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## Introduction

- Vbooks 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

Allot Stock			
Sales Executive	<input type="text"/>	Start Date	28-10-2013
Previous Closing Balance		Opening Balance	
Advance	<input type="text"/>	Allotment Type	Daily ▼
<div>Update Clear Cancel</div>			

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

Allot Stock						
<b>Sales Executive</b>	<input type="text" value="bn.leela"/>	<b>Start Date</b>	28-10-2013			
<b>Previous Closing Balance</b>	0.00	<b>Opening Balance</b>				
<b>Advance</b>	<input type="text"/>	<b>Allotment Type</b>	<input type="text" value="Daily"/>			

Product Name	Batch Number	Previous Closing Stock	Available Quantity	Allotment	Opening Stock	Remarks
Kingfisher Strong	BTCH#34234	0	100,000,000	<input type="text" value="0"/>	0	
Prd A	BTCH#A0001	0	100,000,000	<input type="text" value="0"/>	0	
Prd B	BTCH#B0001	0	100,000,000	<input type="text" value="0"/>	0	
				<input type="text" value="0"/>	0	

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 → 10,000
- Product Prd B → 10,000

Allot Stock						
Sales Executive	<input type="text" value="bn.leela"/>	Start Date	28-10-2013			
Previous Closing Balance	0.00	Opening Balance	10,000.00			
Advance	<input type="text" value="10,000.00"/>	Allotment Type	<input type="text" value="Daily"/>			

Product Name	Batch Number	Previous Closing Stock	Available Quantity	Allotment	Opening Stock	Remarks
Kingfisher Strong	BTCH#34234	0	100,000,000	<input type="text" value="10000"/>	10,000	
Prd A	BTCH#A0001	0	100,000,000	<input type="text" value="10000"/>	10,000	
Prd B	BTCH#B0001	0	100,000,000	<input type="text" value="10000"/>	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

Allot Stock			
Sales Executive	<input type="text"/>	Start Date	28-10-2013
Previous Closing Balance		Opening Balance	
Advance	<input type="text"/>	Allotment Type	<input type="text" value="Daily"/>

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

Allot Stock						
<b>Sales Executive</b>	<input type="text" value="bn.leela"/>		<b>Start Date</b>	28-10-2013		
<b>Previous Closing Balance</b>	0.00		<b>Opening Balance</b>	10,000.00		
<b>Advance</b>	<input type="text" value="10,000.00"/>		<b>Allotment Type</b>	<input type="text" value="Daily"/>		

Product Name	Batch Number	Previous Closing Stock	Available Quantity	Allotment	Opening Stock	Remarks
Kingfisher Strong	BTCH#34234	0	100,000,000	<input type="text" value="10000"/>	10,000	
Prd A	BTCH#A0001	0	100,000,000	<input type="text" value="10000"/>	10,000	
Prd B	BTCH#B0001	0	100,000,000	<input type="text" value="10000"/>	10,000	

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



Allot Stock					
Sales Executive	<input type="text" value="bn.leela"/>	Start Date	28-10-2013		
Previous Closing Balance	0.00	Opening Balance	10,000.00		
Advance	<input type="text" value="10,000.00"/>	Allotment Type	<input type="text" value="Daily"/>		

Previous Closing Stock	Available Quantity	Allotment	Opening Stock	Remarks	
0	99,990,000	<input type="text" value="10,000"/>	10,000		
0	99,990,000	<input type="text" value="10,000"/>	10,000		
0	99,990,000	<input type="text" value="10,000"/>	10,000		
		<input type="text" value=""/>	0		

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	<input type="text" value="15000"/>
Opening Stock	15000
Remarks	<input type="text"/>
<div>Update Cancel</div>	

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

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

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

Allot Stock	
Sales Executive	<input type="text"/>
Start Date	28-10-2013
Previous Closing Balance	
Advance	<input type="text"/>
Opening Balance	
Allotment Type	Daily ▼
<input type="button" value="Update"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

