DATAFLOW
Financial Software Solutions

Sales Order Processing

Contents

Introduction

The Sales Order Processing module offers effective control and flexibility over order processing activity. Document handling features, point and click enquiry options and keyboard aware input procedures provide fast and easy access to order progress procedures and status information.

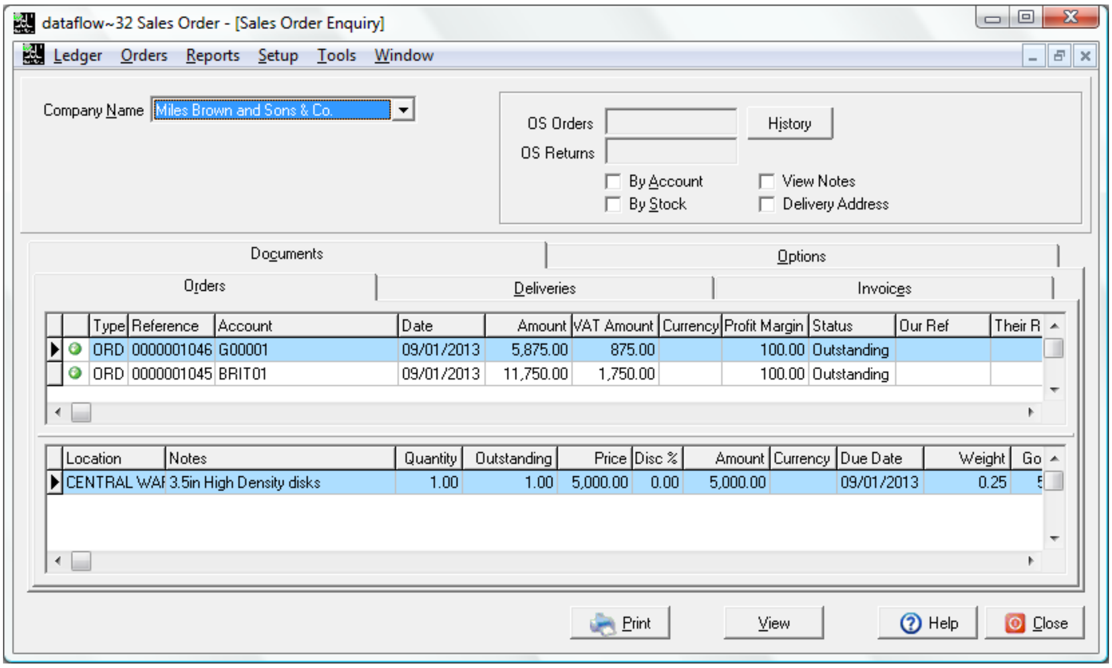
Links to existing ledgers and the stock control system provide the necessary updates and progress information.

Ledger

Enquiry

The Sales Order Enquiry displays all order related documents under the corresponding document tab heading.

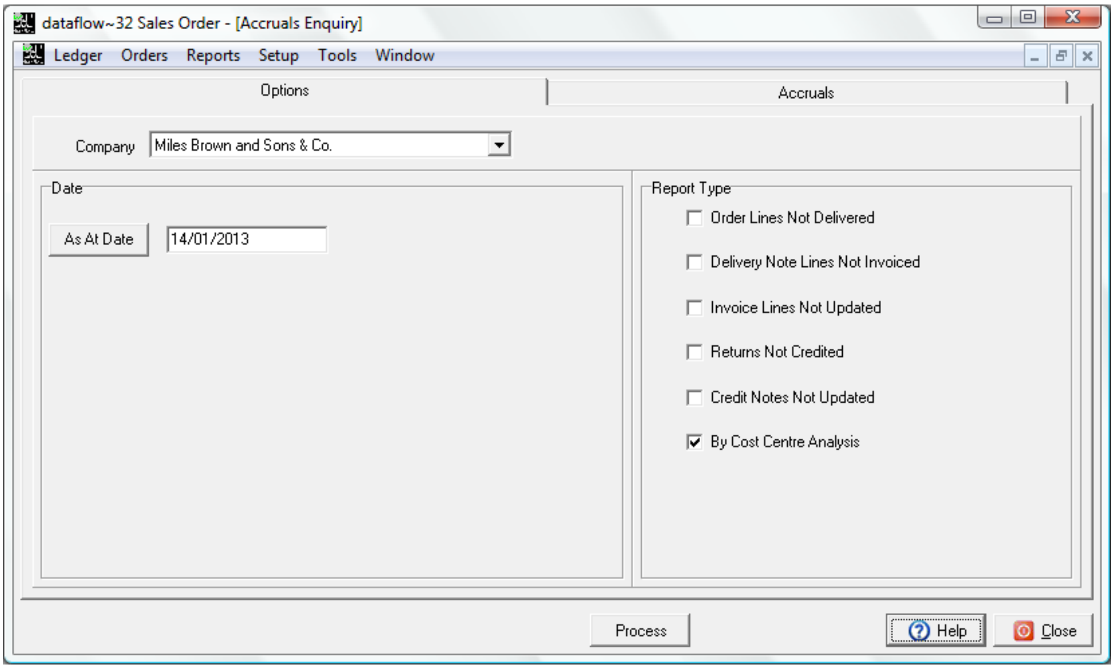
Each document tab displays a split grid. The upper section shows the document header and the lower relates to the line details of the selected document on the upper section.



From the View Accounts grid selecting View will load a new window displaying various levels of information for the selected account within categorized tabs.

Accruals Enquiry

Use this facility to produce a list of Accruals based upon the criteria selected under the Report Type section of the window.



Vehicle Schedule

Use this routine to display a schedule of the orders allocated to each vehicle. The returned information is summarized by day.

Vehicle Order Display

This window displays all the open orders and their assigned vehicles. The screen displays a split grid, upper section displays the document header and the assigned vehicle to the selected document in the lower section.

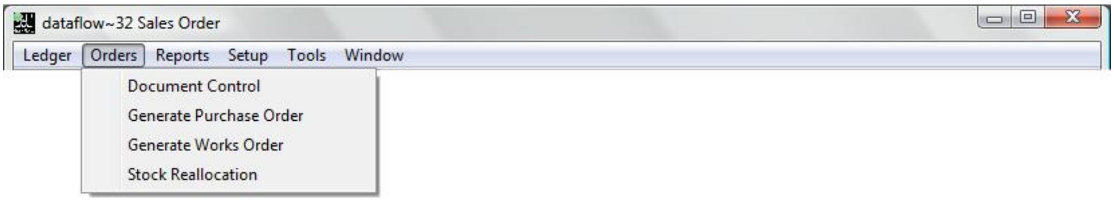
Orders

This menu offers the main options for day-to-day Sales Order operations.

Before starting to use these options, check the completion of set up procedures for:-

- Sales order parameters - authorisation levels, document numbering.
- Sales order document design - quotations, acknowledgements, delivery notes, invoices.
- Stock Ledger parameters (monitor shortages) and stock/product items
- Sales Ledger parameters, document invoicing parameters and customer accounts.

