







Consignment Sales – Process Flow

GOOMI 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.

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

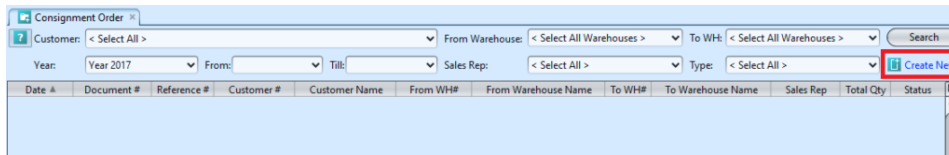
When consignee has sold the goods, user creates consignment sales order for the goods sold using **“Sales – (Sell In) Sales Order”**

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

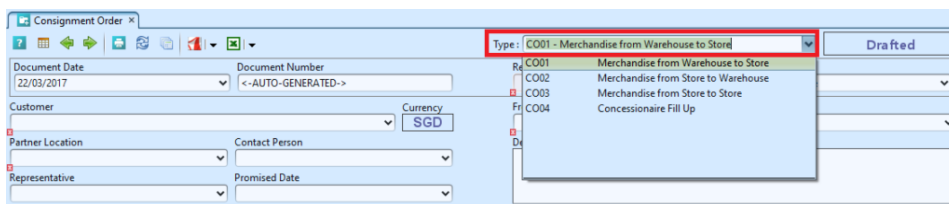
1. Click on **“Create New”** at the top right of screen of **“Consignment Order List”** tab, it will

open **“Consignment Order”** tab with empty form



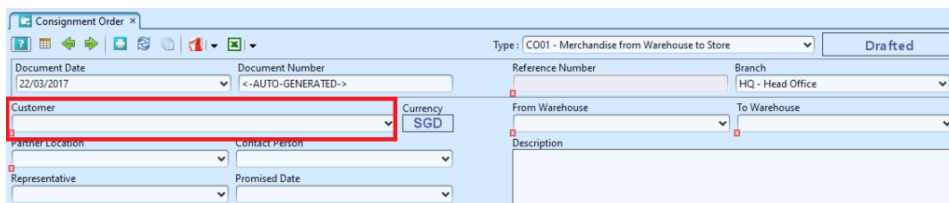
The screenshot shows the top section of the 'Consignment Order' form. It includes a search bar and several dropdown menus: 'Customer: < Select All >', 'From Warehouse: < Select All Warehouses >', and 'To WH: < Select All Warehouses >'. Below these are fields for 'Year: Year 2017', 'From:', 'To:', 'Sales Rep: < Select All >', and 'Type: < Select All >'. A red box highlights the 'Create New' button on the right side.

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 selected option is 'CO01 - Merchandise from Warehouse to Store'. Other options visible in the dropdown include 'CO02 - Merchandise from Store to Warehouse', 'CO03 - Merchandise from Store to Store', and 'CO04 - Concessionaire Fill Up'. The 'Drafted' status is visible on the right.

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.




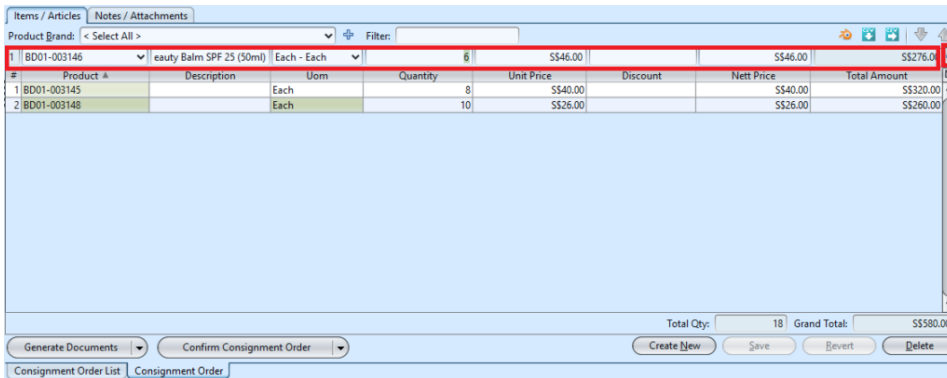
The screenshot shows the 'Consignment Order' form with the 'Customer' dropdown menu open. The dropdown list is highlighted with a red box. The form is partially filled with information: 'Document Date: 22/03/2017', 'Document Number: <-AUTO-GENERATED->', 'Currency: SGD', 'Reference Number', 'Branch: HQ - Head Office', 'From Warehouse', and 'To Warehouse'. The 'Drafted' status is visible on the right.

