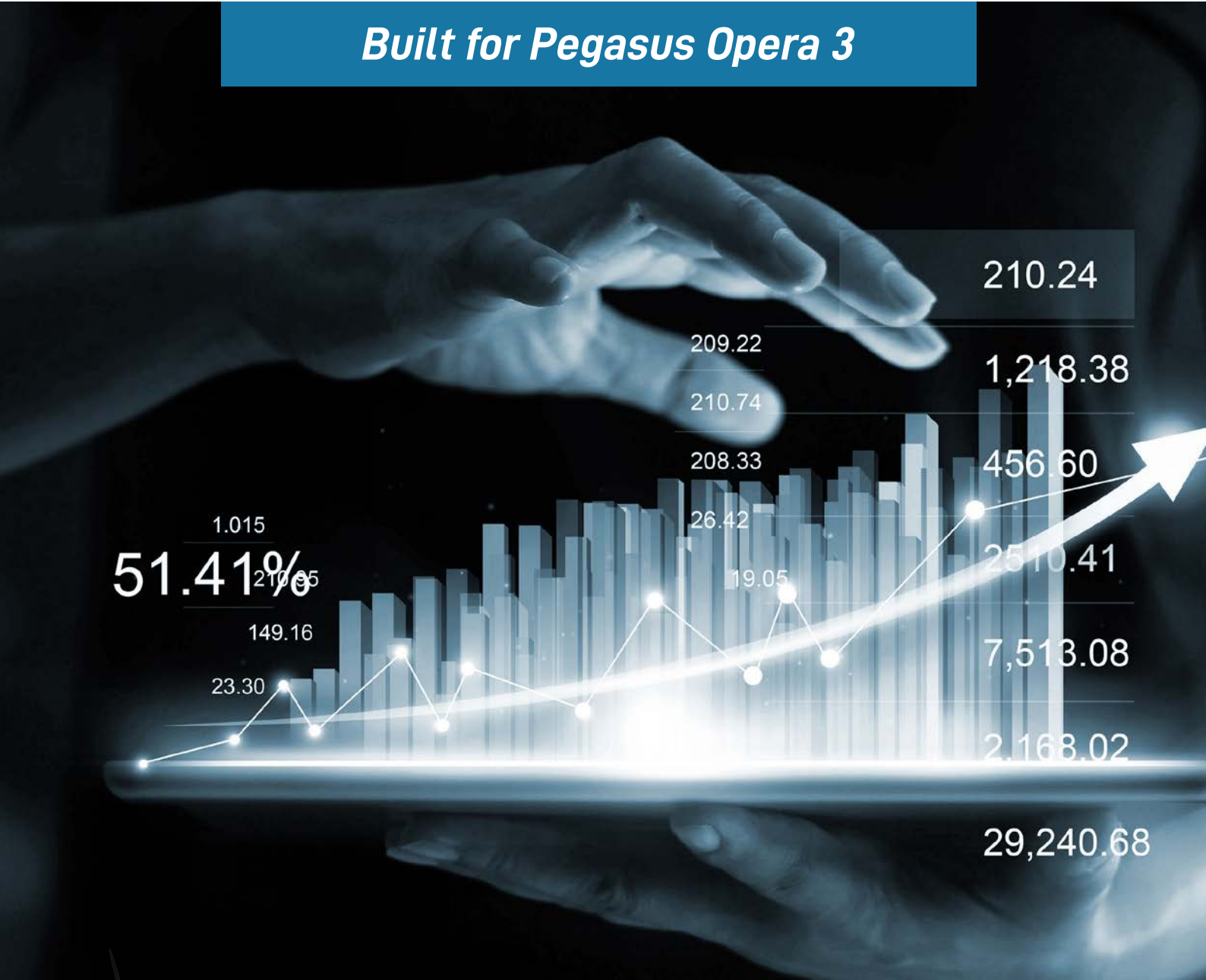


OPUS

ORDER PROCESSING UTILITY SOLUTIONS

Built for Pegasus Opera 3



51.41%

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1. Order History

1.1 Sales History Utilities

The Sales History utilities can be found on the SOP tab. There are two options associated with OPUS Sales History in addition to any other standard or non-standard options that may also be displayed.

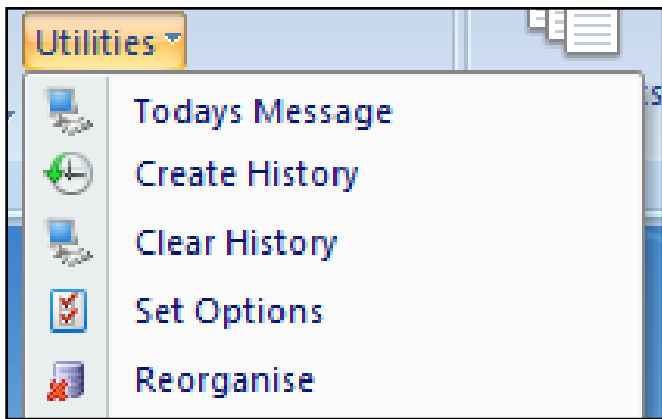


Figure 1 – Sales History Utilities

1.11 Create History

Sales History data can be created or re-created at any time. Data is read from the Sales Invoicing tables and is updated into the OPUS tables. Any existing data in the OPUS tables will be overwritten when running this process.

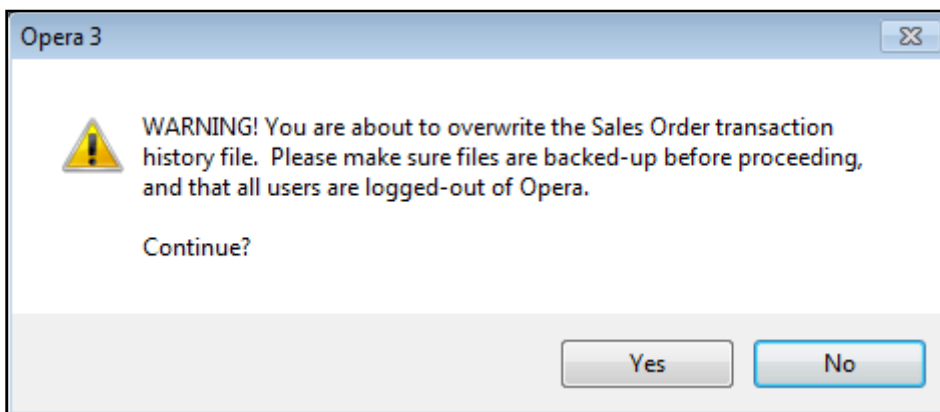


Figure 2 – Sales History Creation Warning

1.12 Clear History

Data will be added to the OPUS Sales History files following the creation of every sales invoice or credit note. To clear down those files and remove unwanted data a routine is available within SOP Utilities to do this. The user simply has to enter a date, up to which all history records will be permanently removed.

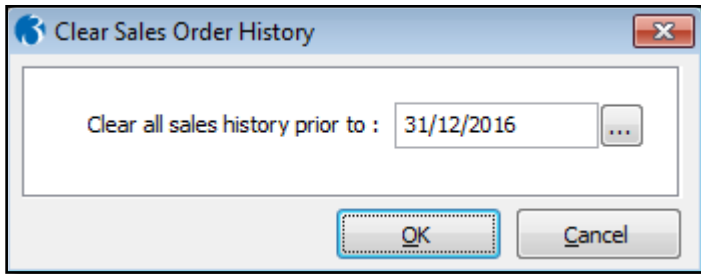


Figure 3 – Sales History Cleardown

1.2 Purchase History Utilities

The Purchase History utilities can be found on the P.Orders tab. There are two options associated with OPUS Purchase History in addition to any other standard or non- standard options that may also be displayed.

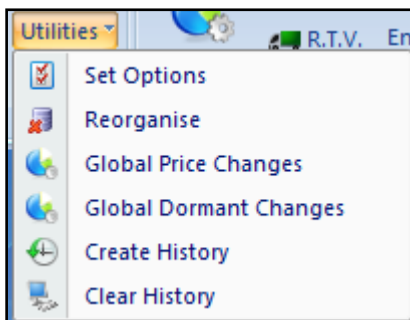


Figure 4 – Purchase History Utilities

1.21 Create History

Purchase History data can be created or re-created at any time. Data is read from the Purchase Order tables and is updated into the OPUS tables. Any existing data in the OPUS tables will be overwritten when running this process.

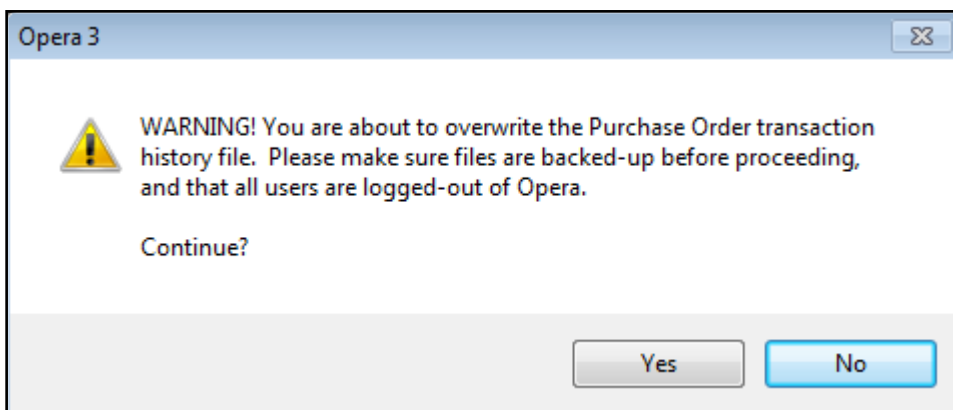


Figure 5 – Purchase History Creation Warning

1.22 Clear History

Data will be added to the OPUS Purchase History files following the creation of every new purchase order and then updated with the matching of the purchase invoice. To clear down those files and remove unwanted data a routine is available within P.Orders Utilities to do this. The user simply has to enter a date, up to which all history records will be permanently removed.

