Opera 3 Invoicing /S.O.P

Accreditation
Training Courseware

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Manual published by:

Pegasus Software
Orion House
Orion Way
Kettering
Northamptonshire
NN15 6PE

www.pegasus.co.uk

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Introduction

About Opera II

Opera II is the most versatile and user-friendly accounting, supply chain management, payroll & HR, manufacturing and reporting solution from Pegasus Software. A modular solution, Opera II 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 II, 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 II, read the Getting Started section of the Opera II 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 II 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 II Enterprise & Opera II Enterprise SQL section in the release guide.

Introducing the module

The Invoicing and Sales Order Processing modules are two separate modules, of which only one ever appears as a menu item on the system at any one time.

The Invoicing module is document based. That is, it caters for the production of all documents required in the sales cycle: quotes, pro-forma invoices, sales orders, delivery notes, invoices and credit notes. Within this, it allows the progression of a document from one type to another.

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_SCM40InvSopR1.4.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 (Uplift to O3)
R1.1	Update for v1.7x including Key and TLR section • Changed E-mailing Order Acknowledgment section to Emailing Documents & respective text • Various other minor section changes &how to updates (F1)
R1.2	Updated tech info (Rounding), Various SCR updates
R1.3	Minor Help Updates for V2.12 & 2.13
R1.4	Updates for v2.22 & Minor Updates

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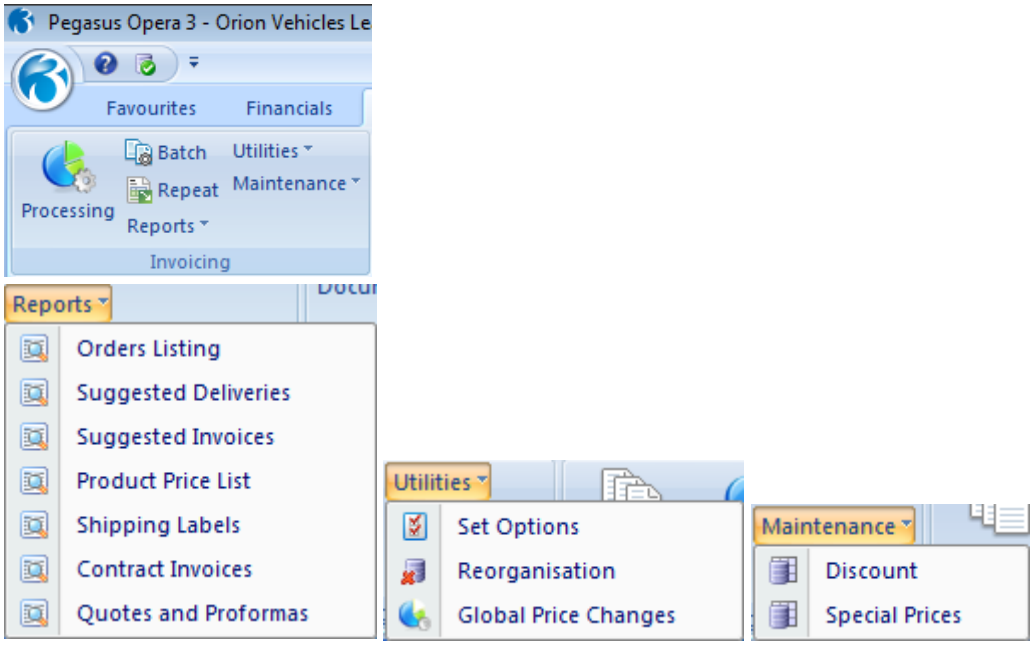
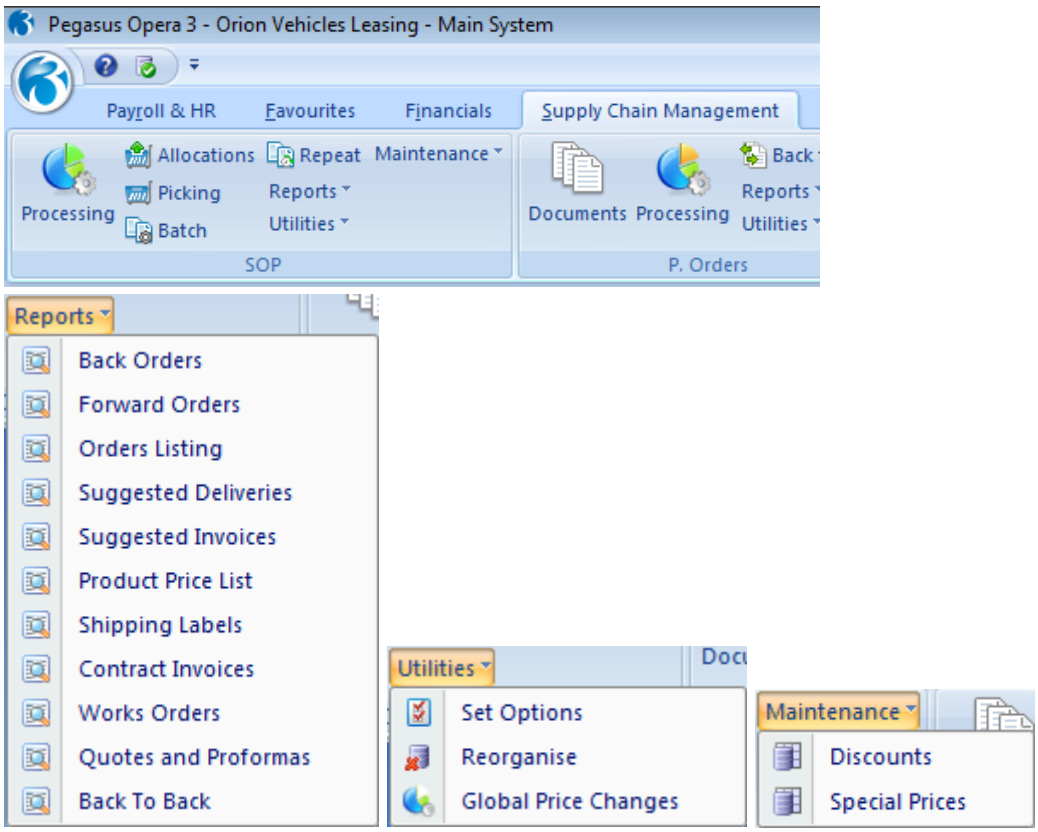
Module Menu Structure

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.

Invoicing Module Menu



SOP



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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	Processing	Use the Processing command to enter all data relating to all sales documents. Enquiry facilities available within Sales Ledger Processing are also present here.
Batch Processing	Batch Processing	Use this function to process sales documents from one transaction type to another.
Repeat Invoice	Repeat Invoice	The Repeat Invoice function allows the user to produce repeat / contract invoices that have become due.
Reports	All Reports	The command on the Report Submenu provides listings or reports maintained in the Invoicing module.
Utilities	The commands on the Utilities Submenu provide a number processes	
	Set Options	Set Options contain a number of options that define the way the Invoicing module works.
	Reorganisation	Select this option to remove various deleted and completed items and to re-index files
	Global Price Changes	Select Global Price Changes to update cost and / or selling prices on stock, warehouse, price list and supplier records.
Maintenance	All data maintenance items previously found on the main module menu in Pegasus Opera can now be found in the Maintenance Submenu.	
	Discounts	This function allows the user to establish a matrix of discounts to furnish a customer or group of customers with a unique set of discounts per product.
	Special Prices	The Special Prices function allows the user to allocate a pricing structure, by product, to a customer or group of customers.

Notes

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The Module

The Invoicing and Sales Order Processing modules are two separate modules, of which only one ever appears as a menu item on the system at any one time.

The Invoicing module is document based. That is, it caters for the production of all documents required in the sales cycle: quotes, pro-forma invoices, sales orders, delivery notes, invoices and credit notes. Within this, it allows the progression of a document from one type to another.

Both modules have some functionality in common. They both have a Batch Processing and a Repeat/Contract Invoice facility. However, the Invoicing module has less functionality than the Sales Order Processing module.

Invoicing can be set up to perform stock issues either when a delivery note or an invoice is produced. The Invoicing module does not allow the user to control the way that stock is allocated to a sales order neither does it allow Part-Processing of a document.

The Sales Order Processing module is also document based but has much more functionality, catering for the controlled allocation of stock to sales orders and the production of picking lists. SOP also allows the Part-Processing of documents within the sales cycle.

The SOP module links to the Bill of Materials module to allow a works order to be generated from a Sales Order. Similarly, SOP links to Purchase Order Processing to allow a purchase order to be generated from a sales order. Neither of these facilities is available within Invoicing.

If the Stock module is not activated, both the Invoicing and Sales Order Processing modules will include additional menu items of Category, Profiles and Product File.

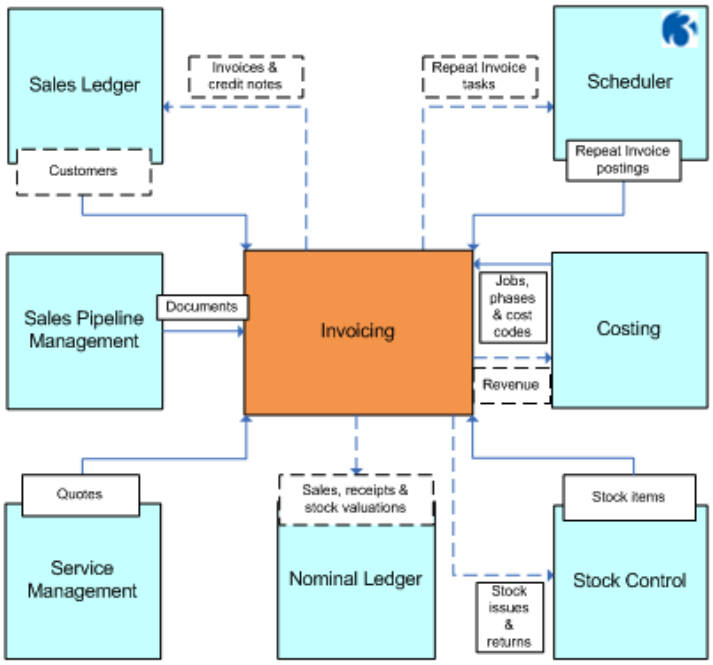
Key Differences

SOP offers everything Invoicing does, with the additional functionality of;

- Part-Processing
- Can control stock allocation to Sales Orders, either automatically or manually. Upto Free Stock level or over Free Stock level.
- Can produce Picking Lists
- Back to Back Ordering with BOM and POP

How Invoicing links to other applications

Notes



The Invoicing application links to the Sales Ledger, Service Management, Sales Pipeline Management, Costing and Stock Control applications. The Sales Ledger is automatically linked. The other applications only link to Invoicing if the respective option is ticked on the System - Maintenance - Company Profiles form.

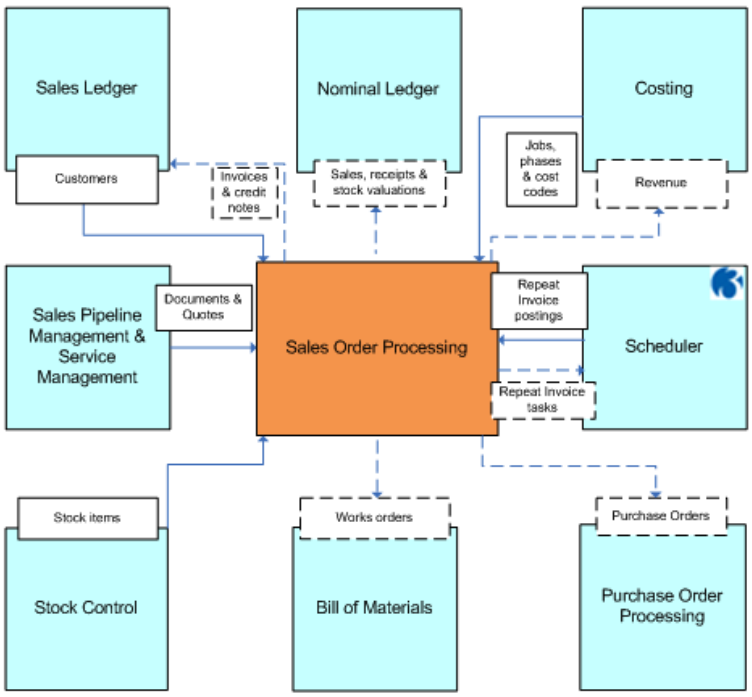
- Customer records that are maintained in the Sales Ledger are used in Invoicing. Invoices, credit notes and cash account receipts are automatically posted from Invoicing to Sales Ledger.
- When used in conjunction with Service Management and Sales Pipeline Management, documents are posted to Invoicing when Worksheet Billing or Contract Period Billing are posted. These types of documents do not affect customer or stock balances until they are changed to sales orders, deliveries, or invoices. Sales quotations are also posted to Invoicing when quotes are posted in Sales Pipeline Management.
- When used in conjunction with Nominal Ledger, sales, cash receipts and debtors are updated in the Nominal Ledger when invoices, credit notes, and cash receipts are posted. Stock movements are posted according to an option in SOP/Invoicing Set Options - either at the delivery stage or the invoice stage.
- When used in conjunction with Stock Control, stock items are included on posted documents. Stock items are updated with allocated and issued quantities.
- When used in conjunction with Costing, invoices and credit notes can be analysed to jobs, phases and cost codes.
- When used in conjunction with Pegasus Scheduler, you can set up a Repeat Invoicing run to be scheduled for a future time and date.
- The Repeat Invoice command includes a feature to defer the posting of contract documents until a date and time you define. This feature works with the **Task Scheduler** application which is where the date and time for the actual posting are set up. A task can be scheduled at the same time as setting up deferred repeat invoicing or a message can be sent to an administrator to schedule it for when it needs to be posted. This is useful for those users who do not have Task Scheduler installed on their computer or they have not been trained to use it.

Notes

Differences between the Invoicing and Sales Order Processing applications

Invoicing	Sales Order Processing
Part deliveries cannot be posted	It is possible to progress part of a document to the next stage in the sales cycle, For example, a sales order that includes a certain stock item can be part delivered and then invoiced; the remaining quantity can then be delivered at a later date.
The Delivery process is forced	You can choose whether or not to use delivery notes as part of your sales processes.
You cannot control how stock is allocated to a sales order. It is always fully allocated.	You can control how your stock is allocated to sales orders, either for an individual order or for batches of orders. Allocations effect the distribution of available stock to customer orders based on the due date and customer priority levels. If you are use the warehouse feature, the availability of stock depends on the warehouse code associated with each line item of an order.
You cannot print picking lists	You can choose stock for picking and print a picking list. If you use the Stock application, only allocated order lines are offered for picking. If you do not have the Stock application, all products matching the criteria for selection are offered for picking, because you cannot allocate product file items (those maintained in the Product File rather then the Stock Control application).
Invoicing does not link to Bill of Materials	SOP links to the Bill of Materials application to allow a works order to be generated from a sales order.
Invoicing does not link to Purchase Order Processing	SOP links to the Purchase Order Processing application to allow a purchase order to be generated from a sales order.

How Sales Order Processing links to other applications



Notes

The Sales Order Processing application links to the Sales Ledger, Service Management, Sales Pipeline Management, Costing, Stock Control, Bill of Materials and Purchase Order Processing applications. The Sales Ledger is automatically linked. The other applications only link to Sales Order Processing if the respective option is ticked on the System - Maintenance - Company Profiles form.

- Customer records that are maintained in the **Sales Ledge**r are used in Sales Order Processing. Invoices, credit notes and cash account receipts are automatically posted from Sales Order Processing to Sales Ledger.
- When used in conjunction with **Service Management** and **Sales Pipeline Management**, documents are posted to Invoicing when Worksheet Billing or Contract Period Billing are posted. These types of documents do not affect customer or stock balances until they are changed to sales orders, deliveries, or invoices. Sales quotations are also posted to Invoicing when quotes are posted in Sales Pipeline Management.
- When used in conjunction with **Stock Control**, stock items are included on posted documents. Stock items are updated with allocated, picked and issued quantities.
- When used in conjunction with **Bill of Materials**, you can post works orders for assembly items that are included on sales orders. Works orders can be created at the same time the sales order is posted or posted at a later time.
- When used in conjunction with **Purchase Order Processing**, you can post purchase orders for items included on sales orders. Purchase orders can be created at the same time the sales order is posted or posted at a later time.
- When used in conjunction with Pegasus Scheduler, you can set up a Repeat Invoicing run to be scheduled for a future time and date.
- The **Repeat Invoice** command includes a feature to defer the posting of contract documents until a date and time you define. This feature works with the **Task Scheduler** application which is where the date and time for the actual posting are set up. A task can be scheduled at the same time as setting up deferred repeat invoicing or a message can be sent to an administrator to schedule it for when it needs to be posted. This is useful for those users who do not have **Task Scheduler** installed on their computer or they have not been trained to use it.
- When used in conjunction with **Costing**, invoices and credit notes can be analysed to jobs, phases and cost codes.
- When used in conjunction with **Nominal Ledger**, sales, cash receipts and debtors are updated in the Nominal Ledger when invoices, credit notes, and cash receipts are posted. Stock movements are posted according to an option in SOP/Invoicing **Set Options** - either at the delivery stage or the invoice stage.

SOP/Invoicing and Open Period Accounting

Open Period Accounting is an optional feature that allows you to control whether your Nominal Ledger accounting periods are open or closed for new postings. Accounting periods can be kept open as long as necessary but are normally closed once management accounts have been presented for the financial year. If Open Period Accounting is used, each transaction that is posted in the application has a Nominal Ledger transaction date, which determines the accounting period that is posted to and the period name that is displayed at the time of posting. The period that is posted to can be the current Nominal Ledger period, a previous Nominal Ledger period, or a future Nominal Ledger period as long as the period is open. You also do not need to change the application's system date because the Nominal Ledger transaction date determines which period is updated.

Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger.

Notes

An option on the Company Profiles form controls whether Open Period Accounting is used.

Sales Order Processing and Invoicing update the Nominal Ledger with Sales Ledger invoice, credit note and receipt details. If the Stock Control module is used the Nominal Ledger is also updated with stock movement details. If Open Period Accounting is used, the Nominal Ledger's period status for both the Sales Ledger and Stock Control modules is checked in the Nominal Ledger's Financial Calendar to make sure you are allowed to post to it.

This table shows which modules' period status' is checked when you are posting transactions in Invoicing or Sales Order Processing. Because Sales Order Processing and Invoicing can sometimes update both Stock Control and the Sales Ledger at the same time, both modules period status in the Financial Calendar can sometimes be checked. The checks are also sometimes dependant on whether the **Update Stock At** option on the **Set Options** form in the Invoicing or SOP modules is set to 'Delivery' or 'Invoice'. For example, if Stock Control is updated when deliveries are posted, the period status for Stock Control is checked when a delivery note is posted. When an invoice then is posted, only the period status for the Sales Ledger is checked.

Type of transaction	Check the period status for the Sales Ledger and Stock Control modules when 'Update Stock at' is set to ...	
	Delivery	**Invoice**
Document	Not Applicable	Not Applicable
Proforma	Not Applicable	Not Applicable
Quote	Not Applicable	Not Applicable
Sales Order	Not Applicable	Not Applicable
Delivery Note	Stock Control	No
Invoice	Sales Ledger	Sales Ledger Stock Control
Credit Note	Sales Ledger Stock Control	Sales Ledger Stock Control

This table shows when you can post a transaction in Sales Order Processing or Invoicing depending on the status of the period for the Sales Ledger and Stock Control.

Period Status		**Can Post to ...**	
Sales Ledger	**Stock Control**	**Past or Current Period**	**Future Period**
Open	Open	Yes	Yes
Open	Blocked	No	Yes (with a warning)
Closed	Open	No	Yes (with a warning)
Closed	Blocked	No	No

Notes

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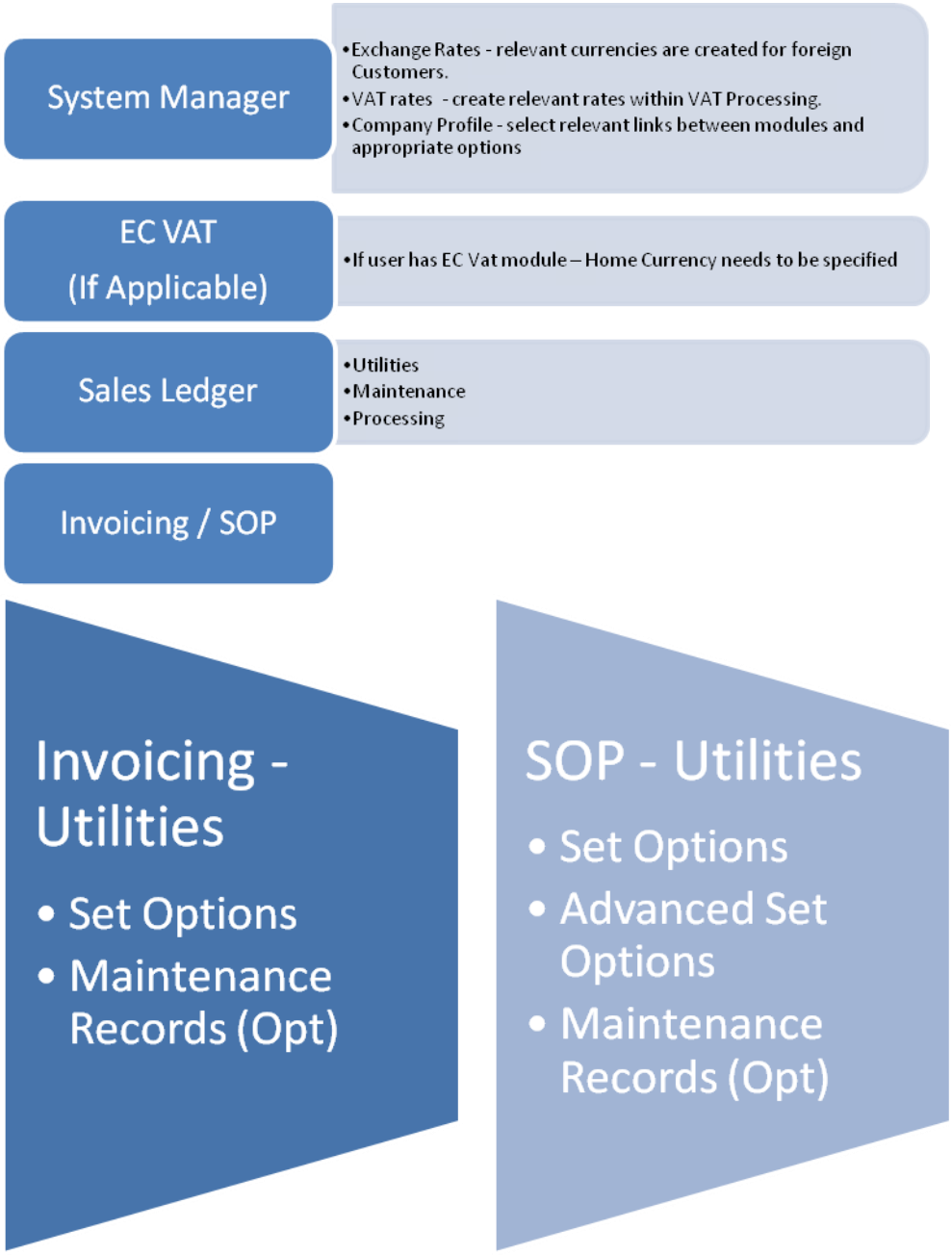
1 Set-Up

1.1 Recommended Order of Set-up

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



(Opt) = Optional

Set-up

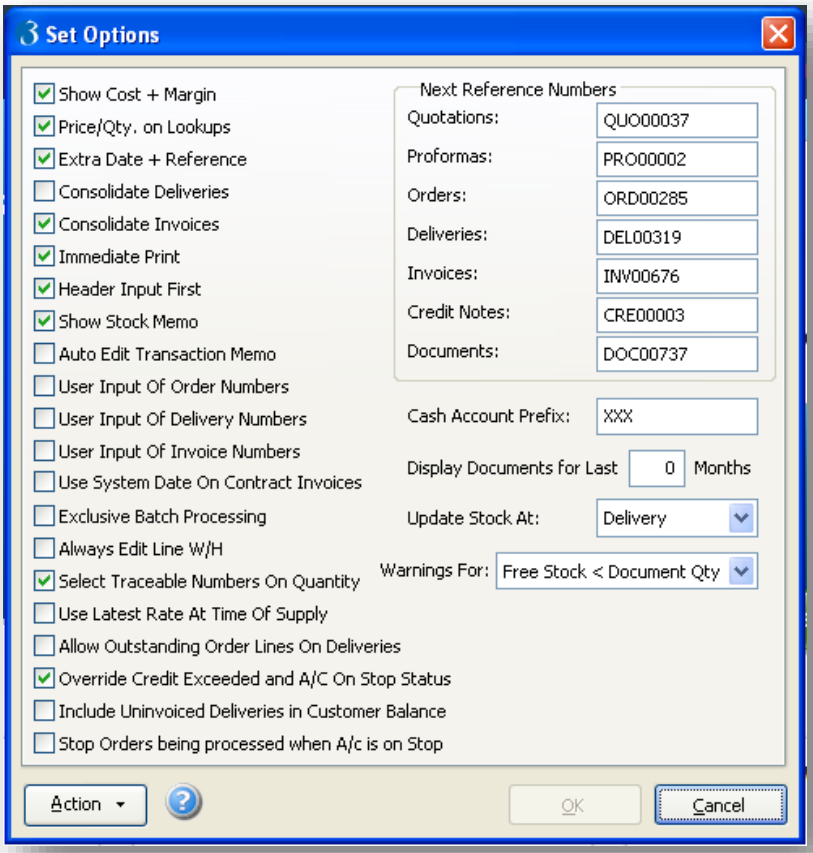
Notes

1.2 Utilities Records

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

Use Set Options command to specify options and controls that affect the operation of the Invoicing/SOP module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. Once you begin using the system, you should be very wary of changing any options. For example, amending the settings after transactions have been processed might have an adverse affect on the way existing data is presented or processed. The Set Options command is an exclusive process. That means you cannot change option settings while other forms or processes that involve the Invoicing module are active.



To set invoicing/SOP options

1. Open the Invoicing/SOP folder, click Utilities and then click Set Options.
2. In the boxes provided, complete the settings for the options.
3. To store the option settings, click OK.

Notes

Box	Description
Show Cost + Margin	An option that determines whether the cost price and margin of a product appear when entering transaction lines. If you select this option, the cost price, actual margin and the margin percentage for the line is calculated and displayed. It is possible to change both the selling price, which will affect the margin and margin percentage, and the margin percentage, which will affect the selling price. **Landed Costs** If Landed Costs have been set up for a stock item, the cost price and the landed cost are added together to show a total cost price. The margin and profit are then calculated based on both costs combined. For more information about landed costs, see the Stock Control and Landed Costs Help topic.
Price/Qty. on Lookups	An option that determines whether the balance of stock on hand and the standard price appears on all stock look-up tables. The stock balance only appears if the Stock module is in use. If this field is switched OFF, the system will only display the stock reference and description.
Extra Date + Reference	An option that determines whether entry boxes for an additional date and reference are provided for each transaction line. These can be printed on the documentation.
Consolidate Deliveries	An option that determines whether multiple orders for the same customer are consolidated to be included on the same delivery note, assuming they are ready for delivery. In this case, each order is shown on the delivery note separately and identified by both its internal number and customer order number. If you do not select this option, separate delivery notes are created for each order awaiting delivery. The consolidation of delivery notes is only available through the Batch Processing routine.
Consolidate Invoice	An option that determines whether multiple deliveries for the same customer are consolidated to be included on the same invoice, assuming they are ready for invoicing. In this case, each delivery is shown on the invoice separately and identified by both its internal number and delivery note number. If you do not select this option, separate invoices are created for each delivery. This option also allows for the consolidation of orders direct to invoices**.** The consolidation of invoices is only available through the Batch Processing routine.
Immediate Print	An option that determines whether the **Publisher** form is displayed when you create a new record using the commands on the **Action** menu associated with the Invoicing/**SOP Processing** form. Once you have selected the destination for the output, this remains in force until you have finished processing records of the same type. If this option is cleared, the **Publisher** form is only displayed for those records where printing is mandatory at the time of creation.
Header Input First	An option that determines whether you complete the boxes for a transaction 'header' before completing the detail lines. If you do not select this option, you enter the detail lines first.
Show Stock Memo	An option that determines whether the memo attached to a stock item is displayed when the item is processed. **NB:** This Memo may not be amended by the User and will not print on the Sales document.
Auto Edit Transaction Memo	An option that determines whether you can edit the extended description of a product or stock item when you enter document details. If no extended description exists for an item, the application opens the **Memo** tab for editing after you have selected the item for the detail line. **NB:** The Extended Description can be edited by the User and will appear on the printed document. With this option de-selected an Extended Description memo box will only appear if one is entered against the stock item.

Notes

User Input of Order Numbers	An option that determines whether you can enter a sales order number manually when creating a sales order. If you leave the order number blank, the application generates a number automatically.
User Input of Delivery Numbers	An option that determines whether you can enter a delivery note number manually when creating a delivery note. If you leave the delivery number blank, the application generates a number automatically.
User Input of Invoice Numbers	An option that determines whether you can enter an invoice number manually when creating an invoice. If you leave the invoice number blank, the application generates a number automatically.
Use System Date on Contract Invoices	An option that determines whether the application generates a list of suggested invoices for all documents that have been created as repeating (contract) documents when you use the **Repeat Invoices** command. You can enter a date range for the suggested list. This means you can use the **Repeat Invoices** command at the end of a month to generate all repeat invoices that became due during the month. If you select this option, invoices dates are derived from the system date. If you do not select this option, invoice dates are calculated from the contract details.
Exclusive Batch Processing	An option that determines whether batch processing is an exclusive process; that is, when you use the **Batch Processing** command, no other processing can be carried out by any other users. When this is switched ON, the Batch Processing function is only available when other users are not using the Sales, Stock, BOM, Purchase Order and SOP files. **Note :** Once the batch process is complete, the user will be informed of how many documents, if any, failed the process due to locking problems. These can be reviewed by clicking the Review button. A list of failed document headers will be displayed. From here, the user can re-run the process
Always Edit Line W/H	An option that determines whether you expect to amend the warehouse code on every line of an order, invoice, and so on. This only applies if you have multi-warehouses feature activated and have the Stock module and the **Use Warehouses** option is selected on the **Options** tab of the **Company Profiles** form in the System module. In this case, the cursor is placed in the **Warehouse** box after you have made an entry in the **Reference** box. If you do not select the option, you can still change the warehouse for the detail line, but only if you click in the **Warehouse** box or backtab from another box.
Select Traceable Numbers On Quantity	An option that determines whether you serial or batch numbers are picked for stock items issued on documents after you have entered the line quantity. If the option is cleared, the picking of serial and batch numbers is done after you have completed the line details for the document. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
Use Latest Rate At Time Of Supply	An option that determines whether the sales exchange rate from the system exchange rate table is used for the calculation of sterling values shown on sales invoices, rather than the one stored on the SOP document header.
Allow Outstanding Order Lines On Deliveries	An option that determines whether outstanding sales order lines are printed on delivery notes if: • The Use Delivery Process is selected on the Advanced Options form. • The delivery is created in the Delivery command in either SOP/Invoicing >> Processing or SOP/Invoicing >> Batch Processing. **NB:** This option only affects the printing of delivery notes and will not affect any other part of the product where delivery lines can be viewed. There is no column to show the quantity sent on all deliveries only the quantity sent on the current delivery. If it is a requirement to display this value on the delivery note design then it can be taken from the cursor PRINTTITRAN field IT_TOTDELV. If the user reprints any delivery note then the Outstanding column will show the outstanding value for all deliveries made from the original order and not just the delivery note that is being reprinted.

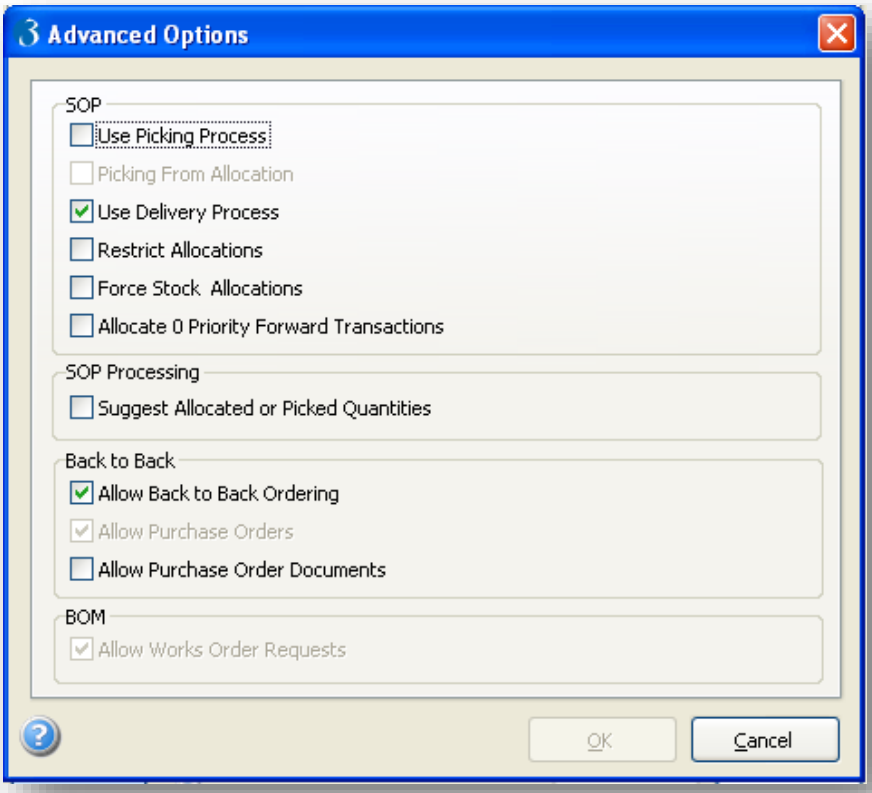
Notes

Override Credit Exceeded and A/C On Stop Status	An option that determines whether you can manually override exceptions for transactions in SOP >> Batch Processing or SOP >> Repeat Invoicing. Exceptions normally stop you from posting a transaction. If this option is selected, the **Override Credit/Stop Status** command on the **Action** menu in **Batch Processing** is enabled so you can manually override the exception for customer's over their credit limits or 'on stop'.
Include Uninvoiced Deliveries in Customer Balance	An option that determines whether uninvoiced deliveries are checked when calculating whether transactions will push customers over their credit limit. This affects the **SOP > Processing** and **Batch Processing** commands. In the **Processing** command, the value of any single delivery note or invoice being posted is added to any uninvoiced deliveries for the customer + the customer's current balance. The result is then compared to the credit limit and a warning is displayed if the credit limit is exceeded. In the **Batch Processing** command, when progressing any documents to delivery notes or invoices, the value of the undelivered documents is added to the values of any uninvoiced deliveries for the customer + the customer's current balance. The result is then compared to the credit limit and any documents that push customers over their credit limit are not automatically selected in the **Suggested Deliveries list** or the **Suggested Invoices list**. *Example ....*
Stop Orders being processed when A/c is on Stop	An option that stops you from posting new sales orders or editing orders in the Processing command if a customer account is on stop. This option affects transactions posted in the **SOP > Processing** or Invoicing Processing commands.
Next Reference Numbers	A series of 'next' numbers. The application automatically assigns this number to the next document you create of the type listed, using the **Processing** command, and then increments it ready for the next one. **Note :** These must end in at least four numerics, and have the option of beginning with a maximum of 6 alpha characters. When a sales document is produced, it is assigned two reference numbers: a number for the type of document it is (e.g. Order No.) and a unique Document Number. This unique Document Numbers stays with a document throughout its life on the system, whereas a 'type' number is given as the document is progressed through the sales cycle.
Cash Account Prefix	The prefix that identifies cash accounts within the Sales module. If you create an account record that has the prefix you enter here, the application recognises that account as a cash account. When you post an invoice for a cash account, the application simultaneously posts both the invoice and an allocated cash receipt. For foreign currency accounts, you can only post cash invoices if the transaction is in the home currency.
Display Documents for Last *xx* Months	The number of months up to which documents are listed in the SOP > Processing and Invoicing > Processing commands. This is based on your computer's system date, so if you enter '3' for this option, the grid will display only the last three months of documents for the customer. If you enter '6', the last six months are displayed, and so on. You can override this on the **Processing** form by clicking the **Show All** button. The button is then renamed to **Show Defined**. **Note :** Up to 99 months. There is a 'Show All' option on the main processing screen if required, to override the default.
Update Stock At	An option that determines at what stage the application updates the stock records with movement transactions. This only applies if you have the Stock module. You can choose **Delivery** or **Invoice** from a list.
Warnings For	An option that determines what warnings the application displays when you are processing transactions. You can choose one of the following from a list:

'All Warnings', 'No Warnings', 'Free Stock < Document Quantity' (that is, warn only when the transaction quantity you have entered on the document detail line is greater than the free stock) or 'Free Stock < Minimum Quantity' (that is, warn only when free stock is less than the minimum stock).

Notes

1.3.1 Advanced Options



Notes

Box	Description
Use Picking Process	An option that determines whether you want to produce picking lists. If you select this option, you can produce suggested picking and confirmation picking lists while recording any stock shortages or changes to the sales order. If you do not require this facility, you can use printed copies of sales order processing documents, such as delivery notes as picking documents. In this case, any shortages or changes you want to make must be made by editing the delivery note or sales order. **Note:** If you intend to use the **Batch Processing** command, before you can progress a sales order to a delivery note or invoice record, you must allocate stock to the sales order. If you have chosen to use the picking process, you must also produce the picking list before you can batch process the order. You can also select the **Picking from Allocation** option, described below, to combine the two processes, so that the process of allocation produces the picking list automatically.
Picking from Allocation	An option that determines whether you want the application to generate a picking list automatically each time you allocate stock. You can only select this option if you have already selected the **Use Picking Process** option. If you choose not to select this option, picking lists contain information from all confirmed allocation processes since the last picking process was undertaken. If the allocation process is automatic, selecting the **Picking from Allocation** option will result in the picking list being produced from the automatic allocations and you will have no means of overriding the allocation selections.
Use Delivery Process	An option that determines whether you want to produce delivery notes as separate documents from invoices. By selecting this option, you can produce suggested deliveries lists, which you can edit. If you select this option and also select the **Consolidate Deliveries** option on the **Set SOP Options** form, multiple orders for the same customer are consolidated to be included on the same delivery note, assuming they are ready for delivery.
Restrict Allocations	An option that determines whether unfilled or part-fulfilled orders can be edited at the allocation stage, up to the level currently in stock. If no restriction is set, you can edit all allocations up to the amount ordered. If there is no free stock to fulfill the order, a negative free stock is shown but the order will not be invoiced in batch processing until there is sufficient stock for the requirements.
Force Stock Allocations	An option that determines whether all order lines are allocated regardless of stock availability. If there is not sufficient stock to satisfy the requirements, negative allocation and free stock quantities will result.
Allocate 0 Priority Forward Trans	An option that determines whether forward transactions are to have stock allocated to them, provided they have been assigned a priority of zero. If this option is cleared, forward transactions can only have stock allocated to them once they become current transactions.
Suggest Allocated or picked Quantities	An option that determines that the quantity suggested to deliver, or quantity suggested to invoice if you do not use deliveries, is either the quantity that has been allocated from stock for the customer, or the quantity that has been picked for the customer from the allocated stock. If this option is not ticked, the quantity that is suggested to deliver or invoice is either: • The free stock quantity in the selected warehouse for the stock item • The allocated quantity if the Forced Allocations option is used • The quantity received from a supplier if the sales order is linked to a purchase order.

Notes

Suggest Allocated or picked Quantities…

The 'Suggest Allocated or Picked Quantities' option is ticked…	Yes	No
Example 1: Deliveries are used but Picking is not used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 20. 2. You allocate 15 CMAT044 to the customer. Suggested quantity for delivery on the **Processing** form will be:	15	20
Example 2: Both Deliveries and Picking is used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 18. 2. You allocate 15 CMAT044 to the customer. 3. You pick 8 of the allocated 15. Suggested quantity for delivery on the **Processing** form will be:	8	18
Example 3: Deliveries are not used and Picking is not used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 23. 2. You allocate 15 CMAT044 to the customer. Suggested quantity for invoicing on the **Processing** form will be:	15	20

Note: This only applies when posting deliveries or invoices from the SOP - Processing form. The box is disabled if you use Invoicing rather than SOP, or if you use the product file rather than the Stock Control application.

Allow Works Order Requests	An option that determines whether you can raise works orders from sales order detail lines. This only applies if you have the BOM module. Note: This only applies if you use the Bill of Materials application.
Allow Back to Back Ordering	An option that determines whether purchase order records are generated from sales order lines where you select the **P/O** option to satisfy the sales order requirement. This only applies if you have the Purchase Orders module.
Allow Purchase Orders	An option that determines whether you can generate purchase orders for back to back purchase order requirements. You can select this if the Allow Back to Back Ordering option is selected and the Allow Purchase Order Documents option is not selected.
Allow Purchase Order Documents	An option that determines whether you generate uncommitted purchase order documents for back to back purchase order requirements rather than purchase orders. The P.Orders >> Documents Help topic provides more information on uncommitted purchase order documents. You can select this option only if the Allow Back to Back Ordering option is selected and the Allow Purchase Orders option is not selected.

Notes

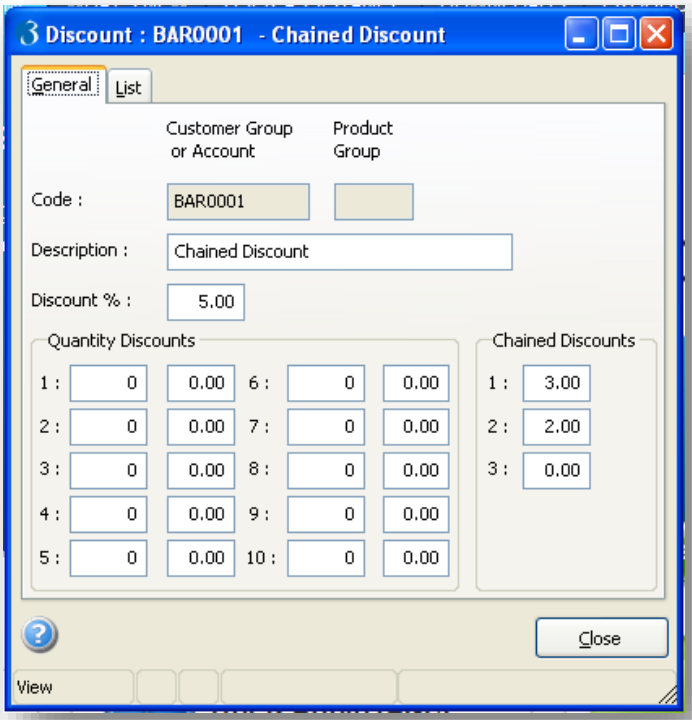
Accreditation Training Courseware

2 Maintenance

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

2.1 Discounts

Use the Discounts command to maintain a matrix of product discounts you can associate with individual customers or groups of customers or product items. Each matrix can contain up to ten levels of line discount based upon quantity breaks, or up to four rates of chained discounts per line.



This functionality allows any number of Discount Tables to be created. Each table can have a combination of line discount terms specified on it:-

- Basic Line Discount
- Quantity Break Line Discount
- Chained Line Discount

The matrix is based on two codes:

- The first code relates to a customer record in the Sales Ledger. The code can be either an individual customer's account code, or a code for a group of customers.
- The second code relates to a stock item in the Stock Control module, or a product item (these are stock item 'header' records only - you cannot post transactions to product items) in the Sales Order Processing module. The code can be either an individual product item's code, or a code for a group of stock items.

Maintenance

Notes

Tip: You can also define surcharges by entering negative discount percentages. These result in a surcharge being added to a selling price when documents are posted in the Sales Order Processing module.

Important: If you use special prices for customers as well as discount percentage matrixes, you must make sure that the Line Discount box is ticked on the Special Prices - Details form for each stock item you want discount percentages to be calculated for. Special prices are maintained on the SOP - Maintenance - Special Prices form.

To Define Discounts

1. Open the SOP folder, double-click Maintenance and then click Discounts.
2. On the Record menu, click New.
3. In the boxes provided, enter the discount table details.
4. On the Record menu, click Save.

Discount Entries

Box	Description
Customer Group or Account	A reference that identifies a single customer's account code from the Sales - Processing form, or a group of customers. If you choose to enter a group code, the corresponding range of customers all receive the discounts defined in the matrix. Customers belong to this discount group if this code is entered in the **Discount Group** box on the Sales - Processing - Terms form. *Note:* If you leave this box empty, any customers with a blank discount group code will receive the discounts you define for stock items that are allocated the code entered in the *Product Group* box. **NB:** The Customer Group part of the code can work in one of two ways: If the Discount Table is to cover one customer only, enter the customer account number here and the system will automatically establish a link between the customer and the discount table. If the discount table is to cover more than one customer, enter a 4 character customer group code. In this case, this code must be entered on the header record of all customers who are to be covered by this table. To do this, go to Sales Processing, find the relevant customer and enter the 4 character code in the Discount Group field found in the Terms function. Once this has been done, the system will establish a link between the customer and the discount table.
Product Group	A reference that identifies the product or product group. • Stock items belong to this discount group if this code is entered in the **Discount Group** box on the Stock - Processing - Price/Discounts form. • Product items belong to this discount group if this code is entered in the **Discount Group** box on the Sales Order Processing - Maintenance - Product File form. **Note** : If the discount table is to apply to all stock items the product group code may be left blank. If this is not the requirement, enter up to a 4 character product group code. This code must then be entered on the header record of the stock items that are to be covered by this table. To do this, go to Stock Processing, find the relevant stock item and enter the code in the Discount Group field found in the Price / Discounts function. Once this has been done, the system will establish a link between the product and the discount table. In addition to the above, the product must also have its Allow Line Discount check box on its header record switched ON.

