







# Consignment Sales – Process Flow

G00MI application allows vendors / suppliers to manage sales on consignment basis with their customers (e.g. consignment retail shop). The supplier (consignor) transfers goods possession to their customer (consignee), but the consignor retains ownership of the goods until it is sold by the consignee.

G00MI user can transfer the goods to a consignment store warehouse using ***“Sales – (Sell In) Consignment Order”***

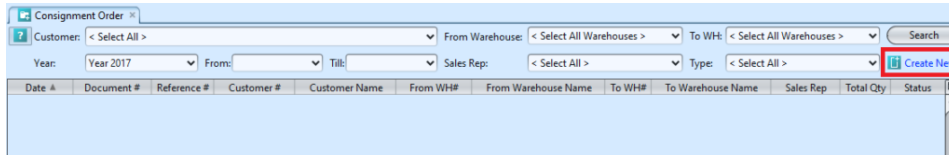
When consignee has sold the goods, user creates consignment sales order for the goods sold using ***“Sales – (Sell In) Sales Order”***

Below is an example of a complete consignment sales process flow from the consignor’s perspective:

-  User create consignment order to transfer goods to consignment store warehouse
-  User process the transfer of the consignment order to fill up the consignment store warehouse
-  Consignee sold the consignment goods and send the sales report to consignor (i.e. on a monthly basis)
-  User creates sales order for goods sold by the consignee, taking inventory from the consignment store warehouse
-  User Updates The Consignment Warehouse Inventory with the Consignment Sales data
-  User creates sales invoice to bill the consignee

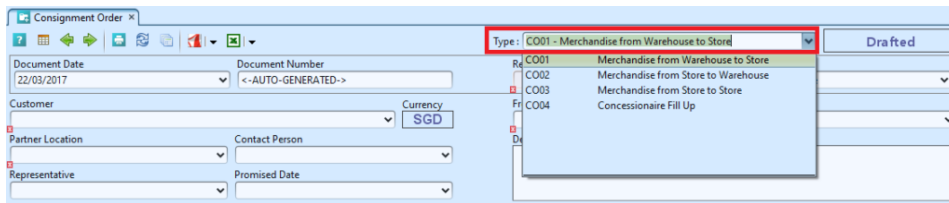
1. Click on ***“Create New”*** at the top right of screen of ***“Consignment Order List”*** tab, it will

open **"Consignment Order"** tab with empty form



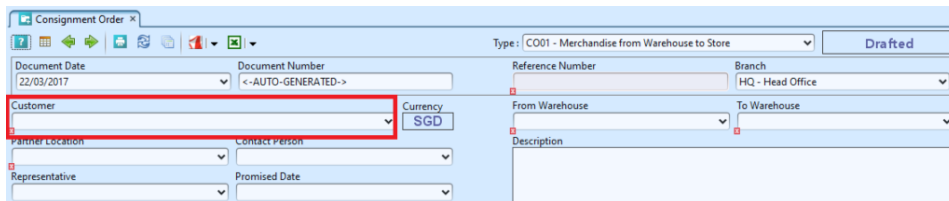
The screenshot shows the top portion of the 'Consignment Order' form. It includes several dropdown menus for selecting Customer, From Warehouse, To Warehouse, Year, From, To, Sales Rep, and Type. A 'Create New' button is highlighted with a red box on the right side of the form.

2. Select a document type from the **"Type"** drop-down list on top right side of screen. This will indicate the system to use the corresponding document sequence for the consignment order.



The screenshot shows the 'Consignment Order' form with the 'Type' dropdown menu open. The dropdown list displays several options, including 'CO01 - Merchandise from Warehouse to Store', 'CO02 - Merchandise from Store to Warehouse', 'CO03 - Merchandise from Store to Store', and 'Concessionaire Fill Up'. The 'Type' field is highlighted with a red box.

3. Select a customer from the **"Customer"** drop-down list on top left side of screen. It will fill up the form with the customer's info. **"From Warehouse"** and **"To Warehouse"** list will filter out consignment warehouses that were not assigned to the selected customer. List of products will also be filter to only take products from Sales Price List / Trading Terms assigned to the customer.




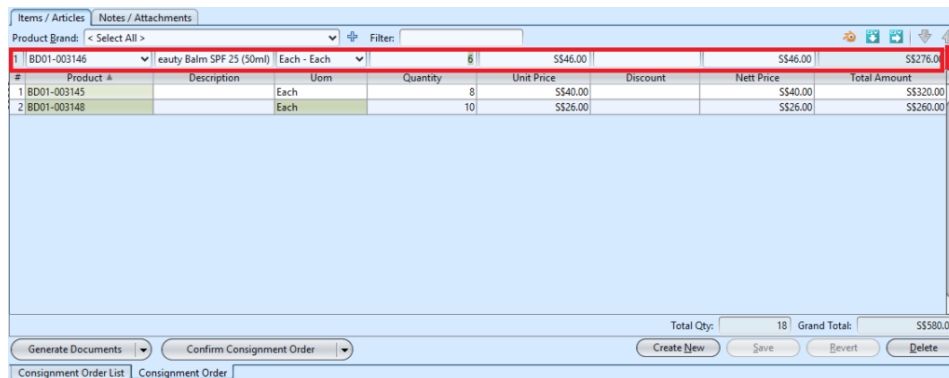
The screenshot shows the 'Consignment Order' form with the 'Customer' dropdown menu open. The dropdown list displays several customer names. The 'Customer' field is highlighted with a red box.

