Opera 3 Purchase Order Processing (P.O.P)

Accreditation Training Courseware

Pegasus Software Ltd
Accreditation Training Courseware

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Manual published by:

Pegasus Software Limited
Orion House
Orion Way
Kettering
Northamptonshire
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Introduction

About Opera 3

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

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

About this Guide

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

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

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

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

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

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

Introducing the module

The Purchase Orders module enables the entry of purchase orders; receipts of purchase orders, and posting of purchase invoices into the Purchase Ledger. Invoices can be matched with deliveries or purchase orders, allowing for easily maintained status control.

Feedback

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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 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

Release	Added Information
R1.0	Originating document – Introduced in O3 v1.40 & Chapter numbering uplift
R1.1	Minor Help updates for V2.12

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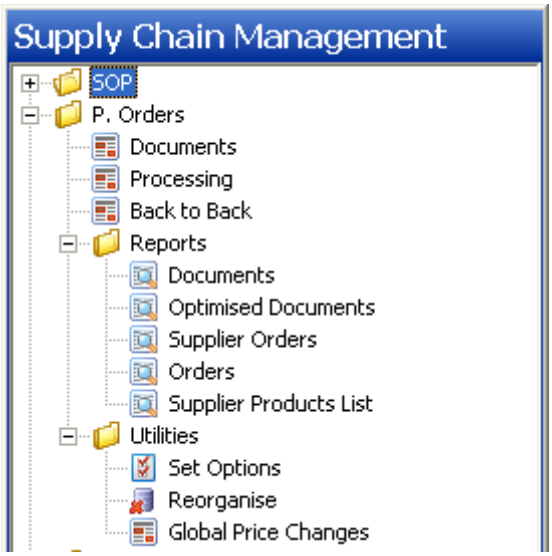
Module Menu Structure

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.



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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Documents	Documents	The Documents command is only available if the Advanced POP option is set on the Company Profiles form in the System module. Use the Documents command to create and process uncommitted purchase order documents. Uncommitted purchase order documents do not update your supplier's balance or stock balances. The Nominal Ledger and Costing modules are also not updated. They are a useful way to enter uncommitted purchase order information into the application that you can change to purchase orders at a later date.
Processing	Processing	Use the Processing command to add new purchase orders or to view and amend existing ones. Stock receipts and purchase invoices can also be processed here and matched to a purchase order accordingly.
Reports	Reports	The commands on the Report Submenu provide listings or reports maintained in the Purchase Orders module.
Back to Back	Back to Back	Use this function to generate purchase orders from sales order detail lines that have been flagged for purchase ordering.
Utilities	The commands on the Utilities Submenu provide a number of processes	
	Set Options	Set Options contain a number of options that define the way the Stock Control module works.
	Reorganise	Select Reorganise to automatically remove various deleted and completed items and to re-index the relevant files.
	Global Price Changes	Select Global Price Changes to update cost and / or selling prices on stock, warehouse and supplier records.
Maintenance	These items will appear only if the Purchase Orders module is present without Stock Control. Such items that were previously found on the main module menu in Pegasus Opera can now be found in the Maintenance Submenu.	
	Product File	Allows the user to create a product file for all products held by the company.
	Profiles	Allows the user to define sets of attributes that apply to groups of products.
	Categories	An optional function, used to analyse stock items.

Notes

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The Module

The Purchase Orders module enables the entry of purchase orders; receipts of purchase orders, and posting of purchase invoices into the Purchase Ledger. Invoices can be matched with deliveries or purchase orders, allowing for easily maintained status control.

Model purchase orders can be created, allowed for fast commitment into purchase orders without the need to re-key the information. The Purchase Orders module must have the Purchase Ledger present. Supplier accounts must be created and maintained in the Purchase Ledger. It can also be linked to the other following modules:

- Stock Control
- Costing
- Sales Order Processing
- Purchase Invoice Register.

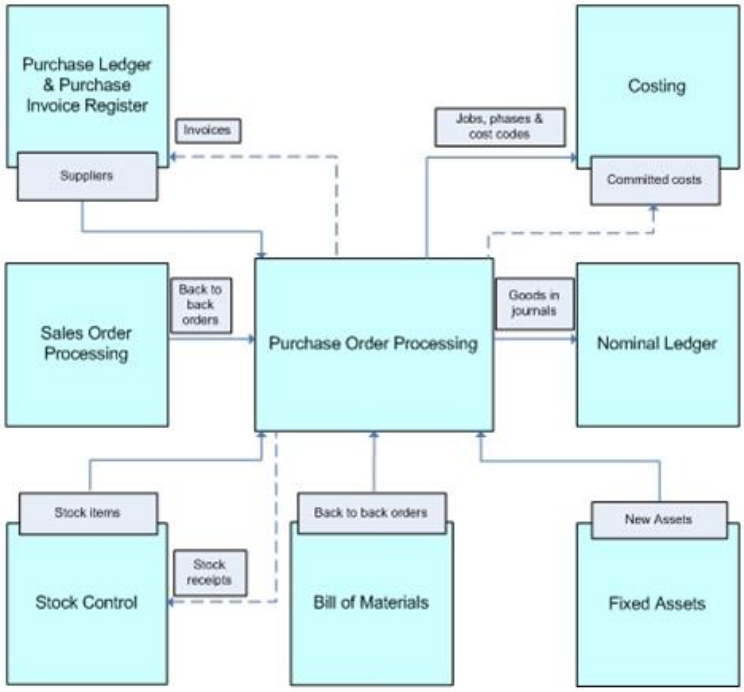
If linking to the Stock Control module, a supplier product file can be created, linking stock items to supplier records, enabling key information to be entered such as the Economic Order Quantity, Lead Time, Cost Price, and Vendor Rating. Receipts of purchase orders can be posted in either POP or Stock. If linking to the Costing module, a purchase order can create a commitment against a job.

If linking to the SOP module, a sales order can create a purchase order or a back-to-back purchase order request.

The Purchase Order Processing application enables the entry of purchase orders; receipts of purchase orders, and posting of purchase invoices into the Purchase Ledger. Invoices can be matched with deliveries or purchase orders, allowing for easily maintained status control. Model purchase orders can be created, allowed for fast commitment into purchase orders without the need to re-key the information. The Purchase Order Processing application must have the Purchase Ledger present so that supplier accounts can be created and maintained.

How Purchase Order Processing links to other applications

Notes



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

- When used in conjunction with Bill of Materials, you can post works orders for assembly items that are included on purchase orders. Works orders can be created at the same time the purchase order is posted or posted at a later time.
- When used in conjunction with Costing, invoices and credit notes can be analysed to jobs, phases and cost codes. A purchase order can create a commitment against a job.
- When used in conjunction with Fixed Assets, new assets can be created when purchase invoices are posted.
- When used in conjunction with the Nominal Ledger, stock receipts (goods in) are updated in the Nominal Ledger when stock receipts are posted.
- When used in conjunction with the Purchase Ledger, supplier details are used for purchase documents and purchase orders, and supplier invoices are posted to either the Purchase Ledger or Purchase Invoice Register.
- When used in conjunction with Sales Order Processing, individual back to back purchase documents or purchase orders can be created at the same time as a sales order is posted, or many documents or orders can be created at a later time in a batch.
- When used in conjunction with Stock Control, stock items are included on posted documents. Stock items are updated with purchase order quantities and stock receipts.

POP and Open Period Accounting

Notes

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.

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

Purchase Order Processing updates the Nominal Ledger with Purchase Ledger invoice details if the invoice is posted to the Purchase Ledger rather than the Purchase Invoice Register. If the Stock Control module is used the Nominal Ledger is also updated with stock movement details. If Open Period Accounting is used, the period status in the Financial Calendar for the Purchase Ledger and Stock Control modules must be 'Open' before the details can be posted. If the period's status is 'Closed' or 'Blocked', the transfer cannot be done.

This table shows which modules' period status' is checked when you are posting transactions in Purchase Order Processing .

Type of transaction	Check the period status for the Purchase Ledger or Stock Control modules
Purchase Document	Not Applicable
Purchase Order	Not Applicable
Stock Receipt	Stock Control
Purchase Invoice	Purchase Ledger

Note: The Nominal Ledger is not updated when purchase documents or purchase orders are posted.

Notes

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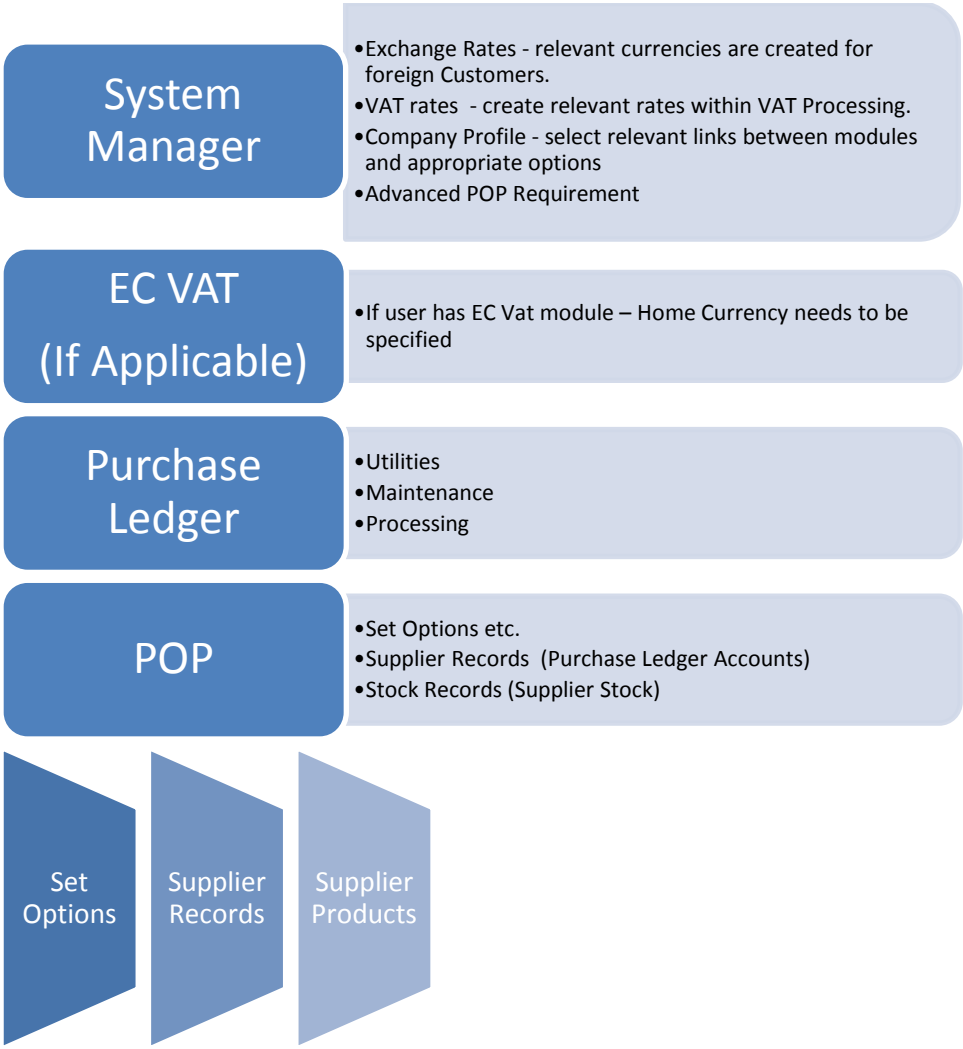
1 Set-Up

1.1 Recommended Order of Set-up

It is suggested that you set up the PIR in the following way:

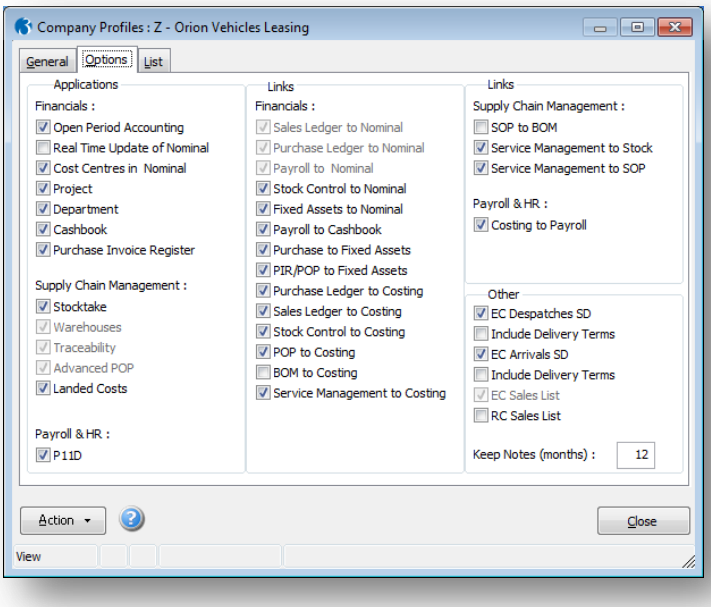


Set-up

1.2 Company Profiles

Notes

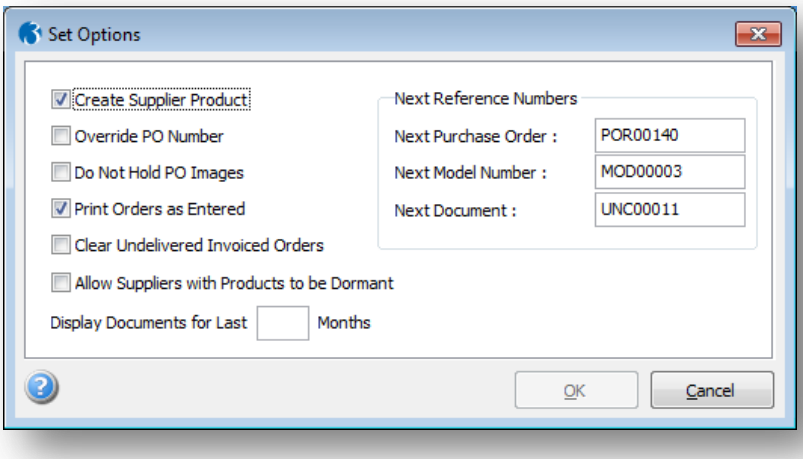
Just to revisit and ensure any POP links required are set on.



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 Purchase Order 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 Purchase Order module are active.



Notes

To Set Up Purchase Order Options

1. Open the **P. Orders** 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**.

Use Set Options command to specify options and controls that affect the operation of the Purchase Order 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 Purchase Order module are active.

Option Entries

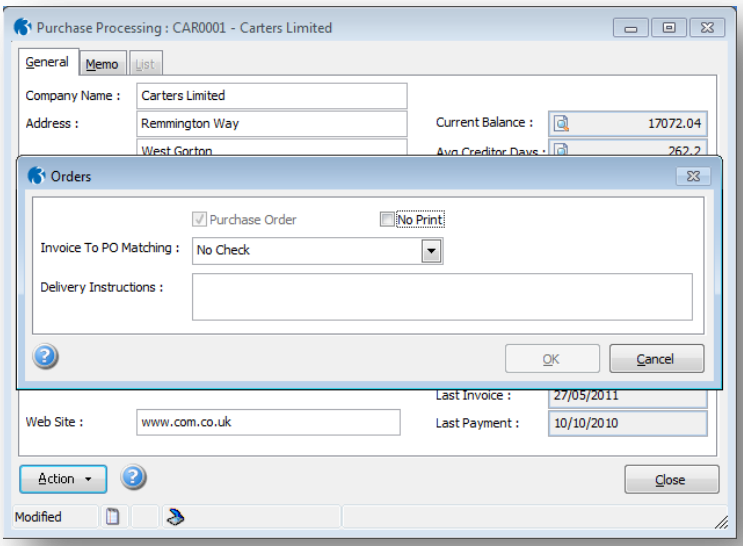
Box	Description
Create Supplier Product	An option that determines whether you want to be able to add the supplier record to the product file for the item being ordered. When creating purchase orders, the application checks that an entry exists in the product file for the item being ordered from the supplier. If no entry exists, a warning appears. **Note:** It is not mandatory for a link to be created before an item can appear on a purchase order. A link may be created on the fly.
Override PO Number	An option that determines whether you can enter a purchase order number manually when creating a purchase order. If you leave the order number blank, the application generates a number automatically.
Do Not Hold PO Images	An option that determines whether you want to keep the image of purchase order records for views in other modules. If you leave this option cleared, an image of the purchase order is stored every time an order is created or amended. If you do not need purchase order images, selecting this option will prevent the image being stored.
Print Orders as Entered	An option that determines the order in which direct purchase orders are printed. If you select this option, purchase orders are printed in the order in which they are entered. If the option is cleared, purchase orders are printed in product or stock item sequence. The print will consolidate order lines having identical product or stock items, descriptions, warehouses, and delivery dates. Warehouse only apply if you have the multi-warehouses feature activated. **Note:** When de-selected the lines of a purchase order are sorted into stock reference and warehouse order before printing.
Clear Undelivered Invoiced Orders	An option that determines whether the application removes purchase orders that have been invoiced but not delivered, when you use the **Reorganise** command on the **Utilities** submenu.
Display Documents for Last *xxx* Months	The number of months up to which documents are listed in the P.Orders - Processing command. 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 supplier. 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.
Next Purchase Order	The number of the next purchase order. The application automatically assigns this number to the next order you create using the **Processing** command, and then increments it ready for the next one. **Note:** This field must end in at least four numeric characters to allow it to increment.

Notes

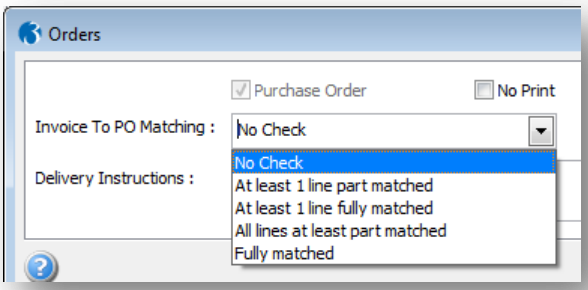
Next Model Number	The number of the next uncommitted purchase order document or purchase order model. The application automatically assigns this number to the next model record you create using the Model command on the Processing form or on the Model commands on the Documents form.
Next Document	The number of the next uncommitted purchase order document. The application automatically assigns this number to the next document record you create using the **Documents** command, and then increments it ready for the next one.

1.4 Creating a Purchase Order Supplier

Supplier records must be created initially within the Purchase Ledger. When the Purchase Order module is activated an additional 'Orders' Action menu item becomes available.



Once the supplier header information have been entered, and the relevant details entered in the Options, Terms and Analysis screens, the Orders form will load, allowing the User to specify whether the supplier will be a Purchase Order supplier.



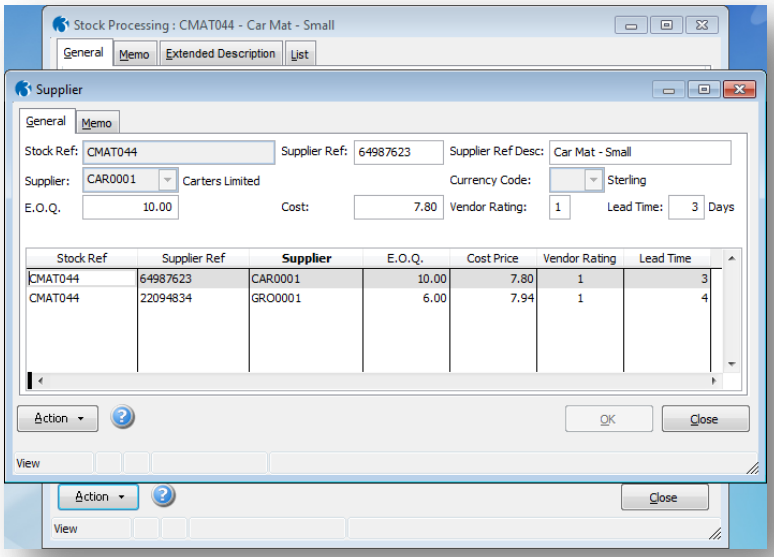
Purchase Order	An option that determines whether you can enter uncommitted purchase order documents or purchase orders for this supplier in the Purchase Orders module. This only applies if you have the Purchase Orders module. Set to YES, this allows the user to enter Purchase Orders for this supplier in the Purchase Orders module. Note: A supplier record will only become available in the Purchase Orders module if this field has been switched ON.

Notes

No Print	An option that determines whether uncommitted purchase order documents and purchase order printing is allowed for this supplier. If you select this option, you will not be able to reprint purchase orders after editing and no image of orders for this supplier will be retained. This only applies if you have the Purchase Orders module. This can be checked ON if a hard copy of purchase orders for this supplier is NOT required.
Invoice to PO Matching	This is only relevant if the Purchase Invoice Register is present. This function allows the user to define whether or not an invoice can be posted from the Purchase Invoice Register to the Purchase Ledger until it has been fully or partly matched against a purchase order. An option that determines whether invoices entered in the purchase invoice register in Purchase module they can be matched against purchase orders. You can select from a list. This only applies if you have the Purchase Orders module.
Delivery Instructions	Delivery instructions that you can include on documents such as purchase orders. This only applies if you have the Purchase Orders module. Enter delivery instructions to appear as a default for each purchase order for the supplier on screen. The text here can be overridden at the time of raising a Purchase Order.

1.5 Stock Control Changes

When the Purchase Orders module is activated in conjunction with the Stock module there are a number of changes within the Stock module.



The 'Purchase Order' Stock Processing Action menu item would be greyed out. This functionality is not allowed when the Purchase Orders module is present.

Supplier (F3) function can be located on the Stock Processing Action menu. This is the Supplier Product File access from within the Stock module.

1.6 Supplier Product File

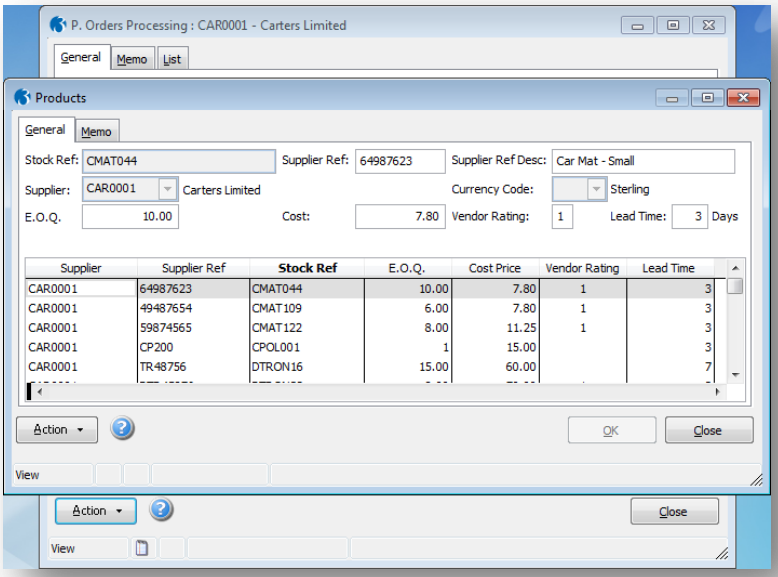
Notes

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

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

This is an optional function which allows the user to link stock items with particular purchase order suppliers.

