

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									
Customer		Sales Rep		Branch		Type		Search	
Year		From		To		Select All		Create New	
Date #	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status
Jan 12, 2016	SO-16-010148	123	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.14	Drafted
Jan 12, 2016	SO-16-010149	test STC-008	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.50	Drafted
Jan 14, 2016	SO-16-010152	PO-1234	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nore Saglio	SGD	\$51,472.01	Drafted
Jan 14, 2016	SO-16-010150	PO-15-120118	4110011/C0001	Guardian - HQ	Singapore HQ		SGD	\$515.27	Approved
Jan 14, 2016	SO-16-010151	test	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved
Jan 28, 2016	SO-16-010154	PO-2016010815	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted
Jan 28, 2016	SO-16-010153		4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted
Feb 3, 2016	SO-16-020165	PO-20160205	4110011/C0001	The Heeren	Robinson		SGD	\$512.81	Confirmed
Feb 5, 2016	SO-16-020164	PO-20160205	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.13	Confirmed
Feb 5, 2016	SO-16-020163	PO-20160205	PE-802	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$225.15	Confirmed
Feb 11, 2016	SO-16-020166	PO-2016021102	PE-802	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$308.75	Confirmed
Feb 11, 2016	SO-16-020169	PO-2016021103	4110012/MA001	Mani Anthony Cosmetics Inc.	Orchard		USD	\$308.75	Confirmed
Feb 11, 2016	SO-16-020167	PO-2016021101	4110011/TA001	Tang's Department Store	Orchard		SGD	\$5162.00	Confirmed
Feb 11, 2016	SO-16-020170	PO-2016021104	PE-802	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$123.50	Confirmed
Feb 11, 2016	SO-16-020168	Order 08-262532	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nore Saglio	SGD	\$547.87	Drafted
Feb 11, 2016	SO-16-020171	PO-2016021105	PE-802	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$231.50	Confirmed
Feb 16, 2016	SO-16-020176	PO-2016021123	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard	EM01 - Chris	SGD	\$5148.80	Confirmed
Feb 16, 2016	SO-16-020177	PO-2016021123	4110011/LU001	Watsons - HQ	Singapore		SGD	\$5998.90	Approved
Feb 16, 2016	SO-16-020173	PO-2016021106	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD	\$511.23	Confirmed
Feb 23, 2016	SO-16-020180	PO-2016021123	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD		Approved
Mar 7, 2016	SO-16-020181		4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5856.00	Confirmed
Mar 7, 2016	SO-16-030186	Allow Discount By X Spent	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5556.40	Approved
Mar 7, 2016	SO-16-030187	Test Promotion Clear Func.	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5567.10	Approved
Mar 15, 2016	SO-16-030190	test56-187-POD	PE-802	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$90.85	Approved
Mar 15, 2016	SO-16-030191	test ADX2016-02	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD	\$5455.11	Approved
Mar 22, 2016	SO-16-030193	test56Panic-CS-2016-0301	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5381.87	Confirmed
Mar 22, 2016	SO-16-030198	SO-16-030193	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD		Drafted
May 13, 2016	SO-16-050203	YJB	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$582.10	Drafted
May 17, 2016	SO-16-050215	A1234567890123456789C1	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$539.41	Drafted
Jan 15, 2016	SO-16-060216	test multi-COS	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD		Drafted
Jun 17, 2016	SO-16-060218	test CRLimit	4110011/SE002	7-11 - HQ	HQ - AMK		SGD	\$518.49	Drafted
Jul 27, 2016	SO-16-060221	PO2422345	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$53,388.69	Drafted
Jul 14, 2016	SO-16-070222	PO-16070202	4110011/RC001	Robinson	The Heeren		SGD	\$589.60	Confirmed
Jul 18, 2016	SO-16-070225	test56FPO-FPO	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$556.20	Confirmed
Jul 25, 2016	SO-16-030184	test Cl-check	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,070.00	Confirmed
Aug 18, 2016	SO-16-080227	PO-16-080208	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall		SGD	\$536.32	Approved
Aug 22, 2016	SO-16-080228	PO-80-90-23434	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,701.30	Confirmed
Aug 31, 2016	SO-16-080231	SPD-168	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$585.07	Drafted
Sep 1, 2016	SO-16-090232	SPD-168	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$515.41	Approved
Sep 10, 2016	SO-16-090233	PO43542-54322	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$527.29	Drafted
Sep 19, 2016	SO-16-090234	Test	4110011/LU001	Watsons - HQ	Singapore	EM13 - Mandy Starr	SGD	\$5342.70	Approved
Sep 27, 2016	SO-16-090240	PO-16092676	4110011/LU001	Watsons - HQ	Singapore	EM13 - Mandy Starr	SGD	\$588.38	Approved
Oct 3, 2016	SO-16-100242	SO-23456	4110011/C0001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nore Saglio	SGD	\$55.20	Approved
Oct 14, 2016	OUT-16-100247	PO-534854	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,531.17	Approved
Oct 14, 2016	OUT-16-100261	OUT-16-100247	4110011/C0001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$56,124.68	Drafted
Total SGD:								5336.616.08	

