User Guide

For

Diaspark ERP Software

Sales Order & Invoice Module

Version 2.0

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Release Notice

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1 Overview

This document aims at providing a high-level functional overview and the usage of the Sales Order and Invoice module of **Jewel ERP Software.**

Diaspark Jewel is a true ERP software solution focuses on helping clients within the jewelry manufacturing industry to meet the unique challenges of Production, Lot Control, Memo Billing, Bar Coding, Imaging, Electronic Data Interchange (EDI) etc. This document describes the functionality of Sales order & Invoicing module.

1.1 Intended Audience

This document is intended for the users of Diaspark Jewel.

2 Diaspark Jewel : Sales Order and Invoicing Module

Sales Order processing provides the capability to create and maintain quotation, order, invoice, memo, memo return, and credit invoice to the customers.
The module helps in memo and order tracking, analyzing order information by customer, style, ship date and open order.
Owing to its interface with the Inventory and Accounts Receivable, all sales orders received from a client will find corresponding entries / changes in these modules like a reduction in available inventory and an increase in the amount to be collected from customers.

It helps to commit delivery schedules based on the reports built in this module.

3 Setup Procedures:

The setup window at the modules helps user to create master data. It helps to create and maintain detailed information of customers, payment terms, ship via, credit limit etc. This master data further helps user making quotations, orders and invoices effectively. Following are the different setups:

3.1 Customer Category Setup

This setup let you define different categories of customers. Customer can be an associate also. With the help of this screen user can enter and retrieve a list of customer categories along with their basic information about discount %, terms of payment and GL accounts. To open this setup click on Module → Sales order & invoice →Setup →Customer category.

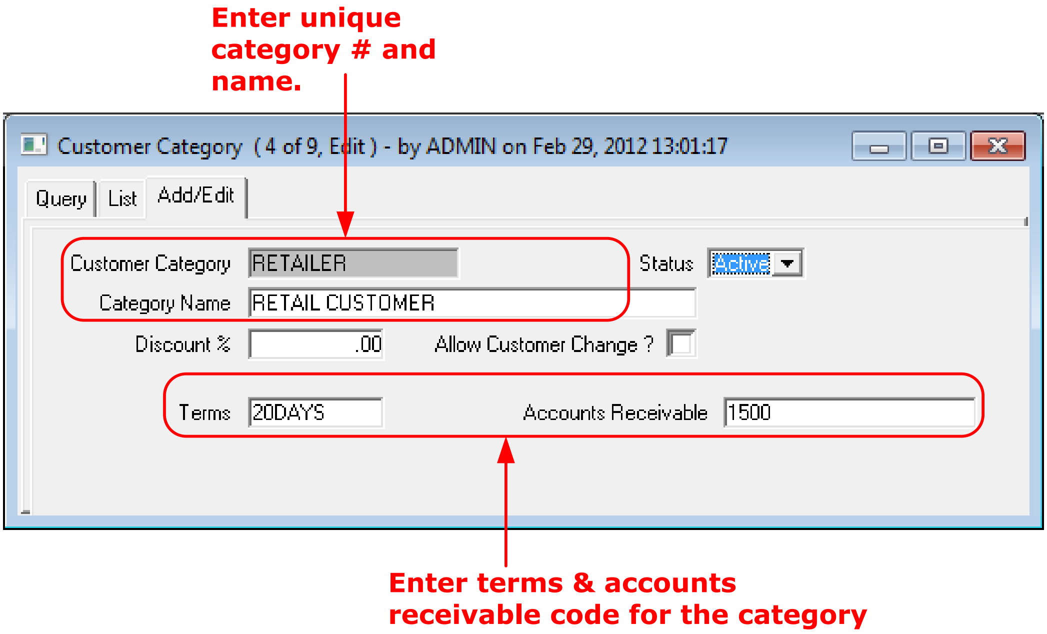


Figure: 3.1 Customer category setup window

3.2 Customer Setup

At this setup customer information can be entered and stored. Each customer is provided with a unique ID which cannot be edited. The information about customer includes customer id, customer name, address, invoice terms, credit limit, bank information, shipping information etc. To open customer setup, click on Module → Sales Order & Invoice → Setup → Customer Setup.

Header & Address Tab

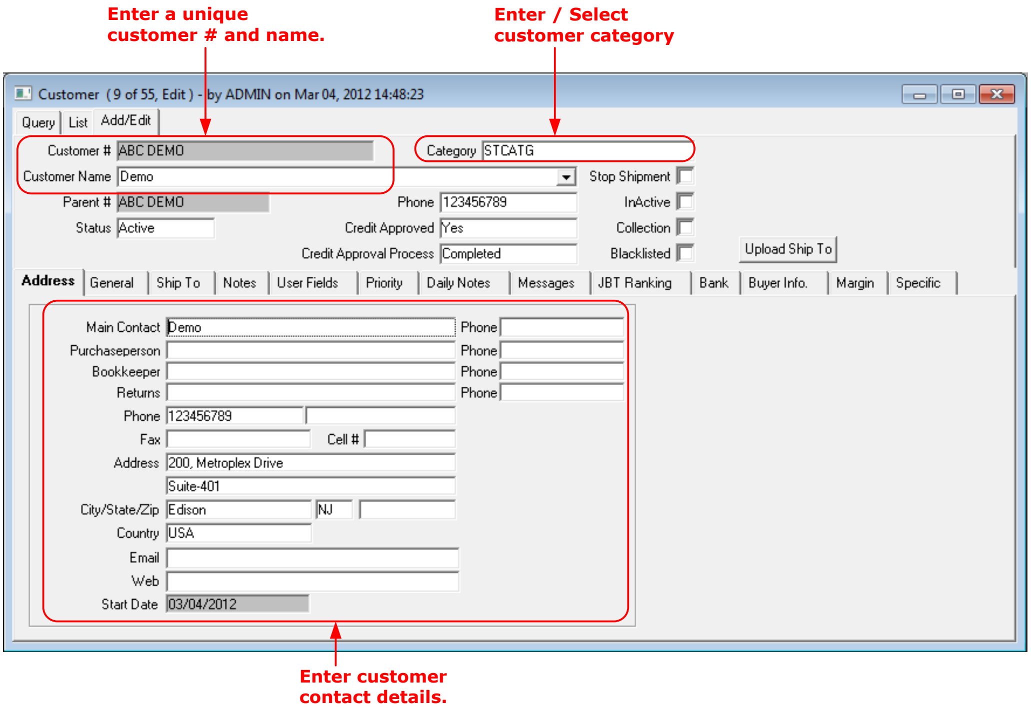


Figure: 3.2.1Customer setup window

General Tab

At the general tab, you can enter invoice, memo terms, discounts %, price level etc information of the customer.

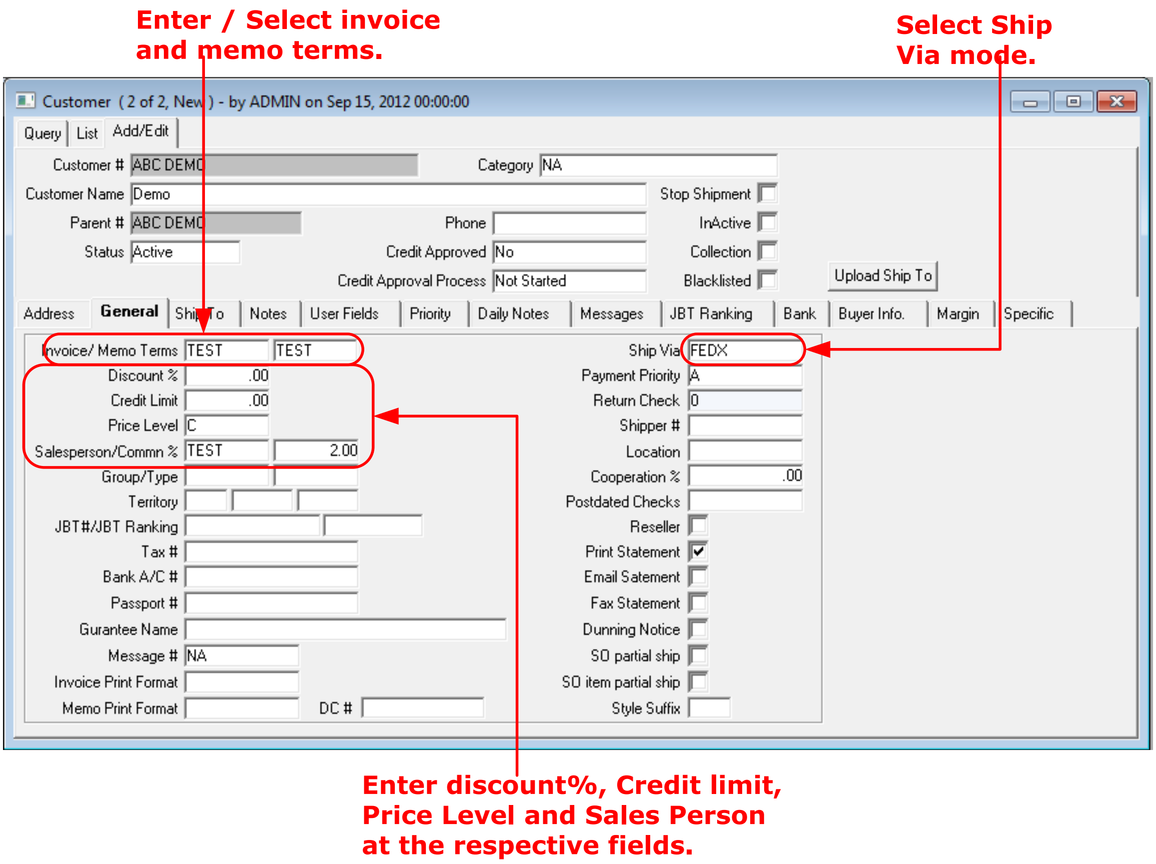


Figure: 3.2.2 Customer setup window

Ship To Tab

Shipping information for the customer is to be added here. Multiple shipping addresses can be entered here.

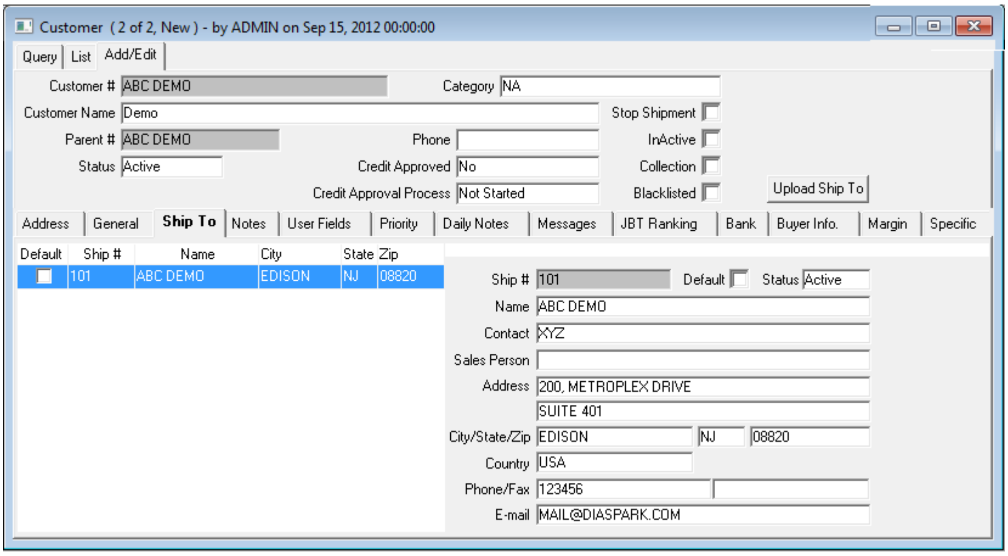


Figure: 3.2.3 Customer setup (Ship To) window

Click on save button to save the record added.

The details entered at ship to tab will be displayed in tabular form on the left side on the same window.

3.3 Customer Ship TO

This screen shows the shipping details of the customer. The details entered at the Customer screen (Ship To Tab) are shown here and vice versa.
To open Customer Ship To screen, go to Module→ Sales Order & Invoice→ Setup→ Customer Ship To.

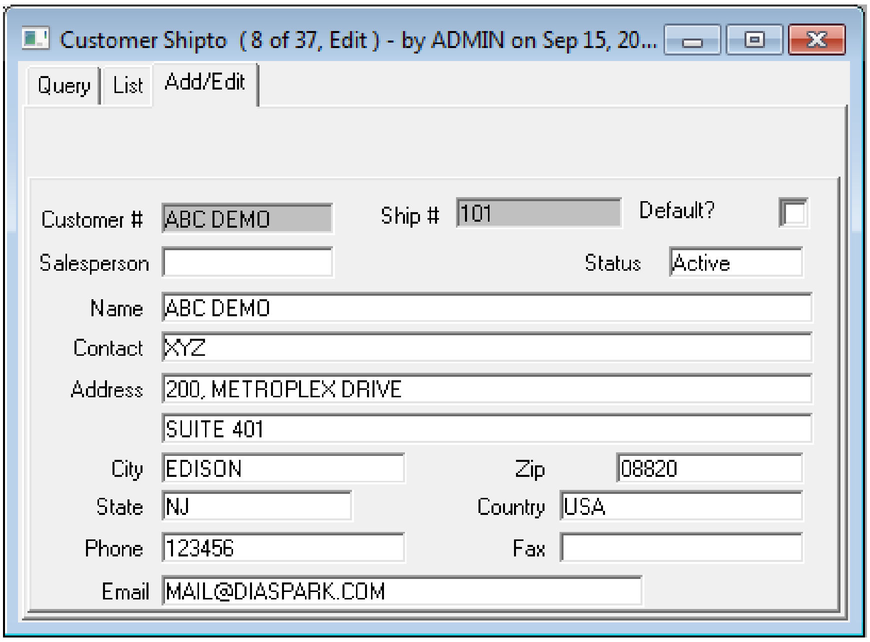


Figure: 3.3.1 Customer Ship To window

3.4 Customer Shipper's Account

Customer Shipper's account helps you record shippers' account details of a particular customer. To enter information, go to Module→ Sales Order & Invoice→ Setup→ Customer Shipper's Account.

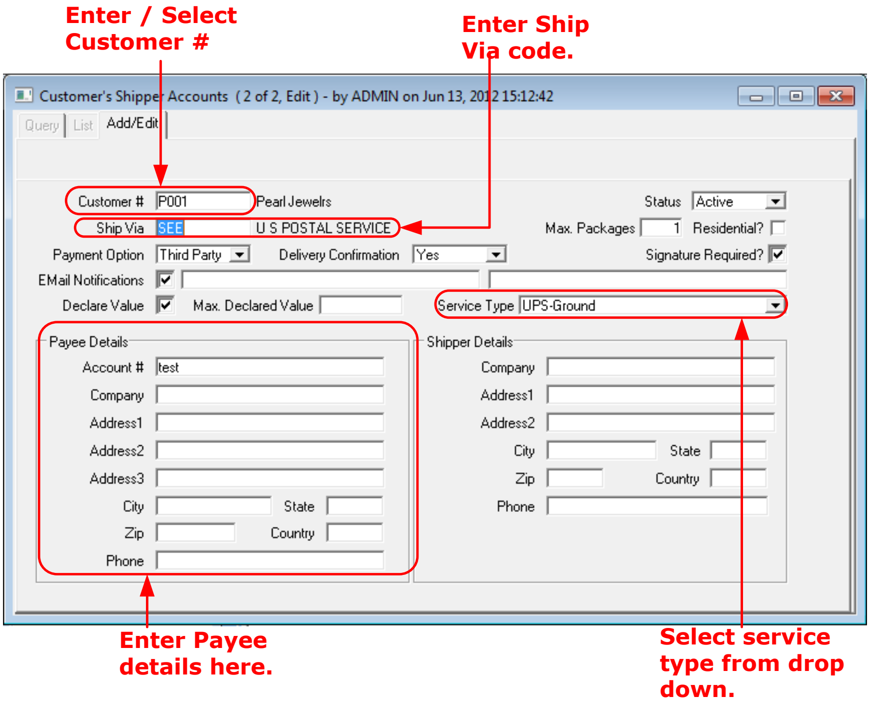


Figure: 3.4.1 Customer Shipper's Account window

3.5 Payment Terms Setup

This feature helps to specify payment terms for different customers. Payment terms can be entered on the basis of term id, discount %, number of days and % of total payment in n number of days. To open this setup click on Module → Sales order & invoice →Setup →Payment terms.

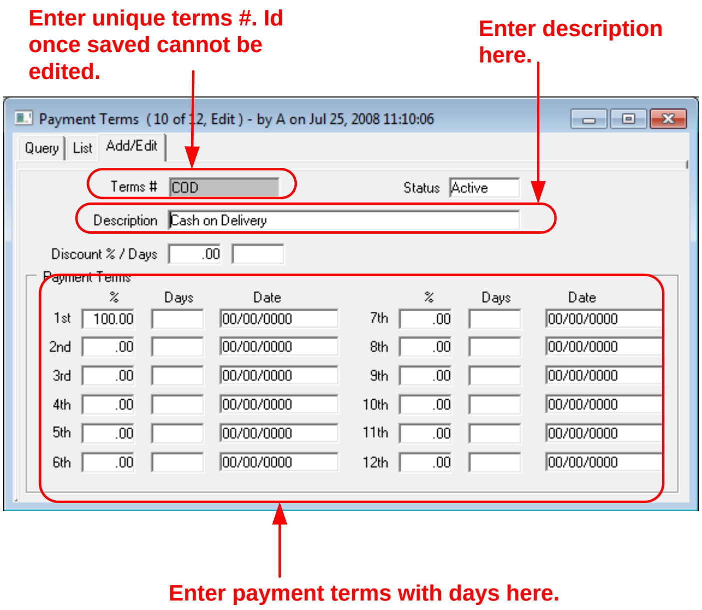


Figure: 3.5.1 Payment terms setup window

Click on save button to save payment terms added.

3.6 Message Setup

The standard messages that may need to be sent along with the documents can be entered using this screen. Similar to the above features each message has a different ID.
To navigate to this setup click on Module →Sales order & invoice →Setup →Message.

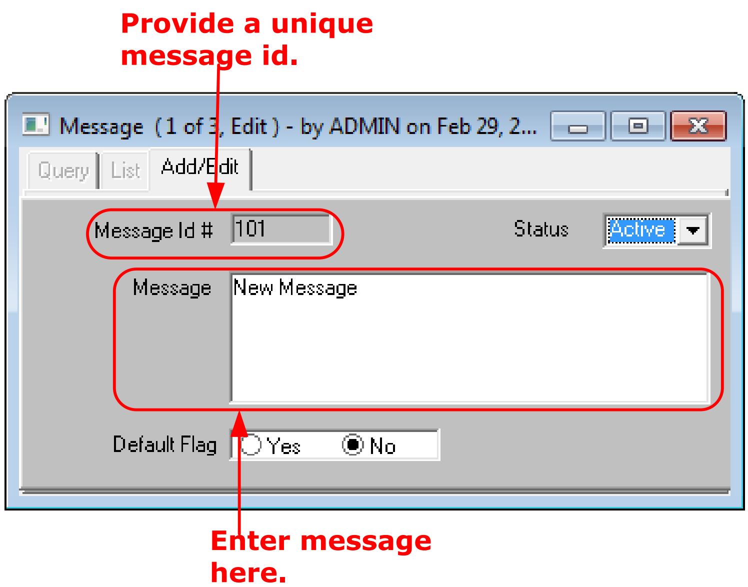


Figure: 3.6.1 Message setup window

Click on save button to save the message added.

3.7 Ship via Setup

This setup allows user to add/edit /view list of mode of shipping goods to customer. To open this setup click on Module → Sales order & invoice →Setup →Ship via.

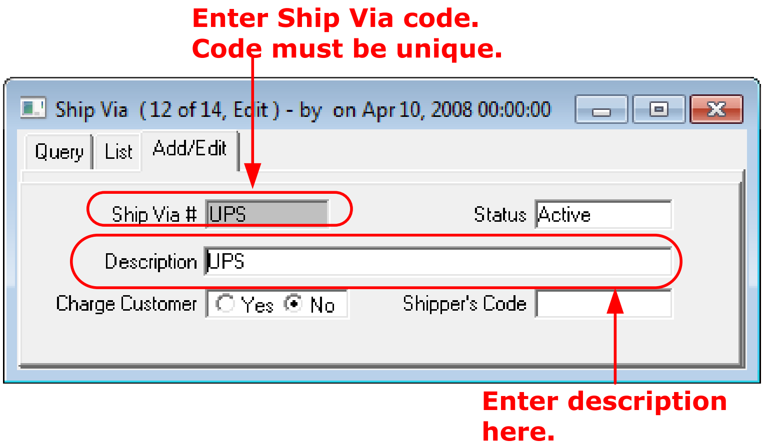


Figure: 3.7.1 Ship via setup window

3.8 Sales Person Setup

With the help of this setup information of sales persons along with their commission structures can be added. To navigate to this setup, click on Module → Sales order & invoice →Setup →Sales person.

