

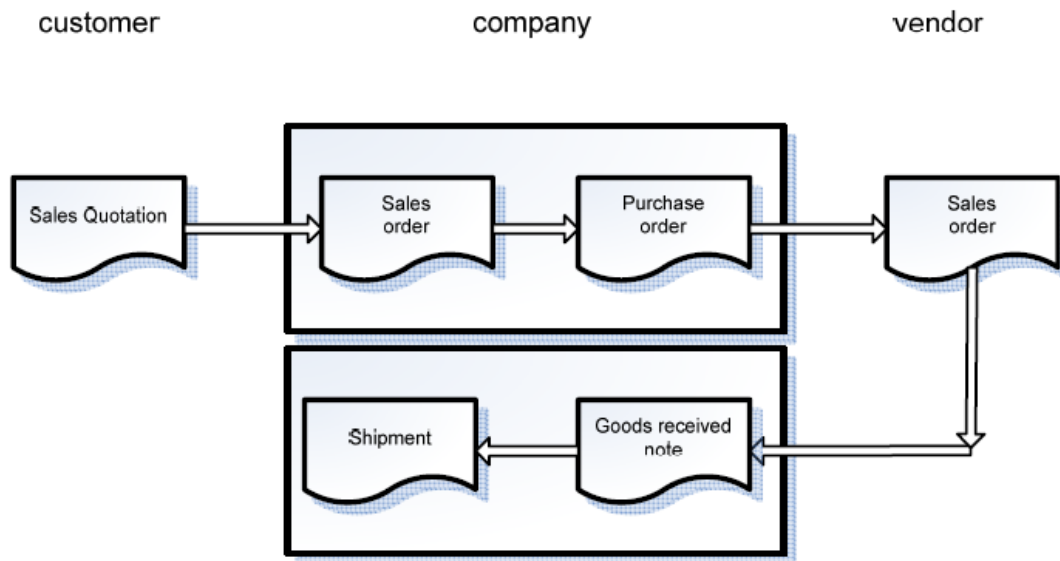
I. Basic Concepts on ERP

1. Enterprise resource planning (ERP)

Enterprise resource planning (ERP) is the planning of how business resources (materials, employees, customers etc.) are acquired and moved from one state to another.

An ERP system is based on a common database and a modular software design. The common database can allow every department of a business to store and retrieve information in real-time. The information should be reliable, accessible, and easily shared. The modular software design should mean a business can select the modules they need, mix and match modules from different vendors, and add new modules of their own to improve business performance.

2. A typical business process



3. The ERP software: **phpBMS**

phpBMS is web-based, open source, Business Management Software (BMS). It is designed for companies looking for an application to manage their business. A system that is capable of creating and printing sales orders, tracking clients and prospects, fulfilling accounts receivable needs, and printing detailed sales and purchasing reports.

Using an ERP system, companies are able to optimize the cost of sales, develop new approaches to increasing sales, improve operation efficiency, and much more.

II. Objectives of this lab session

1. Use **phpBMS** ERP to simulate a basic business process;
2. Generate and check the key reports in the process.

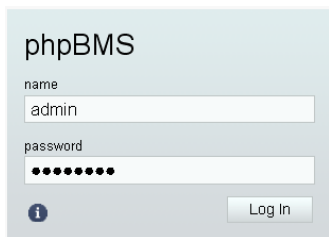
III. Experiencing phpBMS

Log on phpBMS and configure basic information

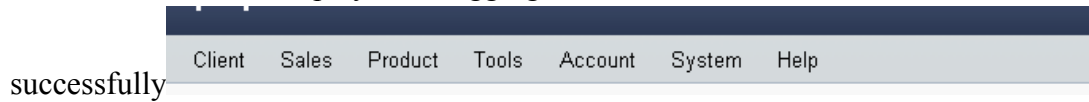
1. Open the link <http://localhost/phpBMS/index.php> in the web browser.
2. Log on the system with the administrator account:

User: admin

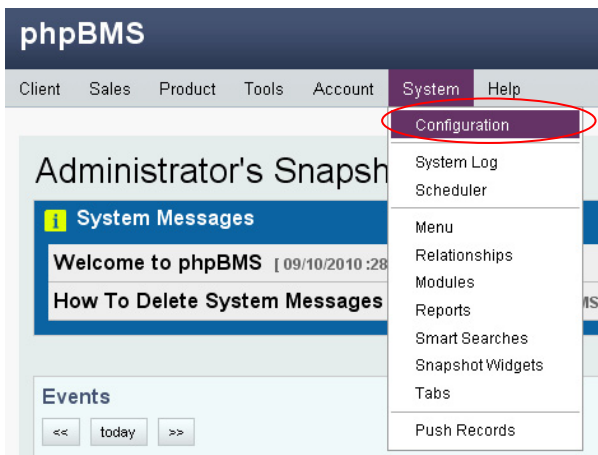
Password: 11111111

The image shows the phpBMS login interface. It has a light blue header with the text 'phpBMS'. Below it, there are two input fields: 'name' with the value 'admin' and 'password' with masked characters. A 'Log In' button is at the bottom right. There is also a small information icon on the left.