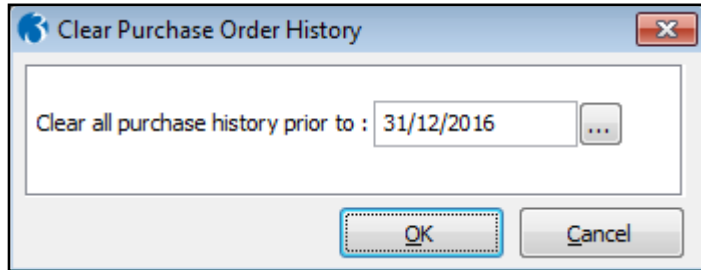


Figure 6 – Purchase History Cleardown

1.3 Sales History

Sales History can be accessed either from the SOP menu through SOP History or whilst in SOP Processing when creating, amending or progressing any of the SOP document types. The functionality offered by each method of access is similar in terms of their output and drilldown capabilities, with the exception that SOP Processing also provides an F5 Add function as described later in Section 1.34.

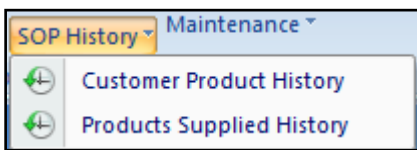


Figure 7 – SOP History Options

1.31 Customer Product History

This option provides a list of sales transactions for a selected customer and product combination. When accessing history from the SOP menu the user is required to enter the customer and product. However, when in SOP Processing the customer and product are already known and so nothing needs to be entered.

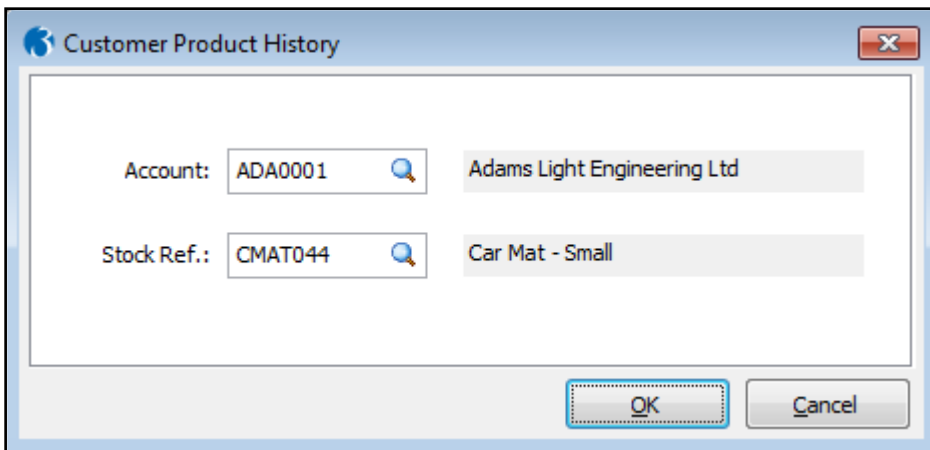


Figure 8 – Customer Product History Selection from SOP Menu

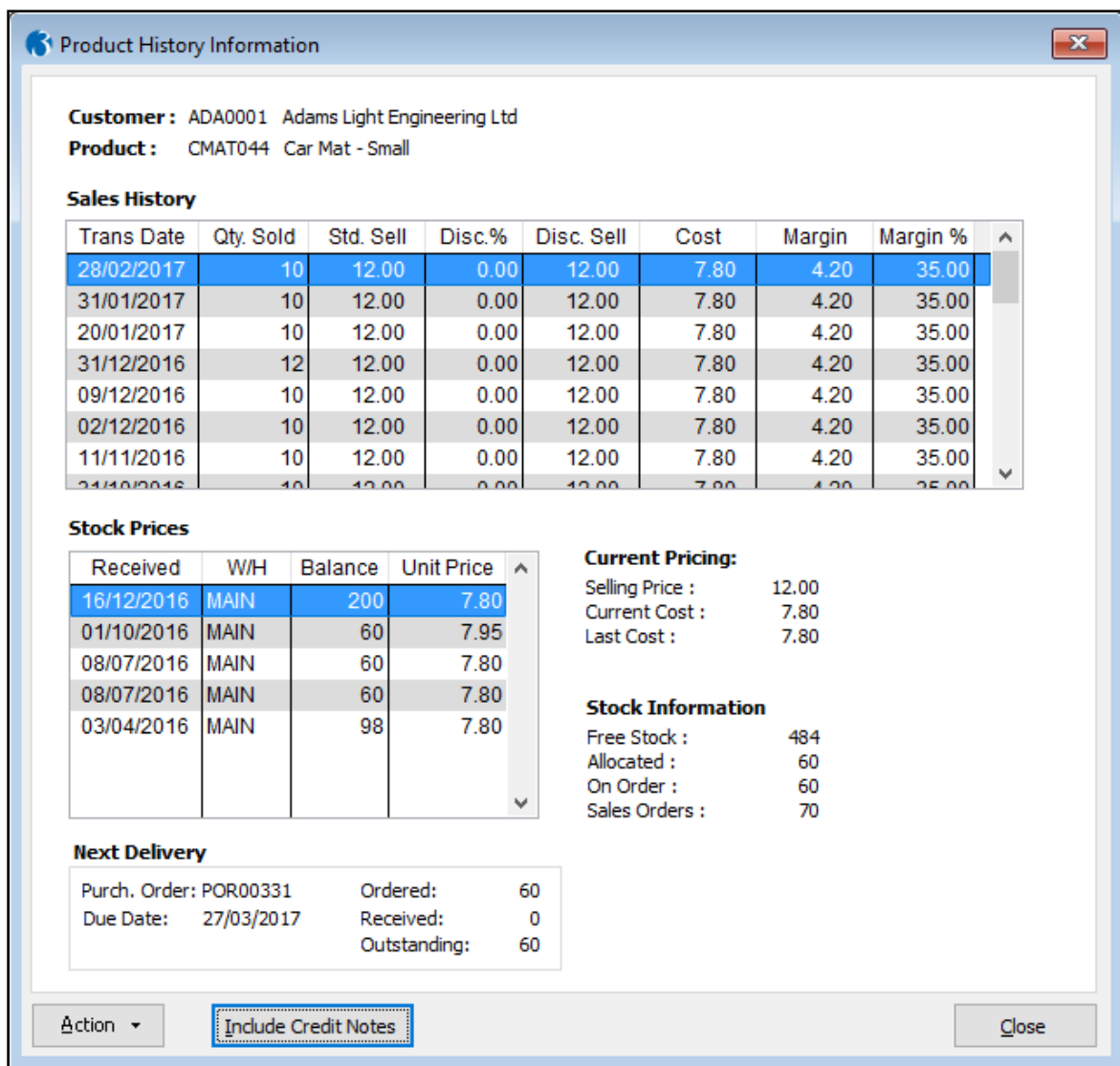
The form as shown in Figure 9 consists of five separate sections:

Sales History – this provides a grid containing a list of all invoice and credit note transactions in date sequence for the selected customer and product combination. The user can scroll down through these transactions and has the option to press F8 or double click a transaction line to zoom to the original PDF document, provided it has been retained within Opera. There is also an option to include or exclude credit notes from the list.

Stock Prices – this provides a grid containing a list of stock receipts together with the warehouse into which they were received, the quantity received and the unit price.

Current Pricing – this displays the current selling price, cost price and last price taken from the Stock file. This does not display any special prices or specific warehouse pricing.

Stock Information – this displays the basic stock quantities such as free stock, allocated, on purchase orders and on sales orders. Note that where multi-warehouses are being used this represents the total of all stock locations.



Product History Information

Customer : ADA0001 Adams Light Engineering Ltd
Product : CMAT044 Car Mat - Small

Sales History

Trans Date	Qty. Sold	Std. Sell	Disc.%	Disc. Sell	Cost	Margin	Margin %
28/02/2017	10	12.00	0.00	12.00	7.80	4.20	35.00
31/01/2017	10	12.00	0.00	12.00	7.80	4.20	35.00
20/01/2017	10	12.00	0.00	12.00	7.80	4.20	35.00
31/12/2016	12	12.00	0.00	12.00	7.80	4.20	35.00
09/12/2016	10	12.00	0.00	12.00	7.80	4.20	35.00
02/12/2016	10	12.00	0.00	12.00	7.80	4.20	35.00
11/11/2016	10	12.00	0.00	12.00	7.80	4.20	35.00
24/10/2016	10	12.00	0.00	12.00	7.80	4.20	35.00

Stock Prices

Received	WH	Balance	Unit Price
16/12/2016	MAIN	200	7.80
01/10/2016	MAIN	60	7.95
08/07/2016	MAIN	60	7.80
08/07/2016	MAIN	60	7.80
03/04/2016	MAIN	98	7.80

Current Pricing:
Selling Price : 12.00
Current Cost : 7.80
Last Cost : 7.80

Stock Information
Free Stock : 484
Allocated : 60
On Order : 60
Sales Orders : 70

Next Delivery

Purch. Order: POR00331	Ordered:	60
Due Date: 27/03/2017	Received:	0
	Outstanding:	60

Action Include Credit Notes

Figure 9 – Customer Product History Information

Next Delivery – finally, this section provides details of the next delivery, taken from the Purchase Order system. This includes the original quantity ordered, what has been received to date, and the outstanding balance remaining.

1.32 Customer Product History in Processing

When in SOP Processing, once a product has been selected then the user can press Ctrl+F1 to gain access to the product history as shown in Figure 9.

1.33 Products Supplied History

For a selected customer, this option provides a list of the last sales transaction for every item they have purchased since a user input date.

When accessing history from the SOP menu the user is required to enter the customer and the last ordered date, whereas when in SOP Processing via Ctrl+F2 the customer is already known and so no date is required.

