

OPUS For Pegasus Opera 3

# ORDER PROCESSING UTILITY SOLUTIONS

## **Purchase Order Utilities**











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### 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.

Supplier:	CAR0001	Q	То	WAT0001	Q
Category:	ACC	Q	То	VEH	Q
Product:	CMAT044	Q	То	ZACD014	Q
Warehouse:	MAIN	Q	То	STOR	Q
Vendor Ratir	ng:	1	То	1	
Earliest Last	Issue Date:	11			
Re-Order Le Minimum Lev	vel reached: [ el reached: [		Non-ze	ro history only:	
Sequence:	Supplier/Cat	egory		$\sim$	

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.

Override PO Number	Next Purchase Order :	POR00332
] Do Not Hold PO Images	Next Model Number :	MOD00008
Print Orders as Entered	Next Document :	UNC0000031
Clear Undelivered Invoiced Orders Allow Suppliers with Products to be Dormant splay Documents for Last 12 Months	Batch Orders	wight calc

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	SupplierName	VR	Cur With	Lastissue	Projected	EDQ	RO	Man	Onter Qry	Weight	Price
CHATDAN	Car Val - Small	ACC	1000SIACI	Cartara Limited	1	MAIN	10/00/2017	472	100			Constant of the second s	0.00	7.80
CIMATD64	Car Val - Small	ACC	CARODON	Carters Limited	1	ORNO	21/10/2010	41	100				0.20	7,80
CHAT044	Car Vat Small	ACC.	C/R0001	Carters Limited	1	OSTR	11		100				0.00	7.80
3443 D44	CarMal - Small	ACC	CARGOD1	Carters Limited	1	QURN		0.00	100				0.00	7.80
ROTTABE	Car Val - Hedium	ACC.	CARDOOL	Carters Limited	1	HAN	10/07/2017	144	60				0.00	7 80
CMAT109	Car Vat - Wedium	ACC.	CAR0001	Carters Limited	+	OSTR	14	1 10	60				0.70	7.80
CHAT 102	Car Vat - Hedium	ACC	C4R0001	Carters Limited	1	QURN	1.6	10	60			1	0.00	7.80
THAT 122	Car Mat-Large	ACC	CAR0001	Carters Limited	1	HAN	23/02/2017	10	00	Y.			0.20	11,25
SS114463	Car Mat - Large	ACC.	CARODOT	Carters Umited	1	OSTR	1.1	1 34	80				0.00	11 25
MAT122	Car Val Large	ACC	C/R0001	Carters Limited	1	QURN	11	1.0	80				0.00	11.25
IRON16	Dialotion 15 Nobite Talephone	ACC	CARGODT	Cartars Limited	8	HAN	18/12/2015	12	15	Υ.			0.00	60.00
TRON16	Dislatron 15 Noble Telephone	ACC	CARGODI	Carlets Limited	÷.	QSTR	11	1 20	15				0.00	60.00
DTRON16	Dialotton 16 Nobile Telephone	ACC	CAR0101	Carters Limited	1	QURN	11	- 3	15				0.50	60.00
TRONS2	Dialotton 32 Nobile Telephone	ACC.	CARDEDT	Carters Limited	7	HAR	31/03/2016	94	8				0.00	79.00
20/02/11	Distribut 32 Nobile Telephone	ACC	CAR83001	Carlers Limited	1	QSTR	11		0				0.00	79.00
TRON22	Disistron 32 Noble Telephone	ACC	CARODON	Carters Limited	1	QURN	11	0	8				0.00	79.00
ECHC001	Heat and Nassage Cushion	ACC	CAR0801	Carters Limited	7	HAN	10/03/2017	10	50				0.00	32.00
COHODT	Hobia Phone Horder - Silver	ACC	CARGOOT	Cartars Limited	t	HAN	10/03/2017	168	200				0.00	3.05
AK01	First Aid Kil	ACC	CARGODT	Contern Limited	1	HAN	18/11/2018	2582	50				0.00	4.36
AK01	First Aid-Kit	ACC	CAR0101	Carters Limited	1	QSTR	11	10	50				0.00	4.36
Attes +			-	and Costor Linking & CD		Total Units	- 0 00			10	Dart		and the second	

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.