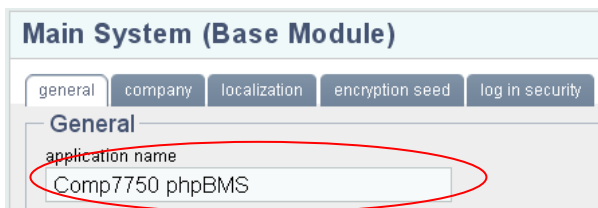
3. The main menu will display after logging on



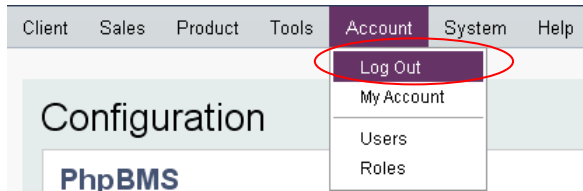
4. Press “System” and select “Configuration”



5. Change the application name



6. Press “Account” and select “Log Out”



7. Re-log in the system as described in 2.
8. The application name has been changed.

Comp7750 phpBMS

9. Press “System” and select “Configuration” as described in 4.
10. Press “company” and input the information of your company.

A screenshot of the 'Main System (Base Module)' configuration page. The 'company' tab is selected and circled in red. The form contains the following fields:

- company name: Kreotek LLC
- address: 610 Quantum Rd. NE
- city, state/province and zip/postal code: Rio Rancho, NM 87124
- phone number: +1.505.349.0437
- company tax id: (empty)

11. Press “localization” to change the phone, date, and currency format.

A screenshot of the 'Main System (Base Module)' configuration page. The 'localization' tab is selected and circled in red. The form contains the following fields:

- phone format: UK - Loose
- date format: English, UK (24/09/2010)
- time format: 12 Hour (:11 AM)
- currency symbol: HK\$
- currency decimal points of accuracy: 2
- decimal symbol: .
- thousands separator: ,

12. For security, the “encryption seed” and “log in security” properties can be changed.

Encryption Seed

Note: The encryption seed is used to encrypt all passwords before storing them. Changing the encryption seed will void all current passwords. By entering your password, your password will be reencrypted with the new seed. All other users' passwords will need to be reentered.

☐ change seed

user password encryption seed
VW2zyXF5MSmFgVWQh3

current password

Main System (Base Module)

Log In Security

☐ persistent login

login refresh (minutes)
2

Note: persistent login will keep you logged in, even when idle. The refresh defines the time in minutes before the user is logged out.

Note: Does not work with Microsoft Internet Explorer versions less than 7.

13. Press “BMS Module” to unfold the options

Main System (Base Module)

BMS Module

MailChimp Module

14. Set client default properties, and press “save”

BMS Module

clients sales orders shipping accounts receivable payment information encryption

Clients

default type
prospect

☒ has credit by default

default credit limit
\$100,000.00

save

15. Press “sales order”. Set sales order default properties, and press “save”

BMS Module

clients **sales orders** shipping accounts receivable payment information encryption

Sales Orders

☒ allow prospects on sales orders

default printed instructions
Thank You For Your Order.

default payment method
VISA

default shipping method
FedEx Standard Overnight

default discount
student discount

default tax area
Consumption tax

save

16. Press “shipping”. Set shipping default properties, and press “save”

BMS Module

clients sales orders **shipping** accounts receivable payment information encryption

Shipping

Note: The shipping information below is used when connecting to UPS to calculate shipping costs for product. Current tests show that the UPS shipping calculator only works when shipping to and from the Unites States.

shipping markup
1.2

Note: Enter the number to multiply the calculated shipping cost. For example to mark up shipping costs by 10%, enter 1.1

shipping origination zip/postal code
852

save

17. Press “accounts receivable”. Set accounts receivable default properties, and press “save”

BMS Module

clients sales orders shipping **accounts receivable** payment information encryption

