# **SOS1110**

Aptean Ltd Copyright © 2011-2025.

# Contents

1 SOS1110		.′
1.1 Order Details 1	ah	-

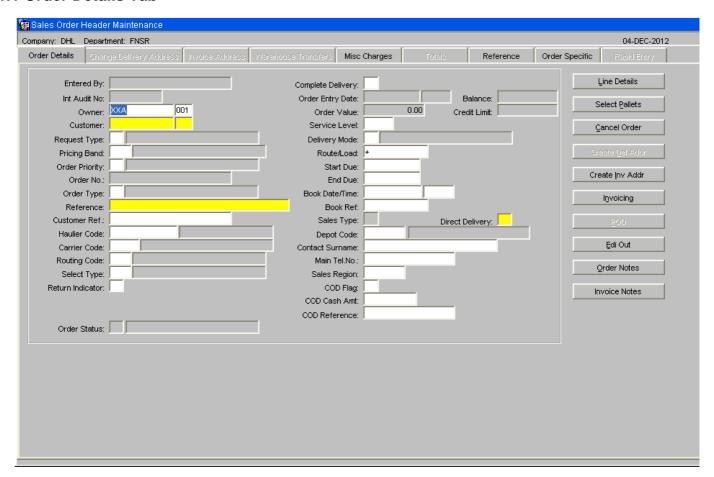
# 1 SOS1110

This screen allows you to create or amend the header record for the sales order.

All information entered on this screen relates to the customer details for this order and the delivery information. The header can be created either manually or via EDI.

The screen has multiple tabs and options available.

#### 1.1 Order Details Tab



Field Name	Description	Options
Entered By	IT NO LIGHT NAME HAMINI ALTHE NOTON WHATE ANTOTINA THE ATACK	No entry allowed - will default to the login id
Int Audit No	The internal system generated audit number	No entry allowed - system generated
		Must have been set up in owner maintenance - LOV available
Customer **		Must have been set up in customer maintenance - LOV available
Request Type **	The type of order - this will determine what processing can be used during the outbound cycle	S - Sales Order (default) C - Collection Order
Pricing Band	Used for invoicing (not migrated)	Blank
Order Priority **		Must have been set up in order priority maintenance - LOV available



Field Name	Description	Options
Order No **	Can either be a system generated order or a manually entered one	To determine which one is used, you need to set the ?system generated o/n? flag in owner maintenance
	U Under bond IWT	
	T Transfer between warehouse S Ships Store O Other N Navy ships K Kit Assembly H Home Use E Export D Diplomatic Privilege C Community	
	A Authorised Destruction  H - home use	
Reference **	A unique identifier for this order (normally a customer order number) - the system will warn you if another order exists with the same order reference	20 character free text field
Customer Ref	An additional customer reference that relates to this order (not mandatory or validated)	20 character free text field
Haulier Code	IT be ballier code for the order	Must have been created in haulier maintenance
	itha awinar raigtad tiga an carriar maintananca is sat ta 777 an	Must have been created in carrier codes maintenance - LOV available
Routing Code	Client specific functionality for Ihub/Ohub functionality and auto carrier population - not migrated	N/A
Select Type	An additional field used to group orders together - not migrated	N/A
Return Indicator	Client specific functionality to determine whether the order requires returns form production at packing. The value entered here is validated against a returns matrix which dictates what text is produced	X,C,N,A or blank
		0 - Entered
		1 - Committed 4 - Allocated
Order Status	Displays the status of the order as it moves through the sales order process	5 - On pick list
		6 - Pick Confirmed
		F - Awaiting POD Confirmation
		9 - Complete
		I - Invoiced
Delivery	Client specific functionality which prevents an order from being allocated if the complete delivery flag is set to ?Y? and there is not enough stock to fulfil the order - used in conjunction with edi allocation of sales orders	Y,N or left blank
Order Entry Date	This field is for information only and indicates when the order was created.	N/A
Balance	If pricing is in use this information-only field will show the balance outstanding on the order.	N/A
Order value	value.	N/A
	If pricing is in use, this information-only field will display the customer?s credit limit.	N/A
Service Level	,	Must have been created in service level maintenance
Mode **	Indicates how this order will be delivered. Note, if you enter ?T? the order will be designated as a trunking order and will have to be despatched through the trunking screen	T - trunking D - direct order



