



TOF *Engineers and Consulting Ltd.*

Sales Manager: Sales Information Management System

User Manual

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Important Information

When using Sales Manager you must be mindful of the following.

- ❖ **The default user is “mainuser” without a password (blank password). This user has full access to all functionality of the software.**
- ❖ **Make sure each newly created user specifies a password for his/her user name (user account) to prevent other users operating with the user account.**
- ❖ **Make sure you read the messages you are prompted with and provide judicious responses to them. Respond with a safe choice if you are doubtful and then seek advice.**
- ❖ **Make sure you backup regularly to protect against loss of data and make recovery after a loss less costly. Do backups regularly via “Sales Manager Backup” icon .**

1 Introduction

Sales Manager software is designed to manage customers and suppliers information, products inventory, sales and invoicing of a typical retail outlet or business involved in buying and selling. Sales Manager also tracks expenses and cash receipts of the business. Key modules are as follows

- Provision for registration of customers, suppliers and products list.
- Direct (Cash) Sales Management
- Credit Sales Management
- Expenses Management
- Services and Products Procurement Management

Sales Manager is developed in Microsoft Visual Basic 6.0, Microsoft VBA in Microsoft Access with SQL - Server database management system as the database platform. These tools supports graphical user interface and can run on a standard personal computer running Microsoft Windows XP operating system.

Sales Manager is configurable as a stand-alone system or a multi-user system on a network of computers such that multiple users can share application data from several workstations.

1.1 Sales Manager Software Modules

The key modules of **Sales Manager** appropriately relate these key entities in the modules

- Products Information
- Customers' Information
- Suppliers' information
- Direct Cash Sales
- Credit Sales
- Products and Services Procurements
- Expenses Charging
- Invoicing and Receipting,
- Pro-Forma Invoicing

The Sales Manager Database is resident on a computer dedicated as the server. All users of Sales Manager share this data across the network.

1.2 Sales Manager Software Architecture

- Multi-User, Client - Server Architecture.

1.3 Sales Manager Development platform

- Visual Basic 6.0 and Microsoft Access for program front-ends design
- Microsoft SQL-Server 2005 Relational Database Management System for database design.

1.4 Sales Manager operating platform

- A local area Ethernet 100 Base-T network (or wireless network) of computers running traditional Microsoft Windows 2000/XP based operating systems.

1.5 Sales Manager Key Modules

Sales Manager's key functional features are enumerated below according to the modules.

- Products Information
- Customers' Information

- Suppliers' information
- Direct Cash Sales
- Credit Sales
- Products and Services Procurements
- Expenses Charging
- Invoicing and Receipting,
- Pro-Forma Invoicing

1.6 Sales Manager Security & Confidentiality Module:

- No restriction on the number of users
- Each module has a set of privileges to which a user can be assigned.
- Each user is assigned privileges/roles for each user for each module.
- Total Control in security and access levels configuration suitable for your staff hierarchy.
- Ensures data integrity as the privileges of each user can be tailored to his\her work schedule.

1.7 Sales Manager General Features

- Easy to use with its user-friendly graphical user interface (GUI).
- Configurable as stand-alone system or a client/server multi-user environment.
- Sophisticated security system that ensures integrity and confidentiality of your mission critical information, by controlling access to both information and functionality.
- Generates a wealth of current and historical information in its databank, enabling derivation of statistical information to inform policy making, budgeting and planning
- Efficient and effective search engine to query the databank.
- Maintains a concise audit trail of operational activities.
- Exporting of all reports to remote locations as attachments to e-mail.

1.8 Guideline to this document

This document describes how to use Sales Manager. It will, however, be valid for versions that would have been tailored to your environment. Furthermore, the words **interfaces** and **forms** are both computing terminologies describing the visual displays on the screen that users interact with; they will be used freely and interchangeably in the document.

To quickly grasp the concepts and procedures presented in this document, it is recommended you initiate a session of Sales Manager on the computer in parallel to studying this document.

2 Sales Manager Overview

2.1 Security and Confidentiality

Users are created to access Sales Manager and each user is assigned a

- **security level**, which determines the type of operations (additions, modifications, deletions) that can be performed on data; and a
- **module access level**, which determines the modules that the user can access

2.2 Menus

Menu	Item	Purpose
File		
	Page Setup	
	Print	
	Change Password	
	Set Current User's Privileges	
	Connect To Datasource	
	Create Users and Assign Privileges	
	Audit Trail	
	View Defaults	
	Export Information	
	Main Switchboard	
	Exit	
Operational Data		
	Set Transaction Date	
	Specify Expense Folio	
	Charge Account Codes	
	Expense Codes	
	Operational Defaults	
	Units Bases	
	Units Categories	
	Units of Storage of Drugs	
	General Operational Data	
Products Information		
	Products Groupings	
	Products List	
	Products Full Details (Data Entry and Modifications)	
	Products Search	
	Products Packages Names	
	Products Packages Details	
	Product\Stock Registration	
	Product\Stock Movements and Bin Cards	
	Pro-forma Invoices	
Financials		
	Pro-Forma Invoices	
	Direct Cash Sales	
	Credit Sales	
	Products Procurements	
	Expense Account Charging	

	Products Balance	
	Customers Balance	
	Suppliers Balance	
Customers & Suppliers		
	Customers List	
	Customers Information (Data Entry and Modifications)	
	Suppliers List	
	Suppliers Information (Data Entry and Modifications)	
Enquiries & Reports		
	Sales Invoices	
	Sales Receipts	
	Delivery Advices	
	Daily Reports	
	Monthly Reports	
	Yearly Reports	
Staff Details		
	Staff List	
	Staff Full Details	
	Staff Search	
Info		
	About	
	Welcome	

2.3 General interface layout

Interfaces \ forms used for data capture and modification have the following.

1. Buttons are at the footer of the interface to
 - a. **Add**, initiates addition of a new record
 - b. **Modify**, initiate modification of existing record in focus
 - c. **Save**, to save new entries or modifications to data
 - d. **Discard** to discard changes or new entries before it is saved.
 - e. **Requery** to populate interface with all records of underlying table\query
 - f. **Refresh** to update record in focus with new information

Generally,

- To add a new record, click Add (or New XXXX)
 - To modify existing record, move to the record, click Modify)
 - Click Save to save records (new or modified)
 - Click Discard to undo changes prior to saving the data.
2. Where appropriate, information are organised in tab pages labelled appropriately
 3. A combo box is usually available at the header of the interface to locate specific record.
 4. A button labelled Help is usually at the top of the interface to provide guidance to using the specific module.

2.4 Help facility on Sales Manager

To assist in using Sales Manager, you can view the operational and system manuals via the **Sales Manager** group created on the Programs menu on the Start Menu bar.

1. Select **Sales Manager** from the Programs menu on Start Menu bar

2. Select the document you want to view. This would display the required document in .pdf format (portable document format).
3. You can navigate/use the document as you normally use any similar document. You have the choices of
 - Sales Manager Installation Guide
 - Sales Manager User Guide
 - Customer Feedback Change Request
 - Customer Feedback Problem Reporting

You will require Microsoft Word and Acrobat Reader on your computer to view the files.

Further more, for ease of use, where appropriate, there is a **Help** button on specific Sales Manager interfaces that display information to guide the user on how to use the functions\facilities of the module.

3 Starting Sales Manager

To use Sales Manager for any useful work you should have done the following

- Installed Sales Manager on your computer and connected appropriately to the data source.
- Created user accounts that will use Sales Manager and define privileges for each user.
- Configured Sales Manager with operational data.

3.1 IMPORTANT:

- **The system administrator must use the default user "mainuser" as the user account to initially gain access to the software.**
- **After creating all users, the system administrator should specify a password to "mainuser" to prevent unauthorised access.**
- **Note that new users are created without a password (password is blank), therefore each user must specify his\her password for confidentiality.**

3.2 Connecting Sales Manager to datasource

After installing Sales Manager front-end module you must connect to the data source, which would have been defined as a data source name (DSN) via ODBC using SQL-Server ODBC driver.

1. Select **Sales Manager** on the Start-Program bar, then select **Sales Manager** OR Double-click on **Sales Manager** icon on the desktop. This displays the Sales Manager Launcher.
2. Select **Utilities > Configure Datasource** from **Sales Manager Menu**.
3. Enter or browse for the folder where Sales Manager front-ends are installed; click **Set**.
4. Enter or browse for the older where the database files and security files are located on the server computer hosting the database; click **Set**
5. Select the **datasource** registered for Sales Manager datasource (e.g. **ZSALES**)
6. Click **Reconnect To Data**.
7. At the prompt enter your user name (and password, if required) then click OK.
8. You will be prompted appropriately on completion. Exit the interface and proceed to run Sales Manager.

Datasource Configuration for Sales Manager on SQL-Server

Specify the directory\folder where then Sales Manager Front-end program is located on your workstation

Select Drive: d: [HANIF]

Directory/Folder: D:\zsales

Set

Specify Server Directory where the security file is located on your server computer

Select Drive: d: [HANIF]

Directory/Folder: D:\zsales

Set

Set the SQL-Server ODBC Datasource Name (DSN) for Clinic Manager

Select the datasource (DSN): (None)

Datasource to use: ZSALES

Register SQL-Server DSN

Reconnect To Data

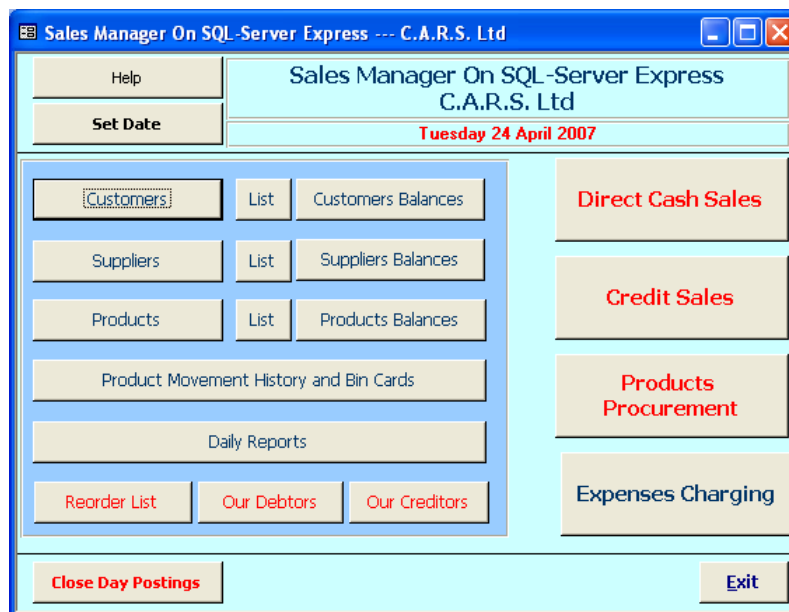
Exit

3.3 To run Sales Manager

1. Select **Sales Manager** on the Start-Program bar, then select **Sales Manager** OR Double-click on **Sales Manager** icon on the desktop. The **Sales Manager Launcher** interface below is displayed.



