Company Management System for nopCommerce

Plugin Documentation

Powered by

Apollo Integration Framework

Contents

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 expended 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 facilities 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 and 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 theses order 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:

Quote	• A new order quote has been created for costing purposes • 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
New	• A new order waiting to be processed into SAP • 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.
Pick	• The order has been processed and is scheduled to be picked from the store either on or before the Required Date
New Backorder	• 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
Backorder Approved	• 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. • This status is also used to denote invoices that have been created to take part payments for orders.
Pack	• The order has been processed and picked and is ready to be packed ready for pickup or courier dispatch. • 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
Pending Pickup	• The order has been processed, picked and packed and is ready for pickup up by the customer • An order must be first approved, and an invoice created before moving an order to this status.
Pending Dispatch	• The order has been processed, picked and packed and is ready for courier dispatch. • An order must be first approved, and an invoice created before moving an order to this status.
On Hold	• The order has some issue or problem and requires modification, cancellation or a credit AOP Credit Adjustment to be performed • New orders will also go into hold status where the customer does not have remaining credit on their account.
Dispatch	• 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.
Cancel	• 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

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

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

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

	Order #	Order status	Payment status	Shipping status	Customer	Store	Created on	Order total	View
☐	1085	Quote	Pending	Not yet shipped	e1@test.com	Your store name	05/03/2023 5:14:39 AM	$27.56	View
☐	1083	Pending	Pending	Not yet shipped	admin45@yourStore.com	Your store name	23/02/2023 4:58:34 PM	$79.99	View

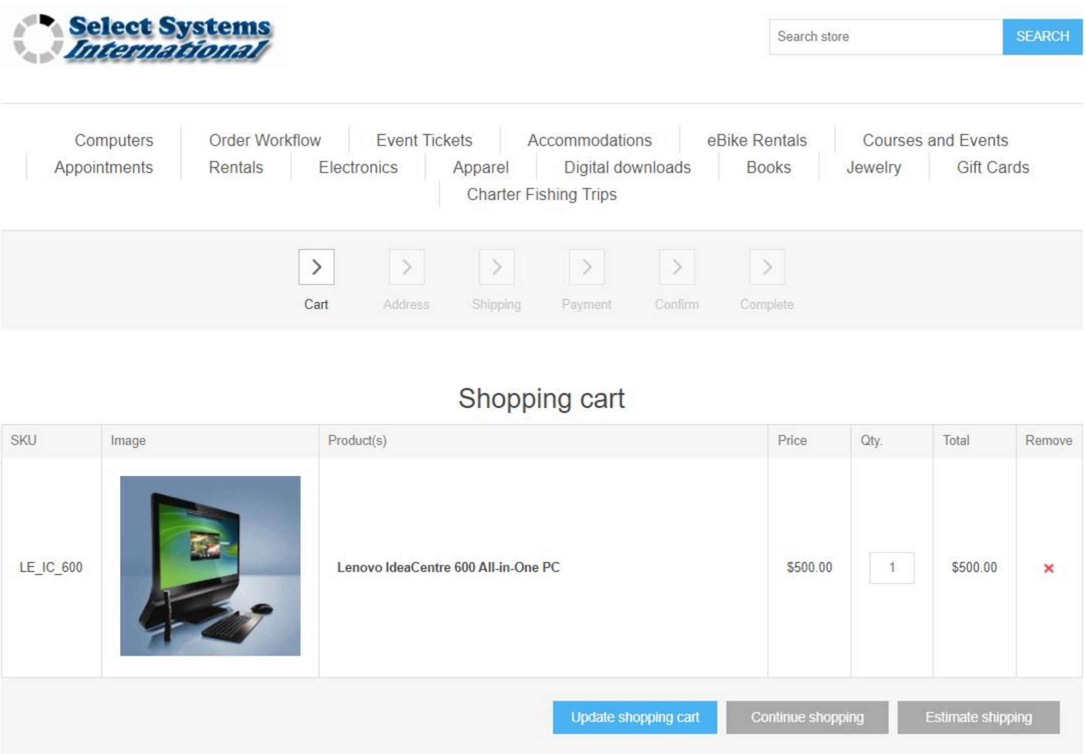
In this example Order 1083 is selected and the Next Status is Clicked – The order moves to Pick Status

Learn more about orders

	Order #	Order status	Payment status	Shipping status	Customer	Store	Created on	Order total	View
☐	1085	Quote	Pending	Not yet shipped	e1@test.com	Your store name	05/03/2023 5:14:39 AM	$27.56	View
☐	1083	Pick	Pending	Not yet shipped	admin45@yourStore.com	Your store name	23/02/2023 4:58:34 PM	$79.99	View

Modified Checkout Procedure

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

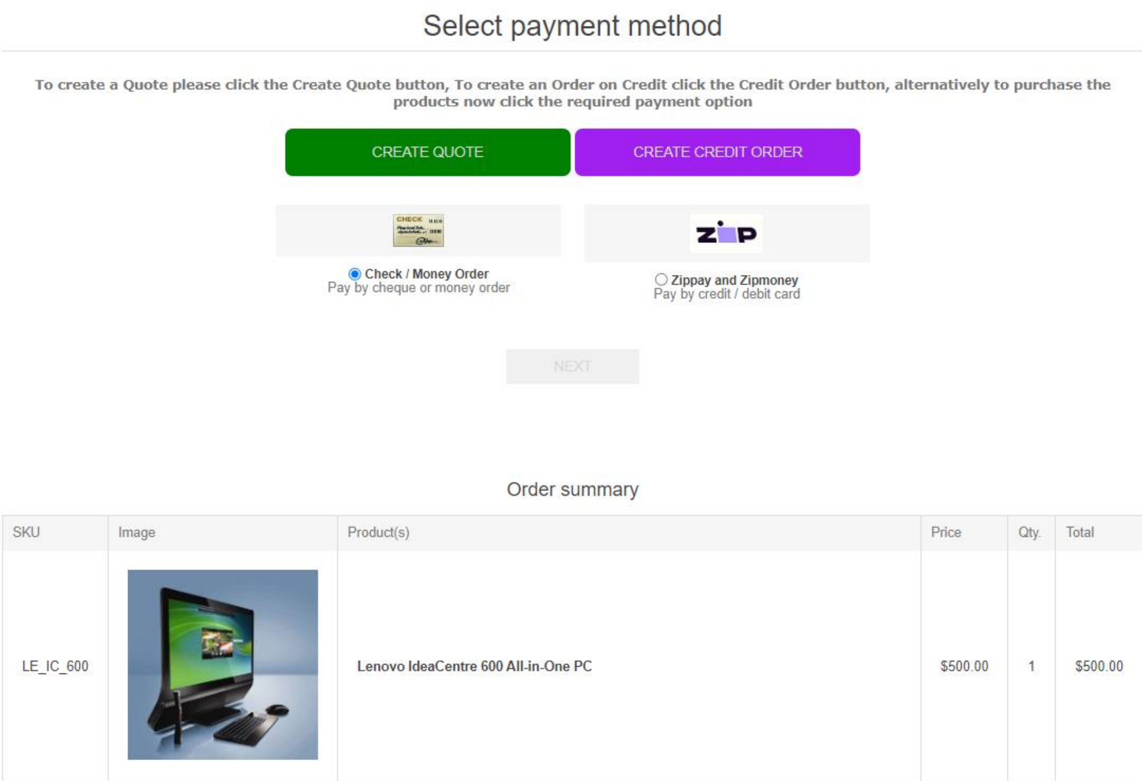


When at the payment step the customer is presented with several new options.

Quote and Credit Payment Options

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

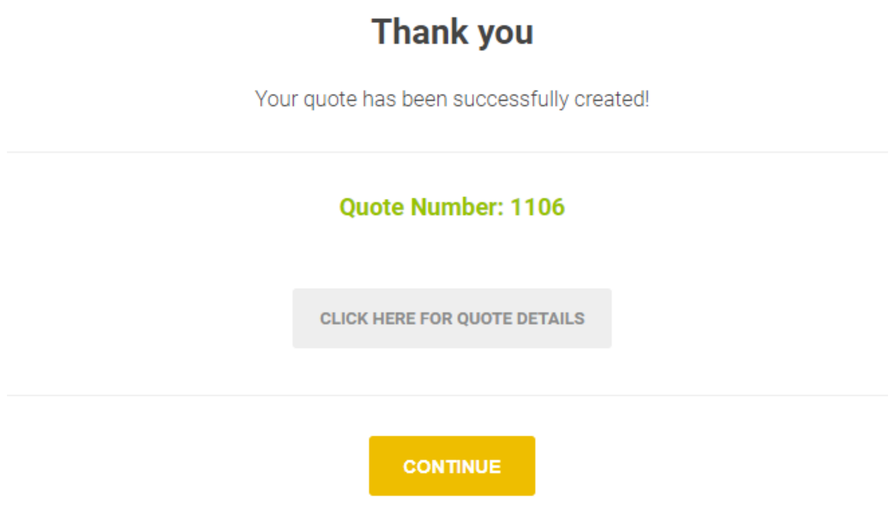
In addition to the standard payment options that are normally displayed the customer will be provided with two other options.



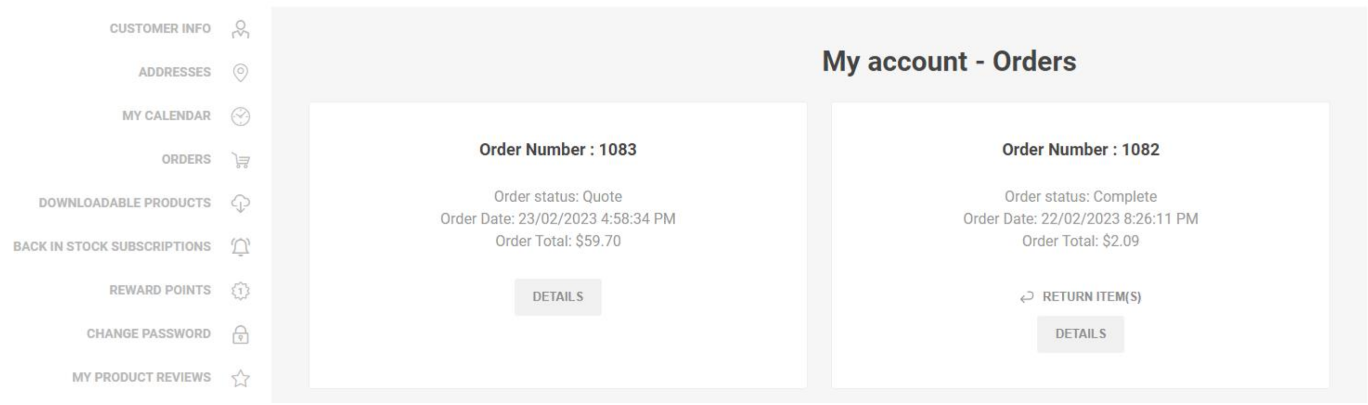
Create Quote

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

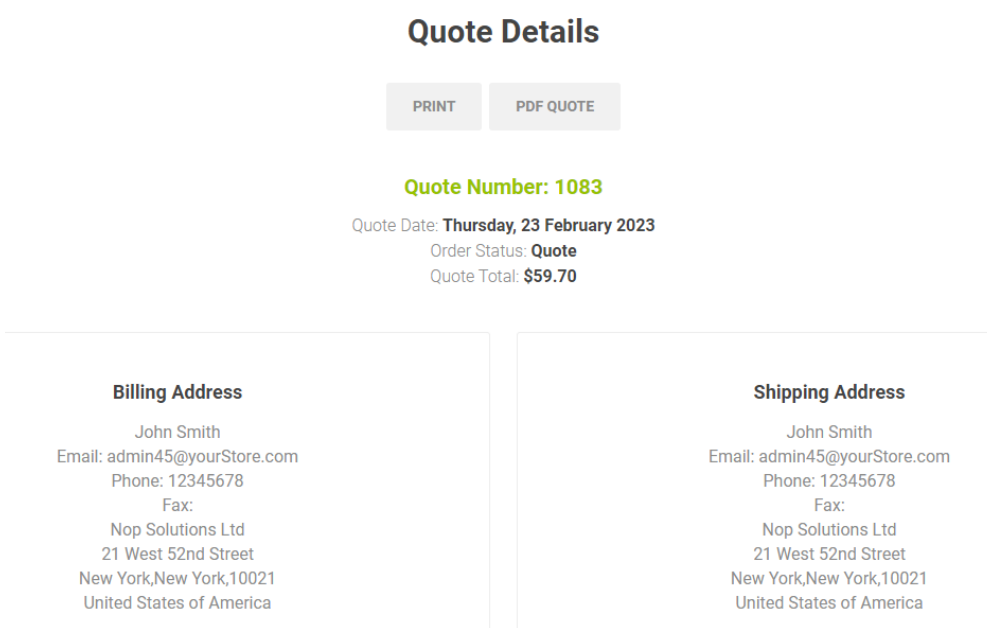
It is a quote that the goods would be available at the stated price. Later the Customer or Admin can convert the quote to an order for the supply of goods.



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



Quote Details



Create a Credit Order

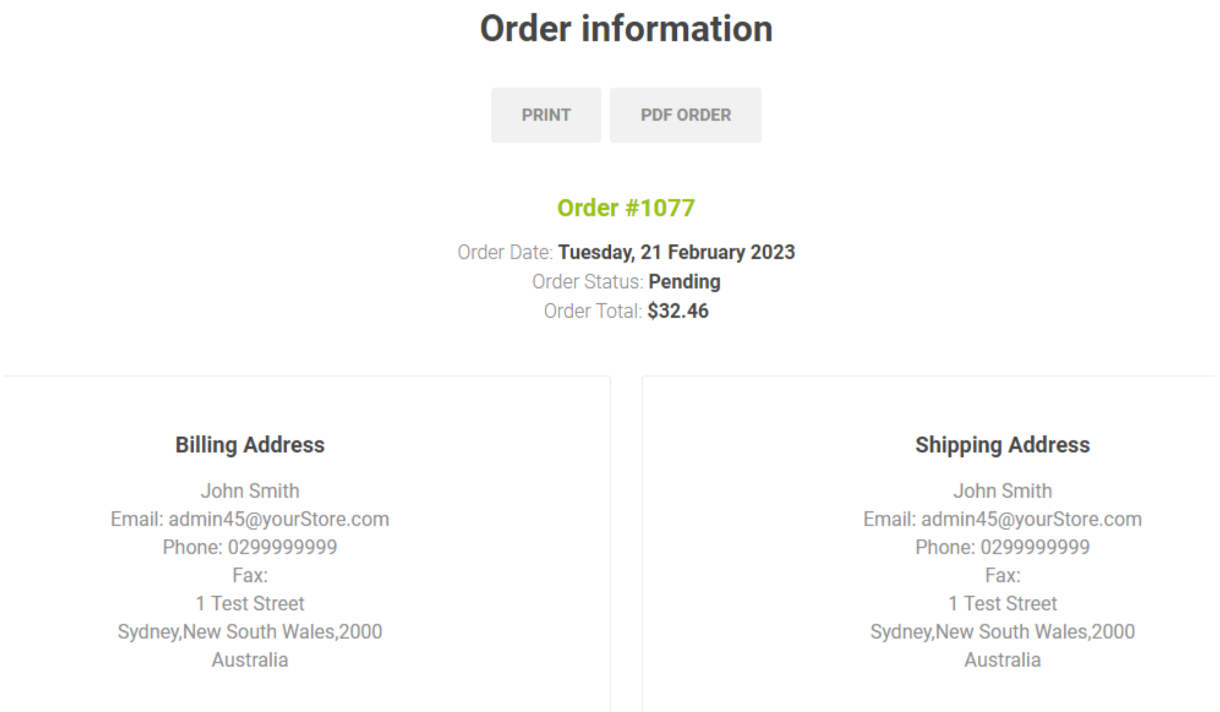
The customer can create an order for the purchase of items on their credit account.

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.

