3.   Process Orders against Project

3.1   Release Stock (all 3 requirements)

The following requirements must be met before stock can be released.

The following process only if payment has been received for the bond and payment for the proforma invoice and the document 'C' have been reserved. Once this happens the system is ready for the stock release process.
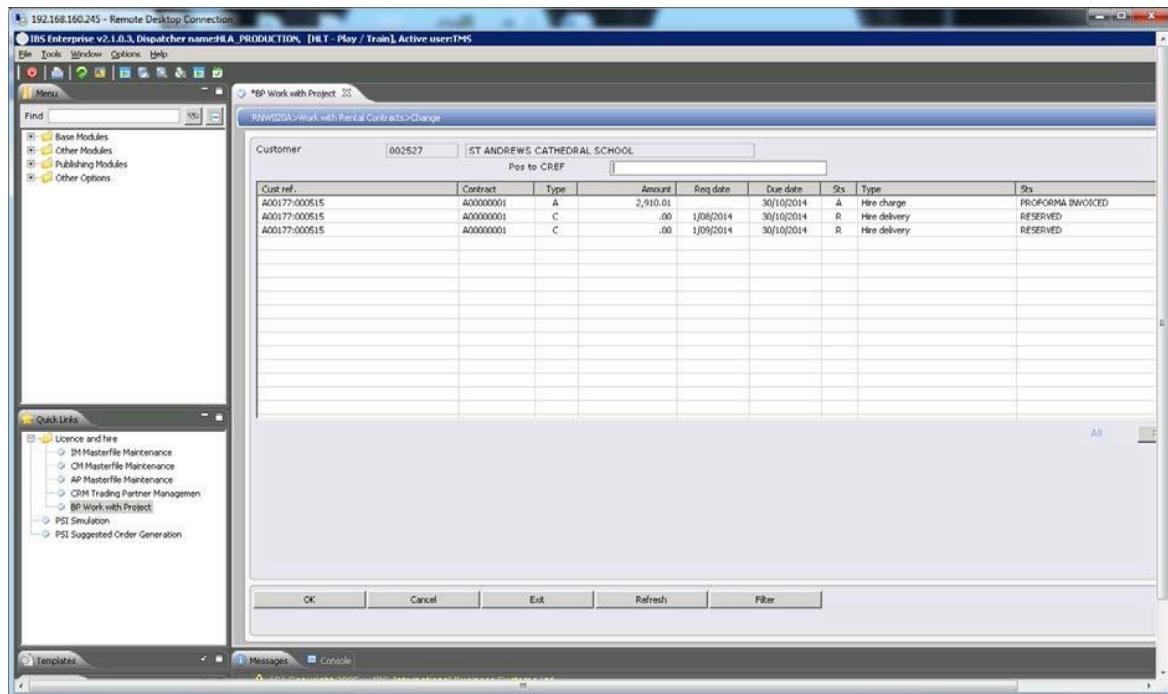
3.2   Release Logo Pack – Physical Stock
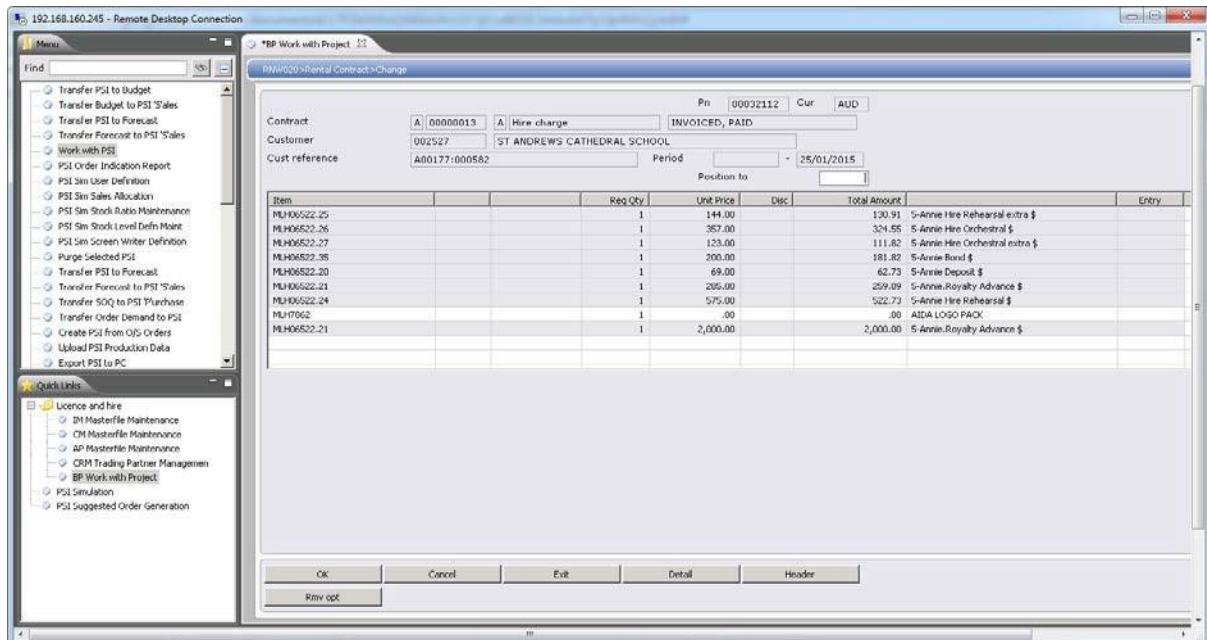
This would be in the 'A' document and it is for sale. The logo pack is stock that would be invoiced and sent to the institution. This is an example of an item that would be sold to the institution.

