




# 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”**

 Designed by Passion - Built for Business		Gumi		Noe Saglio	
	Create New	Confirm	Reopen	Delete	
Year	Last 6 Months	From	Dec 10, 2014	Till	Jun 10, 2015
Search		Status			
<input type="checkbox"/> Date	Document#	Customer #	Customer	Grand Total	Status
<input type="checkbox"/> Apr 28, 2015	SO-15-040031	4110.011/LUC	Luxola	SS\$747.93	Drafted
<input type="checkbox"/> Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	SS\$6,696.02	Approved
<input type="checkbox"/> Apr 14, 2015	SO-15-040037	4110.011/SEC	Sephora	SS\$71,374.45	Approved
<input type="checkbox"/> Apr 07, 2015	SO-15-040036	4110.011/SAC	Sasa - Gateway	SS\$4,765.94	Approved
<input type="checkbox"/> Apr 07, 2015	SO-15-040035	4110.011/SAC	Sasa - Bugis	SS\$4,412.19	Approved
<input type="checkbox"/> Apr 07, 2015	SO-15-040034	4110.011/SAC	Sasa - Changi	SS\$7,675.16	Approved
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## Create New Sales Order

1. Click on **“Create New”** button at the top of screen of **“Sales Orders List”**, it will open **“Sales Order”** with empty form

**SAMOCHA** Gumi Noe Saglio  
Designed by Passion - Built for Business

**Create New** Confirm Reopen Delete

Year: Last 6 Months From: Dec 10, 2014 Till: Jun 10, 2015 Search: Status:

<input type="checkbox"/>	Date	Document#	Customer #	Customer	Grand Total	Status
<input type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC	Luxola	SS\$747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	SS\$6,696.02	Approved

**SAMOCHA** Gumi Noe Saglio  
Designed by Passion - Built for Business

Create New Save Confirm Reopen Delete Generate Similar

Document Date: Jun 10, 2015 Document Number: <-AUTO-GENERATED-> Reference Number: Promised Date:

Customer: Currency: Payment Term:

Address:

Description:

Search: Add Item

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
Total : Quantity Amount Tax Grand Total							

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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

**SAMOCHA** Gumi Noe Saglio  
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Create New **Confirm** Reopen Delete

Year: Last 6 Months From: Dec 10, 2014 Till: Jun 10, 2015 Search: Status:

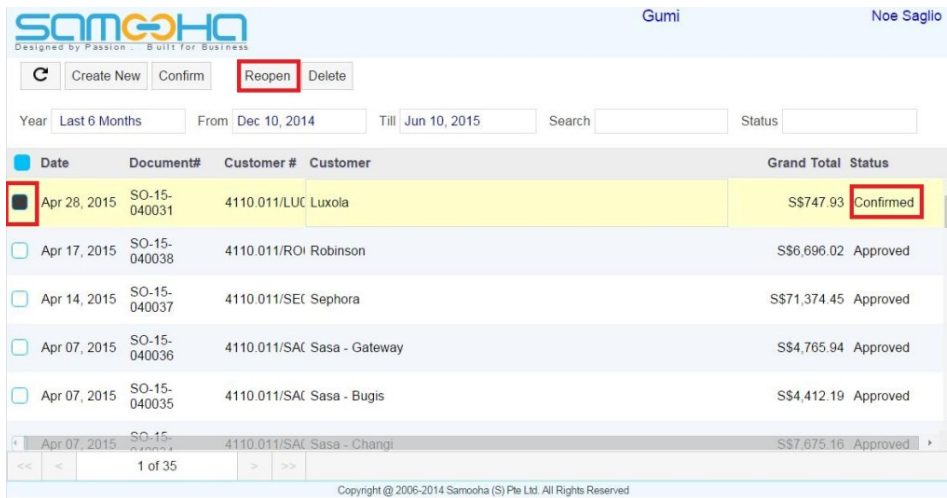
<input type="checkbox"/>	Date	Document#	Customer #	Customer	Grand Total	Status
<input checked="" type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC	Luxola	SS\$747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	SS\$6,696.02	Approved
<input type="checkbox"/>	Apr 14, 2015	SO-15-040037	4110.011/SEC	Sephora	SS\$71,374.45	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040036	4110.011/SAC	Sasa - Gateway	SS\$4,765.94	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040035	4110.011/SAC	Sasa - Bugis	SS\$4,412.19	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040034	4110.011/SAC	Sasa - Changi	SS\$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