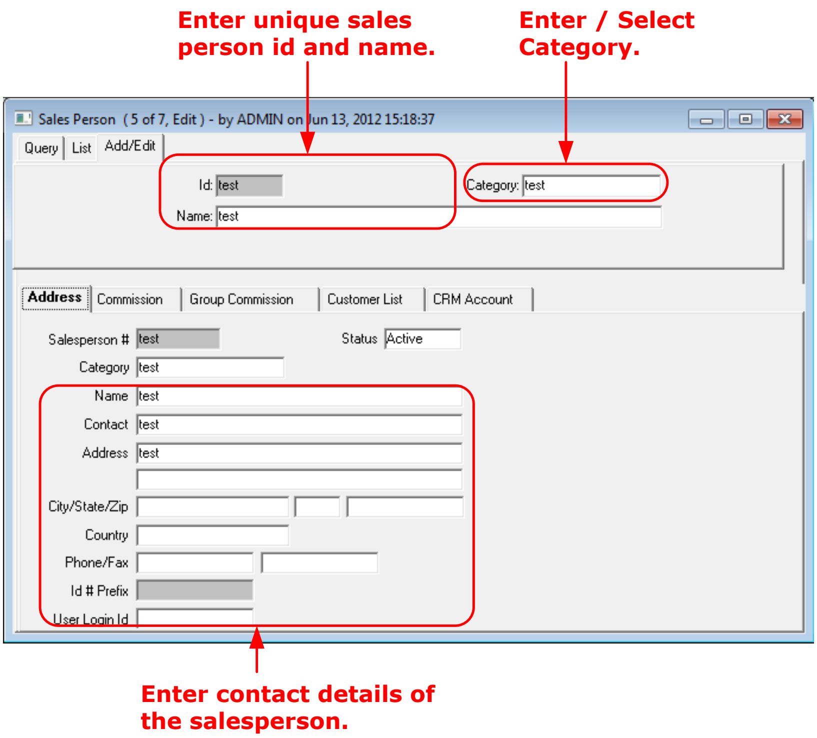


Figure: 3.8.1 Sales Person setup (Address) window

<u>Commission Tab</u>

You can add commission type, % and price level % of the sales person at this tab.

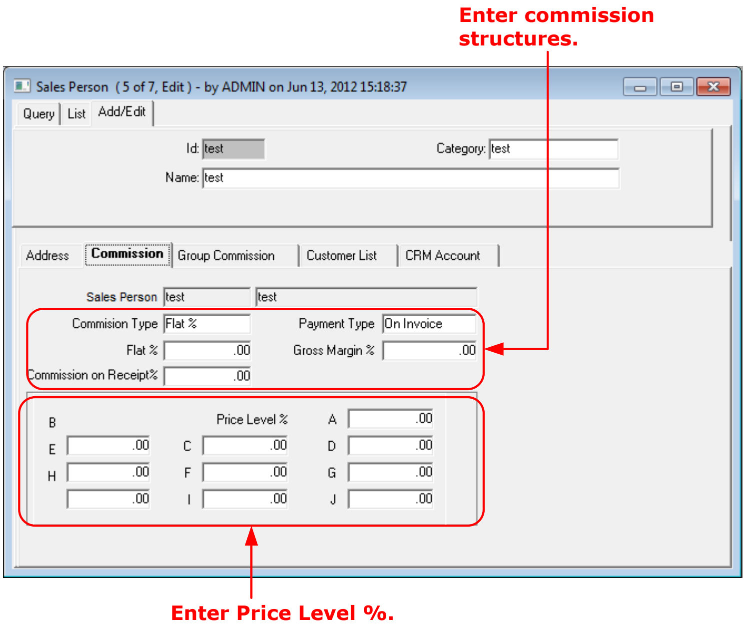


Figure: 3.8.2 Sales Person setup (Commission) window

3.9 Group Setup

This setup allows user to add/edit/view information of a group. To open Group setup window link click on Module →Sales order & invoice →Setup →Group.

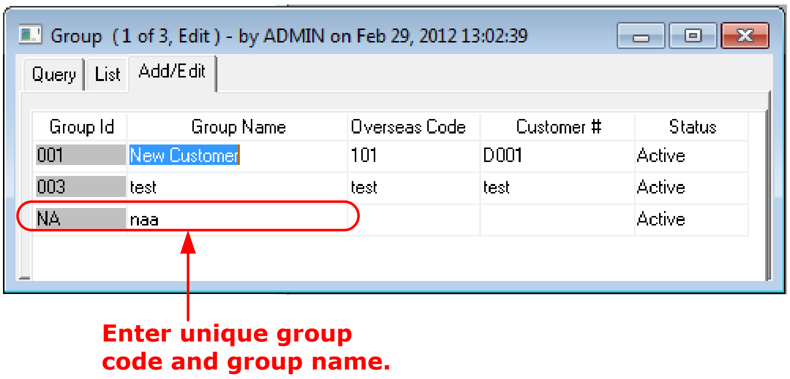


Figure: 3.9.1 Group setup window

3.10 Customer Special Price Setup

This setup allows user to enter special price given to customer or different customer categories for a particular style/item or for a group of item/style. This feature is useful at the time of invoicing for the customer for special price. It automatically picks up the price from the details entered here. Here Customer SKU# and UPC# is also defined for the customer for a particular style which is required at the time of receiving EDI orders from the customer.
Customer special price can be entered item-wise and group-wise both.
To open setup window click on Module → Sales order & invoice →Setup →Customer special price.

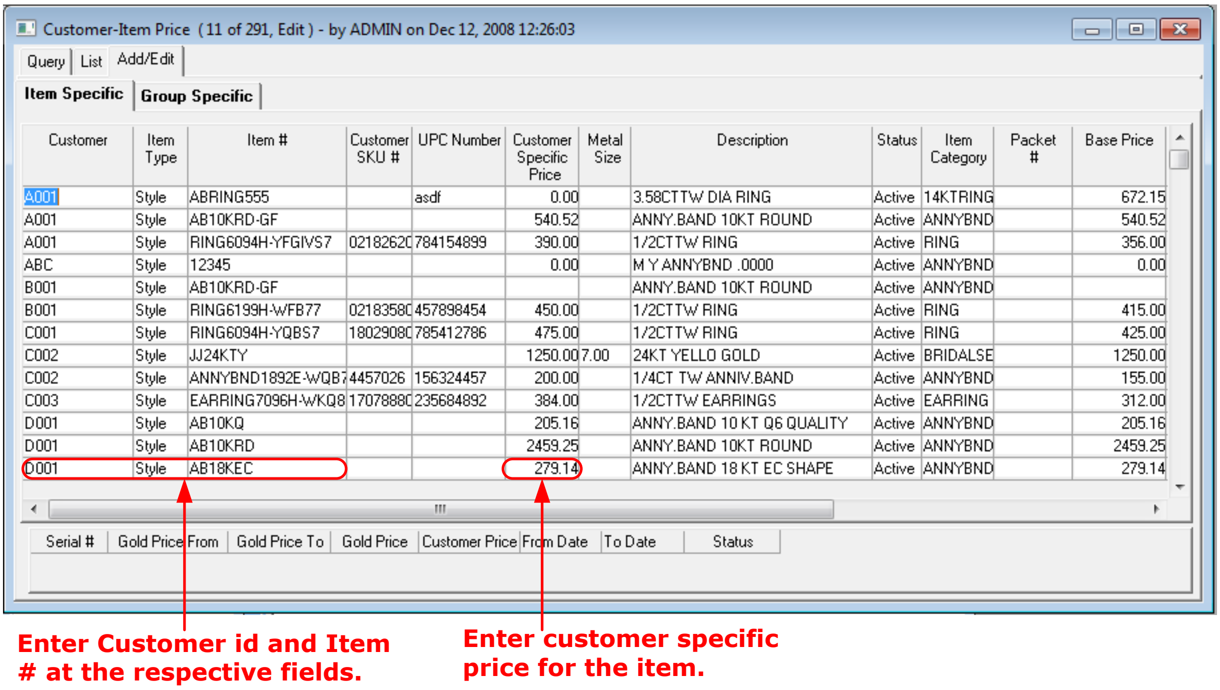


Figure: 3.10.1 Customer-Item price setup window

3.11 Item Synonym Setup

Few items may have synonyms associated with them. Users may use these synonyms on account of their frequent usage. To open this setup click on Module → Sales order & invoice →Setup →Item synonym.

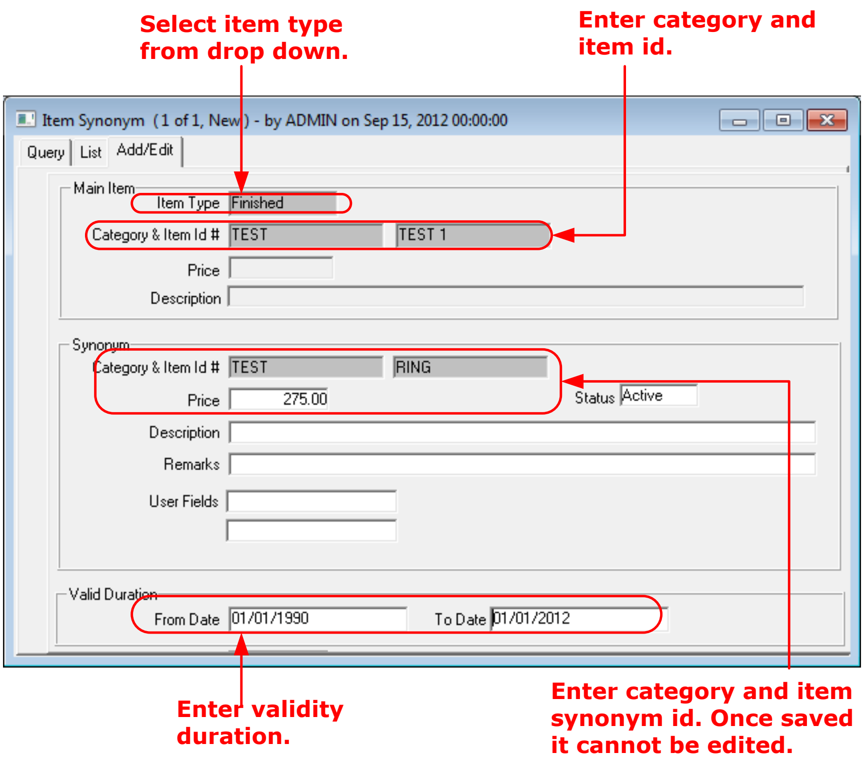


Figure: 3.11.1 Item synonym setup window

3.12 Daily Credit Setup

This option allows user to add an additional credit limit to the current credit limit of customer. At this setup current credit limit of customer can also be viewed. To open this setup click on Module → Sales order & invoice →Setup →Daily credit limit.

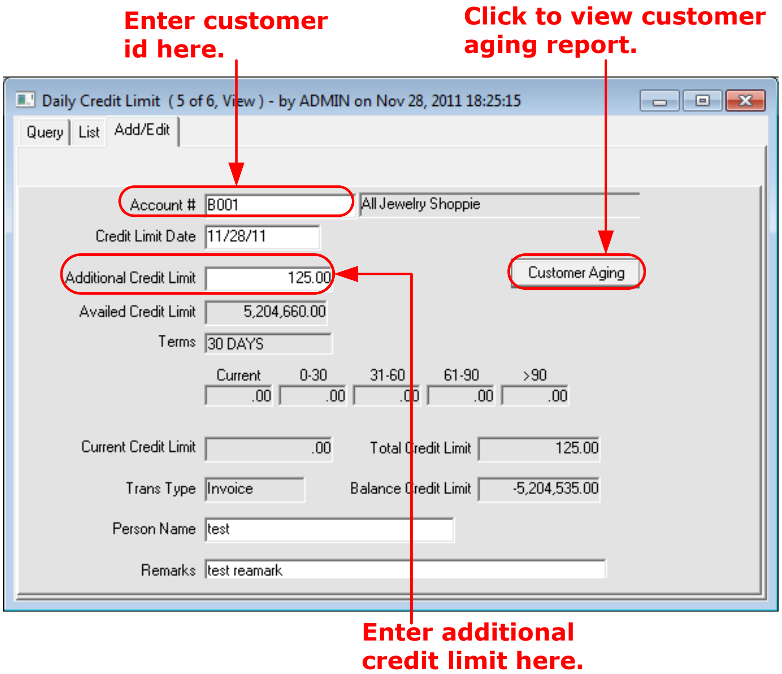


Figure: 3.12.1 Daily credit limit setup window

4 Daily Transactions:

Sales process starts from issuing quotation, then receiving sales order and henceforth fulfilling sales order. Sales Transactions include sales quotation, sales order, sales invoice, sales credit invoice, cancellation of sales order, sales memo, memo return, memo chargeback etc.

All transaction windows generally consists of 4 tabs i.e. Header, Detail–Multiple, Detail–Single, Detail- List and Footer. Mainly Header, Footer and top displays transaction details while Detail-Multiple and Detail-Single tab is for Item details. Detail-Multiple will show a tabular format of the items while Detail- Single shows one item at a time and user can scroll through the items. Detail list shows the details entered at other tabs in tabular form.

4.1 Sales Quotation

Quotation is proposal for specified sale or transaction in future for a specified price. Information on quotations can be used for orders, fulfilling orders and invoices. To prepare quotation click on Module → Sales order & invoice →Transactions →Sales quotation. Following window gets opened on clicking. User has to enter information at the following important fields:

Header Tab:

1. Customer.
2. Ship To/ PO #

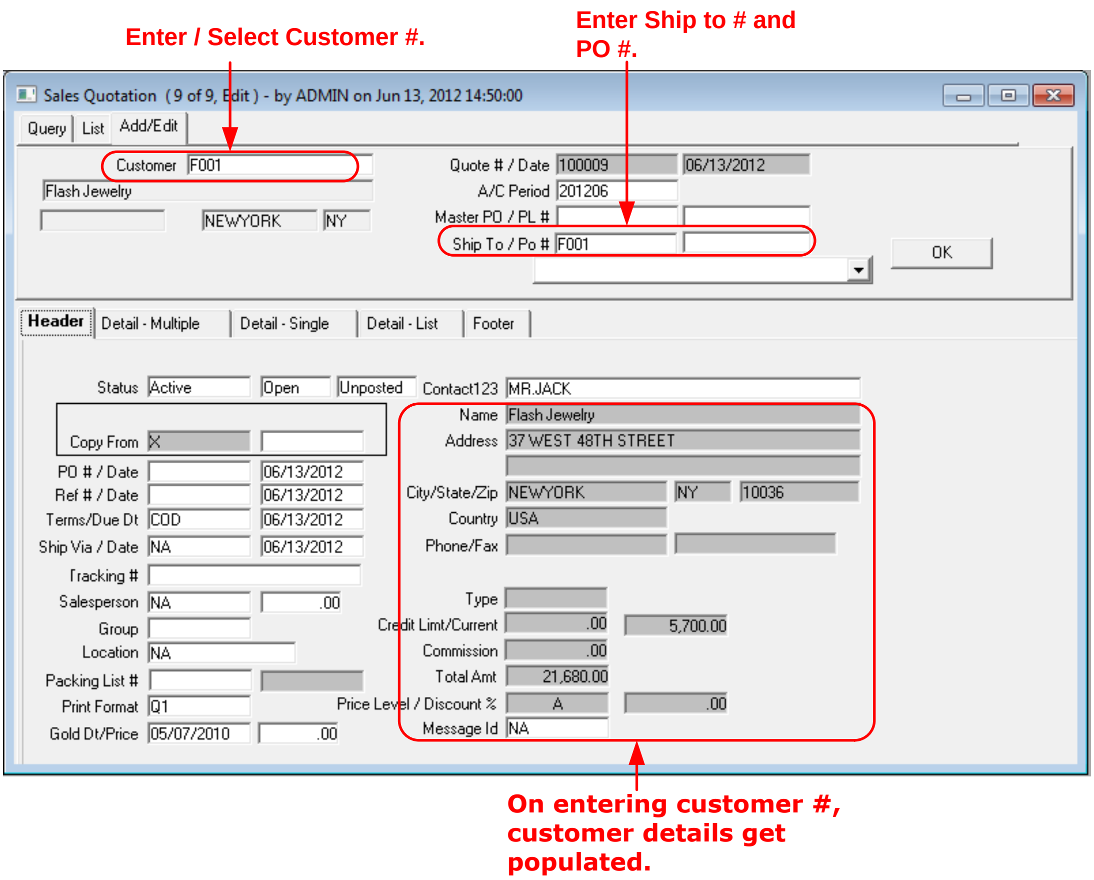


Figure: 7.1.1 Sales Quotation (Header Tab) window

Detail-Single Tab

1. Item id.
2. Quantity
3. Price
4. Description.

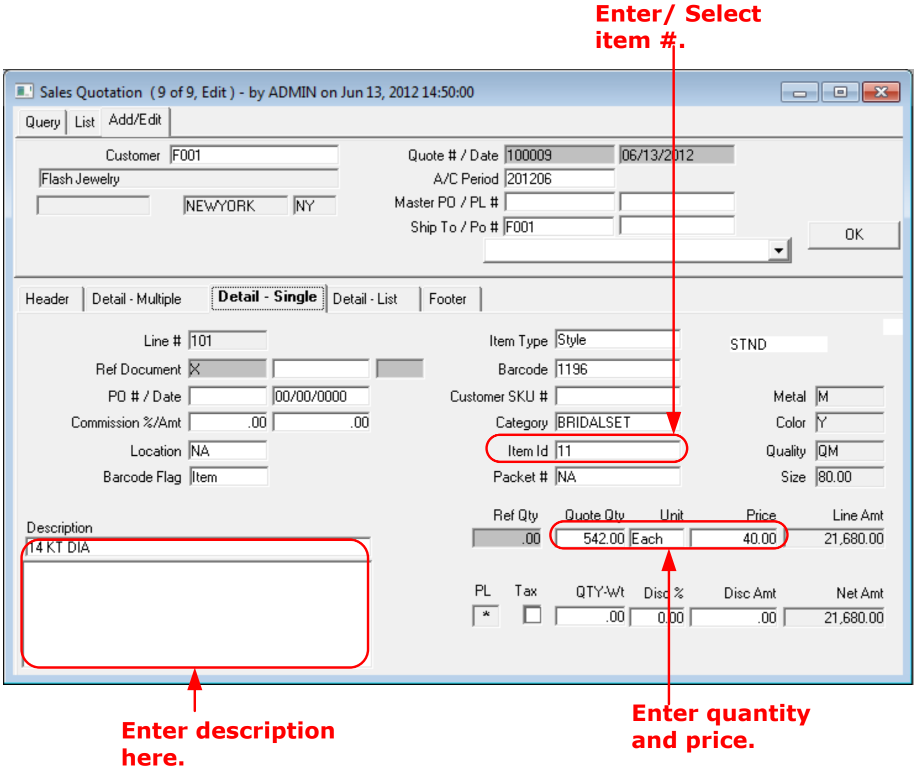


Figure: 4.1.3 Sales Quotation (Detail-Single Tab) window

4.2 Sales Order

With the help of this screen user can record the details of sales order received. Sales order is of different types i.e. asset, stock, memo, special order, sample, sales line etc.

4.2.1 Sales Order (Asset)

Sales asset specifies the standard sales order received for any item/style. When an asset type sales order is fulfilled, payment for the same is received at the time of fulfillment only. Hence affecting accounts receivables.

To prepare sales order (asset), click on Module → Sales order& invoice →Transactions →Sales order →Order (asset)

User has to enter values at the following important fields

Header Tab:

1. Order Type (Asset, Memo, Salesline, Stock, SPO & Sample).
2. Customer.
3. ShipTo # / Store/ DC.
4. Ship Date.
5. Cancel Date.

