



# Global 3000 Service Pack Note SOP Enquiries

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000217.doc	
<b>Version</b>	1.0	1 of 6

## INTRODUCTION

The orders by customer enquiry has been updated to include a new button which enters the uninvoiced orders enquiry without the need to select the order type. In addition it provides the ability to exclude quotations from the sales order enquiry windows.

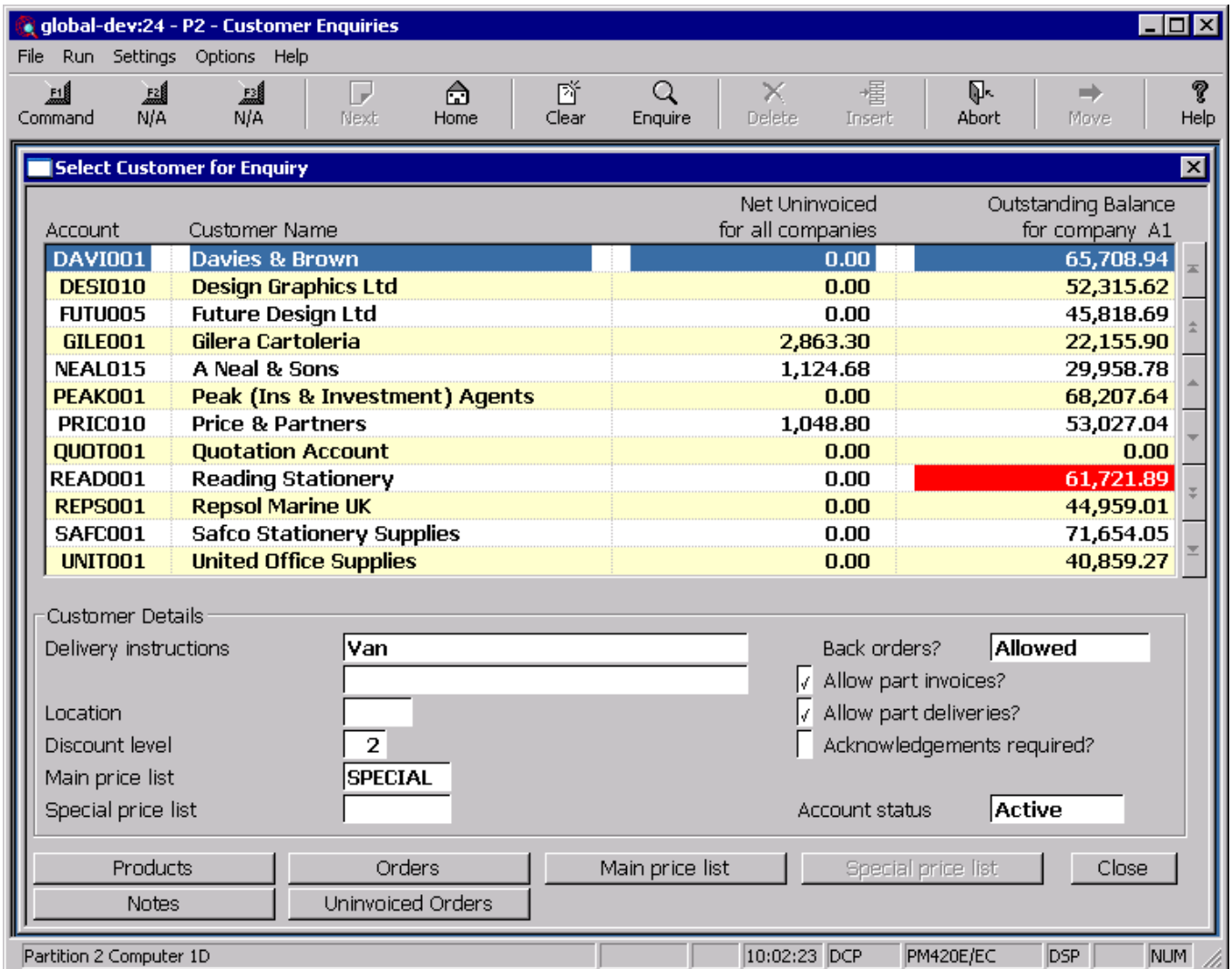
This service pack introduces a new button in the 'Select Customer for Enquiry' window labelled 'Uninvoiced Orders' selecting this displays the 'Orders for Customer' window having automatically selected 'uninvoiced orders' as the order type for enquiry.

In addition quotations continue to be listed in the 'Orders', 'Orders for Customer' and 'Orders by Product' enquiry windows by default, however they have been updated to include an additional button which allows quotations to be included or excluded.