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

Allot Stock	
Sales Executive	bn.leela
Start Date	28-10-2013
Previous Closing Balance	0.00
Advance	10,000.00
Opening Balance	10,000.00
Allotment Type	Daily ▼
<input type="button" value="Update"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Product Name	Batch Number	Previous Closing Stock	Available Quantity	Allotment
Kingfisher Strong	BTCH#34234	0	99,985,000	<input type="text" value="1,000"/>
Prd A	BTCH#A0001	0	99,990,000	<input type="text" value="10,000"/>
Prd B	BTCH#B0001	0	99,990,000	<input type="text" value="10,000"/>

<input type="button" value="Update"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	
--	--

e) Click on Update

Allot Stock				
Sales Executive	<input type="text" value="bn.leela"/>	Start Date	28-10-2013	
Previous Closing Balance	0.00	Opening Balance	10,000.00	
Advance	<input type="text" value="10,000.00"/>	Allotment Type	<input type="text" value="Daily"/>	

Product Name	Batch Number	Previous Closing Stock	Available Quantity	Allotment
Kingfisher Strong	BTCH#34234	0	99,984,000	<input type="text" value="16,000"/>
Prd A	BTCH#A0001	0	99,990,000	<input type="text" value="10,000"/>
Prd B	BTCH#B0001	0	99,990,000	<input type="text" value="10,000"/>

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

Allotments	Delivery Note	Sales Returns	Journal	Day Book
<div> <div>Executive Name</div> <input type="text"/> <div>Created Date</div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div>				
<div> <div>bn.leela</div> <div>Opening Balance(UGX) : 10,000.00</div> <div>Created Date: 28-10-2013</div> <div>Closing Balance(UGX) : 0.00</div> <div></div> </div>				

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.

Sales									
bn.leela						28-10-2013			
		Previous Closing Balance		0.00					
		Advance		10,000.00					
		Opening Balance		10,000.00					
		Closing Balance		0.00					
S.No	Product Name	Batch No	Previous Closing Stock	Quantity Allotted	Quantity Opening Balance	Quantity Sold	Return Quantity	Quantity To Factory	Quantity Closing Balance
1	Kingfisher Strong	BTCH#34234	0	16,000	16,000	0	0	0	0
2	Prd A	BTCH#A0001	0	10,000	10,000	0	0	0	0
3	Prd B	BTCH#B0001	0	10,000	10,000	0	0	0	0
<div>Close</div>									

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

Delivery Note	Sales Returns	Journal	Day Book
Business Name	<input type="text"/>	Date	<input type="text"/>
Invoice Name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
<b>BNDist/COLLECTIONS/Oct13/00001</b> Business Name: BN A		Date: <b>28-10-2013</b> Balance (UGX) : 25,000.00	
<b>BNDist/DN/Oct13/00001</b> Business Name: BN A		Date: <b>28-10-2013</b> Balance (UGX) : 50,000.00	

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

Delivery Note							
Invoice No	<b>BNDist/DN/Oct13/00001</b>				Date	28-10-2013	
Business Name	BN A						
Invoice Name	INV A						
S.No	Product Name	Batch No	Product Cost (UGX)	Product Quantity	Bonus Quantity	Bonus Reason	Total Cost (UGX)
1	Kingfisher Strong	BTCH#34234	15,000.00	500	0		7,500,000.00
2	Prd A	BTCH#A0001	9,500.00	1,000	0		9,500,000.00
3	Prd B	BTCH#B0001	10,500.00	500	0		5,250,000.00
Payment Type <b>Cheque</b>						Present Payable	22,250,000.00
Bank Name <b>AXIS</b>						Present Advance	0.00
Branch Name						Previous Credit	0.00
Cheque No <b>1254433</b>						Total Payable	22,250,000.00
Bank Location <b>Madhapur</b>						Present Payment	22,200,000.00
Sales Executive <b>Leela Krishna</b>						Balance	50,000.00
Customer <b>BN A</b>						*All the amounts are in UGX	

