



Opera 3 Stock Control

**Accreditation
Training Courseware**



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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 Stock Control module can be used on a stand-alone basis or linked to the Nominal Ledger, which may be updated via a Transfer routine or Real Time Update. Cost of sales, stock movements and stock valuations update control accounts within the nominal, obviating the need to create manual journal entries.

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Key

Icon	Meaning
	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 know...
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera II (more than simple field adjustments)
	FAQs - Only
	Action Menu example of the corresponding form.

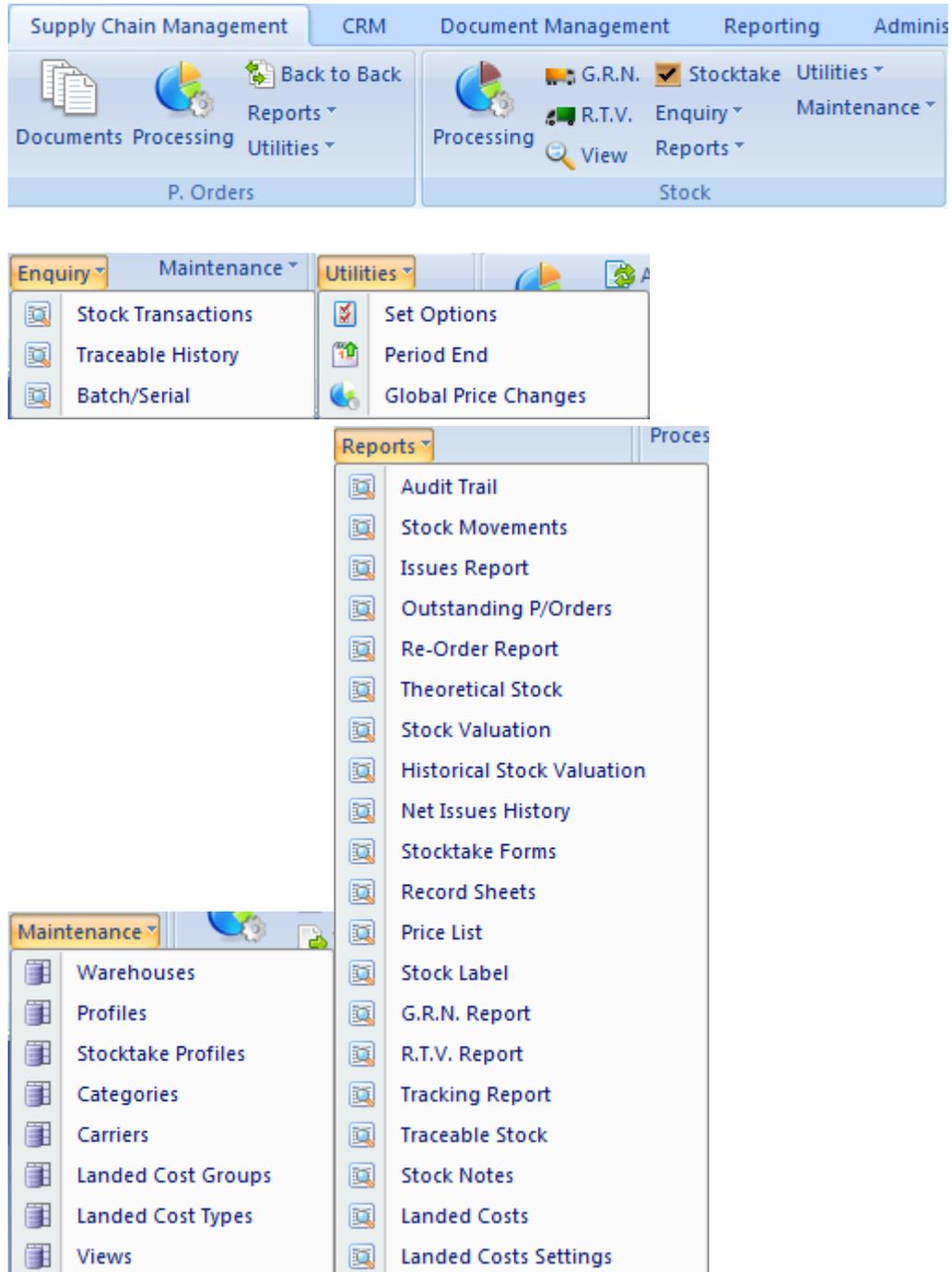
Training Literature Releases

Release	Added Information
R1.0	Originating document – Introduced in O3 v1.40 & Chapter numbering uplift
R1.1	Uplift for V1.7x and new DBS – including HSV & Action Button Screenshots
R1.2	Various SCR changes for help
R1.3	Minor Help updates for V2.12
R1.4	Minor Help updates

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Module Menu Structure

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



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Glossary (of Menu Structure)

Navigator Folder	Command	Purpose
Processing	Processing	Use the Processing command to create and maintain stock records and to enter details of stock movements
View	View	User-defined dynamic Views can be launched with a maximum 6 –levels of analysis for stock movements.
G.R.N.	G.R.N.	Use the G.R.N. function to record details of goods as they are received.
R.T.V.	R.T.V.	This function allows the user to enter details of goods that are returned to the supplier.
Stocktake	Stocktake	The Stock Control application includes Stocktake, an inventory management application that helps you monitor your stock position and make corrections where the actual stock quantities in your stock locations are different to the quantities in Opera 3. To use Stocktake make sure the Stocktake box is ticked on the Options tab of the System - Maintenance - Company Profiles form.
Enquiry	Stock Transactions Traceable History Batch/Serial	Select these commands to report on stock transactions for the current period, traceable history held by the system and Batch/Serial numbers assigned.
Reports	All Reports	The commands on the Report Submenu provide listings or reports maintained in the Stock Control module.
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.
	Period End	Select Period End to tidy the stock files
	Global Price Changes	Select Global Price Changes to update cost and / or selling prices on stock / warehouse records.
Maintenance	All data maintenance items previously found on the main module menu in Pegasus Opera can now be found in the Maintenance Submenu.	
	Warehouses	This is only available if the Multi-Warehousing feature has been purchased. Use this function to define warehouse details and if linking to the nominal control account details if required.
	Stocktake Profile	Stocktake Profiles allow you to define how stock items are processed in Stocktake.
	Profiles	Allows the user to define sets of attributes that apply to groups of stock items.
	Categories	An optional function, used to analyse stock items.
	Carriers	Use this function to create a table of carriers who deliver goods to the company.
	Landed Cost Groups	Landed Cost Groups define groups for different types of landed costs. You can link Landed Cost Types to these groups so that you can view summary landed costs on the Landed Costs Report in Opera for different types of costs. For example, you may set up different Landed Cost Types for each type of freight costs you incur - road, sea and air - and then link them to a Landed Cost Group for freight. You can then view these costs grouped together.

Landed Cost Types	Landed Cost Types define how landed costs are calculated for relevant stock items. Each type includes a code and description to help you recognise it when you use it in Opera. You also define a calculation method for each type used to calculate the landed cost for a transaction. Up to four Landed Cost Types can be assigned to each item.
Views	Use this function to create unlimited User-defined Views with up to 6 levels of analysis criteria.

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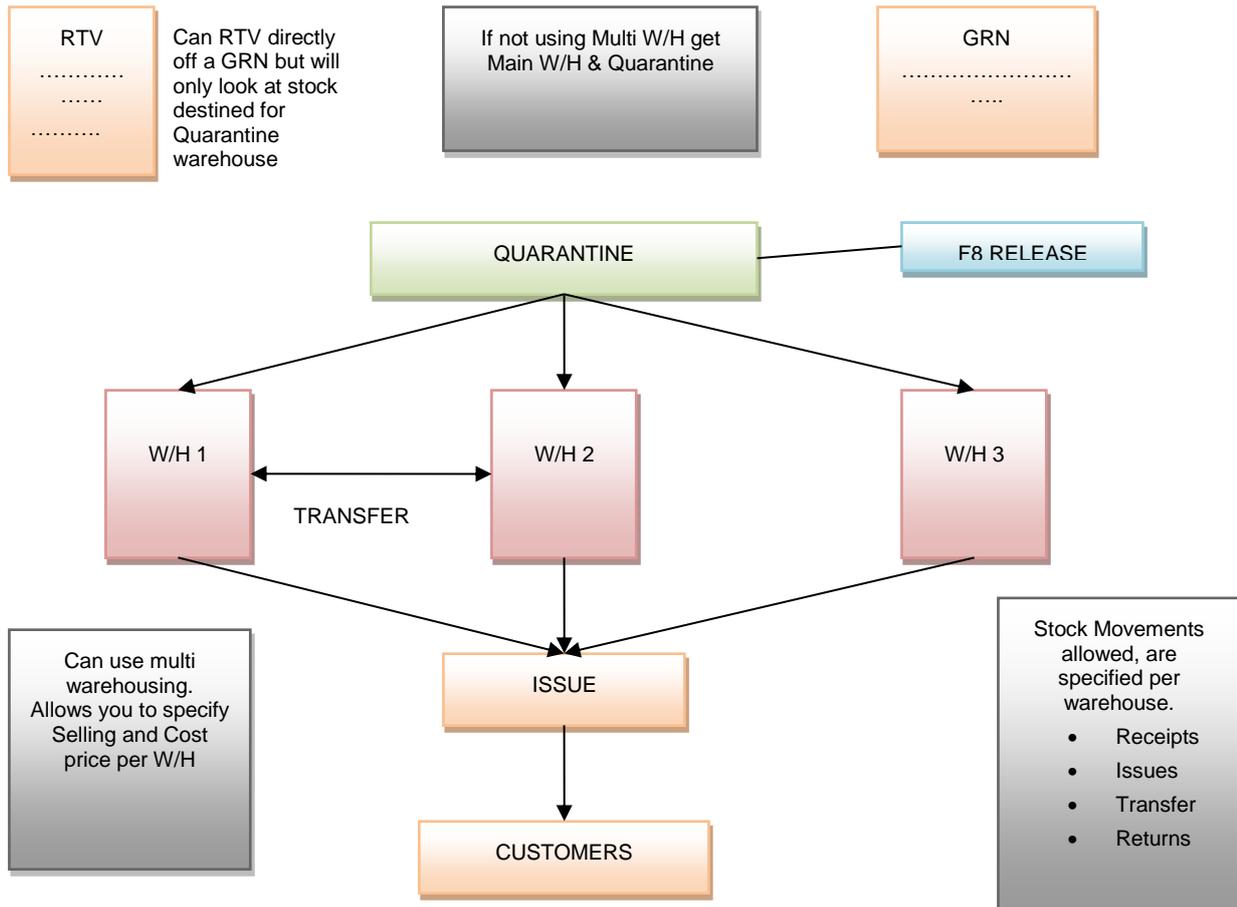
The Module

The Stock Control module can be used on a stand-alone basis or linked to the Nominal Ledger, which may be updated via a Transfer routine or Real Time Update. Cost of sales, stock movements and stock valuations update control accounts within the nominal, obviating the need to create manual journal entries.

Integration with Invoicing/SOP and the Sales Ledger, Purchase Order Processing, Purchase Ledger, Costing and Bill of Materials modules allow for complete control over stock movements.

- When used in conjunction with Invoicing/SOP, the Stock Control system can have any number of special price and discount tables set up in Invoicing/SOP to allow enormous flexibility in specifying individual selling prices and/or discount schemes for single or groups of customer/stock item combinations.
- When used in conjunction with Purchase Order Processing, stock items may be linked to specific Supplier Accounts via an optional Supplier Product File. When used in conjunction with the Bill of Materials module, stock items become Components, Assemblies or Sub-Assemblies, allowing Works Orders to control the availability of stock levels for items used within the build.
- When used in conjunction with Costing, stock items can be analysed to job numbers, phases, and cost codes. Warehouses and Traceability are standard features in Opera 3.

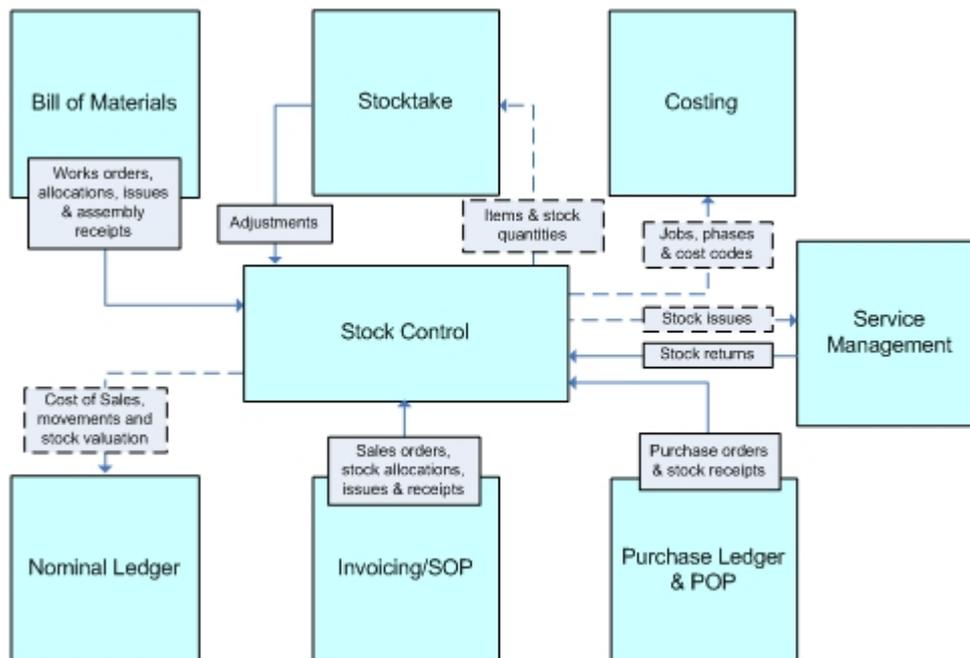
Route of Stock Item (Into W/H and out again)



How Stock Control links to other applications

The application can also be linked to other applications: Bill of Materials, Costing, Nominal Ledger, Invoicing, Sales Order Processing, Purchase Ledger, Purchase Order Processing, Service Management and Stocktake. The Nominal ledger can either be updated in batches using a transfer command or at the same time when stock movements are posted so that you do not need to create manual journal entries yourself.

Some applications only link to Stock Control if the respective option is ticked on the [System - Maintenance - Company Profiles](#) form.



- When used in conjunction with Bill of Materials, you can define assembly structures from stock component parts and maintain the stock level of components, sub-assemblies and the finished assembly item. Works Orders are used to allocate and issue stock components, and receive finished items back into stock.
- When used in conjunction with Stocktake, you can count your stock and post adjustments where the actual stock quantities in your stock locations are different to the quantities in Opera 3. To use Stocktake the Stocktake box must be ticked on the Options tab of the System - Maintenance - Company Profiles form.
- When used in conjunction with Costing, stock items can be analysed to job numbers, phases, and cost codes.
- When used in conjunction with the Service Management application, stock is allocated to a job when a worksheet is posted. The stock is then issued from Stock Control for the job when the Service Management - Utilities - Process Stock Issues command is used. Similarly, if stock is returned, this is achieved by using the Service Management - Utilities - Process Stock Returns command.
- When used in conjunction with the Nominal Ledger, journals are posted to control accounts for cost of sales, stock receipts (including GRNs), issues, returns (including RTVs), adjustments, transfers (including releasing stock from quarantine warehouses), and stock valuations. These do not need to be posted manually. The Nominal Ledger can either be updated immediately a stock movement is posted or in batches when necessary.

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.

- When used in conjunction with Invoicing/SOP, the Stock Control application can have any number of special price and discount tables set up in Invoicing/SOP to allow the flexibility of specifying individual selling prices for items and discount schemes for single items or groups of items for each customer.
- When used in conjunction with the Purchase Ledger and Purchase Order Processing applications, stock items may be linked to specific Supplier Accounts via an optional Supplier Product File.

Stock Control and Landed Costs

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 may include the purchase price, freight costs, insurance, and other costs. 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 total 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. Where these costs are displayed in Opera, for example in these Sales Ledger forms: [View](#), [Sales Analysis View](#), [Sales History View](#) and these Sales Order Processing reports: [Orders Listing](#) and [Quotes and Proformas](#) report, they include both the unit cost and the landed cost.

When landed costs are in use in Opera, you can do the following:

- Define each type of landed cost you need to record with default cost prices or percentages
- Group common types of landed costs together
- Apply relevant landed costs to each of your stock items with default cost prices or percentages.
- Override these defaults when you post your stock receipt. Wherever transactions are posted in Opera for stock items that have landed costs applied to them, those costs are calculated and recorded along with the unit cost of the item.
- Include landed costs in your stock valuation and the calculation of your margins
- Enter a shipping reference whenever a stock receipt is posted. This provides an accurate link from the receipt of the stock item to the documentation related to the shipping of the item.
- Set up Balance Sheet and Profit and Loss Report control accounts for landed costs in your Nominal Ledger

- Update your Nominal Ledger with landed costs when transactions are posted that include stock items which have landed costs applied to them
- View landed costs in various views and reports to present more accurate margins. Some views and reports display the landed costs separately, for example in Stock Control; others combine the unit cost and the landed costs, for example in Sales Ledger and Sales Order Processing.

Note: If the landed costs are different when stock items are sourced from different suppliers, you can override the default costs when you post your stock receipt. For example, if you have two suppliers of an item - say one in China and another in India.

Landed Costs Report

The Landed Costs report displays the landed costs recorded when stock receipts were posted. You can sequence the report in different ways including by Landed Cost Type and Landed Cost Group.

This report can be used to help with the reconciliation of expected landed costs with actual landed costs charged. After establishing the variances between expected and actual costs you can then work out any loss or gain and post a journal to the Nominal Ledger as necessary. You can also use this report to monitor the recorded landed cost values or percentages on the Landed Cost Types you have set up and make amendments if necessary.

Tip: See the [To Set Up Stock Control for Landed Costs](#) Help topic for details on the steps that need to be followed to set up landed costs.

Stock Control and Traceability

Traceability is an optional facility that provides the controls and functions you need to record and process **traceable stock**. When we refer to traceable stock, we mean stock items that are identified either as unique (by means of a **serial number**), or belonging to a batch of two or more similar items (by means of a **batch number**).

You may be familiar with serial numbers and batch numbers on products in everyday life. For example, a domestic appliance, such as a microwave oven, will probably have a serial number that uniquely identifies that particular item, even though it may have been manufactured on a production line along with many others. You may have seen batch numbers on rolls of wallpaper you buy from a DIY store, or on medicines, such as tablets, you buy from the pharmacy.

The purpose of assigning serial and batch numbers to products is to make them traceable. So if a problem is identified with a particular product, it can be traced to its source of supply or manufacture.

Serial and batch numbers usually originate from the production process. The method of production often determines which is the most appropriate form of product identification. Typically serial numbers appear on items of equipment from pocket calculators to automobiles, and are especially useful where any malfunction in an individual product can be traced to its point of manufacture.

There is no need to identify all the individual tablets in a packet of painkillers, but it might be useful for a pharmaceutical company to know from which production batch the tablets originated, just in case a quality issue arises. You have probably heard about 'product recalls' where a manufacturer or retailer has identified a problem in a particular item and advised members of the public who have bought similar items to return them as a safety precaution. Batch numbers help in these cases by limiting the recall to only those products most likely to be associated with the problem. Without the means to trace stock in such circumstances, manufacturers would have little idea about whether the problem was isolated or widespread; so the ability to trace products can be very important.

Being able to trace individual stock items is also useful for those companies who are not part of the manufacturing process. Suppose a company buys microwave ovens of the same type from more than one supplier to sell on to other establishments; if one of the items needs to be returned, a serial number might be the only means of identifying the supplier from which the particular oven originated (provided this information was recorded when the goods were received).

Being able to check batch numbers is also useful for the retail buyer. When you buy two or more rolls of printed wallpaper, you need to know that the rolls belong to the same batch because slight colour variations can arise between different production runs. You simply check that each roll has the same batch number.

Batch controlled items also have other attributes that you can monitor. For example, for perishable goods, you can record a 'sell by' and 'use by' date. Here are a few examples of items that are typically serial and batch controlled:

Serial numbered:

- Electrical goods, like TVs, videos, computers and peripherals, etc.
- Cars and other vehicles (the 'serial' number is often called the Vehicle Identification Number or VIN)
- Machinery and engines
- Components
- Technical instruments
- Watches

Batch numbered:

- Materials such as rolls of fabric or wallpapers
- Pharmaceutical products such as medicines and tablets
- Foodstuffs
- Liquids, such as chemicals including paints, dyes, and so on
- Clothing
- Processed raw materials, such as steel, glass, and so on

You can no doubt think of many other examples. In some cases, companies, such as manufacturers, might handle many different types of materials, components and finished goods and need to be able to trace all serial and batch numbered stocks passing through the business. You can record, maintain and monitor traceable items of different types from the source of supply, through warehouse storage, to delivery using the features within the system.

What Effect Does Traceability Have in the System?

When you use Traceability, some new options, fields and commands appear in the software:

- Options that control how traceable stock is managed;
- New fields and forms to identify traceable items and store information about them;
- Commands you use to record, process and monitor traceable stock.

Most of the changes are noticeable in the Stock application, since this is the application to which most of the new options and commands have been added. However, other applications are affected too, including Invoicing, Sales Order Processing and Purchase Order Processing. This is because these applications also affect the 'movement' (issues, returns and receipts) of stock items.

To be able to handle traceable stock, the application provides the means to:

- Identify whether a stock item is traceable.
- Identify whether a traceable stock item uses serial or batch number control.
- Assign serial and batch numbers to traceable stock (either at the time it is booked into stock or at a later date).
- Choose a particular serial numbered item or batch whenever stock is issued or returned.
- Keep track of the traceable stock items so you know where they are and what has happened to them.

Stock Control and Open Period Accounting

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

Open Period Accounting works with both the [Real Time Update](#) method and the batch transfer method of updating the Nominal Ledger.

An [option](#) on the Company Profiles form controls whether Open Period Accounting is used.

For more information see the Open Period Accounting Help topic.

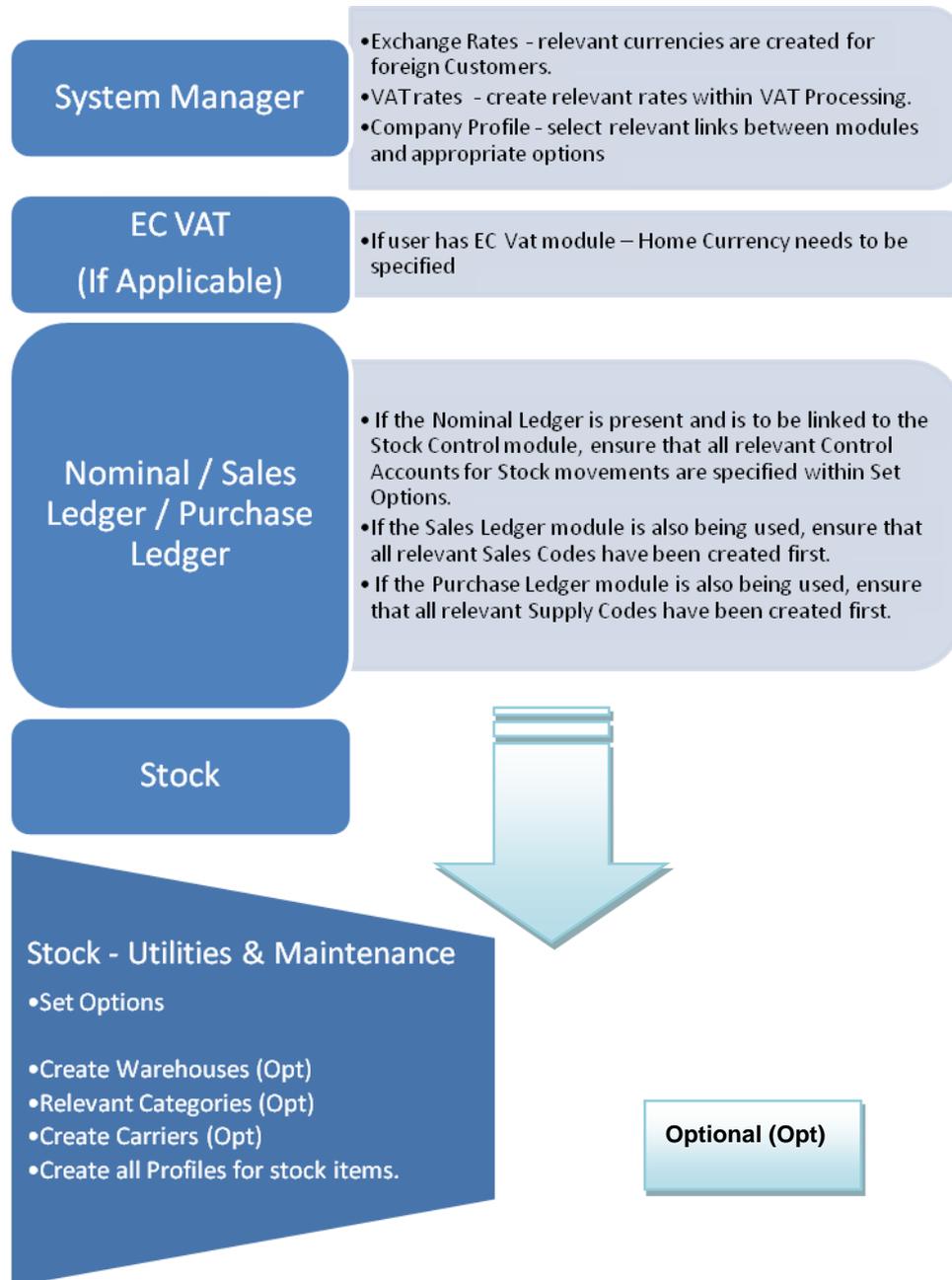
The Stock Control application updates the Nominal Ledger with details of stock movements. If you use the [Open Period Accounting](#) feature, the period status for Stock Control in the Nominal Ledger's Financial Calendar must be 'Open' before the details can be posted. If the period's status is 'Closed' or 'Blocked', the transfer cannot be done.

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1 Set-Up

1.1 Recommended Order of Set-up

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



- Create your stock items.
- For each stock item, specify the current in-stock quantity using Adjustments or Receipts.
- Enter any quantities 'on order' with suppliers using the Purchase Order function (only applicable if Purchase Order Processing is not activated).
- Take a backup of your data.

1.2 Utilities Records

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

1.2.1 Set Options

Use **Set Options** command to specify options and controls that affect the operation of the Stock module's processes and functions. Your setup strategy will determine the order in which you complete the option settings. You do not need to complete all options before you begin, however some settings may require other records to have been created beforehand. For example, if you have the multi-warehouses feature activated, one option identifies the default warehouse used to set links between stock items and warehouses. If you want to identify a warehouse on the **Set Options** form other than the MAIN and QURN warehouses that are provided automatically, you must create the warehouse record concerned using the **Warehouse** command on the **Maintenance** submenu in the Stock module. 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 Stock module are active.

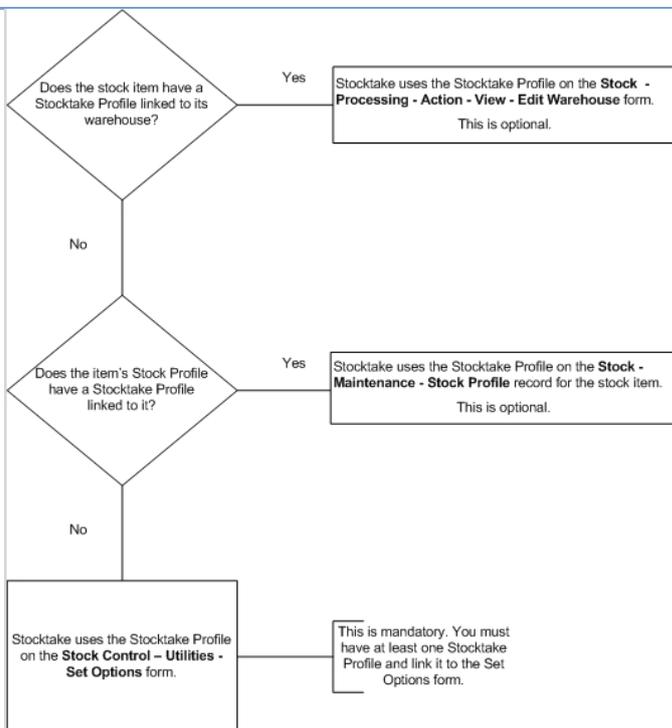
The screenshot shows the 'Set Options' dialog box with the following settings:

- Link to Warehouse: MAIN
- Stocktake Profile: A
- Use Multi-Warehousing
- Next GRN Document: GRN00082
- Next RTV Document: RTV00008
- N/L Company ID: Z
- Orion Vehicles Leasing
- Warn if Posting Non-Current
- Default Stock Search:
 - Show Search Ref. 1
 - Show Search Ref. 2
 - Show Selling Price
 - Show Quantity
 - Include Dormant Items
- Traceability:
 - Maintain History For 12 Months
 - Receive Via GRN Only
 - Auto Release From Quarantine
 - Assign Upon Receipt: Prompt
- BOM:
 - Works Order Movements: From: Top, To: Ordered
 - Print Works Orders
 - WIP Value at Traceable Cost
 - Next WO Document: WO00038
 - BOM to Costing Cost: Stock

To set up stock options

1. Open the **Stock** 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**.

Box	Description
Link to Warehouse	<p>An option that determines the default warehouse to be used when you set the link between warehouses and stock items. This only applies if you have the multi-warehouses feature activated. A stock item must be linked with a warehouse before the item can be received into the warehouse. You set the link(s) when you create the stock record or when you receive the stock into the warehouse for the first time. This default code is offered automatically when you set the link. You can select from a list. Default warehouses of MAIN and QURN (quarantine) are created automatically by the system if the Use Multi-Warehousing option is selected and are available for selection from the list. Warehouses are maintained using the Warehouse command on the Maintenance submenu in the Stock module.</p> <hr/> <p>Note: Reorder Levels, Reorder Quantities and Minimum Quantities are specified on stock warehouse records</p>
Stocktake Profile	<p>An option that determines the default Stocktake Profile for all stock items.</p> <p>Stocktake Profiles allow you to define how stock items are processed in Stocktake. These profiles are used to set up the following options:</p> <ul style="list-style-type: none"> • Acceptable tolerance percentages where actual quantities that are found during a stock take are different to the quantities in Opera. For example, for small low value items it may be acceptable for there to be either up to ten percent more or ten percent less of the item found actually in stock compared to the quantity in Opera. • The number of days before a stock take is due to be done. For example, you are likely to want to count high value items more often than low value items. You may also want to count items in some warehouses more often than in other warehouses. • How many times items should be checked during a stock take up to three times. It may be necessary to validate a count by doing it more than once, either using the same person or with someone else. • Whether stock items should be excluded from the stock check. You may have some items that are very low value which you do not want to count. <hr/> <p>Note: A default Stocktake Profile must be added to the Stock Control - Utilities - Set Options form.</p> <p>Stocktake Profiles can also be linked to individual Stock Profiles on the Stock Control - Maintenance - Stock Profile form and to warehouses where stock items are kept on the Action - View - Edit form from Stock Control - Processing.</p>



<p>Use Multi-Warehousing</p>	<p>An option that determines whether you want to use multi-warehousing facilities. This only applies if you have the multi-warehouses feature activated. Note that you will also need to have the Warehouses option selected on the Options tab of the Company Profiles form in the System module. This allows you to link stock items to more than one warehouse, the system will then maintain records of the stock held at each warehouse independently. Once you have selected this option and created more than one warehouse, you cannot clear the option.</p>
<p>Next GRN Document</p>	<p>The number of the next goods received note. The application automatically assigns this number to the next goods received note you create using the G.R.N. command in the Stock module, and then increments it ready for the next GRN record.</p> <p>Note: The document number must end in at least 4 numeric characters for this to happen.</p>
<p>Next RTV Document</p>	<p>The number of the return to vendor note. The application automatically assigns this number to the next return note you create using the R.T.V. command in the Stock module, and then increments it ready for the next RTV record.</p> <p>Note: The document number must end in at least 4 numeric characters for this to happen.</p>
<p>N/L Company ID</p>	<p>An option that determines which company's nominal ledger is used for stock transfers. You can select from a list. Only those companies to which you are entitled to gain access are included in the list. This only applies if the Stock Control to Nominal option is selected on the Options tab of the Company Profiles form for the companies involved. The company you identify must be the same used in the Sales and Purchase modules if activated.</p>
<p>Default Stock Search</p>	<p>Options that determine what additional information is included in the selection list when you search for stock items. Select the options if you want the corresponding details included. If an option is cleared, the item does not appear in the list.</p>
<p>Warn if Posting Non-Current</p>	<p>An option that determines whether a warning is displayed when a transaction is posted outside of the current period in the Nominal Ledger. This applies if the Open Period Accounting feature is used. Tick the option if you want your operatives to be warned when they post a transaction to a period other than the current period.</p>

**Warn if Posting
Non-Current...**

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.

Notes

Accreditation Training Courseware

2 Maintenance

Various Maintenance records may be created for Processing and Analysis purposes. These records are often associated to processing records created such as "Stock Profiles".

2.1 Warehouses

This facility is only available if you have the multi-warehouses feature activated and the **Use Warehouses** option selected on the **Options** tab of the **Company Profiles** form in the System module. The use of warehouses is optional, so if you do not define any warehouse records, this function is ignored in processing. If you hold stock in more than one location, you can use warehouse records to maintain separate stock quantities. Apart from identifying physical locations, warehouse records can also be used for logical locations to help you control different aspects of the logistics process. For example, one warehouse may be a quarantine location into which goods are received, while another may be used to pick items for sales orders.

The screenshot shows a software window titled "Warehouses : MAIN - Main Warehouse". It has three tabs: "General", "Memo", and "List". The "General" tab is active and contains the following fields:

- Code : MAIN
- Description : Main Warehouse
- Address : Unit 12 Orion Ind Estate, Orion Way, Kettering, Northants
- Postcode : NN15 6ST
- Contact : Brian Thomas
- Telephone : 01536 322166, Fax : 01536 322167
- Modem : (empty)
- Cost Centre : (empty)
- Quarantine
- Restrict Neg.Trf Qty
- Movements: Receipts, Issues, Returns, Transfers

At the bottom right, there is a "Close" button. At the bottom left, there is a "View" label and some empty input boxes.

Once you have segregated your stock by warehouse, you can identify the warehouses used for stock transactions. You can also transfer stock between warehouses using the transfer movements. Warehouse records are identified by a code of up to four characters, and you can record a description and an address for each. Warehouses are used to report on different sets of stock, whether they are separated physically or logically. Under **Movements** on the **Warehouses** form, you can define which stock transactions are allowed for the selected warehouse. For example, if you are using a quarantine warehouse, you may want to restrict the available stock transaction types to receipts, returns and transfers and exclude issues.

Example:

You have raw materials, finished goods and goods for resale held at different locations. Using the Warehouses form, you create a record for each location. Only receipts and transfers are permitted at the raw materials warehouse. The finished goods warehouse accepts transfers, returns and issues. The goods for resale warehouse can process all stock transactions, including receipts, returns, transfers and issues. Using the options under Movements on the Warehouse form, you assign the relevant transaction types to each warehouse.

To define warehouses

1. Open the **Stock** folder, double-click **Maintenance** and then click **Warehouse**.
2. On the **Record** menu, click **New**.
3. In the boxes provided, enter the warehouse details.
4. On the **Record** menu, click **Save**.

Notes: If you make changes to the warehouse movements options on an existing warehouse record, this will affect future processing. You can add a memo for the warehouse record using the **Memo** tab.

2.1.1 Warehouse Entries

Box	Description
Code	A unique reference to identify the warehouse record. One warehouse is already provided which uses the reference 'MAIN'.
Description	Enter the description of this warehouse. The description identifies the warehouse on reports and enquiries.
Address and Postcode	You can type the address details in the boxes provided including the post code.
Contact, Telephone, Fax, Modem	Details of a contact at the warehouse, including telephone, fax and modem numbers.
Cost Centre	<p>A reference that identifies the nominal cost centre associated with this warehouse. You can select from a list. This only applies if you have both the Cost Centres in Nominal and Stock Control to Nominal options selected on the Company Profiles form in the System module. The cost centre record must be one already created in the Nominal module and it must be linked to the control accounts identified on the Stock/BOM Options form in the Stock or BOM modules</p> <p>The cost centre code you identify here is the one used when Stock and BOM module transactions are transferred to the Nominal module. This enables transactions associated with different warehouses to be analysed, by cost centre, within the nominal ledger. If no code is specified, transfers for this warehouse will be made to main control accounts; that is, without any cost centre breakdown.</p> <p>Note: A Nominal Account and Cost Centre Control Account combination must exist before the entry can be saved. The following prompt will appear if the relevant control account does not exist:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Goods In Account/Cost Centre combination M510/ADM does not exist. Goods Out Account/Cost Centre combination M520/ADM does not exist. Stock Account/Cost Centre combination C210/ADM does not exist. BOM WIP Movement Account/Cost Centre combination M530/ADM does not exist. BOM WIP Account/Cost Centre combination C220/ADM does not exist.</p> <p style="text-align: center;">OK</p> </div>

Quarantine	An option that determines whether the warehouse is a quarantine warehouse. A quarantine warehouse may be either logical (a part of your main warehouse) or physical (an actual warehouse). If GRNs are used, stock receipts are initially received into a quarantine warehouse. Until stock is released from a quarantine warehouse to a non-quarantine one, you cannot process issue movements.
Restrict Neg. Trf Qty	An option that determines whether, when transferring stock from one warehouse to another, you can transfer more items than are currently in stock at the issuing warehouse. This will result in the issuing warehouse showing a negative stock balance. If the option is cleared, negative stock from transfers will be permitted. Select the option if you want to prevent such situations arising. A warning will then be displayed if a negative stock situation is likely to arise from an over-transfer.
Receipts, Issues, Returns, Transfers	A group of options that determine the movement types permitted for the warehouse. If you have selected the Quarantine option, the Issues option is unavailable. If you have selected the Restrict Neg. Trf Qty option, the Transfers option is selected automatically and cannot be cleared.

2.2 Profiles

Stock profiles are sets of defaults that determine those characteristics common to various classifications of stock item. These defaults include options, such as those that determine whether the item is a stocked item, the costing method used, the quantity style, default issue quantity and so on. Stock profiles are defined using the Profiles command on the Maintenance submenu. The profiles are then assigned to stock records using the Profile list box on the General tab of the Stock form. You can set up as many stock profiles as you want, but you must create at least one.

Example.....

Your stock system is used to record real stocked items, but is also used to hold description and price details for non-stock items for the purposes of invoicing. You create profile records for each classification; one for stocked items and one for non-stock items. When you create stock records, you select the profile accordingly.

The screenshot shows a software window titled "Profiles : 1000 - Pack of 1000". It has two tabs: "General" and "List". The "General" tab is selected and contains the following fields and options:

- Profile : 1000
- Description : Pack of 1000
- Quantity Style : Factor
- Unit Description : Box
- Factor Quantity : 1000
- Decimals Quantity : 0
- Allow Split Pack
- Split Pack Surcharge : 0.00 %
- Default Iss Qty : 0/000
- Default Issue : Cost Price
- Price Decimals : 2
- Selling Price is Cost + 0.00 %
- Stocked Item
- Labour Item
- FIFO
- Average Cost
- Batch Traceable
- Serial Traceable
- Stocktake Profile : [dropdown]
- Date Modified : //

At the bottom right of the window is a "Close" button. At the bottom left, there is a "View" button and a help icon.

The characteristics of stock items provided within a profile are as follows:

- Is the product a factored or decimal item?
- If factored, can the pack be split?
- If it *can* be split, is there a surcharge for doing so?
- If it is a decimal, how many decimal places is the quantity held to?
- How many decimal places is the cost / selling price to be held to?
- Is the item stocked, issued and valued as FIFO or NON-FIFO?
- Is the stock item to be valued and issued at standard or average cost?
- Is the stock item to be issued at cost, last cost or sell price?
- Should the sell price of the item be calculated as a percentage of the cost price?
- Is the profile for a stocked or labour item?
- Is the profile to be used for batch or serial traceable items?

All stock items that match the same criteria above can be linked to the same profile and the system will process them accordingly.

Profiles are mandatory: there must be at least one set up in Stock Control, even if all stock items are linked to that one profile.

2.2.1 Decimal or Factored Stock

An option on the stock profile record determines whether the units for stock records using the profile are decimal or factored. You use factored items to identify stock that is managed in different units of measure. This depends on the nature of the stock itself. Typically, a factor represents the number of items 'per pack'. When you create stock movement records, the basic unit of quantity will be the pack. The same will apply to stocktaking. If you select the Allow Split Pack option, this indicates that it is possible to sell part of a pack. Pricing is calculated accordingly, but you can also add a percentage surcharge for splitting the pack if appropriate.

The screenshot shows a configuration form with two main sections: 'Factor' and 'Decimals'.
 - In the 'Factor' section, 'Quantity' is set to 0, 'Allow Split Pack' is unchecked, and 'Split Pack Surcharge' is 0.00%.
 - In the 'Decimals' section, 'Quantity' is set to 2.

Example.....

You sell wine per case of a dozen bottles. In the Quantity Style list on the Profiles form, you select Factor and then under Factor you enter 12 in the Quantity box so that the cost and selling prices will be expressed 'per dozen'. You also allow individual bottles to be sold from the case, so you select the Allow Split Pack option.

The image shows two side-by-side screenshots of stock profile records.
 - The left screenshot shows a profile for '5 amp Fuses - Box of 100'. The 'Profile' is '1000' and 'Pack of' is '100'. The 'Sell Price' is 100.00. 'In Stock' is 5/970 and 'Allocated' is 0/000.
 - The right screenshot shows a profile for 'Car Mat - Small'. The 'Profile' is 'ITM1' and 'Single Items' is selected. The 'Sell Price' is 12.00. 'In Stock' is 504.00 and 'Allocated' is 18.00. 'Projected' and 'Qty. PO' are also visible.

2.2.2 Costing Methods

You can use one of different costing methods. You select which one you want to use on the Profiles form that determines the costing method for all items associated with the appropriate profile. If you select the FIFO option, the system will record all issues as being made from the oldest receipts first. Subsequent valuation reports created when you use the Stock Valuation command on the Reports menu, will provide the option of evaluating FIFO stock items at their FIFO value or at an alternative cost, where this is either the average or standard cost. If you select the Average Cost option, in-stock quantities are valued at the average cost of the items currently in stock. If neither the FIFO or Average Cost options are selected (that is, both options are cleared), in-stock quantities are valued at a predefined standard cost. In addition, for each stock item, the system records the last buying price and this may also be selected as a basis of valuation when you use the Stock Valuation command on the Reports menu.

2.2.3 Traceable Stock

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

2.2.4 To Define Stock Profiles

1. Open the Stock folder, double-click Maintenance and then click Profiles.
2. On the Record menu, click New.
3. In the boxes provided, enter a code for the stock profile and its details.
4. On the Record menu, click Save.

Notes: If you subsequently amend a stock profile, the changes you make will not be reflected on the stock item records to which the profile is attached.

