
DSO081 Batch Outstanding Order Maintenance

<i>Overview</i>	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.
<i>Purpose</i>	This panel allows you to: Outstanding Orders Maintenance in Batch

Examples

This section illustrates examples concerning:

[Example 1: Outstanding Orders Maintenance in Batch](#)

Example 1: Outstanding Orders Maintenance in Batch

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.

IBS BookMaster v1.5.3, Dispatcher name:BOOKMASTERDEV74, [74 - 74], Active user:AUKEPAD

File Preferences Help

Menu

Find

Work with Order Entry b
Extrnl/Web Order Entry F
Pending
Outstanding Orders
Maintenance/Selection
OS Selection: Item
OS Selection: Minimum \$
OS Selection: Automatic
OS Selection: Order fulfil
Batch OS Order Mainten
F/O & S/O Release
O/S Orders Release
Other
Auto OS Order Whts
Substitutes and Tran

Quick Agent

Templates Attachments

Messages

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*Batch OS Order Maintenance

DS0081 > Batch Outstanding Order Maintenance

O/S order type
ISBN
Customer number
Customer reference
Order form Id
<Optional>
Major store
Sales Rep
Warehouse
<Override values>
Customer reference
Type of sale
Delivery date
Cut-off date
Discount
Price
Firm sale flag
Warehouse

OK Cancel Exit

Relevant Fields

O/S order type

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

ISBN

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

Customer number

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

Customer reference

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 from 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.
Order form Id	An optional entry field used to select outstanding orders for 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.
Sales rep	The Rep code defaults from the Customer Masterfile and 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 reference	Specify a customer reference, which will replace the existing customer references on the outstanding orders selected.
Type of sale	Specify a type of sale, which will replace the existing type of 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	<p>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.</p> <p>This cut-off date carries through to all orders created from this entry.</p> <p>In Batch Outstanding Order Maintenance the existing date can be overridden on selected Outstanding Orders.</p>
Discount	The discount rate given, which is calculated on the unit cost of each title, can be overridden.
Price	<p>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.</p> <p>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.</p> <p>If the price is not set up on the Title Masterfile entry of a price will be mandatory in order entry.</p>
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.