

# Common Terminology

- 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

A screenshot of the DreamApps PH 'Quotations' form. The interface includes a top navigation bar with 'Home', 'Order Processing', and 'Order Entry'. A secondary bar shows the user 'cecille.abapo@dreamapps.com' and the application name 'DreamApps PH'. Below this is a 'Quotations' header with a search icon and a status filter 'Quotation'. A menu bar contains options like 'Jobs', 'Details', 'Images', 'Signature', 'Service Package', 'Tools', 'Milestones', 'Inventory', 'Work', 'Customer', 'Delivery', 'Docs', and a series of status buttons: 'Open', 'Approved', 'On Hold', 'Confirmed', 'Revised', 'Failed', and 'PRs'. The main form area is divided into several sections. On the left, there are input fields for 'Quotation Number' (with a dropdown 'QT-'), 'Deadline' (set to 60, with a note 'Days from Quotation Date'), 'Quotation Status' (a dropdown), 'Project' (a dropdown), 'Quotation Deadline' (set to '[Unknown]'), 'Partial Delivery' (checked 'Yes'), 'Total Amount' (0.00), 'Quote By' (radio buttons for '1-Selling Unit' and '2-Weight'), 'Team' (a dropdown), 'Location' (a dropdown), 'Order' (a dropdown), 'Delivery' (a dropdown), and 'Source' (a dropdown). The right section contains fields for 'Date' (26/09/2016), 'Currency' (PHP), 'Customer Number' (with a search icon), 'Exchange Rate' (1.0000000000), 'Division' (a dropdown), 'Section' (a dropdown), 'Customer Enquiry' (a dropdown), 'Customer Enquiry Date' (set to '[Unknown]'), 'Validity' (set to '[Unknown]'), 'Invoicing Rule' (set to '5-Direct from Order'), 'Header Message' (a text area), 'Footer Message' (a text area), 'Team Member' (a dropdown), 'Manager' (a dropdown), 'Start Date' (set to '[Unknown]'), 'Quotation Flag' (a dropdown), 'Print GST?' (checked 'Yes'), 'International Commercial Terms' (a dropdown), 'End User/Vessel' (a dropdown), and 'Location of Installation' (a dropdown). At the bottom of the form, there are buttons for 'Clear', 'Show', 'Top', 'Previous', 'Next', 'Bottom', 'Add', 'Update', and 'Delete'.

**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 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
<a href="#">QT--000036</a>	CUS-000012	24/7 Convenience store	20/09/2016		60	Cecille Abapo	Confirmed
<a href="#">QT--000035</a>	CUS-000012	24/7 Convenience store	28/08/2016		60		Open
<a href="#">QT--000034</a>	CUS-000007	Elle Restaurant	19/08/2016		60		Confirmed
<a href="#">QT--000033</a>	CUS-000012	24/7 Convenience store	25/07/2016		60		Confirmed
<a href="#">QT--000032</a>	CUS-000012	24/7 Convenience store	25/07/2016		60		Expired
<a href="#">QT--000031</a>	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	24/07/2016		60	Cecille Abapo	Confirmed
<a href="#">QT--000030</a>	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	23/07/2016		60		Confirmed
<a href="#">QT--000029</a>	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	19/07/2016		60	Cecille Abapo	Confirmed
<a href="#">QT--000027</a>	CUS-000006	AI AI FURNITURE MANUFACTURING CORPORATION	18/07/2016		60		Confirmed
<a href="#">QT--000026</a>	CUS-000012	24/7 Convenience store	18/07/2016		60		Confirmed
Refresh +							

<b>Buttons</b>	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.
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### Sample Button Image

Quotation	Jobs	Details	Images	Signature	Service Package	Tools	Milestones	Inventory	Work	Customer	Delivery	Docs	Open	Approved	On Hold	Confirmed
<b>Row</b>	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.

<b>Base Currency</b>	The Base Currency you use to keep your accounts.
<b>Base Amount</b>	The amount in Base Currency.

<b>Prime Currency</b>	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.
<b>Prime Amount</b>	The amount in prime currency

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

$$\text{USD}10,000 \times 1.750 = \text{SGD}17,500.00$$

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

$$\text{SGD}10,000 \times 1.000 = \text{SGD}10,000.00$$

<b>Status</b>	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.
<b>Module</b>	Classifications of software functions.
<b>Header and Details</b>	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.
<b>Default</b>	Original setting by the system or by the company.
<b>Menu</b>	A selection box to choose the module or functions.
<b>Master Maintenance</b>	Database of static information.
<b>Transaction Code</b>	Classifications of transactions.
<b>Group</b>	Very important field. Used for grouping of Items, Customers and Supplier for GL Interface and Analysis.
<b>Interface Table</b>	Certain matching values for posting to General Ledger.
<b>On-line Update</b>	source entries updating value automatically.
<b>Batch Posting</b>	Source entries updating target value after posting.
<b>Transaction Number</b>	Transaction code + Running number
<b>Document Ref/No</b>	User defined reference / number during transaction entry.
<b>Opening Balance</b>	Brought forward values from previous year / month.

### Exercise: Buttons

Please practice the following buttons used almost by all modules.

- Click on **Clear** button, the screen becomes a blank page.
- Click on **Top** button, the screen will show you the last number. In this instance, it will

show you the last number for transaction code: QT-. Alternatively, you may also select the transaction code you want to work on, enter the number and click on **Show** button, the system will show you the specified transacton.

- Select the transaction code you want to work on. Enter all the necessary information on

the screen, click on **Add** button, you will see a new number for that transaction code is created.

- If you need to make correction, just go ahead and do the changes, and after you have completed the changes, click on **Update** button to save the changes.

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