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Introduction

- Ubooks provides Management / Accountant user to assign Stock to Sales Executive through Accounts Module.
- ☐ The Organization Super User / Management / Accountant has the privilege to assign products and to provide advance cash to sales executive.
- Once the allotment is done for a sales executive, sales executive can interact with customers through VBooks resources according to the permissions allocated.
- ☐ The Organization Super User / Management / Accountant can allocate, modify, update allotment to a sales executive in the specific organization respectively.



Pages and Page links

- Manage Sales Book
 - Allot Stock
- View Transactions
 - Allotments
 - Delivery Note
 - Sales Return
 - Journals
 - Day Book

Manage Sales Book

Manage Sales Book is a place where we Allocate / modify / update Allowances and allocate stock to a Sales Executive available in the organization respectively.

Allot Stock

Allot Stock is a page where we Assign / Update Products and Advance cash to Sales Executive respectively.

Field wise description available in Allot Stock Screen

S. No	Field Header	Description	Accepted Values
1	Sales Executive	Sales Executive to whom allotment is being carried out.	Selection from drop down of all sales executives
2	Date	Current Date of the System	Auto population
3	Previous Closing Balance	Previous days closing balance of the sales executive	Auto population
4	Advance	Advance being provided to the sales executive respectively.	Numeric
5	Opening Balance	Current days Opening Balance of the sales executive selected.	Summation of Previous Closing Balance and Advance
6	Allotment Type	Type of Allotment	Select from drop down.



		(detailed description will be provided in further)	
7	Product Name	Name of the products available with in the organization	Auto population
8	Batch Number	Batch number against the product available	Auto population
8	Previous Closing Stock	Previous days closing stock (stock available with sales executive after day book closure)	Auto population
9	Available Quantity	Quantity available with in the organization which can be allocated to a sales executive	Auto population
10	Allotment	The quantity of products being allocate to the sales executive selected	Numeric
11	Opening Stock	Current days opening stock of sales executive respectively	Summation of Previous closing stock and allotment
12	Remarks	Remarks to be filled if any at the point of allocation.	Text

Allotment Type

Daily

Type Daily refers to Sales Executives who returns back to factory at the end of day, so that a new allotments on the next day will be done by the management / accountant to the sales executive respectively.

Non Daily

Type Non-Daily refers to sales executives who return to factory after more than one day, so when a non-daily sales executive closes his day book system allocates him stock with his previous closing balance and previous closing stock.

System allocation will stop only once the Sales Executive returns to factory and selects "Return to Factory" flag available while closing the Day Book.

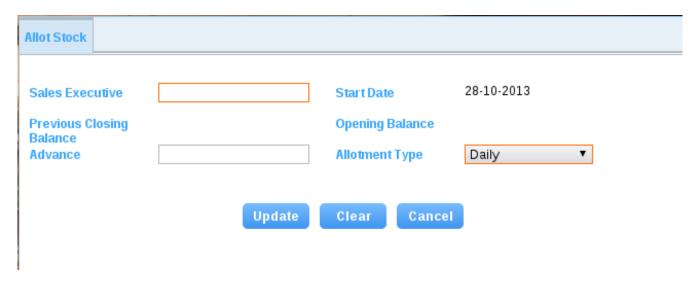
Examples

1. Allocating 10,000.00/- as advance and Product 'Kingfisher Strong', 'Prd A'



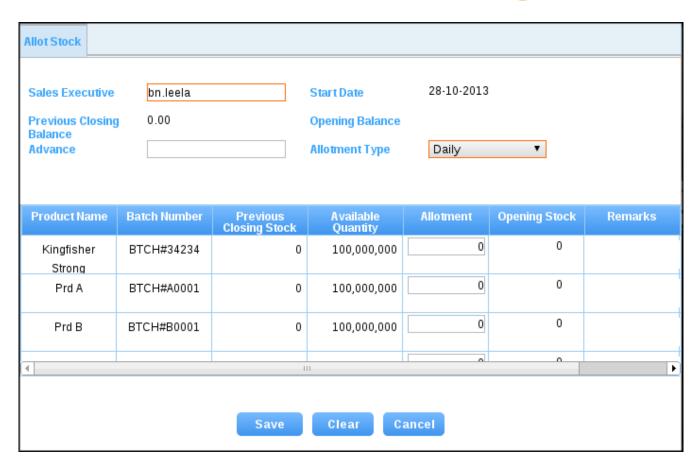
and 'Prd B' with quantity as 10,000 to sales executive 'bn.leela' as Daily.

