

Controller Series Ver. 7.2 Bulletin 0013 Order Status

An Order Status option is now available at the Point-of-Sale screen from F9 in the clerk number field. This display will track the status of special or sales/work orders that require purchase of inventory to complete the order. Setting system flags will allow the user to have the quantities to order automatically calculated. The function will also provide a pick list of suppliers from whom to order the product which Point-of-Sale

The transaction type at Point-of-Sale must be either a Special Order or Sales/Work Order. After inputting the item number, the system will verify if QOH is available to fulfill the order. If the system flags are set properly, a quantity will be calculated and a window will open to select the supplier.

Supplier Choice

Special Order [ALLHER] Hereward Alex 896 Sherwood Point Qualicum Beach QU/OR P4		QOH: 1.0 COM: 0.0 QOO: 0.0	TAX: GP LST: 117.600 ARR:	LIN: 001214000000 DEP: 5 LOC:	CONTRB PAT REG: 1(A)
1	ITEM #	DESCRIPTION	EACH Quantity	EACH Price	107.02 Total
	0012140	LETTER BOX PLATE, BRI			107.02

[Suppliers for 0012140]

BALDWI

GWDIST

Choose a supplier for this item (primary supplier is first),...

F1 Cancel F2 F3 F4 F5 F6 F7 F8 F9 F10

The user may also choose to manually input the quantity to be ordered. This can be done by selecting the sF10 B/Order key while in the Qty filed.

Enter Qty to Order

Special Order [ALLHER] Hereward Alex 896 Sherwood Point Qualicum Beach QU/OR P4		QOH: 1.0 COM: 0.0 QOO: 0.0	TAX: GP LST: 117.600 ARR:	LIN: 001214000000 DEP: 5 LOC:	CONTRB PAT REG: 1(A)
1	ITEM #	DESCRIPTION	EACH Quantity	EACH Price	107.02 Total
	0012140	LETTER BOX PLATE, BRIGH	1 P4	107.020	107.02

[P/O # 0000319P created - no changes permitted]

Quantity requested: 1

QOH/QOO/Committed : 1.0 / 0.0 / 0.0

Ordered Quantity : 1

Press <ENTER> to continue,...

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10

Once the order has been saved, the next step is to create the necessary Purchase Orders. This must be done by using the SHORTBUY option from Menu Plate BJBFB. This program will also allow the user to frequently view items to be ordered before actually creating the Purchase Order.

The SHORTBUY program will also generate the necessary purchase orders and automatically allocate the appropriate PO numbers to the customer's orders. Once the PO has been generated the Order Status Window at Point-of-Sale will display this information. This is done as follows:

Within the Point-of-Sale screen (while in the Clerk number field) select F9 OrdStat. Input the customer number to view. The following screen will then display all open orders for that customer.

[Open Order Status]						
ST	Vendor	Item #	Description	Qty	PO/RC#	ETA
* Special Order		000076	- special order letter box		Order Total:	\$122.54
O	BALDWI	0012140	LETTER BOX PLATE, BRIG	1	0000323P	03/10/05
ST: 'O'rdere d , 'R'eceive d , 'P'artia l Rec., 'N'ot Order e d, 'C'ance l le d						
Use <Up>/<Down> or <PgUp>/<PgDown> to scroll through this window,...						
F1	F2	F3	F4	F5	F6	F7
F8	F9	F10	Exitwin			

When the purchase order has been received, the **ST** – Status Code – will change to “R” with the appropriate information changed to the right. Once received the goods can be used to complete the order and process an invoice. Other **ST** types include “P”artial, “N”ot ordered and “C”ancelled. These types are managed by the purchasing and receiving processes.