



# Company Management System for nopCommerce

Plugin Documentation

Powered by  
Apollo Integration Framework

## Contents

Company Management .....	5
Payment Status – Orders and Invoices .....	5
Sales Order Workflow .....	5
Order Quotes .....	5
Unapproved Orders .....	5
Approved Orders.....	6
Order Payment.....	6
Backorders .....	6
Order Status .....	7
Managing Order Status .....	7
Modified Checkout Procedure .....	9
Quote and Credit Payment Options.....	9
Create Quote.....	10
Create a Credit Order .....	11
Administration .....	12
Menu Options .....	12
Organisation.....	12
Companies.....	12
Departments .....	12
Positions.....	12
Orders .....	12
Accounting .....	12
Accounts.....	12
Transactions.....	12
Payments.....	12
Company Attributes .....	12
Configure.....	12
System Controls .....	13
Customer and Company Scope.....	13
Access Control.....	13
Companies.....	14
Add new Company.....	14
Create Company from Existing Customer.....	15
Add New Employee.....	17
Select Existing Company and Employee .....	18
Departments .....	19
Position Descriptions .....	19
Defining Entities for All Companies .....	20

Approving Orders .....	23
Invoice Payment.....	24
Unapprove Order .....	24
Order Settings .....	25
Create Company Orders.....	25
Accounting .....	27
Accounts and Transactions .....	27
Edit an Account .....	27
Company Accounts .....	28
Account Transactions.....	28
Automatic Transactions .....	29
Manually Add Transaction .....	29
Edit Transaction .....	30
Account Report .....	30
Account Operations .....	30
Order Approved .....	30
Order Paid .....	30
Transaction Report.....	31
Transactions .....	31
Payments.....	33
Receipts.....	33
Payment Report .....	34
Payment Terms .....	35
Merge Customers.....	35
Custom Company Attributes.....	38
nopCommerce Administration .....	40
Installing the Plugin.....	40
Configure Settings.....	40
Operation Settings .....	40
Enabled .....	40
System Email .....	40
Company Name.....	41
Default Credit Account Number .....	41
Trade Debtors Account Number .....	41
Trade Creditors Account Number .....	41
Default Sales Account Number .....	41
Default Expenses Account Number .....	41
Delete Customer On Merge .....	41
Create Company Orders.....	41

Allow Quote Orders ..... 41

Allow Credit Orders..... 41

Configuration Settings ..... 41

    Test Mode ..... 41

    Delete Tables on Uninstall ..... 42

    Delete Configuration on Uninstall..... 42

    Purchased Licence Keys ..... 42

    Public Key ..... 42

    Private Key ..... 42

OrderPay Plugin ..... 42

Demo System ..... 42

# Company Manager Plugin Documentation

This plugin introduces several new features and operations for the management of Companies in nopCommerce. Specifically it allows you to manage customers as companies and employees. The plugin also allows customers to create quotes and pay via account credit.

There is an expanded set of order statuses to allow for better control of order workflows. Administrators can also use a function to combine and merge existing customer accounts and orders.

The system also allows you to define Custom Company Attributes which are like the existing Custom Customer Attributes.

## Company Management

This plugin facilitates company management process by allowing standard customers to be defined as a Company. The system also allows you to define customers which are employees of the company. You can define Positions Descriptions and Departments. Position descriptions can then be assigned to employees and employees to departments within the company.

### New System Features

- Setup Customers as Companies
- Add Customers to a Company as Employees
- Manage Order Workflows with an expanded set of Order Statuses
- Accounts and Transaction Management System for Debtors, Creditors, Income and Expenses
- Order Approval process to create Invoices from Orders
- Create Order quotes
- Create Orders on Credit
- Merge existing Customer accounts
- Manage Custom Company Attributes

### Payment Status – Orders and Invoices

Orders are created when a customer makes a purchase from your website or other sales channel.

### Sales Order Workflow

Sales orders are generally processed through several stages in nopCommerce, that correspond to actions in your order fulfilment process. The basic stages are:

- **Pending:** Order arrives.
- **Pick:** Order lines are collected in warehouse.
- **Pack:** Order lines are packed, consignment label created ready for shipping.
- **Dispatched:** Package is shipped to customer.

Depending on the circumstances, sales orders may need to go through more stages detailed below. These steps are explained further in this manual.

### Order Quotes

Quotes are a type of sales order where the purchase has not been finalised. This may be due to the customer shopping around for different prices or waiting on a freight cost to be calculated. Sometime after the quote order has been placed the customer may choose to turn the quote into a sales order.

### Unapproved Orders

While not technically a sales order status, unapproved orders still need to be actioned before you can process them. Sales orders which are unapproved are most likely waiting on payment, however you can still approve them for

processing. Once an order is approved then it turns into an Invoice. An invoice is a legal document for the supply of services or goods.

### Approved Orders

Once an order has been approved then an Invoice will be created which can be sent to the customer for payment.

### Order Payment

When a customer creates an order there are several options for payment which influences the ability to progress orders to different statuses in the workflow.

Customers who have a credit account have the option to place a new order on **Credit** and in this case initially an order is created. One mode of operation is where the Order does not get approved as an Invoice until the items are picked, packed and ready for pickup. This means these orders can only be in Pick or Backorder Approved or Hold status until the invoice can be created.

For customers with no **Credit account**, the customer is required to pay for the order during the checkout process. In this case the Order will immediately become an Invoice and the Payment status will show as 'Paid' and there is no restriction on which order status can be used

**Note:** There are legal requirements that require that once an Invoice has been created then it cannot be modified in anyway.

### Backorders

When an item cannot be provided immediately, the order can be set to backorder. Two of the most common reasons to create a backorder are when an item has been sold that is out of stock or the customer has requested a delay in delivery. For example, if your warehouse has 2 out of 3 items ordered and your customer is willing to wait for the third item, you have the option of splitting the order into the goods that can be shipped and the goods that cannot.

The order line for the out of stock item is sent to backorder and a new order with the status is created. This enables you to manage backorder items easily and progress the order through the system when the item is available. Goods that can be dispatched are shipped and the remaining item can be shipped later, which is preferable to cancelling the order altogether.

## Order Status

A set of additional Orders Statuses have been created with the operating description as follows:

<b>Quote</b>	<ul style="list-style-type: none"><li>• A new order quote has been created for costing purposes</li><li>• Once a quote has been created the quote can be either saved as a New Order with same Order Number or it can be used to make a New Order with a new Quote Number meaning that the original quote will stay on file</li></ul>
<b>New</b>	<ul style="list-style-type: none"><li>• A new order waiting to be processed into SAP</li><li>• After an order has been processed and then Paid by the customer it may will return to the New status. In this case it should be pushed forward to the Pick status or other appropriate status.</li></ul>
<b>Pick</b>	<ul style="list-style-type: none"><li>• The order has been processed and is scheduled to be picked from the store either on or before the Required Date</li></ul>
<b>New Backorder</b>	<ul style="list-style-type: none"><li>• A new order has been created but stock is not currently available and the order is held in backorder status until it has been confirmed that stock can be sourced</li></ul>
<b>Backorder Approved</b>	<ul style="list-style-type: none"><li>• The order has been processed but stock is not currently available, and the order is not scheduled to be picked until stock becomes available later.</li><li>• This status is also used to denote invoices that have been created to take part payments for orders.</li></ul>
<b>Pack</b>	<ul style="list-style-type: none"><li>• The order has been processed and picked and is ready to be packed ready for pickup or courier dispatch.</li><li>• Note: putting an order to Pack will automatically invoice the order if this has not already been done. In this case orders which have a future requirement date should remain in Pick status until the requirement date is reached</li></ul>
<b>Pending Pickup</b>	<ul style="list-style-type: none"><li>• The order has been processed, picked and packed and is ready for pickup up by the customer</li><li>• An order must be first approved, and an invoice created before moving an order to this status.</li></ul>
<b>Pending Dispatch</b>	<ul style="list-style-type: none"><li>• The order has been processed, picked and packed and is ready for courier dispatch.</li><li>• An order must be first approved, and an invoice created before moving an order to this status.</li></ul>
<b>On Hold</b>	<ul style="list-style-type: none"><li>• The order has some issue or problem and requires modification, cancellation or a credit AOP Credit Adjustment to be performed</li><li>• New orders will also go into hold status where the customer does not have remaining credit on their account.</li></ul>
<b>Dispatch</b>	<ul style="list-style-type: none"><li>• An order has been completed and either picked up by the customer or couriered to the customer. No further action is required after an order is dispatched.</li></ul>
<b>Cancel</b>	<ul style="list-style-type: none"><li>• An order has been cancelled meaning that it no longer needs to be fulfilled. Cancelling an order with return any allocated stock back to the warehouse stock</li></ul>

## Managing Order Status

All website orders will be in one of the orders statuses at any point in time. The order status allows you to understand where an order sits in the Workflow. All new orders enter on the website will start with a Pending

Once the order has been initially processed then it will move through the workflow to a new order status.