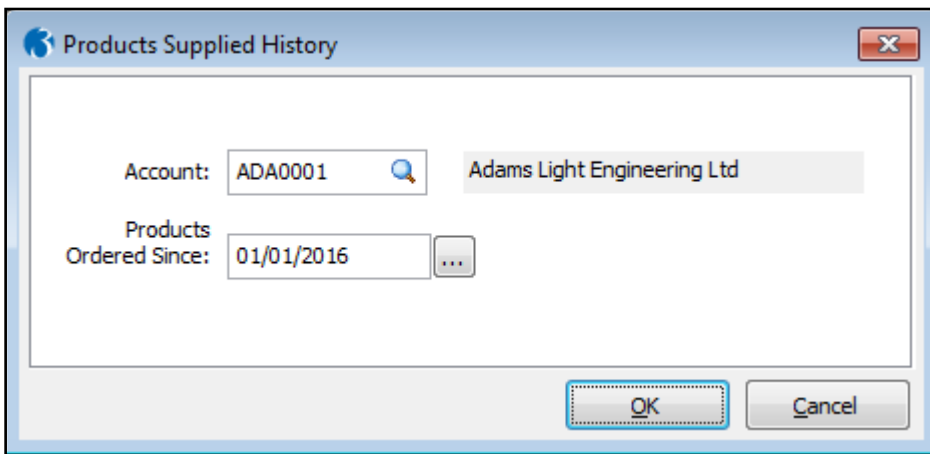


Figure 10 – Customer Products Supplied Selection from SOP Menu

Date	Document	Reference	Product	Std Sell	Disc Sell	Disc%	Quantity	Description
28/02/2017	DOC02078	INV02003	CMAT044	12.00	12.00	0.00	10	Car Mat - Small
13/05/2016	DOC01649	INV01681	CPOL001	39.99	39.99	0.00	4	Electric Car Polisher
17/02/2017	DOC02073	INV01998	CSEAT001	129.00	129.00	0.00	1	Kinderkraft Group 1/2/3 Safety Car Seat
31/03/2016	DOC01669	INV01640	DTRON16	85.00	85.00	0.00	2	Dialotron 16 Mobile Telephone
31/03/2016	DOC01669	INV01640	DTRON32	115.00	115.00	0.00	2	Dialotron 32 Mobile Telephone
31/10/2016	DOC01959	INV01888	ECAF001	5.95	5.95	0.00	10	Poppy Coral Air Freshener
02/09/2016	DOC01915	INV01828	ECOD001	21.27	21.27	0.00	20	Digital Compass
31/03/2016	DOC01669	INV01640	ECHC001	51.06	51.06	0.00	2	Heat and Massage Cushion
15/07/2016	DOC01819	INV01755	ECMH001	8.50	8.50	0.00	20	Mobile Phone Holder - Silver
15/07/2016	DOC01818	INV01755	ECRD001	169.36	169.36	0.00	5	Uniden LDR6157 Radar Detector
12/02/2016	DOC01614	INV01549	ENTPACK01	595.00	595.00	0.00	1	Entertainment Package - With Phone
31/10/2015	DOC01471	INV01441	ENTPACK02	1084.44	1084.44	0.00	1	Entertainment Pack - Ipod/iPhone (Black)
28/02/2017	DOC02078	INV02003	ENTPACK03	1084.44	1084.44	0.00	1	Entertainment Pack - Ipod/iPhone (White)
28/10/2016	DOC01950	INV01877	FABC100	16.00	16.00	0.00	20.00	Coolcushion Seat Fabric
13/05/2016	DOC01650	INV01681	FAK01	12.00	12.00	0.00	5	First Aid Kit

Figure 11 – Customer Products Supplied History

There are three functions associated with the grid form when accessed via the SOP menu:

Find Product – this is accessed by using the key sequence of Ctrl+F as generally used throughout Opera and Microsoft products. A product can be located either by the product reference, the product description, or the transaction reference.

Expand - the user can scroll down through the list of product transactions and has the option to press F7 to display the product history as previously shown in Figure 9.

Transaction Zoom - the user can scroll down through the list of product transactions and has the option to press F8 or double click a transaction line to zoom to the original PDF document, provided it has been retained within Opera.

1.34 Products Supplied History in Processing

When in SOP Processing, before a product has been selected on a line, the user can press Ctrl+F2 to gain access to the products supplied history as shown in Figure 11 without the need to enter a date. An F5 Add function is also available which will insert the product on the current history line into the Reference field on the processing detail form.

1.35 Products Supplied History Sequence

The Products Supplied History default sequence can be set to Product Code or Date (with the latest date at the top). This setting can be found on the SOP Set Options form, OPUS tab.

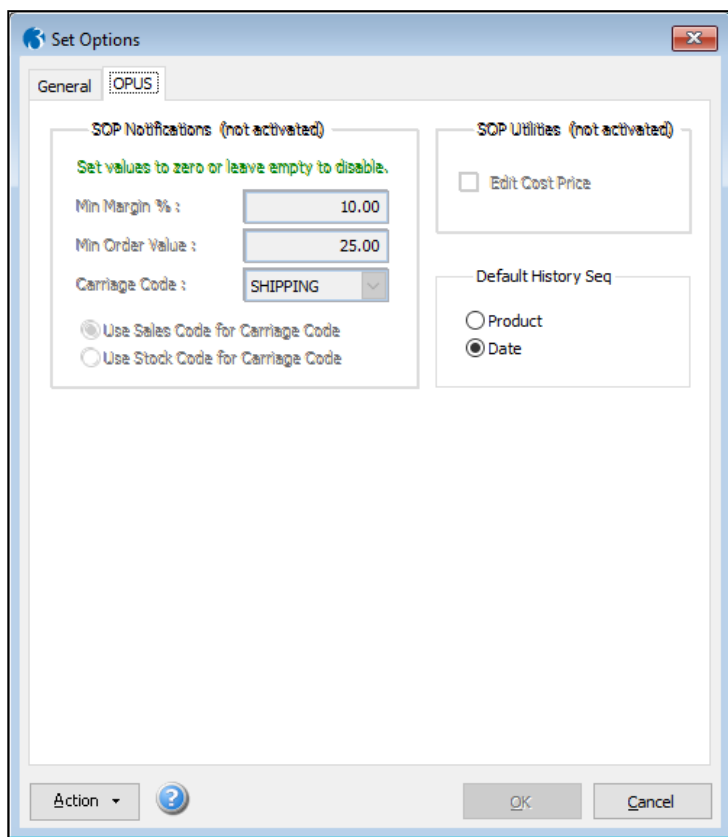


Figure 12 – SOP Set Options form showing the default history sequence setting

1.4 Purchase History

Purchase History can be accessed either from the P.Orders menu through POP History or whilst in Purchase Order Processing when creating, amending or progressing any of the POP document types. The functionality offered by each method of access is similar in terms of their output capabilities, with the exception that Purchase Order Processing also provides an F5 Add function as described later in Section 1.44.

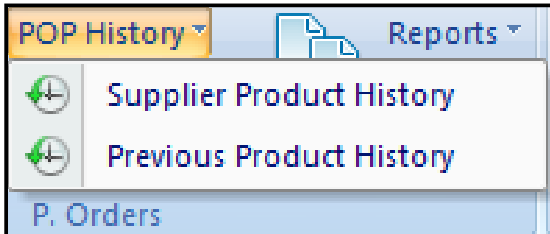


Figure 13 – POP History Options

1.41 Supplier Product History

This option provides a list of purchase transactions for a selected supplier and product combination. When accessing history from the P.Orders menu the user is required to enter the supplier and product. However, when in Purchase Order Processing the supplier and product are already known and so nothing needs to be entered.

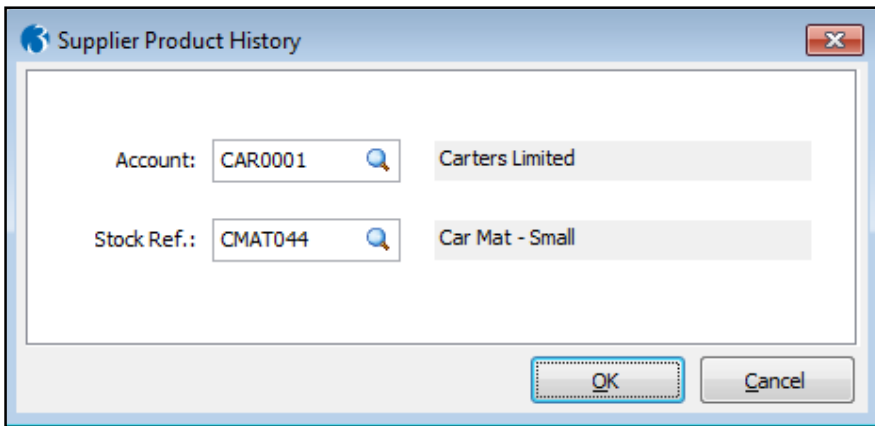


Figure 14 – Supplier Product History Selection from P.Orders Menu

The form as shown in Figure 15 consists of four separate sections:

Purchase History – this provides a grid containing a list of all purchase order receipt transactions in date sequence for the selected supplier and product combination.

Current Pricing – this displays the current selling price, cost price and last price taken from the Stock file. This does not display any special prices or specific warehouse pricing.

Stock Information – this displays the basic stock quantities such as free stock, allocated, on purchase orders and on sales orders. Note that where multi-warehouses are being used this represents the total of all stock locations.

Next Delivery – finally, this section provides details of the next delivery, taken from the Purchase Order system. This includes the original quantity ordered, what has been received to date, and the outstanding balance remaining.

