Sales Order Maintenance
User Manual

Sales Order Maintenance

Contents

Sales OrderMaintenance Features

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The Sales Order Maintenance system allows you to quickly
and easily change over 25 elements of your sales order
without entering into TR,100. An Audit Trail is also kept.
The Sales Order Maintenance system also performs sales order
adds and changes in a batch environment.

Features:

* **Conversational change capability:**

  - **You are prompted for a sales order number, and then
    you can make multiple changes quickly and easily in
    a question and answer format, rather than block mode.**

  - **Contains new features that are unavailable with traditional
    Omar Order Entry:**

  - **Change the product number without deleting and re-adding**

  - **Copy and Split sales order line items**

  - **Change the Ship to customer**

  - **Renumber a single line item or all lines on your order**

  - **Quick sales order number lookup by customer po number**

  - **Perform changes to a "range" of line item numbers**

  - **Option to update the Manufacturing order demand file (ODF)**

* **Sales Order change audit trail capability**

  - **Each sales order change will be written to a small sales
    order audit trail data base.**

  - **The user name who made the change, along with the date
    and time the change was made is written to the data base**

  - **With each change, you have the option of entering up to
    30 characters of comments describing why the change
    was made to the sales order.**

  - **The before and after values are captured**

  - **A list command is provided which will allow all users to
    see what changes were made to the sales orders, the
    comments as to why the changes were made, and who made
    the change.**

    * **Sales Order Order Entry and Change in a Batch environment.**

Benefits:

- **Increase the efficiency of your customer service group by enabling easier maintenance capability.**

- **Provide an audit trail to all users of the changes made to your sales orders and the reason they were changed.**

Enhancements made to Release 6.0

New Sales Order Upload Utility UT,771

This new utility will read a flat ascii file residing on the HP3000 and add sales orders. Complete validation of all fields is performed, and a report of exceptions is created.

!New Sales Order Change Utility UT,190

This new utility will perform changes to existing sales orders in a batch environment. A flat ascii file on the HP3000 is read, and changes to the product, quantity, price, and scheduled shipdate are made.

Enhancements made to Release 5.0

Foreign Currency sales order enhancements

The 138 change a unit price function, and the 143 change a product number on a line item, are now able to be used on foreign currency sales orders

Security Options

There is a new comin variable option in TR,191 to turn off and on the individual sales order change features in the Sales Order Maintenance command TR,190

Quick date,quantity, price change

There is a option (137) in the TR,190 command which will allow the user to quickly change the ship dates, order quantity, and unit price on a line item.

Enhancements made to Release 4.0

New Customer Purchase Order Lookup

We are now shipping the Summit Systems customer purchase order
lookup with the Sales Order Maintenance system. The
command UT,699 (generate customer purchase order search file)
program is included with the product. When the user enters a
'?' to the sales order number prompt a prompt appears which allows
you to enter the first few characters of the customers purchase
order number and pull up the sales order you would like to maintain.

Comin Variables for Sales Order Maintenance

A new command, TR,191, has been added to allow you the ability to
set comin variables for the Sales Order Maintenance
software. The comin variables will include defaults for sales
order revision changes, sales order reprint changes, reason code
defaults, etc. See the documentation under command TR,191 for
a full description of the changes

New Sales Order Change Features

Several new features and options have been added to the TR,190
Change a sales order command:

1) Option 112 - Change a ship to customer number
2) Option 113 - Change the Must date
3) Option 114 - Reset Pick list flag
4) Option 122 - Change the sales agent(s)
5) Option 124 - Change the sales order hold code
6) Option 125 - Change the sales order user defined fields
            (Release 10 and 11 only)
7) Option 126 - Renumber all sales order line items
8) Option 133 - Copy / Split a line item
9) Option 140 - Renumber a sales order line item
10) Option 143 - Change the product number on a line item

New Range of line items option

We have added the ability to enter a range of line numbers for
the date, commission, and discount features. If you enter a '?'
to the line number prompt you can enter a beginning and ending
line number. This feature is helpful with users with sales orders
with several line items that want to apply a change to several but
not all lines on the order.

New Order Demand file update option

You now have the ability to update the manufacturing order demand
file with the sales order changes made "real-time" without waiting
for the nightly Omar UT,205 to run.

Enhancements made to Release 3.0

A. User name and time logged

The user (hp logon) who made the change and the date and time
the change was made is now logged to the data base. These
values appear when you list the sales order changes in LI,190.

B. Multiple Comment lines

You may now enter more than one 30 character comment lines
when documenting a sales order change. All comment lines
will appear when listing the sales order changes in LI,190.

C. Change Requested Date on All Lines

The change a requested ship date option allows you to enter
'ALL' to the line number prompt and change the requested
date on all line items with a single transaction.

D. Changing a Discounted Price Enhancements

When changing the price on a line item, the system will let
you type in the new price and reduce it by the discount
percentage on the line item. Previously, if you had to change
the price on a discounted line item, you had to calculate
the discount yourself and enter the price.   In addition,
the pricing changes and discount change feature will list
the before and after values of the pricing or discount change.

E. Line item hold code option

The ability to change a line item hold code has been added
to the line change menu. The change a plant code on a line
item option has been assigned to a new number for consistency
with the rest of the OMAR commands.

F. Command Streamlining

A few prompts have had their defaults changed and a few prompts
have been eliminated to expedite the flow of the transaction.
The carriage return to acknowledge the change reason code has
been eliminated. The default to line the sales order lines
has been changed to 'N'.

LI,190 List Sales Order Changes

This command is used to list changes made to sales orders using command TR,190. In addition, this screen will extract information from the OMAR CHAFIL (change file) to capture any sales order changes or cancellations made by the user in command TR,100. This will allow the user to have a complete picture of the changes made to the sales order.

All Entries are listed in descending (most recent) date sequence.

Prompts

Displays output options.
OPTION (3)?

SALES ORDER NUMBER?
Enter a sales order number.

If the sales order is still on file, the customer master information is listed.

If any entries are on file from the OMAR CHAFIL, the following prompt appears:

LIST ENTRIES FROM SALES ORDER CHANGE FILE (Y)?

If any entries are on file from the Audit Trail file, the following prompt appears:

LIST AUDIT FILE RECORDS (Y)?

