

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





Order Confirmation	×
Confirm button prevents dockets being loaded for docket date below and generates a despatch for telesales from hub to run stock	
Docket Date :	16/08/2023
Confirm	E <u>x</u> it

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

Confirm button brings up a confirmation message.

GlobalBake			
Do you wish to confirm the close of docket processing for the 16/08/2023			
	<u>Y</u> es	<u>N</u> o	

Yes button brings up a continue message.

GlobalBake	
Continue	
<u>Y</u> es	<u>N</u> o

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

Order Confirmation	×	
Confirm button prevents dockets being loaded for docket date below and generates a despatch for telesales from hub to run stock		
Docket Date : 16/08/2023		
Confirm E <u>x</u> it		
D	ONE	



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.

GlobalB	ake
	WARNING A confirmation for this date has been done
	ок

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.

Identity Registration Dates Identity Registration Dates First Month in Year April First Month in Year April 🗸 🔵 Fu Eul ~ Current Period August 2023 Current Period August v 2023 \sim C Eve 💽 Ev First Day of Week Monday First Day of Week Monday \sim \sim Current Week Starts 24/07/2023 🔍 Re Current Week Starts 24/07/2023 Rep Date Pop up First Day of Week Monday Date Pop up First Day of Week Monday v ÷ Maximum Date Entry Year Maximum Date Entry Year 2050 2050 First Month Payroll Year April First Month Payroll Year April ÷ ~ Pay Monthly Day 1 Pay Monthly Day 1 Default Receipt Date = today Default Receipt Date = today 0 days 0 davs Allowed Days Mon - Sat Allowed Days Mon - Sat ~ Pay Fortnight Starts 22/04/2002 Pay Fortnight Starts 22/04/2002 No G/L Pre this date No G/L Pre this date Last Order Confirm 15/08/2023 Last Order Confirm 16/08/2023

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.

Gp Qb Interface	×	
Great Plains	Quick Books	
Import Directory		
Don't update existing order lines 🍛	Delete Line if Qty=0 🌑 Don't restrict by Date 🌑	
Export Directory		
Export Sales At Confirmation	Export Confirmed Production 💷	
Don't export Pur If ticked the dockets are exported at day confirmation not at docket print		
Save	E <u>x</u> it	

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