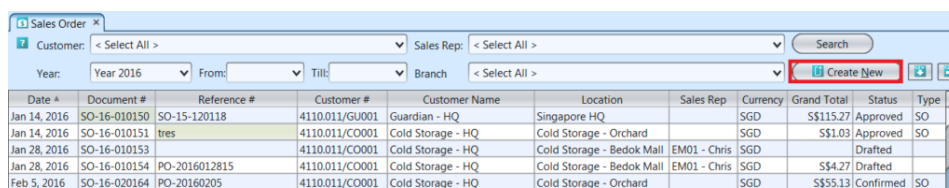
Sales Order		Type: SO01 - Outgoing Sales Order		Draft	
Document Date: 12/12/2016		Document Number: -- AUTO-GENERATED --		Reference Number: --	
Customer: --		Currency: --		Branch: HQ - Head Office	
Customer Location: --		Contact Person: --		Delivery To: --	
Additional Details		Delivery Location: --		Contact Person: --	
Ship From: TET1 - Main Warehouse		Ship Via: --		Representative: --	
Payment Terms: --		Inco Terms: --		Delivery Date: --	
Analytical Group: --		DAP - Delivered at Place		Description: --	
Price Excludes Tax: --		Invoice Rule: --		Priority: --	
Product Brand: --		Filter: --			
1		1		1	
Product		Description		Unit Price	
Ordered Qty		Confirmed Qty		Unit Price	
Discount		Nett Price		Total Amount	
Tax Rate		Change Reason		Expense Type	
Generate Documents		Confirm Sales Order		Total Qty: 8 Amount: \$50.00 Discount: -- Tax: \$50.00 = Grand Total: --	
Sales Orders List		Sales Order		Create Time Save Submit Delete	

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

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

This screenshot shows the top portion of a 'Sales Order' form. It includes fields for Document Date (19/04/2016), Document Number (<-AUTO-GENERATED->), Reference Number, Branch (HQ - Head Office), Customer, Currency, Customer Location, Contact Person, Delivery Location, and Contact Person. Below these are 'Additional Details' such as Ship From (SM01 - Main Warehouse), Ship Via, Inco Terms (EXW - Ex Works), Payment Term, Analytical Group, Tax, Price Excludes Tax, Representative, Delivery Date, Invoice Rule (After Delivery), and Priority.

This screenshot shows the same Sales Order form with numerous action buttons highlighted by red boxes and labels. The labels include: 'Credit Check', 'Open / Export as XLS File', 'Open / Export as PDF File', 'Show History', 'Reload the Record from Store', 'Send Email', 'Import the Contents of a CSV File into the Table', 'Export the Contents of the Table to a CSV File', 'Ad Move the Selected Line Down', 'Move the Selected Line Up', 'Print the Document', 'Next Sales Order', 'Previous Sales Order', 'Preview Document', and 'Sales Order List'. The bottom of the form shows a summary: 'Total [Qty: 0, Amount: \$50.00 - Discount: - Tax: \$50.00] = \$0.00' and buttons for 'Generate Documents', 'Confirm Sales Order', 'Create New', and 'Save'.

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.

This screenshot shows the Sales Order form with the 'Save' button highlighted by a red box. The form is now populated with data: Document Date (23/02/2016), Document Number (SO-16-020180), Reference Number (Test), Branch (HQ - Head Office), Customer (4110.011/CO001 - Cold Storage - HQ), Currency (SGD), Customer Location (HQ), Contact Person (HQ), Delivery Location (Cold Storage - Orchard), and Contact Person (Cold Storage - Orchard). The 'Save' button is located at the bottom right of the form.

