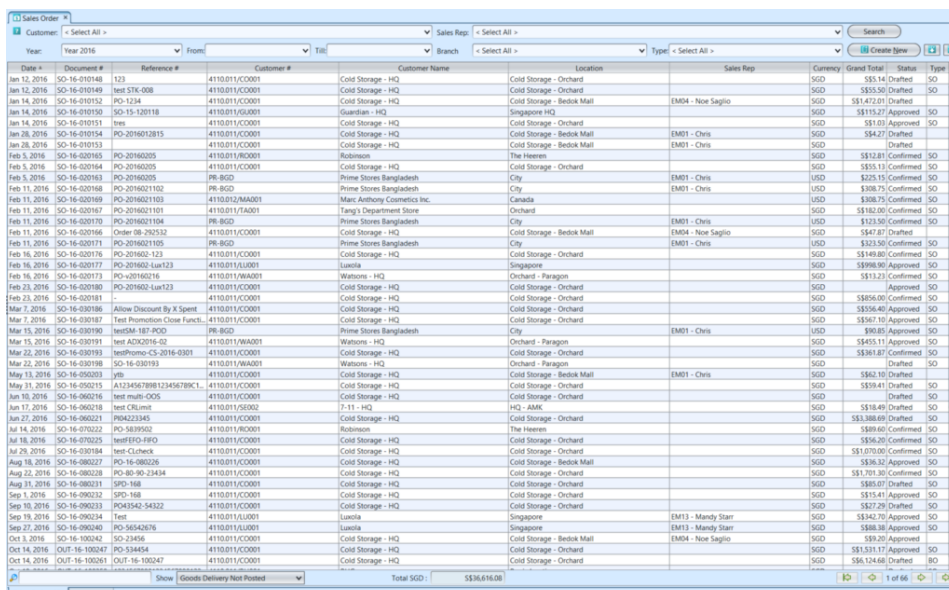# Sales Order

Sales Order view allows user to create and manage sales order documents.
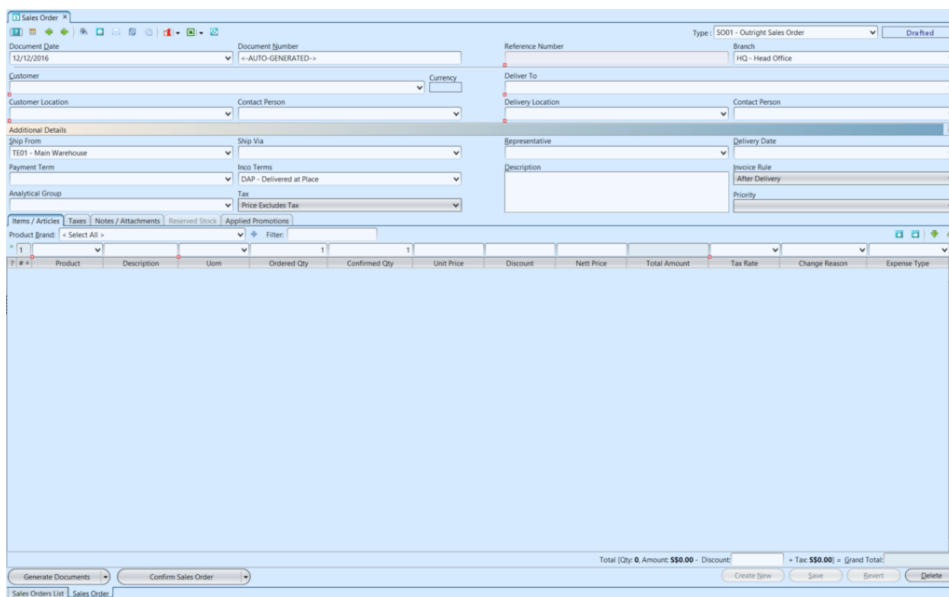
Below actions are available under *"Sales Order":*

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

🔗 Export and import sales order

Sales Order (Taxes tab)

Type: SO01 - Outright Sales Order   Drafted

Field	Value
Document Date	12/12/2016
Document Number	<-AUTO-GENERATED->
Reference Number	
Branch	HQ - Head Office
Customer	
Currency	
Deliver To	
Customer Location	
Contact Person	
Delivery Location	
Contact Person	

Additional Details

Field	Value
Ship From	TE01 - Main Warehouse
Ship Via	
Representative	
Delivery Date	
Payment Term	
Inco Terms	DAP - Delivered at Place
Description	
Invoice Rule	After Delivery
Analytical Group	
Tax	Price Excludes Tax
Priority	

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Taxes applicable for this order: Base Taxable Sum: Tax Sum:

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt

Total |Qty: 0, Amount: S$0.00 – Discount: + Tax S$0.00| = Grand Total:

Generate Documents ▼ | Confirm Sales Order ▼   Create New | Save | Revert | Delete

Sales Orders List | Sales Order

Sales Order (Notes / Attachments tab)

Type: SO01 - Outright Sales Order   Drafted

Field	Value
Document Date	12/12/2016
Document Number	<-AUTO-GENERATED->
Reference Number	
Branch	HQ - Head Office
Customer	
Currency	
Deliver To	
Customer Location	
Contact Person	
Delivery Location	
Contact Person	

Additional Details

Field	Value
Ship From	TE01 - Main Warehouse
Ship Via	
Representative	
Delivery Date	
Payment Term	
Inco Terms	DAP - Delivered at Place
Description	
Invoice Rule	After Delivery
Analytical Group	
Tax	Price Excludes Tax
Priority	

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Title	File Size	By User	On Date

Title:
Description:
File Name:
Size : bytes (1)

Create New | Save | Revert | Delete

Total |Qty: 0, Amount: S$0.00 – Discount: + Tax S$0.00| = Grand Total:

Generate Documents ▼ | Confirm Sales Order ▼   Create New | Save | Revert | Delete

Sales Orders List | Sales Order

Sales Order (Applied Promotions tab)

Type: SO01 - Outright Sales Order   Drafted

Field	Value
Document Date	12/12/2016
Document Number	<-AUTO-GENERATED->
Reference Number	
Branch	HQ - Head Office
Customer	
Currency	
Deliver To	
Customer Location	
Contact Person	
Delivery Location	
Contact Person	

Additional Details

Field	Value
Ship From	TE01 - Main Warehouse
Ship Via	
Representative	
Delivery Date	
Payment Term	
Inco Terms	DAP - Delivered at Place
Description	
Invoice Rule	After Delivery
Analytical Group	
Tax	Price Excludes Tax
Priority	

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Promotion	Promotion Type	Product Code	Product	Free Product	Quantity	Discount %	Discount Amt	Nett Price	Total Applied Discount

Total |Qty: 0, Amount: S$0.00 – Discount: + Tax S$0.00| = Grand Total:

Generate Documents ▼ | Confirm Sales Order ▼   Create New | Save | Revert | Delete

Sales Orders List | Sales Order

Field Name	Explanation	Mandatory Information
Type	Document Type	Y
Document Date	Date of the sales order	Y
Document Number	Number of the sales order	Y
Reference Number	A unique number on sales order	Y
Branch	A location, other than the main office, where business is conducted.	Y
Customer	Company's customers	Y
Customer Location	Company's location	Y
Contact Person	Person in charge	N
Deliver To	Self-explanatory	Y
Delivery Location	Self-explanatory	Y
Ship From	Self-explanatory	Y
Ship Via	Transportation method	N
Payment Term	Payment rules imposed by suppliers on their customers.	N
Inco Term	Commonly used in both international and domestic trade contracts.	Y
Analytical Group	Trade type	N
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	Y
Representative	Internal representative	N
Delivery Date	The final date by which the underlying commodity for a futures contract must be delivered in order for the terms of the contract to be fulfilled.	N
Description	Description	N
Invoice Rule	Immediate or After Delivery	Y
Priority	The fact or condition of being regarded or treated as more important than others	Y
Items/Articles — Product	Name of product	Y
Items/Articles — Description	Description	N
Items/Articles — UOM	Type of product — Unit of Measure	Y

Field	Description	Mandatory
Items/Articles – Ordered Qty	Self-explanatory	N
Items/Articles – Confirmed Qty	Self-explanatory	N
Items/Articles – Unit Price	Self-explanatory	N
Items/Articles – Discount	A deduction from the usual cost of something.	N
Items/Articles – Nett Price	Self-explanatory	N
Items/Articles – Total Amount	Self-explanatory	Y
Items/Articles – Tax Rate	Self-explanatory	N
Items/Articles – Change Reason	Change reason to be entered when confirmed quantity is less than ordered quantity (i.e Out of Stock, Limited Stock, etc)	Depend on system setting / preference
Items/Articles – Expense Type	Expense type of free / gift / marketing product	N

