

# OPUS

**ORDER PROCESSING UTILITY SOLUTIONS**

*Sales Order Utilities*



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## 1. Sales Order Utilities

### 1.1 Multiple SOP Pricing

Standard Opera provides a single selling price per stock item, or per stock item at warehouse level. This is supplemented by the ability to have multiple price-lists to which a customer or group of customers can be assigned.

There is no facility within Standard Opera to change the price list during the creation or amendment of an SOP document, nor to apply prices from different price lists at line level during processing.

OPUS Multiple SOP Pricing has been designed to overcome those restrictions and to make pricing more flexible for the end-user. This means that a customer who is normally on (say) the Bronze price list can be changed to the Gold price list for an entire order without the need to change the customer settings.

In addition, the customer on the Bronze price list could be assigned the pricing from the Gold price list for one or more items within a quotation, order or other document as a one-off.

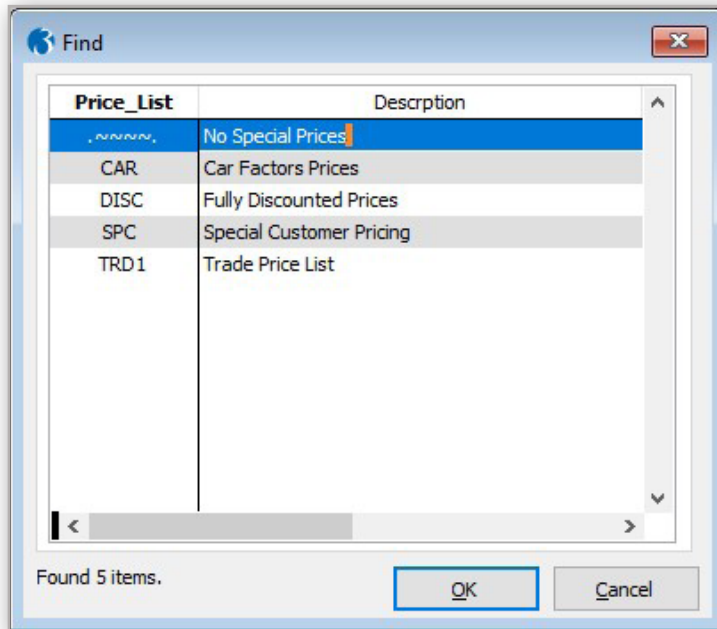
#### 1.11 Applying a Price List to an SOP Document

On creation of a new SOP document of any type, an additional field is displayed showing the price-list attached to the customer.

The screenshot shows a software window titled 'SOP header form'. It contains three fields: 'Sales Opportunity' with a dropdown arrow, 'Quote Status' with a dropdown arrow, and 'Price List' with a text box containing 'CAR' and a magnifying glass icon. Below these fields are two empty text boxes. At the bottom of the window are 'OK' and 'Cancel' buttons.

**Figure 1 – The SOP header form showing the price list selection box**

Part-entering a pricelist followed by Tab or Enter, or pressing F4 when the 'Price List' box has focus, offers a list of available price-lists to select from. The 'No Special Prices' option reverts the order to standard pricing.

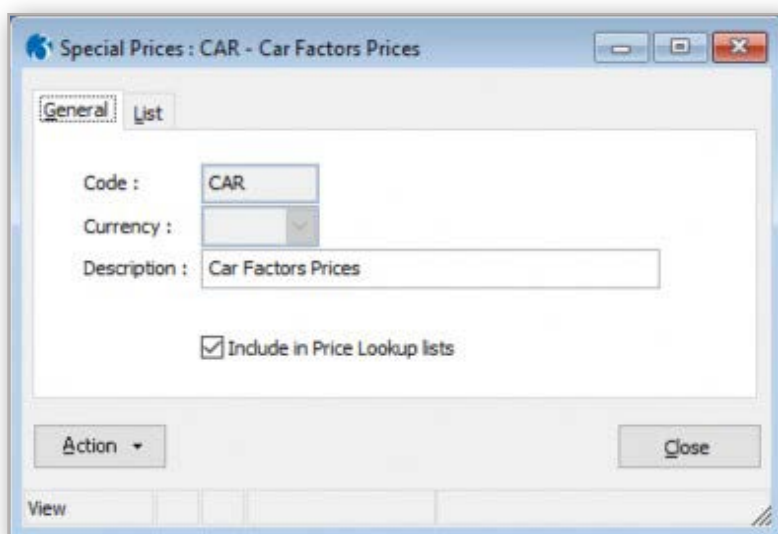


**Figure 2 – List of available price-lists**

The highlighted price list can be selected by pressing return, double-clicking the required entry or clicking the 'OK' button.

