

Riverside, Agecroft Road Manchester, M27 8SJ Tel: 0161 925 7777 Fax: 0161 925 7700 www.jmc.it



SALES ORDER PROCESSING MICROSOFT DYNAMICS GP[™]10.0









Sales Order Setup Preferences

One way of setting up Sales Order Processing is to follow the Routine Sales Order Processing Setup Checklist provided within the system. As each step in the checklist is selected, the appropriate window used to complete the procedure appears.

To open the Sales Order Processing Setup window, click the **Sales** series button and click **Sales Order Processing** on the Setup Area Page.

🙀 Sales Order Processing Setup					
File Edit Tools Additional H	elp			sa Fabrikam, I	nc. 4/12/2017
Preferences Jisplay Item Unit Cost Track Voided Transactions in Histor; Calculate Kit Price Based on Compo Display Quantity Distribution Warning Search for New Rates During Transl Track Master Numbers) nent Cost] ier Process	Document D Site ID Checkbook Quote ID Order ID Fulfillment Or Invoice ID	efaults WAR D UPT(STD(STD(der ID STD)	EHOUSE DWN TRUST QTE DRD	
Next Master Number Prices Not Required in Price List Password Convert Functional Price	342	Back Order I Return ID Posting Acco	D BKOF RTN ounts From Custom	RD	
Data Entry Defaults Quantity Shortage: Override S Document Date: Previous D Price Warning: Beep Requested Ship Date: Document	hortage V Ioc. Date V Date V	Maintain Hist Quote Order Decimal Plac Quantities:	ory V Ir V A es for Non-Invent 0 V (nvoice/Return .ccount Distributi oried Items Currency:	ons
Sajes Document Setup User-De	fined <u>N</u> umbers	Options	(ОК	Cancel

Sales Order Setup Options

Click the **Options** button to select the method.

🙀 Sales Order Pro	ocessing Set	up Options			
File Edit Tools	Additional	Help		sa Fabrikam, Inc. 4/12/2017	
Tax Calculations;	💿 (Advan	ced 🔷 🔿 Single Sched	Jule		
Tax Options					
Base on customers	~	Non-Inventory Items			
Base on customers	~	Freight	<u> </u>		
Base on customers	*	Miscellaneous			
Defaults for Picking T	icket -				
Individual Picking Ti	cket Sort:	Standard Pick Ticket	~		
Print Available Bins:		When Default Bin can't	be Found		
Defaults for Purchase	e Order				
Site Preference:	Don't Combine	Items with Different Sites or	Same PD		
Required Date:	Requested SH	ip Date	~		
U of M:	Sales Line Iter	n'sUofM	~		
Combine Similar	Items Into a Sir	igle PO Line			
		-			
Options:			Passwo	ord	
Allow Markdown					
Auto-Assign Lot Numbers					
Auto-Assign Serial Numbers					
Enter Non-	Inventoried Iter	ns		~	
A C &				ОК	



Sales Quote Setup Window

To set up sales quote documents go to the Sales Order Processing window, click on the Sales Document Setup button and select **Quote**.

🙀 Sales Quote Setup				
File Edit Tools Help			sa Fabrika	m, Inc. 4/12/2017
🛃 Save 🗙 Delete				a
Quote ID	Q 🗋	Comment ID		Q 🗋
Quote ID Next Number		Format:	Blank Paper	~
Days to Expire 0				
Transfer Quote to Order Transfer Quote to Fulfillment Order/Invoice Default Quantities:	Use Order ID Use Fulfilment (<u>) Inder/Invoice ID</u>		
Options:		Password		
Delete Documents			^	
Edit Printed Documents				
Override Document Numbers				
Void Documents			~	Holds
				۵ 🕼

Sales Order Setup Window

To set up sales order documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Order**.

Sales Order Setup				
File Edit Tools Help)			sa Fabrikam, Inc. 4/12/2017
🔚 Save 🗙 Delete				
0. L. ID		C 110		
			Disul: Dasas	
Urder ID Next Number	URDST2232	Format:	Blank Paper	×
Allocate by: Line Item	~			
🗹 Transfer Order to Back Or	der	<u>Use Back Orde</u>	· ID	BKORD 🔍 🗋
Transfer Order to Fulfillmer	nt Order/Invoice	Use Fulfillment (Order/Invoice ID	STDINV 🔍 🗋
- Options				
Allow Reporting Decum	onto 🗖	Querride Quertitu te	Invision with Ourse	bu Eulfilad
Itse Separate Fulfillment	Process	Fnable Quantity to	to Back Order in S	ales Order Fulfillment
Allow all Back Ordered	Items to Print on Invoice	Enable Quantity	Canceled in Sales	Order Eufilment
Conditional Dack Ordered			Carlceleu III Jales	
	Na 🖬			
		1_		
Options:		Passwor	d	
Allow Invoicing of	Unfulfilled or Partially Fulfilled Urders			
Delete Documents				
Edit Printed Docur	nents			
Uverride Documer	nt Numbers			
Void Documents			~	Holds



Sales Back Order Setup Window

To set up back order documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Back Order**.

🐺 Sales Back Order Setup					
File Edit Tools Help			sa Fabrikam, Inc. 4/12/2017		
🔚 Save 🗙 Delete			a		
Back Order ID E	BKORD 🔍 🗋	Comment ID	Q 🗋		
Back Order ID Next Number		Format: Blar	nk Paper 🔽		
✓ Transfer Back Order to Order Use Order ID STDORD □ ✓ Transfer Back Order to Fulfillment Order/Invoice Use Fulfillment Order/Invoice ID STDINV □ Default Quantities: to Order ✓					
Options:		Password			
Delete Documents			<u>^</u>		
Edit Printed Documents					
Override Document Numbers					
Void Documents		ļī	Holds		
			۵ 🕼		

Sales Invoice Setup Window

To set up back order documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Fulfilment Order/Invoice**.

🙀 Sales Fulf	fillment Order/Invoice Setup						
File Edit	Tools Help					sa Fabrikan	n, Inc. 4/12/2017
🖬 Save 🗎	🗙 <u>D</u> elete						a
Fulfillment Orde	er/Invoice ID	CAINV	Q 🗋	Commen	it ID		Q 🗋
Fulfillment Orde	er/Invoice ID Next Number	CA001000		Format:	1	Blank Paper	~
Allocate by:	Line Item 💌						
🔲 Transfer Fu	Ifillment Order/Invoice to Back Order		Us	se Back Order	ID		СL
- Options							
Use Separate Fulfillment Process Override Billed Quantity with Quantity Fulfilled Credit Limit Hold ID Image: Description of the sector of the se							ment
Options:			Password				
🔽 Dek	ete Documents			^			
Edit	t Printed Documents						
Ove	erride Document Numbers						
Void	d Invoice Documents			~		Holds	Workflow
	-						۵ 🖒



Sales Return Setup Window

To set up **Return** documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Fulfillment Order/Invoice**.

🙀 Sales Return Se	tup				
File Edit Tools	Help			sa Fabrikam	, Inc. 4/12/2017
🛃 Save 🗙 De	elete				a
Return ID	CARTN	Q 🗋	Comment ID		Q 🗋
Return ID Next Numbe	er CA002000		Format:	Blank Paper	*
Use next number fr	om Fulfillment Order/Invoice ID	Use Fulfillme Passwo	ent Order/Invoice ID		
Delete Doc	uments		~		
Edit Printed	Documents				
🔽 Override Do	ocument Numbers		=		
Override Ite	em Unit Cost for Returns				
Void Docur	nents		~		Holds
					۵ 🖉

Numbers Assigned to Sales Documents

For quotes, orders, back orders, invoices, and returns use the Sales Document Numbers Setup window.