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.



#	Product A	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1	BD01-003145	eauty Balm SPF 25 (30ml)	Each	8	\$546.00		\$546.00	\$5276.00
2	BD01-003148		Each	10	\$540.00		\$540.00	\$5320.00
					\$526.00		\$526.00	\$5260.00

Total Qty: 18 Grand Total: \$5580.00

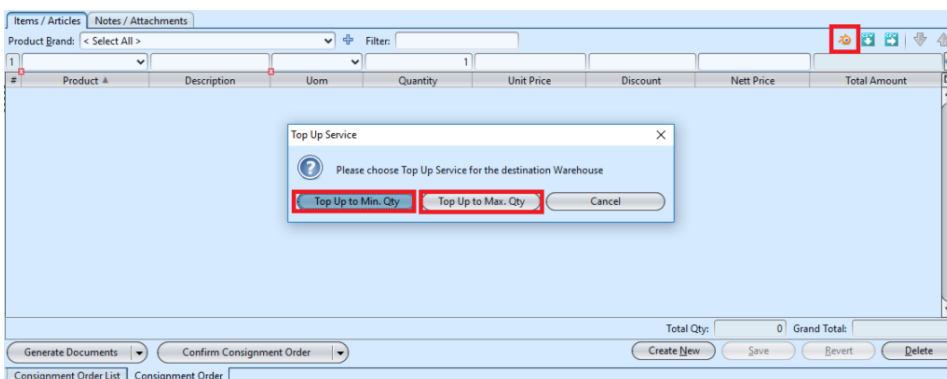
8. Repeat steps 6-7 to add more products into the consignment order*

***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.



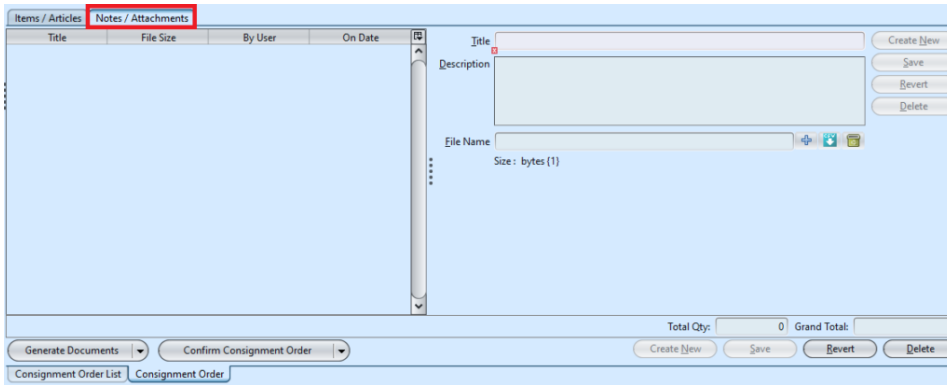
Top Up Service

Please choose Top Up Service for the destination Warehouse

Top Up to Min. Qty Top Up to Max. Qty Cancel

Total Qty: 0 Grand Total:

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



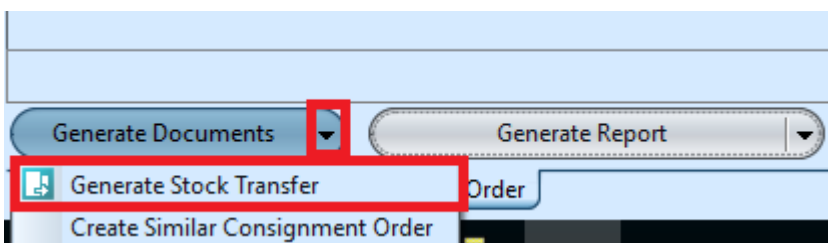
10. Click on **“Save”** button at the bottom right of screen to save

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:

Product Brand	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: ---

Confirm Stock Transfer Save Revert Delete

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:

Product Brand	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: ---

Post Stock Transfer Save Revert Delete

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"**

Document Date: 22/03/2017
 Document Number: PIC17-030362
 Reference Number: watson-101
 Branch: HQ - Head Office

Warehouse: TE01 - Main Warehouse
 Staging Locator: W01-Staging
 Source Document: **RTCO0317-030003**

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - 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

Type: ST01 - Warehouse to Store Transfer Order
 Confirmed
Picked

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

From Warehouse: TE01 - Main Warehouse
 To 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

Items / Articles Notes / Attachments **Postings**

Journal: Inventory Journal Date: 22/03/2017 Document #: RTCO0317-030003 Reference #: watson-101

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

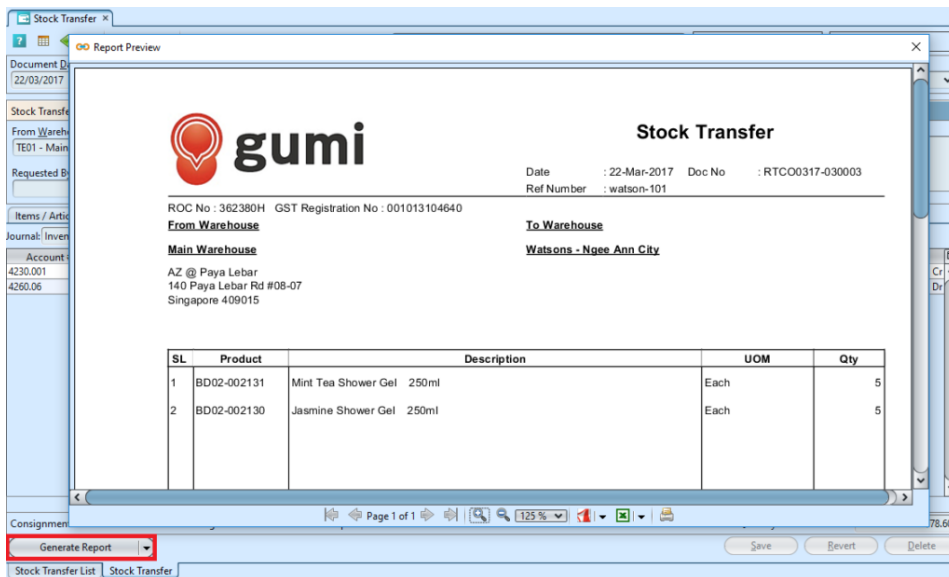
Consignment Order: [MTS-17-030004](#) Picking: [PIC17-030362](#) Stock Receipt: [RTCO0317-030003](#)

Total Quantity: 10 Grand Total: \$578.60

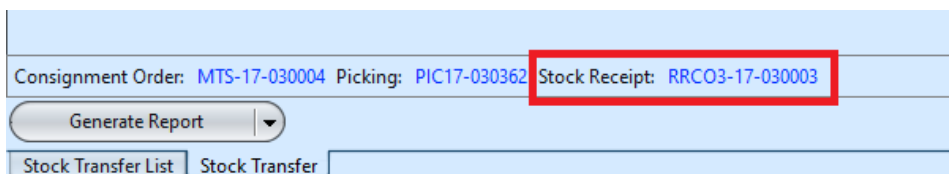
Generate Report Save Revert Delete

Stock Transfer List Stock Transfer

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



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



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: RTCO0317-030003 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	5	\$57.860000	\$539.30
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	\$57.860000	\$539.30

