

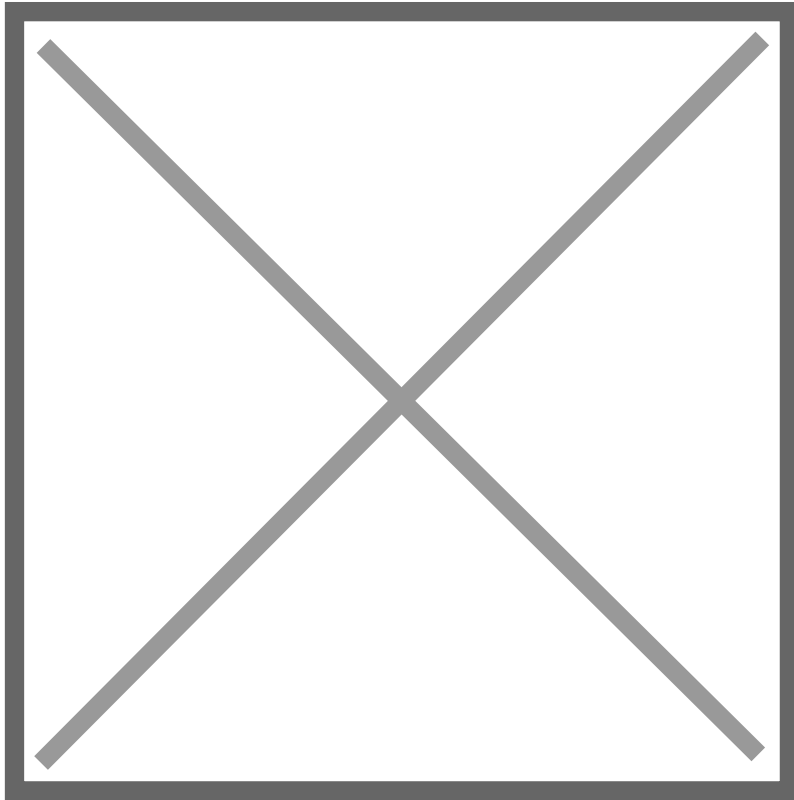
Sales Order Menu

- [Sales Order Search](#)
- [Add Sales Order](#)
- [Advanced Add Sales Order](#)
- [Sales order default settings](#)
- [Sales Order Bypass WIP and Reserve stock](#)
- [Serial Number Import \(Sales Order Confirm\)](#)

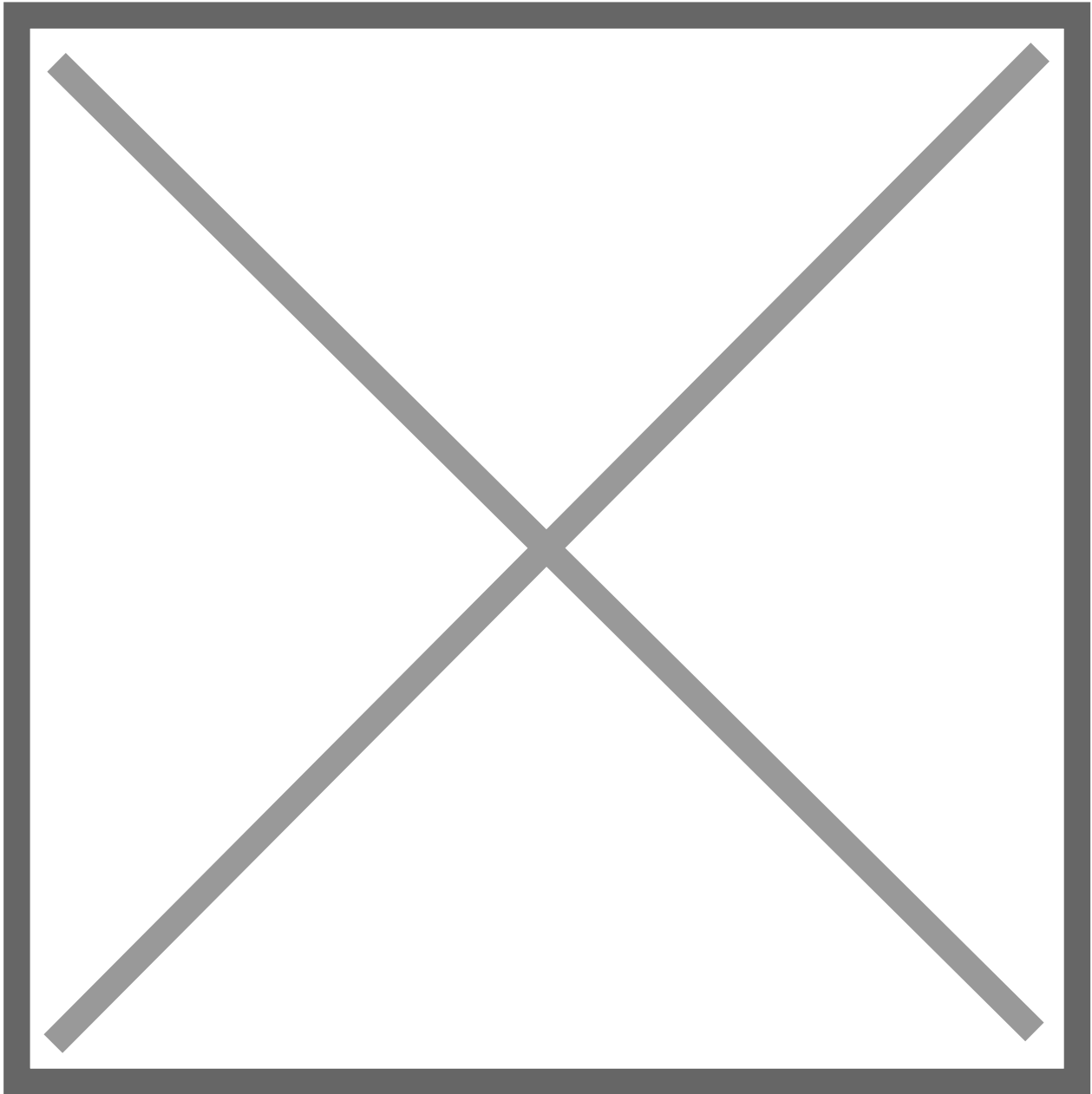
Sales Order Search

Debtors Module> Activity> Sales Order

Video training manual 2016 - [Click Here](#)



Sales Order processing occurs after receipt of a sales order from a customer.



Buttons defined

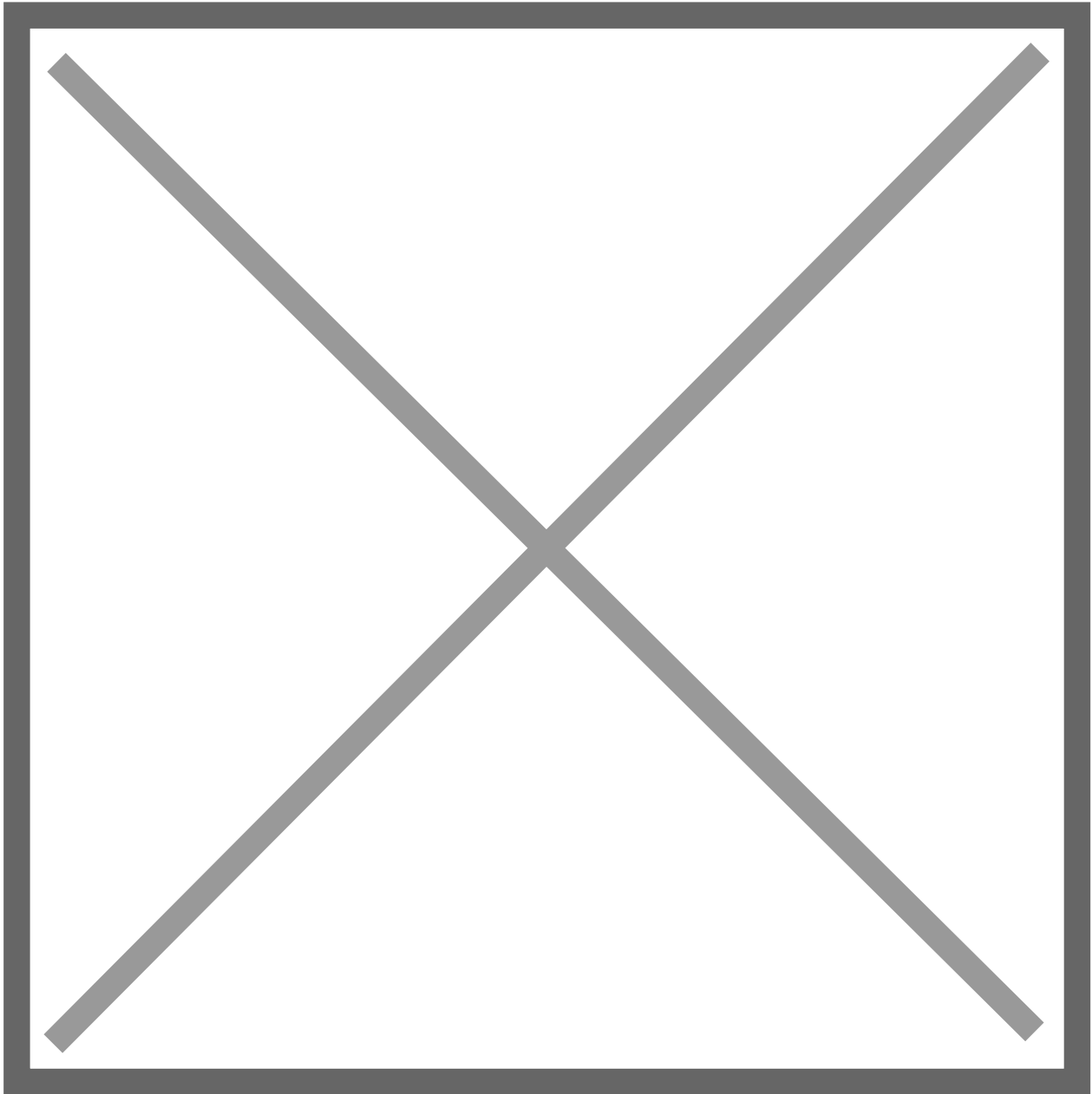
Search	Search for an existing sales Order
Add	Add a new Sales Order
Edit	edit an existing sale Order
Cancel	Cancel a sales order
Close	Close a sales Order
Create reminder	Create a reminder for the sales order
Create Stock request	create a stock request
Actions	This button opens up action items that can authorize, unauthorize, confirm, confirm quantity, process a sales order

Print/Export	print sales order - or export sales order details to excel.
---------------------	---

Search options

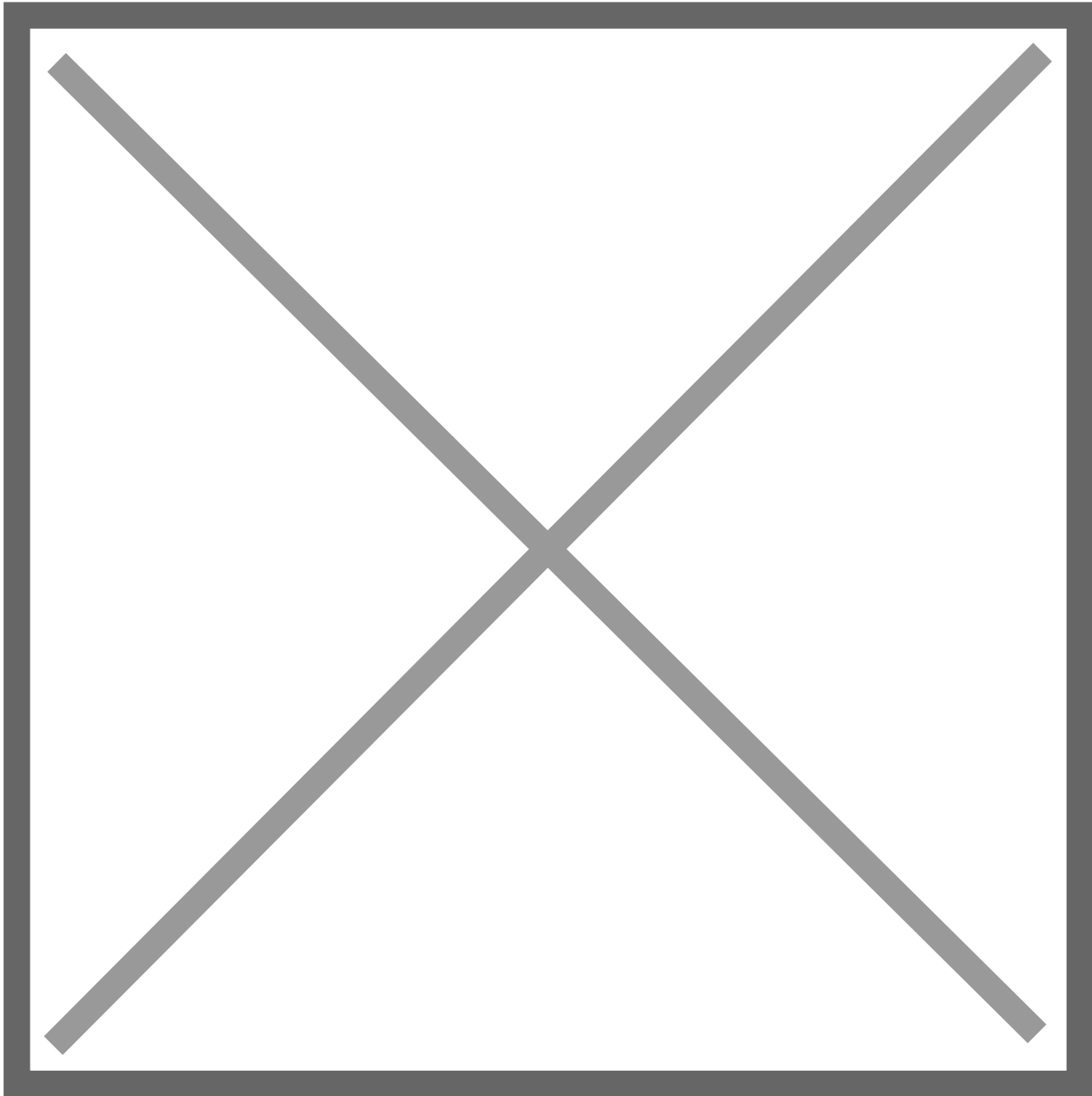
Customer Name	Allows a user to search by customer and the system will pull only the sales order for that selected customer
Date From	Select the date from which the sales order will be functional from
Sales Order Number	Search by selecting the sales order number
Sales Rep	Search by selecting the sales Rep from the drop-Down Menu
Date to	Search by selecting the date to

