# USER MANUAL

## MFiNAC

Sales Force Automation System

```
<table>
<thead>
<tr>
<th>Document Version</th>
<th>V 1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Author</td>
<td>DSPL</td>
</tr>
<tr>
<td>Client Name</td>
<td>[CLIENT NAME HERE]</td>
</tr>
</tbody>
</table>
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SALES FORCE AUTOMATION “WOW” FEATURES

Geo Fencing
This is a feature Datamation can provide to the client upon the request. With Geo Fencing the Client can restrict the HHT user from taking orders, returns or receipts when the user violates the geographical location parameters. Geo Fencing Validation can be applied on below Transactions.

- ORDER TAKING
- VAN SALES - INVOICES
- RETURNS PROCESSING
- RECEIPT PROCESSING

Credit Period Validation
This is a feature Datamation can provide to the client upon the request. With Credit Period Validation the Client can restrict the HHT user from taking orders, returns when a retailer has an outstanding amount that exceeds the Credit limit or the time period. Credit Period Validation can be applied on below Transactions.

- ORDER TAKING
- VAN SALES - INVOICES
- RETURNS PROCESSING

Trade Promotions
Trade Promotions can be categorized as free issue schemes, discount schemes or special promotion schemes. Since these promotions could get varied from client to client, the SFA Trade Promotion feature can support any promotional schemes.

- ORDER TAKING
- RETURNS PROCESSING
User Friendly Dashboards
Catered Dashboards can be provided upon the client requirements. These Dashboards are user friendly, simple and easy to operate. Also this feature can also be used as a forecasting tool or method. These dashboards are usually presented with visual graphs with clear data.

- 4.0 DASHBOARDS

SMS Alert
SMS Alert feature can be an inspiring method that can be used to control the discrepancies of cash collections by sales reps. An Automated SMS will be sent to the customer regarding their payment being handed over to the sales rep or cash collector. Also it is possible to set up SMS Alert for Sales Order taking as well.

- RECEIPT PROCESSING
- ORDER TAKING

Customer History
Upon the request of the client, Datamation can provide an approach to access the past data with regard to Invoicing History, Payment History before an order is processed.

- ORDER TAKING
Controlled- Flexible Itinerary/ Route plan
Pre-defined route plan is uploaded for each rep and corresponding outlet list is also uploaded for each route. Head Office can control the route visit against the date to be visited. Route wise analysis of sales productive calls, collection and expenses also can be reviewed.

- ORDER TAKING

Sales Return
Possibility of entering sales returns on various MRP’s is added into the system due to price changes. When taking promotional item returns, they can be processed through the System. Different types of returns can be processed through the system such as Reusable, Expired or Damaged.

- RETURNS PROCESSING

Other Special features
Other than the above mentioned features, below features are included in MFiNAC System

- Mobile device’s MAC ID to be registered with back office in order to synchronize.
- Smart Search allows searching customers and products using different terms.
- Possibility of operating offline
- Company notification to sales rep
- Customization Possibility
- Printer facility feature
- Availability Sheet (AB Sheet)
1. GENERAL INFORMATION
1.0 General Information

The MFiNAC System is a vertical which sits at the very top of Datamation's FiNAC SFA solution. The system is designed to run as a standalone or an integrated solution which makes FiNAC's SFA very versatile and user friendly.

1.1 System Overview

MFiNAC is a Sales Force Automation method of using an android application to automate the business tasks of Sales which includes order processing, inventory monitoring and control, order tracking, sales forecast analysis and recording employee performance.

1.2 Organization of the Manual

The user’s manual consists of five core sections and each core section consists of several Sub Sections.

Core Sections: 1. Dashboards

2. Primary Transactions

3. Secondary Transactions

4. Management Info

5. Utilities
2. SYSTEM SUMMARY
2.0 System Summary

This section relates specifically to the summary outline of the systems’ hardware and software requirements, system configuration, user access levels and system performance in case of any contingencies that can occur.

2.1 System Configuration

PDA Configuration Specs

<table>
<thead>
<tr>
<th>PDA</th>
<th>RAM</th>
<th>Disk Drive</th>
<th>Anti-Virus</th>
<th>Operating System</th>
<th>UPS</th>
<th>Updated Anti-Virus</th>
<th>Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any PDA</td>