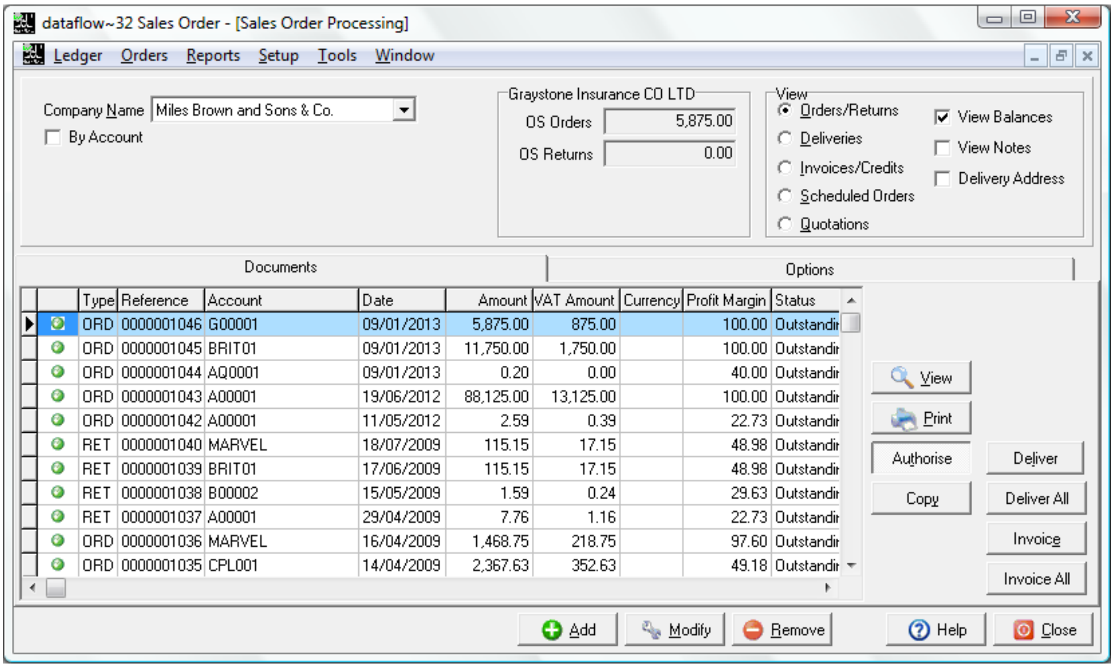
In general the system handles orders in three stages. Firstly, raising the Order, secondly recording and production of the delivery note and finally the entry and production of the customer invoice. It is possible to omit the middle stage and simply record an invoice directly against the sales order. Whichever route is taken the relevant stock balances are updated according to the full or part quantities specified at each stage. Stock balances change immediately after the line entry is confirmed.



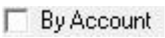
Document Control

This window handles the entry, printing and update of all Orders/ Returns, Deliveries and Order Invoices/Credits notes.

In general the system handles Orders in three stages. Firstly, raising the Order then the recording and production of the delivery note and finally the entry and production of the customer Invoice. It is possible to omit the middle (Delivery) stage and simply record an invoice directly against the Sales Order. Whichever route is taken the relevant stock balances are updated according to the full or part quantities specified at each stage. Stock balances change immediately after the line entry is confirmed.

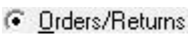


This window handles the entry, printing and update of Invoices and Credit notes. Additional options for Pro-forma Invoices and Scheduled Invoices are also available with the ability to convert these into full Sales Invoices if and when required.

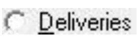


Applies a filter to the grid to display only transactions that have been posted to the specified Sales Ledger account.

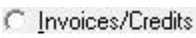
Once the *By Account* option is checked additional filter options will become available as detailed below;



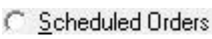
Applies a filter so only Orders/Returns appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.



Applies a filter so only Deliveries appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.



Applies a filter so only Invoices/Credits appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.



Applies a filter so only Scheduled Orders appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.

Quotations	Applies a filter so only Quotations appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.
View Balances	Adds Account balance information to the window.
View Updated	Applies a filter so only updated transactions appear within the grid. By displaying updated documents it is also possible to print COPY invoices
Delivery Address	Adds delivery address details to the grid display.

The Options tab works in conjunction with the above parameters by applying further filters based upon your selection to the document grid display. To reset these filters back to default (so no filter is applied) click the Reset Filter button. The Reset Filter button is only available if there are filters applied.

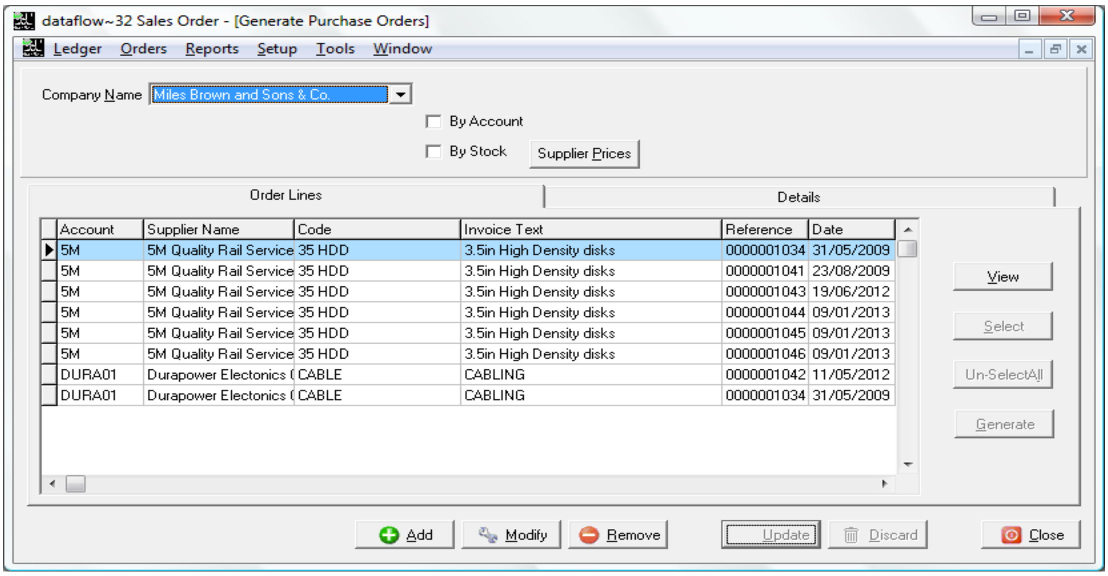
The input method maintaining a simple and straight forward routine with options and input fields stored within catergorised tabs. Use the system generic Add, Modify and Remove buttons to enter, change or delete existing line entries along with the OK and Cancel as confirmation or cancellation during input.

> Once the Account Code and Header information is chosen simply click Add to enter a line and once complete click OK. Upon clicking OK the system will automatically generate a new line allowing for the input of the next transaction line eliminating the necessity to click Add after each completed line, you may Cancel the system generated blank line if it is not required. Simply click Update to complete the entry.