**1.12 Price List Availability**

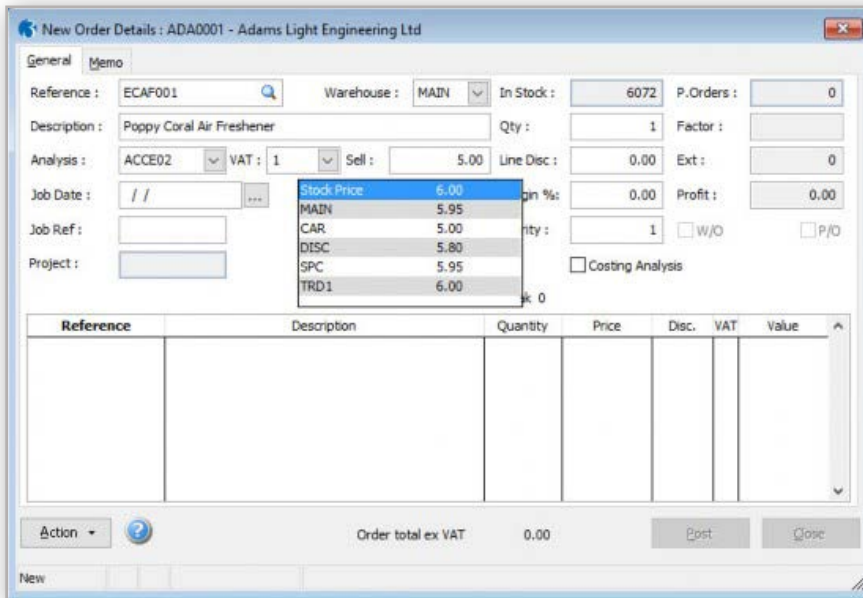
The price-lists (shown in section 2.11) are held in the same currency as the customer and flagged as 'Include in Price Lookup Lists'. Also included is the price-list attached to the customer (whether or not it is flagged to be included).



**Figure 3 – Special Prices header form**

### 1.13 Applying a Price to an SOP Line

The price-list can also be overridden on the SOP detail line. The price shown by default is taken from the price-list attached to the order but can be amended by pressing Ctrl+F3 to show a selection list with alternative prices.



**Figure 4 – SOP detail line showing list of alternative prices**

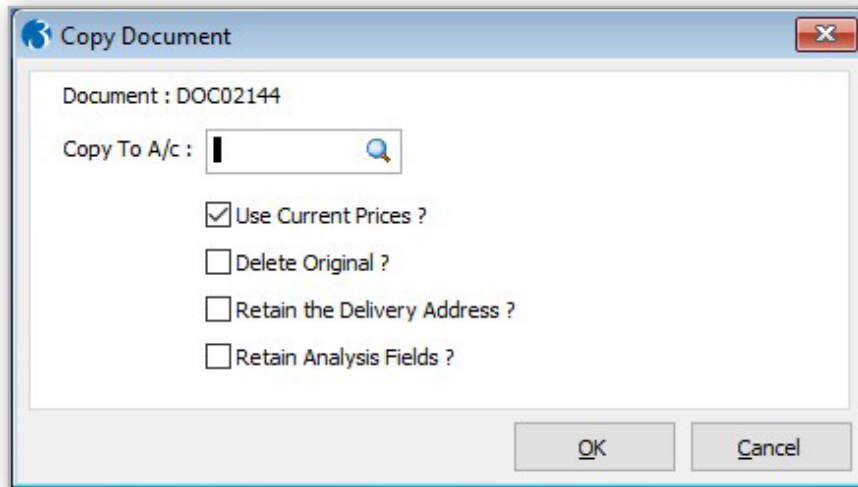
The criteria for which price-lists are available to select is the same for the SOP header. However, if the product does not appear on a specific list, that list is omitted. The standard 'Stock Price' also appears on the list, as does the warehouse price if it differs from the standard price.