<td>4 GB DDR SD RAM</td>
<td>10 GB Free Disk Space On C Drive</td>
<td>E-set Antivirus (Recommended for FINAC Software)</td>
<td>Windows 7 Professional Service Pack 1</td>
<td>YES</td>
<td>YES</td>
<td>100 Mbps or 1Gbps / Full Duplex</td>
</tr>
</tbody>
</table>

2.2 System User Access Levels

The users will be given a specific user name and a password so that multiple users cannot use the PDA, and the MAC address of each PDA device will be saved into the database so that the synchronization process would be protected with data duplication.
3. MFicum LOGIN
3.0 APPLICATION LOGO

- Application LOGO for new FINAC Hand Held Terminal (HHT)

![Application LOGO for new FINAC Hand Held Terminal](image1)

- After tapping on to the LOGO, the LOGIN Screen will appear on the HHT.

3.1 LOGIN SCREEN

- Upon the LOGIN Screen, the user can use the given **username** and the **password** to login to the system.

![LOGIN Screen](image2)
3. MFınAC HOME
3.0 MAIN SCREEN / DESKTOP

- Once the user is LOGGED in to the system, the following Screen will appear on the HHT.
- The five Core Sections are being graphically represented as below
4. MFiNAC APPLICATION
4.0 DASHBOARDS

- Dashboards can be dependent, based on the customer requirement
  - Sales Dashboard
  - Debtor Outstanding Dashboard
  - Collection Dashboard
4.1 PRIMARY TRANSACTIONS

- Primary Transactions includes four main Attributes
  - Pre Sales
  - Van Sales
  - Sales Returns
  - Receipt

4.1.1 PRE SALES

- Once the user taps on the PRE SALES icon on the PRIMARY TRANSACTION column, the user will be able to commence with the transactions (taking Sales Orders).
- Below screen will appear on the HHT once the PRE SALES icon is tapped.

UPLOAD DUE ORDERS

- Upload Due Orders contains five main attributes
  - Search
  - Order Taking
  - Main Screen
  - Orders
  - Toggle button to view Upload Due Orders and Uploaded Orders
Uploaded Orders also contains five main attributes that Uploaded Due Orders has:
- Search
- Order Taking
- Main Screen
- Orders
- Toggle button to view Upload Due Orders and Uploaded Orders.
SEARCH

- Using this option, the user can filter the ORDERS based on Customer name or Order Number

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Customer Name</th>
<th>Order Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01804/0002</td>
<td>2K COLOUR HOUSE</td>
<td>2018-04-19</td>
<td>8460.0</td>
</tr>
<tr>
<td>01804/0003</td>
<td>2K AUTO LINE-RAJAWELLA</td>
<td>2018-04-19</td>
<td>834.0</td>
</tr>
</tbody>
</table>

- Below image shows the filtered orders by Customer name
ORDER TAKING

- ORDER TAKING option contains five major attributes
  - Customer
  - Header
  - Image Details
  - Details
  - Summary

CUSTOMER

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>HEADER</th>
<th>IMAGE DETAILS</th>
<th>DETAILS</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>- No Customer Selected -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAN00341</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KANDY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POL00123</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIYAWIDAGAMA NAWA MEDAGAMA NAWA MEDAGAMA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KUR00034</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAHOLAWA BOPITIYA BOPITIYA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAN00075</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 MILE POST HARDWARE (CHAMINDA STORES) PANAMURA EMB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 MILE POST PANAMURA ROAD EMBILIPITIYA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAN00494</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2K AUTO LINE-RAJAWELLA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The above image also displays the customer List
- Once the user taps on this icon the customer list will be displayed
- Once the user taps on this icon the user will be able to search the desired customer
- A Search window will appear for the user to search the desired customer
### HEADER

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Total Outstanding Amount</th>
<th>Last Bill Value</th>
<th>Order Number</th>
<th>Order Date</th>
<th>Manual No</th>
<th>Delivery Date</th>
<th>Remarks</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 MILE POST HARDWARE (CHAMINDA STORES) PANAMURA EMB</td>
<td>0.00</td>
<td>14532.50</td>
<td>01807/0002</td>
<td>2018-07-25</td>
<td></td>
<td>2018-07-26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Customer Name**: Displays the name of the customer, the order is taken of
- **Total Outstanding Amount**: Displays the outstanding amount of the customer
- **Last Bill Value**: Displays the last bill value of the customer
