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Microsoft Dynamics™

SALES ORDER PROCESSING MICROSOFT DYNAMICS GP™ 10.0



INVESTORS IN PEOPLE

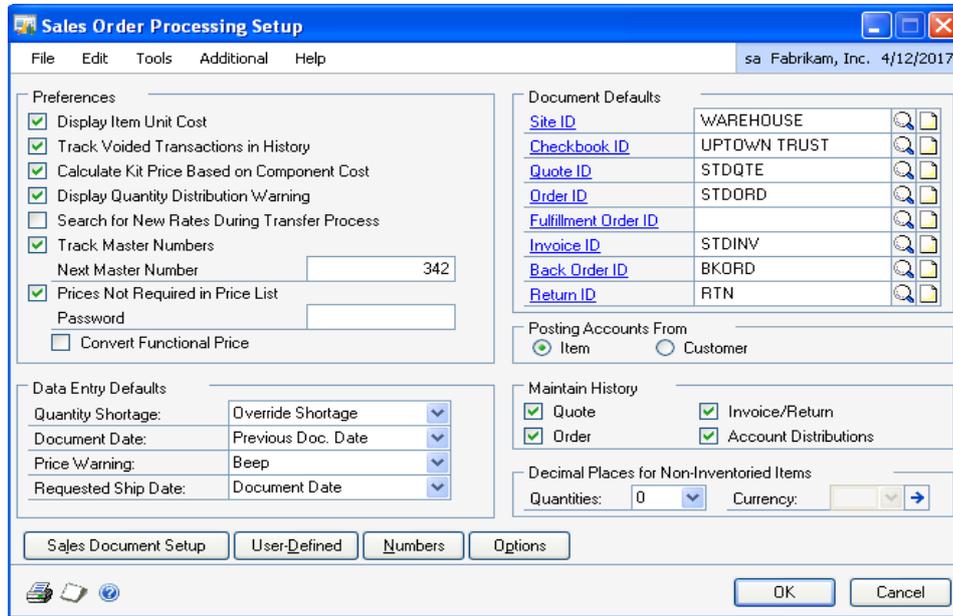


JM Computing Ltd
Registered in Cardiff No. 1131358
Registered Office as above

Sales Order Setup Preferences

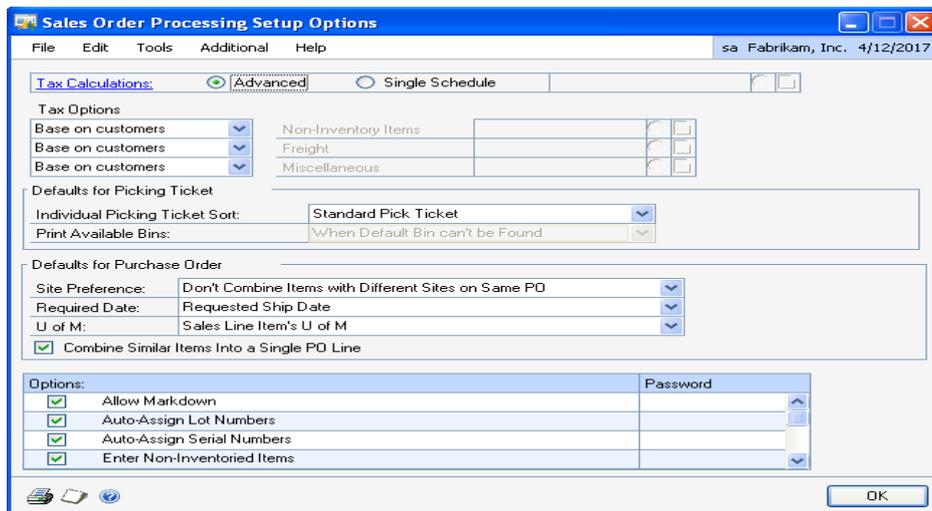
One way of setting up Sales Order Processing is to follow the Routine Sales Order Processing Setup Checklist provided within the system. As each step in the checklist is selected, the appropriate window used to complete the procedure appears.

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



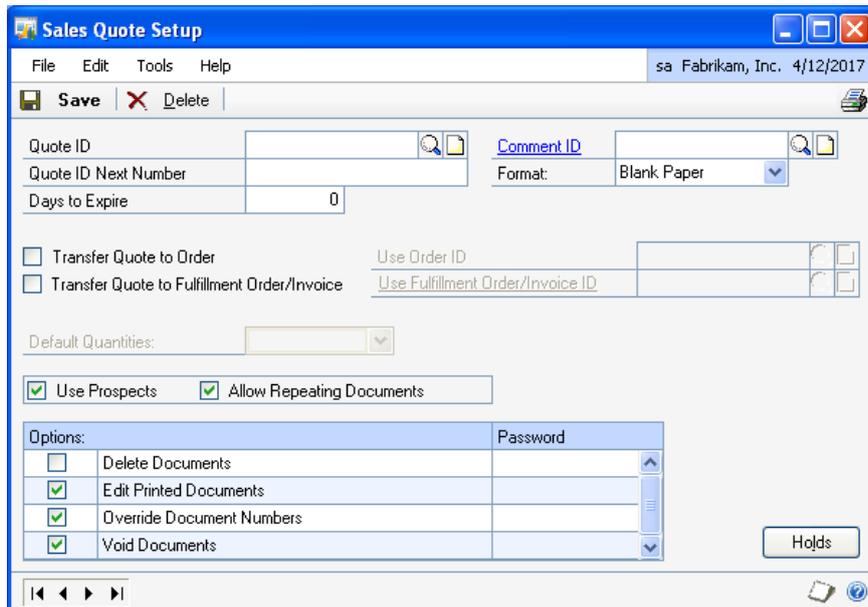
Sales Order Setup Options

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



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**.



File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Delete

Quote ID Comment ID

Quote ID Next Number Format: Blank Paper

Days to Expire

Transfer Quote to Order Use Order ID

Transfer Quote to Fulfillment Order/Invoice Use Fulfillment Order/Invoice ID

Default Quantities:

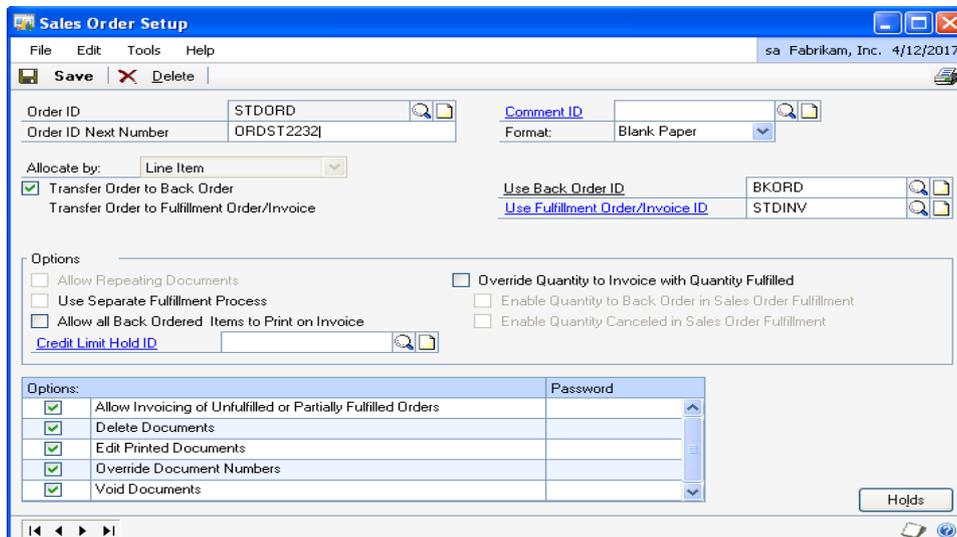
Use Prospects Allow Repeating Documents

Options:	Password
<input type="checkbox"/> Delete Documents	<input type="text"/>
<input checked="" type="checkbox"/> Edit Printed Documents	<input type="text"/>
<input checked="" type="checkbox"/> Override Document Numbers	<input type="text"/>
<input checked="" type="checkbox"/> Void Documents	<input type="text"/>

Holds

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**.



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Save Delete

Order ID: STDORD Comment ID:

Order ID Next Number: ORDST2232 Format: Blank Paper

Allocate by: Line Item

Transfer Order to Back Order Use Back Order ID: BKORD

Transfer Order to Fulfillment Order/Invoice Use Fulfillment Order/Invoice ID: STDINV

Options:

Allow Repeating Documents Override Quantity to Invoice with Quantity Fulfilled

Use Separate Fulfillment Process Enable Quantity to Back Order in Sales Order Fulfillment

Allow all Back Ordered Items to Print on Invoice Enable Quantity Canceled in Sales Order Fulfillment

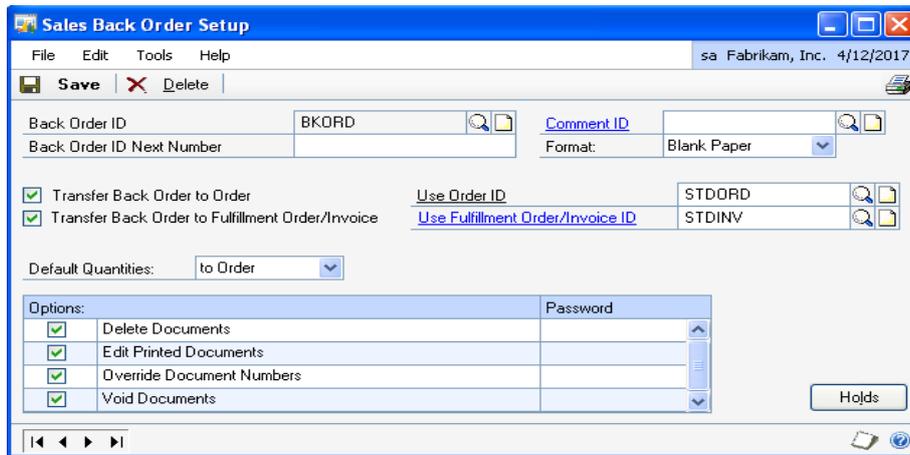
Credit Limit Hold ID:

Options:	Password
<input checked="" type="checkbox"/> Allow Invoicing of Unfulfilled or Partially Fulfilled Orders	<input type="text"/>
<input checked="" type="checkbox"/> Delete Documents	<input type="text"/>
<input checked="" type="checkbox"/> Edit Printed Documents	<input type="text"/>
<input checked="" type="checkbox"/> Override Document Numbers	<input type="text"/>
<input checked="" type="checkbox"/> Void Documents	<input type="text"/>