Stock Transfer: RTCO0317-030003 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: RTCO0317-030003 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 #: RTCO0317-030003

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: RTCO0317-030003 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

Drafted

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

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 | Evert

Putaway List | Putaway

Putaway > Transfer Receipt > Stock Transfer

Posted

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

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 | Evert

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	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.13	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

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

Customer: [Empty]
 Currency: [Empty]
 Deliver To: [Empty]
 Customer Location: [Empty]
 Contact Person: [Empty]
 Delivery Location: [Empty]
 Contact Person: [Empty]

Additional Details

Ship From: SMO1 - Main Warehouse
 Ship Via: [Empty]
 Representative: [Empty]
 Delivery Date: [Empty]

Payment Term: [Empty]
 Inco Terms: EXW - Ex Works
 Description: [Empty]
 Invoice Rule: After Delivery

Analytical Group: [Empty]
 Tax: Price Excludes Tax
 Priority: [Empty]

Buttons and Labels:


- 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

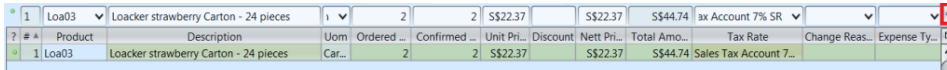
4. Click **“Save”** button at the bottom right side of screen to save

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



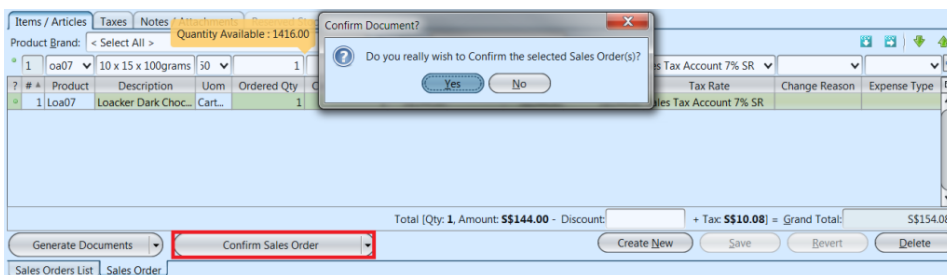
#	Product	Description	Uom	Ordered	Confirmed	Unit Pri.	Discount	Nett Pri.	Total Amo.	Tax Rate	Change Reas.	Expense Ty.
1	Loa03	Loacker strawberry Carton - 24 pieces	Car...	2	2	\$22.37		\$22.37	\$44.74	Sales Tax Account 7...		

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



Confirm Document?

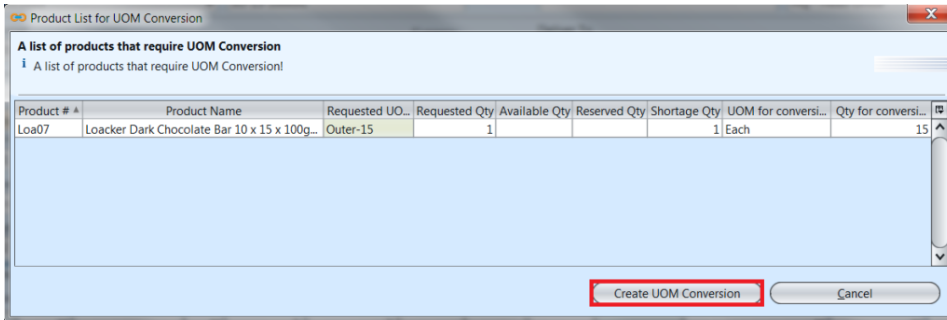
Do you really wish to Confirm the selected Sales Order(s)?