Upon selecting Supplier from the Action menu, the following screen will appear:

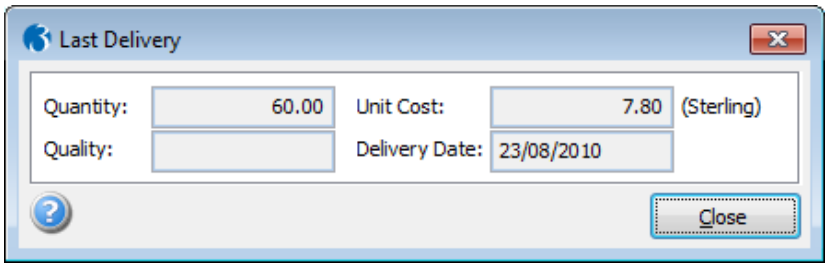


To define product/supplier relationships

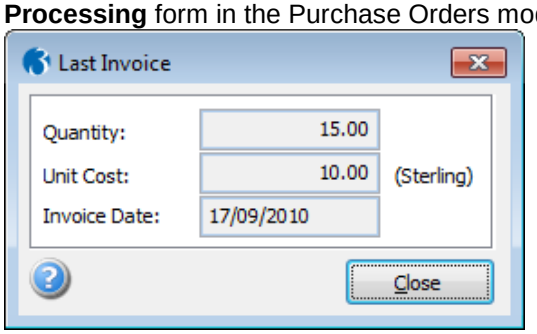
1. Open the **P. Orders** folder, and then click **Processing**.
2. Retrieve the supplier record for which you want to record product details, then on the **Action** menu, click **Products**. The **Supplier Products** form appears.
3. On the toolbar, click the **Create a new record** button.
4. In the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

Notes

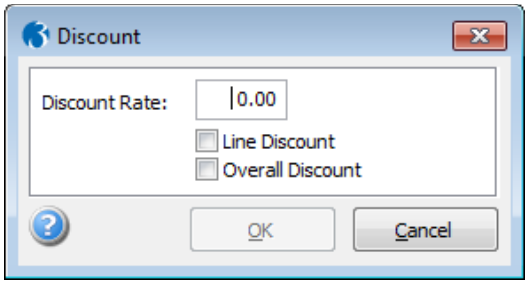
Notes: Use the **Last Delivery** command on the **Action** menu to display details of the last delivery recorded for the item. This information is based on deliveries recorded using either the **G.R.N.** command in the Stock module or the **Receipts** command on the **Action** menu associated with the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



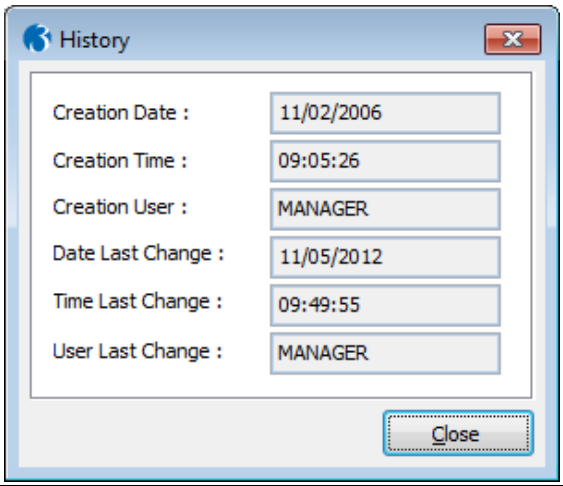
Use the **Last Invoice** command on the **Action** menu to display details of the last invoice created for the item. This information is based on invoices created using **Invoices** command on the **Action** menu associated with the **Purchase Order Processing** form in the Purchase Orders module.



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



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



Notes

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

The **Products** command can be used from both the **Processing** and the **Documents** commands.

Products Entries

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

Notes

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2 Maintenance

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

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

Notes

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3 Processing

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

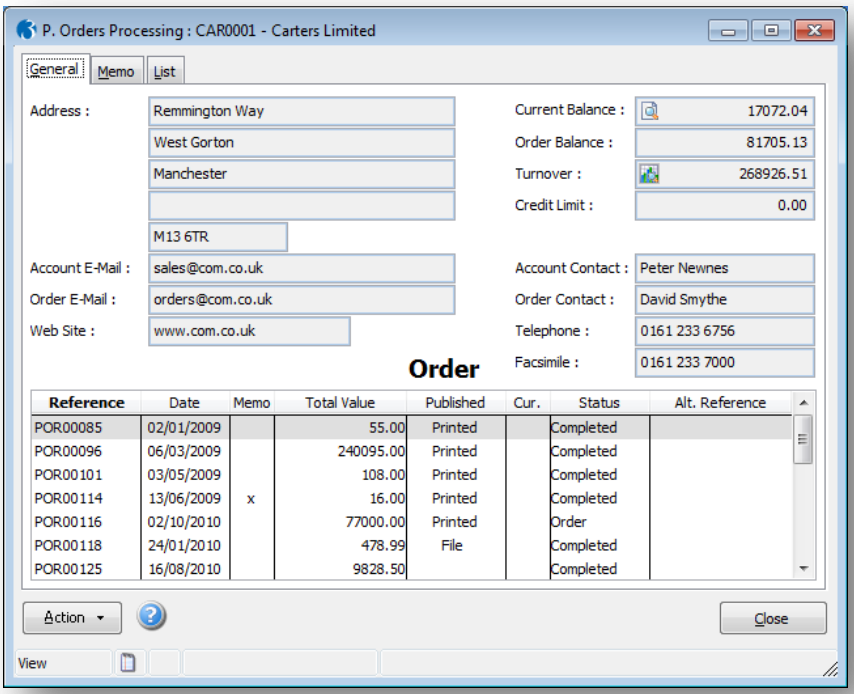
It is through the Processing function, found on the main Purchase Orders menu that all document production, progression and editing is performed.

When Processing is selected from the menu, the system will initially display a supplier record. It is from this screen that all further processing is done.

3.1 Supplier Record

NB: A supplier record will only appear in Purchase Order Processing if the Purchase Order field has been switched on in Purchase Processing.

The Purchase Order Processing form will display the supplier's header details taken from the Purchase Ledger as well as a browse screen which lists all transactions currently on the system for the supplier.



When the browse screen is initially displayed, the purchase orders are listed in Purchase Order number however, by clicking on the column headings, the user can rearrange the order in which the list appears. Each transaction listed will be given a Status, indicating whether it has been partly or fully received (delivered).

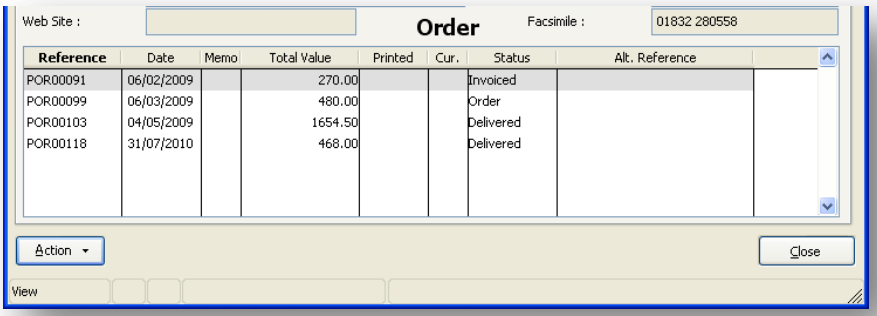
Processing

3.2 Purchase Order Processing

Notes

Use the **Processing** command to create and process purchase orders for suppliers designated as purchase order suppliers. You maintain supplier records in the Purchase module. You determine which suppliers can be selected for purchase order processing by selecting the **Purchase Orders** option on the **Orders** form, which is displayed when you click the **Orders** command on the **Action** menu associated with the **Supplier** form in the Purchase module. When you create purchase order records, you can also print an order to send to your supplier. However, printing of purchase orders can be prevented for individual suppliers by selecting the **No Print** option on the **Orders** form, which is displayed when you click the **Orders** command on the **Action** menu associated with the **Supplier** form in the Purchase module.

The **Purchase Order Processing** form displayed when you click the **Processing** command in the **Purchase Orders** folder provides a list window showing existing orders, if any, for the currently selected supplier. You use the commands on the **Action** menu of this form to determine what processing you want to do with existing orders, or to view information about orders associated with the supplier.



The following information is shown in the list:

Box	Description
Reference	The purchase order number.
Date	The date on which the order was posted.
Memo	An indicator that shows whether a memo has been created for the order.
Total Value	The total order value. **Note** : Value of the purchase order excluding VAT.
Printed	An indicator that shows whether the order has been printed.
Cur	The currency code associated with the order.
Status	The order status, for example, Order, Delivered, Completed, and so on.
Alt. Reference	The reference assigned to the order.

Notes

3.2.1 Actions

The following commands are available on the Action menu, displayed when you click Action on the Purchase Order Processing form.

Use this command	To
View	View details of the order header, detail lines, the supplier account or turnover analysis.
O.L.E.	Link objects to be associated with purchase order records. A representation or placeholder for an object is inserted on the **O.L.E.** form associated with the order record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes.
Print	Print a copy of the selected order. This command is unavailable if you select the **No Print** option on the Purchase - Processing - Orders form.
New	Create a new order for the supplier.
Edit	Edit the details of the currently selected order. If the order line has been part-delivered or part invoiced, you can only change the **Required** box that determines the due date. If the status is 'Completed', you are not allowed to change any details.
Delete	Delete the currently selected order. The order record is immediately removed from the grid and physically removed when you use the **Reorganise** command on the **Utilities** menu.
Find Document	Find a document regardless of the supplier record currently selected. You can enter a range of order numbers in the **Range From** and **Range To** boxes on the **Find Document** form. When you click **Display**, the **List** tab shows the documents found. You can then click to select the one you want to process from the list and then click **OK**.
Order Memo	Retrieve the memo associated with the order. You can change an existing memo or add one.
Receipts	Post receipts against the currently selected order.
History	Display the creation and revision history details of the currently selected order. This includes the date and time the order was created and last changed and the user name in each case.
Invoices	Create invoices for the currently selected supplier.
Satisfy	Change the status of the currently selected order to 'Completed'.
Products	Maintain the relationship between suppliers and products.
Models	Create model or template purchase orders that you can use to generate future purchase orders. An option on the **Purchase Order Processing Options** form available from the **Utilities** menu allows you to enter the next purchase order model number for automatic numbering of models. You can also view and maintain model orders and commit them to produce actual purchase orders as required.

3.2.2 Costing Integration

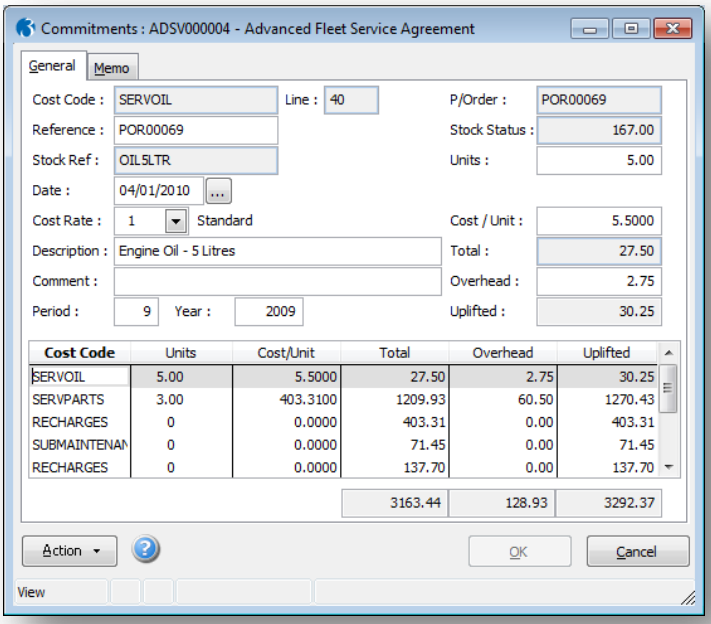
Commitment Costs

A commitment cost is created when a purchase order is posted.

If you use the Costing module, and you have the **POP to Costing** option selected in Company Profiles in the System module, you can analyse order detail lines to jobs and phases and cost codes.

Notes

A commitment cost is generated in the Costing module when the order is posted. If the line takes the cost code actual value over the budget value, the application displays a warning. You can either abandon the order line or acknowledge the warning and continue.



Actual Costs

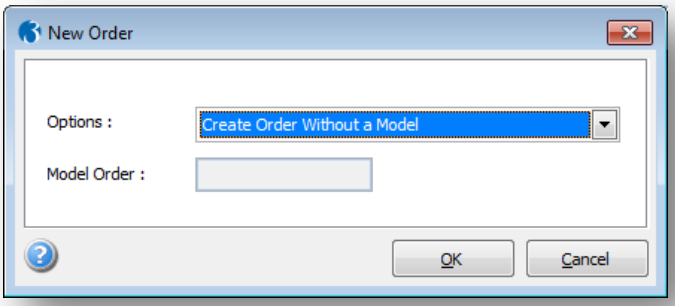
The commitment cost becomes an actual confirmed cost when an invoice is received, matched to a purchase order, and posted to the Purchase Ledger.

If you subsequently post an invoice to the Purchase Ledger, the commitment is converted to an actual job cost. **If you use the Purchase Invoice Register with the PIR must use authorisation option selected, i**nvoices that are posted in the P.Orders module or **PIR** stay in the **register** until the invoice is authorised and posted to the Purchase Ledger. Commitment costs stay on the job until the invoice is moved from the register to the Purchase Ledger. The commitment is then fully converted to an actual cost if the order is fully invoiced, or part converted to an actual cost if the order is part invoiced.

For more information, see the Costing - Commitment Help topic.

3.2.3 To create a purchase order

Purchase Orders can be entered directly onto the system by ensuring the correct supplier record is on screen, and then by clicking on the Action button and selecting New. Entry of a new Purchase Order is in two stages; the header screen followed by the detail lines that make up the body of the order. If the supplier record has a Model purchase order against it, the following option will load.



Notes

1. Open the **P. Orders** folder, and then click **Processing**.
2. Retrieve the supplier record for which you want to create a purchase order, click **Action** and then click **New**.
3. If one or more model purchase order documents exist for the selected supplier, the **Purchase Order Model Transfer** form dialog box appears. In the **Options** list, you can choose whether to create the order with or without using a model. If you want to create the order from a model, identify the model using the **Model Order** box.
4. In the boxes provided, enter the order details if the order is not being based on a model. Otherwise, you can amend any details already shown.
5. Click **OK**.
6. In the boxes provided, enter the line details that determine the content of the order if the order is not being based on a model. Otherwise, you can amend any details already shown.
7. When all the lines are entered, press ESC and then click **OK**.
8. At the prompt 'Post Order', to post the purchase order record, click **Yes**.

Notes: If you have chosen the print the purchase order, you will be prompted to select the output destination for the document before you begin the entry of the order details. When you have accepted and posted the order, the details are printed according to your selection.

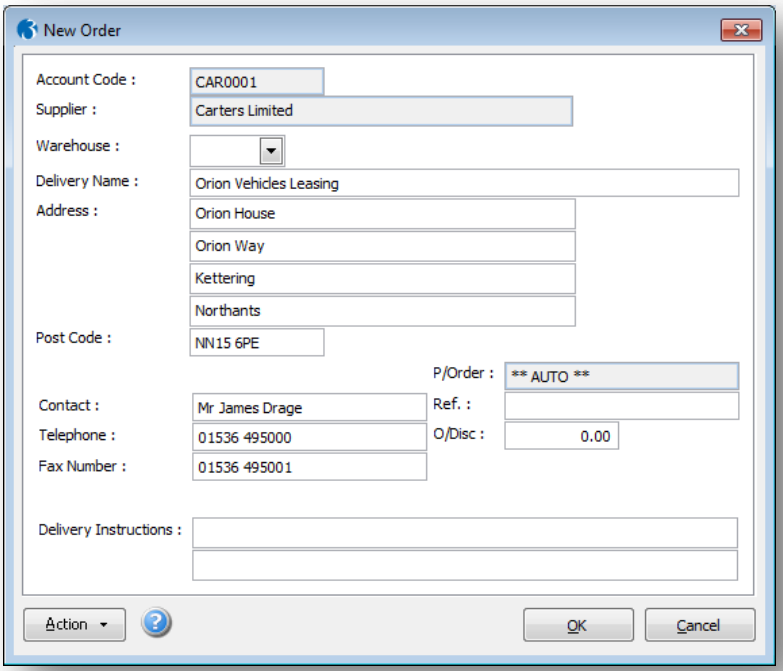
When entering detail lines on the order, click **(Un)Delete** on the **Action** menu to delete or reinstate an order line. Lines marked for deletion are removed once you have accepted the order record by clicking **OK**, so undelete is only available before you accept the record.

You can add an extended description to a line item using the **Extended Description** tab.

You can add a memo to a line item for the purchase order using the **Memo** tab.

3.2.3.1 PO Header

If the User elects to create the purchase order from scratch the following instructions are applicable.



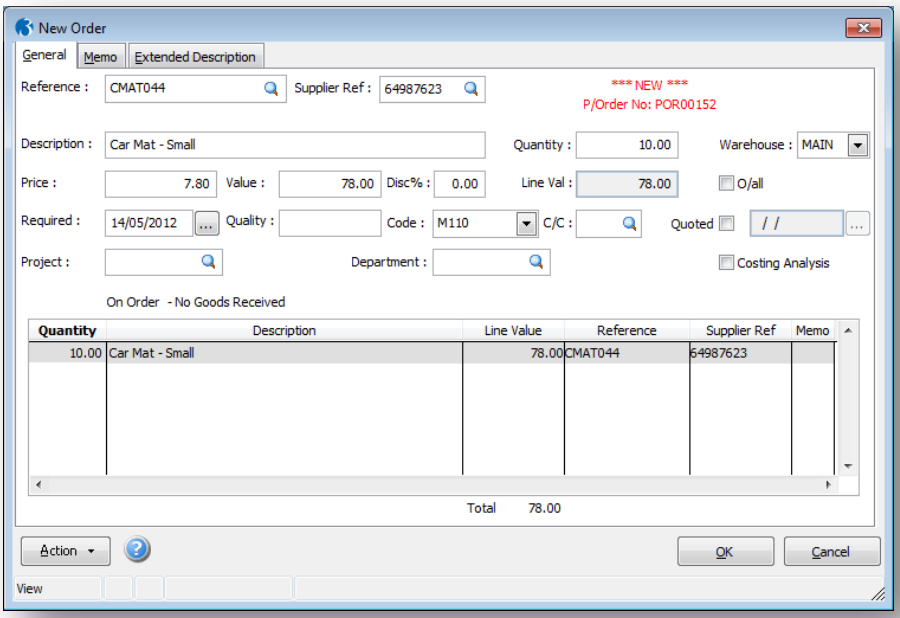
Notes

Box	Description
Warehouse	A reference that identifies the default warehouse into which items purchased on this order are to be received. You can select from a list. This only applies if you have multi-warehouses feature activated. If different items in the same order are to be received into different warehouse, leave this box blank. You can identify the warehouse on a line-by-line basis instead.
Delivery Name and Address details	The name, address, post code, contact name, telephone and fax numbers for the point of delivery. If you have the Stock module and the multi-warehouse feature, these boxes will contain default information according to the warehouse record, if you have selected one in the **Warehouse** list box described above; otherwise they default to your company details as defined on the **Company Profile** form in the System module. You can amend the default details for the order record.
P/Order	If the **Override PO Number** option on the **Purchase Order Processing Set Options** form is ticked, you can enter a purchase order number in this box. A message is displayed if the purchase order has been used. If you leave the box blank, a purchase order number will be assigned for you. If the **Override PO Number** option is blank, a purchase order number will be assigned automatically. The next purchase order number assigned depends on the entry in the **Next Purchase Order** box on the **Set Options** form. **Note :** This field can hold up to 10 characters. If this field is switched off, the system will generate the next PO number automatically and will display **AUTO**
Ref.	A reference you assign in addition to the order number. This can be any alphanumeric reference of up to 20 characters. For example, you may wish to enter the name or initials of the person creating the order. This reference does not appear on the standard printed order.
O/Disc	The overall discount associated with the supplier. This defaults to the value entered in the **O/all Discount** box on the **Terms** form displayed when you click the **Terms** command on the **Action** menu associated with the **Supplier** form in the Purchase module.
Currency	A reference that identifies the operating currency of the supplier. This only applies if you have the Multi-currency module installed and activated and to foreign currency supplier records. You can select a different currency from a list. The application checks whether you have selected a Euro currency. If so, an exchange rate to the Euro is displayed.
Rate	The exchange rate for the currency. This only applies if you have the Multi-currency module installed and activated and to foreign currency supplier records. The rate specified on the **Exchange Rates** form in the System module appears as a default, which you can override.
Delivery Instructions	The delivery instructions for the order. This defaults to the instructions entered in the **Delivery Instructions** box on the **Orders** form displayed when you click the **Orders** command on the **Action** menu associated with the **Supplier** form in the Purchase module. You can amend the default.

3.2.3.2 PO Lines

Notes

Once all relevant details have been entered on the Header screen, click on the OK command button. Once this has been done, the following screen will appear:



When entering information onto the detail screen of a purchase order, only the Description and Quantity fields are mandatory. This makes it possible for the user to create purchase orders for items for which there is no stock reference or where perhaps prices are not known.

Box	Description
Reference and Supplier Ref	A reference that identifies the stock or product items you want to purchase from the supplier. You can select from a list. Using the **Products** command on the **Action** menu associated with the **Purchase Order Processing** form, you can link products to suppliers. This determines which products are normally associated with the supplier and available for selection in the **Supplier Ref** list. If you enter a reference for an item not linked to the supplier, a warning message appears. If you have selected **Create Supplier Products** option on the **Purchase Order Processing Options** form, you can choose whether to add the item to the product file. In this case, information about the supplier's account number, your stock reference, the supplier's stock reference and stock description is added to the product file. If you leave both the **Reference** and **Supplier Ref** boxes blank, you can enter a 'description only' item. **Note:** If the **Allow P/Order** option is cleared on the **Options** window associated with the **Stock** form in the Stock module (or the equivalent **Allow to be Ordered on P/Order** option on the **Product** form in the SOP, Invoicing or P. Orders modules), you will not be able to add the stock item to the order and the message 'This item cannot be allowed - it is on hold' appears. You must either select another item or reinstate the stock item.
Quantity	The quantity required. If you have the Stock module and the stock level is below the minimum quantity, the reorder quantity appears here. If you don't have the Stock module, or if the stock level is above the minimum quantity, the re-order quantity against the stock level is set to zero, and there is an economic order quantity entered on the supplier product, the economic order quantity appears as the default. Otherwise the default is 1. For factored items, the factor and unit description appears also.

Notes

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

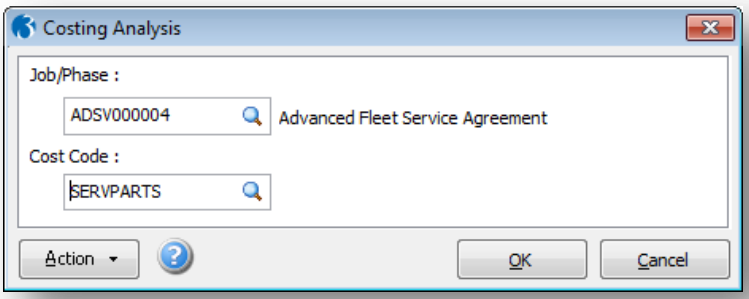
After entry of the above details, Escape passes control to the table of order lines at the bottom of the screen. The standard functions on the record toolbar can now be used to amend the entries that have been made or to add further lines.

Notes

Once a Purchase Order has been posted to the system, the Order Balance field on the supplier header screen will increase accordingly. The purchase order will now appear in the document listing on the browse screen.

3.2.3.3 Costing Analysis

This only applies if you have the Costing module installed and activated.



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

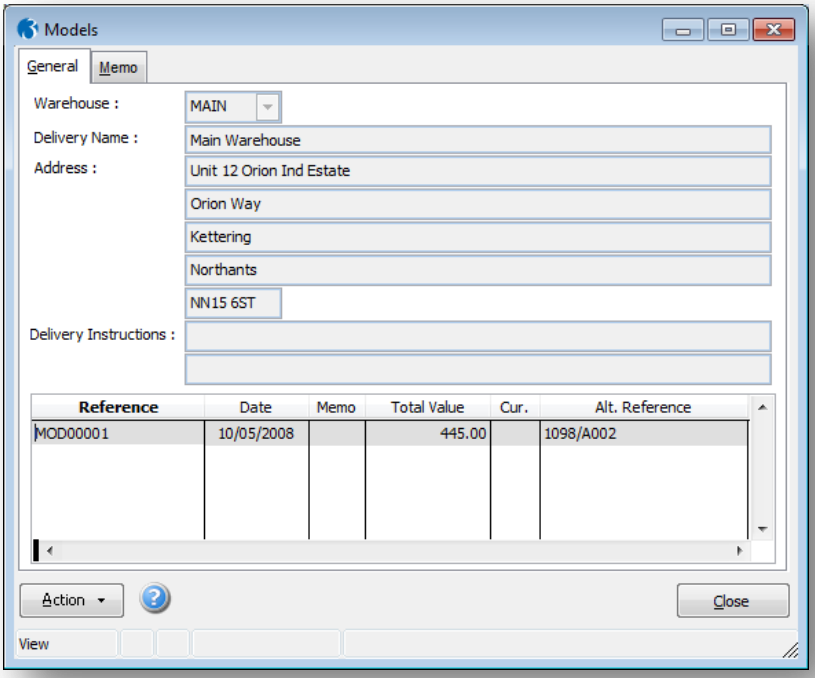
3.3 Model Purchase Orders within POP

From the main Purchase Order Processing form select the Action menu item Models (F4). Any existing Model orders for the chosen Supplier record will be displayed in the result grid. Model Forms are modeless and synchronised.