Holds

Sales Back Order Setup Window

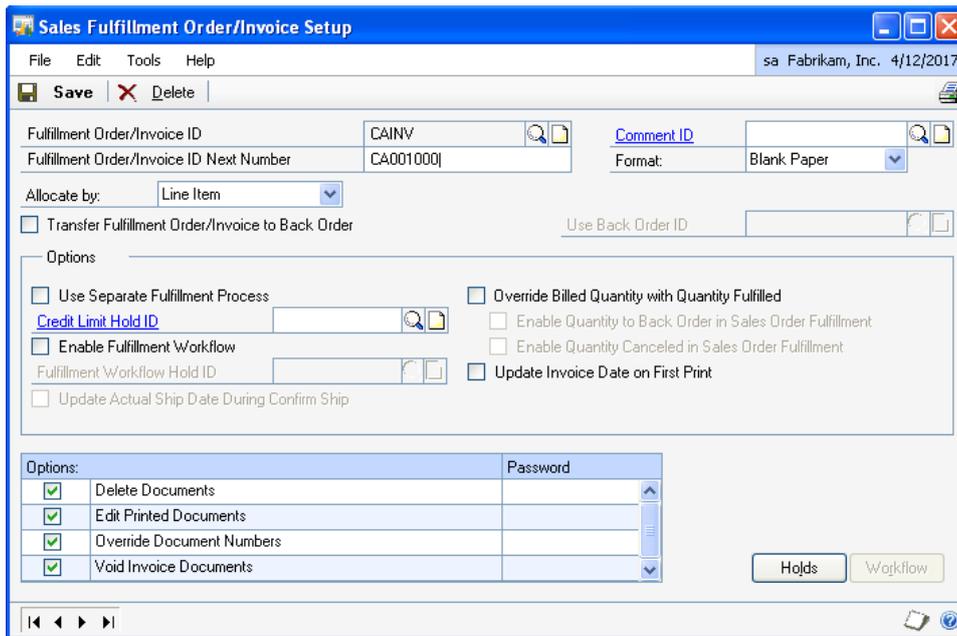
To set up back order documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Back Order**.



The screenshot shows the 'Sales Back Order Setup' window. The title bar includes 'File Edit Tools Help' and 'sa Fabrikam, Inc. 4/12/2017'. Below the title bar are 'Save' and 'Delete' buttons. The main area contains several input fields: 'Back Order ID' (BKORD), 'Back Order ID Next Number', 'Comment ID', and 'Format' (Blank Paper). There are two checked checkboxes: 'Transfer Back Order to Order' (with 'Use Order ID' set to STDORD) and 'Transfer Back Order to Fulfillment Order/Invoice' (with 'Use Fulfillment Order/Invoice ID' set to STDINV). A 'Default Quantities' dropdown is set to 'to Order'. Below this is an 'Options' table with four rows, all checked: 'Delete Documents', 'Edit Printed Documents', 'Override Document Numbers', and 'Void Documents'. A 'Password' column is empty. A 'Holds' button is at the bottom right.

Sales Invoice Setup Window

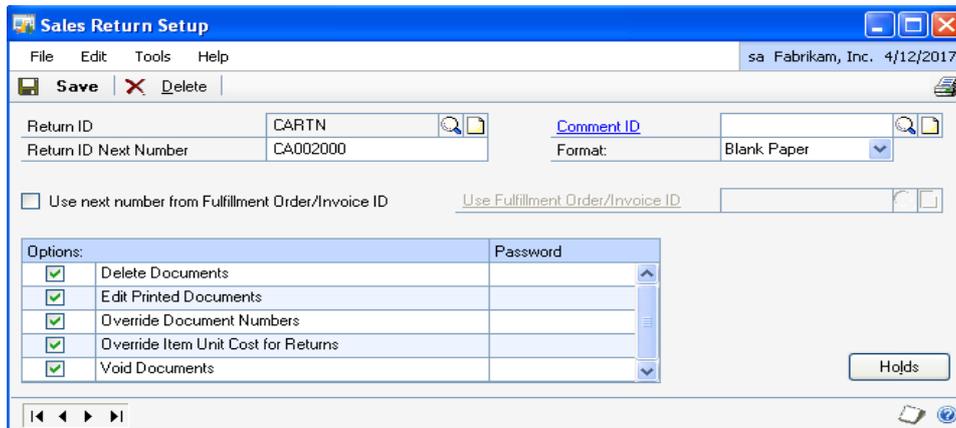
To set up back order documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Fulfilment Order/Invoice**.



The screenshot shows the 'Sales Fulfillment Order/Invoice Setup' window. The title bar includes 'File Edit Tools Help' and 'sa Fabrikam, Inc. 4/12/2017'. Below the title bar are 'Save' and 'Delete' buttons. The main area contains several input fields: 'Fulfillment Order/Invoice ID' (CAINV), 'Fulfillment Order/Invoice ID Next Number' (CA001000), 'Comment ID', and 'Format' (Blank Paper). There is an 'Allocate by:' dropdown set to 'Line Item'. There is an unchecked checkbox 'Transfer Fulfillment Order/Invoice to Back Order' with a 'Use Back Order ID' field. Below this is an 'Options' section with several unchecked checkboxes: 'Use Separate Fulfillment Process', 'Enable Fulfillment Workflow', 'Update Actual Ship Date During Confirm Ship', 'Override Billed Quantity with Quantity Fulfilled', 'Enable Quantity to Back Order in Sales Order Fulfillment', 'Enable Quantity Canceled in Sales Order Fulfillment', and 'Update Invoice Date on First Print'. There are also 'Credit Limit Hold ID' and 'Fulfillment Workflow Hold ID' fields. At the bottom is an 'Options' table with four rows, all checked: 'Delete Documents', 'Edit Printed Documents', 'Override Document Numbers', and 'Void Invoice Documents'. A 'Password' column is empty. 'Holds' and 'Workflow' buttons are at the bottom right.

Sales Return Setup Window

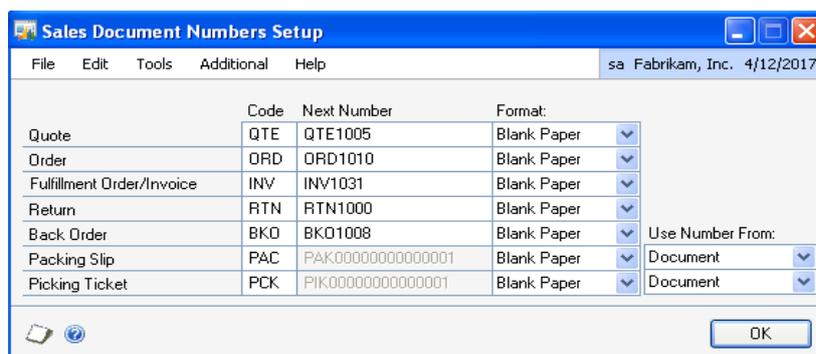
To set up **Return** documents go to the Sales Order Processing window, click the Sales Document Setup button and select **Fulfillment Order/Invoice**.



Options:	Password
<input checked="" type="checkbox"/> Delete Documents	
<input checked="" type="checkbox"/> Edit Printed Documents	
<input checked="" type="checkbox"/> Override Document Numbers	
<input checked="" type="checkbox"/> Override Item Unit Cost for Returns	
<input checked="" type="checkbox"/> Void Documents	

Numbers Assigned to Sales Documents

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



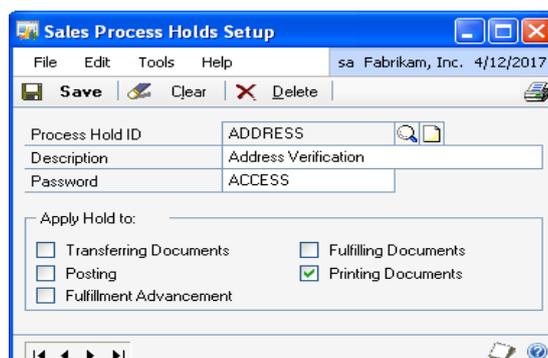
	Code	Next Number	Format:
Quote	QTE	QTE1005	Blank Paper
Order	ORD	ORD1010	Blank Paper
Fulfillment Order/Invoice	INV	INV1031	Blank Paper
Return	RTN	RTN1000	Blank Paper
Back Order	BKO	BKO1008	Blank Paper
Packing Slip	PAC	PAK0000000000000001	Blank Paper
Picking Ticket	PCK	PIK0000000000000001	Blank Paper

Use Number From: Document

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.



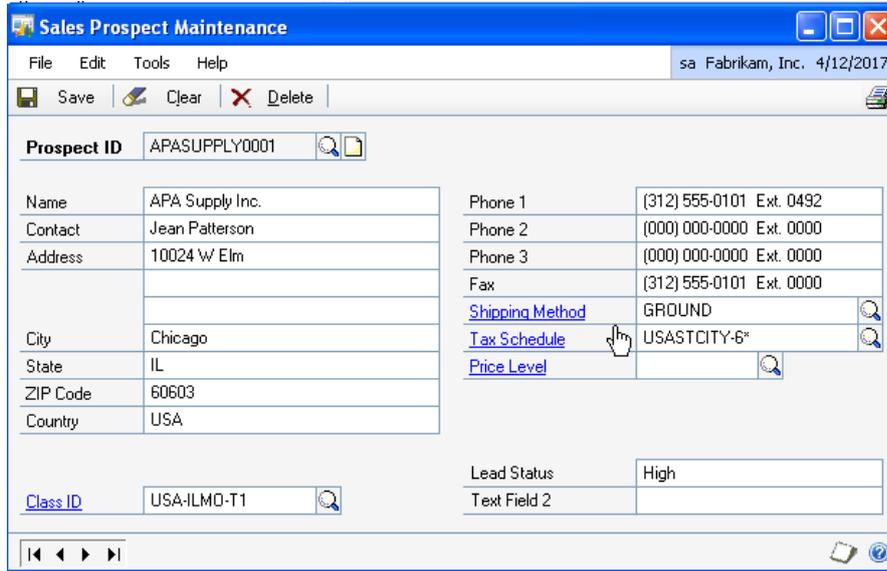
Apply Hold to:

- Transferring Documents
- Posting
- Fulfillment Advancement
- Fulfilling Documents
- Printing Documents

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
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File Edit Tools Help

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
City	Chicago	Shipping Method	GROUND
State	IL	Tax Schedule	USASTCITY-6*
ZIP Code	60603	Price Level	
Country	USA		

