



## Sales and Distribution Vertical



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Version: New Access Technologies/ Sales and Distribution/1.0

# Introduction

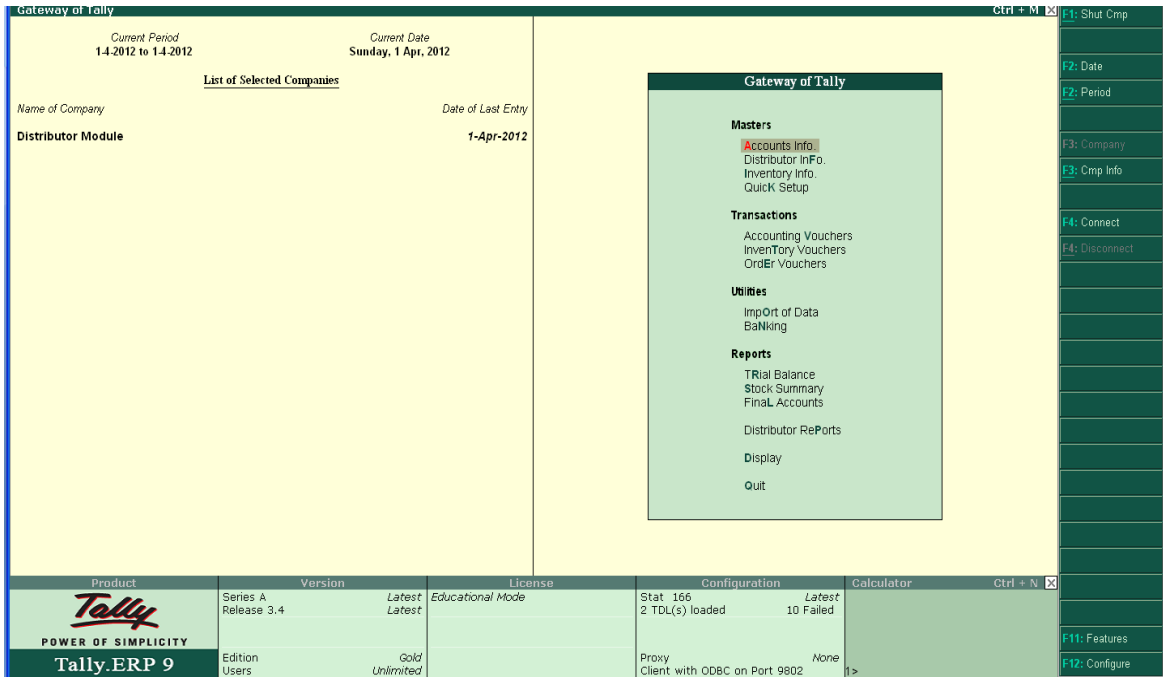
This Solution has been designed for Sales and Distribution segment and built on Tally.ERP 9 platform. The Sales and Distribution solution will enable organisations to effectively manage their distribution operations and provides numerous MIS Reports which will improve organisations operational efficiency.

## Installation of Sales and Distribution Module:

<Please detail how>

### Activate Sales and Distribution module in Tally.ERP 9

#### 1.0 From Gate Way of Tally – Press F11 to configure Sales & Distribution module

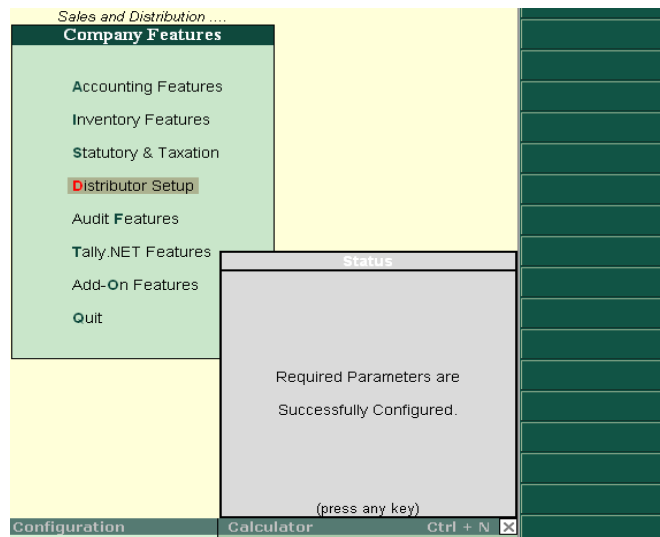


Select "Accounting Features". Enable **Sales and Distribution Module** option as 'Yes'.

