BME Online Sales
User Guide

Product Version: BME Online V01
Doc No: XXXXX-XXXXXXXX-V01

Doc Version: V01
Date of Doc Release: 4/19/2019

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About the Manual

Purpose of the Manual

This user guide focuses on providing instructions on how to use BME. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BME functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BME as a new user.

We designed the manual based on experience obtained from numerous training sessions. This manual aims to strengthen user knowledge on the functioning of BME.

Target Audience

This manual is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The manual is organized in parts to reduce its bulkiness and enhance its usability. The parts are divided module wise. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included here and there to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory Setting
	Tips

Convention	Description
Italicized (*Sales Order Entry*)	Module name, screen name & components
" " ("BME 8.70 Accounting Guide")	Reference Document

Abbreviation	Description
BME	BME
SO	Sales Order

Contents

1 SALES ORDER

The *Sales Order Module* lets you create and manage sales requisitions and sales orders efficiently. In addition, you can generate sales quotations, invoices, and packaging slips.

1.1 Sales Order Entry

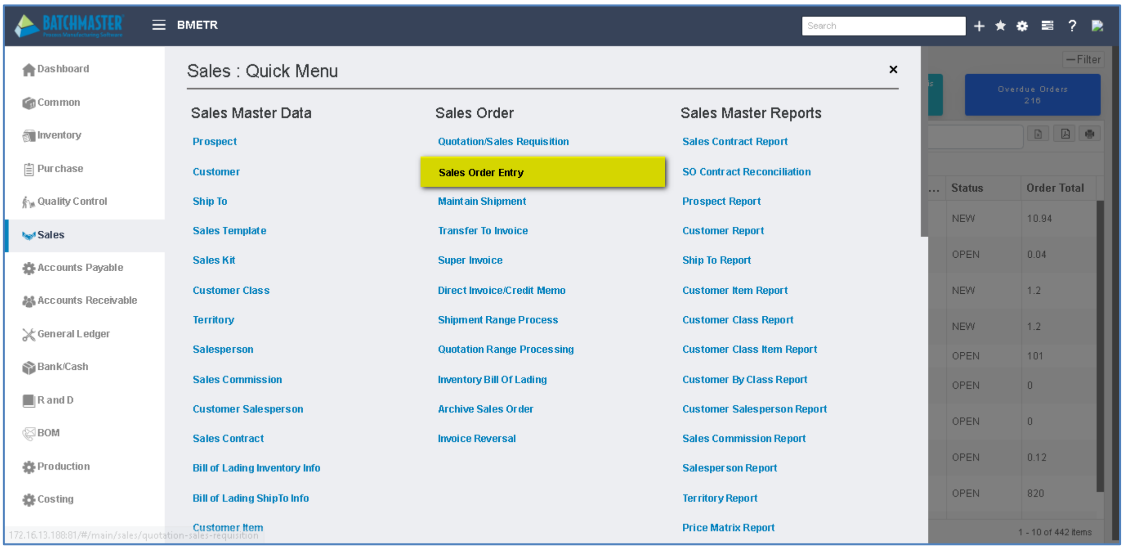
A sales order is an order from a customer for the delivery of products/goods/services. Once a quotation is accepted or a purchase order is sent by the customer you can create a sales order. For billing purposes, the next process is to generate the invoice once the order is shipped and delivered to the customer.

With this screen you can place sales orders for both inventory and non-inventory items and create orders for returns. You can print the sales order and send it to the customer for confirmation. You can also view or modify those sales orders created by transferring a quotation, and a sales order created by processing the receipt for a direct delivery purchase order.

A sales order commonly contains the SO number, date, line items with quantities and prices (based on a PO, if one exists), terms and conditions, shipping address, billing address, tax, discount, etc.

In the sales process, both *S* and *C* types of transactions are posted.

Go To: Sales→ Sales Order → Sales Order Entry.



Prerequisite: In order to create a sales order, you need to maintain the following settings on the *Sales Setup* screen:

- Sales Orders Over Credit Limit.
- Credit Limit Approval Password.

- Days to Calculate Cancel Date.
- Default Tax Level.
- Freight Breakup on SO.
- Default Tax Rate.
- Sales Order Back Order.
- Sales Order Print.
- Sales Order Print Pick List.
- Series for Sales Order.
- Pick Item Location Lookup From.

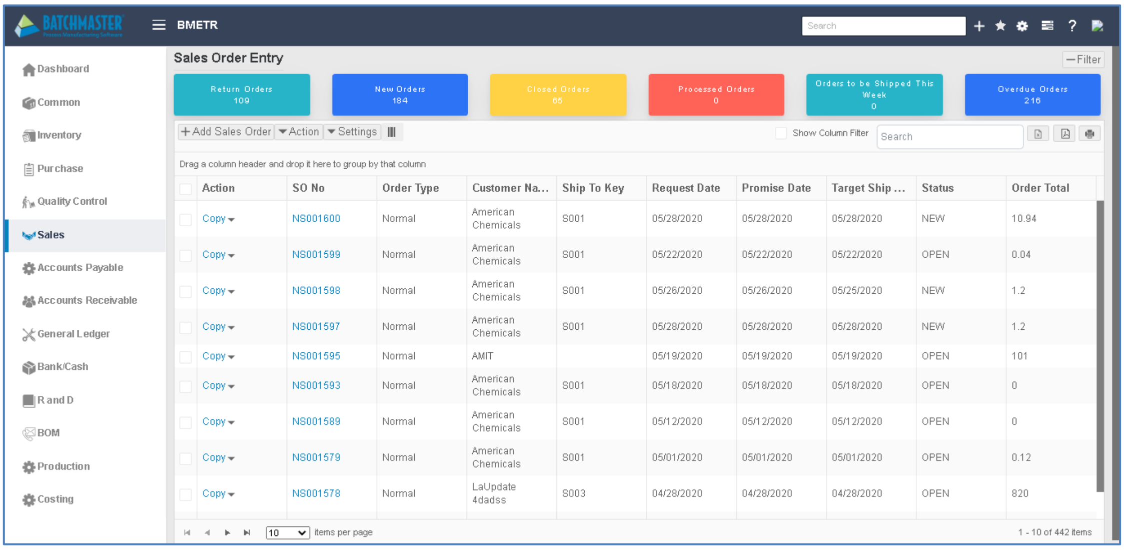
On the *Transaction Sub Types Setup* screen, the transaction subtypes must be entered for SO Inventory Commitment Increase and SO Inventory Commitment Decrease.

Data should be set up at the following screens before creating sales orders:

- *Item Location*.
- *SO Series Master*.
- *Customer Master*.
- *Unit Conversions*.

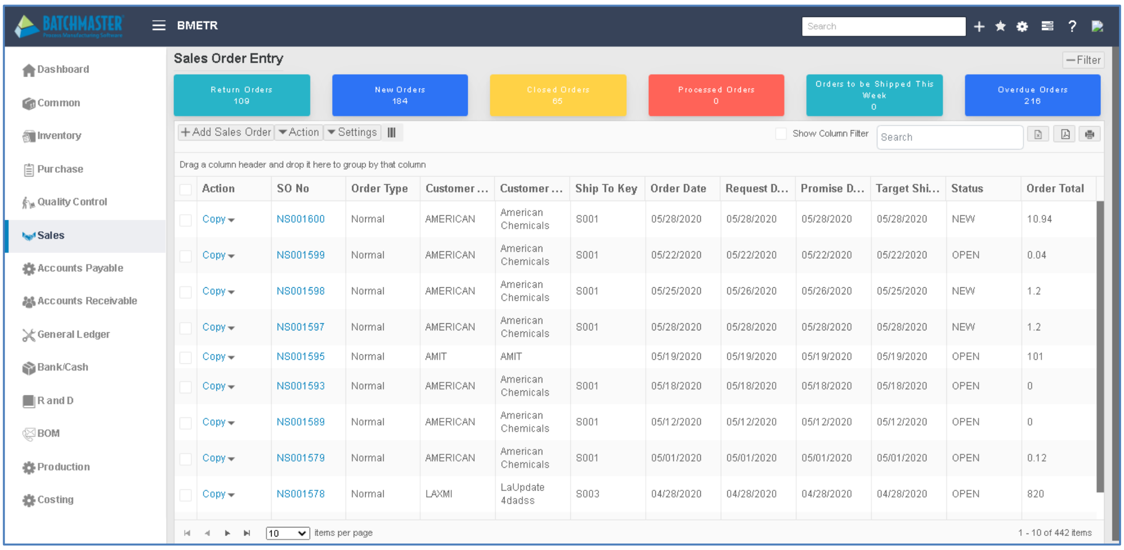
1.1.1 Sales Order Entry - Dashboard

You can manage and create Sales Orders from this dashboard. By default, the system displays all the existing sales orders as maintained for your business / company. You can click on any Sales Order record to view its details.



The *Sales Order Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

After you select all the columns of the *Sales Order Entry* dashboard, the middle grid displays the selected columns.