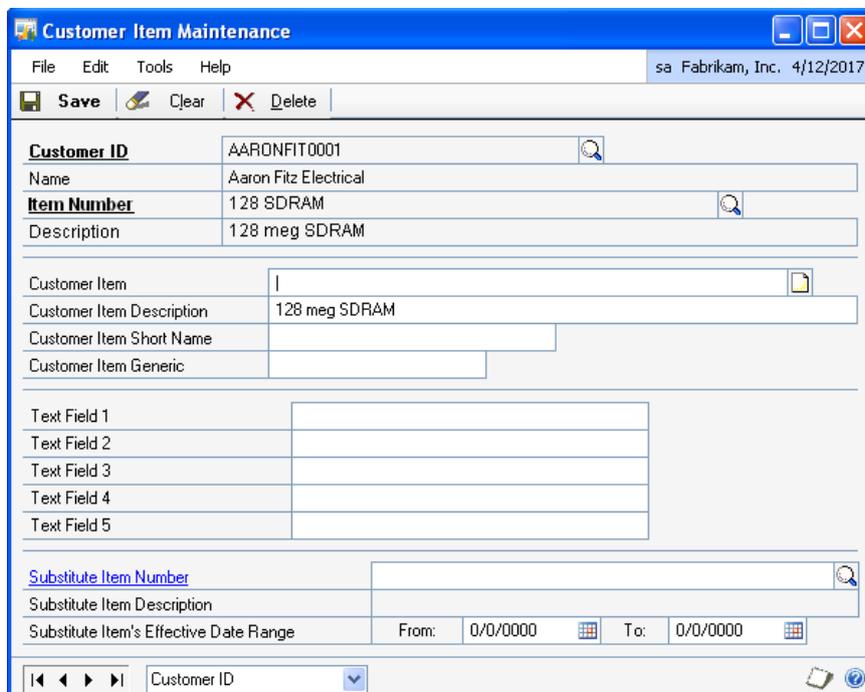
Class ID USA-ILMD-T1

Lead Status High

Text Field 2

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
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File Edit Tools Help

Save Clear Delete

Customer ID AARONFIT0001

Name Aaron Fitz Electrical

Item Number 128 SDRAM

Description 128 meg SDRAM

Customer Item

Customer Item Description 128 meg SDRAM

Customer Item Short Name

Customer Item Generic

Text Field 1

Text Field 2

Text Field 3

Text Field 4

Text Field 5

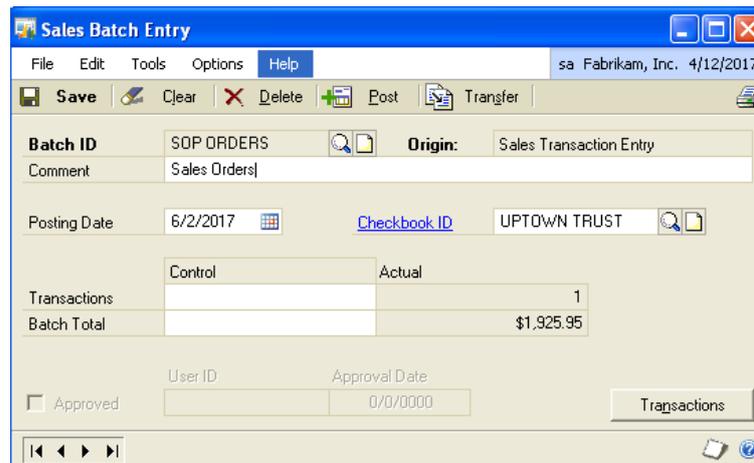
[Substitute Item Number](#)

Substitute Item Description

Substitute Item's Effective Date Range From: 0/0/0000 To: 0/0/0000

Sales Batch Entry

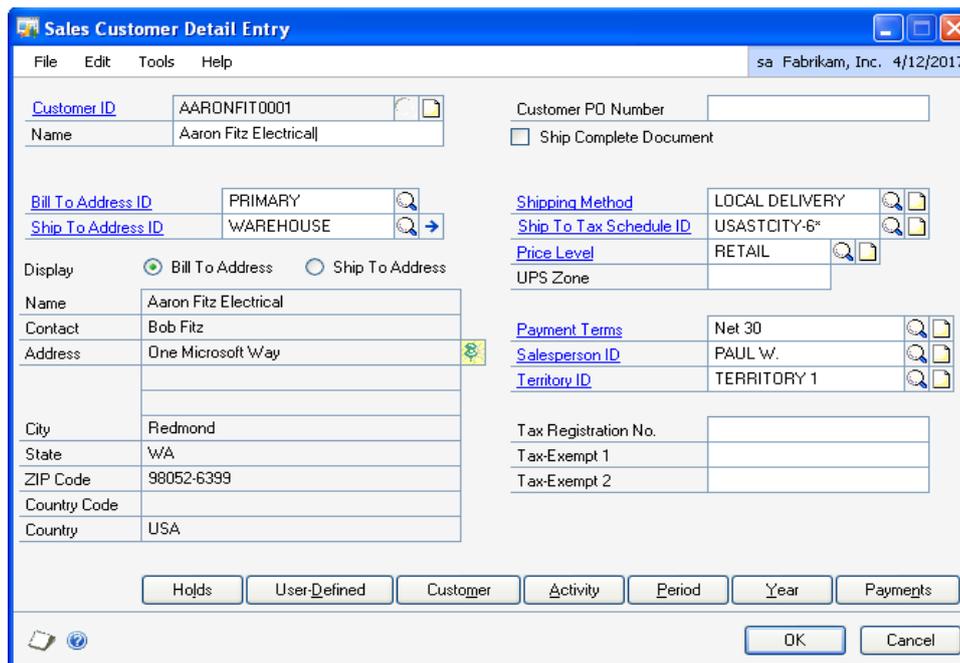
Use the Sales Batch Entry window to create batches for recording sales transactions.



Control	Actual
Transactions	1
Batch Total	\$1,925.95

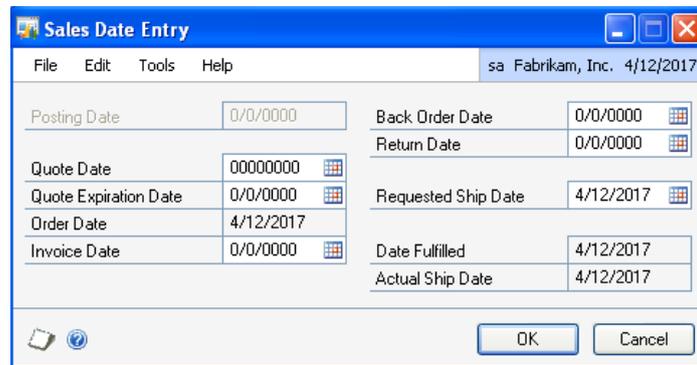
Customer Detail Entry

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.



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.



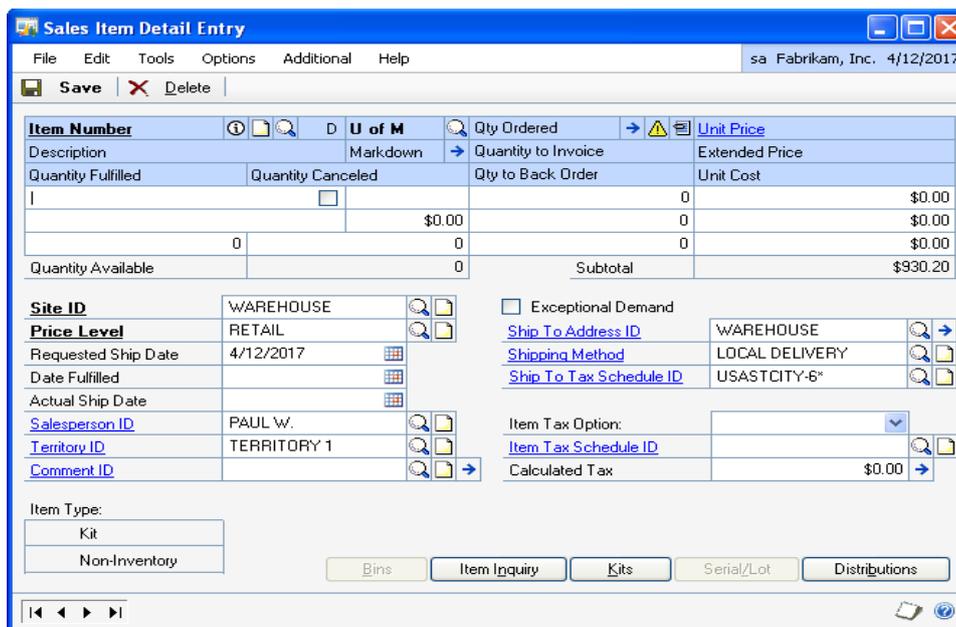
The **Sales Date Entry** dialog box contains the following fields:

Posting Date	0/0/0000	Back Order Date	0/0/0000
Quote Date	00000000	Return Date	0/0/0000
Quote Expiration Date	0/0/0000	Requested Ship Date	4/12/2017
Order Date	4/12/2017	Date Fulfilled	4/12/2017
Invoice Date	0/0/0000	Actual Ship Date	4/12/2017

Buttons: OK, 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.



The **Sales Item Detail Entry** window displays the following information:

Item Number	U of M	Qty Ordered	Unit Price
1		0	\$0.00
Quantity Available		0	\$0.00
Subtotal			\$930.20

Additional fields and options:

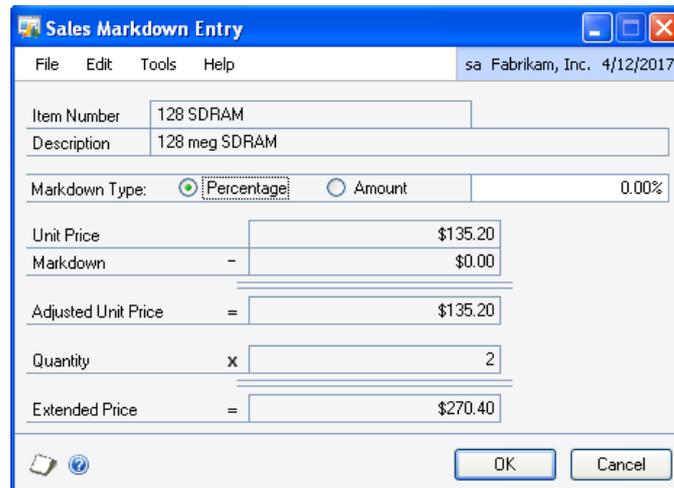
- Site ID:** WAREHOUSE
- Price Level:** RETAIL
- Requested Ship Date:** 4/12/2017
- Actual Ship Date:**
- Salesperson ID:** PAUL W.
- Territory ID:** TERRITORY 1
- Comment ID:**
- Exceptional Demand
- Ship To Address ID:** WAREHOUSE
- Shipping Method:** LOCAL DELIVERY
- Ship To Tax Schedule ID:** USASTCITY-6*
- Item Tax Option:**
- Item Tax Schedule ID:**
- Calculated Tax:** \$0.00

Item Type: Kit, Non-Inventory

Buttons: Bins, Item Inquiry, Kits, Serial/Lot, Distributions

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.