Create New Sales Order

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

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

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.
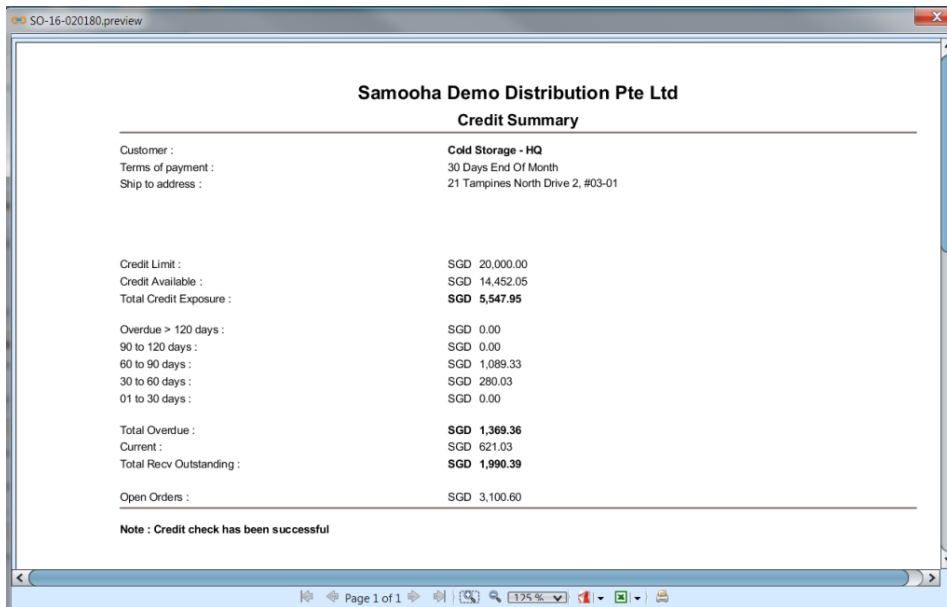
5. Filter the products list by selecting a brand from **"Product Brand"** drop-down list. Add product into the sales order by searching for the product from the product drop-down list in the table on **"Items / Articles"** tab

6. Enter the product's info and click button or press ENTER to add the product into the sales order

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
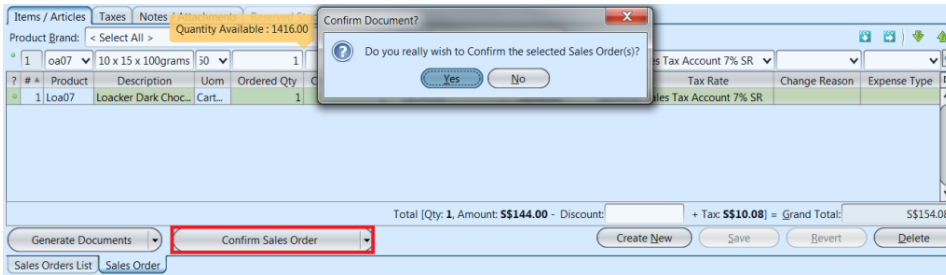
The system will check whether any **_UOM Conversion_** is needed for the ordered product(s). If so the system will generate **_UOM Conversion_** document, with list of product(s) to be converted, for user to process first to fulfill the Sales Order. After the **_UOM Conversion_** process is successfully completed, <u>user to confirm the Sales Order document again</u>.
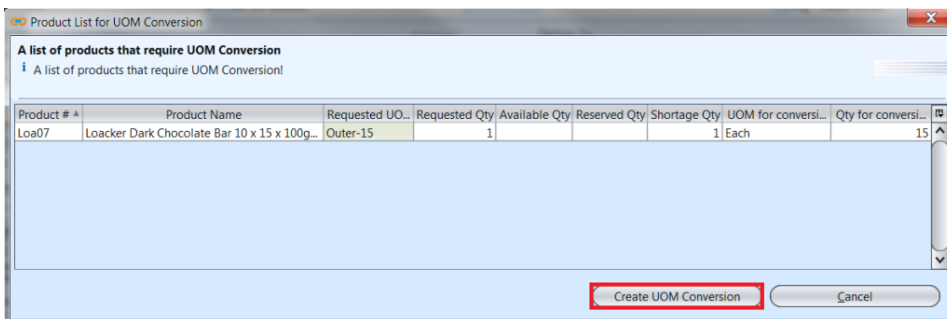
Optional: User may change the **_Reserved Stock_** for a particular product to a different batch if they wish to do so, after the Sales Order confirmation. On the "**_Reserved Stock_**" tab, click "**_Modify Batch#_**" button. It will open a window for user to select a different batch for ordered product. Click on a batch # from the list and press ENTER. Click **OK** button to commit the change.

Note: For "Immediate" invoice rule, user may modify batch at the corresponding Proforma Invoice document instead
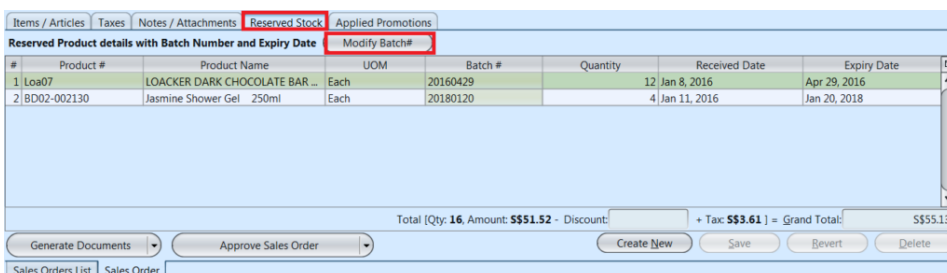
The selection of batch / lot of products are based on the Picking Method as set in the Product master.
For example, FEFO (First Expired First Out) method

