

# Store Sales

Record and track offtake sales and returns for customer at sell out store; These transactions are for record purpose, no posting to inventory nor accounts was done.

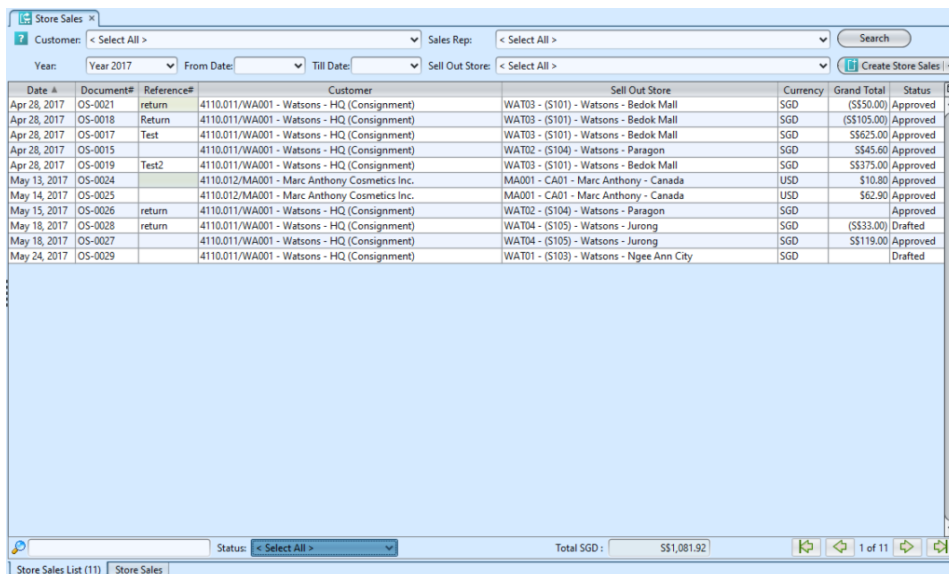
User able to enter positive quantity to record store sales OR negative quantity to record store returns.

User also able to assign percentage of commission between sales representatives for record / report purpose. These data can be use for sales representatives' commission calculation outside of GOOMI.

Below actions are available under **“Store Sales”**:

 Create new store sales for sell out store;

 Update, delete, view and search for store sales / returns details for sell out store



Date	Document#	Reference#	Customer	Sell Out Store	Currency	Grand Total	Status
Apr 28, 2017	OS-0021	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$550.00)	Approved
Apr 28, 2017	OS-0018	Return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$105.00)	Approved
Apr 28, 2017	OS-0017	Test	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$625.00	Approved
Apr 28, 2017	OS-0015		4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD	\$845.60	Approved
Apr 28, 2017	OS-0019	Test2	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$375.00	Approved
May 13, 2017	OS-0024		4110.012/MA001 - Marc Anthony Cosmetics Inc.	MA001 - CA01 - Marc Anthony - Canada	USD	\$10.80	Approved
May 14, 2017	OS-0025		4110.012/MA001 - Marc Anthony Cosmetics Inc.	MA001 - CA01 - Marc Anthony - Canada	USD	\$62.90	Approved
May 15, 2017	OS-0026	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD		Approved
May 18, 2017	OS-0028	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT04 - (S105) - Watsons - Jurong	SGD	(\$333.00)	Drafted
May 18, 2017	OS-0027	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT04 - (S105) - Watsons - Jurong	SGD	\$119.00	Approved
May 24, 2017	OS-0029		4110.011/WA001 - Watsons - HQ (Consignment)	WAT01 - (S103) - Watsons - Ngee Ann City	SGD		Drafted

Store Sales x

Document Date: 30/05/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | From Date: | Till Date: | Sales Representative 1: | Sales Percentage % 1: | Sales Representative 2: | Sales Percentage % 2:

Sell Out Store: | Contact Person: | Description:

Items / Articles / Notes / Attachments

Product Brands: < Select All > | Filter: Total Empty Products: (0)