Each order status is highlighted using a different color

Learn more about orders

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer	Store	Created on	Order total	View
<input type="checkbox"/>	1085	Quote	Pending	Not yet shipped	e1@test.com	Your store name	05/03/2023 5:14:39 AM	\$27.56	<a href="#">View</a>
<input type="checkbox"/>	1083	Pending	Pending	Not yet shipped	admin45@yourStore.com	Your store name	23/02/2023 4:58:34 PM	\$79.99	<a href="#">View</a>
<input type="checkbox"/>	1082	Processing	Pending	Shipping not required	admin45@yourStore.com	Your store name	22/02/2023 8:26:11 PM	\$2.80	<a href="#">View</a>
<input type="checkbox"/>	1081	Complete	Pending	Not yet shipped	admin45@yourStore.com	Your store name	22/02/2023 8:06:19 PM	\$43.50	<a href="#">View</a>
<input type="checkbox"/>	1077	Cancelled	Pending	Not yet shipped	admin45@yourStore.com	Your store name	21/02/2023 6:33:19 PM	\$43.50	<a href="#">View</a>
<input type="checkbox"/>	1076	Pick	Pending	Not yet shipped	admin45@yourStore.com	Your store name	21/02/2023 5:59:10 PM	\$30.00	<a href="#">View</a>
<input type="checkbox"/>	1075	Pack	Pending	Not yet shipped	admin45@yourStore.com	Your store name	21/02/2023 5:52:21 PM	\$43.50	<a href="#">View</a>
<input type="checkbox"/>	1074	Pending Pickup	Pending	Not yet shipped	admin45@yourStore.com	Your store name	21/02/2023 5:48:14 PM	\$187.00	<a href="#">View</a>
<input type="checkbox"/>	1071	Pending Dispatch	Pending	Not yet shipped	admin45@yourStore.com	Your store name	13/02/2023 8:07:49 PM	\$87.00	<a href="#">View</a>
<input type="checkbox"/>	1086	Dispatch	Pending	Not yet shipped	steve_gates@nopCommerce.com	Your store name	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>
<input type="checkbox"/>	1087	On Hold	Pending	Not yet shipped	steve_gates@nopCommerce.com	Your store name	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>
<input type="checkbox"/>	1088	New Backorder	Pending	Not yet shipped	steve_gates@nopCommerce.com	Your store name	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>
<input type="checkbox"/>	1089	Backorder	Pending	Not yet shipped	steve_gates@nopCommerce.com	Your store name	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>

Orders have a number of workflow paths

Selecting the order and clicking the **Previous** or **Next Status** will move the order back and forward in the workflow

Orders 
[Previous Status](#)
[Next Status](#)
[Export](#)
[Print PDF Invoices](#)

Learn more about orders

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer	Store	Created on	Order total	View
<input type="checkbox"/>	1085	Quote	Pending	Not yet shipped	e1@test.com	Your store name	05/03/2023 5:14:39 AM	\$27.56	<a href="#">View</a>
<input checked="" type="checkbox"/>	1083	Pending	Pending	Not yet shipped	admin45@yourStore.com	Your store name	23/02/2023 4:58:34 PM	\$79.99	<a href="#">View</a>

In this example Order 1083 is selected and the Next Status is Clicked – The order moves to Pick Status

Learn more about orders

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer	Store	Created on	Order total	View
<input type="checkbox"/>	1085	Quote	Pending	Not yet shipped	e1@test.com	Your store name	05/03/2023 5:14:39 AM	\$27.56	<a href="#">View</a>
<input checked="" type="checkbox"/>	1083	Pick	Pending	Not yet shipped	admin45@yourStore.com	Your store name	23/02/2023 4:58:34 PM	\$79.99	<a href="#">View</a>



## Modified Checkout Procedure

A customer can add items to the cart as per the standard procedure and step through the checkout process.

**Select Systems International**

Search store

Computers | Order Workflow | Event Tickets | Accommodations | eBike Rentals | Courses and Events  
 Appointments | Rentals | Electronics | Apparel | Digital downloads | Books | Jewelry | Gift Cards  
 Charter Fishing Trips

> Cart > Address > Shipping > Payment > Confirm > Complete

### Shopping cart

SKU	Image	Product(s)	Price	Qty.	Total	Remove
LE_IC_600		Lenovo IdeaCentre 600 All-in-One PC	\$500.00	1	\$500.00	<input type="button" value="x"/>

When at the payment step the customer is presented with several new options.

## Quote and Credit Payment Options

See below, in this instance the customer can make immediate payment via Check / Money order or via Zip pay.

In addition to the standard payment options that are normally displayed the customer will be provided with two other options.

### Select payment method

To create a Quote please click the Create Quote button, To create an Order on Credit click the Credit Order button, alternatively to purchase the products now click the required payment option

**Check / Money Order**  
Pay by cheque or money order

**Zippay and Zipmoney**  
Pay by credit / debit card

### Order summary

SKU	Image	Product(s)	Price	Qty.	Total
LE_IC_600		Lenovo IdeaCentre 600 All-in-One PC	\$500.00	1	\$500.00

## Create Quote

The customer can create a quote estimate – The intention is the order is not for the actual supply of goods as such.

It is a quote that the goods would be available at the stated price. Later the Customer or Admin can convert the quote to an order for the supply of goods.

## Thank you

Your quote has been successfully created!

**Quote Number: 1106**

[CLICK HERE FOR QUOTE DETAILS](#)

[CONTINUE](#)

When a quote is created it can be views in the Customer Account

- CUSTOMER INFO
- ADDRESSES
- MY CALENDAR
- ORDERS
- DOWNLOADABLE PRODUCTS
- BACK IN STOCK SUBSCRIPTIONS
- REWARD POINTS
- CHANGE PASSWORD
- MY PRODUCT REVIEWS

### My account - Orders

<p><b>Order Number : 1083</b></p> <p>Order status: Quote Order Date: 23/02/2023 4:58:34 PM Order Total: \$59.70</p> <p><a href="#">DETAILS</a></p>	<p><b>Order Number : 1082</b></p> <p>Order status: Complete Order Date: 22/02/2023 8:26:11 PM Order Total: \$2.09</p> <p><a href="#">RETURN ITEM(S)</a></p> <p><a href="#">DETAILS</a></p>
--	--

## Quote Details

### Quote Details

[PRINT](#)

[PDF QUOTE](#)

**Quote Number: 1083**

Quote Date: **Thursday, 23 February 2023**

Order Status: **Quote**

Quote Total: **\$59.70**

#### Billing Address

John Smith  
Email: admin45@yourStore.com  
Phone: 12345678  
Fax:  
Nop Solutions Ltd  
21 West 52nd Street  
New York, New York, 10021  
United States of America

#### Shipping Address

John Smith  
Email: admin45@yourStore.com  
Phone: 12345678  
Fax:  
Nop Solutions Ltd  
21 West 52nd Street  
New York, New York, 10021  
United States of America

## Create a Credit Order

The customer can create an order for the purchase of items on their credit account.

Each company can have a credit limit amount setup. The remaining credit amount is then calculated by subtracting the total of all unpaid order.

If there is remaining credit greater than the value of the current cart, then this option will be displayed.

After payment the Completed View will be displayed and will display different information depending on the payment option selected.

For a Credit Order the Standard Information is displayed

## Order information

PRINT

PDF ORDER

**Order #1077**

Order Date: **Tuesday, 21 February 2023**

Order Status: **Pending**

Order Total: **\$32.46**

### Billing Address

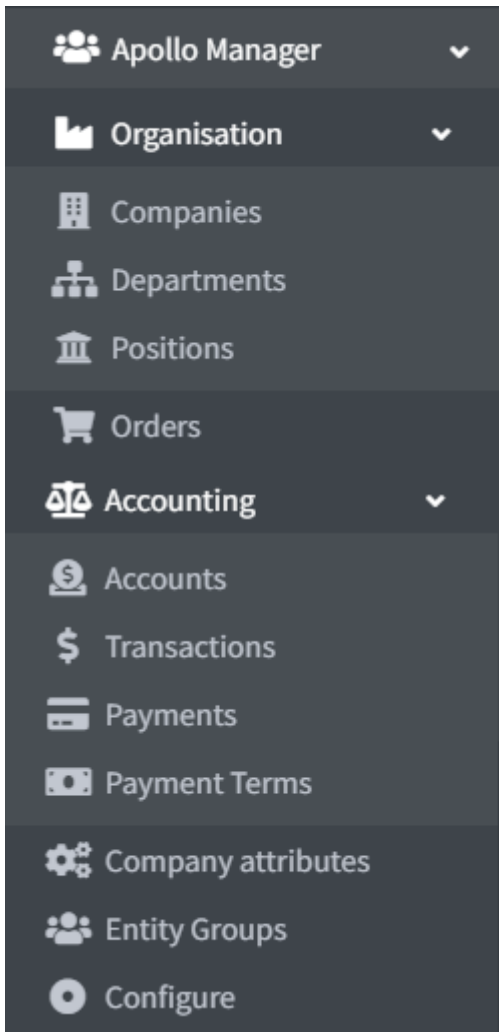
John Smith  
Email: admin45@yourStore.com  
Phone: 0299999999  
Fax:  
1 Test Street  
Sydney, New South Wales, 2000  
Australia

### Shipping Address

John Smith  
Email: admin45@yourStore.com  
Phone: 0299999999  
Fax:  
1 Test Street  
Sydney, New South Wales, 2000  
Australia

# Administration

The backend Administration has several new pages for managing the operations



## Menu Options

A new Plugin menu is added as part of the Installation.

## Organisation

This is a sub menu for all company operations

### Companies

Manage and Add and companies

### Departments

Manage and Add new Company Departments

### Positions

Manage and Add new Company Positions or Job Roles

## Orders

Manage All orders – Allows you to provide access via ACL for Orders

## Accounting

This is a sub menu for all accounting operations

### Accounts

Manage and Add new Financial Accounts

### Transactions

Display and Edit Financial Transactions

### Payments

Display and Manage all outstanding Invoice Payments

## Company Attributes

Manage and Add new Company Attributes

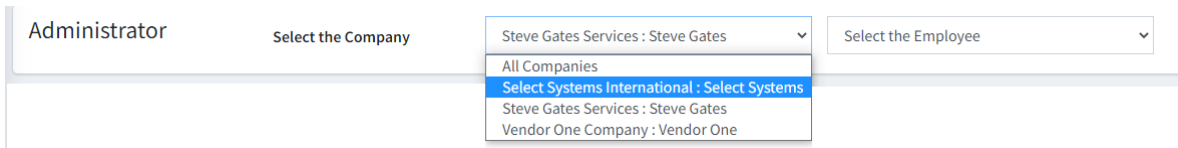
## Configure

Configure the System Operations

# System Controls

## Customer and Company Scope

There is new administrator control displayed at the top of most or the views which allows you to select and set the current context for the views and functions which are displayed below.



