IBSL

Commitment to Excellence

Business Blueprint and Key Setup – ERPNext
Aarti Steels Ethiopia
Order to Cash

Ver1.0

Date 31-Oct-23

Business Overview

- Aarti Steels is in the business of steel products that include Steel Tubes, Corrugated Galvanized and color coated sheets.
- The manufacturing operations are carried out from a single location in Ethiopia
- Head office is in a separate location within Ethiopia
- The sales are primarily in Ethiopia
- Sales team primarily operates from the Head Office in Addis Ababa
- This document covers the key setup and process flow for the order to cash Process

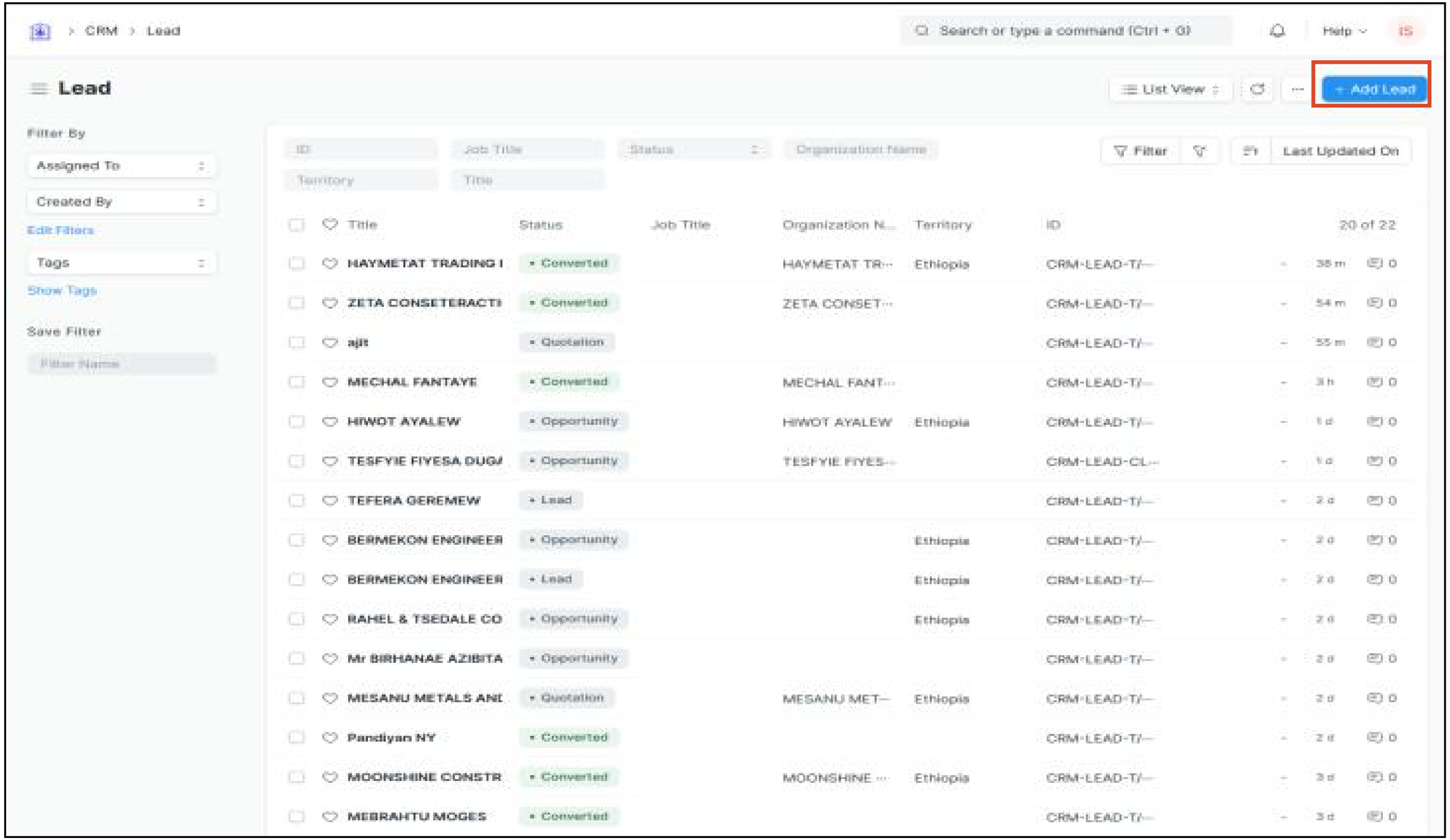
Sales Processes

QUOTATION APPROVAL** Workflow :
***Proforma invoice is created after quotation confirmation

Order To Cash Flow

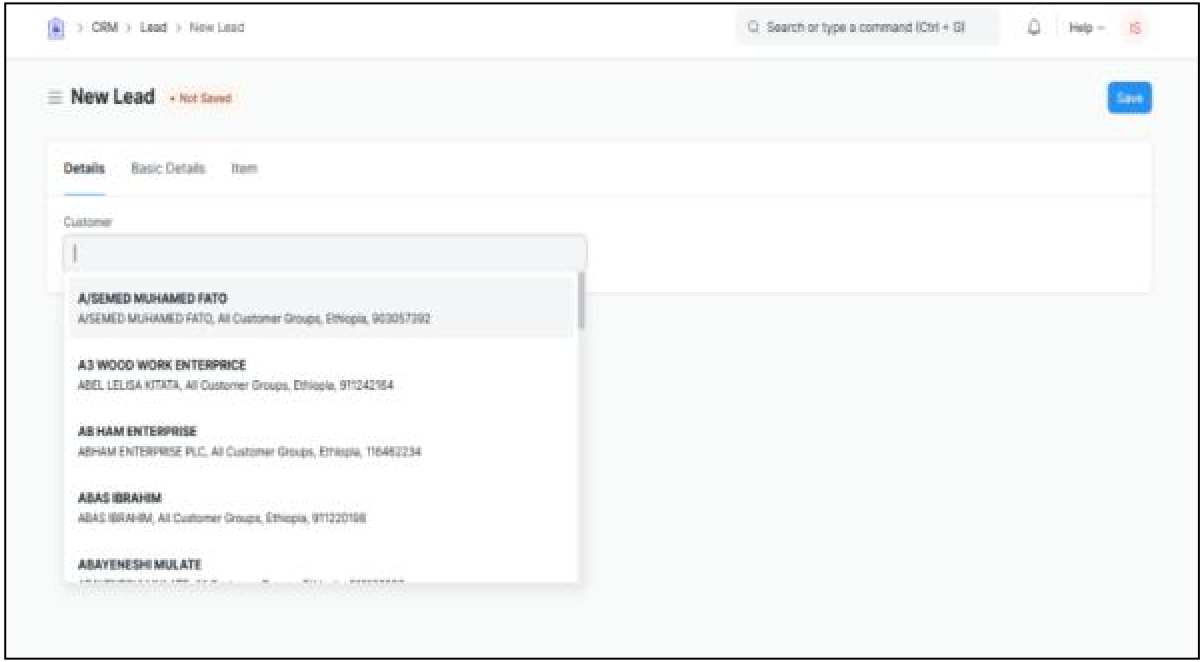
Lead Creation

Lead Creation



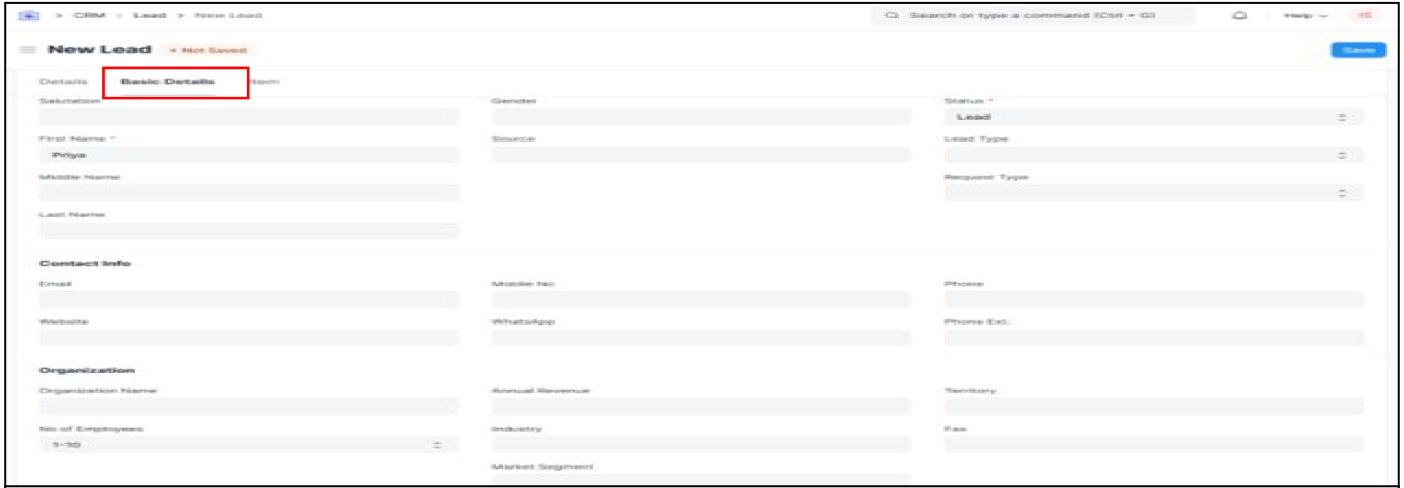
- To create New Lead Click on Add Lead Button

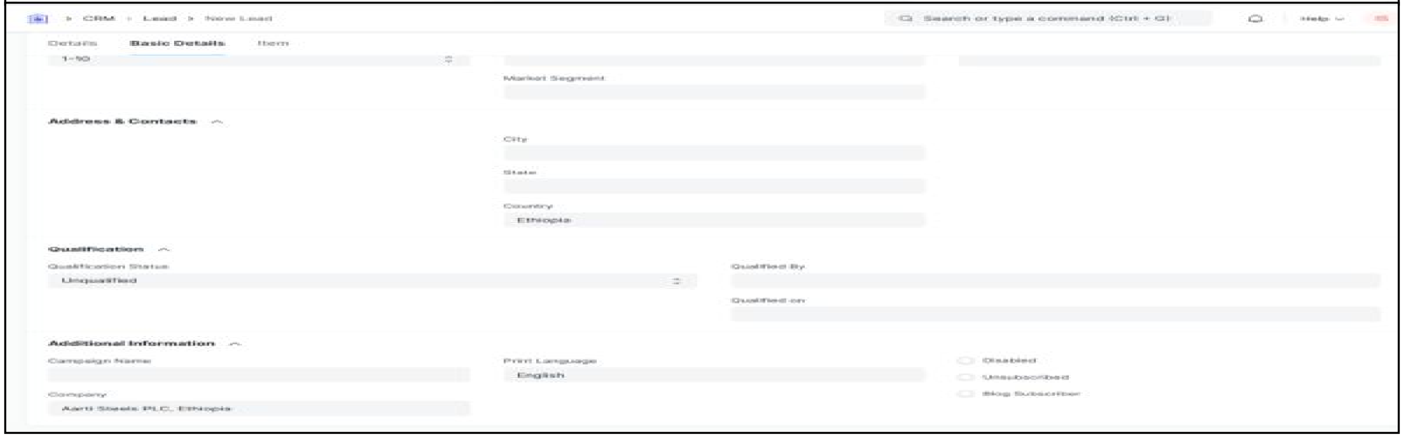
Lead–Details



- In Details Customer Field Is there, find customer from dropdown list or by searching.
- If You found Customer, then Go to Opportunity Because of existing Customer.
- If you Didn’t find customer, so you have to create Lead and fill Basic details and required items

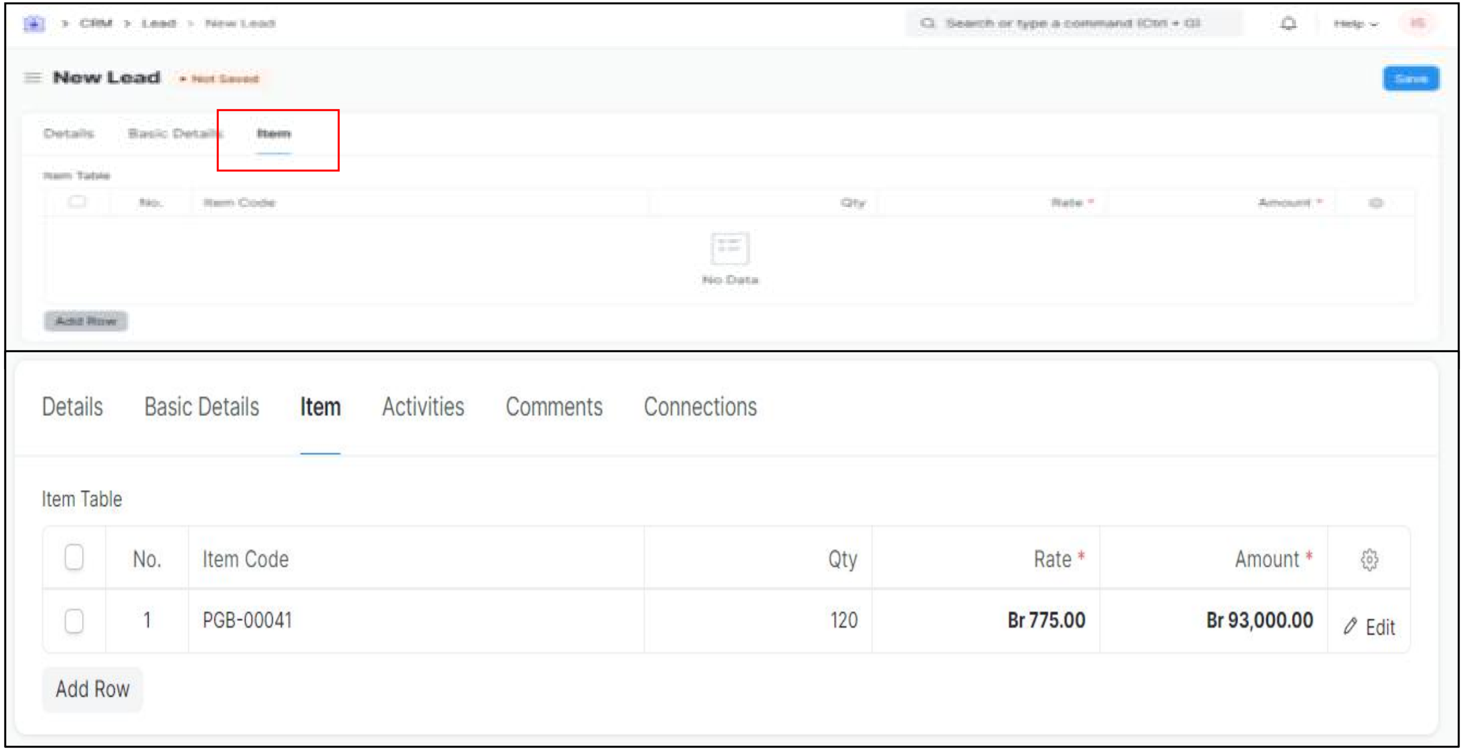
Lead–Basic Details





- Enter All basic details as required
- * Mark fields are mandatory

Lead– Items



- In this Item Tab Enter All required items

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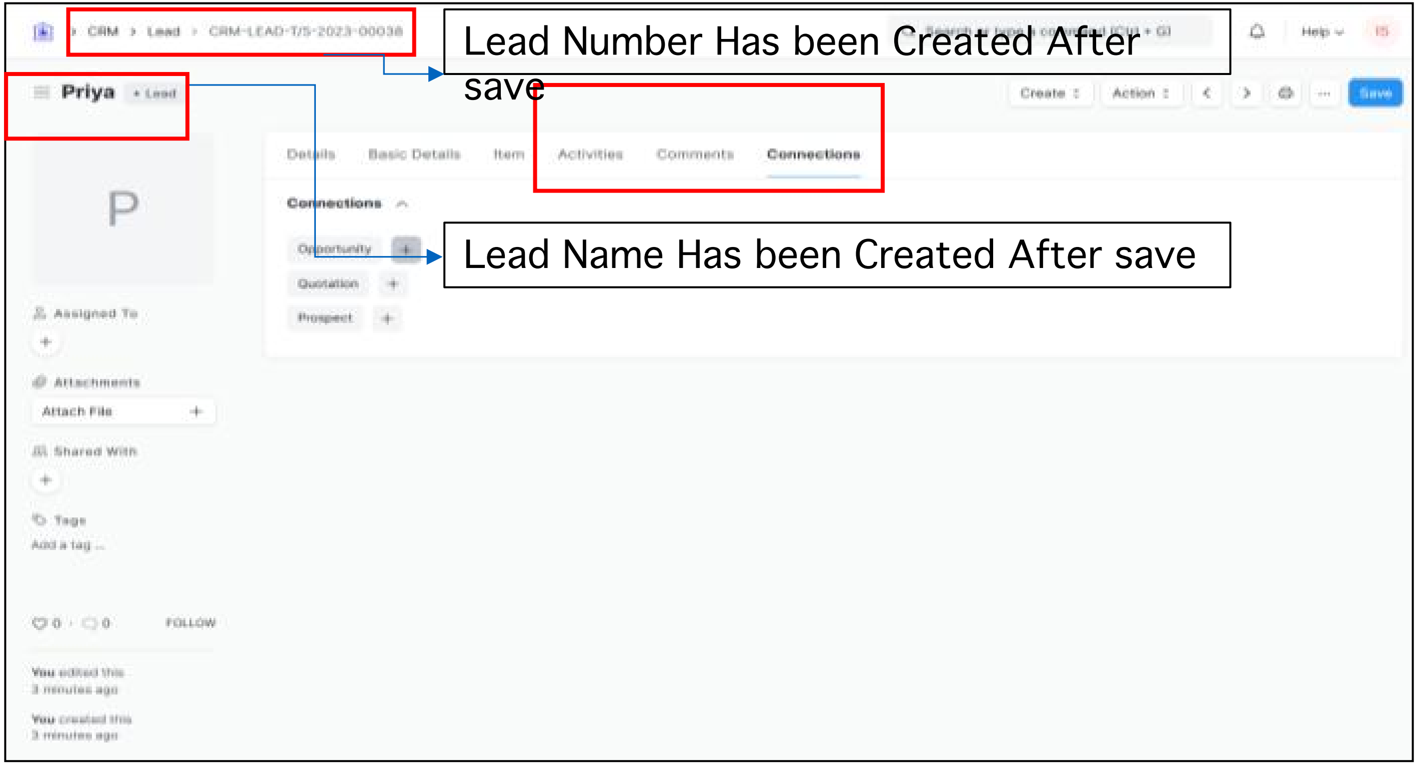
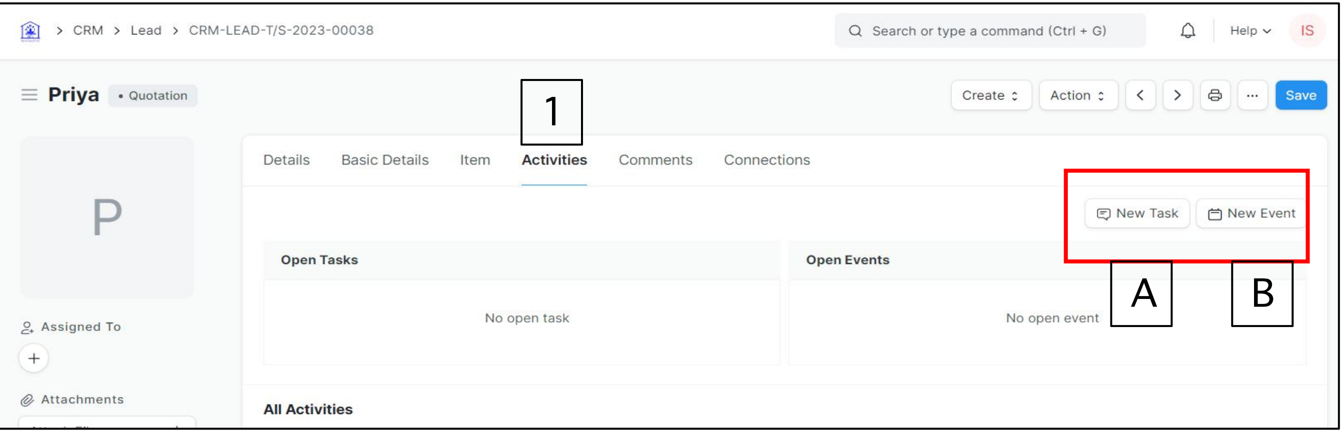
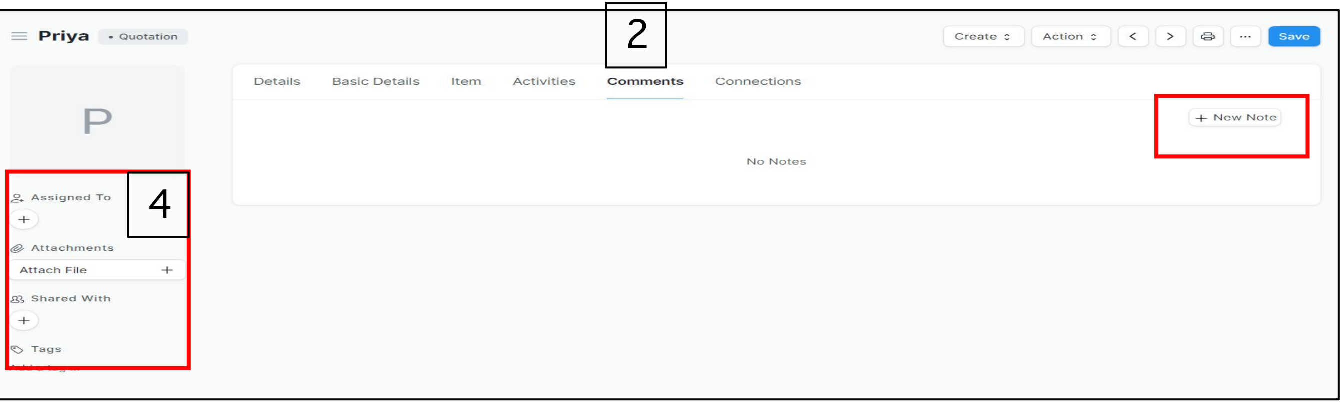
Lead– Understanding Connection



- After saving Lead there are Three more sections
- In connection you can see all related reference documents, Which are Linked to each other