### 1.2 Copy Documents and Quotations

In many business sectors, quotations or uncommitted documents are created for a multitude of reasons, such as a potential order. Often where no customer record exists these are assigned to 'bucket' accounts as there is no point in creating an account for a general enquiry that may not be progressed. If the quotation does turn into an order then the account needs to be created and the order has to be typed in manually which can be extremely time consuming if there are several lines on the quotation. The original quotation then needs to be deleted so that the system does not hold unwanted records.

The OPUS Copy Documents and Quotations facility provides a simple method of recreating a document or quote either for the same or a different customer. Alternatively, the document or quote can be moved to a different customer.

Either in the SOP Document or Quote header form, select the document to be copied/moved and press F4. Several options are offered.



**Figure 5 – Copy document options for individual copy**

If the 'Copy To' account number is the same as the original customer, a copy will be made. This is very useful for creating multiple quotes with minor variations.

If 'Use Current Prices' is deselected, the document is re-priced using the receiving customer's standard price list.

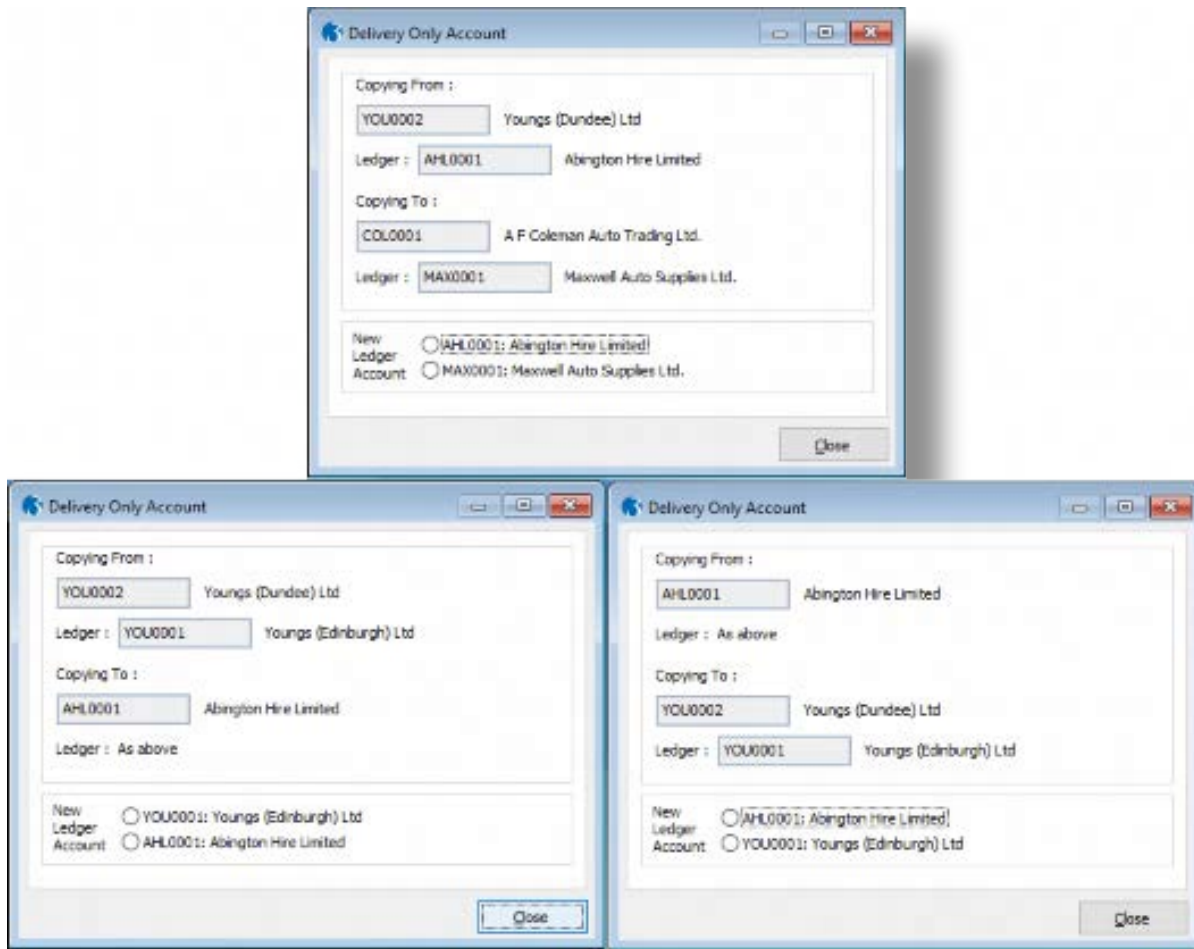
To move the document rather than copy it, select the 'Delete Original' option. The delivery address is removed unless 'Retain the Delivery Address' is selected.

