

Baw Plastics Inc.

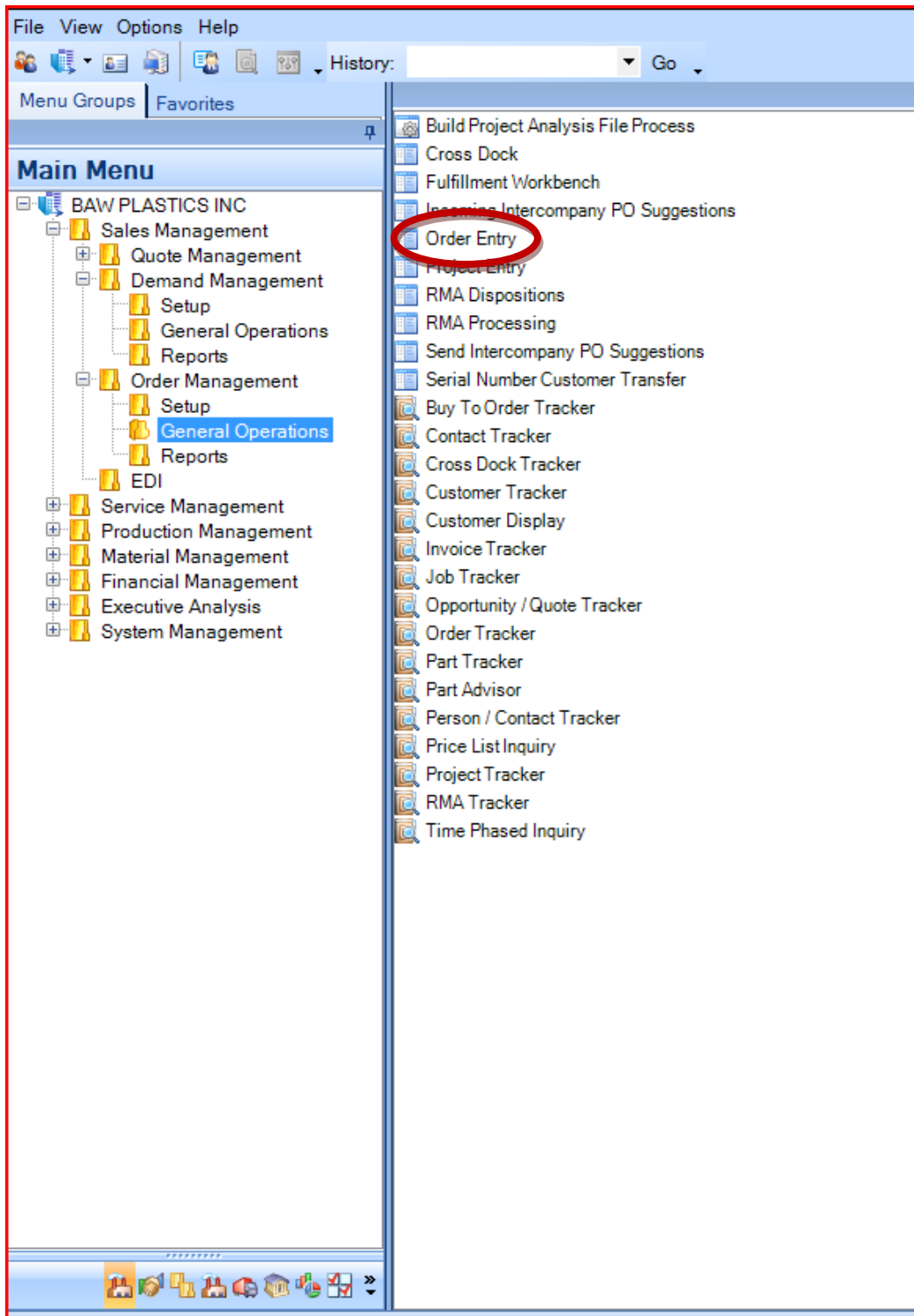
Basic Sales Order Entry

Vantage 9

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2011



- Open Order Management
- Pick general operations

- On the right side pick order entry
- Hit enter

Sales Order Entry

File Edit Tools Actions Help

Sales Order Entry

Order Number

Summary Header Lines Releases One Time Ship To

Sales Order: [] Ready To Process: []

Sold To

Customer: [] Bill To: []

Name: []

Addr: []

Attn: []

Ship To

Customer: [] Ship To: []

Name: []

Addr: []

Attn: []

One Time: []

Header

PO: [] Auto Invoice: []

Order Date: [] Ship Via: []

Need By: [] Terms: []

Ship By: [] FOB: []

Disc %: 0.00

Apply Order Based Discounts Automatically: []

Invoice when Complete: [] Auto-Print Ready: []

Counter Sale

Counter Sale: []

Pack: []

Invoice: []

Summary

Charges: 0.000

Discount: 0.000

Misc: 0.000

Tax: 0.000

Rounding: 0.000

Order Total: 0.000

Create Jobs Process Counter Sale

Lines Detail Counter Sale Detail Counter Sale Tax

Order Lines

Line	Part	Rev	Desc	Order Quantity	UOM	Order Qty	UOM	Price Per

Kit Details: [] Configure...

Ready BAW PLASTICS INC 6/27/2011 12:57 PM

- Click File, Then mouse over order
- Select new order from the slide out.(note line and release are also here.)

- Click the header tab
- Click customer and select customer.

- Enter p/o number
- Enter Ship Via
- Enter Shipping need by/ship by date
- Click Save

Notes: Not all fields will be used in order entry. Make sure you save your work as you go.

The summery tab is a easy way to do everything in one spot. But for learning we will be using the tabs. The tabs have more detail for their specific area.

Sales Order Entry

File Edit Tools Actions Help

350592 BASE

Sales Order Entry

Order Number
Order: 350592
Lines (1)

Summary Header Lines Releases One Time Ship To

Detail List Misc Charges Book Details Commissions Comments Kits Detail

Line Number: 0 Open Line: ☒

Part/Rev... Contract... 0 Renewal... 0 Configuration... Price Lists... Sales Kit Params

Description Customer Part... Warranty:

On Hand: 0.00 Available: 0.00 This Line: 0.00 Shipped: 0.00 Quote/Line: 0 0

Order Quantity: 0.00 0 Price Group: Pricing Quantity: 0.00 Less Discount: 0.00 Ext. Price: 0.00 Misc: 0.00 Tax: 0.00 Total Price: 0.00 Adv. Bill Bal: 0.00000

Project ID... RMA/Line... 0 0 Rework: ☐ PO Line: Reference: Need By: Ship By:

Lock Unit Price ☐ Override Price List ☐ Price List: Discount %: 0.00 Discount Amt: 0.00 Override Disc Price List ☐ Disc Price List:

Campaign... Description: Event... None Selected Tax Category:

Sales Cat: Group: Lock Order Quantity: ☐ Ship Line Complete: ☐ Commissionable: ☒ Time/Materials Billing: ☐

- Click File then mouse over order.
- then pick new line
- Click the line tab

- Enter the part or pick one
- Enter order qty
- Set UOM

- Enter the unit price
- Enter price per
- Save work