#	Product Code	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1				1				

Total Quantity: 0 Grand Total:

Generate Documents | Confirm Store Sales | Create New | Save | Revert | Delete

Store Sales List (11) | Store Sales

Store Sales x

Document Date: 30/05/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | From Date: | Till Date: | Sales Representative 1: | Sales Percentage % 1: | Sales Representative 2: | Sales Percentage % 2:

Sell Out Store: | Contact Person: | Description:

Items / Articles / Notes / Attachments

Title	File Size	By User	On Date

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

Create New | Save | Revert | Delete

Total Quantity: 0 Grand Total:

Generate Documents | Confirm Store Sales | Create New | Save | Revert | Delete

Store Sales List (11) | Store Sales

Field Name	Explanation	Mandatory Information
Document Date	Date of the document	Y
Document Number	Number of the document	Y
Reference Number	A reference number of the document	N
Branch	Company's branch	Y
Customer	Company's customer of which store sales is managed	Y
Sell Out Store	Offtake store of the customer	Y
Contact Person	Person in charge	N
Description	Description	N
From Date	Start date of the offtake store sales / returns	Y
Till Date	End date of the offtake store sales / returns	Y

Sales Representative 1 & 2	Internal representative(s) (default value – no representative)	N
Sales Percentage % 1 & % 2	Internal representative(s) percentage share of the total sales Total value from both fields must be equal to 100	Y
Items/Articles – Product Code	Product Code	Y
Items/Articles – Description	Description	Y
Items/Articles – UOM	Type of product – Unit of Measure	Y
Items/Articles – Quantity	Quantity of the product sold / returned to the store User can only enter either + qty (sales) or – qty (returns) for each document, but not both within the same Store Sales document	Y
Items/Articles – Unit Price	Self-explanatory	N
Items/Articles – Discount	Discount value / percentage (%)	N
Items/Articles – Nett Price	Self-explanatory	N
Items/Articles – Total Amount	Total amount for the line	Y

## Create New Sales / Returns for Sell Out Store

1. Click on **“Create New”** at the top right of screen of **“Store Sales List”** tab, it will open **“Store Sales”** tab with empty form

Date	Document#	Reference#	Customer	Sell Out Store	Currency	Grand Total	Status
Apr 28, 2017	OS-0021	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$550.00)	Approved
Apr 28, 2017	OS-0018	Return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$5105.00)	Approved
Apr 28, 2017	OS-0017	Test	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$625.00	Approved
Apr 28, 2017	OS-0015		4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD	\$45.60	Approved

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.

**\*Note:** During customer’s record creation using **“Accounts – (Masters) Customers”**, user must select either **“Outright”** or **“Consignment”** option in the **“Manage Store Sales”** list for the customer to be available as selection for **“Customer”** in **“Sales – (Sell Out Transaction) Store Sales”**

3. Fill up header information on the top half of screen. **“Sell Out Store”** are stores created in **“Sales – (Masters) Sell Out Store”** and linked to the customer of which offtake store sales were managed.

**\*Note:** if user enter sales representative and percentage, the total sales percentage % 1 and sales percentage % 2 must be equal to 100

4. Click **“Save”** button at the bottom right side of screen

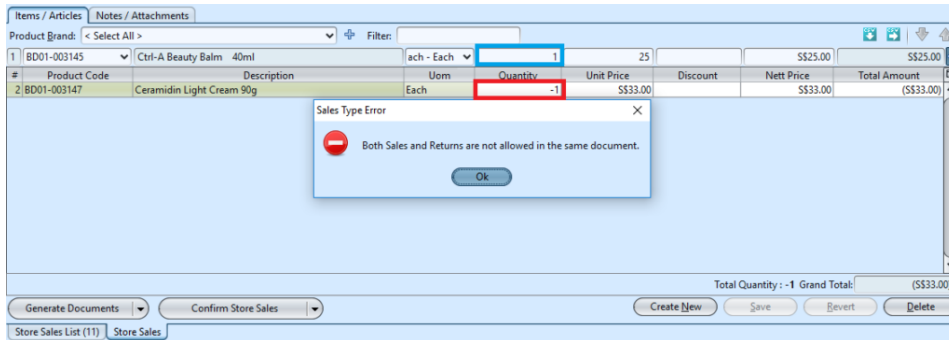
5. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the store sales by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