Custom Fields Tab



Contract / Expand Tab

Search by Selecting from the category from the drop down arrow



Import Document

Sales Order

Search

Add

Edit

Clone

Create Reminder

Create Stock Request

Close / Cancel

Approvals

Process

Print / Export

Basic Search

Custom Search

Expand

Sales Order No.:

Customer:

Description:

Date From:

2024-09-30

Sales Order Status:

Preparation And Authorized

Reference:

Date To:

2024-10-30

Total Ex VAT:

757.00

Total VAT:

113.55

Total Inc VAT:

870.55

Page 1 of 1

Remove Paging:

Revert SO

Import Document

Quote Number	#	Att	Memo	Ship	%	Progress	Sales Order No.	On Hold	Date	Due Date	Shippi
--------------	---	-----	------	------	---	----------	-----------------	---------	------	----------	--------

Sales Order

Search Add Edit Clone Create Reminder Create Stock Request Close / Cancel Approvals Process

Basic Search Custom Search Expand

Sales Order No.:

Customer: L: ☐ Sales Order Status:

Description: Reference:

Date From: Date To:

Total Ex VAT: 757.00 Total VAT: 113.55 Total: 870.55

Approvals

- Authorize
- Unauthorize
- Confirm
- Confirm Qty
- Import Back Orders
- Partial Complete

Import Back Orders

Import Back Orders

Import Back Orders and Close SO Close

Customer: IMRAAN NEW Doc No: SO10835

Code: 1172 Date: 2024-10-30

Description: test stationery Reference:

Page 1 of 1 Displaying 1 - 1 of 1

#	Doc No	Date	Customer	Description	Reference	Order No	Qty B/O
1	SO10806	2024-07-29	IMRAAN NEW	test pick slip or...			7

Import / Export

Sales Order

Search Add Edit Clone Create Reminder Create Stock Request Close / Cancel Approvals Process Print / Export Import / Export

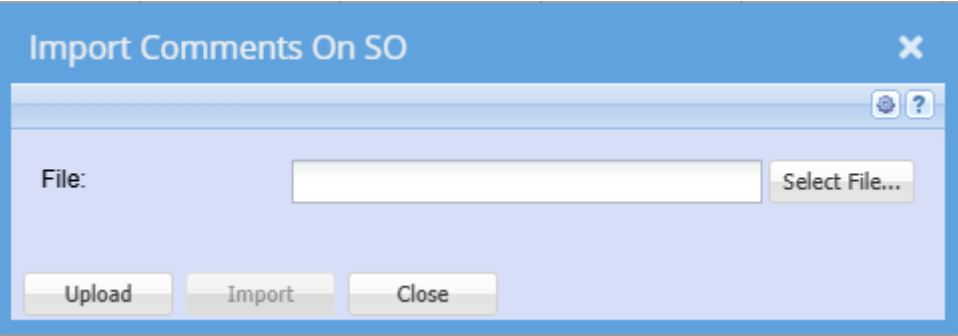
Basic Search Custom Search Expand

Sales Order No.:

Customer: Sales Order Status:

Import / Export

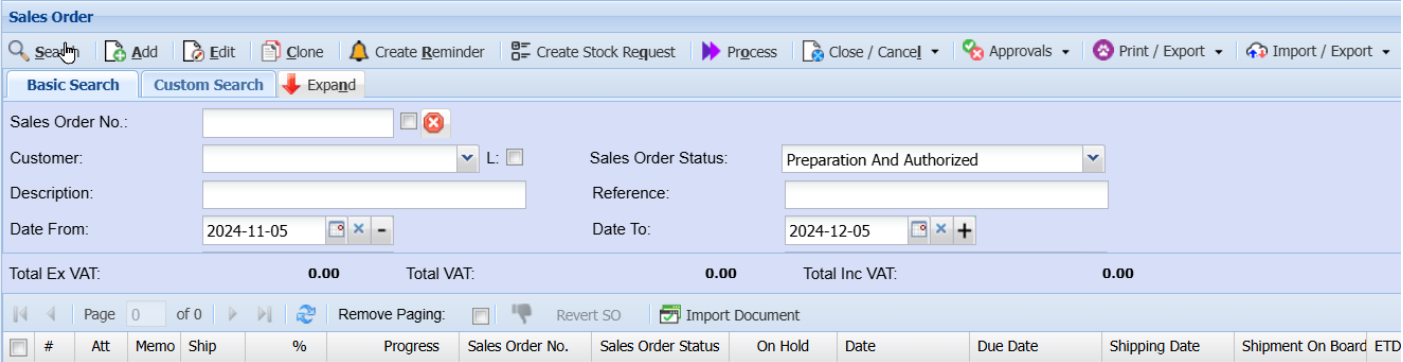
- Import Comments On SO



Keyboard quick keys

Quick keys help access functions using the keyboard

Used with Alt + Letter



Search	Alt + s	Search for Quotes
Add	Alt + a	Add a new Quote
Edit	Alt + e	Edits the Quote that is highlighted
Clone	Alt + c	Clone the highlighted Quote
Create Reminder	Alt + r	Creates a reminder to highlighted Quote
Create Stock Request	Alt + q	Opens the dialog window for Stock Request
Process	Alt + o	Process Sales Order
Print Sales Order	Alt + p	Print Sales Order
Expand / Contract	Alt + n	Expands / Contracts the header section of the window
Close / Cancel	Alt + l	Focus on the Close / Cancel split button
Tab Basic Search	Alt + 1	Basic Search
Tab Custom Search	Alt + 2	Custom Search

Add Sales Order

Detail Tab

Debtors Module> Activity> Sales Order

The Sales Orders screen will open

To search for existing Sales Orders, select your search criteria and click search

Search criteria can be sales order description, order number, customer name, etc

Select a date range

To create a new Sales Order, Click the Add Button as shown below

AttachmentsMemoCreate ReminderFunctionsSend Email ConfirmOrder HistoryImport

Sales Order

DetailAddressExtrasLinkShippingDocsCustom Fields

Sales Order No.:

Customer:

Customer Name:

Sales Rep.:

Sales Order Date:

Due Date:

Debtor Status:

Sales Order Status:

Description:

Reference:

Order Number:

Currency View:

Exchange Rate:

Comment:

Save

Close

Print SO

Authorize SO

Confirm SO

Process SO

T & Cs

View Quote

Revert SO

Items

Page 0 of 0

Paging

Add

Note

Edit

Delete

Quick

Barcode

Show/Hide

No data to display

#	Line Reference	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Order Qty	Reserved Qty	Confirmed Qty
---	----------------	----------	----	--------	------	------	-------------	-----------	-----------	--------------	---------------

After clicking Add the screen below will appear

Attachments

Memo

Create Reminder

Functions

Send Email Confirm

Order History

Import

Sales Order

Save

Close

Print SO

Authorize SO

Confirm SO

Process SO

T & Cs

View Quote

Revert SO

Detail

Address

Extras

Link

Shipping

Docs

Custom Fields

Sales Order No.:

SO10798

Sales Order Status:

Preparation

Customer:

OTS001

Description:

Test 1

Customer Name:

Otsile

Reference:

Test 1

Sales Rep.:

Company

Order Number:

125

Sales Order Date:

2024-07-11

Currency View:

Document Currency

Due Date:

2024-08-20

20 Day Of Month 1

Exchange Rate:

1

R - Rand South Africa

Debtor Status:

Commission Complete

Comment:

Items

Page 0 of 0

Paging

Add

Note

Edit

Delete

Quick

Barcode

Show/Hide

No data to dis

#	Line Reference	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Order Qty	Reserved Qty	Confirmed Qty
---	----------------	----------	----	--------	------	------	-------------	-----------	-----------	--------------	---------------

Add Line Items

You can only add a line item after adding all the necessary information needed on the sales order details tab and all greyed out buttons have been greyed out

To add line items click on the middle Add Button shown below

Attachments

Memo

Create Reminder

Functions

Send Email Confirm

Order History

Import

Sales Order

Save

Close

Print SO

Authorize SO

Confirm SO

Process SO

T & Cs

View Quote

Revert SO

Detail

Address

Extras

Link

Shipping

Docs

Custom Fields

Sales Order No.:

SO10798

Sales Order Status:

Preparation

Customer:

OTS001

Description:

Test 1

Customer Name:

Otsile

Reference:

Test 1

Sales Rep.:

Company

Order Number:

125

Sales Order Date:

2024-07-11

Currency View:

Document Currency

Due Date:

2024-08-20

20 Day Of Month 1

Exchange Rate:

1

R - Rand South Africa

Debtor Status:

Commission Complete

Comment:

Items

Page 0 of 0

Paging

Add

Note

Edit

Delete

Quick

Barcode

Show/Hide

No data to dis

#	Line Reference	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Order Qty	Reserved Qty	Confirmed Qty
---	----------------	----------	----	--------	------	------	-------------	-----------	-----------	--------------	---------------

Then the screen below will appear

Add Sales Order Item QTY: 1815

Sale Order Item

Inventory Overview | View Image | Task link | Functions | Currency: R - Rand South Africa | Points: 0 | Category: Stock | Close

Details | Notes | UOM | Specs | Build Kit

Stock Item:	101142 - Below Zero Mango 12x150ml MG			Lead Time:	0
Description:	Below Zero Mango 12x150ml MG			Order Date:	2024-08-21
Item Group:		Reserve Qty:	0	Reminder Date:	2024-08-21 Reminder
Order Qty:	10	Warehouse:	MAST - Master Warehouse	Required Date:	2024-08-21
Confirmation Type:	Confirmation			Supplier:	MAD SOUND EQUIPMENT
Pricing Structure:	Default	UOM Type:		Drop Ship:	☐ RFQ: ☐
Selling Ex VAT:	13.2	UOM:		PO Qty:	
Selling Inc VAT:	☐ 13.2	Line Discount:	0 Promotion: ☐	Item Code:	
Sub Total Selling:	132.0	VAT Type:	07 Non VAT:0	Item Cost:	R 0.00
VAT Value:	0.0	Mark-up %:	52.42 ☐	Item Discount:	0.00% 0.00
Total Selling:	132.0	Cost Per Unit:	8.66	Last Updated:	2023-09-20 09:17:10
Line Reference:		Profit Cost / Unit:	4.5	Last Updated By:	Malcolm Granville
Sequence No.:	1	Total Cost:	86.60	Internal Note:	
Show In Print:	☒	Flag for Report:	☐		
BOM Selection:		Weight Per Unit:	13.50		
Division:		Total Weight:	13.50		
Region:		Sales Rep:	Company		
		Project:			

Save & New | Save & Close | Close

Update Cost | Recalculate Item

Select the item you wish to create a sales order for on the drop-down selection

You can also search for the item by using part of the code or the name of the item

You can change the description to match what you want to see on a sales order or leave it as it is

Enter the quantity or how many items you creating a sales order for

Make sure pricing is correct

Select a relevant warehouse if you have multiple warehouses

Select the correct VAT Type

Click Save & Close if capturing numerous line items

Click Save & Close if capturing a single line item

Once done

All line items will appear on the grid below

Attachments

Memo

Create Reminder

Functions

Send Email Confirm

Order History

Import

Sales Order

Save

Close

Print SO

Authorize SO

Confirm SO

Process SO

T & Cs

View Quote

Revert SO

Detail

Address

Extras

Link

Shipping

Docs

Custom Fields

Sales Order No.: SO10798

Sales Order Status: Preparation

Customer: OTS001

Description: Test 1

Customer Name: Otsile

Reference: Test 1

Sales Rep.: Company

Order Number: 125

Sales Order Date: 2024-07-11

Currency View: Document Currency

Due Date: 2024-08-20 20 Day Of Month 1

Exchange Rate: 1 R - Rand South Africa

Debtor Status: Commission Complete

Comment:

Items

Page 1 of 1

Paging

Add

Note

Edit

Delete

Quick

Barcode

Show/Hide

Displaying 1 -

#	Line Reference	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Order Qty	Reserved Qty	Confirmed Qty
1		1			Stock	111100060	Below Zero Water	Master Wareho...	2		0
2		2			Stock	101142	Below Zero Man...	Master Wareho...	15		0

Footer

Promotion Value: 0.00

Clear Discount

Discount %: 0

Amt: 0.0

Service Month: July

Employee: Otsile Loate

Pricing Analysis

Margin %

Mark-up %

Cost Ex VAT

Profit

31.26

24.36

149.79

68.12

Total

Selling

Sub Total

Discount

Ex VAT

VAT

Inc VAT

217.9

0.0

217.9

0.0

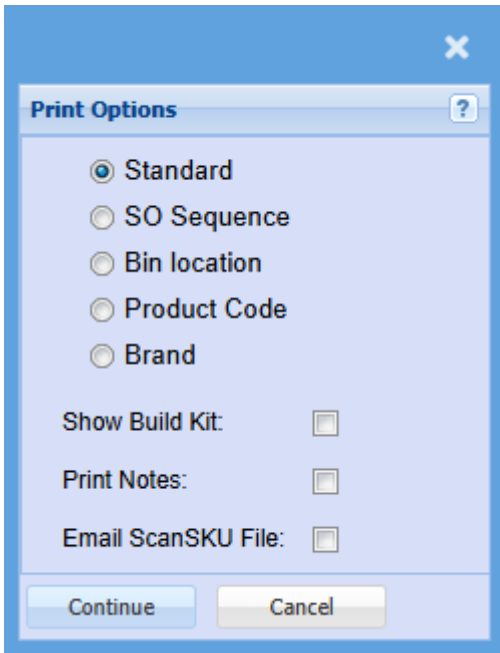
217.9

After capturing you can send it to a relevant person to authorize the SO

Once a PO is authorized you can confirm it so the warehouse staff can confirm the quantity and start picking stock

