



Customers System

Level : Beginner

The Certified Curriculum From Ultimate Academy

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1

First Lesson

Sales Invoices

Lesson Overview:

In this lesson, you will learn how to create sales invoices, using the Onyx ERP system. You will also learn about all the features that the system offers, such as adding charges to invoices, distributing the invoice value to installments, granting free-of-charge (FOC) quantities and discounts to customers, and calculating sales representatives' commissions.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand how to use the "**Sales Invoice**" screen.
- Create a sales invoice.
- Adding charges to a sales invoice.
- Recording the data of the free-of-charge (FOC) quantities in a sales invoice.
- Recording a discount on the total value of an invoice or on the value of each item.
- Distribute the invoice's value to installments.
- Use the shortcuts offered by the screen for easier data entry.

1. Sales Invoice

This screen is used for recording the transactions of selling items to customers, below are the most important ones:

- Recording items that have been sold to customers.
- Using the invoice according to several payment methods (Cash – Credit – Check – etc.).
- Distributing the invoice’s value to multiple installments.
- Recording sales charges, if any.
- Recording discounts and free-of-charge (FOC) quantities that have been granted to customers.
- Recording the commissions of sales representatives, customers, and collectors.

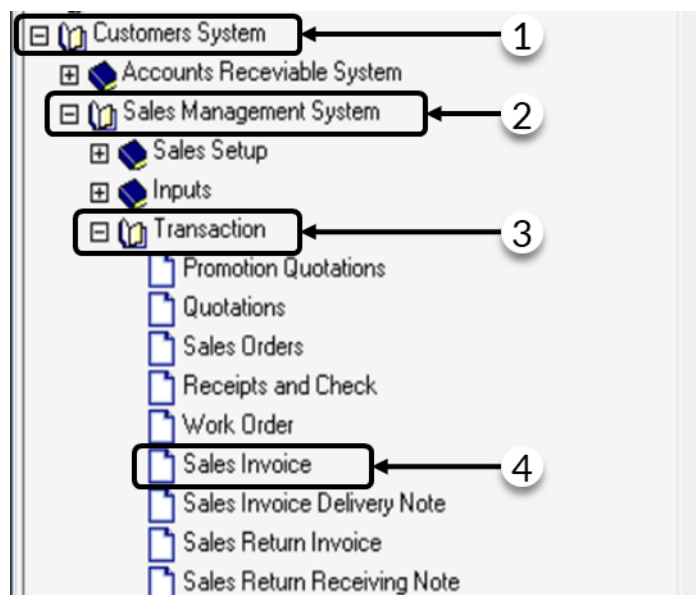
It's important to note that this screen has an accounting effect and a warehouse effect; since the system deducts the balance of the items’ quantities according to the quantity that has been sold and recorded in an invoice. Besides, the system creates the following entry upon issuing a sales invoice:

No.	Invoice Type	Automatically Created Entry
1	In cash/on credit sales	<p>From Cash/Bank/Customer Account (in case the payment is on credit) Sales Costs Account Allowed Discount Account (If the customer is granted a discount) Remark: Note that if the (Post Sales Revenues in Net Value) parameter is activated in the Customers Parameters, the sales revenues will be recorded in the net amount and the Allowed Discount account will not be affected. FOC Sales Cost Account (if the customer is granted FOC quantities)</p> <p>To Inventory Account Sales Revenues</p>
2	In cash/on credit sales with sales charges (charged on the customer)	<p>From Customer/Cash/Bank Account Cost of Goods Sold</p> <p>To Inventory Account Sales Revenues Account Sales Charges Account</p>

3	In cash/on credit sales with sales charges (charged on the organization)	From Customer/Cash/Bank Account Sales Costs Sales Charges To Inventory Account Sales Revenues Account Customer/Cash/Bank Account (Charges)
4	In cash/on credit sales with calculating sales representative commission	From Customer/Cash/Bank Account Sales Costs Account Sales Commission Account To Inventory Account Sales Revenues Account Sales Representatives Commissions Account

1.1 Access the Screen

Go to: Customers System → Sales Management System → Transactions → Sales Invoices.



1.2.1 Essential Data:

The below table shows the most important tabs of this part.

No.	Tab Name	Description
1	Master Details	It includes the fields of: " Number ", " Date ", " Payment Method ", " Customer Code ", " Cash No ", and " Bank No ".
2	Other Data	The fields of this tab are used for selecting some of the invoice's features, such as: " Not allow using promotional offers ", " Not adding additional charges to invoice ", and " Not display invoice data " such as Contract Date and Contract Number upon issuing a sales invoice based on a sales contract.
3	Additional Data	It is used for adding optional data to the invoice.
4	Additional Fields	This tab allows users to rename fields; in order to display additional data about sales and use them in reports.
5	Freight Data	It is used for entering the data of shipping goods.
6	Installments Data	It is used for determining the installments' data, such as " Installment Amount " and " Installment Date ".
7	Sales Charges	It is used for determining the charges that will be added to the invoice if any.
8	Default Data	It is used for determining default values for the fields of the items data.
9	Import from an Excel Sheet	It is used for importing the invoice's data from an Excel sheet.

1.2.2 Fields of Main Data Tabs:

The below table illustrates how the main fields of this tab are used.

Field	Feature that affects field	How to enter data	Description
Warehouse	Using Multiple Warehouses	Select from dropdown menu or manually	It is used for selecting the warehouse from which the sold goods will be issued. Note that this field disappears from the Main Data tab if the "Multiple Warehouses" feature is activated and that it appears in the Items Data; in order to select the warehouse for each item.
Payment Method	-----	Select from dropdown menu	It is used for selecting the payment method of the invoice from the following options: <ul style="list-style-type: none"> • In Cash: it is used if the sales invoice is paid in cash. Note that upon selecting this method, the system displays the fields of "Cash Number" and "Cash Name".

Field	Feature that affects field	How to enter data	Description
			<ul style="list-style-type: none"> • By Check: It is used if the sales invoice is paid by check. Note that upon selecting this method, the system displays the fields of "Bank Number", "Check Number", "Check Amount", and "Check Due Date". • In Cash and By Check: It is used if the sales invoice has been partially paid in cash, while the rest of the invoice's value has been paid by check. • On Credit: It is used if the items are sold and have their value charged on the customer's account. Note that upon selecting this method, the system displays the fields of "Customer Code", "Customer Name", and "Address" in the Main Data tab. • Transfer: It is used if the sales invoice's value is paid by transferring its amount from the customer's bank account to the organization's bank account. The transaction is recorded, using a bank note or any other document. Note that upon selecting this method, the system displays the fields of "Bank Number", "Bank Name", "Note Number", and "Check Amount". • Coupon: It is used if the sales invoice has been partially paid using coupons issued by the organization to the customer. Note that upon selecting this method, the system opens a new tab for the coupons; so they can be fetched and handled. • To Account: It is used if the sales invoice's value will be charged on any of the accounts that have been defined in the chart of accounts, such as selling to employees, by selecting the loans account of the required employee.
Fetch Data from	Screen of " Transactions Privileges " in the system management (Customer Request, Work Order)	Select from dropdown menu	It is used for importing the items' data from other documents. Using this field is optional unless it's configured to be mandatorily used upon issuing a sales invoice linked to a customer request or a work order.

1.2.3 Totals and Other Fields

These fields are located at the bottom of the screen and are used in order to display the total amounts of invoices, as well as, some other data. The below table illustrates how these fields are used.

Field Name	Feature that affects field	Default Value	How to enter data	Description
Region Code	----	----	Select from dropdown menu	It is used for entering the geographical location of the customer. This field is used for generating reports on sales by geographical location.
Rep. No	Link Sales representative to Invoice is Mandatory (in the screen of Customers Parameters). Link Sales Representative to Customer (in the screen of Customers Data).	Sales rep. linked to customer	Select from dropdown menu/ default value	It is used for selecting the sales representative. It is an optional field but it becomes mandatory upon activating the parameter of (Link Sales Representative to Invoice Is Mandatory) in the screen of "Customers Parameters". If the customer is linked to a sales representative, the sales representative's name will appear automatically. Otherwise, users can select any sales representative from the dropdown menu.
Promoter Code	Link Promoter to Customer	Promoter linked to customer	Select from dropdown menu/ default value	It is used for selecting the promoter. It can be optional or mandatory based on the configuration of the "Promoters Data" screen. If the customer is linked to a promoter, the promoter's name will automatically appear. Otherwise, users can select any promoter from the dropdown menu.
Driver No	Link Driver to Invoice Is Mandatory	----	Select from dropdown menu	It is used for selecting the driver. It can be optional or mandatory based on the configuration of the (Link Driver to Invoice Is Mandatory) feature.
Telephone No /Address	-----	Phone no. and address of the cash customer	Automatically/Manually	The phone number automatically appears upon entering the cash customer's number. Note that users can also enter the customer's address and phone number manually upon carrying out the transaction in cash.
Collector No.	Enter Collector's Number in Invoice Is	Number of collectors linked to customer	Select from dropdown menu/default value	It is used for selecting the collector. It is optional and can be mandatory upon activating the

Field Name	Feature that affects field	Default Value	How to enter data	Description
	Mandatory/ Link Customer to Multiple Collectors			feature of (Enter Collector Number in Invoice Is mandatory) in the 'Customers Parameters' screen. If the customer is linked to a collector, the collector appears automatically. Otherwise, users can select any collector from the dropdown menu.
Commission Per.	Show the commission of sales representatives in the sales invoice	Percentage of the predetermined commission	A modifiable default value	It is used for determining the percentage of the sales representative's commission. Note that the system automatically displays the percentage of the predetermined commission of the invoice's total value with the ability to modify it.
Discount	-----	-----	Manually	It is used for entering the discount amount of the total invoice's value in the 'Value' field. Note that the system does not allow users to enter an amount for the discount greater than that of the invoice.
Disc %	-----	-----	Manually/ Automatically	It is used for entering the discount amount of the total invoice's value as a percentage in the "Value" field. Note that the system does not allow users to enter an amount for the discount greater than that of the invoice and that the system automatically calculates the discount amount and displays it in the 'Discount' field once the discount percentage is entered.

1.3 Methods of Entering data

The system provides three methods for entering data, which facilitates data entry and reduces any possible errors. These methods are discussed in the following:

1.3.1 Customer Data

The data of the “**Customer Code**” field can be entered by pressing **F8** or **F9**, noting that:

- **F9**: the “**Customers Details**” screen appears, in which the general data of customers are displayed such as “**Customer Code**” and “**Customer Name**”. This screen allows searching for customers easily by using the “**Include**” field, in which users can search for customers by any information, such as: “**Customer Name**” and “**Customer Address**”.

The screenshot shows the 'Customers' Details window with an 'Include' search field and a table of customer information.

Customer Code	Customer Name	Group Name	Customer Type	Telephone No	Mobile No.	Address
1	Aswak Elsallam	wholesales customer				
2	Al - Shamal Companies	retail customer				
3	Damam Company for FMG	retail customer	cash	+977136584455		
4	Al - Afak Company	local customer group				

- **F8**: the “**Customers Details**” screen appears, in which users can search for customers’ financial data, such as: debit limit and customer’s balance.

The screenshot shows the 'Customers' Details window with a 'Find' search field and a table of financial data for customers.

Customer Code	Customer Name	Credit Limit	Invoice Credit Limit	Telephone No	Cust. Degree	رقم التلغون	درجة العميل
1	Aswak Elsallam	SAR		150000	-750		
1	Aswak Elsallam	USD		25000	0		
1	Aswak Elsallam	FGY			0		
2	Al - Shamal Companies	SAR		170000	-11465		
2	Al - Shamal Companies	FGY			0		
2	Al - Shamal Companies	USD		80000	0		
3	Damam Company for FMG	FGY			0	+9771365844	
3	Damam Company for FMG	USD			0	+9771365844	
3	Damam Company for FMG	SAR			4405	+9771365844	
4	Al - Afak Company	USD			-2500		
4	Al - Afak Company	FGY			0		
4	Al - Afak Company	SAR			0		

1.3.2 Item Code

The system provides several methods for entering the data of the “**Item Code**” field. These methods are discussed in the following:

- **F9**: By pressing this button, the “**Items Details**” screen appears ordered By **Item Code**. This screen displays the item’s data by the item Code. Note that the search field, found at the top of the screen, allows users to search for an item, using the fields of: Item Code and Item Name. Plus, the screen allows adding a single item to the invoice each time.

Item Details

Search Field

Find %

Item Code	Item Name	Sales Unit	Avl. Qty	Price	Item Specifications
0101030001	Alwatania Poultry Fresh Chicken 1000g	كجم	108	19	
0101030002	Tanmiah Fresh Boneless Chicken Breast 450g	كجم	2495	20	
0101030003	Radwah Chicken Marinated Tandoori 650g	كجم	520	16	
0101030004	Tanmiah Fresh Boneless Chicken Legs 450 gm	كجم	405	8	
0201010001	Goody Macaroni Conchigli 500g	كجم	875	4.3	
0201010002	Al'Walimah Indian Sella Basmati Rice 10kg	كجم	1785	75	
0201020001	Al Shalan Indian Sella Basmati Rice 10kg	كجم	625	39	
0201020003	bengaby elmhedab rice basmtly hendy 10 gm	كجم	800	72	
0203070001	The family's sugar is soft 10 km	كجم	1400	26	
0203070002	Coarse family sugar	كجم	1635	26	
0203070003	Stefana Sweetener 200 gm	كجم	224	27	
0301040001	Mirinda Citrus 2.2 lt	لتر	1185	6.5	
0301040002	Pepsi 325 ml	لتر	1250	3	
0302030003	nada raspberry syrup 1.34 lt	لتر	240	7.2	
0302060001	Almarai blueberry juice 1.5 lt	لتر	260	12	
0401040002	Dari Frozen Chicken 1 kg	كجم	195	12	
0701090001	TCL two door refrigerator 21.6	قطعة	20	4636	
0701090002	Panasonic refrigerator 23	قطعة	24	4627	
0701090003	Tc ..Top freezer refrigerator 14.7	قطعة	30	2205	
0701090004	Toshiba fridge 14.5	قطعة	485	3420	
0701090005	Panasonic refrigerator 18.8	قطعة	490	3600	
0701090006	Toshiba dishwasher 13 top storage places	قطعة	490	2070	
10257464874684	Trail	قطعة	200	20	



- **F8**: By pressing this button, the “**Item Details**” screen appears ordered By **Item Name**. It is used in the same way as the previous screen; though, this screen displays items, alphabetically, by names.

