



**ORCHESTRA**

**Sales Lab | Spirits**



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## Creating Sales Order

Sales orders put Finished Goods stats as “Committed”.

We are going to sell a case of Spirits

1. Click Sales – A/R> Sales Order
  - a. Customer: click  and choose one
  - b. Customer Ref. No. 789
  - c. Delivery Date: put today’s date
  - d. Item Table
    - In the 1<sup>st</sup> column and 1<sup>st</sup> row click 
    - Choose a finished good that has something In Stock (look at the In Stock column)
    - Quantity: enter a number less than what is in stock
    - 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

Creating deliveries 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

1. Choose the SO that you just created by clicking the Yellow Arrow next to Doc. No.
2. In the bottom right corner Click “copy to” Delivery
3. 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
4. Click <Add> and click <Yes>
5. The Batch Number Selection window opens to select the batch number for this finished good item
  - a. There is a ‘Auto-Select All’ button in the bottom right. This is the selected batch for you based on the oldest batch
  - b. 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
6. Click <OK>
7. Click <Add> and then <Yes>

## Creating A/R invoice

Creating an 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



1. Choose the Delivery that you just created by clicking on the yellow arrow next to the document number
2. In the bottom right corner Click "Copy To" and choose A/R Invoice
3. Here you can add freight, taxes, discounts, etc but we are going to not do that in this exercise
4. Click <Add>

## Creating Incoming Payment

Now you will want to close out the invoice with the outgoing payment

You will need to go to Banking>Incoming Payment>Incoming Payments

1. Name: Click  and choose the one you used to make the invoice from the previous steps
2. 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
3. Click the checkbox for the invoice you are receiving payment for
4. Click the  which is the Payment Means to tell how you received the payment
5. We will receive by check
6. Click in the Amount field and hit <Ctrl>B (this brings in the balance)
7. Choose the bank information if needed
8. In the Check field enter the Check number (enter any number there for this exercise)
9. Click <OK> and then <Add> and then click <Add> again

Now you need to DEPOSIT the check into the appropriate account

You will need to go to Banking>Deposits>Deposit

1. Be aware that there is a Deposit date when using this in your LIVE DB
2. G/L Account, Click  and choose your checking account
3. Click the checkbox to choose the deposit you are recording
4. Click <Add>
5. Click <Cancel>