Lead– Activity / Comment

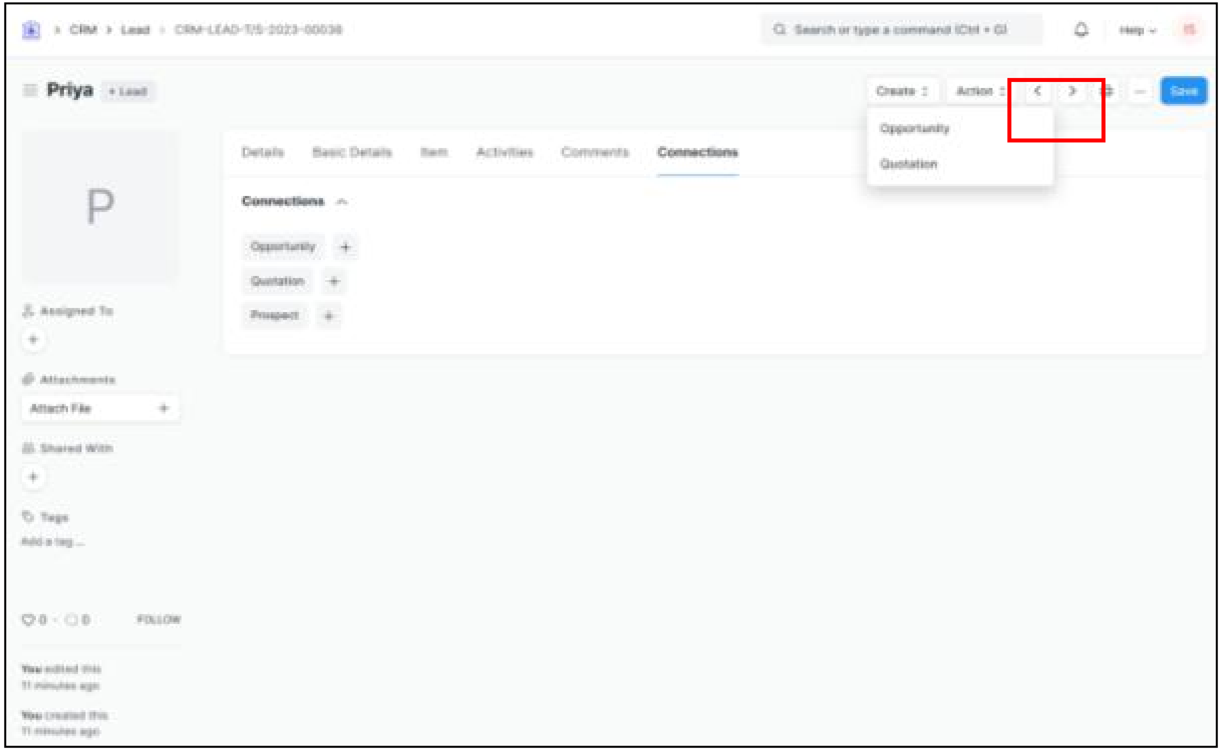




- 1. In Activity you can create:
- A. Task- This task you can use for upcoming commitments to track new requirement amendment regarding price
- B. Event- This Event you use to schedule Next Meet In calendar
- 2.Comments- This can you use to track all communication with customer
- 3. There is Attachment section – if any doc. You have attach regarding drawing or parameter

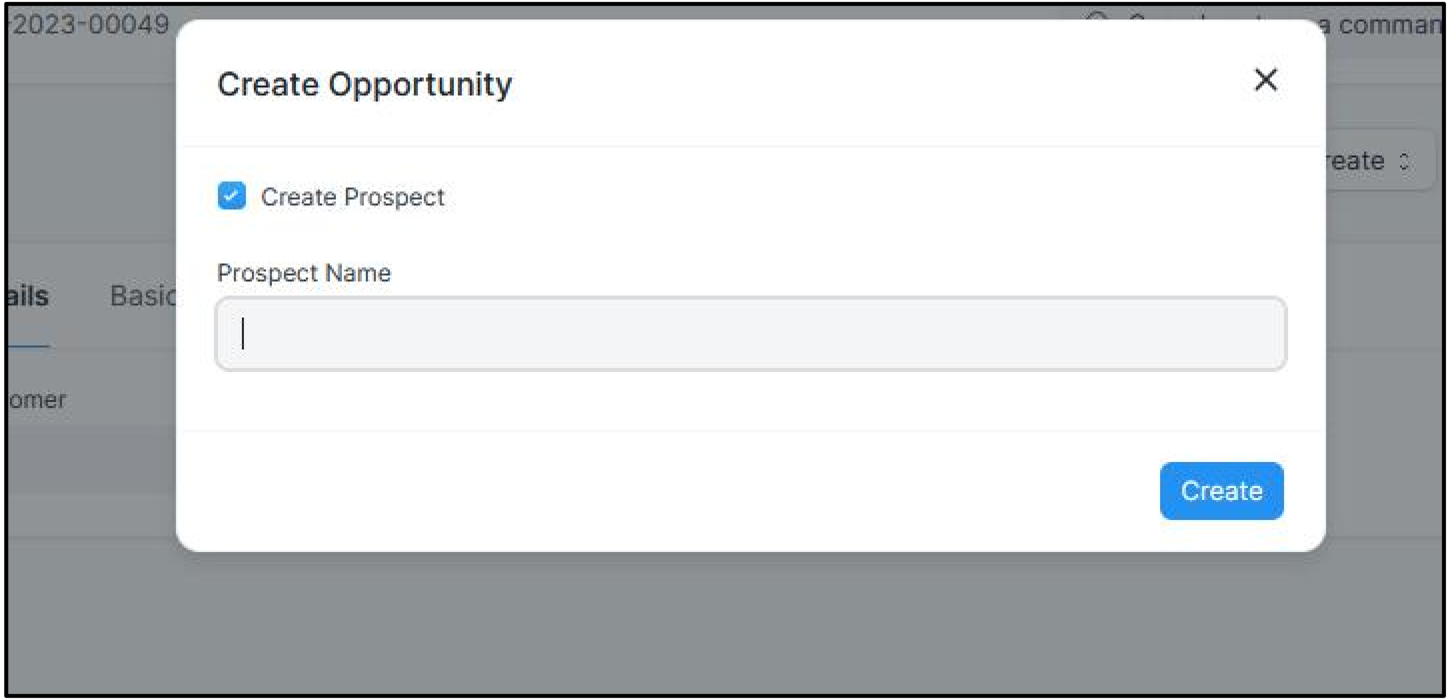
Lead to Opportunity

Lead– Convert to Opportunity



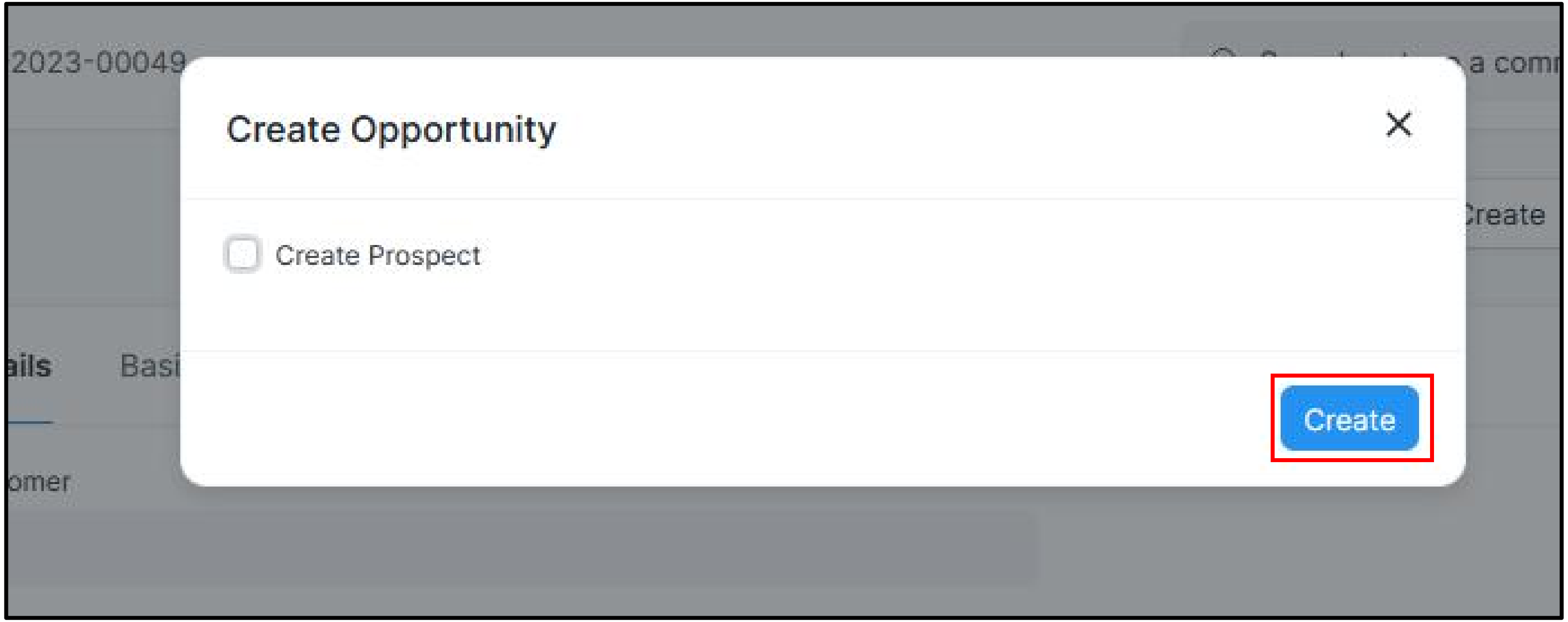
- After saving the Lead you get Create button
- From here you can create Opportunity for that lead
- Quotation will be generated only when the pricing is needed from customer/ When customer is ready for the services / needs proforma invoice , then use this option

Opportunity



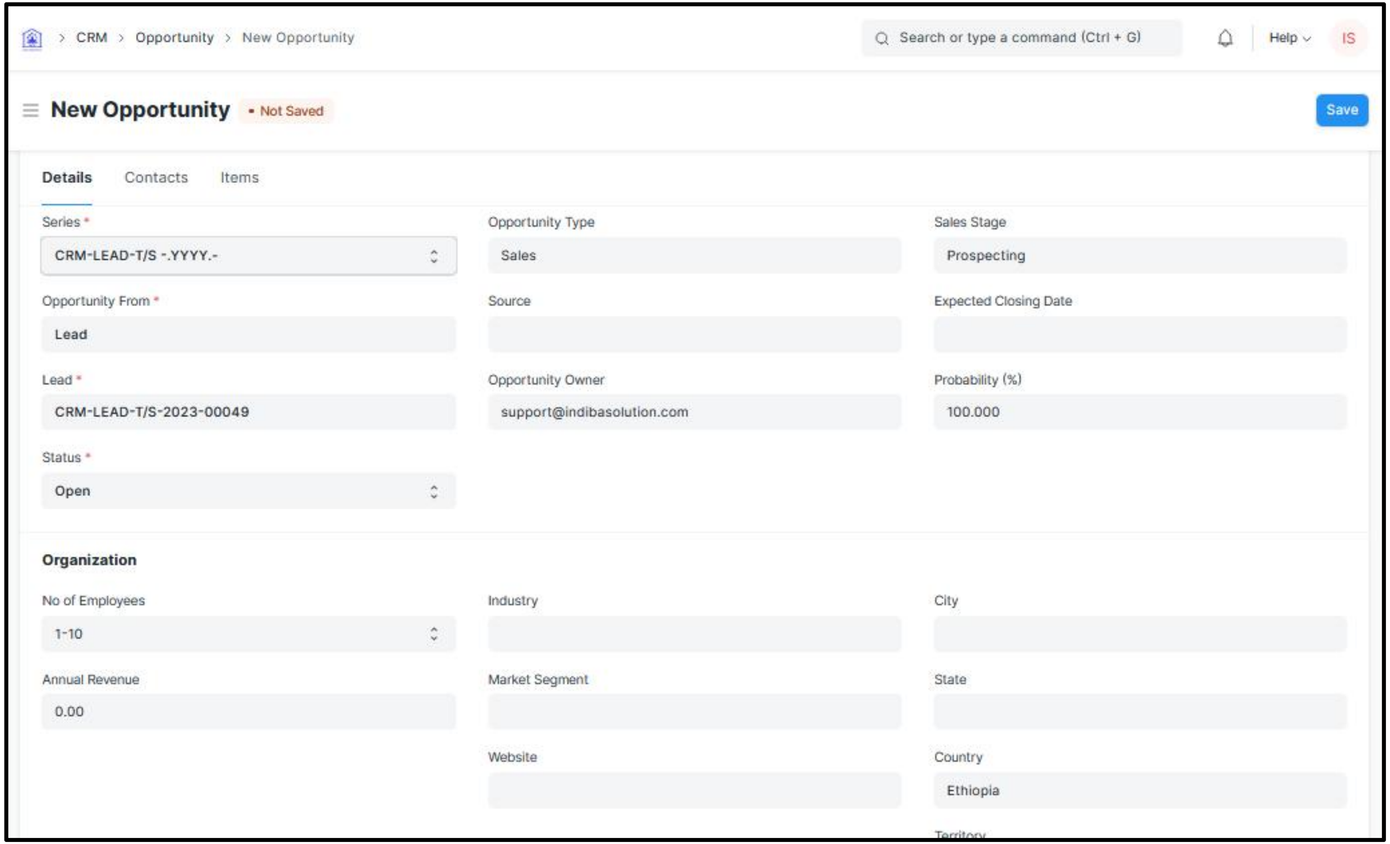
- After click on Opportunity , you will get this form.
- Just uncheck check box of ‘create Prospect’ and you will be able to create Opportunity.

Opportunity



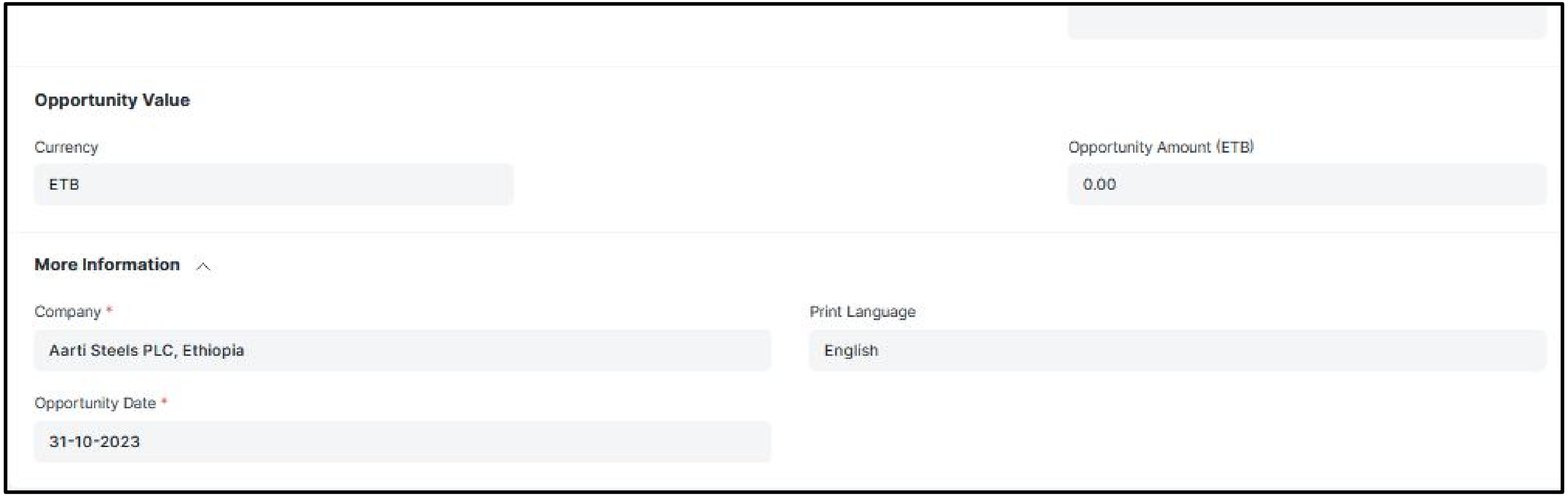
- After untick check box of create Prospect, click on create button to create "Opportunity".

Opportunity – Details



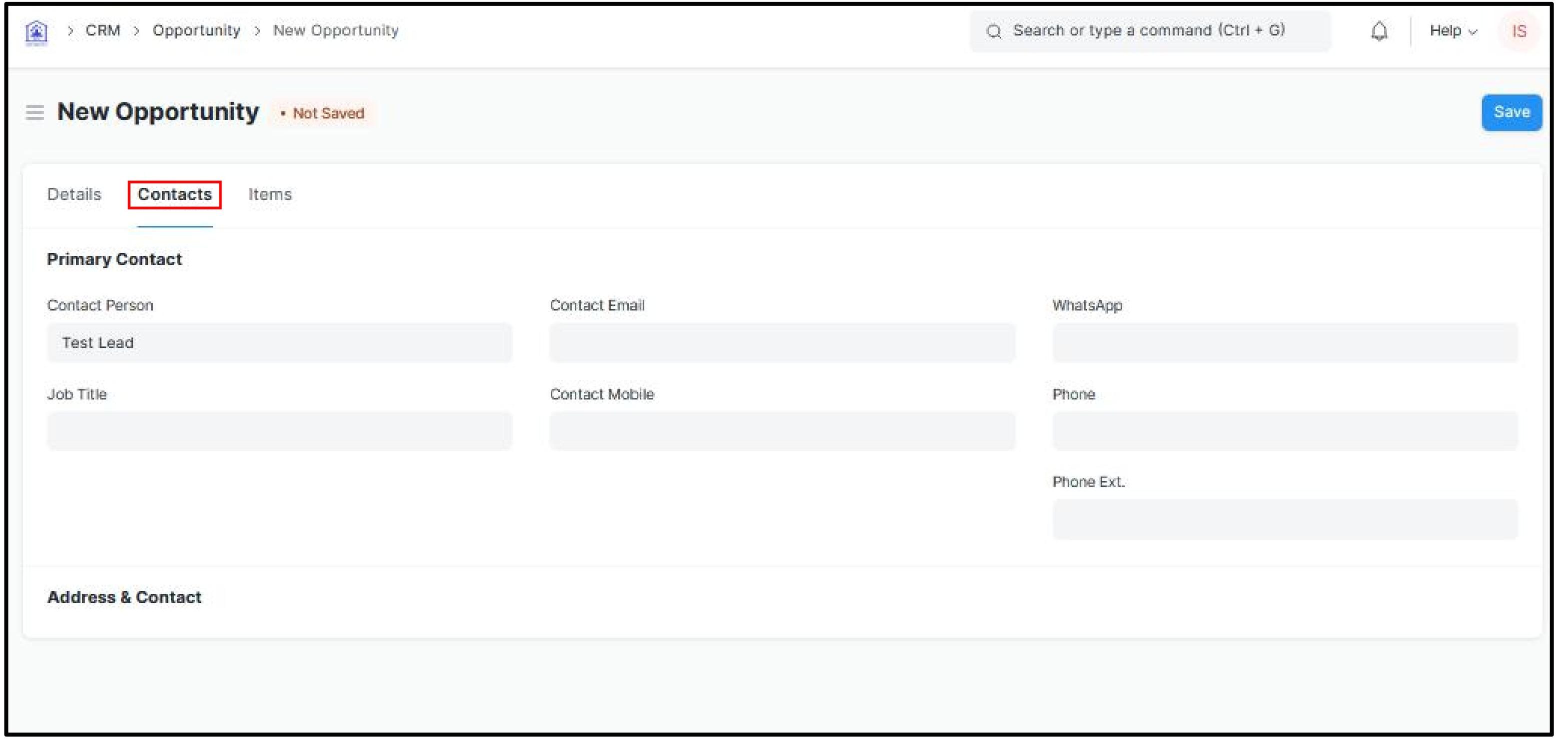
- Here this is the form you will see.
- Fill the details

Opportunity– Details



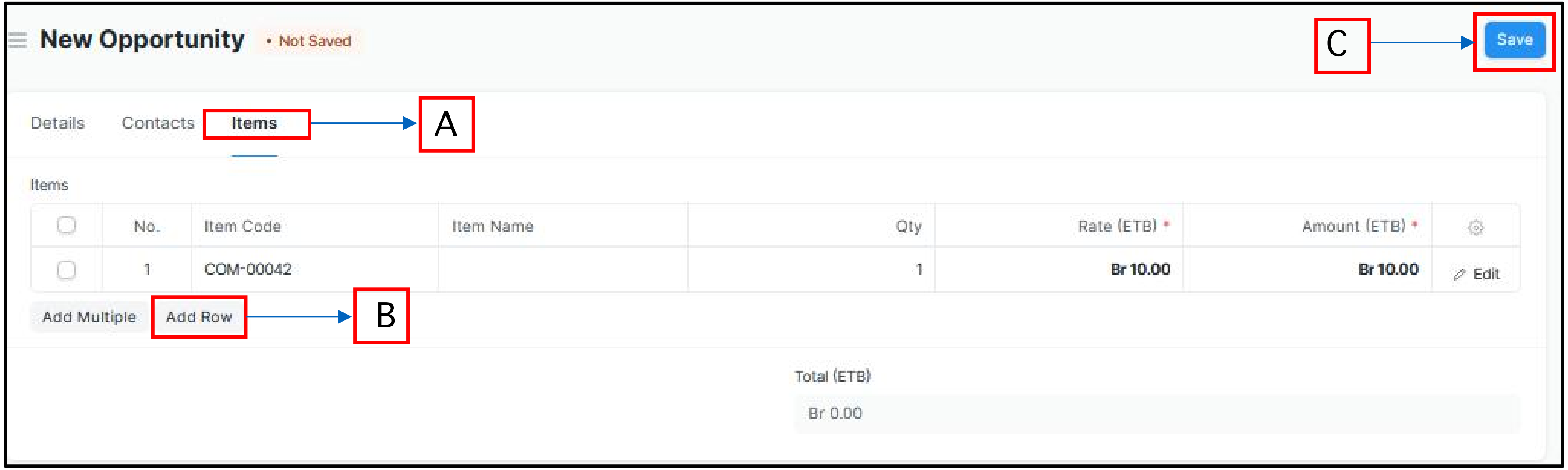
- Add Opportunity values and More information etc.