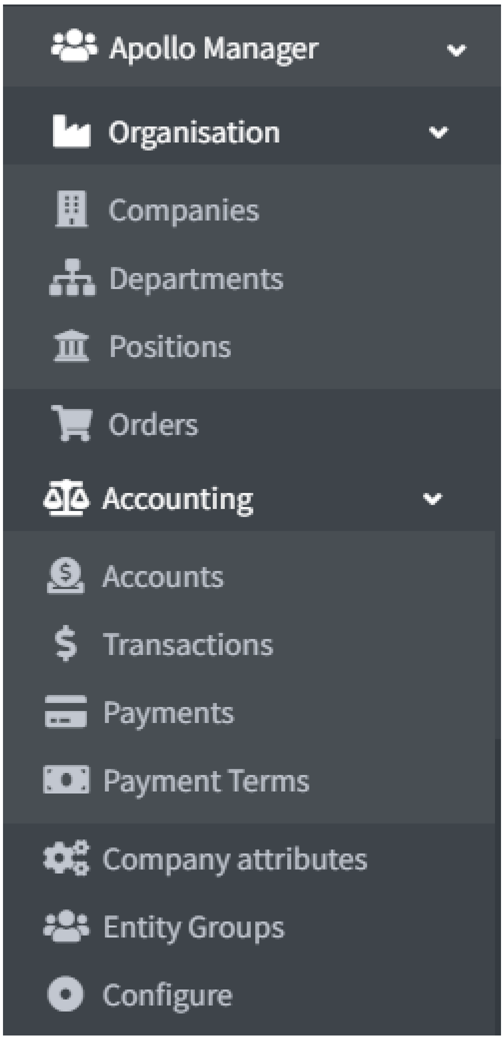
After payment the Completed View will be displayed and will display different information depending on the payment option selected.

For a Credit Order the Standard Information is displayed



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

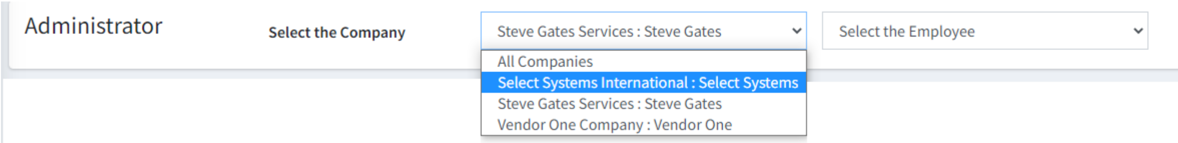
Configure

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

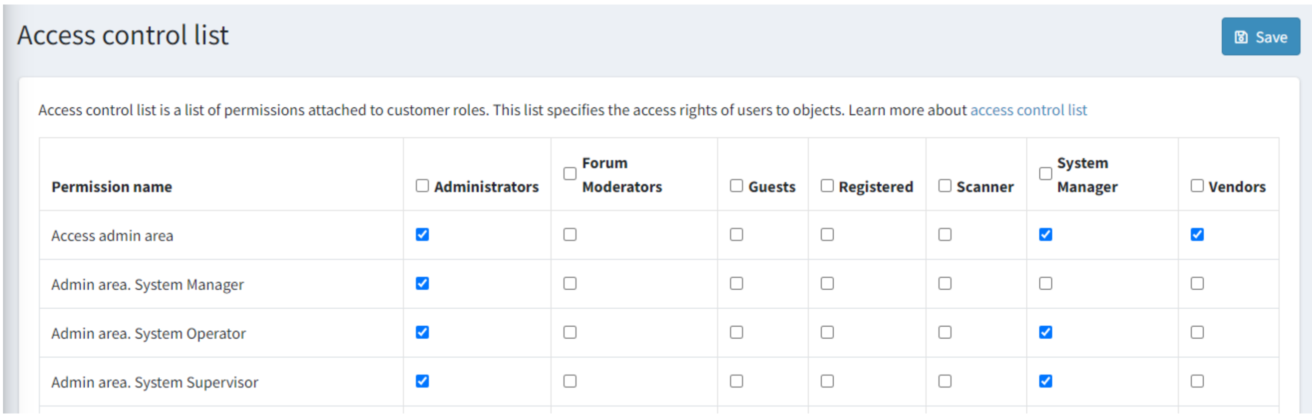
Access to the control can be setup using the ACL. Only Managers and Supervisors have access to the control.

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**



Access control list

Save

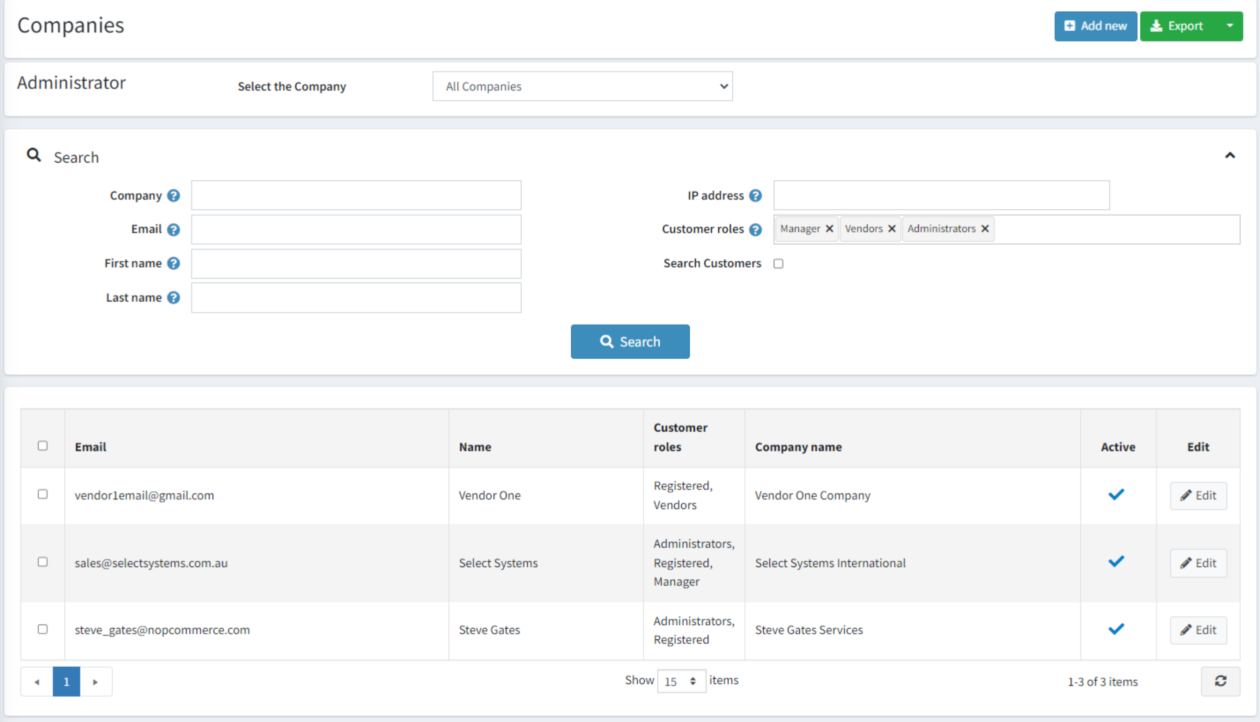
Access control list is a list of permissions attached to customer roles. This list specifies the access rights of users to objects. Learn more about access control list

Permission name	Administrators	Forum Moderators	Guests	Registered	Scanner	System Manager	Vendors
Access admin area	☑	☐	☐	☐	☐	☑	☑
Admin area. System Manager	☑	☐	☐	☐	☐	☐	☐
Admin area. System Operator	☑	☐	☐	☐	☐	☑	☐
Admin area. System Supervisor	☑	☐	☐	☐	☐	☑	☐

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.

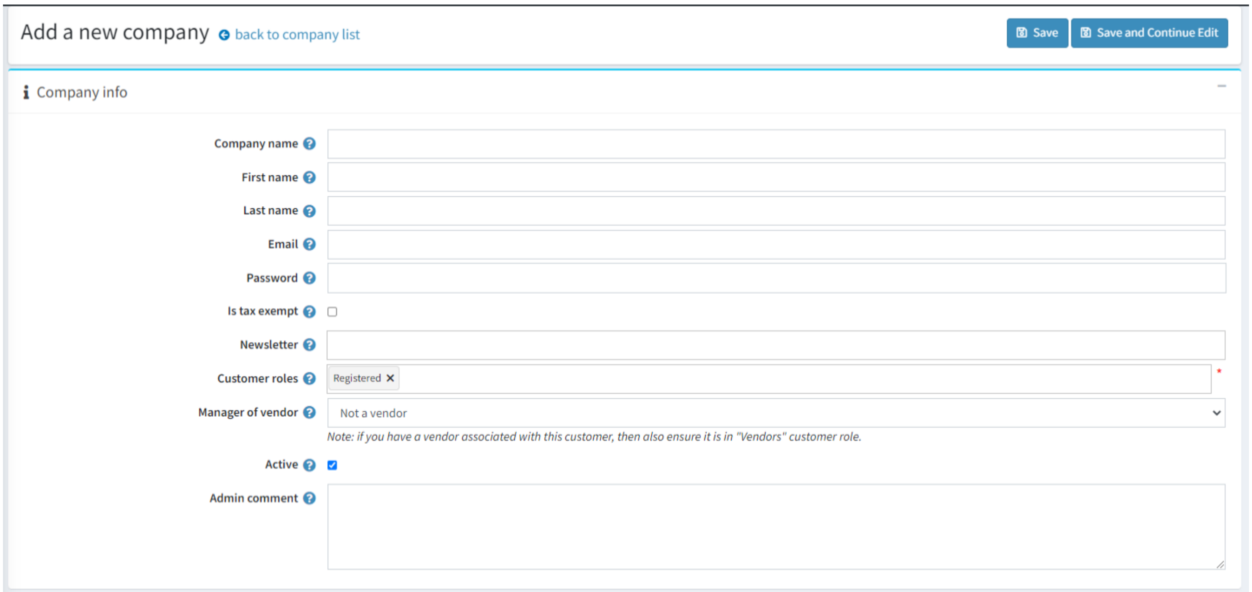


Similar to the existing customer functions you can search using the Company name, Email, First and Last Name and Customer Role

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

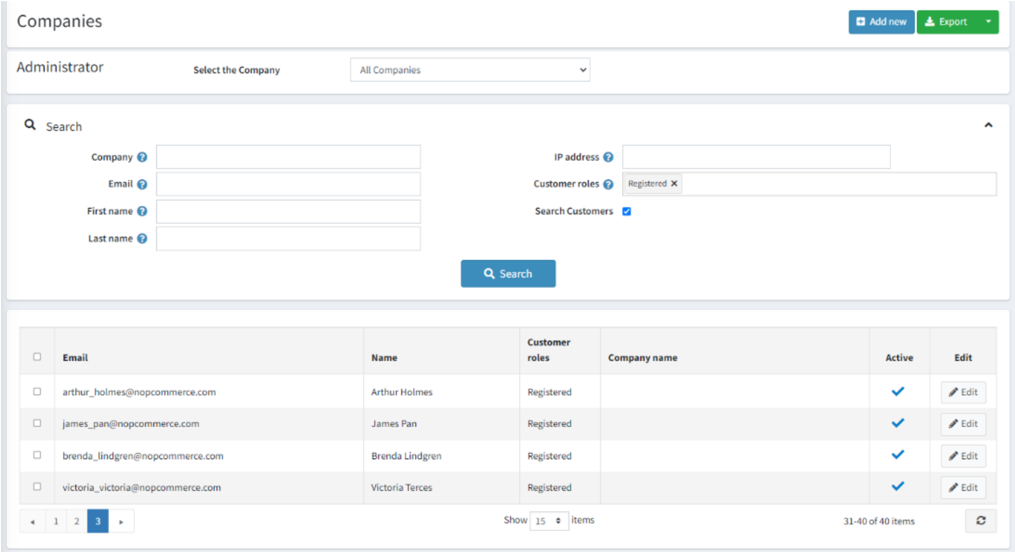
Click the add new button to create a new Company. The following view will be displayed.



Enter the details as required.

Create Company from Existing Customer

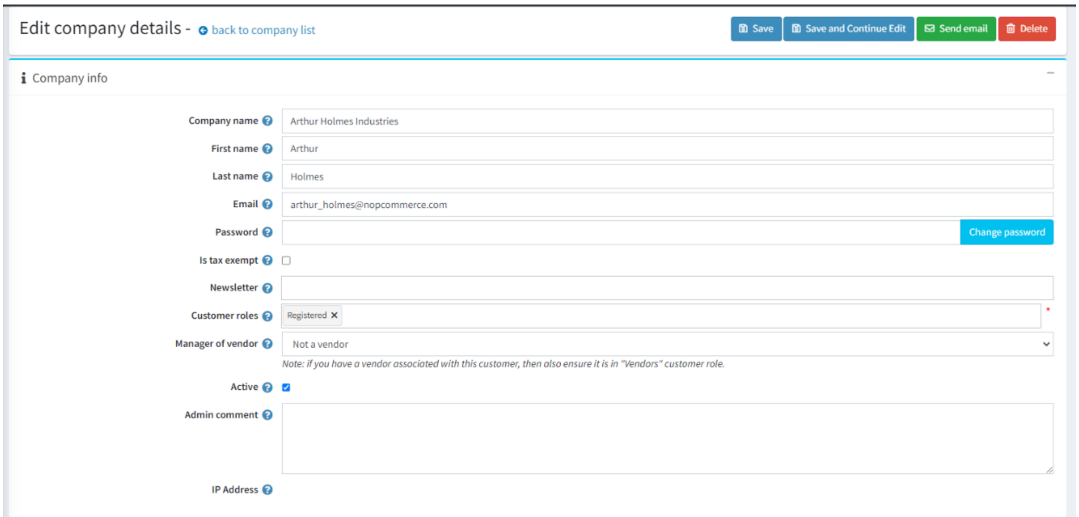
Tick the **Select customers** option and click search which will display all existing customers



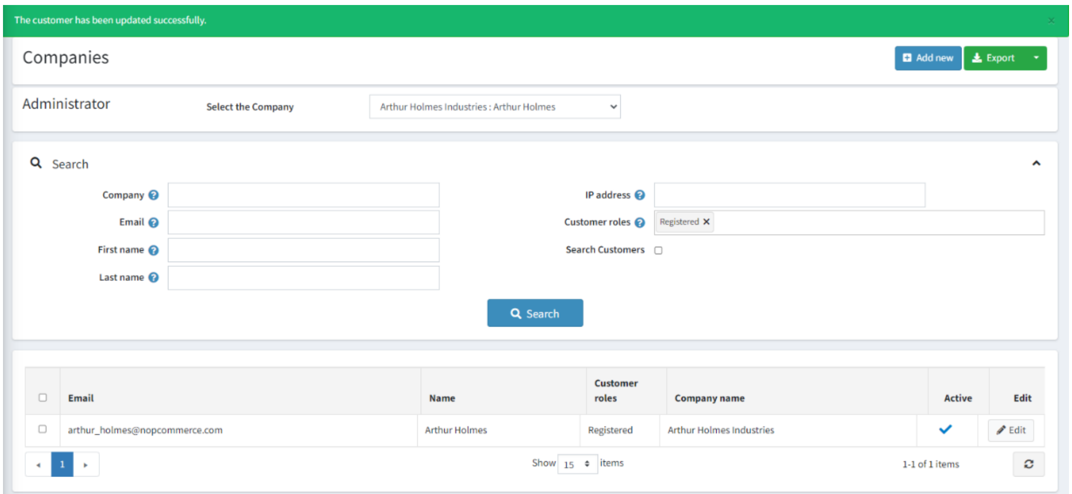
Select the customer you wish to modify to be a **Company** and click the Edit Button

When the customer is displayed

Enter the Company name and click the Save Button

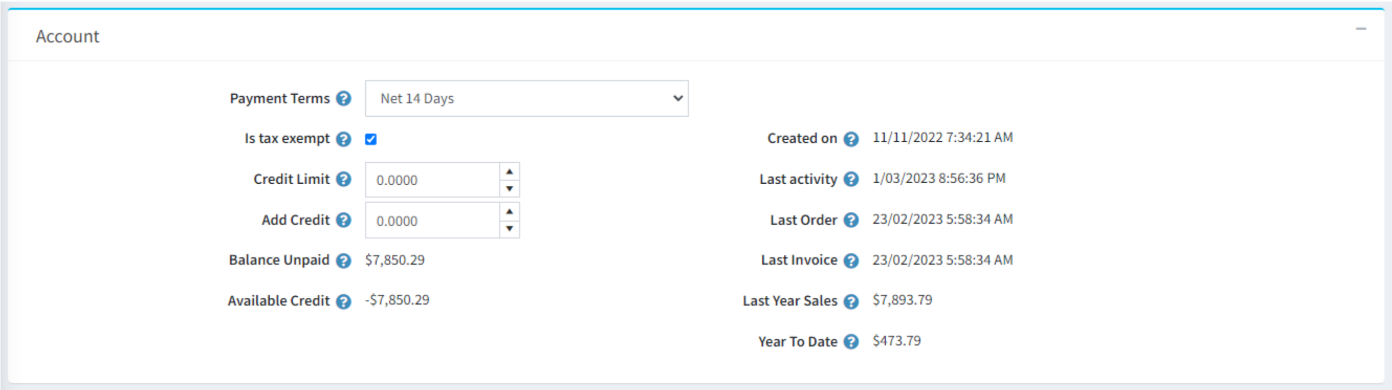


The customer will then be saved as a Company



Company Account Details

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



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)

