**Order To Cash**

**MASTERS:**

**Add New Customer**

**To Add new Customer**

1. You have to enter the values of "Name", "Address", "Place", "Phone", "Mobile" and "TAX NUMEBER" in the appropriate boxes.
2. Now you have to select the values for "Contact Type" and "Customer Group" .  
   **Eg :**Suppose Name is "Obafemi P/F" , Address is "Nigeria", Phone is "23414228040", Mobile is "9141414223", Contact Type is "Customer & Supplier" and Customer Group is "47778"   
   you have to enter *Obafemi P/F* for "Name", *Nigeria* for "Address", *23414228040* for "Phone" and *9141414223* for "Mobile".  
   You have to select *Customer & Supplier* for "Contact Type" and *47778* for "Customer Group".
3. You can write any Notes in the Textbox Provided.
4. Once filled click on 'SAVE' button to save the Customer or 'CANCEL' to exit without saving.

**Edit Existing Customer**

**To Edit Existing Customer**

1. You have to enter the values of "Name", "Address", "Place", "Phone", "Mobile" and "Tax Number" in the appropriate boxes. if any changes in previously entered values.
2. Now you have to select the values for "Contact Type" and "Customer Group" .  
   **Eg :**Suppose Name is "Obafemi P/F" , Address is "Nigeria", Phone is "23414228040", Mobile is "9141414223", Contact Type is "Customer & Supplier" and Customer Group is "47778"   
   you have to enter *Obafemi P/F* for "Name", *Nigeria* for "Address", *23414228040* for "Phone" and *9141414223* for "Mobile".  
   You have to select *Customer & Supplier* for "Contact Type" and *47778* for "Customer Group". if any changes in previously selected values.
3. You can write any Notes in the Textbox Provided.
4. Once filled click on 'SAVE' button to save the Changes or 'CANCEL' to exit without saving.

**Add New Tax Master**

**To Add new Tax Master**

1. You have to enter the values of "Tax Code" and "Description"
2. You have to select the value of "Deductions" , if it is "Charges" you have to selct the value of "Charge Type" also.
3. Now select the value for "CoA".
4. Select either "Formula" or "Flat" by selecting the appropriate radio button and enter the values of "Tax Code Value" and "Formula ".  
   **Eg :**Suppose Tax Code is "tax001", Description is "taxcode001", Deductions is "Charges", Charge Type is "Brokerage" CoA is "IT401", Tax Code Value is "1.5" and Formula is "A+(A \* tax001/100)" then,  
   you have to enter *tax001* for "Tax Code", *taxcode001* for "Description", select *Charges* for "Deductions", *Brokerage* for "Charge Type", *IT401* for "CoA".  
   Now enter *1.5* for "Tax Code Value" and *"A+(A \* tax001/100)* for "Formula".
5. Once filled click on 'SAVE' button to save the Tax Master or 'CANCEL' to exit without saving.

**Edit existing Tax Master**

**To Edit existing Tax Master**

1. You have to enter the values of "Tax Code" and "Description" if any changes in previously entered values are required.
2. You have to select the value of "Deductions" , if it is "Charges" you have to select the value of "Charge Type" also.
3. Now select the value for "Rule", if it is "Exclude" you have to select the value of "CoA".
4. Select either "Formula" or "Flat" by selecting the appropriate radio button and enter the values of "Tax Code Value" and "Formula ".  
   **Eg :**Suppose if you want to change Tax Code from "tax001" to "tax0011, Deductions from "Charges" to "Discount" then,  
   you have to enter *tax0011* for "Tax Code" and select *Discount* for "Deductions".
5. Once filled click on 'UPDATE' button to save the changes to Tax Master or 'CANCEL' to exit without saving.

**Add New Customer Group Mapping**

**To Add new Customer Group Mapping**

1. You have to enter the values for "Customer Group Code", "Customer Group Description" and "Currency".  
   **Eg :**Suppose Customer Group Code is "47778" , Customer Group Description is "State Customers" and Currency is "Rs" you have to enter *47778* for "Customer Group Code", *State Customers* for " Customer Group Description" and *Rs* for "Currency".
2. Now select the values for "Customer Controll A/C"and "Customer Advance A/C".  
   **Eg:** If suppose Customer Controll A/C is "45668" and "Customer Advance A/C" is "99896" you have to select *45668* for "Customer Controll A/C" and *99896* for "Customer Advance A/C".
3. Once filled click on 'SAVE' button to save the Customer Group Mapping or 'CANCEL' to exit without saving.