Files Accessed

BILMAS Bill-to master file
CUSFIL Ship-to master file
CHAFIL Sales order change/cancellation file
OMAAUD Sales order audit trail file
PROMAS Product master file

Screen Format

Change file section
Sales order number
Ship-to customer number (CHASHO - CHAFIL)
Original sales order date (CHADAT - CHAFIL)
Ship to name (CUSNAM - CUSFIL)
Ship to address 4 (CUSAD4 - CUSFIL)

For each sales order header
Change code (CHACOD - CHAFIL)

Reason code (CHARES - CHAFIL)
Date Changed (CHANEW - CHAFIL)
Product number (CHAPRO - CHAFIL)
Product description (PRODES - PROMAS)
Sales Agent (CHASAL - CHAFIL)
Sales Category Code (CHASC - CHAFIL)
Quantity Changed - increase or decrease in the
order quantity of the sales order line item
(CHAQTY - CHAFIL)
Extended Value - extended net price change (CHAPRI - CHAFIL)

Audit Trail file section - first line
Sales Order number
Line number
Product Number
Product Description (PRODES - PROMAS)
Old customer requested date (OMSCUS - OMSSOD)
Old original scheduled ship date (OMSOSCH - OMSSOD)
Old scheduled ship date (OMSSCH - OMSSOD)
Old Quantity ordered (OMSSOQ - OMSSOD)
Old Price (OMSPRI - OMSSOD)
Message:
 If a line item was added 'ADD'
 If a line item was changed, one of the following messages
 will appear:
   'ADDRES' Change in the ship to address
   'SHIPTO' Change in the ship to customer number
   'MUSTDT' Change in the sales order must date
   'RESPIK' Reset the sales order pick list flag
   'FREIGH' Change in the freight terms
   'METSHP' Change in the method of shipment
   'CUSTPO' Change in the customer purchase order
   'INSTRU' Change in the special instructions
   'PAYTRM' Change in the payment terms
   'GRPCOD' Change in the sales order group code
   'SALCAT' Change in the sales category code
   'HDRHLD' Change in the sales order header hold code
   'USRDEF' Change the sales order user defined fields
             (release 10 and 11 users only)
   'ADD LN' Line item was added
   'DEL LN' Line item was delete
   'CUS PN' Customer part number changed
   'COPYSP' Copy or split a sales order line item
   'REQSHP' Customer requested ship date changed
   'SCHED'   Scheduled ship date was changed
   'QTYORD' Quantity ordered was changed
   'PRICE'   Unit price was changed
   'COMMIS' Commission rate was changed
   'RENUMB' Renumber a sales order line item
   'DISCNT' Discount rate was changed
   'PRODNO' Change the product number on a line item
   'PLANT'   Plant code was changed

Second Line (if these elements changed)

New customer requested ship date (SODCUS - SODFIL)
New original scheduled ship date (SODOSCH - SODFIL)
New scheduled ship date (SODSCH - SODFIL)
New quantity ordered (SODQO - SODFIL)
New unit price (SODPRI - SODFIL)

<u>Third Line</u>
Description of product (if a line item change)
Change Comments
Date the change was made
Time the change was made
User name (logon) who made the change

TR,105 Sales Order Entry

Command TR,105 is used to enter sales orders. It is a
conversational order entry system which allows quick and
easy entry of orders with very little training.

The first is to enter the ship-to customer number and
header information about the sales order. The second
part of the order entry allows the user to enter product
numbers, dates, quantities and prices for one or more products.
At the conclusion of entering products, the user enters
sales order special instructions, and then gets to enter
the method of shipment, and whether or not to put the
order on hold.

Prompts

SHIP TO CUSTOMER NUMBER?
Enter the customer number of the ship-to customer. If you
wish to search for customer numbers, enter a "?" to perform
a lookup by customer name.

The ship-to and bill-to name and address appear, followed by:

EDIT SHIP-TO ADDRESS (N)?
You can 'override' the address on the sales order by entering
a "Y" to this prompt.

The header screen of the order entry process appears:
```
 P.O.  NO:                              *
 STANDARD DISCOUNT:    .00% OK?
 FLAT COMMISSION RATE:
 PAYMENT TERMS CODE:     xx
 REQUESTED SHIP DATE:
 SCHEDULED SHIP DATE:
 OK TO SHIP PRIOR TO REQ DATE? Y
 SALES CATEGORY: xxx
 NUMBER OF AGENTS COMMISSIONED: 1
 AGENT: xxx    PRO-RATA:
```

The entry of this screen is self-explanitory. The payment terms,
sales category, and default sales agent are from the ship-to
customer file. The only caveats regarding data entry in the
header screen are as follows:

  a) To apply the commission rate for each line item, press
      return at the commission prompt. If there is not a commission
      associated with this sales order, enter a zero to the commission
      prompt.

  b) If you wish to apply a commission to more than one sales
      agent, you enter the number of sales agents to split, and the
      'number of sales agents commissioned' prompt.

Upon entering the header information of the order, the following
prompt will appear:

PRODUCT NUMBER?
Enter a valid product number. To look up products by product
description, enter a "?" to this prompt.

Upon entering a product number, the following information
will appear, if you use allocations:

QUANTITY AVAILABLE: 999.99
DETAILED AVAILABILITY LIST (N)?   *
Entering a "Y" to the availability prompt will display a
list of the open supply and demand for the product.

CUSTOMER PART NUMBER?
Enter the customer part number associated with this line item.

If you entered return to the commission prompt on the header
screen, the following prompt appears:
 COMMISSION PERCENTAGE?

QUANTITY ORDERED?
Enter the quantity ordered of this line item.

REQUESTED SHIPMENT DATE (99/99/99)?
 CAN SHIPMENT BE MADE PRIOR TO THIS DATE (Y)?
SCHEDULED SHIPMENT DATE? (99/99/99)
Enter the requsted and scheduled ship date of this line item.

ENTER LINE NOTES (N/Y)?
If you wish to enter notes associated with this line item,
enter a 'Y'.

 NOTE CODE?
 Enter a special note code to attach to this line item

 SPECIAL INSTRUCTIONS:
  LINE   1.01 ?
 Enter any special instructions associated with the line item.

