
D220 Inventory and Order Management Non-Stock Items

Training Guide

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How to Use this Course

This course introduces the creation, sales, purchases, and drop shipment of non-stock items (including services) in Acumatica ERP based on a set of examples that illustrate the listed above processes in a small company. The course consists of lessons that guide you step by step through the examples and explanations of the configuration and business process flow related to non-stock items in Acumatica ERP.

This course must be completed on Acumatica ERP 2021 R1. For this course, you will use an Acumatica ERP tenant with the *U100* dataset preloaded.

You perform the following general steps to complete the course:

1. You prepare an Acumatica ERP 2021 R1 instance.
2. You complete the lessons of the course to learn how to create non-stock items (including services) and process the sales and purchases of non-stock items in Acumatica ERP.
3. At Partner University, you take Certification Test: Creation, sales and purchases of non-stock items.
4. At Partner University, you complete the course survey to finish the course and get the Partner University certificate of course completion.

What Is in Lessons?

The course consists of 7 lessons. In Lessons 1 and 2, you will learn the creation of non-stock items (including services). In Lessons 3 and 4, you will learn the sales of non-stock items with and without shipment. In Lessons 5 and 6, you will learn the purchases of non-stock items with and without receipt. In Lesson 7, you will learn the drop shipment of non-stock items.

What Is in a Configuration Lesson?

A *configuration lesson*—that is, a lesson dedicated to the configuration of system settings and entities—provides a brief overview of the required system configuration and a description of other settings that could affect the workflow. Also, the lesson could provide information about reports and inquiry forms that can be used for gathering information about the configured entities.

Each lesson includes at least one implementation activity that you have to complete in your Acumatica ERP instance to configure the core system settings or to prepare system entities.

What Is in a Process Lesson?

A *process lesson*—that is, a lesson dedicated to the performing of a particular business process—includes a description of the process workflow and a process diagram that illustrates the user scenario supported by this process. The lesson also provides a brief overview of the settings and entities that need to be prepared in the system before you start to perform this business process. Also, the lesson could include a description of generated transactions, information about reports and inquiry forms that can be used for gathering information related to a described business process, and explanations on how to mass-process documents during performing a business process.

Each lesson includes at least one process activity that you have to complete in your Acumatica ERP instance to learn how to perform the described business process.

What Are the Documentation Resources

The complete Acumatica ERP documentation is available on <https://help.acumatica.com/> and is included in the Acumatica ERP instance. While viewing any form used in the course, you can click the **Open Help** button in the top pane to bring up a form-specific Help menu; you can use the links on this menu to quickly access form-related concepts and procedures and to open a reference topic with detailed descriptions of the form elements.

How to Create a Tenant with the U100 Dataset

To add to an existing Acumatica ERP instance a tenant with the *U100* dataset, which is required for the completion of this course, and prepare the tenant for completing the activities, perform the following instructions:

1. Go to [Amazon Storage](#).
2. Open the folder of your Acumatica ERP instance version.
3. In this folder, open the `Snapshots` folder, and download the `u100.zip` file.
4. Launch the Acumatica ERP instance, and sign in.
5. Open the [Tenants](#) (SM203520) form, and click **Add New Record** on the form toolbar.
6. In the **Login Name** box, type the name to be used for the tenant.
7. On the form toolbar, click **Save**.
8. On the **Snapshots** tab, click **Import Snapshot**.
9. In the **Upload Snapshot Package** dialog box, select the `u100.zip` file, which you have downloaded, and click **Upload**.

The system uploads the snapshot to the **Snapshots** tab of the [Tenants](#) form.

10. On the form toolbar, click **Restore Snapshot**.
11. If the **Warning** dialog box appears, click **Yes**.
12. In the **Restore Snapshot** dialog box, make sure that the correct snapshot package is being uploaded, and click **OK**. The system will restore the snapshot and sign you out.

You are now on the Sign-In page, and you can sign in to the tenant you have just created.

Licensing Info

For educational purposes of this course, you use Acumatica ERP under the trial license that does not require activation and provides all available features. For production, you have to activate the purchased license; each particular feature may be a subject to additional licensing; please consult the Acumatica ERP sales policy for details.

Lesson 1: Creating Non-Stock Items

Creating Non-Stock Items: General Information

Non-stock items may be products that consist of no physical entity and thus cannot be stocked in warehouses (as with services), or they may be physical entities for which you do not need to track quantities in a warehouse. In Acumatica ERP, you create non-stock items by using the [Non-Stock Items](#) (IN20200) form.



This chapter focuses on non-stock items that represent physical entities. Thus, in the rest of the chapter, *non-stock item* refers to this kind of non-stock item. To learn more about non-stock items representing services, see [Creating Service Items: General Information](#).

In the following sections, you can find information about the creation and settings of non-stock items.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare the system for the creation of non-stock items
- Create non-stock items

Applicable Scenarios

When you are initially configuring entities and settings in Acumatica ERP, you may need to create a non-stock item in the following cases:

- When you are going to sell or purchase goods that you don't want to track in inventory
- When you are going to drop-ship goods

Non-Stock Items in Sales Orders

Although non-stock items are not tracked in inventory, you may want to process them through shipment, so that these items will be listed in pick lists and shipment confirmations. For each non-stock item, you define whether a shipment is required by selecting the **Require Shipment** check box on the **General Settings** tab of the [Non-Stock Items](#) (IN202000) form. When the check box is selected, you can create an SO invoice only after the shipment is created and confirmed for the sales order of the type that requires shipment in Acumatica ERP.

Non-Stock Items in Purchase Orders

For each non-stock item, you define whether a purchase receipt is required when the item is included in a purchase order by selecting or clearing the **Require Receipt** check box on the **General** tab of the [Non-Stock Items](#) (IN202000) form. In a purchase order line on the [Purchase Orders](#) (PO301000) form, when you select a non-stock item that requires a receipt, the system inserts *Non-Stock* as the line type. When you create a purchase receipt for the purchase order, the system copies all *Non-Stock* lines to the purchase receipt.

Posting Accounts for Non-Stock Lines

For purchase order lines with the *Non-Stock* line type on the [Purchase Orders](#) (PO301000) form, in the **Account** column, the system inserts the Expense account defined by the **Use COGS / Expense**

Account From setting of the posting class specified on the [Posting Classes](#) (IN206000) form. If the *Subaccounts* feature is enabled in your system, in the **Sub.** column of the [Purchase Orders](#) form, the system also inserts the subaccount that is composed as defined by the **Combine COGS / Expense Sub From** setting of the [Posting Classes](#) form.

Accounts and subaccounts are used for processing *Non-Stock* lines as follows:

- When a purchase order is created, the item amount is recorded to the Expense account (with the Expense subaccount, if applicable).
- When a purchase receipt linked to the purchase order is released, the line amount is moved from the Expense account (with the Expense subaccount, if applicable) to the PO Accrual account (with the PO Accrual subaccount, if applicable).
- When a bill is created for the receipt, the amount is moved back from the PO Accrual account (with the PO Accrual subaccount, if applicable) to the Expense account (with the Expense subaccount, if applicable).

The Expense and PO Accrual accounts to be used for receipt-related transactions are defined by the posting class of the item on the [Posting Classes](#) form; the default accounts assigned to the item on the **GL Accounts** tab of the [Non-Stock Items](#) (IN202000) form will be used if the **Use COGS / Expense Account From** and **Use PO Accrual Account From** settings for the posting class have the *Inventory Item* option selected.

The Expense subaccount and PO Accrual subaccount are also defined by the settings of the posting class of the item; the default subaccounts assigned to the item on the **GL Accounts** tab will be used as the segment value sources for the resulting subaccounts based on the **Combine COGS / Expense Sub From** and **Combine PO Accrual Sub From** rules. For more information, see [Posting Classes: General Information](#).

Rules for Closing and Completing Non-Stock Lines

The way the lines of the *Non-Stock* type are completed and closed depends on the completion rule specified for the applicable non-stock item in the **Close PO Line** box on the [Non-Stock Items](#) (IN202000) form. The system determines if a line of the *Non-Stock* type should be closed and completed by using the following rules:

- If *By Quantity* is selected in the **Close PO Line** box for the item, the purchase order line is considered completed if the sum of the received quantity for the released purchase receipts prepared for the line is greater than or equal to the following: *The quantity of the purchase order line * (Complete On %/100)*
- If *By Amount* is selected in the **Complete PO Line** box of the [Non-Stock Items](#) form for the item, the purchase order line is automatically considered completed if the system has closed the line (that is, if the **Closed** check box is selected) when the amount of all the bills for that line is greater than or equal to the amount of the line.

Regardless of the item selected in the **Close PO Line** box, a line of the *Non-Stock* type is also considered completed on release of the purchase receipt prepared for the line if the user has selected the **Complete** check box manually in the non-stock line on the **Details** tab of the [Purchase Orders](#) (PO301000) form.

If a user processes the lines of a purchase order partially, multiple related purchase receipts and AP bills can be prepared for a single purchase order. The system determines which purchase order lines should be added to the prepared purchase receipt or AP bill depending on the state of the **Complete** and **Closed** check boxes in each line, as follows:

- Completed purchase order lines are not added to the purchase receipt corresponding to the purchase order.
- Closed lines are added to neither purchase receipts nor AP bills corresponding to the purchase order.

If all purchase order lines have the **Complete** check box selected, and at least one line still has the **Closed** check box cleared, the purchase order is assigned the *Completed* status. If all purchase order lines have the **Complete** and **Closed** check boxes selected, the purchase order is assigned the *Closed* status.



You cannot delete a non-stock item from the system if there are any complete or incomplete transactions with the item or any unreleased documents that include this item.

Units of Measure for Non-Stock Items

If the *Multiple Units of Measure* feature is enabled on the [Enable/Disable Features](#) form, for each non-stock item, you can select the units of measure (UOMs) used as base, sales, and purchase units for the item and specify conversion rules for them and for other UOMs used for the item. If the feature is disabled, only base units can be specified. You can select global UOMs or enter new UOMs on the fly. Every conversion rule is specified with respect to the UOM selected as the item's base unit. Because the process of configuring UOMs for stock and non-stock item is quite similar, for details on UOMs, see [Stock Items: Units of Measure](#).

Creating Non-Stock Items: Implementation Activity

The following implementation activity will walk you through the process of creating a new non-stock item.

Story

Suppose that the SweetLife Fruits & Jams company is holding a promotion in which customers who buy a certain quantity of fruits in the SweetLife Store also receive a teddy bear toy. The company needs to buy a certain number of these toys from a manufacturer. The promotion is temporary and the SweetLife Store doesn't need to track the quantity of distributed toys; thus, the teddy bear will be registered in the system as a non-stock item.

Acting as a SweetLife sales and purchasing manager, you need to create the new non-stock item and specify the needed settings for it.

Process Overview

In this activity, you will create a non-stock item on the [Non-Stock Items](#) (IN202000) form, specify the needed settings and save the created non-stock item.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as an accountant, use the *wiley* login and *123* password.
2. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Store* branch is selected. If it is not selected, click the Company and

Branch Selection menu button to view the list of branches that you have access to, and then click *SweetLife Store*.

Creating a Non-Stock Item

To create a non-stock item, do the following:

1. Open the [Non-Stock Items](#) (IN202000) form.
2. On the form toolbar, click **New Record**.
3. In the Summary area, specify the following settings:
 - **Inventory ID:** TEDDYBEAR
 - **Description:** Teddy Bear toys
4. On the **General** tab, specify the following settings for the item:
 - **Type:** *Non-Stock Item*
 - **Posting Class:** *NONSTOCK - Non-Stock Items*
 - **Tax Category:** *EXEMPT*
 - **Require Receipt:** Selected

You select this check box because you want to record the receipt of this item.

- **Require Shipment:** Cleared

You clear this check box because customers will receive the teddy bear promotional item only in the SweetLife Store.

- **Close PO Line:** *By Quantity*

With this option selected, a purchase order line for this item is closed based on the line quantity when the receipt or bill is released. You select this option to make sure that the appropriate quantity was provided by the vendor.

5. In the **Unit of Measure** section of the **General** tab, specify the following settings:
 - **Base Unit:** *EA*
 - **Sales Unit:** *EA*
 - **Purchase Unit:** *EA*
6. On the **GL Accounts** tab, in the **Expense Account** box, make sure that *60000 - Purchase Expense* is selected.
7. On the form toolbar, click **Save**.

You have successfully created the non-stock item for the promotional teddy bear.

Lesson 2: Creating Service Items

Creating Service Items: General Information

Non-stock items may be products that consist of no physical entity and thus cannot be stocked in warehouses (as with services) or they may be physical entities for which you do not need to track quantities in a warehouse. In Acumatica ERP, you create non-stock items by using the [Non-Stock Items](#) (IN20200) form.



This chapter focuses on non-stock items that represent services. Thus, in the rest of the chapter, *non-stock item* refers to this kind of non-stock item. To learn more about non-stock items representing physical entities, see [Creating Non-Stock Items: General Information](#).

In the following sections, you can find information about service items in Acumatica ERP.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare the system for the creation of service items
- Create service items

Applicable Scenarios

When you are initially configuring entities and settings in Acumatica ERP, you may need to create a service item in the following cases:

- When you are going to provide service items to customers
- When you are going to buy service items of other companies

Services in Sales Orders

The sales of service items typically do not involve shipments. You can define whether a shipment is required or not by selecting or clearing the **Require Shipment** check box on the **General** tab of the [Non-Stock Items](#) (IN202000) form.

Services in Purchase Orders

The purchase items of services typically do not involve purchase receipts. To process purchase orders for service items with receipt, make sure that on the **Process Service Lines from Normal Purchase Orders via Purchase Receipt** check box is selected in the **Other** section of the **General Settings** tab on the [Purchase Orders Preferences](#) (PO101000) form. If the check box is cleared, the non-stock lines of the *Service* type are not copied to purchase receipts and can be billed only directly from purchase orders.

