

# Sales Orders

Sales Orders is designed for bookstores, bake sales, and any event where you need to track sales and product inventory. There are two primary functions in Sales Orders, Inventory Management and Sales Orders, which track the sale of that inventory. Sales Orders links to Accounts Receivable in Accounting, but is a separate program that must be purchased. Contact the CDM+ sales department for pricing to add Sales Orders.

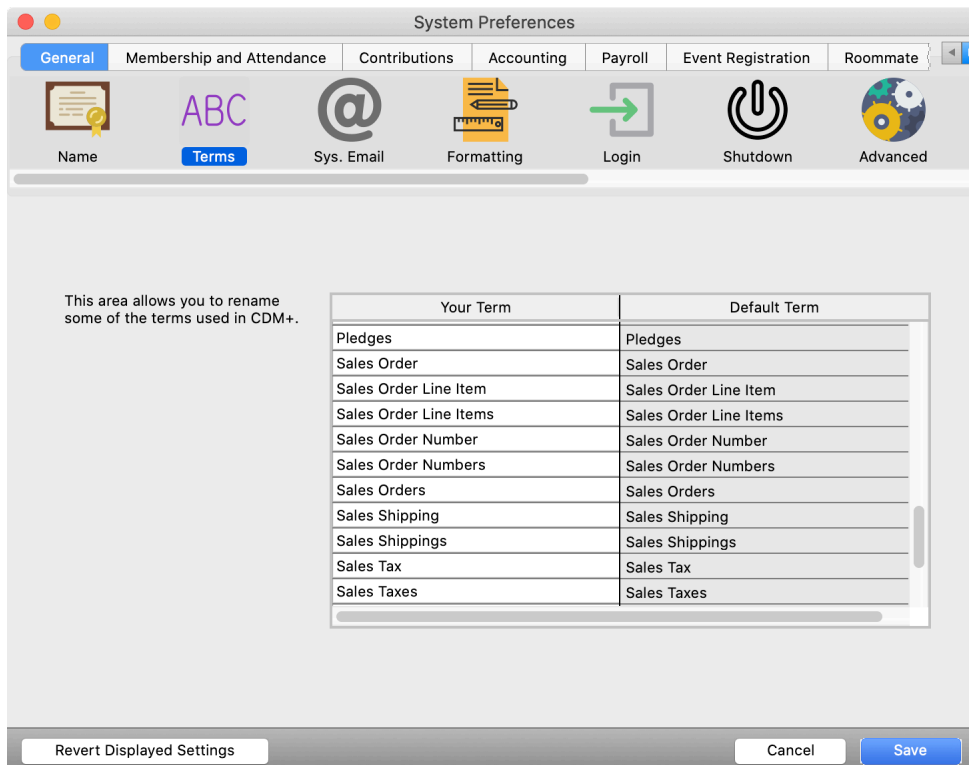
There are two initial setup items to consider: terms and sales tax.

## Terms

Sales Orders includes full terms support for these items:

- Inventory Item(s)
- Sales Order(s)
- Sales Order Line Item(s)
- Sales Order Number(s)
- Sales Shipping
- Sales Tax(es)

These terms can be adjusted under ► **CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► General ► Terms**



## Sales Tax

Sales Orders can optionally track **sales tax**. Sales tax is automatically applied based on the state entered on a customer record for any inventory items marked as taxable.

There is no window in CDM+ to enter sales tax at this time. Please contact CDM+ support and request sales tax be entered into your database. You will need to provide this information:

- State
- Effective begin date
- Effective end date (or none if on-going)
- Rate

If you have a sales tax in place and it needs to be adjusted, ask support to add an effective end date to the old tax when entering a new tax.

## Inventory

### ►Program ►Sales Orders ►Inventory Item Records

An **Inventory Item** is an item available for purchase through sales orders. You can track physical goods to be sold or intangible services. Physical goods can track the quantity of that good in your stock, and that quantity will be reduced as sales orders are entered, representing the sale of that item.