The list price or pricing table price is now displayed for
the product number entered. Enter the unit price of the
product:

 LIST PRICE: 50.00
 UNIT PRICE FOR QTY   1.00 IS: 50.00

UNIT PRICE?

The screen now returns to the 'product number?' prompt. When
you are finished entering line items. Enter 'E'.

Now you have the opportunity to enter any note codes, or
special instructions associated with the order.

ADDING SALES ORDER SPECIAL INSTRUCTIONS...
SPECIAL NOTE CODE?

SPECIAL INSTRUCTIONS:
 LINE 1000.01 ?

DISPLAY LINE ITEMS(Y)?
If you enter a 'y' to the display line item prompt, you can
list back the sales order, prior to updating.

SHIPPED VIA (xxxxxx   ):
Enter the method of shipment for this sales order.

FREIGHT TERMS CODE (xx   ):
Enter the freight terms associated with the sales order.

SALES ORDER HOLD CODE (   ):
You may put the sales order on hold, by entering a hold
code at this time.

ENTER DESIRED OPTION:
 1.   CREATE SALES ORDER
 2.   CORRECT SALES ORDER LINE ITEMS
 3.   CORRECT SALES ORDER HEADER
OPTION?

To add the sales order enter 1. To go back and correct the
line items enter a 2. To change values on the sales order
header enter a 3.

The screen returns to the 'ship-to customer number? ' prompt,
for entry of your next order.

TR,190 Change a Sales Order

This command is used to change your sales order. You have
the option of selecting up to 25 different types of changes
you can make to the sales order within this one command.

We recommend that you run TR,191 to set the 'comin' variables
that effect the flow of this transaction. The comin variables
allow you to take the appropriate defaults for your order
entry environment. If you do not use reason codes, always
or never reprint, and always or never increment the revision,
these prompts can be completely eliminated.

At the conclusion of making your changes, you have the
option of entering one or more 30 character comments
describing why this change was made. To review the changes
and comments made to the sales order use command LI,190.

If you intend on using the customer purchase order lookup
feature from within this command, we recommend you run the
UT,699 (generate customer po lookup file) each evening.

Prompts

SALES ORDER NUMBER ('?' FOR CUSTOMER PO) ?
Enter a sales order number. If you would like to retrieve the
sales order number by entering the customers purchase order
number, then enter a question mark

If you entered a question mark, the following prompt appears:

    CUSTOMER PO SEARCH STRING?
    Enter a customer purchase order number of the first
    few characters of the customer purchase order number.
    If you find an exact match the Omar sales order number
    will be retrieved. If more than one match is found then a
    list of the sales orders matching the string entered is
    displayed and you are asked which sales order number
    to select.

If this is your first entrance into the screen, the change
a sales order menu now appears.

You will then see the prompt:

SALES ORDER: xxxxx   ENTER COMMAND NUMBER ('?' FOR LIST)?

Enter one of the 3 digit command numbers, corresponding to
the change you would like to perform. If you would like
to see a list of the command numbers, enter a question mark.

The sales order number is always displayed at this prompt

so that the user always knows the sales order number that
is in the process of being changed.

The status of the sales order is now obtained, and you
will be told how many open, picked, and shipped line items
appear on the order, along with the open and total value
of the sales order.

Sales Order Header Changes

If you are changing the header of the sales order, the command
will display the current value of the sales order field, and
you will be prompted for the new value.

If you selected option 112 - changing the ship to customer
number, the following prompts appear:

    NEW SHIP TO CUSTOMER NUMBER?
    Enter the new customer number.

    COPY NEW SHIP-TO DEFAULT TAX, SALES CATEGORY,
    METHOD OF SHIPMENT AND PAY TERMS TO THE SALES ORDER (Y)?
    We give you the option of updating the sales order
    with the default values associated with the ship-to
    and bill-to customer.If you respond 'N' to this prompt
    the sales order values willremain the same and only the
    customer number, name and address will be updated.

If you selected option 119 - changing the sales order
special instructions, the following prompts appear:

    INSTRUCTION OPTION:
    1.   ORDER INSTRUCTIONS
    2.   LINE ITEM INSTRUCTIONS
    OPTION(1)?
    To add,change or delete instructions at the end of
    the order select option 1. To add, change or delete
    instructions on a sales order line item, choose option
    number 2. You will be prompted for the line number.

Sales Order Line Item Changes

If you are making a change to a line item, the following
prompts will appear:

LIST SALES ORDER LINE ITEMS (N)?
If you would like to view your sales order lines, enter a 'Y'.

For most line item changes the old value will be displayed,
and you will be prompted for the new value. Some of the

other options are as follows:

If you selected option 130 - add a line item - the
Following prompts appear:
PRODUCT NUMBER?   *
ASSIGN TO LINE NUMBER(x)?
  If you wish to insert a line, enter the value
  as a decimal. For example, if your sales order
  has 4 line items, and you wish to insert a line
  between lines 3 and 4, enter the line number
  as 3.5. The line must meet the 'renumbering'
  criteria mentioned below to do so.

CUSTOMER PART NUMBER?
COMMISSION PERCENTAGE?
DISCOUNT PERCENTAGE?
QUANTITY ORDERED? 1
REQUESTED SHIPMENT DATE?
SCHEDULED SHIPMENT DATE?

UNIT PRICE?

SPECIAL INSTRUCTIONS:
 LINE   x.01?   *

For option 133 - copy/split a line item, the following prompts
appear:
SALES ORDER: xxxx ENTER LINE NUMBER TO COPY FROM?

Enter the line number you wish to copy or split. Then the
following prompt will appear:
CURRENT BACKORDERED QUANTITY IS: xxxx.xx
QUANTITY TO SPLIT (C/R = COPY)?

If you wish to split the line item into a new line item,
enter the quantity of the new line item to be created.
The quantity must be less than the current backordered
quantity. If you split, the quantity entered will be
deducted from the 'copy from' line item and added to
the new line item.

If you wish to copy the line item press return. A new
line item will be created for the same quantity as the
'copy from' line item.

Both splitting and copying the line item will assign
the newly created line item the next available line
number on the sales order.

For option 134 and 135 - change the requested date or
the scheduled ship date, the following prompt appears:
ENTER LINE NUMBER ('A' FOR ALL, '?' FOR RANGE)?

