DDMS

User Manual

Index

Introduction to DDMS

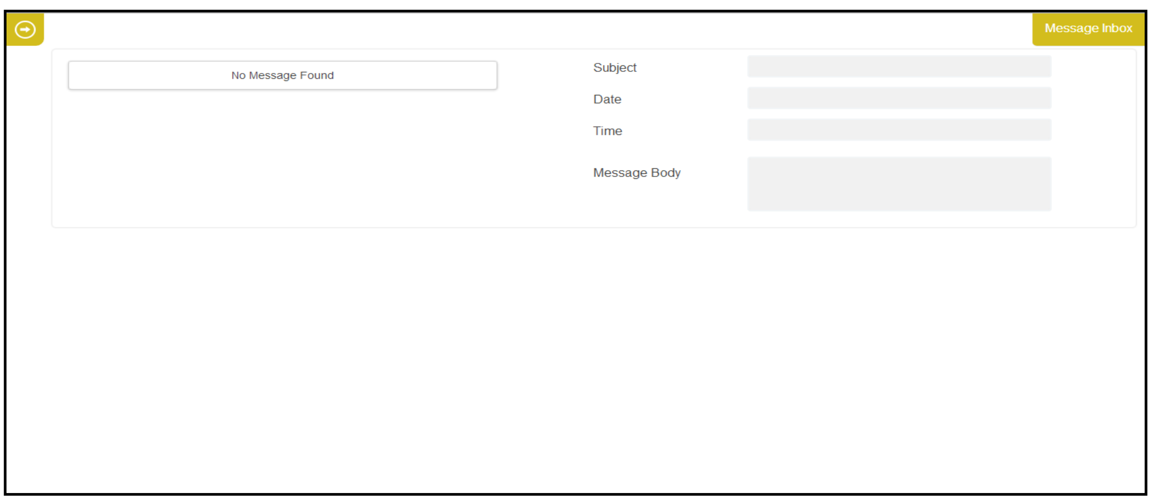
DDMS is a complete solution for dealers, distributors and retailers. It allows you to enter master data for materials, customers, employees, etc. It covers the main module of daily activity that will have all the details that are carried out in the whole day in particular vehicles with the details of materials in them.Route gives you the details of the customers on all the routes and details of tollbooth if any. Order module is for placing order and it also has the facility to place a special order, the invoice of the order can be viewedfrom invoice module and payment can also be done from here.Inventory module gives all the information of your warehouse, fleet gives all the details of vehicles, finance gives you details of the account. Marketing deals with campaigning of the products and taking feedbacks from the customers. Reports & Analytics gives you reports that are useful at transaction level.

My Account

My account has details related to the individual account. It shows you messages that are broadcasted. You can change the password from here and change the settings of email also. Authorization will provide you with the facility of giving authorities to different users for different forms.

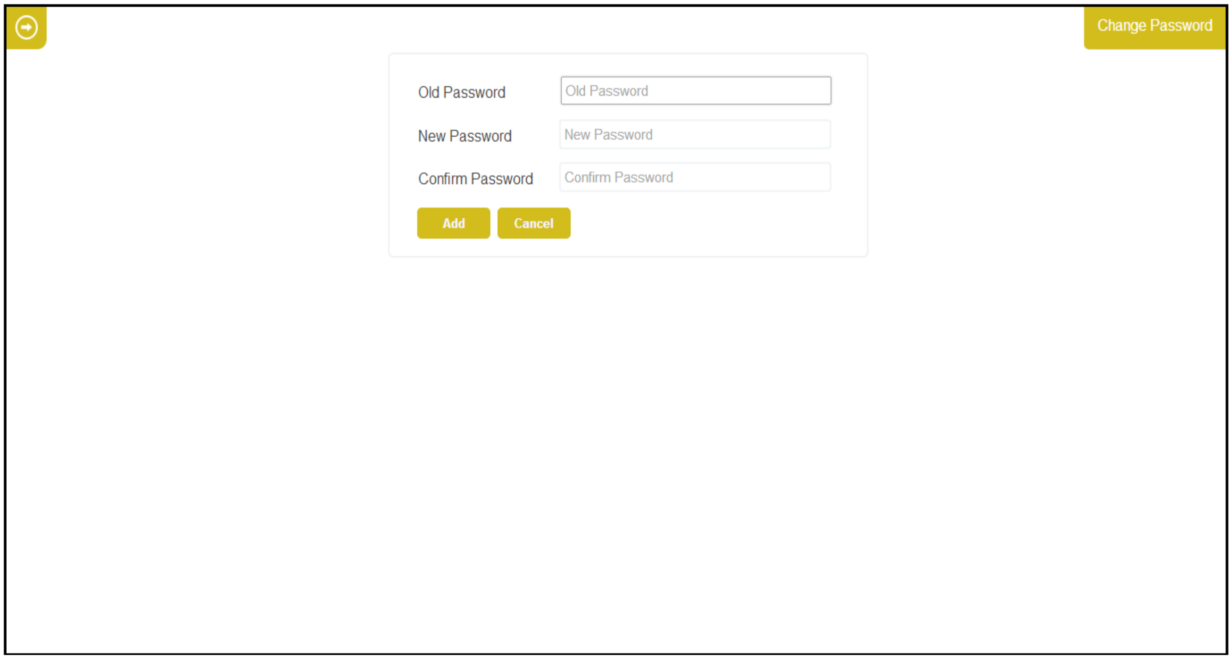
Message Inbox

It will help you readthe message that has been broadcasted by the distributor.



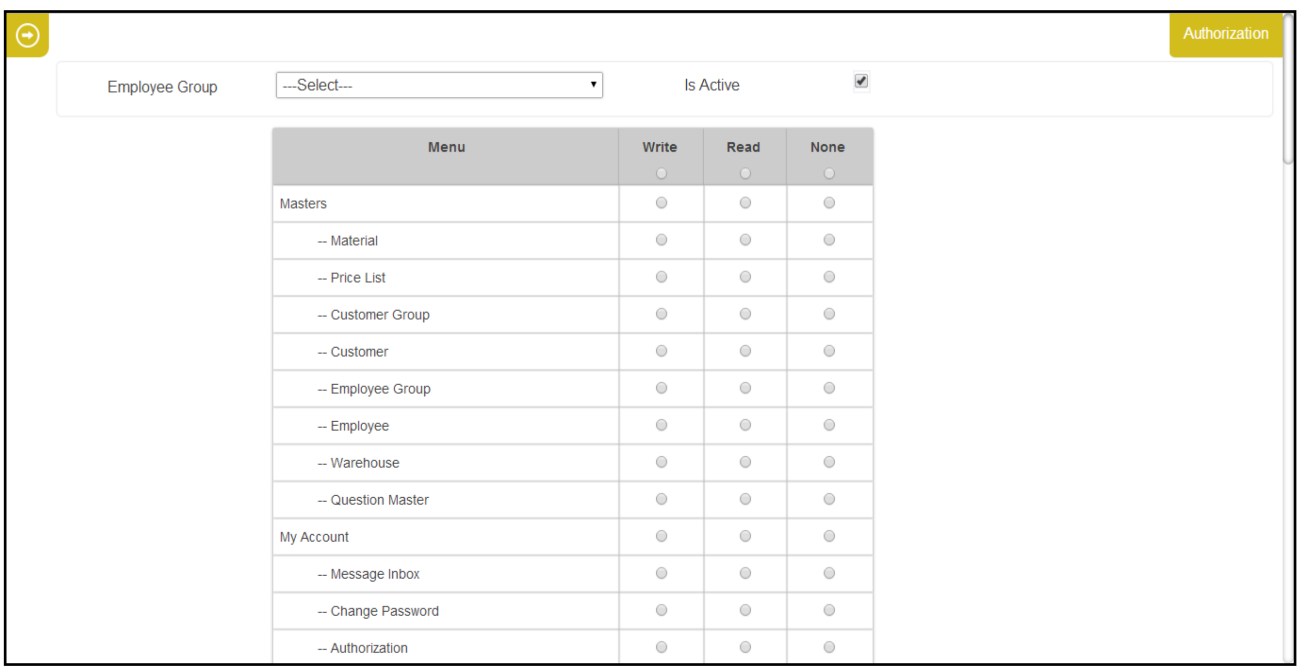
Change Password

You can change your existing password from here.



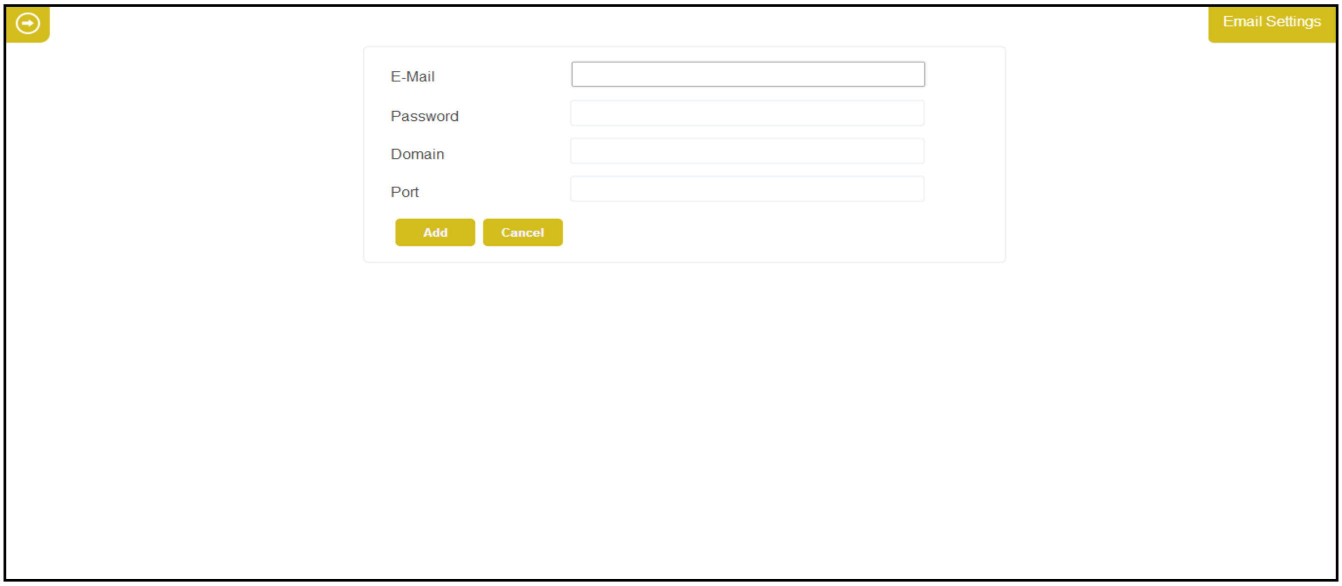
Authorization

Authorization will allow you to give authorities to different employee groups, who will have access to which forms and in which mode.



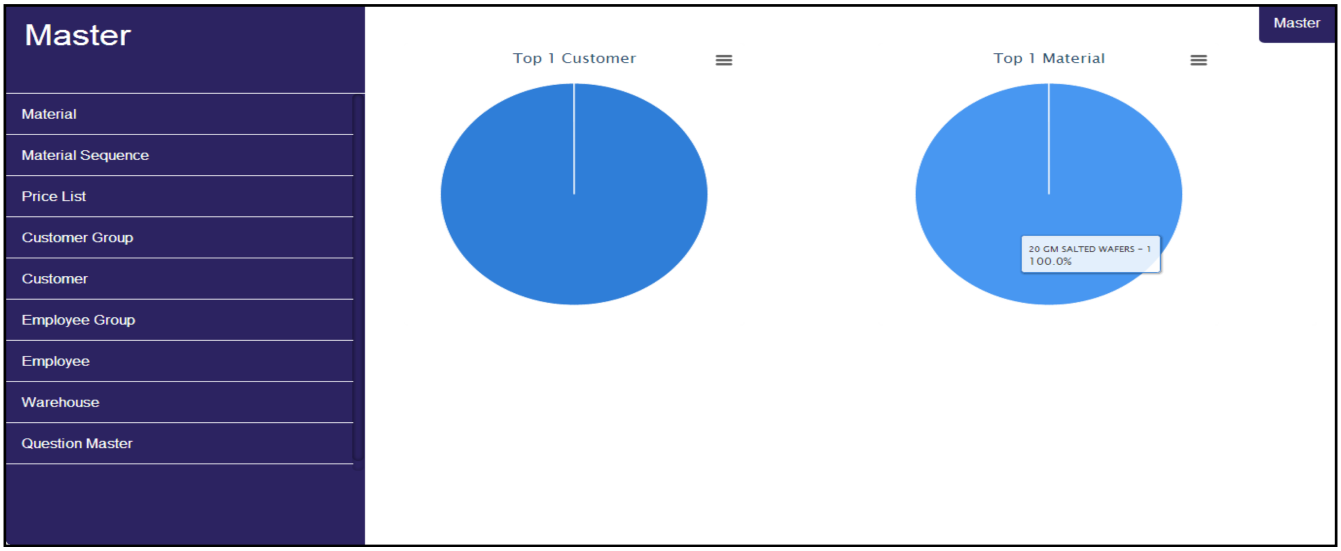
Email Settings

Email Settings will provide you to configure email id of any new employee.



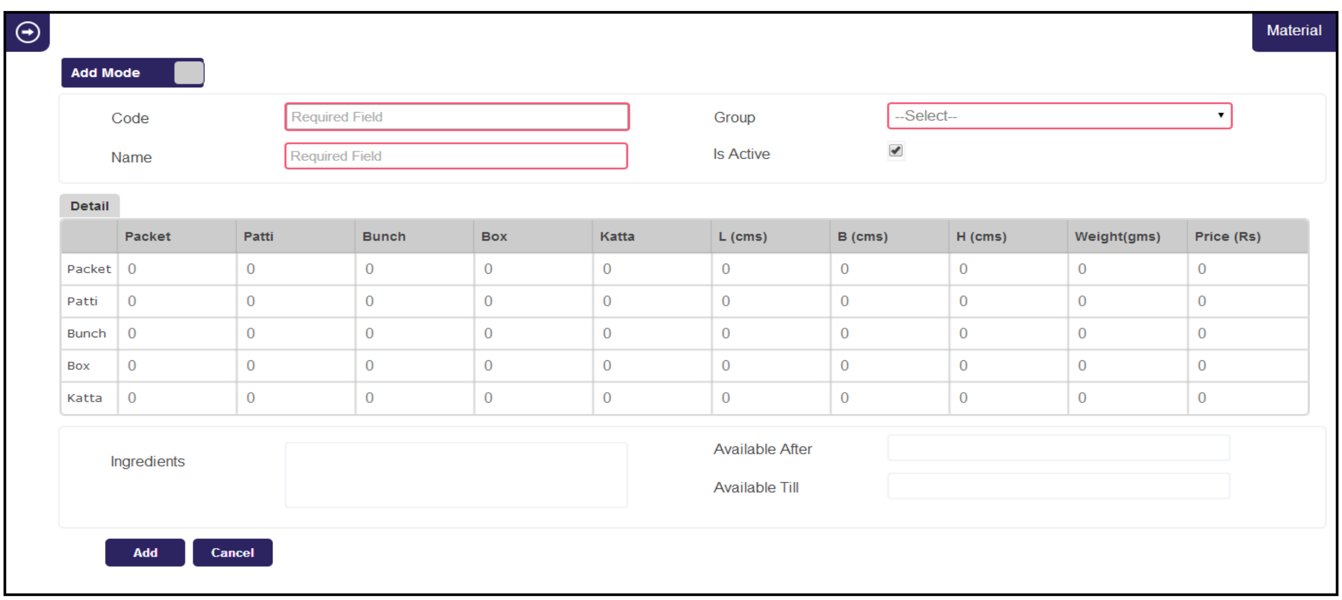
Master

Master page will allow you to make entry in all the master pages. Material and price list master can be edited by the distributor only. Material sequence will allow you to set the priority of the materials in which you deal. Question, customer group, customer, employee group and employee master will allow you to add new information as well as update existing.



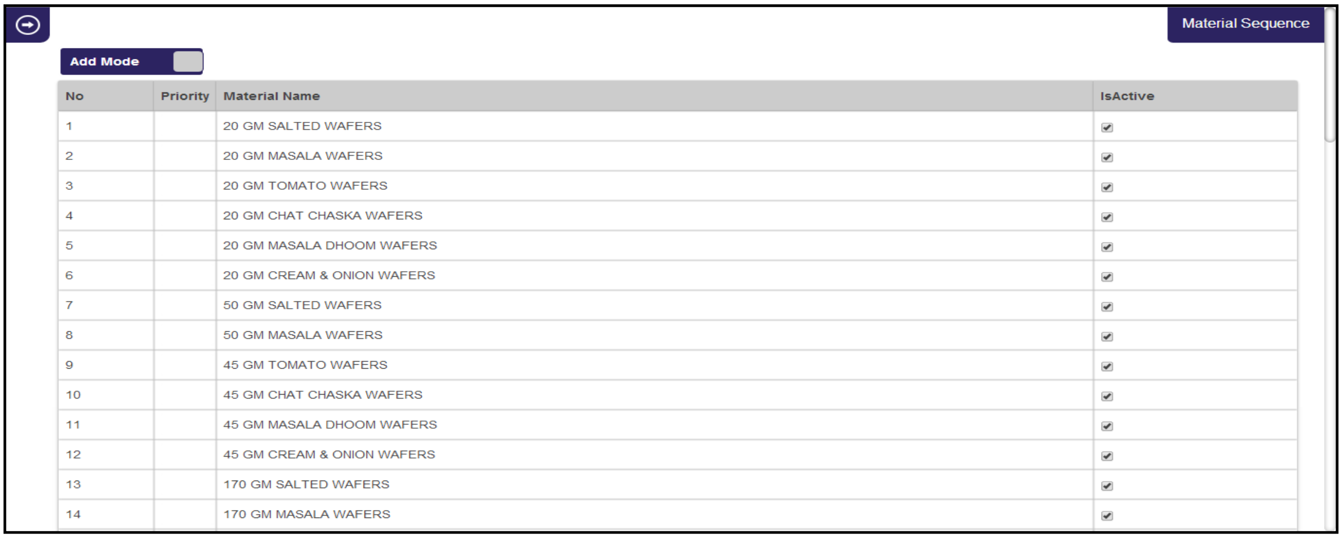
Material Master

Material Master will allow you to add new material's information from this form. You will have to fill all the details of size and prize of the new material as well as from when it will be available and till when it will be available and you can update the details of existing materials also. Rights to edit this form are with distributor only.



Material Sequence Master

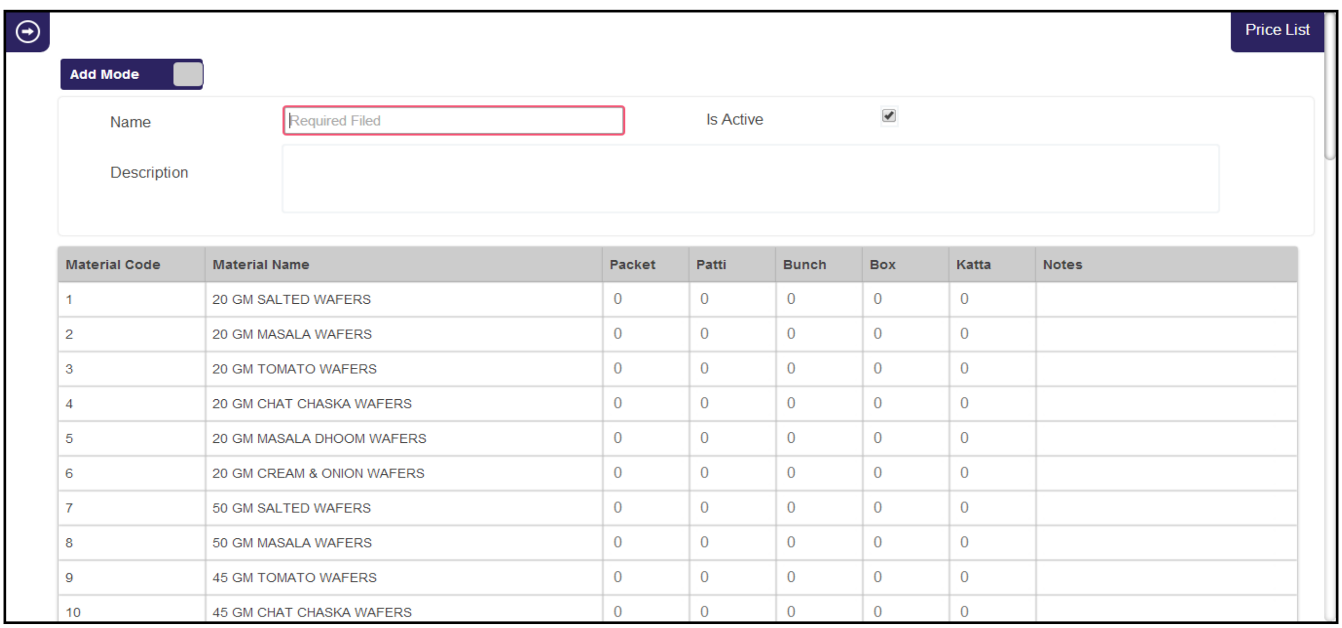
Material Sequence Master will allow you to set priority of the materials you use most frequently or the materials in which you deal. When you set the priority of the materials, then at transaction time you will get the items in the same sequence you have set the priority. You can update it if you have any changes in it.



No	Priority	Material Name	IsActive
1		20 GM SALTED WAFERS	✔
2		20 GM MASALA WAFERS	✔
3		20 GM TOMATO WAFERS	✔
4		20 GM CHAT CHASKA WAFERS	✔
5		20 GM MASALA DHOOM WAFERS	✔
6		20 GM CREAM & ONION WAFERS	✔
7		50 GM SALTED WAFERS	✔
8		50 GM MASALA WAFERS	✔
9		45 GM TOMATO WAFERS	✔
10		45 GM CHAT CHASKA WAFERS	✔
11		45 GM MASALA DHOOM WAFERS	✔
12		45 GM CREAM & ONION WAFERS	✔
13		170 GM SALTED WAFERS	✔
14		170 GM MASALA WAFERS	✔

Price List Master

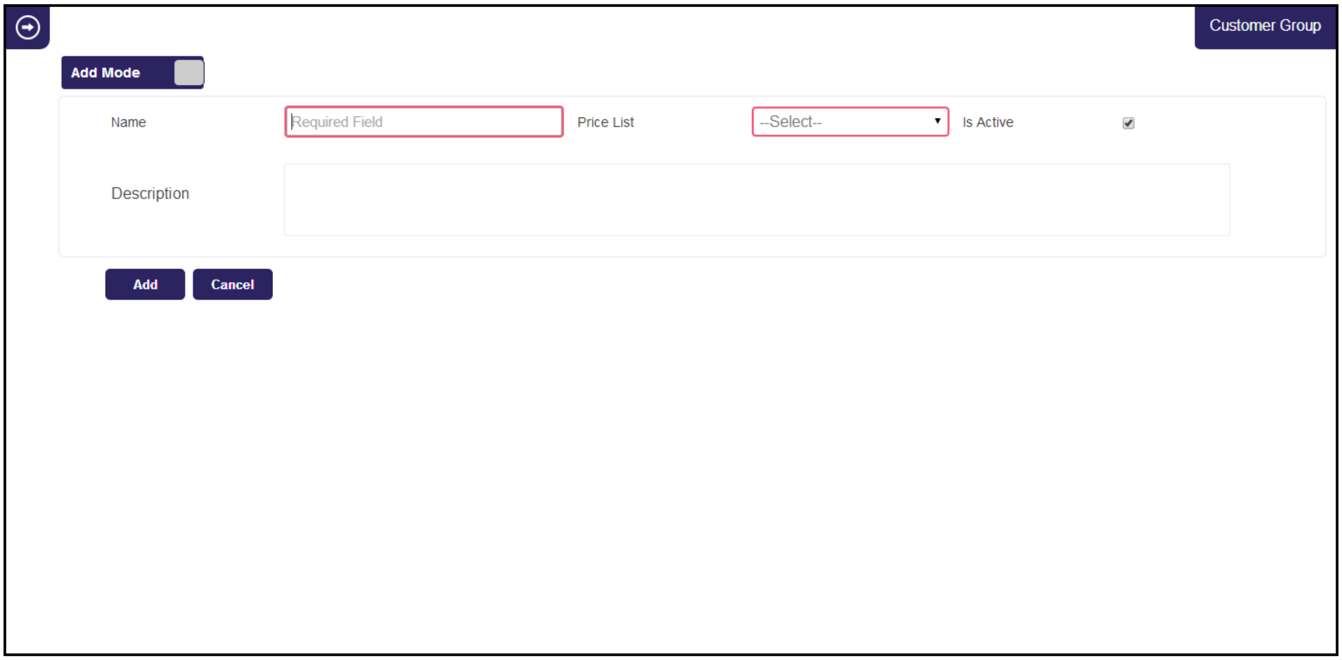
Price List Master will allow you to enter the prices of any new material as well as update the prices of existing products of dealer and retailer both.Rights to edit this form are with distributor only.



Material Code	Material Name	Packet	Patti	Bunch	Box	Katta	Notes
1	20 GM SALTED WAFERS	0	0	0	0	0	
2	20 GM MASALA WAFERS	0	0	0	0	0	
3	20 GM TOMATO WAFERS	0	0	0	0	0	
4	20 GM CHAT CHASKA WAFERS	0	0	0	0	0	
5	20 GM MASALA DHOOM WAFERS	0	0	0	0	0	
6	20 GM CREAM & ONION WAFERS	0	0	0	0	0	
7	50 GM SALTED WAFERS	0	0	0	0	0	
8	50 GM MASALA WAFERS	0	0	0	0	0	
9	45 GM TOMATO WAFERS	0	0	0	0	0	
10	45 GM CHAT CHASKA WAFERS	0	0	0	0	0	

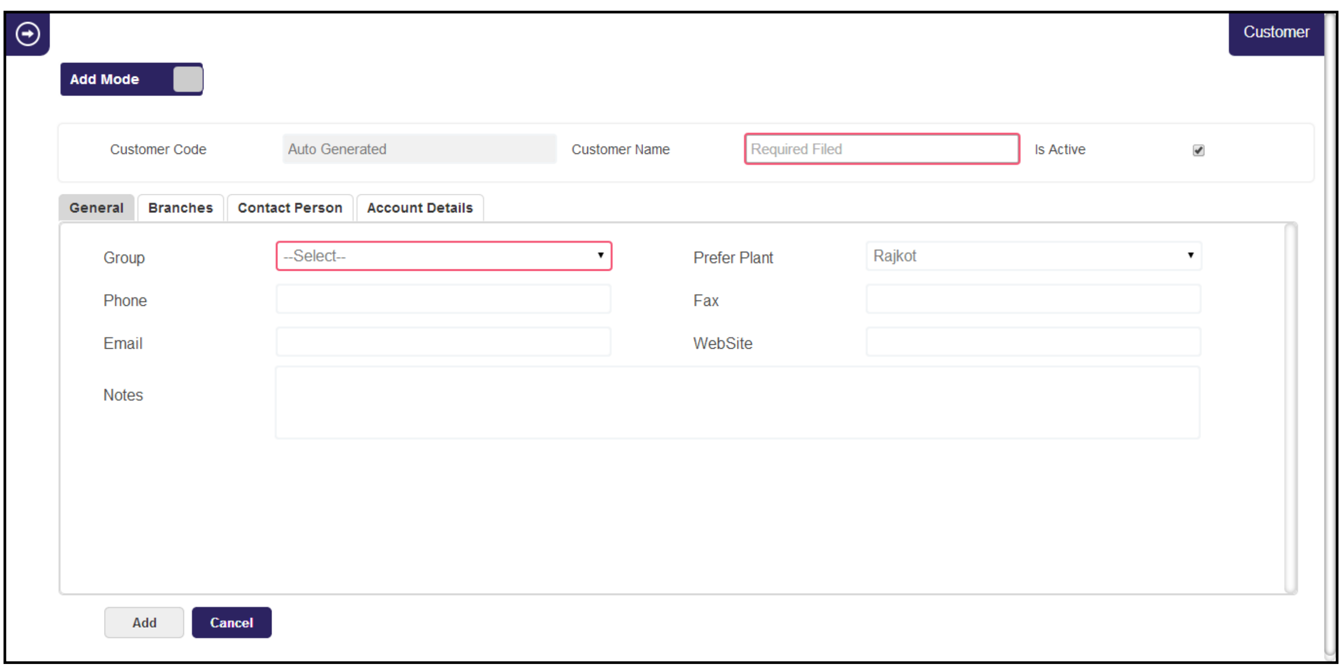
Customer Group Master

Customer group master will allow you to add new customer group or update any existing customer group.