Accounts Receivable

term 1 length
30 days

term 1 percentage
10 %

term 2 length
60 days

term 2 percentage
15 %

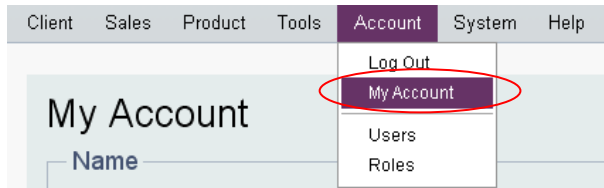
term 3 length
90 days

term 3 percentage
20 %

save

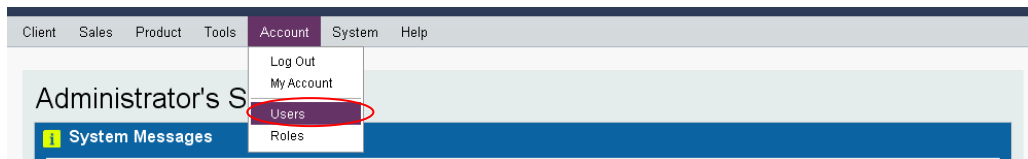
Manage account and create users

1. Press “Account” and select “My Account”




2. Input new password and press “change password”

3. Press on “Account” in the main menu, and then select “Users”.



4. Create a sales user

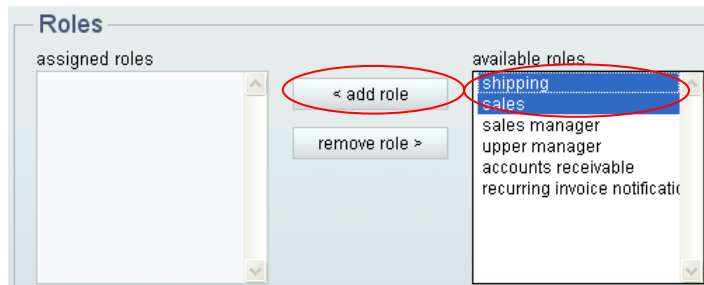
Press on . Input the user’s name and “log in” name.

Input other user info and select department

Then press “save”


UserRoles allows administrators to restrict access to many areas of phpBMS, including what screens users can view, what columns and search items they can see, and what functions they have access.

To assign roles for the sales person, select “shipping” and “sales”, and then press “add role”



Press “save”

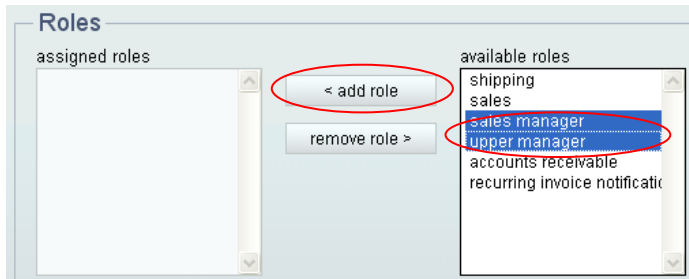
5. Create a sales manager

Press on “Account” in the main menu, and then select “Users”. Press on . Input the user’s name and “log in” name. (Note: **don’t** select administrator attribute).

Select department


Then press “save”

Select “sales manager” and “upper manager” then press “add role”



Press “save”

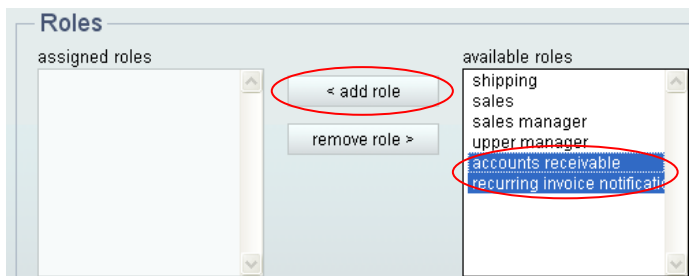
6. Create an accounting user

Press on “Account” in the main menu, and then select “Users”. Press on . Input the user’s name and “log in” name.

Select department

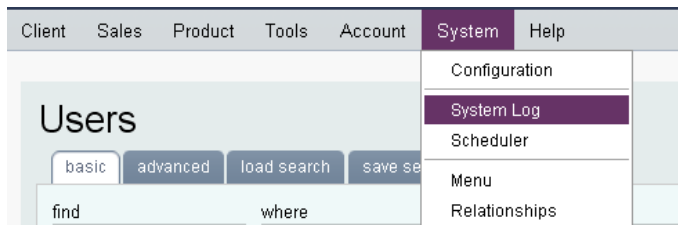
Then press “save”

Select “accounts receivable” then press “add role”

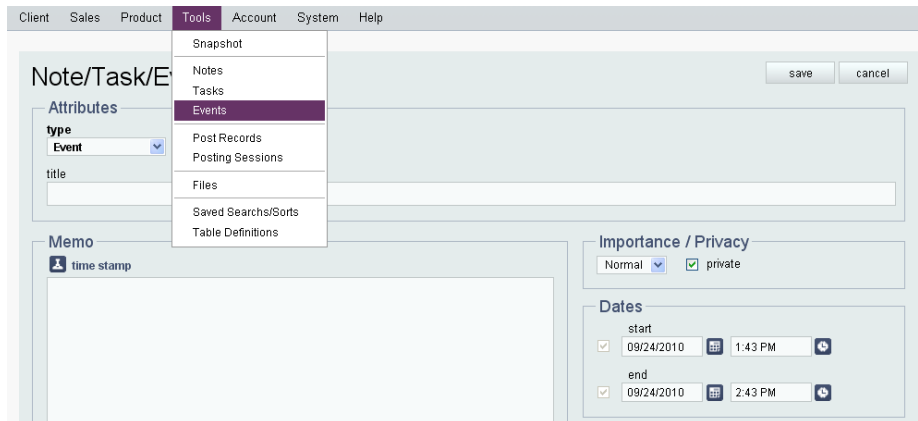


Press “save”

7. Press “System” and select “System Log” to check the system log



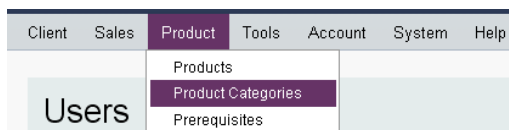
8. Press “Tools” and select “Notes”, “Tasks”, or “Events” to record daily notes, tasks or events