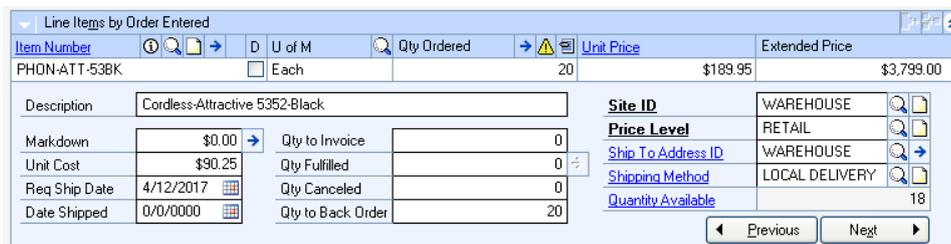
The Sales Markdown Entry window is titled "Sales Markdown Entry" and shows the following fields:

- Item Number: 128 SDRAM
- Description: 128 meg SDRAM
- Markdown Type: Percentage Amount
- Unit Price: \$135.20
- Markdown: \$0.00
- Adjusted Unit Price: = \$135.20
- Quantity: x 2
- Extended Price: = \$270.40

Buttons: 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.



The Line Items by Order Entered window displays the following information for item PHON-ATT-53BK:

Item Number	D	U of M	Qty Ordered	Unit Price	Extended Price
PHON-ATT-53BK	<input type="checkbox"/>	Each	20	\$189.95	\$3,799.00

Description: Cordless-Attractive 5352-Black

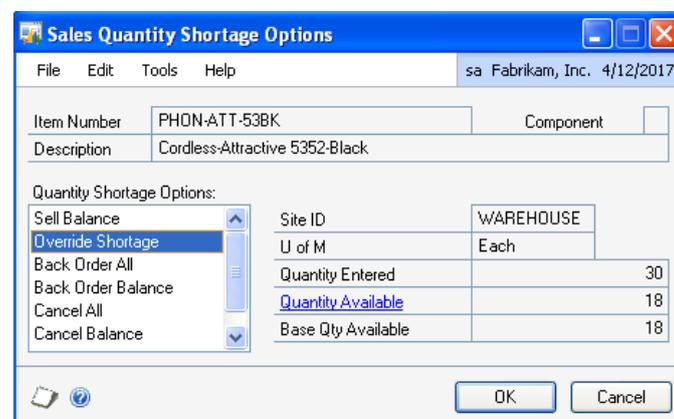
Fields and values:

- Markdown: \$0.00
- Unit Cost: \$90.25
- Req Ship Date: 4/12/2017
- Date Shipped: 0/0/0000
- Qty to Invoice: 0
- Qty Fulfilled: 0
- Qty Canceled: 0
- Qty to Back Order: 20
- Site ID: WAREHOUSE
- Price Level: RETAIL
- Ship To Address ID: WAREHOUSE
- Shipping Method: LOCAL DELIVERY
- Quantity Available: 18

Buttons: Previous, 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.



The Sales Quantity Shortage Options window is titled "Sales Quantity Shortage Options" and shows the following fields:

- Item Number: PHON-ATT-53BK
- Description: Cordless-Attractive 5352-Black
- Quantity Shortage Options:
 - Sell Balance
 - Override Shortage**
 - Back Order All
 - Back Order Balance
 - Cancel All
 - Cancel Balance
- Site ID: WAREHOUSE
- U of M: Each
- Quantity Entered: 30
- Quantity Available: 18
- Base Qty Available: 18

Buttons: OK, 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 Items by Order Entered					
Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
100XLG	<input type="checkbox"/>	Each	2	\$59.95	\$119.90
Description		Green Phone		Site ID	WAREHOUSE
Markdown	\$0.00	Billed Quantity	2	Price Level	RETAIL
Unit Cost	\$55.50	Qty Fulfilled	2	Ship To Address ID	PRIMARY
Req Ship Date	4/12/2017	Qty Canceled	0	Shipping Method	GROUND
Date Shipped	4/12/2017	Qty to Back Order	0	Quantity Available	36

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 Items by Order Entered					
Item Number	D	U of M	Quantity Returned	Unit Price	Extended Price
32X IDE	<input type="checkbox"/>	Each	7	\$49.95	\$349.65
Description		32x CD-ROM		Site ID	WAREHOUSE
Markdown	\$0.00	Qty to Invoice	0	Price Level	RETAIL
Unit Cost	\$49.50	Qty Fulfilled	0	Ship To Address ID	PRIMARY
Req Ship Date	3/5/2017	Qty Canceled	0	Shipping Method	GROUND
Date Shipped	0/0/0000	Qty to Order	0	Quantity Available	0

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.

Sales Returned Quantities Entry	
Item Number	100XLG
Description	Green Phone
U of M	Each
Quantity	2
Site ID	WAREHOUSE
Return Quantity Type:	
On Hand	4
Returned	0
In Use	0
In Service	0
Damaged	2
Total	4

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 Items by Order Entered					
Item Number	D	U of M	Qty Back Ordered	Unit Price	Extended Price
ACCS-HDS-TEAR	<input type="checkbox"/>	Each	3	\$79.95	\$239.85
Description		Headset-Single Ear		Site ID	WAREHOUSE
Markdown	\$0.00	Qty to Invoice	0	Price Level	RETAIL
Unit Cost	\$38.59	Qty Fulfilled	0	Ship To Address ID	PRIMARY
Req Ship Date	4/21/2017	Qty Canceled	0	Shipping Method	GROUND
Date Shipped	0/0/0000	Qty to Order	3	Quantity Available	88

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	Subtotal	\$239.85
Terms Discount Taken	\$0.00	Trade Discount	\$0.00
On Account	\$256.64	Freight	\$0.00
Comment ID		Miscellaneous	\$0.00
		Tax	\$16.79
		Total	\$256.64

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 Distribution Entry sa Fabrikam, Inc. 4/12/2017

File Edit Tools View Help

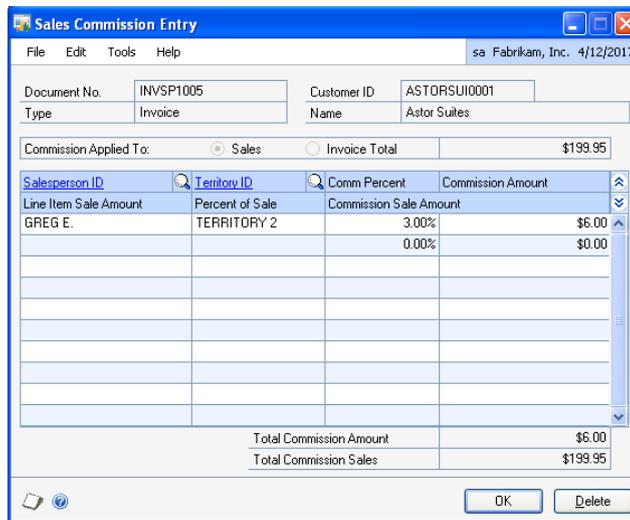
Customer ID: ASTORSUI0001 Document No.: INVSP1005
 Name: Astor Suites Document Type: Invoice
 Functional Amount: \$199.95
 Originating Amount: \$0.00

Account Distributions

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
Distribution Reference			
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
-	-	\$0.00	\$0.00
Functional Totals		\$205.95	\$205.95
Originating Totals		\$0.00	\$0.00

Commission Entry

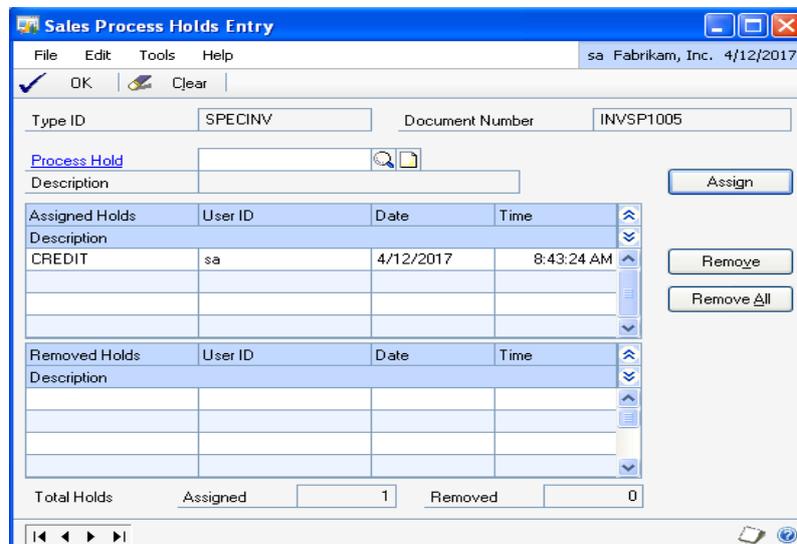
Commission amounts for the salesperson assigned to the customer are calculated using the commission information from the Salesperson Maintenance window. Commission amounts on returns decrease the commissions payable to a salesperson. Click **Commissions** to change the commission amount or enter commissions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



Line Item	Sale Amount	Percent of Sale	Commission Sale Amount	Commission Amount
GREG E.		TERRITORY 2	3.00%	\$6.00
			0.00%	\$0.00
Total Commission Amount				\$6.00
Total Commission 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.