Creating Service Items: Implementation Activity

The following implementation activity will walk you through the process of creating a new service item.

Story

Suppose that the SweetLife Fruits & Jams company wants to create a landing page (a website) that will advert its products and services on the Internet. The company also wants the website to be visible in the search results of all popular search engines so that the customers could find it easily. To achieve these goals, the company addresses the Blueline advertising agency. The agency will create the website and promote it in the search engines.

Acting as a SweetLife sales and purchasing manager, you need to create the new service item for creation and promotion of the website and specify the needed settings for it.

Process Overview

In this activity, you will create a service item on the *Non-Stock Items* (IN202000) form, specify the needed settings and save the service item.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the *U100* dataset preloaded. To sign in as an accountant, use the *wiley* login and *123* password.
2. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Store* branch is selected. If it is not selected, click the Company and Branch Selection menu button to view the list of branches that you have access to, and then click *SweetLife Store*.

Creating a Service Item

To create a service item, do the following:

1. Open the *Non-Stock Items* (IN202000) form.
2. On the form toolbar, click **New Record**.
3. In the Summary area, specify the following settings:
 - **Inventory ID:** WEBSITESEO
 - **Description:** Creation and promotion of a website
4. On the **General** tab, specify the following settings for the item:
 - **Type:** *Service*
 - **Posting Class:** *NONSTOCK - Non-Stock Items*
 - **Tax Category:** *EXEMPT*
 - **Require Receipt:** Cleared

You clear this check box because you do not want to record the receipt of this service item.

- **Require Shipment:** Cleared

You clear this check box because the company does not ship this item.

- **Close PO Line:** *By Amount*

With this option selected, a purchase order line for this item is closed based on the line amount when the receipt or bill is released. You select this option because you pay a certain amount on a regular basis.

5. In the **Unit of Measure** section of the **General** tab, specify the following settings:

- **Base Unit:** *EA*
- **Sales Unit:** *EA*
- **Purchase Unit:** *EA*

6. On the **GL Accounts** tab, in the **Expense Account** box, make sure that *60000 - Purchase Expense* is selected.

7. On the form toolbar, click **Save**.

You have successfully created the service item that you can use in payments for the creation and promotion of your website on the Internet.

Lesson 3: Selling Non-Stock Items with Shipping

Sales of Non-Stock Items with Shipping: General Information

Non-stock items in Acumatica ERP, which are defined on the [Non-Stock Items](#) (IN202000) form during implementation, are used to represent products that cannot be stocked in warehouses (such as services or charges) or physical entities whose quantities you do not need to track. The following sections describe the sales process of non-stock items that are shipped to the customer.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare a sales order for a sale of non-stock items with shipping
- Prepare the shipment for the sales order
- Prepare the invoice that corresponds to the sales order

Applicable Scenarios

You process a sales order with non-stock lines, and then create a shipment if a customer buys some goods that are defined as non-stock items in the system, and the goods must be delivered to the customer's place.

Sales of Non-Stock Items with Shipping

The standard sales process with order management software typically includes entering a sales order, processing a shipment of the items, and preparing the related sales invoice for the customer. In Acumatica ERP, to begin processing a sale that requires the items to be shipped before billing occurs, you enter a sales order of the *SO* type on the [Sales Orders](#) (SO301000) form and add to the order the non-stock items the customer has requested.

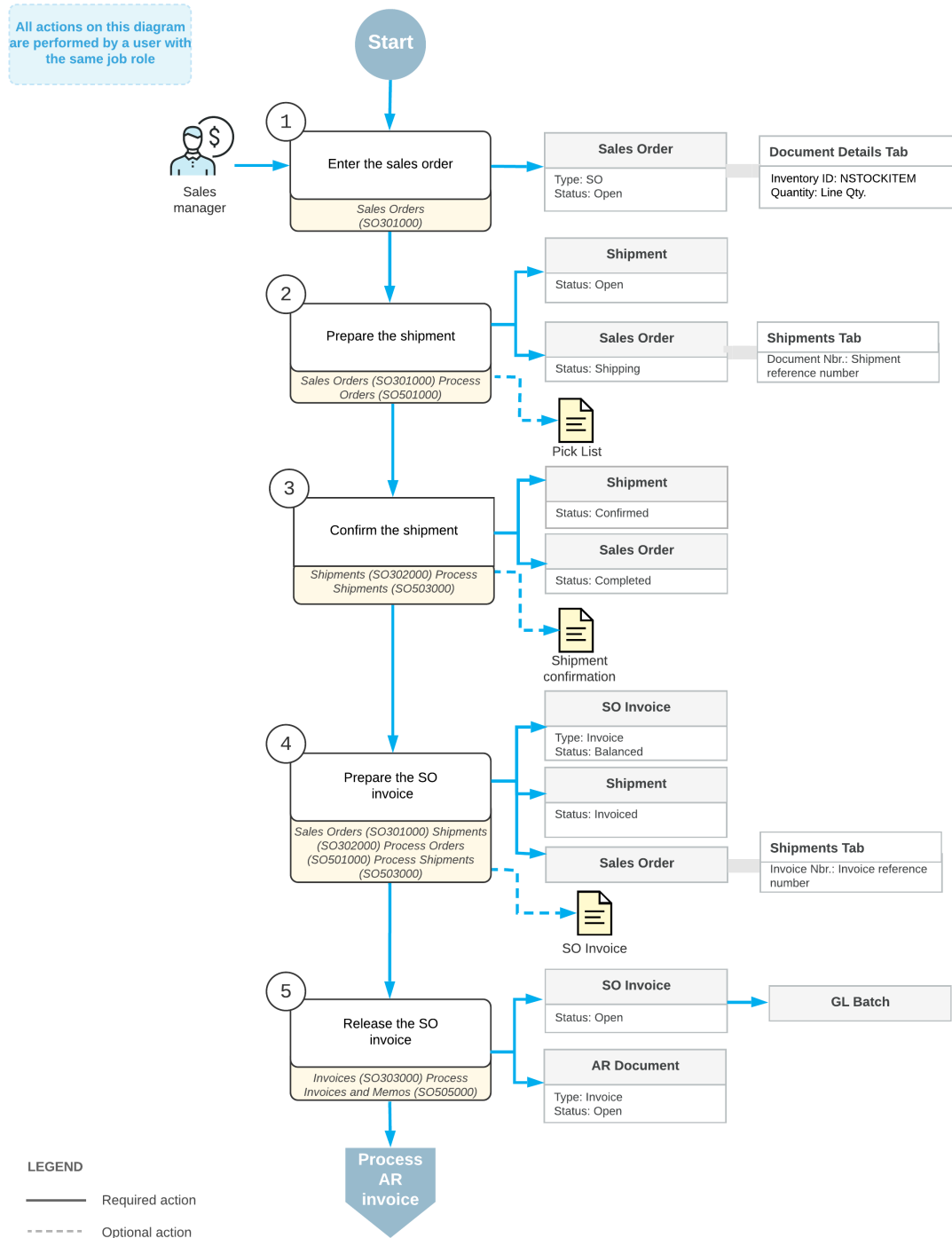
Then you use the [Shipments](#) (SO302000) form to prepare and confirm the shipment or shipments related to the sales order. When the shipment is confirmed, you need to bill the customer for the shipped items by preparing an SO invoice, which is a financial document in the system that contains links to the applicable shipments and sales orders. You can review the prepared SO invoice on the [Invoices](#) (SO303000) form; then you can release it. When the SO invoice is released, the system releases a corresponding AR invoice, which you can view on the [Invoices and Memos](#) (AR301000) form.

An AR invoice is a financial document that is similar to the SO invoice but does not contain the links to the applicable shipments and sales orders. The system assigns the same reference number to the SO invoice and the related AR invoice. Both of these documents contain the link to the batch of the general ledger transactions, which was generated when the AR invoice was released. For more information on processing accounts receivable invoices, see [Processing AR Invoices](#).

Workflow of Sales of Non-Stock Items with Shipping

If a sales order includes only non-stock items with shipment, the processing of the sales order involves the steps and generated documents shown in the following diagram.

Sale of non-stock items with shipping



Sales of Non-Stock Items with Shipping: Process Activity

The following activity will walk you through the process of preparing and processing of a sales order for non-stock items that need to be shipped to the customer's location.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the GoodFood One Restaurant customer has asked SweetLife to conduct a two-day training course on home canning for the café's employees.

The materials to be used for the upcoming training on home canning (which are included in the price of the training) need to be delivered to the customer's location before the course is conducted. You, as a sales manager, need to reflect these details in the system by entering and processing the appropriate documents.

Configuration Overview

For the purposes of this activity, the following prerequisites actions have been performed in the system:

- On the [Enable/Disable Features](#) (CS100000) form, the *Inventory* feature has been enabled.
- On the [Order Types](#) (SO201000) form, the *SO* order type has been configured and activated.
- On the [Customers](#) (AR303000) form, the *GOODFOOD* (*GoodFood One Restaurant*) customer has been configured.
- On the [Non-Stock Items](#) (IN202000) form, the *OFLCOURSE* (*Home canning courses at customer's place*) non-stock item has been configured, and the **Require Shipment** check box has been selected for this item on the **General Settings** tab.

Process Overview

In this activity, you will create a sales order on the [Sales Orders](#) (SO301000) form, and then add a non-stock item to it. After that, you will create a related shipment document on the [Shipments](#) (SO302000) form. On this form, you will check the settings that the system has specified automatically, and then confirm the shipment. After shipment confirmation, you will use the [Invoices](#) (SO303000) form to prepare an SO invoice to the customer and release it.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as a sales and purchasing manager, use the *norman* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.

Step 1: Entering a Sales Order

To create a sales order, do the following:

1. On the [Sales Orders](#) (SO301000) form, click **New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *GOODFOOD*
 - **Description:** *Home canning training*
2. On the **Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the row:
 - **Inventory ID:** *OFLCOURSE*
 - **Warehouse:** *WHOLESALE*
 - **Quantity:** *2*
 - **Unit Price:** *45*
3. Save the order, and notice that it is assigned the *Open* status.

Now you need to create a shipment for the materials that need to be shipped in advance of the training.

Step 2: Creating a Shipment

To create the shipment related to the sales order, do the following:

1. While you are still viewing the sales order you have created on the [Sales Orders](#) (SO301000) form, on the form toolbar, click **Create Shipment**.
2. In the **Specify Shipment Parameters** dialog box, which is opened, make sure that the today's business date and the *WHOLESALE* warehouse are selected, and click **OK**.

The system creates closes the dialog box, creates a shipment and opens it on the [Shipments](#) (SO302000) form.

Step 3: Confirming the Shipment

To confirm the shipment, do the following:

1. While you are still viewing the shipment on the [Shipments](#) (SO302000) form, review the lines on the **Details** tab, and make sure that the order line with the non-stock item has been included in the shipment.
2. On the form toolbar, click **Confirm Shipment**.

Notice that the shipment is assigned the *Confirmed* status. Now you can prepare the invoice to bill the customer and increase the customer's debt in the system.

Step 4: Processing the Invoice

To prepare and release an SO invoice related to the sales order (and shipment), do the following:

1. While you are still viewing the shipment on the [Shipments](#) (SO302000) form, on the form toolbar, click **Prepare Invoice**. The system prepares the invoice and opens it on the [Invoices](#) (SO303000) form.
2. On this form, review the details of the prepared invoice. The invoice has one line on the **Details** tab, as the initial sales order does. In the **Shipment Nbr.** and **Order Nbr.** columns of this tab, the system has inserted the reference numbers of the related shipment and sales order (which you created in Steps 1 and 2 of this activity); these numbers are also links that you can click to view the shipment and sales order on the appropriate forms.
3. On the form toolbar, click **Release** to release the SO invoice. The invoice is assigned the *Open* status.
4. On the **Details** tab, in the only row, click the link in the **Order Nbr.** column to view the associated sales order.
5. On the form, which opens, review the details of the sales order, as shown in the following screenshot. Notice that the sales order has the *Completed* status, which the system assigned on release of the SO invoice and which means that the processing of the sale is completed.

Sales Orders
SO 000063 - GoodFood One Restaurant

NOTES ACTIVITIES FILES TOOLS

PREPARE INVOICE ACTIONS REPORTS

Order Type: SO Customer: GOODFOOD - GoodFood One Restaurant Ordered Qty: 2.00
 Order Nbr.: 000063 Location: MAIN - Primary Location Discount Total: 0.00
 Status: **Completed** Contact: VAT Exempt T... 0.00
 Date: 4/1/2021 Project: X - Non-Project Code VAT Taxable T... 0.00
 Requested On: 4/1/2021 Tax Total: 0.00
 Customer Ord... Order Total: 90.00
 External Refer... Description: Home canning training

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Inventory ID	Free Item	Warehouse	Line Description	*UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Manual Price	Ext. Price	Discount Percent
01 COURSE	<input type="checkbox"/>	WHOLESALE	Home canning courses at customer's place...	DAY	2.00	2.00	0.00	45.0000	<input type="checkbox"/>	90.00	0.000000

Figure: Sales order completed on release of the SO invoice

Lesson 4: Selling Services

Sales of Services: General Information

Non-stock items in Acumatica ERP, which are defined on the [Non-Stock Items](#) (IN202000) form during implementation, are used to represent the products that cannot be stocked in warehouses (such as services or charges) or physical entities whose quantities you do not need to track.

The following sections describe the sales process of non-stock items that represent services.

Learning Objectives

In this chapter, you will learn how to do the following:

- Create a sales order for a sale of services
- Prepare the invoice that corresponds to the sales order

Applicable Scenarios

You process a sales order with a service line or multiple service lines if you need to track this sale (and then bill the customer for the provided services), which does not involve a shipment being processed in the system.

