

OVERRIDES

In special cases, it may be necessary to change the standard order information your firm uses. The Order Entry module has a special Override screen that appears when the Override checkbox is activated on the original order screen.

Depending on your Entitlements, there are seven different types of overrides you can do using the Override screen:

- **Entity Override** – Type the new Entity that this order belongs to. People who place orders for multiple reps in multiple offices can use this override. Instead of having the entity/office always default to the current user, a manual override can book the trade to the proper office.
- **Person Override** – Type the new Person/rep for this order. People who place orders for multiple reps use this override. Instead of having the person id of your id, a manual override can book the trade to the proper person/rep.
- **Commission and Fee Override** – Select the Type (Commission, Sales Credit or Fee), Method, and Amount to override for this order and click the **Add** button. To edit or delete the data, double click in the grid, make the desired changes and click the **Edit** or **Delete** button.
- **Sale of Stock** – Choose **Stock Long in Account** to signify a client’s ownership of a security held by your firm. Use the other option to indicate stock to be delivered to the client, from your firm.
- **Received Date/Time** – A way to manually enter the date and time the order entered the firm, overriding the time created by the SABIL system.
- **Trailers** – Attach a trailer to the order based on the Available Trailers list or enter your own. Click the desired trailer and click the > button to add it to the order. To remove it, click the < button.
- **Standing Instructions** – Allows you to override the security and money standing instructions for the account for this order. For example, instead of using the default of holding the stock street name, a different value can be selected.

When finished with overrides, click the Continue button to submit the final order.