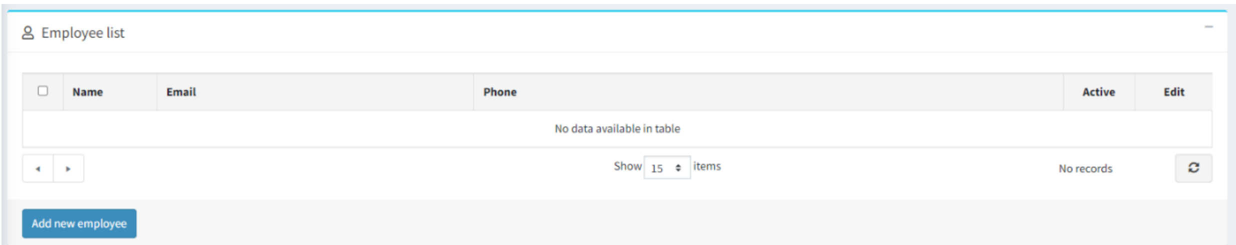
The Date of the **Last Invoice** (or Approved Order)

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

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

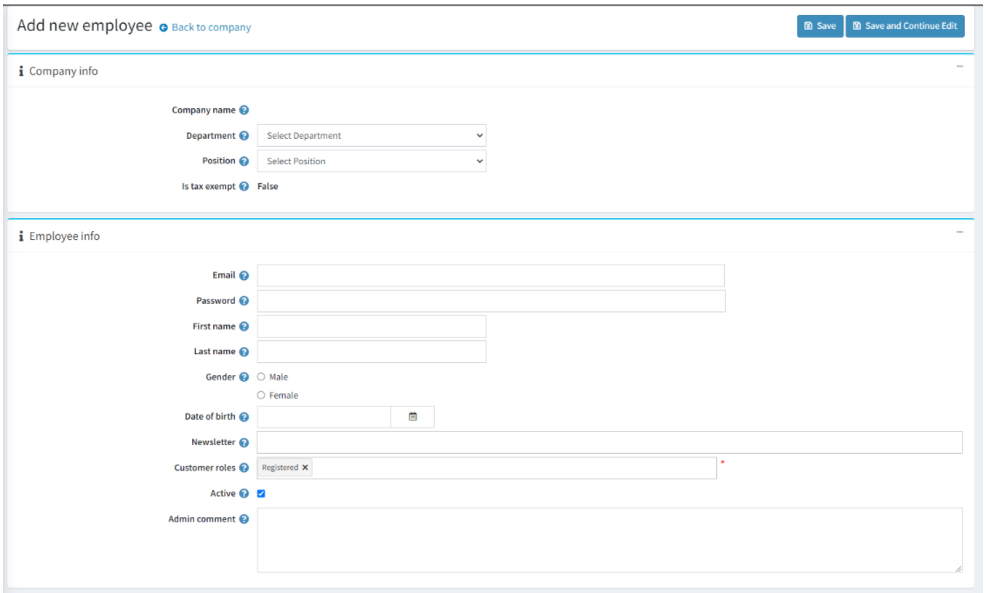
Company List of Employees

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



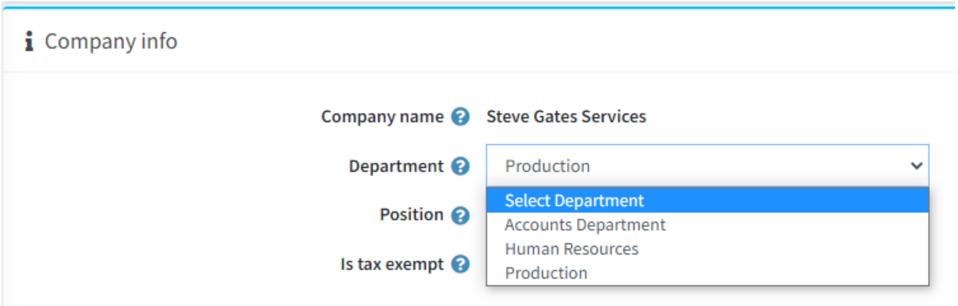
Add New Employee

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



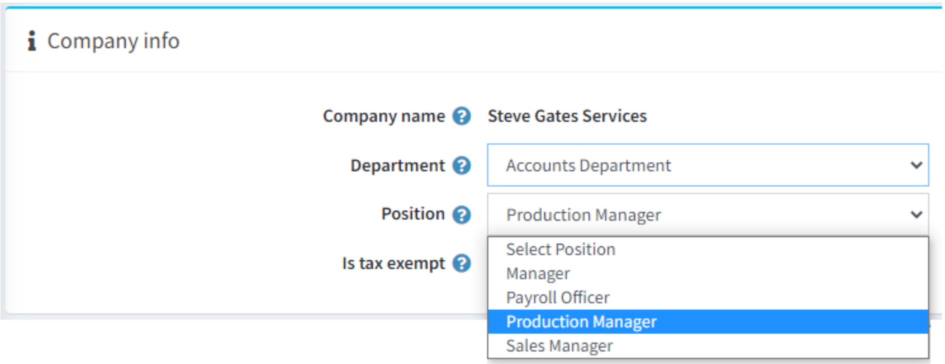
Enter the Employee Details

You can also select their Department



The list of Departments can be setup for each Company

You can also select their Position Description



The list of Position Descriptions can be setup for each Company

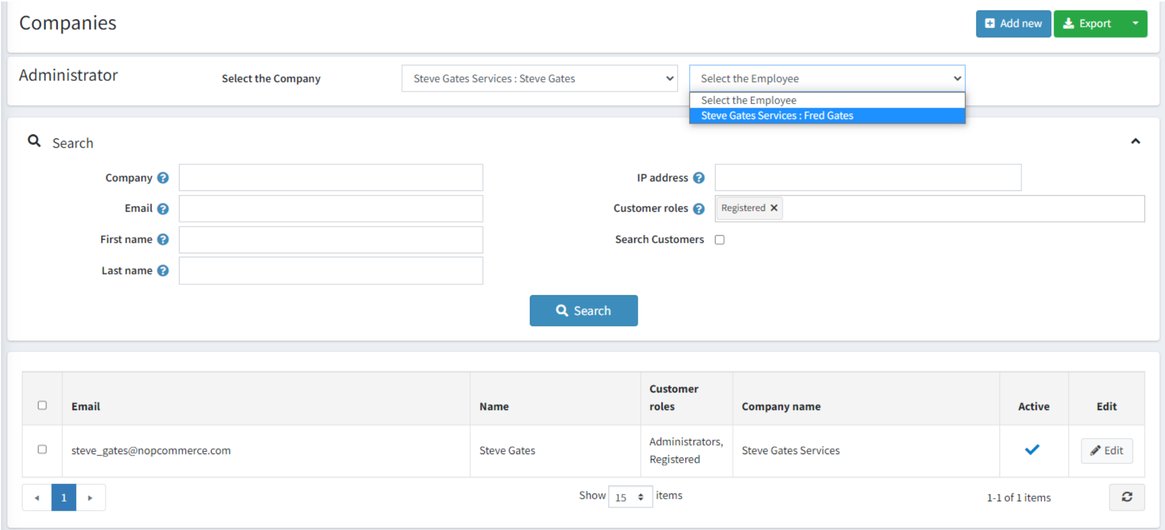
Select Existing Company and Employee

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

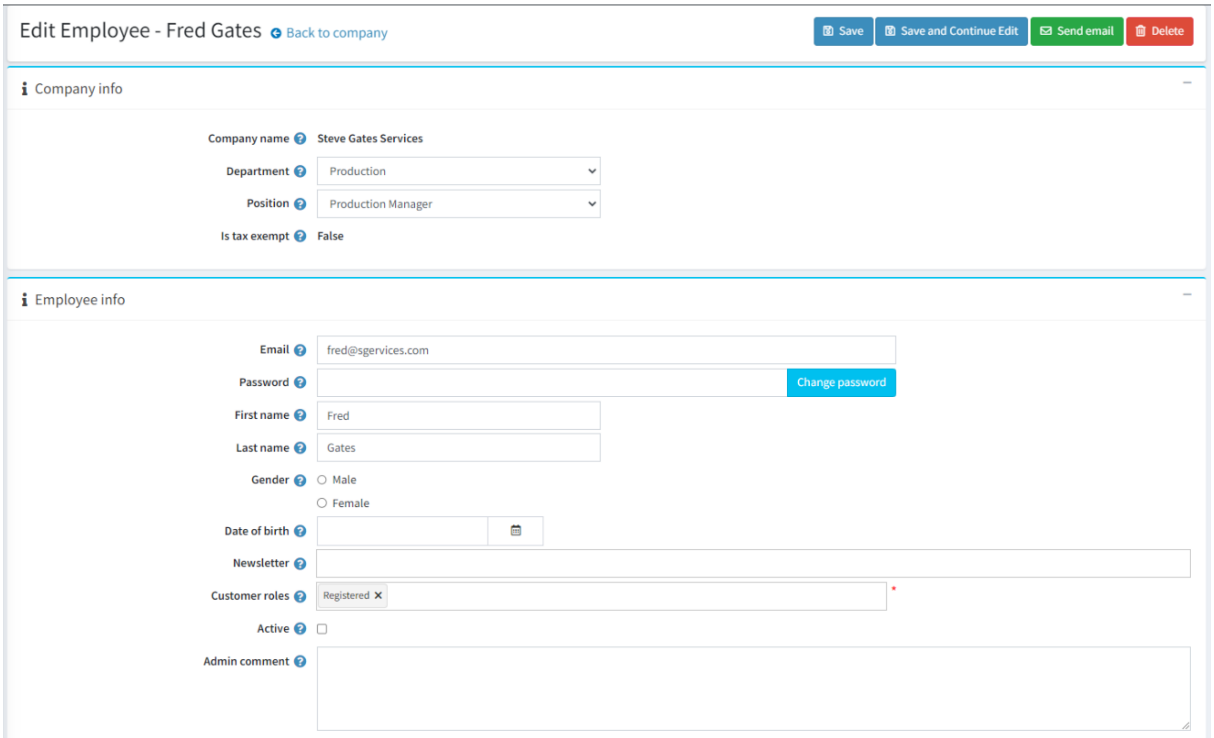
Edit Employee

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

Select the Company then the employee

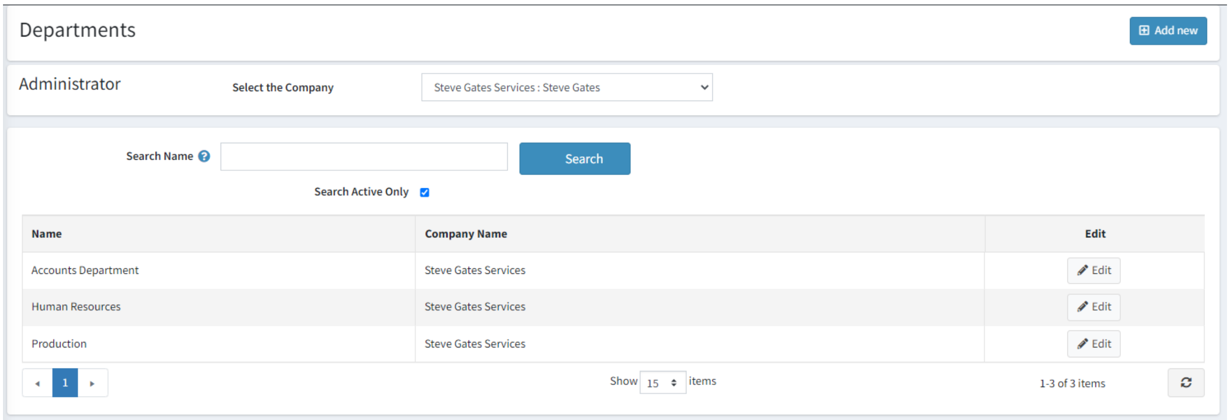


The employee record will then be displayed



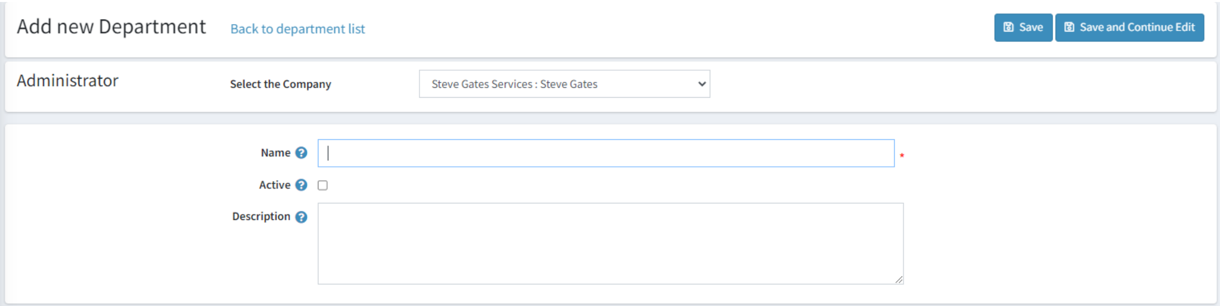
Departments

A List of Departments can be setup for each Company



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

To add a new Department click the Add New Button



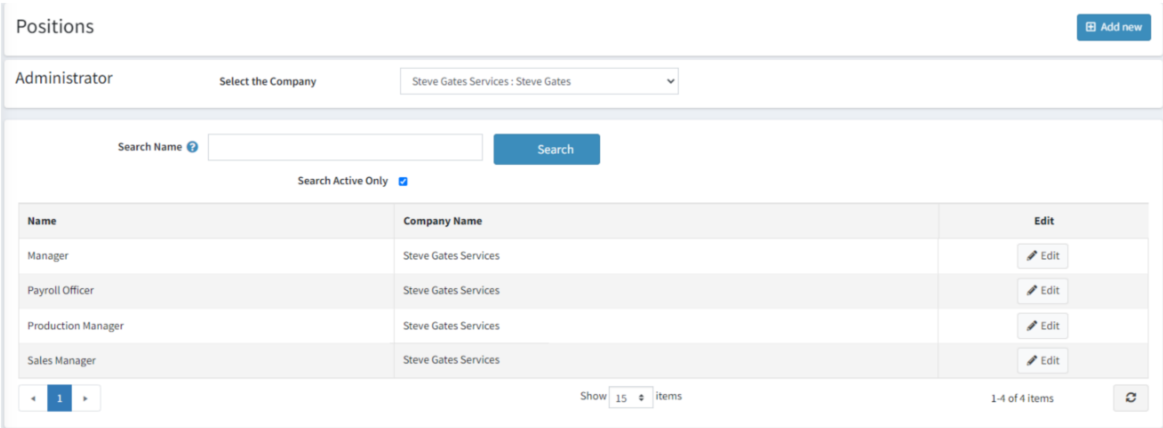
Enter the Department Name

Select Active

Click Save

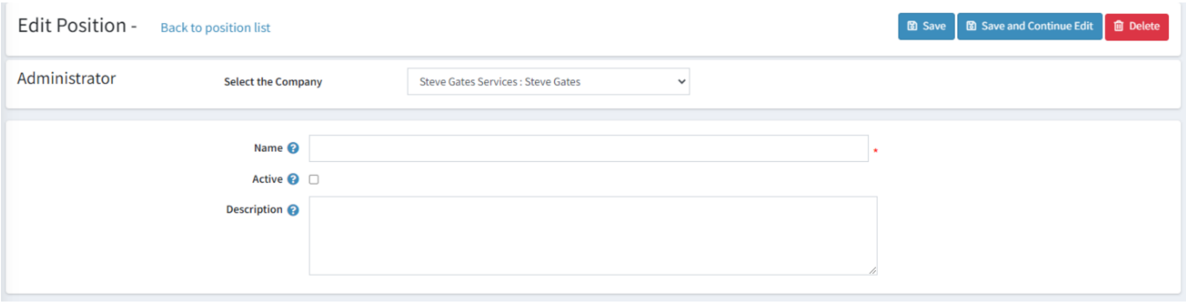
Position Descriptions

A List of Positions descriptions can be setup for each Company



Select the company to display the Position Descriptions for that company

To add a new Position Description click the Add New Button



Enter the Position Name

Select Active

Click Save

Defining Entities for All Companies

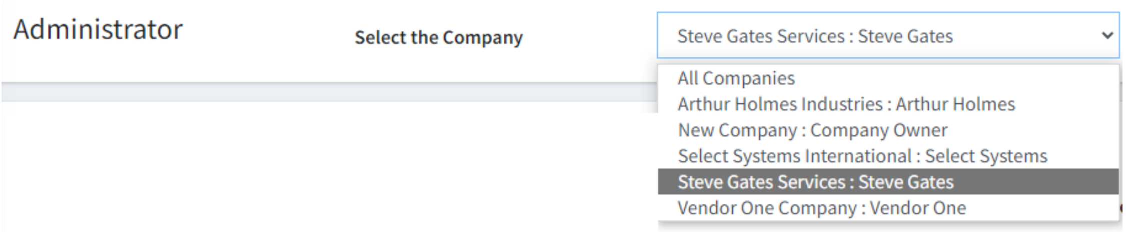
It is also possible to setup Position Descriptions and Departments for All Companies