Use the **Models** command on the **Action** menu of the **Purchase Order Processing** form to create model purchase orders that you can use to generate future orders from.

Note: The numbering automatically assigned to models is based on what is specified in the **Next P/O Model Number** box on the **Purchase Order Processing Options** form, available from the **Utilities** menu.

Notes



Note: Commit converts the currently selected model purchase order to an actual purchase order record.

Provided a model already exists for the current supplier, a browse screen shows the current models. The following information is shown in the list:

Box	Description
Reference	The model purchase order number.
Date	The date on which the model order was created.
Memo	An indicator that shows whether a memo has been created for the model order.
Total Value	The total model order value.
Cur	The currency code associated with the model order.
Alt. Reference	The alternative reference assigned to the model order.

Actions

The following commands are available from the **Action** menu when the **Model Purchase Orders** window is displayed:

Use this command	To
Find Document	Find a document regardless of the supplier record currently selected. You can enter a range of model order numbers in the **Range From** and **Range To** boxes on the **Find Document** form. When you click **Display**, the **List** tab shows the documents found. You can then click to select the one you want to process from the list and then click **OK**.
View Header	Display the header details of the currently selected model purchase order.

Notes

View Lines	Display the line details of the currently selected model purchase order.
History	Display the creation and revision history details of the currently selected model purchase order. This includes the date and time the order was created and last changed and the user name in each case.
Edit	Edit the content of the currently selected model purchase order.
Commit	Convert the currently selected model purchase order to an actual purchase order record.

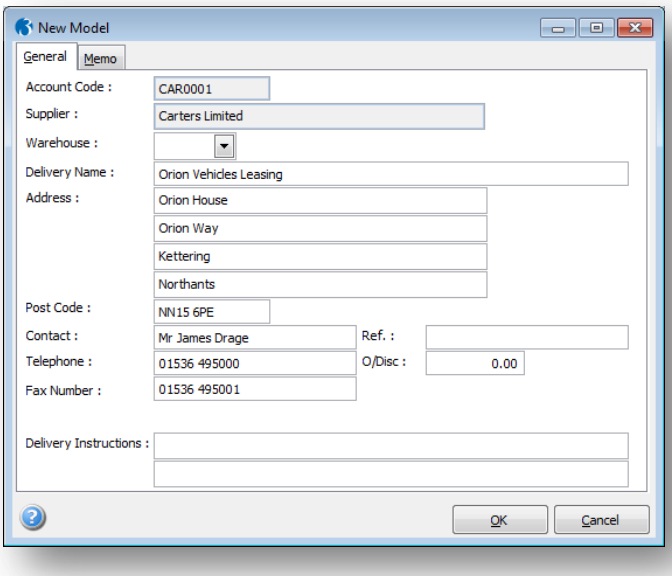
If no model currently exists for the supplier, processing proceeds directly into the new model details. You enter the model as you would a new purchase order. On completion, the application asks if you want to post the model order record. When a model exists for a supplier, when you add new orders the application will give you the opportunity to create the order from an existing model, or without using a model.

To create a model purchase order

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

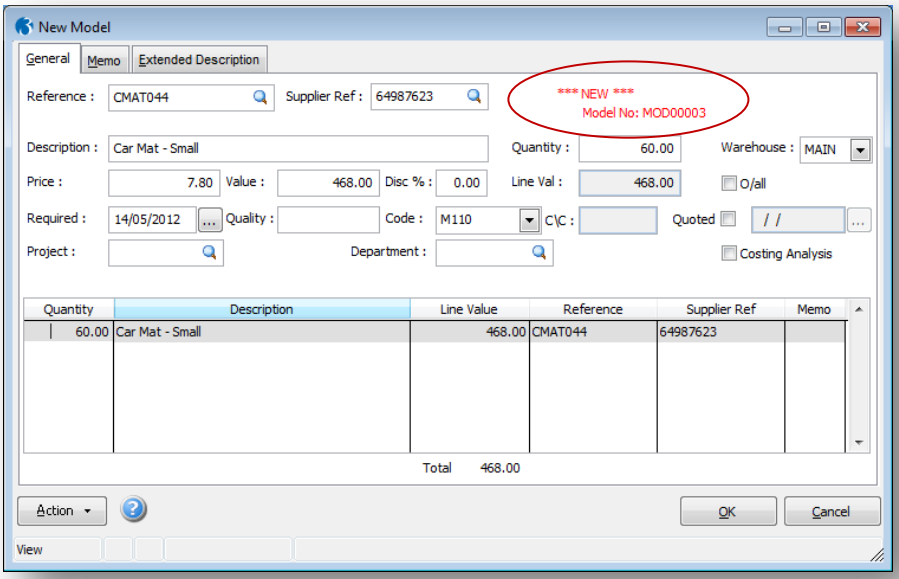
Notes: When entering detail lines on the model document , you can use the **History** command on the **Action** menu to view the creation and amendment date, time and user name. You can also use the **Costing Analysis** to review the costing analysis details, if entered.
You can add an extended description to a line item using the **Extended Description** tab.
You can add a memo to a line item for the purchase order using the **Memo** tab.

Header form is identical to when raising a standard Purchase Order.



Notes

The details form should include all items for the Model Order. Supplier Product File information will be pulled through automatically and may be used when required.



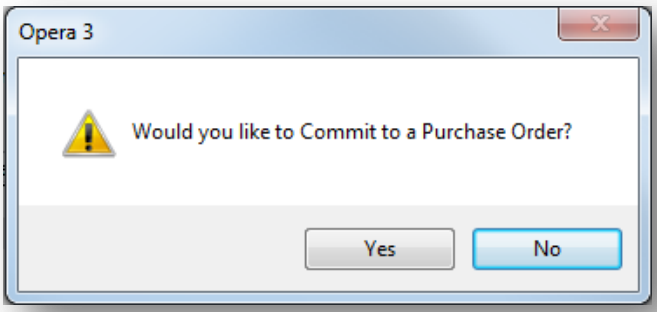
As with Opera 16 the 'Next P/O Model Number' will come from POP Options.

3.3.1 Committing a Model Order

To commit a model purchase order

1. Open the **P. Orders** folder, and then click **Processing**.
2. Retrieve the supplier record for which you want to create a purchase order from a model order, click **Action** and then click **Models**.
3. In the **Model Purchase Orders** browse window, click to select the model you want to convert.
4. On the **Action** menu, click **Commit**.
5. If the purchase order is to be printed, the **Publisher** form will appear so you can choose the output destination of the order document.
6. The application will confirm the purchase order number assigned to the record created from the model document.
7. Click **OK**.

Once Model Orders exist they may be progressed from the Models (F4) Action menu by selecting Commit (F7).

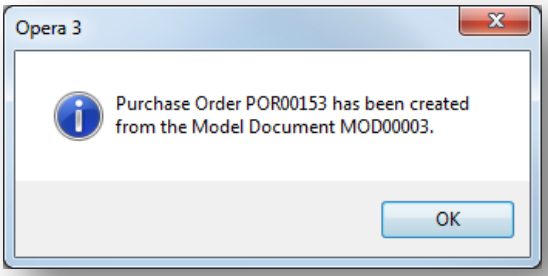


Notes

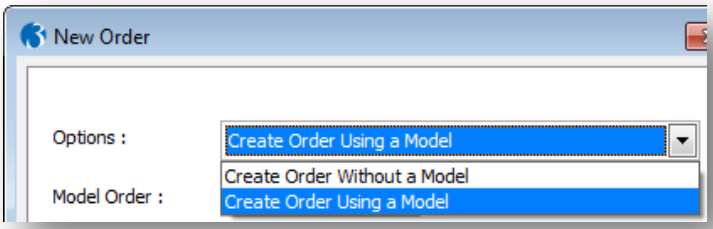
There is also the ability to perform a global search on ALL Model Orders, Find Document (F8), which is exactly the same functionality now found in Invoicing/SOP and BOM.

To View the detail behind an Order select Model Order Header (F10) or Model Order Lines (F12). This would be useful to ensure that the correct Model is being 'Committed' to a Purchase Order.

Once the correct Model has been identified and the Commit (F7) has been selected the user will not get the option to 'Edit' the Model. A Purchase Order will be generated directly from the Model Order's lines.



When a Supplier record has a Model Order record in existence should the user create a new Purchase Order the following prompt will appear:

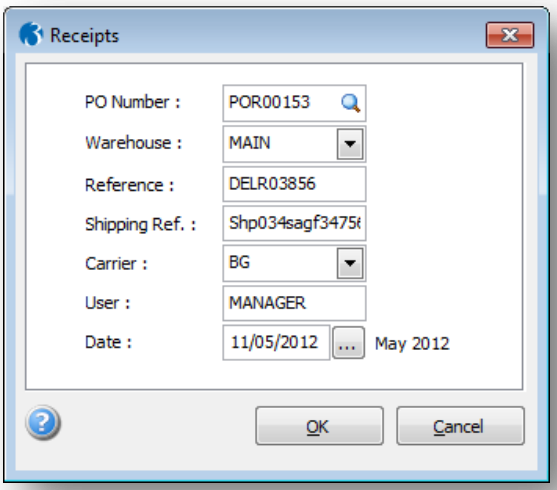


If 'Create Order Using Model Order' is selected a look-up to all Model Orders for the Supplier record is available.

3.4 Receipts

Notes

Use the **Receipts** command on the **Action** menu associated with the **Purchase Order Processing** form to record the receipt of goods against purchase order records. This only applies if you have the Stock module. You can also receive goods against purchase orders using the **G.R.N.** command or direct receipt in the Stock module. The process of recording receipts begins with the selection of the order(s) against which the goods have been delivered. The **Select Orders** dialog box offers the following criteria:



Selection Criteria

Before you can post your stock receipts, you must select the relevant purchase order for the current supplier and warehouse that was entered on the purchase order line (if you use the multi-warehouse feature). You can also add a reference which will be used for each receipt line, and other details. The process of recording receipts begins with the selection of the order(s) against which the goods have been delivered. The **Select Orders** dialog box offers the following criteria:

Box	Description
PO Number	The purchase order being received. You can type the purchase order number or other text on which to search for a matching record. If more than one record matches the entry you make, they will be listed in another window from which you can select the one you want. Note that only purchase records for the currently selected supplier can be included. **Note:** If you want to record receipts for more than one purchase order, leave the **PO Number** box blank.
Warehouse	A reference that identifies the warehouse. You can select from a list. This only applies if you use the multi-warehouses feature. **Note:** If you want to record receipts for more than one warehouse, leave this blank.
Reference	The reference or delivery note number of the receipt. If you leave this blank, the relevant purchase order number is used.
Carrier	A reference that identifies the carrier for the GRN. You can select from a list. Carrier records are maintained using the **Carriers** command on the Maintenance menu of the Stock module.
User	A reference that identifies the person responsible for the GRN. Your user name is displayed and will be the user record associated with the GRN record but you can override this.

Notes

Date The date of receipt. This defaults to the current system date.

If Stock Control is linked to the Nominal Ledger, this date is also used to update the Nominal Ledger. For information about how Purchase Order Processing updates the Nominal Ledger, see the Introducing Purchase Order Processing Help topic.

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.

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.

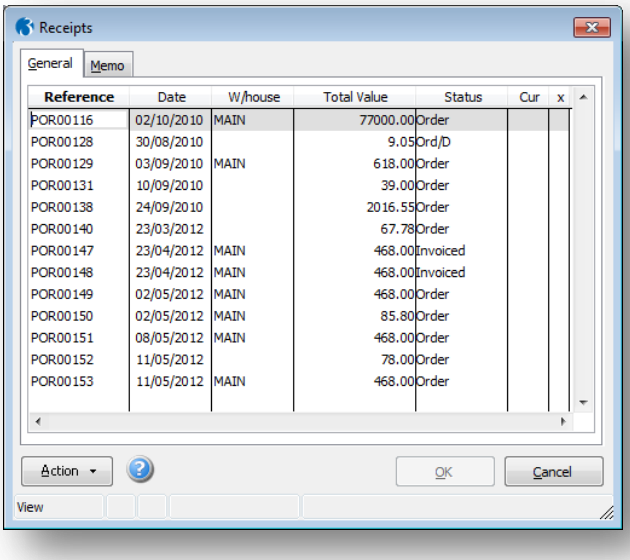
An option on the **Company Profiles** form controls whether Open Period Accounting is used.

Open Period Accounting is available in Opera 3 and Opera 3 SQL.

Note: 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.

Choosing Purchase Orders

If more than one purchase order is found after you have updated the selection criteria form a list of purchase orders is presented for you to work on. You can choose to select one or more of the purchase orders.



NB: Leave the PO Number field empty and click OK to obtain the selection screen

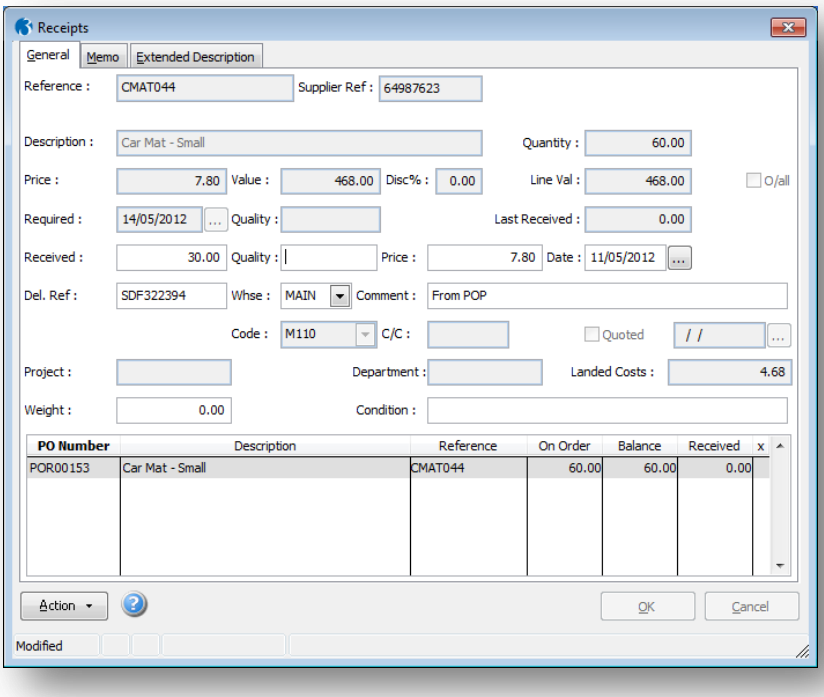
Notes

You can use the Action menu to:

- Select or deselect the highlighted purchase orders (F7)
- Select or deselect all the purchase orders in the view (F11).

To receive against purchase orders

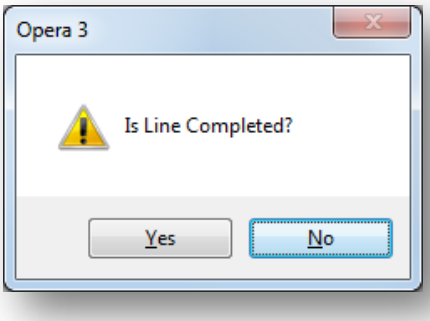
1. Open the **P. Orders** folder, and then click **Processing**.
2. Retrieve the supplier record for which you want to allocate receipts, then on the **Action** menu, click **Receipts**. The **Select Orders** form appears.
3. In the boxes provided, enter the criteria that determines which order(s) are selected and then enter receipt reference and date. Click **OK**.
4. If you have selected a purchase order by its number, the **Order Lines** form appears so you can record the items received. If you left the **PO Number** box blank on the **Select Orders** dialog box, the **Purchase Orders** form appears and lists the outstanding orders associated with the supplier. You then use the **Tick/Untick** or **Tick/Untick All** commands on the **Action** menu to choose which ones(s) you want to use, then click **OK**.
5. On the **Order Lines** form, do one of the following:
6. In the boxes provided, enter the details of the receipt. You can make entries in the **Received**, **Quality**, **Price**, **Date**, **Del. Ref**, **Whse**, and **Comment** boxes.
7. Click to select a detail line and then use the **Tick/Untick** or **Tick/Untick All** commands on the **Action** menu to record the receipt of the entire outstanding quantity of the line. **(Part Receipted)**
8. Click **OK**.
9. At the prompt 'Post Receipts', to post the receipts against the order record, click **Yes**.



Notes: You can retrieve the memo associated with the purchase order using the **Memo** command on the **Action** menu associated with the **Order Lines** form.

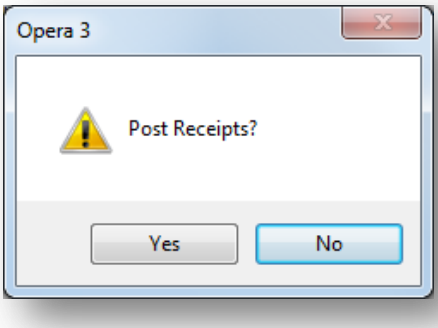
Notes

If the order line is fully received, select F7 Tick in order to populate the received column with the full quantity. If not, you can manually enter the received quantity and be prompted with “is line complete”. Yes means the line will be fully receipted at the entered quantity, no means the remaining quantity is outstanding.



Once the OK command button has been selected, the relevant stock receipts will be created and matched against the purchase order lines from which they originated.

The order lines will be updated with the new amounts outstanding and the outstanding purchase order balances on the supplier header and the stock headers will be reduced accordingly. The status is also updated.



If the item received is a traceable stock item, the traceable item icon will be displayed against the line. The system may prompt the user to assign trace numbers to the item dependant on the setting from the Stock module Options settings, if present.

Entering Receipt Details

Box	Description
Received	The quantity being received.
Quality	A memo note regarding the quality of the goods being received. This is saved with the receipt transaction.
Price	The unit cost price of the stock being received. If the stock item is subject to landed costs, this cost is displayed in the Landed Costs box. You can override the landed cost using the Override Landed Costs command on the **Action** menu. This feature is available in Opera 3 and Opera 3 SQL
Date	The date which is used for the receipt. This defaults to today's date but it can be changed. For example, if the stock was received on an earlier day but you are recording it today, you can change the date to the actual receipt date.

Notes

Del. Ref	The purchase order number for the receipt. If you leave entered a delivery reference on the Selection Criteria form, it is displayed instead of the purchase order number.
Whse	The warehouse where the stock is stored. This is only enabled if you use the multi-warehouse feature.
Comment	A memo you want to record which is saved with the receipt transaction.
Landed Cost	The landed cost for the stock being received. Landed costs are those additional costs - other than the unit price costs - that are incurred to get goods you purchase from your supplier to your premises, particularly for goods that are imported. The total cost of a landed shipment includes the purchase price, freight costs, insurance, and other costs up to the port of destination. In some instances, it may also include the customs duties and other taxes that are levied on a shipment. Calculating the landed cost is critical in understanding what a product actually costs so that you can calculate what it can be sold for. If a stock item is subject to landed costs, when a stock receipt is posted both the unit cost and the landed cost are used to calculate the combined cost of the receipt. This applies to all types of stock: Non FIFO, FIFO, and batch and serial traceable. The landed costs that are relevant for the stock item are set up on the Stock Control - Processing - Landed Costs form. When the stock item is issued to a customer, the total cost (including both the unit cost price and the landed cost) is taken into account when margins are calculated. This feature is available in Opera 3 and Opera 3 SQL
Weight	The weight of the stock being received. This is saved with the receipt transaction.
Condition	A memo note regarding the condition of the goods being received. This is saved with the receipt transaction.

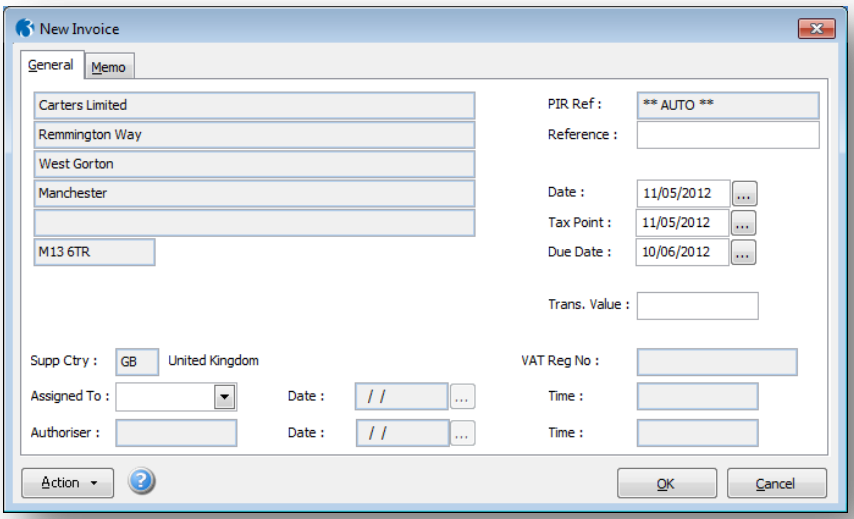
Note: Traceable stock only applies if you use the traceability feature. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability Help topic for information.

3.5 Invoice

The Invoices function can be used to quickly create Purchase Invoices for outstanding purchase orders for the supplier currently being displayed on screen.

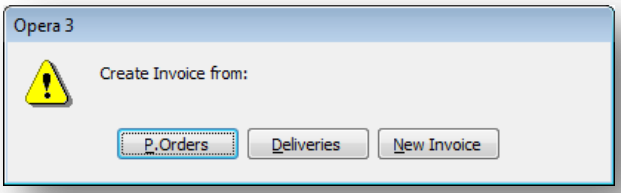
3.5.1 Invoices (P. Orders)

Use the Invoices command on the Action menu associated with the Purchase Order Processing form to create invoices from orders or deliveries.



Notes

The process begins with the Invoice form in which you enter the 'header' details of the invoice. When you have completed the header details and clicked OK, a prompt appears from which you can select one of three command buttons:



Command	Description
P/Orders	Use this command button to create an invoice from one or more purchase orders.
Deliveries	Use this command button to create an invoice from one or more delivery notes.
New	Use this command button to create a new invoice, not directly associated with either order or delivery records.

If you choose to create an invoice from purchase orders or from delivery notes, the **Purchase Order Criteria** dialog appears in which you can specify the range of delivery or order documents involved. In the range boxes beneath **P.Order Range**, you can type the purchase order number or other text on which to search for a matching record. If more than one record matches the entry you make, they will be listed in another window from which you can select the one you want for the **From** or **To** box. Note that only records for the currently selected supplier can be included in the ranges.

Note: Before you can create an invoice you must make sure that the relevant VAT codes have been set up in the System - Maintenance - VAT Processing command.

