Application	Chreos Client
Module	Clients
Access	"Clients | Convert | Order Completion"
Minimum service pack	SP45
This document	Order Completion Ref 3.24 Release 1 Published March 2009

Overview

"Order Completion" allows the bulk processing of converting orders to packing slips and invoices for individual client orders.

Details Displayed

Order completion settings. Upon opening the Order Completion Screen a box will show asking for selection to filter the order completion.

- **Minimum order value for processing**. Specify the minimum order value.
- **Filter to**. A drop down list of filters.

Order Completion. Screen showing information with chosen filters.

- **Display**. A drop down list of display filters.
- **Filter to Client**. The orders will be filtered to display only lines related to the filtered client. The selector will only list clients who have orders in the particular order completion.
- **Legend**. Three coloured boxes indicating particular order line information.
- **Client code**. The code of the client who has an order.
- **Client name**. The name of the client who has an order.
- **Item code**. The ISBN/ Code of the item on order.
- **Item name**. The name of the item on order.
- **Quantity**. The amount of items in that line on order.
- **Filled qty**. The number of items in that line on order that can be supplied.
- **Order date**. The date the of the order.
- **Order#**. The system created specific number given to that order.

- **Client ord #**. An order number specified by the client.
- **Required date**. The date that the order is required by.
- **Not before**. The date that the oder is not to be sent before.
- **Supply**. Supply instructions specific to that order.
- **Selected order item**. Shows details of the selected order item.
- **Shelf qty**. The number of order items available to fill order.
- **Cust orders.** The number of items needed to fill customer order.
- **Supplier orders.** The number of items units on order with the supplier.
- **Amount available to allocate.** The number of units available to allocate to the order.

To Process Order Completion.

- Select order(s) for completion by clicking on the Select filled orders or Select filled and partially filled orders buttons.
- Click on Invoices to create invoices or Packing slips to create packing slips. A freight option can be added to Invoices.
- The order will print to packing slip or invoice provided the client has a charge account and the supply comment is Supply and charge (See Client Management | Client detail).

Items unable to be converted to packing slips or invoices

- A list of items unable to be converted to packing slips/ invoices will appear with a letter next to the item line provided in the legend, for the following reasons
    - I = Client may not invoice – the client does not have a charge account.
    - H= Hold and notify – the client has this as the supply message.
    - B= Client may not invoice and Hold and notify – a combination of the above.