

User Guide

For

Diaspark ERP Software

Sales Order & Invoice Module

Version 2.0

Diaspark Inc. 200, Metroplex Drive Suite 401, Edison, NJ 08820 Web: <u>www.diaspark.com</u>

DIASPARX

Release Notice

Author	Deepti Khurana	
Reviewed By	Purva Telang	
Approved By	Purva Telang	
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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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Customer category.

Enter un category name.	ique # and
📃 Customer Category (4 of 9, E	dit) - by ADMIN on Feb 29, 2012 13:01:17 📃 💷 📧
Query List Add/Edit	
Customer Category RETAILER	Status
Category Name RETAIL C	USTOMER
Discount %	.00 Allow Customer Change ?
Terms 20DAYS	Accounts Receivable 1500
-	
	Enter terms & accounts

receivable code for the 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 \rightarrow Sales Order & Invoice \rightarrow Setup \rightarrow Customer Setup. Header & Address Tab

Enter a unique customer # and name.	Enter / Select customer category
Customer (9 of 55, Edit) - by ADMIN on Mar 04, 2012; Query List Add/Edit	:14:48:23
Customer # ABC DEMO	Category STCATG
Customer Name Demo	Stop Shipment
Parent # ABC DEMO	Phone 123456789 InActive
Status Active Credit	lit Approved Yes Collection 🗖
Credit Approv	val Process Completed Blacklisted 🔽 Upload Ship To
Address General Ship To Notes User Fields Pr	Priority Daily Notes Messages JBT Ranking Bank Buyer Info. Margin Specific
Main Contact Demo Purchaseperson Bookkeeper Returns Phone 123456789 Fax Cell # Address 200, Metroplex Drive Suite-401 City/State/Zip Edison NJ Country USA Email Web Start Date 103/04/2012	Phone Phone Phone Phone Phone Phone Phone
Enter cu	ustomer

contact details.

Figure: 3.2.1Customer setup window <u>General Tab</u>

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

and memo t	terms.	Select Ship Via mode.
Customer (2 of 2, New) - by ADMIN	on Sep 15, 2012 00:00:00	
Query List Add/Edit		
Customer # ABC DEMC	Category NA	
Customer Name Demo		Stop Shipment 厂
Parent # ABC DEMC	Phone	InActive
Status Active	Credit Approved No	Collection
	Credit Approval Process Not Started	Blacklisted 🔲 Upload Ship To
Address General Shi n Notes	User Fields Priority Daily Notes Messages	BIR Banking Bank Buyer Info. Margin Specific
rvoice/ Memo Terms TEST TES Discount % .00 Credit Limit .00 Price Level C Salesperson/Commn % TEST Group/Type Territory JBT#/JBT Ranking Tax # Bank A/C # Passport # Gurantee Name Message # NA Invoice Print Format Memo Print Format	ST Ship Payment Pr Return Ch Ship 2.00 2.00 2.00 2.00 2.00 2.00 2.00 2.0	hip Via (FEDX) Priority A Check 0 pper # ication

Enter discount%, Credit limit, Price Level and Sales Person at the respective fields.



Ship To Tab

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

Query List Add/Edit	
Customer # ABC DEMO Category NA	
Customer Name Demo Stop Shipment	
Parent # ABC DEMO Phone InActive	
Status Active Credit Approved No Collection	
Credit Approval Process Not Started Blacklisted 🔲 Upload Ship To	
Address General Ship To Notes User Fields Priority Daily Notes Messages JBT Ranking Bank Buyer Info. Margin Speci	ic
Default Ship # Name City State Zip	
101 ABC DEMO EDISON NJ 08820 Ship # 101 Default 🗍 Status Active	
Name ABC DEMO	
Contact M/Z	
Sales Person	
Address 200, METROPLEX DRIVE	
SUITE 401	
City/State/Zip EDISON NJ 08820	
Country USA	
Phone/Fax 123456	
E-mail MAIL@DIASPARK.COM	

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 \rightarrow Sales Order & Invoice \rightarrow Setup \rightarrow Customer Ship To.

💷 Customer	Shipto (8 of 37, Edit) - by ADMIN on Sep 15, 20 👝 💷 🛋
Query List	Add/Edit
Customer #	ABC DEMO Ship # 101 Default?
Salesperson	Status Active
Name	ABC DEMO
Contact	λγZ
Address	200, METROPLEX DRIVE
	SUITE 401
City	EDISON Zip 08820
State	NJ Country USA
Phone	123456 Fax
Email	MAIL@DIASPARK.COM

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 \rightarrow Sales Order & Invoice \rightarrow Setup \rightarrow Customer Shipper's Account.

Enter / Custom	Select er #	Enter Sh Via code	nip e.	
Customer's Shippe	e Accounts(2 of 2, Edit)- by ADMIN o	on Jun 13, 201 <mark>2 15:12:42</mark>	[- • •
Query List Add/Edi	at la			
Customer #	P001 Pearl Jewelrs		Status Active	•
Ship Via	SEE U S POSTAL SERVICE	Ma Ma	ax. Packages 📃 1 Residen	tial? 🗖
Payment Option	Third Party 💌 Delivery Confirmation	Yes 💌	Signature Requir	ed? 🔽
EMail Notifications				
Declare Value	Max. Declared Value	Service Type UPS-G	iround	
Payee Details		Shipper Details		
Account #	test	Company		
Company		Address1		
Address1		Address2		
Address2		City 🗌	State	
Address3		Zip 🗌	Country	
City	State	Phone		
Zip	Country			
Phone		J		
]		
Ent	ter Payee tails here.		Select type fr down.	service om drop

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Payment terms.

Enter unique te once saved car edited.	rms #. Id inot be 		Enter here.	description
Payment Terms (10 of	2, Edit) - by A on Jul 2	5, 2008 11:10:06		- • •
Query List Add/Edit				
Terms # CO	D	Status 🖟	ctive	
Description Cas	h on Delivery)
Discount % / Days	.00			
Payment Terms % Days	s Date	%	Days	Date
1st 100.00	00/00/0000	7th .00		00/00/0000
2nd .00	00/00/0000	8th .00		00/00/0000
3rd .00	00/00/0000	9th .00		00/00/0000
4th .00	00/00/0000	10th .00		00/00/0000
5th .00	00/00/0000	11th .00		00/00/0000
6th .00	00/00/0000	12th .00		00/00/0000
Er	nter payment t	erms with d	lays he	re.

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Message.

Provid messa	e a unique ge id.	
💷 Message (1 of 3	, Edit) - by ADMIN on Feb 29, 2.	
Query List Add/E	dit	
Message Id #	101 S	tatus Active -
Message	New Message	
Default Flag	OYes No	
	Enter message nere.	



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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Ship via.

Enter Ship Via code. Code must be unique.

💷 Ship Via (12 of 14, Ec	it) - by on A	Apr 10, 2008 00:00:00	- • •
Query List Add/Edit			
Ship Via # UPS		Status 🗛	tive
Description UPS			
Charge Customer 🛛 🔿 Y	es 🖲 No	Shipper's Code	
		Enter here.	description

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Sales person.

	Enter uniq person id a	ue sales and name.	Ente Cate	er / Seleo egory. 	ct
Sales Person (5 o	f 7, Edit) - by ADMIN on	lun 13, 2012 15:18:37			- • •
Query List Add/Edi	it		<u> </u>		
	ld: test		Category: test		
	Name: test		<u> </u>		
	¥.	1 1	,		
Address Commission	on Group Commission	Customer List	RM Account		
Salesperson # te	st	Status Active			
Category te	st				
Name te	st				
Contact te	st				
Address te	st		_		
Citu/State/Zin			_		
Country		1			
Phone/Fax					
Id # Prefix					
User Login Id					
	+				

Enter contact details of the salesperson.

Figure: 3.8.1 Sales Person setup (Address) window

Commission Tab

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

Enter co structur	es.
Sales Person (5 of 7, Edit) - by ADMIN on Jun 13, 2012 15:18:37	
Query List Add/Edit	
Id: test Category: test	
Name: test	
Address Commission Customer List CRM Account	
Sales Person test test	
Commision Type Flat % Payment Type On Invoice	
Flat % .00 Gross Margin % .00	J
Commission on Receipt% .00	
B Price Level % A .00	
E .00 C .00 D .00	
H .00 F .00 G .00	
00. J 00.	

Enter Price Level %.

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Group.

