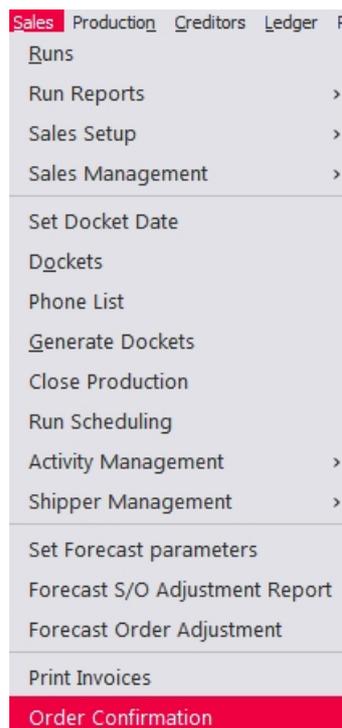


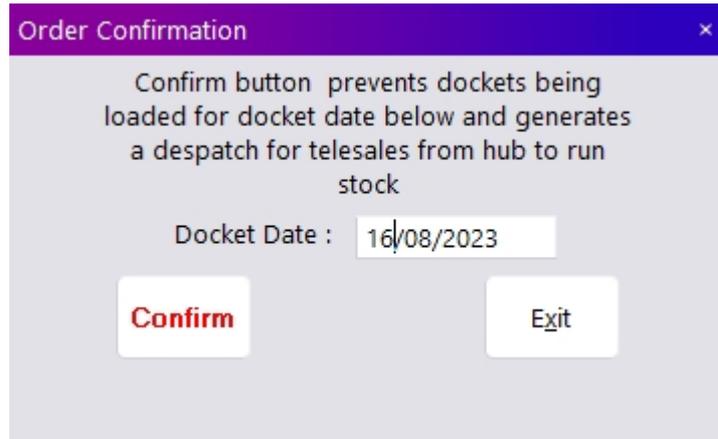
## ORDER CONFIRMATION

Order confirmation closes the sales for the day, and may also be known as Daily Sales Close Off, or Close Day. This action confirms ALL of the orders, doing any daily processing required for manufacturing, delivery, stock transfer and the like, including intercompany relationships, Great Plains export and creating ASN documents for sending if these are in use at the facility.

This document outlines the process for confirming orders, with reference to other notes for the security over-ride if orders need to be entered after confirmation has been done, and how to open a day if required.

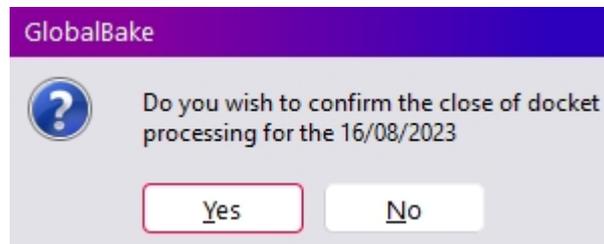
From main Global Bake menu -> Sales -> Order confirmation



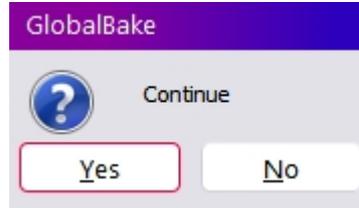


Docket Date defaults to today. Change the date as required.

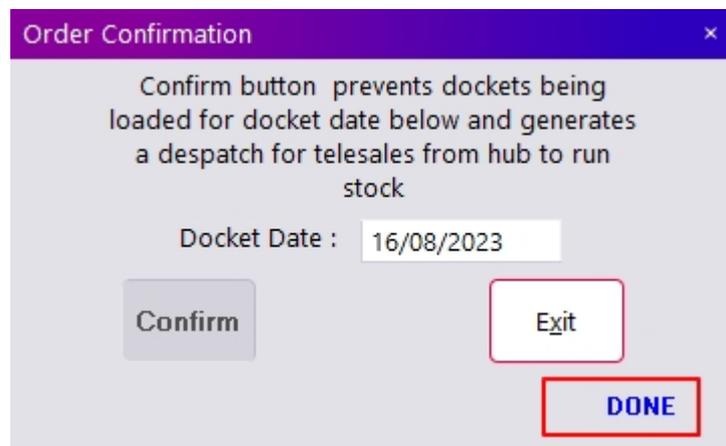
Confirm button brings up a confirmation message.



Yes button brings up a continue message.



Yes button closes the docket orders for the day and shows DONE on the Order Confirmation form.



### WARNING OVER-RIDE

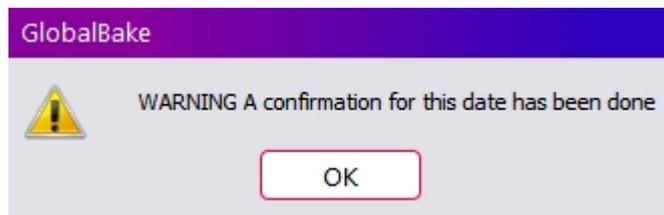
Although orders are now closed off, users with the appropriate security level can make changes, or add an order. Clicking OK on the pop-up warning validation messages will allow the user to proceed with their changes or additions.

