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# DSI015 Document Inquiry by Status

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<i>Overview</i>	The Document by Status Inquiry allows inquiries to be performed based upon the status of the document. Entry is required of the document status and additional criteria such as the document sub-status and the position to date can be specified. The system then retrieves and displays all documents currently held in the system with the document status code selected.
<i>Purpose</i>	This panel allows you to: View documents with specified document status.

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## Follow up

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### Inquiries

This is inquiry program.

Valid status types are:

**A = Awaiting Document Merge** - Transactions are waiting to be merged with other transactions for a batch print, for example, all invoices belonging to a certain customer are to be merged for a specified period so that only one invoice is sent to the customer instead of multiple invoices.

**C = Completed Processing** – Transactions are complete.

**D = Currently in Warehouse** – The goods for the transaction are currently in the warehouse. The stage of the transaction within the warehouse is determined by another status code, they are as follows:

DW = Available to warehouse

DA = Available to process

DP = Picker Assigned

DA = Transaction Complete

**E = Entered** - The transaction has been entered into the system and is currently waiting to be processed.

**F = Awaiting Final Print** – The transaction has been processed and is awaiting the final document print.

**I = Awaiting Dispatch Confirmation** – The transaction has been processed and is awaiting dispatch confirmation.

**K = Awaiting P/Slip merge** – Picking slip transactions are waiting to be merged with other picking slips for a batch print run, so that one picking slip can be created instead of multiple picking slips, for example, all items in warehouse zone B are picking slip merged.

**O = Outstanding Claim** – Claim is outstanding and is awaiting either approval or rejection.

**P = Pending** – Transactions that have a pended status.

**R = Rejected** – Transactions that have been rejected.

**S = Suspended during entry** – Transactions that have been suspended during order entry.

**U = Update in Progress** – Transactions that currently have an update in progress, for example, transfers etc.

**V = Reversed Claim** – Claims that have been rejected and then reversed.

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## Examples

This section illustrates examples concerning:

[Example 1: To Inquire on Customer Transaction Documents by Status](#)

[Example 2: To Display Original Invoice Details](#)

[Example 3: To Display Original Order Header Details](#)

[Example 4: To Maintain Diary Text](#)

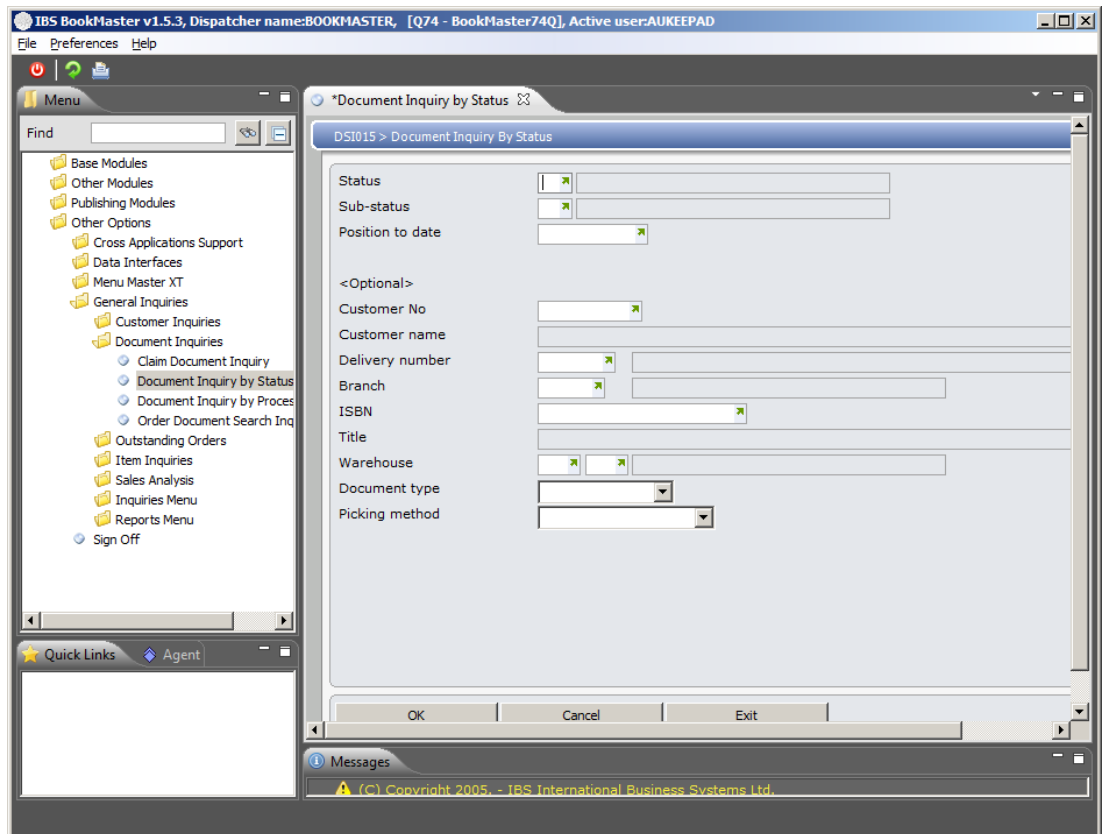
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### Example 1: To Inquire on Customer Transaction Documents by Status