Sales order Printing Options

After clicking confirm the printing options will pop up below:



Print Options

☒ Standard
☐ SO Sequence
☐ Bin location
☐ Product Code
☐ Brand

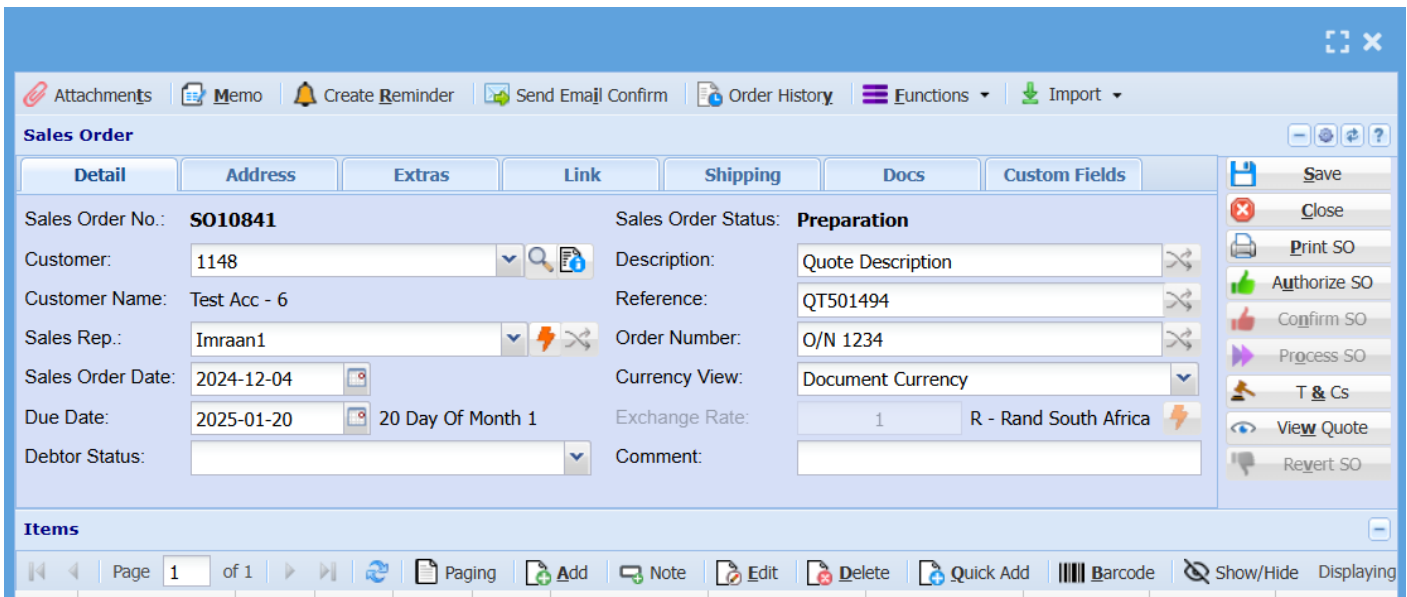
Show Build Kit: ☐
 Print Notes: ☐
 Email ScanSKU File: ☐

Click [here](#) to see a manual on how to confirm sales order quantity

Keyboard quick keys for Sales Order Detail

Quick keys help access functions using the keyboard

Used with Alt + Letter



Sales Order

Sales Order No.: **SO10841** Sales Order Status: **Preparation**

Customer: 1148 Description: Quote Description

Customer Name: Test Acc - 6 Reference: QT501494

Sales Rep.: Imraan1 Order Number: O/N 1234

Sales Order Date: 2024-12-04 Currency View: Document Currency

Due Date: 2025-01-20 Exchange Rate: 1 R - Rand South Africa

Debtor Status: Comment:

Items

Page 1 of 1 Paging Add Note Edit Delete Quick Add Barcode Show/Hide Displaying

Attachment	Alt + t	Opens the Attachment window
Memo	Alt + m	Opens the Memo window
Create Reminder	Alt + r	Opens the Reminder window
Send Email Confirmation	Alt + i	Sends an email to the contact person on Confirmation of Sales Order
Order History	Alt + o	Opens the Order History window

F unctions	Alt + f	Focus on the Function split button
S ave	Alt + s	Saves the sales order
C lose	Alt + c	Closes the sales order window
P rint SO	Alt + p	Print the Sales Order
A uthorize SO	Alt + u	Authorize the Sales Order
C onfirm SO	Alt + n	Confirm the Sales Order
P rocess SO	Alt + o	Process the Sales Order
T & Cs	Alt + &	Opens the Terms and Conditions window
V iew Quote	Alt + w	Opens the associated quote for viewing (if applicable)
R evert SO	Alt + v	Resets the Sales Order to Preparation Status
A dd	Alt + a	Opens a New Sales Order Line Detail window
E dit	Alt + e	Opens the Sales Order Line Detail window for the selected sales order line
D elete	Alt + d	Deletes the selected line from the sales order
Q uick Add	Alt + q	Opens the quick add window to add a sales order line to the sales order
B arcode	Alt + b	Opens the Barcode window to add an item using barcode scanning
Attachment Button	Alt + 0	Focus on the Attachment button
Tab Sales Order Detail	Alt + 1	Sets the tab notebook to the Sales Order Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tabnotebook

Keyboard quick keys for Sales Order Line Item Detail

Quick keys help access functions using the keyboard

Used with Alt + Letter

Edit Sales Order Item

QTY: 970

×

Sale Order Item

Inventory Overview

View Image

Task link

Functions

Currency: R - Rand South Africa

Points:

Category: Stock

Close

Details

Notes

UOM

Specs

Build Kit

Save & New

Save & Close

Close

Update Cost

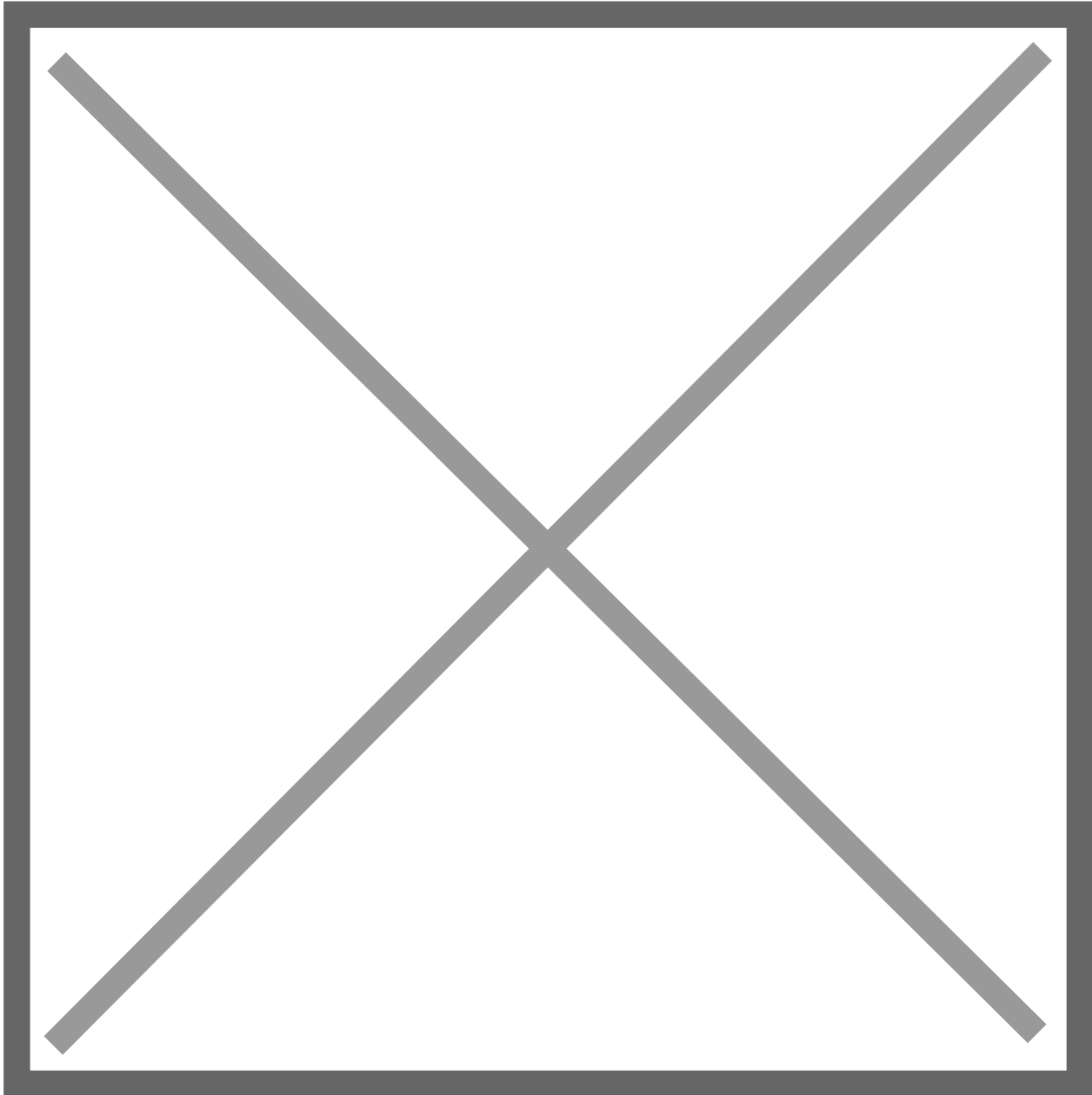
Recalculate Item

Inventory Overview	Alt + o	Opens the Inventory Overview window
View Image	Alt + i	Opens the View Image window
Task Link	Alt + t	Opens the Special Item window
Close	Alt + c	Closes the Sales Order window
Reminder	Alt + r	Opens the Reminder window
Functions	Alt + f	Focus on the Function split button
Save & New	Alt + n	Saves the Sales Order Item Detail window and opens a new SO Item window
Save & Close	Alt + v	Saves the Sales Order Item Detail window and then closes the window
Update Cost	Alt + u	Updates the cost of the selected item to the latest cost price
Recalculate Item	Alt + l	Recalculates the Sales Order Item's values Mark-Up %, Costs etc.
Inventory Overview	Alt + 0	Focus on the Inventory Over button
Tab Quote Item Detail	Alt + 1	Sets the tab notebook to the Quote Item Detail tab
	Alt + 2	Pressing Alt + 2 repeatedly will step through the various tabs in the tab notebook

