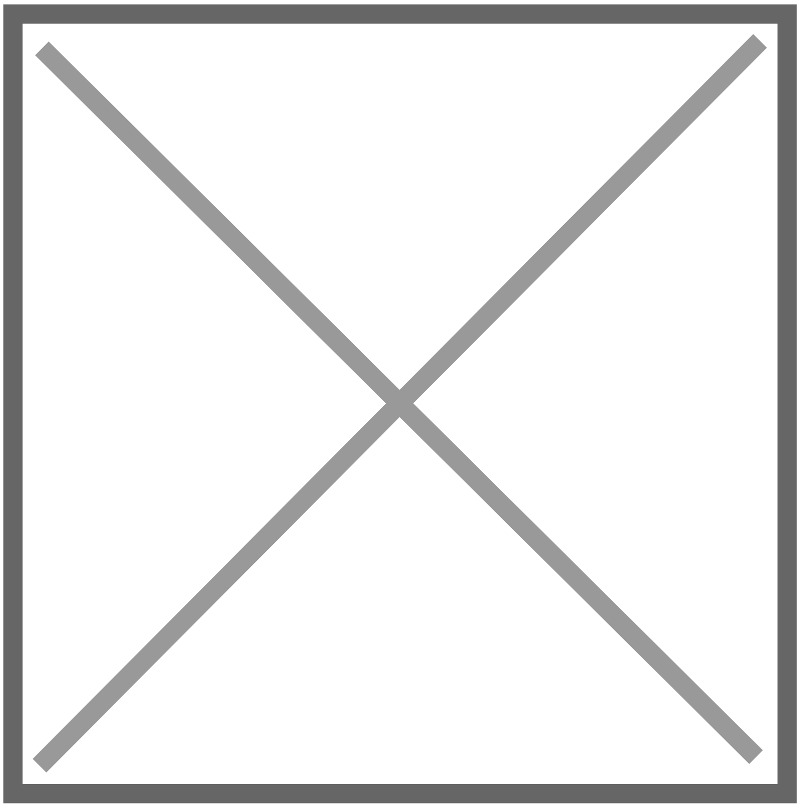
Sales Order Menu

- 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)

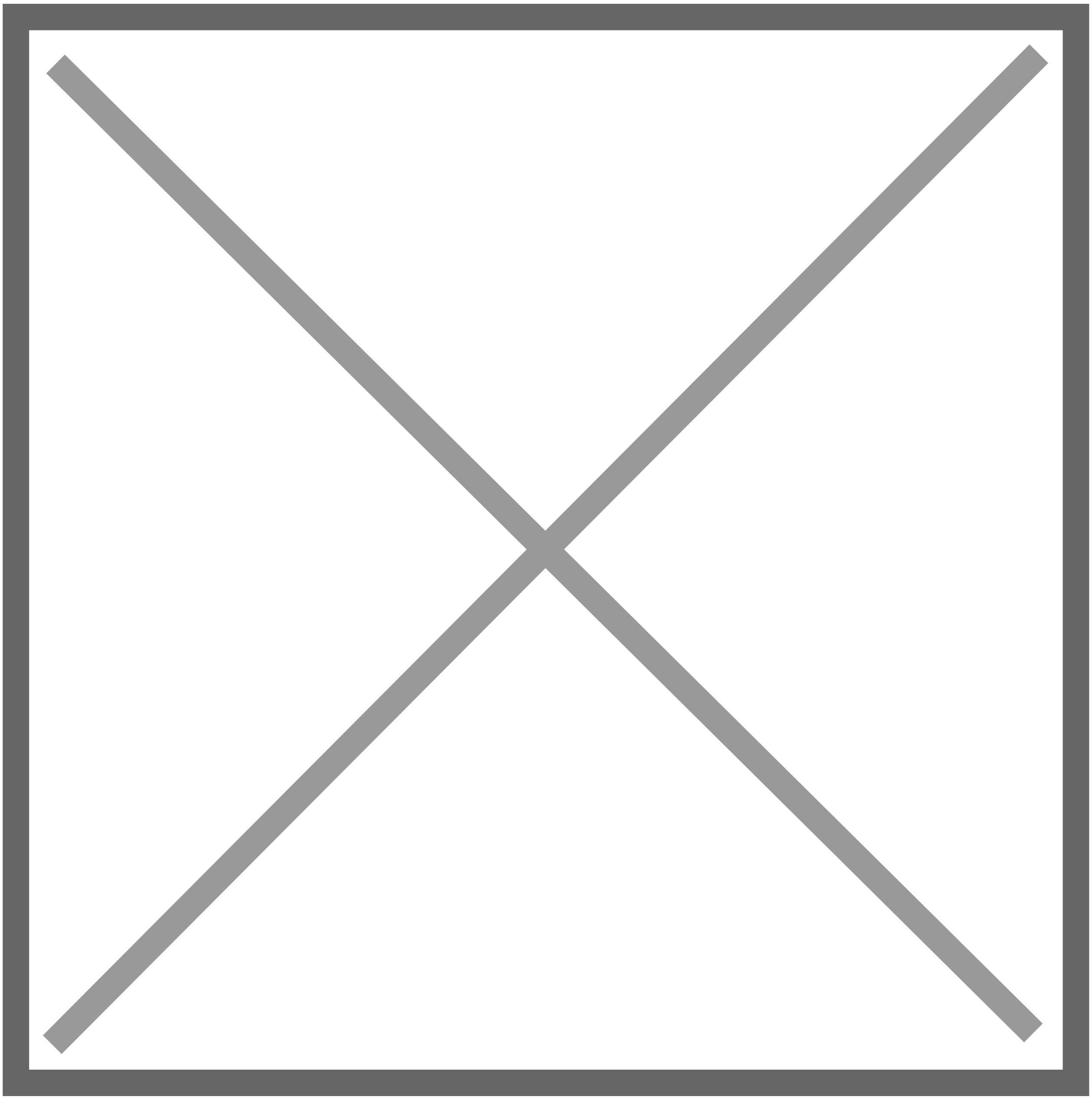
Sales Order Search

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

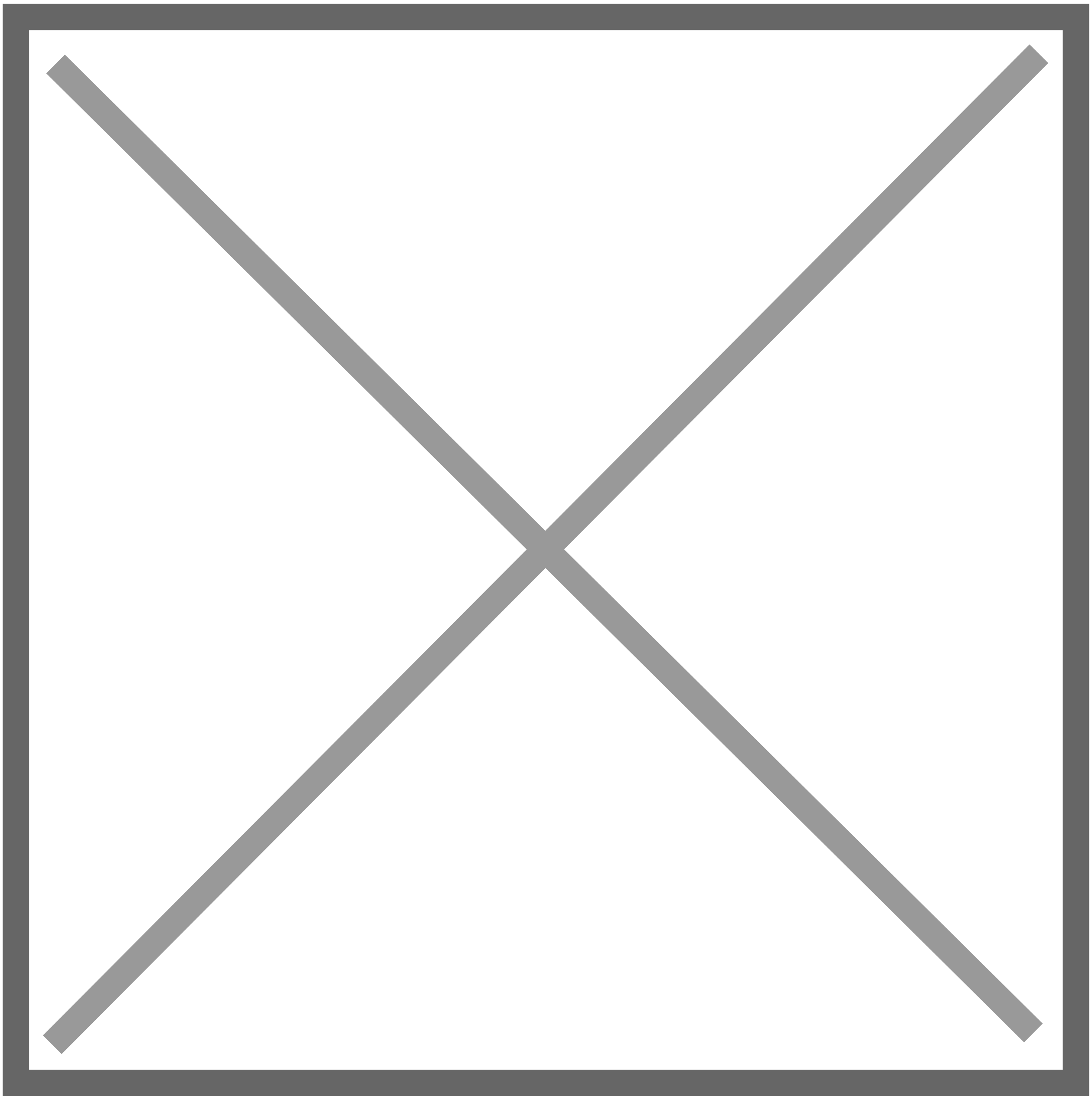
Search	Search for an existing sales Order
Add	Add a new Sales Order
Edit	edit an existing sale Order
Cancel	Cancel a sales order
Close	Close a sales Order
Create reminder	Create a reminder for the sales order
Create Stock request	create a stock request
Actions	This button opens up action items that can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

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

Search options

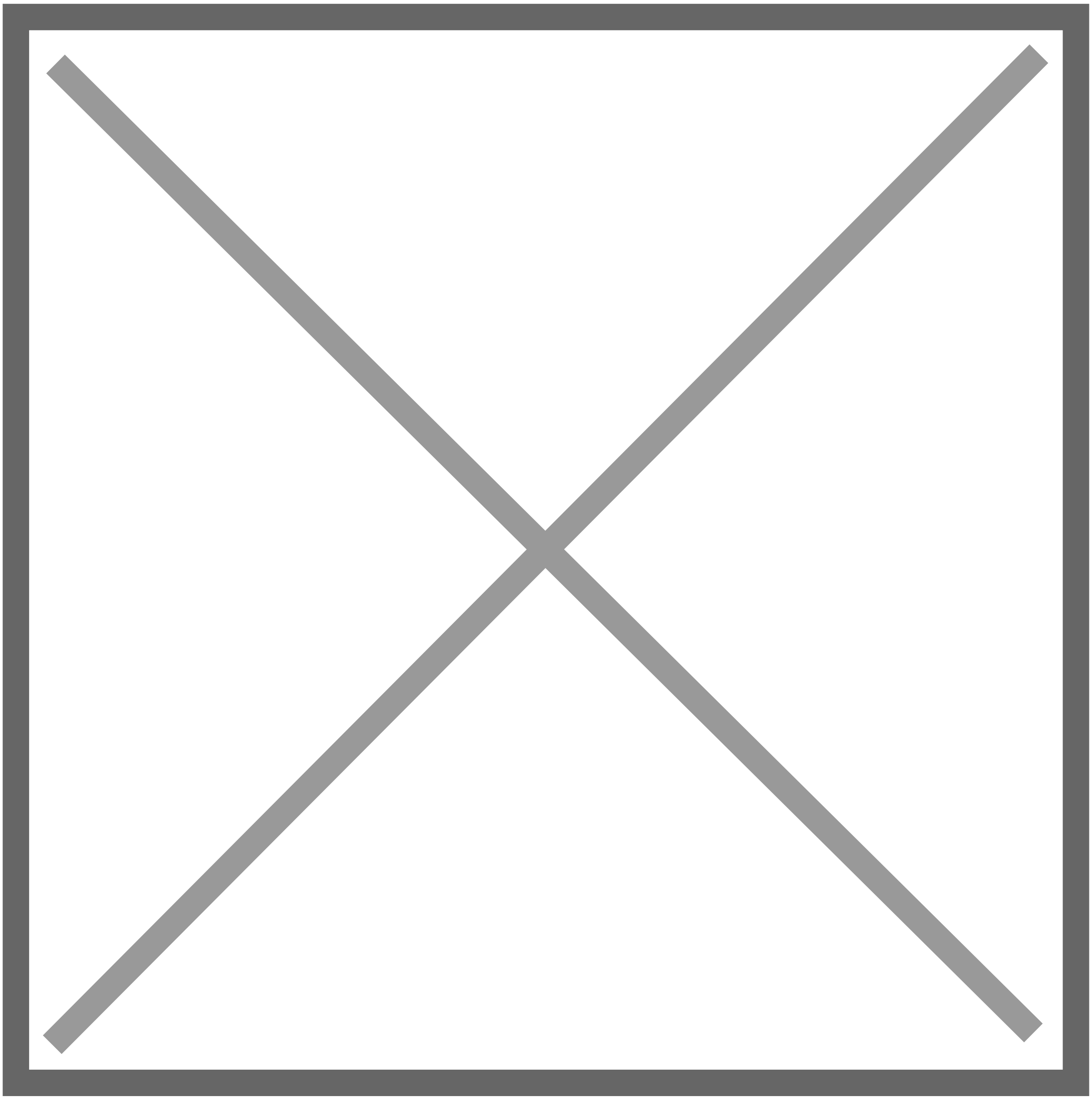
Customer Name	Allows a user to search by customer and the system will pull only the sales order for that selected customer
Date From	Select the date from which the sales order will be functional from
Sales Order Number	Search by selecting the sales order number
Sales Rep	Search by selecting the sales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