Description	SKU
FCC Hoodie Medium	89601-MD
FCC Hoodie Small	89601-SM
In Thee We Sing	649073
<b>KJV Bible</b>	<b>3469287</b>
Monogramming Service	
NKJV Bible	
NSRV Bible	8711955

3469287 - KJV Bible		12 Results
Inventory Item		
Item		
Description:	KJV Bible	
Category:	Books	
SKU:	3469287	
Vendor Part Number:		
Vendor:	Enter Vendor's code or name	List
Quantity on hand:	60	<input type="checkbox"/> Taxable <input type="checkbox"/> Inactive
	(PUBLISHING) Christian Church Publishing House	Cost: 20.00 Price: 35.00
	P.O. Box 29876	
Memo:	Burgundy Cover, Gold Letters, Burgundy Bookmark Ribbon	

Open Inventory Item Records and click **Add**. Populate each field accordingly:

**Description** - Describe the item; this description will be used to look up the item when entering a sales order, so be specific and unique.

**Category** (optional) - Inventory items can be grouped into categories; enter or select a category to use it.

**SKU** (optional) - Tracks a Stock Keeping Unit number.

**Vendor Part Number** (optional) - If the vendor from which you purchase this item has a unique part number, enter it here to reference when re-ordering the item.

**Vendor** (optional) - Select a vendor defined in Accounts Payable from which you order this inventory item.

**Quantity on hand** (optional) - Enter the initial quantity of this item in your stock.

**Taxable** - Check if this item is taxable.

**Inactive** - Check if this item should not appear as available for purchase on sales orders.

**Cost** (optional) - enter your purchase cost.

**Price** (optional) - enter the price for which you sell the item; this price will be used on sales orders.

**Memo** (optional) - enter any internal notes about this item.

## Inventory Categories

Inventory categories are codes defined under the Master Coding System. Add and manage these codes like any other built-in code.

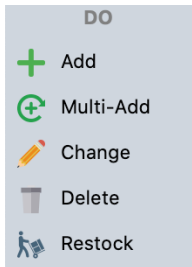
►File ►Master Coding System ►Codes ►Item Category ►Inventory Item Category

Function	Program	Item Category Code Types	Inventory Item Category Codes	Details for Apparel
Codes	Address	Inventory Item Category	X Apparel	Leader(s)
	All		X Books	
	Contribution		X Candles	Location
Groups	Event Registration		X Church Flowers	
	Groups		X Class Resource Kit	Area
	Individual		X Media	
User Fields	Item Category		X Services	Event Time
	Roommate			
	Shipping Category			Entered Oct 12 2019 2:25 PM by Administrator
	Visitation/Pastoral			Modified Oct 12 2019 2:25 PM by Administrator
	Visitor			Usage for Apparel
				Count ^ Description
				6 Category

## Restocking

As Inventory Items are sold, the quantity on hand will automatically reduce. When you order new stock, you can use the **Restock** action to increase the quantity shown as on hand.

Find the item on Inventory Item Records and click Restock in the sidebar.



A restock window will appear. Enter the appropriate values.

**KJV Bible**  
3469287

Adjustment Date: Aug 23 2023

Quantity on hand: 60

Adjustment: 40

New quantity on hand: 100

Memo: Wholesale

Cancel Save

**Adjustment Date** - The date the quantity adjustment goes into effect; e.g. when you received the new items.

**Quantity on hand** (read-only) — Shows the current quantity before the restock.

**Adjustment** - How much to adjust the quantity, e.g. how many items you are adding.

**New quantity on hand** (read-only) — How many items you will have after the restock; product of Quantity on hand + Adjustments.

**Memo** (optional) - Notes relating to the restocking such as the order number from the vendor.

Click **Save** and the quantity on hand will adjust to the new amount.

**NOTE:** If you perform a product inventory and discover a need to reduce your stock, enter a restock with a negative adjustment.

# Inventory Reports

There are two main reports for inventory items, both of which are available under ► **Reports** ► **Sales Order Reports** ► **Listings and Exports**:

- Inventory Item Custom Listing and Export

► **Reports** ► **Sales Order Reports** ► **Listings and Exports** ► **Inventory Item Custom Listing and Export**

- Inventory Item Quantity Adjustment Listing and Export

► **Reports** ► **Sales Order Reports** ► **Listings and Exports** ► **Inventory Item Quantity Adjustment Custom Listing and Export**

Both of these reports use the common Custom Listing and Export engine thereby allowing you a great deal of flexibility. Some example uses of these reports are:

## Inventory Stock Report

Print an **Inventory Item Custom Listing and Export** for all non-active items showing the description, quantity on hand, and SKU. Sort and sub-total by category and add a blank column for current count. Use this report to take inventory.

