General Flow on Sales Process   銷售流程 : -

B4 [Classic Quotation]

[格式報價單]

Optional   非必須輸入步驟

B6   [Print Sales Confirmation from Quotation]

[由報價單印出銷售合約]

B7 [Transfer Quotation to Invoice]

[轉換報價單至發票]

Issue Invoice directly

直接在 **B8** 輸入資料

B8 [Classic Invoice]

[格式發票]

Optional   非必須輸入步驟

B10 [Print Delivery Note from Invoice]

[由發票印出送貨單]

B13 [Settle Invoice]

[平發票]
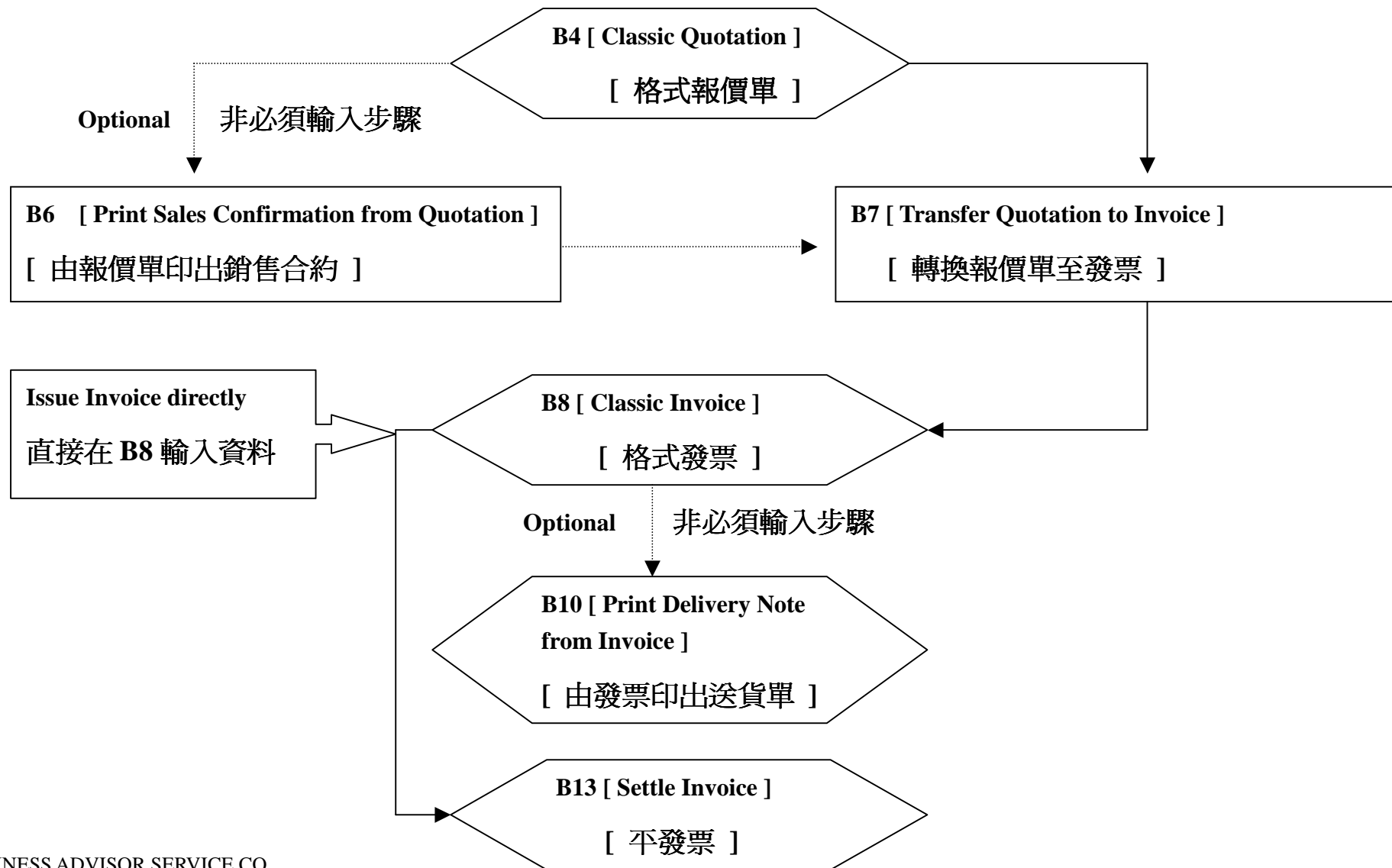
Reporting – Account Receivable Section 應收帳報表 :-

FUNCTIONS　功能選項	RELATIVE REPORTS　相關報表	AUTO GENERATE ENTRIES 系統自動建立交易
B4 [Classic Quotation]　　[格式報價單]	B14 [Quotation / Sales Confirmation Listing]　　[報價單 / 銷貨合約列表] – Check for all issued Quotation ./ Sales Confirmation sort by Date / Customer / Items	NIL 沒有任何記錄建立
B8 [Classic Invoice] Action 開 [格式發票]	B15 [Invoice Listing] [發票列表] - Check for all issued Invoice with settled and Outstanding balance sort by Date / Customer　/ Items B17 [Sales Turnover Report] [銷售額報告] –　Check for all issued Invoice, sort by Item / Salesman / Customer in 8 difference built in report . D9 [Print Bin Balance Report][倉存數量報告] - Check for Stock In / Out Record by Warehouse / Items / Date	A4 [Journal] [日記帳] - Debit Customer / Credit Sales D3 [Stock Transaction] [貨品交易] - Deduct Stock Quantity
B13 [Settle Invoice] Action 開 [平發票]	B18 [Customer Aging Reporting] [客戶帳期分析表] – Check for invoice Age for company internal collection usage. B16 [Customer Statement] [客戶月結單] – Print for external customer understand invoice transaction details with outstanding details.	A4 [Journal] [日記帳] - Debit Bank / Credit Customer