Generate Purchase Order

During the creation of Sales Orders dataflow provides the ability to create Purchase Order on the back of that Sales Order.

All Purchase Order details generated via the Sales Orders Document Control will be presented within this window, enabling you to review each entry and generate a full Purchase Order document. Generated Purchase Orders will then be displayed within the Document Control screen in the Purchase Orders ledger.

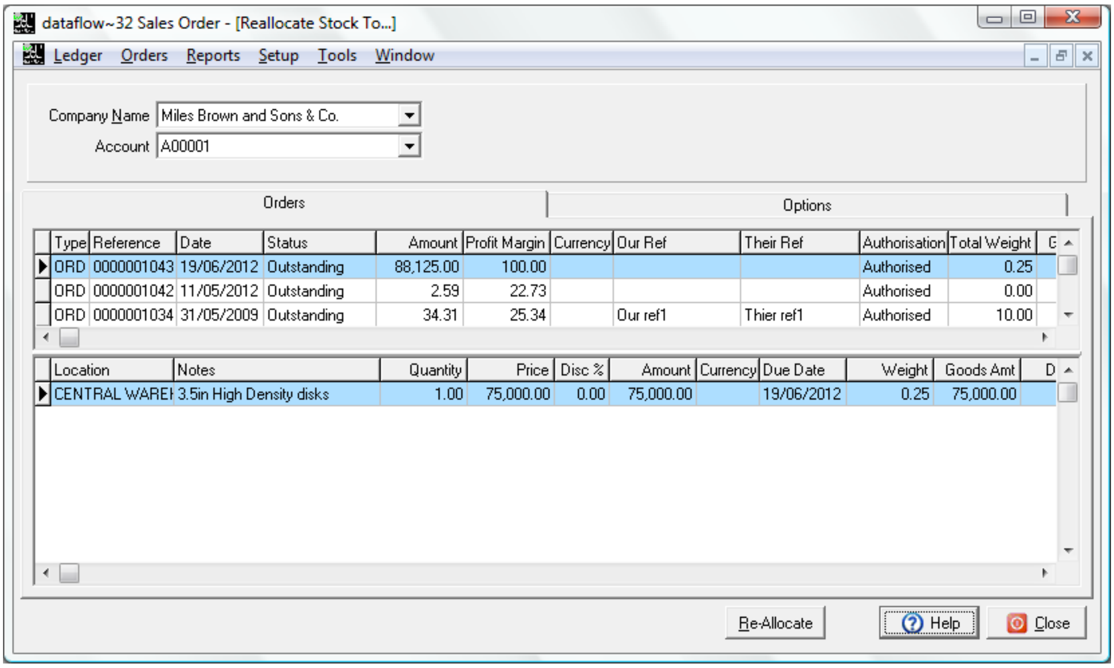


Generate Works Order

Use this window to Generate internal works orders to satisfy Sales Orders.

Stock Reallocation

Stock re-allocation procedures can be used if surplus stock levels are low and the need arises to fulfill one order in preference to another. To use the re-allocation feature the stock ledger parameter ‘Monitor shortages’ must be set on.

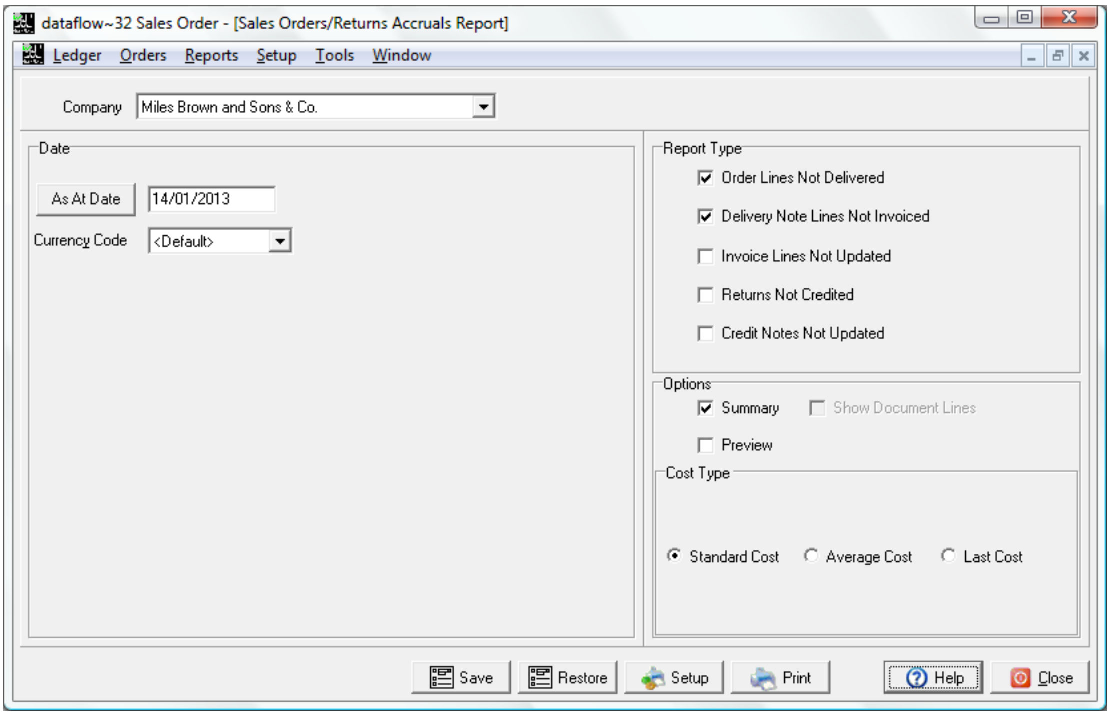


Reports

Transactions are held under their corresponding period based upon their transaction date, providing that period hasn’t been closed. This means entries dated into the future can be recorded without distorting current period balances.