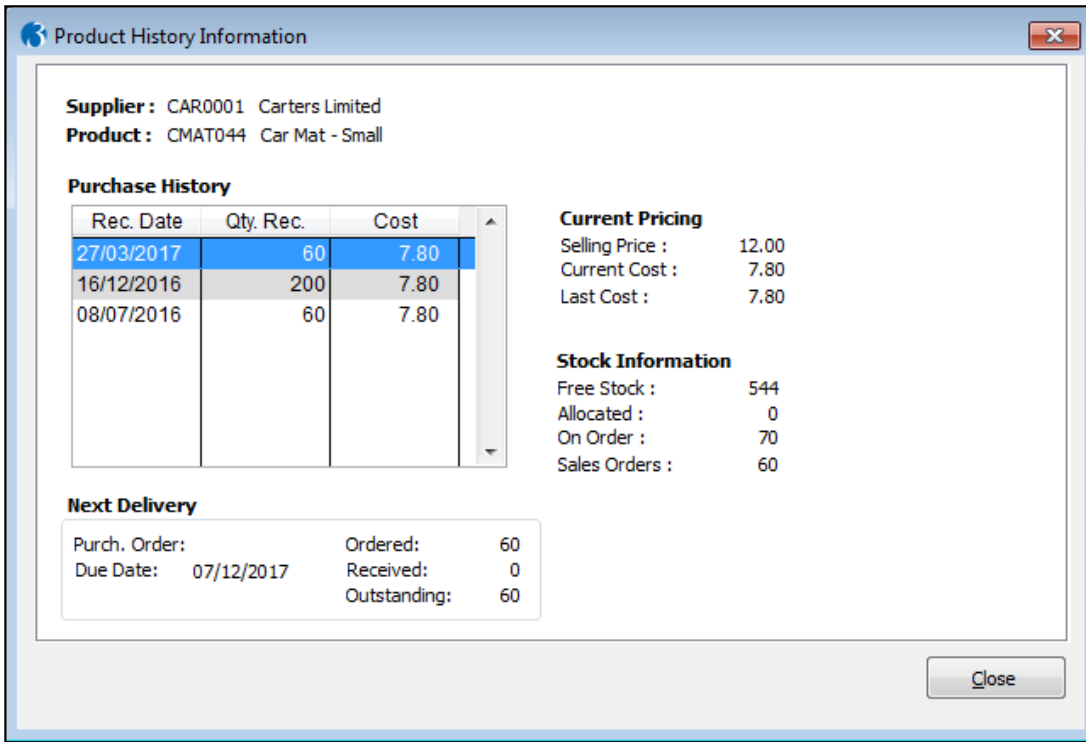


Figure 15 – Supplier Product History Information

1.42 Supplier Product History in Processing

When in Purchase Order Processing, once a product has been selected then the user can press Ctrl+F1 to gain access to the product history as shown in Figure 15.

1.43 Previous Product History

For a selected supplier, this option provides a list of the last receipt transactions for every item we have purchased since a user input date.

When accessing history from the P.Orders menu the user is required to enter the supplier and the last ordered date, whereas when in Purchase Order Processing via Ctrl+F2 the supplier is already known and no date is required.

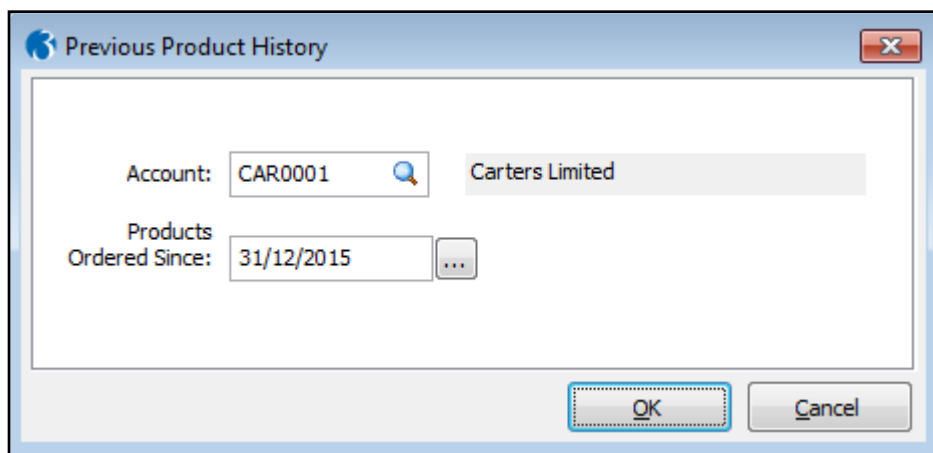


Figure 16 – Supplier Previous Products History Selection from P.Orders Menu

Date	Reference	Product	Price	Quantity	Description
27/03/2017	POR00331	CMAT044	7.80	60	Car Mat - Small
16/12/2016	POR00322	CMAT109	7.80	200	Car Mat - Medium
01/10/2016	POR00314	CMAT122	11.25	40	Car Mat - Large
23/09/2016	POR00302	DTRON16	60.00	20	Dialotron 16 Mobile Telephone
01/10/2016	POR00313	JCK102	9.35	20	Car Jack
06/03/2017	POR00329	LGH100	2.00	100	Box For Spare Bulbs
05/03/2017	POR00329	LGH132	14.29	100	Box of Spare Bulbs
08/03/2017	POR00329	LGH840	1.55	80	Brake Light Bulb
23/09/2016	POR00304	MEDP777	12.75	50	In-Car Medical Packs
02/12/2016	POR00320	SATN001	62.25	50	Garmin Nuvi 50 Satellite Navigation
02/12/2016	POR00320	SATNTP01	11.00	50	Garmin 5" Universal Sat Nav Travel Pack
23/09/2016	POR00305	TTCB001	0.00	10	Electric Travel Cool Box
23/09/2016	POR00302	VHL2945	1540000	3	BMW X3 2.5si SE
23/09/2016	POR00302	VHL3429	13995.00	5	Vauxhall Corsa SXi
23/09/2016	POR00302	VHL4245	1433200	5	Renault Espace Dci 2000cc

Figure 17 – Supplier Previous Products History

There are two function associated with the grid form when accessed via the P.Orders menu:

Find Product – this is accessed by using the key sequence of Ctrl+F as generally used throughout Opera and Microsoft products. A product can be located either by the product reference, the product description, or the transaction reference.

Expand - the user can scroll down through the list of product transactions and has the option to press F7 to display the product history as previously shown in Figure 15.

1.44 Previous Product History in Processing

When in Purchase Order Processing, before a product has been selected on a line, the user can press Ctrl+F2 to gain access to the previous products history as shown in Figure 17 without the need to enter a date. An F5 Add function is also available which

will insert the product on the current history line into the Reference field on the processing detail form.

1.5 Sales and Purchase History

When in Opera Sales Order Processing or Purchase Order Processing, OPUS provides the ability to access all history options without leaving the current operation.

1.51 Purchase History from SOP

When Processing within SOP the user can access all the Purchase History functions by pressing Ctrl+F11 for the Supplier Product History, or Ctrl+F12 for the previous Product History. The method for selecting suppliers, products and dates are the same as those found when accessing from the P.Orders menu.

1.52 Sales History from POP

When Processing within Purchase Order Processing the user can access all the Sales History functions by pressing Ctrl+F11 for the Customer Product History, or Ctrl+F12 for the Products Supplied History. The selection method for selecting suppliers, products and dates are the same as those found when accessing from the P.Orders menu.

2. Sales Order Utilities

2.1 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.

2.11 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.

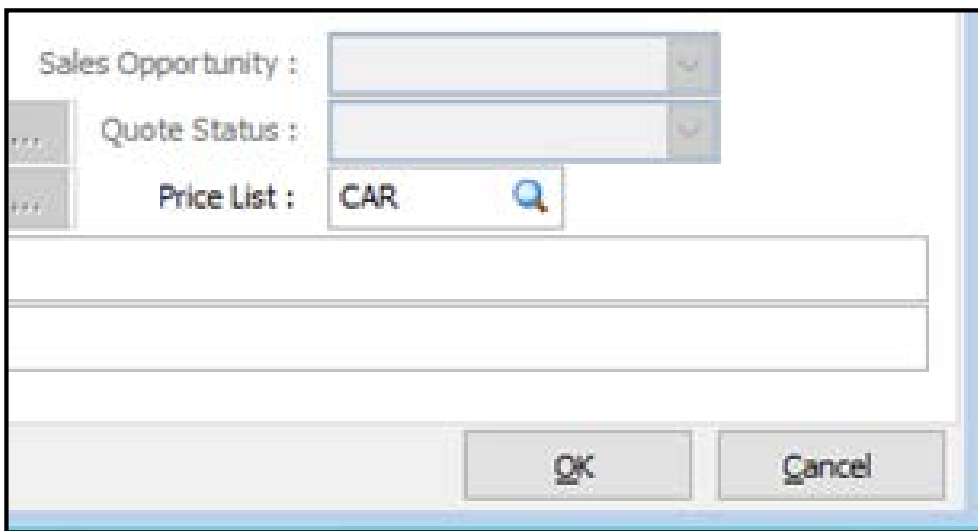


Figure 18 – The SOP header form showing the price list selection box

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.

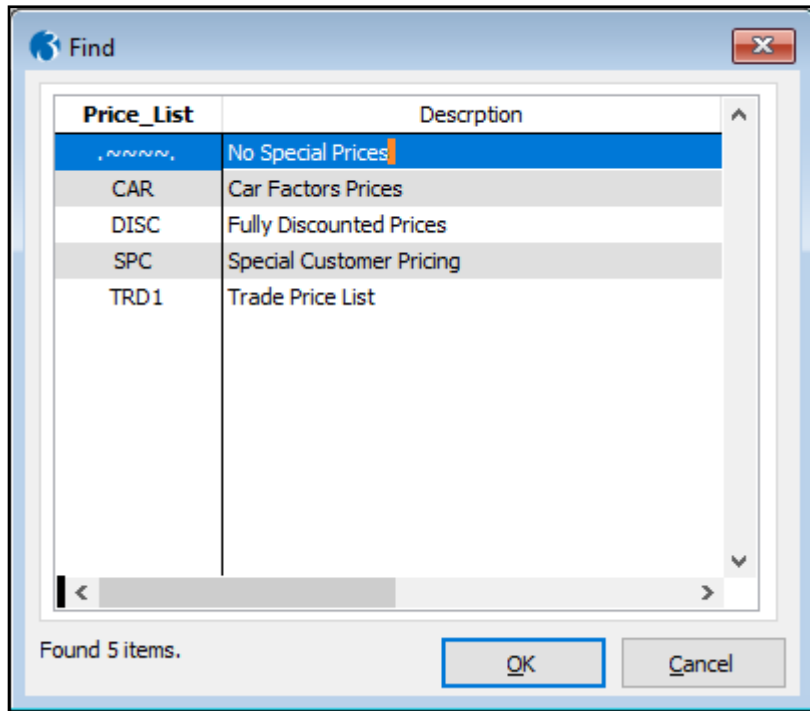


Figure 19 – List of available price-lists

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

2.12 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).