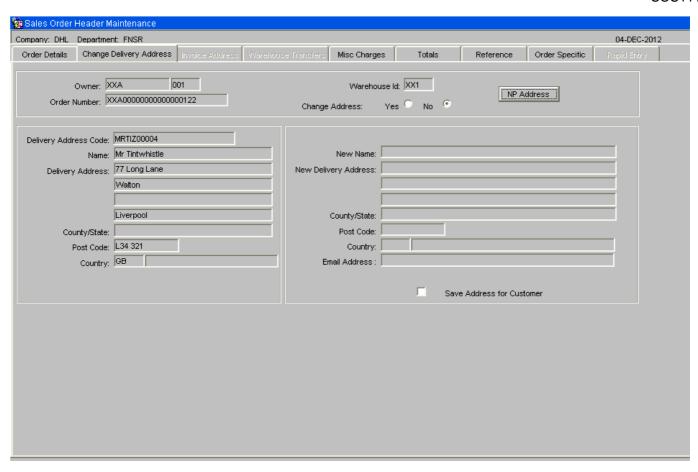
Field Name	Description	Options
Route/Load		Must have been created in route codes maintenance - LOV available - note, if the order has been assigned to a route and load in pick wave, the load number will also display
Start Due	The date the order is due to be delivered	Must be a valid date
End Due	The last date the order has to be delivered by	Must be a valid date
Book date/Time	If the order must be delivered according to a booking, enter the date and time.	Must be a valid date and time or left blank
Book Ref	If the order is to be delivered as a booking, enter the booking reference	10 character free text field or left blank
Sales Type	Used for client specific telesales functionality - not migrated	Will default to ?I? no entry allowed
Direct Delivery	An additional field used specify whether orders will be delivered direct to the end point - not migrated	Will default to ?N?
Contact Surname	The surname of the person expecting the delivery - this text will appear on the pick labels	25 character free text field - will default to the customers address
Phone	The telephone number of the customer receiving the order	15 character free text field or left blank
Sales Region	Used in load allocation functionality to specify a route load (not migrated)	N/A
COD Flag	Determines whether the order is ?cash on delivery? - if yes, the information entered will appear on the waybill and the IFTMIN edimessage	Y, N or left blank
COD Cash	If a COD order, the amount of money to be paid - will appear on	0 - 9999999.99
Amount	the waybill and the IFTMIN	U - ฮฮฮฮฮฮฮฮฮฮ
COD	If a COD order, the reference number for the COD transaction - will	35 character free text field or left blank
Reference	appear on the waybill and the IFTMIN	

# 1.1.1 Change Delivery Address Tab

It is possible to change the delivery address while the order header is at status 0: Entered. Once line details have been entered and the order saved this tab is no longer available for amendment.

Select the Yes radio button of the Change Address field to make the right-hand panel available for data entry.



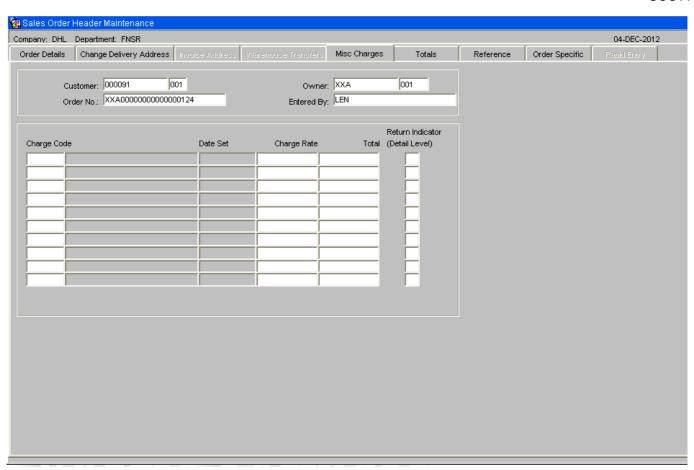


Field Name	Description	Options
New Name **	Enter the new name of the customer	35 character free text field
New Delivery Address **	Enter up to three address lines, excluding the county or state; lines 1 & 2 are mandatory	3 lines of up to 35 characters per line
County / State	Enter the county or state	35 character free text field
Postcode	Enter the postcode	10 character free text field
Country **	Select the country code	Must have been created in countries maintenance - LOV available
Save Address for Customer	Check this box to save the address	
Buttons		_
NP Address	Allows the user to view, amend or add to the notify party address	

# 1.1.2 Miscellaneous Charges Tab

If SOP invoicing is to be used, this screen allows you to add and amend miscellaneous charges for this order.



