DSM085 Outstanding Order Maintenance by Item

Overview   Maintenance/selection by Item allows for outstanding orders to be updated and selected for release by ISBN.

Explanation

Outstanding Orders can be maintained by:

- Title
- Order
- Customer

Access to the maintenance program is gained by entering the ISBN and Outstanding Order Type, after which all the outstanding orders for that selection are listed. For each order, summary information is shown, such as transaction type, warehouse, quantity outstanding, type of sale, price, discount, tax and release date. In order to display only specific outstanding orders, one or all of the optional fields can be selected.

This process is subject to User Access Restrictions. Refer to User Access/Restrictions documentation for more information on this feature.

User Access Restriction can be applied to: ISBN, Customer, Sales rep and Warehouse.

Examples

This section illustrates examples concerning:

Example 1: Outstanding Order Maintenance

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This example describes how to maintain outstanding order by Item.

1. Select option **OS Maint/Selection: Item** from Base Modules>Distribution>Order Processing & Billing>Outstanding Orders>Maintenance/Selection menu.

DSM085 Outstanding Order Maintenance by Item panel is displayed.
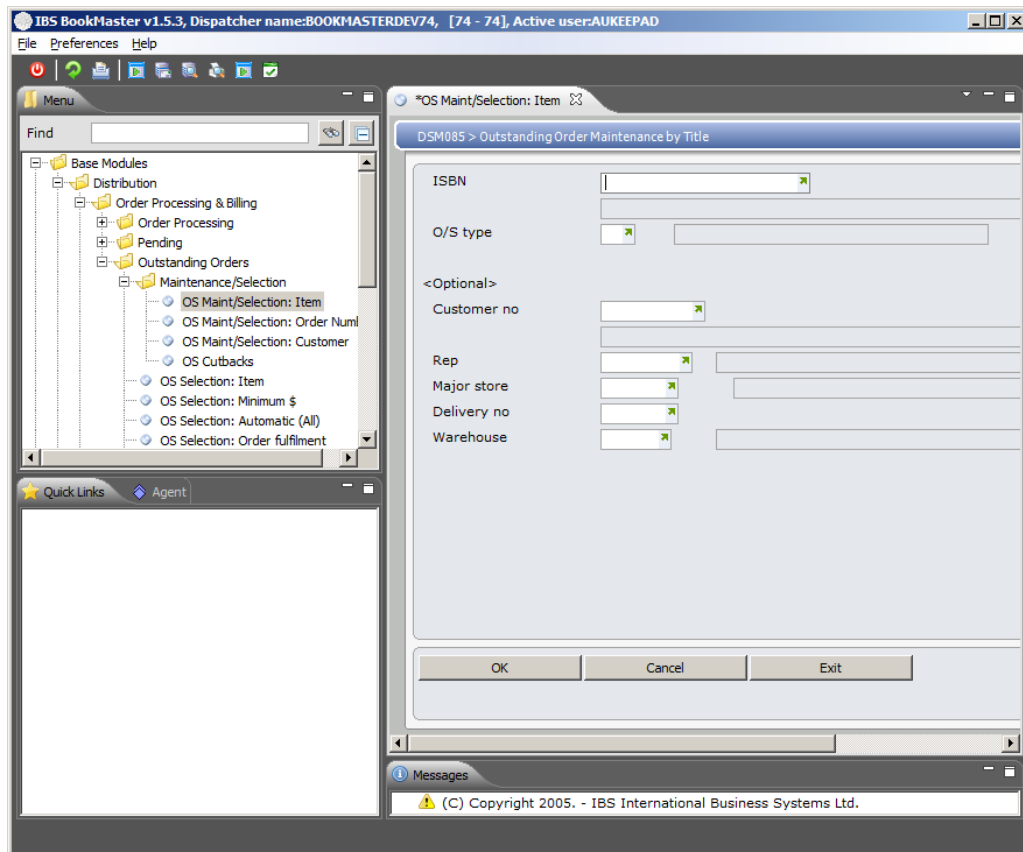
Relevant Fields

ISBN   The title you want to release into the system.

O/S type   Select the outstanding document type for which maintenance is being done.

Customer no   An optional entry of the customer number whose Outstanding Orders you want to release.

Rep   An optional entry to specify the sale representative orders you want to see.

Major store   A Major Store is a store which is part of a chain of stores, for example Kmart, Myers, etc. and is one of the optional selection criteria.

Delivery no   Optionally enter a delivery address number which will identify specific customer orders to be released. If this field is left blank the system will default this field to 000, which means the first delivery address on the Customer Masterfile.

Warehouse   An optional entry to specify the warehouse in which the title is stored.