🛛 Sales Document Numbers Setup						
File Edit Tools Additional Help sa Fabrikam, Inc. 4/12/201						
	Code	Next Number	Format:			
Quote	QTE	QTE1005	Blank Paper	~		
Order	ORD	ORD1010	Blank Paper	~		
Fulfillment Order/Invoice	INV	INV1031	Blank Paper	~		
Return	BTN	RTN1000	Blank Paper	~		
Back Order	BKO	BK01008	Blank Paper	~	Use Number From:	
Packing Slip	PAC	PAK000000000000000	Blank Paper	~	Document 🗸	
Picking Ticket	PCK	PIK00000000000000	Blank Paper	~	Document 🗸	
۵ (۵)		·			ОК	

Sales Process Holds Setup

Use the Sales Process Holds Setup window to create process holds that can be assigned to sales documents. Process holds are user-defined restrictions that control the processing of sales documents at different stages of the sales cycle. Think of process holds as a checklist that needs to be completed before a sales document can be processed.

To open the Sales Process Holds Setup window, click the **Sales** series button and click **Process Holds** on the Setup Area Page.

🌃 Sales Process Holds	Setup					
File Edit Tools Hel	p	sa Fabrikam, Inc.	4/12/2017			
🛃 Save 🜌 Clear	🗙 <u>D</u> elete		a			
Process Hold ID ADDRESS Description Address Verification Password ACCESS Apply Hold to:						
Posting Fulfillment Advancement	nt 🗌	Printing Documents				
			۵ 🎝			



Prospect Maintenance

Use the Sales Prospect Maintenance window to enter prospect customer records. Prospect customers are customers that you want to maintain records for, but not add to your customer base.

To open the Sales Prospect Maintenance window, click the **Sales** series button and click **Prospects** on the Cards Area Page.

😨 Sales Prospect Maintenance									
File Edit 1	File Edit Tools Help sa Fabrikam, Inc. 4/12/201								
🖬 Save 🖉 Clear 🗙 Delete 🛛 🎒									
Prospect ID	APASUPPLY0001								
Name	APA Supply Inc.	Phone 1	(312) 555-0101 Ext. 0492						
Contact	Jean Patterson	Phone 2	(000) 000-0000 Ext. 0000						
Address	10024 W Elm	Phone 3	(000) 000-0000 Ext. 0000						
		Fax	(312) 555-0101 Ext. 0000						
		Shipping Method	GROUND 🔍						
City	Chicago	Tax Schedule	USASTCITY-6*						
State	IL	Price Level							
ZIP Code	60603								
Country	USA								
<u>Class ID</u>	USA-ILMO-T1	Lead Status Text Field 2	High						
			۵ 🕼						

Customer Item Setup

To open the Customer Items Maintenance window, click the **Sales** series button and click **Customer Items** on the Cards Area Page.

🐺 Customer Item Maintenance							
File Edit Tools Hel	lp					sa Fabrikam, I	nc. 4/12/2017
🔚 Save <u> </u> Clear	X	<u>D</u> elete					
Customer ID	AABO	INFIT0001					
Name	Aaron	Fitz Electrical			~		
Item Number	128 8	SDRAM				Q	
Description	128 r	neg SDRAM					
Customer Item							
Customer Item Description		128 meg SDR	AM				
Customer Item Short Name							
Customer Item Generic							
T						1	
Text Field 1						-	
Text Field 2						-	
Text Field 3						-	
Text Field 4						-	
Substitute Item Number							Q
Substitute Item Description							
Substitute Item's Effective Date Range From: 0/0/0000 🏢 To: 0/0/0000 🟢							
I I I I I I I I I I I I I I I I I I I	ID	~					۵ 🖒



Sales Batch Entry

Use the Sales Batch Entry window to create batches for recording sales transactions.

🌉 Sales Batch En	itry		
File Edit Tools	s Options Help		sa Fabrikam, Inc. 4/12/2017
F Save 🗶	Clear 🗙 <u>D</u> elete	🕂 <u>P</u> ost 🔯 Tra	ingfer 🎒
Batch ID	SOP ORDERS	🔍 🗋 Origin:	Sales Transaction Entry
Comment	Sales Orders		
Posting Date	6/2/2017 🔠	Checkbook ID	
	Control	Actual	
Transactions			1
Batch Total			\$1,925.95
	User ID	Approval Date	
Approved			Transactions
			۵ 💭

Customer Detail Entry

Additional information about the customer can be displayed by clicking the expansion box next to the **Customer ID** field. The Sales Customer Detail Entry window opens where you can view and change information such as address and tax information for the selected customer.

🙀 Sales Cust	omer Detail Entry			
File Edit	Tools Help			sa Fabrikam, Inc. 4/12/2017
Customer ID Name	AARONFIT0001		Customer PO Number	nt
Bill To Address Ship To Address Display	ID PRIMARY Q \$\$ID WAREHOUSE Q< →		Shipping Method Ship To Tax Schedule ID Price Level UIPS Zone	LOCAL DELIVERY
Name	Aaron Fitz Electrical	7	010 2010	
Contact	Bob Fitz		Payment Terms	Net 30
Address	One Microsoft Way	\$	Salesperson ID	PAUL W. 🔍 🗋
			Territory ID	TERRITORY 1 🔍 🗋
City	Redmond		Tax Registration No.	
State	WA	-	Tax-Exempt 1	
	38032-6333	-	Tax-Exempt 2	
Country Lode	USA	-		
[] [] []	Holds User-Defined Cus	to <u>m</u> er	Activity Period	Year Payme <u>n</u> ts



Dates Fields

Accept the default or enter the date you want to appear on the document. This defaults based on the setting in the **Document Date** field on the Sales Order Processing Setup window. If you are entering a document and want to view or set dates related to the document, click the **Date** expansion box.

🙀 Sales Date Entry			
File Edit Tools	Help	sa F	abrikam, Inc. 4/12/2017
Posting Date	0/0/0000	Back Order Date	0/0/0000 🏢
		Return Date	0/0/0000 🏢
Quote Date	0000000 🏢		
Quote Expiration Date	0/0/0000 🏢	Requested Ship Date	4/12/2017 🔠
Order Date	4/12/2017		
Invoice Date	0/0/0000 🏢	Date Fulfilled	4/12/2017
		Actual Ship Date	4/12/2017
۵ 💭			IK Cancel

Item Number Detail

To open the Sales Item Detail Entry window, click on the **Item Number** expansion box or use CTRL + E. You can enter additional information for a line item.

