



Search for an Order

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

93.1

Order 93.1 (PO 23423)

SELLER: VENDOR

Welcome John Smith! (You Are On The LITE Support Plan)

Help

WELCOME TO CLOUD ERP

Getting Started Guide makes it easier.  
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).  
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

INVOICE VALUES

	Ext Resale ⓘ	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$1,000.00	\$0.00	\$1,000.00	100 %
MTD	\$1,000.00	\$0.00	\$1,000.00	100 %
Prior MTD	\$0.00	\$290.00	\$-290.00	0 %
Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$290.00	\$-290.00	0 %
YTD	\$3,149.90	\$5,249.73	\$-2,099.83	-66 %
Prior YTD	\$120,000.00	\$276.25	\$119,723.75	99 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

Update

INVENTORY \$689,653.12

92.7%

754

PRT

NEU

SUB

RAW

Other

SALES FUNNEL

First Touch: 2

Qualification: 1

Development: 2

Quoting: 1

OPEN SALES ORDERS ⓘ

This Month: Next Month: Third Month: Remaining:

Resale

 Click Prepay

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

Order 93.1

Pending Approval: John Smith

VIEW

EDIT

DETAILS/SERIALS

INVOICE/SHIP

CLOSE LINE/ALL

MERGE

PDF (QUICK)

PRO FORMA PDF

COMMISSION

RELEASE TO WH

WORKORDER VIEW +

PREPAY

PROGRESS BILLING

PACKING SLIP

PACKING LABEL

FULL ORDER PLATE

QUOTE 93

CREATE WO

CREATE PQUOTE

OUTSOURCE POS (0) +

DOCUMENTS (0)

NOTES (0)

Build Process 1 2 3 4 5

3. Pick Parts/Material Line 1

Hide Warnings

Order Requires Prepayment Of \$250,000.00

Customer	Edge Products (4)	Location	MN	Ordered On	2022-08-12
Buyer		P.O. Number	23423	Assembly?	Yes
Ship Via	UPS Ground	Customer Email		Carrier Account #	
Tax Group	(0%)	Terms	NET30(\$50 Upfront)	FOB/Incoterms	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	New (0)
More Options					

+/- Columns

#	Qty	Trans Code	Prctpart	Cost	Resale	Adj GM	Work Start Date	Status	Prod Line	Labor Days	Ext. Cost	Tax	Ext. Resale	
1	500	Build	WLM10000300	\$0.00	\$1,000.00		2022-08-22	Scheduling	100	5	\$0.00	\$0.00	\$500,000.00	
												Tax ( 0%):		\$0.00
												Freight:	\$0.00	\$0.00
												Total:	\$0.00	\$500,000.00

Reschedule



Select the customer's payment method.

**CETEC ERP** SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

### Order 93.1

VIEW  
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INVOICE/SHIP  
CLOSE LINE/ALL  
MERGE  
PDF (QUICK)  
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FULL ORDER PLATE  
QUOTE 93  
CREATE WO  
CREATE PQUOTE  
OUTSOURCE POS (0) +  
DOCUMENTS (0)  
NOTES (0)

Approval: John Smith

Help

18-12

ment

0)

Tax	Ext. Resale
\$0.00	\$500,000.00
Tax (0%):	\$0.00
Freight:	\$0.00
Total:	\$500,000.00

Reschedule

Close? ☐

Deposit (create new deposit) Payment Value To (GL Account)

New Prepayment Amount \$250,000.00 Date Received 2022-09-20

Write Off/Charges 0 Ref #

413000 Discounts

Payment Method Check (non-system)

Apply Unapplied Cash (select type) Amount Add Unapplied Cash

ACH

✓ Check (non-system)

Wire

Apply Credit Memo (Select Credit Memo) Amount Add Credit Memo

Auto Apply Generated Unapplied Cash on Invoice? ☒ Close Prepay Total Prepay Amount: \$250,000.00