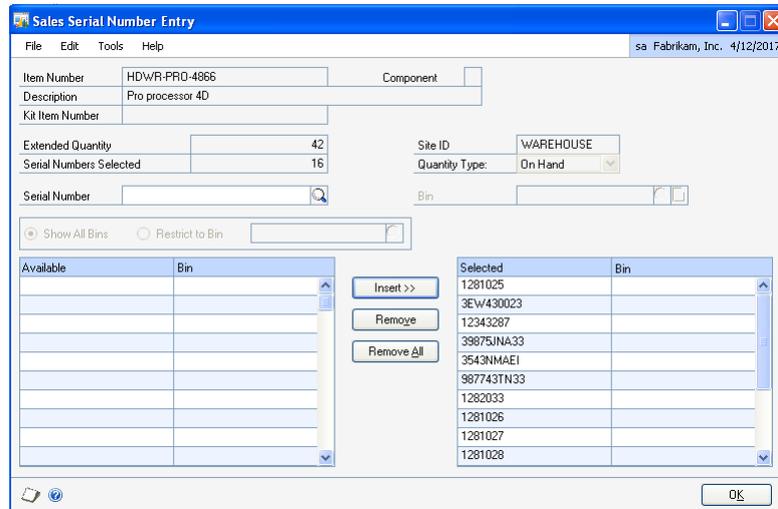
Assigned Holds	User ID	Date	Time
Description			
CREDIT	sa	4/12/2017	8:43:24 AM

Removed Holds	User ID	Date	Time
Description			

Total Holds: Assigned: 1, Removed: 0

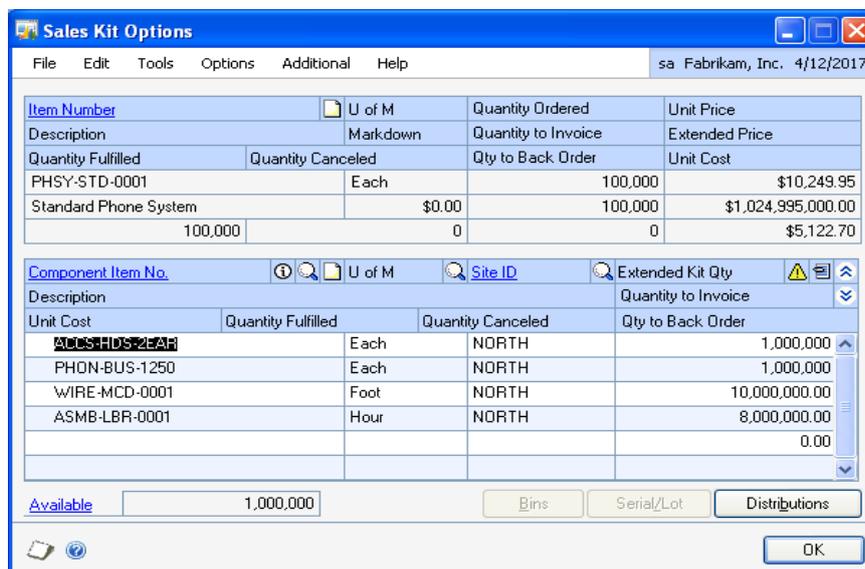
Serial Numbered Items

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.



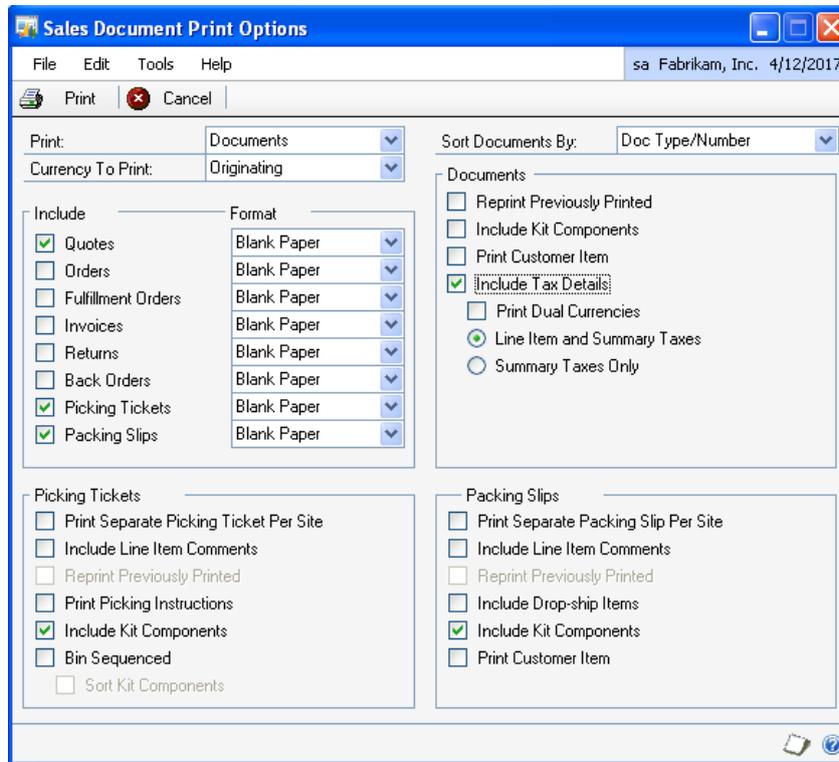
Kit Shortages

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.



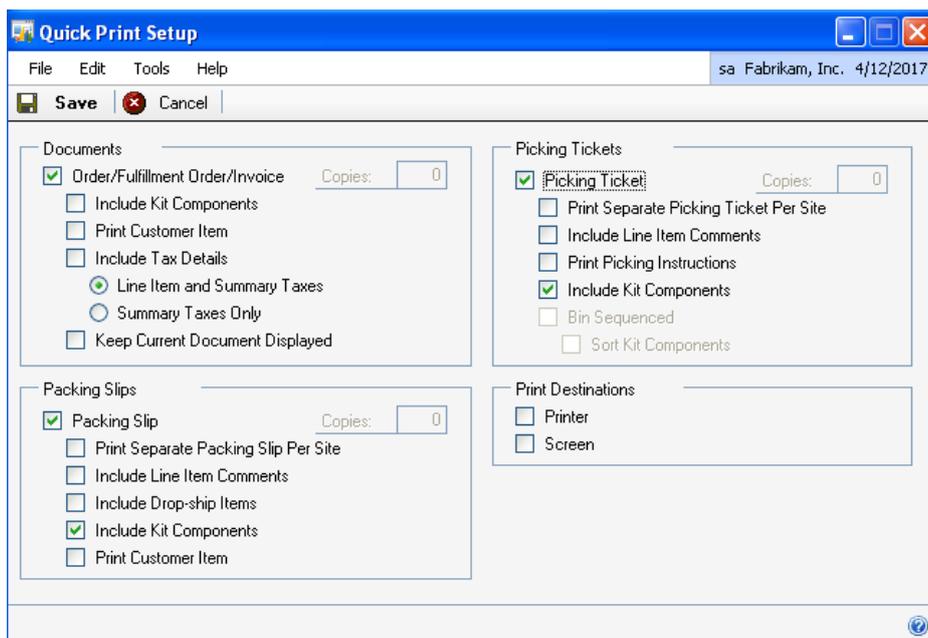
Print Documents Individually

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.



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**.



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.

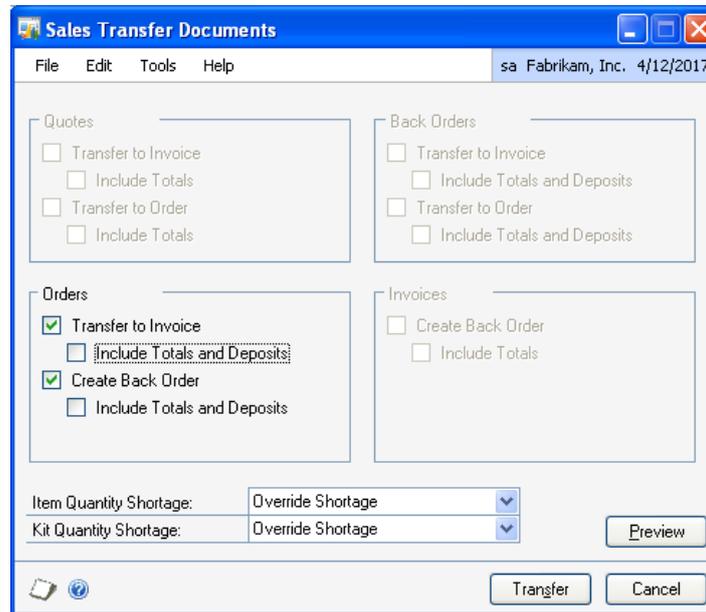
Sales Transfer Documents

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 Items by Order Entered			
Item Number	D U of M	Qty Ordered	Unit Price
ACCS-CRD-12WH	<input type="checkbox"/> Each	5	\$9.95
Description: Phone Cord - 12' White			Extended Price: \$49.75
Markdown: \$0.00	Qty to Invoice: 3	Site ID: WAREHOUSE	Price Level: RETAIL
Unit Cost: \$3.29	Qty Fulfilled: 3	Ship To Address ID: WAREHOUSE	Shipping Method: LOCAL DELIVERY
Req Ship Date: 4/12/2017	Qty Canceled: 0	Quantity Available: (6)	
Date Shipped: 4/12/2017	Qty to Back Order: 2		

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 Documents

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Quotes

- Transfer to Invoice
- Include Totals
- Transfer to Order
- Include Totals

Back Orders

- Transfer to Invoice
- Include Totals and Deposits
- Transfer to Order
- Include Totals and Deposits

Orders

- Transfer to Invoice
- Include Totals and Deposits
- Create Back Order
- Include Totals and Deposits

Invoices

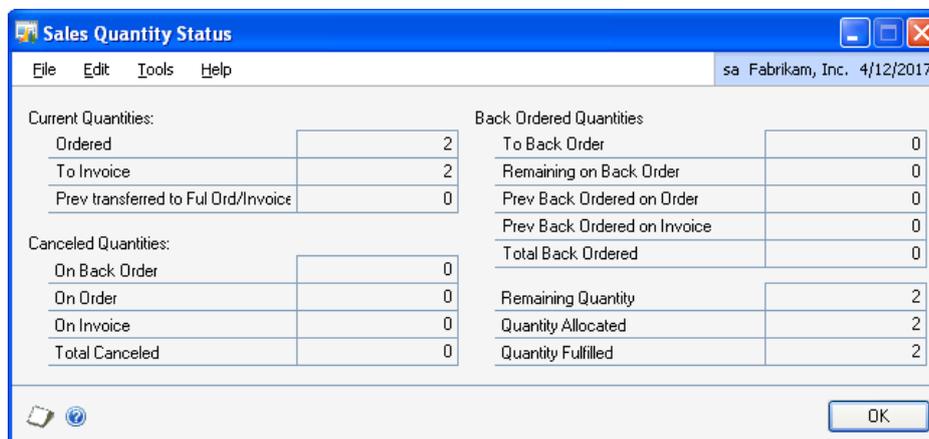
- Create Back Order
- Include Totals

Item Quantity Shortage: Override Shortage

Kit Quantity Shortage: Override Shortage

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.



