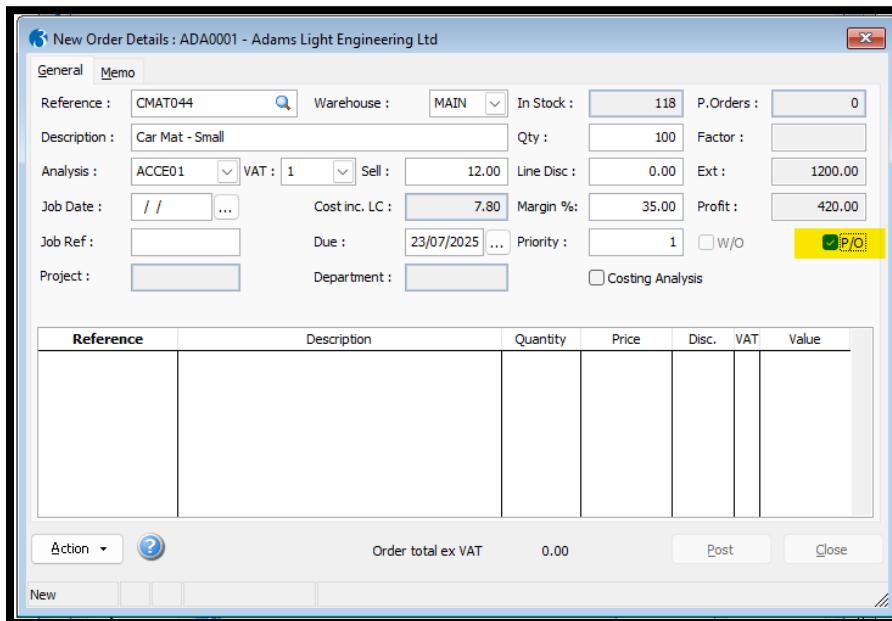
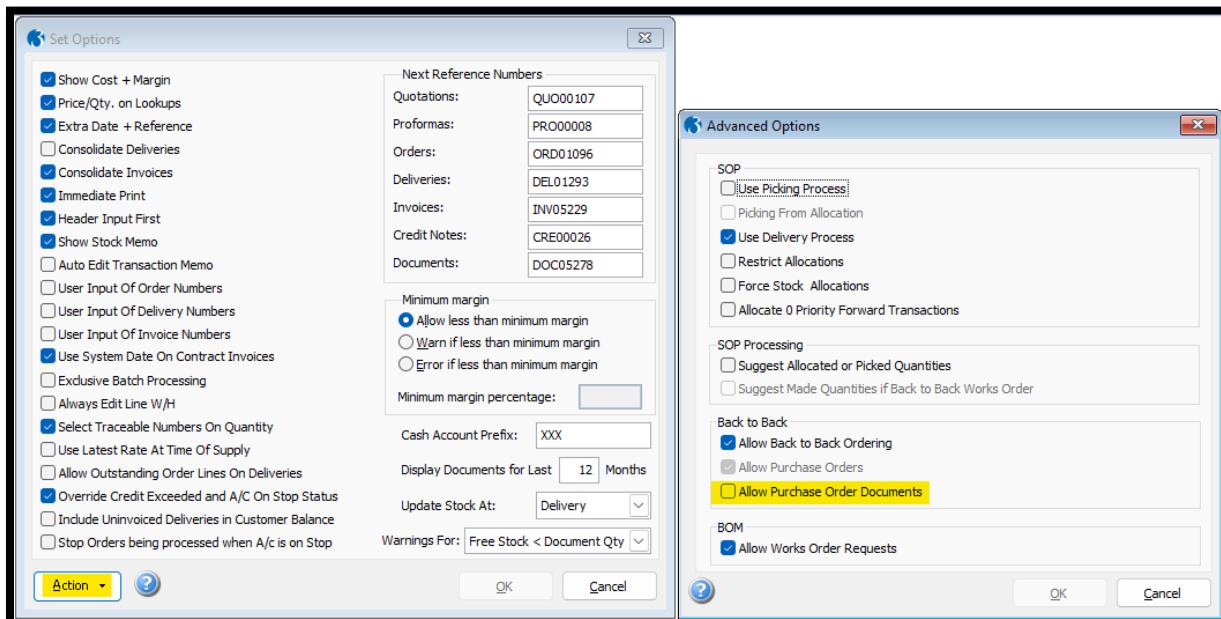