Reverse Charge for Goods

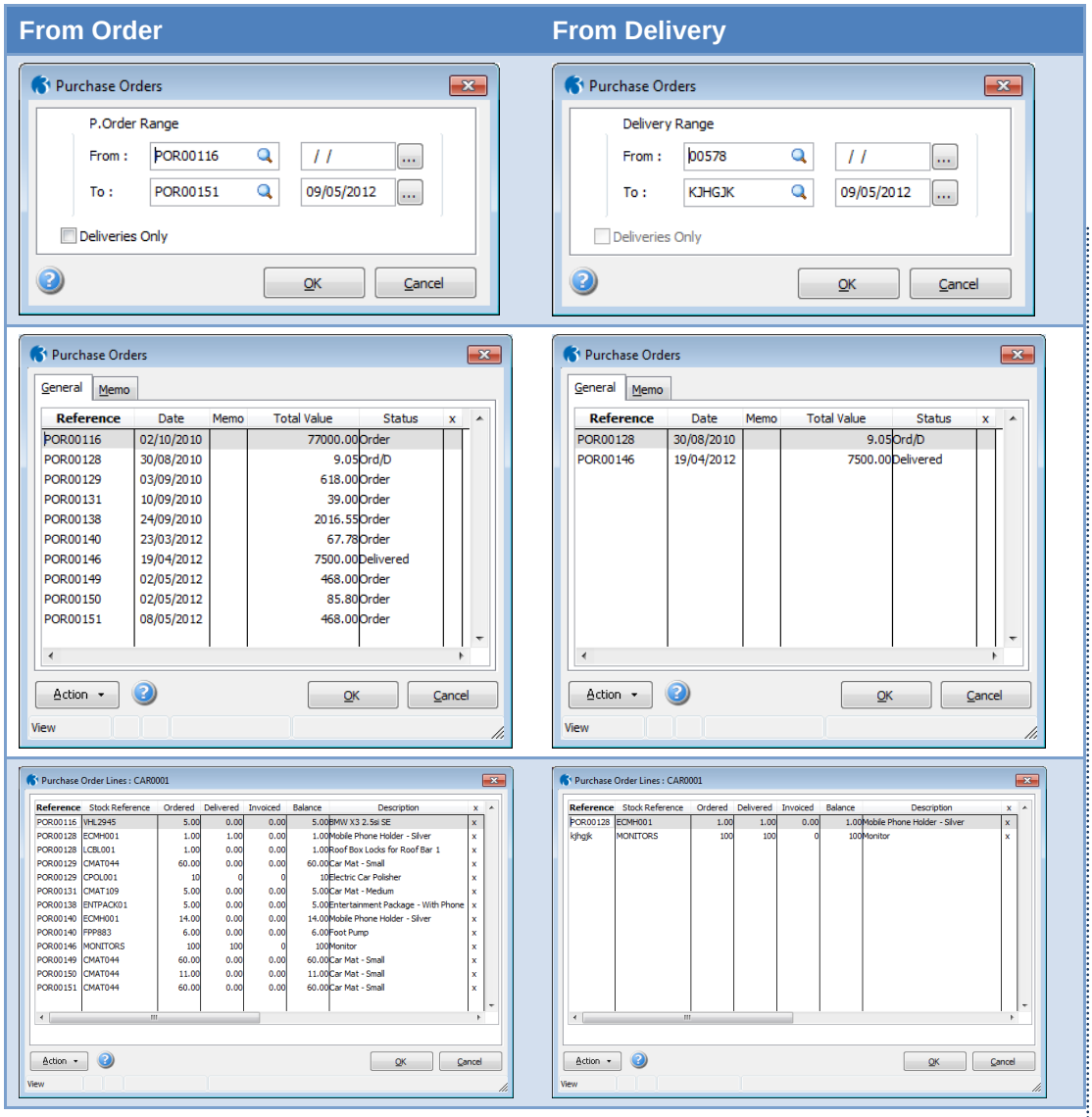
If you have set up stock items or product items that are subject to VAT Reverse Charge accounting for goods, you must also set up have a Reverse Charge Purchase VAT code.

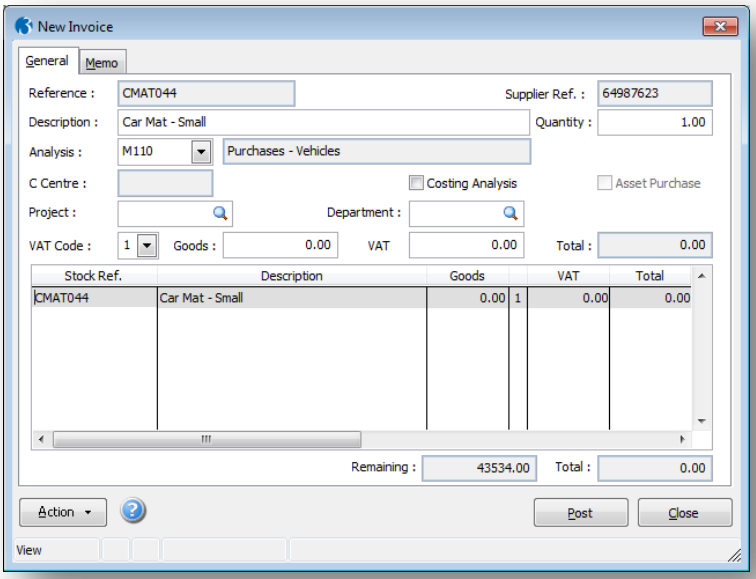
Reverse Charge for Services

To account for a service received from an EC supplier that falls under the Reverse Charge provisions, use a standard rate VAT code which has been set up to update boxes 1, 4, 6 and 7 on the VAT Return.

All uninvoiced lines from the selected document(s) are displayed and you select which ones are used to create the invoice detail lines. When you accept the invoice, any order lines that are completed are marked as such, any orders fully completed are marked as such.

Notes





Note: An invoice created in the Purchase Invoice Register can be edited an unlimited amount of times prior to being posted to the Purchase Ledger.

Notes

Box	Description
Reference	If you do not have the Purchase Order Processing module but are linked to Stock Control, this can be a valid stock reference, otherwise you can leave this field blank and enter a description only or move straight to the Analysis box. You can select from a list.
Description	The description of the item. You can amend this if required.
Quantity	The quantity of goods associated with the detail line.
Analysis	The supply code for the item. This defaults to the supply code on the stock item, if one was selected, or you can select one from a list. The supply code for the item. This defaults to the supply code on the stock item, if one was selected, or you can select one from a list. **NB:** The Purchase Ledger Analysis feature will use this information and, if the Purchase Ledger is linked to the Nominal Ledger, the net value from this detail line will be analysed to the nominal account associated with the supply code.
Advanced Nominal Dimensions	References that identify the dimensions used for the analysis of the current transaction lin**e.** 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), you can override the defaults shown for the current transaction line. If the nominal account associated with the supply code entered in the **Analysis** box is set up to use one or both additional dimensions, default dimension IDs will appear in these boxes, otherwise they will be unavailable. The defaults will be those associated with the supplier record (as shown when you use the **Analysis** command on the document header form). If these have not been specified (that is, left blank), then the defaults will be those identified on the nominal account record linked to the supply code. If the corresponding nominal account record indicates that the use of one or both dimensions is mandatory, then you must ensure an appropriate ID has been entered before you save the transaction line. For further information, refer to the topic on advanced nominal dimensions associated with the Nominal module.
Cost Centre	The cost centre to which the detail line is analysed. You can select from a list.
Costing Analysis	An option that determines whether you want to analyse the transaction to a job or phase. This only applies if you have the Costing module installed and activated and the Purchase Ledger to Costing option is selected on the Options tab of the Company Profiles form in the System module. If selected, you will be prompted to complete the job analysis details on the **Costing Analysis** form that appears when you have completed the other boxes for the line.
Asset Purchase	For invoices only, an option that controls whether you want to create an asset in the Fixed Assets module when the invoice is posted. If you use the Fixed Assets module and the Purchase to Fixed Assets box on the Company Profiles form is ticked, you can tick the Asset Purchase box to add details of an asset to be created in Fixed Assets. The Analysis code used for the line must be linked to a Nominal Ledger account that is in turn linked to a Fixed Asset Nominal Ledger Type.
VAT Code	The VAT code associated with the analysis code in the Purchase module. Reverse Charge for Goods If the stock or product item is marked as subject to Reverse Charge, the first Purchase Reverse Charge for goods VAT code is displayed. You can select an alternative from a list. What's Reverse Charge Accounting for goods? Note: If you are creating an Invoice from a Purchase Order or Delivery Note, when deciding which VAT code is used, the application calculates the total goods value for all items that are marked as subject to Reverse Charge. If the total value is more than the HMRC de minimis level, it uses the first available Purchase Reverse Charge for goods VAT code on each detail line. Items that are not subject to the Reverse Charge are updated with the VAT code on the Supply Code.

Notes

VAT Code…	**Tip:** The VAT Inclusive box on the supplier's record must be cleared to post a transaction using Reverse Charge accounting. If you receive an invoice that must be accounted for using Reverse Charge accounting from a supplier that is marked as VAT inclusive, clear the VAT Inclusive box to post the transaction, then re-select the box afterwards. Reverse Charge for Services To account for a service received from an EC supplier that falls under the Reverse Charge provisions, use a standard rate VAT code which has been set up to update boxes 1, 4, 6 and 7 on the VAT Return. What's Reverse Charge Accounting for services? **Reverse Charge for Goods** If the stock or product item is marked as subject to Reverse Charge, the first Purchase Reverse Charge for goods VAT code is displayed. You can select an alternative from a list. What's Reverse Charge Accounting for goods? **Note:** If you are creating an Invoice from a Purchase Order or Delivery Note, when deciding which VAT code is used, the application calculates the total goods value for all items that are marked as subject to Reverse Charge. If the total value is more than the HMRC de minimis level, it uses the first available Purchase Reverse Charge for goods VAT code on each detail line. Items that are not subject to the Reverse Charge are updated with the VAT code on the Supply Code. **Tip:** The VAT Inclusive box on the supplier's record must be cleared to post a transaction using Reverse Charge accounting. If you receive an invoice that must be accounted for using Reverse Charge accounting from a supplier that is marked as VAT inclusive, clear the VAT Inclusive box to post the transaction, then re-select the box afterwards. **Reverse Charge for Services** To account for a service received from an EC supplier that falls under the Reverse Charge provisions, use a standard rate VAT code which has been set up to update boxes 1, 4, 6 and 7 on the VAT Return. What's Reverse Charge Accounting for services?
Goods	The net goods value of the detail line. **Note:** Enter the goods value for this line. This will be the net value associated with the purchase analysis files and will update the supplier turnover accordingly. If the Terms settings for this supplier have the VAT Inclusive option switched on, then the value entered in this field will be considered a gross value and VAT will be deducted from it according to the VAT code associated with the supply code record. If the Terms settings do not specify VAT inclusive entries, then the value entered in this field will be the net amount to which any VAT will be added, if applicable.
VAT	The VAT value of the detail line. **Note:** The system will also take into account any Settlement Discount offered by the supplier when calculating the value of VAT. This field is amendable and can be overridden by the user, if required.
Total	The cost of goods associated with the detail line.
Remaining	The value of the invoice that remains to be analysed. When this is zero you can save the transaction.
Total	A running total of the goods values for all detail lines.

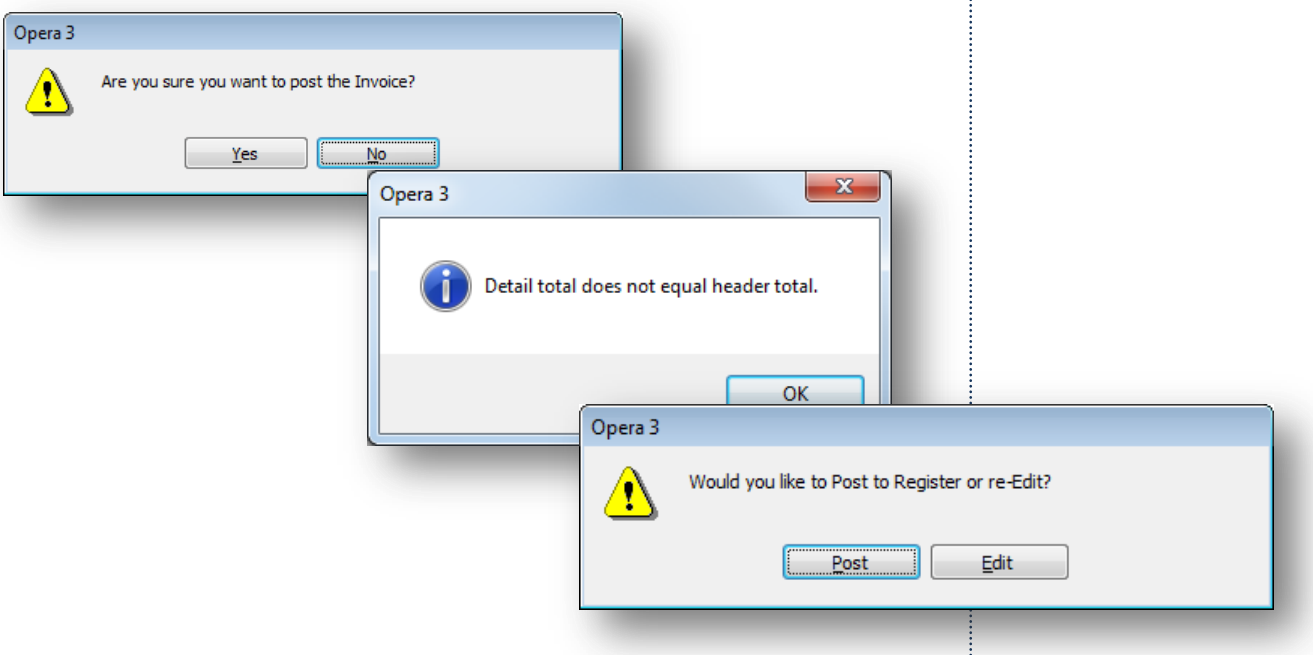
Note: An invoice created in the Purchase Invoice Register can be edited an unlimited amount of times prior to being posted to the Purchase Ledger.

Notes

3.5.2 Purchase Invoice Register

If you use Purchase Invoice Register (PIR) feature, you specify the person to which the invoice is assigned by selecting from the **Authorised To** list (entries in this list are determined by the records maintained using the **People Profiles** command in the System module). The invoice is stored on the register until posted to the ledger, though if you are not using the authorisation capabilities, the system asks if you want to post directly to the ledger. With the register, invoices created from delivery notes or orders are automatically matched with the delivery note or order and do not need matching separately. You can also add new lines to the invoice created in this way.

Note: Although you can post an invoice where the header and detail values do not match – they cannot be posted to the Ledger until they match



If you don't use the PIR feature, invoices are posted directly to the ledger. Under these circumstances, you can enter a duplicate purchase order reference when raising an invoice against a purchase order.

3.5.3 Costing Integration

If you use the Costing module, and you have the **POP to Costing** option selected in Company Profiles in the System module, you can analyse order detail lines to jobs and phases and cost codes. A commitment cost is generated in the Costing module when the order is posted. If you subsequently post an invoice for the order to the Purchase Ledger, the commitment is converted to an actual job cost.

If you use the Purchase Invoice Register with the PIR must use authorisation option selected, invoices that are posted in the P.Orders module or PIR stay in the register until the invoice is authorised and posted to the Purchase Ledger. Commitment costs stay on the job until the invoice is moved from the register to the Purchase Ledger. The commitment is then fully converted to an actual cost if the order is fully invoiced, or part converted to an actual cost if the order is part invoiced.

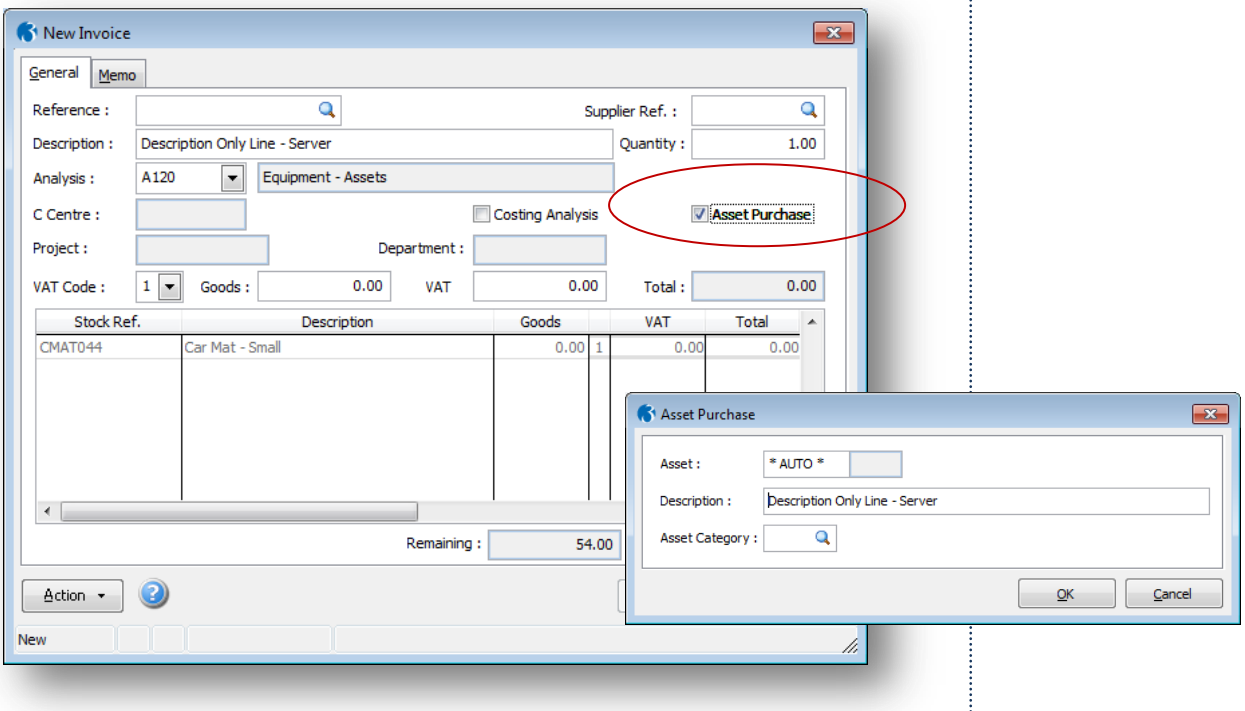
Notes

3.5.4 EC VAT Integration

If you use the EC VAT module, when processing an invoice for an EC member supplier you can indicate whether you want the system to multiply the individual net mass by the quantity. This is done by selecting the **Multiply Mass by Qty** option that appears on the **EC VAT SD Details** form that is displayed when you select the **EC VAT** option on the **Action** menu.

3.5.5 Fixed Assets Integration

If you use the Fixed Assets module, and the POP to Fixed Assets box on the **Company Profiles** form is ticked, you can tick the **Asset Purchase** box to add an asset when the invoice has been posted. The **Analysis** code used for the line must be linked to a Nominal Ledger account that is in turn linked to a Fixed Asset Nominal Ledger Type.



Note: Can only create an Asset for non-stock items

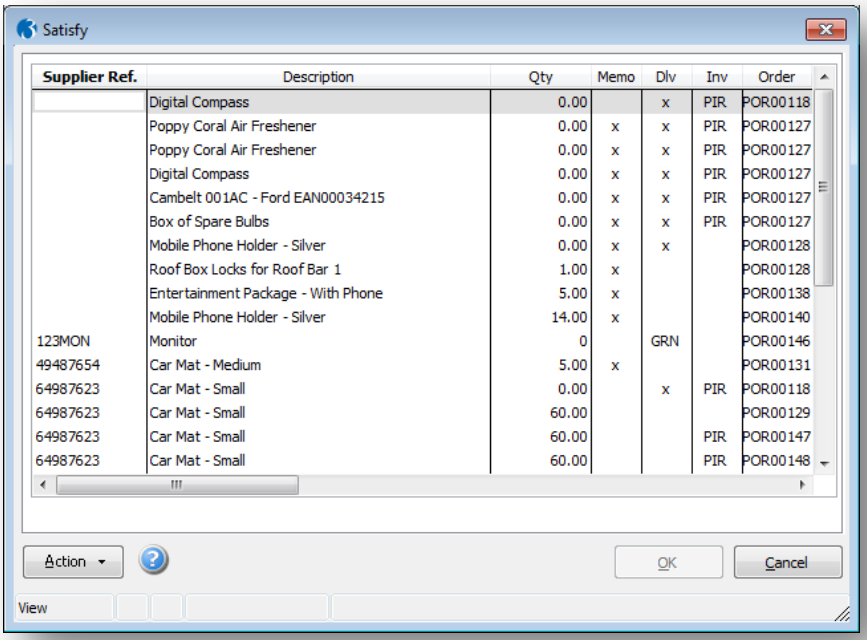
3.6 Satisfy

Purchase order lines are stored in the database until they are marked as being 'satisfied'. A satisfied purchase order detail line is one that has been fully delivered and fully invoiced. Purchase order lines are automatically marked as satisfied when:

- Stock is received for the purchase order line in the Stock - GRN command or the P.Orders - Processing - Receipts command.
- The purchase order line is invoiced in the P.Orders - Processing - Invoices command or the Purchase - PIR Processing - Invoices command.

Notes

If a purchase order line will never be fully delivered and fully invoiced in these commands, you should use the **Satisfy** command to mark the line as satisfied so that in future they cannot be selected when stock receipts and purchase invoices are posted.



Supplier Ref.	Description	Qty	Memo	Dlv	Inv	Order
	Digital Compass	0.00		x	PIR	POR00118
	Poppy Coral Air Freshener	0.00	x	x	PIR	POR00127
	Poppy Coral Air Freshener	0.00	x	x	PIR	POR00127
	Digital Compass	0.00	x	x	PIR	POR00127
	Cambelt 001AC - Ford EAN00034215	0.00	x	x	PIR	POR00127
	Box of Spare Bulbs	0.00	x	x	PIR	POR00127
	Mobile Phone Holder - Silver	0.00	x	x		POR00128
	Roof Box Locks for Roof Bar 1	1.00	x			POR00128
	Entertainment Package - With Phone	5.00	x			POR00138
	Mobile Phone Holder - Silver	14.00	x			POR00140
123MON	Monitor	0		GRN		POR00146
49487654	Car Mat - Medium	5.00	x			POR00131
64987623	Car Mat - Small	0.00		x	PIR	POR00118
64987623	Car Mat - Small	60.00				POR00129
64987623	Car Mat - Small	60.00			PIR	POR00147
64987623	Car Mat - Small	60.00			PIR	POR00148

Note: Another scenario may be if a purchase order has been raised, the goods have been received and the invoice has been received but at the time no matching was done, the Satisfy function allows the order to be marked as being fully satisfied / completed.

If an order line is not automatically marked as satisfied, it remains on the database until you mark it as fully delivered and fully invoiced in the **Satisfy** command. You can also mark orders as fully delivered using the Stock - GRN command. Fully satisfied purchase orders can also be removed from the database when you run the P.Orders - Utilities - Reorganise command, provided they meet the date criterion you specify.

3.6.1 To satisfy purchase orders

1. Open the **P. Orders** folder, and then click **Processing**.
2. Retrieve the supplier record for which you want to satisfy orders, then on the **Action** menu, click **Satisfy**. The **Satisfy** form appears.
3. Select the order line you want to satisfy and then:
   - On the **Action** menu, click **(Un)Delivery** to set or clear the indicator that means the order line is satisfied as far as deliveries are concerned. A tick appears in the **Dlv** column. You can only set this indicator when the **Dlv** column is blank.
   - On the **Action** menu, click **(Un)Invoice** to set or clear the indicator that means the order line is satisfied as far as purchase invoices are concerned. A tick appears in the **Inv** column. You can only set this indicator when the **Inv** column is blank and you can only use this command to clear an existing tick mark. **If you have the** Purchase Invoice Register **feature activated and the order was matched using the** PIR Processing - Match **command, the letters 'PIR' are displayed on the order lines.** If you need to unmatch order lines satisfied this way, you must use the **PIR Processing** command.
4. Click **OK**.
5. At the prompt 'Would you like to Update Order Lines?', click **OK** to update the purchase order detail line records.

The Options in more detail

Notes

F7 (Un)Delivery

If the Delivery column is blank for the currently highlighted purchase order line, then the user can use the F7 Delivery function to mark the line as having had its delivery satisfied. This is done without updating the In Stock figure for that item in Stock Control. The Quantity P/O for that item will reduce as a result.

If the Delivery column displays G.R.N., this means that the purchase order line currently highlighted has been matched against a G.R.N. line. As a result, any unmatching that is to be done must be done through the G.R.N. screen. If the delivery column is ticked, this means that the line has been matched against a receipt in Purchase Order Processing.

F8 (Un)Invoice

If the Invoice column is blank for the currently highlighted line, then the user can use the F8 Invoice function to mark the line as having had its invoice satisfied. This is done without updating the Purchase Ledger.

If the Invoice column displays PIR, then this means that the line has been matched against a Purchase Invoice in the Purchase Invoice Register. Therefore any unmatching must be done through the PIR. Once all changes have been made, click on the OK button to post the changes to the system.

3.6.2 Marking a purchase order line as 'unsatisfied'

If a purchase order line is marked as satisfied, it can be marked as unsatisfied for both the stock delivery and purchase invoice. These order lines can then be re-selected when a delivery is posted in the Stock - GRN command or the P.Orders - Processing - Receipts command or when an invoice is posted in the P.Orders - Processing - Invoice command or the Purchase - PIR Processing - Invoices command.