4. Fill up consignment order' information on the top half of screen. Make sure a consignment warehouse record was created and assigned to the customer (use **"Inventory module – (Masters) Warehouse"**)

5. Click **"Save"** button at the bottom right side of screen to save the document

6. Filter the products list by selecting a brand from **"Product Brand"** drop-down list. Add product into the consignment order by searching for the product from the product drop-down list in the table on **"Items / Articles"** tab\*

7. Enter the product's info and click "  " button to add the product into the consignment order\*  
Unit Price of the product is the Retail Sales Price (RSP) as defined in the application default sales settings.



The screenshot shows the 'Consignment Order' form. At the top, there are tabs for 'Items / Articles' and 'Notes / Attachments'. Below the tabs, there's a 'Product Brand' dropdown set to '< Select All >' and a 'Filter' field. A table lists items with columns: #, Product #, Description, Uom, Quantity, Unit Price, Discount, Net Price, and Total Amount. The table contains two rows of data. At the bottom, there are buttons for 'Generate Documents', 'Confirm Consignment Order', 'Create New', 'Save', 'Revert', and 'Delete'. A status bar at the very bottom shows 'Total Qty: 18' and 'Grand Total: \$580.00'.

#	Product #	Description	Uom	Quantity	Unit Price	Discount	Net Price	Total Amount
1	BD01-003145		Each	8	\$540.00		\$540.00	\$5320.00
2	BD01-003148		Each	10	\$526.00		\$526.00	\$5260.00

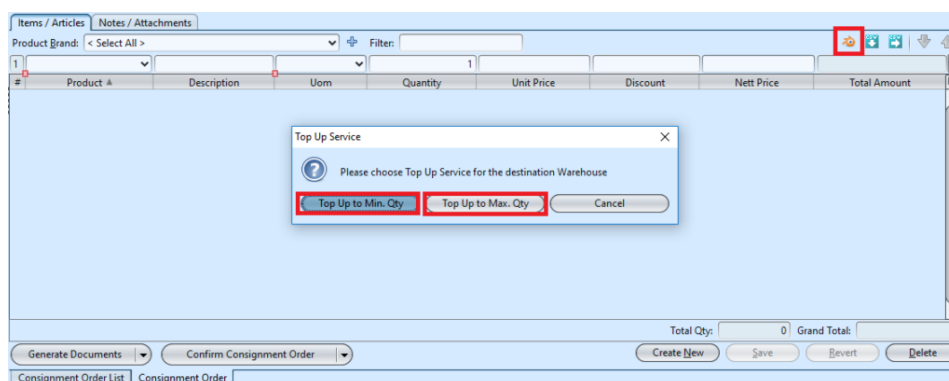
8. Repeat steps 6-7 to add more products into the consignment order\*

**\*Note:** Alternatively, user can use the **"Top Up"** service to populate the item table with stock replenishment lines.

Click on the "  " button on the right side of the screen, it will show **"Top Up Service"** dialog window.

Select **"Top Up to Min. Qty"** or **"Top Up to Max. Qty"**, this will fill up the item table with stock replenishment lines.

The quantity generated were based on the products and stock level defined in the **"Store Model"** minus the closing stock balance in the **"Store Register"** for the selected store's warehouse.



This screenshot shows the same 'Consignment Order' form as before, but with a 'Top Up Service' dialog box open in the center. The dialog box has a title bar 'Top Up Service' and a message: 'Please choose Top Up Service for the destination Warehouse'. It contains two buttons: 'Top Up to Min. Qty' and 'Top Up to Max. Qty', both of which are highlighted with red boxes. A 'Cancel' button is also present. The background form is dimmed. The status bar at the bottom shows 'Total Qty: 0' and 'Grand Total: \$0.00'.

9. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the consignment order

10. Click on **"Save"** button at the bottom right of screen to save

11. Click on **"Confirm Consignment Order"** button at the bottom of screen to confirm the consignment order

12. Click on **"Approve Consignment Order"** button at the bottom of screen to approve the consignment order

1. Open the approved **"Consignment Order"** (Sales module) or **"Warehouse Order"** (Purchase module) document to generate **"Stock Transfer"** for logistics

2. Click arrow on **Generate Documents** button and select **"Generate Stock Transfer"** option to generate a new **"Stock Transfer"** transaction (Inventory module – Logistics) to process delivery order for the consignment order. This process is to transfer the consignment products' inventory between company's warehouse to the consignment warehouse, or between 2 consignment warehouses

**Generate Stock Transfer**

**Create Stock Transfer from Warehouse Order**  
 i Generates the Stock Transfer document from Warehouse Order with same set of products.