2. Click **Click Here Launch Sales Manager On SQL-Server**. You will be prompted for a username and password.
3. Enter your user name and password (if you have defined one for your user name)
 - a. If this is the first time, enter user name as **mainuser** with no password.
4. Click **OK**. The program will start displaying the main interface below



5. The System Administrator must create all the users of the software via the menu.
File->Create Users and Assign Privileges.

3.4 Specifying your password

Before you continue to use Sales Manager for your operations, you must be aware that there is one function every registered user of Sales Manager can perform. This is to change his/her password. Passwords must be secret to the user; even the system administrator should not be aware of your password. The system administrator(s) can only clear your password, if you forget it, to allow you to specify another one.

The procedure for changing your password is simple and is as follows:.

1. Select "**Change Password**" from the File menu on the main interface.
2. On the resulting enter your **Old Password** in the appropriate field (Leave blank if you do not have a password or you are specifying one for the first time).
3. Enter your new password in the field labelled "**New Password**"
4. Enter the new password again in the field labelled "**Verify**"
5. Click "**Specify Password**".
6. You will be prompted if the **New Password** and the **Verify** do not match exactly. You must re-enter both again to ensure registration of the password.

The next time you log on to Sales Manager, you will be required to specify this password with your user name to gain access.

The screenshot shows a dialog box titled "Specify/Change Your Password" with a light blue background. At the top, there is a label "Specify/Change Your Password" inside a rectangular box. Below this, there is a "User:" label followed by a text box containing the word "supervisor". In the center, there is a gray-bordered box containing three password fields: "Old Password:", "New Password:", and "Verify:", each followed by a white text box. Below these fields is a button labeled "Specify Password". At the bottom right of the dialog box is an "Exit" button.

4 System Administration Functions

The **System Administration** functions include the following operations.

- Set Current User's Privileges
- Connect To Datasource
- Create Users and Assign Privileges
- Audit Trail
- Defaults
- Backup
- Restore Backup
- Compact\Repair data

4.1 Connect To Data Source

Provides means to connect/re-connect to Sales Manager SQL-Server database if

- the database has moved to another directory on your workstation or
- the database has been moved to different computer on the network or
- the ODBC Datasource Name of the data has changed or database has been modified.

This is another means of establishing connection to the data source from within Sales Manager program. It is however advised to perform this operation from the Sales Manager Launcher.

1. Click **Connect to Data** on the File menu.
2. On the interface displayed below, click the radio button labelled "**Connection String**"
3. Click Browse to display the ODBC Database Administrator
4. Select the datasource name from Machine Data Source tab

(Note: The database is as an ODBC data source name (typically ZSALES).)

5. Click **Connect** to establish connection with the source of data. You will be prompted appropriately on completion.

Note that this is an alternative method to connecting to data complementing the approach used in the "**Sales Manager Installation Guide**" guide.

You have now established connection with the database. This procedure must be repeated on every workstation on the network where Sales Manager will be run, since they will share the same database. Furthermore, all users have access to this function.

4.2 Security and Confidentiality – Creating Users and Assigning Roles

In this section we will learn how to create new users of Sales Manager and assign Security Levels and Module Access levels to them. **You must have Managers/Supervisors security level to perform these operations; the default user, "mainuser", has this privilege.**

1. Double-click on **Sales Manager** icon on the desktop.
2. On the resulting interface click **Launch Sales Manager** Login with your user name and password (if any).
3. Select **File** menu.
4. Select **Create Users and Assign Privileges**. This displays the interface below.

4.2.1 To create a new user

1. Click **Add User**
2. Enter the name of the user in the text box labelled User Name
3. Click **Save User** to create the user and add to users list
4. Click **Finish** to complete the process and enable other utilities.

4.2.2 To remove a user

5. Select the user from the list and click **Remove User**

4.2.3 To clear a user's password

6. Select the user from the list and click **Clear User Password**

(Note: Remove User & Clear User Password will be inactive if creation of a user is still in progress)

4.2.4 To specify the security level to be assigned to a user

The security level assigned to a user defines if the user can add new information, modify existing information, delete information and have access to system administration functions. Once you create a user you should assign the user a security level to allow access. The security levels available are enumerated in the table below.

Module	Privilege/Role Description
Managers/Sys Admin	<ul style="list-style-type: none"> Addition, modification and deletion of data System Administration functions
Operations	<ul style="list-style-type: none"> Addition and modification of data, excluding the System Administration.
General Users	View data only, excluding the System Administration
No Access	Access denied

From the User Accounts interface above,

1. Select a user from the list and
2. Click the desired security level

4.2.5 To specify module access levels of a user

The Module Access assigned to a user also depends on the roles or work scheduled for the user. Once you create a user you should then assign the modules that the user can access.

From the User Accounts interface above,

1. Select a user from the list and
2. Under the group Module Access to Selected User
3. Click to mark all the modules that the user can access

Possible Module Access levels are listed below.

Direct Sales
Procurement
Credit Sales
Managers
Operational Data
System Administration

4.3 Audit Trail

The Audit Trail is a log of information on key activities, providing an effective tool to monitor activities on Sales Manager. It captures the activities of each operator and each record is stamped with a date and time the activity took place.

1. Click **Audit Trail** on the File->System Administration menu t displays the interface below.
2. To view the audit trail for a particular operator select the operator from **Operator** combo box.
3. To view the audit trail for a particular duration, enter the date range in From Date and TO text boxes. If an operator is already selected, the audit trail of activities done by the operator for the date range specified will be displayed.
4. To view the audit trail for all activities to date, click "**Requery**".
5. Close the interface on completing your activities.

Audit Trail of Activities						
Audit Trail						
From Date:		to		Operator:		
S/N	Date	Time	Details	Operator	Operation	
544	08/Jun/2003	02:49 PM	Clean Tables	supervisor	House-keeping	
545	28/Jun/2003	07:26 AM	Accessed User Maintenance	supervisor	Security	
546	28/Jun/2003	07:26 AM	Finished User Maintenance	supervisor	Security	
547	20/Jul/2003	03:22 PM	Accessed User Maintenance	supervisor	Security	
548	20/Jul/2003	03:22 PM	Finished User Maintenance	supervisor	Security	
549	20/Jul/2003	03:28 PM	Accessed User Maintenance	supervisor	Security	
550	20/Jul/2003	03:28 PM	Finished User Maintenance	supervisor	Security	
551	20/Jul/2003	03:41 PM	Change Objects ownership to user supervisor	supervisor	Security	
552	20/Jul/2003	03:41 PM	Assigned FullAccessPermissions to user supervisor	supervisor	Security	
553	20/Jul/2003	03:42 PM	Change Objects ownership to user supervisor	supervisor	Security	
554	20/Jul/2003	03:42 PM	Assigned FullAccessPermissions to user supervisor	supervisor	Security	
555	20/Jul/2003	03:48 PM	Accessed User Maintenance	supervisor	Security	
556	20/Jul/2003	03:48 PM	Created a new user, dihan	supervisor	Security	
557	20/Jul/2003	03:48 PM	Added the new user, dihan, to default group NoRights	supervisor	Security	
558	20/Jul/2003	03:48 PM	Created a new user, abu	supervisor	Security	
559	20/Jul/2003	03:48 PM	Added the new user, abu, to default group NoRights	supervisor	Security	
560	20/Jul/2003	03:48 PM	dihan group changed from NoRights to SuperUsers	supervisor	Security	
561	20/Jul/2003	03:48 PM	abu group changed from NoRights to PriviledgedUsers	supervisor	Security	
562	20/Jul/2003	03:48 PM	Accessed User Maintenance	supervisor	Security	
563	20/Jul/2003	03:49 PM	Accessed User Maintenance	supervisor	Security	
564	20/Jul/2003	03:49 PM	Finished User Maintenance	supervisor	Security	
565	21/Jul/2003	12:36 PM	Accessed User Maintenance	supervisor	Security	
566	21/Jul/2003	12:36 PM	Finished User Maintenance	supervisor	Security	
567	21/Jul/2003	12:37 PM	Accessed User Maintenance	supervisor	Security	
568	21/Jul/2003	12:37 PM	Finished User Maintenance	supervisor	Security	
569	21/Jul/2003	12:38 PM	Accessed User Maintenance	supervisor	Security	
570	21/Jul/2003	12:38 PM	Finished User Maintenance	supervisor	Security	

4.3.1 To print the audit trail

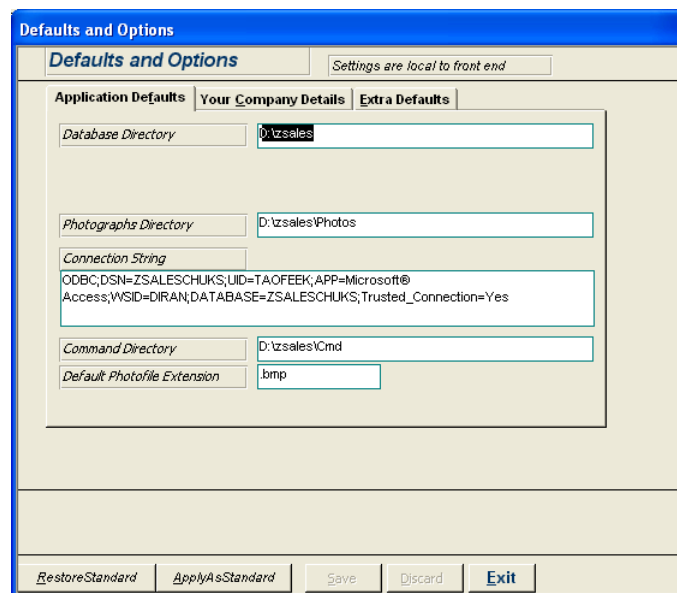
1. Enter the appropriate dates range.
2. Select an operator from the operator's combo box, if desired.
3. Click **Preview**. A preview of the audit trail will be displayed on the screen in report form
4. Click **Print**. The audit trail for the specification will be printed.

4.3.2 To prune the audit trail

5. Enter the appropriate dates range.
6. Select an operator from the operator's combo box, if desired.
7. Click Prune Audit Trail. This will delete the log for the specified date range and/or operator

4.4 Default Settings

- Default settings are information about the location of program files and connection information.
- Each workstation on the network can have its own settings, by modifying the parameters accordingly.
- The standard settings are global to all workstation, so clicking **Apply As Standard** will make the settings on your workstation the standard setting.
- Click **Restore Standard** restore standard settings to overwrite you local workstation settings.
- The company details tab is simply information on location of the company.



It is important to note that the **connection string** and **database name** must be the same for all workstations connected to the same database on the server. This ensures all users are sharing the same data for consistency of information processing.