Item Details

Search Field

Find %

Item Code	Item Name	Sales Unit	Avl. Qty	Price	Item Specifications	Ref. Code
Trail	10257464874684	قطعة	200	20		
Coarse family sugar	0203070002	كجم	1635	26		
Tanmiah Fresh Boneless Chicken Legs 450 gm	0101030004	كجم	405	8		
Tanmiah Fresh Boneless Chicken Breast 450g	0101030002	كجم	2495	20		
Al Shalan Indian Sella Basmati Rice 10kg	0201020001	كجم	625	39		
Almarai blueberry juice 1.5 lt	0302060001	لتر	260	12		
Al'Walimah Indian Sella Basmati Rice 10kg	0201010002	كجم	1785	75		
Panasonic refrigerator 18.8	0701090005	قطعة	490	3600		
Panasonic refrigerator 23	0701090002	قطعة	24	4627		
bengaby elmhedab rice basmtly hendy 10 gm	0201020003	كجم	800	72		
Pepsi 325 ml	0301040002	لتر	1250	3		

- F7**: By pressing this button, the **"Item Search"** screen appears. This screen allows searching for items, using multiple fields, noting that users can add several items to the invoice. The below steps illustrate how the screen is used:
 1. Use the filtering fields to select the items that you want to add.
 2. Click on the **"Search"** () button to display the items that match your search.
 3. Select the items that you want to display by ticking the checkbox () at the left side of each item.
 4. Click on the **"Fetching Data"** () button in order to close the **"Item Search"** screen and display the data of the items that have been selected in the **"Sales Invoice"** screen.

Item Search
✕

W.H No

Item Code

Item Specifications

Item Type

Storing Qty

Manufacturer Code

From Price

From Group No

Item Name

Items Storage

Items Pricing

Vendor No.

Sort By

To

Sub Group No

Sub Sub Group No

Unit

Shelf No

Similar Group

Package




S/N	Item Code	Item Name	Unit	WH	W.H Name	Qty	Price
<input type="checkbox"/>	0101030001	Alwatania Poultry Fresh Chicken 1000	☺	1	warehouse 1	90	18
<input type="checkbox"/>	0101030001	Alwatania Poultry Fresh Chicken 1000	☺	1	warehouse 1	90	19
<input type="checkbox"/>	0101030001	Alwatania Poultry Fresh Chicken 1000	☺	2	warehouse 2	18	18
<input type="checkbox"/>	0101030001	Alwatania Poultry Fresh Chicken 1000	☺	2	warehouse 2	18	19
<input type="checkbox"/>	0101030002	Tanmiah Fresh Boneless Chicken Bre	☺	1	warehouse 1	2495	19
<input type="checkbox"/>	0101030002	Tanmiah Fresh Boneless Chicken Bre	☺	1	warehouse 1	2495	20
<input type="checkbox"/>	0101030003	Radwa Chicken Marinated Tandoori	☺	1	warehouse 1	520	16

Show Expiry Date and Batch

Additional Fields

Save Search Results

4 2

- **F6:** By pressing this button, the “**Item Details**” screen appears. This screen allows adding items, using several methods, such as: **Add from Document, Select from Sold Goods, and Automatic Search.**

A. Add from Document: This method allows selecting items from another document in the system and it is used as follows:

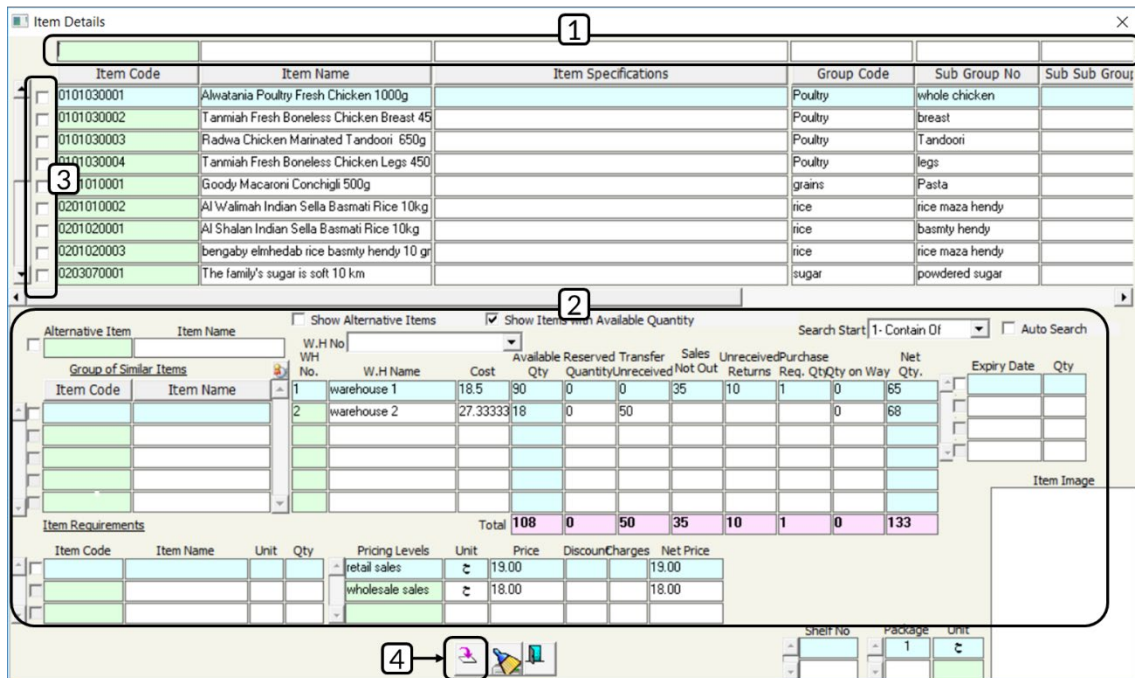
1. Click on the down arrow (▼) in the “**Fetch Items**” field and select the document that includes the items that you want to add to the invoice.
2. Press “**F9**” in the “**Document Number**” field, select the required document from the documents list that will appear, and click “**Enter**”.
3. Select the item(s) that you want to add by ticking the checkbox (☐), found at the left side of each item, and click “**Enter**”.

Item Code	Item Name	Unit	WH	Expiry Date	Available Qty	Price	Required Qty	Item Specifications
0701090003	Tc ..Top freezer refrigerator 14.7	↕	1		15	2205		
0701090003	Tc ..Top freezer refrigerator 14.7	↕	2		15	2205		
0201020001	Al Shalan Indian Sella Basmati Rice 10kg	↕	2		70	39		
0201020001	Al Shalan Indian Sella Basmati Rice 10kg	↕	1		555	39		
0201010002	Al Walmah Indian Sella Basmati Rice 10kg	↕	1		1735	75		
0201010002	Al Walmah Indian Sella Basmati Rice 10kg	↕	2		50	75		
0302060001	Almarai blueberry juice 1.5 lt	☉	1		260	12		
0101030001	Alwatania Poultry Fresh Chicken 1000g	☉	2		18	19		
0101030001	Alwatania Poultry Fresh Chicken 1000g	☉	1		90	19		
0203070002	Coarse family sugar	☉	1		1635	26		
0401040002	Dari Frozen Chicken 1 kg	☉	1		195	12		
0201010001	Goody Macaroni Conchigli 500g	☉	1		645	4.3		
0201010001	Goody Macaroni Conchigli 500g	☉	2		230	4.3		
0301040001	Mirinda Citrus 2.2 lt	☉	1		1185	6.5		
0701090005	Panasonic refrigerator 18.8	↕	1		490	3600		

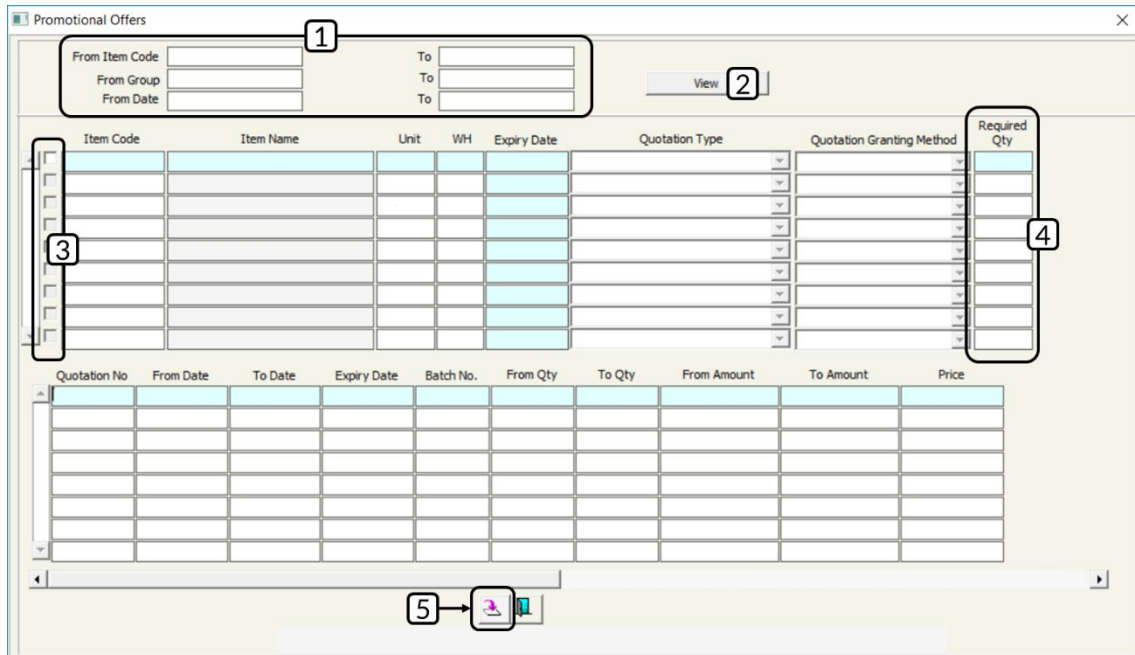
B. Select from Sold Goods: This method allows selecting items from the items that have been previously sold to the same customer that has been selected in the sales invoice. This method is used as follows:

1. Activate the option of “**Show Sold Items for Customer**” by clicking on the checkbox (☐), found at the left side of the option. Note that all the goods that have been sold to the same customer will appear.
2. Click on the down arrow (▼) in the “**Order**” field and select the method in which items will be ordered.
3. Select the item(s) that you want to add by ticking the checkbox (☑), at the left side of each item, and click “**Enter**”.

- **F3:** By pressing this button, the “**Item Details**” screen appears. This screen allows displaying all the items data, noting that it is used as follows:
 1. Use the search field to find the required item.
 2. Use the options of the Items Data in order to select the item.
 3. Select the item(s) by ticking the corresponding checkbox.
 4. Click “**Fetch Item**”.



- **F2+Shift:** By pressing these two buttons, the “**Customers Requested Items**” screen appears. This screen allows displaying the data of the items previously requested by customers, in the used requests, unused requests, and canceled requests. This method is used as follows:
 1. Use the search field to select the requested item.
 2. Click “**Display**”; so the system displays the items that match the search entry that you made in step number 1.
 3. Select item(s) by ticking the corresponding checkbox.
 4. Click on “**Fetch Items**”.



- **F4+Shift:** By pressing these two buttons, the “**Recently Received Items**” screen appears. This screen allows displaying the data of the items that have been received by the organization’s warehouses in a certain period of time. The screen displays the items that have been received using any screen that has a warehouse effect, such as: **Purchase Invoice, Goods Received Order, Stock Adjustment**, etc. Follow the below steps to add items using this screen:
 1. Use the search fields to select the requested item(s). Note that the fields of “**From Date**” and “**To Date**” are the most important fields and they are used in determining the period, in which the items have been received.
 2. Click “**Display**”; so, the system displays the items that match the search entry that you made in step number 1.
 3. Select item(s) by ticking the corresponding checkbox.
 4. Click “**Fetch Items**”.

Recently Received Items

Incoming Stock Status: 1- Items Received for First Time During Period

From Date: 01/01/2021 To: 31/12/2022

From Warehouse No: To:

From Group: To:

View

Item Code	Item Name	Unit	W.H No	Expiry Date	Batch No.	Avl. Qty	GRN Date	Doc Type
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	01/01/2022	Opening Balance
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	01/01/2022	Opening Balance
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	01/01/2022	Opening Balance
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	01/01/2022	Opening Balance
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	07/04/2022	Purchase Invoice
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	07/09/2022	Incoming
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	1			90	07/09/2022	.Stk_Adj. Cost In
0101030001	Alwatania Poultry Fresh Chicken 1000g	ك	2			18	12/09/2022	.Wh. Transfer In
0101030002	Tanniah Fresh Boneless Chicken Breast 45	ك	1			2495	01/01/2022	Opening Balance
01030002	Tanniah Fresh Boneless Chicken Breast 45	ك	1			2495	06/04/2022	.Stk_Adj. Qty. In
01030002	Tanniah Fresh Boneless Chicken Breast 45	ك	1			2495	06/04/2022	Incoming
0101030002	Tanniah Fresh Boneless Chicken Breast 45	ك	1			2495	07/04/2022	Purchase Invoice
0101030002	Tanniah Fresh Boneless Chicken Breast 45	ك	1			2495	12/09/2022	Incoming
0101030003	Radwa Chicken Marinated Tandoori 650g	ك	1			520	01/01/2022	Opening Balance
0101030003	Radwa Chicken Marinated Tandoori 650g	ك	1			520	06/04/2022	Incoming
0101030003	Radwa Chicken Marinated Tandoori 650g	ك	1			520	06/04/2022	.Stk_Adj. Cost In
0101030003	Radwa Chicken Marinated Tandoori 650g	ك	1			520	07/04/2022	Purchase Invoice
0101030004	Tanniah Fresh Boneless Chicken Legs 450	ك	1			405	01/01/2022	Opening Balance
0101030004	Tanniah Fresh Boneless Chicken Legs 450	ك	1			405	06/04/2022	Incoming
0101030004	Tanniah Fresh Boneless Chicken Legs 450	ك	1			405	06/04/2022	.Stk_Adj. Qty. In

1.3.3 Expiry Date

The system automatically displays the oldest expiry date of the available quantity. Follow these steps to select a quantity of a different date:

- 1- Press "F9" in the "Expiry Date" field; so, the system displays the screen of "Available Quantities List" ordered By Expiry Date, which displays the expiry dates and the available quantity for each date.
- 2- Select the quantity according to the required expiry date.