When a particular company is selected then all items displayed will be related to this company

The control also allows you to select an Employee for a company

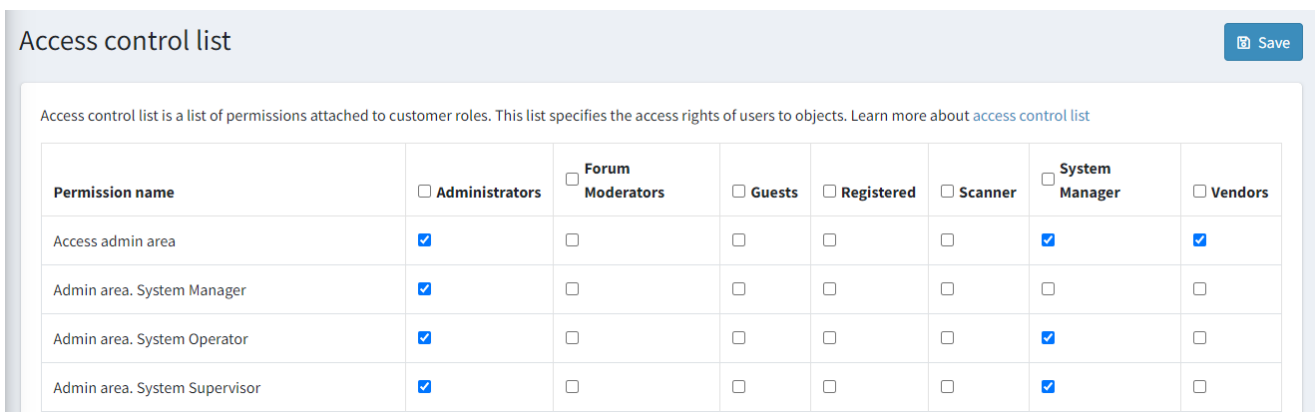
Access to the control can be setup using the ACL. Only Managers and Supervisors have access to the control.

## Access Control

Before you can access the menu options:

- you need to setup access control to manage access to the Apollo management functions.
  - To **Operate** the Plugin you need Admin area. System Operator
  - To **Manage** the Plugin you need Admin area. System Manager
  - To **Configure** the Plugin you need Admin area. System Supervisor

Go to **Configuration > Access Control List**



Permission name	<input type="checkbox"/> Administrators	<input type="checkbox"/> Forum Moderators	<input type="checkbox"/> Guests	<input type="checkbox"/> Registered	<input type="checkbox"/> Scanner	<input type="checkbox"/> System Manager	<input type="checkbox"/> Vendors
Access admin area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admin area. System Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin area. System Operator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Admin area. System Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Access to the various menu operations and functions are controlled by which ACL Access is assigned

# Companies

A new view has been created which allows you to list and edit companies that have been setup.

<input type="checkbox"/>	Email	Name	Customer roles	Company name	Active	Edit
<input type="checkbox"/>	vendor1email@gmail.com	Vendor One	Registered, Vendors	Vendor One Company	✓	<a href="#">Edit</a>
<input type="checkbox"/>	sales@selectsystems.com.au	Select Systems	Administrators, Registered, Manager	Select Systems International	✓	<a href="#">Edit</a>
<input type="checkbox"/>	steve_gates@nopcommerce.com	Steve Gates	Administrators, Registered	Steve Gates Services	✓	<a href="#">Edit</a>

Similar to the existing customer functions you can search using the Company name, Email, First and Last Name and Customer Role

You can also use the **Select Customers** option to display all customers. This is a list of all customers which may not already be setup as a company.

## Add new Company

Click the add new button to create a new Company. The following view will be displayed.

Company info

Company name

First name

Last name

Email

Password

Is tax exempt

Newsletter

Customer roles

Manager of vendor

Note: if you have a vendor associated with this customer, then also ensure it is in "Vendors" customer role.

Active

Admin comment

Enter the details as required.

## Create Company from Existing Customer

Tick the **Select customers** option and click search which will display all existing customers

<input type="checkbox"/>	Email	Name	Customer roles	Company name	Active	Edit
<input type="checkbox"/>	arthur_holmes@nopcommerce.com	Arthur Holmes	Registered		✓	Edit
<input type="checkbox"/>	james_pan@nopcommerce.com	James Pan	Registered		✓	Edit
<input type="checkbox"/>	brenda_lindgren@nopcommerce.com	Brenda Lindgren	Registered		✓	Edit
<input type="checkbox"/>	victoria_victoria@nopcommerce.com	Victoria Terces	Registered		✓	Edit

Select the customer you wish to modify to be a **Company** and click the Edit Button

<input checked="" type="checkbox"/>	arthur_holmes@nopcommerce.com	Arthur Holmes	Registered	✓	Edit
-------------------------------------	-------------------------------	---------------	------------	---	------

When the customer is displayed

Enter the Company name and click the Save Button

Company name: Arthur Holmes Industries

First name: Arthur

Last name: Holmes

Email: arthur\_holmes@nopcommerce.com

Is tax exempt:

Newsletter:

Customer roles: Registered

Manager of vendor: Not a vendor

Active:

Save

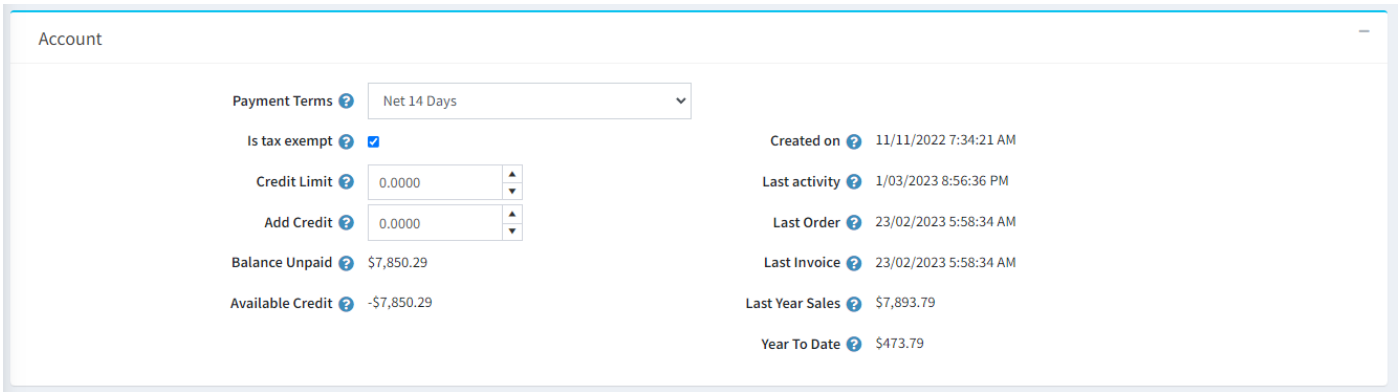
The customer will then be saved as a Company

The customer has been updated successfully.

<input type="checkbox"/>	Email	Name	Customer roles	Company name	Active	Edit
<input type="checkbox"/>	arthur_holmes@nopcommerce.com	Arthur Holmes	Registered	Arthur Holmes Industries	✓	Edit

### Company Account Details

When you click the Edit button for a Company you will also see their Account Details



Field	Value
Payment Terms	Net 14 Days
Is tax exempt	<input checked="" type="checkbox"/>
Credit Limit	0.0000
Add Credit	0.0000
Balance Unpaid	\$7,850.29
Available Credit	-\$7,850.29
Created on	11/11/2022 7:34:21 AM
Last activity	1/03/2023 8:56:36 PM
Last Order	23/02/2023 5:58:34 AM
Last Invoice	23/02/2023 5:58:34 AM
Last Year Sales	\$7,893.79
Year To Date	\$473.79

This information displays:

The current **Payment Terms** for this company

If the company **Is Tax Exempt** (Does not pay Tax – Refer to Tax Options)

The current **Credit Limit** for the Company

**Add Credit** allows you to add monetary value to the account – Refer to later sections on Credit Balance

The other information displayed is

The Date for the **Last Order** (i.e. Unapproved Order)

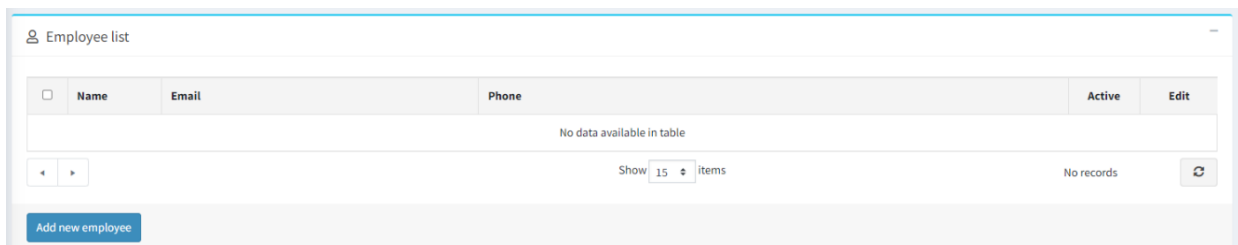
The Date of the **Last Invoice** (or Approved Order)

Balance Unpaid – i.e. Total of all unpaid Invoices

**Available Credit** - i.e. Credit Limit less the Unpaid Invoices

### Company List of Employees

When you click the Edit button for a Company you will also see list of Employees



<input type="checkbox"/>	Name	Email	Phone	Active	Edit
No data available in table					

Show 15 items No records

Add new employee



## Add New Employee

To add a new employee display the Company then click the add Employee Button

The screenshot shows a web form titled "Add new employee" with a "Back to company" link and "Save" and "Save and Continue Edit" buttons. The form is divided into two main sections: "Company info" and "Employee info".

