

Chapter 7 – Sales Order

Sales Order is part of the Accounts Receivable. From the Accounts Receivable module, click the Receivable button to into the receivable page.

In this chapter, you will learn the followings:

- I. Enter a Sales Order
- II. Retrieve an existing Sales Order
- III. Print or Display an Sales Order
- IV. Copy from an existing Sales Order
- V. Change a Sales Order
- VI. Ship or Convert a SO to an AR invoice
- VII. Purge or Delete Sales Orders

Sandy's Furniture Store **Accounts Receivable** Accounting Year End: 12-31-2020

Customer By: ☐ Acct No ☒ Name ☐ Phone

Current Selection

Account	FANN100
Name	Fanny Home Design
Address	2688 Pacific Avenue
City, State and Zip	Walnut Creek, CA 94520
Telephone	925-636-1568

+ Edit X
Add Edit Delete

Transactions Actions: ☒ Sales Invoice ☐ AR Cash Receipt ☐ Misc Cash Receipt

Reports

Select Year:	Current Year	Delete a Year
Starting Date:	1/1/2020	
Ending Date:	12/31/2020	
Report:	Sales Order List	

Fetch

Return

View Customer Invoice Cash Rec Sales Orders

Pick a Customer

Figure 7-1

Sales order (SO) services as a pre-sales memorandum in planning your inventory or service items. Creation of a SO does not generate any accounting entries in system. The system won't recognize the sales revenue until the goods (items) are shipped or sold or after you entered AR invoice. However, this module will give you a forecast of the sales revenue, plan your inventory and/or your cash flow schedules.

- I. Enter a Sales Order:

ExcelBook Accounts Payable

You may change a saved order or a backorder. To do so, retrieve the order in section II. Make necessary changes and then click on the [save] icon.

If it is a change order, the order number will change from 3001 to 3001-C, or from 3001-B to 3001-B-C.

If an order is for multiple shipments, it will continue to create back orders for each shipment, such as 3001-B, 3001-BB, 3001-BBB... etc. If an order has been change multiple times, the sales order will change as 3001-C1, 3001-C2, 3001-C3... the "-CXX" indicating the number of times of changes made. It can be mixed if it had shipped, like 3001-B-C1, or 3001-BB-C3, or 3001-BB-C1-BB-C2...

Let's interpret this sales order number as an example: 3001-BB-C1-BB-C2:

- 1) The original Sales order 3001, partially shipped, Leave a backorder of 3001-B
- 2) The backorder 3001-B partially shipped, leave another backorder of 3001-BB
- 3) Backorder 3001-BB got changed, became 3001-BB-C1
- 4) The changed backorder of the backorder 3001-BB-C1 partially shipped, leave backorder 3001-BB-C1-B
- 5) This backorder 3001-BB-C1-B, partially shipped and leave backorder as 3001-BB-C1-BB
- 6) And then the backorder 3001-BB-C1-BB made changes twice became: 3001-BB-C1-BB-C2

In summary, this sales order 3001 was shipped four times and made once changes after two shipments, then shipped another two times, then make changes twice. It is sill open.

VI. Ship or Convert a SO to an AR invoice

Retrieve the order as instructed in section II above:

Order: 6067-BB-C2 Text Book Store		Sales Order 6067-BB-C2		 Save-Display																																																
Ship To: Text Book Store		Date 5/5/2020																																																		
Address: 123 Main Street		Ship Date 5/10/2020																																																		
City: San Francisco		Purchase Order 200135																																																		
State: CA		Term/Due N30																																																		
Zip: 94109		Sales Rep TA		 Ship-Invoice																																																
<table border="1"><thead><tr><th>#</th><th>Item Description</th><th>Qty</th><th>Price</th><th>Amount</th><th>Taxable</th><th>Ship</th><th>BO</th></tr></thead><tbody><tr><td>▼</td><td>King size Metal Bed</td><td>4</td><td>360</td><td>1,440.00</td><td>Yes</td><td></td><td>4</td></tr><tr><td>▼</td><td>Metal Computer Desk</td><td>4</td><td>369</td><td>1,476.00</td><td>Yes</td><td></td><td>4</td></tr><tr><td>▼</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td></tr><tr><td>▼</td><td>Shipping</td><td>1</td><td>100</td><td>100.00</td><td></td><td></td><td>1</td></tr><tr><td>▼</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td></tr></tbody></table>					#	Item Description	Qty	Price	Amount	Taxable	Ship	BO	▼	King size Metal Bed	4	360	1,440.00	Yes		4	▼	Metal Computer Desk	4	369	1,476.00	Yes		4	▼				-				▼	Shipping	1	100	100.00			1	▼				-			
#	Item Description	Qty	Price	Amount	Taxable	Ship	BO																																													
▼	King size Metal Bed	4	360	1,440.00	Yes		4																																													
▼	Metal Computer Desk	4	369	1,476.00	Yes		4																																													
▼				-																																																
▼	Shipping	1	100	100.00			1																																													
▼				-																																																