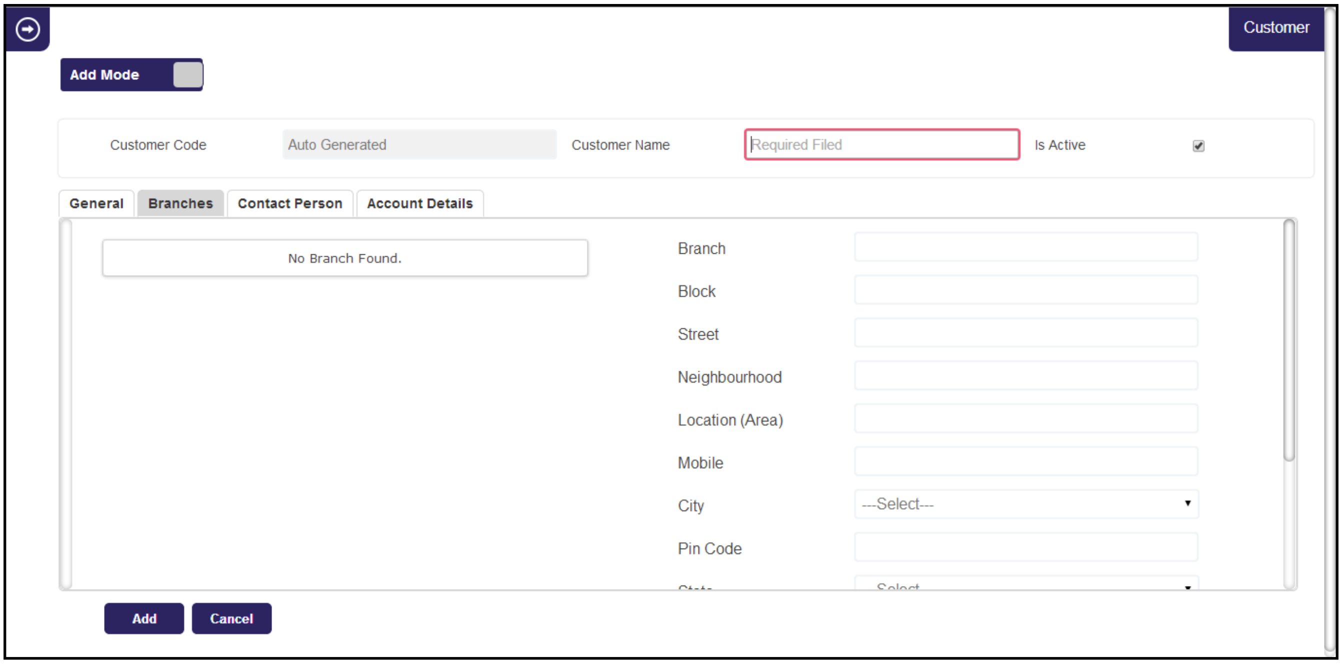


Customer Master

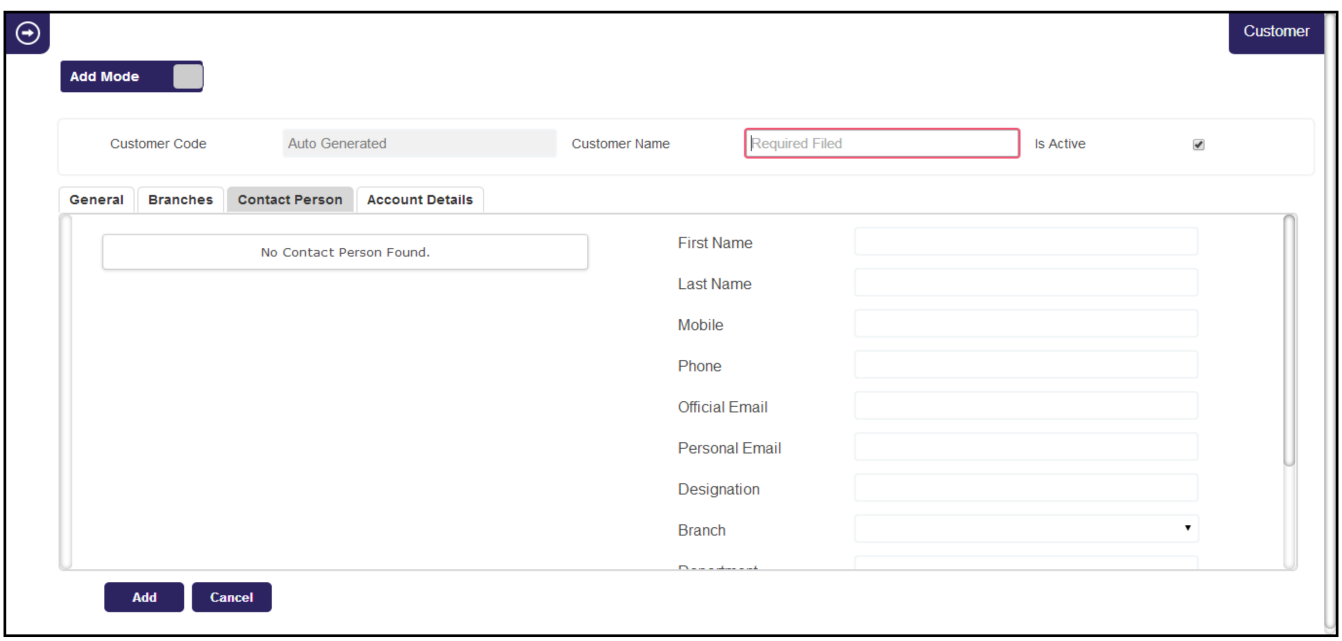
Customer master will allow you to enter the details of the new customer or update the information of existing customers. First tab (general) will require the common information about the customer. Customer code will be auto generated.



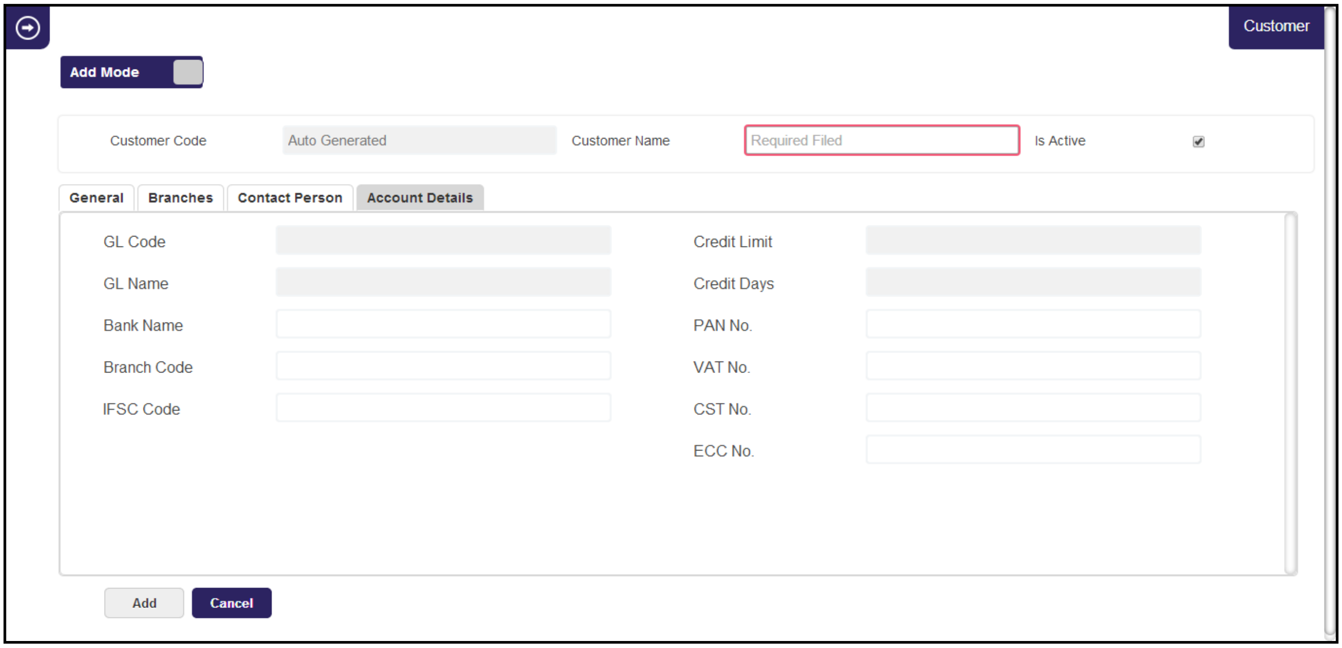
Second tab (branch) will show you the customer's branches and its location, you can edit it also. If you want to add branch, you can enter the details herewith complete address and other mandatory information.



Third tab (contact person) will show you the contact person at that particular branch, you can edit it also. If you want to add contact person, you can enter the details herewith his name and other mandatory information.

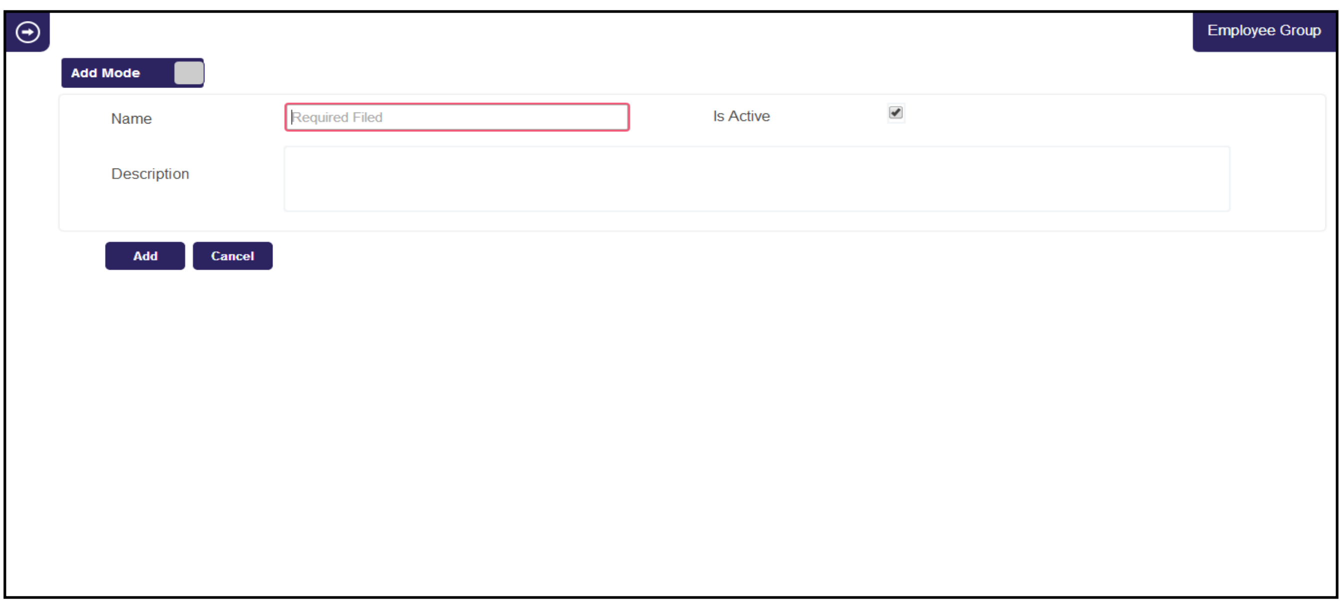


Fourth tab (account details) will allow you to enter the information about the account of that particular customer.



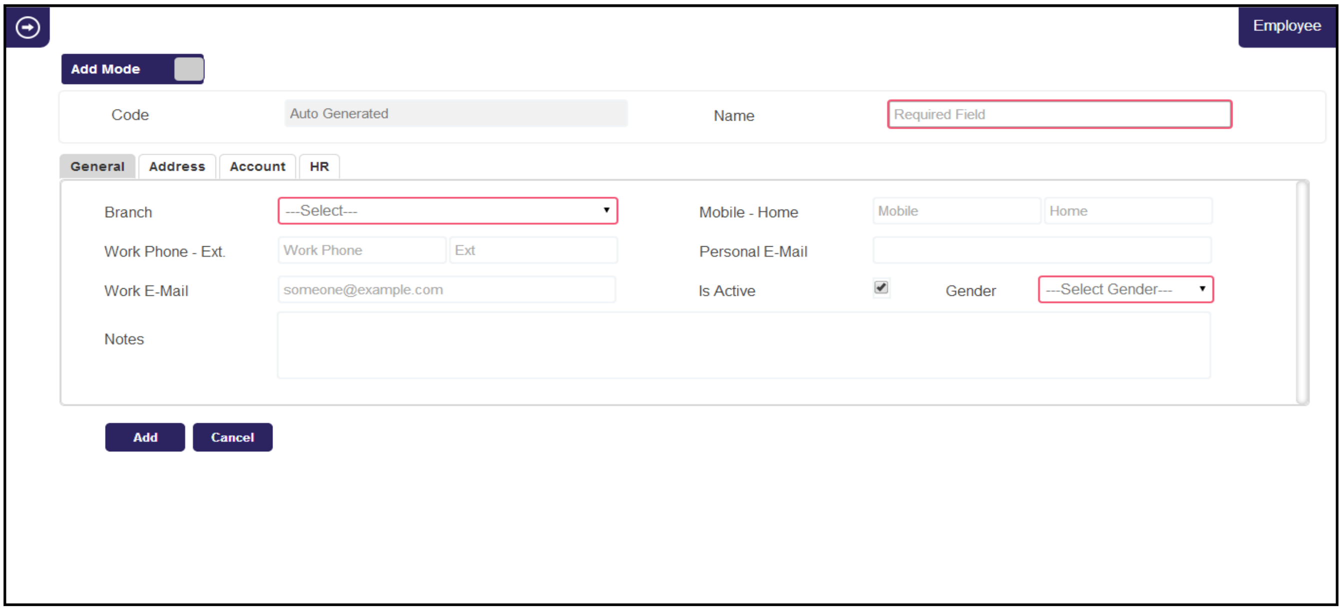
Employee Group Master

Employee group master will allow you to add new employee group or update any existing employee group.

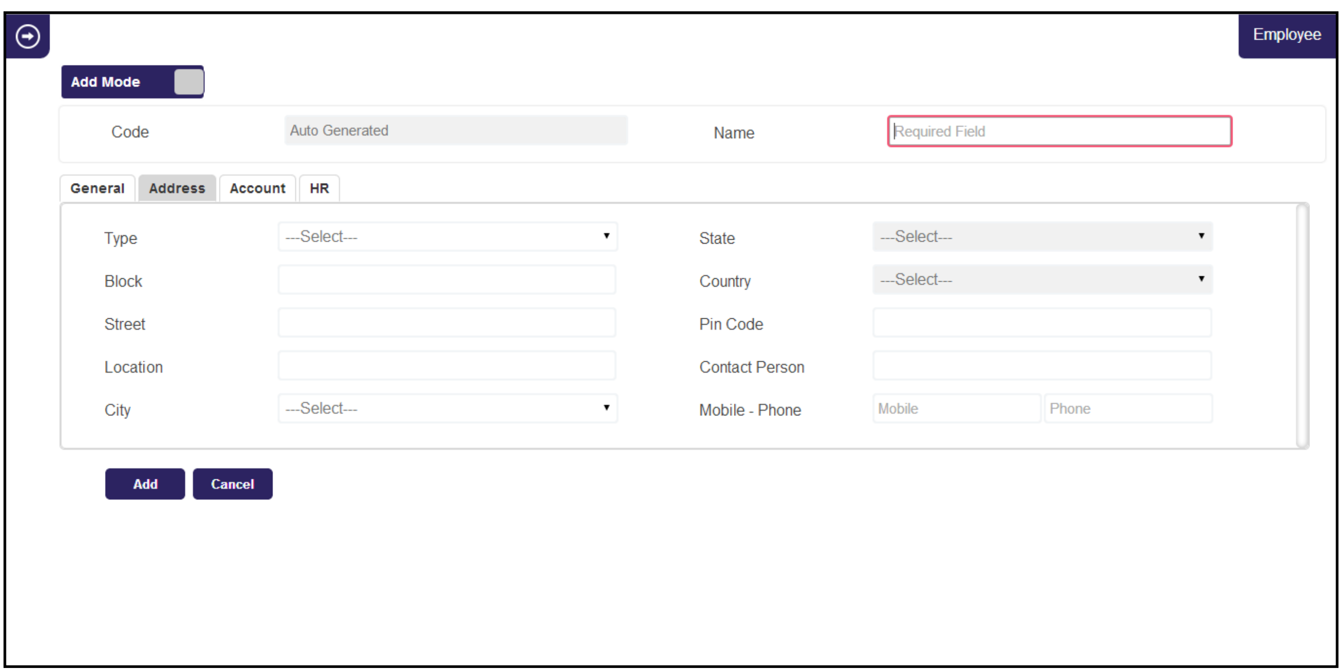


Employee Master

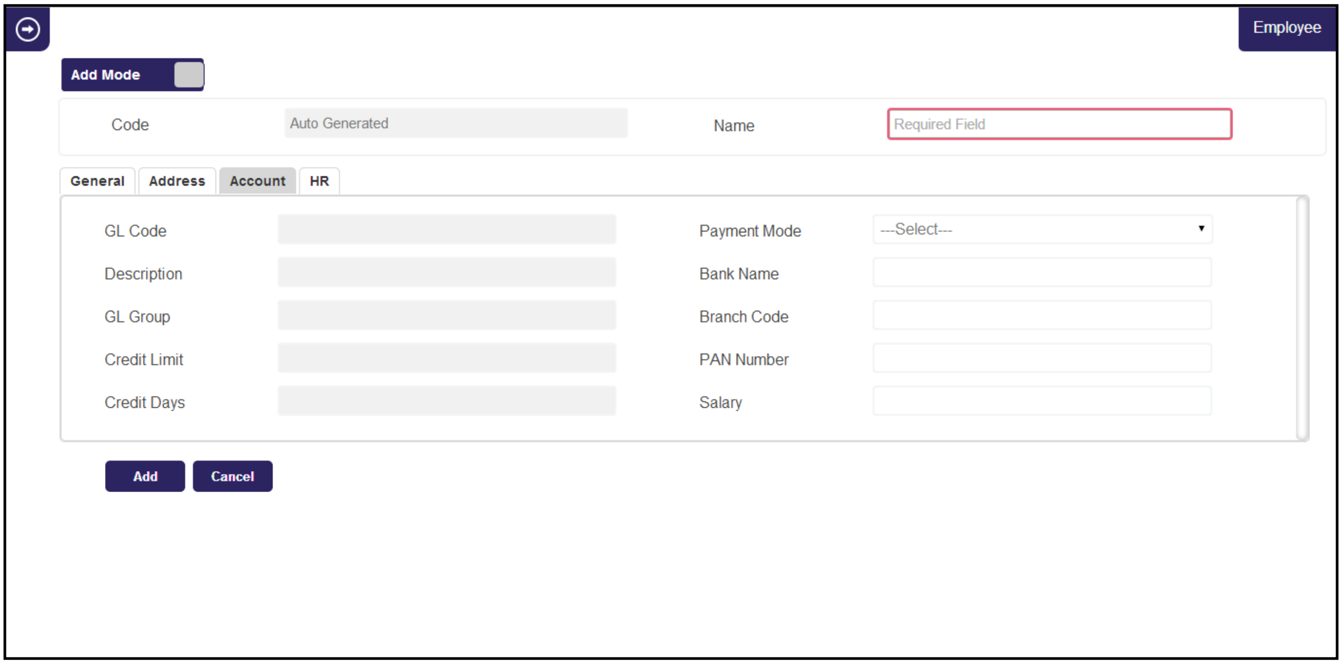
Employee master will allow you to enter the details of the new employee or update the information of existing employees. First tab (general) will require the common information about the employee. Employee code will be auto generated.



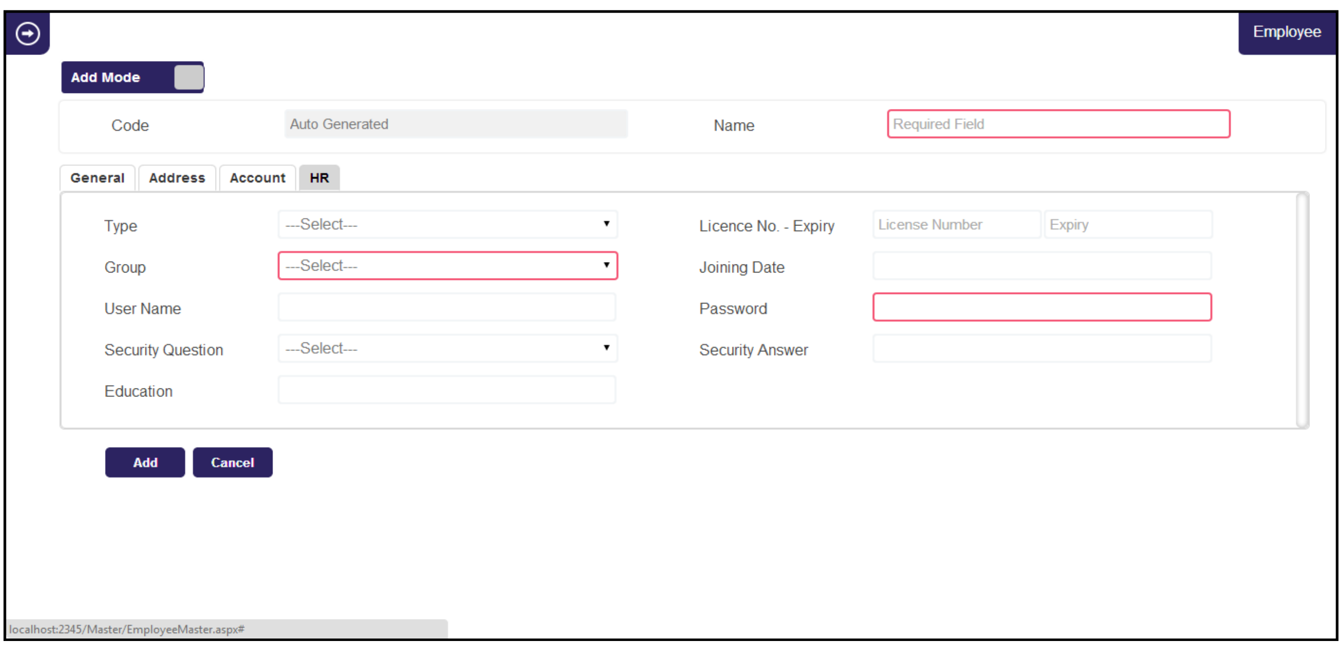
Second tab (address) will require the information about the employee’s location with complete address and other mandatory information.



Third tab (Account) will require the information about the employee’s account.

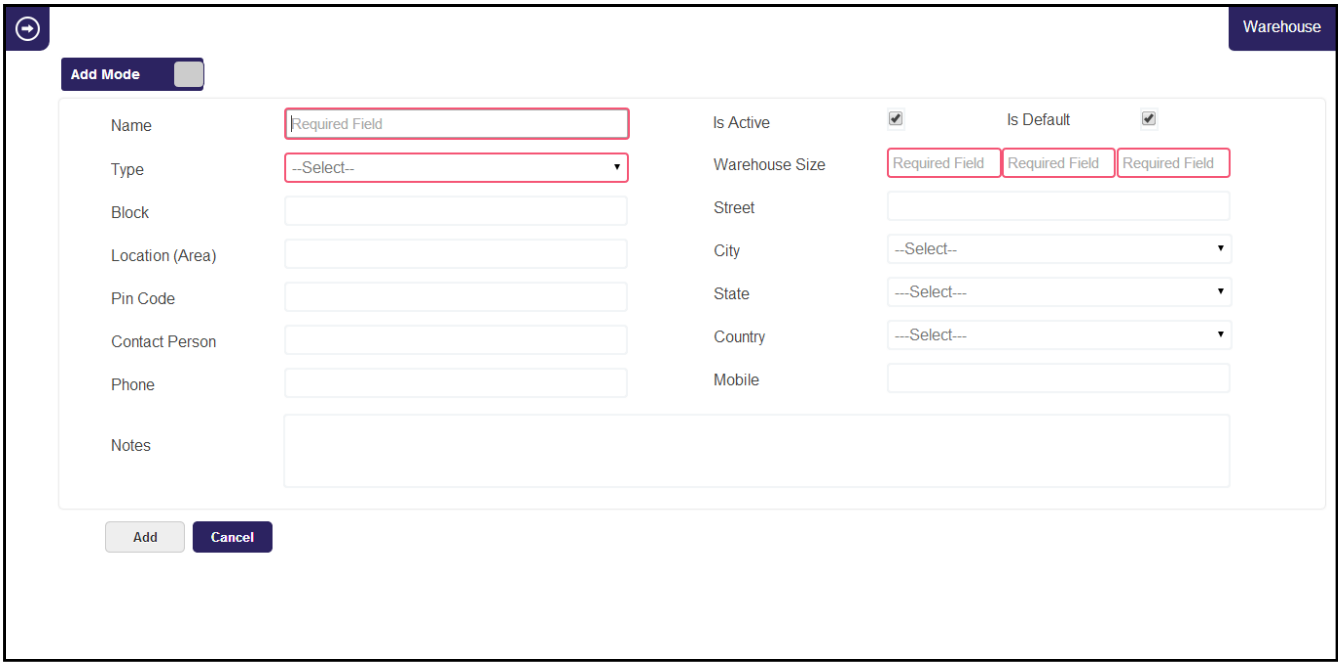


Fourth tab (HR) will require the information related to HR department as well as other mandatory details also.



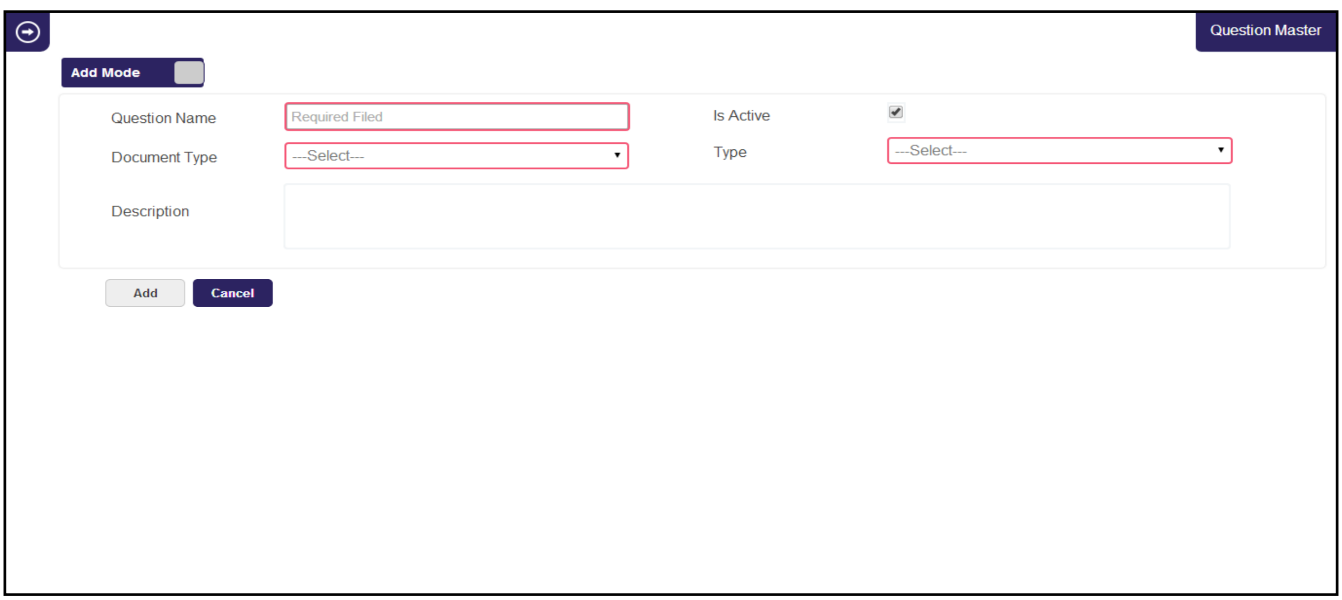
Warehouse Master

It will allow you to add the details of any new warehouse or update the details of existing warehouse. It will also have the details of location and contact person there.



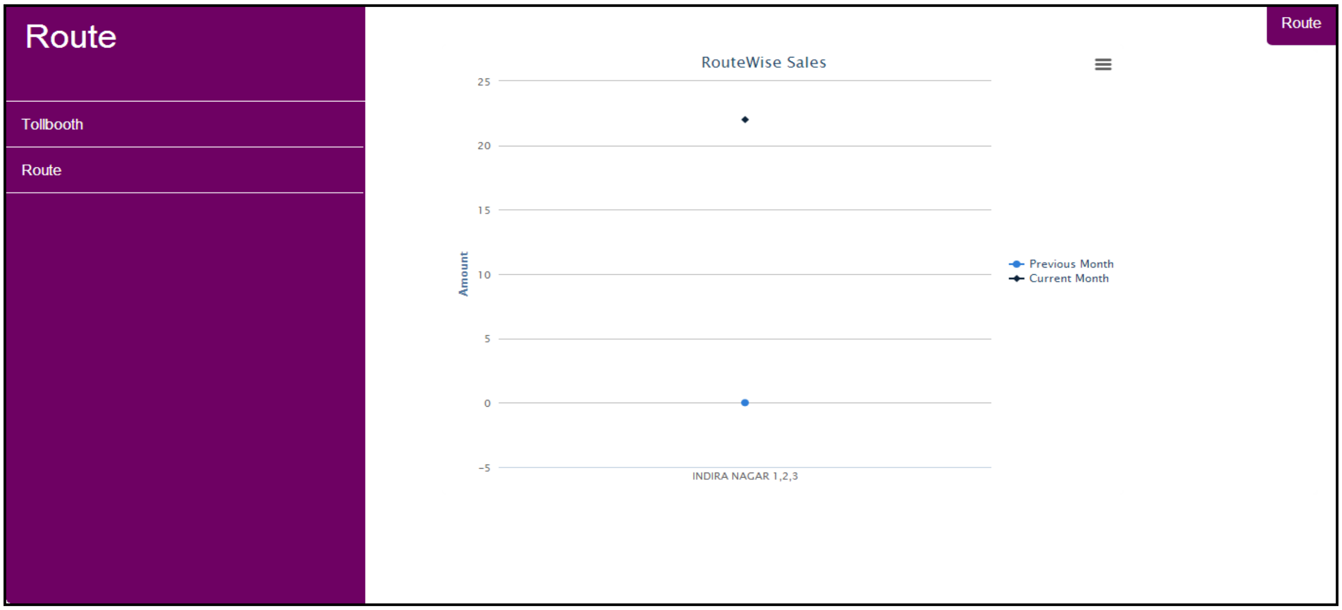
Question Master

Question Master will provide you to add questions for campaigning, feedback and security or update existing questions.