- **ORDER NO**: Displays the order number - this number is unique to every order
- **DATE**: Displays the Date, which the order was taken
- **MANUAL NO**: A Manual Number can be assigned to the order
- **DELIVERY DATE**: Displays the Date, which the order is to be delivered (this date can be changed)
- **REMARKS**: A Remark can be given to the order using this field
- **ROUTE**: Displays the Route name, in which the customer belongs to
### IMAGE DETAILS

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>HEADER</th>
<th>IMAGE DETAILS</th>
<th>DETAILS</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Search Bar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search Bar**

**Items / Products**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTALU001L</td>
<td>ANTICOROSIVE ALUMINIUM 001L</td>
<td>155</td>
</tr>
<tr>
<td>ANTALU004L</td>
<td>ANTICOROSIVE ALUMINIUM 004L</td>
<td>17</td>
</tr>
<tr>
<td>ANTALU200ML</td>
<td>ANTICOROSIVE ALUMINIUM 200ML</td>
<td>6</td>
</tr>
<tr>
<td>ANTALU500ML</td>
<td>ANTICOROSIVE ALUMINIUM 500ML</td>
<td>70</td>
</tr>
<tr>
<td>ANTBLC001L</td>
<td>ANTICOROSIVE BLACK 001L</td>
<td>259</td>
</tr>
<tr>
<td>ANTBLC004L</td>
<td>ANTICOROSIVE BLACK 004L</td>
<td>15</td>
</tr>
<tr>
<td>ANTBLC200ML</td>
<td>ANTICOROSIVE BLACK 200ML</td>
<td>264</td>
</tr>
<tr>
<td>ANTBLC500ML</td>
<td>ANTICOROSIVE BLACK 500ML</td>
<td>187</td>
</tr>
<tr>
<td>ANTGRE001L</td>
<td>ANTICOROSIVE GREEN 001L</td>
<td>137</td>
</tr>
<tr>
<td>ANTGRE004L</td>
<td>ANTICOROSIVE GREEN 004L</td>
<td>26</td>
</tr>
<tr>
<td>ANTGRE200ML</td>
<td>ANTICOROSIVE GREEN 200ML</td>
<td>71</td>
</tr>
<tr>
<td>ANTGRE500ML</td>
<td>ANTICOROSIVE GREEN 500ML</td>
<td>211</td>
</tr>
<tr>
<td>ANTRED001L</td>
<td>ANTICOROSIVE RED 001L</td>
<td>267</td>
</tr>
<tr>
<td>ANTRED004L</td>
<td>ANTICOROSIVE RED 004L</td>
<td>19</td>
</tr>
</tbody>
</table>

**IMAGE DETAILS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTRED200ML</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- IMAGE DETAIL Tab Displays the Items by their respective image

  - Search Bar: Is used to filter the product (Please refer the below image)
  - Items / Products: All the products are being displayed here (Please refer the below image for filtered product)

- All the thinner products are been filtered
### DETAILS

The Image represents the **ORDER** in detail:

- **Products Bar** - Used to identify the selected (ordered) products
- **Product Icon** - Used to get the list of the products (Refer the below image)
- **Free Issue Tag** - Used to identify the product whether it has a free issue scheme
- **Products** - Displays the products that have been added by the sales rep
- **Free Issue Bar** - Used to identify the assigned free issues for the (ordered) products
- **Free Issue Icon** - Once the user taps on it, the allocated free issue scheme displays

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTI-CORROSIVE BLACK 500ML - ANTBLC500ML</td>
<td>13</td>
<td>4680.00</td>
</tr>
<tr>
<td>ANTI-CORROSIVE GREEN 001L - ANTGRE001L</td>
<td>7</td>
<td>5355.00</td>
</tr>
<tr>
<td>ANTI-CORROSIVE GREEN 004L - ANTGRE004L</td>
<td>6</td>
<td>16560.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>PRODUCT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTBLC500ML</td>
<td>ANTI-CORROSIVE BLACK 500ML</td>
<td>1</td>
</tr>
</tbody>
</table>
The Image represents the **PRODUCTS** in detail

- **Products Search Bar**: Used to filter the desired products
- **Product Heading**: The name of the product (product code), sell price, QOH and Order QTY
- **Products List**: List of all the products with their price and qty
- **Plus and Minus**: These buttons will allow the user to add the qty or subtract
SALES ORDER SUMMARY

- The Image represents the ORDER in summary
  - **GROSS VALUE**: The value / amount of the bill / order
  - **LINE DISCOUNT**: If there’s any discount on products, it will be displayed here
  - **SCHEME DISCOUNT**: If there’s any Scheme discount on products or customer, it will be displayed here
  - **TOTAL DISCOUNT**: The sum of the Line Discount and the Scheme Discount is displayed here
  - **NET VALUE**: The value / amount of the bill / order after the discounts
  - **TOTAL QUANTITY**: Number of items which were purchased
4.1.2 VAN SALES

- Once the user taps on the VAN SALES icon on the PRIMARY TRANSACTION column, the user will be able to commence with the transactions (taking Sales Orders).
- Below screen will appear on the HHT once the VAN SALES icon is tapped.

UPLOAD DUE INVOICES

- Upload Due Invoices contains five main attributes
  - Search
  - Invoice Taking
  - Main Screen
  - Invoices
  - Toggle button to view Upload Due Invoices and Uploaded Invoices

<table>
<thead>
<tr>
<th>Invoice ID</th>
<th>Date</th>