🙀 Sales Item Detail Ent	iry			
File Edit Tools Op	tions Additiona	al Help		sa Fabrikam, Inc. 4/12/2017
📙 Save 🗙 Delete				
Item Number	O C C	U of M 🔍	Uty Urdered → 🔼 😫	Unit Price
Description		Markdown 🔶	Quantity to Invoice	Extended Price
Quantity Fulfilled	Quantity Cano	eled	Qty to Back Order	Unit Cost
1			0	\$0.00
		\$0.00	0	\$0.00
	0	0	0	\$0.00
Quantity Available		0	Subtotal	\$930.20
Site ID	WAREHOUSE		Exceptional Demand	
Price Level	RETAIL		Ship To Address ID	WAREHOUSE
Requested Ship Date	4/12/2017		Shipping Method	
Date Fulfilled			Ship To Tax Schedule ID	USASTCITY-6*
Actual Ship Date				
Salesperson ID	PAUL W.	Q 🛄	Item Tax Option:	×
Territory ID	TERRITORY 1	Q 🗋	Item Tax Schedule ID	<u> </u>
Comment ID		Q 🗋 -	Calculated Tax	\$0.00 >
Item Type:				
Kit				
Non-Inventory		Bins It	em I <u>n</u> quiry <u>K</u> its	Serial/Lot Distributions
				۵ 🖉



Markdown

A markdown can be entered for an individual line item to reflect price reductions. To change the markdown percentage or amount, click the **Markdown** expansion box and the Sales Markdown Entry window opens.

🙀 Sales Markdow	n Entry				
File Edit Tools	Help				sa Fabrikam, Inc. 4/12/2017
Item Number 120 Description 120	3 SDRAM 3 meg SDF	RAM]]
Markdown Type:	Perce	ntage	🔘 Amount		0.00%
Unit Price				\$135	5.20
Markdown	-			\$l	0.00
Adjusted Unit Price	=			\$135	5.20
Quantity	х				2
Extended Price	=			\$270	0.40
۵ 💭					OK Cancel

Line Item – Order

Some of the fields in the Line Item scrolling window are the same as for other document types. The information in this section is specific to an Order document.

Line Ite <u>m</u> s by C)rder Entered							C+ 8= 🕿
Item Number	ⓓ ୣ 🗋 →	D	Uof M 🔍	Qty Ordered	→ 🕂 🕾	Unit Price	Extended Price	
PHON-ATT-53BK			Each		20	\$189.95		\$3,799.00
Description	Cordless-Attractiv	/e 53	352-Black			Site ID	WAREHOUSE	Q 🗋
Markdown	\$0.00	→	Qty to Invoice		0	Price Level	RETAIL	
Unit Cost	\$90.25		Qty Fulfilled		0 🗟	Ship To Address ID Shipping Method	LOCAL DELIVERY	
Req Ship Date	4/12/2017 🧾		Qty Canceled		0	Quantitu Available		18
Date Shipped	0/0/0000 🏢		Qty to Back Order		20		revious Next	•

Quantity Ordered

Enter the quantity ordered for the item. When entering item quantities for orders, inventory quantities can be allocated depending on the setting for Allocate By in Sales Order Setup.

🏹 Sales Quant	🛛 Sales Quantity Shortage Options							
File Edit T	ools Hel	P		:	sa Fabrikam, Inc.	4/12/2017		
Item Number Description	PHON-AT Cordless-A	T-53 Attrac	BK tive 5352-Black		Componer	nt		
Quantity Shortage Sell Balance Override Shortag Back Order All	e Options: e	*	Site ID U of M Quantity Entered		WAREHOUSE Each	30		
Back Order Balance Cancel All Cancel Balance		~	Quantity Available Base Qty Available		18 18			
۵ 🗘					ОК	Cancel		



Line Item – Invoice

Some of the fields in the Line Item scrolling window are the same as for other document types. The information in this section is specific to an Invoice document.

🚽 Line Ite <u>m</u> s by C	Irder Entered						C= B= 🕿
Item Number	ⓐ♀□→	DUofM 🔍	Invoice Quantity	→ ▲ □	Unit Price	Extended Price	
100×LG		Each		2	\$59.95		\$119.90
Description	Green Phone				Site ID	WAREHOUSE	
Markdown	\$0.00	Billed Quantity		2	Price Level Ship To Address ID		
Unit Cost	\$55.50	Qty Fulfilled		2 🗧	Shipping Method	GROUND	<u>a</u> n
Req Ship Date	4/12/2017 🏢	Qty Canceled		0	Quantity Available		36
Date Shipped	4/12/2017 🏢	Qty to Back Order		0		revious Ne <u>x</u> t	•

Line Item – Return

Some of the fields in the Line Item scrolling window are the same as for other document types. The information in this section is specific to a Return document.

🚽 Line Ite <u>m</u> s by C)rder Entered							🛛 🖓 🖓 🖉
Item Number	○ ୣ 🗋 →	D	U of M 🔍	Quantity Returned 📑) ▲ 🗆	Unit Price	Extended Price	
32X IDE			Each		7	\$49.95		\$349.65
Description	32x CD-ROM					Site ID	WAREHOUSE	
Markdown	\$0.00	÷.	Qty to Invoice		0	Price Level Ship To Address ID		
Unit Cost	\$49.50		Qty Fulfilled		0 -	Shipping Method	GROUND	
Req Ship Date	3/5/2017 🧱		Qty Canceled		0	Quantitu Available		0
Date Shipped	0/0/0000 🏢		Qty to Order		0			
							evious Ne <u>x</u> t	•

Return Quantity Entry

Enter the quantity for the item being returned. Tab past the field and the Sales Returned Quantities Entry window opens where you can select a quantity type for the returned items.

File Edit	Tools Help		sa Fabrikam, Inc. 4/12/20
Item Number	100KLG		
Description	Green Phone		
		Return	Quantity Type:
U of M	Each	On Ha	ind 4
Quantity	2	2 Return	ned (
Site ID	WAREHOUSE	In Use	, (
		In Serv	vice (
		Damag	ged :
		Total	
			Documents

Line Item – Back Order

Some of the fields in the Line Item scrolling window are the same as for other document types. The information in this section is specific to a Return document.

🚽 Line Ite <u>m</u> s by C)rder Entered							[+]= 🔦
Item Number	ⓐ ୣ _ →	D	U of M 🔍	Qty Back Ordered	→ 🛆 🗐	Unit Price	Extended Price	
ACCS-HDS-1EAR			Each	1	3	\$79.95		\$239.85
Description	Headset-Single B	ar				Site ID	WAREHOUSE	Q 🗋
Markdown	\$0.00	÷.	Oty to Invoice		0	Price Level	RETAIL	<u>_</u>
Unit Cost	\$38.59		Qty Fulfilled		0 🗧	Ship To Address ID	PRIMARY	
Reg Ship Date	4/21/2017 🏢	1	Qty Canceled		0	Shipping Method	GROUND	00
Date Shipped	0/0/0000 🔠		Qty to Order		3			
						•	Previous 📔 Ne <u>x</u> t	



Total and Payment Information

Payment and total information is displayed in the Sales Transaction Entry window. Depending on what type of sales document is entered, specific payment fields may be available for entry of more detail.

Amount Received	\$0.00	- Sut	ibtotal	\$239.85	
Tama Discount Takan	\$0.00 ¢0.00	Tra	ade Discount	\$0.00	•
	\$0.00 \$250 C4	Frei	eight	\$0.00	>
On Account	\$ZJ0.04	Mis	scellaneous	\$0.00	>
		Tay Tay	ax	\$16.79	>
Holds User-Defined	Distributions Com	nissi <u>o</u> ns Tot	tal	\$256.64	_
I	No. 💌	Document Status			0

Sales Distribution Entry

Transaction amounts on an invoice are distributed automatically to the posting accounts assigned to the customer or to the item, depending upon your selections in the Sales Order Processing Setup window. To change this amount, click **Distributions**. The Sales Distribution Entry window opens where you can make the necessary changes.