Stock Details		Preferred Supplie	er 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			
Projected:	479	Suppler Ref:	64987623	
		EQQ	100	
Sales PTD:	2	Cost:	7.80	
Sales YTD:	4706	Pack Size:	Single Items	
		Lead Time (days):	3	

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	^
AR0001	POR00299	1	60	60	0	60	Carters Limited	
EW0001	POR00311	1	60	60	0	60	Lewis Auto Centre Limite	
AR0001	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.

4	Repo	rts 🔻		👥 G.R.N.	
-103		Doc	uments		
Batch Drders		Opti	mised Doc	uments	
		Supp	olier Order:	s	
		Orde	ers		
		Supp	olier Produ	cts List	
		Stoc	k Re-Order		
	10				

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.





Supplier:	CAR0001	Q	То	WAT0001	Q
Category:	ACC	Q	То	VEH	Q
Product:	CMAT044	Q	То	ZACD014	Q
Warehouse:	MAIN	Q	То	STOR	Q
Vendor Ratin	g:	1	То	1	
Earliest Last I	Issue Date:	11			
Re-Order Lev Minimum Leve	vel reached: [ el reached: [		Non-z	ero history only	:
Sequence:	Product + Wa	arehou	se	~	

Figure 7 – The Re-Order Report criteria form

Orion Vehic Created on 0	des Leasing 6/02/2020 at 11:20 by MANAGER			STO	CK-REO	RDER	REPOR	T							
Report Crite															
Supplier: Fit	m CAEDID1 to WAT0201	Non-zero h	istory and	r No											
Calegory Fr	um ACC to VEH	Re-order le	vel reach	ed anly No											
Product Fro	m CAE001 to ZACD014	Mamuma	evetread	ied only. No											
Warehouse	From: MAIN to MAIN														
Cara leaster P	Edited a Warehouse														
Pergrantes. P	investi - martinativa														
														F	uge 1
Supplier CAR0001	Supplier Nama Carters Limited														
Product	Description	WH	Cet.	Bin Look.	Last issue	Curites	issue!	Saces	lasue3	Issue4	Issue5	VID	Projected	RO	MN
CMATDIA	Carlifat-Small	MAIN	ADC.		25010010	74	60	195	182	62	40	3744	195		
CMATICS	Car Mat - Mechan	MADU	ACC		25010010	24	32	125	60	20	30	1317	155		
CMAT122	Car filat - Large	MAIN	ADC		12/01/2018	\$4	32	135	50	11	14	1534	231		
DTRONIS	Diskotson 18 Motale Tolephone	MARI	ACC		15/12/2017	10	U	44	U	υ		105	-10	. 4	×.
OTRON32	Elixiotron 32 Motilie Telephone	MAIN	ACC .		17/11/2017	.0	94	0	0	0	0	103	.0	. 4	Y
10024-03	Heat and Massage Cushion	MARY	ACC.		12/01/2010	64	103	10	2	6		162	163		
DOM/001	Mobile Phone Holder - Silver	MAIN	ADD		15/12/2017	03	-40	135	٥	77		624	401		
FA8001	Fint AdMI	MAIN	ADD		12/01/2018	6	0	11	1	D		63	3875		
ERFERTS	PostPump	MAIN	ACC .		18/08/2017	D	0		4	D.	0	63	33		
JCK102	Car Jack	MAIN	ACC		28/11/2018	1	29	8	10	1	.0	87	98		
LGH100	Box For Spare Builts	MARY	ACC		12/04/2018	60	60	-60	130	0	0	628	691		
LGH122	Roy of Spare Bubs	MARI	ACC		13/11/2017	Ð	-90	60	66	0		246	675		
MICTO23	Maintenanza Kt	MARU	ADD		25/11/2010	3	. *	. 4	0	D	0	24	-5		
MUC4001	Video Traveller MC00	MAIN	ACC	10/20	15/12/2017	14	0	24	0	D.	0	78	25		
SATADON	Germin Nevi ED Satellite Nevigation	MAIN.	ACC	\$2023	1512/0017	10	10	62	6	76	1	294	.24	Y	×.
SATNTPOS	Gatern B"Universal SatNav Travel	MAIN	ADC	5455	1512/0017	61	10	61	8	TA.	. 3	287	-26	Y	Y
WIVECT01	June-Station Pro	MAIN	ADD	LOCS	11/08/2017	D	0	12	- E	1		25	2	Y.	
FLIERON	Engine Oil Filter GLIAC	MAIN	CONS	BN1	25/01/2018	16		1	2.	υ		46	42		
LGH820	Ind cator But	MADI	CONS		03/12/2017	20	100	90	20	0	- Q.	620	229		
0.01010	Brake Light Bulls	MARY	CONS		13/11/2017	0	10	- 60	63	0	(R)	366	76		
VPACID1	Autopare Vehicle Refinishing Part.	MADI	CONS	P08.90	11/06/0017	0.00	0.00	4.00	P.00	0.00	0.00	20.00	12.00		