will reserve expiring product batch / lot first. If expiry date was not entered for a product batch, but there is Shelf Life (In Days) defined in the Product master, system will calculate the product's expiry date based on the Received On / Manufacturing Date plus shelf life and then reserve the first expiring product for the Sales Order.
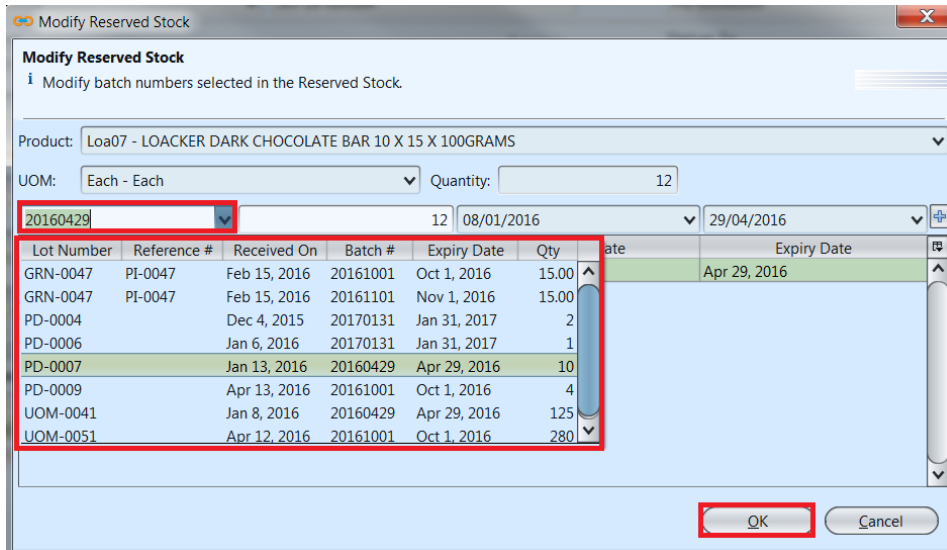
The system will automatically check if there is any promotion(s) applied for the customer for the period of the created Sales Order document date. If so, the promotion(s) will be displayed in the "**Applied Promotions**" tab, and any free gift / discount added in the "**Items / Articles**" tab.

Example 1: Allow Discount by X Spent promotion scheme

Example 2: Free Gift By Purchase Qty promotion scheme

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

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.

If *"Immediate" invoice rule* was chosen, click arrow on button and select *"Generate Proforma Invoice"* option to generate a new proforma invoice. *"Delivery Order"* will be created from *"Proforma Invoice"* instead
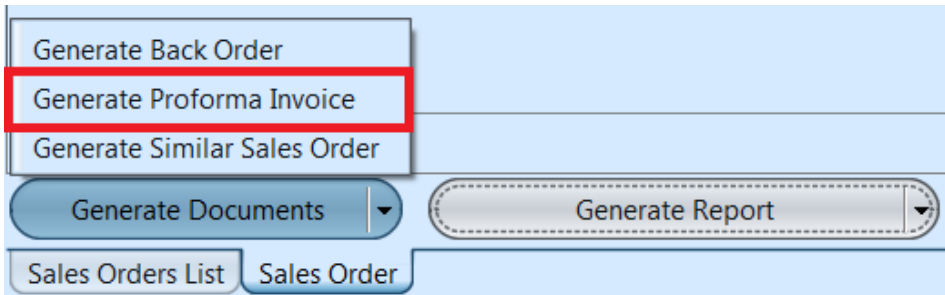
13. Click arrow on button and select *"Generate Similar Sales Order"* option to generate a new copy of the sales form
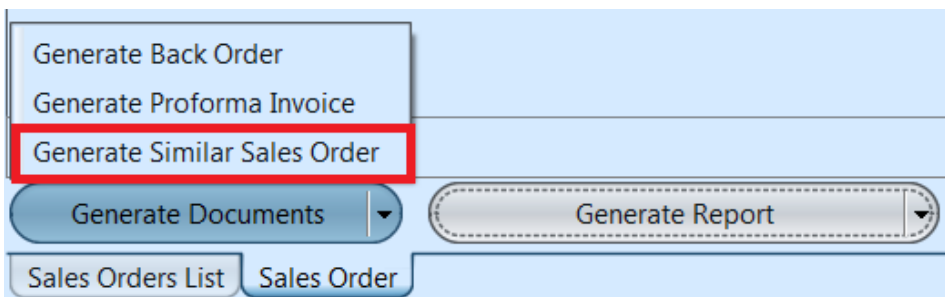
Update Sales Order Details