**Edit existing Customer Group Mapping**

**To Edit existing Customer Group Mapping**

1. You have to enter the values for "Customer Group Code", "Customer Group Description" and "Currency" if any changes in previously entered values.  
   **Eg :**Suppose if you want to change Customer Group Code from "47778" to "51234" and Currency from "Rs" to "$" you have to enter *51234* for "Customer Group Code" and *$* for "Currency".
2. Now select the values for "Customer Controll A/C" and "Customer Advance A/C" if any changes in previously selected values.  
   **Eg:** If suppose you want to change the Customer Controll A/C from "45668" to "45779" you have to select *45779* for "Customer Controll A/C".
3. Once filled click on 'UPDATE' button to save the changes to Customer Group Mapping or 'CANCEL' to exit without saving.

**Transactions:**

**Add New Direct Sale**

**To Add new Direct Sale**

1. You have to select the "Date" of the Sales, "Customer", and enter the value of "Book Invoice"(if not available make it "0"(Zero) ) .  
   The "Invoice" value will be generated automatically based on which Receipts will be made.

**Eg:** If suppose for the Invoice "COBI-0111-0020", Sales Date is "05.01.2011" and Customer is "Adeniji" you have to select *05.01.2011* for "Date" and *Adeniji* for "Customer".  
Note that the Invoice Number *COBI-0111-0020* will be generated automatically.

1. You can select "Category" and "Code".  
   As and when the "Code" value is selected the "Description" and "Units" of the selected item will be displayed automatically.
2. Now enter the "Quantity" and "Price/Unit".  
   The "Basic Amount" will be calculated based on the "Quantity Received" and "VAT" and displayed in the appropriate box given.

Suppose to enter a Sale with Category "Birds", Code is "BRD101", Description is "BIRDS", Units is "Numbers", Quantity is "100" and Price/Unit is "12",   
You have to select *Birds* for "Category", *BRD101* for "Code"  
As and when the "Code" value is selected the *BIRDS* for "Description" and *Numbers* for "Units" will be displayed automatically.  
Now enter *100* for "Qty" and *12* for "Price/Unit". Note that now the Basic Amount is *1200*.

1. Repeat the steps 2 and 3 until the information of all sale items is filled.
2. To enter the Discount in % select "%" Radio button or if you want to enter the Discount Amount select the "Amt" Radio button and enter the appropriate "Discount" value in appropriate input box provided.  
   The "Total Price" will be calculated automatically based on the "Discount" and the "Basic Price".

Suppose Discount Amount is "38" you have to select *Amt* radio button and enter *38* for "Amount". Now the Total Price is displayed as *1162*.

1. Enter values for "Vehicle No.", "Driver Name" and select appropriate value for "Broker Name" from the dropdown provided.

Let Broker Name is "Adeniji", Vehicle Number is "AA79-AKK" and Driver Name is "Arikawe" then you have to enter *AA79-AKK* for "Vehicle No", *Arikawe* for "Driver Name" and select *Adeniji* for "Broker Name".

1. Select value for "Freight" as Included( in the Price/Unit) or Excluded , Account Code and enter "Freight Amount".  
   Based on "Total Price" and "Freight Amount" the value of "Grand Total" will be calculated.
2. You have to select the Payment Mode for Freight from dropdown named "Via" such as CASH, CHEQUE or OTHERS.  
   If it is CASH you have to select "Cash Code" and value for "Dated"  
   If it is CHEQUE you have to select values for "Bank A/C No", "Dated" and enter value for "Cheque"(Cheque Number).

Suppose Freight is "Included", Freight Amount is "30", A/C code is "IE108", Payment is Via "Cash", Cash Code is "CIH", Date is "06.01.2011" then   
you have to select *Included* for "Freight", *IE108* for "A/C Code", *Cash* for "Via", *CIH* for "Cash Code", *06.01.2011* for "Dated" and enter *30* for "Freight Amount". The "grand Total" now is *1192*.