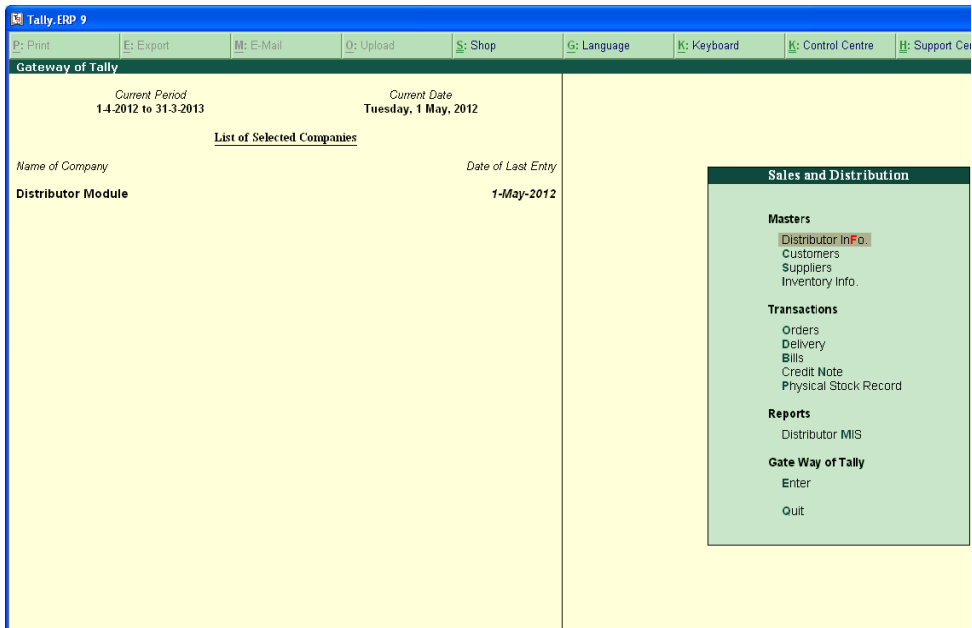
Company: <b>Distributor Module</b>			
<b>Accounting Features</b>			
<b>General</b>		<b>Invoicing</b>	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? Yes
		Use Invoice mode for Debit Notes	? Yes
<b>Outstandings Management</b>		<b>Budgets &amp; Scenario Management</b>	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes	Maintain Budgets and Controls	? Yes
	? No	Use Reversing Journals & Optional Vouchers	? Yes
Activate Interest Calculation (use advanced parameters)	? No		
<b>Cost/Profit Centres Management</b>		<b>Other Features</b>	
Maintain Payroll	? No	Enable Cheque Printing	? Yes
Maintain Cost Centres	? Yes	(Use Banking Configuration in Bank Ledger Master for Cheque Printing Configuration)	
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? Yes
More than ONE Payroll / Cost Category	? Yes	Maintain Multiple Mailing Details for Company & Ledgers	? No
Use Pre-defined Cost Centre Allocations during Entry	? No	Set/Alter Company Mailing Details	? No
Show Opening Balance for Revenue Items in Reports	? No	Enable Company Logo	? No
<b>Enhanced Sales and Distribution Management</b>			
Enable Sales and Distribution Module	? <b>Yes</b>		
Enable Advance Voucher Type Security	? Yes		
Enable Group/Ledger Security	? Yes		
Enable Godown/Location Security	? No		
Enable Dash Board Report	? Yes		
Enable Advance Voucher Number Control	? Yes		

F1: Accounts    F2: Inventory    F3: Statutory    F4: Tally.NET    F5: Audit    F6: Add-Ons

1.1 Select 'F11 Features' again. A new option "Distributor Setup" will be enabled. Select "Distributor Setup", that the required parameters are configured automatically (As shown below).



Once the parameters are configured, the "Gate way of Tally" appears as shown in the next screen.



## 2.0 Creation of Masters

Select "Distributor Info." – Select "Manager" – "Create". Create a Manager Master as shown in the screen below.



## 2.1 Similarly, the screen below will help in creation of Area Master

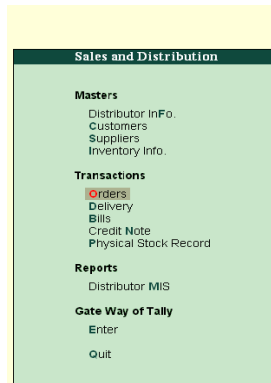


## 2.2 Create Salesman master as shown in screen below



## 3.0 Voucher Entry

Create voucher entry for Sales Order as shown in screen below.