3.3   Release Rehearsal Material
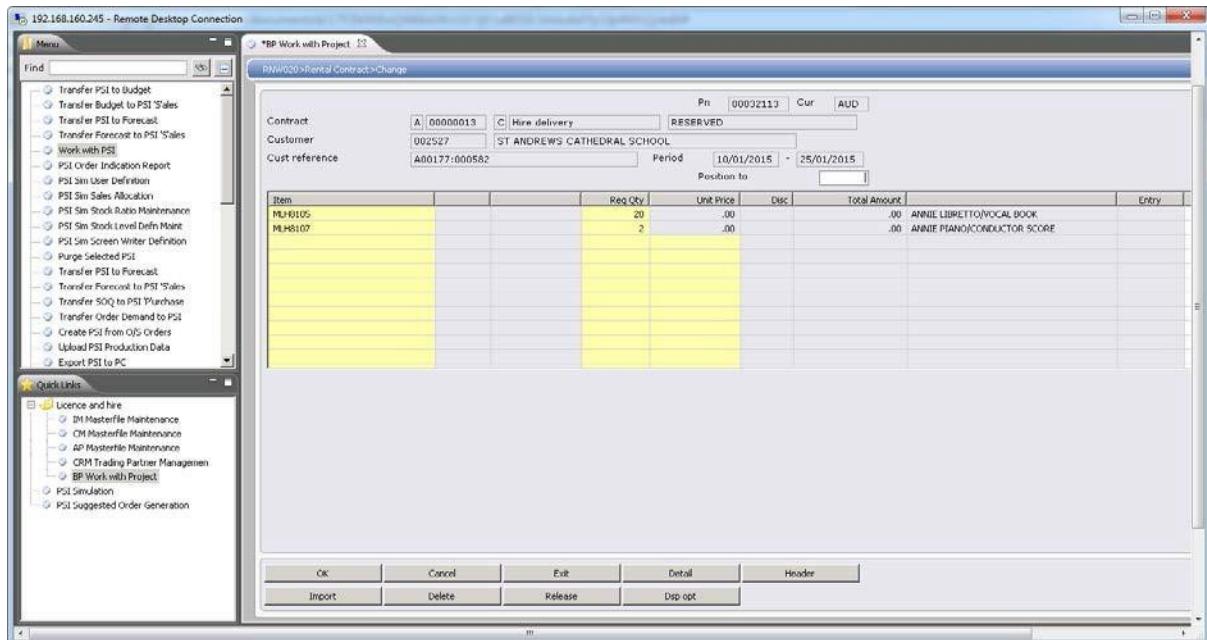
When the release option is taken and then again to confirm the release. This results in the changing the status from 'R'eserved to 'I'nvoiced.
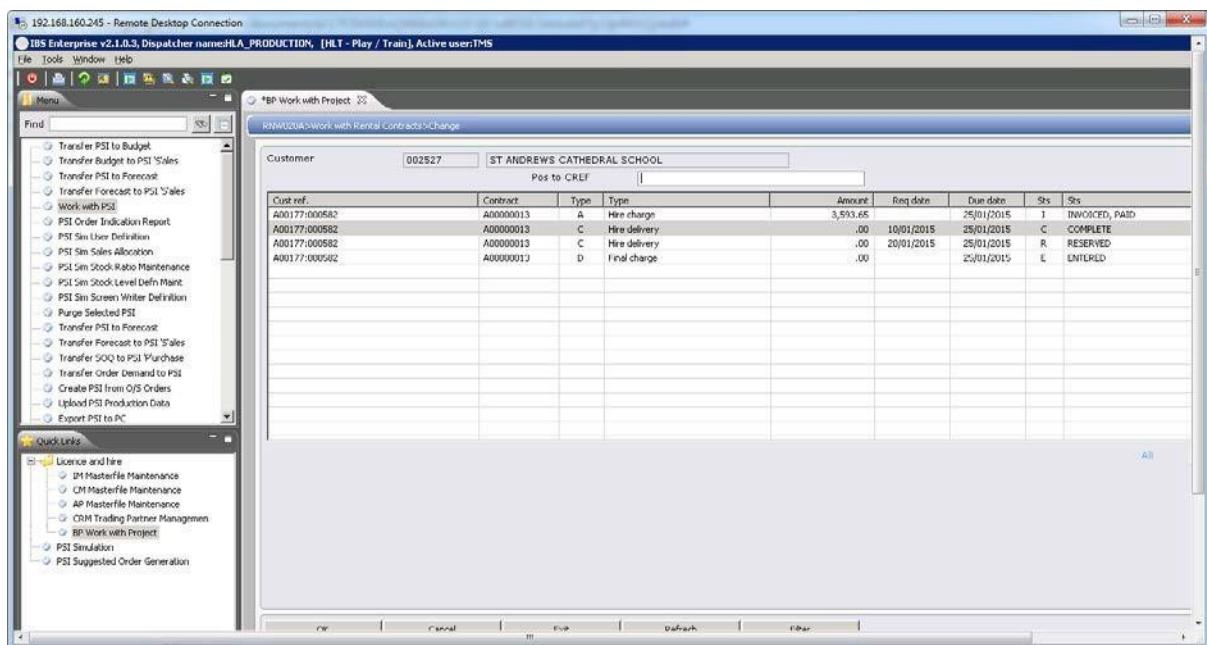
3.4   Release Orchestral Material
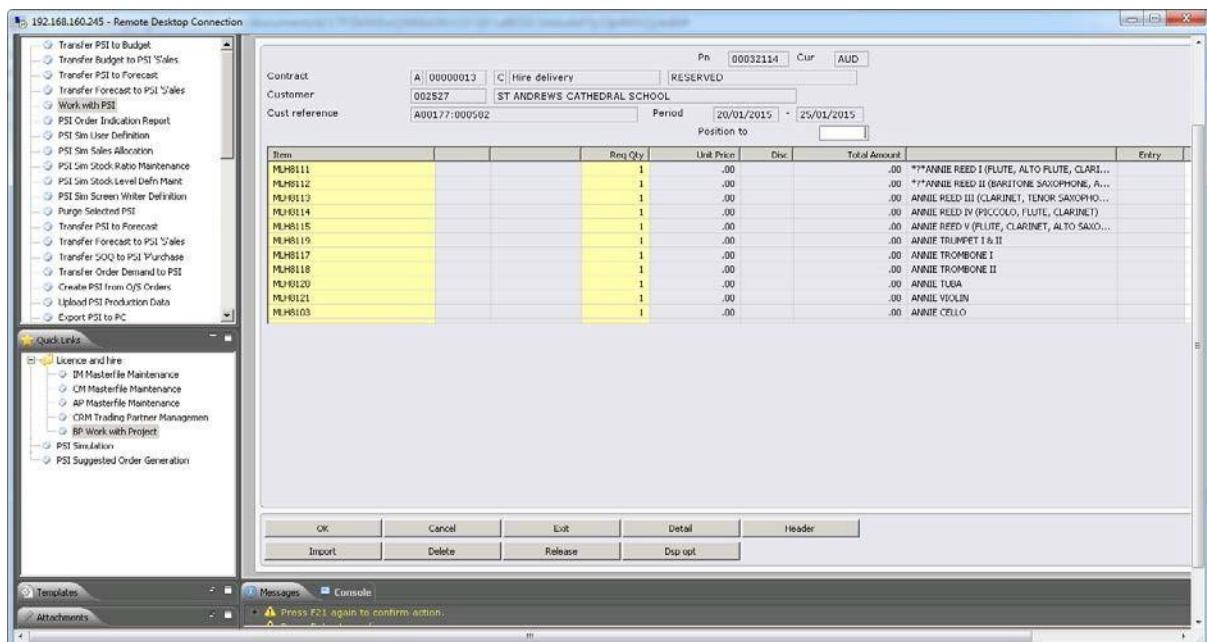
Final result after the release of stock.
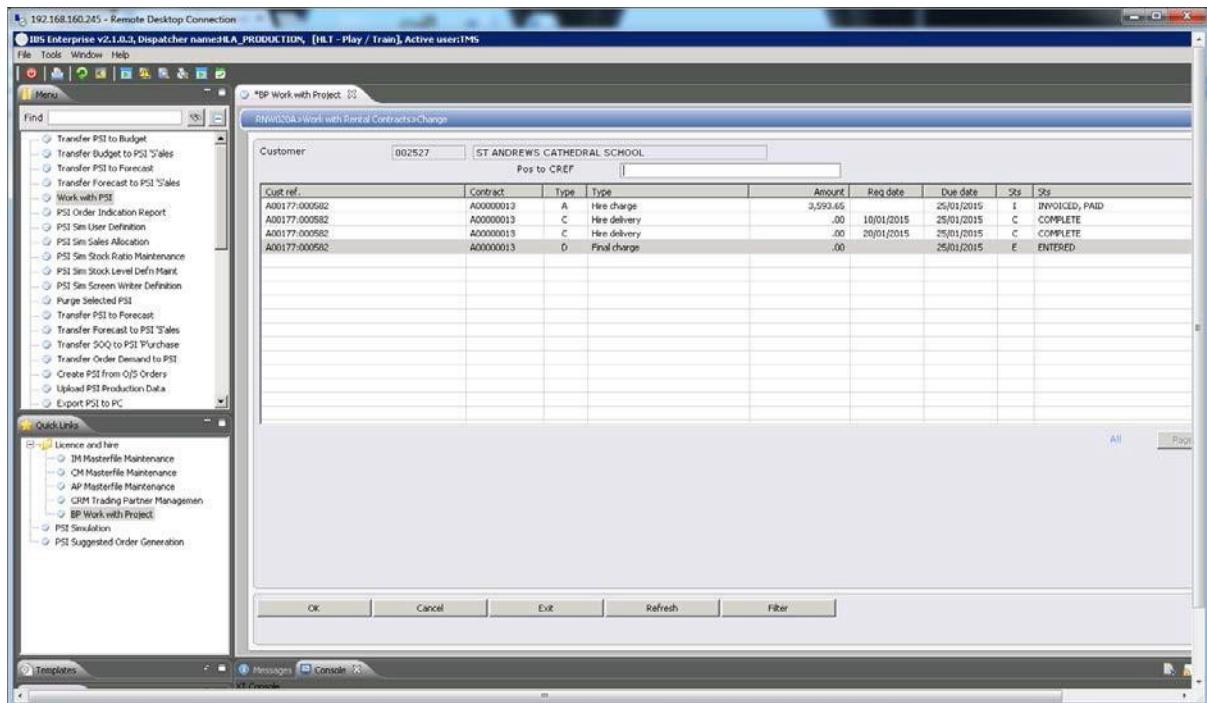