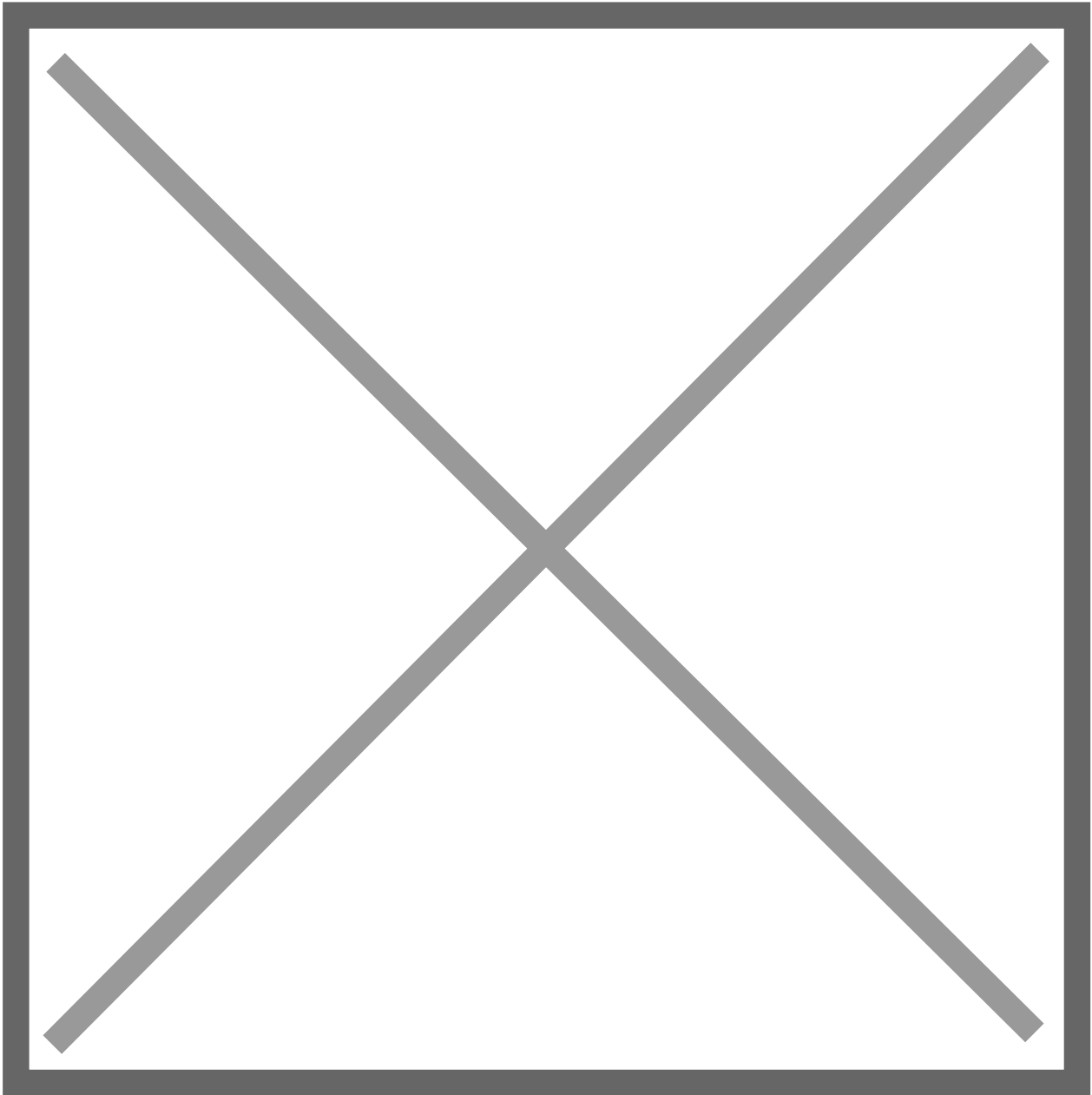
Advanced Add Sales Order

Adding a new Sales order

Click on Add button to add a new sales order



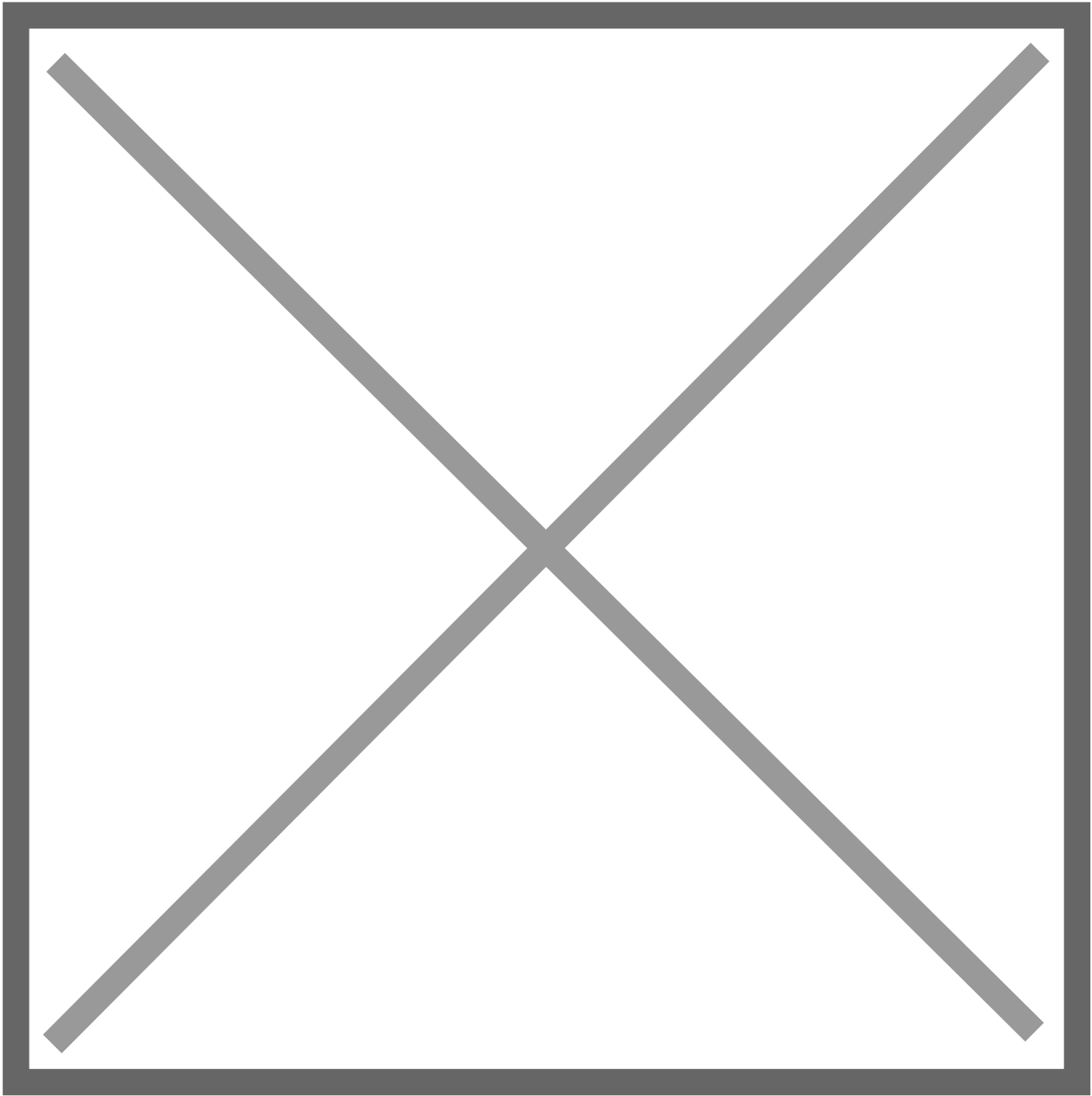
Sales order window



Sales Order

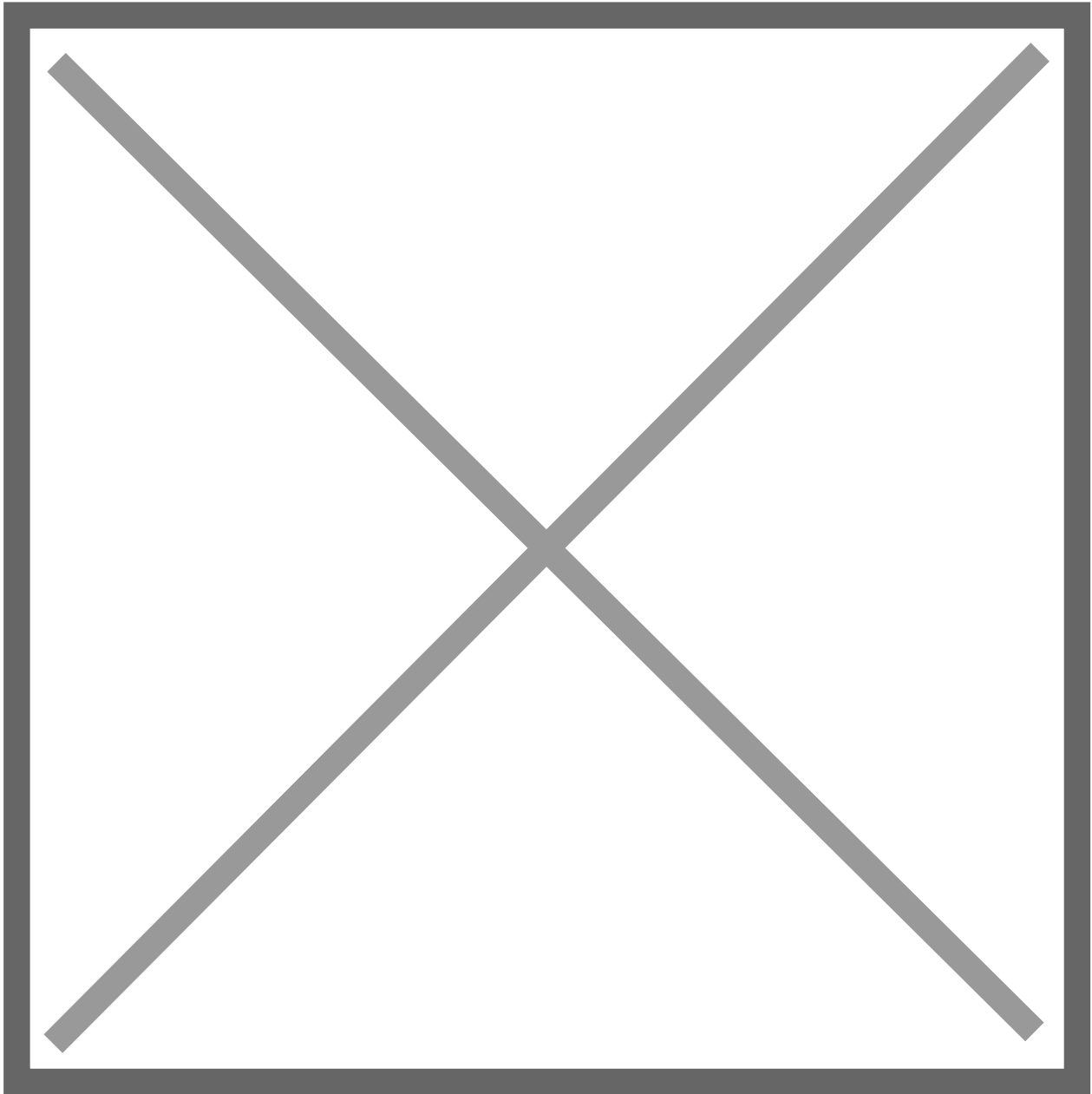
Choose The Debtor by entering a customer Code

Detail Tab

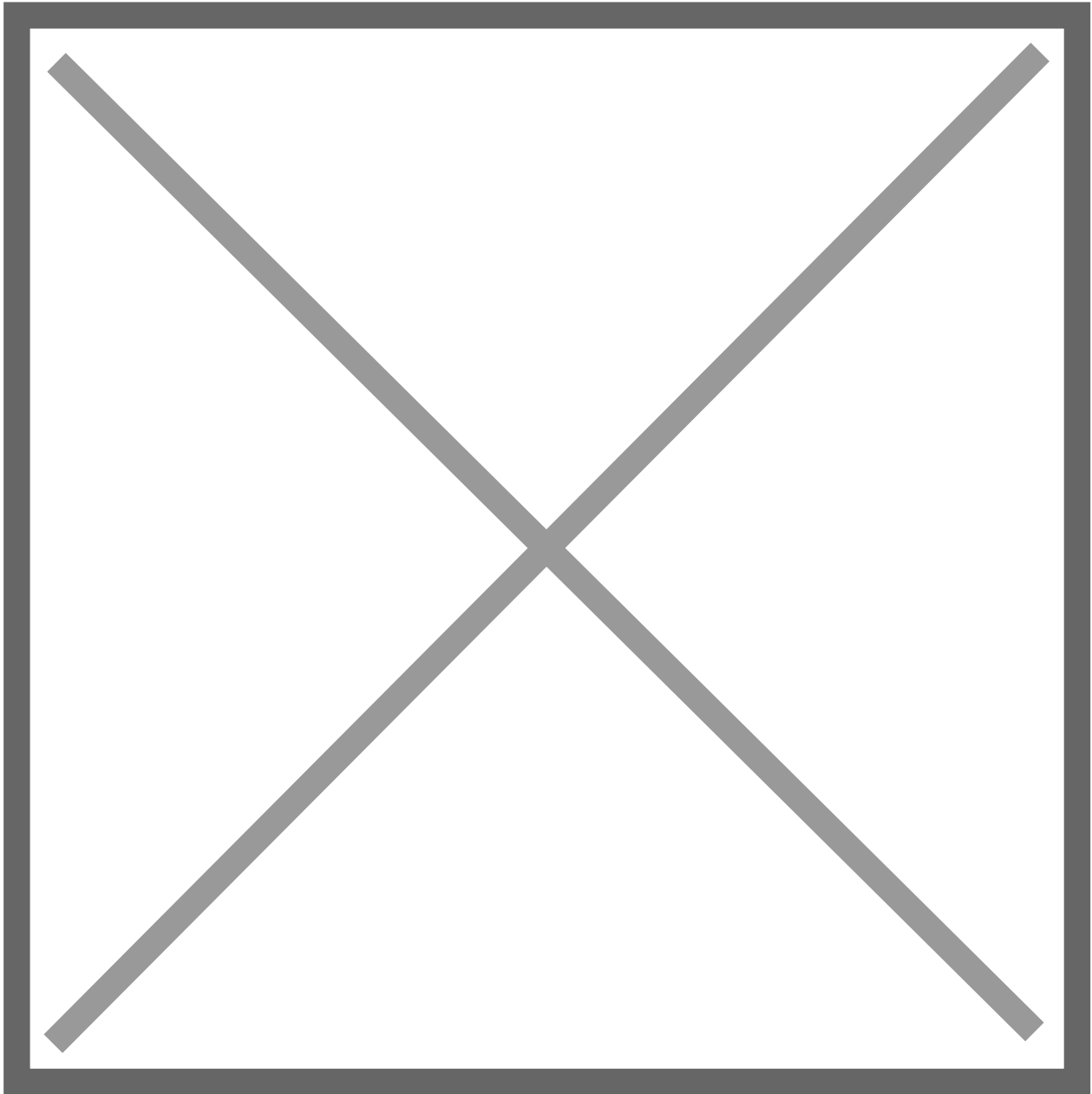


Short Details	Short Details Of the sales Order Item
Reference	Give it A Reference
Order Number	Enter an Order Number
Sales Rep	Select a Sales Rep