**Company info section:**

- Company name: [Text input field]
- Department: [Dropdown menu with "Select Department" selected]
- Position: [Dropdown menu with "Select Position" selected]
- Is tax exempt:  False

**Employee info section:**

- Email: [Text input field]
- Password: [Text input field]
- First name: [Text input field]
- Last name: [Text input field]
- Gender:  Male,  Female
- Date of birth: [Text input field with calendar icon]
- Newsletter: [Text input field]
- Customer roles: [Text input field with "Registered X" tag]
- Active:
- Admin comment: [Text area]

Enter the Employee Details

You can also select their Department

This screenshot shows the "Company info" section of the form. The "Company name" is "Steve Gates Services". The "Department" dropdown menu is open, showing a list of options: "Production", "Select Department", "Accounts Department", "Human Resources", and "Production". The "Position" dropdown is currently closed, and "Is tax exempt" is  False.

The list of Departments can be setup for each Company

You can also select their Position Description

This screenshot shows the "Company info" section of the form. The "Company name" is "Steve Gates Services". The "Department" dropdown is set to "Accounts Department". The "Position" dropdown menu is open, showing a list of options: "Select Position", "Manager", "Payroll Officer", "Production Manager", and "Sales Manager". The "Is tax exempt" is  False.

The list of Position Descriptions can be setup for each Company

## Select Existing Company and Employee

You can also use the Administration control to select a particular company

### Edit Employee

You can use the Administrator Control to select and go directly to edit an Employee

Select the Company then the employee

The screenshot shows the 'Companies' administration page. At the top, there are 'Add new' and 'Export' buttons. Below that, the 'Administrator' section has a 'Select the Company' dropdown set to 'Steve Gates Services : Steve Gates' and a 'Select the Employee' dropdown with 'Steve Gates Services : Fred Gates' selected. A search section contains fields for Company, Email, First name, Last name, IP address, and Customer roles (set to 'Registered X'). A 'Search' button is located below these fields. At the bottom, a table displays the search results:

<input type="checkbox"/>	Email	Name	Customer roles	Company name	Active	Edit
<input type="checkbox"/>	steve_gates@nopcommerce.com	Steve Gates	Administrators, Registered	Steve Gates Services	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

Page navigation shows '1' of 1 items and 'Show 15 items'.

The employee record will then be displayed

The screenshot shows the 'Edit Employee - Fred Gates' form. At the top, there are 'Save', 'Save and Continue Edit', 'Send email', and 'Delete' buttons. The form is divided into two sections: 'Company info' and 'Employee info'. The 'Company info' section includes fields for Company name (Steve Gates Services), Department (Production), Position (Production Manager), and Is tax exempt (False). The 'Employee info' section includes fields for Email (fred@sgservices.com), Password (with a 'Change password' button), First name (Fred), Last name (Gates), Gender (Male/Female), Date of birth, Newsletter, Customer roles (Registered X), Active (checkbox), and Admin comment.

## Departments

A List of Departments can be setup for each Company

Name	Company Name	Edit
Accounts Department	Steve Gates Services	<a href="#">Edit</a>
Human Resources	Steve Gates Services	<a href="#">Edit</a>
Production	Steve Gates Services	<a href="#">Edit</a>

Select the company to display the list of Departments for that company

To add a new Department click the Add New Button

Name

Active

Description

Enter the Department Name

Select Active

Click Save

## Position Descriptions

A List of Positions descriptions can be setup for each Company

Name	Company Name	Edit
Manager	Steve Gates Services	<a href="#">Edit</a>
Payroll Officer	Steve Gates Services	<a href="#">Edit</a>
Production Manager	Steve Gates Services	<a href="#">Edit</a>
Sales Manager	Steve Gates Services	<a href="#">Edit</a>

Select the company to display the Position Descriptions for that company

To add a new Position Description click the Add New Button

Edit Position - [Back to position list](#) Save Save and Continue Edit Delete

Administrator Select the Company Steve Gates Services : Steve Gates

Name

Active

Description

Enter the Position Name

Select Active

Click Save

## Defining Entities for All Companies

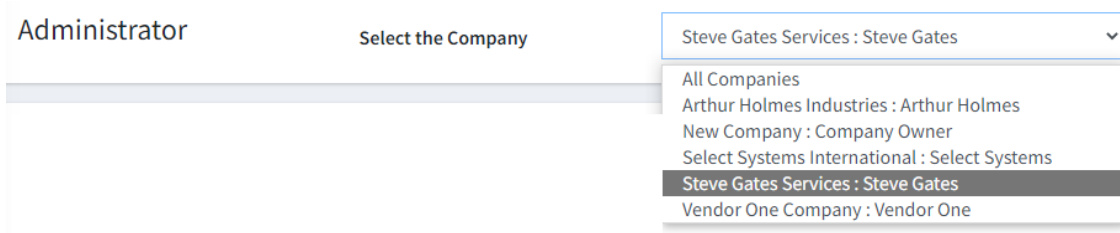
It is also possible to setup Position Descriptions and Departments for All Companies

If you have Supervisor Access, then select **All Companies** when entering these details. The entered Positions Descriptions and Departments will then be available to be selected for All Company employees

# Orders

The new Orders View operates the same as the current view except that the orders displayed can be selected for a Company via the Administrator Control.

Select the Company to display the orders for the company



The orders for the Company will then be displayed

Orders 
[Previous Status](#)
[Next Status](#)
[Export](#)
[Print PDF invoices](#)

Administrator Select the Company Select Systems International : Select Systems

---

Search

Start date

End date

Product

Order statuses

Payment statuses

Shipping statuses

Billing phone number

Billing email address

Billing last name

Order notes

Go directly to order #  [Go](#)

[Search](#)

---

Learn more about orders

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer	Created on	Order total	View
<input type="checkbox"/>	1096	Processing	Paid	Not yet shipped	test@test.com	23/01/2023 4:22:41 PM	\$30.00	<a href="#">View</a>
<input type="checkbox"/>	1094	Pending	Pending	Shipping not required	test@test.com	12/01/2023 8:19:19 PM	\$100.00	<a href="#">View</a>
<input type="checkbox"/>	1093	Pending	Pending	Shipping not required	sales@selectsystems.com.au	12/01/2023 4:40:49 AM	\$40.00	<a href="#">View</a>

As previously detailed there a set of new order status

Learn more about orders

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status
<input type="checkbox"/>	1103	Quote	Pending	Not yet shipped
<input type="checkbox"/>	1102	Pick	Pending	Not yet shipped
<input checked="" type="checkbox"/>	8	Pending	Pending	Shipping not required
<input type="checkbox"/>	1	Processing	Paid	Not yet shipped

There are several new control Buttons at the top of the View



**Previous Status** allows you to move an order to the Previous Workflow Status

**Next Status** allows you to move an order to the Next Workflow Status

Depending on the current status the status will be updated to reflect the current state in the workflow

Select the order(s) to push forward or back and click the required Button

Learn more about [orders](#)

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer
<input checked="" type="checkbox"/>	1103	Quote	Pending	Not yet shipped	fred@sghervices.com
<input checked="" type="checkbox"/>	1102	Pick	Pending	Not yet shipped	fred@sghervices.com
<input checked="" type="checkbox"/>	8	Pending	Pending	Shipping not required	steve_gates@nopCommerce.com
<input type="checkbox"/>	1	Processing	Paid	Not yet shipped	steve_gates@nopCommerce.com

The above orders were selected, and the Next status button was pressed which results in the following updates

Learn more about [orders](#)

<input type="checkbox"/>	Order #	Order status	Payment status	Shipping status	Customer
<input type="checkbox"/>	1103	Pending	Pending	Not yet shipped	fred@sghervices.com
<input type="checkbox"/>	1102	Pack	Pending	Not yet shipped	fred@sghervices.com
<input type="checkbox"/>	8	Pick	Pending	Shipping not required	steve_gates@nopCommerce.com
<input type="checkbox"/>	1	Processing	Paid	Not yet shipped	steve_gates@nopCommerce.com

For example order 1101 moved from Pending to Pick

## Approving Orders

When you view an order, you will see a new Button in the Header Menu called **Approve**

Edit order details - 1103 [back to order list](#) Approve Order (PDF) Delete

**Info**

Order # 1103 Created on 21/02/2023 7:09:27 AM

Customer [steve\\_gates@nopcommerce.com](#)

Order status **Pending** Cancel order Change status

Order subtotal \$245.00 Profit \$245.00

Order shipping \$0.00

Order tax \$0.00

Order total \$245.00 Edit order totals

Payment method OrderPay

Payment status Pending

Store Select Systems v45 Demo Store Ip Address 34.87.246.75

Order GUID 292c1c70-7da9-4e80-b186-2844134a6e26

To Approve an Order click the Approve Button

This will then convert the Order from being an **Unapproved Order** which does need a payment

Your Company Name



### Order

Order number: 1083  
<https://localtest45.selectsystems.com.au>  
Report Date: Thursday, 23 February 2023

### Billing Information:

Company: Nop Solutions Ltd  
Name: John Smith  
Phone: 12345678  
Address: 21 West 52nd Street  
New York, New York 10021  
United States of America

Payment method: OrderPay

### Shipping Information:

Company: Nop Solutions Ltd  
Name: John Smith  
Phone: 12345678  
Address: 21 West 52nd Street  
New York, New York 10021  
United States of America

Shipping method: Ground

### Product(s)

Name	SKU	Price	Qty	Total
Beats Pill 2.0 Wireless Speaker	BP_20_WSP	\$59.70	1	\$59.70

Gift wrapping: No  
Sub-total: \$59.70  
Shipping: \$0.00  
Tax: \$0.00

**Order total: \$59.70**

to an **Approved Invoice** which now needs to be paid.