With these two date options you may update the dates
on all line items by entering 'A' or 'ALL', or you
may enter a range of line items by entering a '?'.

The following prompt then appears:
    SET THE SCHEDULED AND REQUESTED DATE TO THE SAME VALUE(Y)?

You have the option of setting the scheduled and requested
date to the same value. This allows you to update both
dates in a single transaction instead of performing two
transactions.

If you requested a range of line items ('?'), the following
prompts appear:
    BEGINNING LINE NUMBER?
    ENDING LINE NUMBER?

For option 140 - renumber a line item, the following prompt
appears:
    SALES ORDER:xxxxx ENTER LINE NUMBER TO MOVE?

    Enter the line number to move on your order. Then the
    following prompt appears:
    LINE NUMBER TO ASSIGN?

    Enter the new line number for this line item. You may not
    assign a line number that is already on file.

For all other sales order line item transactions the following
prompt appears:

    SALES ORDER:xxxxx ENTER SO LINE NUMBER (xxx)?
Enter the line number of the line you wish to change. If you
press return, the default line number will be used. The
default line number is the first open line item on your
sales order.

After entering the new sales order value, the following prompt
Appears:

REASON CODE?
Enter a valid reason code from the OMAR reason code table.
It is possible to suppress the reason code prompt and set a
default variable with the use of a comin variable setting in
command TR,191

COMMENTS?
COMMENTS (C/R TO CONTINUE)?

Enter one or more lines of 30 character comments describing
why the change was made. Enter C/R to continue.

Returns to the sales order command number prompt
SALES ORDER: xxxxx   ENTER COMMAND NUMBER ('?' FOR LIST)?

When you have completed making changes to this sales
order then enter an 'E', and the following prompts
will appear:

DO YOU WANT TO REPRINT THE SALES ORDER(x)?
Respond 'Y' if you want the order number to print
with the next UT,700 sales order run. This prompt
can be suppressed or the default (Y or N) can be set
through the use of a comin variable setting in TR,191.

DO YOU WANT TO INCREMENT THE REVISION NUMBER(x)?
Respond 'Y' to increment the sales order revision number.
This prompt can be suppressed or the default (Y or N) can be
set through the use of a comin variable setting in TR,191.

Returns to 'SALES ORDER NUMBER?' prompt. Enter the next
sales order number to maintain or 'E' to exit.

Special Considerations on Renumbering Line Items, or Changing the Product Number

In order to renumber or insert sales order line items, the
following must be true:

The sales order may not have any shipments or invoices
The sales order may not have any configurable line items
The sales order may not be associated with Manman Projects

The program will renumber any allocation records or sales
order line instructions.

Special Considerations for Changing the Ship-to Customer

In order to change the ship-to customer, the following must
be true:

The sales order may not have any shipments or invoices

Changing the ship-to customer changes the ship to number,
name and address fields. Responding "Y" to the copy customer
defaults prompt will also update the tax flag, tax code,
sales category code, method of shipment, payment terms,
and hold code field.

Special Considerations for Updating the Manufacturing Order Demand file

If you have the comin variable turned on in TR,191 to update
the manufacturing order demand file, the TR,190 change a sales
order command will update the order demand file immediately.
The types of changes that trigger the order demand file update
are as follows:

```
124   Header Hold code
126   Renumber all line items
130   Add a line item
131   Delete a line item
133   Copy/Split a line item
134   Change customer requested date
135   Change scheduled ship date
136   Change quantity ordered
140   Renumber a line item
143   Change a product number
144   Change the line item hold code
146   Change the plant code on a line item
```

Configurable line items do not update the order demand file.

Files Accessed

```
BILMAS Bill-to master file
CUSFIL Ship-to master file
CHAFIL Sales order change/cancellation file (updated)
FRTMAS Freight terms master file
OMAAUD Sales order audit trail file (updated)
PROMAS Product master file
SIFIL  Special instruction file (updated)
SODFIL Sales Order detail file (updated)
SOEFIL Sales Order header file (updated)

ODF    Manufacturing Order Demand file (updated)
```

TR,191 Sales Order Maintenance Comin Variables

This command is used to set the 'comin' variables for the
Sales Order Maintenance Command TR,190.   These variables are
used to set defaults or suppress a number of the prompts
within TR,190.

Prompts

RESTRICT SECURITY ON SELECTED TR,190 FUNCTIONS (N/Y)?

This prompt will allow you to prohibit users from using individual
functions within the TR,190 maintenance command.   If you respond
'Y' then the following prompt will appear:

COMMAND NUMBER (999)?
Enter the three digit function as displayed in the TR,190 menu

1.   RESTRICT
2.   ALLOW
OPTION(1)?
Enter 1 or 2 to restrict or allow the function.   Initially,
the software allows all users access to all functions unless
you specifically restrict a function in TR,191.

MENU DISPLAY OPTION:
1.   DISPLAY MENU ONCE WHEN YOU ENTER THE COMMAND
2.   DISPLAY THE MENU AFTER EACH TRANSACTION
OPTION(1)? 1
The menu of 25 different changes to choose from appears when
you first enter the TR,190 transaction.   After the first change,
the menu no longer appears.   If you would like the menu to
appear after each change, set this variable to a '2'.

INCREMENT SO REVISION NUMBER OPTION:
1.   PROMPT THE USER, DEFAULT TO 'Y'
2.   PROMPT THE USER, DEFAULT TO 'N'
3.   DO NOT PROMPT, ALWAYS INCREMENT
4.   DO NOT PROMPT, DO NOT INCREMENT
OPTION(1)? 1
Upon finishing changing a sales order, you have the option
of incrementing the sales order revision number.   This variable
allows you to suppress the prompt (options 3 or 4) or display
the sales order revision number prompt (options 1 and 2).

REPRINT SALES ORDER OPTION:
1.   PROMPT THE USER, DEFAULT TO 'Y'
2.   PROMPT THE USER, DEFAULT TO 'N'
3.   DO NOT PROMPT, ALWAYS REPRINT
4.   DO NOT PROMPT, NEVER REPRINT

OPTION(1)? 1
Upon finishing changing a sales order, you have the option of
reprinting the sales order. This variable will allow the user
to choose whether they want to reprint the sales order (options
1 and 2) or the suppress the prompt and always reprint (option 3)
or suppress the prompt and never reprint (option 4).