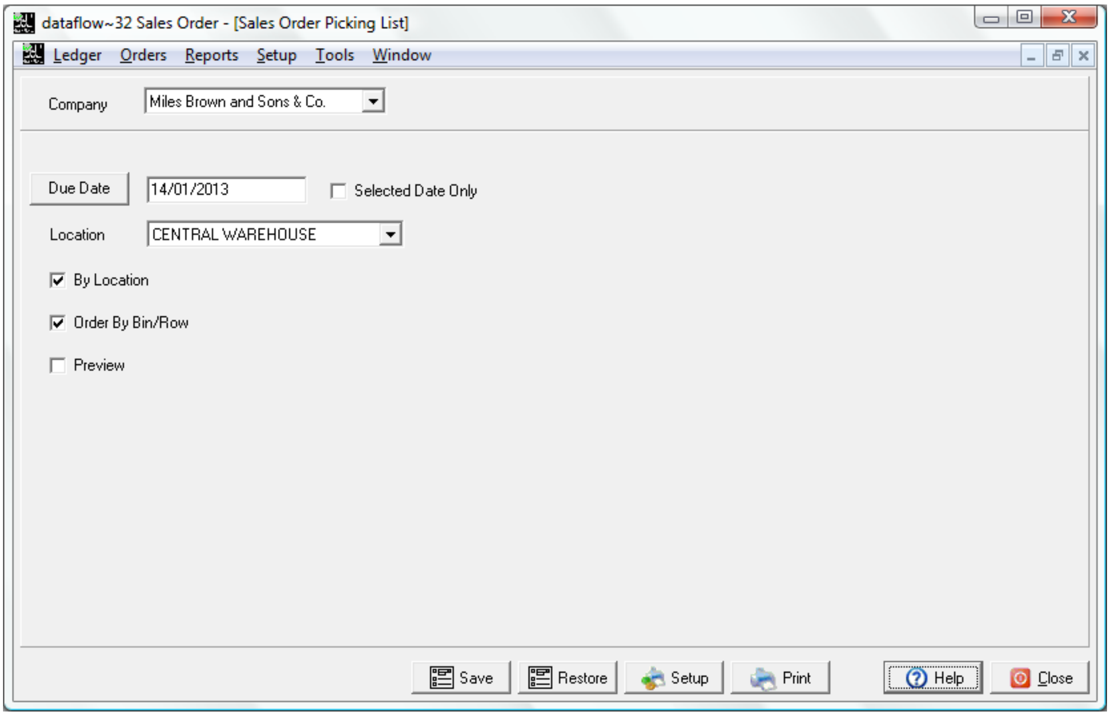
Accruals

This report produces information which may be used to compile accrued income journals. Essentially the report returns the value, as at a given date, of the various document types awaiting further processing. Values are analysed by Nominal account code.



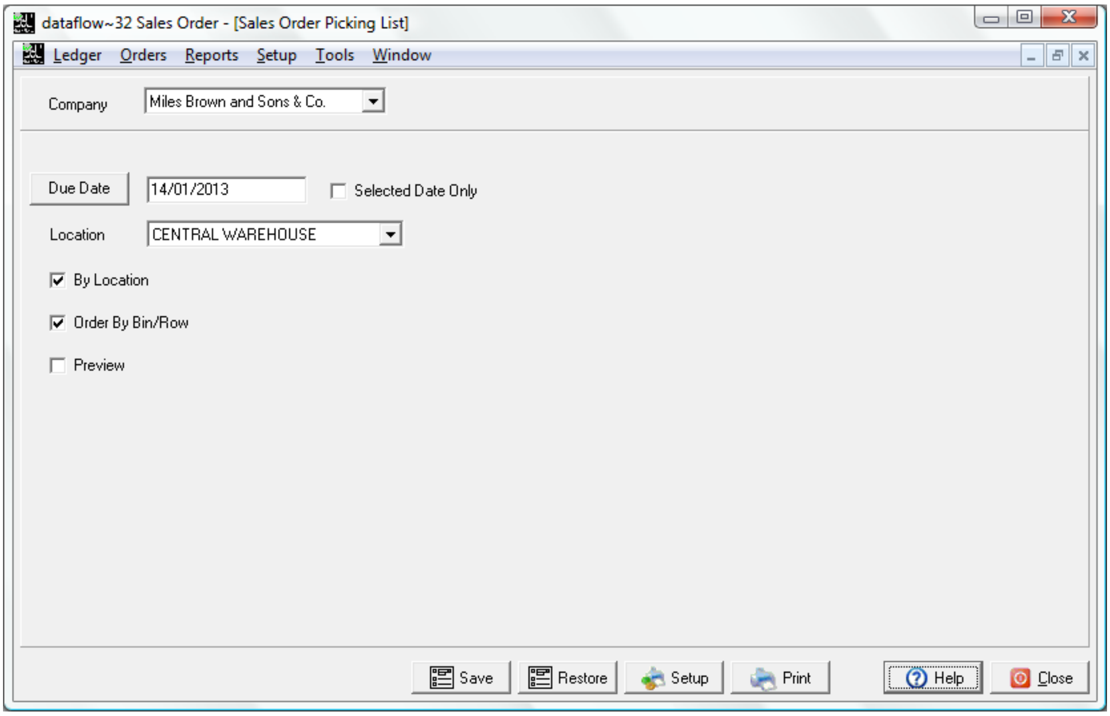
Picking List

Produces a daily analysis of outstanding Order lines due for delivery on or before a given date.



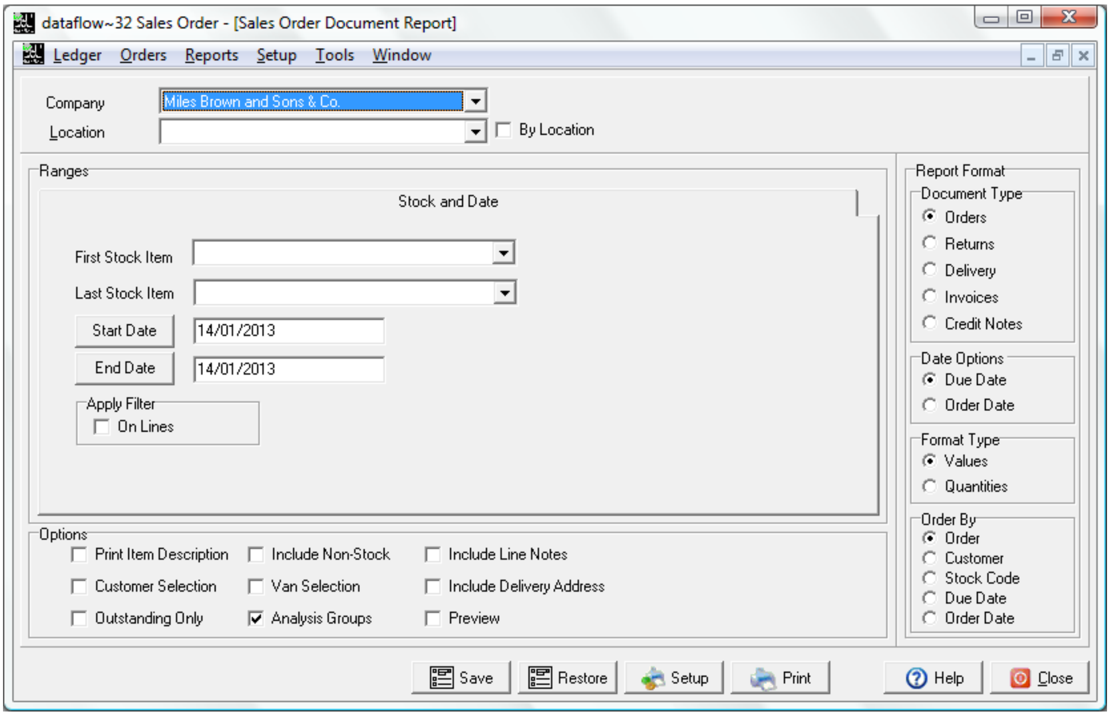
Forward Load of Outstanding Orders

Produces an analysis of Stock item demand by listing outstanding Order line details with the quantity sub-totaled by month.