Back-to-Back

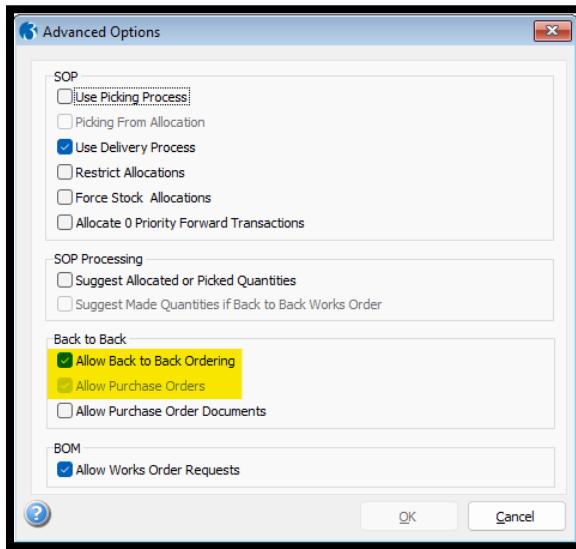
Use the Back-to-Back command to create either uncommitted purchase order documents or purchase orders. These items have previously been marked on sales orders as needing to be purchased from a supplier rather than supplied from stock.



Uncommitted purchase order documents are created if you have selected the Allow Purchase Order Documents option in the Advanced Options command on the Set Options form in the Sales Order Processing module.

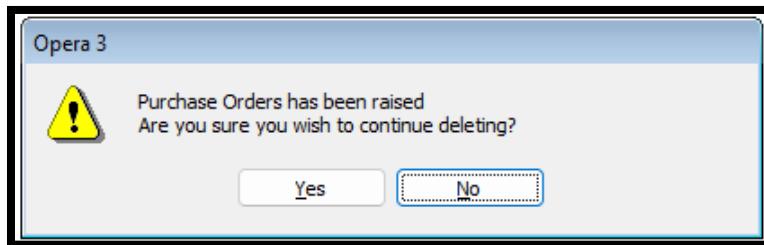


Purchase orders are created if you have selected the Allow Back-to Back Ordering and Allow Purchase Orders option in the same command.



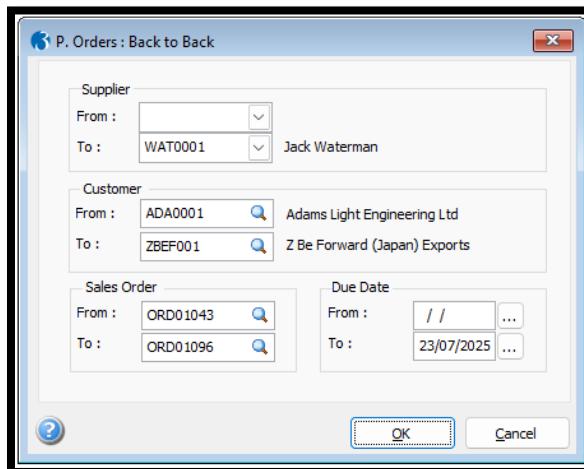
Where uncommitted purchase order documents or purchase orders are not generated when the sales order is posted, you can use the Back-to-Back command to generate the necessary document or orders for the suppliers concerned.

Order lines raised in this way have a memo attached to indicate the source of the order record. The application checks for back-to-back order lines when you edit a purchase order. If you try to delete a back to backorder line, the application warns you that has a sales order is linked to it. You can choose whether or not you wish to remove the line.



When a purchase order receipt is made using the Receipts command on the Processing form or using the G.R.N. command in the Stock module, the application checks to see if it has a sales order number and customer account associated with it. If so, the quantity received is added to the quantity made or received figure.

Back-to-Back Criteria



Supplier

Use the From and To lists under Supplier to determine the range of suppliers you want to select for back-to-back processing.

Customer

Use the From and To lists under Customer to determine the range of customers you want to select for back-to-back processing.

