
DSM090 Outstanding Order Maintenance by Order

Overview This option allows for the Outstanding Orders to be maintained by order, with options to; view the original order without making any changes, view the details of the line items, maintain the order through order entry, maintain credit card details and view orders by release date or preferred delivery date. A selected order can then be marked for Release.

Explanation

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

Access to this maintenance program is gained by entering the customer number, after which outstanding order details display. For each order, summary information is shown, such as delivery and reference numbers, warehouse, document number and date, as well as the release date, the date upon which information was last changed and the user ID of the person responsible for the information change. In order to display only specific outstanding orders, additionally select one or all of the optional fields.

Examples

This section illustrates examples concerning:

[Example 1: Outstanding Order Maintenance](#)

[Example 2: Item Transaction Inquiry](#)

[Example 3: Item Line Details Inquiry](#)

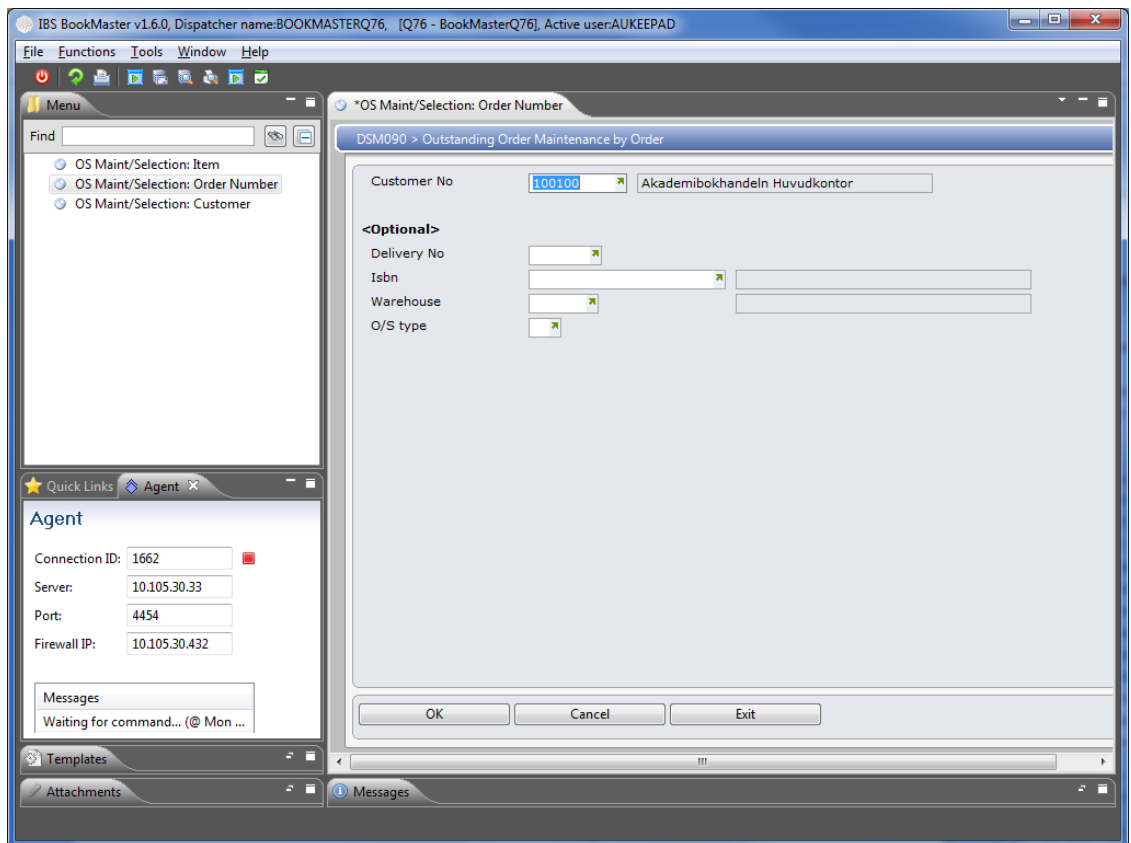
[Example 4: Credit Card Payment Details Inquiry](#)

Example 1: Outstanding Order Maintenance

This example describes how to maintain outstanding orders.

1. Select menu option **OS Maint/Selection: Order Number** from **Outstanding Orders** menu.

DSM090 Outstanding Order Maintenance by Order panel is displayed.



Relevant Fields

Customer no

The Customer Number whose orders you want to see.

Delivery no

An optional entry of 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.

ISBN

An optional entry of an ISBN for this customer's outstanding order.