<th>Customer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1801/0001</td>
<td>2018-01-24</td>
<td>2K PAINT CENTRE</td>
<td>46227.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- KADURUWELA</td>
<td></td>
</tr>
<tr>
<td>I1801/0002</td>
<td>2018-01-25</td>
<td>2K COLOUR HOUSE</td>
<td>55440.0</td>
</tr>
<tr>
<td>I1801/0003</td>
<td>2018-01-25</td>
<td>2K AUTO LINE</td>
<td>1059.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- RAJAWELLA</td>
<td></td>
</tr>
<tr>
<td>I1802/0002</td>
<td>2018-02-06</td>
<td>4 ELECTRICALS</td>
<td>857750.0</td>
</tr>
<tr>
<td>I1802/0003</td>
<td>2018-02-08</td>
<td></td>
<td>859990.0</td>
</tr>
</tbody>
</table>
**SEARCH**

- Using this option, the user can filter the INVOICES based on **Customer name** or **Invoice Reference Number**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1801/0005</td>
<td>857750.0</td>
<td>4 ELECTRICALS</td>
</tr>
<tr>
<td>2018-01-26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I1801/0007</td>
<td>224220.0</td>
<td>4 ELECTRICALS</td>
</tr>
<tr>
<td>2018-01-30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I1802/0002</td>
<td>857750.0</td>
<td>4 ELECTRICALS</td>
</tr>
<tr>
<td>2018-02-06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I1802/0003</td>
<td>859990.0</td>
<td>4 ELECTRICALS</td>
</tr>
<tr>
<td>2018-02-08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VAN SALES - INVOICES

- INVOICE TAKING option contains four major attributes
  - Customer
  - Header
  - Details
  - Summary

CUSTOMER

- The above image also displays the customer List
- Once the user taps on this icon the customer list will be displayed
- Once the user taps on this icon the user will be able to search the desired customer
- A Search window will appear for the user to search the desired customer
### HEADER

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Total Outstanding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Bill Value</td>
<td>Last Bill Value</td>
</tr>
</tbody>
</table>

- **Total Outstanding Amount**: Displays the outstanding amount of the customer
- **Last Bill Value**: Displays the last bill value of the customer
- **INVOICE NO**: Displays the Invoice number - this number is unique to every invoice
- **DATE**: Displays the Date, which the Invoice was taken
- **MANUAL NO**: A Manual Number can be assigned to the order
- **REMARKS**: A Remark can be given to the Invoice using this field
DETAILS

- The Image represents the **VAN INVOICE** in detail
  - **Products Bar** - Used to identify the selected (ordered / Invoiced) products
  - **Product Icon** - Used to get the list of the products (Refer the below image)
  - **Products** - Displays the products that have been added by the sales rep
  - **Free Issue Bar** - Used to identify the assigned free issues for the (ordered) products
  - **Free Issue Icon** - Once the user taps on it, the allocated free issue scheme displays
PRODUCTS BAR

- The Image represents the **PRODUCTS** in detail
  - **Products Search Bar** - Used to filter the desired products
  - **Product Heading** - The name of the product (product code), sell price, QOH and Order QTY
  - **Products List** - List of all the products with their price and qty
  - **Plus and Minus** - These buttons will allow the user to add the qty or subtract
VAN INVOICE SUMMARY

- The Image represents the summary of the VAN INVOICE
  - GROSS VALUE: The value / amount of the bill / order
  - LINE DISCOUNT: If there’s any discount on products, it will be displayed here
  - SCHEME DISCOUNT: If there’s any Scheme discount on products or customer, it will be displayed here
  - TOTAL DISCOUNT: The sum of the Line Discount and the Scheme Discount is displayed here
  - NET VALUE: The value / amount of the bill / order after the discounts
  - TOTAL QUANTITY: Number of items which were purchased

- Choose an Action button will allow user to,
  - SAVE: The Order will be saved
  - PAUSE: The user can Pause the order and save it later
  - DISCARD: The user can Discard the order
4.1.3 SALES RETURNS

- Once the user taps on the SALES RETURN icon on the PRIMARY TRANSACTION column, the user will be able to commence with the transaction of taking Sales returns.
- Below screen will appear on the HHT once the SALES RETURN icon is tapped

UPLOAD DUE RETURNS

- Upload Due Returns contain five main attributes
  - Search
  - Returns Processing
  - Main Screen
  - Returns
  - Toggle button to view Upload Due Returns and Uploaded Returns
**SEARCH**

- Using this option, the user can filter the RETURNS based on **Customer name** or **Return Reference Number**

<table>
<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1801/0005</td>
<td>2018-01-26</td>
<td>4</td>
<td>ELECTRICALS</td>
<td>857750.00</td>
</tr>
<tr>