Group (1 of 3, Edit) - by ADMIN on Feb 29, 2012 13:02:39						
Group Id	Group Name	Overseas Code	Customer #	Status		
001	New Customer	101	D001	Active		
003	test	test	test	Active		
NA	naa	\supset		Active		
_				ļ		

Enter unique group code and group name.

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Customer special price.

tem Specific	Group	Specific									
Customer	ltem Type	Item #	Customer SKU #	UPC Number	Customer Specific Price	Metal Size	Description	Status	ltem Category	Packet #	Base Price
.001	Style	ABRING555		asdf	0.00		3.58CTTW DIA RING	Active	14KTRING		672.15
.001	Style	AB10KRD-GF			540.52		ANNY.BAND 10KT ROUND	Active	ANNYBND		540.52
.001	Style	RING6094H-YFGIVS7	02182620	784154899	390.00		1/2CTTW RING	Active	RING		356.00
BC	Style	12345			0.00		M Y ANNYBND .0000	Active	ANNYBND		0.00
001	Style	AB10KRD-GF					ANNY.BAND 10KT ROUND	Active	ANNYBND		
001	Style	RING6199H-WFB77	02183580	457898454	450.00		1/2CTTW RING	Active	RING		415.00
001	Style	RING6094H-YQBS7	18029080	785412786	475.00		1/2CTTW RING	Active	RING		425.00
002	Style	JJ24KTY			1250.00	7.00	24KT YELLO GOLD	Active	BRIDALSE		1250.00
002	Style	ANNYBND1892E-WQB7	4457026	156324457	200.00		1/4CT TW ANNIV.BAND	Active	ANNYBND		155.00
003	Style	EARRING7096H-WKQ8	17078880	235684892	384.00		1/2CTTW EARRINGS	Active	EARRING		312.00
001	Style	AB10KQ			205.16		ANNY.BAND 10 KT Q6 QUALITY	Active	ANNYBND		205.16
001	Style	AB10KRD			2459.25		ANNY.BAND 10KT ROUND	Active	ANNYBND		2459.25
001	Style	AB18KEC		(279.14		ANNY.BAND 18 KT EC SHAPE	Active	ANNYBND		279.14
							·				
				III							- F
Serial # G	old Price	From Gold Price To G	Gold Price	Customer Price	el From Dat	e To[Date Status				
				1		- 1					

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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Item synonym.

Select item type from drop down.	Enter category and item id.
Item Synonym (1 of 1, New) - by ADMIN on Sep 15, 2012 00:00:	
Query List Add/Edit	
Main Item Type Finished	
Category & Item Id # TEST TEST 1	
Price	
Description	
Synopym	
Category & Item Id # TEST RING	
Price 275.00	Status Active
Description	
Remarks	
User Fields	
- Valid Durstion	
From Date 01/01/1990 To Date	01/01/2012
Enter validity duration.	Enter category and item synonym id. Once saved it cannot be edited.



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 \rightarrow Sales order & invoice \rightarrow Setup \rightarrow Daily credit limit.

Enter id her	customer e.	Click to vie aging repo	ew customer ort.
Daily Credit Limit (5 o	f 6, View) - by ADMIN on Nov	28, 2011 18:25:15	
Query List Add/Edit			
Account #	B001 All Jewe	elry Shoppie	
Credit Limit Date	11/28/11		
Additional Credit Limit	125.00	Customer Ag	ging
Availed Credit Limit	5,204,660.00		
Terms	30 DAYS		
	Current 0-30 31-60	61-90 >90 0 .00 .00	
Current Credit Limit	.00 Total 0	iredit Limit 125.00	
Trans Type	Invoice Balance (iredit Limit 5,204,535.00	
Person Name	test		
Remarks	test reamark		
	Ento	er additional	

credit limit here.

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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow 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 #

Enter / Select Customer #.	Enter Ship to # and PO #.
Sales Quotation (9 of 9, Edit) - by ADMIN on Jun 13, 2012 14:50:00	
Customer F001 Flash Jewelry NEWYORK NY Quote # / Date 11 A/C Period 22 Master P0 / PL # Ship To / Po # F0	00009 06/13/2012 01206 001 OK
Header Detail - Multiple Detail - Single Detail - List Footer Status Active Open Unposted Contact123 MR.JACK Copy From X Address 37 WES1 P0 # / Date 06/13/2012 Image: Contact123	K welry F 48TH STREET
Ref # / Date 06/13/2012 City/State/Zip NEWYOF Terms/Due Dt COD 06/13/2012 Country USA Ship Via / Date NA 06/13/2012 Phone/Fax	RK NY 10036
Fracking # Salesperson NA Group Credit Limt/Current Location NA	.00 5.700.00
Packing List # Total Amt 21,6 Print Format 01 Price Level / Discount % A Gold Dt/Price 05/07/2010 .00 Message Id NA	
On e custo popu	ntering customer #, omer details get ılated.

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 \rightarrow Sales order& invoice \rightarrow Transactions \rightarrow Sales order \rightarrow 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.







Detail Single Tab:

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

Sales Order (Asset) (1 of 1, Edit) - by ADMIN	on Aug 11, 2011 16:15:20	
Query List Add/Edit		
Customer ABC	Order # / Date 100450 08/11/2011	
ABC Demo Inc.	A/C Period 201108	
12345678	Ship To / Po # ABC	PL #
		• OK
Header Detail - Multiple Detail - Single Detail - Lis	t Footer	
Line # 101	Item Type Style	
Ref Document Q	Barcode 1373	
P0 # / Date 000/00/0000	Customer SKU #	Metal 14KT
Commission %/Amt .00 .00	Category ANNYBND	Color White
Location/ Prod Type NA STND	(tem Id AB4569	Quality QM
Barcode Flag Item	Packet # NA	Size 0
Description	Ref Qty Order Qty Unit	Price Item Amt
	.00 5.00 Each	598.00 2,990.00
AB4569- Annybnd	PL Tax QTY-Wt Disc 🗚 [Disc Amt Net Amt
		.00 2,990.00
	Clear Qty Open Qty	
	j 0 j 5.00	
Description to		. O mulas
be added here.	Enter/Select Order Quantil	y & price be entered.



Single order can be placed for n number of items.

7

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.



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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (memo). Following window gets opened.

I Sales Order (Memo) (476 of 477, View) - by	ADMIN on Mar 04, 2012 14:48:28	
Query List Add/Edit		
Customer ABC DEMO	Order # / Date 100479	03/04/2012
Demo	A/C Period 201203	
123456789 Edison NJ	Master PO / PL #	
	Ship To / Po # ABC DEMO	
		• <u>•</u>
Header Detail - Multiple Detail - Single	Detail-List Footer	
Status Active Open Unp	oosted Contact Demo	
Trans Type S	Name Demo	
Copy From Quotation	Address 200, Metroplex Drive	
P0 # / Date 03/04/2012	Suite-401	
Ship Date/Via 03/04/2012 NA	City/State/Zip Edison	NJ
Cancel Date 03/04/2012	Country USA	
Our Ship Date 03/04/2012	Phone/Fax	
Terms 60 DAYS	Туре	
Tracking #	Credit Limt/Current .00	.00
Gold Dt/Price 03/04/2012 937.50	Commission .00	
Salesperson NA .00	Total Amt 426.00	
Group Pric	e Level / Discount % 📃 🛛 👘	.00
Location NA	Message Id NA	
Print Format 01		

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. $4.2.1 \rightarrow$ 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (stock). Following window gets opened.

Sales Order (Stock) (477 of 477)	, Edit) - by ADMIN on Sep 05, 2	012 11:54:31		
Query List Add/Edit				
Customer ABC DEMO	Orde	# / Date 100480	08/28/2012	
Demo	A	/C Period 201208		
123456789 Edison	NJ Master F	0 / PL # Test		
	Ship	To / Po # 101		ок
				<u> </u>
Header Detail - Multiple Deta	ail-Single Detail-List Fo	oter		
Trans Tupe S	Nam	e DEMO		_
Copy From Quotation	Addres	s		
P0 # / Date 0 Ship Date/Via 08/28/2012	08/28/2012 NA City/State/Z	p		-
Cancel Date 08/28/2012	Count	у		_
Our Ship Date 08/28/2012	Phone/Fa	×		
Terms 35 DAYS	Тур	e		
Tracking #	Credit Limt/Curre	nt .00	.00	
Gold Dt/Price 08/28/2012	937.50 Commissio	n j .UU		
Salesperson NA	.uu Iotal An	it j 5,953.00		
	Price Level / Discount		.00	
	Message			
Print Format JU1		Test		

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (SPO). Following window gets opened.