- a) Login as Management /Accountant user.
- b) Drive to Accounts Module --> Manage Sales Book Page --> Allot Stock Page link



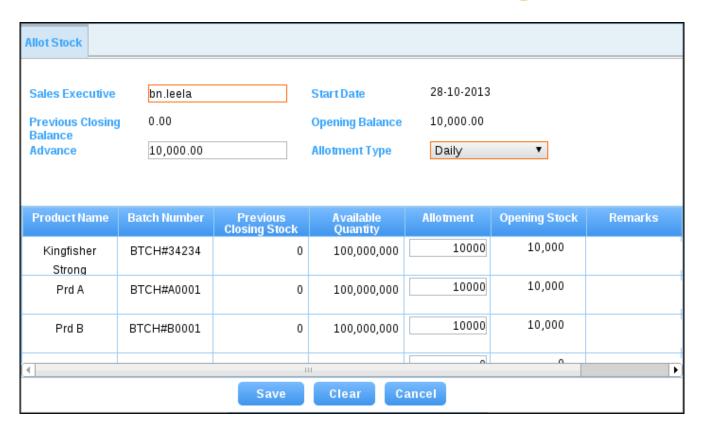
c) Select Sales Executive 'bn.leela' from the drop down.





- d) Enter Advance as 10,000.00/-
- e) Select Allotment Type as Daily from the drop down.
- f) Enter Allotment in the products as following
 - Product Kingfisher Strong → 10,000
 - Product Prd A \rightarrow 10,000
 - Product Prd B \rightarrow 10,000

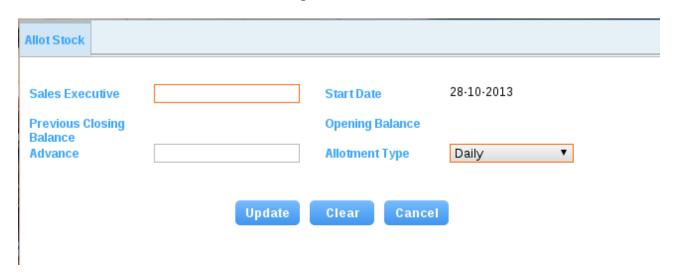




g) Click on Save to allocate the above to Sales Executive 'sleuser1'.

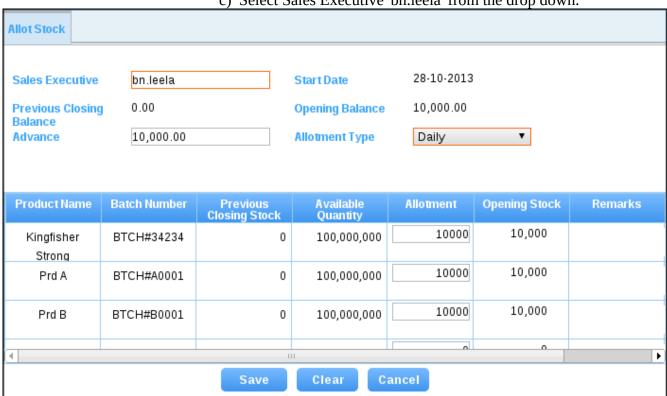
□□ To edit Allotment of Product Kingfisher Strong from 10,000 to 15,000

- a) Login as Management /Accountant user.
- b) Drive to Accounts Module --> Manage Sales Book Page --> Allot Stock Page link



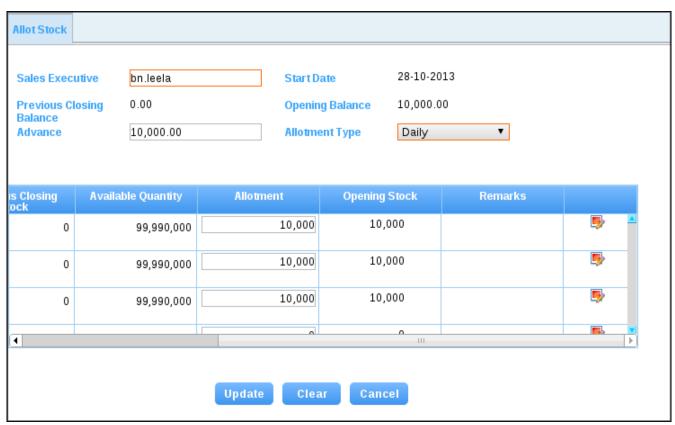


c) Select Sales Executive 'bn.leela' from the drop down.



d) Click on Edit Icon available in the right Corner of the product Kingfisher Strong.