1. Once filled click on 'SAVE' button to save the Direct Sale or 'CANCEL' to exit without saving.

**Edit Existing Direct Sale**

**To Edit Existing Direct Sale**

1. You have to select the "Date" of the Sales, "Customer", and enter the value of "Book Invoice"(if not available make it "0"(Zero) ) if you want to change the previous values.

**Eg:** If suppose you want to change the Sales Date is from "1st Jan, 2011" to "5th Jan, 2011" you have to select *05.01.2011* for Date.

1. You can select "Category" and "Code" if you want to change the previous values.  
   As and when the "Code" value is selected the "Description" and "Units" of the selected item will be displayed automatically.
2. Now enter the "Quantity" and "Price/Unit" if you want to change the previous values.  
   The "Basic Amount" will be calculated based on the "Quantity Received" and "VAT" and displayed in the appropriate box given.
3. Repeat the steps 2 and 3 until the information of all sale items is filled.
4. To enter the Discount in % select "%" Radio button or if you want to enter the Discount Amount select the "Amt" Radio button and enter the appropriate "Discount" value in appropriate input box provided.  
   The "Total Price" will be calculated automatically based on the "Discount" and the "Basic Price".
5. Select value for "Freight" as Included( in the Price/Unit) or Excluded , Account Code and enter "Freight Amount".  
   Based on "Total Price" and "Freight Amount" the value of "Grand Total" will be calculated.
6. You have to select the Payment Mode for Freight from dropdown named "Via" such as CASH, CHEQUE or OTHERS.  
   If it is CASH you have to select "Cash Code" and value for "Dated"  
   If it is CHEQUE you have to select values for "Bank A/C No", "Dated" and enter value for "Cheque"(Cheque Number).
7. Once filled click on 'SAVE' button to save changes to the selected Direct Sale or 'CANCEL' to exit without saving the changes to the selected Direct Sales.

**Processing :**

**Add New Sales Return**

**To Add New Sales Return**

1. You have to select the values for "Party Name", "COBI" and "Date".  
   As and when the value of COBI is selected the details such as "Item Code", "Item Name" and "Sold Quantity" will be displayed automatically.
2. Now enter the value of "Returned Quantity" and select value for "Goods Status" for all the purchased items.

**Eg:** If suppose you want to enter the Returned Quantity(which you want to add to stock) of "10" to Item Code "BROC101" for SOBI "COBI-0611-0015" of Party "Ehigha" on "15th June, 2011"   
you have to select *Ehigha* for "Party Name", *COBI-0611-0015* for "SOBI", *15.06.2011* for "Date".  
Now enter *10* for "Returned Quantity"(of item code BROC101) and select *Add To Stock* for "Goods Status".

1. Once filled click on "SAVE" button to save sales return or "CANCEL" button to exit with out saving the sales return.

**Add New Payment**

**To Add a New Payment**

1. Select the "Date" of Payment, "Customer", "Payment Method" and "Choice".
2. Select values for "TDS" and "Reception Mode".
3. If the selected value for "Reception Mode" is CASH

You have to select the value for "Cash Code".

As and when the Cash Code value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount".

OR  
If the selected value for "Reception Mode" is CHEQUE

You have to select the value for "Bank A/C No".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount", "Cheque #" and "Cheque Date".

OR  
If the selected value for "Reception Mode" is OTHERS

You have to enter the values for "Code" and "Description".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

1. If the selected value of "TDS" is WITH TDS,

You have to select the value for "Code" and enter the value for "Amount" until the values for all the Payments are filled.

**Eg :**Suppose the payment Date is "06 Jan, 2011", Customer is "Chiwetel", Payment Method is "Payment", TDS is "Without TDS", Choice is "On A/C", Reception Mode is "Cash", Cash Code is "CIH", Code is "AS111", Description is "1.CASH", Amount is "5000",  
you have to select *06.01.2011* for "Date", *Chiwetel* for "Customer", *Payment* for "Payment Method", *Without TDS* for "TDS", *On A/C* for "Choice", *Cash* for "Reception Mode", *CIH* for "Cash Code". As and when the Cash Code value is selected the value of "Code" will be displayed as *AS111* and "Description" is displayed as *1.CASH*.  
Now enter *4000* for "Amount".