<td>I1801/0007</td>
<td>2018-01-30</td>
<td>4</td>
<td>ELECTRICALS</td>
<td>224220.00</td>
</tr>
<tr>
<td>I1802/0002</td>
<td>2018-02-06</td>
<td>4</td>
<td>ELECTRICALS</td>
<td>857750.00</td>
</tr>
<tr>
<td>I1802/0003</td>
<td>2018-02-08</td>
<td>4</td>
<td>ELECTRICALS</td>
<td>859990.00</td>
</tr>
</tbody>
</table>
RETURNS PROCESSING

- RETURN PROCESSING option contains four major attributes
  - Customer
  - Header
  - Details
  - Summary

CUSTOMER

- The above image also displays the customer List
- Once the user taps on this icon the customer list will be displayed
- Once the user taps on this icon the user will be able to search the desired customer
- A Search window will appear for the user to search the desired customer
HEADER

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>HEADER</th>
<th>DETAILS</th>
<th>SUMMARY</th>
</tr>
</thead>
</table>

Customer Name

Return Number

Return Date

Remarks

- **CUSTOMER NAME**  
  - Displays the name of the customer, the return is taken of
- **RETURN NUMBER**  
  - Displays the Return number - this number is unique to every Return
- **DATE**  
  - Displays the Date, which the Return was taken
- **MANUAL NO**  
  - A Manual Number can be assigned to the Return
- **REMARKS**  
  - A Remark can be given to the Return using this field
DETAILS

- **Return Type**
  - Returns can be UR (Usable Returns) or MR (Market Returns)

- **Return Reason**
  - Displays the Return number - this number is unique to every Return

- **Return Products**
  - The user can enter the products which are being returned using this

- **Units**
  - Number of Units returned

- **Product Price**
  - The price of the product will be displayed here

- **QTY**
  - Number of Items returned

- **Discount Value**
  - Any given discount will be displayed here

- **ADD BUTTON**
  - The User needs to tap ADD Button to keep adding products to the Products pane

- **Products**
  - The returned products will be displayed here with the QTY and the reason why these items are being returned
SUMMARY

- The Image represents the summary of the **RETURNED ORDER**
  - **GROSS VALUE**: The value / amount of the bill / order
  - **TOTAL RETURN DISCOUNT**: If there’s any discount on products, it will be displayed here
  - **NET VALUE**: The value / amount of the bill / order after the discounts

- Choose an Action button will allow user to,
  - **SAVE**: The Return will be saved
  - **PAUSE**: The user can Pause the Return and save it later
  - **DISCARD**: The user can Discard the Return
4.1.4 RECEIPTS

- Once the user taps on the RECEIPT icon on the PRIMARY TRANSACTION column, the user will be able to commence with the transaction of taking Sales returns.
- Below screen will appear on the HHT once the RECEIPT icon is tapped.

UPLOAD DUE RECEIPTS

- Upload Due Receipts contain five main attributes:
  - Search
  - Receipt Process
  - Main Screen
  - Receipts
  - Toggle button to view Upload Due Receipts and Uploaded Receipts

![Diagram of Upload Due Receipts screen]
SEARCH

- Using this option, the user can filter the RECEIPTS based on Customer name or Receipt Reference Number.

RECEIPT PROCESSING

- RECEIPT PROCESSING option contains four major attributes:
  - Customer
  - Header
  - Details
  - Summary
### CUSTOMER

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>HEADER</th>
<th>DETAILS</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAN00341</td>
<td></td>
<td></td>
<td>No Customer Selected</td>
</tr>
<tr>
<td>KANDY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLO0023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIYAWIT0AGAMA NAWA MEDAGAMA NAWA MEDAGANA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KUR00034</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAHOLIWA BOPITIYA BOPITIYA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAN00053</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A B S KALIANNAN &amp; COM MAPUTALE TOWN MAPUTALE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAN00165</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The above image also displays the customer List
- Once the user taps on this icon the customer list will be displayed
- Once the user taps on this icon the user will be able to search the desired customer
- A Search window will appear for the user to search the desired customer
## HEADER

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The Name of the Customer will be displayed here</td>
</tr>
<tr>
<td>Outstanding Amount</td>
<td>Displays the Outstanding Amount of the customer which has been selected</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>The Reference Number of the Receipt</td>
</tr>
<tr>
<td>Date</td>
<td>The Date of the receipt taken</td>
</tr>
<tr>
<td>Manual Number</td>