All analysis options are overwritten by the receiving customer's defaults if 'Retain Analysis Fields' is not ticked.

If the copy is made to or from a delivery only account, there is an option to choose the ledger account. The ledger account of either the copied 'from' or 'to' accounts can be selected to allow for any of six different permutations:

- Copying from a delivery only to delivery-only account leaving the original ledger account.
- Copying from a delivery only to delivery-only account using the new ledger account.
- Copying from a delivery-only account to ledger account leaving the original ledger account (using the new account for delivery only).
- Copying from a delivery-only account to ledger account using the new ledger account.
- Copying from a ledger account delivery-only account leaving the original ledger account.
- Copying from a ledger account to delivery-only account using the new ledger account.





**Figure 6 – Three different options for copying delivery-only documents**

### 1.3 Customer Products

Whilst supplier products have always been available in standard Opera, this has never been the case with customer products. Customer Products in OPUS removes this constraint and allows a different stock code and description, for the same product, for every customer that the product is sold to.

In either the SOP or Sales Processing forms, pressing F3 shows a list of products for the selected customer. These can be added to, amended or deleted.

A memo field is also associated with each product. If this is completed and the 'Auto Fill Invoice Line Memo' option is selected, the contents of the memo field will overwrite the extended description on the document.

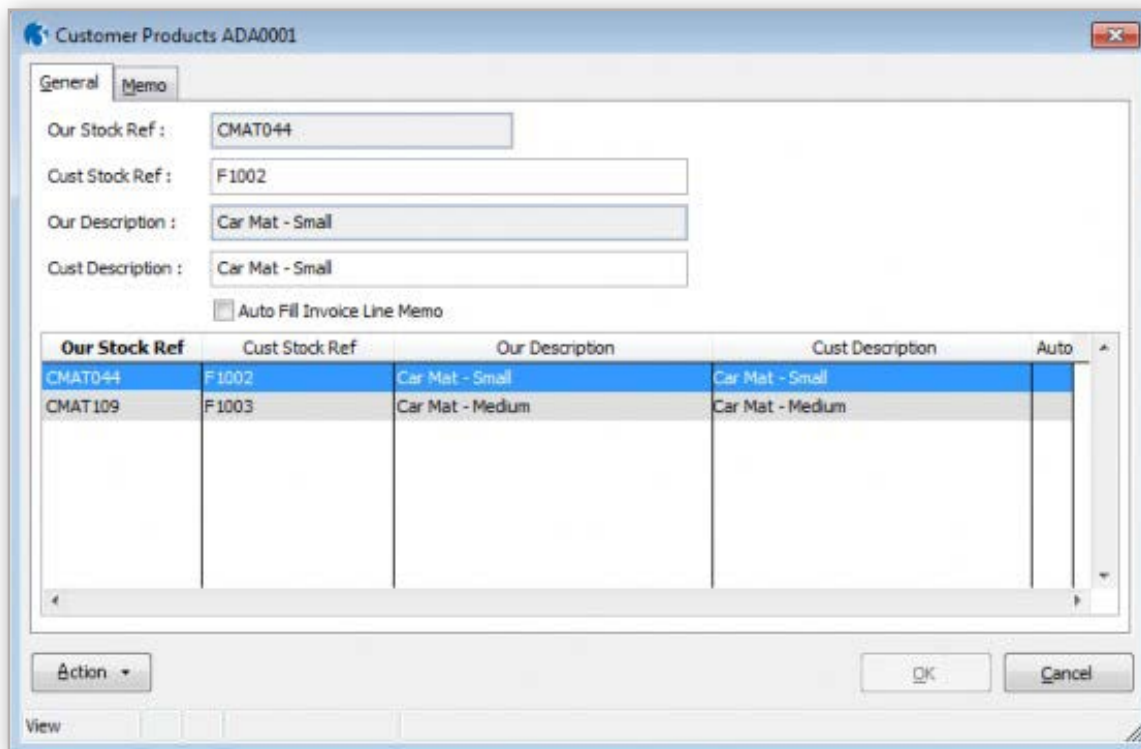


Figure 7 – Customer Products maintenance

The functions available on the Action button consist of options to export the details to a CSV file, import from a CSV file, print a report and remove all details.

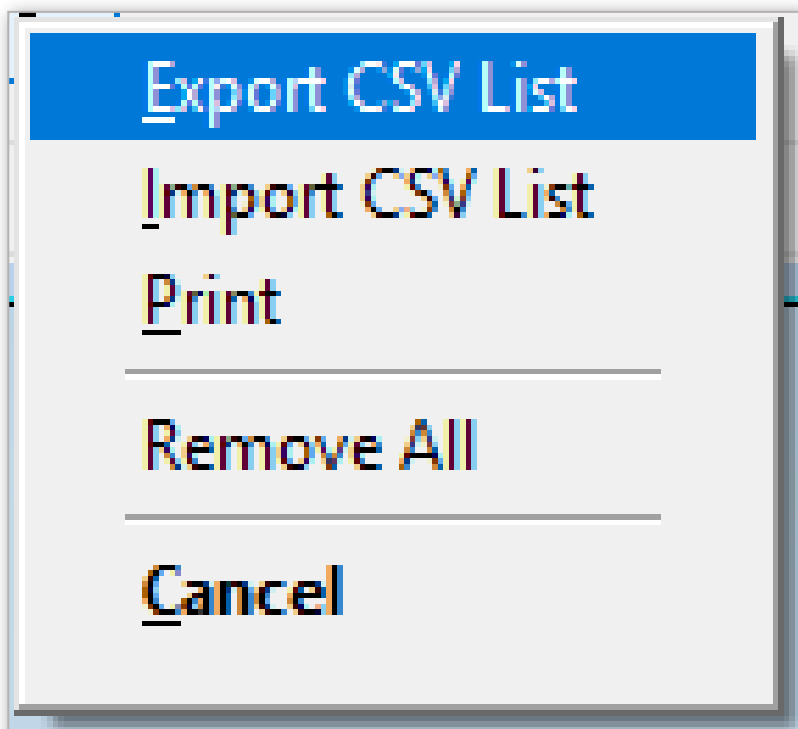


Figure 8 – Customer Products action menu



Export CSV List –Includes an option to export from the current customer only or from all customers.

