

AC PLUS
SALES ORDER PROCESSING
USER GUIDE

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SALES ORDER PROCESSING

Select

AC+ MODULE - SALES ORDER PROCESSING

This is a stand alone module which is usually linked to the AC+ Accounts for Windows and AC+ Stock Control. The module provides Order Processing, Invoicing (both individual and batch), comprehensive Sales Order Reporting, as well as automatically updating the Accounts and Stock Control programs.

There are no limits to the number of orders or order lines that can be handled by the system.

OPTIONS

After entering the Sales Order Processing module, the order screen appears with a selection bar along the top. Select OPTIONS to reveal a drop down box with the following options.

About - a brief note about the system,

Report Options - select either Window (to show the report to screen), Printer (to print direct), or None (to update records without printing).

Log Off (CTRL L) - to exit the program and log on as another user.

Change Period (CTRL P) - to exit this period and re enter the system in another period.

Import - import information from existing AC+ DOS program.

Exit - Exit Sales Order Processing program.

ORDERS

The screenshot shows the 'Sales Orders' window with the following details:

- Order No:** 51
- Customer Reference:** TMC
- Order Type:** Sales Order (selected)
- Sold By:** BOW
- Date Ordered:** 07/05/1998
- Date Required:** 07/05/1998
- Customer Details:**
 - Account Code: MAC
 - Name: Trisha MacMillan
 - Address: Flat 2A, Whitehall Road, Islington, N5
 - Post Code: [empty]
 - Telephone: [empty]
 - Fax: [empty]
- Delivery Address:**
 - Code: 1
 - Name: Trisha MacMillan
 - Address: Flat 2A, Whitehall Road, Islington, N5
 - Post Code: [empty]
 - Tel: [empty]
 - Fax: [empty]
- Notes:** SPECIAL ORDER FOR JAMESES MEAN MACHINE
- Footnote:** DELIVER BEFORE 9AM
- Carriage Charge:** £10.00
- VAT:** 0
- Nominal Code:** 3800
- Delivered by:** CITYLINK

Order Line Details Table:

Qty Ord	Stock Code	Description	Price	Nominal Code	V I T E	Disc %	UOM	Loc	Date	Job Code	Qty Desp	Qty Inv
2	BIKE	ROBINS RELIANT	1,250.00	1000	1	E	1	1	07/05/1998			
1	BAR	DOWNHILL BAR	100.00	1000	1	E	1	1	07/05/1998			
1	ROCKSHOCK	ROCK SHOCK	250.00	1000	1	E	1	1	07/05/1998			

Order Total: £2,850.00

Order Heading

To create a new order select **ORDERS - SALES ORDERS** or press F7 (from anywhere in the system) to show the **Order Entry Screen**.

Use your mouse or the **TAB** key to move through the entry fields as follows.

Order No.

Sequential Number supplied by the system and initially set up using the SET UP button. (only available to the administrator).

Customer Reference

Enter the customer's order number or name etc. as required.

Sales Order or Sales Quotation

Select either Order or Quotation. If you select Quotation the system will not despatch or Invoice the goods until this is changed to **Order**. It will however print a quotation to be sent to your customer.

Sold By

Automatically filled in by the computer using the users log in name.

Account Code

If you know the customers account code enter it here, or you may click the arrow down key to reveal the pull down list of accounts. If you enter the first part of the code the list starts from that point. Click on the required account to call the details up.

Name

You may also use the Account Name to find the required account, as described above. The **Address, Post Code, Telephone and Fax Numbers are automatically displayed**.

Delivery Address

Delivery addresses like the account codes etc. are set up in the main AC+ Account Maintenance screen and there are no limits to the number of delivery addresses which can be attached to any one customer. To create an order for a particular Delivery Address either enter the required code or use the arrow down key to reveal the drop down list and then click on the required address.

Notes

This is simply a notes field which can be printed as required.

Footnotes

As above but would usually be printed at the bottom of the document.

Carriage Charge

If you wish to account for carriage charges separately, enter the value of the charge followed by the VAT CODE and NOMINAL CODE the charge is to be booked to. The Nominal and VAT codes are defaults set up in the settings screen.

ORDER LINES

Many of the entries on the Order Lines are defaults carried through from the Stock Control Setting or from the Customer Maintenance screen. This makes it very quick and easy to create an Order Line.