📕 Sales Distril	oution Entry							X
File Edit T	ools View H	telp				sa Fabrikar	n, Inc. 4/12/2	2017
Customer ID	ASTORSUI0001				Document No.	INVSP100)5	
Name	Astor Suites				Document Type	Invoice		
					Functional Amount		\$199	.95
					Originating Amount		\$0.	.00
Account Distributi	ions							
Account	- F. Q 🗋 L	➔ Type		Debit		Credit		*
Description				Origin	ating Debit	Originating Cre	edit	*
Distribution Refer	ence							
000-1200-00		RECV	*		\$199.95		\$0.00	^
000-4100-00		SALES	*		\$0.00		\$199.95	
300-5130-00		COMMEXP	*		\$6.00		\$0.00	
000-2120-00		COMMPAY	*		\$0.00		\$6.00	
			*		<u>\$0700</u>		\$0.00	
								~
		Functional Totals			\$205.95		\$205.95	
		Originating Totals			\$0.00		\$0.00	
(h) (h)								
la 19 🕐 🖉					OK	<u>D</u> elete	Def <u>a</u> ul	t



Commission Entry

Commission amounts for the salesperson assigned to the customer are calculated using the commission information from the Salesperson Maintenance window. Commission amounts on returns decrease the commissions payable to a salesperson. Click **Commissions** to change the commission amount or enter commissions for additional salespeople.

File Edit Tools	Help					sa Fabrikam, I	inc. 4/12/:
Jocument No. INVSP1005		05	Customer ID ASTORS		STORS	UI0001	
Туре	Invoice		Na	me A	stor Suit	es	
Commission Applied 1	To:	Sales	0	Invoice Total			\$199.95
Salesperson ID	୍ଦ	Territory ID	୍ଦ	Comm Percent		mmission Amount	
Line Item Sale Amour	nt	Percent of Sale		Commission Sale	e Amoun	t	
GREG E.		TERRITORY 2		3.	00%		\$6.00
				0.	00%		\$0.00
							40.00
		Total 0	Commis	sion Amount			\$6.00
		Total (Commis	sion Sales			\$199.95

Sales Process Holds

Click **Holds** to open the Sales Process Holds Entry window to assign and remove process holds on the individual document. Holds can be used to stop processing on a document for a variety of reasons.

🙀 Sales Process Ho	lds Entry			
File Edit Tools	Help		sa	Fabrikam, Inc. 4/12/2017
🧹 OK 🛛 🖋 Cle	ar			
Type ID	SPECINV	INVSP1005		
Process Hold Description				Assign
Assigned Holds	User ID	Date	Time	*
Description				*
CREDIT	sa	4/12/2017	8:43:24 A	M 🔼 Remo <u>v</u> e
				~
Removed Holds	User ID	Date	Time	*
Description	1	1		*
				-
Total Holds A	ssigned	1 Removed	1	0
				۵ 🏷



Serial Numbered Items

Use the Sales Serial Number Entry window to specify serial numbers for items entered in the Sales Transaction Entry window or the Sales Item Detail Entry window.

	ols Help					sa Fabrikam, Inc. 4/12/20
tem Number	HDWR-PRO	-4866	Compo	nent		
escription	Pro processo	r 4D				
(it Item Number						
xtended Quantity		42		Site ID	WAREHOUSE	
erial Numbers Sel	lected	16		Quantity Type:	On Hand 🛛 🗠	
erial Number		Q		Bin		
Show All Bins	🔿 Restric	t to Bin	0			
wailable	Bir	n		Selected	1	Bin
		^	Insert >>	1281025		1
				3EW/430	022	
				0211100	023	
			Remove	1234328	7	
			Remove A	1234328 39875JN	7 A33	
			Remove	1234328 39875JN 3543NM	7 A33 AEI	E
			Remove	1234328 39875JN 3543NM 987743T	A33 AEI N33	
			Remove &	1234328 39875JN 3543NM 987743T 1282033	7 A33 AEI N33	
			Remove &	1234328 39875JN 3543NM 987743T 1282033 1281026	7 A33 AEI N33	
			Remove	1234328 39875JN 3543NM 987743T 1282033 1281026 1281027	A23 A21 N33	

Kit Shortages

Use the Sales Kit Options window to process kit item shortages that arise during transaction entry. Kit item information from the transaction is displayed in the top half of the window exactly as it was entered in the Sales Transaction Entry window. Each component assigned to the kit is displayed in the scrolling window, along with information such as the site ID, extended kit quantity and unit cost.

🐺 Sales Kit Options								X
File Edit Tools Option	ns Additiona	al Help				sa Fabrikam, In	:. 4/12/:	2017
Item Number		U of M		Quantity Ordered		Unit Price		
Description		Markdowr	n	Quantity to Invoice		Extended Price		
Quantity Fulfilled	Quantity Cano	eled		Qty to Back Order		Unit Cost		
PHSY-STD-0001		Each		1	00,000		\$10,249	.95
Standard Phone System			\$0.00	1	00,000	\$1,024	,995,000	.00
100,000			0		0		\$5,122	.70
Component Item No.	0 🔍 🗋	U of M	୍କ	Site ID	Exten	ded Kit Qty	€	*
Description					Quan	tity to Invoice		×
Unit Cost Qu	antity Fulfilled		Quanti	ity Canceled	Qty to	o Back Order		
ACCSHDS 25AR		Each		NORTH		1,	000,000	^
PHON-BUS-1250		Each		NORTH		1,	000,000	
WIRE-MCD-0001		Foot		NORTH		10,000	0,000.00	
ASMB-LBR-0001		Hour		NORTH		8,000),000.00	=
							0.00	
								~
Available	1,000,000			Bins	Serial	Lot Dist	ri <u>b</u> utions	
۵ (۵)						0	OK	



Print Documents Individually

To print the document currently displayed in the Sales Transaction Entry window, select **Print** from the File menu or click the **Printer** icon. If the document is an **order** or **invoice**, you can also use the Quick Print option to print the document.

🐺 Sales Document Pi	rint Options								
File Edit Tools I	Help			sa Fabrikam, In	. 4/12/2017				
🎒 Print 🛛 🙆 Cance	el 📔								
Print: Currencu To Brint:	Sales Document Print Options File Edit Tools Help Print Cancel Print: Documents Include Currency To Print: Originating Include V Quotes Blank Paper Include Orders Blank Paper Invoices Blank Paper Invoices Invoices Blank Paper Invoices Blank Paper Invoices Back Orders Blank Paper Insching Tickets Inak Paper Include V Picking Tickets Blank Paper Include Line Item Comments Print Previously Printed Print Previously Printed		Sort Documents By:	Doc Type/Numbe	*				
Print: Documents Currency To Print: Originating Include Format Quotes Blank Paper Orders Blank Paper Fulfillment Orders Blank Paper Invoices Blank Paper Returns Blank Paper Back Orders Blank Paper V Picking Tickets Blank Paper V			Documents □ Reprint Previously Printed □ Include Kit Components □ Print Customer Item ☑ Include Tax Details □ Print Dual Currencies ● Line Item and Summary Taxes ● Summary Taxes Only						
Picking Tickets Print Separate Pickin Include Line Item Co Reprint Previously Picking Instruct Print Picking Instruct Include Kit Compone Bin Sequenced Sort Kit Compone	ng Ticket PerSite mments iinted ions mts		Packing Slips Print Separate Packi Include Line Item Co Reprint Previously Pr Include Drop-ship Ite Include Kit Compone Print Customer Item	ing Slip Per Site mments rinted ams ants					
					۵ 🗘				

Quick Print Setup

To use the Quick Print option, open the Sales Transaction Entry window, point to **Options** on the menu bar, and click **Quick Print Setup**.