Yes No

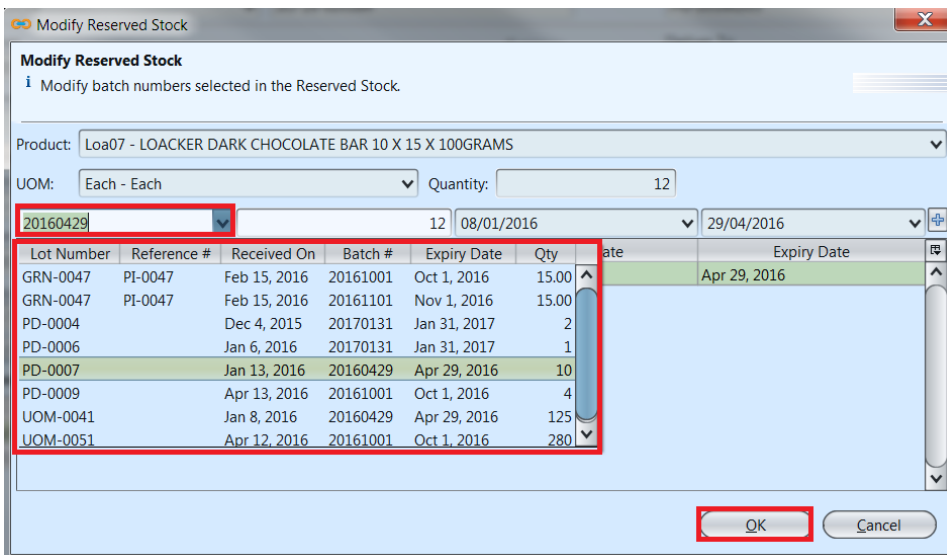
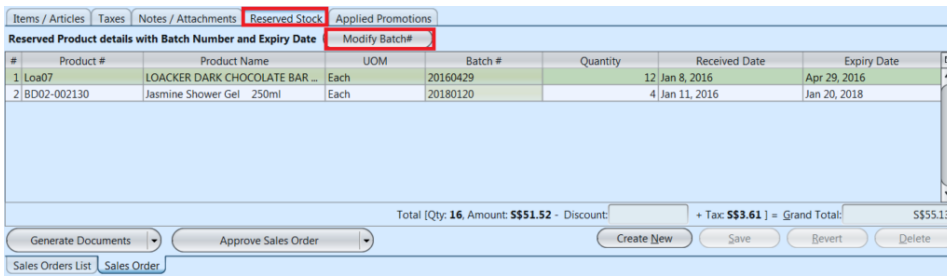
Generate Documents **Confirm Sales Order** Create New Save Bevert Delete

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

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.



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.



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	Quantity	Discount %	Discount ...	Nett Price	Total Appl...
Allow Discount By X Spent - ...	Allow Discount By ...	Loa07	LOACKER DARK CHOCOLATE BAR 10...			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

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions					
1	Loa07	LRK CHOCOLATE BAR 10 X 15 X 100GRAMS	2	2	\$S144.00	\$S144.00	\$S288.00	ax Account 7% SR	
1	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15...	Car...	2	\$S144.00	\$S144.00	\$S288.00	Sales Tax Account 7...	
2	Loa08	LOACKER CHOCOLATE COOKIES 12 X 250...	Each	7	\$S3.99	\$S3.99	\$S27.93	Sales Tax Account 7...	
3	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$S4.80	\$S4.80	\$S48.00	Sales Tax Account 7...	
4	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 ...	Each	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

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

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	Quantity	Discount %	Discount ...	Nett Price	Total Appl...
Cold Storage - Easter Promo ...	Free Gift By Purchase Qty	BD01-003...	Black Label Nourishing Beauty Balm ...	Ctrl-A Beauty Balm ...	1				

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

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions					
1	-003146	label Nourishing Beauty Balm SPF 25 (50ml)	10	10	\$S29.02	\$S29.02	\$S290.20	ax Account 7% SR	
1	BD01-0031...	Black Label Nourishing Beauty Balm SPF 2...	Each	10	\$S29.02	\$S29.02	\$S290.20	Sales Tax Account 7...	
2	BD01-0031...	Ctrl-A Beauty Balm 40ml	Each	1				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