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

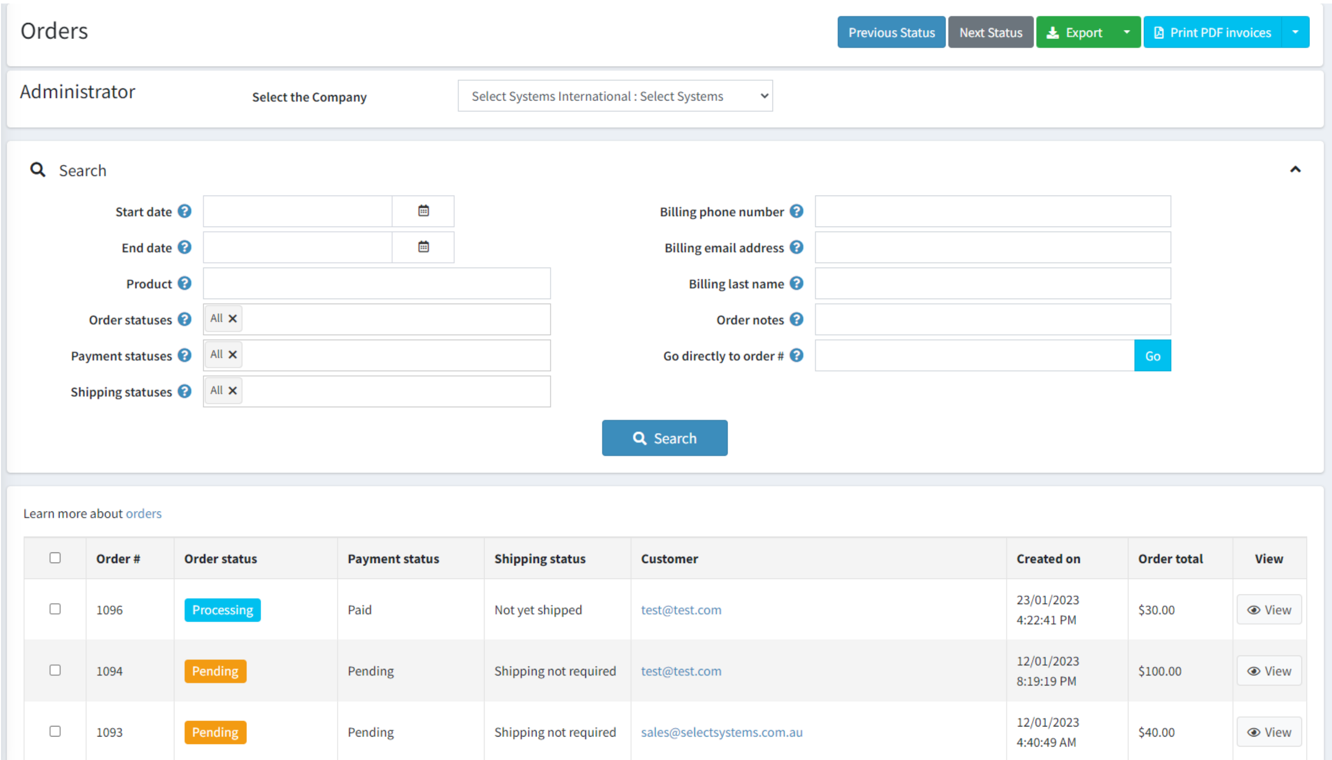
Orders

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.

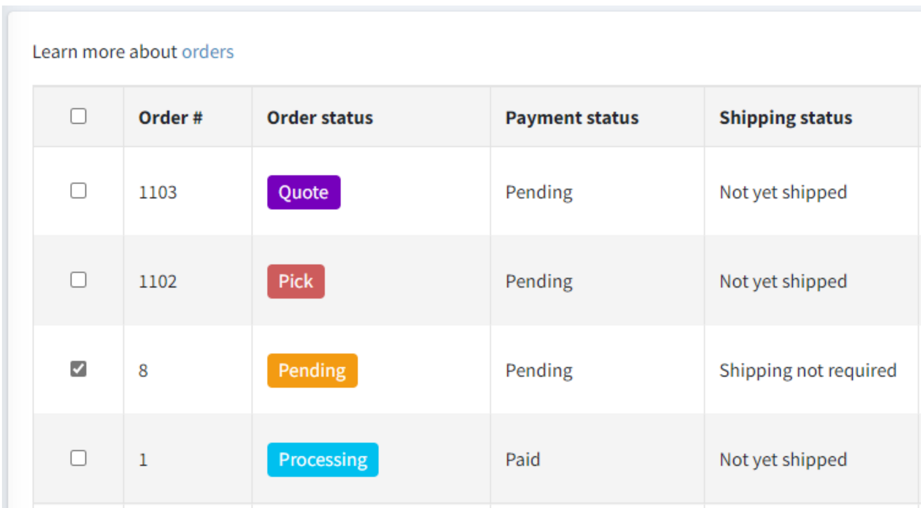
Select the Company to display the orders for the company



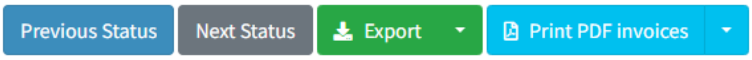
The orders for the Company will then be displayed



As previously detailed there a set of new order status



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

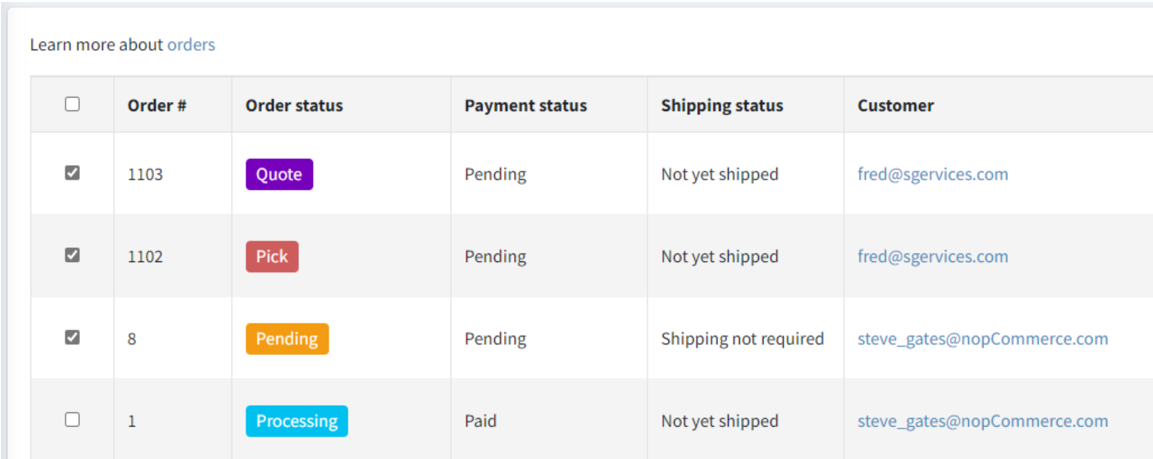


Previous Status allows you to move an order to the Previous Workflow Status

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

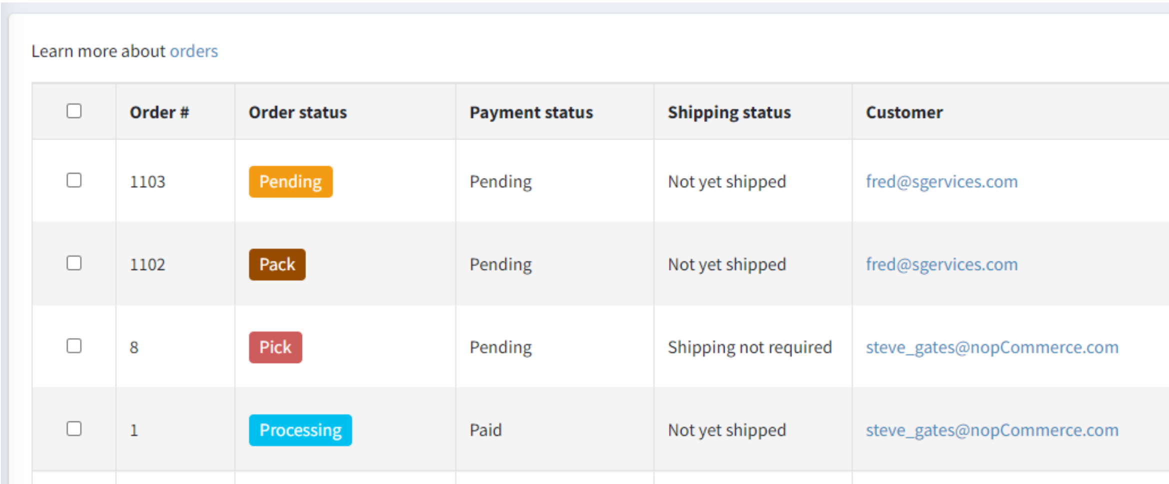
Select the order(s) to push forward or back and click the required Button



Learn more about orders

☐	Order #	Order status	Payment status	Shipping status	Customer
☑	1103	Quote	Pending	Not yet shipped	fred@sgervices.com
☑	1102	Pick	Pending	Not yet shipped	fred@sgervices.com
☑	8	Pending	Pending	Shipping not required	steve_gates@nopCommerce.com
☐	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



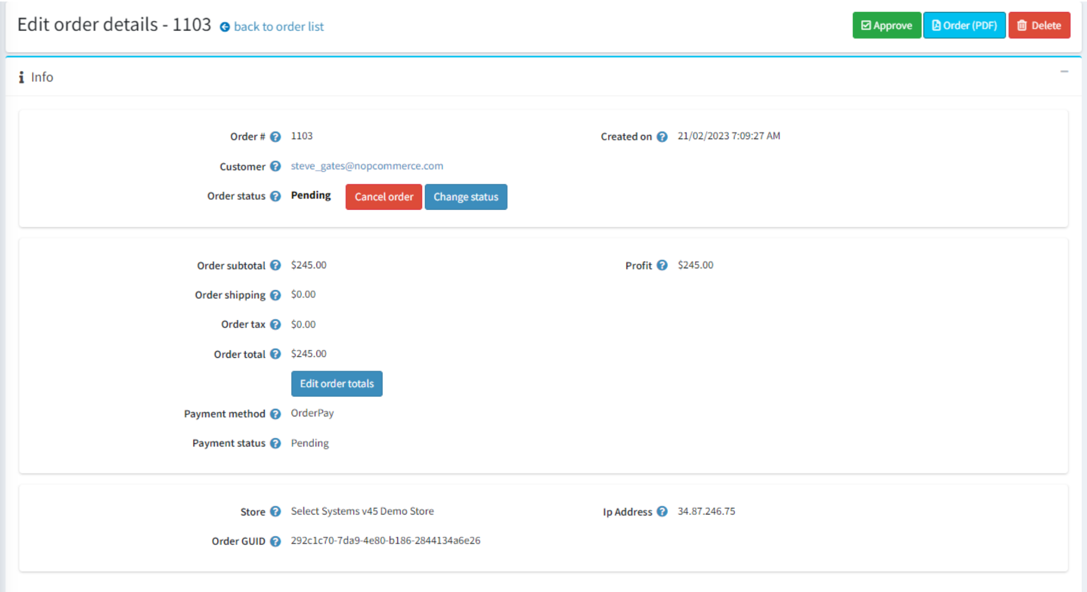
Learn more about orders

☐	Order #	Order status	Payment status	Shipping status	Customer
☐	1103	Pending	Pending	Not yet shipped	fred@sgervices.com
☐	1102	Pack	Pending	Not yet shipped	fred@sgervices.com
☐	8	Pick	Pending	Shipping not required	steve_gates@nopCommerce.com
☐	1	Processing	Paid	Not yet shipped	steve_gates@nopCommerce.com

