Opera 3 Advanced POP

Accreditation
Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

May 2012

Copyright © Pegasus Software Limited, 2012

Manual published by:

Pegasus Software Limited
Orion House
Orion Way
Kettering
Northamptonshire
NN15 6PE

www.pegasus.co.uk

All rights reserved. No part of this manual or any accompanying programs may be copied, sold, loaned or in any way disposed of by way of trade or for any kind of profit or incentive without the express permission of Pegasus Software Limited in writing, or as specified in the licence agreement which accompanies this manual and associated programs.

Whilst Pegasus Software Limited takes reasonable steps to ensure that the contents of this manual are up to date, and correctly describe the functioning of the programs, neither Pegasus Software Limited nor any of its Partners give any warranty that the manual is error free, nor that the programs will perform all functions stated in the manual. Pegasus Software Limited has a policy of continual improvement of its software and accordingly this manual may describe features which are no longer available in the current release of the software available to customers, or which are proposed for a future release of the software. Under no circumstances will Pegasus Software Limited or any of its Partners have any liability to any customer arising out of any error, omission or inaccuracy in this manual.

All trademarks are acknowledged.

Pegasus Opera 3 is a trademark.

Accreditation Training Courseware

Contents

INTRODUCTION ..... **III**

About Opera 3 III
About this Guide III
Introducing the module III
Feedback III
Key IV
Training Literature Releases IV

MODULE MENU STRUCTURE ..... **V**

GLOSSARY (OF MENU STRUCTURE) ..... **VI**

THE MODULE **1**

1 SET-UP **3**

1.1 Recommended Order of Set-up 3
1.2 Company Profiles 4
1.3 Set Options (POP) 4

2 MAINTENANCE **5**

3 PROCESSING **6**

3.1 Uncommitted Order Documents 6
3.1.1 Costing Integration 8
3.2 Creating Order Documents 8
3.2.1 Document Header Entry 9
3.2.2 Document Detail Entry 10
3.3 Optimising Documents 12
3.3.1 Optimising Documents Process 13
3.4 Back to Back Ordering 15
3.5 Commit 16
3.6 Re-Ordering 17
3.6.1 Action Button 18
3.7 Model Orders 20
Practical Assignment 1 22

4 REPORTS **23**

4.1 Publishing a Report 23
4.2 List of Reports 24

5 UTILITIES **25**

5.1 Global Price Changes 25
5.2 Reorganisation 26

APPENDIX **27**

Appendix A – Products (P. Orders) 27
Appendix B – Notes 29
Automatic Notes Creation 30
Note Reports 30
Prerequisites 30
Note Entries 31
Appendix C - Object Linking and Embedding 32
Appendix D - What's Reverse Charge VAT Accounting for Goods? 33
Definition of mobile phones and computer chips 33
Appendix E – Data Structures & Technical Information 34

Joins Information *36*
Codes of interest *36*
Pegasus Opera 3 Enterprise VFP Database Structures – POP/Adv POP *37*

OTHER GUIDES AND HELP 42

README FILE 42
RELEASE GUIDE 42
INSTALLATION GUIDE 42
DEMONSTRATION DATA GUIDE 42
IMPLEMENTATION GUIDE 42
SYSTEM REQUIREMENTS GUIDE 42
HELP 42
DOCUMENT MANAGEMENT & EXECUTIVE DASHBOARDS GUIDES 42

Accreditation Training Courseware

Introduction

About Opera 3

Opera 3 is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera 3 enables you to select the components that match your current business model, whilst making it possible to add further functionality as requirements change. This means that the capability or capacity of a system can be seamlessly expanded whilst safeguarding the investment.

For more information about Opera 3, select the Solutions link on the Pegasus web site.

About this Guide

This Accreditation Training Courseware offers an accompanying guide to the accreditation training course.

If you are new to Opera 3, read the Getting Started section of the Opera 3 Help that covers the application in more detail. You can access this from the Windows Start menu, or by using the F1 Key or Help menu when you have logged in to the product.

Opera 3 is available for both Visual FoxPro and SQL Server database platforms. This Accreditation Training Courseware applies to both database platforms, however, there are certain elements that are only included in one or the other database, and as such, the relevant sections or paragraphs are clearly identified with the following labels:

> **[SQL]** – only relevant if you are running the application on an SQL Server database.
>
> **[VFP]** – only relevant if you are running the application on a Visual FoxPro database.

Sections that are not identified with these labels are relevant to both database types.

For more information, see the section Functional Differences between Opera 3 Enterprise & Opera 3 Enterprise SQL section in the release guide.

Introducing the module

The Advanced POP module extends the functionality of Purchase Orders to allow the creation and optimisation of Documents, and the ability to re-order stock. In order to use this functionality, it must be activated by checking the Advanced POP check box on the Options tab in System – Maintenance - Company Profiles.

The Documents command enables uncommitted purchase order information to be created and processed in the application without updating the supplier's balance, stock balances, or the current company's purchase order balance. Documents also do not update the Nominal Ledger or the Costing module. A document can be changed to a committed purchase order at a later date, and only then are the relevant balances updated.

Like model purchase orders, model documents can be created and used for a fast generation of documents without the need to re-key the information. Documents can be optimised, allowing several documents to be amalgamated for the same supplier or for different suppliers. Optimised documents retain traceability, and thus historical information on your traceable stock items is maintained after optimising.

The Re-order action can be used to automatically generate purchase orders or documents for stock items by comparing their projected stock levels against their re-order levels and minimum quantities.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type "O3Training_Accreditation_SCM52AdvPOPR1.docx Accreditation Training Courseware" in the subject box. Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera II (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

Release	Added Information
R1.0	Originating document – Introduced in O3 v1.40 & Chapter numbering uplift

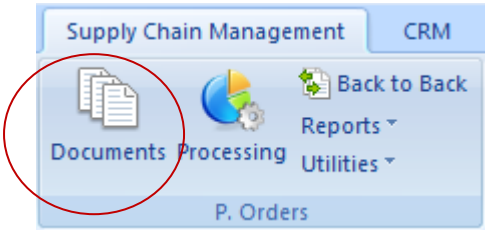
Accreditation Training Courseware

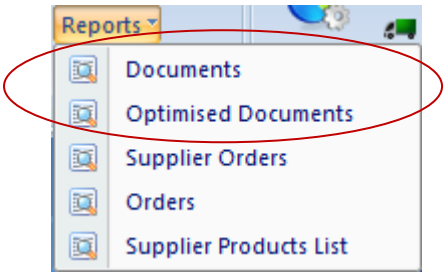
Module Menu Structure

The following sections will cover the functionality of the options in this module as outlined in the image below which shows each menu option contained in this module.

Advanced POP Module Menu

The Advanced POP module is integrated into the main Purchase Order Processing module and as such can be recognised by the presence of the Documents menu item.





Accreditation Training Courseware

Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	Documents	Use the Documents command to add new purchase order Documents or to view and amend existing ones.
Reports	Reports	The commands on the Report Submenu provide listings or reports maintained in the Purchase Orders module.

Notes

Accreditation Training Courseware

The Module

Purchase Order Processing (POP) caters for the entry of Purchase Orders, the quick receipt of Purchase Orders into Stock Control and posting of purchase invoices into the Purchase Ledger or Invoice Register. In addition to these facilities, Advanced Purchase Order Processing offers:-

- The ability to raise Documents - These are raised as uncommitted order documents which can subsequently be manipulated until being committed as a Purchase Order. ModelPurchase Order documents can be set-up for a particular supplier and used over and over again to create either uncommitted or committed orders.

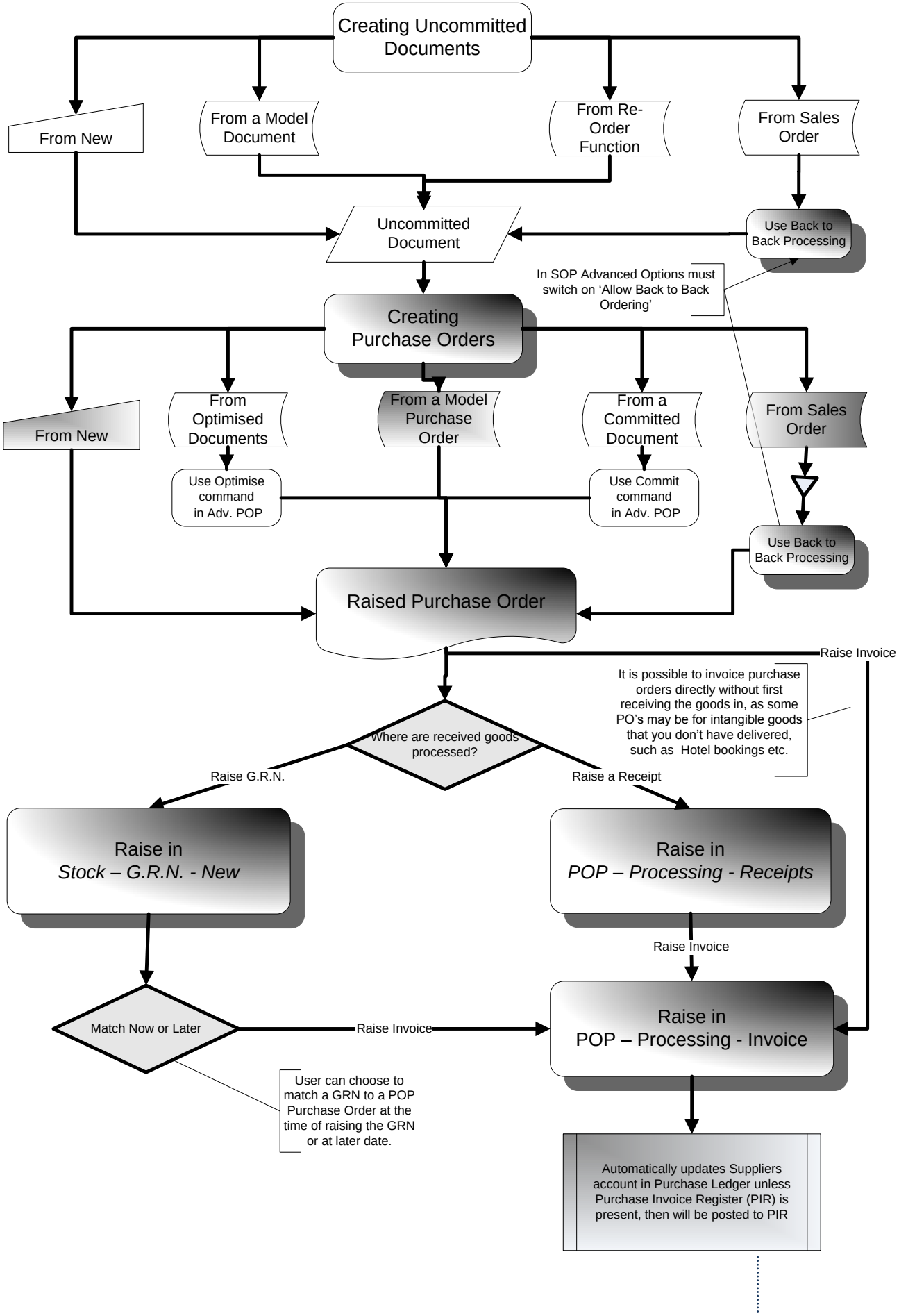
- Optimise allows you to select lines from documents and combine and/or, re-group them, or use a different supplier for any number of them.

- Re-Order - gives you the ability to automatically generate documents (or Purchase Orders) based on minimum stock re-order levels set against the stock item for each warehouse.

If required, rather than using the quick receipt and quick invoice function within the Purchase Order Processing module, deliveries can be matched against Purchase Order lines within the stock G.R.N. function and Purchase Invoices can be created within the P.I.R. feature and matched against Purchase Order lines. This would be suitable for organisations where the posting of delivery and invoice transactions are performed separately to agreeing them against Purchase Orders.

Purchase Order Processing Flow Diagram

Notes



Notes

Accreditation Training Courseware

1 Set-Up

1.1 Recommended Order of Set-up

It is suggested that you set up the Invoicing / SOP in the following way:

System Manager

- Exchange Rates - relevant currencies are created for foreign Customers.
- VAT rates - create relevant rates within VAT Processing.
- Company Profile - select relevant links between modules and appropriate options

EC VAT (If Applicable)

- If user has EC Vat module – Home Currency needs to be specified

Purchase Ledger

- Utilities
- Maintenance
- Processing

POP

Adv POP (Specific settings)

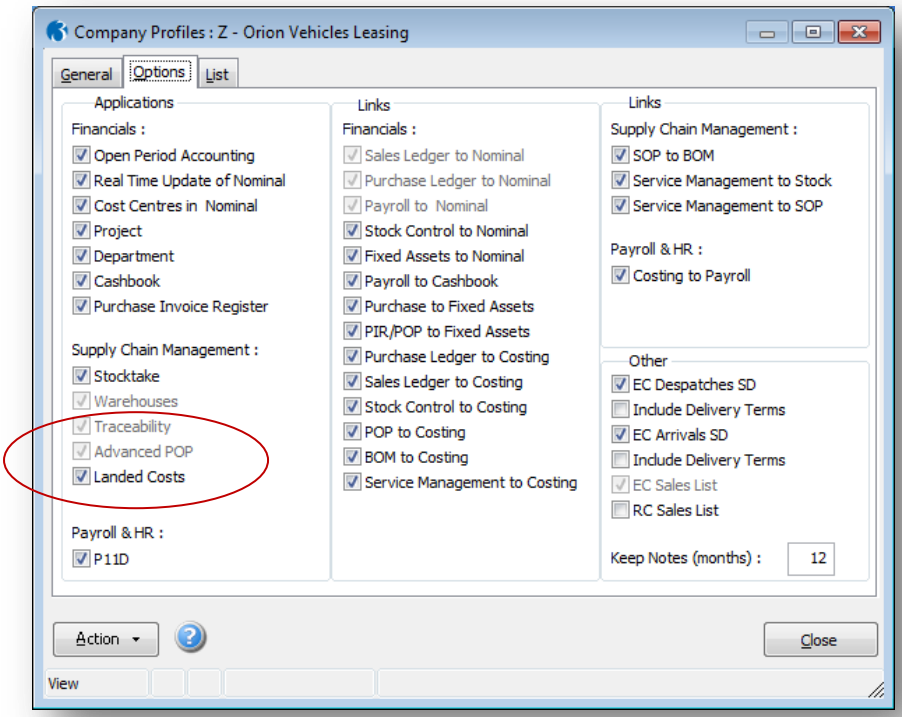
- Company Profiles (Options)
- Set Options

Set-up

1.2 Company Profiles

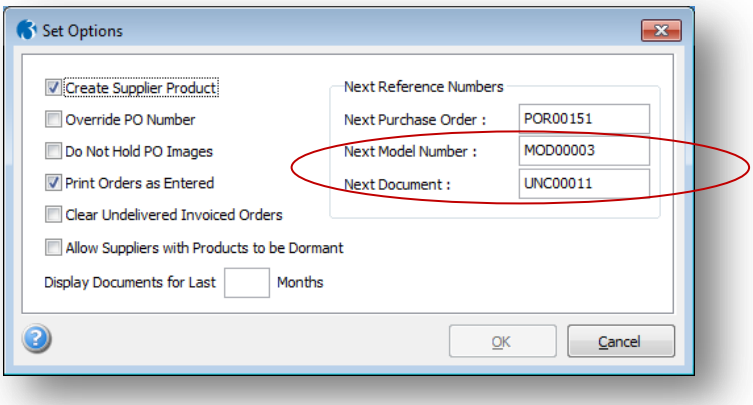
Notes

The Advanced Purchase Order Processing module is activated through the Company Profiles - Options tab. Once activated and processing has commenced this feature is greyed out. The Advanced POP feature can be recognised on the activation key by feature code F.