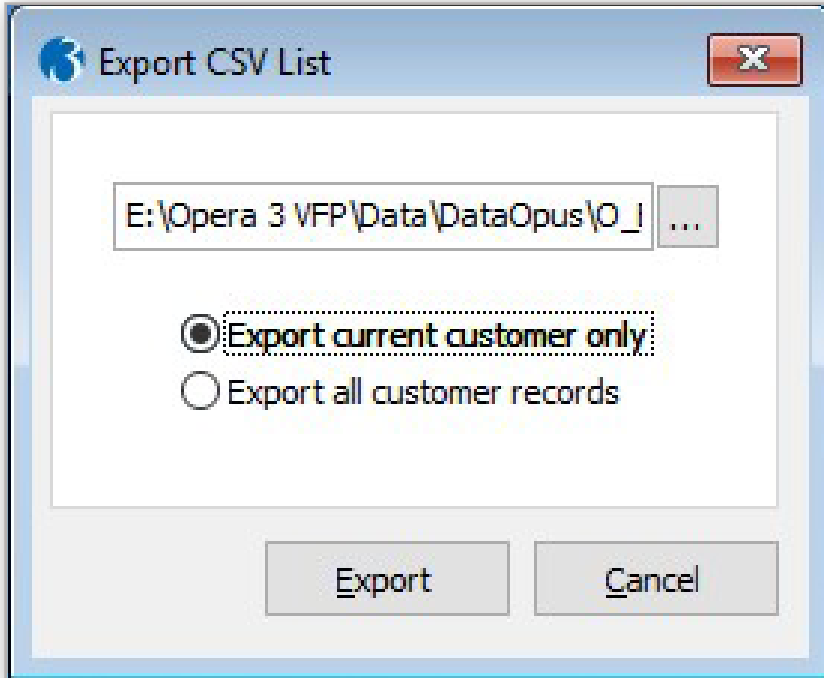


Figure 9 – Customer products export options

Import CSV List – Includes an option to append to and update the existing product list or overwrite by deleting and replacing the product list. Warnings are shown if none or only some of the entries in the CSV file are for the selected customer.

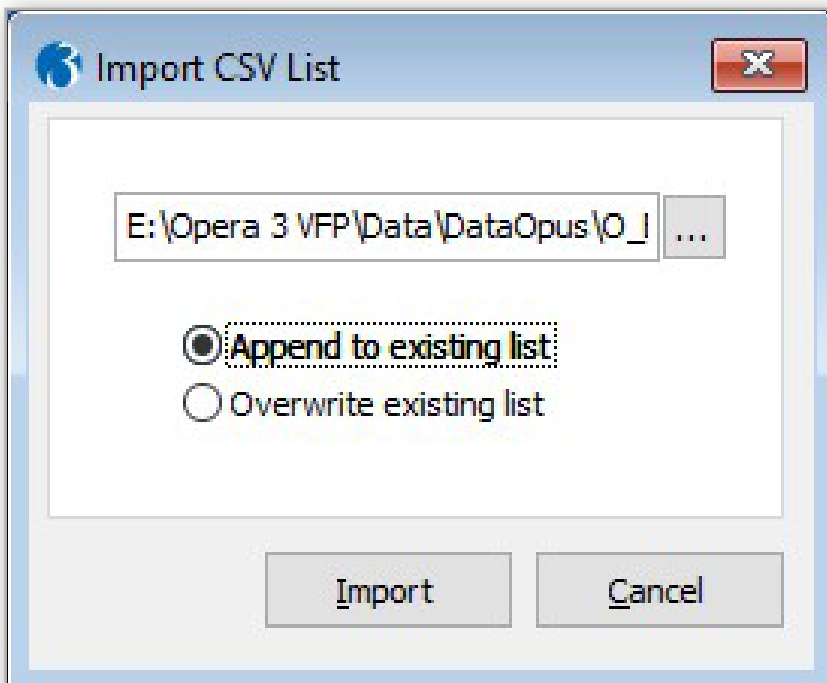


Figure 10 – Customer products import options

Printing – A report of customer's products can be generated using a criteria of a range of customers and products but defaults to the selected customer only. The product memo text memo can be included or excluded from the report.

**Print Customer Products**

Criteria :  This customer only  
 All Customers  
 Include Memo Text

From Customer : ADA0001 Adams Light Engineering Ltd  
 To Customer : ADA0001 Adams Light Engineering Ltd

From Product : CMAT044 Car Mat - Small  
 To Product : ZACD014 Sony Stereo WX-C604R

OK Cancel

**Figure 11 – Print criteria for Customer Products report**

### 1.4 Fixed Prices

Within price list details, specific products can be set as fixed price.

