



## BCE Sales Order Processing - User Notes (Including Separate Delivery Stage)

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## Introduction

This document explains the BCE sales order processing cycle from sales order entry to sales delivery and sales invoice.

## Sales Order Processing

### Overview

Sales orders are created from the 'Customers' menu, selecting 'Sales Orders' and choosing the option to add a new order.

Sales quotes when confirmed can be used to create new orders.

Sales order are fulfilled by fully picking sales orders and creating picking lists to inform the warehouse of the items to be picked.

When sale order lines are fully picked, the sales order can be partially or fully dispatched to a sales delivery note or directly to sales invoice using one of following options:

Dispatch:	Dispatches the selected Sales Order to Sales Delivery Note  Sales deliveries can be invoiced on delivery or at a later date
Dispatch and Invoice:	Dispatches a selected Sales Order directly to Sales Invoice
Multi Dispatch and Invoice:	Allows multiple Sales Orders to be dispatched to Sales Invoice

### User Permissions

BCE requires the following user permissions to be set relative to their role for:

- Creating orders
- Creating delivery notes
- Invoicing deliveries

- ☒ **Sales Invoices** User can create sales invoices.
- ☒ **Sales Delivery** User can create sales delivery notes.
- ☒ **Sales Orders** User can create and edit sales orders including confirm quotes as orders, generate picking documents, and create and edit sales plans.

## Sales Order Processing - Workflows

Picked sales order lines can be dispatched using one of three options:

### Dispatch

Dispatches a selected Sales Order to Sales Delivery Note

1. A single sales order to one sales delivery to one sales invoice



2. A single sales order to multiple deliveries consolidated to one invoice



3. A single sales order to multiple deliveries to a combination of consolidated and multiple invoices



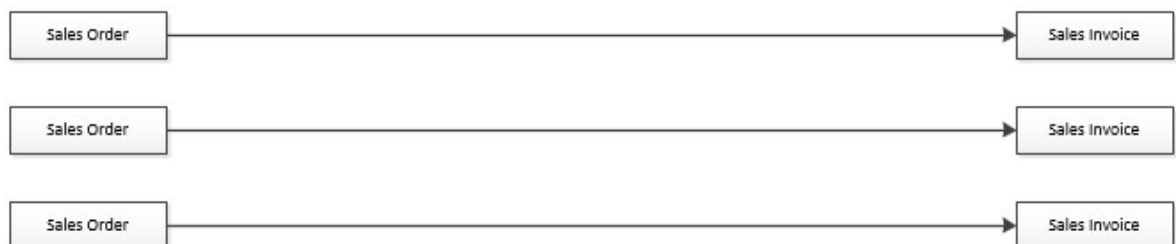
### Dispatch and Invoice

Dispatches a selected Sales Order directly to Sales Invoice



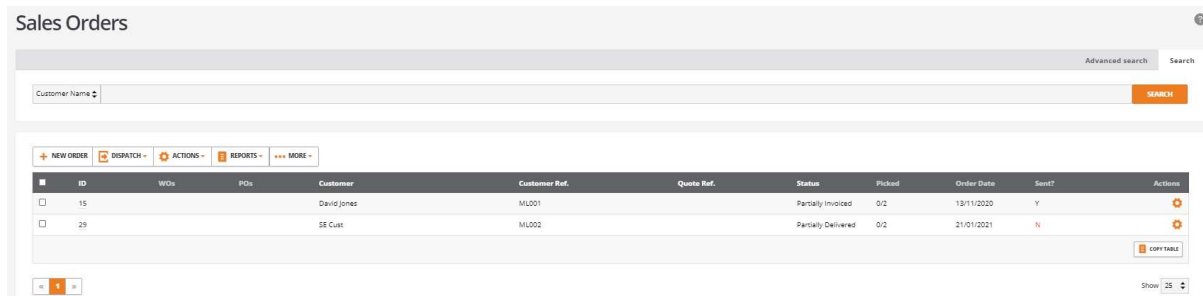
### Multi Dispatch and Invoice

Allows multiple Sales Orders to be dispatched to Sales Invoice



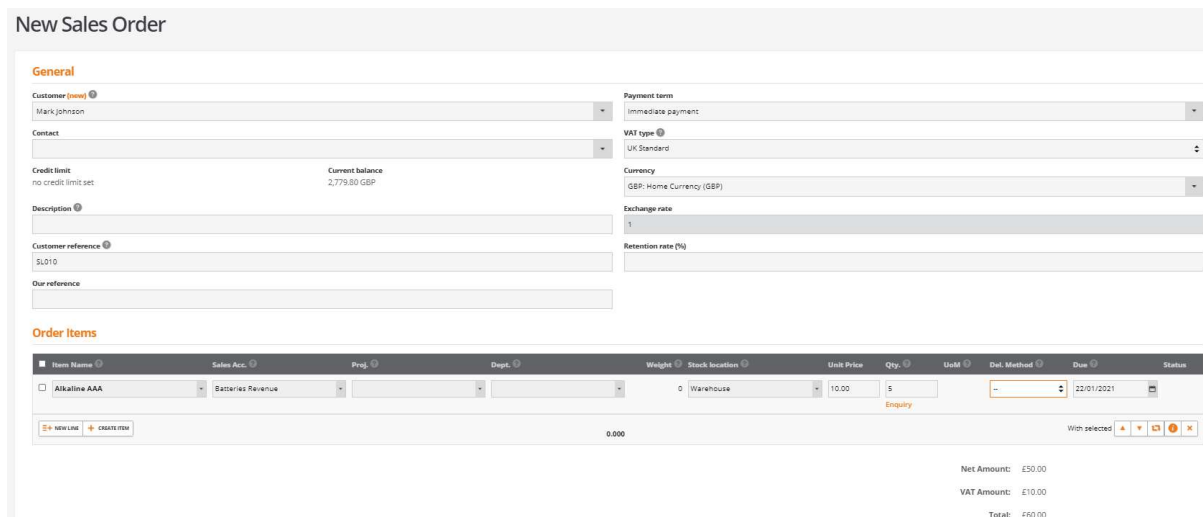
## Sales Order Entry

Sales orders are created from the 'Sales Orders' screen by clicking on 'NEW ORDER'.



The screenshot shows the 'Sales Orders' interface. At the top, there's a search bar with 'Customer Name' and a 'SEARCH' button. Below this is a navigation bar with buttons for 'NEW ORDER', 'DISPATCH', 'ACTIONS', 'REPORTS', and 'MORE'. The main area contains a table with columns: ID, WOs, POs, Customer, Customer Ref., Quote Ref., Status, Picked, Order Date, and Actions. Two rows are visible: one for 'David Jones' (ID 15, Status: Partially Invoiced) and one for 'SE Cust' (ID 29, Status: Partially Delivered). A 'COPY TABLE' button is at the bottom right of the table.