💽 Sales Order (SPO) (477 of 477, Edit) - by A	DMIN on Sep 05, 2012 11:54:31	- • •
Query List Add/Edit		
Customer ABC DEMO	Order # / Date 100480 08/28/2012	
Demo	A/C Period 201208	
123456789 Edison NJ	Master PO / PL # Test	
	Ship To / Po # 101	OK
		·
Header Detail - Multiple Detail - Single	Detail - List Footer	
Status Active Open U	nonsted Contact	_
	Name DEMO	
Copy From Duptation	Address	
D0 # / D *** 00/20/2012		
Ship Date/Via 08/28/2012	City/State/Zip	
Cancel Date 08/28/2012	Country	
Our Ship Date 08/28/2012	Phone/Fax	
Terms 35 DAYS	Туре	
Tracking #	Credit Limt/Current .00 .00	
Gold Dt/Price 08/28/2012 937.50	Commission .00	
Salesperson NA .00	Total Amt 5,953.00	
Group	ice Level / Discount % A .00	
Location NA	Message Id NA	
Print Format 01	Test	

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (Sample). Following window gets opened.

Sales Order (San	mple) (476 of	477, View) - by	/ ADMIN on Mar 04,	2012 14:48:28			
Query List Add/	Edit						
Custo	mer ABC DEM	10	Order #	/ Date 100479	03/04/2	2012	
Demo			A/C	Period 201203			
123456789	Edison	NJ	Master PO	/ PL #			
			Ship To	/ Po # ABC DEM	10		ок
						-	
Header	uucu In	and courts	Data La				
Treduci Detall -	Multiple D	stall - Single		er			
Status	Active	Open Unp	oosted Contact	Demo			
Trans Type	S		Name	Demo			
Copy From	Quotation		Address	200, Metroplex D	rive		
PO # / Date		03/04/2012		Suite-401		_	
Ship Date/Via	03/04/2012	NA	City/State/Zip	Edison	NJ		
Cancel Date	03/04/2012		Country	USA			
Our Ship Date	03/04/2012		Phone/Fax				
Terms	60 DAYS		Туре				
Tracking #			Credit Limt/Current	.00	.00		
Gold Dt/Price	03/04/2012	937.50	Commission	.00			
Salesperson	NA	.00	Total Amt	426.00			
Group		Price	e Level / Discount %	A	.00		
Location	NA	_	Message Id	NA			
Print Format	01						

Figure: 4.2.5.1 Sales order (Sample) window

Values to be entered at this screen are same as that of sales order (asset). Refer to Sec. 4.2.1 \rightarrow 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.

4.2.6 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (Sales line). Following window is opened.

Sales Order (Salesline) (477 of 477, Edit) - b Guery List Add/Edit	y ADMIN on Sep 05, 2012 11:54:31	
Customer ABC DEMO	Order # / Date 100480 08/28/2012	
Demo	A/C Period 201208	
123456789 Edison NJ	Master PO / PL # Test	
	Ship To / Po # 101	ок
	<u>.</u>	·
Header Detail - Multiple Detail - Single Status Active Open Un Trans Type S Copy From Quotation P0 # / Date 08/28/2012 08/28/2012	Detail - List Footer	
Capped Date 00/20/2012	City/State/Zip	
Caricel Date 108/28/2012	Diana (Can	
Torma 25 DAVS	Ture	
Tracking #	Credit Lint /Current 00 00	
Gold Dt/Price 08/28/2012 937.50	Commission 00	
Salesperson NA	Total Amt 5 953 00	
Group Price		
	Message Id NA	
Print Format 01	Test	

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Order (closeout).

Sales Order (Closeout) (475 of 477, View) - by ADMIN on Feb 29, 2012 19:19:07	- • •
Query List Add/Edit	
Customer BERCO Order # / Date 100478 02/29/2012	
Berco A/C Period 201202	
New York NY Master PO / PL #	
Ship To / Po # BERCO	OK
_	
Header Detail - Multiple Detail - Single Detail - List Footer	
Status Active Open Unposted Contact	
Trans Type M Name Berco	
Copy From X Address 589 Sixth Avenue	
P0 # / Date 02/29/2012	
Ship Date/Via 02/29/2012 NA City/State/Zip New York NY 01101	
Cancel Date 02/29/2012 Country USA	
Our Ship Date 02/29/2012 Phone/Fax	
Terms 20DAYS Type	
Tracking # Credit Limt/Current .00 -14,763.02	
Gold Dt/Price 02/29/2012 937.50 Commission .00	
Salesperson NA .00 Total Amt 18,000.00	
Group Price Level / Discount % A .00	
Location NA Message Id NA	
Print Format 01	

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. $4.2.1 \rightarrow$ 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Sales order edit.

Enter the new values by replacing the old ones.
🗈 Sales Order Edit (492 of 492, Edit) - by ADMIN on Jun 13, 2012 15:26:11
Query List Add/Edit
KIN IEWEIERY
601/200674
JOUT4200074 JLAUNEL JWS OK
Header Detail - Multiple Detail - Single Detail - List Footer
Status Active Open Unposted Contact
Trans Type S Name KUX JEWELERY
Copy From Quotation Address 650 N. 15TH AVE
P0 # / Date 06/13/2012 16014280677
Ship Date/Via 06/13/2012 UPS City/State/Zip LAUREL MS 39440
Cancel Date 06/13/2012 Country USA
Our Ship Date 05/13/2012 Phone/Fax 5014280674 5014280677
Terms (2UDAYS Type)
Tracking # 1 Creat Lim/Culterin
Salesron NA 00 Total Am 00
Group Price Level / Discount & A
Location NA Message Id NA
Print Format 01
Lines: 1 Qty: 0.00 Shipping Amt: 0 Doc Amt: 0

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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Sales order quantity change. As you click, following window pops up.

Password for SO Change	
Password	
<u> </u>	<u>C</u> ancel

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.

r

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.

Ent qua	er new order Intity
I Sales Order Quantity Change (309 of 309, Edit) - by ADMIN on Aug 28	2012 15:56:32
Query List Add/Edit	
Trans # S001 100480 Item Typ Line # 104 Categor Ref Document Q Item Id P0 # / Date 08/28/2012 Color T Size 7.00 Description Ref Qty 1/2CTTW EARRINGS .00 Ship Dt: 01/01/00	Style ST EARRING EARRING-535-TQQE Image: EARRING-535-TQQE Image: EARRING-535-TQQE Image: Image: Image: Image: EARRING-535-TQQE Image: EARRING-535-TQQE Image: Image: Image: Image: Image: Image: Image: EARRING-535-TQQE Image: Image

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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Sales order ship to change. On clicking, following window pops up.

Ship To Change for SO	
Password	
<u>о</u> к	<u>C</u> ancel

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.

Y

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.

			Enter new	Ship to#.
📃 Sales Order Ship To Mo	odify (1 of 1, Edit)	- by ADMIN o	n Aug 28, 2012 15:56:32	_ = _
Query List Add/Edit				
Cust	omer ABC DEMO		Order # / Date 100480	08/28/2012
nm			A/C Period / Sale Dt 201208	08/28/2012
phone	city	state	Ship To / Po # 101	test
			Ship Date 08/28/2012	
Contact				
Name	DEMO			
Address				
City/State/Zip				
Country				
Phone/Fax				
Remarks [r	18			



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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow Open so tracking.