Sales of Services

Although you could record the billing for a sale of services directly in the system by using an AR invoice, by entering sales orders for all sales, you implement a single entry point for the processing and tracking of sales, including the sales of services. For a sale of services, you start with entering a sales order of the *SO* or *IN* type on the [Sales Orders](#) (SO301000) form and add to the order the non-stock item or items representing the needed services.

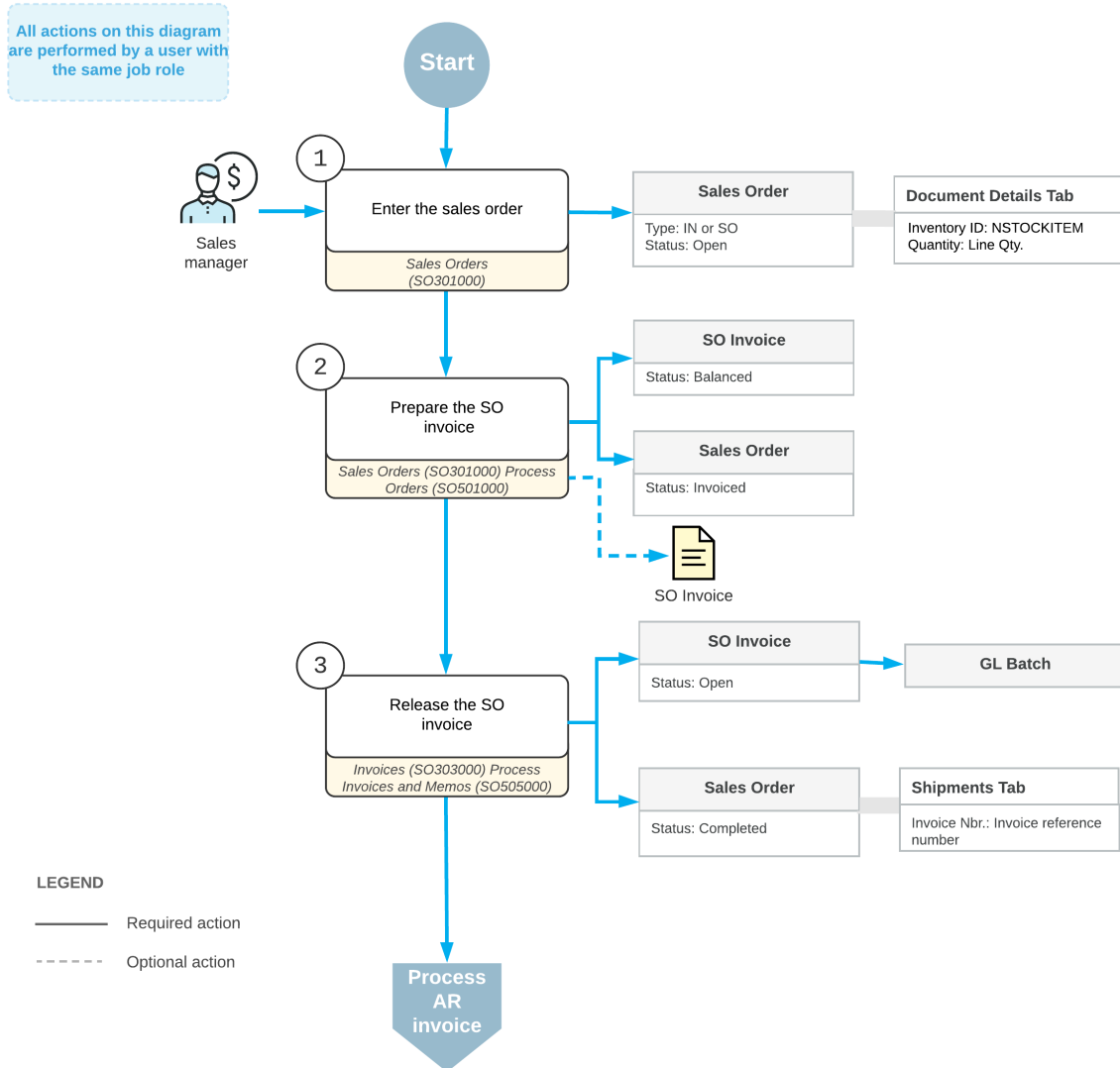
After you have entered the sales order, you need to bill the customer for the sold services by preparing an SO invoice, which is a financial document in the system that contains links to the applicable sales orders. You can review the prepared SO invoice on the [Invoices](#) (SO303000) form; then you can release it. When the SO invoice is released, the system releases the corresponding AR invoice, which you can view on the [Invoices and Memos](#) (AR301000) form.

An AR invoice is a financial document that is similar to the SO invoice but does not contain the links to the other applicable documents. The system assigns the same reference number to the SO invoice and the related AR invoice. Both of these documents contain the link to the batch of the general ledger transactions, which was generated when the AR invoice was released. For more information on processing accounts receivable invoices, see [Processing AR Invoices](#).

Workflow of Sales of Services

If a sales order includes only services that do not involve shipping, the typical processing of the sales order involves the steps and generated documents shown in the following diagram.

Sale of services



Sales of Services: Process Activity

The following activity will walk you through the process of preparing and processing of a sales order for non-stock items that doesn't need to be shipped to the customer's location.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the GoodFood One Restaurant manager has ordered a three-day training course on home canning for the restaurant's employees. The course is conducted online, and no shipping needs to occur. You, as a sales manager, need to reflect these details in the system by entering and processing the appropriate documents.

Configuration Overview

For the purposes of this activity, the following prerequisites actions have been performed in the system:

- On the [Order Types](#) (SO201000) form, the *SO* order type have been configured and activated.
- On the [Customers](#) (AR303000) form, the *GOODFOOD* (*GoodFood One Restaurant*) customer has been configured.
- On the [Non-Stock Items](#) (IN202000) form, the *ONLCOURSE* (*Home canning courses online (website session)*) non-stock item has been configured.

Process Overview

In this activity, you will create a sales order on the [Sales Orders](#) (SO301000) form, and then add a service line to it. After that, you will use the [Invoices](#) (SO303000) form to prepare a related invoice to the customer and release it.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as a sales and purchasing manager, use the *norman* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.

Step 1: Entering a Sales Order

To create a sales order, do the following:

1. On the [Sales Orders](#) (SO301000) form, click **New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Order Type:** *SO*
 - **Customer:** *GOODFOOD*
 - **Description:** *Home canning training*
2. On the **Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the row:
 - **Inventory ID:** *ONLCOURSE*
 - **Quantity:** *3*

- **Unit Price:** 14.5

3. Save the order, and notice that it is assigned the *Open* status.

Step 2: Processing the SO Invoice

To prepare and release the SO invoice that is related to the sales order, do the following:

1. While you are still viewing the sales order on the [Sales Orders](#) (SO301000) form, on the form toolbar, click **Actions > Prepare Invoice**. The system prepares the SO invoice and opens it on the [Invoices](#) (SO303000) form.
2. On this form, review the details of the prepared invoice. The invoice has one line on the **Details** tab, as the initial sales order does. In the **Order Nbr.** column of this tab, the system has inserted the reference number of the related sales order; this number is also a link you can click to view the document on the [Sales Orders](#) form. Notice that the **Shipment Nbr.** column of the **Details** tab has no number.
3. On the form toolbar, click **Release** to release the invoice. The invoice is assigned the *Open* status. Also, an AR invoice with the same reference number, which you can view on the [Invoices and Memos](#) (AR301000) form, becomes available.
4. On the **Details** tab, in the only row, click the link in the **Order Nbr.** column to view the associated sales order.
5. On the [Sales Orders](#) (SO301000) form, which opens, review the details of the sales order, as shown in the following screenshot. Notice that the sales order has the *Completed* status, which the system assigned on release of the SO invoice and which means that the processing of the sale is completed.

SO 000064 - GoodFood One Restaurant

PREPARE INVOICE ACTIONS REPORTS

Order Type: SO	Customer: GOODFOOD - GoodFood One Restaurant	Ordered Qty.: 0.00
Order Nbr.: 000064	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Completed	Contact:	VAT Exempt T...: 0.00
Date: 4/1/2021	Project: X - Non-Project Code	VAT Taxable T...: 0.00
Requested On: 4/1/2021		Tax Total: 0.00
Customer Ord...		Order Total: 43.50
External Refer...	Description: Home canning training	

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Inventory ID	Free Item	Warehouse	Line Description	UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Manual Price	Ext. Price	Discount Percent
ONLCOURSE			Home canning courses online (website ses...	DAY	3.00	0.00	0.00	14.5000		43.50	0.000000

Figure: Sales order completed on release of the invoice

Lesson 5: Purchasing Non-Stock Items and Services with Receipt

Purchases of Non-Stock Items and Services with Receipts: General Information

Non-stock items in Acumatica ERP, which are defined on the [Non-Stock Items](#) (IN202000) form during implementation, are used to represent products that cannot be stocked in warehouses (such as services or charges) or physical entities whose quantities you do not need to track. In Acumatica ERP, you can process purchases of non-stock items and services with receipts.

The following sections explain how to process a purchase of non-stock items and services with receipt, and which documents are prepared during the processing of the purchase.

Learning Objectives

In this chapter, you will learn how to do the following:

- Enter a purchase order for a purchase of non-stock items including services
- Prepare the purchase receipt for the purchase order
- Prepare an AP bill that corresponds to the purchase order

Applicable Scenarios

You process a purchase order for non-stock items (potentially including services) and process a purchase receipt if you need to prepare a bill to pay the vendor for the purchased non-stock items. The standard purchase process of non-stock items includes entering a purchase order, processing the purchase receipt when the purchased non-stock items are received, and preparing a bill to the vendor.



Purchases of services are usually processed without purchase receipts also being processed in the system. You might want to process a purchase of a service with a corresponding purchase receipt if you want the receipt to serve as proof that the work was finished. If the service is paid by the hour, the receipt is also needed to track the actual number of hours, which may differ from the expected number of hours in the purchase order.

Purchase of Non-Stock Items (Including Services) with a Corresponding Receipt

In Acumatica ERP, you create a purchase order by using the [Purchase Orders](#) (PO301000) form. You use a purchase order of the *Normal* type for processing a standard purchase of non-stock items (including services).

When you create a new purchase order, you first select the vendor and the *Normal* type in the Summary area. Then on the **Details** tab, you add lines with the non-stock items, including services, to be purchased from the vendor.

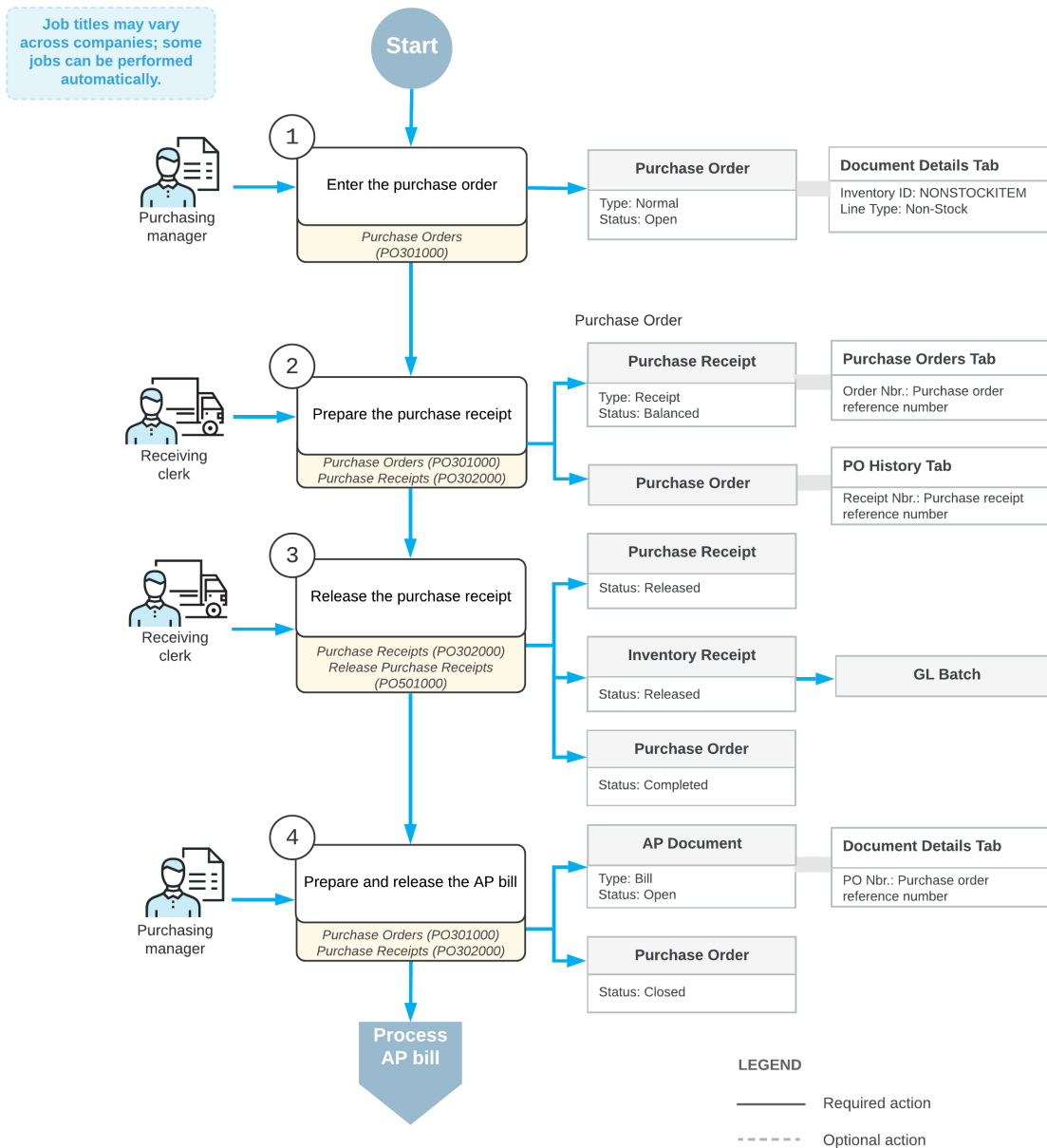
For this scenario, once the purchased items have been received, you need to create a purchase receipt on the [Purchase Receipts](#) (PO302000) form.