<td>A Manual Number can be assigned to the receipt</td>
</tr>
<tr>
<td>Remarks</td>
<td>A Remark can be given to the receipt</td>
</tr>
<tr>
<td>Payment Mode</td>
<td>The Pay Mode can be CASH, CHEQUE, CREDIT CARD, BANK TRANSFER</td>
</tr>
<tr>
<td>Amount Received</td>
<td>The Received Amount is entered here</td>
</tr>
<tr>
<td>Add Button</td>
<td>The User needs to tap ADD Button to move to the DETAILS Pane and complete the RECEIPT PROCESS</td>
</tr>
</tbody>
</table>

- **Customer Name**
  - The Name of the Customer will be displayed here
- **Outstanding Amount**
  - Displays the Outstanding Amount of the customer which has been selected
- **Receipt Number**
  - The Reference Number of the Receipt
- **Receipt Date**
  - The Date of the receipt taken
- **Manual Number**
  - A Manual Number can be assigned to the receipt
- **Remarks**
  - A Remark can be given to the receipt
- **Payment Mode**
  - The Pay Mode can be CASH, CHEQUE, CREDIT CARD, BANK TRANSFER
- **Amount Received**
  - The Received Amount is entered here
- **Add Button**
  - The User needs to tap ADD Button to move to the DETAILS Pane and complete the RECEIPT PROCESS
## DETAILS

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>HEADER</th>
<th>DETAILS</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF NO</td>
<td>DATE</td>
<td>DUE AMT</td>
<td>ENTER AMT</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-10-21</td>
<td>21,180.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Reference No**: HOIN00045136
- **Date**: 2016-10-21
- **Due Amount**: 21,180.00
- **Entered Amount**: 0.00

### Outstanding Invoice List

<table>
<thead>
<tr>
<th>REF NO</th>
<th>TXN DATE</th>
<th>REP</th>
<th>DO</th>
<th>DUE AMT</th>
<th>PAID</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOIN00045136</td>
<td>2016-10-31</td>
<td>null</td>
<td>060</td>
<td>21,180.00</td>
<td>0.00</td>
<td>060</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-10-31</td>
<td>null</td>
<td>950</td>
<td>18,480.00</td>
<td>0.00</td>
<td>950</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-12-20</td>
<td>null</td>
<td>900</td>
<td>36,682.50</td>
<td>0.00</td>
<td>900</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-12-26</td>
<td>null</td>
<td>894</td>
<td>57,786.90</td>
<td>0.00</td>
<td>894</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-12-27</td>
<td>null</td>
<td>893</td>
<td>31,824.00</td>
<td>0.00</td>
<td>893</td>
</tr>
<tr>
<td>HOIN00045136</td>
<td>2016-12-31</td>
<td>null</td>
<td>889</td>
<td>2,436.00</td>
<td>0.00</td>
<td>889</td>
</tr>
</tbody>
</table>

### Fields

- **Reference Number**: The Reference Number of the Invoices
- **Due Amount**: Outstanding Invoice Amount will be displayed here
- **Balance Amount**: Once the Update button is clicked the BAL AMT will be updated
- **Remarks**: A Remark can be given to the receipt
- **Receipt Date**: The Day the Receipt is taken
- **Allocated Amount**: The amount to be allocated to the invoices (this can be entered into multiple invoices)
- **Received Amount**: The received amount from the customer
- **Update Button**: When you tap the Update button, DUE AMT, BAL AMT and Invoices’ PAID amount will be updated
- **Cancel Button**: Allocated Amounts can be reset using CANCEL Button
OUTSTANDING INVOICE LIST

- This list will show all the invoice which are outstanding for the selected customer

SUMMARY

- Received Amount
- Payment Mode
- Cheque Number
- Bank - Branch
- Allocated Invoice

The Image represents the summary of the RECEIPT

- RECEIVED AMOUNT
- PAYMENT MODE
- CHEQUE NUMBER
- BANK - BRANCH
- ALLOCATED INVOICES

- The Amount which was received from the customer
- How the customer is making the payment (CASH, CHEQUE)
- The Cheque Number will be displayed here
- The Branch of the Bank will be displayed here
- This grid will display the invoices that have been allocated the received amount
Choose an Action button will allow user to,

- **SAVE**: The Receipt will be saved
- **PAUSE**: The user can Pause the Receipt and save it later
- **DISCARD**: The user can Discard the Receipt

### 4.2 SECONDARY TRANSACTIONS

Secondary Transactions includes three main Attributes

- **EXPENSE**
- **NON PRODUCTITIVE**
- **TOUR INFO**

#### 4.2.1 EXPENSE

- Once the user taps on the **EXPENSE** icon on the SECONDARY TRANSACTIONS column, the user will be able to commence with the transactions by placing expenses of the user.
- Below screen will appear on the HHT once the **EXPENSE** icon is tapped
EXPENSES WINDOW

- Expenses Window contains four main attributes
  - Search
  - Expense Process
  - Main Screen
  - Expenses

Expenses List

Expenses

Search

Expenses Process

Main Screen
SEARCH

- Using this option, the user can filter the EXPENSES based on Expense Reference Number

