


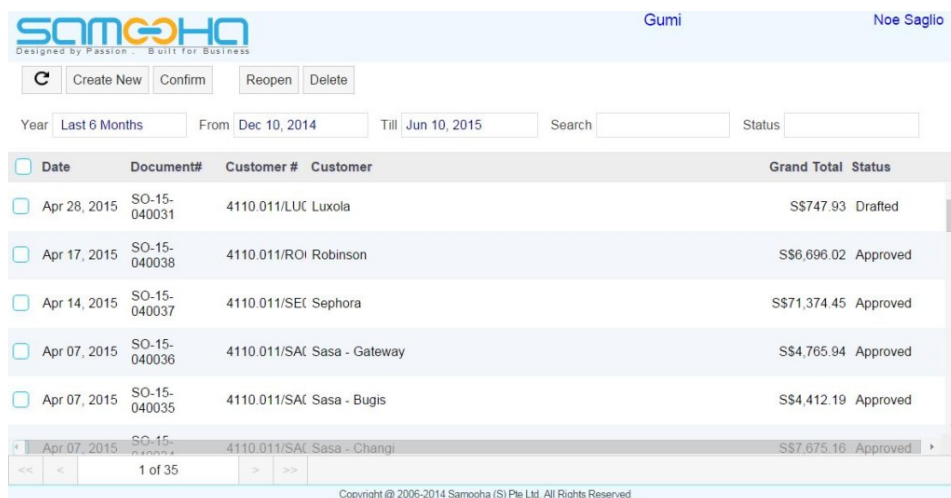
# Mobile Sales – Sales Orders List

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”**



<input type="checkbox"/>	Date	Document#	Customer #	Customer	Grand Total	Status
<input type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC	Luxola	SS747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	SS6,696.02	Approved
<input type="checkbox"/>	Apr 14, 2015	SO-15-040037	4110.011/SEC	Sephora	SS71,374.45	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040036	4110.011/SAC	Sasa - Gateway	SS4,765.94	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040035	4110.011/SAC	Sasa - Bugis	SS4,412.19	Approved
<input type="checkbox"/>	Apr 07, 2015	SO-15-040034	4110.011/SAC	Sasa - Changi	SS7,675.16	Approved

## 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

Created by: [Create New] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [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	S\$747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	S\$6,696.02	Approved

SAMOCHA Gumi Noe Saglio

Created by: [Create New] Saved: [Save] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [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 [ ]							

Copyright @ 2006-2014 Samooha (S) Pte Ltd. All Rights Reserved

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

Created by: [Create New] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [Delete]

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

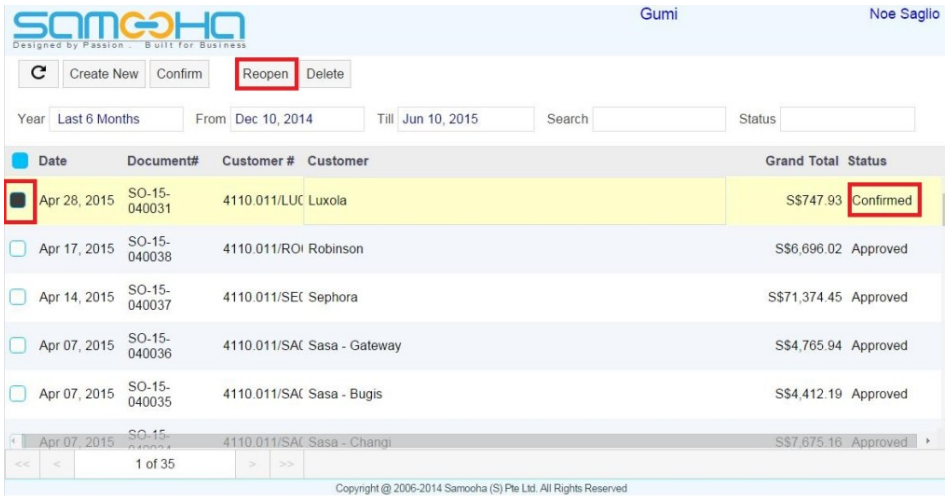
<input type="checkbox"/>	Date	Document#	Customer #	Customer	Grand Total	Status
<input checked="" type="checkbox"/>	Apr 28, 2015	SO-15-040031	4110.011/LUC	Luxola	S\$747.93	Drafted
<input type="checkbox"/>	Apr 17, 2015	SO-15-040038	4110.011/ROI	Robinson	S\$6,696.02	Approved
<input type="checkbox"/>	Apr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