e) Change Allotment from 10,000 to 15,000



Edit Allotment		
Product Name	Kingfisher Strong	
Batch Number	BTCH#34234	
Previous Closing Stock	0	
Available Quantity	99990000	
Allotment	15000	
Opening Stock	15000	
Remarks		
		_
	Update Cancel	11.

f) Click on Update, to change Allotment from 10,000 to 15,000

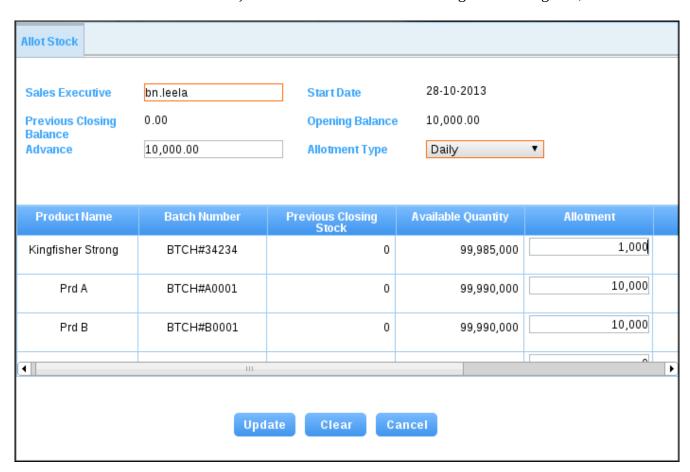
□□ To Update Allotment of Product Kingfisher Strong with 1,000

- a) Login as Management /Accountant user.
- b) Drive to Accounts Module --> Manage Sales Book Page --> Allot Stock Page link

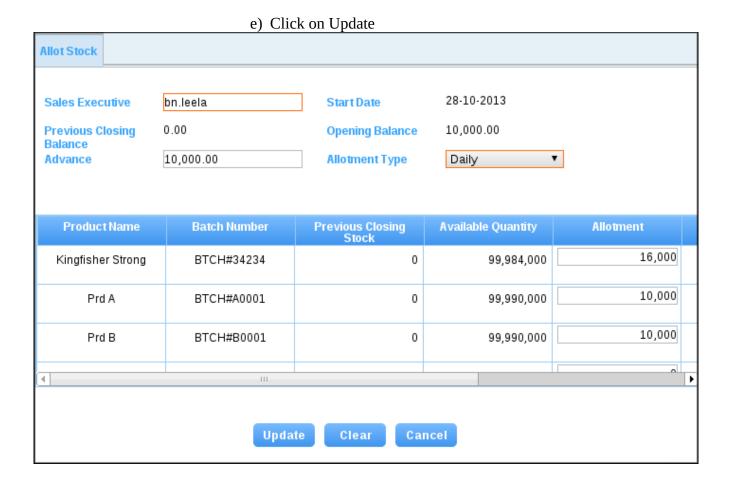


Allot Stock			
Sales Executive Previous Closing Balance Advance		Start Date Opening Balance Allotment Type	28-10-2013 Daily ▼
	Update	Clear Cancel	

- c) Select Sales Executive 'bn.leela' from the drop down.
- d) Enter Allotment for Product Kingfisher Strong as 1,000







On Update, 1,000 of allotment will be added to Sales Executive.

View Transactions

View Transactions is a place to locate all the available transactions in the system.

Allotments

Allotments is a link to check all the allotment's of stock assigned to a respective Sales Executive, based on the search criteria the results can be short listed.

Example

To View details of Allotment available in the System.

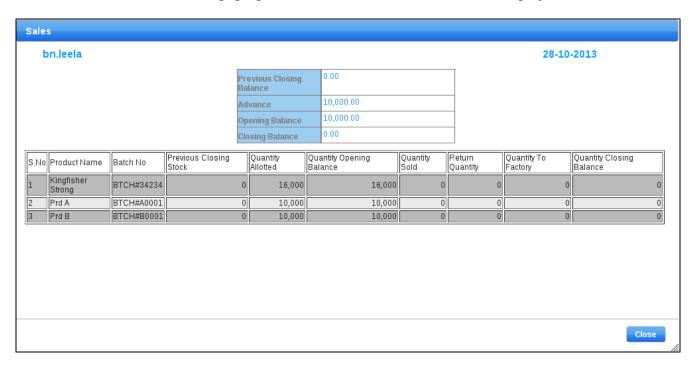
1. Login as management / accountant.



2. Drive to Accountant Module --> View Transactions Page --> Allotments Page link



- 3. Click on view icon with respective to the User to see the details of the allotment.
- 4. A pop-up with the details of allotment will be displayed.