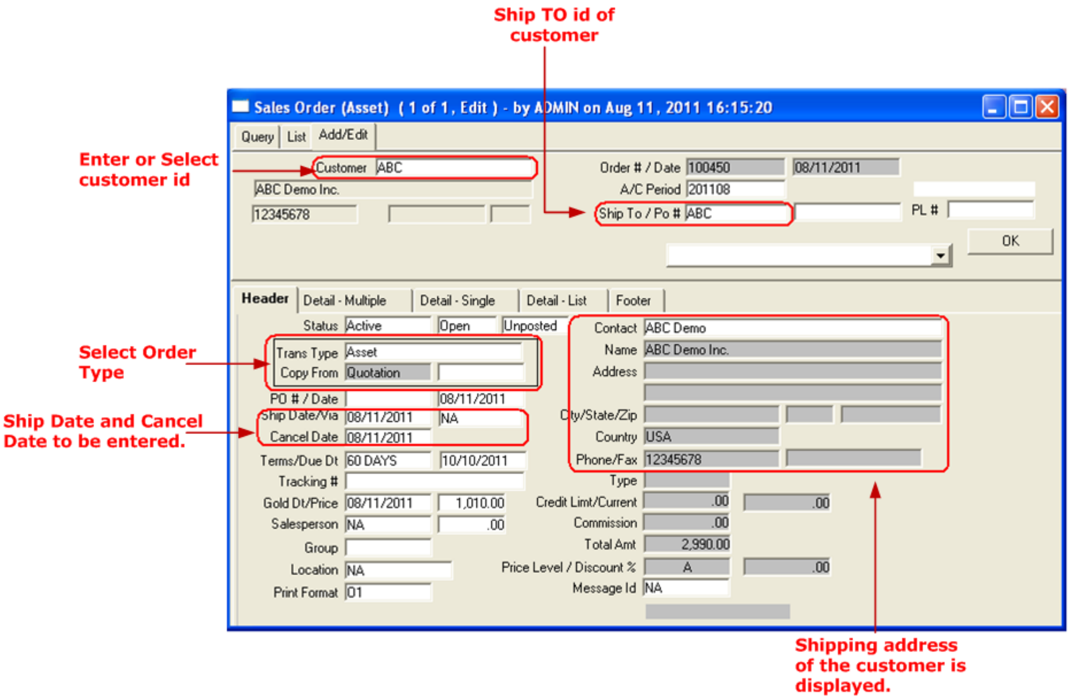


Fig: 4.2.1 Sales Order (Header Tab)

Detail Single Tab:

1. Item Id
2. Qty
3. Price
4. Description

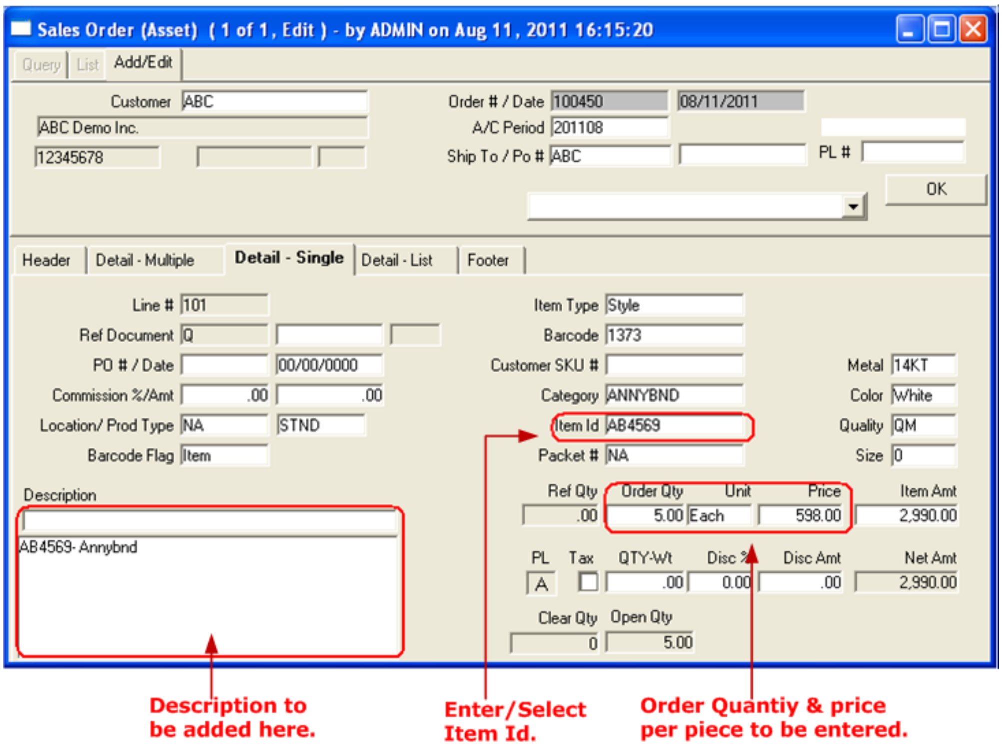


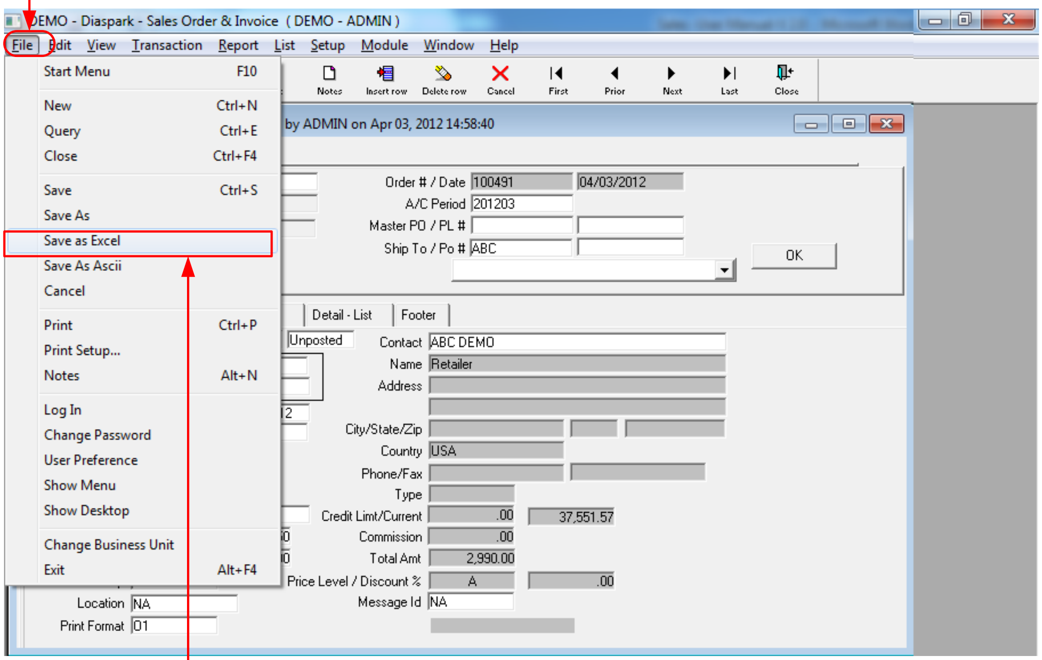
Fig: 4.2.2 Sales Order (Detail Single Tab)

Single order can be placed for n number of items.

Exporting Sales Order

To export a sales order, go to sales order and then click at File menu. Now click at Save as Excel. The order details will be saved in excel format and you can export it as an excel file.

First, click at File menu.



Now, click at Save As Excel option.

4.2.2 Sales Order (Order Memo)

Sales order prepared for memo purpose can be prepared with the help of this option. To prepare sales order (memo), click on Module → Sales order & invoice →Transactions →Sales order →Order (memo). Following window gets opened.

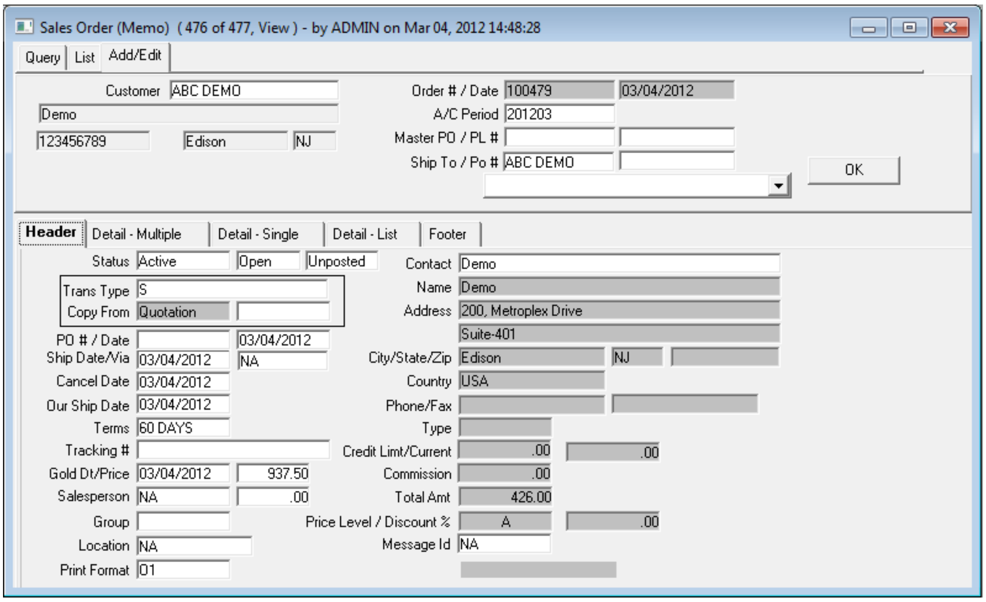


Figure: 4.2.2.1 Sales order (Memo) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 → Sales order (asset).
Click on save button to save the record added. To print the record, click on print button or print at the file menu.

4.2.3 Sales Order (Stock)

Sometimes to increase an item's inventory, you have to put production request and need to follow the whole sales and production procedure for the same. The procedure initiates with generation of sales order, hence a dummy sales order i.e. sales order stock is created.

To prepare sales order (stock), click on Module → Sales order & invoice →Transactions →Sales order →Order (stock). Following window gets opened.

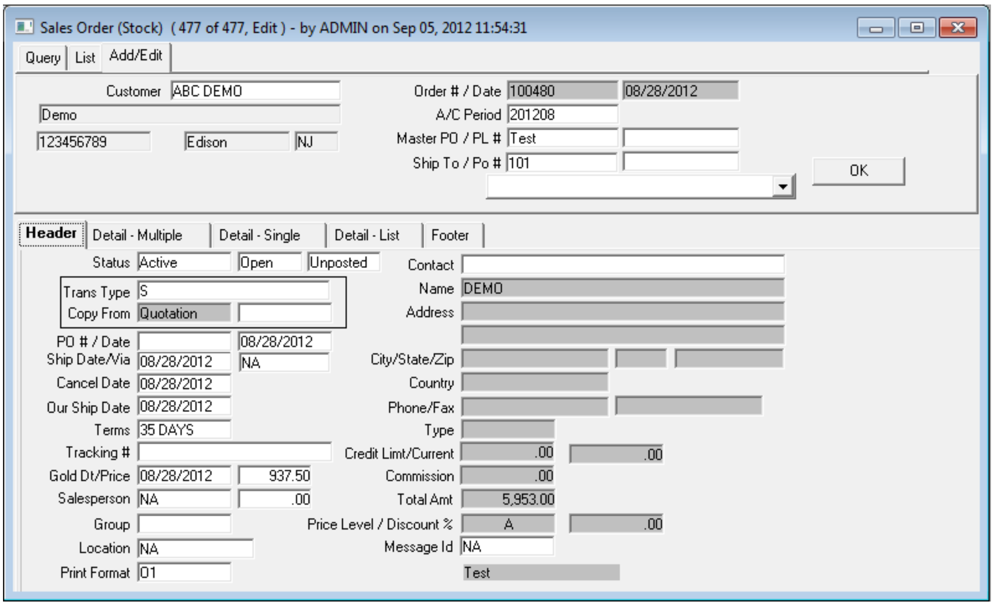


Figure: 4.2.3.1Sales order (Stock) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 → Sales order (asset).
Click on save button to save the record added. To print the record, click on print button or print at the file menu.

4.2.4 Sales Order (SPO)

Sales order (SPO) signifies special orders of style from a customer. Special sales order is customer specific orders for the item(s) which are not stocked, presold to customers or may be purchased from vendor and shipped directly to customer.

To prepare sales order (SPO), click on Module → Sales order & invoice →Transactions →Sales order →Order (SPO). Following window gets opened.

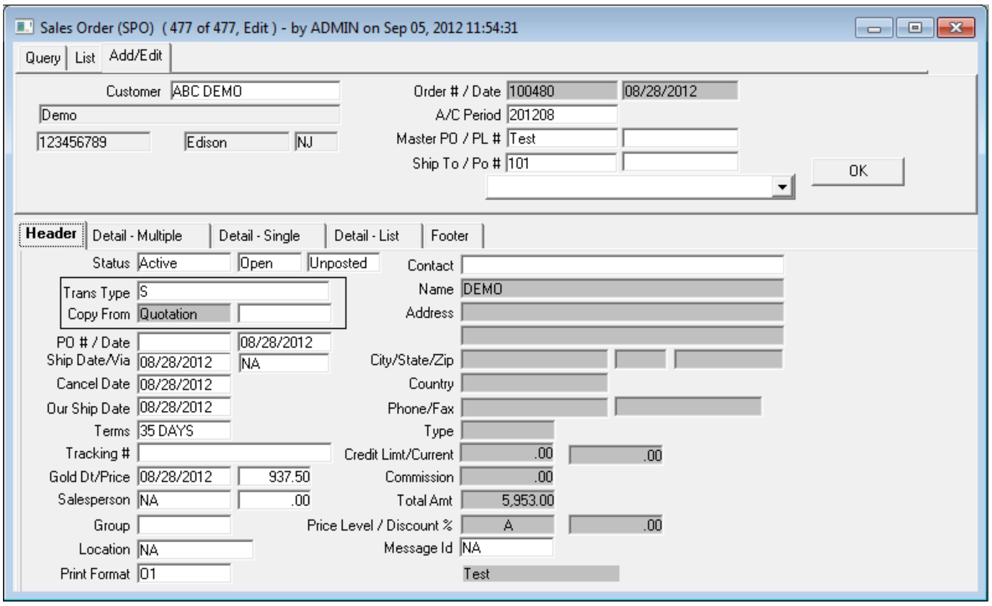


Figure: 4.2.4.1 Sales order (SPO) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 → Sales order (asset).
Click on save button to save the record added. To print the record, click on print button or print at the file menu.

4.2.5 Sales Order (Sample)

To produce an item for sample, you have to put production request and need to follow the whole sales and production procedure for the same. The procedure initiates with generation of sales order, hence a sales order sample is created.

To prepare sales order (Sample), click on Module → Sales order & invoice →Transactions →Sales order →Order (Sample). Following window gets opened.

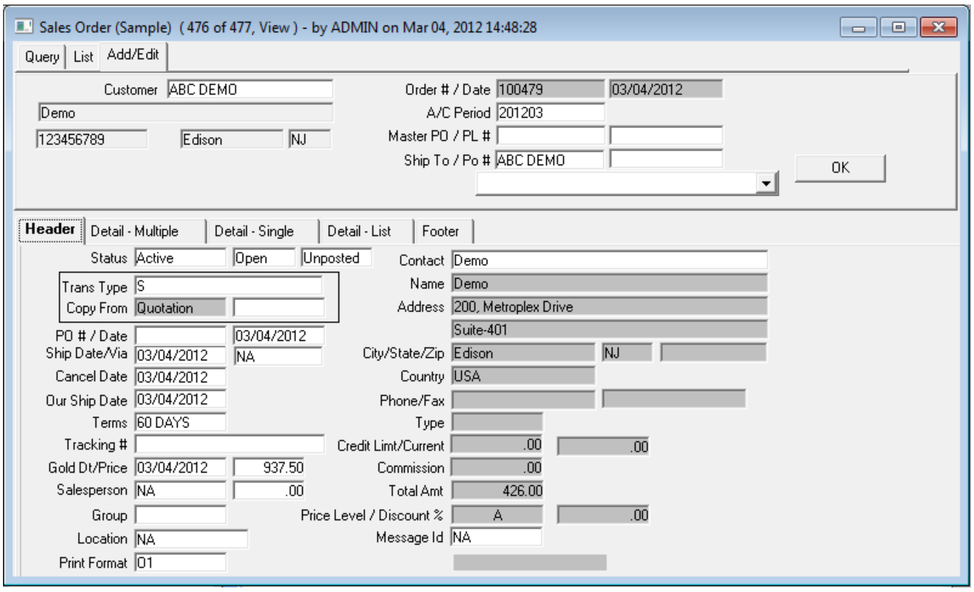


Figure: 4.2.5.1 Sales order (Sample) window

Values to be entered at this screen are same as that of sales order (asset). <ins>Refer to Sec. 4.2.1 → Sales order (asset).</ins>
Click on save button to save the record added**.** To print the record, click on print button or print at the file menu.

4.2.6 Sales Order (Sales line)

Sales order sales line specifies the sales order made for production of item(s) which are given to sales executives to promote sales.

To prepare sales order (sales line), click on Module → Sales order & invoice →Transactions →Sales order →Order (Sales line). Following window is opened.

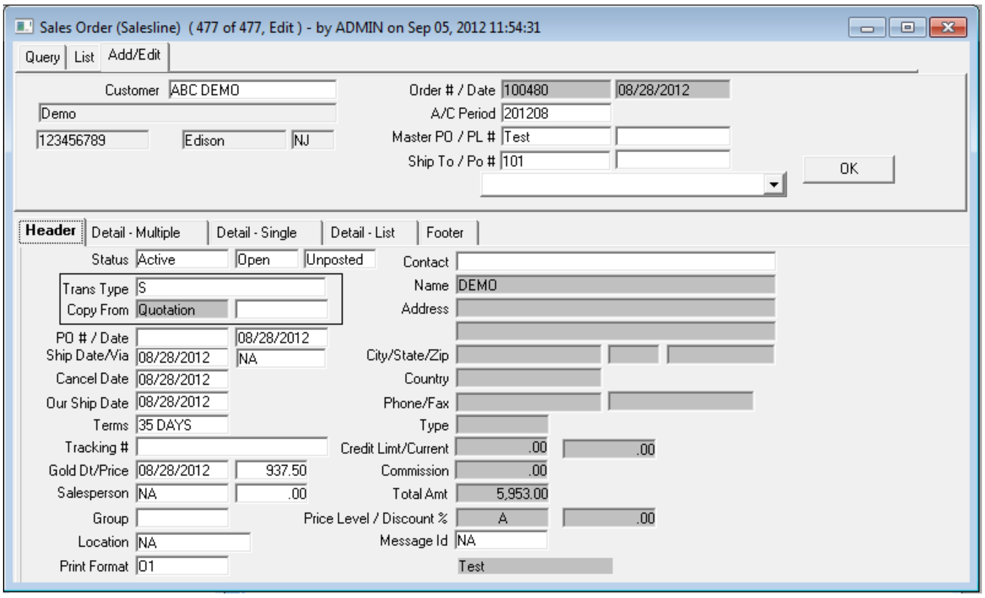


Figure: 4.2.6.1 Sales order (Salesline) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 → Sales order (asset).
Click on save button to save the record added. To print the record, click on print button or print at the file menu.

4.2.7 Sales Order (Closeout)

Sales order closeout specifies the sales order made for production of item(s) which are added as closeout.

To prepare sales order (closeout), click on Module → Sales order & invoice →Transactions →Sales order →Order (closeout).