Address Tab



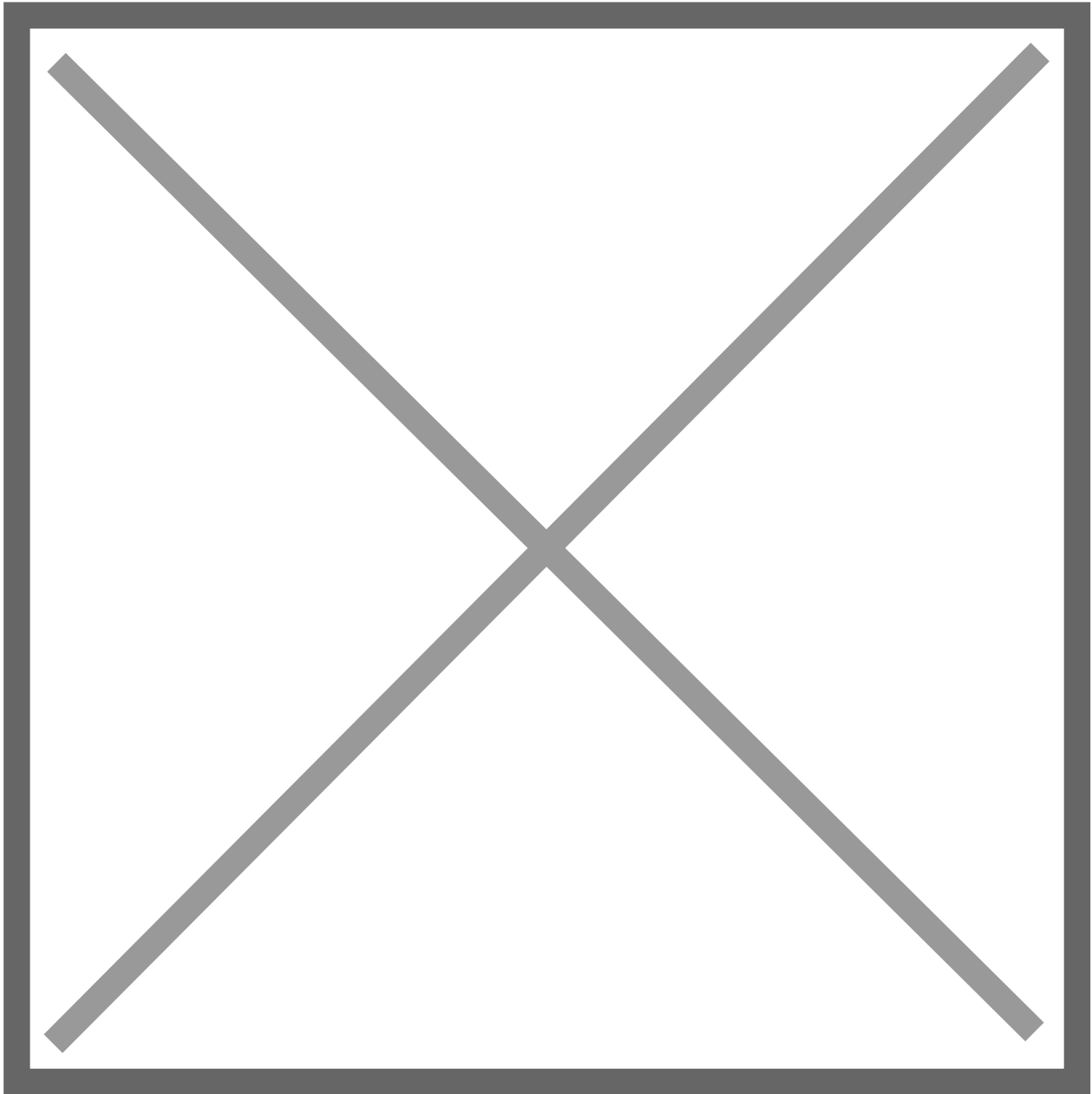
Extras Tab



Details	Add Extra Details Regarding this Sales Order
TrackIt Item	Link a trackit item to this sales Order
Job Number	Add this sales Order to A job
Print Custom fields	Add a Tick If you want the Custom Field to reflect when printing The Sales Order

Sales Order Lines

Details tab



Category select the category from the drop down arrow

Item Code to select an item code by hitting enter or using the”? “Long search button

Item Description	comes up when the code is selected but can be edited
Order quantity	quantity of Items Needed

Reserve Quantity this is the allocated quantity Company:

Selling Including Vat

If the Selling price including vat is not ticked

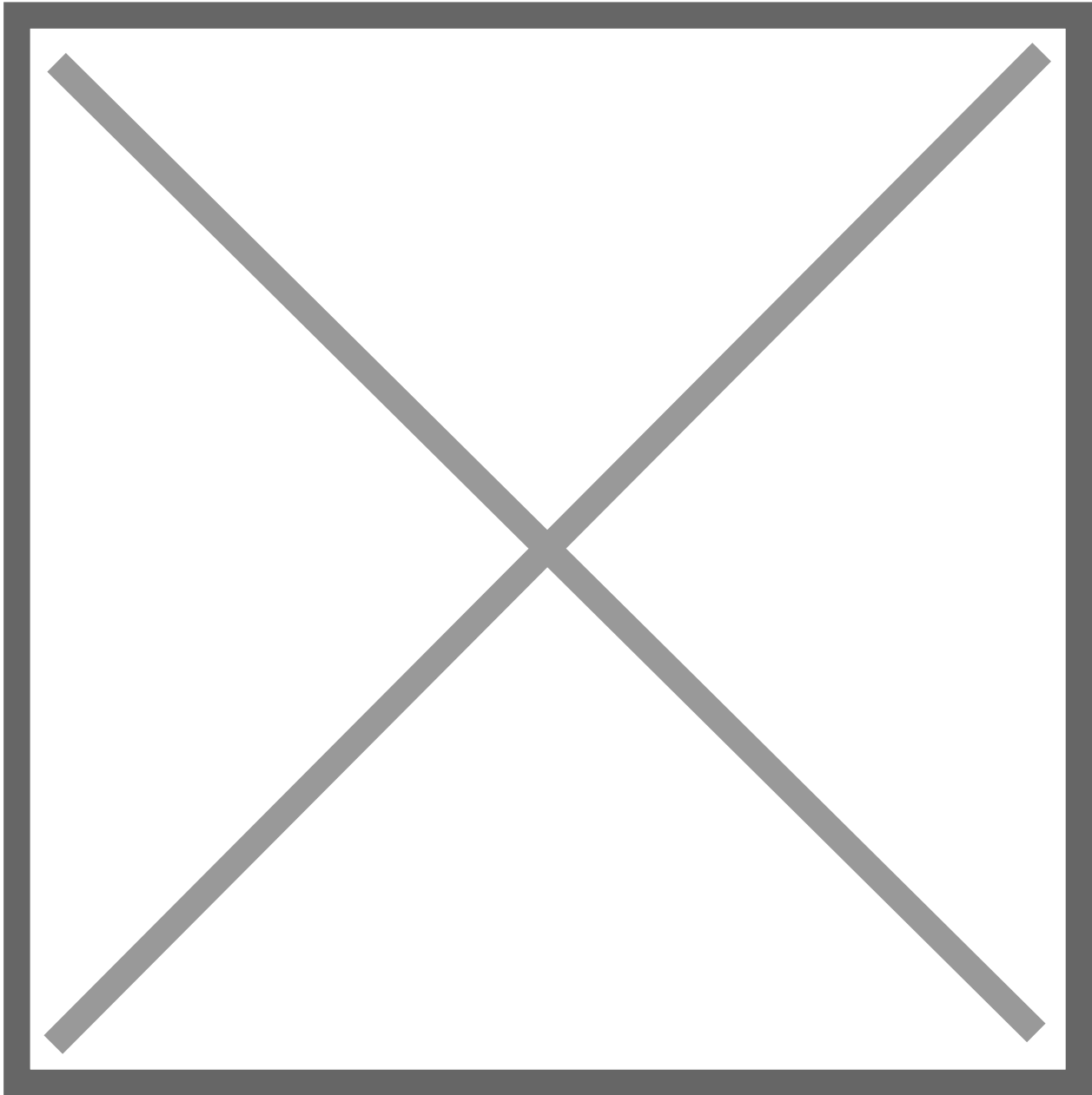
The Selling Including Vat will Be Greyed Out Company:

Authorise Sales Order

Changes The Sales order Status to Authorized

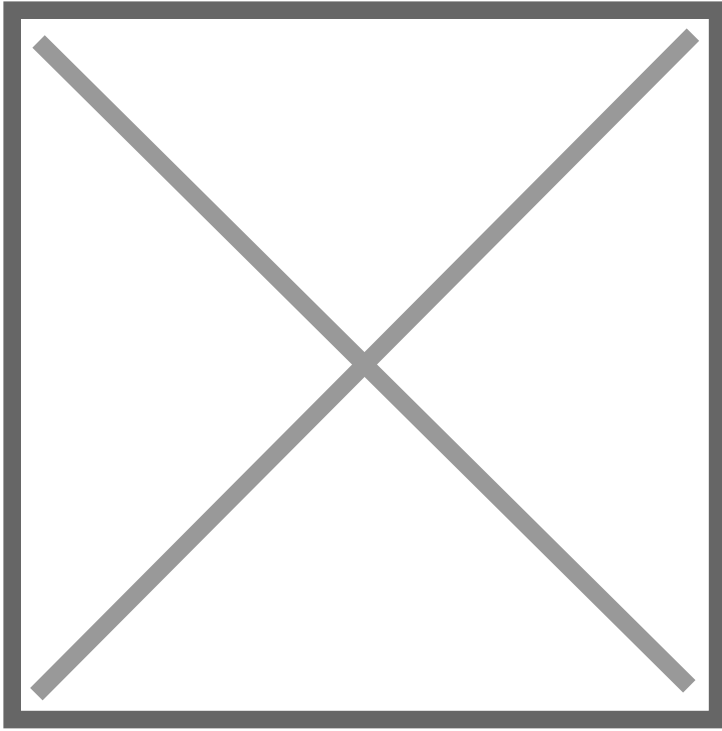
Unauthorize Sales Order

Reverts the Authorized Sales order back to preparation Stage



Change Warehouse

The change warehouse allows the user to change the warehouse selected on the items lines to another warehouse that has the stock available.



Commission line item percentage update

Commission line item percentage will be updated to documents at the time it adds the line.

There is a new field on each document line to handle the line percentage.

All documents to contain this line percentage

1. Quote
2. Sales Order
3. Invoice
4. Credit Note

When promoting the document, the original percentage will be copied between the documents.

When the Sales order is promoted from Sales order to commercial invoice, the percentage will be worked out on the percentage saved on the line.

If the commission line is blank, then the commission % will be gotten from the item line

Edit Quote Item

Quote Item

Quantity Query View Image Special Item Functions Currency: NZD - NZ Dollar Category: Stock Close

Details Notes UOM

Stock Item: HAR/EXT/2.5/1TB - Harddrive External 2.5 USB 3 1TB

Description: Harddrive External 2.5 USB 3 1TB

Item Group: Qty: 2 Warehouse: MAST - Master Warehouse

Pricing Structure: Default UOM Type:

Selling Ex GST: 130

Selling Inc GST: 149.5

Sub Total Selling:

GST Value:

Total Selling:

Line Reference:

Sequence No: 1.00

Zero Cost On Job: Zero Cost On Invoice: Show In Print: Flag for Report:

Build Selection: Weight Per Unit: 0 T/W: 0.00

Division: Sales Rep:

Region: Project:

Employee Assigned:

Days from Start: 0

Lead Time:

Order Date: 2023-09-28

Reminder Date: 2023-09-28

Required Date: 2023-09-28

Creditors:

Drop Ship: RFQ:

Post:

Code:

Discount:

Updated:

Cost: 100.00 Copy

Updated By:

Note:

Save & New Save & Close Close

Commission %

Commission % on Line

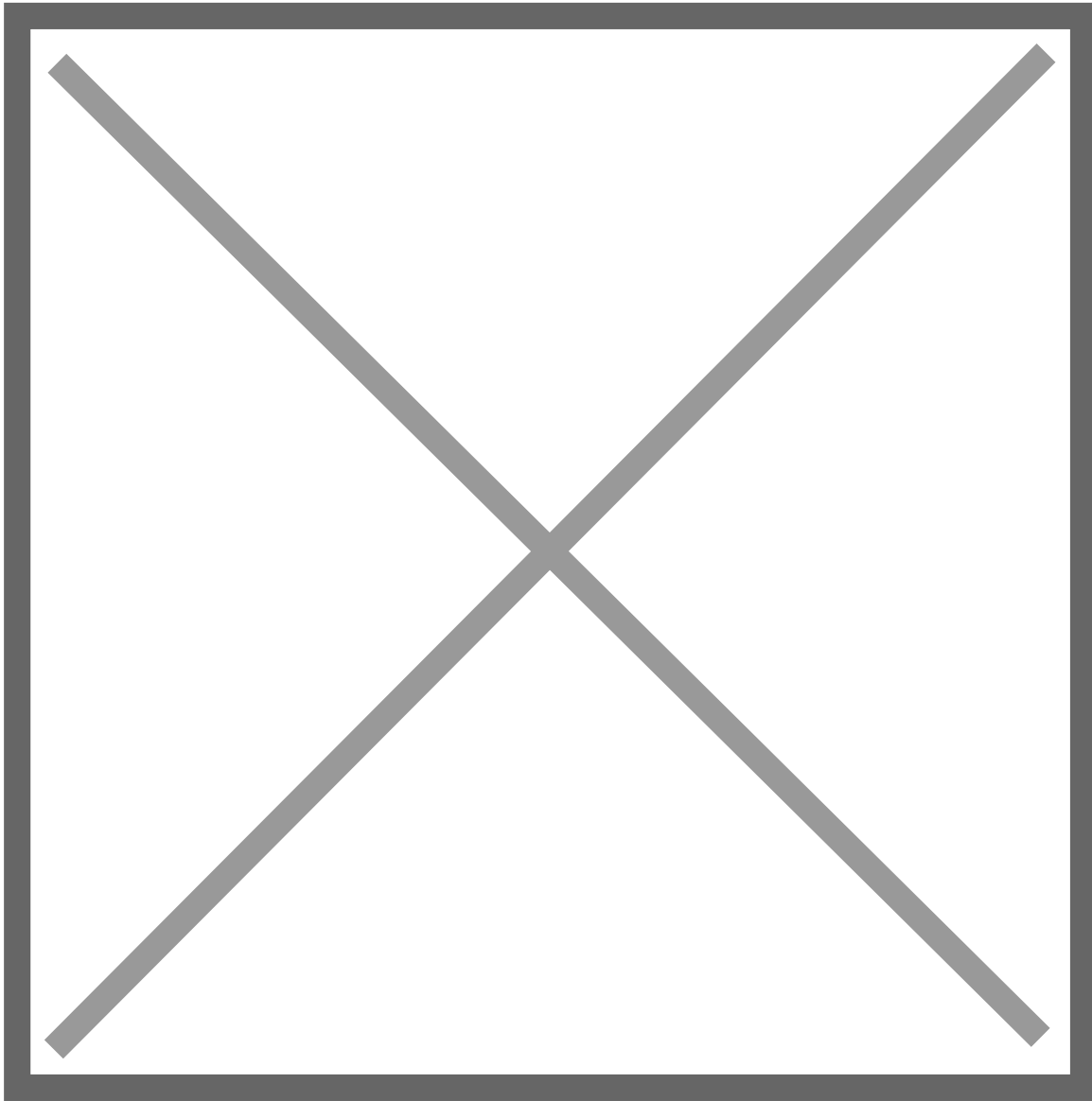
Save and Close | Close

Import sales order items

Debtors>Activity> Sales Order> Import Items

Importing items in the system is the quickest way to bring in large data at once and this can be done for a sales order items

1. Click on Import items
2. Select your file to upload
3. Import
4. and close.



The file to be imported must be in a CSV format.