Notes

Description	The description of the discount matrix.
Discount %	The percentage discount or surcharge. You can apply this in a number of ways: • If you enter a negative figure, the selling price is increased by the percentage, resulting in a surcharge. • If you enter a discount in this box only, that discount will be applied to all quantities of the product. • If you enter a discount in this box and in the quantity break table below, quantities less than the first quantity break level will receive this discount. • If you enter a discount in this box, you can form a chain of up to four discounts. **NB:** To create a Basic Line Discount only, specify the line discount percentage in the first line of the Discount % field, and leaving all of the others blank. Every transaction line that is covered by the table will then have that line discount applied to it.
Quantity Discounts	The level of quantity at which the corresponding discount percentage will be applied. A blank entry assumes no quantity breaks apply. **Note:** This is created by specifying values in the Quantity column of the table. When the quantity specified on a transaction line is equal to or exceeds this quantity, then the corresponding line discount in the second column of the table is applied to the line. If a line discount percentage is also specified in the first line of the Discount % field then this line discount is applied to transaction lines whose quantity falls below the first quantity specified on the table. For example, this table would offer a 5% line discount on quantities of less than 10 and a 10% line discount for line quantities of 10 and above.
Chained Discount	The discount percentage for this stage of the chain. A blank entry indicates no (or no further) chain discounts apply. This discount is applied after the preceding chained discounts have been deducted. NB: This is created by specifying line discount percentages in the first line of the Discount % field and in the Chained column. A chained discount is where a discount is applied on top of a discount. For example, the diagram below shows a Chained Discount Table. This table offers a chain of 4 discounts: 2%, 3%, 1%, and 4%. All four of these discounts will be given one after the other for every transaction that this covered by this table. If a transaction with a line value of £100 is covered by this table, the chained discounts would have this effect: -

£100	-	2%	=	£98.00
£98.00	-	3%	=	95.06
£95.06	-	1%	=	94.11
£94.11	-	4%	=	90.35

The final line value would be £90.35 after the chained discounts have been taken. Therefore, the final discount offered to the customer is notably less than if a basic line discount of 10% had been applied to the transaction.

NOTE: To allow Discount Tables to correctly calculate the correct type and percentage of discount, either the Customer Account must be identified on the table or the Customer Group code plus the Product Group field must be populated if the table is not to apply to ALL products. Only when the Customer is linked to a table and they purchase a product from a specified Group Code will the discount calculate.

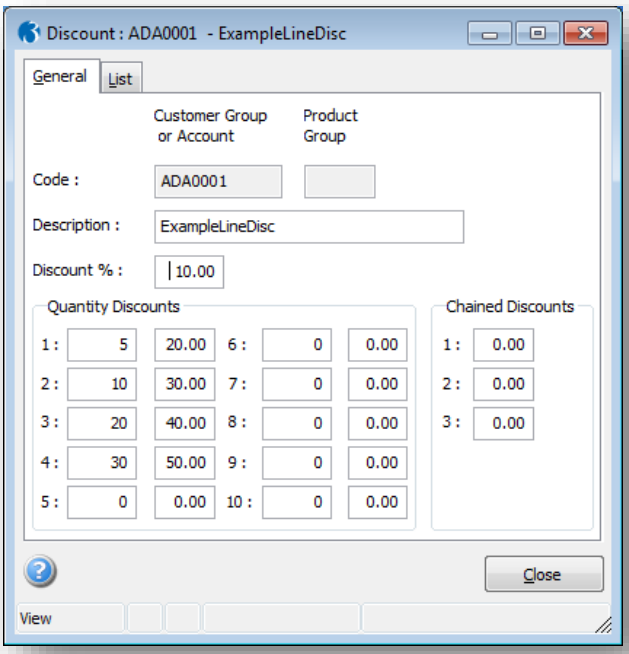
2.1.1 Examples

Notes

Example 1: - Applying a discount matrix to customer 'ADA0001' and all stock items. No Special Price list is used.

1. On the Discounts form, create a new matrix.
2. Add ADA0001 to the Customer Group or Account Code box.
3. Update the Discounts %, Quantity Discounts and Chained Discounts boxes as necessary.

This discount matrix will now be used on transactions in Sales Order Processing for customer 'ADA0001' when all stock items are selected.



Example 2: - Applying a discount matrix to customer group 'NE' and a group of stock items 'A'. Special Price list 'SP1' is already used for these customers.

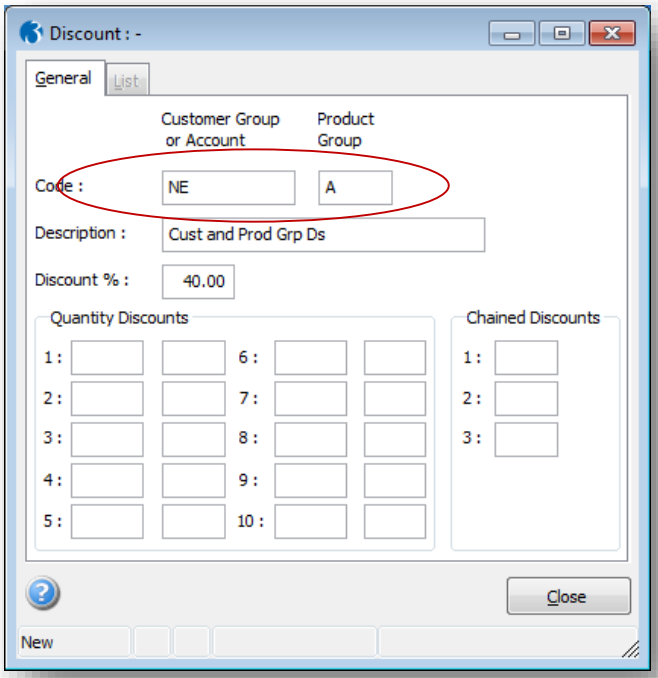
1. On the Discounts form, create a new matrix.
2. Add NE to the Customer Group Code box and A to the Account Code box.
3. Update the Discounts %, Quantity Discounts and Chained Discounts boxes as necessary.
4. On the Sales - Processing - Terms form, add the customer group code NE to the Discount Group box for each customer in the group.
5. On the Stock - Processing - Price/Discounts form:
6. Tick the Line Discount box.
7. Add the stock code group code A to the Discount Group box for each stock item in the group.

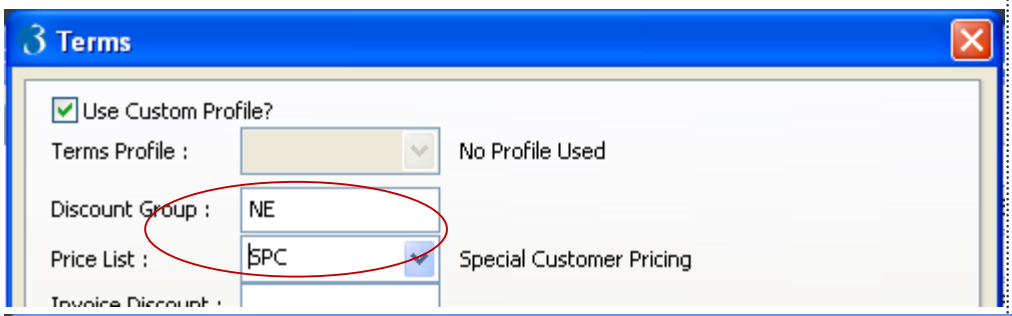
   NB: Price List settings will over-ride the stock settings when appropriate

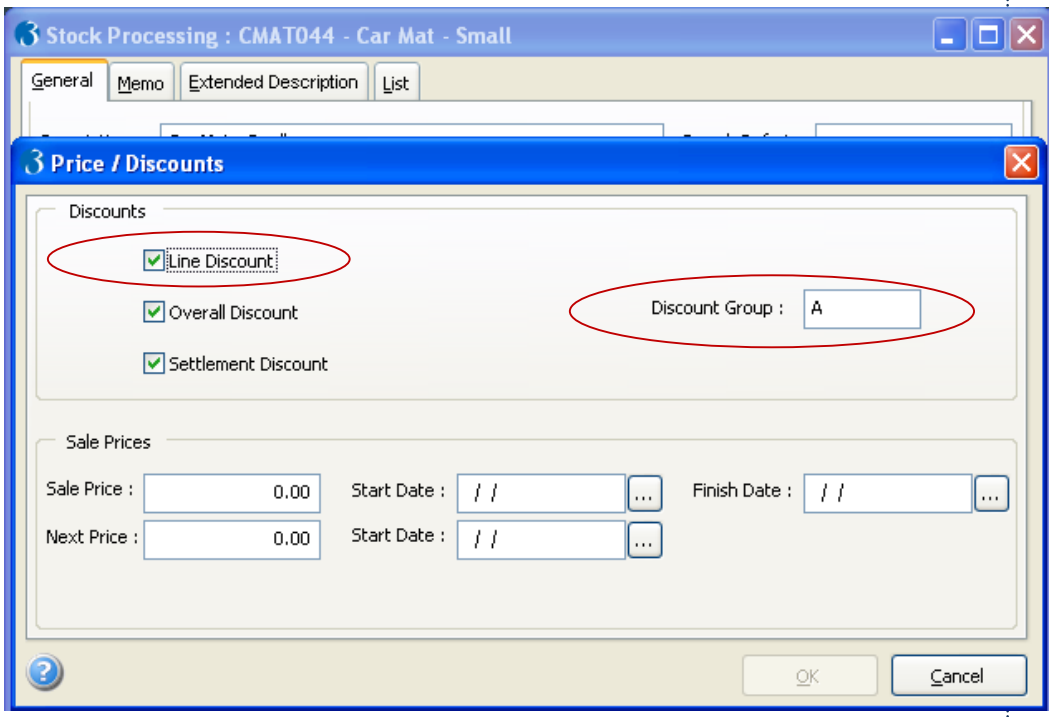
8. On the SOP - Maintenance - Special Discounts form, edit the special price list 'SP1' and tick the Line Discount box for each stock item in the product group 'A'.

This discount matrix will now be used on transactions in Sales Order Processing for customers in the 'NE' group when stock items in the 'A' group are selected.

Notes



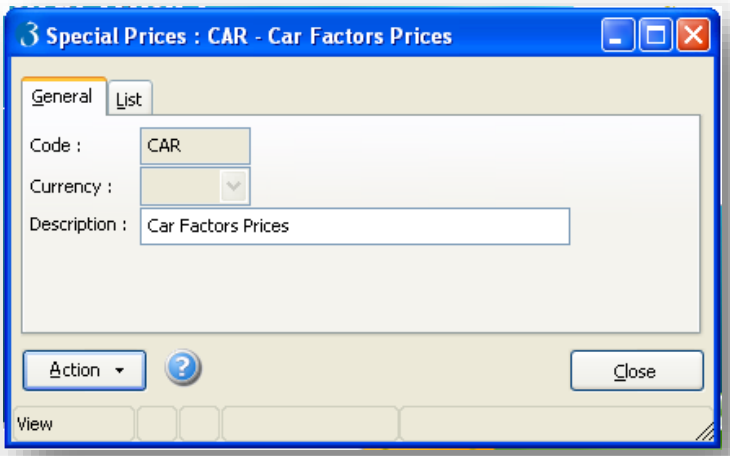




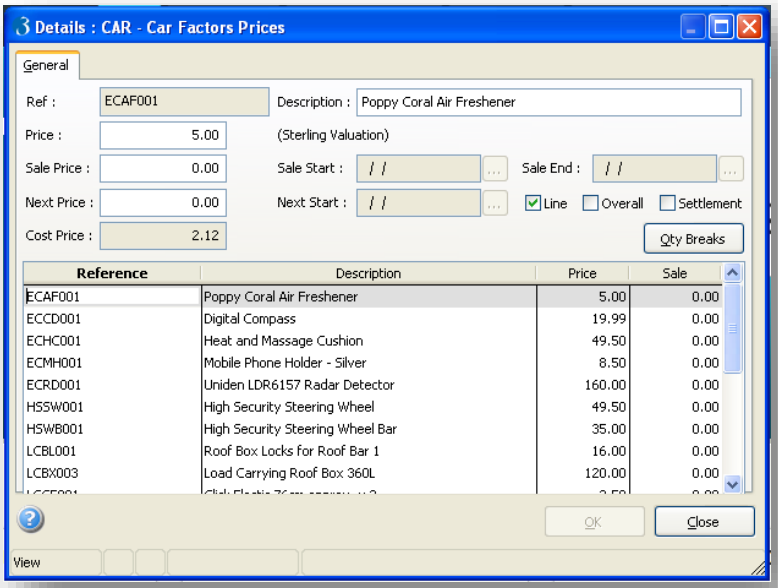
2.2 Special Prices

Notes

Use the Special Prices command to allocate a special pricing structure, by product, to a customer or a group of customers. For each item included on the price list, you can specify a selling price, sale price, next price and their effective dates. You can also control which discounts apply, override default descriptions, and you can specify prices for up to ten levels of quantity breaks. If you use the system with foreign currencies, you can create separate prices lists for different currencies.



You allocate a special price list code to a customer so that when documents are processed for that customer, the prices in the special prices table override those of the product or stock item record. You can copy details from one special price list record to another using the Copy data button on the toolbar. Changes to prices including the sale and next prices, are validated against the quantity break tables.



If, by entering or amending a sale or next price, the quantity break tables are invalidated, a dialog box will appear offering three command buttons: Calculate Sale/Next Prices, Enter prices now and Cancel.

The Special Prices function from the Maintenance menu allows any number of Special Price Tables to be created. These tables hold product selling prices that are offered to customers who are covered by the table. The selling prices can be either fixed or can change in relation to a Quantity Break. Each table can hold details of any number of products, with the same stock item appearing on as many different tables as desired. However, a customer may only be attached to one table at a time.

If foreign currencies are being used then foreign currency price tables can be created. These tables hold products at their foreign valuation. For example, if a US Dollars valuation table covered an American customer, then, during processing, the system will use the product prices from this table. This means that the prices will not have to be converted to their US Dollars value each time they are used, making them unaffected to exchange rate

Notes

If you click the Calculate Sale/Next Prices button, the application will recalculate the quantity break prices using the percentage difference between the sale or next price and the base price, applied to the current base quantity prices. If you click the Enter prices now button, the Quantity Breaks form appears and you can make manual adjustments as required. If you click Cancel, the cursor will return to the relevant price box.

If, by amending a base price, the quantity break tables are affected, a dialog box will appear offering three command buttons: Calculate Base Prices, Enter prices now and Make no changes. If you click the Calculate Base Prices button, the application will recalculate all quantity breaks using the percentage difference between the new and existing base prices, applied to the current base quantity break prices. If you click the Enter prices now button, the Quantity Breaks form appears and you can make manual adjustments as required. If you click Make no changes, the quantity break table will remain unaltered and the cursor will move to the Sale Price box.

NB: As the products are brought into the table their selling prices will be converted at the current exchange rate. This foreign value will then no longer be subject to exchange rate fluctuations and will remain unchanged unless changed manually by the user.

To Define Special Prices

1. Open the SOP folder, double-click Maintenance and then click Special Prices.
2. On the Record menu, click New.
3. In the boxes provided, enter the details of the special price list record.
4. On the Record menu, click Save.
5. Click Action and then click Details. On the Special Prices Details form, enter the details of the products and prices. Use the Qty Breaks command button to define the quantity price breaks.
6. To store the product details, press ESC and then click OK.

Special Prices Details

Box	Description
Ref	A reference that identifies the product or stock item. You can select from a list.
Description	The product's description. You can override the default if required. **Note:** If the description of the stock item is changed in the Stock - Processing command, this description will also change as long as both descriptions were the same beforehand. **NB:** Any change made here will only be seen by those customers who are covered by this table. Also take care when changing descriptions as this may break the link between this record and it's respective stock/product record for descriptions.
Price	The standard selling price. For items that are factored, enter the price per factored quantity. Prices are entered to the number of decimal places set on the profile. However, if using foreign currency customers, the number of decimals depends on the setting of the **Use Calculated Foreign Price Unit Decimals** option on the **System Preferences** form in the System module.

Notes

Price…	If selected, the application automatically calculates the number of decimal places to use for prices where foreign currencies are involved using the setting in the profile. Without the option selected, these are based on the decimal places held for the currency on the **System Exchange Rates** form for foreign customers and from the **Profiles** or **Stock Profiles** form for home currency customers. By selecting this option, both foreign and home customer postings allow for the same degree of accuracy in decimal precision.
Sale Price	A sale or special offer price for the item. This price is applied to the product or stock item during the period defined by the range of dates you enter in the **Sale Start** and **Sale End** boxes. During that period, the sale price overrides the standard selling price specified in the **Price** box.
Next Price	The next selling price. This will replace the selling price specified in the **Price** box from the date specified in the **Next Start** box, so you can determine price changes in advance.
Line	An option that determines whether line discount is allowed for this product or stock item on orders, invoices and so on. This overrides the setting of the **Line Discount** option on the **Product File** form is you are using the product file, or the **Line Discount** option on the **Price / Discounts** form associated with the **Stock** form if you have the Stock module.
Overall	An option that determines whether overall discount is allowed for this product or stock item on orders, invoices and so on. This overrides the setting of the **Overall Discount** option on the **Product File** form is you are using the product file, or the **Overall Discount** option on the **Price / Discounts** form associated with the **Stock** form if you have the Stock module.
Settlement	An option that determines whether settlement discount is allowed for this product or stock item on orders, invoices and so on. This overrides the setting of the **Settlement Discount** option on the **Product File** form is you are using the product file, or the **Settlement Discount** option on the **Price / Discounts** form associated with the **Stock** form if you have the Stock module.

Quantity Breaks

Each item within the price list can have up to ten levels of quantity break discount. These discounts are entered by clicking on the Qty Breaks button.

Use these fields to specify line quantities and the selling prices that are to be offered when that quantity is reached. Each of these line quantities can then also have a sale price and next price specified for them. However, these fields are only available for input if the Sale Price and Next Price fields on the earlier detail screen have been populated.

Once all the details have been entered, the product is then added to the Special Price List. The cursor will return to the Ref field, prompting the user to enter further products onto the table. There is no limit to the number of products that can belong to a Special Price List.

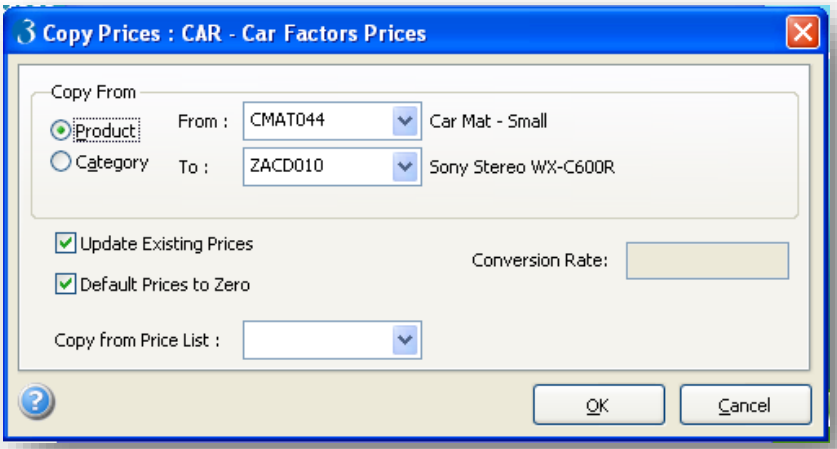
2.2.1 Copy Prices

An alternative to manually selecting products for inclusion on a table is to use the Copy Prices function. This will allow a range of products, based either on stock reference or stock category to be pulled into a table. These products can be drawn either directly from the Stock Control file or from another price table.

Notes

If copying prices into a foreign currency price table, each product's selling prices will be automatically converted during copying.

To use the Copy Prices function, ensure that the Special Prices form is open on screen and then click on the Copy Data icon found on the record toolbar.



Copy from Sequence

Select whether the range of items to be included in the copy is based upon Stock Reference or Stock Category. It is possible to edit the range by selecting from the drop down lists offered.

Update Existing Prices

If switched ON, then if a product being copied into the table already exists on it, the prices being copied in will overwrite the existing price.

Default Prices to Zero

If this is switched ON, all products being copied into the table will be copied in with a zero selling price. It will then be necessary to change them to their correct price, either individually or through the Global Price Update routine.

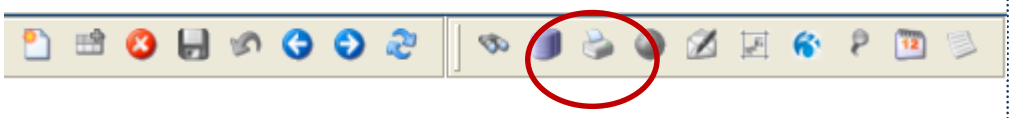
Copy from Price List

Select from the drop down list the code of the table from which the prices are to be copied. If this field is left blank, the prices will be copied in directly from the Stock Control file.

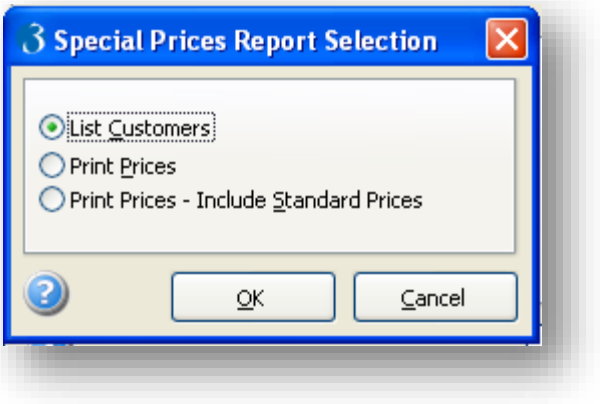
When the OK button is selected, the prices will be copied into the table of the form that was active at the time the Copy Data function was selected.

2.2.2 List Customers

It is possible to view or print a list of customers to whom the price list on screen applies. To do this, ensure that the Special Prices form is on screen and then click on the Print icon found on the record toolbar.



Notes



Click on the OK command button. A report listing all customers linked to the price list will be generated.

Orion Vehicles Leasing **List of Eligible Customers**

Created on 28/03/2012 at 13:19 by MANAGER

Special Price List CAR (Car Factors Prices)

Orion Vehicles Leasing **List of Eligible Customers** Page 1

Account		Contact
ANDC001	Anderson Car Factors Ltd	James Carpenter 01400 231442

Print Prices

It is possible to print a copy of the price list from the same Report Selection screen as on the previous page. There are two options available to the user:

Print Prices

Select this option to produce a price list only for products included on the Special Price Table on screen.

Print Prices – Include Standard Prices

This option will produce a price list for products included on the Special Price Table on screen AND all other stock items from the Stock Control file.

Orion Vehicles Leasing **Special Price List**

Created on 28/03/2012 at 13:21 by MANAGER

Special Price List CAR (Car Factors Prices)
(Sterling Valuation)

Orion Vehicles Leasing **Special Price List** Page 1

Product		Price	V...	Discounts Allowed	← Price Change & Date →
CMAT044	Car Mat - Small			All	
CMAT108	Car Mat - Medium			All	
CMAT122	Car Mat - Large			All	
CPOL001	Electric Car Polisher			Line	
DTRON16	Dialotron 16 Mobile Telephone			All	
DTRON32	Dialotron 32 Mobile Telephone			All	
EGAF001	Poppy Coral Air Freshener			Line	
EGCD001	Digital Compass			None	
EGHC001	Heat and Massage Cushion			None	
EGMH001	Mobile Phone Holder - Silver			None	
EGRD001	Uniden UDR6157 Radar Detector			None	
ENTPACK01	Entertainment Package - With Phone			None	
FABC100	Coolcushion Seat Fabric			Line	
FAK01	First Aid Kit			None	
FAKC2	First Aid Kit (No Labels)			None	
FILTER001	Engine Oil Filter GL3AC			None	
FP2883	Foot Pump			None	
FUS239	5 amp Fuses - Box of 1000			None	
HSSW001	High Security Steering Wheel			None	
HSWB001	High Security Steering Wheel Bar			None	

Notes

Accreditation Training Courseware

3 Processing

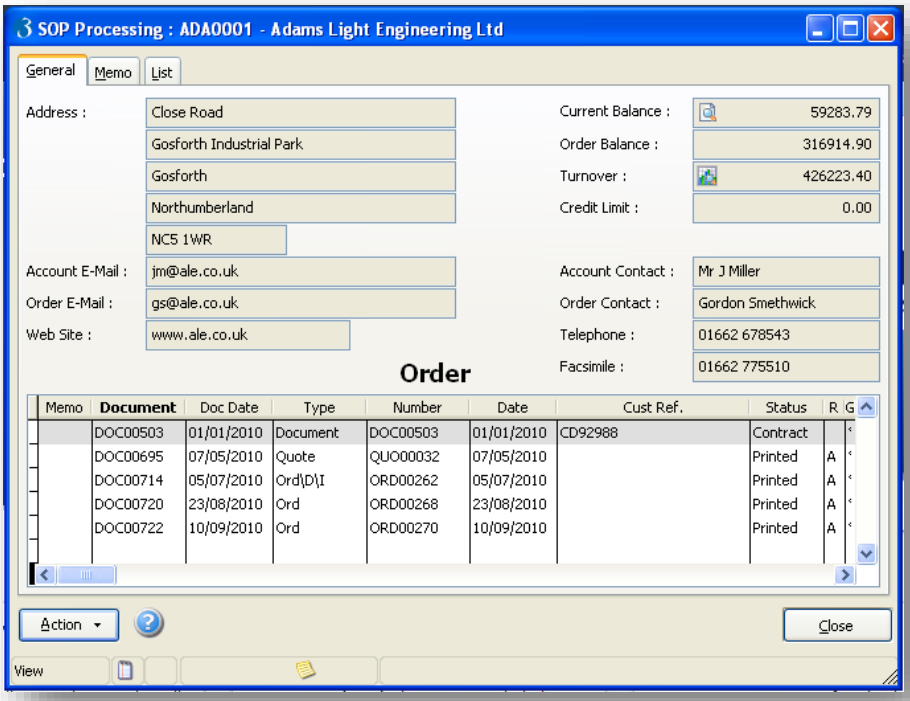
The next section covers the processing aspect of the module, including creating new records and processing them respectively.

3.1 Invoicing/SOP Processing

Use the Processing command to create and process one or more of the following types of records for customers.

- Quotations
- Pro forma invoices
- Sales orders
- Delivery notes
- Sales invoices
- Sales credit notes
- Sales 'foundation' documents*

**Foundation documents are those used for the basis of other documents created in the SOP module. You can create 'contract' documents whose invoices are to be repeated during a given period with a predefined frequency.*



When you create any of these records, you can also print copies to send to your customer. You maintain customer records in the Sales module. You can raise a sales order for any customer that is not 'on stop'. Using the SOP Processing form, displayed when you click the Processing command in the SOP folder, you begin by retrieving the customer record for whom you want to carry out processing. The form provides a list window showing existing documents. Such documents will remain in the list until they are considered 'completed' transactions or deleted and subsequently cleared from your data files when you use the Reorganise command on the Utilities menu. The following information is shown in the list:

Processing

Notes

It is through the Processing function, on the main Invoicing/SOP menu, that all document production, progression and editing is performed.

When Processing is selected from the menu, the system will initially display a customer record. It is from this screen that all further processing is done; including creating all documents required in the sales cycle.

Note: Customer records must be created in Sales Ledger Processing before document processing can take place in SOP Processing. Any Customer Terms, Options and Analysis details entered within the Sales Ledger will be applicable to all documents raised within the Invoicing/SOP module.

Note:

Column R (Revision): An indicator of the number of times the record has been printed.

Status: This field will indicate whether the document has been edited, printed or deleted. A setting of Edited means that a hard copy of the document has not been produced since being edited.

Delete: Documents marked for deletion are removed during the Document Reorganisation routine. Should the User delete an Order the Allocated stock quantities in relation to the Order lines would be re-set.

Edit: The User will be unable to edit an Invoice.

3.1.1 Show All/Show Defined Command

The number of months up to which documents are listed in the grid associated with the **Processing** form is controlled by the setting of the **Display Documents for Last..Months** option on the **Set Options** form. This is based on your computer's system date, so if you enter '3' for this option, the grid will display only the last three months of documents for the currently selected customer. If you enter '6', the last six months are displayed, and so on. You can override this option on the **Processing** form by clicking the **Show All** command button. All documents still on file for the selected customer will then appear, regardless of the setting on the **Set Options** form. Once selected, this command button is renamed to **Show Defined**. Clicking this will revert the list of documents in the grid to the limit imposed by the option setting. Website

3.1.2 Order of Input

If you have selected the **Header Input First** option on the **Set SOP Options** form, you complete the boxes for a transaction 'header' before completing the detail lines when creating SOP records. If this option is cleared, you enter the detail lines first.

3.1.3 Order Acknowledgements

Order acknowledgements may be produced for sales orders if the **Acknowledgement Required** option is selected on the **Delivery Details** form associated with the **Customer** form in the Sales module. If this option is selected, the application automatically displays the **Publisher** form for you to select the output destination options for the order acknowledgement when you first create a new order from the **SOP Processing** form. Any selections on the **Publisher** form remain in force during the current order processing session except where customers are set up to use e-mail profiles as described below.

Document Browser Screen

If a document of any type exists for a customer, the system will display a list of such documents, and any of a lower type, on the Invoicing / SOP Processing Browser screen. From this screen it is possible to create a new document, edit or enquire upon an existing document or progress an existing document to another document higher up in the sales cycle. For example, the Progression of a Sales Order to a Delivery Note.

When this screen is initially displayed, the documents are listed by their unique Document reference; however, by clicking on the column headings, the user can rearrange the order in which the list appears.

3.1.4 Emailing Documents

Notes

Using predefined e-mail profiles

If you update the following fields in the Sales Ledger > Processing command you can e-mail documents (meaning: Quote, Pro Forma, Sales Orders, Delivery Notes & Invoices) using predefined email templates:

1. The Accounts & Order Contact's E-Mail Address box on the General tab should be updated with your respective contact's email address.
2. The E-Mail options on the Terms form on the Action menu should be ticked.

The Publisher form defaults to the Email tab for customers that have the fields updated in this way.

When a document is produced for a customer set up to use e-mail profiles, the PDF file name is based on the document number (if the **Allow Duplicates** option is selected on the **E-Mail Profiles** form and a file name already exists with this number, the application adds a unique three-digit suffix). The subject line of the e-mail message will default to the respective document type and the default message text is 'Thank you for your “document” **documentnumber**. Your document is attached' where **documentnumber** is the document number. You can change the default message content using the **E-Mail Profiles** command in the System module.

If these conditions are met, the application will display the **Publisher** form for each new order record you create, regardless of the output destination previously selected on the **Publisher** form. When documents are e-mailed, the document itself is sent as a PDF (Portable attachment to the mail message.

Ad-hoc email acknowledgements

If you want to e-mail a document to a customer that is **not** set up to use e-mail profiles, you have to select the **Email** tab on the **Publisher** form and complete the message details manually. Refer to the E-Mail Profiles section of the System documentation for more information about defaults associated with e-mailing documents.

3.1.4.1 Sending Documents by Email

It is possible to send Quotes, Proforma Invoices, Order Acknowledgements, Delivery Notes and Invoices as well as Credit Notes to your customers by email rather than sending printed documents in the post.

Before you can do this you need to update the necessary customer records with email addresses and select which documents you want to email, and then define email profiles on the System Manager - Maintenance - E-Mail Profiles form.

For statements, proforma invoices and invoices the account contact's email address on the Sales Ledger - Processing form must have been entered before the documents can be sent by email. For quotations, sales orders and delivery notes the order contact's email address must have been entered. These boxes are otherwise disabled.

Note: If you want to e-mail a document to a customer who is **not** set up to email documents as their default option, you can still select the **Email** tab on the **Publisher** form and enter the message details manually.

Notes

Sending Documents by Email

It is possible to send quotes, proforma invoices, order acknowledgements, delivery notes, invoices and credit notes to your customers by email rather than posting printed documents.

Steps to Set Up Email

Complete these steps to set up Opera for emailing documents:

	Task	Form
1.	Enter the relevant email addresses for your order and account contacts in the E-Mail Address boxes. If you use Ledger and Invoice accounts you must also set up these accounts with email addresses.	Sales Ledger - Processing
2.	Select the documents you want to email under E-Mail. If you use Ledger and Invoice accounts you must also select documents that can be emailed for these accounts.	Sales Ledger - Processing - Terms
3.	Define your email profiles that will be used when the emails are sent.	System Manager - Maintenance - E-Mail Profiles

Account Contact & Order Contact Email Addresses

Unless you use the facility in Opera to link your customer accounts to other accounts (Ledger accounts and Invoice accounts), the email addresses used are always the following:

Document	Email Address
Sales orders, delivery notes and quotes	Order contact
Invoices and proforma invoices, and credit notes	Account contact

Using Ledger & Invoice Accounts?

You can also define email addresses for Ledger accounts and Invoice accounts and select which documents can be sent by email for these accounts.

This table shows which email addresses are used for each type of document that you email to your customers if they have been entered (step 1 above) and the documents have been chosen for emailing (step 2 above).

Notes

	Posting Account		Ledger Account		Invoice Account		
	Account Contact	Order Contact	Account Contact	Order Contact	Account Contact	Order Contact	
Orders & Quotes	No	Yes	No	No	No	No	The order contact's email address on the posting account is always used, regardless of whether it is linked to other accounts.
Proforma Invoices	Yes	No	No	No	No	No	The account contact's email address on the posting account is always used, regardless of whether it is linked to other accounts.
Delivery notes	No	Yes [2]	No	No	No	Yes [1]	If the posting account is linked to an Invoice Account, that account's order contact email address is used. If the posting account is not linked to an Invoice Account, the order contact's email address on the posting account is used. If the posting account is linked to an Invoice Account but that account has not been set up with an email address for the order contact then the address on the posting account is used.
Invoices & credit notes	Yes [c]	No	Yes [a]	No	Yes [b]	No	The account contact's email address on the Ledger account is used if available. If the Ledger account does not have an email address, the Invoice account's account contact email address is used. If the Invoice account does not have an email address, the posting account's account email address is used.

Note: If you want to e-mail a document to a customer who is **not** set up to email documents as their default option, you can still select the **Email** tab on the **Publisher** form and enter the message details manually.

Notes

3.1.5 Completing and Posting Invoicing/SOP Records

If you have completed your work on the current document and wish to post it and update the files, you click the **Post** command button on the detail lines form, if you have entered the header first, or the header form if you entered the detail lines first. Once posted, you can retrieve them for editing with the exception of invoices and credit notes. If you have selected the **Confirm** option on the **Preferences** form in the System module, a prompt will appear for you to confirm whether you want to update the files with the details of the document. If you click **No**, the header or details form reappears, the information is retained but no files are updated. If you click **Yes**, the files are updated with the details of the document.

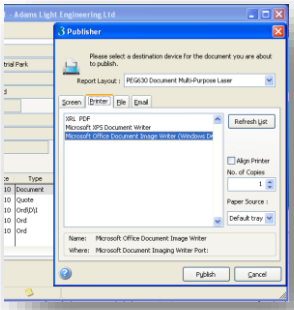
While entering detail lines, you can return to the header form by pressing ESC. Entries you made on the detail lines form are retained. However, if you press ESC on the header form, a prompt appears asking if you want to abandon the record. If you are entering detail lines first, you can return to the details form by pressing ESC on the header form. Once a record has been stored, it is added to the documents list displayed for the customer.

3.1.6 Costing Integration

If you have the Costing module installed and activated, you can select cost items that are ready for invoicing and a document is generated for them in the SOP module. You can then progress that document within the SOP module. When the document is produced, a revenue record is created in the Costing module and the cost records are automatically allocated against this revenue record. When a document is progressed to an invoice in the SOP module, the revenue record is update to include the invoice number.

3.2 Posting Processes

3.2.1 Document Entry



The creation of documents in Invoicing / SOP is split over two screens: the header entry screen and the detail entry screen. The header screen is where delivery addresses, customer references, analysis details are entered. The detail screen is where the individual transaction lines are entered to form the body of the sales document.

The Header Input First setting found in Utilities – Set Options dictates which of these two screens appears first in the creation of a document. The layout and content of these two screens is the same, regardless of the type of document being created. The exception to this is in the creation of a Contract / Repeat Invoice that is covered separately in a later section.

Press Ctrl + N or go to the Action button and select New. The system will take the user to the header screen of the document type set as a default in System – Maintenance – User Profiles.

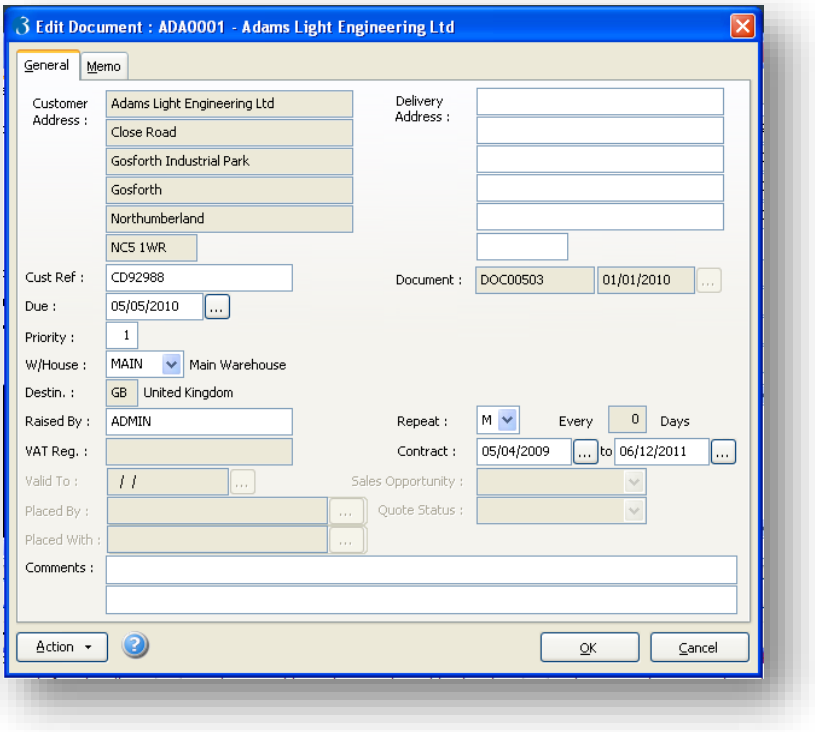
If Print Order Acknowledgement is switched ON in the Delivery option of the customer header screen in Sales Processing, the system will now prompt the user to select a printer destination for any sales order that is about to be generated.

Notes

If the Order Contact E-mail address field has been populated on the Customer Header record in Sales Ledger and the Email Orders checkbox has been activated, when raising an Order the publisher form will automatically load with the appropriate E-mail Profile. The user may re-select the destination as required.

3.2.2 Header Details

Before you can create an SOP transaction record, you must ensure you have created the customer record using the Processing command in the Sales module. If you intend to create a record that includes products or stock items, you must create the necessary records using either the Product File command on the Maintenance menu of the SOP module or, if you have the Stock module, using the Processing command in the Stock module.



When you are completing the 'header' details for an SOP record, you can use the following commands on the Action menu.

- Analysis
- EC VAT
- Discount
- Currency*

*The exchange rate for the currency as defined on the System Exchange Rates form in the System module. You can override this for the current transaction if it is not used in a triangulating transaction.

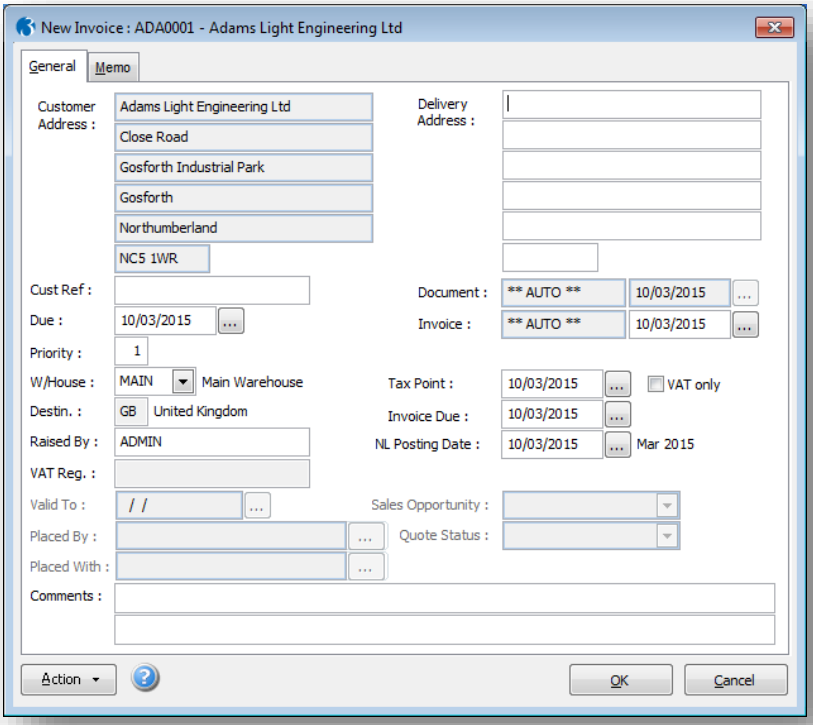
The more functional fields explained

Notes

Delivery Address	The delivery address. The default will be the address of the customer record selected, if either the Invoice Account or Ledger Account boxes on the Customer form contain an entry. Otherwise, you can type the delivery address.
Due	The date on which the transaction becomes due. The system date is displayed as a default. If you accept the default system date, the transaction is due immediately. If you enter a future date, the transaction is considered a 'forward order' requirement. If you enter a previous date, the transaction is considered a 'back order' requirement. During reporting and order processing, the detail line status will be taken into account by the application. For example, a list of back orders will include detail lines whose due date has expired and a list of forward orders will include those detail lines whose due date is in the future. When you use the Allocations command, order lines will not be presented for allocation until their due date is within the date range specified in the allocation procedure. When editing a record and changing the due date field, the application will ask if you want to update the due date on all the detail lines.
Priority	The order priority as entered in the Priority box on the Delivery form associated with the Customer form in the Sales module. You can change this for individual transactions and per detail line without changing the customer's default priority. A priority of zero is the highest and nine the lowest. Where the priority is zero, then providing there is sufficient free stock, the application automatically allocates stock to the detail lines. They will be excluded from those displayed if you use the Allocations command subsequently, but they will be included in the picking procedure if used. If the Force Stock Allocations option is selected on the Advanced SOP Settings form, stock is allocated automatically regardless of priority.
W/House	This only applies if the Warehouses box is ticked on the **Company Profiles** form in the System module. The warehouse defined in the **Warehouse** box on the **Delivery** form associated with the **Customer** form in the Sales module is displayed as a default. You can select an alternative from a list and it must be one that permits issues. All detail lines default to the same warehouse code but you can change them. If you subsequently edit a document and then change the warehouse code here, the application asks if you want to change all the details lines to use the same warehouse.
Model	For quotations and pro forma invoices only: an option that determines whether you are creating a 'model' quotation or *pro forma* invoice for progression. The details of the original record are retained so you can progress it again.
Repeat	An option that determines whether you want to repeat the creation of invoices from the same document using the Repeat Invoice command. You can select one of the following from a list: D (for a frequency to be measured in days), W (for a weekly invoice), M (for a monthly invoice), Q (for a quarterly invoice), H (for a half yearly invoice), A (for an annual invoice) and N (for a single invoice; this is the default setting). If you select 'D', enter the interval between invoices in the Every..Days box. For all frequencies, enter the start and end dates for the repeat invoicing in the Contract and to boxes. Once you have created a repeating document, you can only progress it using the Repeat Invoice command.
References	The document references are assigned automatically by the application based on the numbering series defined on the Set SOP Options form. For order, delivery and invoice documents, if the corresponding User Input of.. option is selected on the Set SOP Options form, you can type a number in the box provided. The invoice setting affects credit notes.
Tax Point	For invoices and credit notes only, the tax point date of the transaction for VAT purposes. This defaults to the system date.

Full breakdown

Notes



Before you can create a new document transaction, you must ensure you have created the customer record using the **Processing** command in the Sales module. If you intend to create a record that includes products or stock items, you must create the necessary records using either the **Product File** command on the **Maintenance** menu or, if you have the Stock module, using the **Processing** command in the Stock module.

Actions

When you are completing the 'header' details for a new transaction, you can use the following commands on the **Action** menu.

Use this command	To
Analysis	Confirm or amend the default analysis codes associated with the customer record.
EC VAT	Confirm or amend the default EC VAT details associated with the customer record. This only applies if you have the EC VAT module installed and activated.
Discount	Confirm or amend the invoice and settlement discounts.
Currency	Confirm or amend the currency and exchange rate for foreign currency customers.