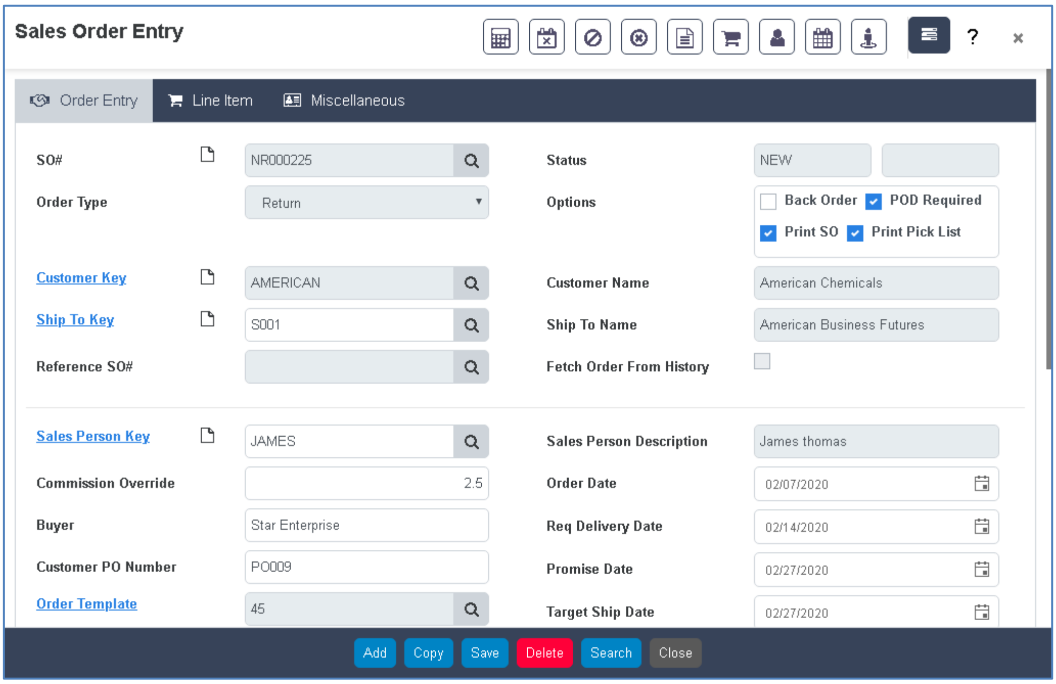


The *Sales Order Entry* dashboard provides a clear vision of the created sales orders in a read-only mode. You can view the Sales orders as per the number of pages provided per page.

1.1.2 Sales Contract - Add Mode

To add a new sales order entry to your BatchMaster database, click on the *Add Sales Order* button. The system displays the *Sales Order Entry* screen form where you can create a new sales order.

1.1.3 Sales Order Entry - Order Entry Tab



SO#: If the default series is 'NONE', the user cannot select any series for the sales order. If the default series defined on the *Sales Setup* screen parameters is 'SINGLE' or 'DOUBLE', then user has to select a series to be used for the current order. If a selected series has reached its maximum value, a different series should be selected.

Order Type: This field specifies the Order Type for the sales order being created. The possible options are NORMAL and RETURN. When a series is selected on a sales order, the order type of the sales order is automatically set to the value of the Order Type of the selected series as maintained on the 'SO Series Master' screen. For example, suppose one had created a series (on the 'SO Series Master' screen) called "RE" with the order type as "Return". When this series" RE" is selected on the sales order, the order type of the sales order will automatically be set to "Return". The user retains the flexibility to override the default order type on the sales order.

The Order Type cannot be changed once a sales order has been saved.

Status: Field displays the current status of the sales order. The possible statuses are as follows:

- **New:** Status of the sales order upon creation.
- **Open:** Status of the order changes to *'OPEN'* when shipment has commenced for at least some quantity of an item on the order, but the shipment is not completed for the entire order.
- **Close:** When no more shipment remains to be processed for a sales order, the order status changes to *CLOSE*.
- **Processed:** When Invoices / Credit memos have been generated for all the SO Lines on a closed order, the order status changes to *'PROCESSED'*.
- **Cancelled:** Status of an order if cancelled.

Options: One or more checkboxes may be selected here. Each sales order has to go through the selected checkbox in the sequence they appear on the screen.

- **Back Order:** If this box is checked, the quantity of each line of the order can be dispatched via multiple shipments.
- **POD Required:** (POD-Proof of Delivery) if this box is checked, this particular sales order would require proof of delivery. This means that for this sales order, invoice would not be generated until and unless POD number has been given by the authoritative person confirming the shipment.
- **Print SO:** If this optional step is selected, the order must be printed before it can be processed further.
- **Print Pick List:** If this optional step is selected, the 'Pick List' must be printed before any shipment can take place for the order.

Customer Key: This is the customer for whom the sales order will be issued. This is a mandatory field thus system would not allow user to save the record. This key may be entered by typing or selected via the associated lookup.

Customer Name: This field displays the name of customer associated with the customer key. This is a read-only field.

Ship To Key: This is the Ship To location of the Customer to which the goods will be shipped. If a default 'Ship To' location has been associated with the selected Customer via the 'Ship To' screen, then that default 'Ship To' key gets defaulted here. The defaulting location can however be changed as required.

Ship To Name: This field displays ship to name associated with the Ship To Key. This is a read-only field.

Reference SO#: This field specifies the number of the sales order under reference in case of a 'return with reference' type of sales order.

Fetch Order From History: This field is enabled only when the Sales Order is of *Return* type. In case the Sales Order is archived, checking this box allows the user to fetch orders from history i.e. the archived sales order(s).

Sales Person Key: This field is defaulted to the Sales Person Key of the selected Customer. This is an editable field.

Sales Person Description: This field displays the description associated with the sales person key. This is a read-only field.

Commission Override: This field is for reference or reporting purposes only.

Buyer: This field is for reference or reporting purposes only.

Customer PO Number: This field specifies the number of the Purchase order issued by the customer.

Order Template: Clicking on the lookup button next to the field opens a new window displaying the available Sales Template. The required templates can be selected from this window. When the user selects a template, its quantity changes to '1', by default. As the field is editable thus it can be changed to any desired value by the user. Once a value is entered at the *Quantity* field, the quantities of the associated items get updated accordingly.

Clicking the Lookup button would display the *Sales Template* window:

Select: The box available under this column enables selecting the row.

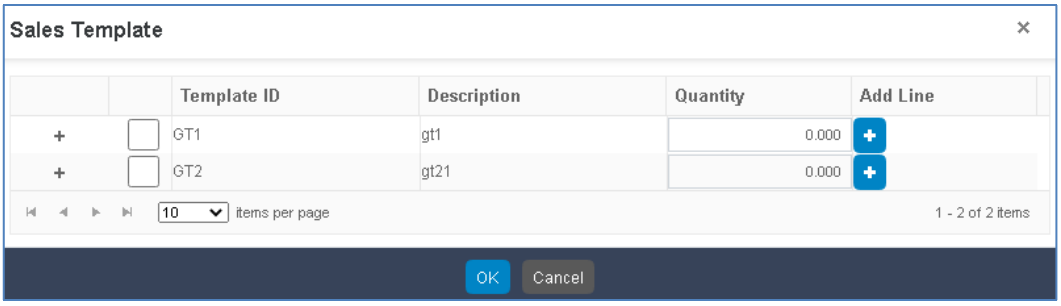
Template ID: This is a unique code for easy identification of the template.

Description: This is a description of the Template Id.

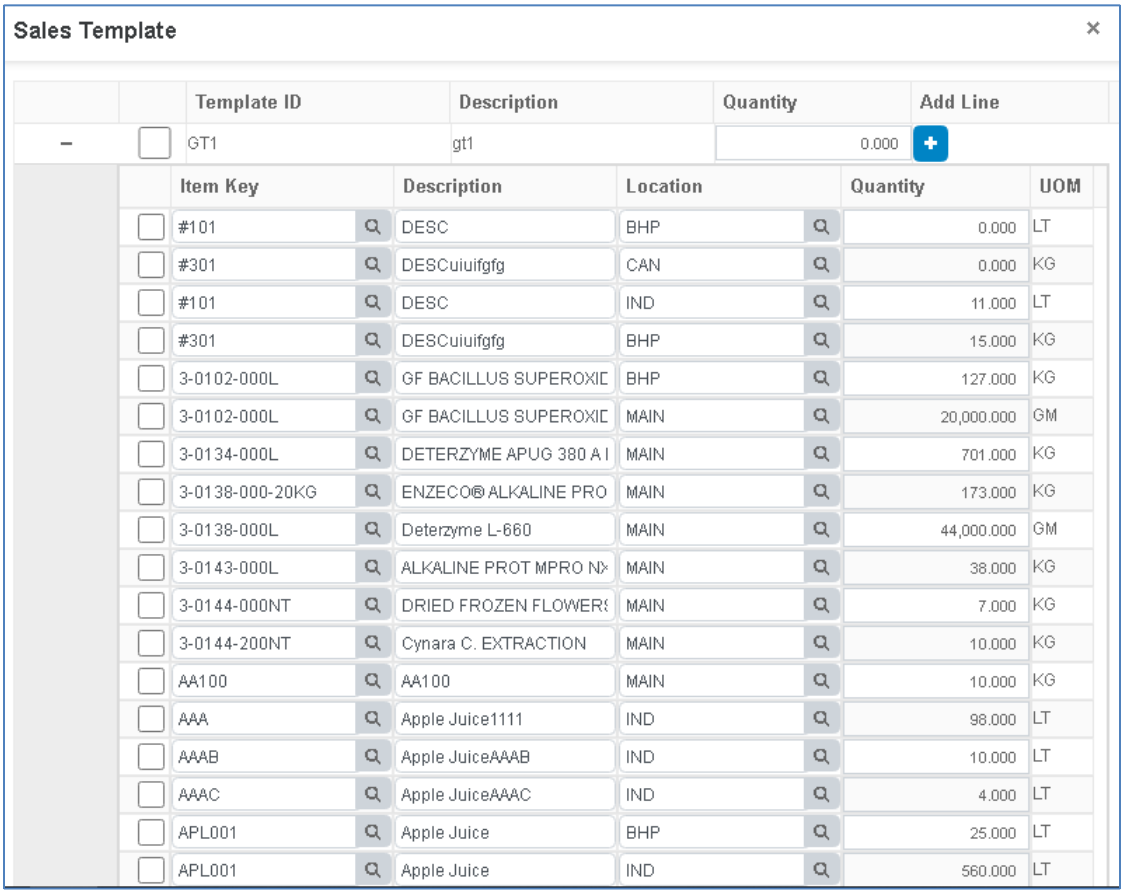
Quantity: This determines the Quantity of the Template Line.