5. Click on Close button to close the pop-up.

Delivery Note

Delivery Note is a place to view all the transactions related to Products sold and cash

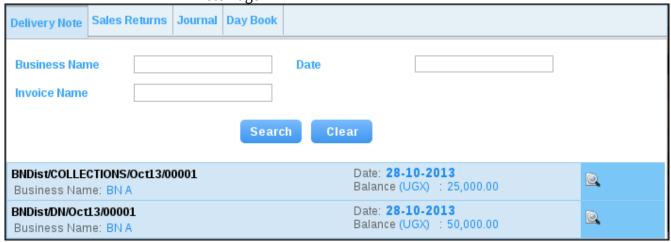


collected by sales executives with respective to Customers.

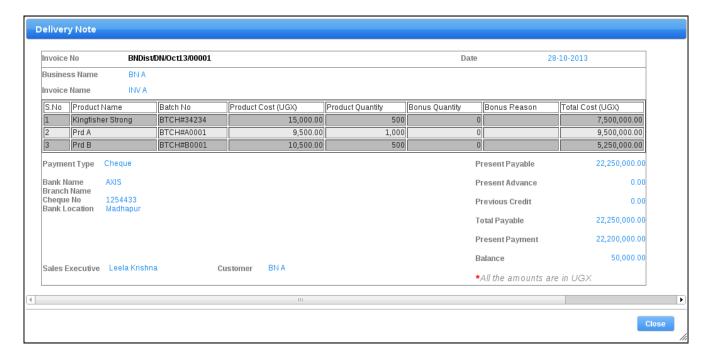
Example

To View details of Transactions available in the System.

- 1. Login as management / accountant.
- 2. Drive to Accountant Module --> View Transactions Page --> Delivery Note Page link



- 3. Click on view icon to see the details of the Transaction.
- 4. A pop-up with the details of Transaction will be displayed.





Sales Return

Sales Return is a place to view all the transactions related to Return of Products received back from Customer to Sales Executives.

Example

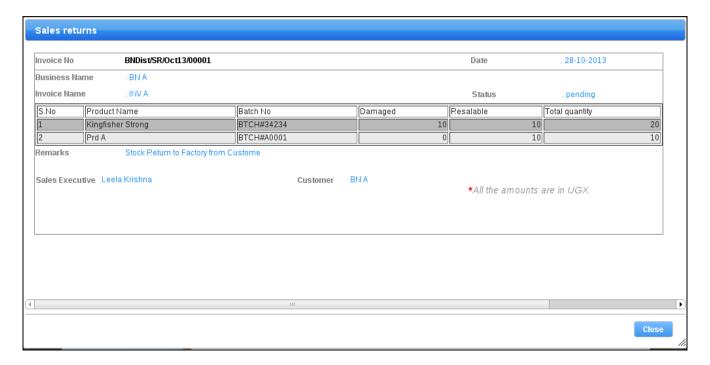
To View details of Sales Return Transactions available in the System.

- 1. Login as management / accountant.
- 2. Drive to Accountant Module --> View Transactions Page --> Sales Returns Page link



- 3. Click on view icon to see the details of the Transaction.
- 4. A pop-up with the details of Transaction will be displayed.





Journal

Journal is a place to view all the transactions related to Journals given to Customers by Sales Executives.

Example

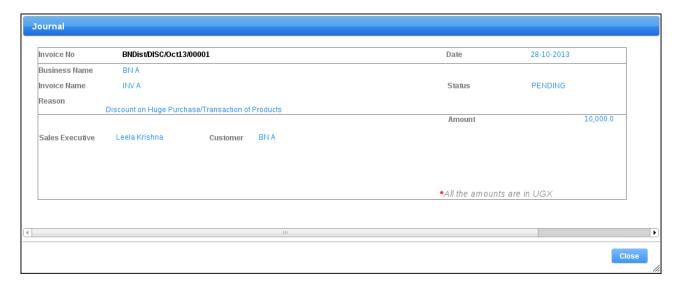
To View details of Journal Transactions available in the System.

- 1. Login as management / accountant.
- 2. Drive to Accountant Module --> View Transactions Page --> Sales Returns Page link





- 3. Click on view icon to see the details of the Transaction.
- 4. A pop-up with the details of Transaction will be displayed.



Day Book

Day Book is a place to view all the Daily Activities of a Sales Executive.

Example

To View details of Day Book available in the System.

- 1. Login as management / accountant.
- 2. Drive to Accountant Module --> View Transactions Page --> Day Book Page link





- 3. Click on view icon to see the details of the Transaction.
- 4. A pop-up with the details of Transaction will be displayed.