Header Entries

Notes

Box	Description
Delivery Address	The delivery address. The default will be the address of the customer record selected, if either the **Invoice Account** or **Ledger Account** boxes on the **Customer** form contain an entry. Otherwise, you can type the delivery address.
Cust Ref	The customer's reference; for example their order number.
Due	The date on which the transaction becomes due. The system date is displayed as a default. If you accept the default system date, the transaction is due immediately. If you enter a future date, the transaction is considered a 'forward order' requirement. If you enter a previous date, the transaction is considered a 'back order' requirement. During reporting and order processing, the detail line status will be taken into account by the application. For example, a list of back orders will include detail lines whose due date has expired and a list of forward orders will include those detail lines whose due date is in the future. When you use the **Allocations** command, order lines will not be presented for allocation until their due date is within the date range specified in the allocation procedure. When editing a record and changing the due date field, the application will ask if you want to update the due date on all the detail lines.
Priority	The order priority as entered in the **Priority** box on the **Delivery** form associated with the **Customer** form in the Sales module. You can change this for individual transactions and per detail line without changing the customer's default priority. A priority of zero is the highest and nine the lowest. Where the priority is zero, then providing there is sufficient free stock, the application automatically allocates stock to the detail lines. They will be excluded from those displayed if you use the **Allocations** command subsequently, but they will be included in the picking procedure if used. If the **Force Stock Allocations** option is selected on the **Advanced Settings** form, stock is allocated automatically regardless of priority.
W/House	This only applies if the **Warehouses** box is ticked on the **Company Profiles** form in the System module. The warehouse defined in the **Warehouse** box on the **Delivery** form associated with the **Customer** form in the Sales module is displayed as a default. You can select an alternative from a list and it must be one that permits issues. All detail lines default to the same warehouse code but you can change them. If you subsequently edit a document and then change the warehouse code here, the application asks if you want to change all the details lines to use the same warehouse.
Destin.	A reference that identifies the destination country for the goods as defined on the **EC VAT** form associated with the customer record.
Raised By	The user name of the person creating the record. This defaults to the logon name of the user.
VAT Reg.	The VAT registration number for the customer as defined on the **EC VAT** form associated with the customer record.
Valid To	Only relevant if you create quotations in the Sales Pipeline Management module. You can enter a date that the quotation is valid to when the quotation is created in Sales Pipeline Management. You can only change this date in Sales Pipeline Management.
Sales Opportunity	Only relevant if you create quotations in the Sales Pipeline Management module. You can select an Opportunity record when the quotation is created in Sales Pipeline Management. You can only change this in Sales Pipeline Management.
Placed By	The contact with the customer who placed the quote with you. Only relevant if you create quotations in the Sales Pipeline Management module. You can only change this in Sales Pipeline Management.
Placed With	The internal contact in your business who the quote was placed with. Only relevant if you create quotations in the Sales Pipeline Management module. You can only change this in Sales Pipeline Management.
Quote Status	Only relevant if you create quotations in the Sales Pipeline Management module. You can only change this in Sales Pipeline Management. Only active quotations are displayed in Invoicing or SOP.

Notes

Comment	Two lines of comment to be printed on the document.
Model	For quotations and pro forma invoices only: an option that determines whether you are creating a 'model' quotation or *pro forma* invoice for progression. The details of the original record are retained so you can progress it again.
Repeat	An option that determines whether you want to repeat the creation of invoices from the same document using the **Repeat Invoice** command. You can select one of the following from a list: **- D** (for a frequency to be measured in days). If you select 'D', enter the interval between invoices in the **Every..Days** box. **- W** (for a weekly invoice) **- M** (for a monthly invoice) **- Q** (for a quarterly invoice) **- H** (for a half yearly invoice) **- A** (for an annual invoice) **- N** (for a single invoice; this is the default setting). ***Note:*** For all frequencies, enter the start and end dates for the repeat invoicing in the **Contract** and **to** boxes. Once you have created a repeating document, you can only progress it using the **Repeat Invoice** command.
References	The document references are assigned automatically by the application based on the numbering series defined on the **Set Options** form. For order, delivery and invoice documents, if the corresponding **User Input of..** option is selected on the **Set Options** form, you can type a number in the box provided. The invoice setting affects credit notes.
Tax Point	For invoices and credit notes only, the tax point date of the transaction for VAT purposes. This defaults to the system date.
Invoice Due Date	For invoices only, the date on which the invoice is due for payment. This defaults according to the customer's trading terms.
VAT only	Select to post VAT-only invoices or credit notes to make adjustments to the VAT return. The standard invoice and credit note designs are saved with a note to indicate that the transaction includes only VAT. Available if: • You are posting home currency invoices and credit notes that are not progressed from other documents (sales orders, deliveries and so on). • The *Header Input First* option is selected on the SOP/Invoicing - Utilities - Set Options form.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. For more information, see the SOP/Invoicing and Open Period Accounting Help topic. Open Period Accounting is available in Opera 3

Discounts

Box	Description
Inv.Disc	The overall discount as a percentage. This is deducted after all line discounts have been taken.
Settle 1 and 2	The settlement discount percentage and days defined for the customer or on the **Sales Options** form.

Notes

Currency

This only applies if you use the multi-currency module.

Box	Description
Currency	The currency of the customer. You can select an alternative currency from a list.
Currency Rate	The exchange rate for the currency as defined on the **System Exchange Rates** form in the System module. You can override this for the current transaction if it is not used in a triangulating transaction.

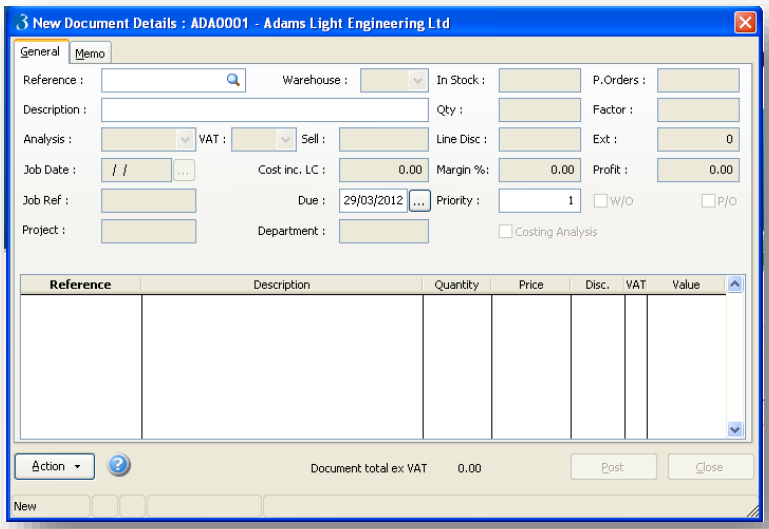
Analysis

Box	Description
Despatch	The customer's default method of despatch. You can select an alternative from a list.
Route	The customer's default delivery route. You can select an alternative from a list. When you use the **Picking** command, you can use route codes for analysing shipments and the allocations report can be sorted by route.
Region	The customer's default region. You can select an alternative from a list. You can analyse sales invoices by region in the Sales module.
Territory	The customer's default territory. You can select an alternative from a list. You can analyse sales invoices by territory in the Sales module.
Cost Centre/Analysis	The customer's default cost centre or analysis code. You can select an alternative from a list when set to cost centre. You can analyse sales invoices by cost centre/analysis in the Sales module.
Advanced Nominal Dimensions	References that identify the default dimensions used for the analysis of document transaction lines in the nominal ledger. You can select alternatives from a list. These only apply if you have the Advanced Nominal Ledger feature activated and you are using either of the two additional analysis dimensions (such as Project and Department). The defaults shown in these boxes are as defined on the customer record in the Sales module. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module.

3.2.3 Detail Screen

Notes

When you have completed the 'header' for document, another form is displayed for you to enter the line details. For new documents the work area of the entry screen will initially display blank entries in most of the input fields. If you are editing an existing record, the details of the first detail line are displayed and the window lists a summary for any other detail lines. When you click on a summary line, its details are shown in the relevant boxes on the form. When you enter detail lines, the application displays the customer priority level and the order due date. For foreign currency customers, the currency description and exchange rate are also shown. The selling price of the stock item is displayed in that currency while the cost and profit figures will be in the home currency. The 'In stock' and 'Purchase order' quantities that appear on the detail entry form when a stock item is entered in the Reference box relate to total stock, not to an individual warehouse.



Note: that the in stock and purchase order figures that appear on the detail entry form when a stock item is entered in the Reference box relate to total stock, not the warehouse stock if multi-warehouses are in use. If you have the Costing module installed and activated and the Sales Ledger to Costing option is selected on the Options tab of the Company Profiles form in the System module, you can analyse detail lines to jobs, phases and revenue type cost codes to update transactions in the Costing module.

If you use the Costing application and the Sales Ledger to Costing option is selected on the Options tab of the Company Profiles form in the System application, you can analyse detail lines to jobs, phases and revenue type cost codes to update transactions in the Costing application.

The Detail screen is where the body of the document is built up. This screen allows entry of stock item lines, non-stock item lines, blank lines and text only lines.

Notes

When you are completing the 'detail' details for an SOP record, you can use the following commands on the Action menu.

- View
- Stock
- Memo
- EC VAT
- DISCOUNT
- Costing Analysis
- Purchase Order
- Dealc/undealc
- Return All*

* **Note:** If warehouses are used, the stock items are returned to the same warehouses from which they were issued. If any warehouse on the Credit Note is blocked for Returns to stock (warehouses are blocked for Returns in the Stock >> Maintenance >> Warehouses command), a message is displayed informing you must edit each line manually to return items to stock.

Important: Return All - The command is disabled once you have selected it. If you want to cancel the **Return All** command, you must quit the transaction.

Note: Discount - Determine whether or not to include the detail line in the calculation of overall or settlement discount. This is only editable on items not from stock/product file.

Stock Management Information

If you are using the Stock module and you select a stock record in the Reference list when creating a detail line, the application provides the following information:

- Quantity in stock (this includes all warehouses if you have the multi-warehouses feature activated and in use).
- Quantity on order with suppliers.

Traceable Stock

Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

Advanced Nominal Dimensions

If you are using the Advanced Nominal Ledger activated and have elected to use one or both of the additional nominal analysis dimensions (such as Project and Department), refer to the topic on advanced nominal dimensions associated with the Nominal module for information.

Actions

Use this command	To
View	Choose between displaying the transaction totals or a summary of the transaction detail lines.
Stock	View details of a stock item. The **Warehouse Transactions View** form is displayed from the Stock application for the corresponding stock item record.
Memo	Display the stock memo for the currently selected detail line. If the **Auto Edit Transaction Memo** is selected on the Set Options form, any entry made during the creation of the detail line is displayed again and you can amend it.

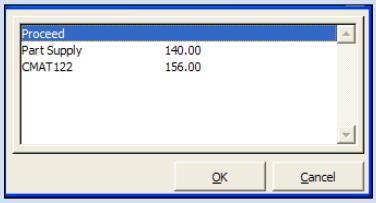
Notes

EC VAT	Display and complete the details associated with the item for inclusion on SDs. This only applies if you have the EC VAT application installed and activated and you are processing a document for a customer in the EU for which SD information is to be recorded.
Discount	Determine whether or not to include the detail line in the calculation of overall or settlement discount. This is only editable on items not from stock/product file.
Costing Analysis	Display the job, phase and cost code to which the currently selected item is assigned. This is only available if you have the Costing application installed and activated and the **Costing Analysis** option was selected for the document line.
Purchase Order	Display or enter details for purchase order for the currently selected item. This is only available if the **P/O** option is selected.
Dealc/undealc	Deallocate stock on a detail line that has already been allocated. This option is only available if you are using the Stock application, and the **Force Stock Allocations** option in the Set Options command is not ticked. The option is accessed from the Advanced Options menu item. Note: This menu item is only available when editing Sales Orders.
Return All	When progressing an Invoice to a Credit Note, update the Returned field for all Stock Items on the Credit Note. This is a quick way to return all stock items into Stock without having to edit each line individually. If warehouses are used, the stock items are returned to the same warehouse from which they were issued. This option is only available when progressing an Invoice to a Credit Note, and the Stock application is activated. Note: If warehouses are used, the stock items are returned to the same warehouses from which they were issued. If any warehouse on the Credit Note is blocked for Returns to stock, a message is displayed informing you must edit each line manually to return items to stock. Important: The command is disabled once you have selected it. If you want to cancel the Return All command, you must quit the transaction.

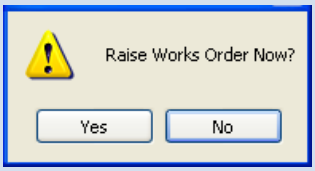
Detail fields explained

Box	Description
Reference	A reference that identifies the item on the detail line. This can be a product reference or, if you have the Stock module, a stock item reference. You can select from a list. **If you want to create a line for a non-stock item or a description-only line, leave this box blank.** You will not be able to add the stock item if: • The **Allow S/Order** option is cleared on the **Options** form in the **Processing** command in the Stock module (or the equivalent **Allow to be Ordered on S/Order** option on the **Product** form in the SOP, Invoicing or P. Orders modules). You must either select another item or reinstate the stock item. • The stock or product item is marked as subject to Reverse Charge, and no Reverse Charge for goods Sales VAT codes are defined. This applies only to domestic VAT registered customers if the value of the transaction is above the HMRC de minimis level. You must then create the VAT code in the **VAT Processing** command in the System module. **NB:** If a stock item is specified, the system will take the user to the Memo tab in order to display any Extended Description that may have been entered on the stock header record. This can then be edited or deleted if required. Any changes made will not be written back to the stock header, but will get printed out on the document. If an extended description has not been entered for this product, the system will allow entry of one if the Auto Edit Transaction Memo option in Utilities – Set Options is switched ON. If a superseded stock reference has been entered into the Options form these will automatically be displayed to the user.

Notes

Extended Description/ Memo	If the **Audit Edit Transaction Memo** option is selected on the **Set SOP Options** form, the application displays the extended description, if one exists. If not, the **Memo** tab is opened instead.
Warehouse	A reference that determines the warehouse for the item. This only applies if you have the multi-warehouses feature activated and you have the **Use Warehouses** option is selected on the **Options** tab of the **Company Profiles** form in the System module. If the **Always Edit Line W/H** option is selected on in the **Set SOP Options** form, the cursor is placed in this box automatically, otherwise it is skipped in the tab order. This is the default warehouse from which allocations and supplies of stock items are made. If a warehouse is defined in the **Warehouse** list box on the **Delivery Details** form associated with the **Customer** form in the Sales module, this is displayed. You can select an alternative from a list provided it is one that permits issues. If you are also using warehouse-specific cost and selling prices, changing the warehouse code for a stock item may result in changes to the price details shown when the item was first retrieved. However, if you are using a special price list that includes the item being used, then changing a warehouse will not affect the selling price. Once the record has been posted, subsequent changes to the line warehouse will not alter the selling price.
Description	The item description associated with the product or stock item record. **If the** Reference **box is blank, entry in this box is mandatory for non-stock or description-only items.**
Quantity	The quantity for the detail line. This can be left blank for description-only items. If left blank for product, stock or non-stock items, this is taken to mean a quantity of 1. The default is the quantity entered in the **Default Iss Qty** box on the **Profiles** form associated with the item. If there is insufficient Free Stock of the item warnings will be displayed to the user if the Invoicing Options have been set. Alternative stock references will be displayed if specified within the stock header Options for the item. 
Analysis	The default sales analysis code associated with the product or stock item record. If the **Analysis** option on the product or stock item record is set to **Override**, you can amend this; otherwise it will be fixed. **If the Reference box is blank, an entry in this box indicates that you are entering a non-stock detail line; otherwise the application will assume it is a description-only line.**
Job Date and Job Ref	A date and reference you can use as required. This only applies if you have selected the **Extra Date + Reference** option on the **Set SOP Options** form.
VAT	The VAT code associated with the analysis code in the Sales module. **Reverse Charge for Goods** *If the stock or product item is marked as subject to Reverse Charge, the first Sales Reverse Charge VAT code is displayed. You can select an alternative from a list. What's Reverse Charge Accounting for goods?* **Reverse Charge for Services** *To account for a service provided to an EC customer that falls under the Reverse Charge provisions, use a zero rate VAT code which has been set up to update box 6 on the VAT Return and also update the EC Sales List. What's Reverse Charge Accounting for services?*
Sell	For product and stock items, the sales price from the product or stock item record or price list. You can override this if required. For non-stock items, type the selling price you want to use. The product's selling price offered here by the system will come from the stock header record, the specified issuing warehouse or a Special Price Table. If the price has come from a table then, above the sell price field, the system will indicate which quantity break price has been offered. This can be overridden if required.

Notes

Line Disc	The line discount for the item. For product or stock items, the appropriate discount rate from the **Discounts** form, if specified. If the selling price is derived from an entry on the **Special Prices** form, the line discount will only apply if the **Line** option is selected on the **Special Prices Details** form for the item concerned, which overrides the setting of the **Line Discount** option on the **Product File** form if you are using the product file, or the **Line Discount** option on the **Price / Discounts** form associated with the **Stock** form if you have the Stock module.
Ext	For products and stock item records, the application displays the calculated selling value as soon as the quantity is entered. If you subsequently change the selling price or the percentage margin, the extended selling value is also adjusted. This value is the line quantity multiplied by the selling price, with any line discount taken off.
Cost	For product and stock item records, the application displays the cost price from the record if the **Show Cost + Margin** option is selected on the **Set SOP Options** form, but you cannot change it unless you are creating a credit note. If you are defining a non-stock item, you can type the cost price that applies. ***Landed Costs*** If Landed Costs have been set up for a stock item, the cost price and the landed cost are added together to show a total cost price. The margin and profit are then calculated based on both costs combined. The caption for the Cost box also changes to Cost inc. LC to indicate that the price shown includes landed costs. For more information about landed costs, see the Stock Control and Landed Costs Help topic.
Margin %	If you have selected the **Show Cost + Margin** option on the **Set SOP Options** form, the application displays the margin percentage for the detail line, which you can amend. $100 - \frac{\text{Cost Price}}{\text{Sell Price}} \times \frac{100}{1}$
Profit	If you have selected the **Show Cost + Margin** option on the **Set SOP Options** form, the application displays the profit calculated from the entry in the **Margin %** and the **Cost** boxes. **NB** This value is the Extended Value minus the cost price.
Due	The due date for the item line. This defaults to the entry in the **Due** box on the header.
Priority	The order priority code for the customer. This defaults to the entry in the **Priority** box on the header.
W/O	An option that determines whether you want to raise a works order to satisfy this item requirement. This only applies if you have the BOM module installed and activated and have selected the **Allow Works Order Requests** option on the **Advance SOP Option Settings** form. The **W/O** option will only be available if the line that is being entered on the sales order document is for an assembly. **If the application detects there is enough free stock to satisfy the quantity on the detail line, the message 'You have enough Stock to satisfy this order' is displayed, and you can choose whether to continue or not.** The application will prompt you to confirm whether you want to create a works order now. If you choose to proceed, the application will determine whether the lead time for the assembly enables the item to be manufactured in time to meet the due date for the document. If not, a warning is displayed and you are asked to confirm whether to cancel or continue to raise the works order. A copy of the works order will be printed as well as the sales document provided the **Print Works Orders** option is selected on the **Stock/BOM Options** form. 

Notes

Works orders raised directly from the sales document can be edited using the **Edit** command on the **Action** menu associated with the **Works Order Processing** form in the BOM module. **If you decide not to raise the works order at this point, you can create the works order subsequently by using the** Automatic Works Order **command in the BOM module.**

Note: When generating a works order, the quantity entered for the sales document detail line must be **a multiple of the yield quantity to be made for the assembly.**

If you are creating a sales order from scratch, the application will ask you whether you want to create a works order now. If you choose to proceed, the application will determine whether the lead time for the assembly enables the item to be manufactured in time to meet the due date for the document. If not, a warning is displayed and you are asked to confirm whether to cancel or continue to raise the works order. A copy of the works order will be printed as well as the sales document provided the Print Works Orders option is selected on the Set Options form in the Stock Control application.

If you are creating a sales order from another document, for example a quotation, proforma or document, you cannot create a works order is this way. However, you can create a works order from the Bill of Materials - Automatic Works Order command.

Works orders raised directly from the sales order can be edited using the Edit command on the Action menu associated with the Works Order Processing form in the BOM application. If you decide not to raise the works order at this point, you can create the works order subsequently by using the Automatic Works Order command in the BOM application.

Important: When generating a works order, the quantity entered for the sales document detail line must be a multiple of the yield quantity to be made for the assembly. For example, if the yield quantity for an assembly is 3, the sales order quantity must be a multiple of 3 (3, 6, 9, 12, 15 etc).

P/O

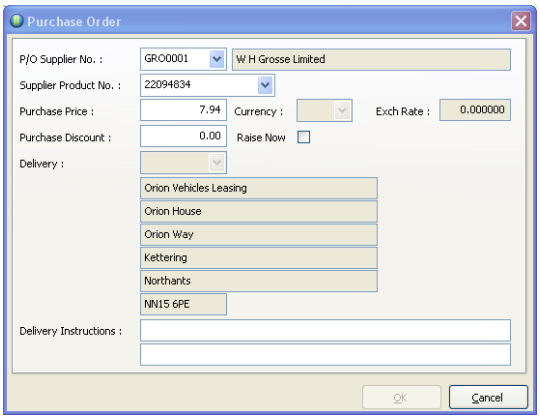
An option that determines whether you want to raise a back-to-back purchase order to satisfy this item requirement. This only applies if you have the Purchase Orders module activated and have selected the **Allow Back to Back Ordering** option on the SOP - Utilities - Set Options - Advanced Options form.

Note: You can also decide whether you want the application to create either a purchase order or an uncommitted purchase order document by selecting **Allow Purchase Orders** or **Allow Purchase Order Documents** on the **Set Options - Action** Advanced Options form in the Sales Order Processing module.

If the application detects there is enough free stock to satisfy the quantity on the detail line, the message 'You have enough Stock to satisfy this order' is displayed, and you can choose whether to continue or not.

The application also checks whether the **Allow P/O** option is selected in the Stock - Processing - Options command (or the equivalent **Allow to be Ordered on P/Order** option on the **Product** form in the SOP, Invoicing or P. Orders modules). If the option is not selected, you will not be able to raise a purchase order for the stock item.

If you select the **P/O** option, the **Action - Purchase Order** command displays the supplier, supplier product reference, purchase price and purchase discount values from the preferred supplier record associated with the stock item. If there is no preferred supplier record, you can enter this information in the boxes provided.



Notes

Costing Analysis

This only applies if you use the Costing application.

Box	Description
Job/Phase	A reference that identifies the job and phase to which the transaction is to be analysed. You can select from a list. Job and phase records are maintained using the **Job Processing** command in the Costing application. The job or phase record must be one assigned to the customer account you are processing or where the Account box is blank on the job.
Cost Code	A reference that identifies the cost code to which the detail line is to be analysed. You can select from a list. You can only select revenue type cost codes (that is, Interim Billing, Final Billing or Retention). If the **Allow C.C. Budgets** option is selected on the job record. If you have the **Allow Cost Code Additions** option cleared on the **Set Options** form in the Costing application, 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 application. If you have the **Allow Cost Code Additions** option selected on the **Set Options** form in the Costing application, 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 appears listing available cost codes that can be assigned. You click to 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.

EC VAT SD Information

This only applies if you have the EC VAT module installed and activated and where the Goods Value = Supplies option is selected for the corresponding VAT code record on the VAT Processing form in the System module.

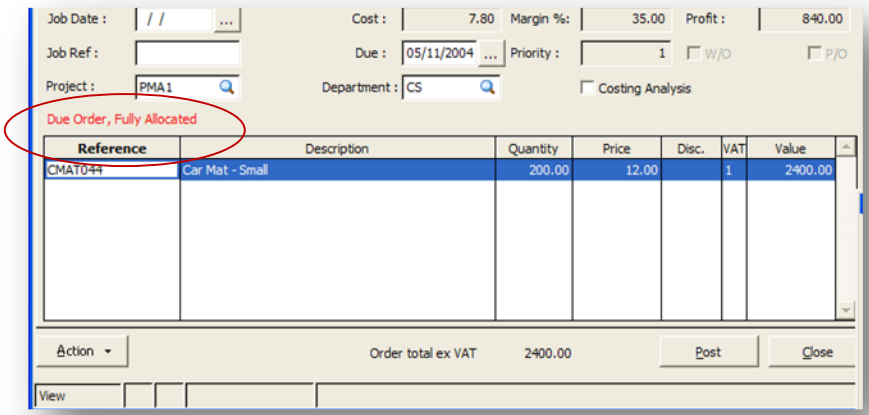
Box	Description
Commodity Code	A number that identifies the commodity code for the item on this line of the invoice. You can select from a list. The commodity code is used on the SD to classify types of goods and related services. Commodity codes are maintained using the **Commodity Codes** command on the **Maintenance** submenu of the EC VAT module. The default displayed is the one specified on the **EC VAT SD Information** form associated with the stock record.
Net Mass	The net mass, in kilograms, for this line of the invoice. This value is included on the SD. The default displayed is the one specified on the **EC VAT SD Information** form associated with the stock record.
Multiply Net Mass Units by Qty	An option that determines whether the net mass is multiplied by the quantity of the item included in the detail line.
Supplementary Units	The supplementary units (second quantity). This applies where a commodity code has an entry in the **2nd Qty. Description** box indicating that a second quantity is required (in line with HMRC regulations). Commodity codes are maintained using the **Commodity Codes** command on the **Maintenance** submenu of the EC VAT module. The default displayed is the one specified on the **EC VAT SD Information** form associated with the stock record.
Multiply Supp. Units by Qty	An option that determines whether the supplementary units are multiplied by the quantity of the item included in the detail line. This option is enabled if the commodity code has an entry in the **2nd Qty. Description** field in the **EC VAT - Maintenance - Commodity Codes** command.

Notes

Mode of Transport	The mode of transport that is to appear on the SD. The default entered on the **EC VAT** form associated with the customer record appears. You can select an alternative from a list. This is optional so if no mode of transport records exist, the box can be left blank. Mode of transport records are maintained using the **Transport Modes** command on the **Maintenance** submenu of the EC VAT module.
Nature of Transaction	The two-digit nature of transaction code that is to appear on the SD. The default entered on the **EC VAT** form associated with the customer record appears. You can select an alternative from a list. For process items, a nature of transaction code from 40 to 70 appears as the default. Nature of transaction codes are maintained in the EC VAT - Maintenance - Transaction Nature command.
Terms of Delivery	The delivery terms that is to appear on the SD. The default entered on the **EC VAT** form associated with the customer record appears. You can select an alternative from a list. Entry in this box is mandatory if the **Include Delivery Terms** option is selected under the **EC Despatches SD** option on the **Options** tab of the **Company Profiles** form in the System module. Delivery terms records are maintained using the **Delivery Terms** command on the **Maintenance** submenu of the EC VAT module.
Country of Origin	A reference that identifies the country of origin of the goods. You can select from a list. Country codes are defined using the **Countries** command in the EC VAT module. The default displayed is the one specified on the **EC VAT SD Information** form associated with the stock record.
SD Cost	For items where the VAT code record identified in the **VAT Code** box has the **Pre-Process Item** or **Post Process Item** option selected on the **VAT Processing** form in the System module, process code, this the cost value of the goods for SD reporting purposes. The value you enter must reflect the actual value of the goods but it will not be debited to the customer's account.

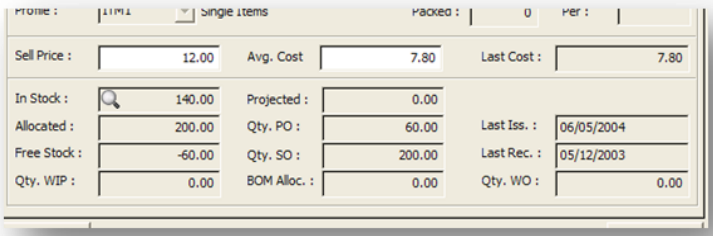
Detail Screen

After each transaction line has been entered red writing will indicate that the stock has been Allocated to the Order.



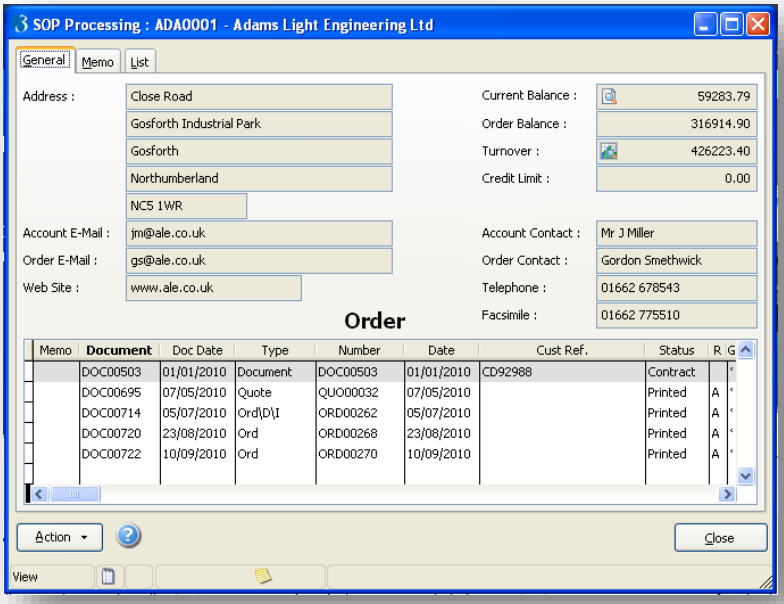
Notes

When the Order is 'Posted' this will be confirmed and the stock header figures will reflect a Qty SO and an Allocated Qty, therefore reducing the Free Stock figure



Post

Click on the Post button to save the record and to enter the document details onto the system. Once the document has been posted to the system it will appear on the Browser screen of the Invoicing / SOP Processing form.



3.2.3.1 Rounding in SOP (Technical Information)

Notes

Rounding in SOP, calculation of line values, discounts and VAT.

The flags to allow line, overall and settlement discounts can be set for each individual stock line (stock item settings). The reason is that 'discounts' must be applied only to the stock lines that will allow it. In the same way, each stock line has its own Vat Code (only relevant in the situation that the Product Vat Code is not over-ridden by the customer Vat Code). That means the Vat must be applied to each line independently.

Under these conditions, the way to proceed with the price calculation and application of discounts must be line by line of stock items.

Each stock item will have the following sequence of calculations (subject to the relevant flags and options being set):

Stock item	Qty	Individual Price	Line Value	Line Disc.	Line Discounted Value	Overall Discount	Overall Discounted Value	Settlement Disc.	Final Discounted Value	VAT

For each item on the document:

1. Calculate the Line Value by multiplying the individual line price by the quantity and round the resulting figure to 2 decimal places.
2. Calculate the Line Discount Value using the Line Discount % on the Line Value and round the resulting figure to 2 decimal places. Then subtract this from the Line Value.
3. Calculate the Overall Discount Value using the Overall Discount % on Line Discount Value and round the resulting figure to 2 decimal places. Then subtract this from the Line Discount Value.
4. Calculate the Settlement Discount Value (for VAT calculation) using the Settlement Disc. % on the Overall Discount Value and round the resulting figure to 2 decimal places. Then subtract this from the Overall Discount Value.
5. Calculate VATable value using the VAT% on the Settlement Discount Value and round this figure to 2 decimal places.

After each line has been calculated, each column will be totalled, and posted accordingly to the header file (IHEAD):

Item 1	Individual Price * Quantity	Less Line Discount	Less Overall Discount	Less Settlement Discounts	VAT	Total net Line value
Item 2	Individual Price * Quantity	Less Line Discount	Less Overall Discount	Less Settlement Discounts	VAT	Total net Line value
Totals:	**Total Order Value**	**Total Line Discounts**	**Total Overall Discoun t**	**Total Settlement Discounts**	**Total Vat**	**Total net Order value**

Examples with actual values are in the table below;

Notes

Line	Qty	Column1	Qty Decs	Individual Price	Value	Rounded Value	Line Disc. 5%	Rounded Line Disc 5 %	Line Discounted Value	Overall Disc.7 %	RoundedOverall Disc.7 %	Overall Discounted Value	Settlement Disc.9%	RoundedSettlement Disc.9%	Line Valuefor VAT Calc	VAT 17.5%	Rounded VAT 17.5%
1	3		0	35	105	105	5.25	5.25	99.75	6.9825	6.98	92.77	8.3493	8.35	84.42	14.7735	14.77
2	3		1	35.8	107.4	107.4	5.37	5.37	102.03	7.1421	7.14	94.89	8.5401	8.54	86.35	15.11125	15.11
3	3		2	35.81	107.43	107.43	5.3715	5.37	102.06	7.1442	7.14	94.92	8.5428	8.54	86.38	15.1165	15.12
4	3		3	35.881	107.643	107.64	5.382	5.38	102.26	7.1582	7.16	95.1	8.559	8.56	86.54	15.1445	15.14
5	3		4	35.8881	107.6643	107.66	5.383	5.38	102.28	7.1596	7.16	95.12	8.5608	8.56	86.56	15.148	15.15
6	3		5	35.88881	107.66643	107.67	5.3835	5.38	102.29	7.1603	7.16	95.13	8.5617	8.56	86.57	15.14975	15.15
7	3		6	35.888881	107.666643	107.67	5.3835	5.38	102.29	7.1603	7.16	95.13	8.5617	8.56	86.57	15.14975	15.15
Totals					750.47				712.96			663.06					105.59

Document Total	
Goods	663.06
VAT	105.59
Total	768.65

3.2.4 Deliver, Invoice and Credit

Notes

If you create documents in the Delivery, Invoice or Credit command on the Action menu associated with the SOP Processing form, you can enter a quantity for each stock item even if you do not physically have the stock items available. As soon as you post the transaction, the stock quantity is processed immediately.

Please note the following in respect of processing these types of transaction:

- When progressing an order to a delivery, the application asks if you wish to edit the document before delivery. If you do, the order header and detail lines are presented for amendment.
- If you change the quantity for a delivery detail line for which a purchase order exists that results in the total quantity for delivery being more than the quantity received, a warning message is displayed, but you can continue if required.
- When progressing an order line to a delivery for which a purchase order exists, the suggested delivery quantity will be that which satisfies the quantity received or the total quantity ordered, whichever is the lower. If the quantity entered is more than this, a message is displayed to inform you, but you can continue.
- When progressing an order line to a delivery for which you have selected the **P/O** option, but where the order is yet to be generated, the suggested delivery quantity is set to zero. If you change this, the message 'Originally Requested as Back to Back - Supply from Stock ?' is displayed. If you accept this, the **P/O** option is cleared; otherwise you cannot change the quantity.
- When progressing an order line to a delivery for which you have selected the **W/O** option, but where the works order is yet to be made, the suggested delivery quantity is controlled by the **Forced Allocations** and the **Suggest Made Quantities if Back to Back Works Order** options on the Sales Order Processing\Invoicing - Utilities - Set Options form.
    - If the **Forced Allocations** option is selected, the suggested delivery quantity is the quantity allocated to the order line.
    - If the **Suggest Made Quantities if Back to Back Works Order** option is selected, the suggested delivery quantity is the quantity made for the sales order in the Bill of Materials application.
- Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

Notes

- *When progressing an order to a delivery, the application asks if you wish to edit the document before delivery. If you do, the order header and detail lines are presented for amendment.*
- *If you change the quantity for a delivery detail line for which a purchase order exists that results in the total quantity for delivery being more than the quantity received, a warning message is displayed, but you can continue if required.*
- *When progressing an order line to a delivery for which a purchase order exists, the suggested delivery quantity will be that which satisfies the quantity received or the total quantity ordered, whichever is the lower. If the quantity entered is more than this, a message is displayed to inform you, but you can continue.*
- *When progressing an order line to a delivery for which you have selected the P/O option, but where the order is yet to be generated, the suggested delivery quantity is set to zero. If you change this, the message 'Originally Requested as Back to Back - Supply from Stock ?' is displayed. If you accept this, the P/O option is cleared; otherwise you cannot change the quantity.*
- *When progressing an order line to a delivery for which you have selected the W/O option, but where the works order is yet to be made, the suggested delivery quantity is controlled by the Forced Allocations and the Suggest Made Quantities if Back to Back Works Order options on the Sales Order Processing\Invoicing - Utilities - Set Options form.*
    - *If the Forced Allocations option is selected, the suggested delivery quantity is the quantity allocated to the order line.*
    - *If the Suggest Made Quantities if Back to Back Works Order option is selected, the suggested delivery quantity is the quantity made for the sales order in the Bill of Materials application.*
- *Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.*

Reverse Charge for goods

If a source document - like a sales order - includes goods items that use Reverse Charge for goods VAT codes but the value of the available quantity that can either be delivered or invoiced is less than the HMRC de minimis level, a message is displayed informing you to change the VAT code to a non Reverse Charge code. If you must part deliver or invoice the document you need to either:

- Edit the sales order in the Order command and change the order quantity to what can be delivered, and the VAT code to a non Reverse Charge code. Then save the order and Progress it to a delivery or invoice. You will need to create another sales order line to make up the difference.
- Receive additional stock from your supplier before progressing the document.

Note: You can use Reverse Charge for goods VAT codes on credit notes even if the goods value is below the de minimis level. This means you can return any items that are subject to Reverse Charge accounting to a supplier regardless of the value of the items you are returning.

Notes

Reverse Charge for Services

To account for a service provided to an EC customer that falls under the Reverse Charge provisions, use a zero rate VAT code which has been set up to update box 6 on the VAT Return and also update the EC Sales List.

3.2.5 Cash Invoices

You can create cash invoices for which a receipt is posted at the same time. A cash account is recognised by the prefix defined in the Cash Account Prefix box on the Set SOP Options form. For example, you might use the prefix 'CASH' and so any account with a reference beginning with the word 'CASH' will be treated as a cash sales account. The entry of the receipt details is done when you have completed and posted the invoice details. When you have completed the details, the relevant files are updated and the receipt is automatically allocated to the invoice. The Post Cash Receipt form appears and the following details are displayed or required:

Box	Description
Bank Account	A reference that identifies the bank account to which the receipt is posted. You can select from a list if the **Multiple Bank Accounts** option is selected on the **Sales Options** form in the Sales module.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. For more information, see the SOP/Invoicing and Open Period Accounting Help topic.
Transaction Date	The date of the invoice.
Ref 1	The invoice number.
Ref 2	This defaults to the receipt name specified for the customer (this is the one selected using the **Receipt** list box under **Second Reference** on the **Options** form associated with the **Customer** form in the Sales module), or, if this is blank the first receipt description on the **Receipt Names** form in the Sales module. You can select an alternative from a list. If you are using the Cashbook module, this also determines the cashbook type.
Transaction Value	The receipt value (the amount being paid) which defaults to the invoice value but can be amended to any value less than that of the invoice.
Reference	You may enter a reference for the receipt in this field.
Invoice Value	The value of the invoice.

Cashbook Paying In Slip Report

To include the cash receipt on the Paying In Slip report in the Cashbook, make sure the Paying In Slip box is ticked on the CashBook Type used for the transaction.

This does not apply to Credit Card receipts.

Credit Card Details

If you have the Cashbook module and you have selected a receipt name in the Ref 2 list for which the corresponding Cashbook type is for credit cards, the Credit Card Details form appears for entry of the credit card number, expiry date and name on the card.

Credit Card Entries

Notes

Box	Description
Card Number	The credit card number. This must be 13 digits long.
Expiry Date	The month and year of expiry.
Authorisation Number	An authorisation number, if required. This can include letters as well as numbers if appropriate.
Name	The cardholder name as it appears on the credit card.

3.2.6 To Post a New Document

Use the Processing command to create and process one or more of the following types of records for customers.

- Quotations
- Pro forma invoices
- Sales orders
- Delivery notes
- Sales invoices
- Sales credit notes
- Sales 'foundation' documents.

Note: Foundation documents are those used for the basis of other documents created in Invoicing and Sales Order Processing. You can create 'contract' documents whose invoices are to be repeated during a given period with a predefined frequency.

1. Open the Sales Order Processing or Invoicing folder and then click Processing or click the Supply Chain Management tab on the Ribbon Bar and then click either Sales Order Processing - Processing or Invoicing - Processing.
2. Click Action, and then select the type of document that you want to post (Quote, Proforma, Order, Delivery, Invoice, Credit or Document). You can also press F5 for Orders, F6 for Delivery and F7 for Invoice instead of using the Action menu.
3. Click Action again and select New, or press CTRL+N. The Publisher form is normally displayed. Select the required output type and click Publish.
4. Update the details on the header and details forms. The form that is displayed first is controlled by the Header Input First option on the Sales Order Processing - Utilities - Set Options or Invoicing - Utilities - Set Options form.
5. Select the Post button to post the transaction.

Tip: When entering lines on the details form use the Page Down key on your keyboard to quickly save a line and then start a new line. When you have added the last line, press the Esc key and then select the Post button to post the transaction.

Note: If the Confirm option on the System - Utilities - System Preferences form is selected, a prompt will be displayed for you to confirm whether you want to update the files with the details of the document. If you select No, the header or details form will be displayed again, the information is retained but no files are updated. If you click Yes, the files are updated with the details of the document.

Notes

3.2.7 To Post a VAT Only Invoice

It may sometimes be necessary to post an invoice that includes only VAT. This may be because you need to correct an earlier invoice posting if the incorrect VAT rate was used. It may also be because you only need to account for the VAT element of a transaction because the goods element has already been accounted for.

1. Open the Sales Order Processing or Invoicing folder and then click Processing or click the Supply Chain Management tab on the Ribbon Bar and then click either Sales Order Processing - Processing or Invoicing - Processing.
2. Click Action, and then select Invoice or press F7.
3. Click Action again and select New, or press CTRL+N. The Publisher form is normally displayed. Select the required output type and click Publish.
4. Update the details on the header and details forms. The form that is displayed first is controlled by the Header Input First option on the Sales Order Processing - Utilities - Set Options or Invoicing - Utilities - Set Options form.
5. On the New Invoice Details form:
    a. On the first line enter a description, select the required analysis code and VAT code, and enter a positive selling price. The quantity can be left at zero. The VAT code selected must be at the rate of the VAT charge that must be accounted for, for example at the standard VAT rate. The selling price entered will be used to calculate the VAT. For example, if the VAT rate is 20% and you need to account for £20.00 VAT you must enter £100.00 in the Sell box.
    b. On the second line enter a description, select an analysis code and VAT code, and enter a negative selling price (the equivalent negative value of that entered on line 1, for example enter £-100.00 if £100.00 was entered on the first line). The VAT code selected must be set to zero percent.
6. Click Post to post the transaction.

Tip: When entering lines on the details form use the Page Down key on your keyboard to quickly save a line and then start a new line. When you have added the last line, press the Esc key and then select the Post button to post the transaction.

Note: If the Confirm option on the System - Utilities - System Preferences form is selected, a prompt will be displayed for you to confirm whether you want to update the files with the details of the document. If you select No, the header or details form will be displayed again, the information is retained but no files are updated. If you click Yes, the files are updated with the details of the document.

Notes

3.2.8 To Post a VAT Only Invoice or Credit Note (v2.22 onwards)

It may sometimes be necessary to post an invoice or credit note that includes only VAT. This may be because you need to correct an earlier invoice posting if the incorrect VAT rate was used. It may also be because you only need to account for the VAT element of a transaction because the goods element has already been accounted for.

You can post VAT-only invoices and credit notes if:

- You are posting home currency invoices and credit notes that are not progressed from other documents (sales orders, deliveries and so on).
- The **Header Input First** option is selected on the SOP/Invoicing - Utilities - Set Options form.

1. Open the **Sales Order Processing** or **Invoicing** folder and then click Processing or click the Supply Chain Management tab on the Ribbon Bar and then click either **Sales Order Processing** - Processing or **Invoicing** - Processing.
2. Click Action, and then select **Invoice** or **Credit**.
3. Click **Action** again and select **New**, or press **CTRL+N**. The **Publisher** form is normally displayed. Select the required output type and click **Publish**.
4. On the header form, select the **VAT-Only** box and update the other boxes as necessary.
5. On the detail form, enter one or more description lines updating the analysis code and VAT code.
6. Click **Post** to post the transaction.

Tip: When entering lines on the details form use the **Page Down** key on your keyboard to quickly save a line and then start a new line. When you have added the last line, press the **Esc** key and then select the **Post** button to post the transaction.

Note: If the **Confirm** option on the System - Utilities - System Preferences form is selected, a prompt will be displayed for you to confirm whether you want to update the files with the details of the document. If you select No, the header or details form will be displayed again, the information is retained but no files are updated. If you click Yes, the files are updated with the details of the document.

3.3 Progress (F9)

Notes

You use the Progress command on the Action menu associated with the SOP Processing form to progress SOP records from one stage to another.

You can convert	Into
Documents	Any other document type. You can also create 'contract' documents whose invoices are to be repeated during a given period with a predefined frequency.
Quotations	*Pro forma* invoices, sales orders, delivery notes or invoices.
***Pro forma* invoices**	Sales orders, delivery notes or invoices.
Sales orders	Delivery notes or invoices. **Note**: When you Progress a sales order to a delivery note you can choose the delivery quantity for each order line (including both under-deliveries and over – deliveries). This is not possible if you progress documents, quotations and pro-forma invoices to a delivery note.
Delivery notes	Invoices.
Invoices	Credit notes.

Before you progress any documents, refer to the Set Options topic to ensure you have defined the controls that affect the stages in the sales order cycle. You can also carry out the progression on a batch basis using the Batch Processing command. There are two ways you can select a document for progression from the SOP Processing screen:

- You can retrieve the customer record and click to select a document of the appropriate type from the grid in the lower-half of the form having chosen the target document type from the Action menu.
- You can use the Find Document command on the Action menu. Regardless of the customer record currently selected, you can use this command to display a list of documents of a certain type, within a range of document numbers. You select which type of progression is required and then click to select the one you want to process from the list.

To Progress a Document from the grid

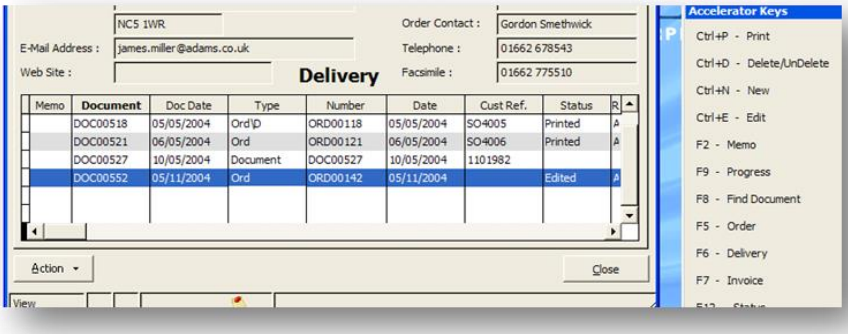
1. Open the SOP folder, and then click Processing.
2. Retrieve the customer record for which you want to progress an SOP record.
3. Click Action, and the select the command according to the type of record you want to create. For example, if you want to progress a quotation to a sales order, you would click 'Order'.
4. In the list, click to select the SOP record you want to progress.
5. Click Action, and then click Progress.
6. On the Publisher form, click to select the output destination for the document.
7. At the prompt 'Edit Before Posting', if you want to change the content of the new SOP record before you post it, click Yes. Otherwise, click No.