Important: If you mark a purchase order line as unsatisfied, the **Satisfy** command will not post stock movements or purchase transactions. If required you must post an RTV document or an adjustment in Stock - Processing to post a stock movement, and post a credit note or adjustment in Purchase Ledger - Processing to update the supplier account.

Column	Description
Supplier Ref.	The supplier's product reference. This is displayed if the stock item has been added to the Supplier Product File.
Qty	The order quantity.
Memo	The memo added to the order line.
Dlv	If the order line was received using the Receipts command in Purchase Order Processing, **X** is displayed on the **order line**. These lines can be marked as un-delivered in the **Satisfy** command. If an order line has been satisfied using the Stock - GRN command, the letters 'GRN' are displayed on the order lines. If you need to unmatch order lines satisfied this way, you must use the **GRN** command.
Inv	If the order line was matched using the Invoices command in Purchase Order Processing, **X** is displayed on the o**rder line**. These lines can be marked as un-invoiced in the **Satisfy** command.

Inv…	**If you have the Purchase Invoice Register feature activated and the order was matched using the** PIR Processing - Match **command, the letters 'PIR' are displayed on the order lines.** If you need to unmatch order lines satisfied this way, you must use the **PIR Processing** command.
Order	The purchase order number.
Document	The purchase document number. This is displayed if the order line originated from a document posted in the Documents command in Purchase Order Processing.
Stock Ref.	The stock item's reference

Notes

Practical Assignment 1

Notes

Objectives

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

- Create a Purchase Order
- Receive in the goods via the “Receipts” function from within Purchase Order Processing
- Generate an invoice via the “Invoice” function from within Purchase Order Processing

Orion Vehicle Leasing Ltd wishes to place an order for some replacement stock from Carters Ltd, to be delivered to the Main Warehouse.

The order is comprised of the following:

Our Ref	Supp Ref No.	Description	Qty
CMAT109	49487654	Car Mat – Medium	30
CMAT044	64987623	Car Mat – Small	30
OIL5LTR	T48576	Engine Oil – 5 Litres	20
PLG5847	3487645	Spark Plugs x 4	50

Create this order on the system.

Carters Ltd have fully delivered the products ordered above on delivery note DEL00876.

Use the “Receipts” function in Purchase Order Processing to receive them into the Main warehouse.

An invoice number 004558 has now arrived from Carters Ltd. The value of the invoice is £1354.78, which is the order value plus a £20 delivery charge.

Use the “Invoices” function in Purchase Order Processing to create the invoice from the Purchase Order lines. During this process you will also need to add the delivery charge line before posting.

After adding the delivery charge line you should find that the invoice balances with the above figure that you entered on the header screen.

3.7 Reorder

Notes

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

The projected stock is calculated by adding the:

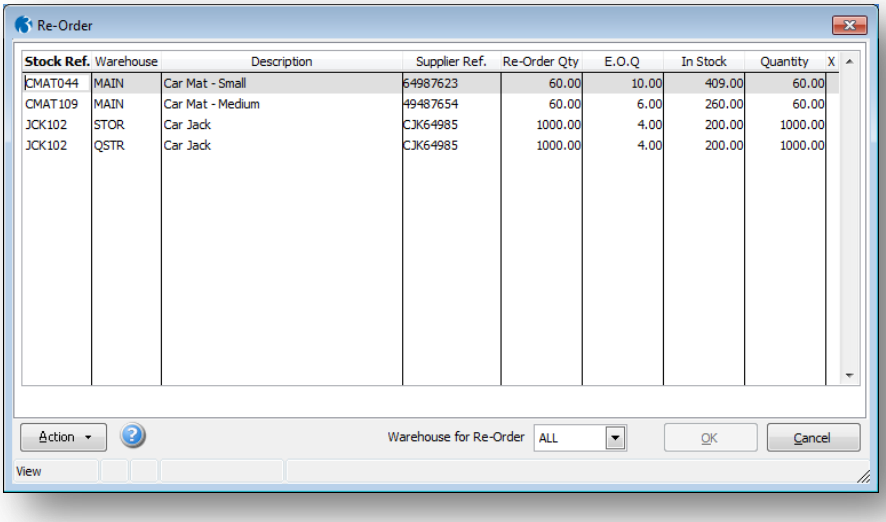
- in stock quantity (In Stock)
- quantity ordered from your suppliers, including any uncommitted purchase order documents (Qty PO)
- quantity already being made (if the stock item is a Bill of Materials assembly) (Qty WO),

and subtracting the:

- quantity ordered by your customers (Qty SO)

This can be summarised by the formula:

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



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

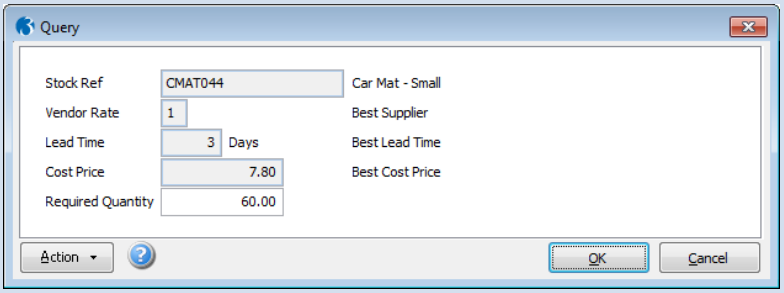
Box	Description
Stock Ref	A reference that identifies the stock item.
Warehouse	The warehouse where the stock item's projected stock is below the Reorder Level or Minimum Qty.
Description	The stock item's description.
Supplier Ref.	A reference used by the supplier to identify the stock item.

Notes

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

3.7.1 Actions

The following commands are available from the Re-Order Action menu:

Use this command	To
Query	Displays the Vendor Rating, Lead Time, Cost Price, and Required Quantity.  The following actions are available on the **Query >> Action** menu: • **Last Delivery**. Displays the quantity, unit cost, quality and delivery date for the currently selected line. • **Last Invoice**. Displays the quantity, unit cost, and invoice date for the currently selected line.

Notes

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

To Create a Purchase Order using Re-Order

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

Tip: If the **Confirm** option is selected in System >> Preferences, a message is displayed asking you to confirm you want to post the purchase order. You can clear the option if you don't want the message to be displayed each time you post a purchase order.

3.8 Back To Back

Use the **Back to Back** command to create either uncommitted purchase order documents or purchase orders. These items have been marked on sales orders for purchase from a supplier.

Note: Uncommitted purchase order documents are created if you have selected the **Allow Purchase Order Documents** option in the SOP - Utilities - Set Options - Action Advanced Options command.

Purchase orders are created if you have selected the **Allow Purchase Orders** option in the same command.

This function is only available if both Sales Order Processing and the Purchase Orders module are present.

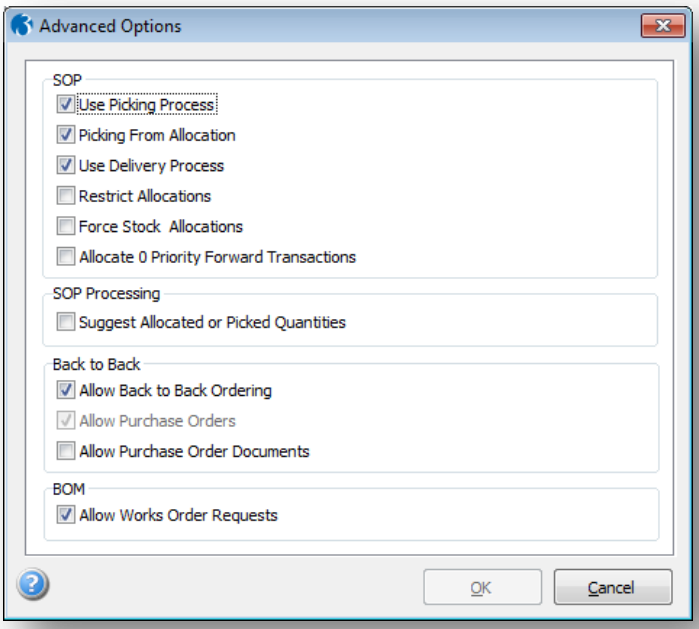
The Back to Back ordering feature provides a link between sales orders, raised through the SOP module, purchase orders and uncommitted order documents.

Notes

Items included on sales orders for which there is a shortfall can be flagged for purchase orders to satisfy the order requirement. When a sales order detail line is flagged accordingly, a purchase order can be generated subsequently that will result in the appropriate amount of stock being ordered to fulfil the sales order requirement.

The Back to Back function is used to generate purchase orders for suppliers for which items have been marked on sales orders for purchase.

The Back to Back Ordering facility must first be activated by going to SOP – Set Options – SOP Settings and switching the 'Allow Back to Back Ordering' option ON.



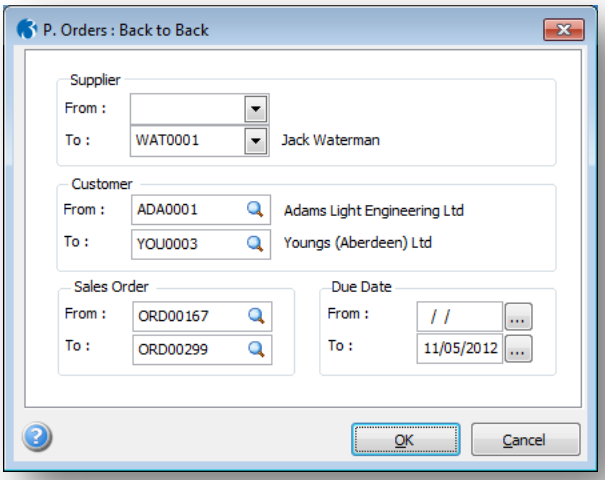
Where uncommitted purchase order documents or purchase orders are not generated when the sales order is posted, you can use the **Back to Back** command to generate the necessary document or orders for the suppliers concerned.

Order lines raised in this way have a memo attached to indicate the source of the order record. The application checks for back to back order lines when you edit a purchase order. If you try to delete a back to back order line the application warns you that has a sales order is linked to it. You can choose whether or not you wish to remove the line.

When a purchase order receipt is made using the **Receipts** command on the **Processing** form or using the **G.R.N.** command in the Stock module, the application checks to see if it has a sales order number and customer account associated with it. If so, the quantity received is added to the quantity made or received figure.

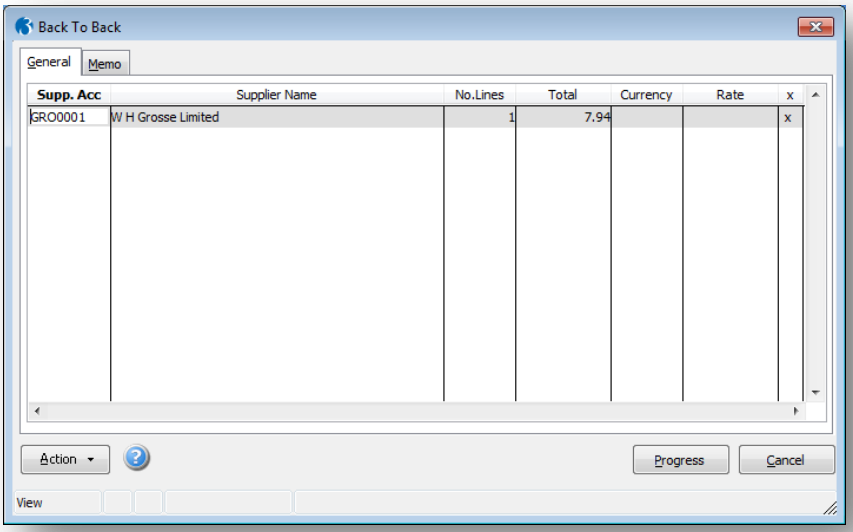
Notes

When the Raise Now option has been switched OFF, thus ensuring that purchase orders are not generated at the time a sales order is accepted, use the Back to Back command to generate the necessary orders for the suppliers concerned.



Criterion	Description
Supplier	Use the **From** and **To** lists under **Supplier** to determine the range of suppliers you want to select for back to back processing.
Customer	Use the **From** and **To** lists under **Customer** to determine the range of customers you want to select for back to back processing.
Sales Order	Use the **From** and **To** lists under **Sales Order** to determine the range of sales orders you want to select for back to back processing.
Due Date	Use the **From** and **To** lists under **Due Date** to determine the range of sales order due dates you want to select for back to back processing.

Back to Back Orders Browse



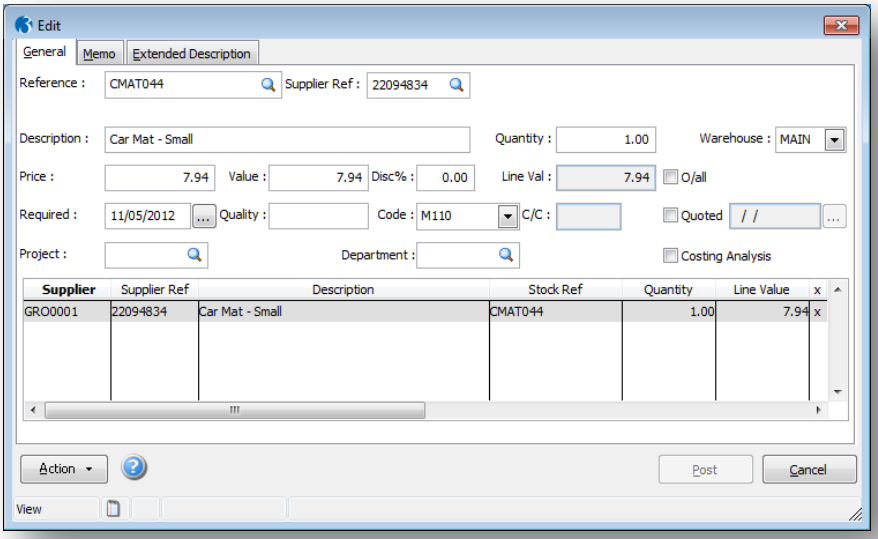
If the **P/O** option has been selected for one or more sales orders that fall within the criteria specified, the application lists the sales order lines in supplier order. An uncommitted purchase order document or purchase order is generated for each different supplier, rather than each sales order detail line. This may result in a consolidated document containing items relating to several customers' sales order

Notes

Separate lines are displayed when the same foreign supplier is using more than one currency. For each entry listed, the application displays the supplier account number and name, the number of lines in the order and the total value. A tick box is used to indicate whether the document will be created when you accept the records for progression. You can display or edit the memo associated with the order record or a selected order line when in 'edit' mode by clicking the **Memo** tab.

The following actions are available when the orders list appears:

Use this command	To
Edit	Edit the uncommitted purchase order documents or order detail lines.
Delivery Details	Edit the delivery address and delivery instruction. This does not override the defaults for the account being processed.
Progress	Process the selected orders.
(Un) Tick	Select or deselect the currently highlighted order or uncommitted purchase order document.
(Un) Tick All	Select or deselect all of the order or uncommitted purchase order documents in the list.



The following actions are available when you choose to edit details for a selected order:

Use this command	To
(Un)Delete	Mark the current line for deletion. The line is deleted when you accept the action. If the item is already marked for deletion, this command reinstates it.
Change Supp.	You can select any supplier from a list if the Purchase Orders box is ticked for the supplier on the Orders form in the Purchase Ledger - accessed from the Action button on the Processing form. **Note:** Only those supplier records that have the Purchase Order box switched ON will appear here. Once the user has identified a change of supplier and the record has been updated, a new purchase order record will appear in the Back to Back browse screen if one does not already exist for the supplier, or will update an existing one, if applicable.

Notes

Costing Analysis	View or amend the job, phase and cost code details for a uncommitted purchase order document or order line for which the Costing Analysis option is selected. This only applies if the POP to Costing option is ticked on the Company Profiles form in the System module.
Accept	Accept the order details as shown and post the amended order record.
(Un) Tick	Select or deselect the currently highlighted order line.
(Un) Tick All	Select or deselect all of the order lines.

From the Back to Back Browse screen, select the Progress button once all relevant order records due for processing have been ticked. From here, such records will now exist in Purchase Order Processing as purchase orders.

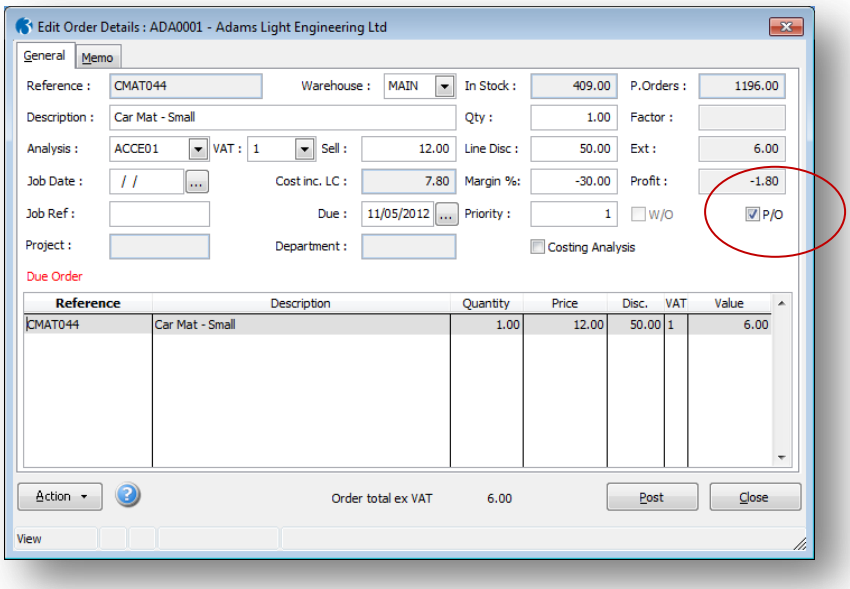
Order lines raised in this way will have a memo attached to indicate the source of the order record, detailing the Customer Account number and the Sales Order number from which it originated.

To generate back to back documents or orders

1. Open the **P. Orders** folder, and then click **Back to Back**.
2. In the boxes provided, enter the range options that determine which sales orders are selected for inclusion in back to back processing.
3. Click **OK**.
4. Click **Action** and select the command according to the action you want to take.

3.9 Generating a Purchase Order from a Sales Order

It is possible to generate a purchase order from a sales order raised in the Sales Order Processing module. This is done from within the Sales Order Entry Detail screen: When the Purchase Orders module present, an extra field appears within this screen:



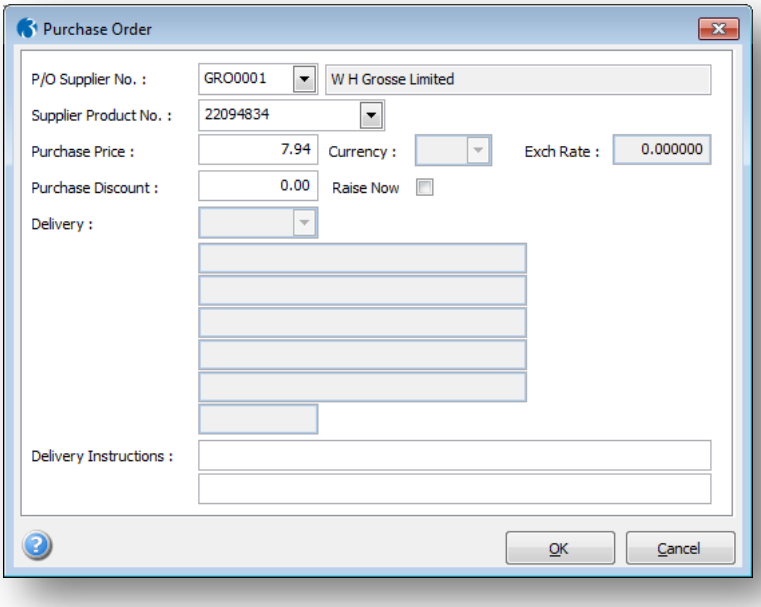
P/O

Switch this field ON if the sales order line being entered is to generate a purchase order line. Once this has been done, via the Action button, further options become available to the user.

Notes

3.9.1 F7 Purchase Order

This function allows the user to define specific details for the purchase order that is about to be raised:



P/O Supplier No.	The default supplier for this stock item (as defined in the Supplier Product File) is presented automatically in this field; however, this can be overridden by the user.
Supplier Product No.	The default supplier reference for this product is displayed but can be overridden if required.
Purchase Price	Taken from the Supplier Product File, the default supplier price for this product is displayed here, but can be overridden.
Currency	If the supplier account is a foreign current account, or can have foreign currency postings, enter the appropriate foreign currency code. The default suggested here can be overridden as required.
Purchase Discount	The default supplier discount is displayed but can be overridden.
Raise Now	Switch this field ON if a purchase order record is to be raised immediately upon the Sales Order being posted to the system. In this case, it is only possible to create a purchase order if the relevant supplier details have been entered in the above fields.
Alternatively, it is possible to generate the purchase order as part of a batch process using the Back to Back command in the Purchase Orders module. In order to do this, ensure that the Raise Now field is switched OFF.	
Delivery	If the Multi-Warehouses feature is present, select the destination warehouse for this purchase order from the dropdown list provided. The delivery address details will then change accordingly.
Delivery Instructions	Use this field to enter any delivery instructions to appear on the Purchase Order.

Once the Sales Order has been posted to the system, depending upon whether the Raise Now option has been activated, a purchase order will either now exist in the Purchase Orders module or as a record in the Back to Back routine.

Any purchase order that has been raised from a Sales Order will have a memo attached detailing the Customer Account number and the Sales Order number from which it originated.

3.10 Matching G.R.N.'s to Purchase Orders

Notes

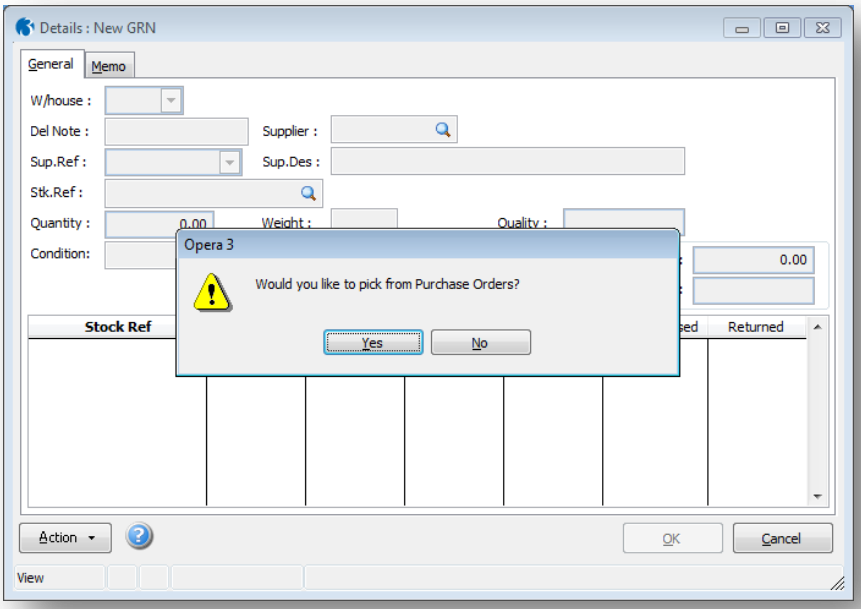
The Goods Received Note (G.R.N.) function allows goods to be received into a nominated warehouse in the Stock Control module.

Where Opera 3 systems have both the Stock Control and The Purchase Orders modules, each line of the G.R.N. can be 'matched' against any outstanding Purchase Orders raised in the Purchase Orders module.

When Purchase Orders is part of the Opera 3 system, a G.R.N. can be entered and matched against a Purchase Order in one of two ways:

Either the G.R.N. can be entered from new and matched against Purchase Order lines in a separate routine later, or the lines of the G.R.N. can be pulled in from existing Purchase Order lines and automatically matched at this point too.