For example order 1101 moved from Pending to Pick

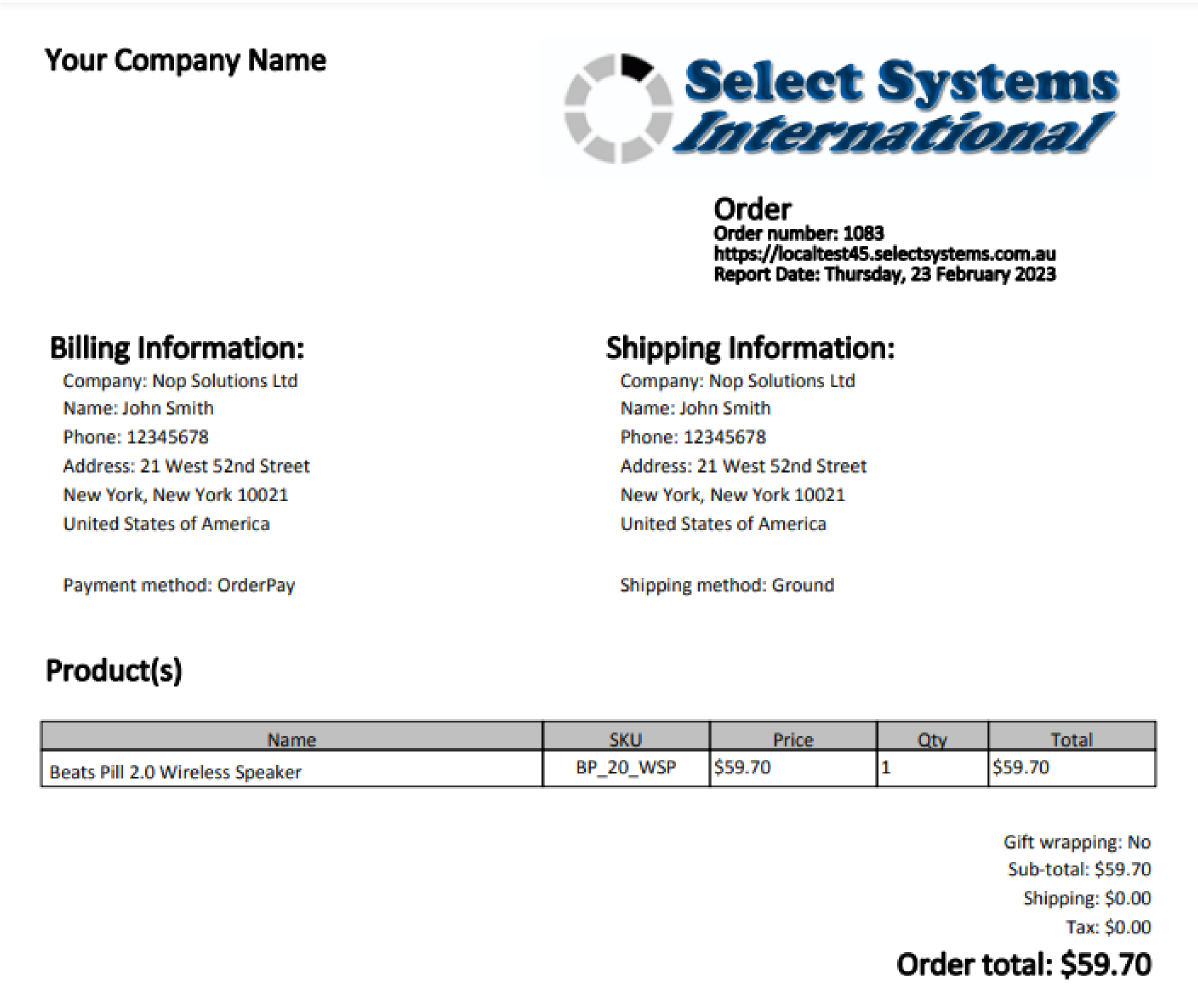
Approving Orders

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



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

Select Systems International

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

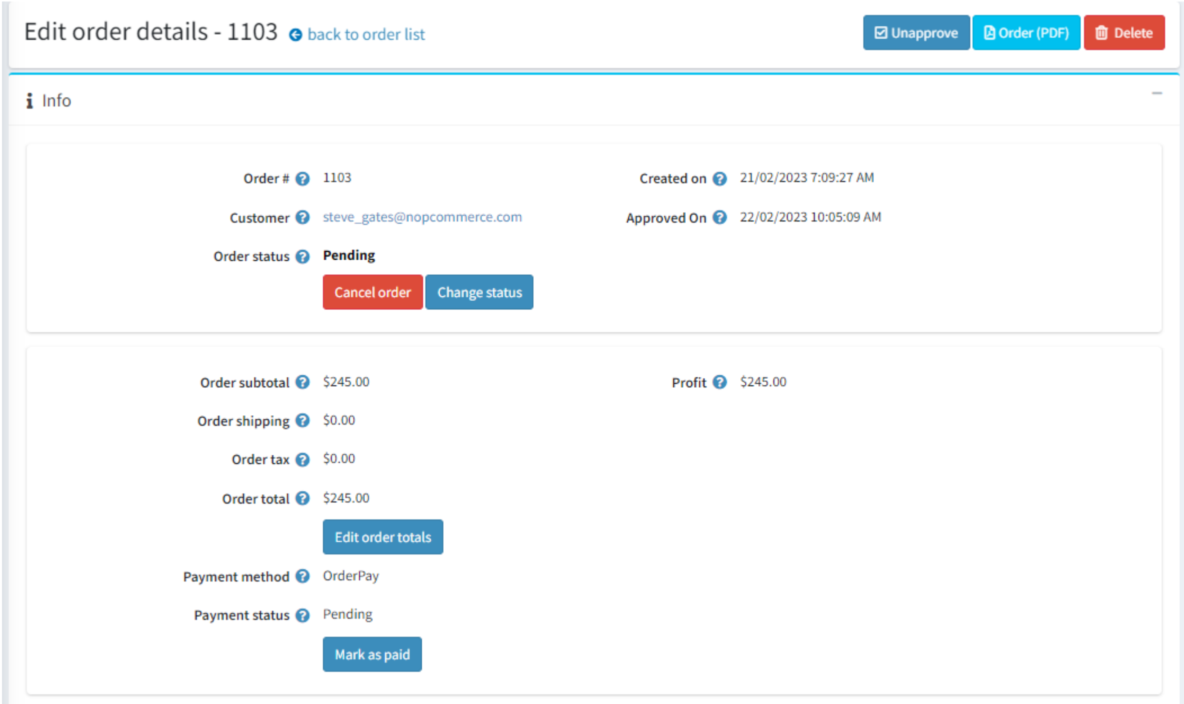
Invoice Payment

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



Order Settings

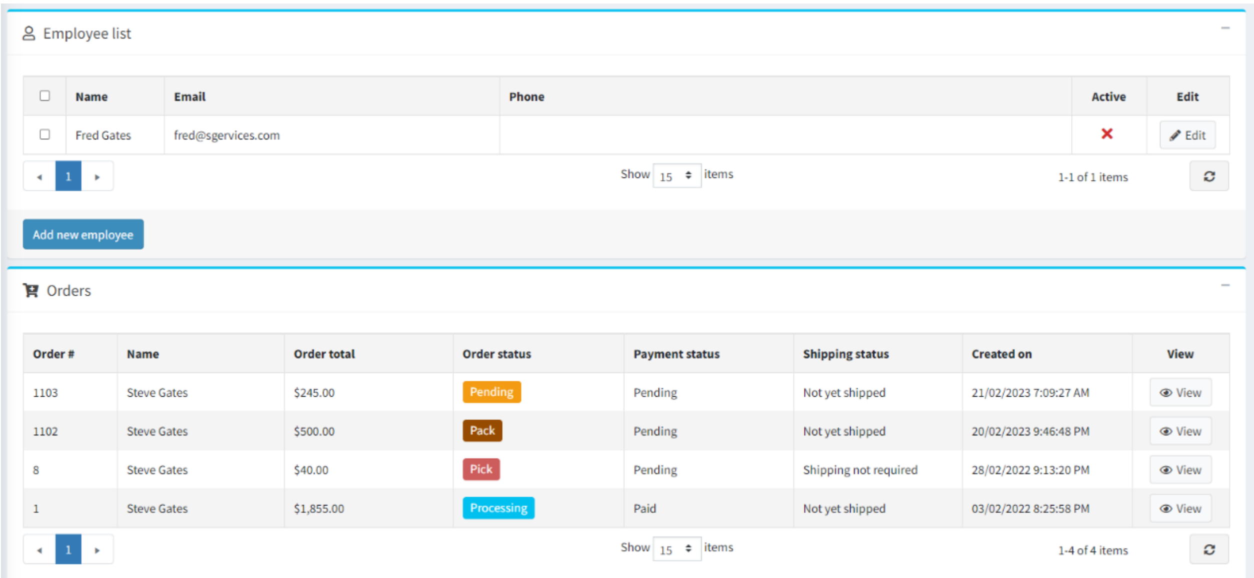
Create Company Orders

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.

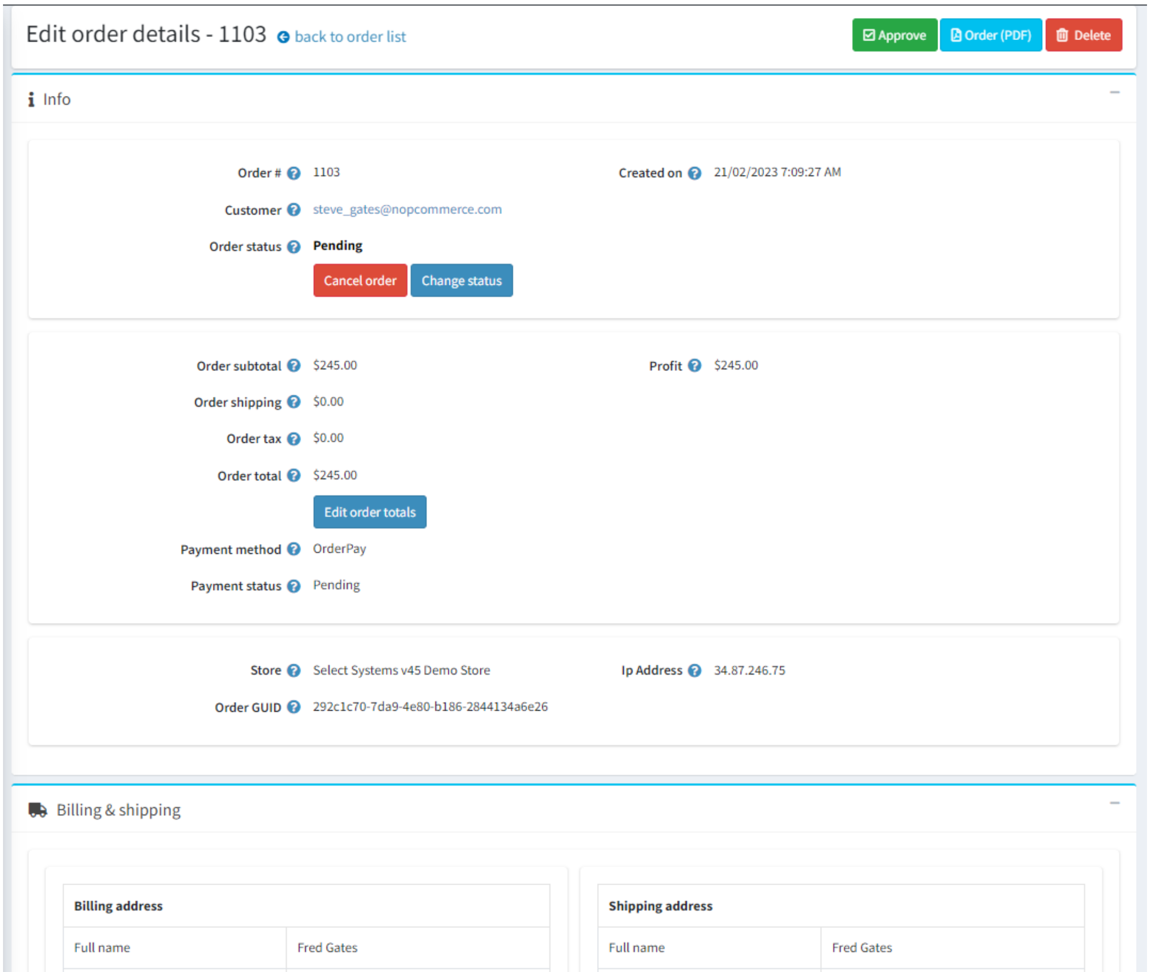
If the setting **Create Company Orders** is enabled then all orders for all employees linked to a company will be created under the main Company account, otherwise the orders will be created under the Employee account.

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.



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

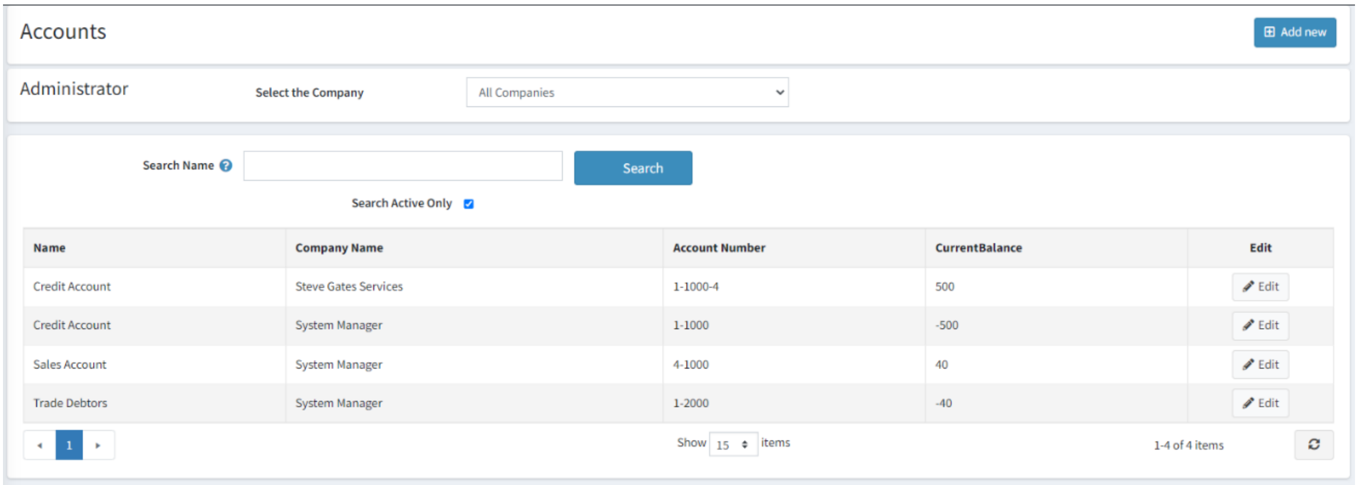

Edit order details - 1103
back to order list
Approve
Order (PDF)
Delete
Info
Order #
1103
Created on
21/02/2023 7:09:27 AM
Customer
steve_gates@nopcommerce.com
Order status
Pending
Cancel order
Change status
Order subtotal
$245.00
Profit
$245.00
Order shipping
$0.00
Order tax
$0.00
Order total
$245.00
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
Billing & shipping
Billing address
Full name
Fred Gates
Shipping address
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.



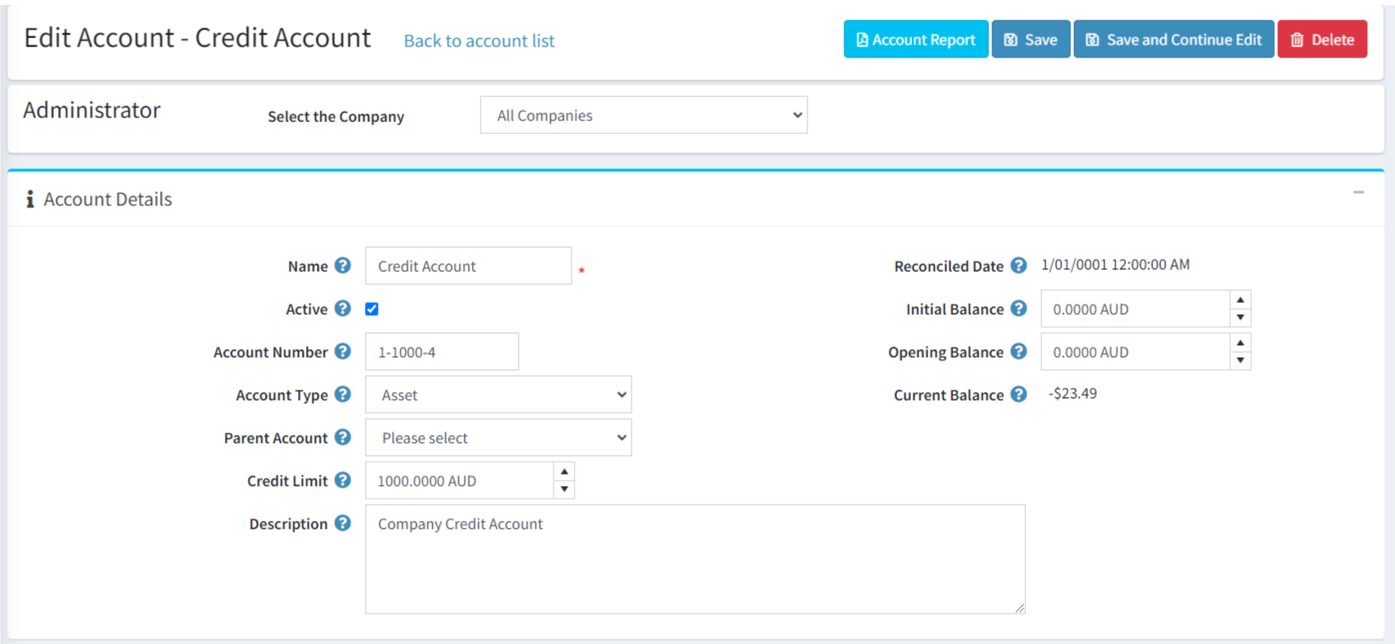
The system is designed around the requirements for a Double Entry accounting system.

There are 6 account types

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

Edit an Account

To edit an account click the Edit Button



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.