Opportunity – Contacts

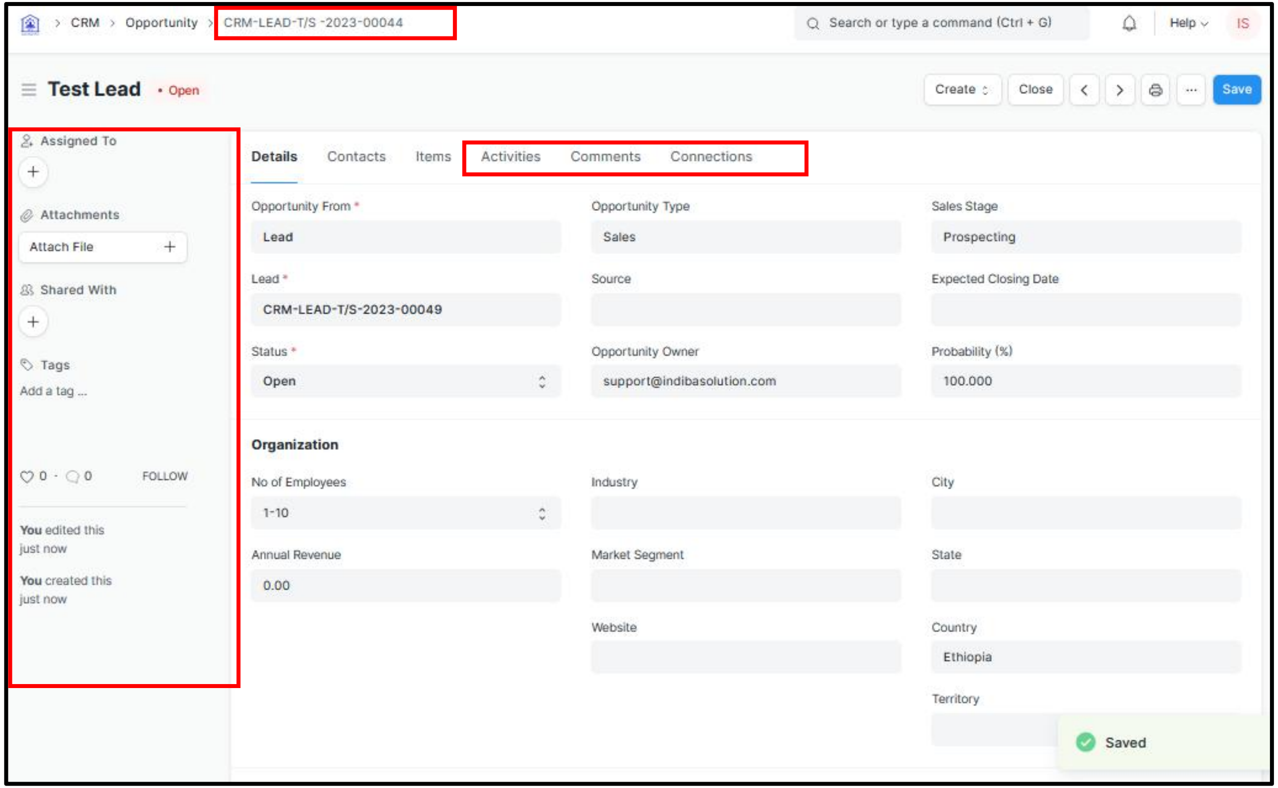


- Go to contacts tab for add contact details like mob no., Email – ID etc.

Opportunity – Items

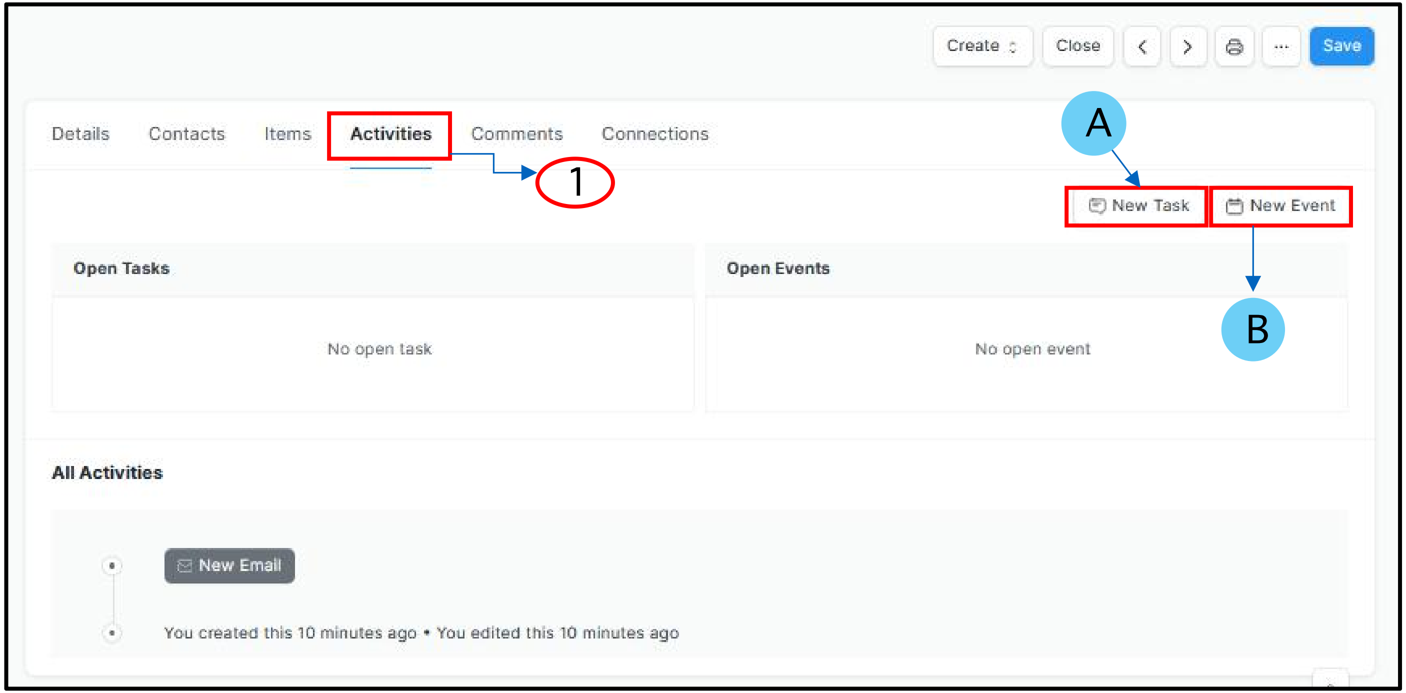


A. Then there is "Items" tab ,here you add the no of items
B. By click on 'Add Row' button, you are able to add multiple items.
C. After filling Opportunity form, Click on 'Save' Button.



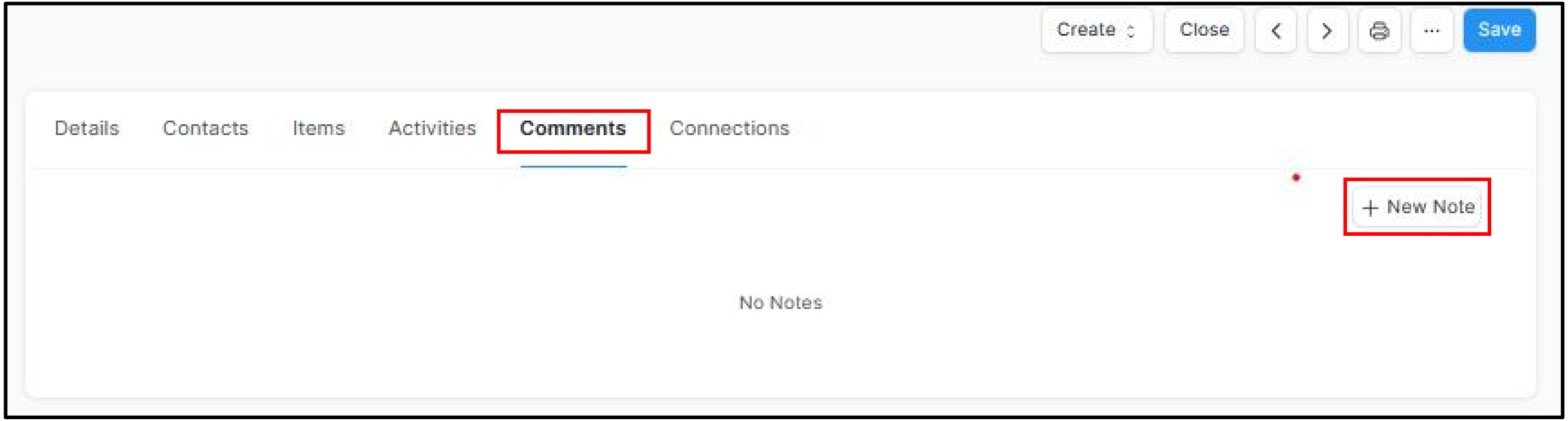
A. After saving Opportunity, ‘Activities’, ’Comments’, ‘Connections’ tab are enabled.
B. Also Opportunity Id Created.
C. There is Attachment section – if any doc. You have to attach regarding drawing or parameter or you can assign it also.

Opportunity – Activity



- 1. In Activity you can create:
- A. Task- This task you can use for upcoming commitments to track new requirement amendment regarding price
- B. Event- This Event you use to schedule Next Meet In calendar

Opportunity – Comments



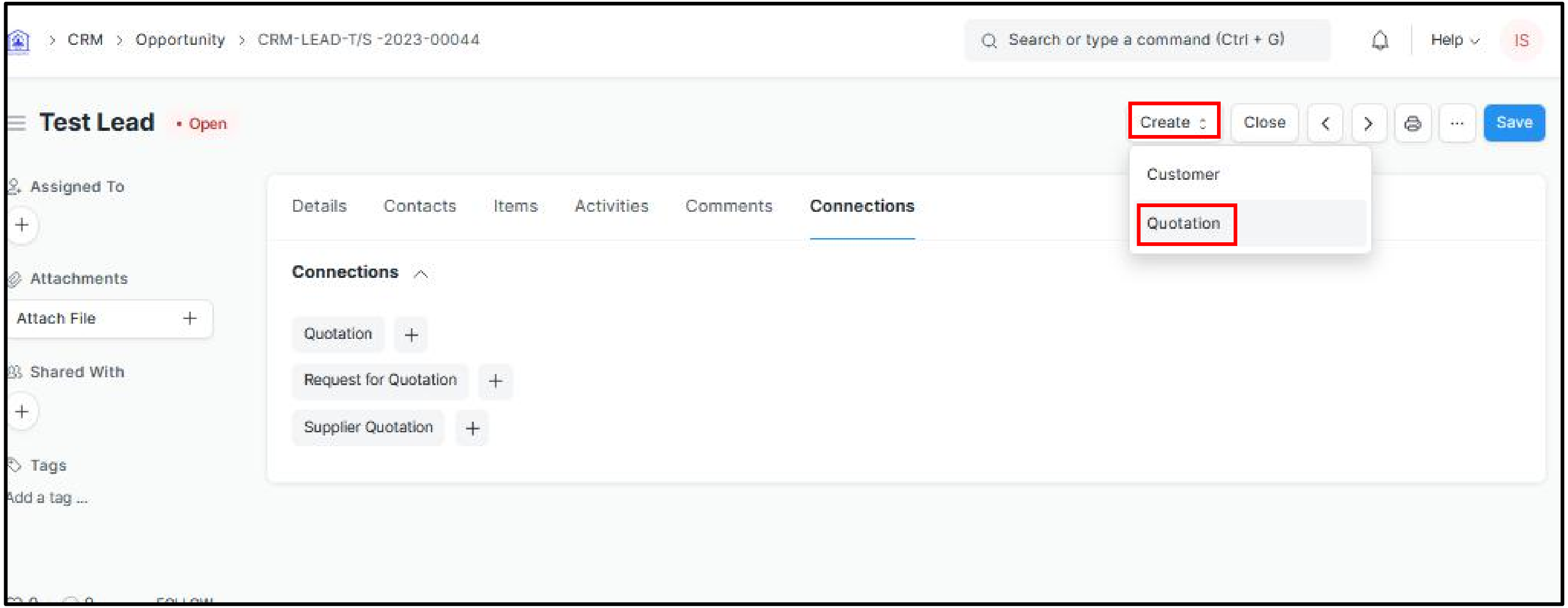
1. Comments- This can you use to track all communication with customer
2. New Note – Click on new Note to add comments.

Opportunity – Connections

- Connections – You can the see the linked documents with Opportunity.

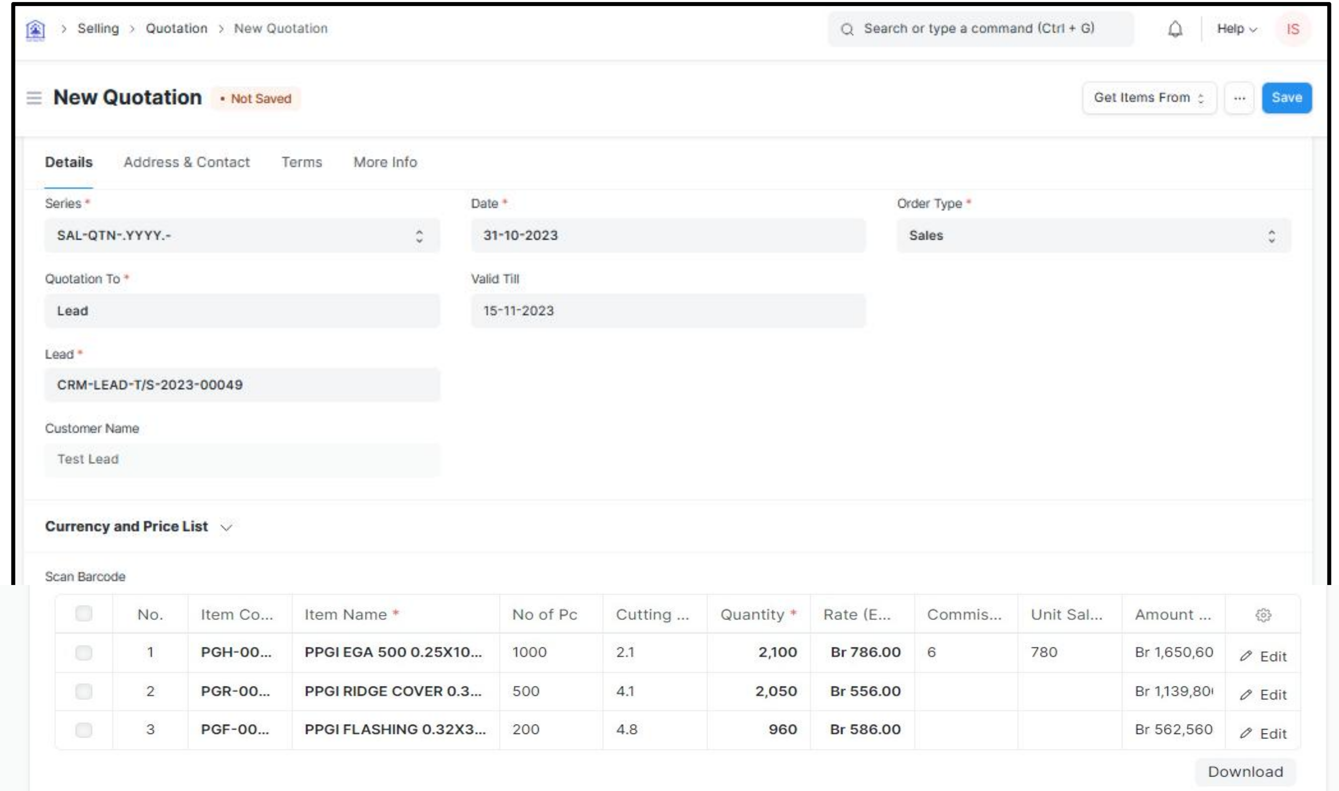
Quotations

Quotation



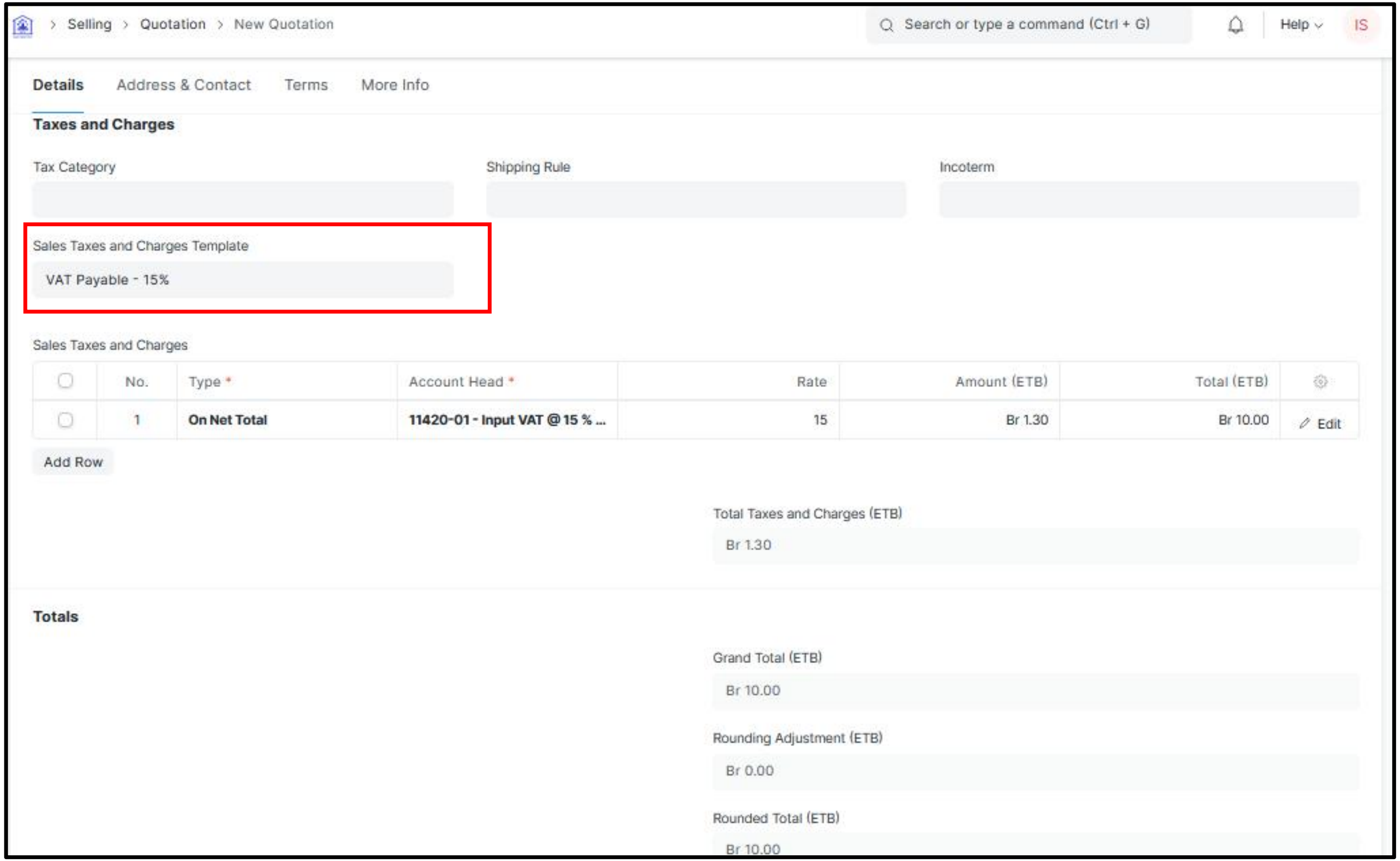
- After save opportunity, Create button is enabled.

Quotation– Details



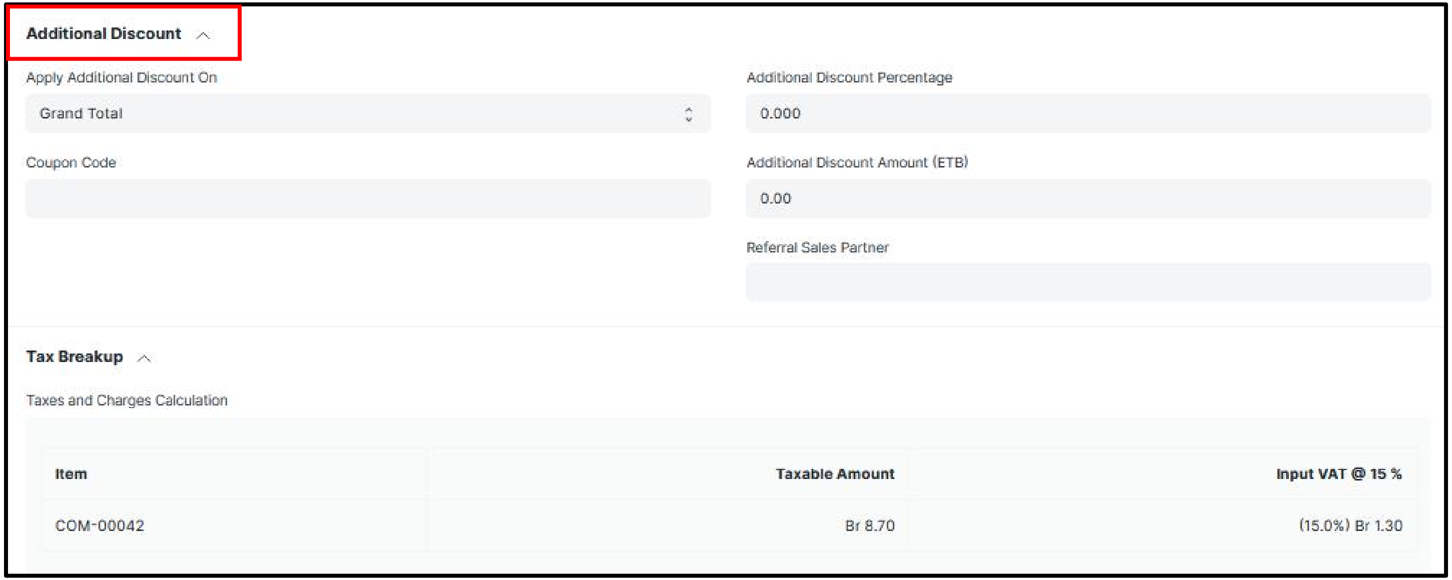
- Details – We can add details.
- We can add no of piece, Cutting length and Commission as per requirements in Item table

Quotation — Tax & Charges



- Here we can add, Tax & charges as per items.
- And it will reflect in Sales tax & charges table

Quotation form



Additional Discount

Apply Additional Discount On

Grand Total

Additional Discount Percentage

0.000

Coupon Code

Additional Discount Amount (ETB)

0.00

Referral Sales Partner

Tax Breakup

Taxes and Charges Calculation

Item	Taxable Amount	Input VAT @ 15 %
COM-00042	Br 8.70	(15.0%) Br 1.30

- Also if there is any discount applied, you can add here.

