



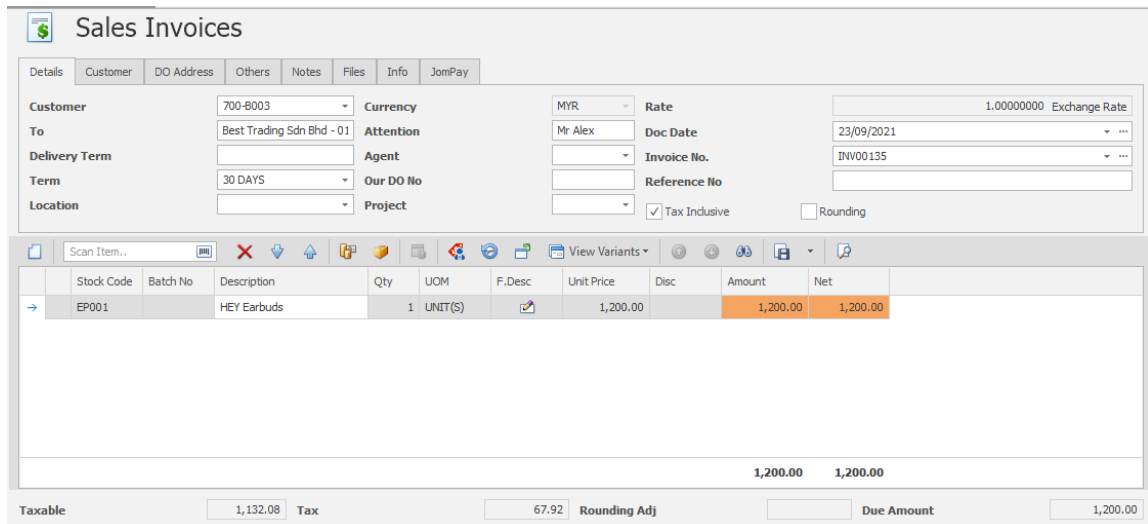
How to link Orders in QNE Digital to Optimum Sales Invoice

Overview:

QNE Digital and QNE Optimum sales details can be sync given that both are connected to the same database. When an Order is made via QNE Digital, the system is capable of linking it to a particular Sales Invoice created under Optimum. Thus, related records can be viewed either way.

Procedure:

1. Given that an Order is already created in QNE Digital, log-in in Optimum then go to *Sales* > *Sales Invoice*, input all necessary information then click Save.



The screenshot shows the 'Sales Invoices' form in the QNE Optimum system. The form is divided into several sections for data entry:

- Customer Information:** Includes fields for Customer (700-B003), To (Best Trading Sdn Bhd - 01), Delivery Term (30 DAYS), Term (30 DAYS), and Location.
- Attention and Agent:** Fields for Attention (Mr Alex) and Agent.
- Our DO No and Project:** Fields for Our DO No and Project.
- Rate and Doc Date:** Fields for Rate (MYR) and Doc Date (23/09/2021).
- Invoice No. and Reference No.:** Fields for Invoice No. (INV00135) and Reference No.
- Tax and Rounding:** Checkboxes for Tax Inclusive (checked) and Rounding.

Below the form is a table for line items:

Stock Code	Batch No	Description	Qty	UOM	F.Desc	Unit Price	Disc	Amount	Net
EP001		HEY Earbuds	1	UNIT(S)		1,200.00		1,200.00	1,200.00

At the bottom of the form, there are summary fields:

- Taxable:** 1,132.08
- Tax:** 67.92
- Rounding Adj:**
- Due Amount:** 1,200.00

- In QNE Digital, look for the previously created Order. Click the 'Link' option place at the bottom part of the form.

1 Order Created Sep 7, 3:06 PM [Accept](#) [Cancel](#)
 2 Order Confirmed
 3 Payment Received
 4 Order Delivered
 5 Completed

▼ UOM & Price

Item Name	UOM	Qty	Price	Remark	
HEY Earbuds	UNIT(S)	1	1,200.00		Edit

Tax Rate: 0 % [%](#)

Total Amount: 1,200.00

▼ Payment: C.O.D

▼ B2B Integration

Company: 700-B003 [Link](#) Sales Invoice: [Creat](#) [Link](#)

- All Invoices created in Optimum will be displayed. Input the Invoice No. in the Search Bar or click the corresponding Invoice No.

Link Sales Invoice

Invoice code [Search](#)

#	Customer	Amount
INV00112 Mar 11, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 690,000.00
INV00113 Mar 11, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 96,500.00
INV00132 Sep 22, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 750.00
INV00133 Sep 22, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 25,000.00
INV00131 Sep 22, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 750.00
INV00134 Sep 23, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 5,000.00
INV00135 Sep 23, 2021	Best Trading Sdn Bhd - 01 700-B003	MYR 1,200.00

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4. The system will then load the Sales Invoice details. The Order has now its Sales Invoice and has successfully linked the information.

1 Order Created Sep 7, 3:06 PM [Accept](#) [Cancel](#)
 2 Order Confirmed
 3 Payment Received
 4 Order Delivered
 5 Completed

▼ UOM & Price

Item Name	UOM	Qty	Price	Remark	
HEY Earbuds	UNIT(S)	1	1,200.00		Edit

Tax Rate: 0 % [%](#)

Total Amount: 1,200.00

▼ Payment: C.O.D

▼ B2B Integration

Company: 700-8003 [Link](#) Sales Invoice **INV00135** [Link](#)

INV00135 [📄](#) [Download](#)

Date: Sep 23, 2021 Order No.: INV00135

Reference No.: - Customer: 700-8003

Agent: - To: Best Trading Sdn Bhd - 01

Attention: Mr Alex Term: 30 DAYS

Require Date: -

Items								
#	Item Code	Item Name	UOM	Qty	Price	Discount	Subtotal	Net Amt
	EP001	HEY Earbuds	UNIT(S)	1	1,200.00		1,200.00	1,200.00

Subtotal: 1,200.00 Total Amount: 1,200.00



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>