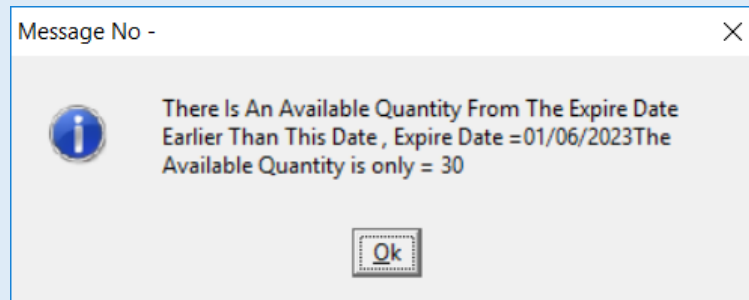
Avl. Qty

Find %

Expiry Date	Avl. Qty
01/06/2023	30
01/12/2023	100
12/02/2024	50
06/11/2024	70

Note

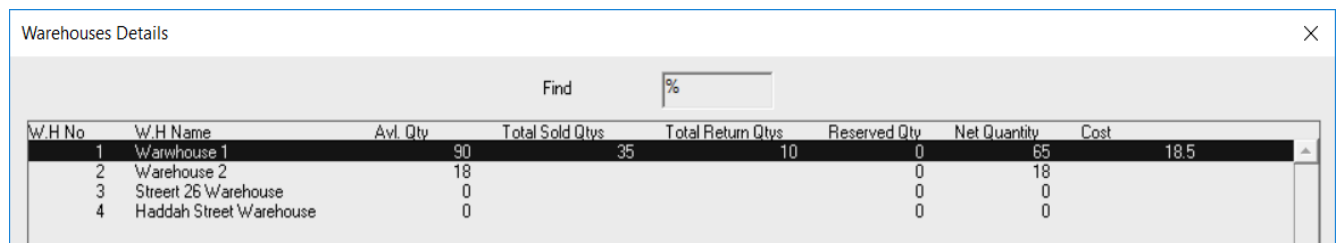
If the user selects a quantity that has a recent expiry date while there is a quantity with an older expiry date, the system will display the following message:



1.3.4 Quantity

The item's quantity is entered manually, considering that it cannot exceed the stored quantity according to the expiry date, entered in the **"Expiry Date"** field. The below methods can be used, in the **"Quantity"** field, in order to redirect users to screens to help them select the quantity:

- **F9:** By pressing this button, the **"Warehouses List"** screen appears and it displays the available quantities of the item by expiry date and warehouse.
- **F7:** By pressing this button, the **"Warehouses Details"** screen appears and it displays the available quantities of the item, reserved quantities, net quantity (the result of subtracting Reserved from Available), and item's cost.



W.H No	W.H Name	Avl. Qty	Total Sold Qtys	Total Return Qtys	Reserved Qty	Net Quantity	Cost
1	Warehouse 1	90	35	10	0	65	18.5
2	Warehouse 2	18			0	18	
3	Streert 26 Warehouse	0			0	0	
4	Haddah Street Warehouse	0			0	0	

- **F3:** By pressing this button, the **"Item Movement"** screen appears and it displays the data of the previous transactions carried on the item.

Item Movement												
User: 1 - Administrator						2022 / 4			31/12/2022			
Display Method: 1-Details												
Item Code: 0101030001						Alwatania Poultry Fresh Chicken 1000g						Report Type: All
From Date: 01/01/2022		To: 31/12/2022		Unit:		From CC:		To:		F7		
Branch:		WH:		Doc Type:		From Project:		To:		F8		
Warehouses Groups: 1-1 مخزن للمنتجات والاصناف		Move. Type:		Activity:		From Expiry Date:		To:				
Vendor:		Customer:										
Doc No	Date	Doc Type	WH	Package Unit	Incoming Qty	Outgoing Qty	FOC Qty	Cost	Selling Price	Discount	Balance	
0	01/01/2022	Opening Balance	1	1	4		0	30.000000			4	
0	01/01/2022	Opening Balance	1	1	96		0	30.000000			100	
0	01/01/2022	Opening Balance	1	1	0		0	14.000000			100	
0	01/01/2022	Opening Balance	1	1	20		0	14.000000			120	
1	06/04/2022	Outgoing	1	1		40	0	27.333333			80	
3	06/04/2022	Outgoing	1	1		12	0	27.333333			68	
1	06/04/2022	Wh. Transfer Out.	1	1		50	0	27.333333			18	
3	06/04/2022	Wh. Transfer Out.	1	1		18	0	27.333333			0	
5	07/04/2022	Purchase Invoice	1	1	100		0	17.000000			100	
1	07/04/2022	Purchase Return	1	1		20	0	17.000000			80	
10	07/09/2022	Incoming	1	1	20		0	17.000000			100	
20	07/09/2022	Stk_Adj. Cost In.	1	1	100		0	18.500000			200	
20	07/09/2022	Stk_Adj. Cost Out.	1	1		100	0	17.000000			100	
21	07/09/2022	Stk_Adj. Qty. Out.	1	1		10	0	18.500000			90	
Total					340	250	Unposted Net Sales: 0		Remaining Qty: 90			
No of Records = 14										INV_ITM_TRNS		V7.1.03-04-2022

1.3.5 Price

The system automatically displays the item's price according to the pricing that has been set in the **"Items Pricing"** screen. Note that the price can be modified or entered manually if the item has not been already priced, considering that the price must not be less than the item's cost. The below methods can be used, in the **"Price"** field, in order to redirect users to screens to help them select the quantity:

- **F9:** By pressing this button, the **"Items Pricing List"** screen appears and it displays the item's pricing, in the invoice's currency, for all pricing levels.

Item Pricing

Find

Level Name	Currency	Price	Price in Doc Curren
Retail Sales	SAR	26	26
Wholesale Sales	SAR	25.3	25.3

- **F4:** By pressing this button, a screen appears displaying the details of the last 10 transactions, in which the selected item is sold to the customer.

Last Sale Price

Find

Customer Name	Invoice No	Date	Price	Discount	Additional Discount	Net	Qty	Currency Code	Descr
Aswak Kortob	17	27/04/2022	39	0	0	39	100	SAR	الطلب 1
Aswak Kortob	5	18/04/2022	39	0	0	39	10	SAR	ترويجية
Aswak Kortob	14	14/04/2022	35	0	0	35	5	SAR	مبيعات
Aswak Kortob	6	10/04/2022	35	0	1.7381285817863%	33.26	45	SAR	مبيعات
Aswak Kortob	3	10/04/2022	39	0	0	39	5	SAR	مبيعات
Aswak Kortob	3	10/04/2022	39	0	3.8923873873873%	35.11	5	SAR	مبيعات
Aswak Kortob	4	10/04/2022	39	0	0	39	5	SAR	مبيعات

- **F3:** By pressing this button, the system displays the last selling price and the selling date of the selected item. Note that these data appear at the bottom of the screen.

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0201020001	Al Shalan Indian Sella Basmati Rice		1	1		0		2		0		.0000

Region Code	Beneficiary Branch	1-main branch	Total Weight	0	Total Size	0
Rep. No	Telephone No		Commission Per.		Total Qty.	0
Promoter Code	Address		Disc. %	0	Amount	.0000
Driver No	Collector No.		Items Disc	0	Discount	0
Empl. No	Ref. Code		Charges	.0000	Tax	.0000
Description	Outstanding Sales Invoice				Total	.0000

Insertd by		Insert Date	12/09/2023 18:30:38	Input Device		No of Printing Times	0
Updated By		Update Date		Modifying Device		No of Modifications	

F3 Last Sale Price	Last Sale Price = 39 , Date = 27/04/2022	ARST004	V7.1.14-06-2023
---------------------------	--	---------	-----------------


1.4 Example (1): Sales Invoice

Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	WH	Warehouse 1	4	Customer	Dammam Company for FMG
2	Payment Method	Credit	5	Currency	SAR
3	Due Date	13/04/2022	6	Discount	----

The data of the invoice's items:

No.	Item Code	Item Name	Quantity	Level	Price	Discount
1	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	60	Wholesale	35 SAR	----
2	0201020002	Al Walimah Indian Sella Basmati Rice 10kg	5	Retail	75 SAR	3 SAR
3	0203070001	Al Osra Fine Sugar 10kg	5	Retail	26 SAR	4%

In order to carry out the previous transaction, open the "**Sales Invoice**" screen, create a new invoice by clicking on the "**Add**" button () found at the taskbar, and follow these steps:

1. Select "**Credit**" from the "**Payment Method**" field.
2. Press "**F8**" in the "**Customer Code**" field and select "**Dammam Company for FMG**" from the "**Customers Details**" screen that will appear.

Customers" Details


Find

Customer Code	Customer Name	Credit Limit	Invoice Credit Limit	Telephone No	Cust. Degree	رقم التلغون	درجة العميل
1	Aswak Elsallam	SAR		150000	-750		
1	Aswak Elsallam	USD		25000	0		
1	Aswak Elsallam	FGY			0		
2	Al - Shamal Companies	SAR		170000	-11465		
2	Al - Shamal Companies	FGY			0		
2	Al - Shamal Companies	USD		80000	0		
3	Damam Company for FMG	FGY			0	+9771365844	
3	Damam Company for FMG	USD			0	+9771365844	
3	Damam Company for FMG	SAR			4405	+9771365844	
4	Al - Afak Company	USD			-2500		
4	Al - Afak Company	FGY			0		
4	Al - Afak Company	SAR			0		

3. Select "**SAR**" from the "**Currency**" field.
4. Enter "**13/04/2022**" in the "**Due Date**" field.
5. Move your cursor to the "**Item Code**" field and press "**F9**", select "**Al Shalan Indian Sella Basmati Rice 5kg**". Then, in "**WH**" field and press "**F9**", select "**Warehouse 1**", and enter "**60**" in the "**Quantity**" field. After that, press "**F9**" and select "**Wholesale**" from the "**Item Pricing**" screen that will appear.

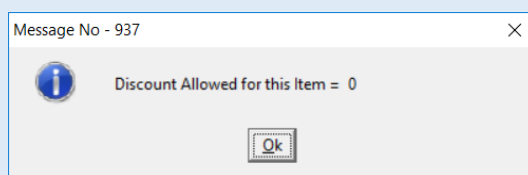
Note

- Determining the warehouse relay on the configuration of "**Multiple Warehouses**" feature.
 - If it isn't activated, The **WH** field will appear within the Master Details tab, which means that all the invoice items will be drawn from one warehouse.
 - If it is activated, The **WH** field will appear within items' data will appear. So, users can select the warehouse for each item.

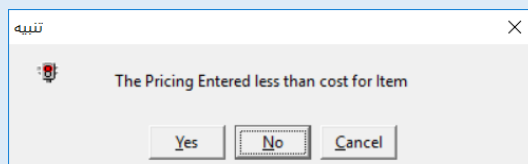
6. Repeat step number 6 to enter the data for the rest of the items in the example.
7. Click on the "**Save**" () button; in order to save the invoice.

Note

- The “**Discount**” field is not activated for the item unless the user allows granting discounts for this item, using the “**Items Data**” screen.
- If the discount amount has been already set in the “Items Data” screen, the discount amount will automatically appear in the “**Discount**” field. Note that the system allows users to decrease the item’s value only by the set discount amount and if the user tries to exceed this amount, the system will display the following message:



- If the user modified the selling price or granted the item a discount below the selling price, the system will display the following message:



8. Click on the “**Archive**” (📁) button and enter all the relevant documents.

Sales Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Invoice 2022 / 4 31/12/2022

Master Details Other Data Customers Loyalties Additional Data Freight Details Installments Data Sales Charges

Branch No 1-main branch

Payment Method 4- Credit

Customer Code 3

Exch. Rate 1

Fetch Data from Invoice No 9

Customer Name Damam Company for FMG

Transfer Price Stock 1

Address - Telephone No.+977136584455 -

Due Date 13/04/2022

Tax Calc. Method تصدير 1-

Center No 4- Mian Branch

Currency 1-SAR

Tax No. (TIN) 13654698

Invoice Type 3- credit sales

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0201020001	Al Shalan Indian Sella Basmati Rice		1	1		50	0	1	35.0000	0	0	.0000
2	0201010002	Al Walmah Indian Sella Basmati Rice		1	1		5	0	1	75.0000	4	3	.0000
3	0203070001	Al Ousra Fine Sugar 10 km		1	1		5	0	1	26.0000	4	1.04	.0000

Region Code Beneficiary Branch 1-main branch

Rep. No 2- Abdullah el Shemary Telephone No

Promoter Code Address

Driver No Collector No.

Empl. No Ref. Code

Description عايكم خاتورة مبيعات

Total Weight 0

Commission Per.