Manage products, clients and sales properties

A. Create products

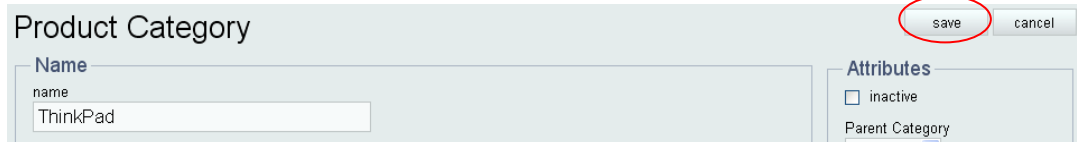
1. Press “Product” and select “Product Categories”



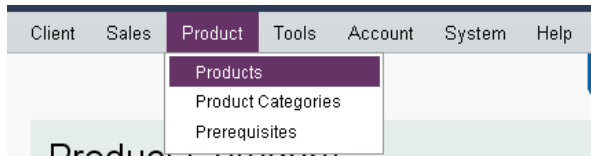
2. Click  to create a new product category




3. Input product category name, e.g. “ThinkPad”, and then press “save”



4. Press “Product” and select “Products”



- Click  to create new product, and fill in identification description, e.g., name “ThinkPad W510” and part number “1111”

Product

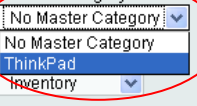
Identification

name part number

- Select the master category (“ThinkPad” you created in step 3)

Attributes

☐ inactive

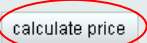
master category 

availability

☒ taxable

- Input the unit cost and mark-up, then press “calculate price”

Price / Cost

unit price = unit cost + mark-up 

- Input weight and shipping information

Weight / Measurements

weight


unit of measure

Shipping

items per package (number of product items that can fit in a shipping package)

☐ prepackaged (product is not packed with any other product.)

☐ oversized (product must be delivered in a box designated as oversized for shipping purposes.)

- Press  to save the new product record.
- Press “Product” and select “Product Categories”. Select product category “ThinkPad”, and the related record “products”

web	name	parent category	display order
	ThinkPad	No Parent	0

show related records in area... area... products

phpBMS By Kreotek, LLC top

11. Products in the select categories are shown

part number	name	type	status	unit price
ThinkPad				
1111	ThinkPad W510	Inventory	In Stock	\$12,000.00

B. Set up sales properties

- Press “sales”, select “discounts” and press **+** to specify the special discount (e.g., “student discount”). Then press save

Discount / Promotion

Name

name
student discount

Discount

type
☒ percentage ☐ amount

value
10.0%

- Press “sales”, select “Tax Area” and press **+** to specify the kind of tax. Then press save

Tax Area

Name / Percentage

name
Consumption tax

percentage
1.0%

C. Create clients

- Press “Client” and select “Clients”

Client Sales Product Tools Account System Help

Quick View

Clients

Check for Duplicates

- Input the client’s information, and then select attributes as “client”

Prospect

save cancel

Name

company
HKBU

first name
comp

last name
science

Attributes

type
prospect
prospect
client

category
<none>

3. Input contact information, e.g. address

Primary Address

HKBU

city
Hong Kong

state/province

zip/postal code

country

4. Type the sales person's name and select order defaults

Sales

sales person
7750 comp

lead source
<none>

Order Defaults

payment method
VISA

shipping method
FedEx Standard Overnight

discount
student discount

tax area
Consumption tax

Managing sales orders

A. Create sales quote

1. Press "Sales" and select "Sales Orders". Then press  to create a sales order

Client Sales Product Tools Account System Help

gen

Sales Orders

Recurring Invoices

AR Items

Receipts

purchase history

attachments

2. Type the client name (that you created before) then select the client

Sales Order

Client

hkbu

HKBU (science, comp)
Hong Kong,

3. Select type as “Quote” and fill in other information

Attributes

id

order date
09/24/2010

type
Quote

invoice date

client PO#
0112

required date
09/28/2010

☐ credit memo

lead source
Other

4. Set shipping address as billing address

billing address **shipping address**

address
HKBU

city
Hong Kong

state/province

zip/postal code

country

☒ shipping address same as billing

more options

5. Type product name to select product

Line Items

product	memo
thinkpad	
1111 :: ThinkPad W510 Inventory	

6. Change quantity, then press

Line Items

product	memo	price	qty.	extended
1111 :: ThinkPad W510		\$12,000.00	10	\$12,000.00

7. Clicking on “shipping” and input “tracking number”, e.g. 3210.

Shipping

ship via
FedEx Standard Overnight

total wt.
27.3

tracking number
3210

discount
subtotal
tax
shipping
total

8. Clicking on “payment” and input credit card details

Payment

payment method
VISA

card number
7750

expiration
09/11

verification
1111

discount
subtotal
tax
shipping
total
payment

9. Press “save”

B. Create sales order

1. Press “Sales” and select “Sales Orders”. Clicking on “find” and select “Quotes”. Then press “search”

Sales Orders

basic advanced find search save search sorting

find
Quotes
Orders
Orders - Today
Orders/Invoices - Unpaid
Orders - Ready To Post
Orders - No Payment
Orders - Credit Memo
Invoices
Invoices - Today
Invoices - Yesterday
Invoices - This Week
Invoices - Last Week
Invoices - This Month
Invoices - Last Month
Invoices - Credit Memo
Quotes
Voided Records

where
id

starts with

search
reset

web	date	client name / company	payment	total	due
No Results Found					
				\$0.00	\$0.00