Document Number: < - AUTO-GENERATED - >      Document Date: 22/03/2017

Reference Number: watson-101      Document Status: **Drafted**

☒ Open the newly created Stock Transfer Document

**OK**      **Cancel**

**Inventory Explorer**      **Stock Transfer**      Type: ST01 - Warehouse to Store Transfer Order      **Drafted**      N/A

Document Date: 22/03/2017      Document Number: RTCO0317-030003      Reference Number: watson-101      Branch: HQ - Head Office

**Stock Transfer Details**  
 From Warehouse: TE01 - Main Warehouse      To Warehouse: WAT01 - Watsons - Ngee Ann City  
 Requested By: \_\_\_\_\_

**Additional Info**  
 Description: \_\_\_\_\_

Items / Articles      Notes / Attachments      Postings

Product Brand: < Select All >      Filter: \_\_\_\_\_

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5		
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004      Picking: ---      Stock Receipt: ---      Total Quantity: 10 Grand Total!

**Confirm Stock Transfer**      **Save**      **Revert**      **Delete**

Stock Transfer List      Stock Transfer

3. Click on **"Confirm Stock Transfer"** button at the bottom left of screen to confirm the stock transfer. A link to picking document will show up above **"Post Stock Transfer"** button after the confirmation. The status on top right of the corresponding stock transfer document will show **"To Be Picked"**

**Stock Transfer**      Type: ST01 - Warehouse to Store Transfer Order      **Confirmed**      **To be Picked**

Document Date: 22/03/2017      Document Number: RTCO0317-030003      Reference Number: watson-101      Branch: HQ - Head Office

**Stock Transfer Details**  
 From Warehouse: TE01 - Main Warehouse      To Warehouse: WAT01 - Watsons - Ngee Ann City  
 Requested By: \_\_\_\_\_

**Additional Info**  
 Description: \_\_\_\_\_

Items / Articles      Notes / Attachments      Postings

Product Brand: < Select All >      Filter: \_\_\_\_\_

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5		
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004      Picking: **PIC17-030363**      Stock Receipt: ---      Total Quantity: 10 Grand Total!

**Post Stock Transfer**      **Save**      **Revert**      **Delete**

Stock Transfer List      Stock Transfer

4. Click on the picking document link to start picking process and then post the picking of the stock. User may modify the selected product batch before start picking.

5. Go back to the source document (Stock Transfer). The status on top right of the corresponding stock transfer document will be updated as **"Picked"**

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5	W01-L01	20180120	5	STK-0006	20/01/2018
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	W01-L01	20180120	5	STK-0006	Jan 20, 2018

From Warehouse	To Warehouse
TE01 - Main Warehouse	WAT01 - Watsons - Ngee Ann City

6. Click on **"Post Stock Transfer"** button at the bottom of screen to post the stock transfer. A link to Transfer Receipt document will show up above **"Generate Report"** button after the posting. **"Postings"** tab will be automatically fill up with journal entries of the stock transfer

Consignment Order: MTS-17-030004 Picking: PIC17-030362 Stock Receipt: ---

Post Stock Transfer

Stock Transfer List Stock Transfer

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gross)	Commercial	Stock Transfer in warehouse : Main Warehouse			\$578.60	\$578.60 Cr
4260.06	Stock In Transit - Standard	Commercial	Stock Transfer in warehouse : Main Warehouse		\$578.60		\$578.60 Dr

Consignment Order: MTS-17-030004 Picking: PIC17-030362 Stock Receipt: RRCO3-17-030003

Generate Report

Stock Transfer List Stock Transfer

Total Quantity: 10 Grand Total: \$578.60

Save Revert Delete

7. In Stock Transfer, click on **“Generate Button”** button at the bottom left of screen to generate the stock transfer report, a window will come up showing print report options. User can print report, export the report as pdf or excel, or preview the report

Stock Transfer

gumi

Date : 22-Mar-2017 Doc No : RTCO0317-030003  
Ref Number : watson-101

ROC No : 362380H GST Registration No : 001013104640

**From Warehouse**  
Main Warehouse  
AZ @ Paya Lebar  
140 Paya Lebar Rd #08-07  
Singapore 409015

**To Warehouse**  
Watsons - Ngee Ann City

SL	Product	Description	UOM	Qty
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5

Consignment

Generate Report

Save Revert Delete

8. Click on the Transfer Receipt document link to open and process stock receipt

Consignment Order: MTS-17-030004 Picking: PIC17-030362 Stock Receipt: RRCO3-17-030003

Generate Report

Stock Transfer List Stock Transfer

9. Click on **“Confirm Stock Receipt”** button to confirm that stock have been received by the receiving party

Transfer Receipt x Stock Transfer

Type: SR01 - Warehouse to Store Receipt Order **Drafted**

Document Date: 22/03/2017 Document Number: RRC03-17-030003 Reference Number: RTC00317-030003 Branch: HQ - Head Office

**Stock Receipt Details**

From Warehouse: TE01 - Main Warehouse To Warehouse: WAT01 - Watsons - Ngee Ann City

Representative: Staging Locator: WATT01-Staging

**Additional Info**

Description:

Items / Articles Notes / Attachments Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5	\$57.860000	\$539.30
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	\$57.860000	\$539.30

Stock Transfer: RTC00317-030003 Putaway: --- Total Quantity: 10 Grand Total: ---

**Confirm Stock Receipt** Save Revert

Stock Receipt List Stock Receipt

10. Click on **"Post Stock Receipt"** button at the bottom left of screen to post the Transfer Receipt. A link to Putaway document will show up above **"Generate Report"** button after the posting. **"Postings"** tab will be automatically fill up with journal entries of the Transfer Receipt