6. Enter the product’s info\* and click **“+”** button to add the product into the store sales.

Product Code	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
BD01-003147	Ceramidin Light Cream 90g	Each - Each	1	S\$33.00	10%	29.70	S\$29.70
1 BD01-003145	Tri-A Beauty Balm 40ml	Each	2	S\$25.00		S\$25.00	S\$50.00
2 BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	1	S\$28.00		S\$28.00	S\$28.00

**\*Note:**

- User can only enter either + qty (sales) or – qty (returns) for each document, but not both within the same Store Sales document.
- Unit Price by default will be the retail selling price (as defined in the system sales settings). User able to manually change this value.

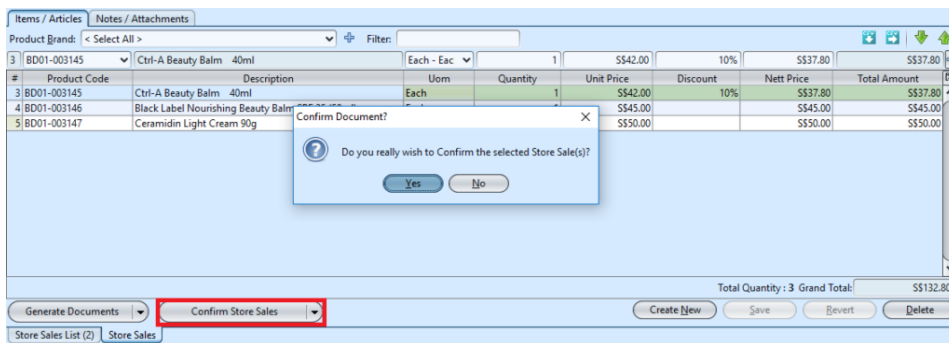


7. Repeat steps 5-6 to add more products into the store sales

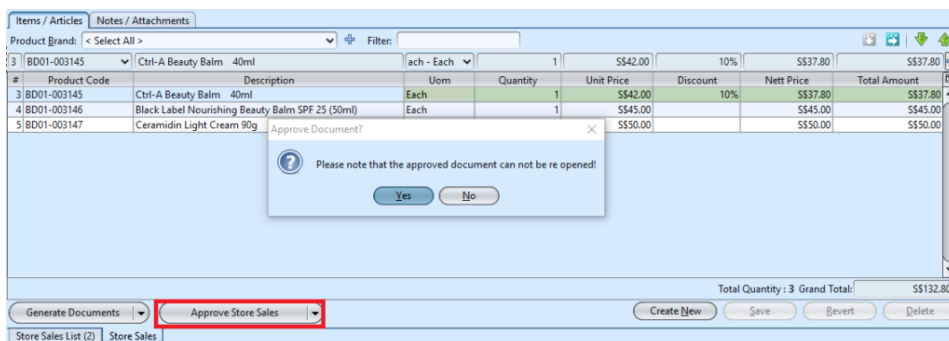
8. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the store sales