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

## 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.

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

Delivery Note	Sales Returns	Journal	Day Book
<div> <div>Business Name</div> <input type="text"/> <div>Date</div> <input type="text"/> </div> <div> <div>Invoice Name</div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div>			
<b>BNDist/SR/Oct13/00001</b> Business Name: <a href="#">BN A</a>		Total Cost (UGX) : <b>0.00</b> Date: 28-10-2013 	

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

Sales returns						
Invoice No			BNDist/SR/Oct13/00001		Date : 28-10-2013	
Business Name			: BNA			
Invoice Name			: INV A		Status : pending	
S.No	Product Name	Batch No	Damaged	Resalable	Total quantity	
1	Kingfisher Strong	BTCH#34234	10	10	20	
2	Prd A	BTCH#A0001	0	10	10	
Remarks : Stock Return to Factory from Custome						
Sales Executive : Leela Krishna			Customer : BNA		*All the amounts are in UGX	

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

## 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



Delivery Note	Sales Returns	Journal	Day Book
<div> <div>Journal Type</div> <div>select ▼</div> <div>Date</div> <div></div> </div> <div> <div>Business Name</div> <div></div> </div> <div> <div>Search</div> <div>Clear</div> </div>			
<b>BNDist/DISC/Oct13/00001</b> Business Name: <a href="#">BN A</a> Journal Type: <a href="#">Discount</a>		Created Date: <b>28-10-2013</b> Amount (UGX) : 10,000.00 	

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

Journal

Invoice No	<b>BNDist/DISC/Oct13/00001</b>		Date	<a href="#">28-10-2013</a>
Business Name	<a href="#">BN A</a>		Status	<a href="#">PENDING</a>
Invoice Name	<a href="#">INV A</a>		Reason	<a href="#">Discount on Huge Purchase/Transaction of Products</a>
			Amount	10,000.0
Sales Executive	<a href="#">Leela Krishna</a>	Customer	<a href="#">BN A</a>	

*\*All the amounts are in UGX*

Close

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


## 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.

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

Delivery Note	Sales Returns	Journal	Day Book
<div> <div>Sales Executive</div> <input type="text" value="bn.leela"/> <div>Created Date</div> <input type="text"/> </div> <div> <div>Search</div> <div>Clear</div> </div>			
<b>BNDistDB/Oct13/00001</b>			Created Date: 28-10-2013 

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 No : <b>BNDistDB/Oct13/00001</b>	Reporting Manager : <b>Leela</b>
Sales Executive : <b>Leela Krishna</b>	
Start Date : <b>28-10-2013</b>	Created Date : <b>28-10-2013</b>
Opening Balance : <b>10,000.00</b>	<b>Total Expenses</b> : <b>8,000.00</b>
Total Payable : <b>22,250,000.00</b>	
Total recieved : <b>22,225,000.00</b>	Balance : <b>25,000.00</b>
<b>Amount To Bank</b> : <b>22,225,000.00</b>	
Amount To Factory : <b>0.00</b>	Closing Balance : <b>2,000.00</b>

S.No	Product Name	Batch No	Opening Stock	Products To Customer	Products To Factory	Return Quantity	Closing Stock
1	Kingfisher Strong	BTCH#34234	16000	500	0	20	15500
2	Prd A	BTCH#A0001	10000	1000	0	10	9000
3	Prd B	BTCH#B0001	10000	500	0	20	9500

Basic Info Remarks

Vehicle Details Remarks

Allowances Remarks

Amount Remarks

Product Remarks

Vehicle Number : **AP 9 AP 9999**

Driver Name : **Sham**

Starting Reading : **3443.0**

Ending Reading : **3667.0**

*\*All the amounts are in UGX*

Close

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