🐖 Quick Print Setup	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
🔚 Save 🙆 Cancel	
Documents Order/Fulfillment Order/Invoice Copies: 0 Include Kit Components Print Customer Item Include Tax Details • Include Tax Details • Line Item and Summary Taxes • Summary Taxes Only Keep Current Document Displayed Packing Slips • • Print Separate Packing Slip Per Site • • Include Line Item Comments • • Include Kit Components • • Print Customer Item • •	Picking Tickets Copies: 0 Print Separate Picking Ticket Per Site Include Line Item Comments Print Picking Instructions Print Picking Instructions Include Kit Components Bin Sequenced Sort Kit Components Print Destinations Print Destinations Screen
	۷



Print Multiple Documents

Use the Print Sales Documents window to print multiple documents at one time. To open the Print Sales Document window, click the **Sales** series button and click **Print Sales Documents** on the Transaction Area Page.

🐺 Print Sales Docur	nents			
File Edit Tools	Help			sa Fabrikam, Inc. 4/12/2017
🎒 <u>P</u> rint 🖉 C <u>l</u> e	ar			
Document Type: Order Print: Documents Sort Documents By: Doc Type/Numl Currency to Print: Originating Documents		ber	Include Inc	Format: Blank Paper Blank Paper Blank Paper Blank Paper Packing Slip Reprint Previously Printed Packing Slip Per Site Include Incomplete Docs Include Drop-ship Items Include Item Comments
 Line Item and Summary Summary Taxes Only 		 ✓ Include Kit ✓ Bin Sequer ✓ Sort Kit C 	Components nced omponents	Include Kit Components Print Customer Item
Ranges: Docur Insert >> Restr Remove Image: Constraint of the second sec	nent Number	From To:		
				۵ 🕼

Sales Transfer Documents

Depending upon the options set up for each document type in the Sales Order Processing Setup window, you may or may not be able to transfer one type of document to another.

Line Ite <u>m</u> s by C	Irder Entered								
Item Number	ⓐ ୣ ⊇ →	D	U of M 🔍	Qty Ordered	→ 🛆 🖻	Un	<u>iit Price</u>	Extended Price	
ACCS-CRD-12WH			Each		5		\$9.95		\$49.75
Description	Phone Cord - 12	'Wh	ite				Site ID	WAREHOUSE	Q 🗋
Markdown	\$0.00	•	Qty to Invoice	[3		Price Level	RETAIL	Q 🗋
Linit Cost	\$3.29	-	Oto Fulfilled		3 -	÷	Ship To Address ID	WAREHOUSE	<u> </u>
Reg Ship Date	4/12/2017 III	1	Qty Canceled		0		Shipping Method	LOCAL DELIVERY	
Date Shipped	4/12/2017 🏢	1	Qty to Back Order		2		<u>Quantity Available</u>		(6)
							I ■ P	revious Ne <u>x</u> t	•



Transferring Single Documents

Use the Sales Transfer Documents window to transfer item quantities from an existing document of one type to a newly created document of another type. To open this window, click on the **Actions** button and select **Transfer** in the Sales Transaction window.

🐺 Sales Transfer Docume	ents 🔲 🗖 🔀
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Quotes Transfer to Invoice Include Totals Transfer to Order Include Totals Orders Transfer to Invoice Include Totals and De Create Back Order Include Totals and De	Back Orders Transfer to Invoice Include Totals and Deposits Include Totals and Deposits Include Totals and Deposits
Item Quantity Shortage:	Override Shortage
Kit Quantity Shortage:	Override Shortage
۵ (۵)	Trangfer Cancel

Sales Quantity Status Window

Click the **Line Item Information** button in the Sales Transaction Entry window to open the Sales Quantity Status window. The information displayed in this window varies by document type. The following tables describe what each field represents depending on the document type.

🐺 Sales Quantity Status			
<u>File E</u> dit <u>T</u> ools <u>H</u> elp			sa Fabrikam, Inc. 4/12/2017
Current Quantities:		Back Ordered Quantities	
Ordered	2	To Back Order	0
To Invoice	2	Remaining on Back Order	0
Prev transferred to Ful Ord/Invoice	0	Prev Back Ordered on Order	0
		Prev Back Ordered on Invoice	0
Canceled Quantities:		Total Back Ordered	0
On Back Order	0		
On Order	0	Remaining Quantity	2
On Invoice	0	Quantity Allocated	2
Total Canceled	0	Quantity Fulfilled	2
۵ 🕼			ОК



Allocating by Document or Batch

If order and invoice documents are set up to allocate by Document/Batch, the item quantities in the document or batch are allocated using the Sales Allocation/Fulfilment Options window. If a document has been allocated, and you attempt to allocate again, the allocated line items are not affected.

🙀 Sales Allocation-Fi	ılfillment Options 🛛 🔲 🔀
File Edit Tools H	elp sa Fabrikam, Inc. 4/12/2017
Allocate	🗌 Fulfill
Item Quantity Shortage:	Override Shortage 🔽
Kit Quantity Shortage:	Override Shortage
<i>C</i> 7 (0)	OK Cancel

Allocation Options Window

There are two ways to open the Sales Allocation/Fulfilment Options window: Allocating a Document - Open the Sales Entry Transaction window, click **Options** and point to **Allocate or Fulfil.**

Select the **Allocate** check box and a default shortage option. The shortage option selected is used for all quantity shortages in the document/batch. Allocation is attempted for all line items on all orders and invoices in the document/batch.

Sales Transact	an Entry									E
File Edit Toole	784 OSS	918 A3004	nai Helb					30 Fibrie	w, Brc. 4/12)	1255
Save Adv	n *								S. 🗱 -	đ
Texe/Texe ID:	Onie	×	OFCHAN	i r		Pate	4/	3/3667		
Document No.	0764400000	6004 Q			- 1	Disch D	00	C6	00	٠
Container 1D	AA/ION/IT0	001	r 🖬 🕈			Mail State	- W	3510134	90	1
Customer Namo	Jan Rab	ictical .				Curtone: PO Number				
She To Address	WHENOUT	c Q 10	40.45.9.5	n.h	- 6	Converse ID	21	/15	10	•
Life Rapping On	der Ermand								3-3-	
her/factor		D UsiN	0	QyDelevel	+ 61	Unit New		Extended Price		
A005-040-258H		Earth			2		FIRE R		\$418.00	6 m
					0.0	b.	\$1.00		\$3.00	ð i
										*
Invited Invited			90.00			Subhiral			B118.95	4
	-					Tracle Disco	al .		\$0.08	1 4
Co. Account	-		1449.20			Fields			\$0.08	1 +
Connect D				0.0+		Micellaneo	8		\$0.09	•
			_	-		Tar			\$29.13	1 0
with Dis	- Defend		Care	alarkers .		Total			6440.70	£

Sales Order Fulfilment

Fulfilment is the process of verifying that the correct numbers of items are taken out of inventory for an order or invoice. If using a separate fulfilment process for the type of order or invoice being entered, item quantities can be filled as you enter them in the Sales Transaction Entry window or after they have been entered and saved.