CALCULATE PREPAYMENT AMOUNT



## Enter Reference Number

**CETEC ERP** SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

### Order 93.1

VIEW  
EDIT  
DETAILS/SERIALS  
INVOICE/SHIP  
CLOSE LINE/ALL  
MERGE  
PDF (QUICK)  
PRO FORMA PDF  
COMMISSION  
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PREPAY  
PROGRESS BILLING  
PACKING SLIP  
PACKING LABEL  
FULL ORDER PLATE  
QUOTE 93  
CREATE WO  
CREATE PQUOTE  
OUTSOURCE POS (0) +  
DOCUMENTS (0)  
NOTES (0)

Approval: John Smith

Help

08-12

ment  
(0)

Tax	Ext. Resale
\$0.00	\$500,000.00
Tax (0%):	\$0.00
Freight:	\$0.00 \$0.00
Total:	\$0.00 \$500,000.00

Reschedule

Deposit (create new deposit)  Payment Value To (GL Account)

New Prepayment Amount \$250,000.00 Date Received 2022-09-20

Write Off/Charges 0 Ref #

413000 Discounts

Payment Method Check (non-system)

Apply Unapplied Cash (Select Unapplied Cash) Amount [Add Unapplied Cash](#)

Apply Credit Memo (Select Credit Memo) Amount [Add Credit Memo](#)

Auto Apply Generated Unapplied Cash on Invoice? ☒ [Close](#) [Prepay](#) Total Prepay Amount: \$250,000.00

**CALCULATE PREPAYMENT AMOUNT**



Scroll down and click **Prepay**

**CETEC ERP** SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES **ORDERS** INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

**Order 93.1**

VIEW  
EDIT  
DETAILS/SERIALS  
INVOICE/SHIP  
CLOSE LINE/ALL  
MERGE  
PDF (QUICK)  
PRO FORMA PDF  
COMMISSION  
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PREPAY  
PROGRESS BILLING  
PACKING SLIP  
PACKING LABEL  
FULL ORDER PLATE  
QUOTE 93  
CREATE WO  
CREATE PQUOTE  
OUTSOURCE POS (0) +  
DOCUMENTS (0)  
NOTES (0)

Approval: John Smith

Help

18-12

ment

0)

Tax Ext. Resale

\$0.00 \$500,000.00

Tax (0%): \$0.00

Freight: \$0.00 \$0.00

Total: \$0.00 \$500,000.00

Reschedule

**Order 93.1**

**Prepayment Form:**

New Prepayment Amount: \$250,000.00 Date Received: 2022-09-20

Write Off/Charges: 0 Ref #: 69872343

413000 Discounts

Payment Method: Check (non-system)

Apply Unapplied Cash: (Select Unapplied Cash) Amount: Add Unapplied Cash

Apply Credit Memo: (Select Credit Memo) Amount: Add Credit Memo

Auto Apply Generated Unapplied Cash on Invoice? ☒ **Close** **Prepay** Total Prepayment Amount: \$250,000.00

**CALCULATE PREPAYMENT AMOUNT**

Line	Prcpart	Value	Include? <input type="checkbox"/>
Line	WLM10000300	\$500,000.00	<input checked="" type="checkbox"/>

T

Note, the order is now prepaid.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

Order 93.1

Pending Approval: John Smith

VIEW

EDIT

DETAILS/SERIALS

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PDF (QUICK)

PRO FORMA PDF

COMMISSION

RELEASE TO WH

WORKORDER VIEW +

PREPAY

PREPAYMENTS +

PREPAYMENT 9

PROGRESS BILLING

PACKING SLIP

PACKING LABEL

FULL ORDER PLATE

QUOTE 93

CREATE WO

CREATE PQUOTE

OUTSOURCE POS (0) +

DOCUMENTS (0)

NOTES (0)

Build Process 1 2 3 4 5

3. Pick Parts/Material Line 1

Hide Warnings

Order Prepaid (\$250,000.00)