Custom Fields Tab

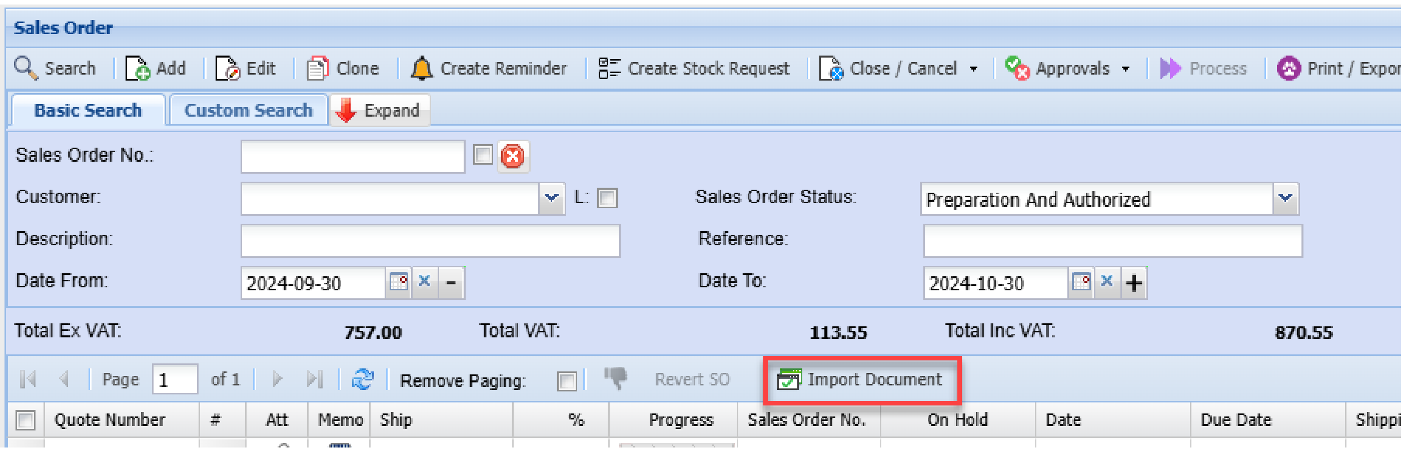


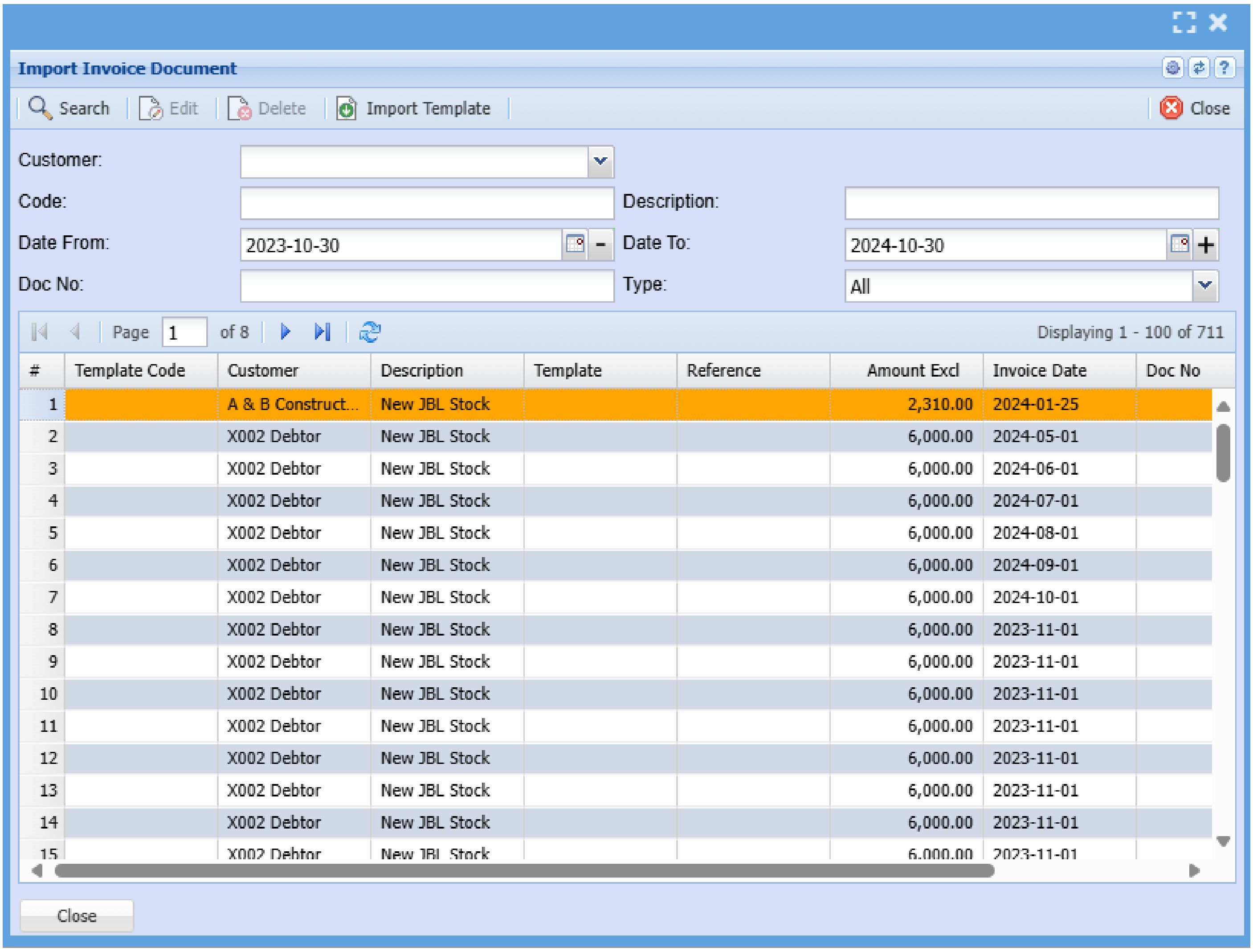
Contract / Expand Tab

Search by Selecting from the category from the drop down arrow

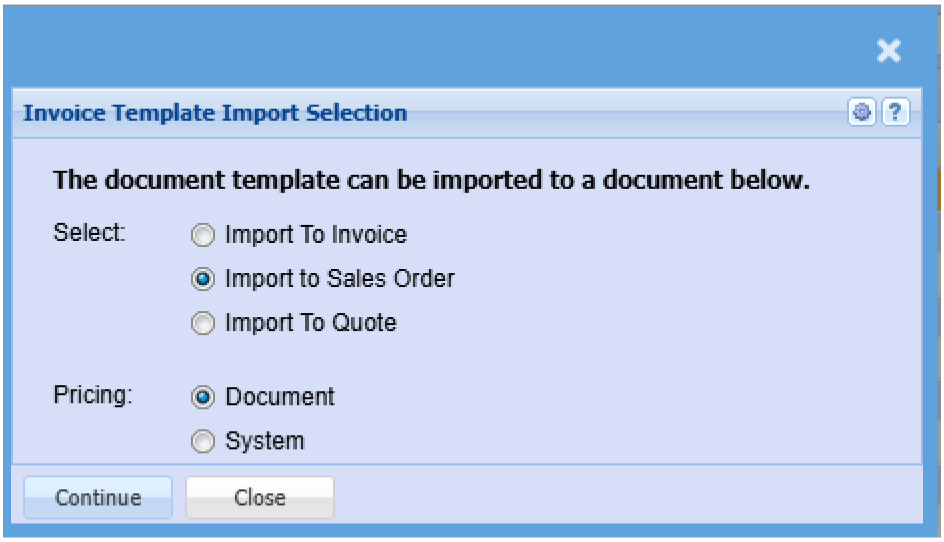


Import Document

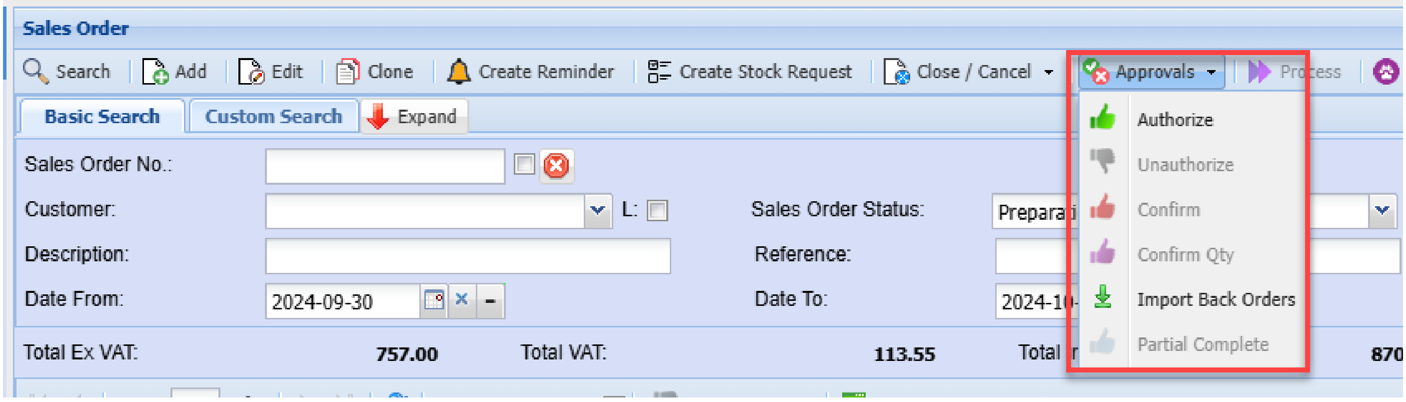




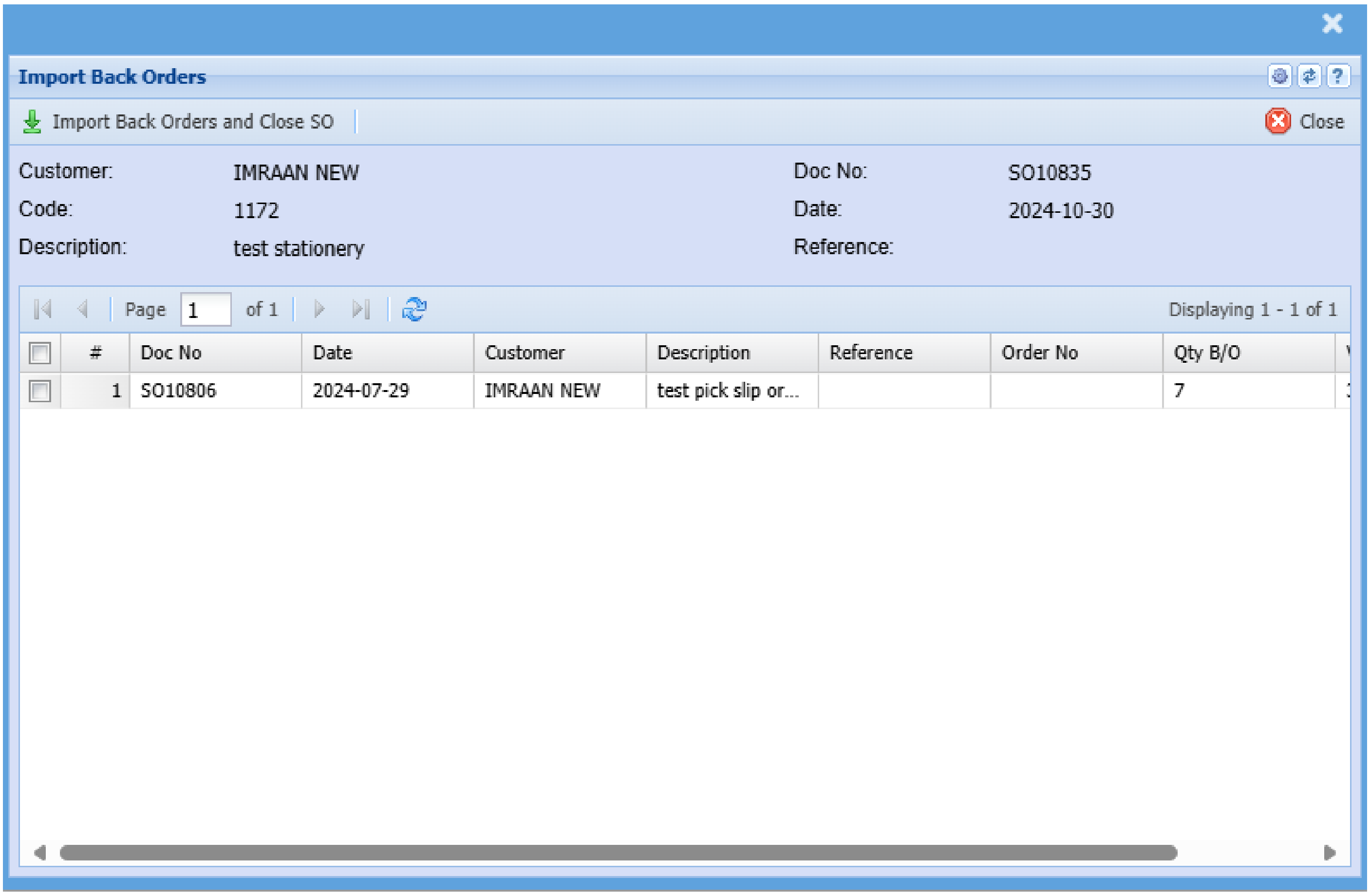
Import Template



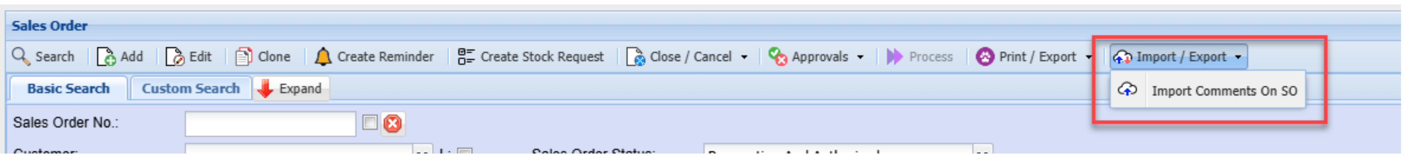
Approvals

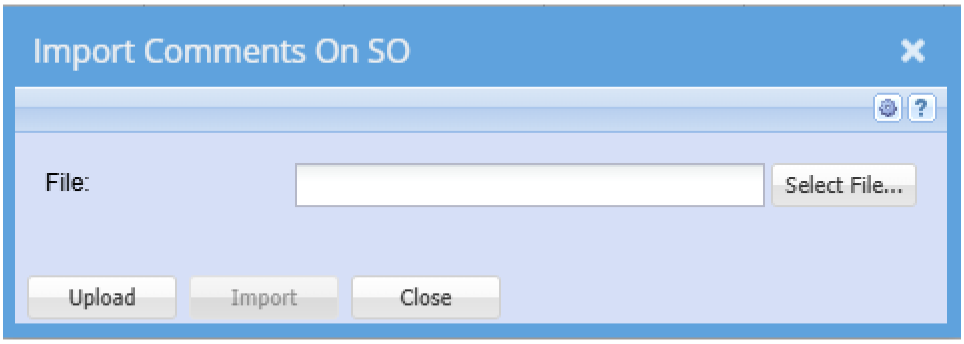


Import Back Orders



Import / Export

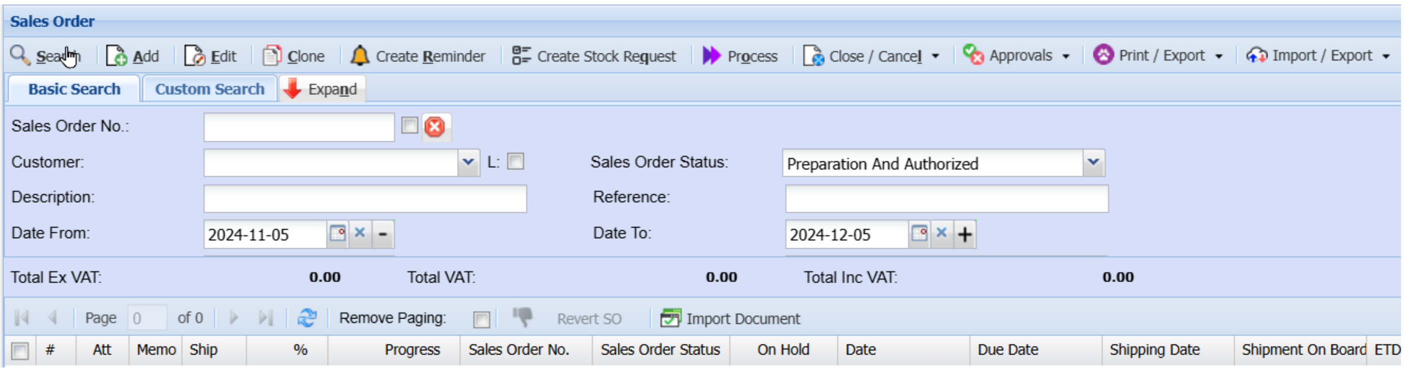




Keyboard quick keys

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 **R**eminder	Alt + r	Creates a reminder to highlighted Quote
Create Stock Re**q**uest	Alt + q	Opens the dialog window for Stock Request
Pr**o**cess	Alt + o	Process Sales Order
Print Sales Order	Alt + p	Print Sales Order
Expa**n**d / Co**n**tract	Alt + n	Expands / Contracts the header section of the window
Close / Cance**l**	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

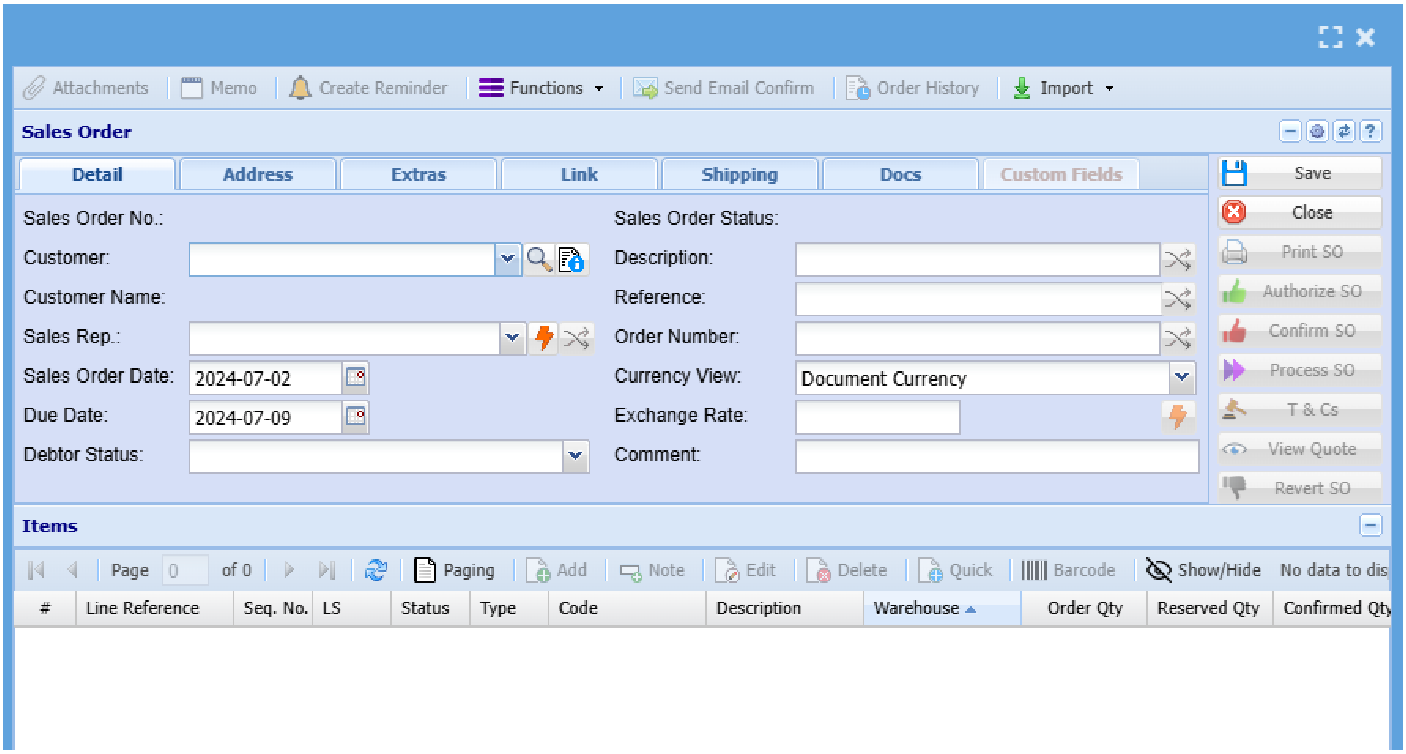
The Sales Orders screen will open

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

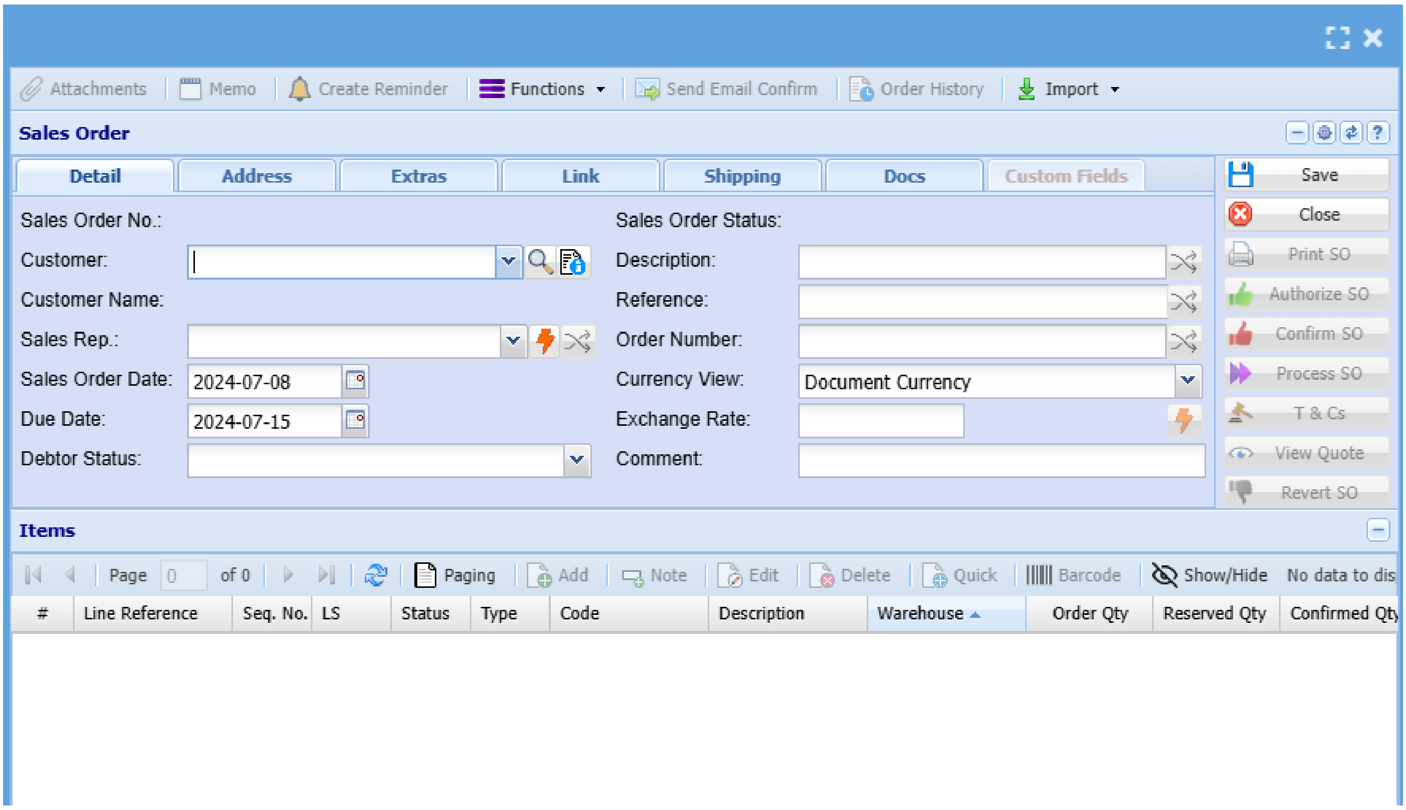
Search criteria can be sales order description, order number, customer name, etc

