

# Global 3000 Service Pack Note

## SOP Transaction Desktop - Trade Counter Processing

| Author  | SHUT                      |             |
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#### INTRODUCTION

This service pack group updates the SOP Transaction Desktop so that it can be used more effectively when operated in conjunction with a 'trade counter'.

In some cases the transaction desktop is used to record sales made to the general public via a 'trade counter', in these cases it is usual that direct invoices are used in conjunction with a single customer account.

This service pack group introduces small changes to the Transaction Desktop to allow it to function better when used as a means to record 'trade counter' sales.

The changes are as follows:

- The Transaction Desktop and Sales Order Entry have been updated to prevent the entry of negative quantities.
- The Transaction Desktop profile settings have a new option labelled 'Trade counter processing?'. When set, as each transaction is completed (via the 'Finish' button) the user is offered the opportunity to select the next transaction type (limited to direct invoices or credit notes) which is then automatically created for the current or default customer account.
- The print options available for direct invoices now allow delivery notes to be produced.

Notes:

- Trade counter processing cannot be enabled at sites using manual transaction numbering.
- These changes are only available in the Transaction Desktop and will not be available in Sales Order Entry.

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### **Desktop Profile – Configuration Settings Window**

| 💽 Steve's - P1 - Transa   | ction Entry  |   |        | - 0 ×        |
|---|--|---|--------|--------------|
| <u>File R</u> un <u>S</u> ettings   | <u>O</u> ptions <u>H</u> elp   |   |        |              |
| 💷 Desktop Profile - C   | onfiguration Settings  |   |        | <b>—</b>     |
| - Information<br>Desktop profile set<br>values for fields with<br>Please note, deskto | tings are used to establis<br>ten creating new transac<br>op profile settings do not           | h default<br>tions.<br>override                     |        |              |
| Configuration<br>Sequence for trans   | action search<br>reference to be left blanl  | Transaction •                                       |        |              |
| Give warning w<br>Skip unit promp   | nen duplicate customer re<br>t when adding new lines?<br>quired when adding new                | lines?  |        |              |
| Show delivery a<br>Warn user when<br>Hi-light gross ar                                | ridden cost when line qua<br>ddress rather than invoic<br>n stock level is below the<br>nount? | antity amended?<br>e address?<br>product's minimum? |        |              |
| ✓ Trade counter p   | rocessing?   |   | < Back | Close        |
|   |  |   | LCR    | 14:39:54 SHL |

Trade counter processing?

(Only if 'Order number generation?' is set to Automatic) – When set, as each transaction is completed (via the 'Finish' button) the user is offered the opportunity to select the next transaction type (limited to direct invoices or credit notes) which is then automatically created for the current or default customer account.

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# Transaction Desktop – Next Trade Counter Transaction Window

| Steve's - P1 - Transaction Entry       | x )  |
|--|------|
| <u>File Run Settings Options H</u> elp |      |
| Next Trade Counter Transaction         | 23   |
| Customer                               |      |
| Account NEAL015 A Neal & Sons          |      |
| Transaction                            |      |
| Next transaction type Invoice -        |      |
| ✓ Use the same delivery address?       |      |
| Next Transaction Cancel                | 5    |
|  | Lt a |

This window appears when you press the 'Finish' button within the Transaction Desktop window and your transaction desktop profile is configured for trade counter processing.

**Purpose** This window allows the next transaction to be automatically created without the need to manually specify its header details.

#### The prompts are:

The

| Account                       | ( <i>Display only</i> ) This shows the account for which the next transaction will be created. If your transaction desktop profile specifies a default account then this is shown here, otherwise the account used for the last transaction entered is used. |
|-------------------------------|--|
| Next transaction<br>type      | Select whether the next transaction to be created is to be an invoice or a credit note.  |
| Use same<br>delivery address? | Set this if the next transaction created should have the same delivery address as the last transaction entered.  |
| e buttons are:                |  |
| <u>N</u> ext Transaction      | Generate the next transaction for the account and type shown. Once the transaction has been created you will be positioned ready to enter its detail lines.  |
|                               |  |

**Cancel** This returns to the account prompt in the transaction desktop window and allows the next transaction to be manually specified.

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## **Transaction Desktop – Print Options Window**

| Steve's - P1 - Transaction Entry   | _ 🗆 X  |
|--|--------|
| <u>F</u> ile <u>R</u> un <u>S</u> ettings <u>O</u> ptions <u>H</u> elp   |        |
| Print Options  | ×      |
| Details<br>Please specify whether you wish to print the document<br>or a 'pro-forma' version of it.<br>There is also an option to print a delivery note for a<br>direct invoice. |        |
| Invoice <u>Pro-forma</u> <u>Delivery Note</u>  | Cancel |
| Partition 1 Computer 33  | LCR    |

**Delivery Note** (Only available for direct invoices and if immediate delivery notes are allowed) – Print a delivery note for the current invoice.

Note: The button previously labelled 'Document' is now labelled 'Invoice' or 'Credit Note' as appropriate.

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