The sales order header is completed by entering the customer, description, customer reference and your reference fields:

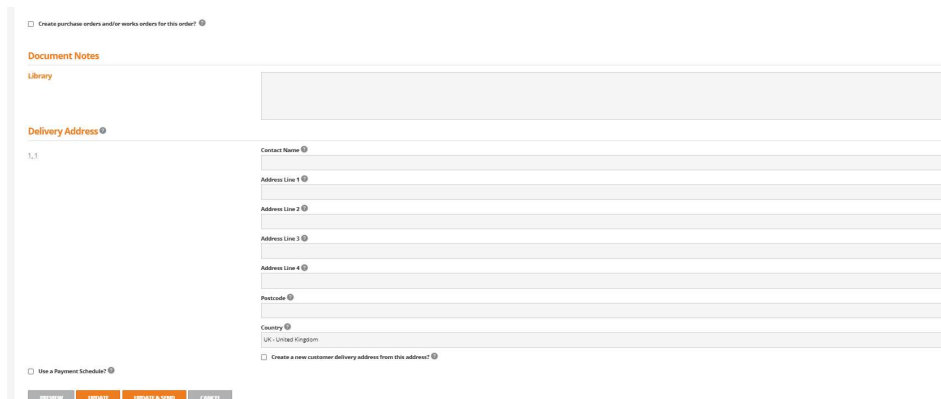


The screenshot shows the 'New Sales Order' form. It has two main sections: 'General' and 'Order Items'. The 'General' section includes fields for 'Customer' (Mark Johnson), 'Contact', 'Credit limit', 'Current balance' (2,779.55 GBP), 'Description', 'Customer reference' (SL010), 'Our reference', 'Payment terms' (Immediate payment), 'VAT type' (UK Standard), 'Currency' (GBP: Home Currency (GBP)), 'Exchange rate' (1), and 'Retention rate (%)'. The 'Order Items' section is a table with columns: Item Name, Sales Acc., Proj., Dept., Weight, Stock location, Unit Price, Qty., Unit, Del. Method, Due, and Status. One item is listed: 'Alkaline AAA' with a quantity of 5. Below the table, there are buttons for 'NEW LINE' and 'CREATE ITEM'. At the bottom right, there are summary fields: 'Net Amount: £50.00', 'VAT Amount: £10.00', and 'Total: £60.00'.

Complete the sales order lines by entering the stock items, quantities and details as required. The creation of sales orders do not require sufficient stock levels, however, to fulfil a sales order when despatching stock shall require sufficient stock levels to meet the demand.

There is an option to add notes to this order.

The delivery address can be entered or overridden as required. If a delivery address exists on the customer account, it will be completed by default:



The screenshot shows the 'Delivery Address' form. It has a 'Document Notes' section with a 'Library' button. Below this is the 'Delivery Address' section with fields for 'Contact Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', 'Postcode', and 'Country' (UK - United Kingdom). There is a checkbox for 'Create a new customer delivery address from this address?'. At the bottom, there are buttons for 'PREVIOUS', 'CANCEL', 'CONFIRM & SEND', and 'CANCEL'.



Completed sales orders appear on the 'Sales Orders' list:

Sales Orders

Advanced search Search

Customer Name

SEARCH

NEW ORDER DISPATCH ACTIONS REPORTS MORE

ID	WOs	POs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sent?	Actions
15			David Jones	ML001		Partially Invoiced	0/2	13/11/2020	Y	
29			SE Cust	ML002		Partially Delivered	0/2	21/01/2021	N	
30			Mark Johnson	SL010		Order	0/1	22/01/2021	N	

COPY TABLE

The 'Sales Orders' list displays the following details:

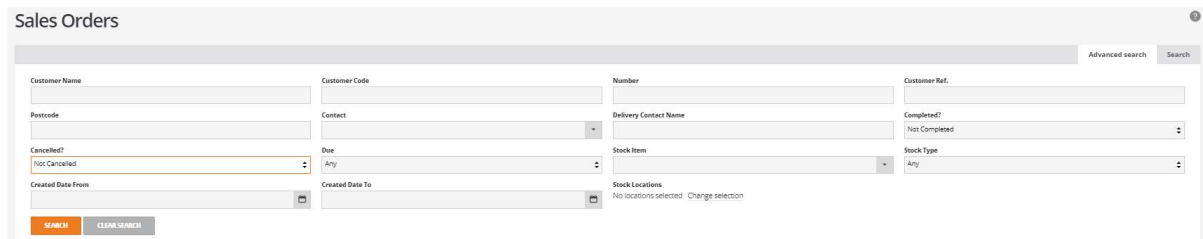
ID:	Unique Sales Order number
WOs:	Related works order
POs:	Related purchase order
Customer:	Customer Name
Customer Ref:	Your customer's reference for this order
Status:	Status of the order indicating whether it is at order, delivered or part delivered
Picked:	Indicates <i>n/n</i> Lines Picked/Number of Lines
Order Date:	Date of original order
Sent:	Invoice sent status

A stored sales order can be edited and new lines added.

## Sales Orders - Advanced Search

The sales order search feature allows sales orders to be found by their customer name, code or order number.

The 'Advanced search' feature extends the search criteria to allow a more detailed search to be performed using following options:



The screenshot shows the 'Sales Orders' advanced search interface. It features a grid of search criteria fields. The first row includes 'Customer Name', 'Customer Code', 'Number', and 'Customer Ref.'. The second row includes 'Postcode', 'Contact', 'Delivery Contact Name', and 'Completed?'. The third row includes 'Cancelled?' (with a dropdown menu showing 'Not Cancelled'), 'Due' (with a dropdown menu showing 'Any'), 'Stock Item', and 'Stock Type' (with a dropdown menu showing 'Any'). The fourth row includes 'Created Date From', 'Created Date To', and 'Stock Locations' (with a dropdown menu showing 'No locations selected' and a 'Change selection' link). At the bottom left, there are 'SEARCH' and 'CLEAR SEARCH' buttons. At the top right, there are 'Advanced search' and 'Search' buttons.

Customer Name

Customer Code

Number

Customer Ref.

Postcode

Contact

Delivery Contact Names

Completed status

Cancelled status

Due date

Stock Item

Stock Type

Created Date From

Created Date To

Location

## Picking Sales Orders

Sales order lines must be picked before they can be delivered, dispatched or invoiced.

### Quick Pick (all items)

Sales orders can be individually or collectively picked using the Quick Pick (all items) option:

ID	Pick Orders by...	POs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sent?	Actions
15	Quick Pick (all items)		David Jones	ML001		Partially Invoiced	0/2	13/11/2020	Y	
29	Dispatch		SE Cust	ML002		Partially Delivered	0/2	21/01/2021	N	
30	Dispatch and Invoice		Mark Johnson	SL010		Order	0/1	22/01/2021	N	

When picked, the sales orders 'Picked' status is updated and displays *n/n*, indicating the number of items delivered against the number of items picked.