Then you need to create an AP bill to increase the vendor's balance in the system with the amount to be paid for the received items. You can review the AP bill on the [Bills and Adjustments](#) (AP301000) form. If all the lines in the purchase order have been billed in full, the system assigns the purchase order the *Closed* status. For more information on the rules that affect line closing and completion, see [Non-Stock Lines in Purchase Orders](#).

Workflow of a Purchase of Non-Stock Items with Receipt

When you process a purchase of non-stock items (including services) with a purchase receipt, the typical processing of a purchase order involves the steps and generated documents shown in the following diagram.

Purchase of non-stock items (including services) with receipt



Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Non-Stock Items

The following activity will walk you through the process of preparing and processing a purchase order for non-stock items that are required to be included in a purchase receipt. This activity involves non-stock items that are not services.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the SweetLife Store gives a free magnet with a SweetLife advertisement to every customer who buys goods in the retail shop. Further suppose that today one of the managers has reported that the supply of magnets is almost depleted.

As a purchasing manager, you need to enter and process a purchase order for the Wingman Printing Company, from which SweetLife buys these magnets. You also need to process the corresponding purchase order and AP bill.

Configuration Overview

For the purposes of this activity, the following prerequisite actions have been performed in the system:

- On the [Enable/Disable Features](#) (CS100000) form, the **Inventory** feature must be enabled.
- On the [Vendors](#) (AP303000) form, the *PRINTICO (Wingman Printing Company)* vendor has been defined.
- On the [Non-Stock Items](#) (IN202000) form, the *MAGNETS (A box of magnets with company advertisement, 50pcs)* non-stock item has been defined, and the **Require Receipt** check box has been selected for this item on the **General Settings** tab. This indicates that when this item is purchased, it needs to be included in a purchase receipt.

Process Overview

In this activity, you will create a purchase order on the [Purchase Orders](#) (PO301000) form and add the magnets to it. When the magnets have been received, on the [Purchase Receipts](#) (PO302000) form, you will then create a purchase receipt for them. On release of the purchase receipt, the system automatically generates an inventory receipt to create a GL batch. Then on the [Bills and Adjustments](#) (AP301000) form, you create an AP bill to pay the vendor.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as a sales and purchasing manager, use the *wiley* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, select the *SweetLife Store* branch.

Step 1: Creating a Purchase Order

To create a purchase order for the magnets, do the following:

1. On the [Purchase Orders](#) (PO301000) form, click **New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *PRINTICO*
 - **Description:** *Purchase of magnets*
2. On the **Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the row:
 - **Branch:** *RETAIL*
 - **Inventory ID:** *MAGNETS*
 - **Warehouse:** *RETAIL*
 - **Order Qty.:** *20*
 - **Unit Cost:** *100*
3. On the form toolbar, click **Remove Hold**, and notice that the purchase order is assigned the *Open* status.

Step 2: Processing the Purchase Receipt

Create the purchase receipt for the purchase order as follows:

1. While you are still viewing the purchase order on the [Purchase Orders](#) (PO301000) form, on the form toolbar, click **Actions > Enter PO Receipt**. The system prepares the purchase receipt for the selected purchase order and opens it on the [Purchase Receipts](#) (PO302000) form.
2. On the form toolbar, click **Save**.
3. Review the details of the prepared purchase receipt. Make sure that the **Create Bill** check box is cleared in the Summary area. (In the next step, you will prepare the bill manually.)
4. On the form toolbar, click **Release**.
5. On the **Other** tab, click the **IN Ref. Nbr.** link, and review the details of the generated inventory receipt, which the system opens on the [Receipts](#) (IN301000) form. Make sure the inventory receipt has the *Released* status.

Step 3: Processing the AP Bill

Do the following to process the AP bill associated with the purchase order and purchase receipt:

1. Return to the purchase receipt that you have processed earlier in this activity on the [Purchase Receipts](#) (PO302000) form, and on the form toolbar, click **Actions > Enter AP Bill**. The system generates an AP bill for the vendor of the goods and shows the created document on the [Bills and Adjustments](#) (AP301000) form.
2. In the **Description** box, enter *Purchase of magnets*.
3. On the form toolbar, click **Remove Hold**, and then click **Release** to release the bill.

- Return to the purchase order for *PRINTICO* on the [Purchase Orders](#) form, and review its settings. Notice that the order now has a status of *Closed*, as shown in the following screenshot.

On the **PO History** tab (also shown in the screenshot), notice that the left pane lists the corresponding purchase receipt, and the right pane lists the AP bill that was prepared for the order. The inclusion of these documents on the tab indicates that the purchased magnets have been received and billed in full, so the purchasing process is completed.

Purchase Orders
Normal 000030 - Wingman Printing Company

NOTES ACTIVITIES FILES TOOLS

← → + - [Icons] ACTIONS REPORTS

Type: Normal	Vendor: PRINTICO - Wingman Printing Company	Line Total: 2,000.00
Order Nbr.: 000030	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Closed	Owner: EP00000009 - Regina Wiley	VAT Exempt T...: 0.00
Date: 4/1/2021	Vendor Ref.:	VAT Taxable T...: 0.00
Promised On: 4/1/2021		Tax Total: 0.00
Description: Purchase of magnets		Order Total: 2,000.00

DETAILS TAXES SHIPPING VENDOR INFO **PO HISTORY** PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

Type	Receipt Nbr.	Date	Status	Received Qty.
Receipt	000022	4/1/2021	Released	20.00

Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt	Currency
Bill	000060	4/1/2021	Open	20.00	2,000.00	0.00	USD

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Services

The following activity will walk you through the process of preparing and processing a purchase order for non-stock items that are required to be included a purchase receipt. This activity involves non-stock items that are services.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that a manager has reported that a computer in the SweetLife Store doesn't work. Your system administrator has contacted the company that provides computer services, Compulink and Co., and the company has sent a service technician to repair the computer.

Acting as a purchasing manager, you will process the relevant documents in the system. Because Compulink and Co. charges for repair services by the hour, you will prepare the purchase order after the technician finishes the job. You will also process a purchase receipt for this job to document that the job was completed, and the computer works now. You will then process the corresponding AP bill.

Configuration Overview

For the purposes of this lesson, the following prerequisite actions have been performed in the system:

- On the [Enable/Disable Features](#) (CS100000) form, the *Inventory* feature has been enabled.

- On the [Vendors](#) (AP303000) form, the *COMPULINK (Compulink and Co.)* vendor has been configured.
- On the [Non-Stock Items](#) (IN202000) form, the *MAINTENANCE (Repair of hardware)* non-stock item has been defined, and the **Require Receipt** check box has been selected for this item on the **General** tab. This indicates that when this item is purchased, it needs to be included in a purchase receipt.

Process Overview

In this activity, you will create a purchase order on the [Purchase Orders](#) (PO301000) form and add the purchased service to it. On the [Purchase Receipts](#) (PO302000) form, you will then create a purchase receipt for the ordered items. On release of the purchase receipt, the system automatically generates an inventory receipt to create a GL batch. Then on the [Bills and Adjustments](#) (AP301000) form, you create an AP bill to pay the vendor.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as a sales and purchasing manager, use the *wiley* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, select the *SweetLife Store* branch.
4. On the [Purchase Orders Preferences](#) (PO101000) form, select the **Process Service lines from Normal Purchase via Purchase Receipt** check box so that the system allows the processing of a service line that will be included in a corresponding purchase receipt.

Step 1: Creating a Purchase Order

To create a purchase order for the computer repair service, do the following:

1. On the [Purchase Orders](#) (PO301000) form, click **New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *COMPULINK*
 - **Description:** *Repair of a computer in the shop*
2. On the **Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the row:
 - **Branch:** *RETAIL*
 - **Inventory ID:** *MAINTENANCE*
 - **Warehouse:** *RETAIL*
 - **Order Qty.:** *3*

This indicates that the repair service took three hours to complete; each unit represents one hour of work.

- **Unit Cost:** 20

3. On the form toolbar, click **Remove Hold**, and notice that the purchase order is assigned the *Open* status.

Step 2: Processing the Purchase Receipt

Create the purchase receipt for the purchase order as follows:

1. While you are still viewing the purchase order on the [Purchase Orders](#) (PO301000) form, on the form toolbar, click **Actions > Enter PO Receipt**. The system prepares the purchase receipt for the selected purchase order and opens it on the [Purchase Receipts](#) (PO302000) form.
2. On the form toolbar, click **Save**.
3. Review the details of the prepared purchase receipt. Make sure that the **Create Bill** check box is cleared in the Summary area. (In the next step, you will prepare the bill manually.)
4. On the form toolbar, click **Release**.

Step 3: Processing the AP Bill

Do the following to process the AP bill associated with the purchase order:

1. In the purchase receipt that you have processed earlier in this activity on the [Purchase Receipts](#) (PO302000) form, on the form toolbar, click **Actions > Enter AP Bill**. The system generates an AP bill for the vendor of the goods and shows the created document on the [Bills and Adjustments](#) (AP301000) form.
2. On the form toolbar, click **Remove Hold**, and then click **Release** to release the bill.
3. Return to the purchase order for *COMPULINK* on the [Purchase Orders](#) form, and review its settings. Notice that the order now has a status of *Closed*, as shown in the following screenshot.

On the **PO History** tab (also shown in the screenshot), notice that the left pane lists the corresponding purchase receipt, and the right pane lists the AP bill that was prepared for the order. The inclusion of these documents on the tab indicates that the purchased service has been received and billed in full, so the purchasing process is completed.

Purchase Orders

Normal 000031 - Compulink and Co

NOTES ACTIVITIES FILES TOOLS

← → + - ✕ ⌂ ⌕ ACTIONS REPORTS

Type: Normal	Vendor: COMPULINK - Compulink and Co	Line Total: 60.00
Order Nbr.: 000031	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Closed	Owner: EP00000009 - Regina Wiley	VAT Exempt T...: 0.00
Date: 4/1/2021	Vendor Ref.:	VAT Taxable T...: 0.00
Promised On: 4/1/2021		Tax Total: 0.00
Description: Repair of a computer in the shop		Order Total: 60.00

DETAILS TAXES SHIPPING VENDOR INFO **PO HISTORY** PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

Type	Receipt Nbr.	Date	Status	Received Qty.	Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt.	Currency
Receipt	000023	4/1/2021	Released	3.00	Bill	000061	4/1/2021	Open	3.00	60.00	0.00	USD

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Lesson 6: Purchasing Services without Receipt

Purchases of Services Without Receipts: General Information

Non-stock items in Acumatica ERP, which are defined on the [Non-Stock Items](#) (IN202000) form during implementation, are used to represent products that cannot be stocked in warehouses (such as services or charges) or physical entities whose quantities you do not need to track. If a non-stock item is included in a purchase order, the item's settings determine whether the item must be included in a corresponding purchase receipt.

The following sections explain how to process a purchase of services that will not be included in corresponding purchase receipts, and which documents are prepared during the processing of the purchase.

Learning Objectives

In this chapter, you will learn how to do the following:

- Enter a purchase order for a purchase of a service that does not need to be included in the applicable purchase receipt
- Prepare an AP bill that corresponds to the purchase order

Applicable Scenarios

When you need to purchase services from a vendor, you usually process a purchase order without processing a corresponding receipt. In this case, the purchasing process includes entering a purchase order and preparing a bill to pay the vendor.

Purchase of Services Without a Corresponding Receipt

In Acumatica ERP, you create a purchase order by using the [Purchase Orders](#) (PO301000) form. You use a purchase order of the *Normal* type for processing a standard purchase of services.

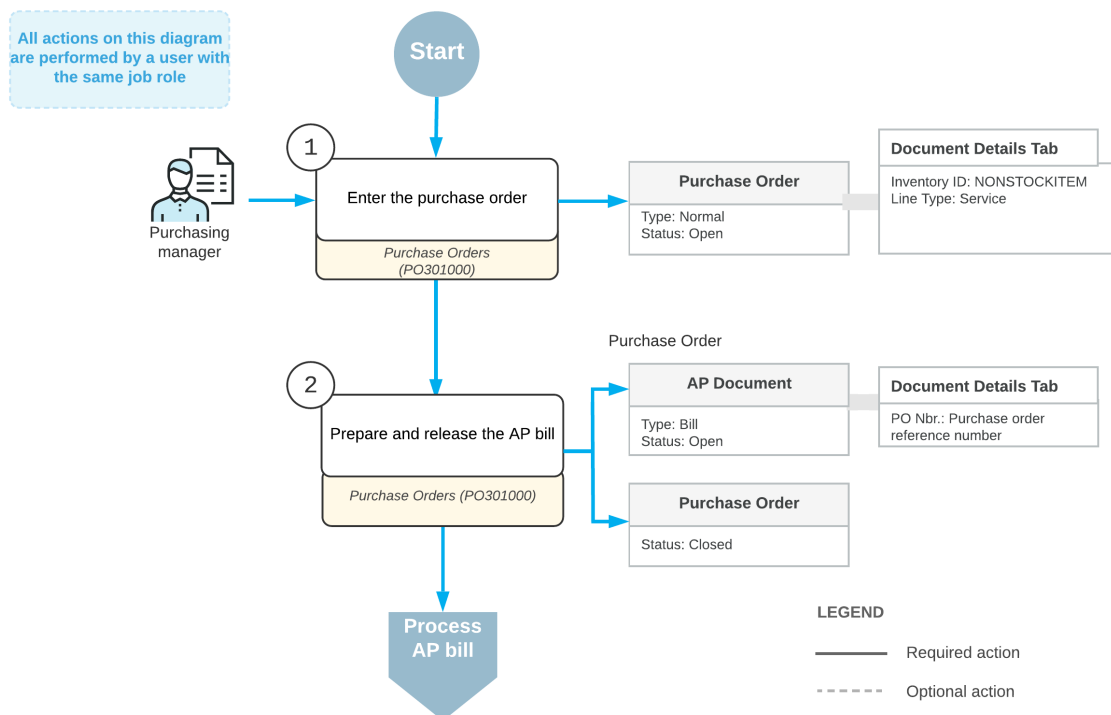
When you create a new purchase order, you first select the vendor and the *Normal* type in the Summary area. Then on the **Details** tab, you add lines with items and services (including the services that do not need to be included in a purchase receipt) to be purchased from the vendor.

