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Smart Accountant: Order Processing Handouts

Sales Processing A
Sales Processing B
Purchase Processing

* if you need to issue Delivery Note, Packing List or process partial & multiple shipment, you have to create Sales Order and use Shipment Activities (Sales Processing A)

Quotation

- press "Add" button
- select "Customer" in Customer Information page
- change the Quotation information page if necessary
- change Attn or Ship To page of necessary
- enter Remarks yourself or by "Get Message" or select message by "Define message"
- use Customized fields for reference
- enter Item Details: Item No., Qty & Unit Price etc.
- press "Save" to confirm this record
- press "Edit" to change information
- press "Delete" to delete the whole record
- press "Delete Row" to delete a line item
- press "Revise" to change information & version # jumps
- press "View History" to view the old versions
- press "Search" to search record
- press "Print" to print record
- press "Sales Order" to create Sales Order
- press "Invoice" to create Invoice
- press "Exit" to leave

Sales Order

- same as Quotation
- save SO -> Shipment Activities & SO->PO Wizard

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- Shipment Schedule for entering shipment planning, not actual shipment qty (press: "Ship Sch." -> high-light the items -> enter Start Date, End Date and Ship Qty -> press "Append"
- press "Invoice" to copy information to Invoice
- must use SO if you want to view shipment reports

Shipment Activities

- must have SO before processing
- click "Add" to select customer
- change Shipment Information page information if necessary (you can click square button to get Delivery Note # & enter Remarks for Delivery Note)
- select SO from Filling Shipment Details page if the whole SO ship or enter Shipment Details if shipment is partial or multiple
- enter "Customized Fields" if necessary
- press "Save" to confirm this record
- save Ship Act -> records are shown in Confirm Dispatch for stock out
- use "Edit" , "Delete", "Delete Row" & "Search" to change information
- press "Print D.N." to print Delivery Note
- press "Invoice" to copy information to Invoice
- press "Packing List" to coy information to Packing List
- press "Exit" to leave
- allow users to create Ship Act record even there is no stock on hands if single warehouse is using

Invoice

- create invoice from Quotation, Sales Order, Shipment Activities or Invoice
- Invoice link with Account Receivables & JV Wizard
- same as Quotation but need to select relative account for Sales or other charges (you may set default account in Company Setup)
- save Invoice -> AR & JV Wizard
- cannot be edited if payment is settled or voucher is generated (you can undo the Receipt record or delete the vouchers to release the

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invoice record for amendment)

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Confirm Dispatch

- decrease in stock level
- use Shipment Activities records to stock out if Shipment application is using
- use Invoice records to stock out if only Stock management is using
- high-light records and press "Dispatch" button
- stock-out records are not shown in this page

Packing List

- must use Shipment Activities
- create from Shipment Activities or Packing List
- enter packing information if necessary
- edit packing information is allowed but the packed items must be the same as shipment record

Purchase Order

- create PO from SO-PO Wizard or Purchase Order
- press "Add" and select "Supplier" in Supplier Information page
- change the Purchase Order Information if necessary
- change Attn or Ship To page if necessary
- enter Remarks by "Get Message" or select message by "Define Message"
- enter Customized Fields if necessary (for reference only)
- enter Item Details: Item No., Qty & Unit Price etc.
- press "Save" to save this record
- save PO -> Goods Receive
- use Edit, Delete, Delete Row, Revise, View History, Search for amendment
- Shipment Schedule for entering shipment planning, not actual shipment qty (press "Ship Sch." -> high-light the items -> enter Start Date, End Date and Ship Qty -> press "Append"
- you can press "Ven. Inv." to copy information to Vendor Invoice

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- press "Exit" to leave

Goods Receive

- use for receiving goods from supplier
- press "Add" and select Supplier
- change Goods Receive Information page if necessary
- select PO & items to be received
- enter Qty (Received Qty) & Log No. (allow edit) is generated
- press "Save" to save this record
- press "Stock-In" to update warehouse information
- use Edit, Delete, Delete Row, Search for amendment
- cannot edit, delete or delete row once the stock-in button is pressed
- press "Vendor Inv." to copy information to Vendor Invoice

Vendor Invoice

- create from PO, Goods Receive or Vendor Invoice
- Vendor Invoice link with Account Payables and JV Wizard
- same as PO but need to select relative account for Purchase or other charges (you may set default account in Company Setup)
- save Vendor Invoice -> AP & JV Wizard
- cannot be edited if payment is settled or voucher is generated (you can undo the Payment History record or delete the vouchers to release the record for amendment)

Stock-In

- Stock-In is used for increasing item stock level such as sales account returns
- receive purchase goods should use Goods Receive to handle
- press "Add" and see if you need to change Stock In No. & date
- select stock in item in "Item No" column & enter "Qty" & "Cost"
- edit Log No. is allowed
- if multi-warehouse is using, you have to choose which warehouse
- press "Save" to save this record
- you can edit, delete, delete row & search stock-in records by function

- buttons
- press "Stock In" to update warehouse
- if "Stock In" button is pressed, Edit, Delete & Delete Row are not allowed
- stock finished goods with BOM, the BOM list is shown and the BOM items are stock out

Stock-Out

- Stock-Out is used for decreasing stock level
- ship goods to customer should use Shipment Activities to handle
- press "Add" to see if you need to change Stock Out No. & dae
- select stock out item in "Item No" column & enter "Qty" & "Reason" (the item is not shown if there is no stock)
- if multi-warehouse is using, you have to choose warehouse
- press "Save" to save this record
- you can edit, delete, delete row & search stock-out records by function buttons
- press "Stock Out" to update warehouse
- if "Stock Out" button is pressed, Edit, Delete & Delete Row are not allowed

Stock Transfer

- use to transfer item from one warehouse to another
- you have to select "Multi-warehouse" application or you cannot use this function
- press "Add" to see if you need to change Stock Transfer No. & date
- select transfer item in "Item No" column & select destination warehouse (same warehouse is not allowed) & enter "Qty"
- enter "Reason" if necessary
- press "Save" to save this record
- press "Transfer" to update warehouse
- you can edit, delete, delete row & search stock transfer records by function buttons
- if "Stock Transfer" button is pressed, Edit, Delete & Delete Row are

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not allowed

SO-PO wizard

- used for creating Purchase Order for Sales Order
- select Customer & Sales Order No. will be displayed if there is any
- select the Sales Order & the items you want to make Purchase Order
  (if you make BOM PO, you have to entered BOM in Inventory
  Management & click the BOM box)
- press "Next"
- select "Supplier" (you can default the supplier in Inventory
  Management Purchase page) & one supplier for one PO if the
  currency is the same
- press "Finish" to complete
- you can click PO no. to view & edit the PO or view it in PO module

G.R. to Shipment Activities wizard

- used for generating Shipment Activities from Goods Receive records
- must use SO-PO wizard
- select "Supplier" and "Goods Receive" records and press Right arrow
- select Item to ship and click Down arrow and click "Next"
- press "Finish" to complete
- you can click Shipment Activities No. to view or edit Ship Act or view it
  in Ship Act module

G.R. to V.Inv. Wizard

- used to generating Vendor Invoice if more than one Goods Receive
  records in an invoice
- select "Supplier" and "Goods Receive" records and press Right arrow
- click "Next" and "Finish"
- you can view or edit the generated Vendor Invoice