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

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					
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	12	2	\$S47.88	\$S47.88	\$S95.76	ax Account 7% SR	
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250g...	Carto...	2	\$S47.88	\$S47.88	\$S95.76	Sales Tax Account 7...	
2	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Outer...	20	\$S18.60	\$S18.60	\$S372.00	Sales Tax Account 7...	
3	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Carto...	2	\$S186.00	\$S186.00	\$S372.00	Sales Tax Account 7...	
4	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Each	2				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:	S\$839.76	Tax Sum:	S\$58.78
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt		
Loa10	LOACKER CHOCOLATE CHL	Sales Tax Account 7% SR	S\$95.76	S\$6.70	S\$95.76	S\$6.70		
Loa11	LOACKER MINI DARK CHO..	Sales Tax Account 7% SR	S\$372.00	S\$26.04	S\$372.00	S\$26.04		
Loa11	LOACKER MINI DARK CHO..	Sales Tax Account 7% SR	S\$372.00	S\$26.04	S\$372.00	S\$26.04		
Loa11	LOACKER MINI DARK CHO..	Sales Tax Account 7% SR						
Delivery Order SO-15-110102					Total Qty: 26, Amount: S\$839.76 - Discount:	+ Tax: S\$58.78	= Grand Total:	S\$898.54

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

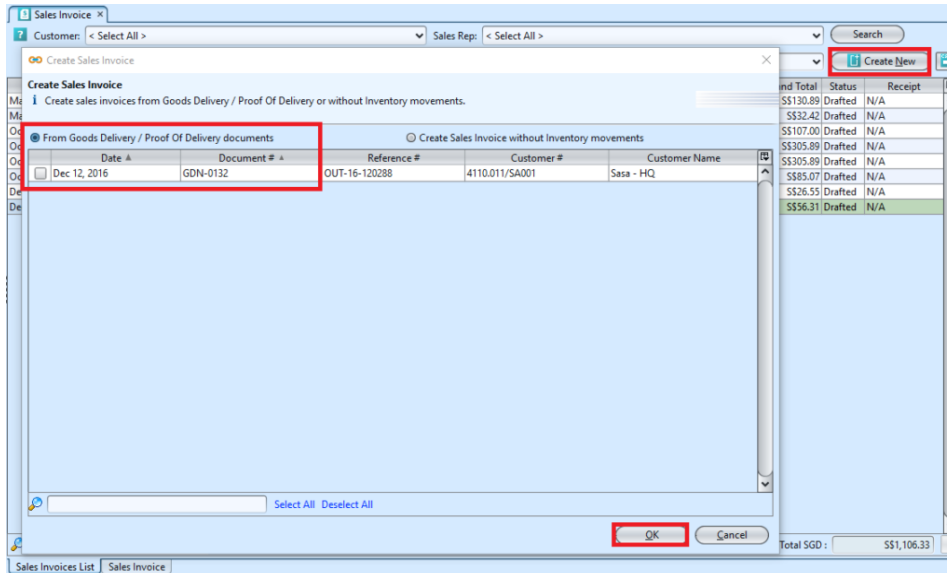
User updates their consignment warehouse inventory using the following process:

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.



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 | Drafted | N/A

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: payee HQ | Inventory Movements: With Inventory Movements

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

Product Grid:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ID01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$525.12		\$525.12	\$5175.84	Sales Tax Account 7% SR	
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	7	\$525.12		\$525.12	\$5175.84	Sales Tax Account 7% SR	
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	4	\$527.51		\$527.51	\$5110.04	Sales Tax Account 7% SR	

Total Qty: 11, Amount: \$5285.88 | Discount: | Tax: \$520.01 | Grand Total: \$5305.89

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

Sales Invoice

Type: S102 - Concessionaire Issue Invoice | Drafted | N/A

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: Without Inventory Movements


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

Product Grid:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type
1	ITS01	IT Service / Support	Each	1	\$5100.00		\$5100.00	\$5100.00	Sales Tax Account 7% SR	