Notes

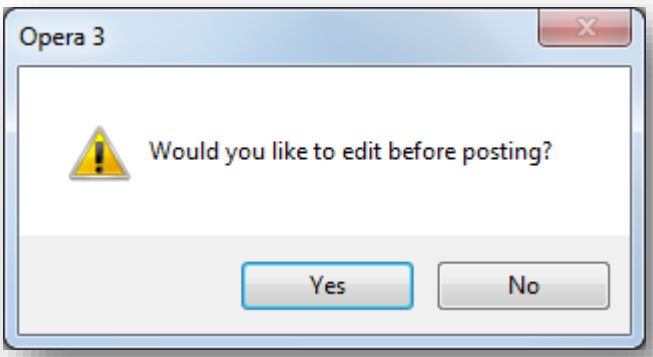
Notes: If progressing a sales order to an invoice, you are given the opportunity of editing the order document before it is progressed to an invoice. This only applies if the **Use Delivery Notes** option is cleared on the **Advanced Options** form associated with the **Set Invoicing Options** form.

Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability Help topic for information.

It is through the F9 Progress function that documents are progressed from one type to another. For example, to progress an Order into a Delivery, select Action, Delivery (F6), highlight the required document (Document, Quote, Proforma or Order) and select F9. This would turn the highlighted document into a Delivery document.

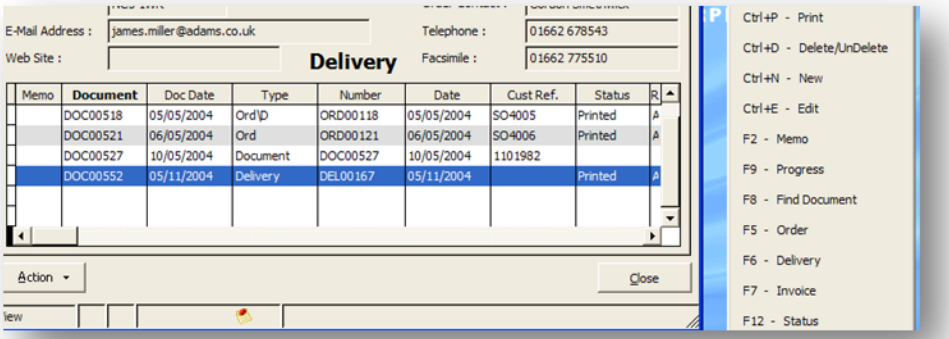


In certain circumstances the system will prohibit the editing of a document being progressed. After selecting F9, the Publisher will load, allowing the User to select the destination for the Delivery note. They will then be offered the opportunity to edit the document before it is progressed.



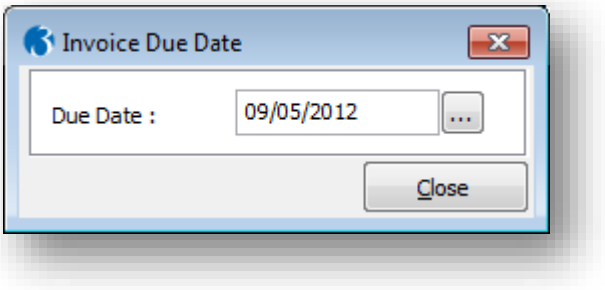
Selecting 'Yes' will allow the User to change any of the Header and Line details. Because the Invoicing module does not allow part-processing, any items on the Order that are not to be delivered should be removed from the document at this stage. The Order will now have become a Delivery. The Document reference will not have changed and is a way of auditing the movement of the document, the Type will now read Delivery and a new Number will have been generated.

Notes

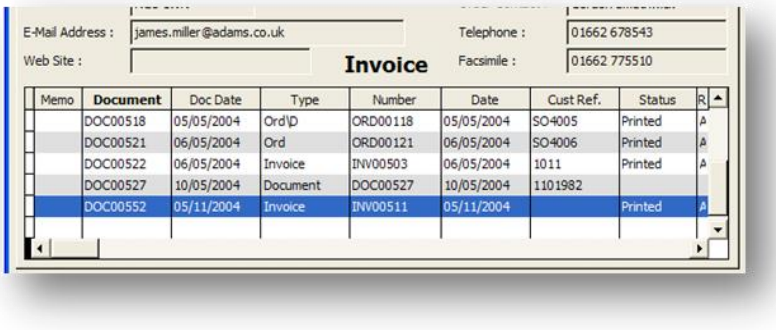


It is not possible to edit a document being progressed from a Delivery to an Invoice. If the delivery process is not being used then the system will allow the user to edit the order prior to being progressed through to an invoice.

To Progress the Delivery into an Invoice, select Action, Invoice (F7), highlight the required Delivery and Progress (F9). The user will be presented with the Publisher and should choose a destination. They will then be offered the Invoice Due Date



This will be calculated from the customer's Terms but may be amended if necessary. They will not be given the opportunity to edit the document. Again, the document reference will remain unchanged and the Type will now read Invoice.



NOTE: The Invoicing module will always progress the whole document. There are no part-processing capabilities to allow, for example, a sales order to be delivered in two separate stages. This facility is only available through the Sales Order Processing module.

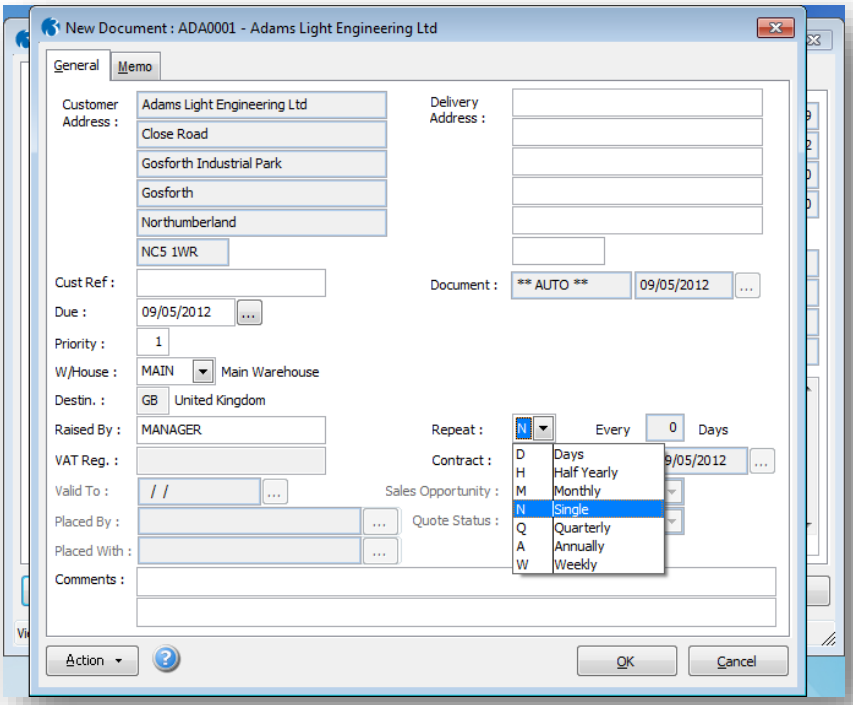
Notes

3.4 Contract / Repeat Invoices

3.4.1 Creating a Contract / Repeat Document

A Contract Invoice is a document that has all the hallmarks of an invoice, but, rather than getting invoiced immediately, has a Contract Period and an Invoice Frequency specified on it. The document then only gets invoiced when the frequency dictates and only during the contract period. For example, a contract invoice might be set up for a maintenance or support contract. The contract period may run between 01/01/2004 and 01/12/2004, during which it should be Invoiced every Month.

Contracts are set up through the Document function via the Action button. The creation of Contracts is exactly the same as for any other type of document except for some unique fields on the document header:



Due Date

The Due Date field on a contract invoice indicates the first time that the invoice is due within the contract period. From this date onwards, the system then uses the invoice frequency to calculate when it is due for invoicing.

Repeat

This is the frequency that the document is to be invoiced.

Contract Dates

This is the period within which the document is going to become due for invoicing.

Once a contract document has been created, it is invoiced through the Repeat Invoice function on the main Invoicing / SOP menu:

Notes

Use the **Repeat Invoice** command to progress 'foundation' documents created using the **Document** command on the **Action** menu associated with the **Processing** form, for which the **Repeat** box on the documents header is set for repeated invoice creation.

Repeat Invoice (Scheduled)

The Repeat Invoice command includes a feature to schedule the posting of contract documents until a date and time you define. This feature works with the **Task Scheduler** application which is where the date and time for the actual posting are set up. A task can be scheduled at the same time as setting up scheduled repeat invoicing or a message can be sent to an administrator to schedule it for when it needs to be posted. This is useful for those users who do not have Task Scheduler installed on their computer or they have not been trained to use it.

For more information, see the Repeat Invoice(Scheduled) Help topic.

3.4.2 Repeat Invoice function

To process repeat invoices

1. Open the SOP folder, and then click Repeat Invoice.
2. On the Repeat Invoice Options form, use the boxes and options to determine which documents are presented for processing.
3. Click OK. The Suggested Repetitive Invoices List form appears.
4. Depending on exception conditions, you can change which documents are to be invoiced.
5. Click OK.
6. Use the Publisher form to determine the output options for the invoice documents.

Notes: Use the commands on the **Action** menu for additional processing options.

Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

The Repeat Invoice function will produce a Suggested Contract Invoice List that shows all contracts that are due for invoicing, based upon the Invoice Up To date entered.

Notes

3.4.2.1 Criteria Form

The first form displayed is where you must choose the criteria for the invoice run, including the latest invoice due date, whether the invoices will be posted to the next period in the Sales Ledger, whether to schedule the run for a later time and to include only customers who receive invoices by email, and so on.

Schedule Repeat Invoice Runs

Repeat Invoice includes a feature to schedule the posting of contract documents until a date and time you define. This feature works with the **Task Scheduler** application which is where the date and time for the actual posting are set up. A task can be scheduled at the same time as setting up scheduled repeat invoicing or a message can be sent to an administrator to schedule it for when it needs to be posted. This is useful for those users who do not have **Task Scheduler** installed on their computer or they have not been trained to use it.

Tip: See the To Schedule Repeat Invoice Postings Help topic for details of how to schedule repeat invoice postings.

This feature is available in Opera 3

Process Email Customers, Print Customers or All Customers

Choose to process only due contract invoices for customers that have been set up for emailing, customers that are not set up for emailing - invoices for these customers will be printed, or all customers.

The choice made for the previous repeat invoice run is saved and presented for this invoice run.

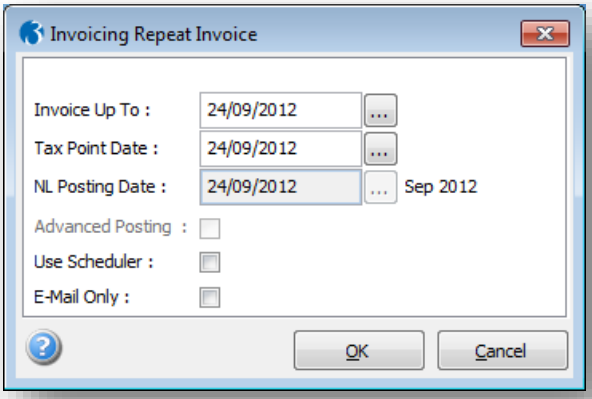
Box	Description
Email Invoices	Select to process due contract invoices only for customers that have been set up to allow invoices to be sent by email. The **Publisher** form, which is where you select to either print, email or save the invoices in a file, is displayed on the **Suggested Invoices** form before any invoices are posted. The form is not displayed again during the posting process. The **Email** tab is selected automatically and updated with the title and content of the email is defined on the System Manager - Maintenance - E-Mail Profiles form. **Tip:** See the To Set Up Customers for Email Help topic for details of how to set up customers for email. **Note:** Contract invoices that are due for customers that are not set up for emailing are also displayed but are marked as exceptions so cannot be posted. **Note:** It is not possible to email invoices that are scheduled for a later posting using Pegasus Scheduler. If the **Use Scheduler** option is selected this option cannot be used.
Print Invoices ***Print Invoices…***	Select to process due contract invoices for printing only. **Important:** This also applies to customers who have been set up to receive invoices by email so invoices for these customers will also be displayed on the **Suggested Invoices** form. If you need to send your invoices by email to customers that have been set up for emailing, use the **Email Invoices** option. The **Publisher** form is displayed on the **Suggested Invoices** form once before any invoices are posted. The form is not displayed again during the posting

	process. The **Printer** tab is selected automatically with your default printer selected.
Email and Print Invoices	Select to process due contract invoices for all customers. The **Publisher** form is displayed on the **Suggested Invoices** form before any invoices are posted. It is not displayed again during the posting process. The **Printer** tab is selected automatically with your default printer selected. The form is displayed either: once (if all customers are set up for either printing or emailing invoices) or; twice (if some customers are set up for emailing invoices and others for printing invoices).

Notes

Once you have completed the criteria that determine which documents are to be progressed to invoices, the application displays a list of the selected documents on the Suggested Repeat Invoices List. By default, all documents in the list are selected for repeat invoicing unless an exception exists that prevents this. Some exceptions can be overridden. These are indicated by the word 'No' in the Select column. Other exceptions, indicated by an asterisk (*) prevent the selection and processing of the item until the error condition is rectified.

Notes



Option	Description
Invoice Up To	The date up to which repeat invoices are due that determines which ones are selected for processing. The application selects all contract documents whose next invoicing date falls either before or on the date you enter. **Note:** If you have omitted to invoice a contract document on one or more previous occasions, the application includes a copy of the document in the suggestion list for every outstanding due date.
Tax Point Date	The tax point date for the invoices. This defaults to the current system date. **Note:** The invoice (transaction) date printed on invoices generated from this process will be the system date if you have selected the **Use System Date On Contract Invoices** option on the **Set Options** form; otherwise it will be the due date on the document header plus the date interval since the last invoice.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. For more information, see the SOP/Invoicing and Open Period Accounting Help topic. Open Period Accounting is available in Opera 3 and Opera 3 SQL.
Advance Posting	An option that determines whether invoices generated by this process are posted to the next accounting period in the Sales module. This only applies if the **Allow Advance Postings** option is ticked on the Set **Options** form in the Sales Ledger.
Use Scheduler	An option that determines whether the Repeat Invoicing run will be posted at a later time. For more information, see the Repeat Invoice(Scheduled) Help topic. Pegasus Scheduler must be installed on the Opera 3 server before you can tick this box. **Note**: It is not possible to schedule invoices for emailing to customers. If you do use this feature all the invoices will be either printed or saved to a file - depending on your selection on the Publisher form. If you need to send your invoices by email do not use this option. This feature is available in Opera 3. A note may be displayed if a problem has been found that will prevent this box being ticked: • No Scheduler permissions - your network permissions for the Scheduler Dynamic share locations are not set correctly. See the Scheduler Technical Information Help topic for details. • Scheduler not available - the Dynamic Link Library Pegasus.SchedulerInterface.dll cannot be found on your workstation. This is displayed if the Pegasus Scheduler (1.30 or later) client installation has not been installed or an earlier version of the Scheduler client is installed. • Scheduler Server installation invalid - the Dynamic Link Library Pegasus.SchedulerInterface.dll is installed and registered correctly but an earlier version of the Scheduler client is installed. Install the Pegasus Scheduler (1.30 or later) client installation to correct this. • Invalid Scheduler configuration - this is a 'catch-all' error where a problem is detected but it is not one of the errors described above. Install the Pegasus Scheduler (1.30 or later) client installation to correct this.

Notes

Use Scheduler …	Detailed steps to install Task Scheduler are included in the Opera 3 Installation Guide. See the User Guides Help topic for how to view the guide.
E-mail Only	An option that determines whether invoices generated by this process are sent to customers by email. Only customers with the E-Mail Invoices box selected on the Sales Ledger - Processing - Terms form will be included in this posting process if this box is selected. Other customers are ignored. **Important:** The title and content of the email is defined on the System Manager - Maintenance - E-Mail Profiles form. You will not be able to change these details before the email is sent. Please be sure that the profile includes all the relevant details before sending emails for the first time. **Note**: It is not possible to email invoices that are scheduled for a later posting using Pegasus Scheduler. If the Use Scheduler option is selected this option cannot be used.

3.4.2.2 Suggested Repeat Invoices List

Once you have completed the criteria that determine which documents are to be progressed to invoices, the application displays a list of the selected documents on the Suggested Repeat Invoices List. By default, all documents in the list are selected for repeat invoicing unless an exception exists that prevents this. Some exceptions can be overridden. These are indicated by the word 'No' in the Select column. Other exceptions, indicated by an asterisk (*) prevent the selection and processing of the item until the error condition is rectified.

Traceable items are indicated by an ‘X’ appearing in the T column. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

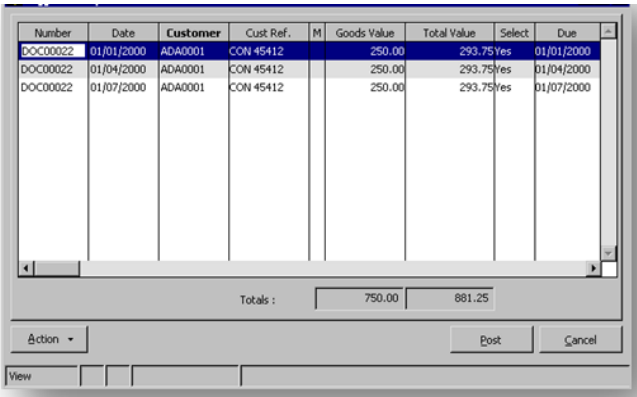
Note: If you are setting up a Scheduled Repeat Invoicing run this list is not displayed. For more information, see the Repeat Invoice(Scheduled) Help topic.

Actions

You can use the following commands on the **Action** menu.

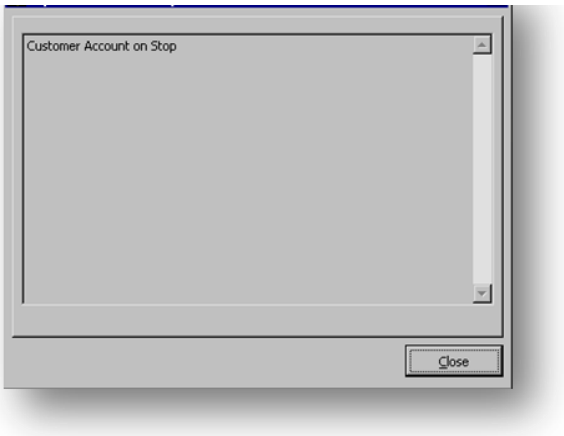
Use this command	To
(De) Select	Toggle the selection of a line on or off. If selected, the word 'Yes' appears in the **Select** column. If the word 'No' appears in the **Select** column, an exception condition exists, but you can still change the status to 'Yes'. If an asterisk (*) appears in the **Select** column, an exception exists that prevents the document from being selected.
Reverse Selection	Reverse all selections so that selected items are deselected and vice versa. This does not affect those for which an exception condition exists.
Accept	Accept the selections and proceed with the creation of invoices.
View	View details of the selected document including header and line details.
Exceptions	Display the exception details associated with the document.
Override Credit/Stop Status	Display a dialog in which you can specify if accounts should be included in the Repeat Invoicing run if either of the following apply: - the account is over its credit limit, or will go over their credit limit when the Repeat Invoicing is run - the account is on stop.
Memo	Display the memo associated with the document.

Notes



If an item has an Asterisk marked in the Select column, the system here indicates that the document is an Exceptions Item and an invoice will not be printed for that document until the exception has been resolved.

From here, selecting the F3 Exception function key will allow the user to view the type of exception involved, for example, whether an account is On Stop or has exceeded its Credit Limit.



Exceptions

For Documents that have an Asterisk marked against the User may override the exception by selecting the F5 (De) Select function key. This will change the Asterisk to a Yes in the Select column to signify that the document is ready for invoicing.

If the Sales account is on 'Stop' this is deemed to be a serious exception. If there are several invoices due for the customer it will not list them all, only the oldest outstanding invoice. The Sales account must be taken off hold before all due invoices appear in the Suggested Repetitive Invoice List.

Override Credit/Stop Status

This option will allow the user to override system generated Exceptions, where the customer account is over the credit limit or is currently on stop. Other exceptions may still apply.

Once an invoice has been produced, it will no longer appear for processing on the suggested list and the due date on the contract document will have incremented to the next date that an invoice is due to be raised.

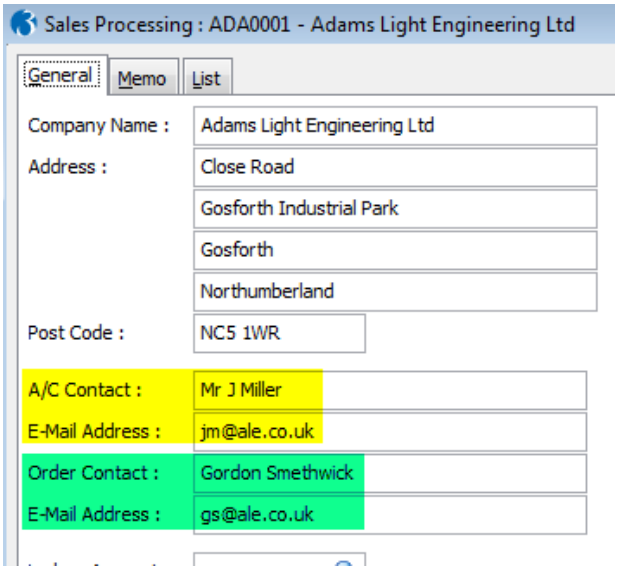
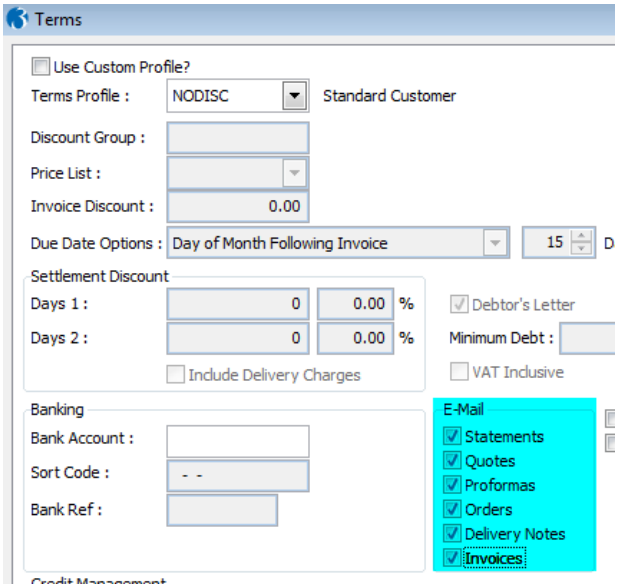
3.4.3 To Set Up Customers for Email (v1.81+)

Notes

It is possible to send quotes, proforma invoices, order acknowledgements, delivery notes and invoices to your customers by email rather than posting printed documents. You can email different document types from the Processing, Batch Processing and Repeat Invoicing commands in Sales Order Processing and Invoicing.

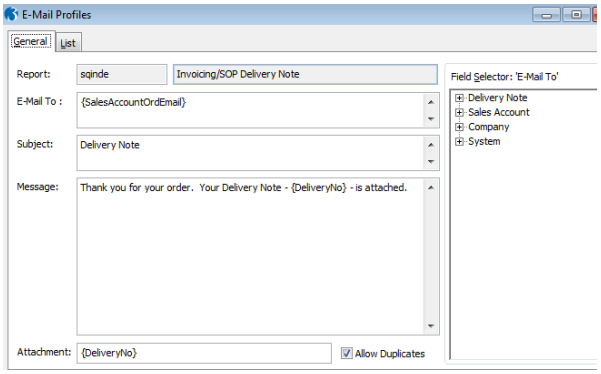
3.4.3.1 Steps to Set Up Email

Complete these steps to set up Opera for emailing documents:

	Task	Form
1.	Enter the relevant email addresses for your order and account contacts in the E-Mail Address boxes. If you use Ledger and Invoice accounts you must also set up these accounts with email addresses.	Sales Ledger - Processing 
2.	Select the documents you want to email under E-Mail. If you use Ledger and Invoice accounts you must also select documents that can be emailed for these accounts.	Sales Ledger - Processing - Terms 

3. Define your email profiles that will be used when the emails are sent.

System Manager - Maintenance - E-Mail Profiles



Notes

3.4.3.2 Account Contact & Order Contact Email Addresses

Unless you use the facility in Opera to link your customer accounts to other accounts (Ledger accounts and Invoice accounts), the email addresses used are always the following:

Document	Email Address
Sales orders, delivery notes and quotes	Order contact
Invoices and proforma invoices	Account contact

3.4.3.3 Ledger & Invoice Accounts

You can also define email addresses for Ledger accounts and Invoice accounts and select which documents can be sent by email for these accounts.

This table shows which email addresses are used for each type of document that you email to your customers if they have been entered (step 1 above) and the documents have been chosen for emailing (step 2 above).

	Posting Account		Ledger Account		Invoice Account		
	Account Contact	Order Contact	Account Contact	Order Contact	Account Contact	Order Contact	
Orders & Quotes	No	Yes	No	No	No	No	The order contact's email address on the posting account is always used, regardless of whether it is linked to other accounts.
Proforma Invoices	Yes	No	No	No	No	No	The account contact's email address on the posting account is always used, regardless of whether it is linked to other accounts.
Delivery notes	No	Yes [2]	No	No	No	Yes **1**	1. If the posting account is linked to an Invoice Account, that account's order contact email address is used. 2. If the posting account is not linked to an Invoice Account, the order contact's email address on the posting account is used. If the posting account is linked to an Invoice Account but that account has not been set up with an email address for the order contact then the address on the posting account is used.

Invoices	Yes **c**	No	Yes **a**	No	Yes [b]	No	a. The account contact's email address on the Ledger account is used if available. b. If the Ledger account does not have an email address, the Invoice account's account contact email address is used. c. If the Invoice account does not have an email address, the posting account's account email address is used.

Notes

Note: If you want to e-mail a document to a customer who is **not** set up to email documents as their default option, you can still select the Email tab on the Publisher form and enter the message details manually.

3.5 Batch Processing

The Batch Processing function from the main Invoicing / SOP menu allows multiple documents of one type to be progressed to another.

To Progress SOP Records in Batches

1. Open the SOP folder, and then click Batch Processing
2. On the Batch Processing Options form, use the boxes and options to determine which documents are presented for processing.
3. Click OK. The Suggested List form appears.
4. Depending on exception conditions, you can change which documents are to be progressed.
5. Click OK.
6. Choose the output sequence you want.
7. If documents are to be printed as a result of the progression, use the Publisher form to determine the output option.

Notes: Use the commands on the **Action** menu for additional processing options. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

Use the Batch Processing command to post the following transactions automatically as part of a batch process:

- Documents
- Quotations
- Proforma invoices
- Sales orders
  - These are only produced for those customers where the Acknowledgement Required box is ticked on the customer's Delivery Details form.
  - If you ticked the Use Picking Process box on the Set Options form, sales orders are not available for batch deliveries until the picking procedure has been completed, which in turn requires the orders to be allocated.
  - If you have the Stock module, progressing documents, quotations or proforma invoices to sales orders results in the allocation of stock according to the options on the Set Options form unless it is an order with a priority of 0 (zero), in which case stock will be allocated automatically.
- Delivery notes
  - If you have ticked the Consolidate Deliveries box on the Set Options form, multiple source documents can be consolidated into one document per customer if the header information is identical; for example, they all have the same delivery address. Where consolidation is not used or does not apply, the application creates one progression document for every source document selected.
  - If you have the Stock module, progressing sales orders to deliveries results in the issuing of stock at the delivery stage if the **Update Stock At** box on the **Set Options** form is set to **Delivery**.

Notes

- Invoices
    - If you have ticked the Consolidate Invoices box on the Set Options form, multiple source documents can be consolidated into one document per customer if the header information is identical; for example, they all have the same delivery address. Where consolidation is not used or does not apply, the application creates one progression document for every source document selected.
    - If the Allow Advance Postings option is selected on the Set Options form in the Sales Ledger, you are asked to choose between posting the transactions to the current period or to the next period.
    - If you have the Stock module, progressing sales orders or deliveries to invoices results in the issuing of stock at the invoice stage if the Update Stock At box on the Set Options form is set to Invoice.

You can omit any one or more of the document stages. For example, you can progress 'foundation' documents straight to invoices, or pro forma invoices straight to deliveries (omitting the sales order stage), and so on.

3.5.1 Sending Documents by Email

You can send documents like delivery notes or invoices using the email capabilities in Opera II. Documents are sent as PDF (Portable Document Format) attachments on the emails. The PDF file names are based on the document numbers. A default email subject is displayed and the message uses the email profile created for the type of document in the E-Mail Profiles command in the System module.

To be able to email documents you must make sure of the following:

- The E-Mail Address boxes have the correct email addresses for the account contact and the order contact on the Sales - Processing form. Proformas and invoices are emailed to the account contact's email address. All other documents are emailed to the order contact's email address.
- The E-Mail boxes are ticked on the Sales - Processing - Terms form for the documents that you want to email. There are boxes to allow quotations, proformas, order acknowledgements, delivery notes, and invoices to be emailed.

Email Only Postings

The E-Mail Only box on the criteria form allows you to send your documents by email without changing the message for each document that is posted. The application displays the Publisher form only once before any documents are posted. Apart from personal details like name or salutation, the content of each email message is the same for all your customers using the profile set up for the type of document in the E-Mail Profiles command.

Important: If you tick the E-Mail Only box you can only post transactions for customers that have either an order email address or an account email address and the E-Mail box for the type of document is ticked on the Sales - Processing - Terms form. Transactions for any other customers are marked as exceptions so you will not be able to post them.

Notes

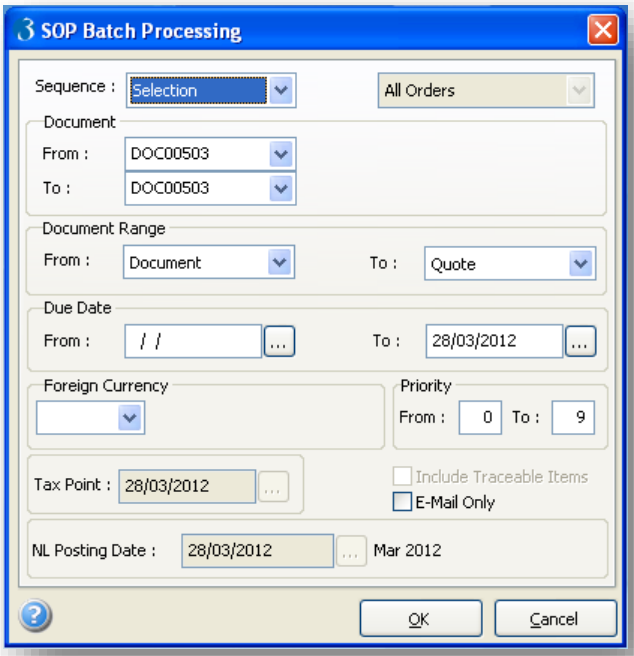
Attended Email

If you want to send your documents by emails but need to change the email message for each document that is posted, do not tick the E-Mail Only box on the criteria form. The application then display the Publisher form for each document that is posted so you can change each email message before it is sent to the customer, or select to print the document.

Note: If you leave the E-Mail Only box unticked, you can post transactions for customers that are set to be sent by email plus those that will be printed.

3.5.2 Batch Processing Options

You use the Batch Processing Options form to determine which documents are selected for progression.



Option	Description
Sequence	An option that determines the default order in which detail lines are presented for batch processing. You can select **Selection** (that is, by document reference), **Account**, **Route**, or **Warehouse*** from a list. You can change this selection again once the selected documents are listed for processing. **Note:** If you select documents on the basis of a range of warehouse codes, the application includes documents even if only one or some of the items on those documents have a warehouse code that matches the range specified. These documents are 'part ticked' and a comment is generated to indicate that not all stock items in the document fall within the warehouse range.
All Orders/Gateway Orders Only	An option that determines whether the batch process is to apply to gateway orders only or all orders. This only applies if you are using the Gateway module (and so have the **Use Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).
Ranges	The start and end references that determines the range of documents selected for allocation. This depends on you selection in the **Sequence** list.

Notes

Document Range	The document types that determine the range of source documents selected for progression. You can select from a list.
Due Date	The start and end dates that determine the range of documents selected for batch processing. The default for the **To** box is the system date. If you leave both boxes blank, all dates are selected.
Foreign Currency	An option that determines the currency of documents to be selected for batch processing. A blank entry indicates the home currency.
Priority	The start and end priority codes that determines the range of documents selected for batch processing.
NL Posting Date	The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. For more information, see the SOP/Invoicing and Open Period Accounting Help topic.
Tax Point	If you select **Invoice** in the **To** box under **Document Range**, this is the tax point date applicable to the invoices to be generated by the batch process.
Include Traceable Items	An option that determines whether the documents selected include those with serial or batch numbered items in the detail lines. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
E-Mail Only	An option that determines whether the documents selected are only those for customers that are set to receive documents by email. If this box is ticked, only documents for these customers will be included in the process. Documents for all other customers will be marked as exceptions so they cannot be progressed. For more information, see the Sending Documents by Email section.

3.5.2.1 Batch Processing in a Multiuser Environment

If you are using a multiuser environment, the application restricts access for other users to certain commands while batch processing is in progress. If you have selected the **Exclusive Batch Processing** option on the **Set Options** form, no access is permitted to data files associated with the Sales, Stock, Purchase Orders, Costing and Invoicing/SOP modules during batch processing. If this option is not selected, restrictions are applied as follows:

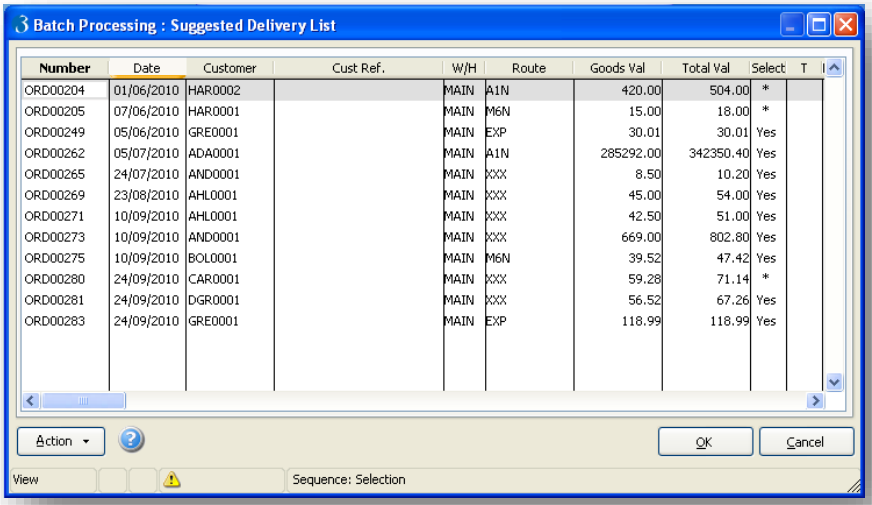
- All files involved in the batch process are locked.
- After the **Batch Processing Options** form has been completed, all header records selected for the batch process are 'soft-locked' (unless the record is already being updated, in which case an exception condition is indicated on the list form). A 'soft-locked' record is one that can be used for enquiries or reports, but cannot be updated.
- When you select the **Accept** command for the batch, any records excluded from the selection process (that is, those with 'No' or '*' in the **Select** column) are unlocked, while those included are locked including the customer accounts and stock records associated with each document.

Once the batch process is complete, you are informed of how many documents, if any, failed the process due to locking problems. You can review them by clicking the **Review** button or end the process by clicking the **Terminate** button. If you choose to end the process, no further action is required. If you choose to review the documents, a list of failed document headers is displayed and you can rerun the process.

3.5.2.2 Suggested Document List

Notes

Once you have completed the criteria that determine the documents included in the batch process, a list of the documents is presented and you can change which ones are to be processed. By default, all documents in the list are selected for batch processing ('Yes' is shown in the Select column) unless an exception exists that prevents this or they contain traceable items and the Include Traceable Items option is cleared. Some exceptions can be overridden. These are indicated by the word 'No' in the Select column. Other exceptions, indicated by an asterisk (*) prevent the selection and processing of the item until the error condition is rectified. You can use the following commands on the Action menu.



Number	Date	Customer	Cust Ref.	W/H	Route	Goods Val	Total Val	Select	T
ORD00204	01/06/2010	HAR0002		MAIN	A1N	420.00	504.00	*	
ORD00205	07/06/2010	HAR0001		MAIN	M6N	15.00	18.00	*	
ORD00249	05/06/2010	GRE0001		MAIN	EXP	30.01	30.01	Yes	
ORD00262	05/07/2010	ADA0001		MAIN	A1N	285292.00	342350.40	Yes	
ORD00265	24/07/2010	AND0001		MAIN	XXX	8.50	10.20	Yes	
ORD00269	23/08/2010	AHL0001		MAIN	XXX	45.00	54.00	Yes	
ORD00271	10/09/2010	AHL0001		MAIN	XXX	42.50	51.00	Yes	
ORD00273	10/09/2010	AND0001		MAIN	XXX	669.00	802.80	Yes	
ORD00275	10/09/2010	BOL0001		MAIN	M6N	39.52	47.42	Yes	
ORD00280	24/09/2010	CAR0001		MAIN	XXX	59.28	71.14	*	
ORD00281	24/09/2010	DGR0001		MAIN	XXX	56.52	67.26	Yes	
ORD00283	24/09/2010	GRE0001		MAIN	EXP	118.99	118.99	Yes	

Use this command	To
Sequence	Change the order in which documents are listed. You can choose between **Selection** (that is, by document reference), **Account**, **Route** or **Warehouse** (if you have multi-warehouses feature activated).
(De) Select	Toggle the selection of a line on or off. If selected, the word 'Yes' appears in the **Select** column. If the word 'No' appears in the **Select** column, an exception condition exists, but you can still change the status to 'Yes'. If an asterisk (*) appears in the **Select** column, an exception exists that prevents the document from being selected.
Fulfil Traceable Items	Automatically assign serial or batch numbers to documents in the suggested list that include traceable items. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
Reverse Selection	Reverse all selections so that selected items are deselected and **vice versa**. This does not affect those for which an exception condition exists.
Accept	Accept the selections and proceed with the batch document progression. If detail line exceptions occur, for example, stock shortages preventing certain documents from being processed, these are indicated when the batch process is complete. **Note:** If one or more orders in a consolidated delivery or invoice are rejected during processing, then the consolidated document is rejected as a whole, even though there may be individual orders within the consolidation that can be satisfied.
View	View details of the selected document including status, header, line details, and totals.

Notes

Exceptions	Displays the exception details associated with the document. If you ticked the **E-mail only** box on the criteria form, those customers that are not set to allow documents to be emailed are displayed as exceptions. For more information, see the Sending Documents by Email section.
Override Credit/Stop Status	Display a dialog in which you can specify if accounts that are currently over their credit limit or will go over their credit limit when the Batch Processing or Repeat Invoicing is run, or accounts on stop should be included in the Batch Processing or Repeat Invoicing run. **Note:** This command is only enabled if the **Override Credit Exceeded and A/C On Stop Status** option on the SOP - Utilities - Set Options form has been selected.
Memo	Display the memo associated with the document.

3.5.2.3 Notes Concerning Batch Processing in a Multiuser Environment

If you are using the SOP module in a multiuser environment, the application restricts access for other users to certain commands while batch processing is in progress. If you have selected the Exclusive Batch Processing option on the Set SOP Options form, no access is permitted to data files associated with the Sales, Stock, Purchase Orders, Costing and SOP modules during batch processing. If this option is not selected, restrictions are applied as follows:

- All files involved in the batch process are locked.
- After the **Batch Processing Options** form has been completed, all header records selected for the batch process are 'soft-locked' (unless the record is already being updated, in which case an exception condition is indicated on the list form). A 'soft-locked' record is one that can be used for enquiries or reports, but cannot be updated.
- When you select the Accept command for the batch, any records excluded from the selection process (that is, those with 'No' or '*' in the Select column) are unlocked, while those included are locked including the customer accounts and stock records associated with each document.

Once the batch process is complete, you are informed of how many documents, if any, failed the process due to locking problems. You can review them by clicking the Review button or end the process by clicking the Terminate button. If you choose to end the process, no further action is required. If you choose to review the documents, a list of failed document headers is displayed and you can rerun the process.

3.5.2.4 Batch Processing Exceptions

These exceptions apply to both the Batch Processing and Repeat Invoice commands.

Notes

Exceptions Report

Depending on whether stock is moved at delivery note or invoice stage, an exceptions report is displayed if you are progressing to the delivery note or invoice.

- Quantity exceeds free stock levels.
- Stock below reorder level (for each warehouse, if you have multi-warehouses feature activated).
- Stock below minimum stock level (for each warehouse, if you have multi-warehouses feature activated).
- Negative stock levels (for each warehouse, if you have multi-warehouses feature activated).

Warning: Stock is still issued even if an exception is displayed. The report is intended only as a warning about the stock position.

Sometimes documents cannot be posted because either the document's details are incomplete or because of the customer's status, for example they may be over the credit limit. Some exceptions can be overridden, other exceptions cannot.

Header Exceptions

The following conditions result in an asterisk (*) being displayed in Select column. Unless stated, these documents cannot be selected for posting.

1. Cannot post to a model account.
2. Customer analysis data incomplete.
3. Customer delivery data incomplete.
4. Customer account deleted.
5. Customer profile not found.
6. Customer trading terms not found.
7. Customer account on stop.

Note: If the Override Credit Exceeded and A/C On Stop Status is selected in the **Set Options** command, you must use the Override Credit/Stop Status command on the **Action** menu to override the asterisk and allow the document to be selected.

8. Customer ledger account not found.
9. Customer ledger account deleted.
10. Customer ledger account profile not found.
11. Customer ledger account on stop.
12. EC VAT country code not defined for customer ledger account.
13. EC VAT ledger account in the EC must be VAT registered.
14. Ledger account must not be inter-branch.
15. Invalid nominal code for bank.
16. Invalid nominal code for discounts.
17. Invalid nominal code for sales control account.
18. Nominal code deleted for bank.
19. Nominal code deleted for discounts.
20. Sales control account deleted.
21. Record locked.
22. Cannot be negative.

Notes

23. Total Reverse Charge goods value is above the threshold. This message is displayed when documents that include Reverse Charge items are presented for consolidation into one document. The goods values for the Reverse Charge items on each individual document is below the HMRC de minimis level but the total goods value for the combined document is above the de minimis level. You should use the SOP/Invoicing Processing command to post these transactions individually. What's Reverse Charge Accounting for goods?
24. Total Reverse Charge goods value is below the threshold. This message is displayed if a source document (for example, a sales order) includes Reverse Charge items that use Reverse Charge VAT codes because the goods value of the items on the document is higher than the HMRC de minimis level, but the actual quantity that can be delivered or invoiced equates to less than the de minimis level. If you must part deliver or invoice the document now you need to either:
    - Edit the sales order in the SOP/Invoicing - Processing - Order command and change the order quantity to what can be delivered, and change the VAT code to a non Reverse Charge code. Then save the order and progress it to a delivery or invoice. You will need to create another sales order line to make up the difference.
    - Receive additional stock from your supplier before progressing the document in Batch Processing.
25. The email address must be entered and the respective E-Mail box on the customer record's Terms form must be ticked. For more information, see the Sending Documents by Email section.

The following conditions result in the word 'No' being displayed in the Select column:

1. Customer over credit limit.
2. Customer Will Go Over Credit limit. If the Include Uninvoiced Deliveries in Account Balance option is selected in the Set Options command, any deliveries that have not been invoiced are added to the customer's current balance to calculate if the credit limit is breached.

Important: If the Override Credit Exceeded and A/C On Stop Status is selected in the Set Options command, (*) is displayed rather than 'No'. You must then use the Override Credit/Stop Status command on the Action menu to override the asterisk and allow the document to be selected.

3. Customer country not defined, using default country code.

Detail Line Exceptions

The following conditions result in an asterisk (*) being displayed in Select column:

1. VAT code cannot be found.
2. VAT rate unavailable.
3. Commodity code cannot be found.
4. Commodity code, supplementary units, nature of transport and delivery terms not specified (if the **Include Delivery Terms** option is selected on the **Options** tab of the **Company Profiles** form in the System module).

The following conditions result in the letter 'P' being displayed in Select column:

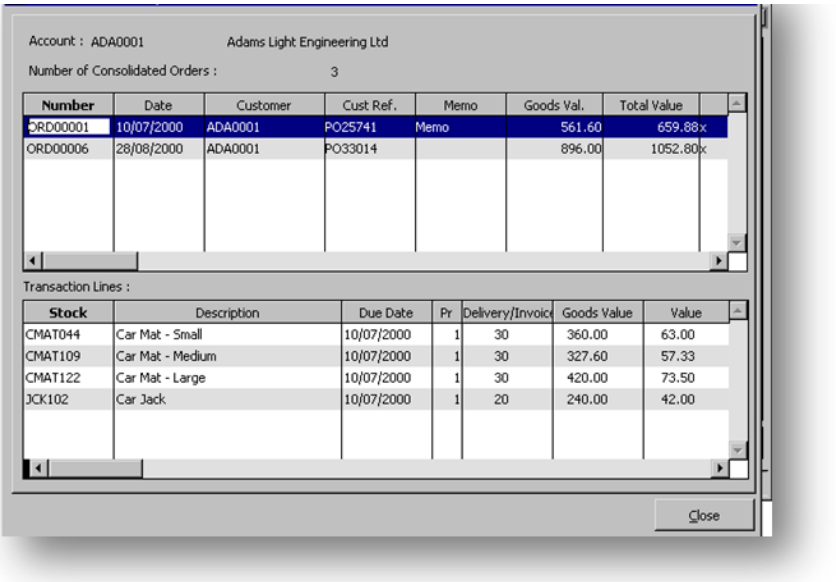
1. Not all lines fall within specified warehouse range.

3.5.3 Consolidation of Deliveries / Invoices

Notes

It is possible during the Batch Processing routine to consolidate multiple orders for the same customer onto single delivery notes or invoices. Consolidation is only available if the Consolidate Deliveries or Consolidate Invoices fields are switched ON in Utilities – Set Options.

If multiple documents for the same customer have been consolidated onto a single delivery note or invoice, the customer reference is shown as *CONSOLID*. In this case, the F12 View Lines function can be used to show details of which documents have been consolidated.