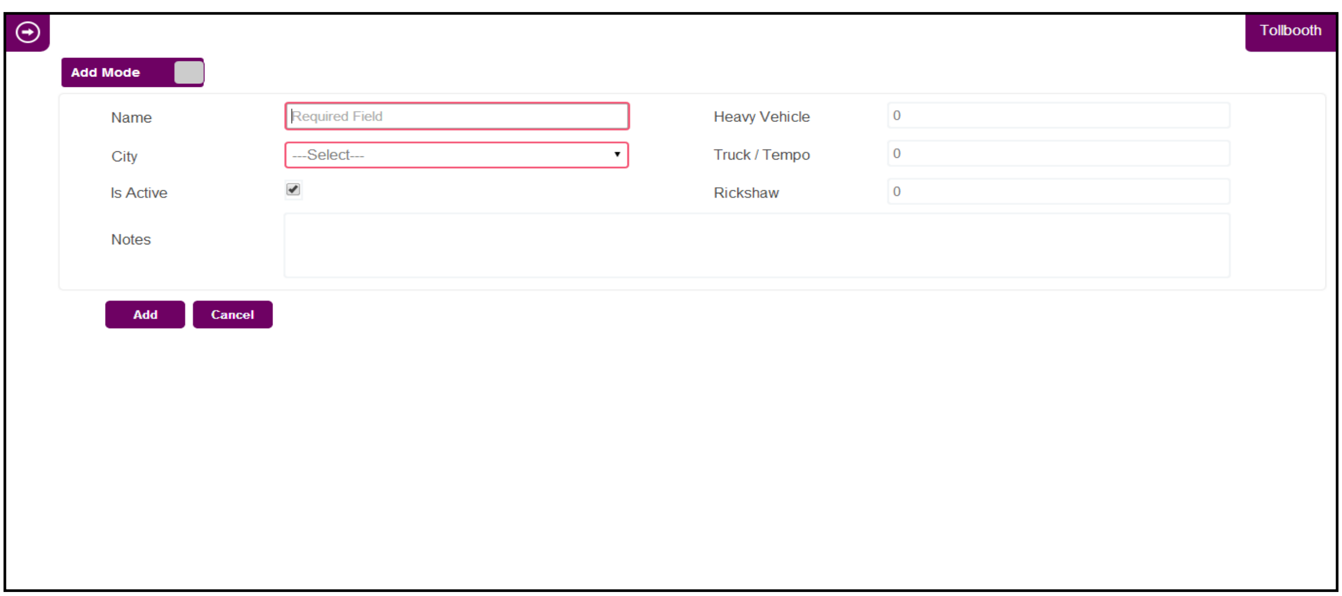
Route

Route module will give you the details of the route and customers on that route as well as tollbooth details also.



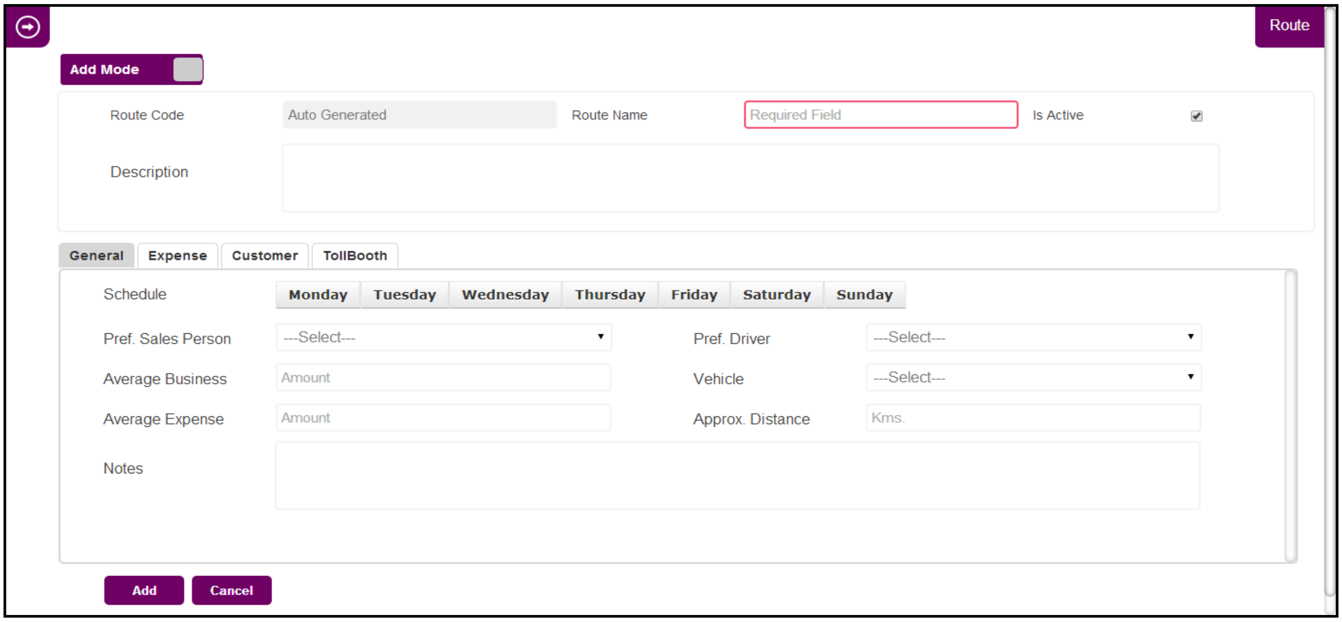
Tollbooth

Tollbooth will help you add details of new tollbooth or update the details of existing one. It will comprise the details of toll collected for different vehicles at different locations.

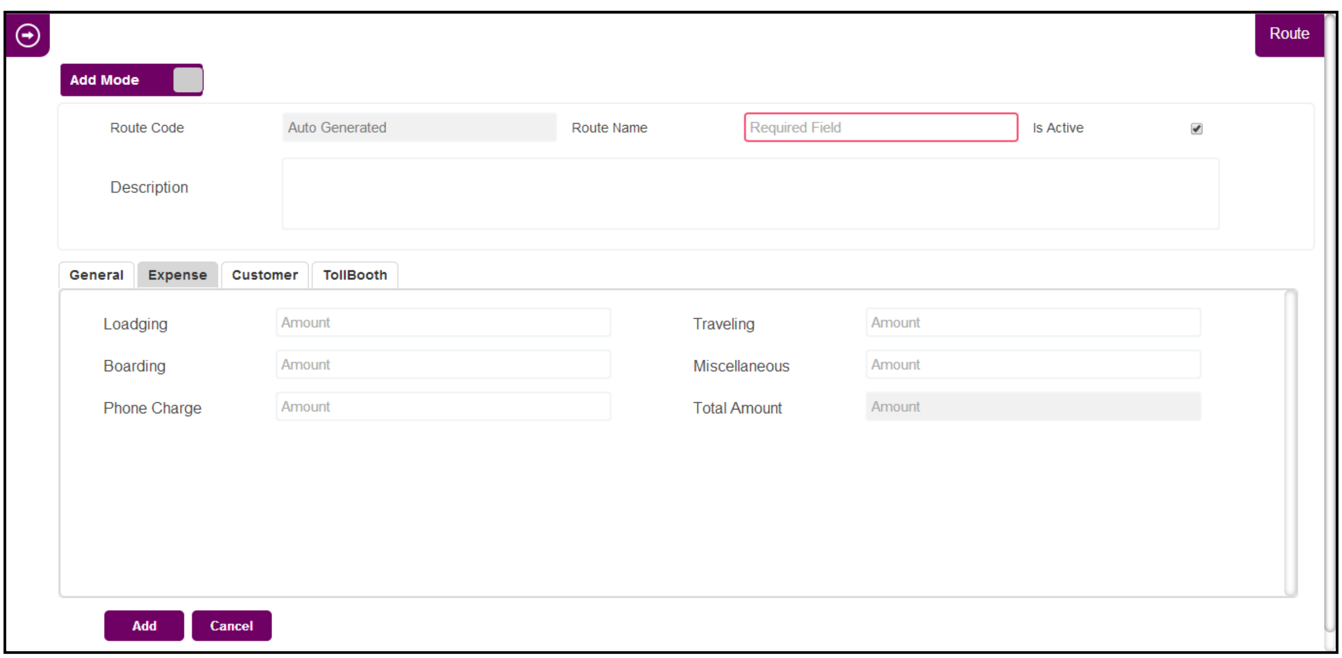


Route Master

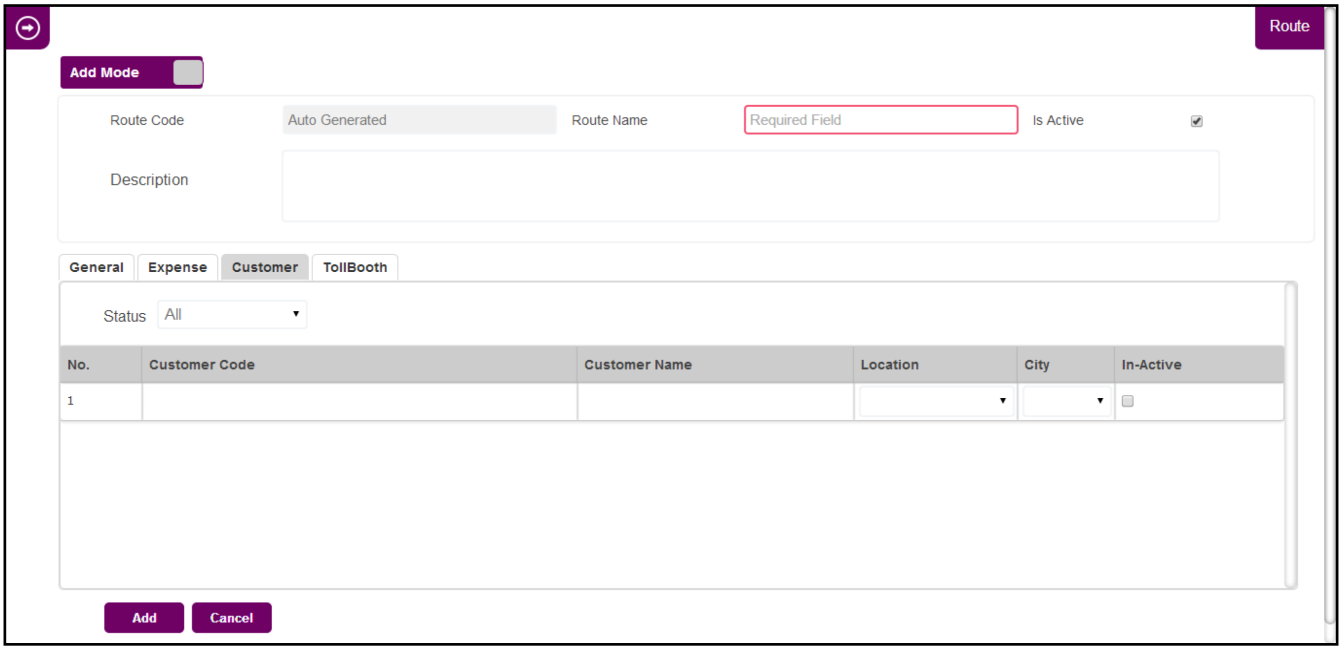
Route Master will allow you to add details of the route and other information related to that particular route and you can edit the details as well of existing routes. First tab (general) will have the details of the average business and expense on that route as well as the schedule, that on which days this particular route is followed.



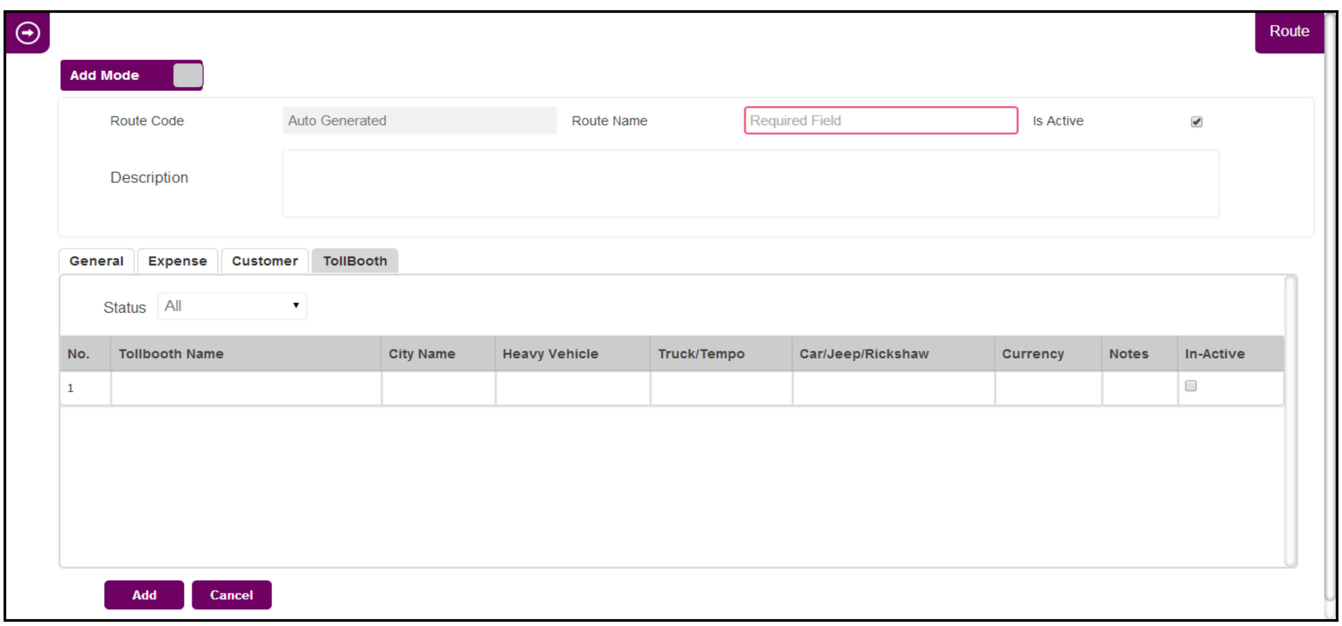
Second tab (expense) will have the detailed information about the expenses that can be incurred on that particular route.



Third tab (customer) will require the information about the customers that will be covered in that route on that particular day and their information.



Fourth tab (tollbooth) will allow you to enter the information of tollbooth in that route and the toll collected for different vehicles.

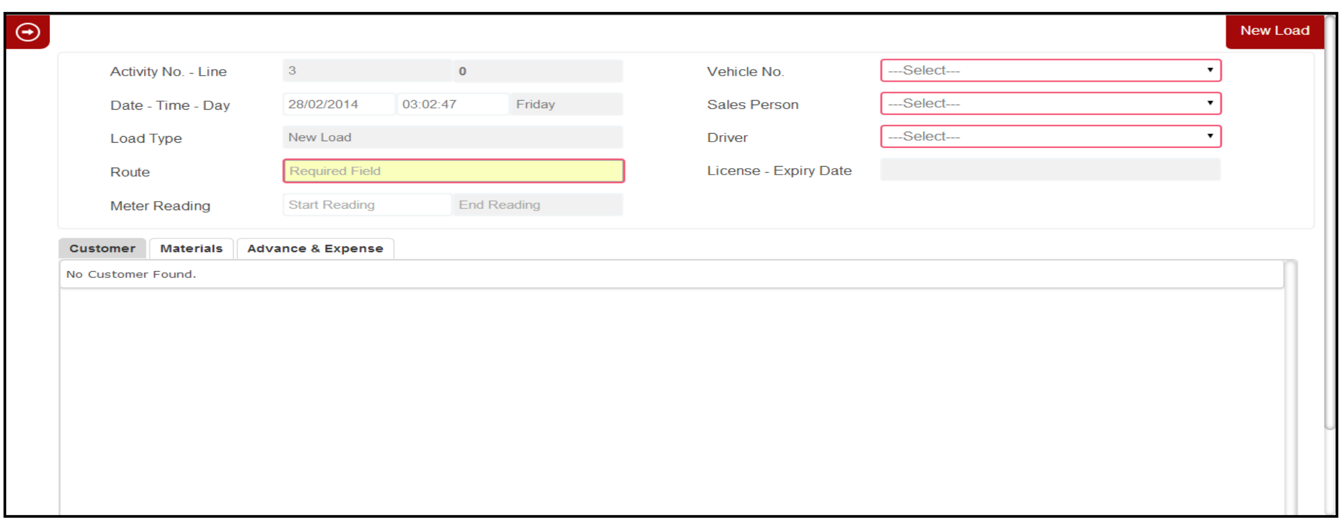


Daily Activity

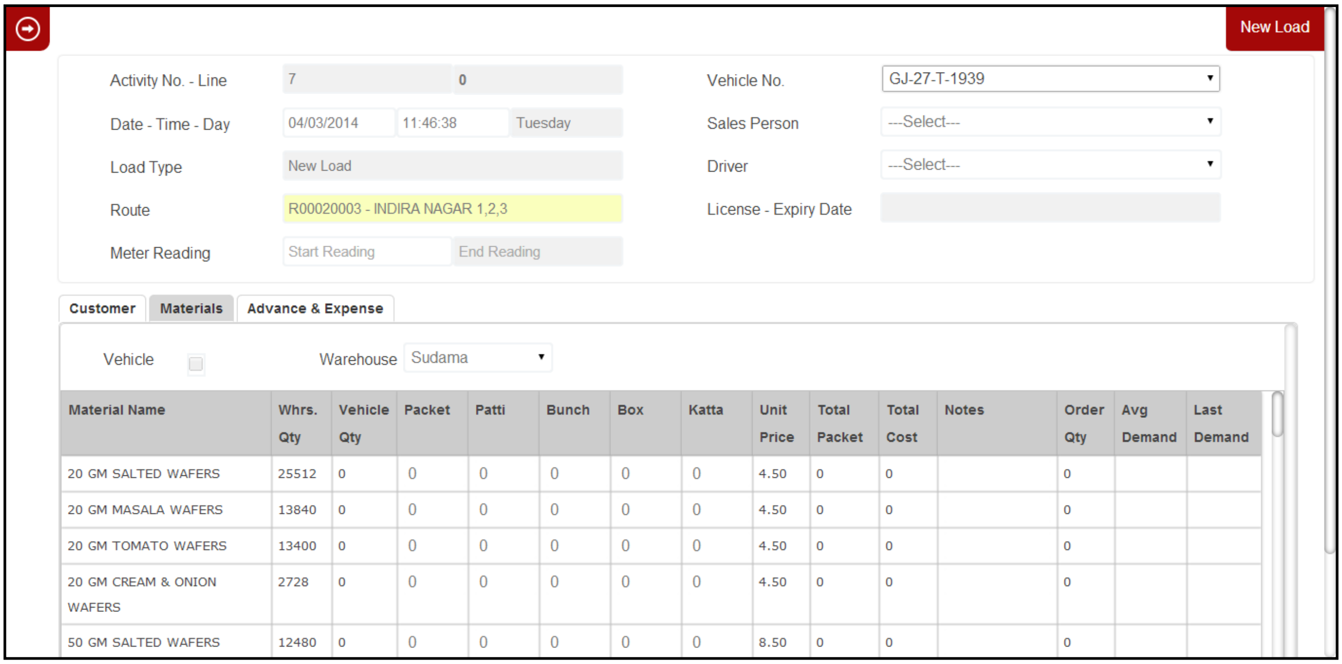
Daily Activity will allow you to enter the routine of loading the stock in your vehicle, reloading it and unloading it with its various details.

New Load

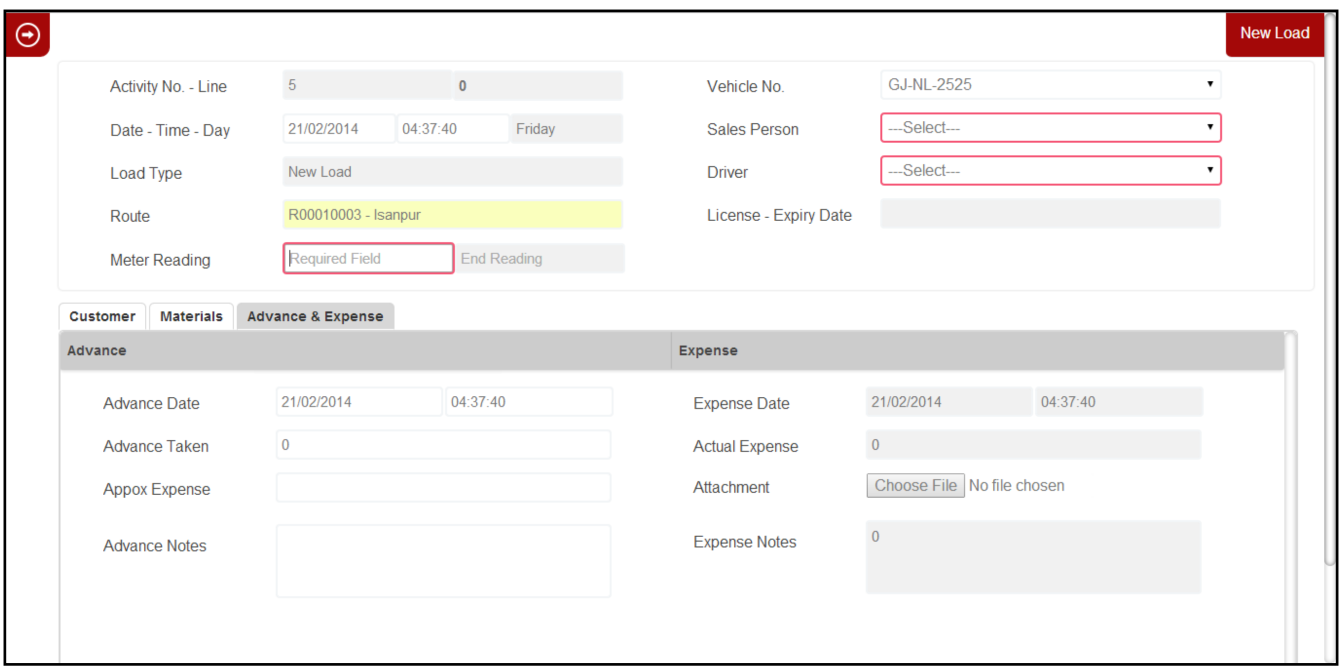
You can enter the details of the activity of that particular day. It includes the details of which vehicle number is going on which route on that particular day. First tab will show the details of the customer that are covered on that route on that day.



Second tab (material) will show you the details of materials you will load in that particular vehicle with precise quantity and its price. And you have to select the warehouse from which you want to load the materials.

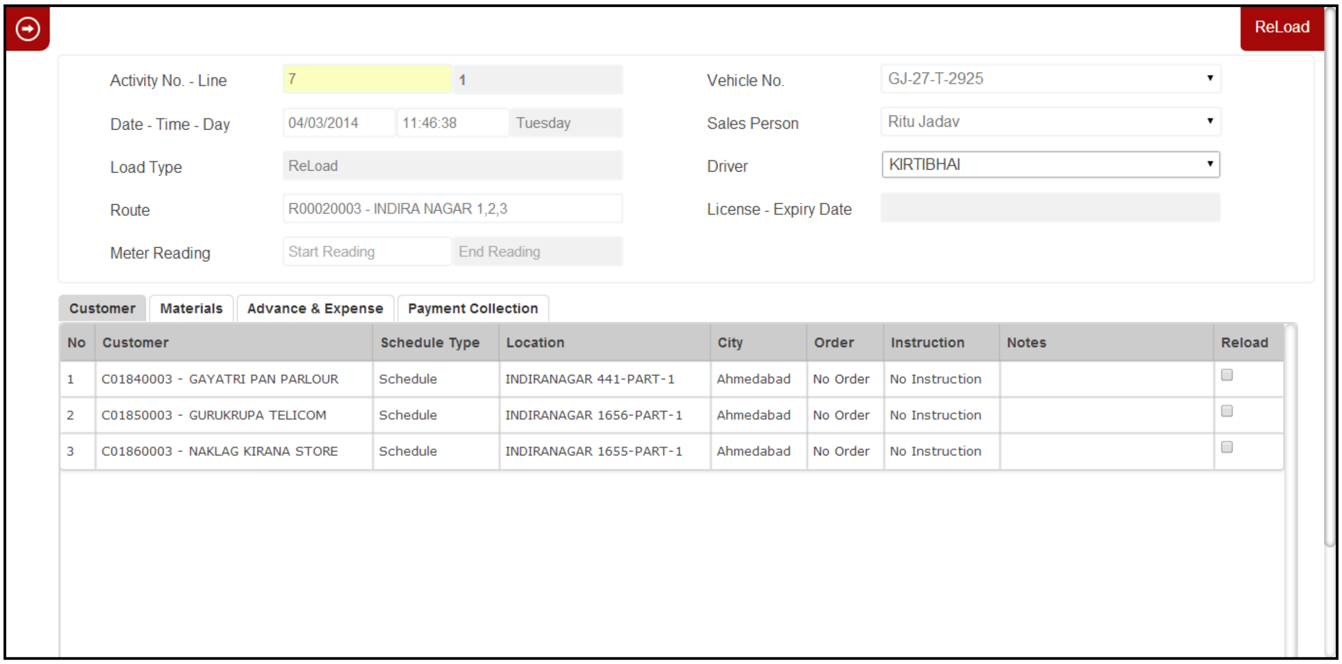


Third tab (advance & expense) will allow you to enter the details of the advance you give to the sales person.

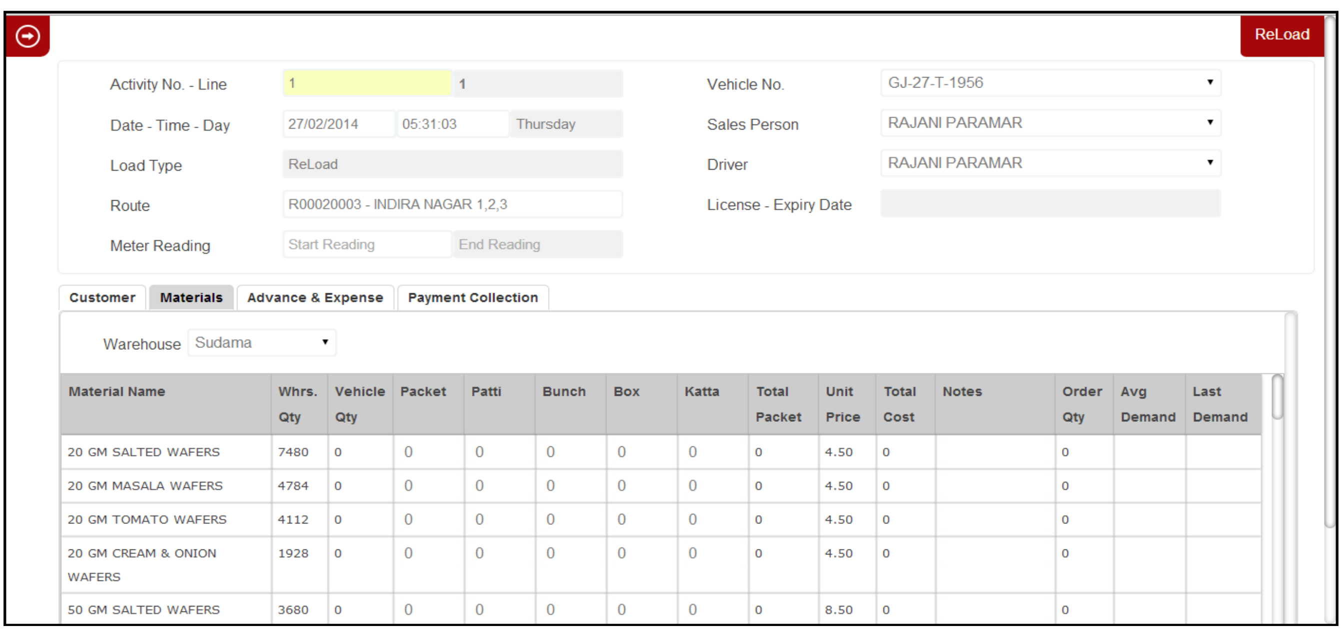


Reload

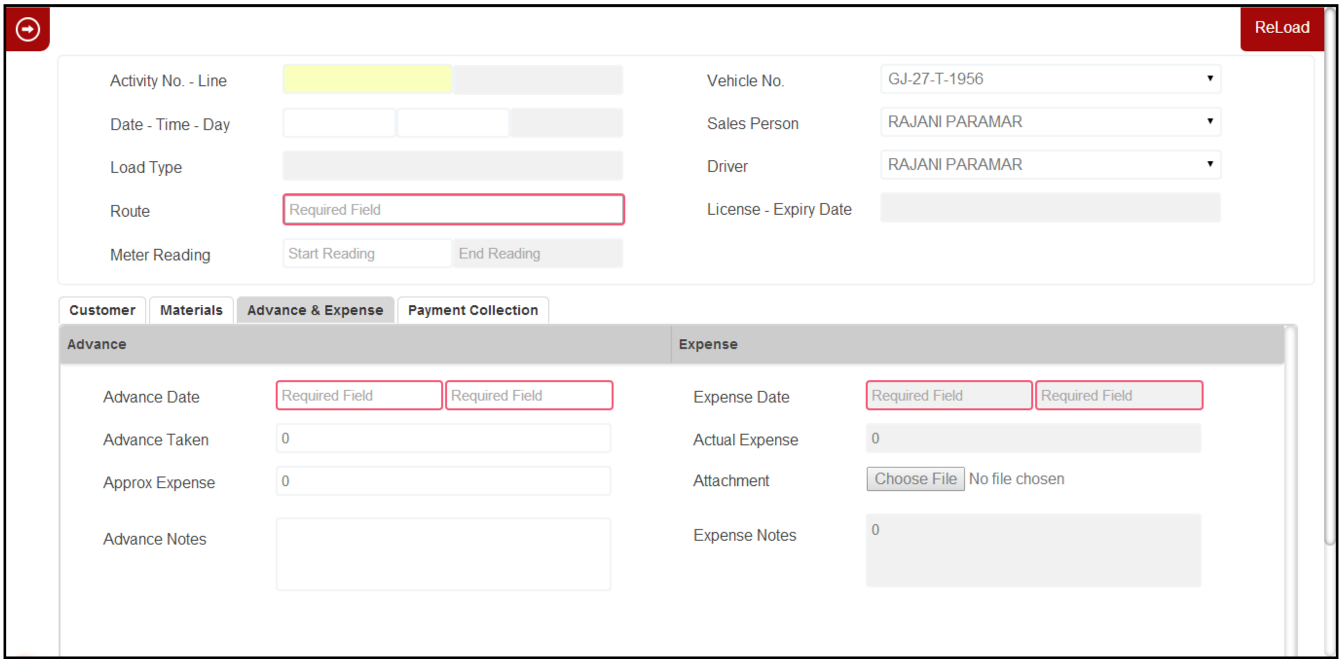
It allows you to enter the details of material, in case you want to reload your vehicle.First tab (customer) will include the same details of the customers that are to be covered on that route. You have to tick the customers where you still have to cover.



