

Modifying Quote, Custom or Sales Order

Overview

The below references how to modify an existing Quote.

If you are modifying a Sales Order, it can be changed up to status 540.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

<http://www.das.state.ne.us/>.

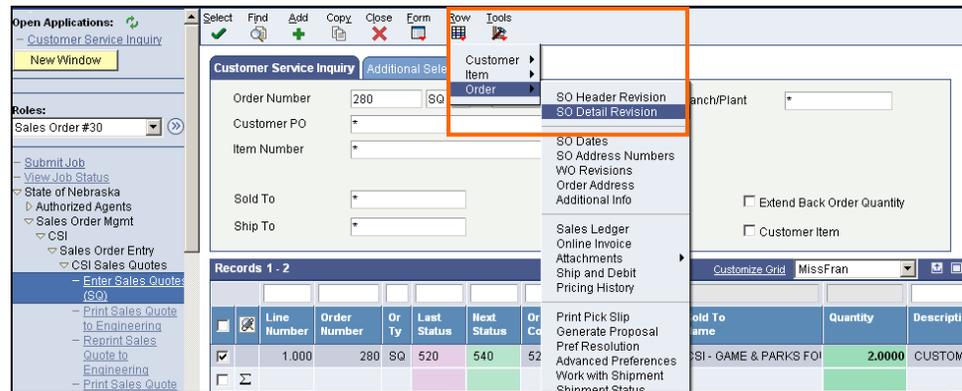
Navigation

NIS State of Nebraska > Sales Order Mgmt > CSI > Sales Order Entry > CSI Sales Quotes > Enter Sales Quotes (SQ)

Or

NIS State of Nebraska > Sales Order Mgmt > CSI > Sale Order Entry > CSI Sales Order Entry

Steps



1. Select detail line, go to Row, Order, SO Detail Revision (or SO Header Revision)

Detail Revisions | Line Defaults

Order Number: 280 SQ 52510 Branch/Plant: 46070025

Sold To: 565948 CSI - GAME & PARKS FOUNDATION Order Date: 01/26/2007

Ship To: 565948 CSI - GAME & PARKS FOUNDATION Cust PO:

Line Number	Quantity Ordered	Inventory Number	Description 1	UoM	Unit Price	Extended Price	Last Status	Next Status
1.000	2.0000	42521-TG-DK-999	CUSTOM DESK	EA	0.0000		520	540
2.000								

2. You will be at Sales Order Detail Revision screen automatically without having to go through Header first

Enter Sales Quotes (SQ) - Sales Order Detail Revisions

Detail Revisions | Line Defaults

Order Number: 280 SQ 52510 Branch/Plant: 46070025

Sold To: 565948 CSI - GAME & PARKS FOUNDATION Order Date: 01/26/2007

Ship To: 565948 CSI - GAME & PARKS FOUNDATION Cust PO:

Line Number	Quantity Ordered	Inventory Number	Description 1	UoM	Unit Price	Extended Price	Last Status	Next Status
1.000	2.0000	42521-TG-DK-999	CUSTOM DESK	EA	355		520	540
2.000								

3. Fill in Unit Price

4. Click OK

Enter Sales Quotes (SQ) - Sales Order Detail Revisions

Warnings

Issues (click each label for more information):

- System Event still in Process [Go to warning.](#)

Please look for the highlighted fields, correct the entries, and resubmit your request.

Detail Revisions | Line Defaults

Order Number: 280 SQ 52510 Branch/Plant: 46070025

Sold To: 565948 CSI - GAME & PARKS FOUNDATION Order Date: 01/26/2007

Ship To: 565948 CSI - GAME & PARKS FOUNDATION Cust PO:

Line Number	Quantity Ordered	Inventory Number	Description 1	UoM	Unit Price	Extended Price	Last Status	Next Status
1.000	2.0000	42521-TG-DK-999	CUSTOM DESK	EA	355.0000	710.00	520	540
2.000								

 If you get a Yellow Warning click OK again

Enter Sales Quotes (SQ) - Order Acceptance

Form Tools

Order Number: 280 SQ: 52510
 Sold To: 565948 CSI - GAME & PARKS FOUNDATION
 Ship To: 565948 CSI - GAME & PARKS FOUNDATION

Records 1 - 6 Customize Grid

Inventory Number	Description	Order Date	UM	Quantity	Extended Price	Tax	Line Number	Ln Ty	Quantity Shipped
42521-TG-DK-999	CUSTOM DESK	01/26/2007	EA	2.0000	710.00	Y	1.000	S	
	Order Total . . .				710.00				
	Taxable Amount								
	@ Tax Rate 0 %								
	INVOICE TOTAL				710.00				

Place Order Revise Order

5. Click Place Order

-  When modifying a document you MUST always be sure you have Placed Order (as noted above) or your change has not taken place.
-  If you needed to make yet another revision at this point click on Revise Order