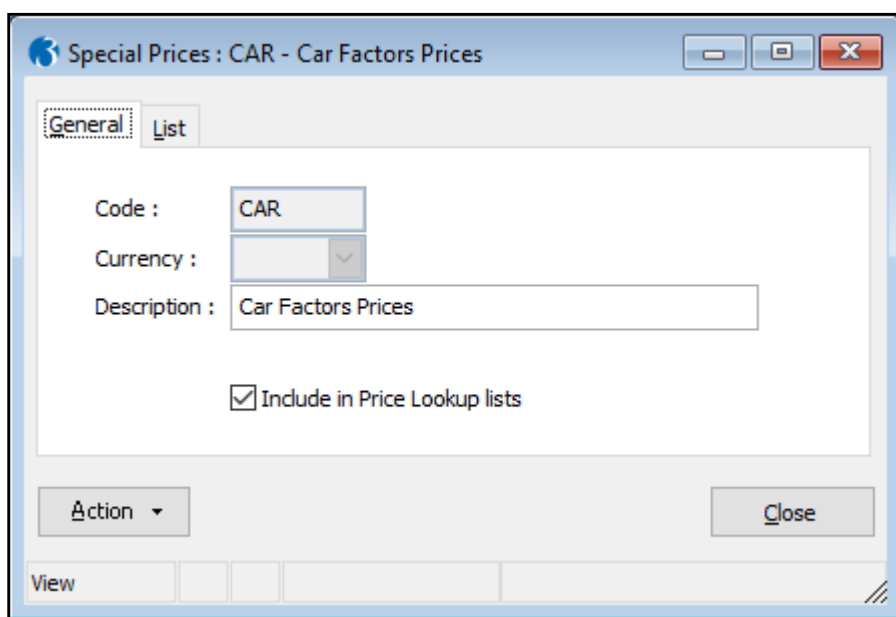


Figure 20 – Special Prices header form

Figure 21 – 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.

2.2 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.

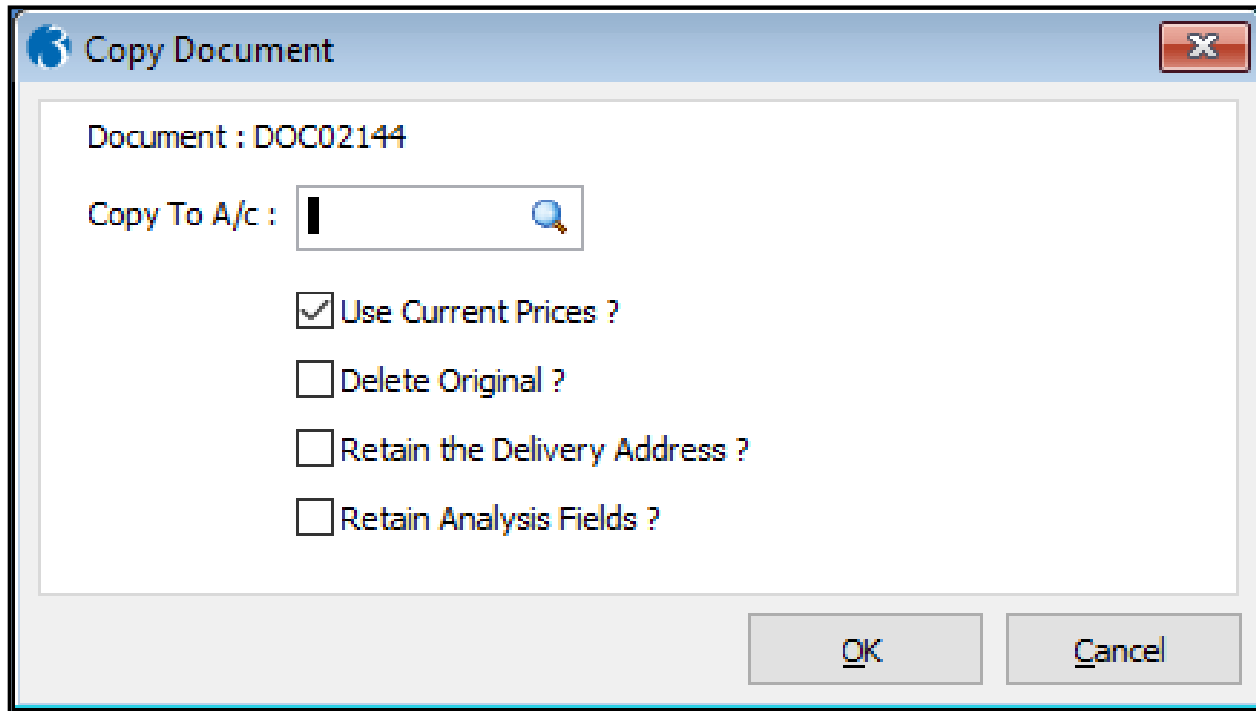


Figure 22 – Copy document options for individual copy

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.

Delivery Only Account

Copying From :
 Abington Hire Limited

Ledger : As above

Copying To :
 Youngs (Dundee) Ltd

Ledger : Youngs (Edinburgh) Ltd

New Ledger Account
 AHL0001: Abington Hire Limited
 YOU0001: Youngs (Edinburgh) Ltd

Delivery Only Account

Copying From :
 Youngs (Dundee) Ltd

Ledger : Youngs (Edinburgh) Ltd

Copying To :
 Abington Hire Limited

Ledger : As above

New Ledger Account
 YOU0001: Youngs (Edinburgh) Ltd
 AHL0001: Abington Hire Limited

Delivery Only Account

Copying From :
 Youngs (Dundee) Ltd

Ledger : Abington Hire Limited

Copying To :
 A F Coleman Auto Trading Ltd.

Ledger : Maxwell Auto Supplies Ltd.

New Ledger Account
 AHL0001: Abington Hire Limited
 MAX0001: Maxwell Auto Supplies Ltd.

Figure 23 – Three different options for copying delivery-only documents

2.3 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.

The screenshot shows a window titled "Customer Products ADA0001" with a "Memo" tab selected. The form contains the following fields:

- Our Stock Ref : CMAT044
- Cust Stock Ref : F1002
- Our Description : Car Mat - Small
- Cust Description : Car Mat - Small
- Auto Fill Invoice Line Memo

Below the fields is a table with the following data:

Our Stock Ref	Cust Stock Ref	Our Description	Cust Description	Auto
CMAT044	F1002	Car Mat - Small	Car Mat - Small	
CMAT109	F1003	Car Mat - Medium	Car Mat - Medium	

At the bottom of the window, there is an "Action" dropdown menu, "OK" and "Cancel" buttons, and a "View" button.

Figure 24 – 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.

The screenshot shows a dropdown menu with the following options:

- Export CSV List
- Import CSV List
- Print
- Remove All
- Cancel

Figure 25 – Customer Products action menu

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

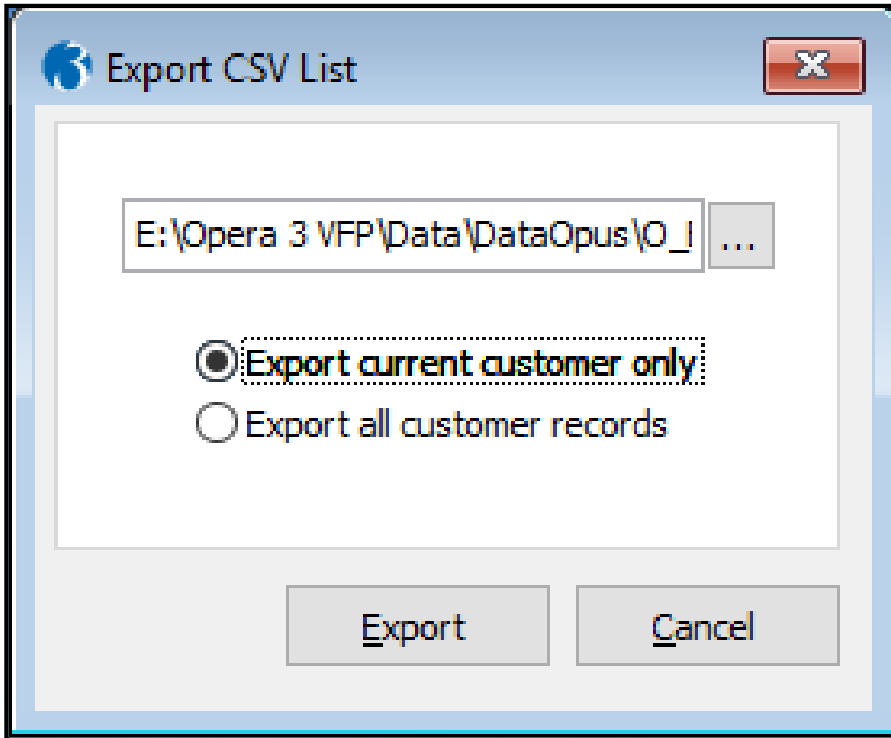


Figure 26 – Customer products export options

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.

