

AFO 215 - External order number control

215.1 Introduction

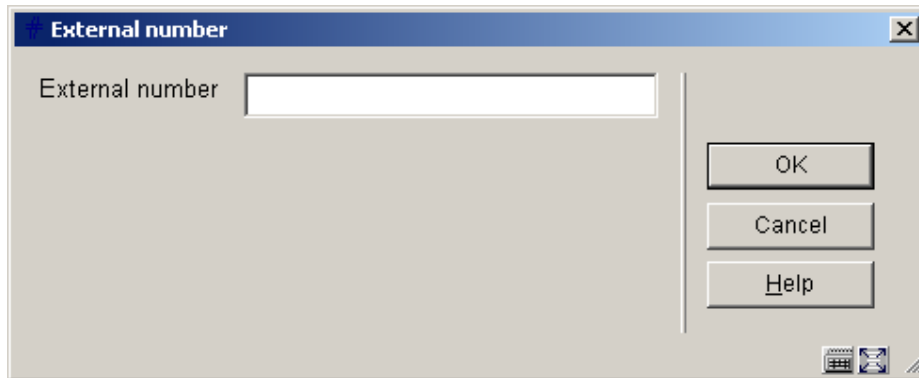
With AFO 215 you can link external order numbers to one or more internal order numbers. External order numbers are order numbers which are not allocated by Vubis Smart but by another organization, possibly an external organization, such as the order, purchasing or bookkeeping department that deals with the purchase orders or payments for your organization.

By making a link between external and internal order numbers it is possible to identify purchase orders registered in VUBIS by the external order number allocated, for example, by the order department.

External order numbers can be linked to one or more VUBIS order number(s) but a VUBIS order number can only be linked to one external order number. External order numbers are input in AFO 215. They are also displayed on the survey screen of a purchase order (for example in AFO 211, '**Order entry**').

215.2 Input external order number

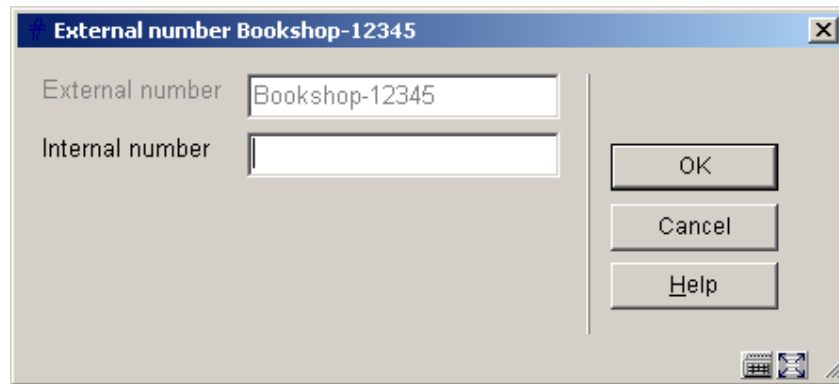
An input screen will be displayed when you select this option.



The screenshot shows a dialog box titled "External number". It features a single text input field labeled "External number". To the right of the input field are three buttons: "OK", "Cancel", and "Help". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

Input the external order number. This number may comprise a maximum of twenty letters, numbers and/or punctuation marks (but not only punctuation marks). The system does not convert lower case to upper case letters so both can be used. If you input an external order number that is already linked to one or more internal order numbers, the system skips the following step and an overview screen will be displayed immediately.

An input screen will then be displayed on which you can input the internal number.



The screenshot shows a dialog box titled "External number Bookshop-12345". It features two text input fields: the top one is labeled "External number" and contains the text "Bookshop-12345"; the bottom one is labeled "Internal number" and is currently empty. To the right of the input fields are three buttons: "OK", "Cancel", and "Help". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

Enter one or more internal order numbers. The follows formats are valid:

- A. input a number;

- B. input several numbers separated by commas;
- C. input two numbers separated by a hyphen (-);
- D. input an asterisk (*) immediately followed by a number if the order number should not automatically be expanded;
- E. any combination of A, B, C or D.