1. Click on *"Sales Orders List"* tab at the bottom of screen

2. Double click on sales order to be updated, it will bring up the details on *"Sales Order"* tab for the selected order. If a sales order's status is *"Confirmed"* or *"Approved"*, right click on the order and reopen / undo approval of the order first

3. Make change(s) on the sales order information

4. Click on **"Save"** button at the bottom right of screen to save

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Sales Order"** button at the bottom of screen to confirm the sales order

7. Click on **"Approve Sales Order"** button at the bottom of screen to approve the sales order

Delete Sales Order

1. Click on **"Sales Orders List"** tab at the bottom of screen

2. Double click on sales order to be deleted, it will bring up the details on **"Sales Order"** tab for the selected order. If a sales order's status is **"Confirmed"** or **"Approved"**, right click on the order and reopen / undo approval of the order first

3. Click on **"Delete"** button at the bottom right side of screen

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

View and Search for Sales Order Details

1. Click on **"Sales Orders List"** tab at the bottom of screen.

2. Enter search parameter to filter the result, i.e. type in which customer to search for in the **"Customer"** text field box or select from drop-down list

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on sales order to view full details of the order, it will bring up the details on **"Sales Order"** tab for the selected order

Export & Import Sales Order

At many places within Samooha, user will see these 2 buttons ⬇️ ➡️ which indicate that user is able to import / export data from / to CSV (comma-separated values) file for that document view. Data in CSV file can be viewed using Excel or Notepad program.

There are 2 types of export & import feature for Sales Order in Samooha:
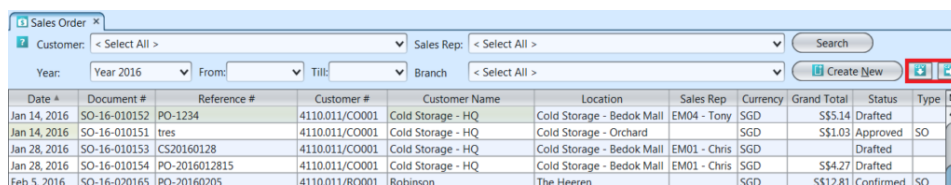
A. Document level

B. Product line level

Note: user is recommended to export data to a CSV file first and then use the exported file as import file template

A. Document level

Click on *"Sales Orders List"* tab at the bottom of screen. At the top right of screen there are 2 buttons; ➡️ button to <u>export approved Sales Order</u> documents as CSV file, while ⬇️ button to <u>import</u> CSV file into Samooha <u>as drafted Sales Order</u> documents.

I. Export Sales Order to CSV File:

1. To export sales order, select approved Sales Order document row(s) from the list, then click ➡️ button, or right-click on the Sales Order row to show options window then click on "Export Sales Order(s) – Detailed". User can select multiple rows to export multiple Sales Order documents in a single CSV file

Note: only approved Sales Order can be exported

2. On the "Export File Chooser" window, click on "**Browse**" button to select file location and file name to save the exported data. User may select different format of the data to be exported:

- Header and Lines

- One Row per Item

- With Quantity Only (for sending data to 3PL)

3. Click **OK** button to confirm and export the selected Sales Order document(s) to CSV file.

4. Open the folder where the file was saved. Below is

example of the same Sales Order document exported as CSV file in different formats:

- Header and Lines

	A	B	C	D	E	F	G	H	I	J	K	L	M
Type	Doc #		Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Partner Lo	Delivery Lc	Description	
	Product Code		Product Name	UOM	Ordered Q	Quantity	Unit Price	Discount	Total Amo	Tax		Account Setting	
SalesOrde	SO-16-010150		14/01/2016	SO-15-120	4110.011/	Guardian -	SGD		TE01		Singapore	Singapore	test SPD-049
	Loa10		LOACKER CHOI	Ct12	1	1	47.88	0	47.88	SR			
	Loa10		LOACKER CHOI	Each	15	15	3.99	0	59.85	SR			
	Total Quantity		Total Amo	Discount A	Tax Total	Grand Total							
	16		107.73	0	7.54	115.27							

- One Row per Item

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Customer	Delivery L	Product Co	Product N	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account S	Description
SalesOrde	SO-16-01C	14/01/2016	SO-15-12C	4110.011/	Guardian -	SGD		TE01		Singapore	Singapore	Loa10	Loacker C	Ct12	1	1	47.88	0	47.88	SR		test SPD-049
SalesOrde	SO-16-01C	14/01/2016	SO-15-12C	4110.011/	Guardian -	SGD		TE01		Singapore	Singapore	Loa10	Loacker C	Each	15	15	3.99	0	59.85	SR		test SPD-049

- With Quantity Only (for sending data to 3PL)

A	B	C	D	E	F
SO|SO|1|SO-15-120118|14012016000000|SO-15-120118|4110.011/GU001|4110.011/GU001|Guardian - HQ|One Raffles Place	#30-02	Tower One|||SG|048616|SG|SGD|TE01|			
SOD|1|2|Loa10|1|1					
SOD|1|3|Loa10|15|2					

II. Import Sales Order from CSV File:

1. To import sales order, click 📥 button in the Sales Order list view. User can import multiple Sales Order documents in a single CSV file. Sales Order document will be imported into Samooha as drafted in status.

