

USING THE BARNETPOS PORTAL – Sales Order (SO)

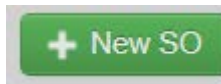
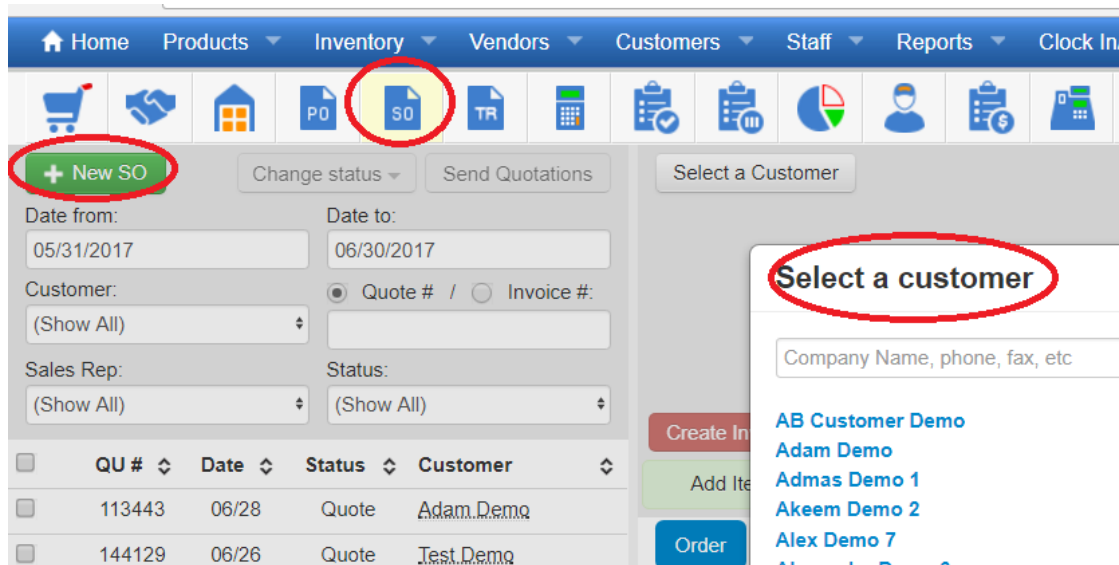
The SO process is setup individually for different business processes. Please contact Barnet Implementation group for SO process adjustment if you are doing it in different way than described below.

The default Sales Order process includes:

Quotation -> Approve -> Shipping Invoice /slip-> Invoicing -> Payment -> Returns

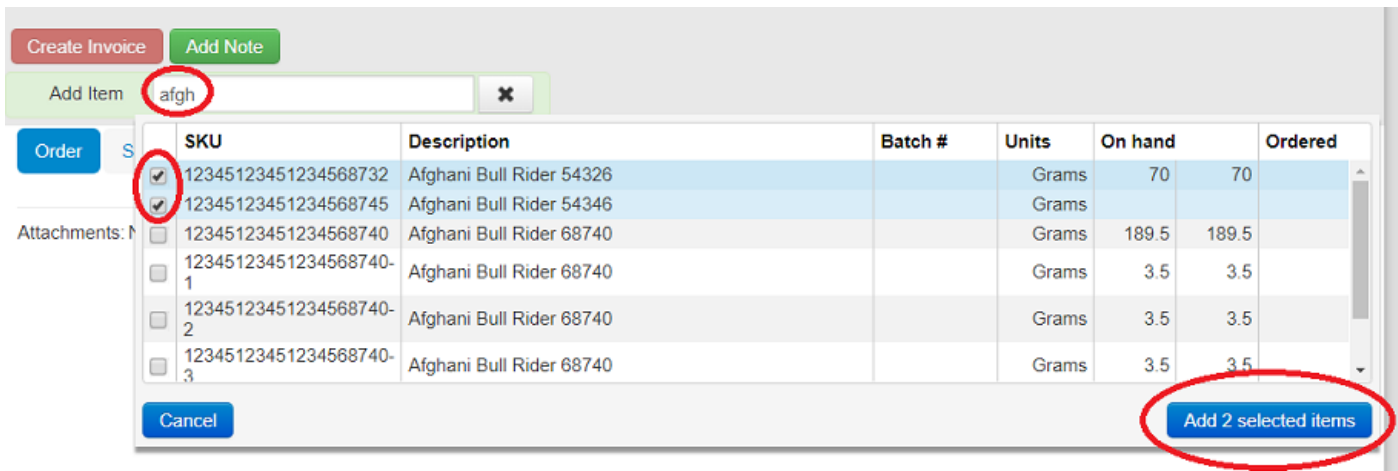
1. Click on <SO> Icon

- Start new Sales Order (Quotation)
- Select Customer

The screenshot shows the main navigation bar with icons for Home, Products, Inventory, Vendors, Customers, Staff, Reports, and Clock In/Out. The 'SO' icon is circled in red. Below the navigation bar, there is a '+ New SO' button, also circled in red. To the right, there is a 'Select a customer' dialog box, also circled in red, which lists several customer names: AB Customer Demo, Adam Demo, Admas Demo 1, Akeem Demo 2, Alex Demo 7, and Alexander Demo 8.

- ### 2. Enter <product description> partially , or SKU, or barcode , or batch # as below Select Items and press <Add selected Items>



The screenshot shows the 'Add Item' dialog box with a search input field containing 'afgh'. Below the search field, there is a table of items with columns for SKU, Description, Batch #, Units, On hand, and Ordered. Two items are selected with checkboxes. At the bottom right, there is a button labeled 'Add 2 selected items', which is circled in red.

SKU	Description	Batch #	Units	On hand	Ordered
<input checked="" type="checkbox"/> 12345123451234568732	Afghani Bull Rider 54326		Grams	70	70
<input checked="" type="checkbox"/> 12345123451234568745	Afghani Bull Rider 54346		Grams		
<input type="checkbox"/> 12345123451234568740	Afghani Bull Rider 68740		Grams	189.5	189.5
<input type="checkbox"/> 12345123451234568740-1	Afghani Bull Rider 68740		Grams	3.5	3.5
<input type="checkbox"/> 12345123451234568740-2	Afghani Bull Rider 68740		Grams	3.5	3.5
<input type="checkbox"/> 12345123451234568740-3	Afghani Bull Rider 68740		Grams	3.5	3.5

3. Quotation and Sales Order

- Enter <Quantity>,
- Update prices, discounts if needed
- Press <Save SO>

You can:

- Press <Print> to print this Quotation
- Press <Email> to email this quotation

SKU	Description	Size	On Hand	Ordered	Price	Disc., %	Subtotal	BC GS
12345123451234568745	Afghani Bull Rider 5	Grams		100	6.38		\$638.00	\$31.0
12345123451234568732	Afghani Bull Rider 5	Grams	70	200	12.77		\$2,554.00	\$127.0

- You can mark the quotation as Approved or Declined if needed

Approve
Decline

- Press <Create Invoice> for Shipping slip , Payments, Invoicing

SKU	Description	Size	On Hand	Ordered	Price	Disc., %	Subtotal	BC GS
12345123451234568745	Afghani Bull Rider 5	Grams		100	6.38		\$638.00	
12345123451234568732	Afghani Bull Rider 5	Grams	70	200	12.77		\$2,554.00	

4. Create Invoice and Shipping Slip

Shipping Slip # 000058

SKU	Description	Qty	Price	Subtotal	BC GST	PST
12345123451234568732	Afghani Bull Rider 54326 (Grams)	200	12.77	2,554.00	127.70	178.78
12345123451234568745	Afghani Bull Rider 54346 (Grams)	100	6.38	638.00	31.90	44.66

Shipping Date: Freight:
 Due Date: Discount, %:

Subtotal : \$3,192.00
 - Discount : \$0.00
 + Freight : \$0.00
 + BC GST : \$159.60
 + PST : \$223.44
 Total : \$3,575.04

Payments

Date	Payment	Amount
No payments yet.		

Amount to pay: 3575.04 Payment Date: 06/30/2017 Store Credit: \$92.50

AMEX A/R Cash Change
 Debit Master Card Visa Gift Card
 Pay from Acc.

Create Shipping Slip Close

5. You can Print Shipping Slip or email

Save SO Labels Copy Add to PO SKU, Barcode, De: Search Add Note

Add Item SKU, Barcode, Description, Category

Order **Shipped 1** Invoiced Fully Paid Returns Log 3

Invoice # 000060 (06/30/2017) **Shipped** A/R Create Invoice **Email Shipping Slip** **Print**

SKU	Description	Qty	Price	Subtotal
12345123451234568732	Afghani Bull Rider 54326 (Grams)	50	12.77	638.50
Subtotal				\$638.50
- Discount				\$0.00
+ Freight				\$0.00
+ AB GST				\$31.93
Total				\$670.43

6. If the Payment was done on the Shipping Level , please go to 7.