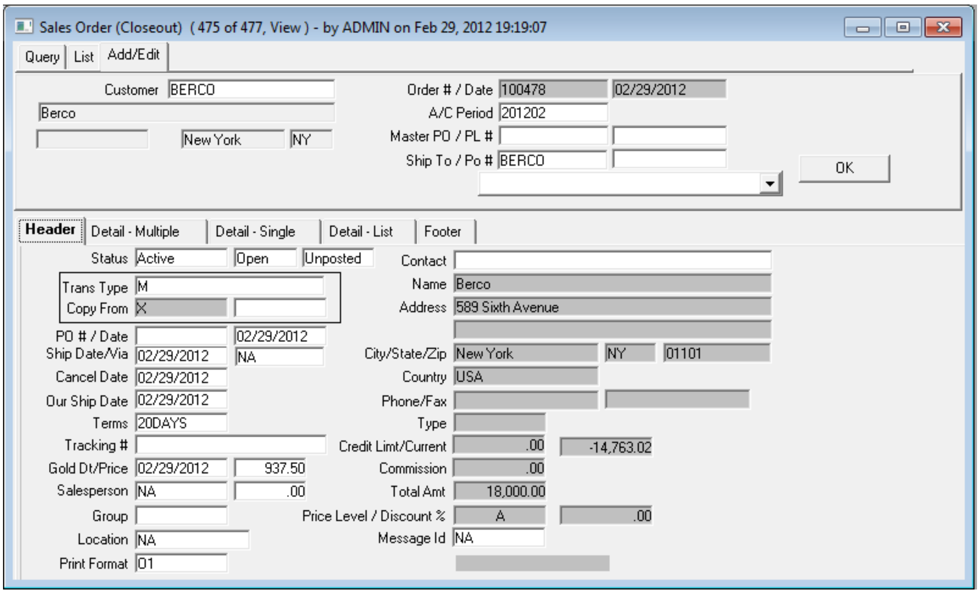


Figure: 5.2.7.1Sales order (Closeout) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 → Sales order (asset).
Click on save button to save the record added. To print the record, click on print button or print at the file menu.

4.2.8 Sales Order Edit

Once a sales order is under process, it cannot be edited. The sales order is available in view only mode after it comes under processing. In such case, sales order edit sub-module facilitates you to edit sales order even after it is used for further process but from this option user can change only some fields and cannot change the item#.

To edit sales order, click on Module → Sales order & invoice →Transactions →Sales order →Sales order edit.

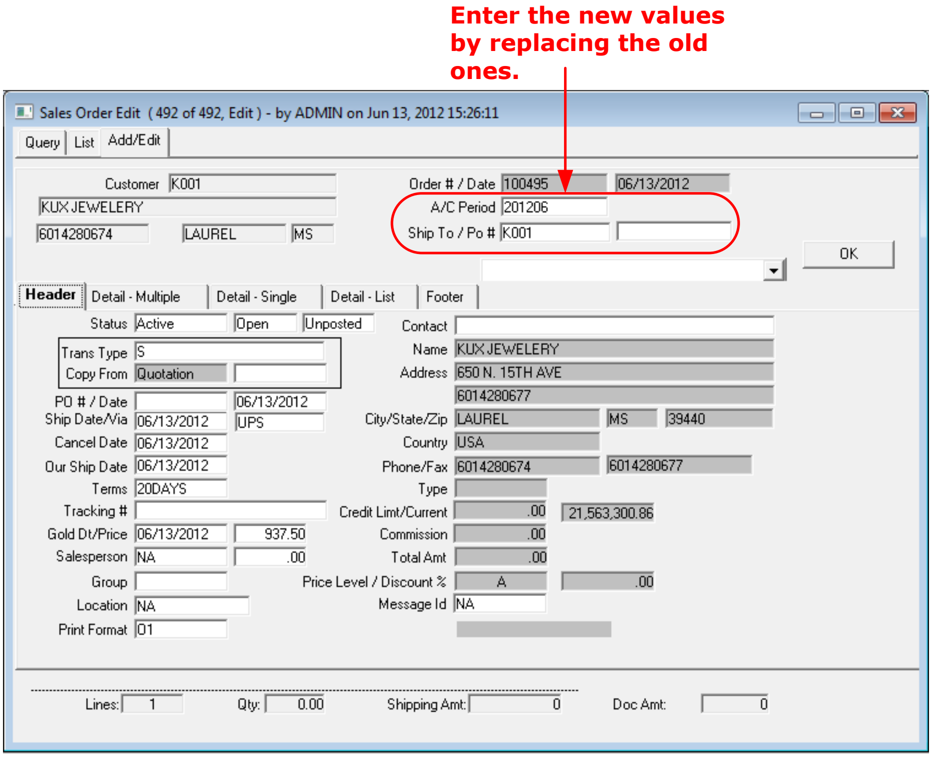


Figure: 4.2.8.1 Sales order edit window

Following fields can only be edited at this screen:

- **A/c Period (Header Tab)** – To modify a/c period, replace the old accounting period by entering desired accounting period.
- **Ship To / PO (Header Tab)** – Default id at ship to field will be the same as customer id from whom sales order is received. To modify id, replace old id by entering new desired id.
- **Price (Detail Multiple Tab)** – To edit price of specified item, replace old price by entering new price.

All the fields at footer tab are editable.

4.2.9 Sales Order Quantity Change

Any of the sales order option except sales order quantity change does not facilitate to edit ordered quantity. To change the sales order quantity at any stage of sales order processing, click on Module → Sales order & invoice →Transactions →Sales order →Sales order quantity change. As you click, following window pops up.

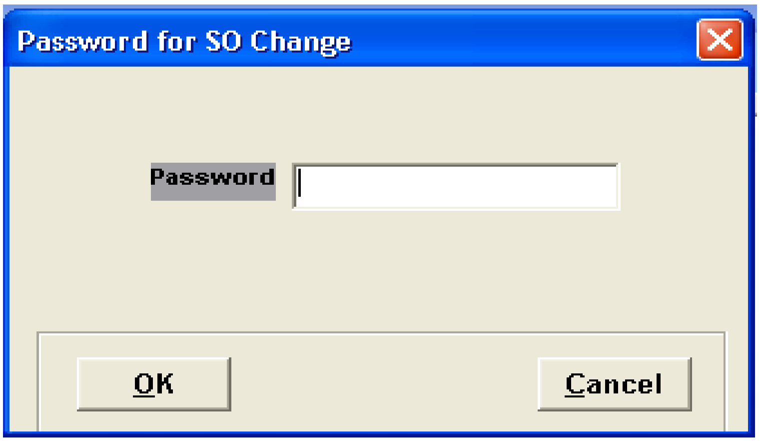


Figure: 4.2.9.1Sales order quantity change (password) window

Enter the password provided and click on OK button to switch to quantity change window. Click on Cancel button to roll back to previous state.

If a wrong password is entered, the password window will disappear and will not navigate to quantity change window.

On entering the correct password, following window gets opened.

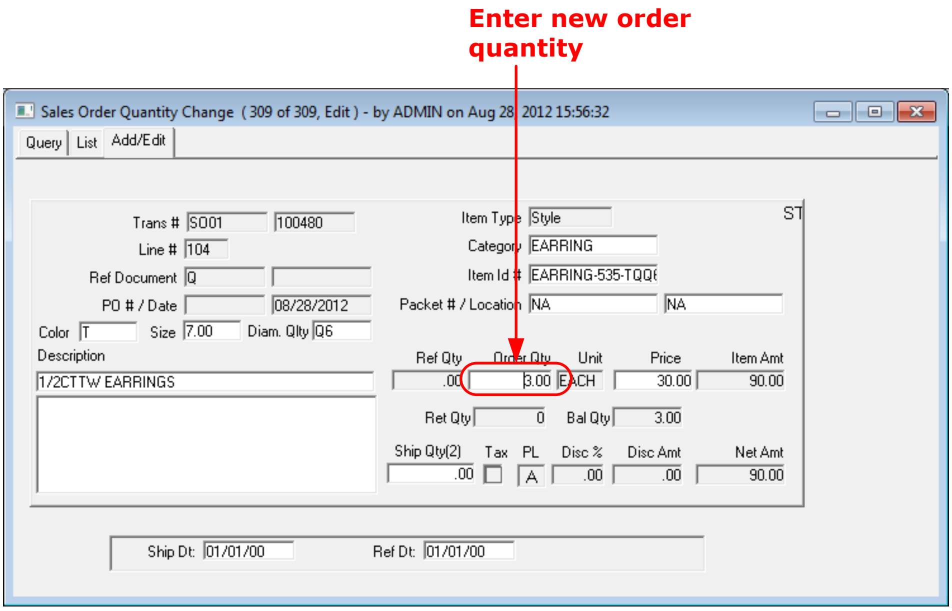


Figure: 4.2.9.2 Sales order quantity change window

To change the quantity of sales order, enter its transaction number at Trans # field. On entering transaction number, respective sales order details gets filled at other fields of the window.

Following fields are editable at this screen:

- **Category**: To modify category, enter new category id or double click on box to select from look up window.

- **Item Id**: Enter new item id by replacing the old one.

- **Order Qty**: Enter new order quantity by replacing the old one.

Click on save button to save the changes made.

4.2.10 Sales Order Ship To Change

This sub-module facilitates you to change the shipping id of the customer even after packing list slip has been generated. To change the ship to id, click on Module → Sales order & invoice →Transactions →Sales order →Sales order ship to change. On clicking, following window pops up.

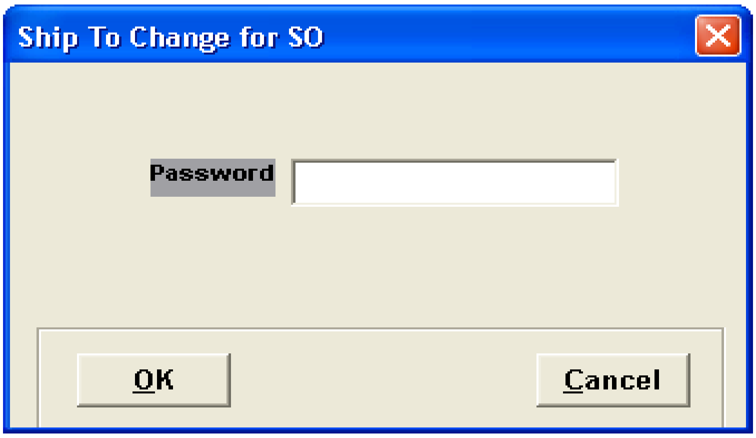


Figure: 4.2.10.1Sales order ship to change (password) window

Enter the password provided and click on OK button to switch to quantity change window. Click Cancel button to roll back to previous state.

If a wrong password is entered, the password window will disappear and will not navigate to quantity change window.

On entering the correct password, following window is opened.

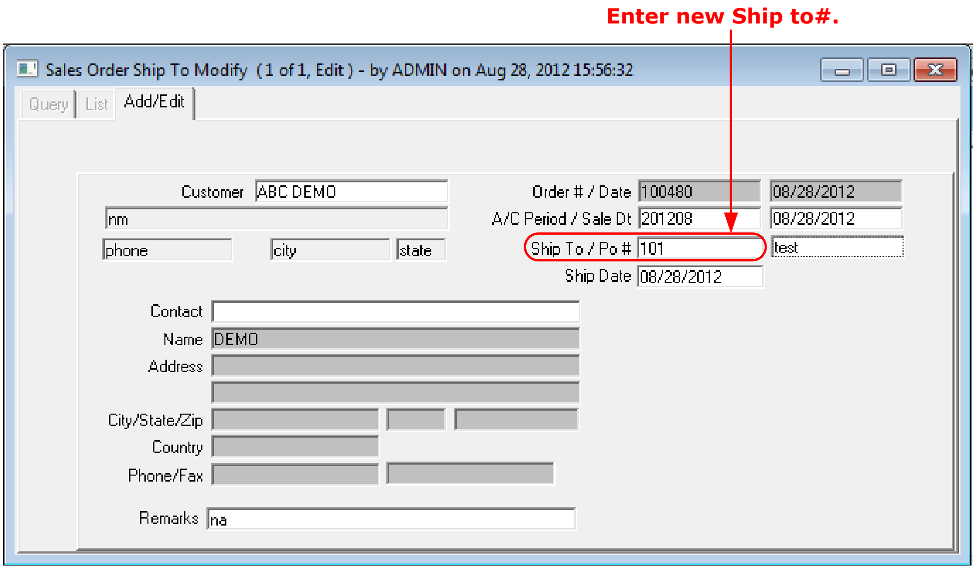


Figure: 4.2.10.2Sales order ship to change window

Following fields can only be edited at this sub module

- **Ship To / PO**– Default id at ship to field will be the same as customer id from which sales order is received. To modify id, replace old id by entering new id.
- **Ship Date**– To edit ship date, replace old date by entering new date.

4.2.11 Open SO Tracking

As the name suggests, this screen helps to track open sales order i.e. those sales order which are still under process. Sales order tracking can be done on basis of a/c period, customer, ship date, salesperson, item id, order number etc.

To track open sales orders, click on Module → Sales order & invoice →Transactions →Sales order →Open so tracking.

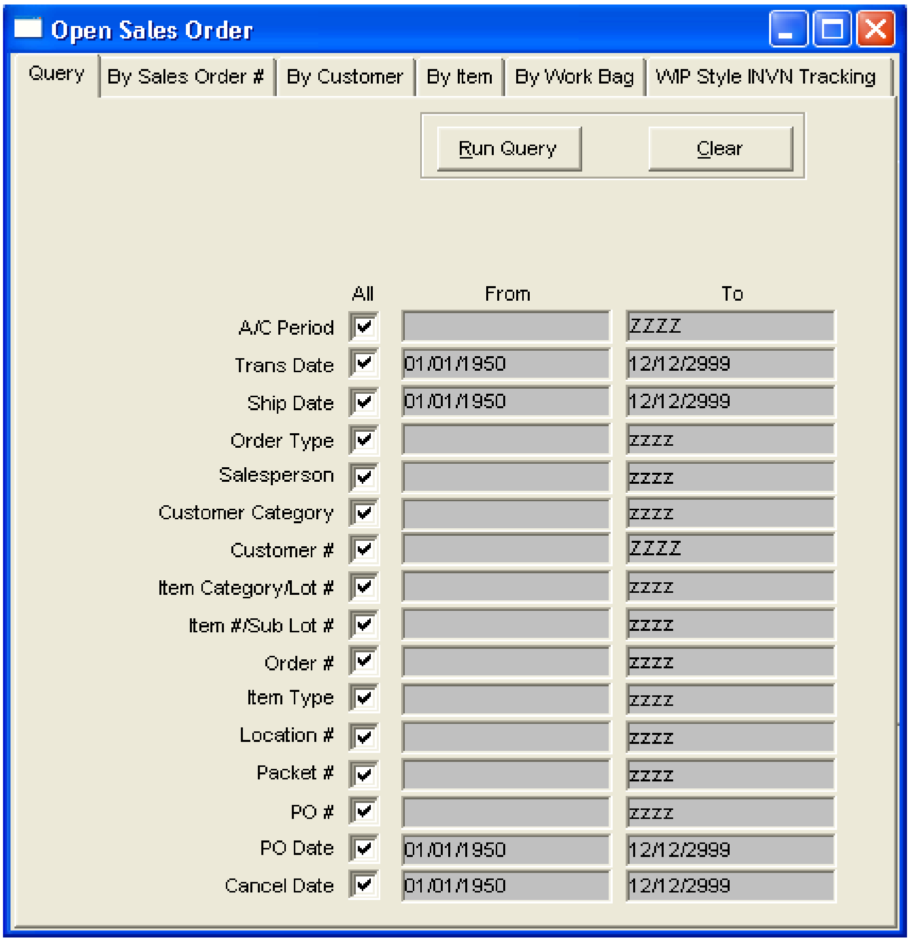


Figure: 4.2.11.1Open SO tracking window

Enter query parameters & click at Run Query button for sales order tracking.
You can track sales order by following options available:

- **By Sales Order:** This tab will list whole data fetched as the query results in tabular form. It will display query results for the open sales order on the basis of open quantity, their amount, Sales

Order date, number & quantity, ship date, customer inform whom sales order received and item id. To select different customer id & style id click on drop down button.
Double click or press F3 to drill down selected order.

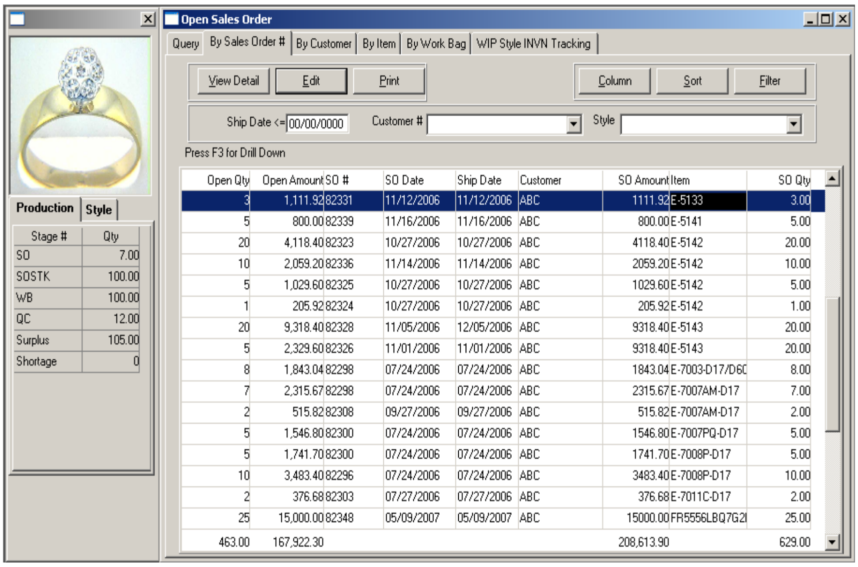


Figure: 4.2.11.2 By sales order option window

Button	Functionality
View Detail	Views details at sales order window of the selected row.
Print	Prints the description displayed at the screen.
Column	Displays the details of enabled column and helps to enable & disable columns display.
Sort	Help to specify sort columns and modify expressions of column.
Filter	Helps to specify filter on columns and verify expressions.

At all the tabs other than query option along with the main screen, one more window gets opened to the left which displays a vertical presentation of Production Plan Sheet of the item selected. To view brief about the other row, select the row and the details for selected row will be displayed.

- **By Customer**: This tab shows the customer summary of open sales order. To select different customer id click on drop down button.

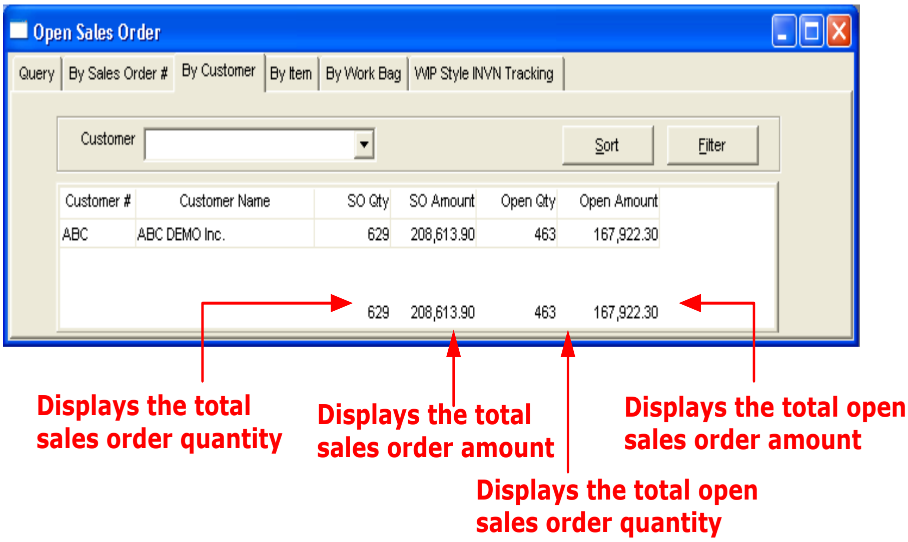


Figure: 4.2.11.3 By Customer option window

❖ **By Item**: This tab shows item summary of Open Sales Order. The screen at this tab displays the item category, item code, open SO quantity & amount, and Sales order quantity & amount. At last the sum of columns' (So Qty , SO Amount, Open Qty and Open Amount) is displayed. On clicking on any of the rows, vertical plan sheet of same style will be getting opened at the left.

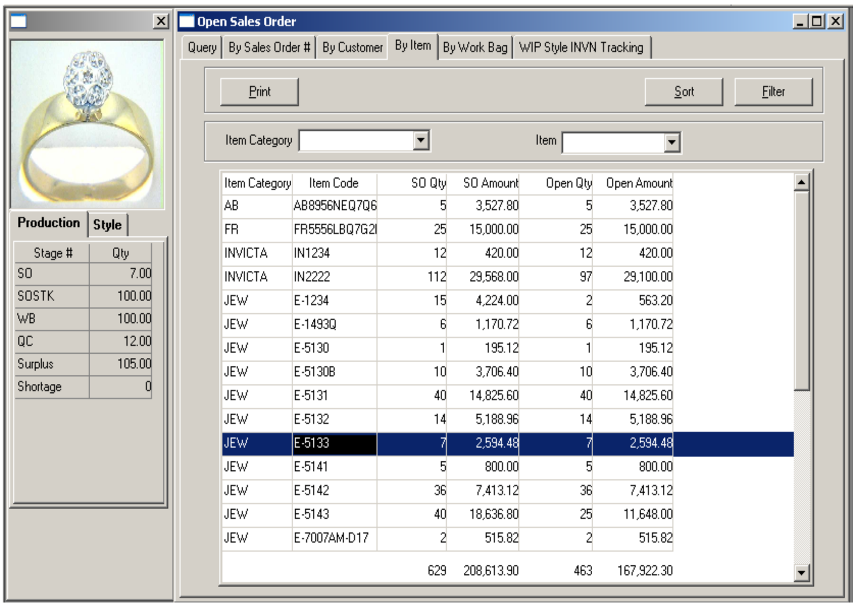


Figure: 4.2.11.4 By item window

❖ **By Workbag**: This tab helps you know open work bag details & track current stage of open sales order. This screen displays workbag details like workbag number; date workbag created, diamond & casting bag stage, workbag quantity etc.