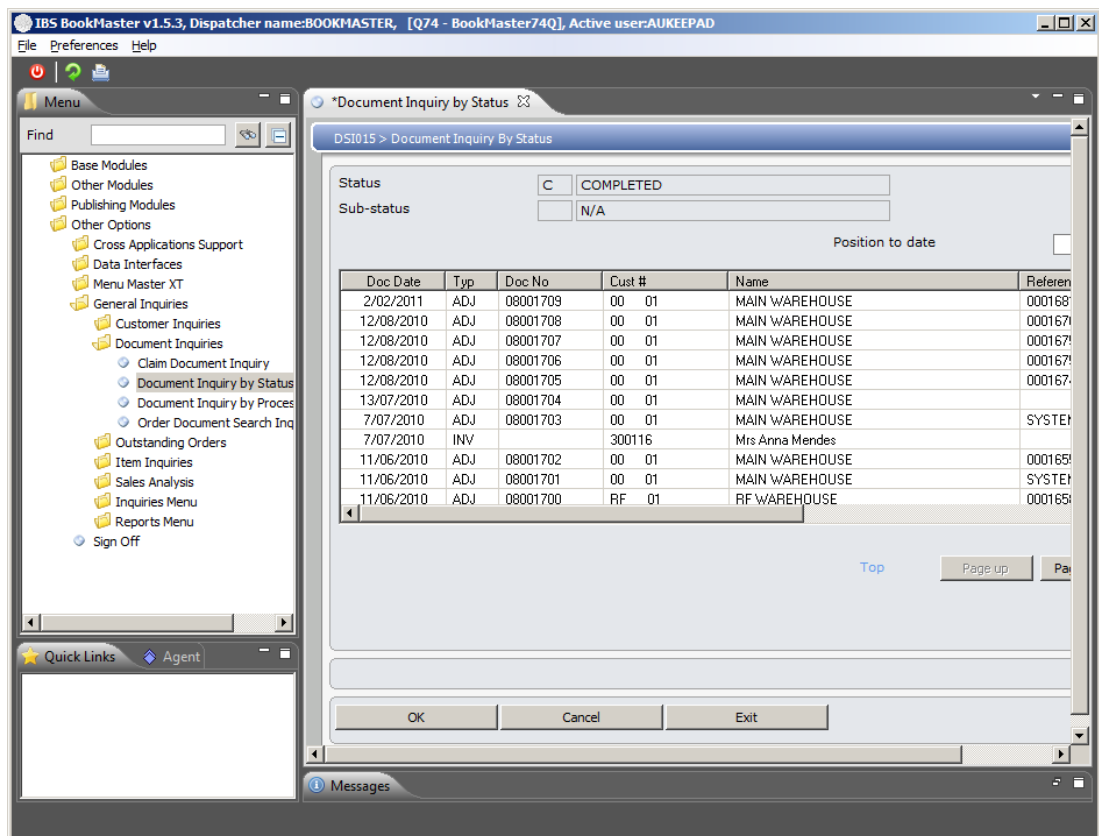
This example describes how to view claim documents with specified document status.