- **Select All**: Click this button to select all the Templates.
- **UnSelect All**: Click this button to unselect all the selected lines.

Select: The box available under this column enables selecting the row.



 Click this button to expand and view the sales template Items.



Item Key: This is the Item Key of the Item associated with the template.

Description: This is the description of the item.

Location: This is the location associated with the item.

Quantity: Initially, this field represents the Quantity of the item per single quantity of selected template. When the quantity of the template line is increased in upper grid, this quantity gets increased accordingly.

UOM: This represents the Sales UOM of the Item.

- **Select All**: Click this button to select all the Lines in the lower grid. By default, all the lines are selected.

- **UnSelect All**: Click this button to unselect all the selected lines.

Add Line: Click this button to add more items to the list. This item will not be reflected in any of the templates but will be for the current order only.

Ok: On clicking this button, the selected Item Keys would get displayed within the Line Items tab, in sequence to the selected Template id. The Template id would get defaulted to the Order Template field.

Cancel: Click this to exit the Sales Template window.

Order Date: When a new order is inserted, this field is defaulted to the current server date.

Req Delivery Date: This is the date by which the ordered items should be delivered to the Customer. This field is defaulted to current server date while creating a new order. However, it may be changed to any date that is greater than or equal to the Order date.

Promise Date: This is the date by which the ordered items should be delivered to the Customer. This field is defaulted to current server date while creating a new order. However, it may be changed to any date greater than or equal to the Order date. The Target Ship Date is adjusted in sequence to the assigned Promise date.

Target Ship Date: This is the date on which the consignment should dispatch to the customer. This field is defaulted to current server date while creating a new order. However, it may be changed to any date that is greater than or equal to the Order date. If the Shipping Lead Time is defined on the transaction Defaults Tab of the Ship To Screen, the Target ship date is calculated as:

Target Ship Date = Promise Date - Shipping Lead Time and if target ship date is less than order date.

Cancel Date: For a New sales order, the shipment of the ordered materials cannot begin after this date. This field is defaulted to a date that has been arrived at by adding the ’Days to Calculate Cancel Date’ as defined at Parameters Setup to the Order date. This date may be changed to any date that is greater than requested delivery Date.

Tax Level: The taxes in BatchMaster Enterprise may be applied to an order at one of these levels:

- **Order Level**: If the Tax Level selected in this field is ’Order Level’, then the field ’Order Level Tax’ on this tab becomes enabled and the user has to select a Tax Rate key that would apply to all the order lines.

- **Line Level**: If the selected Tax Level is 'Line Level', then entering a line item fetches the tax key from either the Item Location or the Customer master or the Ship To master as specified on the field 'Default Tax Rate' at the Sales Setup screen.

- **None**: If the selected Tax Level is 'None', taxes will not apply to this order.

Order Level Tax: This field becomes enabled only if the Tax Level is selected as 'Order Level'. The Tax Rate Key selected here applies to all the line items of this Sales Order.

Promo Account Key: This field gets defaulted from the Promotional Account as set in the Promotional Pricing screen. This field is however editable. User can choose the required account from the available accounts from where such transaction will be affected.

Promo Account Description: This field displays the description associated with the Promo Account Key.

Promo Discount Amount: This field displays the total discount amount through Promotional Pricing.

Non-taxable Freight: This field specifies the non-taxable freight amount applicable to this order. This amount is added to the Order Total.

Terms Discount: This is the discount percentage as specified for the terms key attached with the selected customer.

Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The various amounts on the sales order screen are shown in this currency. This currency may be changed, which facilitates the user to create a Sales Order using currency other than the Customer Class currency.

Discount Level: Discounts in BatchMaster Enterprise may be defined and applied at one of these two levels:

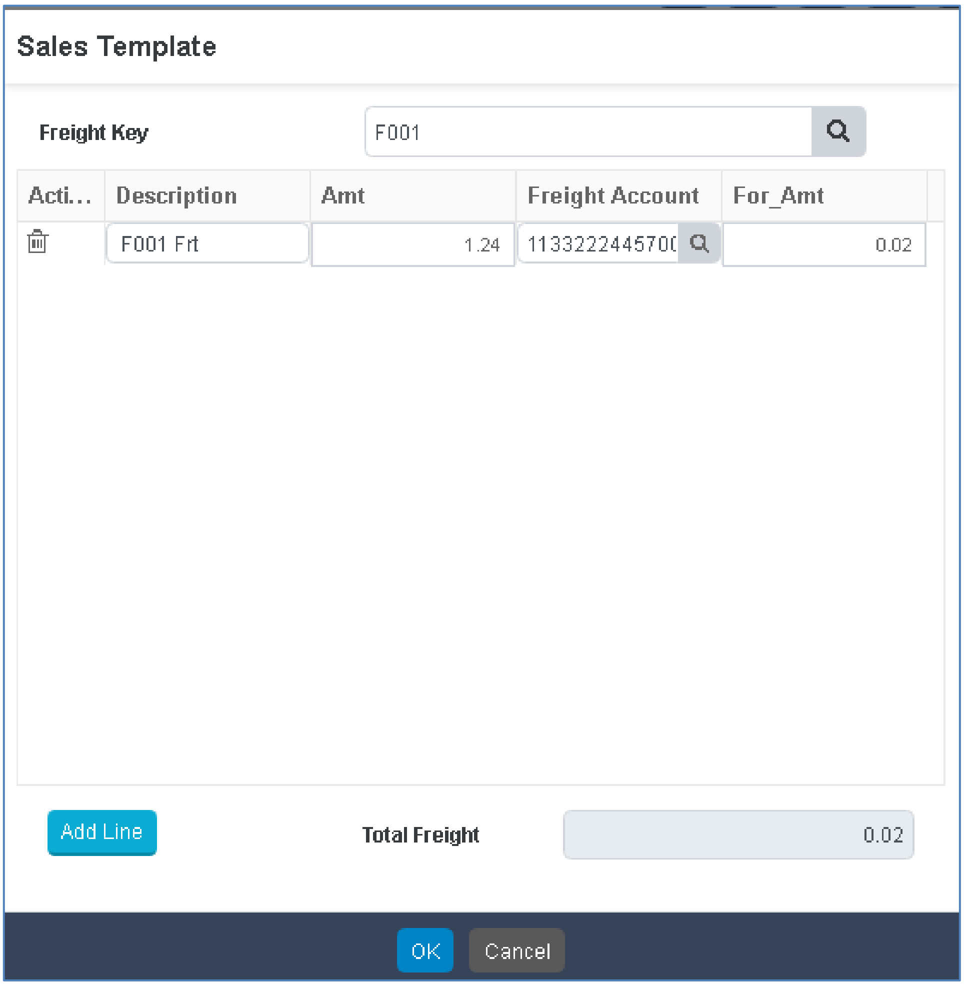
- **Line Level**: If the selected Discount Level is 'Line Level', then the discount will be picked from one of the Price Matrices. Extra discount can be specified in addition to the Line Discount.

- **Line and Order**: If the Discount Level selected is 'Line and Order', then the discount percentage specified in the Order Discount field applies in addition to the Line and Extra discounts.

Reason To Hold: Field specify the reason why you want to hold the sales order. When you click the Toggle Release/ Hold Order option present under the Special Function Menu option if you have not entered any reason for holding the order, the system would prompt you to do so. Once entered, system allows you to hold the order. You can hold the sales orders which are having the order status as New or Open.

Order Discount %: If the discount level is ’Line and Order’, a discount percentage may be entered here.

Freight Breakups: Click this button to apply freight breakup to the sales order.

