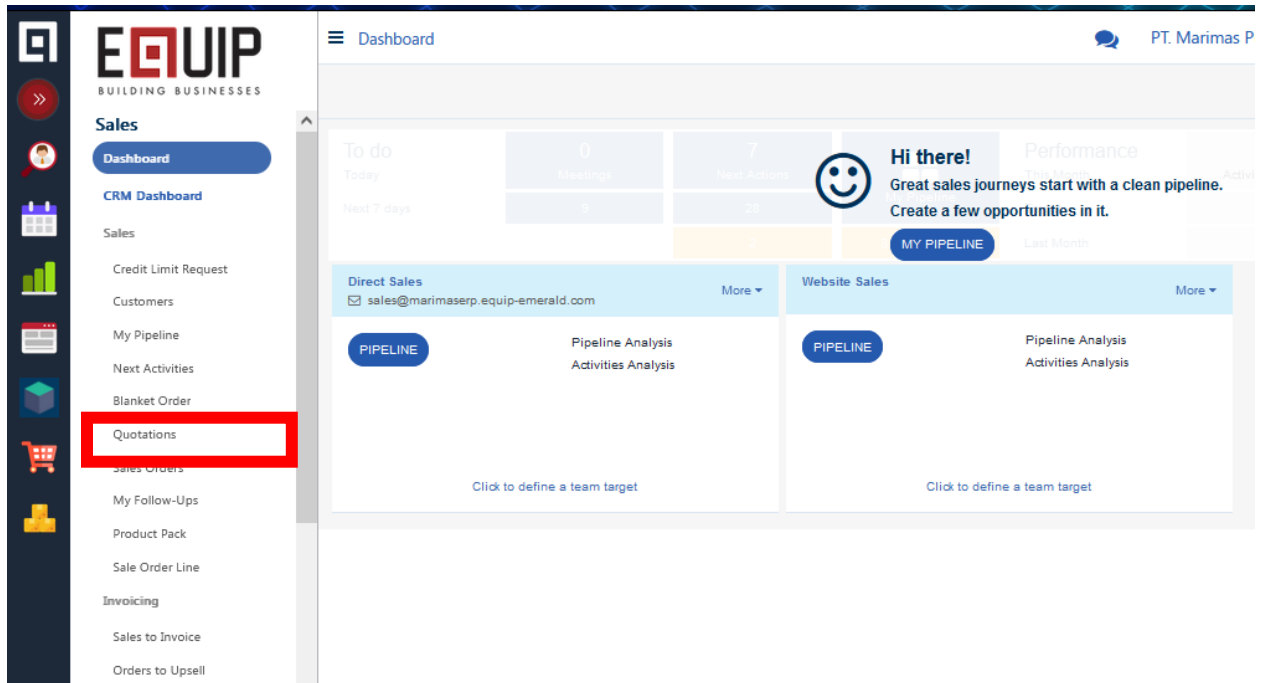


SALES ORDER

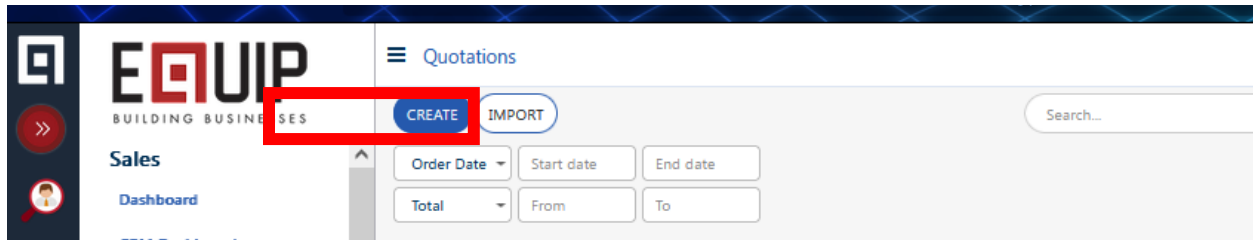
1. Pilih menu **Sales** atau bisa pilih icon seperti di bawah ini :