4.5 Backup, Restore and Shrink data

Backup, Restore and Shrink operations are performed via the SQL-Server Management Studio. It is recommended that you backup Sales Manager database regularly. If Sales Manager is used on a daily basis, daily backups are strongly recommended. Shrink operations are performed automatically since the database has been set up for AUTOSHRINK.

If you are using the full version of SQL-Server, backups can be scheduled to perform periodically. With SQL-Server Express 2005, you must backup via the management studio.

If the SQL-Server Management Studio is not available, you can use the Housekeeping module bundled with Sales Manager. The interface is displayed with below. You must modify the scripts used by this utility to reflect the database name, database files (.mdf and .ldf files) and the directory location of the files. The following scripts must be modified accordingly.

- AttachVT.sql
- ShrinkV.sql
- BackupV.sql
- DetachV.sql
- RestoreV.sql

These script files are pre-installed when you install the housekeeping module, typically on the server computer.

1. Select **Housekeeping** from Sales Manager group on the **Programs** menu or Double-click on Housekeeping on the desktop. This displays the interface below.
2. Enter the SQL- Server Instance name in form of *computername|sqlexpress*.
3. Enter the database file name (.mdf file) with full path definition (or click Locate Database file and browse the disk and select the appropriate file.
4. Enter the database log file name (.ldf file) with full path definition (or click Locate Database Log file and browse the disk and select the appropriate file.
5. Enter the name of the database; e.g ZSALES.
6. Enter or browse for the directory location of the configuration script files.

7. Click the button indicating the facility you want to perform.
 - **Attach:** To attach the database to a server
 - **Detach:** to detach the database from the server
 - **Shrink:** to remove empty file pages from the database
 - **Backup:** to backup the database
 - **Restore:** to restore database from backup
8. Click Exit when you have finished.

SQL-Server Database Housekeeping Utilities

Specify the SQL Server Instance : computername\squlexpress

DIRAN\SQLEXPRESS

Locate Database File

D:\zsales\CHUKSData\ZSALES_Data.MDF

Locate Database Log File

D:\zsales\CHUKSData\ZSALES_Log.LDF

Specify the name of the database

ZSALES

Select Drive d: [HANIF]

D:\
zsales
CHUKSData

Location of Configuration Scripts

d:\zsales\SQLScripts

Attach Detach Shrink
Backup Restore

Exit

5 Sales Manager Operational Data

The table below lists the operational data that need to be defined to configure Sales Manager for your site.

Operational Data	Usage\Purpose
Set Transaction Date	
Specify Expense Folio	
Charge Account Codes	
Expense Codes	
Operational Defaults	
Units Bases	
Units Categories	
Units of Storage of Drugs	
General Operational Data	

5.1 Defining operational data

Only users with operational data module access privileges have access to these functions. Operational data information is strategic to proper operation of Sales Manager and as such access to its functions must be controlled.

In each case, select the required menu and **Add** or **Modify** information as required.

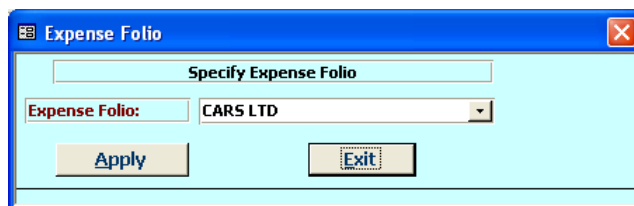
1. Click the button required or select the menu required
2. To enter new record
 - a. Click **Add**
 - b. Click **Save** to save the record.
3. To modify existing record.
 - a. Navigate to the record of interest
 - b. Click **Modify**.
 - c. Change the information.
 - d. Click **Save**

5.1.1 Set Transaction Date

This specified the date of transaction. The user must ensure that the date of transaction is correct since Sales Manager does not rely on the system date to stamp transaction operations. A user without knowledge of the impact date and time on the operations of Sales Manager could change the system date and time.

5.1.2 Specify Expense Folio

The Expense Folio defines the folio where expenses incurred by the company are recorded. The folio is typically the name of your company, although you can specify a specific customer created for expense monitoring.



Expense Folio

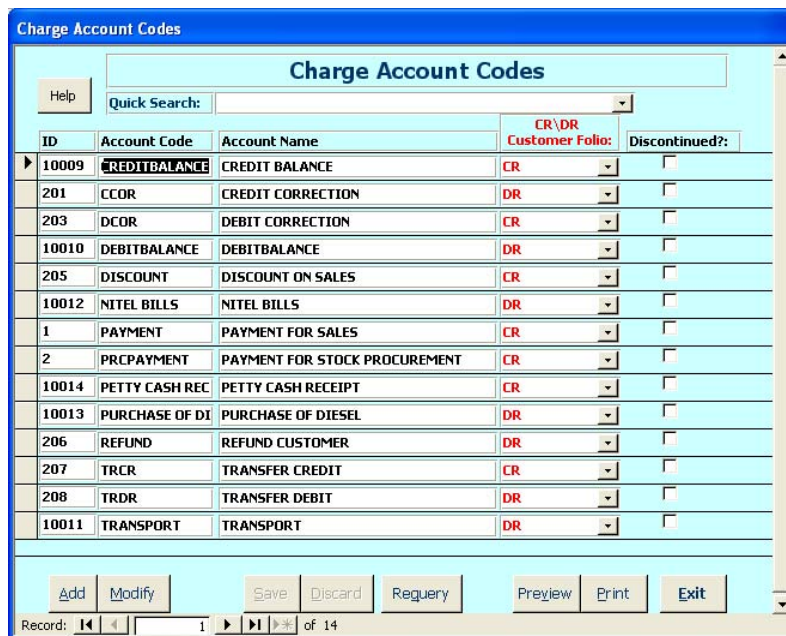
Specify Expense Folio

Expense Folio: CARS LTD

Apply Exit

5.1.3 Define Charge Account Codes

Charge Account Codes defines services and charges that are debited\credited to customers\suppliers.



Charge Account Codes

Quick Search:

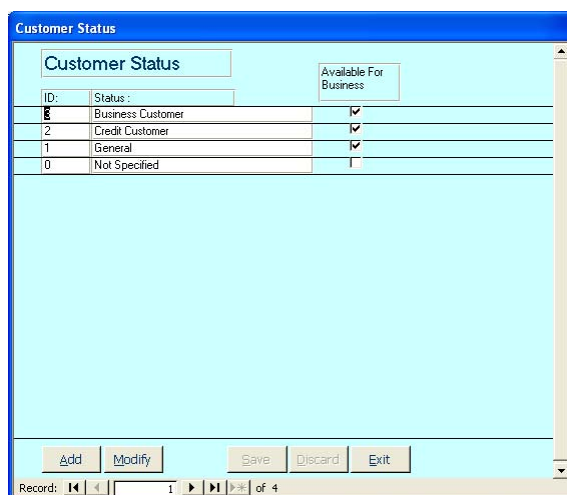
ID	Account Code	Account Name	CR\DR Customer Folio:	Discontinued?:
10009	CREDITBALANCE	CREDIT BALANCE	CR	<input type="checkbox"/>
201	CCOR	CREDIT CORRECTION	DR	<input type="checkbox"/>
203	DCOR	DEBIT CORRECTION	CR	<input type="checkbox"/>
10010	DEBITBALANCE	DEBITBALANCE	DR	<input type="checkbox"/>
205	DISCOUNT	DISCOUNT ON SALES	CR	<input type="checkbox"/>
10012	NITEL BILLS	NITEL BILLS	DR	<input type="checkbox"/>
1	PAYMENT	PAYMENT FOR SALES	CR	<input type="checkbox"/>
2	PRCPAYMENT	PAYMENT FOR STOCK PROCUREMENT	CR	<input type="checkbox"/>
10014	PETTY CASH REC	PETTY CASH RECEIPT	CR	<input type="checkbox"/>
10013	PURCHASE OF DI	PURCHASE OF DIESEL	DR	<input type="checkbox"/>
206	REFUND	REFUND CUSTOMER	DR	<input type="checkbox"/>
207	TRCR	TRANSFER CREDIT	CR	<input type="checkbox"/>
208	TRDR	TRANSFER DEBIT	DR	<input type="checkbox"/>
10011	TRANSPORT	TRANSPORT	DR	<input type="checkbox"/>

Add Modify Save Discard Reguery Preview Print Exit

Record: 1 of 14

5.1.4 Define Customer Status

Defines all the possible status of a customer\supplier.



Customer Status

Available For Business

ID	Status	Available For Business
8	Business Customer	<input checked="" type="checkbox"/>
2	Credit Customer	<input checked="" type="checkbox"/>
1	General	<input checked="" type="checkbox"/>
0	Not Specified	<input type="checkbox"/>

Add Modify Save Discard Exit

Record: 1 of 4

5.1.5 Define Expense Codes

Defines the expense codes used by your company.

The 'Expense Account Codes' window displays a table with the following data:

Expense	CR\DR Folio:	Discontinued?:
NITEL BILLS	DR	<input type="checkbox"/>
PETTY CASH RECEIPT	CR	<input type="checkbox"/>
PURCHASE OF DIESEL	DR	<input type="checkbox"/>
TRANSPORT	DR	<input type="checkbox"/>

At the bottom, there are buttons for Add, Modify, Save, Discard, Requery, Preview, Print, and Exit. The status bar shows 'Record: 1 of 4'.

5.1.6 Operational Defaults

The 'Operational Settings Registry' window displays a table with the following data:

Default Description	Setting
Issued Delivery Advices Number to Auto Print	0
Issued Invoice Number to Auto Print	0
Issued Receipt Number to Auto Print	0
Check Stock Level Flag 1\0 - True\False	1
Discounts Charge Account Code	205
Miscellaneous Charge Account Code	xxx
Official Charges Charge Account Code	xxx
Refund Charge Account Code	206
Sales Tax Charge Account Code	xxx
Service Charge Account Code	xxx
Transfer Credit Charge Account	207
Transfer Debit Charge Account	208
VAT Charge Account Code	xxx

At the bottom, there are buttons for Modify, Save, Discard, Requery, and Exit. The status bar shows 'Record: 1 of 13'.

5.1.7 General Operational Data

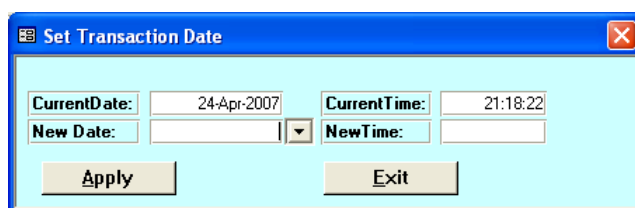
General Operational Data	
<i>General Operational Data</i>	
	Continents
	Countries
	States of Nigeria
	Cities Of States
	Areas/Towns of Cities
	Local Governments
	Zones
	Locations/Stations
	Colours
	Height Units
	Weight Units
	World Currencies
	Office Locations
Exit	

6 Closing Postings For the Day

It is important to note that key operations of Sales Manager is to manage and monitor financial transactions relating to sales, invoicing and expenses transactions. These transactions must be stamped with the date that transactions were carried out.