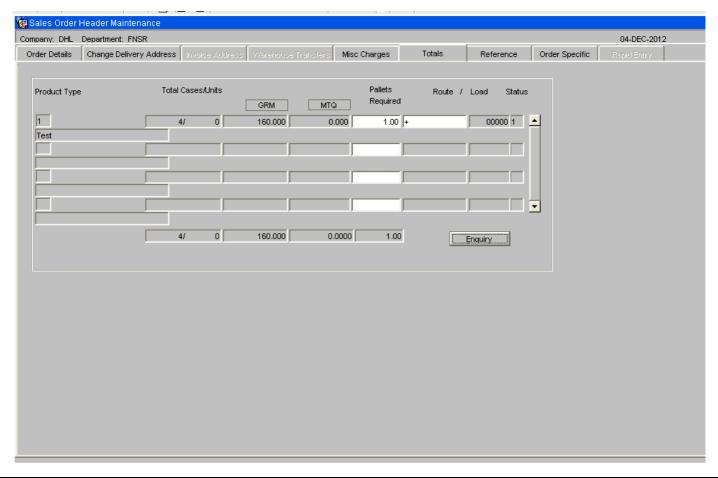


Field Name	Description	Options
Charge Code **		Must have been created in charge codes maintenance - LOV available
Charge Rate **		Will default to the rate set against the charge code
Total	The total charges raised against the order	System generated calculation
(Dotail Loyal)	Specifies at order detail level whether that line has text to be reported on the returns form - the text to be produced is validated against the returns matrix	Check box

## 1.1.3 Totals Tab

This screen displays the totals per product type on the order



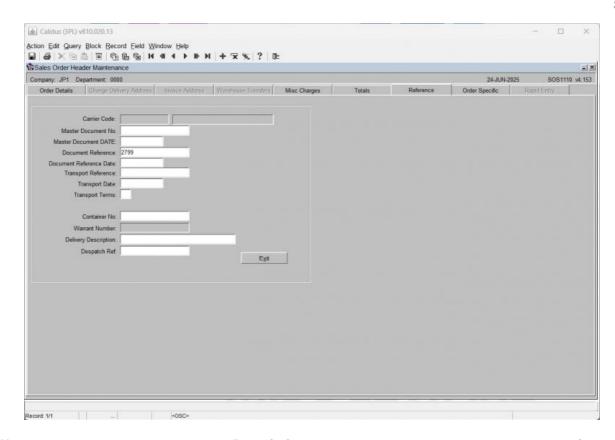


Field Name	Description	Options
Product Type	The product type of the order detail line.	
Total Cases/Units	The total number of cases and units for that product type.	
Total Weight	The total weight of the products under that product type .	
Total Volume	The total volume of the products for that product type .	
Pallets Required	Uses the same calculation as the number of pallets required for the IFTMBF based on the number of cases per product on a pallet.	
Route	Will display the defaulted route code for that customer - this can be changed at a detail level. If the order has been assigned to a load in pick wave, the load number will display also.	
Status	Displays the current status of the order .	
Buttons		
Enquiry	The <b>Enquiry</b> button will take the user to the sales order enquiry screen ENQSOON01A.	

### 1.1.4 Reference Tab

Allows the user to enter reference text for documentation relating to the order





**Field Name** Description **Options** Carrier Code Will default to the carrier code entered at order header The master airway bill number for the order - will appear on the waybill Master and the IFTMIN. Can be entered or will auto populate once assigned in Document No Trunking/consolidation screen. Master The date the master airway bill number was assigned Document Date The house airway bill number for the order - will appear on the waybill and If no MAWB entered, will Document the IFTMIN. Can be entered or will auto populate once assigned in default to the system Reference Trunking/consolidation screen. generated order no. **Transport** The reference number for this order assigned by the carrier. Reference Transport Date The date the order is due to be shipped. Who pays for the transport of the order. Note, if ?3? is entered an Transport Options are:-1. Consignor - 2. additional field will display prompting for the account number of the Terms Consignee - 3. Third Party carrier. The container number the goods are being shipped onto - this will appear Container No on the waybill and IFTMIN. Warrant

Warrant Number Delivery Description Despatch Ref

Buttons

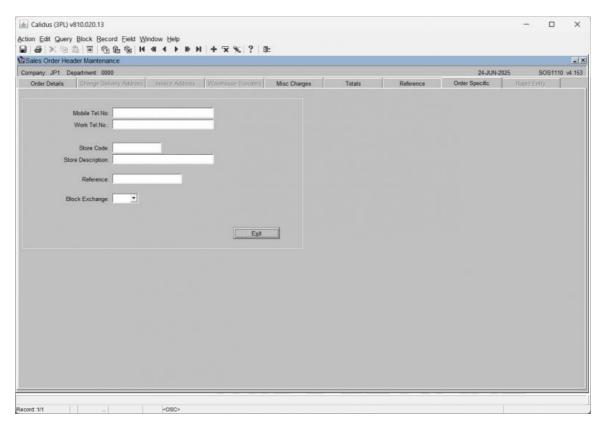
**Buttons** 

Exit Return to the Order Details tab

#### 1.1.5 Order Specific Tab

This screen allows you to enter some order-specific information against the order.





