

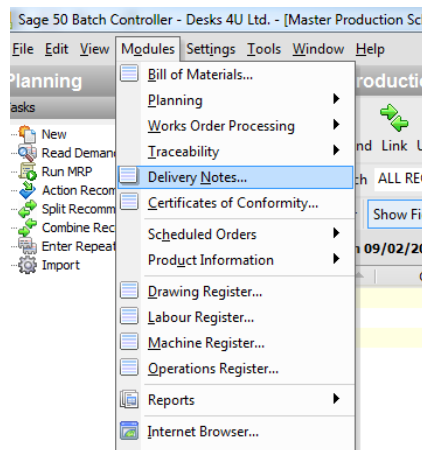
Sage 50 Manufacturing

How to Create Delivery Notes



Where is the Delivery Note module?

To enter the delivery notes page click “Modules” on the top menu bar and select “Delivery Notes”



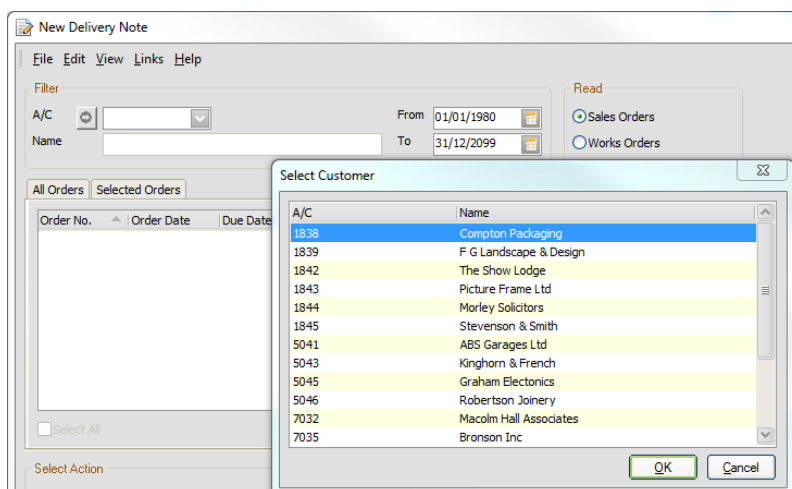
- Learn how to create a delivery note in Sage 50 Manufacturing
- Learn how to create an invoice from a delivery note
- Learn how to print delivery notes

How Do I Create A Delivery Note?

To enter a new delivery note click “New” in the delivery note module.



- Select the company, this can be done by entering their account number or using the drop down list



- All open orders will be displayed in the space below, you can select individual or multiple orders to create a delivery note for, to select all of the available sales orders click the “Select All” tick box at the bottom.

Filter

A/C: 5043 From: 01/01/1980 To: 31/12/2099

Name: Kinghorn & French

Read: Sales Orders Works Orders

All Orders Selected Orders

Order No.	Order Date	Due Date	Cust.Ord.No.	Alloc.	Desp.	Product Code	Description	Ordered	Despatched	Sequence
19	11/02/2015	13/03/2015		FULL		OAK	Office Desk - Oak	37.000	0.000	1
26	30/01/2015	06/02/2015				MAH/EXEC	Executive Des...	10.000	0.000	2

Select All

- Once you have selected the orders, click on the “Selected orders tab

New Delivery Note

File Edit View Links Help

Filter

A/C: 5043 From: 01/01/1980 To: 31/12/2099

Name: Kinghorn & French

Read: Sales Orders Works Orders

All Orders Selected Orders

Order No.	Order Date	Product Code	Description	Ordered	Despatched	Allocated	This Despatch	Sequence
19	11/02/2015	OAK	Office Desk - Oak	37.000	0.000	37.000	35.000	1

Update Allocated/This Despatch columns with maximum values

Select Action: Create delivery note Add to existing delivery note Create invoice only Update allocated quantities only

Notes

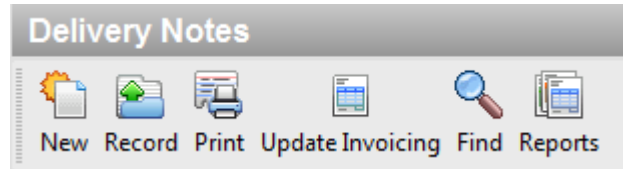
Perform Action Close

- Enter the quantity you wish to send out in the dispatch, click the “Maximum Values” button to send as much of each as possible.
- Select the action you wish to perform using the check boxes at the bottom, once selected press the “perform Action” button.

- The delivery note will then appear in the module

Delivery Note No.	Invoice No.	A/C	Name
DEL2002	0	5043	Kinghorn & French

- You can then use the menu buttons to create an invoice for the selected delivery note, print the delivery note, or generate a report



For further information or a demonstration please contact Red Business Systems
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