In Sales Manager does not depend on the computer date since the computer date can be inadvertently changes by a user or, in extreme cases, the computer bios may be faulty. This will affect the integrity of the date stamped.

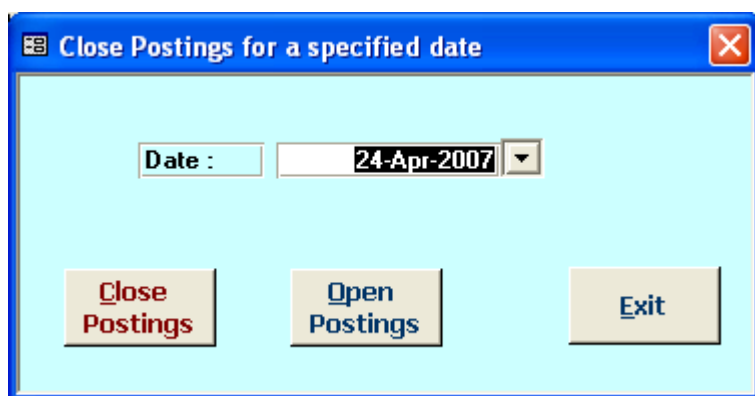
Sales Manager has the facility to set the transaction date globally via **Set Date** button on the main interface or **Set Transaction Date** on the Operational Data menu.



On completion of transactions for a particular day we must ensure that the date for the next day is set correctly and also that we do not post transactions into a different date. We implement this with the facility to automatically close the postings for the current date and automatically set the date to the next day.

To do this operations:

1. Click **Close Day Postings** on the main interface.
2. Click **Close Postings** on the resulting interface and respond accordingly to the messages.
3. On completion click Exit.
4. You will notice that the date on the main interface would have been changed to the next day. If you try to post to the previous day you will be prevented to do so and be prompted accordingly.
5. **THIS PROCEDURE MUST BE PERFORMED AT THE END OF EACH DAY'S TRANSACTIONS.**



7 Customers and Suppliers Information Management

In this section we will learn how to

1. Create Customers information
2. Create Suppliers information
3. Reports on Customers and Suppliers.

The menu used for these operations are labeled Customers and Suppliers with the following menu items

- Customers List
- Customers Information (Data Entry and Modifications)
- Suppliers List
- Suppliers Information (Data Entry and Modifications)

7.1 Customers Information

7.1.1 To display the list of Customers

1. Click **List** button on the main interface beside the Customers button or select **Customers List** from the Customers and Suppliers menu. This will display the interface below, listing all the customers in your database.
2. Navigate to the record of interest and double click on the left hand edge of the record to display customer's details or account statement detailing transactions and balance of the customer.

The screenshot shows a window titled "Customers List". Inside, there is a table with the following columns: Code, Company Name, CR Limit, DR Limit, and Contact. The table contains 20 rows of customer data. Below the table, there are checkboxes for "Ordering of List" (checked for Company Name) and "Company Code". At the bottom right, there are buttons for "Reguery", "Preview", "Print", and "Exit". A status bar at the very bottom shows "Record: 1" and navigation icons.

Code	Company Name	CR Limit	DR Limit	Contact
034	ACE AUDITING FORM	0	0	
06	ADDAX	0	0	
047	ARM	0	0	
AU-10001	AUNTY FUNMI	0	0	
AU-10002	AUNTY MERCY	0	0	
AU-10003	AUNTY YEMISI	0	0	
031	AVON CROWN	0	0	
BA-10004	BABA (ZENITH)	0	0	
048	BAKER HUGHES NIGERIA LIMITED	0	0	
BA-10005	BARR OSAHON	0	0	
BA-10006	BARR OSAHON 2	0	0	
049	BBC LAGOS	0	0	
BE-10007	BENARD (REST)	0	0	
BJ-10008	BJAYS	0	0	
070	BJAYS HOUSE USE	0	0	
052	BREDERO PRICE NIGERIA LIMITED	0	0	
058	BRIDGE CLINIC	0	0	
051	BRITISH AMERICAN TOBACCO	0	0	
016	BRITISH COUNCIL	0	0	

7.1.2 To register a new customer

1. Click **Customers** on the main interface or select **Customers Information (Data Entry and Modifications)** from the Customers and Suppliers menu.
2. This will display the interface below

- Click **Add** at the bottom left hand corner of the interface to clear the text boxes ready for data of a new customer.

- Enter the details of the customer in the appropriate text boxes.
- Click **Save** when you finish. The changes will replace existing information on the customer.
- To modify existing customer's details, navigate to the customer or locate the customer by selecting the customer from the combo box **Select** at the top of the interface.
- Click **Modify**; then make changes to the details in the required text boxes.
- Click **Save**.

7.2 Suppliers Information

7.2.1 To display the list of Suppliers

- Click **List** button on the main interface beside the Supplier button or select **Suppliers List** from the Customers and Suppliers menu. This will display the interface below, listing all the suppliers in your database.
- Navigate to the record of interest and double click on the left hand edge of the record to display supplier's details or account statement detailing transactions and balance of the supplier.

Suppliers List

Select

Code	Company Name	CR Limit	DR Limit	Contact
CA-10138	CARS LTD	0	0	
VRMT	CITISERVE	0	0	
030	OSADE INVESTMENTS LIMITED	0	0	
09	SKYPLUS	0	0	

Ordering of List:

☒ Company Name
☐ Company Code

Reguery Preview Print Exit

Record: 1 of 4

7.2.2 To register a new supplier

1. Click **Suppliers** on the main interface or select **Suppliers Information (Data Entry and Modifications)** from the Customers and Suppliers menu.
2. This will display the interface below
3. Click **Add** at the bottom left hand corner of the interface to clear the text boxes ready for data of a new supplier.

Suppliers Information

Select

Company Code: 030
Company Name: OSADE INVESTMENTS LIMITED
Contact Name:
Title:
Address:
State: NOT SPECIFIED
City:
Area:
Country: NIGERIA
Continent: Africa
Phone:
Fax:
E-mail:
Credit Limit: 0.00
Debit Limit: 0.00
Status: General
Remarks/Notes:

Add Modify Save Discard Reguery Refresh Preview Print Exit

Record: 3 of 4

4. Enter the details of the supplier in the appropriate text boxes.
5. Click **Save** when you finish. The changes will replace existing information on the supplier.
6. To modify existing supplier's details, navigate to the supplier or locate the supplier by selecting the customer from the combo box **Select** at the top of the interface.
7. Click **Modify**; then make changes to the details in the required text boxes.
8. Click **Save**.

8 Products Information Management

In this section we will learn how to

1. Create products information
2. Create products packages
3. Register stock with serial numbers
4. Generate Pro-forma invoices
5. Monitor products movements and generate bin cards

The menu used for these operations are labeled Products Information with the following menu items

Products Groupings
 Products List
 Products Full Details (Data Entry and Modifications)
 Products Search
 Products Packages Names
 Products Packages Details
 Product\Stock Registration
 Product\Stock Movements and Bin Cards
 Pro-forma Invoices

8.1 To display the list of products

1. Click **List** button on the main interface beside the Supplier button or select **Products List** from the Products Information menu. This will display the interface below, show your products in a list.
2. Navigate to the record of interest and double click on the left hand edge of the record to display products's details.

List of Products in Stock

Help Products\Services List Quick Search:

<<<<To Get Full Details:Double-Click on item

Name	Code	Group	Unit	Price	Discontinued
▶ CELTEL 1000	C00184	CARD	Number	960.00	<input type="checkbox"/>
CELTEL 200	CELE-000062	CARD	Number	210.00	<input type="checkbox"/>
CELTEL 500	CEFT-132	CARD	Number	485.00	<input type="checkbox"/>
GLO 1000	VOLT-185	CARD	Number	970.00	<input type="checkbox"/>
GLO 500	GLUC-000020	CARD	Number	480.00	<input type="checkbox"/>
MTN 100	GLUC-183	CARD	Number	110.00	<input type="checkbox"/>
MTN 1500	AC00180	CARD	Number	1,460.00	<input type="checkbox"/>
MTN 200	PIPO-182	CARD	Number	210.00	<input type="checkbox"/>
MTN 400	ANAL-181	CARD	Number	405.00	<input type="checkbox"/>
MTN 750	TARI-179	CARD	Number	740.00	<input type="checkbox"/>
STARCOMS 1000	SALB-000050	CARD	Number	960.00	<input type="checkbox"/>

Order By:

Record: 1 of 11

8.2 To register a new product

1. Click **Products** on the main interface or select **Products Full Details (Data Entry and Modifications)** from Products Information menu.
2. This will display the interface below
3. Click **Add** at the bottom left hand corner of the interface to clear the text boxes ready for data of a new product.

The screenshot shows the 'Products Registration Details Form' with the following data entered:

Product Code:	C00184
Product Name:	CELTEL 1000
Product Group:	CARD
Unit of Measure for Sales:	Number
Price Per Unit:	960.00
Your Commission in %:	0.00
Your Commission in Amount:	0.00
Maximum Stock Level:	500.00
Minimum Stock Level:	10.00
Storage Location:	Main Store
Discontinued?:	No

Buttons at the bottom: Add, Modify, Save, Discard, Registry, Preview, Print, Exit.

Status bar: Record: 1 of 11

4. Enter the details of the product in the appropriate text boxes.
5. Click **Save** when you finish. The changes will replace existing information on the product.
6. To modify existing product's details, navigate to the product or locate the product by selecting the customer from the combo box **Quick Search** at the top of the interface.
7. Click **Modify**; then make changes to the details in the required text boxes.
8. Click **Save**.

8.3 Searching for Products

1. Select **Products Search** from the Products Information menu.
2. Enter the criteria for search in any of the text boxes.
3. Click **Search**. If results matching the criteria are found the list of products will be displayed.
4. Double-Click on a record on the results list to display the full details of the product.
5. Click **Preview** (or **Print**) to preview corresponding reports on the screen (or directly to the printer). When in Preview mode send the report to the printer via File->Print menu.

Products Search

Help

Products Search

Enter Search Criteria in text boxes

All: ☐ ☐

Product Name:

Product Code:

Product Group:

Storage Location:

Discontinued:

Search

Clear

Display

No Records: 3

Search Results

Double-Click on record to get full details

StockName	StockCode	MinLevel	MaxLevel	Discontinued	Location
CELTEL 1000	C00184	10	500	0	Main Store
CELTEL 200	CELE-000062	10	500	0	Main Store
CELTEL 500	CEFT-132	10	500	0	Main Store

Preview **Print** **Exit**

8.4 Creating Product Packages

Products Packages in this context are groups of individual products that form a package. You define the names of your packages as follows.