2.2.5 Profile Entries

Box	Description
Profile	A unique reference for the stock profile. You can add a corresponding description in the Description box.
Quantity Style	An option that determines whether the stock items associated with the profile are maintained in either decimal quantities (counting to base ten) or factored quantities (counting to a base other than ten; such as dozens, pounds and ounces, and so on). You can select either Decimal or Factor from a list.
Unit Description	The description of the unit. This is the 'pack' name. <u>Example....</u>
Quantity	The quantity of the pack that is to be factored for pricing, invoicing, stocktaking, and so on. This only applies if you have selected 'Factor' in the Quantity Style list. The application calculates the price out by dividing fractional quantities by the factor. Factor quantities are entered in a special format. <u>Example....</u>

Allow Split Pack	An option that determines whether the item is sold in part packs or in complete packs. This only applies if you have selected 'Factor' in the Quantity Style list. If the option is cleared, it will not be possible to sell part of the pack quantity identified in the Quantity box.
Split Pack Surcharge	A percentage surcharge to be applied to the calculated part-pack price when a factored item is split. This only applies if you have selected 'Factor' in the Quantity Style list and selected the Allow Split Pack option. Note: The eventual total sell price will be calculated by dividing the sell price by the number of units and then calculating a percentage of the individual unit sell price.
Quantity	The number of decimal places to which stock is held or issued. This only applies if you have selected 'Decimal' in the Quantity Style list.
Default Iss Qty	The default quantity displayed when you process issues for stock items associated with this profile. You can overwrite the default at the time of processing. If you have selected 'Decimal' in the Quantity Style list, you can enter default fractions with a decimal point. If you have selected 'Factor' in the Quantity Style list and selected the Allow Split Pack option, you can enter fractions with a stroke '/' to separate the fraction. <u>Example.....</u>
Default Issue	An option that determines the default price that appears when you process issues for stock items associated with this profile. You can select from a list. <u>Example.....</u>
Price Decimals	The number of decimal places that applies to selling and cost prices. Prices can use up to six decimal places Note that when stock movements are generated for foreign currency customers or suppliers, prices are automatically set to the number of decimals associated with the currency record defined on the System Exchange Rates form in the System module, unless you select the Foreign Unit Decimals option on the System Preferences form in the System module.
Selling Price is Cost+	The percentage uplift on the cost price that determines the selling price. This is optional and you only need enter a percentage if that is the way in which you want your selling prices determined. The selling price is calculated from the cost price entered in the stock and warehouse files. Warehouses only apply if you have multi-warehouses feature activated. If you want to determine the selling price in a different way, leave this box blank.
Stocked Item	An option that determines whether stock items associated with the profile are stocked items. If this option is cleared, stock items associated with the profile will be treated as non-stock items where description, pricing and so on, are maintained but not stock quantities or balances. Note: The transaction movement types found on the Stock Processing Action menu are not available to non-stocked items.
FIFO	An option that determines whether stock items associated with the profile are valued on a FIFO basis.
Batch Traceable	An option that determines whether stock items associated with this profile are traceable by batch number. One batch number can apply to many items and you can assign batch numbers at the same time your record the receipt of stock, or at a later date. This only applies if you have the traceability feature activated. Refer to the Traceability section for more information.
Labour Item	An option that determines whether labour items are non-stock items used to define a labour type and cost used in the manufacture of assemblies. This only applies if you have the BOM module installed and activated. Labour costs can be optionally included in the calculation of assembly cost prices.
Average Cost	An option that determines whether stock items associated with the profile are valued on an average cost basis. If the option is cleared, stock items

are valued at the actual cost of the goods in stock.

Note: This will be unavailable if FIFO has been selected previously.

Serial Traceable

An option that determines whether stock items associated with this profile are traceable by serial number. Each stock item has is assigned a unique serial number and you can assign serial numbers at the same time your record the receipt of stock, or at a later date. This only applies if you have the traceability feature activated. Refer to the Traceability section for more information.

Note: This will be unavailable if FIFO has been selected previously, or the Decimals Quantity field has been set to anything other than zero.

Stocktake Profile

An option that determines the Stocktake Profile for this profile. Stock items that are linked to this Stock Profile automatically inherit the settings on the Stocktake Profile, which are used by the Stocktake application.

Stocktake Profiles allow you to define how stock items are processed in Stocktake. These profiles are used to set up the following options:

- Acceptable tolerance percentages where actual quantities that are found during a stock take are different to the quantities in Opera. For example, for small low value items it may be acceptable for there to be either up to ten percent more or ten percent less of the item found actually in stock compared to the quantity in Opera.
- The number of days before a stock take is due to be done. For example, you are likely to want to count high value items more often than low value items. You may also want to count items in some warehouses more often than in other warehouses.
- How many times items should be checked during a stock take up to three times. It may be necessary to validate a count by doing it more than once, either using the same person or with someone else.
- Whether stock items should be excluded from the stock check. You may have some items that are very low value which you do not want to count.

Note: A default Stocktake Profile must be added to the Stock Control - Utilities - Set Options form.

Stocktake Profiles can also be linked to individual Stock Profiles on the Stock Control - Maintenance - Stock Profile form and to warehouses where stock items are kept on the Action - View - Edit form from Stock Control - Processing.

2.2.6 Costing Settings

FIFO

When switched on, the cost value and quantity of each stock receipt is retained in the transaction table until the item is fully issued.

For example,

50 items bought in April and 20 more in May, at different prices:

Date	Type	Quantity	Balance	Cost	Sell
03/04/2005	Receipt	50	50	12.00	0.00
15/05/2005	Receipt	20	20	12.80	0.00

Then, in June, 15 of these items are sold:

Date	Type	Quantity	Balance	Cost	Sell
03/04/2005	Receipt	50	35	12.00	0.00
15/05/2005	Receipt	20	20	12.80	0.00
02/06/2005	Issue	15	0	12.00	20.00

FIFO issues reduce the quantity balance of the oldest receipt until zero; the receipt is then complete and will be removed at the next Stock Period End (if Remove Completed Movements is selected). A user may run the Stock Valuation Report based on 'FIFO Transaction Cost' for items with receipt balances.

If switched off the receipt balance is set to 0 immediately, the transaction is deemed as being complete and will be removed at the next Stock Period End (if 'Remove Completed Movements' is selected). In this case, stock items can be valued in the Stock Valuation Report at either 'Standard' or 'Average' cost price only.

Average Cost

When switched on, each time stock is received the receipt cost alters the current average cost of the stock item. As follows:

$$\text{New Average Cost} = \frac{(\text{Old Avg. Cost} \times \text{Old Qty in Stock}) + (\text{Receipt Cost} \times \text{Receipt Qty})}{\text{New Qty in Stock}}$$

New Qty in Stock

When switched off no current average cost is retained for the stock item and standard costing is used for the stock item. A standard cost is a fixed cost that does not change as receipts occur at different prices.

Batch/Serial Traceable

- Must use Quantity Style of Decimal for serial traceable items (As system assumes individual item by nature)
- Decimal Quantity must equal 0 for Serial traceable items for the same reason as above.
- Must be a Stocked Item
- Can not use FIFO
- Can not have batched and Serial traceable boxes tick at same time.

2.3 Categories

Use the Categories command to set up your stock category details. Each category record comprises a unique code of up to four characters and a corresponding description. Categories are assigned to stock items using the Category list box on the General tab of the Stock form. The stock category is used for analysis purposes and can be used as a selection criterion for commands on the Reports menu. It is also used to provide category-specific nominal control accounts used when stock values are transferred to the nominal ledger. This only applies if you have the Stock Control to Nominal option selected on the Options tab of the Company Profiles form.

The screenshot shows a software window titled "Categories : ACC - Accessories". It has two tabs: "General" (selected) and "List". Under the "General" tab, there are several input fields:

- Code: ACC
- Description: Accessories
- Goods In: [] with a search icon
- Goods Out: [] with a search icon
- Stock: [] with a search icon
- BOM WIP Mvmnt: [] with a search icon
- BOM WIP: [] with a search icon
- Transfers In: [] with a search icon
- Transfers Out: [] with a search icon

 At the bottom of the window, there is a "Close" button and a "View" label.

Example:

As a photographic equipment distributor, you want items classified into various types including cameras, lenses, films, projectors, scanners, accessories, and so on. You create a category record for each classification and select it on the stock item record. When you print reports, you can select by category.

The use of categories is optional. If you don't define a category, this function is ignored in processing. However, once you have created at least one category record, all stock items must have a category assigned.

To define stock categories

1. Open the Stock folder, double-click Maintenance and then click Categories.
2. On the Record menu, click New.
3. In the boxes provided, enter a code and description for the category.
4. If required, enter the control accounts for the stock transfers to the nominal ledger.
5. On the Record menu, click Save.

Tip: Use a code that will help you identify the category. For example, ACC for Accessories.

Category Entries

Notes

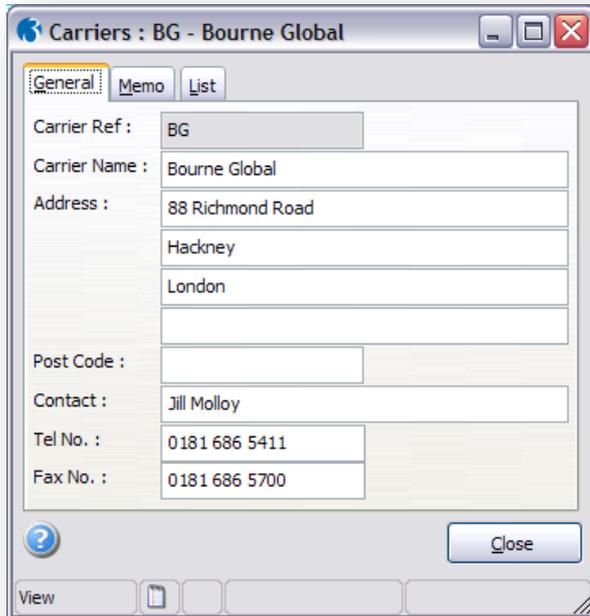
Box	Description
Code	A unique reference for the stock category. You can use up to four characters.
Description	You can add a corresponding description of up to 20 characters.
Goods In	A reference that identifies the goods inwards control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
Goods Out	A reference that identifies the goods outwards control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
Stock	A reference that identifies the stock asset control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
BOM WIP Mvmnt	A reference that identifies the BOM work in progress movements control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
BOM WIP	A reference that identifies the BOM work in progress balance sheet control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
Transfers In	A reference that identifies the transfers inwards control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.
Transfers Out	A reference that identifies the goods outwards control account in the nominal ledger. You can select from a list. This overrides the default specified on the Nominal Ledger - Set Options form in the Nominal module.

2.4 Carriers

Use the **Carriers** command to define the name and address details of carriers. Carriers can be outside contractors or details of your own fleet. You can enter the carrier details on Goods Received Notes (GRNs), and you can sort GRNs in carrier order when you use the **G.R.N.** command.

To define carriers

1. Open the **Stock** folder, double-click **Maintenance** and then click **Carriers**.
2. On the **Record** menu, click **New**.
3. In the boxes provided, enter a reference for the carrier and then complete the address and contact details.
4. On the **Record** menu, click **Save**.

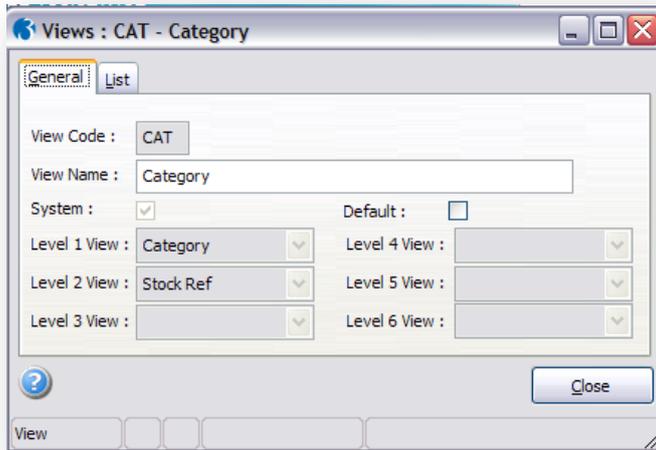


Tip: Use a reference that will help you identify the carrier.

Box	Description
Carrier Ref	A unique reference to identify the carrier. You can use up to 10 characters.
Carrier Name	The full name of the carrier.
Address and Contact Details	The carrier's address including post code. You can also enter the name of a contact at the carrier and a telephone and fax number. This information can be used by the Reporter module.

2.5 Views

Use the **Views** command on the **Maintenance** submenu to create your own enquiry facilities for stock movement analysis purposes. The application provides two views as default options, but you can add others according to your choices from the settings available. Views defined using this command can be displayed on the screen using the **View** command on the **Stock** menu.



Each view record comprises a unique code plus a description and up to six levels of analysis according to the following options:

- Stock reference
- Warehouse
- Transaction type
- Sales account
- Purchase account
- Category
- Profile
- Sales code
- Supply code
- Month
- Year

Example:

You want to view a breakdown of stock movements by warehouse. You create a new view using the Views command on the Maintenance submenu, assigning a code and description, such as 'W1' and 'Warehouse Issues'. In the Level 1 View box you select Warehouse. On the Record menu, click Save. Using the View command on the Stock menu, you select the Warehouse Issues view and then click Refresh. Stock movements are shown per warehouse. You can also control which movement (transaction) types are shown using the Criteria tab and clicking Refresh again. You can drill down to see more transaction detail associated with a selected warehouse.

You can also select one of the views to be the default. That is, the one first displayed when you click **View** on the **Stock** menu. Two 'system' views are already set up for you: 'CAT Category' provides a stock movement analysis by stock item within stock category, and 'REF Stock Item' provides an analysis by stock item reference alone.

To define stock views

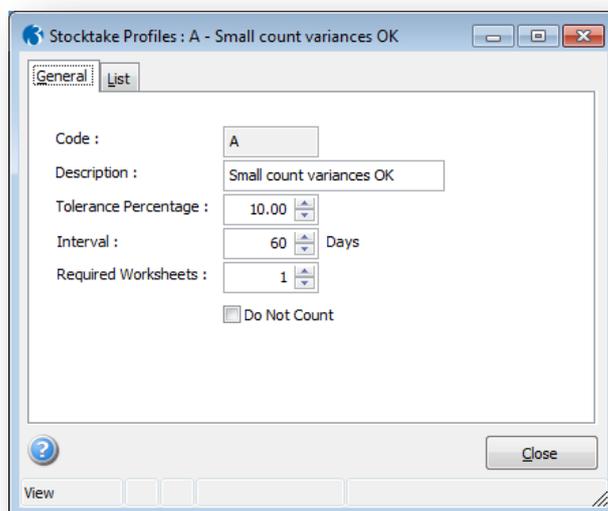
1. Open the **Stock** folder, click **Maintenance** and then click **Views**.
2. On the **Record** menu, click **New**.
3. In the **View Code** box, type a unique reference to identify the view.
4. In the **View Name** box, type a description for the view.
5. Use the list boxes to select the dimension you want for each level of the view. You can specify up to 6 levels.
6. On the **Record** menu, click **Save**.

Notes: Click **Default** for one of the views to define the one displayed first when you use the **View** command on the **Stock** menu.

You cannot change the setting of the **System** option. This is automatically selected to indicate which views are predefined in the software. You can only amend the View Name of such 'system' views.

2.6 Stocktake Profiles

The Stock Control application includes Stocktake, an inventory management application that helps you monitor your stock position and make corrections where the actual stock quantities in your stock locations are different to the quantities in Opera. To use Stocktake the Stocktake box on the Options tab must be ticked on the System - Maintenance - Company Profiles form.



Further information may be found in the Stocktake Training manual

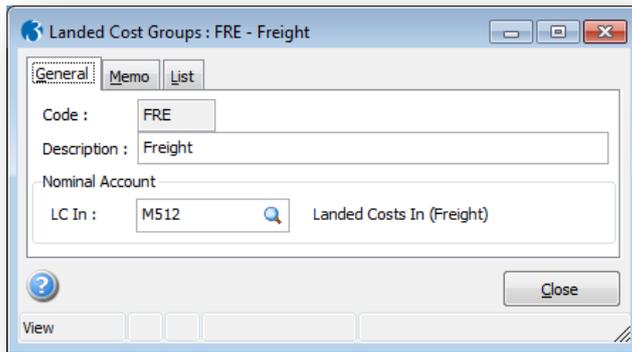
2.7 Landed Costs

Further information may be found in the Landed Costs Training manual

2.7.1 Landed Costs Groups

Landed Cost Groups define groups for different types of landed costs. You can link [Landed Cost Types](#) to these groups so that you can view summary landed costs on the [Landed Costs Report](#) in Opera for different types of costs.

For example, you may set up different Landed Cost Types for each type of freight costs you incur - road, sea and air - and then link them to a Landed Cost Group for *freight*. You can then view these costs grouped together.

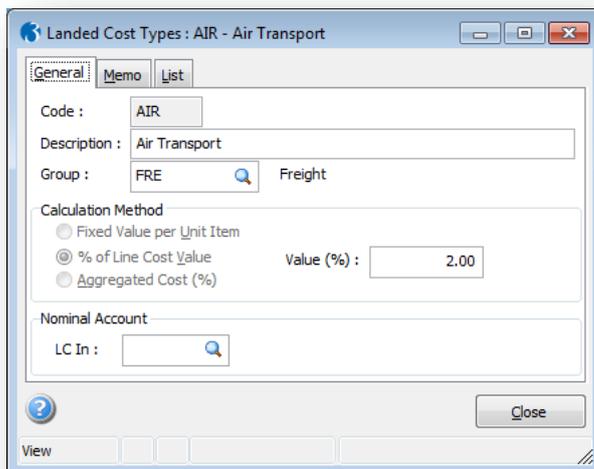


Note: You do not have to define these groups. However, if you set up one or more groups, any new [Landed Cost Types](#) that you create must be allocated a group.

2.7.2 Landed Costs Types

Landed Cost Types define how landed costs are calculated for relevant stock items. Each type includes a code and description to help you recognise it when you use it in Opera. You also define a calculation method for each type; used to calculate the landed cost for a transaction. Up to four Landed Cost Types can be assigned to each item.

After you have created these types you need to allocate one or more of them to each stock item for which landed costs need to be calculated. This is done from the [Stock Control - Processing - Landed Costs](#) form.



Practical Assignment 1

Objectives

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

- Set up a warehouse using the Warehouses function
- Create a number of stock profiles using the Profiles function
- Create a stock category using the Categories function
- Set up a new carrier using the Carriers function

A number of changes have recently taken place that will need reflecting on the stock system.

Orion Vehicle Leasing Ltd has recently acquired a warehouse that it uses to store surplus stock that can then be transferred to other warehouses as stock becomes low. No stock is sold from this warehouse, returns are not allowed and it can never hold negative stock. No Cost Centre should be specified. The details of this warehouse are shown below:

Code: STG

Surplus Warehouse

Contact: Mr Frankham

Unit 33

Oak Hill Industrial Park

Telephone: 01536 548273

Trent Road

Fax: 01536 583743

Kettering

Modem: 01536 583743

NN15 2AA

The company has started to sell a new line of socket sets and associated accessories, details of which now need to be entered onto their Opera 3 system as follows:

The socket sets are bought wrapped in quantities of five. The five socket sets may be split for resale and no surcharge is made if this happens. You intend the selling price of these socket sets to be 30% mark-up on the cost price.

- The socket set accessories come in the form of socket accessories that are supplied in packs of ten. These packs can also be split for resale but a surcharge of 15% is made. The selling price of these packs is a fixed price, independent of the cost price.
- Create two new stock 'Profiles' to reflect the new product line above.
- Create a new Category for 'Socket Set / Accessories'. Do not specify any Control Accounts.
- Your supplier of this new product line sends the goods by a carrier called 'Bourne Global Ltd' for most of its deliveries; a carrier already used by other suppliers. When an order is required urgently however, it is sent overnight by 'TWX', a renowned speedy courier. Create a Carrier record for TWX using the information supplied below:

TWX Limited

Contact Roger Savage

8 Dillon Drive

Telephone: 0121 148 7346

Birmingham

Fax: 0121 148 7356

B19 2EA

Accreditation Training Courseware

3 Processing

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

3.1 Stock Item Creation

Stock item records define the items you buy, sell and use. You maintain stock item records using the **Stock** form in the Stock module. You can record descriptions, prices and analysis information that will enable you to enter movements and adjustments to stock levels, complete order documents efficiently and report on sales and usage.

3.1.1 Prerequisites

Some prerequisites are optional, but if you want to complete the corresponding boxes on the forms associated with the **Processing** command, you must first create the record(s) on which your selections will be based. For some records, defaults can be defined in other modules.

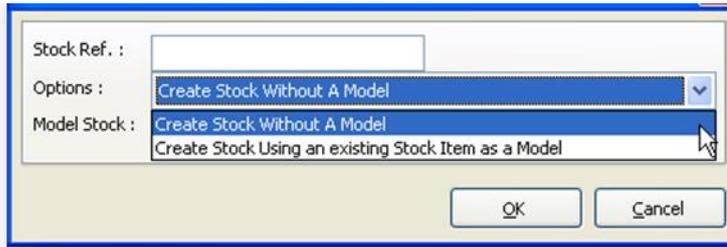
Processing

- View F12
- Document Management ▶
- O.L.E.
- Edit Warehouse
- Link Warehouse
- Assignments F2
- Options
- Price / Discounts
- EC VAT
- Supplier F3
- BOM Details
- Where Used
- Landed Costs F10
- Receipts F5
- Issues F6
- Return F7
- Allocate
- Deallocate
- Adjust F8
- Transfer F11
- Purchase Order ▶
- Cancel

Box	Prerequisite
Sales Code	At least one sales code record must be created using the Sales Codes form in the Sales Ledger before you can identify a default sales code for the stock item.
Supplier Code	At least one supply code record must be created using the Supply Codes form in the Purchase Ledger before you can identify a default supply code for the stock item.
Category	At least one category record must be created using the Categories form in the Stock Control application before you can assign a category to the stock item.
Profile	At least one profile record must be created using the Profiles form in the Stock Control application before you can assign a profile to the stock item.
Superseded by and Alternative 1, 2 and 3	At least one other stock item record must exist before you can identify an alternative stock item or one that supersedes the stock item.
Warehouse	You may want to create warehouse records in addition to the defaults supplied using the Warehouses form in the Stock application before you link stock items to warehouses.
Landed Cost Types	<p>If you need to calculate landed costs, at least one Landed Cost Type record must be created using the Landed Cost Types form in the Stock Control application.</p> <p><i>Tip:</i> See the To Set Up Stock Control for Landed Costs Help topic for details on the steps that need to be followed to set up landed costs.</p> <p>This feature is available in Opera 3</p>
Landed Cost Groups	<p>If you want to summarise similar landed costs together for reporting and viewing, Landed Cost Groups must be created using the Landed Cost Groups form in the Stock Control application.</p> <p>This feature is available in Opera 3</p>
Country (EC VAT form)	At least one country record must be created using the Countries form in the EC VAT application. This only applies if you have the EC VAT application installed and activated.
Commodity Code (EC VAT form)	At least one commodity code record must be created using the Commodity Codes form in the EC VAT application. This only applies if you have the EC VAT application installed and activated.
These options on the <i>Gateway Options</i> form are not relevant in Opera 3.	
Picture File	You need to have created the image file used for product if you want to identify one for an item that is to be extracted. This only applies if you have the Gateway application installed and activated (and have the Gateway option selected on the Options tab of the Company Profiles form in the System application).
Thumbnail File	You need to have created the thumbnail image file for a used for product if you want to identify one for an item that is to be extracted. This only applies if you have the Gateway application installed and activated (and have the Gateway option selected on the Options tab of the Company Profiles form in the System application).
Gateway Category	At least one gateway category record must be created using the Gateway Categories form in the Stock application before you can assign a gateway category to the stock item. This only applies if you are using the Gateway application (and so have the Gateway option selected on the Options tab of the Company Profiles form in the System application).

3.1.1.1 Model Stock Items and Defaults

You can use existing stock items as templates when you create new stock records.



When you create a new stock record, the **Options** list on the **Add New Stock** dialog box provides two options:

- Create Stock Without a Model
- Create Stock Using an existing Stock Item as a Model

Provided you have created at least one other stock item, you can use the **Create Stock Using an existing Stock Item as a Model** option to determine default entries for most of the boxes on the Stock form and its associated forms. These defaults can be overridden to customise the record before saving.

3.1.1.2 Stock References

A unique reference or number in the **Stock Ref.** box identifies each stock item record. In addition to this main stock item ID, two search references are supplied. The search references can be used as an alternative means of locating a stock item record elsewhere in the system, while the other stock item numbers are used for alternative IDs that may be included on order processing documents or used for selection purposes on reports. For example, a supplier's number for an item may be different to the one you use.

3.1.1.3 Description

In addition to a short 40-character description for the item, you can use the **Extended Description** tab to maintain a more comprehensive description. The extended description does not have to be associated with a stock item so it can be used as a text paragraph on any document. When you retrieve the stock item on documents, the standard description appears as the first line followed by the extended description. If using the extended description, you must take into account stationery designs used for documents to ensure the layout will enable you to print from a practical point of view.

3.1.1.4 Pricing and Discounting

Each stock item record includes a normal cost and selling price. The cost price can be used in conjunction with the selling price to calculate markups. The selling price can be overridden by sale and next prices or be subject to various discounts according to the entries in **Price / Discounts** forms associated with the **Stock** form.

3.1.1.5 BOM Details

If you have the BOM application and you have an assembly record selected in the **Stock** form, you can use the **BOM Details** command on the **Action** menu to display the following information on the **BOM Details** form:

- Material cost
- Labour cost
- Lead time
- Yield quantity (This cannot be edited. All component quantities entered will be the amount needed to make whatever is shown here)
- Warehouse code (if you are using warehouses)
- Kitting flag

These details are also on the assembly structure record available using the BOM application's **Processing** command.

3.1.1.6 Where Used

If you have the BOM application and you have a subassembly or a component record selected in the **Stock** form, you can use the **Where Used** command on the **Action** menu to display the **Where Used** form. This lists the assemblies on which the subassembly is identified as a component record. The **Expand All** or **Collapse All** commands are then available on an **Action** menu which you can use to show or hide the component breakdown of the assembly records listed in the grid.

3.1.1.7 Landed Costs

If you need to calculate Landed Costs, you use the *Landed Costs* command on the *Action* menu to apply [Landed Cost Types](#) to your stock items. These are then used when you post transactions for the stock item in Opera.

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 may include the purchase price, freight costs, insurance, and other costs. 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.

Tip: See the [To Set Up Stock Control for Landed Costs](#) Help topic for details on the steps that need to be followed to set up landed costs.

3.1.1.8 View

Use the **View** command on the **Action** menu to display information concerning the currently selected stock item. You can choose from a range of information forms. If you have multiple warehouses in use, you can choose warehouse view which gives details of stock held at different warehouses. You can use the commands on the **Action** menu to display additional information or double-click an item in the view to 'drill down'. Note that the view is also available by double-clicking the Spyglass in the **In Stock** box.

3.1.1.9 OLE

You can link objects to be associated with stock records. A representation or placeholder for an object is inserted on the O.L.E. form associated with the stock record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes.

3.1.2 Important Stock Record elements

Stock References	A unique reference or number in the Stock Ref. box identifies each stock item record. In addition to this main stock item ID, two search references are supplied. The search references can be used as an alternative means of locating a stock item record elsewhere in the system, while the other stock item numbers are used for alternative IDs that may be included on order processing documents or used for selection purposes on reports. For example, a supplier's number for an item may be different to the one you use.
Description	In addition to a short 40-character description for the item, you can use the Extended Description tab to maintain a more comprehensive description. The extended description does not have to be associated with a stock item so it can be used as a text paragraph on any document. When you retrieve the stock item on documents, the standard description appears as the first line followed by the extended description. If using the extended description, but you must take into account stationery designs used for documents to ensure the layout will enable you to print from a practical point of view.
Pricing and Discounting	Each stock item record includes a normal cost and selling price. The cost price can be used in conjunction with the selling price to calculate markups. The selling price can be overridden by sale and next prices or be subject to various discounts according to the entries in Price / Discounts forms associated with the Stock form.
BOM Details	<p>If you have the BOM module and you have an assembly record selected in the Stock form, you can use the BOM Details command on the Action menu to display the following information on the BOM Details form:</p> <ul style="list-style-type: none"> • Material cost • Labour cost • Lead time • Yield quantity (This cannot be edited. All component quantities entered will be the amount needed to make whatever is shown here) • Warehouse code (if you are using warehouses) • Kitting flag <p>These details are also on the assembly structure record available using the BOM module's Processing command.</p>
Where Used	If you have the BOM module and you have a subassembly record selected in the Stock form, you can use the Where Used command on the Action menu to display the Where Used form. This lists the assemblies on which the subassembly is identified as a component record. The Expand All or Collapse All commands are then available on an Action menu which you can use to show or hide the component breakdown of the assembly records listed in the grid.
View	Use the View command on the Action menu to display information concerning the currently selected stock item. You can choose from a range of information forms. If you have multiple warehouses in use, you can choose warehouse view which gives details of stock held at different warehouses. You can use the commands on the Action menu to display additional information or double-click an item in the view to 'drill down'. Note that the view is also available by double-clicking the Spyglass in the In Stock box.
OLE	You can link objects to be associated with stock records. A representation or placeholder for an object is inserted on the O.L.E. form associated with the stock record. The object exists in the source file and, when it is changed, the linked object is updated to reflect these changes.

3.1.3 To Define Stock records

1. Open the **Stock** folder, and then click **Processing**.
2. On the **Record** menu, click **New**. The **Add New Stock** dialog box appears.
3. In **Stock Ref.**, type a unique code to identify the stock record.
4. In the **Options** list, click to select whether you want to create a stock item with or without a model. If you choose to create a stock item using a model, click to select an existing stock item to be used in the **Model Stock** list.
5. Click **OK**. In the boxes provided, enter the stock item details.
6. On the **Record** menu, click **Save**.

Notes: Relevant forms are opened automatically for you to complete additional stock record details. You can also gain access to these forms using the **Link / Edit Warehouse, Options, Price / Discounts, Gateway, EC VAT, Supplier, BOM Details** and **Where Used** commands, where applicable, on the **Action** menu.

Click the **Memo** tab to maintain a notepad of information associated with the stock item.

Click the **Extended Description** tab to maintain additional lines of description.

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 for information.

3.1.3.1 General Form

Box	Description
Stock Ref.	A unique reference to identify the stock item using up to 16 characters.
Description	The standard description of the stock item using up to 40 characters. This is used to identify the stock item on reports and enquiries and it appears as the first line of description on documents such as invoices, delivery notes and so on. When processing movements for the item, you can alter or override this description. Note: If this stock item is used on a Special Price List and you change the description here, as long as the stock item's description on the Special Price was the same as this description before the change, the Special Price description is also changed.

Search Ref. 1 and 2	Two additional stock references, each using up to 16 characters. These are alternative identities to the main code which you can use to find an item by a code other than by the stock reference field. They are useful where you have long, complex stock references but where you want to search on a text alternative. These references are used for searching purposes only — reports and analyses are based on the content of the Stock Ref. box.
Barcode	The barcode for the stock reference. You can enter any characters up to a maximum of 13.
Sales Code	A reference that identifies the default sales analysis code for this item. If you have the Sales module activated, you can select from a list. Sales codes are defined using the Sales Codes command on the Maintenance menu in the Sales module. The code is used within the Sales module to analyse sales of the item. If you have the Sales module activated and you leave this code blank, the application assumes the stock item to be a description-only item and it ignores all subsequent boxes. If you do not have the Sales module activated, you can enter any code in this box.
Supplier Code	A reference that identifies the default supply code for this item. If you have the Purchase module activated, you can select from a list. Supply codes are defined using the Supply Codes command on the Maintenance menu in the Purchase module. The code is used within the Purchase module to analyse purchases of the item. If you do not have the Purchase module activated, you can enter any code in this box.
Analysis	An option that determines whether you can override the analysis code in document processing. You can select Override or Fixed from a list.
Category	A reference that determines the category to which the stock item is assigned. You can select from a list. The stock category is a stock analysis mechanism and category records are defined using the Categories command on the Maintenance menu in the Stock module. If one or more category records exist, you must select a category.
Profile	<p>A reference that determines the profile to which the stock item is assigned. You can select from a list. The profile determines the processing characteristics of the stock item and profile records are defined using the Profiles command on the Maintenance menu in the Stock module. You must select a profile otherwise all items will be 'description only'.</p> <hr/> <p>Note: You cannot amend the profile once receipts, issues, transfers or supplier product records exist for the stock item.</p>
Sell Price	<p>The standard selling price. For items that are factored or sold in fractions, enter the price per factored quantity. For example, lemonade might come in crates of twelve bottles. Enter the selling price per crate. Provided the Allow Split Pack option is selected on the profile associated with the item, you may sell less than a whole crate, in which case the system calculates the price by dividing the crate price by twelve and multiplying by the number of bottles sold.</p> <p>This is the price charged to all customers (less any relevant discounts) unless they are subject to a special price from within a price list, or warehouse if you have this feature. Selling prices are entered to the number of decimal places set on the profile. However, if using foreign currency customers or suppliers, the number of decimals depends on the setting of the Use Calculated Foreign Price Unit Decimals option on the System Preferences form in the System module. If selected, the application automatically calculates the number of decimal places to use for sell and cost prices where foreign currencies are involved using the setting in the stock profile. Without the option selected, these are based on the decimal places held for the currency on the Exchange Rates form for foreign customers or suppliers and from the Stock Profile form for home currency customers and suppliers. By selecting this option, both foreign and home customer and supplier postings allow for the same degree of accuracy in decimal precision.</p> <hr/> <p>Note: If the stock item's profile indicates that the Sell Price is a fixed percentage of the cost price, this field will not be accessible to the user. It will initially be set to 0.00 and the status bar will be flagged Sale Price ***AUTO***. The system will then calculate and display the sell price after the cost price has been entered and the record saved.</p>
Std/Avg. Cost	The cost price of this item. This cost price, or one from a warehouse if you use this feature, is used to calculate the value of stock-in-hand and the gross profit margin of each invoice/credit note line, subject to the method of costing employed. You can enter the cost price when you enter receipts into stock. Prices are entered to the number of decimal places set on the stock profile.

When stock receipts are posted, the cost price is used to calculate a new average price if the item is linked to a Stock Profile that has been set up for average costing. However, if the existing cost price for the stock item is zero, an average is not calculated.

Foreign Prices

If you have foreign currency customers or suppliers, the number of decimals displayed depends on the **Use Calculated Foreign Price Unit Decimals** option in the System - Utilities - System Preferences command. By selecting this option, both foreign and home customer and supplier postings allow for the same degree of accuracy in decimal precision.

- If the option is selected, the application automatically calculates the number of decimal places for foreign sell and cost prices based on an algorithm that uses both the foreign currency and stock profile settings.
- With the option cleared, the number of decimal places for foreign sell and cost prices is the same as for the currency in the System - Maintenance - Exchange Rates command.

For example; if a foreign currency is set to two decimal places but stock cost prices are set to three decimal places, the prices will be rounded to two decimal places when you post a transaction.

Note: If a User does not have Manager Rights they can expect to see the entries in these fields as "*"s only.

<p>Std/Avg. LC Cost</p>	<p>The landed cost price of this item. This cost price and the unit cost price for the stock item, or those from a warehouse if relevant, are used when the value of stock-in-hand and the gross profit margin of each invoice/credit note line are calculated.</p> <p>The landed cost price is always displayed to two decimal places.</p> <p>Note: You can see this information if your Opera login ID includes <i>Manager Rights</i>. Login IDs are maintained on the System - Maintenance - User Profile form.</p>
<p>Last LC</p>	<p>The last landed cost price used for this item.</p> <p>Note: You can see this information if your Opera login ID includes <i>Manager Rights</i>. Login IDs are maintained on the System - Maintenance - User Profile form.</p>
<p>Last Cost</p>	<p>This field is not accessible to the user: It is automatically updated by the system and displays the last cost price that was used for receipts of this item into stock. If a User does not have Manager Rights they can expect to see the entries in these fields as "*"s only.</p>
<p>The In Stock, Allocated, Free Stock, Projected, Qty. PO and Qty. SO fields at the bottom of the processing form are automatically maintained by the system. If multi-warehouses are being used, these figures are totals for all warehouses at which the stock item is held.</p>	

Once all the relevant details have been entered on the Stock Processing form, the user must save the record either by clicking on the Save icon on the record toolbar or by pressing CTRL + S.

3.1.3.2 Options

Notes

The system will then prompt the user to fill in the relevant details in the Options and Price / Discounts forms and, if using Multi-Warehouses, to link the stock item to a warehouse.

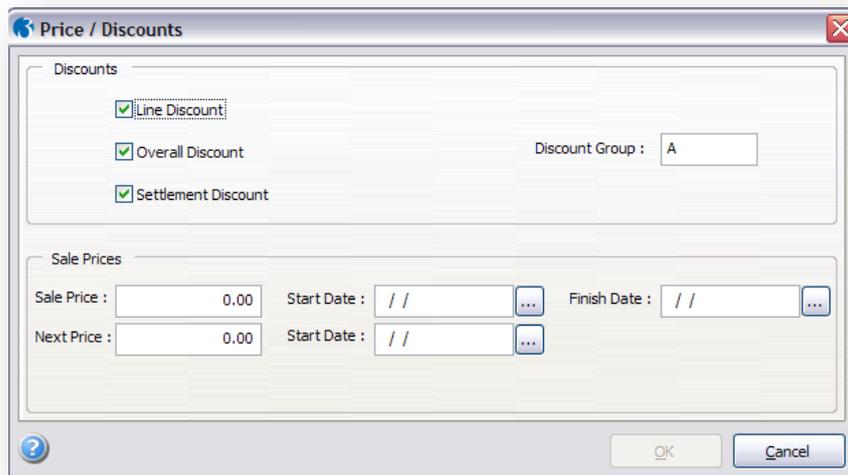
Note: Once a stock item has been saved to the system, the Options, Price / Discounts and Link Warehouse screens are available via the Action button.

Box	Description
Unit Weight	The weight of the stock item in the form that it is sold (item, pack). You can record the unit weight for reference, or reporting if you use the Reporter module.
Unit Volume	The volume of the stock item in the form that it is sold (item, pack). You can record the unit volume for reference, or reporting if you use the Reporter module.
Superseded by	A reference that identifies a stock item that supersedes the current stock item. This reference is used in the SOP or Purchase Orders modules, from the date specified in the Date box beneath. A message is displayed to inform you that an item is superseded if you subsequently select it after that date. Note: It will then offer both the original and the new stock references and allows the user to choose which to use.
Alternative 1, 2, 3	References that identifies up to three alternative stock items. If you run out of stock of one item, you can issue a predefined alternative. The application offers the alternative in turn, depending on stock availability.
Traceability	The next serial or batch number to be assigned to a traceable stock item. 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 for information.
Dormant	An option that determines whether the stock item is in use. For stock items you no longer supply or are otherwise disused, you can mark them as 'dormant'. The stock record details remain, but the item cannot be transacted and is excluded from most other processes. For example, 'dormant' items cannot be added to price lists, or supplier-product associations. They cannot be included on stock GRNs or RTVs or linked with a cost code record in the Costing module and so on. On the Action menu associated with the Stock form, only the View , O.L.E. and Options commands are available for use with 'dormant' stock items. When a stock item is marked as 'dormant', it is excluded from most reports except those that provide an option to include 'dormant' items specifically (such as the issues history report). You can also prevent 'dormant' stock items from being shown in stock searches by clearing the Include Dormant Items option on the Stock/BOM Options form or on the Search form displayed when you use the Search for records matching criteria toolbar button.

Figures may be recorded by the user for reference purposes and used in the calculation of delivery charges.

Dormant...	<p>You can only select the Dormant option for items that have zero balances. This includes the quantity in stock, allocated on sales or purchase orders and therefore the projected and free stock quantities. This restriction applies to all warehouses at which the stock is held, where balances must also be zero.</p> <p>Other conditions preclude the item being marked as 'dormant'. For example, the item cannot be a component of a bill of materials assembly or subassembly; nor can it be included within sales order documents, <i>pro forma</i> invoices, quotations or model purchase orders. If necessary, you will need to remove the item from any such records before you are permitted to select the Dormant option.</p> <p>If you want to reinstate a disused stock item, simply clear the Dormant option on the Options form.</p>
Allow S/Order	An option that determines whether the stock item can be included on a sales order. If this option is cleared, the stock item is effectively on hold until you subsequently release the item by reselecting the option.
Allow P/Order	An option that determines whether the stock item can be included on a purchase order or uncommitted purchase order document. If this option is cleared, the stock item is effectively on hold until you subsequently release the item by reselecting the option.
<p>Note: If one of the above options has been deactivated the item could not be selected for the document. Within Invoicing/SOP this means any document type (Document, Quote, Pro-Forma, Order), within POP this means Purchase Orders or Model Orders. Items that have been put 'On Stop' will still appear in look-up tables when processing a document. Any Alternatives specified in the Stock Header Options form could be selected if appropriate.</p>	
Reverse Charge	<p>An option that determines whether the stock item is a certain high value item that, assuming a transaction for a VAT registered domestic customer or supplier is above a certain value, must be accounted for VAT using Reverse Charge accounting. Once the option is selected, you cannot clear it if the item is used on an existing transaction. You can identify a Reverse Charge item by the  icon that appears in the form's status bar.</p>

3.1.3.3 Price/Discounts

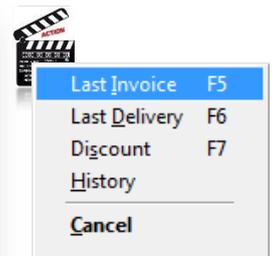
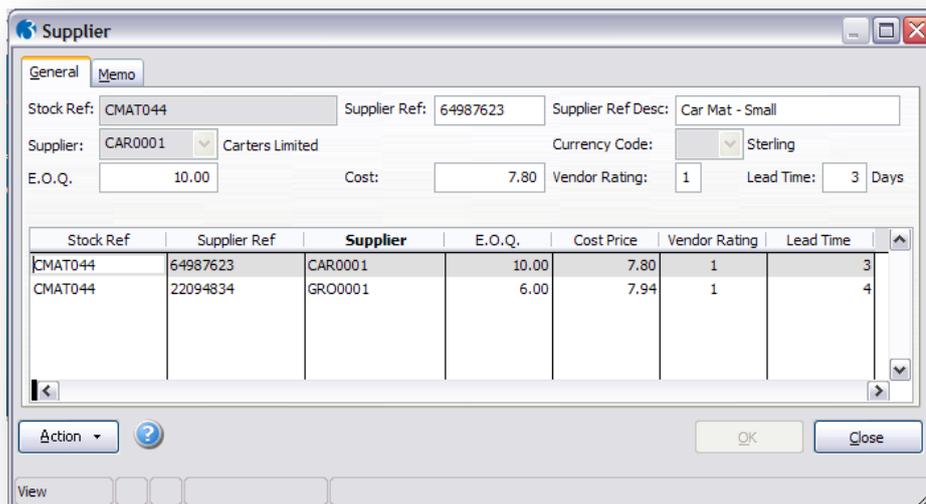
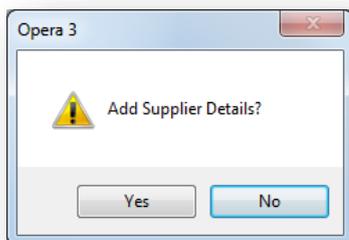


Box	Description
Line Discount	An option that determines whether the default for line discount is presented for this stock item when it is included on orders, invoices and so on. If this option is cleared, no default line discount will be provided, but one can be entered manually. In any case, any default value for line can be changed. If the stock item exists on a special price table, then this option setting can be overridden by the Line option on the Special Prices Details form.

Overall Discount	An option that determines whether the value for this stock item is included in the total for calculating overall discount, if the stock item is included on orders, invoices and so on. If the stock item exists on a special price table, then this option setting can be overridden by the Overall option on the Special Prices Details form.
Settlement Discount	An option that determines whether the value for this stock item is included in the total for calculating settlement discount, if the stock item is included on orders, invoices and so on. If the stock item exists on a special price table, then this option setting can be overridden by the Settlement option on the Special Prices Details form.
Discount Group	A reference that identifies the discount group to which the item belongs. You can use this to apply customer group discounting.
Sale Price	A sale or special offer price for the item. This price is applied to the stock item during the period defined by the range of dates you enter in the Start Date and Finish Date boxes alongside. During that period, the sale price overrides the standard selling price specified on the General tab of the Stock form. Note: When the Period End routine has been run after the Sale Price Finish Date takes effect, this field will revert back to 0.00.
Next Price	The next selling price. This will replace the standard selling price specified on the General tab of the Stock form from the date specified in the Start Date box alongside, so you can determine price changes in advance. When you use Period End or Reorganise commands in Stock, Invoicing, or SOP, and this next price takes effect, the standard selling price is replaced by this next price, and the next price is then zeroised. The commands affected are: Stock >> Utilities >> Period End, Invoicing >> Utilities >> Reorganise and SOP >> Utilities >> Reorganise.

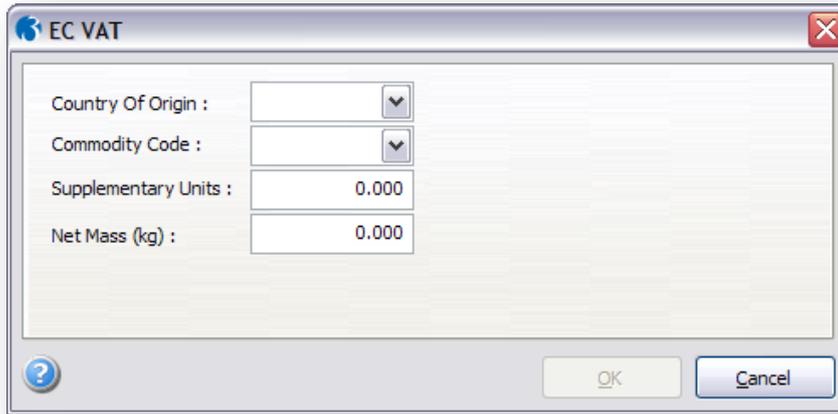
3.1.3.4 Suppliers

Use the **Suppliers** command (or clicking yes whilst creating a new stock item at the appropriate prompt) 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.