9. Click on **“Save”** button at the bottom right of screen when completed

10. Click on **“Confirm Store Sales”** button at the bottom of screen to confirm the store sales

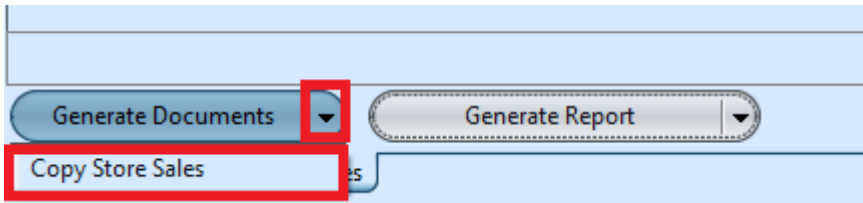


11. Click on **“Approve Store Sales”** button at the bottom of screen to approve the store sales



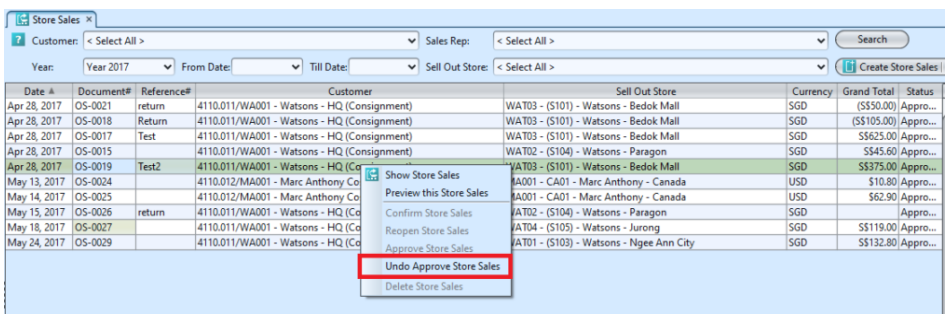
12. Click arrow on **Generate Documents** button and select **“Copy Store Sale”** option to generate a new

copy of the sales form



## Update Sales / Returns Details for Sell Out **Store**

1. Click on **“Store Sales List”** tab at the bottom of screen
2. Double click on store sales to be updated, it will bring up the details on **“Store Sales”** tab for the selected document. If a store sales status is **“Confirmed”** or **“Approved”**, right click on the document and reopen / undo approval it first

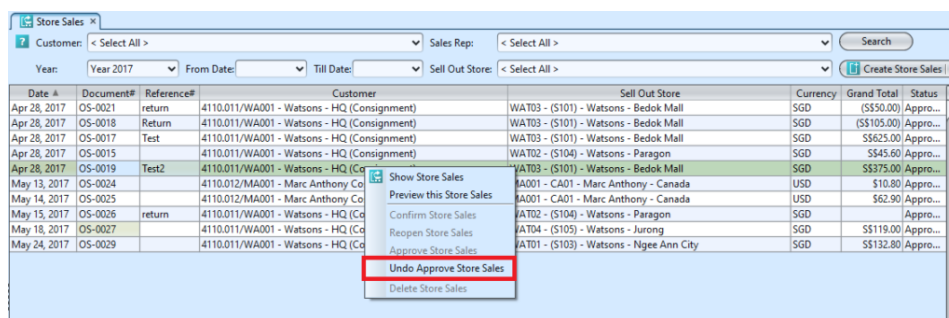


Date	Document#	Reference#	Customer	Sell Out Store	Currency	Grand Total	Status
Apr 28, 2017	OS-0021	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$550.00)	Appro...
Apr 28, 2017	OS-0018	Return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$5105.00)	Appro...
Apr 28, 2017	OS-0017	Test	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$5625.00	Appro...
Apr 28, 2017	OS-0015		4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD	\$545.00	Appro...
Apr 28, 2017	OS-0019	Test2	4110.011/WA001 - Watsons - HQ (Co	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$3375.00	Appro...
May 13, 2017	OS-0024		4110.012/MA001 - Marc Anthony Co	BA001 - CA01 - Marc Anthony - Canada	USD	\$10.80	Appro...
May 14, 2017	OS-0025		4110.012/MA001 - Marc Anthony Co	BA001 - CA01 - Marc Anthony - Canada	USD	\$62.90	Appro...
May 15, 2017	OS-0026	return	4110.011/WA001 - Watsons - HQ (Co	WAT02 - (S104) - Watsons - Paragon	SGD		Appro...
May 18, 2017	OS-0027		4110.011/WA001 - Watsons - HQ (Co	WAT04 - (S105) - Watsons - Jurong	SGD	\$5119.00	Appro...
May 24, 2017	OS-0029		4110.011/WA001 - Watsons - HQ (Co	WAT01 - (S103) - Watsons - Ngee Ann City	SGD	\$5132.80	Appro...

