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# DSO026 Outstanding Order Release

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<i>Overview</i>	<p>This is the final step after flagging titles to be released to the warehouse for picking.</p> <p>This function releases selected outstanding orders for processing. Normal order validation and credit checking takes place prior to conversion into invoices or picking slips.</p>
<i>Purpose</i>	<p>This panel allows you to:</p> <p>Release outstanding orders.</p>

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## Explanation

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

The Outstanding Order Release Program performs the following functions:

- Orders are not released if the customer does not accept partial delivery by order (PN) and one of the titles on the order is not available. All lines on the order are backordered.
- Orders are prevented from merging if they have a window date.
- Orders do not merge when the consolidation flag is **X** for allow merge by Billing number. Orders must have the same order number to merge.
- Backorders will merge even if special instructions are not the same as the main order.
- The total invoice quantity is passed to DSO945 to calculate freight by invoice quantity.
- The release attempts to merge non-merge customers if the customer reference (order number) is the same.
- Order can be merged if the overridden address is the same.
- EDI orders are always released regardless of Title Class selection or User Access as an EDI order must release in full.
- In subscription release credit lines can be generated for FSP printed items.
- Negative quantities are released if a non stock item is used.
- If an "allocated document number" is assigned to a backorder it is passed from the backorder to the released order.
- Sets the picking method to "D" (Direct Invoicing) on the transaction detail file for non-physical warehouse. If all the lines on the released transaction are for non-physical warehouse then the picking method on transaction header is also changed to "D" and the immediate document print flag defaults to the setting in **TMSDS/TR-IDOC**. The immediate picking slip print flag is then reset to be the

same as immediate document print flag, as it is done in Order Entry for picking method "D".

The document printing feature allows printing by document type. This feature allows changes to be made to the following, prior to the order being released to the warehouse for processing: picking method, document print, freight charges, order categories for picking and preferred delivery dates. This is particularly useful if errors have been made during order entry.

Automatic Pack/System makeup for EDI orders is taken into account by this process.

If the Outstanding document type is Standing Orders Type, the Override Released selection criteria of Cut-off Date can be changed to be Preferred Delivery Date by setting up **TMSDS/DSO026A3** accordingly.

**TMSDS/DSO026A4** determines whether or not to allow a Type of Sale override during O/S Release.

**TMSDS/OS-PLCYO** defines the backorder release policy by Title Hierarchy allowing for overriding this policy.

Orders can be split by Sales Rep and by Agent depending on the setting in TMSDS/OS-PLCY and TMSDS/OS-PLCYO.

When backordered lines are released and picked before the original order is completed, they can merge with the original backordered lines into one line, adjusting the backordered and delivered quantities.

Reservation orders can be reduced for all types of outstanding orders except for reservation type orders.

The carrier code is determined by **TMSDS/OS-CARR**.

Before generating the bonus item it checks that a bonus item has not been generated with the original or any subsequent release of that order. If multiple orders are merged together the duplicate check ensures only one bonus item is supplied.

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## Examples

This section illustrates examples concerning:

[Example 1: Outstanding Order Release](#)

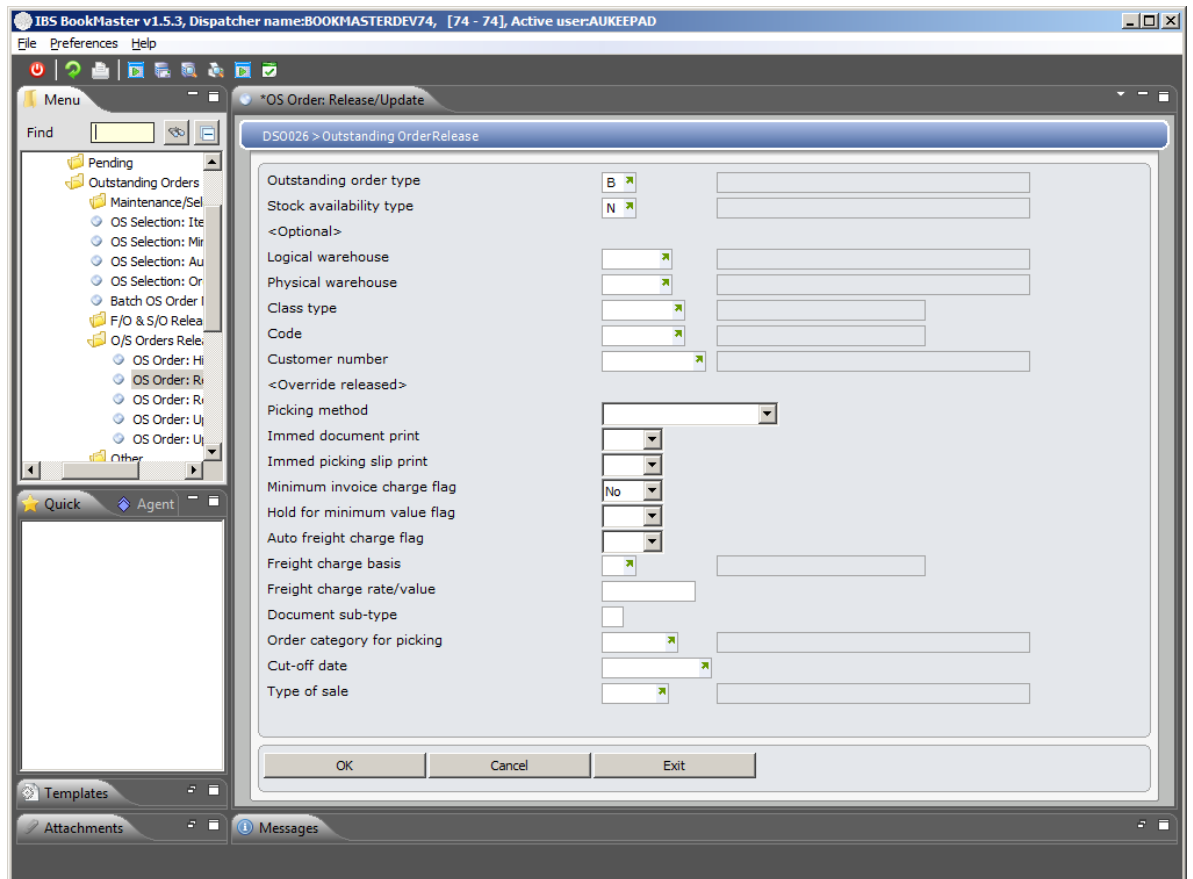
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### Example 1: Outstanding Order Release

This example describes how to release outstanding orders.