Customer	Edge Products (4)	Location	MN	Ordered On	2022-08-12
Buyer		P.O. Number	23423	Assembly?	Yes
Ship Via	UPS Ground	Customer Email		Carrier Account #	
Tax Group	(0%)	Terms	NET30(\$50 Upfront)	FOB/Incoterms	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	New (0)
More Options					

+/- Columns

#	Qty	Trans Code	Prctpart	Cost	Resale	Adj GM	Work Start Date	Status	Prod Line	Labor Days	Ext. Cost	Tax	Ext. Resale	
1	500	Build	WLM10000300	\$0.00	\$1,000.00		2022-08-22	Scheduling	100	5	\$0.00	\$0.00	\$500,000.00	
												Tax ( 0%):		\$0.00
												Freight:	\$0.00	\$0.00
												Total:	\$0.00	\$500,000.00

Reschedule



You can also process a prepayment on a quote. Click **Prepay** on the left-hand navigation of the Quote.

**CETEC ERP**

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

VIEW & EDIT

SEND +

COMMIT TO ORDER

QUOTING TOOLS +

COMMISSION

DOCUMENTS (0)

NOTES (0)

**PREPAY**

CREATE PQOTE

**Quote/Order Worksheet 107**

Success: Quote Header Updated

**Sell Process** 1 2 3 4 5

1. Create Quote / Order Worksheet

Customer

Edge Products (4)