The following are details of the transfer out transactions waiting for stock to be dispatched out of the rentals warehouse i.e. to pick up and dispatch from the warehouse.
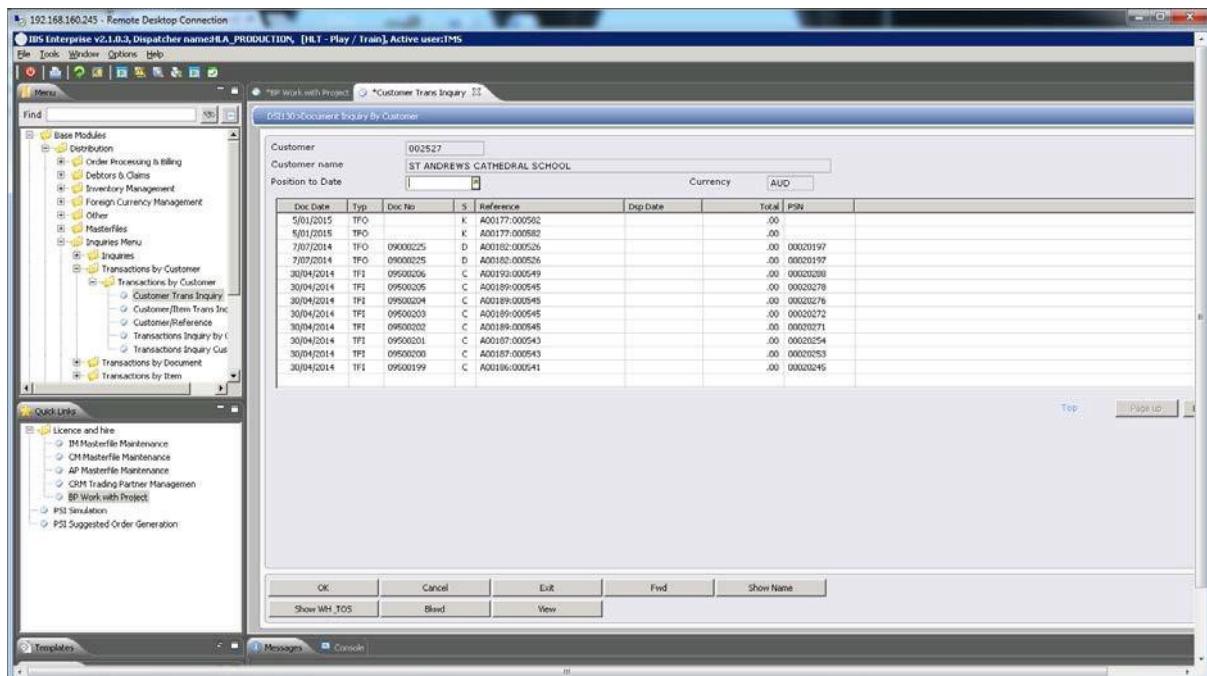
The customer transaction inquiry would show what is happening to the stock to be dispatched. The 'TFO' Transfer Out documents are stock waiting to be dispatched.