Select a date range

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



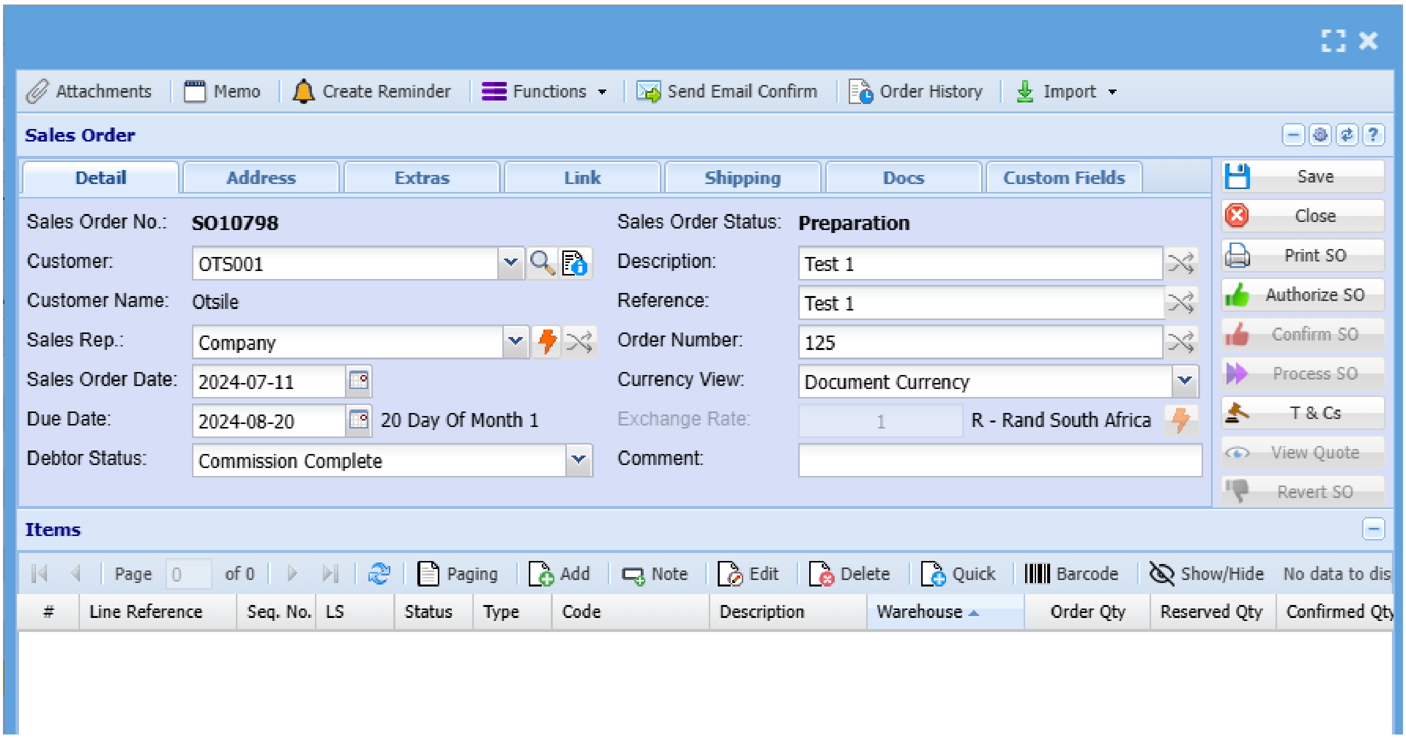
After clicking Add the screen below will appear



Add information below so that the greyed-out buttons can appear:

- Select the customer/ debtor you are creating a sales order for, from the drop-down menu.
- Select the sales rep on the drop-down selection, if applicable
- Update dates if necessary
- Add description and reference
- Add order number, if applicable

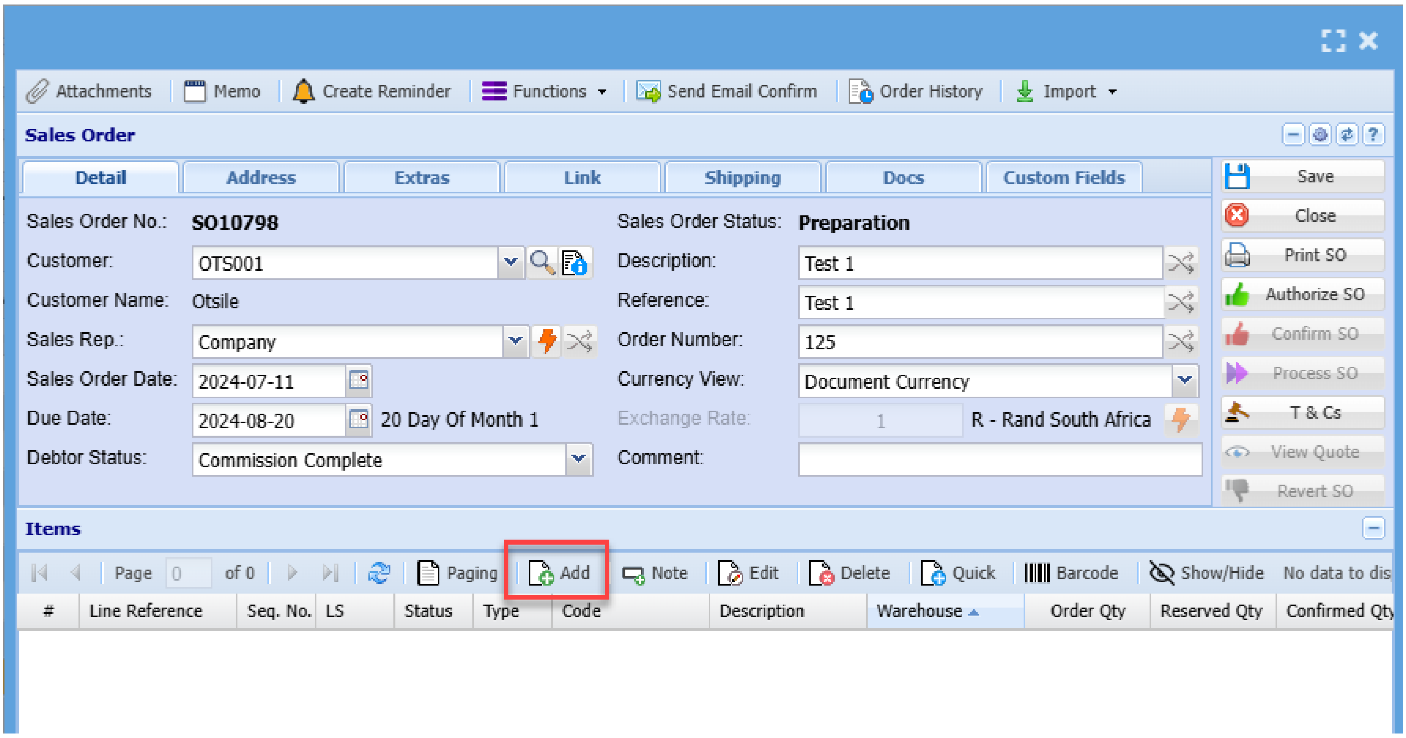
Then, once you are done adding all relevant information click Save and all the greyed-out buttons will be opened as shown



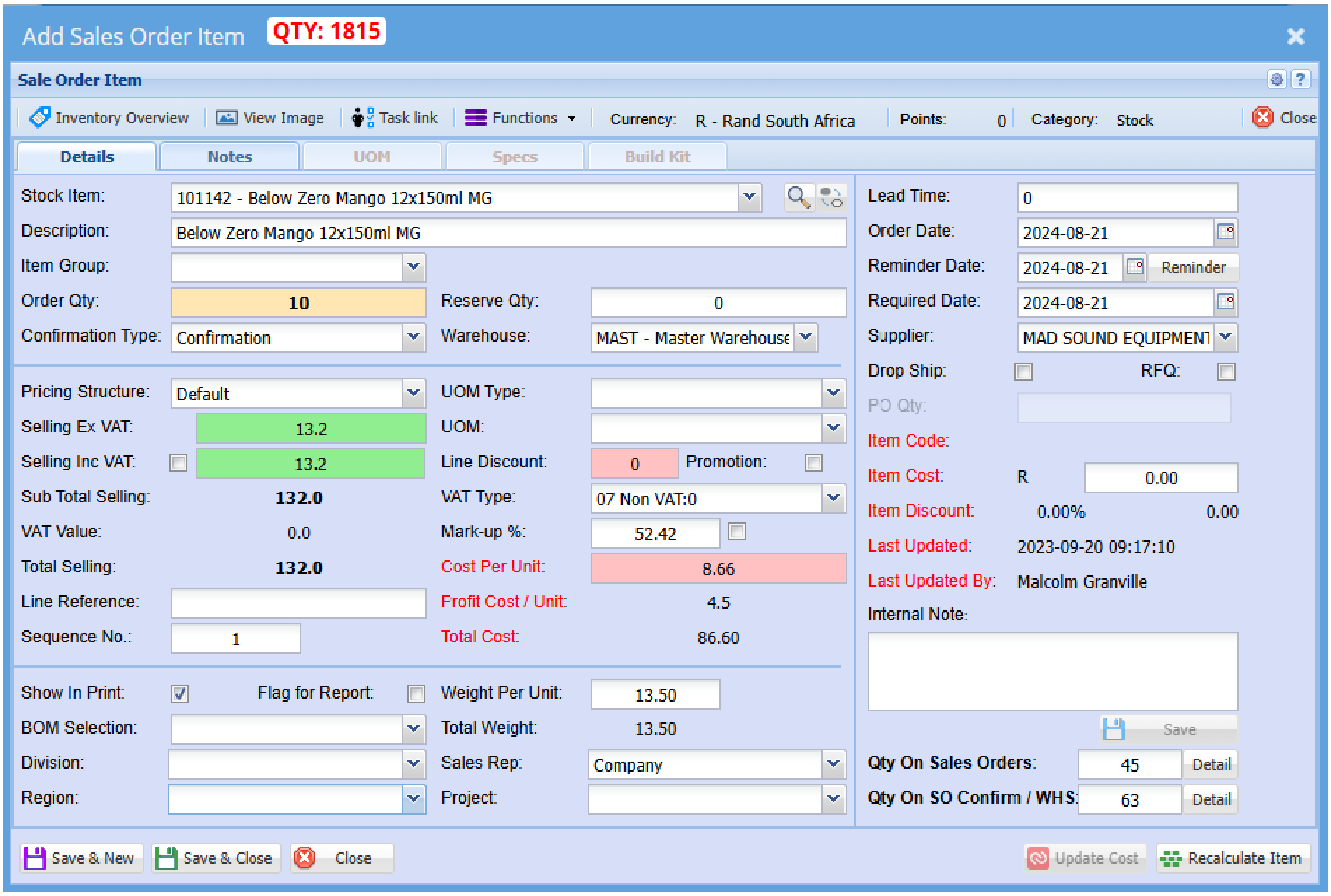
Add Line Items

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

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



Then the screen below will appear



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

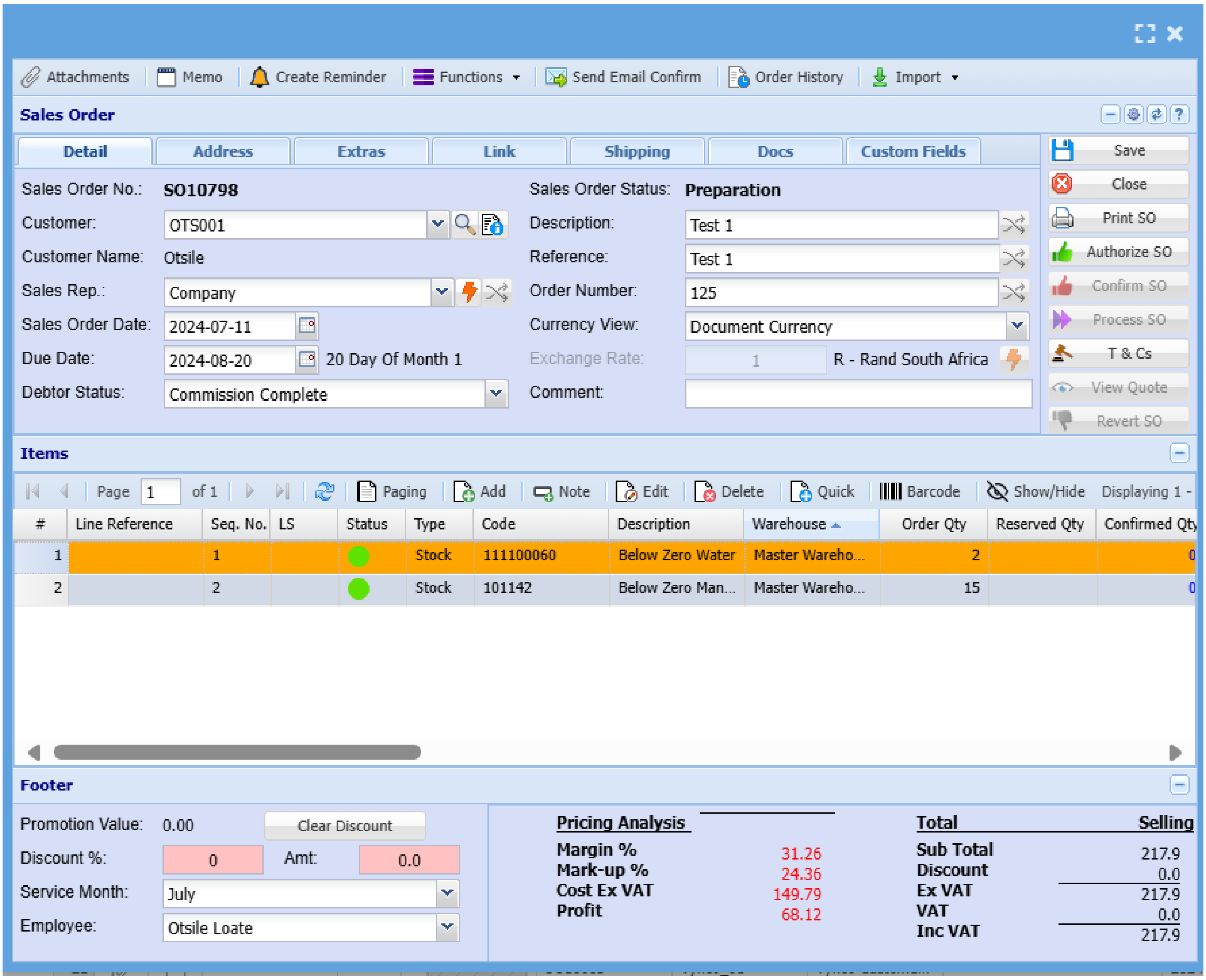
Select the correct VAT Type

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



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

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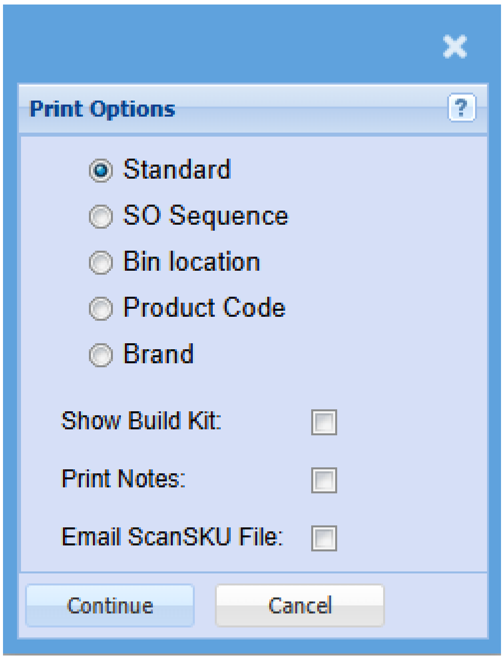
Sales order Printing Options

After clicking confirm the printing options will pop up below:

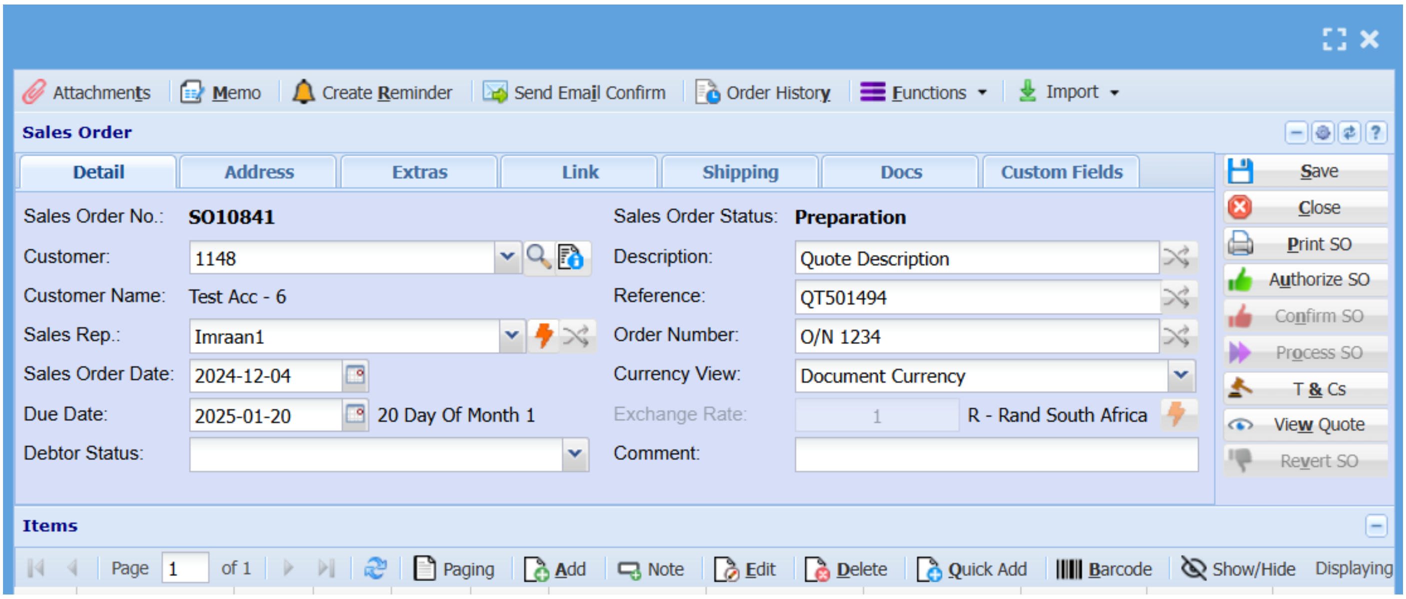


Click here to see a manual on how to confirm sales order quantity

Keyboard quick keys for Sales Order Detail

Quick keys help access functions using the keyboard

Used with Alt + Letter



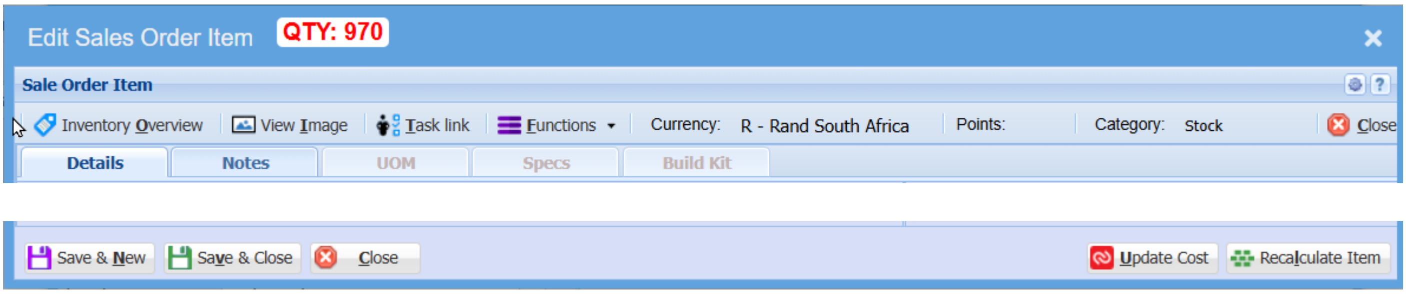
Attachmen**t**	Alt + t	Opens the Attachment window
Memo	Alt + m	Opens the Memo window
Create **R**eminder	Alt + r	Opens the Reminder window
Send Ema**i**l Confirmation	Alt + i	Sends an email to the contact person on Confirmation of Sales Order
Order Histor**y**	Alt + o	Opens the Order History window

