

CAUTION !! All new procedures and processes should be checked in the 'Test' environment before being applied to the 'Live' business system.

SALES ORDER PROCESSING – 'TEXT WITH PRICE' ITEMS – Ver 2

There is often the requirement to sell items which are not listed on the stock file, or for which no stock action is required or intended. Examples may be

- Selling an 'ad hoc' service such as special courier delivery
- Selling surplus items of plant and equipment

The following process can be used.

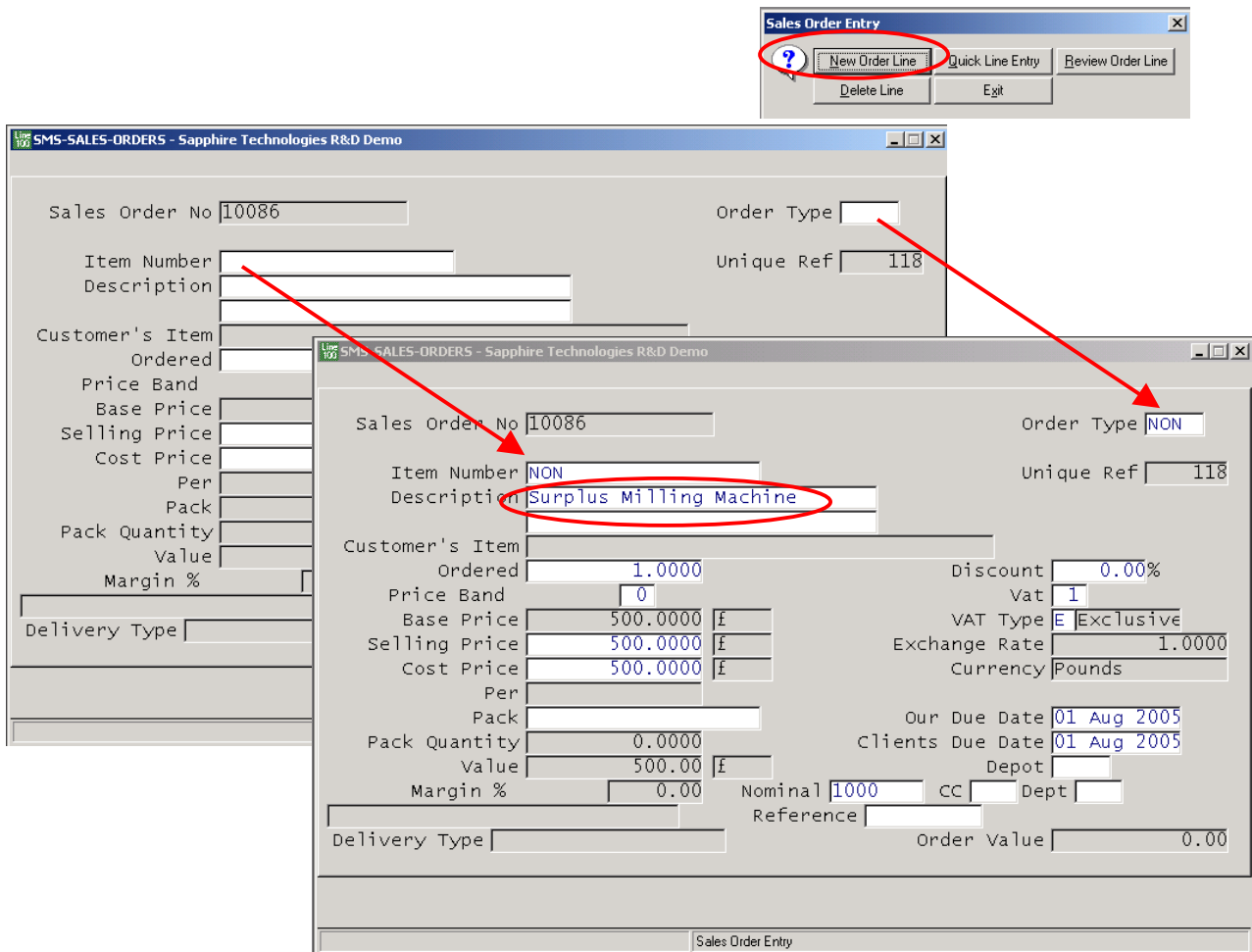
1. Enter a Sales Order - Header

Sales Order Processing, Order Maintenance, Enter Order

Complete the order header as normal.

2. Enter the Line Item

From the base menu, after accepting the above screen, enter a New Order Line



With the cursor in the Item Number field, enter the word 'NON', (see note) and press return. If the list of available Stock Items is then presented, press 'ESC'. The Order Type field will automatically be entered as NON.

The Item Description can now be entered, together with the Ordered Quantity and Selling Price.

NOTE ! Any Item Number can be entered provided it is not a current Stock Item. The word 'NON' is a useful identifier but, for example, MISC could be used instead.

3. Order Acknowledgement

Sapphire Technologies R&D Dev Tayside Software Centre Dundee Scotland				Order Acknowledgement		
Groveswood Machinery 20-25 Victoria Road Grange town Sunderland SR2 8FQ				27 Jun 2001 10086 G001		
				Your Ref		
Item Number	Description	Supplier	Pack	Disc	List Price	Total
NDN	Surplus Milling Machine		1.0000		500.0000	500.0000

Print the Acknowledgement and process the order as normal.

BlueStone Solutions for Business

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