2. Double click on the newly created quote

records: 1									
id	RTP	type	status	web	date	client name / company	payment	total	due
Quotes									
13		Quote	Open		09/24/2010	science, comp (HKBU)	VISA	\$109,080.00	\$109,080.00
								\$109,080.00	\$109,080.00

3. Change attributes of “type” as “Order”

Attributes

id 13	order date 09/24/2010
type Order	invoice date
client PO# 0112	required date 09/28/2010
<input type="checkbox"/> credit memo	
lead source Other	

- Assign the order to a sales person (e.g., “sales user a” created before)

Status

current status
Open

status date
09/24/2010

assigned to

sales

sales manager b

sales user a

- Press “save”

C. Log in as a sales person and follow the order

- Log out the system and then log in as a sales user, i.e., the account that you created before

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name
a

password
•

- Press “Sales” and select “Sales Orders”. Point to “find” and select “Orders”. Then press “search”.


Sales Orders

basic load search save search sorting


find
Orders
Orders
Orders - Today
Orders/Invoices - Unpaid

where
id

starts with

3. Select the sales order. If the client has paid the money, press  and select “pay in full”, “due” will become zero.

							records: 1
id	RTP	void	date	client name / company	payment	total	due
Orders - Cr							
6		mark as shipped mark ready to post pay in full post as invoice create credit memo(s)	09/12/2010	science, comp (HKBU)	VISA	\$109,080.00	\$109,080.00
						\$109,080.00	\$109,080.00

4. Press  select “mark ready to post”, if the products are ready.

							records: 1
id	RTP	void	date	client name / company	payment	total	due
Orders							
7	X	mark as shipped mark ready to post pay in full post as invoice create credit memo(s)	09/12/2010	science, comp (HKBU)	VISA	\$109,080.00	\$0.00
						\$109,080.00	\$0.00

5. Press  select “mark as shipped”, “status” will become “shipped”.

							records: 1
id	RTP	void	date	client name / company	payment	total	due
Orders							
9	X	mark as shipped mark ready to post pay in full post as invoice create credit memo(s)	09/12/2010	science, comp (HKBU)	VISA	\$109,080.00	\$0.00
						\$109,080.00	\$0.00

D. Create invoice from sales order


1. Log out from the sales user account, and log in with the administrator account
2. Press “Sales” and select “Sales Orders” to view the sales orders. Point to “find” and select “Orders”. Then press “search”.
3. Double click on the sales order.

<div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div></div></div></div>								records: 1	
id	RTP	type	status	web	date	client name / company	payment	total	due
Orders									
13	X	Order	Shipped		09/24/2010	science, comp (HKBU)	VISA	\$109,080.00	\$0.00
								\$109,080.00	\$0.00

4. The invoice date is automatically generated

Attributes

id 13	order date 09/24/2010
type Order	invoice date 09/24/2010
client PO# 0112	required date 09/28/2010
<input type="checkbox"/> credit memo	
lead source Other	

5. Press “Sales” and select “Sales Orders” to view the sales orders. Select the order.
Press  select “post as invoice”. Then the sales order disappears.

id	RTP	date	client name / company	payment	total	due
13	X	09/24/2010	science, comp (HKBU)	VISA	\$109,080.00	\$0.00
					\$109,080.00	\$0.00

records: 1

6. Point to “find” and select “invoices”. Then press “search”.

Sales Orders

basic advanced load search save search sorting

find: All Records (dropdown) where: id (dropdown) starts with: (text field) **search** (button)

reset (button)

records: 13

web	date	client name / company	payment	total	due
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7. The order’s type is changed to invoice.

Sales Orders

basic advanced load search save search sorting

find: Invoices (dropdown) where: id (dropdown) starts with: (text field) **search** (button)

new result (dropdown) reset (button)

records: 4


id	RTP	type	status	web	date	client name / company	payment	total	due
9	X	Invoice	Shipped	.	09/12/2010	science, comp (HKBU)	VISA	\$109,080.00	\$0.00

Note: A full payment must be entered before posting an order. If no payment has been made and you still wish to post a sales order (convert it to an invoice), you must

select an Accounts Receivable (AR) payment method such as Net 30. Once an AR or full payment has been made, it is possible to post the sales order. Once a sales order has been posted, it will be impossible to change any information on the sales order.