1. Select **Products Packages Names** from Products information menu. This displays the interface below.
2. Click **Add**; Enter the name of the package, then click **Save**.
3. To modify an existing package name; Click **Modify**, change the name, click **Save**.
4. To print or preview the package names\details, click **Print** or **Preview**.

Product Packages Templates Name

Product Packages

Package Template Name:

Package Product Details

► **CARS Jumbo**

CARS Special

CARS Standard

Add **Modify** **Save** **Discard** **Preview** **Print** **Exit**

Record: 1 of 3

Details of each product package are entered as follows.

1. Select **Products Packages Details** from Products information menu. This displays the interface below.
2. Select the package via combo box labelled **Package**. If products have been attached to the package the list of products will be displayed in the inset.
3. To add products on the package.
 - a. Click **Add**;
 - b. Select the **Product**;
 - c. Enter the Quantity;
 - d. Enter the Amount if different from the derived amount,
 - e. Click **Save**.
 - f. Repeat from a) to add another product
4. To modify existing package details;
 - g. Select the package;
 - h. Click **Modify**
 - i. On the list of products, change the Product, Quantity and Amount as required,
 - j. Click **Save**.
5. To print or preview the package names\details, click **Print** or **Preview**.

Product Packages Templates (Details)

Package: CARS Standard

Product	No	Amount
CELTEL 1000	1.00	960.00
M T N 400	1.00	405.00
STARCOMS 1000	1.00	960.00

Add Modify Save Discard Delete

Record: 1 of 3

Total 2,325.00

Preview Print Exit

Record: 3 of 3

8.5 Creating Pro-forma Invoices

Pro-Forma Invoice creation is similar to creating product packages, the difference being addition of the customer and the date issued.

1. Select **Pro-Forma Invoice** from Products information menu. This displays the interface below.
2. Click **New Proforma**
3. Select the **Customer**.
4. Enter the **Date**, if different from the current date
5. Click **Save**.
6. To add the products to the proforma invoice.
 - a. Click **Add**;
 - b. Select the **Product**;
 - c. Enter the Quantity;
 - d. Enter the Amount if different from the derived amount,
 - e. Click **Save**.
 - f. Repeat from a) to add another product

7. To modify existing pro-forma;
 - a. Select the Pro-forma invoice number;
 - b. Click **Modify**
 - c. On the list of products, change the Product, Quantity and Amount as required,
 - d. Click **Save**.
 - e. Repeat from a) to modify another on the list
8. To print or preview the pro-forma details, click **Print** or **Preview**.

Proforma Invoices

Proforma Invoices

Proforma: 00102 OperatorName: supervisor

Customer: RICHARD

Date: 24-Apr-2007

Product	No	Amount
CELTEL 1000	1.00	960.00
GLO 1000	1.00	970.00
M T N 1500	1.00	1,460.00

Add Modify Save Discard Delete

Record: 1 of 3

Total 3,390.00

New Proforma Modify Save Discard Preview Print Exit

Record: 3 of 3

9 Accounts Charging

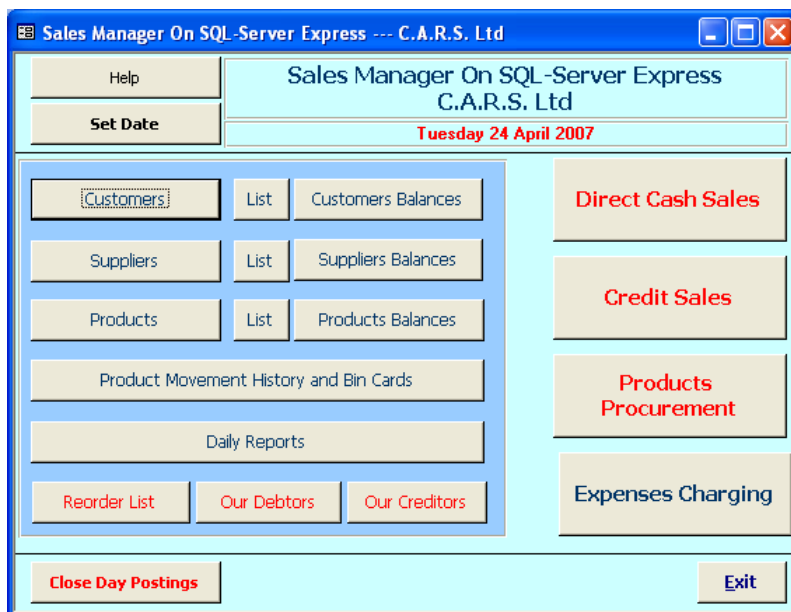
In this section we will learn how to use Sales Manager to perform the following operations

1. Direct Cash Sales.
2. Credit Sales.
3. Products (and Services) Procurement.
4. Expense Account Charging
5. Customers Balances
6. Suppliers Balances.

The menu used for these operations is **Financials** with the following menu items.

Direct Cash Sales
Credit Sales
Products Procurements
Expense Account Charging
Products Balance
Customers Balance
Suppliers Balance

Clicking the appropriately labelled buttons on the main interface shown below can also initiate these operations



9.1 Direct Cash Sales

Direct Cash Sales operations are those where products are paid for as they are sold, for example, at the till in a supermarket.

1. Click **Direct Cash Sales** on the main interface.
2. Select the **Product**
3. Enter the **Quantity**
4. Enter the **Date**
5. Enter/Modify the **Amount**, if required.
6. Click **Post**. You will be prompted for a receipt number if a receipt has not been selected or generated for the sales transactions you want to perform.
The prompt/message will ask if you want to auto-generate a receipt.
 - a. Click **Yes** if a new receipt is required to be auto-generated.
 - b. Click **No** if you need to select an existing **Un-Issued** receipt or to generate a new receipt by clicking **New Sales**.

The sales transactions list will be updated with a new record and the receipt balance updated appropriately.

7. Repeat from 2) to add other products for this sale. Note that the receipt number generated is still in context and will be used for all the transactions.

If a posting is done in error, you can remove the transaction by double-clicking on the record.

8. When all the products to be sold have been logged, you must collect payment and post the payment.
 - a. Select **Payment For Sales** from **Product** combo box. The value of the items will be displayed in **Amount**.
 - b. If the customer hands over an amount that is more than the one displayed, enter this amount in **Amount** (i.e. delete the amount displayed and enter the amount given by the customer).
 - c. Click **Post**. The correct **change** to give the customer will be shown in the transaction list and the **Receipt Balance** will be 0 (i.e. receipt has balanced)
 - d. Click **Issue Receipt**. The interface will be cleared and receipt printed automatically on the printer.

IMPORTANT points to note when operating Direct Cash Sales.

- **A receipt must balance (i.e. Receipt Balance equals 0) before it can be Issued.**
 - **The amount paid by the customer cannot be less than the total cost of the items.**
 - **Only one payment can be associated with a receipt.**
9. Repeat from step 2) for another sale transaction.
 10. You can print\preview the receipt transactions report by clicking Print or Preview.

9.1.1 Simple Procedure

1. Click **Direct Cash Sales** on the main interface.
2. Select the **Product**
3. Enter the **Quantity**
4. Enter the **Date** (if different).
5. Enter/Modify the **Amount**, if required.
6. Click **Post**. The prompt/message will ask if you want to auto-generate a receipt; Click Yes.
7. Repeat from 2) to add other products/items for this sale.
If a posting is done in error, remove the transaction by double-clicking on the record.
8. Select **Payment For Sales** from **Product** combo box.
9. Enter the amount paid by the customer in **Amount** (if different from the one displayed).
10. Click **Post**. The correct **change** to give the customer will be shown in the transaction list and the **Receipt Balance** will be 0 (i.e. the receipt has balanced).
11. Click **Issue Receipt**. The interface will be cleared and receipt printed automatically on the printer.
12. Repeat from step 2) for another sale transaction.

Direct Cash Sales

Customer: CASH CUSTOMER
 Product:
 Quantity: 1.00
 Date: 02-May-2007
 Amount: 0.00

Post

Un-Issued Receipts: 00143
 New Sale
 Current Receipt: 143
 Issue Receipt

Current Sales Transactions | Stock Register for Sale | Previous Receipts Transactions

Date:	Details:	Quantity:	Amount:	Instr Ref:	Reverse:
02-May-2007	CHANGE FOR RECEIPT - 00143	1.00	100.00	CHANGE FOR REC	<input type="checkbox"/>
02-May-2007	PAYMENT FOR SALES	1.00	0.00	CASH	<input type="checkbox"/>
02-May-2007	STARCOMS 1000	2.00	1,920.00	CASH	<input type="checkbox"/>
02-May-2007	GLO 500	1.00	480.00	CASH	<input type="checkbox"/>

Receipt Balance: 0.00

Preview Print

Exit

9.1.2 Register Stock Sold

Each receipt contains a log of products sold. In cases where it is required to register the serial number(s) of all or some of the products, Sales Manager provides the facility via the **Stock Registration for Sale** tab.

1. Click the **Stock Registration for Sale** tab. Two (2) insets will be visible; the left hand inset is for the register of products on the receipt, **Receipt's Products Register**, while the right hand inset is for the products in store, **Products Register Available**.
2. **Select the Receipt** of interest.
3. Select the **Product on Receipt**. The number of the products on the receipt will be displayed.
4. Double-click on a product register right hand inset, **Products Register Available**, to transfer to the receipt. Repeat this step for the number\quantity of the product.
5. Repeat from step 3) for all products on the receipt.
6. Repeat from step 2) for another receipt

9.1.3 Review Existing Receipts Transactions

There are situations where you may want perform the following:

- Review** and print a previous receipt's transactions,
- Cancel** a receipt or
- Re-open** to enter sales if the receipt was issued before completing all the transactions for the sale.

You can do any of these operations on the **Previous Receipts Transactions** tab.

- Click **Previous Receipts Transactions** tab
- Select a Receipt.
- To re-open a receipt to allow adding extra sales transactions or removing a transaction, Click **Re-Open Issued Receipt**.
- To cancel a receipt, click **Cancel**.
- To restore a cancelled receipt such that it can be reused, Click **Restore**.
- To print or preview the receipt, click **Print** or **Preview**.

Direct Cash Sales

Help

Customer: CASH CUSTOMER

Product:

Quantity: 1.00

Date: 24-Apr-2007

Amount: 0.00

Post

Un-Issued Receipts:

New Sale

Current Receipt: -1

Issue Receipt

Current Sales Transactions | **Stock Register for Sale** | **Previous Receipts Transactions**

Select Receipt: 00128

Reopen Issued Receipt | **Cancel** | **Restore** | **Preview** | **Print**

Date:	Item:	Quantity:	Amount:	Instr Ref:	Reverse:	
24-Apr-2007	STARCOMS 1000	1.00	960.00	CASH	<input type="checkbox"/>	STARCOMS 1000
24-Apr-2007	CELTEL 200	1.00	210.00	CASH	<input type="checkbox"/>	CELTEL 200
24-Apr-2007	CELTEL 1000	1.00	960.00	CASH	<input type="checkbox"/>	CELTEL 1000

2.130.00

Exit

9.2 Credit Sales

Credit Sales handles sales to customers on credit; customers' accounts are debited with the sale and payments can be charged at later date. Each customer has a folio or account statement monitoring the sales transactions and provides the current balance of the customer at any point in time.