SO-16-020180.preview

Samoooha Demo Distribution Pte Ltd

Credit Summary

Customer : **Cold Storage - HQ**
Terms of payment : 30 Days End Of Month
Ship to address : 21 Tampines North Drive 2, #03-01

Credit Limit :	SGD 20,000.00
Credit Available :	SGD 14,452.05
Total Credit Exposure :	SGD 5,547.95

Overdue > 120 days :	SGD 0.00
90 to 120 days :	SGD 0.00
60 to 90 days :	SGD 1,089.33
30 to 60 days :	SGD 280.03
01 to 30 days :	SGD 0.00

Total Overdue :	SGD 1,369.36
Current :	SGD 621.03
Total Recv Outstanding :	SGD 1,990.39

Open Orders :	SGD 3,100.60
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Note : Credit check has been successful

Page 1 of 1

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

1	Loa03	Loacker strawberry Carton - 24 pieces	1	2	2	S\$22.37		S\$22.37	S\$44.74	ax Account 7% SR			
Product	Description	Uom	Ordered	Confirmed	Unit Pri.	Discount	Nett Pri.	Total Amo.	Tax Rate	Change Reas.	Expense Ty.		
1	Loa03	Loacker strawberry Carton - 24 pieces	Car...	2	2	S\$22.37		S\$22.37	S\$44.74	Sales Tax Account 7...			

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

Confirm Document?

Do you really wish to Confirm the selected Sales Order(s)?

Yes No

Product Brand: < Select All > Quantity Available: 1416.00

#	Product	Description	Uom	Ordered Qty	UOM
1	Loa07	Locker Dark Choc...	Cart...	1	

Total [Qty: 1, Amount: \$5144.00 - Discount: + Tax: \$510.08] = Grand Total: \$5154.08

Generate Documents Confirm Sales Order Create New Save Revert Delete

Sales Orders List 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, user to confirm the Sales Order document again.

Product List for UOM Conversion

A list of products that require UOM Conversion!

Product #	Product Name	Requested UO...	Requested Qty	Available Qty	Reserved Qty	Shortage Qty	UOM for conversi...	Qty for conversi...
Loa07	Locker Dark Chocolate Bar 10 x 15 x 100g...	Outer-15	1			1	Each	15

Create UOM Conversion Cancel

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

Items / Articles Taxes Notes / Attachments Reserved Stock Applied Promotions

Reserved Product details with Batch Number and Expiry Date Modify Batch#

#	Product #	Product Name	UOM	Batch #	Quantity	Received Date	Expiry Date
1	Loa07	LOCKER DARK CHOCOLATE BAR ...	Each	20160429	12	Jan 8, 2016	Apr 29, 2016
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	4	Jan 11, 2016	Jan 20, 2018

Total [Qty: 16, Amount: \$551.52 - Discount: + Tax: \$53.61] = Grand Total: \$555.13

Generate Documents Approve Sales Order Create New Save Revert Delete

Sales Orders List Sales Order

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.

Modify Reserved Stock
i Modify batch numbers selected in the Reserved Stock.

Product: Loa07 - LOCKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS

UOM: Each - Each Quantity: 12

20160429 12 08/01/2016 29/04/2016

Lot Number	Reference #	Received On	Batch #	Expiry Date	Qty	ate	Expiry Date
GRN-0047	PI-0047	Feb 15, 2016	20161001	Oct 1, 2016	15.00		Apr 29, 2016
GRN-0047	PI-0047	Feb 15, 2016	20161101	Nov 1, 2016	15.00		
PD-0004		Dec 4, 2015	20170131	Jan 31, 2017	2		
PD-0006		Jan 6, 2016	20170131	Jan 31, 2017	1		
PD-0007		Jan 13, 2016	20160429	Apr 29, 2016	10		
PD-0009		Apr 13, 2016	20161001	Oct 1, 2016	4		
UOM-0041		Jan 8, 2016	20160429	Apr 29, 2016	125		
UOM-0051		Apr 12, 2016	20161001	Oct 1, 2016	280		

OK Cancel

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

Promotion	Promotion Type	Product C...	Product	Free Product	Quantity	Discount %	Discount	Nett Price	Total Applie...
Allow Discount By X Spent	Allow Discount By ...	Loa07	LOCKER DARK CHOCOLATE BAR 10...			5.00%			\$514.40

Delivery Order SO-16-030191 Total [Qty: 38, Amount: \$5439.74 - Discount: Promotion: \$514.40 - Tax: \$529.77] = Grand Total: \$5455.11

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

Product Brand	Product	Description	Uom	Ordered	Confirmed	Unit Pri.	Discount	Nett Pri.	Total Amo.	Tax Rate	Change Reas.	Expense Ty...
Loa07	LOCKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS		Car...	2	2	\$514.00		\$514.00	\$5288.00	Sales Tax Account 7...		
Loa08	LOCKER CHOCOLATE COOKIES 12 X 250...		Each	7	7	\$53.99		\$53.99	\$527.93	Sales Tax Account 7...		
Loa09	LOCKER MIX COOKIES 10 X 300GRAMS		Each	10	10	\$54.80		\$54.80	\$548.00	Sales Tax Account 7...		
Loa10	LOCKER CHOCOLATE CHIP COOKIES 12 ...		Each	19	19	\$53.99		\$53.99	\$575.81	Sales Tax Account 7...		