```
E1906/0001  2019-06-08  5000.00
```
EXPENSE PROCESS

- Using this option, the user can add the EXPENSES such as Transportation, Meals, and Accommodation etc.

- **SAVE**: By tapping this Icon, the user will be able to save the expense
- **CANCEL**: By tapping this Icon, the user will be able to Cancel / Discard the expense
- **REFERENCE NUMBER**: This is an identification number to identify the expense entry
- **DATE**: The Date of the Expense occurred
- **REMARK**: A Remark can be given to the expense, for identification purposes
- **EXPENSES SEARCH**: The User can choose through the expenses

---

### Expence specifics

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Date</th>
<th>Remark</th>
<th>Amount</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1906/0001</td>
<td>2019-06-08</td>
<td>remark</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>2000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>3000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.2.2 NON PRODUCTIVE

- Once the user taps on the NON PRODUCTIVE icon on the SECONDARY TRANSACTIONS column, the user will be able to commence with adding NON PRODUCTIVE CUSTOMERS / RETAILERS (when a user visits a customer and customer doesn't purchase any item, the VISIT can be recorded as a NON PRODUCTIVE call).
- Below screen will appear on the HHT once the NON PRODUCTIVE icon is tapped.

NON PRODUCTIVE WINDOW

- NON PRODUCTIVE Window contains four main attributes
  - Search
  - NON Productive Process
  - Main Screen
  - NON Productive List
SEARCH

- Using this option, the user can filter the NON PRODUCTIVE Customers / Retailers based on NON PRODUCTIVE Reference Number

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X1906/0001</td>
<td>2019-06-17</td>
</tr>
<tr>
<td>X1906/0002</td>
<td>2019-06-17</td>
</tr>
</tbody>
</table>
NON PRODUCTIVE PROCESS

- Using this option, the user can add the NON PRODUCTIVE calls (a NON PRODUCTIVE call can be made when the retailer / customer is not interested to purchase items).

SAVE:
- By tapping this Icon, the user will be able to save the NON Productive Call

CANCEL:
- By tapping this Icon, the user will be able to Cancel / Discard the NON Productive Call

REFERENCE NUMBER:
- This is an identification number to identify the NON Productive Call

DATE:
- The Date of the NON Productive Call took

REMARK:
- A Remark can be given to the NON Productive Call, for identification purposes
4.2.3 TOUR INFO

- Once the user taps on the TOUR INFO icon on the SECONDARY TRANSACTIONS column, the user will be able to create a tour for the user’s daily / weekly / monthly route.
- Below screen will appear on the HHT once the TOUR INFO icon is tapped

TOUR INFO WINDOW

- The User can Begin a Tour and End it

TOUR COMMENCING WINDOW
- **MAIN SCREEN**: By tapping this Icon, the user will be able to navigate to the main Desktop Screen.
- **DATE**: The tour commencement Date.
- **START TIME**: The time, which the tour commence / starts.
- **VEHICLE**: Vehicle Identification Number / Registration number can be entered here.
- **DRIVER**: The Name of the truck driver, or van driver can be entered here for identification purposes.
- **ASSISTANT**: The Name of the assistant can be entered here for identification purposes.
- **START KM**: The ODO Meter reading at the beginning of the tour.
- **START BUTTON**: By Tapping this button, the user will be able to commence the tour / start the tour and will enable the transactions (although this option is client oriented).

**TOUR ENDING WINDOW**

![Tour Info Window]

- **DATE**: 2019-06-19
- **START TIME**: 03:55 pm
- **VEHICLE**: vehicle01
- **DRIVER**: driver01
- **ASSISTANT**: assistant01
- **START KM**: 000001
- **ROUTE**: route01

**End Time**
- **END TIME**: 03:55 pm
- **END KM**: 
- **DISTANCE**: 

**Finish Button**
END TIME: The time, which the tour Ends
START KM: The ODO Meter reading at the end of the tour
DISTANCE: The total KMs of the tour
FINISH BUTTON: The User can tap the Finish button once the tour is completed

### 4.3 MANAGEMENT INFO

- Management Information includes four main Attributes
  - NEW CUSTOMER
  - MARKET SHARE
  - SALES EXEC
  - STOCK INQUIRY

#### 4.3.1 NEW CUSTOMER
- Once the user taps on the NEW CUSTOMER icon on the MANAGEMENT INFO column, the user will be able to add customers/retailers, if this option is available.
- This option can be provided based on the Business Requirement Specification

#### 4.3.2 MARKET SHARE
- Once the user taps on the MARKET SHARE icon on the MANAGEMENT INFO column, the user will be able to see the behavior of the market, if this option is available.
- This option can be provided based on the Business Requirement Specification

#### 4.3.3 SALES EXEC
- Once the user taps on the SALES EXEC icon on the MANAGEMENT INFO column, the user will be able to view the Sales Executive information.
- Below screen will appear on the HHT once the SALES EXEC icon is tapped
SALES EXECUTIVE WINDOW

- The User can view the Sales Executive Information using this option

- **USER NAME / REP NAME**: The Name of the Sales Executive / Sales Representative, whom uses the HHT device can be viewed here
- **REP CODE**: The Sales Representative’s Identification code
- **PREFIX**: The prefix can be viewed here
- **LOC CODE**: The Location code of the Sales Rep operates under
- **AREA CODE**: The Area code, which the Sales Rep operates under
- **DEAL CODE**: The Deal code, which the Sales Rep operates under
- **CLOSE BUTTON**: By tapping close button, the user will be able exit from this window
4.3.4 STOCK INQUIRY

- Once the user taps on the STOCK INQUIRY icon on the MANAGEMENT INFO column, the user will be able to view the Stock information for a given tour.
- Below screen will appear on the HHT once the STOCK INQUIRY icon is tapped.

STOCK INQUIRY WINDOW 01

- Below window indicates which tour, the user wants to view the stock information.