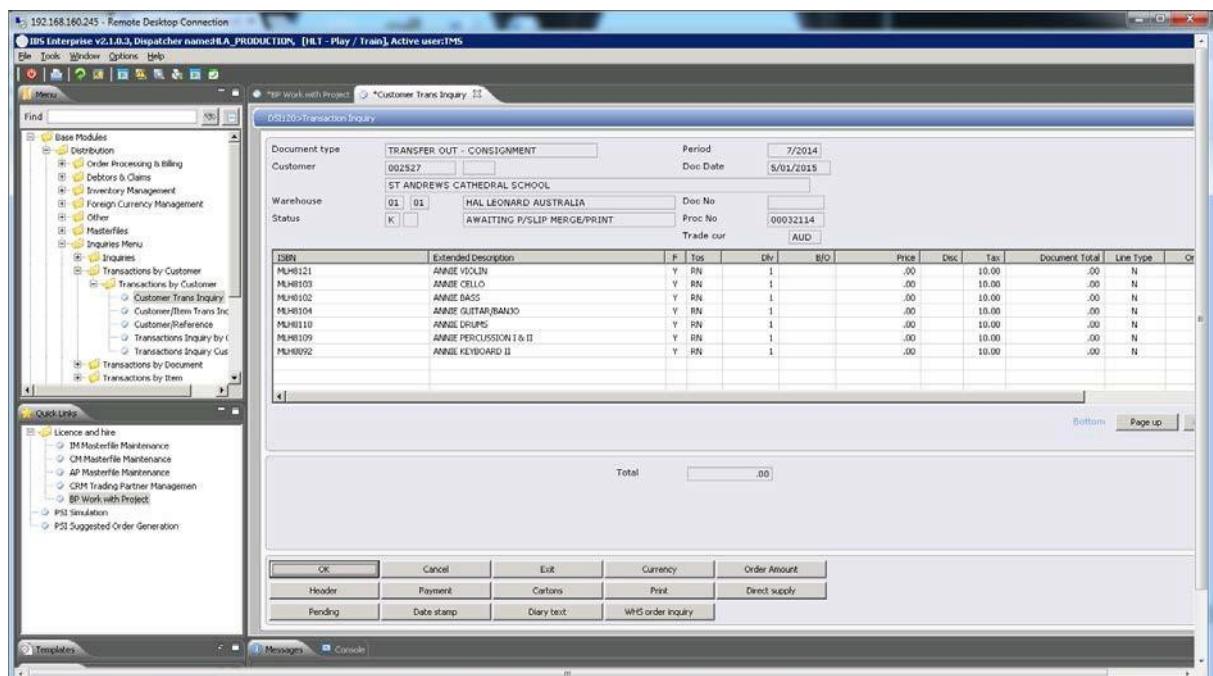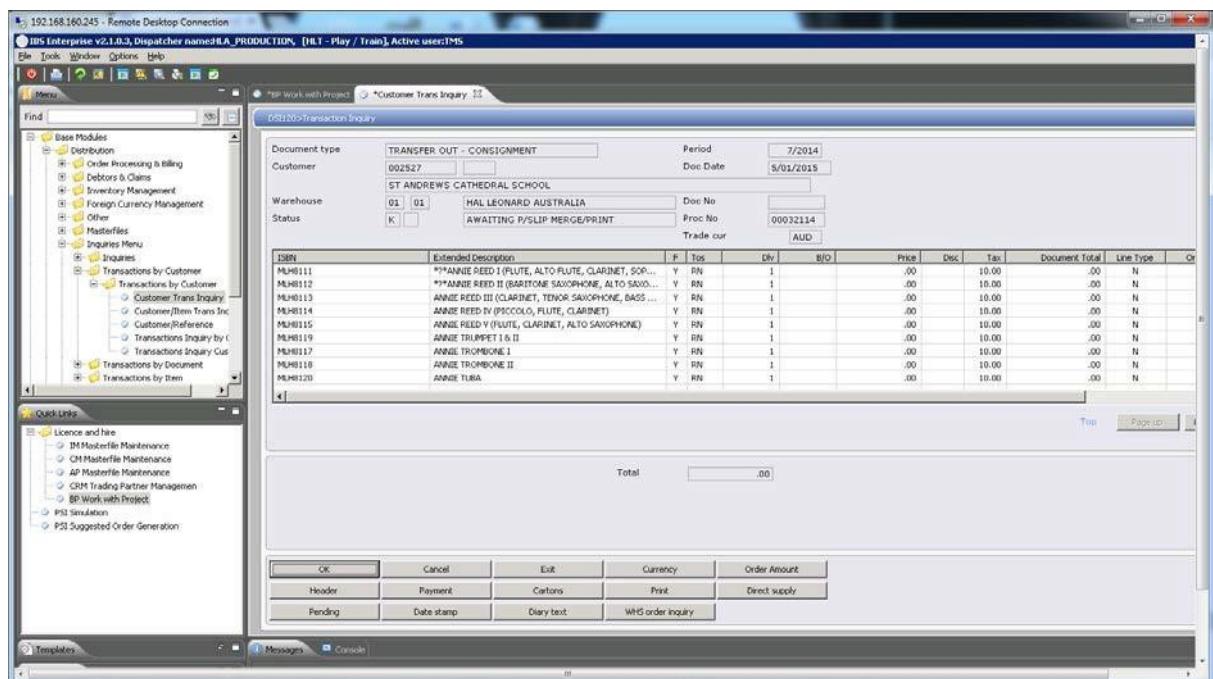
And the second document;
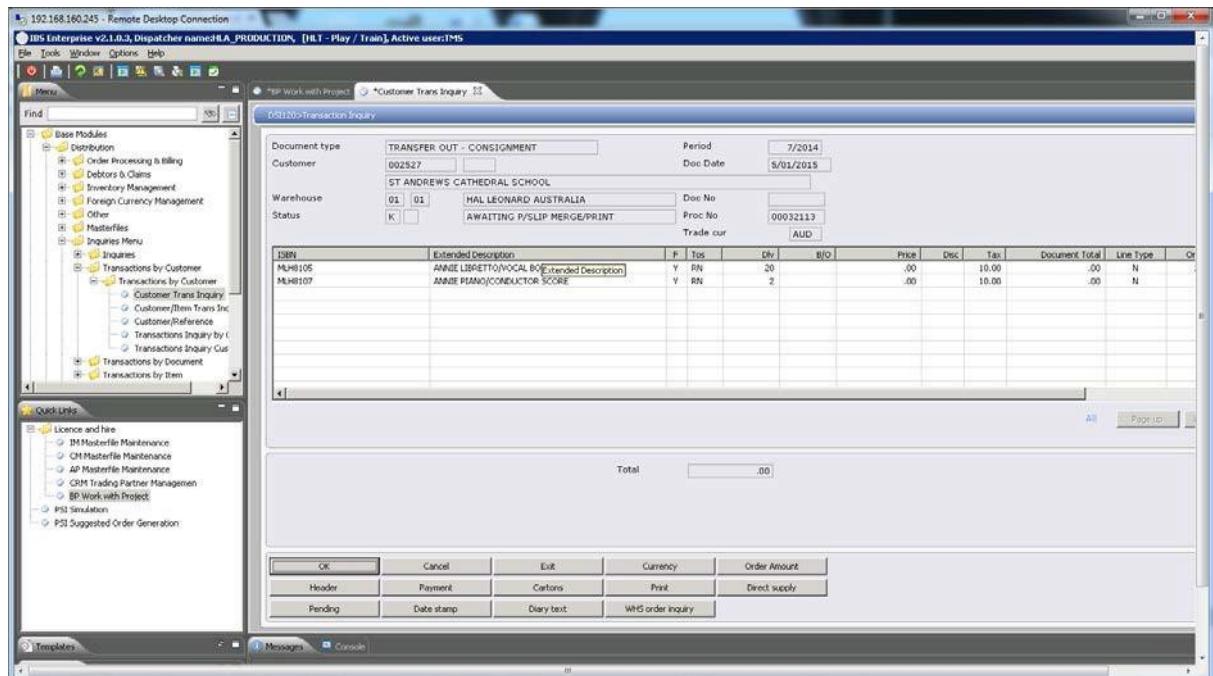
In the warehouse these documents are waiting to be processed. When processed it comes to a 'D' status from a 'K' status and its awaiting for the warehouse to start picking.
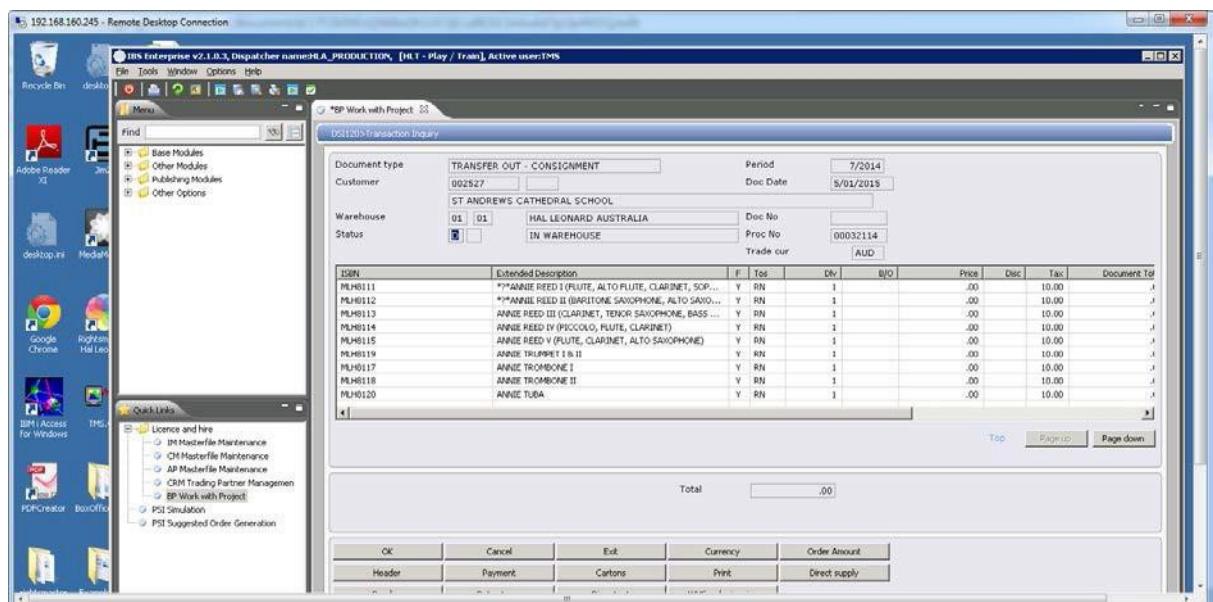