Delivery Order SO-16-030191 Total [Qty: 38, Amount: \$5439.74 - Discount: Promotion: \$514.40 - Tax: \$529.77] = Grand Total: \$5455.11

Generate Documents Generate Report Create New Save Bevert Delete

Sales Orders List Sales Order

Example 2: Free Gift By Purchase Qty promotion scheme

Items / Articles		Taxes	Notes / Attachments	Reserved Stock	Applied Promotions							
Promotion	Promotion Type	Product C...	Product	Free Product	Quantity	Discount %	Discount ...	Nett Price	Total Appl...			
Cold Storage - Easter Promo ...	Free Gift By Purchase Qty	BD01-003...	Black Label Nourishing Beauty Balm ...	Ctrl-A Beauty Balm ...	1							

Delivery Order: [SO-16-030195](#) Total [Qty: 11, Amount: **\$5290.20** - Discount: + Tax: **\$520.31**] = Grand Total: \$5310.51

Items / Articles

Taxes

Notes / Attachments

Reserved Stock

Applied Promotions

Product Brand: < Select All >

Filter:

1	-003146	abel Nourishing Beauty Balm SPF 25 (50ml)	10	10	\$529.02		\$529.02	\$5290.20	3x Account 7% SR				
7	#	Product	Description	Uom	Ordered	Confirmed	Unit Pri.	Discount	Nett Pri.	Total Amo.	Tax Rate	Change Reas.	Expense Ty.
1	BD01-0031...	Black Label Nourishing Beauty Balm SPF 2...	Each	10	10	\$529.02			\$529.02	\$5290.20	Sales Tax Account 7...		
2	BD01-0031...	Ctrl-A Beauty Balm 40ml	Each	1	1						Sales Tax Account 7...		Free Produ...

Delivery Order [SO-16-030195](#)

Total [Qty: 11, Amount: \$5290.20 - Discount:] + Tax \$520.31 = Grand Total: \$5310.51

Generate Documents

Generate Report

Create New

Save

Revert

Delete

Sales Orders List

Sales Order

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

Items / Articles		Taxes	Notes / Attachments	Reserved Stock	Applied Promotions								
Product Brand: < Select All >				Filter:									
1	Loa10	ker Chocolate Chip Cookies 12 x 250grams	12	2	2	\$47.88		\$47.88	\$595.76	xx Account 7% SR			
?	Product	Description	Uom	Ordered	Confirmed	Unit Pri...	Discount	Nett Pri...	Total Amo...	Tax Rate	Change Re...	Expense Ty...	
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250g...	Carto...	2	2	\$47.88		\$47.88	\$595.76	Sales Tax Account 7...			
2	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Outer...	20	20	\$18.60		\$18.60	\$372.00	Sales Tax Account 7...			
3	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Carto...	2	2	\$186.00		\$186.00	\$372.00	Sales Tax Account 7...			
4	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Each	2	2					Sales Tax Account 7...		Free Produ...	
Delivery Order SO-15-110102 Total [Qty: 26, Amount: \$5839.76 - Discount: \$558.78] = Grand Total: \$5895.98													

Items / Articles		Taxes	Notes / Attachments	Reserved Stock	Applied Promotions				
Taxes applicable for this order:						Base Taxable Sum:	\$839.76	Tax Sum:	\$58.78
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt			
Loa10	LOACKER CHOCOLATE CHL...	Sales Tax Account 7% SR	\$595.76	\$56.70	\$595.76	\$56.70			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$3372.00	\$26.04	\$3372.00	\$26.04			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$3372.00	\$26.04	\$3372.00	\$26.04			
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR							
Delivery Order SO-15-110102 Total [Qty: 26, Amount: \$839.76 - Discount:] + Tax: \$58.78 = Grand Total: \$898.54									

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.

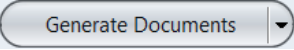
Delivery Order [SO-15-100087](#)