Once the purchased services have been received (that is, provided), you, on the [Bills and Adjustments](#) (AP301000) form, need to create an AP bill to increase the vendor's balance in the system with amount to be paid for the received services.

Workflow of a Purchase of Services Without a Purchase Receipt

When you process a purchase of services without a purchase receipt, the typical processing of a purchase order involves the steps and generated documents shown in the following diagram.

Purchase of services without receipt



Purchases of Services Without Receipts: Process Activity

The following activity will walk you through the process of preparing and processing a purchase order that includes a line for a service that doesn't need to be included in a purchase receipt when it is purchased.

For simplicity, this chapter focuses on purchases of only services that do not require corresponding purchase receipts. However, this activity demonstrates a purchase of both a service that does not need to be included in a purchase receipt and a stock item that does need to be included in a purchase receipt.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that you, as a purchasing manager for SweetLife Fruit & Jams, urgently need to buy some jars for packing SweetLife's produced jam, which is sold in the retail store. SweetLife buys these jars (which are tracked as stock items in the system) from Jar Co., which offers free delivery of the jars.

You order the jars, but you will not be able to use Jar Co.'s regular delivery service because its soonest free delivery is in three days. Because you are in urgent need of the jars, you agree to pay Jar Co. an extra service fee to arrange for delivery by a third party, which you have defined in the system as a service that does not need to be included in a purchase receipt.

Thus, you need to process a purchase order for Jar Co. that includes both the jars (at their normal price) and the expedited delivery service. You also need to process the corresponding purchase receipt (which includes only the jars, because purchased stock items are always included in a purchase receipt) and AP bill (which includes the jars and the expedited delivery service).

Configuration Overview

For the purposes of this activity, the following prerequisite actions have been performed in the system:

- On the [Enable/Disable Features](#) (CS100000) form, the *Inventory* feature has been enabled.
- On the [Vendors](#) (AP303000) form, the *JARCO (Jar Co.)* vendor has been defined.
- On the [Non-Stock Items](#) (IN202000) form, the *URGDELIVERY (One-time delivery service)* non-stock item has been defined, and the **Require Receipt** check box has been cleared for this item on the **General** tab. This indicates that when this item is purchased, it does not need to be included in a purchase receipt.
- On the [Stock Items](#) (IN202500) form, the *JAR96 (Glass jar 96 oz., 24 pcs)* stock item has been defined. Because stock items are by definition items whose movements are tracked in inventory, when they are purchased, they must be included in the purchase receipt corresponding to the purchase order.



For details about the process of purchasing stock items, see [Standard Inventory Purchases: Process Activity](#).

Process Overview

In this activity, you will create a purchase order on the [Purchase Orders](#) (PO301000) form and add the purchased expedited delivery service and jars to it. Although the service does not need to be included in a purchase receipt, because the jars are stock items, you will process a purchase receipt for them on the [Purchase Receipts](#) (PO302000) form. Then on the [Bills and Adjustments](#) (AP301000) form, you will create an AP bill to pay the vendor.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded. To sign in as a sales and purchasing manager, use the *wiley* login and the *123* password.
2. On the [Purchase Orders Preferences](#) (PO101000) form, make sure that the **Process Service lines from Normal Purchase via Purchase Receipt** check box is cleared so that the system does not include service lines in purchase receipts.
3. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.

4. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, select the *SweetLife Store* branch.

Step 1: Creating a Purchase Order

To create a purchase order that includes the jars and the expedited delivery service, do the following:

1. On the [Purchase Orders](#) (PO301000) form, click **New Record** on the form toolbar, and specify the following settings in the Summary area:
 - **Type:** *Normal*
 - **Vendor:** *JARCO*
 - **Description:** *Purchase of jars*
2. On the **Details** tab, for each of the rows whose settings are listed below, click **Add Row** on the table toolbar, and specify the listed settings in the row.

Branch	Inventory ID	Warehouse	Order Qty.	Unit Cost
RETAIL	JAR96	RETAIL	5	30
RETAIL	URGDELIVERY		1	20

3. On the form toolbar, click **Remove Hold**, and notice that the purchase order is assigned the *Open* status.

Step 2: Processing the Purchase Receipt for the Jars

Although the *URGDELIVERY* non-stock item does not need to be included in a purchase receipt, the purchase order also consists of the *JAR96* stock item. When this item is purchased, it needs to be included in the corresponding purchase receipt, because the movements of all stock items are carefully tracked in inventory. Thus, you still need to create a purchase receipt.

Create the purchase receipt for the purchase order as follows:

1. While you are still viewing the purchase order on the [Purchase Orders](#) (PO301000) form, on the form toolbar, click **Actions > Enter PO Receipt**. The system prepares the purchase receipt for the selected purchase order and opens it on the [Purchase Receipts](#) (PO302000) form.
2. Review the purchase receipt.

Notice that the line with the *URGDELIVERY* service, which had been included in the purchase order, is absent in the purchase receipt. This is because the **Require Receipt** check box is cleared for the non-stock item on the [Non-Stock Items](#) (IN202000) form.
3. On the form toolbar, click **Save**.
4. Review the details of the prepared purchase receipt. Notice that the **Create Bill** check box is cleared in the Summary area. (You will create the bill manually in the next step.)
5. On the form toolbar, click **Release**.

Step 3: Processing the AP Bill

Do the following to process the AP bill related to the purchase order:

1. Return to the purchase order that you have processed earlier in this activity on the [Purchase Orders](#) (PO301000) form, and on the form toolbar, click **Actions > Enter AP Bill**. The system generates an AP bill for the vendor of the goods and shows the created document on the [Bills and Adjustments](#) (AP301000) form.
2. In the **Description** box, enter *Purchase of jars with expedited delivery*.
3. On the form toolbar, click **Remove Hold**, and then click **Release** to release the bill.
4. Return to the purchase order for *PRINTICO* on the [Purchase Orders](#) form, and review its settings. Notice that the order now has a status of *Closed*, as shown in the following screenshot.

On the **PO History** tab, notice that the left pane lists the purchase receipt that includes an item from this purchase order, and the right pane lists the AP bill that was prepared for the order. The inclusion of these documents on the tab indicates that the purchased jars have been received and the jars and the delivery have been billed in full, so the purchasing process is completed.

Purchase Orders
Normal 000032 - Jar Co.

NOTES ACTIVITIES FILES TOOLS

← ↻ ↺ + 🗑️ 📄 ⏪ ⏩ ACTIONS ▾ REPORTS ▾

Type: Normal	Vendor: JARCO - Jar Co.	Line Total: 170.00
Order Nbr.: 000032	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Closed	Owner: EP00000009 - Regina Wiley	VAT Exempt T...: 0.00
Date: 4/1/2021	Vendor Ref.:	VAT Taxable T...: 0.00
Promised On: 4/1/2021		Tax Total: 0.00
Description: Purchase of jars		Order Total: 170.00

DETAILS TAXES SHIPPING VENDOR INFO **PO HISTORY** PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

↻ + × ⏪ ⏩ 🗑️

Type	Receipt Nbr.	Date	Status	Received Qty.
Receipt	000024	4/1/2021	Released	5.00

↻ + × ⏪ ⏩ 🗑️

Type	Reference Nbr.	Date	Status	Billed Qty.	Billed Amt.	PPV Amt.	Currency
Bill	000062	4/1/2021	Open	6.00	170.00	0.00	USD

Figure: The corresponding purchase receipt and AP bill for the closed purchase order

Lesson 7: Drop-shipping Non-Stock Items

Drop Shipment of Non-Stock Items: General Information

In Acumatica ERP, you can create sales orders whose goods are intended for drop shipping. Drop shipping means that a customer orders the goods from your company, pays your company for the order, and receives the goods (which your company has ordered) directly from one of your vendors. In the system, you define these goods as non-stock items because your company does not keep them in stock.

If the *Drop Shipments* feature is enabled on the [Enable/Disable Features](#) (CS100000) form, you can mark particular non-stock items for drop shipping and create drop-ship orders for these items.

Learning Objectives

In this chapter, you will learn how to do the following:

- Process a sales order for non-stock items to be drop-shipped
- Mark items for drop shipment in a sales order
- Create a drop-ship purchase order for the sales order and process the drop shipment to completion

Applicable Scenarios

You use a drop shipment to fulfill a sale of non-stock items that your company does not keep in its warehouses. Instead, your company processes the needed documents to have your vendor ship the items directly to the customer

Drop-Shipping Process

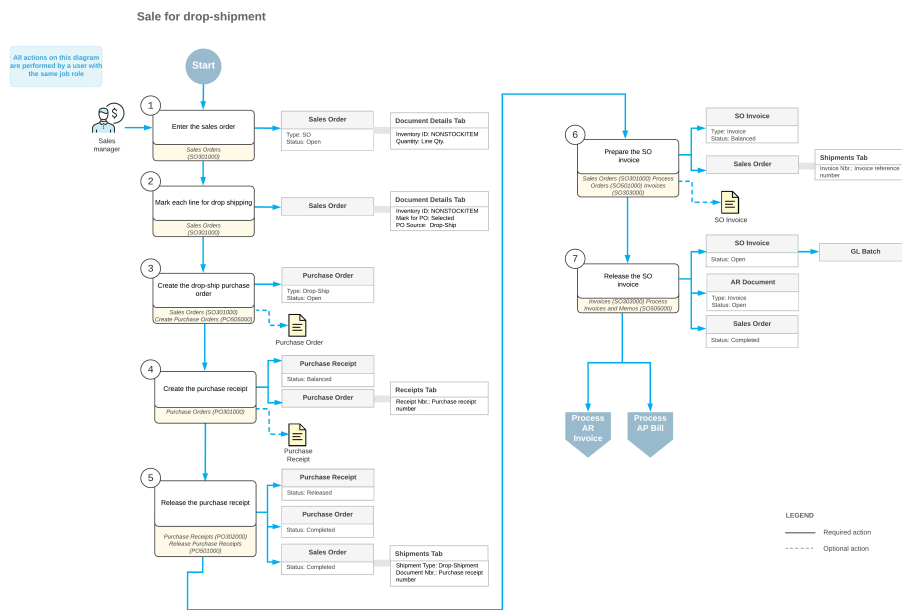
To process a sale with drop shipment, you create a sales order of the *SO* order type on the [Sales Orders](#) (SO301000) form, and add the non-stock items ordered by the customer. On the **Details** tab of the form, you mark the non-stock items for drop shipping by selecting the check box in the **Mark for PO** column and selecting *Drop-Ship* in the **PO Source** column, which means that the items will be ordered from the vendor and shipped directly to the customer.

When you mark items for drop shipping and save the sales order with the *Open* status, the system creates purchase requests of the *Drop-Ship* plan type. You then create a drop-ship purchase order by processing *Drop-Ship* purchase requests on the [Create Purchase Orders](#) (PO505000) form. This drop-ship purchase order contains links to the related sales order.

The items from this purchase order are not shipped to the company's warehouse; rather, they are shipped directly to the customer. After you have received confirmation that the customer has received the items from the vendor, you prepare and release the purchase receipt for the drop-ship purchase order. When you release the purchase receipt (which is listed as a shipment document for the sales order on the [Sales Orders](#) (SO301000) form), the status of the drop-ship purchase order and sales order is changed to *Completed*. You can then you prepare an SO invoice for the customer.

Workflow of a Sale with Drop Shipment

For a sales order with non-stock items intended for drop shipment, the typical processing involves the actions and generated documents shown in the following diagram.



Drop Shipment of Non-Stock Items: Process Activity

The following activity will walk you through the process of preparing a sales order with non-stock items marked for drop shipping and processing this sales order to completion.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the FourStar Coffee & Sweets Shop (*COFFEESHOP*) customer has ordered two rare teas at SweetLife's retail store. Although these teas are presented in SweetLife's website catalog, the company does not keep them in the wholesale or retail warehouse; they are defined in Acumatica ERP as non-stock items. When a customer orders these teas, SweetLife drop-ships them from the Tea & Spices (*TEACOMPANY*) vendor, which regularly stocks these teas, directly to the customer who ordered the teas. To fulfill the customer's request, acting as the sales manager of the SweetLife store, you need to process a drop shipment.

Configuration Overview

For the purposes of this activity, the *Drop Shipments* feature, which provides the ability to create and process sales orders with drop shipment, has been enabled on the [Enable/Disable Features](#) (CS101000) form.

The following entities, which you will use in this activity, have been predefined in the system:

- On the [Customers](#) (AP303000) form, the *COFFEESHOP* customer has been configured.
- On the [Vendors](#) (AP303000) form, the *TEACOMPANY* vendor has been configured.
- On the [Non-Stock Items](#) (IN202000) form, the *EMPTTEA* and *KINGTEA* non-stock items have been configured. For each of these items, the *TEACOMPANY* vendor has been added to the **Vendors** tab. Also, the **Require Receipt** and **Require Shipment** check boxes have been selected for these items on the **General** tab. These settings are required to process drop-ship sales.