3. Make change(s) on the store sales information
4. Click on **“Save”** button at the bottom right of screen when done
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 Store Sales”** button at the bottom of screen to confirm the store sales
7. Click on **“Approve Store Sales”** button at the bottom of screen to approve the store sales

## Delete Sales / Returns for Sell Out Store

1. Click on **"Store Sales List"** tab at the bottom of screen
2. Double click on store sales to be deleted, it will bring up the details on **"Store Sales"** tab for the selected document. If a store sales status is **"Confirmed"** or **"Approved"**, right click on the document and reopen / undo approval it first



Date	Document#	Reference#	Customer	Sell Out Store	Currency	Grand Total	Status
Apr 28, 2017	OS-0021	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$550.00)	Appro...
Apr 28, 2017	OS-0018	Return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$5105.00)	Appro...
Apr 28, 2017	OS-0017	Test	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$5625.00	Appro...
Apr 28, 2017	OS-0015		4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD	\$545.60	Appro...
Apr 28, 2017	OS-0019	Test2	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$5375.00	Appro...
May 13, 2017	OS-0024		4110.012/MA001 - Marc Anthony Co	IA001 - CA01 - Marc Anthony - Canada	USD	\$10.80	Appro...
May 14, 2017	OS-0025		4110.012/MA001 - Marc Anthony Co	IA001 - CA01 - Marc Anthony - Canada	USD	\$62.90	Appro...
May 15, 2017	OS-0026	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD		Appro...
May 18, 2017	OS-0027		4110.011/WA001 - Watsons - HQ (Consignment)	WAT04 - (S105) - Watsons - Jurong	SGD	\$5119.00	Appro...
May 24, 2017	OS-0029		4110.011/WA001 - Watsons - HQ (Consignment)	WAT01 - (S103) - Watsons - Ngee Ann City	SGD	\$5132.80	Appro...

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 / Returns Details for Sell Out Store

1. Click on **"Store Sales 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

Date	Document#	Reference#	Customer	Sell Out Store	Currency	Grand Total	Status
Apr 28, 2017	OS-0021	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$550.00)	Appro...
Apr 28, 2017	OS-0018	Return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	(\$5105.00)	Appro...
Apr 28, 2017	OS-0017	Test	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$5625.00	Appro...
Apr 28, 2017	OS-0015		4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD	\$545.60	Appro...
Apr 28, 2017	OS-0019	Test2	4110.011/WA001 - Watsons - HQ (Consignment)	WAT03 - (S101) - Watsons - Bedok Mall	SGD	\$3375.00	Appro...
May 13, 2017	OS-0024		4110.012/MA001 - Marc Anthony Cosmetics Inc.	MA001 - CA01 - Marc Anthony - Canada	USD	\$10.80	Appro...
May 14, 2017	OS-0025		4110.012/MA001 - Marc Anthony Cosmetics Inc.	MA001 - CA01 - Marc Anthony - Canada	USD	\$62.90	Appro...
May 15, 2017	OS-0026	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT02 - (S104) - Watsons - Paragon	SGD		Appro...
May 18, 2017	OS-0028	return	4110.011/WA001 - Watsons - HQ (Consignment)	WAT04 - (S105) - Watsons - Jurong	SGD	(\$533.00)	Drafted
May 18, 2017	OS-0027		4110.011/WA001 - Watsons - HQ (Consignment)	WAT04 - (S105) - Watsons - Jurong	SGD	\$5119.00	Appro...
May 24, 2017	OS-0029		4110.011/WA001 - Watsons - HQ (Consignment)	WAT01 - (S103) - Watsons - Ngee Ann City	SGD	\$5132.80	Appro...

search engine

Status: < All Store Sales >

Total SGD : \$51,214.72

1 of 11

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

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