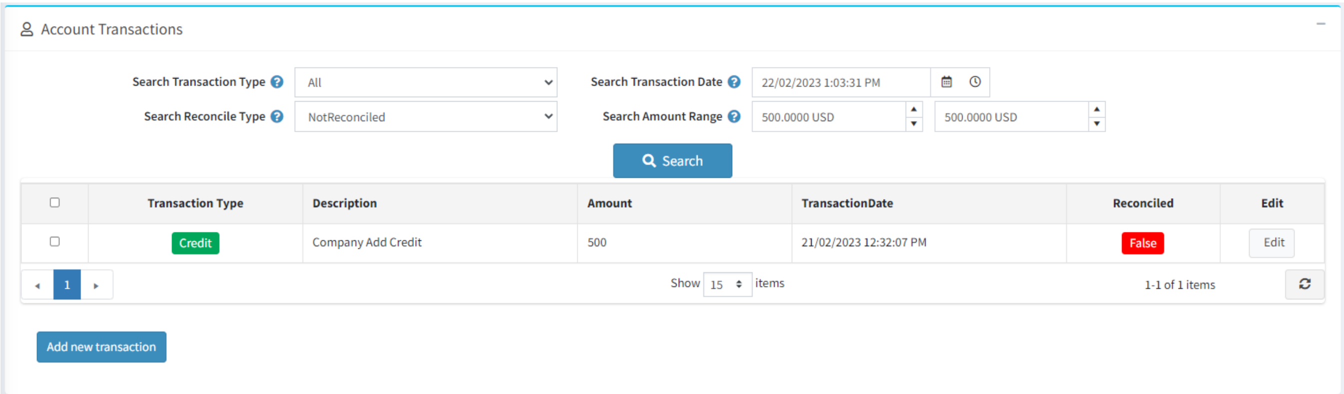
Company Accounts

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

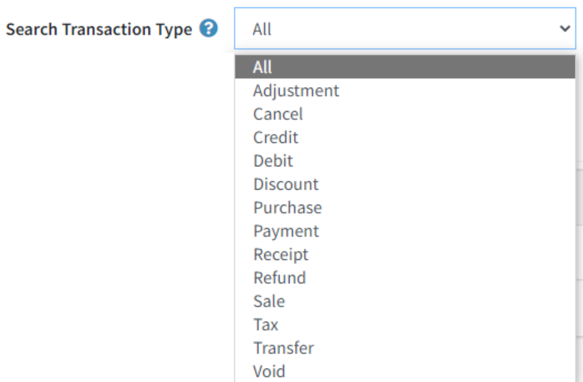
For example above the Company account is 1-1000-4 which is a Credit Account for Company with Id 4

Account Transactions

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



Each transaction has a type



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

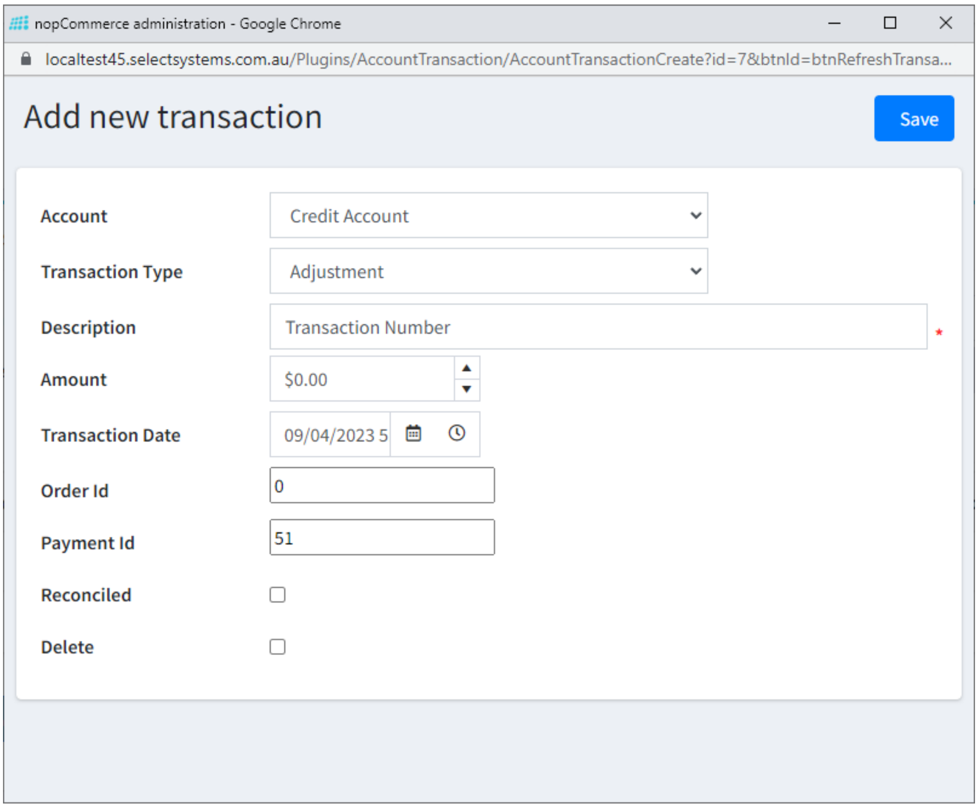
Automatic Transactions

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



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)
Opening Balance: $0.00
Reconciliation Date: 27/04/2023 6:49 PM
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 vie 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

☐	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
☐	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

☐	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
☐	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

☐	Transaction Type	Description	Amount	TransactionDate	Reconciled	Edit
☐	Debit	Payment: Payments.OrderPay; Payment #1	-245	22/02/2023 12:24:58 PM	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

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

Transaction Report

To be completed

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

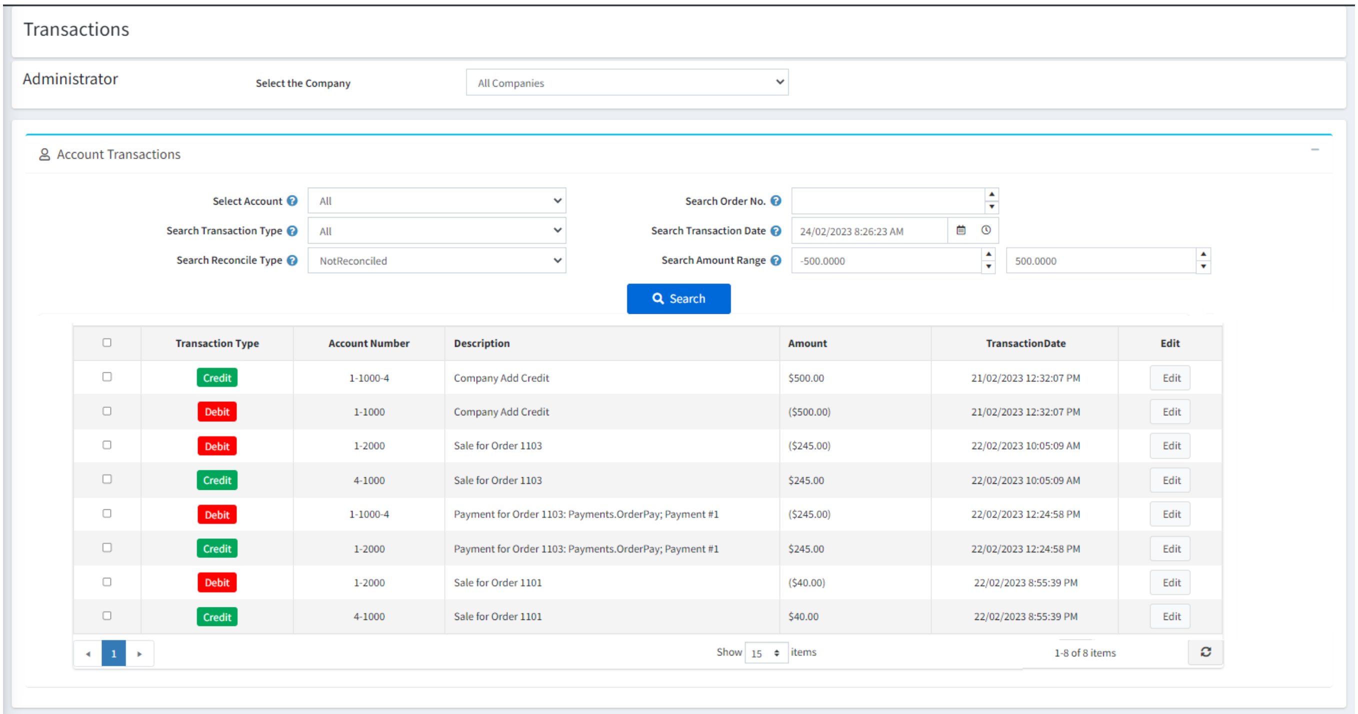
Account: Andrew22

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

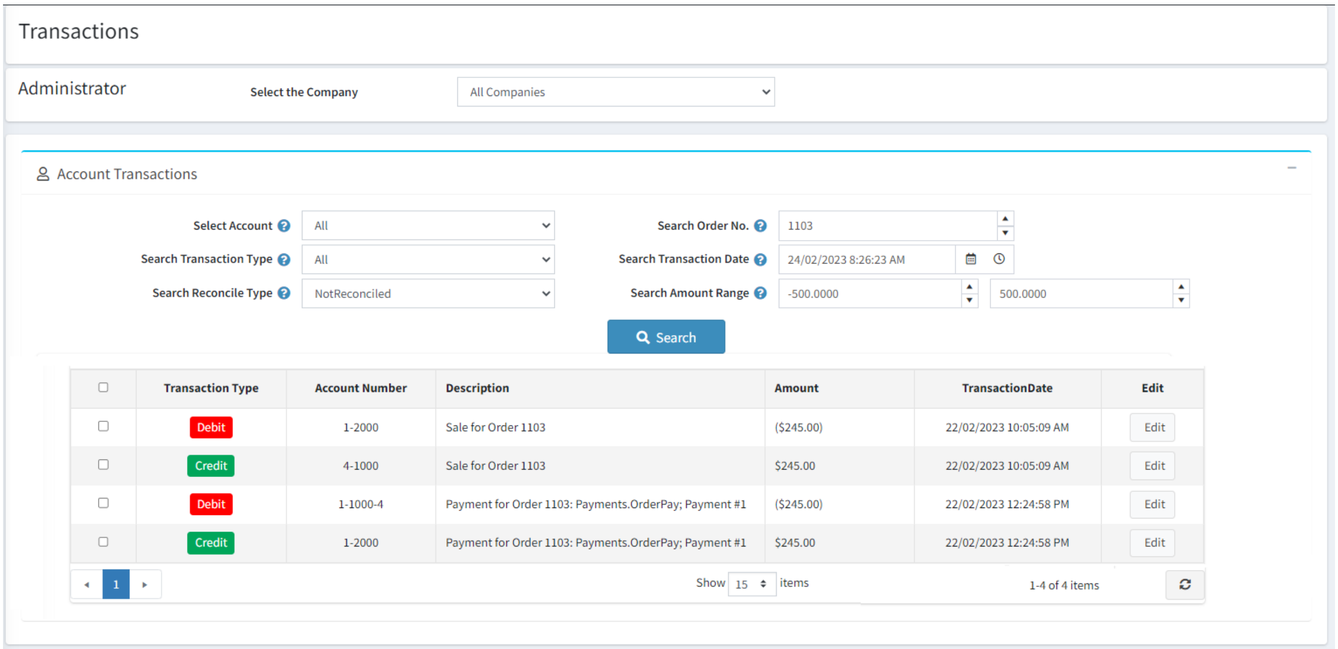
NOT DUE	1-30 DAYS	31-60 DAYS	61-90 DAYS	90+ DAYS	Unallocated Credit	AMOUNT DUE
$0.00	$242.00	$0.00	$0.00	$0.00	$0.00	$242.00

Transactions

You can also list account transactions for a selected account



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



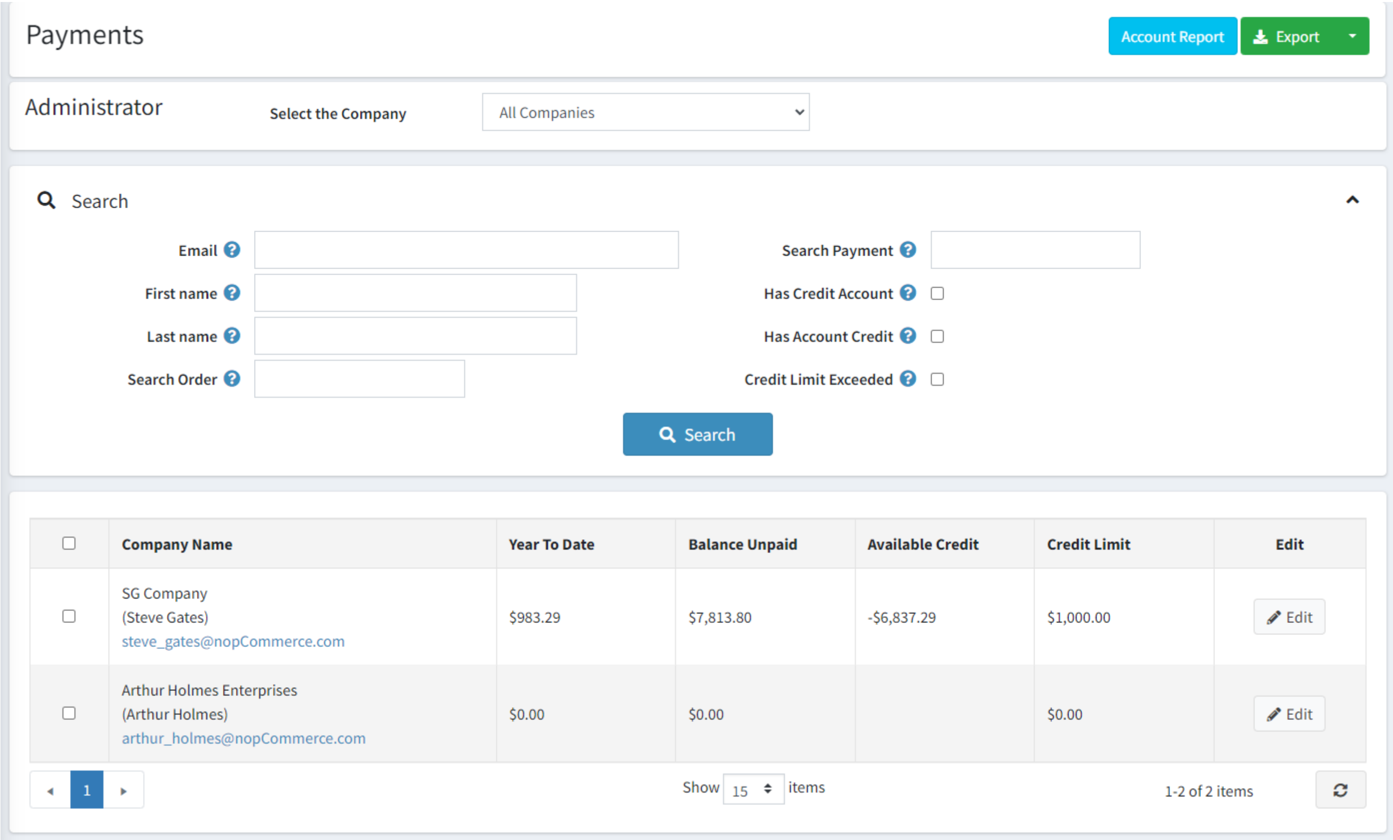
For this example for a **Credit Sale** and the transactions are:

- 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

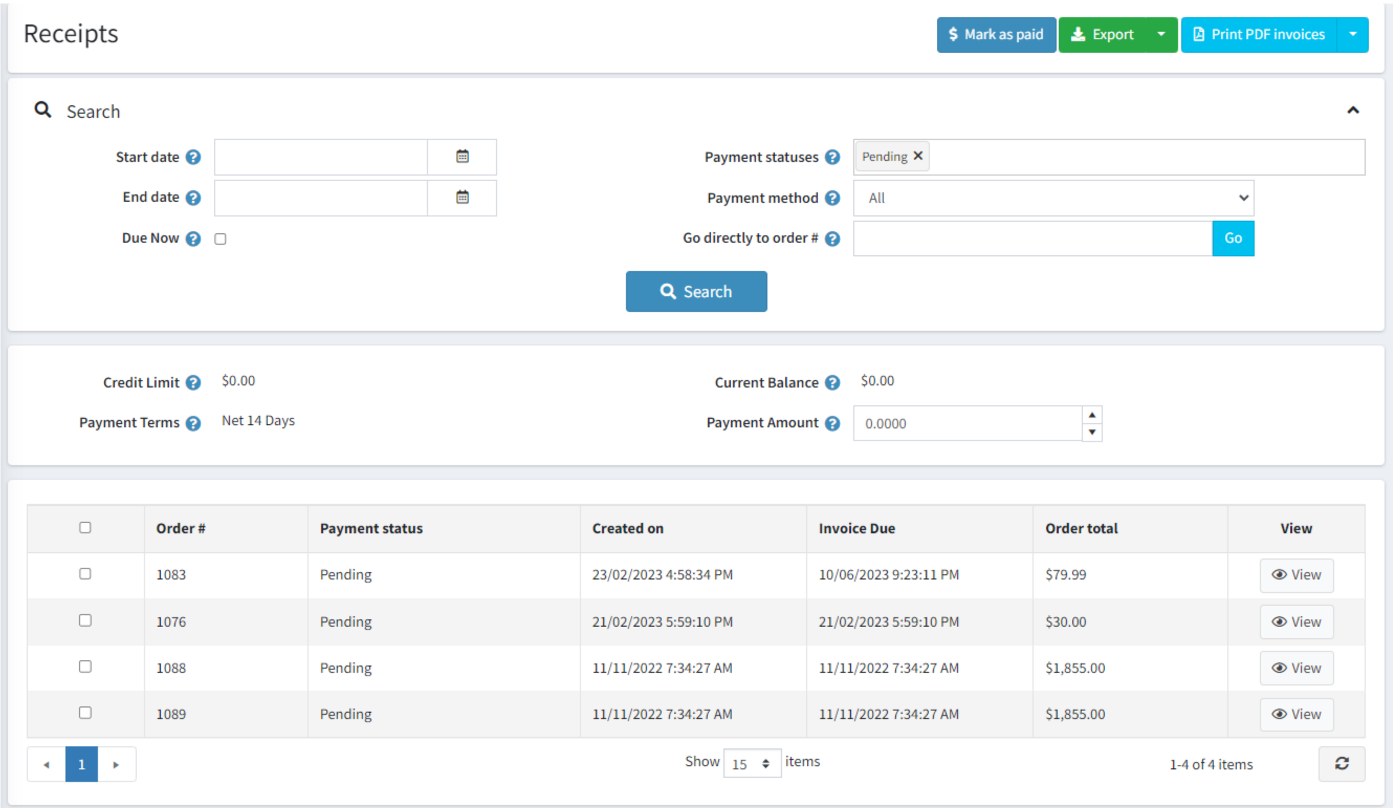
The payment view displays a list of companies and their summary account details