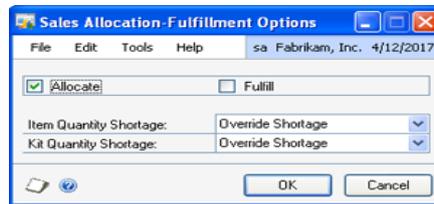
Sales Quantity Status

File Edit Tools Help 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
		Total Back Ordered	0
		Remaining Quantity	2
		Quantity Allocated	2
		Quantity Fulfilled	2

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.

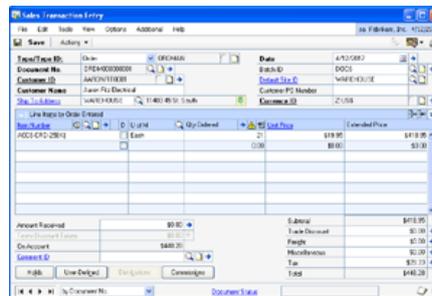


Allocation Options Window

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**.

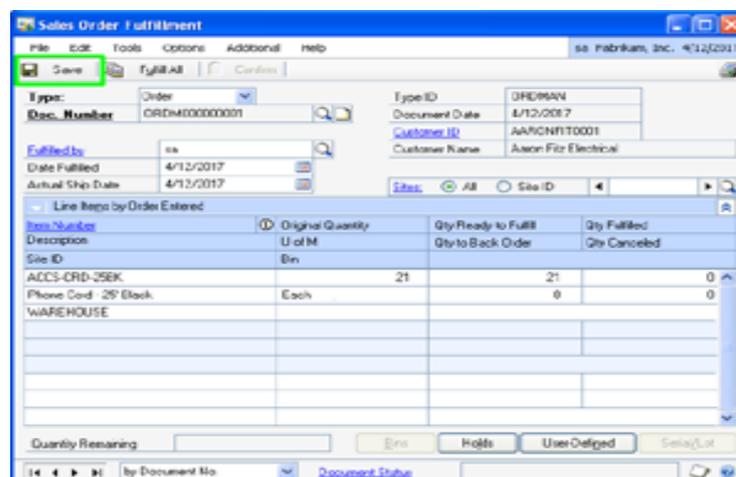
Select the **Allocate** check box and a default shortage option. The shortage option selected is used for all quantity shortages in the document/batch. Allocation is attempted for all line items on all orders and invoices in the document/batch.



Sales 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.

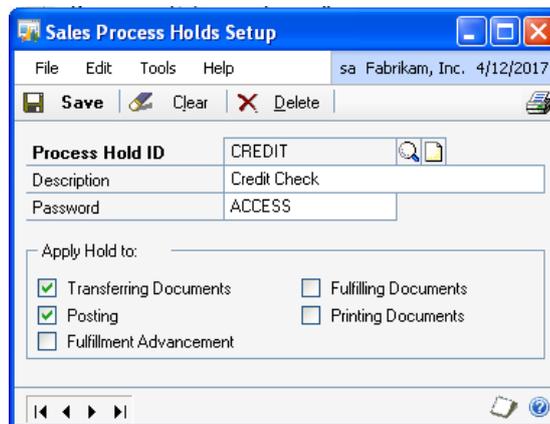
To open the Sales fulfilment window click the **Sales** series button and click **Order Fulfilment** on the Transaction Area Page.



Process Holds Setup

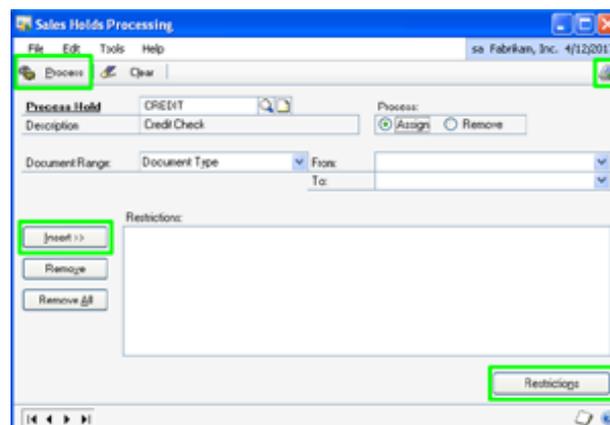
Before assigning process holds to a document, they must be set up using the Sales Process Holds Setup window.

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



Multiple Documents

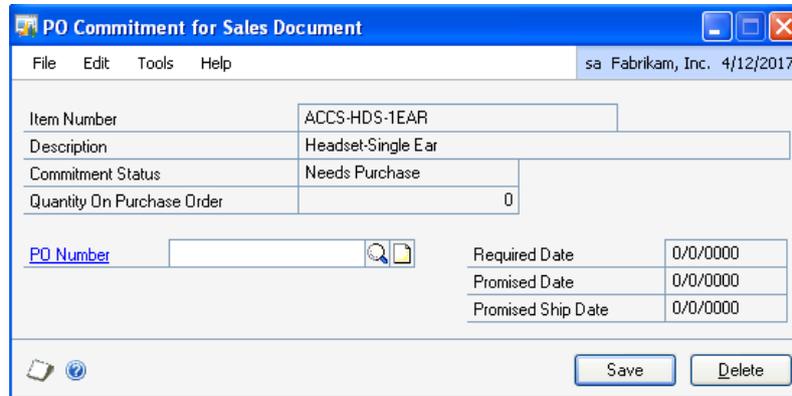
Use the Sales Holds Processing window to assign or remove process holds from multiple documents. To open the Sales Process Holds Setup window, click the **Sales** series button and click **Holds Processing** on the Transaction Area Page.



Manual Commitments

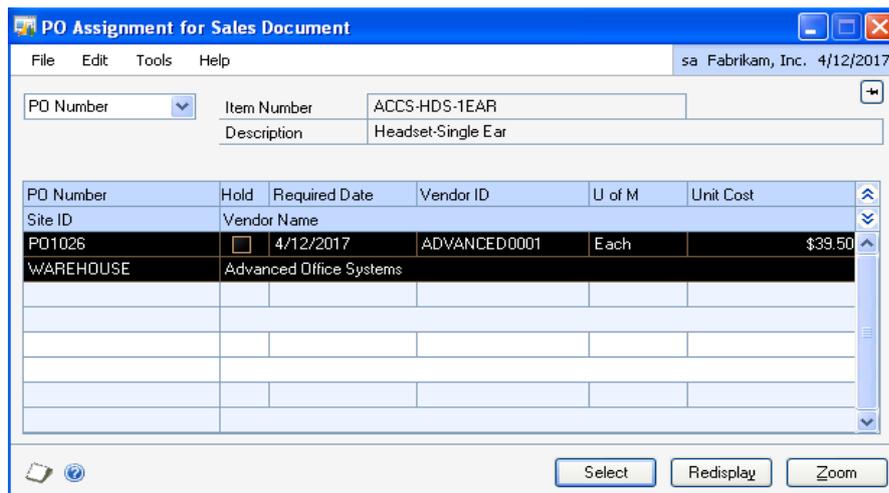
Manual commitments can be created for individual line items on order or back order sales documents. The manual commitment window is only used when linking the sales order to an existing purchase order.

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



PO Number

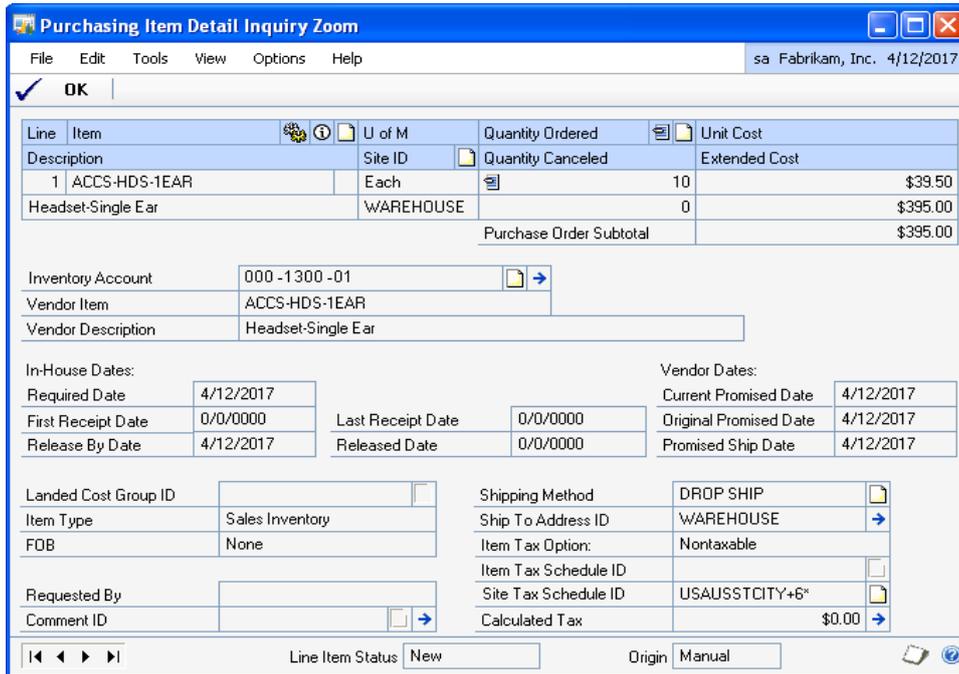
To commit to a purchase order, type the purchase order number in the **PO Number** box or click on the **PO Number** lookup field.



PO Number	Hold	Required Date	Vendor ID	U of M	Unit Cost
PO1026	<input type="checkbox"/>	4/12/2017	ADVANCED0001	Each	\$39.50

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.