🗖 Open Sales Order					
Query By Sales Order # By Cu	istomer	By Item By Work	Bag WIP Style INVN Tracking		
		Run Query	Clear		
	All	From	To		
A/C Period		01/01/10/050	42420999		
Shin Date		01/01/1950	12/12/2999		
Order Type		7777			
Salesperson	ন	ZZZZ			
Customer Category			ZZZZ		
Customer #			ZZZZ		
ttern Category/Lot #			ZZZZ		
Item #/Sub Lot #			ZZZZ		
Order #			ZZZZ		
item Type					
Packet #			7777		
PO #			zzzz		
PO Date		01/01/1950	12/12/2999		
Cancel Date		01/01/1950	12/12/2999		

Figure: 4.2.11.10pen 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.

	x	🗖 Open S	iales Ord	ler					_	
0	2405	Query B	ly Sales O	rder # By Custom	er Byltem By	Work Bag WIP 9	tyle INVN Tracki	ng		
		Σ	iew Detail	<u>E</u> dit	Print			<u>C</u> olumn <u>S</u> ort	Eilter	
Ship Date <= 00/00/0000 Customer # Style										
		Press F	3 for Drill	Down						
		0;	pen Qty	Open Amount SO :	# SO Da	te Ship Date	Customer	SO Amount Item	SO Qty	
Production	Stule		3	1,111.92823	31 11/12/	2006 11/12/200	i6 ABC	1111.92 E-5133	3.00	
			5	800.00 823	39 11/16/	2006 11/16/200	I6 ABC	800.00 E-5141	5.00	
Stage #	Uty 7.00		20	4,118.40 823	23 10/27/	2006 10/27/200	I6 ABC	4118.40 E-5142	20.00	
50 000TK	7.00		10	2,059.20 823	36 11/14/	2006 11/14/200	I6 ABC	2059.20 E-5142	10.00	
SUSTK	100.00		5	1,029.60 823	25 10/27/	2006 10/27/200	I6 ABC	1029.60 E-5142	5.00	
WB	100.00		1	205.92 823	24 10/27/	2006 10/27/200	I6 ABC	205.92 E-5142	1.00	
UL.	12.00		20	9,318.40 823	28 11/05/	2006 12/05/200	I6 ABC	9318.40 E-5143	20.00	
Surplus	105.00		5	2,329.60 823	26 11/01/	2006 11/01/200	I6 ABC	9318.40 E-5143	20.00	
Shortage	9		8	1,843.04 822	98 07/24/	2006 07/24/200	I6 ABC	1843.04 E-7003-D17/D60	8.00	
			7	2,315.67 822	98 07/24/	2006 07/24/200	IG ABC	2315.67 E-7007AM-D17	7.00	
			2	515.82823	08 09/27/	2006 09/27/200	I6 ABC	515.82E-7007AM-D17	2.00	
			5	1,546.80 823	00 07/24/	2006 07/24/200	I6 ABC	1546.80E-7007PQ-D17	5.00	_
			5	1,741.70823	00 07/24/	2006 07/24/200	I6 ABC	1741.70 E-7008P-D17	5.00	
			10	3,483.40 822	96 07/24/	2006 07/24/200	I6 ABC	3483.40 E-7008P-D17	10.00	
			2	376.68 823	03 07/27/	2006 07/27/200	I6 ABC	376.68E-7011C-D17	2.00	
			25	15,000.00823	48 05/09/	2007 05/09/200	7 ABC	15000.00 FR5556LBQ7G2	25.00	
			463.00	167,922.30				208,613.90	629.00	-

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.

8

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.

					Displays the total open						
Di sa	isplays lles or	s th der	 e total quanti	ty	Display sales o	s the t order ar	otal nount	Dis sale	 plays the es order	e total op amount	
					629	208,613.90	463	167,922.30			
	ABC	ABC D	EMO Inc.		629	208,613.90	463	167,922.30			
	Customer #		Customer Nam	e	SO Qty	SO Amount	Open Qty	Open Amount			
	Customer				T			<u>S</u> ort	Eilter		
)uery	By Sales O	rder #	By Customer	By Item	By Work Bag	WIP Style IN	VN Tracking				
l Ope	en Sales Or	der		1							

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.

	X	🗖 Open S	iales Ordei							_ 🗆 ×
	Pars.	Query B	y Sales Orde	er # By Custome	r Byltem B	/Work Bag V	√IP Style INVN	Tracking		
			<u>P</u> rint			• 		<u></u>	ort <u>I</u>	Eilter
		lte	em Category		•		Item	•		
		Ite	m Category	Item Code	SO Qty	SO Amount	Open Qty	Open Amount		
		AB	3	AB8956NEQ7Q6	5	3,527.80	5	3,527.80		
Production	Style	FF	1	FR5556LBQ7G2I	25	15,000.00	25	15,000.00		
Stage #	Qty	IN	VICTA	IN1234	12	420.00	12	420.00		
SO	7.00	IN	VICTA	IN2222	112	29,568.00	97	29,100.00		
SOSTK	100.00	JE	W	E-1234	15	4,224.00	2	563.20		
WB	100.00	JE	W	E-1493Q	6	1,170.72	6	1,170.72		
QC	12.00	JE	W	E-5130	1	195.12	1	195.12		
Surplus	105.00	JE	W	E-5130B	10	3,706.40	10	3,706.40		
Shortage		JE	W	E-5131	40	14,825.60	40	14,825.60		
		JE	W	E-5132	14	5,188.96	14	5,188.96		
		JE	W	E-5133	7	2,594.48	7	2,594.48		
		JE	W	E-5141	5	800.00	5	800.00		_
		JE	W	E-5142	36	7,413.12	36	7,413.12		
		JE	W	E-5143	40	18,636.80	25	11,648.00		
		JE	W	E-7007AM-D17	2	515.82	2	515.82		
					629	208,613.90	463	167,922.30		•

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.

l Open Sa	les Order								
uery By S	ales Order # I	By Customer	By Item By	Work Bag	/IP Style INVN 1	racking			
Print	1						Sort	Eitter	T
			Cala	o Order #		Stula			-
Sales Urc	ier Date <= 00)	00/000	Juic			Style			_
Press F3 for	Drill Down								
Work Baq#	vVork Bag Date	Sales Order#	Sales Order Date	Due Date	Customer	Style	Style Category	Diam Bag Staqe	Casting Bag Stage
MB01 - 2079	3907/24/2006	82298	07/24/2006	07/12/2006	ABC	E-7003-D17/D6	(TE	CONTRACTOR	CONTRACTOR
MB01 - 2079	94508/16/2006	82303	07/27/2006	07/15/2006	ABC	E-7011C-D17	TE	CONTRACTOR	CONTRACTOR
WB01 - 2079	94609/01/2006	82288	06/20/2006	06/08/2006	ABC	1130230	NECKLACE	PRODREQ	WB_CAST_EMP
WB01 - 2079	96010/07/2006	82309	10/07/2006	09/25/2006	ABC	E-5130B	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	96110/07/2006	82309	10/07/2006	09/25/2006	ABC	E-5130B	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	96210/07/2006	82309	10/07/2006	09/25/2006	ABC	E-5130B	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	6310/07/2006	82309	10/07/2006	09/25/2006	ABC	E-5130B	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	96510/08/2006	82310	10/08/2006	09/26/2006	ABC	E-5131	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	96910/08/2006	82310	10/08/2006	09/26/2006	ABC	E-5131	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	97(10/08/2006	82310	10/08/2006	09/26/2006	ABC	E-5131	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	97110/09/2006	82310	10/08/2006	09/26/2006	ABC	E-5131	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	97210/09/2006	82310	10/08/2006	09/26/2006	ABC	E-5131	JEW	PRODREQ	WB_CAST_EMP
WB01 - 2079	9010/13/2006	82298	07/24/2006	07/12/2006	ABC	E-7007AM-D17	TE	PRODREQ	WE CAST EMP

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.

🔲 Open Sales Order					
Query By Sales Order # By	/ Customer 🛛 By Item 🗍 By Work	Bag VMP Style INVN T	racking		
Sales Order Date <= 00/00	0/0000 Sales Orde	er # 800536	Style	•	
Barcode No Style #	# Customer #	Sales Ord # S. No.	Sale Ord Dt Trans E	9k Trans No Trans Dt	t Se

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 \rightarrow Sales Order & Invoice \rightarrow Transactions \rightarrow Sales Order \rightarrow Sales Order-Cost Update.

			Enter go	ld price.	S h	elect the order and cli here to update cost.
SO Cost	t Update					
so	Liet					
Query 30			\			
			New Gold Price	1,250(0) Select /		Update SO Cost
SO#	SO Date	A/C Period	Customer #	SO Amount	Select	
100075	06/20/2008	200806	C001	4,800.00		
100077	06/20/2008	200806	U001	.00	V	
100083	06/20/2008	200806	S002	3,500.00		
100086	06/20/2008	200806	C001	1,200.00	V	
100088	06/20/2008	200806	S002	8,920.00		
100096	06/26/2008	200806	S002	2,570.00		
100104	07/22/2008	200807	A001	347.50		
100105	07/22/2008	200807	C001	20,830.00		
100106	07/22/2008	200807	C001	45,818.50		
100107	07/22/2008	200807	C001	31,488.50		
100108	07/25/2008	200807	C003	5,587.50		
100109	07/25/2008	200807	P001	183,582.00		
100110	07/25/2008	200807	S001	27,769.30		
100113	09/04/2008	200809	C003	.00		
100126	10/22/2008	200810	F001	3,000.00		
				, s	Selec	t the order for

cost updation.