Process Overview

In this activity, to process a sale with drop shipment, you will create a sales order of the *SO* order type on the [Sales Orders](#) (SO301000) form; on the **Details** tab, you will add the items ordered by the customer. Because the items are not kept in stock, you will mark each of them for drop shipping by selecting the check box in the **Mark for PO** column and selecting *Drop-Ship* in the **PO Source** column, which means that the items will be ordered from the vendor and shipped directly to the customer.

You will then create a drop-ship purchase order by processing purchase requests of the *Drop-Ship* plan type on the [Create Purchase Orders](#) (PO505000) form. The drop-ship purchase order generated from purchase requests, which can be viewed and processed further on the [Purchase Orders](#) (PO301000) form, contains links to the related sales order.

After you have received confirmation that the customer has received the items from the vendor, on the [Purchase Receipts](#) (PO302000) form, you will prepare and release the purchase receipt for the drop-ship purchase order. You will then prepare an invoice for the customer by using the [Invoices](#) (SO303000) form.

System Preparation

Do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the *U100* dataset preloaded. To sign in as a sales and purchasing manager, use the *wiley* username and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to today's date. For simplicity, in this activity, you will create and process all documents in the system on this business date.
3. On the company and branch selection menu, on the top pane of the Acumatica ERP screen, select the *SweetLife Store* branch.

Step 1: Creating a Sales Order

To create a sales order, do the following:

1. On the [Sales Orders](#) (SO301000) form, create a sales order, and specify the following settings:
 - **Order Type:** *SO*
 - **Customer:** *COFFEESHOP*
 - **Description:** `Website order #00785 (tea)`
2. On the **Details** tab, add rows with the settings shown in the following table.

Branch	Inventory ID	Warehouse	Quantity	Unit Price
RETAIL	EMPTEA	RETAIL	10	47.99
RETAIL	KINGTEA	RETAIL	10	54.99

3. Click **Save** on the form toolbar to save the sales order, which is assigned the *Open* status.

Step 2: Marking the Items for Drop Shipment

To mark items for drop shipment, while you are still viewing the sales order on the [Sales Orders](#) (SO301000) form, do the following:

1. For each of the lines on the **Details** tab, select the **Mark for PO** check box and select *Drop-Ship* in the **PO Source** column.
2. On the form toolbar, click **Save**.

Step 3: Creating a Drop-Ship Purchase Order

To create a drop-ship purchase order from purchase requests, do the following:

1. On the form toolbar of the [Sales Orders](#) (SO301000) form while you are still viewing the sales order, click **Actions > Create Purchase Order**.
2. On the [Create Purchase Orders](#) (PO505000) form, which opens, select the unlabeled check boxes in the two rows with *Drop Ship* specified as the **Plan Type** (which are the lines that are related to the sales order that you have prepared).
3. In both of the rows, specify *TEACOMPANY* in the **Vendor** column.
4. On the form toolbar, click **Process** to process the purchase requests you have selected.

The system creates a drop-ship purchase order for the *TEACOMPANY* vendor and opens it on the [Purchase Orders](#) (PO301000) form.

5. On the **Details** tab of this form, review the **Sales Order Nbr.** column, which shows the number of the sales order to which this purchase order lines are linked.
6. In the **Description** box of the Summary area, type `Purchase for website order #00785`.
7. On the form toolbar, click **Remove Hold**.

Step 4: Processing the Drop-Ship Purchase Order

Suppose that you have been notified that the customer has received the ordered teas. To process the drop-ship purchase order to completion, do the following:

1. While you are still viewing the purchase order on the [Purchase Orders](#) (PO301000) form, click **Actions > Enter PO Receipt** on the form toolbar.
2. On the [Purchase Receipts](#) (PO302000) form, which the system opens with the created receipt, review the details of the prepared purchase receipt, and make sure that both purchase order lines have been added with the appropriate quantities.

3. In the Summary area, select the **Create Bill** check box to make the system generate the bill automatically on release of the purchase receipt.
4. On the form toolbar, click **Release** to release the purchase receipt.

The system releases the purchase receipt and assigns it the *Released* status.

5. On the **Billing** tab, review the only line in the table, which shows the generated bill, and make sure the bill has a status of *Closed*.

Step 5: Processing the AR Invoice for the Customer

To complete the processing of a sale with drop shipment, you need to generate an invoice to the customer. Do the following:

1. On the [Sales Orders](#) (SO301000) form, open the sales order for the *COFFEESHOP* customer that you have created earlier in this activity.
2. On the form toolbar, click **Prepare Invoice**.
3. On the [Invoices](#) (SO303000) form, which opens, review the details of the invoice to make sure that both items have been included in the invoice.
4. On the form toolbar, click **Release** to release the invoice.
5. Return to the sales order on the [Sales Orders](#) form, and notice the *Completed* status (shown in the following screenshot), which reflects that you have processed the sales order to completion. Then on the **Shipments** tab, review the only row (also shown in the following screenshot), which indicates the shipment for the order. Notice that the purchase receipt that you have processed is listed as a shipment for this sales order and that the reference number of this purchase receipt is shown in the **Document Nbr.** column of the row (see the following screenshot).

Sales Orders
SO 000065 - FourStar Coffee&Sweets Shop

NOTES ACTIVITIES FILES TOOLS

PREPARE INVOICE ACTIONS REPORTS

Order Type: SO	Customer: COFFEESHOP - FourStar Coffee&Sweet	Ordered Qty.: 20.00
Order Nbr.: 000065	Location: MAIN - Primary Location	Discount Total: 0.00
Status: Completed	Contact:	VAT Exempt T... 0.00
Date: 4/1/2021	Project: X - Non-Project Code	VAT Taxable T... 0.00
Requested On: 4/1/2021		Tax Total: 0.00
Customer Ord...		Order Total: 1,029.80
External Refer...	Description: Website order #00785 (tea)	

DETAILS TAXES FINANCIAL SHIPPING ADDRESSES SHIPMENTS PAYMENTS TOTALS

Shipment Type	Document Nbr.	Status	* Shipment Date	Shipped Qty.	Shipped Weight	Shipped Volume	Invoice Type	Invoice Nbr.	Inventory Doc. Type	Inventory Ref. Nbr.
Drop-Shipment	Receipt_000025	Auto-Generated	4/1/2021	20.00	0.000000	0.000000	Invoice	000103	Issue	000064

Figure: Sales order with drop shipment processed to completion

Additional Materials

Appendix 1: Creating Non-Stock Items

Creating Non-Stock Items: Configuration Prerequisites

Before starting to create a non-stock item, you must be sure that the system has been configured properly and that all required entities have been created, as described in the following sections.

Enabling the Needed Features

To be able to process sales and purchase orders that include non-stock items, you need to enable the *Inventory and Order Management* feature on the [Enable/Disable Features](#) (CS100000) form. If you want to configure the processing of sales and purchases orders that include non-stock items with shipments and PO receipts, you should also enable the *Inventory* feature. If the *Inventory* feature is not enabled, you can process sales and purchases only directly, by using AR invoices and AP bills rather than sales orders and purchase orders.

Configuring the System

You need to make sure the following tasks have been performed in Acumatica ERP before you begin creating non-stock items:

- The performing of the minimum system configuration. For details, see [Company Without Branches: General Information](#).

-



While the U100 dataset you are going to use to configure a non-stock item has predefined posting classes, in a production environment you can configure a non-stock item without posting classes.

- On the [Tax Categories](#) (TX205500) form, the definition of the necessary tax categories, which you will assign to the new non-stock item.

Creating Non-Stock Items: Related Forms and Reports

This topic describes the forms and reports you may want to review to gather information about non-stock items.



If you do not see a report or inquiry, this could mean that you have signed in to the system with a user account that does not have access rights to a form. Sign in as the *admin* user, or contact your system administrator.

Reviewing Sales Prices

You can review the sales prices of a particular non-stock item by clicking **Inquiries > Sales Prices** on the toolbar of the [Non-Stock Items](#) (IN202000) form while you are viewing the item. The system navigates to the [Sales Prices](#) (AR202000) form, where you can review any sales prices that have been

specified for the selected non-stock item. On this form, you can also add a new sales price for the non-stock item.

For details of managing sales prices, see [Sales Prices: General Information](#).

Reviewing Vendor Prices

You can review the vendor prices of a particular non-stock item by clicking **Inquiries > Vendor Prices** on the toolbar of the [Non-Stock Items](#) (IN202000) form. The system navigates to the [Vendor Prices](#) (AP202000) form, where you can review any vendor prices that have been specified for the selected non-stock items. On this form, you can also add a new vendor price for the non-stock item.

For details on managing vendor prices, see [Vendor Prices: General Information](#).

Reviewing Sales Order Details by Inventory Item

If you want to view detailed information about open sales orders, you use the [Sales Order Details by Inventory Item](#) (SO611500) report. You can view sales order details for all items, grouped by inventory item, or select a particular non-stock item among the parameters you use to run the report.

Reviewing Shipment Details by Inventory Item

If you want to view shipment details, you use the [Shipment Details by Inventory Item](#) (SO621500) report. You can view the shipment details of all items, grouped by inventory item, or select a particular non-stock item among the parameters you use to run the report.

Reviewing Purchase Order Details by Inventory Item

If you want to view detailed information about the open lines in purchase orders of the **Normal** or **Drop-Ship** type, you use the [Purchase Order Details by Inventory Item](#) (PO611500) report. You can view this information on all items, grouped by inventory item, or select a particular non-stock item among the parameters you use to run the report.

Appendix 2: Creating Service Items

Creating Service Items: Configuration Prerequisites

Before you start configuring a service item, you must be sure that the system has been configured properly and that all required entities have been created, as described in the following sections.

Enabling the Needed Features

To be able to process sales and purchase orders that include non-stock items, you need to enable the *Inventory and Order Management* feature on the [Enable/Disable Features](#) (CS100000) form. If you want to configure the processing of sales and purchases orders that include non-stock items with shipments and PO receipts, you should also enable the *Inventory* feature. If the *Inventory* feature is not enabled, you can process sales and purchases only directly, by using AR invoices and AP bills rather than sales orders and purchase orders.

Configuring the System

You need to make sure the following tasks have been performed in Acumatica ERP before you begin creating non-stock items:

- The performing of the minimum system configuration. For details, see [Company Without Branches: General Information](#).

-



While the *U100* dataset you are going to use to configure a non-stock item has predefined posting classes, in a production environment you can configure a non-stock item without posting classes.

- On the [Tax Categories](#) (TX205500) form, the definition of the necessary tax categories, which you will assign to the new non-stock item.

Creating Service Items: Related Forms

This topic describes the forms and reports you may want to review to gather information about non-stock items.



If you do not see a report or inquiry, this could mean that you have signed in to the system with a user account that does not have access rights to a form. Sign in as the *admin* user, or contact your system administrator.

Reviewing Sales Prices

You can review the sales prices of a particular non-stock item by clicking **Inquiries > Sales Prices** on the toolbar of the [Non-Stock Items](#) (IN202000) form while you are viewing the item. The system navigates to the [Sales Prices](#) (AR202000) form, where you can review any sales prices that have been specified for the selected non-stock item. On this form, you can also add a new sales price for the non-stock item.

For details of managing sales prices, see [Sales Prices: General Information](#).

Reviewing Vendor Prices

You can review the vendor prices of a particular non-stock item by clicking **Inquiries > Vendor Prices** on the toolbar of the [Non-Stock Items](#) (IN202000) form while you are viewing the item. The system navigates to the [Vendor Prices](#) (AP202000) form, where you can review any vendor prices that have been specified for the selected non-stock items. On this form, you can also add a new vendor price for the non-stock item.

For details on managing vendor prices, see [Vendor Prices: General Information](#).

Reviewing Sales Order Details by Inventory Item

If you want to view detailed information about open sales orders, you use the [Sales Order Details by Inventory Item](#) (SO611500) report. You can view sales order details for all items, grouped by inventory item, or select a particular non-stock item among the parameters you use to run the report.

Reviewing Purchase Order Details by Inventory Item

If you want to view detailed information about the open lines in purchase orders of the **Normal** or **Drop-Ship** type, you use the [Purchase Order Details by Inventory Item](#) (PO611500) report. You can view this information on all items, grouped by inventory item, or select a particular non-stock item among the parameters you use to run the report.

Appendix 3: Selling Non-Stock Items with Shipping

Sales of Non-Stock Items with Shipping: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of sales of non-stock items with shipping, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin processing sales of non-stock items with shipping, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Sales Orders Preferences (SO101000) form	Make sure that all necessary settings related to sales orders have been specified, as described in Order Management Basic Configuration: General Information .
Enable/Disable Features (CS100000) form	Make sure that the <i>Inventory</i> feature is enabled.
Order Types (SO201000) form	Make sure that the <i>SO</i> order type is active and has been configured, as described in Sales Order Types: To Configure the SO Order Type .
Customers (AR303000) form	Make sure that all needed customers have been defined in the system, as described in Customers: Implementation Activity .
Non-Stock Items (IN202000) form	<ul style="list-style-type: none"> Make sure that all non-stock items have been defined in the system, as described in Creating Non-Stock Items: Implementation Activity. Make sure that the Require Shipment check box is selected for non-stock items that you plan to ship.

Other Settings That Affect the Workflow

You can affect the workflow of processing sales of non-stock items with shipping by specifying additional settings as follows:

- To cause shipments to be created with the *On Hold* status (so that the user can verify them before processing them further), select the **Hold Shipments on Entry** check box on the [Sales Orders Preferences](#) (SO101000) form.
- To cause general ledger batches generated during the processing of sales documents to be posted automatically, select the **Automatically Post on Release** check box on the [General Ledger](#)

[Preferences](#) (GL102000) form. For information on processing general ledger batches, see [GL Transactions: General Information](#).

Testing of Settings

To make sure that all settings have been configured correctly, we recommend that you process a sale of non-stock items, as described in [Sales of Non-Stock Items with Shipping: Process Activity](#).