Functions	Alt + f	Focus on the Function split button
Save	Alt + s	Saves the sales order
Close	Alt + c	Closes the sales order window
Print SO	Alt + p	Print the Sales Order
A**u**thorize SO	Alt + u	Authorize the Sales Order
Co**n**firm SO	Alt + n	Confirm the Sales Order
Pr**o**cess SO	Alt + o	Process the Sales Order
T **&** Cs	Alt + &	Opens the Terms and Conditions window
Vie**w** Quote	Alt + w	Opens the associated quote for viewing (if applicable)
Re**v**ert SO	Alt + v	Resets the Sales Order to Preparation Status
Add	Alt + a	Opens a New Sales Order Line Detail window
Edit	Alt + e	Opens the Sales Order Line Detail window for the selected sales order line
Delete	Alt + d	Deletes the selected line from the sales order
Quick Add	Alt + q	Opens the quick add window to add a sales order line to the sales order
Barcode	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

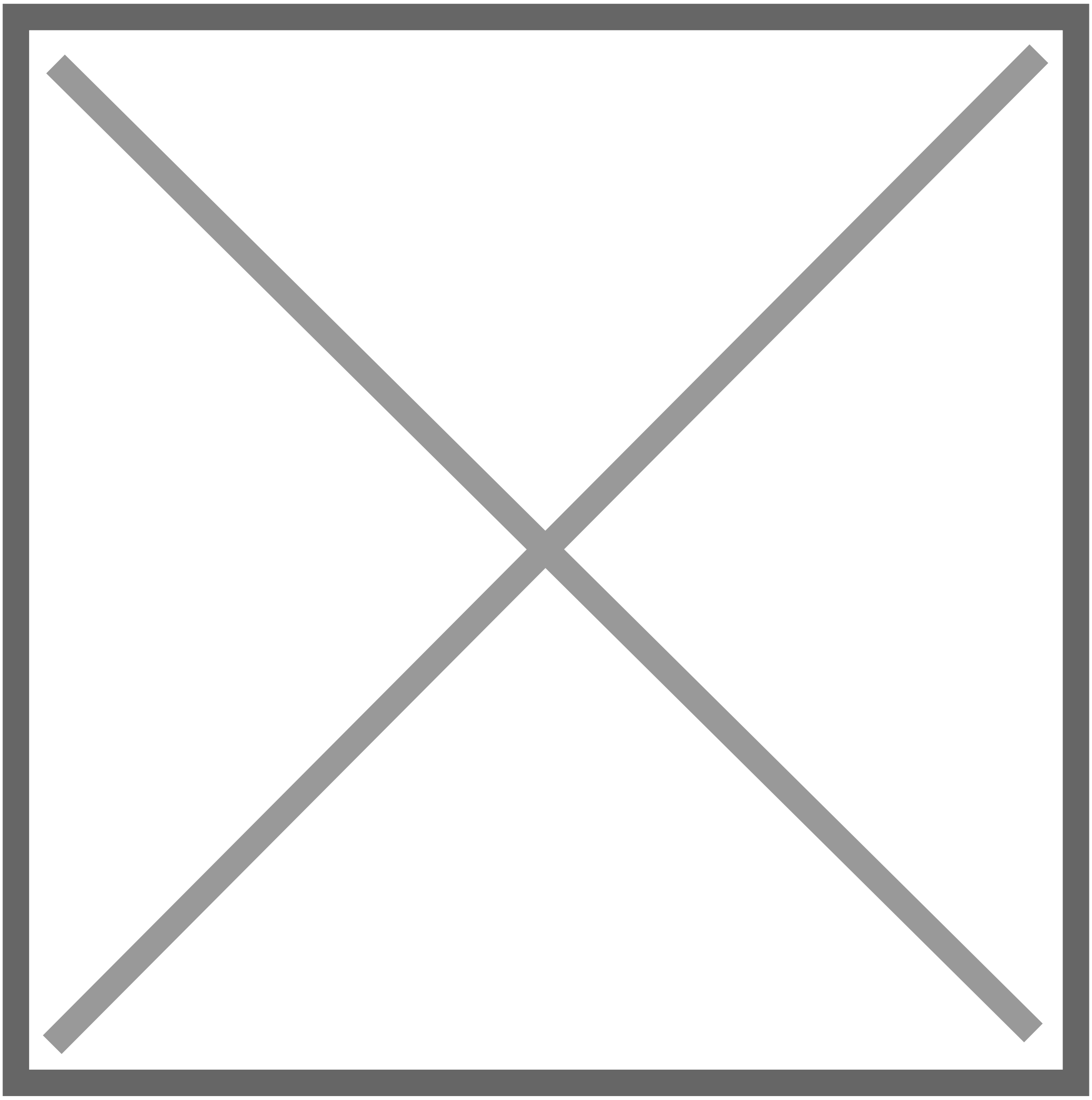


Inventory **O**verview	Alt + o	Opens the Inventory Overview window
View **I**mage	Alt + i	Opens the View Image window
Task Link	Alt + t	Opens the Special Item window
Close	Alt + c	Closes the Sales Order window
Reminder	Alt + r	Opens the Reminder window
Functions	Alt + f	Focus on the Function split button
Save & **N**ew	Alt + n	Saves the Sales Order Item Detail window and opens a new SO Item window
Sa**v**e & 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
Reca**l**culate 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

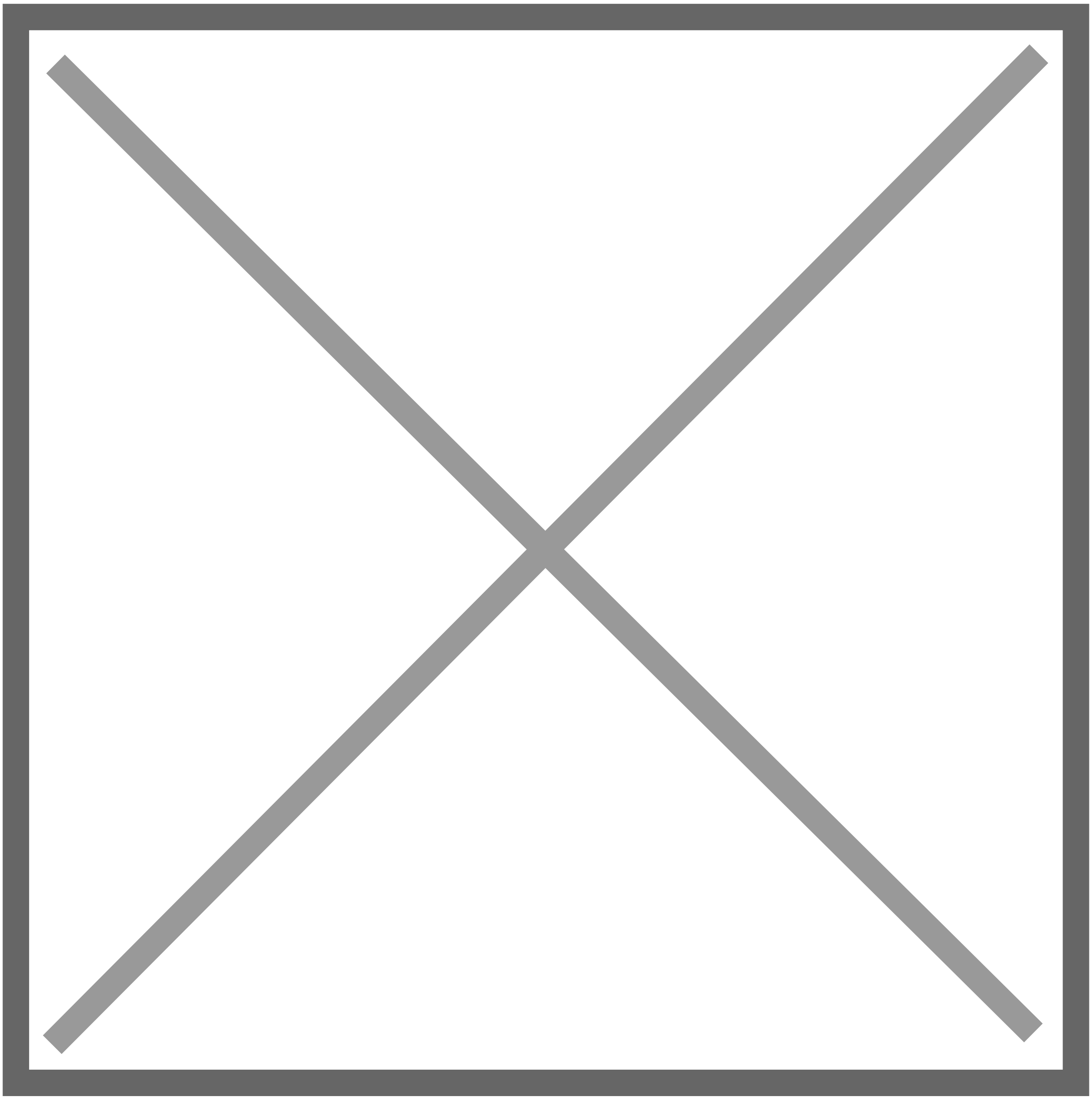
Advanced Add Sales Order

Adding a new Sales order

Click on Add button to add a new sales order



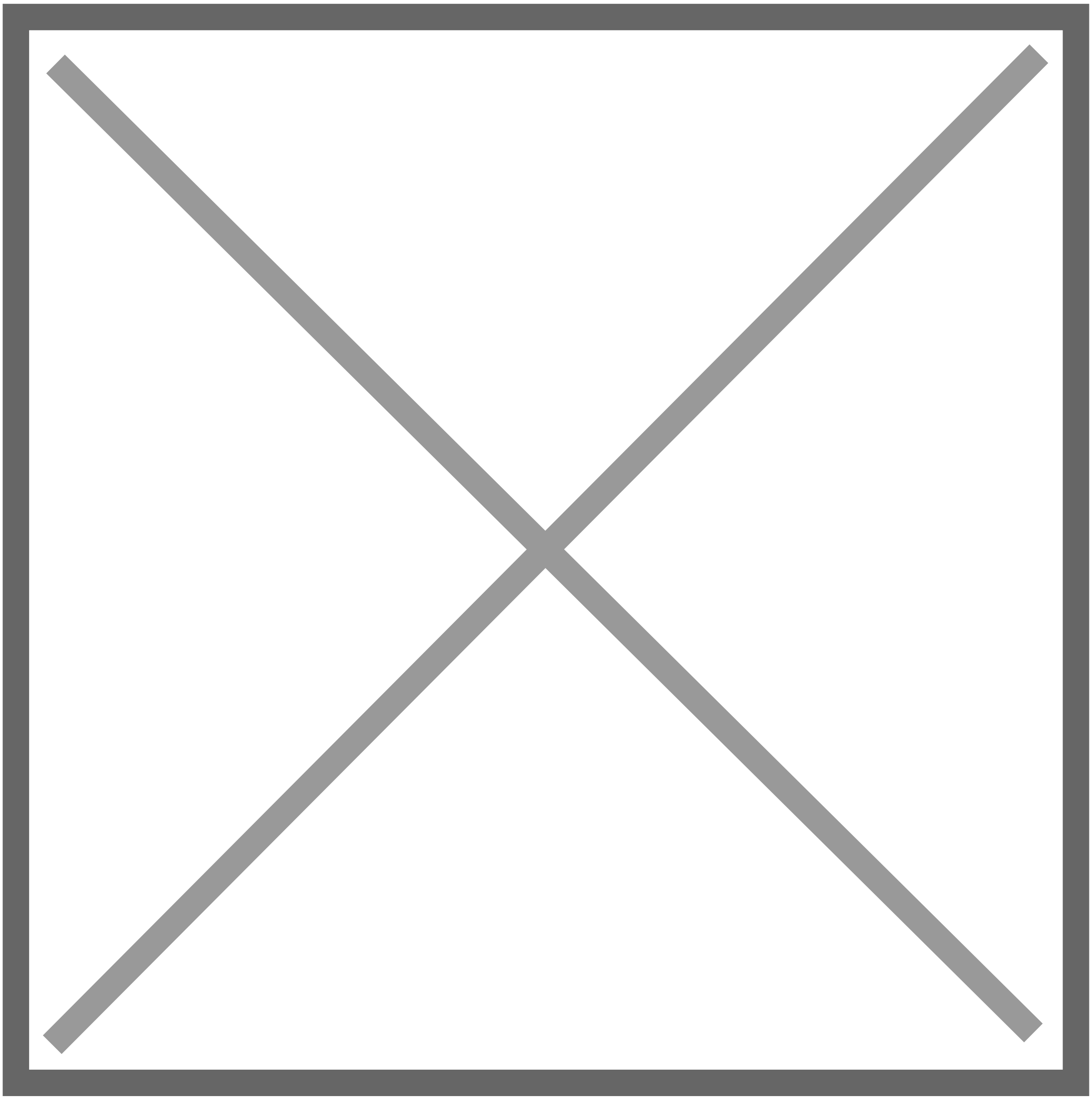
Sales order window



Sales Order

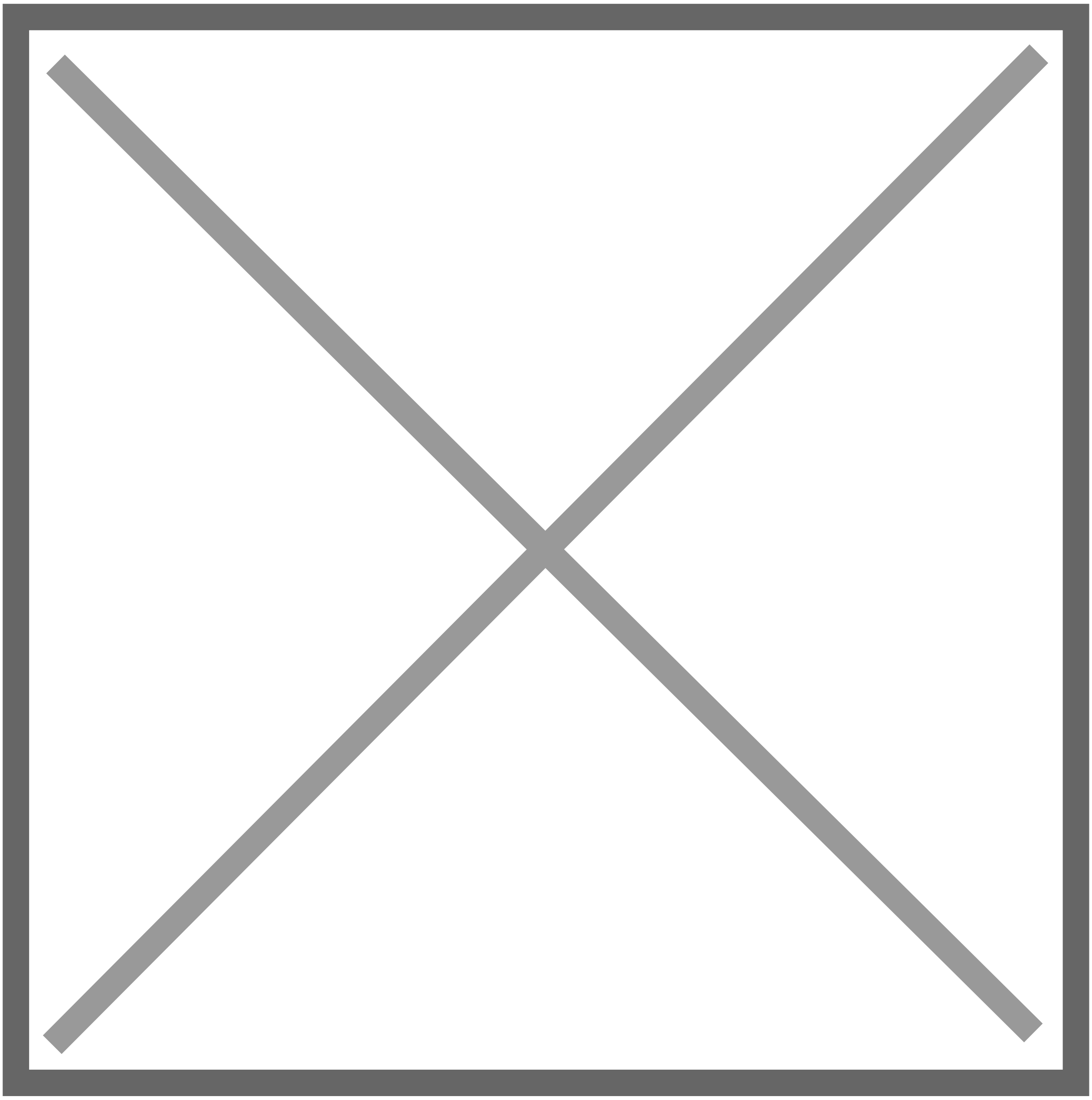
Choose The Debtor by entering a customer Code