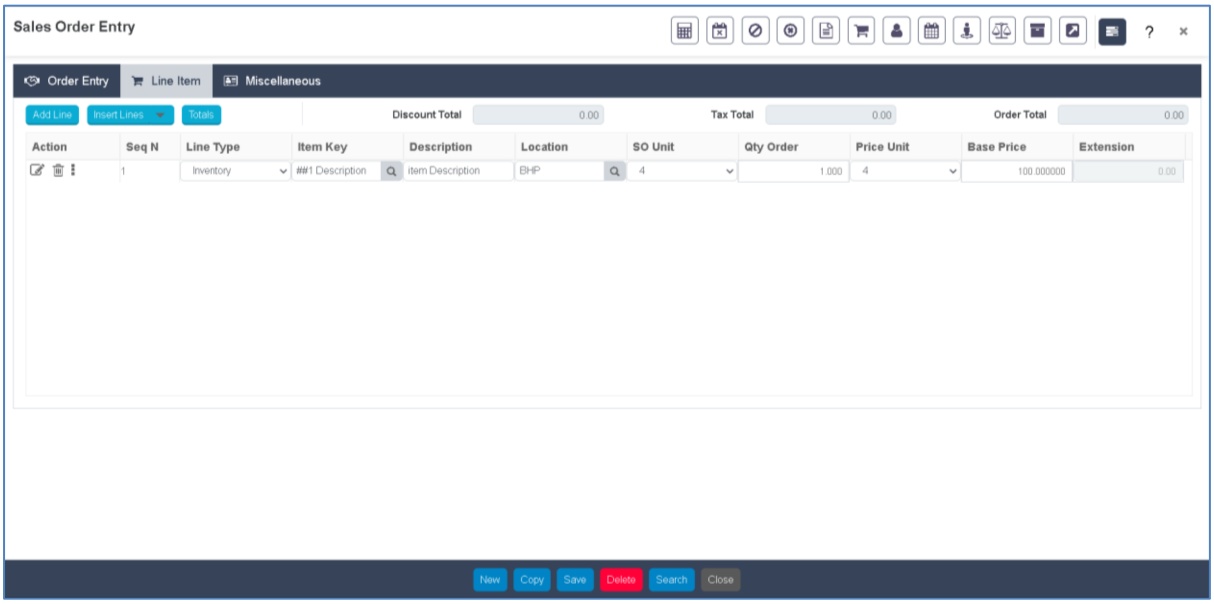


Currency Exchange Rate: By clicking this button, the user can get the Currency exchange rate information, if the exchange rate(s) have been defined.

Required Freight: If this box is checked and the value for Nontaxable Freight Amount is zero, then while saving the sales order the system reminds the user to enter the freight amount.

Cash Sales: If this box is checked, no shipment can be processed until the amount as on ’Sales Order Total’ has been recovered totally.

1.1.4 Sales Order Entry - Line Item



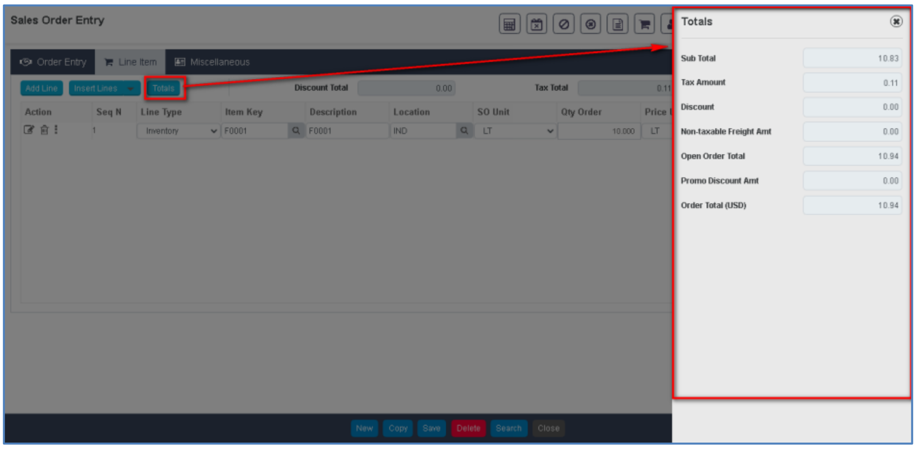
Add Line: Click this button to add a line on the above grid on the Sales Order.

Insert Lines: Depending on the" Default option to insert lines in Sales Order" option on the Sales Setup screen, the system automatically fetches the lookup while clicking the *Insert Line* button. Moreover, using the drop down available on the button user can set the default insert line button action as one out of the following:

- Inventory
- Non-Inventory
- Sales Template
- Kit
- Customer Favorite Item
- Add Favorite Items

Based on the selection made the system displays the lookup window as of Inventory Lookup, Non – Inventory Lookup etc. On the displayed lookup user can enter the ordered quantity of item on the *Quantity* field. On clicking the OK button BME automatically checks the quantity entered lines and inserts them on the line items grid.

Totals: Click this button to view all the statistics of the sales order.



Totals: This section displays various totals and sub-totals for all the line item(s) associated with this Sales Order.

Sub Total: Field displays the sum of the extension amounts for all the lines entered in the sales order minus the tax amounts for those lines for which the tax is included in the price.

Tax Amount: Field displays the sum of all the tax for all the lines in the sales order.

Discount: Field displays the sum of all the discounts for all the lines in the sales order.

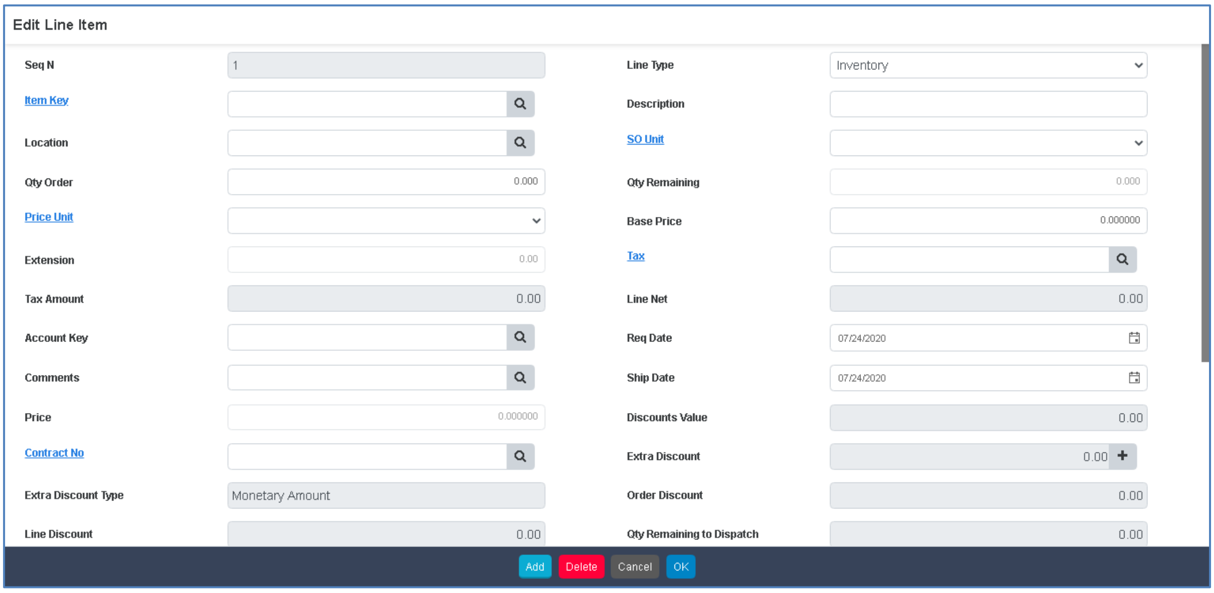
Non-taxable Freight Amt.: Field is defaulted with the freight amount displayed in the nontaxable freight amount field of the Order Entry Tab.

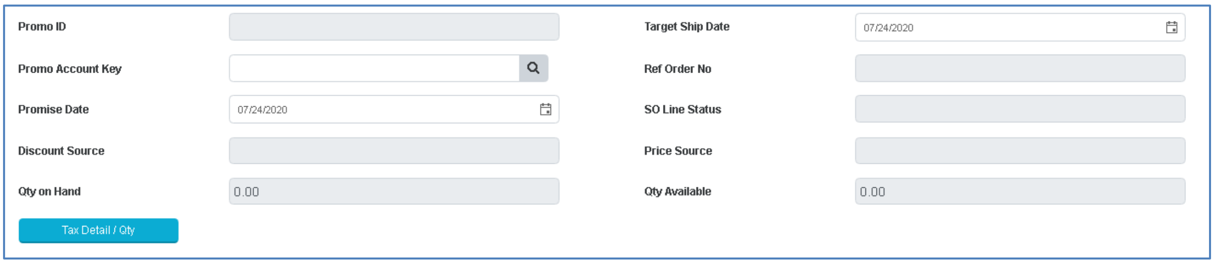
Open Order Total: Field displays the order total amount.

Promo Discount Amt.: Field displays the total discount amount through Promotional Pricing.

Order Total (Currency): Field displays the order total and the currency used for this order.

Edit Line Item Screen:





Seq N: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is a read-only field.