Outstanding Orders

This report produces specific details of Orders dependant on the selection criteria. *Format Type* choices include by *Values* or by *Quantities*.



Setup

Use the options on this menu to set up the basic parameters available to the Sales Order processing routines e.g. authorisation levels, document numbering, document design. Also remember to check that parameters in other modules have been set.

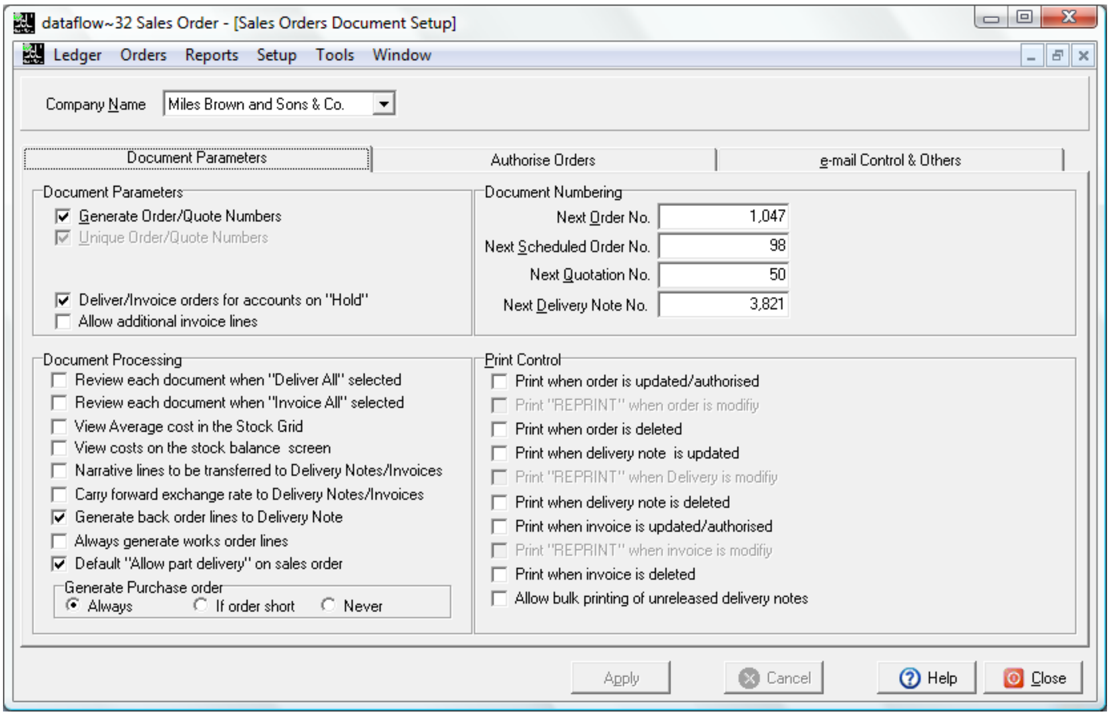
In particular, check :-

- Stock Ledger parameters - monitor shortages, warehouse locations, stock/product items and their pricing, units of measure and rows/bins.

- Sales Ledger parameters - customer accounts, Document invoicing parameters, terms, price categories and discounts.

Order Parameters

Set these parameters before starting to use the Order Control procedures. Settings here do not affect the *Sales Ledger Document Invoicing* routine. If multi-company operation applies, select each *Company Name* in turn and apply the settings.



Document Parameters

☐ Generate Order/Quote Numbers	The system will automatically generate the next sequential Order/ Quote Number.
☐ Unique Order/Quote Numbers	The system will check for non-unique Order/ Quote numbers.
☐ Deliver/Invoice orders for accounts on "Hold"	Allows for the Delivery/ Invoicing of Orders for accounts placed on *Hold*.
☐ Allow additional invoice lines	Allows for the addition of carriage or postage/ packing lines (for example) added directly to the Order Invoice.

Document Numbering Parameters

Next Order No. 1,047	Details the next Order Number.
Next Scheduled Order No. 98	Details the next Scheduled Order Number.
Next Quotation No. 50	Details the next Quotation Number.
Next Delivery Note No. 3,821	Details the next Delivery Note Number.

Document Processing Parameters

☐ Review each document when "Deliver All" selected	Forces a manual Update for each document being delivered.
☐ Review each document when "Invoice All" selected	Forces a manual Update for each document being Invoiced.
☐ View Average cost in the Stock Grid	Displays the Average Cost within the *Stock* tab.
☐ View costs on the stock balance screen	Includes the Average and Standard Costs on the Stock Balance screen.
☐ Narrative lines to be transferred to Delivery Notes/Invoices	Narrative only lines (I.e. no value) will be carried over to the Delivery and Invoice stages.
☐ Carry forward exchange rate to Delivery Notes/Invoices	The exchange rate from the Order will be used for both the Delivery notes and Invoices.

☐ Generate back order lines to Delivery Note

Delivery note will display all order lines with their corresponding delivered quantity (will include undelivered items but display a qty of 0)

☐ Always generate works order lines

With this option check the system will automatically populate the *Works Order* tab with the quantity specified within the *Value* tab, therefore automatically generating a Works Order upon the document update.

☐ Default "Allow part delivery" on sales order

The *Allow part delivery* parameter on the Order header will always default to ticked.

Generate Purchase order
◉ Always ○ If order short ○ Never

A Condition for whether or not a *Purchase Order* will be generated automatically when a *Sales Order* is raised.

Print Control

The Print Control section contains parameters whereby if selected the system will automatically print the document.

☐ Print when order is updated/authorised

The order will automatically print when updated/ authorized.

☐ Print "REPRINT" when order is modifiy

The order will automatically print with the label *REPRINT* when modified.

☐ Print when order is deleted

The order will automatically print upon deletion.

☐ Print when delivery note is updated

The delivery note will automatically print when updated from the order stage.

☐ Print "REPRINT" when Delivery is modifiy

The delivery note will automatically print with the label *REPRINT* when modified.

☐ Print when delivery note is deleted

The delivery note will automatically print upon deletion.

☐ Print when invoice is updated/authorised

The invoice will automatically print when updated/ authorised from the order or delivery stage.