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 \rightarrow Sales Order & Invoice \rightarrow Transactions \rightarrow Sales Order \rightarrow SO Approval.

									:	Sele appr	ct ordo oval.	er 1 I	fo	r
Sales Order Approval														×
											Select All			
		00/00/0000			00/00/0000									
Customer Name	Order #	Order Date	PO #	Order Type	Ship Date	Item #	Qty	Item Price	Item Cost	Profit %	Profit Amt	Appro-	val I	*
A2M JEWELERY	100328	10/18/2010		Sample	10/18/2010	BRIDE151	62.00	1,571.81	300.49	80.69	77,847.32		7	
S&I DIAMONDS & JEWELERS, INC.	100332	10/18/2010		Memo	10/18/2010	RING2200	100.00	245.62	524.86	-113.69	-27,924.00			
ZAV JEWERLY CORP.	100334	10/18/2010		Memo	10/18/2010	ANNY3456	100.00	800.00	792.28	.97	772.00		П	-
ALBERT'S JEWELRY	100336	10/18/2010		Asset	10/18/2010	BRIDE1111	90.00	1,571.81	287.25	81.72	115,610.40		T	
Tropical Jewelers	100337	10/18/2010		Asset	10/18/2010	RING123	200.00	5,000.00	4,233.14	15.34	153,372.00		Т	
Demo	100479	03/04/2012		Asset	03/04/2012	AB14KRD-BK	2.00	213.00	387.24	-81.80	-348.48		T	
Demo	100480	08/28/2012		Asset	08/28/2012	EARRING-535-TQQ6	3.00	30.00	215.44	-618.13	-556.32		П	
Demo	100480	08/28/2012		Asset	08/28/2012	BDSET-731	1.00	5,714.00	2,511.54	56.05	3,202.46			
Demo	100480	08/28/2012		Asset	08/28/2012	ANNYBND1892E	1.00	179.00	40.57	77.34	138.43		カ	
Total Rows :- 25														Ŧ

Click ok button to approve.

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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales order \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales invoice.

User has to enter values at the following important fields *Header Tab:*

1. Customer Id.

2. Ship #



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.





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.

											packi	ng s	slip.	epare	
Prepare Sa	les Invoi	ces/Packing S	lip (in Batch)	(1 of 1, 1	New) - I	by ADMIN o	n Sep 08, 201	2 00:00:00							
uery ByS	ales Orde	r# Prepa	are Packing s	Slip											
60 Date <= [0	0/00/00	00 Ship Date	<= 00/00/000	0 Custo	omer # [P0 #				Refresh	<u>P</u> rint	
rillDown SO	DrillD	own PL Sto	ock In RTS										Select SO	Prepare Packin	ng Sli
Order Type	SO #	SO Date	Account #	P0 #	Ship #	Ship Via	Ship Date	Ship City	Cancel Date	Terms	Tracking # 9	elect	Packing Slip # Pa	cking Slip Date	a 🔺
Asset	100174	01/11/2010	M001		M001	NA	01/11/2010	NEW YORK	01/11/2010	COD			00/	/00/0000	
\sset	100207	10/04/2010	P004		P004	UPS	10/04/2010	hong kong	10/04/2010	COD		Γ	00/	/00/0000	
sset	100284	10/06/2010	K001		K001	NA	10/06/2010	LAUREL	10/06/2010	COD	T T		00/	/00/0000	1
sset	100340	10/18/2010	A006		A006	DHL	10/18/2010	NEW YORK	10/18/2010	COD			00/	/00/0000	1
isset	100416	05/27/2011	A002		A002	DHL	05/27/2011	RAMAT GAN, IS	05/27/2011	COD			00/	/00/0000	4
sset	100131	05/07/2009	F001		F001	NA	05/07/2009	NEWYORK	05/07/2009	COD			00/	/00/0000	ſ.
sset	100126	10/22/2008	F001		F001	NA	10/22/2008	NEWYORK	10/22/2008	COD			00/	/00/0000	1
sset	100168	01/08/2010	G001		G001	NA	01/08/2010	PLANO	01/08/2010	COD			00/	/00/0000	1
isset	100167	01/08/2010	M001		M001	NA	01/08/2010	NEW YORK	01/08/2010	COD			00/	/00/0000	1
sset	100337	10/18/2010	T001		T001	NA	10/18/2010	LOS ANGELES	10/18/2010	COD			00/	/00/0000	1
Asset	100282	10/05/2010	P004		P004	UPS	10/05/2010	hong kong	10/05/2010	COD			00/	/00/0000	1
Asset	100171	01/11/2010	F001		F001	NA	01/11/2010	NEWYORK	01/11/2010	COD		Г	00/	/00/0000	1
Asset	100179	01/13/2010	0001		0001	NA	01/13/2010	NEWYORK	01/13/2010	COD		V	00/	/00/0000	1
	: - 210										Total Selec	1			

Select the order to prepare packing slip.

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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Invoice \rightarrow 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.

		Sele invo liste	ct to ge ice for a d packi	nerate all the ng lists.			Click invoi	to genera ce.
Bulk Sales Invo	ice From Packi	ng List						† 区
itter PL Date:[00/00/	0000 Cu	stomer #:		Select all	ty Ship Via Refre:	h View I	pply Ship Via	spare Invoice epare Memo Qiose
nvoice Memo					2	0 in	voices generated; T	otal Amount: 0
Customer #	Ship #	Cust P0 #	Packing #	Packing List Date	Select Tracking No	Ship Via	To Ship #	
ABC .	ABC		100316	08/24/2011		NA	ABC	
BC	ABC		100317	08/24/2011		NA.	ABC	
ABC .	ABC		100315	08/24/2011		NA	ABC	
					-			<u>~</u>

Select to generate invoice.



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.

4.3.34.3.4 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.

Ex	press Check-Out							E
	Order #	100	480		Order Date	08/28/2012	Ship Amt	.00
	Account	ABC	CDEMO	Demo			Terms	35 DAYS
	Ship To #	101		_'	Ship Date	08/28/2012	Ship Via	NA
	Packing Slip #	'n		Pa	acking Slip Date	, 01/01/1900	Package Wt.	1.00 lbs.
	Inv/Memo #	Ē		_	Inv/Memo Date	01/01/1900		,
	Summarized Orde	r De	etails					
/	Item #			Order Qty	RTS	Available Qty		Den en Den kien offel
(ANNYBND1892E			1.0	-10.0	-10.0	-	Prepare Packing Slip
$\left(\right)$	EARRING-535-TQQ	67		3.0		3.0		Prepare Invoice
			4					Print Packing Slip
								Print Invoice
							-	Finditwoice
								Export To UPS
								Export To FedEx
								<u>C</u> lose
	Totals :			5.0	-10.0	-6.0	, [[



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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Credit Invoice \rightarrow 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.
Sales Credit Invoice (32 of Query List Add/Edit	32, Edit) - by ADMIN on Oct 25, 2011 18:55:42	
Customer A004 ANCI JEWELERY [2198368950 [ISRE	Credit # / Date 100032 A/C Period 201110 AL IN Master PO / PL # Ship To / Po # A004	10/25/2011
Header Detail - Multiple Status Active Trans Type Standard	Detail - Single Detail - List Footer Detail - Contact123 Name ANCI JEWELER	
Copy From Invoice P0 # / Date Ref # / Date Terms/Due Dt COD Ship Via / Date DHL frenching #	100/2/2010 City/State/Zip ISREAL 10/04/2010 City/State/Zip ISREAL 10/25/2011 Country USA 10/25/2011 Phone/Fax 2198368950	IN 46321-0228
Salesperson NA Group Location NA	.00 Type Credit Limt/Current 10.000.00 Commission .00 Total Amt 87,500.00	284,679.68
Print Format C1 Gold Dt/Price 10/04/2010	Price Level / Discount % A 1,010.00 Message Id NA	.00

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.