1. Select option **Document Inquiry by Status** from Other Options>General Inquiries>Document Inquiries menu.

**DSI015 Document Inquiry by Status** panel is displayed.



2. Select document status and optionally sub status. Click **OK** to confirm the selection. Following panel is displayed with a list of all documents, along with the specified status.



## Functions

### More details

This function is used to display detail information about documents like warehouse name, second customer reference and customer suburb.

### Pref Del Date/Document No

Toggle function will display either the previous delivery date or the document number if applicable.

## Options

### Orig document

Access DSI120 Transaction Inquiry to display invoice details for selected customer with options to view details regarding selected transaction.

### Display header

Access DSI125 Transaction Header Inquiry to display information regarding the original order, such as billing, carrier and delivery details.

### Diary text

Access DSM900 Diary Text in maintenance mode to change or maintain diary text attached to the customer order.

## Relevant Fields

### Status

This is status for which list of documents is displayed.

### Sub-status

A sub status for the above status can be used to filter down the transactions.

### Customer #

The customer number for which transaction details are

	displayed.
Name	This field displays corresponding name of the customer number.
Reference	This is customer reference specified against particular customer order/transaction.
Doc Date	This is date on which particular document is created in the system.
Typ	This is type of document which can be invoice, credit or other.
Doc No	This number uniquely identifies each document. In case of invoice for example this is invoice number.
C	This is currency for the transaction for the particular document.
Total	This is total value of selected document. In case of invoice, it is total invoice amount.
Warehouse name	Name of the warehouse where items from the selected document are stored.

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

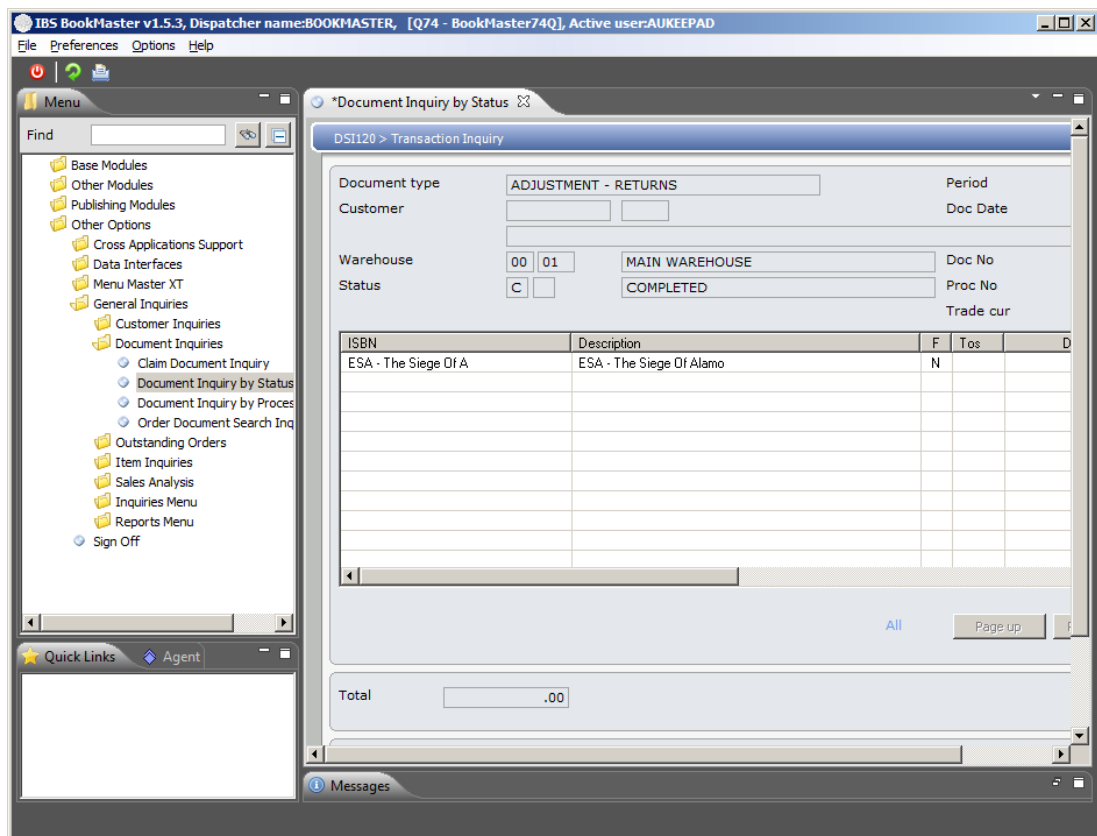
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## Example 2: To Display Original Invoice Details