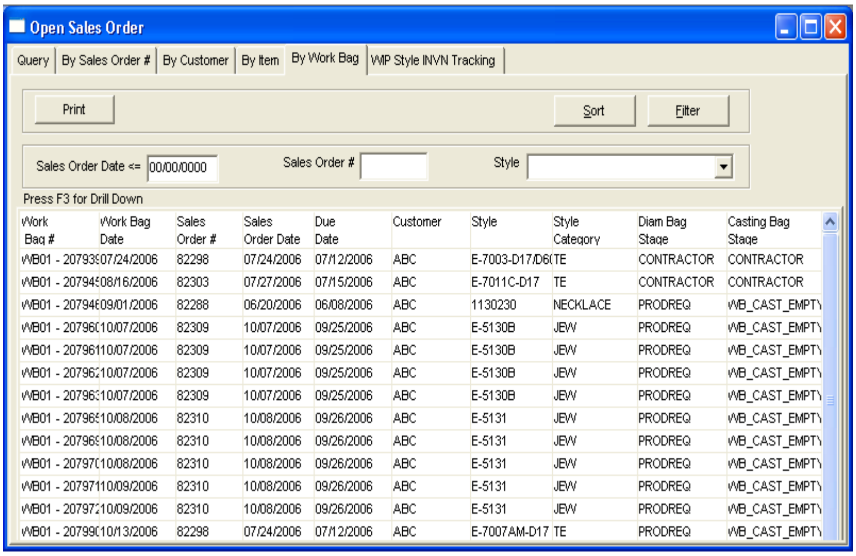


Figure: 4.2.11.5 By work bag option window

❖ **By WIP Style Invn Tracking**: This tab helps you know work in progress stage of open sales order. This screen displays quantitative details of open sales order, diamond along with barcode number, current stage, stage name etc. Details can also be retrieved by entering sales order ship date, sales order number and style id.

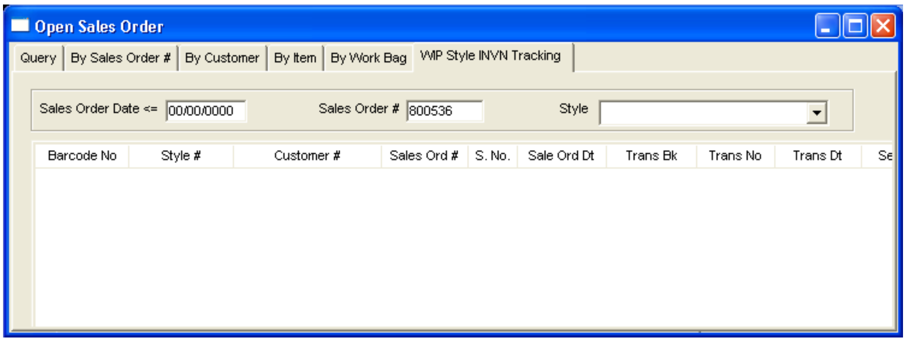


Figure: 4.2.11.6 By WIP style inventory window

4.2.12 Sales Order-Cost Update

Through this option of cost update, you can update over-all sales order cost on the basis of new gold price. If gold price has changed & sales order has to be changed accordingly then you can do it through this screen. For sales order-cost update, go to Modules→ Sales Order & Invoice→ Transactions→ Sales Order→ Sales Order-Cost Update.

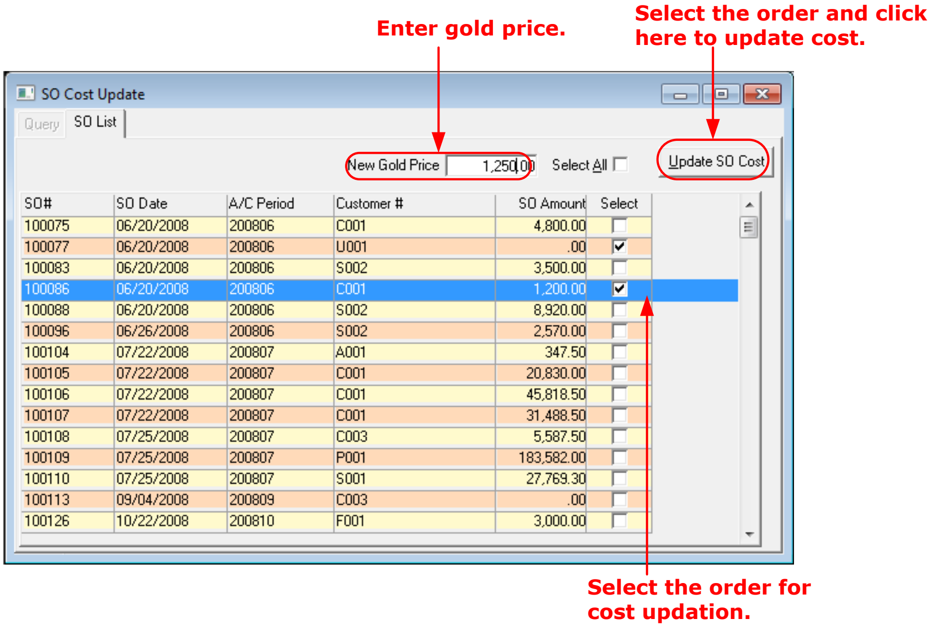


Figure: 4.2.12.1 SO Cost Update window

Select the order by clicking at the check-box at the select column and enter new gold price. Click at Update SO cost. Price will be updated.

4.2.13 SO Approval

After a sales order is generated, it is sent for approval (as per company's settings). The sales order come to this screen for approval, from here the authorized person can approve order and it will move for further process.

To approve order, go to Modules→ Sales Order & Invoice→ Transactions→ Sales Order→ SO Approval.

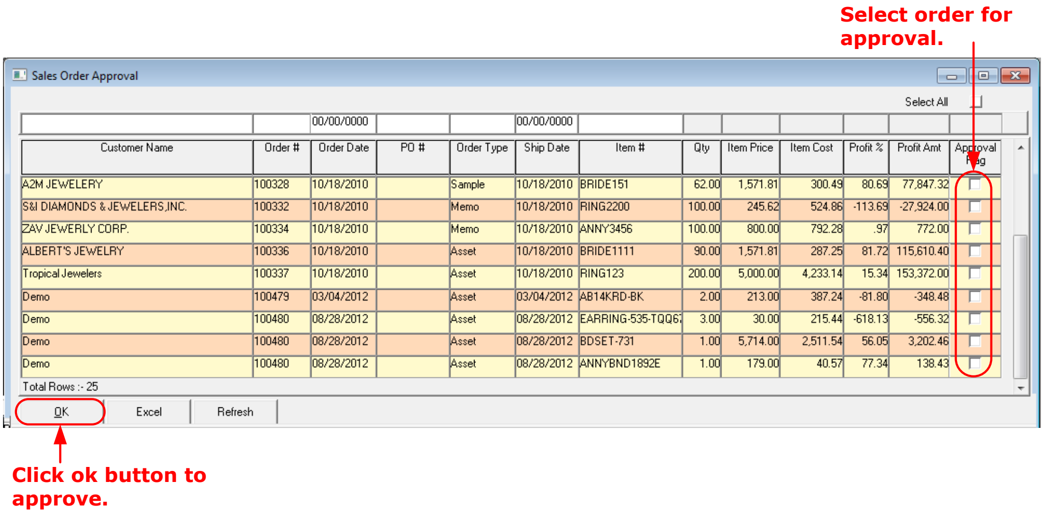


Figure:4.2.13.1 Sales Order Approval window

4.2.14 Change Order Type

Any of the sales order option except change order type does not facilitate to edit order type. Order type can only be changed for open orders. To change the sales order type at any stage of sales order processing, click on Module → Sales order & invoice →Transactions →Sales order →Change Order Type.

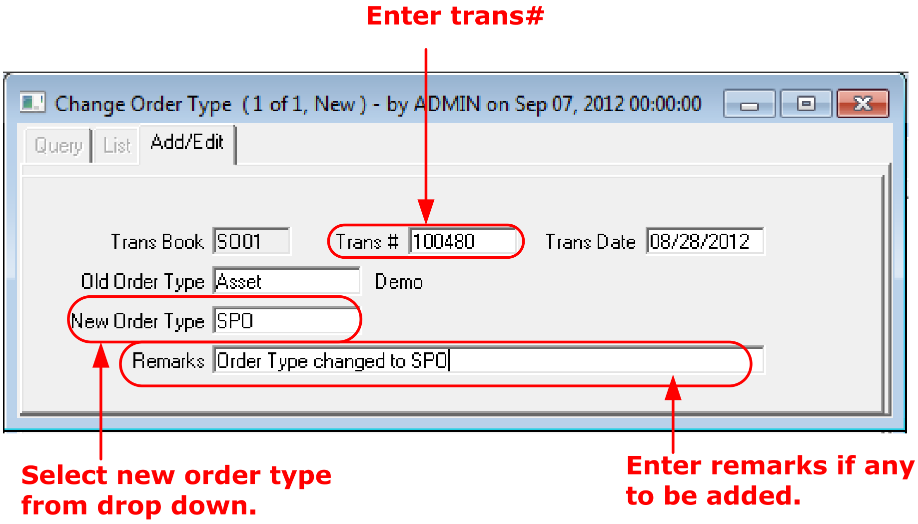


Figure: 4.2.14.1 Change Order Type window

Enter transaction no. of which order type has to be changed. On entering, the order details get populated at other fields. Select new order type from drop down and save.

4.3 Invoice

4.3.1 Sales Invoice

Sales process ends when goods are shipped to customer and a sales invoice is sent to buyer thereafter.
In other words, sales invoice is itemized statement with the name and address of the seller, listing merchandise sold or shipped to a purchaser, showing their name and address, and containing a description of the merchandise, the quantity, values or prices and charges, and other significant details of the transaction such as the terms of sale and the currency of the sale.

Sales Invoice can be prepared by copying all the details from a sales order.
To copy single sales order double click on copy from field in Header tab while to copy multiple orders at a time double click on ref.no. field at Detail-Single tab. The application asks user to copy all the details from the sales order if clicked yes then it will copy all the details.
To prepare invoice click on Module → Sales order & invoice →Transactions →Sales invoice.

User has to enter values at the following important fields
Header Tab:
1. Customer Id.
2. Ship #

3. Copy From.
4. Ship Via/Date

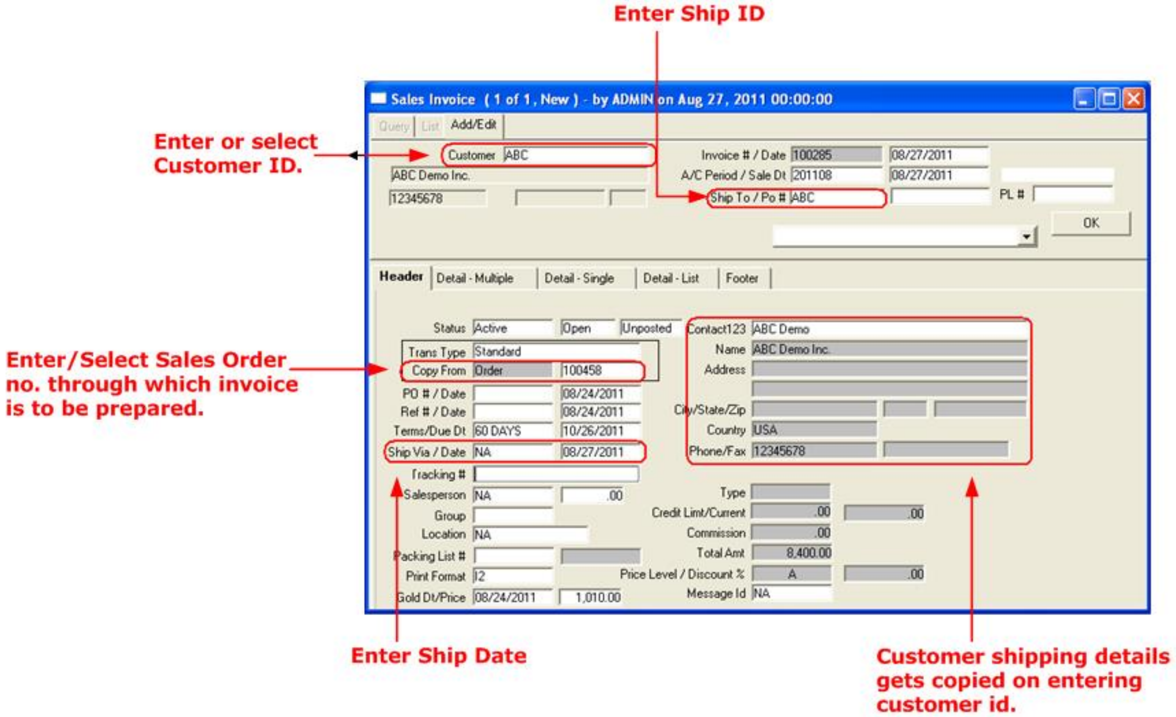


Figure: 4.3.1.1 Sales Invoice (Header Tab) window.

Detail Single Tab:

1. Item Id.
2. Ship Qty.
3. Description.
4. Ref Document.

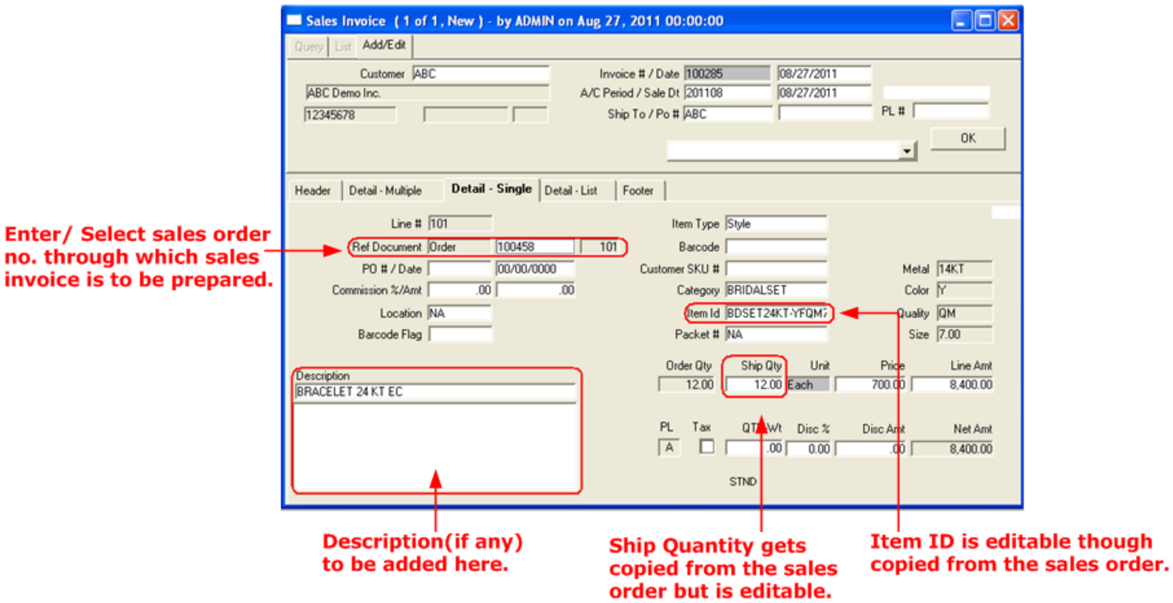


Figure: 5.3.1.2 Sales Invoice (Detail Single Tab) window.

4.3.2 Bulk Invoice Generation

Packing Slips can be generated in bulk through this screen. This screen contains following tabs:

❖ **By Sales Order**: This option will list details of all open sales order in tabular form. User can filter through records with the help of filter options provided. After filtering the rows when user clicks on Prepare Packing Slip tab, all the records from this window will be copied to Prepare Packing Slip tab.

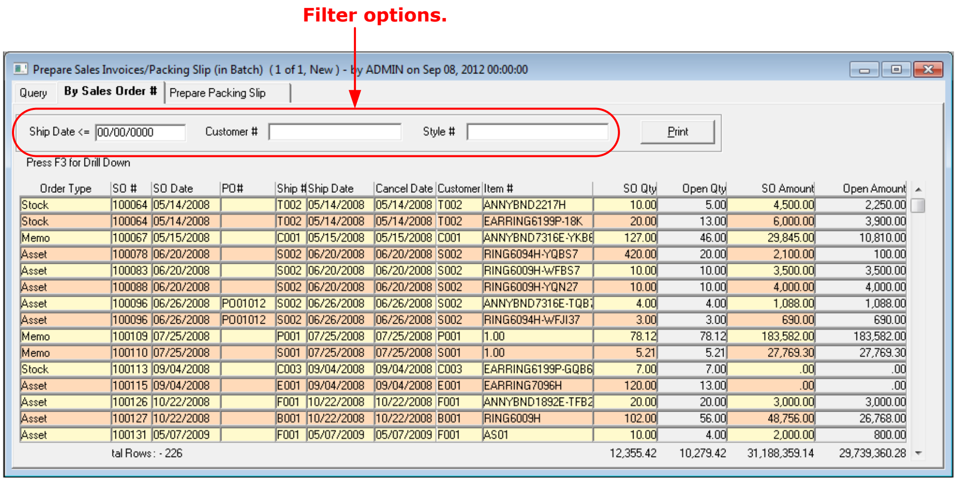


Figure: 4.3.2.1 Prepare Sales invoice window

❖ **Prepare Packing Slip**: This option will copy all sales order which are there in By Sales Order# Tab either Filtered /non Filtered. Check on respective checkbox of the row under Select column to prepare packing slip of that particular sales order. Then click at Prepare Packing Slip button, on clicking, packing slip is generated. To select all the listed sales orders, check on Select SO checkbox.
After Packing slips are prepared it will be showed under the column Packing Slip#. User can print all the prepared packing slips with the help of Print button.

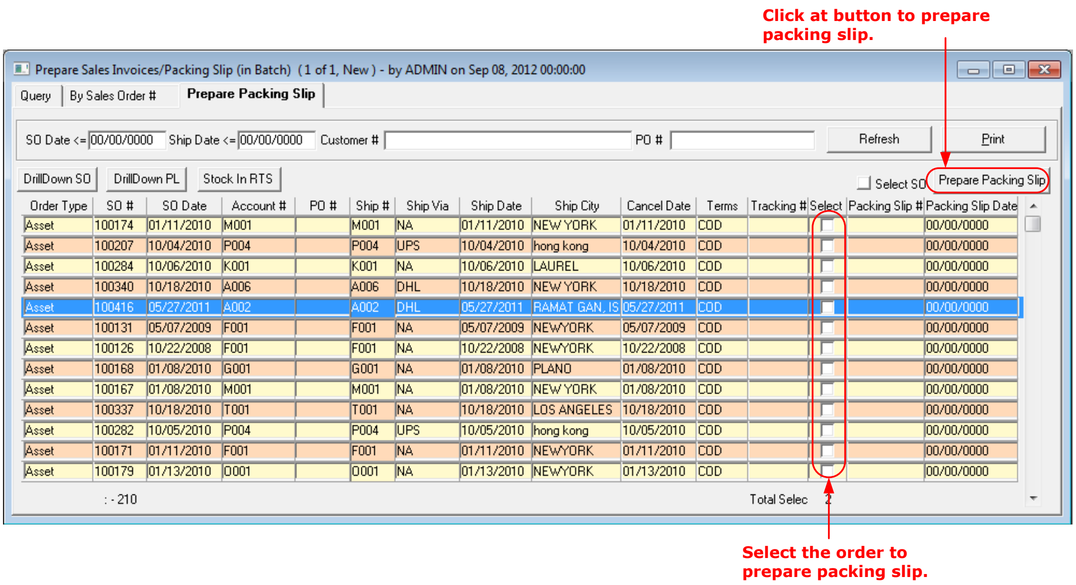


Figure: 4.3.1.2 Prepare Invoice/Packing Slip window

Following filter options can be used at the above screen

- **SO Date <=:** Specify sales order date of which less than or equal to records are to be retrieved. This will list all the records falling under filter specified.