Sales of Non-Stock Items with Shipping: Generated Transactions

To be able to process a sale of non-stock items, you create and process a sales order. The following sections describe the GL transactions generated during the processing of the documents for a sale of non-stock items.



Sales orders of the *SO* type and shipment documents do not produce any GL transactions.

Transactions Generated for an SO Invoice

When you create and release an SO invoice with one line with a non-stock item, the system generates the following general ledger transactions.

Account	Source of Account	Debit	Credit
Accounts Receivable account	Customer	Amount	0.00
Sales account	Depends on the settings of the order type on the Order Types (SO201000) form	0.00	Amount

You can view the reference number of the GL batch in the **Batch Nbr.** box on the **Financial Details** tab of the [Invoices](#) (SO303000) form. You can click the link in this box to view the details of the batch on the [Journal Transactions](#) (GL301000) form.

Sales of Non-Stock Items with Shipping: Related Reports and Forms

In the following sections, you can find details about ways to gather information about sales of non-stock items that have been processed or are being processed in the system.



If you do not see a particular report or form that is described, you may have signed in to the system with a user account that does not have access rights to the report or form. Contact your system administrator to obtain access to any needed reports or forms.

Finding Shipments Related to a Sales Order

If you need to find a shipment that is linked to a particular sales order and review it, you can do this by opening the sales order on the [Sales Orders](#) (SO301010) form and reviewing the **Shipments** tab, which lists all the shipments that have been prepared for the order. To review the details of a listed shipment,

you click its reference number in the **Document Nbr.** column; the system opens the shipment for review on the [Shipments](#) (SO302000) form.

Tracking the Status of Order Fulfillment

To track how a sales order is being fulfilled, you can check its status in the Summary area of the [Sales Orders](#) form. On the **Totals** tab of this form, you can also check the quantities and amounts that are not yet shipped and not yet billed, and the amount that is not yet paid.

Printing Pick Lists

To prepare a printable pick list for a shipment document that is being processed, you use the [Pick List](#) (SO644000) report. While you are viewing a shipment on the [Shipments](#) (SO302000) form, you can navigate to this report for the selected shipment by clicking **Actions > Print Pick List** on the form toolbar. The system opens the printable pick list on the [Pick List](#) report; then you can review the pick list and print it by clicking **Print** on the report toolbar.

Printing Invoices

To prepare a printable form of the SO invoice that is being processed, you use the [Invoice / Memo](#) (SO643000) report. While you are viewing an SO invoice on the [Invoices](#) (SO303000) form, you can navigate to this report by clicking **Reports > Print Invoice** on the form toolbar. The system opens the printable version of the SO invoice on the [Invoice / Memo](#) report; then you can review the SO invoice and print it by clicking **Print** on the report toolbar.

Sales of Non-Stock Items with Shipping: Mass-Processing of Documents

The following sections explain how to process multiple sales orders and related documents, and how the system generates, changes, or works with documents as a result of the mass processing.

Mass-Creating Shipments

Shipments can be mass-generated for sales orders. To generate shipments for multiple sales orders at a time, you open the [Process Orders](#) (SO501000) form and select the *Create Shipment* action. Then you select the unlabeled check boxes in the rows of the orders to be processed, and click **Process** on the form toolbar. The system prepares shipment documents for the selected sales orders.

Mass-Confirming Shipments

Shipments can be confirmed in bulk. To confirm multiple shipments at a time, you open the [Process Shipments](#) (SO503000) form and select the *Confirm Shipment* action. Then you select the unlabeled check boxes in the rows of the shipments to be processed, and click **Process** on the form toolbar. The system confirms the selected shipment documents.

Mass-Creating Invoices

SO invoices can be mass-generated for sales orders or for the shipments that correspond to sales orders. To prepare multiple SO invoices for sales orders, you open the [Process Orders](#) (SO501000) form. To prepare multiple invoices for shipments, you open the [Process Shipments](#) (SO503000) form. On either form, you select the *Prepare Invoice* action, select the unlabeled check boxes in the rows of the sales orders or shipments to be processed, and click **Process** on the form toolbar. The system prepares invoices for the selected documents.

Mass-Printing Pick Lists

For multiple shipments with the *On Hold* or *Open* status, you can mass-print pick lists by using the [Process Shipments](#) (SO503000) form. On this form, you select the *Print Pick List* action, select the unlabeled check boxes in the rows of the shipments for which you need to print pick lists, and click **Process** on the form toolbar.

Mass-Printing Invoices

You can print multiple SO invoices at a time by using the [Process Invoices and Memos](#) (SO505000) form. On this form, you select the *Print Invoice* action, select the unlabeled check boxes in the rows of the SO invoices to be printed, and click **Process** on the form toolbar.

Appendix 4: Selling Services

Sales of Services: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of sales of services, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you begin processing sales of services, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Sales Orders Preferences (SO101000) form	Make sure that all necessary settings related to sales orders have been specified, as described in Order Management Basic Configuration: General Information .
Order Types (SO201000) form	Make sure that the <i>SO</i> or <i>IN</i> order type is active and has been configured, as described in Sales Order Types: To Configure the SO Order Type . (If needed, you can set up and activate both of these order types.)
Customers (AR303000) form	Make sure that all needed customers have been defined in the system, as described in Customers: Implementation Activity .
Non-Stock Items (IN202000) form	Make sure that all non-stock items have been defined in the system, as described in Creating Non-Stock Items: Implementation Activity .

Other Settings That Affect the Workflow

To cause general ledger batches generated during the processing of sales documents to be posted automatically, select the **Automatically Post on Release** check box on the [General Ledger Preferences](#)

(GL102000) form. For information on processing general ledger batches, see [GL Transactions: General Information](#).

Testing of Settings

To make sure that all settings have been configured correctly, we recommend that you process a sale of stock items, as described in [Sales of Services: Process Activity](#).

Sales of Services: Generated Transactions

To be able to process a sale of non-stock items, you create and process a sales order. The following sections describe the GL transactions generated during the processing of the documents for a sale of non-stock items.



Sales orders of the *SO* type do not produce any GL transactions.

Transactions Generated for an SO Invoice

When you create and release an SO invoice with one line with a non-stock item that doesn't require shipping, the system generates the following general ledger transactions.

Account	Source of Account	Debit	Credit
Accounts Receivable account	Customer	Amount	0.00
Sales account	Depends on the settings of the order type on the Order Types (SO201000) form	0.00	Amount

You can view the reference number of the GL batch in the **Batch Nbr.** box on the **Financial Details** tab of the [Invoices](#) (SO303000) form. You can click the link in this box to view the details of the batch on the [Journal Transactions](#) (GL301000) form.

Sales of Services: Related Report

In the following sections, you can find details about ways to gather information about sales of services that have been processed or are being processed in the system.



If you do not see a particular report or form that is described, you may have signed in to the system with a user account that does not have access rights to the report or form. Contact your system administrator to obtain access to any needed reports or forms.

Printing Invoices

To prepare a printable form of the invoice that is being processed, you use the [Invoice / Memo](#) (SO643000) report. While you are viewing an SO invoice on the [Invoices](#) (SO303000) form, you can navigate to this report by clicking **Reports > Print Invoice** on the form toolbar. The system opens the printable version of the invoice on the [Invoice / Memo](#) report; then you can review the invoice and print it by clicking **Print** on the report toolbar.

Sales of Services: Mass-Processing of Documents

The following sections explain how to process multiple sales orders and related documents, and how the system generates, changes, or works with documents as a result of the mass processing.

Mass-Creating Invoices

Invoices can be mass-generated for sales orders or for the shipments that correspond to sales orders. To prepare multiple invoices for sales orders, you open the [Process Orders](#) (SO501000) form. On either form, you select the *Prepare Invoice* action, select the unlabeled check boxes in the rows of the sales orders or shipments to be processed, and click **Process** on the form toolbar. The system prepares invoices for the selected documents.

Mass-Printing Invoices

You can print multiple SO invoices at a time by using the [Process Invoices and Memos](#) (SO505000) form. On this form, you select the *Print Invoice* action, select the unlabeled check boxes in the rows of the invoices to be printed, and click **Process** on the form toolbar.

Appendix 5: Purchasing Non-Stock Items and Services with Receipt

Purchases of Non-Stock Items and Services with Receipts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of purchases of non-stock items (including services) with purchase receipts, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process purchases of non-stock items which may include services, you make sure the needed settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Purchase Orders Preferences (PO101000) form	<ul style="list-style-type: none"> Make sure that all necessary settings related to purchase order management have been specified as described in Order Management Basic Configuration: General Information. Make sure that the Process Service lines from Normal Purchase Orders via Purchase Receipt check box (in the Other section of the General Settings tab) is selected.

Form	Criteria to Check
Vendors (AP303000) form	Make sure that all needed vendors have been configured as described in Vendors: General Information .
Non-Stock Items (IN202000) form	<p>Make sure that all non-stock items have been configured as described in Creating Non-Stock Items: Implementation Activity.</p> <p>Also, make sure that the Require Receipt check box (in the Item Defaults section of the General tab) is selected in the settings of each non-stock item for which a purchase receipt will be processed when the item is purchased.</p>
Enable/Disable Features (CS100000)	Make sure that the Inventory feature is enabled to be able to create purchase receipts.

Other Settings That Affect the Workflow

You can affect the workflow of processing purchases by specifying additional settings:

- To cause an accounts payable bill to be created automatically on release of a purchase receipt by default, select the **Create Bill on Receipt Release** check box on the [Purchase Orders Preferences](#) form (in the **Other** section of the **General Settings** tab). In this case, when a user creates a purchase receipt on the [Purchase Receipts](#) (PO302000) form, the system automatically selects the **Create Bill** check box in the Summary area. (The user can clear this check box for a particular receipt, if needed.)
- To cause the system to automatically release accounts payable bills that are generated on release of purchase receipts, select the **Release AP Documents Automatically** check box on the [Purchase Orders Preferences](#) form. For information on processing bills, see [AP Bills: General Info](#).
- To cause purchase receipts to be created with the *On Hold* status (so that users can verify them before processing them further), select the **Hold Receipts on Entry** check box on the [Purchase Orders Preferences](#) form (in the **Other** section of the **General Settings** tab).
- To cause the system to automatically release inventory receipts generated on release of purchase receipts, select the **Release IN Documents Automatically** check box on the [Purchase Orders Preferences](#) form (in the **Other** section of the **General Settings** tab).
- To cause the system to automatically post general ledger batches generated during processing purchase documents, select the **Automatically Post on Release** check box in the **Posting Settings** section of the [General Ledger Preferences](#) (GL102000) form. For information on processing general ledger batches, see [GL Transactions: General Information](#).

Testing of Settings

To make sure that all settings have been configured correctly, process a purchase order, as described in [Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Non-Stock Items](#) and [Purchases of Non-Stock Items and Services with Receipts: To Process a Purchase of Services](#).

Purchases of Non-Stock Items and Services with Receipts: Generated Transactions

To process a purchase of non-stock items and services for which a receipt is required, you create a purchase receipt and an AP bill. On release of the AP bill and inventory receipt, the system generates GL transactions described in the following sections.

Transactions Generated on AP Bill Release

When an AP bill prepared for a purchase order (or for purchase receipt) is released, the system creates a batch of the following transactions.

Account	Source of Account	Debit	Credit
Accounts Payable account	Vendor	0.00	Amount
PO Accrual account	Item	Amount	0.00

You can view the reference number of the GL batch generated for a particular AP bill in the **Batch Nbr.** box on the **Financial Details** tab of the [Bills and Adjustments](#) (AP301000) form. You can click the link in this box to view the details of the batch on the [Journal Transactions](#) (GL301000) form.

Purchases of Non-Stock Items and Services with Receipts: Related Reports and Forms

In the following sections, you can find details about ways to gather information about the purchases of non-stock items or services that have been processed or are being processed in the system.



If you do not see a particular report or form that is described, you may have signed in to the system with a user account that does not have access rights to the report or form. Contact your system administrator to obtain access to any needed reports or forms.

Reviewing Purchase Order Information

If you need to review all information related to a purchase order—including the order total, open quantities, unbilled quantities and amounts, and related purchase receipts and accounts payable bills with their dates, amounts, and current statuses—you first open the particular purchase order on the [Purchase Orders](#) (PO301010) form. Then on the form toolbar, you click **Reports > View Purchase Order Receipt and Billing History** to open the [Purchase Order Receipt and Billing History](#) (PO643000) report for this purchase order.

Finding the Purchase Receipts Related to a Purchase Order

If you need to find a purchase receipt linked to a particular purchase order, you can open the purchase order on the [Purchase Orders](#) (PO301010) form and review the **PO History** tab. The left table on this tab lists all the purchase receipts that have been prepared for the order, and the table footer shows the summary information for all listed documents. To review the details of any receipt, you click its reference number in the **Receipt Nbr.** column; the system opens the purchase receipt for review on the [Purchase Receipts](#) (PO302000) form.

Finding the Bills Related to a Purchase Order

If you need to find an AP bill linked to a particular purchase order, you can open the purchase order on the [Purchase Orders](#) (PO301000) form and review the **PO History** tab. The right table on this tab lists all the AP documents that have been prepared for the order, and the table footer shows the summary information for all listed documents. To review the details any listed bill, you click its reference number in the **Reference Nbr.** column; the system opens the AP bill for review on the [Bills and Adjustments](#) (AP302000) form.

Reviewing the Unbilled Quantities of a Purchase Order

To check whether a purchase order has quantities of items and amounts that have not yet been billed, you can review the **Unbilled Quantity** and **Unbilled Amount** boxes on the **Other** tab of the [Purchase Orders](#) (PO301000) form.

Printing a Purchase Order

To prepare a printable version of the purchase order that is being processed, you use the [Purchase Order](#) (PO641000) report. While you are viewing a purchase order on the [Purchase Orders](#) (PO301000) form, you can print the purchase order by clicking **Reports > Print Purchase Order** on the form toolbar. The system opens the printable version of the document on the [Purchase Order](#) report; then you can review the order and print it by clicking **Print** on the report toolbar.