This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

1.3 Set Options (POP)



Next Document - The Reference for the next uncommitted purchase order document. The application automatically assigns this number to the next document record you create using the Documents command, and then increments ready for the next one.

Notes

Accreditation Training Courseware

2 Maintenance

Various Maintenance records may be created for Processing and Analysis purposes. These records are often associated to processing records created such as “Suppliers”.

In regards to specific Records for Advanced POP – there are shared with POP as such.

Notes

Accreditation Training Courseware

3 Processing

The next section covers the processing aspect of the module, including creating new records and processing them respectively. The Documents command is only available if the Advanced POP option is set on the System - Maintenance - Company Profiles form.

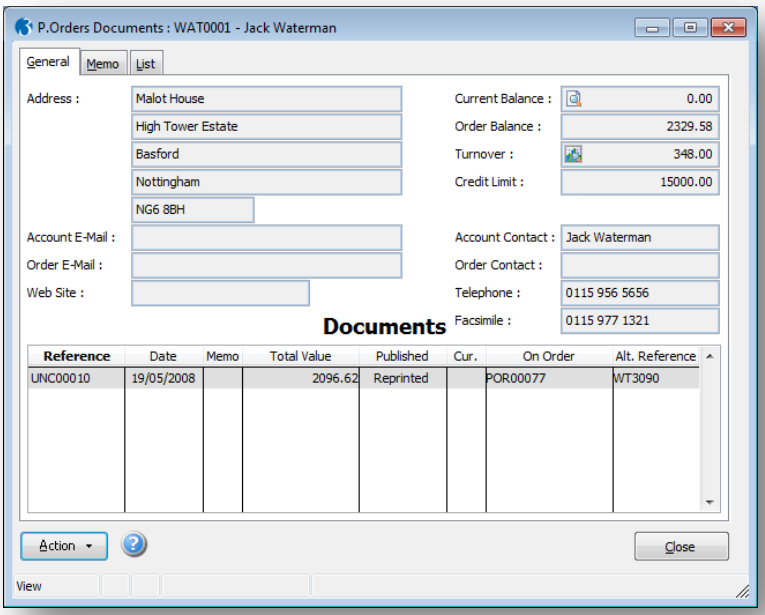
Use the Documents command to create and process uncommitted purchase order documents. Uncommitted purchase order documents do not update your supplier's balance or stock balances. The Nominal Ledger and Costing modules are also not updated. They are a useful way to enter uncommitted purchase order information into the application that you can change to purchase orders at a later date.

Determine which suppliers are available by selecting the Purchase Orders option on the Purchase - Processing - Orders form. Only suppliers with this option selected can be processed in the Documents command.

If several uncommitted purchase order documents exist for the same supplier, you can amalgamate them into an order by using the Optimise command. You can also amalgamate purchase order documents that exist for several suppliers into one purchase order document for a single supplier.

3.1 Uncommitted Order Documents

The Documents function is where uncommitted Purchase Orders can be processed. Every aspect of these documents is available for amendment or deletion until the document is confirmed as a true Purchase Order.



Although every document is raised against a specific supplier account, whilst they are uncommitted, every document line can be transferred to a different supplier/document through the Optimise function.

Processing

Notes

Uncommitted Order Documents can be created by:-

1. Creating from scratch within the Documents function.
2. Creating from a Model within either the Documents or Models function.
3. Back to Back Processing from a Sales Order line.
4. Optimising other Uncommitted Order Documents.
5. Running the Re-order process

The following information is shown in the list:

Box	Description
Reference	The document number.
Date	The date on which the document was posted.
Memo	Indicates whether a memo has been created.
Total Value	The total value.
Printed	Indicates whether the document has been printed.
Cur.	The currency code associated with the document .
On Order	The Purchase Order number if the document has been committed. Displays 'Optimised' if the document has been fully optimised. Displays 'U/Optimised' if the document has been partly optimised.
Alt. Reference	An alternative reference assigned to the document.

Actions - The following commands are available on the Action menu.

Use this command	To
View	View details of the order header, detail lines, the supplier account or turnover analysis.
O.L.E.	Link objects to be associated with document records. A representation or placeholder for an object is inserted on the **O.L.E.** form associated with the order record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes.
Print	Print a copy of the selected document. This command is unavailable if you select the **No Print** option on the Purchase Processing - Orders form.
New	Create a new document for the supplier.
Edit	Edit the details of the currently selected document. Any document that is committed to a purchase order cannot be edited here. Use the P.Orders - Processing - Edit command to edit the purchase order.
Delete	Delete the currently selected document. The document is immediately removed from the grid and physically removed when you use the P.Orders - Utilities - Reorganise command. If the document has been optimised it cannot be deleted. For more information, see the Optimise Help topic.
Find Document	Find a document for any supplier record. You can enter a range of document numbers in the **Range From** and **Range To** boxes. When you click **Display**, the **List** tab displays the documents found. Select the one you want to process and click **OK**.
Order Memo	Retrieve the memo associated with the document. You can change an existing memo or add one. Right-click to add todays date or print the memo.

Notes

Optimise	Amalgamate documents into a single purchase order document. You can also amalgamate documents for several suppliers into one document for a single supplier.
Commit	Commit documents into committed purchase orders. This command updates the purchase order balance totals for the supplier, the stock items on the purchase order, and the on-order balance for your company.
Products	Maintain the relationship between suppliers and products. For more information see the Product File Help topic.
Re-Order	Create uncommitted purchase order documents to reorder stock from your suppliers. For more information see the Re-Order Help topic.
Models	Create model or template documents that you can use to generate future documents. Use the P.Orders - Utilities - Options command to enter the next document model number for automatic numbering of model documents.

3.1.1 Costing Integration

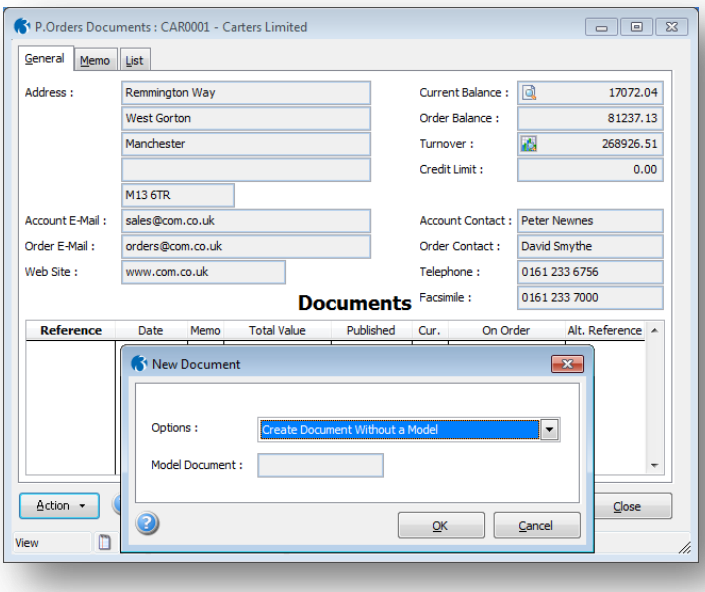
If you have the Costing module installed and activated, and you have the POP to Costing option selected in the System - Maintenance - Company Profiles command, you can analyse document detail lines to jobs, phases and cost codes.

The Costing module does not get updated until the document is committed to a purchase order. The P.Orders - Processing Help topic explains how this works.

3.2 Creating Order Documents

The Documents function is where new uncommitted order documents can be created and existing ones edited or deleted. All new Documents are created by selecting New from the action menu.

The action menu also offers you the ability to perform a number of other functions to existing Documents including Viewing, Editing and Deleting.



The **P.Orders Documents** form lists existing orders, if any, for the currently selected supplier. Use the commands on the **Action** menu to determine what processing you want to do, or to view information about associated with the supplier.

Creating a document

Notes

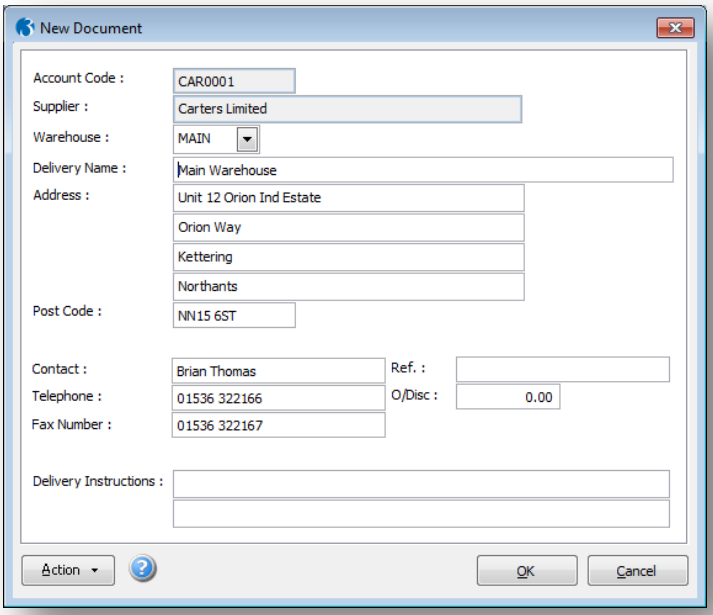
1. Open the P. Orders folder, and click Documents.
2. Retrieve the supplier record for which you want to create a document, click Action and then click New.
3. In the Options list on the New Order form, select whether to create the document with or without using a model. If you want to create the document from a model, identify it in the Model Document box.
4. Enter the header details as necessary and click OK to enter the line details.
5. Enter the line details. If the order is based on a model you can amend any details displayed.
6. When all the lines are entered, press ESC and click OK.
7. Click Yes to confirm you want to post the document.

Tip: When entering detail lines on the document, click **(Un)Delete** on the **Action** or press **F7** menu to delete or reinstate a document line. Lines marked for deletion are removed once you have accepted the document by clicking **OK**, so you can only undelete a detail line before you accept the record.

You can add a memo to a line item for the purchase order using the **Memo** tab. You can also add an extended description to a line item using the **Extended Description** tab.

When adding new document lines, the only mandatory fields are description and quantity for each line. This makes it possible for items for which there is no stock reference yet created on the system, to still be entered, or where perhaps prices are not known. Entry of a new uncommitted order document is in two stages; the document header followed by the detail lines that make up the body of the document.

3.2.1 Document Header Entry



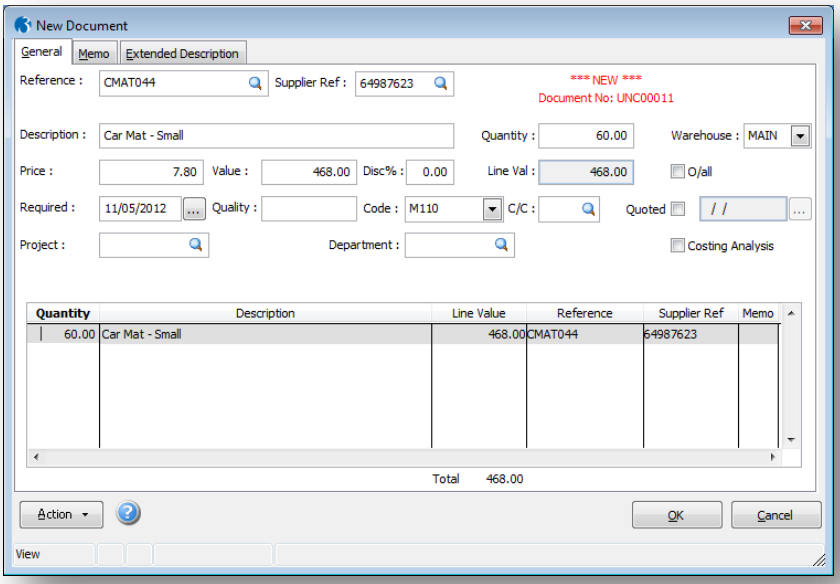
Note: Warehouse - This is the warehouse to which the goods are to be delivered.

(Multi-Warehouse Only) - Any entry made here is used as the default for each document line, but can be changed per line if required.

3.2.2 Document Detail Entry

Notes

Firstly, if the stock item entered is not on the Supplier's Product File, the operator can choose to add it to the file now.