3.1.3.5 EC VAT

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



Box	Description
Country of Origin	A reference that identifies the country of origin of the item. You can select from a list. Country codes are defined using the Countries command in the EC VAT module. This default is presented when the item is included on documents, such as orders and invoices.
Commodity Code	A number that identifies the default commodity code for the item. This is presented when the item is included on documents, such as orders and invoices, and is used on the SD to classify types of goods and related services. You can select from a list. Commodity codes are maintained using the EC VAT - Maintenance - Commodity Codes command.
Supplementary Units	The supplementary units (second quantity). This default is presented when the item is included on documents, such as orders and invoices. This applies where a commodity code has an entry in the 2nd Qty. Description box indicating that a second quantity is required (in line with HMRC regulations).
Net Mass (kg)	The net mass, in kilograms, for this item. This value is included on the SD. This default is presented when the item is included on documents, such as orders and invoices.

3.1.3.6 Linking Warehouse

Multiple warehouses are only available if you have the multi-warehouses feature activated. You access the warehouse form from the View command on the Action menu (Action - View - Edit).

Warehouse : MAIN Main Warehouse Phone : 01536 322166

Stocktake Profile :

Quantities

In Stock :	0.00	Projected :	0.00	Last Issue :	//
Allocated :	0.00	Qty. PO :	0.00	Last Receipt :	//
Free Stock :	0.00	Qty. SO :	0.00	Last Counted Date :	//
Last Counted Qty. :	0.00	Qty. WO :	0.00		

Sell Price : 0.00 Avg. Cost : 0.00 Last Cost : 0.00

Avg. LC : 0.00 Last LC : 0.00

Minimum Qty: 0.00 Reorder Lvl : 0.00 Reorder Qty. : 0.00

Bin Number : Div. Chge : Renewal Date : //

Supplier	Supplier Ref	Cost	Lead	Time
		0.00		Days
		0.00		Days
		0.00		Days

Buttons: ? OK Cancel

Box	Description
Warehouse	<p>A reference that identifies the warehouse to which the stock item is linked. If you enter transactions for a warehouse that the item is not linked to, the application displays a warning. This acts as a check to prevent you selecting the wrong warehouse; however, you can choose to ignore the warning and continue with the transaction entry and in doing so, create a link.</p> <p>If you want to remove the link between the item and a warehouse, select the Remove Inactive Stock From Warehouses option on the Period End Options form when you use the Period End command in the Stock module.</p>
Stocktake Profile	<p>You can create more than one Stocktake profile for a stock item, for example you can have one profile for warehouse MAIN and another profile for warehouse QURN. For some items that you keep in more than one location, you may want to do stock takes more frequently in one location than in other locations. This may be important if you hold stock in warehouses that are used only for receiving stock - like a quarantine warehouse - and also in warehouses for issuing stock. You are perhaps more likely to want to count stock in an issuing warehouse more frequently.</p> <p>Stocktake Profiles allow you to define how stock items are processed in Stocktake. These profiles are used to set up the following options:</p> <ul style="list-style-type: none"> • Acceptable tolerance percentages where actual quantities that are found during a stock take are different to the quantities in Opera. For example, for small low value items it may be acceptable for there to be either up to ten percent more or ten percent less of the item found actually in stock compared to the quantity in Opera. • The number of days before a stock take is due to be done. For example, you are likely to want to count high value items more often than low value items. You may also want to count items in some warehouses more often than in other warehouses. • How many times items should be checked during a stock take up to three times. It may be necessary to validate a count by doing it more than once, either using the same person or with someone else. • Whether stock items should be excluded from the stock check. You may have some items that are very low value which you do not want to count.

	<p>Note: A default Stocktake Profile must be added to the Stock Control - Utilities - Set Options form.</p> <p>Stocktake Profiles can also be linked to individual Stock Profiles on the Stock Control - Maintenance - Stock Profile form and to warehouses where stock items are kept on the Action - View - Edit form from Stock Control - Processing.</p>
Sell Price	<p>The selling price if the stock item is issued from this warehouse. If you leave this box blank, the main selling price is used. This price is used whenever the product is issued or included on an order, invoice, quote or pro forma, in preference to the selling price on the General tab of the Stock form (provided it is not zero) and will be subject to discounts according to how the item is processed and the way in which you have configured the pricing structure.</p>
Std. Cost	<p>The cost price if the stock item is received at this warehouse. If you leave this box blank, main stock cost price is to be used. This cost price is used in preference to the cost price on the General tab of the Stock form (provided it is not zero). It may be used on the Stock Valuation report if required. Note you cannot amend the value in the Last Cost box alongside which displays the last cost price recorded for this stock item from a receipt of stock for this particular warehouse.</p> <p>Note: If you leave the price at zero it will be ignored when you receive stock and will never be recalculated when stock is received. In this situation the cost price for the stock item on the Stock Control - Processing form will always be used.</p>
Std/Avg. LC Cost	<p>The landed cost price of this item at the selected warehouse. This cost price and the unit cost price for the stock item, or those from a warehouse if relevant, are used when the value of stock-in-hand and the gross profit margin of each invoice/credit note line are calculated.</p> <p>The landed cost price is always displayed to two decimal places.</p> <p>Note: You can see this information if your Opera login ID includes Manager Rights. Login IDs are maintained on the System - Maintenance - User Profile form.</p>
Last LC	<p>The last landed cost price used for this item in this warehouse.</p> <p>Note: You can see this information if your Opera login ID includes Manager Rights. Login IDs are maintained on the System - Maintenance - User Profile form.</p>
Minimum Qty	<p>The minimum stock quantity for this stock item. When a stock movement causes the stock to fall below this quantity, the application displays a warning. You can then decide whether to proceed with the transaction.</p>
Reorder Lvl	<p>The quantity at which the system will alert you to reorder this item. When the stock level falls to or below this quantity, the application displays a warning.</p>
Reorder Qty	<p>The normal reorder quantity. This quantity is offered as a default when you create purchase orders for this item, but you can override the quantity on the order.</p> <p>Note: The quantity entered here will be the suggested quantity on the Reorder Report.</p>
Bin Number	<p>A reference that identifies the bin number where this stock is located. This default bin number is offered when you enter transactions for this stock item. The bin number is available on reports to identify the item's location. Note that if you have the multiple warehouse feature, goods are initially received into a quarantine warehouse. The quarantine warehouse may have a different bin number from the destination warehouse, so on receipts this default bin number is not accessed at that time. When the goods are released from the quarantine warehouse, the bin number you enter here is offered as the default.</p>
Div. Chge	<p>The standard delivery charge for the item.</p> <p>Note: This is a text field that may be used to record the delivery charge of the stock item in to the company. Although the system does not use this field for any of its calculations, the figure may be used for reference purposes.</p>
Renewal Date	<p>The date on which the stock item should be renewed.</p>
Supplier	<p>A reference that identifies the supplier. You can select from a list. Suppliers are maintained using the Processing command in the Purchase module. You can identify up to three suppliers in order of preference.</p> <p>Note: These fields allow the entry of details for up to three preferred suppliers of the stock item to this warehouse. Details entered include the Supplier's stock reference, Cost Price and Lead Time. These details are then included on the Reorder Report. The suppliers specified here must have been created in the Purchase Ledger beforehand.</p>

Net History

The amount of stock issued for the current period and each of the previous 12 accounting periods. This information is available for comparative period reporting. The application automatically updates these figures when you post stock movements.

Notes

Warehouse : MAIN - Main Warehouse			
Net History			
Current :	0.00		
Period 1 :	0.00	Period 7 :	0.00
Period 2 :	0.00	Period 8 :	0.00
Period 3 :	0.00	Period 9 :	0.00
Period 4 :	0.00	Period 10 :	0.00
Period 5 :	0.00	Period 11 :	0.00
Period 6 :	0.00	Period 12 :	0.00

Extended Description

An additional description.

Warehouse : MAIN - Main Warehouse

Extended Description

The Memo Tab

This is where the user can attach a memo to a stock record. If a stock item has a memo attached, the Status Bar will flag the processing form accordingly.

Stock Processing : CMAT044 - Car Mat - Small

Memo - Auper Deluxe Intermediate Rubber, steel enforced Mat.

The Extended Description Tab

This option can hold an optional description of unlimited size. When the stock item is used in the Invoicing /SOP module, the extended description will be displayed on screen at which point the user can elect to amend / delete it and to include it on the printed document.

Stock Processing : CMAT044 - Car Mat - Small

Extended Description - Auger Deluxe Intermediate Rubber, steel enforced Mat.

Action

View

NB: If a stock item has a memo or extended description attached, the Status Bar will flag the processing from accordingly.

3.1.4 Manual Linking Warehouses

This function can be used to link stock items to the warehouses at which they are held. At the same time, per warehouse information such as Minimum Re-Order Levels, Bin Numbers, Net Issues History can be entered.

Only those warehouses created through the Warehouses feature in the Maintenance Submenu are available for use here.

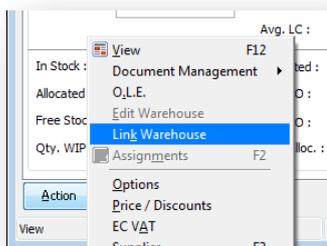
Linking a Stock Item to a Warehouse

When creating a stock item and once the relevant details have been entered on the Stock Processing, Options and Price / Discounts forms, there are two options available to the user:

If a default warehouse has been entered in the Set Options – Link to Warehouse field, the system will now prompt the user to link the stock item to that particular warehouse. If this field has been left blank, the system will still bring up the Link Warehouse form but the user has to input the code of the warehouse that is to be linked.

Neither of these options is mandatory. It is possible to post transactions to stock items without using the Link Warehouse function. This way the system will automatically link a stock item to any warehouse against which a transaction is recorded. In this instance, the user will then have to go back into the Link Warehouse screen later to enter the per warehouse information.

A stock item can be linked to an unlimited number of warehouses. In order to link a stock item to more than one warehouse, select the Link Warehouse function from the Action button.



The General Tab

The In Stock, Allocated, Free Stock etc. figures displayed at the top of this form are maintained by the system and are the totals for the stock item at this warehouse. These figures are included in the item's summary totals on the main stock header form.

The Net History Tab

This option can be found on the Net History tab of the Linking Warehouse form. It shows the net amount of stock issued for the current period and each of the previous twelve accounting periods. This information is available for comparative period reporting.

The system automatically updates these figures when stock issue movements are posted. Alternatively, the user can manually enter figures here, allowing entry of existing history for newly created stock items.

Notes

Note: Only users with Manager's Rights are able to edit these figures once the record has been saved.

The Extended Description Tab

This tab allows the entry of an extended description, unlimited in size, for this stock item. This extended description will relate solely to this stock item at this warehouse. As before, when the stock item is used in the Invoicing / SOP module, the extended description will be displayed on screen at which point the user can elect to amend / delete it and to include it on the printed document.

Practical Assignment 2

Objectives

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

- Create a number of stock items through Stock Processing
- Link stock items to several warehouses using F7 Link Warehouse

Create each of the stock items listed below. Each of them belongs to one of the 'Profiles' created in the last practical. Where insufficient information is given, create your own data.

Code	Description	Sell Price	Cost Price
DR044693	Socket Set 20 Part Chrome Alloy	-	£17.97
DR044694	Socket Set 40 Part Chrome Alloy	-	£35.95
DR044770	Socket Accessory 10 Part Set	£14.75	£11.35
DR044778	Socket Accessory 10 Part Set	£21.38	£16.45

Each of these items should be linked to your surplus warehouse (STG), the quarantine warehouse (QSTR) and the main warehouse (MAIN). The details for each warehouse are listed below:

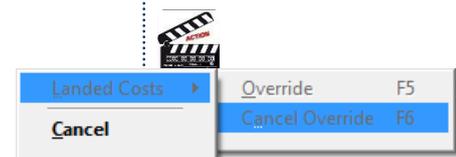
Code	Minimum Qty	Reorder Level	Reorder Qty
DR044693	10/0	4/0	8/0
DR044694	10/0	4/0	8/0
DR044770	50/0	35/0	45/0
DR044778	40/0	25/0	35/0

3.2 Stock Movements

Use the **Processing** command on the **Stock** menu to record the movement of stock items not otherwise generated from other modules (such as SOP or Purchase Orders). First retrieve the stock record you want to process, then select the appropriate command from the **Action** menu.

Notes: If the **Continuous Posting** option is selected on the **User Profiles** form in the System module for your user record, you can post movements of the same type in batches because the application automatically reselects the same command (**Receipt**, **Issues**, **Return** and so on) when you complete a transaction record.

Traceable stock only applies if you have the traceability feature activated. If you are processing movements for traceable items, the screen will include additional boxes and controls. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.



To process stock movements

1. Open the **Stock** folder, and then click **Processing**.
2. Retrieve the stock item record for which you want to post movement details, click **Action** and then click the command according to the movement type you want to enter. You can select from the following:
 - Receipts
 - Issues
 - Return
 - Allocate
 - Deallocate
 - Adjust
 - Transfer
 - Purchase Order

The movement posting form appears according to the selection you make on the **Action** menu.

3. In the boxes provided, enter the movement transaction details.
4. Click **OK**.

Notes: If you are posting a receipt, a dialog box will prompt **Receipt against Purchase Orders ?**. If you want the quantity of stock on order to be reduced as a result of posting the receipt, click **Yes**. The **Receive Orders** form then appears so you can select the order(s) to which the receipt belongs.

If you are posting an issue, a dialog box will prompt **Issue Against Allocations ?**. If you want the quantity of allocated stock to be reduced as a result of posting the issue, click **Yes**. The **Issues Against Allocations** form then appears so you can select the allocation(s) to which the issue belongs.

If you are posting a deallocation, a **De-Allocations** form then appears so you can select the allocation(s) to which the deallocation belongs.

If the Stock module is integrated with the Costing module and you are posting issues or returns, a prompt appears asking if you want to enter a costing analysis. If you choose 'Yes', the **Costing Analysis** form appears so you can assign the movement to a job or phase and cost code.

Stock Movement Entries

Box	Description
Warehouse	A reference that identifies the warehouse for the movement transaction. You can select from a list. Warehouses are defined using the Warehouses command on the Maintenance menu, provided you have the multi-warehouses feature activated. For transfer movements, you specify both the source and destination warehouses using the From Ware and To Ware lists. If you leave the To Ware list box blank, you can progress to the Warehouse Distribution form to make transfers to more than one warehouse simultaneously.
Date	<p>The date of the movement. This defaults to the system date but you can override it.</p> <p>If Stock Control is linked to the Nominal Ledger, this date is also used for the update of the Nominal Ledger. For information about how stock updates the Nominal Ledger, see the Introducing Stock Control Help topic.</p> <p>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.</p> <p>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.</p> <p>Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger.</p> <p>An option on the Company Profiles form controls whether Open Period Accounting is used.</p>
Ref	A reference for the movement transaction.
Quantity	The quantity moved. In the case of adjustments, you can enter either a positive or negative quantity.

Cost	The cost price of the item. The default cost price is based on either the price on the warehouse record (if applicable), or, if this is zero, on the stock profile (FIFO or average). You can either accept this price or amend it. For stock receipt movements, the entry is used to calculate a new price for the average cost method or update the batch cost for the FIFO method.
Shipping Ref	The shipping reference for the receipt. This provides an accurate link from the receipt of the stock item to the documentation related to the shipping of the item. This option is enabled if the Landed Costs option is selected on the System - Maintenance - Company Profiles form.
Landed Cost	<p>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 total 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.</p> <p>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. Where these costs are displayed in Opera, for example in these Sales Ledger forms: View, Sales Analysis View, Sales History View and these Sales Order Processing reports: Orders Listing and Quotes and Proformas report, they include both the unit cost and the landed cost.</p> <p>Landed cost prices are always calculated to two decimal places. This cost is then added to the unit cost price to calculate a total cost price. For example, if a stock item's price is held to three decimal places, say a unit cost price of 7.675 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 9.235.</p> <p>If the cost price is held to either zero decimal places or one decimal place, the cost price is rounded. For example, if a stock item's price is held to zero decimal places, say a unit cost price of 7 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 9 (7 + 2 (1.56 rounded up)).</p> <p>If a stock item's price is held to one decimal place, say a unit cost price of 7.1 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 8.7 (7.1 + 1.6 (1.56 rounded up)).</p> <p>Tip: See the To Set Up Stock Control for Landed Costs Help topic for details on the steps that need to be followed to set up landed costs.</p>
Iss. Price	The selling price of the item. The default selling price is based on either the price in the warehouse record (if applicable), or, if this is zero, on the stock record. You can either accept this price or amend it. This is used to calculate the value of sales for the issue of this item.
Due Date	For purchase orders only, this is the date the item is due to be delivered from the supplier.
Comment	A memorandum or note concerning the nature of the movement transaction.
Supplier	For traceable receipts, you can identify a supplier for the GRN record. You can select from a list. 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 for information.
G.R.N.	A command button that opens a window for completion of additional GRN details. This only applies to traceable items. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

Costing Analysis

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

Notes

Box	Description
Job/Phase	A reference that identifies the job and phase to which the movement 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	<p>A reference that identifies the cost code to which the movement is to be analysed. You can select from a list. You can only select stock type cost code records; either those identifying a stock reference or those with a blank stock reference. If the Allow C.C. Budgets option is selected on the job record:</p> <ul style="list-style-type: none"> • 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.

3.2.1 Postings

Posting Type	Information
<p>Receipt</p>	<p>Use the Receipts command on the Action menu associated with the Stock form to record details of receipts into stock of the currently selected stock item. Do not record goods returned from customers using this command — use the Return command instead. You can choose to receive the goods against an outstanding purchase order or not. If you choose to receive against a purchase order, the screen displays a list of all outstanding orders for that item to which you can match the receipt. The cost of the receipt is determined by the method of cost valuation specified on the stock profile.</p>

Receipt...

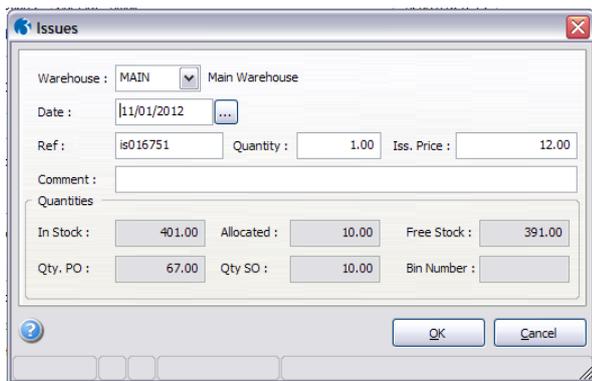
This is either average cost or standard cost. If average costing is in operation, the average cost is updated when you record the receipt.

The cost is held on the transaction if standard costing is in operation.

NB: Traceable goods receipted directly into the Stock module will create an automatic GRN

Note: If you have the Purchase Orders module and goods are received against purchase orders, you must use the **G.R.N.** command instead.

Issues



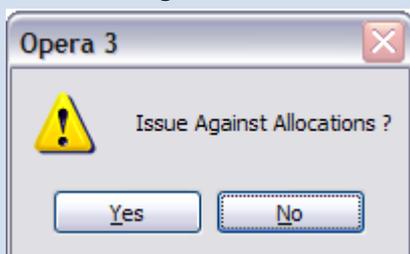
Use the **Issues** command associated with the **Action** menu on the **Stock** form to record details of stock issues. You can choose whether to issue stock against allocated stock. If you do, the screen shows details of all stock allocations against which you can record the issue. If you have the Costing module installed and activated and the **Stock Control to Costing** option is selected on the **Options** tab of the **Company Profiles** form in the System module, you can analyse issues to a job or phase and cost code. A prompt appears when you have completed the other movement details asking if you want to enter a costing analysis. If you choose 'Yes', the **Costing Analysis** form appears so you can assign the issued stock to a job or phase and cost code and update the costs accordingly.

Note: Issues resulting from Delivery Notes or Invoices in the Invoicing / SOP module are handled automatically by the system and so should not be performed here.

Issue Price

The issue price that will initially be displayed by the system will depend upon the nature of the profile in use. This will be either the **Sell Price** from the stock item's header, the current average / standard **Cost Price** or the **Last Cost Price** that was entered for a receipt. The issue price displayed here is a default and can be overridden by the user. Once the OK command button has been selected, the system will now ask whether the issue is to be matched against a previous allocation.

Issue stock against allocations



This screen allows you to match the Issue against an outstanding Allocation. The 'Balance' figure displays how much of the Issue is left to match against allocations.

Follow the steps for entering the stock issue.

1. At the prompt **Issue Against Allocations ?** click **Yes**. The **Issue Against Allocations** form appears.
2. In the list, click to select the allocation record to which the issue belongs.
3. Click **Action** and do one of the following:
 - If the whole balance of the allocation is issued, click **Issue**.
 - If only part of the allocation is affected by the issue, click **Part Issue** and then enter the quantity issued against the selected allocation in the **Part Quantity** box.
4. Click **OK**.

Notes



Issue	F5
Part Issue	F6
Revert	F4
Cancel	

Note: Use the **Revert** command on the **Action** menu if you want to undo issues against the selected allocation.

F5 Issue

This allows the user to match the full amount of the issue against an allocation. This action will mark the allocation as being ISSUED and reduce the balance figure accordingly.

F6 Part Issue

By selecting this function, the Part Quantity field becomes active in order to allow entry of the amount to be matched to the allocation. The allocation will then be marked as PART ISSUED and the balance figure will reduce accordingly.

F4 Revert

It is possible to reverse any entries made by clicking on the Action button and selecting F4 Revert. Click on the OK command button to record the transaction on the system. By recording an issue, the In-Stock, Free Stock and Projected Stock figures will decrease accordingly.

In order to match an issue against an allocation, click on the Action button and select either F5 Issue or F6 Part Issue.

Returns

Use the **Return** command associated with the **Action** menu on the **Stock** form to record details of previously issued goods returned to stock. You would normally use this command only where goods are not returned against a credit note — for example, internal return of components originally issued to manufacture a different stock item. If you have the Costing module installed and activated and the **Stock Control to Costing** option is selected on the **Options** tab of the **Company Profiles** form in the System module, you can analyse returns to a job or phase and cost code. A prompt appears when you have completed the other movement details asking if you want to enter a costing analysis. If you choose 'Yes', the **Costing Analysis** form appears so you can assign the returned stock to a job or phase and cost code and update the costs accordingly.

Note: Returns resulting from Credit Notes in the Invoicing / SOP module are done automatically by the system and so should not be done here.

Allocations and Deallocations

Use the **Allocate** command associated with the **Action** menu on the **Stock** form to mark stock as allocated. This reserves the stock which is no longer available for issue or transfer. Use the **Deallocate** command associated with the **Action** menu on the **Stock** form to directly reduce the allocated stock balance. This removes a temporary allocation of stock, for example where a customer has not exercised an option to buy. Stock that is deallocated is returned to 'free stock' and can be issued or transferred subsequently. Once you have entered details of the quantity to be deallocated, the application displays a list of allocations that you can select to match against the deallocation.

In order to match the De-allocation against an Allocation click on the **Action** button and select either F5 De-Allocate or F6 Part De-Allocate.

Allocations and Deallocations...

Note: Where the Invoicing / SOP module is in use, allocations of stock to fulfil sales orders are handled automatically within that module and therefore should not be done manually using this function.

Notes

To match deallocated stock with allocations

Follow the steps for entering the stock deallocation as described in the topic To Process Stock Movements.

1. The **Deallocation** form appears.
2. In the list, click to select the allocation to which the deallocation record belongs.
3. Click **Action** and do one of the following:
 - If the whole balance of the allocation is deallocated, click **De-allocate**.
 - If only part of the order balance is satisfied by the receipt, click **Part De-allocate** and then enter the quantity to be deallocated against the selected allocation record in the **Part Quantity** box.
4. Click **OK**.

Click on the OK command button to record the transaction on the system. By recording a de-allocation, the Free Stock figure will increase and the Allocated Stock figure will reduce accordingly.

Note: Use the **Revert** command on the **Action** menu if you want to undo the deallocation.

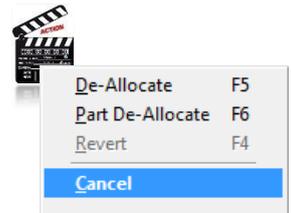
F5 De-Allocate

This allows the user to match the full amount of the transaction against an allocation. This action will mark the allocation as being **DE-ALLOCATED** and reduce the balance figure accordingly.

F6 Part De-Allocate

By selecting this action, the **Quantity** field becomes active in order to allow entry of the amount to be matched against the allocation. The allocation will then be marked as **PART DE-ALLOCATED** and the balance figure will be reduced accordingly.

It is possible to reverse any entries made by clicking on the **Action** button and selecting **F4 Revert**.



Adjustments

Use the **Adjust** command associated with the **Action** menu on the **Stock** form to alter the current stock balances. You can enter both positive and negative adjustments. Typically, you would use this to record details of known shrinkages, stock damaged, or to adjust the theoretical figures to the actual ones when a stock take is carried out.

Transfers

Use the **Transfer** command associated with the **Action** menu on the **Stock** form to record details of stock transferred from one warehouse to another. This only applies if you have the multi-warehouses feature activated. When you post a stock transfer, you specify both the source and destination warehouses using the **From Ware** and **To Ware** lists. If you leave the **To Ware** list box blank, you can progress to the **Warehouse Distribution** form to make transfers to more than one warehouse simultaneously.

Notes

If the **'To Warehouse'** field is left blank, the system will build a 'distribution table' of warehouses linked to this stock item and allows the transfer to be spread amongst multiple warehouses.

The total amount that is being distributed over these warehouses must be the same as the amount specified on the initial detail screen.

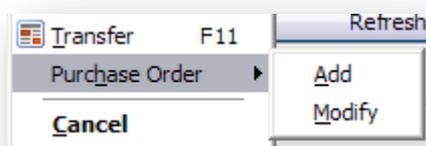
Code	Description	Bin No	Dist. Qty
QSTR	Quarantine - Storage Warehouse		0.00
QURN	Main Warehouse Quarantine Area		0.00
STOR	Storage Warehouse		0.00

The user must enter an amount in the **Distributed Qty** field for each warehouse in the distribution table.

Click on the OK command button to record the transfer on the system, the **In Stock**, **Free Stock** and **Projected** figures of each warehouse will be adjusted accordingly.

3.2.2 Purchase Orders (Stock)

Use the **Purchase Order** command associated with the **Action** menu on the **Stock** form to add or modify orders for stock replenishment. When goods are received you must use the **Receipts** command (that is, not the **G.R.N.** command) to match them against purchase orders entered here. You can then see what balance is outstanding against which purchase orders. If outstanding purchase order records exist for a stock item, you can use the **Modify** command on the **Action** menu to change order details, such as quantity, due date and comment, or use the **Add** command to create additional order records, for example, for other warehouses.



Note: If you have the Purchase Orders module, this command is not available. This is known as Direct Stock POs

To receive stock against purchase orders (stock POs)

1. Follow the steps for entering the stock receipt.
2. At the prompt Receipt against Purchase Orders ?, click Yes. The Receive Orders form appears.
3. In the list, click to select the purchase order to which the receipt belongs.
4. Click Action and do one of the following:
 5. If the whole balance of the purchase order is received, click Receive.
 6. If only part of the order balance is satisfied by the receipt, click Part Receive and then enter the quantity received against the selected order in the Part Quantity box.
7. Click OK.

Notes: Use the Revert command on the Action menu if you want to undo an allocation of a receipt against the selected purchase order.

If you have the Purchase Orders module and goods are received against purchase orders, you must use the G.R.N. command instead.

Traceable stock only applies if you have the traceability feature activated. If you are processing receipts for traceable items, the screen will include additional boxes and controls. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

The recording of Purchase Orders within Stock Control is by no means a complete Purchase Order Processing system. It is a simple record against individual stock items of how much of that item has been ordered from a supplier and when it is expected to be received. If the Purchase Orders module is present this functionality would not be available.

Once entered, Purchase Order transactions can be enquired upon through the View routine, amended within Processing and reported on through the Outstanding P/Order Report.

The Purchase Order – Add form will now appear as follows:

Notes

Once the user has clicked on the OK command button and saved the record, values in the Qty PO and Projected Stock fields will be amended accordingly.

3.2.2.1 Modifying an Existing Purchase Order

Once a Purchase Order record exists for a stock item, the user is able to modify it. This can be done by clicking on the Action button and selecting Purchase Order – Modify.

The Purchase Orders – Modify form will now appear as follows:

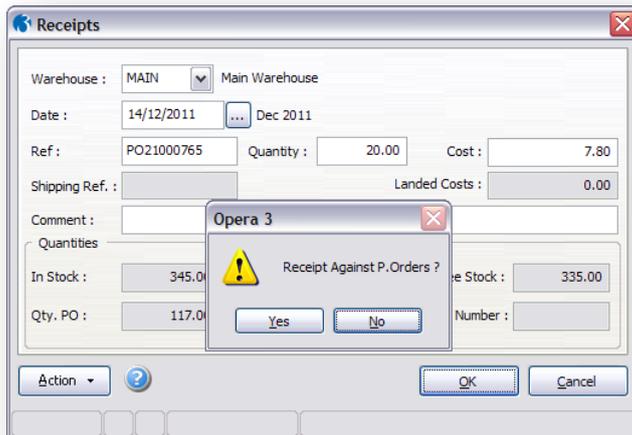
W/Hse	Date	Reference	Old Qty	Moved	New Qty
MAIN	28/03/2012	PO2100076	50.00	0.00	50.00

In this form, all outstanding purchase orders at all the warehouses to which the stock item is linked will be displayed. When all amendments have been done, click on the OK command button to save the changes. The values in the Qty PO and Projected Stock fields will be amended accordingly.

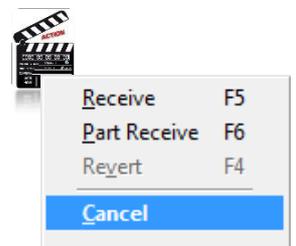
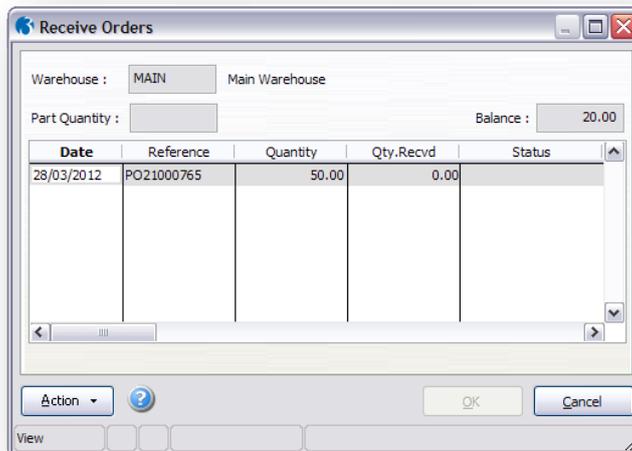
3.2.2.2 Matching Receipts against Purchase Orders

Notes

The system will now ask whether the Receipt relates to an outstanding Purchase Order.



If 'Yes' is selected, the Receive Orders form appears:



This screen allows you to match the receipt against an outstanding purchase order. The Balance figure displays how much of the receipt is left to match against orders.

In order to match a receipt against a Purchase Order, click on the Action button and select either F5 Receive or F6 Part Receive:

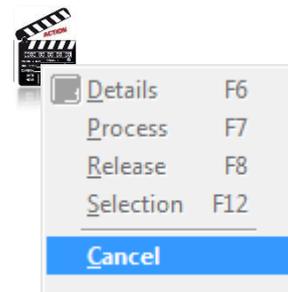
- *F5 Receive - This allows the user to match the full amount of a purchase order against a receipt. This action will mark the order as being RECEIVED and reduce the balance figure accordingly.*
- *F6 Part Receive - By selecting this function, the Part Quantity field becomes active in order to allow entry of the amount to be matched against the order. The order will then be marked as PART RECEIVED and the balance figure will be reduced accordingly.*
- *F4 Revert - It is possible to reverse any entries made by clicking on the Action button and selecting F4 Revert.*

Click on the OK command button to record the transaction on the system. By recording a receipt, the In-Stock and Free Stock figures will increase and the Qty PO figure will reduce accordingly.

3.3 GRN Processing

Notes

Use the G.R.N. command to enter details of goods as they are received. Goods received notes provide the following benefits to the process of recording receipts:



- They provide a means to enter several receipts in one delivery from a single supplier, thereby saving you having to enter one receipt transaction per stock item as required by the **Receipts** command on the **Processing** menu.
- If you have the multi-warehouses feature activated, GRNs can be used to receive stock into a quarantine warehouse for subsequent release to a non-quarantine warehouse. While held in a quarantine warehouse, the stock is unavailable for issues.
- They can be used to book receipts of goods against orders raised using the Purchase Orders module. You can pick items for delivery from order detail lines, and match in full or in part the quantities received against the quantity ordered.

Note: Traceable stock only applies if you have the traceability feature activated. For Traceable goods, all such items must be booked into a Quarantine warehouse if the user has selected the 'Receive via GRNs only' option in Set Options. Once the goods have been checked, the relevant batch and serial numbers must be assigned before they can be released from Quarantine.

NB: If stock is booked into a normal warehouse then the goods will be released automatically.

List tab

Use the List tab to view the GRNs that have been posted along with some of the details. Double-click the required GRN to view its header details on the Capture tab.

Tip: When the List tab is open you can print a GRN Header Summary report using the print icon on the toolbar. This report includes a list of the GRNs you can see on the screen.

Selection Tab

When you select the **G.R.N.** command, the **GRN Selection** form appears on which you can select which GRN transactions are displayed. You can select on stock reference, warehouse (if applicable), carrier and delivery reference. You can specify a range of dates or GRN numbers. Use the options to choose which type of GRN document is included in the selection. If you clear the outstanding only option, GRNs that have been released will also be included.

The first time you use the function, there will be no existing GRNs so the initial options will be irrelevant. Subsequently, once you have many GRNs in progress, you may want to control which ones are displayed and in what order they are listed for processing.

Stock Receipt Type	Description
Goods Received Notes	Tick this box to include stock receipts posted in this GRN command.
Direct Receipts	Tick this box to include stock receipts posted from the <i>Receipts</i> command on the Stock Control - Processing form.
Purchase Orders	Tick this box to include stock receipts posted from the <i>Receipts</i> command on the Purchase Orders - Processing form.
Works Order	Tick this box to include stock receipts posted when assemblies are made in the Bill of Materials application.
Outstanding Only	Tick this box to include only GRNs that have not been released.

Creating a New GRN - The Capture Tab

The first time you use the function you must enter the details of a new GRN. The next GRN reference will be automatically assigned according to the number specified in **Next GRN Document** box on the **Set Options** form.

Note: If the user double-clicks on a G.R.N. record on the List tab, the system will bring up the Capture tab which displays the header details of the highlighted G.R.N.

Memo Tab

You can attach a memo to the GRN using the **Memo** tab. The Status Bar will flag the G.R.N. form accordingly.

History Tab

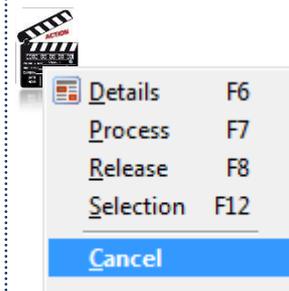
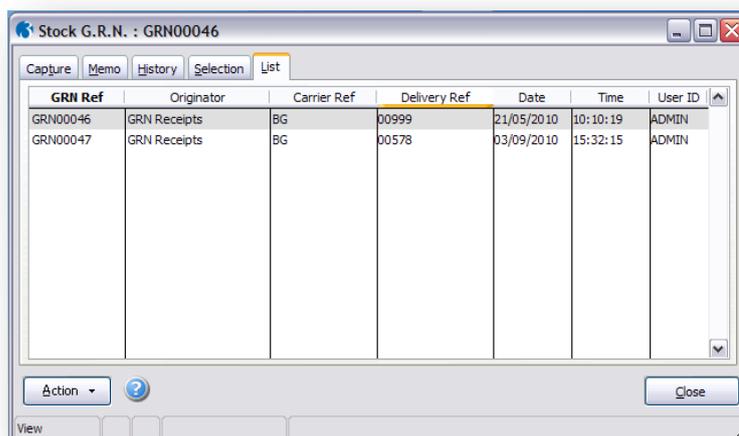
Use the **History** tab to display the creation and revision history details of the currently highlighted GRN document. This includes the date and time the GRN was created and last changed and the user name in each case.

3.3.1 GRN Processing Actions

Every G.R.N. document entered or created by the system is kept until it has been fully released (and matched and assigned if relevant), at which point it may be removed through the Stock Control Period End routine. Therefore, when the G.R.N. function is selected from the menu, selection criteria can be entered to display a range of existing G.R.N. documents:

The Goods Received fields and GRN Range field will automatically be populated to show all GRN's currently on the system. The User may specify to only display GRN's created in the GRN function, or display GRN's created by the system when using the Stock Receipts function, the Purchase Orders Receipts function or Outstanding Only. By default, all will be checked on. Alternatively, the User may specify a Stock Reference, Warehouse, Carrier reference or Delivery Reference (in full).

Once the user has completed the GRN Selection criteria and selected the Display Data button a list of GRNs matching the criteria will be displayed.



To create a new GRN

1. Open the **Stock** folder, and then click **G.R.N.** The **G.R.N. Selection** form appears.
2. Under **Goods Received**, enter the date range that defines the range of goods received transactions to be displayed and then click **Display Data**.
3. On the **Record** menu, click **New**.
4. In the boxes provided, complete the carrier, delivery reference, date and user details of the GRN.
5. Click **Action** and then click **Details**. The **Details** form appears.
6. In the boxes provided, complete the GRN details.
7. To store the GRN, click **OK**.

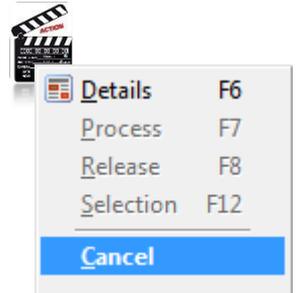
Notes: Use the **Release** command on the **Action** menu to release all or part of the currently selected GRN.

Use the **Selection** command on the **Action** menu to return to the **Selection** tab to redefine the date range.

If you have the Purchase Orders module, the prompt 'Pick From Purchase Orders?' appears when you click the **Details** command. If you click **Yes**, the **Purchase Order Criteria** dialog box appears so you can select which orders are included in the GRN. The detail lines of the GRN will comprise those selected from the **Purchase Order Lines** form subsequently displayed.

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 for information.

3.3.1.1 Capture (Header)



Box	Description
Carrier	<p>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.</p> <p>Note: However, if an entry does not exist for this carrier, it is possible to open the Carrier screen while the G.R.N. form is open and create the record 'on-the-fly'. The Carrier field is optional and can be left blank if required.</p>
Del Ref	<p>A reference of up to ten characters to identify the GRN. This is a delivery reference independent of the automatically generated GRN number and may be used in any way meaningful.</p> <p>Note: If many deliveries are being recorded onto a single G.R.N. document, a different delivery reference for each line can be entered on the next screen.</p>

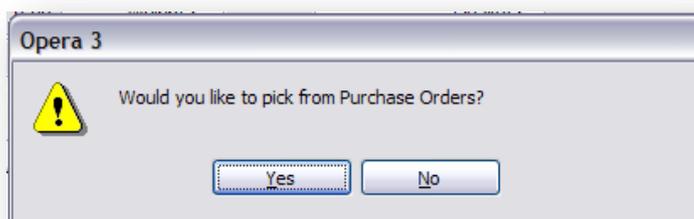
Shipping Ref	The shipping reference for the receipt. This provides an accurate link from the receipt of the stock item to the documentation related to the shipping of the item. This option is enabled if the Landed Costs option is selected on the System - Maintenance - Company Profiles form.
Date	<p>The date of the receipt. This defaults to the system date.</p> <p>If Stock Control is linked to the Nominal Ledger, this date is also used for the update of the Nominal Ledger. For information about how stock updates the Nominal Ledger, see the Introducing Stock Control Help topic.</p> <p>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.</p> <p>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.</p> <p>Open Period Accounting works with both the Real Time Update method and the batch transfer method of updating the Nominal Ledger.</p> <p>An option on the Company Profiles form controls whether Open Period Accounting is used.</p>
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.

3.3.1.2 Details (F8)

Displaying GRN Details

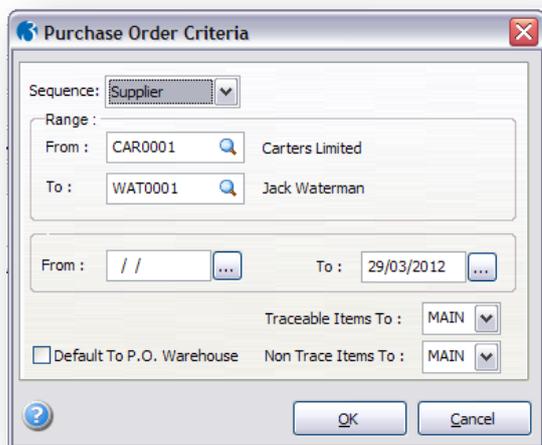
Use the Details command on the Action menu to view the details of the currently highlighted GRN. This will redisplay the GRN details screen where you can scroll through the detail lines associated with the document.

Note: F6 Details - No editing or adding capabilities are available whilst viewing.



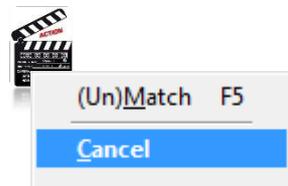
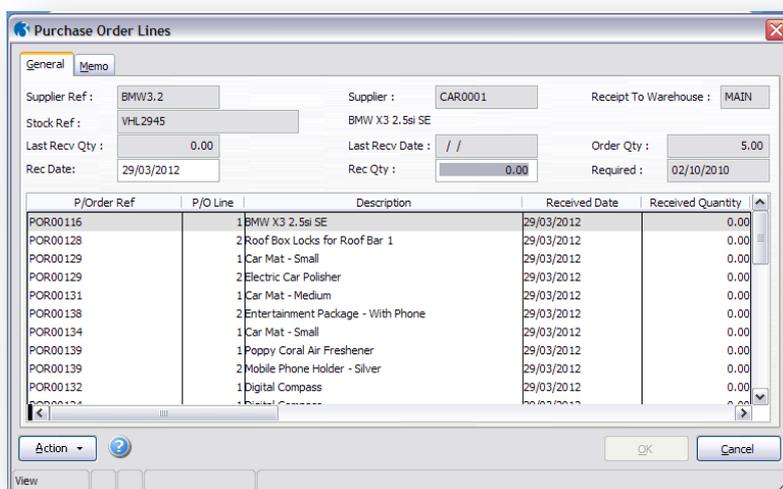
Picking from Purchase Orders

If you have the Purchase Orders module, you can select purchase order records to complete the GRN detail lines when you use the Details command on the Action menu. If you choose to pick from purchase orders, a dialog box is displayed that you use to determine the selection criteria that controls which purchase orders items are included. You can specify a range of suppliers, purchase order numbers or transaction dates. You must identify the receiving warehouses if the warehouses feature is used. If you select the Default to P.O. Warehouse option, the application uses the warehouse entered on the purchase order.



When you have completed your selection criteria and clicked OK the application displays a list of all purchase order detail lines that meet the criteria you have defined.

The list shows the purchase order number, product description, receipt date and the remaining details of the currently selected item line. You can amend the receipt date in the Rec Date box which defaults to the current system date and enter the quantity received in the Rec Qty box.



Clicking (Un)Match on the Action menu matches quantity ordered with the quantity received; that is, whatever the order quantity shown in the Order Qty box is inserted into the Received Quantity column indicating that the full quantity ordered has been received. You can also the same command to clear the matched quantity.

Purchase Order Details

When you have completed your selection criteria and clicked OK the application displays a list of all purchase order detail lines that meet the criteria you have defined. The list shows these details for each line:

- Purchase order number
- Purchase order line number
- Product description
- Receipt date.

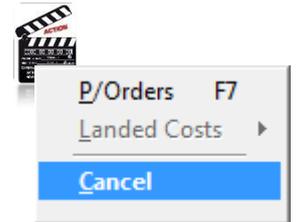
You can amend the receipt date in the Rec Date box which defaults to the current system date and enter the quantity received in the Rec Qty box.

Matching the quantity ordered with the quantity received

Clicking (Un)Match on the Action menu matches quantity ordered with the quantity received; that is, whatever the order quantity shown in the Order Qty box is inserted into the Received Quantity column indicating that the full quantity ordered has been received. You can also use the same command to clear the matched quantity. When you click OK on the Purchase Order Lines form, the application creates a GRN document that includes the items you have selected. You can add further items manually if required.