Sales Credit Invoice (52 of 52, Edit) - by Abivitiv	on Oct 25, 2011 18:55:42
Query List Add/Edit	
Customer A004	Credit # / Date 100032 10/25/2011
ANCI JEWELERY	A/C Period 201110
2198368950 ISREAL IN	Master PO / PL #
	Ship To / Po # A004 OK
Header Detail - Multiple Detail - Single Det	ail - List Footer
Line # 101	Item Type Style
Ref Document Invoice	Barcode 1220
P0 # / Date 00/00/0000	Customer SKU # Metal 14KT
Commission %/Amt .00 .00	00 Category EARRING Color W
Location WIP	Item Id BROACH1 Quality QM
Barcode Flag	Packet # NA Size 0
B 14	voice Qty Credit Qty Unit Price Line Am
1 CT DIA	005.00 Bach51,121.00255,605.00
	PL Tax QTY-Wt Disc % Disc Amt Net Am
	A .00 0.00 .00 255,605.00
	STND

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 \rightarrow Sales order & invoice \rightarrow Transactions tab \rightarrow Sales order cancellation.

User has to enter values at the following important fields *Header Tab:*

- 1. Customer #.
- 2. Copy From.

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Sales Order Cancellation (5	6 of 56, Edit) - by A	DMIN on Apr 11,	2012 00:00:00			
Query List Add/Edit						
Customer K001		SO Cancel # .	/ Date 100056	04/11	/2012	
KUX JEWELERY		A/C	Period 201204			
6014280674 LAUR	EL MS	Master PO .	/ PL #			
		Ship To.	/ Po # K001			ОК
						• — — — — — — — — — — — — — — — — — — —
	1		1			
Header Detail - Multiple	Detail - Single De	etail - List Foote	r			
Status Active	Open Unpos	ted Contact123				
		Name	KUX JEWELER'I	۲. Element of the second se		
Copy From Order		Address	650 N. 15TH AV	E		
PO # / Date	00/00/0000		6014280677			_
Ref # / Date	00/00/0000	City/State/Zip	LAUREL	JMS	39440	
Terms/Due Dt COD		Country	USA	001 400	0077	r
Receipt Via NA	04/11/2012	Phone/Fax	6014280674	J601428	Ub//	
Fracking #		Tune				
Received By NA	00.	rype Dredit Limt/Current	00	21 557 000 00		
Location	`	Commission	00	j 21,007,000.00		
Location		Total Amt	35.000.00			
Print Format H1	Price L	.evel / Discount %	A	.00		
Gold Dt/Price 10/06/2010	1 010 00	Message Id	NA	,		
000000100072010	1,010.00	- ,				



Detail Single Tab:

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

Enter / Select order #. for which cancellation is to be prepared.

Enter Item # if not copied from sales order.



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

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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 \rightarrow Sales order & invoice \rightarrow Transactions tab \rightarrow Sales memo.

4.6.1 Memo (Jewelry)

To prepare sales memo (jewelry), click on Module \rightarrow Sales order & invoice module \rightarrow Transactions tab \rightarrow Sales memo \rightarrow Memo (jewelry) User has to enter values at the following important fields **Header Tab:**

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

Enter / Se	elect Customer#.	Enter Ship to # and PO #.
💷 Sales Memo (Jewelry) (59 of 5	59, Edit) - by ADMIN on Feb 29, 2012 19:23:21	
Query List Add/Edit		
Customer BERCO Berco	Memo # / Date 100061 A/C Period 201202 rk NY Master P0 / PL # Ship To / Po # BERCO	02/29/2012
Header Detail - Multiple Detail - Multiple Status Active Trans Type Standard Copy From Order P0 # / Date Order Ref # / Date Order Terms 20DAYS Return Date 03/20/2012 Ship Via / Date NA Group Cootion Packing List # Prink Format Poind Dt/Price 02/29/2012	tail - Single Detail - List Footer Den Unposted Contact123 Name Berco Name Berco 100478 Address 589 Sixth Avenue 02/29/2012 City/State/Zip New York Country USA Phone/Fax 02/29/2012 Type 00 Credit Limt/Current 00 Commission .00 Total Amt 18,000.00 Stave A A Message Id NA	NY 01101

Select Trans type from drop down and enter order # through which details are to be copied.



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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo \rightarrow Memo (diamond).

Query List Add/E	intona) (39 di idit	- 59, cuit) - by	ADIVITY ON FED 29,				
Custom	ner BERCO		Memo #	/ Date 100061	02/29/	2012	
Berco			A/C	Period 201202			
	New Yor	k NY	Master PO	/ PL #			
			Ship To	/ Po # BERCO			ок
							▼
Status 🦉	ctive 💌	Open Unp	osted Contact123				
Trans Tupe S			Name	Berco			_
Copy From Or	rder	100478	Address	589 Sixth Avenu	е		
PO # / Date		02/29/2012					
Bef # / Date		02/29/2012	City/State/Zip	New York	NIV.		
nor#7 Date					JINT	01101	
Terms 20	DAYS		Country	USA		01101	-
Terms 20 Return Date 00 Ship Via / Date NU	0DAYS 3/20/2012	02/29/2012	Country Phone/Fax	USA		J01101	1
Terms 20 Return Date 0 Ship Via / Date N/	0DAYS 3/20/2012 A	02/29/2012	Country Phone/Fax	JUSA		J01101	
Terms 20 Return Date 0 Ship Via / Date No Fracking #	0DAYS 13/20/2012 A	02/29/2012	Country Phone/Fax Type			01101	I
Terms 20 Return Date 0 Ship Via / Date N/ Fracking # Salesperson N/ Group	0DAYS 3/20/2012 A A	02/29/2012	Country Phone/Fax Type Credit Limt/Current Commission	USA	-14,763.02	J01101	I
Terms 20 Return Date 0 Ship Via / Date No Fracking # Salesperson No Group Location No	0DAYS 13/20/2012 A A A	02/29/2012	Country Phone/Fax Type Credit Limt/Current Commission Total Amt	USA 	-14,763.02	J01101	
Terms 21 Terms 21 Return Date 0 Ship Via / Date N/ Fracking # Salesperson N/ Group Location N/ Packing List #	ODAYS 13/20/2012 A A A	02/29/2012	Country Phone/Fax Type Credit Limt/Current Commission Total Amt ± Level / Discount %	USA .00 .00 18,000.00 A	-14,763.02	01101	I
Terms 21 Terms 21 Return Date 0 Ship Via / Date N/ Group Location N/ Packing List # Print Format M	0DAYS 13/20/2012 A A A A 2	02/29/2012	Country Phone/Fax Type Credit Limt/Current Commission Total Amt Level / Discount % Message Id	USA .00 .00 18,000.00 A NA	-14,763.02	J01101	I

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 $4.6.1 \rightarrow$ 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 <i>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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo \rightarrow memo (sample)

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Sales Memo (Sample) (58 of 59, Edit) - by A	DMIN on Nov 24, 2011 18:44:07	
Query List Add/Edit		
Customer A002	Memo # / Date 100060 11/24/2011	
ALPHI DIMONDS	A/C Period 201111	
RAMAT GAN, ISI	Master PO / PL #	
	Ship To / Po # (A002	ок
		<u> </u>
Header Detail - Multiple Detail - Single	Detail - List Footer	
Status Active Open Unp	posted Contact123 test	_
Trans Type S	Name ALPHI DIMONDS	
Copy From Order 100471	Address DIAMOND EXCHANGE BLDG	
P0 # / Date 11/24/2011		
Ref # / Date 11/24/2011	City/State/Zip RAMAT GAN, ISRAEL	
Terms 90 DAYS	Country USA	
Return Date 02/22/2012	Phone/Fax	
Ship Via / Date DHL 11/24/2011		
Fracking #	Туре	
Salesperson NA 2.00	Credit Limt/Current .00 7,775,526.74	
Group	Commission 154.04	
Location Overseas	Total Amt 7,702.20	
Packing List #	∋ Level / Discount % A .00	
Print Format M2	Message Id NA	
Gold Dt/Price 11/24/2011 1,010.00		

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo \rightarrow memo (sales line)

Sales Memo (Salesline) (59 of 59, Edit) - by A Query List Add/Edit	DMIN on Feb 29, 2012 19:23:21	
Customer BERCO Berco	Memo # / Date 100061 02/29/2012 A/C Period 201202 Master PO / PL #	OK
Header Detail - Multiple Detail - Single D Status Active Open Unpo Trans Type S Copy From Order 100478 PO # / Date 02/29/2012 Ref # / Date 02/29/2012 Terms 20DAYS Return Date 03/20/2012 Ship Via / Date NA Salesperson NA Location NA Packing List #	Detail - List Footer Detail - List Footer Detail - List Footer Name Berco Address 589 Sixth Avenue City/State/Zip New York NY 01101 Country USA Phone/Fax Type Credit Limt/Current0014,763.02 Commission00 Total Amt 18,000.00 Level / Discount % A00 Message Id NA	