Detail Tab

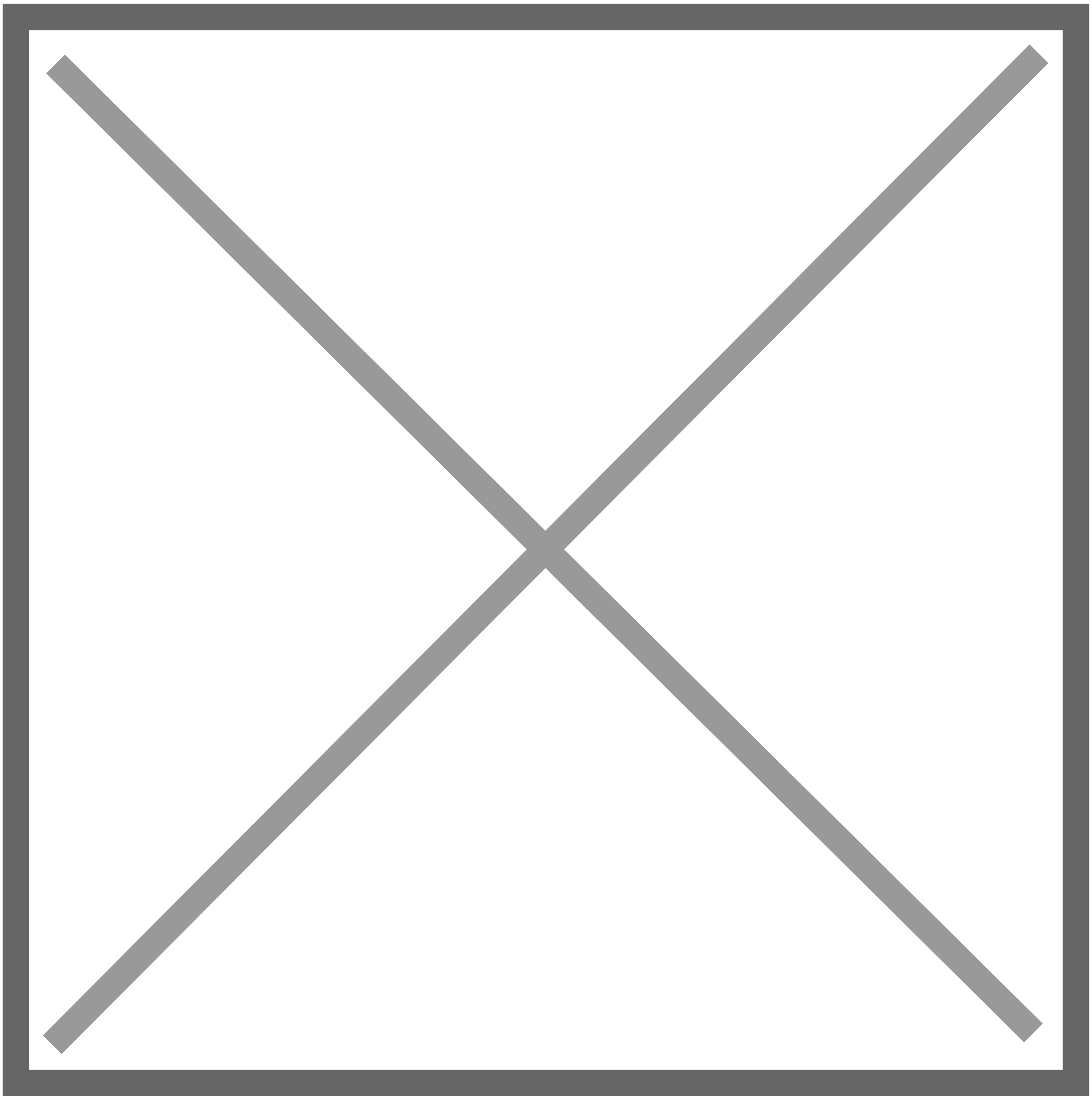


Short Details	Short Details Of the sales Order Item
Reference	Give it A Reference
Order Number	Enter an Order Number
Sales Rep	Select a Sales Rep

Address Tab



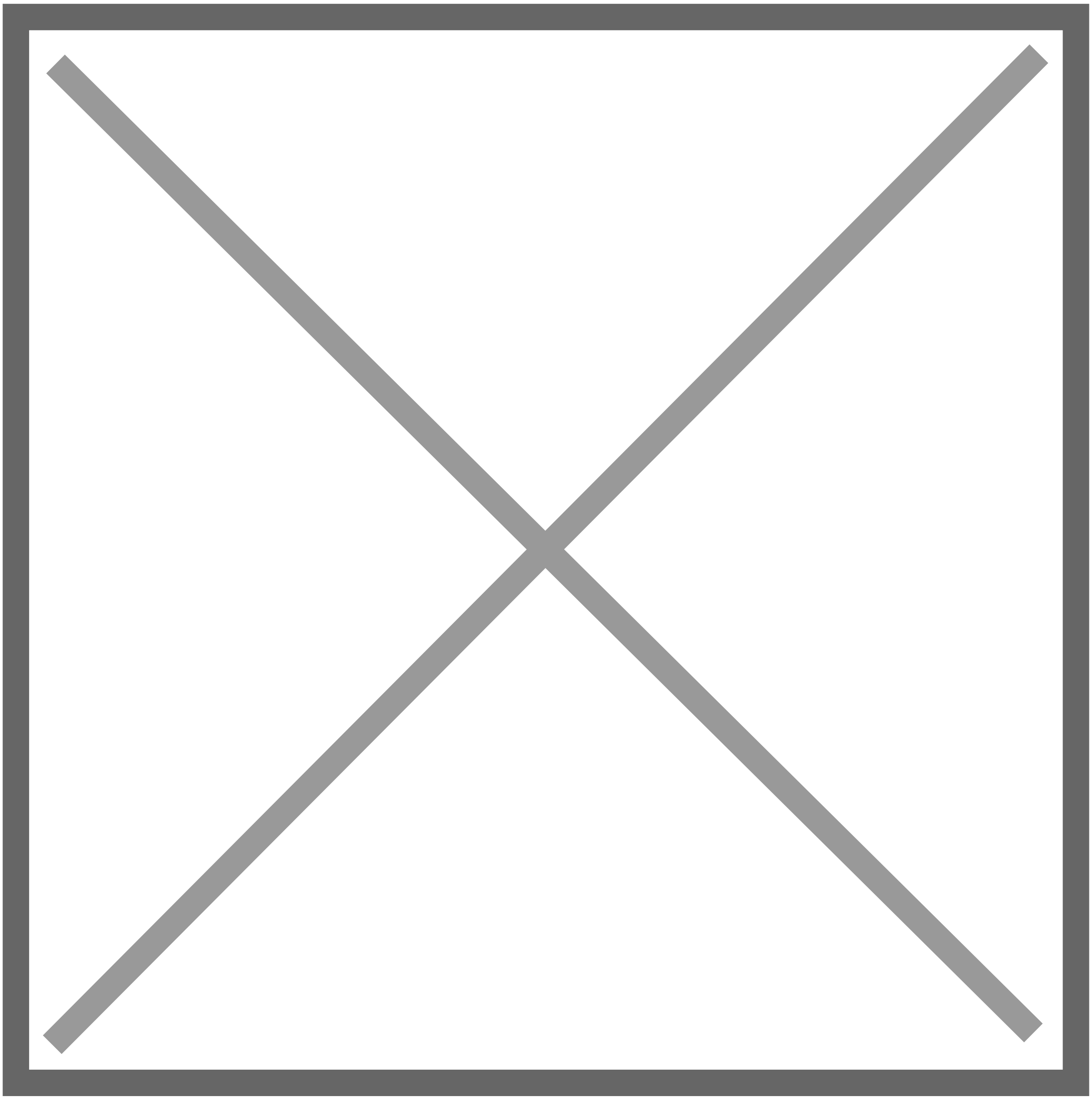
Extras Tab



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

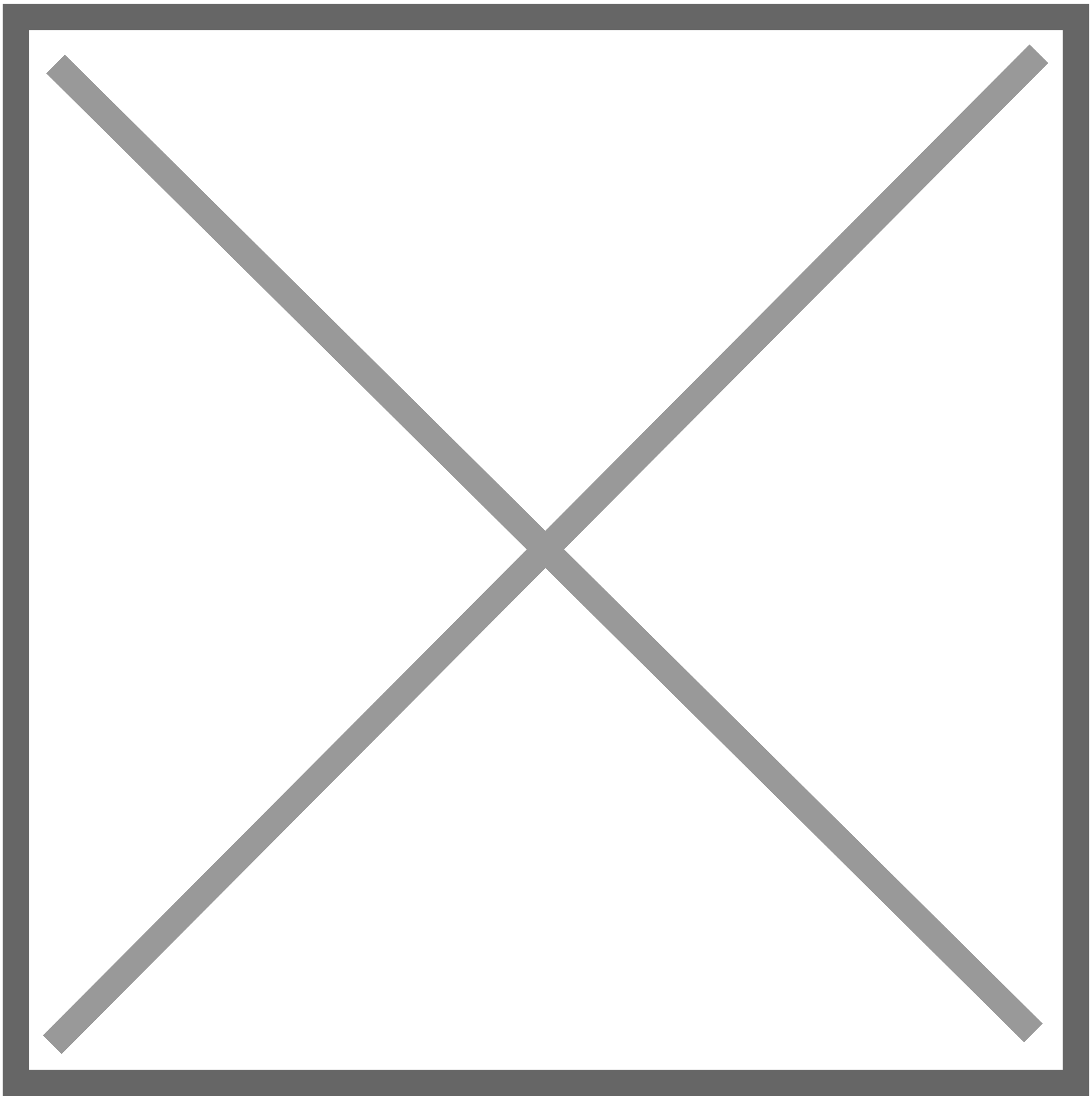
The Selling Including Vat will Be Greyed Out Company:

Authorise Sales Order

Changes The Sales order Status to Authorized

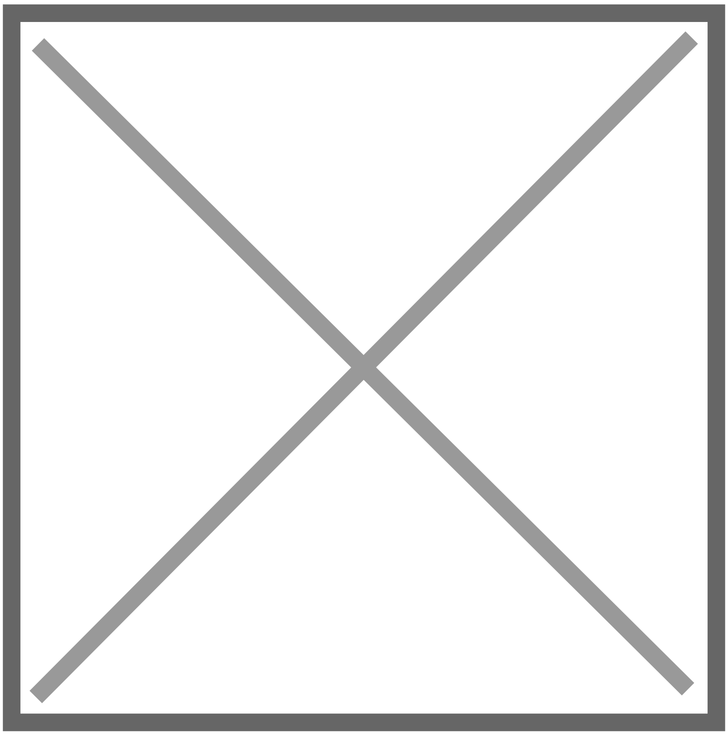
Unauthorize Sales Order

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.

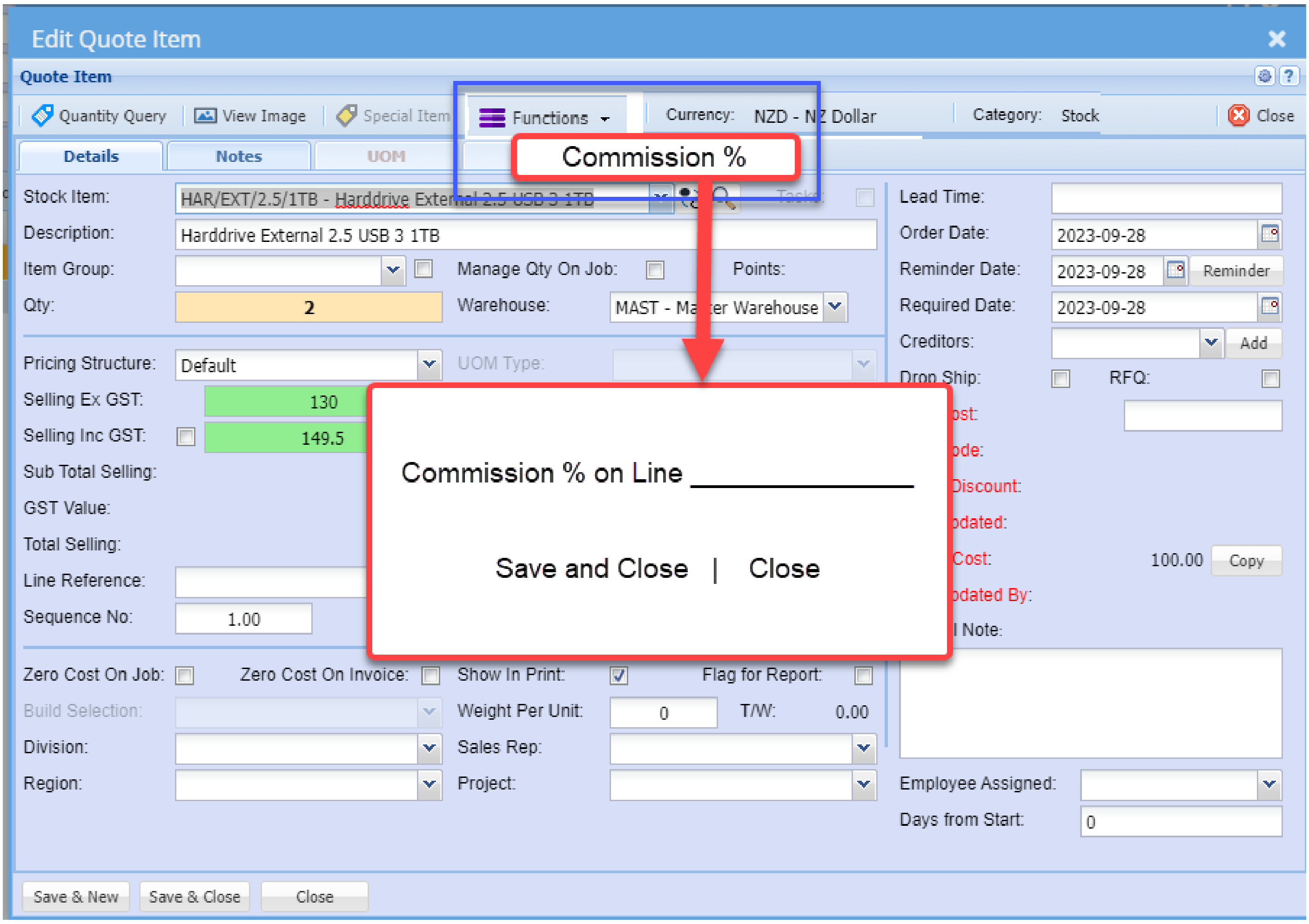
All documents to contain this line percentage