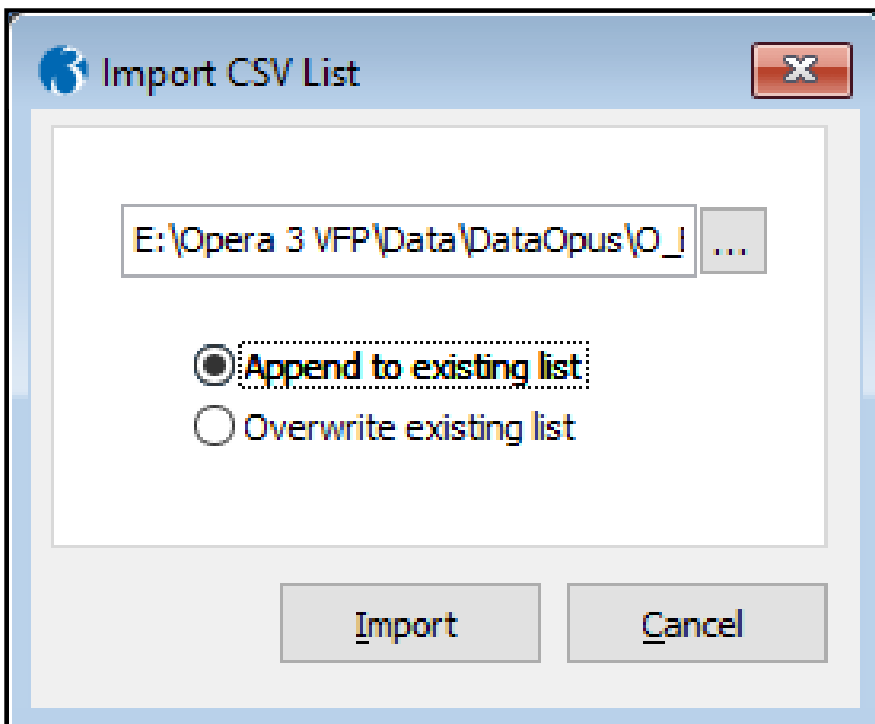


Figure 27 – Customer products import options

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 28 – Print criteria for Customer Products report

2.4 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 29 – 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.

Reference	Description	Quantity	Price	Disc.	VAT	Value

Figure 30 – SOP detail form showing product marked as 'Fixed Price'

2.5 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.

Figure 31 – 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.

Figure 32 –SOP Options form showing the edit cost price checkbox

2.6 SOP Notes

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

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

Figure 33 – Price-list detail form showing SOP Notes option

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

2.7 Enhanced Product Searches

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

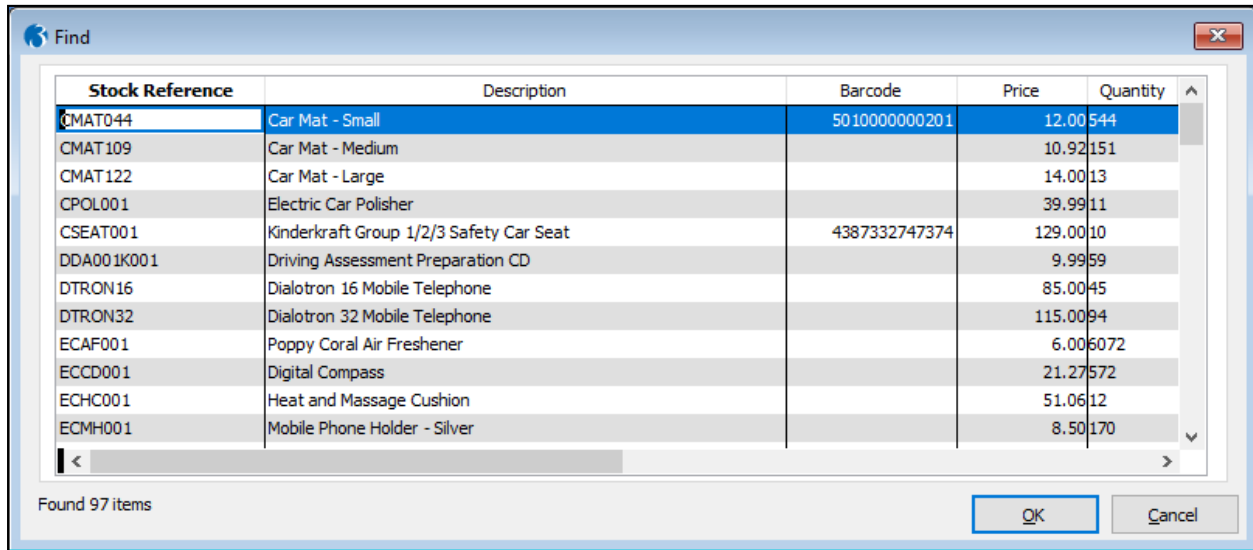


Figure 34 – Stock search with barcode column

3. Purchase Order Utilities

3.1 Batch Purchase Order Creation

To improve on the efficacy of multiple re-ordering, OPUS contains a Supplier Batch Order function.

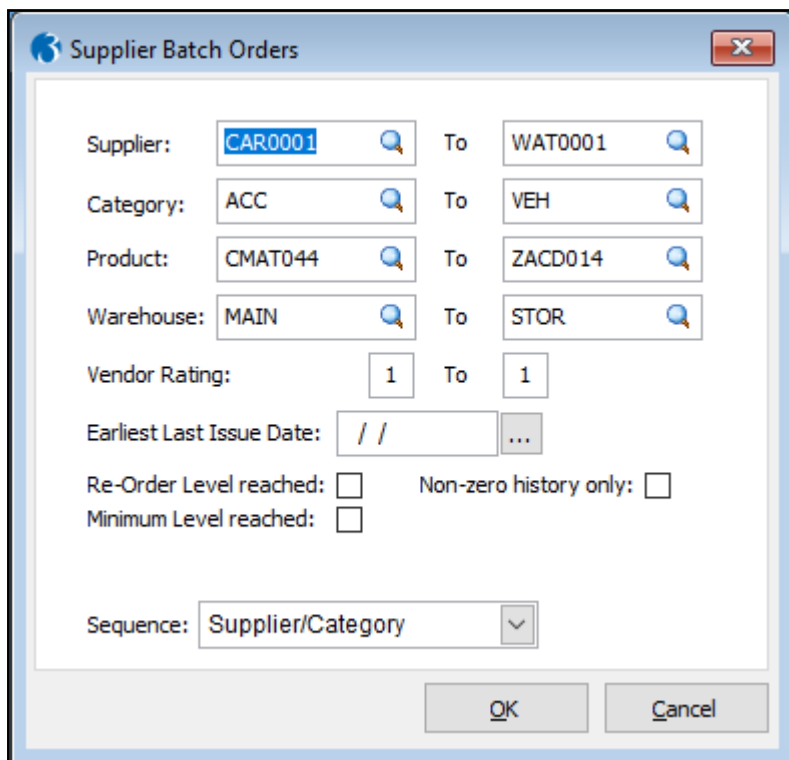


Figure 35 – Supplier Batch Order selection form

In POP Set Options there are additional options to show weights and, include unit volume in weight calculation.

Figure 36 – POP Set Options showing the weight options

Various criteria can be used to select the products to be ordered and the output selection can be shown in the sequence of 'Supplier/Category' or 'Product Reference'.

Once the criteria have been set, clicking the 'OK' button will bring up a list of products recommended for purchasing.

Product Ref.	Description	Cat.	Supplier	Supplier Name	VR	Curr.	W/H	Last Issue	Projected	EOQ	RO	Min	Order Qty.	Weight	Price
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		MAIN	10/03/2017	479	100				0.00	7.80
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		ORNC	21/10/2016	46	100				0.00	7.80
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		QSTR	//	0	100				0.00	7.80
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		QURN	//	0	100				0.00	7.80
CMAT109	Car Mat - Medium	ACC	CAR0001	Carters Limited	1		MAIN	10/07/2017	141	60				0.00	7.80
CMAT109	Car Mat - Medium	ACC	CAR0001	Carters Limited	1		QSTR	//	0	60				0.00	7.80
CMAT109	Car Mat - Medium	ACC	CAR0001	Carters Limited	1		QURN	//	0	60				0.00	7.80
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		MAIN	28/02/2017	10	80	Y	Y		0.00	11.25
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		QSTR	//	0	80				0.00	11.25
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		QURN	//	0	80				0.00	11.25
DTRON16	Dialotron 16 Mobile Telephone	ACC	CAR0001	Carters Limited	1		MAIN	16/12/2016	12	15	Y			0.00	60.00
DTRON16	Dialotron 16 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QSTR	//	0	15				0.00	60.00
DTRON16	Dialotron 16 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QURN	//	0	15				0.00	60.00
DTRON32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		MAIN	31/03/2016	94	8				0.00	79.00
DTRON32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QSTR	//	0	8				0.00	79.00
DTRON32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QURN	//	0	8				0.00	79.00
ECHC001	Heat and Massage Cushion	ACC	CAR0001	Carters Limited	1		MAIN	10/03/2017	10	50				0.00	32.00
ECMH001	Mobile Phone Holder - Silver	ACC	CAR0001	Carters Limited	1		MAIN	10/03/2017	168	200				0.00	3.05
FAK01	First Aid Kit	ACC	CAR0001	Carters Limited	1		MAIN	18/11/2016	3592	50				0.00	4.36
FAK01	First Aid Kit	ACC	CAR0001	Carters Limited	1		QSTR	//	0	50				0.00	4.36

Figure 37 – Form showing list of products recommended for purchasing

Quantities to be ordered are manually entered into the 'Order Qty.' column.

When all quantities have been entered on the detail form, clicking the 'Post' button (or pressing F9) creates uncommitted documents in POP.

Other functions available on the Action button consist of: Pressing F7 will reset all entered quantities back to zero. The highlighted Product/Supplier details can be displayed by pressing F8.

