

Functional Training Manual
For
DATATEX ERP (NOW)
Sales Claim

Submitted to:

SKAPS INDUSTRIES PVT.LTD.

Project Name: - **“SKAPS PET”**

By: Ramasheshan HS

(Version 1.0)

Date -18/02/2021



VeroDatatex India Pvt. Ltd.

Copyright © 2018 VeroDatatex India Pvt. Ltd
All rights reserved

Certain portions of this publication are Copyright © 2018 VeroDatatex who retains all rights to reproduction, transmission, transaction or other dissemination in any form or by any means not otherwise, granted to Skaps industries Pvt Ltd. This document contains secret data, which is the property of VeroDatatex. This document is submitted to the recipient in confidence. Certain information contained herein may not be otherwise used, copied or disclosed in whole or in part except as permitted by written agreement signed by an officer of VeroDatatex. No material from this document may be copied, modified, reproduced, republished, uploaded, transmitted, posted or distributed in any form without prior written permission from Infinite. All rights not expressly granted herein are reserved. Unauthorized use of the materials appearing may violate copyright, trademark and other applicable laws and could result in criminal or civil penalties.

A. Document Information

©	Information
Document Owner	VeroDatatex India Pvt.Ltd.,
Issue Date	18/02/2021

B. Document History

Version	Issue Date	Changes
1	18/02/2021	Document Created
2		
3		
4		



	<div>Functional Training Manual</div> <div>DATATEX ERP (NOW) Sales Claim</div>	
---	---	---

TABLE OF CONTENTS

1. SALES CLAIM TRANSACTION CREATION:	4
2.) APPROVAL PROCESS FOR SALES CLAIM:	10
3.) SALES DOCUMENT CREATOR.....	13
4.) STOCK TRANSACTION FOR SALES RETURN PROCESS(W/H RECEIPT):	16
GO TO SALES DOCUMENT IN PROCESS FINDER AND SELECT THE GENERATED PROVISION NUMBERS SHOWN BELOW:	16
5 .)SALES CLAIM PRINT:	18



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



1. Sales Claim Transaction Creation:

1a.) Go to process finder type **sales claim creator** as shown below:

The screenshot shows the 'Sales claim creator' window. The 'Base' tab is active, displaying fields for Company (100), Create claim from* (Invoice / Shipping (document) line), Claim date (19.02.2021), Claim clerk* (empty), Claim reason (empty), Claim type (empty), Claim template (empty), and Choice type* (User action, none selected). A dropdown menu titled 'Sales claim creator - Initials' is open, showing a table of initials.

Initials	System user	Short descr.
ram		
Ram	krishna	Ram
Ramasheshan	Ramasheshan	Ramasheshan
Vikram Singh	krishna	Vikram Singh

1b.) Select the required Claim reasons time line related, Claim, Damage Etc.... as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim creator

Sales claim creator

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base

Company 100

Create claim from* Invoice / Shipping (document) line

Claim date 19.02.2021

Claim clerk* Ramashesan

Claim reason

Claim type

Claim template

Choice type* User action, none selected

Sales claim creator - Claim reasons

View

Group	Short descr.
01	quality
02	shrinkage
03	Human Error

1c.) select the required Claim Types Due to Shade variance Quality Etc... as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim creator

Sales claim creator

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base

Company 100

Create claim from* Invoice / Shipping (document) line

Claim date 19.02.2021

Claim clerk* Ramasheshan

Claim reason 01 quality

Claim type RET Return

Claim template

Choice type* User action, none selected

Sales claim creator - Claim types

View

Group	Short descr.
CLM	Claim
RET	Return

1d.) select the required Sales Claim Templates Claim Without Return stock Or With Return stock as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim creator

Sales claim creator

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base

Company 100

Create claim from* Invoice / Shipping (document) line

Claim date 19.02.2021

Claim clerk* Ramasheshan

Claim reason 01 quality

Claim type RET Return

Claim template

Choice type* User action, none selected

Sales claim creator - Sales claim templates

View

Claim tmp	DT	DT long description	Short descr.
CLM	06	Invoicing	Sales Claim
RET	06	Invoicing	Sales Return

1e.) User has to enter all the details same **for Claim With returns** as shown and Click on Next:

Sales claim creator

Sales claim creator

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base Document

Company 100

Create claim from Invoice / Shipping (document) line

Include line by amount ☐

Claim date 19.02.2021

Claim clerk* Ramasheshan

Claim reason 01

Claim type RET

Claim template RET

Choice type* User action, none selected

1f.) User has to enter the Generated Definitive number and submit:

Sales claim creator

Sales claim creator

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base Document

Definitive sales invoice/shipping

Counter F7DD

Definitive number CD420210131

Provisional sales invoice / shipping

Counter code F7D

Provisional number CD420210131

Line number 0

Sub-line 0

Component line 0

1.g) Select the required Line item to be claim and submit as shown below:

Sales document lines

Sales document lines

Sales claim creator

01 R... 19.02.2021 F7DD CD420210... F7D CD420210... 20000339

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Choose	R...	I...	IT	Item code	Item description	Your item	Cl...	Cl...	Claim description	Cl...	OT	Do...	Li...	Price	Pri...	Usr pr...
<input checked="" type="checkbox"/>	1	10	R...	-RECYCLE -PET	Recycle PET		01	R...		R...	Sales	06	7...	10.00000	Kilog	1000.00...

1.h) Claim Number will be generated by system automatically as shown:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim lines

Sales claim lines

Other functions

View

Claim	Cl...	Cim dt	Claim clerk	Inv cnt	Inv nr	Li...	Inv date	Order part...	Cim status	Cim sts dt	Prt	Cl...	Cl...	Cim rsn descr	Cl...	Cim tp descr
0000000000000010	1	19.02.2021	Ramashesan	F7DD	CD420210...	10	12.02.2021	20000339	Pending	19.02.2021		R...	01	quality	R...	Return

NOTE: The Above Process is same for both Claim Without returns and Claim with returns Template will be change

Case.1) If stock returns to warehouse then Claim with returns should be done and stock transaction will be carried out:

Case.2) if claim without returns there will be no stock transaction:

2.) Approl Process For Sales Claim:

Got to process finder and type **sales claim line** User can see the Claim status **pending** in below screen:

Sales claim lines

Sales claim lines

Other functions

View

Claim	Cl...	Cim dt	Claim clerk	Inv cnt	Inv nr	Li...	Inv date	Order part...	Cim status	Cim sts dt	Prt	Cl...	Cl...	Cim rsn descr	Cl...	Cim tp descr
0000000000000010	1	19.02.2021	Ramashesan	F7DD	CD420210...	10	12.02.2021	20000339	Pending	19.02.2021		R...	01	quality	R...	Return

2b.) Open the Generated Claim number and Enter the required details in base2to be updated for approval the claim as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim line

Sales claim line

Sales claim lines

New Save Save & New Back Delete Excel Copy Print Edit Decode Next

Other functions Annotation view

View

Claim	Cl...	Clm dt	Claim
0000000000000010	1	19.02.2021	Ram

Base Base2 Status Invoicing Shipping Item Quantities Detail Valuation Log info

Claim reason 01

Claim type RET

Claim description Quality Defect

Our reference

Our reference date

Your reference

Your reference date

Order partner 20000339

2c.) After entering details in base2 go to **status** in cue tap for approval as shown below :

Sales claim line

Sales claim lines

Other functions Annotation view

View

Claim	Cl...	Clm dt	Claim
0000000000000010	1	19.02.2021	Ram

Status

Claim status: Pending

Claim status date: 19.02.2021

Claim progress status:

Approval clerk: Ramashesan

Approval date: 19.02.2021

Declination clerk:

Declination date:

Return authorization expiration date:

Related entity status:

Printed claim:

Run manual approval: ☒

Run manual declination:

2d.) Enter the **approver clerk** and check run **manual approval** as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim line

Sales claim lines

Other functions Annotation view

View

Claim	Cl...	Clm dt	Claim
000000000000010	1	19.02.2021	Ram

Status

Claim status: Pending

Claim status date: 19.02.2021

Claim progress status:

Approval clerk: Ramashesan

Approval date: 19.02.2021

Declination clerk:

Declination date:

Return authorization expiration date:

Related entity status:

Printed claim:

Run manual approval: ☒

Run manual declination:

2e.)After saving the document user can see the status as approved and after print the document will be shown print claim

Sales claim lines

Sales claim lines

Other functions

View

Claim	Cl...	Clm dt	Claim clerk	Inv cnt	Inv nr	Li...	Inv date	Order part...	Clm status	Clm sts dt	Prt	Cl...	Cl...	Clm rsn descr	Cl...	Clm tp descr
000000000000010	1	19.02.2021	Ramashesan	F7DD	CD420210...	10	12.02.2021	20000339	Approved	19.02.2021	<input checked="" type="checkbox"/>	R...	01	quality	R...	Return

3.) Sales Document creator:

Go to process finder and type **sales document creator** as shown below:

Company Confidential


Version:- 1.0

Page 13 of 23


Sales document creator


Sales document creator


New Submit Save & New Back Delete Excel Copy Print Edit Decode Next


View 


Base

Company 


Division  PET SHEET DIVISION

Selection type* 

Template  SALES CREDIT NOTE


Document date 

Include line by amount ☐

Choice type* 

Run in batch ☐

Show all quantities ☐

Shipping from distribution warehouse 

3b.) Enter the claim lines No in claim cue tab. which can be single or range of No's & submit



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales document creator

View [dropdown]

Base Claim Base2

Sales claim line range

Initial calim line

Claim code 0000000000000010

Claim line 1

Display final sales claim line ☐

3c) Select the claim lines No from chooser and submit, System will generate provisional number automatically as shown below:

Sales documents

Evolution Other functions

DT	Prv cnt	Prv nr	Prv doc date	Def cnt	Def nr	Def doc date	Progress status	P...	Tmp	Order part...	Legal name	Financial p...	Dlv point	Cur...	Exchang...	On docum
07	PRVCRD	P-CRD21-000005	19.02.2021				Entered		C...	20000339	Kalyan Enterprise	20000339		Indian 1.000000...		10,00



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



4.) Stock Transaction For Sales Return process(w/h receipt):

Go to sales document in process finder and select the generated provision numbers shown below:

4b.) User has to double click on the document and go to line as shown:

4c.) After click on line system will show the line items created against that provisional number and double click on the line for further process as shown below:

Sales document lines

Sales documents>Sales document

Te...	DT	Prv cnt	Number	Date	Cur...	Value	Order part...	Legal name
C...	07	PRVCRD	P-CRD21-000005	19.02.2021	Indian	10,000.00000	20000339	Kalyan Enterprise

Refresh Evolution Other functions Tax Tax

View

Line n...	Li...	Origin	IT	Item code	Item description	Price	Tax	Incl.tax	Usr pr...	Us...	Usr snd...	Us...	Usr pck...	Us...	Qlt	Progress status	Li...	Whs	Upd whs avl	Ta
10	7...	Claim	R...	-RECYCLE-PET	Recycle PET	10.00000			1000.00...	Kilog	1000.00...	Cube	0.00000		1	Entered		PT1PETS1		

4d.) Go to sales document header other functions and select return transaction for stock transaction according to take stock returns in Lot wise or element wise(roll):

Sales document

Sales documents

Refresh Data from OP Other functions Tax Tax Line

View

DT Prv cnt Prv nr

07 PRVCRD P-CRD

Printed documents
Remove blocks
Comments
Blocks
Commissions
Return transaction
Value line
Return transaction
Additional functions

Base Base2 Deliver/Ship Valuation Invoicing Agents Status Log info Finance Doc Base3

Company 100
Division 107
Template CRD
Document type 07

Provisional document identifier

Provisional counter PRVCRD
Provisional number P-CRD21-000005
Provisional document date 19.02.2021

☐ Definitive document identifier required

4d.) After clicking on the Stock transaction above screen, we will get the below screen where we need to select the particular container.



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales Shipping Return

Co. Code Number
1.. PRVCRD P-CRD21-0...

Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Choose	L...	Co.	Transaction num...	Nbr	Ord cnt	Order code	Ord. ltr IT	Sbc01	Sbc02	Sbc03	Sbc04	Sbc05	Sbc06	Sbc07	Sbc08	Sbc09	Sbc10
<input checked="" type="checkbox"/>	1	100	000000008481...	1	PRVCRD	P-CRD21-000005	10 R...	RECYCLE	PET								

4e.)stock transaction number will be generated return stock will be posted to their repective warehose :

Stock transaction header

New Save Save & New Back Delete Excel Copy Print Edit Decode Next

View

Co.	Trn.no.	Dfn.trn.no.	Date	Tmp	IT	Item code	D	Lgl whs	UoM	Prm qty	UoM	Snd qty	Itn.doc.date	Itn.doc....	I...
1..	00000	Transaction number	19.02.2021	S01	R...	-RECYCLE -PET		PT1PETS1	Kilog	1000.00...	Cube	1000.00...			0 0

5.)Sales Claim Print:

To take the print of claim user as to type **sales claim print** in process finder as shown below:

Sales Claim print

Sales Claim print

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base Selection

Company 100

Division 107 PET SHEET DIVISION

Claim template RET Sales Return

Claim reason

Claim type

Included declined claims ☐

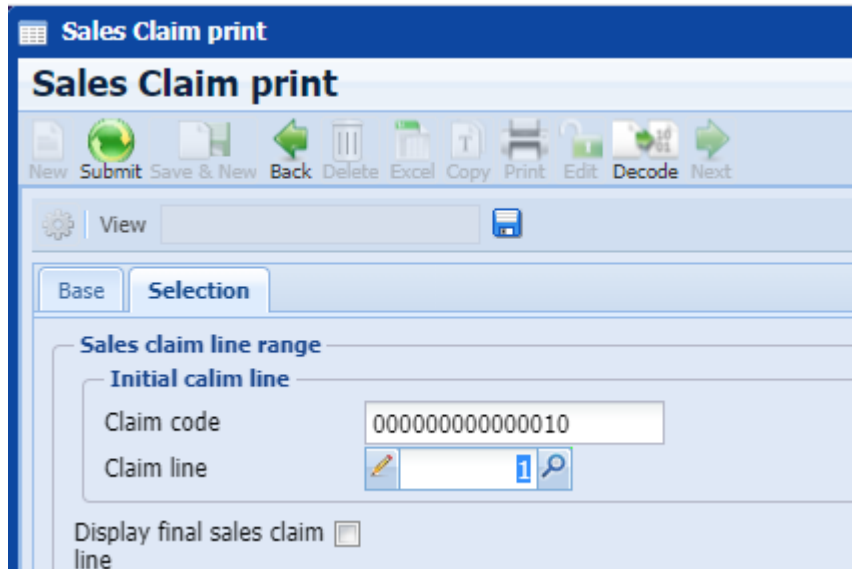
Included resolved claims ☐

Choice type* User action, none selected

Print

Print type* Document

5b.)User as to enter claim number to to take print:



Sales Claim print

New Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View

Base Selection

Sales claim line range

Initial calim line

Claim code 0000000000000010

Claim line 1

Display final sales claim line ☐

5c.)Select the required report type to take print as shown below: Choose and submit



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



View [icon]

Base Selection

Company [100] [icon]

Division [107] [icon]

Claim template [RET] [icon]

Claim reason [] [icon]

Claim type [] [icon]

Included declined claims ☐

Included resolved claims ☐

Choice type* [User action, none selected] [v]

Print

Print type* [Document] [v]

Report [SalesClaimPrintFull.rpt] [icon]

Order criteria* [Claim code] [v]

Run in batch ☐

5d.)Select the required Line items against which print has to be taken :

Sales claim print

Sales Claim print

Submit Save & New Back Delete Excel Copy Print Edit Decode Next

View [icon]

Choose	Claim	Clm In	Clm dt	Claim clerk	Inv cnt	Inv nr	Li...	S...	C...	Inv date	Order part...	Clm status	Clm sts dt	Prt	Cl...	Cl...	Cl...	Claim description	R/A.exp.dt	IT
<input checked="" type="checkbox"/>	0000000000000...	1	19.02.2021	Ramasheshan	F7DD	CD420210...	10	0	1	12.02.2021	20000339	Approved	19.02.2021	<input type="checkbox"/>	R...	01	R...	Quality Defect		R...



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



CLAIM

Number 000000000000010 **Date** 2/19/21

Custom 20000339 **VAT**

Agent

Messrs

Kalyan Enterprise

Kalyan Enterprise

MHADA

Nr Film City

Goregaon (E)

400063

Mumbai

Mumb

Attn. Kalyan

Phone 9321459494

Description	U.M.	Quantity	Unit price
Invoice F7DD / CD420210131 / 10 2/12/21 RPT -RECYCLE -PET Recycle	KG	A Grade 1,000.00	10.00 + INR
Status Approved 2/19/21 RET 01 quality Quality Defect RET Sales Return			

NOTE: The print will be taken from the Sales Claim and then sent to Finance for actual debit and credit in the Finance System. This Holds Good in both cases of sales return or without return.

6.) After taking the print out of sales claim we can see the sales claim status returned and taken printed as shown below:



Functional Training Manual

DATATEX ERP (NOW) Sales Claim



Sales claim line

Sales claim line

Sales claim lines

New Save Save & New Back Delete Excel Copy Print Edit Decode Next

Other functions Annotation view

View

Claim	Cl...	Clm dt	Claim
0000000000000010	1	19.02.2021	Ram

Status

Base Base2 **Status** Invoicing Shipping Item Quantities Detail Valuation Log info

Claim status Approved

Claim status date 19.02.2021

Claim progress status

Approval clerk Ramasheshan

Approval date 19.02.2021

Declination clerk

Declination date

Return authorization expiration date

Related entity status Definitive return

Printed claim ☒

Run manual declination

END OF DOCUMENT