### Pick Orders by

Sales orders can be picked using specific selection criteria using the 'Pick Orders by' menu option:

Sales Orders

Advanced search

Search

Customer Name

SEARCH

NEW ORDER

DISPATCH

ACTIONS

REPORTS

MORE

	ID	Pick Orders by...	POs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sent?	Actions
<input type="checkbox"/>	12	Quick Pick (all items)		David Jones	ML004		Order	2/2	12/11/2020	N	
<input type="checkbox"/>	13	Dispatch		David Jones	ML005		Order	0/1	12/11/2020	N	
<input type="checkbox"/>	15	Dispatch and Invoice		David Jones	ML004		Delivered	0/1	13/11/2020	N	
<input type="checkbox"/>	17	Multi Dispatch and Invoice		Mark Johnson	SOR2		Order	1/1	24/11/2020	N	
<input type="checkbox"/>	19			David Jones	SO001		Order	1/1	08/12/2020	N	
<input type="checkbox"/>	20			Mark Johnson	SOR3		Order	0/1	08/12/2020	N	

Selecting 'Pick Orders by' opens the following 'Pick Order(s)' screen:

### Pick Order(s)

#### Criteria

Due on or before

Delivery method

Delivery postcode

Customer

Stock

Stock Location

SEARCH

The sales orders to be picked can be refined by entering the criteria for each of the options. From the resulting list of orders, each order can be checked and selected to be picked:

Confirm Picking							
Results for Date: ; Postcode: ; Stock: ; Delivery method: ; Stock Location: and Customer:							
Code	Name	Due Date	UoM	Del. Method	Stock Loc.	Quantity Required	PICK?
Order number: 15, Customer: David Jones, Description: , Delivery postcode:							
ALK C	Alkaline C	22/01/2021			Warehouse	10.0 (10.0)	<input checked="" type="checkbox"/>
ALK D	Alkaline D	22/01/2021			Warehouse	10.0 (10.0)	<input checked="" type="checkbox"/>
Order number: 29, Customer: SE Cust, Description: , Delivery postcode:							
LIT AA	Lithium AA	22/01/2021	1		Warehouse	10.0 (10.0)	<input checked="" type="checkbox"/>
LIT C	Lithium C	22/01/2021			Warehouse	10.0 (10.0)	<input checked="" type="checkbox"/>
Order number: 30, Customer: Mark Johnson, Description: , Delivery postcode:							
ALK AAA	Alkaline AAA	22/01/2021			Warehouse	5.0 (5.0)	<input checked="" type="checkbox"/>
							<input checked="" type="checkbox"/>

## Sales Order – Dispatch and Invoice

Sales orders are initially fully picked but can be partially delivered.

The partial delivery of an order line will generate back order lines on the originating sales order for subsequent picking and delivery at a later date.

For example, using 'Quick Pick' a sales order for multiple lines and multiple quantities of stock items is fully picked:

**Sales Order: 31**

General		Notes	
<b>Customer:</b>	Mark Johnson	<b>Delivery Contact Name:</b>	
<b>Contact:</b>		<b>Delivery Address 1:</b>	
<b>Description:</b>		<b>Delivery Address 2:</b>	
<b>Customer Reference:</b>	ML003	<b>Delivery Address 3:</b>	
<b>Our Reference:</b>		<b>Delivery Address 4:</b>	
<b>VAT Type:</b>	UK Standard	<b>Delivery Postcode:</b>	
<b>Currency:</b>	GBP	<b>Delivery Country:</b>	United Kingdom
<b>Acknowledgement Sent:</b>			
<b>Status:</b>	Order		
<b>Received Payment:</b>	N		
<b>Payment Terms:</b>	Immediate payment : #00		
<b>Created By:</b>	David	<b>Updated By:</b>	David
<b>Created Date:</b>	22/01/2021	<b>Updated Date:</b>	22/01/2021

**Order Items**

Item Name	Sales Acc.	Prog.	Dept.	Weight	Stock Location	Unit Price	GBP Unit Price	Qty.	UoM	Del. Method	Due	Status
Alkaline AAA	Batteries Revenue				Warehouse	10.0	10.0	12.0			22/01/2021	picked
Alkaline C	Batteries Revenue				Warehouse	8.0	8.0	8.0			22/01/2021	picked
Alkaline D	Batteries Revenue				Warehouse	15.0	15.0	4.0			22/01/2021	picked
				0.0 kg								

**Transaction Summary**

Net Amount:	£ 244.00
VAT Amount:	£ 48.80
<b>Total:</b>	<b>£ 292.80</b>

This generates a picking list for the stock warehouse.

From the 'Sales Orders' list the sales order is ticked and the 'Dispatch and Invoice' option is selected from the Dispatch menu:

NEW ORDERS									
SALES ORDERS									
ACTIONS									
REPORTS									
+++ MORE +++									
ID	Pick Orders by...	PCOs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sent?
15	Quick Pick (all items)		David Jones	ML001		Partially Invoiced	0/2	19/11/2020	Y
29	Dispatch		SE Cust	ML002		Partially Delivered	0/2	21/01/2021	N
30	Multi Dispatch and Invoice		Mark Johnson	SL010		Order	0/1	22/01/2021	N
31			Mark Johnson	ML003		Order	0/3	22/01/2021	N

This opens the 'Dispatch and Invoice' screen:

**Order Details**

Customer Mark Johnson	VAT type UK Standard Output
Order number 31	Retention rate (%)
Description	
Currency Home Currency (GBP)	
Dispatch / Invoice date 22/01/2021	
Accounting date 22/01/2021	
Financial period 1/2021	
Payment terms Immediate payment	
Payment due date 22/01/2021	

**Order Items**

Item name	Quantity for delivery	Price(us)	Stock location	Back order?	Do not dispatch?	Unpick?
Alkaline AAA	12.0 <a href="#">Enquiry</a>	10.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alkaline C	8.0 <a href="#">Enquiry</a>	8.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alkaline D	4.0 <a href="#">Enquiry</a>	15.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Create back order?](#) [Select all](#) [Select all](#)

For each order line, the 'Quantity for delivery' can be edited where the line quantities can be increased or decreased as required.

A stock 'Enquiry' link opens a 'Stock Enquiry' popup to allow the user to check stock levels:

**Stock Enquiry**

**Stock Details: Alkaline AAA**

☐ Show all locations

Location	Min./Max.	Current Stock	-	Demand	-	Picked	=	Free Stock	+	Supply	=	Forecast
Warehouse	0/0	232		5		12		215		0		215

[CANCEL](#)

The quantities for delivery can be changed as follows:

**Order Items**

Item name	Quantity for delivery	Price(us)	Stock location	Back order?	Do not dispatch?	Unpick?
Alkaline AAA	12 <a href="#">Enquiry</a>	10.00	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alkaline C	8 <a href="#">Enquiry</a>	8.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alkaline D	4.0 <a href="#">Enquiry</a>	15.0	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Create back order?](#) [Select all](#) [Select all](#)

Where the 'Quantity for delivery' is reduced and the 'Back order?' is ticked, the system creates a new order line on the original sales order, to be picked and delivered at a later date.