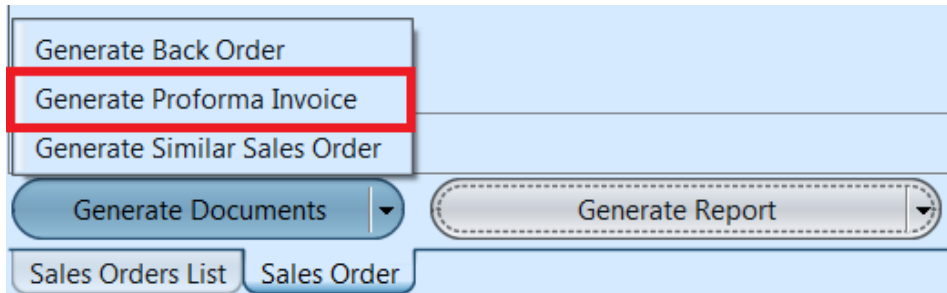
Generate Documents

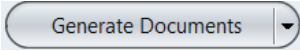
Generate Report

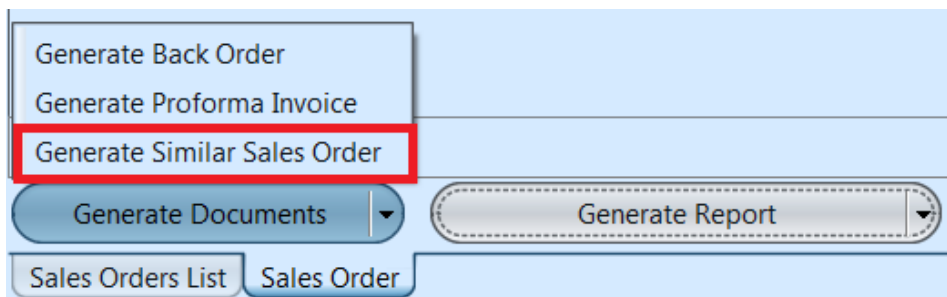
Sales Orders List

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

Sales Order

Customer: < Select All > Sales Rep: < Select All > Search

Year: Year 2016 From: Till: Branch < Select All > Create New

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010150	SO-15-120118	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$5115.27	Approved	SO
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153	CS20160128	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011		Cold Storage - Orchard		SGD	\$555.13	Confirmed	SO
Feb 5, 2016	SO-16-020163	PO-20160205	PR-BGD		City	EM01 - Chris	USD	\$225.15	Confirmed	SO
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011		The Heeren		SGD	\$512.81	Confirmed	SO
Feb 11, 2016	SO-16-020167	PO-2016021101	4110.011		Orchard		SGD	\$5182.00	Confirmed	SO
Feb 11, 2016	SO-16-020171	PO-2016021105	PR-BGD		City	EM01 - Chris	USD	\$323.50	Confirmed	SO
Feb 11, 2016	SO-16-020170	PO-2016021104	PR-BGD		City	EM01 - Chris	USD	\$123.50	Confirmed	SO
Feb 11, 2016	SO-16-020168	PO-2016021102	PR-BGD		City	EM01 - Chris	USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020169	PO-2016021103	4110.011		Canada		USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020166	Order 08-292532	4110.011		Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$547.87	Drafted	
Feb 16, 2016	SO-16-020176	PO-201602-123	4110.011		Cold Storage - Orchard		SGD	\$5149.80	Confirmed	SO
Feb 16, 2016	SO-16-020177	PO-201602-Lux123	4110.011		Singapore		SGD	\$5998.90	Approved	SO
Feb 16, 2016	SO-16-020173	PO-v20160216	4110.011		Orchard - Paragon		SGD	\$513.23	Confirmed	SO

Show Sales Order
 Preview this Sales Order
 Print Sales Order(s)
 Confirm Sales Order(s)
 Reopen Sales Order(s)
 Approve Sales Order(s)
 Undo Sales Order Approval(s)
 Delete Sales Order(s)
 Export Sales Order(s) - Detailed