The screenshot shows the 'Inventory Item Custom Listing and Export' application window. The title bar reads 'Inventory Item Custom Listing and Export'. The interface includes a top toolbar with icons for Print, Page, PDF, Text File, Clipboard, Export, Numbers, Excel, and Screen. A sidebar on the left contains navigation options: Expand, Search, Columns, Export, Format, Page Setup, Logo, Text, Load/Save, and Defaults. The main content area is divided into a left pane for search and options, and a right pane for the report preview. The search pane shows 'Set: Inventory' and search criteria for 'Description', 'SKU', and 'Quantity on Hand'. The options pane includes checkboxes for 'Columns', 'Details', 'Composite', 'Force columns to fit on 1 page', 'Use Custom Widths', 'Horizontal divider', 'Blank line between results', 'Show striping', and 'Show line number'. The preview pane shows a 'Custom Listing' report for 'First Church' with a table of items.

Description	SKU	Quantity on Hand
<b>Apparel</b>		
FCC Hoodie Double Extra Large	89601-XXL	8
FCC Hoodie Extra Large	89601-XL	7
FCC Hoodie Large	89601-LG	10
FCC Hoodie Medium	89601-MD	8
FCC Hoodie Small	89601-SM	13
<b>Books</b>		
In Thee We Sing	649073	10
NKJV Bible		50
NSRV Bible	8711955	34
Southern Devotions	53792	8

## Quantity Activity

Print an **Inventory Item Quantity Adjustment Listing and Export** for a specific inventory item to show purchases and restocking over time. Use this report to predict future need and troubleshoot stock discrepancies.

## Sales Orders

Sales orders represent that sale of one or more inventory items to a customer. Selling an item reduces its quantity on hand in Inventory Records. Sales Orders can produce a variety of reports, from a printable bill of sale to a summary of sales by payment method.

Sales orders are linked to customers defined in Accounts Receivable. You can enter customers on the Customer Records window at **►Program ►Receivables ►Customer Records**. You can also add a new customer when entering a Sales Order.

Sales orders are added from the **Sales Order Records** window.

### ►Program ►Sales Orders ►Sales Order Records

Click **Add** in the sidebar and fill out the fields in each section accordingly.

The screenshot displays the 'Sales Order Records' window. At the top, there is a table listing sales orders with columns for Sales Order Total, Sales Order Number, Sales Order Date, Total Payment, Code, Name, Primary Phone, and Salutation Name. The 9th order is highlighted in blue.

Sales Order Total	Sales Order Number	Sales Order Date	Total Payment	Code	Name	Primary Phone	Salutation Name
27.00	3	Oct 12 2019	27.00	CUST2	Mr. & Mrs. Michael Disney	606.555.1739	Mike & Susan
195.00	4	Oct 12 2019	195.00	CUST1	Mr. & Mrs. Charles Cook	606.555.8369	Charles & Ruby
80.53	5	Oct 12 2019	80.53	CUST2	Mr. & Mrs. Michael Disney	606.555.1739	Mike & Susan
77.28	7	Apr 30 2020	77.28	CUST98	Mrs. L. Torley		
26.00	8	Apr 19 2020	26.00	CUST3	Dana McLaughlin	606.555.4176	Mike and Dana
34.00	9	Jan 17 2023	34.00	CUST2	Mr. & Mrs. Michael Disney	606.555.1739	Mike & Susan

Below the table, the details for 'Sales Order 9' are shown. The customer is '(CUST2) Mr. & Mrs. Michael Disney' with a balance of 0.00. The order date is Jan 17 2023, taken by Ruth Stokes on Jan 17 2023 4:00 PM. The standard discount is 0%.

The 'Sales Order Line Items' section shows one item: 'Organization T-Shirt' with a quantity of 2, a base unit price of 17.00, and a total of 34.00. There is a discount of 0.00%.

The 'Payments' section shows one payment method: 'Invoice' for an amount of 34.00.

The 'Summary' section shows a subtotal of 34.00, a total of 34.00, and a final balance of 0.00.

**Customer** - Select a customer from Accounts Receivable; if you need to add a customer type the name, press tab, then confirm you want to add a customer OR click **List**, then **Add Customer**.

