

Hand off this document with the Order Numbers entered (Rows 6-14) on this practice Sheet to Accounting for them to work thru the Accounting Functions

	Tasks	Add Data/Notes here/C	Completed
Practice Entry of Different order Senarios			<input type="checkbox"/>
Sales Order	1 line, 1 vendor		<input type="checkbox"/>
Sales Order	2 vendor, 2 custom items		<input type="checkbox"/>
Sales Order	Using Repeat order feature		<input type="checkbox"/>
Sales Order	2 vendors, 2 lines: Line 1 custom item, Line 2 special charge with a 2nd vendor		<input type="checkbox"/>
Sales Order	2 custom items - Use Same PO Code if specifications are same for same vendor		<input type="checkbox"/>
Sales Order with Special shipping to Warehouse	1 Custom item that will be special shipped to Customer Owned warehouse (9001)		<input type="checkbox"/>
Bill as Shipped Order (BAS)	1 Custom item that will be special shipped to Distributor Owned warehouse (0001)		<input type="checkbox"/>
Sales Order with Special shipping multiple locations	1 Customer item that will be special shipped to multiple locations - can be to multiple customer locations or to a Distributor owned whse location		<input type="checkbox"/>
Sales Order w/ special situations	Order product from one vendor, ship to another vendor to finish, ultimately ship to to client (Handoff order)		<input type="checkbox"/>
ACCOUNTING FUNCTIONS			
Accounts Payable	Enter a Vendor Invoice direct in Accounts Payable Invoice Entry		<input type="checkbox"/>
Accounts Receivable	Enter an Accounts Receivable Invoice direct in Accounts Receivable Invoice Entry		<input type="checkbox"/>
PURCHASE ORDER RECEIVING	Practice bringing these 3 steps together. Begin this process in Purchase order Receiving: Path: Order Processing, Purchase Orders, Processing, Purchase Order receiving		<input type="checkbox"/>
Process Simple order entered on line 6	This should be 1 vendor invoice for the product, Begin this process in PO receiving and take this thru to Accounts Payble and Receivable		<input type="checkbox"/>
Process Order entered on line 7	This should be 2 vendor invoices. One for each PO code on the order.		<input type="checkbox"/>

Process order entered on Line 11	This Order has special shipping and have you setup a Inventory record. Take this order on into Accounts Payable and also Accounts Receivable to generate Invoice to Customer		<input type="checkbox"/>
Process order on line 12	Do not enter an invoice number on first screen. You will receive this quantity into the warehouse Only		<input type="checkbox"/>
	Practice with other orders as time permits		<input type="checkbox"/>