☐ Print "REPRINT" when invoice is modifiy

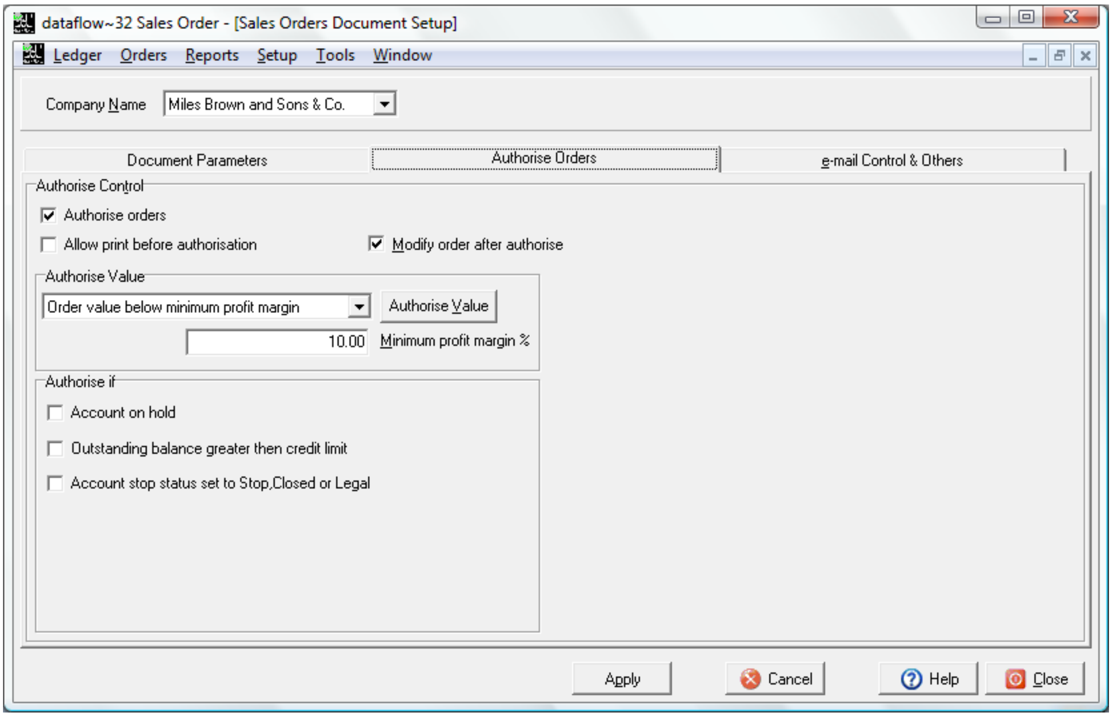
The invoice will automatically print with the label *REPRINT* when modified.

☐ Print when invoice is deleted

The invoice will automatically print upon deletion.

Allow bulk printing of unreleased delivery notes

Allows the printing of multiple unreleased delivery notes within a single print request.



Authorise Control

Authorise orders

This parameter enables the authorisation facility.

Allow print before authorisation

Enables the printing of unauthorized Orders.

Modify order after authorise

Enables the modifying of authorised Orders.

Authorise Value

All orders

The authorise value will be applicable to all Orders.

Line value below minimum profit margin

Authorisation will be required when an Order line value falls below the minimum profit margin.

Order value below minimum profit margin

Authorisation will be required when an Order value falls below the minimum profit margin.

Authorise Value

Set the Authorisation Value.

10.00 Minimum profit margin %

Set the minimum profit margin %.

Authorise If

☐ Account on hold

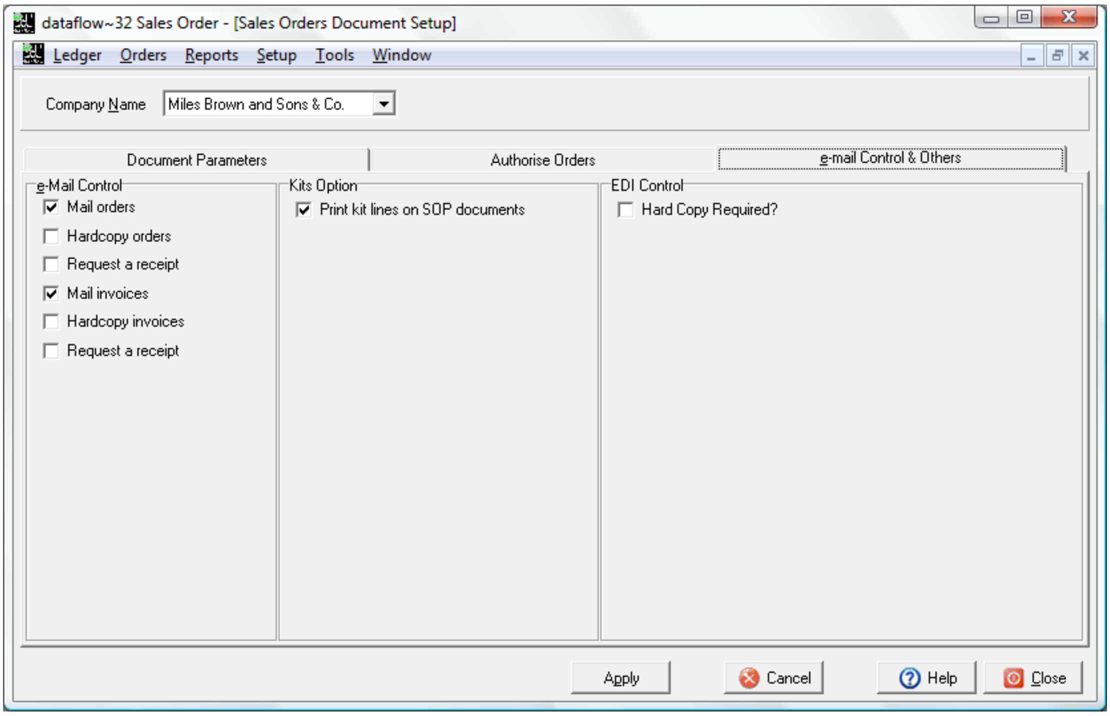
Authorisation will be required if the Account is *On Hold*.

☐ Outstanding balance greater then credit limit

Authorisation will be required if the Accounts Outstanding balance exceeds its credit limit.

☐ Account stop status set to Stop,Closed or Legal

Authorisation will be required if the Account stop status is currently set to Stop, Closed or Legal.



e-Mail Control

☐ Mail orders

Enables the emailing of Sales Orders.

☐ Hardcopy orders

Produces a hardcopy after the email is sent.

☐ Request a receipt

Sends a receipt request when emailing Orders.

☐ Mail invoices

Enables the emailing of Order Invoices.

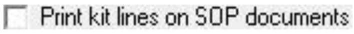
☐ Hardcopy invoices

Produces a hardcopy after the email is sent.

☐ Request a receipt

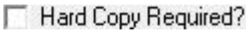
Sends a receipt request when emailing Orders.

Kits Option



When checked all the KIT components lines will appear on hardcopy documents as opposed to only the KIT description when left unchecked.