### 3.1 Creation of Delivery Note

Inventory Voucher Alteration (Secondary)		Distributor Module		Ctrl + M
<b>Delivery Note</b> No. 1		1 Apr 2012		F1: Inventory Buttons
Ref : 1		Sunday		F2: Order Buttons
Area Name : Bangalore		Price Level :		F7: Date
Sales Man : Kishor				F3: Company
Party's A/c Name : Big Bazar				F4: Purc. Order
Current Balance : 544.00 Dr Credit Limit: 1,500.00 Dr				F5: Sales Order
Name of Item	Quantity	Rate per	Amount	J: Job Work Out Order
Ice Cube	5 kg	22.00 kg	110.00	W: Job Work In Order
Narration:			5 kg	S: Stock Query
			110.00	I: Post-Dated
				L: Optional
				F11: Features

### 3.2 Creation of Sales

Accounting Voucher Alteration (Secondary)		Distributor Module		Ctrl + M
<b>Sales</b> No. 6		1 Apr 2012		F1: Inventory Buttons
Ref : 1		Sunday		F2: Order Buttons
Area Name : Bangalore		Price Level :		F7: Date
Sales Man : Kishor				F3: Company
Party's A/c Name : Big Bazar				F4: Contra
Current Balance : 544.00 Dr Credit Limit: 1,500.00 Dr				F5: Payment
Name of Item	Quantity	Rate per	Amount	F6: Receipt
Ice Cube	5 kg	22.00 kg	110.00	F7: Journal
Narration:			5 kg	F8: Sales
			110.00	F9: Credit Note
				F9: Purchase
				F9: Debit Note
				F10: Rev Jml
				F10: Memos
				S: Stock Query
				I: Accl Invoice
				V: As Voucher
				I: Post-Dated
				L: Optional

### 3.3 Creation of Receipt

Accounting Voucher Alteration (Secondary)		Distributor Module		Ctrl + M	
<b>Receipt</b> No. 1				1-Apr-2012 Sunday	
Area Name : Bangalore					
Sales Man : Kishor					
Particulars		Debit	Credit		
Cr	<b>Big Bazar</b>		110.00		
	Cur Bal: 544.00 Dr				
	Agst Ref 6	110.00 Cr			
	Areas				
	Bangalore	110.00 Cr			
Dr	<b>Cash</b>	110.00			
	Cur Bal: 110.00 Dr				
Narration:					
		110.00	110.00		

Similarly, pass all the vouchers with the selection of Area and Sales man.

4.0 From Gate way of “Sales and Distribution” - select an option “**Distributor MIS**” which will navigate through set of distributor business operational reports.

Sales and Distribution
<b>Masters</b>
Distributor InFo.
Customers
Suppliers
Inventory Info.
<b>Transactions</b>
Orders
Delivery
Bills
Credit Note
Physical Stock Record
<b>Reports</b>
<b>Distributor MIS</b>
<b>Gate Way of Tally</b>
Enter
Quit

4.1 The “Distributor MIS” report is classified into several other reports like ‘Dash Board, Sales Man Wise, Manager Wise, Area Wise, Product Wise, and Customer Wise’. The CEO Dash Board report is optional and can be enabled only for Admin password.

Sales and Distribution ...
MIS Reports
<b>CEO Dash Board</b>
Sales Man Wise
Manager Wise
Area Wise
Product Wise
Customer Wise
Physical Stock Variance
Godown Wise Stock
Plain stock Summary
Quit

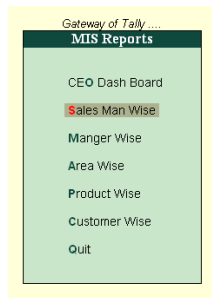


4.2 The image of 'CEO Dash Board Report' (As shown below) has variety of business details. To enable this report select "Accounting Features" -> 'Enable Dash Report' and set the parameter as 'Yes'.