Note: user to ensure there is no duplicate document number for the imported data, i.e. the document number is not already in Samooha list of Sales Order

2. On the "Import File Chooser" window, click on "*Browse*" button to select file location and file name to load the import data from. User to select the correct format of the data to be imported:

- Header and Lines
- One Row per Item
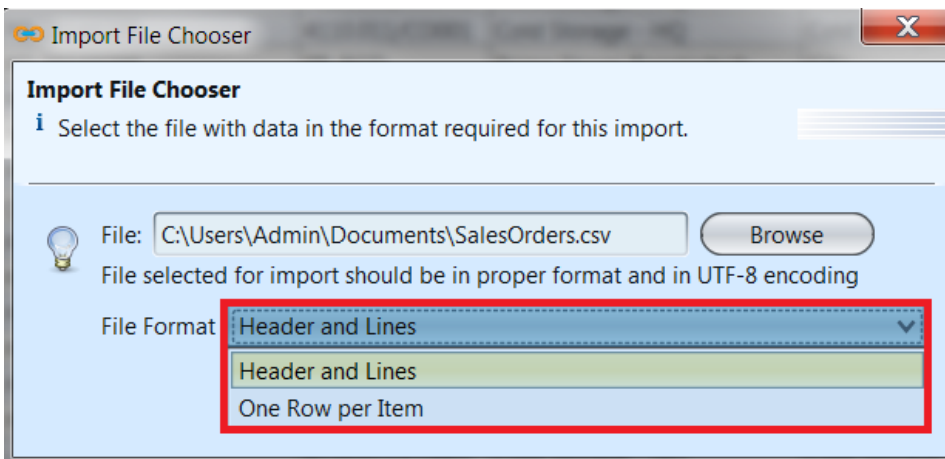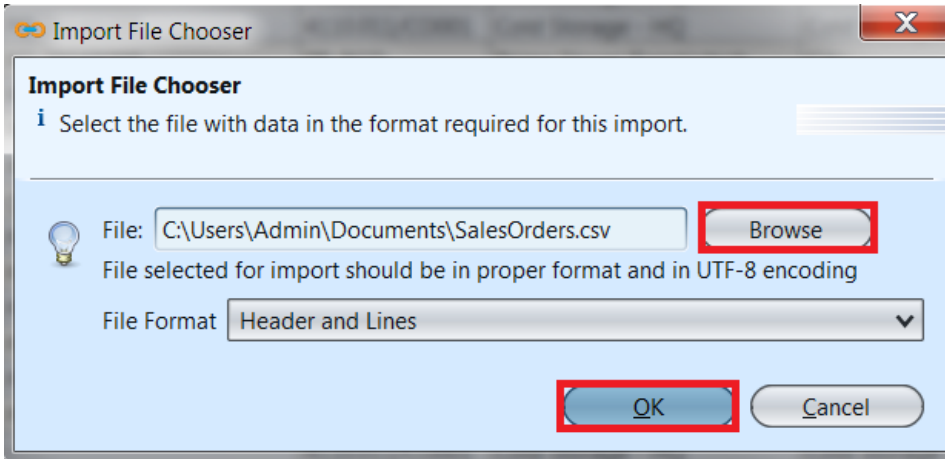
Below is example of the same multiple Sales Order documents (with different document numbers), imported as CSV file in different formats:

- Header and Lines

	A	B	C	D	E	F	G	H	I	J	K	L	M
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Partner Lo	Delivery Lo	Description	
	Product Code	Product Name	UOM	Ordered Q	Quantity	Unit Price	Discount	Total Amo	Tax		Account Setting	
SalesOrde	SO-16-030188h	11/03/2016	test chang	4110.011/	Robinson	SGD		EM04	TE01	The Heere	The Heeren	
	BD01-003145	Ctrl-A Beauty	Each	52	50	25.12		3%	1,218.50	SR		
		Total Quantity	Total Amo	Discount A	Tax Total	Grand Total						
		50	1,218.50	0	85.3	1,303.80						
SalesOrde	SO-16-030191h	15/03/2016	test ADX2(	4110.011/	Watsons -	SGD			TE01		Singapore	Orchard - I test ADX2016-02 promo	
	Loa07	LOACKER DAR	Ct150	2	2	144		0	288	SR		
	Loa08	LOACKER CHC	Each	7	7	3.99		0	27.93	SR		
	Loa09	LOACKER MIX	Each	10	10	4.8		0	48	SR		
	Loa10	LOACKER CHC	Each	19	19	3.99		0	75.81	SR		
		Total Quantity	Total Amo	Discount A	Tax Total	Grand Total						
		38	439.74	0	29.77	455.11						