- **Ship Date<=:** Enter ship date of which less than or equal to records are to be retrieved. This will list all the records falling under filter specified.

- **Customer #:** Enter a customer id or select customer id from drop down list. This will list details only for the customer id entered.

- **PO #:** Enter PO number. This will list details of sales order with that particular PO number only.

4.3.3 Bulk Invoice from Packing List

This feature helps you create bulk invoices through packing list. The entire open packing lists are shown here in tabular form.
To generate bulk invoices at a time, click on Module → Sales order & invoice → Transactions →Invoice→ Generate Invoice/Memo from Packing List.
From here, you can either create invoice or memo through this screen.
This screen contains following tabs:

- **Invoice:**
  This tab will show all the open packing list for which invoice is to be generated. Select the packing list and click at Prepare Invoice button. A new sales invoice window will be opened and invoice will be created.

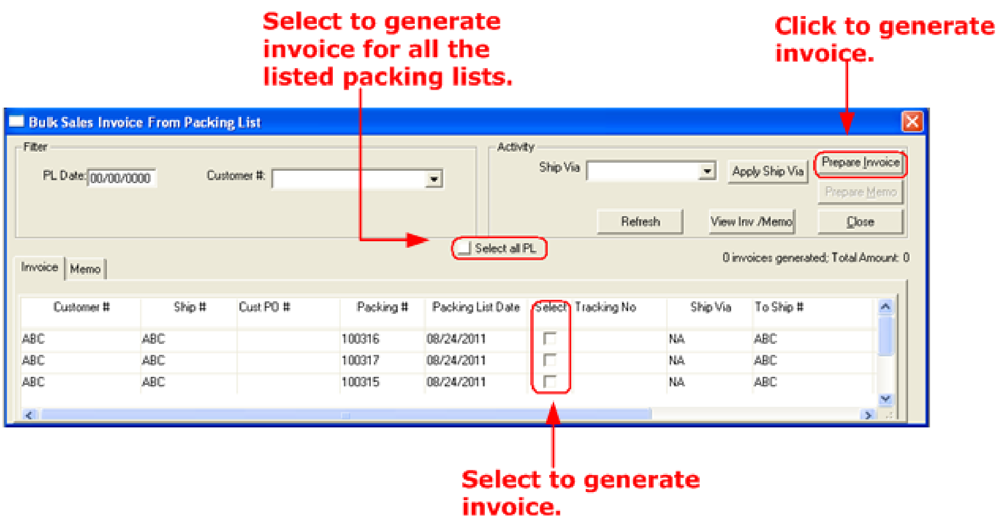


Figure: 4.3.2.1 Bulk Invoice Generation window.

- **Memo:**
  This tab will show all the open packing list of memo type for which memo is to be generated. Select the packing list and click at Prepare Memo button. A new sales memo window will be opened and memo will be created.

~~4.3.3~~4.3.4 Express Check-Out

Express check-out helps you end sales process fast. Express Check-out is just job of three clicks. You can generate and print packing slip and invoice through same screen. After generation of packing slip and invoice it can be exported to UPS or FedEx.

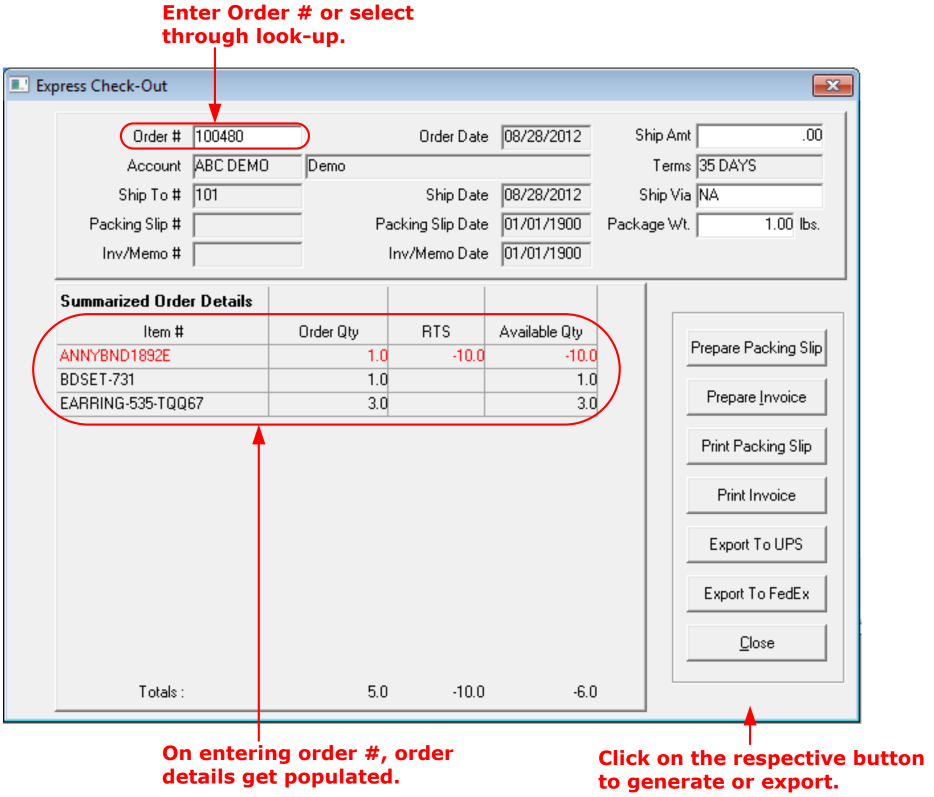


Figure: 4.3.3.1 Express Checkout window

4.4 Credit Invoice

4.4.1 SalesCredit Invoice

Sales credit invoice is an invoice issued to a person or a company when goods are returned by them. This credit can be used to settle the other invoices with the customer.

Sales Credit Invoice can be prepared by copying all the details from an Invoice. To copy one sales invoice at a time double click on copy from field in Header tab while to copy multiple invoices at a time double click on ref.no. field on Detail-Single tab. The system asks user to copy all the details from the sales invoice if clicked yes then it will copy all the details.

To prepare invoice click on Module → Sales order & invoice →Transactions →Credit Invoice→Sales credit invoice.

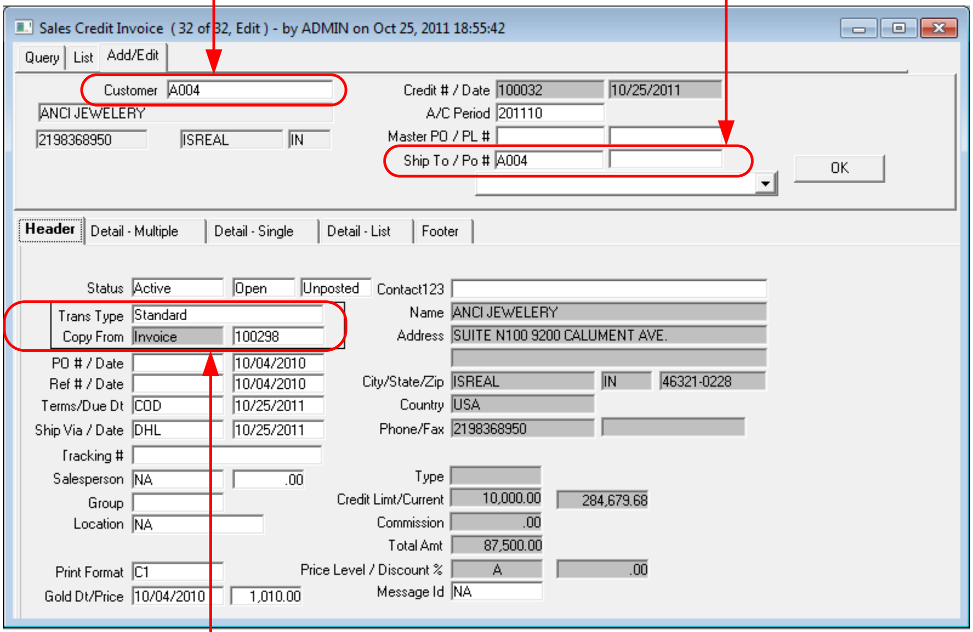
User has to enter values at the following important fields

Header Tab:

1. Customer #.
2. Ship To /PO#
3. Copy From.

Enter / Select Customer #.

Enter Ship to # and PO no.



Select Trans type from drop down and enter invoice no. through which details are to be copied.

Figure: 4.4.1.1 Sales Credit Invoice (Header) window

Detail Single Tab:

1. Item #.
2. Credit Qty.
3. Description.
4. Ref Document.

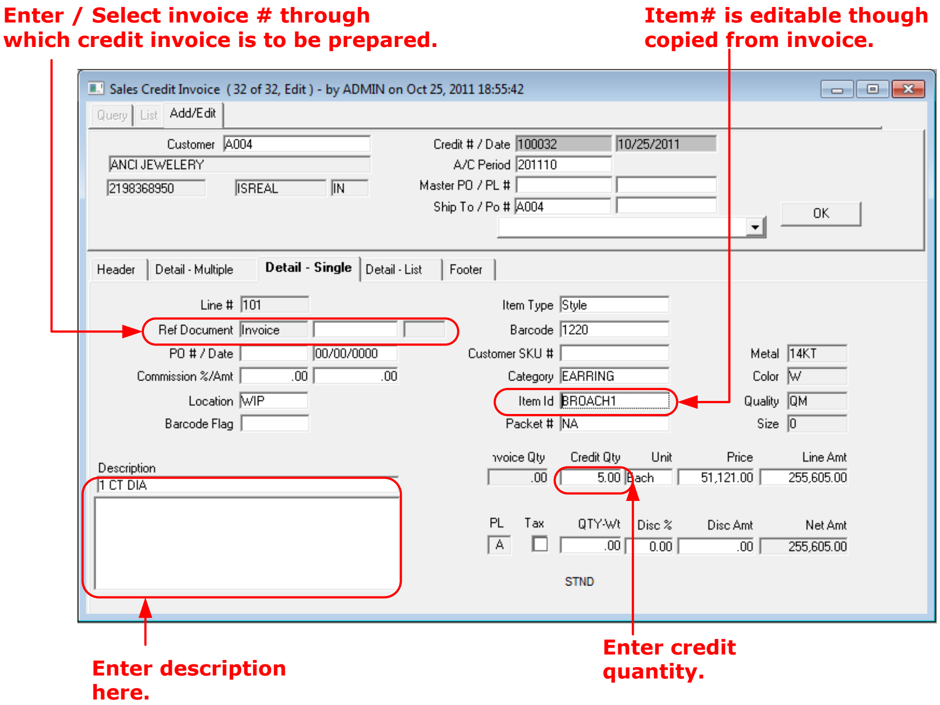


Figure: 4.4.1.2 Sales Credit Invoice (Detail Single) window

4.5 Sales Order Cancellation

When a sales order is cancelled partially or fully by purchaser at any of its processing stages, a sales order cancellation is being prepared. The sales order can be cancelled for the open quantity of that sales order.

To prepare sales order cancellation click on Module → Sales order & invoice→Transactions tab→Sales order cancellation.

User has to enter values at the following important fields
Header Tab:
1. Customer #.
2. Copy From.

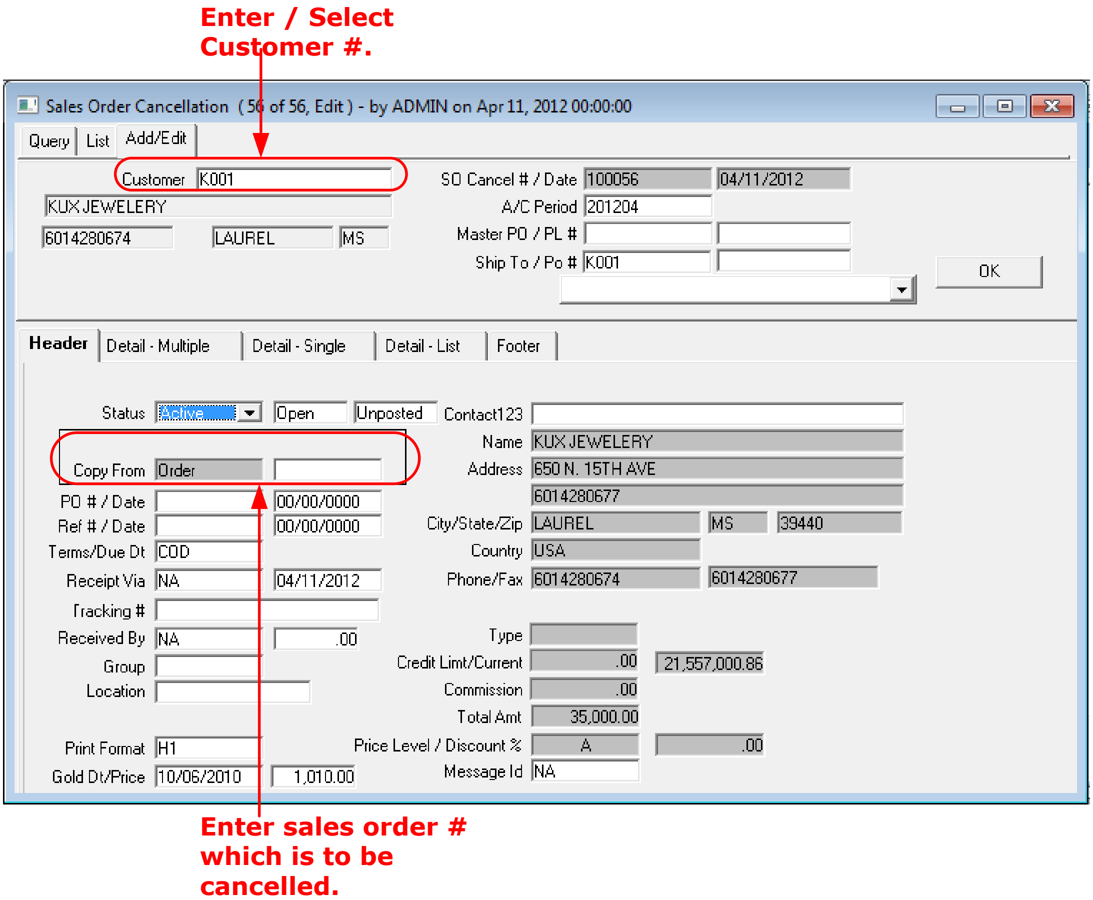


Figure: 4.5.1 Sales Order cancellation (Header) window

Detail Single Tab:

1. Item #.
2. Ref Document.
3. Description.
4. Cancel Quantity.

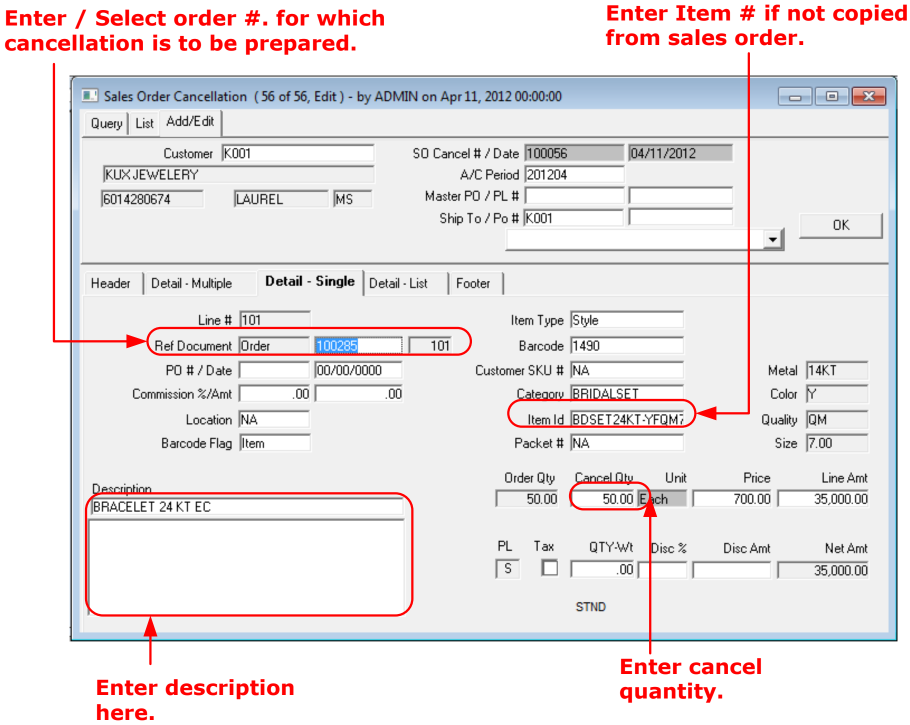


Figure: 4.5.1 Sales Order cancellation (Detail Single) window

When sales order number is entered, at header tab, application will confirm to copy quantity also, select yes/no as per the case. After selecting, all necessary details from sales order will be getting copied at other tabs.

4.6 Sales Memo

When any item or style components are sent on memo, sales memo is prepared for same.

Sales Memo can be prepared by copying all the details from an order of memo type. To copy single sales order at a time double click on copy from field at Header tab while to copy multiple orders at a time double click on ref.no. field at Detail-Single tab. The application asks user to copy all the details from the sales order if clicked yes then it will copy all the details.

To prepare sales memo click on Module → Sales order & invoice→Transactions tab→Sales memo.

4.6.1 Memo (Jewelry)

To prepare sales memo (jewelry), click on Module → Sales order & invoice module →Transactions tab →Sales memo→Memo (jewelry)
User has to enter values at the following important fields
Header Tab:
1. Customer Id.
2. Ship #
3. Copy From.