Transfer Receipt x Stock Transfer

Type: SR01 - Warehouse to Store Receipt Order **Posted**

Document Date: 22/03/2017 Document Number: RRC03-17-030003 Reference Number: RTC00317-030003 Branch: HQ - Head Office

**Stock Receipt Details**

From Warehouse: TE01 - Main Warehouse To Warehouse: WAT01 - Watsons - Ngee Ann City

Representative: Staging Locator: WATT01-Staging

**Additional Info**

Description:

Items / Articles Notes / Attachments **Postings**

Journal: Inventory Journal Date: 22/03/2017 Document #: RRC03-17-030003 Reference #: RTC00317-030003

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gross)	Commercial	Stock Receipt in warehouse: Watsons - Ngee Ann City		\$578.60		\$578.60 Dr
4260.06	Stock In Transit - Standard	Commercial	Stock Receipt in warehouse: Watsons - Ngee Ann City			\$578.60	\$578.60 Cr

Stock Transfer: RTC00317-030003 Putaway: PUT17-030303 Total Quantity: 10 Grand Total: \$578.60

**Generate Report** Save Revert

Stock Receipt List Stock Receipt

11. Confirm and post the Putaway of the transfer receipt at the receiving warehouse. The transferred stock are now available for use in the receiving warehouse, in this case the consignment store warehouse.



**Putaway** | Transfer Receipt | Stock Transfer

Document Date: 22/03/2017 | Document Number: PUT17-030303 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

**Drafted**

**Details**

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging  
Source Document: RRC03-17-030003 | Representative:

**Additional Info**

Description:

**Items / Articles** | Cost Details | Notes / Attachments

Product Brand: < Select All > | Filter:

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	20180120	5	WAT01-Default	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	5	WAT01-Default	5

Total Quantity: 10

**Confirm Putaway** | Save | Revert

Putaway List | Putaway

**Putaway** | Transfer Receipt | Stock Transfer

Document Date: 22/03/2017 | Document Number: PUT17-030303 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

**Posted**

**Details**

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging  
Source Document: RRC03-17-030003 | Representative:

**Additional Info**

Description:

**Items / Articles** | Cost Details | Notes / Attachments

Product Brand: < Select All > | Filter:

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	20180120	5	WAT01-Default	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	5	WAT01-Default	5

Total Quantity: 10

Generate Report | Save | Revert

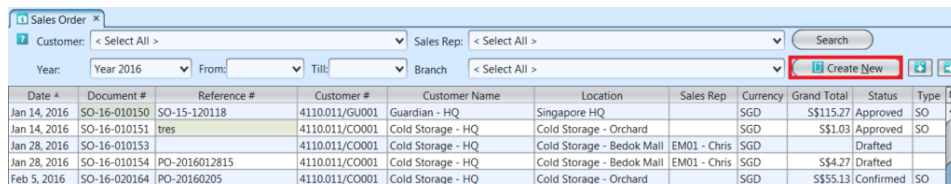
Putaway List | Putaway

Consignee sold the consignment goods and send the sales report to consignor (i.e. on a monthly basis)

When consignee has sold the goods in their possession, they will inform the consignor which goods were sold at what price and the quantity.

The consignor could then create sales order based on this information, to bill the consignee / record the consignment sales.

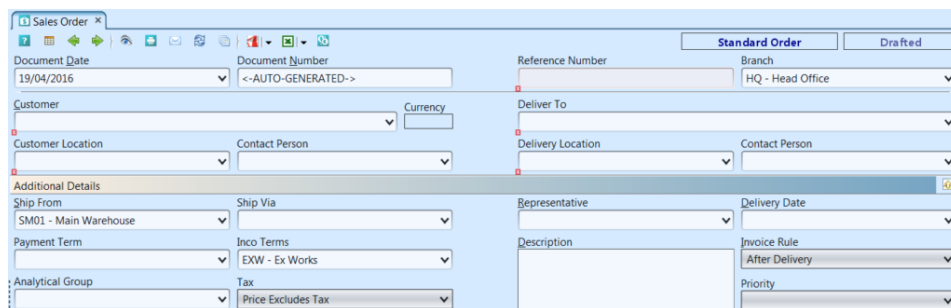
1. Click on **"Create New"** at the top right of screen of **"Sales Orders List"** tab, it will open **"Sales Order"** tab with empty form



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010150	SO-15-120118	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$5115.27	Approved	SO
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153		4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	SO
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	SO
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.13	Confirmed	SO

2. Select a customer from the **"Customer"** drop-down list on top left side of screen. It will fill up the form with the customer's info