**Sales Order Number** (read-only) - A unique number identifying this order.

**Order Date** - the date of the order; defaults to today.

**Standard Discount** (optional) - enter a discount to apply to the entire order.

## Sales Order Line Items

**Inventory Item** - type part of the item's description and press tab, then select the desired item from the pop-up list.

89601-LG - FCC Hoodie Large  
89601-MD - FCC Hoodie Medium  
89601-SM - FCC Hoodie Small  
89601-XL - FCC Hoodie Extra Large  
89601-XXL - FCC Hoodie Double Extra Large

**Quantity** - enter the quantity being sold.

**Base Unit Price** (read-only) - The price entered on Inventory Item Records for this item.

**Adjustment** (optional) - If you want to adjust the price of this item, choose an appropriate selection and enter a corresponding amount:

- **Discount - Standard** - Applies the standard discount, if set, to this item; the amount is unused.
- **Discount - Line Item** - Apply a discount to this line item only; enter the discount percentage as the amount.
- **Flat** - Enter a flat per-item amount.
- **None** - Force the base unit price, even if there is a standard discount on the order; amount is unused.

**Sales Tax** (read-only)— If the item is taxable and there is sales tax entered for the customer's state, the amount of tax to be collected will appear.

**Memo** (optional) - Click the magnifying glass icon to open an extended entry window and type a memo to appear with this line item.

**NOTE:** You can add multiple inventory items to a single sales order, even adding the same item multiple times to track split discounts or separate notes.

## Payments

**Method** - Select or enter a new payment method; payment methods are shared with Contributions and are tracked under ► **File** ► **Master Coding System** ► **Codes** ► **All** ► **Payment Methods**

**Detail/Check Number** (optional) - Enter a check number, last 4 digits of a credit/debit card, or other notes related to this payment.

**Amount** - The amount of the payment.

**NOTE:** You can enter multiple payments to represent split payments between cash and a gift card, for example.

## Summary

**Subtotal** (read-only) - The total price from Sales Order Line items.

**Tax** (optional) - Select the sales tax to apply to this order; if selected, the total sales tax will appear.

**Shipping** (optional) - Select a shipping method and enter the corresponding amount; shipping methods are managed under ► **File** ► **Master Coding System** ► **Codes** ► **Shipping Category** ► **Shipping Category**

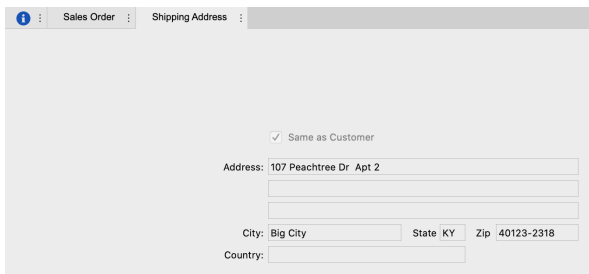
**Total** (read-only) - Subtotal + Tax+ Shipping.

**Payment** (read-only) - Total amount from Payments.

**Balance** (read-only) - Total - Payment.

### Shipping Address (optional)

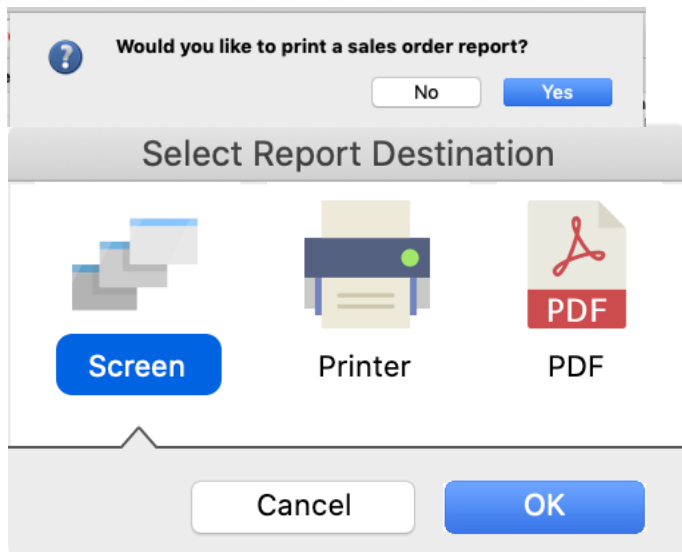
The Sales Order Report will print the customer’s address and a shipping address. By default, these will both display the address from the customer record. If the shipping address is different, un-check **Same as Customer** and enter a new address.