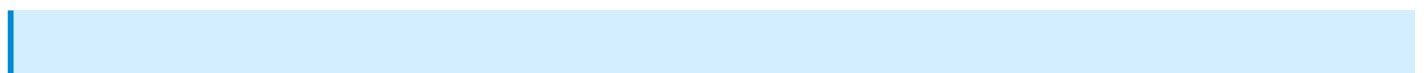
Click on the Select Files... button to open the navigate window allowing the user to navigate to the file to be imported.

Once the desired file has been located either double click on the file or click the Open button.

Now click on the Upload button. If the upload was successful a window will appear confirming that the upload was successful. Click Ok.

The Import button now becomes enabled allowing the user to click on the Import button to import the file.

An Import Report will open displaying any errors in the import or displaying the successful sales order items import.



Please Note: All successful records will be imported, and errors will be skipped. The column headings can be left in the import file providing that the heading is as per the sample below.

Confirmation Type

The 3 types to be used are:

Confirmation
Invoice
Invoice & Process

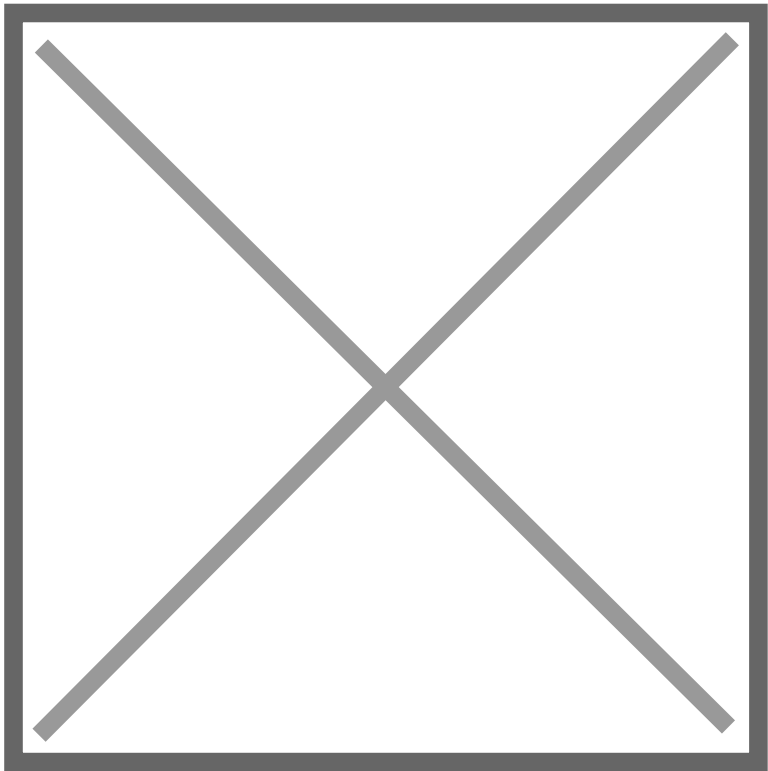
Import File Layout

No.	Heading	Value
1	ItemCode	PEN001
2	Description	Red Pen
3	OrderQTY	2
4	ReserveQty	0
5	ConfirmationType	Confirmation
6	SellingExVAT	100
7	CostExVAT	75
8	Warehouse	Master
9	LineDiscount	
10	LineRef	
11	Notes	
12	ItemGroup	
13	Points	15

Buttons Defined

Create Stock Request

Debtors>Activity> **Edit Sales Order**



Storeman > Select your name from the Drop down List

Add date required by

And Click Continue

The three options in the dropdown,

Request for Purchase Order

Request for Quote

Request Create Job Picking Slip

are simply a suggestion from the Stock Request originator to the recipient of what action must be taken when processing the Stock Request.

Sales order default settings

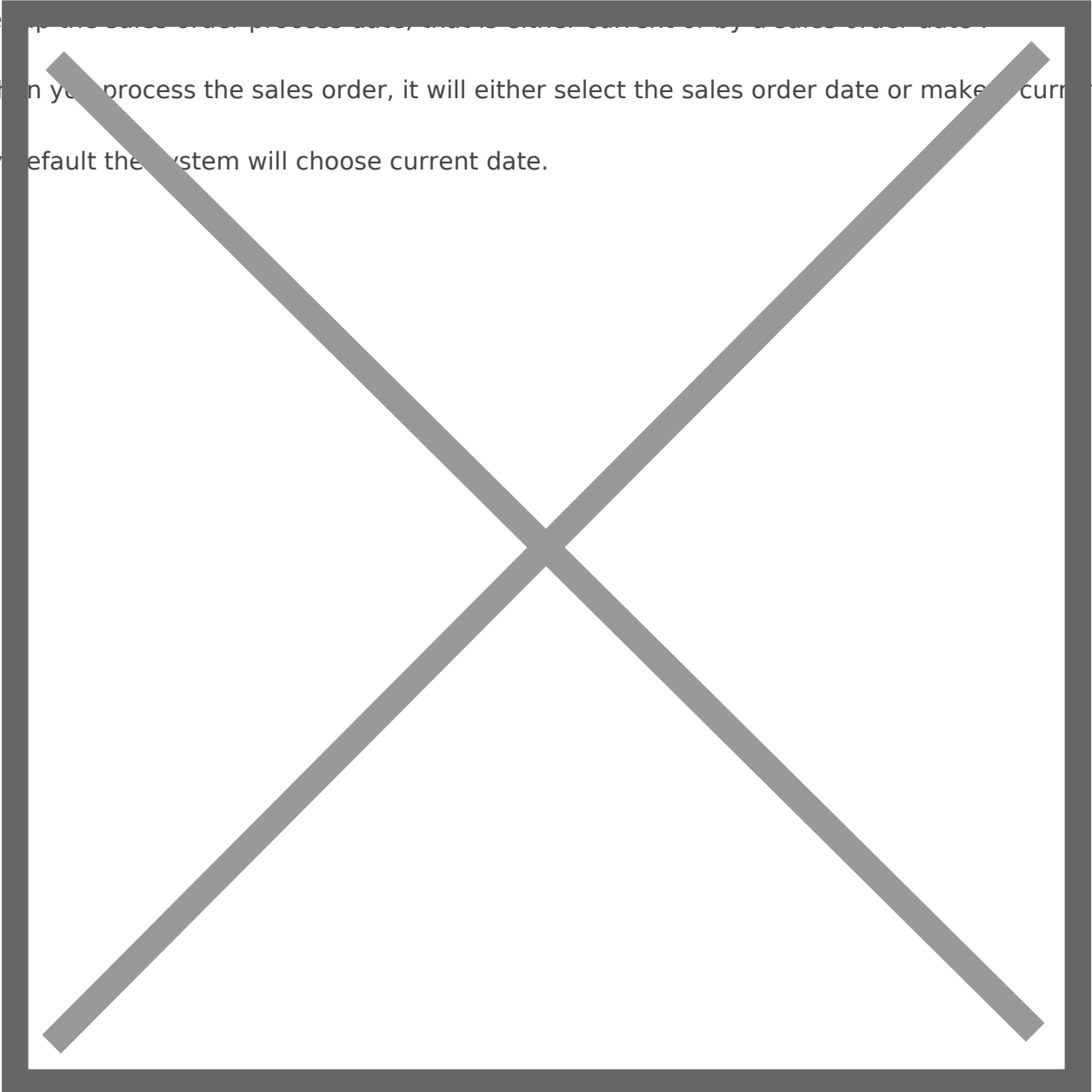
Sales Order Process Date Setup

Video training manual 2019 - [Click Here](#)

Setup the sales order process date, which either can be only sales order date or current date.

When you process the sales order, it will either select the sales order date or make it current.

By default the system will choose current date.



Sales Order Bypass WIP and Reserve stock

This function disables stock WIP movements and reserve stock.

The screenshot shows the 'System Configuration' window with the 'System Defaults' tab selected. The left sidebar lists various configuration categories: Administration, General, General Ledger Lin..., Security, and Reports. The 'Administration' section is expanded, showing 'Company Profiles' and 'Defaults' (highlighted with a red box). The 'System Defaults' tab is active, displaying settings for Document Import, Debtor On Hold Popup, Statement Defaults, Sales Margin Check, and Automatic Bulk Invoice Email Settings. A red box highlights the 'Sales order to invoice release WIP' section, which contains a checked checkbox and a warning message. A red arrow points from a text box to this checkbox.

System Configuration

Administration

- Company Profiles
- Defaults**
- Financial Periods Setup
- Backups
- Multicurrency
- Multilingual
- Custom Fields
- Reference Values
- Custom Period Setup
- Imports
- Emailing Schedule Setup
- Export Schedule
- POS Setup

System Defaults

Save Please Note: Remember to save your default setting before leaving this window.

System Defaults | General Ledger | Debtors | Creditors | Inventory | Webatar | Asset

Document Import.

Default Item: ADMIN

Debtor On Hold Popup on Time Logs.

Activate Debtor On Hold Popup: ☒

Statement Defaults.

Debtors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Sales Margin Check

Low Margin Warning: ☒

Enforce Margin: ☒

Minimum Margin: 5

Update All Customers

Automatic Bulk Invoice Email Settings

Send To Company Email.: ☒

Send to Invoice Contact.: ☐

Send to Debtor Contacts.: ☐

Send to Bulk Invoice Email Contacts.: ☒

CC Logged In User With Each Email: ☐

Send One Invoice Per Email: ☒

Reply Email: debtors@hugeT...co.za

Sales order to invoice release WIP

Sales order to invoice release WIP: ☒

Warning: Activating this will disable invoice stock reserve from picked sales orders. Stock reserved on sales orders can become available to the rest of the system.

This function will be moved to the individual sales orders

New tick box on Sales order

WARNING:

Activating this tick will not reserve stock and does not check for stock.
Full sales order will be moved to invoice, no part sales orders used

No part sales orders are allowed if Bypass WIP is active

Sales Order

Job Number:
Asset Item:
Attach Spec To Email: ☐ Print Custom Field ☐
Assembly: ☐

Bypass WIP ☐

WARNING:
Activating this tick will not reserve stock and does not check for stock.
Full sales order will be moved to invoice, no part sales orders used
Continue Cancel

#	Line Ref	Line Dis	Seq. No.	LS	S
1			1		
2			2		

Description	Warehouse	Order Qty
X001 Stock Item	Master Wareho...	2
X002 Stock Item	Master Wareho...	3

Footer

Promotion Value: 0.00
Discount %: 0 Amt: 0.00
Service Month:
Employee: Otsile Loate

Pricing Analysis		Total	Selling
Margin %	0.00	Sub Total	1,240.91
Mark-up %	0.00	Discount	0.00
Cost Ex VAT	1 240.93	Ex VAT	1,240.91
Profit	(0.02)	VAT	186.14
		Inc VAT	1,427.05

Sales order warning

WARNING: Bypassing WIP reserve items active

Attachments Memo Create Reminder Functions Send Email Confirm Order History Import
[-] [+] [x] [?]

Sales Order
Save Close Print SO Authorise SO Confirm SO Process SO T & Cs View Quote Revert SO

Sales Order No.: S040
Debtors: AIRBNB02
Debtors Name: Air BNB 02
Sales Rep.: Dealer
Sales Order Date: 2024-01-25
Due Date: 2024-02-20 20 Net 20th after EOM
Debtor Status:

Sales Order Status: Preparation
Description: ABC
Exchange Rate: 1 NZD - NZ Dollar
Comment:

Warning shows if the Bypass WIP is active

Items

#	Line Reference	Seq. No.	LS	Status	Type	Code	Description	Warehouse	Order Qty	Reserved Qty	Unit Sa
1		2.01		●	Stock	COM/LAPTOP	Laptop HP 350	Master Wareho...	4		1,500
2		2.02		●	Stock	CAS/CS/BASIC...	Case Black Basic	Master Wareho...	1		64
3		2.03		●	Servi...	LAB/SETUP	Labour Setup		2		80
4		2.04		●	Stock	22249800201	PE35/8.795 coa...	Master Wareho...	1		2

Footer

Promotion Value: 3.2200 Clear Discount
Discount %: 0 **Amt:** 0.00
Service Month: January
Employee: Malcolm Granville

Pricing Analysis
Margin % 17.2496
Mark-up % 22.2800
Cost Ex GST 5 152.8500
Profit 1 074.1300

Total	Selling
Sub Total	6,226.98
Discount	0.00
Ex GST	6,226.98
GST	934.05
Inc GST	7,161.03

Sales order lines disabled

WARNING: Bypassing WIP reserve items active

Attachments Memo Create Reminder Functions Send Email Confirm Order History Import

Sales Order

Detail Address Extras Link Shipping Docs Custom Fields Save Close Print SO Authorise SO

Sales Order No.: **SO40** Sales Order Status: **Preparation**

Debtors: AIRBNB02 Description: ABC

Debtors Name: Air BNB 02 Reference: QT232

Edit Sales Order Item QTY: 15

Sale Order Item

Quantity Query View Image Task link Functions Currency: NZD - NZ Dollar Points: Category: Stock Close

Details Notes UOM Specs Build Kit

Stock Item: COM/LAPTOP - Laptop HP 350

Description: Laptop HP 350

Item Group:

Order Qty: **4** Reserve Qty: 0

Confirmation Type: Confirmation Warehouse: MAST - Master Warehouse

Pricing Structure: Default UOM Type:

Selling Ex GST: 1500 UOM: EA - Each

Selling Inc GST: 0.00

Sub Total Selling: **6,000.00**

GST Value: 900.00

Total Selling: **6,900.00**

Line Reference:

Sequence No.: 2.0100

Profit Cost / Unit: 244.6666

Total Cost: 5 021.3300

Lead Time:

Order Date: 2024-01-25

Reminder Date: 2024-01-25 Reminder

Required Date: 2024-01-25

Creditors:

Drop Ship: RFQ:

PO Qty: 0

Item Code:

Internal Note:

Show In Print: Flag for Report: Weight Per Unit: 0.0000

BOM Selection: Total Weight: 0.0000

Division: Sales Rep:

Qty On Sales Orders: 4 Detail

Save

These fields are disabled if the Bypass WIP is on

Sales Order Confirmation

Individual confirms are disable if the Bypass WIP is on

Double click or Confirm Qty will show up a warning to say that this sales order has been marked for Bypass WIP, therefore only confirm All will work.