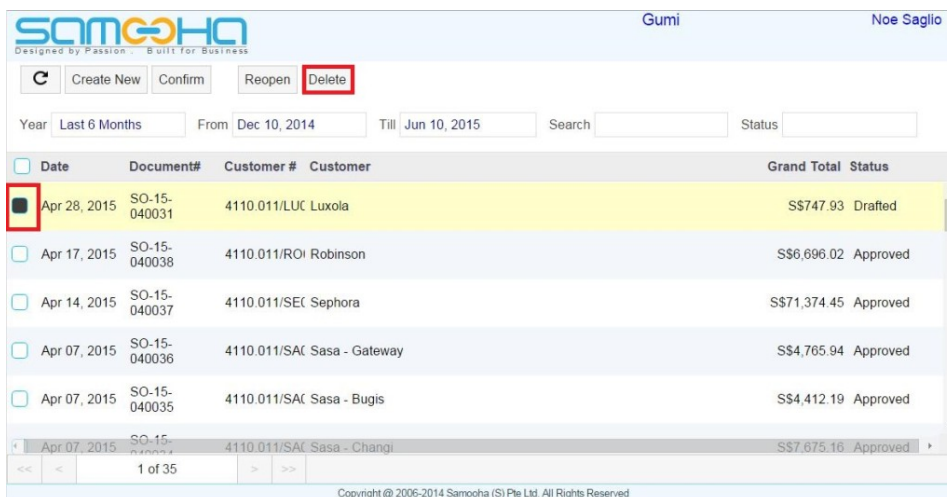


Date	Document#	Customer #	Customer	Grand Total	Status
<input checked="" type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC Luxola	SS\$747.93	Confirmed
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI Robinson	SS\$6,696.02	Approved
<input type="checkbox"/>	Apr 14, 2015	SO-15-040037	4110.011/SEC Sephora	SS\$71,374.45	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040036	4110.011/SAC Sasa - Gateway	SS\$4,765.94	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040035	4110.011/SAC Sasa - Bugis	SS\$4,412.19	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040034	4110.011/SAC Sasa - Changi	SS\$7,675.16	Approved

**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



Date	Document#	Customer #	Customer	Grand Total	Status
<input checked="" type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC Luxola	SS\$747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI Robinson	SS\$6,696.02	Approved
<input type="checkbox"/>	Apr 14, 2015	SO-15-040037	4110.011/SEC Sephora	SS\$71,374.45	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040036	4110.011/SAC Sasa - Gateway	SS\$4,765.94	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040035	4110.011/SAC Sasa - Bugis	SS\$4,412.19	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040034	4110.011/SAC Sasa - Changi	SS\$7,675.16	Approved

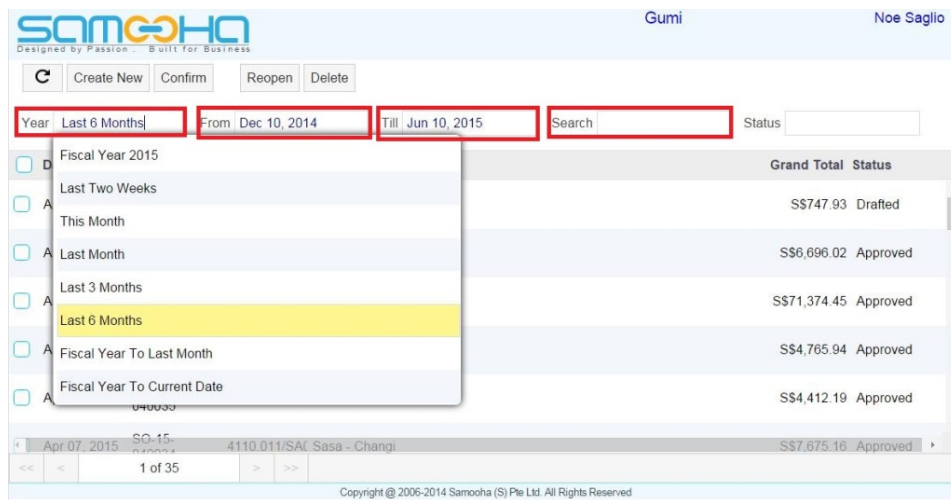
2. Click on **"Delete"** button at the top of screen. If a sales order's status is **"Confirmed"** or **"Approved"**, reopen the order first by clicking **"Reopen"** button at the top of screen