Box	Description
Reference and Supplier Ref	The stock or product items you want to purchase from the supplier. You can link products to suppliers using the **P.Orders - Documents - Products** command. This determines which products are normally associated with the supplier and available for selection in the **Supplier Ref** list. If you have selected **Create Supplier Products** option in the **P.Orders - Utilities - Set Options** command, you can choose whether to add the item to the product file. In this case, information about the supplier's account number, your stock reference, the supplier's stock reference and stock description is added to the product file. To add a new supplier product, add a new reference in the **Supplier Ref.** If you leave both the **Reference** and **Supplier Ref** boxes blank, you can enter a 'description only' item. **Note:** If the **Allow P/Order** option is cleared on the Stock - Processing - Options form, you cannot add the stock item to the document. This also applies if the application is not activated with the Stock module; the equivalent option is **Allow to be Ordered on P/Order** on the **Product** form in SOP, Invoicing and P. Orders modules.
Quantity	The quantity required. If you have the Stock module and the stock level is below the minimum quantity, the reorder quantity appears here. If the stock level is above the minimum quantity, the economic order quantity is displayed as the default if one is specified on the supplier product. Otherwise the default is 1. For factored items, the factor and unit description also appears. If you do not have the Stock module, the economic order quantity is displayed as the default if one is specified on the supplier product. Otherwise the default is 1.
Warehouse	The default warehouse, if one is selected in the **Warehouse** list box for the order. You can specify a different warehouse code for each line. This only applies if you have the Stock module activated.
Price	The unit cost price of the item. The default displayed is the price on the supplier's product record; otherwise it is the cost price on the stock or the product record. The application multiplies the unit price by the quantity and displays the result in the **Line Val** box. For foreign currency documents, the price is in the currency associated with the order.

Notes

Value	The value of the line based on the cost price and quantity. If the **Price** box is blank, you can enter a value.
Disc%	The percentage of line discount based on the unit price. The line discount is deducted from the value displayed in the **Line Val** box. If this item is on the supplier's product file and the discount is entered in the **Discount** box, and the **Line** option selected, then this is displayed as a default but you can change it.
O/all	Determines whether the line item is included in the calculation of overall discount for the order. If the item is set up on the supplier's product file you can select the **Overall Discount** option that determines the default for this option.
Required	The date due for delivery of the item. The default is the current system date plus the lead time specified on the supplier product record.
Quality	A quality description for the item of up to eight characters.
Code	The supply code associated with the stock or product record. If the **Analysis** option on the **General** tab of the **Stock** or **Product File** form is set to 'Override' for the supply code, you can select an alternative from a list. If that option is set to *Fixed* you cannot change the one displayed. For non-stock items, the supply code defaults to the one associated with the supplier record as defined on the **Supplier** form in the Purchase module.
C/C	The cost centre to which the detail line is analysed. You can select it from a list if the Nominal Code associated with the Supplier Code is assigned Cost Centres.
Quoted	Determines whether the price and discount for the item has been quoted by the supplier. If you select the option, you can also enter the date of the quotation.
Advanced Nominal Dimensions	The dimensions used for the analysis of the current transaction line in the nominal ledger. If you have the Nominal Ledger activated and you are using either of the two additional analysis dimensions (such as Project and Department), you can override the defaults displayed for the current transaction line. If the nominal account associated with the supply code entered in the **Code** box is set up to use one or both additional dimensions, default dimension IDs are displayed in these boxes, otherwise they are unavailable. The defaults will be those associated with the supplier record, or if these have not been specified (that is, left blank), then the defaults will be those identified on the nominal account record linked to the supply code. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module. The Nominal Ledger is not updated until the document is changed to a committed purchase order in the P.Orders - Documents - Commit command.
Costing Analysis	Determines whether you want to analyse the document line to a job or phase. This only applies if you have the Costing module activated and the **POP to Costing** box on the System - Maintenance - Company Profiles form is selected. If selected, you are must complete the job analysis details on the **Costing Analysis** form that is displayed when you complete the other boxes for the line. The Costing module is not updated until the document is changed to a committed purchase order in the P.Orders - Documents - Commit command.

Costing Analysis

Box	Description
Job/Phase	The job and phase to which the purchase order is to be analysed. Job and phase records are maintained using the Costing - Job Processing command.
Cost Code	The cost code to which the detail line is to be analysed. You can select from a list. You can only select Direct Expense, Recharge Expense or Contractor type cost codes. If integrated with the Stock module and the transaction line is for a stock item, you can also select a Stock type cost code. If the **Allow C.C. Budgets** option is selected on the job record, then if you have the **Allow Cost Code Additions** option cleared on the **Set Options** form in the Costing module, you can only select cost codes that have already been assigned to a job using the **Budgets** command on the **Action** menu associated with the **Job** form in the Costing module.

Cost Code…

If the **Allow Cost Code Additions** option is selected on the **Set Options** form in the Costing module, you can use the **Assign Cost Codes** command on the **Action** menu associated with the **Costing Analysis** form to add a new cost code record to the currently selected job. The **Assign Cost Codes for Job** form is displayed listing available cost codes that can be assigned. Select the cost code record you want to assign and then click **Assign**.

If the **Allow C.C. Budgets** option is cleared on the job record, all valid cost codes are displayed for selection.

Notes

3.3 Optimising Documents

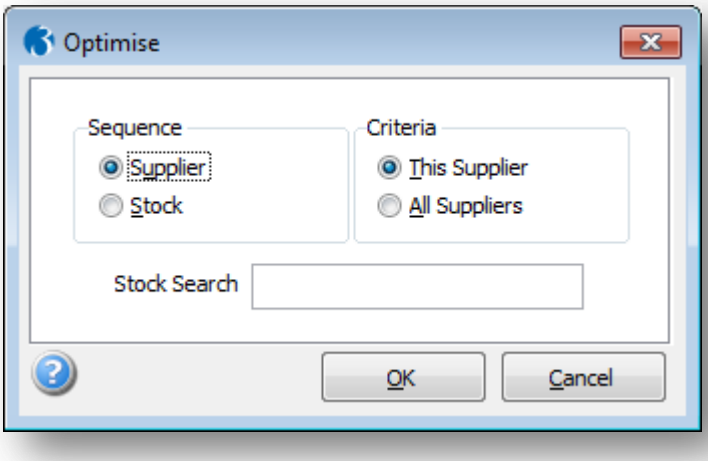
Uncommitted Order Documents can be turned into true Purchase Orders as they are, or the Optimise function can be used to build Uncommitted Order Documents using detail lines from many different documents before committing.

The Optimise function allows you to create a brand new Uncommitted Order Document for a particular supplier, by pulling in detail lines from many other different Uncommitted Order Documents.

For example, over a number of days, several Order documents have been raised. This might result in 5 documents all for the same supplier. Rather than generating five separate Purchase Orders from these documents they could be Optimised onto a single document resulting in a single Purchase Order document.

Alternatively, there may be documents for a number of different suppliers that you wish to optimise into one document for one supplier. Although initially intended for one supplier, the optimise function allows you to order the detail lines from another supplier instead.

The Optimise function works by allowing you to select existing document lines that are to be grouped into a new Uncommitted Order Document.



Optimise allows you to allocate document lines to suppliers before committing them to purchase orders. You can view documents for the currently selected supplier, or for all suppliers. Determine which suppliers are available by selecting the **Purchase Orders** option in Purchase - Processing - Orders. Only suppliers with this option selected can be processed in the **Optimise** command.

Notes

The **Query** option allows you to easily see which supplier is offering the best trading conditions based on Vendor Rating, Lead Time and Cost Price. You can then decide which supplier to order the stock from, and move document details to that supplier.

Note: The **Query** option uses information held against **Supplier Products** to help you make better informed decisions on which supplier should supply your stock. See the P.Orders - Documents - Products Help topic for more information.

Use the **P.Orders - Documents - Optimise** command to:

- consolidate multiple documents lines for a particular supplier into a single document.
- reallocate individual document lines to new suppliers.

Providing documents have already been posted, the **Optimise** form is displayed. You must select one of the following options:

- only the currently selected supplier.
- all suppliers.

You can also include specific stock items and select either a Supplier or Stock sequence.

3.3.1 Optimising Documents Process

Sequence

This setting dictates the order in which the selected document lines will be displayed in the table. Either in stock reference or supplier account number order.

Criteria

This setting dictates whether document lines for any supplier or only those for the supplier currently displayed on screen are selected.

Stock Search

If an entry is made in this field, only those document lines that have a stock reference or description containing this entry will be selected for display within the table.

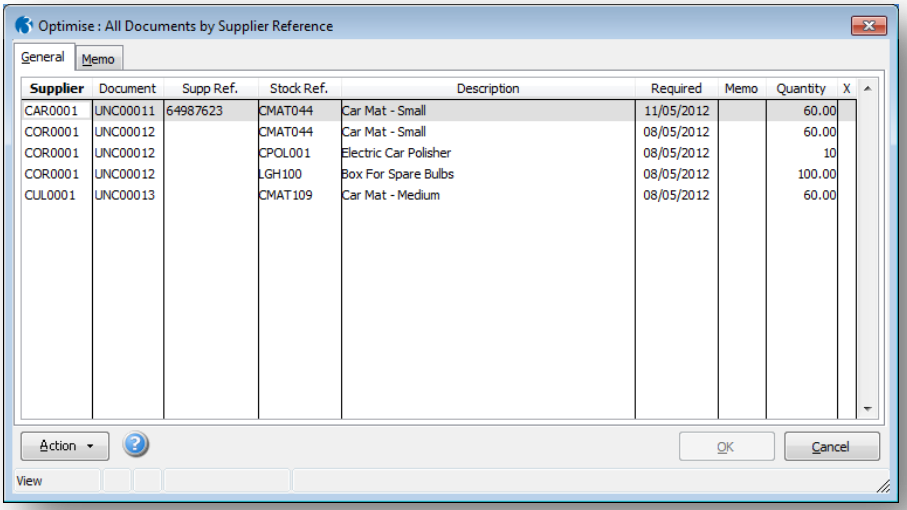
Using a combination of this supplier/stock reference filter it is possible to exclude many unwanted document lines from this initial selection stage.

The system will then display a table of all the document lines which matched this criteria, in either supplier or stock reference sequence.

Notes

Optimise selection criteria

When you select the Optimise selection criteria, a browse screen displays the relevant document lines. Depending on your selection, the document lines are sequenced by either Supplier or Stock reference.

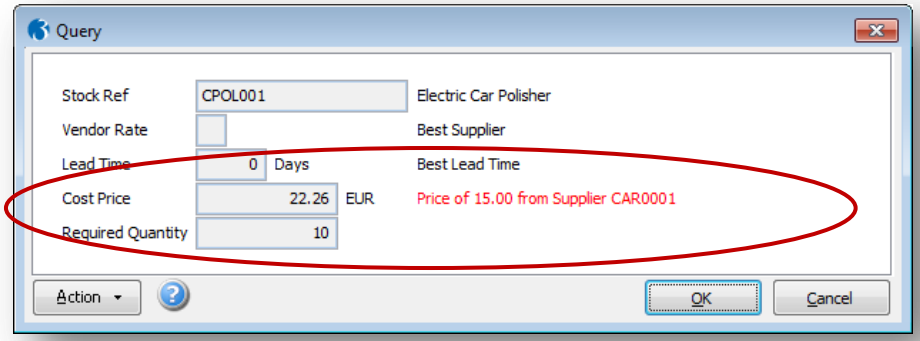


Supplier	Document	Supp Ref.	Stock Ref.	Description	Required	Memo	Quantity	X
CAR0001	UNC00011	64987623	CMAT044	Car Mat - Small	11/05/2012		60.00	
COR0001	UNC00012		CMAT044	Car Mat - Small	08/05/2012		60.00	
COR0001	UNC00012		CPOL001	Electric Car Polisher	08/05/2012		10	
COR0001	UNC00012		LGH100	Box For Spare Bulbs	08/05/2012		100.00	
CUL0001	UNC00013		CMAT109	Car Mat - Medium	08/05/2012		60.00	

Actions - The following commands are available from the Action menu.

Use this command	To
Query	Displays the Vendor Rating, Lead Time, Cost Price, and Required Quantity. The following actions are available on the **Query >> Action** menu: • **Last Delivery**. Displays the quantity, unit cost, quality and delivery date for the currently selected line. • **Last Invoice**. Displays the quantity, unit cost, and invoice date of the last invoice for the currently selected line. • **Discount**. Displays the line discount rate offered by the currently selected supplier, and also whether overall discount is currently offered. Stock. Displays warehouse stock information for the stock item on the document line. **Note**: The query displays "Best" prompts beside the Vendor Rating, Lead Time and Cost Price after comparing them to details from other suppliers that supply the same stock item. If another supplier is offering more favourable conditions, the application displays a further prompt to inform you of this. For example: if another supplier is offering a shorter lead time the application displays **" Lead Time of *x* Days from Supplier *Y* "** in the query window.
Group	Displays the **Optimise selection criteria** form again so you can select new documents lines. **Note :** This displays the same selection criteria screen as in the previous screenshot, and allows you to change the selection criteria originally specified. The table of order document lines will then be updated. Any lines that have already been ticked before re-grouping will keep their status as ticked. This makes it an ideal way of working through a large amount of order document lines into smaller batches.
(Un)Tick	Select or deselect the current document line. Selected lines are included in the new document.
(Un)Tick All	Select or deselect all the document lines. Selected lines are included in the new document.

Notes



To Optimise Documents

1. Open the **P. Orders** folder, then click **Documents**.
2. If necessary, retrieve the supplier record for which you want to create a new document. Alternatively you can select **All Suppliers** in the **Optimise** criteria window.
3. Click **Action** then click **Optimise**. The **Optimise** criteria window is displayed.
4. Select your required sequence and criteria.
5. Click **OK.**
6. The **Optimise** browse window is displayed. Select your required document lines using the **(Un)Tick** option on the **Action** menu.
7. Click **OK** to create the new document.