To open the Sales fulfilment window click the **Sales** series button and click **Order Fulfilment** on the Transaction Area Page.

Pile EQE 100	e coord Addoor	na nep				se represe,	anc. 4(12)21
Sere 🔯	fylitAl Confe	-					
(pps:	Order M		Typel	D	DRDMAN		
Doc. Number	ORD-M000000001	0	Decu	ment Date	4/12/2017	•	
			Custo	mer ID	AAAONFIT	10001	
Fulfilled by	18	0	Custo	ner Nane	Ason Fitz	Electrical	
Date Fullied	4/12/2017						
Actual Ship Date	4/12/2017		Citer	© AI	C Sile ID	4	
Line Rend bull	Index Enternet			0.12	0		
the set of the	1000	Distant Dumber		On-Banks	10 E #8	Dr. E-Mart	
lescription.	, v	Lord		OtubeReed	Order	On Control	
Se D		Bo		9910080	0.08	199 Cancer	80
LOCK ORD THEY			24		24	_	0
North Cond. 20 EU	- ik	Early					0
ADDING	2011	6.001				_	~
NANCTIONE							
			_			-	
			_				
						-	
				-			



Process Holds Setup

Before assigning process holds to a document, they must be set up using the Sales Process Holds Setup window.

To open the Sales Process Holds Setup window, click the **Sales** series button and click **Holds Processing** on the Transaction Area Page.

🐺 Sales Process Holds	Setup								
File Edit Tools He	lp	sa Fabrikam, Inc. 4/1	2/2017						
🔚 Save <u> </u> Clear	🗙 <u>D</u> elete		- 🎒						
Process Hold ID									
Description	Credit Check								
Password	ACCESS								
Apply Hold to: Transferring Document Posting Fulfillment Advancement	Password ACCESS Apply Hold to:								
		L	۱						

Multiple Documents

Use the Sales Holds Processing window to assign or remove process holds from multiple documents. To open the Sales Process Holds Setup window, click the **Sales** series button and click **Holds Processing** on the Transaction Area Page.

🙀 Sales Holds P	ocessing			
File Edit Tio	is Help			sa Fabrikan, Inc. 4/12/2017
S Docess 🖋	Clear			<u>ت</u>
Precess Hold	CREDIT	90		Process:
Description	Credil Check			Azign O Remove
Document Range:	Document Type	v	Fronc	×
			Tα	×
Insert >> Remoye Remove <u>A</u>	Rethictora:			Restrictions
H I P H				L) 😣



Manual Commitments

Manual commitments can be created for individual line items on order or back order sales documents. The manual commitment window is only used when linking the sales order to an existing purchase order.

Open the Sale Transaction Entry window. Click the **Quantity Ordered Commitment** button to commit a line item to a purchase order.

🐺 PO Commitment for Sales Do	PO Commitment for Sales Document										
File Edit Tools Help			sa Fabrika	am, Inc. 4/12/2017							
	· · · · · · · · · · · · · · · · · · ·										
Item Number	ACCS-HDS-1EAR										
Description	Headset-Single Ear										
Commitment Status	Needs Purchase										
Quantity On Purchase Order		0									
PO Number	Q 🗋	Required Date		0/0/0000							
		Promised Date		0/0/0000							
		Promised Ship	Date	0/0/0000							
۵ (۵			Save	<u>D</u> elete							

PO Number

To commit to a purchase order, type the purchase order number in the **PO Number** box or click on the **PO Number** lookup field.

🐺 PO Assignment for	Sales	Document					X	
File Edit Tools H	elp					sa Fabrikam, Inc. 4/12/	2017	
PO Number 💌	PO Number Item Number ACCS-HDS-1EAR Description Headset-Single Ear							
PO Number	Hold	Required Dat	е	Vendor ID	U of M	Unit Cost	*	
Site ID	Vendo	or Name					*	
P01026		4/12/2017		ADVANCED0001	Each	\$39.50	^	
WAREHOUSE	Adva	nced Office Sy:	stems					
							_	
							~	
۵ (۵					Select	Redisplay Zoom	1	



Purchase Order Detail

To view detailed information such as quantity ordered, click the **Zoom** button. This opens the Purchasing Item Detail Inquiry Zoom in the same view as specified on Sales Transaction Entry.

🙀 Pu	rchas	ing Item	Deta	il Inquiry	Zoom								
File	Edit	Tools	View	Options	Help	5					sa Fabri	ikam, Inc. 4	/12/2017
\checkmark	ок												
Line	Item			6	0 D	U of M	Quantity	Ordered	۹D	Unit C	lost		
Desc	ription			ollo		Site ID	Quantity	Canceled		Exten	ded Cost		
1	ACCS	S-HDS-1EA	3			Each	9		10				\$39.50
Head	lset-Sir	ngle Ear			_	WAREHOUSE	_		0				\$395.00
							Purcha	e Order Subtotal					\$395.00
Inver	ntory A	ccount		000-130	0 - 01		- D	>					
Vend	or Item	1		ACCS-HD	S-1EAI	R							
Vend	or Des	cription		Headset-S	ingle E	Ear							
In-Ho	use Da	ateo:							Venc	for Diate	ao.		
Beau	ired Da	ate	4/12	2/2017					Curre	ent Pror	nised Date	4/12/2	017
First F	Receipt	t Date	0/0/	/0000	Las	st Receipt Date	0/0/0000 Original Pro			nal Pror	mised Date	4/12/2	017
Relea	ase By	Date	4/12	2/2017	Re	leased Date	0/	0/0000	Prom	nised Sk	nip Date	4/12/2	017
	-												
Lande	ed Cos	t Group ID	Γ				Shipping	Method	DI	ROP SH	HIP		
Item 1	Гуре		:	Sales Invento	ory		Ship To	Address ID	W	AREH	DUSE	>	
FOB			1	None			Item Tax	Option:	N	ontaxab	ble		
							Item Tax	Schedule ID					
Requ	ested B	Зу					Site Tax	Schedule ID	U!	SAUSS	TCITY+6*		
Comr	nent ID					□ →	Calculat	ed Tax				\$0.00 🗲	
		▶I		Line	e Item !	Status New] Orig	gin M	anual			۵ 🎝

Automatic Purchase Order Commitments

Sales Order Processing to Purchase Order Processing integration permits the generation of commitments and/or purchase orders from the Sales Transaction Entry window for a single sales document that encounters an item shortage.

