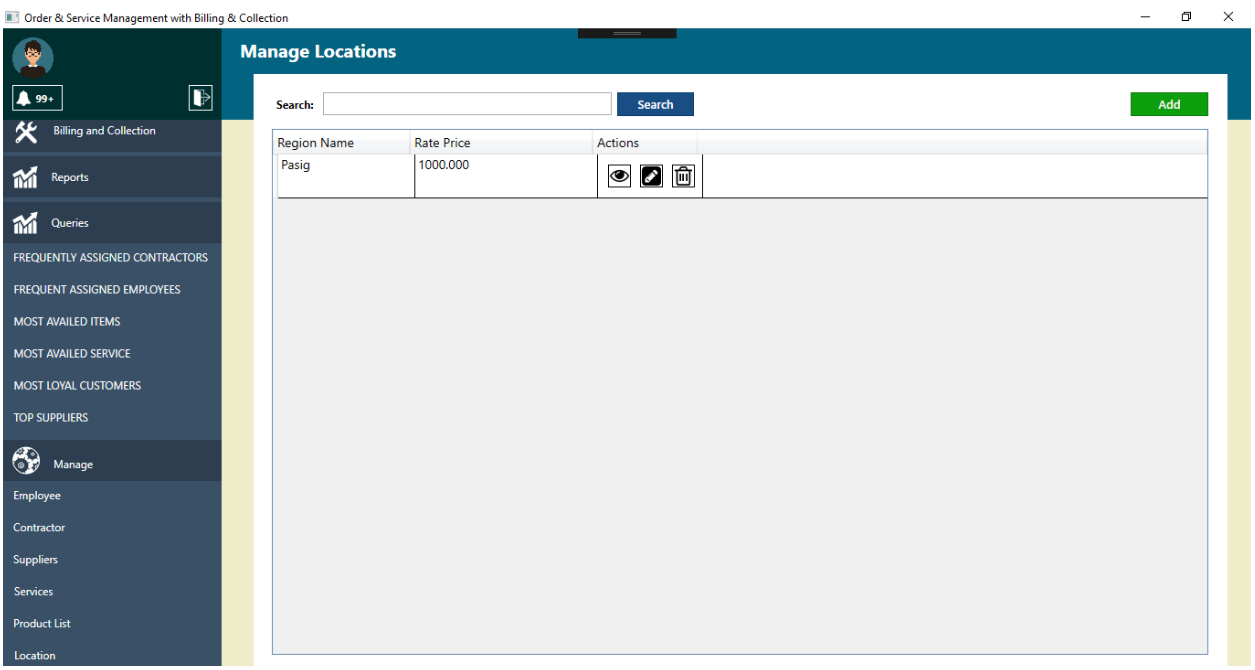
-Manage Services

This is where the admin can add, edit and delete records of Services.



-Manage Product List

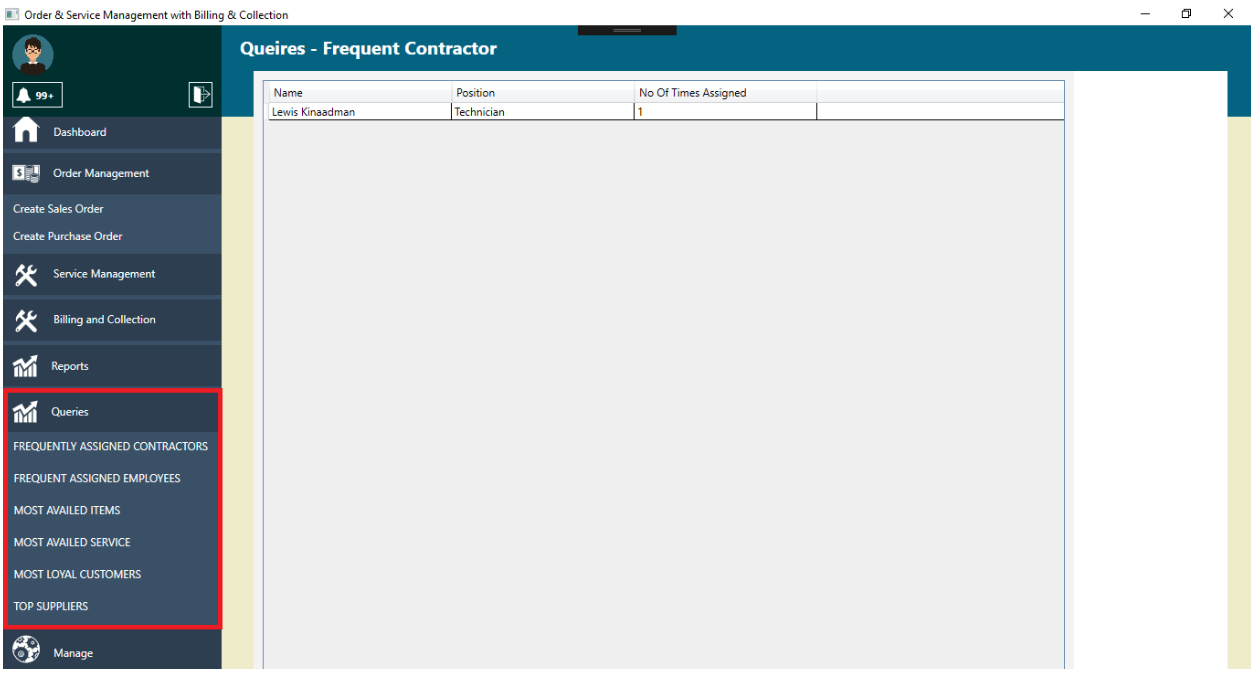
This is where the admin can add, edit and delete records of Products.



-Manage Location

This is where the admin can add, edit and delete records of Locations.

Queries Tab



In the Queries tab, you can see the frequently assigned contractors, frequent assigned employees, most availed items, most availed service, most loyal customers and top supplier. This will help the admin in decision making.