DSO081 Batch Outstanding Order Maintenance

Overview This program provides the facility for the batch update of selected fields on

outstanding orders. The selection screen is used to nominate the outstanding orders to be maintained by criteria including the O/S order type, Major store code, ISBN, Customer Reference, Sales Rep and Warehouse. New values to be updated on the selected outstanding orders are entered. These are the Customer Reference, Type of Sale, Delivery Date, Cut-off date, Discount and the Price, Firm Sale Flag and

Warehouse.

Purpose This panel allows you to:

Outstanding Orders Maintenance in Batch

Examples

This section illustrates examples concerning:

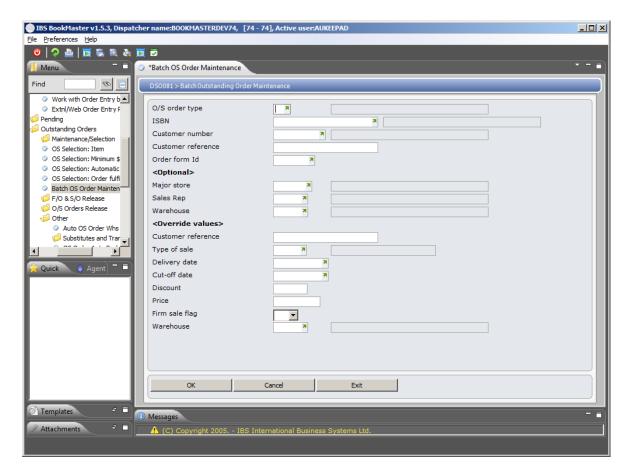
Example 1: Outstanding Orders Maintenance in Batch

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This example describes how to maintain an outstanding order in a batch.

1. Select menu option **Batch OS Order Maintenance** from Base Modules>Distribution>Order Processing & Billing>Outstanding Orders menu.

DSO081 Batch Outstanding Order Maintenance panel is displayed.



Relevant Fields

O/S order type

ISBN

Customer number

Customer reference

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

An optional entry field used to select outstanding orders containing the ISBN specified.

An optional entry field used to select outstanding orders for the customer specified.

In Order Processing the Customer Order Reference could be the customer's purchase order number or the name of the person placing the order. The reference entered defaults to all line items, but can be overridden on a line item by line item basis on the Order Detail Screen.

When checking for a duplicate customer order reference the system checks both the transaction header file and the outstanding order header file.

In EDI Order Maintenance the Order Number defaults into this field.

Many customers do not accept invoices without an order number. To prevent orders form being processed without an order number, the Customer Reference field can be set up to be mandatory. This is defined on the Customer Masterfile and is checked by the order entry program each time the customer places an order.

In Maintain Reservation Orders the selection can include

the Customer Reference.

An optional entry field used to select outstanding orders for Order form Id

the order form specified.

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.

The Rep code defaults from the Customer Masterfile and Sales rep

> can be overridden to indicate the rep responsible for this order. When the order is completed the sale is recorded against this sales rep. A sales rep entry is mandatory for customers that are sundry debtors or cash sale accounts as

defined in TMSDS/OE-SLRP.

Warehouse The existing Warehouse on selected Outstanding Orders

can be overridden.

Customer Specify a customer reference, which will replace the reference

existing customer references on the outstanding orders

selected.

Specify a type of sale, which will replace the existing type of Type of sale

sale on the outstanding orders selected.

Delivery date Existing Delivery dates on selected Outstanding Orders can

be overridden by an entry in this field.

Cut-off date In Order Processing a time frame is set by the customer to

determine the date by which this order needs to be processed and delivered. This cut-off date comes into effect when the order or part of the order has gone to backorder. Backorder releases can be scheduled

according to their order cut-off dates.

This cut-off date carries through to all orders created from

this entry.

In Batch Outstanding Order Maintenance the existing date

can be overridden on selected Outstanding Orders.

Discount The discount rate given, which is calculated on the unit cost

of each title, can be overridden.

All customers are assigned a basic default price code which **Price**

> 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.

Firm sale flag The Firm Sale Flag (FSF) on the Customer Masterfile indicates that an entire order placed for this customer is a Firm Sale, meaning goods are not returnable. A title can also be flagged on the Title Masterfile as a Firm Sale meaning the title on the order cannot be returned and each title on the order will be checked. This flag can be overridden for each line item and can be overridden on selected Outstanding Orders during maintenance. The Firm Sale status is carried throughout the system, on invoices, backorders and any invoices resulting from released backorders.

An original title can be flagged as a firm sale when the title comes with a bonus item. This is established in **TMSDS/OE-BI.**

Warehouse

The existing Warehouse on selected Outstanding Orders can be overridden.

2. Key in required fields and click OK.

Order maintenance process is completed.