Selected Document Lines

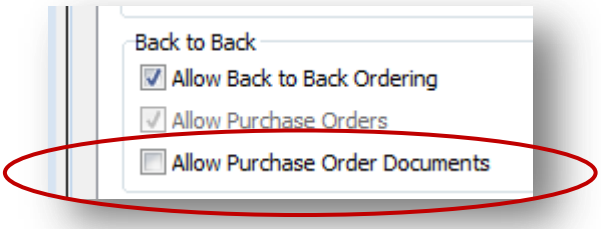
Once the required document lines have been selected, pressing OK will create the new document for the supplier record currently being displayed on screen, and remove the ticked lines from the existing documents.

This new document is then available for amendment and processing like any other Uncommitted Order Document

3.4 Back to Back Ordering

The Back to Back ordering function has been extended to allow the creation of Uncommitted Order Documents from Sales Orders.

This function is only available if both Sales Order Processing and the Purchase Orders module are present. The Back to Back ordering feature provides a link between sales orders, raised through the SOP module, and purchase orders.



Notes

Items included on sales orders for which there is a shortfall can be flagged Purchase Orders to satisfy the order requirement. When a sales order detail line is flagged accordingly, an Uncommitted Order Document can be generated subsequently.

To Create Uncommitted Order Documents from Sales Orders, the Back to Back Ordering facility must first be activated by going to SOP – Set Options – SOP Settings and switching the 'Allow Back to Back Ordering' option ON.

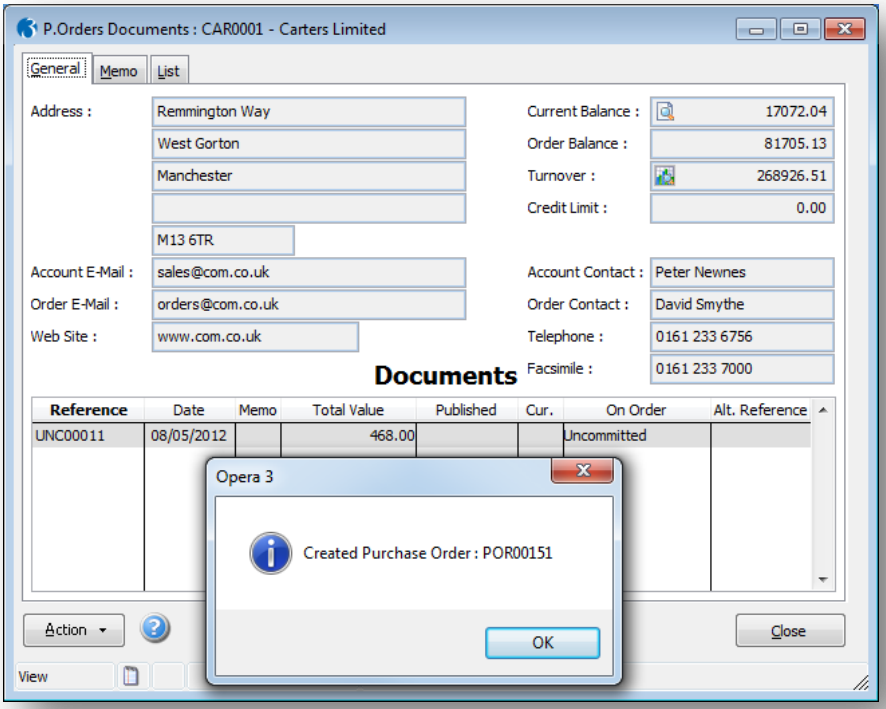
Also the Allow Purchase Order Documents will need to be selected. If this option is not selected then the default option is to create Purchase Orders through the Back to Back ordering system.

It is possible to create Uncommitted Order Documents either using the Raise Now function or through the Back to Back processing routine.

3.5 Commit

The Commit function is used to turn Uncommitted Order Documents into real Purchase Orders. At this point, the Supplier Order balance figure will be updated with the total order amount. If the Override PO Number check box in Set Options is ON, the system will display a pop-up to allow the operator to enter their own Purchase Order number if required.

Before selecting the Commit function you must first select the Uncommitted Document by clicking on it. Once the Commit function has been selected the system will display the publisher screen, where you can select the Purchase Order design and output method. Once the purchase order has been published the user is prompted to finalise the creation of the purchase order.



3.6 Re-Ordering

Notes

The Re-Order function offers a quick way of raising orders with suppliers for items whose current in stock quantity has fallen below its reorder level.

The system looks at every stock item that exists on the supplier product file, for the supplier that is currently on screen, and any that currently have a projected stock quantity below the re-order level or minimum quantity at a warehouse, are displayed in a grid.

If you have defined a relationship between your stock items and your suppliers using the P.Orders >> Documents >> Products command, you can use the P.Orders >> Documents >> Re-Order command to reorder stock. This creates uncommitted purchase order documents for stock items with projected stock less than the re-order level or minimum quantity.

The projected stock is calculated by adding the:

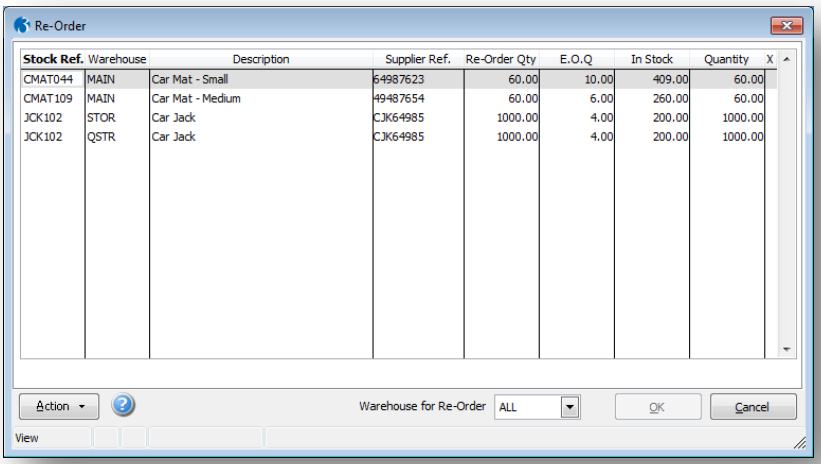
- in stock quantity (In Stock)
- quantity ordered from your suppliers, including any uncommitted purchase order documents (Qty PO)
- quantity already being made (if the stock item is a Bill of Materials assembly) (Qty WO)

and subtracting the:

- quantity ordered by your customers (Qty SO).

This can be summarised by the formula:

Projected Stock = (In Stock + Qty PO + Qty WO) - Qty SO



To Create an Uncommitted Purchase Order Document using Re-Order

1. Open the P. Orders folder, and click Documents.
2. Retrieve the supplier record from which you want to reorder stock.
3. On the Action menu, click Re-Order.
4. If you use multi-warehouses select the warehouse you want to re-order for in the Warehouse for Re-Order field.
5. Select the detail lines using the Action >> (Un)Tick or (Un)Tick All command.
6. Click OK.

Notes

Provided at least one stock item's projected stock is below the re-order level or minimum quantity, a browse screen displays these stock items with the following information:

Box	Description
Stock Ref.	A reference that identifies the stock item.
Warehouse	The warehouse where the stock item's projected stock is below the Reorder Level or Minimum Qty.
Description	The stock reference's description.
Supplier Ref.	A reference used by the supplier to identify the stock item.
Re-Order Qty	The re-order quantity for this stock reference/warehouse. **Tip:** You can maintain a separate re-order quantity for each warehouse the stock item is linked to. For more information, see the Stock >> Processing Help topic.
E.O.Q	The economic order quantity (EOQ) for this stock reference. **Tip**: You can maintain the EOQ using the P.Orders >> Documents >> Products command.
In Stock	The quantity in stock for this stock reference/warehouse.
Quantity	The quantity that is displayed depends on various stock quantities held for the stock reference/warehouse. The application displays a quantity using the following rules, in order: 1. If the **Reorder Qty** is greater than zero, this quantity is displayed. 2. If the **Reorder Qty** is zero, the economic order quantity (EOQ) is displayed. If both the Reorder Qty and the EOQ are zero, the application calculates a quantity: 3. If the Minimum Qty is greater than the Reorder Qty, the calculated quantity is the difference between the minimum quantity and the projected stock quantity. 4. If the Minimum Qty is less than the Reorder Qty, the calculated quantity is the difference between the reorder quantity and the projected stock quantity.
X	Displays *x* when the line is selected. As the **Re-Order** command creates a document for one warehouse only, the application prevents you from selecting lines if they include different warehouses. This only applies if you use multi-warehouses. **Note:** Unless the browse screen includes records with different warehouses, the line is automatically ticked if the selected supplier has the best vendor rating. You can maintain the vendor rating using the P.Orders >> Documents >> Products command.
Warehouse for Re-Order	This field appears if any stock item's projected stock quantity is below the Reorder Level or Minimum Qty in more than one warehouse. This allows you to select the warehouse for which you want to create a uncommitted purchase order document. This only applies if you use multi-warehouses.

3.6.1 Action Button

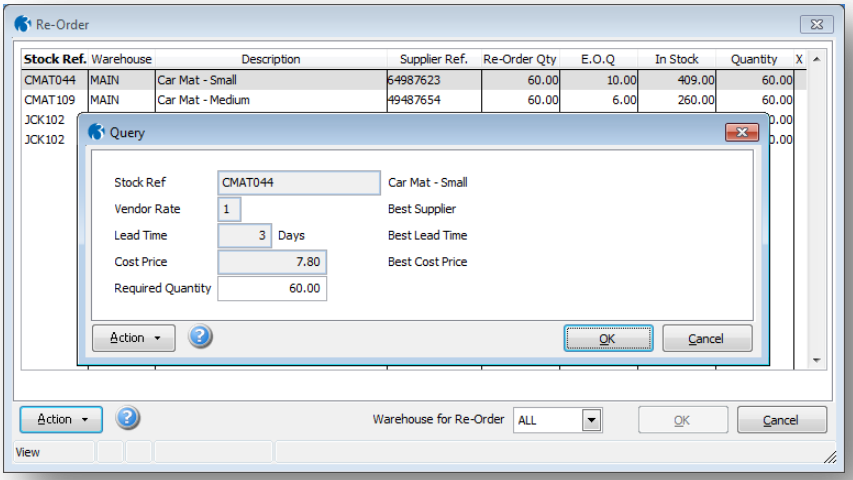
The system populates the quantity field with the ‘reorder quantity’ as specified on the stock/warehouse header record. This is the default quantity that is entered on the order, however this can be amended by the use of the Query function.

Notes

Query - F6

This function works in exactly the same way as the Query function on the main Document Processing screen action menu. For the stock item currently being highlighted, a pop-up is displayed showing the vendor rating, lead time and cost price from this supplier. If any of these are bettered by another supplier of this product, the difference is highlighted in red to bring it to the user's attention.

The order quantity will have defaulted to the Re-Order Quantity on the stock/Warehouse header record, the item's EOQ or the difference between projected stock and reorder level.



Use this command	To
Query	Displays the Vendor Rating, Lead Time, Cost Price, and Required Quantity. The following actions are available on the **Query >> Action** menu: • **Last Delivery**. Displays the quantity, unit cost, quality and delivery date for the currently selected line. • **Last Invoice**. Displays the quantity, unit cost, and invoice date for the currently selected line. • **Discount**. Displays the line discount rate offered by the currently selected supplier, and also whether overall discount is currently offered. • **Stock**. Displays warehouse stock information for the stock item on the document line. **Note**: The query displays "Best" prompts beside the Vendor Rating, Lead Time and Cost Price after comparing them to details from other suppliers that supply the same stock item. If another supplier is offering more favourable conditions, the application displays a further prompt to inform you of this. For example: if another supplier is offering a shorter lead time the application displays **" Lead Time of *x* Days from Supplier *Y* "** in the query window.
(Un)Tick	Select or deselect the current line. Selected lines are included in the new document.
(Un)Tick All	Select or deselect all lines. Selected lines are included in the new document.

Tip: If the **Confirm** option is selected in System >> Preferences, a message is displayed asking you to confirm you want to post the document. You can clear the option if you do not want the message to be displayed each time you post a document.

Notes

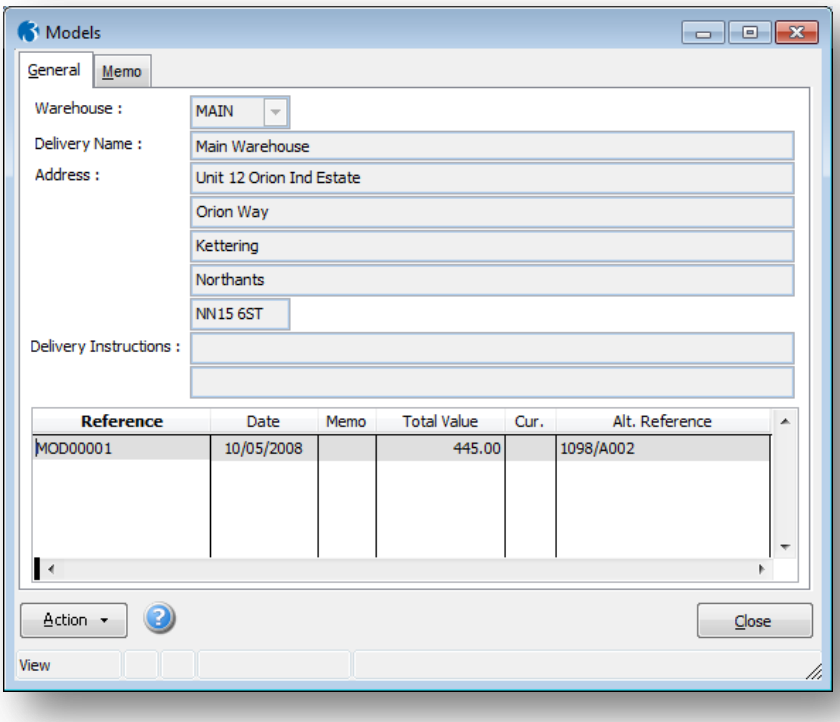
As the reorder function produces an Uncommitted Order Document it means these details are still available for optimising onto another document or another supplier if required, and the details are available to be fully amended before committing it as a true Purchase Order.