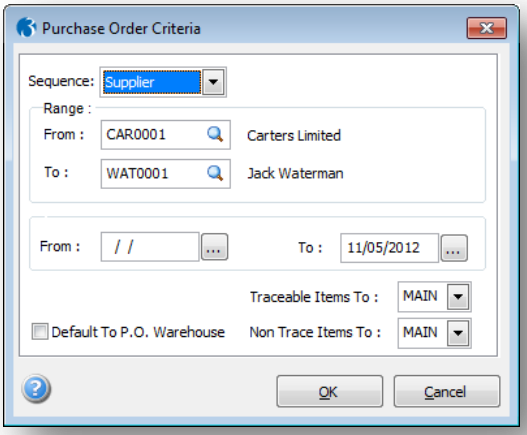
This choice of entry is made directly before the detail lines of the G.R.N. are entered. After entering carrier and delivery note number details, the system will ask whether the G.R.N. lines are to be manually entered or to be based on existing Purchase Order lines.



3.10.1 Pick from Purchase Orders – Yes

If the user has elected to pick from Purchase Orders, the system will then prompt for selection criteria. This allows some control over exactly which Purchase Order lines will be displayed for inclusion on the G.R.N.

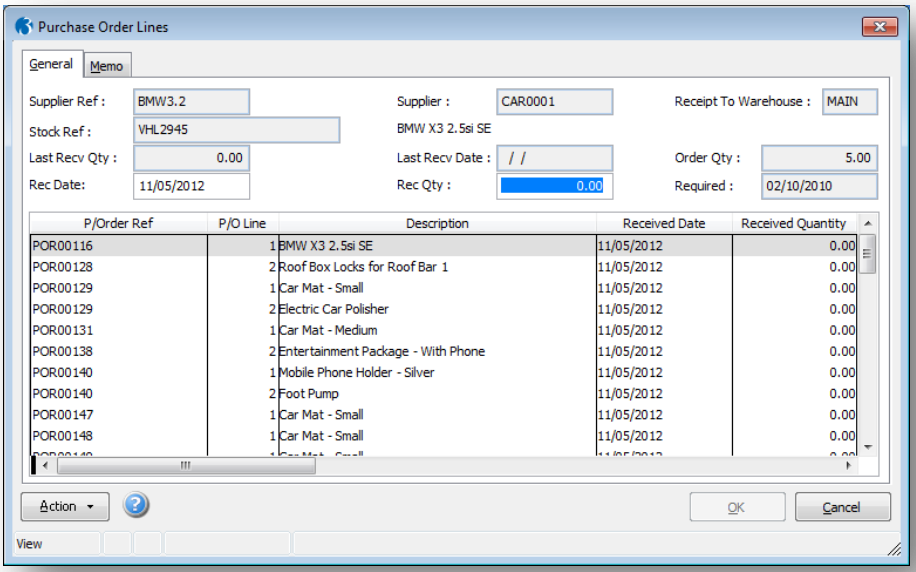
Notes



Sequence	Select from either Supplier or Purchase Order from the drop-down list provided. This allows the user to choose the sequence that the purchase orders will appear in – either the supplier's Purchase Ledger account code sequence or the purchase order sequence.
A/C Code	Depending upon the sequence selected a range of suppliers or Purchase Order numbers can be specified. Only those purchase order lines that that fall within this range will be displayed.
Transaction Dates From / To	Enter a Start and an End date for the transactions required to appear on the selection list.
Default to P.O. Warehouse	This allows the user to select the warehouse that non-traceable goods are to be received into. When switched ON, each non-traceable line of the G.R.N. will be received into the warehouse defined on the purchase order line.

When left blank, all goods will be received into the warehouses defined in the Traceable Items to and Receive Items to fields.

Once the OK command button has been selected, the system will display all Purchase Order lines that meet these criteria in a table, from which the ones that are to form the body of the G.R.N. can be selected.



Notes

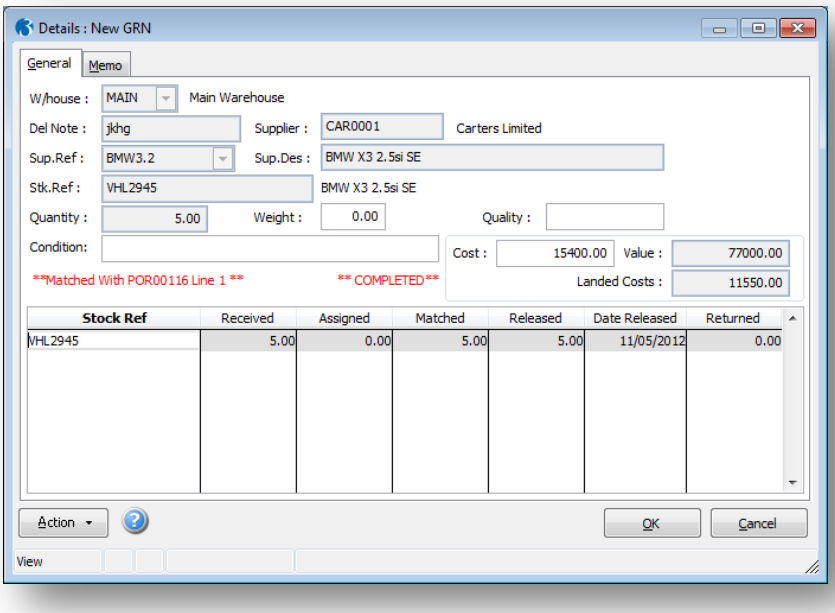
For each Purchase Order line, the system displays the Purchase Order number and description of each stock item. The full details of the currently highlighted line, including supplier, stock reference and quantity ordered, is displayed at the top of the screen.

If a Purchase Order line is to be included on this G.R.N., the receipt date and quantity of the item must be specified in the table.

F5 – (Un)Match

This will automatically insert the order quantity into the Quantity Received column. Alternatively, a quantity can be manually entered into the Rec Qty field.

Once all relevant lines have been matched to the G.R.N., click on the OK command button. The system will accept the entries that have been made. These lines are then pulled onto the G.R.N. with the specified quantities. Each line will be flagged with the message detailing the Purchase Order number to which it has been matched. From here, the user can create new G.R.N. lines or edit existing lines.



3.10.2 Pick from Purchase Orders – No

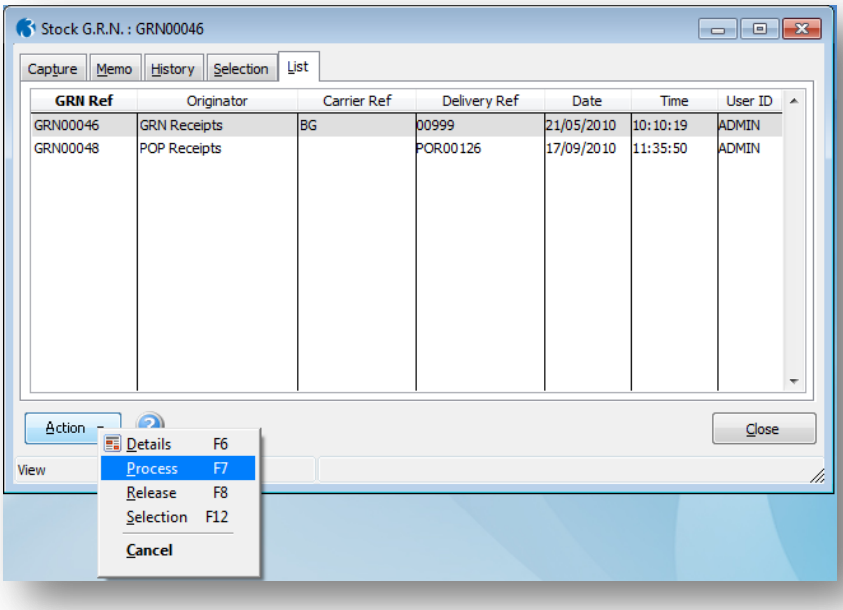
If NO is selected, entry of each G.R.N. line is identical to the way in which it is raised when only the Stock Control module is present, with stock references, quantities, prices etc. being manually entered line by line.

However, once a G.R.N. has been entered in this way and posted to the system it is still possible to match it to a purchase order. This is done in the following way:

3.10.2.1 Matching an Existing G.R.N. to a Purchase Order

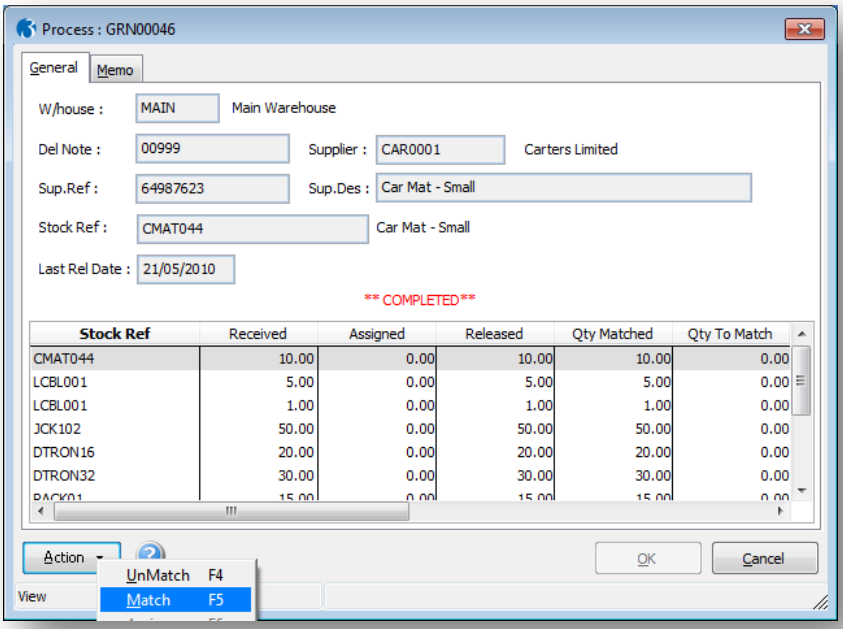
Notes

In the G.R.N. screen, select the List tab and highlight the G.R.N. that is to be matched to a purchase order.



F7 Process

From the Action button, select F7 Process. This allows the user to match receipts of stock to purchase order lines. Once F7 has been selected, the system will take the user into the detail screen of the G.R.N.

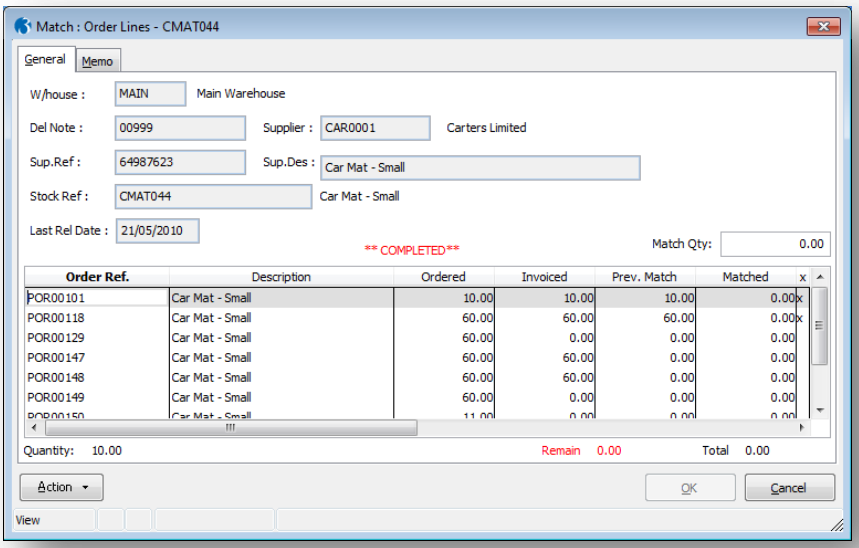


From here, via the Action button, select F5 Match.

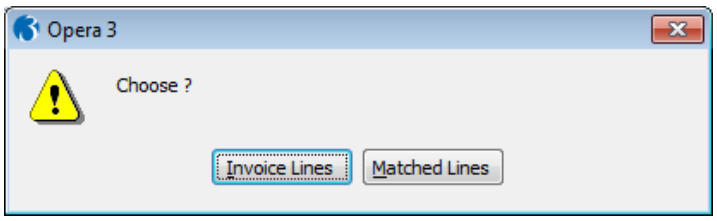
Notes

F5 Match

When this command is selected, the system searches for all outstanding purchase order lines for the same stock item. If none are found, a message to that effect will be displayed, otherwise the Order Lines form will appear showing all purchase order records that contain that item and are awaiting matching:



Via the Action button, the following options are available to the user:

F3 Costs	This will display the unit order cost of the currently highlighted order line item.
F5 Match Qty	This function will match the currently highlighted delivery line quantity with the order line so that the quantity matched equals the quantity delivered. Alternatively, the user can enter the quantity matched directly in the Matched column.
F6 (Un)Satisfy	This marks the purchase order line as being fully matched. A tick is shown alongside the matched column. If the line is already matched, pressing F6 clears this indicator.
F12 View	Upon selecting F12 View, the following prompt is displayed:  If the user selects Invoice Lines, the system will display a list of existing purchase invoice lines that include the selected item. If Matched Lines is selected, the system will display a list of delivery lines that have already been matched.

Once all relevant matching has been done, click on the OK command button. The system will now take the user back to the original G.R.N. detail screen. The quantity matched column will now be populated with the quantity entered on the previous screen.

Click on OK to confirm the matching process. The G.R.N. line has now been matched to a purchase order line.

Practical Assignment 2

Notes

Objectives

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

- Use the Back to Back link between SOP and POP to generate a Purchase Order from a Sales Order
- Received goods into stock via the "G.R.N." function in Stock Control and match the G.R.N. to a Purchase Order
- Generate a supplier invoice via the "Invoice" function in POP Processing and match it to a Purchase Order

Adams Light Engineering places a Sales Order for the following items:-

Stock Ref	Description	Qty
CMAT109	Car Mat – Medium	10
CMAT044	Car Mat – Small	10

Create this order so that each line will generate a Purchase Order line for Carters Ltd, but do not create the Purchase Order immediately.

Use the Back to Back routine in POP to raise the Purchase Order.

The following day the delivery of goods arrives:

Use the G.R.N. function in Stock Control to book these items into stock. Elect to 'Pick from Purchase Orders' so that the G.R.N. is fully matched to the earlier PO.

Ensure that the stock is automatically received into the warehouse that has been specified on each Purchase Order line.

Use Purchase Order Processing to raise an Invoice (Invoice no. 02451), for the sum of £188.48. Create this invoice from the Purchase Order raised earlier and match to each PO line fully.

The purchase order should now have a status of 'Completed'.

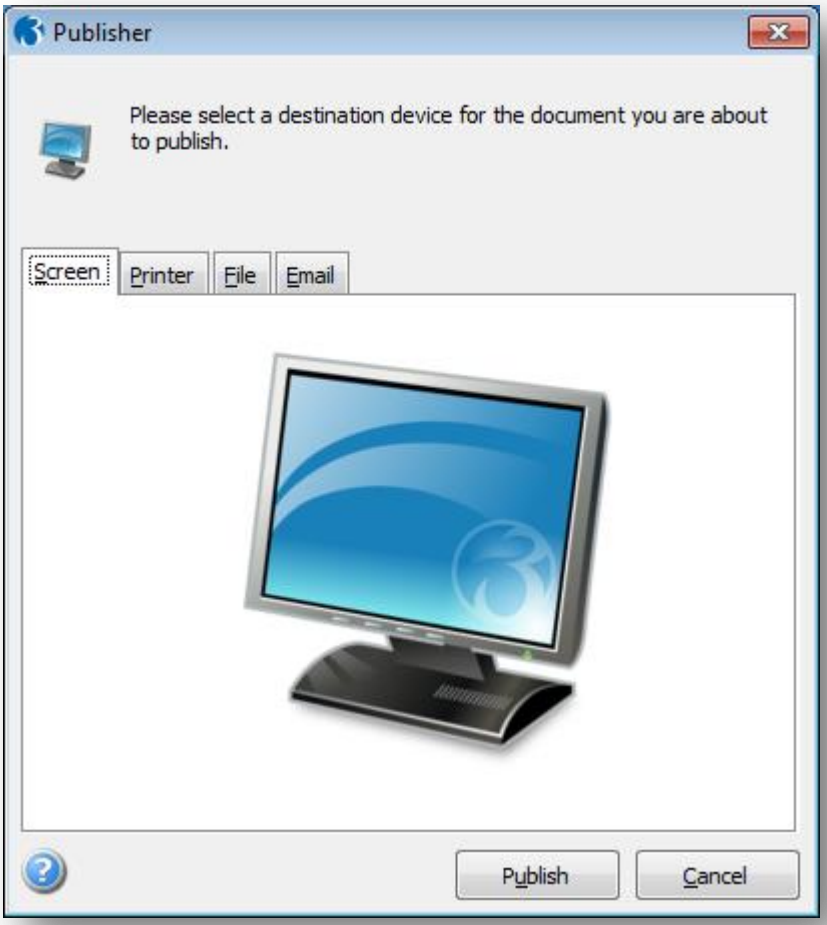
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

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



To print a report;

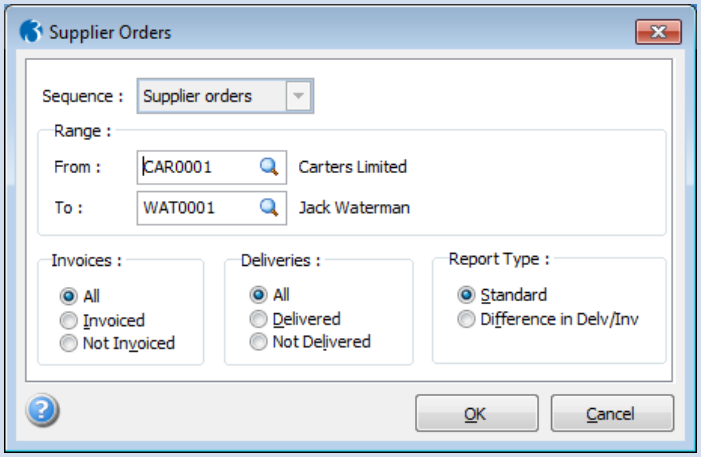
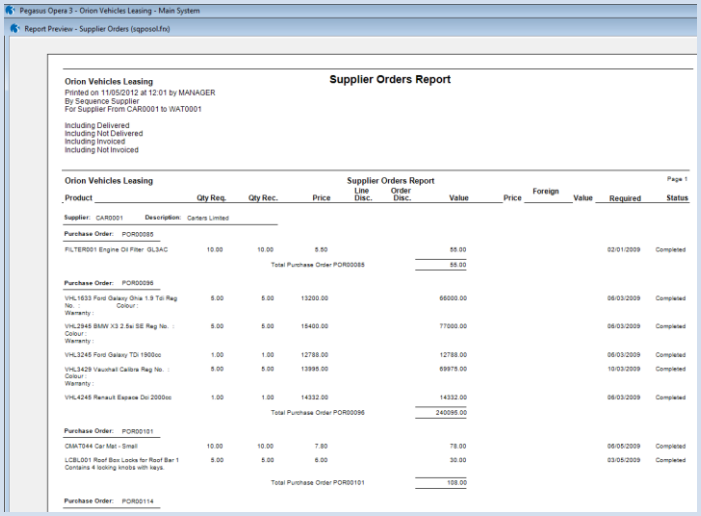
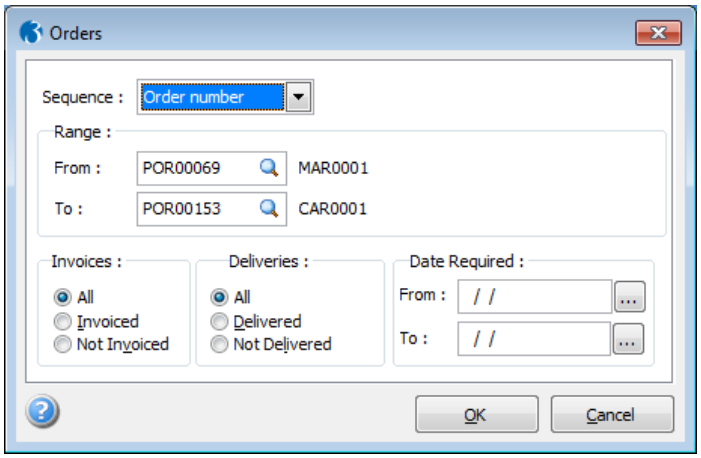
1. Open the required module folder, click Reports and then click appropriate report
2. Define the range of records you want included in the report by entering From and To values.
3. Click OK.

Reports

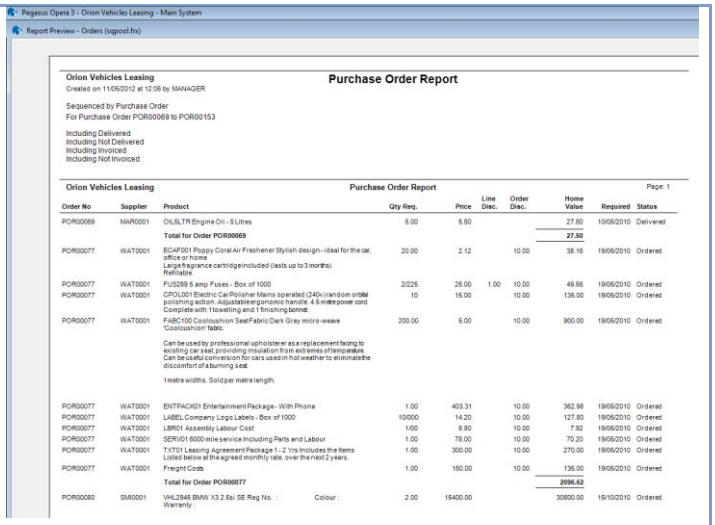
4.2 List of Reports

Notes

The commands on the **Reports** submenu provide listings and document printing based on records maintained in the Purchase Orders module. These include lists of supplier orders, orders and supplier product records maintained through the various forms and transactions generated as a result of purchase order processing. Reports can be used to view information on your computer screen as well as printing. They provide a number of options to determine the criteria, sequence and range of records reported.

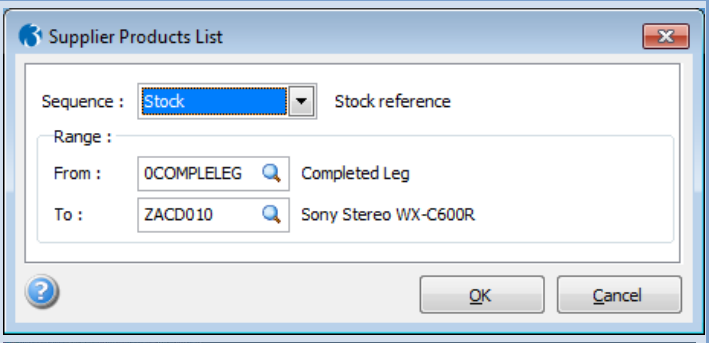
Name & Description	Example
Supplier Orders Use the supplier orders report to produce a listing of purchase orders in supplier order according to the selection criteria you choose. It includes details of the order, the quantity received so far, and whether the order has been invoiced. Foreign currency details are also included where appropriate. You can choose a range of suppliers and whether to include orders that meet one or more criteria, such as those invoiced, delivered and so on. You can use the options under **Report Type** to determine whether the report includes the original order quantity details only or whether the differences in the quantity delivered or invoiced are also included.	 
Orders Use the orders report to produce a listing of purchase orders. The report includes details of the orders and whether they have been invoiced. You can choose the sequence for the records in the report and define criteria that determines which orders are included, for example, on the basis of whether they are invoiced, delivered and so on. **Note:** All foreign currency values are converted to your home currency before the report is displayed.	

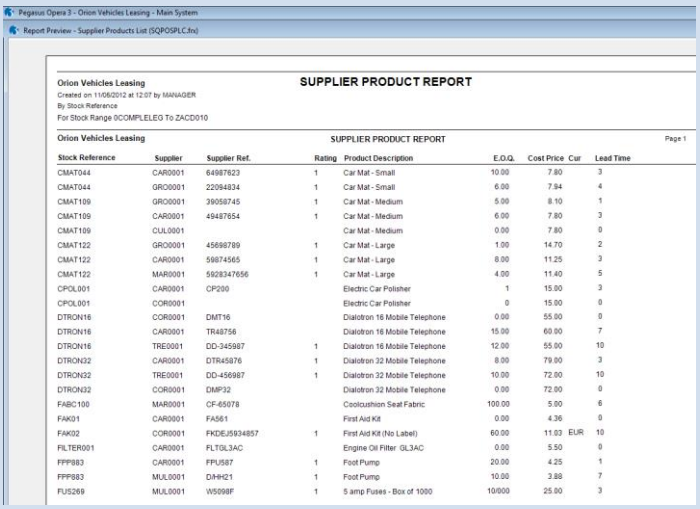
Orders…



Supplier Products List

Use the supplier products report to list details of your supplier products. Supplier products are maintained using the **Products** command on the **Action** menu associated with the **Purchase Order Processing** form. You can produce the listing in supplier or stock reference sequence and choose the range of records to be included.