Line Type: The options available are Inventory, Non-Inventory or KIT. Kit Child item is not available as an option; however, Kit Child lines are automatically inserted for those items that are child items of a Kit inserted as a line item.

Item Key: This field displays the unique identification code for the Inventory, KIT and Kit Child type items. User can select the item key from the lookup available next to the field. The lookup fetches all the inventory items created via the *Item Master* screen. Additionally user can fetch the sales order line Items by UPC codes as maintained on the *Item Master* screen. As soon as user enter the UPC code of the item at the *Item Key* field and tabs out from the column the Item Key and its associated description gets defaulted automatically.

Description: This is the description associated with the item key and is editable. For non-inventory items, the user may enter a description here. For printing on this sales order and any related invoices, the Description entered here will supersede the item description mentioned on the item master screen.

Location: This is the location for the selected item.

SO Unit: This is the unit in which the QtyOrder is expressed. For Inventory, Kit and Kit Child items, this field is defaulted to the sales unit defined at the item master. The SO Unit may be toggled using the dropdown next to the field.

Qty Order: This is the ordered quantity of the line item. This quantity is expressed in the SO Unit.

Qty Remaining: This field displays the quantity yet to be shipped. The quantity remaining is initially equal to the quantity ordered; it decreases as the shipment of that item takes place via the Maintain Shipment screen. Quantity remaining is displayed in the SO unit of that line item.

Price Unit: Field displays the Unit of Measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on tab-1 of the Sales order. The user can change the Base Price. The price source for the base price is displayed on the lower left corner of this tab.

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See *Calculations* for details on how this field is calculated.

Tax: Field displays the tax rate key applicable to this line item. Each line item may have a different tax rate key if the tax level is set to Line Level on tab-1 of this screen.

If the tax level is defined as 'Line Level', then the tax key is defaulted here from Item Location, Customer or Ship To master depending upon the value of the 'Default tax rate' parameter in Sales Setup. The displayed value can however be changed.

If the tax level is defined as 'Order level', then tax key is defaulted to the tax key selected for the Order Level Tax on the tab-1. The same key is defaulted to all the lines and cannot be modified at line level.

Tax Amount: Field displays the calculated tax amount.

Line Net: See *Calculations* for details on how this field is calculated.

Account Key: For Inventory, Kit, and Kit child lines, this field is defaulted with the account number as per the Revenue Account Source specified on *Inventory Setup* screen. For Non-Inventory lines, this field is defaulted with the Revenue Account number of the customer class of the selected customer. When this Non-Inventory Item is not fetched via lookup, this field is defaulted to the Revenue Account number of the customer class of the selected Customer. However, when this Non-Inventory Item is fetched via lookup, this field is defaulted to the Revenue Account number of the Non-Inventory Item screen. The user may change the account number at this field. This is a mandatory field.

Req Date: This is the date by which the delivery of this line item is requested by the customer. This date is defaulted to the Request Date entered on tab-1, and may be modified. This field is mandatory.

Comments: These line level comments are printed on the SO. The comments may be typed or selected from the lookup. The lookup here displays the predefined Boilerplates from the Boilerplate for PO /SO Master.

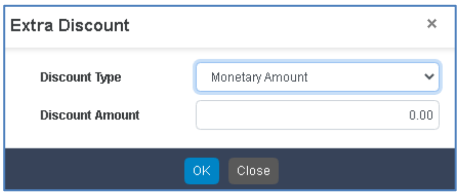
Ship Date: This field initially remains empty. It is updated with the ship date when a shipment for the line item takes place.

Price: This is the pre-tax price of the item after deducting the various discounts. See Calculations for details on how this field is calculated.

Discounts Value: This field displays the total discount amount for the line. See Calculations for details on how this field is calculated.

Contract No: If the price source is Contract, this field displays the Contract Number from which the base price has been fetched.

Extra Discount: This is the extra discount for the selected line. After clicking the plus button on this field, the user may enter the extra discount as a percentage or monitory amount.



See Calculations for details on how this value is used.

Extra Discount Type: This read-only field displays the type of extra discount (monitory amount or percentage) as defied via the Extra Discount field.1

Order Discount: This is the order discount amount for a line item. See Calculations for details on how this field is calculated.

Line Discount: Field displays the line discount amount for a line item. This discount is fetched as per the Discounting Methodology. See Calculations for details on how this field is calculated.

Qty Remaining to Dispatch: This field initially displays zero. The value is updated when clicking the *Close SO* button or when the quantity shipped is less than quantity ordered when back order is disallowed closes an open order. This field then stores the difference between quantity ordered and quantity shipped for a given line item.

Promo ID: This field gets defaulted from the Promotional Pricing Key defined on the *Promotional Pricing* screen for this customer on this item.

Target Ship Date: This is the date on which the consignment should dispatch to the customer. This field is defaulted to current server date while creating a new order. However, it may be changed to any date that is greater than or equal to the Order date.

If the Shipping Lead Time is defined on the transaction Defaults Tab of the Ship To Screen, the Target ship date is calculated as:

Target Ship Date = Promise Date - Shipping Lead Time and if target ship date is less than order date.

Promo Account Key: This field gets defaulted from the Promotional Account as set in the Promotional Pricing screen. This field is however editable. User can choose the required account from the available accounts from where such transaction will be affected.

Ref Order No: Field displays the reference order number in case of a return type Sales Order. Selecting a Sales Order Number is optional for creating a Return Sales Order.

Promise Date: This is the date by which the delivery of this line item is requested by the customer. This date is defaulted to the Promise Date entered on the screen, and may be modified using the date drop down provided.

While working with the Line Items on the Quick Sales Order Entry screen, in order to add a line user needs to click the 'Add Line' button. In order to reduce the number of key stokes user can use the drop down arrow key on the keyboard to insert a line within the grid.

For implementing Auto insert line functionality on the Quick Sales Order Entry screen, set the 'Enable Down Arrow for Addline in Sales Order / Quot' option as 'Yes'.

SO Line Status: A line item on a sales order can have one of the following status values:

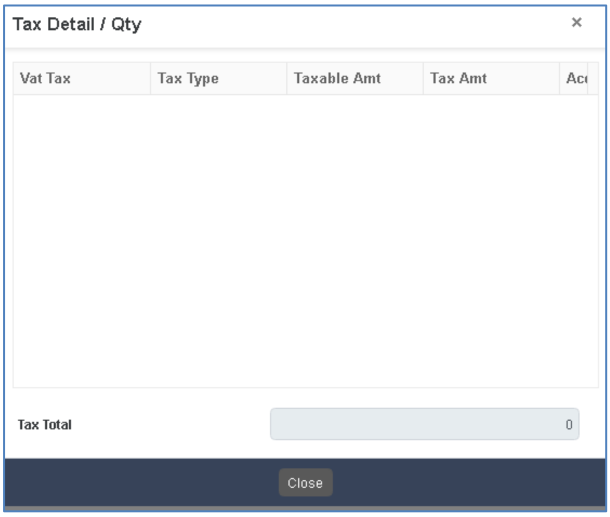
- Print SO (Order Ack.)
- Print Pick List
- Maintain Shipment
- Print SO Invoice
- Archive SO

Discount Source: This field displays the discount source for the base amount in accordance to the line item.

Price Source: Field displays the price source for the base amount.

Qty On Hand: Field displays the Quantity on hand for the selected line item.

Qty Available: This field displays the Quantity available for the selected line item. Tax Detail / Qty:



Line Type: The options available are Inventory, Non-Inventory or KIT. Kit Child item is not available as an option; however, Kit Child lines are automatically inserted for those items that are child items of a Kit inserted as a line item.

Item Key: This field displays the unique identification code for the Inventory, KIT and Kit Child type items. User can select the item key from the lookup available next to the field. The lookup fetches all the inventory items created via the Item Master screen. Additionally user can fetch the sales order line Items by UPC codes as maintained on the Item Master screen. As soon as user enter the UPC code of the item at the Item Key field and tabs out from the column the Item Key and its associated description gets defaulted automatically.

Description: This is the description associated with the item key and is editable. For non-inventory items, the user may enter a description here. For printing on this sales order and any related invoices, the Description entered here will supersede the item description mentioned on the item master screen.

Location: This is the location for the selected item, where the item exists in inventory.

SO Unit: This is the unit in which the QtyOrder is expressed. For Inventory, Kit and Kit Child items, this field is defaulted to the sales unit defined at the item master. The SO Unit may be toggled by using the dropdown.

Qty Order: This is the ordered quantity of the line item. This quantity is expressed in the SO Unit.

Price Unit: This field displays the Unit of Measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on tab-1 of the Sales order. The user can change the Base Price. The price source for the base price is displayed on the lower left corner of this tab.

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price.

Action: Select any of the option from the following:

- **Select Lot:** This button is enabled when the items in the upper grid are lot tracked. Clicking the button displays the" Serial Lot Maintenance" screen wherein user needs to maintain the Serial/Lots of the item(s). Here it is to be noted that in case "Allow Shelf Life" option is set on the Inventory setup then based on the settings made system refrains/restricts user to proceed if the items shelf life is already exhausted.

