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Sales Orders

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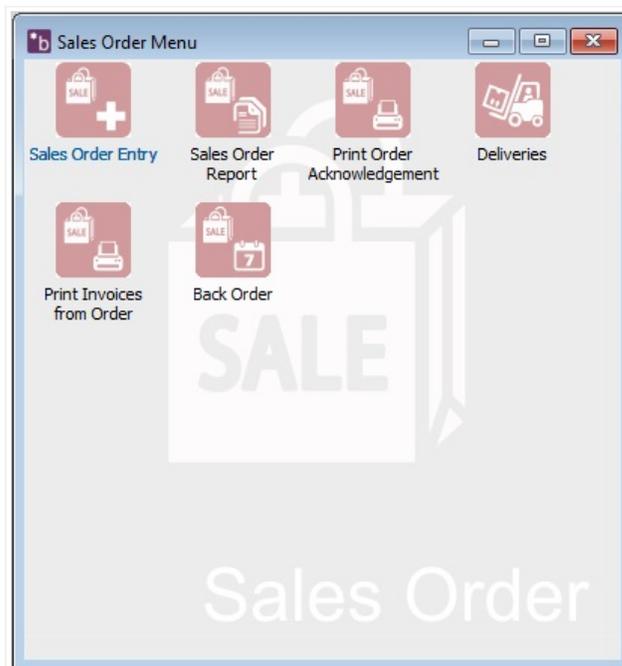
This guide is for when products are sold online, you need to make sure the sales order is processed and has been invoiced correctly.

1. Double click on the **'Sales Order'** icon.



Sales Order

2. Double click on **'Sales Order Entry'**.



3. The window should open automatically on the **'Order Reference'** tab. Next to **'Order No.'** click on the Ellipsis (...).

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4. You can now see all the orders that have been made online. The 'Status' column will either show 'C' for completed or 'N' for new. Double click on the order that is New.

Order No [F2]	Date [F3]	Customer Code [F4]	Type	Description	Status
NEE-5	28/11/2016	NEE-WWW0000001	Sales Order	#1001	C
NEE-6	28/11/2016	NEE-WWW0000001	Sales Order	#1002	C
NEE-7	30/11/2016	NEE-WWW0000001	Sales Order	#1003	C
NEE-8	30/11/2016	NEE-WWW0000001	Sales Order	#1004	C
NEE-9	30/11/2016	NEE-WWW0000001	Sales Order	#1005	N

5. All the details about the order will be filled in. Click on the 'Order Details' tab. Here you can see what the customer has ordered and the quantities etc.

Sales Order Entry

Customer Details | Order Reference | **Order Details** | Order Payments | History

ORDER DETAILS

Order Location: <All> Order No: NEE-9 Customer: Nee Lodhia

Product Code	Description	PackSize	Qty	B/O	Del Qty
HOODIETEST	Merlin Hoodie	1	2	0	0

HOODIETEST Merlin Hoodie

VAT Code: 1 PackSize: 1 Net: £0.00
 Selling Price: 0.00 Qty Ordered: 2 VAT: £0.00
 Cost: 0.00 On Back Order: 0 Total: £0.00
 Discount: 0.00 % Qty To Deliver: 2 GM Net: £0.00
 Discount Value: 0.00 GM %: 0%

Confirm Cancel

Stock Enquiry

GM	NET	£0.00
£0.00	VAT	£0.00
0%	TOTAL:	£0.00

New Line Insert Line Delete Line

Record No 5 of 5

Delivery
Picking
Invoice
New
Clear
Void
Save
Report
Exit

6. On the right hand side of the window you will see a 'Delivery' button. You must click on this first; print the delivery note.

Sales Order Entry

Customer Details | Order Reference | **Order Details** | Order Payments | History

ORDER DETAILS

Order Location: <All> Order No: NEE-9 Customer: Nee Lodhia

Product Code	Description	PackSize	Qty	B/O	Del Qty
HOODIETEST	Merlin Hoodie	1	2	0	0

HOODIETEST Merlin Hoodie

VAT Code: 1 PackSize: 1 Net: £0.00
 Selling Price: 0.00 Qty Ordered: 2 VAT: £0.00
 Cost: 0.00 On Back Order: 0 Total: £0.00
 Discount: 0.00 % Qty To Deliver: 2 GM Net: £0.00
 Discount Value: 0.00 GM %: 0%

Confirm Cancel

Stock Enquiry

GM	NET	£0.00
£0.00	VAT	£0.00
0%	TOTAL:	£0.00

New Line Insert Line Delete Line

Record No 5 of 5

Delivery
Picking
Invoice
New
Clear
Void
Save
Report
Exit

7. Then underneath this click on the 'Invoice' button. It will ask if you would like to email the invoice, click 'Yes' if it's set-up. If not then click 'No' but make sure you save/print a copy for your records. Once you have done this you cannot go back and retrieve the invoice.

Sales Order Entry

Customer Details | Order Reference | Order Details | Order Payments | History

ORDER DETAILS

Order Location: <All> Order No: NEE-9 Customers: Nee Lodhia

Product Code	Description	PackSize	Qty	B/O	Del Qty
HOODIEST	Merlin Hoodie	1	2	0	2

HOODIEST Merlin Hoodie

VAT Code: 1 PackSize: 1 Net: £0.00
 Selling Price: 0.00 Qty Ordered: 2 VAT: £0.00
 Cost: 0.00 On Back Order: 0 Total: £0.00
 Discount: 0.00 % Qty To Deliver: 0 GM Net: £0.00
 Discount Value: 0.00 GM %: 0%

Confirm Cancel

Stock Enquiry

GM	NET	£0.00
£0.00	VAT	£0.00
0%	TOTAL:	£0.00

New Line Insert Line Delete Line

Record No 5 of 5 Order has been partly delivered

Delivery Picking Invoice New Clear Void Save Report Exit

8. Once you have done this, click on the Ellipsis (...) to double check the order has been completed. The status should now show 'C'.

Sales Order Entry

Customer Details | Order Reference | Order Details | Order Payments | History

ORDER DETAILS

Order Location: <All> Order No: NEE-9 Customers: Nee Lodhia

Product Code	Description	PackSize	Qty	B/O	Del Qty
HOODIEST	Merlin Hoodie	1	2	0	2

HOODIEST Merlin Hoodie

VAT Code: 1 PackSize: 1 Net: £0.00
 Selling Price: 0.00 Qty Ordered: 2 VAT: £0.00
 Cost: 0.00 On Back Order: 0 Total: £0.00
 Discount: 0.00 % Qty To Deliver: 0 GM Net: £0.00
 Discount Value: 0.00 GM %: 0%

Confirm Cancel

Stock Enquiry

GM	NET	£0.00
£0.00	VAT	£0.00
0%	TOTAL:	£0.00

New Line Insert Line Delete Line

Record No 5 of 5 Order Completed

Delivery Picking Invoice New Clear Void Save Report Exit

Order list back to date: 01/10/2016

Order No [F2]	Date [F3]	Customer Code [F4]	Type	Description	Status
NEE-5	28/11/2016	NEE-WWW0000001	Sales Order	#1001	C
NEE-6	28/11/2016	NEE-WWW0000001	Sales Order	#1002	C
NEE-7	30/11/2016	NEE-WWW0000001	Sales Order	#1003	C
NEE-8	30/11/2016	NEE-WWW0000001	Sales Order	#1004	C
NEE-9	30/11/2016	NEE-WWW0000001	Sales Order	#1005	C

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