Notes

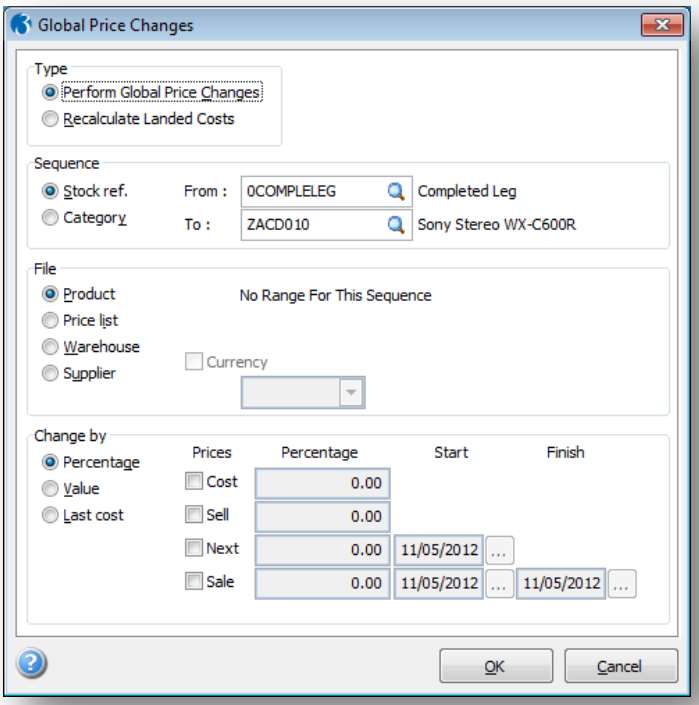
Notes

Accreditation Training Courseware

5 Utilities

5.1 Global Price Changes

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



To update prices globally

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

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

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

Utilities

Notes

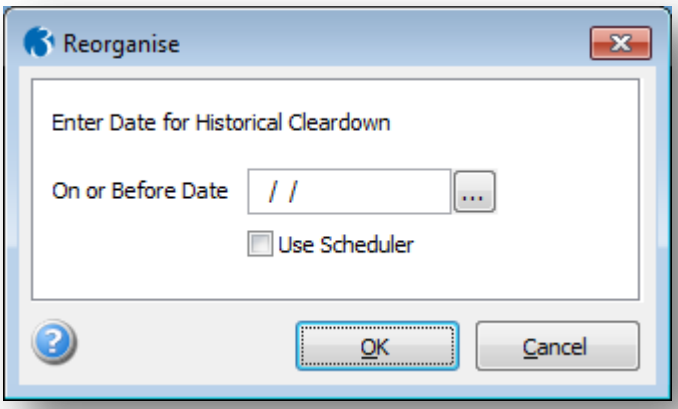
If you choose to update supplier prices, the **Last Cost**, **Sell**, **Next** and **Sale** options under **Change by** will be unavailable.

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

5.2 Reorganisation

The Reorganisation function within Utilities, is the 'tidy-up' routine for the Purchase Order Processing module. Use the Reorganise command on the Utilities submenu to reorganize and reindex the files associated with the Purchase Orders module, removing deleted and completed items.

The process removes all items marked for deletion. Orders and requisitions that have been satisfied may also be deleted subject to the date for historical cleardown you enter. If you have selected the Clear Undelivered Invoiced Orders option on the Purchase Order Processing Options form, the system will remove purchase orders that have been invoiced but not delivered.



Box	Description
On or Before Date	Transactions posted on or before this date will be removed.
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.

Notes

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.

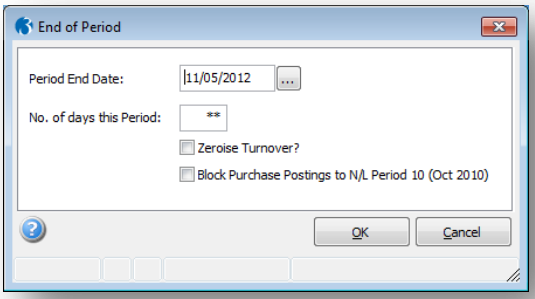
Use the Reorganise command on the Utilities submenu to reorganise and re-index the files associated with the Purchase Order Processing application, removing deleted and completed items. The process removes all items marked for deletion. Purchase orders and requisitions that have been satisfied may also be deleted subject to the date for historical clear down you enter. 'Satisfied' means they have been fully delivered and fully invoiced. However if the Clear Undelivered Invoiced Orders option on P.Orders - Utilities - Set Options form is selected, the system will remove purchase orders that have been invoiced but not delivered.

5.2.1 To Reorganise the Purchase Orders Files

1. Open the **P.Orders** folder and then click **Utilities** or click the **Supply Chain Management** tab on the Ribbon Bar and then click **P.Orders** - **Utilities**.
2. Click Reorganise.
3. In the On or Before Date box, enter the date up to which you want to clear historical order records.
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.

5.3 Period End

When a Period End routine has been run through the Purchase Ledger, the system will remove any invoice and credit note details from the Purchase Invoice Register that have been posted to the Purchase Ledger.



Any remaining invoices and credit notes are retained until they are ready to be posted through the normal procedures of the Purchase Invoice Register.

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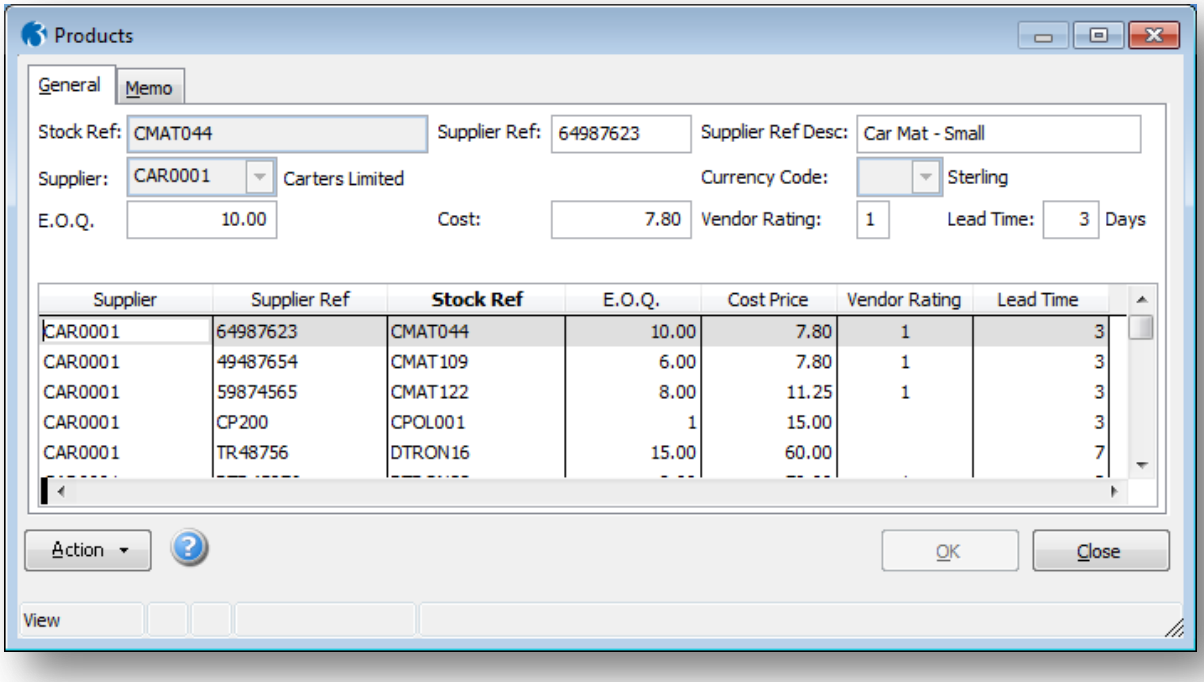
Appendix

Appendix A – Products (P. Orders)

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

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



To define product/supplier relationships

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

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

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

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

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

Products Entries

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

Appendix B – Notes

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

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

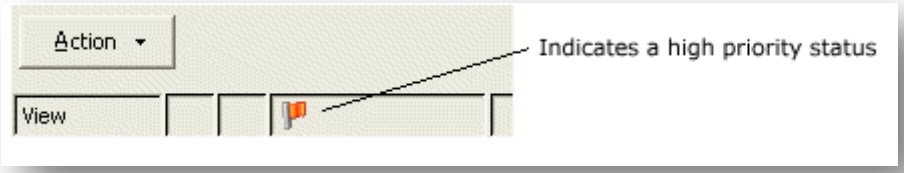
For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If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

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

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

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

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



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

Automatic Notes Creation

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

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

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

Note Reports

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

Prerequisites

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

To create a note record

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

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

Note Entries

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

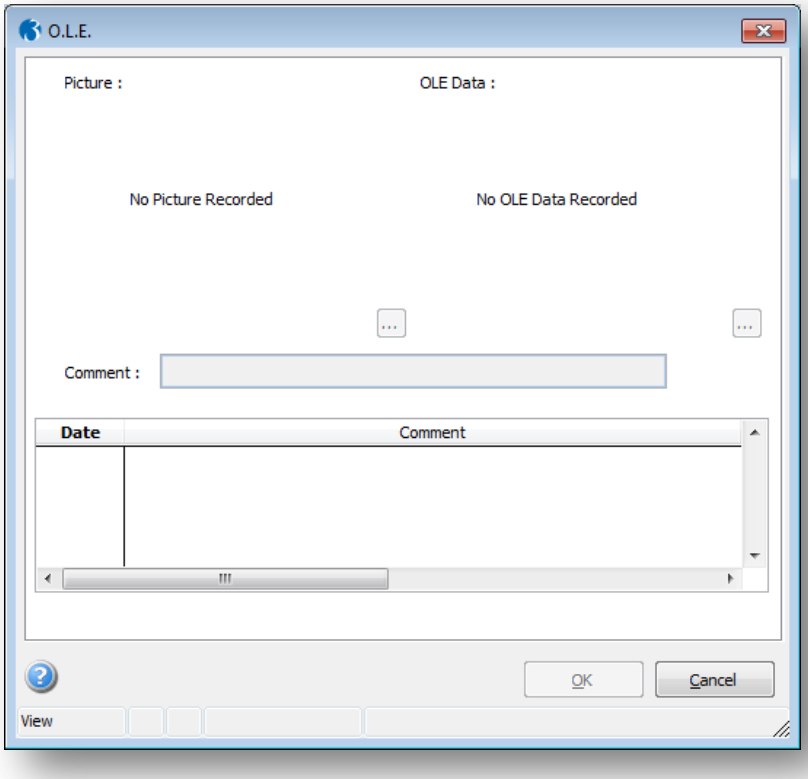
To mark a note as completed

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

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

Appendix C - Object Linking and Embedding

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



To link objects

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

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

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

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

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

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

Definition of mobile phones and computer chips

Mobile Phones

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

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

The reverse charge does not apply to the following:

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

Computer Chips

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

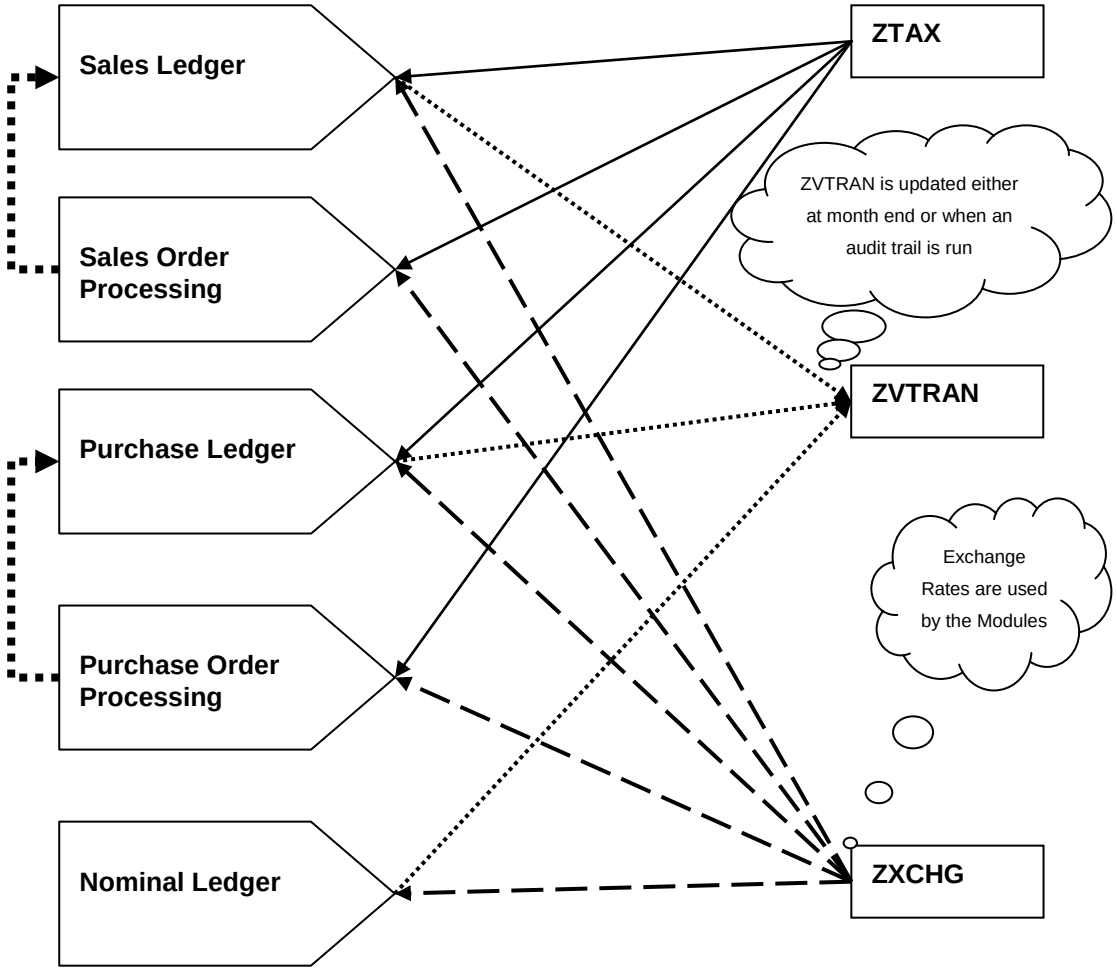
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

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

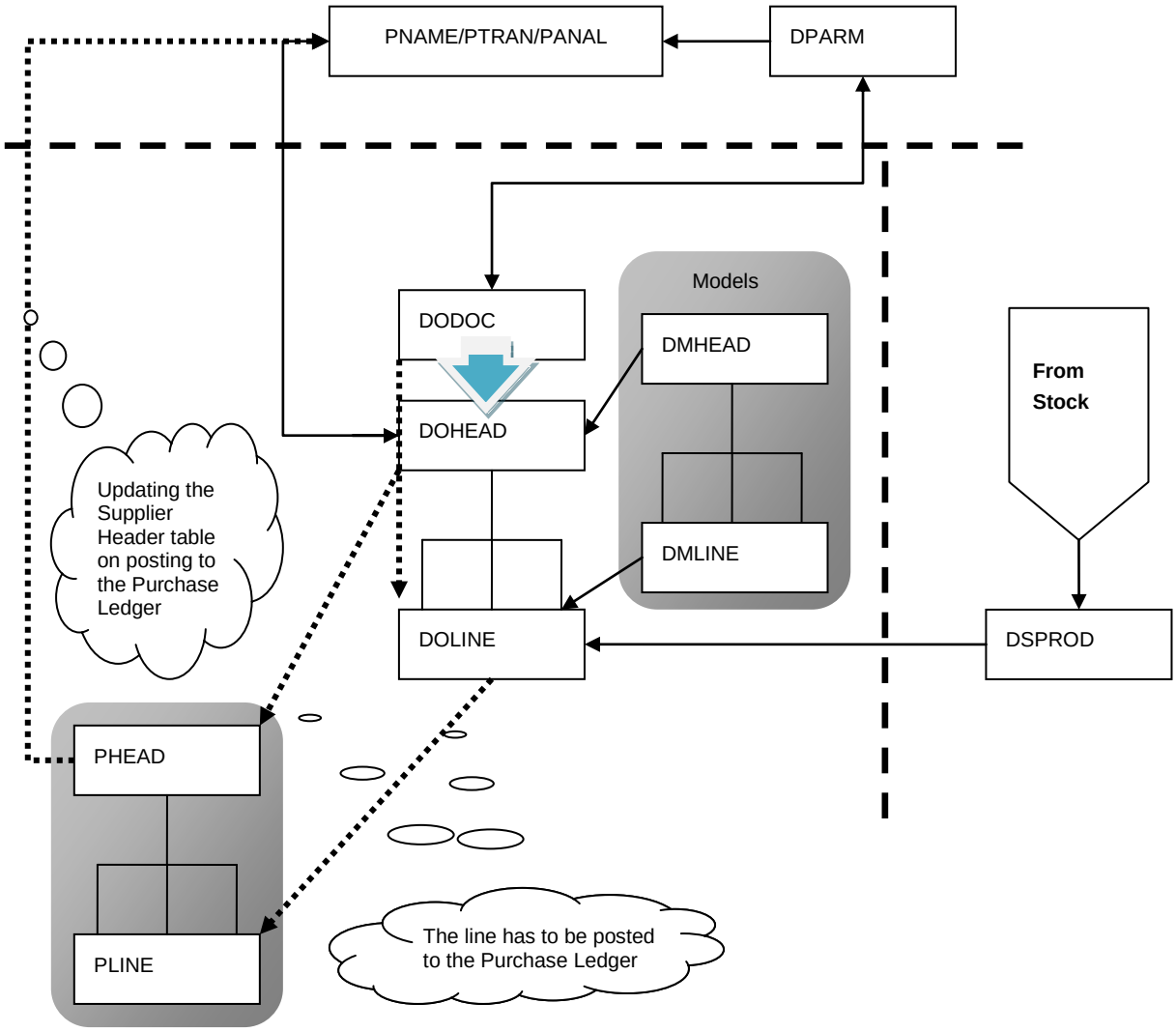
Appendix E – Data Structures & Technical Information

The following pages contain the Database Structures & Technical Information of the POP Module as of the 6.70.00 release.

VAT & Exchange Rates



Adv POP / POP (Into PIR / Purchase)



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

Joins Information

TABLE	JOIN
dohead	LEFT JOIN dohead ON doline.do_dcref=dohead.dc_ref
doline	LEFT JOIN doline ON cmatch.cm_dcref=doline.do_dcref AND cmatch.cm_dcline=doline.do_dcline
doline	LEFT JOIN doline ON pmatch.pm_dcref=doline.do_dcref AND pmatch.pm_dcline=doline.do_dcline
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON doline.do_cnref=dsprod.ds_cnref AND doline.do_account=dsprod.ds_account AND doline.do_supref=dsprod.ds_supref
dsprod	LEFT JOIN dsprod ON dmline.do_cnref=dsprod.ds_cnref AND dmline.do_account=dsprod.ds_account AND dmline.do_supref=dsprod.ds_supref
phead	LEFT JOIN phead ON pline.pl_account=phead.ph_account AND pline.pl_trref=phead.ph_trref
phead	LEFT JOIN phead ON pmatch.pm_plref=phead.ph_trref
pline	LEFT JOIN pline ON doline.do_account=pline.pl_account AND doline.do_dcref=pline.pl_dcref AND doline.do_dcline=pline.pl_line

Codes of interest

Breakdown of Codes	
Transaction Types	
Type	*Description*
N/A	N/A

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures – POP Tables

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

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

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

Field Name	Description	Type	Length	DPs	Further information
DO_DHREF	Requisition Document	C	10	0	Requistion Key
DO_DLLINE	Requisition Line	N	7	0	Requisition Line Number
DO_DUREF	Uncommitted Document	C	10	0	Document Key
DO_DULINE	Document Line	N	7	0	Document Line Number
DO_DCREF	Committed P/Order	C	10	0	Purchase Order Key
DO_DCLINE	P/Order Line	N	7	0	Purchase Order Line Number
DO_ACCOUNT	Supplier Account	C	8	0	Supplier Account
DO_LEDGER	Ledger Account	C	8	0	Ledger Account
DO_SUPREF	Supplier's Stock Ref	C	16	0	Supplier's Reference
DO_CNREF	Stock Reference	C	16	0	Stock Reference
DO_DESC	Description	C	40	0	Description
DO_EXTEND	Extended Description	M	10	0	
DO_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
DO_JCSTDOC	Job	C	10	0	Costing Job Number Key

DO_JPHASE	Phase	C	3	0	Costing Phase Key
DO_JCCODE	Cost Code	C	16	0	Costing Code Code Key
DO_JLINE	Job Line	C	10	0	Costing Job Line Number
DO_REQQTY	Quantity Required	N	9	0	Required Quantity
DO_RECQTY	Quantity Received	N	9	0	Received Quantity
DO_INVQTY	Quantity Invoiced	N	9	0	Invoiced Quantity
DO_REQQUA	Quality Required	C	8	0	Required Quality
DO_RECQUA	Quality Received	C	8	0	Received Quality
DO_REQDAT	Date Required	D	8	0	Required Date
DO_RECDAT	Date Received	D	8	0	Received Date
DO_QUOTED	Quote Obtained	L	1	0	Quoted Indicator
DO_QUODAT	Date Quote Obtained	D	8	0	Date Quoted
DO_PRICE	Price	N	12	0	Order Price
DO_VALUE	Value	N	12	0	Order Value
DO_DISCP	Discount Percentage	N	5	2	Discount Percent
DO_DISCV	Discounted Value	N	12	0	Line Discounted Value
DO_COMMIT	Committed	L	1	0	Line has been Committed to P/Order
DO_ORDDSO	Apply Overall Disc.	L	1	0	Apply Overall Discount on Line
DO_CMPLTD	Order Completed	L	1	0	Order Completed Indicator
DO_CMPLTI	Invoice Completed	L	1	0	Invoice Completed Indicator
DO_CURRCY	Currency	C	3	0	Currency for Order
DO_DPLACE	Decimal Places	N	1	0	Foreign Decimal Places
DO_CMPREFD	Delivery Ref. Set	C	17	0	Completed Delivery Reference
DO_CMPREFI	Invoice Ref. Set	C	19	0	Completed Invoice Reference
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DO_SUPPCDE	Supply Code	C	8	0	
DO_DELREF	Delivery Reference	C	10	0	Delivery Reference
DO_COMMENT	Comment for Receipt	C	35	0	Receipt Comment
DO_SORDER	Sales Order No.	C	10	0	
DO_SOCUST	S.O. Customer	C	8	0	
DO_SODOC	S.O. Document Ref.	C	10	0	
DO_SORECNO	S.O. Record No.	N	7	0	
DO_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DO_CNTR	Cost Centre	C	4	0	
ID	Unique ID	N	10	0	
			Default Value :		NEWID(ALIAS())
DO_JLINEID	Job Line ID	N	10	0	
DO_PROJECT	Nominal Project	C	8	0	
DO_JOB	Nominal Department	C	8	0	
DO_ORIGDOC	Original Document	C	10	0	Original document Code
DO_ORIGSUP	Original Supplier	C	8	0	Original Document Supplier
DO_ORIGDTE	Original Doc. Date	D	8	0	Original Document Date
DO_ORIGLNE	Original Doc. Line	N	7	0	Original Document Line

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

Field Name	Description	Type	Length	DPs	Further information
DP_DHREF	Next Requisition	C	10	0	
DP_DUREF	Next Uncommitted Ord	C	10	0	
DP_DCREF	Next Purchase Order	C	10	0	
DP_CRSPROD	Create Supp.Product	L	1	0	Creation of Supplier Product in P.Orderprocessing.
DP_OVERRPO	Allow PO Override	L	1	0	
SQ_AMDATE	Date Last Amendment	D	8	0	
SQ_AMTIME	Time Last Amendment	C	8	0	
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DP_MREF	Model Reference	C	10	0	