If the option 'Do not dispatch?' is ticked, the line is not dispatched and the order line is reset on the original sales order with a status of picked, to be delivered at a later date.

If the options 'Do not dispatch?' and 'Unpick?' both ticked, the line is not dispatched and order line is reset on the original sales order with a not picked status. This will reinstate the stock levels to free stock.

A sales invoice is generated for the items dispatched to invoice:

Sales Invoices

Advanced search Search

Customer Name

NEW ACTIONS REPORTS MORE

ID	SO Num	Customer	Cost Ref	Reversed?	Sent?	Field?	Invoice Date	Due Date	Curr	Value (net VAT)	VAT GBP	Total Credits	Actions
31	31	Mark Johnson	ML003	N	N	N	22/01/2021	22/01/2021	GBP	172.80	172.80	0.00	COPY TABLE

The originating sales order is updated on the sales order list to show a status of 'Partially Invoiced':

NEW ORDER DISPATCH ACTIONS REPORTS MORE

ID	W/Os	P/Os	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sent?	Actions
15			David Jones	ML001		Partially Invoiced	0/2	13/11/2020	Y	
29			SE Cull	ML002		Partially Delivered	0/2	21/01/2021	N	
30			Mark Johnson	SL010		Order	0/1	22/01/2021	N	
31			Mark Johnson	ML003		Partially Invoiced	0/2	22/01/2021	N	

COPY TABLE

The original sales order lines shows as follows:

Order Items

Item Name	Sales Acc.	Prog.	Dept.	Weight	Stock location	Unit Price	Qty.	Unit	Del. Method	Due	Status
Alkaline AAA	Batteries Revenue				0 Warehouse	10.0	12.0		--	22/01/2021	picked delivered
Alkaline C	Batteries Revenue				0 Warehouse	8.0	3.0		--	22/01/2021	picked delivered
Alkaline C	Batteries Revenue				0 Warehouse	8.0	5.0		--	22/01/2021	
Alkaline D	Batteries Revenue				0 Warehouse	15.0	4.0		--	22/01/2021	

NEW LINE CREATE ITEM

0.000

With selected

The fully delivered line is shown as 'picked/delivered'.

The reduced quantity line is shown as 'picked/delivered' for the changed quantity delivered. A new line for the reduced quantity has been added to the sales order as an 'unpicked' line.

The line marked as do not dispatch remains outstanding and has been 'unpicked'.

## Sales Order - Dispatch

The dispatch process permits sales delivery notes to be created prior to sales invoicing. This supports the following sales order to sales delivery to sales invoice options:

1. Single sales order to one sales delivery to one sales invoice
2. Single sales order to multiple sales deliveries consolidated to one or more sales invoices

For example, a new order is created with multiple lines:

**New Sales Order**

**General**

Customer name: David Jones  
 Contact:   
 Credit limit: no credit limit set  
 Current balance: £128.00 GBP  
 Description:   
 Customer reference:   
 Our reference:   
 Custom Fields: SO-HCT1   
 SO-HCT2   
 Payment term: Immediate payment  
 VAT type: UK Standard  
 Currency: GBP Home Currency (GBP)  
 Exchange rate: 1  
 Retention rate (%):

**Order Items**

Item Name	Sales Acc.	Reg.	Dep.	Weight	Stock Location	Unit Price	Qty	Unit	Del. Method	Due	Status
Rechargeable AA	Batteries Revenue			0	Warehouse	20.00	8			25/01/2021	
Rechargeable AAA	Batteries Revenue			0	Warehouse	22.00	10			25/01/2021	
Rechargeable C	Batteries Revenue			0	Warehouse	24.00	4			25/01/2021	
Rechargeable D	Batteries Revenue			0	Warehouse	28.00	6			25/01/2021	

0.000 With selected

The sales order is selected and fully picked using the 'Quick Pick' option, generating a picking list:

**Printed Picking List**

**Picking List** Test company  
Internal Document - Stores Copy

order number: 39 customer: David Jones, customer ref: ML015, description:

Code	Name	Ref	Due Date	UoM	Location	Qty Req.	Qty Picked
REC AA	Rechargeable AA	25/01/2021	0	Warehouse	8.0 (8.0)		
REC AAA	Rechargeable AAA	25/01/2021	0	Warehouse	10.0 (10.0)		
REC C	Rechargeable C	25/01/2021	0	Warehouse	4.0 (4.0)		
REC D	Rechargeable D	25/01/2021	0	Warehouse	6.0 (6.0)		

2021-01-25 13:00:11 <0000

**Picking List Summary** Test company  
Internal Document - Office Copy

order number: 39 customer: David Jones, customer ref: ML015, description:

Code	Name	Ref	Due Date	UoM	Location	Qty Req.	Qty Picked
REC AA	Rechargeable AA	25/01/2021	0	Warehouse	8.0 (8.0)		
REC AAA	Rechargeable AAA	25/01/2021	0	Warehouse	10.0 (10.0)		
REC C	Rechargeable C	25/01/2021	0	Warehouse	4.0 (4.0)		
REC D	Rechargeable D	25/01/2021	0	Warehouse	6.0 (6.0)		

2021-01-25 13:00:11 <0000

The sales order shows a status of order and as fully picked, 4 items picked/4 items ordered:

#	ID	WCD	PCD	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Send?	Actions
<input type="checkbox"/>	15			David Jones	ML201		Partially Invoiced	0.0	19/11/2020	Y	
<input type="checkbox"/>	29			SE Cus	ML202		Partially Delivered	0.0	21/01/2021	N	
<input type="checkbox"/>	30			Mark Johnson	SL210		Order	0.0	22/01/2021	N	
<input type="checkbox"/>	31			Mark Johnson	ML203		Partially Invoiced	2.0	22/01/2021	N	
<input type="checkbox"/>	35			Mark Johnson	SL213		Delivered	0.0	22/01/2021	N	
<input type="checkbox"/>	38			David Jones	ML214		Order	5.5	25/01/2021	N	
<input checked="" type="checkbox"/>	39			David Jones	ML215		Order	4.4	25/01/2021	N	

The sales order is selected and the option to 'Dispatch' is ticked from the dispatch menu:

#	ID	WCD	PCD	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Send?	Actions
<input type="checkbox"/>	15			David Jones	ML201		Partially Invoiced	0.0	19/11/2020	Y	
<input type="checkbox"/>	29			SE Cus	ML202		Partially Delivered	0.0	21/01/2021	N	
<input type="checkbox"/>	30			Mark Johnson	SL210		Order	0.0	22/01/2021	N	
<input type="checkbox"/>	31			Mark Johnson	ML203		Partially Invoiced	2.0	22/01/2021	N	
<input type="checkbox"/>	35			Mark Johnson	SL213		Delivered	0.0	22/01/2021	N	
<input type="checkbox"/>	38			David Jones	ML214		Order	5.5	25/01/2021	N	
<input checked="" type="checkbox"/>	39			David Jones	ML215		Order	4.4	25/01/2021	N	

From the Dispatch screen:

Item name	Quantity for delivery	Stock location	Back order?	Do not dispatch?	Unpick?
Rechargeable AA	8.0	Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rechargeable AAA	3	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rechargeable C	4.0	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rechargeable D	6.0	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Line one is fully dispatched

Line 2 is reduced and placed on back order

Line 3 is set not to dispatch

Line 4 is set not to dispatch and is set to be unpicked

The partially delivered order creates a new entry on the 'Sales Delivery Notes' screen:

#	ID	SD Name	Invoice Num.	Customer	SD Date	Delivery Date	Status	Actions
<input type="checkbox"/>	45	39		David Jones	25/01/2021	25/01/2021	Not Invoiced	

The originating order is updated to show as partially delivered:

#	ID	WCD	PCD	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Send?	Actions
<input type="checkbox"/>	15			David Jones	ML201		Partially Invoiced	0.0	19/11/2020	Y	
<input type="checkbox"/>	29			SE Cus	ML202		Partially Delivered	0.0	21/01/2021	N	
<input type="checkbox"/>	30			Mark Johnson	SL210		Order	0.0	22/01/2021	N	
<input type="checkbox"/>	31			Mark Johnson	ML203		Partially Invoiced	2.0	22/01/2021	N	
<input type="checkbox"/>	38			David Jones	ML214		Order	5.5	25/01/2021	N	
<input type="checkbox"/>	39			David Jones	ML215		Partially Delivered	2.9	25/01/2021	N	



The remaining items on the sales order are picked and dispatched to create a second sales delivery note:

**Sales Delivery Notes**

Advanced search Search

Customer Name

SEARCH

ACTIONS

#	ID	SD Num.	Invoice Num.	Customer	SD Date	Delivery Date	Status	Actions
<input type="checkbox"/>	45	39		David Jones	25/01/2021	25/01/2021	Not Invoiced	
<input type="checkbox"/>	46	39		David Jones	25/01/2021	25/01/2021	Not Invoiced	

Copy Table

Show 25

The originating sales order is updated to show a status of delivered:

**Sales Orders**

Advanced search Search

Customer Name

SEARCH

NEW ORDER DISPATCH ACTIONS REPORTS MORE

#	ID	W/Os	P/Os	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Good?	Actions
<input type="checkbox"/>	15			David Jones	WLD01		Partially Invoiced	02	19/11/2020	Y	
<input type="checkbox"/>	29			SE Curt	WLD02		Partially Delivered	02	21/01/2021	N	
<input type="checkbox"/>	30			Mark Johnson	WLD10		Order	01	22/01/2021	N	
<input type="checkbox"/>	31			Mark Johnson	WLD03		Partially Invoiced	02	22/01/2021	N	
<input type="checkbox"/>	38			David Jones	WLD14		Order	05	25/01/2021	N	
<input type="checkbox"/>	39			David Jones	WLD15		Delivered	00	25/01/2021	N	

Copy Table

## Sales Deliveries – Invoicing Sales Delivery Notes

From the Sales Delivery Notes screen, deliveries can be:

**Invoiced individually:** Sales delivery notes are invoiced individually from the action cog to the right of the delivery line.

**Multiple deliveries:** Sales delivery notes originating from the same sales order can be consolidated to a single invoice.

To consolidate multiple sales deliveries originating from a sales order to a single invoice, tick the delivery notes and select 'Multi Invoice' from the 'Actions' menu:

Sales Delivery Notes

Advanced search Search

Customer Name:

SEARCH

Actions	SD Item	Invoice Item	Customer	SD Date	Delivery Date	Status	Actions
Print & Send	39		David Jones	25/01/2021	25/01/2021	Not Invoiced	
	46		David Jones	25/01/2021	25/01/2021	Not Invoiced	

EXPORT DATA

This opens the 'Multi-Invoice' screen listing the sales delivery notes:

Multi-Invoice

SD Item	Date	Financial Period	Item Name	Qty for Invoice	SD Qty	Stock Loc	Price Each
David Jones GBP 1.00 Standard Output Sales Delivery 45.45 + Remove	Invoice Date 25/01/2021	Payment due date 25/01/2021	Rechargeable AA	8.0	8.0	Warehouse	20.0
	Payment terms Immediate payment - 40D	Financial Period 1/2021	Rechargeable AAA	3.0	10.0	Warehouse	22.0
			Rechargeable AAA	7.0	10.0	Warehouse	22.0
			Rechargeable C	4.0	4.0	Warehouse	24.0
			Rechargeable D	6.0	6.0	Warehouse	28.0

CONFIRM CANCEL

For each delivery, the originating sales order details can be accessed by clicking on the order number.

The invoice date and payment terms can be edited together with each of the stock lines unit prices. Where the unit price is changed, this will be reflected on the originating sales order and any backorder shall use the revised sales price.

**Note:** HMRC guidelines for invoicing sales deliveries is to ensure the sales invoices are dated correctly. Where sales invoices are not created on the date of the delivery, sales invoices will need to be back dated to the date of supply if created more than fifteen days after delivery.

When submitted a consolidated invoice is created for the sales deliveries:

Sales Invoices

Advanced search Search

Invoice Num: 39

SEARCH

NEW	ACTIONS	REPORTS	MODE	ID	SD Item	Customer	Cash Ref	Revenue?	Stat?	Rel?	Invoice Date	Due Date	Curr	Value (Inc VAT)	GLS GBP	Total Credits	Actions
				CI	39	David Jones		N	N	N	25/01/2021	25/01/2021	GBP	772.80	772.80	0.00	

EXPORT DATA

The originating sales order is completed and the order status is updated to 'Invoiced':

# Sales Orders

Customer Name

Postcode

Cancelled?

Not Cancelled

Created Date From

Customer Code

Contact

Due

Any

Created Date To

Number

Delivery Contact Name

Stock Item

Stock Locations

No locations selected Change selection

Customer Ref.

Completed?