1. Once filled click "PAY" button to Save the Payment or click "CANCEL" button to exit without Saving the Payment.

**Edit Existing Payment**

**To Edit an Existing Payment**

1. Select the "Date" of Payment, "Customer", "Payment Method" and "Choice" if you want to change the previously selected values.
2. Select values for "TDS" and "Reception Mode" .
3. If the selected value for "Reception Mode" is CASH

You have to select the value for "Cash Code".

As and when the Cash Code value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount".

OR  
If the selected value for "Reception Mode" is CHEQUE

You have to select the value for "Bank A/C No".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount", "Cheque #" and "Cheque Date".

OR  
If the selected value for "Reception Mode" is OTHERS

You have to enter the values for "Code" and "Description".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

1. If the selected value of "TDS" is WITH TDS,

You have to select the value for "Code" and enter the value for "Amount" until the values for all the Payments are filled.

1. Once filled click "PAY" button to Save the Payment or click "CANCEL" button to exit without Saving the Payment.

**Add New Receipt**

**To Add a New Receipt**

1. Select the "Date" of Receipt, "Customer" and "Receipt Method".
2. If the selected value of "Receipt Method" is "Advance",

Select the value for "Choice" as either "SOs" or "ON A/C".

If the selected value of "Choice" is "SOs" you have select the value for "SO" and enter the value for "Amount Paid".

OR  
If the selected value of "Receipt Method" is "Receipt",

Select the value for "Choice" as "COBIs" or "Debit Notes" or "ON A/C".

If the selected value of "Choice" is "COBIs" you have select the value for "COBI" and enter the value for "Amount Paid".

1. Now select "Item Code", "Type" Values and enter the value for "Quantity" for all the expected Outputs using the given Inputs.
2. Select values for "TDS" and "Reception Mode".
3. If the selected value for "Reception Mode" is CASH

You have to select the value for "Cash Code".

As and when the Cash Code value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount".

OR  
If the selected value for "Reception Mode" is CHEQUE

You have to select the value for "Bank A/C No".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount", "Cheque #" and "Cheque Date".

OR  
If the selected value for "Reception Mode" is OTHERS

You have to enter the values for "Code" and "Description".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

1. If the selected value of "TDS" is WITH TDS,

You have to select the value for "Code" and enter the value for "Amount" until the values for all the Payments are filled.

**Eg :**Suppose the Receipt Date is "06 Jan, 2011", Customer is "Chiwetel", Receipt Method is "Receipt", TDS is "Without TDS", Choice is "COBIs", Reception Mode is "Cash", Cash Code is "CIH", Code is "AS111", Description is "1.CASH", Amount is "5000" COBI is "COBI-0111-0020" and Amount Paid is "4000",  
you have to select *06.01.2011* for "Date", *Chiwetel* for "Customer", *Receipt* for "Receipt Method", *Without TDS* for "TDS", *COBIs* for "Choice", *Cash* for "Reception Mode", *CIH* for "Cash Code". As and when the Cash Code value is selected the value of "Code" will be displayed as *AS111* and "Description" is displayed as *1.CASH*.  
Now enter *4000* for "Amount", *COBI-0111-0020* for "COBI" and *5000* for "Amount Paid".

1. Once filled click "PAY" button to Save the Receipt or click "CANCEL" button to exit without Saving the Receipt.

**Edit Existing Receipt**

**To Edit Existing Receipt**

1. Select the "Date" of Receipt, "Customer" and "Receipt Method" if you want changes from previous values.
2. If the selected value of "Receipt Method" is "Advance",

Select the value for "Choice" as either "SOs" or "ON A/C".

If the selected value of "Choice" is "SOs" you have select the value for "SO" and enter the value for "Amount Paid".

OR  
If the selected value of "Receipt Method" is "Receipt",

Select the value for "Choice" as "COBIs" or "Debit Notes" or "ON A/C".

If the selected value of "Choice" is "COBIs" you have select the value for "COBI" and enter the value for "Amount Paid".

1. Now select "Item Code", "Type" Values and enter the value for "Quantity" for all the expected Outputs using the given Inputs.
2. Select values for "TDS" and "Reception Mode" if you want changes from previous values.
3. If the selected value for "Reception Mode" is CASH

You have to select the value for "Cash Code" if you want changes from previous values.

As and when the Cash Code value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount".

OR  
If the selected value for "Reception Mode" is CHEQUE

You have to select the value for "Bank A/C No".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

Now you have to enter the value of "Amount", "Cheque #" and "Cheque Date".