Enter the **Quantity Ordered** and tab to the Stock Code. If you know the stock code enter it here, most of the rest of the details are filled in by the system using the defaults set up in the STOCK MAINTENANCE program. However, these are defaults only and can be over written at this time.

Description

As per stock maintenance but you can add to the standard description or change it by clicking on the field and entering as much text as you wish. If you click the small box to the right of the field a large notes panel will appear. This gives you unlimited capacity in the description field.

Price

Defaults from the Stock sales price, Stock quantity price or the **Customer Specific price list** in Account Maintenance.

Nominal Code

Again defaults from the Stock Maintenance program but if there is not a default set up for this particular stock item the system searches the customer maintenance file for the settings field. These defaults can be over written at the time of creating the Order.

VT

is the VAT code to use, this is also drawn as a default from the Stock Control, Account Maintenance or Settings screens

I/E

Price includes or Excludes VAT.

UOM

Unit of Measure, Defaults from stock.

LOC

Location, is the location from which the stock is to be taken. The default location is set up in the Stock Control screen.

Date

Date of the order line, taken from the order header but can be over written.

Job Code

When using Job Costing, all jobs are given a Job Code. When the Job Code is entered the value of the order line is allocated to the Job.

Qty Desp

See Despatch Order.

Qty Inv

See Invoice Order.

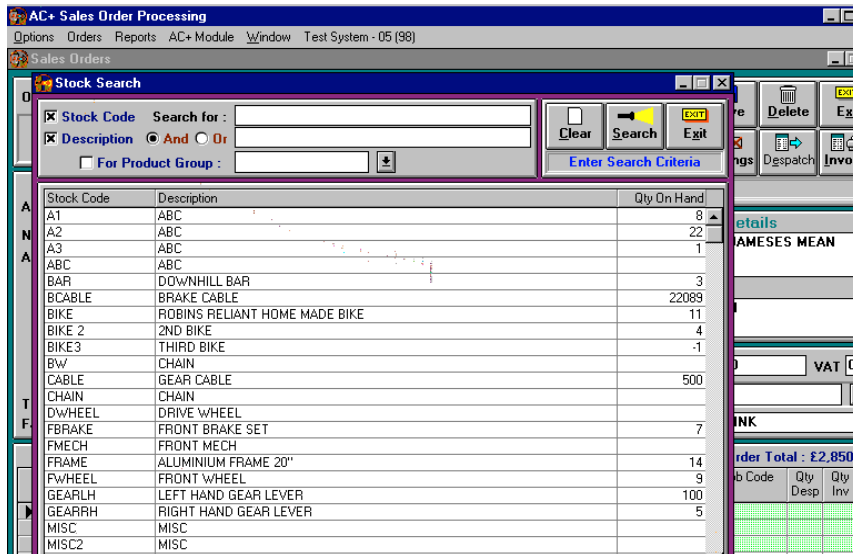
When all details are entered either use your mouse or the keyboard's arrow down key to move off the line and save the details of that line, when all lines are complete either use your mouse to select save or press "ALT S".

You can now print the Order either by using your mouse to select "PRINT" or press "ALT P". You can elect to print direct to the printer or via the screen, then select "PRINT" to produce the order.

Stock Search

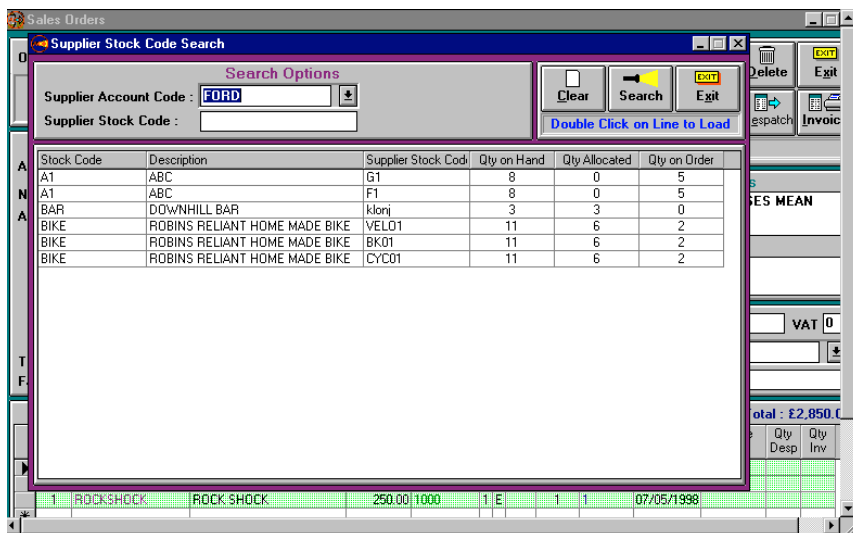
If you don't know the stock code (or part of the stock code) for the item you are selling you can use your mouse to click on the **"Stock Search"** button (above the order lines). This will display a stock search screen where you can enter 1 or 2 character sets (groups of letters which may form part of the code or description) which can be searched for individually or as a combination. You may also select to search only from a single Product Group or show all products in a single product group.