On a consolidated document, each source document is given a heading showing the order number and customer reference followed by the detail lines. This makes it possible to tell exactly which orders each line on a consolidated delivery note or invoice has come from.

Once all the relevant documents have been selected for processing, click on the OK command button in order to produce the processed transactions.

3.6 SOP Specific Processing

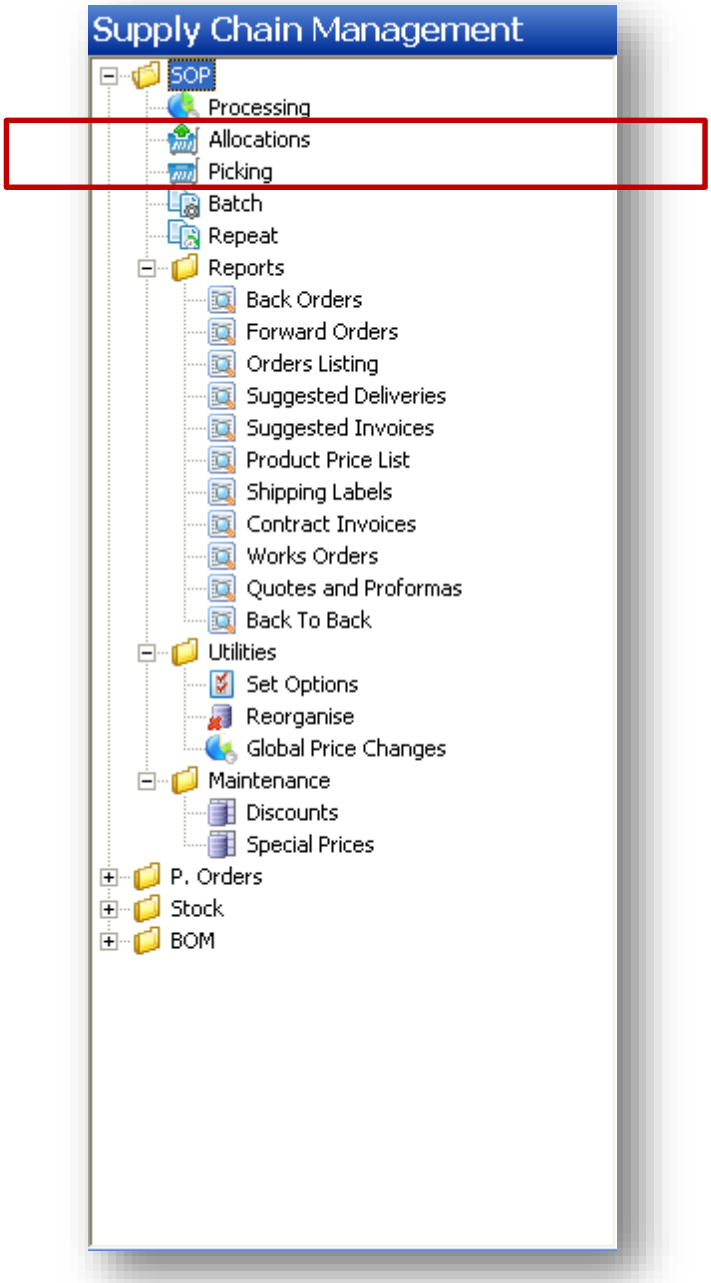
Every function found in the Invoicing module is also available in Sales Order Processing. In addition to this, SOP has extra functionality in the following areas:

- User control over the allocation of stock to Sales Orders
- Part Processing of Documents
- Optional Picking Lists

If the Purchase Order Processing and Bill of Materials modules are present, it is possible to use Back to Back Processing where Purchase Orders and Works Orders can be generated from Sales Orders.

SOP Module Menu

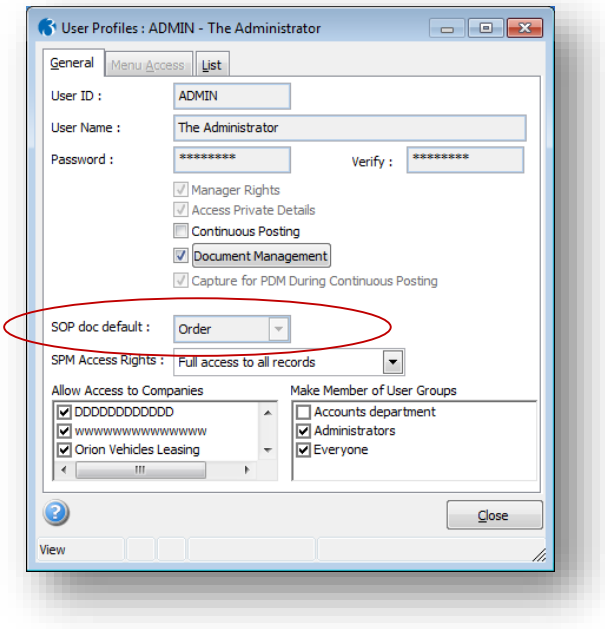
Notes



3.6.1 SOP Document Default

Notes

A default document stage can be defined in System Manager – User Profiles, as show below:

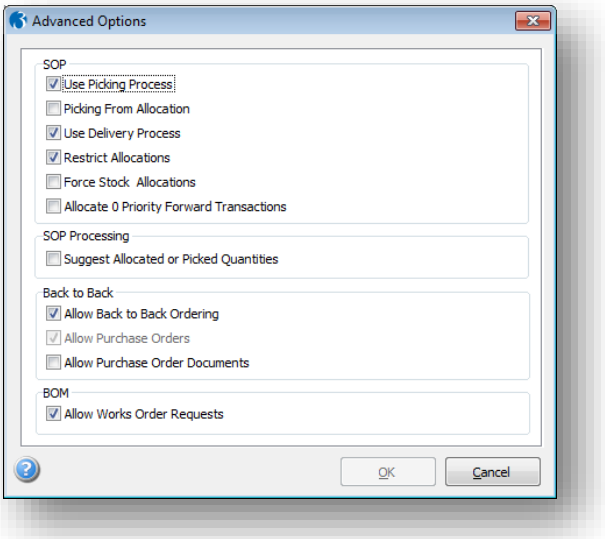


This default is set per user and dictates the stage at which the user automatically enters when accessing the SOP Processing form.

3.6.2 Advanced SOP Settings - Setting up the SOP module

The way in which most of the SOP functionality works will depend upon the way the SOP module has been set up in Utilities – Set Options - SOP Settings. SOP Set Options has additional options to those available in the Invoicing module which control how the extra SOP facilities work.

Note: These Advanced SOP Options cannot be changed if there are active orders/deliveries on the system.



Notes

Box	Description
Use Picking Process	An option that determines whether you want to produce picking lists. If you select this option, you can produce suggested picking and confirmation picking lists while recording any stock shortages or changes to the sales order. If you do not require this facility, you can use printed copies of sales order processing documents, such as delivery notes as picking documents. In this case, any shortages or changes you want to make must be made by editing the delivery note or sales order. **Note:** If you intend to use the **Batch Processing** command, before you can progress a sales order to a delivery note or invoice record, you must allocate stock to the sales order. If you have chosen to use the picking process, you must also produce the picking list before you can batch process the order. You can also select the **Picking from Allocation** option, described below, to combine the two processes, so that the process of allocation produces the picking list automatically.
Picking from Allocation	An option that determines whether you want the application to generate a picking list automatically each time you allocate stock. You can only select this option if you have already selected the **Use Picking Process** option. If you choose not to select this option, picking lists contain information from all confirmed allocation processes since the last picking process was undertaken. If the allocation process is automatic, selecting the **Picking from Allocation** option will result in the picking list being produced from the automatic allocations and you will have no means of overriding the allocation selections.
Use Delivery Process	An option that determines whether you want to produce delivery notes as separate documents from invoices. By selecting this option, you can produce suggested deliveries lists, which you can edit. If you select this option and also select the **Consolidate Deliveries** option on the **Set Options** form, multiple orders for the same customer are consolidated to be included on the same delivery note, assuming they are ready for delivery.
Restrict Allocations	An option that determines whether unfilled or part-fulfilled orders can be edited at the allocation stage, up to the level currently in stock. If no restriction is set, you can edit all allocations up to the amount ordered. If there is no free stock to fulfill the order, a negative free stock is shown but the order will not be invoiced in batch processing until there is sufficient stock for the requirements.
Force Stock Allocations	An option that determines whether all order lines are allocated regardless of stock availability. If there is not sufficient stock to satisfy the requirements, negative allocation and free stock quantities will result.
Allocate 0 Priority Forward Trans	An option that determines whether forward transactions are to have stock allocated to them, provided they have been assigned a priority of zero. If this option is cleared, forward transactions can only have stock allocated to them once they become current transactions.
Allocate 0 Priority Forward Trans	An option that determines whether forward transactions are to have stock allocated to them, provided they have been assigned a priority of zero. If this option is cleared, forward transactions can only have stock allocated to them once they become current transactions.
Suggest Allocated or Picked Quantities (SOP Processing only)	An option that determines that the quantity suggested to deliver, or quantity suggested to invoice if you do not use deliveries, is either the quantity that has been allocated from stock for the customer, or the quantity that has been picked for the customer from the allocated stock. If this option is not ticked, the quantity that is suggested to deliver or invoice is either: • The free stock quantity in the selected warehouse for the stock item • The allocated quantity if the Forced Allocations option is used • The quantity received from a supplier if the sales order is linked to a purchase order.

Notes

Examples ...

The 'Suggest Allocated or Picked Quantities' option is ticked...	Yes	No
Example 1: Deliveries are used but Picking is not used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 20. 2. You allocate 15 CMAT044 to the customer. Suggested quantity for delivery on the **Processing** form will be:	15	20
Example 2: Both Deliveries and Picking is used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 18. 2. You allocate 15 CMAT044 to the customer. 3. You pick 8 of the allocated 15. Suggested quantity for delivery on the **Processing** form will be:	8	18
Example 3: Deliveries are not used and Picking is not used. 1. You post a sales order for customer ADA0001 for 20 of stock item CMAT044. The free-stock for this item is 23. 2. You allocate 15 CMAT044 to the customer. Suggested quantity for invoicing on the **Processing** form will be:	15	20

Note: This only applies when posting deliveries or invoices from the SOP - Processing form. The box is disabled if you use Invoicing rather than SOP, or if you use the product file rather than the Stock Control application.

Allow Back to Back Ordering	An option that determines whether purchase order records are generated from sales order lines where you select the **P/O** option to satisfy the sales order requirement. This only applies if you have the Purchase Orders Processing application.
Allow Purchase Orders	An option that determines whether you can generate purchase orders for back to back purchase order requirements. You can select this if the Allow Back to Back Ordering option is selected and the Allow Purchase Order Documents option is not selected.
Allow Purchase Order Documents	An option that determines whether you generate uncommitted purchase order documents for back to back purchase order requirements rather than purchase orders. The P.Orders - Documents Help topic provides more information on uncommitted purchase order documents. You can select this option only if the Allow Back to Back Ordering option is selected and the Allow Purchase Orders option is not selected.
Allow Works Order Requests	An option that determines whether you can raise works orders from sales order detail lines. **Note:** This only applies if you use the Bill of Materials application.

3.6.3 Allocating Stock to Sales Orders

When the SOP module is present, stock must be allocated to a sales order before the order can be progressed to a delivery note or invoice. The way in which stock can be allocated to a sales order depends upon how the module is set up in Utilities – Set Options - Advanced SOP Options.

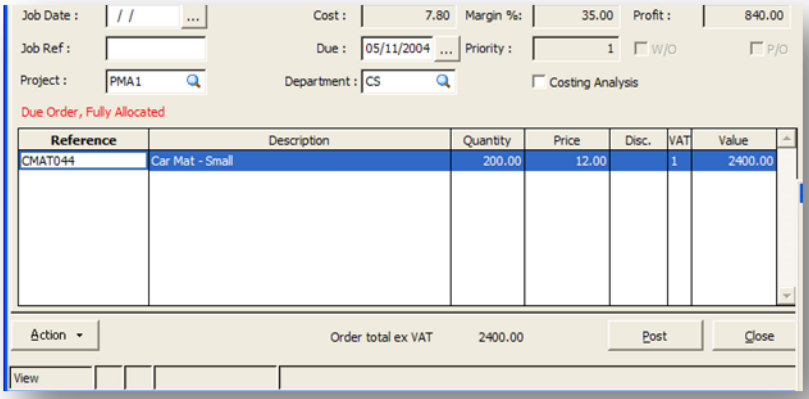
Notes

Force Stock Allocations ON

With this option ON, a sales order raised in SOP will have stock fully allocated to it at the time of the order being saved to the system, regardless of the current free stock level (therefore, this will possibly produce negative free stock levels)

Note: this includes any forward orders on the system.

In this situation, when a sales order is raised, the detail screen will display a message flag showing that the order line has had stock fully allocated to it, as show below:



When Force Stock Allocations is switched on, the Allocations menu procedure, Priority Levels and Due Dates are not used.

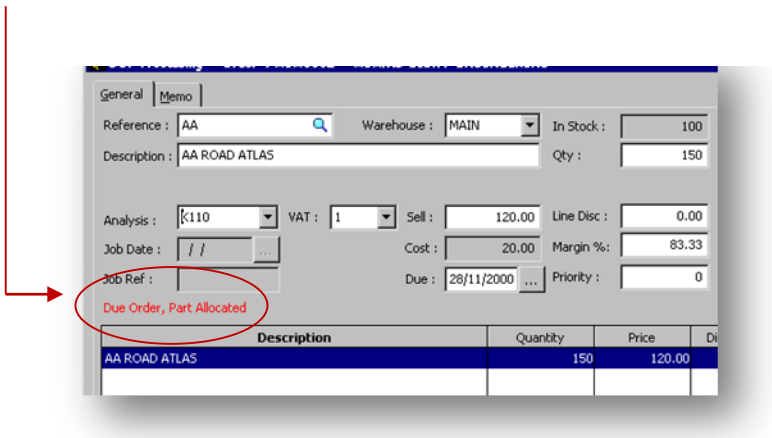
Force Stock Allocations OFF

With the Force Stock Allocations option OFF, the Order priority or line Priority Level initially dictates how stock is to be allocated to a sales order.

Priority 0

If the Priority Level is set to 0, and the order has a due date of the same day, then stock will be immediately allocated upon update (i.e. the point when the order is saved to the system), however, this will be only up to the current free stock level.

Should the Free Stock quantity be less than the document quantity, the detail screen of the sales order will display a flag showing that the order line has had



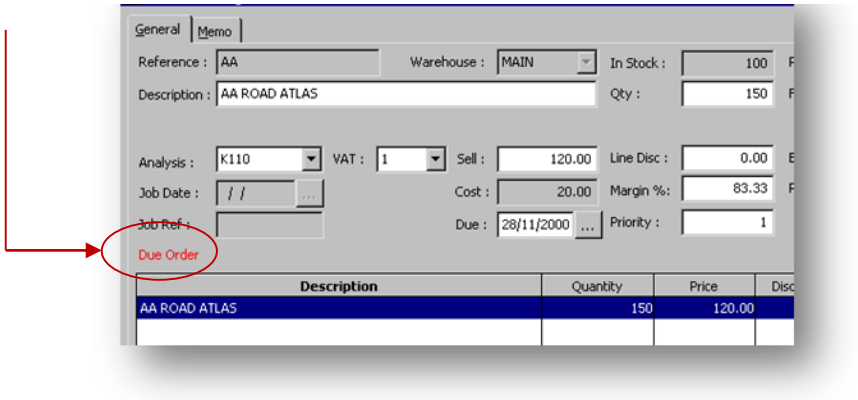
stock partly allocated to it.

Notes

Priority 1 – 9

If the order Priority Level is set to 1- 9, no stock is allocated at the time of saving the order to the system. In this case, the message flag on the detail screen will appear as follows:

In this situation, allocation of stock must be done using the Allocations function



from the main SOP menu. See 'The Allocations Routine' for further details.

Allocate 0 Priority Forward Transactions

This setting allows the allocation of stock to sales orders with future due dates (i.e. forward orders).

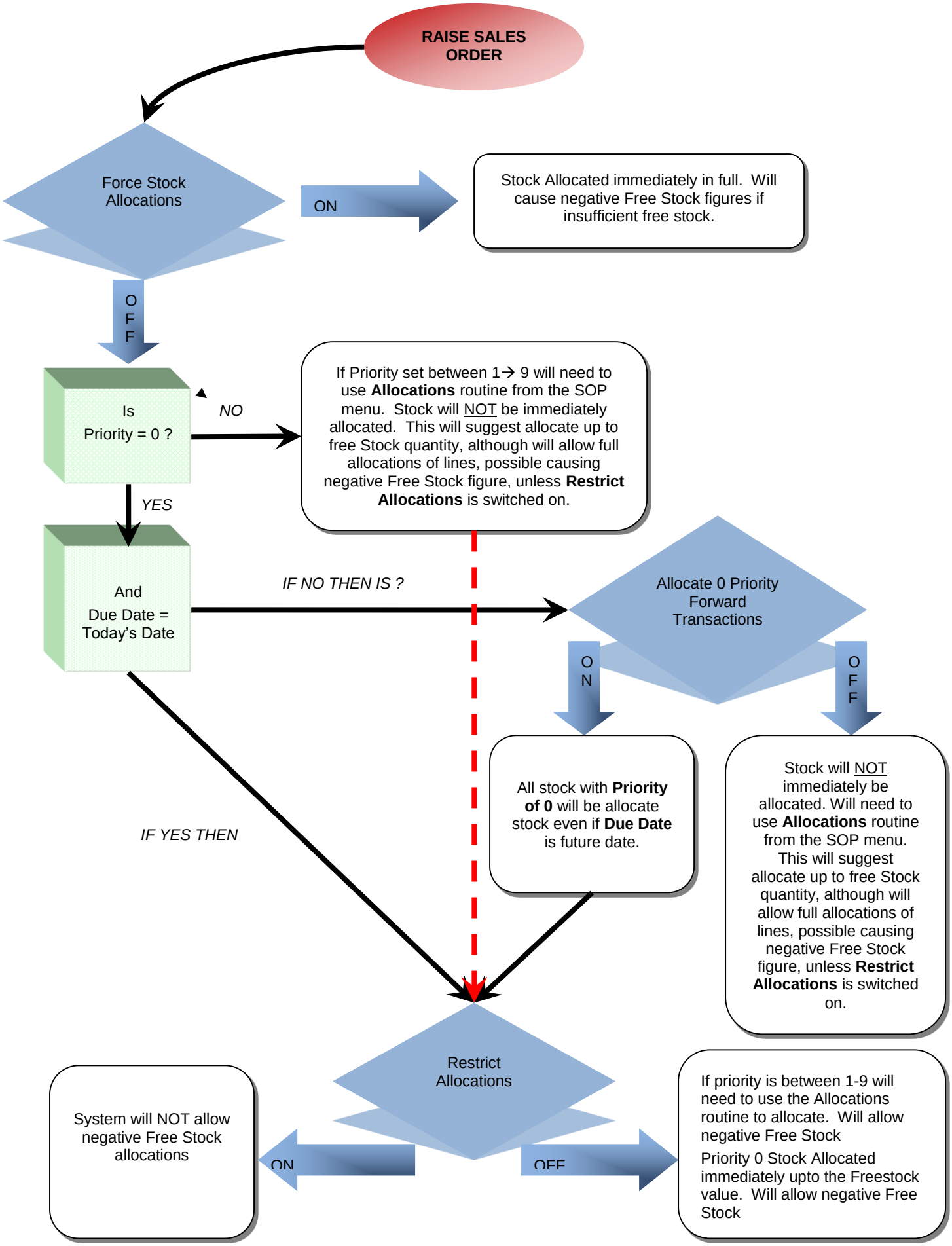
When the Force Stock Allocations option is OFF and a forward order is entered, no allocation of stock takes place until the order becomes due and the Allocations routine is performed.

When the Allocate 0 Priority Forward Transactions option is switched ON, forward orders with a Priority Level of 0 will be allocated stock immediately upon update (i.e. when the order is saved to the system). In this case, stock will only be allocated up to the current free stock level.

Forward Orders with priority levels of 1 – 9 will have stock allocated to them only when they become due. This will take place during the batch Allocations routine.

The following flow diagram should help users step through the allocations routine dependant on the settings in SOP Advanced Set Options

Notes



3.6.4 The Allocations Routine

Notes

Note: This command is available if you use the Stock module.

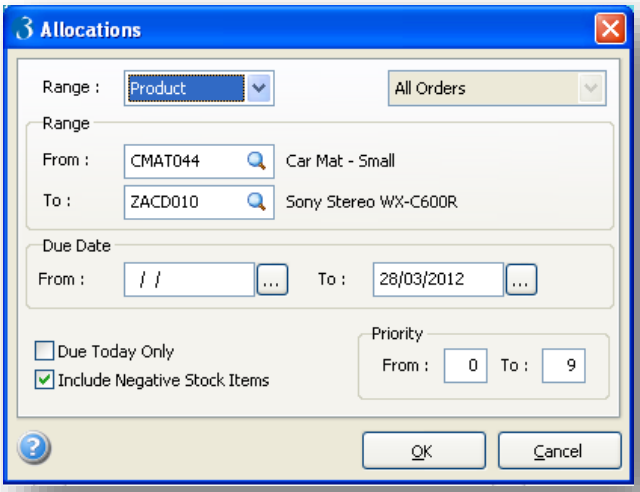
The Allocations command is where stock can be allocated to different sales orders in batches of documents. Allocations effect the distribution of available stock to customer orders based on the due date and customer priority levels. If you are use the warehouse feature, the availability of stock depends on the warehouse code associated with each line item of an order. Allocation of stock can be achieved in one of the following ways:

Box	Description
Allocation When Creating SOP Records	This applies if you have selected the Force Stock Allocation option on the Advance SOP Option Settings form. Allocations are made regardless of whether there is sufficient stock.
Allocation of Priority 0 Orders	Automatic allocations are made if an order or detail line is created with a priority rating of zero, but only if there is sufficient free stock.
Using the Allocations Command	Where neither of the above methods is used, stock must be allocated using the Allocation command—the creation of order records will have updated the stock record with the quantity on sales order only, regardless of stock levels.

When the Allocations function is selected, the system will prompt the user to select from a range of criteria:

To allocate SOP orders

1. Open the SOP folder, and then click Allocations.
2. On the Allocation Options form, use the boxes and options to determine which order lines are presented for allocation.
3. Click OK. The Allocations form appears.
4. Depending on the selection of the Restrict Allocations option on the Advance SOP Option Settings form, confirm or amend the allocations required.
5. Click Post.



Notes: Use the commands on the Action menu for additional processing options. If the Use Picking Process and Picking from Allocations options are selected on the Advance SOP Options Settings form, a picking list is generated from the allocations you make. If the Use Picking Process option is selected but the Picking from Allocations option is cleared, you must use the Picking command in the SOP folder to produce picking lists. One of four types of picking report is offered: Summary, Item, Customer or Route.

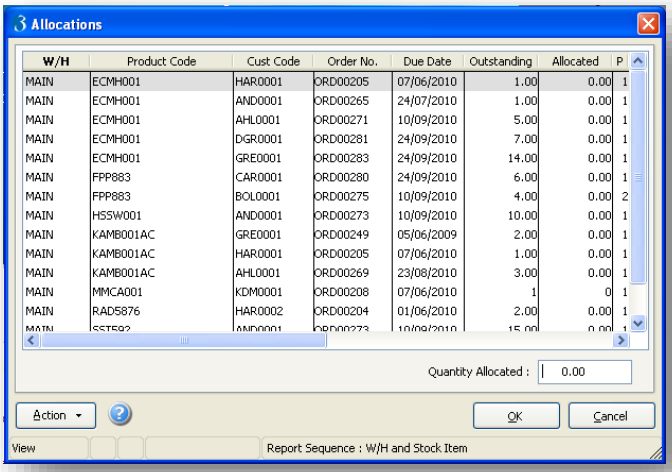
Notes

The first part of the allocation procedure involves specifying the criteria that determine which records are presented for allocation. You complete the following details on the Allocation Options form.

Box	Description
Range	An option that determines what you can select under Range. You can select Product, Account, Warehouse, Order No. or Route from a list.
All Orders/Gateway Orders Only	An option that determines whether the allocation process is to apply to gateway orders only or all orders. This only applies if you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module).
Range	The start and end references that determines the range of orders selected for allocation. This depends on you selection in the Range list.
Due Date	The start and end dates that determines the range of orders selected for allocation on the basis of whether the due date falls within this range. The default for the To box is the system date.
Due Today Only	An option that determines whether you want to include only those orders which are due today.
Include Negative Stock Items	An option that determines whether you want to include stock items that have negative in stock quantities. If you have selected the Restrict Allocations option on the Advanced Settings form, negative stock items are shown as exceptions and you cannot make allocations. Otherwise, you can allocate negative stock.
Priority	The start and end priority codes that determines the range of orders selected for allocation. The default is all priorities (0 to 9).

Allocations Form

The processing associated with the Allocations form depends on the setting of the Restrict Allocations option on the Advance SOP Option Settings form.

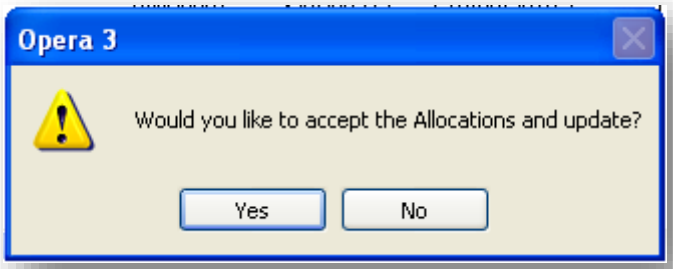


Notes

With the Restrict Allocations Option Selected: The Allocations form lists all order lines that have been fully or partially allocated. You can redirect allocations between order lines where the allocations are incomplete, by clicking to select the lines concerned and changing the allocated quantities accordingly using the Edit command on the Action menu. If the number of order lines included in the process is more than can be displayed on the form at one time, you can switch between windows using the Switch Window command on the Action menu. You can use the Sequence command on the Action menu to change the order in which detail lines are listed. This will toggle between warehouse and stock item order and customer. The default sequence is either warehouse or cost code order. In each selection, the orders are listed in product code order. Warehouse sequences only apply if you have multi-warehouses feature activated.

With the Restrict Allocations Option Cleared: The Allocations form displays all outstanding order lines regardless of whether stock is available. For any line on the form, you can change the suggested allocation quantity in the Quantity Allocated box. Note that if there is insufficient stock, a negative free stock balance will result. You can use the Sequence command on the Action menu to change the order in which detail lines are listed. This will toggle between warehouse and stock item order and customer. The default sequence is either warehouse or cost code order. In each selection, the orders are listed in product code order. Warehouse sequences only apply if you have multi-warehouses feature activated.

The system will sort all order lines into due date and priority level order and will suggest which order lines should be allocated the available stock. Again, the system will suggest stock allocations only up to the current free stock level. From here, the user must confirm or amend the suggested allocated quantities offered by the system. Click on OK to confirm the allocation of stock to the system.



When the Suggested Allocations List is produced, the setting of the Restrict Allocations option dictates whether the amounts suggested by the system can be overridden.

Restrict Allocations OFF

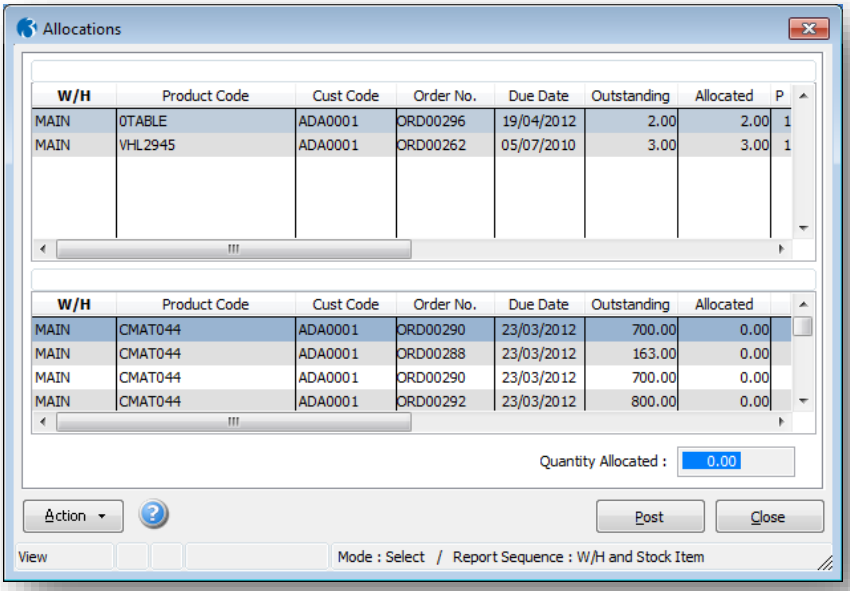
With this option switched OFF, the user can override the allocation amounts on the Suggested Allocations List, even if this results in the allocation amount exceeding the current free stock level, possibly producing negative free stock levels.

Restrict Allocations ON

When this option is switched ON, the user will only be allowed to override allocation suggestions made by the system in certain circumstances:

Notes

If the suggested list contains both fully / part allocated order lines and unallocated order lines, then the screen will be split into two windows: a Suggested Allocations List and an Exceptions List:



As before, the Suggested List will suggest stock allocation based upon order Priority Level and Due Date, but only up to the current free stock level. Any order that can be fully or part allocated will be displayed on this list.

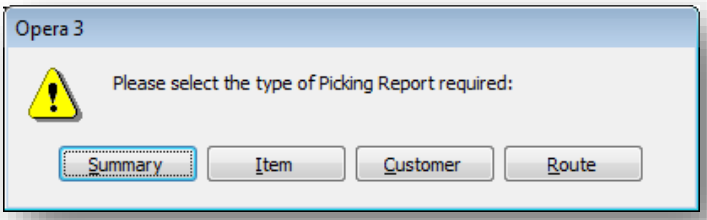
The Exceptions List will display any order lines where there is insufficient free stock to allocate any stock at all. From here, it is possible to reduce any of the full or part allocations and redistribute the stock to an order on the Exceptions List.

The Exception line should be highlighted before the F6 Edit Action menu item is selected. The Quantity to Allocate will be displayed. The Exceptions line will reduce the quantity of the item available by its whole amount. The user must then reduce any corresponding lines in the Allocations section of the form to allow this quantity to be allocated.

When Restrict Allocations is switched ON, it is NEVER possible to allocate more than a stock items current free stock level.

Picking List Production

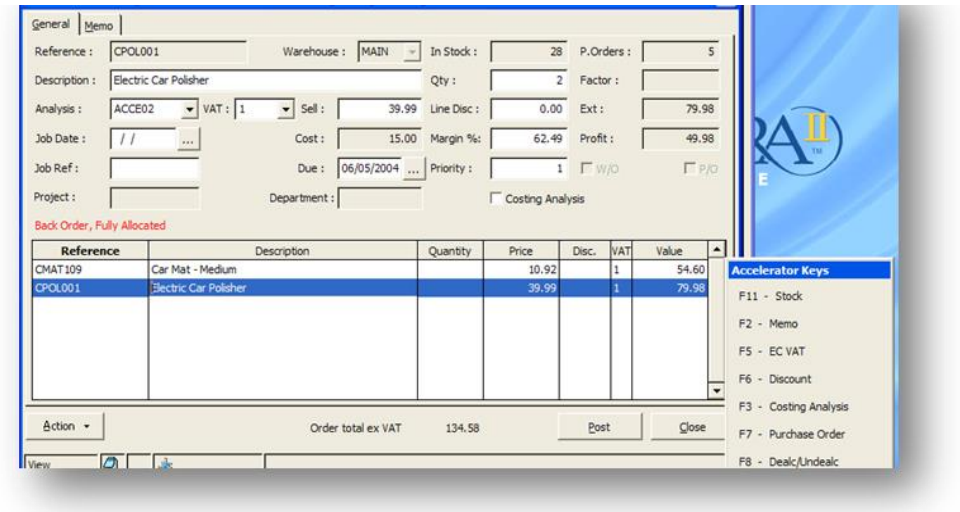
If you have selected the Picking from Allocation option on the Advance SOP Option Settings form, you can print a picking list containing the order lines you have allocated.



Notes

3.6.5 De-allocation

Once an Order has had stock allocated to it by using the Allocation procedure, the User may de-allocate the items from the Order if required. Firstly, the Order should be edited. From within the Detail lines form the User should select the Dealc/Undealc (F8) menu item. It may then be re-allocated by using the same F8 menu item or the Allocations routine.



NB: This is not available if the SOP Advanced Options are set to Force Stock Allocations.

3.6.6 Picking

Notes

The SOP module provides a facility to produce a picking list of stock items and the quantities required to be physically picked from stock in order to fulfil outstanding sales orders.

This only applies if you have selected the Use Picking Process option on the Advance SOP Option Settings form. Use the Picking command to list items allocated to orders and confirm or amend the quantities suggested for picking. You can print a picking list, if required.

The first part of the picking procedure involves specifying the criteria that determine which records are presented for picking.

Note: The picking procedure is not used for the picking of serial or batch numbers for traceable stock. Picking of traceable records is done at the time of issue. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

To generate picking lists

1. Open the SOP folder, and then click Picking.
2. On the Picking Options form, use the boxes and options to determine which order lines are presented for the picking procedure.
3. Click OK. The Picking form appears.
4. Confirm or amend the picking quantities required.
5. Click OK.

Notes: Use the commands on the **Action** menu for additional processing options.

You can choose between printing a detailed or summary picking report.

If you have the Stock module installed and activated, only allocated order lines are offered for picking. If the quantity to be picked is less than the quantity allocated, the application deallocates the unpicked quantity automatically, unless the Force Stock Allocations option is selected on the Advance SOP Option Settings form. If you do not have the Stock module, all products matching the criteria for selection are offered for picking, because you cannot allocate product file items.

Notes: If you have selected the Picking from Allocations option on the Advance SOP Option Settings form, when you use the Allocations command, the application will not allow you to use it again without first producing the picking list; the application will not run the pick list for you.

If you have cleared the Picking from Allocations option on the Advance SOP Option Settings form, you use the Allocations command as often as you want before producing the picking list.

Note: This only applies if you have selected the Use Picking Process option on the Advanced Options form which is accessed from the Set Options form.

Notes

Use the Picking command to list items allocated to orders and confirm or amend the quantities suggested for picking. You can print a picking list, if required. If you do not have the Stock module, all products matching the criteria for selection are offered for picking, because you cannot allocate product file items. If you use the Stock module, only allocated order lines are offered for picking.

The picking procedure is not used for the picking of serial or batch numbers for traceable stock. Picking of traceable records is done at the time of issue. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.

There are two options on the Advanced Options form that affect how the picking process works.

Option	Description
Force Stock Allocations	If the option is ticked and the quantity that is picked is less than the quantity allocated, the application de-allocates the unpicked quantity automatically. If the option is not ticked, the stock allocation is not changed if the picked quantity is less than the allocated quantity.
Picking from Allocations	If the option is ticked, when you use the Allocations command, you must produce the picking list before you can use the Allocations command again. If the option is not ticked, you use the Allocations command as often as you want before first producing the picking list.

The first part of the picking procedure involves specifying the criteria that determine which records are presented for picking. You complete the following details on the Picking Options form.

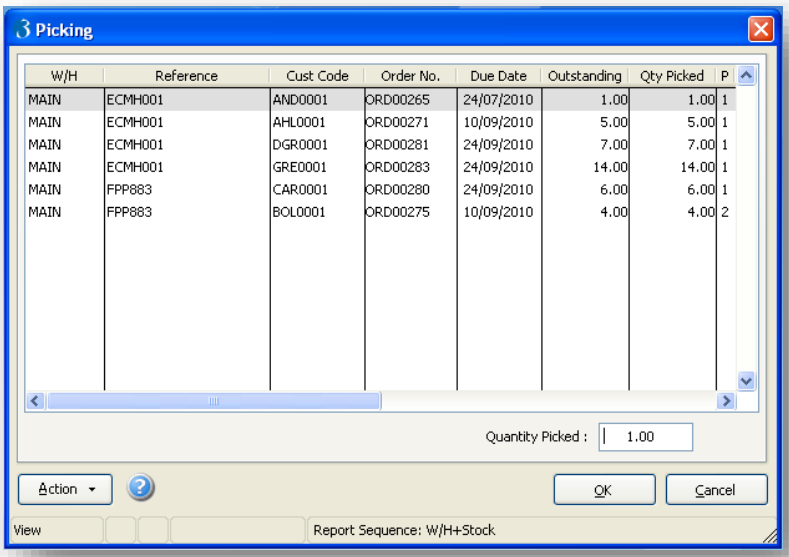
Option	Description
Range	An option that determines what you can select under Range. You can select Product, Account, Warehouse, Order No., Route or Bin Loc. from a list.
Edit	The start and end references that determines the range of orders selected for picking. This depends on your selection in the Range list.
Due Date	The start and end dates that determine the range of orders selected for picking on the basis of whether the due date falls within this range. The default for the To box is the system date.

Notes

Due Today Only	An option that determines whether you want to include only those orders which are due today.
Include Negative Stock Items	An option that determines whether you want to include stock items that have negative in stock quantities.
Priority	The start and end priority codes that determines the range of orders selected for picking. The default is all priorities (0 to 9).

Picking Form

The Picking form displays all relevant order lines according to the criteria specified and whether they are allocated (for Stock module items only). For any line on the form, you can change the suggested picking quantity in the Quantity Picked box. You can use the Sequence command on the Action menu to change the order in which detail lines are listed. This will toggle between warehouse (if you have multi-warehouses feature activated) and stock item order and customer. The default sequence is warehouse and stock item (that is, warehouse codes are sorted first, then stock items are sorted within warehouse code).



Note: If you are using the Picking command in a multiuser environment, the application permits other stock processing activities to take place while the picking routine is in progress with the exception of Sales Order Transactions command on the Action menu associated with the Warehouse Transactions View form in the Stock module.

Notes

Orion Vehicles Leasing — **Picking by W/H+Product Sequence**

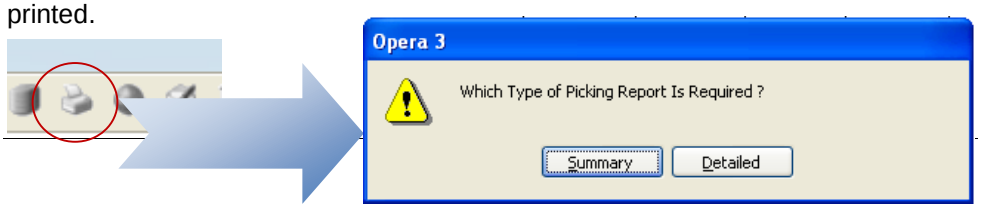
Created on 28/03/2012 at 13:14 by MANAGER

Orion Vehicles Leasing — Picking by W/H+Product Sequence — Page 1

Customer	Order No.	Due Date	W/H	Stock Code	Description	Bin Loc.	Outstanding	Qty To Pick	Qty Picked
W/H+Product : MAINECMH001		**Mobile Phone Holder - Silver**							
AND0001	ORD00265	24/07/2010	MAIN	ECMH001	Mobile Phone Holder - Silver		1.00	1.00	
AHL0001	ORD00271	10/09/2010	MAIN	ECMH001	Mobile Phone Holder - Silver		5.00	5.00	
DGR0001	ORD00281	24/09/2010	MAIN	ECMH001	Mobile Phone Holder - Silver		7.00	7.00	
GRE0001	ORD00283	24/09/2010	MAIN	ECMH001	Mobile Phone Holder - Silver		14.00	14.00	
W/H+Product : MAINFPP883		**Foot Pump**							
CAR0001	ORD00280	24/09/2010	MAIN	FPP883	Foot Pump		6.00	6.00	
BOL0001	ORD00275	10/09/2010	MAIN	FPP883	Foot Pump		4.00	4.00	

The list can then be printed out and used as the basis for picking.

Hint: Clicking the Print Icon at the top of the screen will offer the Picking list to be printed.

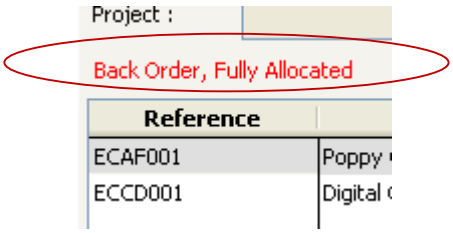


NB: If there is not enough stock to fulfil an order line completely, the Quantity Picked field can be edited accordingly. If 'Force Stock Allocations' is switched off and the user enters 0 as a picked quantity, the system will automatically de-allocate the stock allocated to the order line.

Once all changes to the list have been made to reflect what has actually been picked, the list can be confirmed.

Once the Picking List has been confirmed then, whilst editing a sales order in SOP, the system will display what amount of the order has actually been picked.

From here, the order can be progressed to a delivery note.



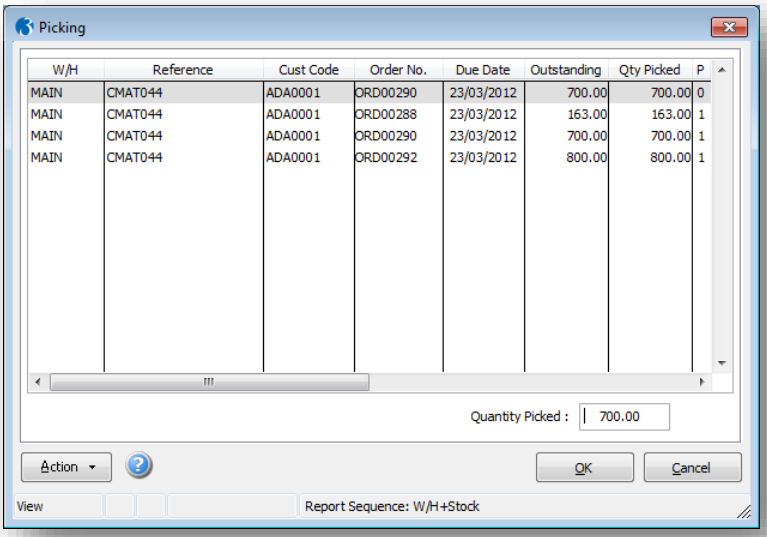
Picking From Allocation

If Use Picking Process is switched on in Advanced SOP Options, then the next field Pick from Allocation becomes available to the user.

With this option switched ON, every time stock is allocated to a sales order within the Allocations routine, a picking list is automatically printed.

Notes

Once the items have been picked the user is able to access the Picking form.



From here, the picking process must then be used to confirm what has been picked before another allocation routine can be run.

NOTE: The Picking from Allocation option is not available when Force Stock Allocations is switched ON.

3.6.7 Part Processing

The Invoicing module will always progress an entire document. There are no part-processing capabilities to allow, for example, a sales order to be delivered in two separate stages.

The SOP module does allow the part processing of documents within the sales cycle, e.g. multiple delivery notes can be produced from a single sales order with each delivery note being invoiced separately. This part processing capability in turn provides the user with the facility to create backorders.

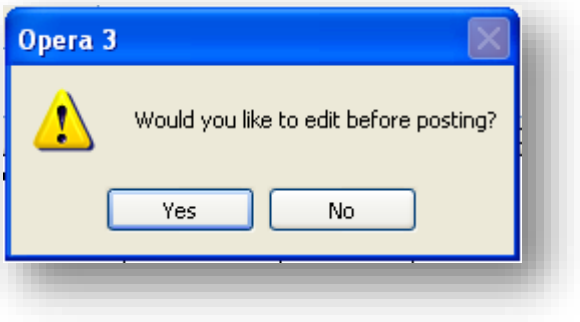
Part Processing a Sales Document

Use the Progress command on the Action menu associated with the SOP Processing form to progress SOP records from one stage to another.

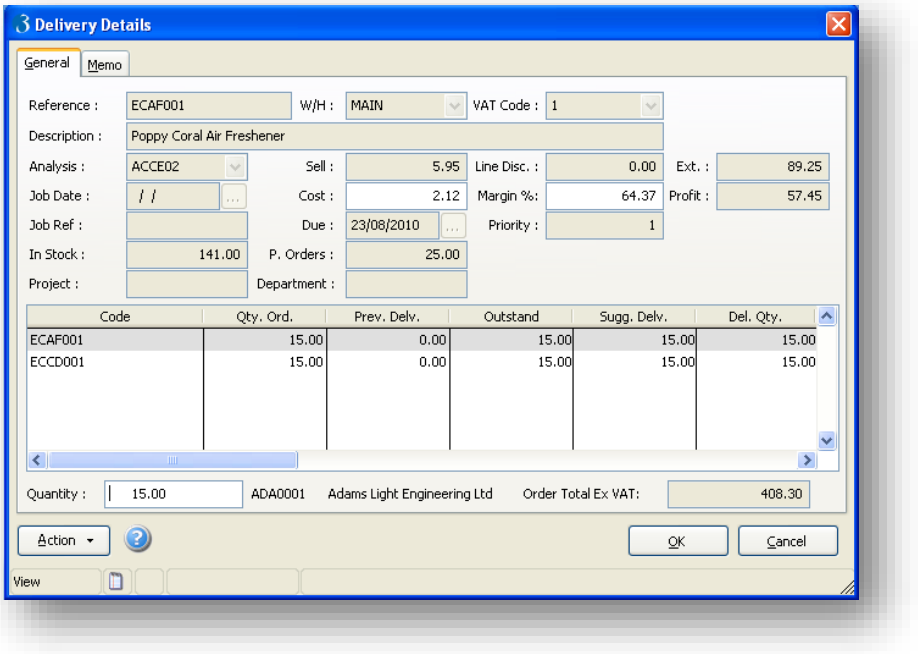
NOTE: It is important to select the correct document type from the Action menu before selecting Progress. For example, to progress a sales order to a delivery note, select F6 Delivery in order for the Delivery Browser screen to appear, and then highlight the appropriate sales order and select F9 Progress.