These items are disabled if the Bypass tick is on

Scan Tab is disabled

ScanSKU is disabled

Confirm Scan disabled

Confirm All works and will confirm all the items, whether there is stock or not.

The reason for this is because no stock movements take place for WIP and no stock is reserved.

Clone Reminder View SO Stock Request Close / Cancel Actions Process Print/Export

Custom Search Expand

2024-07-02

Overdue Items 0

Status Ship Printed

WARNING: Bypassing WIP reserve items active

Warning if the tick is on the sales order for Bypass WIP

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic **Address** **Shipping** **Scan** **Sales Order Log**

Sales Order No.: **SO1080** Description: NON VAT
 Debtor Code: OTS001 Reference: NON VAT
 Debtor Name: Otsile Order No.:
 Sales Order Date: 2024-07-30 Invoice Date: 2024-07-30

Locked: Picking Started by Malcolm Granville at 2024-08-01 07:53:30

Total Qty Order 7 Total Picked 0 Total Weight 0 Total O/S 7 % Complete 0 %

Start Stop Process

Page 1 of 1 Paging Add Edit Delete Close Line Show Lines Item Info Displaying 1 - 2 of 2

#	Sequer	LS	Bin	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty In Inv
1	1			GLS	Glass cup	2.00				2.00		13
2	2		30	A4 Exam Pad		5.00				5.00		16

Double click or Confirm Qty will show up a warning to say that this sales order has been marked for Bypass WIP, therefore only confirm All will work.

These items are disabled if the Bypass tick is on

- Scan Tab is disabled
- ScanSKU is disabled
- Confirm Scan disabled

Only Confirm All and Un-confirm All is available

Confirm All ignores quantity on hand as it is not moving any items to WIP or reserving items

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic Address Shipping Scan Sales Order Log

Sales Order No.: **SO10** Description: Test Start
 Debtors Code: ABC0010 Reference: Stop
 Debtors Name: ABC Company Order No.: Process
 Sales Order Date: 2020-10-23 Invoice Date: 2020-10-23

Locked: Picking Started by Malcolm Granville at 2024-08-01 20:38:27

Total Qty Order 1 Total Picked 0 0 Total O/S 1 % Complete 0 %

Page 1 of 1 Paging Add Edit Delete Close Line Show Lines Item Info Displaying 1 - 1 of 1

#	Sequence No	LS	Item	Description	Order Qty	Available Qty	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved Qty	Qty In Invoice	Bin
1	1		HAR/LT/SSD/02...	Harddrive SSD ...	1.0000	3			1.0000			B4

Only Confirm All and Un-confirm All is available
 Confirm All ignores quantity on hand as it is not moving any items to WIP or reserving items

Processing a Bypass WIP sales order

Invoice	This moves the sales order to invoice but does not reserve anything in the invoice WIP or moves anything out of sales order WIP as it did not have anything reserved in sales order WIP This does the same function as the Sales order to invoice release WIP
Invoice and Process	Processes the invoice but does not take anything out of sales order WIP or invoice WIP it will run like a normal invoice taking stock out of one hand
Invoice and Payment	Processes the invoice but does not take anything out of sales order WIP or invoice WIP it will run like a normal invoice taking stock out of one hand

WARNING: Bypassing WIP reserve items active

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic Address Shipping Scan Sales Order Log

Sales Order No.: **S010** Description: Test
Debtors Code: ABC0010 Reference:
Debtors Name: ABC Company Order No.:
Sales Order Date: 2020-10-23

Locked:

Total Qty Order
1

Total Pic
1

Page 1 of 1

#	Sequence No	LS	Item
1	1		HAR/LT/SSD/02

Start

Stop

Process

Complete Sales Order

Debtors Name: **ABC Company**

Doc Type:

- ☒ Invoice
- ☐ Invoice & Process
- ☐ Invoice & Payment

Order No:

Actual Weight:

Partially Completed: ☐

Append Reference: ☐

Continue Cancel

Complete
00 %

Item Info Displaying 1 - 1 of 1

Balance Qty	Reserved Qty	Qty In Invoice	Bin
			B4

Serial Number Import (Sales Order Confirm)

When picking large orders leaving from CSN, serials can be picked using this import.

An example XML file is attached.

See attached video. [Click Here](#)

Debtors Module > Activity > Sales Order Confirm

- Find the sales order you are wanting to import serial numbers for
- Double click to open the sales order

[image.png](#)

- Click **Start** to begin your picking. You won't be able to import serial numbers until you have clicked **Start**.

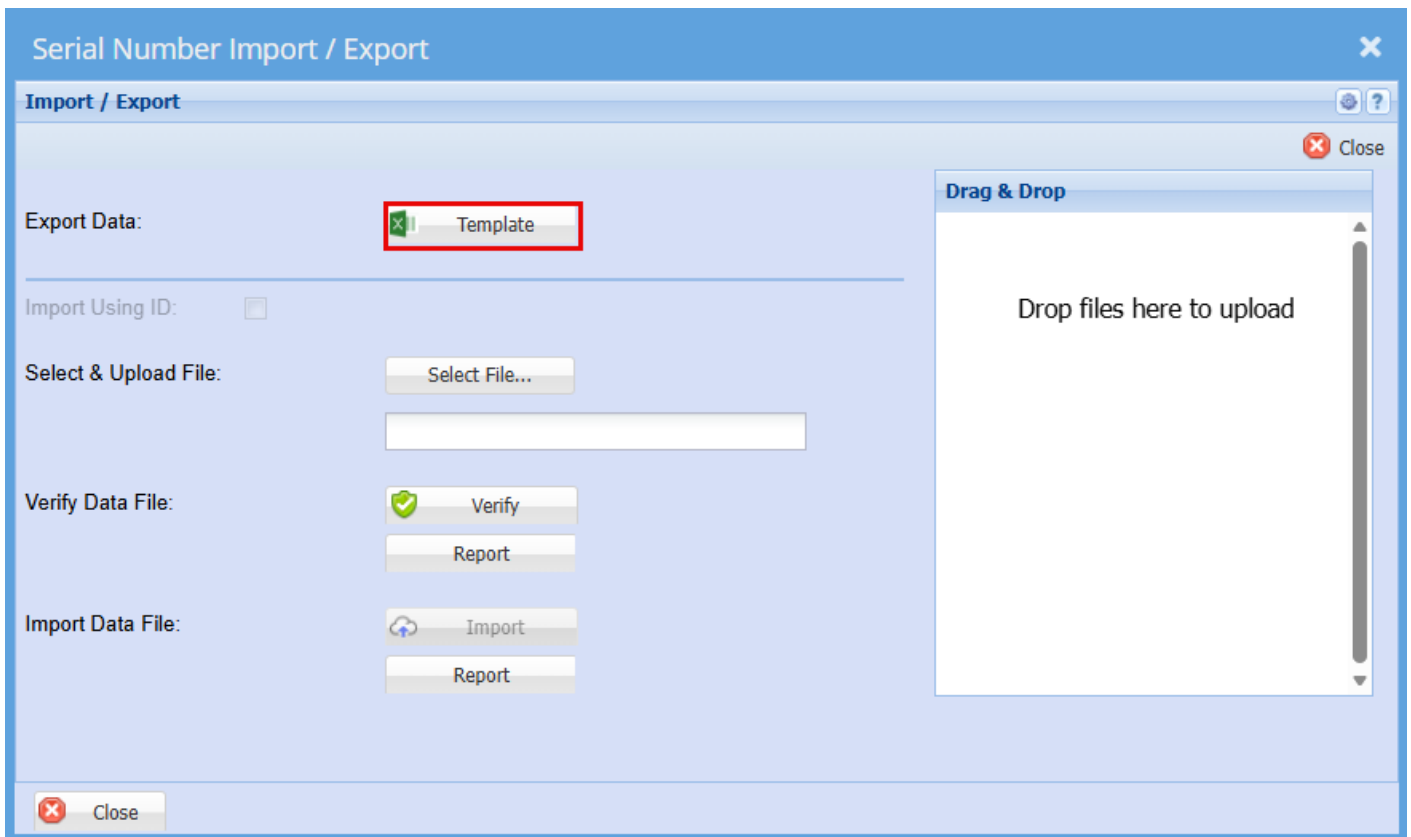
[image.png](#)

- Click the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"

[image.png](#)

A window will appear allowing you to export a template that can be used for the import.

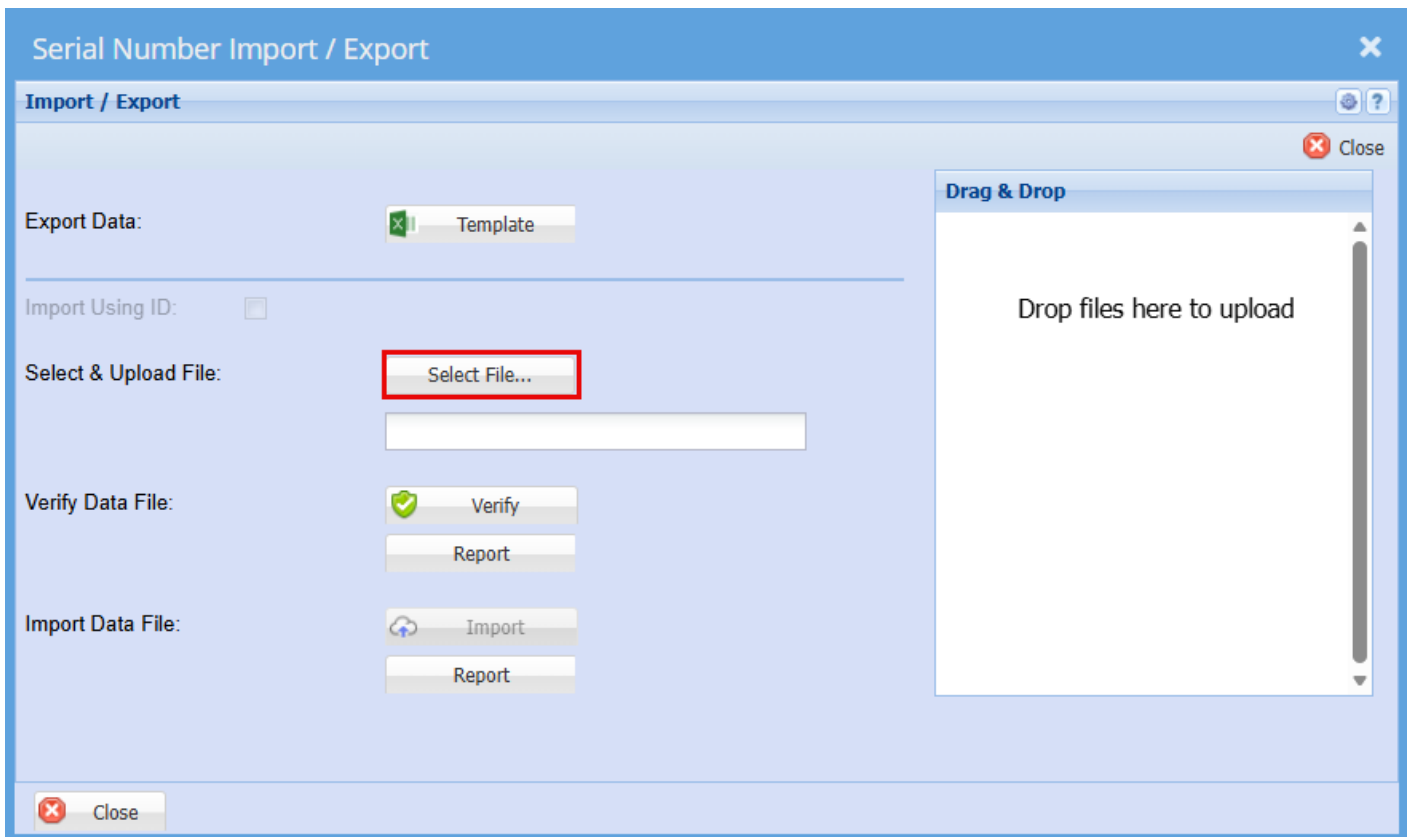
- Click on "**Template**" this will download an excel file