Disc. % 20.2

Items Disc 20.2

Charges .0000

Total Size 0

Total Qty. 70

Amount 2,605.0000

Discount 526.21

Tax .0000

Total 2,058.5900

1.5 Example (2): Sales invoice includes calculating charges and commission for sales representative

Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	WH	Warehouse 1	5	Customer	Aswaq Kortoba
2	Payment Method	In Cash	6	Sales Representative and Commission Percentage	Naif Al Kahtani, 5%
3	Cash	Daily Movement Cash	7	Discount	5%
4	Currency	SAR	8	Sales Charges	500 SAR (Transportation Fees)

The data of the invoice's items:

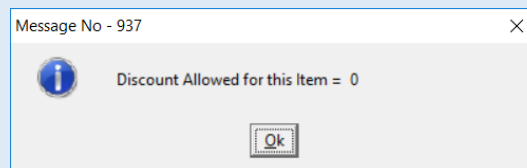
No.	Item Code	Item Name	Expiry Date	Quantity	Level	Price	Discount
1	0201020001	Al Shalan Basmati rice 5 kg-Indian	----	5	Retail	39 SAR	----
2	0201020003	Punjabi Almuheidib Indian White Basmati Rice 5Kg	1/1/2023	25	Wholesale	69 SAR	----
3	0203070001	Al Osra Fine Sugar 10kg	----	3	Retail	26 SAR	----

In order to carry out the previous transaction, open the "**Sales Invoice**" screen, create a new invoice by clicking on the "**Add**" button (ICON), found at the taskbar, and follow these steps:

1. Select "**Cash**" from the "**Payment Method**" field.
2. Press "**F9**" in the "**Cash No**" field and select "**Daily Movement Cash**" from the "**Cash in Hand**" screen that will appear.
3. Select "**SAR**" in the "**Currency**" field.
4. Press "**F8**" in the "**Customer Code**" field and select "**Aswaq Kortoba**" from the "**Customers Details**" screen that will appear.
5. Enter the data for the items according to the example.

Note

The system will display the following message if the quantity entered in the "**Quantity**" field is greater than the actual quantity.



6. Enter "**5%**" in the "**Discount%**".
7. Click on the down arrow (▾) in the "**Sales Representative Number**" field and select "**Naif Al Kahtani**".
8. Modify the commission to be "**5%**" in the "Commission Percentage" field.

9. Go to the “**Sales Charges**” tab.

10. Press “**F9**” in the “**Charges Number**” field and select “Transportation Fees” from the “**Charges List**” that will appear. Click “**Enter**”; so, the system will display the default amount of charges in the “**Value**” field and modify its amount to “**500**”.

The screenshot shows the 'Sales Invoices' application interface. The 'Sales Charges' tab is active, indicated by a circled '9'. The 'Charges Number' field is highlighted with a box and the number '10'. The 'Charges List' table is displayed with the following data:

Charge No.	Charge Name	Account Code	Percentage	Amount	Amount in Charges Curr.
1	Transportation Fees	1151010005		500.0000	500.0000
Total				500.00	500.0000

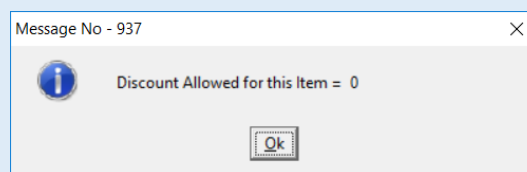
11. Click on the “**Save**” button (); in order to save.

Note

The following message will appear upon saving the invoice:

Reason: A commission has been calculated for the sales representative in the invoice and the system was configured to record the commission in a separate account, while the commission account has not been selected in the “**Intermediary Accounts**” screen.

Solution: Enter the commission’s reason in the “Intermediary Accounts” screen.



12. Click on the “**Archive**” button () and enter all the relevant documents.


1.6 Example (3) Using Free-of-charge (FOC) Quantities Installments

Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	Warehouse	Warehouse 1	4	Sales Charges	500 SAR Transportation Fees
2	Payment Method	On Credit	5	Number of Installments	4
3	Customer	Aswaq Kortoba	6	Number of Installment Days	14 Days
4	Currency	SAR	7	First Instalment Amount	----

The data of the invoice's items:

No	Item Code	Item Name	Expiry Date	Quantity	Free-of-charge (FOC) Quantity	Level	Price
1	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	----	5	----	Retail	39 SAR
2	0201020003	Punjabi AIMuhaidib Indian Basmati Rice - 10kg	1/1/2023	100	5	Wholesale	69 SAR
3	0203070001	Al Osra Coarse Sugar - 10kg	----	100	5	Wholesale	25.37 SAR

In order to carry out the previous transaction, open the "**Sales Invoice**" screen, create a new invoice by clicking on the "**Add**" button () found at the taskbar, and follow these steps:

1. Enter the invoice's data in the "**Main Data**" tab.
2. Enter the items' data according to the example.
3. Enter the charges' data in the "**Charges**" tab.
4. Go to the "**Installments Data**" tab.
5. Enter "**10,105**" in the "**Equal Amt. Distribution**" field, noting that this amount is the total invoice's amount and it appears automatically in the "**Total**" field.

- Enter **"4"** in the **"No. of Installments"** field.
- Enter **"14"** in the **"No. of Installment Days"** field and click **"Enter"** twice. So, the system will display the date and amount of each installment in the table at the right side of the screen.

Sales Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Invoice 2022 / 4 31/12/2022

Master Details Other Data Customers Loyalties Additional Data Freight Details **4** Installments Data Sales Charges

No. of Installments 4 **6**
 No. of Installment Days 14 **7**
 First Install. Date 14/01/2023
 Equal Amt. Distribution 10,105. **5**
 First Installment Amount

Number	Date	Amount	Check No.	Check Due Date
1	14/01/2023	2,526.25		
2	28/01/2023	2,526.25		
3	11/02/2023	2,526.25		
4	25/02/2023	2,526.25		
Total		10,105.0000		

Delete All

- Click on the **"Save"** button; in order to save.
- Click on the **"Archive"** button (📁) and enter all the relevant documents.

Sales Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Invoice 2022 / 4 31/12/2022

Master Details Other Data Customers Loyalties **8** Additional Data Freight Details **9** Installments Data Sales Charges **3**

Branch No 1-main branch From Acc. Coupon POS Issued Posted Suspension

Payment Method 4- Credit Fetch Data from Invoice No 18 Date 31/12/2022 Tax Calc. Method 1- تصدير
 Customer Code 11 Customer Name Aswak Kortoba Center No 01- General Department
 Exch. Rate 1 Transfer Price Stock 1 Due Date 31/12/2022 Currency 1- SAR
 Tax No. (TIN) 65184984654 Invoice Type 1- Sales
 Current Balance

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0201020001	Al Shalan Indian Sella Basmati Rice	ك	1	1		5	0	1	35.0000	0	0.0000	175.00
2	0201020003	Punjabi Almuhaidib Indian White Bas	ك	1	1		100	5	2	69.0000	0	0.0000	6,900
3	0203070002	Al Osta Coarse Sugar 10 Kg	ك	1	1		100	5	2	25.3000	0	0.0000	2,530

Region Code beneficiary Branch 1-main branch Total Weight 0 Total Size 0
 Rep. No Telephone No Commission Per. Total Qty. 215
 Promoter Code Address Amount 9,605.0000
 Driver No Collector No. Disc. % 0 Discount 0
 Empl. No Ref. Code Items Disc 0 Tax .0000
 Description عليكم فاتورة مبيعات رقم الطلب 1 Charges 500.0000 Total 10,105.0000

2. Exercises

1. Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	WH	Warehouse 1	4	Customer	Al Salam Supermarkets
2	Payment Method	Credit	5	Currency	SAR
3	Due Date	13/04/2024	6	Discount	----

The data of the invoice's items:

No.	Item Code	Item Name	Quantity	Level	Price	Discount
1	0101030001	Al Watania Fresh Chicken – 1000gm	100	Wholesales	18 SAR	----
2	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	5	Retail	39 SAR	5% SAR
3	0201010001	Mirinda Soda - 2.2 Liters	10	Retail	6.5 SAR	0.5 SAR

2. Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	WH	Warehouse 1	5	Customer	Aswaq Kortoba
2	Payment Method	Cash	6	Sales Representative and Commission Percentage	Saeed Al Ghamdi, 5%
3	Cash	Daily Movement Cash	7	Discount	3%
4	Currency	SAR	8	Sales Charges	400 SAR (Transportation Fees)

The data of the invoice's items:

No.	Item Code	Item Name	Expiry Date	Quantity	Level	Price	Discount
1	0201010001	Goody Macaroni – 500gm.	----	20	Retail	4 SAR	1
2	0203070002	Al Osra Coarse Sugar – 10kg	1/9/2023	30	Wholesale	26 SAR	2
3	301040002	Pepsi 325ml	----	5	Retail	3 SAR	3

3. Enter the data of the following sales invoice:

No.	Field	Value	No.	Field	Value
1	Warehouse	Warehouse 1	4	Sales Charges	500 SAR Transportation Fees
2	Payment Method	On Credit	5	Number of Installments	4
3	Customer	Aswaq Kortoba	6	Number of Installment Days	14 Days
4	Currency	SAR	7	First Instalment Amount	----

Data of the invoice's items:

No	Item Code	Item Name	Expiry Date	Quantity	Free-of-charge (FOC) Quantity	Level	Price
1	0201020002	Al Walimah Indian Mazza Basmati Rice 10kg	----	100	----	Wholesale	72 SAR
2	0203070001	Al Osra Icing Sugar – 10kg	----	100	5	Wholesale	25 SAR
3	040108001	Dari Frozen Chicken – 1Kg	30/6/2022	20	2	Retail	12 SAR

2

Second Lesson

Sales Returns, Offers, and Sales Orders

Lesson Overview:

In this lesson, you will learn how to carry out the main transactions of the Sales Management system, such as: Returning items of a sales invoice, entering promotional offers and quotations, and entering customers' requests.

Learning Objectives:

By the end of this lesson, you will be able to:

- Create sales return invoice.
- Enter the data of a promotional offer and sell its items to customers.
- Enter the data of quotations and sell their items to customers.
- Create purchase request for the items requested by the customer, reserve the requested quantities partially or completely, and use the request in selling the items to the customer.

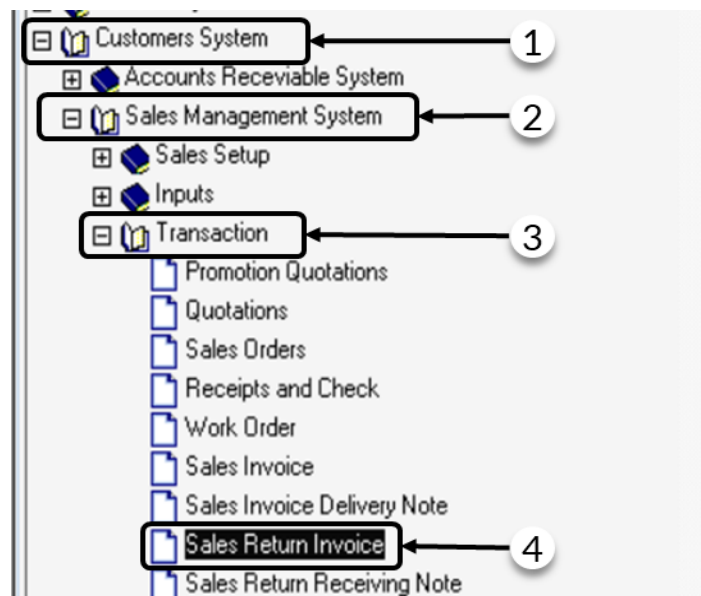
1. Sales Return Invoices:

Sales return invoices are used for achieving the following objectives:

- Recording the items' numbers, which have been returned by customers, along with their types, specifications, and values.
- Recording the returns of sales that were made in cash on the cash account and recording the returns of on-credit sales on the customers' account.
- Adding the quantity of the sales returns to the warehouse once the return is issued.
- Using the invoice according to the available selling methods (Default – POS – Health Insurance).
- Dealing with charges and the data of the health insurance companies.

1.1 Access the screen

Go to: Customers System → Sales Management System → Transactions → Sales Return Invoices.







1.2 Example (1): Create Sales Return Invoice

The below table shows the items that have been returned by customer **Aswaq Kortoba**, noting that these items have been sold to the customer, on credit. Use the “**Sales Return Invoice**” screen to record the following transaction:

No.	Item Code	Item Name	Invoice Number	Warehouse	Quantity
1	0101030001	Al Watania Fresh Chicken – 1000gm	11	1	10
2	0201010001	Goody Macaroni – 500 gm.	1	1	10
3	0101030004	Tanmiah Fresh Chicken Drumsticks - 450g	2	1	5

Open the screen of “**Sales Return Invoice**” and follow these steps:

1. Create a new return invoice by clicking on the “**Add**” button ().
2. Click on the down arrow () in the “**Payment Method**” field and select “**On Credit**”.
3. Press “**F9**” in the “**Customer Code**” number and select “**Aswaq Kortoba**” from the “**Customers Details**” screen that will appear.
4. Click on the down arrow () in the “**Currency**” field and select “**SAR**”.
5. Click on the down arrow () in the “**Type**” field and select the option of “**Determine bill no**”.
6. Press “**F9**” in the “**Item Code**” field and select the first item -according to the example- from the “**Items List**” screen that will appear, noting that it will be ordered by numbers.
7. Press “**F9**” in the “**Invoice Number**” field and select invoice number (**11**) from the “**Sales Invoices List**” that will appear.
8. Enter “**10**” in the “**Quantity**” field.

Note

The system displays the invoice(s) number(s) according to which the item(s) that has been selected in the **"Item Code"** field was sold and based on the vendor that has been selected in the **"Vendor Number"** field. Note that if the user selects an item that has not been purchased from a vendor, the system will not display the **"Sales Invoices List"**.