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

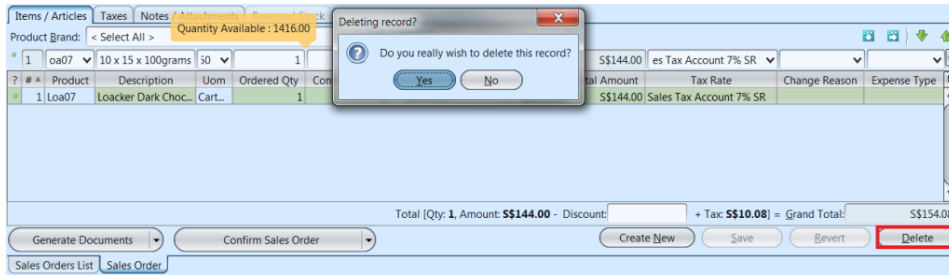
Delete Sales Order

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

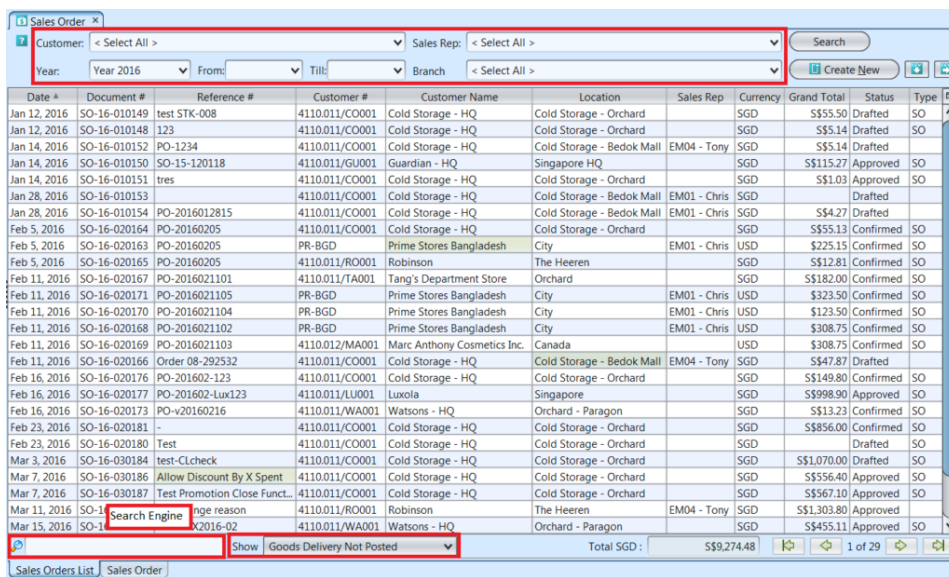
3. Click on **“Delete”** button at the bottom right side of screen

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 Samoooha, 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 Samoooha:

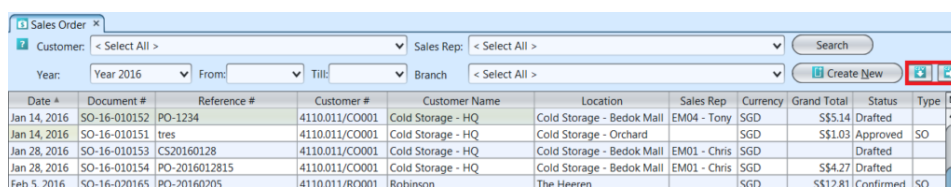
A. Document level

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 export approved Sales Order documents as CSV file, while  button to import CSV file into Samoooha as drafted Sales Order documents.



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010152	PO-1234	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$55.14	Drafted	
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153	CS20160128	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011/RO001	Robinson	The Heeren		SGD	\$512.81	Confirmed	SO

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

Sales Order

Customer: < Select All > Sales Rep: < Select All > Search

Year: Year 2016 From: Till: Branch: < Select All > Create New

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 8, 2016	SO-16-010144		4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$512.97	Approved	SO
Jan 8, 2016	SO-16-010147		4110.011/GU001	Guardian - HQ	Singapore HQ	EM01 - Chris	SGD	\$5221.88	Approved	SO
Feb 3, 2016	SO-16-020155	PO-01	4110.011/WA001	Paragon			SGD	\$54,927.02	Approved	SO
Feb 5, 2016	SO-16-020158	PO-001	PR-BGD			EM01 - Chris	USD	\$3,855.01	Approved	SO
Feb 5, 2016	SO-16-020159	PO-67	PR-BGD			EM01 - Chris	USD	\$15,599.98	Approved	SO
Feb 5, 2016	SO-16-020160	98457	PR-BGD			EM01 - Chris	USD	\$3,420.00	Approved	SO
Feb 5, 2016	SO-16-020162	32356	PR-BGD			EM01 - Chris	USD	\$3,705.00	Approved	SO
Feb 5, 2016	SO-16-020161	PO-20160205	4110.011/ME001			EM01 - Chris	SGD	\$51,234.99	Approved	SO
Feb 5, 2016	SO-16-020157	SO-16-020156	4110.011/GU001				SGD	\$51.08	Approved	BO
Feb 5, 2016	SO-16-020156	PO-20160205	4110.011/GU001				SGD	\$552.42	Approved	SO
Feb 16, 2016	SO-16-020172	Test for Flat Discount by Q...	4110.011/GU001				SGD	\$5238.92	Approved	SO
Feb 16, 2016	SO-16-020178	PO-20160216-123	4110.011/TA001				SGD	\$5193.43	Approved	SO
Feb 16, 2016	SO-16-020175	PO-20160216-123	4110.011/TA001				SGD	\$5159.59	Approved	SO
Feb 23, 2016	SO-16-020182	CO-0012-FFB16	PR-BGD			EM01 - Chris	USD	\$427.51	Approved	SO

Context Menu:

- Show Sales Order
- Preview this Sales Order
- Print Sales Order(s)
- Confirm Sales Order(s)
- Reopen Sales Order(s)
- Approve Sales Order(s)
- Undo Sales Order Approval(s)
- Delete Sales Order(s)
- Export Sales Order(s) - Detailed

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)

Export File Chooser

Select the file path to which data is exported in the chosen format.