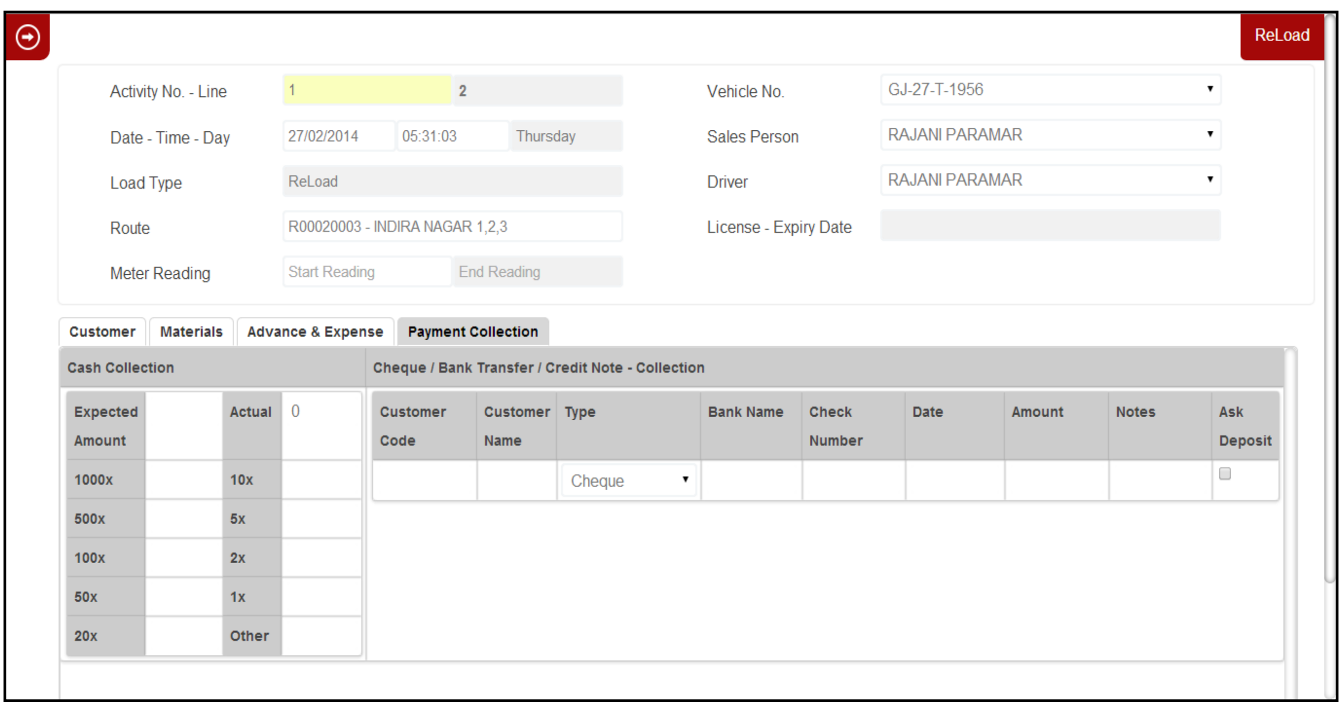
Second tab (material) will show you the details of materials you will reload in that particular vehicle with precise quantity.



Third tab (advance & expense) will allow you to enter the details of the advance you have given to the sales person.

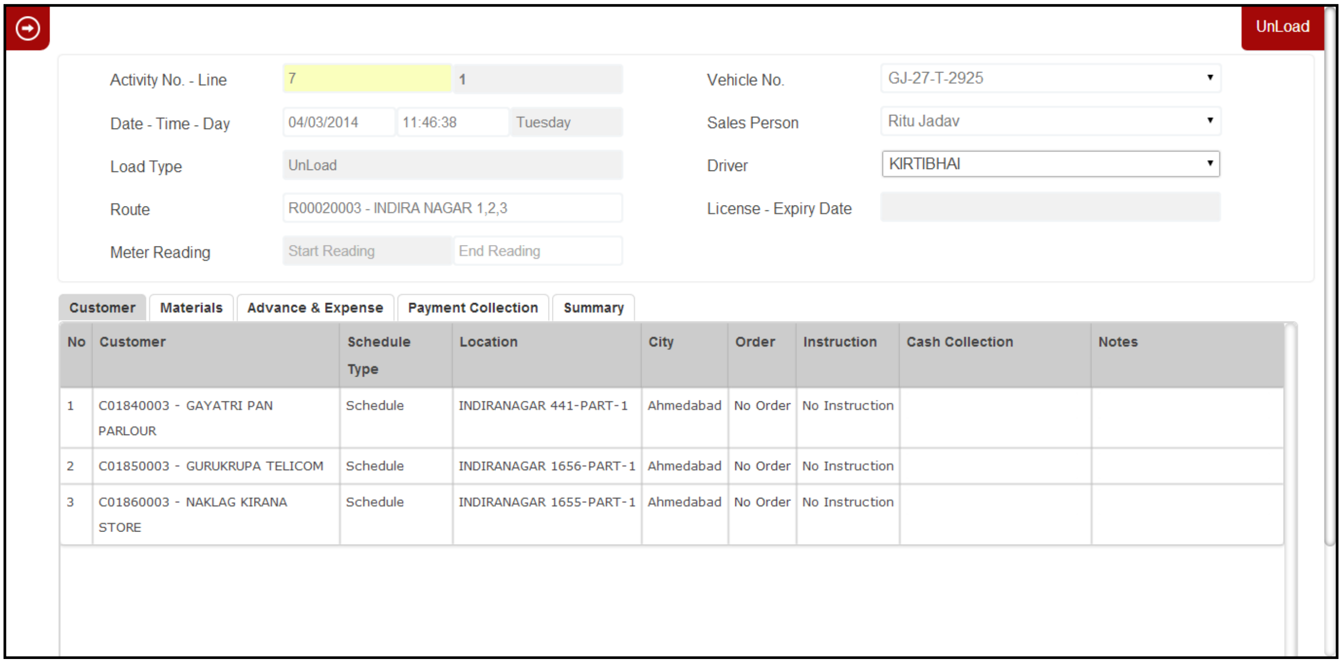


Fourth tab (payment collection) will allow you to enter the details of the payment which you have collected till now.

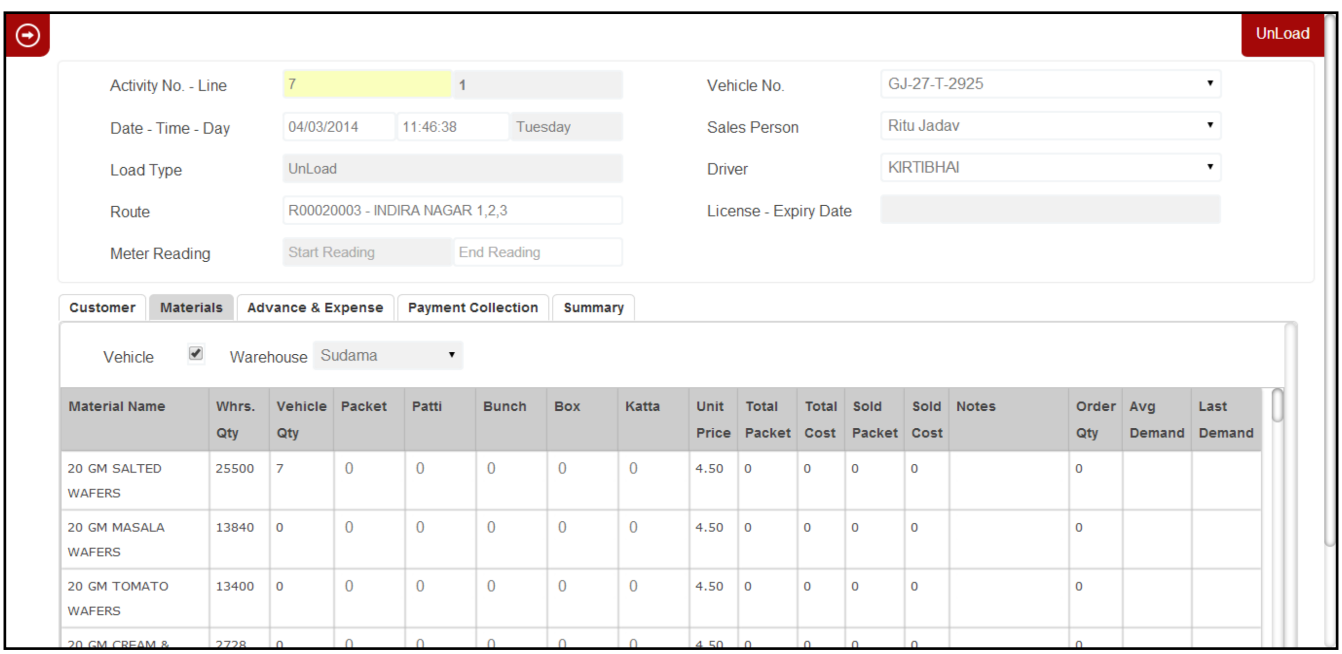


Unload

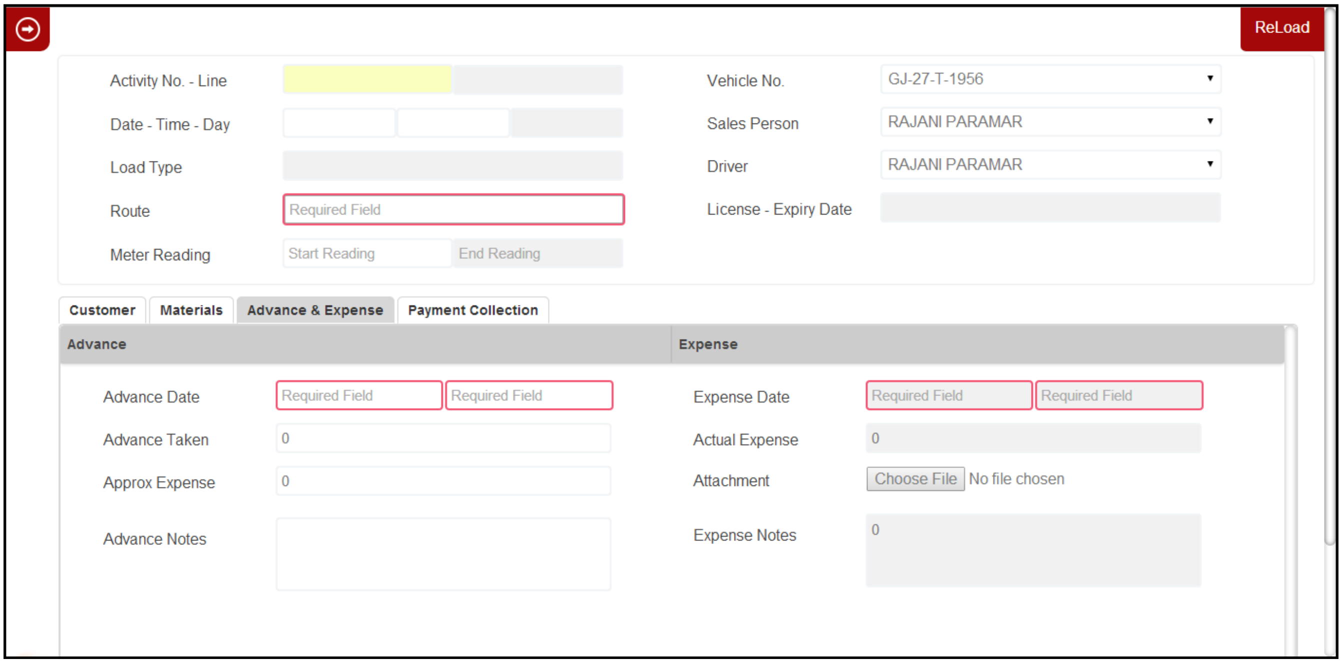
At the end of the day, when you want to unload the vehicle or enter the details how much material is left in the vehicle, you have to enter the details here. First tab (customer) will show you the customers.



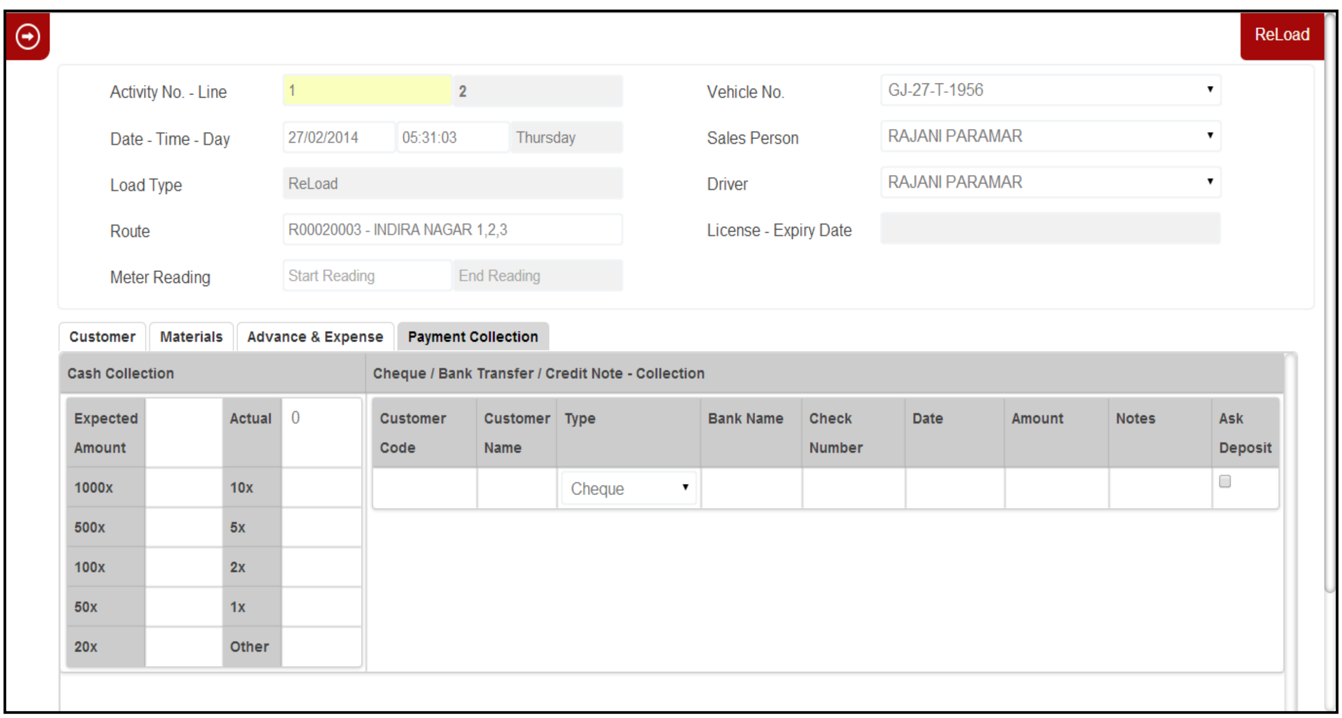
Second tab (material) will show you the details of materials you had loaded at the beginning in that particular vehicle. And it gives you an option here whether you want to shift the materials to the warehouse or keep in the same vehicle.



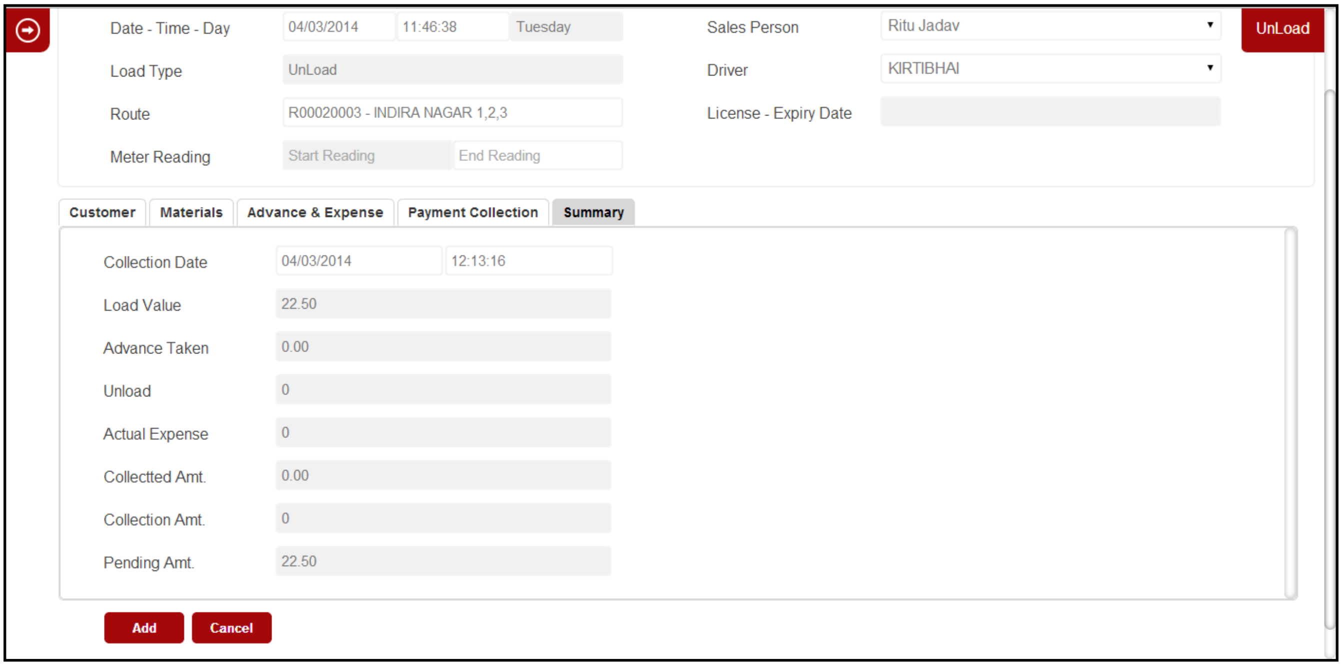
Third tab (advance & expense) will allow you to enter the details of the expense incurred by that sales person and show you the details of the advance you had given.



Fourth tab (payment collection) will allow you to enter the details of the total payment which you have collected on that day.

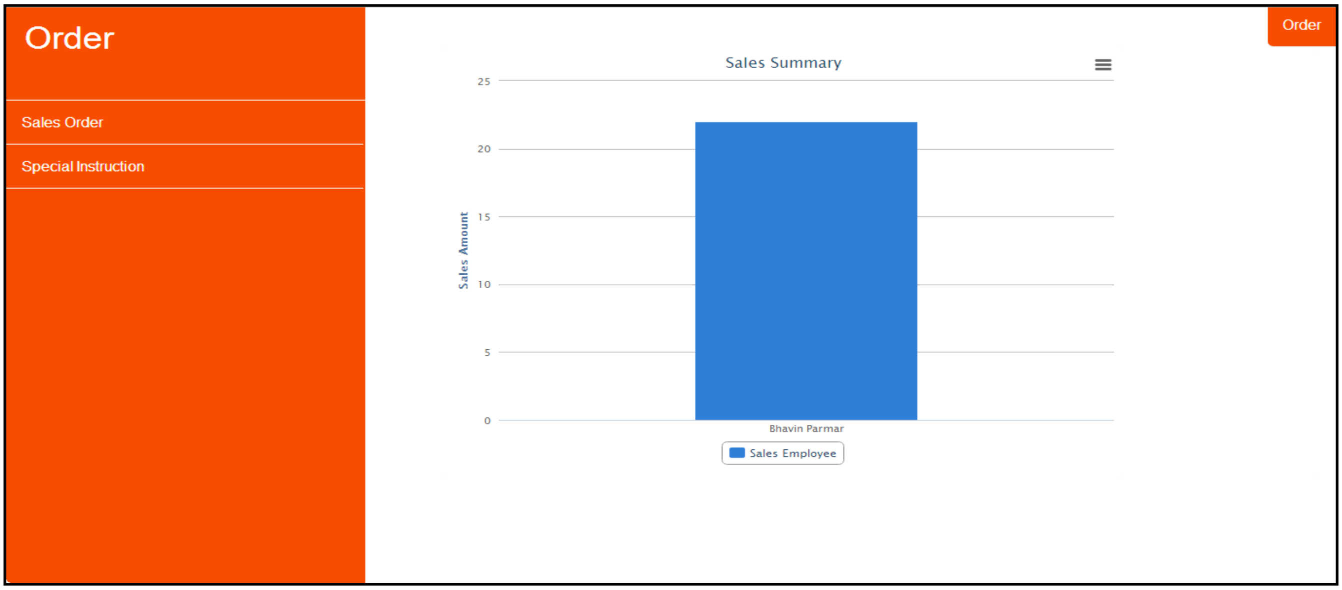


Fifth tab (summary) will show you the overall details of the payment, whether you have to take from the sales person/driver or give himany amount. Pending amount is the amount you have to take from him.



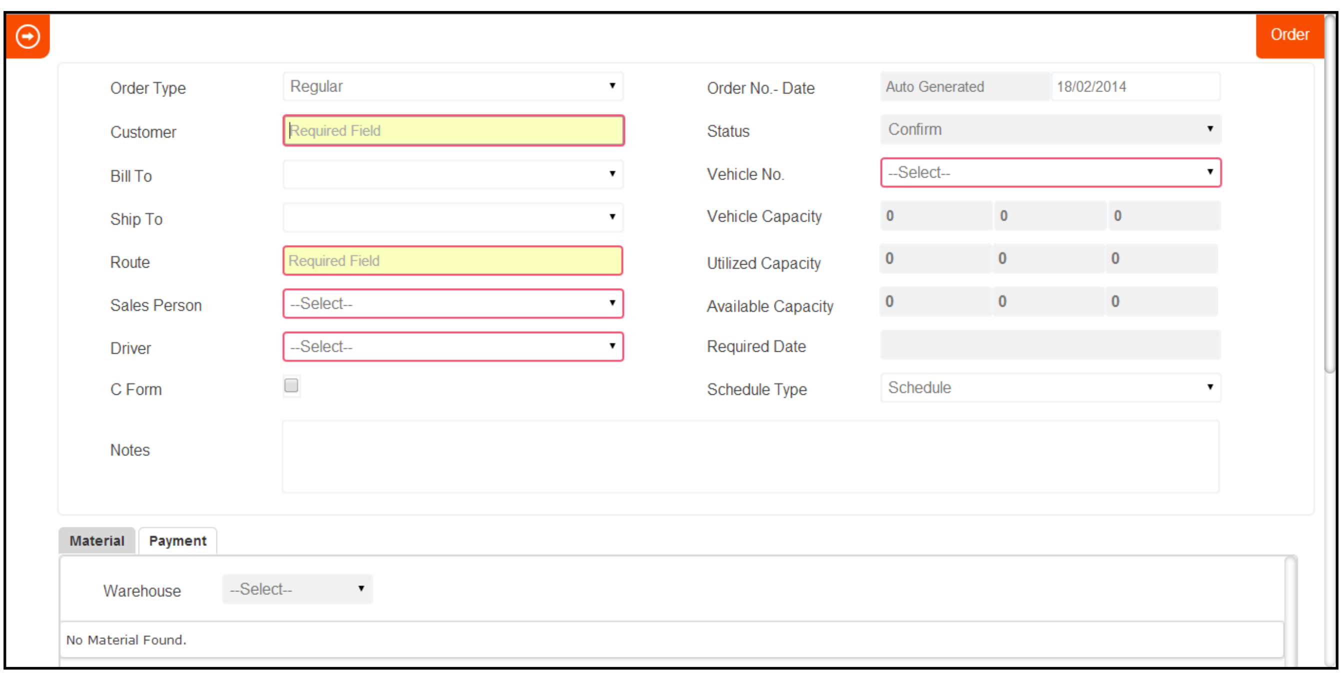
Order

Order will allow you to place an order for any particular customer. It also provides you with the facility to place any special order and get the materials on the specific date you want.

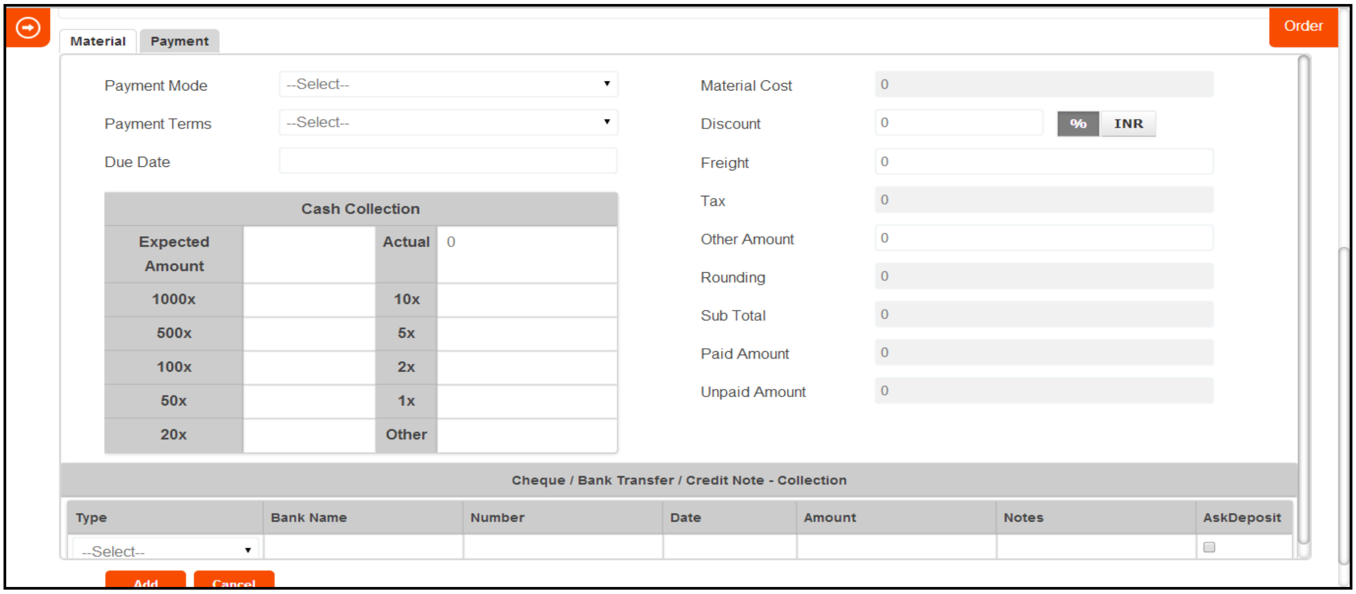


Sales Order

If your order is regular, then the details of the order will be auto filled by the data you entered in daily activity. To place your order, you need to fill the mandatory fields. If your order is special, then select the warehouse and the quantity of material you require.