## Your Company Name



### Invoice

Invoice number: 1083  
<https://localtest45.selectsystems.com.au>  
Report Date: Thursday, 23 February 2023

### Billing Information:

Company: Nop Solutions Ltd  
Name: John Smith  
Phone: 12345678  
Address: 21 West 52nd Street  
New York, New York 10021  
United States of America

Payment method: OrderPay

### Shipping Information:

Company: Nop Solutions Ltd  
Name: John Smith  
Phone: 12345678  
Address: 21 West 52nd Street  
New York, New York 10021  
United States of America

Shipping method: Ground

### Product(s)

Name	SKU	Price	Qty	Total
Beats Pill 2.0 Wireless Speaker	BP_20_WSP	\$59.70	1	\$59.70

Gift wrapping: No  
Sub-total: \$59.70  
Shipping: \$0.00  
Tax: \$0.00

**Order total: \$59.70**

### Invoice Conditions

Direct Bank Deposit

Send To Your Company

My Bank BSB: 000000, Account Number: 12345678

EFT PAYMENTS: Please use the ORDER# as the payment reference

Please email a copy of your deposit / transfer receipt to [sales@selectsystems.com.au](mailto:sales@selectsystems.com.au)

### Invoice Payment

The Invoice can then be paid by one off two ways: Directly via the customer making an actual payment. Alternatively the Invoice can be paid using Credit from the Company Credit Account. Refer to the section on Account for more information about credit orders

### Unapprove Order

If the order is no longer required to be Invoiced then you can click the Unapprove Button.

Note: this will also reverse the previously created account transactions when the order was approved



Edit order details - 1103 [back to order list](#) Unapprove Order (PDF) Delete

**i Info**

Order # 1103 Created on 21/02/2023 7:09:27 AM

Customer steve\_gates@nopcommerce.com Approved On 22/02/2023 10:05:09 AM

Order status **Pending**

Cancel order Change status

---

Order subtotal \$245.00 Profit \$245.00

Order shipping \$0.00

Order tax \$0.00

Order total \$245.00

Edit order totals

Payment method OrderPay

Payment status Pending

Mark as paid

## Order Settings

### Create Company Orders

There is a setting in Configure which determines if orders are created for individual Employees or all orders created for an Employee are linked to the main Company account – See the Configuration section below.

If the setting **Create Company Orders** is enabled then all orders for all employees linked to a company will be created under the main Company account, otherwise the orders will be created under the Employee account.

In this mode of operation the main name displayed for an Order will be the Company name, but the Shipping and Billing Addresses entered will be the address for the Employee.

In this example there is one employee **Fred Gates** created and linked to the Main Company Account name **Steve Gates**. All orders created by the employee are linked under this main company name.

Employee list

<input type="checkbox"/>	Name	Email	Phone	Active	Edit
<input type="checkbox"/>	Fred Gates	fred@sgservices.com		<span style="color: red;">✗</span>	<span>Edit</span>

1 Show 15 items 1-1 of 1 items Refresh

Add new employee

---

Orders

Order #	Name	Order total	Order status	Payment status	Shipping status	Created on	View
1103	Steve Gates	\$245.00	<span>Pending</span>	Pending	Not yet shipped	21/02/2023 7:09:27 AM	<span>View</span>
1102	Steve Gates	\$500.00	<span>Pack</span>	Pending	Not yet shipped	20/02/2023 9:46:48 PM	<span>View</span>
8	Steve Gates	\$40.00	<span>Pick</span>	Pending	Shipping not required	28/02/2022 9:13:20 PM	<span>View</span>
1	Steve Gates	\$1,855.00	<span>Processing</span>	Paid	Not yet shipped	03/02/2022 8:25:58 PM	<span>View</span>

1 Show 15 items 1-4 of 4 items Refresh

If you edit an order, you will see the Billing and Shipping address remains for the employee which created the order

**i** Info

Order # [?](#) 1103      Created on [?](#) 21/02/2023 7:09:27 AM

Customer [?](#) [steve\\_gates@nopcommerce.com](mailto:steve_gates@nopcommerce.com)

Order status [?](#) **Pending**

[Cancel order](#) [Change status](#)

Order subtotal [?](#) \$245.00      Profit [?](#) \$245.00

Order shipping [?](#) \$0.00

Order tax [?](#) \$0.00

Order total [?](#) \$245.00

[Edit order totals](#)

Payment method [?](#) OrderPay

Payment status [?](#) Pending

Store [?](#) Select Systems v45 Demo Store      Ip Address [?](#) 34.87.246.75

Order GUID [?](#) 292c1c70-7da9-4e80-b186-2844134a6e26

**🚚** Billing & shipping

Billing address		Shipping address	
Full name	Fred Gates	Full name	Fred Gates

# Accounting

The account submen groups all the accounting functions

## Accounts and Transactions

The accounts system enables you to define a series of transaction accounts which are then used to record financial transactions for the system.

The screenshot shows the 'Accounts' management page. At the top, there is a search bar with 'Search Name' and a 'Search' button. Below the search bar, there is a table with the following data:

Name	Company Name	Account Number	CurrentBalance	Edit
Credit Account	Steve Gates Services	1-1000-4	500	<a href="#">Edit</a>
Credit Account	System Manager	1-1000	-500	<a href="#">Edit</a>
Sales Account	System Manager	4-1000	40	<a href="#">Edit</a>
Trade Debtors	System Manager	1-2000	-40	<a href="#">Edit</a>

At the bottom of the table, there is a pagination control showing '1' of 15 items and a refresh button.

The system is designed around the requirements for a Double Entry accounting system.

There are 6 account types

- Asset
- Liability
- Equity
- Income
- Expense
- Cost of Sales

## Edit an Account

To edit an account click the Edit Button

The screenshot shows the 'Edit Account - Credit Account' form. At the top, there is a navigation bar with 'Account Report', 'Save', 'Save and Continue Edit', and 'Delete' buttons. Below the navigation bar, there is a search bar with 'Search Name' and a 'Search' button. The form contains the following fields:

- Name: Credit Account
- Active:
- Account Number: 1-1000-4
- Account Type: Asset
- Parent Account: Please select
- Credit Limit: 1000.0000 AUD
- Description: Company Credit Account
- Reconciled Date: 1/01/0001 12:00:00 AM
- Initial Balance: 0.0000 AUD
- Opening Balance: 0.0000 AUD
- Current Balance: -\$23.49

Each account has a number which can conform to any accounting standard. One typical method is to use a number to represent the account type a dash then a second number for the account number

- Default Credit Account – for example: 1-1000
- Trade Debtors Account – for example: 1-2000
- Trade Creditors Account - for example: 2-1000
- Sales Account Number - for example: 4-1000
- Expenses Account - for example: 6-1000

Each account can have an

**Initial Balance** – The balance when the account is first created

From time to time all the transactions in the account maybe reconciled and the Date of Reconciliation recorded

**Opening Balance** – The balance of the account after transactions have been reconciled

After which each subsequent transaction non-reconciled transaction is then summed up to give the **Current Balance**

Accounts can also be structured such that an account can have a parent account.

An account may also have a **Credit limit** – the credit limit is the amount the account can be overdrawn in credit.

For all the default accounts for basic operations like Sales and Payments then the accounts will be automatically created as required.

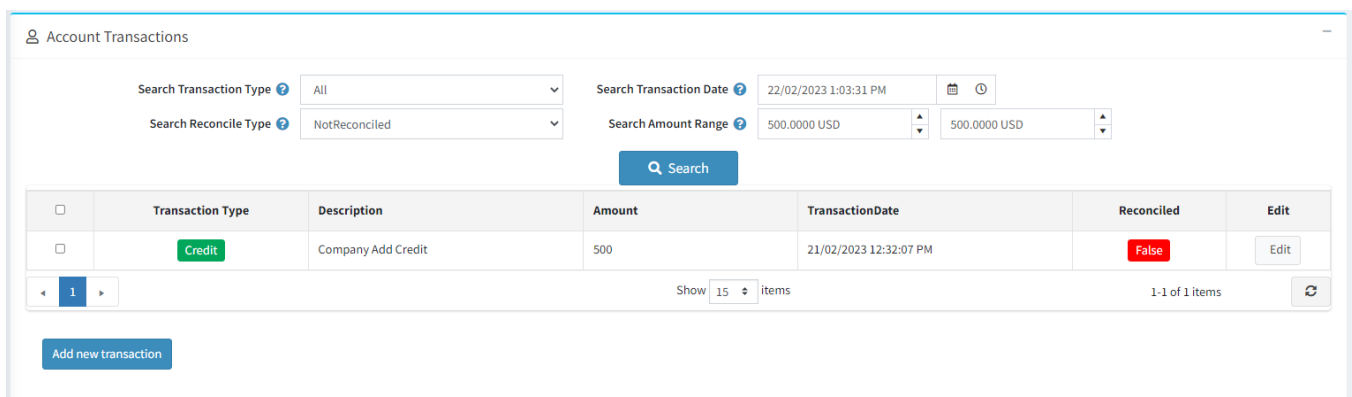
## Company Accounts

Companies can also have dedicated accounts which have -X at the end of the name where X is the Company Id

For example above the Company account is 1-1000-4 which is a Credit Account for Company with Id 4

## Account Transactions

For each account there can be any number of transactions logged under the account.