**Details: CAR - Car Factors Prices**

General

Ref: ECCD001 Description: Digital Compass  
 Price: 19.99 (Sterling Valuation) SOP Note:  
 Sale Price: 0.00 Sale Start: // Sale End: //  
 Next Price: 0.00 Next Start: //  Line  Overall  Settlement  
 Cost Price: 10.99  Fixed Price/Disc Qty Breaks

Reference	Description	Price	Sale
ECAF001	Poppy Coral Air Freshener	5,00	0,00
ECCD001	Digital Compass	19,99	0,00
ECHC001	Heat and Massage Cushion	49,50	0,00
ECMH001	Mobile Phone Holder - Silver	8,50	0,00
ECRD001	Uniden LDR6157 Radar Detector	160,00	0,00
HSSW001	High Security Steering Wheel	49,50	0,00
HSWB001	High Security Steering Wheel Bar	35,00	0,00
LCBL001	Roof Box Locks for Roof Bar 1	16,00	0,00
LCBX003	Load Carrying Roof Box 360L	120,00	0,00

Modified

OK Cancel

**Figure 12 – Price list detail form showing the 'Fixed Price' option**

When entering or amending a product marked as 'fixed price' in SOP, the selling price and discount fields are disabled.

**New Order Details : ADA0001 - Adams Light Engineering Ltd**

General Memo

Reference : ECCD001 Warehouse : MAIN In Stock : 572 P.Orders : 0

Description : Digital Compass Qty : 1 Factor :

Analysis : ACCE02 VAT : 1 Sell : 19.99 Line Disc : 0.00 Ext : 0

Job Date : // Cost inc. LC : 10.99 Margin % : 0.00 Profit : 0.00

Job Ref : Due : 18/09/2018 Priority : 1  W/O  P/O

Project : Department :  Costing Analysis

List Price

Reference	Description	Quantity	Price	Disc.	VAT	Value

Action ? Order total ex VAT 0.00 Post Close

New

**Figure 13 – SOP detail form showing product marked as 'Fixed Price'**

### 1.5 Editable Cost Price

Opus contains an option to allow for the cost price to be edited on the SOP document line. Note, this is for analysis purposes only and does not update the stock cost price.

**New Order Details : CMAT044 - Adams Light Engineering Ltd**

General Memo

Reference : CMAT044 Warehouse : MAIN In Stock :

Description : Car Mat - Small Qty :

Analysis : ACCE01 VAT : 1 Sell : 12.00 Line Disc :

Job Date : // Cost inc. LC : 8.80 Margin % :

Job Ref : Due : 23/01/2020 Priority :

Project : Department :

**Figure 14 – Part of the SOP detail form showing the editable cost price**

The option to allow editing of the cost price can be found on the SOP Set Options form, OPUS tab.

**Set Options**

General **OPUS**

**SOP Notifications**  
Set values to zero or leave empty to disable.

Min Margin % : 20.00  
Min Order Value : 100.00  
Carriage Code : SHIP01

Use Sales Code for Carriage Code  
 Use Stock Code for Carriage Code

**SOP Utilities**  
 Edit Cost Price

**Default History Seq**  
 Product  
 Date

Figure 15 –SOP Options form showing the edit cost price checkbox

### 1.6 SOP Notes

Additional notes can be attached to a product on specific price-lists.

**Details: CAR - Car Factors Prices**

General

Ref : HSSW001 Description : High Security Steering Wheel

Price : 49.50 (Sterling Valuation) SOP Note : Extra secure

Sale Price : 0.00 Sale Start : // Sale End : //

Next Price : 0.00 Next Start : //  Line  Overall  Settlement

Cost Price : 20.00  Fixed Price/Disc  Qty Breaks

Reference	Description	Price	Sale
ECAF001	Poppy Coral Air Freshener	5.00	0.00
ECCD001	Digital Compass	19.99	0.00
ECHC001	Heat and Massage Cushion	49.50	0.00
ECMH001	Mobile Phone Holder - Silver	8.50	0.00
ECRD001	Uniden LDR6.157 Radar Detector	160.00	0.00
<b>HSSW001</b>	<b>High Security Steering Wheel</b>	<b>49.50</b>	<b>0.00</b>
HSWB001	High Security Steering Wheel Bar	35.00	0.00
LCBL001	Roof Box Locks for Roof Bar 1	16.00	0.00
LCBX003	Load Carrying Roof Box 360L	120.00	0.00

View

Figure 16 – Price-list detail form showing SOP Notes option

The SOP notes are available for printing on SOP documents but are not amendable.

### 1.7 Enhanced Product Searches

Within OPUS, all products can be located by their barcode.