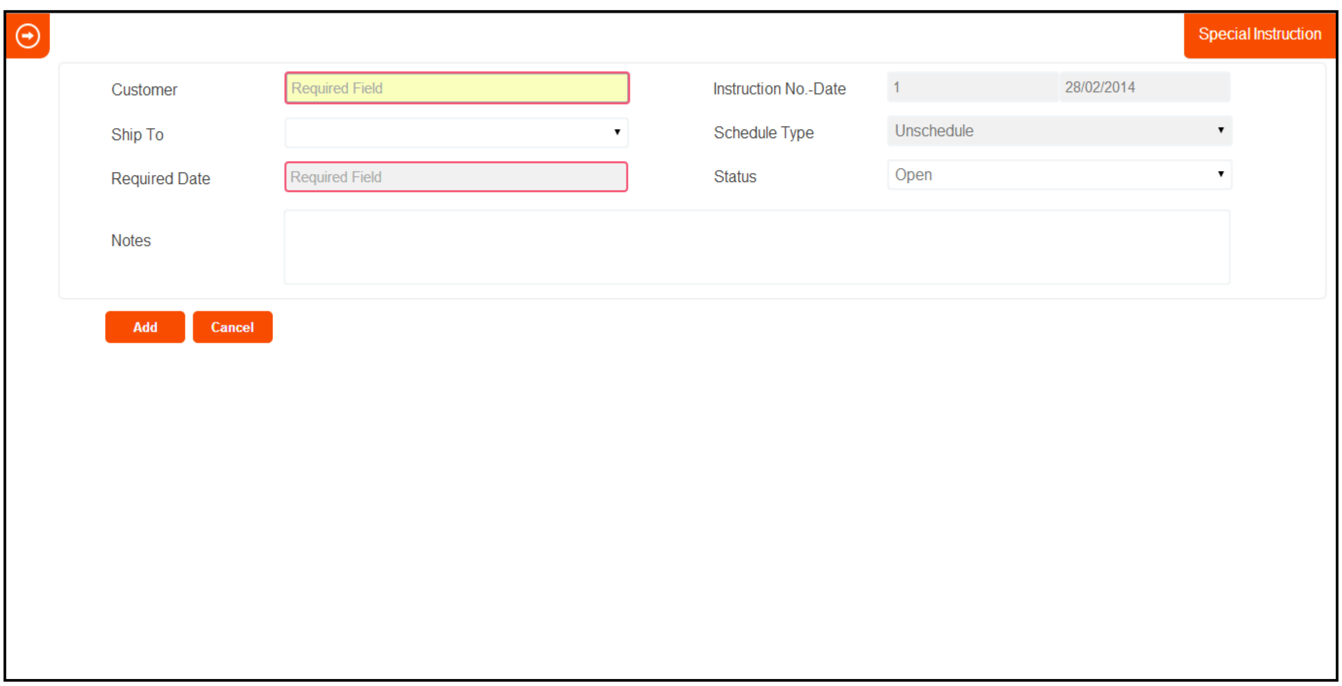


The details of payment of the order placed by you, has to be filled up here.



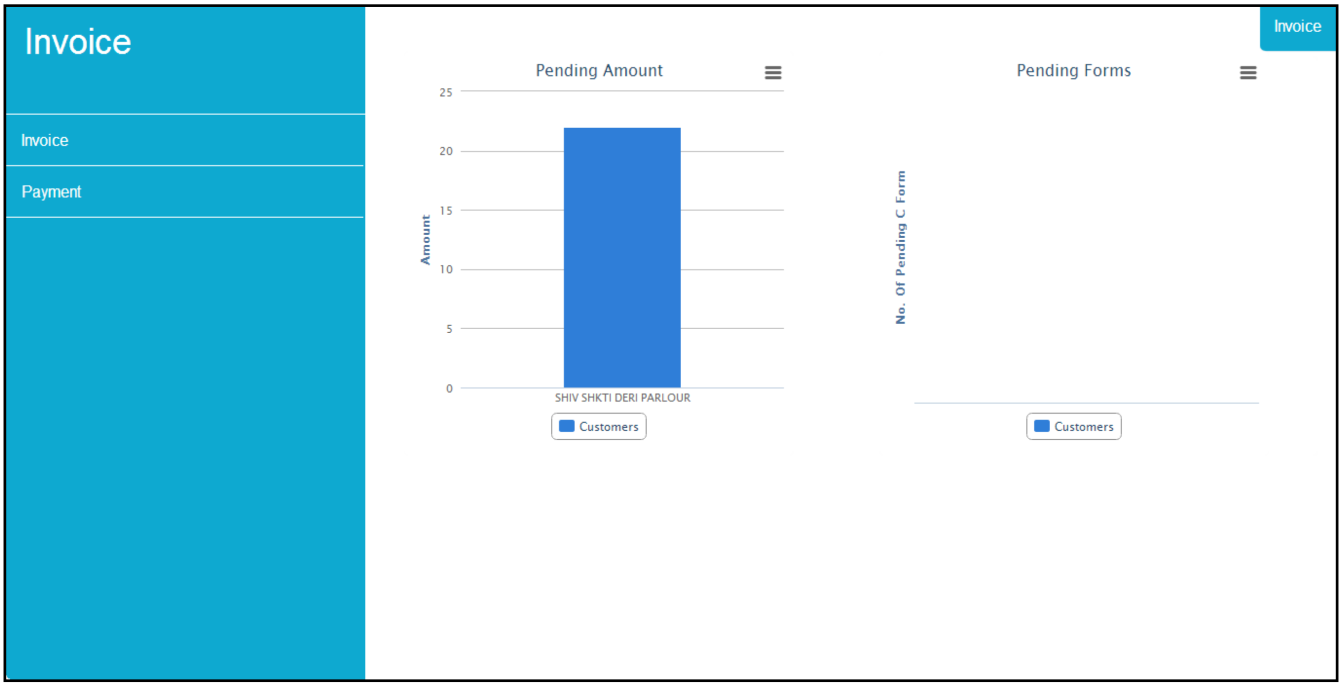
Special Instruction

Special instruction form helps you to enter the details of the special order given by any customer. It is necessary to fill the mandatory fields.



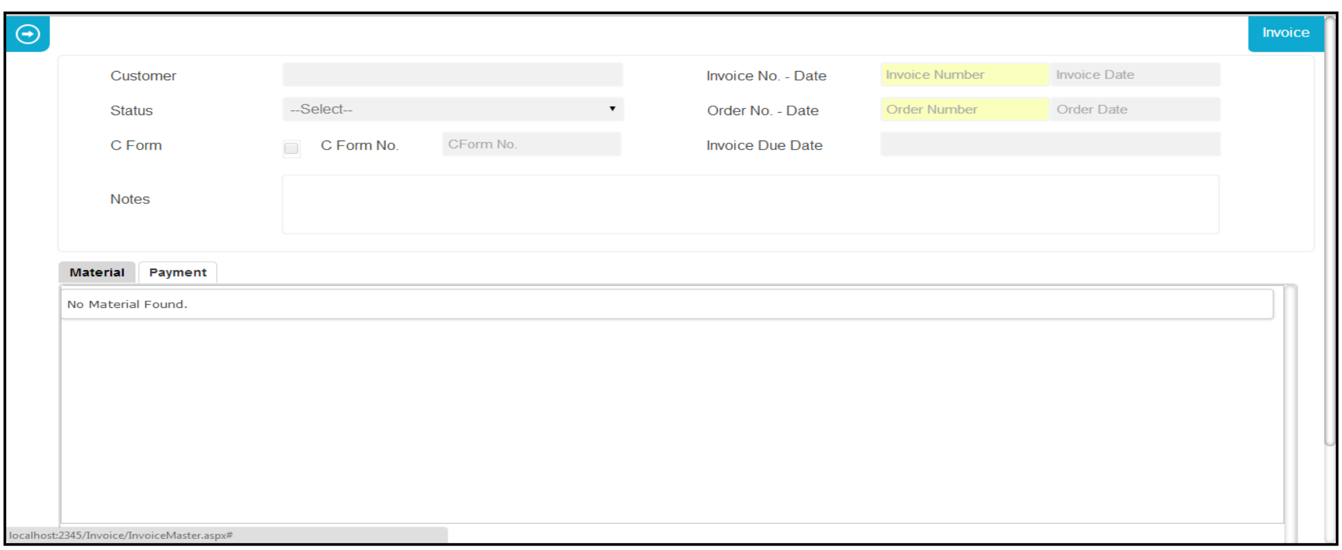
Invoice

Invoice module contains all the details of invoice that are generated against the order placed. It will also have the details of the payment against invoices.

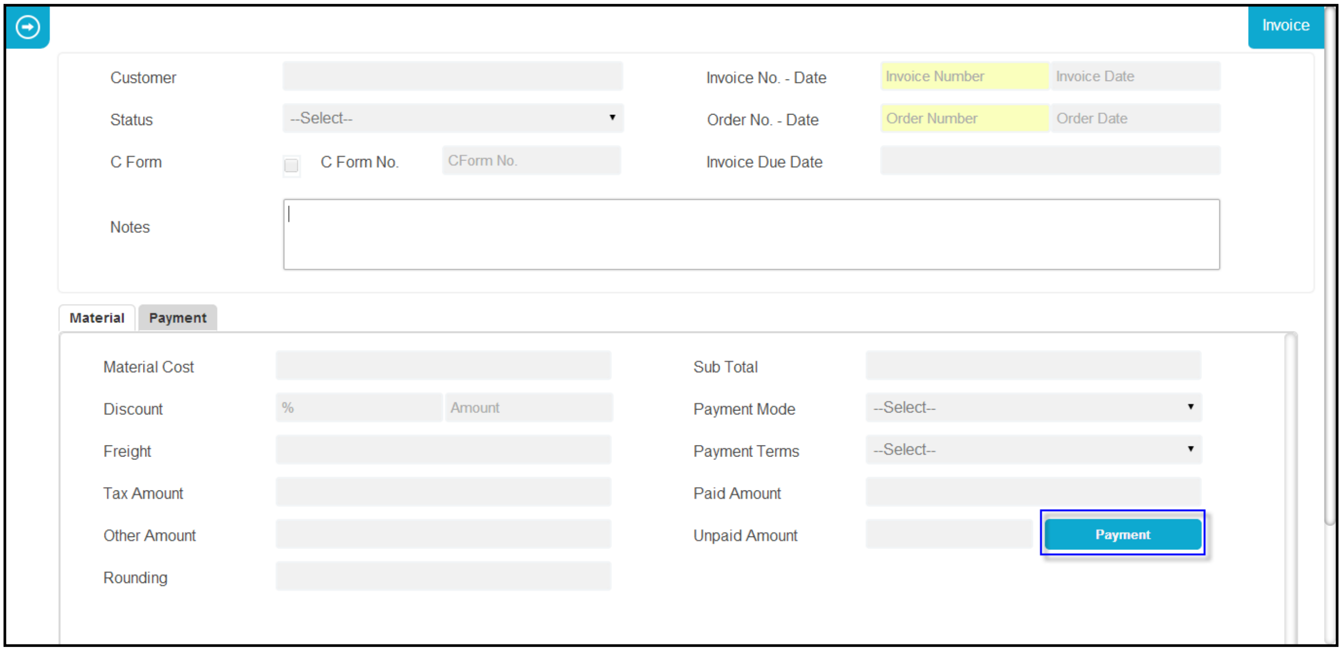


Invoice Master

Invoice Master will allow you to your past invoices which are generated against the order you have placed. The invoice no you select, you will be able to view the details of that. First tab (material) will show you the materials in that order no.

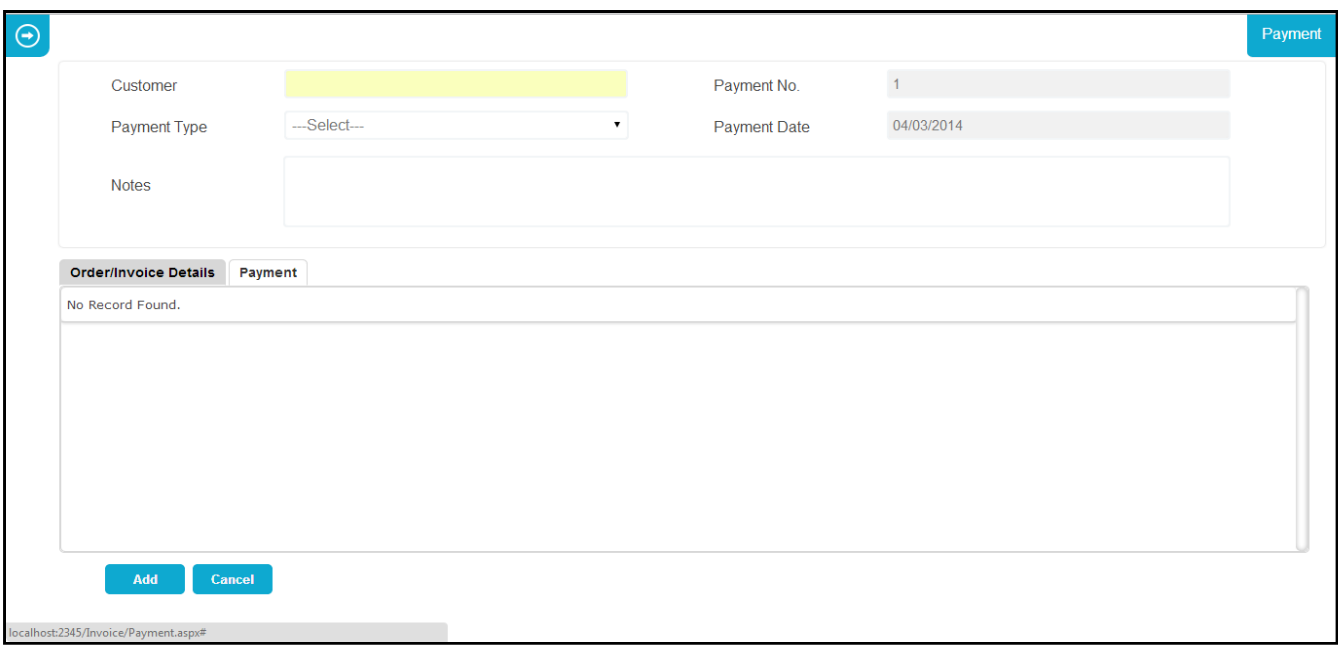


Second tab (payment) will show you the details of the payment, if you want to pay that click on payment button.

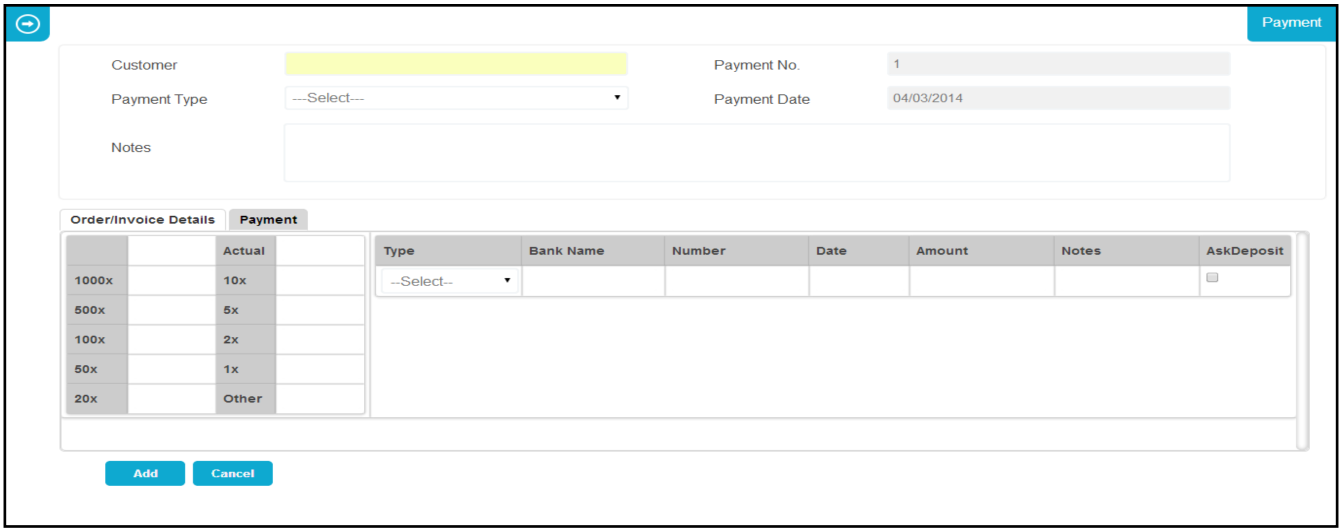


Payment

Payment will allow you to pay the amount for different invoices. First tab (order/invoice details) will show you the details of all the unpaid invoices; you can tick the invoice you want to pay. By clicking on payment button on invoice page, the same page will open but it will show you that particular invoice only whereas here you can view all the invoices you want.

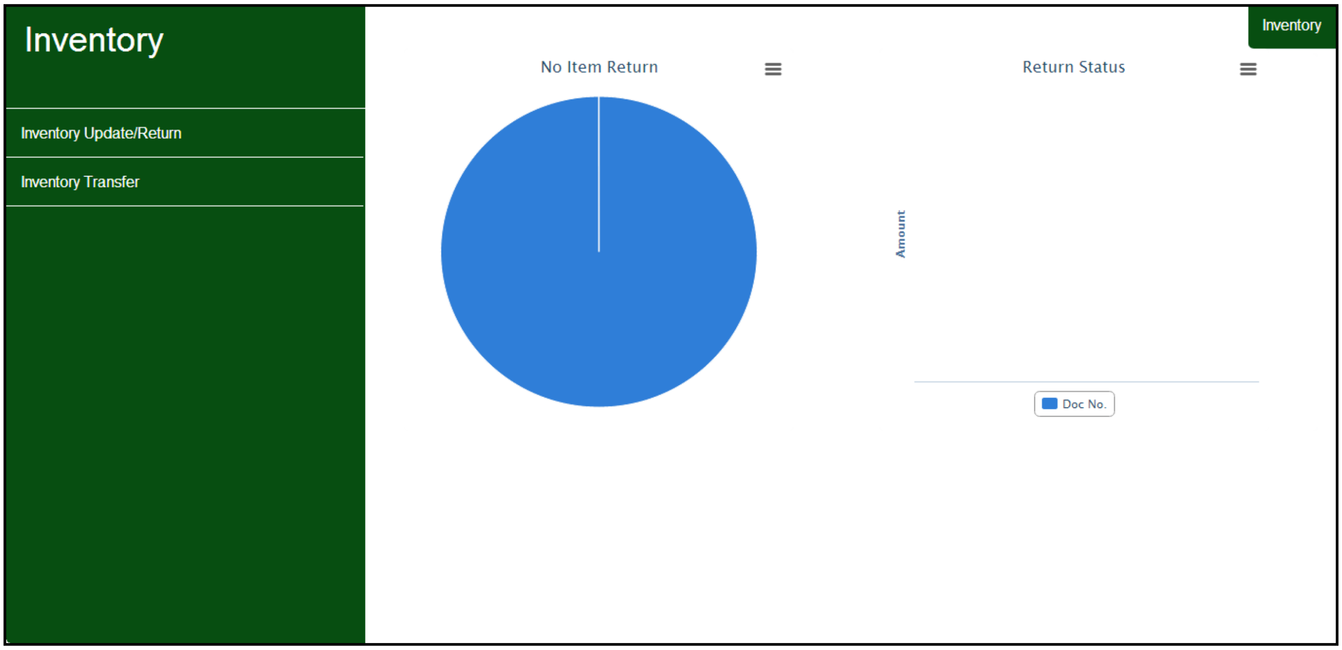


Second tab (payment) will allow you to enter the details how you want to pay the pending amount by cash or cheque, and its details also.



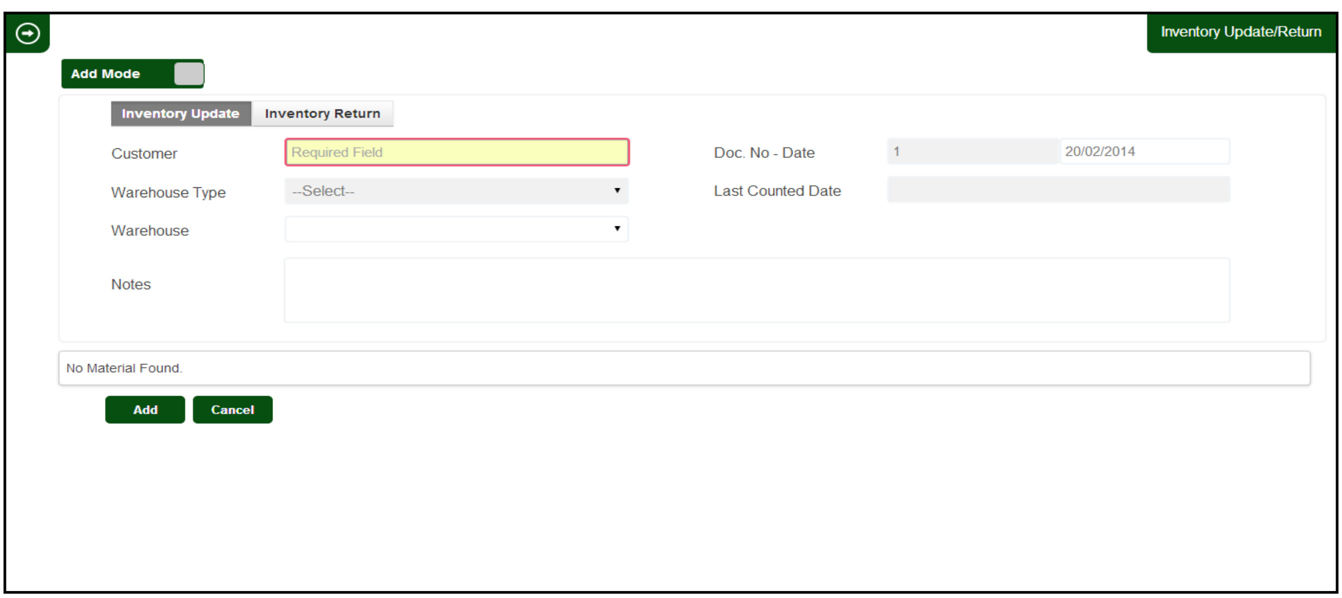
Inventory

Inventory module has all the details of the warehouse and quantity in it. Inventory update and return will allow you enter the details of the material that is added in it and details of the materials which are returned due to various reasons.



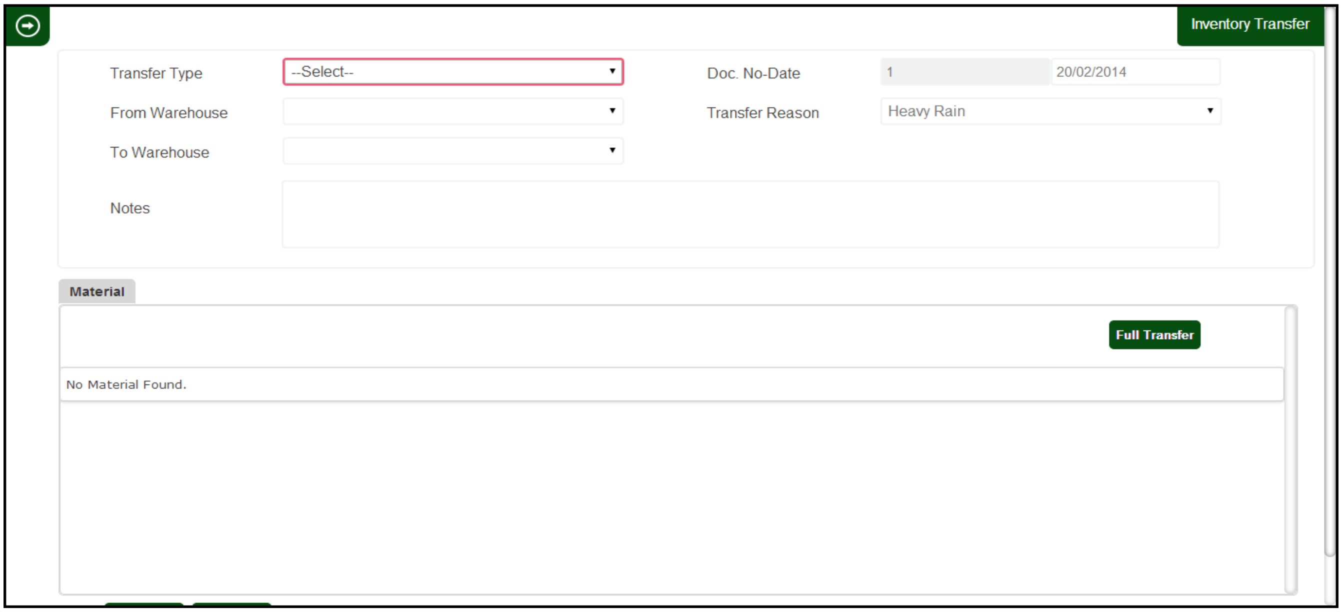
Inventory Update/Return

Inventory update/return will allow you to fill the details of the materials which are returned or updated in any particular warehouse. You will have to fill all the details of the materials with its total cost. You need to specify the reason in case of inventory return.

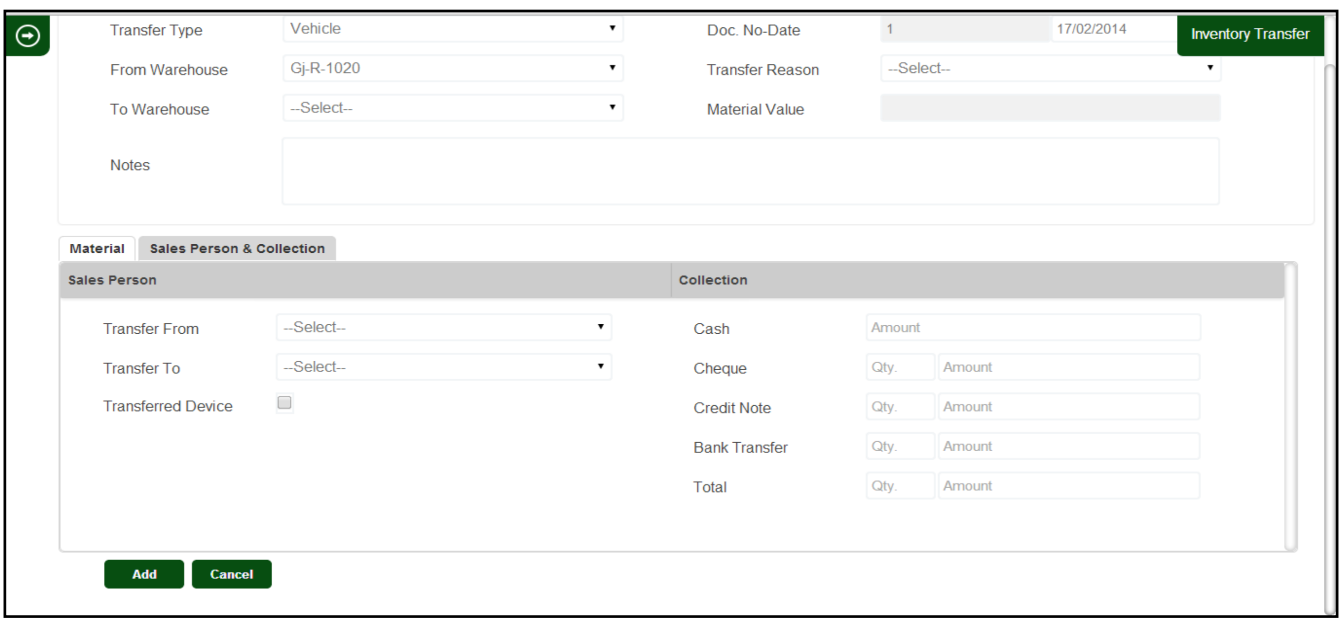


Inventory Transfer

Inventory transfer will allow you to enter the details of the materials which are transferred from a warehouse to another warehouse or from a vehicle to another vehicle, with the specific reason of transfer and total value of material transferred.

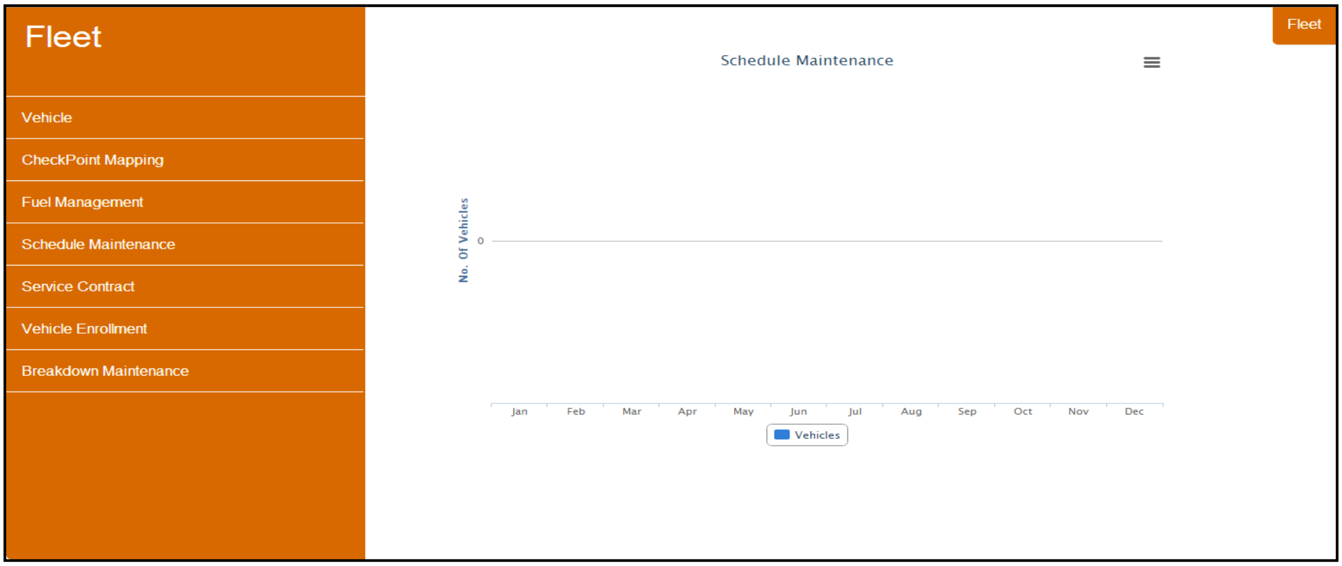


Sales person & collection tab will have the details that transfer has been done from which sales person to which sales person and how is the collection taken; by cash or cheque and other details are also included in it.



