Mobile Sales – Sales Orders List

Mobile Sales — Sales Orders List allows user to view list of sales order(s) for a given period of time

Below actions are available under Mobile "Sales Order List":

Create new sales order; confirm / reopen, delete, view and search for sales order details

Note: User will only see list of sales orders belonging to the user. Manager or team leader will also be able to see their subordinates' sales orders list if the approval matrix is setup on GOOMI application "Organization – (Masters) Approval Matrix"

	Gumi	Noe Saglio
C Create New Confirm Reopen Delete		
Year Last 6 Months From Dec 10, 2014 Till Jun 10, 2015	Search Status	
Date Document# Customer # Customer	Gi	and Total Status
Apr 28, 2015 SO-15- 040031 4110.011/LUC Luxola		S\$747.93 Drafted
Apr 17, 2015 SO-15- 040038 4110.011/ROI Robinson	5	\$\$6,696.02 Approved
Apr 14, 2015 SO-15- 040037 4110.011/SE(Sephora	S	\$71,374.45 Approved
Apr 07, 2015 SO-15- 040036 4110.011/SA(Sasa - Gateway	5	\$\$4,765.94 Approved
Apr 07, 2015 SO-15- 040035 4110.011/SA(Sasa - Bugis	5	\$\$4,412.19 Approved
Apr 07, 2015 S0-15- 4110.011/SA(Sasa - Changi		\$\$7,675.16 Approved •
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Create New Sales Order

 Click on "Create New" button at the top of screen of "Sales Orders List", it will open "Sales Order" with empty form

		C	Bumi	Noe Saglio
Create New Confirm Reopen Delete				
Year Last 6 Months From Dec 10, 2014	Till Jun 10, 2015	Search	Status	
Date Document# Customer # Customer			Grand To	tal Status
Apr 28, 2015 SO-15- 040031 4110.011/LUC Luxola			S\$747	.93 Drafted
Apr 17, 2015 SO-15- 040038 4110.011/ROI Robinson			S\$6,696	.02 Approved
		C	Bumi	Noe Saglio

Create New Save	Confirm Reopen Del	ete Generate Similar		
Jocument Date	Document Number	Reference	e Number	Promised Date
Jun 10, 2015	<-AUTO-GENERATED-	•		
Sustomer			Currency	Payment Term
\ddress				
Jescription				
Search	Add Item			
Product Description			Order Qty Q	ty Unit Price Discount Total Amoun
		-		

2. Follow the procedures to create sales order from Mobile Solution

Confirm / Reopen Sales Order

1. Click on checkbox next to a sales order at the left side of screen

Sance Designed by Passion Bui			Gumi	Noe Saglio
C Create New C	Confirm Reopen Delete			
Year Last 6 Months	From Dec 10, 2014	Till Jun 10, 2015	Search	Status
Date Docur	ment# Customer # Custome	er		Grand Total Status
Apr 28, 2015 SO-15 04003	- 4110.011/LUC Luxola			S\$747.93 Drafted
Apr 17, 2015 SO-15 04003	4110.011/ROI Robinsor	L.		S\$6,696.02 Approved
Apr 14, 2015 SO-15 04003	- 7 4110.011/SE(Sephora			S\$71,374.45 Approved
Apr 07, 2015 SO-15 04003	6 4110.011/SA(Sasa - G	ateway		S\$4,765.94 Approved
Apr 07, 2015 SO-15 04003	5 4110.011/SA(Sasa - Bi	ugis		S\$4,412.19 Approved
Apr 07, 2015 SO-15	4110.011/SA(Sasa - C	hangi		S\$7,675.16 Approved +
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2. Click on "Confirm" button at the top of screen to confirm a drafted sales order.