From here on it's the warehouse that needs to pick and pack and send the goods to the client. It is now in status 'D'. The 2 documents are in the WH Release Orders to pick.
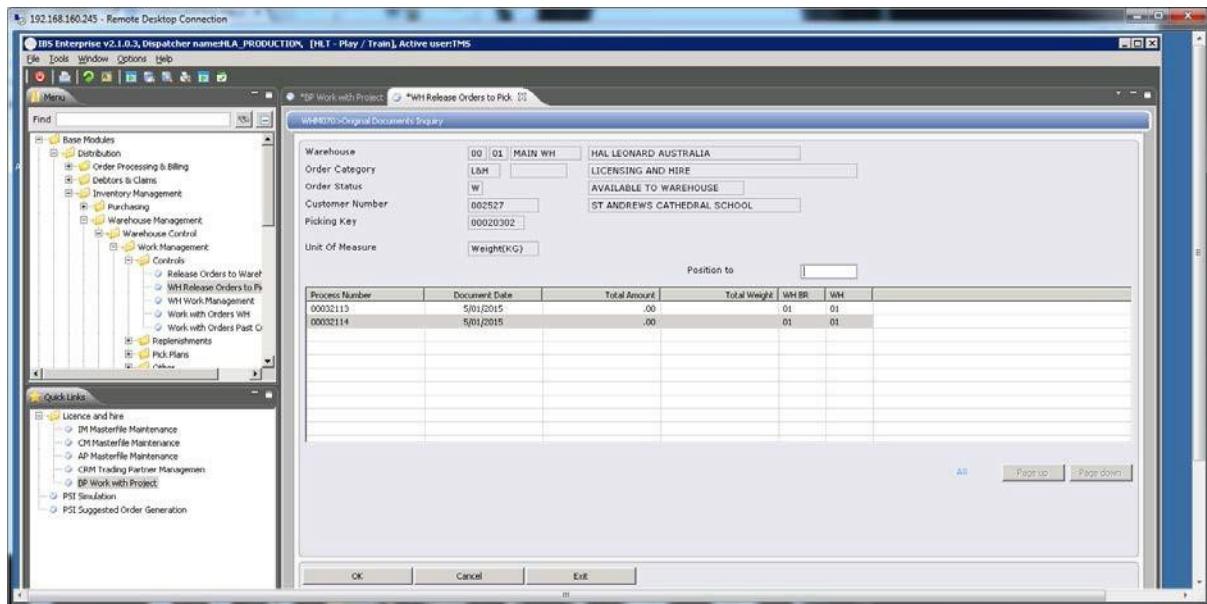
The warehouse process allows for the pick and plan to dispatch the goods. Once dispatched the status of these documents would change to 'C'. They would now be available for the customer for use.
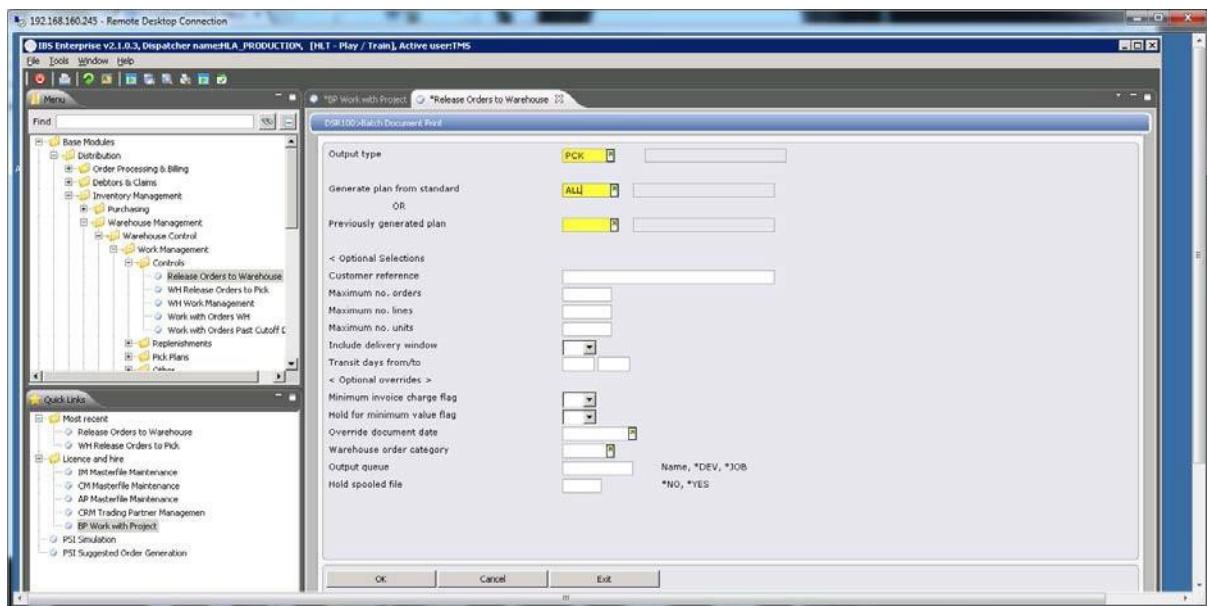