REASON CODE PROMPT OPTION:
1.   PROMPT USER FOR A REASON CODE
2.   DO NOT PROMPT FOR A REASON CODE
OPTION(2)? 2
A reason code prompt appears after each sales order change
in command TR,190. If you do not use reason codes, we
recommend that you set this variable to a '2'. If you
choose to option number 2, the following prompt will appear:

REASON CODE DEFAULT VALUE:
DEFAULT TO(1)? 1
Enter a valid reason code from your Omar reason code table.
The value will be used in lieu of prompting the user for
a reason code when they change a sales order.

UPDATE MFG ORDER DEMAND (ODF) FILE OPTION:
1.   DO NOT UPDATE ODF
2.   UPDATE THE ODF FILE
OPTION(1)? 1
 This variable is currently not in use and will be used in a
 later release of the TR,190 program.

UT,190 Process Sales Order Changes from an Input File

The UT,190 program is used to read a flat ascii file that resides on the HP3000, and update sales order lines.   The update functions that are currently supported are:

1) Changing the product number
2) Change the quantity ordered
3) Change the unit price
4) Change the scheduled ship date

The UT,190 program reads an 80 byte file in the following format.


```
Sales Order number     10 characters
Line number            4   characters
Product number         18 characters
Quantity Ordered       10 characters incl.  period and two decimal pl.
Price                  14 characters incl.  period and four decimal pl.
Scheduled ship date    8   characters.
```

The input file is prompted for within the program.   Any errors that are received during the validation process are written to an 'error log' file.   The error log file name is also prompted for within the UT,190 program.   An execution report of changes executed and changes rejected is created.

Prompts

Output options are prompted for.

INPUT FILE NAME?

Enter the file name of the input file

FILE OPENED
FILE CONTAINS: 2 RECORDS

ERROR LOG FILE NAME?

Enter the file name to write an errors encountered to.

UT,699 Generate Customer PO Lookup file

Use this command to create a KSAM Customer purchase order
file for use by command TR,190 (Change a Sales Order).
The SOEFIL file is read serially, and all sales orders
(open and closed) with a customer purchase order, are written
to the KSAM file.

Prompts

The date of the last time the file was regenerated is
displayed, and you are prompted:

READY TO START (RE)GENERATION (N/Y)?

Enter 'Y' to begin the creation of the KSAM File.

DISPLAY OPTION:
1.   CUSTOMER NUMBER AND NAME
2.   CUSTOMER NAME AND ADDRESS LINE 4
OPTION(1)?

Enter the option either to display customer number and
name or customer name and adress

Files Accessed

SOEFIL Sales order header file
CUSPOFIL.FDATABxx Customer purchase order lookup file

File Format

Customer purchase order number (1-24)
Sales order number (25-34)
Ship-to customer name or number and address (35-66)
Date sales order was entered (67-74)

UT,771 Sales Order Upload program

The UT,771 programs reads a flat ascii file (U771SOIN) that resides
on the HP3000, and adds Omar sales orders. All of the validation
required to add a sales order is performed. Any order that does
not validate will not be added, but printed on an exception report.

Files: This program utilizes 2 files

1) U771SOIN - input file 500 bytes fixed ascii
2) U771SUFL - output file (suspense file) of records in error 500 bytes
 fixed ascii

You will need to build U771SUFL before uploading the records in
U771SOIN.

:BUILD U771SUFL;REC=-500,,F,ASCII;DISC=10000

The UT,771 follows the standard Omar sales order entry rules.

1.   The ManMan automatic sales order number generation method
     is used to create sales order numbers, if the sales order
     field in the header record is left blank.

2.   If credit check flag in OMAR COMIN variables is set
     to 1, this utility program will perform credit check
     on the customer and put the order on credit hold if
     the customer's credit limit is exceeded.

3.   After the order header record (SODFIL) is added to the
     OMAR database, a commission record (COMFIL) constructed
     with sales agent from the ship to record (CUSFIL
     100 % pro rate percentage, and zero commission amount,
     is added to the database.

4.   The user is prompt to wether or not to add the sales
     order to the sales order acknowledgement file.

5.   The sales order number is added to the sales order print
     file (SOFIL). This file contains only the sales order
     Number of the sales orders added to the database by
     this program. It can be used to obtain hard copy of
     these added sales orders with OM,UT,700.

6.   The special note codes in the header record are used to
     obtain the special notes from SNTAB file and these notes
     are added to SIFIL dataset.

7.   The potential A/R is calculated if credit check is
     set to 1 and the potential A/R days in not zero in
     the OMAR COMIN variables.

Potential A/R window is calculated by adding COMIN
ever is greater.

If the shippment request date falls within the
potential A/R window, then the potential A/R is
calculated by (price * quantity tax) and it is added
to the BILPOT field.

8.   Primary plant code from PROMAS is used as the plant
code in SODFIL.

9.   The following errors will cause the order or line to
be put into suspense file:

         UT771_HEADER ERRORS:

             O1- GET CUSFIL RECORD FAILED
             O2- INVALID BILL-TO/SHIP-TO NUMBER COMBINATION
             O3- GET BILMAS RECORD FAILED
             O4- GET TAXMAS RECORD FAILED
             O5- GET COMIN VARIABLE FAILED
             O6- UPDATE COMIN VARIABLE '(SALED ORDER) FAILED
             O7- ADD SOEFIL TO DATABASE FAILED

         UT771_DETAIL ERRORS:

             O8- GET CUSFIL RECORD FAILED WHILE RE-PROCESSING
                 SUSPENDED LINE ITEM
             O9- GET BILMAS RECORD FAILED WHILE RE-PROCESSING
                 SUSPENDED LINE ITEM
             10- GET PROMAS RECORD FAILED
             11- ADD SODFIL TO DATABASE FAILED

         UT771_NOTE ERRORS:

             12- ADD SIFIL TO DATABASE FAILED

         The errors are printed on a Report.