Completed

Stock Type

Any

SEARCH

CLEAR SEARCH

NEW ORDER

DISPATCH

ACTIONS

REPORTS

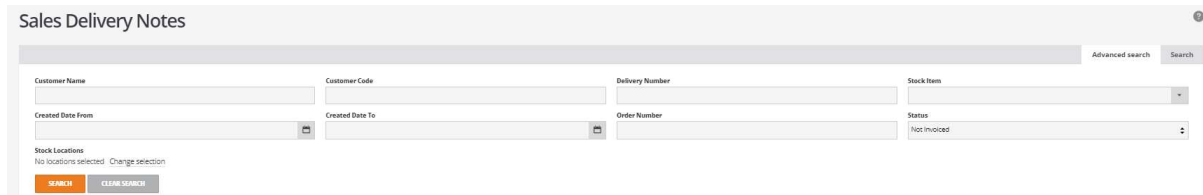
MORE

ID	WOs	POs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Sort?	Actions
37			David Jones	ML004		Invoiced	0/0	28/01/2021	N	
38			David Jones	ML014		Invoiced	0/0	25/01/2021	N	
39			David Jones	ML015		Invoiced	0/0	24/01/2021	N	

## Sales Delivery Notes - Advanced Search

The sales delivery notes search feature allows sales orders to be found by their Customer name, code, order number or delivery number.

The 'Advanced search' feature extends the search criteria to allow the search to be performed the following options:

A screenshot of the 'Sales Delivery Notes' advanced search interface. The title 'Sales Delivery Notes' is at the top left. Below it is a search bar with a 'Search' button. The main area contains several input fields: 'Customer Name', 'Customer Code', 'Delivery Number', 'Stock Item' (with a dropdown arrow), 'Created Date From', 'Created Date To', 'Order Number', and 'Status' (with a dropdown arrow). Below these fields is a 'Stock Locations' section with the text 'No locations selected' and a 'Change selection' link. At the bottom left are two buttons: 'SEARCH' (orange) and 'CLOSE/SEARCH' (grey).

Customer Name

Customer Code

Delivery Number

Stock Item

Created Date From

Created Date To

Order Number

Status – Not invoiced/Invoiced/Reversed/All –This option defaults to 'Not Invoiced'

Location

## Sales Order – Multi Dispatch and Invoice

Multiple sales orders must be fully picked before they can be dispatched and invoiced.

From the 'Sales Orders' list the orders are ticked and the 'Multi Dispatch and Invoice' option is from the 'Dispatch' menu:

Sales Orders

Advanced search Search

Customer Name

NEW ORDER DISPATCH ACTIONS REPORTS MORE

Pick Orders By: Quick Pick (all items) Dispatch Dispatch and Invoice **Multi Dispatch and Invoice**

ID	Pick Orders By	POs	Customer	Customer Ref.	Quote Ref.	Status	Picked	Order Date	Send?	Actions
15	Quick Pick (all items)		David Jones	ML001		Partially Invoiced	0/2	13/11/2020	Y	
29	Dispatch		SE Curt	ML002		Partially Delivered	0/2	21/01/2021	N	
30	Dispatch and Invoice		Mark Johnson	SL010		Order	1/1	22/01/2021	N	
31	Multi Dispatch and Invoice		Mark Johnson	ML003		Partially Invoiced	2/2	22/01/2021	N	
38			David Jones	ML014		Order	6/5	25/01/2021	N	

COPY TABLE

This opens the Multi Dispatch and Invoice screen:

Multi Dispatch and Invoice

SO	Date	Period	Item	Qty	Stock Loc.	Price Each
30   MARK01 GBP / UK Standard VAT	25/01/2021	1/2021	Alkaline AAA	5.0	Warehouse	10.0
Create back orders? Payment term: Immediate payment Payment due date: 25/01/2021 Remove						
31   MARK01 GBP / UK Standard VAT	25/01/2021	1/2021	Alkaline C	5.0	Warehouse	8.0
Create back orders? Payment term: Immediate payment Payment due date: 25/01/2021 Remove						
38   DAV999 GBP / UK Standard VAT	25/01/2021	1/2021	Rechargeable AA	8.0	Warehouse	20.0
			Rechargeable AAA	3.0	Warehouse	22.0
			Rechargeable AAA	7.0	Warehouse	22.0
			Rechargeable C	4.0	Warehouse	24.0
			Rechargeable D	6.0	Warehouse	28.0
Create back orders? Payment term: Immediate payment Payment due date: 25/01/2021 Remove						

For each delivery, the originating sales order details can be accessed by clicking on the order number.

The invoice date, payment terms and stock location can be edited together with each of the stock lines unit prices.

A stock 'Enquiry' link opens a 'Stock Enquiry' popup to allow the user to check stock levels:

Stock Enquiry

Stock Details: Alkaline C

Show all locations

Location	Min./Max.	Current Stock	Demand	Picked	Free Stock	Supply	Forecast
Warehouse	0/0	231	10	3	218	0	218

CHECK

When the Multi Dispatch and Invoice screen is confirmed each of the invoices are created:

Sales Invoices

Advanced search Search

Customer Name

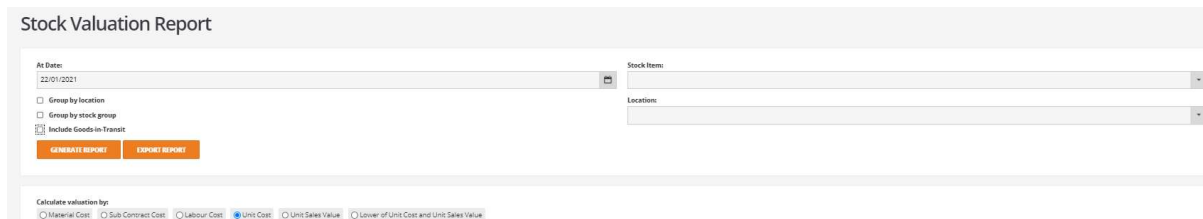
NEW ACTIONS REPORTS MORE

ID	SO	Customer	Cost Ref.	Reversed?	Send?	Print?	Invoice Date	Due Date	Curr.	Value (inc VAT)	O/S GBP	Total Credits	Actions
60	30	Mark Johnson	SL010	N	N	N	25/01/2021	25/01/2021	GBP	60.00	60.00	0.00	
61	31	Mark Johnson	ML003	N	N	N	25/01/2021	25/01/2021	GBP	120.00	120.00	0.00	
62	38	David Jones	ML014	N	N	N	25/01/2021	25/01/2021	GBP	772.80	772.80	0.00	

## Stock Valuation Report

The stock valuation report is run to report on the value of stock held.

The report multiplies the 'stock unit value' by the 'in stock quantity' to provide a total sum of the stock value. The total value of all the stock should match the sum of the 'material stock' within the current assets section of the balance sheet in the chart of accounts:



The screenshot shows a web form titled "Stock Valuation Report". It includes a date field set to "22/01/2021", checkboxes for "Group by location", "Group by stock group", and "Include Goods-in-Transit" (which is checked). There are "GENERATE REPORT" and "EXPORT REPORT" buttons. To the right are dropdown menus for "Stock Item:" and "Location:". At the bottom, a section "Calculate valuation by:" contains radio buttons for "Material Cost", "Sub-Component Cost", "Labour Cost", "Unit Cost" (which is selected), "Unit Sales Value", and "Lower of Unit Cost and Unit Sales Value".