Stock Reference	Description	Barcode	Price	Quantity
CMAT044	Car Mat - Small	5010000000201	12.00	544
CMAT109	Car Mat - Medium		10.92	151
CMAT122	Car Mat - Large		14.00	13
CPOL001	Electric Car Polisher		39.99	11
CSEAT001	Kinderkraft Group 1/2/3 Safety Car Seat	4387332747374	129.00	10
DDA001K001	Driving Assessment Preparation CD		9.99	59
DTRON16	Dialotron 16 Mobile Telephone		85.00	45
DTRON32	Dialotron 32 Mobile Telephone		115.00	94
ECAF001	Poppy Coral Air Freshener		6.00	672
ECCD001	Digital Compass		21.27	572
EOHC001	Heat and Massage Cushion		51.06	12
EQMH001	Mobile Phone Holder - Silver		8.50	170

Found 97 items

Figure 17 – Stock search with barcode column

## 2. File Formats

### 2.1 Sales History

HSOP

IT_ACCOUNT	C	8	Account
IT_TRREF	C	10	Reference
IT_DATE	D	10	Date
IT_DOC	C	10	Document
IT_RECNO	N	7	Line Number
IT_STOCK	C	16	Stock Reference
IT_QUAN	N	9	Quantity
IT_PRICE	N	10	Price
IT_EXVAT	N	10	Ex Vat
IT_DISCN	6	2	Discount Pct.
IT_COST	N	10	Cost Price
IT_DISCVAL	N	10	Discount Value
IT_DOCSTAT	C	1	Document Status
IT_ID	N	10	Transaction ID
IT_FCURR	C	3	Foreign Currency
IT_FCRATE	N	11 6	FC Exchange Rate
IT_FCDEC	N	1	FC Dec.pl.
IT_FUNDEC	N	1	Unit. dec.pl. power

### 2.2 Purchase History

HPOP

DO_ACCOUNT	C	8	Account
DO_DCREF	C	10	Reference
DO_RECSTAT	D	10	Received
DO_CNREF	C	16	Stock Reference
DO_DESC	C	40	Description
DO_DCLINE	N	7	Line Number
DO_REQQTY	N	9	Quantity
DO_PRICE	N	12	Price
DO_ID	N	10	Transaction ID
DO_CURRCY	C	3	Foreign Currency
DO_DPLACE	N	1	FC Dec.pl.
DO_FUNDEC	N	1	Unit. dec.pl. power

### 2.3 SOP Options

IPARM



MINMARG	N	7	2	Minimum Margin
MINORDER	N	12	1	Minimum Order Value
CARRCODE	C	16		Carriage Code
DEFNARR1	C	75		Default SOP Narrative 1
DEFNARR2	C	75		Default SOP Narrative 2
EDITCOSTPRICE	L	1		Edit Cost Price
IP_DEFHISTSEQ	N	2		Default History Sequence
IP_CRCCTYPE	N	1		Carriage Code Type

## 2.4 Customer Products

### ISPROD

IS_ACCOUNT	C	8		Customer Account
IS_CNREF	C	16		Our Stock Ref.
IS_CUSREF	C	32		Customer Stock Ref.
IS_CUSDESC	C	40		Description
SQ_CRDATE	D	8		Date Created
SQ_CRTIME	C	8		Time Created
SQ_CRUSER	C	8		User Created
SQ_AMDATE	D	8		Date Amended
SQ_AMTIME	C	8		Time Amended
SQ_AMUSER	C	8		User Amended
IS_MEMO	M	10		Comments
IS_AUTO	L	4		Invoice Memo Auto

## 2.5 Other Table Additions

CCATG	CATMARG	N	7	2	Minimum Margin
IHEAD	IH_PRCLST	C	8		Price List
CLIST	CL_SHOWINLIST	L	1		Incl. in price-selection lists
DPARM	DP_BATCHORDIN	L	1		Incl. unit vol. in wt.calc
	CLUNITV				
	DP_BATCHORDS	L	1		Calculate batch order weight
	HOWWT				
DETL	CD_SOPNOTE	C	20		SOP Note
	CD_FXDPRC	L	1		Fixed Price?
ITRAN	IT_SOPNOTE	C	1		SOP Note