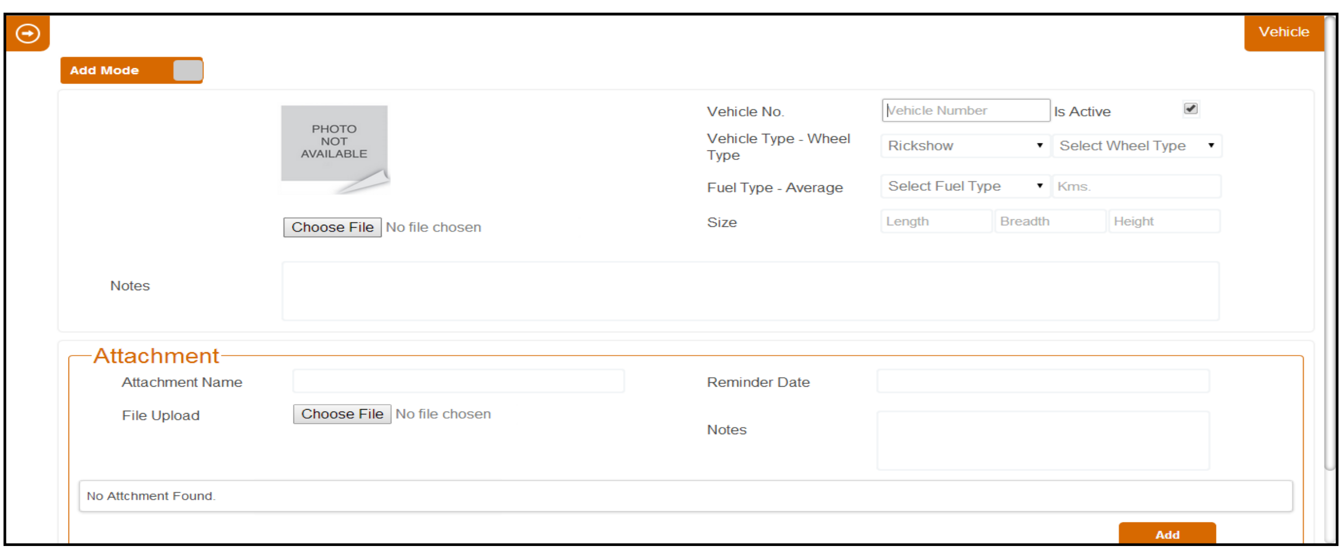
Fleet

Fleet gives you all the details of your vehicles. You can enter the details of new vehicle from vehicle master. Schedule maintenance and breakdown maintenance has the details of the maintenance of the vehicles. Fuel management monitors the fuel of the vehicles. Service contract and vehicle enrollment includes the details of the vehicles that are enrolled for contact based services.



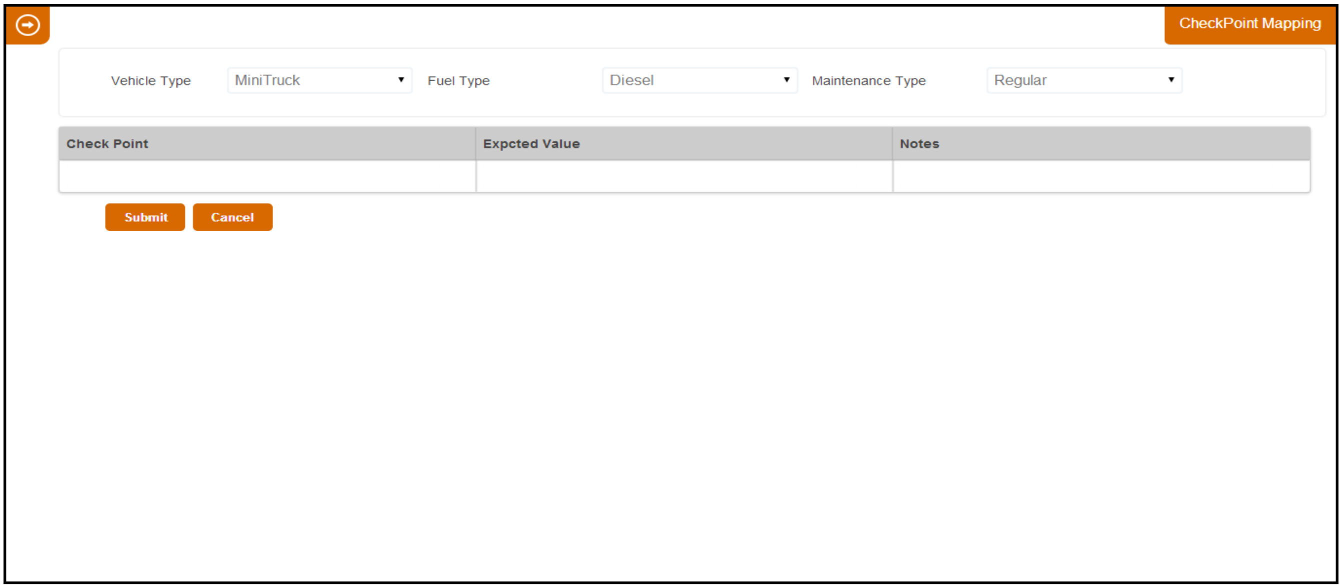
Vehicle Master

Vehicle Master will allow you to enter the details of any new vehicle or update the details of any existing vehicles. It will have all the details of vehicle its type, fuel type, average and its image. You can also attach soft copies of various documents of that particular vehicle. For example, RTO Book, PO of that vehicle, etc



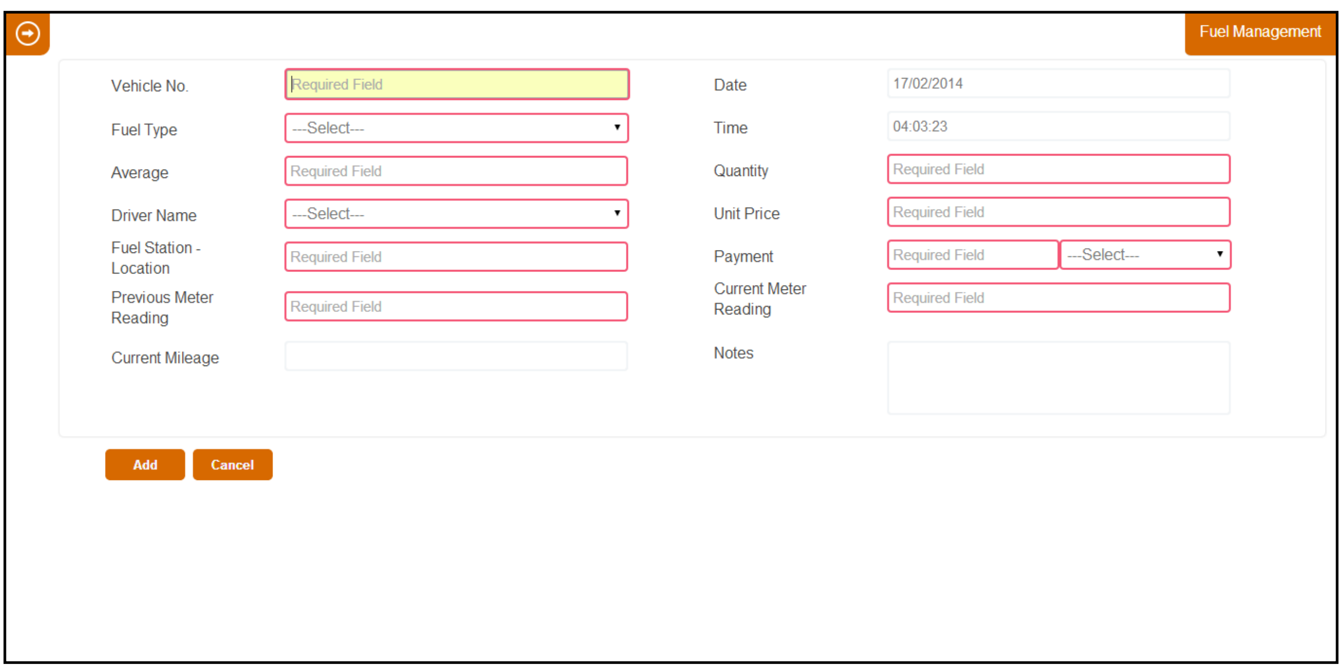
Check Point Mapping

Check point mapping will allow you to enter the details of checkpoint of particular vehicle.



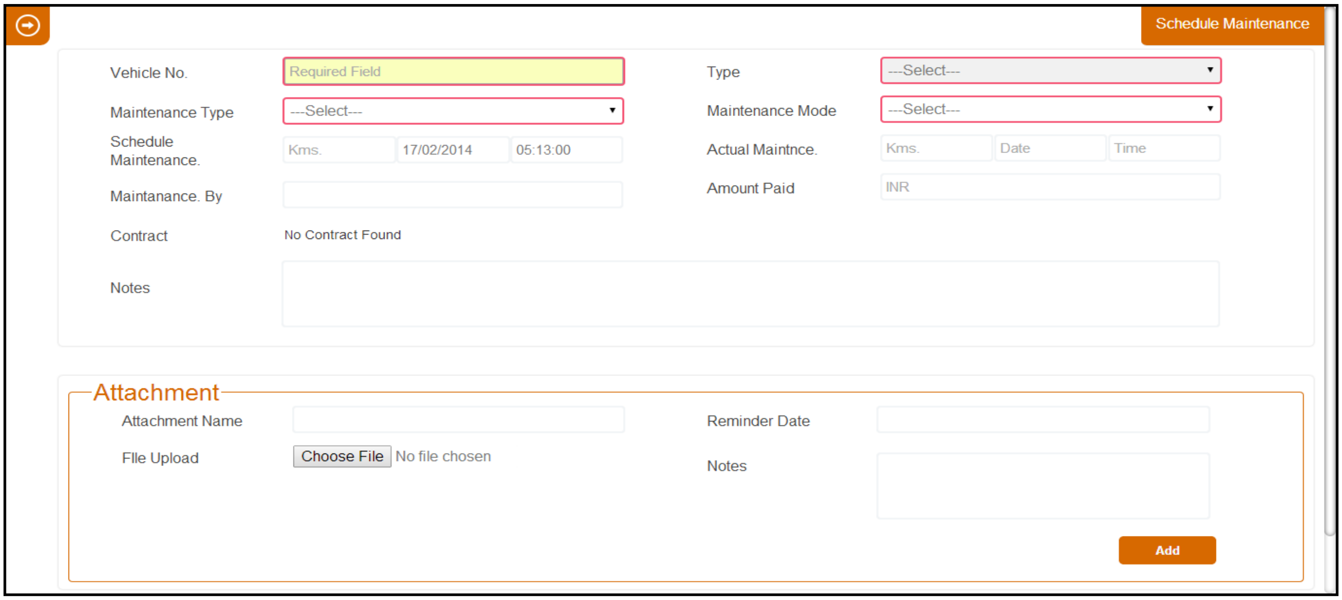
Fuel Management

Itwill help you to manage fuel of the vehicles. You will have to fill all the mandatory fields before saving the details.



Schedule Maintenance

Schedule maintenance will allow you to enter the details of the vehicles which are scheduled for maintenance. You will have to fill the mandatory fields and you can also fill up the details of maintenance here.



Service Contract

Service contract will allow you to add details of the service contract of the particular vehicle. You will have to fill all the mandatory fields to add those details.

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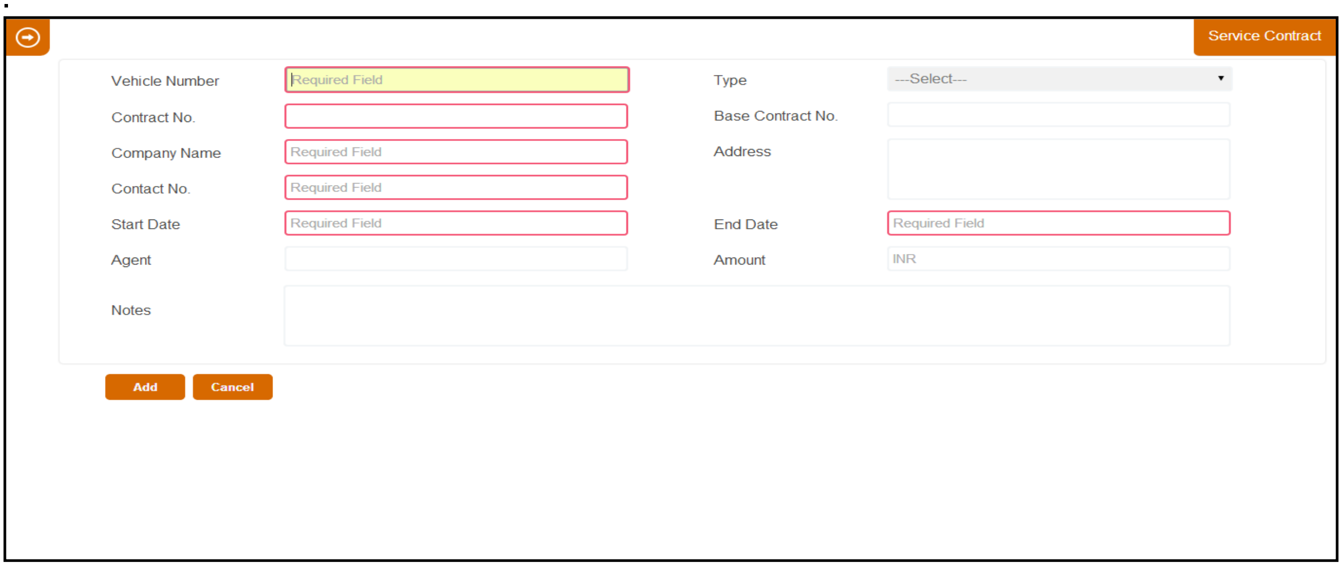
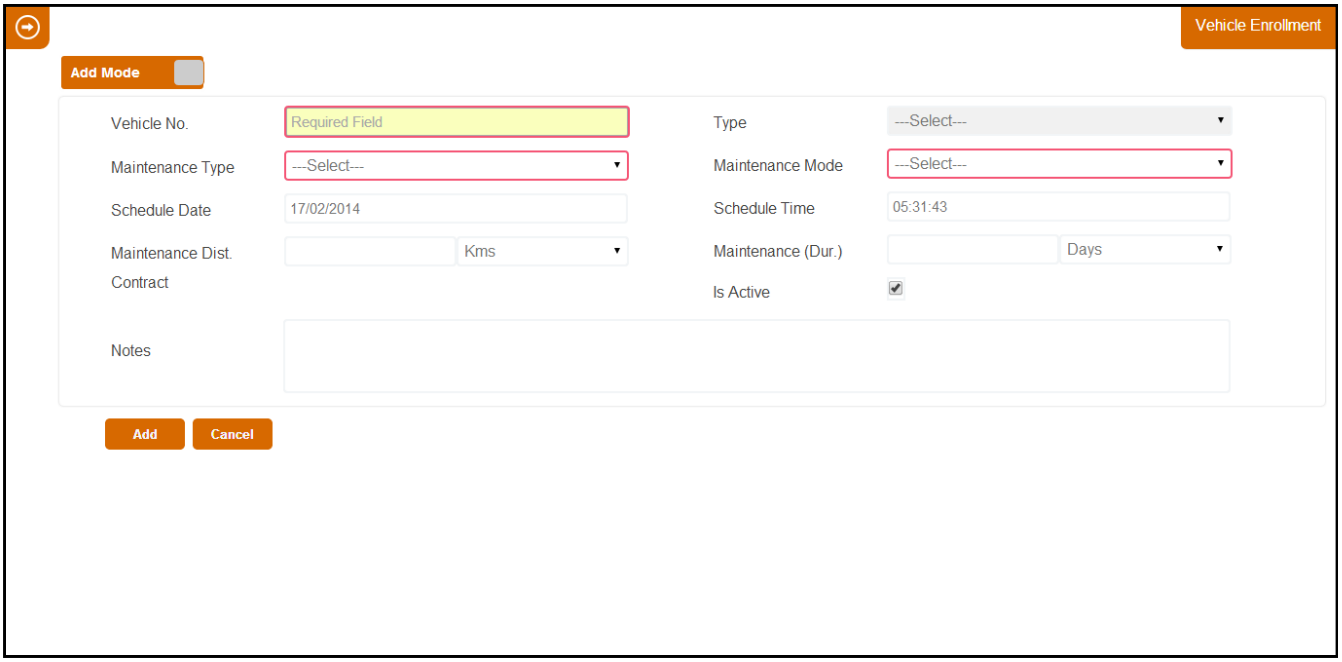


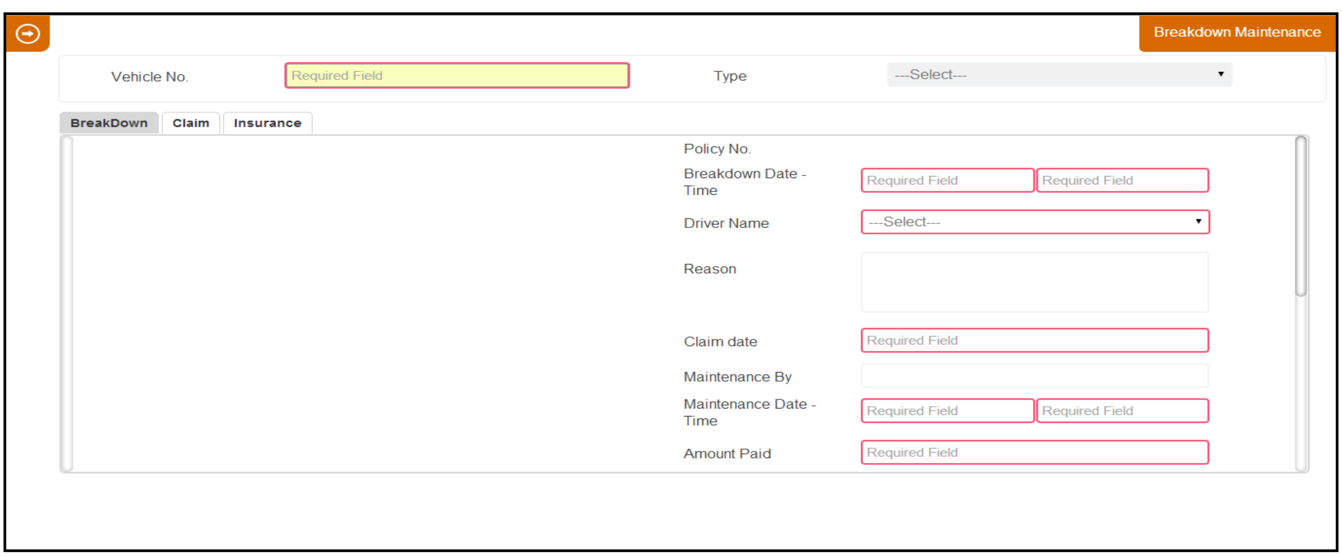
Vehicle Enrollment

You can enter the details of a new vehicle here so that it gets enrolled for maintenance. It is necessary to enter the mandatory fields to save its details.

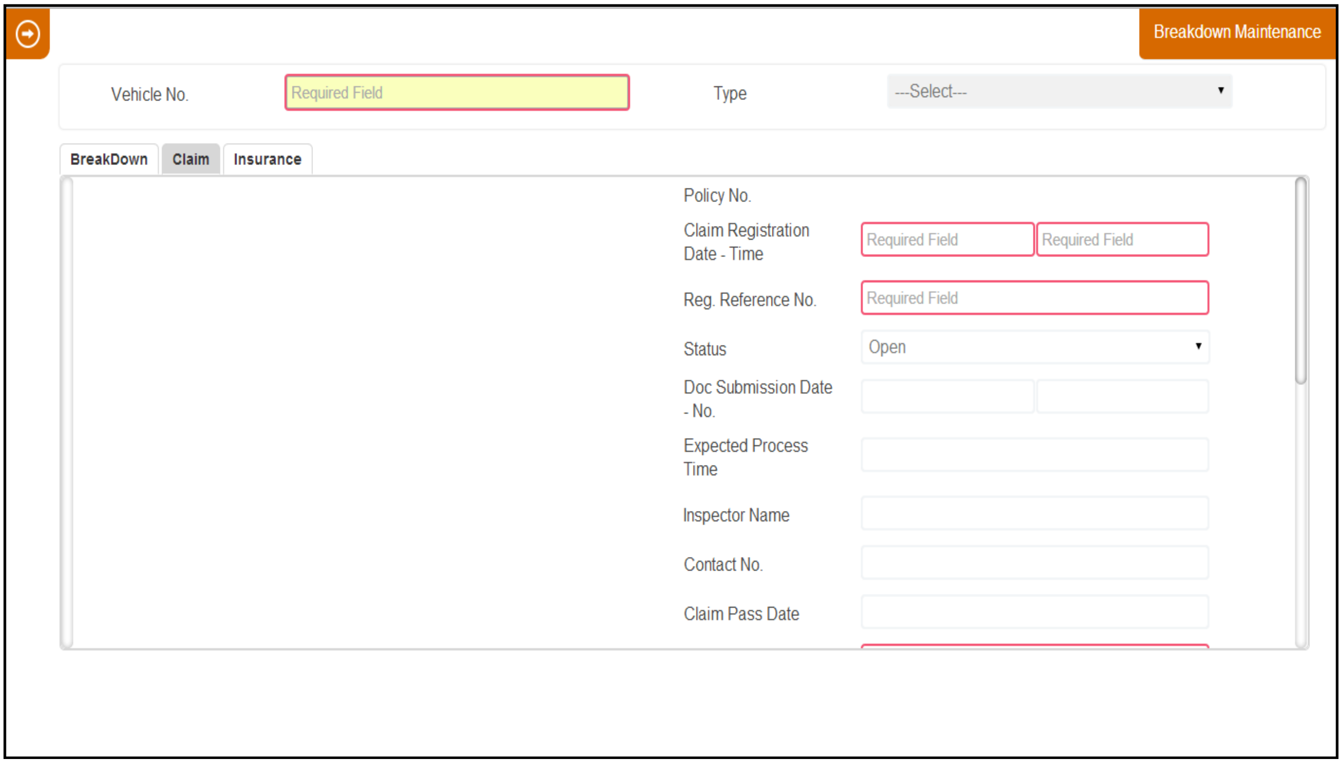


Breakdown Maintenance

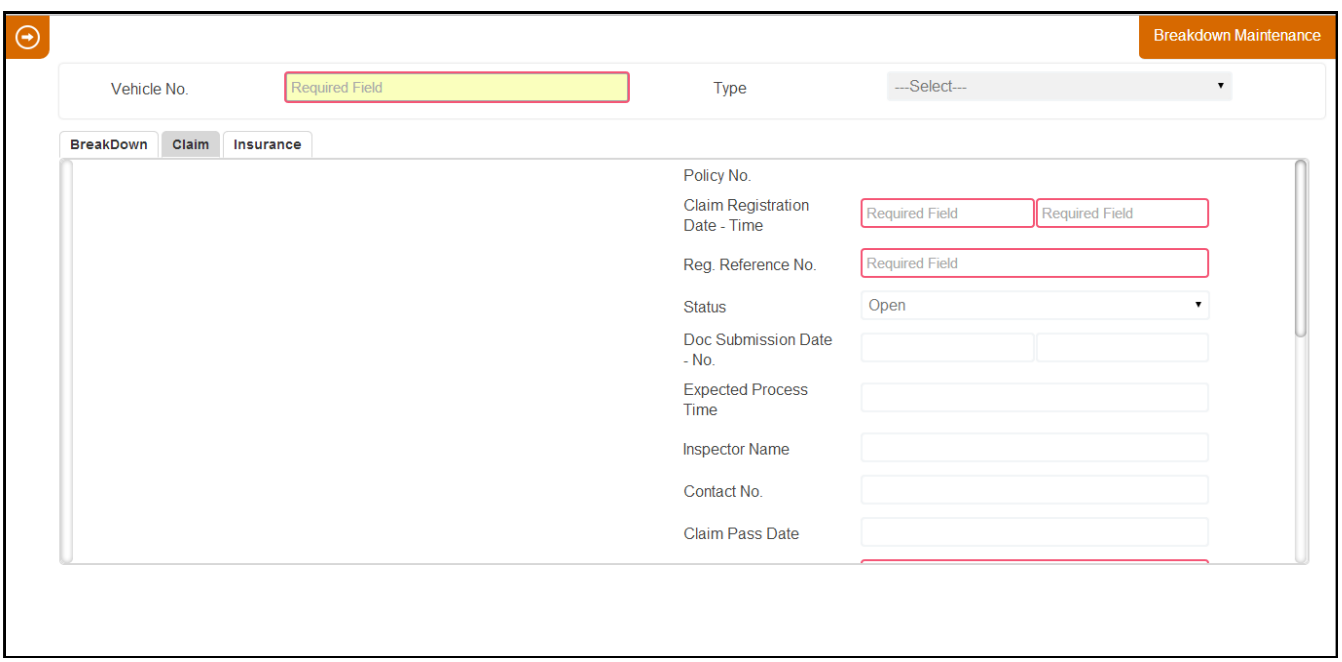
You can enter the details of the vehicles that have broken down due to some reason.It is necessary to fill up the mandatory fields. In breakdown tab, you will have to fill the details of the breakdown that has occurred.



In claim (tab), you will have to enter the details of claim and fill the mandatory fields to save the details.



In insurance (tab), you will have to enter the details of insurance and its details and to save it; you need to enter all the mandatory fields.



Finance

Finance module gives you details of the account. Tax master allows you to enter the details of any new tax, and it s mapped on the page of tax mapping. Credit notes, collected cheques give you the details of the credit notes and cheques respectively.

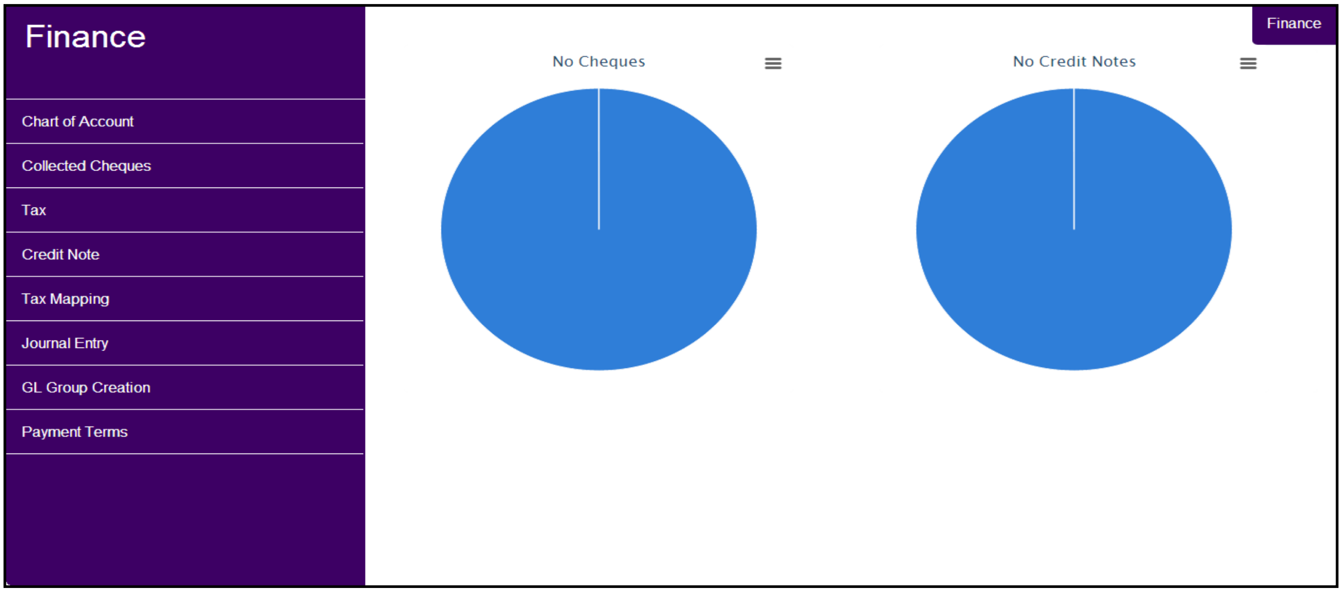
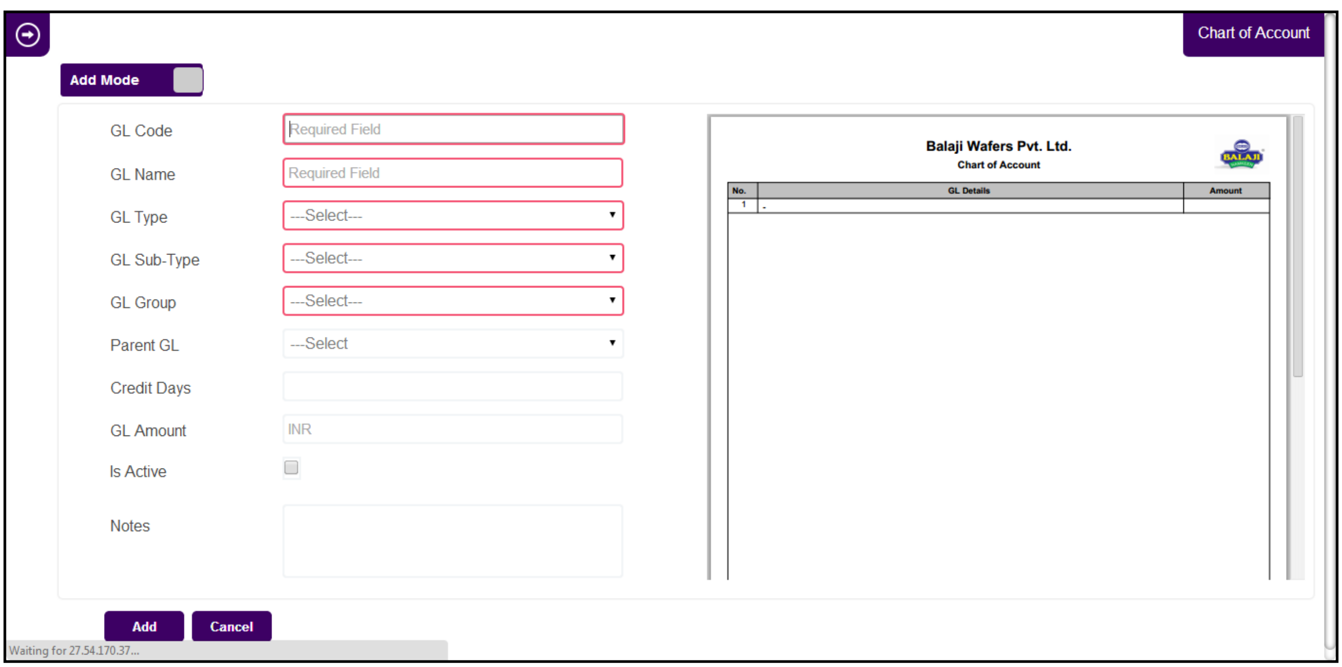


Chart of Account

Chart of account is to enter the details of the GL account allocated toparticular customer or employee or any other GL account.

