# Sales Program

## Module Guide: Sales Program

### Module Location

Sales > Sales Program

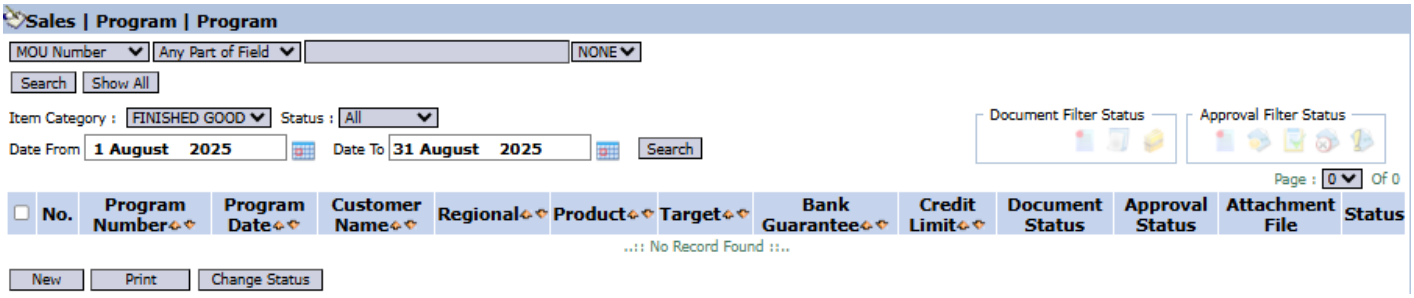
### Module Objective

The **Sales Program** module is used to create a high-level sales program or cooperation agreement with a customer. This document defines various agreed-upon commercial terms, such as targets, discounts, credit limits, and payment terms for a specific period.

**Note**: This module has a very similar function and appearance to the **Memorandum of Understanding (MOU)** module.

## 1. Main View (Program List)

The main page of this module displays a list of all Sales Programs that have been created.




### View Explanation & Filters

This page is for viewing and managing all existing programs.

- **Filters**: You can search for a specific program by **MOU Number**, **Item Category**, **Status**, or a date range (**Date From / Date To**).
- **Program List**: The table below will display a summary of each program, with columns such as **Program Number**, **Customer Name**, **Target**, and **Credit Limit**.

### Button Functions

- **New**: The primary button to create a new Sales Program.
- **Print**: To print the details of a selected program.
- **Change Status**: To change the status of a selected program.

# 2. Steps to Create a New Sales Program

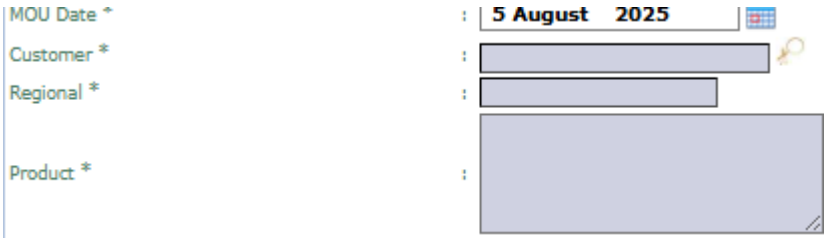
### Step 1: Create a New Program

From the Main View, click the **New** button to open the new program creation form. 

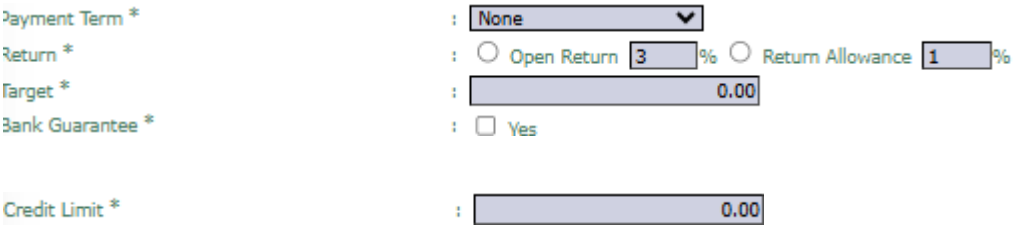

### Step 2: Fill in Program Details

Fill in all the relevant information on the form that appears. Fields marked with `(*)` are mandatory.

- **Basic Information**:
  - The **MOU Number** will be filled automatically. Fill in the **MOU Date** (Program Date), select the **Customer**, **Regional**, and the **Product** covered by this program.




- **Commercial Terms**:
  - Complete all agreed-upon commercial requirements such as **Discount**, **Payment Term**, **Return**, **Target**, **Bank Guarantee**, and **Credit Limit**.




### Step 3: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the program as a draft. 

- **Confirm**: To finalize and send the program into the approval workflow.

- **Cancel**: To cancel the entry. 


# Tips & Important Notes

- The program created here will become the master agreement that governs the terms of transactions with the selected customer during the program's period.
- Ensure all commercial terms such as **Credit Limit** and **Payment Term** are filled in accurately, as the system will

likely use this data for automatic validation of sales transactions.

- A program that has been **Confirmed** will likely go to a **Sales Program Inbox** for further approval by management.

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