A stock valuation report can be back dated, and filtered by stock item or location to provide a more detailed view of specific stock lines or the value of stock by location for stock take and enquiry purposes.

The report can be further refined by 'Group by location' or by 'Group by stock group'.

Where stock has been delivered to sales delivery stage, the value of material stock is reduced but the cost of sales cannot be realised until such time the stock is finally invoiced.

The delivery of stock will reduce the material value in the balance sheet and will update the 'Sales Delivered Not Yet Invoiced' account located with current assets. The stock valuation report includes an option to 'Include Goods-in-Transit' that when ticked will maintain visibility of the value of the goods in transit.

## Sales Orders – Financial Movements

When delivering a sales order to sales delivery, then sales invoice, the following financial entries are posted:

Add sales order	No financial movements
Pick sales order	No financial movements
Deliver sales order	Material stock value is reduced and credited with value of stock Sales Delivered Not Yet Invoiced (SDNYI) is debited  This SDNYI value represents goods in transit and can be used to adjust the material stock value within the BCE stock valuation report  The stock value remains with the supplier until such time the customer is invoiced and the cost of sales is realised
Invoice sales delivery	Sales Delivered Not Yet Invoiced (SDNYI) is credited Material cost of sales is credited Sales revenue is credited with net sales price VAT control is credited with VAT value of sale Customer's debtor control is debited

In the event of any stock revaluation whilst stock is in transit the material loss or gain is posted between the Sales Delivery Not Yet Invoiced account (SDNYI) located in current assets in the balance sheet and the Stock Adjustment account (MSTKADK) within the material cost of sales in the P&L.

When invoicing a sales order the following financial entries are posted:

Add sales order	No financial movements
Pick sales order	No financial movements
Invoice sales order	Material stock value is reduced and credited with value of stock Material cost of sales is credited Sales revenue is credited with net sales price VAT control is credited with VAT value of sale Customer's debtor control is debited

## Payment Schedule

Sales orders can be setup to use a payment schedule.

This allows the sales order to be subjected to payments on account or agreed staged payments prior to the dispatch of goods, for example:

A new sales order is created:

**New Sales Order**

**General**

Customer (new)  Payment term

Contact  VAT type

Credit limit  Current balance  Currency

Description  Exchange rate

Customer reference

Our reference

Custom Fields

SO-HCF1

**Order Items**

Item Name	Sales Acc.	Proj.	Dept.	Weight	Stock location	Unit Price	Qty.	Unit	Del. Method	Due	Status
<input type="checkbox"/> Lithium AAA	Batteries Revenue			0	Warehouse	25.00	20			26/01/2021	

Custom Fields

SO-LCF1

0.000 With selected

Net Amount: £500.00  
VAT Amount: £100.00  
Total: £600.00

At the foot of the sales order, tick the option to 'Use a Payment Schedule?':

☒ Use a Payment Schedule?

Saving the sales order opens the following Payment Schedule for Sales order #:

**Payment Schedule for Sales Order 40:**

**Sales Order Info**

Sales Order ID: 40  
Customer: Northern Electrica  
Customer Reference:

**Payment Schedule**

Stage Name	Value (%)	Value (£)	Due Date (optional)
Total	0%	Total (inc. est. VAT): 600.00	

**Order Items**

Item	Unit Price	Qty	Due	Delivery Stage
Lithium AAA	£25.00	20.0		None



From the 'Payment Schedule', use the 'Add' Item to create the required stages of payment:

#### Payment Schedule

Stage Name	Value (%)	Value (£)	Due Date (optional)	
Stage 1	50	300.00	01/02/2021	⊞ ▲ ▼ ✕
Stage 2	30	180.00	14/01/2021	⊞ ▲ ▼ ✕
Stage 3	20	120.00	21/01/2021	⊞ ▲ ▼ ✕
<input type="button" value="ADD FROM"/> <input type="button" value="ADD FROM TEMPLATE"/>		Total: 100%	Total (inc. vat): 600.00	

#### Order Items

Items	Unit Price	Qty	Due	Delivery Stage
Lithium AAA	£25.00	20.0		<div> Stage 2 </div> <div> None </div> <div> Stage 1 </div> <div> Stage 2 </div> <div> Stage 3 </div>
<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>				

Any number of payment stages can be created and is completed when all stages add up to 100%.

Each stage can be assigned with a due date to trigger the delivery and invoices.

For each order item, the delivery of the goods can be linked to any of the payment stages. This allows order items to be dispatched in accordance with the payment terms.

Payment schedules can be edited before dispatch to change their content.

**Note:** Each payment stage must have a percentage value of greater than 1% and the total of all stages must equal 100%

## Custom Fields

Custom fields can be used very effectively for sales order processing and setup to accommodate linked user defined fields between sales orders, delivery notes and invoices:

Custom Fields

Advanced search Search

Label  SEARCH

NEW CUSTOM FIELD ACTIONS

Label	Record Type	Input Type	Mandatory	Disabled	Position	Actions
<input type="checkbox"/> SDN-HCF1	Sales Order	Text Box	N	N	1	
<input type="checkbox"/> SDN-HCF1	Sales Delivery Note	Text Box	N	N	1	
<input type="checkbox"/> SDN-LCF1	Sales Delivery Note Line Item	Text Box	N	N	1	
<input type="checkbox"/> SDN-LCF2	Sales Delivery Note Line Item	Text Box	N	N	2	
<input type="checkbox"/> SO-LCF1	Sales Order Line Item	Text Box	N	N	1	
<input type="checkbox"/> SI-HCF1	Sales Invoice	Text Box	N	N	1	
<input type="checkbox"/> SI-LCF1	Sales Invoice Line Item	Text Box	N	N	1	
<input type="checkbox"/> SI-LCF2	Sales Invoice Line Item	Text Box	N	N	2	
<input type="checkbox"/> SO-HCF2	Sales Order	Text Box	N	N	2	
<input type="checkbox"/> SI-HCF2	Sales Invoice	Text Box	N	N	2	

COPY TABLE

The link options allow users to bind designated custom fields between documents to ensure continuity of the field as the document progresses through the order processing:

General

Record Type  
Sales Delivery Note

Label (required)  
SDN- HCF1

Help Text  
SDN Header

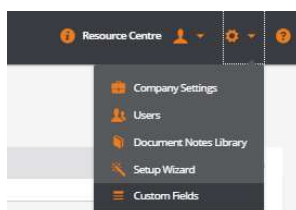
Input Type  
Text Box

☐ Use in advanced search? ☐ Mandatory?