3. Fill up sales order's information on the top half of screen



**Sales Order** (Standard Order | Drafted)

Document Date: 19/04/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

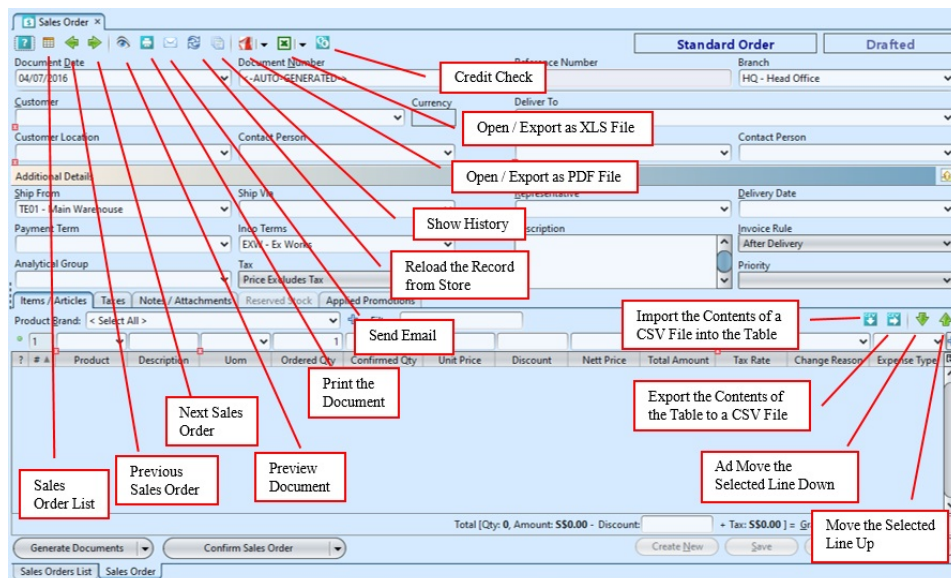
Customer: | Currency: | Deliver To: | Delivery Location: | Contact Person: |

**Additional Details**

Ship From: SM01 - Main Warehouse | Ship Via: | Representative: | Delivery Date: |

Payment Term: | Inco Terms: EXW - Ex Works | Description: | Invoice Rule: After Delivery |

Analytical Group: | Tax: Price Excludes Tax | Priority: |



**Sales Order** (Standard Order | Drafted)

Document Date: 04/07/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | Deliver To: | Delivery Location: | Contact Person: |

**Additional Details**

Ship From: TE01 - Main Warehouse | Ship Via: | Representative: | Delivery Date: |

Payment Term: | Inco Terms: EXW - Ex Works | Description: | Invoice Rule: After Delivery |

Analytical Group: | Tax: Price Excludes Tax | Priority: |

**Actions:**

- Credit Check
- Open / Export as XLS File
- Open / Export as PDF File
- Show History
- Reload the Record from Store
- Send Email
- Import the Contents of a CSV File into the Table
- Export the Contents of the Table to a CSV File
- Ad Move the Selected Line Down
- Move the Selected Line Up
- Print the Document
- Next Sales Order
- Previous Sales Order
- Preview Document
- Sales Order List

Total (Qty: 0, Amount: \$50.00 - Discount: | Tax: \$50.00) = \$100.00


Generate Documents | Confirm Sales Order | Create New | Save

4. Click **"Save"** button at the bottom right side of screen to save

Products can only be entered when information in the top part (header) of the document has been properly entered. The credit check functionality will only be available when all the top part fields have been

entered and the save button pressed.

5. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the sales order by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

6. Enter the product's info and click  button or press ENTER to add the product into the sales order

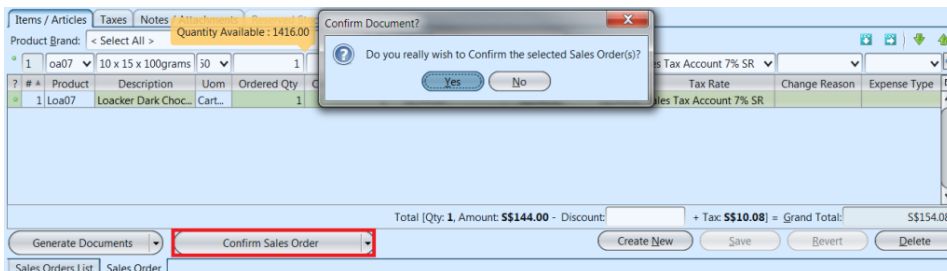
1	Loa03	Loacker strawberry Carton - 24 pieces	1	2	2	\$522.37		\$522.37	\$544.74	ax Account 7% SR			
?	#	Product	Description	Uom	Ordered	Confirmed	Unit Pri	Discount	Nett Pri	Total Amo	Tax Rate	Change Reas	Expense Ty
1	Loa03	Loacker strawberry Carton - 24 pieces	Car...	2	2		\$522.37		\$522.37	\$544.74	Sales Tax Account 7...		

7. Repeat steps 5-6 to add more products into the sales order

8. Optional: Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the sales order

9. Click on **“Save”** button at the bottom right of screen when completed

10. Click on **“Confirm Sales Order”** button at the bottom of screen to confirm the sales order



Items / Articles Taxes Notes Quantity Available : 1416.00

Product Brand: < Select All >

1	oa07	10 x 15 x 100grams	50	1	
?	#	Product	Description	Uom	Ordered Qty
1	Loa07	Loacker Dark Choc...	Cart...	1	1

Confirm Document?

Do you really wish to Confirm the selected Sales Order(s)?