3.7 Model Orders

The Models function is where model order documents can be created for the supplier currently being displayed on screen. Once created the model order can then be used over and over again as the basis for either uncommitted documents or committed Purchase Orders.

The entry screens for creating a model order are exactly the same as those for creating an Uncommitted Purchase Order document.

Note: The numbering automatically assigned to models is based on what is specified in the **Next Model Number** box in the **P.Orders >> Utilities >> Set Options** command.



When existing model orders are displayed the usual function keys are available to add, amend or view the currently highlighted record.

F9 – Commit

This will give the operator the choice of using the currently highlighted model to form the basis for either an Uncommitted Purchase Order or a fully committed Purchase Order. Either way, the original model order will remain on the system so that it can be used many times.

Alternatively, model orders can be used at the time of creating a brand new Document or Order through the Documents or Orders routine.

Notes

If no model currently exists for the supplier, the browse screen is empty. On completion, you must confirm you want to post the model document record. When a model exists for a supplier, the application gives you the opportunity to create the document from an existing model if you want to.

Creating a model document

1. Open the P. Orders folder, and click Documents.
2. Retrieve the supplier record for which you want to create a model document, click Action and then click Models.
3. On the Record menu, click New.
4. Enter the model order details. The entry of the header record for model documents is similar to that of ordinary documents.
5. Click OK.
6. In the boxes provided, enter the line details that determine the content of the model document. The entry of the detail lines for model document is similar to that of ordinary documents.
7. When all the lines are entered, on the record menu, click Save and then click OK.

Tip: When entering detail lines on the model order, you can use the History command on the Action menu to view the creation and amendment date, time and user name. You can also use the Costing Analysis to review the costing analysis details, if entered.

You can add a memo to a line item for the document using the Memo tab. You can also add an extended description to a line item using the Extended Description tab.

Committing a model document

1. Open the P. Orders folder, and click Documents.
2. Retrieve the supplier record for which you want to create a document from a model document, click Action and then click Models.
3. In the Model Document browse window, select the model you want to convert.
4. On the Action menu, click Commit.
5. The document number assigned to the record is displayed.
6. Click OK.

Practical Assignment 1

Notes

(Time allowed 10 minutes)

Objectives

At the end of this practical assignment you will be able to:-

- Create a Model Order
- Raise an Uncommitted Document from an existing Model Purchase Order
- Run the Re-Order command
- Use the Optimise command

Andrew Smith of the buying department has noticed that they tend to order the same goods every week from Carters Limited catalogue. He has decided that they would save time by creating a model purchase order.

Create a module purchase order for the following goods:

Supp	Our Ref	Supp Ref	Desc	Qty
GRO0001	CMAT044	22094834	Car Mat	60
GRO0001	OIL5LTR	OIL459687	Engine Oil	30
GRO0001	PLG5847	4536987	Spark Plugs	30

Raise an uncommitted document from the model purchase order previously created.

Andrew Smith has also noticed that the stock levels for several items they buy from Carters Ltd are low.

He decides to run the Re-Order routine to raise an uncommitted document for any items below their re-order level for the Main warehouse only accept the Vauxhall Calibra VHL3429.

Andrew is now ready to place this order with Carters but only wants to raise one PO and only for those items where Carters are the ‘Best’ on price.

Using the Optimise routine select only those items that carters are the ‘Best’ supplier for price and create a new uncommitted document.

Commit the document to a Purchase Order.

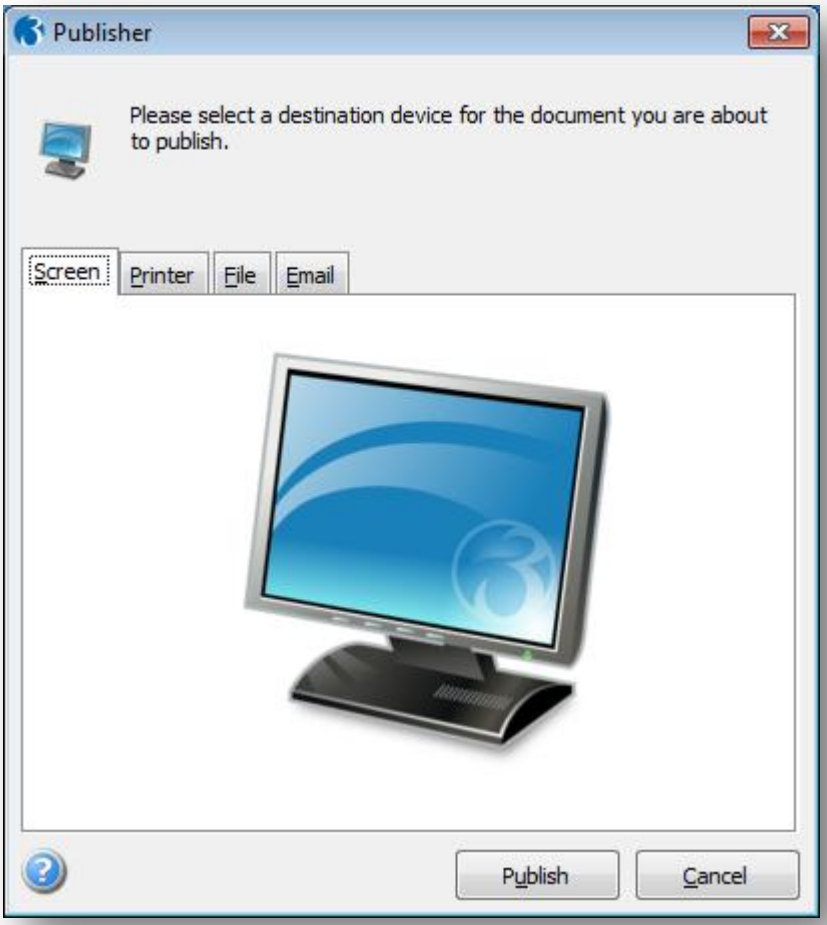
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen, Printer, File or Email output.



To print a report;

1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

Reports

4.2 List of Reports

Notes

Name & Description	Example

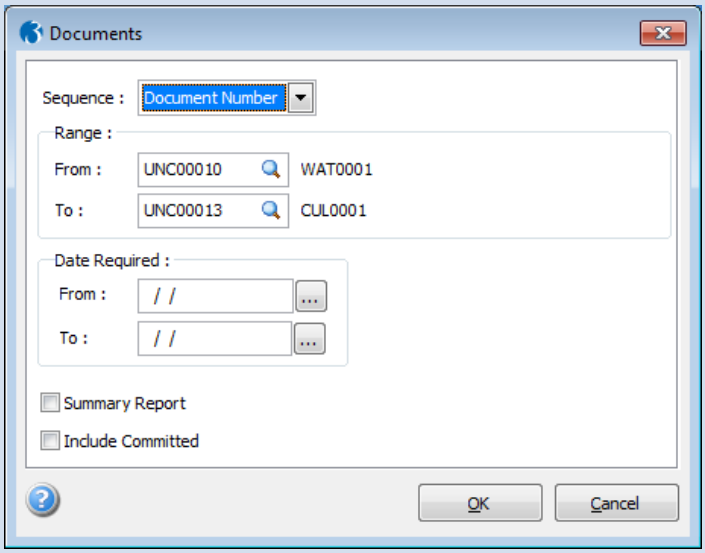
Documents

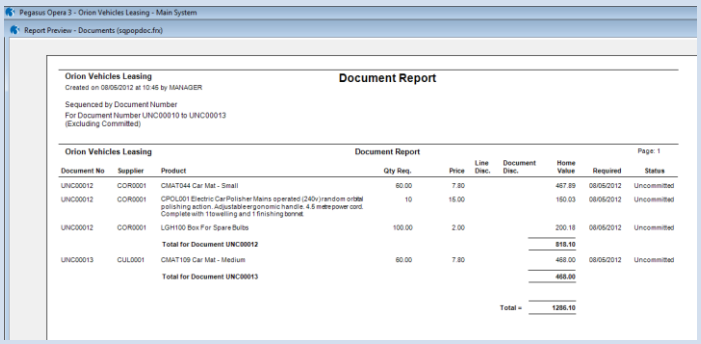
This report is available only if the Advanced POP option is selected in the System >> Maintenance >> Company Profiles command.

Use the Documents Report to produce a listing of uncommitted purchase order documents. The report includes details including the quantity required and cost information. You can choose to sequence the report by Document Number, Stock Code, Supplier, or Job Code. Job Code is only available if you use the Costing module. The sequence you choose changes the range you can enter.

You can use the Summary Report option to exclude the documents' detail lines, and the Include Committed option to include documents that have been committed to purchase orders.

Note: All foreign currency values are converted to your home currency before the report is displayed.

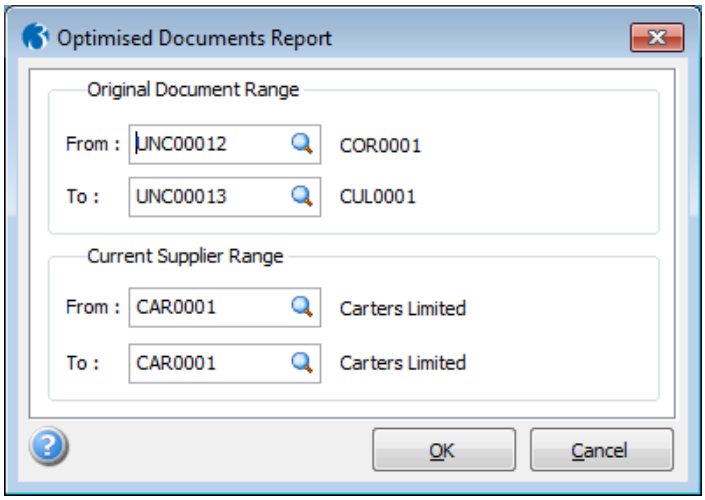


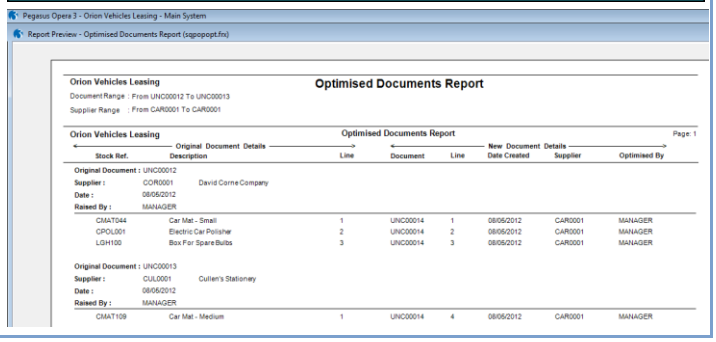


Optimised Documents

This report is available only if the Advanced POP option is selected in the **System >> Maintenance >> Company Profiles** command.

Use the **Optimised Documents** report to produce a listing of optimised uncommitted purchase order documents. The report includes details of the original document's supplier and details, along with the optimised document's supplier and details.





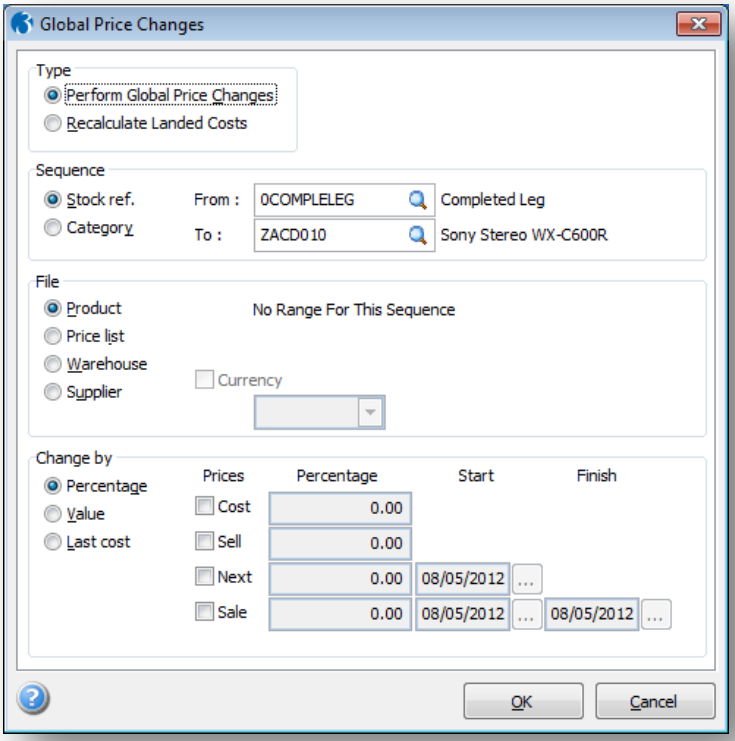
Notes

Accreditation Training Courseware

5 Utilities

5.1 Global Price Changes

Use the Global Price Changes command on the Utilities menu to update cost and/or selling prices on the stock/warehouse or product records or special price lists. This provides an effective way of updating cost and selling prices for stock or product records based on a variety of criteria. You can also update cost and selling prices on warehouse records if you have multi-warehouses feature activated and you have selected the Use Multi-Warehouse option on the Set Options form in the Stock module. Once you have specified your price change criteria, the system calculates the new prices and updates the files automatically and produces a report.



To update prices globally

1. Open the POP folder, double-click Utilities and then click Global Price Changes.
2. In the boxes provided, complete the options that determine which prices are changed and by what means.
3. To update the prices, click OK, then click Yes when the report is produced.

Notes: If you choose to update a price list, you can select the currency to be updated by selecting the **Currency** option and then selecting a currency from the list box. The **Cost** and **Last Cost** options under **Change by** will be unavailable.

If you have multi-warehouses feature activated and you choose to update warehouse prices, the **Next** and **Sale** options under **Change by** will be unavailable.