Total Qty: 0, Amount: \$5100.00 | Discount: | Tax: \$57.00 | Grand Total: \$5107.00

Buttons: Generate Documents, Confirm Sales Invoice, Create New, Save, Revert, Delete

- For Sales Invoice without Inventory Movement, enter product line info and click  button.
- Optional: Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the sales invoice
- Click on **“Save”** button at the bottom right of screen to save progress / changes
- 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

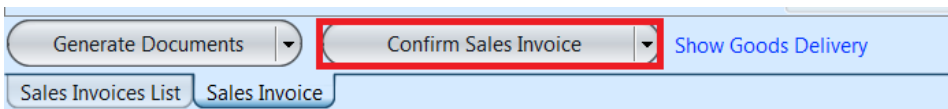
Items / Articles											
#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Expense Type	
1	BD01-003146	ing Beauty Balm SPF 25 (50ml)	Each	10	\$29.02		\$290.20	\$290.20	Sales Tax Account 7% SR		
1	BD01-003146	Black Label Nourishing Beauty	Each	10	\$29.02		\$290.20	\$290.20	Sales Tax Account 7% SR		
2	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	1					Sales Tax Account 7% SR	Free Products	

Total Qty: 11, Amount: \$290.20 Discount: + Tax \$20.31] = Grand Total: \$310.51

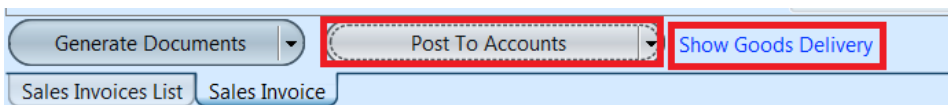
Items / Articles											
Promotion	Promotion Type	Product C...	Product	Free Product	Quant...	Discount...	Discount...	Nett Pri...	Total Applied Dis...		
Cold Storage - Easter Promo	Free Gift By Purchas...	BD01-003...	Black Label Nourishing Beauty Balm SP...	Ctrl-A Beauty Balm	1						

Total Qty: 11, Amount: \$290.20 Discount: + Tax \$20.31] = Grand Total: \$310.51

7. Click on **“Confirm Sales Invoice”** button at the bottom of screen to confirm the sales invoice



8. Click on **“Post To Accounts”** button at the bottom of screen to post the sales invoice to accounts




9. Click **“Show Goods Delivery”** link to open the corresponding Goods Delivery document (for Sales Invoice with Inventory Movement type)

10. Tax entries applicable for the sales invoice will be automatically created under **“Taxes”** tab if any. Journal entries of the sales will be automatically created under **“Postings”** tab. User can select different type of postings to view for the selected Sales Invoice by changing the **“Type”** filter

Items / Articles											
Taxes applicable for this invoice:											
Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt					
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Sales Tax Account 7% SR	\$290.20	\$20.31	\$290.20	\$20.31					
BD01-003145	Ctrl-A Beauty Balm 40ml	Sales Tax Account 7% SR									

Total Qty: 11, Amount: \$290.20 Discount: + Tax \$20.31] = Grand Total: \$310.51

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 cst0302				
1010		Sales	Account Name	Entity Type	Memo		Due Date	Debit	Credit	Base Amount			
1010		Gross Invoiced Sales - Third Party	Commercial	Invoice To : Cold Storage - HQ									
1020		Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ				\$5107.50		\$5429.90			\$5429.90 Cr
1020		Gross Free Goods - Third Party	Commercial	Invoice To : Cold Storage - HQ					\$539.25				\$539.25 Cr
1230		Free Goods Discount	Commercial	Invoice To : Cold Storage - HQ				\$59.81					\$59.81 Dr
1295		Other Discounts and Allowances	Commercial	Invoice To : Cold Storage - HQ				\$529.44					\$529.44 Dr
4110.011/CO001		Cold Storage - HQ	Commercial	Invoice To : Cold Storage - HQ			Apr 30, 2016	\$532.20					\$532.20 Dr
								\$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



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	Locker 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.