2. Enter the Item and any other specific criteria and click **OK**.

DSM085 Outstanding Order Maintenance by Item panel is displayed.
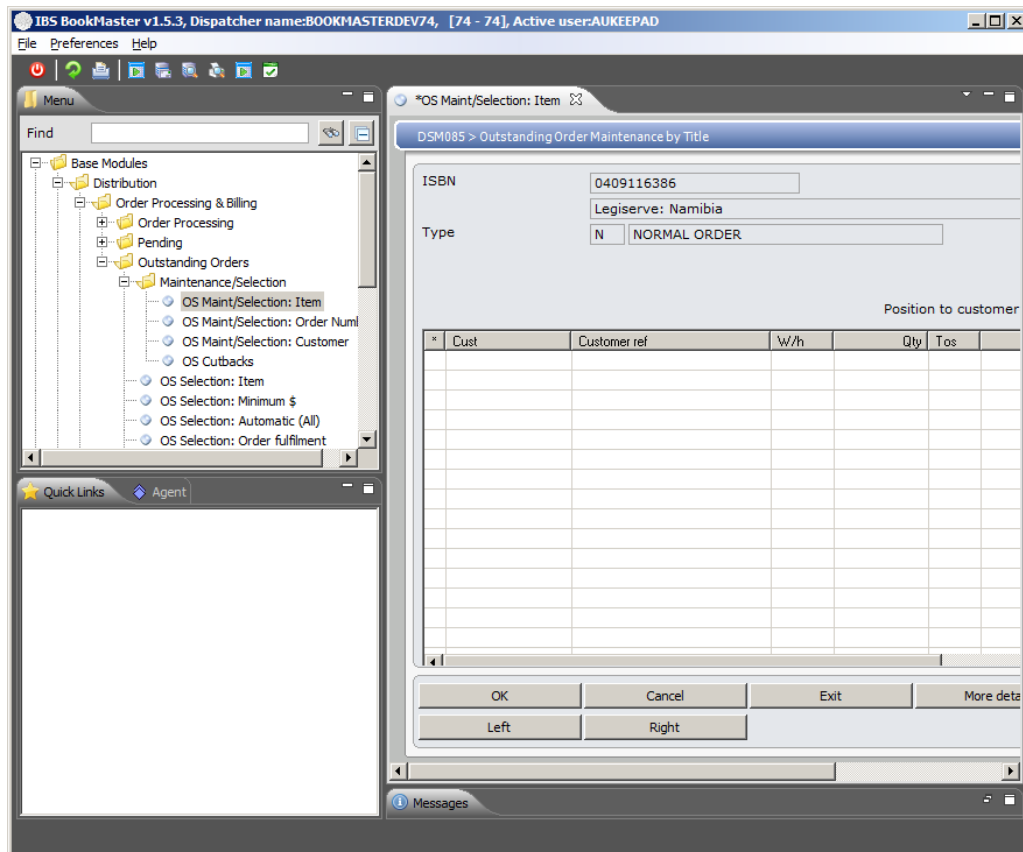
Options

Un-release
Un-release is used to reverse the selection for release prior to generating the release/update routine.

Credit card
Credit card - If payment of the order was by Credit card this option will display details of the Credit card payment.

Delivery addr
Access outstanding order maintenance by customer to display the delivery address, phone and fax number of this customer. NOTE: The delivery address only displays if the Ship To address on the Order Header was overridden during Order Entry. And only Format 8 Order Entry template provides the facility to enter a customer's phone and fax number.

Display order
Access DSI120 Transaction Inquiry to view all entry details for the order.

Display details
Access DSI076 Outstanding Item Detail Inquiry to display the Outstanding Item Details. Information is given about quantity ordered and outstanding, the pricing details per title and per quantity, the status of available and unavailable stock in the warehouse and stock figures over a certain period of time. Debtor's details and currency details can be obtained by utilising the appropriate function keys.

Change text
Access DSE006 Line Item Text Maintenance panel for each outstanding invoice. You are able to enter unlimited text regarding the order. Unlimited text, such as general comments regarding the order, or a message to this customer about this order, can be entered. The message

	prints on the invoice, under the order
Release	Release flags this order for release. The actual release is generated via the O/S Orders Release/Update function.

Functions

More detail	Access outstanding order maintenance by customer to view the extended customer name, release priority and customer reference, for each outstanding order.
Cust Ref	Cust Ref allows all order numbers for a customer to be changed at one time. This function only displays when a major store code is entered in the first screen. Refer to Maintain an Order by Title for a screen example.
Cancel orders	Cancel Orders cancels the selected outstanding order, which is then recorded in the system as a lost order with an outstanding order type of X.

Relevant Fields

Item	Enter or scan the ISBN being purchased by the customer. TMSDS/OM-VI determines whether to check for an alternate item or barcode if the given ISBN does not exist on the Title Masterfile.
Warehouse	The existing Warehouse on selected Outstanding Orders can be overridden.
Type of Sale	Select the Type of Sale Codes to be included or excluded in this definition.
Price	All customers are assigned a basic default price code which can usually be overridden. A title can have multiple prices. The title's Price Code determines what price comes into effect and when, through the use of effective date and price break fields. The Price Code also determines whether a price is tax inclusive or tax exclusive. The value (excluding tax) and tax amount are calculated from the tax inclusive price.
	When overriding prices, bear in mind that there may be Minimum Profit Margin checking for the warehouse in which case an order below the set margin will pend.
	If the price is not set up on the Title Masterfile entry of a price will be mandatory in order entry.
Discount	The discount rate given, which is calculated on the unit cost of each title, can be overridden.
Tax	This is tax amount included in the order.
Release Date	The date on which the order was released displays.

3. Make required changes and click **OK**.

Outstanding order details are maintained.

> **Note** To change order text, maintain delivery address details, credit card payment details, inquire item transaction and item line details, release ad un-release an outstanding order, select the formulae and click the corresponding option.