Utilities

Notes

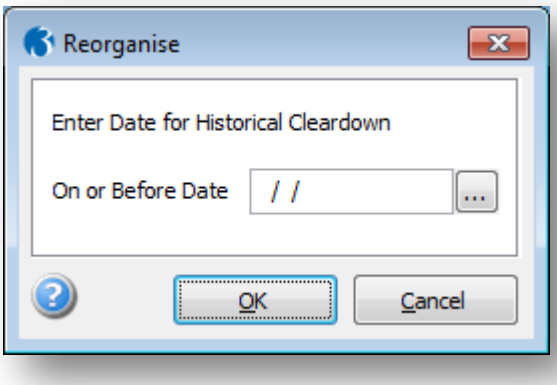
If you choose to update supplier prices, the **Last Cost**, **Sell**, **Next** and **Sale** options under **Change by** will be unavailable.

Note: File Options that determine the files to be updated. These are: Product (price change details are written to the selected stock or product records); Price List (price change details are written to the range of price lists you specify); Warehouse (if you have multi-warehouses feature activated, price change details are written to the range of warehouses you specify in the From and To boxes that appear) and Supplier (price change details are written to the range of supplier records you specify).

5.2 Reorganisation

The Reorganisation function within Utilities, is the 'tidy-up' routine for the Purchase Order Processing module, but will also 'tidy-up' Advanced POP data.

All Order Documents that have been progressed to an Order and the document date is less than the Historical Cleardown date and all order lines have been completed will be deleted. Any orders that have been cancelled will also be removed.



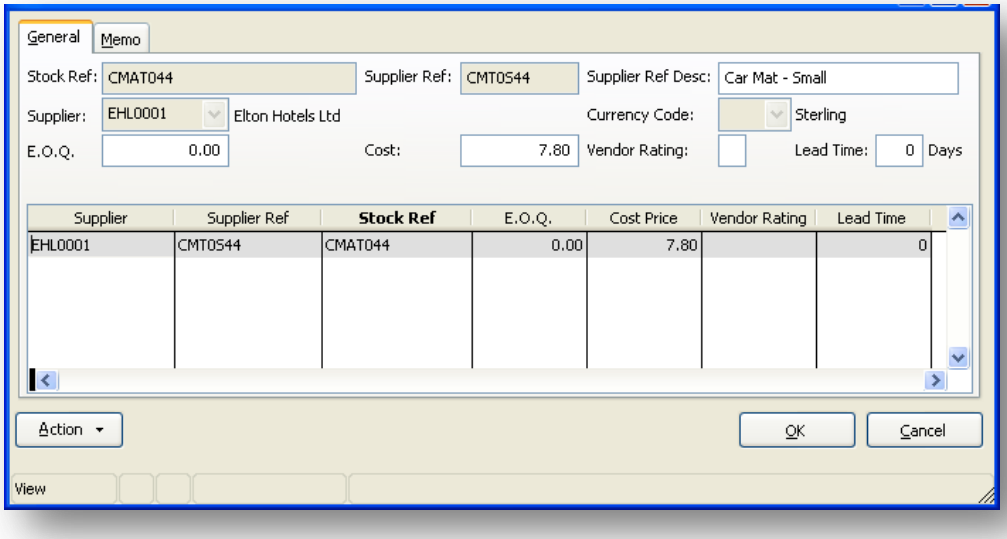
Accreditation Training Courseware

Appendix

Appendix A – Products (P. Orders)

Use the Products command to link stock items with purchase order suppliers and record economic order quantities, vendor ratings and lead times for analysis purposes. You can also control the creation of purchase orders to ensure the right supplier is selected for particular products.

The Products command can be used from both the P.Orders >> Processing and P.Orders >> Documents commands.



To define product/supplier relationships

1. Open the P. Orders folder, and then click Processing.
2. Retrieve the supplier record for which you want to record product details, then on the Action menu, click Products. The Supplier Products form appears.
3. On the toolbar, click the Create a new record button.
4. In the boxes provided, enter the details that define the product to be associated with the supplier.
5. Click OK.

Notes: Use the **Last Delivery** command on the **Action** menu to display details of the last delivery recorded for the item. This information is based on deliveries recorded using either the **G.R.N.** command in the Stock module or the **Receipts** command on the **Action** menu associated with the **Purchase Order Processing** form in the Purchase Orders module.

- Use the Last Invoice command on the Action menu to display details of the last invoice created for the item. This information is based on invoices created using Invoices command on the Action menu associated with the Purchase Order Processing form in the Purchase Orders module.

  Use the Discount command on the Action menu to record the purchase invoice discounts applicable to the item. You can identify a discount rate for line discount and select options that determine whether line or overall discounts apply. If you select the Line Discount option, the rate you enter in the Discount box is used for the line discount.

  Use the History command on the Action menu to display the creation and revision history details of the currently selected record. This includes the date and time the record was created and last changed and the user name in each case.

Products Entries

Box	Description
Reference	A reference that identifies the stock or product item. You can select from a list.
Supplier Ref.	A reference used by the supplier for the item.
Supplier Ref. Description	A description used by the supplier for the item.
Supplier	A reference that identifies the supplier is displayed here according to the supplier record that was active when you chose the Products option from the Processing menu.
E.O.Q.	The economic order quantity for this item. This is the optimum reorder quantity for this item from this supplier and will be presented as a default order quantity on purchase order records.
Cost	The cost price of the item. This defaults to the cost price stored on the stock or product record but you can change it for the supplier. It is offered as the default cost price for purchase orders.
Vendor Rating	A number from 0 to 9 that indicates the rating for the supplier. You can use vendor rating to identify a priority for the supplier where a product can be obtained from more than one source. The supplier with the best rating will be your preferred choice for ordering.
Lead Time Days	The number of days lead time between order and delivery for the product. This is used to establish a default date required on purchase order records.

Appendix B – Notes

Most maintenance forms have a Memo tab you can use to record notes about the record currently displayed on screen. You can also use object linking and embedding to attach documents or images. In addition to these facilities, further notes can be attached to certain master records which are more structured, and that can be used to record and monitor actions or tasks to be carried out by someone else. Notes can also be generated automatically as a result of a particular process; for example, putting an account on stop.

Notes are created, edited and viewed by selecting the Notes button on the toolbar, or by pressing CTRL+O, once you have retrieved the master record concerned. The facility is not available for all records, or under all circumstances. You can only create or view notes for a record when this button is available on the toolbar.

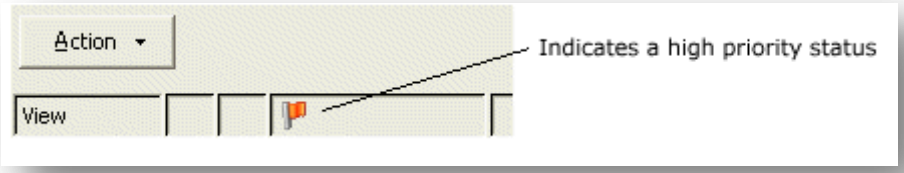
For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If the note relates to a task or action to be undertaken by someone else, you can select one of the persons identified on the People Profiles form and record a date by which the action should be completed. If that person record has an e-mail address associated with it, or if you type an e-mail address on the note record, the application will automatically generate an e-mail message, using your default MAPI-compliant e-mail software, when the note is saved.

The note can be retrieved for viewing or editing at any time when the master record is displayed using the same Notes toolbar button used to create it. You can create many notes for the same master record; each one is summarized in the grid in the bottom half of the Notes form. A report is available to list the notes created for the master records.

If the note relates to an action, you can record when the action has been done using the (Un)Complete command on the Action menu associated with the Notes form.

You can identify when a record has a note attached by an icon that appears in the form's status bar:

If a note has been assigned a high-priority status, this is indicated by an exclamation mark in the status bar of the Notes form, provided that note is the one currently selected in the grid:



You can mark a note for deletion by retrieving the note record concerned and using one of the normal record delete functions. Records marked for deletion are removed using the Reorganise System Files command in the System module. You select the Tidy Notes option on the Reorganise System Files form for this purpose.

Automatic Notes Creation

Some processes result in the automatic creation of a notes record, including:

- On production of a sales statement.
- When a sales or purchase account is put on stop or subsequently released.
- When a sales or purchase invoice is marked as being in dispute or subsequently released.
- When an e-mail is produced for a customer or supplier via the Processing menu.
- Optionally when producing e-mails from the Customer Contacts or Supplier Contacts reports, provided the Note of E-Mails option is selected.

Automatically generated notes do not have corresponding actions; no entries are made in the Action For, E-Mail, or Done By fields. However, the Completed field is updated with the same date as the note's creation date.

Note Reports

For those modules where notes can be maintained, you can print the notes created for master records using the appropriate command on the Reports menu. You can use selection criteria to determine which note records are listed. For example, you can restrict the list to a range of master records, persons identified in the Action For box, user records (those responsible for creating the notes) and action dates. You can also select by priority level and optionally include notes not intended for action, or that have already been marked as complete.

Prerequisites

Before you create a note record, you need to have created the master record to which the note will be attached. If you want to record an action for a specific individual in the Action For box, you must create the person record using the People Profiles command in the System module. In order to make it possible to generate a default e-mail message when the E-Mail box is used, you must have a MAPI-compliant e-mail software application installed on your PC.

To create a note record

1. Retrieve the record for which you want to create a note record.
2. On the toolbar, click Notes.
3. On the Record menu, click New.
4. In the boxes provided, enter the details of the note record.
5. If you have entered an e-mail address, on the Record menu, click Save. (You do not need to use the Save command if the record has been created without an e-mail address.)
6. To close the Notes form, click Close.

Note: If an entry is made in the E-Mail box, saving the note will result in the application starting your default e-mail software and generating a default e-mail message.

Note Entries

Box	Description
User	The user name of the person creating the note. This is automatically based on the name used to log on and recorded in the User Profiles form of the System module. You cannot override this on the note record.
Date	The date on which the note was created. The default is the current processing date. If you want to change this, type a new date or use the calendar button alongside the box to select an alternative. Once the note record is stored, you will not be able to amend this creation date.
Priority	An option that determines the level of importance for the note. You can select 'Low', 'Normal' or 'High' from a list. The default selection is 'Normal'. Once the note record is stored, this priority level is reflected in the grid in the bottom half of the Notes form in the column headed P. 'L' means 'low', 'H' means 'high' and no entry in this column means 'normal'.
Action For	A reference that identifies someone on the People Profiles form in the System module to whom the note relates. You can select from a list. If the note is not relevant to a particular individual, or the person does have a corresponding record in the System module, leave this box blank. If you do select a person record and they have a corresponding e-mail address, that address will appear in the following box.
E-Mail	The e-mail address of the person for whom the note is intended. This may be shown automatically if one exists on the person record. If not, you can type an e-mail address. When the note record is saved, the application will automatically generate an e-mail message using your default e-mail software. If you do not want an e-mail created, leave this box blank.
Done By	A date by which the action or task should be completed. You can leave this blank if the note has no deadline or time restriction. You can use the calendar button alongside the box to select a date. Once the note record is saved, this date will appear in the Be Done By column of the grid in the bottom half of the Notes form.
Subject	The subject of the note. This is also used as the default subject line if an e-mail is generated. A default subject heading will appear in the note has been generated automatically.
Note	The detail of the note. This will appear as the message text if an e-mail is generated, preceded by the ID and name of the record to which the note relates. A default message will appear in the note has been generated automatically.

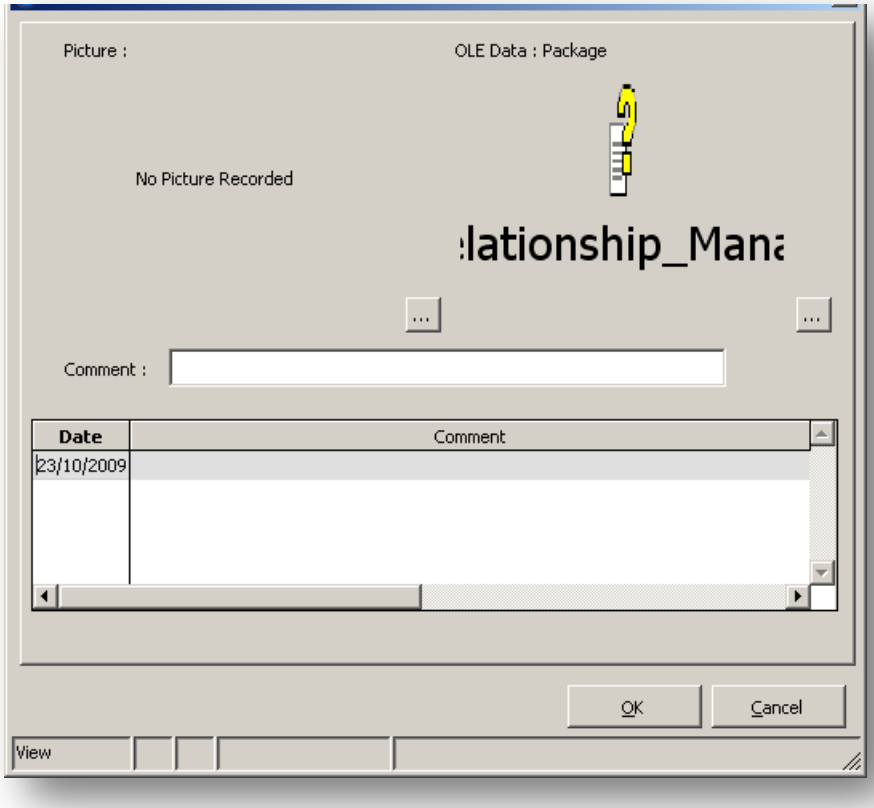
To mark a note as completed

1. Retrieve the record for which you want to update the note record.
2. On the toolbar, click Notes.
3. On the Action menu, click (Un)Complete. The current processing date appears in the Completed column of the grid in the bottom half of the Notes form.
4. To close the Notes form, click Close.

Note: You can reinstate a note to its incomplete state by reselecting the (Un)Complete command on the Action menu associated with the Notes form. This causes the date in the Completed column of the grid on the Notes form to be removed.

