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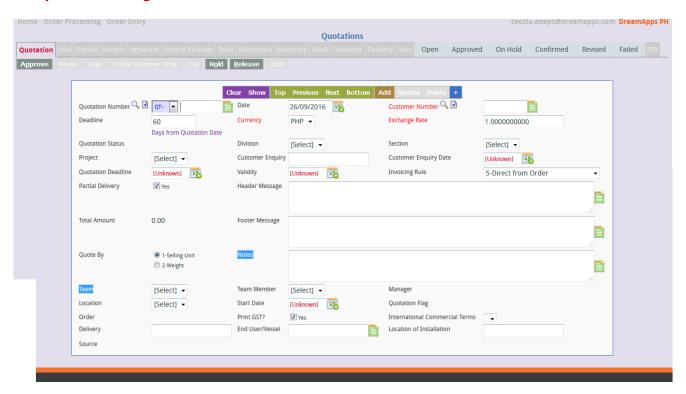
# **Common Terminlogy**

• Understanding the **Common Terminology** used in DreamApps is particularly useful and efficient from day-to-day usage of the system.

#### **Form**

• Entry screen that allows you to enter data.

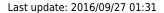
## Sample Form image

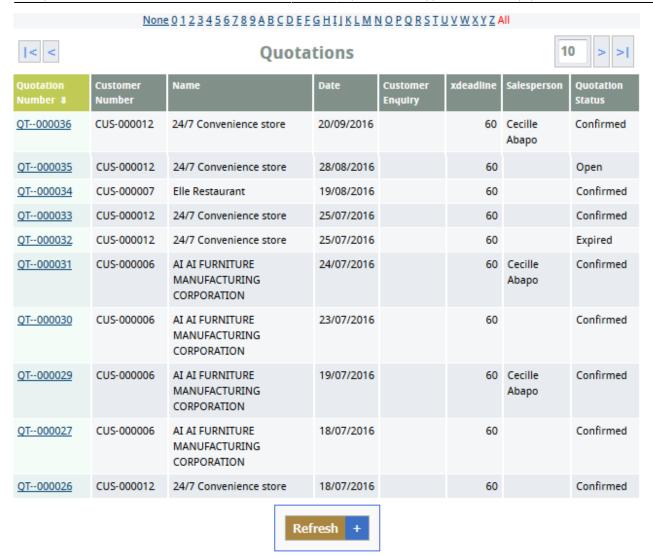


#### List

• Usually on the same page with form. A listing of database on the screen.

## Sample List image





#### **Buttons**

• The command button control is used to begin, interrupt, or end a process. When clicked, it invokes a command that has been written into its Click event procedure.

## Sample Button Image



#### Row

• Row Number - Starts at 10, follows by 20,30,,40...In case you want to add in a new row, just type in a Row Number, the details and it will be inserted in between two Rows.

Exmaple: If you type in Row Number 24, it will be inserted between 20 and 30.

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#### **Base Currency**

• The Base Currency you use to keep your accounts.

#### **Base Amount**

• The amount in Base Currency.

## **Prime Currency**

• The transacted currency, that is, the currency you use to transact with your costumers or suppliers. You may keep your accounts in Peso (base) and you can transact in any currencies (prime), like Peso, SGD, US Dollar, etc.

#### **Prime Amount**

• The amount in prime currency.

Illustration: The Prime Amount x The Exchange Rate = The base amount, that is

$$USD10,000 \times 1.750 = SGD17,500.00$$

and if the prime amount is the same as base amount, then

$$SGD10,000 \times 1.000 = SGD10,000.00$$

#### **Status**

Both the transaction header and details show the current status of the transaction. This information
is very important and the user should have a habit of knowing the exact status of the transaction
before they proceed to the next step. For example, in a Quotation header, there are several
statuses: Open, Confirmed, RFQ to Supplier, Revised and Failed. In a Quotation details, there are
also several statuses too: Open, Verified and Scheduled. You will get to know more, when we start
implementing OP, PO and SO modules.

#### Module

• Classifications of software functions.

#### **Header and Details**

 Most DreamApps transaction consists of header and detail. For example, a Quotation header will have transaction code + number, customer, etc and a Quotation detail will have item, price, quantity, etc.

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#### **Default**

• Original setting by the system or by the company.

#### Menu

• A selection box to choose the module or functions.

#### **Master Maintenance**

• Database of static information.

## **Transaction Code**

• Classifications of transactions.

## Group

 Very important field. Used for grouping of Items, Customers and Supplier for GL Interface and Analysis.

## **Interface Table**

• Certain matching values for posting to General Ledger.

## **On-line Update**

• source entries updating value automatically.

## **Batch Posting**

• Source entries updating target value after posting.

#### **Transaction Number**

• Transaction code + Running number

#### **Document Ref/No**

• User defined reference / number during transaction entry.

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## **Opening Balance**

• Brought forward values from previous year / month.

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