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

Receipts

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



Use the search parameters to locate orders

Clicking the Due Now checkbox will display only the orders that are due for payment as of todays 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	Current Balance	$1,964.99
Payment Terms	Net 14 Days	Payment Amount	0.0000

☐	Order #	Payment status	Created on	Invoice Due	Order total	View
☑	1083	Pending	23/02/2023 4:58:34 PM	10/06/2023 9:23:11 PM	$79.99	View
☑	1076	Pending	21/02/2023 5:59:10 PM	21/02/2023 5:59:10 PM	$30.00	View
☑	1088	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	$1,855.00	View
☐	1089	Pending	11/11/2022 7:34:27 AM	11/11/2022 7:34:27 AM	$1,855.00	View

1 Show 15 items 1-4 of 4 items

Payment Report

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

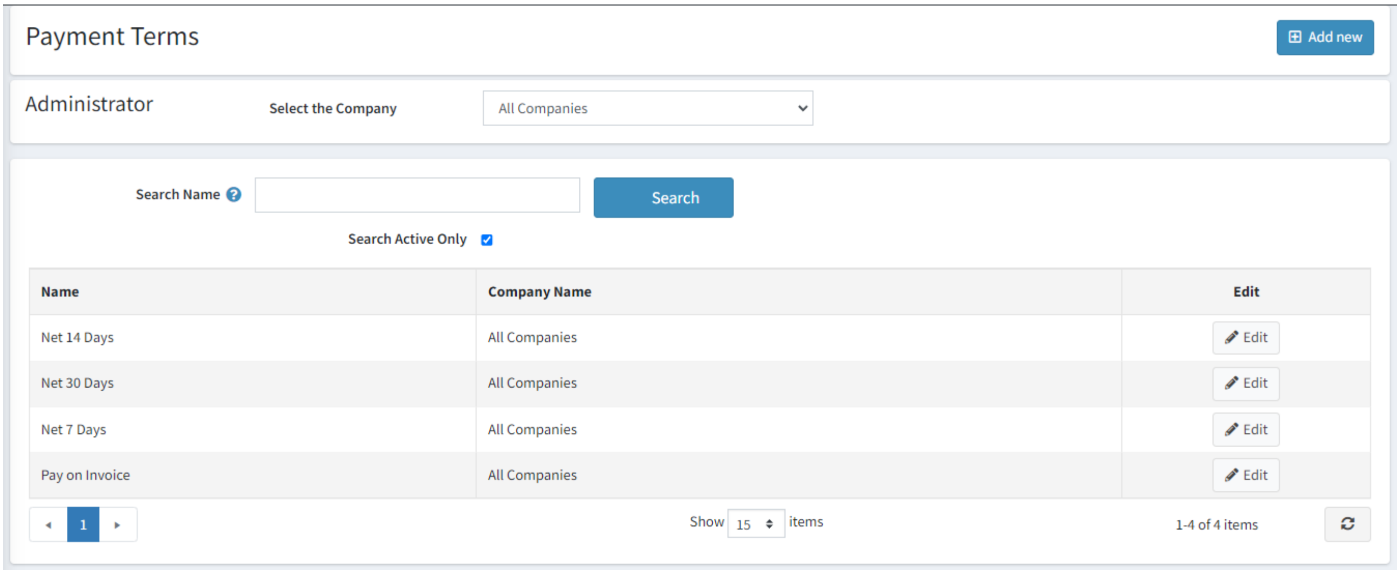
Select Systems International

Company info

Company Name: SG Company
Contact Name: Steve Gates
Payment Terms: Net 14 Days
Account Number: Credit Account (1-1000-4)
Opening Balance: $0.00
Credit Limit: $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
27/04/2023 7:54 PM		**Balance Outstanding**	**$153.85**	**-$123.49**	**$30.36**

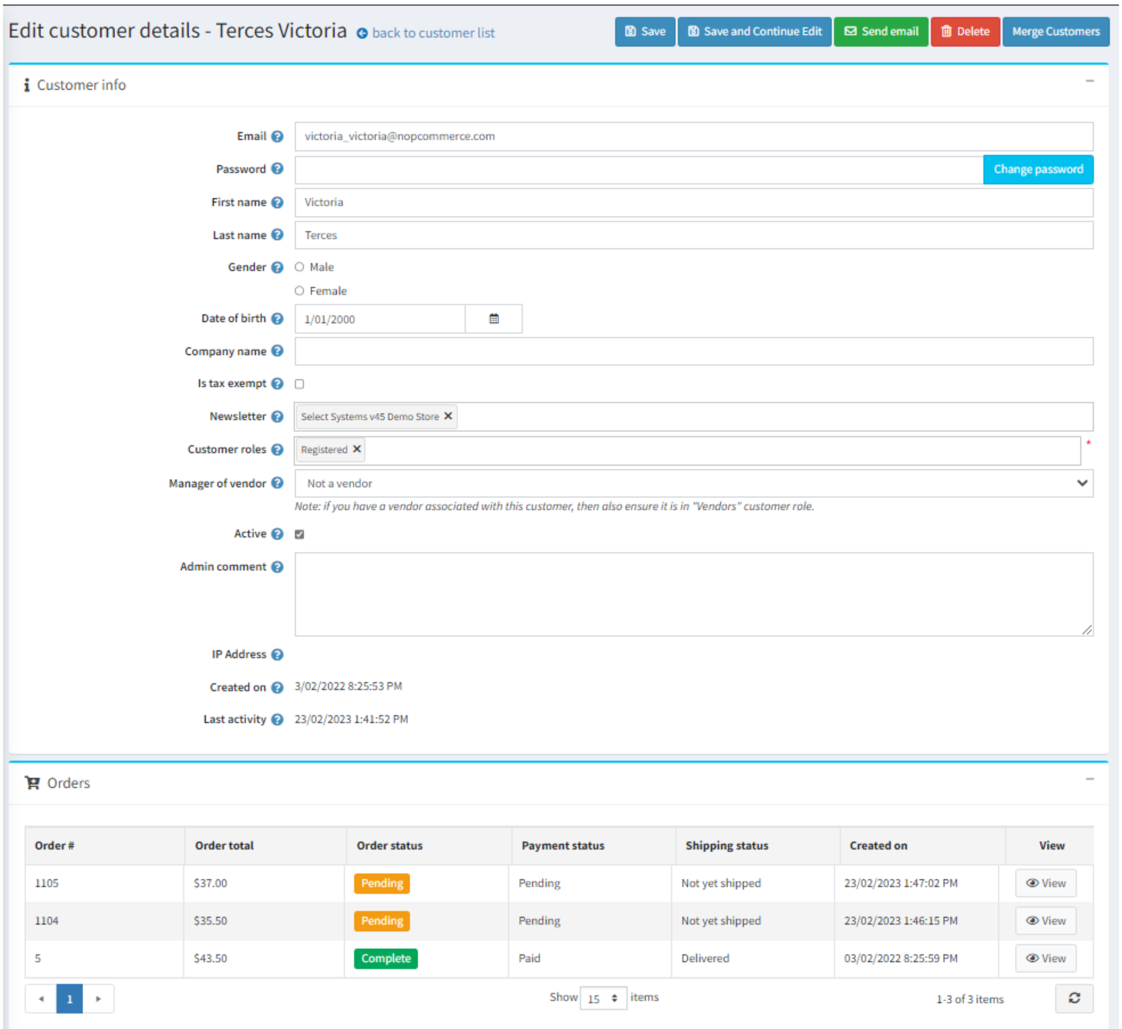
Payment Terms



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

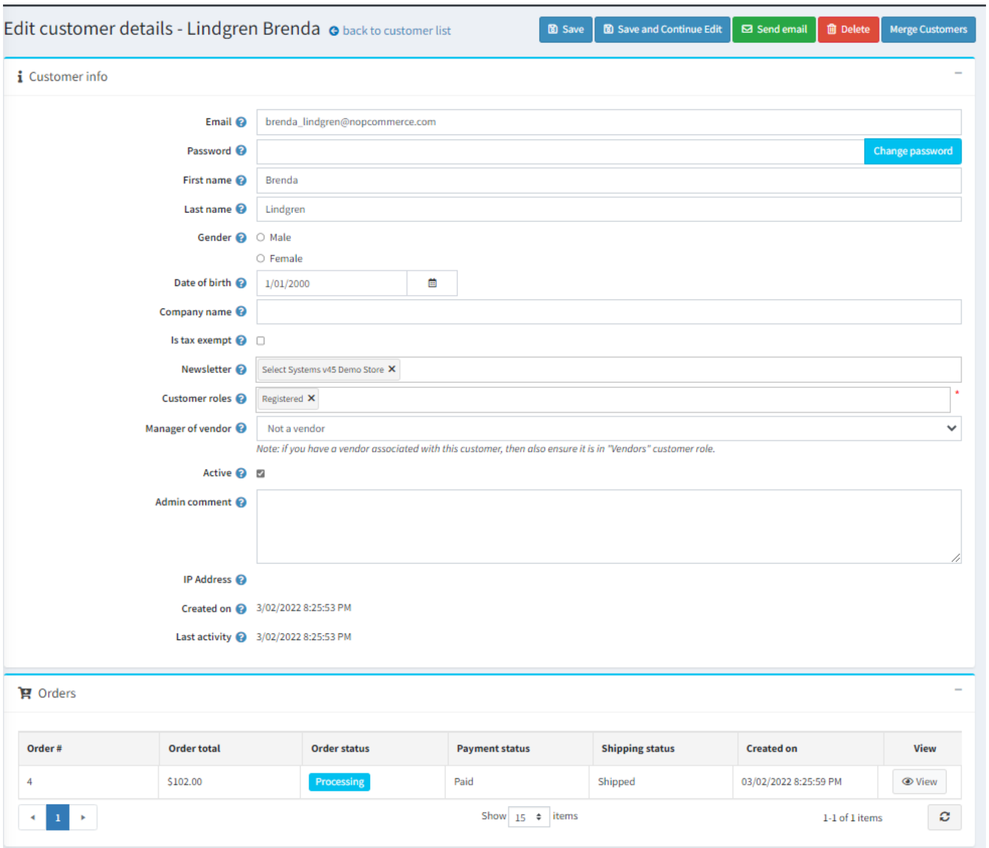
Merge Customers

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



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

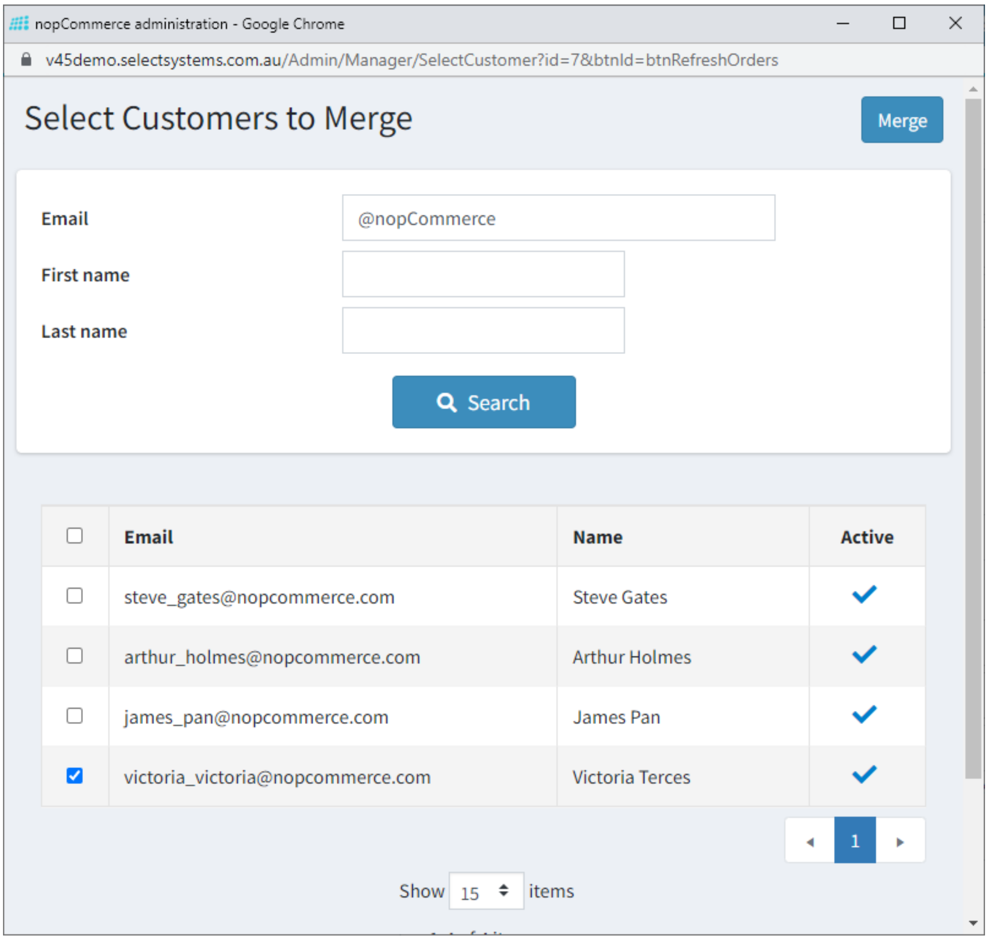
Edit the account you wish to be the main account that remains after the merge



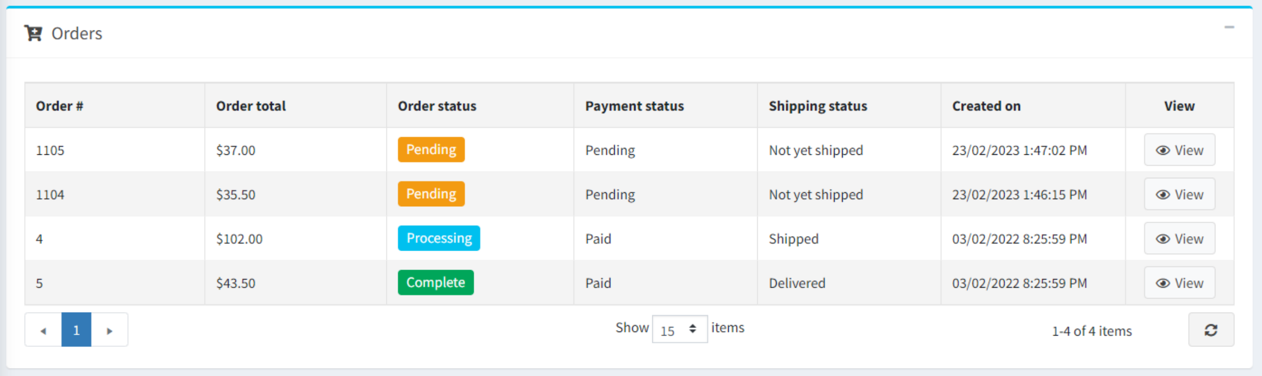
Click the Merge Button in the top menu

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

Then click the Merge Button



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


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	View
1104	$35.50	Pending	Pending	Not yet shipped	23/02/2023 1:46:15 PM	View
4	$102.00	Processing	Paid	Shipped	03/02/2022 8:25:59 PM	View
5	$43.50	Complete	Paid	Delivered	03/02/2022 8:25:59 PM	View