Input File layout:

RECTYPE 10 = HEADER
RECTYPE 20 = DETAIL
RECTYPE 30 = NOTE RECORD

```
Beg End Len
1    10  10    IHR_SHIPTO     Ship-to customer number - Required
11   32  22    IHR_PONO       Customer PO number - Optional
33   36  4     IHR_LINENO     not used
37   38  2     IHR_RECTYPE    "10" for a header record - Required
39   40  2     IHR_REC_SEQ    not used
41   48  8     IHR_SODATE     not used
49   54  6     IHR_HOLD       sales order hold code
```

```
55    56   2    IHR_TAXABLE     Taxable (Y/N or 1/0) defaults to customer
                                values if blank
57    60   4    IHR_TAXCODE     Tax Code - validated against TAXMAS
                                defaults to customer values if blank.
61    66   6    IHR_PAYTERMS    Payment Terms Code - validate PYTMAS.  From
                                bill-to if blank.
67    72   6    IHR_FRTCODE     Freight Terms Code - validate FRTMAS.
                                From ship-to if blank.
73    86   14   IHR_FILLER      Not Used
87    96   10   IHR_BILLTO      not used defaults to ship-to's bill-to.
97    132  36   IHR_STNAME      customer name - optional - if left blank
                                name on ship-to used
133  168   36   IHR_STADDR1     customer address - optional - if left
                                blank name on ship-to used
169  204   36   IHR_STADDR2     customer address - optional - if left
                                blank name on ship-to used
205  240   36   IHR_STADDR3     customer address - optional - if left
                                blank name on ship-to used
241  262   22   IHR_STADDR4     customer address - optional - if left
                                blank name on ship-to used
263  272   10   IHR_STZIP       customer address - optional - if left
                                blank name on ship-to used
273  274   2    IHR_SHIP_COMP   Ship Complete Flag  (0 = no ship complete 1
                                = ship complete)
275  288   14   IHR_SHIP_VIA    method of shipment - optional - if left
                                blank value on ship-to used
289  292   4    IHR_FILLER      not used
293  298   6    IHR_NOTE_CODE1  optional
299  304   6    IHR_NOTE_CODE2  optional
305  310   6    IHR_NOTE_CODE3  optional
311  320   10   IHR_FILLER      not used
321  331   10   IHR_SONUM       sales order number - optional - if left
                                blank, seq number assigned


Detail Record
1    10   10   IDR_SHIPTO      Ship-to customer number - Required
11   32   22   IDR_PONO        Customer PO Number - optional
33   36   4    IDR_LINENO      Sales Order Line Number - Required
37   38   2    IDR_RECTYPE     "20" for a detail record
39   40   2    IDR_REC_SEQ     not used
41   50   10   IDR_QTY         Quantity Ordered - required 2 decimal places
                               including period
51   58   8    IDR_SHIPDATE    Scheduled/Requested ship date - required
59   72   14   IDR_PRICE       Unit Price - Required  4 decimal places
including period
73   82   10   IDR_FILLER      not used
83   112  30   IDR_CUSTPART    Customer Part Number - optional
113  142  30   IDR_PRODNO      Product Number - Required
143  144  2    IDR_SHIPFLG     Y or N okay to ship before date (SODPRIOR)
145  162  18   IDR_FILLER      not used
163  168  6    IDR_NOTE_CODE1  optional
169  174  6    IDR_NOTE_CODE2  optional
175  180  6    IDR_NOTE_CODE3  optional
```

```
Note Record - This record is optional
Beg End Len
1   10  10    INR_SHIPTO     Ship-to customer number - required
11  32  22    IHR_PONO       Customer PO Number  - optional
33  36  4     INR_LINENO     "0000" = header note, otherwise
                             line number - required
37  38  2     INR_RECTYPE    "30" for a note record - required
39  40  2     InR_REC_SEQ    not used
41  44  4     FILLER         not used
45 104  60    INR_NOTE       special instruction text - required
```

