



HOW TO CLEAR SOP ### NUMBERS

What are ### Numbers?

While a Sage 200 user is processing a Sales Order, Sage 200 will temporarily allocate a ### number to the Sales Order until it is saved. Only then does Sage allocate the next document number to the Sales Order. If for any reason the Sales Order is not saved, for example; the server has gone down, the PC has failed or Sage has crashed, then Sage 200 is not able to allocate the next document number and the ### number remains.

How to find and remove a ### Sales Order in Sage 200

The steps below show you how to remove a Sales Order with a ### number.



For Sage Support call 01604 655900 or email helpdesk@paradisecomputing.co.uk

	Document No	Value Status Pipeline Indica	Doo	In the 'Document No' column enter		
	###			###		
00%	###17107224#17414			This will display all ### numbers in		
00%	###16639094#04262			the system		
95%	###16038294#01388	—		Note that there equils be a number		
00%	###15127954#41751			of ### visible. This is because		
00%	###15075694#12217			other Sage 200 users could be		
				entering an unsaved Sales Order at		
\frown						
	0.00%	100.00% ###150756	94#12217	Select the ### Line you want to		
				remove		

100.	.00% #	HHAF07500 (HA0047		23/04/2021 Sal	Right click your mouse button and
		Actions →	Despatched/Received →		select:
		<u>R</u> eports →	Document Printing →		
		E <u>x</u> port →	Enquiries →		Actions
		<u>P</u> rint →	Order Processing →		Sales Orders
		Cojumn Selector	Sales Orders -	Amend Order Status	Amend Order Status
> = 1×1	25	Action Selector	Sales Returns →	Enter New Order - Full	
			Workspaces →	Enter New Order - Rapid	
			Amend Details		
spatch	ו ו	Despatched Quantity	View Details	nit Price Net	

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Amend Orde	r Status						-	0 X	Т
								😊 ★ 🔇	.'
Selection Cr	teria								b
Order no:		Y	Invoice no:		~	Code:		~	
Customer orde	r no:			Show All Orders		Short name:		~	0
Order date:						Postcode:		~	2
Current Ord	rs (Live & On Hold	0							
Order No	Order Date	Order Status Code	Name		Custor	ver Order No	1	Value	т
###1607689	a 23/04/2021	On hold						32.22	- 1
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Amend Order Status' panel will splayed

t the 'Cancel Order' button

will remove all allocated stock ntly assigned to each stock in the Sales Order

Sales Order status will be ged to 'Completed'

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