## **Send Factory Orders to History**

## **Overview:**

Factory Orders are sent to history after a suitable timeframe as this assists the efficiency of searching and reporting in regards to Factory orders. Sending completed aged orders to history makes the system more USER friendly. The function for sending Factory orders to history is password protected. The Process Sheet (Factory) is used to send a single client order to history and only fully despatched orders are sent to history.

Transfer a Single Factory Order to History via the Process Sheet (Factory).

Go to the **Orders** tab and from the ribbon, **click** on the 'Process Sheet (Factory)' option.

File	HOME	CONTACT	s resourc	ES INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULING	INVOICING	QUALITY	MANAGEME	NT WORKSHOP
New	Save Clipboard	in Copy Cut Cut	New Sales Order	Edit Sales Order Despatch (Sales) Process Sheet (Sales) Sal	es) Ies Order	story Sales Orders ncel Sales Order	Callup Sheet (Sales)	Point of Sale Point of Sale	New Factory Order	Edit Facto Despatch	ory Order (Factory) heet (Factory) Fa	Check Allocations Hist Factory Orders Cancel Factory Order ctory Orders

Enter the Factory Order number or **press** <F2>, select the order from the pop-up list and **click** on <u>OK</u>. **Press** <TAB> to generate the window, you will notice that the order is Fully Despatch and the Create Invoice is greyed out as the invoice/s have all been created. **Click** on the 'Send To History' icon.

Process Sheet (Factory Order)								
Order No: Job Type: Div: Client Code:   1159 PR 1 BEAVER								
Job Control: PART100 NSTK ONE MATERIAL + WC								
Production Steps Despatch, Invoices and History Transfer								
View the Costing								
View This Job 😨 View Individual Job 📀 Set Status To Complete								
Despatch Invoicing History								
Despatch Fill Create Invoice								
Print Invoice Send To History								
FULLY DESPATCHED JOB IS ACTIVE - FINISHED PARTIALLY PICKED								

Enter the USER's internal employee password and **press** <TAB> to activate the Send icon. **Click** on the Send icon.

🗉 History Job Client 🛛 💌						
Employee Password						
•						
Order No						
<b>50145</b>						
Send G Finish						

The Factory Order is sent to history - **click** on the Finish icon to close the window.