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

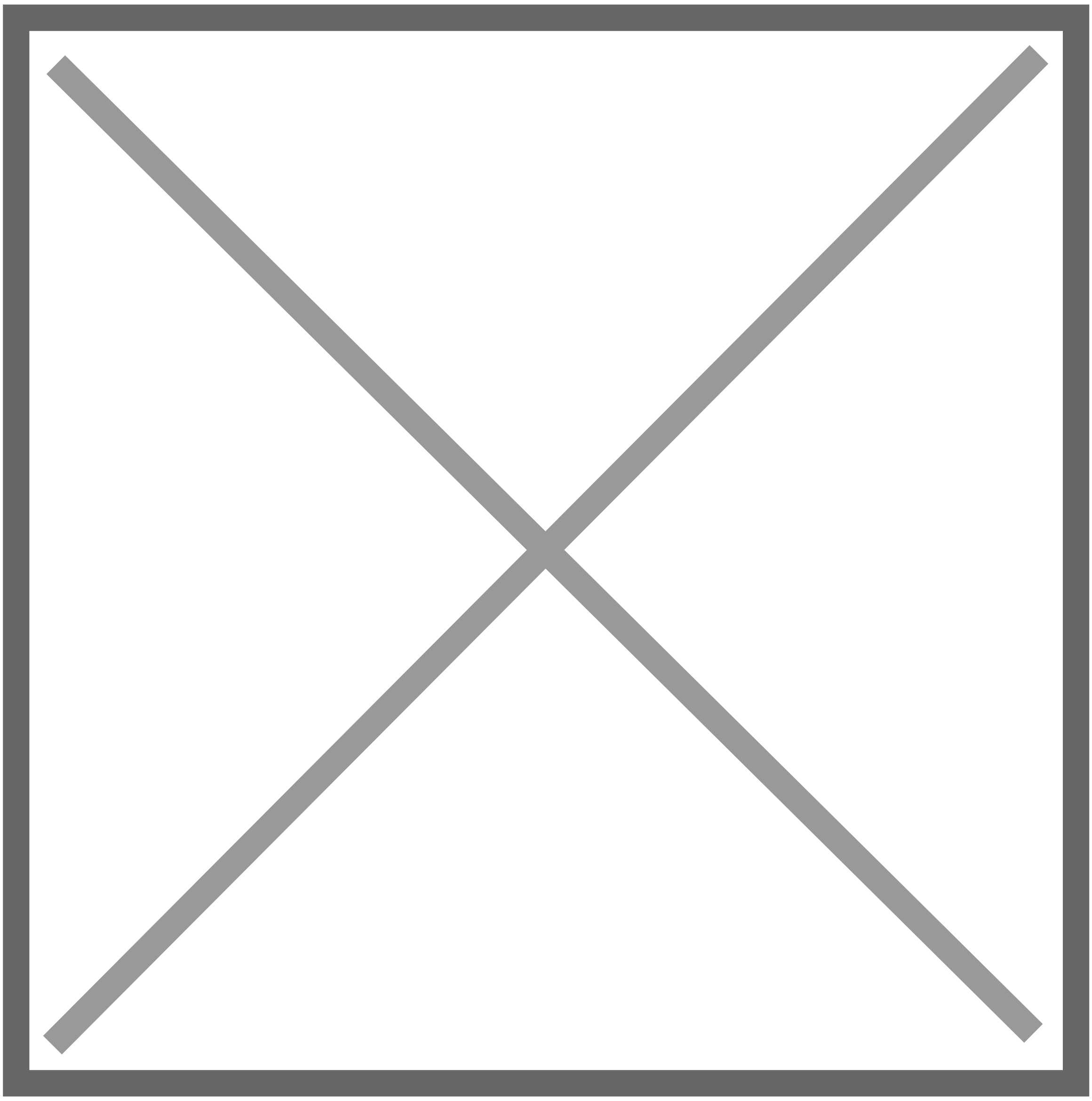


Import sales order items

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

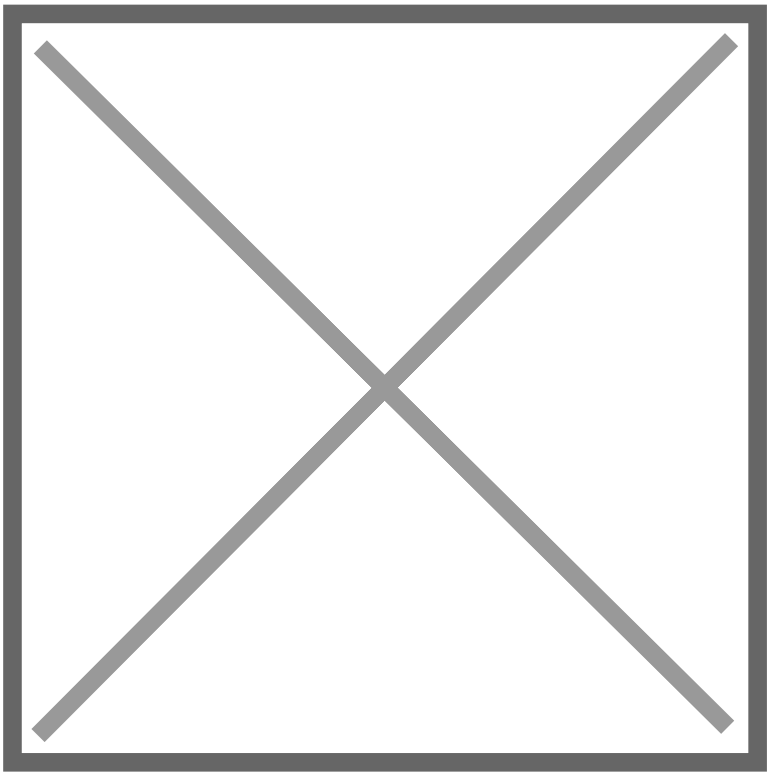
Import File Layout

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

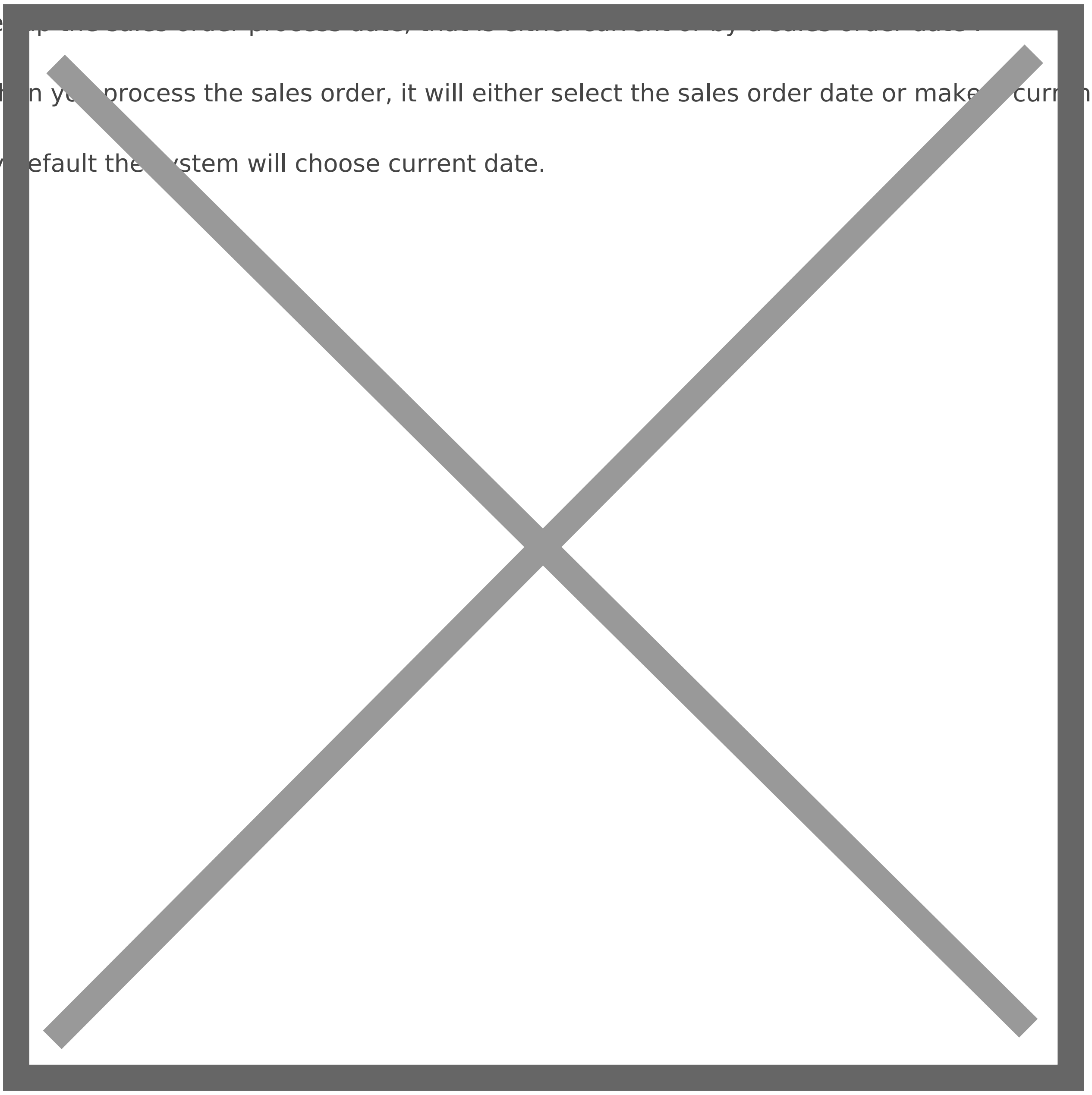
Sales Order Process Date Setup

Video training manual 2019 - [Click Here]

Set up the sales order process date, that is either current or by a sales order date ?

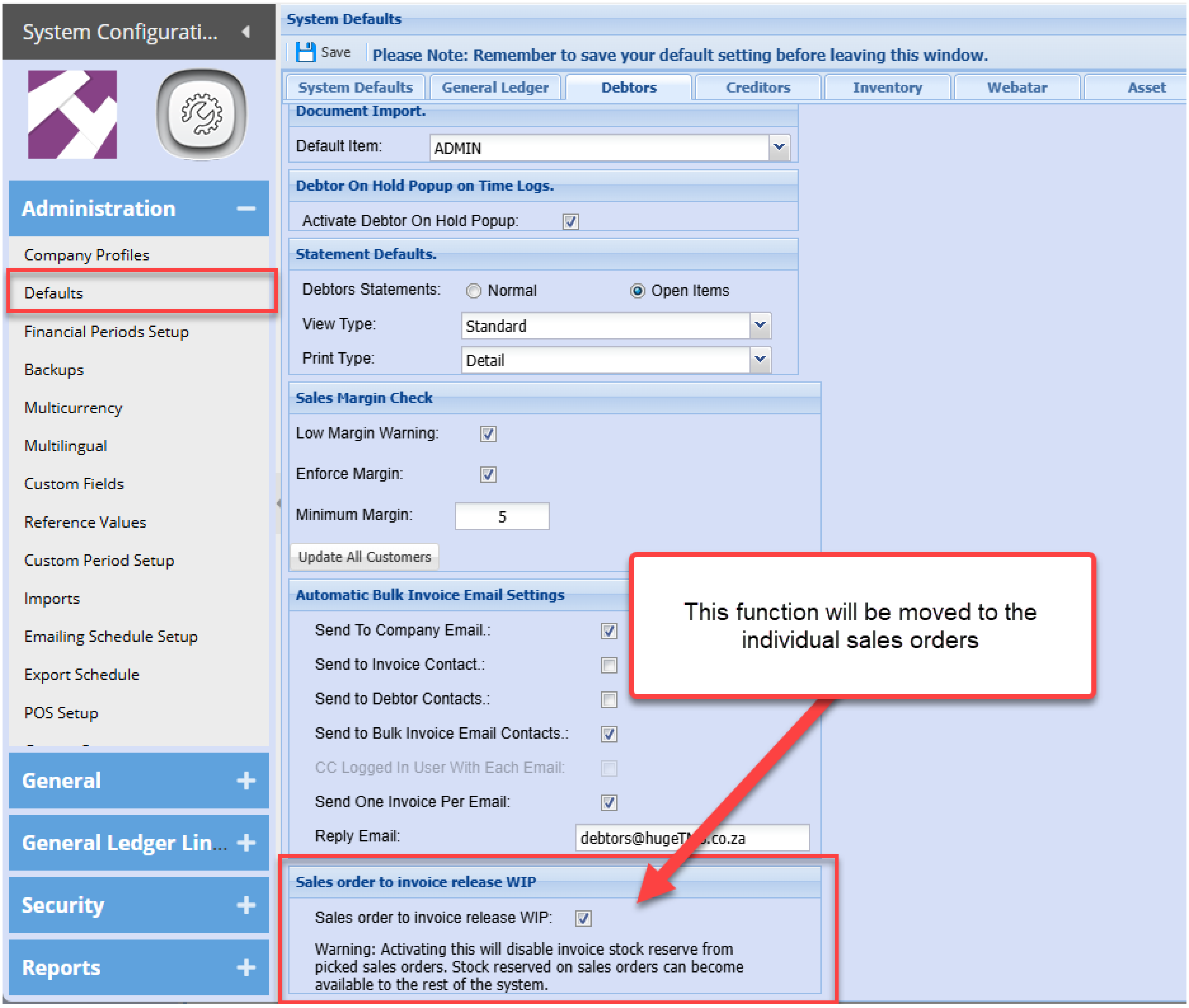
When you process the sales order, it will either select the sales order date or make it current.

By default the system will choose current date.



Sales Order Bypass WIP and Reserve stock

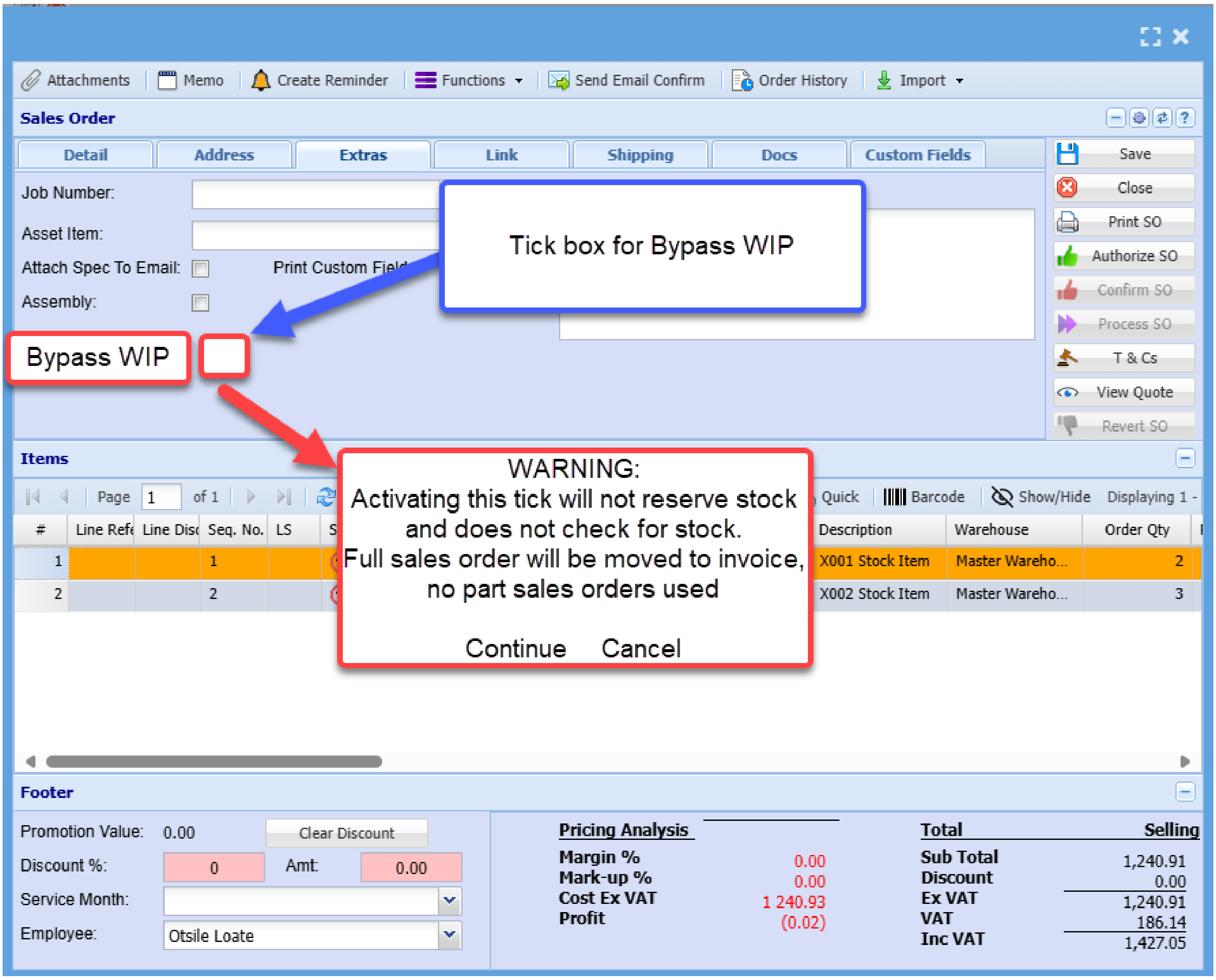
This function disables stock WIP movements and reserve stock.



