
Robbing an Item from a POS Order

Overview

The "Robbing" an item feature in Tag-N-Trak Point of Sale allows a salesperson to "rob" an item from one sales order so that it can be sold on a different order. Typically, the item is robbed from an order with an expected delivery date far enough in the future to allow time for re-ordering. Usually the item is backordered on the sales order being "robbed from," though this is optional. This feature works best when salespeople enter an expected delivery date on sales orders.

1. When selling an item with an insufficient quantity available, perform a quantity reserve search. Typically this is done by entering 'Q' for Qrv at the Insufficient QAV prompt.
2. The "Reserved Quantity Search" window pops up. Orders with Delivery Dates furthest in the future are displayed first.
3. Use the Arrow keys to highlight the order you wish to rob and press [Enter]. (Normally, this is the order with a delivery date furthest in the future.)
4. Enter the Quantity to rob from the highlighted order and press [Enter]. (The QTY defaults to 1. If you need to rob 1, simply press [Enter].)
5. Next, press [Enter] on the "Y" for "Backorder." This action will cause Tag-N-Trak to automatically backorder the item on the order the user is "robbing from." The Reserved Qty Search screen immediately shows a reduction in the QTY on the order you are robbing from.
6. Note: If you respond "N" to "Backorder," the program simply reduces the order quantity on the order you are "robbing from." (If the order quantity started out as 1, and a quantity of 1 was robbed with "N" to "Backorder," then the order quantity will be reduced to zero.)
7. The cursor remains on the Reserved Qty Search screen so that you may "rob" from more than one order to fill your order. When finished robbing, press [F12] to return to the point-of-sale line items screen.
8. The item is sold on the "new" order with an automatic sales note. The note provides the order number you "robbed from" and the Stage Location of that order.

Info: ** TAKE 1 FROM # 12345678 @ STAGE P**

The first sales note will appear in the "Info" line. If you robbed from more than one order, multiple sales notes are created. Press [F12] and 'S' for sales notes to view them. Each note has a print flag of 'P' so that the note is printed on the picking ticket.