Purchasing Item Detail Inquiry Zoom

File Edit Tools View Options Help sa Fabrikam, Inc. 4/12/2017

OK

Line	Item	U of M	Quantity Ordered	Unit Cost
1	ACCS-HDS-1EAR	Each	10	\$39.50
Headset-Single Ear			0	\$395.00
Purchase Order Subtotal				\$395.00

Inventory Account: 000-1300-01
 Vendor Item: ACCS-HDS-1EAR
 Vendor Description: Headset-Single Ear

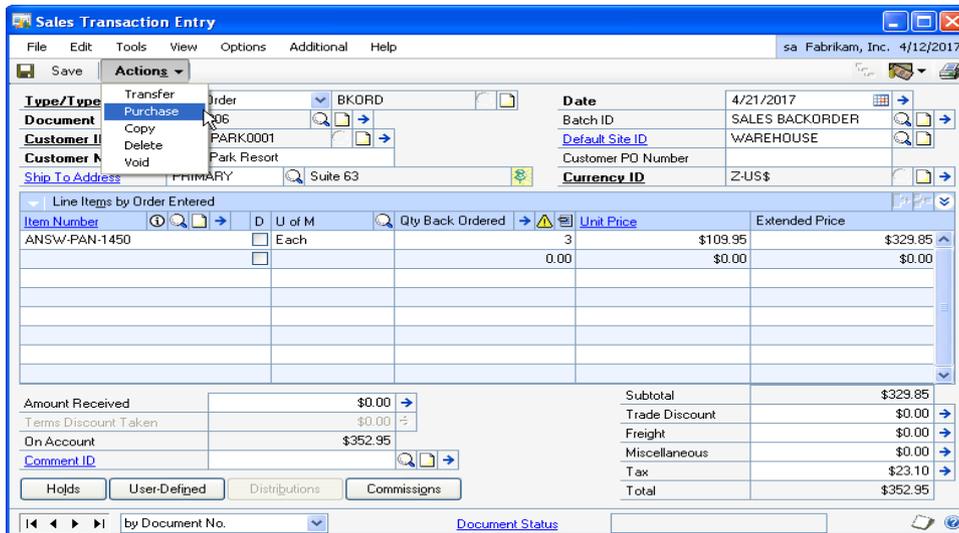
In-House Dates: Required Date: 4/12/2017, First Receipt Date: 0/0/0000, Release By Date: 4/12/2017
 Vendor Dates: Current Promised Date: 4/12/2017, Original Promised Date: 4/12/2017, Promised Ship Date: 4/12/2017

Landed Cost Group ID:
 Item Type: Sales Inventory
 FOB: None
 Shipping Method: DROP SHIP
 Ship To Address ID: WAREHOUSE
 Item Tax Option: Nontaxable
 Item Tax Schedule ID:
 Site Tax Schedule ID: USAUSSTCITY+6*
 Calculated Tax: \$0.00

Requested By:
 Comment ID:
 Line Item Status: New
 Origin: Manual

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

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Save Actions

Type/Type: Purchase
 Document: 306
 Customer ID: PARK0001
 Ship To Address: PRIMARY Suite 63

Date: 4/21/2017
 Batch ID: SALES BACKORDER
 Default Site ID: WAREHOUSE
 Customer PO Number:
 Currency ID: Z-US\$

Item Number	D	U of M	Qty Back Ordered	Unit Price	Extended Price
ANSW-PAN-1450		Each	3	\$109.95	\$329.85
			0.00	\$0.00	\$0.00

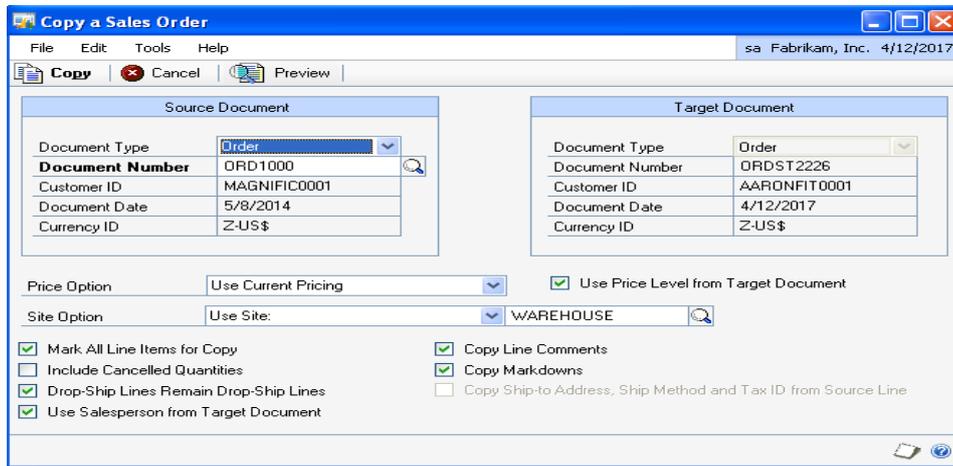
Amount Received: \$0.00
 Terms Discount Taken: \$0.00
 On Account: \$352.95

Subtotal: \$329.85
 Trade Discount: \$0.00
 Freight: \$0.00
 Miscellaneous: \$0.00
 Tax: \$23.10
 Total: \$352.95

by Document No. Document Status

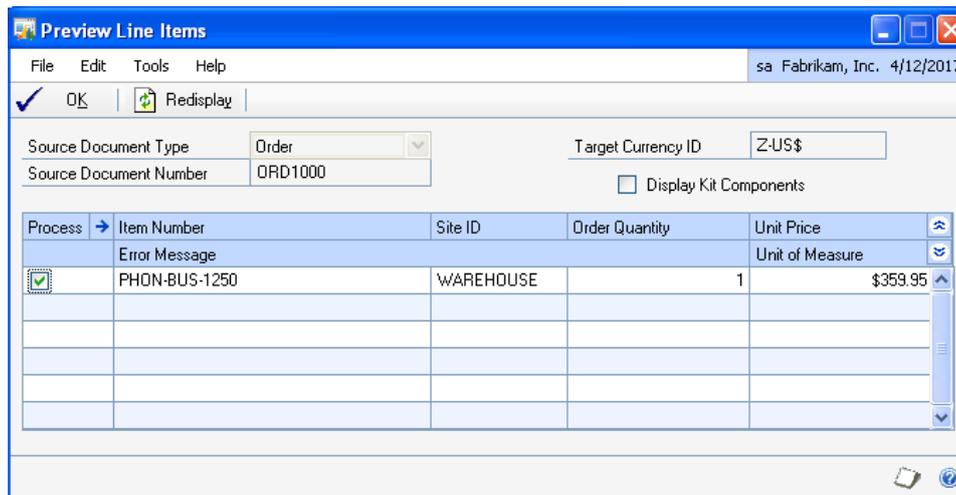
Copying Line Items

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.



Preview Line Items Window

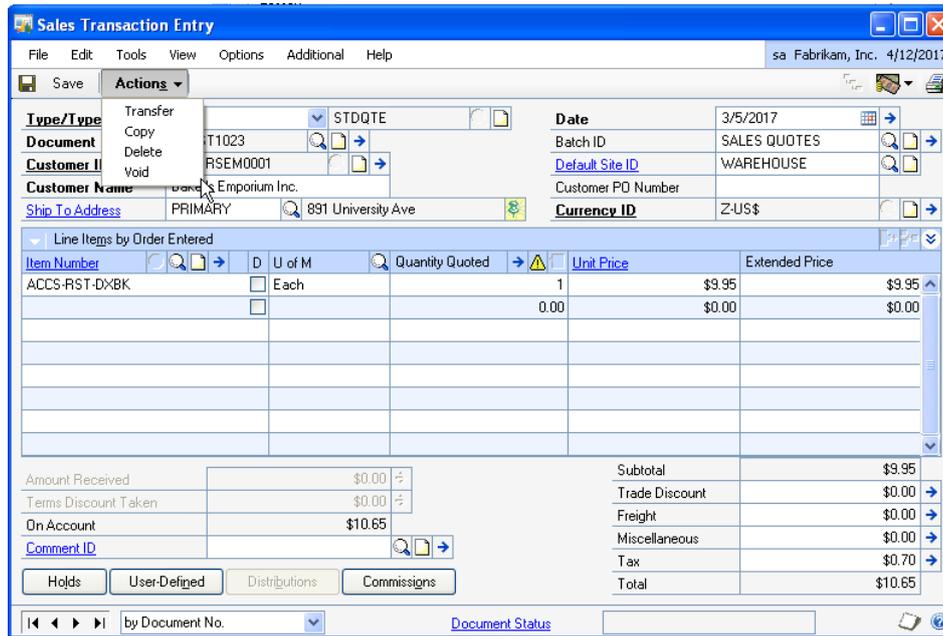
After completing entries in the Copy a Sales Order window, click the **Preview** button. This opens the Preview Line Item window where you can select and modify line items from the existing sales order before copying them. You can also view warnings and correct errors.



Process	Item Number	Site ID	Order Quantity	Unit Price	Unit of Measure
<input checked="" type="checkbox"/>	PHON-BUS-1250	WAREHOUSE	1	\$359.95	

Deleting Documents

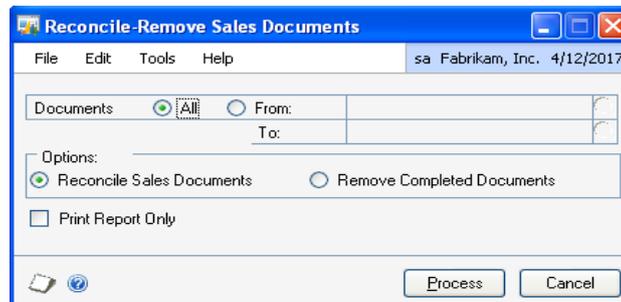
Delete sales documents using the Sales Transaction Entry window. Deleting a document removes the document information from your accounting system.



Reconcile/Remove Sales Documents

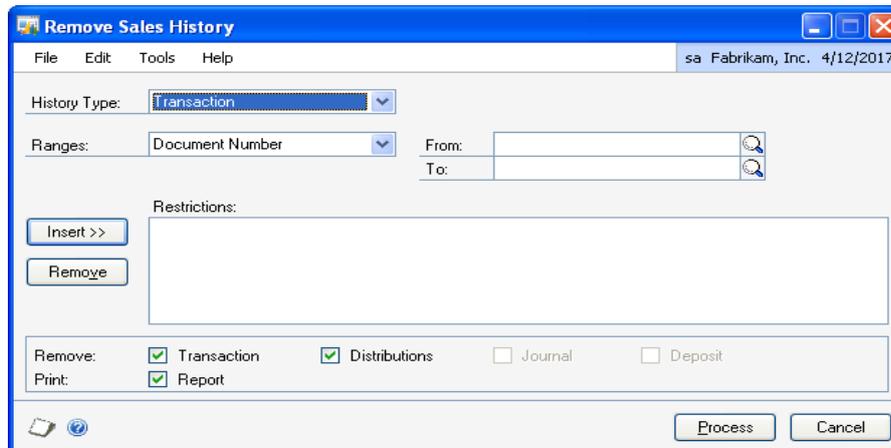
The Reconcile/Remove Sales Document window allows you to reconcile or remove completed documents by a range of document numbers.