Appendix C - Object Linking and Embedding

You can link objects to be associated with records such as customers, suppliers, stock items, employees and so on. A representation or placeholder for an object is inserted on the O.L.E. form associated with the record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes. You can attach a picture as well as an object placeholder. This can be associated with the OLE data object or be independent. You can link several objects to each record. Double-clicking on the icon associated with the OLE Data heading will start the application used to create the object, assuming the application and document is available to you. Right-clicking on an icon associated with an OLE Data heading displays a shortcut menu. The menu options on the shortcut menu are dependent on the type of object, and provide the ability to edit the object and/or edit the package using Object Packager.



To link objects

1. Open the relevant module folder, and then click Processing.
2. Retrieve the record for which you want to store object details, click Action and then click O.L.E. The O.L.E. form appears.
3. On the Record menu, click New.
4. Under Picture, click the browse button to locate the file that contains the image you want to link.
5. Under OLE Data, click the browse button to locate the file that contains the document you want to link.
6. In Comment, type a comment that identifies the objects you have linked.
7. To store the object details, click OK.

Notes: An icon appears on the status bar of the record processing form to show that an object record exists. You can use the New command button on the toolbar to add additional objects. To start the application used to maintain a data object, double-click the icon under OLE Data. To delete an OLE entry, click to highlight in the list and then click the Delete command button on the toolbar. Both picture and OLE data objects are removed as one item. Deleted OLE files are removed when you use the Reorganise System Files command in the System module with the Tidy System Files option selected.

Appendix D - What's Reverse Charge VAT Accounting for Goods?

The Reverse Charge accounting procedure was first introduced by HMRC to combat Missing Trader intra-community (MTIC) fraud, also know as carousel fraud, in business-to-business (b2b) transactions in the United Kingdom. It applies when a supply of mobile telephones or computer chips exceeds the HMRC de minimis level of £5000, exclusive of VAT. In this situation the buyer rather than the seller must account for the Output VAT to HMRC. Full details of the procedure are available on the HMRC web site.

A report called the Reverse Charge Sales List (RCSL) has been added to the System - Maintenance - VAT Processing form. This report is designed to be submitted electronically via the HMRC web site and the Government Gateway. Once you declare to HMRC that you need to use the Reverse Charge accounting procedure, the RCSL must be submitted to HMRC for each VAT period, even when no Reverse Charge supplies are traded.

Important: Supplies to customers in the United Kingdom who are not VAT registered are unaffected by Reverse Charge accounting; as the supplier you must account for the output VAT in the normal way.

Definition of mobile phones and computer chips

Mobile Phones

For the purpose of the reverse charge, mobile telephones include:

- Any handsets that have a mobile phone function (i.e. the transmitting and receiving of spoken messages), whether or not they have any other function - it therefore includes other communication devices, such as Blackberrys.
- Mobile phones supplied with accessories (such as a charger, battery, cover or hands-free kit) as a single package and Pay As You Go mobile phones.

The reverse charge does not apply to the following:

- Mobile phones that are supplied with contracts for air time.
- Mobile phone accessories which are supplied separately from a mobile phone.
- 3G data cards or Wi-Fi cards.

Computer Chips

As a guide, all computer chips covered by the reverse charge fall within the tariff commodity code 8542 3190 00. The term covers the following:

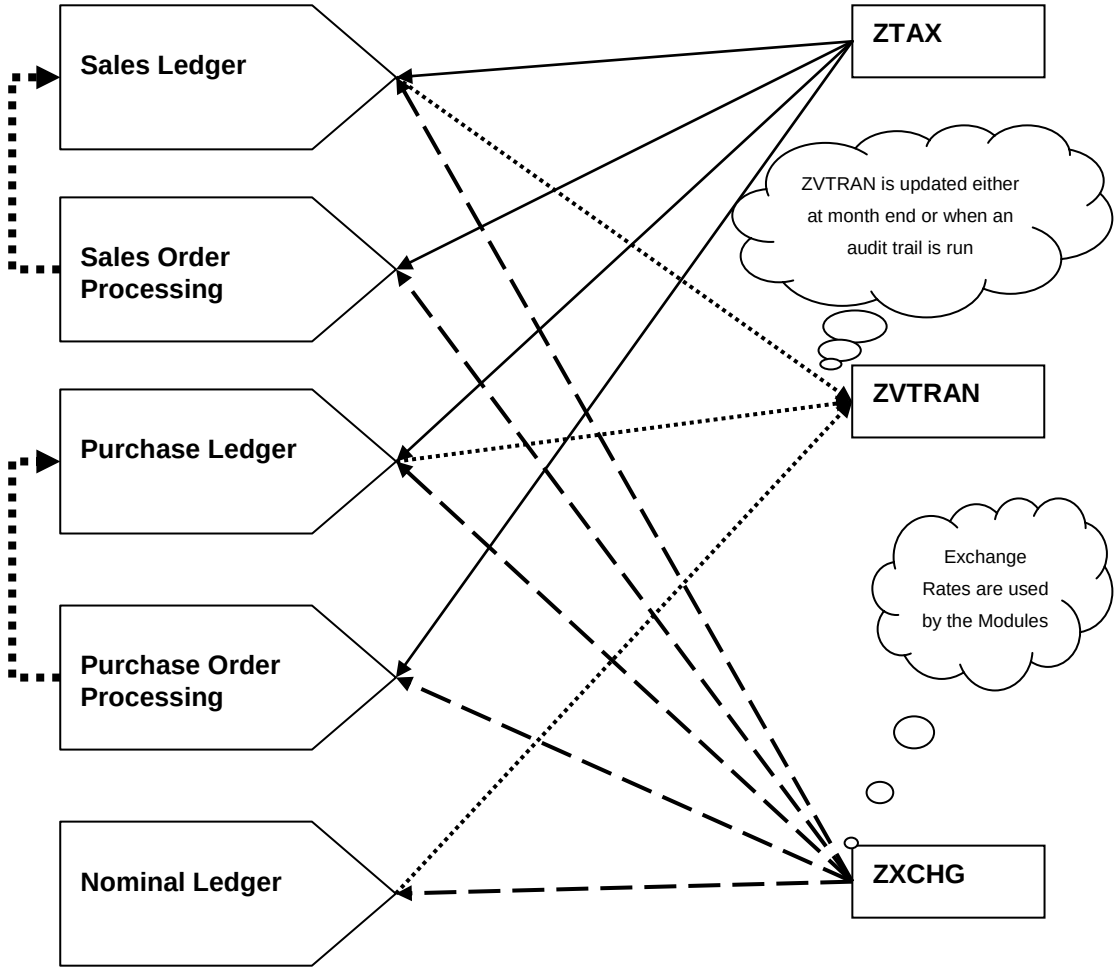
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

The reverse charge applies to such items when they are in a state prior to integration into end user products. Items such as computer servers, laptops or desktop units are excluded from the scope of the reverse charge.

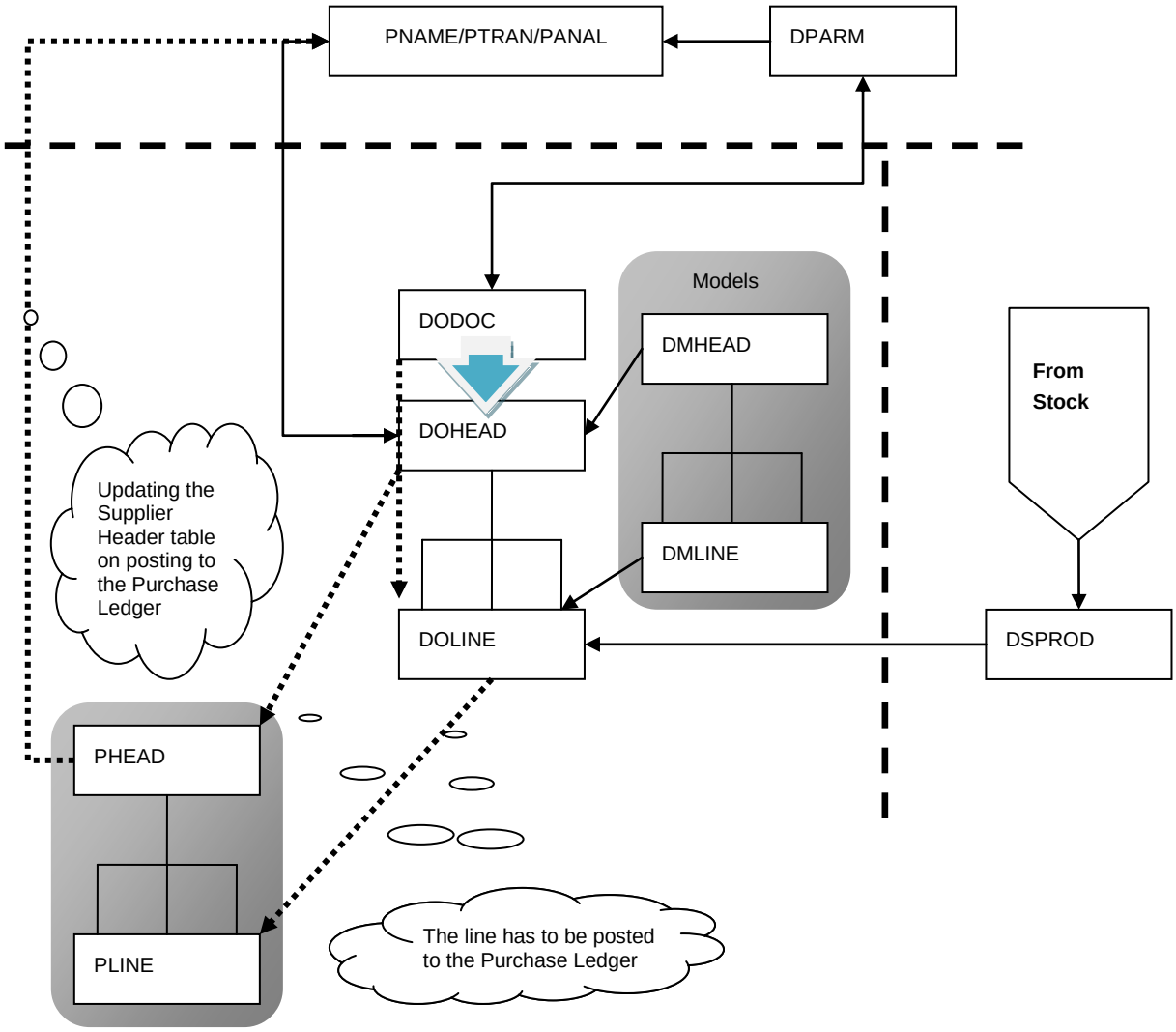
Appendix E – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the Invoicing/SOP Ledger Module as of the 6.70.00 release.

VAT & Exchange Rates



Adv POP / POP (Into PIR / Purchase)



Each time the PTRAN table is updated then the Purchase Ledger Total Balance will update SEQCO (Dependant on Update Company Balances option in System Preferences).

This is recalculated at each period end

Joins Information

TABLE	JOIN
dmhead	LEFT JOIN dmhead ON dmline.do_dmref=dmhead.dc_ref
dmhead	LEFT JOIN DMHEAD ON DMLINE.DO_DMREF = DMHEAD.DC_REF
dodoc	LEFT JOIN dodoc ON doline.do_duref=dodoc.dc_ref
dohead	LEFT JOIN dohead ON doline.do_dcref=dohead.dc_ref
doline	LEFT JOIN doline ON cmatch.cm_dcref=doline.do_dcref AND cmatch.cm_dcline=doline.do_dcline
doline	LEFT JOIN doline ON pmatch.pm_dcref=doline.do_dcref AND pmatch.pm_dcline=doline.do_dcline
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON dmline.do_cnref=dsprod.ds_cnref AND dmline.do_account=dsprod.ds_account AND dmline.do_supref=dsprod.ds_supref

Codes of interest

Breakdown of Codes	
Transaction Types (DODOC)	
Type	*Description*
0	Not on Order
2	On Order4
4	Part On Order

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – POP/Adv POP

Table : **DMHEAD** Table Description : **Model Order Header**

Field Name	Description	Type	Length	DPs	Further information
DC_REF	Model Reference	C	10	0	Order Key
DC_ACCOUNT	Supplier	C	8	0	Supplier Account
DC_ODISC	Overall Discount	N	5	2	Overall Discount
DC_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DC_DELNAM	Delivery Name	C	40	0	Delivery Name
DC_DELAD1	Delivery Address 1	C	30	0	Delivery Address
DC_DELAD2	Delivery Address 2	C	30	0	
DC_DELAD3	Delivery Address 3	C	30	0	
DC_DELAD4	Delivery Address 4	C	30	0	
DC_DELADPC	Delivery Post Code	C	8	0	Delivery Post Code
DC_DELTELE	Delivery Phone No.	C	20	0	Delivery Telephone Number
DC_DELFAX	Delivery Fax Number	C	20	0	Delivery Fax Number
DC_CONTACT	Contact	C	20	0	Delivery Contact
DC_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
DC_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
DC_CURRCY	Currency	C	3	0	Currency for Document
DC_EXRATE	Exchange Rate	N	11	6	Exchange Rate Used for Document
DC_EXMULT	Multiply Indicator	L	1	0	Exchange Multiply Indicator
DC_DPLACE	Decimal Places	N	1	0	Foriegn Decimal Places
DC_TOTVAL	Total Value	N	12	0	Total Value for Order
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	User Created	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	COMMENTS	M	10	0	
DC_TXTREP	Text Image	M	10	0	
DC_BINREP	Binary Image	L	1	0	
DC_REF2	Reference	C	20	0	