Sales Transaction Entry	v										
File Edit Tools View	Options	Additiona	i Help						sa Fabrika	m, Inc. 4/12/	2017
🛃 Save 🛛 Actions 🗸										Se. 🚳 🗸	
Type/Type Transfer Document Purchase Customer II Copy Delete Void Ship To Address Prime)rder 306 PARK000 Park Reso ARY	II Caller	KORD) → → 63			Date latch ID Default Si Customer	<u>te ID</u> P0 Number ⊻ ID	4/21/2 SALES WARE Z-US\$	2017 BACKORDE HOUSE		→ →
- Line Items by Order Entered	d									D+Br	*
Item Number 🚯 🔍 🗋	→ D	U of M		Qty Back Ordered	> ∧ €	Unit Pr	ice	Ex	tended Price		
ANSW-PAN-1450		Each			3	3	\$109	9.95		\$329.85	i 🔨
					0.00)	\$0	0.00		\$0.00	I
											-
											- 1
											-
											~
			¢0.00				Subtotal			\$329.85	
Amount Received			\$0.00	7			Trade Discount			\$0.00	>
Terms Discount Taken			\$0.00	2			Freight			\$0.00	>
Un Account		:	\$352.55				Miscellaneous			\$0.00	-
Comment ID							Tax			\$23.10	-
Holds User-Defined	Dis	tri <u>b</u> utions	Comn	nissi <u>o</u> ns			Total			\$352.95	
I I I I I I I I I I I I I I I I I I I	No.	~		Documer	nt Status	Г				0	



Copying Line Items

It is possible to copy line information from one sales document to another by opening **Copy Sales Order**. To open **this window,** go to **Sales Transaction Entry**, click the **Actions button** and select **Copy**. From here you can copy negative line items to Invoice documents and line items with negative prices. You cannot copy discontinued items.

🌃 Copy a Sales Order	r				
File Edit Tools H	telp				sa Fabrikam, Inc. 4/12/2017
Copy 🛛 🙆 Cancel	💽 Preview				·
Source	e Document			Target D	ocument
Document Type	Order 🗸 🗸	_		Document Type	Order 😪
Document Number	0RD1000	2		Document Number	ORDST2226
Customer ID	MAGNIFIC0001			Customer ID	AARONFIT0001
Document Date	5/8/2014			Document Date	4/12/2017
Currency ID	Z-US\$			Currency ID	Z-US\$
Price Option	Use Current Pricing		~	Use Price Level from T	arget Document
Site Option	Use Site:		🖌 🗸	AREHOUSE	
Mark All Line Items for I	Сору		Copy Line	e Comments	
📃 Include Cancelled Qua	ntities		Copy Ma	kdowns	
🔽 Drop-Ship Lines Remai	n Drop-Ship Lines		Copy Shi	p-to Address, Ship Method and	Tax ID from Source Line
🗹 Use Salesperson from	Target Document				
					۵ 🕼

Preview Line Items Window

After completing entries in the Copy a Sales Order window, click the **Preview** button. This opens the Preview Line Item window where you can select and modify line items from the existing sales order before copying them. You can also view warnings and correct errors.

🐺 Preview	Line Items					
File Edit	Tools Help				sa Fabrikam, Inc. 4/1:	2/2017
🗸 о <u>к</u>	👔 Redisplay				·	
Source Docu Source Docu	ument Type ument Number	Order 😪		Target Currency ID	Z-US\$	
					Iporients	
Process 🔿	Item Number		Site ID	Order Quantity	Unit Price	~
	Error Message				Unit of Measure	8
	PHON-BUS-1250		WAREHOUSE	1	\$359.9	95 🔺
						~
					D	0



Deleting Documents

Delete sales documents using the Sales Transaction Entry window. Deleting a document removes the document information from your accounting system.

🐺 Sales Transaction Entr	у										
File Edit Tools View	Options	Addition	al Help						sa Fabrika	am, Inc. 4/1	2/2017
🛃 Save 🛛 Actions 🗸										5e 🐼	• 🎒
Ivpe/Type Transfer Document Copy Delete Void Customer II Void Ship To Address PRIM.	T1023 RSEM000 ⁻ SEmporiur ARY	1 n Inc.	STDQTE	Ave		Date Batch ID Default S Customer Currenc	ite ID PO Number v ID	3/5/2 SALE: WARE	D17 S QUOTES EHOUSE) >
Line Items by Order Entere	d					_ 1	••••			3	17 👟
Item Number	→ D	U of M	୍ଦ	Quantity Quoted	→ 🔼 1	Unit P	rice	E	tended Price		_
ACCS-RST-DXBK		Each				1	\$5	1.95		\$9.	95 ^
											_ =
											~
Amount Received Terms Discount Taken			\$0.00 \$0.00	ė ė			Subtotal Trade Discount			\$9.9	95)0 →
On Account			\$10.65				Freight			\$0.0	JU 🔿
Comment ID			(Q 🗋 🔸			Tay			\$0.0	70 -
Holds User-Defined	Dis	tributions	Comn	nissi <u>o</u> ns			Total			\$10.6	35
III III by Document	No.	*		Docume	ent Status	[4) 0

Reconcile/Remove Sales Documents

The Reconcile/Remove Sales Document window allows you to reconcile or remove completed documents by a range of document numbers.

To open this window click the **Sales** series button and click **Reconcile** -**Remove Sales History** on the Utilities Area Page.

🐺 Reconcile-Remove Sales Do	cuments	
File Edit Tools Help		sa Fabrikam, Inc. 4/12/2017
Documents All From To:	n:	() () ()
 Options: Reconcile Sales Documents 	🔿 Remove (Completed Documents
Print Report Only		
۵ 💿		Process Cancel



Remove Sales History

If you want to remove sales history, go to the Remove History window. To open this window click the **Sales** series button and click **Remove Sales History** on the Utilities Area Page.

🐺 Remove Sa	ales History					
File Edit	Tools Help				sa Fabrikam, Inc.	4/12/2017
History Type:	Transaction	~				
Ranges:	Document Number	~	From: To:			
Insert >> Remo <u>v</u> e	Restrictions:					
Remove: Print:	✓ Transaction✓ Report	💌 Distribut	ions	Journal	🗌 Deposit	
۵ 🕼					Process	Cancel

Sales Document Inquiry

When using the document lookup in Sales Order Processing, you are commonly looking for a specific type of document. To open the Sales Document Lookup window, click the **Sales** series button and click **Sales Documents** on the Inquiry Area Page.

💀 Sales Order Processing Document Inquiry									
File Edit Tools View Help sa Fabrikam, Inc. 4/12/2017									
🗸 OK 🔯 Redisplag 🏄 Find 🛛 🔯 🏹									
Documents: by Document Number All From: To:									
Include: 📀	Unposted 🔘 Histor	y							
Doc. Type	Type ID	Document Numb	<u>er</u>	Customer ID		Customer PO Num	nber	~	
Customer Name	1	Date	Currenc	y ID	Subto	tal	Trade Discount	~	
Freight	Miscellaneous	Tax	Total		Docu	ment Status			
Back Order	BKORD	BK01005		BREAKTHR0001				~	
Back Order	BKORD	BK01006		ADAMPARK0001					
Fulfillment Order	FULORD	FULORD1000		AARONFIT0001					
Fulfillment Order	FULORD	FULORD1001		ADAMPARK0001					
Fulfillment Order	FULORD	FULORD1002		ADVANCED0001					
Fulfillment Order	FULORD	FULORD1003		AARONFIT0001					
Fulfillment Order	FULORD	FULORD1004		ADVANCED0001				_	
Fulfillment Order	FULORD	FULORD1005		ADAMPARK0001					
Fulfillment Order	Fulfillment Order FULORD FULORD1006			AARONFIT0001					
Fulfillment Order	FULORD	FULORD1007		ADAMPARK0001					
Fulfillment Order	FULORD	FULORD1008		AARONFIT0001				_	
Invoice	SPECINV	INVSP1005		ASTORSUI0001				~	
							4	7 Ø	



Salesperson Inquiry

The Salesperson Inquiry window allows you to view information about commissions and sales for salespeople.