Sales Order

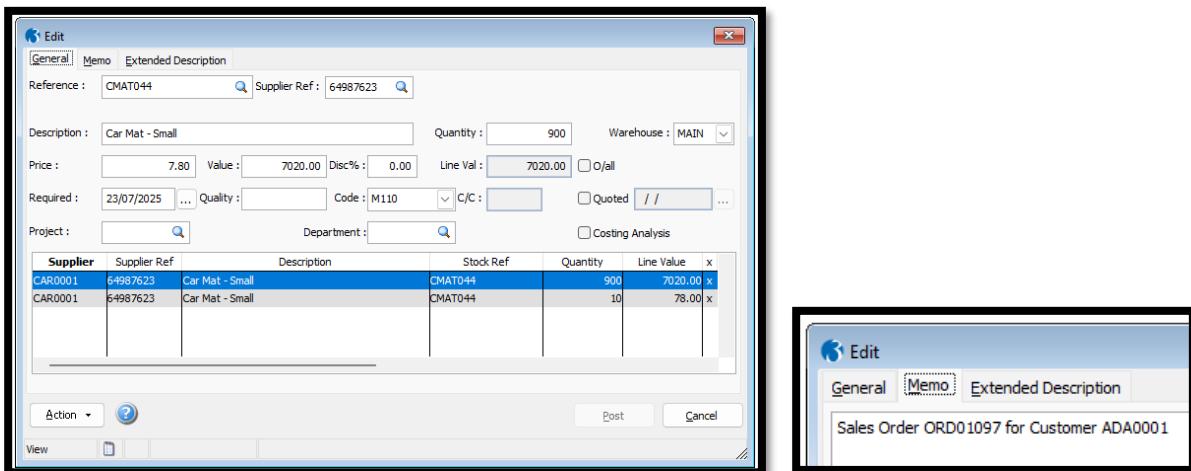
Use the From and To lists under Sales Order to determine the range of sales orders you want to select for back-to-back processing.

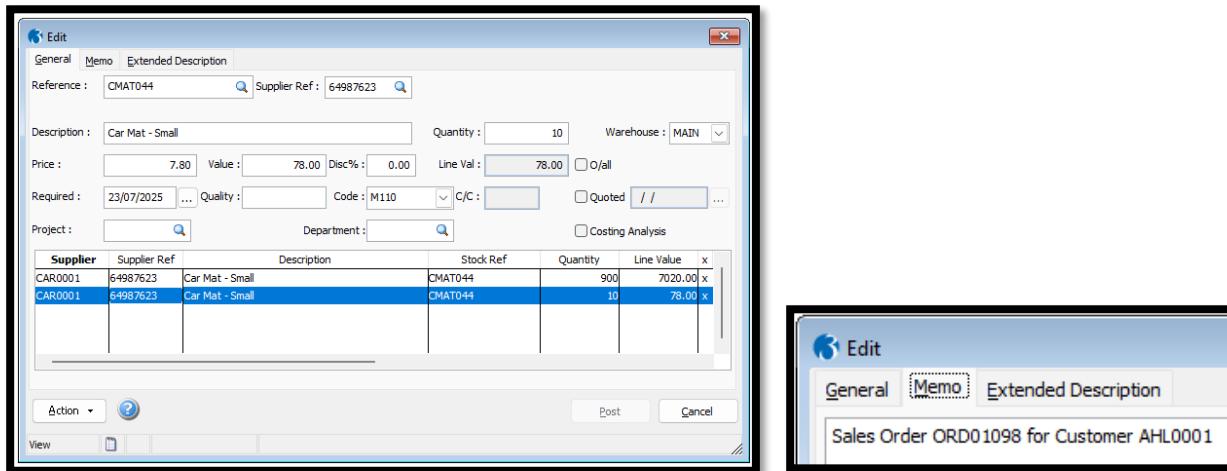
Due Date

Use the From and To lists under Due Date to determine the range of sales order due dates you want to select for back-to-back processing.