- **View Item Location:** The user may click on this button to view the inventory details for all the item-locations for the selected item.
- **Fetch Original Price:** Click this button to fetch the default Base Price of this item as per the pricing methodology.
- **Warehouse Transfers:** Clicking this button opens a window where the user may specify the Location from which the selected line item has to be transferred to the selected location on the order. This generates a warehouse transfer order that can be processed on the Warehouse transfer screen. This feature may be useful when an item being sold is not available at the ordering location, but is available at another location. In such situation, a Warehouse Transfer order for one or more items may be created directly from the Sales Order Entry.
- **Alternate Items:** Clicking this button displays Alternate Items for the selected Inventory line item.
- **View Item Sales History:** The user may click this button to view all the sales orders previously created for the selected item-location and customer. These sales orders include Archived Sales Orders also.
- **View Item Sales Contract:** Use this option to view all Active Contracts with all customers for the selected Inventory type line item. The displayed data can be used to compare the contract prices for the different Customers.
- **View Item Production Data:** Normal order or Return order with or without reference or Sales Kit.

  The user may click on this button to view those batches of production in which the selected item has been produced during the last twelve months.

- **View Formula Product Data:** Normal order or Return order with or without reference or Sales Kit. The user may click on this button to view those batches of production over the last twelve months in which the selected item has been issued.
- **View Customer Item:** Clicking this button provides a lookup for the items as maintained for this customer at the Customer Item screen. Clicking OK on the lookup form transfers the highlighted item from the look up form to the line item tab at the line having focus.

Discount Total: This field displays the sum of all the discounts for all the lines in the sales order.

Tax Total: This field displays the sum of the tax amounts for all the lines entered in the sales order.

Order Total: This field displays the sum of the extension amounts for all the lines entered in the sales order plus the tax amounts for those lines for which the tax is included in the price.

Calculations for Inventory and Sales Kit line items:

Field or Variable	Price Source	
	Contracts	Other than Contract
Extension	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)
Line Discount	0	Extension - (Extension * Line Discount in % / 100)
Extra Discount Amount@, when Extra Discount is Percentage type	0	(Extension - Line Discount) * (Extra Discount in %) / 100
Extra Discount Amount@, when Extra Discount is Monitory Amount	0	Monitory Amount value of the Extra Discount
Order Discount	0	(Extension - Line Discount - Extra Discount Amount) * Order Discount in % / 100
Total Discount	0	Line Discount +Extra Discount Amount + Order Discount
Price	Base Price	[(Extension - Total Discount) / Quantity Order] / Factor @@

Tax Amount	Price * Tax in % / 100	Price * Tax in % / 100
Line Net	Extension + Tax Amount	Price * Order Quantity + Tax Amount

@ If the price source is a Price Matrix, then any Extra Discount on that screen gets added here.

@@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Adding Non-Inventory Lines

Set the line type to *Non-Inventory*.

Enter *Description*.

Enter *Order Quantity.*

Enter *Price.*

Enter Tax and the Extra Discount. The *Tax* and *Extra Discount* fields are optional. Entering the above details the values for *Extension, LineNet, Price* and *OrderDiscount* fields are calculated and displayed.

A Sales Order may contain Non-inventory lines having zero quantity.

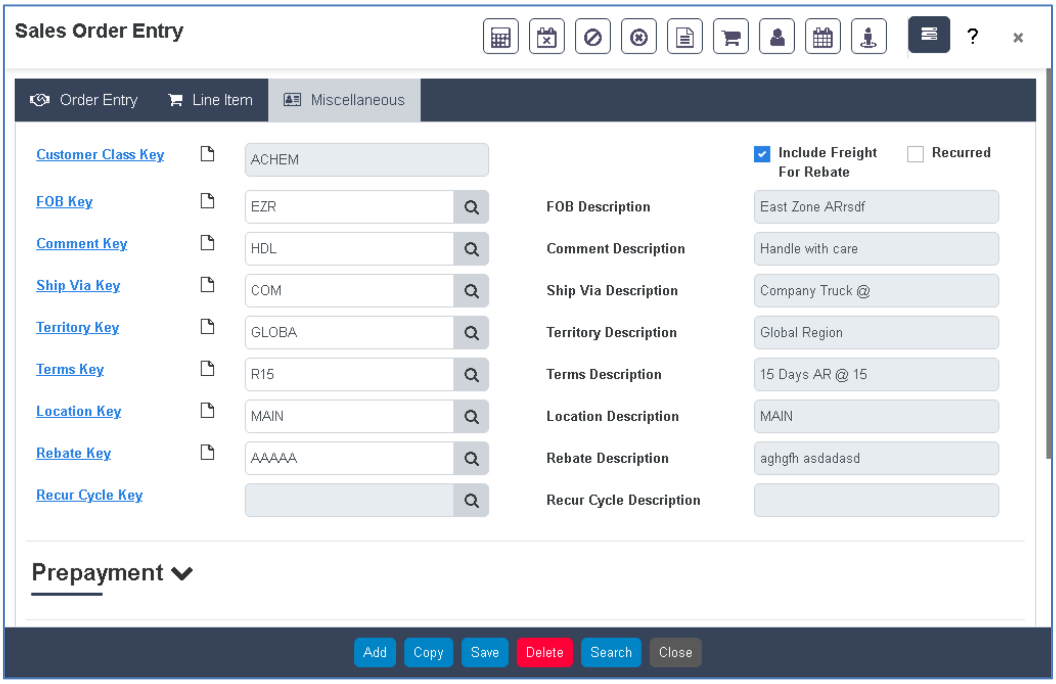
Calculations for Non-Inventory Sales Order Lines:

Field or Variable	Calculation Logic
Extension	Base Price * Order Quantity
Line Discount	0
Extra Discount Amount	If the discount type is monetary: Extra Discount Amount = Extra Discount. If the discount type is percentage; Extra Discount = (Extension-Line Discount) * (Extra Discount in %) / 100
Order Discount	(Extension - Extra Discount) * Order Discount in % / 100

Total Discount	Extra Discount Amount + Order Discount
Price	[(Extension - Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100, if Tax is included in price, else Factor = 1.

1.1.5 Sales Order Entry – Miscellaneous Tab



Customer Class key: The Customer Class key associated with the selected Customer is defaulted to this field.

Include Freight For Rebate: By checking on this checkbox, the Freight Amount will be included while calculating rebate amount for this sales order.

Recurred: If this box is checked, the order will be a recurring order using the specified recur cycle. The recurring orders are generated via the 'Generate Recur SOs' utility.

FOB Key: This field displays the free-on-board terms of agreement. It is defaulted with the FOB key of the Customer or the selected Ship To key. This field may be modified.

FOB Description: This field displays the description associated with the FOB Key. This is a read-only field.

Comment Key: This field specifies the comments that may be printed on the invoice. The Comment key associated with the selected Customer or the selected Ship To Key is defaulted to this field. This field may be modified.

Comment Description: This is the description associated with the comment. This is a read-only field.

Ship Via Key: This field specifies the shipper or transporter to be used by the BME Company for shipping the material. The field is defaulted with the Ship Via key as has been specified for the selected Customer or the selected Ship To key. This field may be modified.

Ship Via Description: This field displays the description associated with the Ship Via Key. This is a read-only field.

Territory Key: This field specifies the territory for which the sales commission has been generated. This field is defaulted with the territory key specified in the customer record. However, this Key may be replaced with the one associated with the selected Ship To key. This field may be modified.

Territory Description: This field displays the description associated with the Territory Key. This is a read-only field.

Terms Key: Terms key for the selected Customer is defaulted from the Customer Master. This field is editable.

Terms Description: This field displays the description associated with the Terms Key. This is a read-only field.

Location Key: This key defines the Location associated with BatchMaster Company.

Location Description: This field displays the description associated with the Location Key. This is a read-only field.

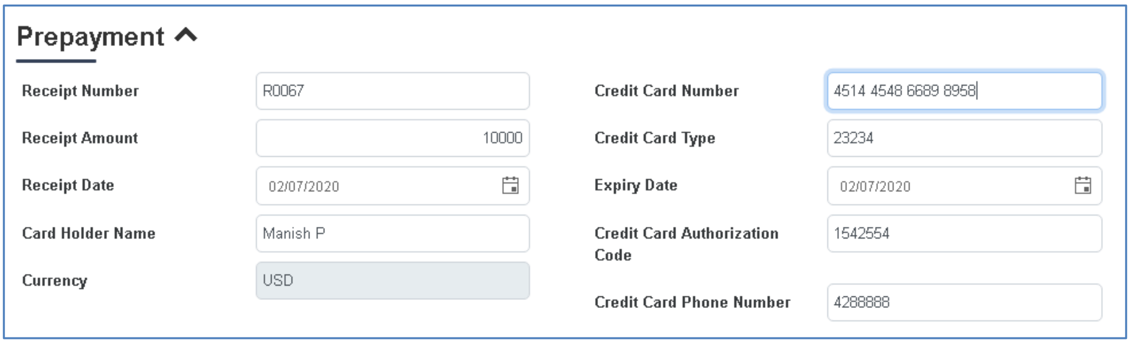
Rebate Key: This field specifies the rebate key associated with this sales order. Select the required rebate key using the lookup button on the field.

Rebate Description: This field displays the description associated with the rebate key. This is a read-only field.