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



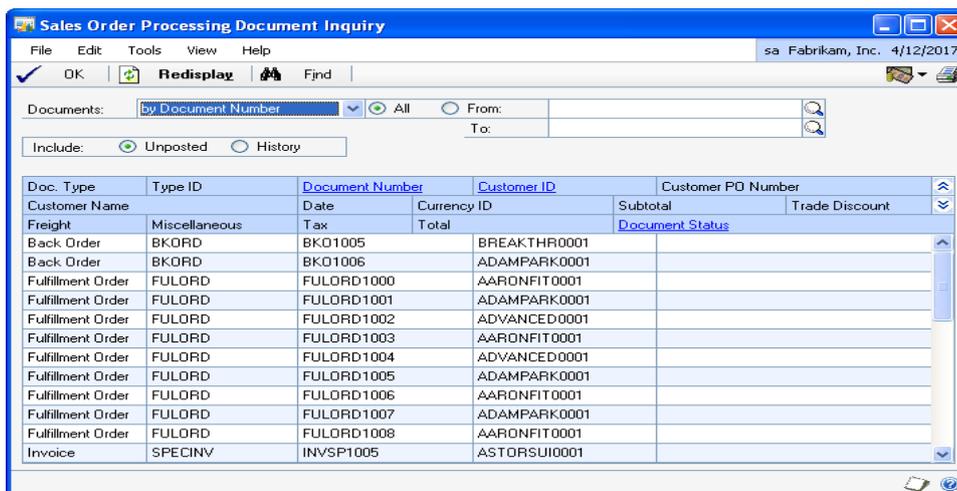
Remove Sales History

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.



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.

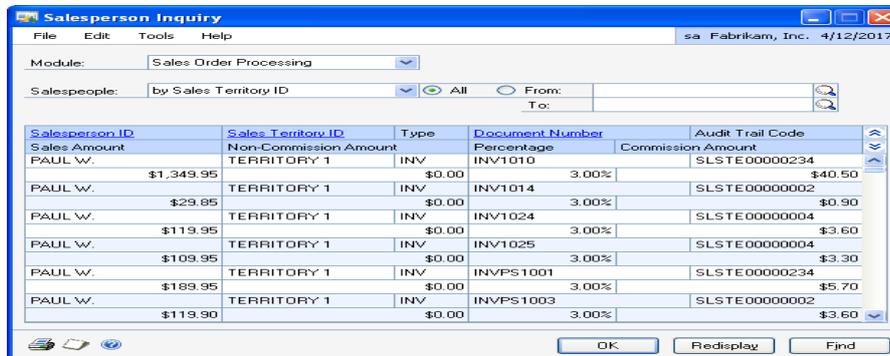


Doc. Type	Type ID	Document Number	Customer ID	Customer PO Number
Customer Name	Miscellaneous	Date	Currency ID	Subtotal
Freight		Tax	Total	Trade Discount
Back Order	BKORD	BK01005	BREAKTHR0001	
Back Order	BKORD	BK01006	ADAMPARK0001	
Fulfillment Order	FULORD	FULORD1000	AARONFIT0001	
Fulfillment Order	FULORD	FULORD1001	ADAMPARK0001	
Fulfillment Order	FULORD	FULORD1002	ADVANCED0001	
Fulfillment Order	FULORD	FULORD1003	AARONFIT0001	
Fulfillment Order	FULORD	FULORD1004	ADVANCED0001	
Fulfillment Order	FULORD	FULORD1005	ADAMPARK0001	
Fulfillment Order	FULORD	FULORD1006	AARONFIT0001	
Fulfillment Order	FULORD	FULORD1007	ADAMPARK0001	
Fulfillment Order	FULORD	FULORD1008	AARONFIT0001	
Invoice	SPECINV	INVSP1005	ASTORSUI0001	

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.

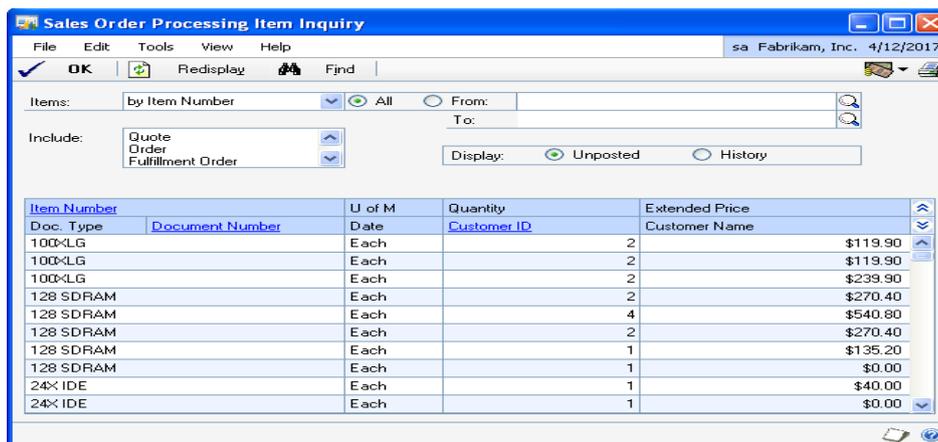


Salesperson ID	Sales Territory ID	Type	Document Number	Audit Trail Code
PAUL W.	TERRITORY 1	INV	INV1010	SLSTE00000234
\$1,349.95		\$0.00	3.00%	\$40.50
PAUL W.	TERRITORY 1	INV	INV1014	SLSTE00000002
\$29.85		\$0.00	3.00%	\$0.90
PAUL W.	TERRITORY 1	INV	INV1024	SLSTE00000004
\$119.95		\$0.00	3.00%	\$3.60
PAUL W.	TERRITORY 1	INV	INV1025	SLSTE00000004
\$109.95		\$0.00	3.00%	\$3.30
PAUL W.	TERRITORY 1	INV	INVPS1001	SLSTE00000234
\$189.95		\$0.00	3.00%	\$5.70
PAUL W.	TERRITORY 1	INV	INVPS1003	SLSTE00000002
\$119.90		\$0.00	3.00%	\$3.60

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.

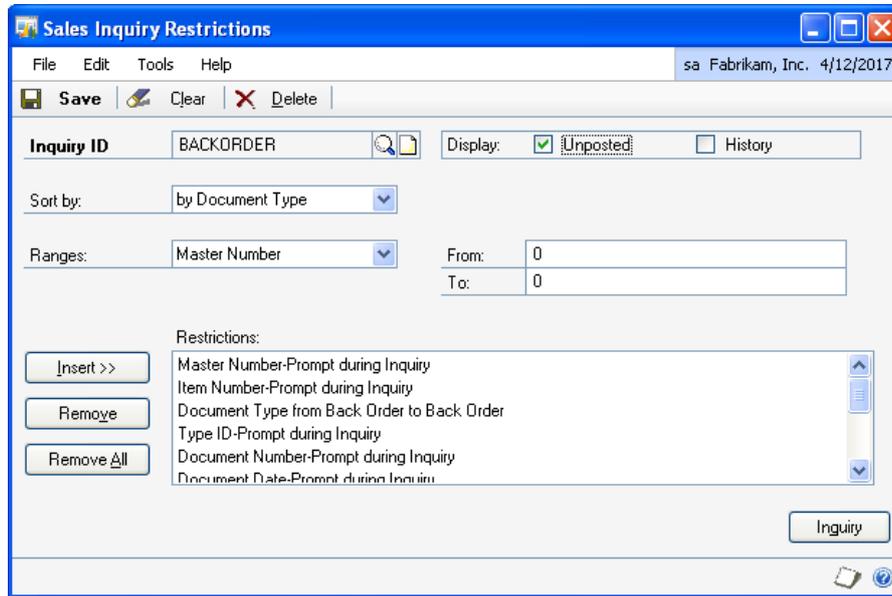


Item Number	Doc. Type	Date	U of M	Quantity	Extended Price
100X-LG	Document Number		Each	Customer ID	Customer Name
100X-LG			Each	2	\$119.90
100X-LG			Each	2	\$119.90
100X-LG			Each	2	\$239.90
128 SDRAM			Each	2	\$270.40
128 SDRAM			Each	4	\$540.80
128 SDRAM			Each	2	\$270.40
128 SDRAM			Each	1	\$135.20
128 SDRAM			Each	1	\$0.00
24X IDE			Each	1	\$40.00
24X IDE			Each	1	\$0.00

Sales Inquiry Restrictions

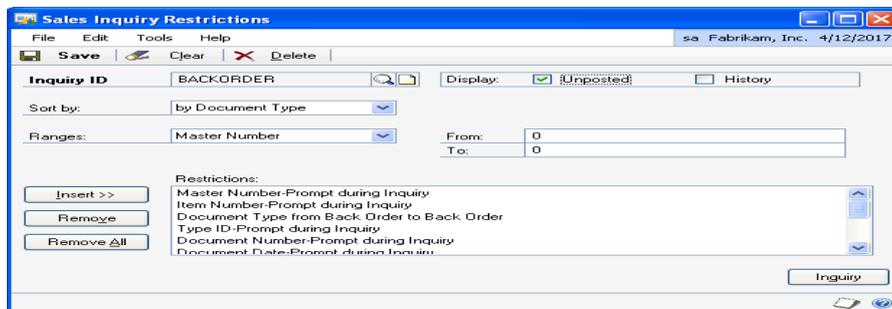
The Sales Inquiry Restrictions window is used to set up and save custom inquiries. This is useful to view an inquiry based on multiple restrictions without setting up a new restriction each time you view it.

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



Sales Document Range Inquiry

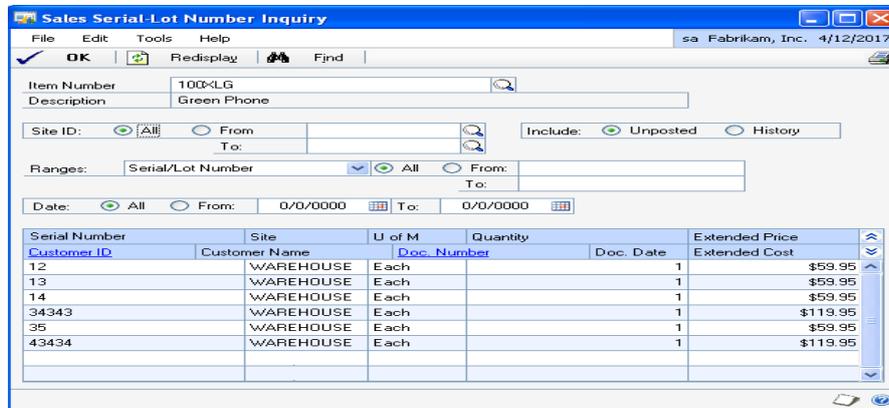
To view the inquiry results, click **Inquiry** to display the Sales Document Range Inquiry window. You can also open this window by clicking on **Sales Document Range** on the Inquiry Area Page.



Sales 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.



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.

