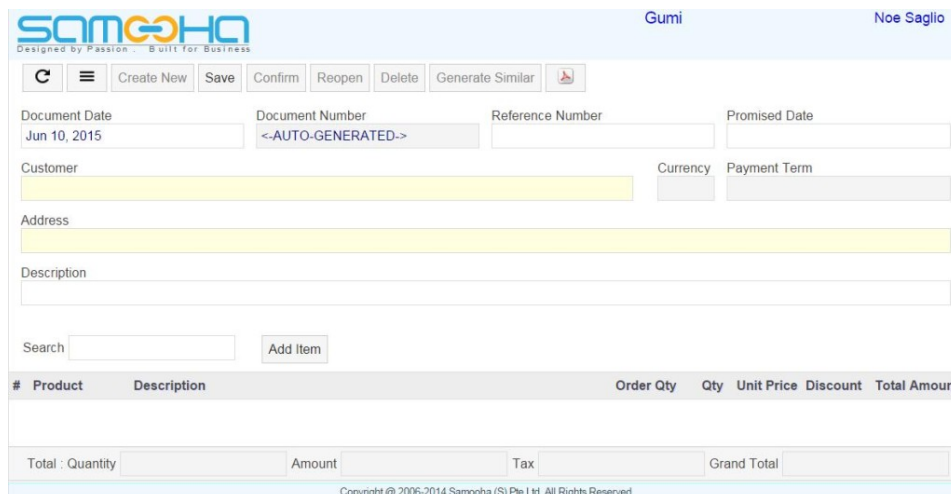# Mobile Sales — Create Sales Order

Mobile Sales — Create Sales Order allows user to create a sales order to place orders from customer from the web browser

Below actions are available under Mobile Solution *"Create Sales Order":*

🔗 Create new sales order; update, delete, print, and view sales order details

Note: User need to enable Cookies in their Internet Web Browser to be able to print / save the report

Field Name	Explanation	Mandatory Information
Document Date	Date of the sales order	Y
Document Number	Number of the sales order	Y
Reference Number	A unique number as reference for the sales order	N
Promised Date	The promised date to deliver the items / articles in the sales order	N
Customer	Company's customers	Y
Currency	Currency used by the customer	Y
Payment Term	Payment rules imposed by suppliers on their customers.	Y

Address	Delivery address for the sales order	Y
Description	Description	N
Items/Articles – # Product	Self-explanatory	Y
Items/Articles – Description	Description of product	Y
Items/Articles – Order Qty	Quantity of product ordered by customer	Y
Items/Articles – Qty	Quantity of product available for this sales order	Y
Items/Articles – Unit Price	Self-explanatory	Y
Items/Articles – Discount	Discount from the unit price	N
Total Amount	Total amount for the ordered product	Y
Total – Quantity	Self-explanation	Y
Total – Amount	Total amount of sales order before tax	Y
Total – Tax	Self-explanation	Y
Total – Grand Total	Total amount of sales order with tax	Y

Create New Sales Order

1. Click on *"Create New"* button at the top of screen if the sales order form is not empty, it will open *"Sales Order"* with empty form

2. Select a customer from *"Customer"* list, it will fill up the customer's info on the form

3. Fill up the document information on top half of screen. Click "*Save*" button to save progress

4. Click "*Add Item*" button in the middle of the form, to add product to the sales order document, it will open "*Items / Articles Form*"

5. Select a product from "*Product*" list, it will fill up the product's info on the form

6. Enter quantity to be ordered in "*Ordered Qty*" field, it will calculate the total price for the product ordered

7. Optional: Select an expense type from "*Expense Type*" list for the product ordered

8. Click "*Save/Create*" button to add more product to the sales order document. Click "*Save/Close*" button to add the product and go back to the sales order document

9. Click "*Confirm*" button at top of the screen to confirm the sales order document.

Note: Approval of sales order document can only be done using GOOMI application

10. Click "*Generate Similar*" button at top of the screen to generate new sales order document with the same information.

Confirm / Reopen Sales Order

1. Click on "*Confirm*" button at the top of screen to confirm a drafted sales order. The "*Confirm*" button will then be disabled to indicate the document has been confirmed.

2. User may reopen a sales order if the status is **"Confirmed"** or **"Approved"**, by clicking "**Reopen**" button at the top of screen

Note: Approval of sales order document can only be done using GOOMI application

Delete Sales Order

1. Click on **"Delete"** button at the top of screen. If a sales order's status is **"Confirmed"** or **"Approved"**, reopen the order first by clicking "**Reopen**" button at the top of screen

2. Click on **"OK"** button on the pop-up window to confirm sales order deletion

Print Sales Order Details (as PDF file)

1. Click on [PDF] button at top of screen of the selected order, it will open file dialog to save the sales order document as a pdf file

Note: User need to enable Cookies in their Internet Web Browser to be able to print / save the report

2. Select a folder and file name to save the sales order document as pdf file

3. Open the pdf file and print