9. Repeat steps 6-8 for the rest of the items in the example.

10. Click on the **"Save"** button (); in order to save.

Sales Return Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Return Invoice 2022 / 4 31/12/2022

Master Details Other Data Additional Data Sales Charges Tax Import From Excel Sheet

Branch No 1-main branch To Acc. POS Beneficiary Branch 1-main branch Suspens
 Payment Method 4-Credit Promoter Code Date 14/04/2022 Center No 01- General Department Posted
 Customer Code 11 Customer Name Aswak Kortob Currency SAR Returns
 Transfer Price 1 Transfer Price Stock Due Date Tax Calc. Method 1- تصدير
 Acc. Return Type 1- Sales Return

Type 1- Determine bill_no Tax Period 1- Current perio Sales Invoices

S/N	Item Code	Item Name	Unit	Invoice No	WH	Expiry Date	Qty	FOC Qty	PRICE Including Tax	Disc. %	Discount	Tax	Tot
1	0101030001	Alwatania Poultry Fresh Chicken 100	ك	11	1		10	0	19.0000	0	0	.0000	190.0000
2	0101030004	Tanniah Fresh Boneless Chicken Le	ك	2	1		5	0	8.0000	0	0	.0000	40.0000
3	0201010001	Goody Macaroni Conchigli 500g	ك	1	1		10	0	4.3000	0	0	.0000	43.0000

Description Region Code Rep. No Return Reasons

Total Quantities 25 No. of Attachments Commission %

Ref. Code Discount % 0 Items Disc 0 Driver No






Total 273.0000 Discount .00 Tax & Charges .0000 Total 273.0000

1.3 Example (2): Return items from same invoice with free-of-charge (FOC) quantities, discount, and sales representative commission

The below table shows the items that have been returned by the customer, **Aswaq Kortoba**, noting that these items have been paid according to invoice number (10). The invoice has been paid, in cash and in **SAR**, from the main cash. Use the screen of “**Return Invoice of Domestic Sales**” to record the following transaction.

No.	Item Code	Item Name	Expiry Date	Quantity	FOC Quantity	Level	Price
1	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	----	5	----	Retail	39 SAR
2	0201020003	Punjabi AlMuhaidib Indian Basmati Rice - 10kg	1/1/2023	10	1	Wholesale	69 SAR
3	0203070002	Al Osra Coarse Sugar - 10kg	----	10	1	Wholesale	25.37 SAR

In order to carry out this transaction, open the “**Sales Return Invoice**” screen and follow these steps:

1. Create a new return invoice by clicking on the “**Add**” button ().
2. Click on the down arrow () in the “**WH**” field and select “**Warehouse 1**”.
3. Click on the down arrow () in the “**Payment Method**” field and select “**Cash**”.
4. Press “**F9**” in the “**Customer Number**” number and select “**Aswaq Kortoba**” from the “**Customers Data List**” that will appear.
5. Click on the down arrow () in the “**Currency**” field and select “**SAR**”.
6. Click on the down arrow () in the “**Type**” field and select the option of “**Select Invoice Number**”.
7. Press “**F9**” in the “**Sales Invoices**” field and select invoice number (**10**) from the “**Sales Invoices List**” that will appear. The system will import the data of the sales invoice automatically to the return invoice.
8. Modify the quantities in the “**Quantity**” field and the “**FOC Quantity**” field according to the quantities of the example.

9. Click on the “**Save**” button (); in order to save.

Sales Return Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Return Invoice 2022 / 4 31/12/2022

Master Details Other Data Additional Data Sales Charges Tax Import From Excel Sheet

Branch No 1-main branch To Acc. POS Beneficiary Branch 1-main branch Suspens
 Payment Method 4- Credit 2 Return No. 5 Date 31/12/2022 Center No 01- General Department
 Customer Code 11 3 Customer Name Aswak Kortoba Currency 1-SAR 4
 Transfer Price 1 Acc. Transfer Price Stock Due Date Tax Calc. Method 1- تصدير
 Return Type 3- credit sales return

Type 4- Not Out Return 5 Tax Period GIO Type 1- From Curren Sales Invoices 10 6

S/N	Item Code	Item Name	Unit	Invoice No	WH	Expiry Date	Qty	FOC Qty	PRICE Including Tax	Disc. %	Discount	Tax	Total
1	0201020001	Al Shalan Indian Sella Basmati Rice	ك	17	1		5	0	39.0000	0	0	.0000	195.0000
2	0203070002	Al Odra Coarse Sugar 10 Kg	ك	17	1		10	1	25.3000	0	0	.0000	253.0000
3	0201020003	Punjabi Almuheidb Indian White Bas	ك	17	1		10	1	72.0000	0	0	.0000	720.0000

Description You Have Sales Return Total Quantities 27 Ref. Code
 Region Code No. of Attachments Discount % 0
 Rep. No Commission % Items Disc 0
 Return Reasons Driver No

Total 1,168.0000
 Discount .00
 Tax & Charges .0000
 Total 1,168.0000

2. Promotion Quotation

This screen is used for entering the data of the promotion quotation; which facilitates selling items to customers. Note that, upon creating a new promotional offer, the system does not create any accounting or warehouse effects, but all effects take place in the “**Sales Invoices**” screen upon selling and using the promotional offer(s) created in this screen, this screen provides users with a wide range of options; in order to generate their promotion offers according to the organization’s needs.

2.3 Example (1): Create a promotion offer

Let's assume that the company granted **Aswaq Kortoba** a promotional offer upon purchasing the items, shown in the below table, in cash. The promotional offer grants the customer a free-of-charge (FOC) quantity of the same item when they purchase a certain quantity.

No.	Item Code	Item Name	From Quantity	To Quantity	FOC Quantity
1	0201020001	Al Shalan Basmati rice 5kg- Indian	5	10	1
2	0203070001	Al Osra Icing Sugar – 10kg	10	20	1
3	0203070002	Al Osra Coarse Sugar – 10kg	20	30	2

Required:

First: Use the “**Promotion Quotation**” screen to enter the data of the promotional offer.



Second: Create a sales invoice for selling the items of the promotional offer that you have entered its data in the first requirement.

No.	Field	Value	No.	Field	Value
1	Warehouse	Warehouse 1	4	Currency	SAR
2	Payment Method	In Cash	5	Cash	Main
3	Customer	Aswaq Kortoba	6	----	----

The below table shows the items' quantities

No.	Item Code	Item Name	Quantity
1	0201020001	Al Shaalan Basmati rice 5kg- Indian	5
2	0203070001	Al Osra Icing Sugar – 10kg	10
3	0203070002	Al Osra Coarse Sugar – 10kg	20

In order to carry out the first requirement, open the "**Promotion Quotation**" screen and follow these steps:

1. Create a new promotional offer by clicking on the "**Add**" button ().
2. Click on the down arrow in the "**Currency**" field and select "**SAR**".
3. Click on the down arrow in the "**Quotation Type**" and select "**Quote on the Items' by Qty**".
4. 4-Click on the down arrow in the "**Quotation Granting Method**" field and select the "**Grant free Qty from the Same Item**".
5. Enter "**20/4/2022**" in the "**To Date**" field.
6. Click on the down arrow in the "**Quotation Type for Customers**" and select "**By Customer**".
7. Click on the down arrow in the "**Payment Method**" field and select "**Cash Sales**".
8. Press "**F9**" in the "**Item Code**" field and select the first item, according to the example, from the "**Items List – Ordered by Item Code**" screen that will appear.
9. Press "**F9**" in the "**Customer Number**" field and select "**Aswaq Kortoba**" from the "**Customers List**" that will appear.
10. Enter "**5**" in the "**From Quantity**" field, enter "**10**" in the "**To Quantity**" field, and enter "**1**" in the "**FOC Quantity**" field.
11. Repeat steps **8-10** for the rest of the items in the example.
12. Click on the "**Save**" button (); in order to save.

Promotional Offers

From Item Code: To:
 From Group: To:
 From Date: To:

Item Code	Item Name	Unit	WH	Expiry Date	Quotation Type	Quotation Granting Method	Required Qty
0203070001	Al Odra Fine Sugar 10 km	ك			2-Quote on the items By Qty.	3-Grant Free Qty. From same	10
0203070002	Al Odra Coarse Sugar 10 Kg	ك			2-Quote on the items By Qty.	3-Grant Free Qty. From same	20
0201020001	Al Shalan Indian Sella Basmati Rice 5 k	ك			2-Quote on the items By Qty.	3-Grant Free Qty. From same	5

Quotation No	From Date	To Date	From Qty	To Qty	FOC Qty	Quotation Qty
1	10/04/2022	20/04/2022	5	10	1	

Sales Invoices

User: 1 - Administrator | 6 | omers System - Sales Management System - Sales Invoice | 2022 / 4 | 31/12/2022

Master Details | Other Data | Customers Loyalties | Additional Data | 1 | Freight Details | Installments Data | Sales Charges

Branch No: 1-main branch | From Acc. | Coupon | POS | Issued | Posted | Suspension | Tax Calc. Method: تصدير

Payment Method: 1- Cash | Fetch Data from | Invoice No: 5 | Number | Date: 18/04/2022 | Center No: 01- General Department | Currency: 1-SAR | Tax No. (TIN): 65184984654 | Invoice Type: 1- Sales

Cash No: 1 | Name: Main Cash | Exch. Rate: 1 | Transfer Price Stock: 1 | Customer Code: 11 | Customer Name: Aswak Kortob

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0201020001	Al Shalan Indian Sella Basmati Rice	ك	1	1		10	1	2	39.0000	0	0	.0000
2	0203070002	Al Odra Coarse Sugar 10 Kg	ك	1	1		30	2	2	27.0000	0	0	.0000
3	0203070001	Al Odra Fine Sugar 10 km	ك	1	1		20	1	2	26.0000	0	0	.0000

Region Code | Beneficiary Branch: 1-main branch | Total Weight: 0 | Total Size: 0
 Rep. No | Telephone No | Commission Per. | Total Qty: 64
 Promoter Code | Address | Amount: 1,720.0000
 Driver No | Collector No. | Disc. %: 0 | Discount: 0
 Empl. No | Ref. Code | Items Disc: 0 | Tax: .0000
 Description: مبيعات نقدية لعروض الترويجية | Charges: .0000 | Total: 1,720.0000

3. Quotations

This screen is used for creating quotations for the organization's customers, noting that the quotation's duration, value, currency, payment conditions, discounts, and charges are determined here. The quotation's data are fetched to the "**Sales Orders**" screen once the customer agrees to the quotation, considering that the quotation must be prepared and fetched directly to the sales invoice without any requests. It's important to mention that this screen does not result in any accounting or financial effects.

3.1 Access the screen

Go to: Customers System → Sales Management System → Transactions → Quotations.

3.2 Screen Components

This screen consists of two main parts: **Main data** tabs and **Items' data**.

3.3 Example: Create a quotation

Let's assume that the company granted **Aswaq Kortoba** a quotation for the items, shown in the below table, when purchasing in cash. This quotation includes granting a discount of **5%** on the invoice's total value.

No.	Item Code	Item Name	WH	Quantity	FOC Quantity	Level	Price
1	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	1	100	----	Wholesale	39 SAR
2	0201020003	Punjabi AlMuhaidib Indian Basmati Rice - 10kg	1	100	5	Wholesale	69 SAR
3	0203070002	Al Osra Coarse Sugar – 10kg	1	100	5	Wholesale	27 SAR

In order to carry out the second requirement, open the “**Sales Invoices**” screen, create a new invoice, then follow these steps:

1. Click on the down arrow (▾) in the “**Fetch Data from**” field and select “**Quotation**”.
2. Press “**F9**” in the “**Number**” field and select the quotation that you created in the first requirement, from the “**Quotations**” screen that will appear, and click “**Enter**”. Therefore, the system will automatically import the quotation’s data.
3. Click on the down arrow (▾) in the “**Payment Method**” field and select “**Cash**”.
4. Press “**F9**” in the “**Cash Number**” field and select “**Daily Movement Cash**” from the “**Cashes List**” that will appear.
5. Click on the down arrow (▾) in the “**Currency**” field and select “**SAR**”.
6. Click on the “**Save**” button (📁); in order to save the invoice.

Sales Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Invoice 2022 / 4 31/12/2022

Master Details Other Data Customers Loyalties Additional Data Freight Details Installments Data Sales Charges

Branch No 1-main branch

Fetch Data from 6- Quotation 1 Number 2 1

Payment Method 1- Cash 3 Invoice No 7 Date 14/09/2022

Cash No 2 4 Name Daily Movement Cash

Exch. Rate 1 Transfer Price 1

Customer Code 11 Customer Name Aswak Kortoba

Center No 4- Mian Branch

Currency 1- SAR 5

Tax No. (TIN) 65184984654

Invoice Type 2- cash sales

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0201020001	Al Shalan Indian Sella Basmati Rice	ك	1	1		100	0	1	39.0000	0	0.0000	3,900.00
2	0203070002	Al Ostra Coarse Sugar 10 Kg	ك	1	1		100	5	2	25.3000	0	0.0000	2,530.00
3	0201020003	Punjabi Almuhaidib Indian White Bas	ك	1	1		100	5	1	72.0000	0	0.0000	7,200.00

Region Code Beneficiary Branch 1-main branch Total Weight 0 Total Size 0

Rep. No Telephone No Commission Per. Total Qty. 310

Promoter Code Address Amount 13,630.0000

Driver No Collector No. Disc. % 5 Discount 681.5

Empl. No Ref. Code Items Disc 0 Tax .0000

Description Cash Sales Charges .0000 Total 12,948.5000

4. Sales Orders

The sales return invoice is used for achieving the following goals:

- Recording the number of items, which have been returned by customers, along with their types, specifications, and values.
- Recording the returns of sales that were made in cash on the cash account and recording the returns of on-credit sales on the customers' account.
- Adding the quantity of the sales returns to the warehouse once the return is issued.
- Using the invoice according to the available selling methods (Default – POS – Health Insurance).
- Dealing with charges and the data of the health insurance companies.

4.1 Access screen

Go to: Customers System → Sales Management System → Transactions → Sales Orders.

4.2 Screen Components


This screen consists of three main parts: Main data tabs, Items' data, and Totals fields, along with additional data fields.



4.3 Example (1): Customer request with reserving some quantities

Use the "Sales Orders" screen; in order to create a request form **Dammam Company for FMG** to buy the below items:

No.	Item Code	Item Name	Qty	Level	Price	Reserve Qty	To Date	Reserved Quantities
1	0203070003	Steviana Sweetner 200 g	50	Retail	12.5	No	----	----

2	0301040001	Mirinda Soda 2.2 L	200	Retail	75	Yes	1/6/2022	200
3	0301040002	Pepsi 325ml	200	Retail	26	Yes	1/6/2022	100

In order to carry out this transaction, open the **"Sales Orders"** screen, create a new request by clicking on the **"Add"** button () , and follow these steps:

1. Press **"F9"** in the **"Customer Code"** field and select **"Dammam Company for FMG"** from the **"Vendors Data"** screen that will appear.
2. Click on the down arrow () in the **"Currency"** field and select **"SAR"**.
3. Click on the down arrow () in the **"Payment Method"** and select **"Credit"**.
4. Press **"F9"** in the **"Item Code"** field and select **"Steviana Sweetener 200 g"** from the **"Items List"** that will appear. Enter the value for each field according to the table in the example.