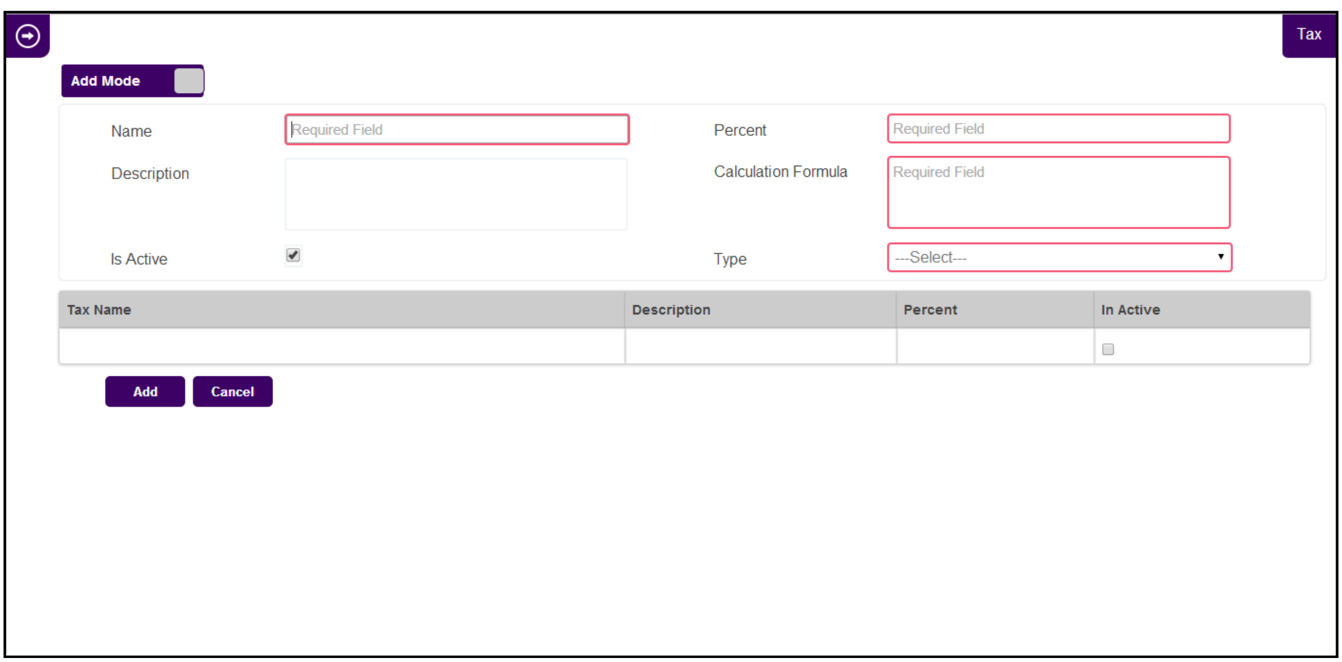


Collected Cheques

Collected cheques will have the details the cheques that are collected and you can select the cheques you want to deposit.

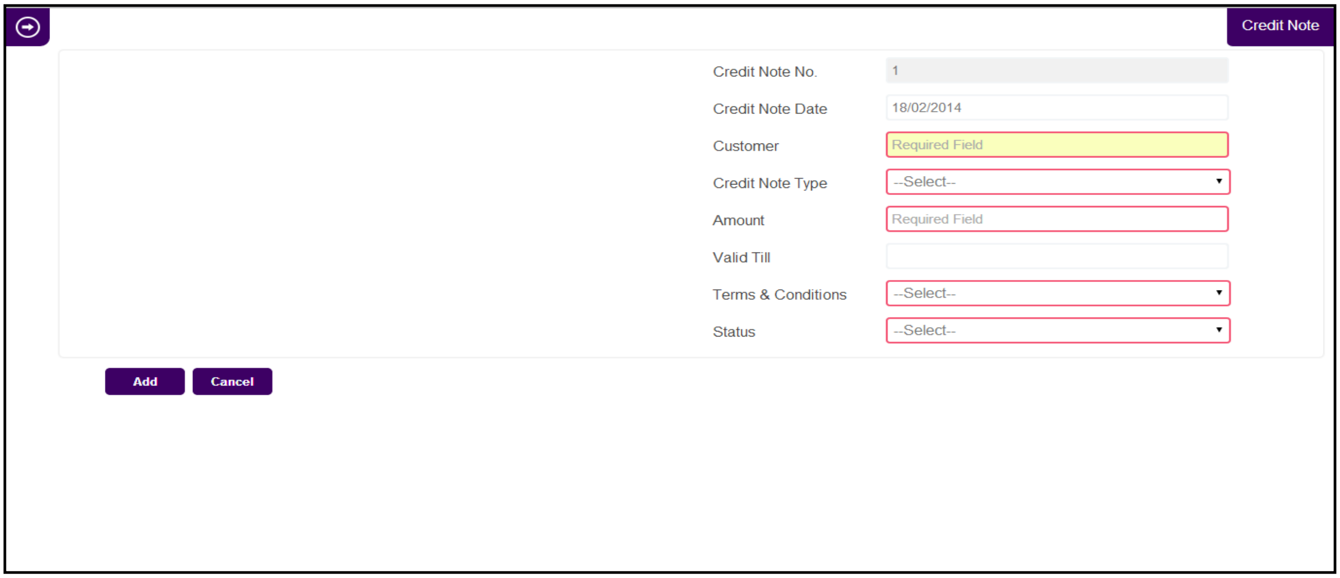
Tax

Tax will allow you to enter the details of the new tax if you want to add any. The details of tax are mandatory to fill, so that the details are saved.



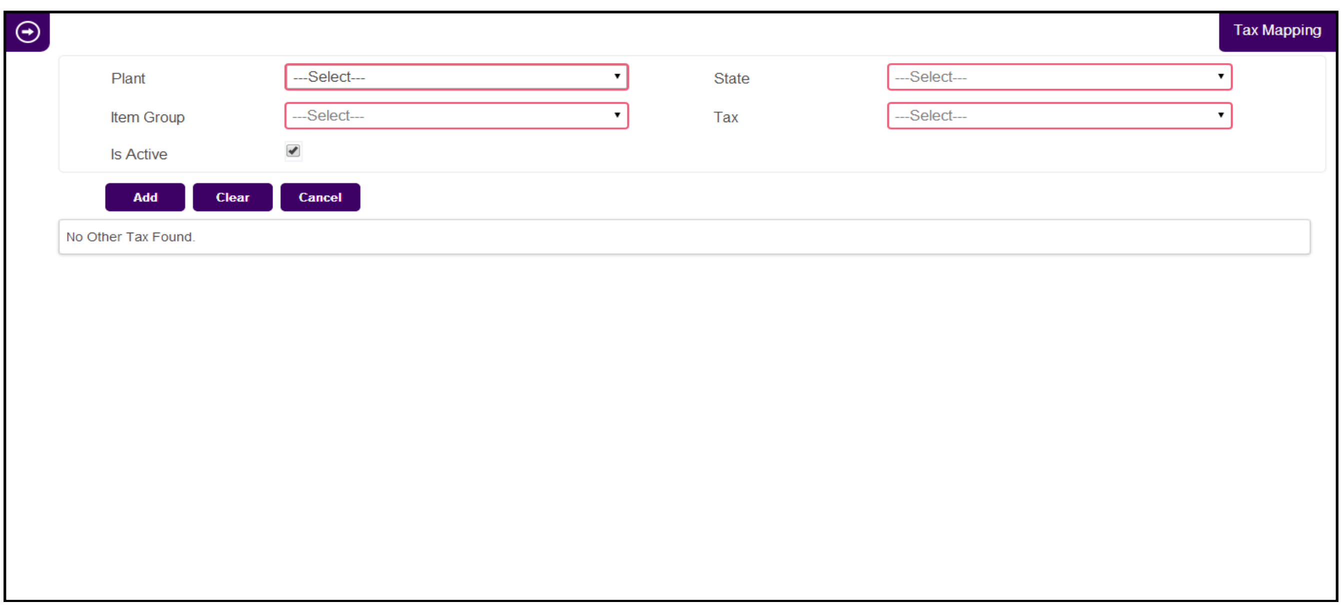
Credit Note

Credit note will help you add the details of the credit note. It is necessary to enter the mandatory fields which includes terms & conditions of that particular credit note.



Tax Mapping

Tax mapping is for checking that which tax is applied for which state and which item group. This tax will be applied on the order you place.

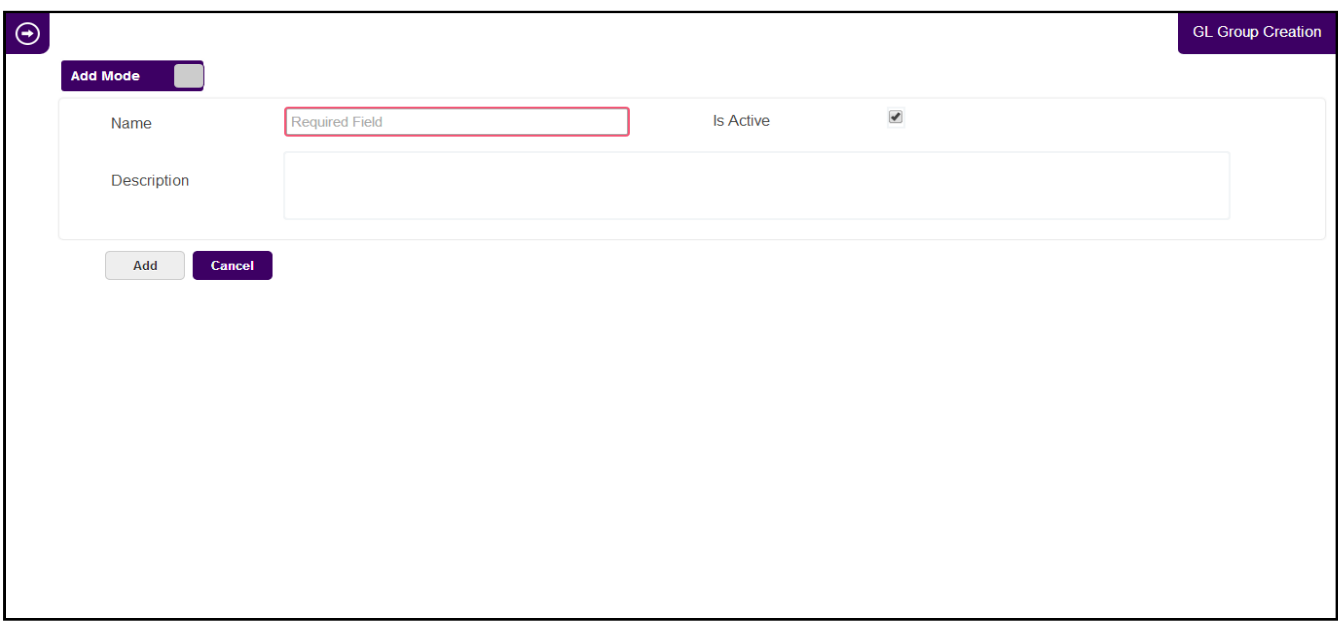


Journal Entry

Journal entry is for entering the transactions done with the customer or employee. It will also have the details of credit and debit in that particular GL account.

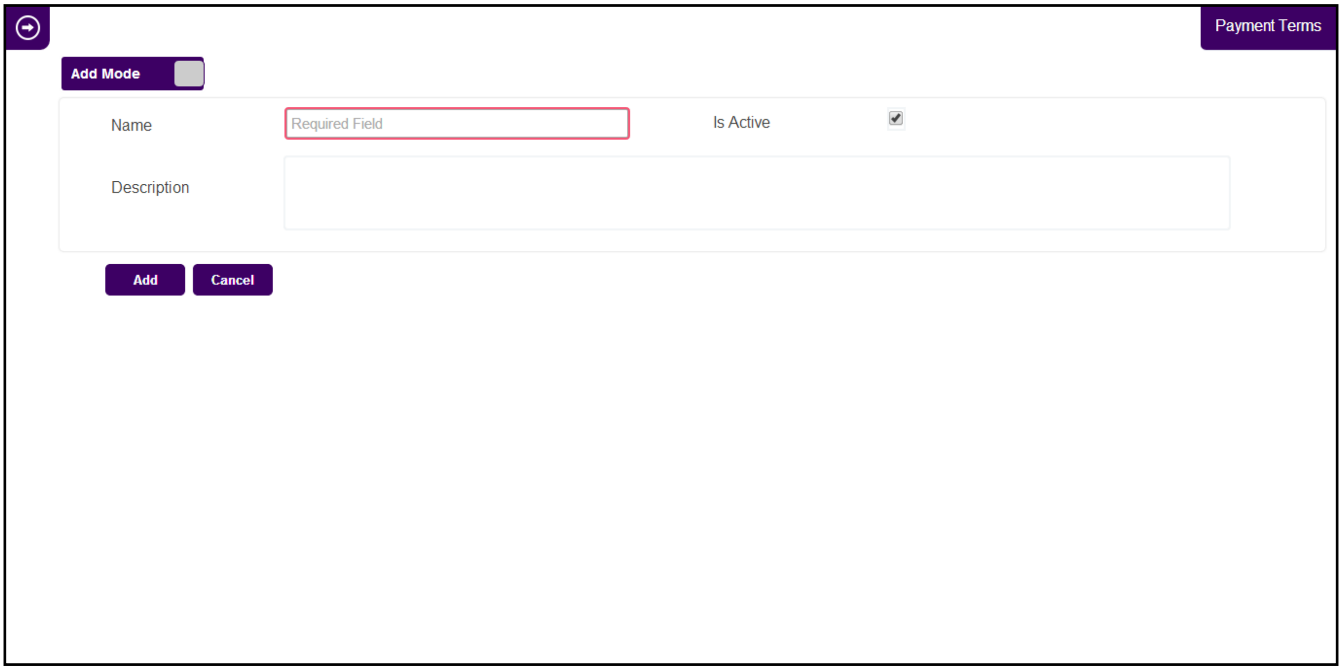
GL Group Creation

You can add new GL group from here as well as update the existing GL group.



Payment Terms

You can add new payment terms as well as update the existing terms.

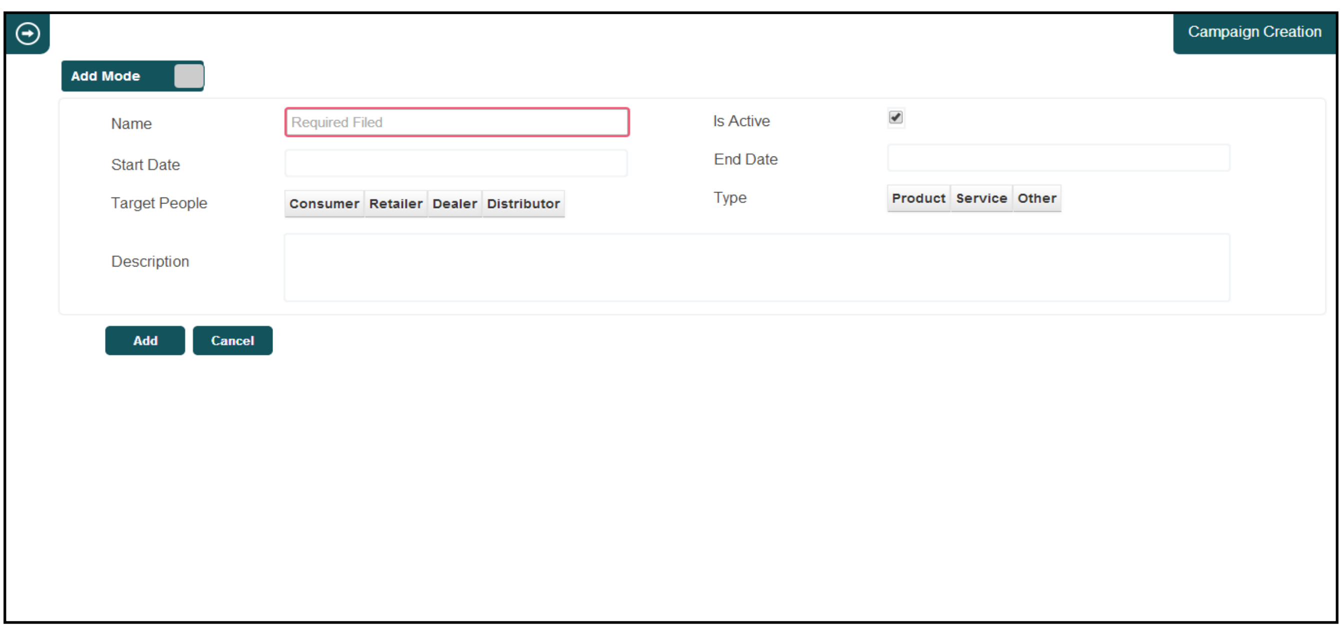


Marketing

Marketing has all the details related to the marketing of products and reviews of customers. It also has the details of the company in company profile.

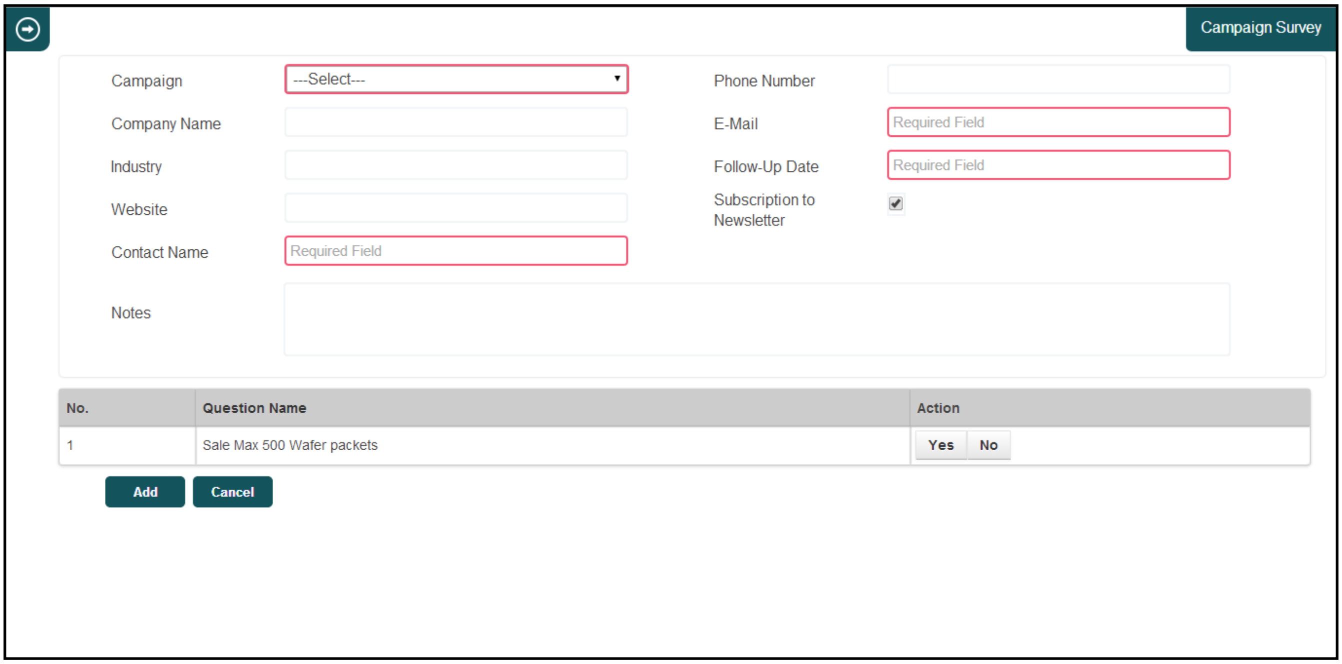
Campaign Creation

Campaign creation will allow you to add details of new campaign as well as update the existing campaign.



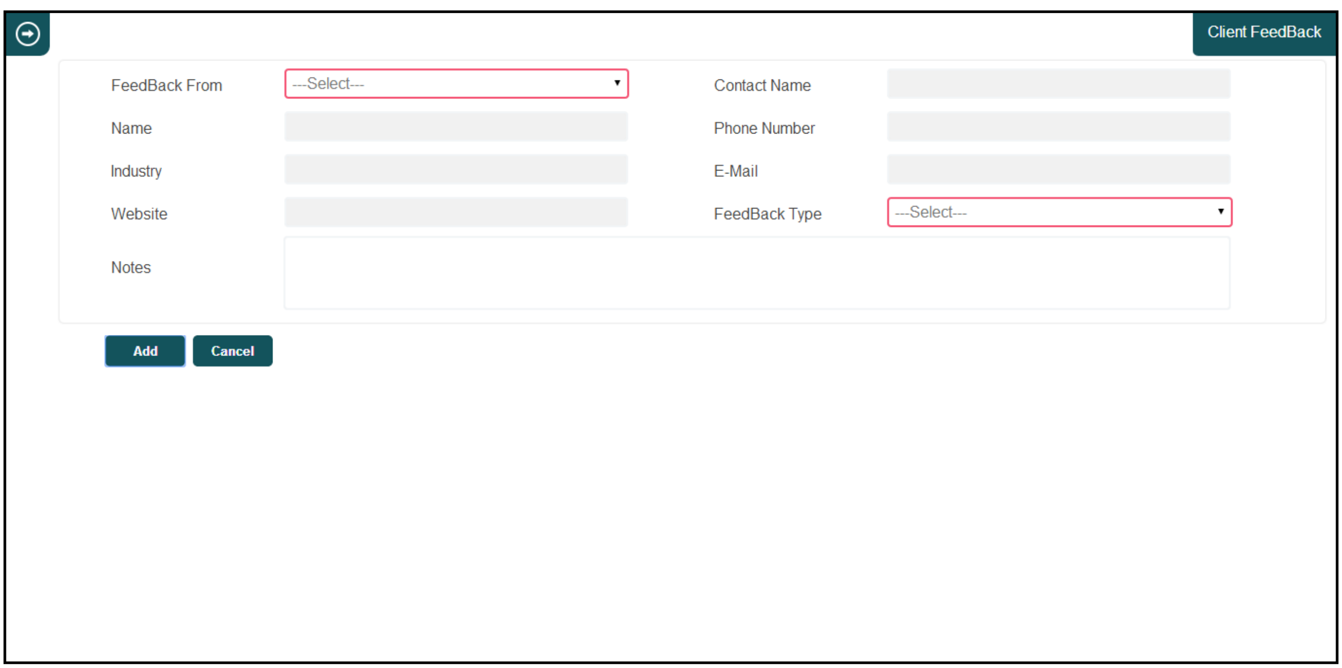
Campaign Survey

Campaign survey will help you fill up the details of the campaign carried out by any particular company.



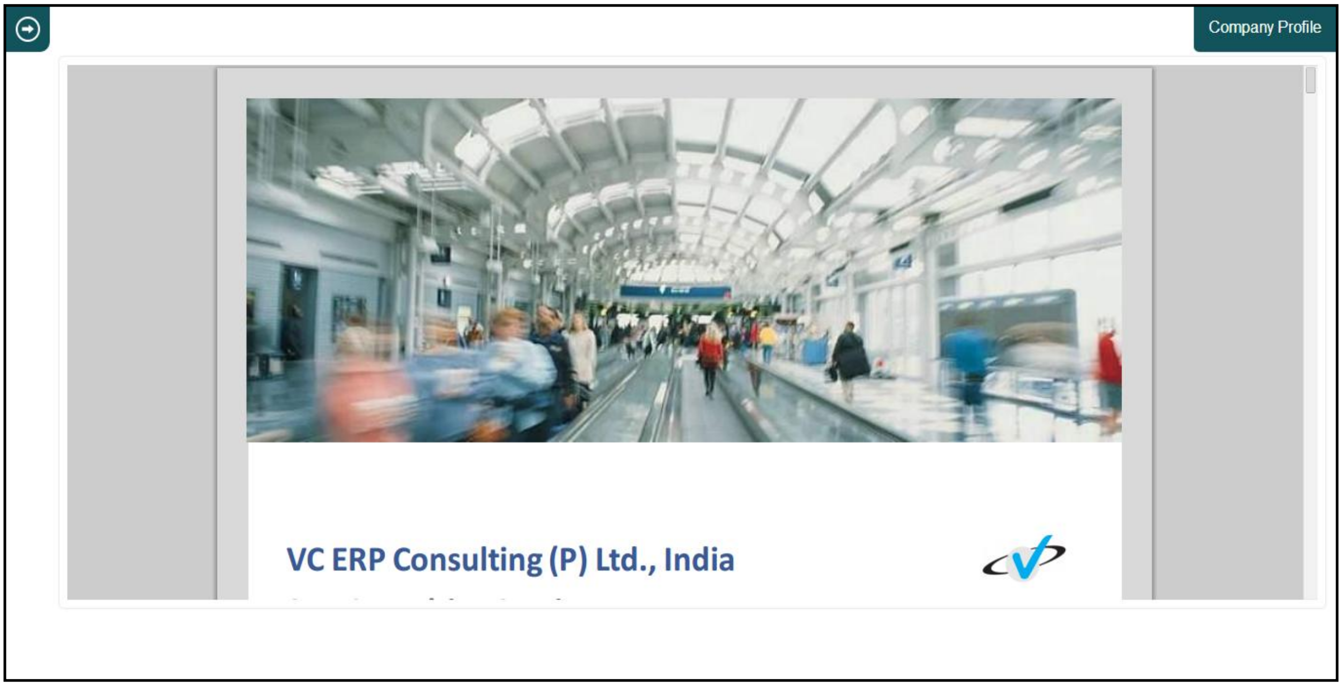
Client Feedback

Client feedback form is to fill up the details of feedback given by any customer. You can add the details of it here.



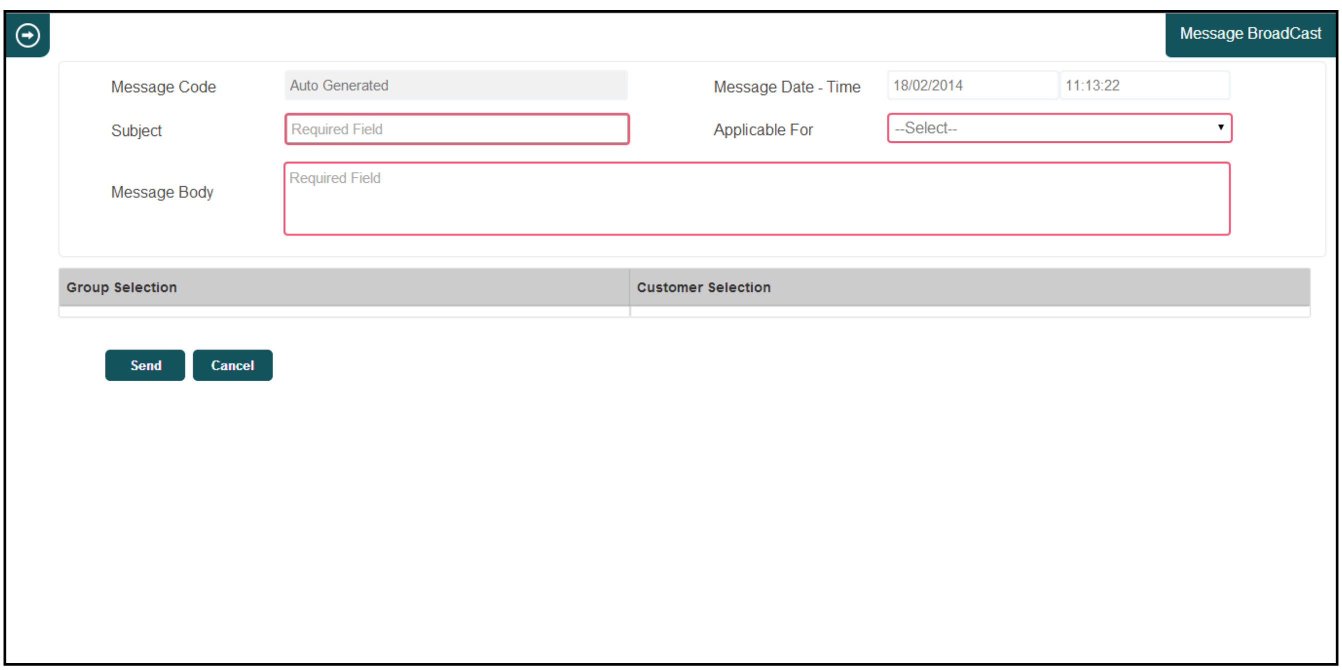
Company Profile

Company profile will show you the details of the company.