Purchases of Non-Stock Items and Services with Receipts: Mass-Processing of Documents

The following sections explain how to mass-process purchase orders and related documents, and how the system generates, changes, or works with documents as a result of the mass processing.

Mass-Releasing Purchase Receipts

You can release multiple purchase receipts at the same time by using the [Release Purchase Receipts](#) (PO501000) form. On this form, you select the unlabeled check boxes in the rows to be processed, and click **Process** on the form toolbar to release the selected documents.

Printing and Emailing Multiple Purchase Orders

If needed, you can print or email multiple purchase orders at the same time by using the [Print/Email Purchase Orders](#) (PO503000) form. To do this for multiple purchase orders simultaneously, you select the *Print Purchase Order* or *Email Purchase Order* action, select the unlabeled check boxes for the rows to be processed, and click **Process** on the form toolbar to process the selected documents.

Consolidating Purchase Orders or Lines into a Single Purchase Receipt

Instead of preparing an individual purchase receipt for each purchase order, you can add multiple purchase orders of one vendor to a single purchase receipt; you can also add individual lines of one purchase order or multiple purchase orders. To do this, you create a new purchase receipt of the *Receipt* type manually on the [Purchase Receipts](#) (PO302000) form; you then click **Add PO** on the table toolbar of the **Details** tab and add the lines of multiple purchase orders with the same vendor to the purchase receipt. If you click **Add PO Line** on the table toolbar, you can add purchase receipt lines.

Consolidating Purchase Receipts or Lines into a Single Bill

Instead of preparing an individual accounts payable bill for each purchase receipt, you can add multiple purchase receipts of one vendor to a single bill; you can also add individual lines of one purchase receipt or multiple purchase receipts. To do this, you create a new accounts payable bill manually on the [Bills and Adjustments](#) (AP301000) form and make sure that the *Tax Settings* option is selected in the **Tax Calculation Mode** box on the **Financial Details** tab. You then click **Add PO Receipt** on the table toolbar of the **Document Details** tab and add the lines of multiple purchase receipts with the same vendor to the bill. If you click **Add PO Receipt Line** on the table toolbar, you can add purchase receipt lines.

Appendix 6: Purchasing Services without Receipt

Purchases of Services Without Receipts: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of purchases of services that will not be included in a purchase receipt, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

We recommend that before you initially process purchases of services without receipt, you make sure the needed settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Purchase Orders Preferences (PO101000) form	<ul style="list-style-type: none"> Make sure that all necessary settings related to purchase order management have been specified as described in Order Management Basic Configuration: General Information. Make sure that the Process Service lines from Normal Purchase via Purchase Receipt check box (in the Other section of the General Settings tab) is cleared.
Vendors (AP303000) form	Make sure that all needed vendors have been configured as described in Vendors: General Information .

Form	Criteria to Check
Non-Stock Items (IN202000) form	<p>Make sure that all non-stock items to be purchased have been configured, as described in Creating Non-Stock Items: Implementation Activity.</p> <p>For each non-stock item that does not need to be included in a purchase receipt when the item is purchased, make sure that the Require Receipt check box (in the Item Defaults section of the General tab) is cleared.</p>

Other Settings That Affect the Workflow

You can affect the workflow of processing purchases of services without receipt by selecting the **Automatically Post on Release** check box on the [General Ledger Preferences](#) (GL102000) form to cause the system to automatically post GL batches generated during processing purchase documents. For information on processing GL batches, see [GL Transactions: General Information](#).

Testing of Settings

To make sure that all settings have been configured correctly, process a purchase order, as described in [Purchases of Services Without Receipts: Process Activity](#).

Purchases of Services Without Receipts: Generated Transactions

To process a purchase of services without receipt, you create an AP bill. On release of the AP bill, the system generates GL transactions described in the following section.

Transactions Generated on AP Bill Release

When an AP bill prepared for a purchase order is released, the system creates a batch of the following transactions.

Account	Source of Account	Debit	Credit
Accounts Payable account	Vendor	0.00	Amount
PO Accrual account	Item	Amount	0.00

You can view the reference number of the GL batch generated for a particular AP bill in the **Batch Nbr.** box on the **Financial Details** tab of the [Bills and Adjustments](#) (AP301000) form. You can click the link in this box to view the details of the batch on the [Journal Transactions](#) (GL301000) form.

Purchases of Services Without Receipts: Related Reports and Forms

In the following sections, you can find details about ways to gather information about the purchases of services that have been processed or are being processed in the system.



If you do not see a particular report or form that is described, you may have signed in to the system with a user account that does not have access rights to the report or form. Contact your system administrator to obtain access to any needed reports or forms.

Reviewing Purchase Order Information

If you need to review all information related to a purchase order—including the order total, open quantities, unbilled quantities and amounts, and related purchase receipts and accounts payable bills with their dates, amounts, and current statuses—you first open the particular purchase order on the [Purchase Orders](#) (PO301010) form. Then on the form toolbar, you click **Reports > View Purchase Order Receipt and Billing History** to open the [Purchase Order Receipt and Billing History](#) (PO643000) report for this purchase order.

Finding the Bills Related to a Purchase Order

If you need to find an AP bill linked to a particular purchase order, you can open the purchase order on the [Purchase Orders](#) (PO301000) form and review the **PO History** tab. The right table on this tab lists all the AP documents that have been prepared for the order, and the table footer shows the summary information for all listed documents. To review any listed bill, you click its reference number in the **Reference Nbr.** column; the system opens the AP bill for review on the [Bills and Adjustments](#) (AP302000) form.

Reviewing the Unbilled Quantities of a Purchase Order

To check whether a purchase order has quantities of items and amounts that have not yet been billed, you can review the **Unbilled Quantity** and **Unbilled Amount** boxes on the **Other** tab of the [Purchase Orders](#) (PO301000) form.

Printing a Purchase Order

To prepare a printable version of the purchase order that is being processed, you use the [Purchase Order](#) (PO641000) report. While you are viewing a purchase order on the [Purchase Orders](#) (PO301000) form, you can print the purchase order by clicking **Reports > Print Purchase Order** on the form toolbar. The system opens the printable version of the document on the [Purchase Order](#) report; then you can review the order and print it by clicking **Print** on the report toolbar.

Purchases of Services Without Receipts: Mass-Processing of Documents

The following sections explain how to mass-process purchase orders, and how the system generates, changes, or works with documents as a result of the mass processing.

Printing and Emailing Multiple Purchase Orders

If needed, you can print or email multiple purchase orders at the same time by using the [Print/Email Purchase Orders](#) (PO503000) form. To do this for multiple purchase orders simultaneously, you select the *Print Purchase Order* or *Email Purchase Order* action, select the unlabeled check boxes for the rows to be processed, and click **Process** on the form toolbar to process the selected documents.

Appendix 7: Drop-shipping Non-Stock Items

Drop Shipment of Non-Stock Items: Implementation Checklist

The following sections provide details you can use to ensure that the system is configured properly for the processing of sales of non-stock items intended to be drop-shipped, and to understand (and change, if needed) the settings that affect the processing workflow.

Implementation Checklist

Before you initially process sales with drop shipment, you should make sure the needed features have been enabled, settings have been specified, and entities have been created, as summarized in the following checklist.

Form	Criteria to Check
Enable/Disable Features (CS100000) form	Make sure that the <i>Drop Shipments</i> feature is enabled.
Sales Orders Preferences (SO101000) form, Purchase Orders Preferences (PO101000) form	Make sure that all necessary settings related to sales orders and purchase orders have been specified as described in Order Management with Inventory Configuration: Implementation Activity .
Order Types (SO201000) form	Make sure that the <i>SO</i> order type is active and has been configured as described in Sales Order Types: To Configure the SO Order Type .
Vendors (AP303000) form	Make sure that all needed vendors have been configured as described in Vendors: Implementation Activity .
Customers (AR303000) form	Make sure that all needed customers have been configured as described in Customers: Implementation Activity .
Non-Stock Items (IN202000) form	Make sure that all non-stock items are configured as described in Creating Non-Stock Items: Implementation Activity .

Other Settings That Affect the Workflow

You can affect the processing workflow by specifying additional settings as follows:

- To process services lines marked for drop shipment on the [Sales Orders](#) (SO301000) form with receipt, select the **Process Service Lines from Drop-Ship Purchase Orders via Purchase Receipts** on the [Purchase Orders Preferences](#) (PO101000) form.
- To cause sales orders of a particular order type to be created with the *On Hold* status (so the user can verify them before processing them further), select the **Hold Documents on Entry** check box for the order type on the [Order Types](#) (SO201000) form. For more information on other order type settings affecting the workflow of sales orders, see [Sales Order Types: General Information](#).
- To cause the system to automatically create an accounts payable bill on release of a purchase receipt by default, select the **Create Bill on Receipt Release** check box on the [Purchase Orders](#)

[Preferences](#) (PO101000) form. In this case, when a user creates a purchase receipt on the [Purchase Receipts](#) (PO302000) form, the system automatically selects the **Create Bill** check box. (The user can clear this check box for a particular bill.) For information on processing bills, see [AP Bills: General Info](#).

- To cause the system to automatically post general ledger batches generated during the processing of sales and purchase documents, select the **Automatically Post on Release** check box on the [General Ledger Preferences](#) (GL102000) form. For information on processing general ledger batches, see [GL Transactions: General Information](#).

Validation of Settings

To make sure that all settings are configured correctly, process a sale with drop shipment, as described in the [Drop Shipment of Non-Stock Items: Process Activity](#).

Drop Shipment of Non-Stock Items: Generated Transactions

To be able to process a sale of non-stock items intended for drop shipment, you create and process a sales order and a purchase order. The following sections describe the GL transactions generated during the processing of the documents for a sale of non-stock items for drop shipment.



Sales orders of the *SO* type do not produce any GL transactions.

Transactions Generated for an SO Invoice

When you create and release an SO invoice with a line with a non-stock item, the system generates the following general ledger transactions.

Account	Source of Account	Debit	Credit
Accounts Receivable account	Customer	Amount	0.00
Sales account	Depends on the settings of the order type on the Order Types (SO201000) form	0.00	Amount

You can view the reference number of the GL batch in the **Batch Nbr.** box on the **Financial Details** tab of the [Invoices](#) (SO303000) form. You can click the link in this box to view the details of the batch on the [Journal Transactions](#) (GL301000) form.

Transactions Generated on AP Bill Release

When an accounts payable bill prepared for a purchase order (or for purchase receipt) is released, the system creates a batch of the following transactions.

Account	Source of Account	Debit	Credit
Accounts Payable account	Vendor	0.00	Amount
PO Accrual account	Item	Amount	0.00

You can view the reference number of the GL batch generated for a particular AP bill in the **Batch Nbr.** box on the **Financial Details** tab of the *Bills and Adjustments* (AP301000) form. You can click the link in this box to view the details of the batch on the *Journal Transactions* (GL301000) form.

Drop Shipment of Non-Stock Items: Related Reports and Forms

In the following sections, you can find details about the reports, inquiry forms, and dialog boxes you may want to review to gather information about sales with drop shipment that have been processed or are being processed in the system.



If you do not see a particular report or form that is described, you may have signed in to the system with a user account that does not have access rights to the report or form. Contact your system administrator to obtain access to any needed reports or forms.

Finding Purchase Requests Pending Drop Shipment

You can find purchase requests of the *Drop Ship* type on the *Create Purchase Orders* (PO505000) form. On the form, you can filter purchase requests by any of the following criteria: warehouse, vendor, order type, order number, inventory ID, item class, customer, product manager, and workgroup.

You can generate purchase orders of the *Drop Ship* type for all the listed purchase requests, or you can select particular purchase requests (by selecting the unlabeled check boxes in the rows) and generate these purchase orders.

Reviewing the Purchase Order Linked to a Sales Order Line

You can find the purchase order that is linked to a particular line of a sales order by clicking the sales order line on the **Details** tab of the *Sales Orders* (SO301000) form, and then clicking **PO Link** on the table toolbar. The **Purchasing Details** dialog box, which opens, lists all the purchase orders that are linked to the selected line of the sales order.

Printing Reports and Documents

To prepare a printable form of the purchase order that is being processed, you use the *Purchase Order* (PO641000) report. To do this while you are viewing the purchase order on the *Purchase Orders* (PO301000) form, you click **Reports > Print Purchase Order** on the form toolbar. The system opens the printable version of the purchase order on the *Purchase Order* report; after you review the order, you can print it by clicking **Print** on the report toolbar.

Drop Shipment of Non-Stock Items: Mass-Processing of Documents

This topic explains how to process multiple documents related to sales with drop shipment, and how the system generates, changes, or works with documents as a result of the mass processing.

Mass-Creating Drop-Ship Purchase Orders

Drop-ship purchase orders can be mass-generated for purchase requests related to multiple sales orders at a time. To mass-process sales orders marked for drop shipment, you open the *Create Purchase Orders* (PO505000) form, on which you can create drop-ship purchase orders based on the drop-ship purchase requests that have been created for sales orders.

On this form, you select the unlabeled check boxes in the rows of the purchase requests of the *Drop-Ship* plan type to be processed and click **Process** on the form toolbar to generate the purchase order or orders of this type. A sales order can have two or more linked drop-ship purchase orders, but each generated drop-ship purchase order can have only one linked sales order. The system creates a consolidated drop-ship purchase order for each group of purchase requests for which both the sales order and the vendor are the same.

Mass-Creating SO Invoices

You can create multiple invoices on the [Process Orders](#) (SO501000) form by selecting the *Prepare Invoice* action, selecting the unlabeled check box in the rows of the sales orders to be processed, and click **Process** on the form toolbar to generate the SO invoice or invoices.