This example describes how to view original invoice details or transaction details for selected transaction document.

1. Repeat steps 1 and 2 from [Example 1: To Inquire on Customer Transaction Documents by Status](#). Select document with option **Orig document**.

**DSI120 Transaction Inquiry** main panel is displayed.



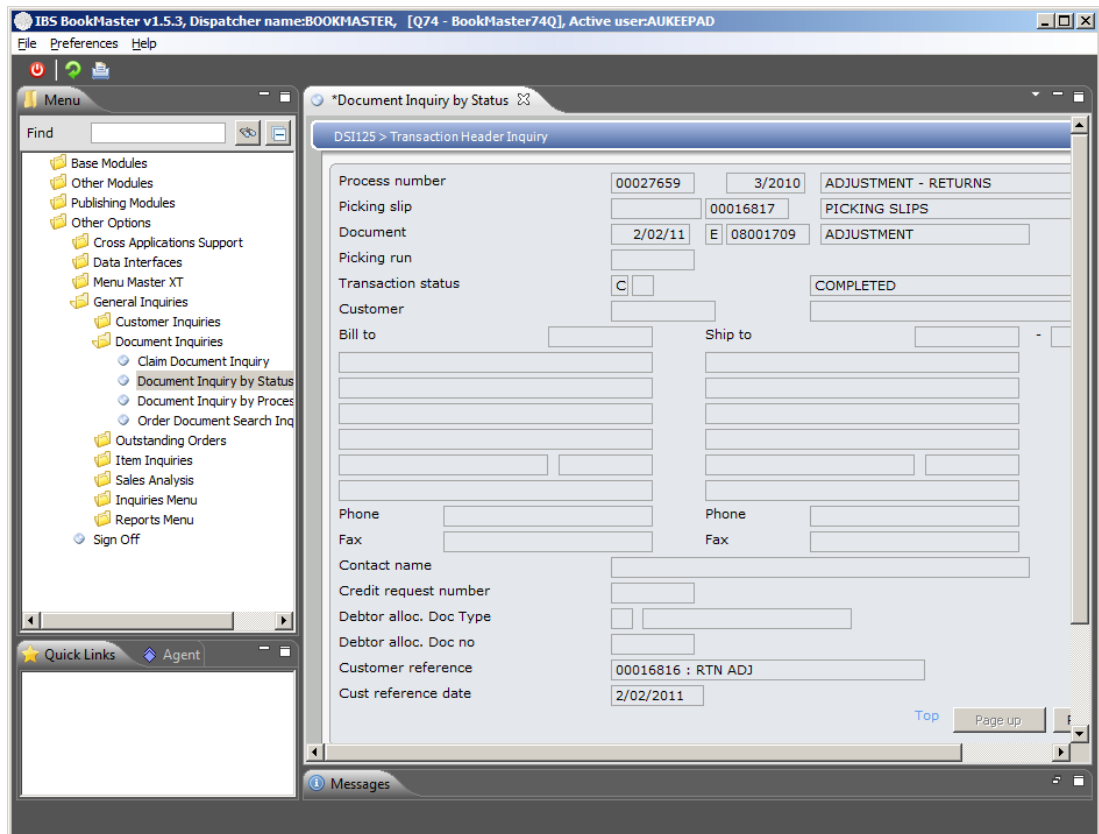
Please refer to **DSI120 Transaction Inquiry** documentation for further information.