Recur Cycle Key: This field specifies recur cycle key to be used for generating recur orders in case the *Recurred* checkbox is checked on this sales order.

Recur Cycle Description: This field displays the description associated with the Recur Cycle Key. This is a read-only field.

Prepayment:



Receipt Number: This field specifies the number of the prepayment document such as check or cash receipt.

Receipt Amount: This field specifies the amount prepaid.

Receipt Date: This field specifies the date of the prepayment document.

Card Holder Name: This field specifies the name as mentioned on the credit card of the selected customer. It may be changed.

Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The value of this field is changed if any changes are made to the currency field of the tab-1.

Credit Card Number: This field is defaulted with the Credit Card number as specified in the selected customer’s record and may be changed.

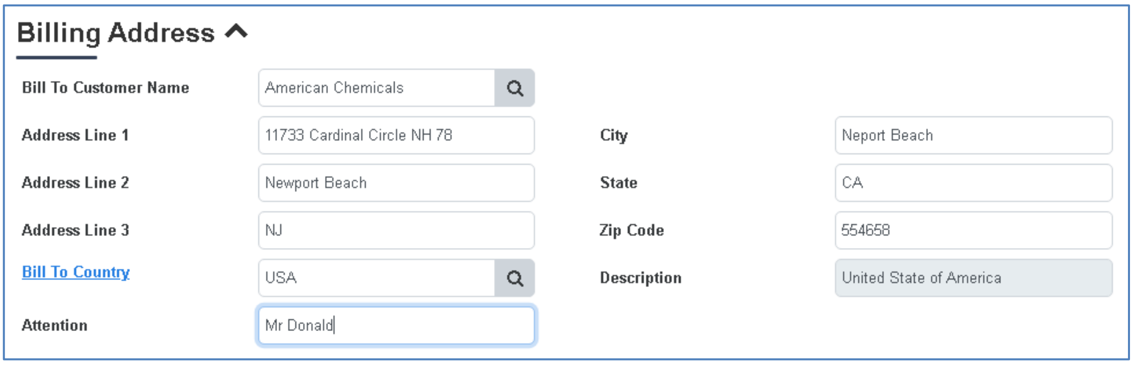
Credit Card Type: This field is defaulted with the Credit Card Type specified in the selected Customer’s record and may be changed.

Expiry Date: This field specifies the expiry date of the selected customer’s credit card. This date is defaulted from the customer’s record. This date may be modified.

Credit Card Authorization Code: This field specifies the Credit Card Authorization Code for charges made to the selected customer’s credit card.

Credit Card Phone Number: This field specifies the Credit Card Company's Phone Number for the selected customer's credit card.

Billing Address:



Bill To Customer Name: The name of selected Customer is displayed here.

Address Line 1: The street address of the selected customer is entered here.

Address Line 2: The street address of the selected customer is entered here.

Address Line 3: The street address of the selected customer is entered here.

City: The City of the selected Customer is entered here.

State: The State of selected Customer is shown here.

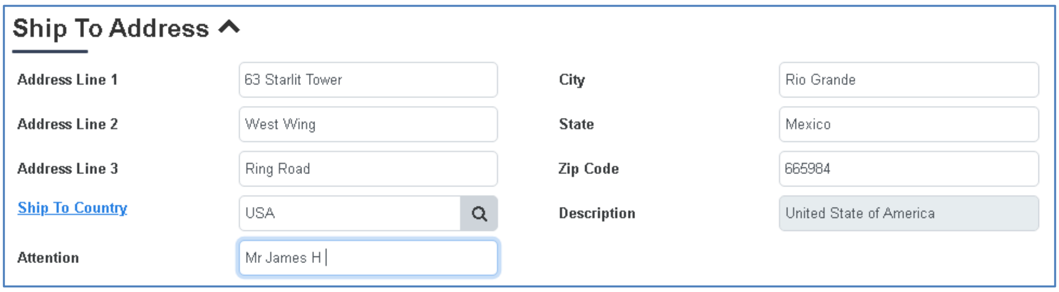
Zip Code: The Zip code of selected Customer is entered here.

Bill To Country: The Country Code of selected Customer is shown here.

Description: This field displays the description of the country code.

Attention: This is the name of the contact person with the Customer.

Ship To Address:



Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

City: This field specifies the City in which the destination site is located.

State: This field specifies the State in which the destination site is located.

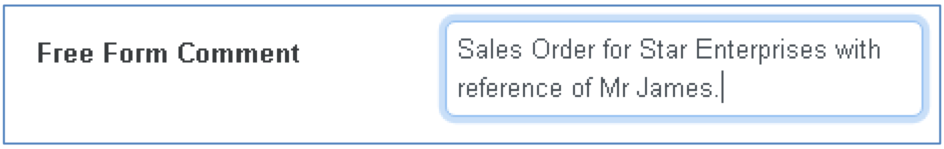
Zip Code: This field specifies the Zip code of the destination site.

Ship To Country: This specifies the Country in which destination site is located.

Description: This field displays the description associated with the ship to key.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

Comments:



Free Form Comment: This field enters any special comments associated with this Sales Order. User can enter necessary comments with the concerned Sales Order, if any.

1.1.6 Creating a Sales Order Entry

1. Open the *Sales Order Entry* dashboard.
2. Click on the +*Add Sales Order* button to open a new blank record.
3. On the *Order Entry* tab, use the lookup to select a series for the sales order based on whether the series default value is set to *SINGLE* or *DOUBLE* at the *Sales Setup* screen.
4. The *Order Type* field is set to *NORMAL* when a series is selected. As discussed previously, the *Order Type* field specifies the order type for the sales order being created. Available options are *NORMAL* and *RETURN*. When a series is selected on a sales order, the order type of the sales order is automatically set to the value of the order type of the selected series as maintained on the *SO Series Master* screen.

5. Select a *Customer Key*. The default Ship To key of the customer, if one exists, is defaulted to the *Ship To Key* field. This is an editable field. Similarly, the salesperson key of the selected customer is defaulted to the *Sales Person Key* field and can be further edited if needed.

If the selected customer is on Hold the system will restrict you from moving further and the following message will be displayed: *'Selected Customer is on Hold! Created Sales Order will be saved with HOLD Status. Do you want to continue?'*

Similarly, if the customer's credit limit has been exceeded, you will receive the alert message.

5. Select the reference sales order number in the *Reference SO#* field, if required.

6. You can also maintain *Commission Override*, *Buyer ID* in the respective field for reference purposes only. The purchase order number issued by the customer can be specified in the *Customer PO Number* field. You can choose an existing *Sales Template* against this sales order using the lookup next to the *Order Template* field.

7. Change the default order date, requested delivery date, and cancel date, if required. The values in the *Order Date* and *Req Delivery Date* fields are defaulted to the current server date.

8. The promise date is the date by which the ordered items should be delivered to the customer. This field is defaulted to the current server date while creating a new order. However, it may be changed to any date greater than or equal to the order date. The target ship date is adjusted in sequence to the assigned promise date.

9. The target ship date is the date on which the consignment should be dispatched to the customer. This field is defaulted to the current server date while creating a new order. However, it may be changed to any date that is greater than or equal to the order date.

If the shipping lead time is defined on the *Transaction Defaults* tab of the *Ship To* screen, the target ship date is calculated as:

Target Ship Date = Promise Date - Shipping Lead Time

9. The cancel date equals the order date plus the number of cancellation days defined on the *Sales Setup* screen. Therefore, it is the current date plus 365 days if the default value has not been changed.

10. You can also click on the *View Age Brackets* special function to view the current account status for this customer.

11. Select a value for the *Tax Level* field. Available options are *Order Level*, *Line Level*, and *None*. If you select the *Order Level* option, enter the tax (in percentage) at the *Order Level Tax* field.

12. Specify the terms discount, if applicable. Using the *Discount Level* field, you can apply the line level or the line and order level discount on a direct invoice. If you selected the *Line and Order* option in the *Discount Level* field, then you can specify the order discount in the *Order Discount Percent* field.

13. The *Promotional Account Key* and *Promotional Discount Amount* fields are defaulted from the *Promotional Pricing* screen.

14. You can specify the nontaxable freight amount, if applicable to this order.

15. The currency of the selected customer is defaulted to the *Currency* field. Clicking the *Currency Exchange Rate Info* button shows the currency exchange rate information, if it exists.

16. When you select the *Required Freight* checkbox and the value for the nontaxable freight amount is zero, the system will remind you to enter the freight amount while saving the sales order.

17. When you select the *Cash Sales* checkbox, no shipment can be processed until the full amount in the *SO Total* field has been received.