Notes

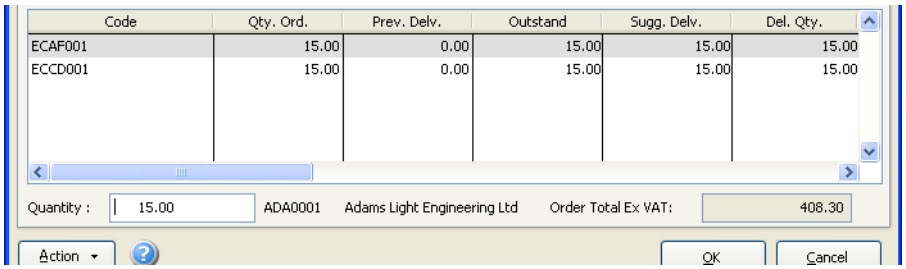
From here, it is possible to edit the original order before progressing it to a delivery note.



Selecting 'Yes' will allow the User to edit the Header and then the Line details if required. They will then be taken into the Delivery Details form. Selecting 'No' will allow the User into the Delivery Details form:

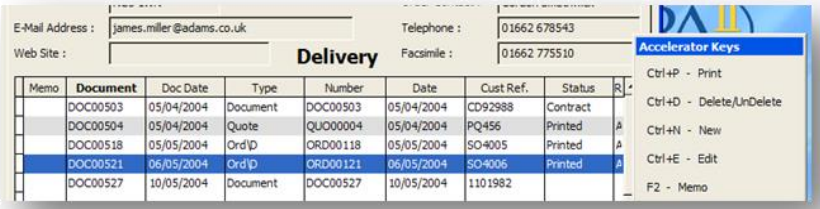


The form will display the Quantity Ordered, Previous Delivery, Outstanding, Suggested Delivery, Delivered Quantity, Allocated quantity and Picked Quantity. The User may edit the Quantity field, which in turn would update the Del. Qty. column. This action may be performed as many times as required to produce multiple delivery notes from one order.



Notes

The following commands are available via the Action button:



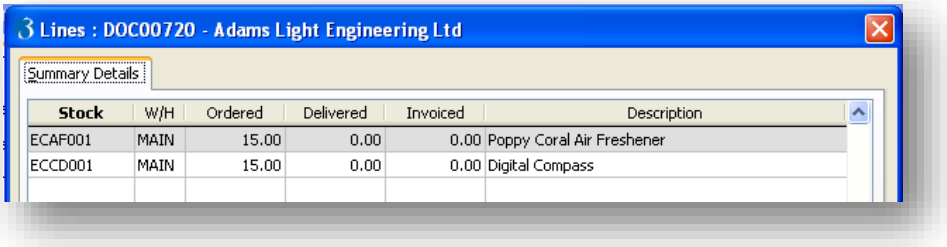
Status Types

A sales document can have one of the following status types:

Ord	-	Nothing Delivered or Invoiced
Ord\D	-	Part-Delivered, Nothing Invoiced
Delivery	-	All Delivered, Nothing Invoiced
Ord\D\I	-	Part-Delivered, Part-Invoiced
Invoice	-	All Delivered, All Invoiced

From the Browser screen, the following functions are available via the Action button:

View – Lines



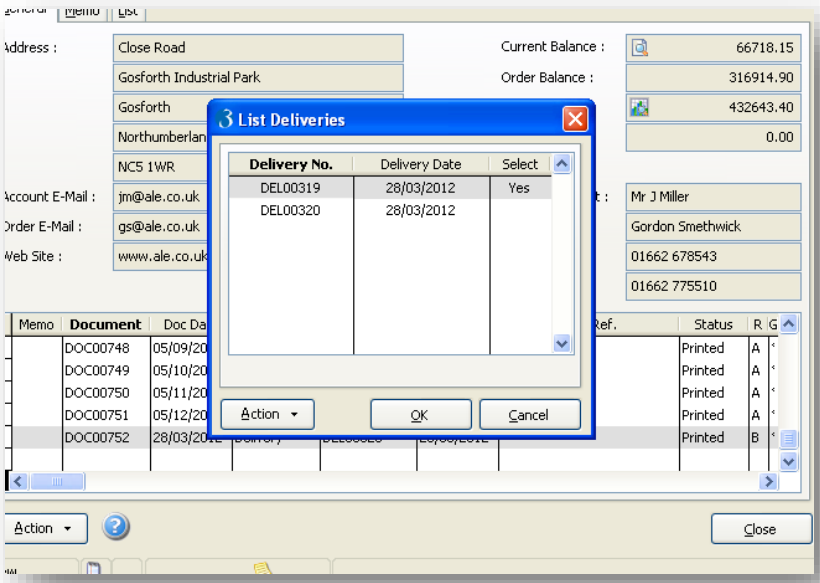
This function allows the user to view each transaction line and to view the quantities on each line that have been delivered and / or invoiced.

In order to zoom in on the detail behind the summary details lines single-click on the appropriate record. This will display the quantities delivered and invoiced and the relevant document numbers for each transaction.

3.6.8 Part Processing - Progression to Invoice

Notes

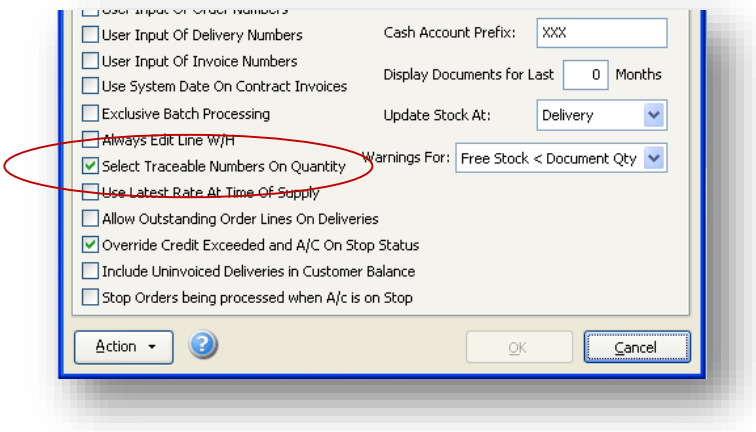
If the Order has been progressed several times to produce multiple delivery notes, when the delivery notes are progressed into the Invoice the following form may load:



Within Processing the User is not able to consolidate multiple delivery notes into one invoice therefore they must select the required delivery note line. Multiple line selection is not allowed.

3.7 Processing Traceable Items within Invoicing/SOP

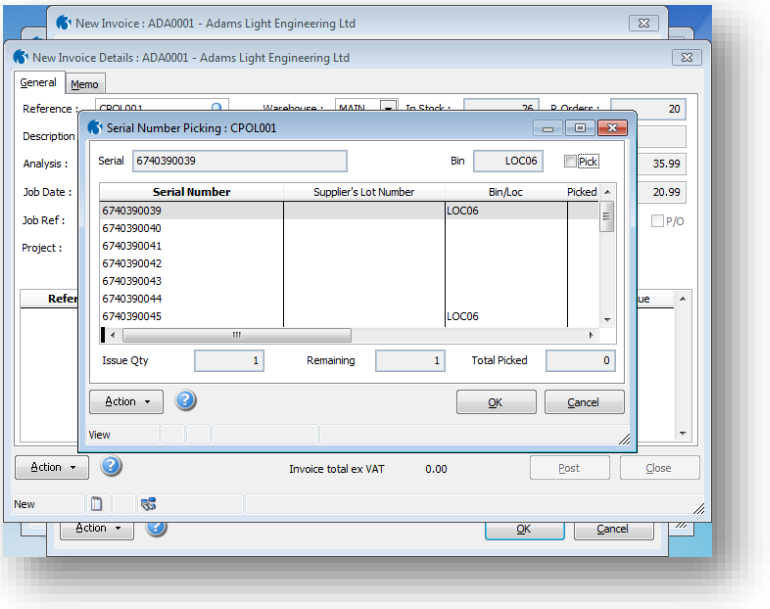
In the same way and for the same reasons as Stock movement transactions, it is necessary to specify exactly which batch/serial numbers are leaving, being returned to stock or discarded when the source of the stock transaction is from the Invoicing/SOP modules.



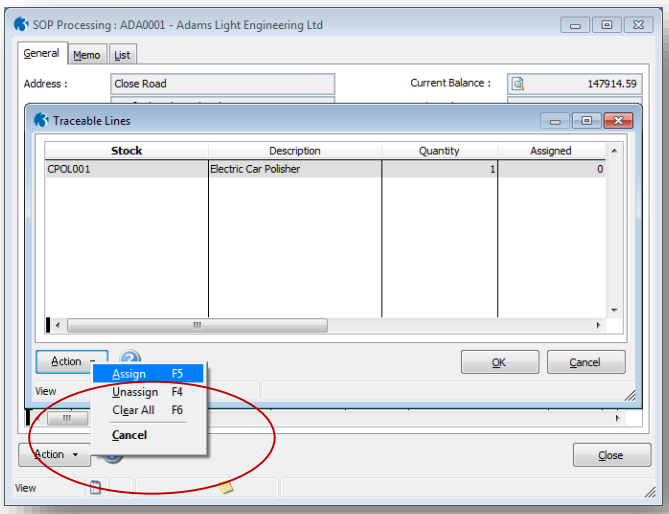
In Options the user may select to 'Select Traceable Numbers On Quantity'. The system will display the picking form of available serial or batch numbers after tabbing from the quantity field when raising an Invoice. [Note: This option will only be applicable if the Delivery Process is not in use in Advanced Options or if raising an Invoice from new or progressing a document through to the Invoice stage, disregarding the Delivery process]

Notes

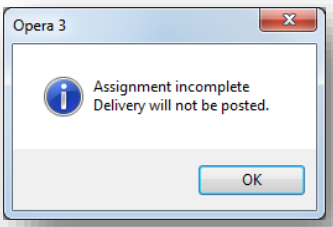
Upon raising an Invoice that includes a traceable stock item, the system will immediately display the picking form after tabbing over the quantity field.



If the system is set to Update Stock At: Delivery in Options, and the user is raising a Delivery Note, this will force the Allocations screen regardless of whether the 'Select Traceable Numbers On Quantity' box is checked on. After confirming the quantity of the order to be delivered the Traceable Lines screen will be available to Assign the relevant serial or batch numbers (see below).



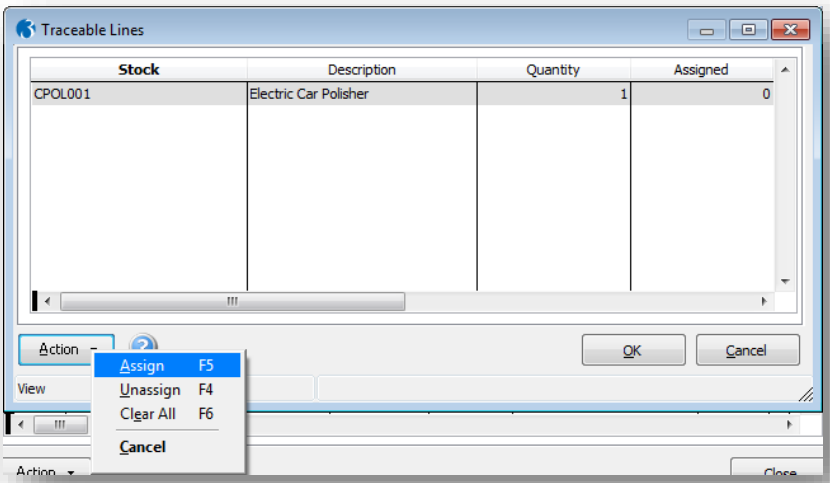
Should the user cancel at this stage and not Assign any serial or batch numbers to the delivered items they will see the following prompt.



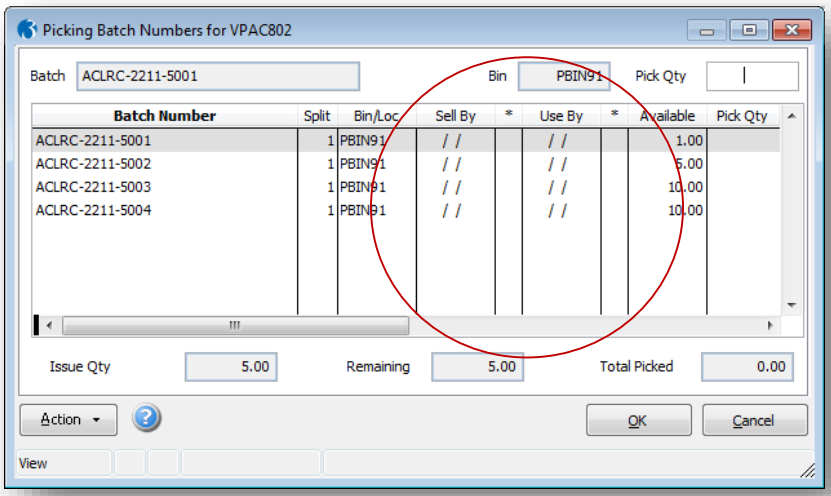
Notes

The Document will remain at the Order stage and will not be progressed through to a Delivery Note.

When picking Batch (or serial items) items the user must firstly confirm the required amount and the use the Assign sub-menu to pick the Batch numbers to be Delivered/Invoiced.



If the Sell By or Use By dates on Batch items a prior to the current system date the user can expect to see an '*' in the column next to the relevant date.



3.7.1 Traceable Items on Credit Notes

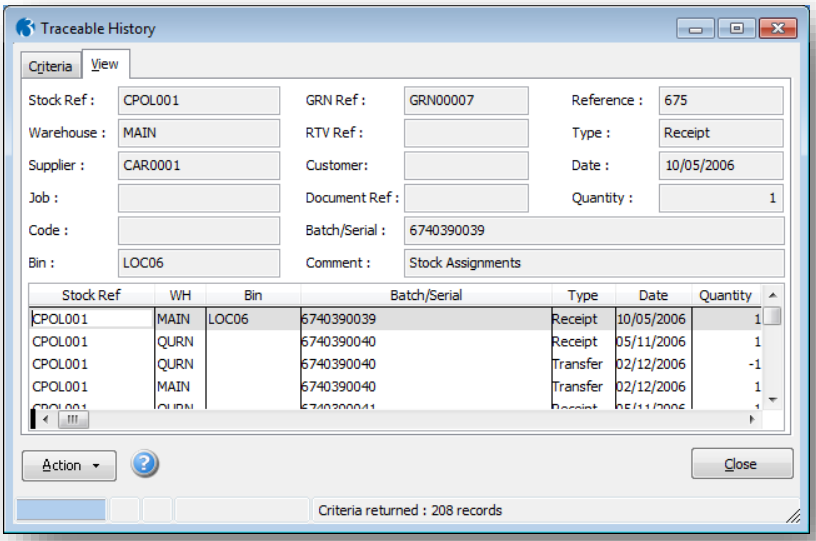
If a Credit Note is being created and items are being Returned To Stock or Discarded, then the batch/serial numbers of the items being returned or discarded must be confirmed.

An invoice with a quantity of 3 of the same traceable items, is being progressed into a Credit Note. If the original quantity of 3 is to be credited and discarded the user may select Post without editing the Qty field.

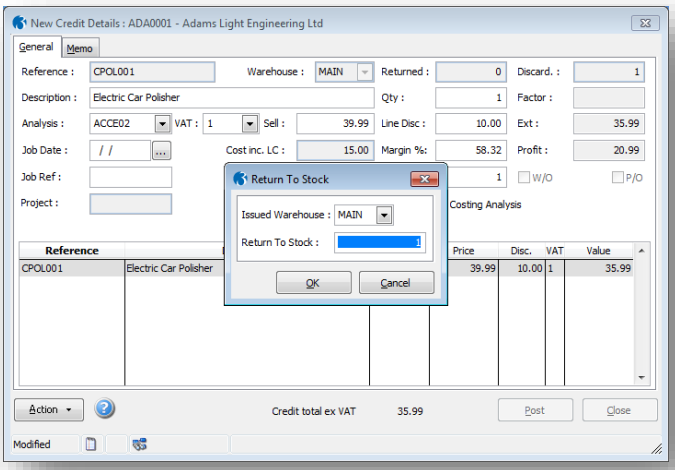
To post…

Notes

1. The Traceable Lines screen will automatically be displayed, in order for the user to confirm which serial or batch numbers are to be discarded.
2. The trace numbers available to pick will be those that were previously issued to that customer.
3. The Discard Qty must match the Total Picked quantity before the user can select OK.
4. This will return the user to the Traceable Lines screen and the Credit Note will be generated.
5. A Traceable History Enquiry in the Stock Module will confirm the quantity of the traceable items that has been discarded plus the serial or batch numbers involved.

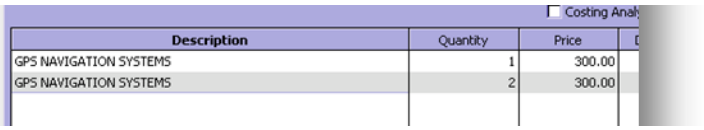


If the items are to be returned rather than discarded the user must edit the Qty field. The user may choose to return the full quantity, or discard a proportion of the quantity.



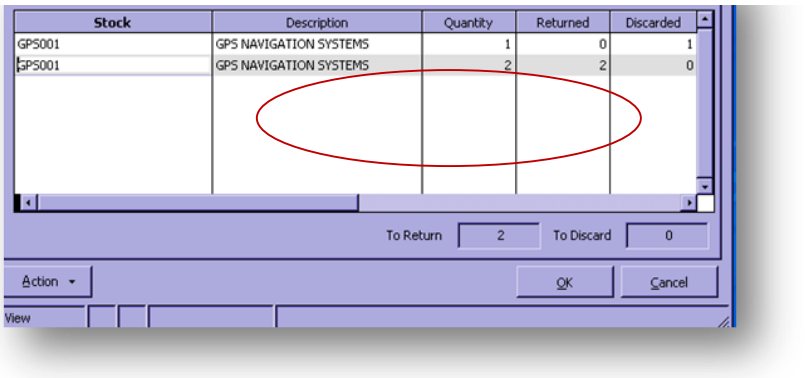
Notes

1. For example, to discard a quantity of 1 of the original quantity, the user must edit the Qty field. This will prompt the Return To Stock window. To discard the item, enter 0 in the Return To Stock field.
2. This will amend the Discard figure to 1 and the line Quantity to 1.
3. To return the remaining traceable items on the line the user may now add a second line to the Credit Note detailing the quantity to be returned to stock.
4. The Credit Note is now ready to be Posted



Description	Quantity	Price
GPS NAVIGATION SYSTEMS	1	300.00
GPS NAVIGATION SYSTEMS	2	300.00

5. On selecting Post, the Traceable Lines screen will be displayed for the user to confirm the serial or batch numbers to be discarded or returned using the Assign sub-menu from the main Action menu. The trace numbers available to pick will be those that were previously issued to that customer
6. Once fully assigned the Traceable Lines screen will be updated with the Returned and Discarded quantities.



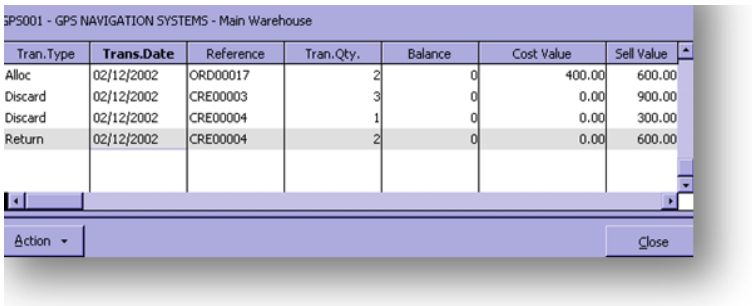
Stock	Description	Quantity	Returned	Discarded
GPS001	GPS NAVIGATION SYSTEMS	1	0	1
GPS001	GPS NAVIGATION SYSTEMS	2	2	0

To Return 2 To Discard 0

Action OK Cancel

View

7. A Traceable History Enquiry in the Stock Module will confirm the quantity of the traceable items that has been discarded plus the serial or batch numbers involved.



GPS001 - GPS NAVIGATION SYSTEMS - Main Warehouse

Tran.Type	Trans.Date	Reference	Tran.Qty.	Balance	Cost Value	Sell Value
Alloc	02/12/2002	ORD00017	2	0	400.00	600.00
Discard	02/12/2002	CRE00003	3	0	0.00	900.00
Discard	02/12/2002	CRE00004	1	0	0.00	300.00
Return	02/12/2002	CRE00004	2	0	0.00	600.00

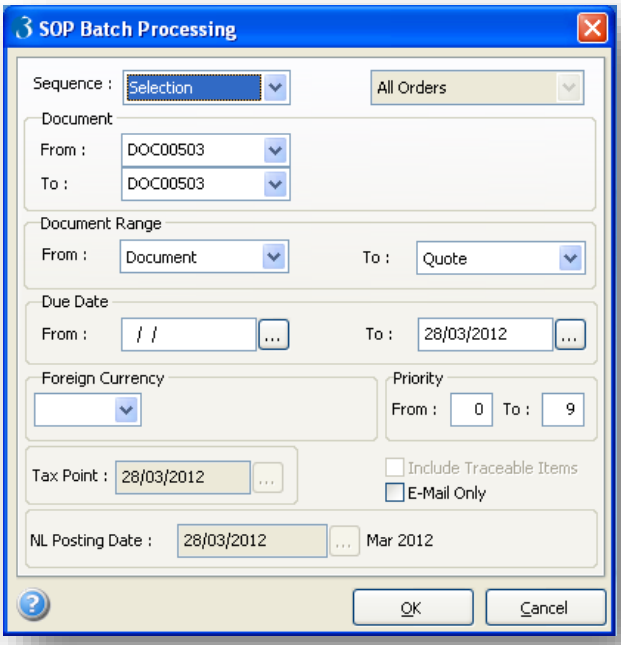
Action Close

3.7.2 Traceable Items in Batch Processing

Notes

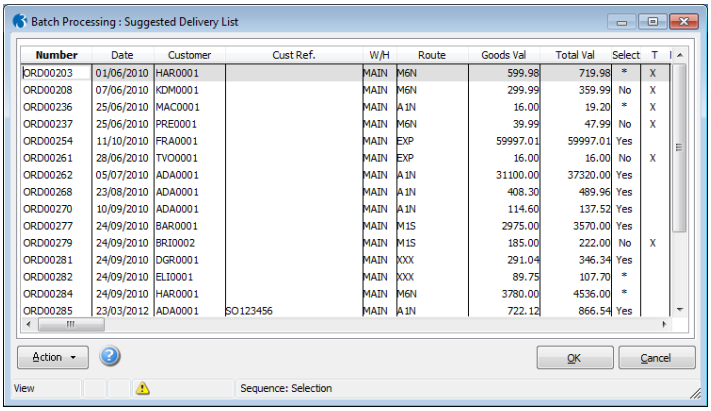
Document Range

Use the drop-down list provided to select the progression to be performed. In the above example, all orders that match the above sequence, due date and priority level range will be progressed into deliveries.



If you wish to Include Traceable Items you must check the box indicated above. This check box will only be available if the user is progressing to Delivery if Use Delivery process is active in the Advanced options, or to Invoice stage.

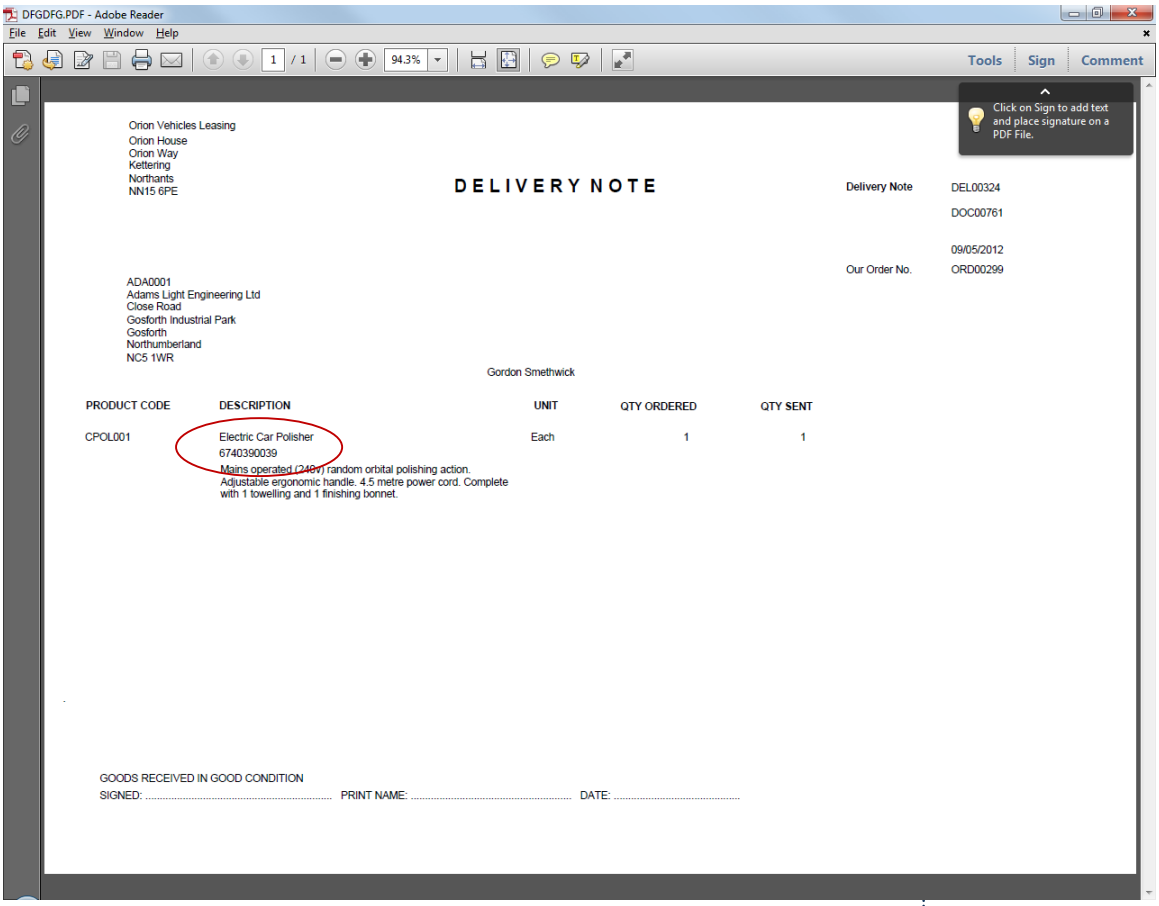
1. If traceable items are included in the Batch Processing procedure, you must assign serial or batch numbers as they are progressed.
2. A Suggested Delivery list will appear, clearly showing a 'T' for documents that include traceable items. These lines will not automatically be selected to progress and will display a 'No'.



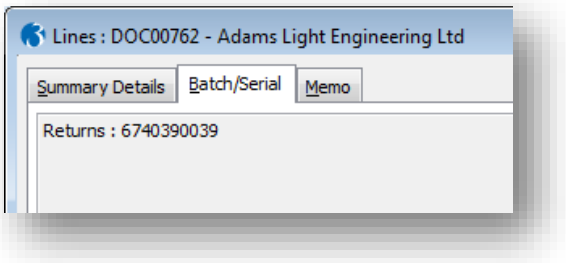
3. The user can either Select F5 each line in turn from the Action button, which will introduce the Traceable Items Assignment screen followed by the Picking screen, and pick the serial or batch numbers for the line or alternatively use the Fulfil Traceable F4 option. This will simply pick the next available serial or batch numbers from the warehouse indicated on the line.

Notes

4. The associated Delivery Note will clearly show the assigned serial/batch number(s)



5. From the main Processing screen, the Status F12 sub-menu will provide a breakdown of all Documents for the customer. If a particular Document contains traceable items, the View – Lines F12 from the main Action menu will give the user a breakdown by tab of Summary Details, All Details, Delivery Details, Batch/Serial numbers picked and Memo.



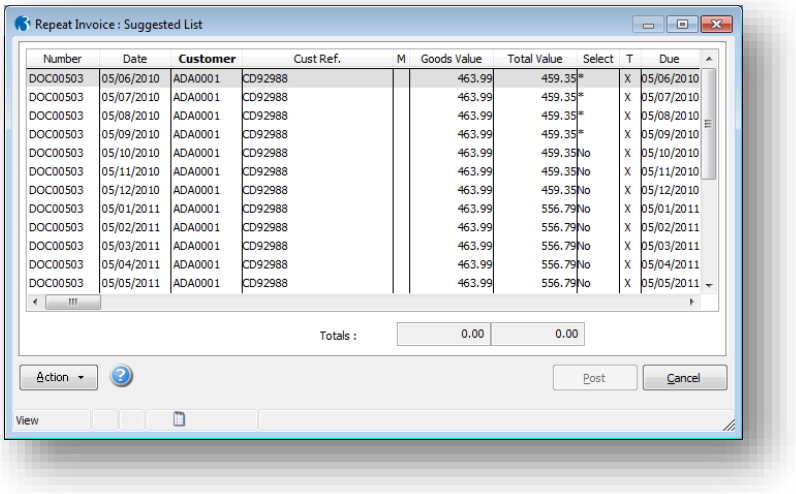
6. Each individual tab is introduced into the users view by clicking on the appropriate line.

3.7.3 Traceable Items in Repeat Invoice Facility

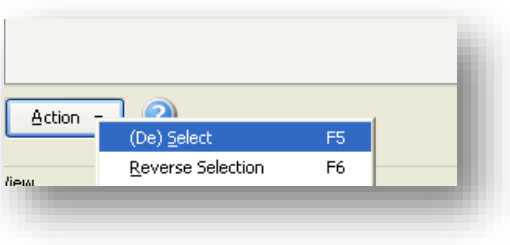
Notes

The user may select traceable items to appear on a Repeat Invoice if required.

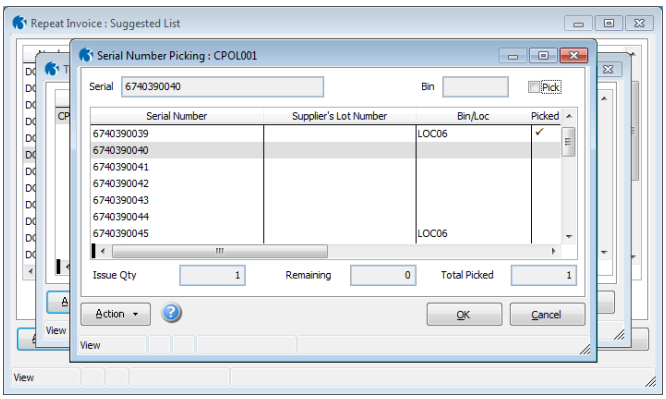
1. On running the Repeat Invoice utility the Suggested Repetitive Invoices List will clearly show if the Invoice contains traceable items by placing an 'X' in the 'T' column.



2. If traceable items appear the user must select each line in turn and pick the serial or batch number. The (De) Select F5 is a sub-menu from the main Action menu.

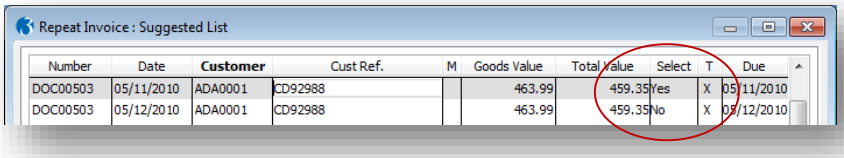


3. Upon selecting a line, the Traceable Lines screen will appear, from which the user must Assign F5 the serial or batch number (s) to be invoiced. The Issue Qty and Total Picked qty must match before the user may select OK.

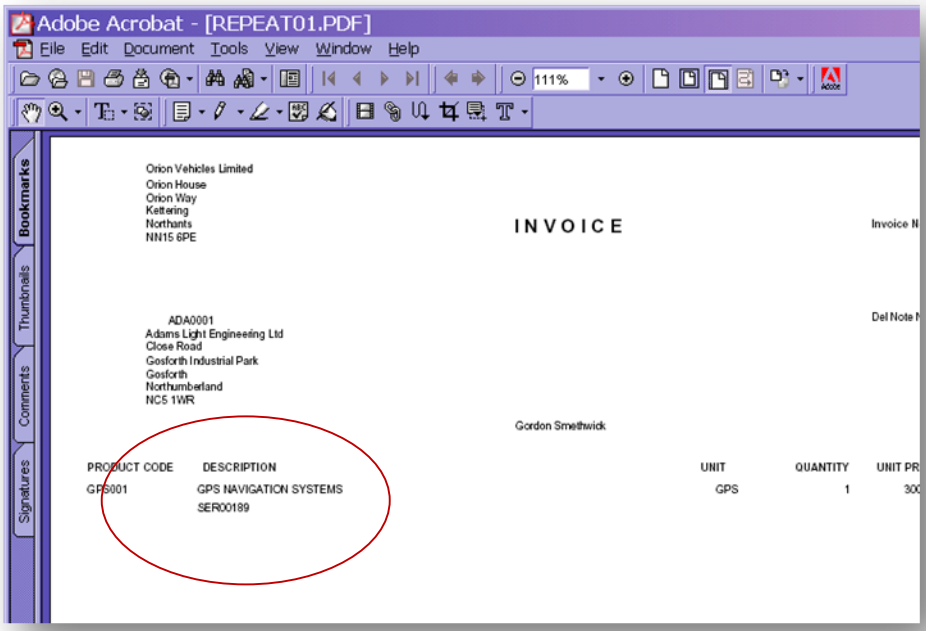


Notes

4. Once the serial or batch number(s) have been assigned the Suggested Repetitive Invoices List 'Select' column will read 'Yes' to confirm that the assignment has taken place.



5. The user may then Post the Invoice(s).
6. The Invoice will display the assigned serial/batch number(s)



Notes

3.8 Deleting Stock Records

You can mark stock records as deleted as long as they do not have any transactions linked to them. An item that is marked as deleted is not removed from the database until the Period End command (Stock - Utilities - Period End) is run. However, even if an item is marked for deletion but not removed from the database you will not be able to use it in Opera.

Notes:

1. If the message 'Stock still active' is displayed when you try to delete a record, this means that the stock item has transactions linked to it in Stock Control, Sales Order Processing, Purchase Order Processing or Bill of Materials. They need to be removed before you can mark the item as deleted.

You can see whether an item is included in a transaction by using the View command on the Action menu (Stock - Processing - View) and choosing Purchase Order Transactions, Sales Order Transactions, Stock Transactions or Works Order from the Action menu.

Transactions can be removed as long as they are completed by using the Stock - Utilities - Period End, Sales Order Processing/Invoicing - Utilities - Reorganise or the P.Orders - Utilities - Reorganise commands.

2. If the message 'Supplier Product(s) exist. Unable to delete Supplier record' is displayed when you try to delete a record then the stock item has supplier product records linked to it. To mark these records as deleted, use the Supplier command on the Action menu. Then run the P.Orders - Utilities - Reorganise command to remove the records before trying to delete the stock item again.

3.8.1 To Delete Stock Records

1. Open the Stock folder and then click Processing or click the Supply Chain Management tab on the Ribbon Bar and then click Stock - Processing.
2. Retrieve the stock item record that you want to delete.
3. To delete the record, click the Delete icon on the toolbar or press CTRL+D.
4. The warning message 'Are you sure you want to delete this Stock Item' is displayed. Select Yes if you are sure that you want to delete it.
5. To remove the item from the database, run the Stock - Utilities - Period End command.

Tip: An item that has been marked as deleted but not removed from the database can be retrieved or 'undeleted'. Simply edit the record and select Yes for the message 'This record is currently deleted and cannot be modified unless it is first undeleted. Do you want to undelete this record? .

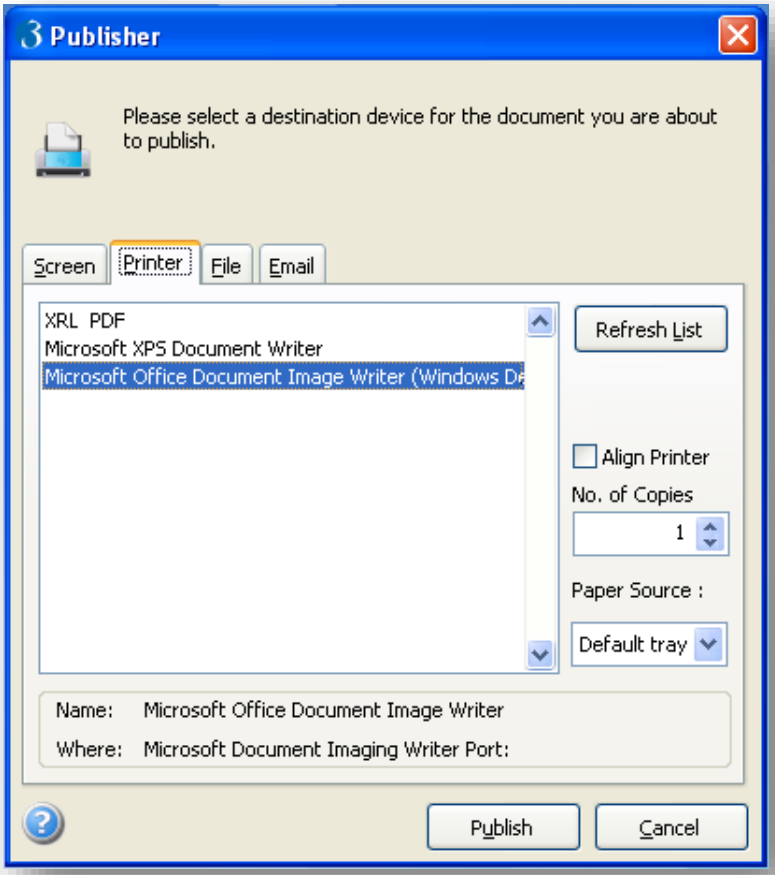
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

Sales Ledger 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

Orders Listing

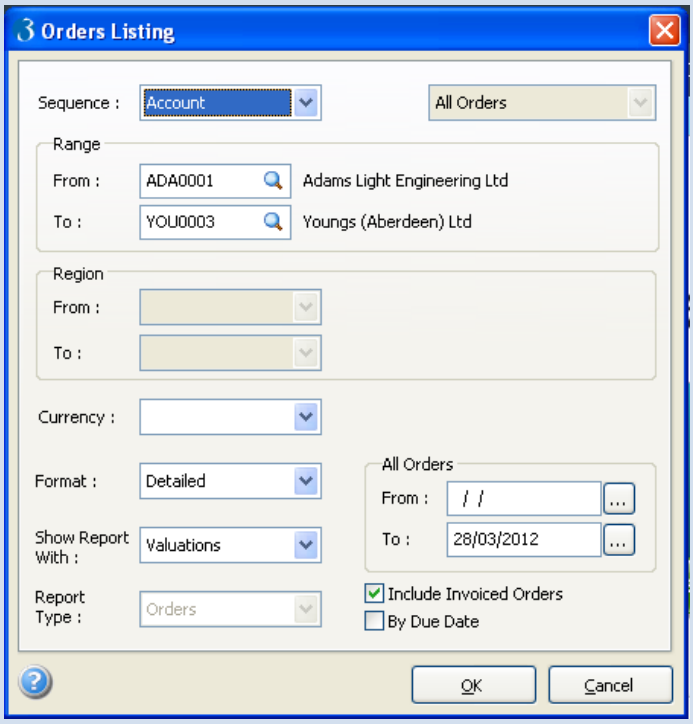
Use the Orders Listing command to report on all orders in the system, whatever their current status. You can produce the report for a given date range, in summary or detail format and by customer, product, document or territory and region. You can also show the quantities on the detailed report. If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria. There is an option to exclude those orders that have been invoiced.

The summary report shows document number, customer code, name and reference, order number, date, order value, cost and margin. The customer report shows customer reference and name, document and order number, date, value, cost and margin.

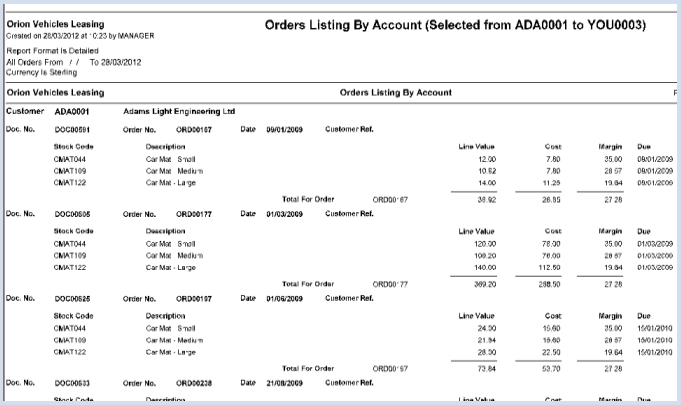
The detailed report shows product code and description, order and date, customer code and reference, order number, quantity, value, cost and margin. The report by document number shows document number, customer code and reference, order number and date, product code and description, quantity, line value cost and margin. The report by customer account shows customer code, name and reference, order number and date, stock code and description, quantity, line value, cost and margin.

Totalling is by order and customer. The region or territory report shows customer code, name and reference, order number date and value. Totalling is at territory and region levels. All reports show quantities if this option is selected.

Tip: If you also want to include orders that have been fully invoiced with those that have been part-invoiced (a sales order with some lines fully-invoiced but other lines not invoiced, or a sales order with lines that are part-invoiced) or not invoiced, select the **Include Invoiced Orders** option. Orders that are either part invoiced or not invoiced are included in the report whether the option is ticked or not.



Note: If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), click to select whether you want to include all orders or gateway orders only in the selection criteria.


Orion Vehicles Leasing
Created on 28/03/2012 at 0:23 by MANAGER
Report Format Is Detailed
All Orders From / / To 28/03/2012
Currency Is Sterling

Orders Listing By Account (Selected from ADA0001 to YOU0003)

Orion Vehicles Leasing — Orders Listing By Account

Customer ADA0001 Adams Light Engineering Ltd

Doc. No.	Order No.	Date	Customer Ref.	Stock Code	Description	Line Value	Cost	Margin	Due
DOC00591	ORD00167	09/01/2009		CMAT044	Car Mat - Small	12.00	7.80	35.00	09/01/2009
				CMAT109	Car Mat - Medium	10.52	7.60	28.57	09/01/2009
				CMAT122	Car Mat - Large	14.00	11.25	19.64	09/01/2009
			Total For Order		ORD00167	36.52	26.65	27.28	
DOC00605	ORD00177	01/03/2009		CMAT044	Car Mat - Small	120.00	78.00	35.00	01/03/2009
				CMAT109	Car Mat - Medium	109.20	79.00	28.57	01/03/2009
				CMAT122	Car Mat - Large	140.00	112.50	19.64	01/03/2009
			Total For Order		ORD00177	369.20	268.50	27.28	
DOC00625	ORD00197	01/06/2009		CMAT044	Car Mat - Small	24.00	15.60	35.00	15/01/2010
				CMAT109	Car Mat - Medium	21.84	15.60	28.57	15/01/2010
				CMAT122	Car Mat - Large	28.00	22.50	19.64	15/01/2010
			Total For Order		ORD00197	73.84	53.70	27.28	
DOC00633	ORD00238	21/08/2009							

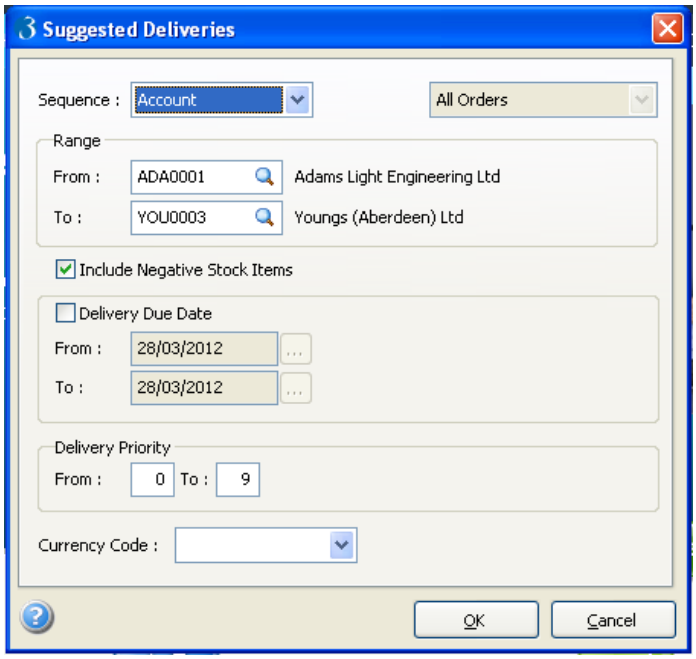
Notes

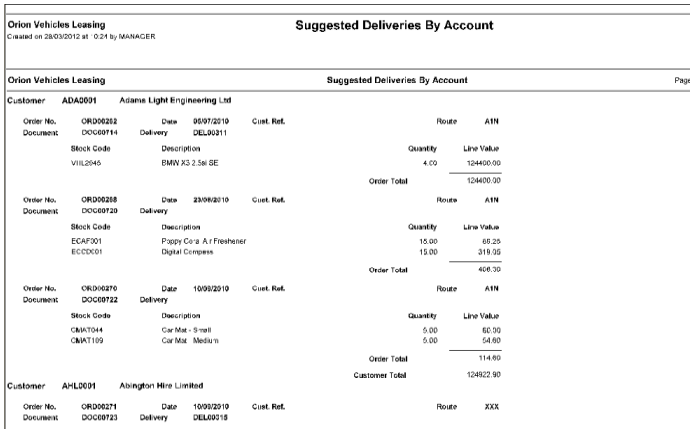
Suggested Deliveries

Use the Suggested Deliveries command to show all transactions that the system deems to be of the correct status to be delivered. If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria. The report contains, customer, order, document number and date, the customer's reference and route. It also contains, line by line, stock code and description, quantity ordered and value. Totalling is at order and customer level.

Notes: Under Delivery Priority, the priority code range is displayed. This is not editable as it is always for invoicing.

If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), click to select whether you want to include all orders or gateway orders only in the selection criteria.