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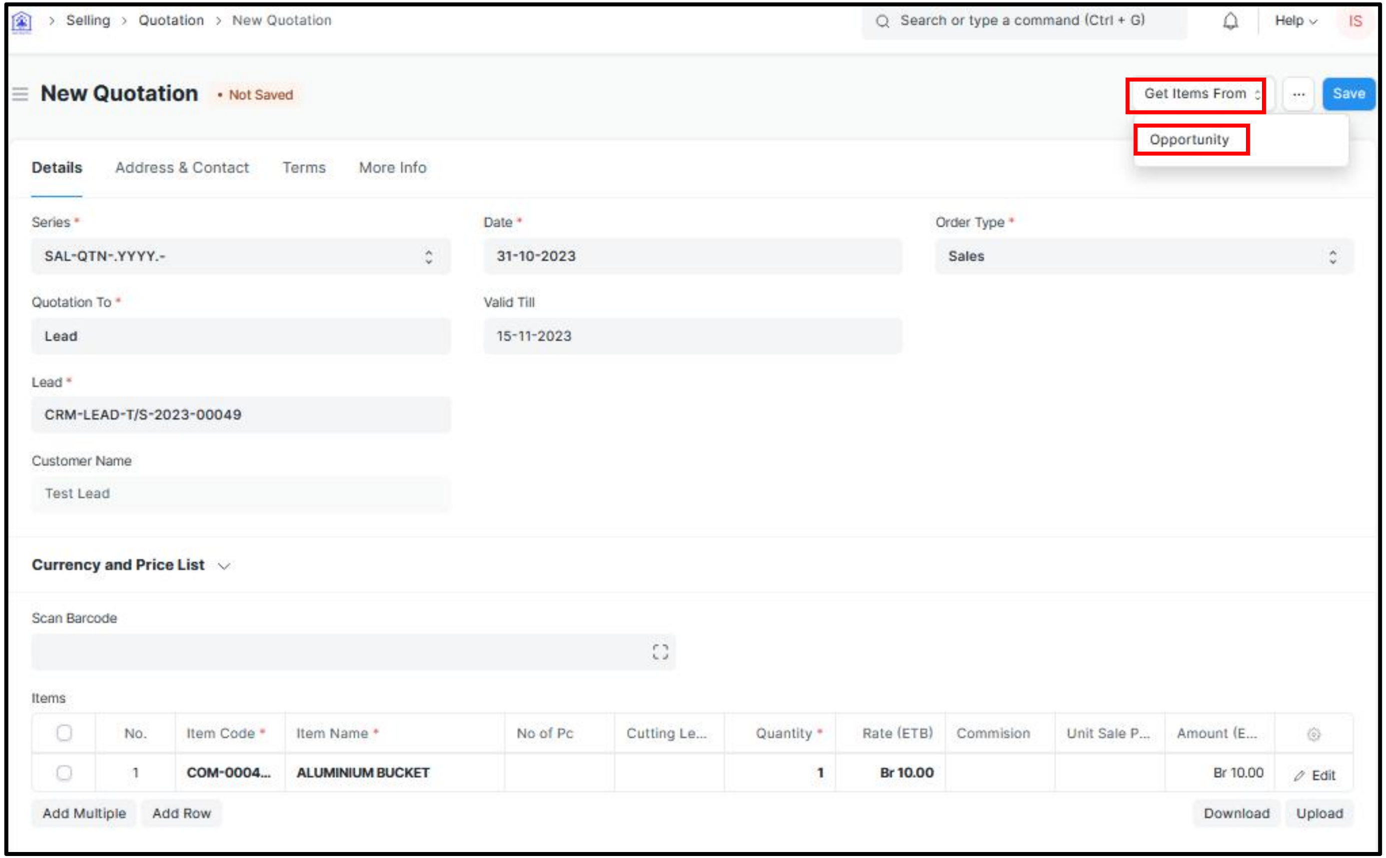
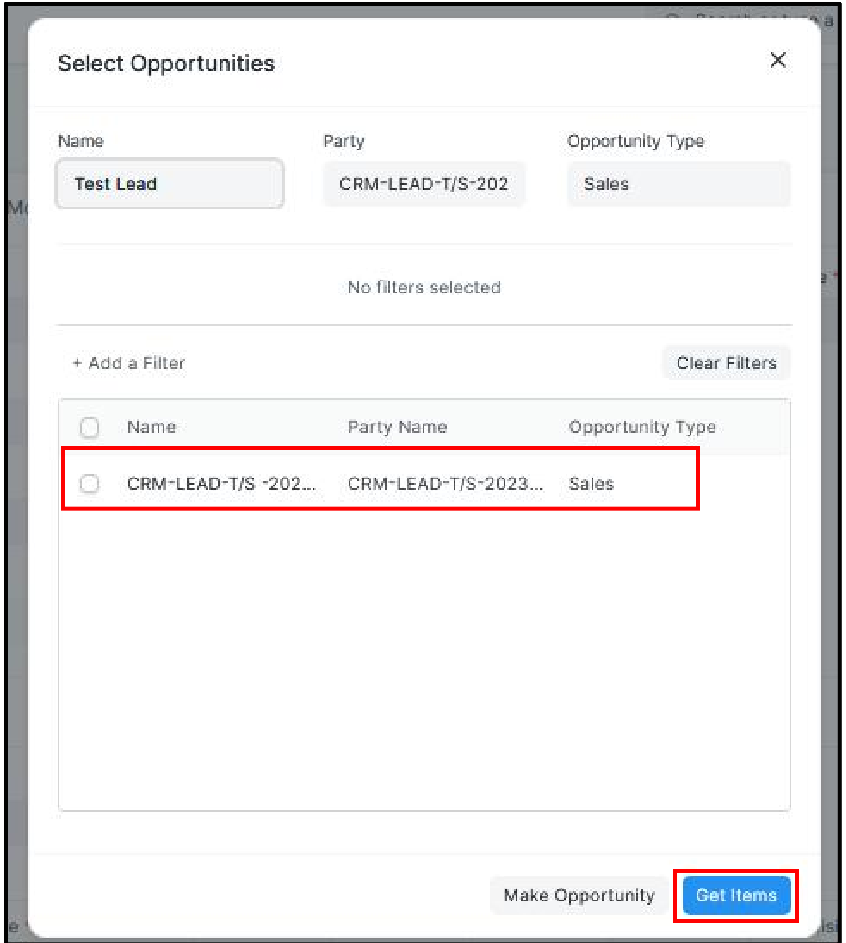
Quotation Entry – Contd..

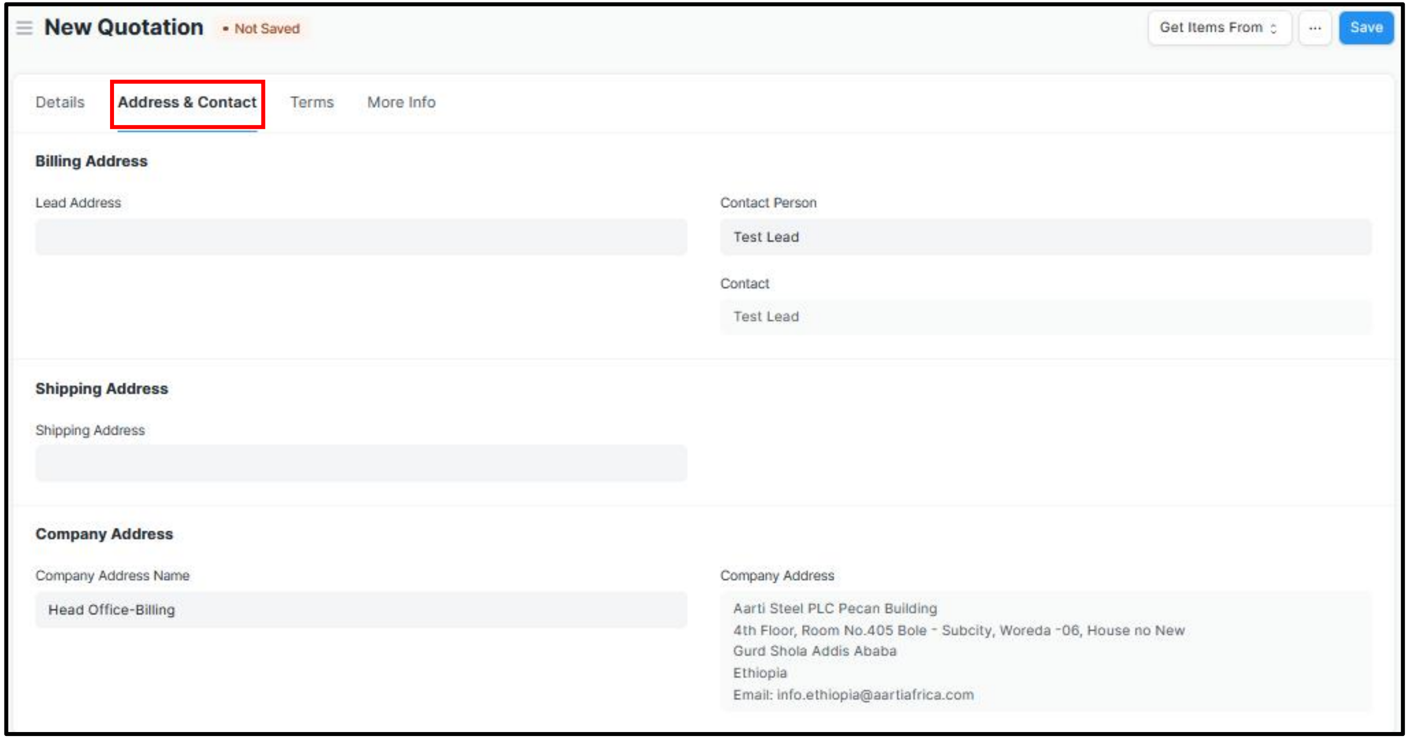


- While creating Quotation from Opportunity, we can get “Get Items From “ Button.
- From this also we can get item details from Opportunity.

Quotation Entry – Contd..

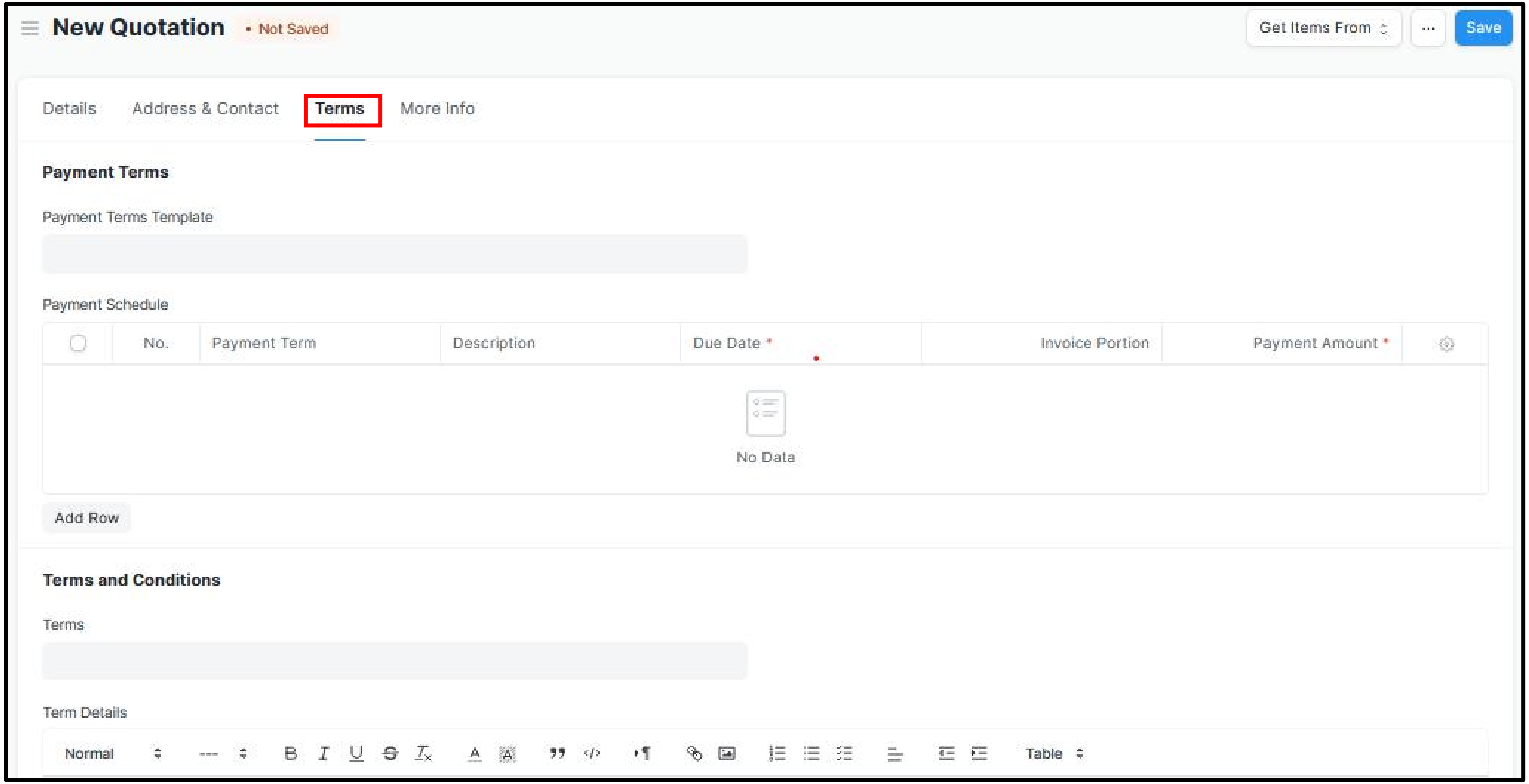


Quotation Entry – Contd..



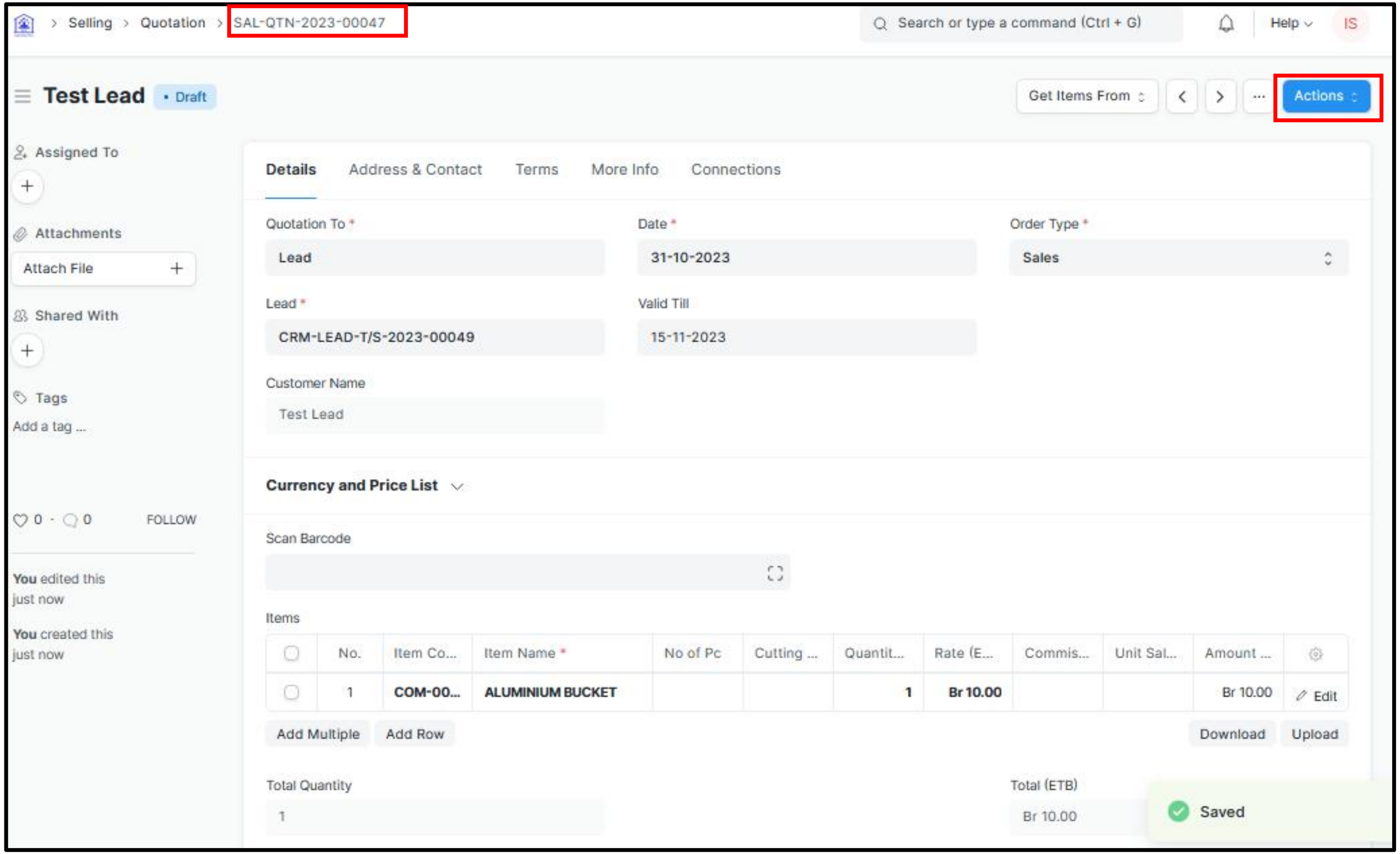
- Add contact details and Address.

Quotation Entry – Contd..



- Here we can add terms and condition Also Payment terms .

Quotation Entry – Contd..



- After Save Quotation,' Action' button is enable
- Quotation no. will be created on top left corner.

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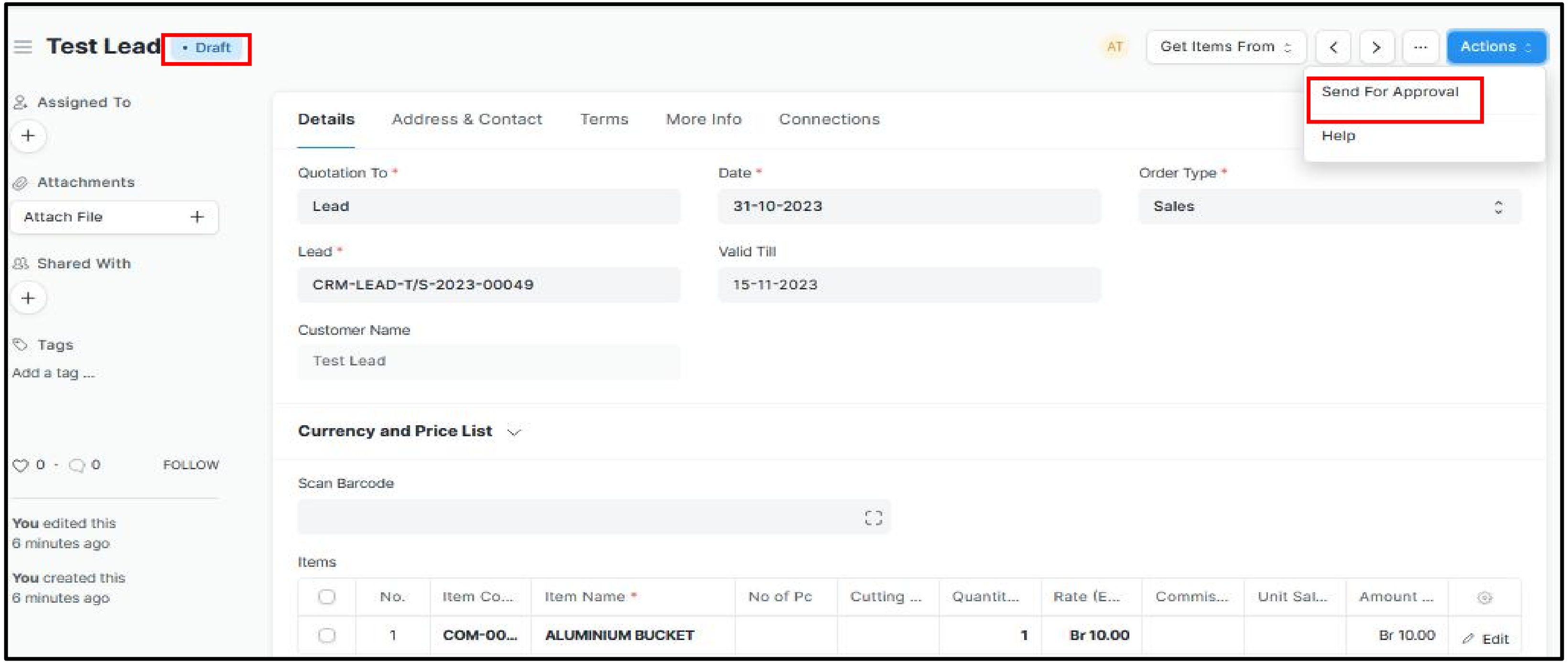
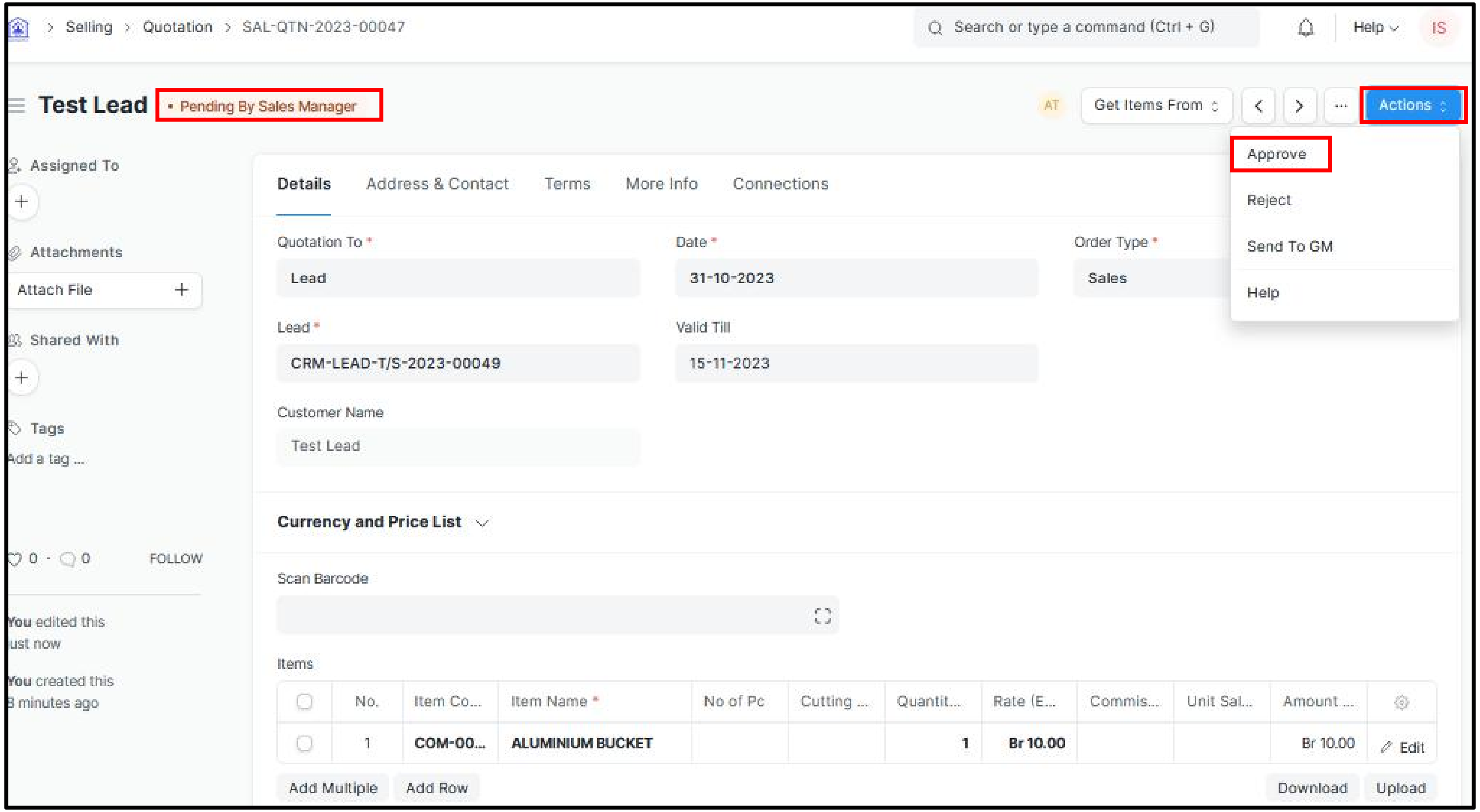
Quotation –send for approval



- After save Quotation, send it for approval by click on ‘Send for Approval’ button.

