2007-101c - Reset Despatched Factory Order

Overview:

A despatched Factory Order may need to be reset because the quantity and or price is incorrect. A despatch can only be reset if there is no invoice against the despatch. The only item that could be added to a Factory order after a despatch reset would be a dummy part as the whole production process would have been completed at this stage.

Click on the Orders tab from the ribbon and select Despatch (Factory).

File	HOME	CONTACTS	RESOURC	ES INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULING	INVOICING	QUALITY	MANAGEMENT	WORKSHOP	ADMINISTRATO	R OPTO T	OOLS	
New	Create a new d	Copy ocument. Paste	New Sales Order	Edit Sales Order Despatch (Sales) Process Sheet (Sales) Sa	📴 Cai	tory Sales Orders ncel Sales Order	Callup Sheet (Sales)	Point of Sale Point of Sale	New Factory Order	Edit Facto	(Factory) 🔜 H neet (Factory) 📴 C	Check Allocations Hist Factory Orders Cancel Factory Order y Orders	Callup Sheet (Factory)	Parts Auto Order	📅 Data Set 🗊 Specials	•

Enter the order number or **press** <F2> and select the order from the pop-up list and **click** <u>OK</u>. **Press** <TAB> to populate the order. An alert will appear in the window that the order if All Despatched.

💷 Despatch F	actory Order		×
Job No:	Client Code:		Process
1188 -	FERRET	Ferret Earthmoving Pty Ltd	
Emp No:	PO:FE11772		Return
þ -	Robert JONES	555 West Street	🔭 Select 🛛 \varTheta Reset
Del Date:	25/01/2018 🛗 All Desp	DARRA QLD 4112	No Stock Transaction
		÷ -	 Stock In Clear
Trans		Dim Wgt	-
	•	Con	
No F	Part Code Qty Desp	Job No Description	Unit Price . Inv

Click on the Reset icon and a message appears asking are you sure you want to reset the despatch, **click** on Yes.

💽 Despatch Fa	ctory Order				8	
Job No:	Client Code:				Process	
1188 -	FERRET	Ferret Earthmoving Pty Ltd				
Emp No: PO:FE11772					📃 Return	
1 -	Robert JONES	555 West Street		🔭 Select	Reset	
Del Date:	25/01/2018 📰 🛛 All Desp	DARRA QLD 4112		No Stock Tr	ransaction	
	Rese	t Despatch	Stock In Clear		ansaction	
Trans		Are you sure you wish to reset despatch 1188/1?		🔘 Clear		
	rt Code Qty	<u>Y</u> es <u>N</u> o		Unit Price . Inv		

Another message appears (see below), click on Yes.

-BEBLBUB	S				
Confirm Reset Despatch?					
?	This action cannot be undone. Are you sure you wish to continue?				
	Yes <u>N</u> o				

The final message appears to advise the despatch has been reset, Click OK,



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The USER can now edit/add and/or remove items on the order as necessary.

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