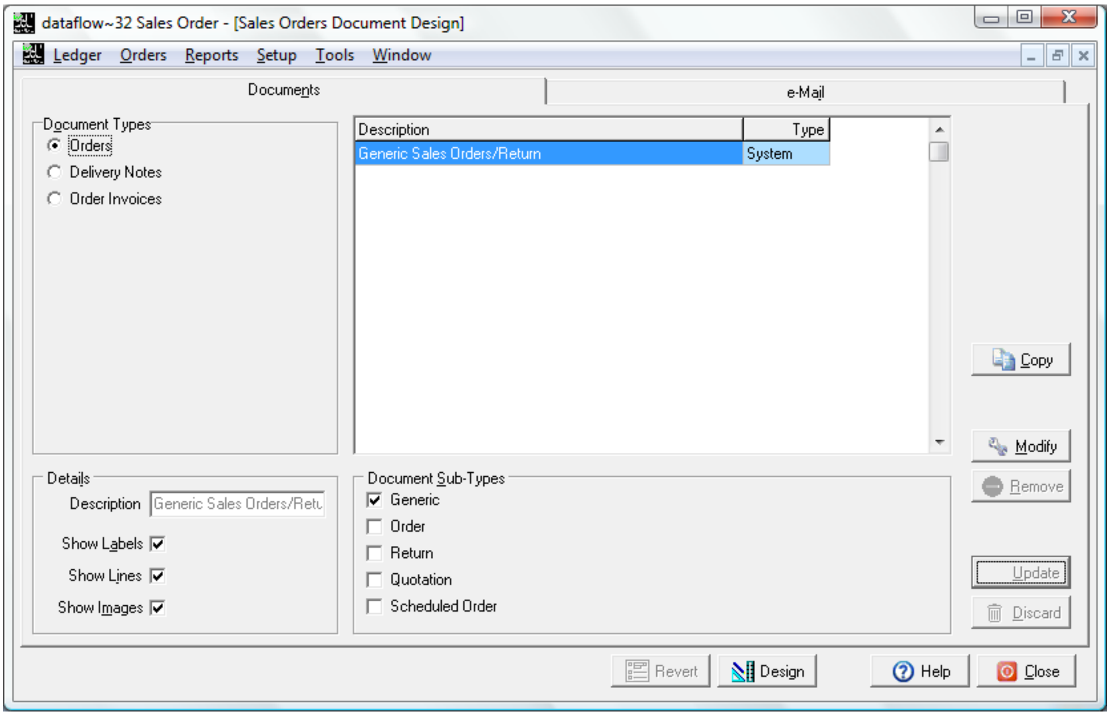
EDI Control



Produces a hardcopy.

Document Design

Specify the operational properties of each layout required to produce the relevant Sales Order document. For example, check box options determine if text labels, lines and images plotted on the layout should be included when actual documents are produced. It is also where you launch the designer window to specify the components and format of a particular document layout.

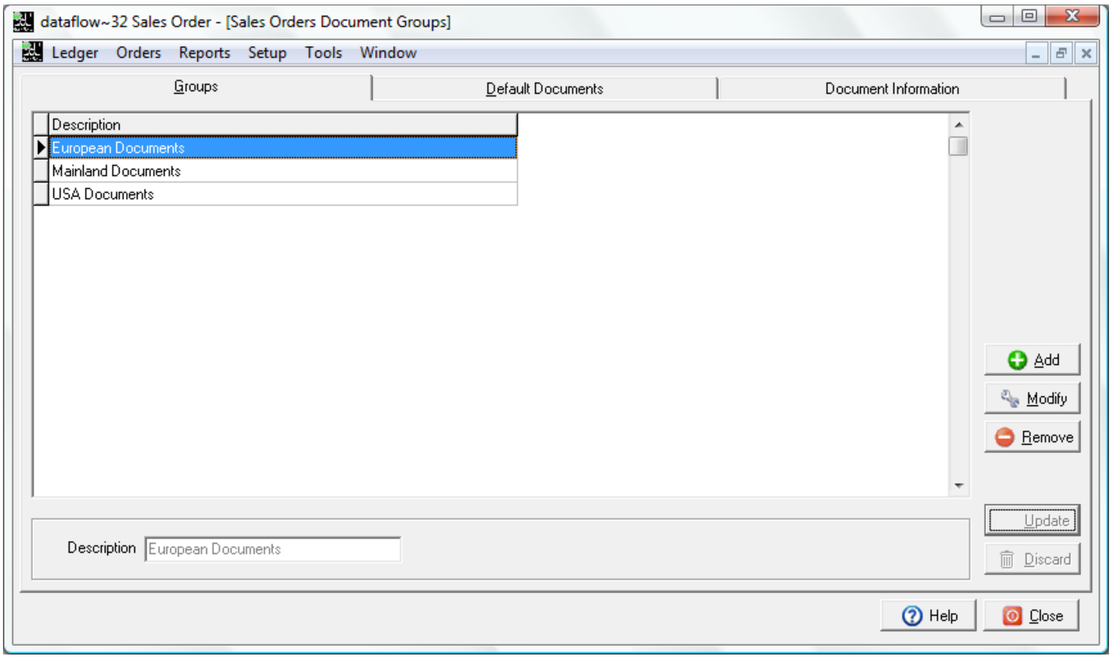


Always start by clicking the appropriate document type. For each type you should find at least one layout already exists, its name displayed in the description list box alongside. These are used automatically by the related document production routines. For the document type *Orders* the layout supplied is specified as generic which means it is used to produce all document sub-types shown i.e. Order, Return, Quotation and Scheduled Order.

Only limited changes can be made to the properties of a layout supplied with the system, but the layout itself can be edited as required.

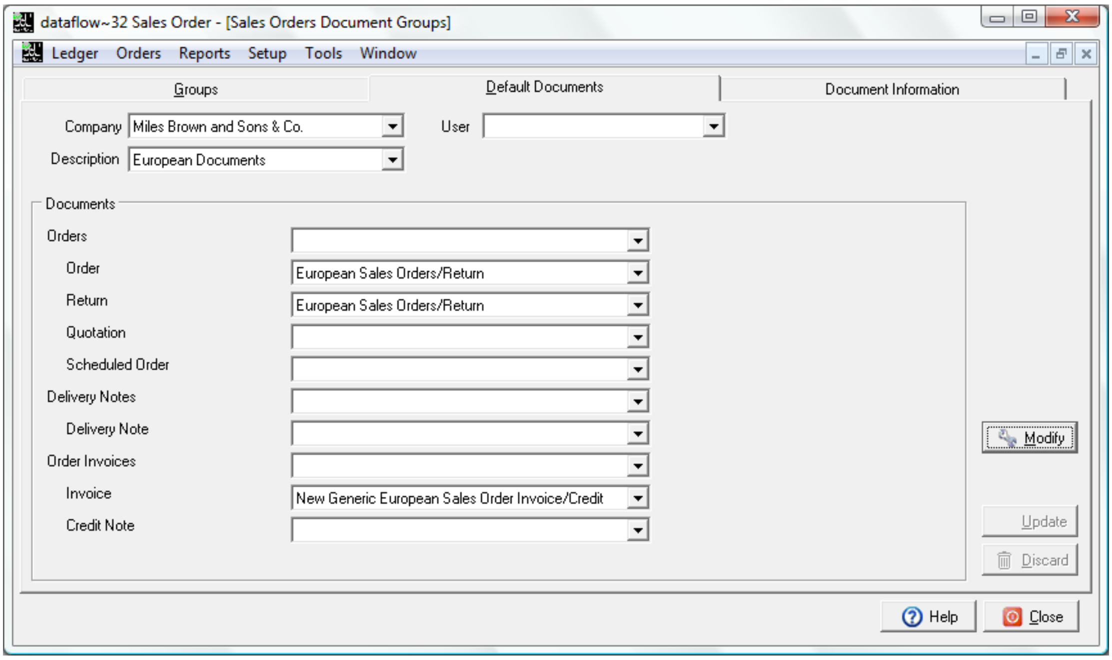
Document Groups

The Document Groups utility allows you to choose specific layouts for the listed document types so when you come to create that document the system will always default to your chosen layout when printing or emailing. As a result, when invoices are produced for a range of customers the system is able to detect, automatically, which layout to use for each customer.