Dashboard : 1-Jun-2012 to 24-Sep-2012			
<b>Outstanding Details</b>		<b>Top 5 Customers</b>	
O/S Receivable	1,122,416,236 Dr	LULU HYPERMARKET L.L.C. :	184,686,686 Dr
O/S Payable	778,414,149 Cr	United Catering Llc :	114,185,084 Dr
Total :	344,002,087 Dr	Trading and Catering Company L.L.C. :	105,412,670 Dr
<b>Stock - Value</b>		<b>Top 5 Suppliers</b>	
Opening Stock	820,637,604 Dr	Nowaco AIS :	236,733,573 Cr
Closing Stock	460,091,130 Dr	Evia Foods :	225,388,136 Cr
<b>Cash Flow</b>		<b>Top 5 Products (Sold in Volume)</b>	
Opening Stock	764569.40 kg, (-)2567 Set	NZ Mutton CCS *MC :	27,248,240 kg
Closing Stock	461059.93 kg	Aus. Six Way Mutton Carcass :	24,416,060 kg
<b>Volume - Sales &amp; Purchase</b>		<b>Top 5 Products (Purchased in Volume)</b>	
Sales Value	2,246,039,391	U.S.A. Ckn Leg Quarters 1x15kgs :	3,32,707,800 kg
Purchase Value	1,577,242,583	(OLD)Ckn Franks (T6)4x340g :	19,895 Set
<b>Profit &amp; Loss</b>		<b>Top 3 Over Due Bills (Dr)</b>	
Gross Profit :	279,367,356 Cr	Naushad(Fairtrad) :	300,000 Dr
Nett Profit :	167,037,207 Cr	Haji Akram :	25,000 Dr
<b>Top 3 Slow.Moving Items</b>		<b>Top 3 Over Due Bills (Cr)</b>	
Trimming (Indian)-20kg :	1.00 Ctn	Nowaco AIS :	38,510 Cr
Ckn Burger 6x1.1kg :	1.00 Ctn	Nowaco AIS :	38,510 Cr
Ckn Gizzard 1.5x1kg=1.5kg :	1.00 Ctn	Relisbe International Automotive LLC :	3,240,000 Cr
		Total :	
		1,439,900 Dr	
		Total :	
		560,653,901 Cr	
		Total :	
		628,295,10kg	
		Total :	
		141,878,333 Dr	
		122,833,039 Dr	
		116,546,798 Dr	
		111,826,022 Dr	
		99,978,009 Dr	
		593,062,201 Dr	
		Total :	
		149,080,874 Cr	
		143,900,822 Cr	
		126,529,017 Cr	
		74,457,013 Cr	
		66,685,375 Cr	
		560,653,901 Cr	
		Total :	
		438,957,916 Dr	
		Total :	
		3,317,020 Cr	
		Total :	
		2,246,039,391	
		298,354,707	
		13,283 %	
		FOC Value	
		Sales Goods Return	
		4,587,695	
		Rebate (Accounting Group)	
		293,767,012	
		13,106 %	

## 5.0 Sales Man Wise Report

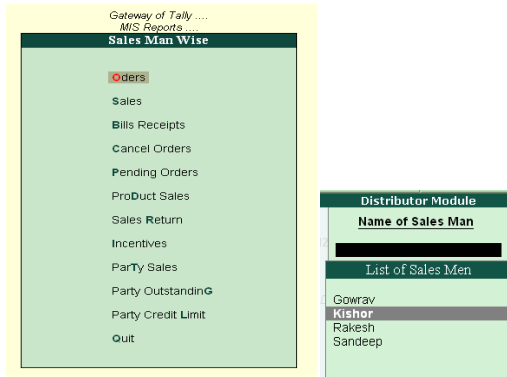
Report 1 – Select 'Distributor MIS' and then select 'Sales Man Wise' option.



Salesman Wise report can be viewed in several other choices, like combination of salesman with transactions (As shown below).

Similarly, the other available combinations are -

- Salesman with Orders
- Salesman with Sales
- Salesman with Bill Receipts
- Salesman with Cancel Orders
- Salesman with Product Sales etc....



Sales Man Orders		Distributor Module				Ctrl + M	F2: Period
Sales Man Name : Kishor		Sales Man Orders				For 1-Apr-2012	
Order No.	Date	Party Name Stock Item Name	Area Quantity	Manager Rate	Order Value	F3: Company	
					Amount		
1	1-Apr-2012	Bis Bazar Ice Cube	Bangalore 10 kg	Ramesh 22.00/kg	220.00 220.00		
2	1-Apr-2012	Food Bazar Britania	Bangalore 5 nos	Ramesh 23.00/nos	115.00 115.00		
<b>Grand Total</b>			<b>13 kg</b>	<b>25.7692</b>	<b>335.00</b>		

## 6.0 Manager Level Reports

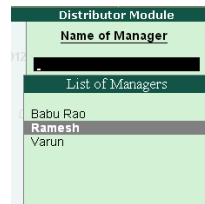
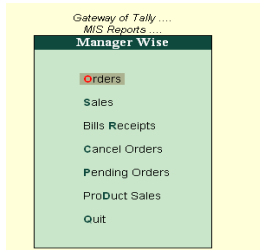
To view manager level report select 'Distribution MIS' then select 'Manager Wise'



Manager Wise report can be viewed in several other choices, like combination of Manager with transactions (As shown below). For Example: The other combinations are –

- Manager Wise Orders
- Manager wise Sales
- Manager wise Bill Receipts
- Manager Wise Cancel orders etc....