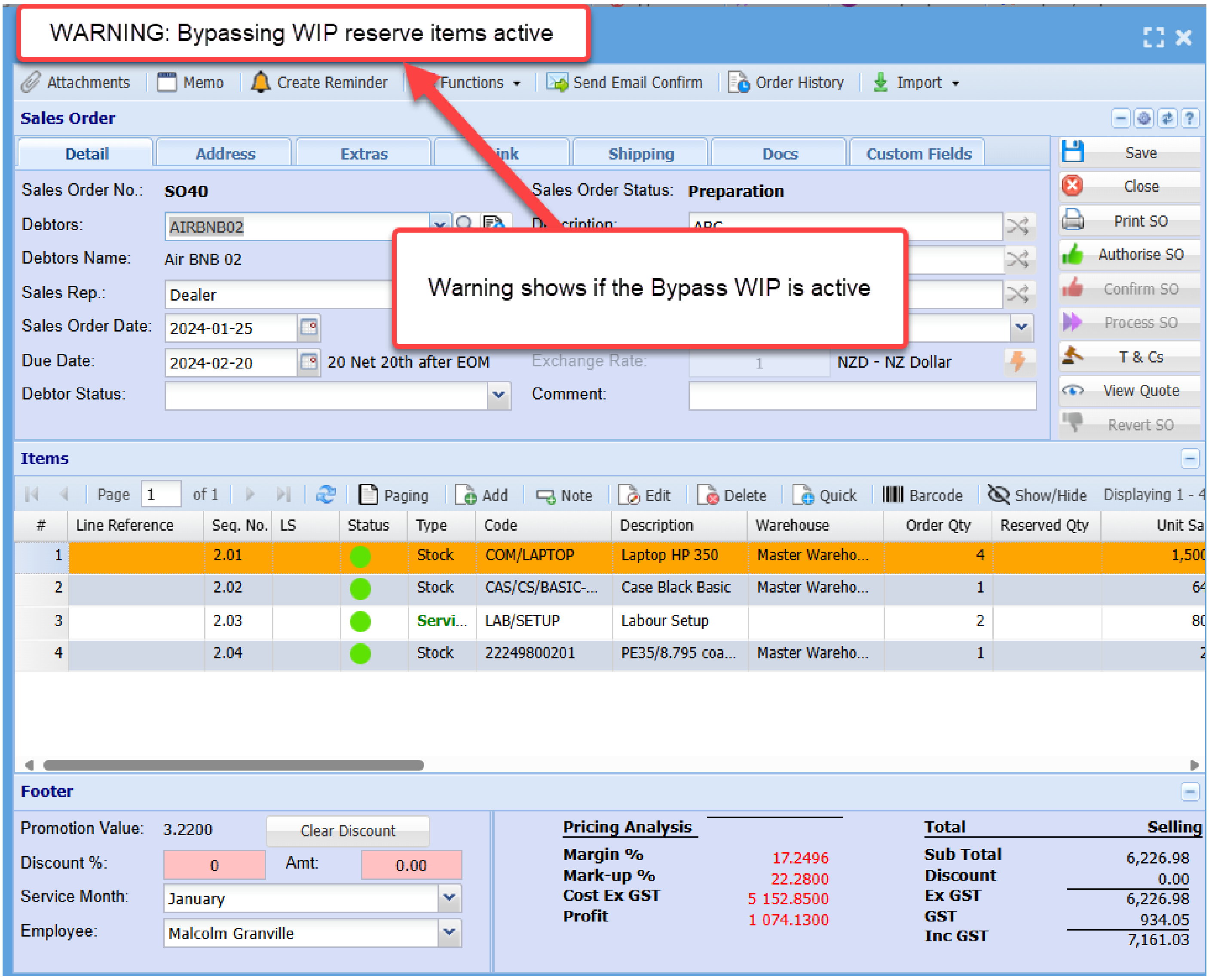
New tick box on Sales order

> 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

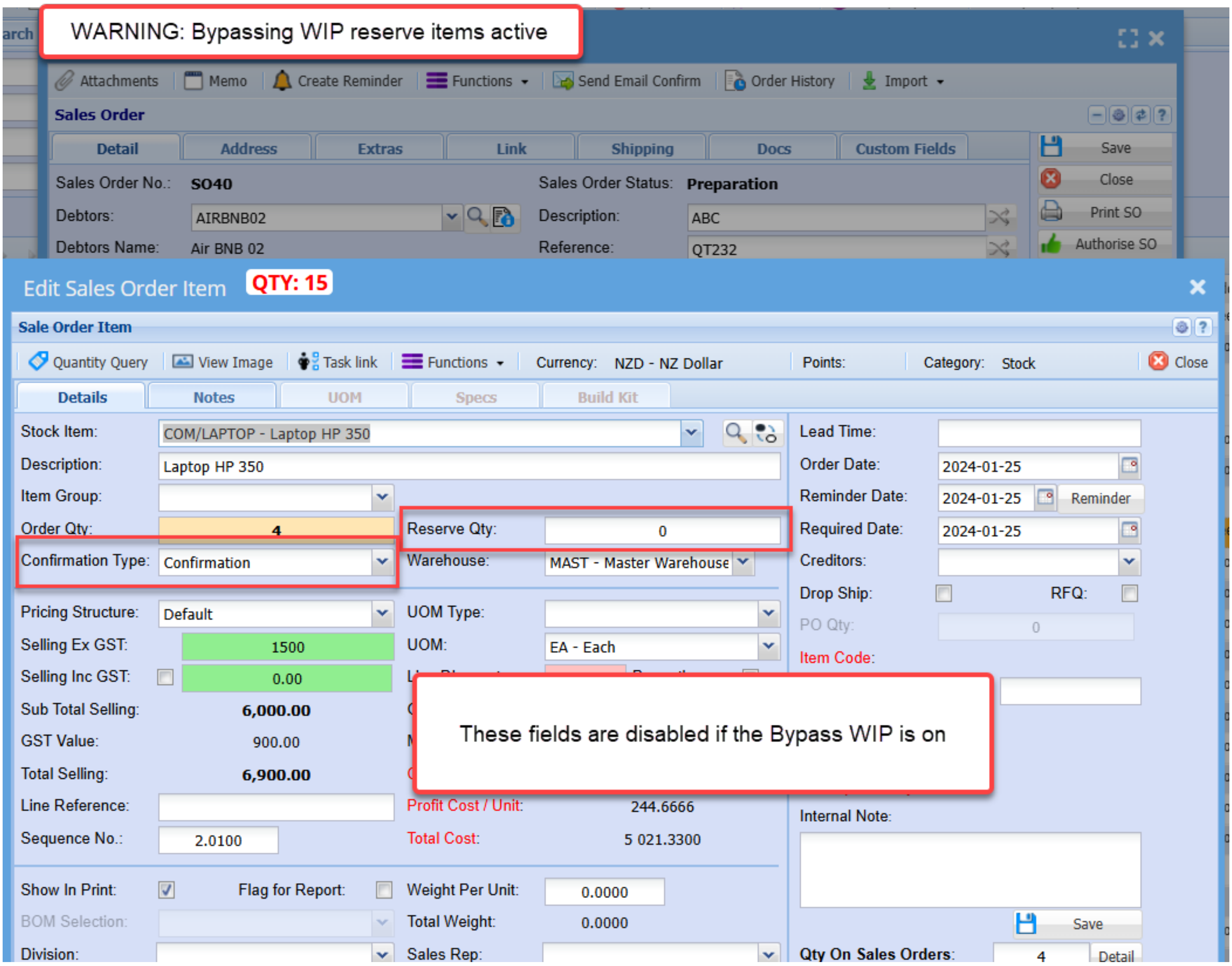
No part sales orders are allowed if Bypass WIP is active



Sales order warning



Sales order lines disabled



Sales Order Confirmation

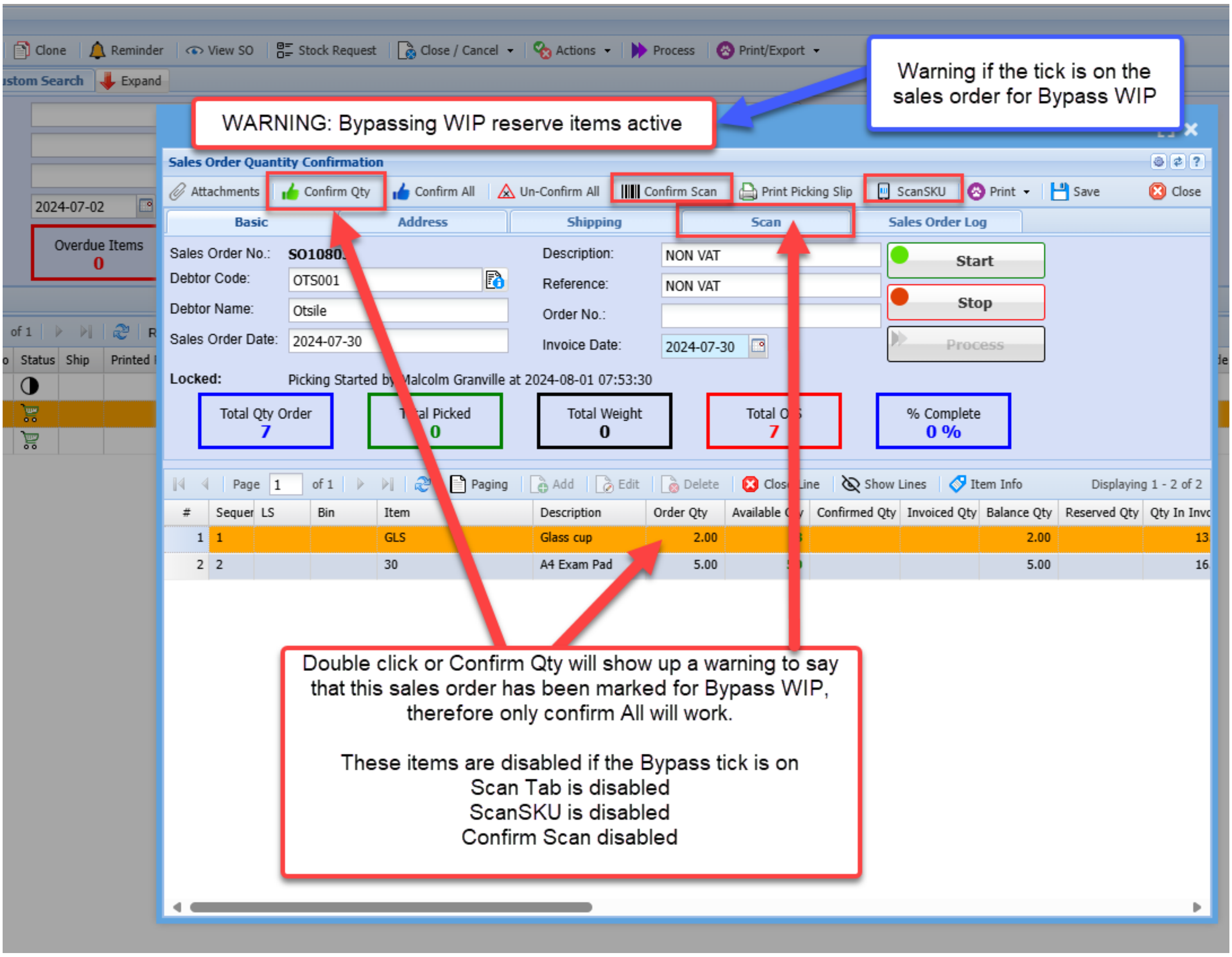
Individual confirms are disable if the Bypass WIP is on

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

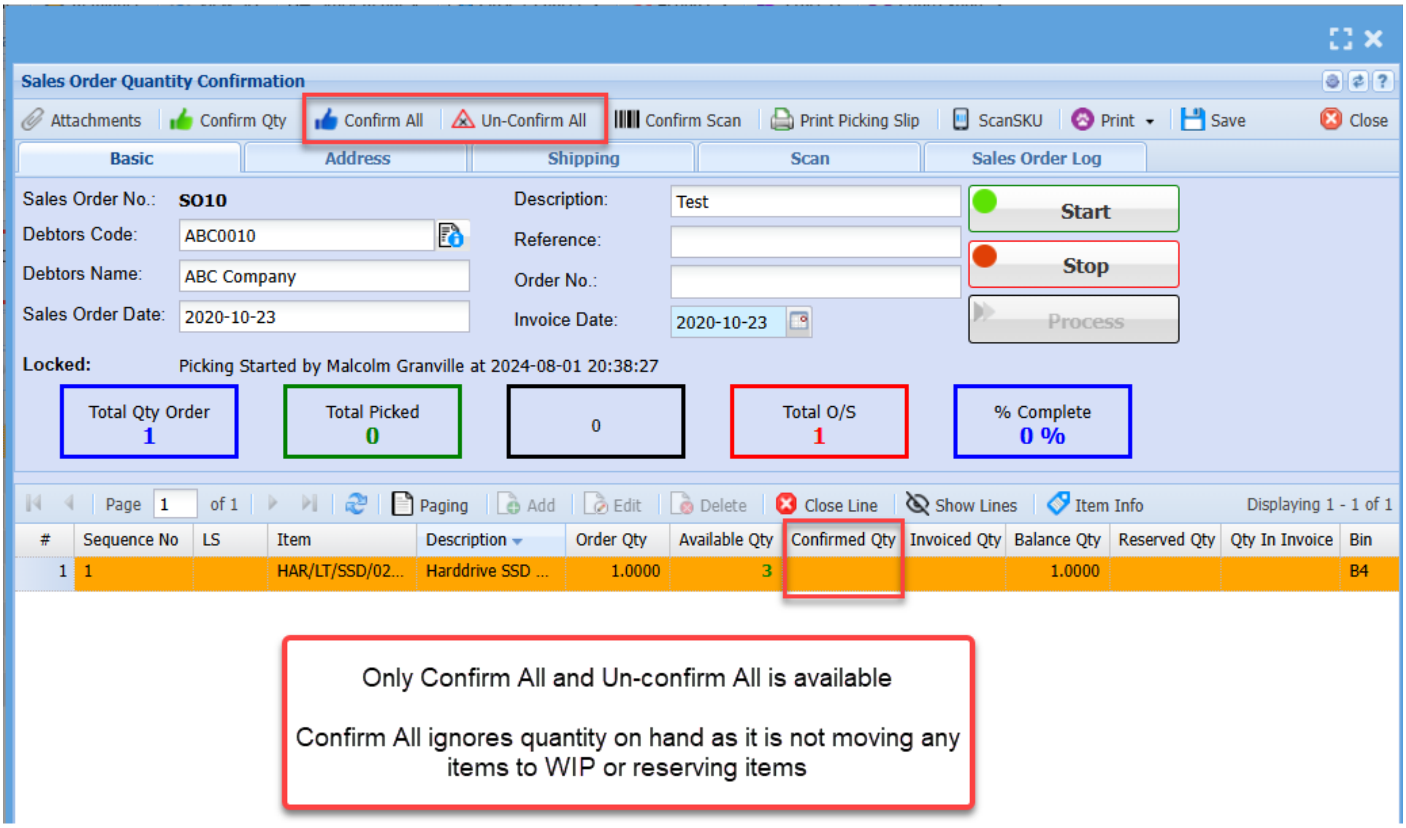
Confirm All works and will confirm all the items, whether there is stock or not.

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



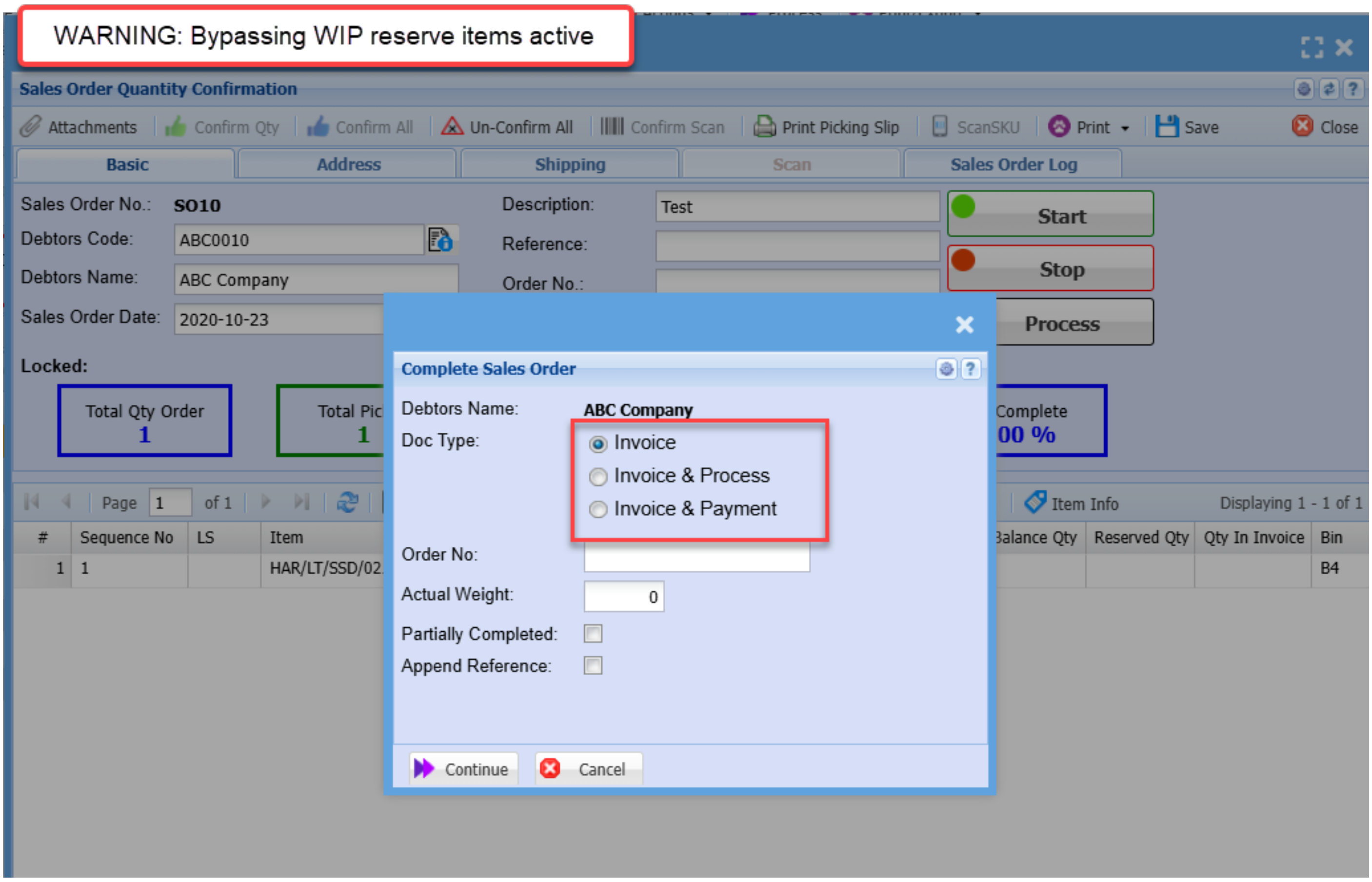
Only Confirm All and Un-confirm All is available

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.: SO10
Debtors Code: ABC0010
Debtors Name: ABC Company
Sales Order Date: 2020-10-23
Description: Test
Reference:
Order No.:
Start
Stop
Process
Locked:
Total Qty Order 1
Total Pic 1
Complete 00 %
Page 1 of 1
Item Info
Displaying 1 - 1 of 1
Sequence No LS Item
Balance Qty Reserved Qty Qty In Invoice Bin
1 1 HAR/LT/SSD/02
B4
Complete Sales Order
Debtors Name: ABC Company
Doc Type:
Invoice
Invoice & Process
Invoice & Payment
Order No:
Actual Weight: 0
Partially Completed:
Append Reference:
Continue
Cancel

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**.

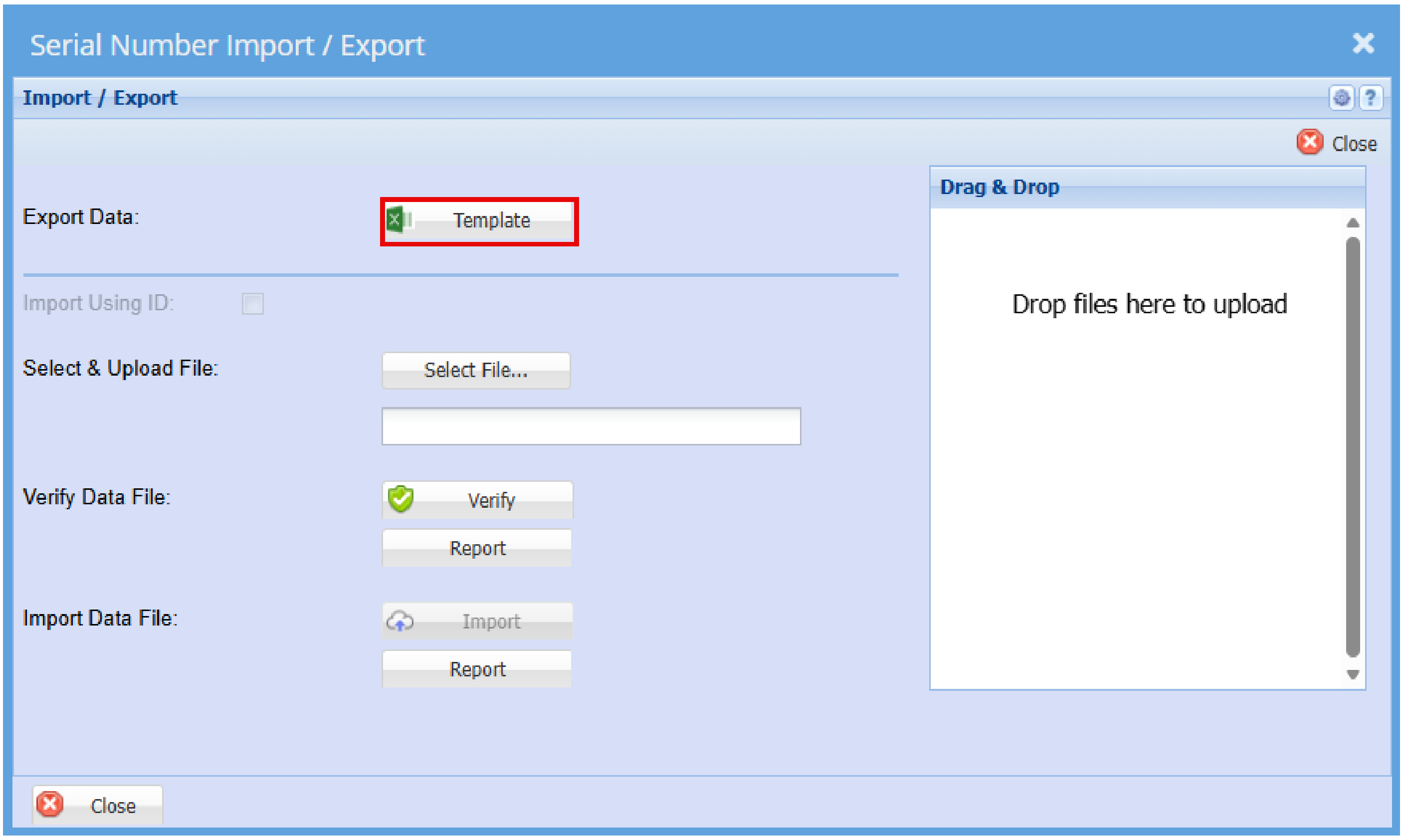
image.png

- 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.

