

Consignment Sales Order Inbox

Module Guide: Consignment Sales Order Inbox

Module Location

Sales > Consignment Sales > Consignment Sales Order > Consignment Sales Order Inbox

Module Objective

The **Consignment Sales Order Inbox** module serves as the approval center for all **Consignment Sales Order** documents that have been submitted. This module is used by a manager or an authorized leader to conduct a review and provide approval before consigned goods are shipped to the customer.

1. Main View (Order List)

The main page of this module is an "inbox" that displays all consignment orders requiring your action.

The screenshot shows the main view of the Consignment Sales Order Inbox. At the top, there is a breadcrumb trail: Sales | Consignment Sales | Consignment Sales Order | Consignment Sales Order Inbox. Below this, there are search filters: Sales Order Number (dropdown), Any Part of Field (dropdown), and a search box containing 'NONE'. There are 'Search' and 'Show All' buttons. The Item Category is set to 'FINISHED GOOD'. Date filters are set for 'Date From' (1 September 2000) and 'Date To' (30 October 2012), with a 'Search' button. On the right, there are 'Document Filter Status' and 'Approval Filter Status' sections with icons. At the bottom right, it says 'Page : 0 Of 0'. A table header is visible with columns: No., Sales Order Number, Customer, SO Date, Sales Order Status, Approval, and R. Below the header, it says '...: No Record :...'. There is an 'Approve' button at the bottom left.

View Explanation & Filters

This page provides a summary of all consignment orders that are awaiting approval.

- **Filters:** You can search for a specific order by **Sales Order Number**, **Item Category**, or a date range (**Date From / Date To**).
- **Request List:** The table below will display all orders awaiting action. The table currently shows "...No Record...".

Column Explanation

- **Sales Order Number:** The unique number of the submitted Consignment Sales Order document.
- **Customer:** The name of the customer who will receive the consigned goods.
- **SO Date:** The date the order was created.
- **Sales Order Status / Approval:** Icons that indicate the document's status and the approval process status.

Button Functions

- **Approve:** The main action button to approve one or more selected consignment orders.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

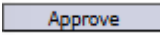
Open the **Consignment Sales Order Inbox** module to see the list of orders that require approval.

Step 2: Review the Order Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details and quantities to be shipped.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted order:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more order rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission:** A user creates a document in the **Consignment Sales Order** module and clicks **Confirm**.
2. **Entering the Queue:** The confirmed order automatically enters the queue in this **Consignment Sales Order Inbox** module.
3. **Review & Approval:** A manager or approver opens this module, reviews, and provides approval.
4. **Warehouse Process:** After approval, the Consignment Sales Order becomes the official instruction for the **Warehouse Department** to begin the process of preparing and shipping the consigned goods.