Creating a New Order Schedule

OPORDERMNT Option 1 Order Entry Schedule Maintenance

Filter to a Warehouse Number, a Store (covered by that warehouse), the week ending date (when will this schedule start), and set Show All Codes to Y.

# Schedule For a New Supply Code

1. Press F6=Add.
2. Enter the Supplier Code.
3. Will there be different schedules for different departments? If yes, enter the Department number. If not, leave it set to 0 (zero).
4. If this is not a special schedule for a limited time (ie. holiday schedule) then leave Apply to future schedules to Y.
5. Enter the Order Time (this is the due time, or cutoff time) for each day.
6. The Blind in the schedule is only needed if there needs to be a blind override.
7. The Arrival Time and Day are informational. The actual delivery schedule is maintained on the warehouse side by Transportation.
8. The Days Out is the number of days from ordering to receiving. It is important because other programs use that number for reports, calculations, and projections.
9. Press F10=Update when you have completed the entries.