Yes No

Total [Qty: 1, Amount: \$5144.00 - Discount: ] + Tax: \$510.08 = Grand Total: \$5154.08

Generate Documents Confirm Sales Order Create New Save Revert Delete

Sales Orders List Sales Order

The system will check whether any **UOM Conversion** is needed for the ordered product(s). If so the system will generate **UOM Conversion** document, with list of product(s) to be converted, for user to process first to fulfill the Sales Order. After the **UOM Conversion** process is successfully completed, user to confirm the Sales Order document again.

Product List for UOM Conversion

A list of products that require UOM Conversion

A list of products that require UOM Conversion!

Product # *	Product Name	Requested UO...	Requested Qty	Available Qty	Reserved Qty	Shortage Qty	UOM for conversi...	Qty for conversi...
Loa07	Loacker Dark Chocolate Bar 10 x 15 x 100g...	Outer-15	1				1 Each	15

Create UOM Conversion Cancel

**Optional:** User may change the **Reserved Stock** for a particular product to a different batch if they wish to do so, after the Sales Order confirmation. On the **"Reserved Stock"** tab, click **"Modify Batch#"** button. It will open a window for user to select a different batch for ordered product. Click on a batch # from the list and press ENTER. Click **OK** button to commit the change.

Items / Articles Taxes Notes / Attachments **Reserved Stock** Applied Promotions

Reserved Product details with Batch Number and Expiry Date **Modify Batch#**

#	Product #	Product Name	UOM	Batch #	Quantity	Received Date	Expiry Date
1	Loa07	LOACKER DARK CHOCOLATE BAR ...	Each	20160429	12	Jan 8, 2016	Apr 29, 2016
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	4	Jan 11, 2016	Jan 20, 2018

Total [Qty: 16, Amount: \$551.52 - Discount: + Tax: \$53.61] = Grand Total: \$555.13

Generate Documents Approve Sales Order Create New Save Revert Delete

Sales Orders List Sales Order

Modify Reserved Stock

Modify batch numbers selected in the Reserved Stock.

Product: Loa07 - LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS

UOM: Each - Each Quantity: 12

20160429 12 08/01/2016 29/04/2016

Lot Number	Reference #	Received On	Batch #	Expiry Date	Qty	ate	Expiry Date
GRN-0047	PI-0047	Feb 15, 2016	20161001	Oct 1, 2016	15.00		Apr 29, 2016
GRN-0047	PI-0047	Feb 15, 2016	20161101	Nov 1, 2016	15.00		
PD-0004		Dec 4, 2015	20170131	Jan 31, 2017	2		
PD-0006		Jan 6, 2016	20170131	Jan 31, 2017	1		
PD-0007		Jan 13, 2016	20160429	Apr 29, 2016	10		
PD-0009		Apr 13, 2016	20161001	Oct 1, 2016	4		
UOM-0041		Jan 8, 2016	20160429	Apr 29, 2016	125		
UOM-0051		Apr 12, 2016	20161001	Oct 1, 2016	280		

OK Cancel

The system will automatically check if there is any promotion(s) applied for the customer for the period of the created Sales Order document date. If so, the promotion(s) will be displayed in the **"Applied Promotions"** tab, and any free gift / discount added in the **"Items / Articles"** tab.

## Example 1: Allow Discount by X Spent promotion scheme

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions
Promotion	Promotion Type	Product C...	Product	Free Product
Allow Discount By X Spent - ...	Allow Discount By ...	Loa07	LOACKER DARK CHOCOLATE BAR 10...	Quantity
				Discount %
				Discount ...
				Nett Price
				Total Appl...
				5.00%
				\$S14.40

Delivery Order SO-16-030191 Total [Qty: 38, Amount: \$S439.74 - Discount: - Promotion: \$S14.40 - Tax: \$S29.77] = Grand Total: \$S455.11

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions
Product Brand: < Select All >				Filter:
1 Loa07				2 2 \$S144.00 \$S144.00 \$S288.00
				ax Account 7% SR
1 Loa07				2 2 \$S144.00 \$S144.00 \$S288.00
				ax Account 7% SR
2 Loa08				7 7 \$S3.99 \$S3.99 \$S27.93
				Sales Tax Account 7...
3 Loa09				10 10 \$S4.80 \$S4.80 \$S48.00
				Sales Tax Account 7...
4 Loa10				19 19 \$S3.99 \$S3.99 \$S75.81
				Sales Tax Account 7...

Delivery Order SO-16-030191 Total [Qty: 38, Amount: \$S439.74 - Discount: - Promotion: \$S14.40 - Tax: \$S29.77] = Grand Total: \$S455.11

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

## Example 2: Free Gift By Purchase Qty promotion scheme

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions
Promotion	Promotion Type	Product C...	Product	Free Product
Cold Storage - Easter Promo ...	Free Gift By Purchase Qty	BD01-003...	Black Label Nourishing Beauty Balm ...	Quantity
				Ctrl-A Beauty Balm ...
				1

Delivery Order SO-16-030195 Total [Qty: 11, Amount: \$S290.20 - Discount: + Tax: \$S20.31] = Grand Total: \$S310.51

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions
Product Brand: < Select All >				Filter:
1 -003146				10 10 \$S29.02 \$S29.02 \$S290.20
				ax Account 7% SR
1 BD01-0031...				10 10 \$S29.02 \$S29.02 \$S290.20
				Sales Tax Account 7...
2 BD01-0031...				1 1 \$S29.02 \$S29.02 \$S29.02
				Sales Tax Account 7...
				Free Produ...