After processing;
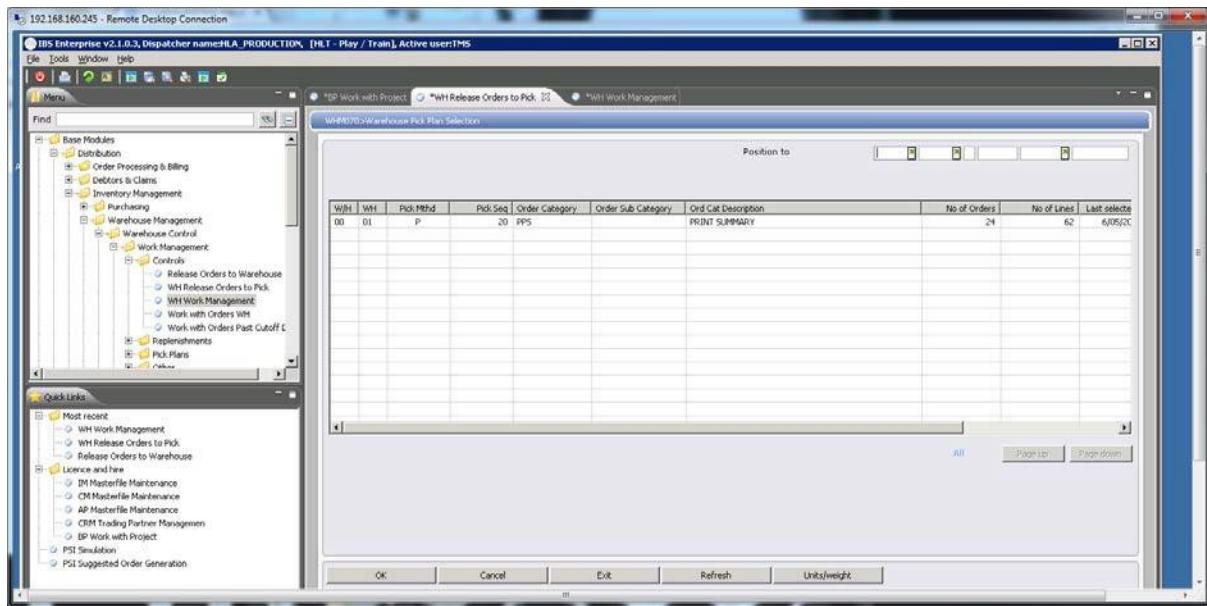
Once completed the statuses of the documents would be as follows. This is a warehouse function and would be documented within the warehousing process.
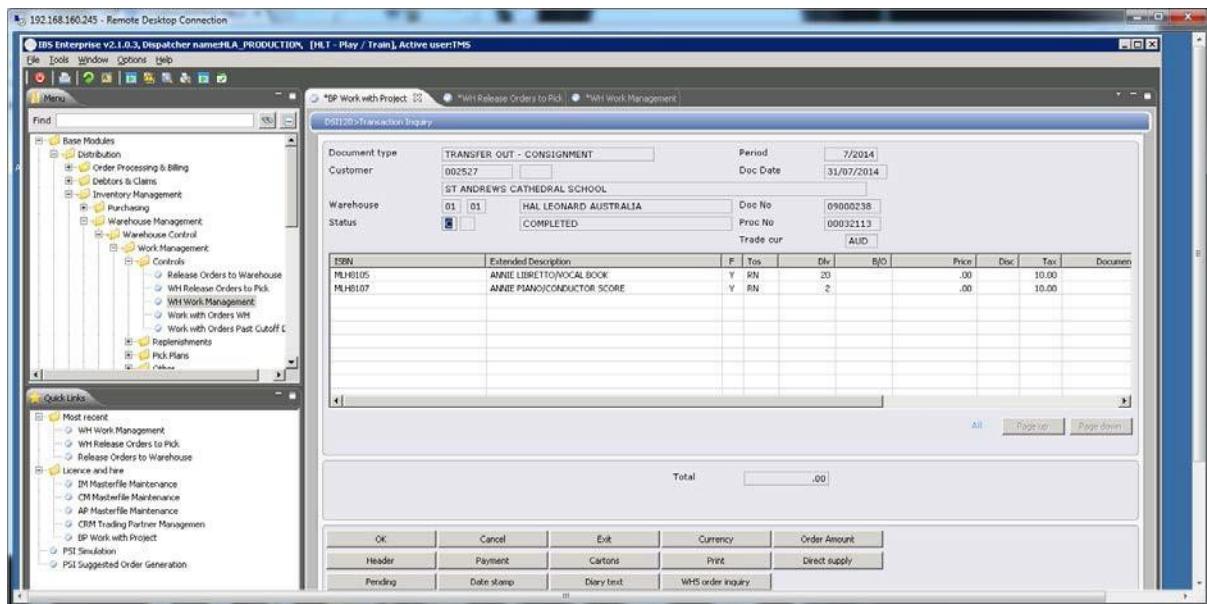
Now that they are in status 'C'. All the processing for dispatch is complete, the institution would have the products for practice/use.