Details Command

When you click OK on the Purchase Order Lines form, the application creates a GRN document that includes the items you have selected. You can add further items manually if required.



Box	Description
W/house	A reference that identifies the warehouse for the GRN. This only applies if you have the multi-warehouses feature activated. You can select from a list. Warehouses are maintained using the Warehouses command on the Maintenance menu.

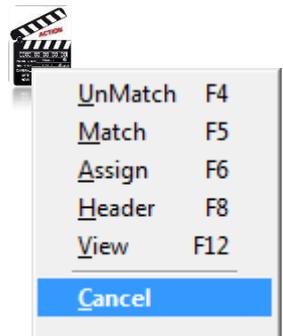
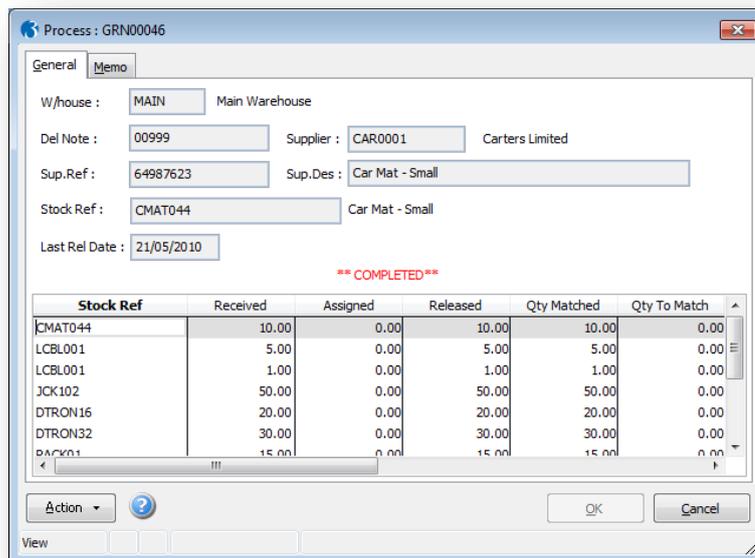
W/house...	You can receive stock items directly into a non-quarantine warehouse, provided receipts are an authorised movement in that warehouse's definition. Goods received into a non-quarantine warehouse are automatically marked as released and are available for issue, while goods received into a quarantine warehouse must be released manually into a non-quarantine warehouse before they can be issued.
Del Note	The delivery reference entered for the GRN header is displayed here but may be overridden if required.
Supplier	A reference that identifies the supplier. You can select from a list. Suppliers are maintained using the Processing command in the Purchase module. Note: A supplier is not mandatory
Sup. Ref and Sup. Des.	A supplier reference and description to identify the item received. Note: Where the Purchase Order Processing module is installed and a stock reference is specified in the next field, the system will insert the corresponding stock description here taken from the Supplier Product File.
Stk. Ref.	A reference that identifies the stock item received. You can select from a list. The stock description will be displayed automatically.
Quantity	The quantity of the item received.
Weight	The weight for the stock item. Note: This field is optional and can be left blank if required.
Quality	A comment about the quality of the item received.
Condition	A comment about the condition of the item received.
Cost	The cost price of the item received. The cost price from the stock record will be displayed as a default. If you change the cost price, the application will update the cost value automatically. You cannot enter the cost value directly. The cost is used to update the line value according to the quantity and displayed in the Value box alongside. Note: This field is accessible only to users with Manager's Rights .
Landed Cost	<p>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 total 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.</p> <p>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. Where these costs are displayed in Opera, for example in these Sales Ledger forms: View, Sales Analysis View, Sales History View and these Sales Order Processing reports: Orders Listing and Quotes and Proformas report, they include both the unit cost and the landed cost.</p> <p>Landed cost prices are always calculated to two decimal places. This cost is then added to the unit cost price to calculate a total cost price. For example, if a stock item's price is held to three decimal places, say a unit cost price of 7.675 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 9.235.</p> <ul style="list-style-type: none"> • If the cost price is held to either zero decimal places or one decimal place, the cost price is rounded. For example, if a stock item's price is held to zero decimal places, say a unit cost price of 7 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 9 (7 + 2 (1.56 rounded up)). • If a stock item's price is held to one decimal place, say a unit cost price of 7.1 and a landed cost of 1.56 (always held to two decimal places), the total cost price is 8.7 (7.1 + 1.6 (1.56 rounded up)). <p>Tip: See the To Set Up Stock Control for Landed Costs Help topic for details on the steps that need to be followed to set up landed costs.</p>

Once the above fields have been completed, the user can tab from the **Cost** field in order to insert the line into the table at the bottom of the screen. Once this has been done, the user can either enter further G.R.N. lines, or, by using the **Escape** key, the cursor will be taken to the bottom of the screen enabling the user to carry out amendments on entered lines using the following options:

- *Cancel* - If the entries have not been posted at this point, pressing Escape or clicking on the Cancel button will enable the user to cancel the posting and the following message will appear: If Yes is selected, all the G.R.N. lines entered will be cleared from the system and the user is taken back to the Header screen (or the Capture tab) of the G.R.N.
- *Delete a line* - It is possible to delete any line by highlighting it and clicking on the Delete Current Record icon on the record toolbar.
- *Add a new line* - It is possible to add a new line by clicking on the Create a New Record icon on the record toolbar. This will add the new line to the bottom of the table of entries.
- *Edit a Line* - By highlighting a G.R.N. line, the line details appear in the top part of the G.R.N. form. For stock items that are being booked into a quarantine warehouse, the Quantity, Weight, Condition and Cost fields become available for editing purposes. For stock items being booked into a non-quarantine warehouse, only the Weight and Condition fields are available for editing.
- *OK* - Click on the OK button to save the record and to enter the G.R.N. details onto the system. Once the OK button has been selected, the In-Stock figures of the stock items included in the G.R.N. will have increased accordingly.

3.3.1.3 Processing GRNs

Use the Process command on the Action menu to match the GRN against purchase orders raised using the Purchase Orders module. The application displays the delivery lines for the GRN document. An Action menu on this Details for G.R.N. form provides commands you can use to match selected delivery lines against the outstanding purchase order lines retrieved. After the matching has been processed, the Order Balance box is updated on the supplier's Processing form in the Purchase Order module.



Note: F7 Process - This function allows the user to match the GRN against purchase orders raised using the Purchase Orders module. The program displays the delivery lines for the GRN document.

Note: The **Process** command can also be used to assign serial or batch numbers to traceable items. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

An **Action** menu on this form provides the following commands:

Use this command	To
UnMatch	Clear a previously matched delivery line.
Match	Match the currently highlighted delivery line to one or more outstanding purchase order lines for the item.
Assign	Assign serial or batch numbers to traceable items. Traceable stock only applies if you have the traceability feature activated.
Header	Display the header details of the GRN document.
View	Display either invoice or matched lines. If you click Invoice Lines , the application displays existing purchase invoice lines that include the selected item. If you click Matched Lines , the application displays a list of the delivery lines already matched.

Matching GRNs

When you use the **Match** command, the application searches for outstanding (unmatched) purchase order lines for the same item. If none are found, a message to that effect will be displayed, otherwise the **Order Lines** form appears showing all purchase order records that contain that item and are awaiting matching. An **Action** menu on this form provides the following commands:

Use this command	To
Costs	Display the unit order cost of the currently highlighted order line item.
Match Qty	Match the currently highlighted delivery line quantity with the order line so that the quantity matched equals the quantity delivered. Alternatively, you can enter the quantity matched directly in the Matched column. If already matched, a message is stated.

(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.
View	Display either invoice or matched lines. If you click Invoice Lines , the application displays existing purchase invoice lines that include the selected item. If you click Matched Lines , the application displays a list of the delivery lines of already matched.

Notes

Assigning Serial or Batch Numbers

The **Process** command can also be used to assign serial or batch numbers to traceable items. If you need to process stock records that are traceable by serial or batch numbers, refer to the [Traceability](#) section for information.

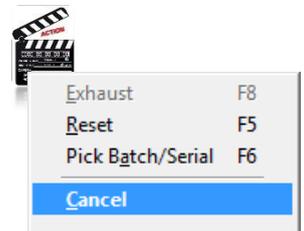
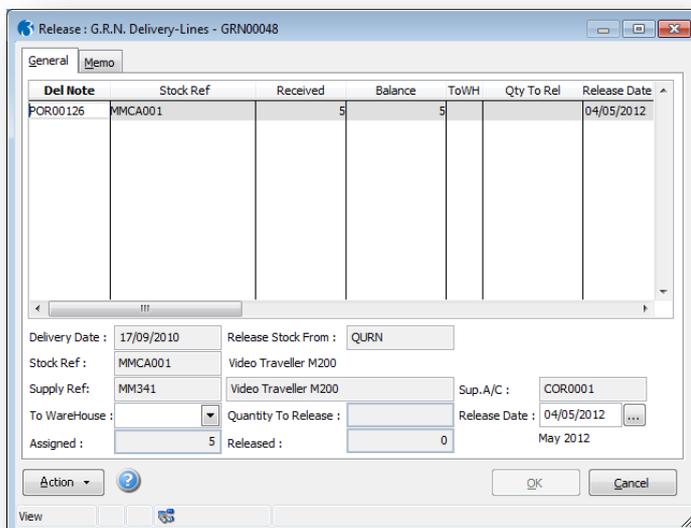
Note: Assigning traceable stock is covered in more detail in the Traceability training guide.

Releasing Stock Items from a Quarantine Warehouse

Use the **Release** command on the **Action** menu to release all or part of the currently highlighted GRN. The application will display the **Delivery-Lines for G.R.N.** form listing the detail lines of the selected GRN. If you have more than one non-quarantine warehouse you will need to identify the warehouse into which the stock is to be released. You can break down the release across more than one warehouse code, specifying the quantity to be released to each warehouse. Enter the quantity to be released for each line, then click **OK** to commit your GRN releases. You will be returned to the GRN processing **List** tab.

3.3.1.4 Releasing GRNs

Use the Release command on the Action menu to release all or part of the currently highlighted GRN. The application will display the Delivery-Lines for G.R.N. form listing the detail lines of the selected GRN. If you have more than one non-quarantine warehouse you will need to identify the warehouse into which the stock is to be released. You can break down the release across more than one warehouse code, specifying the quantity to be released to each warehouse. Enter the quantity to be released for each line, then click OK to commit your GRN releases. You will be returned to the GRN processing List tab.



Note: F8 Release - This function allows the user to release goods from a quarantine warehouse to a non-quarantine warehouse.

If the Multi-Warehouses feature is installed, it is possible to book stock items into a quarantine warehouse. They must be released from the quarantine warehouse to a non-quarantine warehouse before they can be issued. This is performed through the G.R.N. function from the main Stock Control menu.

F8 Release

Select the G.R.N. function from the main Stock Control menu and enter the relevant date range for the selection criteria so that a list of existing G.R.N. documents appear on the screen.

For each item on the G.R.N., the system will show the amount received (see the Received column) and how much of that amount has not yet been released (see the Balance column)

For each line that is to be released, it is necessary to specify the non-quarantine warehouse that the stock is to be released to and the quantity to be released.

The warehouse code can be selected from the drop down list provided in the To Warehouse field.

The release quantity can either be entered manually into the Quantity to Release field for each line or by using one of the following options, to be found via the Action button.

F8 Exhaust

Once the user has entered the code / name of the warehouse into which the stock is being released, the F8 Exhaust feature on the Action button becomes active.

This is a quick way of fully releasing all lines on the G.R.N. By selecting F8 Exhaust the system will complete the release quantities for each G.R.N. line.

F5 Reset

If mistakes have been made on the screen, the F5 key will reset the data to how it appeared before any changes were made.

Once the OK command button has been selected the release of stock will be recorded on the system. When a transaction View is performed in Stock Processing, the comment field of release transactions will show the warehouse that the stock was released from and to as shown below:

Tran.Type	Trans.Date	Reference	Tran.Qty.	Balance	Cost Value	Sell Value
Receipt	04/12/2009	POR00116	30.00	30.00	234.00	0.00
Receipt	04/12/2009	POR00116	60.00	60.00	468.00	0.00
Receipt	09/08/2010	123delbq05	10.00	10.00	78.00	0.00
Transfer	09/08/2010	Testdelab6	15.00	15.00	117.00	0.00

3.3.1.5 F12 Selection

This will take the user back to the Selection tab, allowing entry of different selection criteria.

3.4 RTV Processing

Use the R.T.V. command to record the return of stock items and you can optionally pick from those that have been previously booked in using the G.R.N. command.

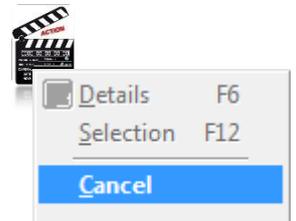
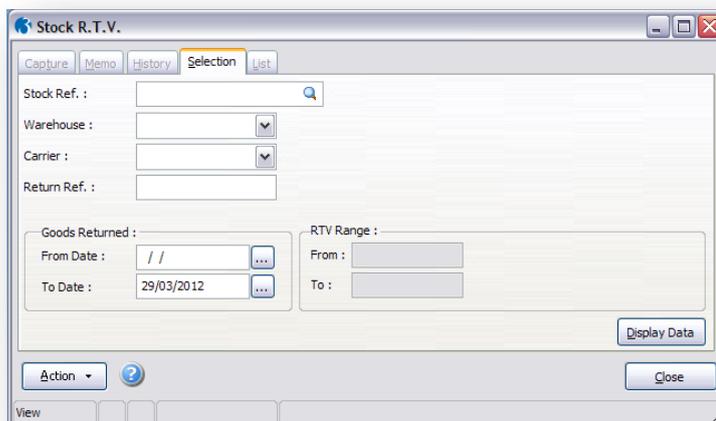
Note: Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

Selection Tab

When you select the R.T.V. command, the RTV Selection form appears on which you can select which RTV transactions are displayed. You can select on stock reference, warehouse (if you have the multi-warehouses feature activated and in use), carrier and return reference. You can specify a range of dates or RTV numbers.

3.4.1 RTV Record Processing

The first time you use the function you must enter the details of a new RTV record. The next RTV reference will be automatically assigned according to the number specified in **Next RTV Document** box on the **Set Options** form. If you have already booked in the delivery of the item(s) to be returned through an existing GRN document, you can elect to pick the item(s) for return from one or more GRN documents. If you choose not to pick from GRNs, RTV processing will be independent of any existing GRNs. If you do want to pick from GRNs, on the **Details** form click **Action** and then click **Pick GRNs**. The **GRN Criteria** form appears in which you can specify the range options to determine which GRNs will be presented for picking.



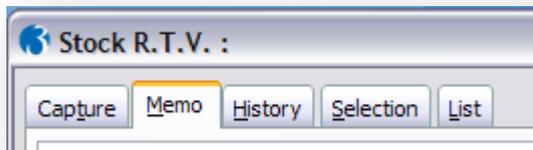
Using the **GRN Criteria** form, you can specify all or a range of GRNs and transaction dates. You can identify the received into and returning warehouses in the list boxes provided. In the case of traceable items, you can choose which type you want included. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability Guide within the Stock documentation for information.

When you have completed your selection criteria, click **OK** and the application displays the **GRN Delivery Lines** form showing all GRN detail lines that meet the criteria you have defined. The bottom half of the form lists the GRN reference, originator (identifying the function used to create the GRN), supplier, stock reference, supplier reference and return quantity. For the highlighted line, the top half of the screen shows the details GRN and RTV records. Information provided includes the quantity available for return. Additional details are included if the item is traceable. You can enter the quantity to be returned in the **Quantity** box. If the item picked has already been matched to a purchase order, this will also be brought to your attention. If, as a result of the return quantity you have entered, the stock (at the warehouse applicable) will be negative, a warning will be displayed. In all cases, you can ignore the warnings and continued processing if you wish.

When you have identified the items for return, click **OK**. The application will create an RTV document and include the items you have selected. You can add further items manually.

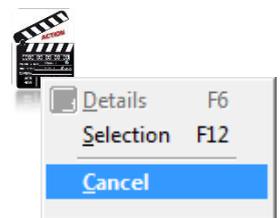
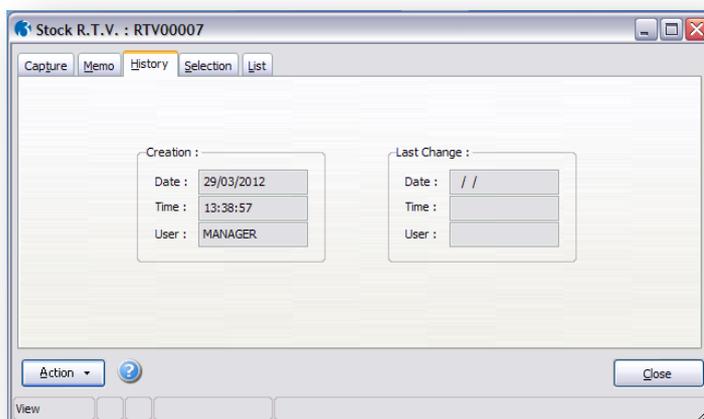
Memo Tab

You can attach a memo to the RTV using the **Memo** tab.



History Tab

Use the **History** tab to display the creation and revision history details of the currently highlighted RTV document. This includes the date and time the RTV was created and last changed and the user name in each case.



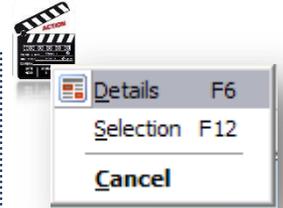
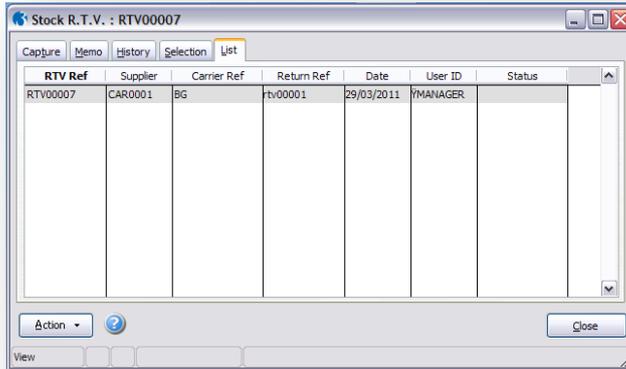
The List Tab

This tab displays the RTVs found after you have updated the Selection tab.

Note: ** DELETED ** is displayed in the Status column after an RTV is marked for deletion.

When you select the R.T.V. command, the RTV Selection form appears on which you can select which RTV transactions are displayed. You can select on stock reference, warehouse (if you have the multi-warehouses feature activated and in use), carrier and return reference. You can specify a range of dates or RTV numbers.

Notes



Tip: When the List tab is open you can print either the selected RTV or a summary report of all the RTVs on the screen using the print icon on the toolbar.

Displaying RTV Details

Use the **Details** command on the **Action** menu to view the details of the currently highlighted RTV. This will redisplay the RTV details screen where you can scroll through the detail lines associated with the document.



3.4.2 Creating RTVs

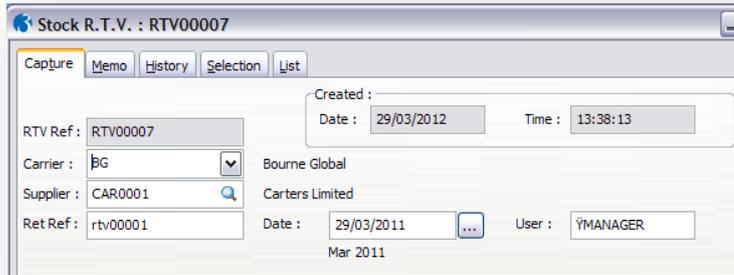
1. Open the **Stock** folder, and then click **R.T.V.** The **R.T.V. Selection** form appears.
2. Under **Goods Returned**, enter the date range that defines the range of goods return transactions to be displayed and then click **Display Data**.
3. On the **Record** menu, click **New**. The **Report** form appears. Under **Output Device**, click to select the output device you want to use. On the corresponding tab, complete any settings or options you want to apply to the output device, then click **Report**.
4. The **Capture** tab of the **R.T.V.** form appears. In the boxes provided, complete the carrier, supplier, return reference, date and user details of the RTV.
5. Click **Action** and then click **Details**. The **Details** form appears.
6. In the boxes provided, complete the RTV details.
7. To store the RTV, click **OK**.

Notes: Use the **Selection** command on the **Action** menu to return to the **Selection** tab to redefine the date range.

If you want to pick returns from existing GRNS, click **Pick GRNs** from the **Action** menu associated with the **Details** form.

3.4.2.1 Capture (Header)

If the user double-clicks on an R.T.V. record on the **List** tab, the system will bring up the **Capture** tab which displays the header details of the highlighted R.T.V.



Box	Description
R.T.V. Reference	This next R.T.V. document number from Set Options is automatically assigned to the R.T.V. when it has been saved. The system also records the date and time of entry.
Carrier	A reference that identifies the carrier for the RTV. You can select from a list. Carrier records are maintained using the Carriers command on the Maintenance menu.
Supplier	A reference that identifies the supplier to whom the item(s) is to be returned. If the Purchase Ledger is included in your licence you can select a supplier from a list. Suppliers are maintained on the Purchase Ledger - Processing form. If the Purchase Ledger is not included in your licence this is a text box where you can enter up to eight characters.
Ret Ref	A reference of up to ten characters to identify the RTV. This is a return reference independent of the automatically generated RTV number and may be used in any way meaningful.
Date	The date of the return. This defaults to the system date. If Stock Control is linked to the Nominal Ledger, this date is also used for the update of the Nominal Ledger. For information about how stock updates the Nominal Ledger, see the Introducing Stock Control Help topic.
User	A reference that identifies the person responsible for the RTV. Your user name is displayed and will be the user record associated with the RTV record but you can override this.

3.4.2.2 Details

Once the user has tabbed from this field, the cursor will go down to the **Action** button, prompting the user to select **F6 Details** in order to enter lines on the R.T.V.

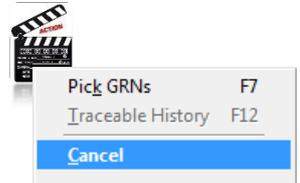
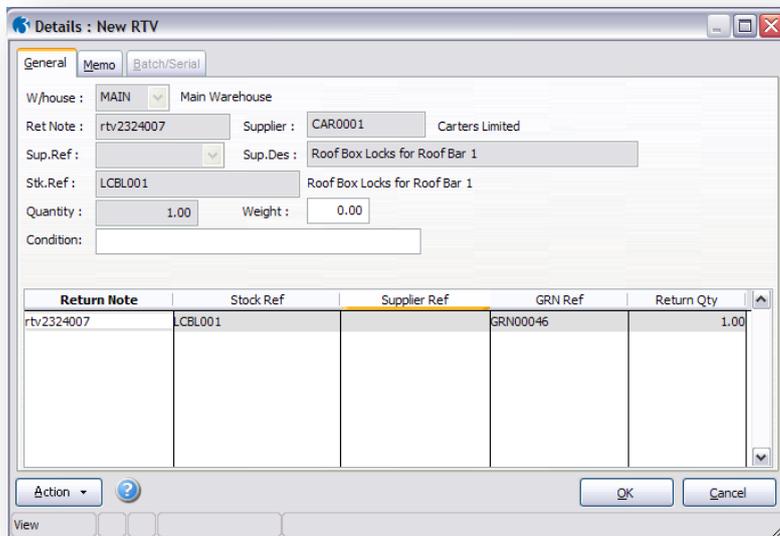
At this point, the user has the option to pick from those items that have been previously booked in through the G.R.N. function.



Pick from G.R.N.'s? - No

If **No** is selected, the user must enter the R.T.V. lines manually. The process of manually entering an R.T.V. line is identical to that of creating a G.R.N. line:

Once the above fields have been completed, the user can tab from the **Condition** field in order to insert the line into the table at the bottom of the screen. Once this has been done, using the **Escape** key will take the cursor to the bottom of the screen enabling the user to carry out amendments as required using the following options:



Box	Description
W/house	A reference that identifies the warehouse for the RTV. This only applies if you have the multi-warehouses feature activated. You can select from a list. Warehouses are maintained using the Warehouses command on the Maintenance menu.
Ret Note	The return reference entered for the RTV header is displayed here but may be overridden if required.
Supplier	A reference that identifies the supplier. You can select from a list. Suppliers are maintained using the Processing command in the Purchase module.
Sup. Ref and Sup. Des.	A supplier reference and description to identify the item received.
Stk. Ref.	A reference that identifies the stock item returned. You can select from a list. The stock description will be displayed automatically, but you can override it.
Quantity	The quantity of the item returned.
Weight	The weight for the stock item.
Quality	A comment about the quality of the item returned.
Condition	A comment about the condition of the item returned.

Pick from G.R.N.'s? - Yes

If Yes is selected here, the following G.R.N. Criteria form will appear on screen.

G.R.N.s Criteria

G.R.N. Ref
 From : GRN00046 GRN00046
 To : GRN00049 GRN00049

Include :
 Batch
 Serial
 Batch and Serial Non Trace Items GRNs With No Supplier

Date Range :
 From : // To : 29/03/2012

Warehouses :
 Received Into :
 Returning From : MAIN Main Warehouse

OK Cancel

NB: Warehouse - Enter the original receiving Warehouse code, if known, and then enter the code for the warehouse the goods are being returned from.

Click on the OK command button. The system will produce a list window showing all G.R.N. detail lines that meet the criteria previously entered.

The list window will show the G.R.N. Ref, Stock Reference, Supplier Reference and Available Quantity for return. When a G.R.N. line is highlighted, the system will show the corresponding G.R.N. items details in the top half of the form.

Pick G.R.N.s

GRN :
 User : ADMIN Date : 21/04/2011
 Stock Ref : CMAT044 Car Mat - Small
 Warehouse : MAIN Main Warehouse
 Supplier : CAR0001 Carters Limited

RTV :
 Warehouse : MAIN
 Supplier : CAR0001
 Available to Return : 10.00
 Quantity :
 Not Assigned : 0.00
 Assigned Not Released : 0.00
 Released : 0.00
 Discarded : 0.00

Quantities :
 Received : 10.00 Returned : 0.00
 Assigned : 0.00 Available : 10.00
 Released : 10.00

GRN Ref	Originator	Supplier	Stock Ref	Supplier Ref	Return
GRN00046	GRN Receipts	CAR0001	CMAT044	54987623	
GRN00046	GRN Receipts	CAR0001	LCBL001		
GRN00046	GRN Receipts	CAR0001	LCBL001		
GRN00047	GRN Receipts	CAR0001	FAK01	FA561	
GRN00047	GRN Receipts	CAR0001	PPP883	FPJ587	
GRN00047	GRN Receipts	CAR0001	DCK102	CJK64985	
GRN00049	GRN Receipts	CAR0001	MAI 2045	BM142 2	

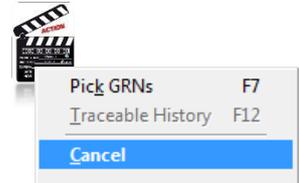
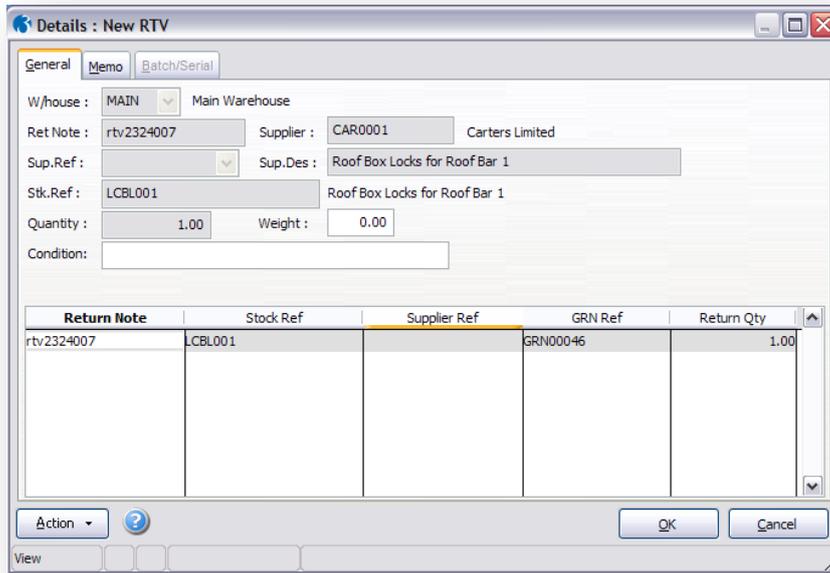
View OK Cancel

Quantity

Enter the quantity to be returned here. If, as a result of the return quantity entered, the stock at the warehouse is at a negative stock level, a warning will be displayed. In this case, the user can ignore the warnings and continue processing.

Once a quantity has been entered in the Picked Qty field, the Picked column will be populated accordingly. Once all pickings have been completed, click on the OK command button to record the document lines onto the R.T.V.

The system will then take the user back to the R.T.V. detail screen. The user now has two options:



- **Create a New Record:** By selecting the Create a New Record icon from the record toolbar, additional lines that are not to be picked from G.R.N documents can be manually added to the R.T.V.
- **F7 Pick G.R.N.'s:** Alternatively, the user can elect to pick from further G.R.N documents by clicking on the Action button and selecting F7 Pick G.R.N.'s.

Once all the information has been entered onto the R.T.V, click on the OK command button and post the R.T.V. to the system. Once this has been done, the R.T.V. document will print at the destination as selected earlier. The In-Stock figures of the stock items included on the R.T.V. will have reduced accordingly.

Practical Assignment 3

Objectives

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

- Receive goods into stock using the G.R.N. function
- Release stock from quarantine using the Release function within the G.R.N. routine
- Generate stock movements within Stock Processing
- Return goods to a supplier by creating an R.T.V. document

Orion Vehicle Leasing stock system has been updated with details of the new products they have been selling. It is now time to record the transactions that have taken place. Before today, the transactions have been kept on a manual stock record card and simply need transferring onto Opera.

A copy of these transactions is given below. You will find it easier if you record the purchase order transactions first, then record the receipts for all the items onto a single G.R.N. before releasing the quantities specified.

The notes that accompany the transactions may give additional information about how they should be posted.

Item	Type	Warehouse	Ref	Qty	Info or Instruction
DR044693	P/O	MAIN	0563	20/0	Supplier CAR0001
	GRN	QSTR	5567	20/0	Supplier CAR0001
	REL	QSTR		20/0	Release to MAIN
	ISS	MAIN	8758	5/0	Not against Allocations
DR044694	GRN	QSTR	5568	30/0	Supplier CAR0001
	REL	QSTR		20/0	Release to MAIN
	REL	QSTR		5/0	Release to STG
	ALL	MAIN	0001	18/0	Customer ADA0001
	ISS	MAIN	8756	18/0	Issue against Allocations
	RTV	QSTR	0096	5/0	Damaged Goods
DR044770	GRN	QSTR	5569	50/0	Supplier CAR0001
	REL	QSTR		50/0	Release to MAIN
	TFR	MAIN	0005	15/0	9 (STG) 6 (QSTR)
	RTV	QSTR	0097	6/0	Damaged Goods
DR044778	P/O	MAIN	0580	45/0	Supplier CAR0001
	GRN	QSTR	5570	45/0	Supplier CAR0001
	REL	QSTR		45/0	Release to MAIN

After posting these transactions, perform a View on each item to ensure that they have been recorded correctly.

3.5 Deleting Stock Records

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

Notes:

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

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

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

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

3.5.1 To Delete Stock Records

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

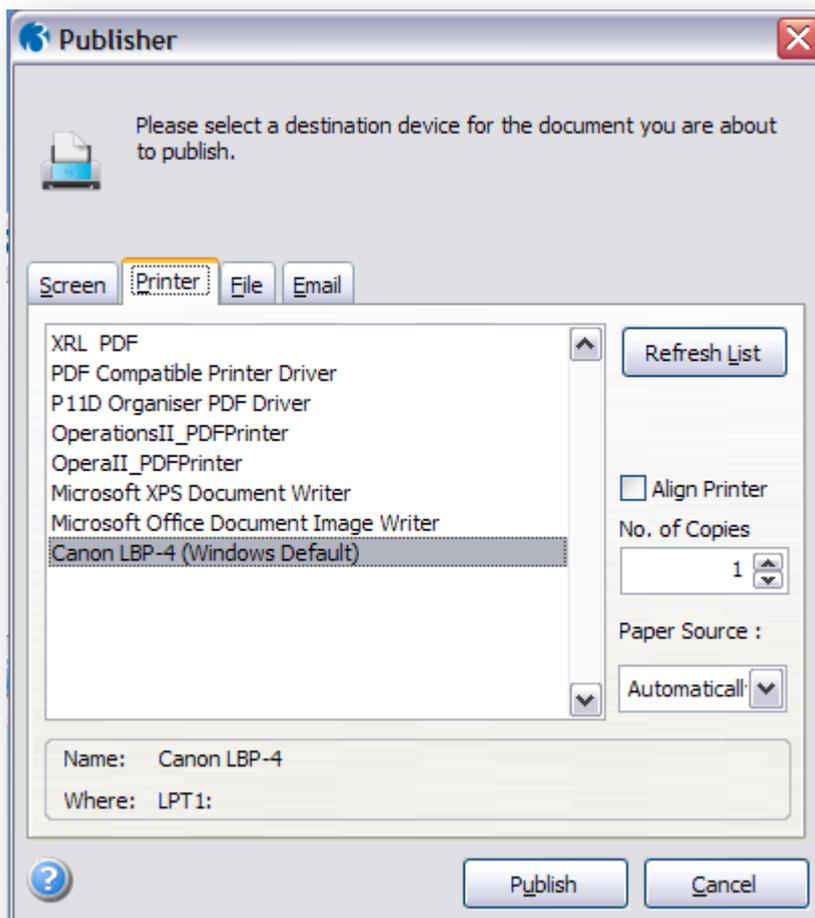
Tip: An item that has been marked as deleted but not removed from the database can be retrieved or 'undeleted'. Simply edit the record and select Yes for the message 'This record is currently deleted and cannot be modified unless it is first undeleted. Do you want to undelete this record? .

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

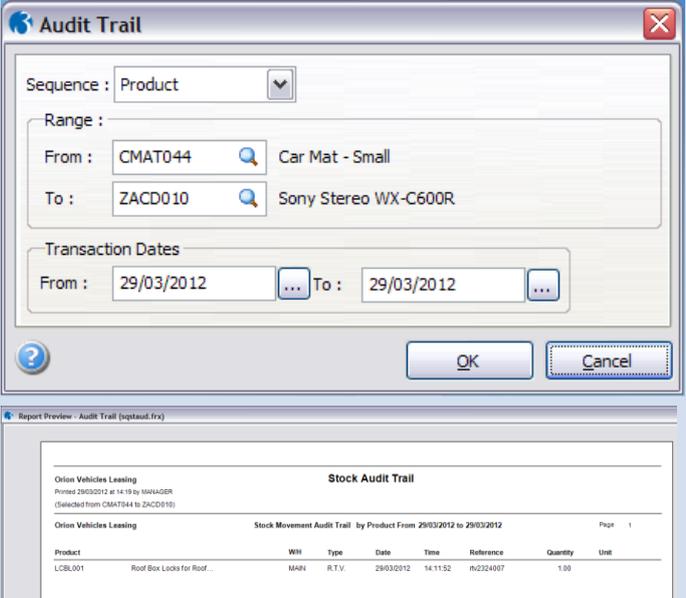
Sales Ledger reports can be accessed via the Reports Menus in the respective Module. It is possible to tailor the layout of these reports under development mode (ADMIN). Once your report criteria has been selected and any matching data found, a Publisher form will be presented allowing a choice of Screen,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



To print a report;

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

4.2 List of Reports

Name & Description	Example
<p>Audit Trail</p> <p>Use the audit trail to produce a list all transactions. You can produce the report in product, entry order, category or warehouse* sequence and for the range of transaction dates you specify. It includes information about location, description, type, date, reference, quantity and unit. The data used for this report is cleared when you use the Period End command on the Utilities menu. *This only applies if you have multi-warehouses feature activated.</p>	
<p>Stock Movements</p> <p>Use the stock movements report to produce a summary of stock movements. You can produce the report in product, category or warehouse* sequence and for the range of transaction dates you specify. *This only applies if you have multi-warehouses feature activated.</p>	
<p>Issues Report</p> <p>Use the issues report to produce a summary or detailed report on issues of stock. You can produce the report in product, category or warehouse* sequence and for the range of transaction dates you specify. You can choose whether to include stock returns. The report includes information about reference, quantity, cost price, selling price, and margin. The data used for this report is cleared when you use the Period End command on the Utilities menu. *This only applies if you have multi-warehouses feature activated.</p>	

Report Preview - Issues Report (spgiss.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:22 by MANAGER
(Selected from CMAT044 to ZACD010)

Orion Vehicles Leasing Stock Issues by Product From 29/03/2010 to 29/03/2012 Page 1

Includes Landed Costs

Product	Quantity	Cost Inc. LC	Selling	Margin	% Margin
CMAT044 Car Mat - Small	115.00	897.00	2769.95	2872.95	76.20
CMAT109 Car Mat - Medium	35.00	273.00	1463.28	1190.28	81.34
CMAT122 Car Mat - Large	20.00	238.80	4438.00	4199.20	94.61
DTRON16 Dialtalon 16 Mobile Telephone	7.00	420.00	595.00	175.00	29.41
DTRON32 Dialtalon 32 Mobile Telephone	14.00	1008.00	12994.96	11986.96	92.24
ECAP001 Poppy Coral Air Freshener	45.00	95.40	265.70	170.30	64.09
ECCD001 Digital Compass	23.00	252.77	473.25	220.48	46.58
ECHC001 Heat and Massage Cushion	50.00	1600.00	7607.96	6007.96	78.96
ECMH001 Mobile Phone Holder - Silver	34.00	102.68	287.27	184.59	64.25

Outstanding P/Orders

Use the outstanding purchase orders report to produce a list of outstanding purchase orders. You can produce the report in product, category, supplier, warehouse* or order number sequence and for the range of order due dates you specify. The report includes information about reference, warehouse, order due date, status, quantity ordered, quantity received and quantity outstanding. *This only applies if you have multi-warehouses feature activated.

Outstanding P/Orders

Sequence: Product

Range:

From: CMAT044 Car Mat - Small

To: ZACD010 Sony Stereo WX-C600R

Due Date Range

From: 04/05/2012 To: 04/05/2012

OK Cancel

Report Preview - Outstanding P/Orders (spgppod.frx)

Orion Vehicles Leasing
Printed 04/05/2012 at 14:29 by MANAGER
(Selected from CMAT044 to ZACD010)

Orion Vehicles Leasing Outstanding P/Orders by Product Due Date(s) From 04/05/2012 to 04/05/2012 Page 1

Product	WH	Date	Reference P/Order	Quantity Ordered	Quantity Received	Quantity Outstanding	Value O/S At Current Cost	Due Stat.	Supplier
CMAT044 Car Mat - Small	MAN	04/05/2012	PO10097	125.00	0.00	125.00		Due Today	

Re-Order Report

Use the reorder report to produce a list of stock items that have fallen below their reorder level. You can produce the report in product, category, supplier or warehouse* sequence. The report includes information about quantity balances for in stock, allocation, on order, reorder quantity, situation (for example, 'Zero' for zero stock levels) and supplier details. *This only applies if you have multi-warehouses feature activated.

Re-Order Report

Sequence: Product

Range:

From: CMAT044 Car Mat - Small

To: ZACD010 Sony Stereo WX-C600R

Report Zero Minimum/Re-Order Levels

Include Assemblies

OK Cancel

Report Preview - Re-Order Report (spgtrre.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:23 by MANAGER
(Selected from CMAT044 to ZACD010)

Orion Vehicles Leasing Suggested Re-Order Report by Product Page 1

Product	WH	In Stock	Work In Progress	Alloc	On Order	S.O.P.	Re-Order Quantity	Situation	Supplier Details
Engine Oil Filter GL3AC FILTER001	MAN	25.00	0.00	15.00	0.00	15.00	10.00	Minimum	AIC CAR000234 CAR0001
Foat Pump FPP083	MAN	10.00	5.00	25.00	0.00	10.00	10.00	Negative	
Car Jack JCK162	STOR	200.00	0.00	0.00	0.00	0.00	1000.00	Minimum	
Car Jack JCK162	QSTR	200.00	0.00	0.00	0.00	0.00	1000.00	Minimum	
Box of Spare Bulbs LQH132	MAN	112.00	5.00	40.00	5.00	0.00	100.00	Re-Order	
Video Traveller M200 MIMCA001	MAN	10	0	10	0	4	5	Zero	AIC VT300 CAR0001
Stereo Radio RAD4897	MAN	11.00	0.00	0.00	20.00	0.00	20.00	Re-Order	
Stereo Radio/Cassette Player RAD5876	MAN	0.00	0.00	7.00	0.00	2.00	15.00	Negative	
Frost Seat Cover SCOV036	MAN	28.00	0.00	0.00	0.00	0.00	30.00	Minimum	

Note: This report highlights all items that have fallen below their Minimum Stock and Re-Order Levels as entered on the warehouse detail screen.

Theoretical Stock

Use the theoretical stock report to produce a list of the in-stock quantities maintained by the application. You can produce the report in product, bin location, warehouse* or category sequence and you can choose whether to include warehouse stocks, if appropriate. The report includes information about the in-stock quantity and packed units. *This only applies if you have multi-warehouses feature activated.

Theoretical Stock dialog box showing: Sequence: Product, Range: From: CMAT044 (Car Mat - Small) To: ZACD010 (Sony Stereo WX-C600R). Options: Show Warehouse Stocks, Include Work In Progress, Include Dormant Items.

Report Preview - Theoretical Stock (tqsttheo.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:24 by MANAGER
(Selected from CMAT044 to ZACD010)
Excluding Dormant Items

Theoretical Stock Position by Product

Product	Quantity In-Stock	Bin Number
CMAT044 Car Mat - Small	345.00	
CMAT109 Car Mat - Medium	268.00	
CMAT122 Car Mat - Large	196.00	
CPOL001 Electric Car Polisher	26	
DTRON16 Dialtalon 16 Mobile Telephone	133.00	
DTRON32 Dialtalon 32 Mobile Telephone	112.00	
ECAP001 Poppy Coral Air Freshener	141.00	
ECCD001 Digital Compass	37.00	
ECHC001 Heat and Massage Cushion	41.00	
ECM4001 Mobile Phone Holder - Silver	-14.00	
ECRD001 Usiden LDR157 Radar Detector	51.00	
ENTPACK01 Entertainment Package - With Phone	135.00	
FABC100 Coolcushion Seat Fabric	207.00	
FAW01 First Aid Kit	129.00	
FAW02 First Aid Kit (No Label)	97.00	

Notes



Stock Valuation

Use the stock valuation report to show the value of stock items. You can produce the report in product, warehouse* and category sequence and choose whether you want the costing based on the stock cost, stock last cost, warehouse* cost or warehouse* last cost. *This only applies if you have multi-warehouses feature activated. The report includes information about the in-stock quantity, cost price selling price and value. Options for the report determine whether negative or zero quantity stocks are included and whether the FIFO stock is valued by transaction cost. If you are using traceability, you can choose whether to include traceable items at actual cost. For more information about stock records that are traceable by serial or batch numbers, refer to the Traceability Guide within the Stock documentation for information.

Stock Valuation dialog box showing: Sequence: Product, Costing: Stock Cost, Range: From: CMAT044 (Car Mat - Small) To: ZACD010 (Sony Stereo WX-C600R). Options: Show Negative Stock, Show Zero Quantity In Stock, FIFO Stock By Transaction Cost, Traceable By Actual Cost, Include Work In Progress, Include Landed Costs.

Report Preview - Stock Valuation (stgrvnc.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:26 by MANAGER
(Selected from CMAT044 to ZACD010)

Stock Valuation by Product

Product	Wise	Bin Number	Quantity In-Stock	Cost Price inc. inv.LC	Selling Price	Cost Value inc. LC	Selling Value	Potential Profit	% Margin
CMAT044 Car Mat - Small	MARV		345.00	7.80	12.00	2691.28	4140.00	1448.72	34.99
CMAT109 Car Mat - Medium	MARV		268.00	7.80	10.92	2096.40	2926.56	830.16	28.57
CMAT122 Car Mat - Large	MARV		196.00	11.88	14.00	2329.20	2744.00	414.80	15.12
CPOL001 Electric Car Polisher	MARV	LOC06	26	15.00	39.99	390.00	1039.74	649.74	62.49
DTRON16 Dialtalon 16 Mobile Telephone	MARV		133.00	56.99	85.00	7580.00	11365.00	3725.00	22.95

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 for information. Traceable stock only applies if you have the traceability feature activated.