1 of 35

Copyright @ 2006-2014 Samooha (S) Pte Ltd. All Rights Reserved

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

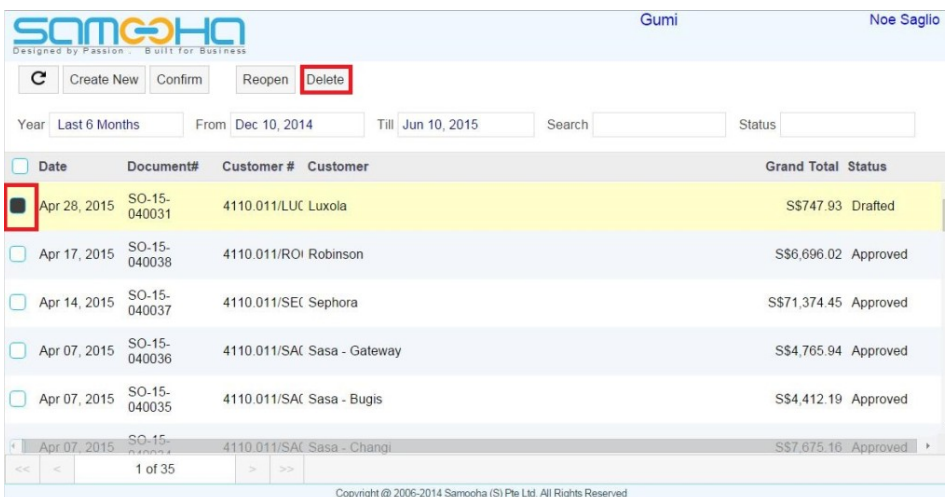


Copyright @ 2006-2014 Samoocha (S) Pte Ltd. All Rights Reserved

**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



Copyright @ 2006-2014 Samoocha (S) Pte 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

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, the logo 'SAMOOHA' is displayed with the tagline 'Designed by Passion - Built for Business'. The user's name 'Noe Saglio' and location 'Gumi' are visible in the top right. Below the logo, there are navigation buttons: 'Create New', 'Confirm', 'Reopen', and 'Delete'. A search bar is present with a 'Search' button. Below the search bar, there are three dropdown menus: 'Year' (set to 'Last 6 Months'), 'From' (set to 'Dec 10, 2014'), and 'Till' (set to 'Jun 10, 2015'). A table of sales orders is displayed with columns for 'Grand Total' and 'Status'. The table contains several rows of data, with the 'Last 6 Months' filter selected in the dropdown menu.

Grand Total	Status
S\$747.93	Drafted
S\$6,696.02	Approved
S\$71,374.45	Approved
S\$4,765.94	Approved
S\$4,412.19	Approved
S\$7,675.16	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 top navigation bar includes the SAMOOHA logo, the user's name 'Noe Saglio', and the location 'Gumi'. Below the navigation bar, there are buttons for 'Create New', 'Save', 'Confirm', 'Reopen', 'Delete', and 'Generate Similar'. The main area contains fields for 'Document Date' (Apr 28, 2015), 'Document Number' (SO-15-040031), 'Reference Number', and 'Promised Date'. Below these fields, there are sections for 'Customer' (4110.011/LU001 Luxola), 'Currency' (SGD), and 'Payment Term' (C.O.D.). The 'Address' field contains '203B Henderson Road, #02-06'. There is a 'Description' field and a 'Search' button. Below the search field, there is an 'Add Item' button. A table of products is displayed with columns for '#', 'Product', 'Description', 'Order Qty', 'Qty', 'Unit Price', 'Discount', and 'Total Amount'. The table contains one row of data for 'Ceramidin Light Cream 90g'. Below the table, there is a summary row with columns for 'Total : Quantity', 'Amount', 'Tax', 'Grand Total', and 'Total Amount'.

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
1	Ceramidin Light Cream	90g	20	20	S\$34.95		S\$699.00

Total : Quantity	Amount	Tax	Grand Total	Total Amount
20	S\$699.00	S\$48.93	S\$747.93	S\$747.93