E. Create Accounts Receivable items

1. Press “Client” and select “Clients”. Then press “search” to search clients.



Clients

basic advanced load search save search sorting

find Clients where name starts with search reset

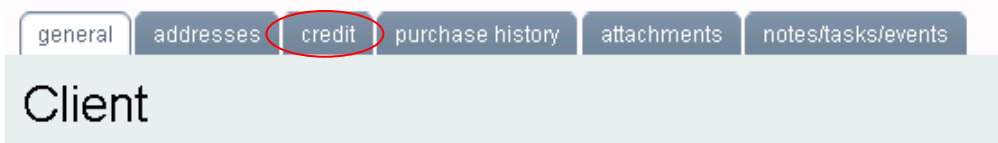
new result

2. Double click on the client



type	name / location	e-mail	phone
client	HKBU (science, comp) Hong Kong,		

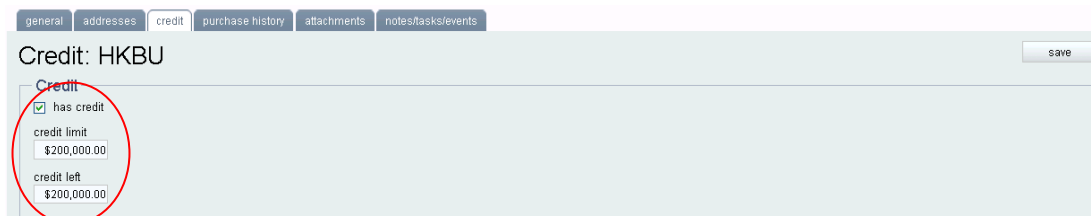
3. Press “credit”



general addresses credit purchase history attachments notes/tasks/events

Client

4. Select “has credit” and set the credit limit, e.g. 200,000. Then press “save”



general addresses credit purchase history attachments notes/tasks/events

Credit: HKBU save

has credit

credit limit \$200,000.00

credit left \$200,000.00

5. Press “Sales” and select “Sales Orders”. Press **+** to create sales order
6. Type client name e.g. “hkbu”, then select client
7. Type product name, e.g. “thinkpad w510” and select product. Then press **+**
8. Point to “payment” and then select “Net 30”. Then press “save”

\$12,000.00 1 \$12,000.00

Payment
 payment method
 VISA
 <none>
 American Express
 Discover Card
 Mastercard
 VISA
 VISA - Debit
 Business Check
 Cashiers Check
 Personal Check
 Wire Transfer
 Cash
 Money Order
 Net 30

expiration verification

discount	\$1,200.00
subtotal	\$10,800.00
tax	\$108.00
shipping	\$0.00
total	\$10,908.00
payment	\$0.00 ✓
amount due	\$10,908.00

- Repeat the processes described in C 3 to C 5 and D 5
- Press “Sales” and select “AR Items”

Client	Sales	Product	Tools	Account	System	Help
--------	--------------	---------	-------	---------	--------	------

Sales Orders
 Recurring Invoices
AR Items
 Receipts

- Press “search”

status	type	doc ref	date	client	doc amt	amt due
open	invoice	sord:2637ebff-ced0-9b2f0cca-d477fefe3aef	09/25/2010	science, comp (HKBU)	\$10,908.00	\$10,908.00

- Press the application name

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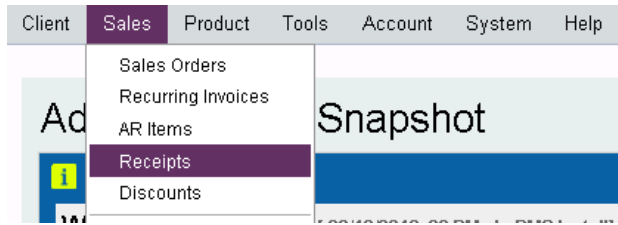
Client	Sales	Product	Tools	Account	System	Help
--------	-------	---------	-------	---------	--------	------


- Check “Accounts Receivable” on the homepage

Accounts Receivable	
current	\$10,908.00
31 - 60	\$0.00
61 - 90	\$0.00
91 +	\$0.00
total	\$10,908.00

F. Create receipts

- Press “Sales” and select “Receipts”



2. Press  to create receipts
3. Input the client name, receipt amount and selection “payment type”

A screenshot of the 'Receipt' form. The 'Client / Amount' section has a 'client' dropdown set to 'HKBU (science, comp)' and an 'amount' field set to '\$10,908.00'. The 'Receipt Type' section has a 'payment type' dropdown set to 'Cash'. A red circle highlights the 'client', 'amount', and 'payment type' fields.

4. Select “status” as “collected” and mark as “ready to post”

A screenshot of the 'Attributes' form. It has fields for 'id' (8), 'date' (09/24/2010), 'status' (dropdown set to 'collected'), and a checked 'ready to post' checkbox. A red circle highlights the 'status' dropdown and the 'ready to post' checkbox.

5. Press 

A snippet of the 'Distribution Items' form showing a plus icon in a red circle and the text 'distribution remaining: \$10,908.00'.


6. Press “add”

A screenshot of the 'Add AR Item' form. It has a 'Type' dropdown set to 'credit'. Under 'Credits', the 'new' radio button is selected. Below it, a date and amount dropdown is set to '09/21/2010 -\$10,000.00'. At the bottom, there are 'add' and 'cancel' buttons. A red circle highlights the 'add' button.

