





Sales

Practice Lab (Spirits)

Creating Sales Order – puts Finished Goods status as “Committed”.

Going to Sell a case of Spirits

- Click Sales – A/R> Sales Order
 - a. Customer: click  and choose one
 - b. Customer Ref. No. : 789
 - c. Delivery Date: put today's date (you can type t and hit TAB)
 - d. Item Table
 - d.i. In the 1st column and 1st row click 
 - d.ii. Choose a finished good that has something In Stock (look at the In Stock column)
 - d.iii. Quantity: enter a number less than what is in stock
 - d.iv. Unit Price: this will auto-fill if you have a Price List filled out. If you do not you can enter a Price
 - e. Click Add



Creating Delivery – takes Finished good inventory out of Stock


- When you make a Delivery there should be a Sales Order already created and OPEN in the Open Documents box – so we will click Sales Orders in Open Documents
 - a. Choose the SO that you just created by clicking the Yellow Arrow next to Doc. No.
 - b. In the bottom right corner Click “Copy to” Delivery
 - c. Here you would change anything if the delivery was not complete. In our case we are going to say that we sent what we ordered
 - d. Click Add and click Yes
 - e. The Batch Number Selection window opens to select the batch number for this finished good item
 - e.i. There is a ‘Auto-Select All’ button in the bottom right. This is select the batch for you based on the oldest batch
 - e.ii. OR you can click in the ‘Selected Qty’ column of the batch you are selecting and entering the number you are taking then clicking the center right pointing arrow
 - f. Click OK
 - g. Click Add and Click Yes

Creating A/R Invoice – makes the financial document for this transaction so that you can receive payment from this customer

- When you make an A/R Invoice there should be a Delivery already created and OPEN in the Open Documents box – click on Delivery (if you do not see the correct number in () then click the wrench in the top right corner and click Refresh
 - a. Choose the Delivery that you just created by clicking on the yellow arrow next to the document number
 - b. In the bottom right corner Click “Copy to” and choose A/R Invoice
 - c. Here you can add freight, taxes, discounts, etc but we are going to not do that in this exercise
 - d. Click Add

Creating Incoming Payment – now you want to close out the invoice with the outgoing payment

- Banking>Incoming Payment>Incoming Payments
 - a. Name: click  and choose the one you used to make the invoice from the previous steps
 - b. You would be concerned with the dates if they were paid on another day so that you post to the right date. We will leave those
 - c. Click the checkbox for the invoice you are receiving payment for
 - d. Click the  which is the Payment Means to tell how you received the payment
 - e. We'll receive by check
 - f. Click in the Amount field and hit <Ctrl> b (this brings in the balance)
 - g. Choose the bank information if needed
 - h. In the Check field enter the Check number (enter any number there for this exercise)
 - i. Click OK and Click Add and Click Add again

- Now you need to DEPOSIT the check into the appropriate account
 - a. Banking> Deposits>Deposit
 - a.i. Be aware that there is a Deposit date when using this in your LIVE db
 - a.ii. G/L Account: click  and choose your checking account
 - a.iii. Click the checkbox to choose the deposit you are recording
 - a.iv. Click Add
 - a.v. Click Cancel

That is the entire sales cycle with no special things happening.