1. Select **Credit Sales** from Financials menu or Click **Credit Sales** on the main interface.
2. Select the **Customer**.
3. Select the **Product**.
 - If payment is to be made, select **Payment For Sales** in Products.
4. Enter the **Quantity**. If payment is to be made Quantity text box will be disabled.
5. Enter the **Date**.
6. Enter/Modify the **Amount**, if required.
7. Select the **Instrument** and enter the Instrument **Ref** No; for product sales Instrument will be Invoice by default.
8. if the sale is done on behalf of a third party, enter/select the beneficiary on **Third Party**.
Note that if the name is not on the list the new name will be added to the list (you will be prompted appropriately)

9. Click **Post**. You will be prompted for an invoice number if an invoice has not been selected or generated for the sales transactions you want to perform.
The prompt/message will ask if you want to auto-generate a receipt.
 - a. Click **Yes** if a new invoice is required to be auto-generated.
 - b. Click **No** if you need to select an existing **Un-Issued Invoice** or to generate a new invoice by clicking **New Sales**.

The sales transactions list will be updated with a new record and the balance updated appropriately.
If the posting is a payment a receipt is automatically generated and printed for the transaction.
10. Repeat from 2) to add other products for this sale. Note that the invoice number generated is still in context and will be used for all the transactions.
11. If a posting is done in error, you must nullify the transaction as follows
 - Enter the information again from Steps 2) to 8): **Amount must be the same.**

- Click the **Reverse Entry** check box
 - Click **Post**. The transaction will be entered and will reverse the wrong posting
12. When all the products for the sale have been logged, click **Issue Invoice**. The interface will be cleared and invoice printed automatically on the printer.
 13. Repeat from step 2) for another sale transaction.
 14. You can print\preview the invoice transactions report by clicking Print or Preview.

9.2.1 Register Stock Sold

Each invoice contains a log of products sold. To register the serial number(s) of all or some of the products, click the **Stock Registration for Sale** tab, as in direct sales transactions..

1. Click the **Stock Registration for Sale** tab. Two (2) insets will be visible; the left hand inset is for the register of products on the invoice, **Invoice's Products Register**, while the right hand inset is for the products in store, **Products Register Available**.
2. **Select the Invoice** of interest.
3. Select the **Product on Invoice**. The number of the products on the receipt will be displayed.
4. Double-click on a product register right hand inset, **Products Register Available**, to transfer to the invoice. Repeat this step for the number\quantity of the product.
5. Repeat from step 3) for all products on the invoice.
6. Repeat from step 2) for another invoice.

9.2.2 Review Existing Invoice Transactions

As in direct sales you can perform the following with existing invoices.

- a. **Review** and print a previous invoices' transactions,
- b. **Cancel** an invoice or
- c. **Re-open** to enter sales if the invoice was issued before completing all the transactions for the sale.

You can do any of these operations on the **Invoice Transactions** tab.

- Select an invoice from **Invoice Transactions** tab.
- To re-open an invoice to allow adding extra sales transactions or removing a transaction, click **Re-Open Issued Invoice**.
- To cancel an invoice, click **Cancel**.
- To restore a cancelled invoice such that it can be reused, Click **Restore**.
- To print or preview the invoice, click **Print** or **Preview**.

9.2.3 Customers Folios (Account Statements)

The folio or account statement of each customer shows the list of all sales and payment transactions relating to the customer.

- The Customer Account tab displays these folio transactions and you can print or preview the account statement by clicking **Print** or **Preview** on the tab.
- The balance of the folio indicates if the customer is in **credit** with you (**Blue**) or in **debit** (**Red**).
- Click **Display Customer's Account** to update the folio to reflect new transactions that may have been entered for the customer. This is particularly useful in multi-user operation where user on another workstation may have entered new transactions in the folio.

Customer Accounts Charging - Credit Sales

Help | **Credit Sales - Customer Accounts Charging**

Customer: BRO. JERRY CHUKWUJI
 Product or Charge:
 Quantity: 1.00
 Date: 24-Apr-2007
 Amount: 0.00
 Instrument: Invoice Ref: None
 Third Party:
 Reverse Entry: ☐ Post

Un-Issued Invoices:
 New Sale
 Current Invoice: 10138
 Issue Invoice

Invoice Transactions | Stock Register for Sale | **Customer Account**

Customer: BRO. JERRY CHUKWUJI | Display Customer's Account | Preview | Print

Date:	Details:	Quantity:	Debit:	Credit:	Thir
24-Apr-2007	CELTEL 500	1.00	485.00	0.00	
24-Apr-2007	STARCOMS 1000	1.00	960.00	0.00	
24-Apr-2007	CELTEL 500	1.00	485.00	0.00	
23-Apr-2007	DEBITBALANCE	1.00	825.00	0.00	

RED : Customer is in Debit
 BLUE : Customer is in Credit

Total: 2,755.00 0.00
 Balance (Credits - Debits): 2,755.00

Exit

9.3 Products (and Services) Procurement

Products Procurement facility handles the purchase of products from your suppliers. It also handles provision of other services other than products. Each suppliers account is credited with the cost of the products (or service) procured. Payment to the suppliers will be debited and the balance with each supplier is available at any time.

1. Select **Products Procurement** from Financials menu or Click **Products Procurement** on the main interface.
2. Select the **Supplier**.
3. Select the **Service\Product**.
 - If payment is to be made, select **Payment For Stock Procurement**.
4. Enter the **Quantity**. If payment is to be made Quantity text box will be disabled.
5. Enter the **Date**.
6. Enter/Modify the **Amount**, if required.
7. Select the **Instrument** and enter the Instrument **Ref No**; for product procurement Instrument will be Delivery Advice by default.

Suppliers Accounts Charging - Credit Purchases

Product and Services Procurement - Supplier Accounts Charging

Supplier: CITISERVE
 Service/Product:
 Quantity: 1.00
 Date: 24-Apr-2007
 Amount: 0.00
 Instrument: Delivery Advice
 Ref No: None

Reverse Entry: ☐ Post

Un-Issued Deliveries:
 New Delivery:
 Current Delivery Advice: 10017
 Issue Advice:

Delivery Advice Transactions

Select Delivery Advice: 10017 Preview Print

Date:	Item:	Quantity:	Amount:	Debits:	Instr I
24-Apr-2007	STARCOMS 1000	40.00	38,400.00	0.00	10017
24-Apr-2007	M T N 100	50.00	5,500.00	0.00	10017

Total: 0.00 43,900.00
 Balance: (43,900.00)

Exit

8. Click **Post**. You will be prompted for a delivery advice number if a delivery advice has not been selected or generated for the sales transactions you want to perform.
 The prompt/message will ask if you want to auto-generate a delivery advice.
 - c. Click **Yes** if a new delivery advice is required to be auto-generated.
 - d. Click **No** if you need to select an existing **Un-Issued Deliveries** or to generate a new delivery advice by clicking **New Delivery**.
 The procurement transactions list will be updated with a new record and the balance updated appropriately.
9. Repeat from 2) to add other products for this procurement. Note that the delivery advice number generated is still in context and will be used for all the transactions.
10. If a posting is done in error, you must nullify the transaction as follows
 - Enter the information again from Steps 2) to 8): **Amount must be the same.**

- Click the **Reverse Entry** check box
 - Click **Post**. The transaction will be entered and will reverse the wrong posting
11. When all the products for the procurement have been logged, click **Issue Advice**. The interface will be cleared and delivery advice printed automatically on the printer.
 12. Repeat from step 2) for another procurement transaction.
 13. You can print\preview the delivery advice transactions report by clicking Print or Preview.

9.3.1 Register Stock\Products Delivered

When you procure products, it is customary to register the serial numbers of the products so that each item is identified uniquely. This information is then used to register the product when customers buy them to satisfy warranty and guarantee issues.

In Products Procurement module, when you **Post**, templates are automatically generated for registering the products procured whereby each item has a related templates with unique serial numbers. The actual serial numbers can then be entered to reflect the particular item.

1. Click **Products on Delivery Advice** tab and select a delivery advice to view the templates.
2. Click **Modify** and enter the appropriate serial numbers for each item in **Serial No**. We have provided and extra field labeled **Internal Code** to allow you to define your own identification number for the item, if your company policy requires it own product code.

Suppliers Accounts Charging - Credit Purchases

Help **Product and Services Procurement - Supplier Accounts Charging**

Supplier: CITISERVE

Service/Product:

Quantity: 1.00 ☐ Reverse Entry

Date: 24-Apr-2007

Amount: 0.00 Instrument: Delivery Advice Ref No: None

Un-Issued Deliveries

Current Delivery Advice: 10017

Delivery Advice Transactions **Products on Delivery Advice** Suppliers Account

Select Delivery Advice: 10017

Select Product on Advice: No:

Stock	SerialNo	Internal Code	Delivery No	Sold
M T N 100	ES-GLUC-1830035735	IS-GLUC-1830035735	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035736	IS-GLUC-1830035736	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035737	IS-GLUC-1830035737	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035738	IS-GLUC-1830035738	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035739	IS-GLUC-1830035739	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035740	IS-GLUC-1830035740	10017	<input type="checkbox"/>
M T N 100	ES-GLUC-1830035741	IS-GLUC-1830035741	10017	<input type="checkbox"/>

Record: 1 of 90

9.3.2 Review Existing Delivery Advice Transactions

To review existing delivery advices;

1. Select a delivery advice from Delivery Advice Transactions tab.
2. Click **Print** or **Preview**.

9.3.3 Suppliers Folios (Account Statements)

The folio or account statement of each supplier shows the list of all sales and payment transactions relating to the supplier.

1. The **Supplier Account** tab displays these folio transactions and you can print or preview the account statement by clicking **Print** or **Preview** on the tab.
2. The balance of the folio indicates if you are in **credit** with the supplier (**Blue**) or if you owe (in **debit**) the supplier (**Red**).
3. Click **Display Supplier's Account** to update the folio to reflect new transactions that may have been entered for the supplier. This is particularly useful in multi-user operation where a user on another workstation may have entered new transactions in the folio.