Example of UT,771 input file
:PRINT U771SOIN.BYRNS.TEST


```
1057-001  71356                        000010  20020521AS     Y CA  1       1
        1057        D.H.  HOWDEN DIVISION                     3232 WHITE OAK ROAD

LONDON ONT.  CANADA  ONN6A 4G8       YELLOW FREIGHT
TESTS01234
    NE                              00 5196862246                            1
0079
                    20020530          000000
1057-001  71356                        00003001    REF:IA43700
1057-001  71356                        00003002PERHBDWHALEY
 TE519-686-2200
1057-001  71356                        00003003ZZ  OF THE MONTH.  INVOICE AS OF
1ST OF F
OLL.  MTH.
1057-001  71356                        000120  0000020.002002053000000013.2600I
   2682201                             305098-1                      Y Y
1057-001  71356                        00013006    SILVER ACRYLIC .080
305098-1-05 30X6
0"

1057-001  71356                        000220  0000010.002002053000000018.0300I
   2682219                             305105-1                      Y Y
1057-001  71356                        00023007    SILVER ACRYLIC .125
305105-1-05 30X6
0"

1057-001  71356                        000320  0000020.002002053000000012.0200I
   2682342                             305102-1                      Y Y
1057-001  71356                        00033008    SILVER ACRYLIC .125
305102-1-10 24X4
8"
```

```
COMMAND (TEST,OM, O)? L,190                                          *



List Sales Order Changes and Cancellations (v4.0)

ENTER DESIRED OUTPUT OPTION:
   0. LINE PRINTER
   1. TERMINAL, 132 COLUMNS
   2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
   3. TERMINAL
OPTION (3)?


SALES ORDER NUMBER? 25853      *

                  SALES ORDER CHANGES AND CANCELLATIONS        PAGE NO:   1
===============================================================================
SALES ORDER NUMBER: 25853                           ORIG SO DATE: 06/23/98
===============================================================================
SHIP-TO: 4613-127               !     BILL-TO: 4613-127
    MENARD CASHWAY LUMBER    523 !         MENARD INC
    6001 W. OAKTON  STREET       !         6001 W OAKTON STREET
                                 !
                                 !
    SKOKIE IL                    !         SKOKIE IL
    60077-2637                   !         60077-2637
===============================================================================

LIST ENTRIES FROM OMAR CHANGE FILE (N)?    *


LIST AUDIT FILE RECORDS (Y)?    *

LINE  PRODUCT          OLD/NEW  OLD/NEW   OLD/NEW   OLD/NEW   OLD/NEW    MESG/
 NO   NUMBER/DESCRIP   CUS REQ  ORG SCHD SCHD SHIP  QTY ORD   UNT PRICE  DATE
 ----  --------------  -------  -------- ---------  -------  ---------  ----
 HDR                   OLD:12/31/98   NEW:00/00/00                  1  MUSTDT
                       SET THE MUST DATE            12/12/98 12:51AM BYRNS

   1 999025-1          06/24/98 06/24/98 06/24/98     1.00      .000   REQSHP
                       06/25/98                        .00      .000        1
      LUCITE ES HEADER  SET THE CUST RQ DATE          12/12/98  1:28PM BYRNS

   3 221100-1-25       12/31/98 12/31/98 12/31/98     1.00     1.500   ADD LN
      LPS-PAT12-095-2X4 JOHN CALLED AND ADDED TO ORDER  12/12/98  1:40PM BYRNS

SALES ORDER NUMBER? E           *


COMMAND (TEST,OM, O)? E                                         *
```

```
    **************************************************************
    *    Example of changing the scheduled and requested      *
    *    ship date concurrently on a range of line items      *
    *    from within the TR,190 change a sales order command   *
    **************************************************************


    COMMAND (TEST,OM, O)? TR,190                                    *

    Change a Sales Order            (v4.0)


    SALES ORDER NUMBER ('?' FOR CUSTOMER PO)? 35134      *

    NDC                        WARWICK, RI          10225-24          10/01/98

    SALES ORDER CHANGE COMMANDS          SALES ORDER LINE COMMANDS
    ---------------------------          --------------------------
    111  SHIP TO ADDRESS                 130  ADD A LINE ITEM
    112  SHIP TO CUSTOMER NUMBER         131  DELETE A LINE ITEM
    113  MUST DATE                       132  CUSTOMER PART NUMBER
    114  RESET PICK LIST PRINT FLAG      133  COPY / SPLIT A LINE ITEM
    116  FREIGHT TERMS CODE              134  CUSTOMER REQUESTED SHIP DATE
    117  METHOD OF SHIPMENT              135  SCHEDULED SHIP DATE
    118  CUSTOMER PURCHASE ORDER NUMBER  136  QUANTITY ORDERED
    119  MAINTAIN SPECIAL INSTRUCTIONS   138  UNIT PRICE
    120  PAYMENT TERMS CODE              139  COMMISSION RATE
    121  GROUP CODE                      140  RENUMBER A LINE ITEM
    122  SALES AGENT(S)                  142  DISCOUNT PERCENT
    123  SALES CATEGORY CODE             143  PRODUCT NUMBER
    124  HEADER HOLD CODE                144  LINE HOLD CODE
    125  USER DEFINED FIELDS  (10/11)    146  PLANT CODE
    126  RENUMBER ALL LINE ITEMS

    SALES ORDER: 35134      ENTER COMMAND NUMBER ('?' FOR LIST)? 135

    CHANGE THE SCHEDULED SHIP DATE
    ORDER STATUS:        OPEN VALUE:   27354.69   TOTAL VALUE:   27354.69
        6 OPEN LINE ITEMS
    LIST SALES ORDER LINE ITEMS (N)? N    *

    SALES ORDER: 35134      ENTER LINE NUMBER ('A' FOR ALL, '?' FOR RANGE)? ?

    SET THE SCHEDULED AND REQUESTED DATE TO THE SAME VALUE (Y)? Y *
    BEGINNING LINE NUMBER? 2
    ENDING LINE NUMBER? 5

    NEW SCHEDULED SHIPMENT DATE? 12/31    *

    UPDATE ORIGINAL SCHEDULED SHIP DATE (N)?      *
    REASON CODE DESCRIPTION: E
    COMMENTS? RESCHED DUE TO PLANT CAPACITY *
    COMMENTS (C/R TO CONTINUE)?                             *

    *** NUMBER OF LINES UPDATED:   4


    SALES ORDER: 35134      ENTER LINE NUMBER ('A' FOR ALL, '?' FOR RANGE)? E


    SALES ORDER: 35134      ENTER COMMAND NUMBER ('?' FOR LIST)? E

    DO YOU WANT TO REPRINT THE SALES ORDER (Y)? E    *

    DO YOU WANT TO INCREMENT THE REVISION NUMBER (Y)? E    *
```

```
    ************************************************************
    *    Example of adding a sales order line item within      *
    *    the TR,190 change a sales order command               *
    ************************************************************




    SALES ORDER NUMBER ('?' FOR CUSTOMER PO)? 25853       *

    MENARD CASHWAY LUMBER       523 SKOKIE IL            12345              06/23/98

    SALES ORDER CHANGE COMMANDS           SALES ORDER LINE COMMANDS
    --------------------------            -------------------------
    111  SHIP TO ADDRESS                  130  ADD A LINE ITEM
    112  SHIP TO CUSTOMER NUMBER          131  DELETE A LINE ITEM
    113  MUST DATE                        132  CUSTOMER PART NUMBER
    114  RESET PICK LIST PRINT FLAG       133  COPY / SPLIT A LINE ITEM
    116  FREIGHT TERMS CODE               134  CUSTOMER REQUESTED SHIP DATE
    117  METHOD OF SHIPMENT               135  SCHEDULED SHIP DATE
    118  CUSTOMER PURCHASE ORDER NUMBER   136  QUANTITY ORDERED
    119  MAINTAIN SPECIAL INSTRUCTIONS    138  UNIT PRICE
    120  PAYMENT TERMS CODE               139  COMMISSION RATE
    121  GROUP CODE                       140  RENUMBER A LINE ITEM
    122  SALES AGENT(S)                   142  DISCOUNT PERCENT
    123  SALES CATEGORY CODE              143  PRODUCT NUMBER
    124  HEADER HOLD CODE                 144  LINE HOLD CODE
    125  USER DEFINED FIELDS  (10/11)     146  PLANT CODE
    126  RENUMBER ALL LINE ITEMS

    SALES ORDER: 25853      ENTER COMMAND NUMBER ('?' FOR LIST)? 130

    ADD A LINE ITEM TO THE SALES ORDER
    ORDER STATUS:          OPEN VALUE:          .00    TOTAL VALUE:          .00
         2 SHIPPED LINE ITEMS
    LIST SALES ORDER LINE ITEMS (N)? N    *


    PRODUCT NUMBER? 221100-1-25          *
    PRODUCT DESCRIPTION: LPS-PAT12-O95-2X4-25/PTC25
    ASSIGN TO LINE NUMBER(  3)?
    CUSTOMER PART NUMBER?                       *
    COMMISSION PERCENTAGE?
    DISCOUNT PERCENTAGE?
    QUANTITY ORDERED? 1
    REQUESTED SHIPMENT DATE? 12/31    *
    SCHEDULED SHIPMENT DATE? 12/31    *

    PRODUCT: 221100-1-25
      LIST PRICE:        50.7500
      UNIT PRICE FOR QTY       1 IS:         50.7500

    UNIT PRICE? 1.50



    SPECIAL INSTRUCTIONS:
     LINE   3.01?    e                             *

    REASON CODE (    1)?
    COMMAND (TEST,OM, O)?                                    *
    COMMENTS? JOHN CALLED AND ADDED TO ORDER*
    COMMENTS (C/R TO CONTINUE)?                        *


    PRODUCT NUMBER? E                *
```

