

Sales Ledger Inquiry

Overview

Use the Sales Ledger inquiry to see an overall status of orders.

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:

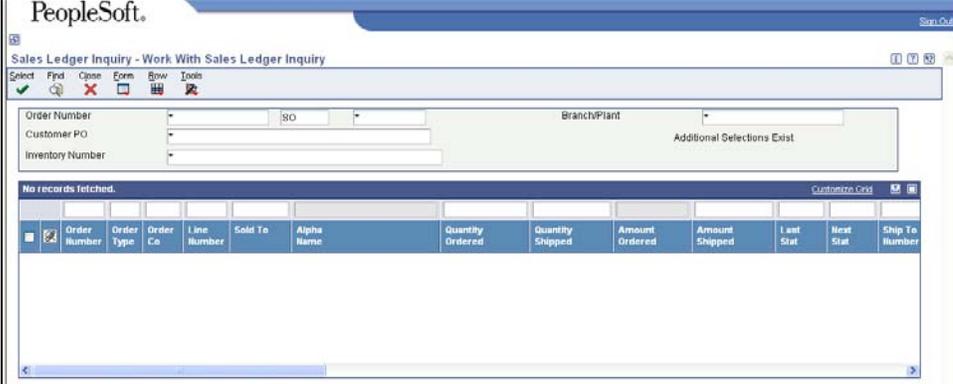
<http://www.das.state.ne.us/>.

Navigation

NIS State of Nebraska > Sales Order Mgmt > CSI > Inquiries & Reports > Sales Order Inquiries > Sales Ledger Inquiry

Steps

Start this instruction from the Work with Sales Ledger Inquiry window.



Order Number	Order Type	Order Co	Line Number	Sold To	Alpha Name	Quantity Ordered	Quantity Shipped	Amount Ordered	Amount Shipped	Last Stat	Next Stat	Ship To Number
No records fetched.												

1. Complete the following fields:
 - **Order Number** - enter any Sales Order number (Ex. 2818 SI - State Agency)
 - **Branch/Plant**
2. Click **Find**.

Order Number	Order Type	Order Co	Line Number	Sold To	Alpha Name	Quantity Ordered	Quantity Shipped	Amount Ordered	Amount Shipped	Last Stat	Next Stat	Ship To Number
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	5.0000	2,180.00	1,090.00	520	521	
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	5.0000	2,180.00	1,090.00	521	525	
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	5.0000	2,180.00	1,090.00	525	540	
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	5.0000	2,180.00	1,090.00	525	540	
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	10.0000	2,180.00	2,180.00	525	540	
2626	SO	52510	1.000	566077	CSI - ALLEN CONSOLIDATED !	10.0000	10.0000	2,180.00	2,180.00	525	540	

This example shows a multi-line order.

- To view the detail for a specific detail line, choose the row and click **Row, Sales Ledger Dtl.** The Sales Ledger Detail window appears.

Quantities	UOM	Unit Price	UOM	Amounts	
Ordered	10.0000	EA	218.0000	EA	2,180.00
Shipped	5.0000				1,090.00

- When finished reviewing the information, click **Cancel** to return to the Work with Sales Ledger Inquiry window.

Order Number	Order Type	Last Stat	Next Stat	Order Co	Line Number	Sold To	Alpha Name	Quantity Ordered	Quantity Shipped	Amount Ordered
2818	SI	900	521	52510	1.000	605999	CSI - BOARD OF PARDONS	2.0000		1,200.00
2818	SI	520	521	52510	1.000	605999	CSI - BOARD OF PARDONS	2.0000	2.0000	1,200.00
2818	SI	521	525	52510	1.000	605999	CSI - BOARD OF PARDONS	2.0000	2.0000	1,200.00
2818	SI	521	525	52510	1.000	605999	CSI - BOARD OF PARDONS	2.0000	2.0000	1,200.00
2818	SI	900	521	52510	2.000	605999	CSI - BOARD OF PARDONS	4.0000		872.00

As the order proceeds through the order process, a status is created in the Sales Ledger. The Work with Sales Ledger Inquiry will show what is backordered (if anything) as well as what has happened (“**Last Status**”) & what is to happen next (“**Next Status**”). For instance, in the example above:

- Line 1 & 5 – Last Status 900 (Backordered) & Next Status 521 (Approve)

- Line 2 – Last Status 520 (Created Order) & Next Status 521 (Approve)
 - Line 3 & 4 – Last Status 521 (Approve) & Next Status (Print to Customer)
5. Click **Close**.