Select 'orders' option.



Select Manager

Screen below shows the Manager Wise Orders.

Manager Orders		Distributor Module			Ctrl + M	F2: Period
Manager Name : Ramesh		Manager Orders			For 1-Apr-2012	
Order No.	Date	Party Name Stock Item Name	Sales Man Quantity	Area Rate	Order Value Amount	
1	1-Apr-2012	Big Bazar	Kishor	Bangalore	220.00	
		Ice Cube	10 kg	22.00 kg	220.00	
2	1-Apr-2012	Food Bazar	Kishor	Bangalore	115.00	
		Britania	5 nos	23.00/nos	115.00	
3	1-Apr-2012	Taj Group	Rakesh	Hyderabad	2,000.00	
		Coco Cola	20 Ctn	100.00/Ctn	2,000.00	
4	1-Apr-2012	Heritage	Rakesh	Hyderabad	16,500.00	
		Milk	500 lt	33.00/lt	16,500.00	
<b>Grand Total</b>			<b>763 kg, 20 Ctn</b>	<b>24.0549</b>	<b>18,835.00</b>	

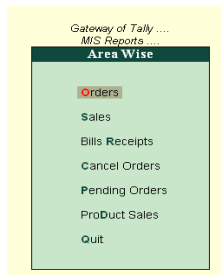
## 7.0 Area Wise Reports

To view Area Wise Reports select 'Distribution MIS' and select 'Area Wise'

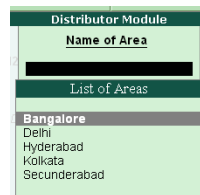


Area Wise reports can be viewed in several other choices, like combination of Area with transactions (As shown below). For Example: The other combinations are –

- Area wise Orders
- Area wise Sales
- Area wise Bills Receipt
- Area wise Cancel Orders
- Area wise Pending Orders
- Area wise Product Sales



Select Area



The screen below shows the Area wise Sales Orders.

Area Orders		Distributor Module				Ctrl + M
Area Name		Bangalore				For 1-Apr-2012
Order No.	Date	Party Name Stock Item Name	Sales Man Quantity	Manager Rate	Order Value Amount	
1	1-Apr-2012	Biji Bazar	Kishor	Ramesh	250.00	
2	1-Apr-2012	Ice Cube	10 kg	22.00/kg	220.00	
		Food Bazar	Kishor	Ramesh	116.00	
		Britania	5 nos	23.00/nos	115.00	
<b>Grand Total</b>			<b>13 kg</b>	<b>25.7692</b>	<b>335.00</b>	

## 8.0 Product Wise Reports

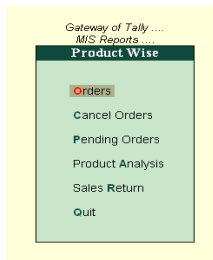
To view Product Wise reports select 'Distribution MIS' and select 'Product Wise'



Product wise reports can be viewed in several other choices, like combination of Products with transactions (As shown below). For Example: The other combinations are –

- Product wise sales orders
- Product wise cancel orders
- Product wise pending orders
- Product Analysis
- Product wise Sales return

Select **Orders** option.



Select Stock Item

Screen shows Stock Item Wise Orders.

Stock Item Sales Orders		Distributor Module					Ctrl + M		
Stock Item Name		Britania							
Order No.	Date	Party Name	Sales Man	Area	Manager	Order Qty	Rate	Order Value	
2	1-Apr-2012	Food Bazar	Kishor	Bangalore	Ramesh	5 nos	23.00	115.00	
<b>Grand Total</b>							<b>3 nos</b>	<b>38.33</b>	<b>115.00</b>

## 9.0 Customer Wise Reports

To view Customer Wise reports select 'Distribution MIS' and select 'Customer Wise'



Customer wise reports can be viewed in several other choices, like combination of Customers with transactions (As shown below). For Example: The other combinations are –

- Customer wise Sales Orders
- Customer wise Sales
- Customer wise Cancel Orders
- Customer wise Pending Orders
- Customer wise Product Sales
- Customer wise Sales Return



Select Customer

Figure shows the Customer Wise Orders.

Customer Orders		Distributor Module			Ctrl + M
Customer Name	<b>Big Bazar</b>	Customer Orders		For 1-Apr-2012	
Order No.	Date	Sales Man Stock Item Name	Area Quantity	Manager Rate	Order Value Amount
1	1-Apr-2012	Kishor Ice Cube	Bangalore 10 kg	Ramesh 22.00 kg	220.00 220.00
<b>Grand Total</b>			<b>10 kg</b>	<b>22</b>	<b>220.00</b>