SALES ORDER: 25853   ENTER COMMAND NUMBER ('?' FOR LIST)? E

DO YOU WANT TO REPRINT THE SALES ORDER (Y)? E   *

DO YOU WANT TO INCREMENT THE REVISION NUMBER (Y)? E   *

SALES ORDER NUMBER ('?' FOR CUSTOMER PO)?   *

```
COMMAND (TEST,OM, O)? TR,191                                         *

Sales Order Maintanance Comin Variables  (v4.0)

MENU DISPLAY OPTION:
1. DISPLAY MENU ONCE WHEN YOU ENTER THE COMMAND
2. DISPLAY THE MENU AFTER EACH TRANSACTION
OPTION(1)? 1

INCREMENT SO REVISION NUMBER OPTION:
1.   PROMPT THE USER, DEFAULT TO 'Y'
2.   PROMPT THE USER, DEFAULT TO 'N'
3.   DO NOT PROMPT, ALWAYS INCREMENT
4.   DO NOT PROMPT, DO NOT INCREMENT
OPTION(1)? 1

REPRINT SALES ORDER OPTION:
1.   PROMPT THE USER, DEFAULT TO 'Y'
2.   PROMPT THE USER, DEFAULT TO 'N'
3.   DO NOT PROMPT, ALWAYS REPRINT
4.   DO NOT PROMPT, NEVER REPRINT
OPTION(1)? 1

REASON CODE PROMPT OPTION:
1.   PROMPT USER FOR A REASON CODE
2.   DO NOT PROMPT FOR A REASON CODE
OPTION(1)? 2

REASON CODE DEFAULT VALUE:
DEFAULT TO(1)? 1

UPDATE MFG ORDER DEMAND (ODF) FILE OPTION:
1.   DO NOT UPDATE ODF
2.   UPDATE THE ODF FILE
OPTION(1)? 1


COMMAND (TEST,OM, O)? E                                              *


******************************************************************
                                                                *
    Example of the TR,105 Order Entry command                   *
                                                                *
******************************************************************

HIP-TO CUSTOMER NUMBER? 4212-001   *

HIP-TO: 4212-001               BILL-TO: 4212-001
    COMMERCIAL PLAS & SUPPLY CORP      COMMERCIAL PLAS & SUPPLY CORP
    475 W 3600 SO                      475 W 3600 SOUTH


    SALT LAKE CITY            UT       SALT LAKE CITY   UT
    84115                              84115

DIT SHIP-TO ADDRESS (N)?    *
.O. NO:                          *
TANDARD DISCOUNT:    .OO% OK?
LAT COMMISSION RATE:
AYMENT TERMS CODE:     20
EQUESTED SHIP DATE:
CHEDULED SHIP DATE:
K TO SHIP PRIOR TO REQ DATE? Y
ALES CATEGORY: IND
UMBER OF AGENTS COMMISSIONED: 1
```

GENT: I20   PRO-RATA:

RODUCT NUMBER? 221100-1-25   *
RODUCT DESCRIPTION: LPS-PAT12-095-2X4-25/PTC25
UANTITY AVAILABLE: 108.00
ETAILED AVAILABILITY LIST (N)? *
USTOMER PART NUMBER? 1234   *

OMMISSION PERCENTAGE? O

UANTITY ORDERED? 100

EQUESTED SHIPMENT DATE (10/24/01)?   *
 CAN SHIPMENT BE MADE PRIOR TO THIS DATE (Y)?   *
CHEDULED SHIPMENT DATE? (10/24/01)   *

NTER LINE NOTES (N/Y)? Y *

PECIAL NOTE CODE?
PECIAL INSTRUCTIONS:
LINE   1.01 ? STACK 10 HIGH
LINE   1.02 ?
LLOCATED: 100

RODUCT: 221100-1-25
 LIST PRICE: 50.7500
 UNIT PRICE FOR QTY   100.00 IS: 50.7500

NIT PRICE? 50.00

INE 1 ADDED.   ORDER VALUE: 5000.00   WEIGHT: 4331

RODUCT NUMBER? E

DDING SALES ORDER SPECIAL INSTRUCTIONS...
PECIAL NOTE CODE?

PECIAL INSTRUCTIONS:
LINE 1000.01 ? DO NOT DELIVER AFTER 3PM
LINE 1000.02 ?

 TOTAL SALES ORDER VALUE: 5000.00
 TOTAL SALES ORDER WEIGHT: 4331

HIPPED VIA (YELLOW   ):   *

REIGHT TERMS CODE (26   ):   *

ALES ORDER HOLD CODE (   ):   *

NTER DESIRED OPTION:
 1. CREATE SALES ORDER
 2. CORRECT SALES ORDER LINE ITEMS
 3. CORRECT SALES ORDER HEADER
PTION? 1
KAY TO CREATE (Y/N)? Y *

OUR SALES ORDER NUMBER IS 95317

IT CARRIAGE RETURN TO ENTER NEXT SALES ORDER: *