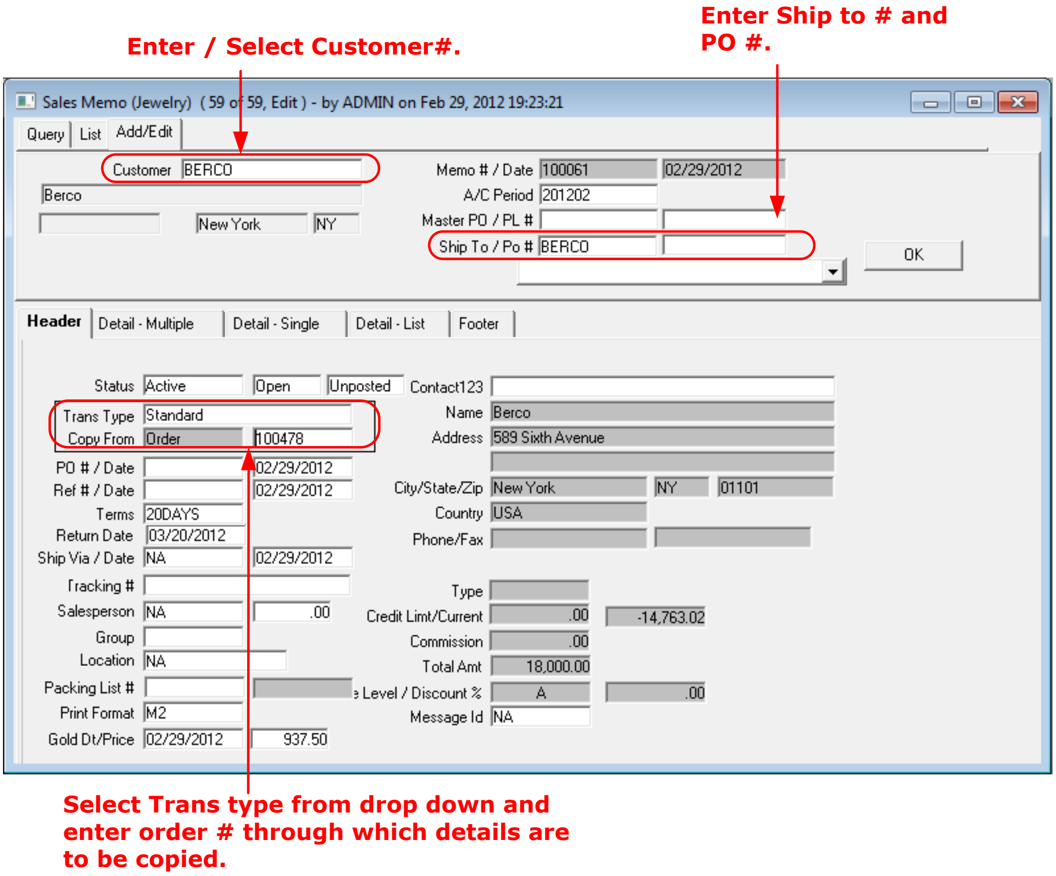


Figure: 4.6.1.1 Sales memo (Jewelry) Header window

Detail Single Tab:

1. Item #.
2. Memo Qty.
3. Description.
4. Ref Document.

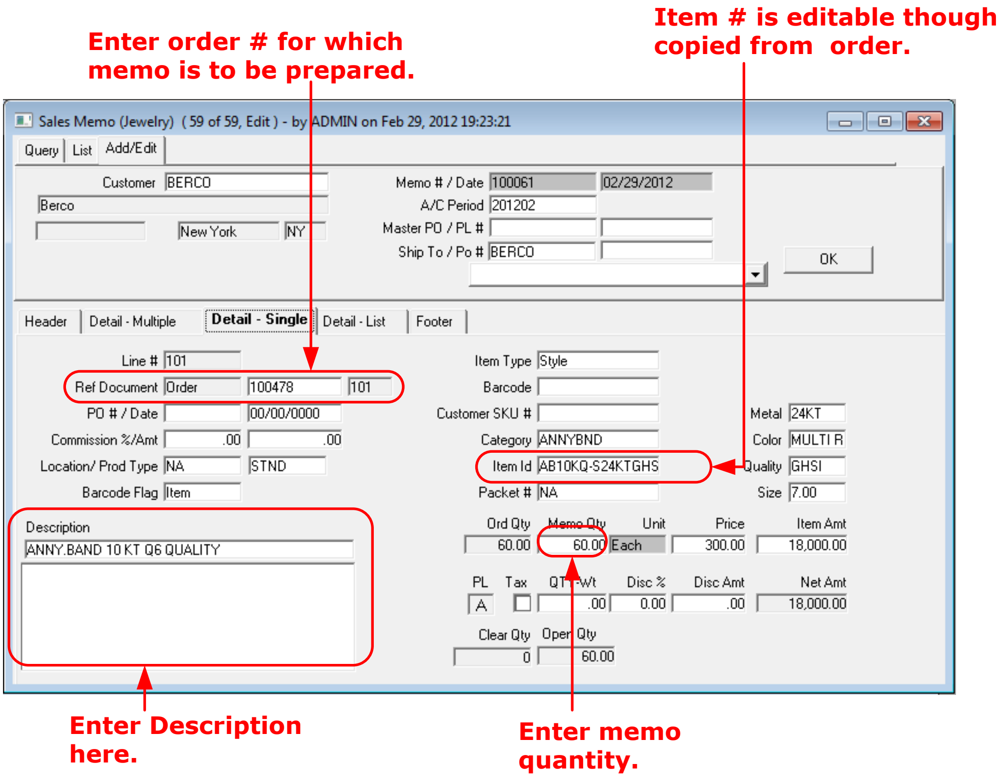


Figure: 4.6.1.2 Sales memo (Jewelry) Detail Single window.

4.6.2 Sales Memo (Diamond)

To prepare sales memo (diamond), click on Module → Sales order & invoice →Transactions →Sales memo→Memo (diamond).

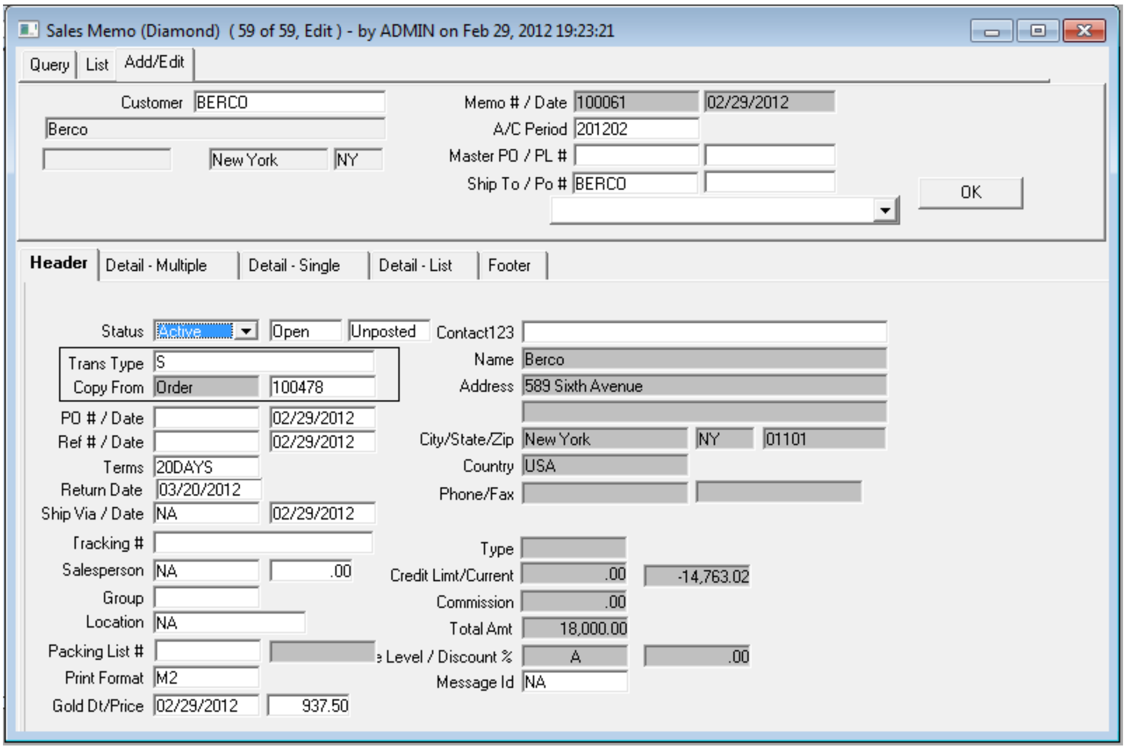


Figure: 4.6.2.1 Sales memo (Diamond) window

Memo (diamond) can be prepared in the same way as Memo (Jewelry). Refer to description at Sec 4.6.1 → Sales Memo (Jewelry) .At Detail Multiple tab, select type as Diamond if it is not selected by default.

*Sales Order details cannot be copied in **copy from** field at Sales Memo (diamond).*

4.6.3 Sales Memo (Sample)

When a sample item/style is given on memo, sales memo is prepared. To prepare sales memo (sample), click on Module → Sales order & invoice →Transactions →Sales memo→memo (sample)

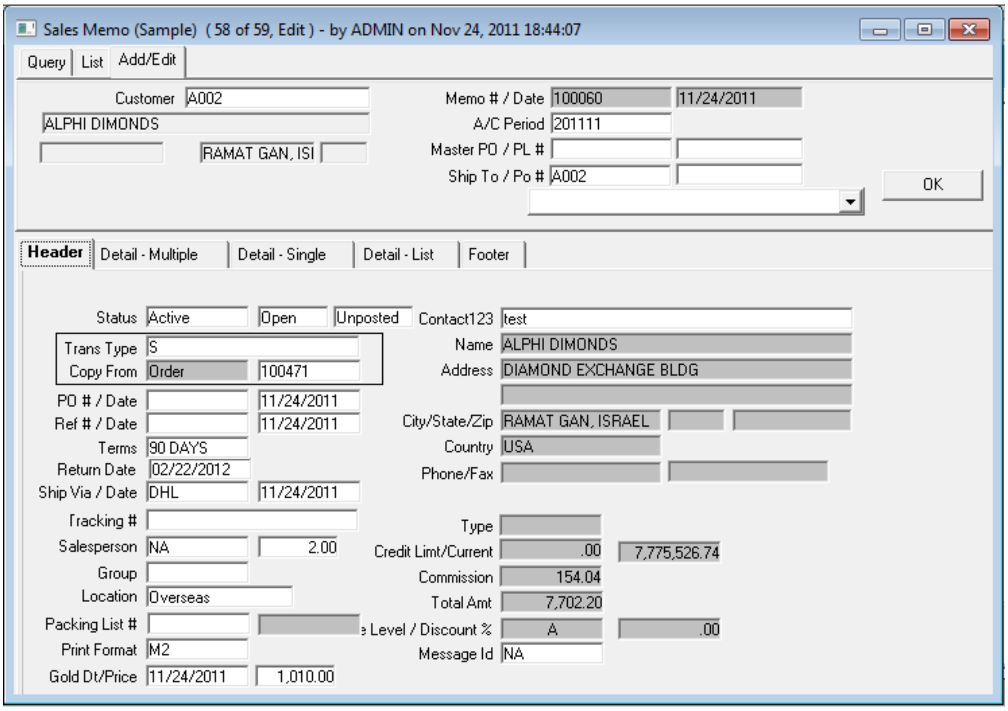


Figure: 4.6.3.1 Sales memo (Sample) window

Memo (sample) can be prepared in the same way as Memo (Jewelry). Refer to description at Sec 4.6.1 → Sales Memo (Jewelry).

4.6.4 Memo (Sales line)

When an item/style is given on memo for sales promotion, sales memo is prepared. To prepare sales memo (sales line), click on Module → Sales order & invoice →Transactions →Sales memo→memo (sales line)

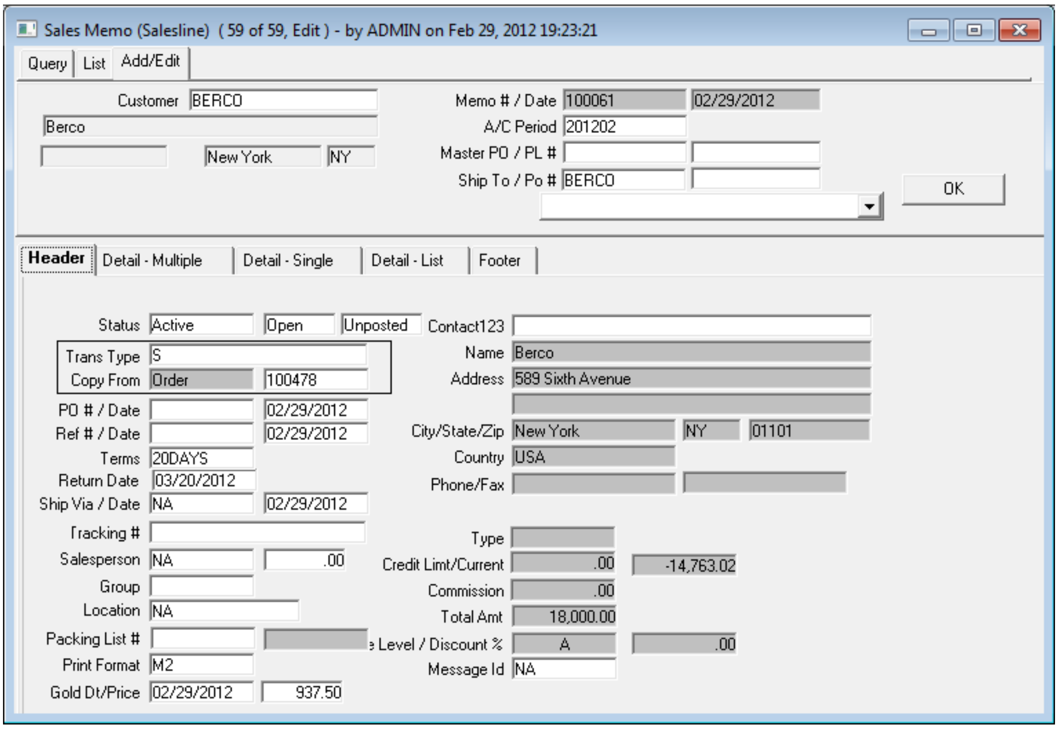


Figure: 4.6.4.1 Sales memo (Salesline) window

Memo (salesline) can be prepared in the same way as Memo (Jewelry). Refer to description at Sec 5.6.1 → Sales Memo (Jewelry).

4.6.5 Memo (Closeout)

When a closeout item/style is given on memo, sales memo is prepared. To prepare sales memo (closeout), click on Module → Sales order & invoice →Transactions →Sales memo→memo (closeout)

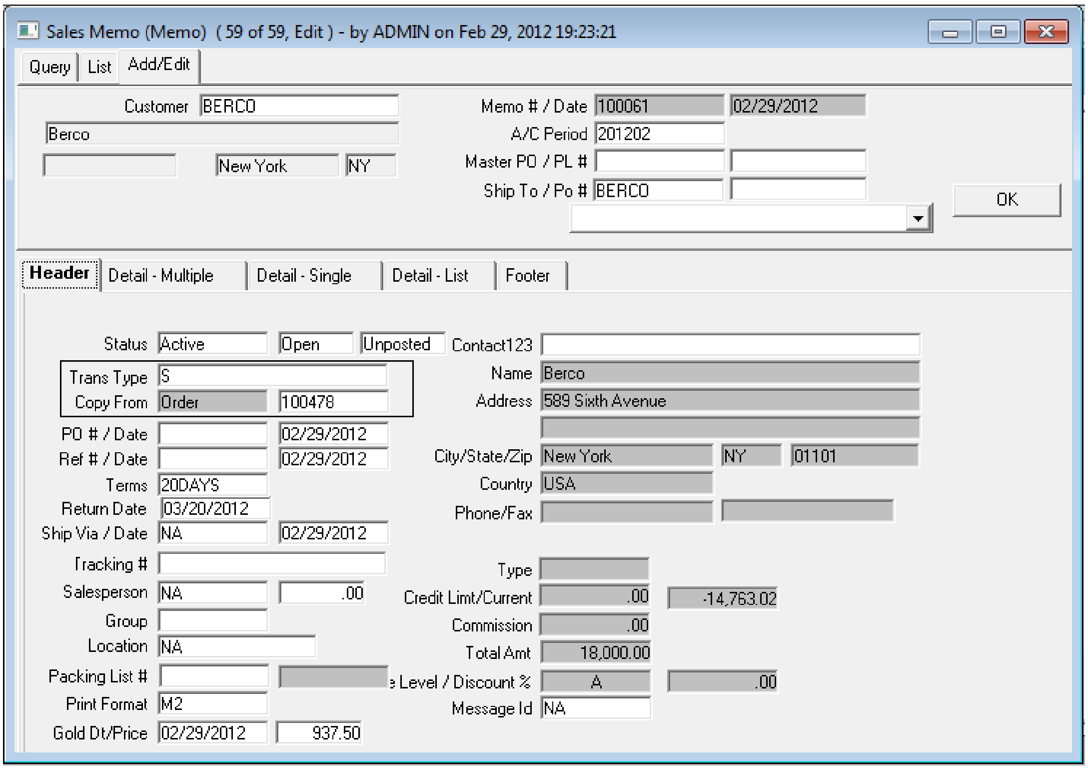


Figure: 4.6.4.1Sales memo (Closeout) window

Memo (closeout) can be prepared in the same way as Memo (Jewelry). Refer to description at Sec 4.6.1 → Sales Memo (Jewelry).

4.6.6 Memo Price Update

Through this option of price update, you can update over-all sales memo cost on the basis of new gold price. If gold price has changed & sales memo has to be changed accordingly then you can do it through this screen. For memo price update, go to Modules→ Sales Order & Invoice→ Transactions→ Sales Memo→ Memo Price Update.

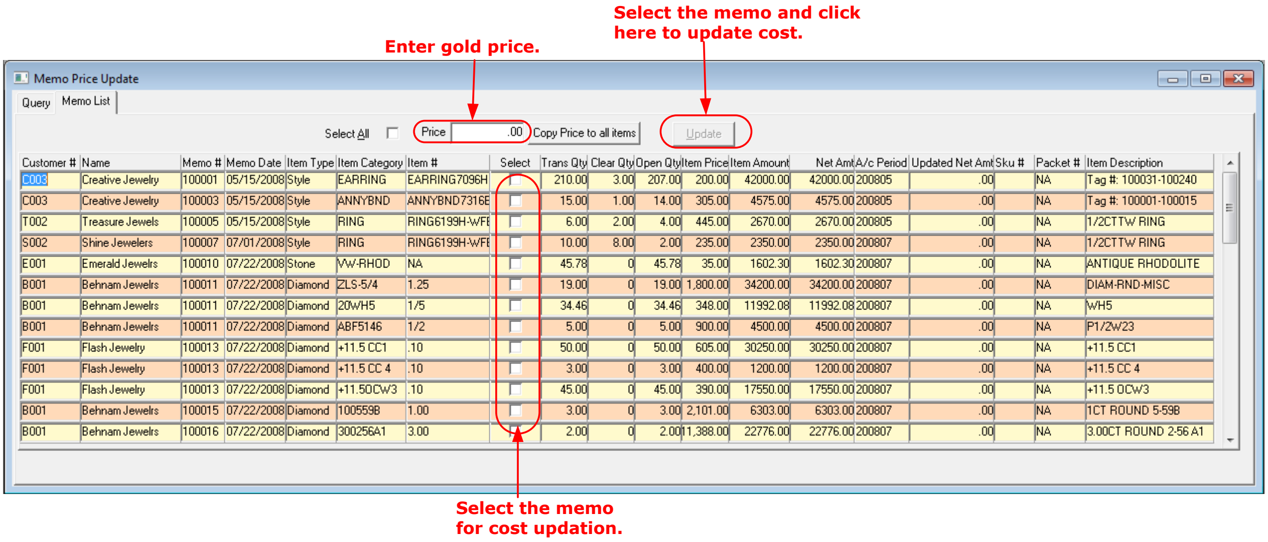


Figure: 4.6.1.1 Memo Price Update window

4.7 Sales Memo Return

When item(s) or style components sent on memo are returned back as unsold, sales memo return is prepared for same.

Sales Memo Return can be prepared by copying all the details from a memo. To copy single sales memo double click on copy from field in Header tab while to copy multiple memos at a time double click on ref.no. field at Detail-Single tab. The application asks user to copy all the details from the sales memo if clicked yes then it will copy all the details.

To prepare sales memo return click on Module → Sales order & invoice→Transactions →Sales memo return.

4.7.1 Sales Memo Return (Jewelry)

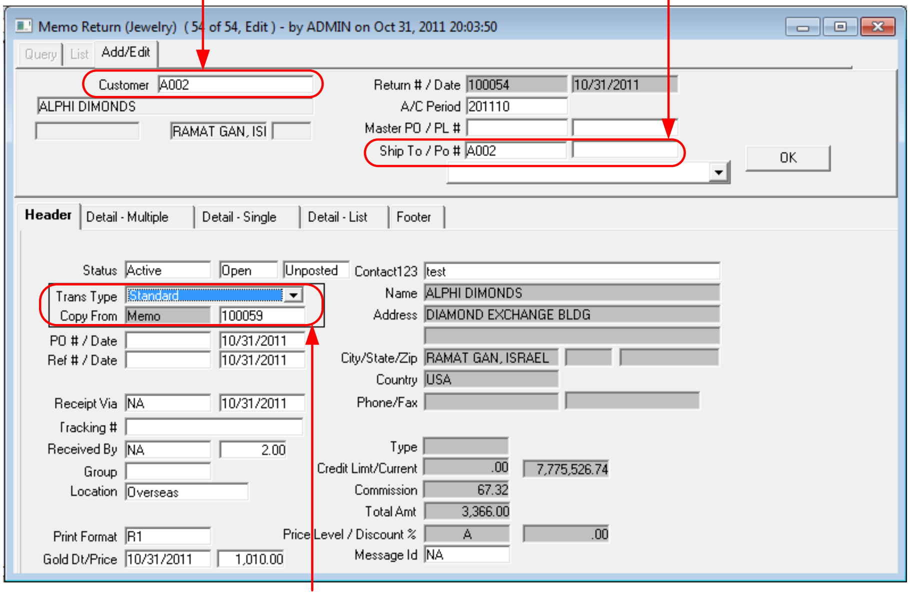
To prepare sales memo (jewelry), click on Module → Sales order & invoice →Transactions →Sales memo return→Memo return (jewelry)
User has to enter values at the following important fields

Header Tab:

1. Customer Id.
2. Ship #
3. Copy From.

Enter / Select Customer #.

Enter Ship To #.



Enter memo # for which memo return has to be prepared.