Edge Products 222 main st austin, tx 78704

Contact

Cust PO #

Owner

techx

Status

Open

Notifier Options

Normal

Inside Sales

Outside Sales

More Options

Add Line

Change All Lines

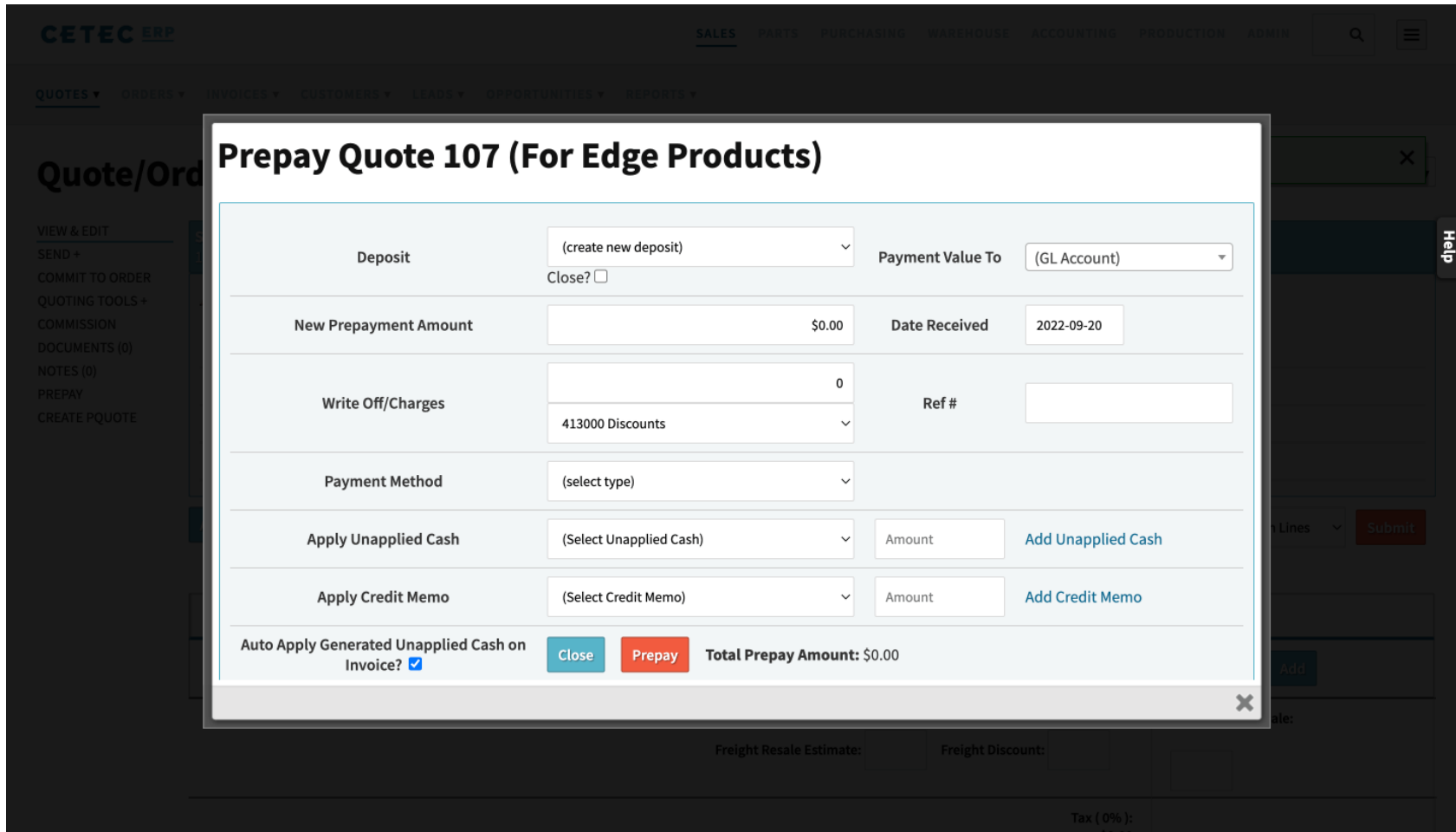
Show Open Lines

Submit

+/- Columns

#	PRC	Part	Rev	Ship Date	Work Start Date	Lead Time	Qty	
		<div>Search parts</div>		<div>Ship</div>	<div>Work Start</div>		<div>1</div>	<div>Add</div>
<div>Freight Resale Estimate:</div>								<div>Final Freight Resale:</div>
<div>Freight Discount:</div>								
<div>Tax ( 0% ):</div>								<div>00.00</div>

 Input the values in the same manner as the prepayment on an order.



The screenshot shows the CETEC ERP interface with a modal window titled "Prepay Quote 107 (For Edge Products)". The modal contains the following fields and controls:

- Deposit:** A dropdown menu with the value "(create new deposit)".
- Payment Value To:** A dropdown menu with the value "(GL Account)".
- Close?** A checkbox.
- New Prepayment Amount:** A text input field with the value "\$0.00".
- Date Received:** A date input field with the value "2022-09-20".
- Write Off/Charges:** A text input field with the value "0".
- Ref #:** A text input field.
- 413000 Discounts:** A dropdown menu.
- Payment Method:** A dropdown menu with the value "(select type)".
- Apply Unapplied Cash:** A dropdown menu with the value "(Select Unapplied Cash)".
- Amount:** A text input field.
- Add Unapplied Cash:** A blue button.
- Apply Credit Memo:** A dropdown menu with the value "(Select Credit Memo)".
- Amount:** A text input field.
- Add Credit Memo:** A blue button.
- Auto Apply Generated Unapplied Cash on Invoice?** A checkbox with the value checked.
- Close:** A blue button.
- Prepay:** A red button.
- Total Prepay Amount:** A text label with the value "\$0.00".

The background shows the CETEC ERP navigation menu with options like QUOTES, ORDERS, INVOICES, CUSTOMERS, LEADS, OPPORTUNITIES, and REPORTS. The left sidebar has options like VIEW & EDIT, SEND +, COMMIT TO ORDER, QUOTING TOOLS +, COMMISSION, DOCUMENTS (0), NOTES (0), PREPAY, and CREATE PQOTE. The right sidebar has a Help button. The bottom of the screen shows fields for Freight Resale Estimate, Freight Discount, and Tax (0%).





Scan to go to the interactive player