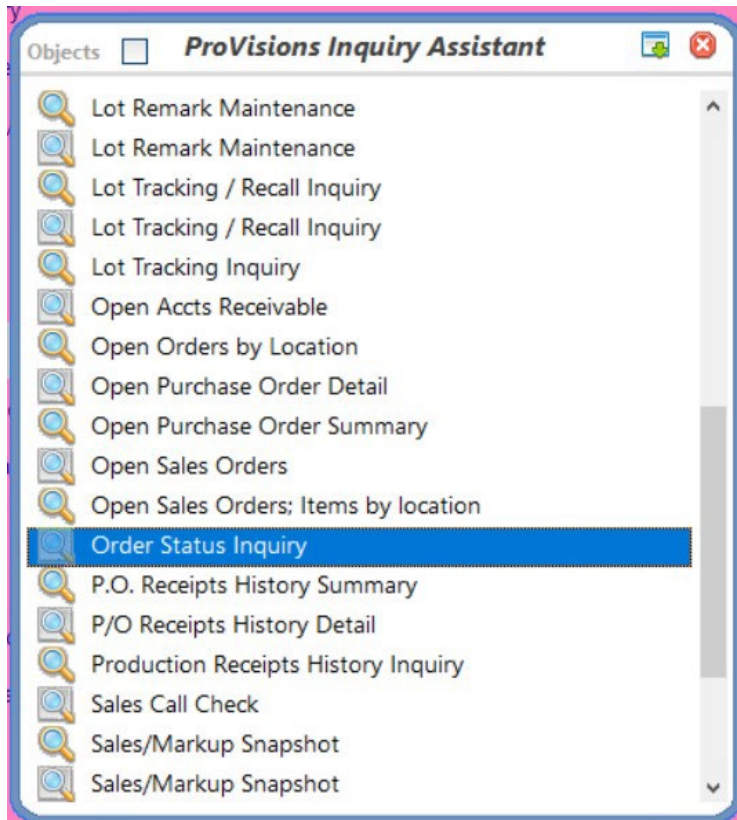


Standard Operating Procedure

Provisions – Open Order Report

Hit F12



To view all future dated orders choose the lightning bolt. All fields become sortable.

The screenshot shows the 'Open Order Status Detail' window. It has a title bar with 'Open Order Status Detail' and window control buttons. Below the title bar is a toolbar with icons for Exit, Clear, A/R Inquiry, Credit Check, and Print. To the right of the toolbar is a 'Legend' section with 'On Hold' and 'Ship Date Change'. Below the toolbar is a 'Customer Information' section with fields for Code, Name, Classification, Salesperson, and Truck Route. The 'Truck Route' field has a dropdown menu with 'All' selected. To the right of the 'Customer Information' section is a 'Filters' section with checkboxes for COA Required Only, QC Required Only, Show All Orders, Suspended Invoices Only, and Work Pick/Release not Printed. To the right of the 'Filters' section is a 'Legend' section with 'On Hold' and 'Ship Date Change'. Below the 'Customer Information' and 'Filters' sections is a table with columns: Order, Ship Date, Day, Status, Ent. By, Value\$, Invoice, Customer, Carrier, Ship to, Route, and Customer Name. The table is currently empty.

You can also search by outside sales person.

Exit Clear A/R Inquiry Credit Check Print Legend On Hold Ship Date Change

Customer Information

Code: ALL Ship To:

Name:

Classification:

Salesperson: Inside Outside

Truck Route: All

Select Truck Routes

Filters

Start Date: 00/00/00 Order Type: Order Status Filter: Entered Printed BOL Printed Allocated

Cutoff Date: 00/00/00 Cust. Type: Open Orders: 0

COA Required Only ☐ Location: Total \$: .00

QC Required Only ☐ Carrier: Total Weight: .00

Show All Orders ☐ Disposition:

Suspended Invoices Only ☐

Work Pick/Release not Printed ☐

Order	Ship Date	Day	Status	Ent. By	Value\$	Invoice	Customer	Carrier	Ship to	Route	Customer Name
-------	-----------	-----	--------	---------	---------	---------	----------	---------	---------	-------	---------------

Once you have selected your salesperson number, hit the ALL button with the lightning bolt again.

Or truck routes.

Exit Clear A/R Inquiry Credit Check Print Legend On Hold Ship Date Change

Customer Information

Code: *ALL* ALL Ship To:

Name: ** ALL OPEN ORDERS **

Classification:

Salesperson: Inside Outside

Truck Route: All

Select Truck Routes

Filters

Start Date: 00/00/00 Order Type: Order Status Filter: Entered Printed BOL Printed Allocated

Cutoff Date: 00/00/00 Cust. Type: Open Orders: 25

COA Required Only ☐ Location: Total \$: 46,929.90

QC Required Only ☐ Carrier: Total Weight: 5,190.65

Show All Orders ☐ Disposition:

Suspended Invoices Only ☐

Work Pick/Release not Printed ☐