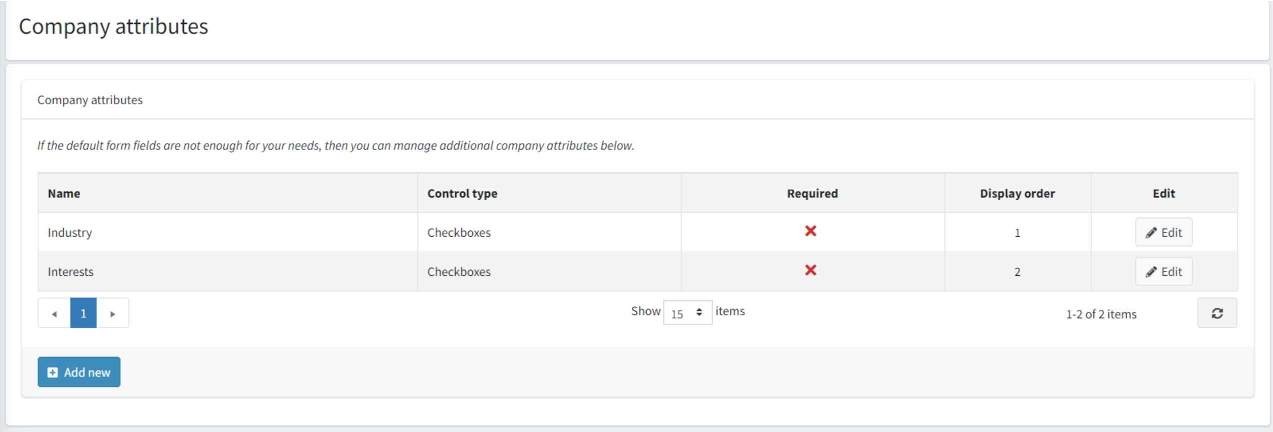
In configuration settings there is also an option to automatically delete the Merged Customers

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

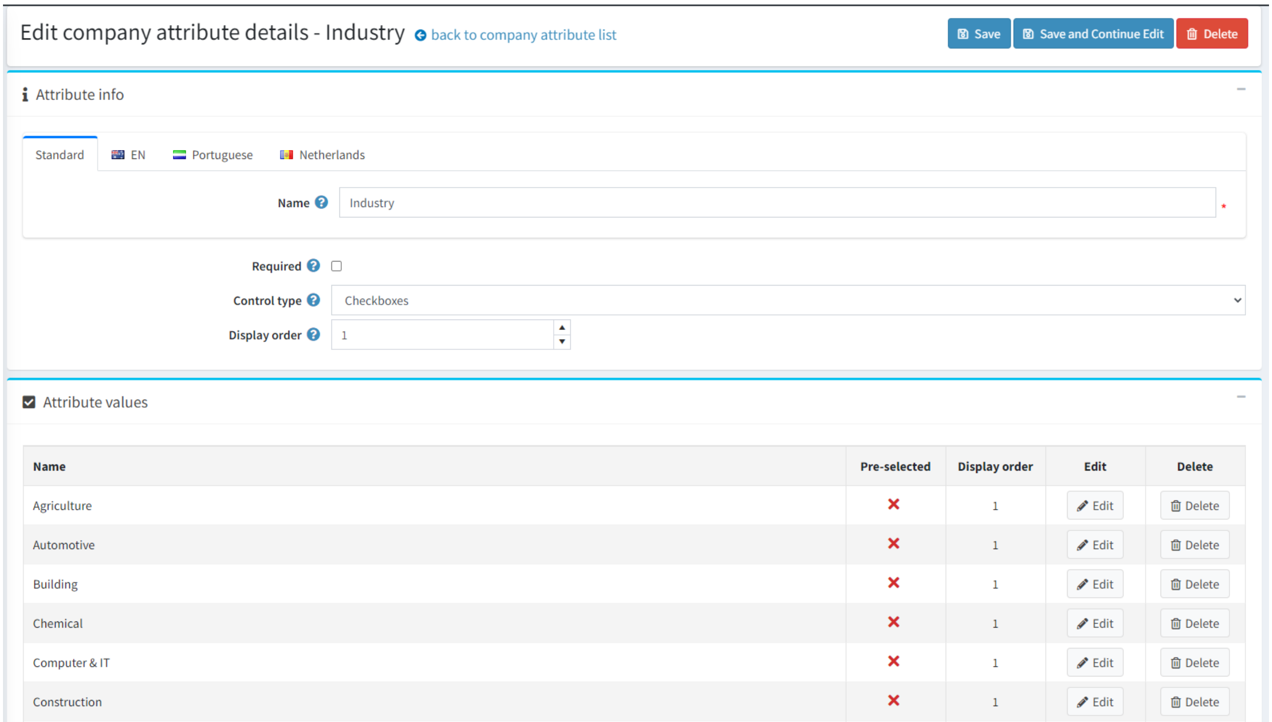
Custom Company Attributes

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

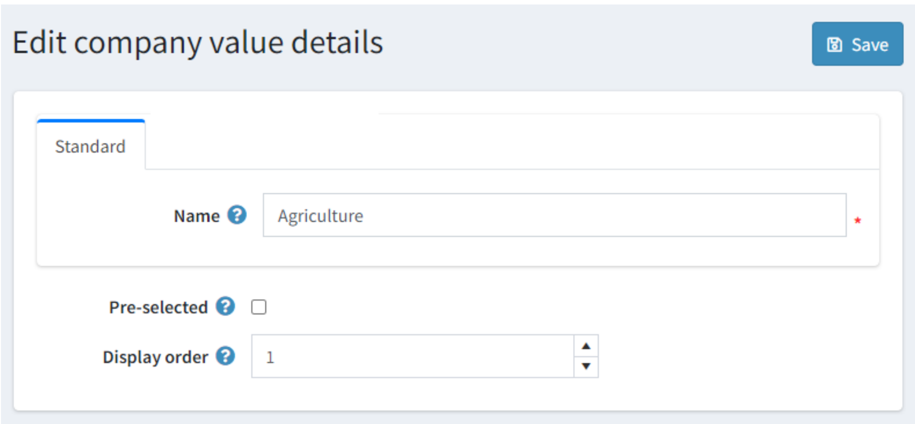
The system allows you to define both Custom Customer Attributes and Customer Company Attributes for a Company and Employee



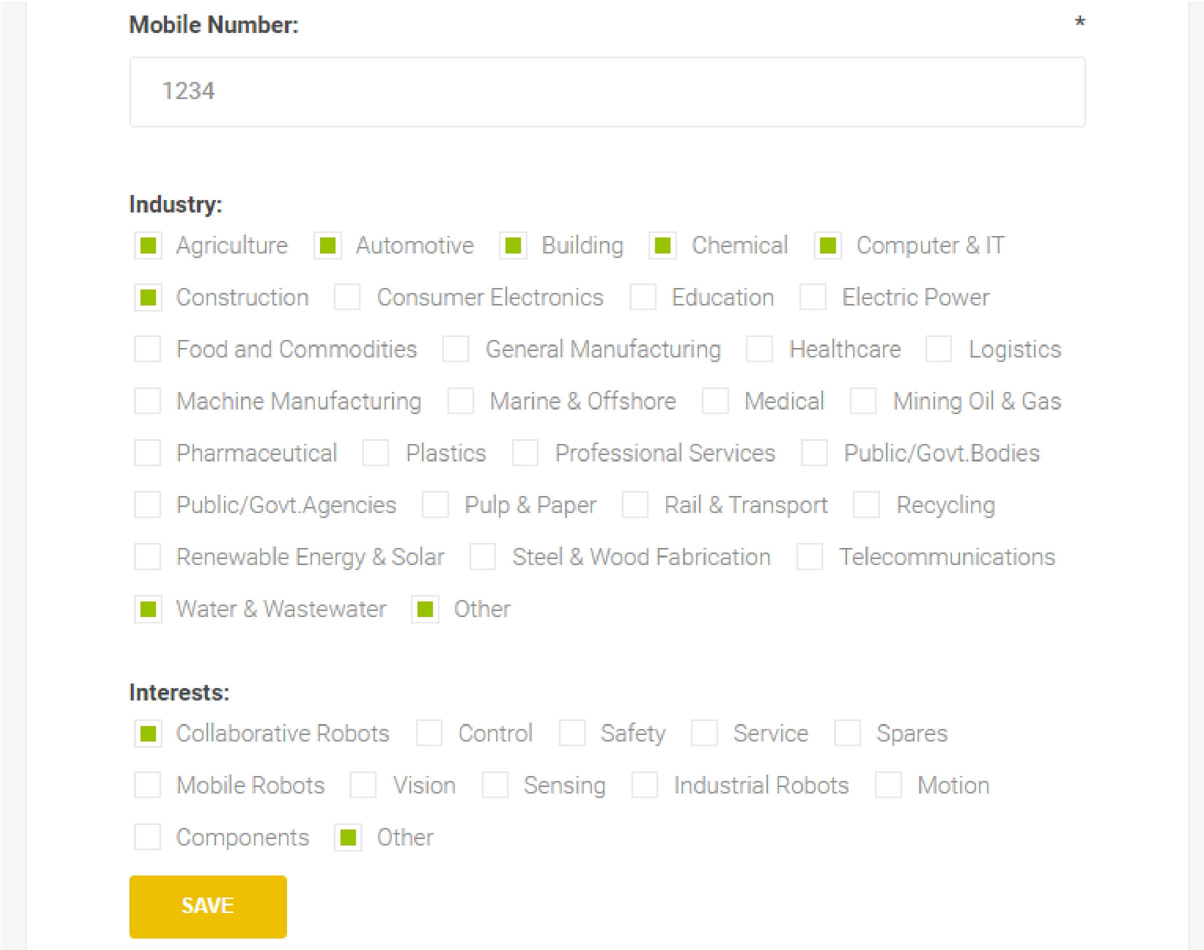
For each attribute you can define attribute values



Custom Company Attribute Values



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



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

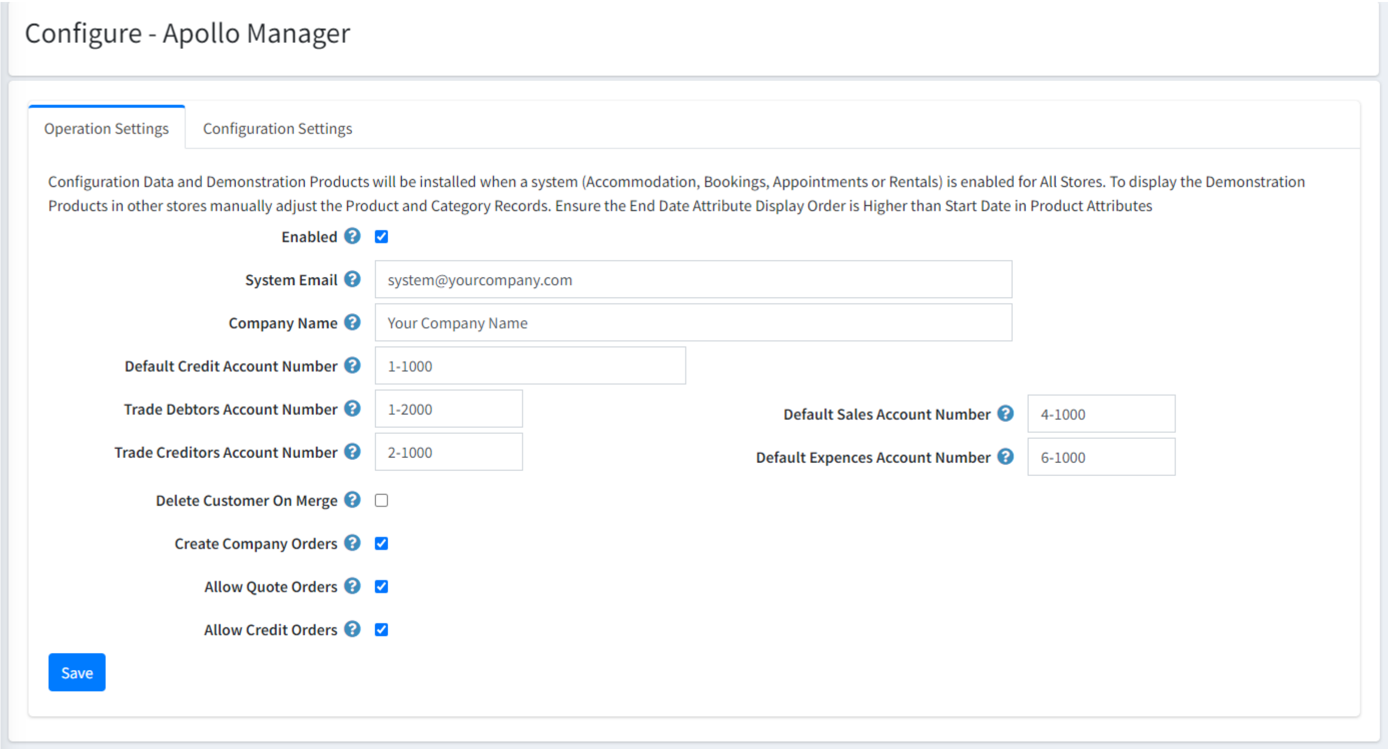
Once installed the you can configure the plugin.

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



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

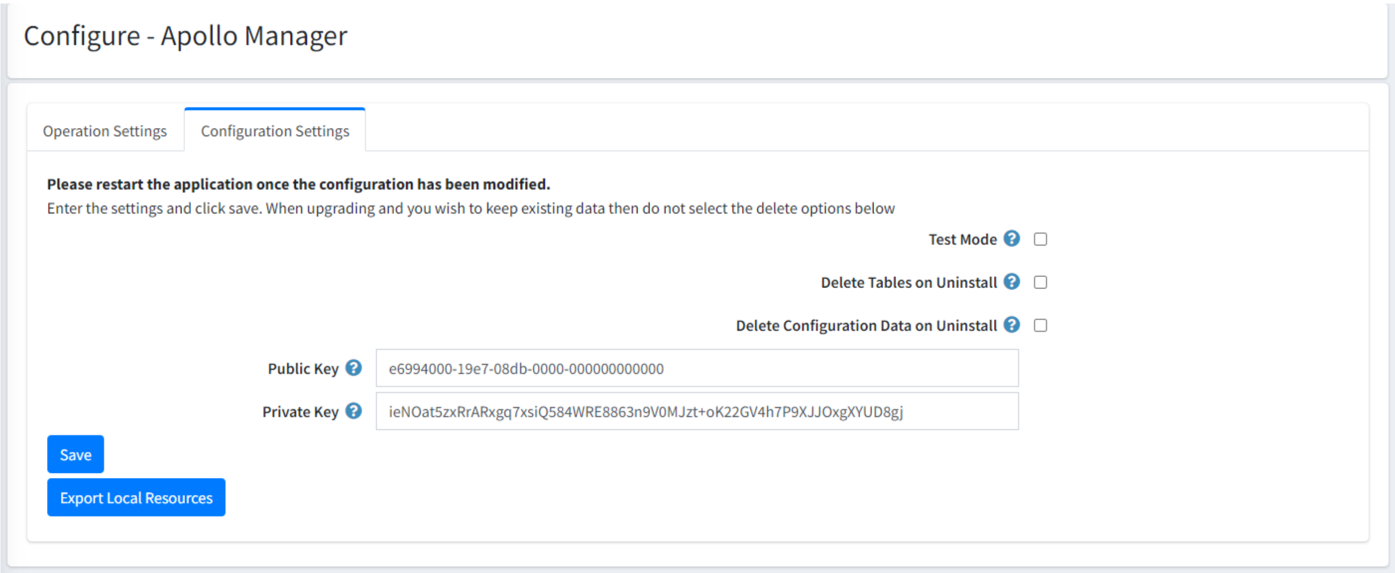
Select this option to all customers to create order quotes

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



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 suppled 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 suppled 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/