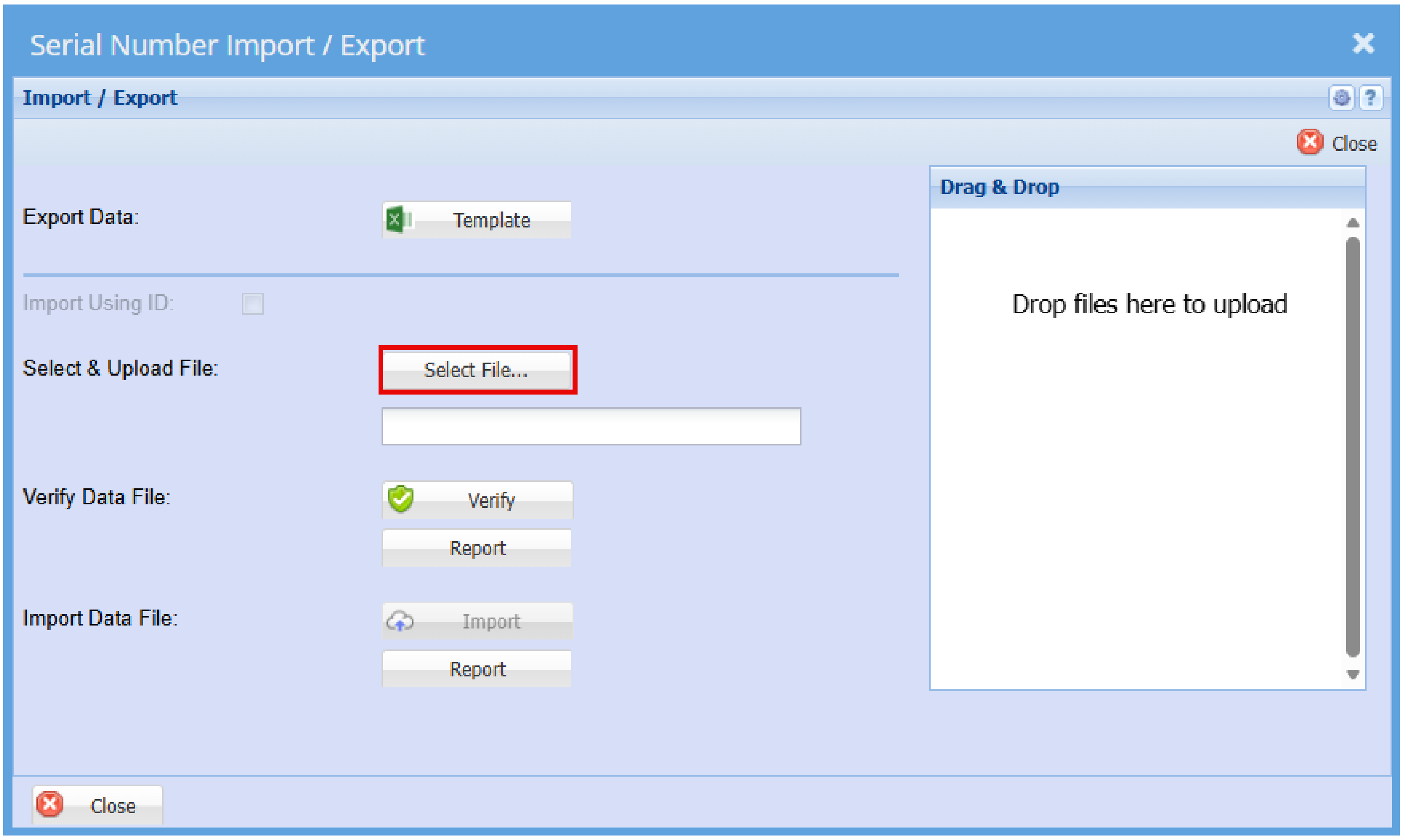
- Click on "**Template**" this will download an excel file



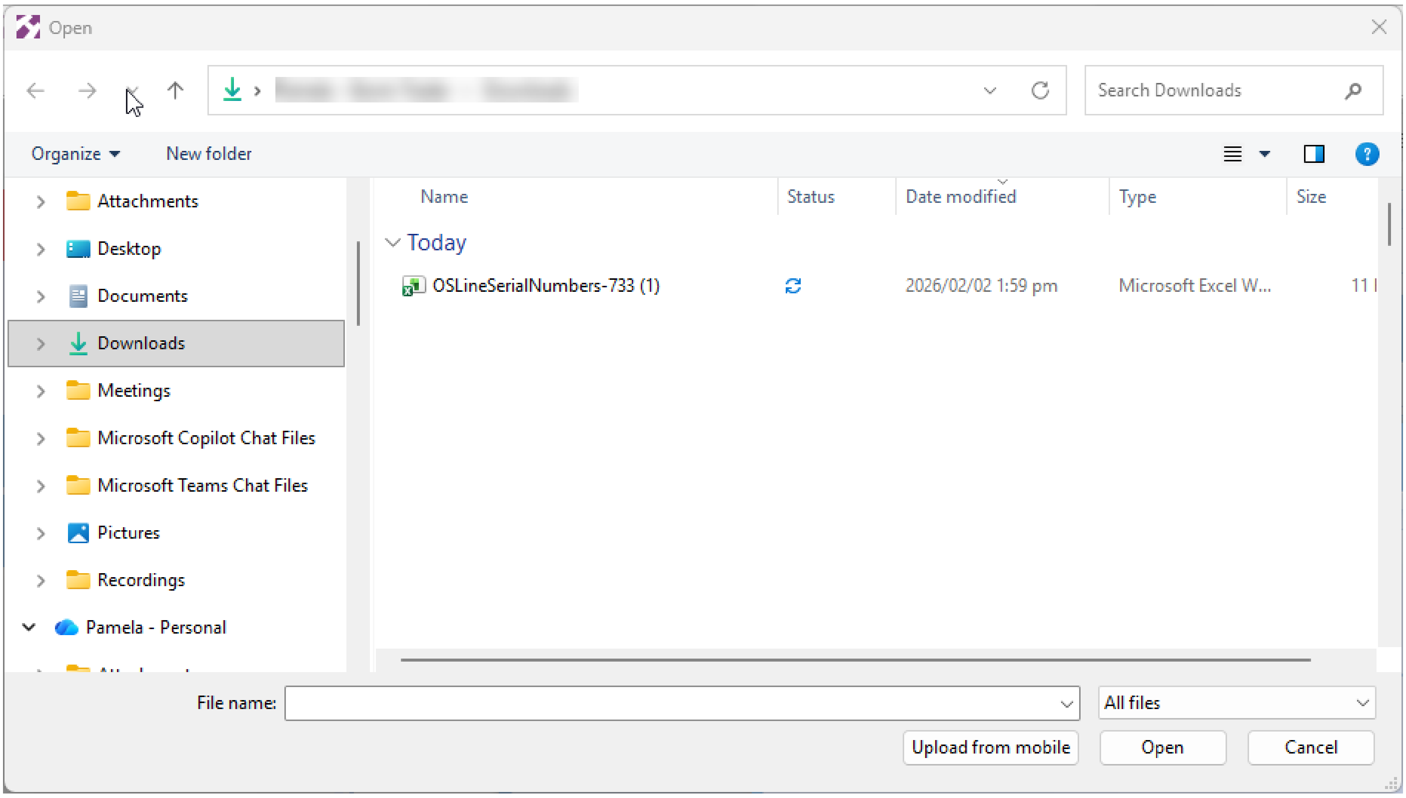
- Enter the serial numbers into the spreadsheet, with each item listed on a separate line as shown below.
- Save the file to your computer.

image.png

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

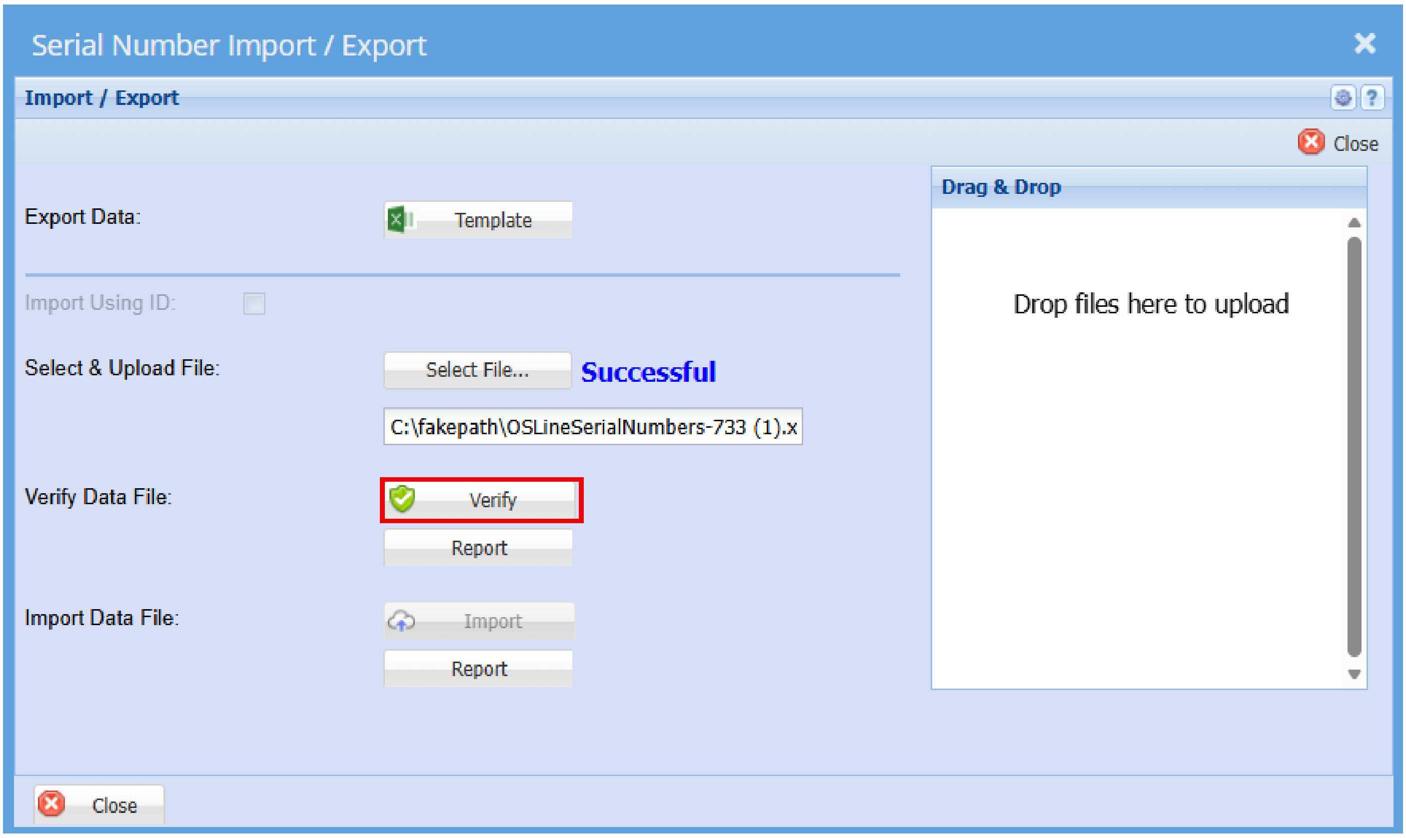


- Find the file you have saved.
- "**Double Click**" the file or click "**Open**"



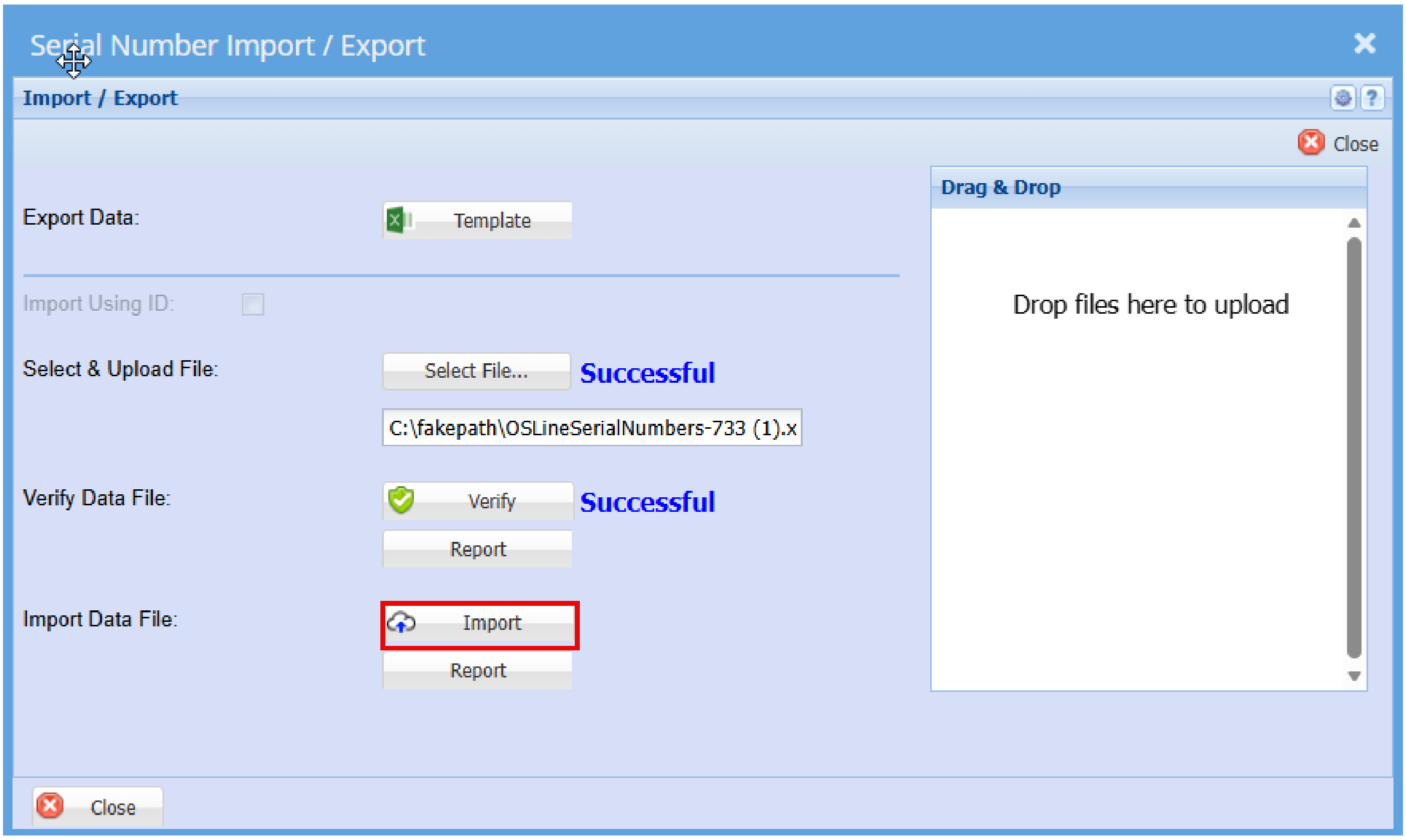
You should get a Successful Import

- Click "**Verify**"



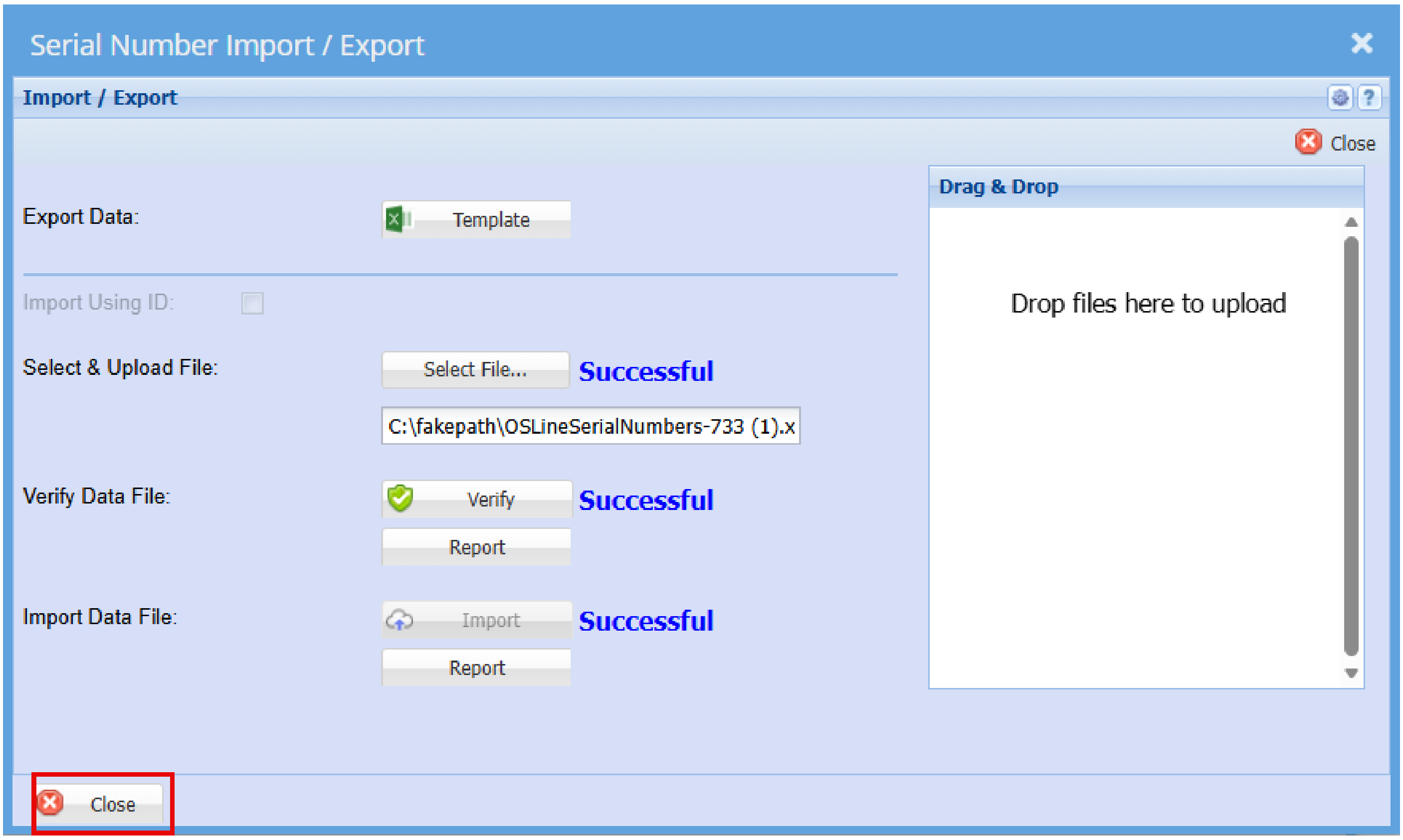
You should again get a successful for verification

- 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