- One Row per Item

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Customer	Delivery L	Product C	Product N	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account S	Description
	SalesOrde	SO-16-030188r	11/03/2016	test chang	4110.011/	Robinson	SGD		EM04	TE01		The Heere	The Heere	BD01-003	Ctrl-A Bea	Each	52	50	25.1214	0	1218.5	SR	
	SalesOrde	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD			TE01		Singapore	Orchard -	Loa07	LOACKER	Ct150	2	2	144	0	288	SR	test ADX2016-
	SalesOrde	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD			TE01		Singapore	Orchard -	Loa08	LOACKER	Each	7	7	3.99	0	27.93	SR	test ADX2016-
	SalesOrde	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD			TE01		Singapore	Orchard -	Loa09	LOACKER	Each	10	10	4.8	0	48	SR	test ADX2016-
	SalesOrde	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD			TE01		Singapore	Orchard -	Loa10	LOACKER	Each	19	19	3.99	0	75.81	SR	test ADX2016-

3. Click **OK** button to confirm and import the selected

CSV file as Sales Order document(s).

4. Click **Search** button on top right of the list view to refresh the list. If successfully imported, the document(s) status will be shown as drafted.

B. Product line level

In Sales Order view, user is able to export list of products in the sales order or import list of products to be part of the sales order.

I. Export Sales Order Product Lines Data to CSV File:

Scenario: Export list of products data from a sales order document to csv file

1. Open *"Sales – (Sell In Transactions) Sales Orders"* view

2. Double click on a sales order from the sales orders list, it will bring up the details on *"Sales Order"* tab for the selected order.

3. On right side of "*Items / Articles*" tab, click on
🔄 button to export the list of products to csv file.
It will pop up a window, select folder to save and
enter the file name of the csv data file. Default
file name is document#.csv

A	B	C	D	E	F	G	H	I
[Product #]	[Product Name]	[UOM]	[Quantity]	[Unit Price]	[Discount]	[Nett Price]	[Amount]	[Tax Code]
BD02-002131	Mint Tea Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD02-002130	Jasmine Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD04-002562	Master Eye Liner in Brown	Each	10	8.2		8.2	82	SR
BD03-002457	365 Cellular Elixir Intense Youth	Each	10	63.55		63.55	635.5	SR

Note: User may need to change numbers (e.g. "*Product
#*", "*Barcode*") as custom type in the excel
application, for it to show properly. This is due to
excel application displaying long numbers
as scientific notation (e.g. 1.2408E+12). To change
data type in excel, select the column, right click,
Format cells, select Custom category and choose type
= 0

II. Import Sales Order Product Lines Data from CSV
File:

Scenario: Import list of products data into a sales
order document from csv file

Note: User is recommended to export data first to
create a data template with example to use as data
import creation template. This will help reduce
likelihood of mistakes in preparing the data to be

imported into GOOMI application

1. Open **_"Sales — (Sell In Transactions) Sales
Orders"_** view

2. Double click on a sales order from the sales
orders list, it will bring up the details on **_"Sales
Order"_** tab for the selected order. User can only
enter / import product lines data when the Sales
Order document status is **_"Drafted"_**. If a sales
order's status is **_"Confirmed"_** or **_"Approved"_**, reopen /
undo approval of the Sales Order first. This is
to allow user to modify the document