Product / Supplier Details

Stock Details		Preferred Supplier Details	
Product Code:	CMAT044	Account:	CAR0001
Description:	Car Mat - Small	Account Name:	Carters Limited
Warehouse:	MAIN	Address 1:	Remmington Way
Minimum Stock:	40	Address 2:	West Gorton
Re-Order Level:	50	Address 3:	Manchester
Physical Stock:	488	Address 4:	
Free Stock:	429	Postcode:	M13 6TR
Allocated:	59	Account Balance:	2623.20
Sales Order:	69	Credit Limit:	5,000.00
Purchase Order:	60	Supplier Ref:	64987623
Projected:	479	EOQ:	100
Sales PTD:	2	Cost:	7.80
Sales YTD:	4706	Pack Size:	Single Items
		Lead Time (days):	3

Close

Figure 38 – Product / Supplier Details (creating batch orders)

By double clicking the spyglass on the Purchase Order field of the Product / Supplier Detail form, the purchase order history for the selected product/warehouse combination will be shown.

Purchase Order Transactions

CMAT044 - Car Mat - Small - MAIN

Supplier	Order	Order Line	Qty Required	Matched Receipt	Outstanding	Matched Invoice	Supplier name
CAR0001	POR00299	1	60	60	0	60	Carters Limited
LEW0001	POR00311	1	60	60	0	60	Lewis Auto Centre Limite
CAR0001	POR00322	1	200	200	0	200	Carters Limited
CAR0001	POR00331	1	60	0	60	0	Carters Limited

Close

Figure 39 – Purchase Order History activated by double clicking on spyglass

3.2 Extended Reporting

There is an option on the POP Reports menu for running a re-order report by supplier.

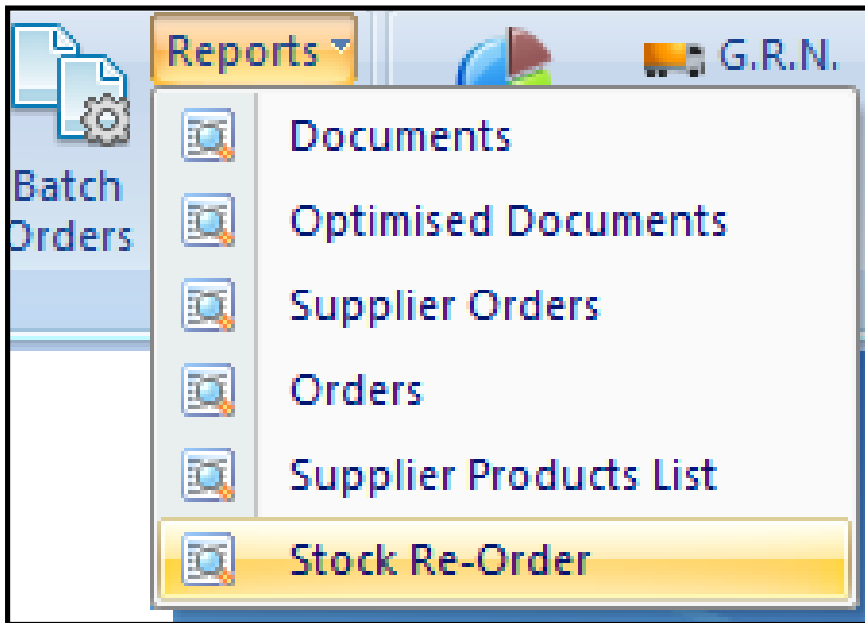


Figure 40 – POP Reports menu showing Stock Re-Order report

The report criteria form is similar to that of the Supplier Batch Processing form. This allows the report to be used as an input sheet when manually entering purchase quantities.

Stock Re-Order Report

Supplier: CAR0001 To: WAT0001

Category: ACC To: VEH

Product: CMAT044 To: ZACD014

Warehouse: MAIN To: STOR

Vendor Rating: 1 To: 1

Earliest Last Issue Date: / / ...

Re-Order Level reached: Non-zero history only:

Minimum Level reached:

Sequence: Product + Warehouse

OK Cancel

Figure 41 – The Re-Order Report criteria form

Orion Vehicles Leasing		STOCK-REORDER REPORT													
Created on 06/02/2020 at 11:33 by MANAGER															
Report Criteria:															
Supplier: From: CAR0001 to WAT0001				Non-zero history only: No											
Category: From: ACC to VEH				Re-order level reached only: No											
Product: From: CAB001 to ZACD014				Minimum level reached only: No											
Warehouse: From: MAIN to MAIN															
Earliest Issue Date: / /															
Sequence: Product + Warehouse															
														Page 1	
Supplier	Supplier Name														
CAR0001	Carters Limited														
Product	Description	W/H	Cat.	Bin Locn.	Last Issue	Cur.Iss	Issue1	Issue2	Issue3	Issue4	Issue5	YTD	Projected	RO	MIN
CMAT044	Car Mat - Small	MAIN	ACC		25/01/2018	74	60	195	192	82	40	3744	165		
CMAT109	Car Mat - Medium	MAIN	ACC		25/01/2018	64	32	125	60	20	30	1317	188		
CMAT122	Car Mat - Large	MAIN	ACC		12/01/2018	54	32	135	80	11	14	1534	231		
DTRON16	Dialotron 16 Mobile Telephone	MAIN	ACC		15/12/2017	10	0	44	0	0	0	103	-10	Y	Y
DTRON32	Dialotron 32 Mobile Telephone	MAIN	ACC		17/11/2017	0	94	0	0	0	0	103	0	Y	Y
ECHC001	Heat and Massage Cushion	MAIN	ACC		12/01/2018	54	103	10	2	5	0	162	143		
ECMH001	Mobile Phone Holder - Silver	MAIN	ACC		15/12/2017	60	40	135	0	77	0	524	461		
FAK01	First Aid Kit	MAIN	ACC		12/01/2018	5	0	11	1	0	0	53	3575		
FPP883	Foot Pump	MAIN	ACC		18/08/2017	0	0	9	4	0	0	63	33		
JCK102	Car Jack	MAIN	ACC		26/11/2018	1	26	8	10	1	0	87	56		
LGH100	Box For Spare Bulbs	MAIN	ACC		12/01/2018	50	60	50	130	0	0	528	561		
LGH132	Box of Spare Bulbs	MAIN	ACC		13/11/2017	0	60	50	55	0	0	245	676		
MKT533	Maintenance Kit	MAIN	ACC		26/11/2018	3	1	4	0	0	0	24	-6		
MMCA001	Video Traveller M200	MAIN	ACC	MM20	15/12/2017	14	0	24	0	0	0	78	26		
SATN001	Garmin Nuvi 50 Satellite Navigation	MAIN	ACC	8952	15/12/2017	52	10	62	5	74	1	294	-24	Y	Y
SATNTP01	Garmin 5" Universal Sat.Nav Travel	MAIN	ACC	5465	15/12/2017	51	10	61	5	74	1	287	-25	Y	Y
WMBC001	Jump-Starter Pro	MAIN	ACC	LOC5	11/08/2017	0	0	13	1	1	0	25	2	Y	
FILTER001	Engine Oil Filter GL3AC	MAIN	CONS	BIN1	25/01/2018	16	6	7	2	0	0	46	62		
LGH820	Indicator Bulb	MAIN	CONS		08/12/2017	20	100	90	20	0	0	520	209		
LGH840	Brake Light Bulb	MAIN	CONS		13/11/2017	0	10	50	63	0	0	355	74		
VPAC801	Autocare Vehicle Refinishing Paint	MAIN	CONS	PBIN90	11/08/2017	0.00	0.00	4.00	9.00	0.00	0.00	20.00	12.00		

Figure 42 – Example Stock Re-Order report

OPUS is also supplied with a pre-formatted Excel version of this report

3.3 Stock View in POP

In standard Opera, during the creation of a purchase order, the stock module cannot be accessed in any way. The OPUS 'Stock View in POP' allows warehouse details for a selected product to be displayed. Whilst entering or editing a purchase order detail line, pressing F11 opens a view form for the product being entered.

W/H	Description	Bin No.	In Stock	Allocated	Free Stk.	P/O Qty.
MAIN	Main Warehouse		488	59	429	60
ORNC	Orion Court - Unit 4		46	0	46	0
QSTR	Quarantine - Storage Warehouse		0	0	0	0
QURN	Main Warehouse Quarantine Area		0	0	0	0
STOR	Storage Warehouse		10	0	10	0

Figure 43 – Stock View form (in POP)

From within this form, the standard Opera Action button drill-downs for each warehouse are available. Press F3 to show warehouse totals, press F7 to display purchase order transactions, F8 for sales order transactions and F12 to show stock transactions.

3.4 Supplier Products

Supplier products can be accessed by pressing Ctrl+F3 from the Purchase Order Processing form.

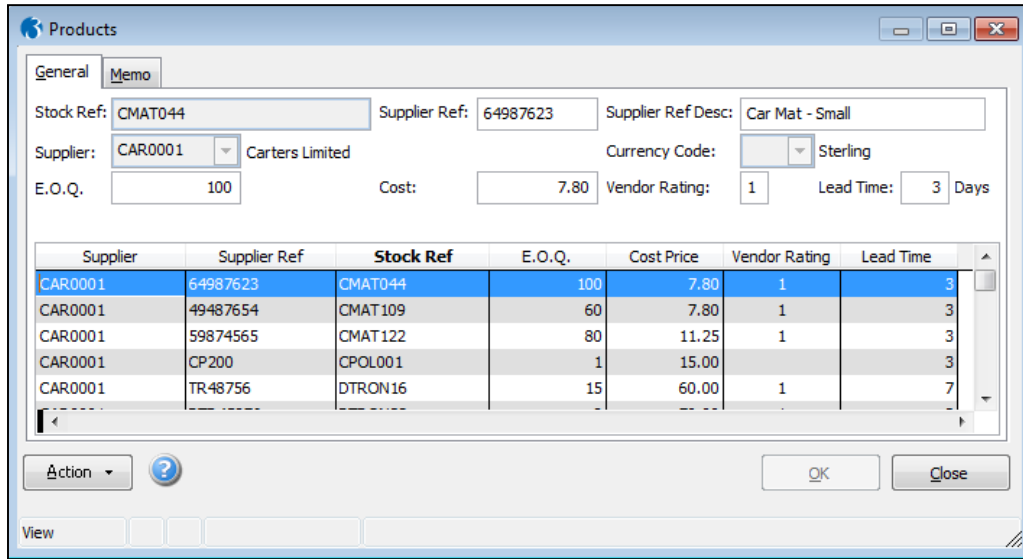


Figure 44 – Supplier Products maintenance

4. Sales Order Notifications

OPUS includes a number of notification features that can warn the user if an order line has not reached a minimum margin level, the order as a whole has not reached a set minimum value, and whether carriage is included as an item. The user can also set a 'current message' which can automatically be transferred to all new order headers.