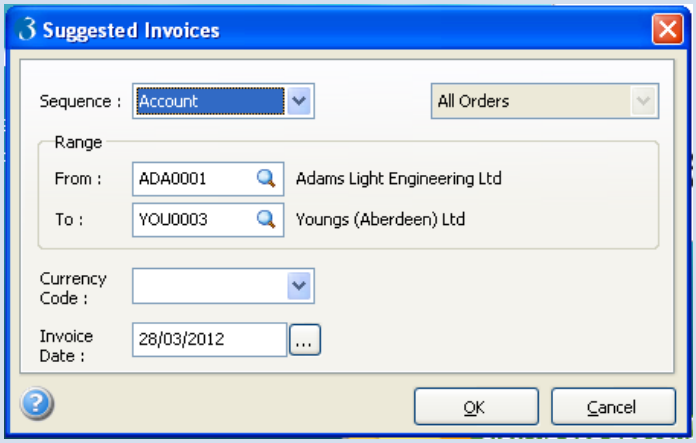


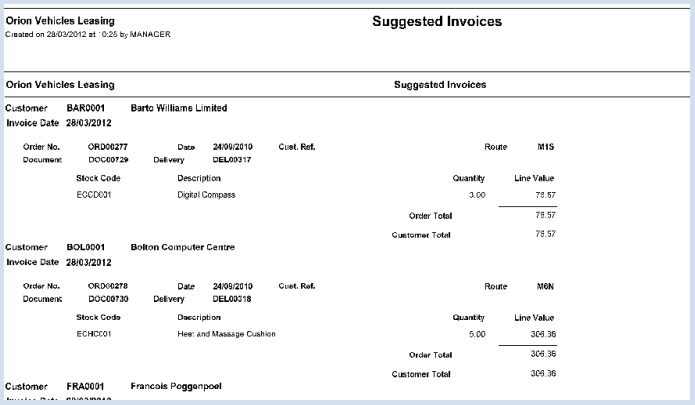


Suggested Invoices

Use the Suggested Invoices command to show all transactions that the system deems to be of the correct status to be invoiced. If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria. The report contains, by customer, order number and date, document and delivery numbers and route. It also shows line by line, the stock code and description, quantity ordered and value. Totalling is at order and customer level.

Note: If you are using the Gateway module (and so have the **Use Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module), click to select whether you want to include all orders or gateway orders only in the selection criteria.

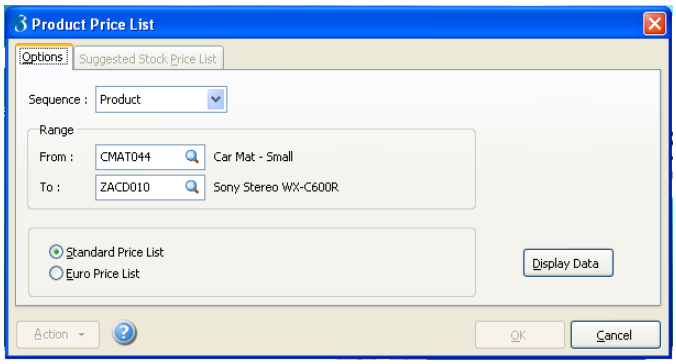


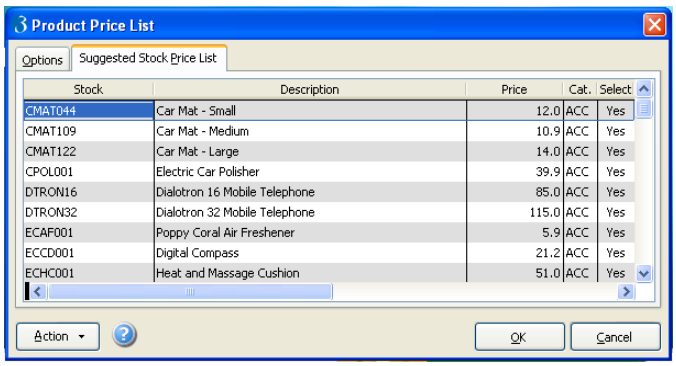


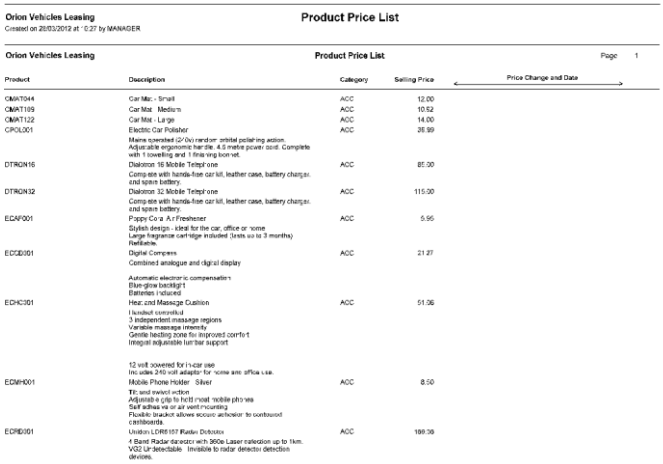
Notes

Product Price List

Use the Product Price List command to produce the product price list either by product, category or gateway category. Gateway category is only available as a sequence option if you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module). You can click Display Data to show all items included in the list. You can then deselect items to exclude them from the list to be printed.







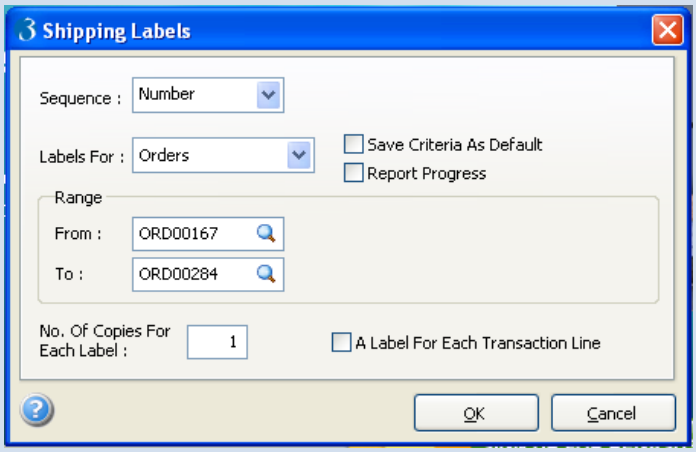
Shipping Labels

Use the Shipping Labels command to produce labels, either singularly or per line, for each order, delivery note or invoice or both deliveries and invoices.

Notes: If you want a label for each transaction line of a document, select the A Label For Each Transaction Line option.

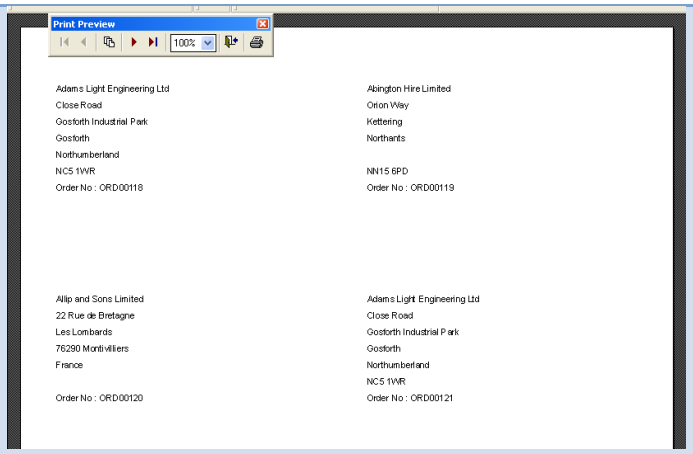
You can save the criteria so that the same selections are presented next time you produce shipping labels. To do this, select the Save Criteria as Default option.

By selecting the Report Progress option, the application will display the documents being processed in the title bar of the Shipping Labels form. Without this option selected, no indication that records are being processed will be given until the output is produced.



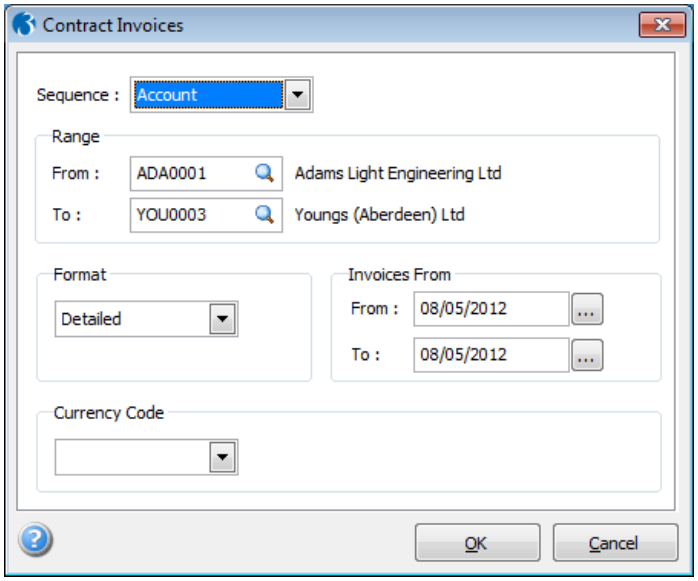
Notes

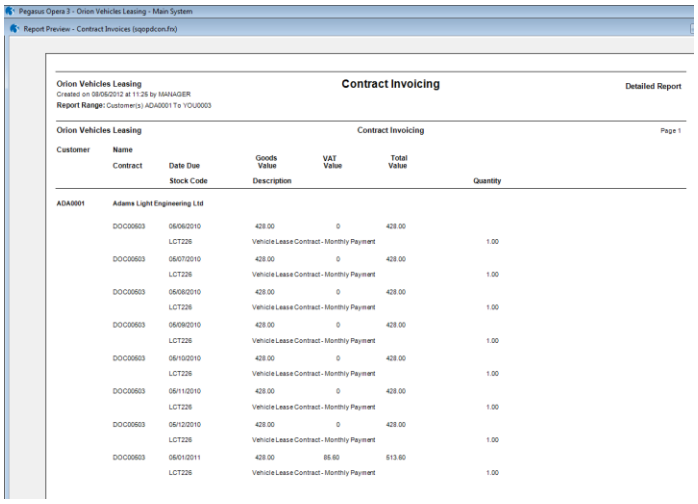
The facility to report on progress is designed as a visual cue to activity in circumstances where there are many records to be processed. Be aware that the use of the progress option may slow down the production of shipping labels anyway, depending on the speed of the computer or network and the number of documents involved.



Contract Invoices

Use the Contact Invoices command to detail the contracts set up within the SOP module in either summary or detail format. In summary form analysis sequence, the report shows, within sales code by customer, the customer reference, document number and date and gross and net values. The detailed report includes the product description and quantity. The report can also be printed in customer sequence, showing all instances of the contract document between the dates selected for each customer.

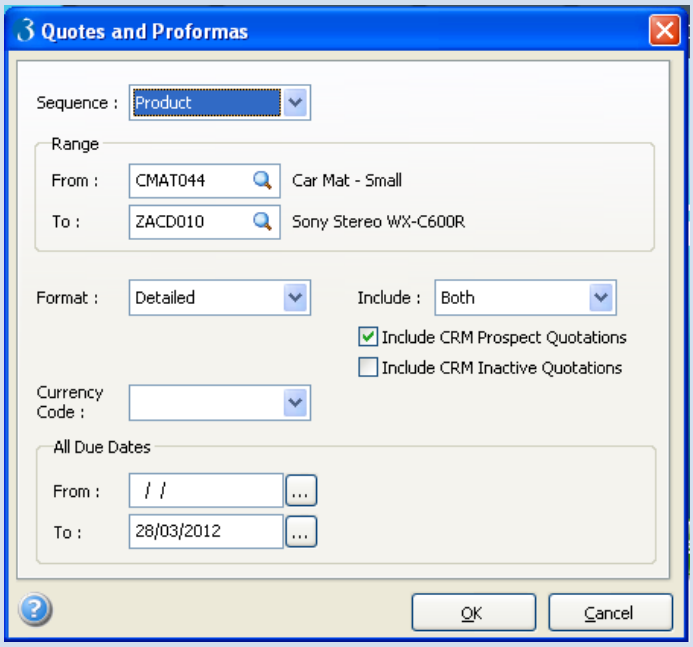


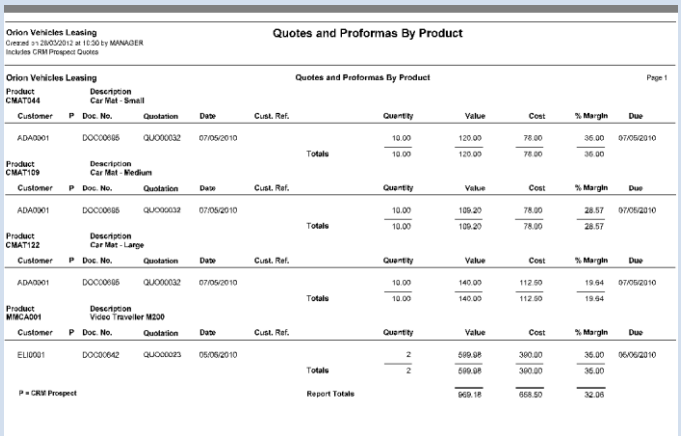


Notes

Quotations and Proforma Invoices

Use the Quotes and Proformas command to produce a list of all quotations, pro forma invoices or both. You can choose the sequence for the report and an appropriate range. The report can be in either summary or detail form.



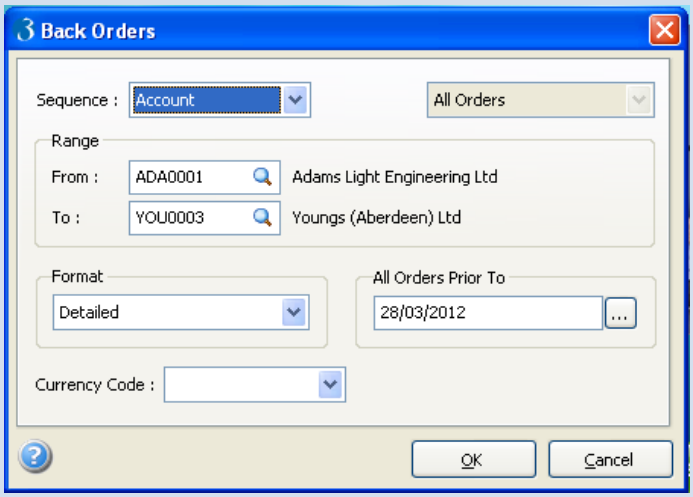


SOP (Specific)

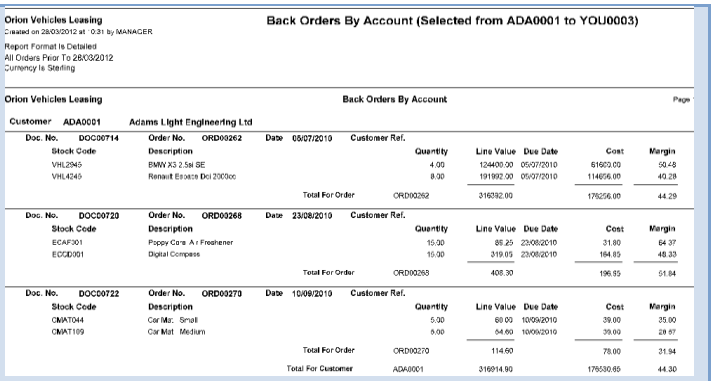
Back Orders

Use the Back Orders command to report on back orders up to a given date, in summary or detail format, and by customer, product or document. If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria.

- The summary report shows code, description, quantity, cost and margin. The report by document number shows document number, customer code, order number, date, customer reference, cost and margin. The report by customer account shows order number, date, customer reference, last delivery date, last delivery number, value, cost and margin outstanding.
- The detailed report shows product code and description, order and due date, quantity, customer code and reference, order number, cost and margin.



- The document report shows document number, customer code and reference, order number and date, product code and description, quantity, due date, cost and margin. The report by customer account shows customer code, name and reference, order number and date, stock code and description, quantity, line value, cost and margin.

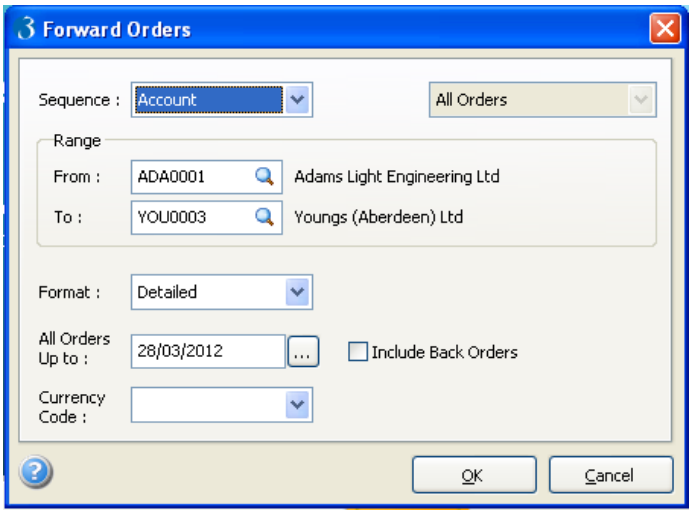


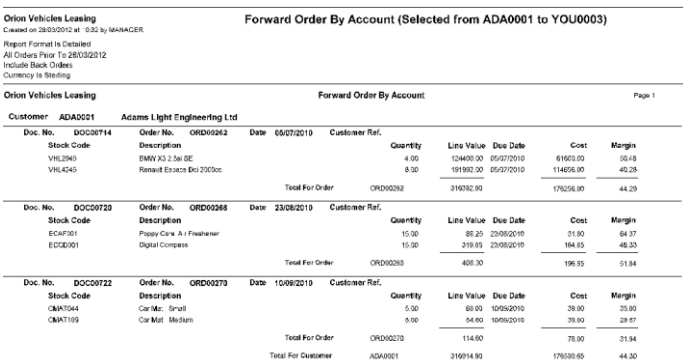
Note: If you are using the Gateway module (and so have the **Use Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module), click to select whether you want to include all orders or gateway orders only in the selection criteria.

Forward Orders

Use the Forward Orders command to report on orders up to a given date and include back orders if required. You can produce the report in summary or detail format and by customer, product or document. If you are using the Gateway module (and so have the Use Gateway option selected on the Options tab of the Company Profiles form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria.

- The summary report shows code, description, quantity, cost and margin. The document report shows document number, customer code, order number, date, customer reference, cost and margin. The customer report shows order number, date, customer reference, last delivery date, last delivery number, value, cost and margin outstanding.
- The detailed report shows product code and description, order and due date, quantity, customer code and reference, order number, cost and margin. The document report shows document number, customer code and reference, order number and date, product code and description, quantity, due date, cost and margin.





Note: If you are using the Gateway module (and so have the **Use Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module), click to select whether you want to include all orders or gateway orders only in the selection criteria.

Notes

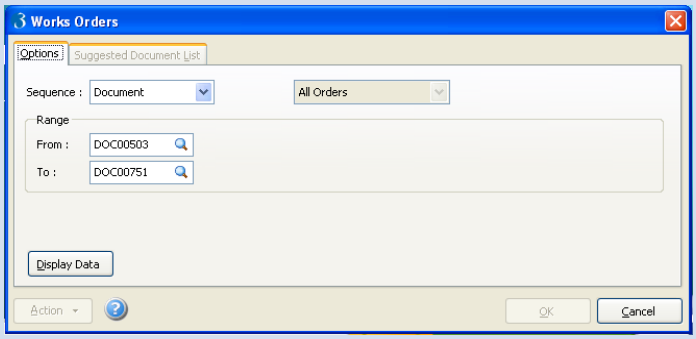
Notes

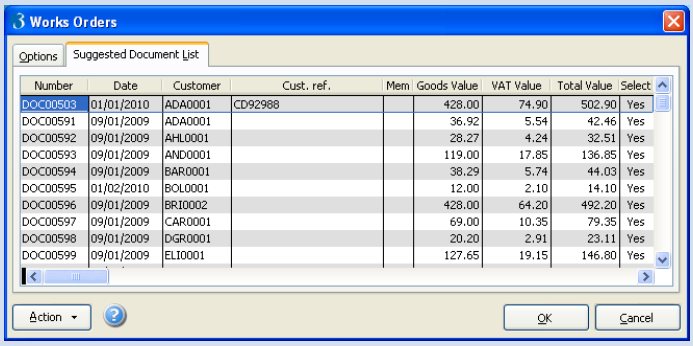
Works Orders

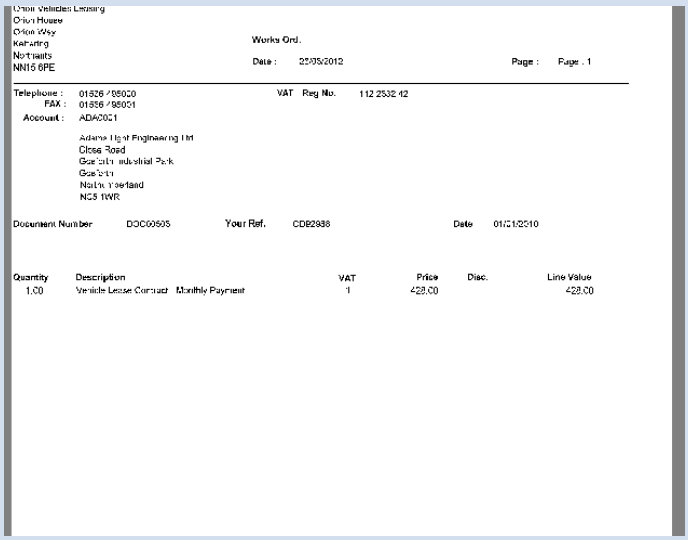
Use the **Works Orders** command to produce a list of internal works documents based on SOP records held on file that are identified by an internal document number. For example you can select documents that were progressed to invoices for goods sold, to make up a works order to manufacture more goods to replace those sold. If you are using the Gateway module (and so have the **Use Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module), you can also choose whether to include all orders or gateway orders only in the selection criteria.

Notes: Use the Mark command on the Action menu to toggle the selection of a record in the suggested document list.

Use the Reverse Marks command on the Action menu to reverse the current selection; marking unmarked ones and vice versa.





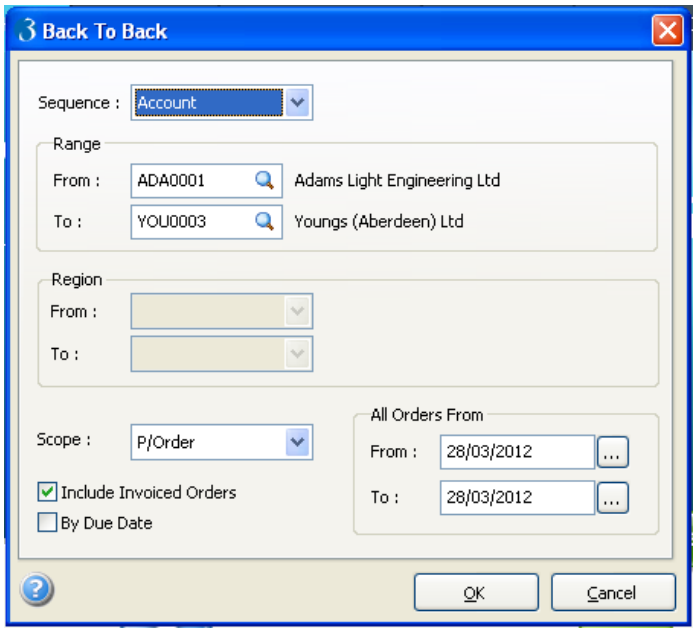


Back to Back

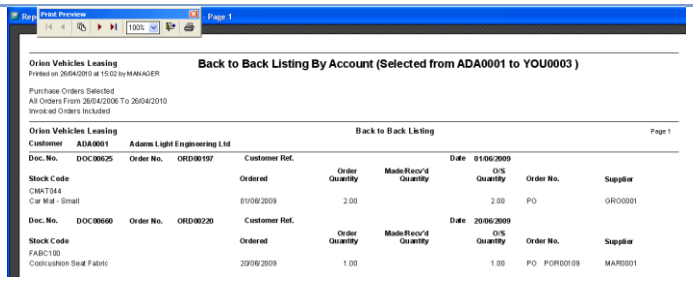
Use the Back to Back command to produce a list of all records generated using the Processing command where either the P/O or W/O option has been selected on detail lines. You can select customer, product, document or territory and region sequence. There are options to include invoiced orders and select by due date and to restrict the selection to a given date range.

Notes: If you want to include invoiced orders in the report, select the Include Invoiced Orders option.

If you want to select on the basis of due date, select the By Due Date option.



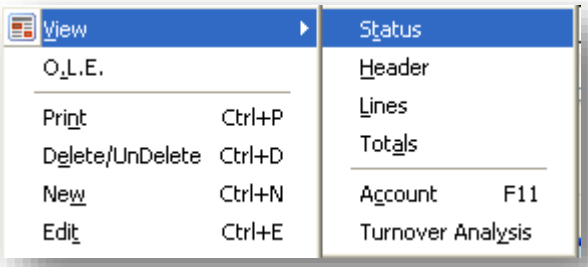
Back to Back…



Notes

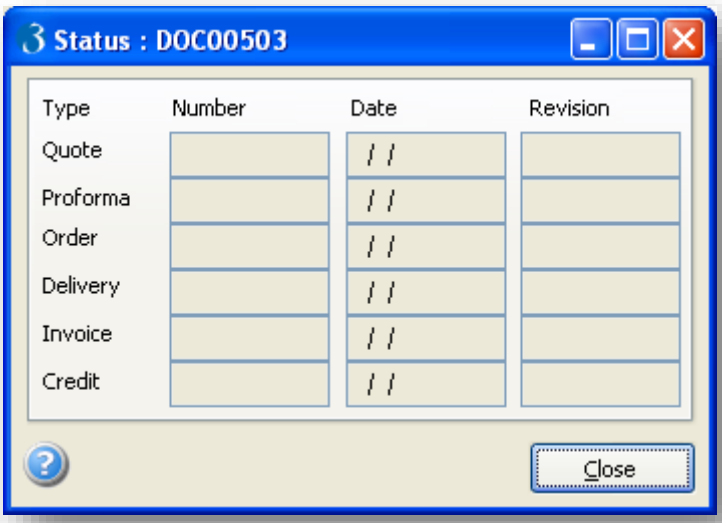
4.3 Invoicing/SOP View options

There are various view options available. View details of the record status, header, detail lines, totals, the customer account or turnover analysis. If you choose to view detail lines, the form displayed also includes an Action button with a View Memo command. You can use this to view the memo according to the document type (document, quote, order, and so on). You can also drill down by double-clicking a detail line which will show a Memo tab containing the delivery or invoice memo according to the progression status.



Status

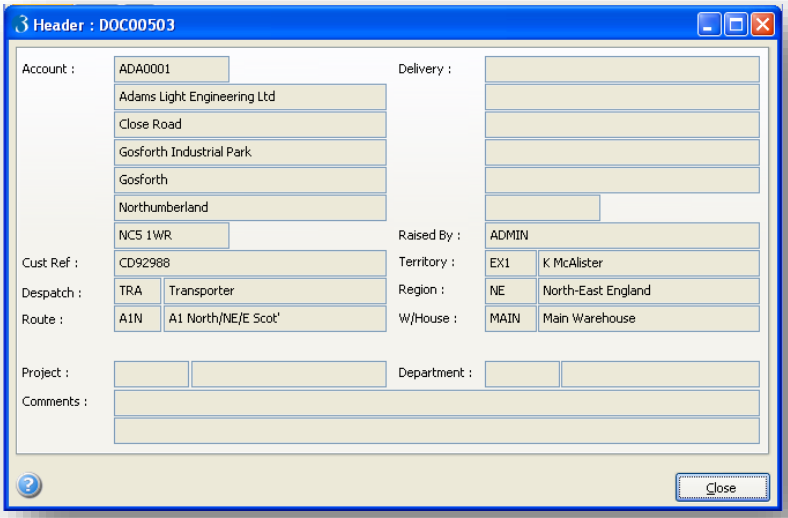
This Status screen will detail the stages the document has been progressed through, the dates it was progressed and the reference numbers that were assigned at each stage, as follows:



Notes

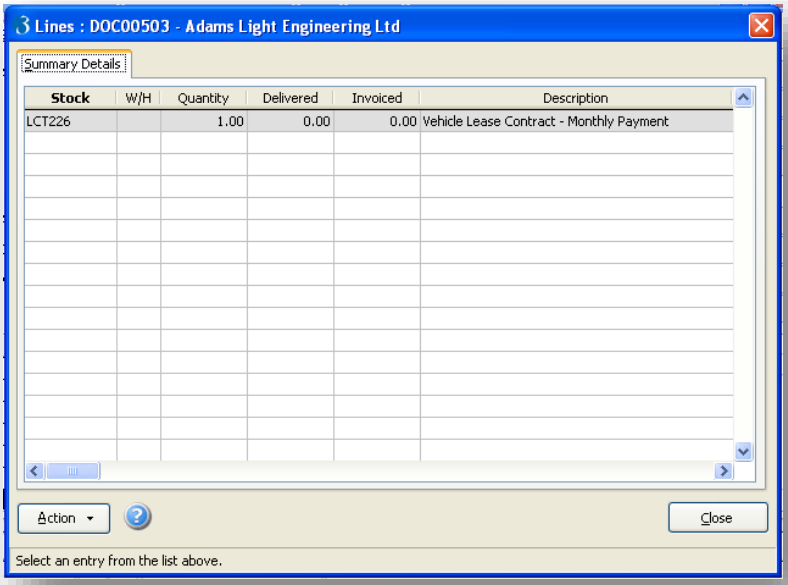
Header

This will show all information entered onto the document header. It will also display the logon name of the user who created the document.



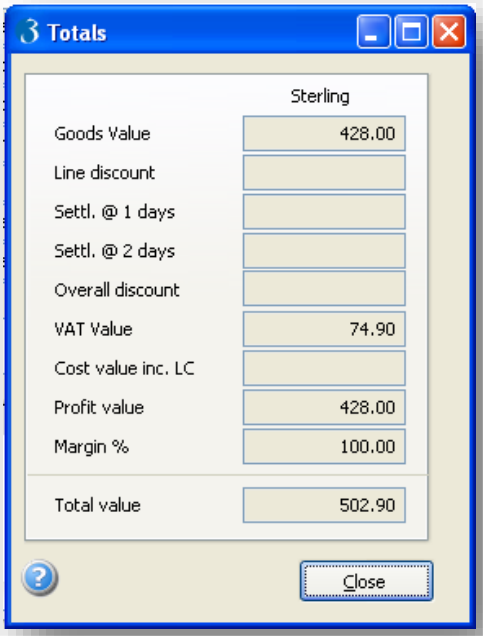
Lines

This will show the transaction lines of the document and the status of each line i.e. whether quantities of that line have yet been delivered and / or invoiced.



Totals

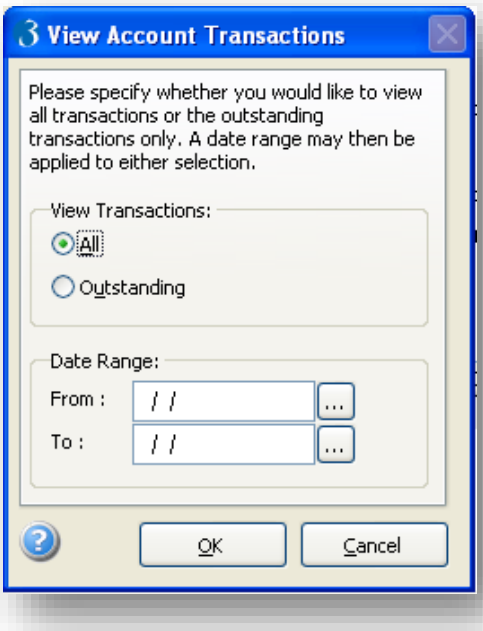
Notes



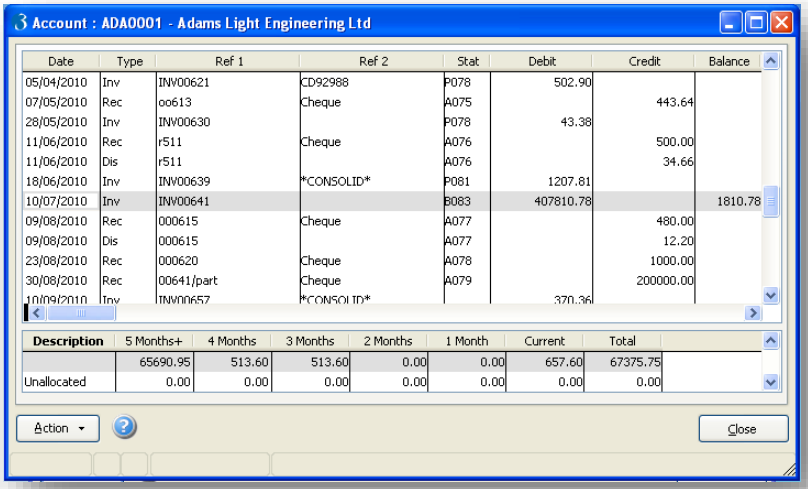
This will show various values of the document, such as the Goods Value, VAT Value, Profit and so on.

Account (F11)

This is identical to the View function in Sales Ledger Processing. This offers a quick, comprehensive, on-screen enquiry of a Customer's Ledger transactions, such as Invoices, Credit Notes, Receipts and Refunds. The operator is given the opportunity to view all transactions, outstanding transactions only or those that fall within a specific date range.



Notes

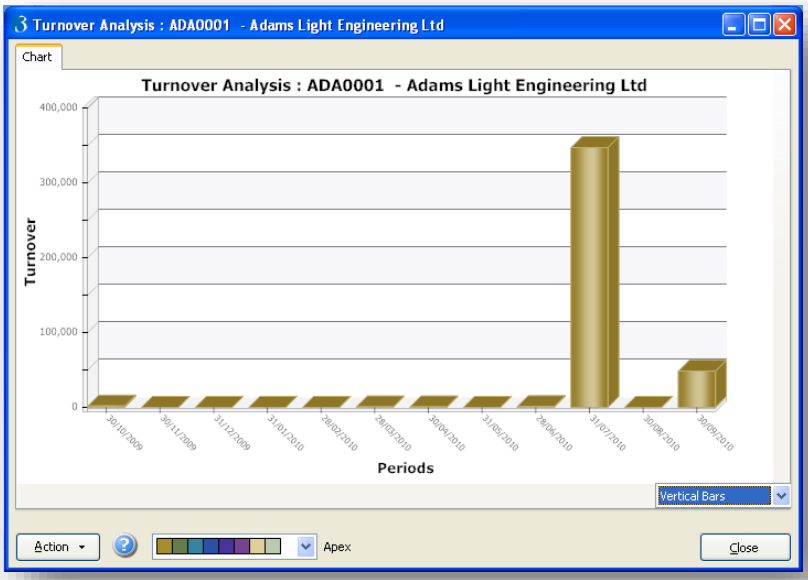


Date	Type	Ref 1	Ref 2	Stat	Debit	Credit	Balance
05/04/2010	Inv	INV00621	CD92988	P078	502.90		
07/05/2010	Rec	oo613	Cheque	A075		443.64	
28/05/2010	Inv	INV00630		P078	43.38		
11/06/2010	Rec	r511	Cheque	A076		500.00	
11/06/2010	Dis	r511		A076		34.66	
18/06/2010	Inv	INV00639	*CONSOLID*	P081	1207.81		
10/07/2010	Inv	INV00641		B083	407810.78		1810.78
09/08/2010	Rec	000615	Cheque	A077		480.00	
09/08/2010	Dis	000615		A077		12.20	
23/08/2010	Rec	000620	Cheque	A078		1000.00	
30/08/2010	Rec	00641/part	Cheque	A079		200000.00	
10/09/2010	Inv	INV00657	*CONSOLID*		370.36		

Description	5 Months+	4 Months	3 Months	2 Months	1 Month	Current	Total
	65690.95	513.60	513.60	0.00	0.00	657.60	67375.75
Unallocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Turnover Analysis

This is identical to the function in Sales Ledger Processing.



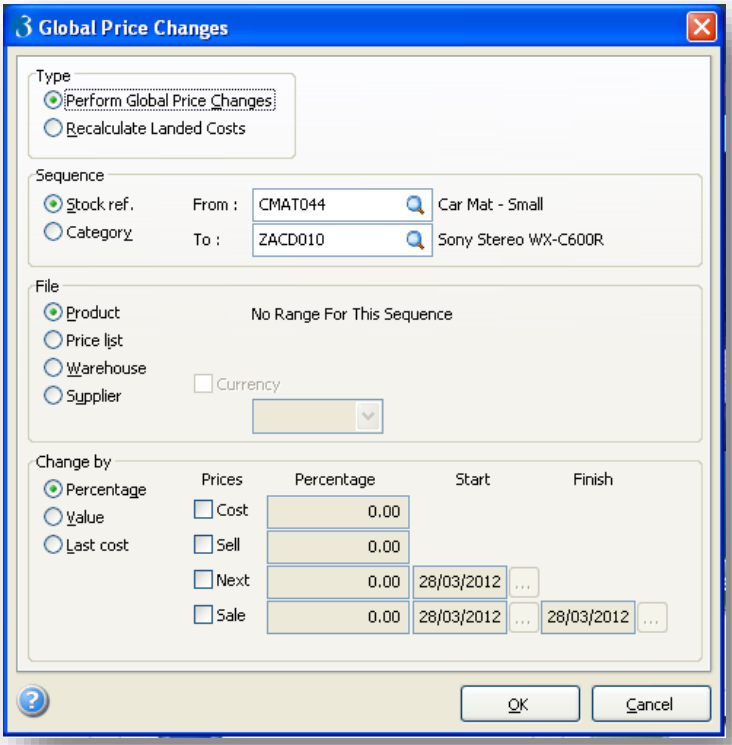
Notes

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 SOP 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).

Criteria

Criterion	Description
Sequence	Options that determine the sequence and range selections. You can select either stock or product reference or stock category codes. You then define the range in the **From** and **To** boxes. If you select **Category**, all stock or product items associated with the category range will be included in the price change process.
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** (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).
Change By	Options that determine how prices are changed. You can choose between value, percentage or, for cost price changes, the last cost. **Note:** If you select **Last Cost**, only the cost price is updated by the last cost price held on file.
Prices	Options that determine which prices are changed. The **Cost** box is selected automatically if you have selected **Last Cost** under **Change By**. Changes to **Sell**, **Next** and **Sale** prices are based on the existing selling price on the stock item or price list; even if **Next** and **Sale** prices are already used. ***Example ...*** *a stock item has a selling price of £10, a next price of £11 and a sale price of £9. You select the* ***Value*** *box under* ***Change by*** *...* *... and select the* ***Sell*** *box, you enter '£1' in the* ***Value*** *box and complete the process; the selling price is then changed to £11.* *... and then select the* ***Next*** *box, you enter '£1' in the* ***Value*** *box and complete the process; the next selling price is also changed to £11.* *... and then select the* ***Sale*** *box, you enter '£1' in the* ***Value*** *box and complete the process; the sale price is also changed to £11.* *The result of each price update is the same because the uplift is always based on the existing selling price; the next and sale prices are ignored.* For stock or product items associated with profiles where the Selling Price is Cost + option is selected on the Profiles form, the price change for the cost price is performed first, and then uplifted to determine the selling price. **Note:** If you select **Warehouse** under **File**, only selling and cost prices can be changed - cost.

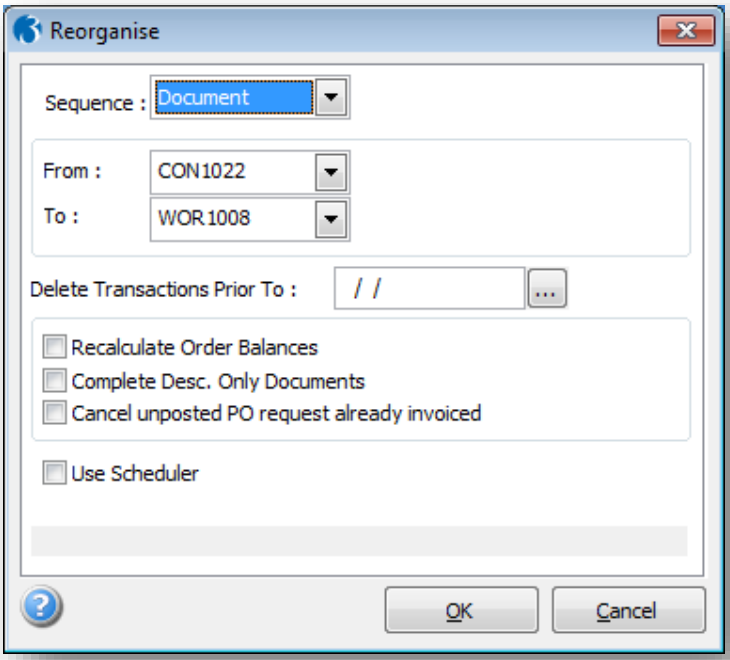
Value	The value of the price change in actual or percentage terms depending on your selection under **Change by**.
Start/Finish	If you have selected **Next** under **Prices**, you specify the date on which the next price becomes effective. If you have selected Sale under Prices, you specify the start and finish dates that determines the sale period.

Notes

Important: Only stock items, or product records (if the Stock Control application is not used), that are linked to a profile are included in this process. All stock items or product records that are not linked to a profile are ignored. Stock Profiles are defined on the Stock Control - Maintenance - Profiles form. Product Profiles are defined on the Invoicing/SOP - Maintenance - Profiles form.

5.2 Reorganisation

Use the Reorganise command on the Utilities submenu to reorganize and reindex the files associated with the Invoicing/SOP module, removing deleted and completed items. The process removes all items marked for deletion. Options are also provided as indicated in the table below:



Box	Description
Sequence	An option that determines whether you want the reorganization to be carried out for a range of customers or document numbers. You can then define the range in the **From** and **To** boxes.
Delete Transactions Prior To	The date that determines which documents, eligible for deletion, are removed. Only eligible documents dated *before* this date are processed.
Recalculate SOP Balances	An option that determines whether the application recalculates all customers' order balances and the total order balance that appears when you use the **Monitor Companies** command in the System module. This option is available in case of computer failure during SOP processing. For example, if you have a power failure while processing, the application may have recorded a transaction, but not updated the balances.

Notes

Complete Description Only Documents	An option that determines whether documents with outstanding description-only lines are regarded as complete and eligible for removal.
Cancel unposted PO request already invoiced (SOP)	An option that determines whether purchase orders requested as a result of back to back order processing, that have already been invoiced, are cancelled. This only applies if you have the Purchase Orders module.
Use Scheduler	Scheduler is a separate application that works with Opera 3 to allow tasks to be scheduled to run at a later time. Running some tasks during normal working hours can interrupt other essential daily processing tasks in Opera 3 and reduce data processing time. Using Scheduler you can plan and process the tasks outside of your normal working day and be confident that normal processing tasks can be done without interruption. This feature is available in Opera 3 This option determines whether this process will be run at a later time. Pegasus Scheduler must be installed on the Opera 3 server before you can tick this box. A note is displayed if a problem prevents this box being ticked: • No Scheduler permissions - your network permissions for the Scheduler Dynamic share locations are not set correctly. See the Scheduler Technical Information Help topic for details. • Scheduler not available - the Dynamic Link Library Pegasus.SchedulerInterface.dll cannot be found. This is displayed if the Pegasus Scheduler (1.30 or later) client installation has not been installed or an earlier version of the Scheduler client is installed. • Scheduler Server installation invalid - the Dynamic Link Library Pegasus.SchedulerInterface.dll is installed and registered correctly but an earlier version of the Scheduler client is installed. Install the Pegasus Scheduler (1.30 or later) client installation to correct this. • Invalid Scheduler configuration - this is a 'catch-all' error where a problem is detected but it is not one of the errors described above. Install the Pegasus Scheduler (1.30 or later) client installation to correct this.

Tip: First print any reports you need and then take a backup of your data files.

1. Open the Sales Order Processing or Invoicing folder and then click Utilities or click the Supply Chain Management tab on the Ribbon Bar and then click either Sales Order Processing - Utilities or Invoicing - Utilities.
2. Click Reorganise.
3. In the boxes provided, specify the criteria for the process.
4. Tick the Use Scheduler box to schedule to run this process at a later time. This feature is available in Opera 3
5. Click OK.

5.2.1 Scheduling

Notes

Select Yes to schedule the task yourself in Task Scheduler. The Pegasus Scheduler client installation must be installed before you can select this option.

Select No to send a message to nominated administrators to schedule the task for you in Task Scheduler. The nominated administrators' Opera 3 login names must have been entered on the Set Options form in Task Scheduler. This is your final step in the process if you select this option.

Important: If the login names are not entered on the Set Options form in Scheduler, the message will not be sent.

Note: This form is displayed if the Use Scheduler option is used on these forms:

- Sales Order Processing/Invoicing - Repeat Invoices
- Sales Order Processing/Invoicing - Utilities - Reorganise
- Purchase Order Processing - Utilities - Reorganise
- Stock Control - Utilities - Period End.

This feature is available in Opera 3

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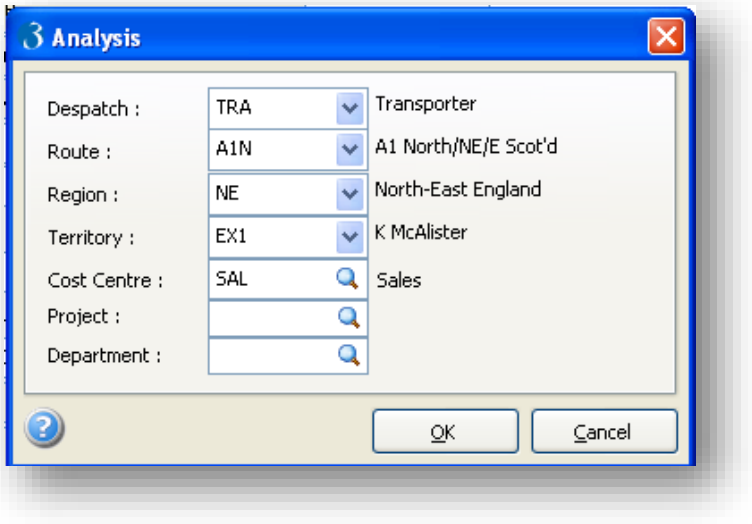
Appendix

Appendix A – Invoicing/SOP Integration with Advance Nominal

Invoicing/SOP Postings

If the Advanced Nominal Ledger is activated, and the modular options are set to use Dimensions 1 and 2, when posting to the Invoicing/SOP module the User can expect to see additional fields for Project and/or Department where appropriate.