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

Sam				Gu	umi	Noe Saglio		
C Create N	lew Confirm	Reopen De	ete					
Year Last 6 Mor	ths Fro	Dec 10, 2014	Till Jun 10, 2015	Search	Status			
Date	Document#	Customer # Cu	stomer		Grand To	otal Status		
Apr 28, 2015	SO-15- 040031	4110.011/LUC Lu	kola		S\$747	.93 Confirmed		
) Apr 17, 2015	SO-15- 040038	4110.011/ROI Robinson			S\$6,690	S\$6,696.02 Approved		
Apr 14, 2015	SO-15- 040037	4110.011/SE(Se	phora	S\$71,374	.45 Approved			
Apr 07, 2015	SO-15- 040036	4110.011/SA(Sa	sa - Gateway		S\$4,765	5.94 Approved		
Apr 07, 2015	SO-15- 040035	4110.011/SA(Sa	sa - Bugis		S\$4,412	2.19 Approved		
Apr 07, 2015	SO-15- 1 of 35	4110.011/SAC Sa	sa - Changi		S\$7,675	5.16 Approved		
			Copyright @ 2006-2014 Samooha (S	i) Pte Ltd. All Rights Reserved				

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

Delete Sales Order

1. Click on checkbox next to a sales order at the left side of screen

Son Designed by Passion		Siness		Gumi		Noe Saglio
C Create N	lew Confirm	Reopen Delete				
Year Last 6 Mon	ths Fro	m Dec 10, 2014	Till Jun 10, 2015	Search	Status	
Date	Document#	Customer # Custome	er		Grand Total	Status
Apr 28, 2015	SO-15- 040031	4110.011/LUC Luxola			S\$747.93	Drafted
Apr 17, 2015	SO-15- 040038	4110.011/ROI Robinsor	1		S\$6,696.02	Approved
Apr 14, 2015	SO-15- 040037	4110.011/SE(Sephora			S\$71,374.45	Approved
Apr 07, 2015	SO-15- 040036	4110.011/SA(Sasa - G	ateway		S\$4,765.94	Approved
Apr 07, 2015	SO-15- 040035	4110.011/SA(Sasa - B	ugis		S\$4,412.19	Approved
Apr 07, 2015	SO-15-	4110.011/SA(Sasa - C	hangi		S\$7,675.16	Approved .
	10100	Copy	right @ 2006-2014 Samooha (S) F	te Ltd. All Rights Reserved		

2. 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

3. Click on "OK" button on the pop-up window to

View and Search for Sales Order Details

1. Enter search parameter to filter the result, i.e. type in which customer to search for in the "Search" text field box or select period to view from dropdown lists "Year", "From", and "Till"

	Gumi	Noe Saglio
C Create New Confirm Reopen Delete		
Year Last 6 Months From Dec 10, 2014 Till Jun 10, 2015 Search	Status	
D Fiscal Year 2015	Grand Total	Status
Last Two Weeks	5\$747.03	Drafted
This Month	00141.00	Dianou
A Last Month	S\$6,696.02	Approved
Last 3 Months	S\$71 374 45	Approved
Last 6 Months	5511,514.45	Approved
Fiscal Year To Last Month	S\$4,765.94	Approved
Fiscal Year To Current Date	S\$4,412.19	Approved
Apr 07, 2015 SO-15- 4110.011/SAC Sasa - Changi	S\$7,675.16	Approved +
<< < 1 of 35 >>>		
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2. Click on a sales order to view full details of the order, it will bring up the details for the selected order

				Gumi				Noe Saglio	
C = Create New Save	e Confirm Reopen	Delete	Generate Sir	milar 🔈					
Document Date	Document Numbe	r	Re	ference Number			Promised Da	te	
Apr 28, 2015	SO-15-040031								
Customer					Curren	cy I	Payment Ter	m	
4110.011/LU001 Luxola					SGD		C.O.D.		
2038 Henderson Road, #02-06 Description	Add Item								
# Product Description					Order Qty	Qty	Unit Price	Discount	Total Amoun
1 Ceramidin Light	Cream 90g				20	20	S\$34.95		S\$699.0
Total : Quantity	20 Amount		S\$699.00	Тах	S\$48.93	Gra	and Total		S\$747.93
	Сору	right @ 2006-20	014 Samooha (S)	Pte Ltd. All Rights Res	served				