The Costing drop down list offers the following ways of valuing stock:

- whether negative stock items are included
- whether zero quantity stock items are included
- whether the FIFO stock is valued by transaction cost
- whether traceable items are valued at actual cost
- whether work in progress values are included (for components that have been issued to Bill of Materials)
- whether Landed Costs are included.

For FIFO stock items, it is possible to run the report using the true FIFO receipt cost by switching on the FIFO Stock by Transaction Cost field.

Net Issues History

Use the net issues history report to show the issues, in summary, for the current period and the past 12 periods. You can produce the report in product, category or warehouse* sequence. The report includes information about the period issues (per warehouse, if appropriate). *This only applies if you have multi-warehouses feature activated.

Net Issues History

Sequence : Product

Range :

From : CMAT044 Car Mat - Small

To : ZACD010 Sony Stereo WX-C600R

Include Dormant Items

OK Cancel

Report Preview - Net Issues History (upthls.fr)

Orion Vehicles Leasing
 Printer: 20052022 at 14:26 by MANAGER
 (Selected from CMAT044 to ZACD010)
 Excluding Dormant Items

Orion Vehicles Leasing

Net Issues History by Product

Product	WH	Current	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
CMAT044 Car Mat - Small	MAN	Current	54.00						10.00						
		Period 1	19.00						0.00						
		Period 2	30.00						0.00						
		Period 3	5.00						0.00						
		Period 4	10.00						0.00						
		Period 5	19.00						0.00						
	Period 6	20.00													
	STOR	Current	0.00							0.00					
		Period 1	0.00							0.00					
		Period 2	0.00							0.00					
		Period 3	0.00							0.00					
		Period 4	0.00							0.00					
Period 5		0.00							0.00						
Period 6	0.00							0.00							
Total For CMAT044		Cur: 54.00													
		Per1: 19.00	Per2: 50.00	Per3: 5.00	Per4: 10.00	Per5: 19.00	Per6: 20.00								
		Per7: 10.00	Per8: 0.00	Per9: 0.00	Per10: 0.00	Per11: 0.00	Per12: 0.00								
End of Car Mat - Small															

Stocktake Forms

Use this report command to produce forms for stocktaking purposes. You can produce the report in product, bin location, warehouse* or category sequence. *This only applies if you have multi-warehouses feature activated. The report includes information about reference, description, warehouse and bin location, and includes spaces for manually recording the physical quantity. If you are using traceability, you can choose whether to include traceable items. For more information about stock records that are traceable by serial or batch numbers, refer to the Traceability Guide within the Stock documentation for information.

Stocktake Forms

Sequence : Product

Range :

From : CMAT044 Car Mat - Small

To : ZACD010 Sony Stereo WX-C600R

Include Traceable Items

OK Cancel

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 for information.

NB: This report can then be compared against the Theoretical Stock report to see where any differences lie.

Report Preview - Stocktake Forms (sqststf.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:27 by MANAGER
(Selected from CMAT044 to ZACD010 including Traceable Items)

Orion Vehicles Leasing Stocktake Form by Product Page 1

Product	WH	Stocktake Quantity
CMAT044 Car Mat - Small	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____
CMAT109 Car Mat - Medium	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____
CMAT122 Car Mat - Large	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____
CPOL001 Electric Car Polisher	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____
OTRON16 Dialotron 16 Mobile Telephone	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____
OTRON22 Dialotron 22 Mobile Telephone	MAIN	_____
	QURN	_____
	GSTR	_____
	STOR	_____

Record Sheet

Use this report command to produce stock record sheets that provide full details including 'fixed' and 'variable' information relating to each stock item on a single page. You can produce the report in product or category sequence. You can choose whether to include warehouse* stocks and transactions. *This only applies if you have multi-warehouses feature activated. If you have the BOM module installed and activated, the report includes the labour and material costs along with the cost and selling prices for assembly stock items. Additional information is also included for work in progress, allocated to BOM, and works order quantities. The free stock takes into account the BOM allocated value.

Record Sheets

Sequence: Product

Range:

From: CMAT044 Car Mat - Small

To: ZACD010 Sony Stereo WX-C600R

Show Warehouse Stocks

Show Transactions

Include Landed Costs

OK Cancel

Report Preview - Record Sheets (sqstshf.frx)

Orion Vehicles Leasing
Printed 29/03/2012 at 14:27 by MANAGER
(Selected from CMAT044 to ZACD010)

Orion Vehicles Leasing Stock Cards by Product Page 1

Includes:
CMAT044 Car Mat - Small
Barcode: 5010000000201

Category	ACC	Accessories	Analysis	ACC001 ***Overdrive***	Coding Type	PFD			
Profile	ITM1	Single Items							
Cost Price	7.80	Sell Price	12.00						
Allow on Sales Orders	Yes	Allow on Purchase Orders	Yes						
Allowed Discounts	All	Allowed Sales Price Discounts	None	Override Discount Line	No	Discount Group	A		
In Stock	345.00	Allocated	10.00	On Order	117.00	Sales Order	10.00	Free Stock	335.00
WIP Qty	0.00	BOM Alloc	0.00	WIP Qty	0.00				

Price List

Use the price list report to produce a list of prices for stock items. You can produce the report in product or category sequence. The report includes information about reference, description, standard price, discount allowed options and price changes.

Price List

Sequence: Product

Range:

From: CMAT044 Car Mat - Small

To: ZACD010 Sony Stereo WX-C600R

Standard Price List

Euro Price List

OK Cancel

Report Preview - Price List (sqgpric.frx)

Orion Vehicles Leasing		Price List	
Printed 29/03/12 at 14:28 by MANAGER (Selected from CMAT044 to ZACD010)			
Product	Price	Allowed Discounts	Price Change & Date
CMAT044 Car Mat - Small	12.00	All	
CMAT109 Car Mat - Medium	10.92	All	
CMAT122 Car Mat - Large	14.00	All	
CPOL001 Electric Car Polisher	39.99	Line	
DTRON16 Dialton 16 Mobile Telephone	85.00	All	
DTRON32 Dialton 32 Mobile Telephone	115.00	All	
ECAP001 Poppy Coastal Air Freshener	5.95	All	
ECDD001 Digital Compass	21.27		
ECHC001 Heat and Massage Cushion	51.06		

Stock Label

Use the stock label report to print labels for stock items. You can produce the report in product, bin location, warehouse* or category sequence. *This only applies if you have multi-warehouses feature activated. Labels include the reference, description, bin location, category and warehouse. You can determine the number of label copies per item and print an alignment check before printing the labels on appropriate stationery.

Stock Label

Sequence: Product

Range:

From: CMAT044 Car Mat - Small

To: ZACD010 Sony Stereo WX-C600R

Number of Copies: 1

OK Cancel

Report Preview - Stock Label (sqgslabs.frx)

Stock Code : CMAT044 Description : Car Mat - Small Bin Location : Category : ACC Warehouse : MAIN	Stock Code : CMAT044 Description : Car Mat - Small Bin Location : Category : ACC Warehouse : QURN
Stock Code : CMAT044 Description : Car Mat - Small Bin Location : Category : ACC Warehouse : QSTR	Stock Code : CMAT044 Description : Car Mat - Small Bin Location : Category : ACC Warehouse : STOR
Stock Code : CMAT109 Description : Car Mat - Medium Bin Location : Category : ACC Warehouse : MAIN	Stock Code : CMAT109 Description : Car Mat - Medium Bin Location : Category : ACC Warehouse : QURN

G.R.N. Report

Use the GRN report to produce a list of GRNs. The report includes information about the items received on GRNs and whether they have been released from quarantine. Options determine whether detail lines are included. You can also specify a range of receipt dates.

You can produce the report in the following sequences:

- GRN number
- Matched GRN (applies if the GRN is matched with a purchase order)
- Product
- Warehouse (applies if you the Multi-warehouses feature is activated)

G.R.N. Report

Sequence: GRN Number

Range:

From: GRN00046

To: GRN00049

Receipts

From: 03/09/2010 To: 29/03/2012

Show Line Details
 Show Extra Line Details

GRN Receipts Direct Receipts POP Receipts WO Receipts

OK Cancel

- Supplier (applies if the GRN is matched with a purchase order)
- Delivery note (applies if the GRN is matched with a purchase order)

Report Preview - G.R.N. Report (sqgrn.frx)

Orion Vehicles Leasing **GRN Report**
 Printed 29/03/2012 at 14:35 by MANAGER
 (Selected From GRN00048 To GRN00049) Including Line Details, Excluding Extra Line Details, Including GRN Receipts, Excluding Direct Receipts, Excluding POP Receipts, Excluding VO Receipts

Orion Vehicles Leasing **GRN Report by GRN Number From 03/09/2010 to 29/03/2012** Page 1

GRN Reference	Delivery Reference	Supplier	Creation Date	Last Amendment Date
GRN00048	50999	Bourse Global	21/03/2010 15:12:09	29/03/2012 14:02:00
Originator	Delivery Date	By	By	By
GRN Receipts	Shipping Ref:		ADMIN	MANAGER

Line	Warehouse	Supplier	POrder	PO Line	Delivery Note	Quantity	Cost Price	Value
1	MAN	Carters Limited	POR00101	1	00999	10.00	7.80	78.00
Stock Ref:	CMAT044	Car Mat - Small				10.00		
Line	Warehouse <td>Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td></td>	Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td>	POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td>	PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td>	Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td>	Quantity <td>Cost Price <td>Value</td> </td>	Cost Price <td>Value</td>	Value
2	MAN	Carters Limited	POR00101	2	00999	5.00	6.00	30.00
Stock Ref:	LCBL001	Roof Box Locks for Roof Bar 1				5.00		
Line	Warehouse <td>Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td></td>	Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td>	POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td>	PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td>	Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td>	Quantity <td>Cost Price <td>Value</td> </td>	Cost Price <td>Value</td>	Value
3	MAN	Carters Limited	POR00114	1	00999	1.00	16.00	16.00
Stock Ref:	LCBL001	Roof Box Locks for Roof Bar 1				1.00		
Line	Warehouse <td>Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td></td>	Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td>	POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td>	PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td>	Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td>	Quantity <td>Cost Price <td>Value</td> </td>	Cost Price <td>Value</td>	Value
4	MAN	David Come Company	POR00088	1	00999	50.00	9.35	467.50
Stock Ref:	JCK102	Car Jack				50.00		
Line	Warehouse <td>Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td></td>	Supplier <td>POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td></td>	POrder <td>PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td></td>	PO Line <td>Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td></td>	Delivery Note <td>Quantity <td>Cost Price <td>Value</td> </td></td>	Quantity <td>Cost Price <td>Value</td> </td>	Cost Price <td>Value</td>	Value
5	MAN	David Come Company	POR00007	1	00999	20.00	55.00	1100.00
Stock Ref:	DTRON16	Dialtone 16 Mobile Telephone				20.00		

R.T.V. Report

Use the RTV report to produce a list of RTVs. You can produce the report in RTV number, product, warehouse*, supplier or return note sequence and for the range of return dates you specify. *This only applies if you have multi-warehouses feature activated. Options determine whether detail lines or extra detail lines are included. The report includes information about what items were returned on RTVs, together with quantity.

R.T.V. Report

Sequence: RTV Number

Range:

From: RTV00007

To: RTV00008

Returns

From: 29/03/2011 To: 29/03/2012

Show Line Details

Show Extra Line Details

OK Cancel

Report Preview - R.T.V. Report (sqrtv.frx)

Orion Vehicles Leasing **RTV Report**
 Printed 29/03/2012 at 14:30 by MANAGER
 (Selected From RTV00007 To RTV00008) Including Line Details, Excluding Extra Line Details

Orion Vehicles Leasing **RTV Report by RTV Number From 29/03/2011 to 29/03/2012** Page 1

RTV Reference	Return Reference	Supplier	Creation Date	Last Amendment Date
RTV00007	m00001	Bourse Global	29/03/2012 13:28:57	//
Return Name:	Return Date:		MANAGER	

Line	Warehouse	Supplier	Return Note	Quantity
1	MAN	Carters Limited	m00001	11.00
Stock Ref:	TTCB001	Electric Travel Cool Box		

Tracking Report and Traceable Stock

These report commands are designed for traceable stock records and only apply if you have the traceability feature activated. For information about these enquiries, refer to the Traceability section for information.

Tracking Report

Sequence: Tracking No

Range:

From: 6740390039

To: 6740390064

Transaction Dates

From: 10/05/2006 To: 29/03/2012

Stock Reference

CPOL001 Electric Car Polisher

Show Costing Details

OK Cancel

Notes

Report Preview - Tracking Report (sptrack.frx)

Stock Item Tracking Report

Orion Vehicles Leasing
Printed 29/03/2012 at 14:31 by MANAGER

By Tracking No
For Range From 6740390039 To 6740390064

Orion Vehicles Leasing Stock Item Tracking Report From 10/05/2006 to 29/03/2012 Page 1

Stock Reference	Description										
CPOL001	Electric Car Polisher										
Serial Number	Supplier Lot No.										
6740390039											
Movement	Whse	Bin Number	Account	Date	Reference	In	Out	Bal	Comment	Movements	
Receipt	MAN	LOC06	CAR0001	10/05/2006	GRN00007	1			1	Stock Assignments	
Serial Number	Supplier Lot No.										
6740390040											
Movement	Whse	Bin Number	Account	Date	Reference	In	Out	Bal	Comment	Movements	
Receipt	QU		CAR0001	05/11/2006	GRN00013	1			1	GRN Assignments	
Transfer	QU			02/12/2006			1			Release To MAN	
Transfer	MAN			02/12/2006				1		Release From QU	
Serial Number	Supplier Lot No.										
6740390041											
Movement	Whse	Bin Number	Account	Date	Reference	In	Out	Bal	Comment	Movements	
Receipt	QU		CAR0001	05/11/2006	GRN00013	1			1	GRN Assignments	
Transfer	QU			02/12/2006			1			Release To MAN	
Transfer	MAN			02/12/2006				1		Release From QU	

Traceable Stock

Sequence: Product

Range:

From: CPOL001 Electric Car Polisher

To: WMBC001 Jump-Starter Pro

Batch Items

Serial Items

OK Cancel

Report Preview - Traceable Stock (spstrc.frx)

Traceable Stock

Orion Vehicles Leasing
Printed 29/03/2012 at 14:32 by MANAGER

(Selected from CPOL001 to WMBC001 Batch And Serial Stock Items)

Orion Vehicles Leasing Traceable Stock by Product Page 1

CPOL001	Product	Electric Car Polisher	Total Stock	In Stock
Batch	Serial		Split	
MAN	6740390039		1	1
MAN	6740390040		1	1
MAN	6740390041		1	1
MAN	6740390042		1	1
MAN	6740390043		1	1
MAN	6740390044		1	1
MAN	6740390045		1	1
MAN	6740390046		1	1
MAN	6740390047		1	1
MAN	6740390048		1	1
MAN	6740390049		1	1
MAN	6740390050		1	1
MAN	6740390051		1	1
MAN	6740390052		1	1
MAN	6740390053		1	1
MAN	6740390054		1	1
MAN	6740390055		1	1
MAN	6740390056		1	1
MAN	6740390057		1	1
MAN	6740390058		1	1
MAN	6740390059		1	1
MAN	6740390060		1	1
MAN	6740390061		1	1
MAN	6740390062		1	1
MAN	6740390063		1	1
MAN	6740390064		1	1
End of CPOL001			Total Assigned	28.00
FABC00			Total Unassigned	0.00
Coolaction Self-Feed				

Stock Notes

Use this report to print the notes created for stock records. 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.

Notes

Report Preview - Stock Notes (sgnotes.frx)

Orion Vehicles Leasing
Created on 29/03/2012 at 14:38 by MANAGER
Sequenced by Product
For Product From: CMAT044 To: ZACD010
For Action For (From: DEWER001 To: TURNW001)
For User (From: ADMIN To: USER)
For Dates (All)
For Priority (All)
Excluding No Action, Excluding Completed Action

Product	User	Date	Action For	Due By	Completion Date	Priority	Order	Notes
CMAT044 Car Mat - Small	MANAGER	29/03/2012	DEWER001			Normal		Subject: Please check the Stock Level in all warehouses

Page 1

Landed Costs

The Landed Costs report displays the landed costs recorded when stock receipts were posted. You can sequence the report in different ways including by Landed Cost Type and Landed Cost Group.

This report can be used to help with the reconciliation of expected landed costs with actual landed costs charged. After establishing the variances between expected and actual costs you can then work out any loss or gain and post a journal to the Nominal Ledger as necessary. You can also use this report to monitor the recorded landed cost values or percentages on the Landed Cost Types you have set up and make amendments if necessary.

Report Preview - Landed Costs (sglndc.frx)

Orion Vehicles Leasing
Printed 04/05/2012 at 14:39 by MANAGER
Sequenced by Product
From Date: 04/05/2012 To: 04/05/2012
From Product: 0COMPLETELEG To: ZACD010

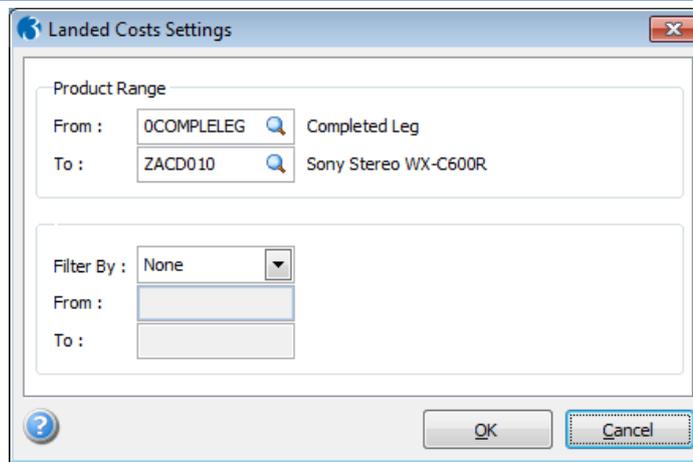
Product	LC Group	Landed Costs	LC Type	Landed Cost
VHL2945	FRE Freight	LAND Overland Transport		4620.00
		SEA Sea Transport		2080.00
		Total FRE		7700.00
	IMT Import Taxes	IMT Import		15400.00
		Total IMT		15400.00
		Total VHL2945		23100.00
		Total		23100.00

Page 1

Landed Costs Settings

The Landed Costs Settings report displays information about stock items that have [Landed Cost Types](#) assigned to them. The report displays the Landed Costs Types for each stock item, their default value, calculation method and also whether it is included in the aggregated cost calculation. The Landed Costs Types are grouped by [Landed Costs Group](#) if they are used.

You can filter the information on the report by entering a stock item range in the **Product Range** box or by selecting either Landed Cost Group or Landed Cost Type from the **Filter By** box and choosing the required range.



Report Preview - Landed Costs Settings (logistics.fx)

Orion Vehicles Leasing

Printer: 04/05/2012 at 14:38 by MANAGER
(Selected from: 0COMPLETELEG to ZACD010)

Orion Vehicles Leasing Landed Costs Settings Page: 1

A		A		A		A		A		A	
Category:	ACC	Profile:	ITM1	Costing Type:	FIFO	Value	Method	Include in Aggregation			
Cost Price:	5.00	Unit LC:	6.00	Last LC:	0.00						
LC Group		LC Type		Apply LC							
WRE	Warehousing	PACK	Packaging	Yes	1.00	Fixed Value per Unit Item		No			
B		B		B		B		B		B	
Category:	ACC	Profile:	ITM1	Costing Type:	FIFO	Value	Method	Include in Aggregation			
Cost Price:	5.00	Unit LC:	7.00	Last LC:	0.00						
LC Group		LC Type		Apply LC							
WRE	Warehousing	PACK	Packaging	Yes	1.00	Fixed Value per Unit Item		No			
BEER		beer		BEER		BEER		BEER		BEER	
Category:	ACC	Profile:	PACK	Costing Type:	FIFO	Value	Method	Include in Aggregation			
Cost Price:	4.00	Unit LC:	0.95	Last LC:	0.95						
LC Group		LC Type		Apply LC							
WRE	Warehousing	IMP	Import	Yes	10.00	Aggregated Cost (%)		N/A			
		PICK	Picking	Yes	0.50	Fixed Value per Unit Item		Yes			



Historical Stock Valuation

Displays the value of stock items as at a date in the past. This report is available after the Stock Control - Utilities - Initialise Historical Stock Valuation command has been used, which sets up the necessary database that this report uses.

You can produce the report in product, warehouse and category sequence. The report includes information about the in-stock quantity, cost price selling price and value. Options for the report determine whether negative or zero quantity stocks are included. Stock items that have been issued for a works order in the Bill of Materials application, and landed costs can also be included on the report.

Options for the report determine the following:

- whether negative stock items are included
- whether zero quantity stock items are included
- whether work in progress values are included (for components that have been issued to Bill of Materials)
- whether Landed Costs are included.

This feature is available in Opera 3

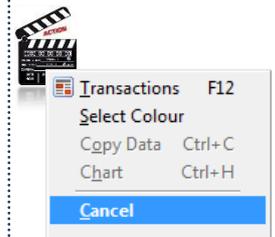
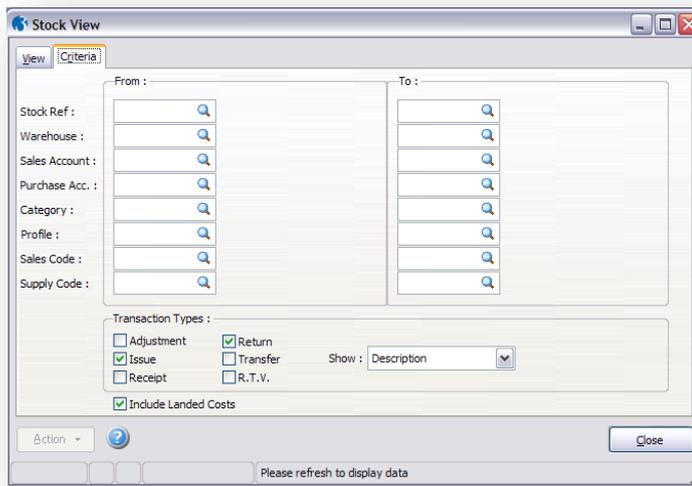
Further details in the latter sections

4.3 Stock View options

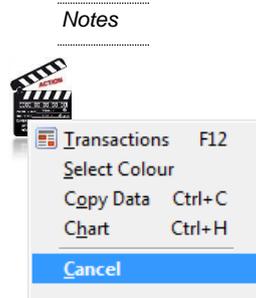
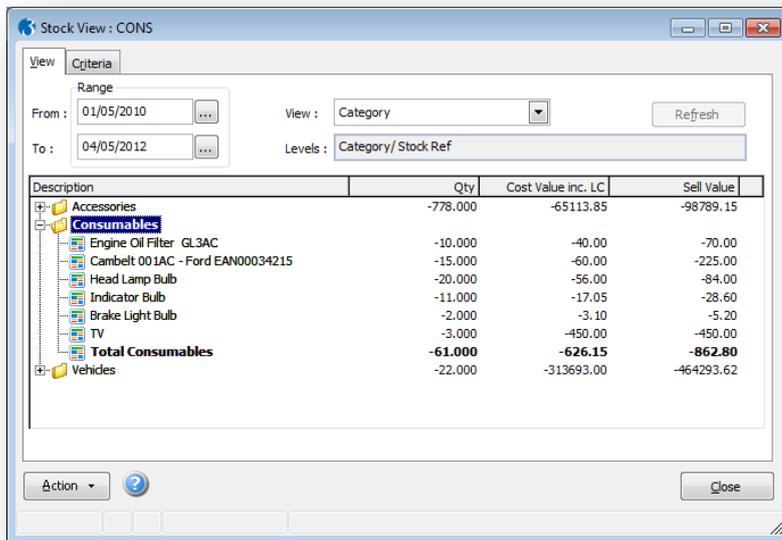
There are various “views” of information within the stock module. This section covers what views are available.

4.3.1 View

Use the **View** command to display enquiries of stock item transactions. The views available depend on those defined using the **Views** command on the **Maintenance** submenu. Two predefined views are provided. One for stock item issues listed by stock reference; the other for stock item within category. You can create your own views using up to six levels of analysis dimension. You can specify a date range for transactions to be selected that make up the analysis. If you want to specify further selection criteria, you can use the filters provided on the **Criteria** tab. This tab offers range boxes for each of the analysis information types available as well as options that enable you to choose which transaction types are included in the results.



Once you have selected one of the view definitions in the **View** list box, you click **Refresh** to see the stock item transactions. To see other levels, where applicable, you click the higher level in the tree and you will see the names of the analysis classifications at the next level down. For each level, you see summary stock movement quantities and values. You can drill down to see further detail. For example, you can display the transactions that make up a particular total. You can also zoom a particular transaction to see its details.



Once you have generated a view, you can use the **Graph** tab to display a 3D bar graph. For each highest level of category in the view, the graph will show up to three columns for selling value, cost value and quantity. Use the option buttons on the **Graph** tab to determine which columns are shown.

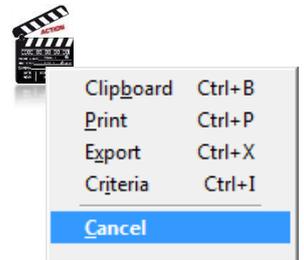
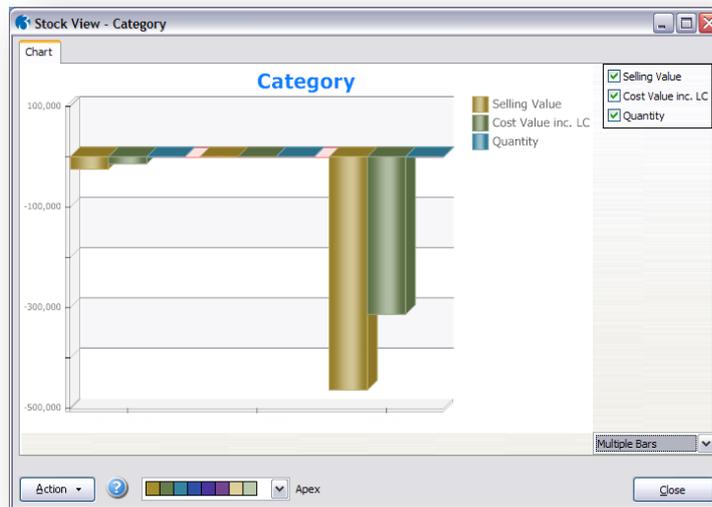
Actions

Use this command	To
Transactions	Drill down to display a list of the transactions that make up the selected stock item total, or you can simply double-click the item in the view.
Select Colour	Change the colour of the views by using the Select Colour command on the Action menu. You can then pick a standard colour or create a custom colour from the Colour form to use as the background colour for the tree view and any subsequent grid forms displayed using the drill down facilities. Note: If you want the colour you select to be retained next time you load the View form, you need to ensure the Remember form positions and sizes option is selected on the Preferences form in the System module.
Copy Data	Copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document.
Chart	View the data in one or more charts. You can open the Chart form more than once so you can view the data using different graphical views, for example a pie chart and a horizontal bar chart. When the form is open you can move between records to change the information in the graph. There are a number of options on the Action button on the Charts form: <ul style="list-style-type: none"> Clipboard to copy the chart to the Windows clipboard Print with various printing settings Export to save the chart in a chosen graphical format Criteria to view the current criteria for the form. For more information, see the Chart Views Help topic.

To view the stock transaction analysis

Notes

1. Open the **Stock** folder, and then click **View**.
2. Under **Range**, define the date range for which you want to analyse the stock item transactions. The default is the start of the current month to the current system processing date.
3. If required, use the filters on the **Criteria** tab to define more detailed selection criteria. In the **Show** list box, select Description, Code, or Code/Description to display the stock items' descriptions, codes, or both on the **View** tab.
4. Retrieve the view that you want to display using the **View** list box.
5. Click **Refresh**.
6. To close the **View** form, click **Close**.

**Notes:**

- You can view a graph of the selected data using the Graph tab. If the graph has more than one page, you can navigate between the pages using the forward and backward arrows on the toolbar.
- You can print a copy of the view using the Print toolbar button.
- You can copy the view data to the Windows clipboard, for example, to place in a Microsoft Word or Microsoft Excel document by pressing CTRL+C.
- You can copy the graph by clicking the Copy data icon on the toolbar. To print the graph, you must copy it to the Windows clipboard first, then paste it into another document.
- Default Selling, Cost and Quantity Values may be de-selected if required.
- To zoom in on a particular area drag the mouse pointer across the graph in a top left to bottom right direction, holding the left mouse button down.
- To reset the graph drag from bottom right to top left, or alternatively use the 'Refresh' option.
- Multiple pages must be copied singularly.

4.3.2 Processing View

Once the Stock Processing form is open, the View function is accessible by clicking on the Action button and selecting F12 View. This will perform an enquiry upon the stock item currently being displayed on screen.

W/H	Description	Bin No.	In Stock	Allocated	Free Stk.
MAIN	Main Warehouse		345.00	10.00	335.00
QSTR	Quarantine - Storage Warehouse		0.00	0.00	0.00
QURN	Main Warehouse Quarantine Area		0.00	0.00	0.00
STOR	Storage Warehouse		0.00	0.00	0.00

Totals	F3
Memo	F2
Edit	F6
Purchase Order Transactions	F7
Sales Order Transactions	F8
Stock Transactions	F12
Works Order	F10
Cancel	

By selecting View, the system will bring up a Warehouse Transaction View form. This displays a table containing a line for each of the warehouses linked to the stock item and summary information for that item at each warehouse. For example, whereas the stock header screen shows the total in stock figure for all warehouses, this summary screen breaks this down and shows the stock figures, purchase orders and sales orders per warehouse. Use the scroll bar to see further details.

Print

Once the Warehouse Transaction View form is open, the print icon on the record toolbar becomes active, allowing the user to print a hard copy of the item's warehouse summary details.



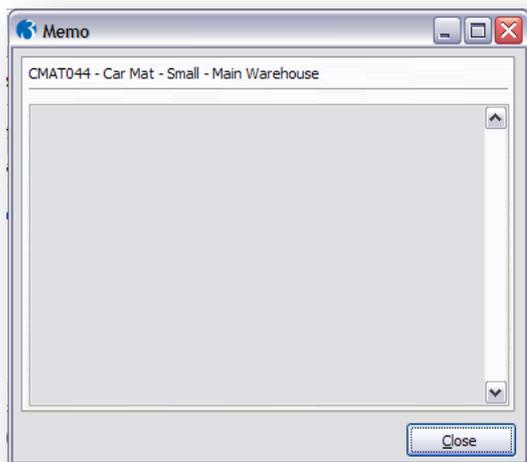
F3 Totals

This displays a window showing a breakdown of stock figures for the stock item at the currently highlighted warehouse.



F2 Memo

This will allow the user to view the Memo entered against this warehouse in the Warehouses function.



F6 Edit

This will take you to the Warehouse Detail screen of the item for the warehouse currently being highlighted.

Edit : MAIN - Main Warehouse

Warehouse : MAIN Main Warehouse Phone : 01536 322166

Stocktake Profile :

Quantities

In Stock :	345.00	Projected :	452.00	Last Issue :	08/12/2011
Allocated :	10.00	Qty. PO :	117.00	Last Receipt :	29/03/2012
Free Stock :	335.00	Qty. SO :	10.00	Last Counted Date :	/ /
Last Counted Qty. :	0.00	Qty. WO :	0.00		

Sell Price : 0.00 Std. Cost : 0.00 Last Cost : 7.94

Std. LC : 0.00 Last LC : 0.00

Minimum Qty : 40.00 Reorder Lvl : 50.00 Reorder Qty. : 60.00

Bin Number : Div. Chge : Renewal Date : / /

Supplier	Supplier Ref	Cost	Lead	Time
		0.00	0	Days
		0.00	0	Days
		0.00	0	Days

View

It is by this method that the per warehouse details such as re-order levels and quantities are entered for warehouses that were linked automatically during stock item creation.

Edit : MAIN - Main Warehouse

General Net History **Extended Description**

Edit : MAIN - Main Warehouse

General **Net History** Extended Description

Current :	54.00		
Period 1 :	19.00	Period 7 :	10.00
Period 2 :	50.00	Period 8 :	0.00
Period 3 :	5.00	Period 9 :	0.00
Period 4 :	10.00	Period 10 :	0.00
Period 5 :	10.00	Period 11 :	0.00
Period 6 :	20.00	Period 12 :	0.00

F7 PO Transactions

This will display all transactions that have been created by processing performed within the POP module.

Notes

Supplier	Order	Order Line	Qty Required	Matched Receipt	Outstanding
CAR0001	POR00101	1	10.00	10.00	*Satisfied*
KAR0001	POR00105	1	60.00	60.00	*Satisfied*
GRO0001	POR00111	1	2.00	2.00	*Satisfied*
CAR0001	POR00118	1	60.00	60.00	*Satisfied*
COR0001	POR00119	1	60.00	60.00	*Satisfied*
GRO0001	POR00123	1	2.00	0.00	2.00

F8 SO Transactions

This will display all transactions that have been created by processing performed within the SOP module. This is useful when searching for allocation transactions caused by producing sales orders.

Customer	Reference	Ordered	Delivered	Invoiced	Qty. O/S	Allocated	Picked
ADA0001	ORD00270	5.00	0.00	0.00	5.00	5.00	0.00
ELI0001	ORD00282	5.00	0.00	0.00	5.00	5.00	0.00

F12 Stock Transactions

This will display all transactions that have occurred for the stock item at the highlighted warehouse. They are initially displayed in date order but may be re-ordered and grouped into transaction types by clicking on the column heading.

Tran.Type	Trans.Date	Reference	Tran.Qty.	Balance	Cost Value	Sell Value
Alloc	29/03/2006	JCA113	2.00	2.00	15.60	0.00
Receipt	07/08/2007	440398	60.00	0.00	468.00	0.00
Receipt	05/12/2007	R986	60.00	0.00	468.00	0.00
Alloc	09/01/2009	ORD00167	1.00	0.00	7.80	12.00
Alloc	09/01/2009	ORD00169	1.00	0.00	7.80	12.00
Alloc	01/03/2009	ORD00177	10.00	0.00	78.00	120.00

From these screen, it is possible to select F3 Stock Transaction Totals from the Action button. This will give further details of transactions for the stock item at that particular warehouse, including individual transaction quantities, balances and values.

Notes

The screenshot shows a window titled 'Totals' with a close button in the top right corner. The window content is as follows:

CMAT044 - Car Mat - Small - Main Warehouse						
	Tran. Qty	Balance	Cost Value	Sell Value	Cost Val. inc. LC	Landed Costs
Receipt :	518.00	345.00	4041.52	0.00	4041.52	0.00
Issue :	115.00	0.00	897.00	0.00	897.00	0.00
Return :	0.00	0.00	0.00	0.00	0.00	0.00
Allocate :	127.00	0.00	990.60	1514.55	990.60	0.00
Deallocate :	22.00	0.00	171.60	264.00	171.60	0.00
Adjustment :	-75.00	0.00	-585.00	0.00	-585.00	0.00
Transfer :	0.00	0.00	0.00	0.00	0.00	0.00
Negative :	0.00	0.00	0.00	0.00	0.00	0.00
Order :	50.00	50.00	0.00	0.00	0.00	0.00
Discard :	0.00	0.00	0.00	0.00	0.00	0.00
R.T.V. :	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom left of the window is a help icon (question mark in a circle), and at the bottom right is a 'Close' button.

4.3.3 Enquiries

4.3.3.1 Stock Transactions

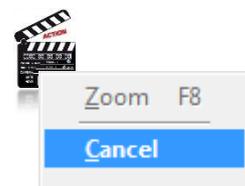
Use the **Stock Transactions** command on the **Enquiry** menu to view details of stock items according to the criteria selected.

If you select the **Stock Transactions** command, the **Stock Transactions** form appears with the **Criteria** tab selected. You can use this to control which stock records are included in the list displayed on the **View** tab. You can learn more about this by reading the *Stock Enquiries* topic associated with the Stock module. Once you have chosen your selection, the **View** tab lists all matches to the criteria and if any of these items are traceable, two things become apparent. Firstly, a column headed 'T' in the grid is used to highlight any traceable transactions. If a transaction is for a traceable item, an 'X' appears in the 'T' column. Secondly, the **Batch/Serial** tab becomes available so you can view the serial or batch numbers that have been assigned. For traceable items, an 'X' appears in the 'T' column and the **Batch/Serial** tab is available. When you click the **Batch/Serial** tab, the application lists the assignments of serial or batch numbers for the currently selected transaction. If no assignments have been done, the form will be blank.

The screenshot shows a software window titled "Stock Transactions". It has three tabs: "Criteria", "View", and "Batch/Serial". The "Criteria" tab is active. The form contains several input fields for search criteria:

- Stock Ref. : [text box]
- Carrier Ref. : [dropdown menu]
- Document Ref. : [text box]
- Job : [text box]
- Dates From : [date picker]
- GRN No. : [text box]
- RTV No. : [text box]
- W/O Ref. : [text box]
- Warehouse : [dropdown menu]
- Supplier : [text box]
- Customer : [text box]
- Cost Code : [text box]
- To : [date picker, set to 29/03/2012]
- GRN Line : [text box, set to 0]
- RTV Line : [text box, set to 0]

 At the bottom right, there is a "Display Data" button. At the bottom left, there is an "Action" dropdown menu and a help icon. At the bottom center, there is a "Close" button. The status bar at the bottom indicates "Awaiting Criteria".



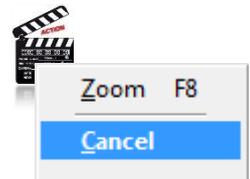
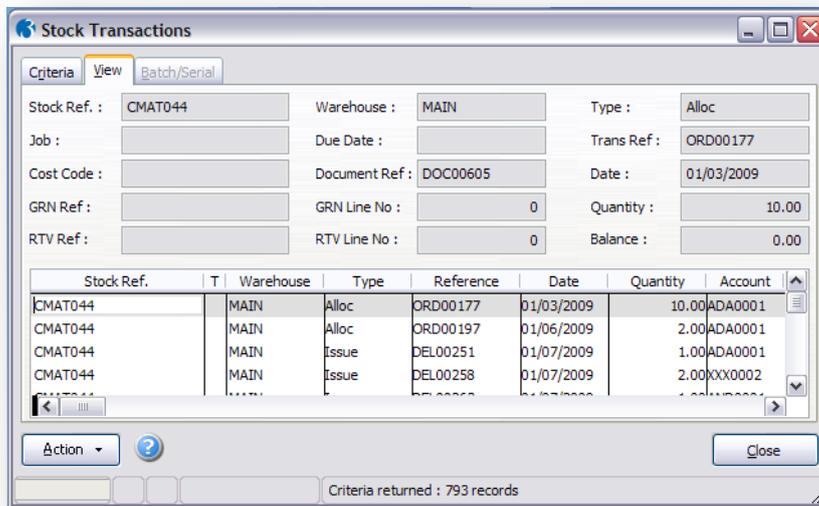
Note: The Enquiry function provides an on-screen enquiry listing details of stock transactions for the current period according to the selection criteria specified.

Stock Transactions Criteria

Criterion	Description
Stock Ref.	A reference that identifies a stock item if you want to view transactions for one stock item only. You can select from a list.
Warehouse	A reference that identifies a warehouse if you want to view transactions relating to one warehouse only. This only applies if you have the multi-warehouses feature activated. You can select from a list.
Carrier Ref.	A reference that identifies a carrier reference if you want to view transactions relating to one carrier reference only. You can select from a list.
Supplier Account	A reference that identifies a supplier account if you want to view transactions for one supplier only. You can select from a list.

Document Ref.	A document reference if you want to view transactions relating to one transaction reference.
Customer	A reference that identifies a customer account if you want to view transactions for one customer only. You can select from a list.
Job	A reference that identifies a job if you want to view transactions for one job record only. You can select from a list.
Cost Code	A reference that identifies a cost code if you want to view transactions for one cost code record only. You can select from a list.
Dates From and To	A start and end date if you want to report on a range of dates. The default is all transactions up to the current system dates.
GRN No.	A reference that identifies a GRN reference if you want to view transactions relating to one GRN document only. You can select from a list.
GRN Line	A line number for a GRN document if you want to report on stock that occupied a particular line number on a GRN.
RTV No.	A reference that identifies an RTV reference if you want to view transactions relating to one RTV document only. You can select from a list.
RTV Line	A line number for an RTV document if you want to report on stock that occupied a particular line number on an RTV.

When you have completed the selection criteria, results are displayed on the **View** tab.



Note: The **Batch/Serial** tab applies to traceable items only. 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 for information.

Traceable History and Batch/Serial

These enquiry commands are designed for traceable stock records. 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 for information.

To view stock transactions

1. Open the **Stock** folder, double-click **Enquiry** and then click **Stock Transactions**. The **Stock Transaction** form appears.
2. In the boxes provided, make the selections and entries that determines the range of records to be viewed.
3. Click **Display Data**. The data appears on the **View** tab.

Note: Use the **Print** command on the **Action** to print details of the transactions on view.

A **Batch/Serial** tab is also available for traceable items. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.

To view stock record details

1. Open the **Stock** folder, and then click **Processing**.
2. Retrieve the stock record for which you want to view details.
3. Do one of the following:
 - Click **Action** and then click **View**.
 - Double-click the Spyglass in the **In Stock** box.

The **Warehouse Transactions View** form appears.

1. Click **Action** and then do one of the following:
 - To print the details, click **Print**.
 - To display totals for in stock, allocated, free stock, purchase order, sales order, works order, projected, BOM allocated and component WIP quantities, click **Total**.
 - To edit the warehouse details, click **Edit**.
 - To view the purchase order transactions for the currently selected warehouse, click **Purchase Order Transactions**.
 - To view the sales order transactions for the currently selected warehouse, click **Sales Order Transactions**.
 - To view the stock transactions for the currently selected warehouse, click **Stock Transactions**. You can also view this enquiry by double-clicking a warehouse record in the **Warehouse Transactions View**.
 - To view the works order transactions for the currently selected warehouse, click **Works Order**.
2. When you have finished viewing details, click **Close**.

Notes: To change the sort order of records in the view, click the column header of the column you want to use as the basis of the sort.

When you have selected a transactions view, you can also display totals using the relevant command on the **Action** menu or double-clicking an item in the view.

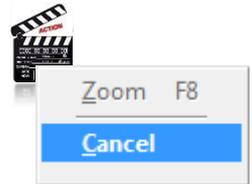
If you select the **Stock Transactions** command and you have the Costing module integrated with the Stock module, you can scroll to the right to see columns for job, phase and cost code information where applicable.

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 for information.

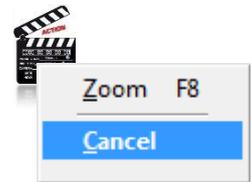
4.3.3.2 Traceable History Enquiry

Notes

If you use the Traceable History command on the Enquiry menu, a selection screen similar to the one used for the Stock Transactions enquiry appears. Here you can use the options to limit the range of traceable items selected for listing on the View tab. Most of the criteria are similar to the normal stock transaction enquiry, but with the additional facility to enter a specific serial or batch number. This means you can view all the transaction records relating to a particular serial or batch number. You can pick a single serial or batch number for enquiries. When you have selected the record you want to display, you click the Display Data command button and the View tab appears with the selection. For some transactions, like invoices, you can use the Zoom command on the Action menu to display the document to which the traceable transaction relates. This will depend on whether the original transaction image has been retained in your database.