Examples using 1996 as default year:

199600012	links order number 199600012 to the external order number specified
45	links order number 199600045 to the external order number specified
199600021,199600025	links order numbers 199600021 and 199600025 to the external order number specified
123-134	links order numbers 199600123 up to and including 199600134 to the external order number specified
111,112-114	links order numbers 199600111, 199600112, 199600113 and 199600114 to the external order number specified
*1562	links order number 1562 to the external order number specified

An overview screen with the content of the external order number will be displayed when you have entered the internal number.

No	Order no. / Item no.	type	status	title
1	200600039/0001	SSSS	VNNTNN	Bidahinne

The external order number is displayed in the information bar. The order number, type, status and part of the title are given for each order number that has been linked to the external order number.

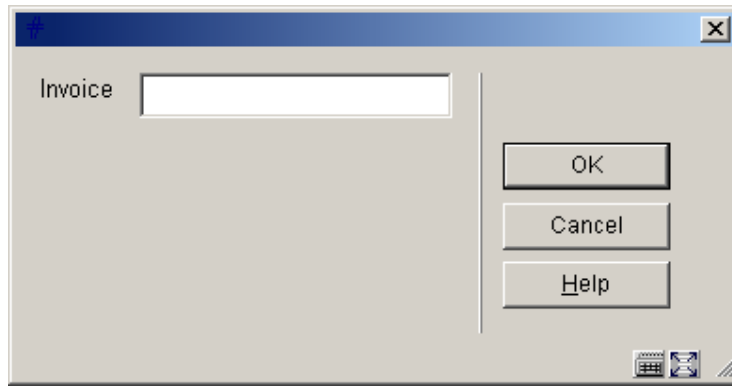
Options on the screen

New order number - with this option you can add an internal order number to the external order number displayed.

Detailed order info (+) - select a number and click on this option to view details of the purchase order chosen. The AFO 211 survey screen ('Order entry') will be displayed when you select this option. Consult the section on this AFO for more information.

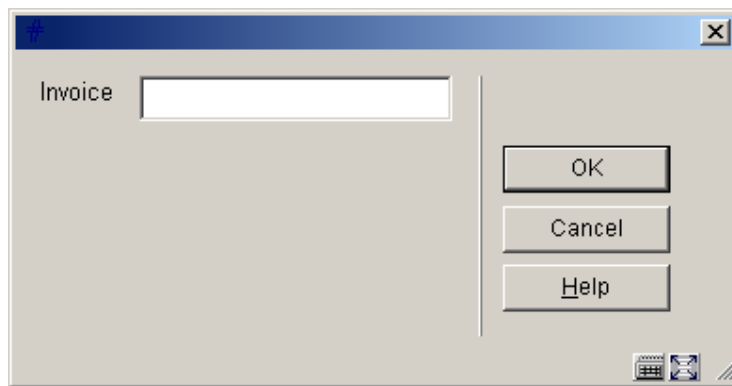
Delete order number (+) - select this option to delete one or more internal order numbers.

Cancel invoice - select this option to unlink an invoice from an order. An input form will be displayed:



Input the invoice number which relates to this external order number in order to cancel it. The 'invoiced' status of the order will be reset.

Invoice select this option to link an invoice to an order. An input form will be displayed:



Input the invoice number to which this external order number relates. An intermediate screen is displayed:

€ 1 - order number 200600015/0001 - All budgets

Individual discount

Unit price

Individual Tax

Prorate tax

Yes

No

Prorate other charges

Yes

No


Apply changes to all lines on this order?

Title

OK

Cancel

Help



Entered the required information if necessary and click **OK**. The status of the order will be changed to 'invoiced'.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation	
2.0	May 2006	Various revisions Delivered as part of build 17 set	
3.0	May 2007	Updated screenshots; description of options	