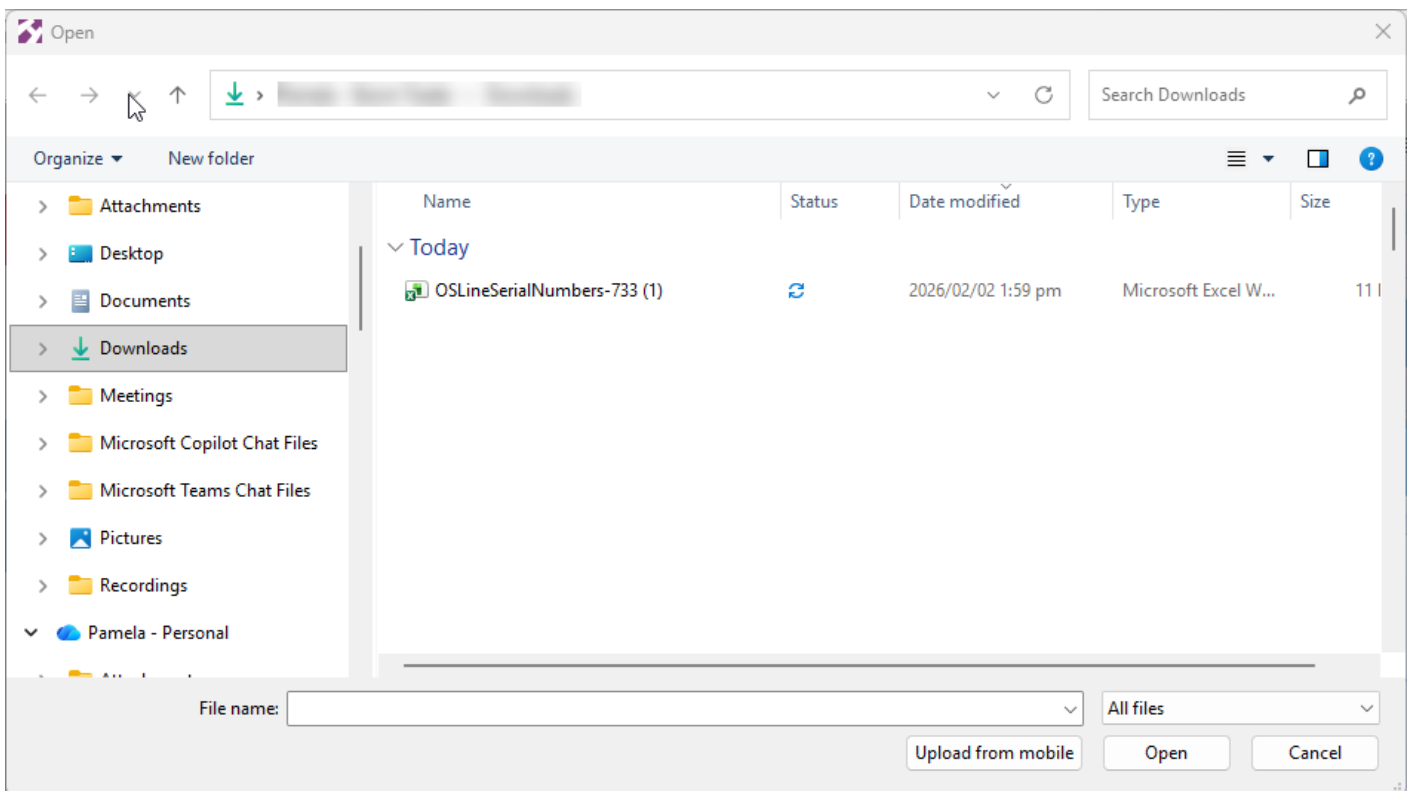
- Enter the serial numbers into the spreadsheet, with each item listed on a separate line as shown below.
- Save the file to your computer.

[image.png](#)

- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"

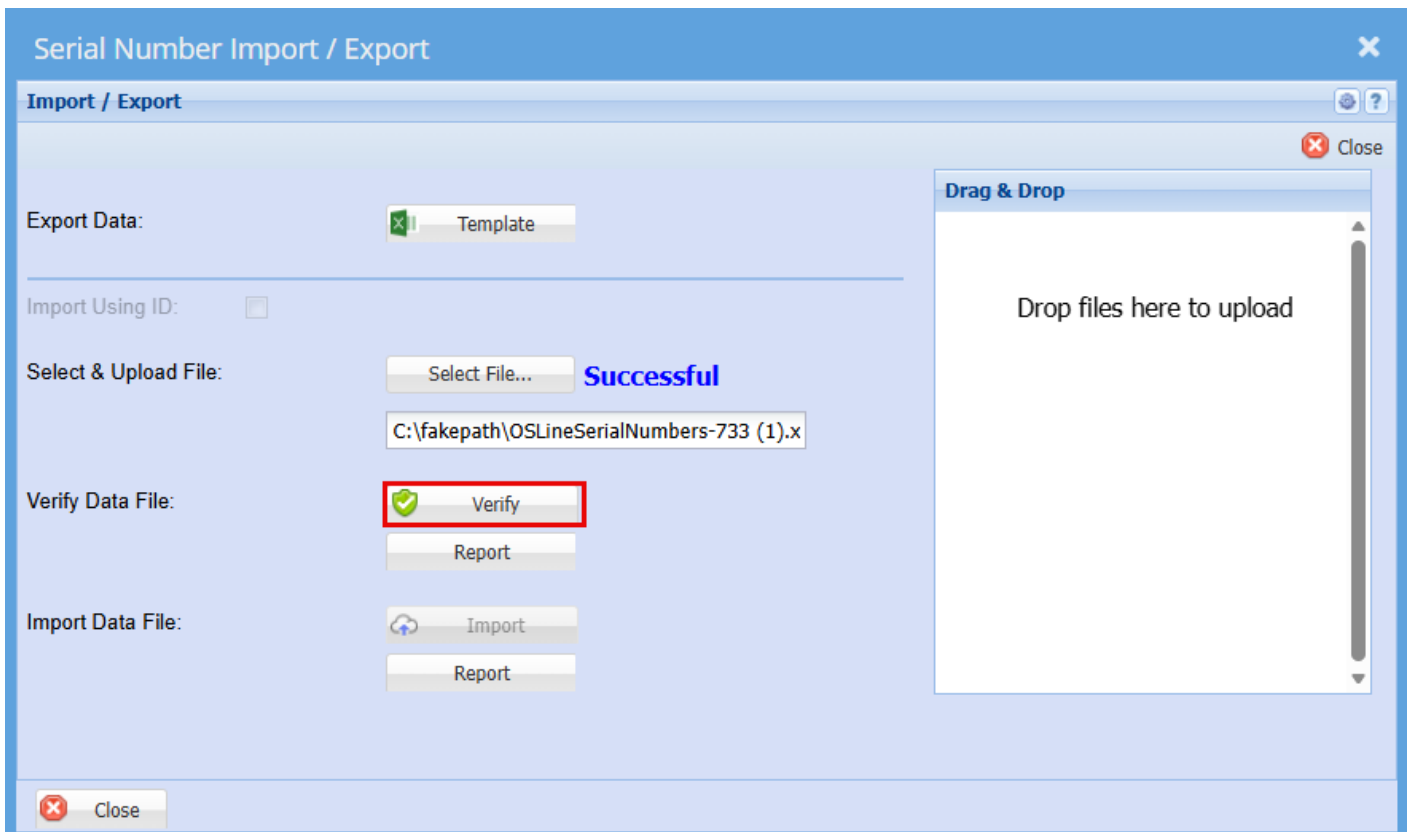


- Find the file you have saved.
- **"Double Click"** the file or click **"Open"**



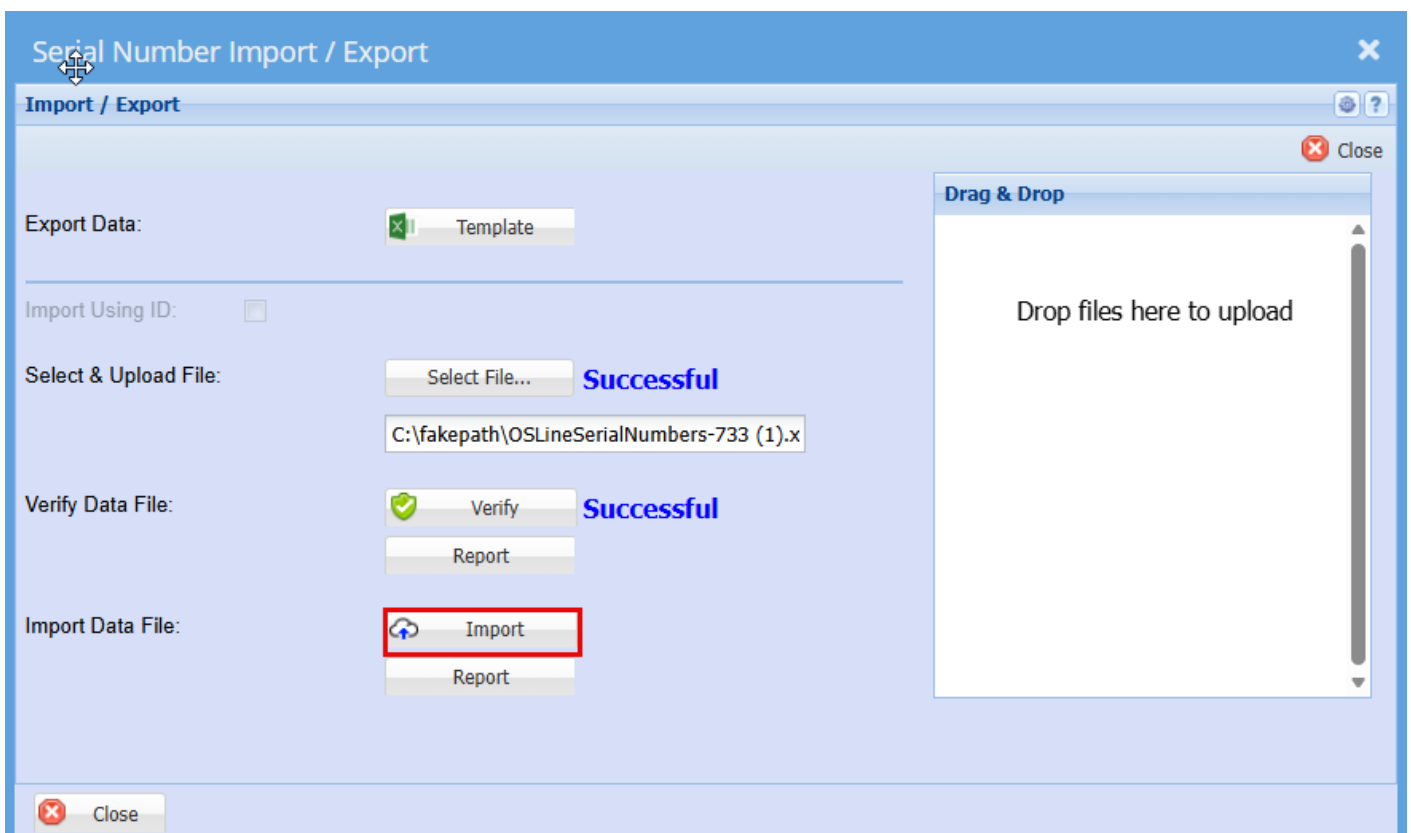
You should get a Successful Import

- Click **"Verify"**



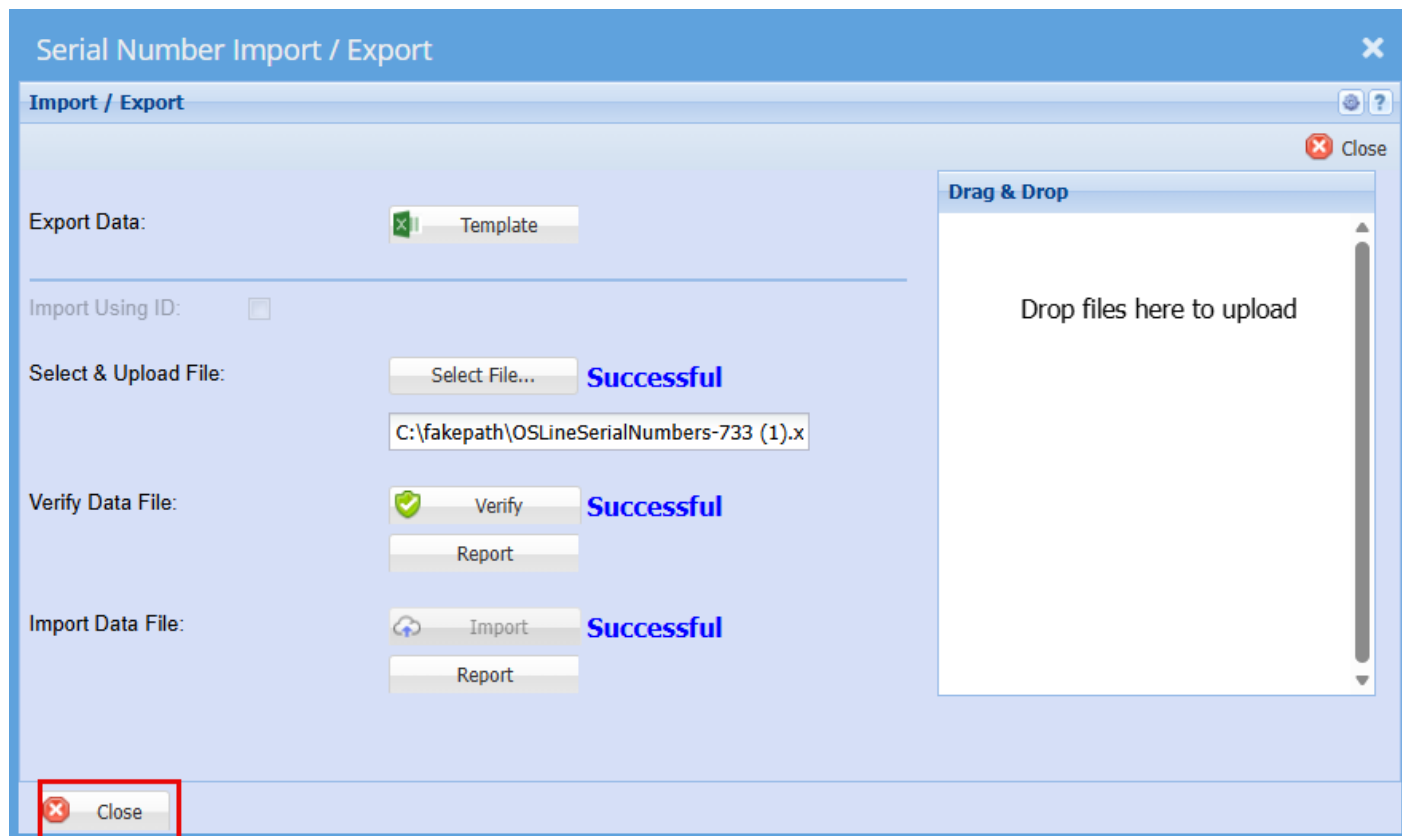
You should again get a successful for verification

- Click "**Import**"



You should then get a Successful for Import.

Click "**Close**"



You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.

[image.png](#)