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo \rightarrow memo (closeout)

💷 Sales Memo (Memo) (59	of 59, Edit) - by ADMIN on Feb 29, 2012 19:23:21
Query List Add/Edit	
Customer BERC	D Memo # / Date 100061 02/29/2012
Berco	A/C Period 201202
New	York NY Master PO / PL #
	Ship To / Po # BERCO OK
	v
Header Detail - Multiple	Detail Single Detail List Footer
Detail Multiple	
Chattan Action	
Status Active	Jupen Junposted Contact 123 J
Trans Type S	100/70 Address 599 Sivite Avenue
PU # / Date	02/29/2012 Citu/State/Zip New York NY 01101
Terms 20DAYS	
Return Date 03/20/2012	Phone/Fax
Ship Via / Date NA	02/29/2012
Fracking #	Tupe
Salesperson NA	.00 Credit Limt/Current .00 .14 763 02
Group	Commission .00
Location NA	Total Amt 18,000.00
Packing List #	Level / Discount % A .00
Print Format M2	Message Id NA
Gold Dt/Price 02/29/2012	937.50

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 \rightarrow 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 \rightarrow Sales Order & Invoice \rightarrow Transactions \rightarrow Sales Memo \rightarrow Memo Price Update.

				Er	ter gold i	price.		Sel her	ect the re to up	me odat	emo an te cost	id click				
💷 Memi	Price Update															
Query I	vlemo List															
			S	elect <u>A</u> ll 🔲	Price	.00)0	opy Price to	all items		late)					
Custome	# Name	Memo #	Memo Date Item Type	Item Category	Item #	Select	Trans Qty Cl	ear Qty C)pen Qtyltem I	PriceIt	em Amount	Net Amt A/c Period	Updated Net Amt Sku #	Packet	# Item Description	
C003	Creative Jewelry	100001	05/15/2008 Style	EARRING	EARRING7096H		210.00	3.00	207.00 20	0.00	42000.00	42000.00 200805	.00	NA	Tag #: 100031-100240	
C003	Creative Jewelry	100003	05/15/2008 Style	ANNYBND	ANNYBND7316E		15.00	1.00	14.00 30	15.00	4575.00	4575.00 200805	.00	NA	Tag #: 100001-100015	=
T002	Treasure Jewels	100005	05/15/2008 Style	RING	RING6199H-WFE		6.00	2.00	4.00 44	15.00	2670.00	2670.00 200805	.00	NA	1/2CTTW RING	
S002	Shine Jewelers	100007	07/01/2008 Style	RING	RING6199H-WFE		10.00	8.00	2.00 23	35.00	2350.00	2350.00 200807	.00	NA	1/2CTTW RING	
E001	Emerald Jewelrs	100010	07/22/2008 Stone	VW-RHOD	NA		45.78	0	45.78 3	35.00	1602.30	1602.30 200807	.00	NA	ANTIQUE RHODOLITE	
B001	Behnam Jewelrs	100011	07/22/2008 Diamond	ZLS-5/4	1.25		19.00	0	19.00 1,80	00.00	34200.00	34200.00 200807	.00	NA	DIAM-RND-MISC	
B001	Behnam Jewelrs	100011	07/22/2008 Diamond	20WH5	1/5		34.46	0	34.46 34	18.00	11992.08	11992.08 200807	.00	NA	WH5	
B001	Behnam Jewelrs	100011	07/22/2008 Diamond	ABF5146	1/2		5.00	0	5.00 90	00.00	4500.00	4500.00 200807	.00	NA	P1/2W23	
Select the memo and click here to update cost. Image: Select the memo and click here to update cost. Image: Select the memo and click here to update cost. Image: Select the memo and click memo time. Image: Select the memo and click memo time. Image: Select time. <td>+11.5 CC1</td> <td></td>		+11.5 CC1														
F001	Select the memo and click bere or update cost. Memo Price Update Select all of the optice. Use Meno Lit Select all of the optice. Use Meno Lit. Select all of the optice. Use Meno Lit. Select all of the optice. Use Meno Lit. Select all optice. Use Lit. Select all optice. <															
F001	Memo Price Update Memo P Memo Date Interrupe I Record and Ministry I Record and I School Copy Proceediates Interruption usumer II Name Memo Date I Interrupe I Record and I Copy Proceediates Interruption I Copy Proceediates Interruptin I Copy Proceediat															
Description of the function																
B001	Behnam Jewelrs	100016	07/22/2008 Diamond	300256A1	3.00	Y	2.00	0	2.0011,38	8.00	22776.00	22776.00 200807	.00	NA	3.00CT ROUND 2-56 A1	1
					Sele	ect th	e mem	0								



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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo return.

4.7.1 Sales Memo Return (Jewelry)

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

1. Customer Id.

- 2. Ship #
- 3. Copy From.

Enter / Selec Customer #.	t Enter Ship To #.
💷 Memo Return (Jewelry) (54 of 54, Edit) - by A	ADMIN on Oct 31, 2011 20:03:50
Query List Add/Edit	
Customer A002	Return # / Date 100054 10/31/2011
ALPHI DIMONDS	A/C Period 201110
RAMAT GAN, ISI	Master PO / PL #
	Ship To / Po # (A002
Status Active Open Unpc Trans Type Istandard Image: Standard Image: Standard Copy From Memo 100059 P0 # / Date 10/31/2011 Ref # / Date 10/31/2011 Receipt Via NA Tracking # Received By NA Location Overseas	Vetair - List Pooler sisted Contact123 Name ALPHI DIMONDS Address DIAMOND EXCHANGE BLDG City/State/Zip RAMAT GAN, ISRAEL Country USA Phone/Fax
Gold Dt/Price 10/31/2011 1 010.00	Message Id NA
Gold DV/ lice (10/3//2011) 1,010.00	- ,

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



Detail Single Tab:

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





4.7.2 Sales Memo Return (Diamond)

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

Memo Return (Diamond) (54 of 54, Edit) - I	by ADMIN on Oct 31, 2011 20:03:50	- • •
Query List Add/Edit		
Customer A002	Return # / Date 100054 10/31/2011	
ALPHI DIMONDS	A/C Period 201110	
RAMAT GAN, ISI	Master PO / PL #	
	Ship To / Po # 🗚 🛛 🗤 🖉	ок
	•	
Header Detail - Multiple Detail - Single	Detail - List Footer	
Status Active Open Ung	posted Contact123 test	
Trans Type A	Name ALPHI DIMONDS	
Copy From Memo 100059	Address DIAMOND EXCHANGE BLDG	
P0 # / Date 10/31/2011		
Ref # / Date 10/31/2011	City/State/Zip RAMAT GAN, ISRAEL	
	Country USA	
Receipt Via NA 10/31/2011	Phone/Fax	
Fracking #		
Received By NA 2.00	Туре	
Group	Credit Limt/Current .00 7,775,526.74	
Location Overseas	Commission 67.32	
	Total Amt 3,366.00	
Print Format R1 Pric	e Level / Discount % A .00	
Gold Dt/Price 10/31/2011 1,010.00	Message Id NA	

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 \rightarrow 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 \rightarrow Sales order & invoice \rightarrow Transactions \rightarrow Sales memo return \rightarrow Memo return (sample)

🖭 Memo Return (Sample) (54 of 54, Edit) - by A	ADMIN on Oct 31, 2011 20:03:50	- • •
Query List Add/Edit		
Customer A002	Return # / Date 100054 10/31/2011	
ALPHI DIMONDS	A/C Period 201110	
RAMAT GAN, ISI	Master PO / PL #	
	Ship To / Po # JA002	OK
	_	
Header Detail - Multiple Detail - Single D	Detail - List Footer	
Status Active Open Uppo	Sted Contact123 Jest	
	Name ALPHI DIMONDS	
Copy From Memo 100059	Address DIAMOND EXCHANGE BLDG	
P0 # / Date 10/31/2011		
Ref # / Date 10/31/2011	City/State/Zip RAMAT GAN, ISRAEL	
	Country USA	
Receipt Via NA 10/31/2011	Phone/Fax	
Fracking #		
Received By NA 2.00	Туре	
Group	Credit Limt/Current .00 7,775,526.74	
Location Overseas	Commission 67.32	
Print Format R1 Price	Level / Discount % A .UU	
Gold Dt/Price 10/31/2011 1,010.00	Message to JNA	

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 \rightarrow Sales Memo Return (Jewelry).