7. Press “auto-apply”

Distribution Items									
+ distribution remaining: \$10,908.00									
					load open AR items		auto-apply		
doc ref	type	doc date	due date		doc amount	doc due	applied	discount	tax adj.
credit		09/25/2010			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00		

8. Press “save”

9. Press “Sales” and select “Receipts”. Select the receipt, press , then select “post receipt”

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10. Press on the application name

Comp7750 phpBMS						
Client	Sales	Product	Tools	Account	System	Help


11. Check the “Accounts Receivable”

Accounts Receivable	
current	\$0.00
31 - 60	\$0.00
61 - 90	\$0.00
91+	\$0.00
total	\$0.00

Note: the difference between “invoice” and “receipts” --- If you customer wants to know what he is paying for he should be able to read the invoice which will have all the information about the transaction including quantity and description of the goods or service, price, additional charges including shipping and taxes, the total price and the payment terms.

The receipt should show date of payment, method of payment, amount of payment and a reference to the invoice the payment relates to. It should also show any balance still due.

G. Printing invoice and purchase history

1. Print invoice: select the invoice, then press 

										records: 4
id	RTP	type	status	web	date	client name / company		payment	total	due
9	X	Invoice	Shipped	-	09/12/2010	science, comp (HKBU)		VISA	\$109,080.00	\$0.00

2. Select available reports as invoice, then press “print”

Print/Export

Select Report(s)

available reports

- Invoice
- Packing List
- Quote
- Work Order
- Labels - Shipping
- Incoming Cash Flow
- Totals - Account Manager
- Totals - Amount with Invoices
- Totals - Amounts with Invoices and L

Report Information

name
Invoice

type
PDF Report

description
Printable/E-Mail Ready Invoice PDF

more options

Pop-Up Windows

Each report will display in its own window. If you have disabled pop-ups within your browser's options or are running a third-party pop-up blocker, the report may not show.

print done

3. Press “done” to return to the main menu.

Print/Export

Select Report(s)

available reports

- Invoice
- Packing List
- Quote
- Work Order
- Labels - Shipping
- Incoming Cash Flow
- Totals - Account Manager
- Totals - Amount with Invoices
- Totals - Amounts with Invoices and L

Report Information

name
Invoice

type
PDF Report


description
Printable/E-Mail Ready Invoice PDF

more options

Pop-Up Windows

Each report will display in its own window. If you have disabled pop-ups within your browser's options or are running a third-party pop-up blocker, the report may not show.

print done

4. Print client’s purchase history: press “client” and select “clients”. Then press , select “select all”.

records: 1

type	name / location	e-mail	phone
client			
client	HKBU (science, comp) Hong Kong,		

select all

select none

show only selected records

remove selected records from view

5. Press 

records: 1			
type	name / location	e-mail	phone
client			
client	HKBU (science, comp) Hong Kong,		

6. Select available reports as “Purchase History”, then press “print”

Print/Export

Select Report(s)

available reports

- Labels - Folder
- Labels - Mailing
- Labels - Shipping
- Purchase History**
- Raw Table Export
- Raw Table Print
- SQL Export

Report Information

name
Purchase History

type
report

description
Client purchase history

[more options](#)

Pop-Up Windows

Each report will display in its own window. If you have disabled pop-ups within your browser's options or are running a third-party pop-up blocker, the report may not show.

[print](#) [done](#)

7. Press “print” to generate report.

Client Purchase History Options

Time Frame

from 09/01/2010 to 09/30/2010

include products from...
Orders and Invoices

[print](#) [cancel](#)

Client Purchase History

source: Selected Records date generated: 09/12/2010 2:5 AM view: Orders and Invoices from: 09/01/2010 to: 09/30/2010

HKBU (Science, Comp)

invoice		product			line item		
id	type	date	part #	name	price	qty.	ext.
4	Invoice	09/12/2010	1111	ThinkPad W510	\$12,000.00	10	\$120,000.00
6	Invoice	09/12/2010	1111	ThinkPad W510	\$12,000.00	10	\$120,000.00
7	Invoice	09/12/2010	1111	ThinkPad W510	\$12,000.00	10	\$120,000.00
9	Invoice	09/12/2010	1111	ThinkPad W510	\$12,000.00	10	\$120,000.00
						total	\$480,000.00

Try the online demo with different types of users

1. Open the link <http://www.phpbms.org/trial/index.php>

2. log in with different roles

Shipping Personnel

username: shipping

password: shipping

Sales Personnel

username: sales

password: sales

Sales Manager

username: salesmanager

password: salesmanager

3. repeat the functions described before and check the accessing rights of different roles

Appendix

Try STATISTICA free trial

STATISTICA provides the most comprehensive array of data analysis, data management, data visualization, and data mining procedures. Its techniques include the widest selection of predictive modeling, clustering, classification, and exploratory techniques in one software platform.

Introduction to data mining:

<http://www.youtube.com/watch?v=1VQ1qzgdRSs&p=B804A810436AFB03&index=1>

Download the free trial from <http://www.statsoft.com/support/free-statistica-9-trial/> by clicking “download the free 30 day STATISTICA version 9 Trial” and install the downloaded file.