Warehouse

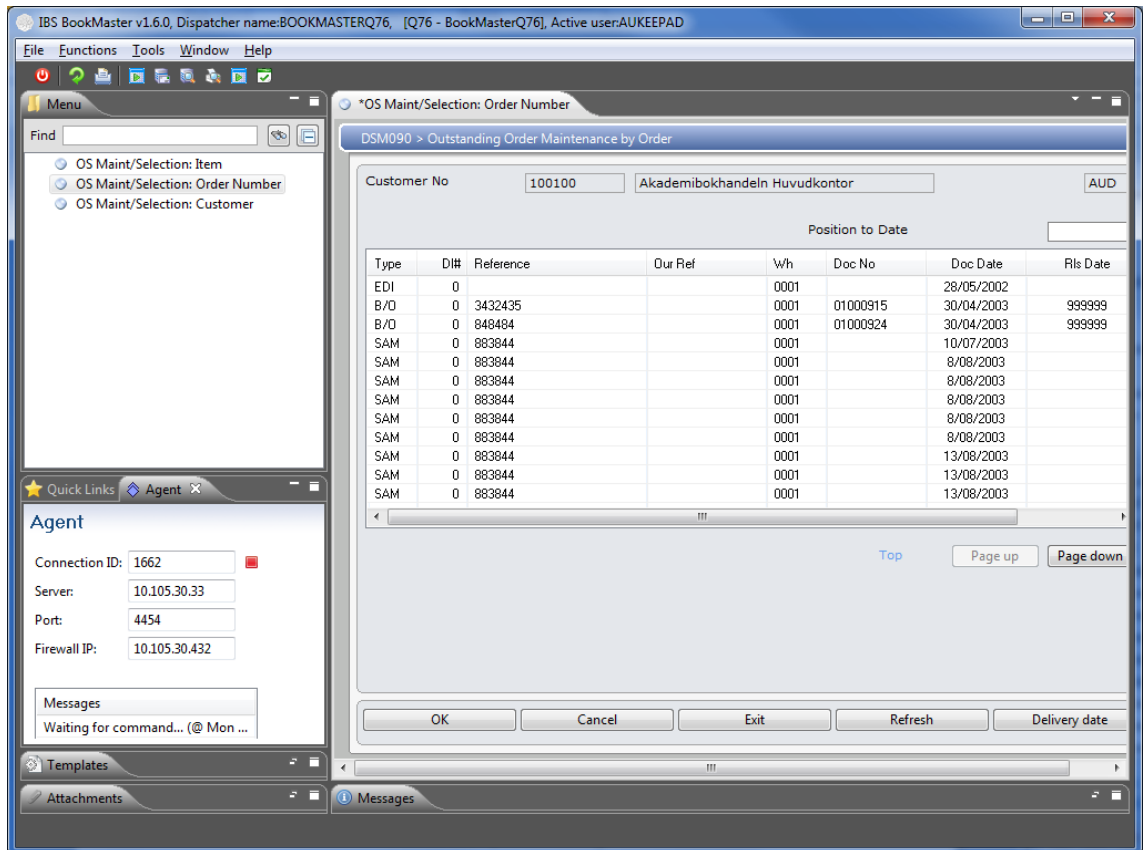
An optional entry to specify the warehouse in which the title is stored.

O/S type

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

2. Key in required fields and click **OK**.

DSM090 Outstanding Order Maintenance by Order panel is displayed.



Options

[Orig Document](#)

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

[Details](#)

Access DSI075 Document Inquiry to display the Outstanding document Details.

[Maintain](#)

Access DSE005A Reservation Order to Picking Slip for the reservation order maintenance.

[Credit card](#)

Access DSM080 Outstanding Order Maintenance by Customer to view the credit card details.

Functions

[Release Date](#)

Preferred Delivery Date switches between Preferred Delivery Date which is the date on which the customer would like the order delivered and Release Date of the Order.

Release Date is the date by which the order is due to be released.

Relevant Fields

[Delivery number](#)

A delivery run number defaults from the Customer Masterfile and can be overridden. This number assigns the order to a freight delivery run. The invoice print can be requested by delivery run number, thus grouping all customers with the same run number together for picking and dispatch purposes. Backorder Releases can be made by Delivery Run Number.

Our Reference	In Order Processing an internal order reference to further identify this order can be entered. This becomes our reference on all orders created from this entry and for example displays on Forward Order Release Date Maintenance. For Direct Mail orders the campaign number must be entered. The Daily Sales Update program uses this entry to identify and update the relevant Direct Mail campaign.
Warehouse	The existing Warehouse on selected Outstanding Orders can be overridden.
Document number	This document number identifies a specific document (usually an invoice). It is used to link a group of transactions together in order to derive a net outstanding value of a particular invoice after one or more credit notes are allocated against it and/or cash is applied to it. The invoice number is system defined.
Document date	This is the date of invoicing or if prior to invoicing, the date of ordering.
Preferred delivery date	Existing Delivery dates on selected Outstanding Orders can be overridden by an entry in this field.

3. Select an order and click **Maintain**.

DSE005A Reservation Order to Picking Slip panel is displayed.

Please refer DSE005A for further details.

Example 2: Item Transaction Inquiry

This example describes how to inquire on transaction details.

1. Repeat steps **1** and **2** as in [Example 1: Outstanding Order Maintenance](#)
2. Select a record and click **Orig document**.

DSI120 Transaction Inquiry panel is displayed.

Refer DSI120 for the further details.

Example 3: Item Line Details Inquiry

This example describes how to inquire on document line details.

1. Repeat steps **1** and **2** as in [Example 1: Outstanding Order Maintenance](#)
2. Select a record and click **Details**.

DSI075 Document Inquiry panel is displayed.

Please refer DSI075 for further details.

Example 4: Credit Card Payment Details Inquiry

This example describes how to inquire on credit card payment details.

1. Repeat steps **1** and **2** as in [Example 1: Outstanding Order Maintenance](#)

2. Select a record and click **Credit Card**.

DSM080 Outstanding Order Maintenance by Customer panel is displayed.

Please refer DSM080 for further details.