

Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.12.100

View and Split a Store Order

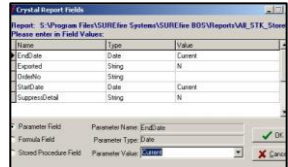
There's only ever one active store order in the system; products are added to this order until you split the order.

Procedure to Split a Store Order

Hints and Tips


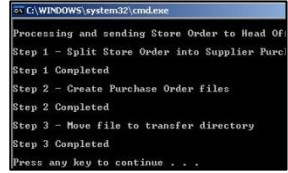
- ✓ When you use the **Process Store Order** function, it does the following actions:
 - It splits the store order into its various supplier orders.
 - It creates purchase order files in a transfer directory, which are required if your system is configured to transmit order files to a HOS.
 - It marks the order as exported; it can't be added to or split again.
- ✓ Remember! Products are ordered from the default supplier saved against the stock record in SUREfire.
- ✓ Don't perform this procedure for single supplier orders.
- ✓ **Report parameters:**
 - **Dates:** Just make sure that the date range you select includes the date that the order was started; you don't need to know the exact creation date.
 - **Exported:** Set to [N] to review a non-exported store order, to [Y] to review the original (un-split) store order, or leave blank to retrieve all store orders for the selected date/s.
 - **Suppress Detail:** set to [N] to display product details, or [Y] to only view order totals.
- ✓ Weighted items currently report the value rounded up/down to the nearest whole number (e.g. 1.3 reports as 1 case and 0 units), but the order is correct.
- ✓ Your system will be configured to run the **Process Store Order** function from the POS, the BOS, or either location.

1. Complete the following steps to check that the products ordered are correct.
 - a. From the BOS Reports menu, select **Stock -> Store Orders Report**.
 - b. Click the **End Date** and **Start Date** parameters, and in the **Parameter value** field type or select the respective dates.

Leave all other fields as default.
 - c. Click **OK**.

Store Orders Report									
Store : 3592 SUPER STORE		Report Printed : 9/08/2010			Time : 9:48am				
Selection Parameters		Exported : No	Order No : All	Suppress Detail : N					
		Start Date : 9/08/2010	End Date : 9/08/2010						
Order Number : 152		Order Date : 9/08/2010							
EA#	Stock Code	Description	Case Qty	Size	Case Cost	Cases Ordered	Units Ordered	Total	
931015312123	408680	A/BALSAMS/POO FR/FRESIA	6	400ML	\$14.81	1		\$14.81*	
9011417541705	488818	A/WICK M/AIR PEMRELAXLA	4	V1PK	\$25.87	4		\$103.48*	
9328962000065	E/B0065	EB FIT ENZ TRT TUBE	6	125ML	\$32.67	1		\$32.67*	
9328962000140	E/B0140	EB HILITE BRITE COND	1	300ML	\$2.99	6		\$17.94*	
9328962000003	E/B0003	EB HILITE BRITES/POO	1	300ML	\$3.11	6		\$18.66*	
Total :						18		\$187.56	
								* Indicates GST product	
								Total GST : \$17.05	
2. **To split the order on the:**

POS	press Apps Menu . Press Process Store Order .
BOS	on the Windows desktop, double-click the SUREfire BOS folder. Double-click the Process Store Order icon.


3. When prompted, press any key to continue.
 
4. Review the supplier order's that have been generated.

Refer to the [INV-2g View a List of Outstanding Orders Fact Sheet](#).
5. Send each order generated.

Refer to the [INV-2f Review and Send a Supplier Order Fact Sheet](#).