Suppliers Accounts Charging - Credit Purchases

Help **Product and Services Procurement - Supplier Accounts Charging**

Supplier: CITISERVE
 Service/Product:
 Quantity: 1.00 **Reverse Entry:** ☐ **Post**
 Date: 24-Apr-2007
 Amount: 0.00 Instrument: Delivery Advice Ref No: None

Un-Issued Deliveries
 New Delivery
 Current Delivery Advice: 10017
 Issue Advice

Delivery Advice Transactions Products on Delivery Advice Suppliers Account

Supplier: CITISERVE **Display Supplier's Account** Preview Print

Date:	Details:	Quantity:	Payment:	Procurement:	Instr Ref:	Re:
24/Apr/2007	STARCOMS 1000	40.00	0.00	38,400.00	10017	
24/Apr/2007	M T N 100	50.00	0.00	5,500.00	10017	

RED : WE OWE THE SUPPLIER
 BLUE : WE ARE IN CREDIT WITH SUPPLIER

Total: 0.00 43,900.00
 Balance : 43,900.00

Exit

9.4 Expense Account Charging

You can track your operational expenses using the Expense Account Charging facility.

- All your expenses would have been defined via **Expense Codes** on the Operational Data menu.
 - You would also have set the folio to which to charge your expenses via **Specify Expense Folio** on the same menu. We recommend the expense folio be your company name, which should be created as customer.
1. Select **Expense Account Charging** from Financials menu or Click **Expense Account Charging** on the main interface.
 2. Select the expense from **Product or Charge**.
 3. Enter the **Date**.
 4. Enter/Modify the **Amount**, if required.
 5. Select the **Instrument** and enter the Instrument **Ref No**; for product procurement Instrument will be Delivery Advice by default.
 6. Enter/select the **Beneficiary**.

Date:	Details:	Quantity:	Debit:	Credit:	Thir
24-Apr-2007	PURCHASE OF DIESEL	1.00	36,000.00	0.00	
24-Apr-2007	PURCHASE OF DIESEL	1.00	15,000.00	0.00	
24-Apr-2007	TRANSPORT	1.00	340.00	0.00	
24-Apr-2007	PETTY CASH RECEIPT	1.00	0.00	50,000.00	
24-Apr-2007	NITEL BILLS	1.00	13,678.00	0.00	
Total:			65,018.00	50,000.00	
Balance (Credits - Debits):			15,018.00		

7. Click **Post**. The transactions list will be updated with a new record and the balance updated appropriately.
8. **If a posting is done in error, you must nullify the transaction as follows**
 - Enter the information again from Steps 2) to 8): **Amount must be the same**.
 - Click the **Reverse Entry** check box
 - Click **Post**. The transaction will be entered and will reverse the wrong posting
9. Repeat from step 2) for another expense.
10. You can print/preview the expense folio report by clicking **Print** or **Preview**.

New expenses can be entered by clicking Expense Code and specify the folio by clicking Expense Folio.

9.5 Products Balance, Customers Balance and Suppliers Balance

On the main interface or from the Financial menu you click or select

- Products Balance
- Customers Balance
- Suppliers Balance

This will reflect the stock balances, customers' balance and suppliers' balances in your books.

Reorder List, List of Debtors and List of Creditors can also be printed by clicking the appropriately labeled buttons on the interface.

Stock Balance				
To Get Full Details: Double-Click on item				
StockName	StockCode	Unit	Balance	Reorder?
▶ CELTEL 1000	C00184	Number	998.00	OK
CELTEL 200	CELE-000062	Number	999.00	OK
CELTEL 500	CEFT-132	Number	998.00	OK
GLO 1000	VOLT-185	Number	1,000.00	OK
GLO 500	GLUC-000020	Number	1,000.00	OK
MT N 100	GLUC-183	Number	1,050.00	OK
MT N 1500	AC00180	Number	1,000.00	OK
MT N 200	PIPO-182	Number	1,000.00	OK
MT N 400	ANAL-181	Number	1,000.00	OK
MT N 750	TARI-179	Number	1,000.00	OK
STARCOMS 1000	SALB-000050	Number	1,038.00	OK

Regquery Preview Print Exit

Record: 1 of 11

Balances of All Active Customers						
Customer	Code	Debits	Credits	DR Balance	CR Balance	Alert
▶ AUNTY FUNMI	AU-10001	10,200.00	5,100.00	5,100.00	0.00	Alert
AUNTY MERCY	AU-10002	335.00	670.00	0.00	335.00	OK
AUNTY YEMISI	AU-10003	2,995.00	0.00	2,995.00	0.00	Alert
BABA (ZENITH)	BA-10004	8,000.00	4,000.00	4,000.00	0.00	Alert
BARR OSAHON	BA-10005	0.00	4,590.00	0.00	4,590.00	OK
BARR OSAHON 2	BA-10006	2,090.00	4,180.00	0.00	2,090.00	OK
BENARD (REST)	BE-10007	0.00	80.00	0.00	80.00	OK
BJAYS	BJ-10008	0.00	6,020.00	0.00	6,020.00	OK
BRO. EDEM	BR-10009	3,070.00	0.00	3,070.00	0.00	Alert
BRO. IRIKEFE	BR-10010	8,625.00	0.00	8,625.00	0.00	Alert
BRO. JERRY A.	BR-10011	3,480.00	0.00	3,480.00	0.00	Alert
BRO. JERRY CHUKWUJI	BR-10012	2,755.00	0.00	2,755.00	0.00	Alert
BRO. JONATHAN ETEYIBO	BR-10014	0.00	2,660.00	0.00	2,660.00	OK
BRO. MARK IGABNI	BR-10015	7,257.00	0.00	7,257.00	0.00	Alert
BRO. OGUNBANJO	BR-10016	8,455.00	0.00	8,455.00	0.00	Alert
BRO. OKOAKE	BR-10017	14,920.00	0.00	14,920.00	0.00	Alert
BRO. OSARETIN	BR-10018	0.00	195.00	0.00	195.00	OK
BRO. SOLOMON JOHN	BR-10019	14,913.00	0.00	14,913.00	0.00	Alert
CARS LTD	CARSLTDC	65,018.00	50,000.00	15,018.00	0.00	Alert
Totals:		685,418.00	333,510.64	623,893.00	271,985.64	

Record: 1 of 11

Balances of All Active Suppliers

Balances of All Active Suppliers

Supplier	Code	Debits	Credits	In Credit	We Owe	Alert
▶ CARS LTD	CA-10138	2,271,000.00	2,271,000.00	0.00	0.00	OK
CITISERVE	VRMT	0.00	43,900.00	0.00	43,900.00	Alert

Totals: 2,271,000.00 2,314,900.00 0.00 43,900.00

All
Suppliers we Owe
Suppliers In Credit with

Record: 1 of 2

Preview Print Exit

10 Enquiries & Report

Typically, reports can be generated for the following

- Sales Invoices
- Sales Receipts
- Delivery Advices
- Product Movement History
- Product Bin Cards
- Customer Account Statements
- Suppliers Account Statements
- Products Reorder List
- Customers Balances
- Suppliers Balances
- List of Creditors
- List of Debtors

These reports can be viewed by clicking appropriately labelled buttons on the main interface. Some Key reports are also grouped into **Daily Reports**, **Monthly Reports** and **Yearly Reports** to provide summaries and transaction details accordingly.

You would, however, have noticed from using Sales Manager that relevant reports can be printed or previewed from each of the interfaces/forms relating to the subject matter dealt with on the interface. Such interfaces/forms will typically have buttons labeled **Print** and **Preview**. For example, on the **Customers Information** entry and modification form you can print or preview the following reports.

1. Customers List
2. Customers Details
3. Customers Invoices
4. Customers Receipts
5. Customers Account Statement

These reports can be generated for the customer in focus and for all customers.

10.1 Sales Invoices, Receipts and Delivery Advices Reports

We will work with Sales Invoices Reports; Sales Receipts and Delivery Advices Reports are generated in the same way.

1. Select **Sales Invoices** from the **Enquiries & Reports** menu. This displays the interface depicted below list all the invoices for the current date.
2. To preview the invoice details, double-click on the left hand edge of the invoice record of interest.
3. Select the type of report (if prompted) and then click OK. The report will be printed on the screen.
4. Select **Print** from the **File** menu to send the report to the printer.
5. If the report has multiple pages and you require to print one or more of the pages, type **Ctrl+P**. The printer interface will be displayed from which you can define your printing options. Click OK to send to the printer.
6. The text boxes at the top of the invoices list interface are for filtering the list of invoices according to the criteria specified in the boxes. You can filter by **Date**, **Customer**, **Status** (Paid, Issued) and the **Invoice number**.
7. To display all invoices generated to date click **Clear Criteria**.

Similar procedure is followed for Receipts and Delivery Advices.

Invoices List

Select\Enter criteria below to filter the list

Between: 24-Apr-2007 AND:

Customer:

Issued:

Paid: Invoice No:

Invoice Code	Name	Date	Is Issued ?	Is Paid ?
▶ 10128	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10129	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10130	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10131	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10132	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10133	Not Specified	24/Apr/2007	<input type="checkbox"/>	<input type="checkbox"/>
10134	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10135	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10136	Not Specified	24/Apr/2007	<input type="checkbox"/>	<input type="checkbox"/>
10137	Not Specified	24/Apr/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 10 (Filtered)

10.2 Daily, Monthly and Yearly Reports

Daily, Monthly and Yearly Reports facilities are on the Enquiries and Reports menu. They provide daily, monthly and yearly summaries of the transactions performed. The interfaces in the following 3 sections show the scope of reports available and you can filter accordingly for reports on a specific date, a month of the year, and for a particular year.

The following reports are available in a each case.

1. Sales Totals
2. Procurement Totals
3. Payment Logs
4. Product Totals
5. Sales Receipts
6. Sales Receipts Totals
7. Sales Invoices
8. Sales Invoices Balances
9. Delivery Advices
10. Expense Transactions
11. Expense Totals

10.2.1 Daily Reports

This provides reports on transactions and summaries for a particular day.

1. Select **Daily Reports** from the **Enquiries and Reports** menu.
2. Click on the button depicting the report you want.

10.2.2 Monthly Reports

This provides reports on transactions and summaries for a particular month of a year.

1. Select **Monthly Reports** from the **Enquiries and Reports** menu.
2. Click on the button depicting the report you want.

10.2.3 Yearly Reports

This provides reports on transactions and summaries for a particular year.

1. Select **Yearly Reports** from the **Enquiries and Reports** menu.
2. Click on the button depicting the report you want.