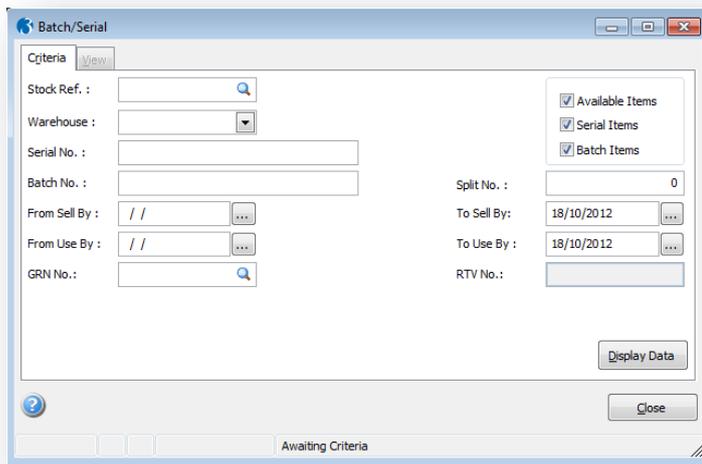


Stock Ref	WH	Bin	Batch/Serial	Type	Date	Quantity
CPOL001	MAIN	LOC06	6740390039	Receipt	10/05/2006	1
CPOL001	QURN		6740390040	Receipt	05/11/2006	1
CPOL001	QURN		6740390040	Transfer	02/12/2006	-1
CPOL001	MAIN		6740390040	Transfer	02/12/2006	1
CPOL001	QURN		6740390041	Receipt	05/11/2006	1



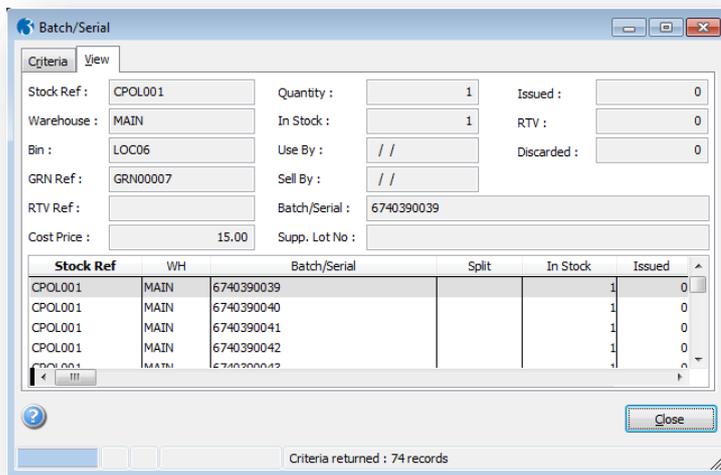
4.3.3.3 Batch/Serial Enquiry

If you use the Batch/Serial command on the Enquiry menu, the application displays a selection form in which you can use a variety of criteria to locate the traceable records you want to view. You can be as specific or vague as you want. The more specific the criteria, the more targeted will be the results selected for viewing. For example, you might want to see all the traceable records for a particular serial number. You simply enter the number in the Serial No. box and click Display Data and all outstanding records involving that serial number are available on the View tab. In the case of batch numbered items, in addition to the batch number, you can also specify the split number and a range of use by and sell by dates. You can also search on the basis of GRN or RTV numbers. The enquiry results are displayed on the View tab. The enquiry displays the trace numbers in stock according to the criteria, so a true available quantity can be determined. You can print the details of the enquiry using the Print command on the toolbar.



Note: Sell By and Use By dates can optionally be entered when batch numbers are assigned to a stock receipt. They are not mandatory so if they are not entered they are saved as empty dates. This means that even if you enter dates in the From/To Sell By & From/To Use By boxes assignments without dates will be displayed.

For example, if you want to see the batch numbers assigned that have sell by dates of '31/12/2012', these will be displayed with other batch numbers with blank sell by dates.



4.4 Initialise Historical Stock Valuation

Important: Before running this command take a backup of the company data using the [System - Utilities - Backup](#) command.

This form (accessed from the Stock Control - Utilities menu) is where the historical cost valuation report is set up in the current company.

This process initialises a dedicated database so that you can use the [Historical Stock Valuation](#) report in the future. The advantage of using this report rather than the [Stock Valuation](#) report is you will be able to get a valuation of one or more stock items as at a certain date in the past, for example at the end of your previous financial year for auditing purposes or at a certain period end.

When this process is completed the Historical Stock Valuation report will provide you with a valuation as at the day it was run. In effect the valuation on that report will be the same as on the Stock Valuation report. Historical cost information in the database will start to be gathered in Opera from the day this process is used and will gradually build up. The information will be saved whenever a stock item is included in a transaction in Opera. For example, when a stock receipt is posted in Stock Control or Purchase Orders Processing and when a stock issue is posted in Sales Order Processing.

Note: The database used by the [Historical Stock Valuation](#) report is also available in the Reporter application. The database is called 'Stock - Historical Stock'.

[Example ...](#)

report from the menu and enter '30/09/2012' in the box. The report then displays the valuation as at that date.

Caution:

1. This process may take a long time to complete, depending on the number of stock items and transactions there are in the company.
 2. This form should only be used once to set up Opera so that the [Historical Stock Valuation Report](#) can be used. If this form is used subsequently all records in the data table that is used for the historical cost valuation will be deleted.
-

4.4.1 Managing the Historical Stock Valuation Database

A single daily record is added to the historical stock valuation database for each stock item. The record is updated for both inward movements (for example, receipts from suppliers) and outward movements (for example, issues to customers).

Use the [Stock Control - Utilities - Period End](#) command to manage the size of the database used for this report. Over time the database will grow so housekeeping is important. The number of records in this database is displayed on the [System - Utilities - Data Status Check](#) form.

This feature is available in Opera 3

4.4.2 To Initialise the Historical Stock Valuation

This feature is available in Opera 3

This process initialises a dedicated database so that you can use the [Historical Stock Valuation](#) report in the future. The advantage of using this report rather than the [Stock Valuation](#) report is you will be able to get a valuation of one or more stock items as at a certain date in the past, for example at the end of your previous financial year for auditing purposes or at a certain period end.

When this process is completed the Historical Stock Valuation report will provide you with a valuation as at the day it was run. In effect the valuation on that report will be the same as on the Stock Valuation report. Historical cost information in the database will start to be gathered in Opera from the day this process is used and will gradually build up. The information will be saved whenever a stock item is included in a transaction in Opera. For example, when a stock receipt is posted in Stock Control or Purchase Orders Processing and when a stock issue is posted in Sales Order Processing.

Note: The database used by the [Historical Stock Valuation](#) report is also available in the Reporter application. The database is called 'Stock - Historical Stock'.

Example ...

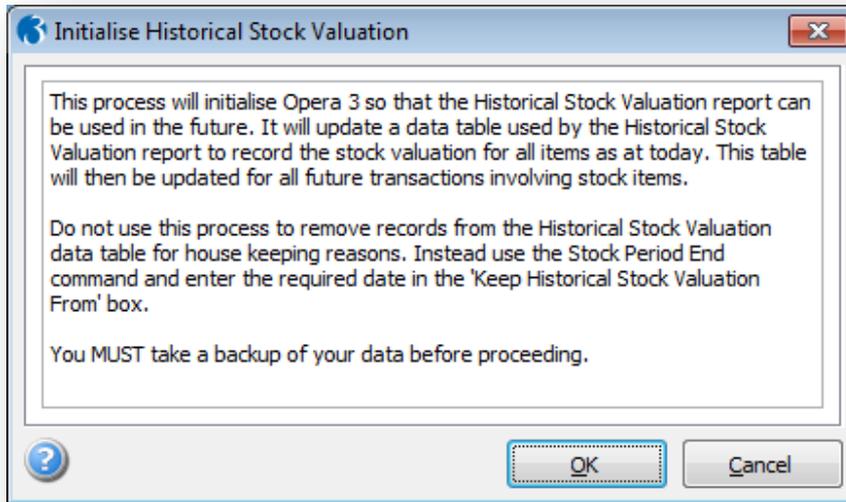
Your financial year starts on 1 October 2012.

You know that in the future your auditor will ask to see what your stock valuation was at the end of the previous financial year for each of your stock items.

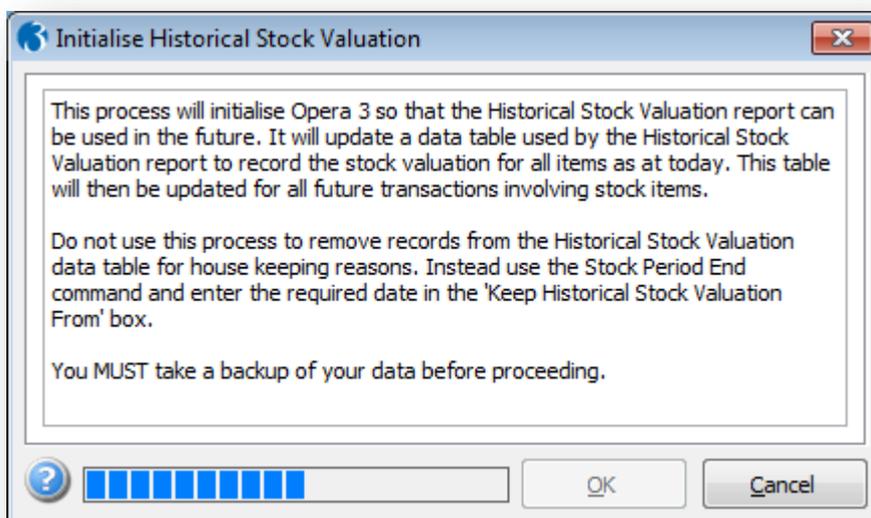
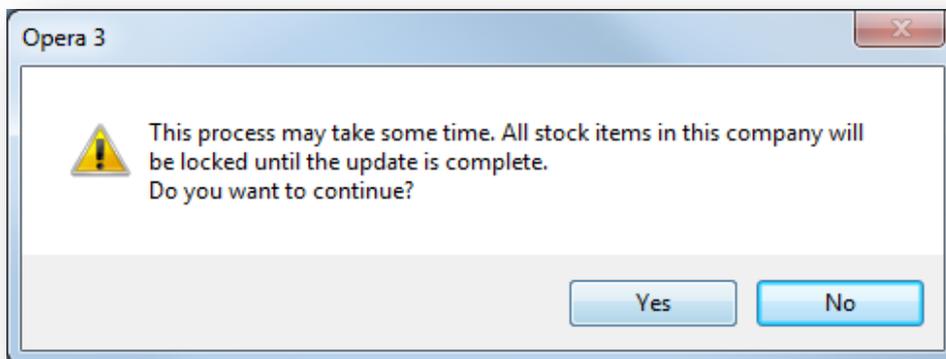
Before your year-end you use the Initialise Historical Stock Valuation command to set up Stock Control to firstly prepare the database and then gather the historical cost information in the future.

At a future date, say on 1 January 2013, your auditor asks to see the stock valuation for all your stock as at 30 September 2012. You open the Historical Stock Valuation report from the Stock Control - Reports menu and enter '30/09/2012' in the Produce Report As At box. The report then displays the valuation as at that date.

Important: Before running this command take a backup of the company data using the [System - Utilities - Backup](#) command.

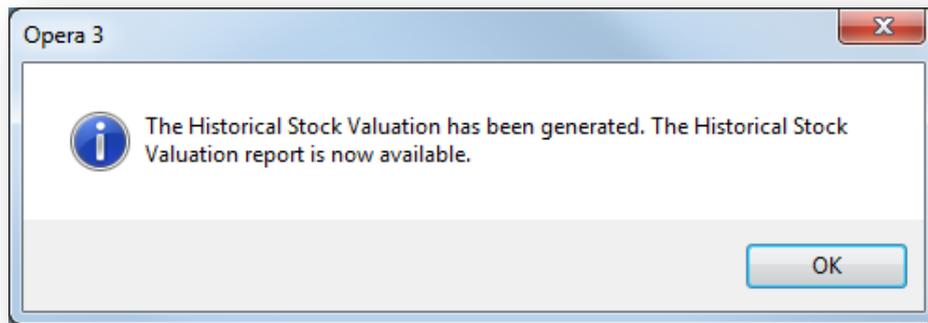


1. Open the Stock folder and then click Utilities or click the Supply Chain Management tab on the Ribbon Bar and then click Stock - Utilities.
2. Click Initialise Historical Stock Valuation.
3. Carefully read the information on the screen.
4. Select OK.



Caution: The process may take some time and other users will not be able to use the current company until the update is finished.

Notes



4.4.3 Historical Stock Valuation Report

Use this report to show the value of stock items as at a date in the past. You can produce the report in product, warehouse and category sequence. The report includes information about the in-stock quantity, cost price selling price and value. Options for the report determine whether negative or zero quantity stocks are included. Stock items that have been issued for a works order in the Bill of Materials application, and landed costs can also be included on the report.

Tip: See the Help topic for details on the steps that need to be followed to set up landed costs.

Note: This report can be viewed on screen, saved as a PDF document or printed. In Opera 3 it can also be saved as an Excel spreadsheet.

4.4.4 Initialising the Historical Stock Valuation

This report is available after the [Stock Control - Utilities - Initialise Historical Stock Valuation](#) command has been used, which sets up the necessary database that this report uses.

4.4.4.1 To Print the Historical Stock Valuation Report

1. Open the Stock folder and then click Reports or click the Supply Chain Management tab on the Ribbon Bar and then click Stock - Reports.
2. Click Historical Stock Valuation.
3. In the Sequence list, select the sequence option you want. You can produce the report in product, warehouse or category sequence, then, depending on the sequence you have selected, use the From and To lists to define the range of records you want included in the print run.



Historical Stock Valuation

Sequence : Product

Range :

From : CMAT044 Car Mat - Small

To : ZACD010 Sony Stereo WX-C600R

Show Negative Stock

Show Zero Quantity In Stock

Include Work In Progress

Include Landed Costs

Produce Report As At: 01/09/2012

OK Cancel

1. Choose the options from the following:
 - To include negative stock at the Produce Report As At date, tick Show Negative Stock.
 - To include zero quantity stock at the Produce Report As At date, tick Show Zero Quantity in Stock.
 - To include work in progress components that had been issued to works orders in Bill of Materials at the Produce Report As At date, tick Include Work In Progress.
 - To include landed costs for the stock items that have those costs applied to them at the Produce Report As At date, tick Include Landed Costs. This option is enabled if the Landed Costs option is selected on the [System - Maintenance - Company Profiles](#) form.
2. In the Produce Report As At box, enter the date when you want the stock to be valued.
3. Click OK. On the Publisher form, click the tab to select the output device you want to use and then complete any settings or options you want to apply to the output device. To process the output, click Publish.

The screenshot shows a software window titled 'Pegasus Opera 3 - Orion Vehicles Leasing' with a sub-window 'Report Preview - Historical Stock Valuation (sptrval.fru)'. The main content is a table titled 'Historical Stock Valuation by Product'. The table lists various products with their respective warehouse, bin numbers, quantities, and prices. The products include different models of cars (CMAT944, CMAT109, CMAT122) and mobile telephones (DTRON14, DTRON32). The table columns are: Product, Whse, Bin Number, Quantity In-Stock, Cost Price Inc. Unit LC, Selling Price, Cost Value Inc. LC, Selling Value, Potential Profit, and % Margin.

Product	Whse	Bin Number	Quantity In-Stock	Cost Price Inc. Unit LC	Selling Price	Cost Value Inc. LC	Selling Value	Potential Profit	% Margin
CMAT944 Car Mat - Small Costing: FIFO Profile: Single Items	MAAN		401.00	7.80	12.00	3128.92	4812.00	1683.08	34.98
CMAT109 Car Mat - Medium Costing: FIFO Profile: Mark up 40%	MAAN		268.00	7.80	10.92	2090.40	2926.56	836.16	28.57
CMAT122 Car Mat - Large Costing: FIFO Profile: Single Items	MAAN		196.00	11.88	14.00	2328.20	2744.00	414.80	15.12
CPOL001 Electric Car Polisher Profile: Serial Traceable	MAAN	LOO06	26	15.00	29.99	290.00	1029.74	649.74	62.49
DTRON14 Dialtron 14 Mobile Telephone Costing: FIFO Profile: Single Items	MAAN		133.00	56.99	85.00	7580.00	11305.00	3725.00	32.95
DTRON32 Dialtron 32 Mobile Telephone Costing: FIFO Profile: Single Items	MAAN		112.00	72.00	115.00	8064.00	12880.00	4816.00	37.39

Tip: To save this report as a Microsoft Excel spreadsheet, select *Excel Report* from the Report Layout box on the Publisher form.

This feature is available in Opera 3

4.4.4.2 Valuation Methods

This report calculates the stock value using the First In First Out (FIFO) method where relevant. This method uses the transaction prices to calculate a valuation. The FIFO valuation on the report will match the valuation held in the Nominal Ledger for the relevant period in most situations. However, in those situations where an item has slipped into negative stock the valuation on this report may be different.

For items that are linked to [Stock Profiles](#) that are not marked to use the FIFO method, the valuation is calculated using the cost prices on the stock item or relevant warehouse. The non FIFO valuation should also match the valuation held in the Nominal Ledger for the relevant period. However, if the cost price on the stock item or relevant warehouse has changed the valuations will be different. This is because the Nominal Ledger is updated using the cost price at the time of receipt, whereas this report uses the cost price on the stock item or relevant warehouse on the Produce Report As At date.

Example 1: FIFO stock

You own a stock item that is valued as FIFO with average costing. The average cost is £10 per item.

On 01/10/2012 you receive 100 into stock at £10 each. The average cost remains at £10. During October you sell and issue 90 of the items. On 01/11/2012 you receive a further 100 items at £11 each. You now have 110 items in stock and the average cost changes automatically to £10.50.

The Nominal Ledger was updated for each receipt and the issues to customers.

Date	Quantity	Cost Price	Value
01/10/2012	100	10	1000.00
01/10/2012 - 31/10/2012	- 90	10	-900.00
01/11/2012	100	11	1100.00
Nominal Ledger valuation			£1200.00

At the beginning of January 2013 you run the Historical Stock Valuation report as at 31/10/2012. At that date the average cost is £10 each and you had 10 in stock. The report therefore values the stock at $10 * £10 = £100.00$.

You also run the report as at 01/11/2012. At that date the you have 10 remaining from the first receipt at a value of £100.00 and 100 from the second receipt at a value of £1100. The report therefore values the stock at $£100.00 + £1100 = £1200.00$ (the same value as in the Nominal Ledger as at 01/11/2012).

Example 2: Non FIFO stock with standard costing

You own a stock item that is valued as Non FIFO with standard costing. The standard cost is £10 per item.

On 01/10/2012 you receive 100 into stock at £10 each. During October you sell and issue 90 of the items. On 01/11/2012 you receive a further 100 items into stock at £11 per item. You now have 110 items in stock.

The Nominal Ledger was updated for each receipt and the issues to customers.

Date	Quantity	Cost Price	Value
01/10/2012	100	10	1000.00
01/10/2012 - 31/10/2012	-90	10	-900.00
01/11/2012	100	11	1100.00
Nominal Ledger valuation			£1200.00

On 01/12/2012 you change the standard cost of the item to £11.

At the beginning of January 2013 you run the Historical Stock Valuation report as at 01/11/2012. At that date the standard cost is still £10 per item and you had 1100 in stock. The report therefore values the stock at $110 * £10 = £1100$.

You also run the report as at 01/12/2012. At that date the standard cost is £11 per item and you still had 110 in stock. The report therefore values the stock at $110 * £11 = £1210.00$ which is different to the Nominal Ledger.

Example 3: Non FIFO stock with average costing

You own a stock item that is valued as Non FIFO with average costing. The average cost is £10 per item.

On 01/10/2012 you receive 100 of the item into stock at £10 each. The average cost remains at £10. During October you sell and issue 90 of the items. On 01/11/2012 you receive a further 100 items into stock at £11 each. You now have 110 items in stock and the average cost changes automatically to £10.50.

The Nominal Ledger was updated for each receipt and the issues to customers.

Date	Quantity	Cost Price	Value
01/10/2012	100	10	1000.00
01/10/2012 - 31/10/2012	- 90	10	-900.00
01/11/2012	100	11	1100.00
Nominal Ledger valuation			£1200.00

*At the beginning of January 2013 you run the Historical Stock Valuation report as at 31/10/2012. At that date the average cost is £10 per item and you had 10 in stock. The report therefore values the stock at $10 * £10 = £100.00$.*

*You also run the report as at 01/11/2012. At that date the average cost is £10.50 per item and the quantity had increased to 110. The report therefore values the stock at $110 * £10.50 = £1155.00$ which is different to the Nominal Ledger.*

Note: This report can be viewed on screen, saved as a PDF document or printed. It can also be saved as an Excel spreadsheet.

4.4.4.3 Managing the Historical Stock Valuation Database

A single daily record is added to the historical stock valuation database for each stock item. The record is updated for both inward movements (for example, receipts from suppliers) and outward movements (for example, issues to customers).

Use the [Stock Control - Utilities - Period End](#) command to manage the size of the database used for this report. Over time the database will grow so housekeeping is important. The number of records in this database is displayed on the [System - Utilities - Data Status Check](#) form.

This feature is available in Opera 3

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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.

Change by	Prices	Percentage	Start	Finish
<input checked="" type="radio"/> Percentage	<input type="checkbox"/> Cost	0.00		
<input type="radio"/> Value	<input type="checkbox"/> Sell	0.00		
<input type="radio"/> Last cost	<input type="checkbox"/> Next	0.00	29/03/2012	...
	<input type="checkbox"/> Sale	0.00	29/03/2012	29/03/2012

To update prices globally

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

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

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

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

Notes

Report Preview (sqstgpcn.frx)

Orion Vehicles Leasing **Global Price Change**

Printed 29/03/2012 at 15:04 by MANAGER
 By MANAGER (Selected from CMAT044 to ZACD010)
 Cost Price Update Not Selected
 Selling Price By 5.00%
 Next Price Update Not Selected
 Sale Price Update Not Selected

Key : ***** = Numeric Overflow * = UpLifted Cost Price

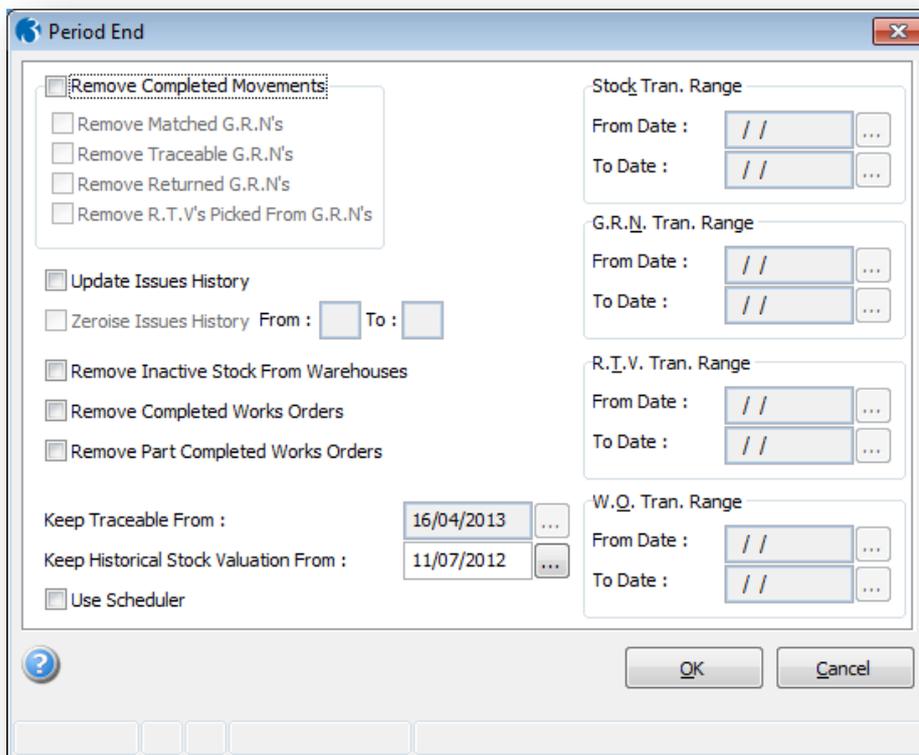
Orion Vehicles Leasing Global Price Change By Stock Reference						
Product	Description	Cost Price	Old Sell Price	New Sell Price	Next Price	Sale Price
CMAT044	Car Mat - Small	7.80	12.00	12.60	0.00	0.00
CMAT122	Car Mat - Large	11.25	14.00	14.70	0.00	0.00
CPOL001	Electric Car Polisher	18.00	39.99	41.99	0.00	0.00
DTRON16	Dialatron 16 Mobile Telephone	85.00	85.00	89.25	0.00	0.00
DTRON32	Dialatron 32 Mobile Telephone	72.00	115.00	120.75	0.00	0.00
ECAF001	Proppy Detailer Freshener	2.12	6.96	6.25	0.00	0.00
ECCD001	Digital Compass	10.99	21.27	22.33	0.00	0.00
ECHC001	Heat and Massage Cushion	32.00	51.06	53.61	0.00	0.00
ECHM001	Mobile Phone Holder - Silver	3.05	8.50	8.93	0.00	0.00
ECHD001	UnderLDR107 Radar Detector	75.00	169.35	177.83	0.00	0.00
ENTPACK01	Entertainment Package - With Phone	403.31	895.00	624.75	0.00	0.00
FABC100	Coolcushion Seat Fabric	5.00	16.00	16.80	0.00	0.00
FAN01	First Aid Kit	4.36	12.00	12.60	0.00	0.00
FAN02	First Aid Kit (No Label)	4.20	7.99	8.39	0.00	0.00
FILTER001	Engine Oil Filter (L3AC)	6.50	7.00	7.35	0.00	0.00
FPB03	Foot Pump	4.00	9.88	10.37	0.00	0.00
FUS289	5 amp Fuses - Box of 1000	25.00	100.00	105.00	0.00	0.00
HSSW001	High Security Steering Wheel	20.00	51.06	53.61	0.00	0.00
HSSW001	High Security Steering Wheel Br	14.25	35.29	40.20	0.00	0.00
JCK102	Car Jack	9.35	12.00	12.60	0.00	0.00

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 Period End

At the end of each accounting period, you use the **Period End** command to perform the following actions:

- Increment the stock accounting period by one.
- Accumulate issues and returns quantities for the period and store them as a period total in the previous period's net issues history.
- Remove receipts, transfers in, negative adjustments or returns which have been fully issued according to your selection criteria.
- Remove completed GRNs and RTVs according to your selection criteria.
- Remove traceable GRNs according to your selection criteria. 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 for information.
- Remove from the files any stock items or description only items that have been marked for deletion.
- Remove from the file any categories, gateway categories, profiles or warehouses that have been marked for deletion. Warehouses only apply if you have multi-warehouses feature activated
- Removes completed or part-completed works order records that have been processed in the BOM module.
- Update the relevant balances on the **Monitor Companies** form in the System module with the current stock valuation. This only takes account of stock items that have a positive in-stock balance. Any stock items with a negative stock balance are ignored.



5.2.1 Period End Options

When you use the **Period End** command, the **Period End Options** screen appears and you can select the processing options accordingly.

Box	Description
Remove Completed Movements	An option that determines whether you enter a stock transaction date range that controls the removal of completed stock movements; that is all transaction lines that have a zero balance, such as a FIFO receipt that has been fully issued. All non-FIFO transactions will be removed for the date range selected because they will have transaction lines with zero balances anyway. Dates are calculated on the basis of the dates on the transaction database and the GRN database and these are offered as defaults. If the GRN database is blank, the GRN transaction ranges will be unavailable.
Transaction Date Ranges	See above.
Remove Matched GRNs	An option that determines whether GRN documents, within the date range specified and that have been matched to purchase orders, are removed.
Remove Traceable GRNs	An option that determines whether completed GRN documents containing traceable items within the date range, are removed. 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 for information.
Remove Returned GRNs	An option that determines whether GRN documents, within the date range specified and that have been returned in full through RTVs, are removed.
Remove RTVs Picked from GRNs	An option that determines whether RTV documents, within the date range specified and that have been picked from GRNs, are removed.

Update Issues History	An option that determines whether the issues history is moved back by one period.
Zeroise Issues History	An option that determines whether the issues history for the periods selected is zeroed. You can only select this option if you have selected the Update Issues History option. You can enter the start period in the From box. The To box will always be set to '12', so the oldest history is cleared.
Remove Inactive Stock From Warehouses	An option that determines whether stock records are removed from warehouses where the allocated, and free stock, projected stock and quantity on sales and purchase orders are all zero. This only applies if you have the multi-warehouses feature activated and have selected the Use Multi-Warehousing option on the Set Options form. Note: Such stock items are removed from each warehouse where these conditions are met. That is, when this setting is switched on, it will break the link between a stock item and a warehouse as created by the F7 Link process.
Remove Completed Works Orders	An option that determines whether the application removes completed works order records that have been processed in the BOM module. A works order transaction date range is provided so you can specify the range of completed works orders to be removed from the files.
Remove Part Completed Works Orders	An option that determines whether the application removes partly-completed works orders. This is for those circumstances where works orders are never completed but still need to be cleared down.
Keep Traceable From	The date from which traceable records will be retained. This is a display only field. The date depends on the number of months you want to retain traceable history and this is defined in the Maintain History For...Months box under the Traceability group heading on the Stock module's Set Options form. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.
Keep Historical Stock Valuation From	The date from which records will be retained in the database used by the Historical Stock Valuation report. The date defaults to the earliest date in the database so by default all records will be retained. You can enter a date up to the date of the most recent record in the database. If you enter the date of the most recent record all the historical stock valuation records in the database will be removed. This feature is available in Opera 3
Use Scheduler	Scheduler is a separate application that works with Opera 3 to allow tasks to be scheduled to run at a later time. Running some tasks during normal working hours can interrupt other essential daily processing tasks in Opera 3 and reduce data processing time. Using Scheduler you can plan and process the tasks outside of your normal working day and be confident that normal processing tasks can be done without interruption. This feature is available in Opera 3 This option determines whether this process will be run at a later time. Pegasus Scheduler must be installed on the Opera 3 server before you can tick this box. A note is displayed if a problem prevents this box being ticked: <ul style="list-style-type: none"> 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.

Use Scheduler...

- 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.

Notes

Note: We recommend you produce any period reports you want before you use the **Period End** command. We also recommend you take a backup of your data files.

In addition, Period End will also carry out the following tasks:

- Removes any stock items which have been marked for deletion.
- Removes any categories, profiles or warehouses that have been marked for deletion.

To carry out the stock period end process

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

1. Open the Stock folder and then click Utilities or click the Supply Chain Management tab on the Ribbon Bar and then click Stock - Utilities.
2. On the Period End form, select the options and select the necessary date ranges.
3. Tick the Use Scheduler box to schedule to run this process at a later time. This feature is available in Opera 3
4. Click OK.

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Appendix

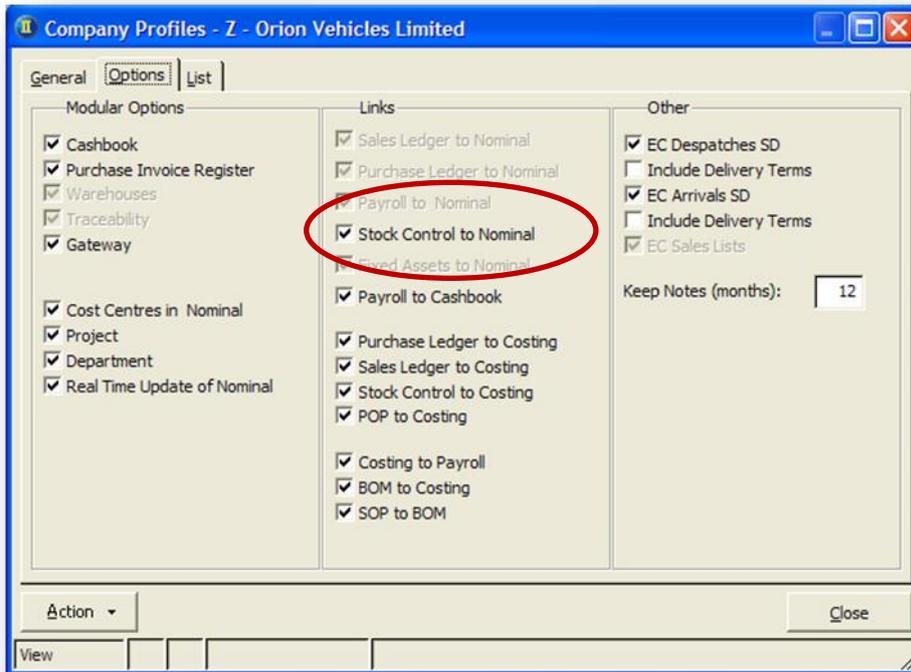
Appendix A – Nominal Ledger

Stock to Nominal Update

In previous versions of Opera 3 the Nominal Ledger does not get updated when stock movements are posted. This means the user has to manually post stock journals each month to show the current stock values in the management reports.

An enhancement has been added to Opera 3 to allow stock movements to update the Nominal Ledger either by 'Real Time Updates' or by the traditional batch transfer method.

Within Company Profiles a new option called 'Stock Control to Nominal' has been added. To activate the update of stock movements to nominal, this option needs to be ticked.

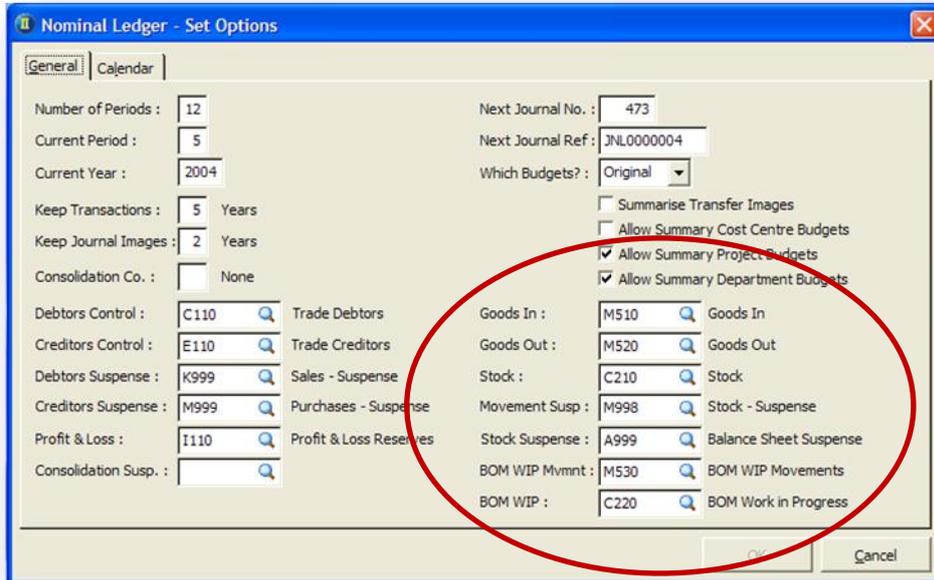


On selecting the option within Company Profiles your will be prompted with the following warning message.



Within the Nominal Ledger Set Options, there will be 6 new control accounts, which will need to be updated with Nominal Accounts. These fields only become active when the option 'Stock Control to Nominal' has been selected in Company Profiles, and the Stock Module and or BOM Module is present.

These fields must be populated before Stock Transfer to Nominal can take place.

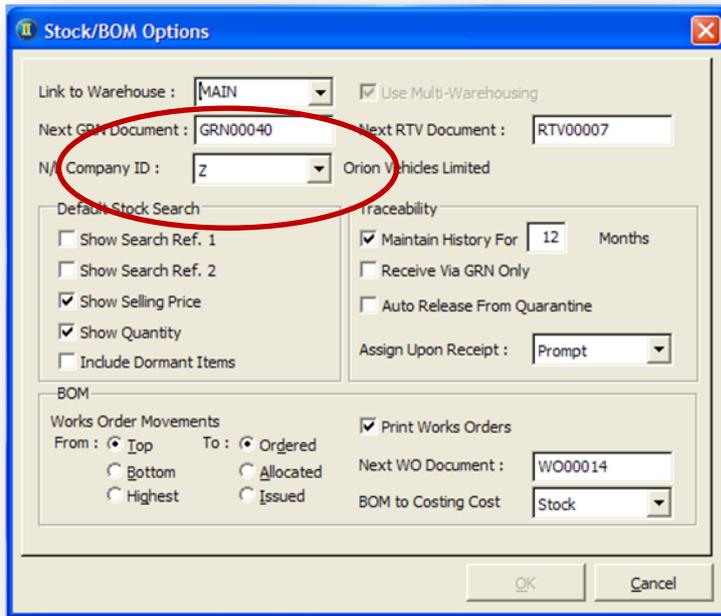


The following rules are applied to the nominal accounts:

- Goods In A/c – Any type of account
- Goods Out A/c – Any type of account
- Stock A/c – Must be an Asset
- BOM WIP Movement A/c - Any type of account
- BOM WIP A/C - Must be an Asset
- Stock Suspense A/c - Any type of account

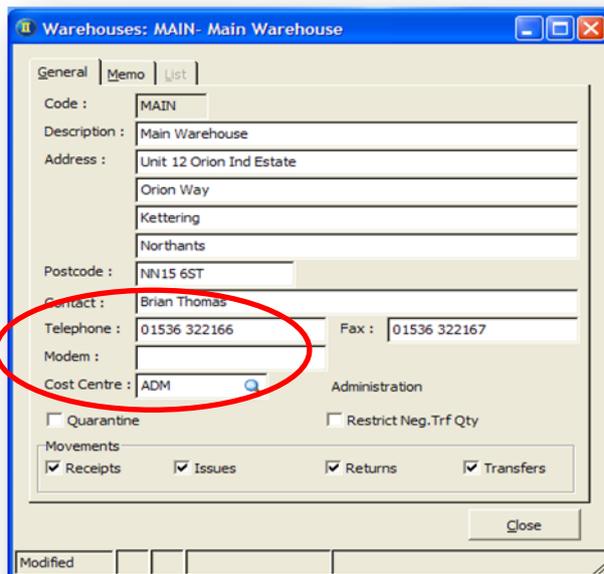
The 'Real Time Update' will be determined by the 'Real Time Update of Nominal' option currently in the Company Profiles. Because this is now an option, when you turn on 'Real Time Update of Nominal' in Company Profiles the system will check the new Stock Transfer file 'CNOML' for items that have not been transferred in the Current Period.

In Stock, Utilities, Set Options form a new field called 'Nominal Co ID' has been added.



This allows you to define the company Nominal Ledger you wish to update. This field only becomes active if the 'Stock Control to Nominal' has been activated. This field is the same as those in the Sales Ledger and Purchase Ledger Set Options. The Stock 'Nominal Co ID' must be the same as those in the Sales and Purchase Ledger.

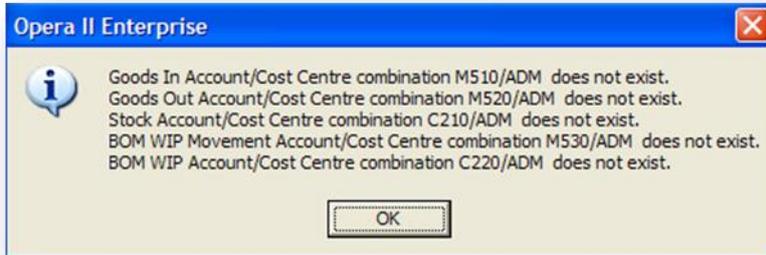
A new field has been added to the Stock Warehouse Maintenance form. This additional field 'Cost Centre' allows stock postings to the Nominal Ledger to be posted to different Cost Centres dependant on the warehouse being used.



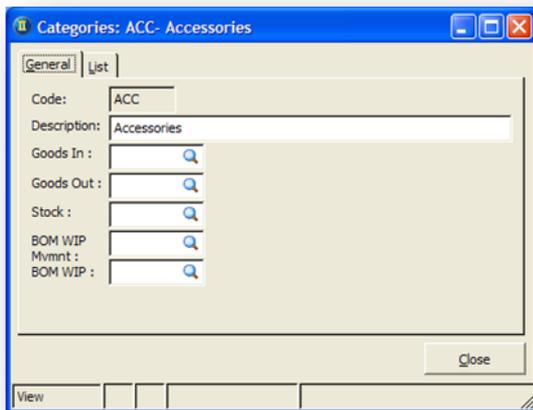
This field will only become active if the 'Stock Control to Nominal' and Cost Centres have been activated in Company Profiles.

If a Cost Centre is entered into this field then the Nominal A/c and Cost Centre combination must exist for all of the stock control accounts.

You must set up the Control A/c and Cost Centre before you can enter a Cost Centre into this field. If the account and Cost Centre has not been created you get the following warning message and you cannot save the form until the Cost Centre has been removed.



As well as the default Nominal Control accounts in Set Options, you can also set up individual control accounts in Stock, Maintenance and Categories. This gives you the ability to assign different Stock Nominal Accounts dependant on the category of stock.



If one is not assigned Opera 3 will use the default set up in Set Options.

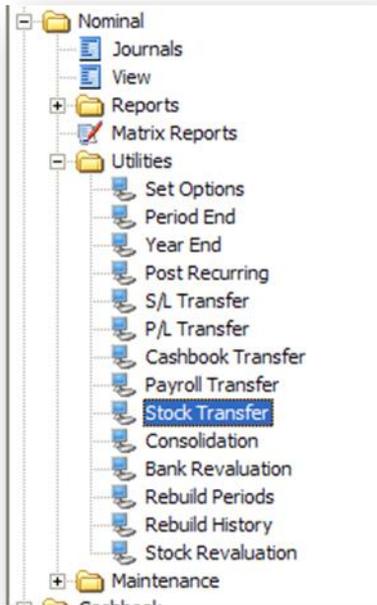
Opera 3 will always look at the category first before using the defaults in Set Options.

Stock Transactions

Stock movements can occur using various modules in Opera 3 for example SOP, POP, Stock, BOM and Importer. Movements can consist of Receipts, Returns, Issues, Adjustments and Transfers. A Journal will now be created whenever stock is moved. The journal will be written away to a new transfer table, 'CNOML'.

'CNOML', the transfer file will hold each journal created and updates the Nominal when transferred.

The transfer of these journals can occur in one of two ways either by the 'Real Time Update', which is set on in Company Profiles (Stock conforms to the similar rules as all other modules when Real Time Update is activated) or by Stock Transfer routine which is located in Nominal, Utilities Stock Transfer.



Like all Nominal Transfers you have the opportunity to run the routine either by Report only or Report and Transfer.



Note: When Stock Journals are transferred to the Nominal they update 'NTRAN', the nominal transaction table. Within the field 'NT_TYPE' a new movement setting of 'C' has been added for Stock Journals, this is similar to 'S' for Sales and 'W' for payroll.

If for some reason, the records in 'CNOML' don't balance to zero, during real time update or manual stock to Nominal Transfer, a balancing figure will be posted in 'NTRAN' and posted to the suspense account set in Set Options. Journals will be posted to the suspense account if for some reason the Nominal account and Cost Centre combination held in 'CNOML' does not exist as an Account in the Nominal.

Stock Movements examples

Stock Receipt

A single item valued at £100.00 is being delivered from a POP order. When the goods are receipted into stock the following Journal in CNOML is posted:

	Dr	Cr
Goods in A/c		100.00
Stock A/c	100.00	

Stock Issue

In SOP we have update stock at delivery turned on. A single item valued at 100.00 is being delivered to a customer from a Sales Order. When the goods are issued from stock the following journal in CNOML is posted

	Dr	Cr
Goods Out A/c	100.00	
Stock A/c		100.00

Transfer

If a user performs a Stock Transfer Opera 3 will create an issue out from one warehouse and receipt into another. In this instance the system will post two journals, one for the issue out and one for the receipt into the other warehouse.

Adjustment

An Adjustment in stock either positive or negative is the same transactional process as a receipt or issue.

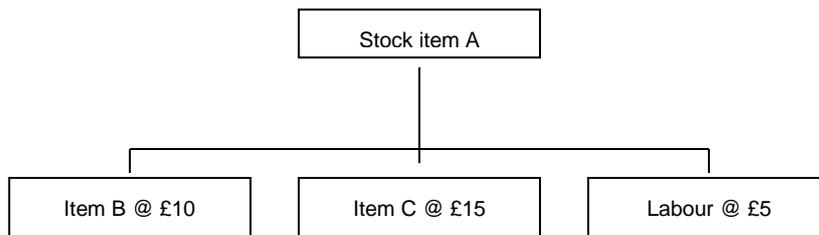
Return

When a return is made to stock the same accounts as an issue are used but as a reversing journal. When the goods are return into stock the following journal in CNOML is posted.

	Dr	Cr
Goods Out A/c		100.00
Stock A/c	100.00	

BOM Posting

When an assembly is issued into WIP goods is issued from stock. Using the following BOM, the following Journal would be created:



Two Stock items B and C and one Labour item.

		Dr	Cr
Goods Out A/c	Stock item B	10.00	
Stock A/c	Stock item B		10.00
Goods Out A/c	Stock item C	15.00	
Stock A/c	Stock item C		15.00
BOM WIP Movement	Stock item B		10.00
BOM WIP A/c	Stock item B	10.00	
BOM WIP Movement	Stock item C		15.00
BOM WIP A/c	Stock item C	15.00	

When the finished assembly 'A' is completed it is moved into stock at its new value and the work in progress values decrease.

		Dr	Cr
Goods Out A/c	Stock item A		30.00
Stock A/c	Stock item A	30.00	
BOM WIP Movement	Stock item B	10.00	
BOM WIP A/c	Stock item B		10.00
BOM WIP Movement	Stock item C	15.00	
BOM WIP A/c	Stock item C		15.00

When transactions are posted into CNOML a field called CX_TYPE is updated with the type of transaction. These are the following:

- J = ADJUSTMENT
- R = RECEIPT
- I = ISSUE
- T = RETURN
- X = TRANSFER

For postings from SOP and POP, if the transaction lines have an advanced nominal dimension (Project or Department) the account will only be updated with the additional dimension if the Optional or Forced option has been selected against the Stock movement Nominal Account.