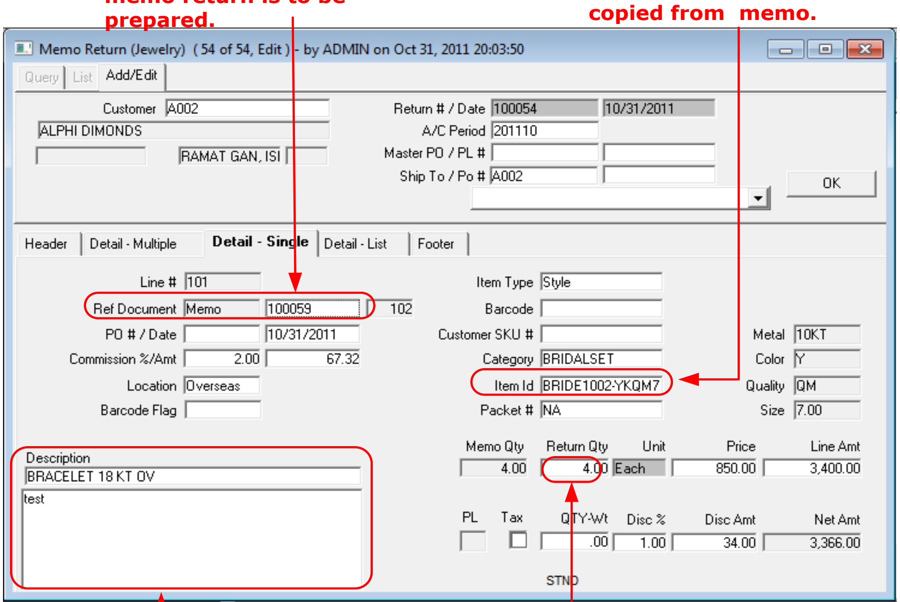
Figure: 4.7.1.1 Memo return (Jewelry) Header window

Detail Single Tab:

1. Item Id.
2. Memo Qty.
3. Description.
4. Ref Document.

Enter memo # for which memo return is to be prepared.

Item id is editable though copied from memo.



Enter Description here.

Enter return quantity.

Figure: 4.7.1.2 Memo return (Jewelry) Detail Single window

4.7.2 Sales Memo Return (Diamond)

To prepare sales memo (Diamond), click on Module → Sales order & invoice →Transactions →Sales memo return→Memo return (Diamond)

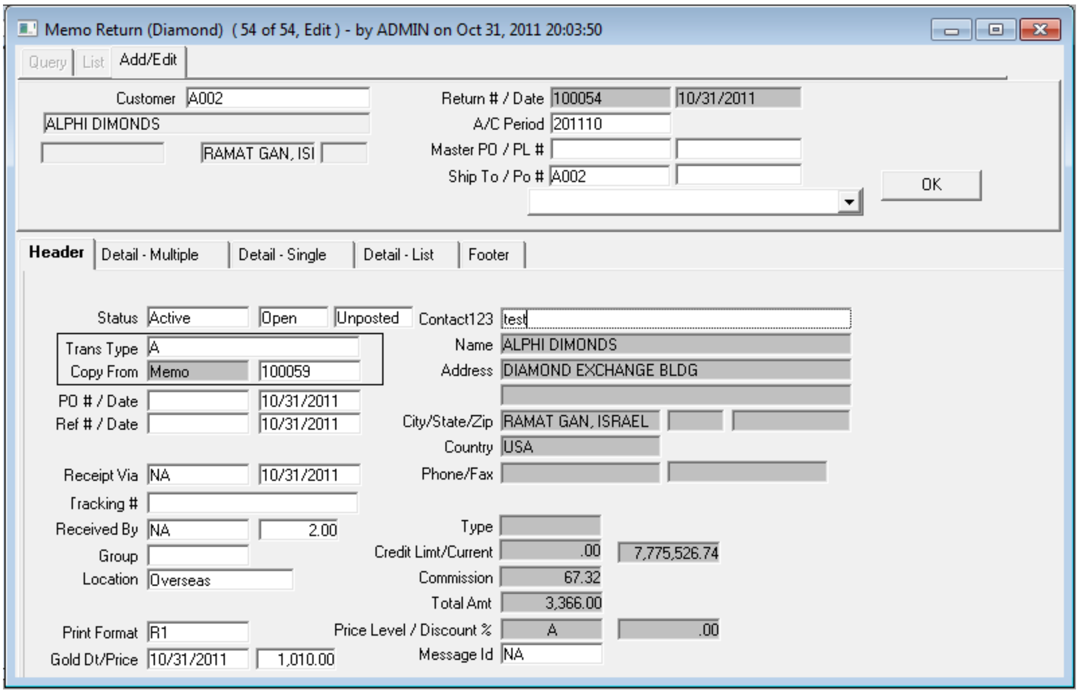


Figure: 4.7.2.1 Sales memo return (Diamond) window

Memo Return (diamond) can be prepared in the same way as Memo Return (Jewelry). Refer to description at Sec 4.7.1 → Sales Memo Return (Jewelry).
The only difference is to select Type as Diamond instead of style at Detail Multiple tab.

4.7.3 Sales Memo Return (Sample)

To prepare sales memo return (sample), click on Module → Sales order & invoice →Transactions →Sales memo return→Memo return (sample)

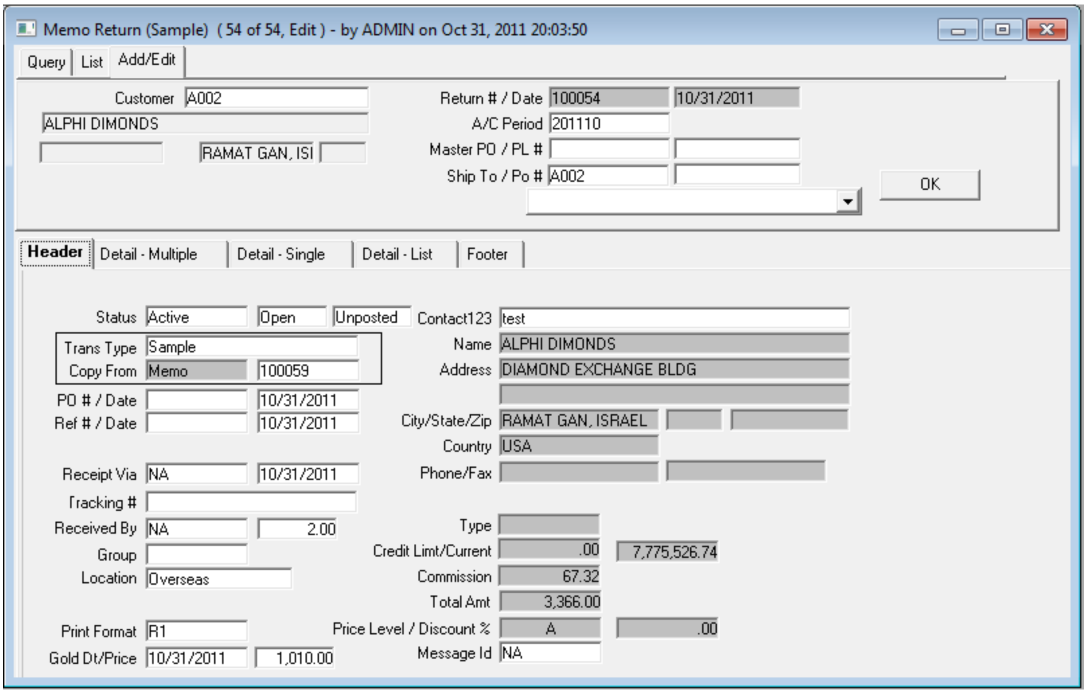


Figure: 4.7.3.1 Sales memo return (Sample) window

Memo Return (sample) can be prepared in the same way as Memo Return (Jewelry). Refer to description at Sec 4.7.1 → Sales Memo Return (Jewelry).

4.7.4 Sales Memo Return (Sales Line)

To prepare sales memo return (sales line), click on Module → Sales order & invoice →Transactions →Sales memo return→Memo return (sales line)

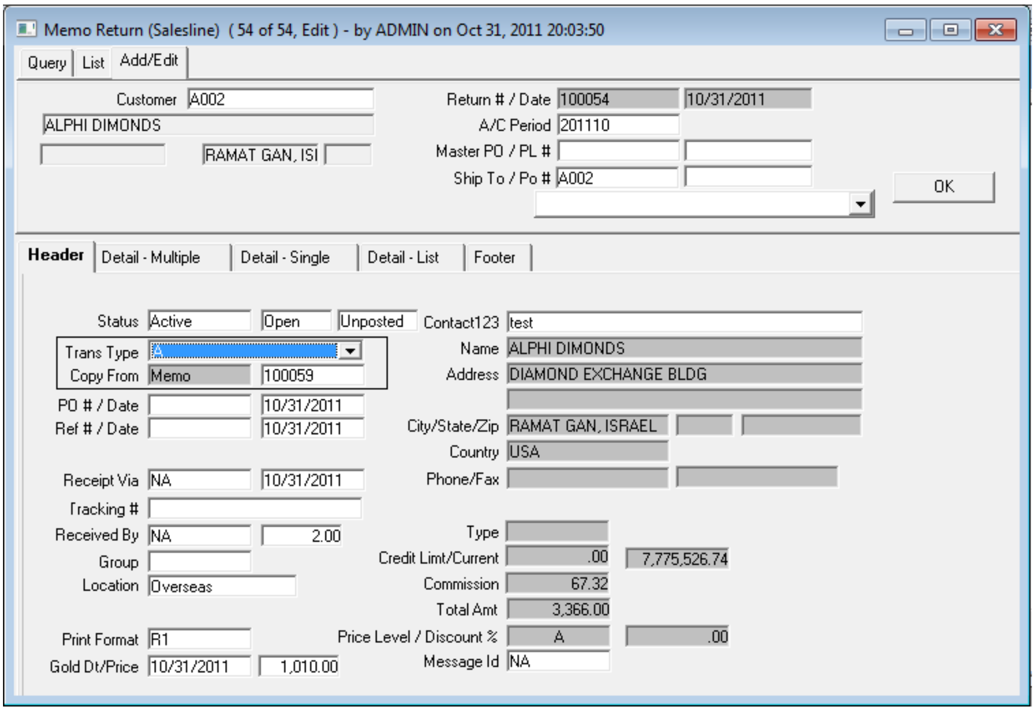


Figure: 4.7.4.1 Sales memo return (Salesline) window

Memo Return (sales line) can be prepared in the same way as Memo Return (Jewelry). Refer to description at Sec 4.7.1 → Sales Memo Return (Jewelry).

4.7.5 Sales Memo return (Closeout)

To prepare sales memo return (closeout), click on Module → Sales order & invoice →Transactions →Sales memo return→Memo return (Closeout)

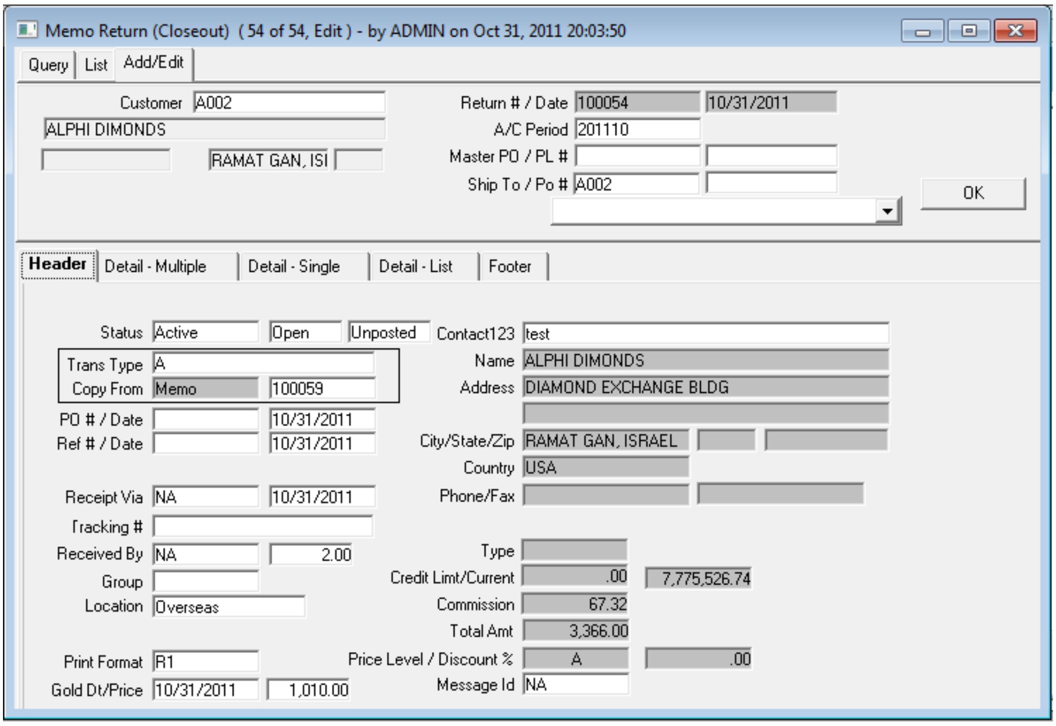


Figure: 4.7.5.1 Sales memo return (Closeout) window

Memo Return Closeout) can be prepared in the same way as Memo Return (Jewelry). Refer to description at Sec 4.7.1 → Sales Memo Return (Jewelry).

4.7.6 Bulk Memo Return

Memo Return can be generated in bulk through this screen. This screen shows both summarized and detailed memo information.

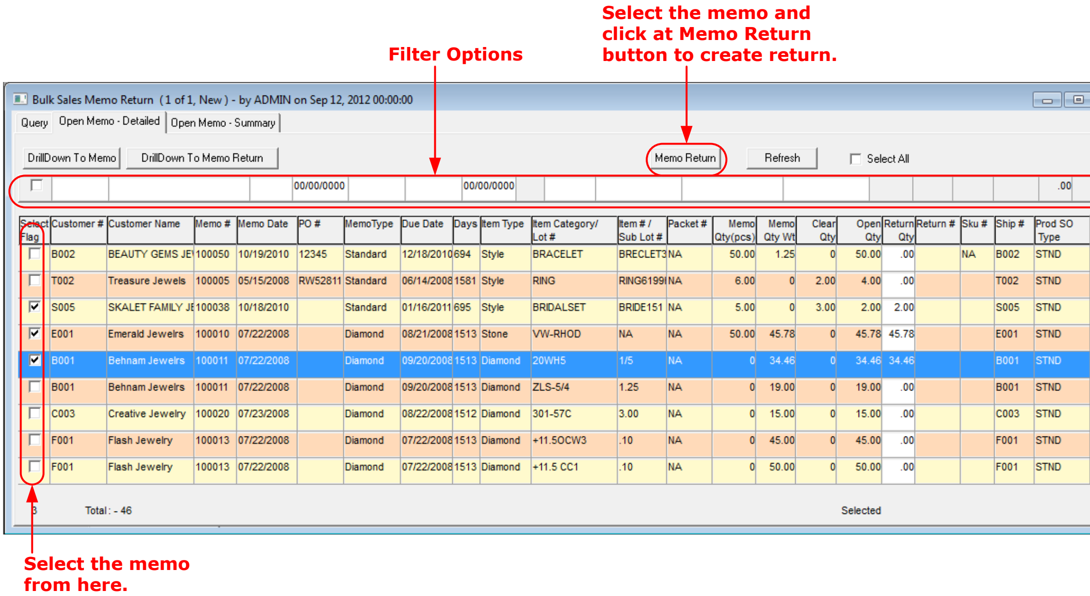


Figure: 4.7.6.1 Bulk memo return window

4.8 Bulk Order Cancellation

Sales Orders can be cancelled in bulk through this screen. This screen shows both summarized and detailed order information.

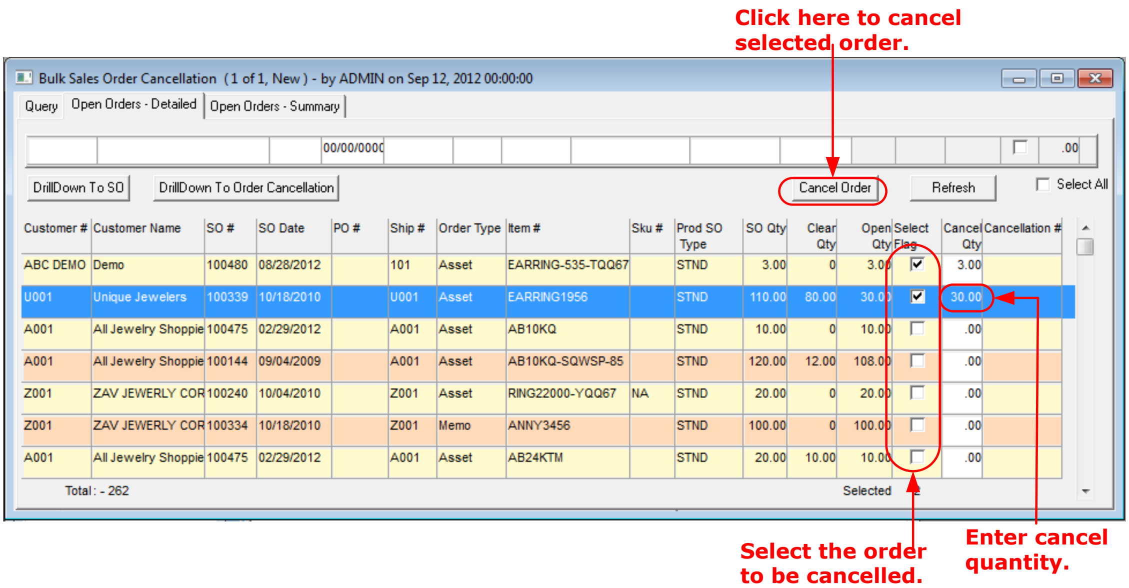


Figure: 4.8.1.1 Bulk Order Cancellation window

Select the order by clicking at the check-box in the select column. Enter cancel quantity and then click at Cancel Order button to cancel the order.

4.9 Enter Tracking Number

This features allows you to add tracking number of invoices, memo, send back (memo return) and goods sent after repairs.

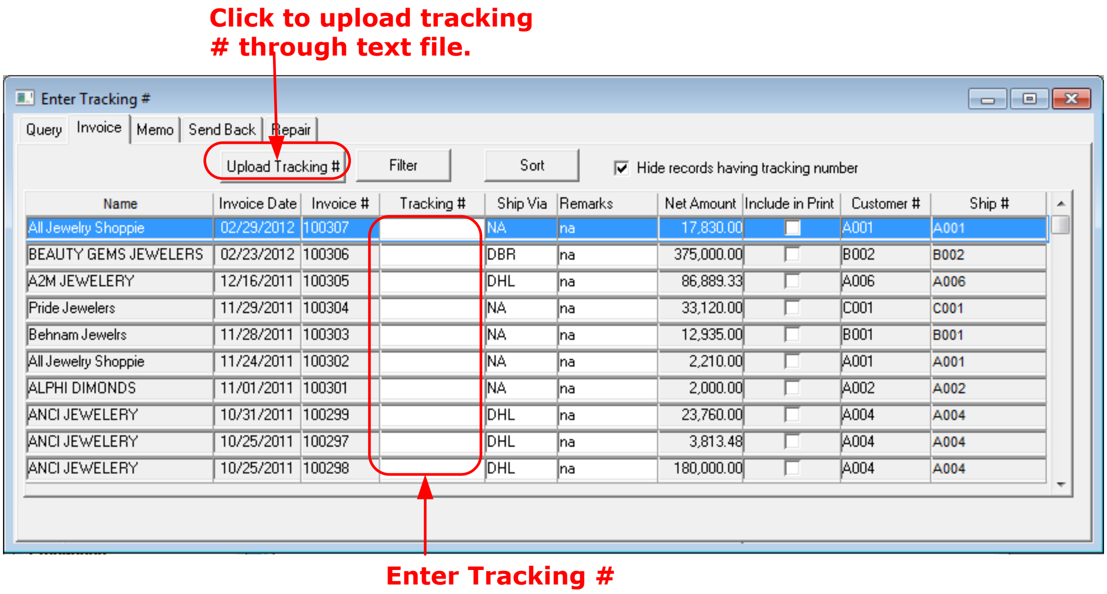


Figure: 4.9.1 Enter tracking number window

Enter tracking number of the respective invoice in the column under tracking # column. To include tracking number in printed form of invoice, click on checkbox under Include in Print column.

Click on save button to save the details entered.

Tracking number at other tabs also can be added in the same way as Invoice tab.

5 Amendment History

Version	Date	Addition/Modification	Prepared By	Revised By
V 2.0	10.01.2012		Deepti Khurana	Purva Telang