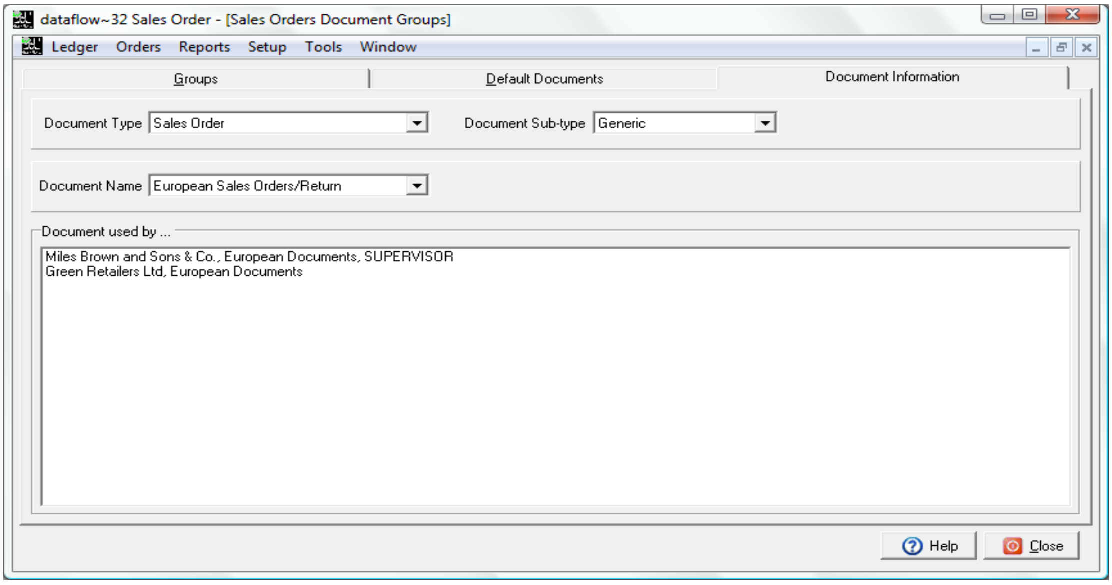
Having established the Group descriptions the *Default Documents* tab is where you assign the relevant template to their associated categories.

The templates can be assigned for use by a specific Company and/or User. If you wish to assign the document group globally so it's not specific to a particular Company leave the *Company* selection blank, the same applies to the *User* selection.



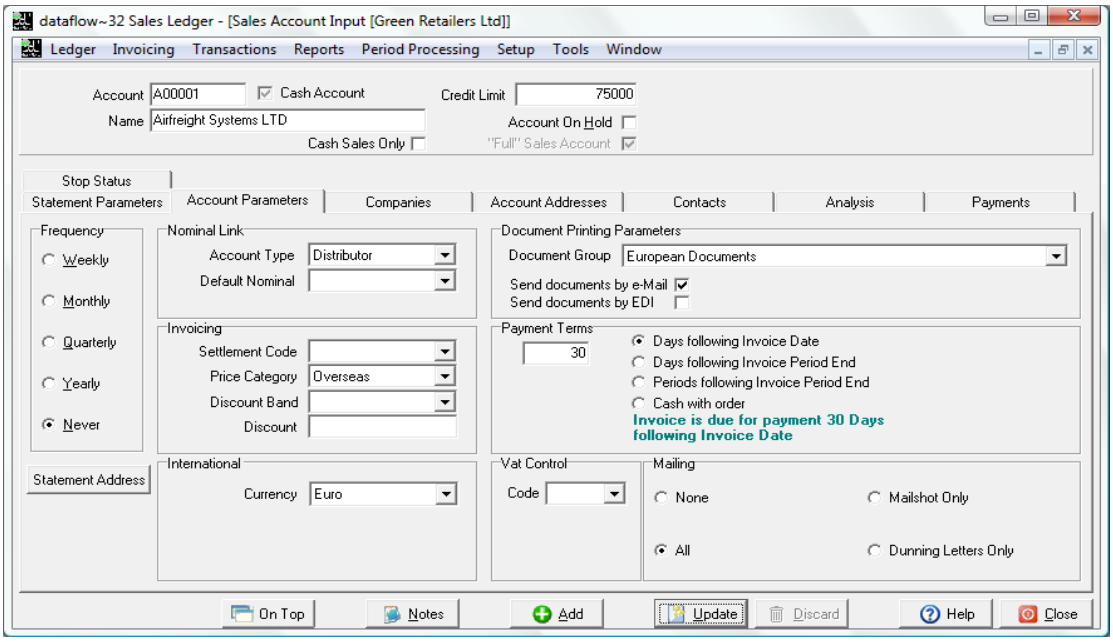
Once you have decided on your header criteria click the Modify button to start assigning the relevant templates to their categories once you are happy with your selection Update to save the input. If you wish to remove a selection you can do so using the spacebar on your keyboard.

The *Document Information* tab enables you to view the assignment based upon the Document Type, Sub-type and Name selection made within the header of the tab.



In the screenshot above you can see that for the Sales Order Document Type and Document Name the European Sales Order/Return template is assigned to Miles Brown (Company) and Supervisor (User) and also assigned to Green Retailers (Company) but not by User, this means that all users with adopt the template selection for Green Retailers but only Supervisor for Miles Brown and Sons.

Once you have established your Document Grouping you will need to assign the Document Group descriptions to the relevant customers. This is carried out through the Sales Ledger *View Accounts* window using the Modify button and selecting the relevant Document Group within the *Account Parameters* tab. The Document Grouping can also be assigned though the *Data Import* routine.

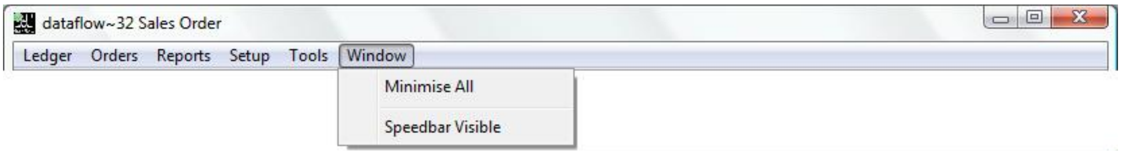


Vehicles

Create vehicles and assign them to a company in order to create vehicle schedules. Capacity is in square metres, but could be altered to another measurement.

Tools

Window



Minimise All

All open windows are minimised.

Speedbar Visible

Available to each user to create a personalised toolbar providing fast access to specific routines in any *dataflow~32* module. Nominal Ledger routines can be accessed directly by configuring the speedbar within the System manager.