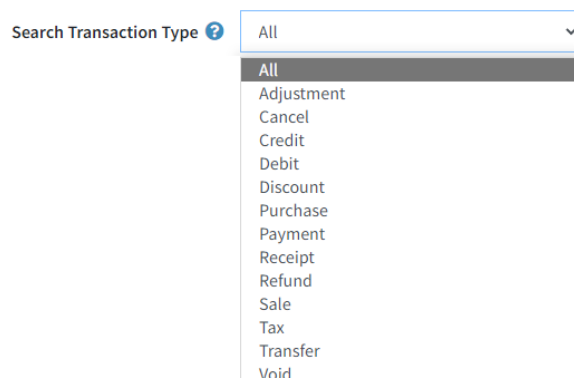


The screenshot shows the 'Account Transactions' interface. It includes search filters for Transaction Type (All), Reconcile Type (NotReconciled), Transaction Date (22/02/2023 1:03:31 PM), and Amount Range (500.0000 USD). A search button is present. Below the filters is a table with one transaction:

<input type="checkbox"/>	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
<input type="checkbox"/>	Credit	Company Add Credit	500	21/02/2023 12:32:07 PM	False	Edit

At the bottom, there is a pagination bar showing '1' of 1 items and an 'Add new transaction' button.

Each transaction has a type



A dropdown menu for 'Search Transaction Type' is shown, listing various transaction types: All, Adjustment, Cancel, Credit, Debit, Discount, Purchase, Payment, Receipt, Refund, Sale, Tax, Transfer, and Void.

You can use a number of options to search for transactions if required

- Search by Transaction Date
- Search by Amount Range
- Search by Transaction Type

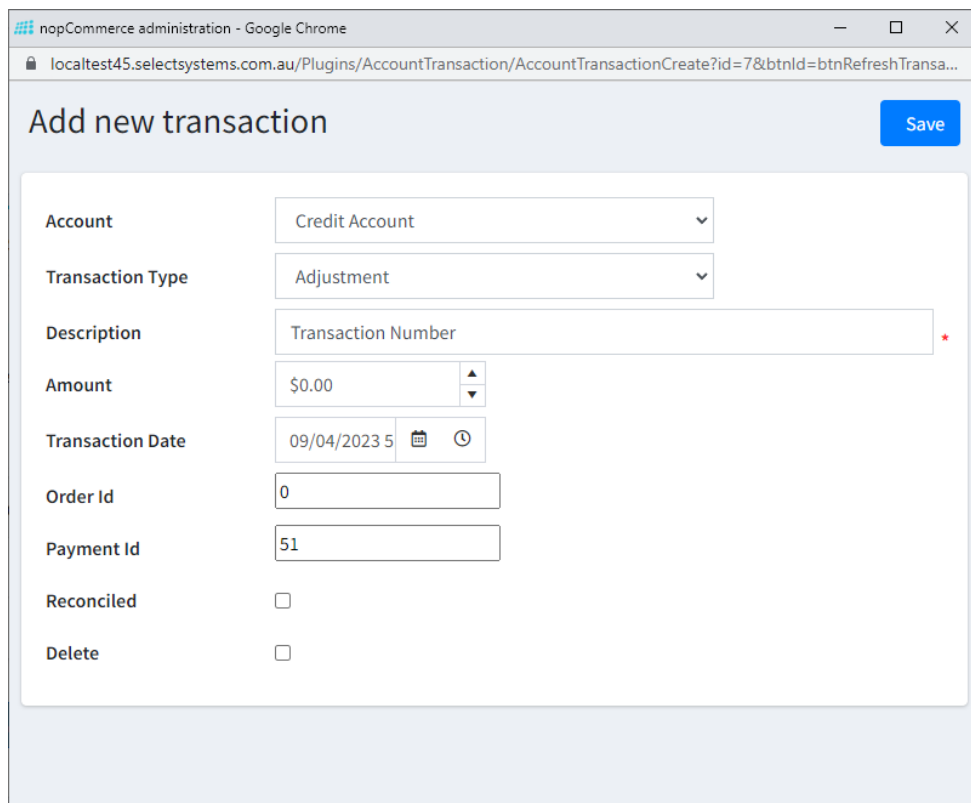
### Automatic Transactions

All default transactions that are created as a result of a system operation will be create automatically, for example

- Order being Created
- Order being Approved
- Order being Cancelled
- Invoice being Paid

### Manually Add Transaction

To enter a new manual transaction click the **Add new transaction** Button



The screenshot shows a web browser window titled 'nopCommerce administration - Google Chrome'. The address bar shows the URL 'localhost45.selectsystems.com.au/Plugins/AccountTransaction/AccountTransactionCreate?id=7&btnId=btnRefreshTransa...'. The main content area is titled 'Add new transaction' and contains a form with the following fields:

- Account:** A dropdown menu with 'Credit Account' selected.
- Transaction Type:** A dropdown menu with 'Adjustment' selected.
- Description:** A text input field containing 'Transaction Number'.
- Amount:** A text input field with '\$0.00' and a spinner control.
- Transaction Date:** A date picker showing '09/04/2023 5'.
- Order Id:** A text input field containing '0'.
- Payment Id:** A text input field containing '51'.
- Reconciled:** A checkbox that is unchecked.
- Delete:** A checkbox that is unchecked.

A blue 'Save' button is located in the top right corner of the form.

Select the Account

Select the Transaction Type

Enter the Description

Enter the Amount

Enter the transaction Date

Enter the Order Id (If this transaction relates to an order)

Enter the Payment Id (The system will automatically generate a number of you leave it as zero)

By default a transaction should not be entered as Reconciled or Deleted

## Edit Transaction

To edit transaction click the Edit transaction Button

## Account Report

You can print an account report by click the Account Report button

**Account Report**  
https://localtest45.selectsystems.com.au  
Report Date 25/04/2023 8:11 AM



### Account Details

**Account Number:** Credit Account (1-1000-4) **Reconciliation Date:** 27/04/2023 6:49 PM  
**Opening Balance:** \$0.00 **Credit Limit:** \$1,000.00

Transaction Date	Company Info	Transaction Type	Description	Order Id	Payment Id	Credit	Debit	Balance
25/04/2023 6:13 PM	Employee Three	Debit	Payment for Order 1092: Payments.OrderPay; Payment #55	1092	55		-\$43.50	-\$43.50
25/04/2023 6:20 PM		Credit	Company Add Credit	0	54	\$100.00		\$56.50
26/04/2023 5:47 AM	John Smith	Debit	Payment for Order 1083: Payments.OrderPay; Payment #56	1083	56		-\$79.99	-\$23.49

## Account Operations

When an Order is created via the checkout process no associated transactions are created until the order is actioned in some way:

### Order Approved

When an Order is Approved the system will change the **Order** to and **Invoice** and then create two transactions:

1. The first transaction is a **Debit** to the **Trade Debtors** to represent the funds that are to be later received to make payment for the Invoice.

The default Trade Debtors Account Number is 1-2000

<input type="checkbox"/>	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
<input type="checkbox"/>	Debit	Sale for Order 1103	-245	22/02/2023 10:05:09 AM	False	Edit

2. The second transaction is a **Credit** to the **Sales Account** to represent the income received for the sale of the goods on the Order

The default sales account number is setup in configuration

The account will typically have the number 4-1000

<input type="checkbox"/>	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
<input type="checkbox"/>	Credit	Sale for Order 1103	245	22/02/2023 10:05:09 AM	False	Edit

### Order Paid

When an Order is Approved the system will change the **Order** to and **Invoice** and then create two transactions:

1. The first transaction is a **Debit** to the **Credit Account**. The credit account used will depend on the company configuration setting **Create Credit Orders**

If the setting is enabled, then the Customer has the option to create an Order on Credit.

The option to create and order on credit being available will depend on there being available credit for the Company account.

Available credit being determined by Credit Limit value subtracting the total value of unpaid invoices

If the order was created on Credit then the Company Credit Account will be debited

The Company Credit Account will have a number for example 1-1000-**CompanyId**

In the example the **CompanyId** for Steve Gates Services is equal to 4 so the Account Number will be 1-1000-4

In the case where credit is not used the default company credit account will be used instead

The Company Credit Account will have a number for example 1-1000

<input type="checkbox"/>	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
<input type="checkbox"/>	Debit	Payment: Payments.OrderPay; Payment #1	-245	22/02/2023 12:24:58 PM	False	Edit

- The second transaction is a **Credit** to the **Sales Account** to represent the income received for the sale of the goods on the Order

The default sales account number is setup in configuration

The account will typically have the number 4-1000

<input type="checkbox"/>	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
<input type="checkbox"/>	Debit	Sale for Order 1103	-245	22/02/2023 10:05:09 AM	False	Edit
<input type="checkbox"/>	Credit	Payment: Payments.OrderPay; Payment #1	245	22/02/2023 12:24:58 PM	False	Edit

## Transaction Report

To be completed

Account: Andrew22

Statement From: The beginning  
Statement To: 16/02/2023

Date	Invoice Number	PO Reference	Description	Debit	Credit	Balance
			Opening Balance		\$0.00	
19/08/2022	SR46237		Order: Andrew Macdonald;	\$0.00	\$0.00	\$0.00
12/09/2022	SR46390		Order: Andrew Macdonald;	\$630.48		\$630.48
14/09/2022	SR46400		RMA/Refund: Andrew Macdonald; RMA #35; Order #SR46164;		\$26.40	\$604.08
14/09/2022	SR46398		RMA/Refund: Andrew Macdonald; RMA #33; Order #SR46302;		\$22.00	\$582.08
14/09/2022	SR46399		RMA/Refund: Andrew Macdonald; RMA #34; Order #SR46390;		\$630.48	(\$48.40)
14/09/2022	SR46390		Credit: On Account; Credit #1007;	\$630.48	\$630.48	(\$48.40)
19/09/2022			Refund: Voucher / Reward Points; Withdraw #21;	\$26.40		(\$22.00)
20/09/2022			Refund: Voucher / Reward Points; Withdraw #22;	\$22.00		\$0.00
18/10/2022	SR46547		Order: Andrew Macdonald;	\$0.00	\$0.00	\$0.00
25/10/2022	SR46575		Order: Andrew Macdonald;	\$0.00	\$0.00	\$0.00
25/10/2022	SR46577		Order: Andrew Macdonald;	\$0.00	\$0.00	\$0.00
25/01/2023	SR46977		Order: Andrew Macdonald;	\$242.00		\$242.00
<b>NOT DUE</b>	<b>1-30 DAYS</b>	<b>31-60 DAYS</b>	<b>61-90 DAYS</b>	<b>90+ DAYS</b>	<b>Unallocated Credit</b>	<b>AMOUNT DUE</b>
\$0.00	\$242.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.00

