

OPUS

ORDER PROCESSING UTILITY SOLUTIONS

Purchase Order Utilities



CONTENTS

- 1. PURCHASE ORDER UTILITIES**
 - 1.1 Batch Purchase Order Creation**
 - 1.2 Extended Reporting**
 - 1.3 Stock View in POP**
 - 1.4 Supplier Products**

- 2. FILE FORMATS**
 - 2.1 Sales History**
 - 2.2 Purchase History**
 - 2.3 SOP Options**
 - 2.4 Customer Products**
 - 2.5 Other Table Additions**



1. Purchase Order Utilities

1.1 Batch Purchase Order Creation

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

Figure 1 – Supplier Batch Order selection form

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

Figure 2 – 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	Cur	WH	Last Issue	Projected	EOQ	ROI	Mts	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	21/10/2018	47	100				0.00	7.80
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		QSTR	1/1	0	100				0.00	7.80
CMAT044	Car Mat - Small	ACC	CAR0001	Carters Limited	1		QURN	1/1	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	1/1	0	60				0.00	7.80
CMAT109	Car Mat - Medium	ACC	CAR0001	Carters Limited	1		QURN	1/1	0	60				0.00	7.80
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		MAIN	20/02/2017	10	80	Y			0.00	11.25
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		QSTR	1/1	0	80				0.00	11.25
CMAT122	Car Mat - Large	ACC	CAR0001	Carters Limited	1		QURN	1/1	0	80				0.00	11.25
DTR0N18	Dialotron 18 Mobile Telephone	ACC	CAR0001	Carters Limited	1		MAIN	18/12/2015	12	15	Y			0.00	60.00
DTR0N18	Dialotron 18 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QSTR	1/1	0	15				0.00	60.00
DTR0N18	Dialotron 18 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QURN	1/1	0	15				0.00	60.00
DTR0N32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		MAIN	31/03/2015	94	8				0.00	79.00
DTR0N32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QSTR	1/1	0	8				0.00	79.00
DTR0N32	Dialotron 32 Mobile Telephone	ACC	CAR0001	Carters Limited	1		QURN	1/1	0	8				0.00	79.00
ECHO001	Head and Massage Cushion	ACC	CAR0001	Carters Limited	1		MAIN	10/03/2017	10	50				0.00	32.00
ECM0001	Mobile Phone Holder - Silver	ACC	CAR0001	Carters Limited	1		MAIN	10/03/2017	198	200				0.00	3.05
FA001	First Aid Kit	ACC	CAR0001	Carters Limited	1		MAIN	10/11/2018	2542	50				0.00	4.35
FA001	First Aid Kit	ACC	CAR0001	Carters Limited	1		QSTR	1/1	0	50				0.00	4.35

Buttons: Action, Total Order Value: 0.00, Total Weight: 0.00, Post, Cancel

Figure 3 – 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

Product Code: CMAT044

Description: Car Mat - Small

Warehouse: MAIN

Minimum Stock: 40

Re-Order Level: 50

Physical Stock: 488

Free Stock: 429

Allocated: 39

Sales Order: 69

Purchase Order: 60

Projected: 479

Sales PTD: 2

Sales YTD: 4706

Preferred Supplier Details

Account: CAR0001

Account Name: Carters Limited

Address 1: Remington Way

Address 2: West Gorton

Address 3: Manchester

Address 4:

Postcode: M13 6TR

Account Balance: 2623.20

Credit Limit: 5,000.00

Supplier Ref: 64987623

EOQ: 100

Cost: 7.80

Pack Size: Single Items

Lead Time (days): 3

Close

Figure 4 – 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.

