

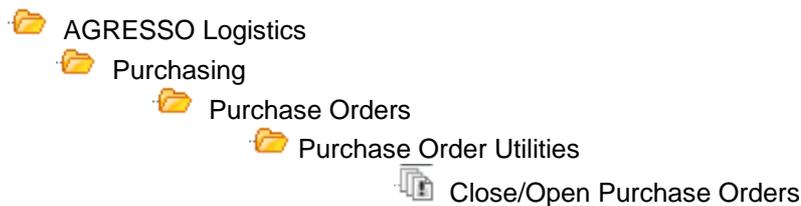
PO4. Closing /Re-Opening Orders

If an order needs to be closed, then this can be done through this specific process. The order can be fully closed or re-opened, or can individual order lines can be closed/re-opened.

Please note an order cannot be closed or re-opened if the status of the order is F – Fully invoiced.

PO4.1 Closing or Re-Opening an Order

1. Access the 'Order Confirmation' screen by clicking on:



2. The following screen will appear:

Variant		Param name	
1	Copies		1
2	Server queue		Serial Report Queue
3	Priority		0
4	Printer		DEFAULT
5	E-mail confirmation		<input type="checkbox"/>
6	E-mail distribution		<input type="checkbox"/>
7	Status		N
8	Start date		
9	Start time		
10	Output type		Auto-select
12	Purchase Order No		1234567
13	Close(C)/Open(O)		C
14	Client		P1

3. Enter the Order Number to be Closed/ Re-opened

4. Select the C- to close Order, or, O – Re-open Order

5. Click on 'Save'  or press F12 to make update changes.

6. Agresso will allocate an 'job/order' number to the report. Once this job has finished the order will either be closed or re-opened depending on option chosen.

7. To check on the progress of this 'ordered report', click on the 'Maintenance of Ordered Reports' icon . The screen will look like this:

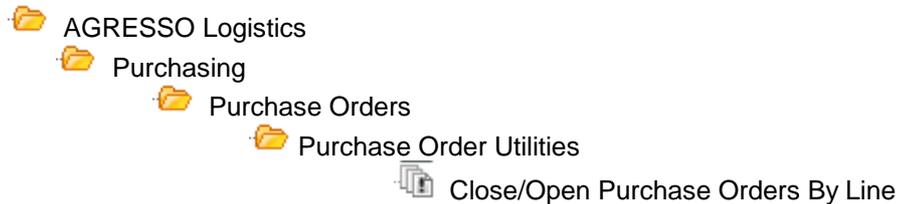
	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	IAN							
1	IAN	GPO01	28670	T	0	25/10/2012	25/10/2012	DEFAULT

8. If the status is still 'N - in queue', 'W – working' on the request, 'T - Finished' the system has completed your request. To check the status wait a few moments and then click on  or press F7 again until the status changes to 'T'.

9.

PO4.2 Closing or Re-Opening an Order Line

1. Access the 'Order Confirmation' screen by clicking on:



2. The following screen will appear:

Variant

	Param name	
1	Copies	1
2	Server queue	Serial Report Queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
12	Purchase Order No	1234567
13	Close(C)/Open(O)	C
14	Client	P1
15	P/O Line No	1

3. Enter the Order Number to be Closed/ Re-opened

4. Select the C- to close Order, or, O – Re-open Order

5. Enter the P/O Line No to be Closed/ Re-opened

6. Click on 'Save'  or press F12 to make update changes.

7. Agresso will allocate an 'job/order' number to the report. Once this job has finished the order will either be closed or re-opened depending on option chosen.

8. To check on the progress of this 'ordered report', click on the 'Maintenance of Ordered Reports' icon . The screen will look like this:

	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	IAN							
1	IAN	GPO02	5297	W	0	25/10/2012		DEFAULT

9. If the status is still 'N - in queue', 'W – working' on the request, 'T - Finished' the system has completed your request. To check the status wait a few moments and then click on  or press F7 again until the status changes to 'T'.