3.5   Hire Invoice Stock
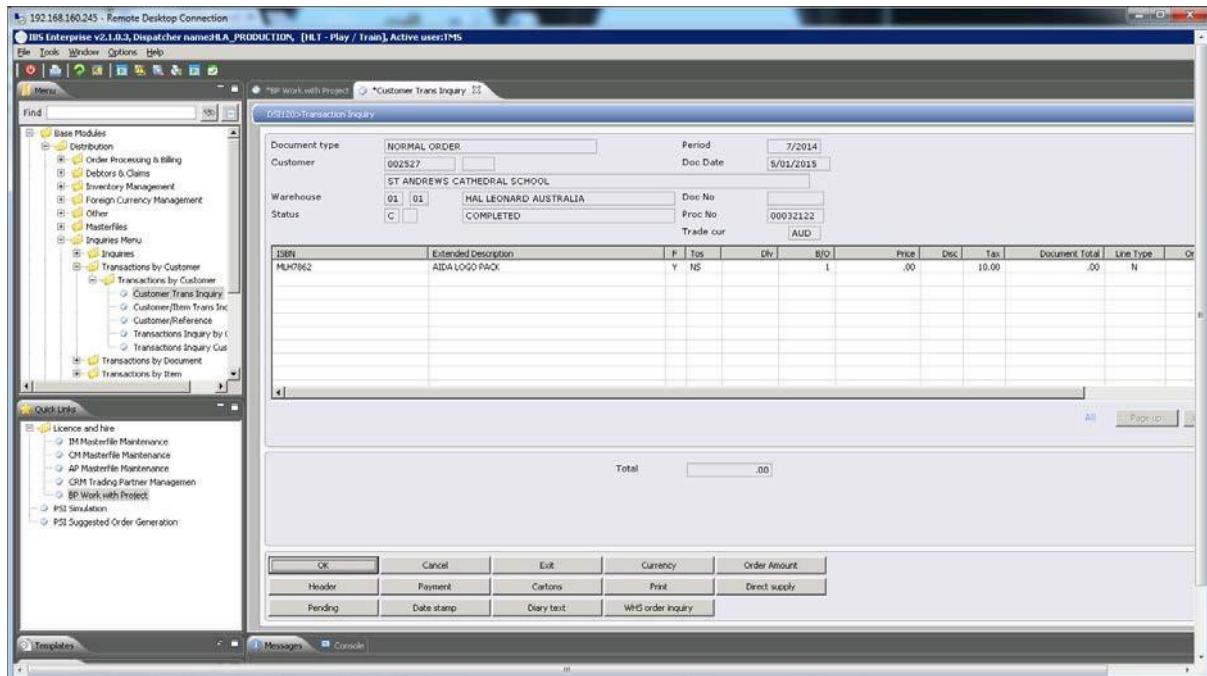
Which has gone to B/O.

3.6   Option for Additional Hire Invoice

In the case of an additional order is requested after the main order has submitted and processed, the user would request this additional order via the rental contracts screen. There are 2 possible options as indicated below. When selecting against the rental contract you have the options Add Ord *(**Additional order**)* and Add Dlv (***Additional delivery***). The Add Order option would create a 'B' document indicating the additional Order. This is where the charge items are added for billing purposes therefore the second charge order.
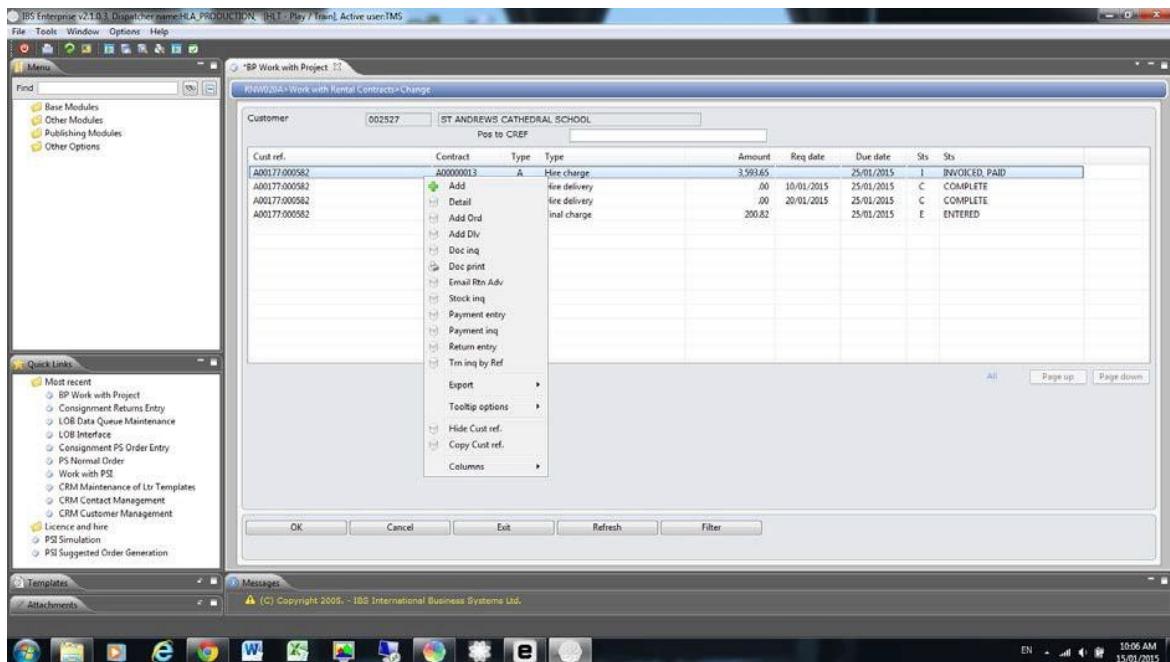
3.7   Option for Additional Materials

In the case of additional deliveries, you take the Add Dlv (***Additional delivery***) option and this would generate the additional 'C' documents. You could add as many 'C' documents and it would follow the same logic as previously, in releasing and dispatching the goods. Additional advances have to be added to the royalty contract if required and processed.

3.8   Generate Chase Letters

The following control file manages the checks to certain precursor conditions for the occurrence of a task. Thus the main criteria is for these tasks to be checked and triggered, is that they have to be ***scheduled*** and the ***action codes*** have to be in the task. The following are checked.

1. The action code needs to be inserted into a schedule and it can be activated either at the start or end of a task. The system searches for this action code and checks if its predecessor is complete **OR** that task has started (in the event it does not have a predecessor). It then waits for the wait days before it activates the reminder. Assumption that the task is in an 'O'pen state. If the task has been activated ('A') or been completed ('C'), the re-run wouldn't take place. This would be the case when reminders have to be sent.