Delivery Order SO-16-030195 Total [Qty: 11, Amount: \$S290.20 - Discount: + Tax: \$S20.31] = Grand Total: \$S310.51

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

11. Click on **"Approve Sales Order"** button at the bottom of screen to approve the sales order. Tax entries applicable for the sales order will be automatically created under **"Taxes"** tab if any

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions
Product Brand: < Select All >				Filter:
1 Loa10				2 2 \$S47.88 \$S47.88 \$S95.76
				ax Account 7% SR
1 Loa10				2 2 \$S47.88 \$S47.88 \$S95.76
				Sales Tax Account 7...
2 Loa11				20 20 \$S18.60 \$S18.60 \$S372.00
				Sales Tax Account 7...
3 Loa11				2 2 \$S186.00 \$S186.00 \$S372.00
				Sales Tax Account 7...
4 Loa11				2 2 \$S186.00 \$S186.00 \$S372.00
				Sales Tax Account 7...
				Free Produ...

Delivery Order SO-15-110102 Total [Qty: 26, Amount: \$S839.76 - Discount: + Tax: \$S58.78] = Grand Total: \$S898.54

Items / Articles		Taxes	Notes / Attachments	Reserved Stock	Applied Promotions				
Taxes applicable for this order:					Base Taxable Sum:		\$S839.76	Tax Sum:	\$S58.78
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt			
Loa10	LOACKER CHOCOLATE CHL	Sales Tax Account 7% SR	\$S95.76	\$S6.70	\$S95.76	\$S6.70			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$S372.00	\$S26.04	\$S372.00	\$S26.04			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$S372.00	\$S26.04	\$S372.00	\$S26.04			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR							
Delivery Order SO-15-110102				Total [Qty: 26, Amount: \$S839.76 - Discount:		+ Tax: \$S58.78		= Grand Total: \$S898.54	

12. If **"After Delivery" invoice rule** was chosen, a link to **"Delivery Order"** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process delivery order for the sales order.

## User Updates The Consignment Warehouse Inventory with the Consignment Sales data

User updates their consignment warehouse inventory using the following process:

Delivery Order → Pick → Pack → Goods Delivery

After posting the goods delivery document to accounts, user will need to generate the relevant sales invoice document from the goods delivery

1. Create invoice from **"Sales – (Sell In Transactions) Sales Invoice"**. There are 2 options to create sales invoice:

- With Inventory Movement (sales of inventory product type)
- Without Inventory Movement (sales of non-inventory type, e.g. service). This can be use for Consignment Sales where customer did not provide detailed report with products quantity breakdown.

**Create Sales Invoice**

Customer: < Select All > Sales Rep: < Select All > Search

☒ From Goods Delivery / Proof Of Delivery documents ☐ Create Sales Invoice without inventory movements

Date	Document #	Reference #	Customer #	Customer Name
Dec 12, 2016	GDN-0132	OUT-16-120288	4110.011/SA001	Sasa - HQ

Select All Deselect All

OK Cancel

Total SGD : S\$1,106.33

2. In the **"Create Sales Invoice"** pop up window, select:

- From Goods Delivery / Proof Of Delivery documents (sales of inventory product type), choose a document from the list and click **OK** button. When create new from the list view, user may select / tick multiple documents to create multiple Sales Invoices. **Document type** of Sales Invoice is inherited from the corresponding Sales Order's document type; OR
  - Create Sales Invoice without Inventory Movement (sales of non-inventory type, e.g. service and / or invoicing for products without inventory movement) and click **OK** button. User may select document type for the Sales Invoice.
- Note:** No stock movement nor posting to Inventory accounts for this type of Sales Invoice. This can also be use for Consignment Sales where customer did not provide detailed report with products quantity breakdown.

Sales Invoice

Type: S101 - Outright Sales Invoice

Document Date: 20/10/2016 Document Number: OSI-16-100005 Reference Number: OUT-16-100253 Branch: HQ - Head Office

Invoice To: 4110.011/SA004 - Sasa - Bugis Currency: SGD Deliver To: 4110.011/SA004 - Sasa - Bugis

Customer Location: Bugis Contact Person: Bernice Wong Delivery Location: Bugis Contact Person: Bernice Wong

Additional Details

Ship From: TE01 - Main Warehouse Delivery Via: Representative: EM03 - Jessica Tax: Price Excludes Tax

Payment Term: 60D-EOM - 60 Days End Of Month Inco Terms: EXW - Ex Works Description: Inventory Movements

Analytical Group: TT02 - Third Party Bank Account: payee HQ With Inventory Movements

Items / Articles Taxes Postings Receipts Notes / Attachments Margin Applied Promotions

Product	Brand	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ID01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$S25.12		\$S25.12	\$S175.84	ales Tax Account 7% SR	
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$S25.12		\$S25.12	\$S175.84	Sales Tax Account 7% SR	
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	4	\$S27.51		\$S27.51	\$S110.04	Sales Tax Account 7% SR	

Total Qty: 11, Amount: \$S285.88 Discount: Tax: \$S20.01 Grand Total: \$S305.89

Generate Documents Confirm Sales Invoice Show Goods Delivery Create New Save Revert Delete