OR  
If the selected value for "Reception Mode" is OTHERS

You have to enter the values for "Code" and "Description".

As and when the Bank A/C No. value is selected the "Code" and "Description" values will be displayed automatically.

1. If the selected value of "TDS" is WITH TDS,

You have to select the value for "Code" and enter the value for "Amount" until the values for all the Payments are filled.

1. Once filled click "PAY" button to Save changes to the selected Receipt or click "CANCEL" button to exit without Saving changes to the selected Receipt.

**Add New Credit Note**

**To Add new Credit Note**

1. You have to select the values of "Date", "Customer" and enter "Amount"(Credit Amount = Total of Dr. - Total of Cr.).  
   **Eg :**Suppose Date is "31 Dec, 2010" , Customer is "IssacTrading Co." and Amount is "100" you have to select *31.12.2010* for "Date", *IssacTrading Co.* for "Customer" and enter *100* for "Amount".
2. Now select the values for "Code", "Cr/Dr" and enter the value of "Cr" or "Dr" depending on the select value of "Cr/Dr".
3. Repeat the above step any number of times you want(Until all the entries are filled).

**Eg:** If suppose you want to enter 2 entries with code "00104" with Cr value of "400" and Code "00502" with Dr value of "500" respectively ,  
You have to select *00104* for "Code", *Cr* for "Dr/Cr" and *400* for "Cr" for the first entry and   
select *00502* for "Code", *Dr* for "Dr/Cr" and *500* for "Dr" for second entry.

1. You can enter "Narration" in the Textbox provided.
2. Once filled click on 'SAVE' button to save the Credit Note or 'CANCEL' to exit without saving.

**NOTE :** You can Save the Credit Note only when the the value of Total Of Dr. - Total of Cr. = Amount .

**Add New Debit Note**

**To Add new Debit Note**

1. You have to select the values of "Date", "Customer" and enter "Amount"(Debit Amount = Total of Cr. - Total of Dr.).  
   **Eg :**Suppose Date is "31 Dec, 2010" , Customer is "IssacTrading Co." and Amount is "100" you have to select *31.12.2010* for "Date", *IssacTrading Co.* for "Customer" and enter *100* for "Amount".
2. Now select the values for "Code", "Cr/Dr" and enter the value of "Cr" or "Dr" depending on the select value of "Cr/Dr".
3. Repeat the above step any number of times you want(Until all the entries are filled).

**Eg:** If suppose you want to enter 2 entries with code "00104" with Cr value of "500" and Code "00502" with Dr value of "400" respectively ,  
You have to select *00104* for "Code", *Cr* for "Dr/Cr" and *500* for "Cr" for the first entry and   
select *00502* for "Code", *Dr* for "Dr/Cr" and *400* for "Dr" for second entry.

1. You can enter "Narration" in the Textbox provided.
2. Once filled click on 'SAVE' button to save the Debit Note or 'CANCEL' to exit without saving the Debit Note.

**NOTE :** You can Save the Debit Note only when the the value of Total Of Cr. - Total of Dr. = Amount .

**Add New Customer Order Invoice**

**To Add new Customer Order Invoice**

1. You have to select the values of "Party", "Pack Slip #" and "Date".  
   As and when the "Pack Slip #" value is selected the details of Customer Order Invoice such as "Invoice #", "Item", "Description" "S.No Item Description Sent Quantity","Total" and "Grand Total" of Items will be displayed automatically. **Eg :**Suppose Party is "Nigeria(Breeder)" , Pack Slip # is "PS-1210-0003" and Date is "04 Dec,2010" you have to select *Nigeria(Breeder)* for "Party", *PS-1210-0003* for "Pack Slip #" and *04.12.2010* for "Date".  
   Suppose if there are 2 items present as and when the Pack Slip # is selected the details of the two items will be displayed.
2. Now you can enter the value for "Book Invoice #" and select "CoA Code" for all Items.  
   **Eg:** If suppose if Book Invoice # is "invcobi111" , CoA Code of first item is "45688" and second item is "00502" you have to enter *invcobi111* for "Invoice #", select *45688* for "CoA Code" of first item and *00502* for "CoA Code" of second item.
3. Once filled click on 'SAVE' button to save the Customer Order Invoice or 'CANCEL' to exit without saving.