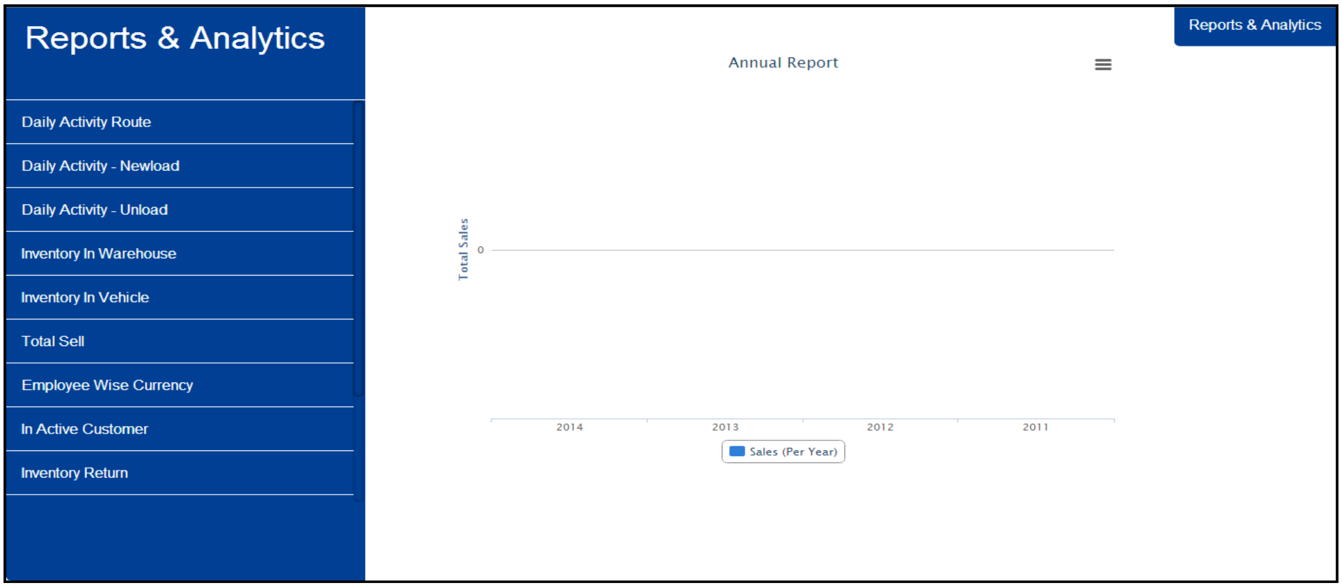
Message Broadcast

Message broadcast will help you enter any new message and send it to the particular group and customers selected from that group.



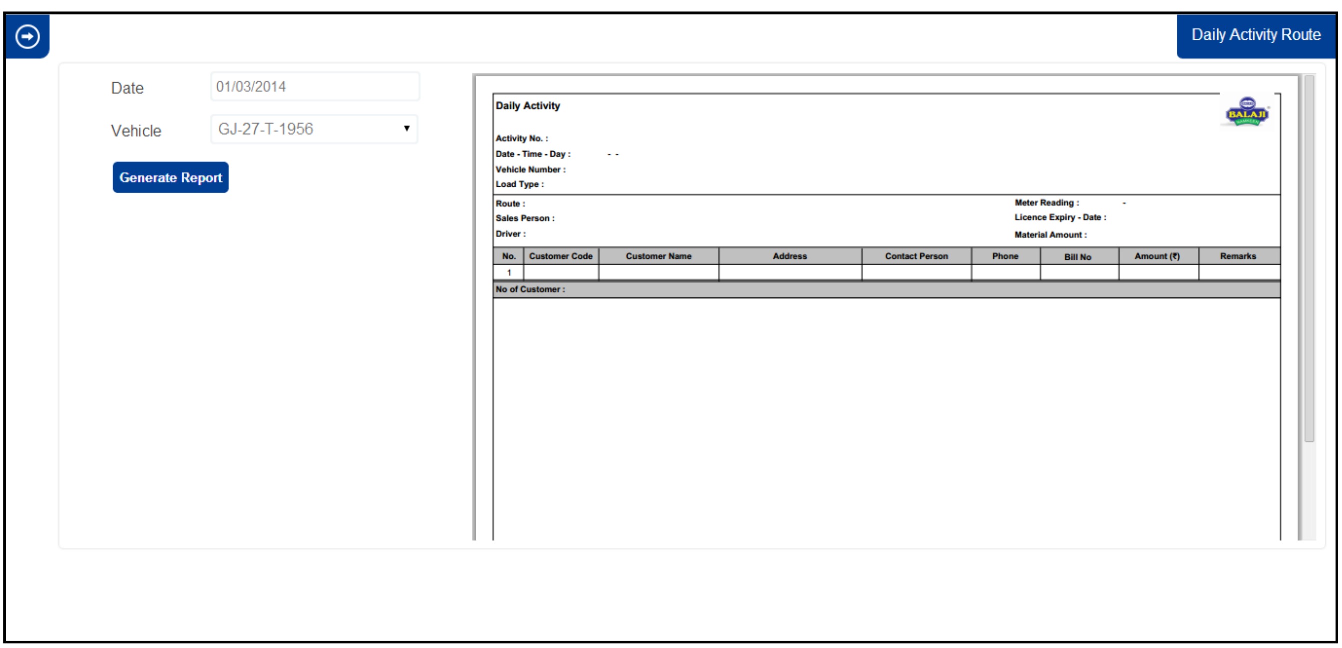
Report & Analytics

This will show you all the reports which are useful at transaction level as well as master level.



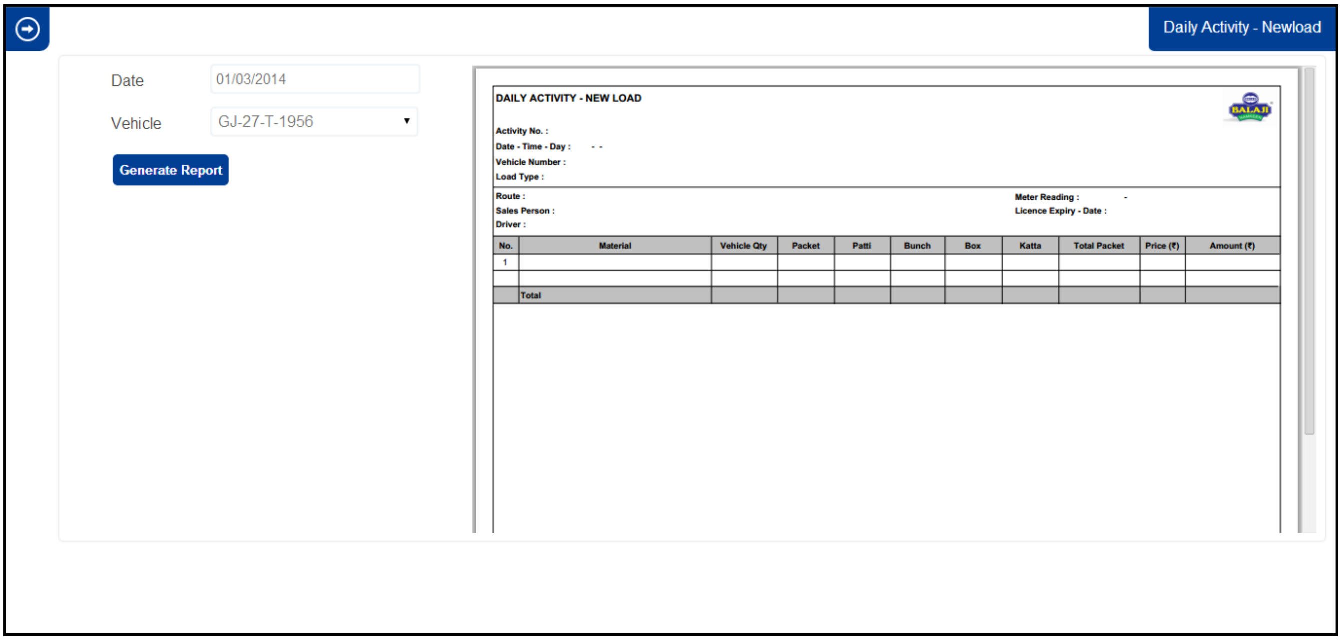
Daily Activity Route

Daily activity route will give you a report of the activity carried out on that particular date, by that particular vehicle. It also gives the list of customers which the sales person has to visit.



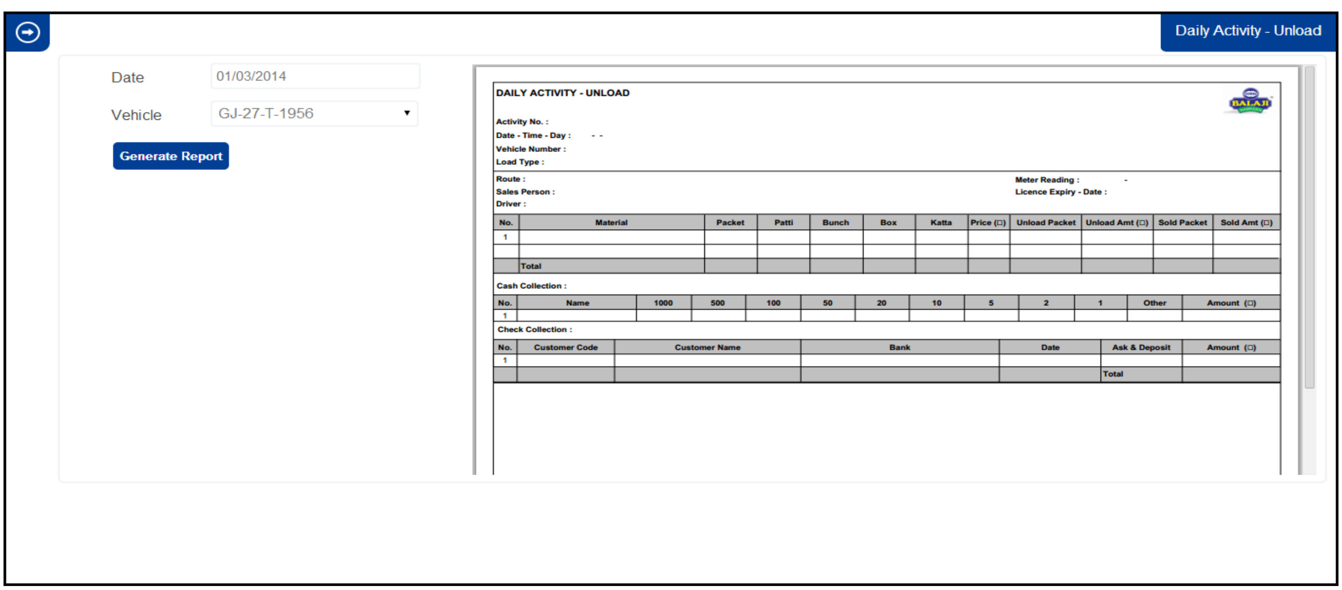
Daily Activity – New Load

Daily activity new load will give you a report of the activity carried out on that particular date, by that particular vehicle. It will give the details of the materials loaded in that vehicle in precise quantity, with its total value.



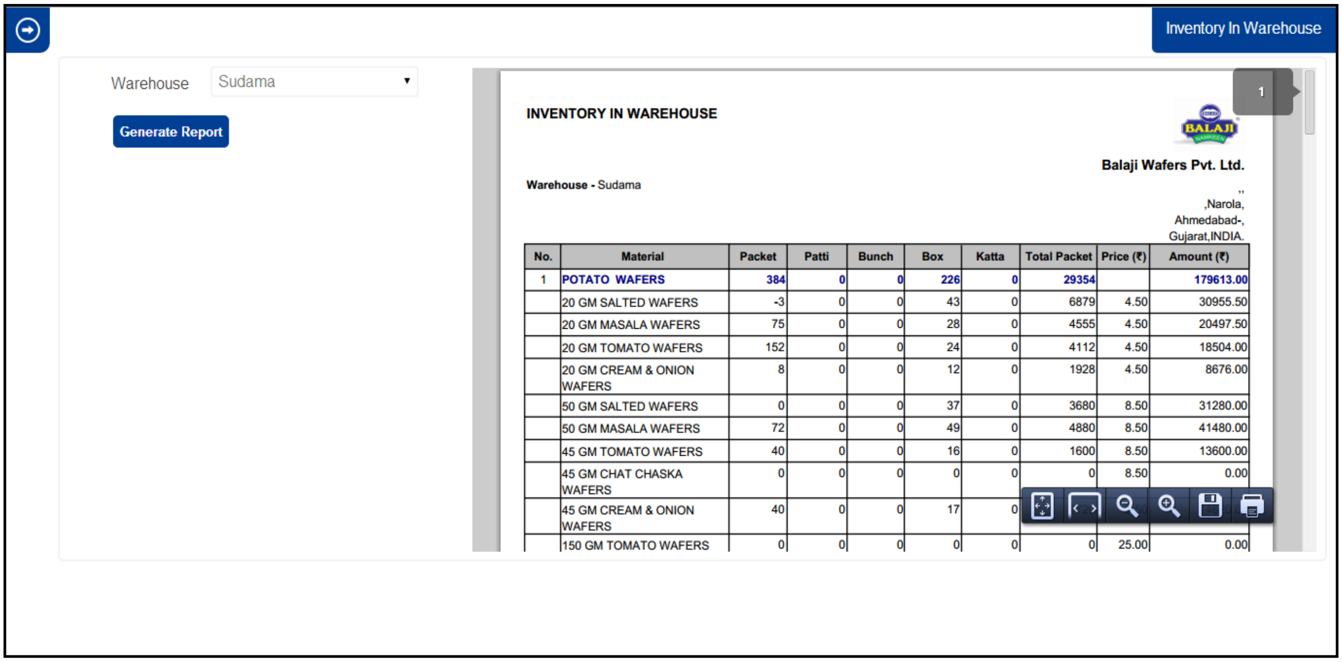
Daily Activity – Unload

Daily activity unload will give you a report of the activity carried out on that particular date, how much material is to be unloaded and how much amount is collected by cash and cheque, with its details.



Inventory in Warehouse

Inventory in warehouse gives you a report of the total material available in a particular warehouse.



INVENTORY IN WAREHOUSE

Balaji Wafers Pvt. Ltd.

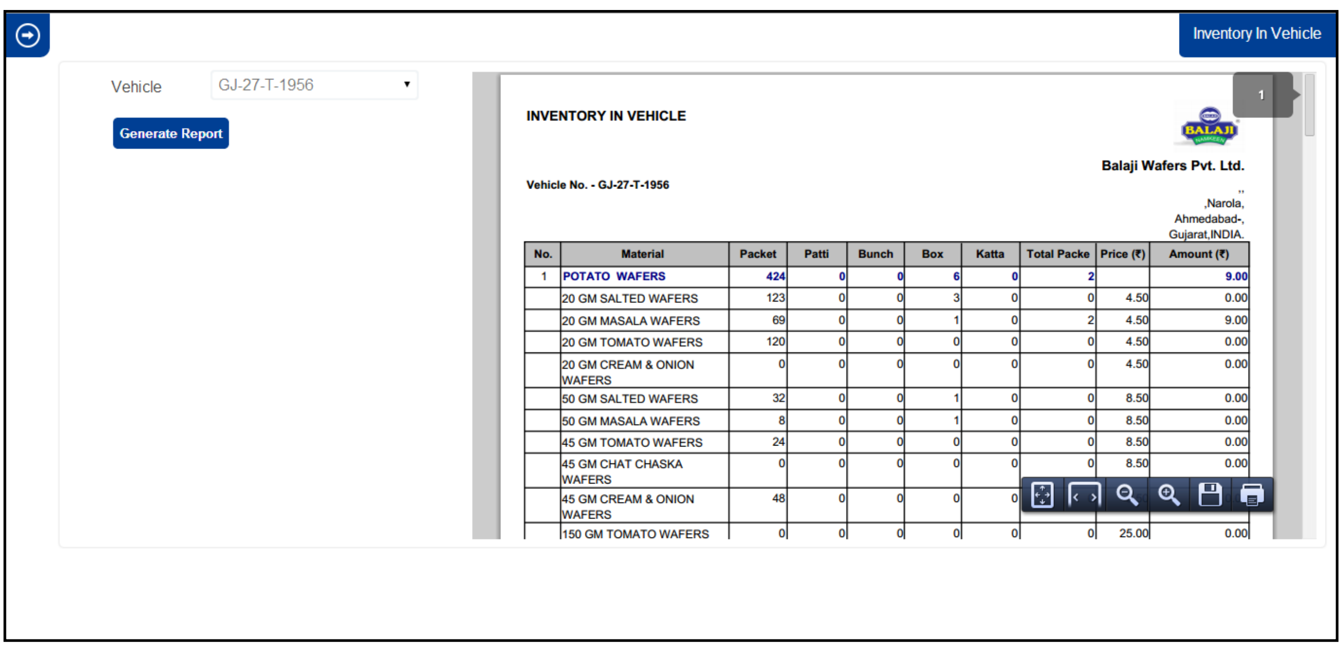
Warehouse - Sudama

,,
,Narola,
Ahmedabad-,
Gujarat,INDIA.

No.	Material	Packet	Patti	Bunch	Box	Katta	Total Packet	Price (₹)	Amount (₹)
1	POTATO WAFERS	384	0	0	226	0	29354		179613.00
	20 GM SALTED WAFERS	-3	0	0	43	0	6879	4.50	30955.50
	20 GM MASALA WAFERS	75	0	0	28	0	4555	4.50	20497.50
	20 GM TOMATO WAFERS	152	0	0	24	0	4112	4.50	18504.00
	20 GM CREAM & ONION WAFERS	8	0	0	12	0	1928	4.50	8676.00
	50 GM SALTED WAFERS	0	0	0	37	0	3680	8.50	31280.00
	50 GM MASALA WAFERS	72	0	0	49	0	4880	8.50	41480.00
	45 GM TOMATO WAFERS	40	0	0	16	0	1600	8.50	13600.00
	45 GM CHAT CHASKA WAFERS	0	0	0	0	0	0	8.50	0.00
	45 GM CREAM & ONION WAFERS	40	0	0	17	0	[illegible]	[illegible]	[illegible]
	150 GM TOMATO WAFERS	0	0	0	0	0	0	25.00	0.00

Inventory in Vehicle

Inventory in vehicle gives you a report of the total material available in a particular vehicle.



INVENTORY IN VEHICLE

Balaji Wafers Pvt. Ltd.

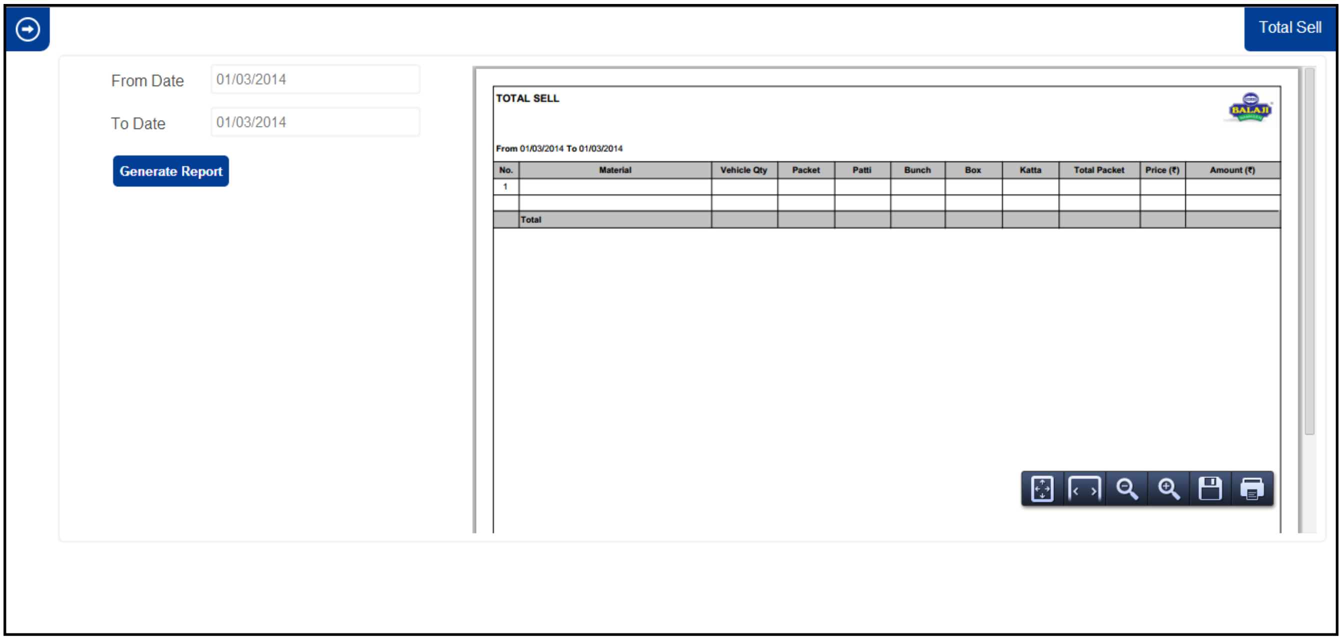
Vehicle No. - GJ-27-T-1956

,,
,Narola,
Ahmedabad-,
Gujarat,INDIA.

No.	Material	Packet	Patti	Bunch	Box	Katta	Total Packe	Price (₹)	Amount (₹)
1	POTATO WAFERS	424	0	0	6	0	2		9.00
	20 GM SALTED WAFERS	123	0	0	3	0	0	4.50	0.00
	20 GM MASALA WAFERS	69	0	0	1	0	2	4.50	9.00
	20 GM TOMATO WAFERS	120	0	0	0	0	0	4.50	0.00
	20 GM CREAM & ONION WAFERS	0	0	0	0	0	0	4.50	0.00
	50 GM SALTED WAFERS	32	0	0	1	0	0	8.50	0.00
	50 GM MASALA WAFERS	8	0	0	1	0	0	8.50	0.00
	45 GM TOMATO WAFERS	24	0	0	0	0	0	8.50	0.00
	45 GM CHAT CHASKA WAFERS	0	0	0	0	0	0	8.50	0.00
	45 GM CREAM & ONION WAFERS	48	0	0	0	0	[illegible]	[illegible]	[illegible]
	150 GM TOMATO WAFERS	0	0	0	0	0	0	25.00	0.00

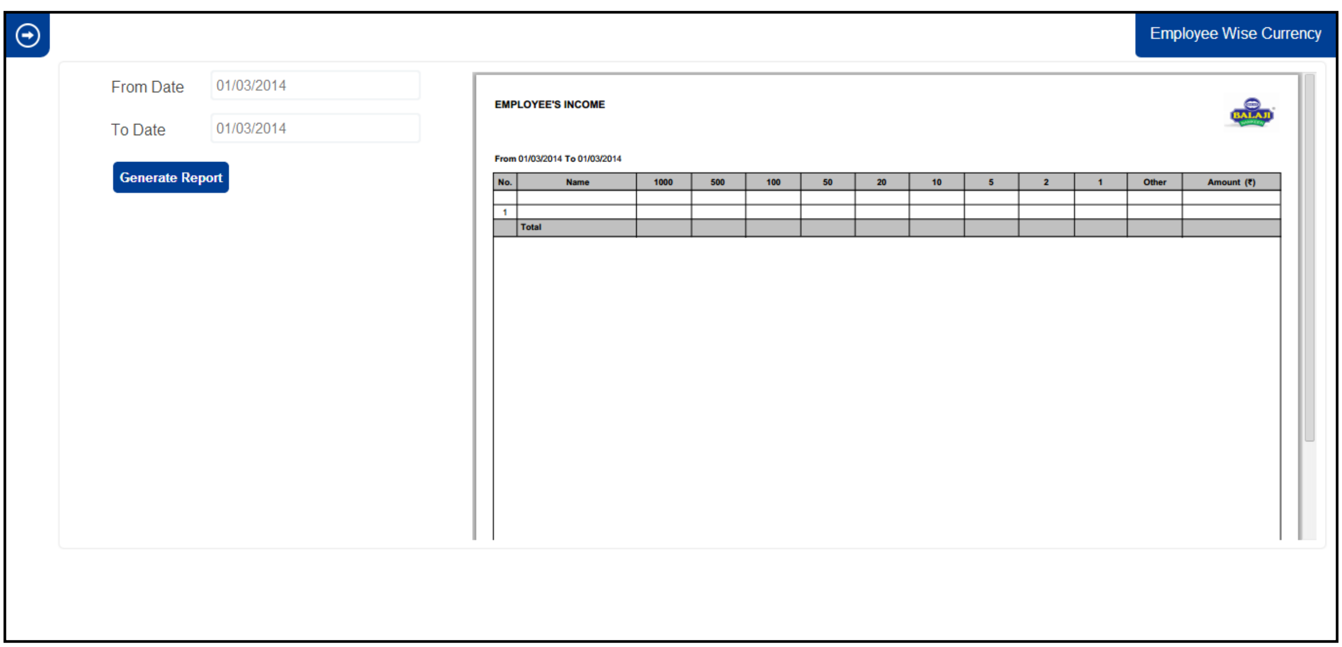
Total Sale

It will give you a report of the products sold till in that particular duration with the details of the materials.



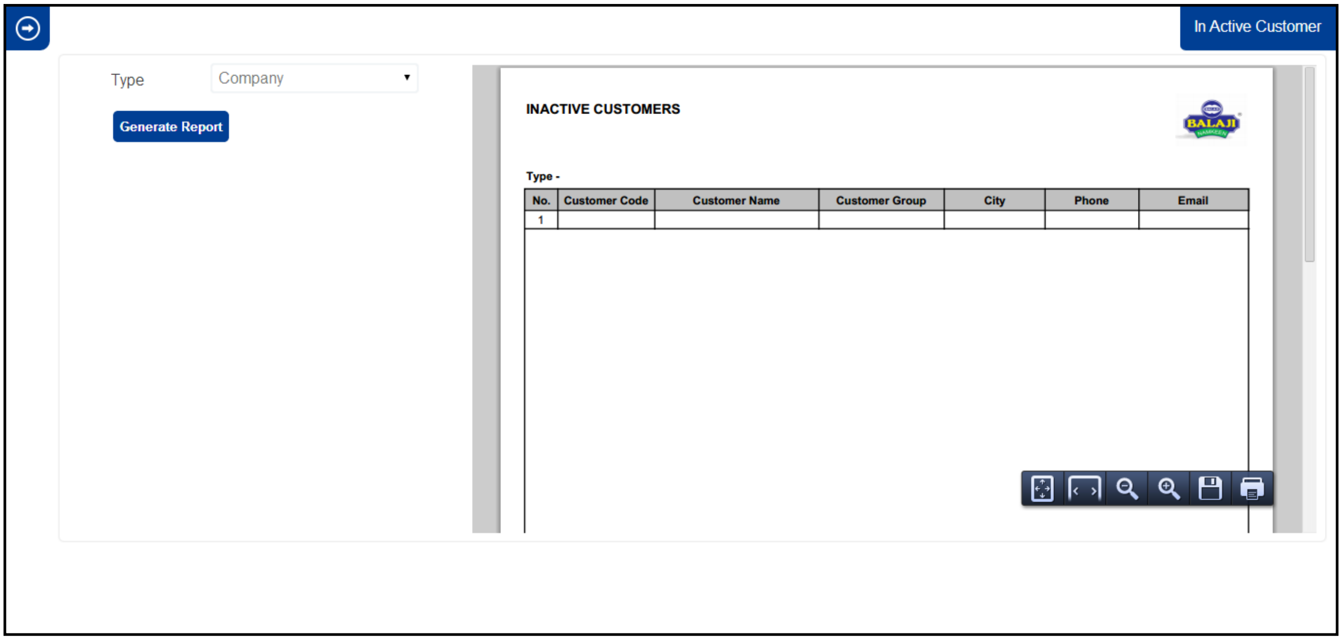
Employee Wise Currency

Employee wise currency will give you the report of the currency which employee gives you. It will generate a report of currency according to notes.



In-active Customers

In-active customers will give you a report of the customers which have not done any activity since past many days.



Inventory Return

Inventory return will give you a report of material which is returned due to some reason. It has the details of that material and total quantity returned.