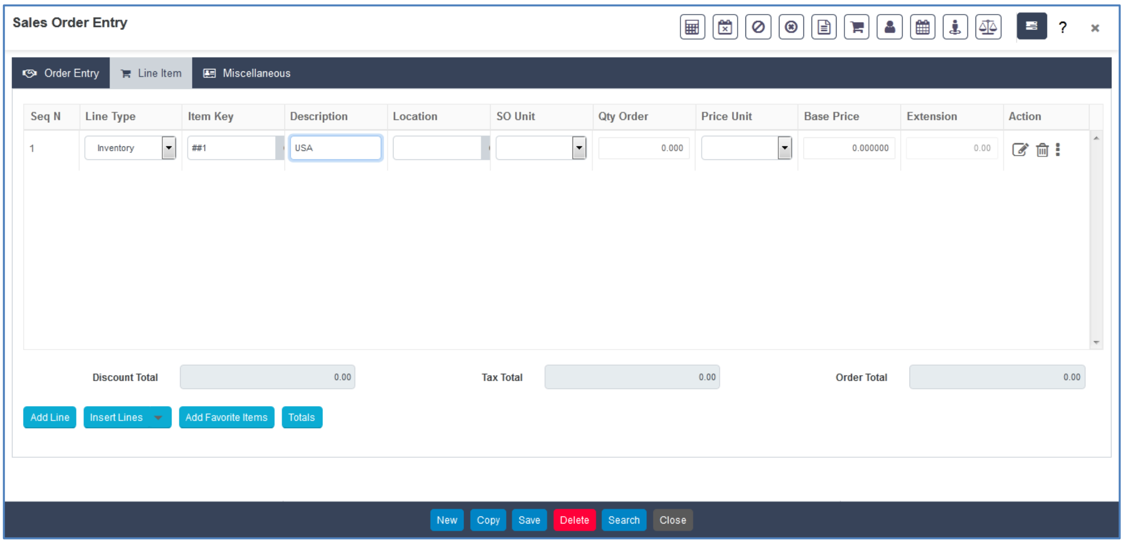
18. When you look at the next set of options, you will see that some of the options are already selected. The selected options are defaulted from the *Sales Parameter* tab of the *Module Setup* screen:

    - **Back Order:** When you select this check box, the quantity of each line of the order could be dispatched via multiple shipments.
    - **POD Required:** When this check box is selected, the sales order would require proof of delivery (POD). This means that an invoice for this sales order would not be generated until and unless a POD number confirming the shipment has been provided by an authorized person.
    - **Print SO (Order Acknowledgment):** When this optional step is selected, the sales order must be printed before it can be processed further.
    - **Print Pick List:** When this optional step is selected, the pick list must be printed before any shipment for the sales order can take place.

19. Switch to the *Line Item* tab.

26. Click on the *Add Line* button to insert another line in the grid.

27. Select the line type for the inserted line. Available options are *Inventory*, *Non-Inventory*, and *Kit*. When you choose an item key, its description is defaulted to the next field.



28. You could also enter the UPC of the item to be sold in the *Item Key* or *Search Text* fields of the lookup if you have defined the UPC of the item on the *Item Master* screen. When you enter the UPC of the item in the *Item Key* field and tab out from the column, the item key and its associated description are inserted automatically.

29. Select the location.

30. Enter the appropriate value in the *Order Quantity* field. BME online will obtain the price from the applicable price source and display it in the *Base Price* field.

31. When the *Default option to insert lines in Sales Order* is selected on the *Sales Setup* screen, the system automatically opens the lookup when the *Insert Line* button is clicked. You can set the default action for the *Insert Line* button using the dropdown menu. Available options are *Inventory*, *Non-Inventory*, *Sales Template*, *Kit*, and *Customer Favorite Item*.

32. The system displays the lookup window as *Inventory Lookup*, *Non-Inventory Lookup*, etc., based on the selection made above. In this lookup window you can enter the order quantities of items in the *Quantity* field. When you click the *OK* button, BME automatically checks the quantity of the entered lines and inserts them in the *Line Items* grid.

34. If you changed the base price using the *Fetch Original Price* button user the Action section by clicking the ⋮ icon, you could obtain the default base price of this item as per its pricing methodology.

35. You can add favorite items by clicking on the *Add Favorite Items* button from the Insert Line option for the customer whom you are creating the sales order. This functionality eases the ordering process if you have already created sales orders for a particular customer, as the favorite items are those which this customer has previously ordered. This also lets customer service reps ask about other previously ordered items.

36. You can use the *Warehouse Transfers* button to perform warehouse transfers by clicking the ⋮ icon as displayed in the grid field.

37. For lot-tracked items, you can use the *Select Lot* button to select the lots to be issued for the selected line item, if you want to allocate them at this time.

38. Distribution of tax for the selected line item can be viewed using the *Tax Details/Qty* button.

39. Click the *Laded Weight* button to open a pop-up window displaying the total weight and volume of all the line item(s) associated with this sales order.

40. You can also view the various details of the line item with the Edit Lines button under the Action option.

41. You can also view the totals and sub-totals for all line item(s) associated with this sales order, as well as the sum of all line item discounts, non-taxable freight amount, open sales orders, promotional discount amount, sales order total, etc.

42. All the prices, discounts, and taxes for a sales order are calculated the same as for a quotation and are displayed in their respective fields.

43. Switch to the *Miscellaneous* tab.

44. The associated customer class and terms key of the customer are defaulted to their respective fields. Similarly, the FOB, comment, Ship Via, territory, location, and rebate keys are defaulted from the *Customer Master* or *Ship To.* These values can be changed if needed. Select the *Recur* checkbox if you want to make this a recur order. The recurring period can be determined by entering a Recur Cycle key in the *Recur Cycle* field. A recur order is generated using the *Generate Recur SO* screen. When the *Include Freight Amount for Rebate* checkbox is selected, the freight amount will be included in calculating any rebate amount for the sales order.

45. Prepayments details can be maintained in the *Prepayment* section on this screen.

46. Billing details can be maintained in the *Billing Address* section on this screen.

47. Shipping details can be maintained in the *Ship To* section on this screen.

48. Add any note or special comment in the *Free Form Comment* field under the comments section, if required.

49. In the *Comments* field, you may look up and enter any comment established in Common Data, Comments. These could be for internal use only, or to communicate something to the customer. You can choose whether or not to print these comments on documents.

50. Finally, click the *Save* button to save the record. The number allotted to this sales order when the record is saved can be viewed at the *Sales Order Number* field of the *Sales* tab.

1.1.6.1 Special Functions

Calculate Tax and Discount: Click this button, if enabled, to refresh the calculations. This action is applicable to both normal and return orders (with or without references).

Total Recalculate: Clicking this button obtains the default tax, discount, and price values for each inventory line and updates the various totals on the order.

Cancel SO: Click the *Cancel SO* button to cancel any sales order that has a status of New. This action also applies to return orders (with or without references). While canceling a sales order:

- An 'I' (minus) transaction is posted for inventory or kit child items.
- The pending invoice amount is updated for the customer.
- If the price source for any line is contract, then the contract commitment would be updated.

Close SO: Click the *Close Sales Order* button to close an open sales order. This function does not apply to return orders (with or without references).

An open sales order cannot be closed if any line has been saved with a non-zero dispatch quantity on the *Maintain Shipment* screen but the shipment for that line has not yet been processed. Saving such shipment lines with a zero-dispatch quantity will allow you to close the order.

While closing a sales order:

- An 'I' (minus) transaction is posted for the unshipped quantities of the inventory lines and kit child items on the order.
- The pending invoice amount is updated for the customer.
- For a line that has an unshipped quantity, if the price source is contract, then the contract commitment would be updated.

View Contract: While the focus is on Tab-4, this button may be clicked to view all active contracts with all customers for the selected inventory type line item. The display can be used to compare the contract prices for different customers. While the focus is on the other tabs, this button may be clicked to view the active contracts for all items with the selected customer. This feature is applicable to both normal and return orders (with or without references).

Release/ Hold Order: Click this button to release or hold the sales order.

Change Owner: Clicking this button displays the Change Owner window through which you can change the owner ID.

Sales History: Click the *Sales History* button to view all sales orders and archived sales orders previously created for the selected item-location and customer.

View Age Brackets: Clicking on this button opens the 'Customer Age Bracket' window that displays various age brackets for the selected customer. These age brackets are fetched from the finance package and provide the information regarding pending payments from the customer.

Laded Weight: By clicking on this button, a new window pops-up displaying the total weight and volume of all the line item(s) associated with this Sales Order.

Archived Order: Clicking on this button opens the "Archived Order" window that displays various archived orders. You can select any order to be viewed on the screen for its details in read-only mode. You can make a duplicate order if required.

Processed Order: Clicking on this button opens the "Processed Order" window that displays various processed orders. You can select any order to be viewed on the screen for its details in read-only mode. You can make a duplicate order if required.

Calculate Tax and Discount:

Normal Order

Clicking this button, if enabled, refreshes the calculations on the Line Items Tab.

Return Order (with or without reference)

Clicking this button, if enabled, refreshes the calculations on the Line Items Tab.

Cancel Sales order

Normal Order

By clicking on the Cancel Sales Order button, the user may cancel any Sales Order that has 'NEW' status.

While canceling a sales order:

- I (minus) transaction is fired for Inventory or KIT child items.
- The Pending Invoice amount is updated for the Customer.

- If the price source for any line is contract, then the contract commitment is updated.

Return Order (with or without reference)

By clicking on the Cancel Sales Order button, the user may cancel any Sales Order that has 'NEW' status.

Total Recalculate

Clicking this button fetches the default values of tax, discount and price for each inventory line and updates the various totals on the order.