To open the Sales Document Lookup window, click the **Sales** series button and click **Salesperson** on the Inquiry Area Page.

🛛 Salesperson Inquiry									
File Edit 1	Fools Hel	P					sa Fabrikam, Inc.	4/12/3	2017
Module:	Sales Orde	er Processing	~						
Salespeople:	by Sales T	erritory ID	🗸 💿 All	From:					
				To:				2	
Salesperson ID		Sales Territory ID	Туре	Document N	umber		Audit Trail Code		~
Sales Amount		Non-Commission Amoun	t	Percentage		Commissi	on Amount		~
PAUL W.		TERRITORY 1	INV	INV1010			SLSTE00000234	L .	~
	\$1,349.95		\$0.00		3.00%			\$40.50	-
PAUL W.		TERRITORY 1	INV	INV1014			SLSTE0000002	2	
	\$29.85		\$0.00		3.00%			\$0.90	
PAUL W.		TERRITORY 1	INV	INV1024			SLSTE0000004	ł	
	\$119.95		\$0.00		3.00%			\$3.60	
PAUL W.		TERRITORY 1	INV	INV1025			SLSTE0000004	ł	
	\$109.95		\$0.00		3.00%			\$3.30	
PAUL W.		TERRITORY 1	INV	INVPS1001			SLSTE00000234	ł.	
	\$189.95		\$0.00		3.00%			\$5.70	
PAUL W.		TERRITORY 1	INV	INVPS1003			SLSTE0000002	2	
	\$119.90		\$0.00		3.00%			\$3.60	~
A 🗇 🥹				(OK		Redisplay	Fjnd	

Sales Item Inquiry

The Sales Order Processing Item Inquiry window allows you to view all documents entered in Sales Order Processing on which a particular item has been entered.

To open this window, click the **Sales** series button and click **Sales Items** on the Inquiry Area Page.

🙀 Sales Or	der Processing Item Inqu	iry				
File Edit	Tools View Help			sa Fabrikam, In	. 4/12/	2017
🖌 ок	😰 Redisplay 🏘 Fi	nd			-	- 🎿
Items:	by Item Number 🛛 🗸	💿 All 🔘	From:		2	
		a.	To:	G	2	
Include:	Order Fulfillment Order		Display: 💿 Unposted	History		
Item Number		U of M	Quantity	Extended Price		^
Doc. Type	Document Number	Date	Customer ID	Customer Name		~
100×LG		Each	2		\$119.90	^
100×LG		Each	2		\$119.90	
100×LG		Each	2		\$239.90	
128 SDRAM		Each	2		\$270.40	
128 SDRAM		Each	4		\$540.80	
128 SDRAM		Each	2		\$270.40	
128 SDRAM		Each	1		\$135.20	
128 SDRAM		Each	1		\$0.00	
24×IDE		Each	1		\$40.00	
24×IDE		Each	1		\$0.00	~
					D	• @



Sales Inquiry Restrictions

The Sales Inquiry Restrictions window is used to set up and save custom inquiries. This is useful to view an inquiry based on multiple restrictions without setting up a new restriction each time you view it.

To open this window, click the Sales series button and click Restrict Sales Documents on the Inquiry Area Page.

💀 Sales Inquiry Restrictions								
File Edit Too	sa Fabrikam, I	inc. 4/12/2017						
🛃 Save 💋	Clear 🗙 Delete							
Inquiry ID	BACKORDER	Display:	Unposted	History				
Sort by:	by Document Type							
Ranges:	Master Number	From:	0					
Insert >> Remove Remove All								
					۵ 🗘			

Sales Document Range Inquiry

To view the inquiry results, click **Inquiry** to display the Sales Document Range Inquiry window. You can also open this window by clicking on **Sales Document Range** on the Inquiry Area Page.

🙀 Sales Inquir	y Restrictions					
File Edit T	sa Fabrikam, Inc	. 4/12/2017				
🚽 Save 🛷	Clear 🗙 <u>D</u> elete					
Inquiry ID	BACKORDER	Q	Display:	🔽 [Unposted]	History	
Sort by:	by Document Type	~				
Ranges:	Master Number	~	From: To:	0		
	Restrictions:					
Insert >>	Master Number-Prompt	: during Inquiry uring Inquiry				~
Remo <u>v</u> e	Document Type from B	ack Order to B	3ack Order			
Remove <u>A</u> ∥	Document Number-Pro	mpt during Inc t during Incuir	juiry I			~
					Г	Inquiry



Sales Serial/Lot Number Inquiry

The Sales Serial/Lot Number Inquiry window allows you to view the serial numbers and lot numbers of the items sold. For example, you may have been warned by a manufacturer that a specific lot is defective. This window allows you to identify every invoice on which the specific lot numbers were listed.

To open the Sales Serial/Lot Number Inquiry window, click the **Sales** series button and click **Sales Serial/Lot** on the Inquiry Area Page.

🗿 Sales Serial-Lot Numb	er Inquiry					
File Edit Tools Help				5	sa Fabrikam, Inc. 4/12/	2017
🧹 ΟΚ 🛛 🔯 Redisplay	💏 Find					
Item Number 100KLG						
Description Green Pl	none					
Site ID:	i i i i i i i i i i i i i i i i i i i		Ca Include:	 Unposte 	ed 🔿 History	
Ranges: Serial/Lot Numb	er 🔽	💿 All 🔘	From:			
			To:			
Date: 💿 All 🔘 From:	0/0/0000	III To:	0/0/0000 🏢			
Serial Number	Site	U of M	Quantity		Extended Price	~
Customer ID Custo	mer Name	Doc. Num	<u>hber</u>	Doc. Date	Extended Cost	×
12	WAREHOUSE	Each		1	\$59.95	^
13	WAREHOUSE	Each		1	\$59.95	
14	WAREHOUSE	Each		1	\$59.95	
34343	WAREHOUSE	Each		1	\$119.95	
35	WAREHOUSE	Each		1	\$59.95	
43434	WAREHOUSE	Each		1	\$119.95	
						~
					0	C

Process Holds Inquiry

The Sales Process Holds Inquiry window allows you to view a range of documents that have process holds assigned to them. For example, your company may assign a process hold to all discounted orders that prevent them from being transferred to an invoice until the transaction is approved. This window can provide a list of orders assigned that particular process hold.

To open the Sales Process Holds Inquiry window, click the **Sales** series button and click **Sales Process Holds** on the Inquiry Area Page.

🐺 Sales Process Ho	lds Inquiry			
File Edit Tools	Help		sa Fabrikam, Inc. 4/1	2/2017
🧹 OK 🛛 👩 Rea	display			چ
Process Hold Cf Description Cr	REDIT redit Check			
Display: 🔽 Assign	ned 📃 Remo	ved Include:	🕑 Unposted 📃 History	
Ranges: Documen	t Number	✓		् ्
Document Type	Type ID	Document Number	Document Date	*
Customer ID	Customer Name		Document Total	≷
Hold Assigned/Remove	d Assign	ned/Removed By	Date	
				-
				_
				-
				~
			L	۱