Quotation —Approval– By sales manager



- After send for approval, Status changed from draft to ‘ Pending by Sales Manager’.
- Sales Manager will approve the Quotation and update ;If –Price is below an approved level

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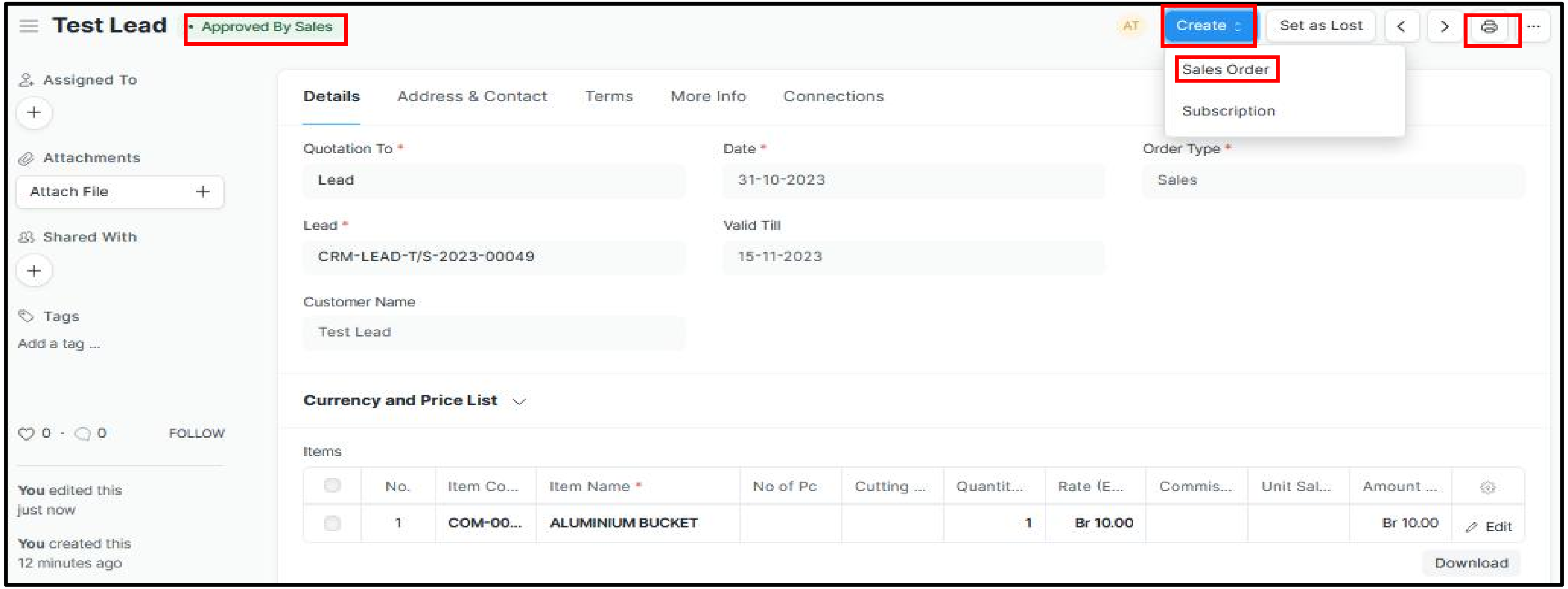
Quotation Status details



- Once it is Updated by Sales Manager , Status will be changed to Approved b Sales.
- After approve ,We can create Sales Order by click on create button.
- Print option will be enable only when Quotation is approved.

Quotation– Print Format

AARTI Steel PLC

Head Office-AARTI Steel PLC,PECAN Building(Next to Ethio Ceramic Building)4th Floor, Room No - 405, Gurd Shola Addis Ababa, Ethiopia
Factory Address-Gelan city, Kora Road Kebele Tulu Guracha Oromia Ethiopia

Quotation

Nikhil SP

Quotation No : SAL-QTN-2023-00049
Date : 31-10-2023

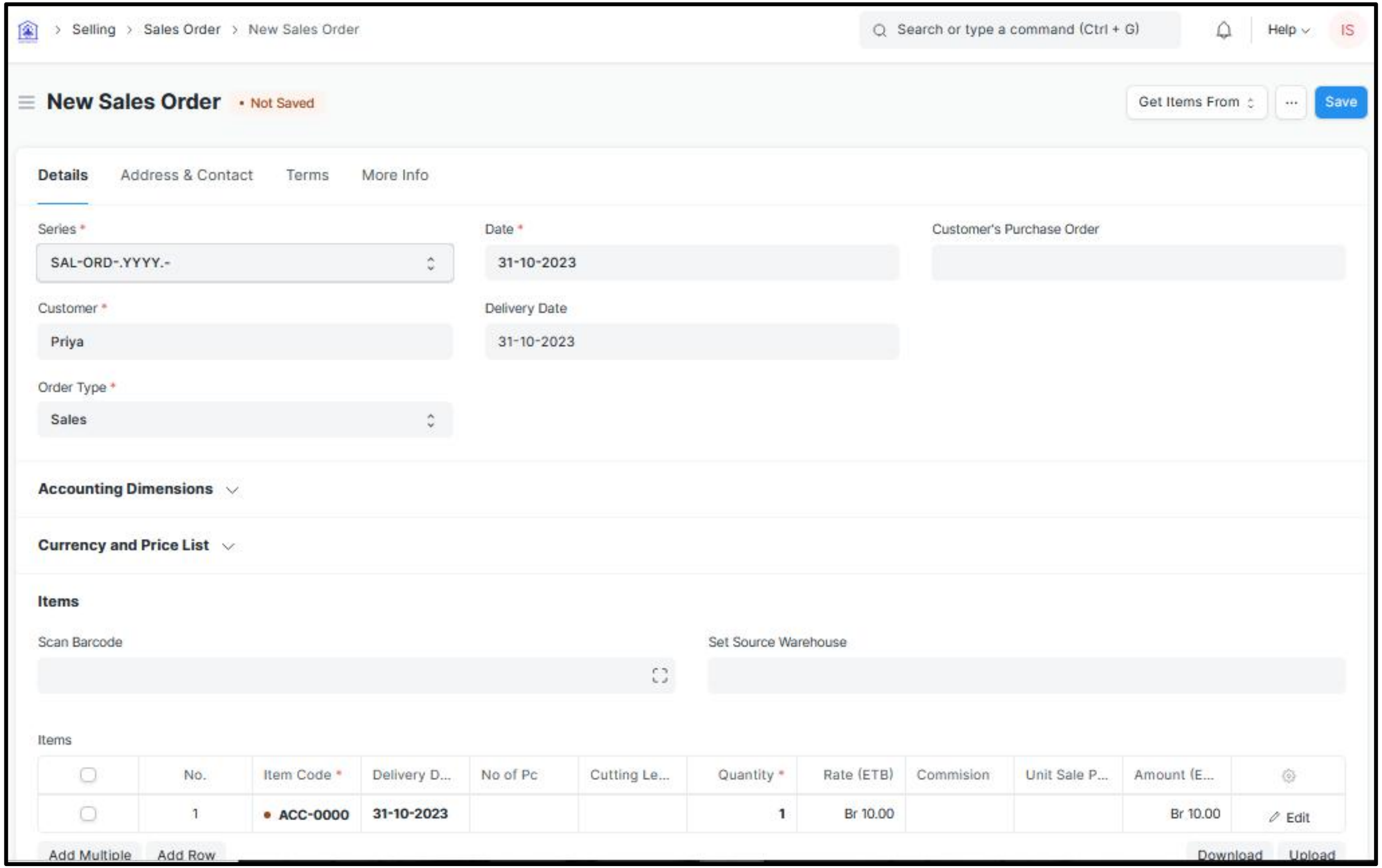
Dear Nikhil SP,
Thank you for your valuable inquiry. In response to our communication we hereby pleased to submit our standard offer as under.

Sr	Items	No. of Pcs	Cutting Length	Qty	Sale Price	Amount
1	PPGI EGA 500 0.25X1000-RAL 3000-MTR-FH: PPGI EGA 500 0.25X1000-RAL 3000-MTR	1000	2.1	2100.0 MTR	786.0	1,650,600.00
2	PPGI RIDGE COVER 0.32X330-RAL 3000-MTR-FH: PPGI RIDGE COVER 0.32X330-RAL 3000-MTR	500	4.1	2050.0 MTR	556.0	1,139,800.00
3	PPGI FLASHING 0.32X330-RAL 3000-MTR-FH: PPGI FLASHING 0.32X330-RAL 3000-MTR	200	4.8	960.0 MTR	586.0	562,560.00
Total				5110.0		3,352,960.00

Total Amount Before Tax Br 2,915,617.39

Sales Order

Sales Order – Details



- Here you will redirect to the sales Order form.
- Sales person will check all the details and save .

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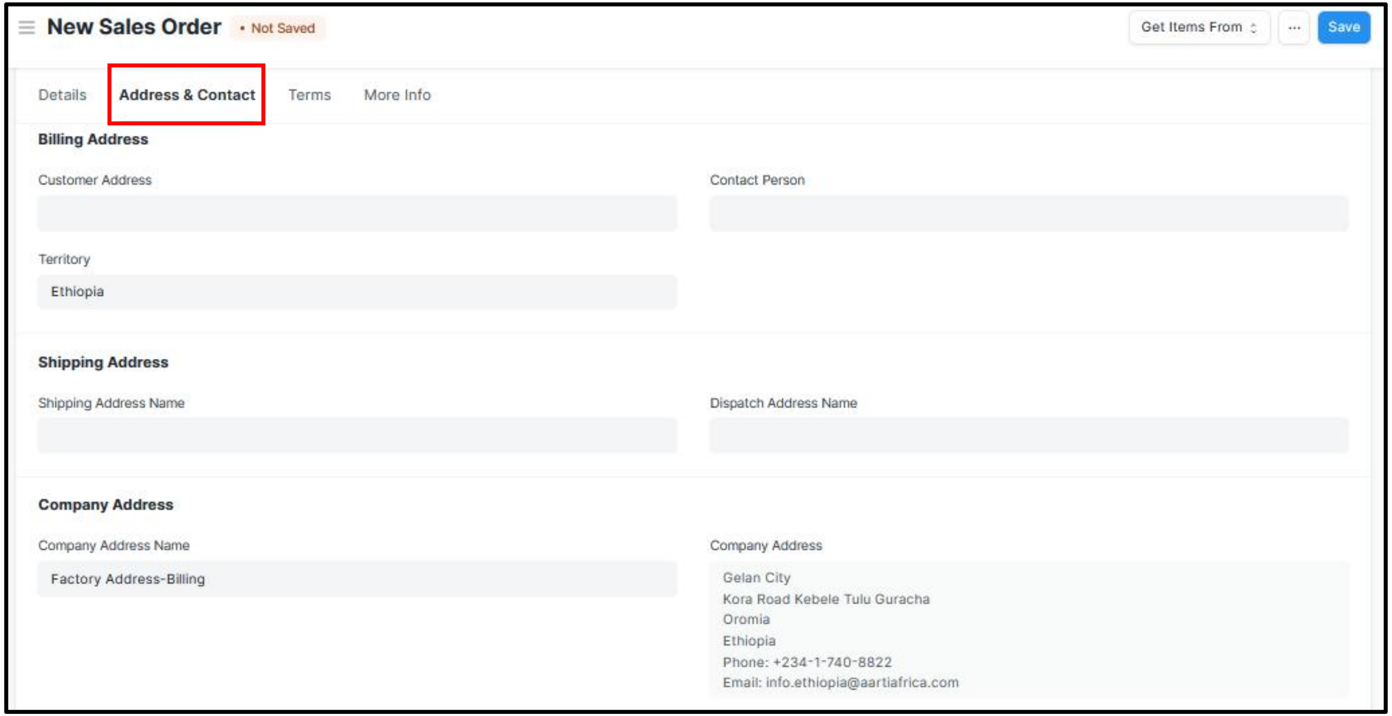
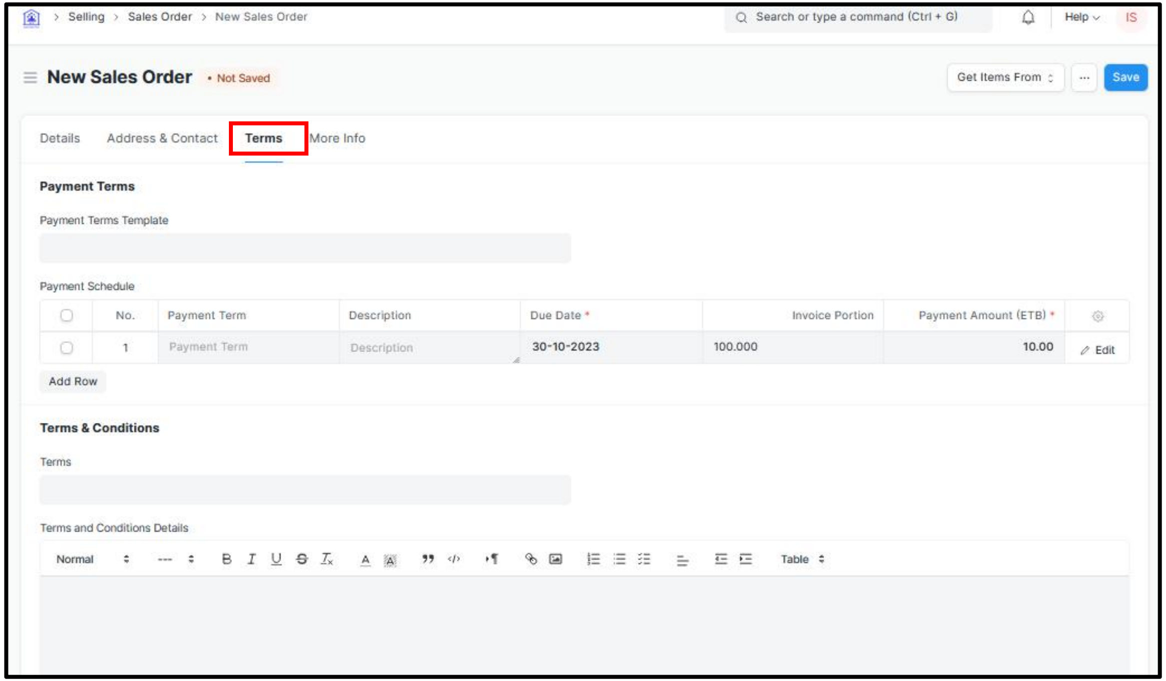
Sales orders — Address details



- Here we can add billing address or shipping address & contact details

Sales Orders – Terms and Conditions



- We can add terms & condtions .
- We can add payment terms .

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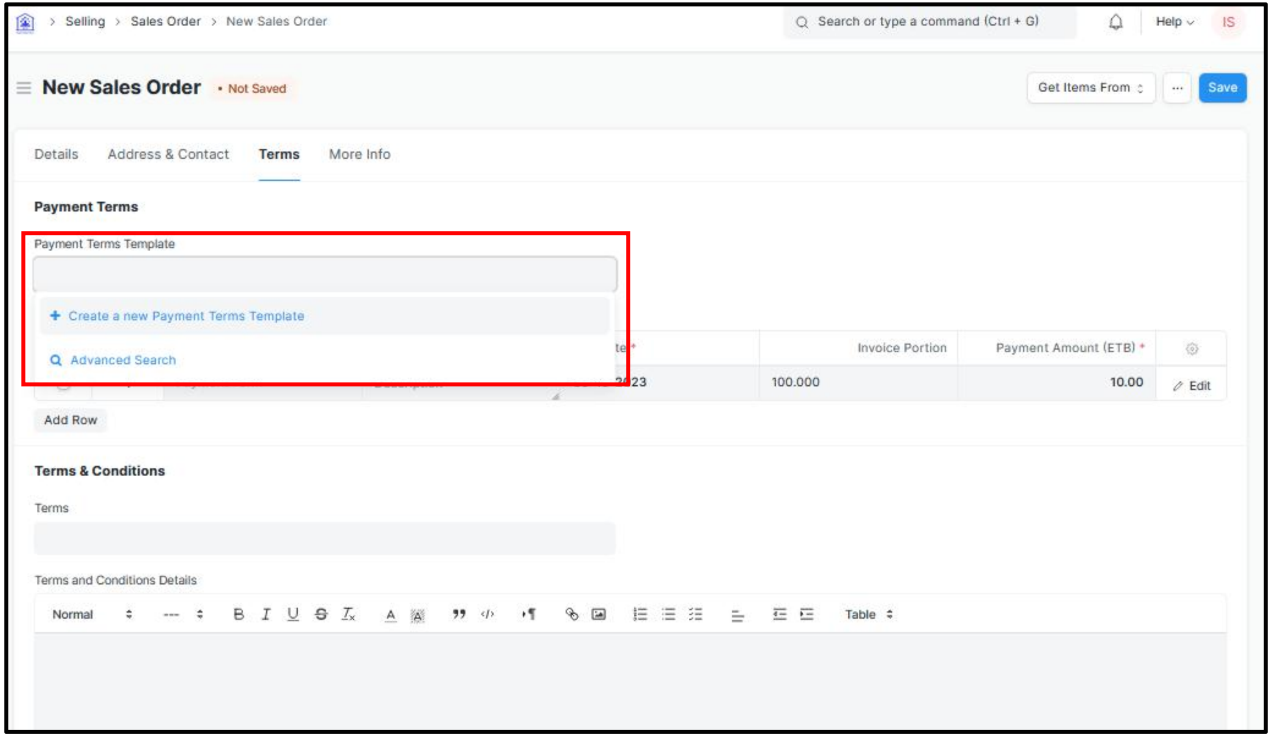
Sales Order– Payment terms



- We can create Payment term template from here also.

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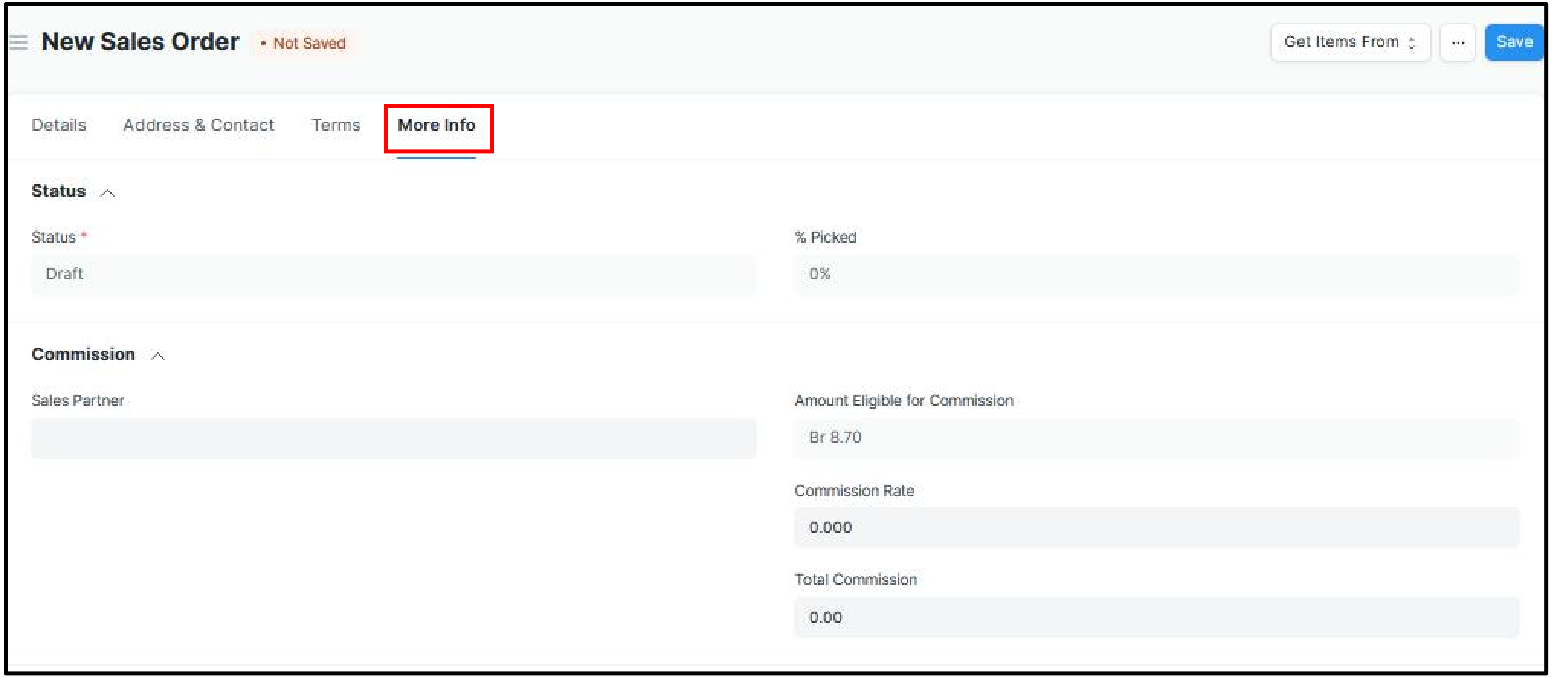
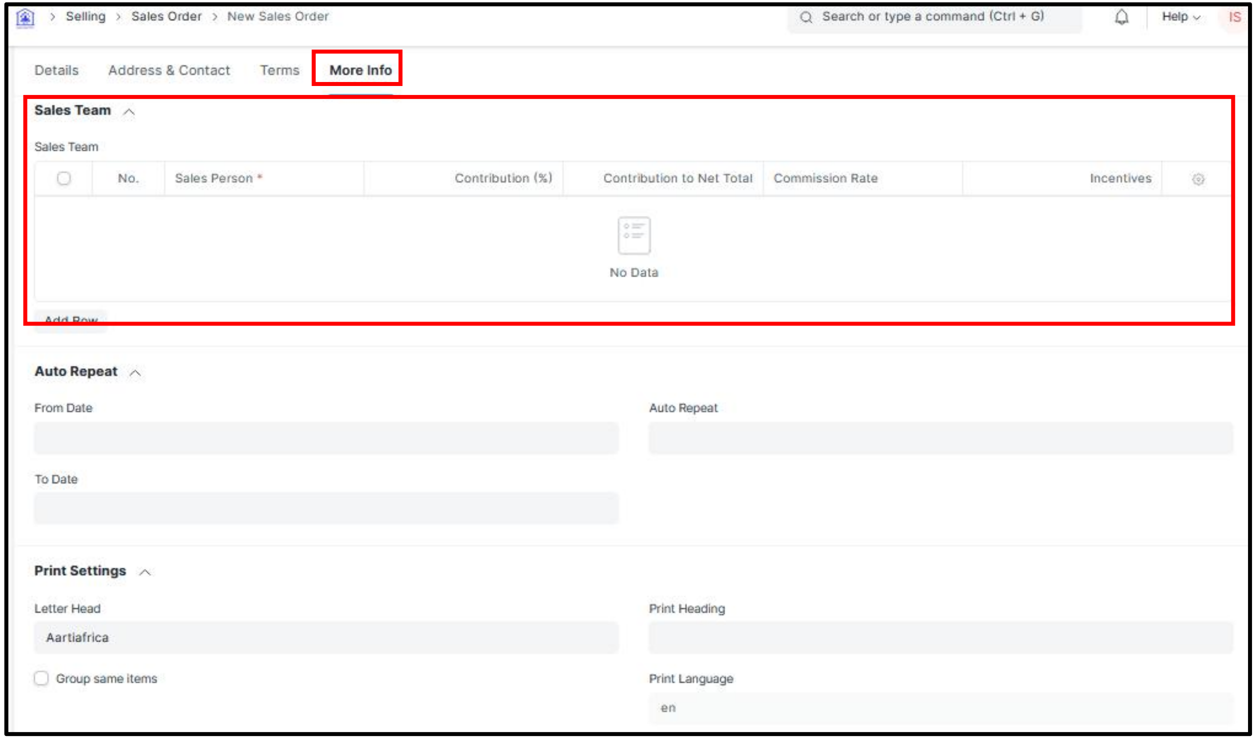
Sales Order– More Info (Sales Partner Commission details)