### Example 3: To Display Original Order Header Details

This example describes how to view original order header details for selected transaction document.

1. Repeat steps 1 and 2 from [Example 1: To Inquire on Customer Transaction Documents by Status](#). Select document with option **Display header**.

**DSI125 Transaction Header Inquiry** main panel is displayed.



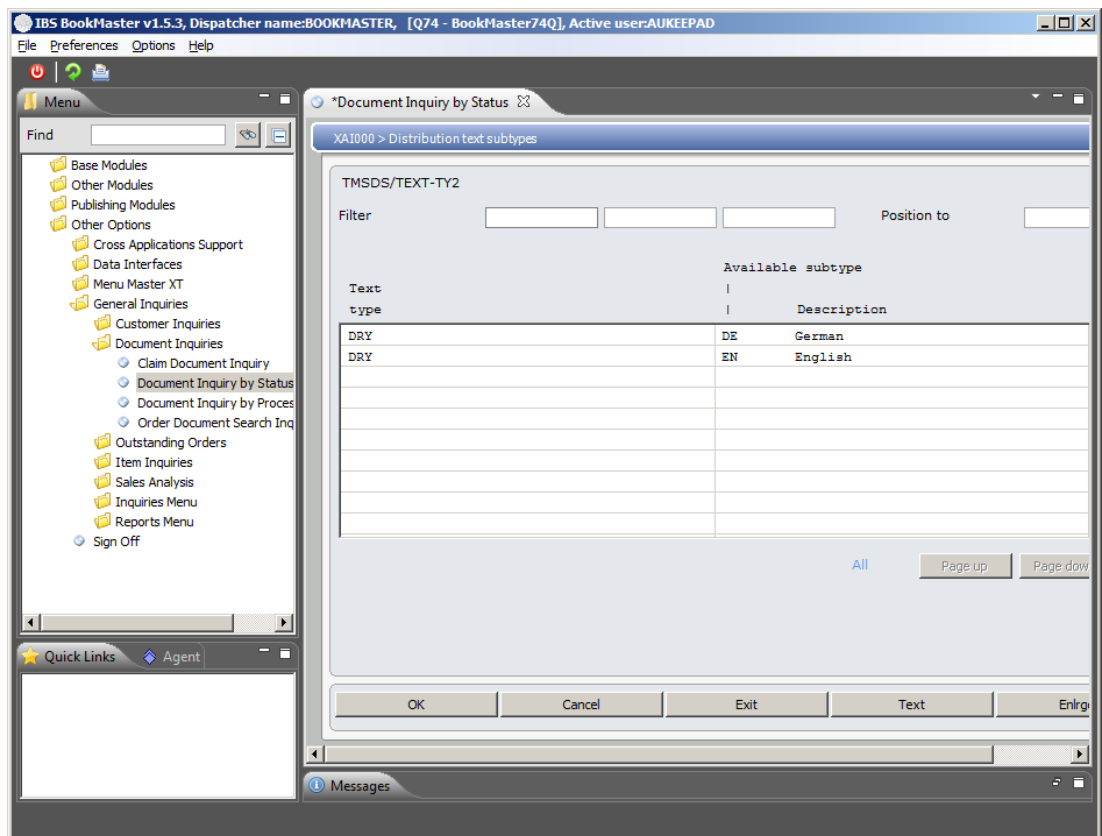
Please refer to **DSI125 Transaction Header Inquiry** documentation for further information.

## Example 4: To Maintain Diary Text

This example describes how to maintain diary text attached to the customer order.

1. Repeat step 1 and 2 from [Example 1: To Inquire on Customer Transaction Documents by Status](#). Select document with option **Diary Text**.

**XAI000 Distribution text subtypes** main panel is displayed.



Please refer to **DSM900 Diary Text (Customer Order)** documentation for further information.