DP_NOIMAGE	Do Not Hold PO Image	L	1	0	Indicates whether an image of the Purchase Ordershould not be recorded on the Purchase OrderHeader
DP_PRNSEQ	Print In Line Seq	L	1	0	If this option is set true direct purchase ordersand modelswill print in the order entered i.e. not sorted
DP_DELDEL	Delete Invoiced P/Os	L	1	0	Delete Undelivered Invoiced P/O's
DP_MONTHS	Display Last No of Months Data	N	3	0	Display Last No of Months Data

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

Field Name	Description	Type	Length	DPs	Further information
DS_ACCOUNT	Supplier Account	C	8	0	Supplier Reference Key
DS_CNREF	Stock Ref.	C	16	0	Stock Reference
DS_SUPREF	Supplier Stock Ref.	C	16	0	Supplier's Reference
DS_SUPDESC	Description	C	40	0	Description
DS_FCDEC	Decimal Places	N	1	0	Foreign Currency decimal places.
DS_CURR	Currency Code	C	3	0	Foreign Currency Code.
DS_COST	Cost Price	N	12	0	Cost Price.
DS_LINE	Line Discount	L	1	0	Line Discount flag.
DS_OVER	Overall Discount	L	1	0	Overall discount flag.
DS_DISC	Discount Rate	N	5	2	Discount Percentage.
DS_LDQTY	Last Quantity Del	N	10	0	Last Delivery Quantity
DS_LDCOST	Last Unit Cost	N	12	0	Last Delivery Cost (Home)
DS_LDDATE	Last Del Date	D	8	0	Last Delivery Date
DS_LDQUAL	Last Quality	C	10	0	Last Delivery Quality
DS_LIQTY	Last Quantity Inv.	N	10	0	Last Invoiced Quantity
DS_LICOST	L. Inv. Unit Cost	N	12	0	Last Invoice Cost (Home)
DS_LIDATE	L. Inv. Date	D	8	0	Last Invoiced Date
DS_LIQUAL	L. Inv. Quality	C	10	0	Last Invoiced Quality
DS_ECQTY	Economic Quantity	N	10	0	Economic Order Quantity
DS_LEAD	Lead Time Days 1	N	3	0	Lead Time in Days
DS_RATING	Vendor Rating	C	1	0	Vendor Rating.'A' = Prefferred Supplier
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_AMDATE	Date Amended	D	8	0	
SQ_AMTIME	Time Amended	C	8	0	
SQ_AMUSER	User Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
DS_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
DS_FACT	Stock Profile	C	4	0	

Table : **PHEAD** Table Description : **PIR Header**

Field Name	Description	Type	Length	DPs	Further information
PH_ACCOUNT	Supplier's Account	C	8	0	
PH_TRDATE	Invoice Date	D	8	0	
PH_TRREF	Our Reference	C	12	0	
PH_SUPREF	Supp's Reference	C	20	0	
PH_TAXDATE	Tax Point	D	8	0	Transaction tax point
PH_SET1DAY	S1 Discount Days	N	2	0	
PH_SET1	Sett.1 Disc. Percent	N	10	2	
PH_SET2DAY	S2 Discount Days	N	2	0	
PH_SET2	Sett.2 Disc. Percent	N	10	2	
PH_DUEDAY	Due Date	D	8	0	
PH_TRTYPE	Transaction Type	C	1	0	
PH_FCURR	Foreign Currency	C	3	0	
PH_FCRATE	Curr. Exchange Rate	N	11	6	
PH_FCM	F.Mult Ind	L	1	0	
PH_FCDEC	Curr. Decimal Places	N	1	0	
PH_FCVAL	Foreign Value	N	11	0	
PH_FCMVAL	Foreign Balance	N	11	0	
PH_SUPANAL	Supp.Analysis Code	C	4	0	
PH_SUPTYPE	Type Supp.	C	3	0	
PH_REGCTRY	VAT Reg Country Pref	C	2	0	VAT Reg country prefix

PH_REGVAT	Vat Reg	C	15	0	VAT Reg of supplier
PH_INTERBR	Inter Branch ?	L	1	0	Inter Branch transaction .T. or .F.
PH_COUNTRY	Ctry of Supply	C	2	0	Supply country code
PH_NRTHIRE	Northern Ireland Ind	L	1	0	.T. = Supply country (GB) is actually NorthernIreland.F. = Supply country (GB) is NOT Northern Ireland
PH_TRVALUE	Value	N	12	2	
PH_MVAL	Balance	N	12	2	
PH_VATVAL	VAT Value	N	12	2	
PH_MVAT	Matched VAT Value	N	12	2	
PH_POSTED	Posted To PL	L	1	0	
PH_AUTHOR	Authorised Invoice	L	1	0	
PH_AUDATE	Date Authorised	D	8	0	
PH_AUTIME	Time Authorised	C	8	0	
PH_AUUSER	User Authorised	C	8	0	
SQ_CRDATE	Date Created	D	8	0	
SQ_CRTIME	Time Created	C	8	0	
SQ_CRUSER	User Created	C	8	0	
SQ_MEMO	Comments	M	10	0	
PH_SETMARK	Mark Indicator	L	1	0	
PH_ASSTO	Assigned To	C	10	0	
PH_ASSTIME	Assigned Time	C	8	0	
PH_ASSDATE	Assigned Date	D	8	0	
PH_PROJECT	Nominal Project	C	8	0	
PH_JOB	Nominal Department	C	8	0	
PH_REVCHRG	Reverse Charge	L	1	0	Reverse Charge

Table : **PLINE** Table Description : **PIR Lines Detail**

Field Name	Description	Type	Length	DPs	Further information
PL_ACCOUNT	Supplier's Account	C	8	0	
PL_TRREF	Our Reference	C	12	0	
PL_LINE	Line No. of Invoice	N	7	0	
PL_SUPREF	Supp's Stock Ref.	C	16	0	
PL_CNREF	Our Stock Reference	C	16	0	
PL_DESC	Stock Description	C	40	0	
PL_INVQUA	Quantity	N	9	0	
PL_INVPRI	Price	N	10	0	
PL_DISC	Discount	N	5	2	
PL_FCURR	F.Currency	C	3	0	Currency Code
PL_FCRATE	Curr. Exchange Rate	N	11	6	
PL_FCM	F.Mult Ind	L	1	0	
PL_FCDEC	F.Decimals	N	1	0	Foreign currency decimal places
PL_FCVAL	Foreign Value	N	11	0	
PL_FCMVAL	Foreign Balance	N	11	0	
PL_VATCTRY	Ctry VAT Type	C	1	0	
PL_VATTYPE	VAT Type Code	C	1	0	
PL_ANVAT	VAT Code	C	1	0	
PL_VATRATE	VAT Rate	N	5	2	
PL_BOX7	Purchases	L	1	0	Include in box 7 VAT100 - all purchases
PL_BOX9	EC Acquisitions	L	1	0	Include in box 9 VAT100 - EC acquisitions
PL_BOX2	Acquisition Tax	L	1	0	Include in box 2 VAT100 - VAT due on acquisitions
PL_BOX4	Input Tax	L	1	0	Include in box 4 VAT100 - input tax
PL_SSDPRE	Pre Process SD	L	1	0	Pre process item for SD
PL_SSDPOST	Post Process SD	L	1	0	Post process item for SD
PL_SSDSUPP	SD Include	L	1	0	Include in SD
PL_COMMOD	Commodity Code	C	11	0	Commodity code (+spare 3 chars)
PL_NETMASS	Net Mass in Kgs	N	12	3	Net mass of line
PL_SUPPQTY	Supp. Units	N	12	3	Supplementary units (second qty)
PL_DELTERM	Delivery Terms	C	3	0	Delivery terms
PL_TRANSAC	Nature of Transact.	C	2	0	Nature of transaction
PL_TRANSPT	Mode of Transport	C	1	0	Mode of transport
PL_SSDVAL	SD Value	N	12	2	Value for the SD (with delivery chargesapportioned)

PL_SSDFVAL	Foreign SD Value	N	11	0	Foreign value for the SD (with delivery chargesapportioned)
PL_CTRYORG	Origin Country Code	C	2	0	Country of origin country code
PL_AVALUE	Total Analysed Val.	N	12	2	
PL_AVAT	Total Analysed VAT	N	12	2	
PL_MQTY	Matched Quantity	N	9	0	
SQ_CRDATE	Create Date	D	8	0	
SQ_CRTIME	Create Time	C	8	0	
SQ_CRUSER	Create User	C	8	0	
SQ_AMDATE	Amended Date	D	8	0	
SQ_AMTIME	Amended Time	C	8	0	
SQ_AMUSER	Amended User	C	8	0	
SQ_MEMO	Comments	M	10	0	
PL_TRVALUE	Line Value	N	10	2	
PL_VATVAL	VAT Value	N	10	2	
PL_POSTED	Posted To Ledger	L	1	0	
PL_FCVAT	Foreign VAT Value	N	11	0	
PL_ANCODE	Analysis Code	C	8	0	
PL_ANDESC	Analysis Description	C	30	0	
PL_NACNTR	Cost Centre	C	4	0	
PL_JCSTDOC	Costing Doc.	C	10	0	
PL_JCCODE	Costing Code	C	16	0	
PL_JPHASE	Costing Phase	C	3	0	
PL_JLINE	Costing Line	C	10	0	
PL_GRNREF	GRN Ref + Line No.	C	17	0	
PL_DCREF	Purchase Order Ref	C	10	0	
PL_DCLINE	Purchase Order Line	N	7	0	
PL_MULTNM	Multiply Mass by Qty	L	1	0	Multiply Net Mass by Quantity for EC VAT
PL_JLINEID	Costing Budget Line ID	N	10	0	
PL_PROJECT	Nominal Project	C	8	0	
PL_JOB	Nominal Department	C	8	0	
PL_MULTSU	Multiply Supp. Units by Qty.	L	1	0	
			Default Value :		.F.
PL_BOX1	Reverse Charge	L	1	0	Reverse Charge
PL_FASSET	Fixed Asset Code	C	8	0	Fixed Asset Code
PL_FASUB	Fixed Asset Sub Code	C	4	0	Fixed Asset Sub Code
PL_FADESC	Fixed Asset Description	C	40	0	Fixed Asset Description
PL_FACATG	Fixed Asset Category	C	4	0	Fixed Asset Category
PL_BOX6	Update box 6 on VAT Return	L	1	0	Update box 6 on VAT Return

Table : **PPARM** Table Description : **Options**

Field Name	Description	Type	Length	DPs	Further information
PP_DISCNOM	Discount Nomianl A/C	C	13	0	Discount Taken Nominal Code.
PP_BANKNOM	Bank Nominal A/C	C	13	0	Default bank account Nominal Code.
PP_PERIOD	Period	C	7	0	Accounting Period. May be Calendar Monthly or7,14,28 or 30 days.
PP_ADVANCE	Advanced	C	1	0	Allow advanced postings ?, Y or N. Reset at periodend.
PP_RETAIN	Retain	N	2	0	The number of periods for which a transaction willbe retained, regardless of whether it is paid orallocated.
PP_APPROVE	Approval	C	1	0	Allow the invoice approval function to operate, Yor N.
PP_ZERO	Zero Balance	C	1	0	Zero balance accounts to be removed at period end?, Y or N.
PP_SUGDAYS	Suggested Days	N	2	0	The number of days ahead for which the suggestedpayments facility will operate.
PP_CHEQNO	Cheque Number	N	6	0	Next cheque number. Zero indicates cheques notused.
PP_ADJ01	Adjust. Desc. 1	C	10	0	Adjustment name 1.
PP_ADJ02	Adjust. Desc. 2	C	10	0	Adjustment name 2.
PP_ADJ03	Adjust. Desc. 3	C	10	0	Adjustment name 3.
PP_ADJ04	Adjust. Desc. 4	C	10	0	Adjustment name 4.
PP_ADJ05	Adjust. Desc. 5	C	10	0	Adjustment name 5.

PP_ADJ06	Adjust. Desc. 6	C	10	0	Adjustment name 6.
PP_ADJ07	Adjust. Desc. 7	C	10	0	Adjustment name 7.
PP_ADJ08	Adjust. Desc. 8	C	10	0	Adjustment name 8.
PP_ADJ09	Adjust. Desc. 9	C	10	0	Adjustment name 9.
PP_ADJ10	Adjust. Desc. 10	C	10	0	Adjustment name 10.
PP_ADJ11	Adjust. Desc. 11	C	10	0	Adjustment name 11.
PP_ADJ12	Adjust. Desc. 12	C	10	0	Adjustment name 12.
PP_ADJ01NM	Adjust Nom. A/C 1	C	13	0	Adjustment 1 nominal code.
PP_ADJ02NM	Adjust Nom. A/C 2	C	13	0	Adjustment 2 nominal code.
PP_ADJ03NM	Adjust Nom. A/C 3	C	13	0	Adjustment 3 nominal code.
PP_ADJ04NM	Adjust Nom. A/C 4	C	13	0	Adjustment 4 nominal code.
PP_ADJ05NM	Adjust Nom. A/C 5	C	13	0	Adjustment 5 nominal code.
PP_ADJ06NM	Adjust Nom. A/C 6	C	13	0	Adjustment 6 nominal code.
PP_ADJ07NM	Adjust Nom. A/C 7	C	13	0	Adjustment 7 nominal code.
PP_ADJ08NM	Adjust Nom. A/C 8	C	13	0	Adjustment 8 nominal code.
PP_ADJ09NM	Adjust Nom. A/C 9	C	13	0	Adjustment 9 nominal code.
PP_ADJ10NM	Adjust Nom. A/C 10	C	13	0	Adjustment 10 nominal code.
PP_ADJ11NM	Adjust Nom. A/C 11	C	13	0	Adjustment 11 nominal code.
PP_ADJ12NM	Adjust Nom. A/C 12	C	13	0	Adjustment 12 nominal code.
PP_PAY01	Paymt. Desc. 1	C	10	0	Payment name 1.
PP_PAY02	Paymt. Desc. 2	C	10	0	Payment name 2.
PP_PAY03	Paymt. Desc. 3	C	10	0	Payment name 3.
PP_PAY04	Paymt. Desc. 4	C	10	0	Payment name 4.
PP_PAY05	Paymt. Desc. 5	C	10	0	Payment name 5.
PP_PAY06	Paymt. Desc. 6	C	10	0	Payment name 6.
PP_PAY07	Paymt. Desc. 7	C	10	0	Payment name 7.
PP_PAY08	Paymt. Desc. 8	C	10	0	Payment name 8.
PP_PAY09	Paymt. Desc. 9	C	10	0	Payment name 9.
PP_PAY10	Paymt. Desc. 10	C	10	0	Payment name 10.
PP_PAY11	Paymt. Desc. 11	C	10	0	Payment name 11.
PP_PAY12	Paymt. Desc. 12	C	10	0	Payment name 12.
PP_AN1TITL	Analysis Title 1	C	26	0	Analysis report 1 title.
PP_AN2TITL	Analysis Title 2	C	26	0	Analysis report 2 title.
PP_AN3TITL	Analysis Title 3	C	26	0	Analysis report 3 title.
PP_AN4TITL	Analysis Title 4	C	26	0	Analysis report 4 title.
PP_AN1SEQ	Analysis Seq. 1	C	4	0	Analysis report 1 sequence.
PP_AN2SEQ	Analysis Seq. 2	C	4	0	Analysis report 2 sequence.
PP_AN3SEQ	Analysis Seq. 3	C	4	0	Analysis report 3 sequence.
PP_AN4SEQ	Analysis Seq. 4	C	4	0	Analysis report 4 sequence.
PP_XCHANGE	Exch.P/L Name	C	10	0	Name for foreign exchange realised gains & lossesadjustment.
PP_XCHGNOM	Exch.P/L Nominal Cde	C	13	0	Default Nominal code for exchange gains/losses.Also the nominal code for gains/losses made withthe home currency.
PP_RETZOOM	Retain for Zoom	N	2	0	The number of periods for which an invoiceanalysis image will be retained, regardless ofwhether it is paid. This number can't be greaterthan the general retain figure.
PP_BACS	BACS Software	C	15	0	BACS processing software name.
PP_SETTOVR	Sett. Disc. Override	L	1	0	Allow settlement discount % override on posting.True or False.
PP_AN5TITL	Analysis Title 5	C	26	0	
PP_AN6TITL	Analysis Title 6	C	26	0	
PP_AN5SEQ	Analysis Seq. 5	C	4	0	
PP_AN6SEQ	Analysis Seq. 6	C	4	0	
PP_OVRBANK	Override Bank A/C	L	1	0	
PP_PIREF	PIR Invoice No.	C	10	0	
PP_PICRD	PIR Credit No.	C	10	0	
PP_PIRAUT	PIR Authorisation	C	1	0	
PP_SPECRTN	Special Process	C	8	0	
PP_SPECPIR	PIR Special Process	C	8	0	
PP_PCBTY01	Payment CB Type 1	C	2	0	Cash Book Type for Receipt Name 1
PP_PCBTY02	Payment CB Type 2	C	2	0	Cash Book Type for Receipt Name 2
PP_PCBTY03	Payment CB Type 3	C	2	0	Cash Book Type for Receipt Name 3
PP_PCBTY04	Payment CB Type 4	C	2	0	Cash Book Type for Receipt Name 4

PP_PCBTY05	Payment CB Type 5	C	2	0	Cash Book Type for Receipt Name 5
PP_PCBTY06	Payment CB Type 6	C	2	0	Cash Book Type for Receipt Name 6
PP_PCBTY07	Payment CB Type 7	C	2	0	Cash Book Type for Receipt Name 7
PP_PCBTY08	Payment CB Type 8	C	2	0	Cash Book Type for Receipt Name 8
PP_PCBTY09	Payment CB Type 9	C	2	0	Cash Book Type for Receipt Name 9
PP_PCBTY10	Payment CB Type 10	C	2	0	Cash Book Type for Receipt Name 10
PP_PCBTY11	Payment CB Type 11	C	2	0	Cash Book Type for Receipt Name 11
PP_PCBTY12	Payment CB Type 12	C	2	0	Cash Book Type for Receipt Name 12
PP_PCASH01	Cash Payment 1	L	1	0	Cash Indicator for Receipt Name 1
PP_PCASH02	Cash Payment 2	L	1	0	Cash Indicator for Receipt Name 2
PP_PCASH03	Cash Payment 3	L	1	0	Cash Indicator for Receipt Name 3
PP_PCASH04	Cash Payment 4	L	1	0	Cash Indicator for Receipt Name 4
PP_PCASH05	Cash Payment 5	L	1	0	Cash Indicator for Receipt Name 5
PP_PCASH06	Cash Payment 6	L	1	0	Cash Indicator for Receipt Name 6
PP_PCASH07	Cash Payment 7	L	1	0	Cash Indicator for Receipt Name 7
PP_PCASH08	Cash Payment 8	L	1	0	Cash Indicator for Receipt Name 8
PP_PCASH09	Cash Payment 9	L	1	0	Cash Indicator for Receipt Name 9
PP_PCASH10	Cash Payment 10	L	1	0	Cash Indicator for Receipt Name 10
PP_PCASH11	Cash Payment 11	L	1	0	Cash Indicator for Receipt Name 11
PP_PCASH12	Cash Payment 12	L	1	0	Cash Indicator for Receipt Name 12
PP_RFD01	Refund Name 1	C	10	0	Refund Name 1.
PP_RFD02	Refund Name 2	C	10	0	Refund Name 2.
PP_RFD03	Refund Name 3	C	10	0	Refund Name 3.
PP_RFD04	Refund Name 4	C	10	0	Refund Name 4.
PP_RFD05	Refund Name 5	C	10	0	Refund Name 5.
PP_RFD06	Refund Name 6	C	10	0	Refund Name 6.
PP_RFD07	Refund Name 7	C	10	0	Refund Name 7.
PP_RFD08	Refund Name 8	C	10	0	Refund Name 8.
PP_RFD09	Refund Name 9	C	10	0	Refund Name 9.
PP_RFD10	Refund Name 10	C	10	0	Refund Name 10.
PP_RFD11	Refund Name 11	C	10	0	Refund Name 11.
PP_RFD12	Refund Name 12	C	10	0	Refund Name 12.
PP_FCBTY01	Refund CB Type 1	C	2	0	Cash Book Type for Refund Name 1
PP_FCBTY02	Refund CB Type 2	C	2	0	Cash Book Type for Refund Name 2
PP_FCBTY03	Refund CB Type 3	C	2	0	Cash Book Type for Refund Name 3
PP_FCBTY04	Refund CB Type 4	C	2	0	Cash Book Type for Refund Name 4
PP_FCBTY05	Refund CB Type 5	C	2	0	Cash Book Type for Refund Name 5
PP_FCBTY06	Refund CB Type 6	C	2	0	Cash Book Type for Refund Name 6
PP_FCBTY07	Refund CB Type 7	C	2	0	Cash Book Type for Refund Name 7
PP_FCBTY08	Refund CB Type 8	C	2	0	Cash Book Type for Refund Name 8
PP_FCBTY09	Refund CB Type 9	C	2	0	Cash Book Type for Refund Name 9
PP_FCBTY10	Refund CB Type 10	C	2	0	Cash Book Type for Refund Name 10
PP_FCBTY11	Refund CB Type 11	C	2	0	Cash Book Type for Refund Name 11
PP_FCBTY12	Refund CB Type 12	C	2	0	Cash Book Type for Refund Name 12
PP_FCASH01	Cash Refund 1	L	1	0	Cash Indicator for Refund Name 1
PP_FCASH02	Cash Refund 2	L	1	0	Cash Indicator for Refund Name 2
PP_FCASH03	Cash Refund 3	L	1	0	Cash Indicator for Refund Name 3
PP_FCASH04	Cash Refund 4	L	1	0	Cash Indicator for Refund Name 4
PP_FCASH05	Cash Refund 5	L	1	0	Cash Indicator for Refund Name 5
PP_FCASH06	Cash Refund 6	L	1	0	Cash Indicator for Refund Name 6
PP_FCASH07	Cash Refund 7	L	1	0	Cash Indicator for Refund Name 7
PP_FCASH08	Cash Refund 8	L	1	0	Cash Indicator for Refund Name 8
PP_FCASH09	Cash Refund 9	L	1	0	Cash Indicator for Refund Name 9
PP_FCASH10	Cash Refund 10	L	1	0	Cash Indicator for Refund Name 10
PP_FCASH11	Cash Refund 11	L	1	0	Cash Indicator for Refund Name 11
PP_FCASH12	Cash Refund 12	L	1	0	Cash Indicator for Refund Name 12
PP_NLCOID	Purch - Nominal Link	C	1	0	Nominal Analysis Company Identifier
PP_BKSORT	Company-Bank Sort Cd	C	6	0	
PP_BKACNO	Company-Bank A/c Cd	C	8	0	
PP_BKNAME	Company-Bank Name	C	18	0	
PP_BCVOLID	BACS Vol. ID (Irish)	C	6	0	Default BACS Volume ID for Volume Header Label(AIB and Bank of Ireland)
PP_BCAUTID	BACS Auth.ID (Irish)	C	6	0	Default BACS Authorisation ID for Volume HeaderLabel (AIB and Bank of Ireland)
PP_USESUGG	Use suggested Payday	L	1	0	true if using suggested pay days

PP_CHIST	Keep Creditors History	N	3	0	
PP_PERCDAY	Periods for Creditors Days	N	3	0	
PP_MRC	Mandatory Reason Code	L	1	0	If set, a reason for holding an invoice must be entered.
PP_LCHQREM	Lines on Cheques / Remittances	N	3	0	The number of lines to be printed on Cheques/Remittances
			Default Value :		21
PP_INCDORMANT	Include Dormant	L	1	0	Include Dormant ? .T. Or .F.
PP_PALLOC	Check Palloc	L	1	0	Checks palloc in uds

Accreditation Training Courseware

Other Guides and Help

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

Readme File

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

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

Release Guide

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

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

Installation Guide

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

Demonstration Data Guide

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

Implementation Guide

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

System Requirements Guide

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

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

Help

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

Document Management & Executive Dashboards Guides

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

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