## Transactions

You can also list account transactions for a selected account

Transactions

Administrator      Select the Company      All Companies

---

Account Transactions

Select Account: All      Search Order No.:      Search Transaction Date: 24/02/2023 8:26:23 AM      Search Amount Range: -500.0000 to 500.0000

Search Transaction Type: All      Search Reconcile Type: NotReconciled

<input type="checkbox"/>	Transaction Type	Account Number	Description	Amount	TransactionDate	Edit
<input type="checkbox"/>	Credit	1-1000-4	Company Add Credit	\$500.00	21/02/2023 12:32:07 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Debit	1-1000	Company Add Credit	(\$500.00)	21/02/2023 12:32:07 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Debit	1-2000	Sale for Order 1103	(\$245.00)	22/02/2023 10:05:09 AM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Credit	4-1000	Sale for Order 1103	\$245.00	22/02/2023 10:05:09 AM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Debit	1-1000-4	Payment for Order 1103: Payments.OrderPay; Payment #1	(\$245.00)	22/02/2023 12:24:58 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Credit	1-2000	Payment for Order 1103: Payments.OrderPay; Payment #1	\$245.00	22/02/2023 12:24:58 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Debit	1-2000	Sale for Order 1101	(\$40.00)	22/02/2023 8:55:39 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Credit	4-1000	Sale for Order 1101	\$40.00	22/02/2023 8:55:39 PM	<input type="button" value="Edit"/>

1      Show 15 items      1-8 of 8 items

Enter an Order number to list all transactions associated with that order

Transactions

Administrator      Select the Company      All Companies

---

Account Transactions

Select Account: All      Search Order No.: 1103      Search Transaction Date: 24/02/2023 8:26:23 AM      Search Amount Range: -500.0000 to 500.0000

Search Transaction Type: All      Search Reconcile Type: NotReconciled

<input type="checkbox"/>	Transaction Type	Account Number	Description	Amount	TransactionDate	Edit
<input type="checkbox"/>	Debit	1-2000	Sale for Order 1103	(\$245.00)	22/02/2023 10:05:09 AM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Credit	4-1000	Sale for Order 1103	\$245.00	22/02/2023 10:05:09 AM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Debit	1-1000-4	Payment for Order 1103: Payments.OrderPay; Payment #1	(\$245.00)	22/02/2023 12:24:58 PM	<input type="button" value="Edit"/>
<input type="checkbox"/>	Credit	1-2000	Payment for Order 1103: Payments.OrderPay; Payment #1	\$245.00	22/02/2023 12:24:58 PM	<input type="button" value="Edit"/>

1      Show 15 items      1-4 of 4 items

For this example for a **Credit Sale** and the transactions are:

- Debit to the Trade Debtors Account for the Order sale i.e. Funds that are to be received at a later date
- Credit to the Income Account for the Income for the Order sale i.e. Income identified at the time of Invoice
- Debit to the Company Credit account for notional payment of the Invoice
- Credit to the Trade Creditors Account or the Income for the Credit to be received at a later date

The other controls shown allow you to search by other parameters



# Payments

The payment view displays a list of companies and their summary account details

Payments
Account Report ▼ | Export ▼

---

Administrator
Select the Company

All Companies ▼

---

Search
^

Email ?

First name ?

Last name ?

Search Order ?

Search Payment ?

Has Credit Account ?

Has Account Credit ?

Credit Limit Exceeded ?

Search

---

<input type="checkbox"/>	Company Name	Year To Date	Balance Unpaid	Available Credit	Credit Limit	Edit
<input type="checkbox"/>	SG Company (Steve Gates) <small>steve_gates@nopCommerce.com</small>	\$983.29	\$7,813.80	-\$6,837.29	\$1,000.00	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Edit</span>
<input type="checkbox"/>	Arthur Holmes Enterprises (Arthur Holmes) <small>arthur_holmes@nopCommerce.com</small>	\$0.00	\$0.00		\$0.00	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Edit</span>

1

Show 15 items

1-2 of 2 items ↻

You can then click the Edit Company to display the Receipts page.

# Receipts

The receipt view allows you to receive payments against outstanding orders.

Receipts

\$ Mark as paid
Export ▼
Print PDF invoices ▼

---

Search
^

Start date ?  📅

End date ?  📅

Due Now ?

Payment statuses ? Pending X

Payment method ? All ▼

Go directly to order # ?  Go

Search

---

Credit Limit ? \$0.00

Payment Terms ? Net 14 Days

Current Balance ? \$0.00

Payment Amount ?

---

<input type="checkbox"/>	Order #	Payment status	Created on	Invoice Due	Order total	View
<input type="checkbox"/>	1083	Pending	23/02/2023 4:58:34 PM	10/06/2023 9:23:11 PM	\$79.99	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">View</span>
<input type="checkbox"/>	1076	Pending	21/02/2023 5:59:10 PM	21/02/2023 5:59:10 PM	\$30.00	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">View</span>
<input type="checkbox"/>	1088	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	\$1,855.00	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">View</span>
<input type="checkbox"/>	1089	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	\$1,855.00	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">View</span>

1

Show 15 items

1-4 of 4 items ↻

Use the search parameters to locate orders

Clicking the Due Now checkbox will display only the orders that are due for payment as of today's date. This is based on the date the invoice is created and the payment terms setup for the company

Select the orders to make payment will add up the total amount to be received

Credit Limit ? \$0.00

Payment Terms ? Net 14 Days

Current Balance ? \$1,964.99

Payment Amount ?

<input type="checkbox"/>	Order #	Payment status	Created on	Invoice Due	Order total	View
<input checked="" type="checkbox"/>	1083	Pending	23/02/2023 4:58:34 PM	10/06/2023 9:23:11 PM	\$79.99	<a href="#">View</a>
<input checked="" type="checkbox"/>	1076	Pending	21/02/2023 5:59:10 PM	21/02/2023 5:59:10 PM	\$30.00	<a href="#">View</a>
<input checked="" type="checkbox"/>	1088	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>
<input type="checkbox"/>	1089	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	\$1,855.00	<a href="#">View</a>

◀ 1 ▶

Show  items

1-4 of 4 items [Refresh](#)

## Payment Report

**Company Report**  
<https://localtest45.selectsystems.com.au>  
 Report Date 25/04/2023 8:11 AM



### Company info

<b>Company Name:</b> SG Company	<b>Account Number:</b> Credit Account (1-1000-4)
<b>Contact Name:</b> Steve Gates	<b>Opening Balance:</b> \$0.00
<b>Payment Terms:</b> Net 14 Days	<b>Credit Limit:</b> \$1,000.00

Transaction Date	Order Id	Description	Credit	Debit	Balance
25/04/2023 8:11 AM	1092	Sale for Order 1092	\$43.50		\$43.50
25/04/2023 8:13 AM		Payment for Order 1092: Payments.OrderPay; Payment #55		-\$43.50	\$0.00
27/04/2023 7:53 PM	1090	Sale for Order 1090	\$2.80		\$2.80
27/04/2023 7:54 PM	1085	Sale for Order 1085	\$27.56		\$30.36
25/04/2023 7:47 PM	1083	Sale for Order 1083	\$79.99		\$110.35
25/04/2023 7:47 PM		Payment for Order 1083: Payments.OrderPay; Payment #56		-\$79.99	\$30.36
<b>27/04/2023 7:54 PM</b>		<b>Balance Outstanding</b>	<b>\$153.85</b>	<b>-\$123.49</b>	<b>\$30.36</b>

# Payment Terms

Payment Terms

Administrator      Select the Company      All Companies

Search Name      Search

Search Active Only

Name	Company Name	Edit
Net 14 Days	All Companies	<a href="#">Edit</a>
Net 30 Days	All Companies	<a href="#">Edit</a>
Net 7 Days	All Companies	<a href="#">Edit</a>
Pay on Invoice	All Companies	<a href="#">Edit</a>

Show 15 items      1-4 of 4 items

Payment Terms are setup in the system either for All Companies or for a particular company

# Merge Customers

The plugin has a new function that allows you to merge two or more existing customers into the one account.