Note

The table shows that this item will not be reserved; therefore, you must enter **"No"** in the **"Reserve Qty"** field and leave the rest of the fields empty.

5. Press **"F9"** in the **"Item Code"** field and select **"Mirinda Soda - 2.2 Liters"** from the **"Items List"** that will appear. Enter the value for each field according to the table in the example.

Note

The table shows that this item will be reserved; therefore, you must enter **"Yes"** in the **"Reserve Qty"** field and enter the data for the rest of the fields according to the table.

- Press "F9" in the "Item Code" field and select "Pepsi 325ml" from the "Items List" that will appear. Enter the value for each field according to the table in the example.

Note

The table shows that a certain quantity will be reserved of this item; therefore, you must enter "Yes" in the "Reserve Qty" field and enter the quantity that will be reserved in the "Reserved Qty" field.

- Click on the "Save" button (); in order to save the invoice.

MAIN

User: 1 - Administrator Customers System - Sales Management System - Sales Orders 2022 / 4 31/12/2022

Master Details Fetching Data Additional Data **7** Freight Details Sales Charges Tax Default Data Impc

Branch No 1-main branch Tax Calc. Method 1- تصدير

Type 1- S.Order Request No 1 Req. Date 17/04/2022

Customer Code 3 **1** Customer Name Damam Company for FMG Currency 1- SAR **2**

Ref. Code Ref. Date

Delivery Date Cost Center Driver No

Rep. No Description Transfer Price

Preparation Date Distributor Date of Receipt Date of Receipt Due Date 31/12/2022

Payment Method 4- Credit **3** Order Expiry Date

Reservation Approval Status 1- Not Approve

S/N	Item Code	Item Name	Unit	Price cluding Tax	Disc. %	Discount	Tax	Total Price	Net Price	Net Amount	Reserve Qty	To Date	Reser
1	0203070003	Stefana Sweetener 200 gm	g	50	0	0	.0000	625.0000	12.50	625.00	1- No		
2	0301040001	Mirinda Citrus 2.2 lt	l	0	0	.0000	1,400.0000	7.00	1,400.00	2- Yes	01/06/2022	200	
3	0301040002	Pepsi 325 ml	l	0	0	.0000	560.0000	2.80	560.00	2- Yes	01/06/2022	200	

Price Type 2- Price Include Tax Total Quantities 450 Total 2,585.0000

Discount after Tax .0000 Items Disc 0 Discount

Telephone No Promoter Code Charges .0000 Tax .0000

Address Net Amount 2,585.0000

4.4 Example (2): Customer request with reserving all quantities


Use the “**Sales Orders**” screen; in order to create a request for **Dammam Company for FMG** to buy the below items, noting that all the items’ quantities must be reserved:






No.	Item Code	Item Name	Qty	Level	Price	Reserve Qty	To Date	Reserved Quantities
1	0101030003	Steviana Sweetener 200g	50	Wholesale	16	Yes	30/9/2022	All Quantity
2	0302060001	Mirinda Soda - 2.2 Liters	60	Wholesale	11.5	Yes	30/9/2022	All Quantity
3	0201010001	Pepsi 325ml	10	Retail	4.3	Yes	30/9/2022	All Quantity

Required:

First: Use the “**Sales Orders**” screen to create a purchase request for the table’s items.

Second: Create a sales invoice to sell items to **Dammam Company for FMG** according to the request that you created in the first requirement.

In order to carry out the first requirement, open the “**Sales Orders**” screen, create a new request by clicking on the “**Add**” button () and follow these steps:

1. Press “**F9**” in the “**Customer Code**” field and select “**Dammam Company for FMG**” from the “**Vendors Data**” screen that will appear.
2. Click on the down arrow () in the “**Currency**” field and select “**SAR**”.
3. Click on the down arrow () in the “**Payment Method**” and select “**Credit**”.
4. Click on the down arrow () in the “**Reservation**” field and select “**Reserve All**”.
5. Click on the down arrow () in the “**WH**” field and select “**Warehouse 1**”.
6. Enter “**30/9/2022**” in the “**To Date**” field.
7. Enter the items’ data according to the table in the example.
8. Click on the “**Save**” button () in order to save the request.

MAIN

User: 1 - Administrator Customers System - Sales Management System - Sales Orders 2022 / 4 31/12/2022

8

Master Details Fetching Data Additional Data Freight Details Sales Charges Tax Default Data Impc

Branch No 1-main branch Tax Calc. Method 1- تصدير

Type 1- S.Order Request No 3 Req. Date 14/09/2022

Customer Code 3 1 Customer Name Damam Company for FMG Currency 1- SAR 2

Ref. Code Ref. Date

Delivery Date Cost Center Driver No

Rep. No Description

Preparation Date Date of Receipt Date of Receipt

Payment Method 4- Credit 3 Transfer Price Stock

Region Code Order Expiry Date

Reservation 1- Reserved All 4 WH 1- warehouse 1 5 To Date 30/09/2022 6

Global Status 1- Not Approve

S/N	Item Code	Item Name	Unit	Disc. %	Discount	Tax	Total Price	Net Price	Net Amount	Reserve Qty	To Date	Reserved Qty
1	0203070003	Stefana Sweetener 200 gm	g	0	0	.0000	1,300.0000	26.00	1,300.00	2- Yet	30/09/2022	50
2	0301040001	Mirinda Citrus 2.2 lt	l	0	0	.0000	420.0000	7.00	420.00	2- Yet	30/09/2022	60
3	0301040002	Pepsi 325 ml	l	0	0	.0000	30.0000	3.00	30.00	2- Yet	30/09/2022	10


7



Price Type 2- Price Include Tax Total Quantities 120 Total 1,750.0000

Discount after Tax Items Disc 0 Discount

Telephone No Promoter Code Charges 0000 Tax 0000

Address Net Amount 1,750.0000

In order to carry out the second requirement, open the “**Sales Invoices**” screen, create a new invoice by clicking on the “**Add**” button () , and follow these steps:

1. Click on the down arrow () in the “**Fetch Data from**” field and select “**Sales Order**”.
2. Press “**F9**” in the “**Number**” field and select the request that you created in the first step from the “**Customers Orders**” that will appear and click “**Enter**”; therefore, the system will import the request’s data automatically.
3. Click on the “**Save**” button () ; in order to save the invoice.

Sales Invoices

User: 1 - Administrator Customers System - Sales Management System - Sales Invoice 2022 / 4 31/12/2022

Master Details Other Data Customers Loyalties **3** Additional Data Freight Details Installments Data Sales Charges

Branch No: 1-main branch **1** From Acc. Coupon POS Issued Posted Suspension

Payment Method: 4-Credit Fetch Data from: 1-Sales Order Number: **2** 3 Tax Calc. Method: 1-تصدير

Customer Code: 3 Invoice No: 19 Date: Center No: Currency: 1-SAR

Exch. Rate: 1 Customer Name: Damam Company for FMG Transfer Price Stock: 1 Due Date: 14/09/2022 Tax No. (TIN): 13654698

Address: - Telephone No:+977136584455 - Invoice Type: 3-credit sales

Current Balance: Customer balance = 4405 , Credit Limit=0 , SAR , retail customer , Cash

S/N	Item Code	Item Name	Unit	Pack	WH	Expiry Date	Qty	FOC Qty	Level	Price Including Tax	Disc. %	Discount	Tax
1	0203070003	Stefana Sweetener 200 gm	ع	1	1		50	0	2	26.0000	0	0	.0000
2	0301040001	Mirinda Citrus 2.2 lt	ع	1	1		60	0	2	7.0000	0	0	.0000
3	0301040002	Pepsi 325 ml	ع	1	1		10	0	1	3.0000	0	0	.0000

Region Code beneficiary Branch: 1-main branch Total Weight: 0 Total Size: 0

Rep. No Telephone No Commission Per. Total Qty: 120

Promoter Code Address Disc. %: 0 Amount: 1,750.0000

Driver No Collector No Items Disc: 0 Discount: 0

Empl. No Ref. Code Charges: .0000 Tax: .0000

Description: Outstanding Sales Invoice Request No 3 Total: 1,750.0000

5. Exercises

1. The below table shows the data of the items that have been returned by the customer, Al Dammam Food Company, noting that these items were purchased on credit. Use the “**Sales Return Invoice**” screen to record this transaction. Coding types of journal entries is done from the following screen:

No.	Item Code	Item Name	Invoice Number	Warehouse	Quantity
1	0201020001	Al Shaalan Basmati rice 5kg- Indian	15	1	5
2	0201020003	Punjabi AlMuhaidib Indian Basmati Rice - 10kg	16	1	8
3	0203070002	Al Osra Coarse Sugar – 10kg	17	1	3

2. The below table shows the data of the items that have been returned by the customer, Al Dammam Food Company, noting that these items were purchased according to invoice number (**11**) and that their value was paid by the main cash and in **SAR**. Use the screen of “Return Invoice of Domestic Sales” to record this transaction.

No.	Item Code	Item Name	Expiry Date	Quantity	FOC Quantity	Level	Price
1	0101030001	Al Watania Fresh Chicken – 1000gm	10/11/2022	2	----	Retail	19 SAR
2	0201010001	Goody Macaroni – 500gm.	----	5	1	Wholesale	4 SAR
3	010103004	Tanmiah Fresh Chicken Drumsticks - 450gm	----	4	1	Wholesale	6 SAR

3. The company granted Al Dammam Food Company a promotional offer upon purchasing the items, shown in the below table, in cash. This offer is granted at purchasing a certain quantity of each item, noting that the offer is granted as a free-of-charge (FOC) quantity.

No.	Item Code	Item Name	From Quantity	To Quantity	FOC Quantity
1	0201020001	Al Shalan Basmati rice 5kg- Indian	5	10	1
2	0203070001	Al Osra Icing Sugar – 10kg	10	20	1
3	0203070002	Al Osra Coarse Sugar – 10kg	20	30	2

Required:

First: Use the “**Promotion Quotation**” screen to enter the offer’s data.

Second: Create a sales invoice in order to sell the items of the promotional offer that has been entered in the first requirement.

No.	Field	Value	No.	Field	Value
1	Warehouse	Warehouse Number 1	4	Currency	SAR
2	Payment Method	In Cash	5	Cash	Daily Movement Cash
3	Customer	Al Dammam Food Company	6	----	----

The below table shows the items’ quantities

No.	Item Code	Item Name	Quantity
1	0101030001	Al Watania Fresh Chicken – 1000gm	5
2	0201010001	Goody Macaroni – 500gm.	20
3	010103004	Tanmiah Fresh Chicken Drumsticks - 450gm	6

- The company granted Al Salam Supermarkets a quotation for the items, shown in the below table, purchased in cash. The quotation includes granting a 3% discount on the invoice’s total value. Use the “Quotations” screen to create a quotation.

No.	Item Code	Item Name	WH	Quantity	FOC Quantity	Level	Price
1	0201020001	Al Shalan Indian Sella Basmati Rice 5kg	1	100	----	Wholesale	39 SAR
2	0201020003	Punjabi AlMuhaidib Indian Basmati Rice - 10kg	1	100	5	Wholesale	69 SAR
3	0203070002	Al Osra Coarse Sugar – 10kg	1	100	5	Wholesale	27 SAR

Required:

First: Use the “**Quotations**” screen to enter the quotation’s data.

Second: Create a sales invoice to sell items, to **Al Salam Supermarkets**, according to the quotation that you created in the first requirement.

5. Use the “**Sales Orders**” to create a request for **Al Salam Supermarkets** to purchase the items shown in the below table:

No.	Item Code	Item Name	Qty	Level	Price	Reserve Qty	To Date	Reserved Quantities
1	0101030001	Al Watania Fresh Chicken – 1000gm	10	Retail	18	No	----	----
2	0201010001	Goody Macaroni – 500gm.	100	Wholesale	4	Yes	1/9/2022	50
3	010103004	Tanmiah Fresh Chicken Drumsticks - 450gm	50	Wholesale	6	Yes	1/9/2022	50

6. Use the “**Sales Orders**” screen to create a request for **Al Salam Supermarkets** to purchase the items shown in the below table, noting that these quantities must be reserved to date “**1/10/2024**”.

No.	Item Code	Item Name	Qty	Level	Price
1	0101030001	Al Watania Fresh Chicken – 1000gm	10	Retail	18
2	0201010001	Goody Macaroni – 500gm.	100	Wholesale	4
3	010103004	Tanmiah Fresh Chicken Drumsticks - 450gm	50	Wholesale	6

3

Third Lesson

Accounts Receivable System

Lesson Overview:

In this lesson, you will learn how to carry out the main transactions of the Customers Management System. These transactions include: calculating a discount for a customer, calculating a commission for a sales representative different from the one calculated in the sales invoice, using the customer's recorded amounts in paying their installments, and entering sales contracts.

Learning Objectives

- Use the screens of: "**Customers Notices**", "**Adjust Customers Installments**", "**Commissions SalesMen Calculate**" and "**Sales Contracts**".
- Apply an additional discount on a sales invoice.
- Apply an additional discount based on a discount request.
- Adjust customers' installments.
- Calculate the commissions of sales representatives.
- Enter the sales contract data.

1. Customers Notices

This screen is used for recording the additional discounts that the organization grants the customer on the sales invoices that have been paid "**Credit**". The screen allows applying two types of discounts: A percentage/amount of the invoice's total value or a discount for specific items in the invoice. The additional discounts do not result in any effects of the stock quantities; yet, they result in decreasing the customer's debt amount by the discount's amount after each discount.

1.1 Access the screen

Go to: the Customers System → Accounts Receivable System → Transactions → Customers Notices.

1.2 Screen Components


This screen consists of two main parts: **Essential Data** and **Items' Data**. The fields of the essential data part are used in entering both the data of the discount and the data of the invoice to which the discount will be applied. While the fields of the items' data part are used in displaying the items' data and entering the discount if it is granted at the items' level.