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.

WA	Description	Bin No.	In Stock	Allocated	Free Stk.	P/O Otv.	
MAIN	Main Warehouse		488	59	429	60	1
ORINC	Orion Court - Unit 4		46	0	46	0	
QSTR	Quarantine - Storage Warehouse		0	0	0	0	
QURN	Main Warehouse Quarantine Are		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.

tock Ref:	CMATO	44		Supplier Ref:	64987623	Supplier Ref Desc	Car Mat - Sm	all	
Supplier:	CAROO	01 -	Carters Limited			Currency Code:	- Ste	ering	
E.O.Q.		100		Cost:	7.80	Vendor Rating:	1 Lei	ad Time: 3	Days
Sup	pler	Su	pplier Ref	Stock Ref	E.O.Q.	Cost Price	Vendor Rating	Lead Time	
CAR0001		649876	i23 C	4AT044	100	7,80	1	3	
CAR0001		494876	54 CI	4AT 109	60	7.80	1	3	
CAR0001		598745	65 CI	MAT122	80	11.25	1	3	
CAR0001		CP200	CF	POL001	1	15.00		3	
CAR0001		TR.4875	56 D1	IRON 16	15	60.00	1	7	-
1		1						-	•
Astis	16						-		

Figure 10 – Supplier Products maintenance

#### 2 File Formats

#### 2.1 Sales History

#### HSOP

IT_ACCOUNT	С	8	Account
IT_TRREF	С	10	Reference
IT_DATE	D	10	Date
IT_DOC	С	10	Document
IT_RECNO	Ν	7	Line Number
IT_STOCK	С	16	Stock Reference
IT_QUAN	Ν	9	Quantity
IT_PRICE	Ν	10	Price
IT_EXVAT	Ν	10	Ex Vat
IT_DISC	Ν	62	Discount Pct.
IT_COST	Ν	10	Cost Price
IT_DISCVAL	Ν	10	Discount Value
IT_DOCSTAT	С	1	Document Status
IT_ID	Ν	10	Transaction ID
IT_FCURR	С	3	Foreign Currency
IT_FCRATE	Ν	11 6	FC Exchange Rate
IT_FCDEC	Ν	1	FC Dec.pl.
IT_FUNDEC	Ν	1	Unit. dec.pl. power





#### 2.2 Purchase History

#### HPOP

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

#### 2.3 SOP Options

#### **IPARM**

MINMARG	Ν	72	Minimum Margin
MINORDER	Ν	12 1	Minimum Order Value
CARRCODE	С	16	Carriage Code
DEFNARR1	С	75	Default SOP Narrative 1
DEFNARR2	С	75	Default SOP Narrative 2
EDITCOSTPRICE	L	1	Edit Cost Price
IP_DEFHISTSEQ	Ν	2	Default History Sequence
IP_CRCDTYPE	Ν	1	Carriage Code Type

#### 2.4 Customer Products

#### ISPROD

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





#### 2.5 Other Table Additions

CCATG	CATMARG		Ν	7	2	Minimum Margin	
IHEAD	IH_PRCLST		С	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_SO	PNOTE	С	20		SOP Note
CD_FXI	DPRC	L	1	Fixed P	rice	e?	
ITRAN	IT_SOP	NOTE	С	1	SC	P No	te