3. On right side of **_"Items / Articles"_** tab, click on
🔽 button to import the list of products from csv
file. It will pop up a window, select folder to
load and choose the csv file to *import the data from
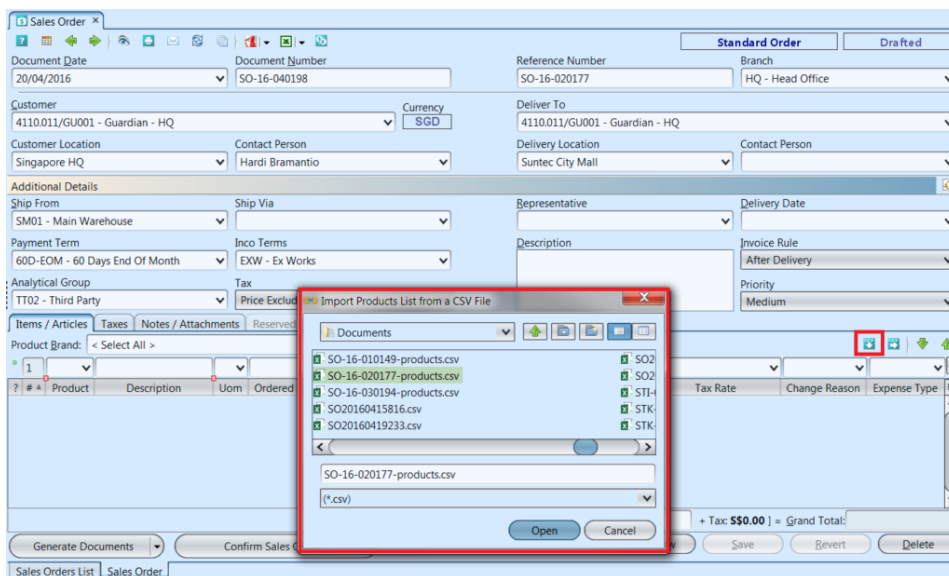
*Note: User may need to change numbers (e.g. **_"Product
#"_**, **_"Barcode"_**) in the csv data file as custom type in
the excel application, for it to save properly as csv
file. This is due to excel application changing long
numbers replacing it with zeros at the back (e.g.
45315060300881becomes 45315060300000). To change data
type in excel, select the column, right click, Format
cells, select Custom category and choose type = 0

4. Compare the imported data in the sales order
against the csv file

Product Brand: < Select All >   Filter:

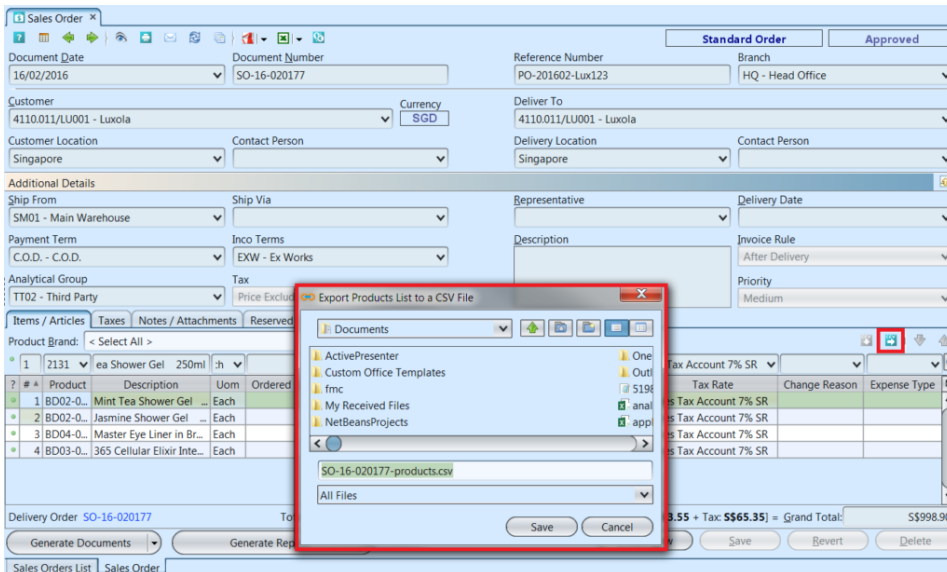| ?	#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type
	1	BD02-0...	Mint Tea Shower Gel ...	Each	10	10	S$13.98		S$13.98	S$139.80	Sales Tax Account 7% SR		
	2	BD02-0...	Jasmine Shower Gel ...	Each	10	10	S$13.98		S$13.98	S$139.80	Sales Tax Account 7% SR		
	3	BD04-0...	Master Eye Liner in Br...	Each	10	10	S$8.20		S$8.20	S$82.00	Sales Tax Account 7% SR		
	4	BD03-0...	365 Cellular Elixir Inte...	Each	10	10	S$63.55		S$63.55	S$635.50	Sales Tax Account 7% SR		

Total [Qty: **40**, Amount: **S$997.10** - Discount: [_____] + Tax: **S$69.80**] = Grand Total: S$1,066.90

Generate Documents ▾   Confirm Sales Order ▾   Create New   Save   Revert   Delete

Sales Orders List | Sales Order

	A	B	C	D	E	F	G	H	I
	[Product #]	[Product Name]	[UOM]	[Quantity]	[Unit Price]	[Discount]	[Nett Price]	[Amount]	[Tax Code]
	BD02-002131	Mint Tea Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
	BD02-002130	Jasmine Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
	BD04-002562	Master Eye Liner in Brown	Each	10	8.2		8.2	82	SR
	BD03-002457	365 Cellular Elixir Intense Youth	Each	10	63.55		63.55	635.5	SR