Figure 7-4

Note: SO 6067-BB-C2, has shipped twice and then changed twice.

Figure 7-5

Figure 7-6

ExcelBook Accounts Payable

VII. Purge or delete Sales Orders

When a sales order is shipped/invoiced it will be removed or deleted unless you check the option box [Keep SOs even after shipped-invoiced] at the AR setup page below. All the shipped orders will be purged at the year-end closing if you unchecked the option box [Don't Purge shipped SOs at Year-End] closing.

Company Information		Release AR Journals to General Ledger			
Company Name:	Sandy's Furniture Store	From	05/01/20	<input checked="" type="radio"/> Detail	Release to GL
Address1:	1230 Danny Blvd	To	05/31/20	<input type="radio"/> Summary	
Address2:		Set Default Accounts			
City:	San Francisco	AR Controlling Acct	1000	BOA Checking	Commission Report Option <input checked="" type="radio"/> Subjected Items Sold <input type="radio"/> Items Sold and Paid in Full
State:	CA	Sales Account	4000	Sales	
Zip:	94124	Cash Receipt Acct	1000	BOA Checking	<input checked="" type="checkbox"/> Display SO form when saving the order <input checked="" type="checkbox"/> Keep SOs even after shipped-invoiced
Phone:	415-222-1000	Cost of Goods Acct	5000	Cost of Good Sold	
Fax:	415-620-1234	Inventory Asset	1150	Inventory	
Email:	Info@Sandy.com	Inventory Clearing	2500	Inventory Clearing	
Tax ID:	94-999999	Sales Tax Account	2110	Sales Tax Payable	
Sales Terms:		Select[Open] or [Close] to Open or Close a Month:			Inventory Category and Class
CODE	Description	Current Year	Month-End	Open/Close	Order Category Class
N7	Due in 7 Days	1st Month	1/31/2020	Close	1 Wooden Chair
N30	Due in 30 Days	2nd Month	2/29/2020	Close	2 Metal Bench
N45	Due in 45 Days	3rd Month	3/31/2020	Close	3 Stainless Desk
COD	Cash On Delivery	4th Month	4/30/2020	Close	4 Plastic Table
Prepay	Before Ship	5th Month	5/31/2020	Open	5 Aluminum Bed
WilCal	Collect At Pickup	6th Month	6/30/2020	Open	6 Other Sofa
Next Sales Order:	6078	7th Month	7/31/2020	Open	7
Next Invoice No:	1142	8th Month	8/31/2020	Open	8
Accounting Year End and Month End:		9th Month	9/30/2020	Open	9
Current Year-End	12/31/2020	10th Month	10/31/2020	Open	10
Select Year & Mon	2020 December	11th Month	11/30/2020	Open	11
		12th Month	12/31/2020	Open	12
<input type="checkbox"/> Don't Purge shipped SOs at Year-End					
CLOSE Year-End		Invoice DeSign		Commission %	Save
					Return

Figure 7-7

However, you may not want to keep too many completed sales orders in the system. You may also delete them or purge SOs manually by entering a cutoff date or check the [Purge All Shipped SOs] checkbox (figure 7-8). And then click on the delete icon to complete the process.

[illegible]

Figure 7-8

When the orders are to be purged, a backup file is saved in the folder as: ZZ-SALESORDERS-182253XXX.xlsx.