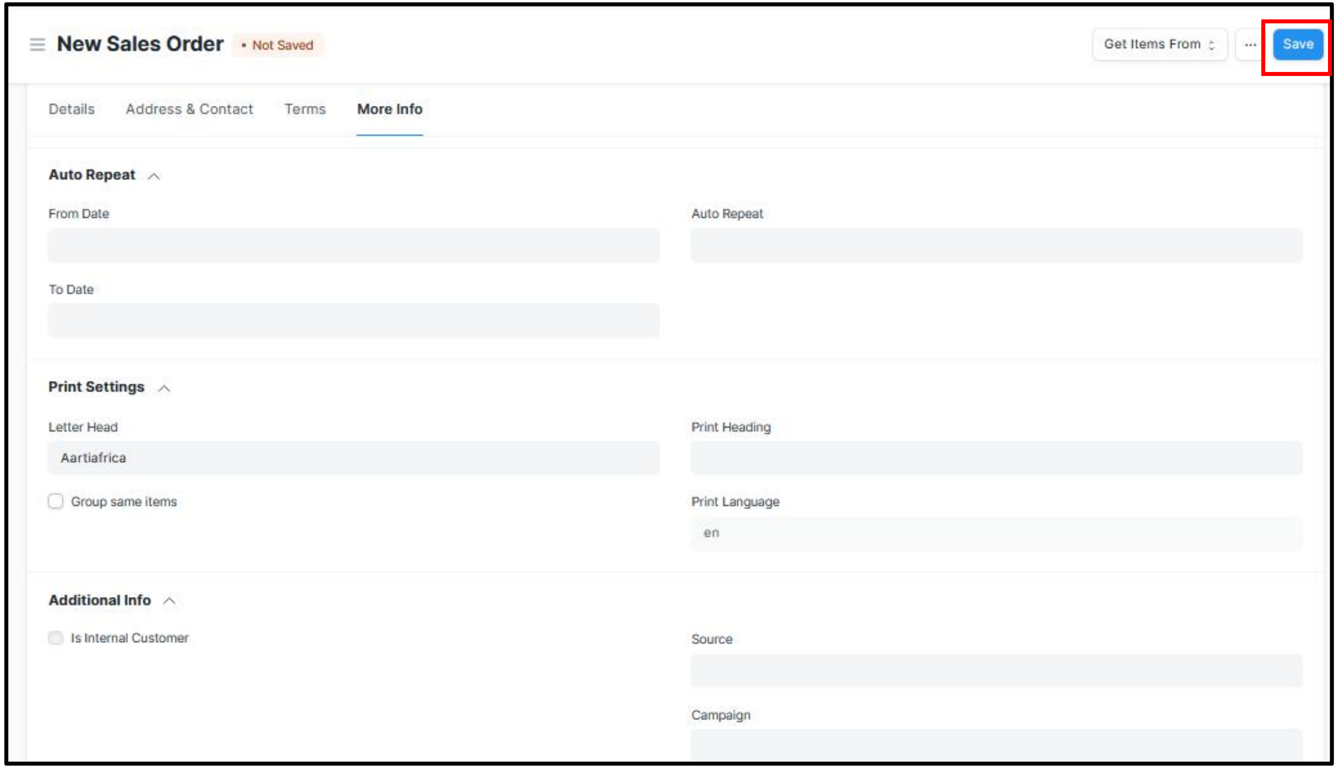


- In More Info tab Sales partner commission we can add.

Sales orders – data records (Sales Team)



Sales orders – data records (Sales Team)



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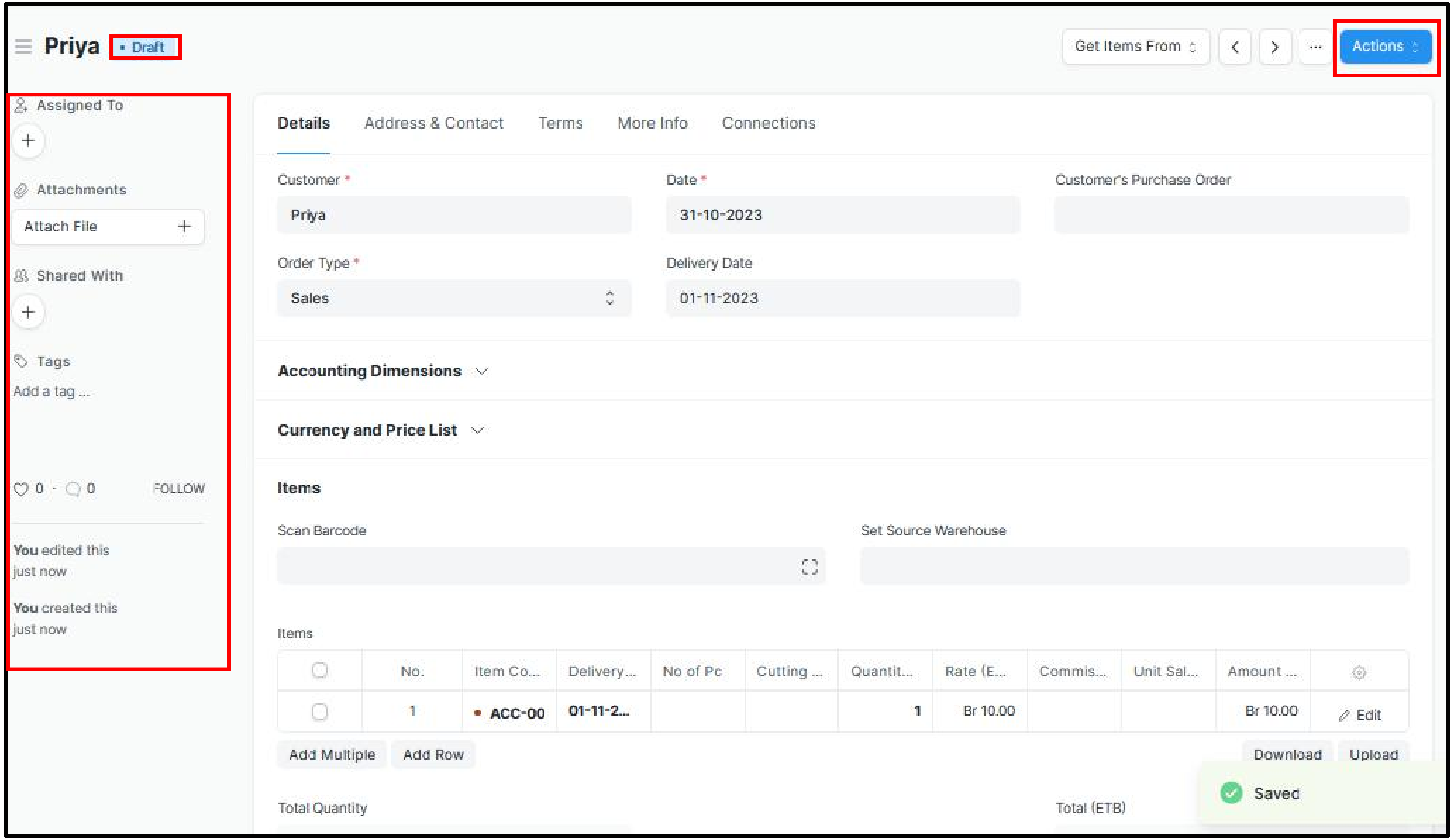
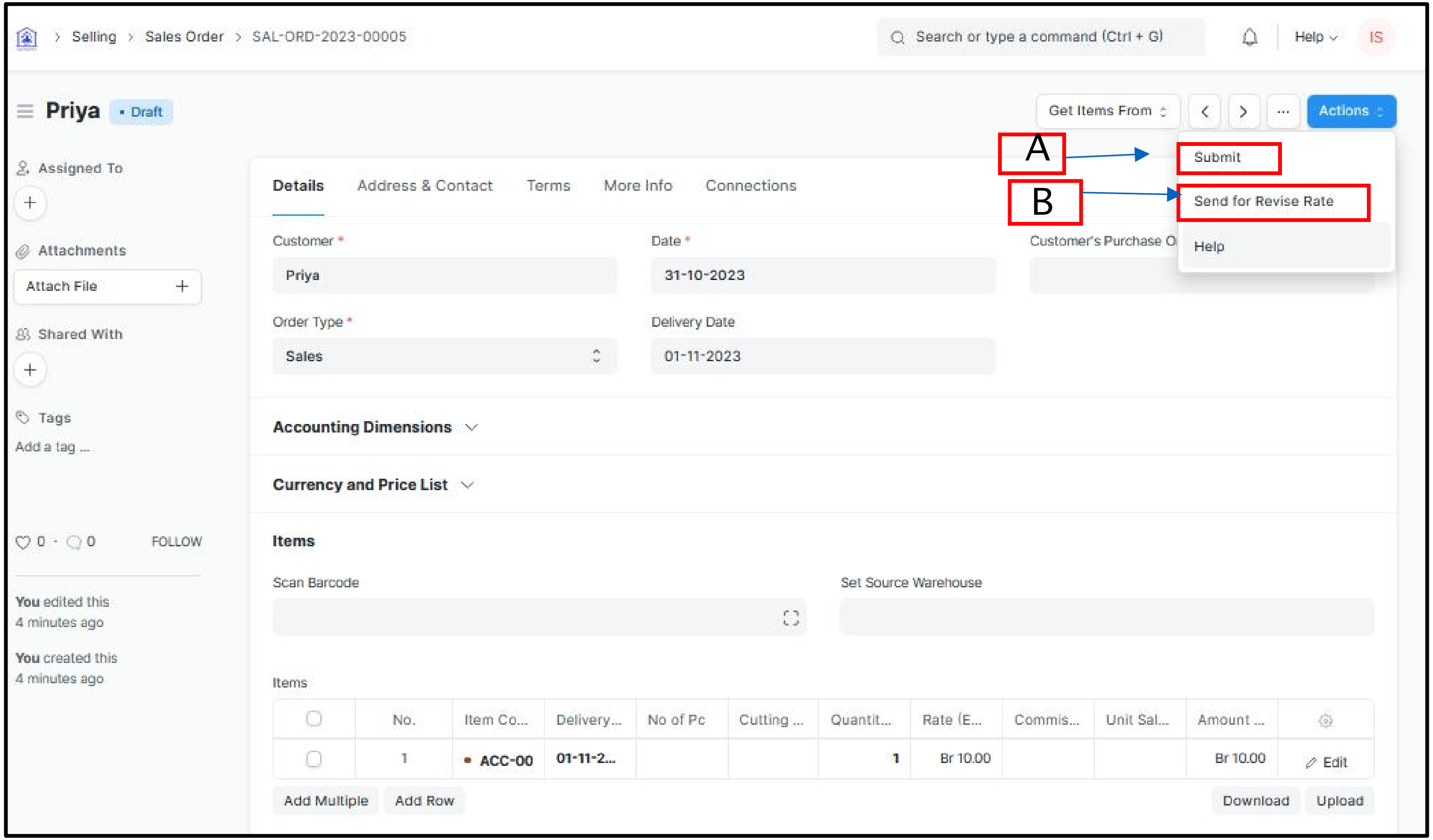
Sales order status – actions



- After save Sales Order, Status will be Draft.
- Action button will be enable also we can share ,Assign and attached the documents.

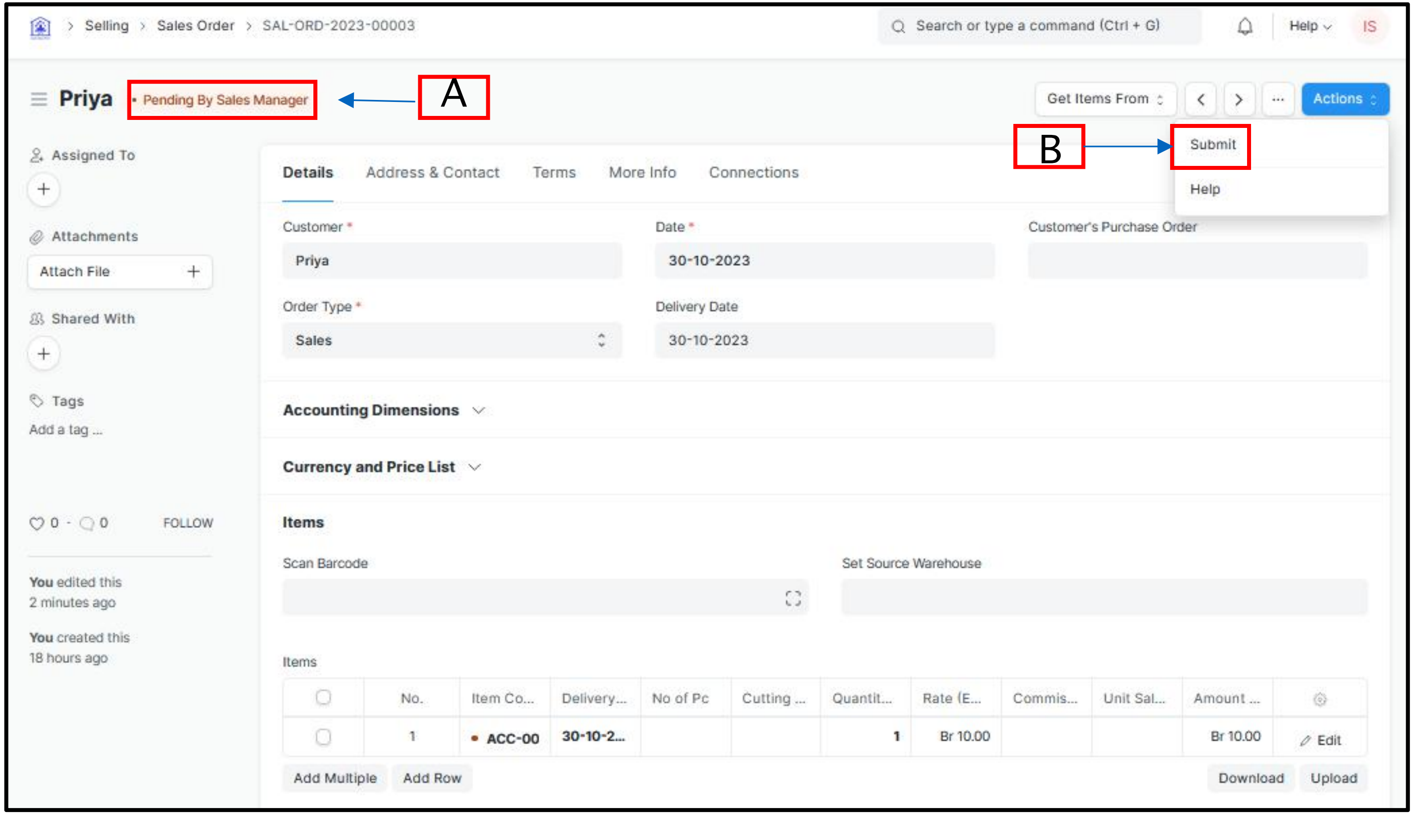
Sales order– Actions



A. IF you want revise the rate of items,for that you will have to click on "Send for revise Rate" Button.

B. Otherwise You can directly "Submit" Also.

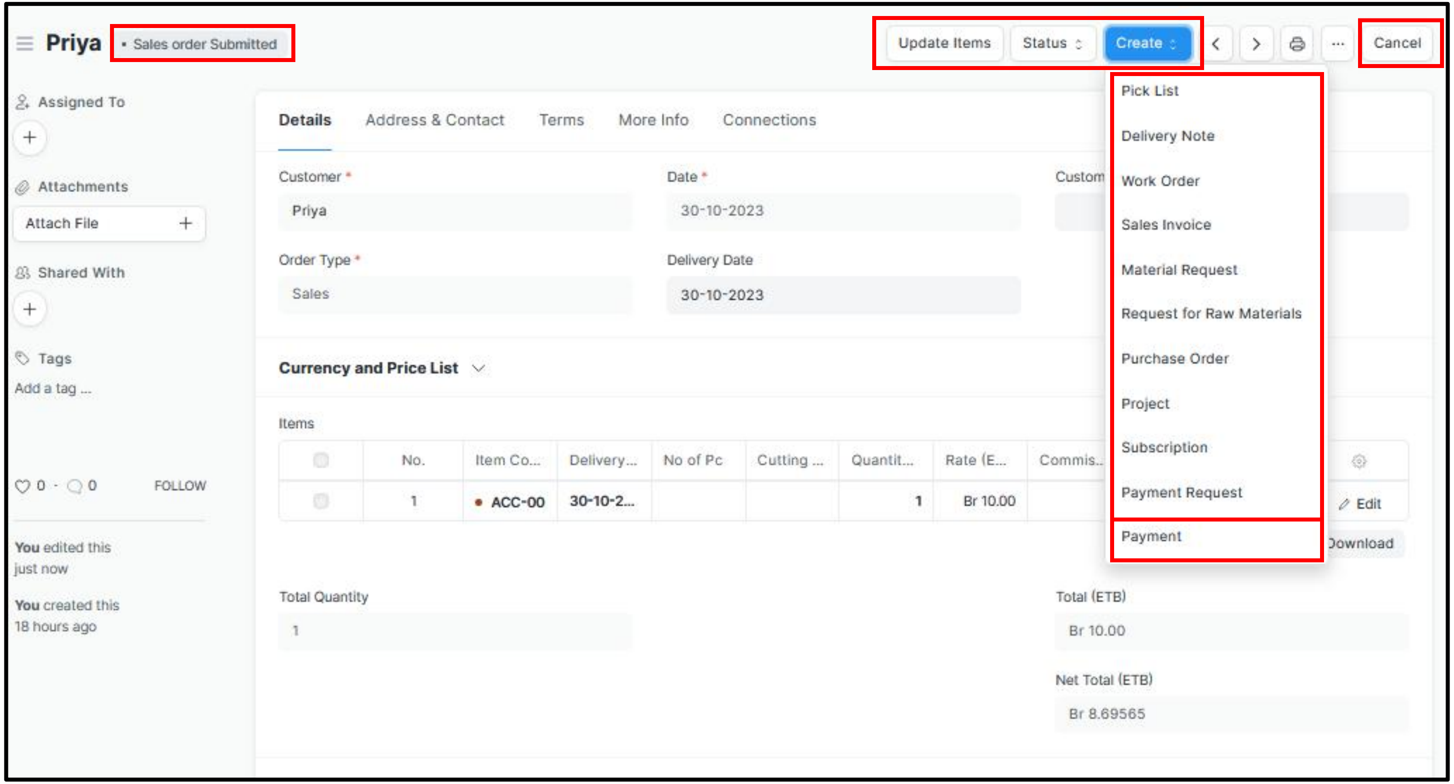
Sales Orders–submission



A. After Sending for revise item, status changed to “Pending By Sales Manager”.

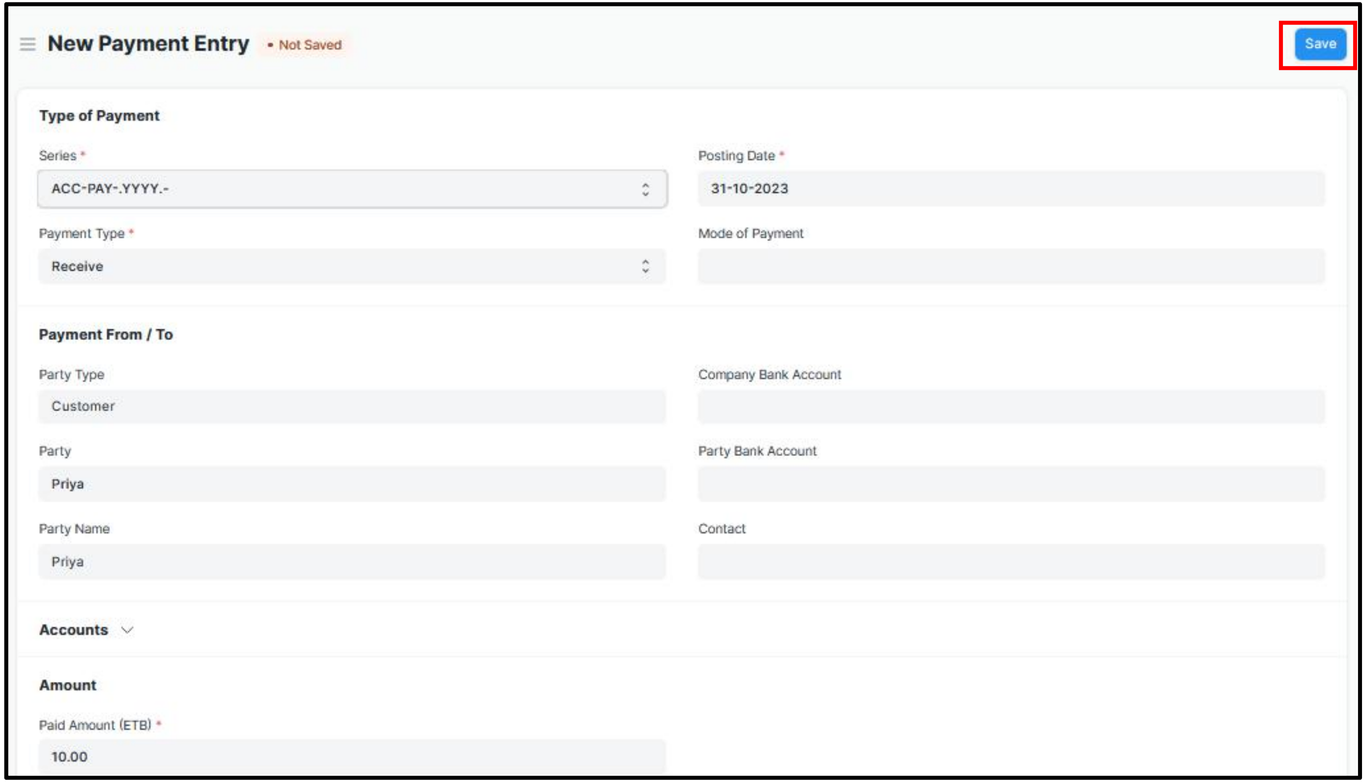
B. Once it is Approve from Sales manager, You can Submit the sales Order by Click on “Submit” Button.