1. Select option **OS Orders: Release/Update** from Base Modules>Distribution>Order Processing & Billing>Outstanding Orders>O/S Orders Release menu.

**DSO026 Outstanding Order Release** panel is displayed.



## Relevant Fields

Outstanding order type

Select a valid Outstanding order type.

Stock available type

This is the type of order available for stock release, for example, normal order stock, forward order stock, backorder stock, etc.

Warehouse

The existing Warehouse on selected Outstanding Orders can be overridden.

Class type

A title classification type is nominated as the basis of the report. The type nominated here is then the first field in the variable selection range.

Class code

An optional class code for the ISBNs being released.

Customer number

An optional entry field.

Picking method

This is the method used to pick the stock. In Outstanding Order Release it indicates whether goods on a customer order are to be picked from the invoice or from the picking slip.

Immediate document print

In Order Processing the default is Yes, immediately generate a document once the order has been processed. Yes can be overridden to No, do not generate a document immediately. In Outstanding Order Release the order instructions can be changed or by ticking the "Same" option the instructions remain as recorded when the order was

<p>Immediate picking slip print</p>	<p>captured.</p> <p>The default is Yes, immediately generate a picking slip once the order has been processed. Yes can be overridden to No, do not generate a picking slip immediately. In Outstanding Order Release the order instructions can be changed or by ticking the "Same" option the instructions remain as recorded when the order was captured.</p>
<p>Minimum invoice charge flag Hold for minimum value flag</p>	<p>Select whether a minimum invoice charge is to apply.</p> <p>This Y/N flag determines whether this order value is to be checked and consequently held if it is below a set minimum value.</p> <p>Yes the order will be held if its value is below the predefined value. As additional orders from the same customer, also with this flag set to yes, are being processed, they will be merged into a single invoice/dispatch. They will then be automatically released into the system one the total of merged orders exceeds the minimum value.</p> <p>No the order will not be held or be checked for its minimum value limit.</p> <p>If left blank at the time of creating the order, the Hold for minimum flag on each order will default from the individual Customer Masterfile records. If a value is entered, it will override the customer default for each order created from this entry. The Minimum Value Definition program is found in the Database Management module.</p> <p>The Hold for Minimum Value flag can default by CC type. Refer to TMSDS/OE-HMVF and <b>TMSDS/CC-SMORD</b>.</p> <p>Held Orders are maintained via the Held Orders Management module.</p> <p>In Outstanding Order Release there is an opportunity to override the flag on the order. If the same instructions on the order are to apply to the orders being released tick the "Same" option.</p>
<p>Auto freight charge flag</p>	<p>A minimum order freight charge is generated in the same way as done for order entry. This flag defaults according to the set up in TMSDS/DSO026A. If auto freight charge is Yes the program refers to TMSDS/MIN-CHG and generates freight as required. The original order setting defaults (Same) and can be overridden at this point by selecting Yes to generate freight or No do not generate freight or apply freight manually. Freight charge will only be calculated on titles that are flagged as freight applicable in the Title Masterfile. The freight charge shows as a separate line using a non stock title.</p>
<p>Freight charge basis</p>	<p>This adds a freight charge basis or freight charge value on all invoices in that run, if the customer is flagged with freight charge Yes. If you selected Yes or Manual in the Auto Freight Charge flag field, prompt and select a valid freight</p>

	charge basis code.
Freight charge rate/value	In Order Processing and Outstanding Order Release the freight rate or value is mandatory if Manual is selected in the Auto freight charge field. Depending on the freight charge basis this field may contain a (F) fixed amount, (K) amount per weight unit or (V) a percentage of invoice value.  Note: At this point the manual freight table is now set up and the freight calculation will take effect when the order is being processed.
Document sub-type	A document sub-type is a sub classification of a document, for example, for Invoices there can be multiple sub-type documents such as claims, etc. Entry of a document sub type is mandatory in Order Processing and Outstanding Order Release.
Order category for picking	The order category, as determined in the warehouse database, can be maintained.
Cut off date	In Outstanding Order Release this is the date the customer would prefer delivery of goods. The date defaults from the original order but can be overridden.  If a Standing Order Type has been selected this field can be either the Preferred Delivery Date or Cut-off Date. Which field displays depends on the setting in <b>TMSDS/DSO026A3</b> .

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

Orders are released according to the criteria entered in the above screen. A report generates showing all release details.

For field descriptions and explanations refer to the Outstanding Orders documentation.

The Book Publishing Distribution Link, Release Selections & Update menu option runs the same process as outlined above to release orders to the warehouse.

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## Cross Reference

- DSE045 – PO - Shipping receipt entry
- DSE046 – Purchase receipt entry by PO number
- DSE215F – O/S order release by pub date & hierarchy EOD run
- DSO085C – DSOS - Back order release by minimum dollar value
- DSO090 – DSOS - Forward Order Release Selection by Date
- SMO015B – Subscription release order generation