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

Figure 5 – Purchase Order History activated by double clicking on spyglass

1.2 Extended Reporting

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

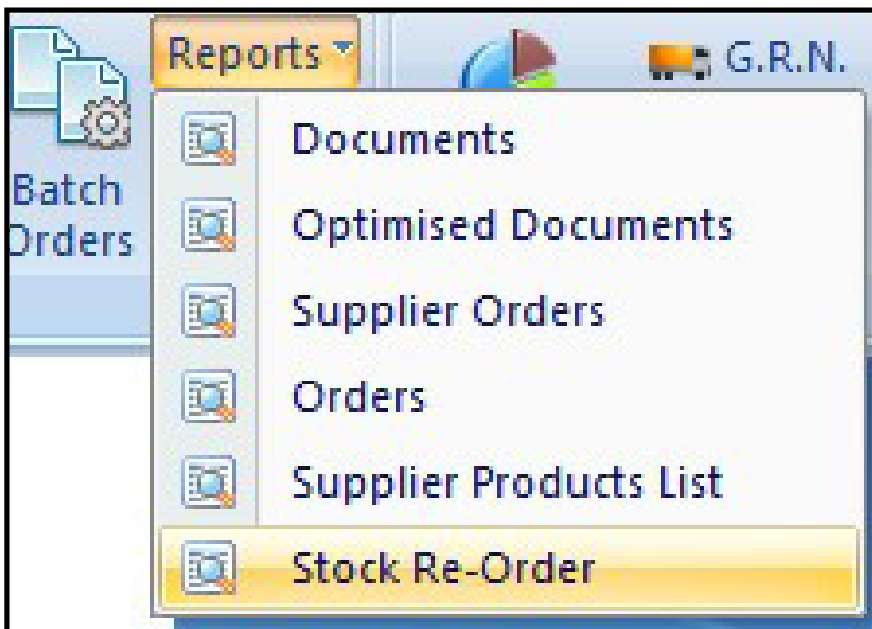


Figure 6 – POP Reports menu showing Stock Re-Order report

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.

Figure 7 – The Re-Order Report criteria form

Product	Description	WH	Cat	Bin Locs	Last Issue	Cur Inv	Insest	Insest2	Insest3	Insest4	YTD	Projected	RO	MM
CMAT044	Car/Wheel - Small	MAHU	ACC		20100106	74	0	185	187	0	40	3764	-10	
CMAT044	Car/Wheel - Medium	MAHU	ACC		20100106	64	32	120	0	20	30	1217	188	
CMAT122	Car/Wheel - Large	MAHU	ACC		10100106	64	32	120	0	11	14	1024	221	
LTFR016	Dashboard 18 Pin/16 Pin Telephone	MAHU	ACC		10100106	10	0	44	0	0	0	105	-10	V Y
LTFR042	Dashboard 20 Pin/16 Pin Telephone	MAHU	ACC		10100106	0	0	0	0	0	0	0	0	V Y
EDK001	Headlight/Package Custom	MAHU	ACC		10100106	64	103	10	2	6	0	102	103	
FC0001	Mobile/Phone/Vendor - State	MAHU	ACC		10100106	60	60	130	0	77	0	624	461	
F0001	Front Axle	MAHU	ACC		10100106	6	0	11	1	0	0	63	3075	
FR001	Front Pump	MAHU	ACC		10100106	0	0	0	4	0	0	63	23	
AC001	Car/Arch	MAHU	ACC		20100106	1	20	6	10	1	0	61	80	
LOH00	Bus For Sign/Bus	MAHU	ACC		10100106	60	60	50	150	0	0	628	661	
LOH01	Bus of Spare/Bus	MAHU	ACC		10100106	0	0	60	60	0	0	240	676	
NET03	Manufacture/Bus	MAHU	ACC		20100106	2	1	4	0	0	0	24	-6	
NET009	Video Transfer/MSD	MAHU	ACC	MSD0	10100106	14	0	24	0	0	0	70	20	
SAT001	Garmin/Map/GPS/Device/Navigation	MAHU	ACC	SAB0	10100106	62	10	62	6	74	1	284	-26	V Y
SAT002	Garmin/Map/GPS/Device/Navigation	MAHU	ACC	SAB0	10100106	61	10	61	6	74	1	287	-26	V Y
VEH001	Auto-Start/Pro	MAHU	ACC	LOCK	10100106	0	0	19	1	1	0	28	4	
PL0001	Brake/Pad/Brake/CLAMP	MAHU	CONG	B01	20100106	18	8	7	2	0	0	49	62	
LOH00	Indicator/Bus	MAHU	CONG		09100106	20	100	50	20	0	0	620	339	
LOH00	Brake/Sign/Bus	MAHU	CONG		10100106	0	10	60	0	0	0	266	74	
VEH001	Auto-Start/Pro/Start/Sign/Pro	MAHU	CONG	PRO00	10100106	0	0	0	0	0	0	0	0	

Figure 8 – Example Stock Re-Order report

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

1.3 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 9 – 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.

1.4 Supplier Products

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

Supplier	Supplier Ref	Stock Ref	E.O.Q.	Cost Price	Vendor Rating	Lead Time
CAR0001	64987623	CMAT044	100	7.80	1	3
CAR0001	49487654	CMAT109	60	7.80	1	3
CAR0001	59874565	CMAT122	80	11.25	1	3
CAR0001	CP200	CPOL001	1	15.00	1	3
CAR0001	TR48756	DTRON16	15	60.00	1	7

Figure 10 – Supplier Products maintenance

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_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_FCURRE	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_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

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