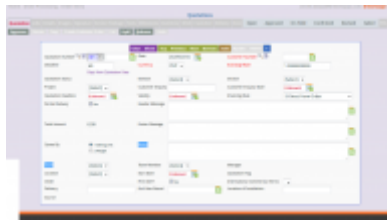# Common Terminlogy

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

Form

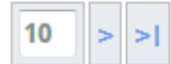- Entry screen that allows you to enter data.

Sample Form image

List

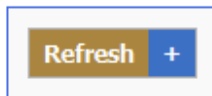- Usually on the same page with form. A listing of database on the screen.

Sample List image

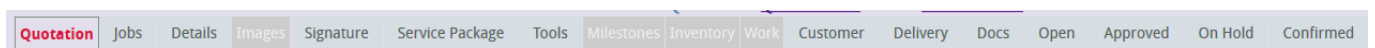None 0 1 2 3 4 5 6 7 8 9 A B C D E F F G H I J K L M N O P Q R S T U V W X Y Z All

Quotations

|<   <   10   >   >|

Quotation Number ⬇	Customer Number	Name	Date	Customer Enquiry	xdeadline	Salesperson	Quotation Status
QT--000036	CUS-000012	24/7 Convenience store	20/09/2016		60	Cecille Abapo	Confirmed
QT--000035	CUS-000012	24/7 Convenience store	28/08/2016		60		Open
QT--000034	CUS-000007	Elle Restaurant	19/08/2016		60		Confirmed
QT--000033	CUS-000012	24/7 Convenience store	25/07/2016		60		Confirmed
QT--000032	CUS-000012	24/7 Convenience store	25/07/2016		60		Expired
QT--000031	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	24/07/2016		60	Cecille Abapo	Confirmed
QT--000030	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	23/07/2016		60		Confirmed
QT--000029	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	19/07/2016		60	Cecille Abapo	Confirmed
QT--000027	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	18/07/2016		60		Confirmed
QT--000026	CUS-000012	24/7 Convenience store	18/07/2016		60		Confirmed

Refresh   **+**

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

| Quotation | Jobs | Details | Images | Signature | Service Package | Tools | Milestones | Inventory | Work | Customer | Delivery | Docs | Open | Approved | On Hold | Confirmed |

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.

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 x 1.750 = SGD17,500.00
```

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

```
    SGD10,000 x 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.

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.

Opening Balance

- Brought forward values from previous year / month.

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