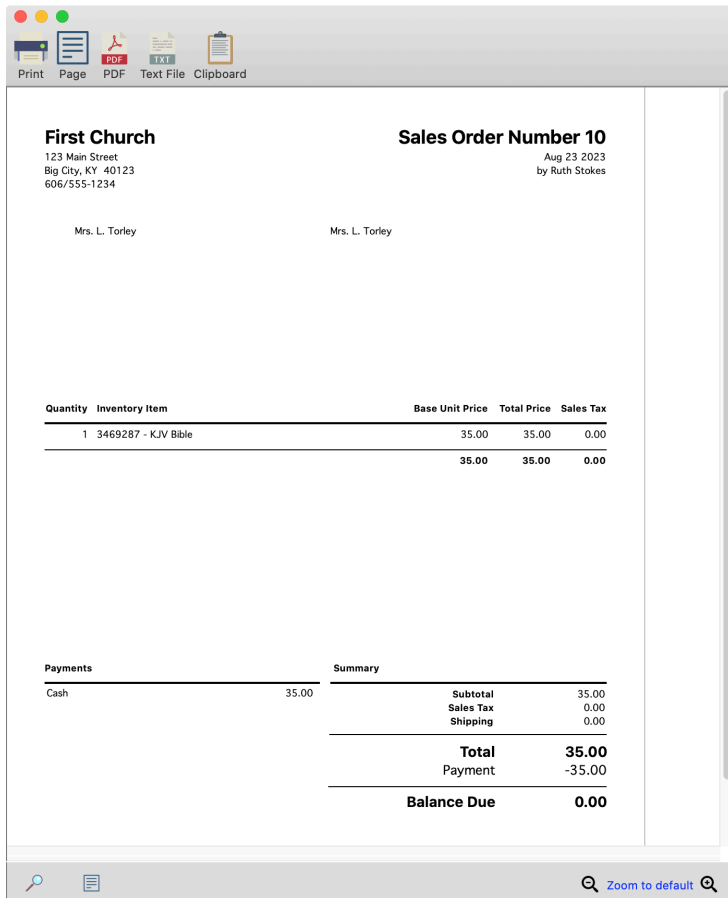
Save the sales order record.

### Printing the Sales Order

When saving, you will be prompted to print a sales order report. This is a handy way to generate a receipt at the time of purchase if using Sales Order Records as a point of sale.







You can also select one or more sales order records and click **Print** in the sidebar to print a sales order report for each record.

## Sales Order Reports

Sales Orders offers standard Custom Listing/Export-type reports for each of the main record types, available under **►Reports ►Sales Order Reports ►Listing and Exports:**

- Sales Order Custom Listing and Export
- Sales Order Line Item Custom Listing and Export
- Sales Order Payment Custom Listing and Export

Use the reports to analyze sales orders, items purchased, or payments made.

The Sales Order Report discussed above is also available under **►Reports ►Sales Order Reports ►Sales Order**. This report is designed to print a receipt page for a single sales order.

You can print a summary of all sales orders for a day or range of days using the Sales Order Summary report, available at **►Reports ►Sales Order Reports ►Summaries ►Sales Order Summary**. This report is ideal for balancing a cash register or calculating sales tax.

Sales Orders Summary

Print Page PDF Screen Refresh

**Expand**

**Search**

OPTIONS

**Format**

**Page Setup**

**Logo**

SETUP

**Load/Save**

**Defaults**

**Collapse**

Sales Order Dates

From  to

Sales Orders With Payment Types

All  Selected

All sales orders with payment types will be used

**Sales Orders Summary**

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

Sales Orders from Apr 1 2020 to Apr 30 2020  
Sales Orders With Payment Types

**Counts**

---

Number of Sales Orders	2
------------------------	---

**Sales Orders**

---

Sales Order Line Item total	97.50
Non-Taxable Sales Order Line Item total	84.50
Taxable Sales Order Line Item total	13.00
Sales Tax collected	0.78
Total Sales Shipping	5.00
Total Balance Due	0.00

**Payments**

---

Cash	26.00
Credit Card	52.28
Gift Card	25.00
<b>Total Payments</b>	<b>103.28</b>

Zoom to default