Field Name	Description	Options
Mobile Tel no		
Work Tel No		
Store Code		
Store Description		
Reference		
Block Exchange		No, Yes
Buttons		
Exit	Return to the Order Details tab	

#### 1.1.6 Options

The following buttons are available from the *Order Details* tab:

Button Name	Description
Line Details	Takes the user to the detail screen in order to enter stock codes and quantities to be ordered (see SOS1117).
Cancel Order	If pressed, the order will be cancelled. The status will change to ?C? and no further processing will be allowed.
Create Del Addr	If pressed, the user is taken to a similar screen as the ?Change Delivery Address? tab - the user can add additional delivery addresses here for the customer. This is the Partner Address Maintenance screen PFS1810.
Create Inv Addr	If pressed, the user is taken to a similar screen as the ?Change Delivery Address? tab - the user can add additional invoice addresses here for the customer. This is the Partner Address Maintenance screen PFS1810, preset for address type INV.
Invoicing	Displays the invoicing charges currently applied to the order on screen WHS7093. The user also has the ability to enter additional charges (see SOP Invoicing guide for details)
POD	Allows the user to enter POD information
EDI Out	
Order Notes	Allows the user to enter pick, despatch and carrier instructions that will appear on the pick list, despatch note and carrier labels. This will be through a pop-up screen SOS1111, with multiple tabs for each of the



instructions.

Button Description

**Invoice** Allows the user to enter text that will be produced on the invoice print. This will be through a pop-up screen

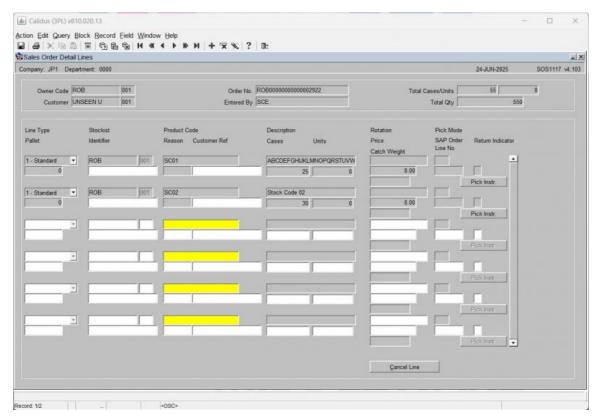
Notes SOS1135.

## 1.1.7 Sales Order Details (SOS1117)

The detail screen holds the product and quantity information for the order.

Each line can also have different processing values (line Type) which dictates how the stock is allocated at a later stage.

Information messages will provide details of the amount of available stock, if the order quantity exceeds the available quantity and for the calculated price.



Field Name	Description	Options
Line Type	energified for example, stock with particular rotation details	Default is ?1? which allows the system to dictate which pallet should be used based on the allocation rules. (See Allocation).
	The owner code of the order. Note, if you have owner prompt maintenance default set to ?N? you will be able to enter any owner code assigned to your user id.	
Product Code		Must have been setup in Stock Codes Maintenance.
Description	The description of the product selected	display only
	If using line type ?3? the rotation field will become enabled for you to enter a system rotation.	Must have been booked onto the system previously
Pick Mode	The picking mode to be used if pallet levelling is in operation (not used)	
		Must have been booked onto the system previously.
	If using line type ?5? the Identifier field will become enabled for you to order by customer rotation.	
Reason		



Field Name Description Options

If the customer allows the ordering of held stock, a reason code can be entered here. If the stock code exists on the WMS held under that reason code, the order can be raised

maintenance.

Must have been setup in reason codes

Will default to returns matrix for detail level

text on the returns form.

(not migrated)

Customer Ref A customer specific reference number for the order.

Cases The quantity of cases to be ordered.

If the two unit of measure flag is set to ?Y? in owner

Units maintenance, the units field will become enabled. The user

can then order in either cases or units.

The price of the stock. Will default to the price set up in stock maintenance, or can be overridden here if owner maintenance

SOP/Charging tab is set to ?Y? for price change allowed.