4.7.4 Sales Memo Return (Sales Line)

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

🔳 Memo Return (Salesline) (54 of 54, Edit) - b	y ADMIN on Oct 31, 2011 20:03:50
Query List Add/Edit	
Customer A002	Return # / Date 100054 10/31/2011
ALPHI DIMONDS	A/C Period 201110
RAMAT GAN, ISI	Master PO / PL #
	Ship To / Po # A002 OK
Header Detail - Multiple Detail - Single	Detail - List Footer
Status Active Open Unp	posted Contact123 test
Trans Type 🔺	Name ALPHI DIMONDS
Copy From Memo 100059	Address DIAMOND EXCHANGE BLDG
P0 # / Date 10/31/2011	
Ref # / Date 10/31/2011	City/State/Zip RAMAT GAN, ISRAEL
	Country USA
Receipt Via NA 10/31/2011	Phone/Fax
Fracking #	
Received By NA 2.00	Туре
Group	Credit Limt/Current .00 7,775,526.74
Location Overseas	Commission 67.32
	Total Amt 3,366.00
Print Format R1 Price	e Level / Discount % A .00
Gold Dt/Price 10/31/2011 1,010.00	Message Id (NA

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 \rightarrow Sales Memo Return (Jewelry).

4.7.5 Sales Memo return (Closeout)

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

Memo Return (Closeout) (54 of 54, Edit) - by ADMIN on Oct 31, 2011 20:03:50	x
Query List Add/Edit	
Customer A002 Return # / Date 100054 10/31/2011 ALPHI DIMONDS A/C Period 201110 RAMAT GAN, ISI Master PO / PL #	
Header Detail - Multiple Detail - Single Detail - List Footer Status Active Open Unposted Contact123 test Trans Type A Name ALPHI DIMONDS Copy From Memo 100059 Address P0 # / Date 10/31/2011 City/State/Zip RAMAT GAN, ISRAEL	
Country USA	
Receipt Via NA 10/31/2011 Phone/Fax	
Received By NA 2.00 Type Group Credit Limt/Current .00 7.775,526.74 Location Overseas Commission 67.32 Total Amt 3,366.00 .00	
Gold Dt/Price 10/31/2011 1,010.00 Message Id NA	

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 \rightarrow 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.

Diaspark, Inc.

Sales Order & Invoice Module

							F	ilter	Opt	tions		Select click a buttor	the t Me to c	mem mo R reate	o an etur e ret	d n urn.						
	🛛 Bu	lk Sales Mer	mo Return (1 of 1	, New) -	- by ADMIN	on Sep 12	, 2012 00:00	:00														- 0
1	Query	, Open Mer	no - Detailed Ope	n Memo -	Summary								+									
	Drill	Down To Mer	mo DrillDown 1	o Memo I	Return			•				M	emo Retu		Refres	n	🗆 Sel	ect All				
(00/00/0000			00/	00/0000												.00
	Selac	tCustomer #	Customer Name	Memo #	Memo Date	PO #	МетоТуре	Due Date	Days	ltem Type	Item Category/	Item # / Sub Lot #	Packet #	Memo Otv(ncs)	Memo Oty Wt	Clear	Open Otv	Return Otv	Return #	Sku #	Ship #	Prod SO Type
	Γ	B002	BEAUTY GEMS JE	100050	10/19/2010	12345	Standard	12/18/201	0694	Style	BRACELET	BRECLET	NA	50.00	1.25	0	50.00	.00		NA	B002	STND
		T002	Treasure Jewels	100005	05/15/2008	RW52811	Standard	06/14/200	81581	Style	RING	RING6199	INA	6.00	0	2.00	4.00	.00			T002	STND
		S005	SKALET FAMILY J	E 100038	10/18/2010		Standard	01/16/201	1695	Style	BRIDALSET	BRIDE151	NA	5.00	0	3.00	2.00	2.00			S005	STND
		E001	Emerald Jeweirs	100010	07/22/2008		Diamond	08/21/200	81513	Stone	VW-RHOD	NA	NA	50.00	45.78	0	45.78	45.78			E001	STND
		B001	Behnam Jewelrs	100011	07/22/2008		Diamond	09/20/200	1513	Diamond	20WH5	1/5	NA	0	34.46	0	34.46	34.46			B001	STND
	Π	B001	Behnam Jeweirs	100011	07/22/2008		Diamond	09/20/200	81513	Diamond	ZLS-5/4	1.25	NA	0	19.00	0	19.00	.00			B001	STND
		C003	Creative Jewelry	100020	07/23/2008		Diamond	08/22/200	81512	Diamond	301-57C	3.00	NA	0	15.00	0	15.00	.00			C003	STND
	Γ	F001	Flash Jewelry	100013	07/22/2008		Diamond	07/22/200	81513	Diamond	+11.50CW3	.10	NA	0	45.00	0	45.00	.00			F001	STND
	Г	F001	Flash Jewelry	100013	07/22/2008		Diamond	07/22/200	81513	Diamond	+11.5 CC1	.10	NA	0	50.00	0	50.00	.00			F001	STND
		Tota	1: - 46														Selected					
	Se fre	elect th om he	ne memo re.																			

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.

										Click selec	here ted _l	e to c orde	cano r.	cel		
Bulk Sale	es Order Cancellatio	on (1 of	1, New) - b	y ADMIN	on Sep I	12, 2012 00:0	00:00									×
Query Ope	en Orders - Detailed	Open O	rders - Summa	ry												
			0	0/00/0000											.00	
DrillDown 1	To SO DrillDow	n To Ord	er Cancellatio	n						(Cancel	Order		Refresh	🔲 Sele	ct
ustomer #	Customer Name	SO #	SO Date	PO #	Ship #	Order Type	ltem #	Sku #	Prod SO Type	SO Qty	Clear Qty	Open Qty	Select Flag	Cancel Cancell Qty	ation #	-
BC DEMO	Demo	100480	08/28/2012		101	Asset	EARRING-535-TQQ67		STND	3.00	0	3.00	•	3.00		
1001	Unique Jewelers	100339	10/18/2010		U001	Asset	EARRING1956		STND	110.00	80.00	30.00	✓	30.00	7	
.001	All Jewelry Shoppie	100475	02/29/2012		A001	Asset	AB10KQ		STND	10.00	0	10.00		.00		
.001	All Jewelry Shoppie	100144	09/04/2009		A001	Asset	AB10KQ-SQWSP-85		STND	120.00	12.00	108.00		.00		
001	ZAV JEWERLY COR	100240	10/04/2010		Z001	Asset	RING22000-YQQ67	NA	STND	20.00	0	20.00		.00		
001	ZAV JEWERLY COR	100334	10/18/2010		Z001	Memo	ANNY3456		STND	100.00	0	100.00		.00		
.001	All Jewelry Shoppie	100475	02/29/2012		A001	Asset	AB24KTM		STND	20.00	10.00	10.00		.00		
Total	: - 262					1						Selected	4			Ŧ
									•	Sele	ct th	e oro	der	Enter	cand tity.	

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.

(Upload Trac	king #	Filter	Sort	🖉 Hic	le records havi	ng tracking num	ber		
Name	Invoice Date	Invoice #	Tracking #	Ship Via	Remarks	Net Amount	Include in Print	Customer #	Ship #	T
All Jewelry Shoppie	02/29/2012	100307	$\overline{}$	NA	na	17,830.00		A001	A001	
BEAUTY GEMS JEWELERS	02/23/2012	100306		DBR	na	375,000.00		B002	B002	1
A2M JEWELERY	12/16/2011	100305		DHL	na	86,889.33		A006	A006	
Pride Jewelers	11/29/2011	100304		NA	na	33,120.00		C001	C001	
Behnam Jewelrs	11/28/2011	100303		NA	na	12,935.00		B001	B001	
All Jewelry Shoppie	11/24/2011	100302		NA	na	2,210.00		A001	A001	
ALPHI DIMONDS	11/01/2011	100301		NA	na	2,000.00		A002	A002	
ANCI JEWELERY	10/31/2011	100299		DHL	na	23,760.00		A004	A004	
ANCI JEWELERY	10/25/2011	100297		DHL	na	3,813.48		A004	A004	
ANCI JEWELERY	10/25/2011	100298	-	DHL	na	180,000.00		A004	A004	
ANCIJEWELENT	10/23/2011	100230		pur	Ina	100,000.00		P4004	A004	

Click to upload tracking # through text file.

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