Daily Reports

Date: 24-Apr-2007

Preview Sales Totals	Print Sales Totals
Preview Procurement Totals	Print Procurement Totals
Preview Payments Log	Print Payments Log
Preview Products Totals	Print Products Totals
Preview Product Movements	Print Product Movements
Preview Sales Receipts	Print Sales Receipts
Preview Sales Receipts Totals	Print Sales Receipts Totals
Preview Sales Invoices	Print Sales Invoices
Preview Invoices Balances	Print Invoices Balances
Preview Delivery Advices	Print Delivery Advices
Preview Expense Transactions	Print Expense Transactions
Preview Expenses Totals	Print Expenses Totals

Exit

Monthly Reports

Month: April
Year: 2007

Preview Sales Totals	Print Sales Totals
Preview Procurement Totals	Print Procurement Totals
Preview Payments Log	Print Payments Log
Preview Products Totals	Print Products Totals
Preview Product Movements	Print Product Movements
Preview Sales Receipts	Print Sales Receipts
Preview Sales Receipts Totals	Print Sales Receipts Totals
Preview Sales Invoices	Print Sales Invoices
Preview Invoices Balances	Print Invoices Balances
Preview Delivery Advices	Print Delivery Advices
Preview Expense Transactions	Print Expense Transactions
Preview Expenses Totals	Print Expenses Totals

Exit

Yearly Reports

Yearly Reports

Year: 2007

Preview Sales Totals	Print Sales Totals
Preview Procurement Totals	Print Procurement Totals
Preview Payments Log	Print Payments Log
Preview Products Totals	Print Products Totals
Preview Product Movements	Print Product Movements
Preview Sales Receipts	Print Sales Receipts
Preview Sales Receipts Totals	Print Sales Receipts Totals
Preview Sales Invoices	Print Sales Invoices
Preview Invoices Balances	Print Invoices Balances
Preview Delivery Advices	Print Delivery Advices
Preview Expense Transactions	Print Expense Transactions
Preview Expenses Totals	Print Expenses Totals

Exit

11 Staff Information

Sales Manager provides a sub module to manage information on the staff of your company. To display list of staff

1. Select **Staff List** from Staff Details menu. This displays the list of staff shown below.
2. To move to a particular staff, select the staff from the combo box **Locate Staff**.
3. Double click on the left edge of the record to display full details of the staff.

Staff List

Locate Staff:

<<< Double-Click on a record to display full staff details

Staff ID	Surname	FirstName	MiddleName	NameTitle	Gender	Grade	Step	Category	Status
ID\00244	ABAKPA	G.		MR	Male	1	1	HATISS	Inservice
ID\00132	ABDULLAHI	O.K.		MRS	Female	7	1	HATISS	Inservice
ID\00207	ABENG	E.		MR	Male	3	1	HATISS	Inservice
ID\00151	ABOGUNRIN	S.G.		MR	Male	5	1	HATISS	Inservice
ID\00123	ABUBAKAR	A.Y.		MR	Male	7	1	HATISS	Inservice
ID\00204	ADAMA	E.		MR	Male	3	1	HATISS	Inservice
ID\00175	ADEBIMPE	A.		MR	Female	4	1	HATISS	Inservice
ID\00218	ADEDYIN	A.		MRS	Female	2	1	HATISS	Inservice
ID\00084	ADEDUN	V.O.		MRS	Female	9	1	HATISS	Inservice
ID\00071	ADEGBAYIBI	A.O.		MRS	Female	9	1	HATISS	Inservice
ID\00211	ADEMOSU	A.		MRS	Female	2	1	HATISS	Inservice
ID\00112	ADENLE	A.		MISS	Female	8	1	HATISS	Inservice
ID\00172	ADENUGA	I.		MRS	Female	5	1	HATISS	Inservice
ID\00257	ADEOSUN	J.O.		MRS	Female	11	1	HATISS	Inservice
ID\00162	ADEKIBIGBE	O.O.		MRS	Female	5	1	HATISS	Inservice
ID\00181	ADESHAKIN	O.A.		MRS	Female	4	1	HATISS	Inservice
ID\00201	ADESHINA	S.		MISS	Female	3	1	HATISS	Inservice
ID\00256	ADETUTU	O.O.		MRS	Female	11	1	HATISS	Inservice
ID\00057	ADEWUMI	O.A.		DR	Male	10	1	HATISS	Inservice
ID\00129	ADEYEMI	A.		MRS	Female	7	1	HATISS	Inservice
ID\00272	ADEYEMI	F.A.		MRS	Female	10	1	HATISS	Inservice
ID\00186	AFOLAYAN	Y.F.		MISS	Female	4	1	HATISS	Inservice
ID\00091	AGBA	V.A.		MRS	Female	9	1	HATISS	Inservice
ID\00188	AGBI	E.		MRS	Female	4	1	HATISS	Inservice
ID\00229	AGBONLE	P.		MRS	Female	2	1	HATISS	Inservice

Order By
☒ By Name
☐ By Staff ID
☐ By Category
☐ By Gender

Requery Refresh Preview Print Exit

Record: 1 of 235

11.1.1 To search for staff details

1. Select **Staff Search** from the Staff Details menu. This displays the search interface shown below.
2. Specify search criteria in **Basic Search** tab (and Extended search tab).
3. You can search by one or a combination of
 - a. Name,
 - b. Surname,
 - c. Middle name,
 - d. First name,
 - e. Gender,
 - f. Designation
 - g. Qualification
4. Click **Search**. Results matching the specified criteria will be displayed.

Staff Search

Enter Search Criteria in text boxes on the tab then click Search

Basic Search | **Extended Search**

Enter search criteria then click search (or press ALT + S)

EmployeeCode:
Surname:
Midname:
FirstName:
Gender: Female
Designation:
Qualification:

To display all personnel enter * in Surname text box

Search Results

EmployeeCode	Name	Grade	Step	Gender	MaritalStatus	Status	Category
ID\00132	ABDULLAHI, O.K., MRS	7	1	Female	Married	Inservice	HATISS
ID\00175	ADEBIMPE, A., MR	4	1	Female	Married	Inservice	HATISS
ID\00218	ADEDOYIN, A., MRS	2	1	Female	Married	Inservice	HATISS
ID\00084	ADEDUN, V.O., MRS	9	1	Female	Married	Inservice	HATISS
ID\00071	ADEGBAYIBI, A.O., MRS	9	1	Female	Married	Inservice	HATISS
ID\00211	ADEMOSU, A., MRS	2	1	Female	Single	Inservice	HATISS
ID\00112	ADEMLE, A., MISS	8	1	Female	Single	Inservice	HATISS
ID\00172	ADEYEMIS, L., MRS	5	1	Female	Married	Inservice	HATISS
ID\00257	ADEOSUN, J.O., MRS	11	1	Female	Married	Inservice	HATISS
ID\00162	ADEBIBIGBE, O.O., MRS	5	1	Female	Married	Inservice	HATISS
ID\00181	ADESHAKIN, O.A., MRS	4	1	Female	Married	Inservice	HATISS
ID\00201	ADESHINA, S., MISS	3	1	Female	Married	Inservice	HATISS
ID\00256	ADETUTU, O.O., MRS	11	1	Female	Married	Inservice	HATISS
ID\00129	ADEYEMI, A., MRS	7	1	Female	Married	Inservice	HATISS
ID\00272	ADEYEMI, F.A., MRS	10	1	Female	Married	Inservice	HATISS
ID\00186	AFOLAYAN, Y.F., MISS	4	1	Female	Married	Inservice	HATISS
ID\00091	AGBA, V.A., MRS	9	1	Female	Married	Inservice	HATISS
ID\00188	AGBI, E., MRS	4	1	Female	Married	Inservice	HATISS

Double-Click on a record to display full staff details

Exit

11.1.2 To create details of a new staff

1. Select **Staff Full Details** from Staff Details menu.
2. Click **Add**
3. Enter staff details in the
 - a. **Employment Information** tab
 - b. **Physical Features** tab and
 - c. **Contact Information** tab
 - d. Click **Insert Photo**, locate and select the staff photo file on your computer.
4. Click **Save**.
5. You can print\preview staff details via print\preview button.
6. To modify details, click **Modify**, change the detail(s) you want, and then click **Save**.

Staff Details

Search Name:

ID: ID\00244 Name: ABAKPA, G. ; MR

Employment Information | Physical Features | Contact Information | Changes to Details

Surname: ABAKPA
FirstName: G.
MiddleName:
Title: MR
Gender: Male
MaritalStatus: Married
Payscale: HATISS
Grade: 1
Step: 1
Location: Lagos
Department: Personnel Management
Section:
Designation: Cleaner
Qualification: FSLC

Employee Status: Inservice
Date Employed: 29-Jun-1989
Date Confirmed: 26-Jun-1991
Date Appointed/Prom: 29-Jun-1989
File No.: FSH1004\ID\00244

Insert Photo

Add **Modify** **Save** **Discard** **Requery** **Refresh** **Preview** **Print** **Exit**

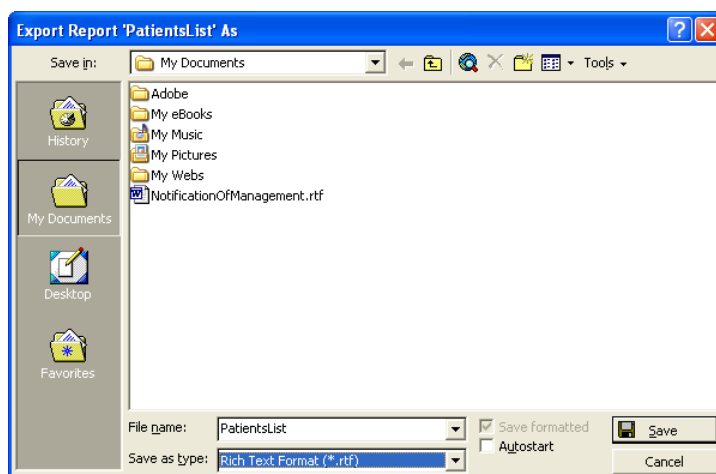
Record: 1 of 235

12 Exporting Reports to other file formats

You would have noticed by now that you can print set of reports from each of the interfaces. All reports can be printed directly to the printer or preview on the screen. However, Sales Manager offers the flexibility to export report in several file formats such as Microsoft Excel, rich text, snapshot format and any other format supported on your system.

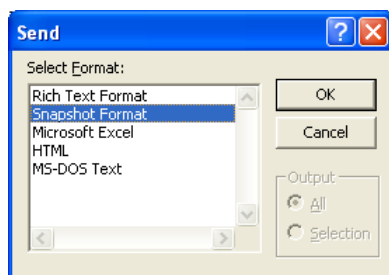
12.1.1 To export to other file format

1. From the preview of the report as shown below, select **Export** from **File->Export Information** menu.
2. The dialog box shown below will be displayed.
3. Enter the file name in **File name**.
4. Select the file type to export to in **Save as type**; e.g. Microsoft Excel
5. Navigate to the directory/folder to put the file.
6. Click **Save**.
7. The report will be saved as the specified file type.



12.1.2 To export the report as an attachment to e-mail

1. Select **Mail Recipient (As Attachment)** from **File->Export Information** menu.
2. Select the file format on the interface displayed, then Click **OK**.
3. Depending on your Internet settings, specify appropriate settings to send the file as an attachment



13 Appendix

13.1 Example Reports