SAP Order Client specific functionality to uniquely identify the order line

Line No: (used for outbound commercial invoice.

Return Indicator Check this box to indicate if this item can be returned.

Indicator Check this box to indicate it this item can be returned

**Buttons** 

Price

The **Pick Instr.** Button takes the user to an additional pop-up

Pick Instr. screen where they can enter picking instructions. These will

appear on the pick list.

Cancel The Cancel Line button enables the user to cancel an

individual line instead of the whole order.

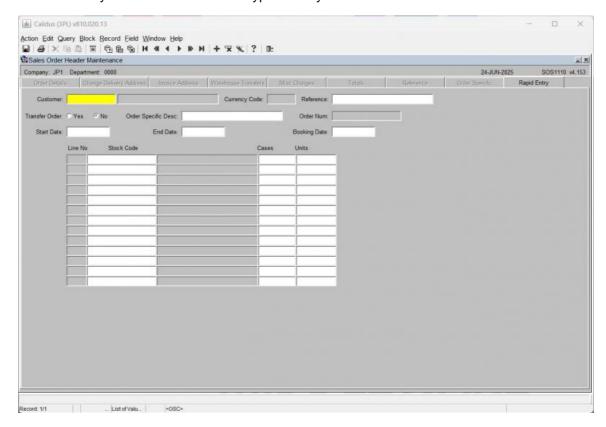
You can exit back to the Sales Order Header maintenance screen using the **Exit** toolbar button, the **X** in the corner of the screen or by pressing F4.

#### 1.1.8 Rapid Order Entry

As an alternative to the standard order entry screen there is also an option of using the Rapid Order Entry Screen, which allows for an order to be created with the minimum of data entry.

This is a variant tab on the existing Sales Order Header Maintenance screen, which can only be accessed direct from the menu.

All orders will automatically be created with a Line Type of '1' by default.





Field Name	Description	Options
Customer Code	The customer code	An LOV is available
Reference	The customer reference	
Transfer Order	Whether this is considered a transfer order	Option select - Yes or No, defaulting to No
Order Specific Desc	An order specific description field - an alternative reference.	
Start Date	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	
End Date	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	
Booking Date	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	
Once the heade	r section has been completed then you must enter in the stock details,	

Field **Description Options** Name This is automatically generated for Line No The unique order line number. you when the line is created. The stock being ordered. Stock An LOV is available Code The description of the stock code is displayed once selected Cases The quantity of cases to be ordered. Enter as required If the two unit of measure flag is set to ?Y? in owner maintenance, the Units units field will become enabled. You can then order in either cases or Enter as required

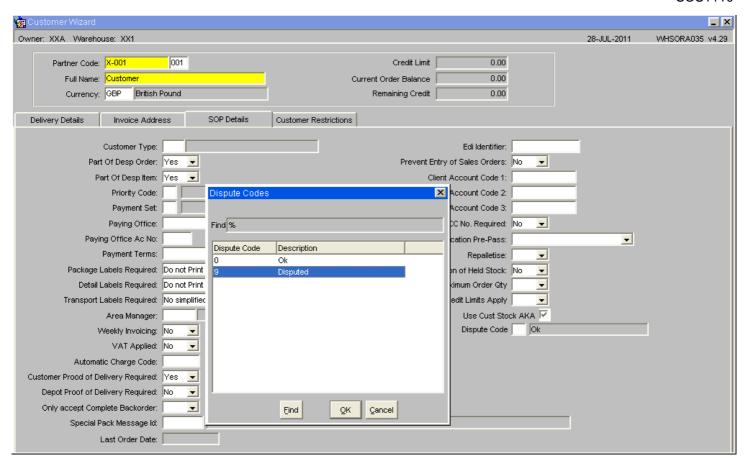
Once complete, the order will then be moved through the system via the normal processes.

**Note:** It is only possible to create orders using this option. To amend or view existing orders then the standard Order Entry Screen must be used (SOS1110).

### 1.1.9 Additional Functionality within Rapid Order Entry

Placing orders automatically on Hold dependent on customer authorisation





By setting the Dispute Code to '9' (Disputed), then all orders created for this customer will automatically be placed on hold.

To release orders for allocation the user will need to use the Change Order Status Screen (SOS1270).

There is also the option to create an internal job that will automatically delete any orders at status Held after a pre-determined number of days. See EDI Setup and Processing.

**Note:** The Hold function will only work when using the Rapid Order Entry screen - this functionality has not been built in to the standard order entry screen.