Then try the following two data mining tools:

1. Classification analysis

Follow sessions 3 & 17:

Session 3 (introduction to the data set)

<http://www.youtube.com/watch?v=mTDD5W70CnE&p=B804A810436AFB03&index=3>

Session 17 (decision tree for classification):

<http://www.youtube.com/watch?v=f0eCYQY4gcQ&p=B804A810436AFB03&index=17>

Find dataset through “Help” -> “Open examples”, and then open “datasets” folder to open the file named “CreditScoring”

Find the classification analysis tool from “Statistics” -> “Mult/Exploratory” -> “Classification Trees”

2. Clustering analysis

Follow sessions 27 & 28:

Session 27 (introduction to the data set and data cleaning):

http://www.youtube.com/watch?v=WvR_0Vs1U8w&p=B804A810436AFB03&index=2

Session 28:

<http://www.youtube.com/watch?v=f1nP7BizrSA&p=B804A810436AFB03&index=27>

Find dataset through “Help” -> “Open examples”, and then open “datasets” folder to open the file named “Marketing”

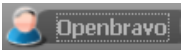
Find the clustering analysis tool from “Statistics” -> “Mult/Exploratory” -> “Cluster”

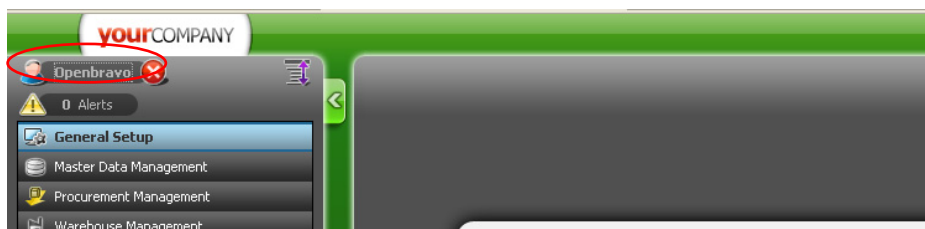
Try Openbravo ERP online demo (and compare with phpBMS)

Openbravo ERP is a web-based open source ERP, improving the world’s efficiency by making modern ERP accessible to all companies worldwide. The system’s functionality enables a company to automate a wide range of business processes such as Integrated Accounting, Sales & CRM, Procurement, Inventory, Production, and Project & Service Management.

1. Go to http://demo2.openbravo.com/openbravo/security/Login_FS.html (username and password are preset), and click on “Login” button.



2. Click on  to configure the company information

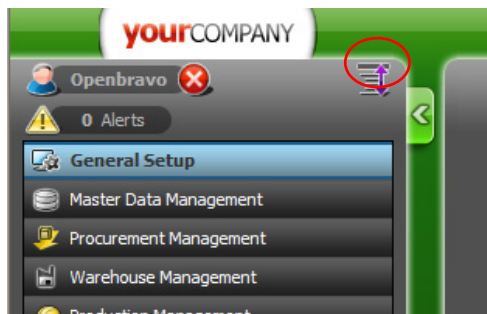


3. Press “OK”

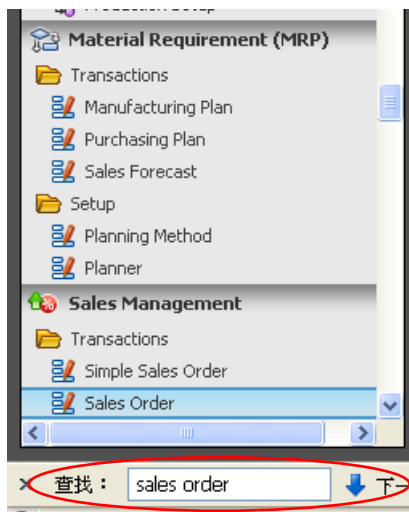


View sales orders

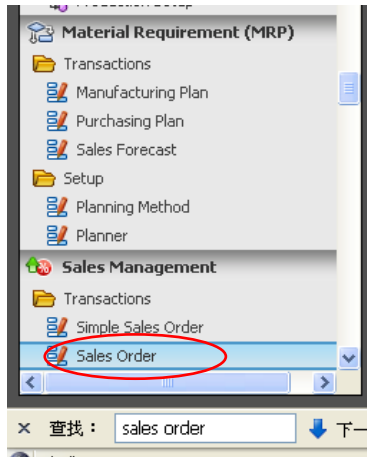
1. Click on  button to expand the menu




2. After the menu is expanded, press “Ctrl”+ “F” to search for the function “Sales order”



3. Click on “Sales Order”



4. A form of a sales order is shown. Press  to view previous or next order.

5. Press  to view orders in form of table

6. Press  to export or print the data.

	Document	Order Date	Business Partner	Invoice Address	User/Contact
1	WO /06 / 93	27-01-2006	Conway ,Limited	Street n° A (Industrial polygon(zone)), ME (EE.UU)	
2	WO /06 / 72	11-08-2006	Chirika ,Company	Street n°RF (Technological park), ME (EE.UU)	
3	WO /06 / 71	09-08-2006	Labaan ,Company	Street n° Z (Managerial park), ME (EE.UU)	