Invoicing/SOP (SL) Analysis Details

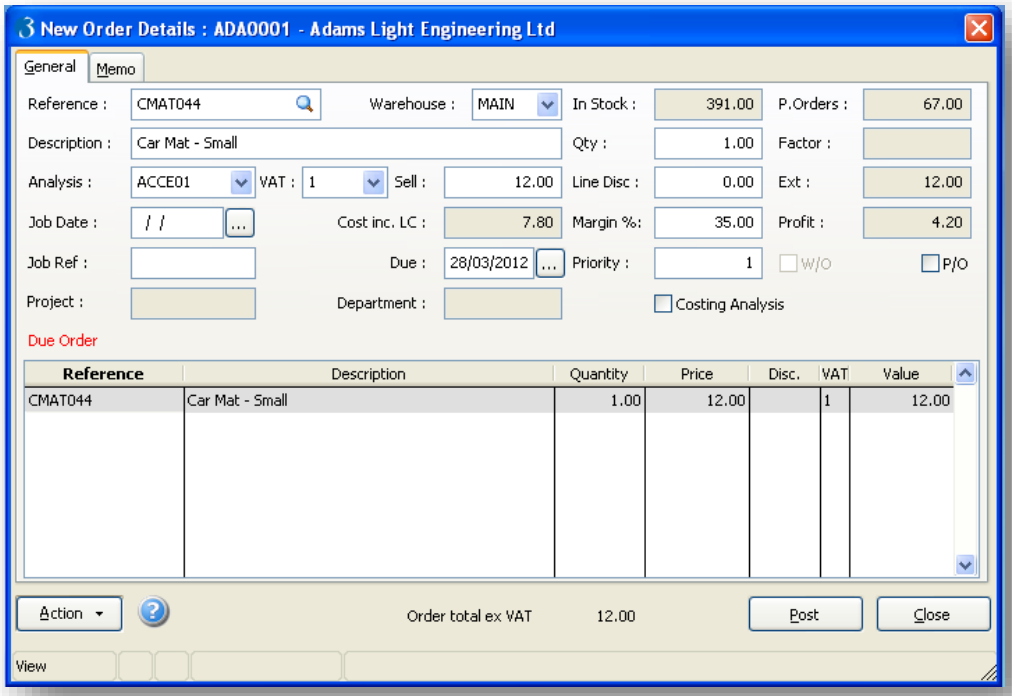


The Analysis details form has been enhanced to include Project and Department fields. These may be defined per Customer record if required and may be amended per transaction if necessary.

Entries into these fields will always be offered as the default and may override the default set against the Nominal Code (if specified).

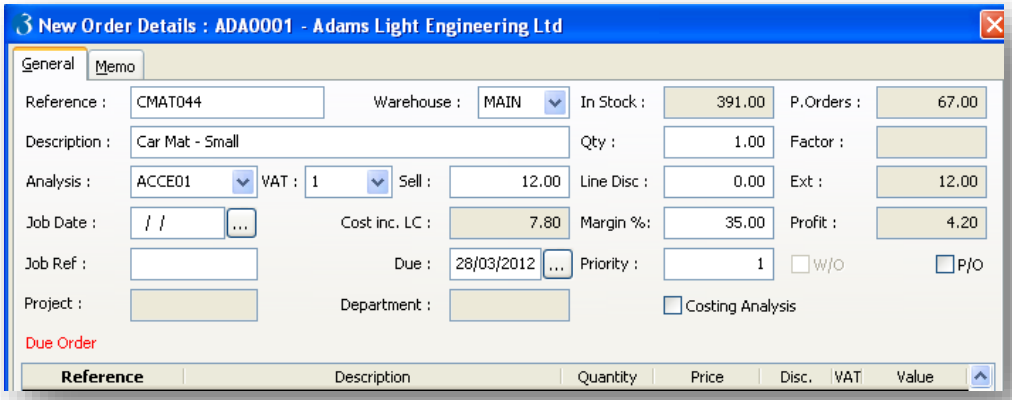
The Analysis details may have been defined against the customer record in the Sales Ledger. These Analysis details can be changed per transaction posting if necessary but will always be offered as default. The above example shows the same Analysis details as seen in the Sales Ledger previously.

When processing any documents in the Sales cycle the additional fields will be automatically populated if defined in the Analysis details, but will be dependant on the Nominal Code allowing either Optional or Mandatory use of the additional dimensions.



The Project and Department may be changed as necessary throughout the documents life up to the point of Invoice. An Invoice may not be edited.

The Project and Department fields will not be available should the User enter a description only line and does not specify an Analysis code.



The above example shows a Quote for CMAT044 – Car Mat – Small.

The Stock item is attached to a Sales Code of ACCE02, which in turn allows analysis through the Nominal Code of K120. It is the Nominal Code that governs whether the Project and/or Department fields may be left blank (Optional) or must be specified (Mandatory). The Nominal Code may be changed if the Stock Item has been set up to allow this to be overridden.

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.

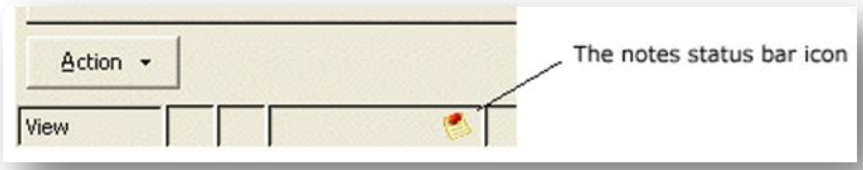
Notes are created, edited and viewed by selecting the Notes button on the toolbar, or by pressing CTRL+O, once you have retrieved the master record concerned. The facility is not available for all records, or under all circumstances. You can only create or view notes for a record when this button is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

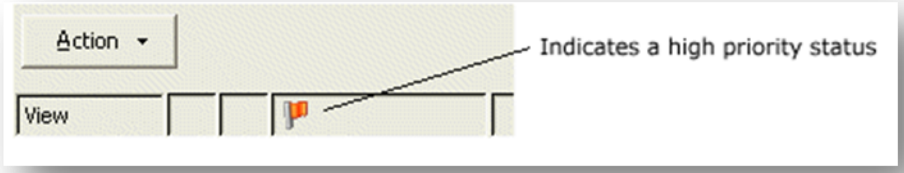
The note can be retrieved for viewing or editing at any time when the master record is displayed using the same Notes toolbar button used to create it. You can create many notes for the same master record; each one is summarized in the grid in the bottom half of the Notes form. A report is available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

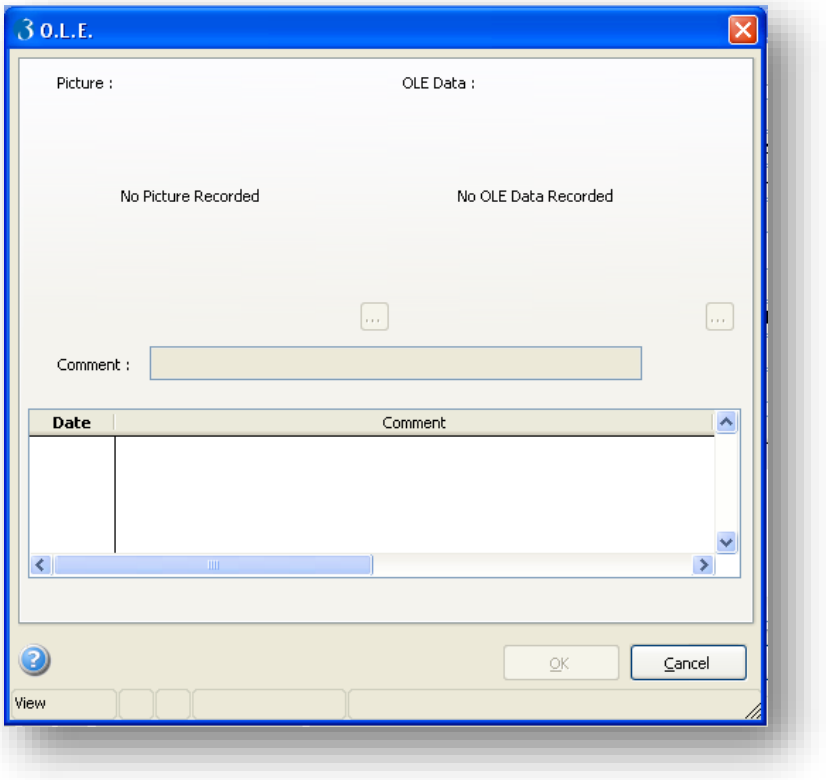
To mark a note as completed

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:

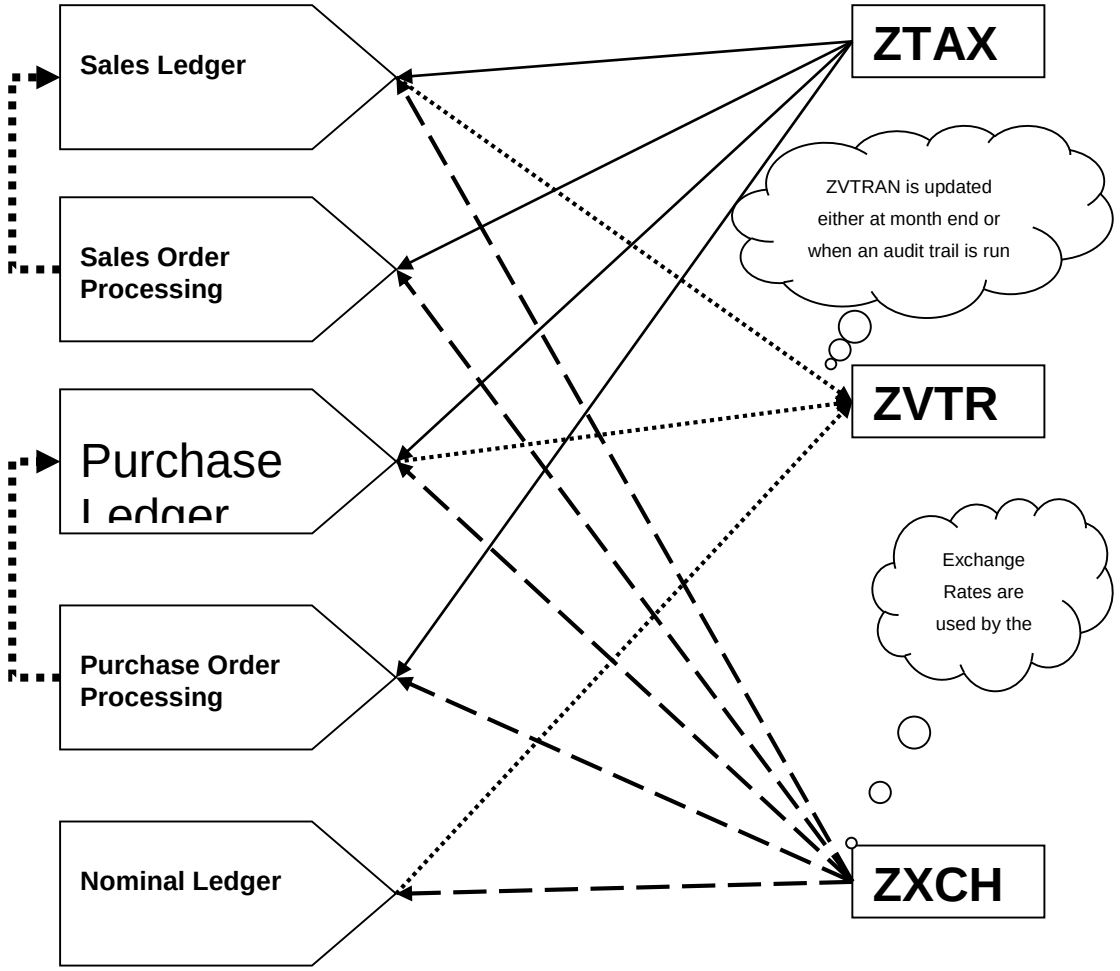
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

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.

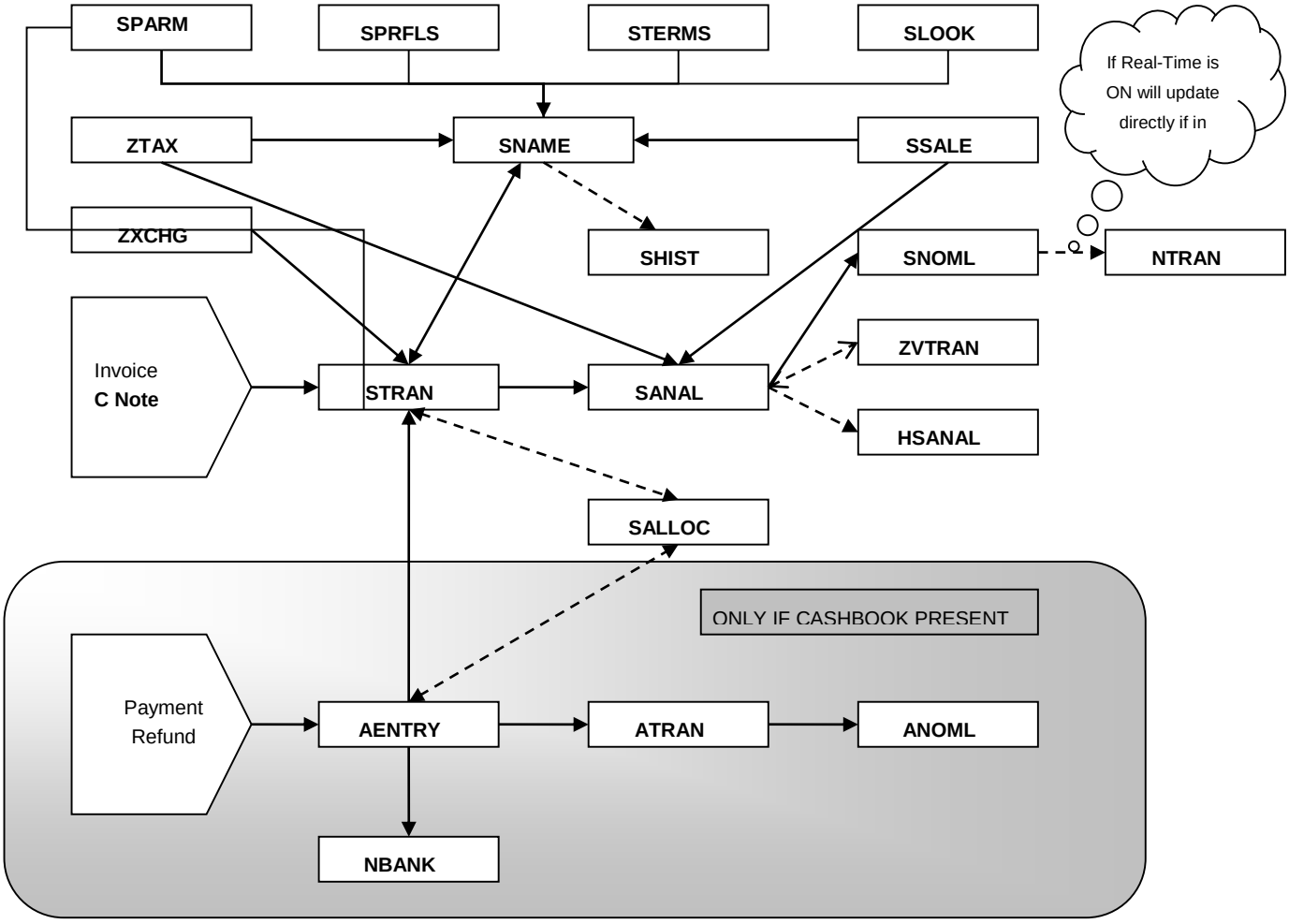
Appendix E – Data Structures & Technical Information

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

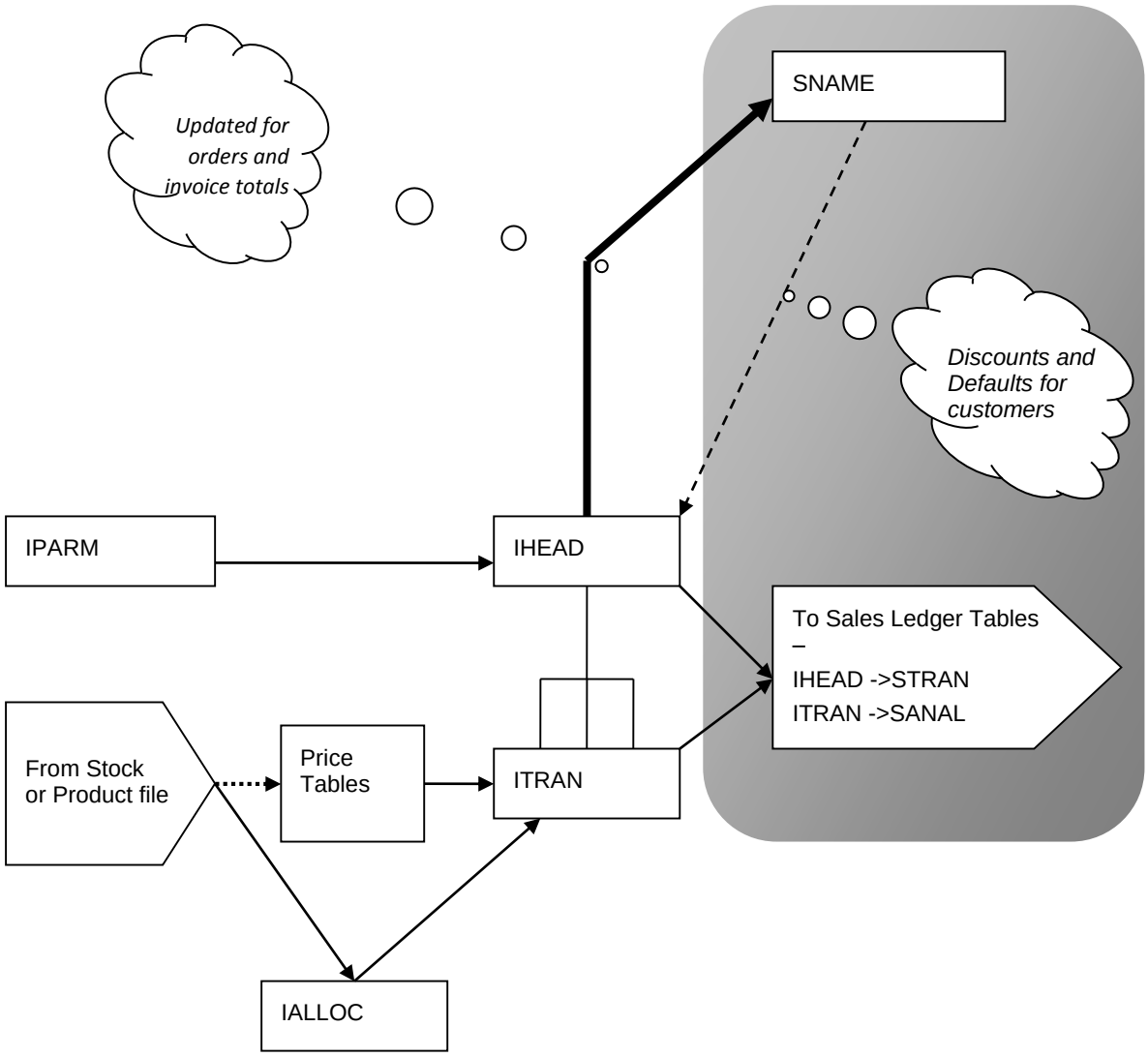


Sales (Inc. Cashbook)



Each time the STRAN table is updated then the Sales Ledger Total Balance will update SEQCO (Dependant on Update Company Balances option in System Preferences).
This is recalculated at each period end

Invoicing/S.O.P.)



Each time the STRAN table is updated then the Sales 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
ihead	LEFT JOIN ihead ON ialloc.it_doc=ihead.ih_doc
ihead	INNER JOIN ihead ON itran.it_doc=ihead.ih_doc
ihead	LEFT JOIN ihead ON dmereg.document= ihead.ih_doc
ihead	LEFT JOIN IHEAD ON DMPERITEM.INVREF= IHEAD.IH_INVOICE OR DMPERITEM.CRREF= IHEAD.IH_CREDIT
ihead	left join ihead on dmereg.document= ihead.ih_doc
ihead	left join ihead on dmperitem.invref= ihead.ih_invoice or dmperitem.crref= ihead.ih_credit

Codes of interest

Breakdown of Codes	
Transaction Types (IHEAD – Status)	
Type	***Description***
U	Document
Q	Quote
P	Pro-Forma
O	Order
D	Delivery
I	Invoice
C	Credit Note

Breakdown of Codes	
Transaction Types (ITRAN – Status)	
Type	***Description***
A	*Ordered*
X	*Delivered*

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – Invoicing/SOP

Table : **IALLOC** Table Description : **Allocations**

Field Name	Description	Type	Length	DPs	Further information
IT_DOC	Document Number	C	10	0	Internal document number.
IT_STOCK	Stock Reference	C	16	0	Stock reference.
IT_DESC	Description	C	40	0	Item description.
IT_QUAN	Line Quantity	N	9	0	Line quantity.
IT_DATE	Date	D	8	0	Date line entered.
IT_RECNO	Record Number	N	7	0	Sequence within document.
IT_PRIORTY	Priority	N	1	0	If the document is an Order this field is thepriority with which the order line will beprocessed if there is insufficient stock tosatisfy it. The priority flag from the documentheader is used as a default, but the field ismodifiable at line entry time.An entry of zero indicates top priority and stockis allocated immediately (on entry).
IT_DUE	Due Date	D	8	0	Due date for the shipping of this line of goods inthe order processing system.The date from the document header is used as adefault, but is over-rideable.
IT_QTYALLC	Quantity Allocated	N	9	0	This is the quantity of goods allocated from stockto this line or edited by user.
IT_DTEALLC	Date Allocated	D	8	0	This is the date of the allocation of stock tothis line.
IT_QTYPICK	Quantity Picked	N	9	0	This is the quantity of goods picked from stockfor this line.
IT_DTEPICK	Date Picked	D	8	0	This is the date of the picking of stock for thisline.
IT_QTYORIG	Original Quantity	N	9	0	This is the original suggested allocation quantityfor this line.
IT_QTYEDIT	Quantity Edit Saved	N	9	0	This is the 'saved' edited allocation quantity forthis line.
IT_GASH	Work Field	C	2	0	Working field - do not use.
IT_ACCOUNT	Account	C	8	0	Customer account number (taken from documentheader).
IT_SORDER	Sales Order Number	C	10	0	Sales order number.
IT_ORDDATE	Order Date	D	8	0	Sales order date.
IT_CWCODE	Warehouse Code	C	4	0	Warehouse code.
IT_ALLODIS	Allocation Quantity	C	11	0	Allocation quantity, used for display only.
IT_ANAL	Analysis Code	C	8	0	Sales analysis code for this line.
IT_COST	Cost Price	N	10	0	Cost price per unit of this line.
IT_ROUTE	Route	C	3	0	Route from sales account (or edited entry).
IT_BIN	Bin Location	C	10	0	Bin location
IT_PQTY	Qty Made/Received	N	9	0	
IT_PORDER	Purchase Order	L	1	0	
IT_WORDER	Works Order	L	1	0	
IT_UQALLOC	Unique Allocation Identifier	C	11	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())

Table : **IDTAB** Table Description : **ID table**

Field Name	Description	Type	Length	DPs	Further information
ID_UNIQUEID	Record #	N	10	0	
ID_DESCRIPTION	Narrative	C	35	0	
ID_OLDTABLE_FI	Legacy information	C	20	0	

ID_PREFIX_TEXT	Prefix text	C	10	0
ID_NUMERICID	Actual number	N	10	0
ID_SUFFIX_TEXT	Suffix text	C	10	0
ID_MAX_NUMBE	Maxiumum number	N	10	0
ID_MAX_NUM_WI	Maximum width	N	2	0

Table : **IHEAD** Table Description : **Headers**

Field Name	Description	Type	Length	DPs	Further information
IH_DOC	Document Number	C	10	0	
IH_ACCOUNT	Account	C	8	0	
IH_NAME	Name	C	30	0	
IH_ADDR1	Address Line 1	C	30	0	
IH_ADDR2	Address Line 2	C	30	0	
IH_ADDR3	Address Line 3	C	30	0	
IH_ADDR4	Address Line 4	C	30	0	
IH_DATE	Date	D	8	0	
IH_CUSTREF	Customer Reference	C	20	0	
IH_DESP	Despatched Method	C	3	0	Despatch method code for delivery processpurposes. The code from the customer record isused as a default.
IH_DELAD1	Delivery Address L1	C	30	0	
IH_DELAD2	Delivery Address L2	C	30	0	
IH_DELAD3	Delivery Address L3	C	30	0	
IH_DELAD4	Delivery Address L4	C	30	0	
IH_DELAD5	Delivery Address L5	C	30	0	
IH_DELADPC	Post Code	C	8	0	
IH_IGNORE	Ignore	C	1	0	
IH_SDIS1	Sett1 Discount	N	5	2	
IH_SDIS2	Sett2 Discount	N	5	2	
IH_ODISC	Overall Disc.	N	5	2	
IH_NARR1	Narrative Line 1	C	75	0	
IH_NARR2	Narrative Line 2	C	75	0	
IH_PRODATE	Proforma Date	D	8	0	
IH_QUODATE	Quotation Date	D	8	0	
IH_CREDATE	Credit Note Date	D	8	0	
IH_INVDATE	Invoice Date	D	8	0	
IH_DELDATE	Delivery Date	D	8	0	
IH_ORDDATE	Order Date	D	8	0	
IH_PROFORM	Proforma	C	10	0	
IH_QUOTAT	Quotation	C	10	0	
IH_INVOICE	Invoice	C	10	0	
IH_CREDIT	Credit	C	10	0	
IH_DELIV	Delivery	C	10	0	
IH_SORDER	Sales Order	C	10	0	
IH_EXVAT	Excluding VAT	N	12	2	
IH_VAT	VAT	N	12	2	
IH_SDAYS1	S1 Discount Days	N	2	0	
IH_SDAYS2	S2 Discount Days	N	2	0	
IH_SAMNT1	Sett.1 Disc. Amount	N	12	2	
IH_SAMNT2	Sett.2 Disc. Amount	N	12	2	
IH_OVERVAL	Overall Disc. Value	N	12	2	
IH_POSTACC	Post Account	C	8	0	
IH_LOC	Warehouse Code	C	4	0	
IH_DOCSTAT	Status	C	1	0	Latest status of the document. Q=Quote,P=proforma, O=Order, D=Delivery Note, I=Invoice,C=Credit Note, U=Undefined (cumulative document).
IH_MEMO	Memo	M	10	0	Notepad relevant to the document, and is carriedwith the document as it progresses. It may beedited at any time.

IH_PRIORTY	Priority	N	1	0	If the document is an Order this field representsthe default priority with which the order will beprocessed if there is insufficient stock tosatisfy it. The priority flag from the customerrecord is used as a default, but the field ismodifiable at order entry time.An entry of zero indicates top priority and stockis allocated immediately (on entry).
IH_REGION	Region	C	3	0	Region code for sales analysis purposes. The codefrom the customer record is used as a default.
IH_TERRTRY	Territory	C	3	0	Territory code for sales analysis purposes. Thecode from the customer record is used as adefault.
IH_ROUTE	Route	C	3	0	Route code for delivery process purposes. The codefrom the customer record is used as a default.
IH_DUE	Due Date	D	8	0	Default due date for the shipping of goods in theorder processing system.
IH_REVQUO	Rev.Quotation	C	1	0	Revision letter for Quote. A-Z.
IH_REVPRO	Rev.Proforma	C	1	0	Revision letter for Pro-Forma. A-Z.
IH_REVORD	Rev.Order	C	1	0	Revision letter for Order. A-Z.
IH_REVDEL	Rev.Delivery Note	C	1	0	Revision letter for Delivery Note. A-Z.
IH_REVINV	Rev.Invoice	C	1	0	Revision letter for Invoice. A-Z.
IH_REVCRN	Rev.Credit Note	C	1	0	Revision letter for Credit Note. A-Z.
IH_PRTSTAT	Prn Status	C	1	0	Print Status. E=Edited, P=Printed, N=Not Printed.
IH_DCONTR	CI Days	N	3	0	Number of days for generation of contractinvoices. This field is only active if withinadd/edit a cumulative document and repeatindicator is set to 'D'
IH_SCONTR	Start Contract Inv.	D	8	0	Start date for contract invoices. This field isonly used for the repetative invoice option whenthe repeat indicator is not N or Y.
IH_ECONTR	End Contract Inv.	D	8	0	End date for contract invoices. This field is onlyused for the repetative invoice option when therepeat indicator is not N or Y.
IH_FCURR	F.Currency	C	3	0	This field indicates the currency of the document.
IH_FCDEC	F.Decimal Places	N	1	0	This field indicates the number of decimal placesof the currency.
IH_FCVAL	Foreign Value	C	12	0	This is the value of the document in foreignvaluation.
IH_FCRATE	F.Exchange Rate	N	11	6	This is the currency exchange rate at the time ofcreatation of the document.
IH_FCVAT	F.VAT	C	11	0	This is the foreign valuation of the document VAT.
IH_ADDPC	Post Code	C	8	0	Document Header Post Code.
IH_DELT	Delivery Terms	C	3	0	Key to terms of delivery file
IH_NTRN	Nature of Transact.	C	2	0	Key to nature of transaction file
IH_MTRN	Mode of Transport	C	1	0	Key to mode of transport file
IH_FCMULT	F.Multiply	L	1	0	
IH_EDI	EDI Processed Flag	L	1	0	Has this Document been processed by EDI module.
IH_EDITX	EDI Transaction No.	N	10	0	Used when document transmitted via EDI to trackthrough to EDI Enabler/VAN/Recipient batch ofdocuments. Will be updated by EDI Module.
IH_EDIVN	EDI Trans. Version	N	2	0	Each time the EDI document is transmitted thiswill be incremented by 1. To indicate version oftransmission.
SQ_USER	Soft Lock User ID	C	8	0	Contains the ID of the user who 'owns' the rowwith a soft lock
IH_RAISED	Raised By	C	19	0	Originator of order
IH_ANALSYS	Analysis/Cost Centre	C	4	0	Analysis Code or Cost Centre
ih_ccard	Credit Card No.	C	18	0	
ih_expiry	CC Expiry MM/YY	C	5	0	
ih_cauth	CC Authorise No.	C	8	0	
ih_cname	CC Name	C	35	0	
ih_ebridge	Gateway Document	L	1	0	

			Default Value :		.F.
IH_PROJECT	Nominal Project	C	8	0	
IH_JOB	Nominal Department	C	8	0	
IH_TAXPOIN	Tax Point Date	D	8	0	
IH_REVCHRG	Reverse Charge	L	1	0	Reverse Charge
IH_VALIDTO	Document Valid Until	D	8	0	Document Valid Until
IH_CONTID	Contact ID	I	4	0	Contact ID
IH_OWNERID	Owner ID	I	4	0	Owner ID
IH_SPROJID	Sales Opportunity	C	15	0	Sales Opportunity
IH_STATUS	SPM Document Status	C	15	0	SPM Document Status
IH_PROSPEC	Prospect Document	L	1	0	Prospect Document

Table : **IPARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
IP_ORDERNO	Order Number	C	10	0	
IP_INVNO	Invoice Number	C	10	0	
IP_PROFNO	Proforma Number	C	10	0	
IP_QUOTNO	Quotation Number	C	10	0	
IP_CREDNO	Credit Number	C	10	0	
IP_DELIV	Delivery Number	C	10	0	
IP_DOCNO	Document Number	C	10	0	
IP_CASHACC	Cash Account	C	8	0	
IP_SPECRTN	Special Function	C	8	0	Name of Fox program (.FXP) to execute immediatelyprior to printing an invoice. This routine iscalled when creating invoices interactively, andcan be used to manipulate the invoice data in anon-standard way.
IP_SPECRT2	Special Function 2	C	8	0	Name of Fox program (.FXP) to execute immediatelyprior to printing an invoice in the batch process.It is used similarly to IP_SPECRTN.
IP_SAVE	Save Invoices	C	1	0	Save Invoices as Documents ?, Y or N.
IP_UPDST	Update Stock	C	1	0	When to update stock ?, D=Delivery Note,I=Invoice.
IP_SHOWSP	Show Selling Price	C	1	0	Show selling price & quantity in stock on stocklookups (invoicing only) ?, Y or N.
IP_ADAR	Additional Date/Ref	C	1	0	Input additional date & reference on documentlines ?, Y or N.
IP_PICKING	Picking Indicator	C	1	0	This field indicates if the company requirespicking to part of the order processing cycle.
IP_DELIVRY	Delivery Process	C	1	0	This field indicates if delivery processing ispart of the order cycle.
IP_ALL2PIK	Picking After Allocs	C	1	0	This indicator allows for the production ofpicking lists after allocation update.If set the picking update will only be based onthe last allocation update.
IP_CNOR2DL	Consolidate Orders	C	1	0	This indicator allows for the consolidate ofmultiple orders onto one delivery.
IP_CNDL2IN	Consolidate Delivery	C	1	0	This indicator allows for the consolidate ofmultiple deliveries onto one invoice.
IP_CNOR2IN	Consolidate Orders	C	1	0	This indicator allows for the consolidate ofmultiple orders onto one invoice.
IP_SHOWCST	Show Cost Margin	C	1	0	This indictor controls the display of cost priceand margin on the entry of documents.
IP_RESTRIC	Available Allocate	C	1	0	This allows for the allocation edit to go greaterthan the available stock but not greater than thetotal quantity remaining to allocate.
IP_IMMEDPR	Print Immediately	C	1	0	This is used in the processing program to indicateif any documents entered must be printed whileposting the document.
IP_HEADFIR	Process Header First	C	1	0	This field is used in the processing to indicateif the transactions should be entered prior to theintake of the header or visa versa.

IP_STKMEMO	Stock Memos on SCR	C	1	0	This field is used to indicate if the stock memoshould appear on screen when entering anorder/delivery/invoice.
IP_AUTOEXT	Auto Extension	C	1	0	If this field is set to 'Y' or the stock extendeddescription is not blank, then on entry of thestock item the user will be prompted to edit theline memo which will default to the stock extendeddescription.If the field is set to 'N', then the user is notprompted automatically with edit the memo line ifthe stock extended description is blank.
IP_FORCEAL	Force Orders	C	1	0	This indicator will force orders generatedmanually or from other documents to allocate evenif insufficent free stock. If items are not pickedthey remain as allocated instead of returning toback ordered. If a delivery from order is editedand the items are returned to back order then theywill be allocated.
IP_CONDATE	Contract Inv Date	C	1	0	If this option is set then the repeat invoiceroutine will set the generated invoice date to thesystem date. If not set it will set the generatedinvoice date to the due date of the contractinvoice.
IP_USERINV	Override Invoice No.	C	1	0	This indicator, if set, allows the user toover-ride the invoice number generated by thesystem.On entering a direct invoice the user may enterthe invoice number in the invoice header or leaveit blank to be system generated.
IP_USERDEL	Override Delivery No	C	1	0	This indicator, if set, allows the user toover-ride the delivery number generated by thesystem.On entering a direct delivery the user may enterthe delivery number in the delivery header orleave it blank to be system generated.
IP_FORWARD	Forward	C	1	0	
IP_USERORD	User Order	C	1	0	
IP_SPECLST	Special List	C	8	0	
IP_BATCHEX	Exclusive Batch Opt.	C	1	0	If 'Y', batch processing is exclusive
IP_WHEDIT	Edit Line W/H Flag	C	1	0	If 'Y'then edit Warehouse on every line, otherwiseskip over (editing still enabled).
IP_LRECALC	Runtime Line Recalc	C	1	0	If 'Y' then when processing an order to a deliveryor invoice,prompt for recalculation of order line values.
IP_WORDREQ	Allow W/O Requests	C	1	0	
IP_PORDREQ	Allow P/O Requests	C	1	0	
IP_PORDDOC	Allow P/O Documents	C	1	0	
IP_PORDERS	Allow P/Orders	C	1	0	
IP_MONTHS	Display Last No of Months Data	N	3	0	
IP_PICKQTY	Pick on Quantity	L	1	0	
IP_UPDTRAN	Transactions Updated	L	1	0	
IP_LTEXCHR	Latest SL Exch. Rate	L	1	0	
			Default Value :		.F.
IP_SHIPDATE	Shipping Label date default	N	1	0	
IP_SHIPSEQ	Shipping label sequence defaut	N	1	0	
IP_INCSOLINE	S/O lines on deliveries	L	1	0	Parameter option to include outstanding order lines on deliveries
			Default Value :		.F.
IP_IGSTCR	Batch Ignore Cr and Stop	L	1	0	Specifies whether the new functionality should be used
			Default Value :		.F.
IP_OSINV	Include Uninvoiced Delvs	L	1	0	
IP_ORDSTOP	Stop Orders being processed	L	1	0	Stop Orders being processed when A/c is on Stop
			Default Value :		.F.

Table : **ITRAN** Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information

IT_DOC	Document	C	10	0	Internal document number.
IT_STOCK	Stock Reference	C	16	0	Stock reference.
IT_DESC	Description	C	40	0	Item description.
IT_ANAL	Analysis Code	C	8	0	Sales analysis code for this line.
IT_QUAN	Line Quantity	N	9	0	Line quantity.
IT_PRICE	Item Price	N	10	0	Item price.
IT_DISC	Disc.	N	6	2	Item line discount (may be compound for chaineddiscounts).
IT_VAT	VAT Code	C	1	0	Item's tax code.
IT_LINEVAL	Line Value	N	10	0	Value for this line.
IT_SDISC	Sett. Disc	L	1	0	
IT_ODISC	Overall Disc	L	1	0	
IT_STATUS	Status	C	1	0	Document line status. A=Added, D=Deleted,E=Edited.
IT_DATE	Date	D	8	0	Date line entered.
IT_RECNO	Record Number	N	7	0	Sequence within document.
IT_EXVAT	Goods Value	N	10	0	Goods value excluding tax.
IT_DISCVAL	Disc. Amount	N	10	0	Line discount amount.
IT_SETT1	Sett.1 Disc.	N	10	0	Line settlement discount level 1.
IT_SETT2	Sett.2 Disc.	N	10	0	Line settlement discount level 2.
IT_OVERALL	Overall Disc. Amount	N	10	0	Overall discount amount.
IT_VATVAL	VAT Amount	N	10	0	Tax amount.
IT_VATPCT	VAT Rate	N	5	2	Tax percentage.
IT_MEMO	Memo	M	10	0	Chained discount description.
IT_COST	Cost Price	N	10	0	Cost price per unit of this line.
IT_PRIORTY	Priority	N	1	0	If the document is an Order this field is thepriority with which the order line will beprocessed if there is insufficient stock tosatisfy it. The priority flag from the documentheader is used as a default, but the field ismodifiable at line entry time.An entry of zero indicates top priority and stockis allocated immediately (on entry).
IT_DUE	Due Date	D	8	0	Due date for the shipping of this line of goods inthe order processing system.The date from the document header is used as adefault, but is over-rideable.
IT_QTYALLC	Quantity Alloc.	N	9	0	For SOP only. This is the quantity of goodsallocated from stock to this line.
IT_DTEALLC	Date Allocated	D	8	0	For SOP only. This is the date of the LASTallocation of stock to this line.
IT_QTYPICK	Quantity Picked SOP	N	9	0	For SOP only. This is the quantity of goods pickedfrom stock for this line.
IT_DTEPICK	Date Picked SOP	D	8	0	For SOP only. This is the date of the LAST pickingof stock for this line.
IT_QTYDELV	Quantity Delivrd	N	9	0	For SOP only. This is the quantity of goodsdelivered from stock for this line.
IT_DTEDELV	Date Delivered	D	8	0	For SOP only. This is the date of the LASTdelivery of stock for this line.
IT_NUMDELV	Delivery Note	C	10	0	For SOP only. This is the number of the LASTdelivery note for this line.
IT_QTYINV	Quantity Invcd	N	9	0	For SOP only. This is the quantity of goodsinvoiced for this line.
IT_DTEINV	Date Invoiced	D	8	0	For SOP only. This is the date of the LAST invoicefor this line.
IT_NUMINV	Invoice Number	C	10	0	For SOP only. This is the number of the LASTinvoice for this line.
IT_EXDATE	Extra Date	D	8	0	Extra date allowed (by option) to be tagged ontothe document line. Useful in conjunction withIT_EXREF for certain types of business who need ajob date/ref on a document per line.
IT_EXREF	Extra Reference	C	20	0	Extra reference allowed (by option) to be taggedonto the document line. Useful in conjunction withIT_EXDATE for certain types of business who need ajob date/ref on a document per line.

IT_FCURR	F.Currency	C	3	0	This field indicates the currency of thetransaction, this field will be the same as IHEAD.It is stored here to make displaying and reportingeasier.
IT_FCRATE	F.Rate	N	11	6	This field indicates the exchange rate of thecurrency of the transaction, this field will bethe same as IHEAD. It is stored here to makedisplaying and reporting easier.
IT_FCDEC	F.Decimal Places	N	1	0	This field indicates the number of decimal placesfor the currency of the transaction, this fieldwill be the same as IHEAD. It is stored here tomake displaying and reporting easier.
IT_MARK	Mark	C	1	0	
IT_DELT	Delivery Terms	C	3	0	Key to terms of delivery file
IT_NTRN	Nature of Transact.	C	2	0	Key to nature of transaction file
IT_MTRN	Mode of Transport	C	1	0	Key to mode of transport file
IT_COMCODE	Commodity Code	C	11	0	Commodity code.
IT_SUPUNIT	Supp. Units	N	8	3	Supplementary Units For EC-VAT
IT_CNTORIG	Origin Country	C	2	0	Country of origin of stock item. Required for EECVAT moule.
IT_NTMASS	Net Mass Per Unit	N	8	3	Net Mass/Unit used for EC-VAT 'SD' Reporting.
IT_VATTYP	VAT Code Type	C	1	0	VAT Type related to ZTAX Table (S,U or N).
IT_FCMULT	F.Multiply	L	1	0	
IT_JCSTDOC	Job	C	10	0	
IT_JPHASE	Phase	C	3	0	
IT_JCCODE	Cost Code	C	16	0	
IT_JLINE	Job Line	C	10	0	
IT_BTCHSER	Batch/Serial Nos	M	10	0	
IT_FROMJC	From Costing	L	1	0	
IT_QTYOVER	Quantity Over	N	9	0	Quantity over delivered
IT_QTYORIG	Original Quantity	N	9	0	Original quantity
IT_MASSUT	Net Mass = Multiply	L	1	0	Net Mass = Multiply , .T. = Multiply by quantity.F. = Net Mass is total
IT_CWCODE	Line Warehouse	C	4	0	Line Warehouse.
IT_BSCOST	Batch Serial Cost	N	13	2	
IT_WORDER	Works Orders	L	1	0	
IT_WOREF	W/Order Reference	C	10	0	
IT_PORDER	Purchase Orders	L	1	0	
IT_POREF	P/Order Reference	C	10	0	
IT_POLINE	P/Order Line Number	N	7	0	
IT_UORDER	Uncommitted Order	C	10	0	
IT_ULINE	Uncommitted Line	N	7	0	
IT_PACC	Supplier Account	C	8	0	
IT_PPROD	Supp Product Number	C	16	0	
IT_PPRICE	Purchase Price	N	12	0	
IT_PFCURR	Purchase F.Currency	C	3	0	
IT_PFCRATE	Purchase F.Rate	N	11	6	
IT_PDISC	Purchase Discount	N	10	2	
IT_PQTY	Qty Made/Received	N	9	0	
IT_PONOW	Raise P.O. Now	L	1	0	
IT_POCHG	P.O. Changed	L	1	0	
IT_WOCHG	Works Order Changed	L	1	0	
IT_LINENO	Line no	N	5	0	
IT_WONOW	Raise W.O. Now	L	1	0	
SQ_AMTIME	Edit time	C	8	0	
SQ_AMDATE	Edit date	D	8	0	
SQ_AMUSER	editor	C	10	0	
IT_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
IT_PFUNDEC	Supp Foreign Dec.	N	1	0	Supplier Foreign unit decimal
IT_DELAD	Supp Name	C	40	0	
IT_DELAD1	Supp Address 1	C	30	0	
IT_DELAD2	Supp Address 2	C	30	0	
IT_DELAD3	Supp Address 3	C	30	0	
IT_DELAD4	Supp Address 4	C	30	0	
IT_DELADPC	Supp Post Code	C	8	0	
IT_NARR1	Supp del instruction 1	C	75	0	

IT_NARR2	Supp del instruction 2	C	75	0	
IT_DELWARE	Intended Warehouse	C	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
IT_JLINEID	Job Line ID	N	10	0	
IT_PJCODE	Purchase Cost Code	C	16	0	
IT_PJLINE	Purchase Job Line	C	10	0	
IT_PLINEID	Purchase Job Line ID	N	10	0	
IT_JWIPRID	Revenue Line ID	N	10	0	
IT_PROJECT	Nominal Project	C	8	0	
IT_JOB	Nominal Department	C	8	0	
IT_UQALLOC	Unique Allocation Identifier	C	11	0	
IT_MULTSU	Multiply Supp. Units by Qty.	L	1	0	
			Default Value :		.T.
IT_RCVAT	Reverse Charged VAT Value	N	12	2	States the value of VAT that has been reverse charged on the transaction
IT_ACTIVID	Originating Activity Record	I	4	0	Originating Activity Record

Accreditation Training Courseware

Notes

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 II CD and from the Opera II 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 II 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 II CD Installation Menu with regards to Opera II.

Release Guide

When new versions are released such as Opera II, 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 II CD Installation Menu with regards to Opera II.

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 II 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 II Enterprise and Opera II Enterprise SQL.

It also includes guidance on using Opera II Enterprise and Opera II 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 II Help.

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