Field	How to enter data	Description
Type	Select from dropdown menu	It is used for selecting the discount type from the following options: By Invoice: Selecting this option calculates the discount at the invoice's total value. By Item: Selecting this option calculates the discount at the item's level. In this case, the (Additional Discount) field appears corresponding to each item, noting that the fields of calculating the discount at the invoice's level disappear from the Main Data.
Invoice No	F9	It is used for selecting the sales invoice on which the discount will be calculated.
Note Percent	Manually/Automatically	It is used for entering the discount's amount as a percentage and it is also used for displaying the discount as a percentage if the user enters the discount amount in the " Note Amt. " field.
Note Amt.	Manually/Automatically	It is used for entering the discount's amount and it is also used for displaying the discount amount if the user enters the discount as a percentage in the " Note Percent " field.
Net	Automatically	It is used for displaying the net value of the invoice after applying discounts.
Account Code	F9	It is used for selecting the account to which the discount's amount will be transferred.

1.3 Example (1): Discount by invoice

Record an additional discount of **500 SAR**, granted to **Aswaq Kortoba**, to the on-credit sales invoice number (**6**).

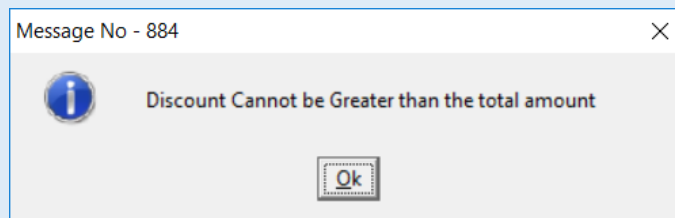
In order to carry out this transaction, open the "**Customers Notices**" screen and follow these steps:


1. Create a new discount by clicking on the "**Add**" button () , found in the task bar.

2. Click on the down arrow () in the "Payment Method" and select "**On Credit**".
3. Press "**F9**" in the "**Customer Number**" field and select "**Aswaq Kortoba**" from the "**Customers Data List**" that will appear and click "**Enter**".
4. Press "**F9**" in the "**Invoice Number**" field and select the invoice according to the example from the "**Sales Invoices List**" that will appear and click "**Enter**".
Therefore, the system will automatically import the data of the sales invoice.
5. Enter "**500**" in the "Discount Amount" field.

Note

The additional discount's amount must not exceed the invoice's total amount, otherwise, the system will display the following message upon saving:



6. Press "**F9**" in the "**Discount Account Number**" and select "**Additional Discount – Sales**" account from the "**Accounts List**" that will appear.
7. Click on the "**Save**" button () in order to save.

MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Customer Notices 2022 / 4 31/12/2022

1 7

Master Details Additional Data Tax

Branch No: 1-main branch Note Granting Method: 1- By Invoice Connection Type: 1- From Current Year

Type: 1- Add Discount Voucher No: 1

Payment Method: 4- Credit 2 Fetch from Note Req. Suspension

Customer Code: 11 3 Customer Name: ASWAK KORTOBA Date: 10/04/2022 Posted

Invoice No: 6 4 Invoice Date: 10/04/2022

Invoice Amount: 10,068.3000 Previous Notes Note/Notification Type: 1- Credit

Discount: 0000 Total Return Amount Currency: 1- SAR

Tax & Charges: 0000 Net Sales: 10,068.3000 Note Percent: 4.966081662246853987266966617

Ref. Code Description Note Amt: 500.0000 5

Account Code: 3124010002 6 Center No: 4- Mian Branch Net: 9,568.3000

Project No Activity No Tax Calc. Method: 1- تصدير

Beneficiary Branch: 1-main branch Rep. No





S/N	Item Code	Item Name	Unit	Invoice No	Invoice Date	Invoice Qty	Price	Net Price	Disc. %	Discount	Tax & Charges	Previous Notes	Amo
1	0201020001	Al Shalan Indian Sella Basmati	↑	6	10/04/2022	45	35.0000	35.0000	0	.0000	.0000	.0000	1,575.00
2	0203070001	Al Odra Fine Sugar 10 km	↑	6	10/04/2022	90	25.3700	25.3700	0	.0000	.0000	.0000	2,283.3
3	0201020003	Punjabi Almuhaidib Indian Whi	ك	6	10/04/2022	90	69.0000	69.0000	0	.0000	.0000	.0000	6,210.0
Total Amt. 500.0000 Tax .0000 Net Amount 500.0000													

1.4 Example (2): Discount by item

Record an additional discount, granted to **Aswaq Kortoba**, on some of the items that were sold according to the on-credit sales invoice number (7). The below table shows the discount amount for each item:

No.	Item Code	Item Name	Unit	Discount Amount
1	0101030001	Al Watania Fresh Chicken – 1000gm	Piece	1 SAR
2	0101030002	Tanmiah Boneless Chicken Breasts - 450gm	Pack	2 SAR
3	0101030003	Radwa Chicken Marinated Tandoori- 650gm	Pack	2 SAR

In order to carry out this transaction, open the "**Customers Notices**" screen and follow these steps:

1. Create a new discount by clicking on the "**Add**" button () , found in the task bar.
2. Click on the down arrow () in the "**Note Granting Method**" field and select "**By Item**" from the dropdown menu.
3. Click on the down arrow () in the "**Payment Method**" and select "**Credit**".
4. Press "**F9**" in the "**Customer Code**" field, select "**Aswaq Kortoba**" from the "**Customers Data List**" that will appear, and click "**Enter**".
5. Press "**F9**" in the "**Invoice No**" field and select invoice number (7) from the "**Sales Invoices List**" that will appear and click "**Enter**".
6. Search for the "**Note Amt.**" field from the items' data and enter the discount for each item according to the table in the example.
7. Click on the "**Save**" button () ; in order to save.

MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Customer Notices 2022 / 4 31/12/2022

1 7

Master Details Additional Data Tax

Branch No: 1-main branch Note Granting Method: 2- By Item 2 Connection Type: 1- From Current Year

Type: 1- Add Discount Voucher No: 6

Payment Method: 4- Credit 3 Fetch from Note Req. Suspension

Customer Code: 11 4 Customer Name: ASWAK KORTOBA Date: 10/04/2022 Posted

Invoice No: 7 5 Invoice Date: 10/04/2022

Note/Notification Type: 1- Credit Currency: 1- SAR

Ref. Code: Description: Center No: 4- Mian Branch Activity No: Tax Calc. Method: 1- تصدير Rep. No: Beneficiary Branch: 1-main branch

Invoice No	Invoice Date	Invoice Qty	Price	Net Price	Disc. %	Discount	Tax & Charges	Previous Notes	Amount	Note Qty.	Note Percent	Note Amt.	Total Note Amount	Price After Note
7	10/04/2022	35	20.0000	20.0000	0	.0000	.0000	.0000	700.0000	35	10	2.0000	70.0000	18.0000
7	10/04/2022	50	16.0000	16.0000	0	.0000	.0000	.0000	800.0000	50	12.5	2.0000	100.0000	14.0000
7	10/04/2022	10	19.0000	19.0000	0	.0000	.0000	.0000	190.0000	10	5.263157894	1.0000	10.0000	18.0000
										Total Amt.		180.0000		
										Tax		.0000		
										Net Amount		180.0000		


6


1.5 Example (3): Additional discount from discount request

Carry out the two following transactions:

First: Use the screen of “**Customers Notices Requests**” to create a request for granting **Al Dammam Food Company** a discount of **300 SAR** on the on-credit invoice number (**8**).

Second: Use the “**Customers Notices**” screen to record the discount that has been granted in the first step.

In order to carry out the first required transaction, open the “**Customers Notices Requests**” to create a request for granting **Al Dammam Food Company** a discount” screen, create a new request by clicking on the “**Add**” button () found in the taskbar, and follow these steps:

1. Enter the request's data in the same way as example (1).
2. Save the document by clicking on the "Save" button () and close the screen.

MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Customer Notices Requests 2022 / 4 31/12/2022

Master Details Additional Data Tax

Branch No: 1-main branch Note Granting Method: 1- By Invoice

Request Type: 1- Add Discount Request Request No: 4 Date: 31/12/2022 Inactive

Payment Method: 4- Credit Customer Name: DAMAM COMPANY FOR FMG Note/Notification Type: 1- Credit Used

Customer Code: 3 Invoice Date: 13/04/2022 Currency: 1- SAR

Invoice No: 8 Previous Notes: 0 Note Percent: 11.52

Invoice Amount: 2,605.00 Total Return Amount: Note Amt.: 300

Discount: .00 Net Sales: 2,605.00 Net: 2,305.00


Tax & Charges: .00 Description: Tax Calc. Method: 1- تصدير

Ref. Code: Center No: 4- Mian Branch Rep. No: 2- Abdullah El Shemary

Account Code: 3124010002 Activity No: Approved: 1- Not Approved

S/N	Item Code	Item Name	Unit	Invoice No	Invoice Date	Invoice Qty	Price	Net Price	Disc. %	Discount	Tax & Charges	Previous Notes	Amt
1	0201020001	Al Shalan Indian Sella Basmati	↑	8	13/04/2022	60	35.00	35.00	0	0	.00	.00	2,100.00
2	0201010002	Al Walimah Indian Sella Basma	↑	8	13/04/2022	5	75.00	75.00	0	0	.00	.00	375.00
3	0203070001	Al Ousra Fine Sugar 10 km	↑	8	13/04/2022	5	26.00	26.00	0	0	.00	.00	130.00

Tax: .00 Total Discount Amt.: 300.00

In order to carry out the second required transaction, open the "Customers Notices" screen, create a new request by clicking on the "Add" button () found in the taskbar, and follow these steps:

1. Press "F9" in the "Fetch from Discount Req." field, select the request that you created in the first steps from the "Additional Sales Discounts Requests" screen that will appear, and click "Enter". Therefore, the system will automatically import the request's data.

Therefore, upon issuing a report on the customers' debts, the amounts that have been paid in the payment voucher will not appear. This is why the screen of "**Cts. Installments Adjustment**" is used; in order to distribute the amounts of the payment vouchers on the installments that have been paid. This screen can be used in distributing the amounts recorded for the customer on any other screen, such as "**Sales return Invoice**" screen and "**Journal Entry**" screen, in order to pay the amounts that have been recorded on the customer in other screens, such as the "**Debts Scheduling**" screen and the "**Journal Entry**" screen.

2.1 Access the screen

Go to: Customers System → Accounts Receivable System → Transactions → Cst. Installments Adjustment.

2.2 Screen Components

The data of this screen are divided into two main parts: **Essential Data** and **Installments Data**.

The screenshot displays the 'Cts Installment Adjustment' screen. The top header shows 'MAIN', 'User: 1 - Administrator', 'Customers System - Accounts Receivable System - Cst. Installment Adjustment', '2022 / 4', and '31/12/2022'. Below the header is a toolbar with various icons. The screen is divided into two main sections:

Essential Data (top section):


- Branch No:
- Sequence:
- Customer Code:
- Doc Type:
- Ref. Code:
- Date:
- Customer Name:
- Doc No:
- Doc Date:
- Description:
- Cost Center:
- Currency:
- Amount:
- Remaining Amount:




Installments Data (bottom section):

Doc Type	Doc No	Instal. No	Due Date	Currency	Amount	Paid Amount	Adjustment Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					<input type="text"/>	<input type="text"/>	<input type="text"/>

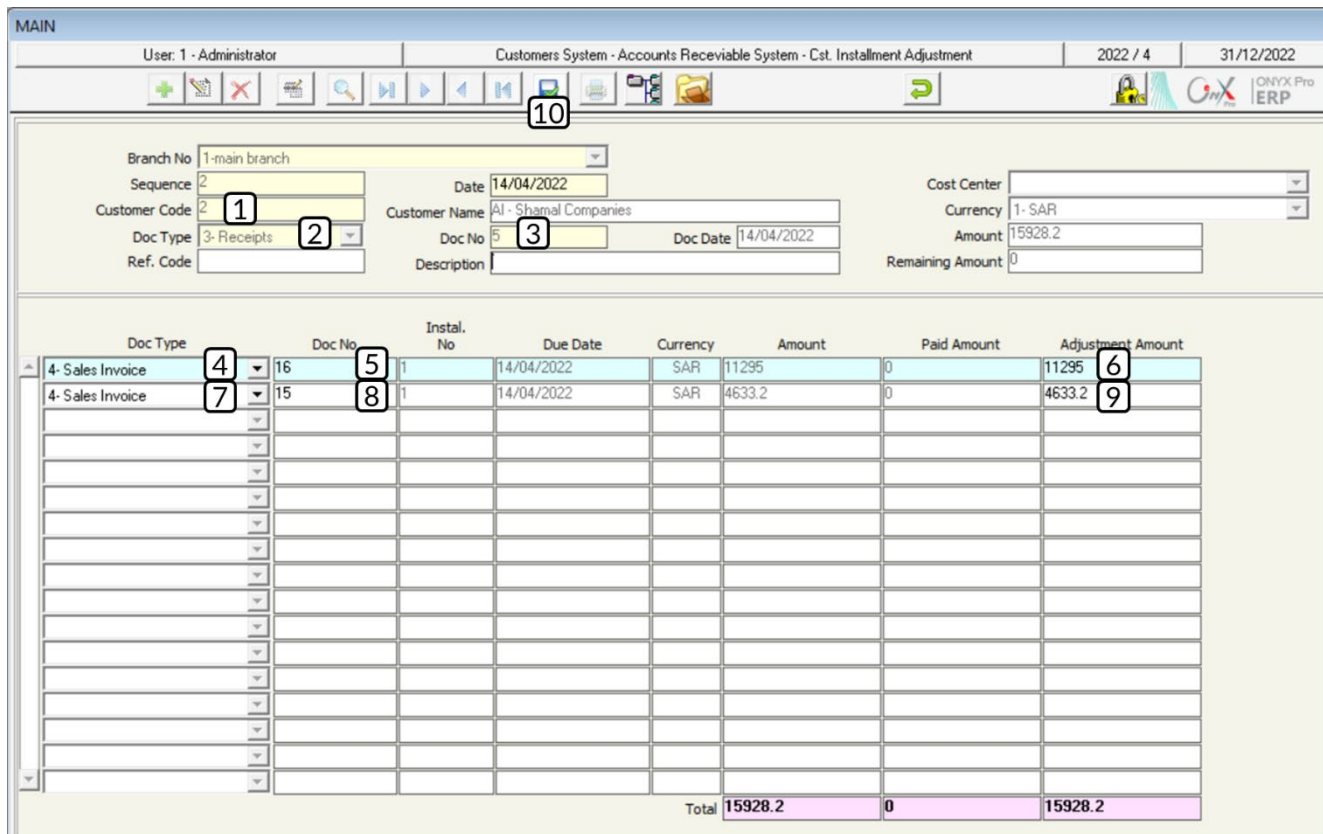
2.3 Example (1): Adjust Installments

Use the "Cts Installments Adjustment" screen to distribute the receipt voucher number (**6**) of the following amount: **15,928.2 SAR**; in order to pay both the on-credit sales invoice number (**15**) of the following amount: **4,633.2 SAR** and the first installment of the sales invoice number (**16**) of the following amount: **11,295**. Note that these amounts will be paid for **Al Shamal Companies**.