File: C:\Users\Admin\Documents\SalesOrders.csv **Browse**

File selected for import should be in proper format and in UTF-8 encoding

File Format: Header and Lines

OK Cancel

Export File Chooser

Select the file path to which data is exported in the chosen format.

File: C:\Users\Admin\Documents\SalesOrders.csv Browse

File selected for import should be in proper format and in UTF-8 encoding

File Format: Header and Lines

Header and Lines

One Row per Item

With Quantity Only

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		
SalesOrder	SO-16-010150	14/01/2016	SO-15-1204110.011/	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 C	Product N	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account S	Description
SalesOrder	SO-16-011	14/01/2016	SO-15-1204110.011/	Guardian -	SGD			TE01	Singapore	Singapore	Loa10	Loacker C	Ct12	1	1	47.88	0	47.88	SR		test SPD-049
SalesOrder	SO-16-011	14/01/2016	SO-15-1204110.011/	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 Samootha 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 Samootha 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

Import File Chooser

Select the file with data in the format required for this import.

File: C:\Users\Admin\Documents\SalesOrders.csv **Browse**

File selected for import should be in proper format and in UTF-8 encoding

File Format: Header and Lines

OK Cancel

Import File Chooser

Select the file with data in the format required for this import.

File: C:\Users\Admin\Documents\SalesOrders.csv **Browse**

File selected for import should be in proper format and in UTF-8 encoding

File Format: Header and Lines

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

Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehouse	Partner Lo	Delivery Lc	Description
SalesOrder	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					
		50	1,218.50	0	85.3	1,303.80					
SalesOrder	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					
		38	439.74	0	29.77	455.11					

■ One Row per Item

Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehouse	Partner Lo	Delivery Lc	Description
SalesOrder	SO-16-030188h	11/03/2016	test chang	4110.011/ Robinson	SGD	EM04	TE01	The Heere	The Heere	BD01-003145	Ctrl-A Bea Each
SalesOrder	SO-16-030191h	15/03/2016	test ADX2	4110.011/ Watsons	SGD		TE01	Singapore Orchard	- Loa07	LOACKER C1150	2
SalesOrder	SO-16-030191h	15/03/2016	test ADX2	4110.011/ Watsons	SGD		TE01	Singapore Orchard	- Loa08	LOACKER Each	7
SalesOrder	SO-16-030191h	15/03/2016	test ADX2	4110.011/ Watsons	SGD		TE01	Singapore Orchard	- Loa09	LOACKER Each	10
SalesOrder	SO-16-030191h	15/03/2016	test ADX2	4110.011/ Watsons	SGD		TE01	Singapore Orchard	- Loa10	LOACKER Each	19

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.

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Feb 11, 2016	SO-16-020169	PO-2016021103	4110.012/MA001	Marc Anthony Cosmetics Inc.	Canada		USD	\$308.75	Confirmed	SO
Mar 3, 2016	SO-16-030184	test-Cl-check	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,070.00	Drafted	SO
Mar 11, 2016	SO-16-030188h	test change reason	4110.011/RO001	Robinson	The Heeren	EM04 - Tony	SGD	\$51,303.80	Drafted	SO
Mar 11, 2016	SO-16-030188r	test change reason	4110.011/RO001	Robinson	The Heeren	EM04 - Tony	SGD	\$51,303.80	Drafted	SO
Mar 15, 2016	SO-16-030191h	test ADX2016-02	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$5470.52	Drafted	SO
Mar 15, 2016	SO-16-030191r	test ADX2016-02	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$5470.52	Drafted	SO
Mar 22, 2016	SO-16-030193	testPromo-CS-2016-0301	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5361.87	Confirmed	SO
Mar 22, 2016	SO-16-030194	SO-16-030193	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$5459.67	Confirmed	SO
Mar 22, 2016	SO-16-030198	SO-16-030193	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD		Drafted	SO

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.


Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Net Price	Total Amount	Tax Rate	Change Reason	Expense Ty
---------	-------------	-----	-------------	---------------	------------	----------	-----------	--------------	----------	---------------	------------

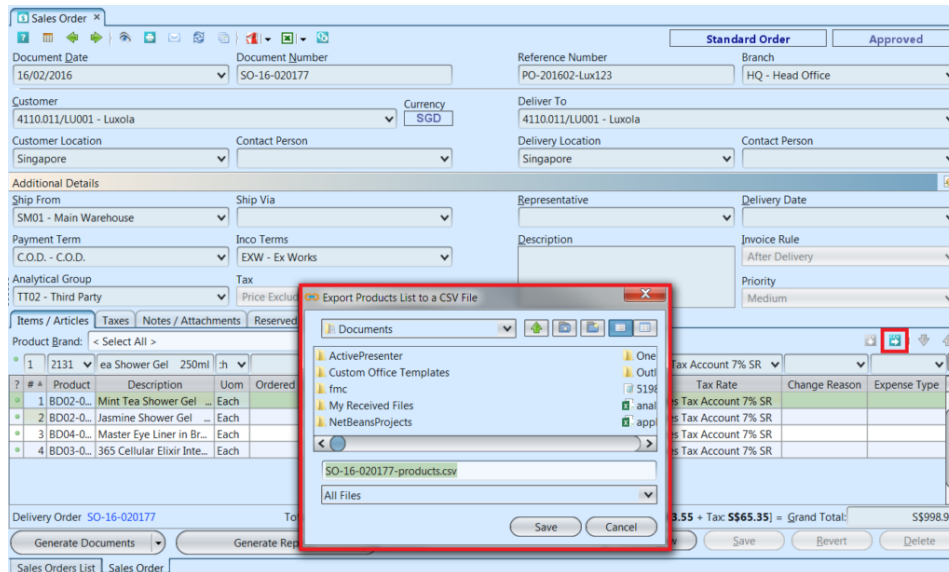
I. Export Sales Order Product Lines Data to CSV File:

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



The screenshot shows a 'Sales Order' form with various fields for document details, customer information, and shipping details. A dialog box titled 'Export Products List to a CSV File' is open, showing a file explorer view of the 'Documents' folder. The file 'SO-16-020177-products.csv' is highlighted. The dialog has 'Save' and 'Cancel' buttons.

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

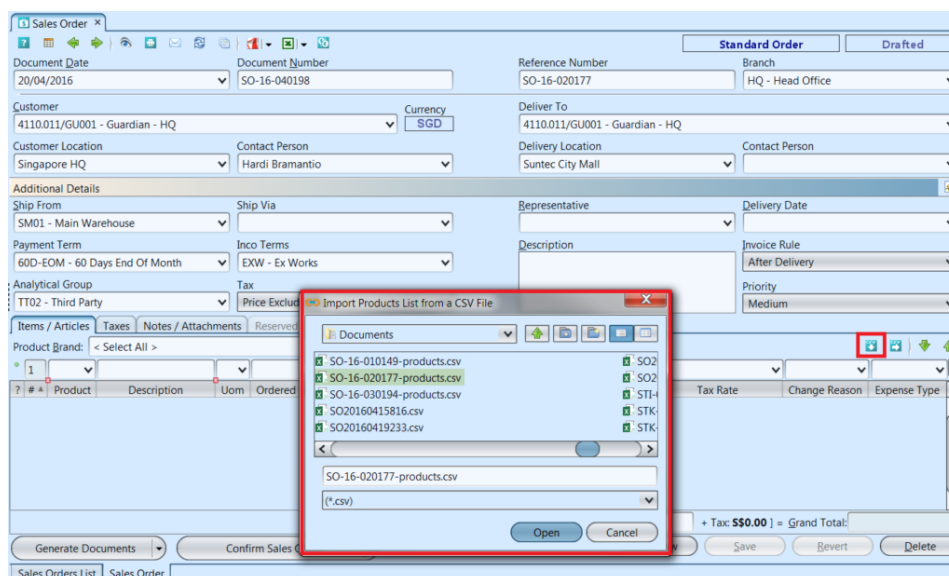
Note: User is recommended to export data first to create a data template with example to use as data import creation template. This will help reduce likelihood of mistakes in preparing the data to be

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. 45315060300881 becomes 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

Items / Articles

Taxes

Notes / Attachments

Reserved Stock

Applied Promotions

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	250ml	Each	10	10	\$513.98		\$513.98	\$5139.80	Sales Tax Account 7% SR		
2	BD02-0...	Jasmine Shower Gel	250ml	Each	10	10	\$513.98		\$513.98	\$5139.80	Sales Tax Account 7% SR		
3	BD04-0...	Master Eye Liner in Br...		Each	10	10	\$58.20		\$58.20	\$582.00	Sales Tax Account 7% SR		
4	BD03-0...	365 Cellular Elixir Inte...		Each	10	10	\$63.55		\$63.55	\$635.50	Sales Tax Account 7% SR		

Total [Qty: 40, Amount: \$5997.10 - Discount: + Tax: \$569.80] = Grand Total: \$6566.90

Generate Documents

Confirm Sales Order

Create New

Save

Revert

Delete

Sales Orders ListSales 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