



HOW TO CLEAR SOP ### NUMBERS

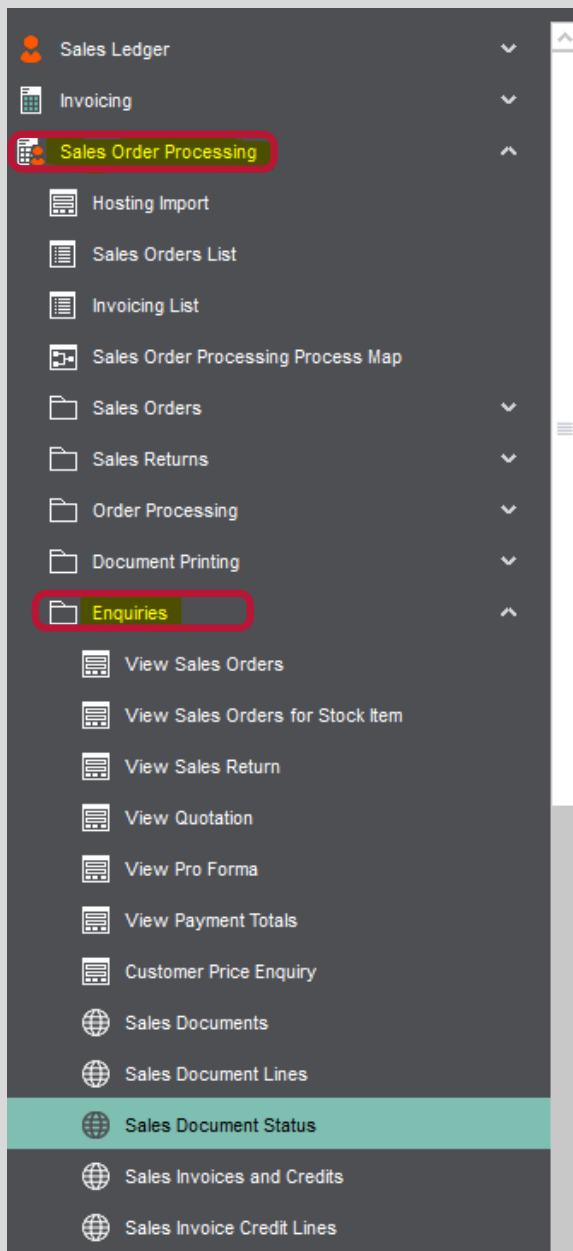
What are ### Numbers?

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.

1



Navigate to the following in Sage 200:

Main Menu

- Sales Order Processing

- Enquiries

- Sales Document Status

2

	Document No	Value	Status	Pipeline	Indica	Doc
	###					
00%	###17107224#17414		█			
00%	###16639094#04262		█			
95%	###16038294#01388		█			
00%	###15127954#41751		█			
00%	###15075694#12217		█			

In the 'Document No' column enter '###'

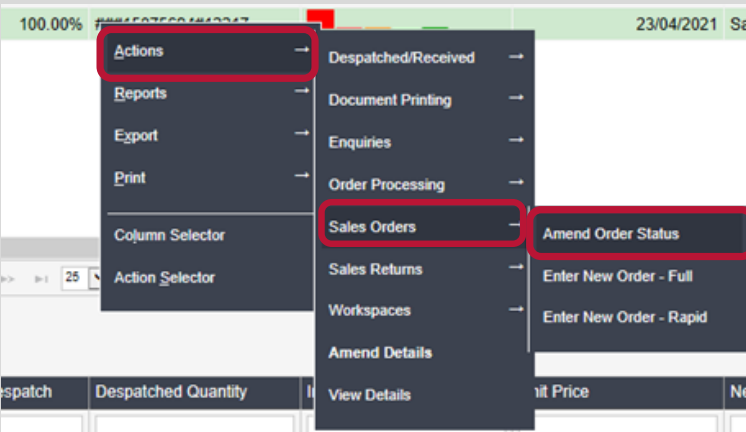
This will display all ### numbers in the system

Note that there could be a number of ### visible. This is because other Sage 200 users could be entering an unsaved Sales Order at the time

<input checked="" type="checkbox"/>		0.00%		100.00%	###15075694#12217
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Select the ### Line you want to remove

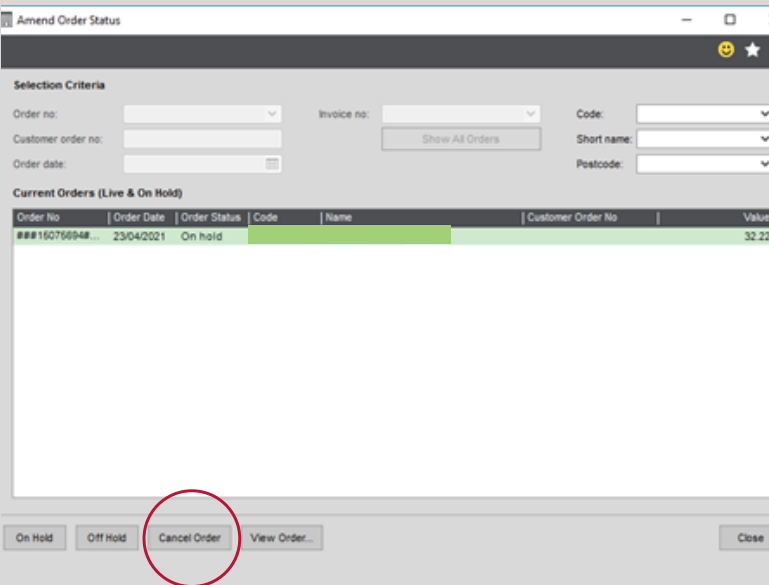
3



Right click your mouse button and select:

- Actions
- Sales Orders
- Amend Order Status

4



The 'Amend Order Status' panel will be displayed

Select the 'Cancel Order' button

This will remove all allocated stock currently assigned to each stock item in the Sales Order

The Sales Order status will be changed to 'Completed'

END