The same rules apply as any other posting in Opera 3 that holds the additional dimensions.

For Direct Stock movements like direct receipt or issue the Nominal Ledger dimensions are not captured unless the nominal accounts are set to mandatory with a fixed dimension code.

Stock Period End

The stock period end has been enhanced to automatically check the CNOML file and to clear down all transactions that have been posted to the Nominal.

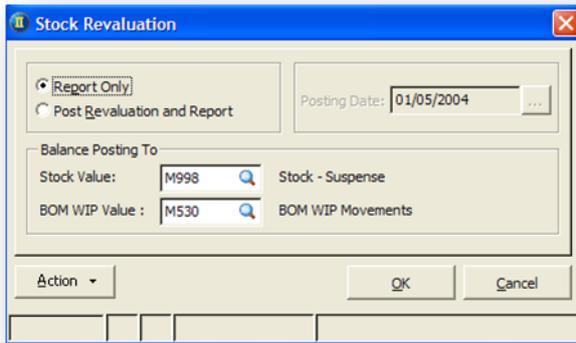
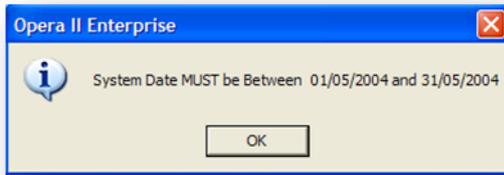
If the Real Time Update to Nominal is in use, the period end will check for all transactions that have not yet been transferred to Nominal and posts them.

Stock Revaluation

A new function has been added to Nominal, Utilities called Stock Revaluation.

This utility has been designed to re-align the stock values in the Nominal Ledger as to that which is shown on the stock valuation report. If the Nominal account is out of balance to the Stock Revaluation report a Journal will be created and posted to the Nominal.

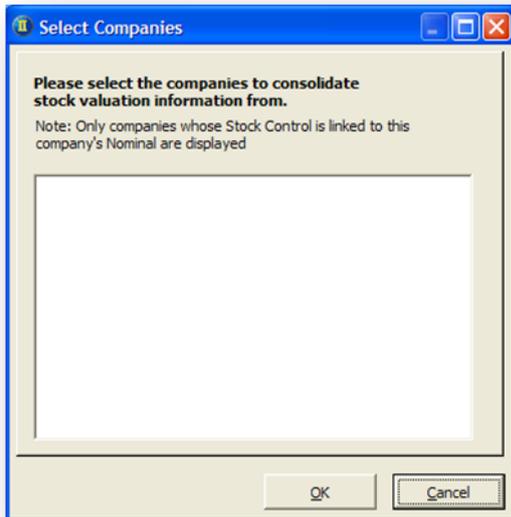
To use this utility you must have the system date within the same date as the current Nominal Period or the system will generate the following message and you cannot continue.



The Stock revaluation can be run by report only or by report and post.

You can also override the default nominal accounts that should be updated if a correcting journal is generated.

Under the Action button you have Select Companies. This option allows you to select additional companies that have stock linked to the company's nominal you are currently in.



All journals that have not been posted to the nominal must be posted before the Stock Revaluation can be run. A message will be generated and the user cannot progress until the transfer has been carried out.



If the Revaluation finds discrepancies a journal will be posted to the nominal to correct the in-balance. A report similar and journal image is generated, similar to the one below.

Orion Vehicles Limited		Nominal Stock Revaluation Adjustment Posting	
Printed on 01/05/2004 at 10:13 by ADMIN			
Orion Vehicles Limited			
Selected Companies	Z	Journal	478
		Page	1
		Period	05/2004
		Dated	01/05/2004
		Dr	Cr
C210	Stock	79128.94	
M998	Stock - Suspense		79128.94
		79128.94	79128.94

Issue with upgrading to Opera 3

When upgrading from other software such as Pegasus Capital Gold, Sage Line 50, Pegasus Senior or Pegasus Single User the stock to Nominal link option must be switched off, as this will prevent the upgrade from being run.

Once the upgrades have been completed the link can then be activated.

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 its 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 not 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 known 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 – Stock Valuation Notes

Basics

Last Cost Last Cost X Quantity
 Average Cost Average Cost X Quantity
 Standard Cost Standard Cost X Quantity

Average Cost Calculation

New Average Cost ((Old Average x Old Quantity in Stock) + Receipt Cost x Quantity Receipt) / New Qty in Stock

Opera 3 Scenarios inc FIFO - Stock Valuation Report(s)

1stReceipt		Cost (Cname)	StockValue (Cost&Fifoticked)	StockValue (Cost&Fifonotticked)	StockValue (LastCost&Fifoticked)	StockValue (LastCost&Fifonotticked)
1	NonFifo, Average Cost	R10@£10	£10.00	£100.00	£100.00	£100.00
2	Fifo, Average Cost	R10@£10	£10.00	£100.00	£100.00	£100.00
3	NonFifo, Standard Cost	R10@£10	£10.00	£100.00	£100.00	£100.00
4	Fifo, Standard Cost	R10@£10	£10.00	£100.00	£100.00	£100.00

2ndReceipt		Cost (Cname)	StockValue (Cost&Fifoticked)	StockValue (Cost&Fifonotticked)	StockValue (LastCost&Fifoticked)	StockValue (LastCost&Fifonotticked)
1	NonFifo, Average Cost	R10@£20	£15.00	£300.00	£300.00	£400.00
2	Fifo, Average Cost	R10@£20	£15.00	£300.00	£300.00	£400.00
3	NonFifo, Standard Cost	R10@£20	£10.00	£200.00	£200.00	£400.00
4	Fifo, Standard Cost	R10@£20	£10.00	£300.00	£200.00	£400.00

SOPInvoice-Issue		Cost (Cname)	StockValue (Cost&Fifoticked)	StockValue (Cost&Fifonotticked)	StockValue (LastCost&Fifoticked)	StockValue (LastCost&Fifonotticked)
1	NonFifo, Average Cost	6	£15.00	£210.00	£210.00	£280.00
2	Fifo, Average Cost	1	£15.00	£290.00	£285.00	£380.00
3	NonFifo, Standard Cost	6	£10.00	£140.00	£140.00	£280.00
4	Fifo, Standard Cost	6	£10.00	£240.00	£140.00	£280.00
2	Fifo, Average Cost	1	£15.00	£240.00	£210.00	£280.00

Further scenarios: Stock Valuation Vs Historical Vs Nominal

Valuation Methods

This report calculates the stock value using the First In First Out (FIFO) method where relevant. This method uses the transaction prices to calculate a valuation. The FIFO valuation on the report will match the valuation held in the Nominal Ledger for the relevant period in most situations. However, in those situations where an item has slipped into negative stock the valuation on this report may be different.

For items that are linked to [Stock Profiles](#) that are not marked to use the FIFO method, the valuation is calculated using the cost prices on the stock item or relevant warehouse. The non FIFO valuation should also match the valuation held in the Nominal Ledger for the relevant period. However, if the cost price on the stock item or relevant warehouse has changed the valuations will be different. This is because the Nominal Ledger is updated using the cost price at the time of receipt, whereas this report uses the current cost price.

Stock Items set up as follows;

Depending on the stock set-up (fifo/non-fifo/average or standard cost) – the system may report varying valuations especially if the stock item drops into a negative qty and back into positive.

When using FIFO ruling (Average & Standard Cost) the Historical Stock Valuation should match the Nominal balance for the respective periods. This is due to the Total Value in the CHVAL table being updated using logic.

With the scenario of the Stock quantity going negative, for the historical stock valuation, the rule is that it has to use the cost from the header (stock) to ascertain the negative value as such. So when the quantity goes back to positive, it uses the transactions to calculate out the appropriate value.

With a stock item having an initial cost of 10 (lets presume we are using FIFO with STD cost)

1. Receipt qty 1 Price 15
2. Receipt qty 1 Price 9
3. Issue qty 4
4. Receipt qty 3 Price 11

The following figures are reported;

- Stock valuation (non-fifo) = 10 (*non-fifo will take the qty x cost price on header = 10*)
- Stock valuation (fifo) = 11 (*fifo will take the qty x cost on the fifo transaction = 1 of the 3 receipted in at 11*)
- Historical stock valuation = 13 (*uses the total value of the stock – matching the nominal – and reporting the difference. The calculation works as follows; stock was qty 2 valued at 24 (15 + 9), then 4 are issued (2 for the value of 24, 2 for the value of 10 as it assumes the stock cost from the header to cost the -ve qty - remember as you cannot really physically “hold” negative stock. This gives the value of -2 qty with a -ve valuation of 20 (2 x -10). Receipt 3 in at 11 (value of 33). Meaning you have one in stock. When analysing the “valuation” it will calculate out -20 + 33 = 13.)*)

Using the same set-up and transactions but with a non-fifo and standard or average cost item all three valuation reports should match, but may differ from the Nominal value.

The following tables will help follow through 4 scenario's, following the stock valuations and subsequent postings. There are tables for;

1. Stock item FIFO – Average cost
2. Stock item Non-FIFO – Average cost
3. Stock item FIFO – Standard cost
4. Stock item Non-FIFO – Standard cost

Profile	FIFO & Average	NON-FIFO & Average	FIFO & Standard	NON-FIFO & Standard
Cost entered	£10.00	£10.00	£10.00	£10.00

FIFO & Average

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 1	10 x £15	15	150	15
Receipt 2	10 x £9	12	240	12
Receipt 3	10 x £8	10.67	320	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	30	10.67	320.1	320		320
Valuation + Fifo on	30	10.67	320	cr (-ve in CNOML)		dr (+ve in CNOML)
Historical Valuation	30	10.67	320			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 1	6	10.67	230	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	24	10.67	256.08		90	-90
Valuation + Fifo on	24	9.58	230			
Historical Valuation	24	9.58	230			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 2	10	10.67	116	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	14	10.67	149.38		114	-114
Valuation + Fifo on	14	8.29	116			
Historical Valuation	14	8.29	116			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 4	12 x £5	8.05	176	8.05

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	26	8.05	209.3	-60		60
Valuation + Fifo on	26	6.77	176			
Historical Valuation	26	6.77	176			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 3 (-ve)	30	8.05	-32.2	8.05

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	-4	8.05	-32.2		208.2	-208.2
Valuation + Fifo on	-4	8.05	-32.2			
Historical Valuation	-4	8.05	-32.2			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 5	10 x £11	11	77.8	11

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	6	11	66	-110		110
Valuation + Fifo on	6	11	66			
Historical Valuation	6	12.97	77.8			

NON-FIFO & Average

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 1	10 x £15	15	150	15
Receipt 2	10 x £9	12	240	12
Receipt 3	10 x £8	10.67	320	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	30	10.67	320.1	320		320
Valuation + Fifo on	30	10.67	320.1	cr (-ve in CNOML)		dr (+ve in CNOML)
Historical Valuation	30	10.67	320.1			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 1	6	10.67	255.98	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	24	10.67	256.08		64.02	-64.02
Valuation + Fifo on	24	10.67	256.08			
Historical Valuation	24	10.67	256.08			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 2	10	10.67	149.28	10.67

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	14	10.67	149.38		106.7	-106.7
Valuation + Fifo on	14	10.67	149.38			
Historical Valuation	14	10.67	149.38			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 4	12 x £5	8.08	209.28	8.05

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	26	8.05	209.3	-60		60
Valuation + Fifo on	26	8.05	209.3			
Historical Valuation	26	8.05	209.3			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 3 (-ve)	30	8.05	-32.2	8.05

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	-4	8.05	-32.2		241.5	-241.5
Valuation + Fifo on	-4	8.05	-32.2			
Historical Valuation	-4	8.05	-32.2			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 5	10 x £11	11	77.78	11

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	6	11	66	-110		110
Valuation + Fifo on	6	11	66			
Historical Valuation	6	11	66			

FIFO & Standard

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 1	10 x £15	10	150	10
Receipt 2	10 x £9	10	240	10
Receipt 3	10 x £8	10	320	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	30	10	300	320		320
Valuation + Fifo on	30	10.67	320	cr (-ve in CNOML)		dr (+ve in CNOML)
Historical Valuation	30	10.67	320			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 1	6	10	230	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	24	10	240		90	-90
Valuation + Fifo on	24	9.58	230			
Historical Valuation	24	9.58	230			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 2	10	10	116	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	14	10	140		114	-114
Valuation + Fifo on	14	8.29	116			
Historical Valuation	14	8.29	116			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 4	12 x £5	10	176	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	26	10	260	-60		60
Valuation + Fifo on	26	6.77	176			
Historical Valuation	26	6.77	176			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 3 (-ve)	30	10	-40	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	-4	10	-40		216	-216
Valuation + Fifo on	-4	10	-40			
Historical Valuation	-4	10	-40			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 5	10 x £11	10	70	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	6	10	60	-110		110
Valuation + Fifo on	6	11	66			
Historical Valuation	6	11.67	70			

NON-FIFO & Standard

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 1	10 x £15	10	150	10
Receipt 2	10 x £9	10	240	10
Receipt 3	10 x £8	10	320	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	30	10	300	320		320
Valuation + Fifo on	30	10	300	cr (-ve in CNOML)		dr (+ve in CNOML)
Historical Valuation	30	10	300			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 1	6	10	260	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	24	10	240		60	-60
Valuation + Fifo on	24	10	240			
Historical Valuation	24	10	240			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 2	10	10	160	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	14	10	140		100	-100
Valuation + Fifo on	14	10	140			
Historical Valuation	14	10	140			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 4	12 x £5	10	220	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	26	10	260	-60		60
Valuation + Fifo on	26	10	260			
Historical Valuation	26	10	260			

	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Issue 3 (-ve)	30	10	-80	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	-4	10	-40		300	-300
Valuation + Fifo on	-4	10	-40			
Historical Valuation	-4	10	-40			

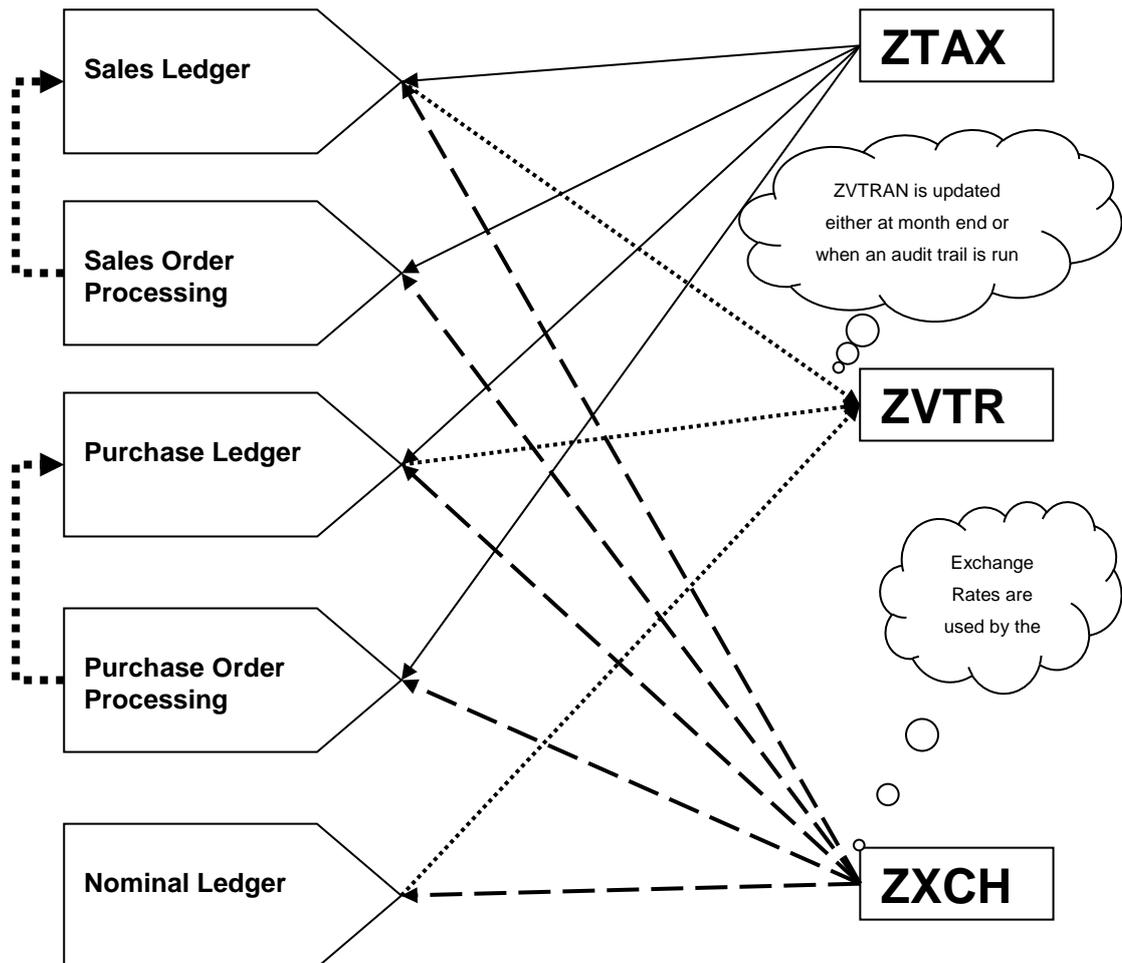
	Transaction	CNAME Cost	CHVAL Cost Value	CHVAL Cost
Receipt 5	10 x £11	10	30	10

	Qty	Cost Price	Cost Value	M515 (Goods In)	M525 (Goods Out)	C215 (Stock)
Valuation + Fifo off	6	10	60	-110		110
Valuation + Fifo on	6	10	60			
Historical Valuation	6	10	60			

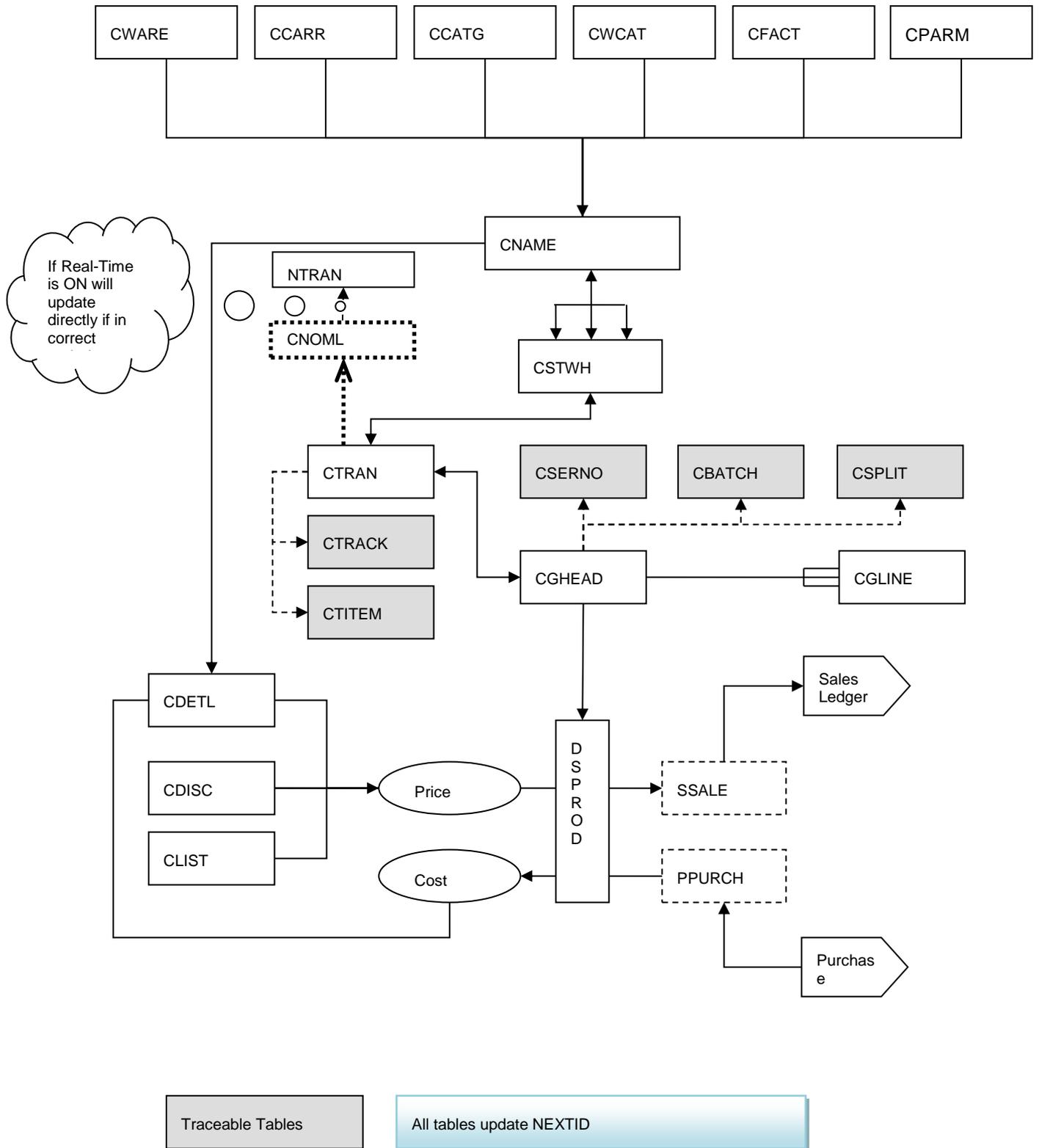
Appendix F – Data Structures & Technical Information

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

VAT & Exchange Rates



Stock



cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact=cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	LEFT JOIN cfact ON cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cfact	left join cfact on cname.cn_fact = cfact.cf_code
cghead	LEFT JOIN cghead ON cgline.ci_chref=cghead.ch_ref
cghead	LEFT JOIN cghead ON cgline.ci_chref=cghead.ch_ref
cgline	LEFT JOIN cgline ON cmatch.cm_chref=cgline.ci_chref AND cmatch.cm_ciline=cgline.ci_line
cgline	LEFT JOIN cgline ON cbatch.cb_chref=cgline.ci_chref AND cbatch.cb_cgline=cgline.ci_line
chead	LEFT JOIN chead ON cline.cy_cxref=chead.cx_ref
clist	LEFT JOIN clist ON cdetl.cd_code=clist.cl_code AND cdetl.cd_curr=clist.cl_curr
clist	LEFT JOIN clist ON cdetl.cd_code=clist.cl_code AND cdetl.cd_curr=clist.cl_curr
cname	LEFT JOIN cname ON cstruc.cv_compone=cname.cn_ref
cname	LEFT JOIN cname ON chead.cx_assembl=cname.cn_ref
cname	LEFT JOIN cname ON chead.cx_assembl=cname.cn_ref
cname	LEFT JOIN cname ON cgline.ci_cnref=cname.cn_ref
cname	LEFT JOIN cname ON ctrack.ck_cnref=cname.cn_ref
cname	INNER JOIN cname ON ctran.ct_ref=cname.cn_ref
cname	LEFT JOIN cname ON csplit.cz_cnref=cname.cn_ref
cname	INNER JOIN cname ON cstwh.cs_ref=cname.cn_ref
cname	LEFT JOIN cname ON crline.ri_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cgline.ci_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cbatch.cb_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cdetl.cd_ref=cname.cn_ref
cname	LEFT JOIN cname ON drline.dl_cnref=cname.cn_ref
cname	LEFT JOIN cname ON dsprod.ds_cnref=cname.cn_ref
cname	LEFT JOIN cname ON doline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON ialloc.it_stock=cname.cn_ref
cname	LEFT JOIN cname ON itran.it_stock=cname.cn_ref
cname	LEFT JOIN cname ON jwipr.jw_stref=cname.cn_ref
cname	LEFT JOIN cname ON jeline.jd_stref=cname.cn_ref
cname	LEFT JOIN cname ON jccode.ja_stref=cname.cn_ref
cname	LEFT JOIN cname ON jbline.jb_stref=cname.cn_ref
cname	LEFT JOIN cname ON jccode.ja_stref=cname.cn_ref
cname	LEFT JOIN cname ON jcline.jd_stref=cname.cn_ref

cname	LEFT JOIN cname ON litran.lt_stock=cname.cn_ref
cname	LEFT JOIN cname ON lcprod.lc_cnref=cname.cn_ref
cname	LEFT JOIN cname ON pline.pl_cnref=cname.cn_ref
cname	LEFT JOIN cname ON doline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON hsanal.sa_product=cname.cn_ref
cname	LEFT JOIN cname ON sanal.sa_product=cname.cn_ref
cname	LEFT JOIN cname ON cdetl.cd_ref=cname.cn_ref
cname	LEFT JOIN cname ON cserno.ce_cnref=cname.cn_ref
cname	LEFT JOIN cname ON cname.cn_ref=LEFT(znotes.zn_account,8)
cname	LEFT JOIN cname ON dmline.do_cnref=cname.cn_ref
cname	LEFT JOIN cname ON dmactiv.stockref=cname.cn_ref
cname	LEFT JOIN CNAME ON dmestruc.partcode = cname.cn_ref
cname	LEFT JOIN CNAME ON DMKNOWL.PSTK= CNAME.CN_REF
cname	left join cname on dmactiv.stockref=cname.cn_ref
cname	left join cname on dmestruc.partcode = cname.cn_ref
cname	left join cname on dmknowl.pstk= cname.cn_ref
crhead	LEFT JOIN crhead ON crline.ri_rhref=crhead.rh_ref
cstruc	LEFT JOIN cstruc ON chead.cx_assembl=cstruc.cv_assembl
cstruc	LEFT JOIN cstruc ON chead.cx_assembl=cstruc.cv_assembl
cstwh	LEFT JOIN cstwh ON ctrack.ck_cnref=cstwh.cs_ref AND cstwh.cs_whar=ctrack.ck_loc
cstwh	LEFT JOIN cstwh ON ctran.ct_ref=cstwh.cs_ref AND ctran.ct_loc=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON doline.do_cnref=cstwh.cs_ref AND doline.do_cwcode=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON itran.it_stock=cstwh.cs_ref AND itran.it_cwcode=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON jwipr.jw_stref=cstwh.cs_ref AND jwipr.jw_stwh=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON jbline.jb_stref=cstwh.cs_ref AND jbline.jb_stwh=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON litran.lt_stock=cstwh.cs_ref AND lihead.lh_loc=cstwh.cs_whar
cstwh	LEFT JOIN cstwh ON dmline.do_cnref=cstwh.cs_ref AND dmline.do_cwcode=cstwh.cs_whar
ctran	LEFT JOIN ctran ON ctran.id=ctrack.ck_ctranid
cware	LEFT JOIN cware ON cglinc.ci_bkware=cware.cw_code
cware	LEFT JOIN cware ON ctrack.ck_cwref=cware.cw_code
cware	LEFT JOIN cware ON ctran.ct_loc=cware.cw_code
cware	LEFT JOIN cware ON csplit.cz_cwref=cware.cw_code
cware	LEFT JOIN cware ON cstwh.cs_whar=cware.cw_code
cware	LEFT JOIN cware ON crline.ri_retware=cware.cw_code
cware	LEFT JOIN cware ON cglinc.ci_bkware=cware.cw_code
cware	LEFT JOIN cware ON doline.do_cwcode=cware.cw_code
cware	LEFT JOIN cware ON ialloc.it_cwcode=cware.cw_code
cware	LEFT JOIN cware ON ihead.ih_loc=cware.cw_code
cware	LEFT JOIN cware ON jwipr.jw_stwh=cware.cw_code
cware	LEFT JOIN cware ON jbline.jb_stwh=cware.cw_code
cware	LEFT JOIN cware ON lihead.lh_loc=cware.cw_code
cware	LEFT JOIN cware ON sname.sn_dwar=cware.cw_code

cware	LEFT JOIN cware ON dmline.do_cwcode=cware.cw_code
cware	LEFT JOIN cware ON sname.sn_dwar = cware.cw_code
cware	left join cware on sname.sn_dwar = cware.cw_code

Codes of interest

Breakdown of Codes	
<i>Transaction Types</i>	
<i>Type</i>	<i>Description</i>
I	Issue
R	Receipt
T	Return
J	Adjustment
X	Transfer
V	R.T.V
N	Negative
A	Allocation
W	Discard
D	Deallocate
O	Order



Pegasus Opera 3 Enterprise VFP Database Structures

Table : CBATCH		Table Description : Batch Numbers			
Field Name	Description	Type	Length	DPs	Further information
CB_CNREF	Stock Reference	C	16	0	Stock Reference.
CB_CUBREF	Batch No.	C	32	0	Batch Number.
CB_SLOTNO	Supplier's Lot No.	C	32	0	Supplier's Lot No.
CB_QTY	Batch Quantity	N	9	0	Batch Quantity
CB_MOVED	Moved Quantity	N	9	0	Moved Quantity
CB_QTYRET	Return Quantity	N	9	0	Return Quantity
CB_USEBY	Use by Date	D	8	0	Use by Date
CB_SELLBY	Sell by Date	D	8	0	Sell by Date
CB_STATUS	Used By Applications	L	1	0	Should ONLY BE USED by Traceability Applications.
CB_RETURN	Has Been R.T.V.'d	L	1	0	Should ONLY BE USED by Traceability Applications.
CB_CHREF	G.R.N. Reference	C	10	0	Master File CGHEAD
CB_CGLINE	Delivery Line No.	N	7	0	Delivery Line Number. Master File CGLINE
CB_CRREF	RTV Reference	C	10	0	RTV Reference
CB_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CB_COST	Cost Price	N	9	0	Cost Price.
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())
CB_LC	Landed Cost	N	12	2	The Unit Landed Cost value for the associated Receipt <i>Default Value :</i> 0.00

Table : CBATSE		Table Description : Stock Batched/Serial			
Field Name	Description	Type	Length	DPs	Further information
CA_CNREF	Stock Reference	C	16	0	Stock Reference
CA_CUBREF	Batch Number	C	32	0	Batch Number
CA_CUSREF	Serial Number	C	32	0	Serial Number
CA_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CA_SLOTNO	Supplier's Lot No.	M	10	0	Supplier's Lot No.
CA_SUPPSN	Supplier's Serial No	M	10	0	Supplier's Serial No
CA_RELSED	Released To Stock	L	1	0	Released To Stock
CA_LOC	Location Bin No.	C	10	0	Location Bin No.
ID	Unique ID	N	10	0	<i>Default Value :</i> NEWID(ALIAS())

Table : CBAUD		Table Description : Cashbook Audit File			
Field Name	Description	Type	Length	DPs	Further information
CE_UNIQUE	Unique Reference	N	8	0	
CE_REPONLY	Report-Only Entry	L	1	0	
CE_ACCOUNT	Account	C	12	0	
CE_RECTYPE	Record Type	N	1	0	
CE_OLDCURR	Old Currency Code	C	3	0	
CE_MEMO	Additional Text	M	10	0	
CE_TRDATE	Transaction Date	D	8	0	
CE_TRREF	Transaction Ref.	C	10	0	
CE_TRTYPE	Transaction Type	C	2	0	
CE_FCVAL1	Foreign Value #1	N	11	0	
CE_FCVAL2	Foreign Value #2	N	11	0	

CE_FCDEC	Foreign Decimals	N	1	0
CE_EURVAL1	Euro Value #1	N	11	0
CE_EURVAL2	Euro Value #2	N	11	0
CE_RATE	Exchange Rate	N	11	6
CE_CONDATE	Conversion Date	D	8	0
CE_CONBY	Converted By	C	8	0
CE_ARCHIVE	Archive account	C	12	0

Table : **CCARR** Table Description : **Carriers**

Field Name	Description	Type	Length	DPs	Further information
CC_REF	Carrier Reference	C	10	0	Carrier Reference <i>Rule : "Carrier Reference cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(cc_ref)</i>
CC_NAME	Carrier Name	C	30	0	Carrier Name <i>Rule : "Carrier Name cannot be blank"</i> <i>Rule Expression : LEN(ALLTRIM(cc_name))>0</i>
CC_ADDR1	Address Line 1	C	30	0	Address Line 1
CC_ADDR2	Address Line 2	C	30	0	Address Line 2
CC_ADDR3	Address Line 3	C	30	0	Address Line 3
CC_ADDR4	Address Line 4	C	30	0	Address Line 4
CC_PSTCODE	Post Code	C	8	0	Post Code
CC_CONTACT	Contact	C	30	0	Contact
CC_TELENO	Telephone No.	C	20	0	Telephone No.
CC_FAXNO	Fax No.	C	20	0	Fax No.
SQ_MEMO	Comments	M	10	0	Comments

Table : **CCATG** Table Description : **Categories**

Field Name	Description	Type	Length	DPs	Further information
CG_CODE	Category Code	C	4	0	Stock Category Code.(Primary Key)Related field in CNAME. <i>Rule : "Category Code cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(cg_code)</i>
CG_DESC	Category Description	C	20	0	Description of Stock Category. <i>Rule : "Category Description cannot be blank"</i> <i>Rule Expression : LEN(ALLTRIM(cg_desc))>0</i>
CG_ESTORE	Allow Gateway	C	1	0	
CG_STGDIA	Goods In A/C	C	8	0	Nominal Goods In Account
CG_STGDOA	Goods Out A/C	C	8	0	Nominal Goods Out Account
CG_STOCKA	Stock A/C	C	8	0	Nominal Stock Account
CG_BOMWIMA	BOM WIP Move A/C	C	8	0	Nominal BOM WIP Movement Account
CG_BOMWIA	BOM WIP A/C	C	8	0	Nominal BOM WIP Account
CG_STTRIN	Transfers In	C	8	0	Stock Transfers In
CG_STTROUT	Transfers Out	C	8	0	Stock Transfers Out

Table : **CDETL** Table Description : **Price Details**

Field Name	Description	Type	Length	DPs	Further information
CD_CODE	Price Group Code	C	8	0	Stock Price List Code.(Secondary Key)Related to primary table CLIST.
CD_REF	Stock Reference	C	16	0	Stock Reference.Related to CNAME.
CD_DESC	Description	C	40	0	Description of Stock Price List.
CD_SELL	Selling Price	N	9	0	Selling Price.
CD_SDATE1	Start Sale Date	D	8	0	Start of Sale Date.
CD_SDATE2	End Sale Date	D	8	0	Finish of Sale Date.
CD_SSELL	Sale Price	N	9	0	Sale Price.
CD_NSELL	Next Selling Price	N	9	0	Next Selling Price.
CD_NDATE	Next SP Date	D	8	0	Start Date of Next Price.
CD_SETT	Sett. Discount	L	1	0	Settlement discount flag.
CD_LINE	Line Discount	L	1	0	Line Discount flag.
CD_OVER	Overall Discount	L	1	0	Overall discount flag.
CD_QUAN1	Qty Brk 1	N	6	0	Quantity Brake 1.
CD_QUAN2	Qty Brk 2	N	6	0	Quantity Brake 2.
CD_QUAN3	Qty Brk 3	N	6	0	Quantity Brake 3.

CD_QUAN4	Qty Brk 4	N	6	0	Quantity Brake 4.
CD_QUAN5	Qty Brk 5	N	6	0	Quantity Brake 5.
CD_QUAN6	Qty Brk 6	N	6	0	Quantity Brake 6.
CD_QUAN7	Qty Brk 7	N	6	0	Quantity Brake 7.
CD_QUAN8	Qty Brk 8	N	6	0	Quantity Brake 8.
CD_QUAN9	Qty Brk 9	N	6	0	Quantity Brake 9.
CD_QUAN10	Qty Brk 10	N	6	0	Quantity Brake 10.
CD_SELL1	Qty Brk 1 Sell.Price	N	10	0	Selling Price For Quantity 1 Brake.
CD_SELL2	Qty Brk 2 Sell.Price	N	10	0	Selling Price For Quantity 2 Brake.
CD_SELL3	Qty Brk 3 Sell.Price	N	10	0	Selling Price For Quantity 3 Brake.
CD_SELL4	Qty Brk 4 Sell.Price	N	10	0	Selling Price For Quantity 4 Brake.
CD_SELL5	Qty Brk 5 Sell.Price	N	10	0	Selling Price For Quantity 5 Brake.
CD_SELL6	Qty Brk 6 Sell.Price	N	10	0	Selling Price For Quantity 6 Brake.
CD_SELL7	Qty Brk 7 Sell.Price	N	10	0	Selling Price For Quantity 7 Brake.
CD_SELL8	Qty Brk 8 Sell.Price	N	10	0	Selling Price For Quantity 8 Brake.
CD_SELL9	Qty Brk 9 Sell.Price	N	10	0	Selling Price For Quantity 9 Brake.
CD_SELL10	Qty Brk 10 Sell.Pric	N	10	0	Selling Price For Quantity 10 Brake.
CD_SSELL1	Qty Brk 1 Sale Price	N	10	0	Sale Price For Quantity 1 Brake.
CD_SSELL2	Qty Brk 2 Sale Price	N	10	0	Sale Price For Quantity 2 Brake.
CD_SSELL3	Qty Brk 3 Sale Price	N	10	0	Sale Price For Quantity 3 Brake.
CD_SSELL4	Qty Brk 4 Sale Price	N	10	0	Sale Price For Quantity 4 Brake.
CD_SSELL5	Qty Brk 5 Sale Price	N	10	0	Sale Price For Quantity 5 Brake.
CD_SSELL6	Qty Brk 6 Sale Price	N	10	0	Sale Price For Quantity 6 Brake.
CD_SSELL7	Qty Brk 7 Sale Price	N	10	0	Sale Price For Quantity 7 Brake.
CD_SSELL8	Qty Brk 8 Sale Price	N	10	0	Sale Price For Quantity 8 Brake.
CD_SSELL9	Qty Brk 9 Sale Price	N	10	0	Sale Price For Quantity 9 Brake.
CD_SSELL10	Qty Brk 10 Sale Pric	N	10	0	Sale Price For Quantity 10 Brake.
CD_NSELL1	Qty Brk 1 Next Price	N	10	0	Next Price For Quantity 1 Brake.
CD_NSELL2	Qty Brk 2 Next Price	N	10	0	Next Price For Quantity 2 Brake.
CD_NSELL3	Qty Brk 3 Next Price	N	10	0	Next Price For Quantity 3 Brake.
CD_NSELL4	Qty Brk 4 Next Price	N	10	0	Next Price For Quantity 4 Brake.
CD_NSELL5	Qty Brk 5 Next Price	N	10	0	Next Price For Quantity 5 Brake.
CD_NSELL6	Qty Brk 6 Next Price	N	10	0	Next Price For Quantity 6 Brake.
CD_NSELL7	Qty Brk 7 Next Price	N	10	0	Next Price For Quantity 7 Brake.
CD_NSELL8	Qty Brk 8 Next Price	N	10	0	Next Price For Quantity 8 Brake.
CD_NSELL9	Qty Brk 9 Next Price	N	10	0	Next Price For Quantity 9 Brake.
CD_NSELL10	Qty Brk 10 Next Pric	N	10	0	Next Price For Quantity 10 Brake.
CD_STATUS	Status	C	1	0	Status Field To Indicate 'Added,Edited andInserted'
CD_CURR	Currency Code	C	3	0	Foreign Currency Code.
CD_FUNDEC	Foreign Unit Decimal	N	1	0	Foreign Unit Number of Decimals
CD_DATE	Date Created/updated	D	8	0	
CD_TIME	Time Created/updated	C	8	0	
cd_oldpl	Old Price Group Code	C	8	0	
CD_DESCOVER	Description override	L	1	0	<i>Default Value :</i> .F.
CD_DESCUDS	Description run by UDS	L	1	0	<i>Default Value :</i> .F.

Table : **CDISC** Table Description : **Disc. Matrix**

Field Name	Description	Type	Length	DPs	Further information
SD_CODE	Discount Code	C	12	0	Discount Matrix Code.(Primary Key) First 8 Characters Related to SNAME Last 4 Characters Related to CNAME
SD_DESC	Description	C	20	0	Price Matrix Description.
SD_DISC	Discount	N	5	2	Discount Percentage.
SD_QUAN1	Qty Brk 1	N	6	0	Quantity Brake 1.
SD_QDIS1	Qty Brk 1 Discount	N	5	2	Discount for quantity brake 1.
SD_QUAN2	Qty Brk 2	N	6	0	Quantity Brake 2.
SD_QDIS2	Qty Brk 2 Discount	N	5	2	Discount for quantity brake 2.
SD_QUAN3	Qty Brk 3	N	6	0	Quantity Brake 3.
SD_QDIS3	Qty Brk 3 Discount	N	5	2	Discount for quantity brake 3.
SD_QUAN4	Qty Brk 4	N	6	0	Quantity Brake 4.
SD_QDIS4	Qty Brk 4 Discount	N	5	2	Discount for quantity brake 4.