```
 Stock Inquiry

 Transaction

 Tour

 - Select a Transaction -

 CODE

 PRODUCT

 QOH

 CLOSE

 PRINT

 TRANSACTION

 TOUR

 - The user is able to choose, which transaction to be selected for the desired information.

 - The user is able to retrieve stock information of the selected tour.
```
STOCK INQUIRY WINDOW 02

- Below window will appear once the user has chosen a transaction and a tour

**Item List**

- **ITEM LIST**: The stock information will display as such based on the items
- **CLOSE BUTTON**: The user is able to exit from this window upon tapping this button
- **PRINT BUTTON**: The stock information can be printed using this button
4.4 UTILITIES

- Utilities includes eight main Attributes
  - DOWNLOAD STOCK
  - SCHEDULE UPLOAD
  - DATABASE
  - PRINTER
  - SYNCHRONIZE
  - UPLOAD
  - MESSAGES
  - CHAT

4.4.1 DOWNLOAD STOCK

- Once the user taps on the DOWNLOAD STOCK icon on the Utilities column, the user will be able to download (update) the stock information on the HHT Device.
- Below message will appear on the HHT device once the DOWNLOAD STOCK icon is tapped

```
Stock Update
Do you want to download stock..?

NO   YES
```

- Once the user taps “YES” the stock will be updated on the HHT Device
4.4.2 SCHEDULE UPLOAD

- Once the user taps on the SCHEDULE UPLOAD icon on the Utilities column, the user will be able to plan the upload data for a schedule.
- Below window will appear on the HHT device once the SCHEDULE UPLOAD icon is tapped

The user is able to schedule upload data, for a time period, “From Date” and “To Date” can be given by the user.
4.4.3 DATABASE

- Once the user taps on the DATABASE icon on the Utilities column, the user will be able to Restore or Backup the database.
- Below window will appear on the HHT device once the DATABASE icon is tapped

![SQLite Backup/Restore](image)

- The user can use the DATABASE utility to backup the database or restore a database
- When Restore Data is tapped, the user must choose which database is to be selected for the restoration

4.4.4 PRINTER

- Once the user taps on the PRINTER icon on the Utilities column, the user will be able to save (feed) the printer information into the system.
- Below window will appear on the HHT device once the PRINTER icon is tapped

![Printer MAC Address](image)

- Once the MAC ADDRESS of the printer is being fed into the system, the user will be able take physical print outs of the invoices or receipts (or any report that has the print option)
4.4.5 **Synchronize**

- Once the user taps on the **Synchronize** icon on the Utilities column, the user will be able to sync (download) data from the backend ERP system.
- Below window will appear on the HHT device once the **Synchronize** icon is tapped

![Synchronize Data](image)

- When the user taps on “Yes”, the data will be downloaded into the HHT Device, but if any data are not being uploaded, the system will display a message saying “Please Upload Completed Invoices”. Once all the information is uploaded the **Synchronize** process will commence.
- The MAC address of the HHT will be registered in to the Backend of the system, so that the data duplication will not occur, wrongful data will not get synced in to the device and most importantly this will be a security feature.

4.4.6 **Upload**

- Once the user taps on the **Upload** icon on the Utilities column, the user will be able to upload data into the backend ERP system.
- Below window will appear on the HHT device once the **Upload** icon is tapped

![Uploader](image)

- When the user taps on “Upload”, the data will be uploaded into the backend ERP system.
4.4.7 MESSAGES

- Once the user taps on the MESSAGES icon on the Utilities column, the user will be able to send and receive messages with other team members.

4.4.8 CHAT

- Once the user taps on the CHAT icon on the Utilities column, the user will be able to communicate with other team members.