After entering your character sets and or product group, select **"SEARCH"** to reveal the products that meet the criteria. Now double click on the, requires item, this will enter the item onto the order line.



Suppliers Stock Search

This allows you to search for all of the products supplied by a given supplier (use the pull down list and click on the required supplier). You can now select the required product by double clicking on the item to send it through to the order lines. This screen will also allow you to use the SUPPLIERS PRODUCT CODE as the search criteria.



Despatch Orders

When an order is ready to be despatched either click on the Despatch button or press “ALT E” to bring up the despatch panel. You may now elect to print the despatch note either to the screen to view before printing, send the details direct to the printer or not print a despatch note at all. You can also re print a despatch note from this panel by selecting the required despatch note from the list and clicking “Reprint”.

You will see that the “Desp Qty” column on the order lines had turned blue and the system has automatically filled in the quantity to be despatched according to the number available in stock. Make any alterations required to the number to be despatched and then press the despatch button to produce the despatch note, download the stock and change the colour of the order lines. The order is now ready to be invoiced.

Despatch Goods

Destination

Window
 Printer
 None (Print Later)

Despatch Date
07/05/1998

Despatch Reprint Close

Select Line to Reprint

Reprint Despatch Note

Despatch Note	Total Qty Desp	Date Despatched

Invoice Orders

Only goods which have been despatched can be invoiced, either use your mouse to click on Invoice or press “ALT I” to bring up the Invoice panel. If the customer has a payment discount it will show here. To activate the payment discount check the discount box. You can also select to print via the screen if required, to print the invoice check the values and select “Invoice”.

Post Invoice

Date of Invoice 07/05/1998

Discount % in Days

Destination

Window
 Printer
 None (Print Later)

Credit Lines

Show on Invoice
 Print Credit Note

Batch None Batch None

Invoice Reprint Close

Reprint Invoice

Invoice No	Qty Inv	Date

Credit Lines

Within the Invoice panel you will see a CREDIT LINES panel, if you select “**Show on invoice**” any **Negative Lines** (as described in the section Goods Returned) will be added to the invoice. However if you select “**Print Credit Note**” the negative lines are printed separately as a “CREDIT NOTE”.

Reprint Invoice

You can elect to re-print an invoice via this panel, simply by clicking on the required invoice and then selecting "REPRINT".

Goods Returned after Despatch.

If goods have been returned before the invoice has been raised you can simply despatch a negative quantity of these goods by selecting **Despatch** and entering a - (minus) quantity on the line and despatching that line. This will return the goods to stock and show the order line as still outstanding.

Goods Returned after Invoicing

If goods have been returned after the invoice has been raised, the goods must be returned to stock as mentioned above but a Credit Note or Negative Invoice Line must also be raised as described earlier via the invoice option.

To Delete an Order Line

You can only delete a line that has not been despatched, so it may be necessary to return the goods to stock as described above before deleting the line.

On the left side of the order lines screen is a grey column, simply click on the line in this column and the line will become dark blue you can now press the "DELETE" key on the keyboard. You will get a message asking you to confirm 'Delete this line' Yes or No.

AUTOMATIC ORDER PROCESSING

Despatch Runs

Select "ORDERS - DESPATCH RUNS" or "CTRL D"

This screen allows you to automatically despatch all orders where the goods on order are in stock.

Order No	Customer	Date	Stock Code	Loc	Description	QOH	Ord	Tot De	Desp N
44	DENT	24/03/1998	GEARLH	1	LEFT HAND GEAR LEVER	500	152	100	
50	FORD	20/04/1998	GEARLH	1	LEFT HAND GEAR LEVER	100			
45	PROSSER	14/04/1998	BIKE	1	ROBINS RELIANT HOME MADE BIKE	1	0		
51	MAC	07/05/1998	BIKE	1	ROBINS RELIANT HOME MADE BIKE	2			
51	MAC	07/05/1998	BAR	1	DOWNHILL BAR	1			
51	MAC	07/05/1998	ROCKSHOCK	1	ROCK SHOCK SUSPENSION FORKS	1			

After selection the screen shows a list of all order lines with stock available to be despatched. You may elect to display orders from a selected account or for an order range. If you select "PRINT PICKING LIST" the system will produce a picking list as well as delivery notes for each order. If you select "BACK ORDERS" all order lines which have not yet been despatched regardless of their stock position will be listed. Selecting **Defaults** will start the system searching for the orders as per the selected order number or customer range.