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DOCUMENTATION CHANGES

# Select Customer for Enquiry



**Uninvoiced Orders** Select this to view uninvoiced orders for the customer.

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# Orders Enquiry

Order	Type	Order Reference	Account	Status	Locn	Date	Time	Required
ORD00086	Order	ORD00086	NEAL015	Open	STH	30/04/2005	10.26	
ORD00085	Order	ORD00085	NEAL015	Open	STH	30/04/2005	10.26	
ORD00084	Order	ORD00084	...ATS010	Open	MID	30/04/2005	12.21	
ORD00083	Order	neal2498u	NEAL015	Open	STH	03/03/2005	14.23	
ORD00082	Order	gile/3987	GILE001	Open	MID	03/03/2005	14.21	
ORD00081	Order	brow/439	...OW001	Open	MID	03/03/2005	14.20	
ORD00080	Order	ande094	ANDE001	Open	MID	03/03/2005	14.19	
ORD00079	Order	FUT/2438	FUTU005	Archived	NTH	25/02/2005	12.28	26/02/2005
ORD00078	Order	BROW/123498	...OW001	Archived	NTH	25/02/2005	12.27	26/02/2005
ORD00077	Order	AND09824	ANDE001	Archived	STH	25/02/2005	12.25	26/02/2005
ORD00076	Order	CUPI09844	CUPI001	Archived	STH	25/02/2005	12.20	26/02/2005
ORD00075	Order	PEAK019	PEAK001	Archived	STH	25/02/2005	12.19	26/02/2005

Order Details

Analysis location:  Sales representative:  Main price list:

Created by:  Area code:  Special price list:

Last amended by:  Trade discount level:

Sales Analysis type:

Buttons: Header Details, Invoice Address, Delivery Details, Initial Comments, Order Details, Delivery Address, Delivery Notes, Final Comments, Exclude Quotes, Close

Status bar: Partition 2 Computer 1D | 10:04:04 DCP | PM420B/BO | DSP | NUM

**Include/Exclude Quotes** (Only available when enquiring upon 'All Transactions' or 'Uninvoiced Orders') Select this to switch between including or excluding quotations in the list.

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# Orders for Product Enquiry

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File Run Settings Options Help

Command N/A N/A Next Home Clear Enquire Delete Insert Abort Move Help Launch

**Sales Orders for Product**

Details

Product   Location

Alias

Order	Type	Account	Price	ITEM	Override	Invoice	Invoice Date
ORD00056	Order	ANDE001	118.00	ITEM	Override	152	20/02/2005
ORD00045	Order	WATS010	119.40	ITEM	List	141	11/02/2005
ORD00040	Order	ANDR001	78.00	ITEM	Override	136	11/02/2005
ORD00014	Order	PEAK001	80.00	ITEM	List	110	16/01/2005
ORD00011	Order	ANDE001	119.40	ITEM	List	107	16/01/2005
ORD00007	Order	BROW001	99.50	ITEM	Special	103	14/01/2005
ORD00002	Order	NEAL015	99.50	ITEM	List	98	15/01/2005

Order Details

Customer name

Order reference

Description

Required date

Tax code

Outstanding

Invoiced

Total value

Ordered

Allocated

Back order

Forward

Total discount  %

Total weight

Total cost

Header Details Invoice Address Delivery Details Initial Comments Close

Order Details Delivery Address Delivery Notes Final Comments

Exclude Quotes

Partition 2 Computer 1D 10:35:40 DCP PM420B/BP DSP NUM

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# Orders for Customer Enquiry

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File Run Settings Options Help

Command N/A N/A Next Home Clear Enquire Delete Insert Abort Move Help Launch

**Orders by Customer**

Customer Account: AND... Anderton Ltd

Order	Type	Order Reference	Status	Locn	Date	Time	Required
ORD00080	Order	ande094	Open	MID	03/03/2005	14.19	
ORD00011	Order	ANDE/1291	Override	MID	28/02/2005	21.49	16/01/2005
ORD00077	Order	AND09824	Archived	STH	25/02/2005	12.25	26/02/2005
ORD00056	Order	AND2985/3	Override	MID	20/02/2005	09.53	20/02/2005
ORD00068	Order	and/12498	Archived	STH	18/02/2005	11.55	18/02/2005
ORD00055	Order	AND1390	Override	STH	13/02/2005	07.10	20/02/2005
ORD00041	Order	ANDE0289	Archived	MID	10/02/2005	24.03	11/02/2005
ORD00032	Order	AND215512	Override	STH	19/01/2005	08.03	18/01/2005
ORD00026	Order	AND09843	Archived	NTH	17/01/2005	07.31	19/01/2005
ORD00020	Order	ant2309	Archived	NTH	17/01/2005	06.08	19/01/2005

Order Details

Analysis location: MID Sales representative: JW Main price list: MAINGBP  
 Created by: MEH Area code: S03 Special price list:  
 Last amended by: Trade discount level: 2  
 Sales Analysis type: MID

Header Details Invoice Address Delivery Details Initial Comments Close  
 Order Details Delivery Address Delivery Notes Final Comments  
 Exclude Quotes

Partition 2 Computer 1D 10:37:16 DCP PM420B/BR DSP NUM

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