In order to carry out this transaction, open the "**Customers Installments Adjustment**" screen and create a new adjustment by clicking on the "**Add**" button () , found in the taskbar, and follow these steps:

1. Press "**F9**" in the "**Customer Code**" field, select "**AI Shamal Companies**" from the "**Customers Data List**" that will appear, and click "**Enter**".
2. Click on the down arrow () in the "**Doc Type**" field and select "**Receipts**" from the dropdown menu.
3. Press "**F9**" in the "**Doc No**" field and select "**Receipt Voucher Number (6)**" from the receipt vouchers paid by **AI Shamal Companies** in the "**Receipt Vouchers**" screen that will appear, and click "**Enter**". Therefore, the system will automatically display the voucher's amount in the "**Amount**" field.
4. Click on the down arrow () in the "**Document Type**" field, within the Debit Balances Data, and select "**Sales Invoice**".
5. Press "**F9**" in the "**Doc No**" field and select the sales invoice number (**16**) from the installments data of **AI Shamal Companies** in the "**Installments List**" that will appear.
6. Enter "**11,295**" in the "**Adjustment Amount**" field.
7. Go to the second record, click on the down arrow () in the "**Doc Type**" field -within the Debit Balances Data- and select "**Sales Invoice**" from the dropdown menu.
8. Press "**F9**" in the "**Doc No**" field and select installment number (1) of Sales Invoice Number (**15**)" from the "**Installments List**" that will appear.
9. Enter "**4,633.2**" in the "**Adjustment Amount**" field.

10. Click on the **"Save"** button (); in order to save.



MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Cst. Installment Adjustment 2022 / 4 31/12/2022




Branch No: 1-main branch
 Sequence: 2
 Customer Code: 2 (1)
 Doc Type: 3- Receipts (2)
 Ref. Code:
 Date: 14/04/2022
 Customer Name: Al - Shamal Companies
 Doc No: 5 (3)
 Doc Date: 14/04/2022
 Cost Center:
 Currency: 1- SAR
 Amount: 15928.2
 Remaining Amount: 0

Doc Type	Doc No	Instal. No	Due Date	Currency	Amount	Paid Amount	Adjustment Amount	
4- Sales Invoice (4)	16 (5)	1	14/04/2022	SAR	11295	0	11295 (6)	
4- Sales Invoice (7)	15 (8)	1	14/04/2022	SAR	4633.2	0	4633.2 (9)	
					Total	15928.2	0	15928.2

If you want to display the customers' debts after paying installments, open the screen of **"Customers Indebtedness Report"**, as follows:

Go to: Customers System → Accounts Receivable System → Reports → Customers Indebtedness Report.

The follow these steps:

1. Click on the down arrow () in the **"From Branch"** field and **"main branch"**.
2. Click on the down arrow () in the **"To"** field and **"main branch"**.
3. Press **"F9"** in the **"From Customer No."** field and select **"Al Shamal Supermarkets"** from the **"Customers Data"** screen that will appear.
4. Press **"F9"** in the **"To"** field and select **"Al Shamal Companies"** from the **"Customers Data"** screen that will appear.
5. Click on the **"Print"** button ().

MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Customer Indebtedness Report 2022 / 4 31/12/2022

Print Destination: 1- SCREEN (5) No. of Copies: 1 Language: 2 - English Printing Form: 1-Def. Sample

Report Title: _____
 Report Footer: _____
 From Branch: 1-main branch (1) To: 1-main branch (2)

From Customer No.: 2 (3) To: 2 (4)
 Customers Types: _____
 Customers Groups: _____
 Cust. Degree: _____
 Main Cust. Code: _____
 City No: _____
 Region Code: _____
 From Rep. Person: _____
 From CC: _____
 Collector No.: _____
 From Date: 01/01/2022 To Date: 31/12/2022
 Install. Date: _____
 Project No: _____
 Activity No: _____
 Currency: All
 Report Type: 2- Detail

Pay Installments Manually
 Link to Previous Year

Payment Status: 1- All
 Filling Data From: 2- Connect Data From Customer Detail

Show Balances in Local Currency
 Display Credit Docs. - Unpaid

Advanced Options

Ultimate solutions - main branch الحلول النهائية - فرع الرئيسي

Tele No. Indebtedness - Detail حتى المنتزة

Fax No. From Date : 01/01/2022 To Date : 31/12/2022

Fax No.

Currency : SAR

Doc No	Doc Type	Doc Date	Customer	Prev. Balance	Install. No	Install. Dat	Install. Amount	Paid Amount	Remaining Am	Last Paym	Delay Perio
10	Sales Inv.	13/04/2022	محلات الشمال	0	1	13/04/2022	5,535.58		5,535.58		
12	Sales Inv.	14/04/2022	محلات الشمال	0	1	14/04/2022	3,535.00		3,535.00		
13	Sales Inv.	14/04/2022	محلات الشمال	0	1	14/04/2022	3,356.00		3,356.00		
15	Sales Inv.	14/04/2022	محلات الشمال	0	1	14/04/2022	4,633.20	4,633.20			
16	Sales Inv.	14/04/2022	محلات الشمال	0	1	14/04/2022	11,295.00	11,295.00			
Total :							28,354.78	15,926.20	12,426.58		

3. Commissions SalesMen Calculate

This screen is used for calculating the commissions of the sales representatives during a certain period. In this screen, you select the sales representatives for which the commission will be calculated, the commission type, and the period for which the commission will be calculated. Note that this screen does not result in any accounting effects; yet, if you want to record the accounting effect, you will need to import the amount that has been calculated -in this screen- from the “**Journal Entry**” screen. It’s important to mention that the commission calculation method is configured, using the screen of “**Sales Representatives Commissions Coding**”, which allows configuring multiple commissions according to the organization’s policy.

3.1 Access the screen


Go to: Customers System → Accounts Receivable System → Transactions → Commissions SalesMen Calculate.


3.2 Screen Components


This screen consists of two main parts: First, the **Essential Data**, in which the commission type and the period in which it will be calculated are determined. Second, the **Sales Representatives Data**, in which the sales representatives for which commissions will be calculated are displayed along with the fields that are designated to the commission calculation.

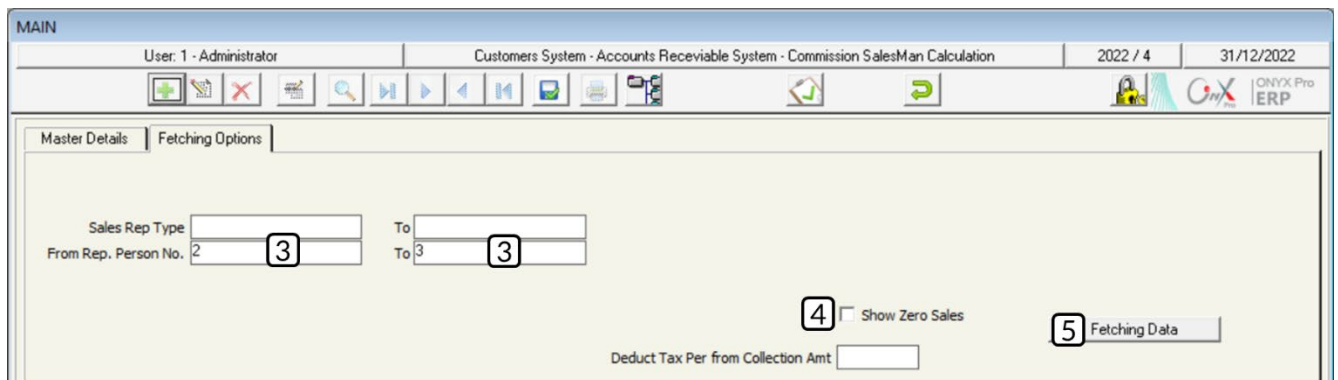
3.3 Example (1): Calculate Sales Representative Commission

Use the screen of “**Commissions SalesMen Calculate**” in order to calculate the commission for the sales representative, **Nayef El Kahtany**, for the period start at **1/12/2021** to **31/12/2021**.

Open the “**Commissions SalesMen Calculate**” screen, create a new document by clicking on the “**Add**” button () , found in the taskbar, and follow these steps:

1. Click on the down arrow () in the “**Commission Type**” field and select “**according to agents**” from the dropdown menu.
2. Enter “**1/01/2022**” in the “**From Date**” field and enter “**31/12/2022**” in the “**To date**” field.

1. Click on the down arrow () in the "**Commission Type**" field and select "**Sales Commission**" from the dropdown menu.
2. Enter "**1/12/2021**" in the "**From Date**" field and enter "**31/12/2021**" in the "**To date**" field.
3. Enter "**2**" in the "**From Sales Representative Number**" field and enter "**4**" in the "**To**" field in the "**Fetching Options**" tab.
4. Deactivate the "**Show Zero-sales**" feature by ticking the corresponding checkbox.
5. Click on the "**Fetch Data**" button.



MAIN

User: 1 - Administrator Customers System - Accounts Receivable System - Commission SalesMan Calculation 2022 / 4 31/12/2022

Master Details | Fetching Options

Sales Rep Type To

From Rep. Person No. 2 3 To 3 3

Show Zero Sales

Deduct Tax Per from Collection Amt

6. Click on the "**Save**" button () in order to save.

4.1 Access the screen

Go to: Customers System → Accounts Receivable System → Transactions → Sales Contract.


4.2 Example: Enter sales contract data

Enter the data of the following contract:

Field	Value	Field	Value
Contract Start Date	1/4/2022	Contract Expiry Date	1/10/2022
Customer	Aswaq Kortoba	Currency	SAR
Contract Articles	<ul style="list-style-type: none">- The buyer has the right to inspect the goods during two weeks from the date of arrival to their warehouses.- Both parties agree on resorting to the Commercial Court to resolve any possible disagreements.	Alert before contract expires	30 Days
Alert when paid amount is less than	30	Number of Installments	4

The data of the contract's items:

No.	Item Number	Item Name	Quantity	FOC Quantity	Price	Discount
1	0201020001	Al Shaalan Basmati rice 5 kg- Indian	200	----	30 SAR	3%
2	0201020002	Al Walimah Indian Mazza Basmati Rice 10kg	150	15	63 SAR	----
3	0203070001	Al Osra Icing Sugar – 10 Kgm	100	----	22 SAR	----

In order to carry out this transaction, open the '**Sales Contract**' screen, create a new contract by clicking on the "**Add**" button () , found in the taskbar, and follow these steps:

1. Enter "**1/4/2022**" in the "**Contract Start Date**" field.

5. Exercises

- Record the additional discount of **400 SAR** that the organization granted to Al Salam Supermarkets on the on-credit sales invoice number (**15**).
- Record the additional discount that the organization granted to **Aswaq Kortoba** on some of the sold goods in the “**on-credit**” sales invoice number (**21**). The below table shows the discount amount for each item.

No.	Item Code	Item Name	Unit	Discount %
1	0101030003	Steviana Sweetener 200g	Bottle	2%
2	0302060001	Mirinda Soda - 2.2 Liters	Box	%

- Carry out the two following transactions
First: use the “**Customers Notices Requests**” screen to create a new request; in order to grant **Aswaq Kortoba** an additional discount of 1000 SAR on the on-credit sales invoice number (**25**).
Second: use the “**Customers Notices**” screen to record the discount that you granted to the customer in the first requirement.
- Use the screen of “**Cts. Installments Adjustment**” to distribute the receipt voucher number (**16**) of the following amount: **10,000**; in order to pay the on-credit invoice number (**23**) of the following amount: **6,500 SAR**. Note that the first installment of the invoice is **3,500** and that it is paid for **Al Salam Supermarkets**.
- Use the “**Commissions SalesMen Calculate**” screen to calculate a sales commission for the sales representative, **Nayf Al Kahtani**, for the period from **1/8/2024** to **31/8/2024**.
- Use the “**Commissions SalesMen Calculate**” screen to calculate the sales commission for the sales representatives from number (**3**) to number (**5**) for the period from **1/6/2024** to **31/6/2024**.
- Enter the data for the below sales contract:

Field	Value	Field	Value
Contract Start Date	1/6/2022	Contract Expiry Date	1/11/2022
Customer	Al Shamal Supermarkets	Currency	SAR
Contract Articles	<ul style="list-style-type: none"> - The buyer has the right to inspect the goods during two weeks from the date of arrival to their warehouses. - Both parties agree on resorting to the Commercial Court to resolve any possible disagreements. 	Alert before contract expires	30 Days
Alert when paid amount is less than	20	Number of Installments	6

The data of the contract's items:

No.	Item Code	Item Name	Quantity	FOC Quantity	Price	Discount
1	040108001	Dari Frozen Chicken - 1Kg	200	----	12 SAR	3%
2	0101030001	Al Watania Fresh Chicken - 1000gm	150	15	63 SAR	----
3	0203070002	Al Osra Coarse Sugar - 10 Kgm	100	----	22 SAR	----