2. Associated programs are run with conditions being checked, before it actions a task to be initiated. In this case the program HLA315A
3. ***Wait days*** - is the number of days the trigger would wait before an e-mail reminder is sent to the client requesting the bond payment be made. Thus the number of days is calculated from the day the action has been initiated
4. The ***number*** is number of days, weeks or months. There are also variations of the month, as to which week of the month.
5. The Number field holds the waits for that number of days from the first occurrence.
6. Introduced a W/H contact that would get the e-mail sent out. Refer to control file BS-RESC for the WH-Contact and the addition of W/H Contact in the specification screen. This determines the person to receive the e-mail.
7. Control file HLA/HLA315 determines the ***Letter template*** the system use to build the response to send the client. Therefore the first template would be used if the action is triggered, and if another action exists in the schedule it might send the combined template out. For example if there are tasks for RN001 (Bond payment reminder) and RN005 (Contract yet to be signed), then the combined template BND_SIG would be sent out instead. Thus this is a combined document that can be sent out if you have 2 conditional checks for a combined note.
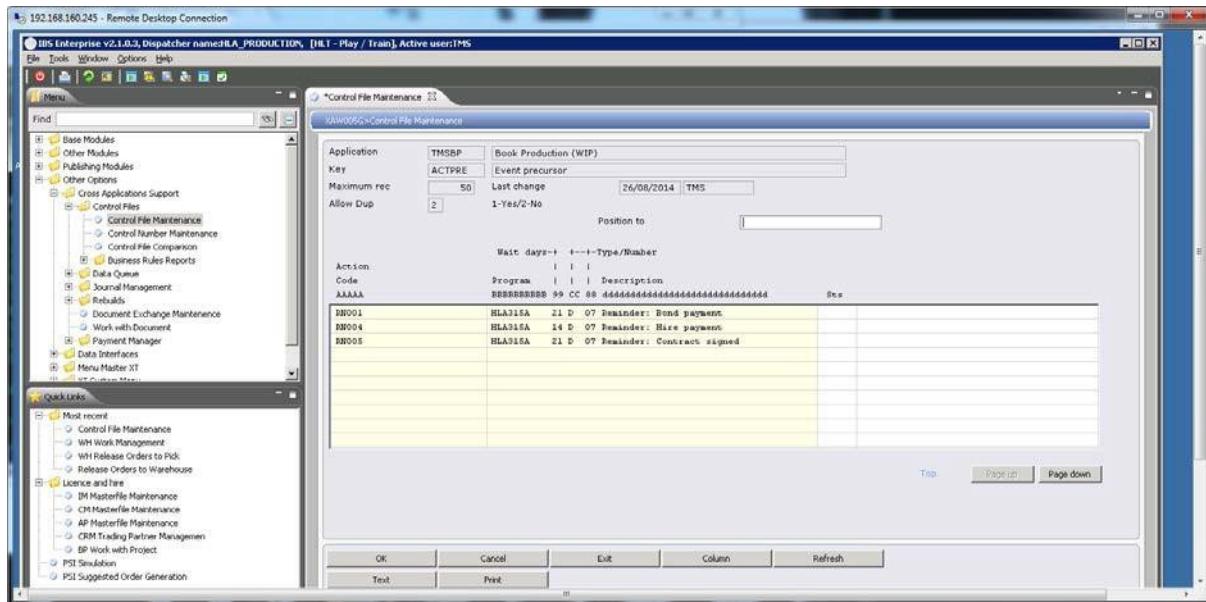
Manual

Against the specific rental contract you would be able to issue generate some chase letters. The following option allows for e-mail of return advice. The system would check the status of the contract and determine if an e-mail for return advice can be processed. If so it would process the action as indicated below, fire up the e-mail with an attached returns advice.

Auto

Same as Batch

Batch

The batch process is based on program (BPO315) being scheduled to run at the *EOD* process. Control file TMSBP/ACTPRE and HLA/HLA315 being used in conjunction to determine which process has to run.

The generation will be based on the rules mentioned above as in 'generate chase letters'.