To DESPATCH the selected lines select "PROCESS".

Back Orders

Select "ORDERS - BACK ORDERS" or "CTRL B"

Order No	Customer	Date	Stock Code	Loc	Description	Ord	Tot C	QOH	Desp	Process
44	DENT	24/03/1998	GEARLH	1	LEFT HAND GEAR LEVER	500	152	100	100	Yes
45	PROSSER	14/04/1998	BIKE	1	ROBINS RELIANT HOME	1	0	12		No
50	FORD	20/04/1998	GEARLH	1	LEFT HAND GEAR LEVER	100		100		No
51	MAC	07/05/1998	ROCKSHOCK	1	ROCK SHOCK	1		5		No
51	MAC	07/05/1998	BAR	1	DOWNHILL BAR	1		3		No
51	MAC	07/05/1998	BIKE	1	ROBINS RELIANT HOME	2		12		No

When stock is received this screen allows you to automatically produce Delivery Notes and Picking Lists for orders requiring this stock. Simply receive the stock in the usual manner (either through stock movements or Purchase Order Processing).

On entering the Back Order Screen you will get a complete list of order lines which have not been despatched. When stock is received the QOH (quantity on hand) box shows the quantity available for despatch. By double clicking on the Process button on the order line you will have designated this order line to be despatched. Now select the main "PROCESS" button to despatch the goods, download the stock and produce a picking list. By selecting the defaults button before processing the system will select which orders are to be despatched based on the age of the order.

Invoice Runs

Select ORDERS - INVOICE RUNS" or "CTRL I"

Order No	Customer	Date	Stock Code	Loc	Description	Desp	Inv
52	BURT01	08/05/1998	FWHEEL	1	FRONT WHEEL	1	
52	BURT01	08/05/1998	RWHEEL	1	REAR WHEEL	1	
53	DENT	08/05/1998	FRAME	1	ALUMINIUM FRAME 20"	2	
54	FORD	08/05/1998	FWHEEL	1	FRONT WHEEL	1	
54	FORD	08/05/1998	BIKE 2	1	2ND BIKE	1	
55	MAC	08/05/1998	BIKE	1	ROBINS RELIANT HOME MADE BIKE	2	
56	MAC	08/05/1998	FRAME	1	ALUMINIUM FRAME 20"	1	
56	MAC	08/05/1998	FWHEEL	1	FRONT WHEEL	1	
56	MAC	08/05/1998	GEARLH	1	LEFT HAND GEAR LEVER	1	
56	MAC	08/05/1998	CABLE	1	GEAR CABLE	1	

The screen shows a list of orders that have been despatched and are ready to be invoiced. You may elect to display only an individual customer's orders or a range of orders or all orders. Having made your selection press "PROCESS" to raise the invoice.

If you chose either **Screen** or **None** (print later) from the "DESTINATION" box, the system will not be tied up for long periods of time while the invoices are physically printed out. The invoices in the invoice run can then be RE-PRINTED via the Sales Ledger BATCH INVOICE RE-PRINT facility without tying up the system at all.

All reports can be run for an Order Number Range, Date Range, Account Code Range and Location Range.

Sales Order List

Lists Orders and order lines in customer sequence. Totalling each order and each customer's total orders.

Run For Quotations, Raised Orders (not actioned), Despatched Orders, Invoiced Orders and All Orders.

The report also shows Grand Totals for all orders.

Sales Order Profitability

Lists Orders showing Cost Price, Sale Price, Profit Amount and Profit percent.

Run For Quotations, Raised Orders, Despatched Orders, Invoiced Orders and All Orders.

Picking List

Lists all despatched order lines in stock code order. **Showing** Quantity and Customer.

Invoice Profitability

Can be run for Customer, Customer Location or for Stock Code and Product Group.

Lists Quantity, Cost Price, Discount, Sale Price, Total Profit and Percentage Profit, for each line and in total.