4.1 Minimum Margins

A global minimum margin level may be set via the SOP Utilities Set Options form and the OPUS tab. If this is set, and changing any of an order-line quantity, discount, or selling price brings the margin below the set minimum level, the user is asked if they wish to accept the order or not. If the user selects to accept the order despite the margin going below the minimum value, the margin is highlighted as brilliant white text on a red background.

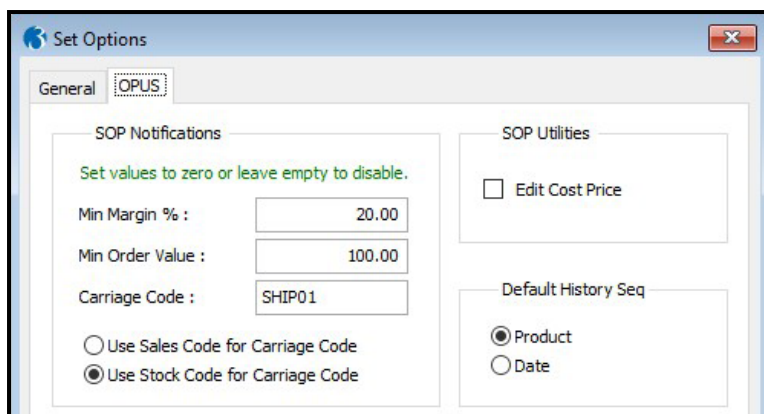


Figure 45 – SOP Set Options showing the notifications options

Figure 46 – Minimum Margin warning

Within Stock Category maintenance the global minimum margin percentage can be overridden. This provides additional flexibility by having multiple percentage settings.

Figure 47 – Setting the Minimum Margin in Stock Categories

4.2 Minimum Order Value

A minimum order level may be set via the SOP Utilites Set Options form on the OPUS tab. Upon saving an order, if a minimum-order level has been set and the order total is less than set amount the user is notified and asked to accept the order or not.

4.3 Carriage Charged

If a carriage code has been entered in the Set Options form, all items in the order are checked upon saving to ensure that at least one item has the designated carriage code. If not found, the user is warned "Carriage has not been charged. Accept the order?" and the user has the choice of accepting the order or not. The carriage code can either be a Stock Code or Sales Code.

If a carriage order line is found but has a zero (or negative) value, the user will be asked if they wish to accept the order.

4.4 Daily Document Message

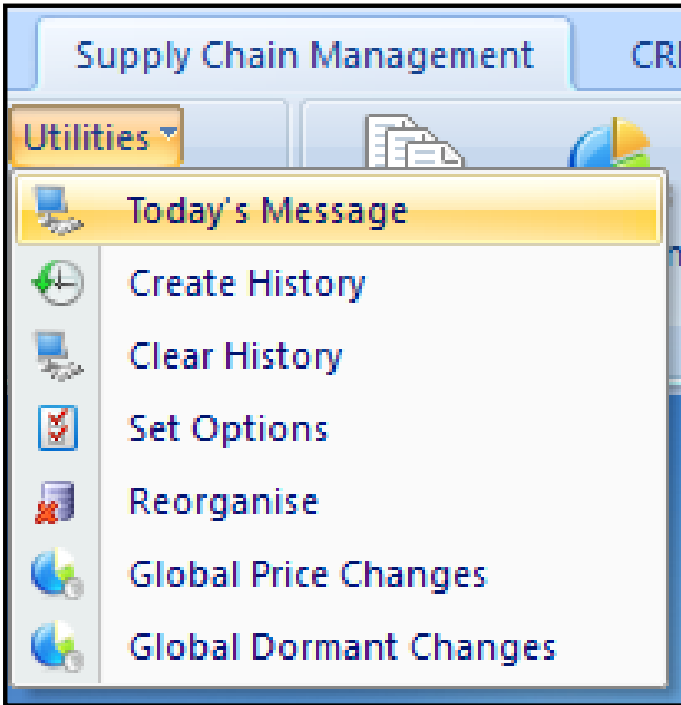


Figure 48 – SOP (Invoicing) Utilities menu

This can be accessed from the 'Today's Message' option from the SOP or Invoicing Utilities menu.

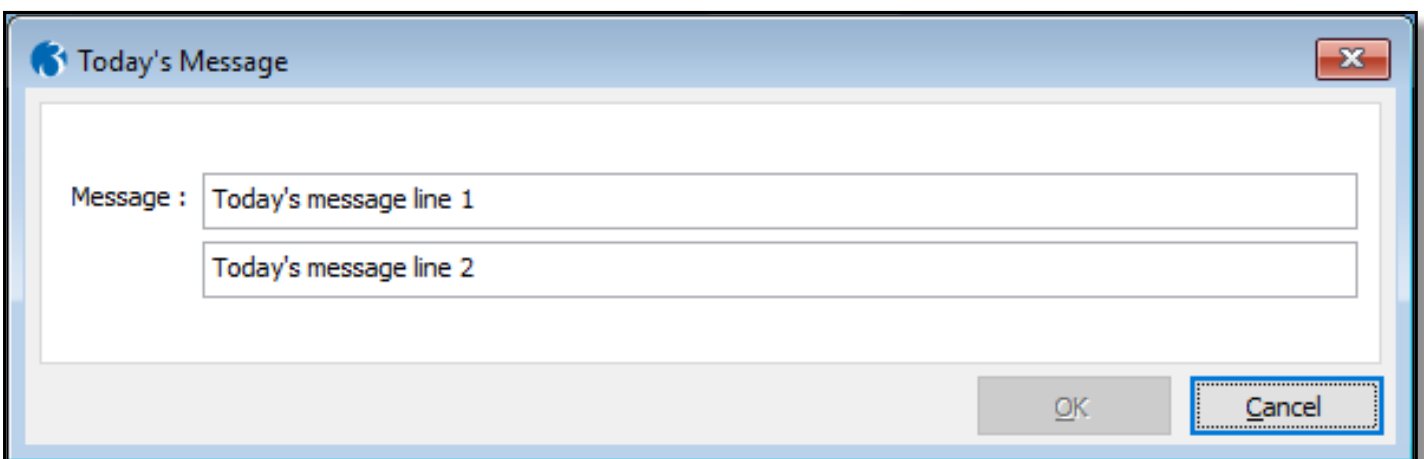


Figure 49 – Today's Message entry form

Up to 2 lines of text may be entered, each containing up to 75 characters. When a new order is raised, by default these values are inserted by default into the comments fields at the bottom of the order form, and can be overwritten if required. The saved comments can also be displayed on any report which uses data from the header table.

New Order : ADA0001 - Adams Light Engineering Ltd
X

General
Memo

<p>Customer : <input type="text" value="Adams Light Engineering Ltd"/></p> <p>Address : <input type="text" value="Close Road"/></p> <p style="margin-left: 20px;"><input type="text" value="Gosforth Industrial Park"/></p> <p style="margin-left: 20px;"><input type="text" value="Gosforth"/></p> <p style="margin-left: 20px;"><input type="text" value="Northumberland"/></p> <p style="margin-left: 20px;"><input type="text" value="NC5 1WR"/></p> <p>Cust Ref : <input type="text"/></p> <p>Due : <input type="text" value="18/09/2018"/> ...</p> <p>Priority : <input type="text" value="1"/></p> <p>W/House : <input type="text" value="MAIN"/> ▾ Main Warehouse</p> <p>Destin. : <input type="text" value="GB"/> United Kingdom</p> <p>Raised By : <input type="text" value="ADMIN"/></p> <p>VAT Reg. : <input type="text"/></p> <p>Valid To : <input type="text" value="//"/> ...</p> <p>Placed By : <input type="text"/> ...</p> <p>Placed With : <input type="text"/> ...</p> <p>Comments : <input type="text" value="Today's message line 1"/></p> <p style="margin-left: 20px;"><input type="text" value="Today's message line 2"/></p>	<p>Delivery Address : <input type="text"/></p> <p style="margin-left: 20px;"><input type="text"/></p> <p style="margin-left: 20px;"><input type="text"/></p> <p style="margin-left: 20px;"><input type="text"/></p> <p style="margin-left: 20px;"><input type="text"/></p> <p style="margin-left: 20px;"><input type="text"/></p> <p>Document : <input type="text" value="** AUTO **"/> <input type="text" value="18/09/2018"/> ...</p> <p>Order : <input type="text" value="** AUTO **"/> <input type="text" value="18/09/2018"/> ...</p> <p>Sales Opportunity : <input type="text"/> ▾</p> <p>Quote Status : <input type="text"/> ▾</p> <p>Price List : <input type="text" value="CAR"/> 🔍</p>
--	--


Action ▾ 
OK
Cancel

Figure 50 – SOP Header form with 'Today's Messages' populating comments fields

5. File Formats

5.1 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_DISC	N	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

5.2 Purchase History

HPOP

DO_ACCOUNT	C	8	Account
DO_DCREF	C	10	Reference
DO_REC DAT	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

5.3 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

5.4 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

5.5 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			
	CLUNITV	L	1	Incl. unit vol. in wt.calc
	DP_BATCHORDS HOWWT	L	1	Calculate batch order weight
CDETL	CD_SOPNOTE	C	20	SOP Note
CD_FXDPRC		L	1	Fixed Price?
ITRAN	IT_SOPNOTE	C	1	SOP Note