Advance payment / Full payment (Payment entry)



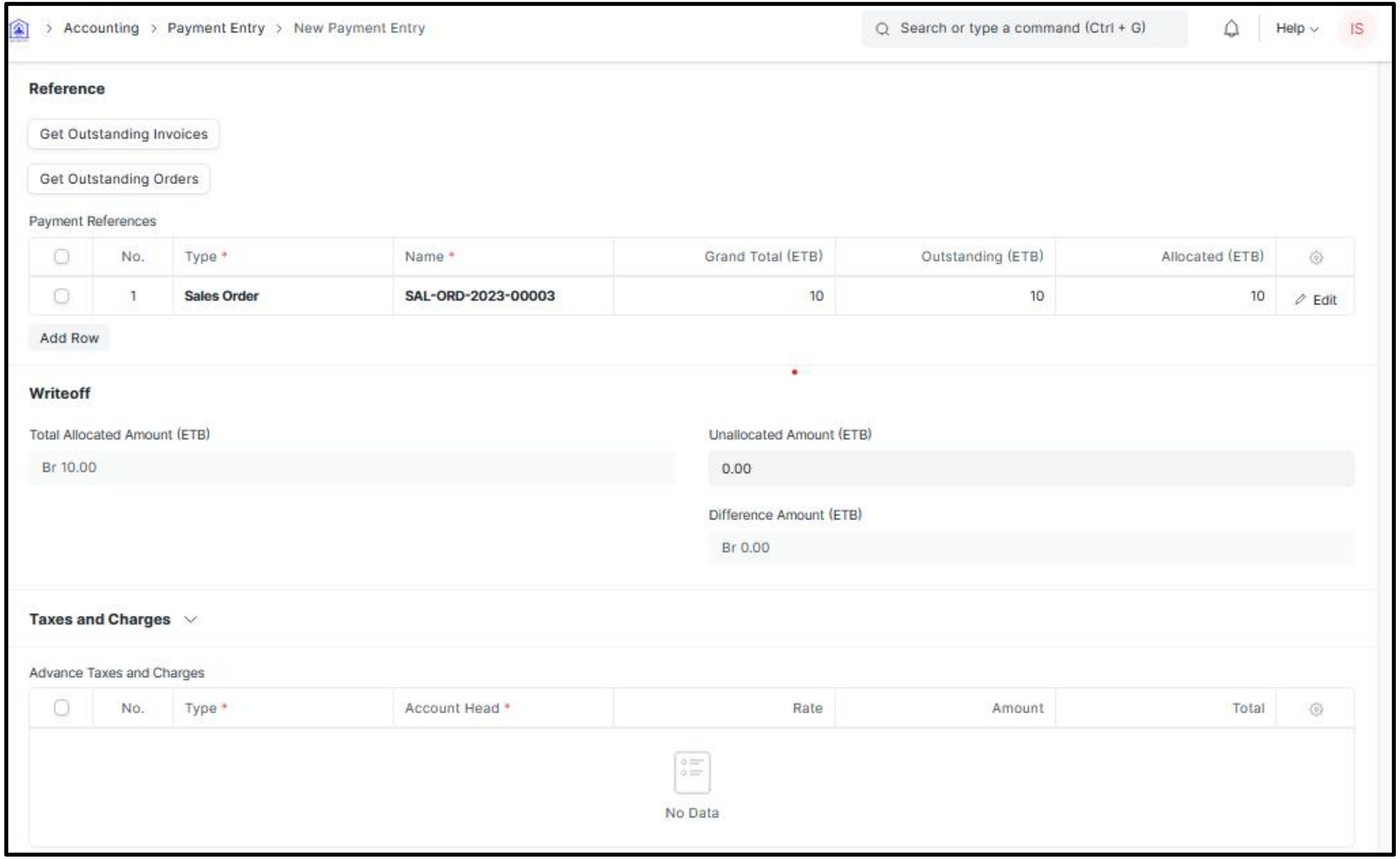
- After Submit Sales order, Status will changed to 'Sales Order Submitted'.
- Update Items , Status & create button will be enable.
- If we have to do a advance payment, Click on Payment.

Payment Entry



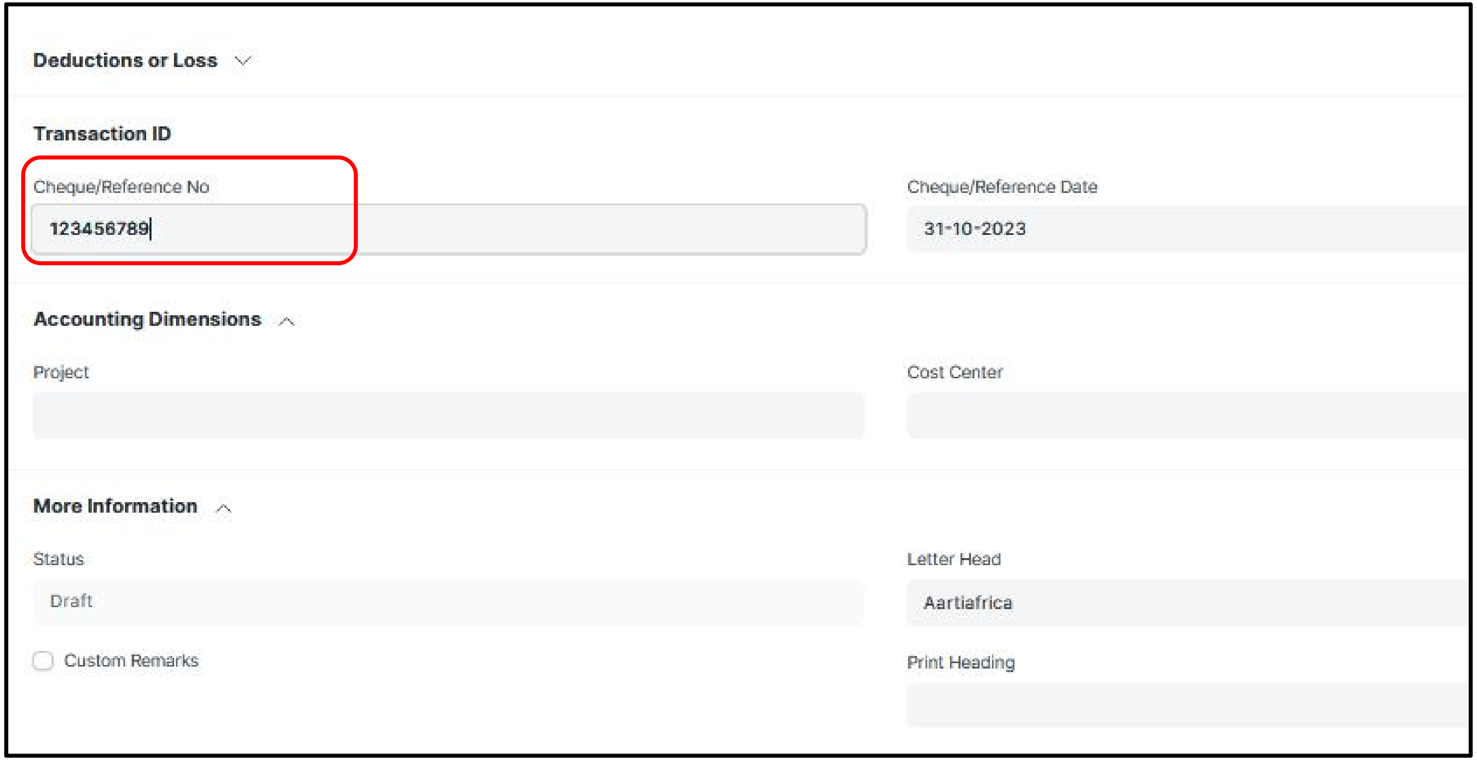
- This is Payment Screen,Here we have to add Payment details.

Payment entry – contd..



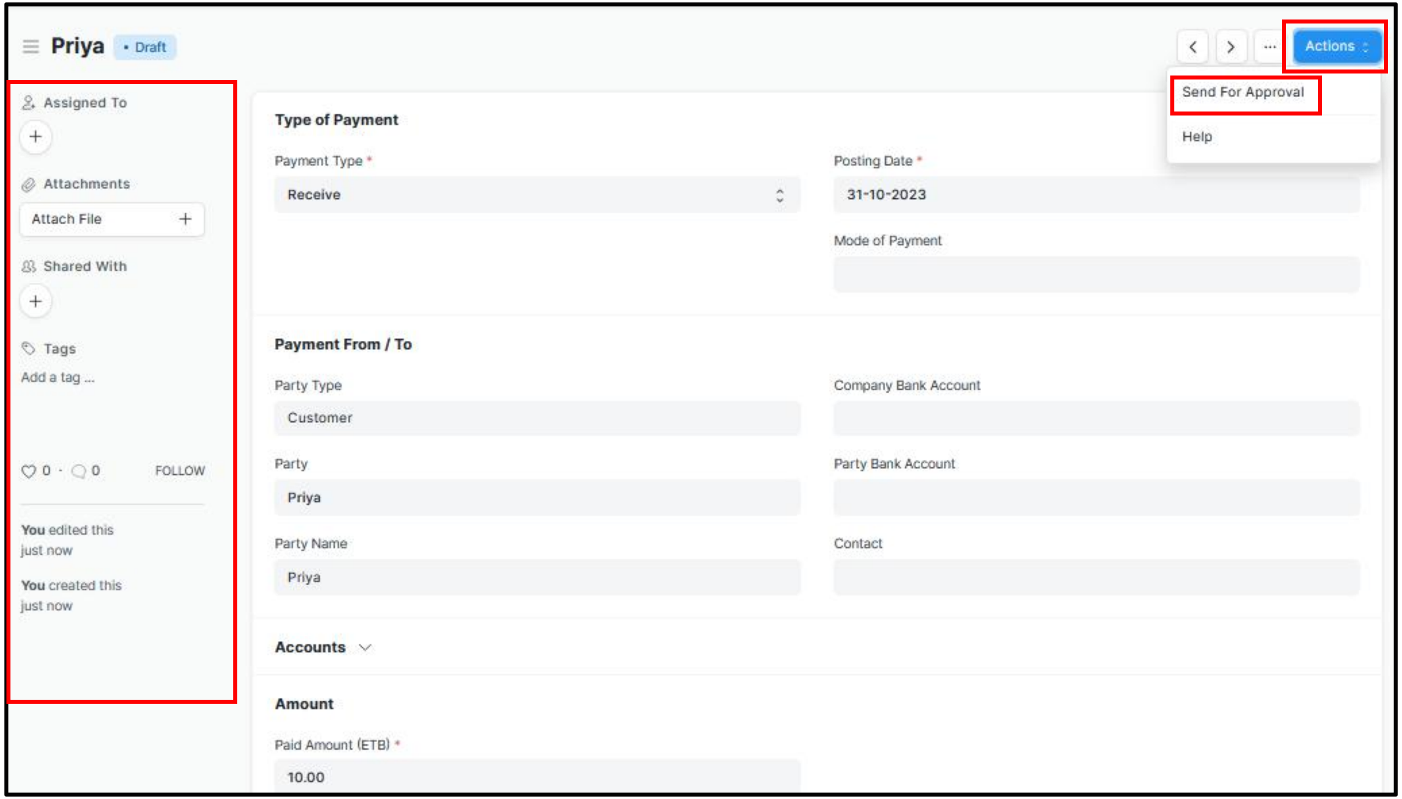
- This is Payment Screen,Here we have to add Payment details.

Payment entry– cheque reference



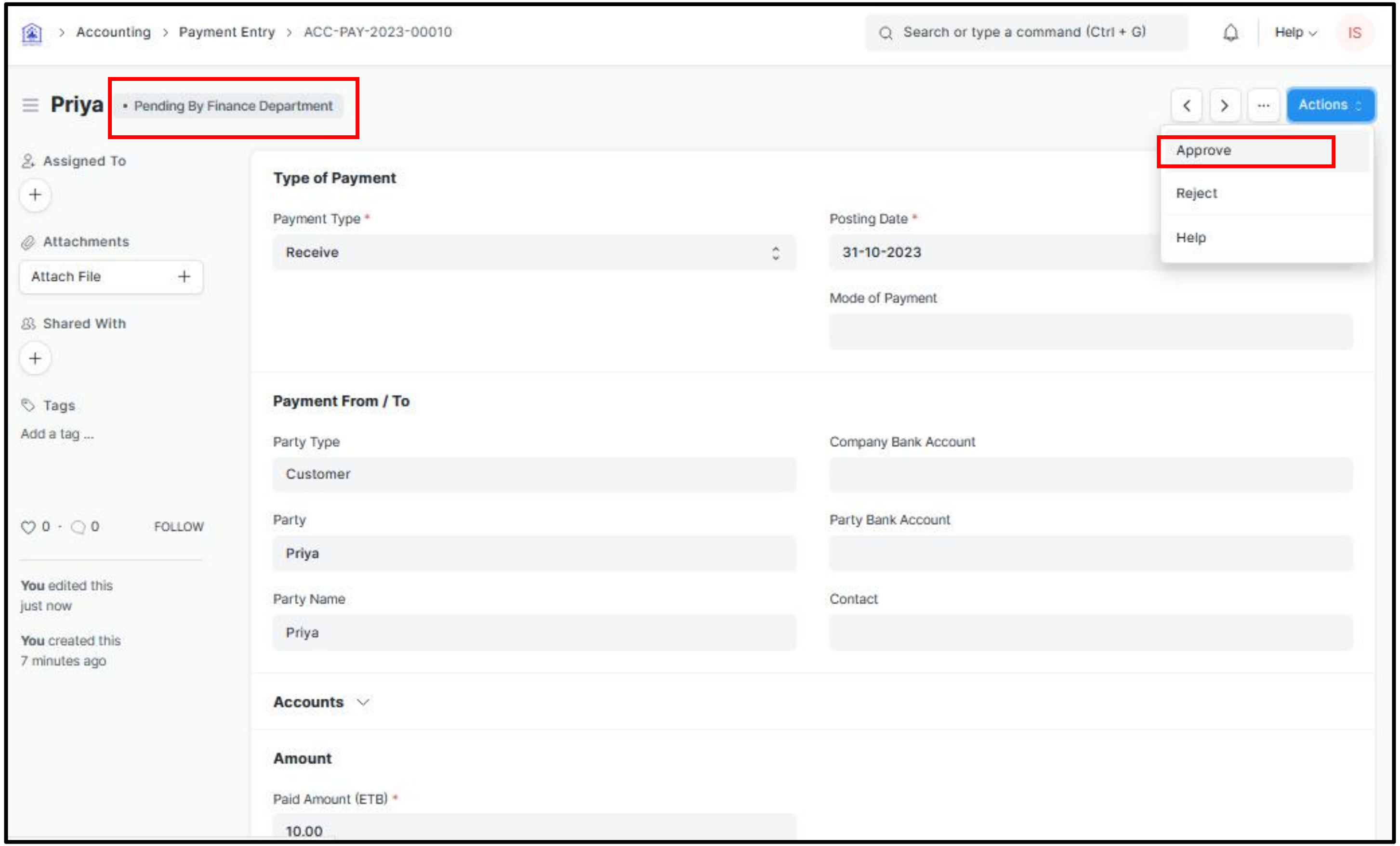
- Most important part is Cheque reference no.
- We can add cheque reference no. & then save it.

Send payment entry for approval



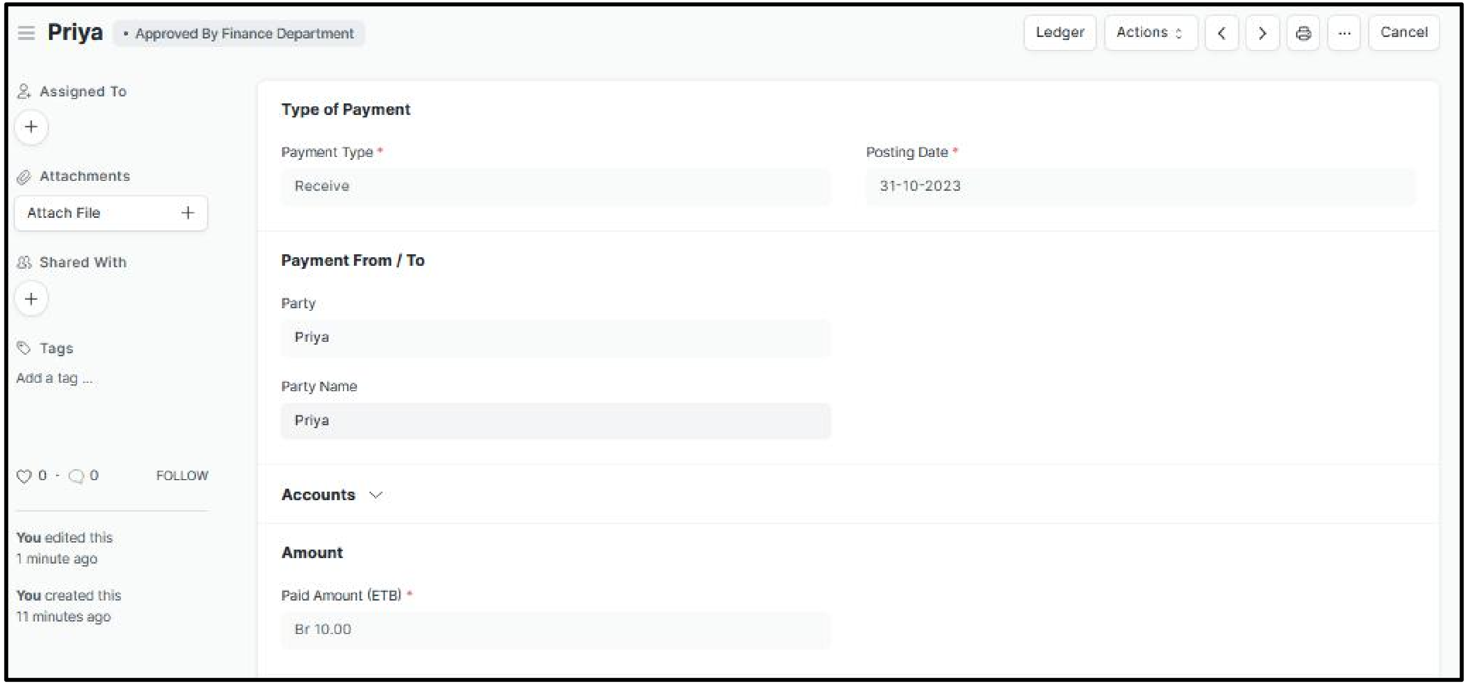
- After Save, Payment Entry, Action button will be enable.
- Sent it for approval.

Payment Entry – status update



- Status will change to 'Pending By Finance Department'.
- It will be Approve by Accounts Department.

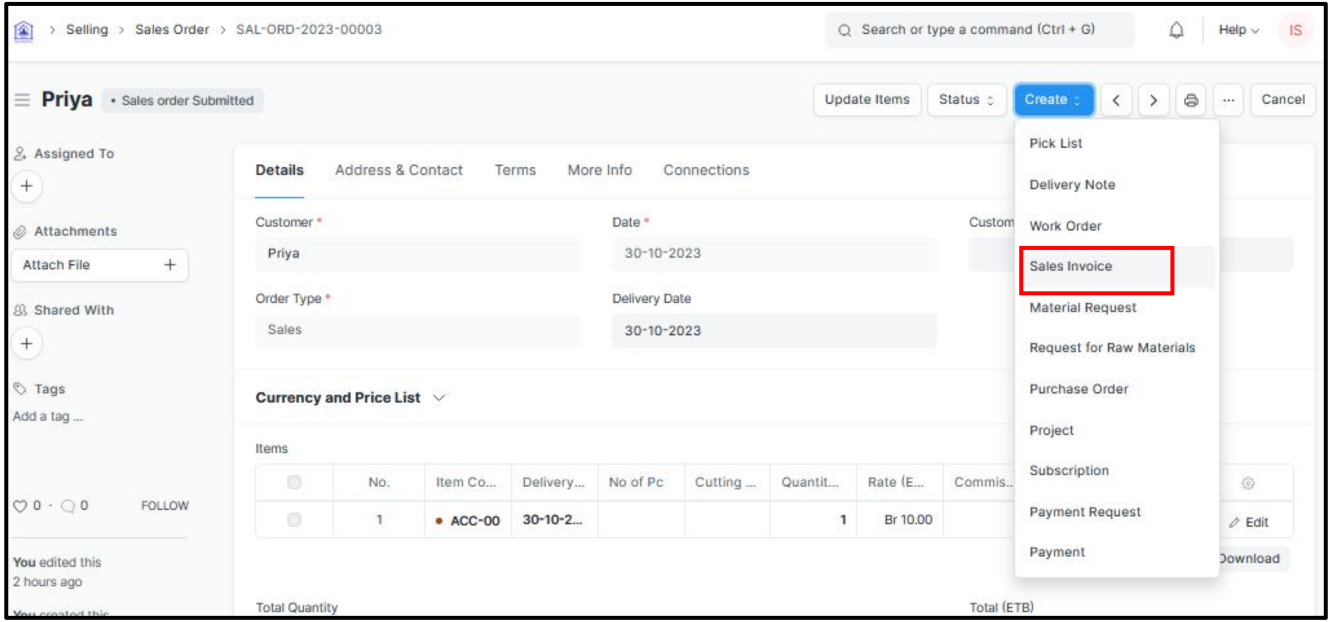
Payment entry – approval



- After getting approval from Accounts department, Status will be ' Approved By Finance Department'.

Sales Invoice

Sales Invoice



- Sales Invoice has been created by sales user.