Edit customer details - Terces Victoria      back to customer list      Save      Save and Continue Edit      Send email      Delete      Merge Customers

**Customer info**

Email      victoria\_victoria@nopcommerce.com

Password      [Change password](#)

First name      Victoria

Last name      Terces

Gender       Male       Female

Date of birth      1/01/2000

Company name

Is tax exempt     

Newsletter      Select Systems v45 Demo Store

Customer roles      Registered

Manager of vendor      Not a vendor

*Note: if you have a vendor associated with this customer, then also ensure it is in "Vendors" customer role.*

Active     

Admin comment

IP Address

Created on      3/02/2022 8:25:53 PM

Last activity      23/02/2023 1:41:52 PM

**Orders**

Order #	Order total	Order status	Payment status	Shipping status	Created on	View
1105	\$37.00	Pending	Pending	Not yet shipped	23/02/2023 1:47:02 PM	<a href="#">View</a>
1104	\$35.50	Pending	Pending	Not yet shipped	23/02/2023 1:46:15 PM	<a href="#">View</a>
5	\$43.50	Complete	Paid	Delivered	03/02/2022 8:25:59 PM	<a href="#">View</a>

Show 15 items      1-3 of 3 items

If we wish to merge the orders in this account with another account

Edit the account you wish to be the main account that remains after the merge

Edit customer details - Lindgren Brenda [back to customer list](#) Save Save and Continue Edit Send email Delete Merge Customers

**Customer info**

Email  Change password

Password

First name

Last name

Gender  Male  Female

Date of birth

Company name

Is tax exempt

Newsletter

Customer roles

Manager of vendor    
Note: if you have a vendor associated with this customer, then also ensure it is in "Vendors" customer role.

Active

Admin comment

IP Address

Created on

Last activity

---

**Orders**

Order #	Order total	Order status	Payment status	Shipping status	Created on	View
4	\$102.00	Processing	Paid	Shipped	03/02/2022 8:25:59 PM	<input type="button" value="View"/>

1-1 of 1 items

Click the Merge Button in the top menu

Then search and select the customers to be merged into this main account

Then click the Merge Button

nopCommerce administration - Google Chrome

v45demo.selectsystems.com.au/Admin/Manager/SelectCustomer?id=7&btnId=btnRefreshOrders

## Select Customers to Merge Merge

Email

First name

Last name

<input type="checkbox"/>	Email	Name	Active
<input type="checkbox"/>	steve_gates@nopcommerce.com	Steve Gates	✓
<input type="checkbox"/>	arthur_holmes@nopcommerce.com	Arthur Holmes	✓
<input type="checkbox"/>	james_pan@nopcommerce.com	James Pan	✓
<input checked="" type="checkbox"/>	victoria_victoria@nopcommerce.com	Victoria Terces	✓

Show 15 items

After the merge the orders will be now linked to the main account

Order #	Order total	Order status	Payment status	Shipping status	Created on	View
1105	\$37.00	Pending	Pending	Not yet shipped	23/02/2023 1:47:02 PM	<a href="#">View</a>
1104	\$35.50	Pending	Pending	Not yet shipped	23/02/2023 1:46:15 PM	<a href="#">View</a>
4	\$102.00	Processing	Paid	Shipped	03/02/2022 8:25:59 PM	<a href="#">View</a>
5	\$43.50	Complete	Paid	Delivered	03/02/2022 8:25:59 PM	<a href="#">View</a>

1 | Show 15 items | 1-4 of 4 items

In configuration settings there is also an option to automatically delete the Merged Customers

If you select this option the merged customer will be deleted after the Merge is completed

# Custom Company Attributes

Customer Company Attributes are very similar to the Custom Customer Attributes in nopCommerce

The system allows you to define both Custom Customer Attributes and Customer Company Attributes for a Company and Employee

Company attributes

Company attributes

*If the default form fields are not enough for your needs, then you can manage additional company attributes below.*

Name	Control type	Required	Display order	Edit
Industry	Checkboxes	✗	1	<a href="#">Edit</a>
Interests	Checkboxes	✗	2	<a href="#">Edit</a>

1-2 of 2 Items

[Add new](#)

For each attribute you can define attribute values

Edit company attribute details - Industry [back to company attribute list](#) [Save](#) [Save and Continue Edit](#) [Delete](#)

**Attribute info**

Standard [EN](#) [Portuguese](#) [Netherlands](#)

Name [?](#) Industry

Required [?](#)

Control type [?](#) Checkboxes

Display order [?](#) 1

**Attribute values**

Name	Pre-selected	Display order	Edit	Delete
Agriculture	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Automotive	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Building	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Chemical	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Computer & IT	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Construction	✗	1	<a href="#">Edit</a>	<a href="#">Delete</a>

## Custom Company Attribute Values

Edit company value details [Save](#)

Standard

Name [?](#) Agriculture

Pre-selected [?](#)

Display order [?](#) 1

In the Front End the customer can edit the values which are stored for their account

**Mobile Number:** \*

1234

**Industry:**

Agriculture  Automotive  Building  Chemical  Computer & IT

Construction  Consumer Electronics  Education  Electric Power

Food and Commodities  General Manufacturing  Healthcare  Logistics

Machine Manufacturing  Marine & Offshore  Medical  Mining Oil & Gas

Pharmaceutical  Plastics  Professional Services  Public/Govt.Bodies

Public/Govt.Agencies  Pulp & Paper  Rail & Transport  Recycling

Renewable Energy & Solar  Steel & Wood Fabrication  Telecommunications

Water & Wastewater  Other

**Interests:**

Collaborative Robots  Control  Safety  Service  Spares

Mobile Robots  Vision  Sensing  Industrial Robots  Motion

Components  Other

**SAVE**

**Note:** Both Custom Customer Attributes and Custom Company Attributes are shown in this view

# nopCommerce Administration

The existing admin functions are used install and setup a plugin

See <https://docs.nopcommerce.com/en/getting-started/advanced-configuration/plugins-in-nopcommerce.html>

## Installing the Plugin

The install package supplied can be uploaded and installed using the “Upload plugin or theme” button on the Configuration > plugins page.

Refer to Then the installation of the plugin follows the standard nopCommerce procedure.  
See <https://docs.nopcommerce.com/user-guide/configuring/system/plugins.html>

Alternatively, you can manually install the plugin:

1. Copy the Plugin to the correct directory
2. Restart the Application – Click the Icon in the top

Once installed the you can configure the plugin.

## Configure Settings

The settings for the plugin can be set using the configure page.

There are two tabs for plugin settings Operation Settings and Configuration Settings

### Operation Settings

Configure - Apollo Manager

Operation Settings Configuration Settings

Configuration Data and Demonstration Products will be installed when a system (Accommodation, Bookings, Appointments or Rentals) is enabled for All Stores. To display the Demonstration Products in other stores manually adjust the Product and Category Records. Ensure the End Date Attribute Display Order is Higher than Start Date in Product Attributes

Enabled

System Email

Company Name

Default Credit Account Number

Trade Debtors Account Number

Trade Creditors Account Number

Default Sales Account Number

Default Expenses Account Number

Delete Customer On Merge

Create Company Orders

Allow Quote Orders

Allow Credit Orders

Save

### Enabled

Click this checkbox to enable the plugin functionality

### System Email

This is the system email account use to define the default system user which is used for various functions including the creation of default transaction accounts.



## Company Name

This is the Company name for the Store system

## Default Credit Account Number

This is the default system credit account number. For example: 1-1000

## Trade Debtors Account Number

This is the default system trade debtors account number. For example: 1-2000

## Trade Creditors Account Number

This is the default system trade creditors account number. For example: 2-1000

## Default Sales Account Number

This is the default system sales account number. For example: 4-1000

## Default Expenses Account Number

This is the default system expense account number. For example: 6-1000

## Delete Customer On Merge

Select this option to automatically delete customer accounts after they have been merged

## Create Company Orders

Select this option to create Company Orders instead of individual employee orders

## Allow Quote Orders

Select this option to all customers to create order quotes

## Allow Credit Orders

Select this option to allow customer to create orders on credit rather than require an order payment to be made before placing an order

*After entering the settings click **Save**.*

## Configuration Settings

### Configure - Apollo Manager

Operation Settings | Configuration Settings

**Please restart the application once the configuration has been modified.**  
Enter the settings and click save. When upgrading and you wish to keep existing data then do not select the delete options below

Test Mode

Delete Tables on Uninstall

Delete Configuration Data on Uninstall

Public Key

Private Key

**Save**

**Export Local Resources**

## Test Mode

Selecting this option allows you to test the plugin and log process information in the system log. This option is used to test the plugin within nopCommerce.

De-select the nopCommerce Test Mode to use the plugin live mode.

### Delete Tables on Uninstall

This setting is used if the plugin needs to be uninstalled. When un-installing the plugin, you can decide if you want the tables and all existing product data to be deleted or you want to keep the tables and existing data

To delete the tables and the configuration click the Checkbox

**Warning:** Only select the Delete Tables option when you no longer plan to use the plugin or you want to clear all existing data, remove tables and start again

### Delete Configuration on Uninstall

This setting is used if the plugin needs to be uninstalled and you will not be reinstalling and want to delete the system configuration

- When un-installing the plugin, you can decide if you want to delete or keep the existing configuration

### Purchased Licence Keys

When you first install the plugin Demonstration keys will be automatically generated. The plugin can be operated in demo mode for 14 days. The purchase licence keys will be provided via email normally within 1 day after purchase. The purchase licence keys can then be entered as follows:

#### Public Key

This is the plugin licence public key provided. When you first install the plugin a Demonstration key will be saved. Change this value to the Public key supplied in the email when received.

#### Private Key

This is the plugin licence public key provided. When you first install the plugin a Demonstration key will be saved. Change this value to the Private key supplied in the email when received.

### OrderPay Plugin

A separate OrderPay plugin has been created to facilitate Quote and Credit order payments

Ensure the OrderPay Payment Method is enabled

Payment methods

Learn more about payment methods. You can download more plugins in our marketplace

Friendly name	System name	Supports capture	Refund	Partial refund	Void	Recurring support	Display order	Is active	Configure	Edit
Payment by Direct Deposit	Payments.DirectDeposit	✗	✗	✗	✗	Not supported	1	✗	⚙️ Configure	✎ Edit
OrderPay Order	Payments.OrderPay	✗	✓	✓	✓	Manual	1	✓	⚙️ Configure	✎ Edit

### Demo System

To view the plugin operation or refer to the sample data configurations see the respective demo websites

<http://v45demo.selectsystems.com.au/>