Table : **DMLINE** Table Description : **Model Order Lines**

Field Name	Description	Type	Length	DPs	Further information
DO_DMREF	Model Reference	C	10	0	Model Reference
DO_DMLINE	Model Line	N	7	0	Model Line Number
DO_ACCOUNT	Supplier Account	C	8	0	Supplier Account
DO_LEDGER	Ledger Account	C	8	0	Ledger Account
DO_SUPREF	Supplier's Stock Ref	C	16	0	Suppliers's Reference
DO_CNREF	Stock Reference	C	16	0	Stock Reference
DO_DESC	Description	C	40	0	Description
DO_EXTEND	Extended Warehouse	M	10	0	
DO_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DO_JCSTDOC	Job	C	10	0	Costing Job Number Key
DO_JPHASE	Phase	C	3	0	Costing Phase Key
DO_JCCODE	Cost Code	C	16	0	Costing Code Code Key
DO_JLINE	Job Line	C	10	0	Costing Job Line Number
DO_REQQTY	Quantity Required	N	9	0	Required Quantity
DO_REQQUA	Quality Required	C	8	0	Required Quality
DO_REQDAT	Date Required	D	8	0	Required date
DO_QUOTED	Quote Obtained	L	1	0	Quoted Indicator
DO_QUODAT	Date Quote Obtained	D	8	0	Date Quoted

DO_PRICE	Price	N	12	0	Order Price
DO_VALUE	Value	N	12	0	Order Value
DO_DISCP	Discount Percentage	N	5	2	Discount Percent
DO_DISCV	Discounted Value	N	12	0	Line Discounted Value
DO_ORDDSO	Apply Overall Disc.	L	1	0	Apply Overall Discount On Line
DO_CURRCY	Currency	C	3	0	Currency For Order
DO_DPLACE	Decimal Places	N	1	0	Foreign Decimal Places
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments
DO_SUPPCDE	Supply Code	C	8	0	Supply Code
DO_DELREF	Delivery Reference	C	10	0	Delivery Reference
DO_COMMENT	Comment For Receipt	C	35	0	Receipt Comment
DO_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
DO_JLINEID	Job Line ID	N	10	0	
DO_PROJECT	Nominal Project	C	8	0	
DO_JOB	Nominal Department	C	8	0	
DO_CNTR	Cost Centre	C	4	0	

Table : **DODOC** Table Description : **Uncommitted Document**

Field Name	Description	Type	Length	DPs	Further information
DC_REF	Document Reference	C	10	0	Document Key
DC_ACCOUNT	Supplier	C	8	0	Supplier Account
DC_ODISC	Overall Discount	N	5	2	Overall Discount
DC_ONORDER	On Order	N	1	0	Indicates if Document or Parts of Document is onOrder.0 = Not on Order2 = On Order4 = Part On Order
DC_PRINTED	Printed	L	1	0	
DC_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DC_DELNAM	Delivery Name	C	40	0	Delivery Name
DC_DELAD1	Delivery Address 1	C	30	0	Delivery Address
DC_DELAD2	Delivery Address 2	C	30	0	
DC_DELAD3	Delivery Address 3	C	30	0	
DC_DELAD4	Delivery Address 4	C	30	0	
DC_DELADPC	Delivery Post Code	C	8	0	Delivery Post Code
DC_DELTELE	Delivery Phone No.	C	20	0	Delivery Telephone Number
DC_DELFAX	Delivery Fax Number	C	20	0	Delivery Fax Number
DC_CONTACT	Contact	C	20	0	Contact for Delivery
DC_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
DC_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
DC_CURRCY	Currency	C	3	0	Currency for Document
DC_EXRATE	Exchange Rate	N	11	6	Exchange Rate used in Document
DC_EXMULT	Muliply Indicator	L	1	0	Exchange Rate Multiple Indicator
DC_DPLACE	Decimal Places	N	1	0	Foriegn Decimal Places
DC_TOTVAL	Total Value	N	12	0	Total Value for Order
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amended	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DC_REF2	Reference	C	20	0	

Table : **DOHEAD** Table Description : **Purchase Orders**

Field Name	Description	Type	Length	DPs	Further information
DC_REF	P/Order Reference	C	10	0	Order Key

DC_ACCOUNT	Supplier	C	8	0	Supplier Account
DC_ODISC	Overall Discount	N	5	2	Overall Discount
DC_CANCEL	Cancelled Order	L	1	0	Cancelled Indicator
DC_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DC_DELNAM	Delivery Name	C	40	0	Delivery Name
DC_DELAD1	Delivery Address 1	C	30	0	Delivery Address
DC_DELAD2	Delivery Address 2	C	30	0	
DC_DELAD3	Delivery Address 3	C	30	0	
DC_DELAD4	Delivery Address 4	C	30	0	
DC_DELADPC	Delivery Post Code	C	8	0	Delivery Post Code
DC_DELTELE	Delivery Phone No.	C	20	0	Delivery Telephone Number
DC_DELFAX	Delivery Fax Number	C	20	0	Delivery Fax Number
DC_CONTACT	Contact	C	20	0	Delivery Contact
DC_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
DC_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
DC_PORDER	Purchase Order Image	M	10	0	Purchase Order Image
DC_CURRCY	Currency	C	3	0	Currency for Document
DC_EXRATE	Exchange Rate	N	11	6	Exchange Rate Used for Document
DC_EXMULT	Multiply Indicator	L	1	0	Exchange Multiple Indicator
DC_DPLACE	Decimal Places	N	1	0	Foriegn Decimal Places
DC_TOTVAL	Total Value	N	12	0	Total Value for Order
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DC_TXTREP	Text Image	M	10	0	
DC_BINREP	Binary Image	L	1	0	
DC_REF2	Reference	C	20	0	
DC_PRINTED	Printed flag	L	1	0	
DC_B2BORD	Back to Back Order	L	1	0	

Table : **DOLINE** Table Description : **Order Lines**

Field Name	Description	Type	Length	DPs	Further information
DO_DHREF	Requisition Document	C	10	0	Requistion Key
DO_DLLINE	Requisition Line	N	7	0	Requisition Line Number
DO_DUREF	Uncommitted Document	C	10	0	Document Key
DO_DULINE	Document Line	N	7	0	Document Line Number
DO_DCREF	Committed P/Order	C	10	0	Purchase Order Key
DO_DCLINE	P/Order Line	N	7	0	Purchase Order Line Number
DO_ACCOUNT	Supplier Account	C	8	0	Supplier Account
DO_LEDGER	Ledger Account	C	8	0	Ledger Account
DO_SUPREF	Supplier's Stock Ref	C	16	0	Supplier's Reference
DO_CNREF	Stock Reference	C	16	0	Stock Reference
DO_DESC	Description	C	40	0	Description
DO_EXTEND	Extended Description	M	10	0	
DO_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DO_JCSTDOC	Job	C	10	0	Costing Job Number Key
DO_JPHASE	Phase	C	3	0	Costing Phase Key
DO_JCCODE	Cost Code	C	16	0	Costing Code Code Key
DO_JLINE	Job Line	C	10	0	Costing Job Line Number
DO_REQQTY	Quantity Required	N	9	0	Required Quantity
DO_RECQTY	Quantity Received	N	9	0	Received Quantity
DO_INVQTY	Quantity Invoiced	N	9	0	Invoiced Quantity
DO_REQQUA	Quality Required	C	8	0	Required Quality
DO_RECQUA	Quality Received	C	8	0	Received Quality
DO_REQDAT	Date Required	D	8	0	Required Date
DO_RECDAT	Date Received	D	8	0	Received Date
DO_QUOTED	Quote Obtained	L	1	0	Quoted Indicator
DO_QUODAT	Date Quote Obtained	D	8	0	Date Quoted
DO_PRICE	Price	N	12	0	Order Price
DO_VALUE	Value	N	12	0	Order Value

DO_DISCP	Discount Percentage	N	5	2	Discount Percent
DO_DISCV	Discounted Value	N	12	0	Line Discounted Value
DO_COMMIT	Committed	L	1	0	Line has been Committed to P/Order
DO_ORDDSO	Apply Overall Disc.	L	1	0	Apply Overall Discount on Line
DO_CMPLTD	Order Completed	L	1	0	Order Completed Indicator
DO_CMPLTI	Invoice Completed	L	1	0	Invoice Completed Indicator
DO_CURRCY	Currency	C	3	0	Currency for Order
DO_DPLACE	Decimal Places	N	1	0	Foreign Decimal Places
DO_CMPREFD	Delivery Ref. Set	C	17	0	Completed Delivery Reference
DO_CMPREFI	Invoice Ref. Set	C	19	0	Completed Invoice Reference
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DO_SUPPCDE	Supply Code	C	8	0	
DO_DELREF	Delivery Reference	C	10	0	Delivery Reference
DO_COMMENT	Comment for Receipt	C	35	0	Receipt Comment
DO_SORDER	Sales Order No.	C	10	0	
DO_SOCUST	S.O. Customer	C	8	0	
DO_SODOC	S.O. Document Ref.	C	10	0	
DO_SORECNO	S.O. Record No.	N	7	0	
DO_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DO_CNTR	Cost Centre	C	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
DO_JLINEID	Job Line ID	N	10	0	
DO_PROJECT	Nominal Project	C	8	0	
DO_JOB	Nominal Department	C	8	0	
DO_ORIGDOC	Original Document	C	10	0	Original document Code
DO_ORIGSUP	Original Supplier	C	8	0	Original Document Supplier
DO_ORIGDTE	Original Doc. Date	D	8	0	Original Document Date
DO_ORIGLNE	Original Doc. Line	N	7	0	Original Document Line

Table : **DPARM** Table Description : **Parameters**

Field Name	Description	Type	Length	DPs	Further information
DP_DHREF	Next Requisition	C	10	0	
DP_DUREF	Next Uncommitted Ord	C	10	0	
DP_DCREF	Next Purchase Order	C	10	0	
DP_CRSPROD	Create Supp.Product	L	1	0	Creation of Supplier Product in P.Orderprocessing.
DP_OVERRPO	Allow PO Override	L	1	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DP_MREF	Model Reference	C	10	0	
DP_NOIMAGE	Do Not Hold PO Image	L	1	0	Indicates whether an image of the Purchase Ordershould not be recorded on the Purchase OrderHeader
DP_PRNSEQ	Print In Line Seq	L	1	0	If this option is set true direct purchase ordersand modelswill print in the order entered i.e. not sorted
DP_DELDEL	Delete Invoiced P/Os	L	1	0	Delete Undelivered Invoiced P/O's
DP_MONTHS	Display Last No of Months Data	N	3	0	Display Last No of Months Data

Table : **DSPROD** Table Description : **Supplier Products**

Field Name	Description	Type	Length	DPs	Further information
DS_ACCOUNT	Supplier Account	C	8	0	Supplier Reference Key
DS_CNREF	Stock Ref.	C	16	0	Stock Reference
DS_SUPREF	Supplier Stock Ref.	C	16	0	Supplier's Reference
DS_SUPDESC	Description	C	40	0	Description

DS_FCDEC	Decimal Places	N	1	0	Foreign Currency decimal places.
DS_CURR	Currency Code	C	3	0	Foreign Currency Code.
DS_COST	Cost Price	N	12	0	Cost Price.
DS_LINE	Line Discount	L	1	0	Line Discount flag.
DS_OVER	Overall Discount	L	1	0	Overall discount flag.
DS_DISC	Discount Rate	N	5	2	Discount Percentage.
DS_LDQTY	Last Quantity Del	N	10	0	Last Delivery Quantity
DS_LDCOST	Last Unit Cost	N	12	0	Last Delivery Cost (Home)
DS_LDDATE	Last Del Date	D	8	0	Last Delivery Date
DS_LDQUAL	Last Quality	C	10	0	Last Delivery Quality
DS_LIQTY	Last Quantity Inv.	N	10	0	Last Invoiced Quantity
DS_LICOST	L. Inv. Unit Cost	N	12	0	Last Invoice Cost (Home)
DS_LIDATE	L. Inv. Date	D	8	0	Last Invoiced Date
DS_LIQUAL	L. Inv. Quality	C	10	0	Last Invoiced Quality
DS_ECQTY	Economic Quantity	N	10	0	Economic Order Quantity
DS_LEAD	Lead Time Days 1	N	3	0	Lead Time in Days
DS_RATING	Vendor Rating	C	1	0	Vendor Rating.'A' = Prefferred Supplier
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Amended	D	8	0	
SQ_AMTIME	Time Amended	C	8	0	
SQ_AMUSER	User Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DS_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DS_FACT	Stock Profile	C	4	0	

Accreditation Training Courseware

Other Guides and Help

The following user documents are also provided with the respective software. Guides are available from various sources including Answerlink, the Opera 3 CD and from the Opera 3 Client installation's main folder, normally *C:\Program Files\Pegasus\Client XXX\User documents (where XXX is either VFP or SQL)*. Some guides are also available from the Opera 3 Help menu or respective software Help menu.

Readme File

The Readme file is an HTML document. It contains late breaking news and any other release specific important information.

Note: This file can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Release Guide

When new versions are released such as Opera 3, they are normally accompanied by a Release Guide that contains information such as What's New in this Release, Release History, and Functional Differences between versions.

Note: This guide can also be accessed from the Opera 3 CD Installation Menu with regards to Opera 3.

Installation Guide

The Installation Guide is provided to help you install the application in your chosen Windows environment. It contains technical information and advice to ensure the installation process is successful.

Demonstration Data Guide

This guide is provided to assist the use of the demonstration data and contains pertinent information that is not contained elsewhere in the product documentation. It is recommended that the Help be used at the same time.

Implementation Guide

The Implementation Guide provides a high-level view of an application such as Opera 3 and how to approach an implementation. It details how the modules are integrated, and recommends the order in which elements should be set up.

System Requirements Guide

The System Requirements Guide details the minimum and recommended computer hardware and software requirements that are required to install and use software such as Opera 3 Enterprise and Opera 3 Enterprise SQL.

It also includes guidance on using Opera 3 Enterprise and Opera 3 Enterprise SQL in a Terminal Services environment run in Windows Server 2003 and Windows Server 2008 (32-bit & 64-bit).

Help

F1 Help provides details of all the functions available in the application.

Document Management & Executive Dashboards Guides

Installation Guides are available for both Document Management and Executive Dashboards. A user guide is also available for Executive Dashboards. Help for Document Management is in the Opera 3 Help.

Note: The guides are in the respective folders on the Opera 3 CD and can be accessed from the Opera 3 CD Installation Menu.