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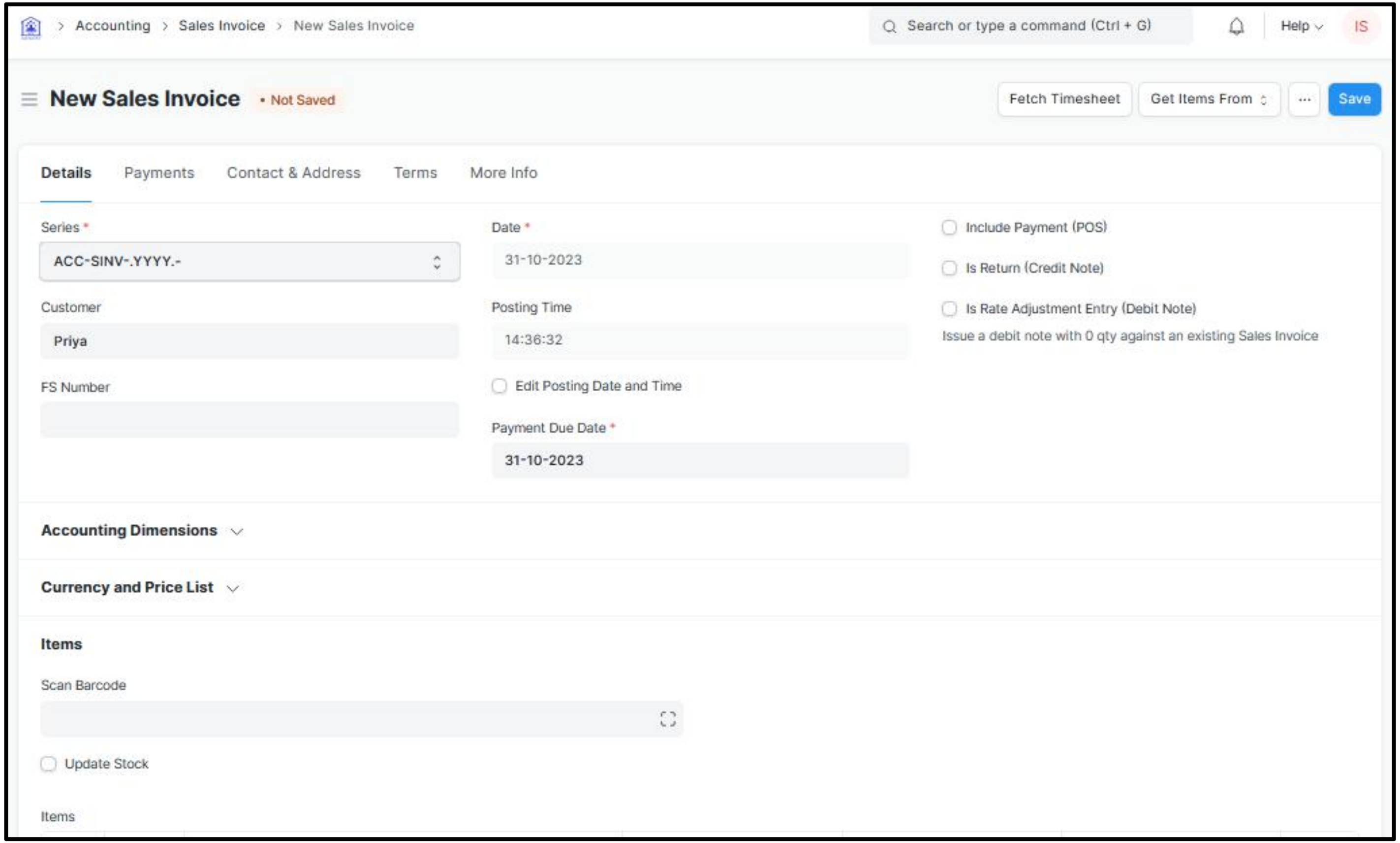
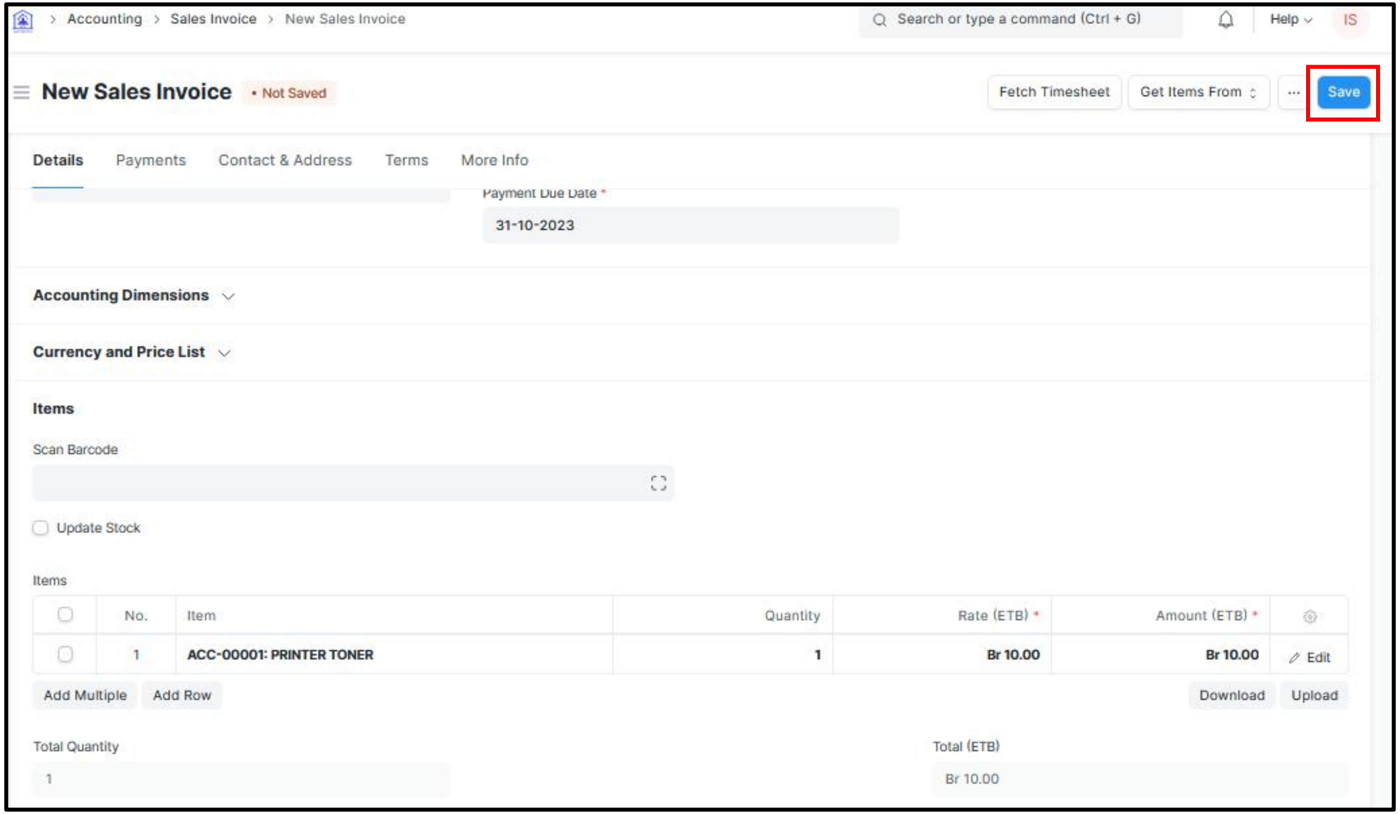
SAles invoice

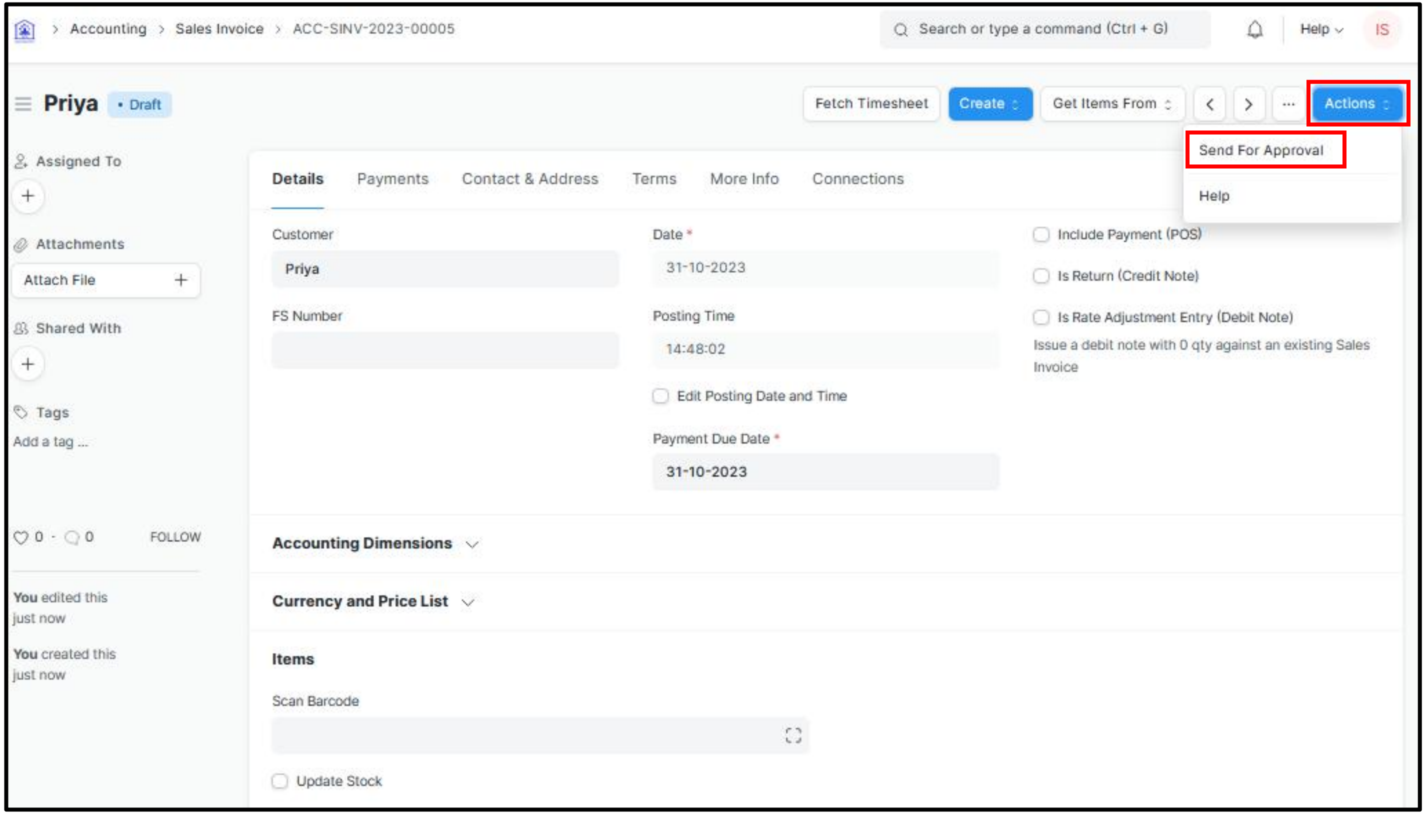


- Sales user will check all details of selling items and save it.

Sales invoice contd..

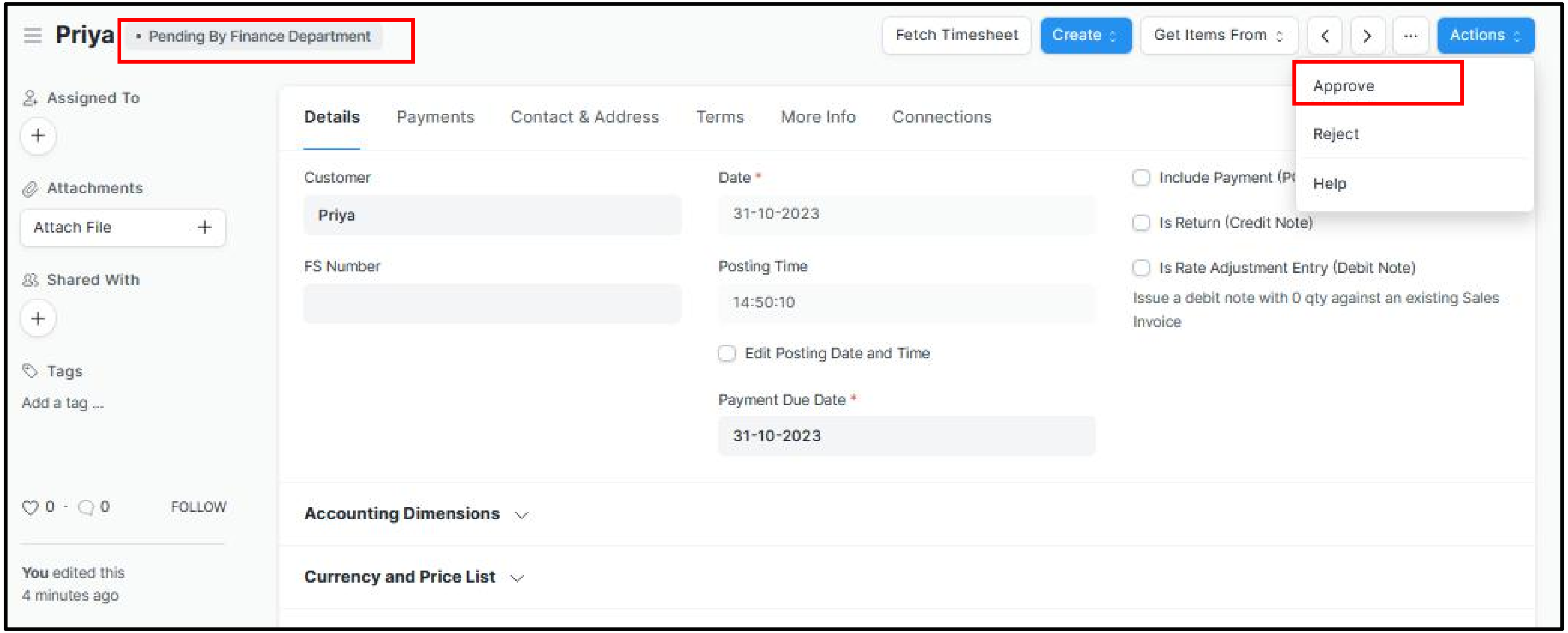


Approval to finance department



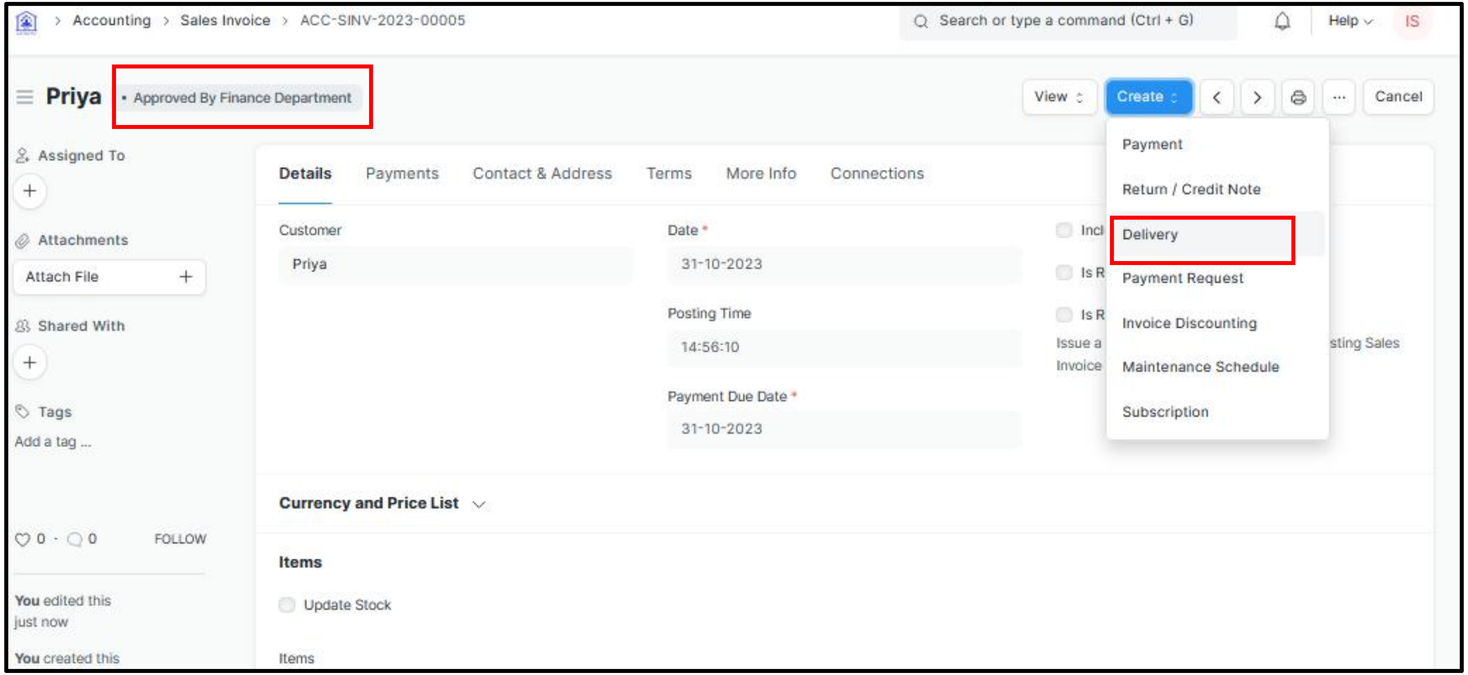
- Sales user will send this invoice for approval to finance department.

Finance approval



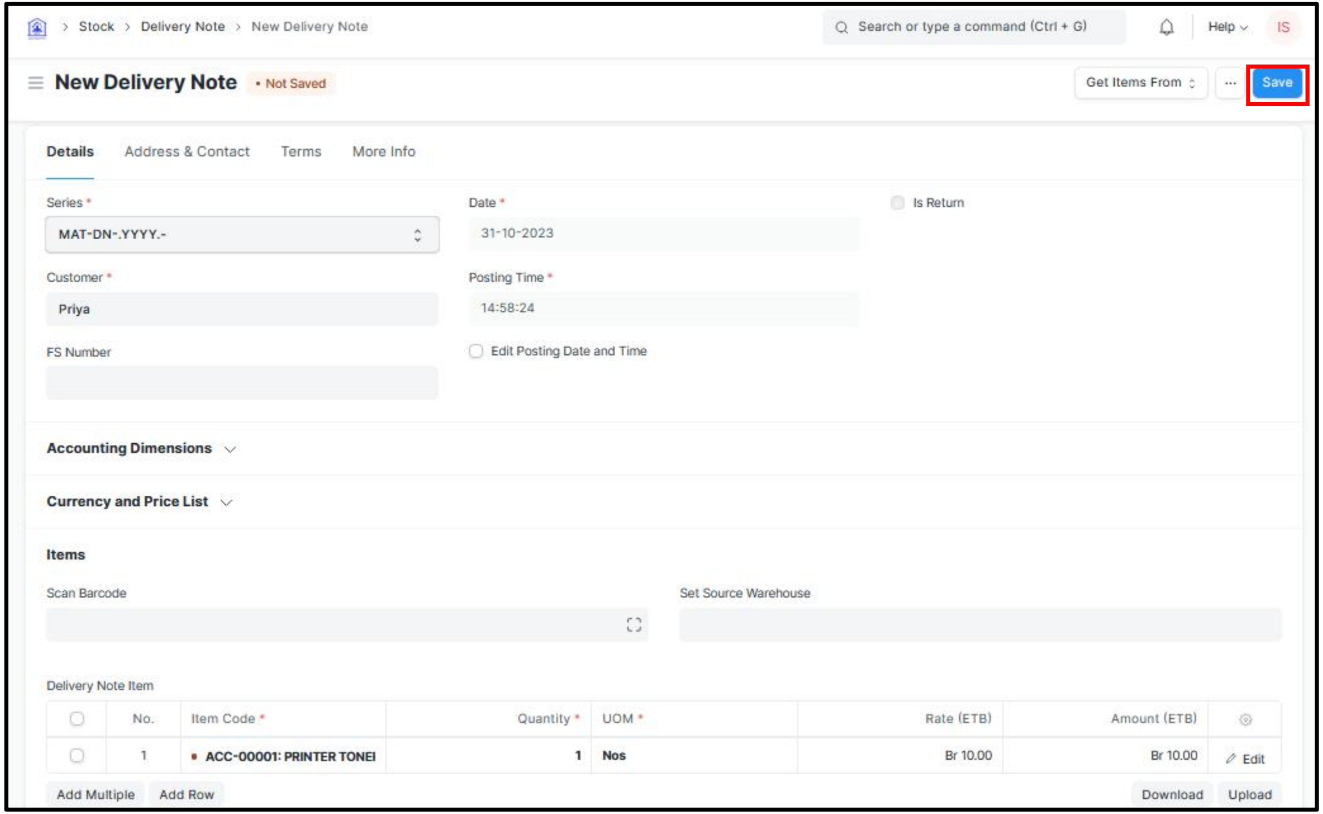
- Finance will check advance & partial payments .
- If full payment will paid, Finance will approve.

Sales delivery

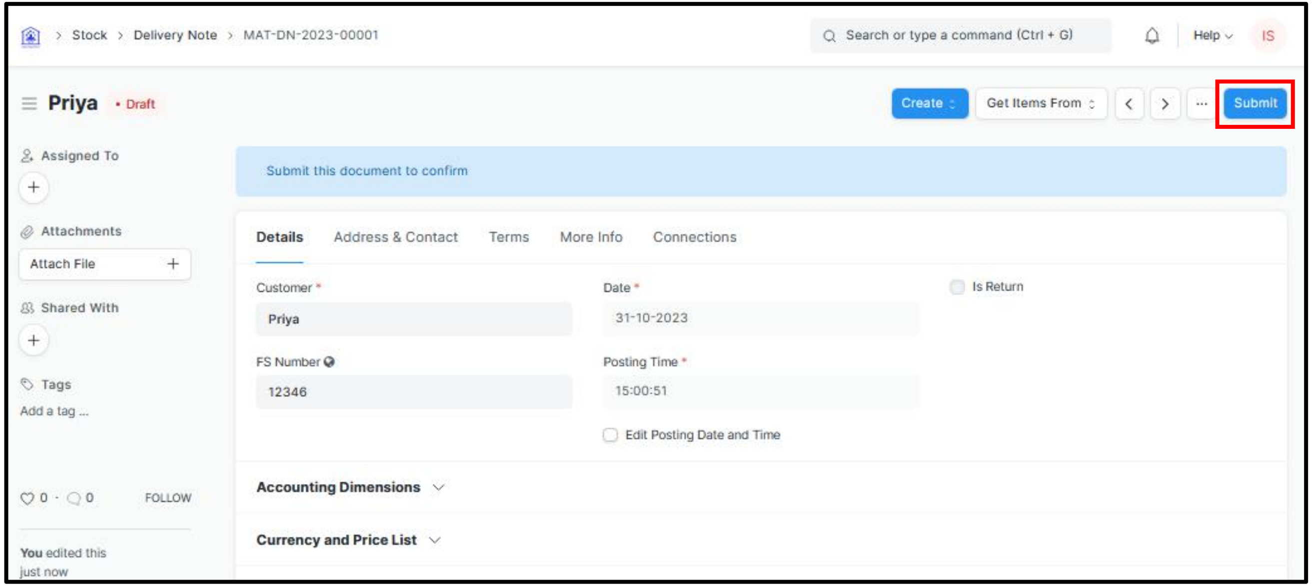


- Dispatch person will create delivery note from sales invoice.

Sales invice



Delivery status update



- After creating delivery note, dispatch person will create bill from ERIKA Portal & update FS no.

Thank You