Sales Invoice

Type: S102 - Concessionaire Issue Invoice

Document Date: 17/10/2016 Document Number: CS101-16-100003 Reference Number: walk in Branch: HQ - Head Office

Invoice To: 4110.011/CA001 - Cash Sales Currency: SGD Deliver To: 4110.011/CA001 - Cash Sales

Customer Location: Mr Lee Contact Person: Delivery Location: Mr Lee Contact Person:

Additional Details

Ship From: TE01 - Main Warehouse Delivery Via: Representative: Tax: Price Excludes Tax

Payment Term: C.O.D. - C.O.D. Inco Terms: EXW - Ex Works Description: Inventory Movements


Analytical Group: TT02 - Third Party Bank Account: Without Inventory Movements

Items / Articles Taxes Postings Receipts Notes / Attachments Margin Applied Promotions

Product	Brand	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ITS01	IT Service / Support	Each	1	\$S100.00		\$S100.00	\$S100.00	ales Tax Account 7% SR	
1	ITS01	IT Service / Support	Each	1	\$S100.00		\$S100.00	\$S100.00	Sales Tax Account 7% SR	

Total Qty: 0, Amount: \$S100.00 Discount: Tax: \$S7.00 Grand Total: \$S107.00

Generate Documents Confirm Sales Invoice Create New Save Revert Delete

3. For Sales Invoice without Inventory Movement, enter product line info and click  button.

4. Optional: Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the sales invoice


5. Click on **"Save"** button at the bottom right of screen to save progress / changes

6. Any promotion scheme applied to this sales transaction (in the Sales Order document) will be inherited / shown in the Sales Invoice at the **"Applied Promotions"** tab





Items / Articles	Taxes	Postings	Receipts	Notes / Attachments	Margin	Applied Promotions
Type: Sales	Journal: Sales Journal - SGD	Date: 28/03/2016	Document #: SI-0101	Reference #: -16-030195, test cs0302		
Count Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
1010 Sales - Third Party	Commercial	Invoice To : Cold Storage - HQ			\$5429.90	\$5429.90 Cr
1010 Gross Invoiced Sales - Third Party	Commercial	Invoice To : Cold Storage - HQ		\$5107.50		\$5107.50 Dr
1020 Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ			\$539.25	\$539.25 Cr
1020 Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ		\$59.81		\$59.81 Dr
1230 Free Goods Discount	Commercial	Invoice To : Cold Storage - HQ		\$529.44		\$529.44 Dr
1295 Other Discounts and Allowances	Commercial	Invoice To : Cold Storage - HQ		\$532.20		\$532.20 Dr
4110.011/CO001 Cold Storage - HQ	Commercial	Invoice To : Cold Storage - HQ	Apr 30, 2016	\$5310.51		\$5310.51 Dr
Total Qty: 11, Amount: \$5290.20 Discount:				+ Tax \$520.31 ] = Grand Total: \$5310.51		

11. Click  button or **"Generate Report"** button to print the sales invoice. Select a report format for the invoice

**Sales Invoice**

Document Date: 25/08/2015 Document Number: SI-0047 Reference Number: SO-15-080068 Branch: HQ - Head Office

Invoice To: 4110.011/WA001 - Singapore HQ Customer Location: Singapore HQ

Ship From: TE01 - Main Warehouse Payment Term: 60D-EOM - 60 Days Analytical Group: TT02 - Third Party

Product Brand: LCB01 Product: HP-ONE (HP Officejet Pro 8600) HP Officejet Pro K8600 Series

**Print Options**

Select Report Format:

- ☐ A4 Format
- ☐ Without Tax Details in A4 Format
- ☒ With Uom and BatchNo in A4 Format
- ☐ Letter Format
- ☐ With Retail Price in Letter Format
- ☐ Customised

Select Print Profile: PPD01

Available Printers:

- Microsoft XPS Document Writer
- Microsoft Print to PDF
- HP-ONE (HP Officejet Pro 8600)
- HP Officejet Pro K8600 Series

Selected Printers:

- HP Officejet Pro 8600 (Network) Copies: 1

Generate Documents: **Generate Report** Show Goods Delivery

Total Qty: 150, Amount: \$5144.00 Discount: + Tax: \$510.08 Grand Total: \$5154.08



## Tax Invoice

Date : 25-Aug-2015 Invoice : SI-0047  
Customer : 4110.011/WA001 Currency : SGD

ROC No : 362380H GST Registration No : 001013104640

### Invoice Address

**Watsons - HQ**

11 Teng Seng Sim Avenue

Contact : Charmaine Chong

### Delivery Address

**Watsons - HQ**

11 Teng Seng Sim Avenue

Contact : Charmaine Chong

Payment Terms : 60 Days End Of Month

Ref Number : SO-15-080068

Representative :

Inco Terms: Ex Works, Shipment Mode:

Promised Date :

Vendor Code : WA0124

#	Ref Number	Description	UOM	Qty	Price	Disc	Amount
1	LCB01	Loacker Chocolate Bar #TK26062015 Qty 50.00 #TK20062015 Qty 100.00	Each	150	0.96		144.00

4. Send the sales invoice to bill the consignee.