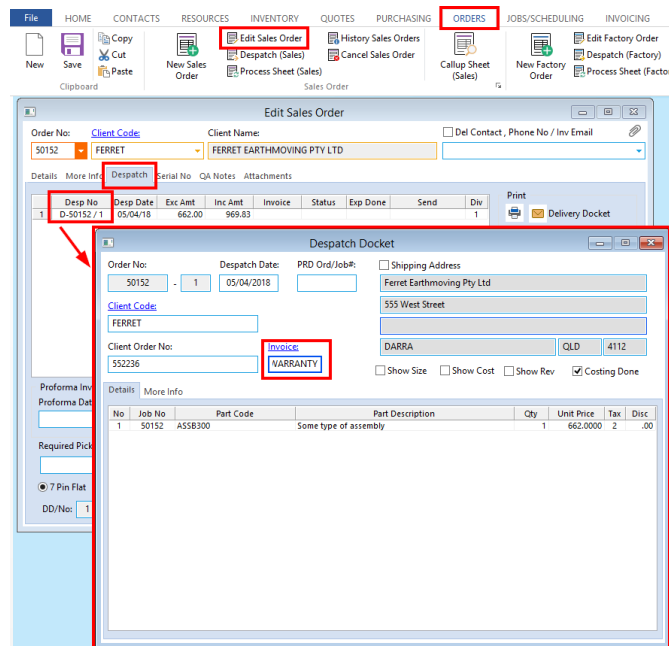


2007-501 - Set Non-Stock Sales/Factory Order as Complete with No Invoice

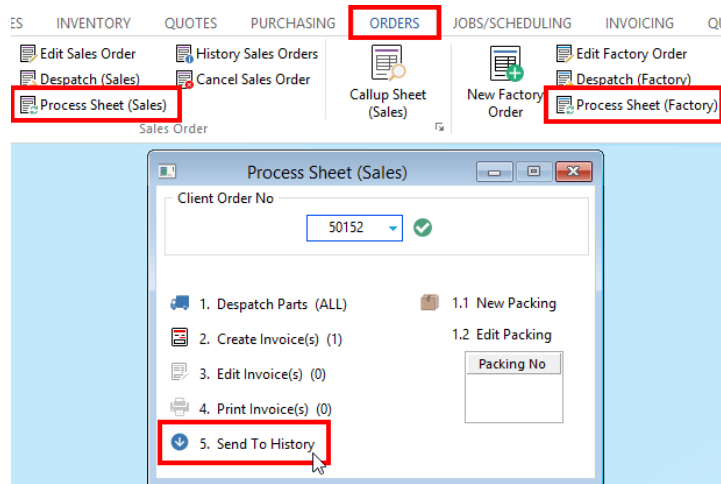
Overview:

Warranty and Rework jobs may require the user to create a Sales order for tracking or a Factory order with jobs tickets may be created. The orders are despatched as normal but no invoice is created and the orders are sent to history.

Open the Sales/Factory Order, **click** on the "Despatch" tab to open and then **dbl-click** on the "Desp No" field to open the 'Despatch Docket' window. **Click** in the "Invoice" field and type in e.g. Warranty, Rework or NR (Not Required). **Press** <F9> to save, close the Despatch Docket window and close the order.



Send the order to history – while still in the Orders tab, **click** on the 'Process Sheet (Sales/Factory)' depending on the type of order.



Click on the **Send to History** icon to transfer the order to history.