See Notes:

<http://www.globalbake.com/help/Downloads/Sales/SalesCutOff.pdf>

### CONFIRMATION HAS ALREADY BEEN DONE.

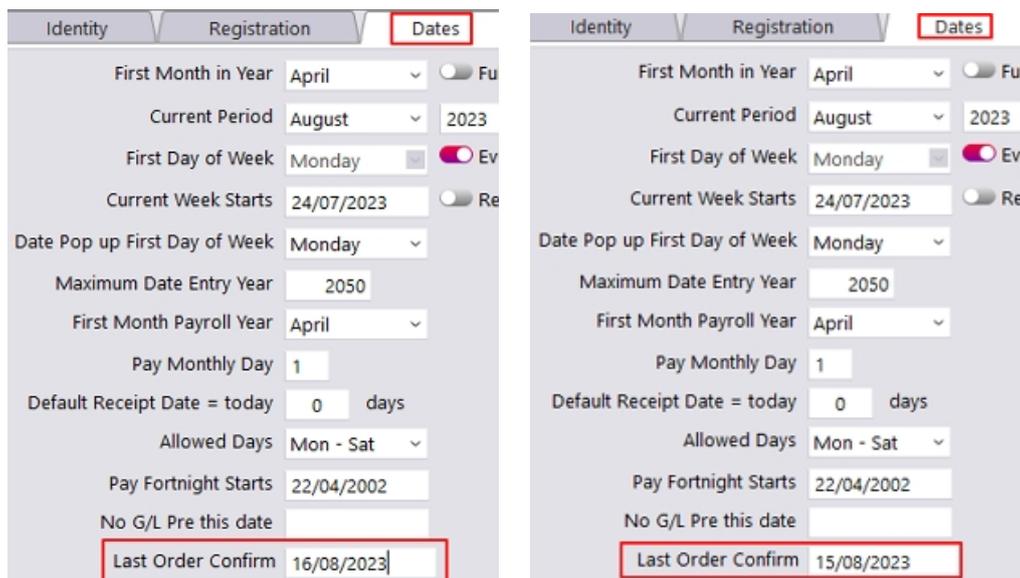
If you try to do an order confirmation for a date that has already been confirmed, you will get this message. You can OK and confirm a different date again.



### OPENING A DAY AFTER CONFIRMATION HAS BEEN DONE

In the event of an order confirmation being done for an incorrect date, or a day needs to be reopened there is a field in Company Details, where the Last Order Confirm date can be reset, effectively opening the day.

From File -> Company -> Company Details -> Dates



Enter the required date or double-click to get a pop up calendar. Choose the date that should be the last confirmation date. Save your changes.

### INTERCOMPANY RELATIONSHIPS

Where multi company module is registered, there is functionality to allow intercompany processing where a creditor purchase order in one company creates a debtor sales docket in a related company.

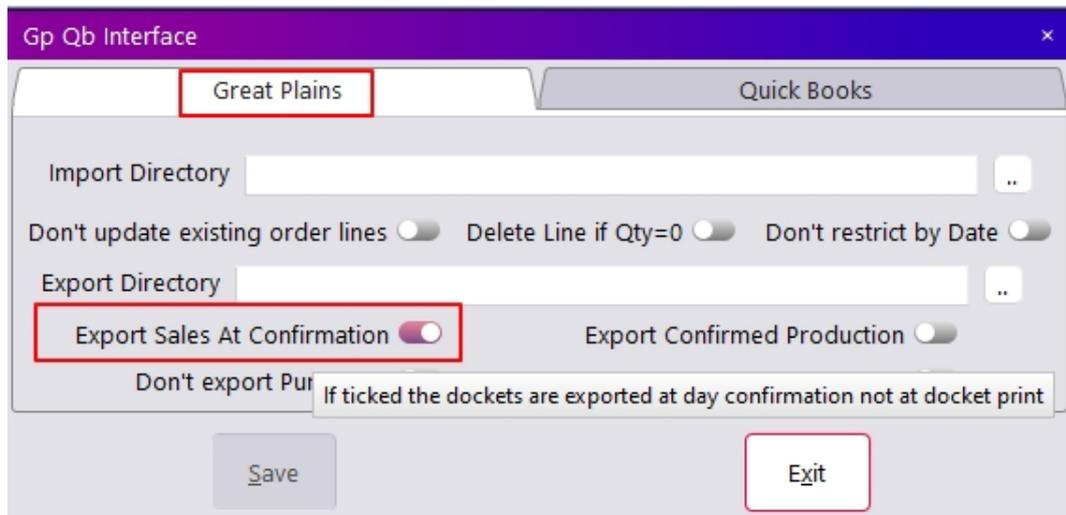
Order confirmation will set lines as received on the creditor purchase order.

See Notes:

<http://www.globalbake.com/help/Downloads/Features/MultiCompany.pdf>

### GREAT PLAINS INTERFACE

When Great Plains interface has been configured, order confirmation will export to the file name in specified Directory.



### ADVANCED SHIPPING NOTICE (ASN)

Order confirmation will create ASN documents for sending if these are in use at the facility.

See Notes:

<http://www.globalbake.com/help/Downloads/Setup/EDISetup.pdf>