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Sales Orders

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.



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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B Sales Order Entry		- C ×
Customer Details Order Reference Order Details Order	Payments History	
ORDER REFERENCE		
Order Location: Order No: Customer <all> NEE-9 Nee Loding</all>	nia	
Order Type: Sales Order	Order Date: 30/11/2016	
Order Description: #1005	Salesperson: WWW	Delivery
Expected Despatch Date: 01/12/2016 -	Department Code: NEE	Dicking
Customer Order No: #1005	Discount: 0 %	PICKING
Carrier:	Order Subject to VAT? 🔽	Invoice
Terms: ONLINE	+ Price Exclude VAT?	
Comment		₽ New
	^	Clear
		t: Void
		- <u>: v</u> oid
		✓ Save
		Barret
Order Message:	<u> </u>	<u>keport</u>
		<u>Ex</u> it
Record No 5 of 5		

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 list back to da	te: 01/10/2016	
Order No [F2]	Date [F3]	Customer Code [F4]	Туре	Description	Status	
NEE-5	28/11/2016	NEE-WWW0000001	Sales Order	#1001	с	1
NEE-6	28/11/2016	NEE-WWW0000001	Sales Order	#1002	с	Ī
NEE-7	30/11/2016	NEE-WWW0000001	Sales Order	#1003	с	Ī
NEE-8	30/11/2016	NEE-WWW0000001	Sales Order	#1004	с	T
NEE-9	30/11/2016	NEE-WWW0000001	Sales Order	#1005	N	
¢					>	~
<				Pr	> oceed	

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.

b Sales Order Entry		
Customer Details Order Reference Order Details Order Pay	ments History	
ORDER DETAILS		
Order Location: Order No: Customer:		
<all> NEE-9 Nee Lodhia</all>		
Product Code Description	PackSize Qty B/O Del Qty	
HOODIETEST Merlin Hoodie	1 2 0 0	Delivery
		Picking
		Invoice
		Invoice
HOODIETEST Merlin Hoodie		
VAT Code: 1 PackSize: 1	✓ Net: £0.00	+ : New
Selling Price: 0.00 Qty Ordered: 2	VAT: £0.00	<u>⊘</u> lear
Cost: 0.00 On Back Order:	0 GM Net: £0.00	
Discount: 0.00 or Oty To Deliver	- GM %: 0%	<u> </u>
		Save
Discount value: 0.00	Conten	
Stock Enquiry	GM NET £0.00	Report
	£0.00 VAT £0.00	
T is the second seco	Line 0% TOTAL: £0.00	Exit
Record No 5 of 5		

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.

b Sales Order Entry						- I I X
Customer Details Or	der Reference Orde	er Details Order Pa	ayments His	story		
ORDER DETAILS						1
Order Location: <all> ▼</all>	Order No: NEE-9	Customer:				
Product Code	Description		PackSize	Qty B/O	Del Qty	
HOODIETEST	Merlin Hoodie		1	2 0	0	Delivery
						Picking
						Invoice
HOODIETEST	Merlin	Hoodie				
VAT Code:	1	PackSize: 1	-	Net:	£0.00	∓ ` N <u>e</u> w
Selling Price:	0.00	Oty Ordered: 2		VAT:	£0.00	Clear
Cash	0.00	Rack Order		Total:	£0.00	ac. =
CUSE	0.00	t	U	GM %:	0%	<u>t</u> <u>V</u> oid
Discount:	0.00 % Qt	y To Deliver:	2			1.5-110
Discount Value:	0.00			 Confirm 	X Cancel	⊗ ⊇dve
	Stock Enquir	y		GM NET F0.00 VAT	£0.00 £0.00	Apport Report
New Line	Tinsert Lin	e <u>D</u> elet	e Line	0% TOTAL	£0.00	<u> </u>
Record No 5 of 5						

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.

b Sales Order Entry		
Customer Details Order Reference Order Details Order Pay	ments History	
ORDER DETAILS		
Order Location: Order No: Customer:	é.	
Product Code Description HOODIETEST Media Hoodia	PackSize Qty B/O Del Qty	
NOODIETEST Mehin Hoodie	1 2 0 2	Delivery
		Picking
		Ficking
		Invoice
HOODIETEST Merlin Hoodie		
VAT Code: 1 PackSize: 1	✓ Net: £0.00	; * N <u>e</u> w
Selling Price: 0.00 Oty Ordered: 2	VAT: £0.00	inthe Classe
	Total: £0.00	
Cost: 0.00 On Back Order:	0 GM Net: £0.00	<u>t</u> <u>V</u> oid
Discount: 0.00 % Qty To Deliver:	0 0.0	0 -
Discount Value: 0.00	Confirm X Cancel	<i>⊘</i> <u>S</u> ave
	CM NET 50.00	P. Dopart
Stock Enquiry	F0.00 VAT £0.00	<u>keport</u>
↓ New Line ↓ : <u>Insert Line</u> ↓ <u>:</u> <u>Delete</u>	Line 0% TOTAL: £ 0.00	E <u>x</u> it
Record No 5 of 5	Order has been	partly delivered

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

Bales Order Entry			
Customer Details Ord	der Reference Order Details Order Pa	yments History	
ORDER DETAILS			
Order Location: <all> ▼</all>	NEE-9 () Nee Lodhia		
Product Code	Description	PackSize Qty B/O Del Qty	
HOODIETEST	Merlin Hoodie	1 2 0 2	Delivery
			Picking
			Invoice
HOODIETEST	Merlin Hoodie		· · · · ·
VAT Code:	1 PackSize: 1	✓ Net: £0.00	<u>₹`:Ne</u> w
Selling Price:	0.00 Qty Ordered: 2	VAT: £0.00	Clear
Cost:	0.00 On Back Order:	0 GM Net: £0.00	+1 +1 +1
Discount:	0.00 % Qty To Deliver:	GM %: 0%	
Discount Value:	0.00	🧹 Confirm 🛛 💥 Cancel	Save
	Stock Enquiry	GM NET £0.00	Report
⇒ New Line	; <u>I</u> nsert Line <u></u> <u>D</u> elet	e Line 0% TOTAL: £0.00	<u>Exit</u>
Record No 5 of 5		Order Complete	d

•b	Select an order						×
					Order list back to date:	01/10/2016	5.
	Order No [F2]	Date [F3]	Customer Code [F4]	Туре	Description	Status	
	NEE-5	28/11/2016	NEE-WWW0000001	Sales Order	#1001	С	^
	NEE-6	28/11/2016	NEE-WWW0000001	Sales Order	#1002	С	
	NEE-7	30/11/2016	NEE-WWW0000001	Sales Order	#1003	С	
	NEE-8	30/11/2016	NEE-WWW0000001	Sales Order	#1004	С	
Þ	NEE-9	30/11/2016	NEE-WWW0000001	Sales Order	#1005	С	
						>	<
	Search Te	ext:			<u>✓ P</u> roce <u>? H</u> elp	eed X <u>C</u> ancel	

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