2. Pilih menu **Quotations**



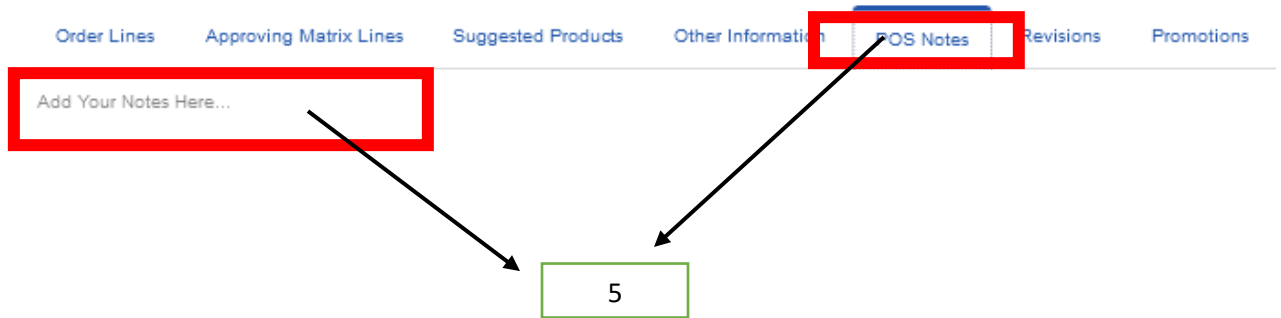
3. Pilih Create

The screenshot shows the 'New' quotation form. The form fields are highlighted with a red box. The fields include: Customer (dropdown), Order Date (date and time), Approving Matrix (dropdown), Reference Quotation Template (dropdown), Expiration Date (date), Invoices Pricelist (dropdown), Payment Terms (dropdown), and Delivery Method (dropdown). The form also has buttons for 'SAVE', 'DISCARD', 'APPLY PROMOTIONS AUTOMATICALLY', 'APPLY PROMOTIONS MANUALLY', 'PREVIEW', 'CONFIRM SALE', 'CANCEL', 'QUOTATION', 'QUOTATION SENT', and 'APPROVED SALE ORDER'.

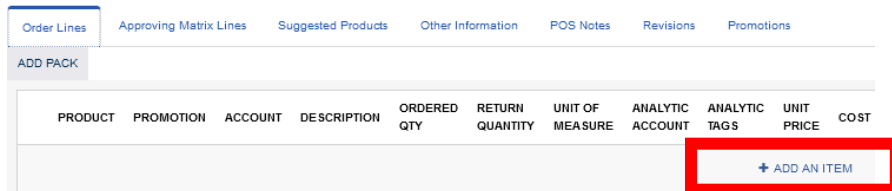
4

4.

- Pilih **Customer** sesuai yang dibutuhkan
- Isikan tanggal pada kolom **Order Date**
- Pilih **Penjualan** pada **Approving Matrix**
- Pilih **Invoice Pricelist** sesuai dengan kelompok harga Customer yang dipilih



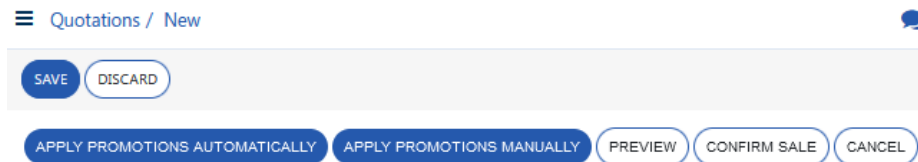
5. Isikan **nomer Faktur** dari SISKa di tab Other Information
6. Klik **Add an item**



This screenshot shows the 'Create: Order Lines' form. The form is titled 'Create: Order Lines' and has a close button (X) in the top right corner. It contains several input fields and dropdown menus for creating an order line. The fields are organized into two columns. The left column includes: Product (dropdown), Promotion (checkbox), Ordered Quantity (input field with value 1.00000), Source Warehouse (dropdown with value GUDANG ACCOUNTING), Unit Price (input field with value 0.00000), Cost (input field with value 0.00000), Subtotal (input field with value 0.00), Discount Type (dropdown), Multi Discounts (input field with value 0), and Discount (input field with value 0.00). The right column includes: Analytic Account (dropdown), Packaging (dropdown), Taxes (dropdown), Different DO (checkbox), Delivery Lead Time (input field with value 0.00 days), and Analytic Tags (dropdown). At the bottom of the form, there is a large text area for 'Description'. Below the form, there are three buttons: 'SAVE & CLOSE', 'SAVE & NEW', and 'DISCARD'. An arrow points from the 'Description' text area to a green box containing the number '7'.

7.
 - a. Pilih kode barang yang akan diinput pada **Product**
 - b. Isikan QTY dan Satuan pada kolom **Ordered Quantity**.Setelah memilih satuan,kolom Unit Price dan Cost akan terisi otomatis
 - c. Pilih **Accounting** pada kolom **Analytic Account**
 - d. Isikan Tax pada kolom **Taxes**
 - e. Pilih **Save & New** jika akan input barang lebih dari 1 item,jika sudah selesai pilih **Save & Close**
 - f. Untuk membatalkan inputan pilih **Discard**

8. Klik **Save**



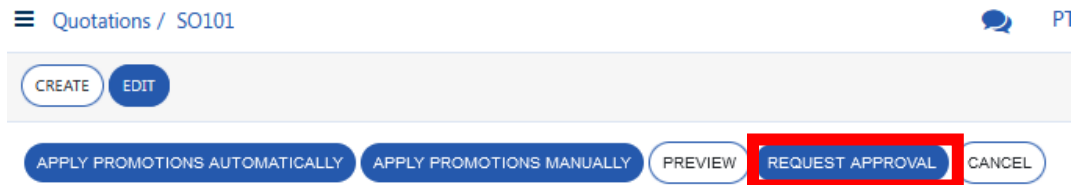
Quotations / New

SAVE DISCARD

APPLY PROMOTIONS AUTOMATICALLY APPLY PROMOTIONS MANUALLY PREVIEW CONFIRM SALE CANCEL

New

9. Pilih **Request Approval**



Quotations / SO101

CREATE EDIT

APPLY PROMOTIONS AUTOMATICALLY APPLY PROMOTIONS MANUALLY PREVIEW REQUEST APPROVAL CANCEL

SO101