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

confirm sales order deletion

## View and Search for Sales Order Details

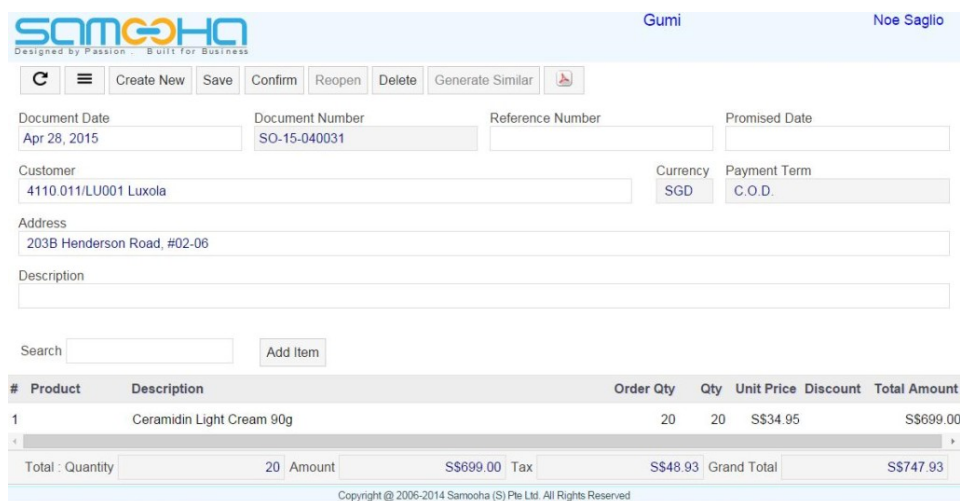
1. Enter search parameter to filter the result, i.e. type in which customer to search for in the **"Search"** text field box or select period to view from drop-down lists **"Year"**, **"From"**, and **"Till"**



The screenshot shows the SAMOOHA software interface. At the top, there's a header with the SAMOOHA logo and the text "Designed by Passion - Built for Business". Below the header, there are buttons for "Create New", "Confirm", "Reopen", and "Delete". The main search area has three dropdown menus: "Year" (with a list of options including "Last 6 Months" highlighted), "From" (with the date "Dec 10, 2014"), and "Till" (with the date "Jun 10, 2015"). There is also a "Search" text field and a "Status" dropdown. Below the search filters, there is a table showing sales order details. The table has columns for "Grand Total" and "Status". The data rows show various sales orders with their respective totals and statuses.

Grand Total	Status
\$S747.93	Drafted
\$S6,696.02	Approved
\$S71,374.45	Approved
\$S4,765.94	Approved
\$S4,412.19	Approved

2. Click on a sales order to view full details of the order, it will bring up the details for the selected order



The screenshot shows the SAMOOHA software interface displaying the full details of a sales order. The header includes the SAMOOHA logo and the text "Designed by Passion - Built for Business". Below the header, there are buttons for "Create New", "Save", "Confirm", "Reopen", "Delete", and "Generate Similar". The main form area contains fields for "Document Date" (Apr 28, 2015), "Document Number" (SO-15-040031), "Reference Number", "Promised Date", "Customer" (4110.011/LU001 Luxola), "Currency" (SGD), "Payment Term" (C.O.D.), "Address" (203B Henderson Road, #02-06), and "Description". Below the form fields, there is a table showing the order items. The table has columns for "#", "Product", "Description", "Order Qty", "Qty", "Unit Price", "Discount", and "Total Amount". The data row shows "Ceramidin Light Cream 90g" with an order quantity of 20, a unit price of \$S34.95, and a total amount of \$S699.00. At the bottom, there is a summary row showing "Total : Quantity" (20), "Amount" (\$S699.00), "Tax" (\$S48.93), "Grand Total" (\$S747.93), and "Status" (Approved).

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
1	Ceramidin Light Cream 90g		20	20	\$S34.95		\$S699.00

Total : Quantity	Amount	Tax	Grand Total	Status
20	\$S699.00	\$S48.93	\$S747.93	Approved