**TECH AFRICA – STOCKS DATABASE**

**SALES INVOICES MODULE – DESIGN BRIEF**

**Work-flow (Summary)**

* Capture of the daily sales into the database
* Capture the invoices paid daily
* Check off invoices paid and sent for filing to track POD’s
* Reports
  + Outstanding POD’s
  + Outstanding debtors – Aged and grouped by customer, then by currency payment due in
  + Outstanding debtors – aged and grouped by currency payment due in and then sorted alphabetically
  + Sales report shown by
    - Product group
    - Currency group
    - Sales Person
    - Top 10 Customers
  + Sales report by customer showing change from previous week

**Functions / Working Parameters**

TO DO LIST

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details |  |  |
| Report | Sales Report – needs sub reports put into a main report |  |  |
| Report | Debtors Aged – by currency |  |  |
| Report | Debtors – aged by customer |  |  |
| Report | Outstanding POD’s |  |  |
| Report | Sales report with change from previous week |  |  |
| Form | Tick off POD’s sent for filing   * Will show amount due in which ever currency for checking against physical copy |  |  |
| Code | Capture of daily sales and assigning of rate   * If rates differs from the rate in the system, then a digest email sent to MD of any invoices outside of the parameters * Must also check against the selling price in the system * I have a VBA app that puts the sales invoices into an excel table but need to refine it more to split them for access (headers and lines |  |  |