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| Application | Chreos Client |
| Module | Clients |
| Access | “Clients Delete Client Order” |
| Minimum service pack | SP45 |
| This document | Delete Client Order Ref 3.19 Release 1 Published March 2009 |

Overview

“Delete client order” allows you to delete lines from an order, edit quantity and send it to a packing slip or invoice.

Details Displayed

Client Details

- **Client code, Sort code &  <F3>**. Select the required client. An order cannot be edited if a client is not selected.
- **Items Colour Legend.** Messages that highlight lines in the order.
 - None in stock.
 - Not enough stock for all orders.
 - Not enough stock for this order.
 - Item on order with other clients.

Client Orders. Displays all active orders for the selected client

- **Order #.** The unique identifying order number.
- **Order date.** The date the order was placed
- **Not before.** A date the order is not to be received before
- **Required by.** The date the order is required by
- **How to supply.** Displays how the order is to be supplied. This is determined at time of order placement in “Clients| Client Orders”.
- **Late order?** Instructions regarding late orders.
- **Delivery address.** The delivery address that the goods are to be sent to.
- **Note.** This will display any notes stored at order creation.

Order Items. Displays the items of each order.

- **Order #.** The unique identifying order number.

- **Item code.** The ISBN/Code number of the item ordered.
- **Item name.** The name of the item ordered.
- **Order qty.** The number of items ordered
- **Shelf qty.** The number of items currently in stock.
- **Qty to Ship.** The number of items available to ship.
- **Order note.** Displays any notes stored at order creation.
- **Amount to Cancel.** This gives you ability to cancel a selected item amount from the order. The Action drop down menu must show Delete to enable this action.
- **All Suppliable Items.** When the [All suppliable items] toggle button is clicked the order that has been selected will move down into another grid and the following details will be displayed for each of the items.
 - **Item code.** The unique identifier of the item.
 - **Item name.** The name of the item.
 - **Order qty.** The amount of the item that has been ordered.
 - **Shelf qty.** The amount of the item currently in stock.
 - **Quantity to ship.** The number of the item that you decide to supply this time.
- **Other Orders.** When in the ‘Order items’ tab, the [Other Orders] toggle button is clicked the following details will be displayed for every other active order that has been entered for the item selected on the ‘Order Items’ page. These will be listed by the internal order number and the toggle button will change to [Selected Items].
 - **Name.** The name of the other clients.
 - **Quantity.** The quantity of the selected item that has been ordered by that client.
 - **Not before.** The date that the order can not be delivered before.
 - **Required by.** The date that the order is required by.
 - **Action.** The document that the order is being converted into. This will default to ‘Delete’ in Edit Client Order but it can be changed to ‘Invoice’ and ‘Packing slip’.
- **[Up].** To move an item from ‘Selected items’ to ‘Order items’ click this button.
- **[Down].** To move an order from ‘Client orders’ or an item from ‘Order items’ to ‘Selected items’ click this button.
- **[Other orders/Selected items].** To toggle between ‘Other orders’ and ‘Selected items’ click this toggle button. Note: This button is only available on the ‘Order items’ tab page.
- **[No stock].** To remove any items from ‘Selected items’ that are not in stock click this button.
- **[Insufficient stock].** To remove any items from ‘Selected items’ that there is insufficient stock to meet the whole order click this button.

To Edit an Order

- Select the required client.
- Select the required order in Client Orders
- Click on Order Items tab and select the item.
- If you wish to convert the order to a packing slip or invoice Click on [Edit] to change the amount to supply of the item ordered. The action drop down menu should show either packing slip or invoice.
- If you wish to delete the items on the order click on Edit and put in the amount to cancel. The action drop down menu should show Delete.
- To further process the order click the down button and then click [Process].

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