Back-to-Back Orders Browse

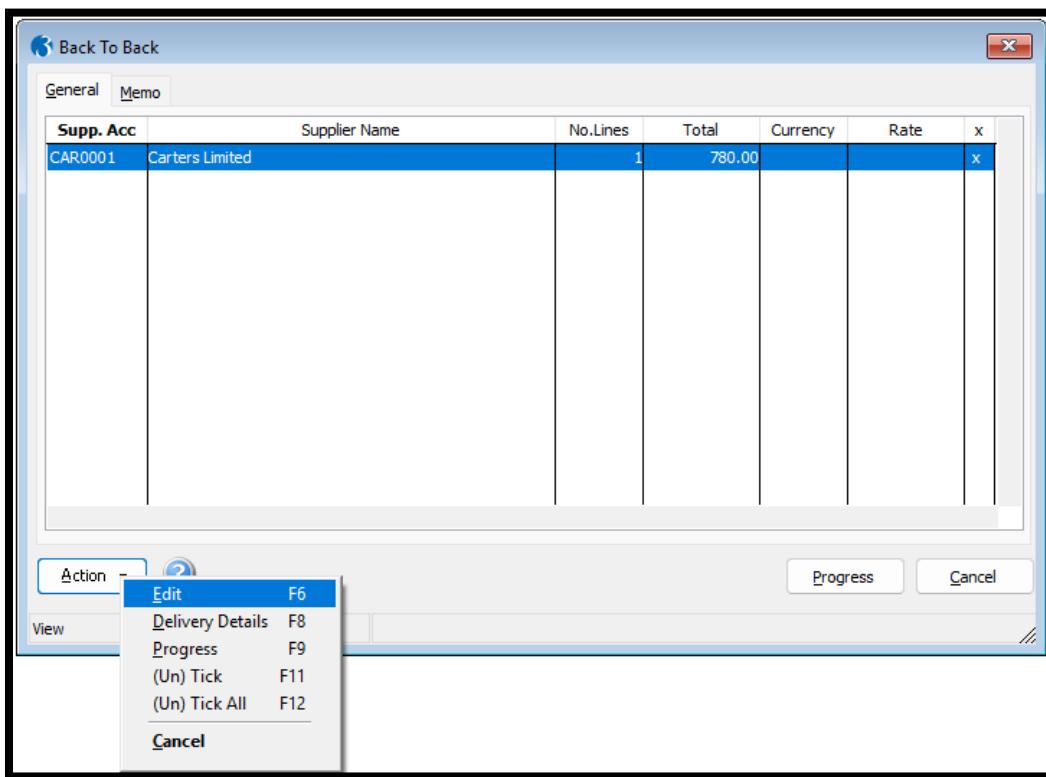
If the P/O option has been selected for one or more sales orders that fall within the criteria specified, the application lists the sales order lines in supplier order. An uncommitted purchase order document or purchase order is generated for each different supplier, rather than each sales order detail line. This may result in a consolidated document containing items relating to several customers' sales order.





Separate lines are displayed when the same foreign supplier is using more than one currency. For each entry listed, the application displays the supplier account number and name, the number of lines in the order and the total value. A tick box is used to indicate whether the document will be created when you accept the records for progression. You can display or edit the memo associated with the order record or a selected order line when in 'edit' mode by clicking the Memo tab.

Actions



The following actions are available when the orders list appears:

Edit Edit the uncommitted purchase order documents or order detail lines.

Delivery Details Edit the delivery address and delivery instruction. This does not override the defaults for the account being processed.

Progress Process the selected orders.

(Un) Tick Select or deselect the currently highlighted order or uncommitted purchase order document.

(Un) Tick All Select or deselect all of the order or uncommitted purchase order documents in the list.

The following actions are available when you choose to edit details for a selected order:

(Un)Delete Mark the current line for deletion. The line is deleted when you accept the action. If the item is already marked for deletion, this command reinstates it.

Change Supp. Change the supplier associated with the uncommitted purchase order document or order. You can select any supplier from a list if the Purchase Orders box is ticked for the supplier on the Orders form in the Purchase Ledger - accessed from the Action button on the Processing form.

Accept Accept the order details as shown and post the amended order record.

(Un) Tick Select or deselect the currently highlighted order line.

(Un) Tick All Select or deselect all of the order lines.