Linked from Sales Order   
SO-HCF1 (text) (Currently Linked)

Linked to Sales Invoice   
SI-HCF1 (text) (Currently Linked)

New custom fields are setup from the BCE menu dropdown option:



From 'Record Type', select from the list of document header or line types:

### New Custom Field

**General**

Record Type

- Contact
- Sales Quote
- Sales Quote Line Item
- Sales Order**
- Sales Order Line Item
- Sales Delivery Note
- Sales Delivery Note Line Item
- Sales Invoice
- Sales Invoice Line Item
- Sales Credit Note
- Sales Credit Note Line Item
- Purchase Order
- Purchase Order Line Item
- Goods Received Note
- Goods Received Note Line Item
- Purchase Invoice
- Purchase Invoice Line Item
- Purchase Credit Note
- Purchase Credit Note Line Item
- Project
- Event

Help Text

☐ Mandatory?

The custom field can be setup as a text box for narrative, a selection of a list of predefined content or a date or time stamp:

### New Custom Field

**General**

Record Type

Contact

Label (required)

Input Type

- Text Box**
- Select Box
- Check Box
- Date
- Time

Custom fields can be flagged to be included within the Advance search options and be marked as mandatory fields to ensure the correct content is included.

## Custom Fields - Example

A new sales order is created completing custom fields on the document header and lines:

### New Sales Order

**General**

Customer (name)  Payment term   
 Contact  VAT type   
 Credit limit  Current balance  Currency   
 Description  Exchange rate   
 Customer reference  Retention rate (%)   
 Our reference

**Custom Fields**

SDNLCF1  SDNLCF2

**Order Items**

Item Name	Sales Acc.	Proj.	Dept.	Weight	Stock location	Unit Price	Qty.	Unit	Del. Method	Due	Status
<input type="checkbox"/> Alkaline AAA	Batteries Revenue			0	Warehouse	10.00	1.0		--	26/01/2021	
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 1 CF"/> Line 1 CF <input type="text" value=""/>											
<input type="checkbox"/> Alkaline D	Batteries Revenue			0	Warehouse	15.00	1.0		--	26/01/2021	
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 2 CF"/> Line 2 CF <input type="text" value=""/>											
<input type="checkbox"/> Alkaline AA	Batteries Revenue			0	Warehouse	5.00	1.0	each	--	26/01/2021	
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 3 CF"/> Line 3 CF <input type="text" value=""/>											

0.000 With selected

The sales order is fully picked but only partially dispatched to a sales delivery note:

**Order Items**

Item name	Quantity for delivery	Stock location	Back order?	Do not dispatch?	Unpick?
Alkaline AAA	1.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 1 CF"/> SDNLCF2 <input type="text" value=""/>					
Alkaline D	1.0	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 2 CF"/> SDNLCF2 <input type="text" value=""/>					
Alkaline AA	1.0	Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Custom Fields</b> SDNLCF1 <input type="text" value="Line 3 CF"/> SDNLCF2 <input type="text" value=""/>					

☒ Create back order? ☐ Select all ☐ Select all ☐

The sales delivery note will respect the content of the custom fields provided the same custom field is set up and linked to the sales order:

Sales Delivery: 50

General

**General**

Customer: Southern Electronics  
Sales Order: Sales Order: 41  
Sales Order Date: 26/01/2021  
Delivery Date: 26/01/2021  
Accounting Date: 26/01/2021  
Financial Period: 1/2021  
Reversed: N  
Reversed Date:  
Sent: N  
Created By: David Updated By: David  
Created Date: 26/01/2021 Updated Date: 26/01/2021

**Custom Fields**

SDN- HCF1: Header 1 CF

**Order Items**

Item Name	Sales Acc.	Proj.	Dept.	Weight	Stock Location	Unit Price	GBP Unit Price	Qty.	UoM	Del. Method	Due
Alkaline AAA	Batteries Revenue				Warehouse	10.0	10.0	1.0			26/01/2021
Custom Fields: SDN-LCF1: Line 1 CF SDN-LCF2:											
Alkaline AA	Batteries Revenue				Warehouse	5.0	5.0	1.0 each	each		26/01/2021
Custom Fields: SDN-LCF1: Line 3 CF SDN-LCF2:											

For partial deliveries, it is possible to edit the content of existing custom fields on the original sales order.

**Note:** Changing the content of document header or line custom fields can cause a conflict when consolidating sales deliveries of partially delivered lines to a single sales invoice.

Where the sales order is delivered to multiple sales deliveries, each sales delivery note respects the custom field contents:

Sales Delivery: 51

General

**General**

Customer: Southern Electronics  
Sales Order: Sales Order: 41  
Sales Order Date: 26/01/2021  
Delivery Date: 26/01/2021  
Accounting Date: 26/01/2021  
Financial Period: 1/2021  
Reversed: N  
Reversed Date:  
Sent: N  
Created By: David Updated By: David  
Created Date: 26/01/2021 Updated Date: 26/01/2021

**Custom Fields**

SDN- HCF1: Header 1 CF

**Order Items**

Item Name	Sales Acc.	Proj.	Dept.	Weight	Stock Location	Unit Price	GBP Unit Price	Qty.	UoM	Del. Method	Due
Alkaline D	Batteries Revenue				Warehouse	15.0	15.0	1.0			26/01/2021
Custom Fields: SDN-LCF1: Line 2 CF amend SDN-LCF2:											

When creating a consolidated invoice from more than one delivery, the custom fields will show the respective content for each sales order line:

Multi-Invoice							
SO Num	Date	Financial Period	Item Name	Qty for Invoice	SO Qty	Stock Loc	Price Each
<b>41</b> Southern Electronics GBF 1 UK Standard Output Sales Delivery <b>50, 51</b> x Remove	Invoice Date	Payment due date	Alkaline AAA	1.0	1.0	Warehouse	10.0
	26/01/2021	26/01/2021	Alkaline D	1.0	1.0	Warehouse	15.0
	Payment term	Financial Period	Alkaline AA	1.0	1.0	Warehouse	5.0
	Immediate payment: #00	1/2021					

Sales order 41 has two sales delivery notes 50 and 51:

#### Order Items

Item name	Sales acc.	Proj.	Dept.	Unit Price	Stock location	Qty.	Net Value	VAT Value
Alkaline AAA	Batteries Revenue			£10.00	Warehouse	1.0	£10.00	£2.00
Custom Fields: SI-LCF1: Line 1 CF SI-LCF2:								
Alkaline D	Batteries Revenue			£15.00	Warehouse	1.0	£15.00	£3.00
Custom Fields: SI-LCF1: Line 2 CF amend SI-LCF2:								
Alkaline AA	Batteries Revenue			£5.00	Warehouse	1.0 each	£5.00	£1.00
Custom Fields: SI-LCF1: Line 3 CF SI-LCF2:								
							£30.00	£6.00