SD_QUAN5	Qty Brk 5	N	6	0	Quantity Brake 5.
SD_QDIS5	Qty Brk 5 Discount	N	5	2	Discount for quantity brake 5.
SD_QUAN6	Qty Brk 6	N	6	0	Quantity Brake 6.
SD_QDIS6	Qty Brk 6 Discount	N	5	2	Discount for quantity brake 6.
SD_QUAN7	Qty Brk 7	N	6	0	Quantity Brake 7.
SD_QDIS7	Qty Brk 7 Discount	N	5	2	Discount for quantity brake 7.
SD_QUAN8	Qty Brk 8	N	6	0	Quantity Brake 8.
SD_QDIS8	Qty Brk 8 Discount	N	5	2	Discount for quantity brake 8.
SD_QUAN9	Qty Brk 9	N	6	0	Quantity Brake 9.
SD_QDIS9	Qty Brk 9 Discount	N	5	2	Discount for quantity brake 9.
SD_QUAN10	Qty Brk 10	N	6	0	Quantity Brake 10.
SD_QDIS10	Qty Brk 10 Discount	N	5	2	Discount for quantity brake 10.
SD_CDIS1	Qty Brk 1 Disc %	N	5	2	Discount Percentage for quantity brake 1.
SD_CDIS2	Qty Brk 2 Disc %	N	5	2	Discount Percentage for quantity brake 2.
SD_CDIS3	Qty Brk 3 Disc %	N	5	2	Discount Percentage for quantity brake 3.
sd_lupdate	Last Updated Date	D	8	0	
sd_luptime	Last Updated Time	C	8	0	

Table : **CFACT** Table Description : **Profiles**

Field Name	Description	Type	Length	DPs	Further information
CF_CODE	Profile Code	C	4	0	Stock Profile Code.(Primary Key)Related to CNAME <i>Rule : "Profile Code cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(cf_code)</i>
CF_NAME	Description	C	20	0	Stock Profile Description. <i>Rule : "Description cannot be blank"</i> <i>Rule Expression : LEN(ALLTRIM(cf_name))>0</i>
CF_FACTOR	Factor	N	6	0	Factor Quantity.
CF_DESC	Unit Description	C	8	0	Unit Description.
CF_FACTDP	F.Decimal or Factor	C	1	0	Indicator for 'F' factor or 'D' decimal quantity. <i>Default Value : "D"</i>
CF_SPLIT	Split Pack	L	1	0	Flag for Split pack or not, for factored items.
CF_DPS	Q.Decimal Places	N	1	0	Quantity decimal places for non factored items. <i>Default Value : 2</i>
CF_UPLIFT	Split Pack Surcharge	N	5	2	Split pack surcharge percentage.
CF_SELLDPS	P.Decimal Places	N	1	0	Price decimal places. <i>Default Value : 2</i>
CF_FIFO	FIFO	L	1	0	FIFO/NONFOFO item indicator.
CF_AVER	Average Cost	L	1	0	Average/Standard costing flag. <i>Default Value : .T.</i>
CF_STOCK	Stock Item	L	1	0	Stocked/Non Stocked Items(Service type items) <i>Default Value : .T.</i>
CF_SELLUPL	SP.Up Lift	N	6	2	Selling price uplift from cost price. <i>Default Value : 0.00</i>
CF_ISQTY	Issue Qty Default	N	9	0	Default issue quantity. <i>Default Value : 0</i>
CF_MODDATE	Last Modified	D	8	0	Last modified date of profile.
CF_DFPRICE	Default Issue Price	C	1	0	Default Issue Price in Stock Processing to be Std/Average Cost, Last Cost or Selling. <i>Default Value : "C"</i>
CF_BATCH	Batch Traceable	L	1	0	Flage for Batch Traceable Stock Items.
CF_SERIAL	Serial Traceable	L	1	0	Flag For Serial Traceability Stock Items.
CF_LABOUR	Labour Item	L	1	0	Labour/Material Items
CF_TAKEPR	Stocktake Profile	C	4	0	Stocktake Profile

Table : **CGHEAD** Table Description : **G.R.N. Header**

Field Name	Description	Type	Length	DPs	Further information
CH_REF	GRN Reference	C	10	0	GRN Reference <i>Rule : "GRN Reference cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(ch_ref)</i>
CH_STATUS	Status	C	1	0	Status
CH_DCREF	Carrier Reference	C	10	0	Carrier Reference
CH_DATE	Delivery Date	D	8	0	Delivery Date

Field Name	Description	Type	Length	DPs	Further information
<i>Rule : "Delivery Date cannot be blank"</i>					
<i>Rule Expression : .NOT. EMPTY(ch_date)</i>					
CH_TIME	Delivery Time	C	8	0	Delivery Time
CH_DELCHG	Delivery Charge	N	9	2	Delivery Charge
CH_VAT	Delivery VAT	N	9	2	Delivery VAT
CH_USER	Receiver's User Id	C	8	0	Receiver's User Id
<i>Rule : "Receiver User Id cannot be blank"</i>					
<i>Rule Expression : .NOT. EMPTY(ch_user)</i>					
CH_DREF	Delivery Ref.	C	10	0	Delivery Ref.
<i>Rule : "Delivery Ref. cannot be blank"</i>					
<i>Rule Expression : .NOT. EMPTY(ch_dref)</i>					
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments
CH_CREATOR	GRN Originator	C	10	0	GRN Creator Process ID
CH_SHIPREF	Shipping Ref.	C	20	0	Shipping Reference (for Receipt transactions only)

Table : **CGLINE** Table Description : **G.R.N. Lines**

Field Name	Description	Type	Length	DPs	Further information
CI_CHREF	GRN Reference	C	10	0	GRN Reference
CI_LINE	Line Number	N	7	0	Line Number
CI_DNOTE	Delivery Note. Ref.	C	10	0	Delivery Note. Ref.
CI_ACCOUNT	Supplier Account	C	8	0	Supplier Account
CI_SUPREF	Supplier Stock Ref	C	16	0	Supplier Stock Ref
CI_DESC	Supp's description	C	40	0	Supp's description
CI_CNREF	Stock Reference	C	16	0	Stock Reference
CI_WEIGHT	Weight Received	N	6	2	Weight Received
CI_CONDIT	Receipt Condition	C	30	0	Receipt Condition
CI_QTYRCV	Quantity Received	N	9	0	Quantity Received
CI_ASSGND	Quantity Assigned	N	9	0	Quantity Assigned
CI_QTYREL	Quantity Released	N	9	0	Quantity Released
CI_QTYRET	Quantity RTV'd	N	9	0	Quantity Returned To Vendor
CI_QTYMAT	Quantity Matched	N	9	0	Quantity Matched Against Purchase Orders.
CI_COST	Unit cost	N	12	0	Unit cost
CI_VALUE	Value of Delivery	N	12	0	Value of Delivery
CI_BKWARE	W'house b'ked into	C	4	0	W'house b'ked into
CI_RELDATE	Last Released Date	D	8	0	Last Released Date
CI_TOWH	Destination W/H	C	4	0	Application Specific Work Field.
CI_BALQTY	Balance Quantity	C	11	0	Work Field
CI_RELQTY	Quantity To Release	C	11	0	Work Field
CI_SFIED	Satisfied	L	1	0	Work Field
CI_DCREF	Picked P.O. Ref	C	10	0	Progressed P.O Ref. Work Field
CI_DCLINE	Picked P.O. Line	N	7	0	Progressed P.O Line. Work Field
CI_DELQUAL	Last Del Quality	C	10	0	Last Del Quality
SQ_MEMO	Comments	M	10	0	Comments
CI_CREATOR	GRN Originator	C	10	0	GRN Creator Process ID
CI_WOREF	Picked W.O. Ref	C	10	0	Progressed W.O Ref. Work Field
CI_LC	Total Landed Cost	N	12	2	Total Landed Cost
					<i>Default Value : 0.00</i>

Table : **CHEAD** Table Description : **Work Orders**

Field Name	Description	Type	Length	DPs	Further information
CX_REF	W/Order Reference	C	10	0	Order Key
CX_ASSEMBL	Assembly Ref.	C	16	0	Assembly item stock code
CX_CANCEL	Cancelled Order	L	1	0	Cancelled Indicator
CX_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
CX_CUSNAM	Customer Name	C	30	0	Customer Name
CX_CUSAD1	Customer Address 1	C	30	0	Customer Address
CX_CUSAD2	Customer Address 2	C	30	0	

CX_CUSAD3	Customer Address 3	C	30	0	
CX_CUSAD4	Customer Address 4	C	30	0	
CX_CUSADPC	Customer Post Code	C	8	0	Customer Post Code
CX_CUSTELE	Customer Phone No.	C	20	0	Customer Telephone Number
CX_CUSFAX	Customer Fax Number	C	20	0	Customer Fax Number
CX_NARR1	Narrative Line 1	C	75	0	Narrative Line 1
CX_NARR2	Narrative Line 2	C	75	0	Narrative Line 2
CX_CMPDATE	Completed	D	8	0	Work order completed date
CX_TOTVAL	Total Value	N	18	6	Total value for order as calculated from components
CX_MATVAL	Material Value	N	18	6	Material value of order as calculated from components
CX_LABVAL	Labour Value	N	18	6	Labour value of order as calculated from components
CX_REF2	Reference	C	15	0	
CX_ORDQTY	Qty. Ordered	N	9	0	Quantity Ordered
CX_MADEQTY	Qty. Made	N	9	0	Quantity Made
CX_ORDDATE	Date Ordered	D	8	0	Date Ordered
CX_DUEDATE	Date Due	D	8	0	Date Due
CX_WOSTAT	Status	C	1	0	Work order status
CX_SALEACC	Sales A/C	C	10	0	Sales Account Number
CX_SOREF	Sales Order Ref	C	10	0	Sales Order Ref.
CX_KITTING	Kitting Flag	L	1	0	Kitting Flag
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	
CX_WIPQTY	Qty. WIP	N	9	0	Quantity Work In Progress
CX_ALLOQTY	Qty. Allocated	N	9	0	Quantity Allocated
CX_PRICE	Cost Price	N	9	0	Assembly Cost Price
CX_MATCOST	Material Cost	N	9	0	Assembly Material Cost Price
CX_JCSTDOC	Job	C	10	0	Costing Job Number Key
CX_JPHASE	Phase	C	3	0	Costing Phase Key
CX_JCCODE	Cost Code	C	16	0	Costing Code Code Key
CX_JLINE	Job Line	C	10	0	Costing Job Line Number
CX_DESC	Description	C	40	0	Assembly item description.
CX_EXTEND	Extended Description	M	10	0	Assembly item extended description.
CX_LABCOST	Labour Cost	N	9	0	Assembly Labour Cost Price
CX_QCWCODE	Quarantine Warehouse	C	4	0	Quarantine warehouse for traceable assembly item
CX_REVIS	W/Order Revision	C	1	0	Revision of W/Order, when it was last printed /updated.
CX_DISCQTY	Qty. Discarded	N	9	0	Quantity Discarded
CX_SODOC	Sales Order Doc. No.	C	10	0	Sales Order Document No.

Table : CHVAL Table Description : **Historical Stock**

Field Name	Description	Type	Length	DPs	Further information
CJ_REF	Stock Reference	C	16	0	Stock Reference
CJ_LOC	Warehouse Code	C	4	0	Warehouse Code
CJ_DATE	Date	D	8	0	Date
CJ_BIN	Bin Number	C	10	0	Bin Number
CJ_QUAN	Quantity	N	12	0	Quantity
CJ_COSTVAL	Cost Value	N	18	0	Total Costs Value
CJ_LC	Landed Cost	N	12	2	Total Landed Cost
CJ_SELLVAL	Selling Value	N	18	0	Total Selling Value
CJ_WIPVAL	Comp. WIP Value	N	12	2	BOM WIP Value
CJ_WIPQTY	Comp. WIP Qty	N	12	0	BOM WIP Qty
ID	ID	N	10	0	Standard ID that is auto-created on insert for records in this table
					<i>Default Value :</i> NEWID(ALIAS())
CJ_COST	Cost Price	N	9	0	
CJ_SELL	Selling Price	N	9	0	

Table : CLINE		Table Description : W/Order Lines			
Field Name	Description	Type	Length	DPs	Further information
CY_CXREF	W/Order Ref.	C	10	0	Work Order Key
CY_CVRECNO	Structure Record No.	N	10	0	Record number of component in structure file
CY_ASSEMBL	Assembly Ref.	C	16	0	Assembly Reference Code, parent (sub-)assembly of this component
CY_LINENO	Line Number	N	7	0	Line Number for HHeader details
CY_CNREF	Stock Reference	C	16	0	Stock Reference
CY_DESC	Description	C	40	0	Description
CY_EXTEND	Extended Description	M	10	0	
CY_CWCODE	Intended Warehouse	C	4	0	Warehouse Code
CY_REQQTY	Quantity Required	N	12	0	Required Quantity
CY_CMPLQTY	Quantity Completed	N	12	0	Quantity Completed, stock progressed from WIP to finished assembly
CY_REQDATE	Date Required	D	8	0	Required Date
CY_ISSDATE	Date Issued	D	8	0	Component Issue Date
CY_PRICE	Price	N	12	0	Order Price
CY_VALUE	Value	N	18	6	Line value
CY_ISASSM	Not used	L	1	0	Not used
CY_CXREF2	Reference	C	17	0	Works Order 2nd Reference
CY_CVCOREF	Component Ref.	C	15	0	Component Reference
CY_PATH	Component Level	C	80	0	Component Level
CY_SUBASSM	Sub Assembly Flag	C	1	0	Sub Assembly Flag. Allows component to be treated as a sub-assembly: It can be expanded or contracted on works order depending on the current state of this flag. '+' = expandable, '-' = expanded (can be contracted), otherwise cannot be expanded or contracted.
CY_PHASSM	Phantom Flag	L	1	0	Phantom Assembly Flag
CY_TOMAKE	Qty. To Make	N	12	0	Quantity To Make
CY_FROMST	Qty. From Stock	N	12	0	Quantity From Stock
SQ_AMUSER	User Last Amended	C	8	0	
SQ_MEMO	Comments	M	10	0	
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	
CY_ALLOQTY	Qty. Allocated	N	12	0	Component quantity allocated
CY_WIPQTY	Qty. WIP	N	12	0	Component quantity on work in progress
CY_COQUANT	Qty. Component	N	12	0	Quantity required to make minimum number of component's immediate assembly
CY_TOPROCE	Qty. To Process	N	12	0	Quantity of sub-assembly required to be made from components. NOTE: For use in calculations within header details. Holds no useful information about the status of the order or the stock items.
CY_ASSMMIN	Assembly Minimum	N	12	0	Minimum that can be made of this component's assembly (CY_ASSEMBL)
CY_SHOW	Display Line	L	1	0	Display line in browse windows
CY_LABOUR	Labour Item	L	1	0	Labour/Material Item
CY_STOCK	Stock Item	L	1	0	Stocked item
CY_CXASSM	W/Order Assembly	C	16	0	Assembly item being made on works order
CY_WIPVAL	Component WIP Value	N	12	2	Component WIP Value

Table : CLIST		Table Description : Price List			
Field Name	Description	Type	Length	DPs	Further information
CL_CODE	Price List Code	C	8	0	Stock Price list Code (Primary key) Related to CDETL. <i>Rule</i> : "Price List Code cannot be blank" <i>Rule Expression</i> : .NOT. EMPTY(cl_code)
CL_DESC	Description	C	30	0	Description of price list. <i>Rule</i> : "Description cannot be blank"

Rule Expression : LEN(ALLTRIM(cl_desc))>0

CL_CURR	F.Currency Code	C	3	0	Currency code.
CL_FCDEC	Decimal Places	N	1	0	Foreign Currency decimal places.

Table : **CLNDCG** Table Description : **Stock LC Groups**

Field Name	Description	Type	Length	DPs	Further information
CLG_CODE	Code	C	4	0	Landed Cost Group Code
CLG_DESC	Description	C	25	0	Landed Cost Group Description
CLG_MEMO	Memo	M	4	0	Landed Cost Group Memo
CLG_LCIN	LC In A/C	C	8	0	Landed Cost Group 'In' Nominal Account
CLG_LCOUT	LC Out A/C	C	8	0	Landed Cost Group 'Out' Nominal Account
CLG_LCST	Stock LC A/C	C	8	0	Landed Cost Group 'Stock' Nominal Account
ID	Unique ID	N	10	0	Unique ID

Default Value : NEWID(ALIAS())

Table : **CLNDCT** Table Description : **Stock LC Types**

Field Name	Description	Type	Length	DPs	Further information
CLC_CODE	Code	C	4	0	Landed Cost Type Code
CLC_GRPCode	Group Code	C	4	0	Landed Cost Group Code
CLC_DESC	Description	C	25	0	Landed Cost Type Description
CLC_MEMO	Memo	M	4	0	Landed Cost Type Memo
CLC_METHOD	Calc. Method	N	2	0	Landed Cost Calculation Method (1=Fixed value, 2=Percentage, 3=Aggregated (%))
CLC_MTHVAL	LC Method Value	N	12	2	Landed Cost Values Associated With Calculation Method

Default Value : 0.00

CLC_LCIN	LC In A/C	C	8	0	Landed Cost Type 'In' Nominal Account
CLC_LCOUT	LC Out A/C	C	8	0	Landed Cost Type 'Out' Nominal Account
CLC_LCST	Stock LC A/C	C	8	0	Landed Cost Type 'Stock' Nominal Account
ID	Unique ID	N	10	0	Unique ID

Default Value : NEWID(ALIAS())

Table : **CMATCH** Table Description : **G.R.N. Lines Matched**

Field Name	Description	Type	Length	DPs	Further information
CM_CHREF	GRN Reference	C	10	0	GRN Reference
CM_CILINE	Delivery Line No.	N	7	0	Delivery Line No.
CM_DCREF	Order Reference	C	10	0	Order Reference
CM_DCLINE	Order Line	N	7	0	Order Line
CM_QTY	Matched Quantity	N	9	0	Matched Quantity
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created

Table : **CNAME** Table Description : **Names (Stk)**

Field Name	Description	Type	Length	DPs	Further information
CN_REF	Stock Reference	C	16	0	Stock Reference.(Primary Key)(secondary Keys) CN_CATAG,CN_FACTRelated to CSTWH,CFACT,CATAG
					Rule : "Stock Reference cannot be blank"
					Rule Expression : .NOT. EMPTY(cn_ref)
CN_CAT	Search Ref 1	C	16	0	Alternative part number, Manufacturers code,Catalog number or Barcode number.
CN_CAT2	Search Ref 2	C	16	0	Alternative part number, Manufacturers code,Catalog number or Barcode number.
CN_DESC	Description	C	40	0	Stock Description.
					Rule : "Stock Description cannot be blank"
					Rule Expression : .NOT. EMPTY(cn_desc)
CN_ANAL	Analysis Code	C	8	0	Sales Analysis Code.EMPTY for Descriptive Items.
CN_CATAG	Category Key	C	4	0	Stock category.Related to CCATG.
CN_FACT	Factor	C	4	0	Stock Profile code.Related to CFACT.

CN_SELL	Selling Price	N	9	0	Selling price.
CN_COST	Cost Price	N	9	0	Cost Price.
CN_LCOST	Last Cost Price	N	9	0	Last Cost price.
CN_DISCMAT	Discount Matrix Code	C	4	0	Discount matrix code.
CN_ALT1	Alt. Code 1	C	16	0	Alternative Stock Reference code 1.
CN_ALT2	Alt. Code 2	C	16	0	Alternative Stock Reference code 2.
CN_ALT3	Alt. Code 3	C	16	0	Alternative Stock Reference code 3.
CN_EXTEN	Extension Desc.	M	10	0	Extended Stock Description.
CN_SSELL	Sale Price	N	9	0	Sale Price.
CN_SDATE1	Sale Start Date	D	8	0	Sale Start date.
CN_SDATE2	Sale End Date	D	8	0	Sale Finish Date.
CN_NSELL	Next Price	N	9	0	Next Price.
CN_NDATE	Next Price Start	D	8	0	Start date for Next Price.
CN_SETT	Sett. Disc	L	1	0	Settlement discount flag.
CN_LINE	Line Disc.	L	1	0	Line discount flag.
CN_OVER	Overall Disc.	L	1	0	Overall discount flag.
CN_OANAL	Anal Code Override	L	1	0	Override Analysis code flag.
CN_UNITW	Unit Weight	N	6	2	Unit Weight.
CN_UNITV	Unit Volume	N	6	2	Unit Volume.
CN_NTMASS	Net Mass Qty	N	8	3	Netmass quantity foe EEC VAT module.
CN_INSTOCK	Quantity In Stock	N	9	0	Total Instock Quantity for the Stock Item.
CN_FREEST	Free Stock Quantity	N	12	0	Total Free Stock for stock item.
CN_ALLOC	Quantity Allocated	N	9	0	Total allocations for the item.
CN_ONORDER	Quantity On Order	N	9	0	Total Purchase orders raised.
CN_SALEORD	Sales Order Qty	N	9	0	This is the total quantity in all warehouses of this product waiting to be processed by the SOPsystem. This figure is increased when an order ordelivery is entered and reduced when that order ordelivery is invoiced.
CN_SUPER	Superseded By	C	16	0	Super seeded by this stock reference on a givendate.
CN_SUPDATE	Superseded Date	D	8	0	Super seeded on this date.
CN_LASTISS	Last Issued	D	8	0	Last Issue date.
CN_LASTRCT	Last Receipt	D	8	0	Last receipt date.
CN_COMCODE	Commodity Code	C	11	0	Stock commodity code. Requirement for EEC VATmodule.
CN_CNTORIG	Origin Country	C	2	0	Country of origin of stock item. Required for EECVAT moule.
CN_MEMO	Memo	M	10	0	Stock Memo.
CN_SETTSAL	Sett. Disc for SP	L	1	0	Settlement discount for sale price.
CN_OVERSAL	Over. Disc for SP	L	1	0	Overall discount for Sale price.
CN_LINESAL	Line Disc for SP	L	1	0	Line discount for Sale price.
CN_LINEOVR	Override L.Disc SP	L	1	0	Override Line discount for Sale price.
CN_SUPUNIT	Supp. Units	N	8	3	Supplementary Units For EC-VAT
CN_PANAL	Purchase Code	C	8	0	Purchase Code
CN_OPANAL	PAnal Code Override	L	1	0	PAnal Code Override
CN_NBATCH	Next Batch Number	C	32	0	Next Batch Number
CN_NSERIAL	Next Serial Number	C	32	0	Next Serial Number
CN_BARCODE	Bar Code	C	13	0	Barcode used on this product. Intended for usewithin EDI module.
CN_PACSIZE	Default Pack Size	N	5	0	Default pack size to be used when receipt of EDISales Order. Sales Orders maybe received in packsize and require to be multiplied by a pack sizefor internal order quantities. (This does noteffect Factoring). EDI Sales Orders received inunit quantites may require to be ordered in Packsize, this value will then divide into thequantity.
CN_KEY1	Key 1 Field	C	5	0	Record search key - do not alter.
CN_KEY2	Key 2 Field	C	5	0	Record search key - do not alter.
CN_KEY3	Key 3 Field	C	5	0	Record search key - do not alter.
CN_KEY4	Key 4 Field	C	5	0	Record search key - do not alter.
CN_ASSMFLG	Assembly Item	L	1	0	Assembly Item Flag
CN_MATCOST	Material Cost	N	9	0	Material cost
CN_LABCOST	Labour Cost	N	9	0	Labour cost

CN_WOALLOC	WO Allocated	N	9	0	Quantity allocated for works orders
CN_WORKORD	Works Order Qty	N	9	0	Quantity on works order
CN_COMPWIP	Component WIP	N	9	0	Component Work In Progress
CN_KITTING	Kitting	L	1	0	Kitting flag
CN_MANTIME	Manufacturing Time	N	4	0	Manufacturing time
CN_ASSMMIN	Minimum	N	9	0	Minimum assembly quantity
CN_DEFWH	Default W/H	C	4	0	Default assembly/component warehouse
CN_PHASSM	Phantom	L	1	0	Phantom assembly flag
CN_DRAWREF	Drawing Reference	C	40	0	BOM Drawing Reference
CN_REVISN	Drawing Revision	C	40	0	Drawing Revision
CN_MODEL	Model	L	1	0	
			<i>Default Value :</i>		.F.
CN_ESTORE	Gateway flag	C	1	0	balnk if never used Y if used, N If used previously
CN_LUPDATE	Update date	D	8	0	
CN_LUPTIME	Update time	C	8	0	
cn_pict	Picture	M	4	0	
cn_thumb	Thumbnail	M	4	0	
cn_wcat	Gateway Category	C	20	0	
CN_ALLOWSO	Allow S/Order	L	1	0	Allow item on Sales Orders
			<i>Default Value :</i>		.T.
CN_ALLOWPO	Allow P/Order	L	1	0	Allow item on Purchase Orders
			<i>Default Value :</i>		.T.
CN_DORMANT	Dormant	L	1	0	Is the item dormant
			<i>Default Value :</i>		.F.
CN_LUPDBOM	BOM Edit Last Update	T	8	0	Time of last update of a BOM edit
CN_REVCHRG	Reverse Charge Indicator	L	1	0	Reverse Charge Indicator
			<i>Default Value :</i>		.F.
CN_APPLYLC	Apply Landed Costs	L	1	0	Apply Landed Costs (True=Apply to this stock item)
CN_LC	Unit Landed Cost	N	10	2	Unit Landed Cost (contains Average LC or Standard LC based on stock profile)
			<i>Default Value :</i>		0.00
CN_LLC	Last Unit Landed Cost	N	10	2	Last Unit Landed Cost (amount recorded from Receipt)
			<i>Default Value :</i>		0.00
cn_eimport	Stock Equip Import Flag	L	0	0	
cn_modcode	Stock Model Code	C	15	0	
cn_prodtpe	Stock Product Code	C	10	0	

Table : **CNOML** Table Description : **Stk Nominal Transfer**

Field Name	Description	Type	Length	DPs	Further information
CX_NACNT	Account	C	8	0	Nominal Account
CX_NCNTNTR	Cost Centre	C	4	0	Nominal Cost Centre
CX_TYPE	Stock Type	C	1	0	Stock Type
CX_DATE	Stock Tran. Date	D	8	0	Stock Transaction Date
CX_VALUE	Value	N	12	2	Cost Value - the price received/issued at.
CX_TREF	Reference	C	40	0	Reference (Stock code + Warehouse + Tran. Ref)
CX_COMMENT	Comment	C	40	0	Comment (Account + 2nd Stock Ref)
CX_DONE	Transferred	C	1	0	Transferred to Nominal yet?
CX_SRCCO	Source Company	C	1	0	Source Company ID
CX_CDESC	Item Description	C	40	0	Stock Description
ID	Unique ID	N	10	0	Unique ID
			<i>Default Value :</i>		NEWID(ALIAS())
CX_UNIQUE	Unique ID	C	8	0	Unique ID
CX_JRNL	Journal Number	N	8	0	Nominal Journal Number
CX_TRANID	Transaction ID	C	10	0	Transaction ID (for stock to nominal link)
CX_PROJECT	Nominal Project	C	8	0	Nominal Project (for stock to nominal link)
CX_JOB	Nominal Department	C	8	0	Nominal Department (for stock to nominal link)
CX_MTYPE	Movement Type	C	10	0	Movement Type (for stock to nominal link).
CX_NLPDATE	NL Posting Date	D	8	0	Nominal posting date

Table : **CNXTRA** Table Description : **Stock Name Extra**

Field Name	Description	Type	Length	DPs	Further information
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CNX_REF	Stock Reference	C	16	0	CNAME Extra Stock Reference
CNX_TYPE	Record Type	N	4	0	CNAME Extra Record Type
CNX_CODE01	Lookup Code 01	C	20	0	CNAME Extra Lookup Code #1
CNX_VAL01	Record Value 01	N	12	2	CNAME Extra Record Value #1 (as determined by Record Type)
					<i>Default Value :</i> 0.00
CNX_LOG01	Record Flag 01	L	1	0	CNAME Extra Record Flag #1 (as determined by Record Type)
CNX_MEM01	Record Memo 01	M	4	0	CNAME Extra Record Memo #1
ID	Unique ID	N	10	0	Unique ID
					<i>Default Value :</i> NEWID(ALIAS())
CNX_LOG02	Record Flag 02	L	1	0	CNAME Extra Record Flag #2 (as determined by Record Type)

Table : **CPARM** Table Description : **Stock Parameters**

Field Name	Description	Type	Length	DPs	Further information
CP_GRNREF	Goods Received Note	C	10	0	Goods Received Note <i>Rule :</i> "Goods Received Note cannot be blank" <i>Rule Expression :</i> .NOT. EMPTY(cp_grnref)
CP_TRACK	Track Stock History	L	1	0	Track Stock History. Number of months to keepctrack records for.
CP_LOCFLAG	Use Multi-Warehouse	L	1	0	Use Multi-Warehouse
CP_RTVREF	Return To Vendor	C	10	0	Return To Vendor <i>Rule :</i> "Return To Vendor cannot be blank" <i>Rule Expression :</i> .NOT. EMPTY(cp_rtvref)
CP_DEFWARE	Def.Link Warehouse	C	4	0	Default Link Warehouse. Used During Stock AddProcess.
CP_KEEPTRC	Keep Trace Items	N	3	0	Keep Completed Traceable Items For SpecifiedNumber Of Months.
CP_PROCESS	Special Process	C	8	0	Special Process
CP_WOREF	Works Order Number	C	10	0	Works Order Number
CP_BOMLEV	BOM Issue Level	C	1	0	BOM Issue Level: T=top level, B=bottom level,H=highest level
CP_BMISAL	BOM Issue/Alloc	C	1	0	BOM Allocations or Issues.A= allocate stock on creation Works Order.I= issue stock to WIP on creation of Works Order.
CP_WOPRINT	Print Works Order	L	1	0	If true, works order to be printed oncreation/amendment.
CP_BMJCCST	BOM Costing Cost	N	1	0	BOM to Costing Cost - This determines which costis used when creating costs inthe costing module.1 = Stock items cost price.2 = Material cost price.3 = Total of material + labour price.
CP_SUBWKO	Sub Works Order	L	1	0	Create Sub Works Order - This determines whetherseparatesub orders are to be created for sub assemblies ina Work Order.It is only active if the BOM Issue level is bottomlevel ormulti level.
CP_FRCGRN	Force Quarantine Warehouse	L	1	0	Force Quarantine Warehouse For Traceable Items. <i>Default Value :</i> .T.
CP_ASGNRCT	Prompt Assignment	N	1	0	Prompt Option To Assign At Receipt. Used by Direct Receipt and POP. 0 - Don't Prompt Assign later 1 - Prompt for assignment 2 - Don't Prompt But Assign <i>Default Value :</i> 2
CP_QRNREL	Auto Release From Quarantine	L	1	0	Auto release stock items if received into a quarantine warehouse <i>Default Value :</i> .F.
CP_SHOWSP	Show Selling Price	L	1	0	
CP_SHOWQTY	Show Quantity	L	1	0	
CP_SHOWRF1	Show Search Ref. 1	L	1	0	
CP_SHOWRF2	Show Search Ref. 2	L	1	0	
CP_INCDORMANT	Include Dormant Items	L	1	0	Include dormant items on Stock/BOM enquiries <i>Default Value :</i> .F.
CP_NLCOID	Stock - Nominal Link	C	1	0	Company ID for Stock to Nominal Link

CP_OPAWARN	Warn if Posting Non Current	L	1	0	Warn if not posting to the current NL period
CP_TAKEPR	Stocktake Profile Code	C	4	0	Stocktake Profile Code

Table : **CRHEAD** Table Description : **R.T.V. Header**

Field Name	Description	Type	Length	DPs	Further information
RH_REF	RTV Reference	C	10	0	RTV Reference <i>Rule : "RTV Reference cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(rh_ref)</i>
RH_STATUS	Status	C	1	0	Status
RH_DCREF	Carrier Reference	C	10	0	Carrier Reference
RH_ACCOUNT	Supplier Account	C	8	0	Supplier Account
RH_DATE	Delivery Date	D	8	0	Delivery Date <i>Rule : "Delivery Date cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(rh_date)</i>
RH_TIME	Delivery Time	C	8	0	Delivery Time
RH_DELCHG	Delivery Charge	N	9	2	Delivery Charge
RH_VAT	Delivery VAT	N	9	2	Delivery VAT
RH_USER	Receiver's User Id	C	8	0	Receiver's User Id <i>Rule : "Receiver's User Id cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(rh_user)</i>
RH_DREF	Delivery Ref.	C	10	0	Delivery Ref. <i>Rule : "Delivery Ref. cannot be blank"</i> <i>Rule Expression : .NOT. EMPTY(rh_dref)</i>
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments

Table : **CRLINE** Table Description : **R.T.V. Lines**

Field Name	Description	Type	Length	DPs	Further information
RI_RHREF	RTV Reference	C	10	0	RTV Reference
RI_LINE	Line Number	N	7	0	Line Number
RI_CGREF	GRN Reference	C	10	0	GRN Reference
RI_CGLINE	GRN Line Number	N	7	0	GRN Line Number
RI_RNOTE	Return Note. Ref.	C	10	0	Return Note. Ref.
RI_ACCOUNT	Supplier Account	C	8	0	Supplier Account
RI_SUPREF	Supplier Stock Ref	C	16	0	Supplier Stock Ref
RI_DESC	Supp's description	C	40	0	Supp's description
RI_CNREF	Stock Reference	C	16	0	Stock Reference
RI_WEIGHT	Weight Received	N	6	2	Weight Received
RI_CONDIT	Receipt Condition	C	30	0	Receipt Condition
RI_QTYRET	Quantity RTV'd	N	9	0	Quantity Returned To Vendor
RI_RETWARE	Whse returned from	C	4	0	Whse returned from
RI_RETDATE	Last Returned Date	D	8	0	Last Returned Date
RI_COST	Unit Cost	N	12	0	Unit Cost
RI_VALUE	Value of Delivery	N	12	0	Value of Delivery
RI_STATUS	Status	C	1	0	Status
RI_BTCHSER	Batch/Serial Nos	M	10	0	Batch/Serial Nos
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
SQ_AMDATE	Date Last Amendment	D	8	0	Date Last Amendment
SQ_AMTIME	Time Last Amendment	C	8	0	Time Last Amendment
SQ_AMUSER	User Last Amended	C	8	0	User Last Amended
SQ_MEMO	Comments	M	10	0	Comments

Table : **CSERNO** Table Description : **Stock Serial Numbers**

Field Name	Description	Type	Length	DPs	Further information
CE_CNREF	Stock Reference	C	16	0	Stock Reference

CE_CUSREF	Serial Number	C	32	0	Serial Number
CE_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CE_SUPPSN	Supplier's Serial No	C	32	0	Supplier's Serial No
CE_RELSHD	Released To Stock	L	1	0	Released To Stock
CE_ISSUED	Issued Indicator	L	1	0	Issued Indicator
CE_LOC	Location Bin No.	C	10	0	Location Bin No.
CE_STATUS	Used By Applications	L	1	0	Should ONLY BE USED by Traceability Applications.
CE_RETURN	Has Been R.T.V.'d	L	1	0	Has Been R.T.V.'d
CE_CHREF	G.R.N. Reference	C	10	0	Master File CGHEAD
CE_CGLINE	Delivery Line No.	N	7	0	Delivery Line Number. Master File CGLINE
CE_CRREF	RTV Reference	C	10	0	RTV Reference
CE_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CE_DISCARD	Discard	L	1	0	Discard
CE_COST	Cost Price	N	9	0	Cost Price.
ID	Unique ID	N	10	0	Unique ID
					<i>Default Value :</i> NEWID(ALIAS())
CE_TAKEDTE	Last Counted Date	D	8	0	Last Counted Date
CE_LC	Landed Cost	N	12	2	The Unit Landed Cost value for the associated Receipt
					<i>Default Value :</i> 0.00

Table : **CSPLIT** Table Description : **Batch Splits**

Field Name	Description	Type	Length	DPs	Further information
CZ_CNREF	Stock Reference	C	16	0	Stock Reference
CZ_CUBREF	Batch Number	C	32	0	Batch Number
CZ_SPLIT	Split Number	N	4	0	Split Number
CZ_CWREF	Warehouse Ref.	C	4	0	Warehouse Ref.
CZ_QTY	Batch Part Quantity	N	9	0	Batch Part Quantity
CZ_QTYISS	Issued Quantity	N	9	0	Issued Quantity
CZ_QTYRET	R.T.V. Quantity	N	9	0	R.T.V. Quantity
CZ_DATE	Released Date	D	8	0	Released Date
CZ_RETURN	Has Been R.T.V.'d	L	1	0	Has Been R.T.V.'d
CZ_LOC	Location Bin No.	C	10	0	Location Bin No.
CZ_CRREF	RTV Reference	C	10	0	RTV Reference
CZ_CRLINE	RTV Line Number	N	7	0	RTV Line Number
CZ_DISCARD	Discard	N	9	0	Discard
ID	Unique ID	N	10	0	Unique ID
					<i>Default Value :</i> NEWID(ALIAS())
cz_RetDsrld	Return Discard	N	9	0	Return Discard
CZ_TAKEDTE	Last Counted Date	D	8	0	Last Counted Date
CZ_TAKEQTY	Last Counted Quantity	N	9	0	Last Counted Quantity
CZ_TAKEADJ	Last Stocktake Adjustment Qty	N	9	0	Adjustment at last Stocktake

Table : **CSTRUC** Table Description : **Assembly Components**

Field Name	Description	Type	Length	DPs	Further information
CV_ASSEMBL	Assembly Item Code	C	16	0	Assembly Item Code
CV_COMPONE	Component Code	C	16	0	Component Code
CV_COQUANT	Component Quantity	N	9	0	Component Quantity
CV_SEQNO	Sequence	C	4	0	Position on assembly
CV_SUBSEQ	Sub-Sequence	C	4	0	Hidden sub-sequence number
CV_COREF	Reference	C	15	0	Component reference code
CV_SUBASSM	Sub-Assembly	L	1	0	Sub-Assembly Flag
CV_PHASSM	Phantom	L	1	0	Phantom assembly flag
CV_CODESC	Description	C	40	0	Component description
CV_NOTES	Notes	M	10	0	Notes
CV_LOC	Component Warehouse	C	4	0	Component warehouse/location.

Table : **CSTWH** Table Description : **Stock Per Warehouse**

Field Name	Description	Type	Length	DPs	Further information
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CS_WHAR	Warehouse Code	C	4	0	Stock Warehouse code(Composit Key) CS_REF+CS_WHAR ---->TAG=CSTWH1 CS_WHAR ---- >TAG=CSTWH2Related to CWHAR,CTHAN,CNAME <i>Rule</i> : "Warehouse Code cannot be blank" <i>Rule Expression</i> : .NOT. EMPTY(cs_whar)
CS_REF	Stock Reference	C	16	0	Stock Reference Code.(Composit Key) CS_WHAR+CS_REF ---->TAGST1 CS_REF ---->TAGST2Related to CNAME,CWARE,CTHAN <i>Rule</i> : "Stock Reference cannot be blank" <i>Rule Expression</i> : .NOT. EMPTY(cs_ref)
CS_INSTOCK	Quantity In Stock	N	9	0	Total instock quantity For This Warehouse.
CS_FREEST	Free Stock	N	12	0	Total free stock Quantity For This Warehouse.
CS_ALLOC	Quantity Allocated	N	9	0	Total Allocations for this Warehouse.
CS_ORDER	Quantity On Order	N	9	0	Purchase Order Quantity For This Warehouse.
CS_SALEORD	Sales Order Quantity	N	9	0	This is the total quantity for this warehouse ofthis product waiting to be processed by the SOPsystem. This figure is increased when an order ordelivery is entered and reduced when that order ordelivery is invoiced.
CS_EXTEN	Extended Description	M	10	0	Extended Stock Description.
CS_BIN	Bin Number	C	10	0	Bin Number.
CS_REORDL	Reorder Level	N	8	0	Reorder Level.
CS_REORDQ	Reorder Quantity	N	8	0	Reorder quantity.
CS_MINST	Minimum Stock	N	8	0	Minimum stock quantity.
CS_DELCH	Delivery Charge Code	C	4	0	Delivery Charge Code.
CS_SUPP1	Supp. 1 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPP2	Supp. 2 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPP3	Supp. 3 Account Code	C	8	0	Prefered Supplier Account Code.
CS_SUPCOD1	Supp. 1 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOD2	Supp. 2 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOD3	Supp. 3 Stock Ref	C	16	0	Prefered Supplier Stock Reference Code.
CS_SUPCOS1	Supp. 1 Cost	N	9	0	Prefered Supplier cost.
CS_SUPCOS2	Supp. 2 Cost	N	9	0	Prefered Supplier cost.
CS_SUPCOS3	Supp. 3 Cost	N	9	0	Prefered Supplier cost.
CS_SUPLTM1	Supp. 1 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_SUPLTM2	Supp. 2 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_SUPLTM3	Supp. 3 Lead Time	N	3	0	Prefered Supplier Lead time in days.
CS_ISS1	Per.Cur.Issue Total	N	11	0	Current Issue Period Total.
CS_ISS2	Per. 1 Issue Total	N	11	0	Issue history period 1.
CS_ISS3	Per. 2 Issue Total	N	11	0	Issue history period 2.
CS_ISS4	Per. 3 Issue Total	N	11	0	Issue history period 3.
CS_ISS5	Per. 4 Issue Total	N	11	0	Issue history period 4.
CS_ISS6	Per. 5 Issue Total	N	11	0	Issue history period 5.
CS_ISS7	Per. 6 Issue Total	N	11	0	Issue history period 6.
CS_ISS8	Per. 7 Issue Total	N	11	0	Issue history period 7.
CS_ISS9	Per. 8 Issue Total	N	11	0	Issue history period 8.
CS_ISS10	Per. 9 Issue Total	N	11	0	Issue history period 9.
CS_ISS11	Per. 10 Issue Total	N	11	0	Issue history period 10.
CS_ISS12	Per. 11 Issue Total	N	11	0	Issue history period 11.
CS_ISS13	Per. 12 Issue Total	N	11	0	Issue history period 12.
CS_LASTISS	Last Issue Date	D	8	0	Last Issue Date.
CS_LASTRCT	Last Receipt Date	D	8	0	Last Receipt date.
CS_SHELF	Shelf Life	N	3	0	Shelf Life in days.
CS_SALETIM	Sale Lead Time	N	3	0	Lead time for sale (no. days)
CS_WARDATE	Warrenty Date	D	8	0	Expire/Warrenty Date Of Item. Could be used as areminder date for reporting.
CS_SHLDCST	Stock Holding Cost	N	9	0	Stock Holding Cost.
CS_COST	Stock Cost Price	N	9	0	Stock Item Cost Price.
CS_SELL	Stock Selling Price	N	9	0	Stock Item Selling Price.
CS_LCOST	Last Cost Price	N	9	0	Last Cost Price.
CS_WOALLOC	WO Allocated	N	9	0	Allocated to works orders for stock in warehouse
CS_WORKORD	Works Order Qty	N	9	0	Quantity on works orders for stock in warehouse

CS_COMPWIP	Component WIP	N	9	0	Component Work In Progress from Warehouse
CS_MATCOST	Material Cost	N	9	0	Warehouse material cost
CS_LABCOST	Labour Cost	N	9	0	Warehouse labour cost
cs_lupdate	Last Updated Date	D	8	0	
cs_luptime	Last Updated Time	C	8	0	
CS_TAKEPR	Stocktake Profile	C	4	0	Stocktake Profile
CS_TAKEDTE	Last Counted Date	D	8	0	Last Counted Date
CS_TAKEQTY	Last Counted Quantity	N	11	0	Last Counted Quantity
CS_TAKEID	Active Stock ID	N	4	0	Active Stock ID
CS_TAKEADJ	Last Stocktake Adjustment Qty	N	9	0	Adjustment at last Stocktake
CS_LC	Unit Landed Cost	N	10	2	Unit Landed Cost (contains Average LC or Standard LC based on stock profile for this warehouse)
				<i>Default Value :</i>	0.00
CS_LLC	Last Unit Landed Cost	N	10	2	Last Unit Landed Cost (amount recorded from Receipt for this warehouse)
				<i>Default Value :</i>	0.00

Table : **CTAKEPR** Table Description : **Stock Take Profile**

Field Name	Description	Type	Length	DPs	Further information
CTK_CODE	Code	C	4	0	Code
CTK_DESC	Description	C	40	0	Stock Take Profile Description
CTK_IGNORE	Do Not Count	L	1	0	Do Not Count
CTK_TOLPC	Tolerance Percentage	N	6	2	Tolerance Percentage
CTK_INTERV	Interval	N	4	0	Interval
CTK_SHEETS	Required Worksheets	N	1	0	Required Worksheets
CTK_COST	Cost Basis	N	1	0	Calculate cost for qty increases: 1 = std/avg cost 2 = last cost
				<i>Default Value :</i>	1
ID	Unique ID	N	10	0	Unique ID
				<i>Default Value :</i>	NEWID(ALIAS())

Table : **CTITEM** Table Description : **Stock Traceable Item**

Field Name	Description	Type	Length	DPs	Further information
CU_CNREF	Stock Reference	C	16	0	Stock Reference
CU_BREF	Batch Number	C	32	0	Batch Number
CU_SREF	Serial Number	C	32	0	Serial Number
CU_CHREF	GRN Reference	C	10	0	GRN Reference
CU_CGLINE	Delivery Line	N	7	0	Delivery Line
CU_ALLISS	Exhausted	L	1	0	Exhausted
CU_ACCOUNT	Supplier Account	C	8	0	Supplier Account

Table : **CTRACK** Table Description : **Tracking of Items**

Field Name	Description	Type	Length	DPs	Further information
CK_CNREF	Stock Reference	C	16	0	Stock Reference
CK_CUBREF	Batch Number	C	32	0	Batch Number
CK_CUSREF	Serial Number	C	32	0	Serial Number
CK_CZSPLIT	Split Number	N	4	0	Split Number
CK_CWREF	Warehouse Reference	C	4	0	Warehouse Reference
CK_LOC	Bin Number	C	10	0	Bin Number
CK_CTTYPE	Transaction Type	C	1	0	Transaction Type
CK_QTY	Transaction Quantity	N	9	0	Transaction Quantity
CK_CTDATE	Transaction Date	D	8	0	Transaction Date
CK_REFEREN	Transaction Ref.	C	10	0	Transaction Ref.
CK_CTCOMNT	Transaction Comment	C	45	0	Transaction Comment
CK_ACCOUNT	Account	C	8	0	Account
CK_GRNREF	GRN Reference	C	10	0	GRN Reference
CK_LINENO	GRN Line Number	N	7	0	GRN Line Number
CK_JCSTDOC	Job Costing Document	C	16	0	Job Costing Document
CK_JPHASE	Job Costing Phase	C	3	0	Job Costing Phase
CK_SLDATE	Sell By Date	D	8	0	Sell By Date

CK_USEBY	Use By Date	D	8	0	Use By Date
CK_CRREF	RTV Reference	C	10	0	RTV Reference
CK_CRLINE	RTV Line Number	N	7	0	RTV Line Number
SQ_CRDATE	Date Created	D	8	0	Date Created
SQ_CRTIME	Time Created	C	8	0	Time Created
SQ_CRUSER	User Created	C	8	0	User Created
CK_DELIVRY	Delivery Note Ref.	C	10	0	Delivery Note Ref.
CK_JCCODE	Costing code ref	C	16	0	
CK_INVOICE	Invoice Ref.	C	10	0	Invoice Ref.
CK_JLINE	Costing line ref	C	10	0	
CK_CRDNOTE	Credit Note Ref.	C	10	0	Credit Note Ref.
CK_DOCUMNT	S.O.P. Document Ref.	C	10	0	S.O.P. Document Ref.
CK_SLOTNO	Supplier's Lot No.	C	32	0	Supplier's Lot No.
CK_SUPPSN	Supplier's Serial No	C	32	0	Supplier's Serial No
CK_CZPSPLIT	Parent Split ID	N	4	0	Parent Split ID
CK_CTRANID	Foreign Key To Ctran	N	10	0	Foreign Key To Ctran
CK_PDF	PDF Image File	C	200	0	PDF Image File name for SOP Invoice/Credit Note and POP Orders
CK_DCREF	POP Reference	C	10	0	POP Reference
CK_DCLINE	POP Line Number	N	7	0	POP Line Number
CK_WOREF	Works Order Reference	C	10	0	BOM Works Order Reference
CK_PATH	Define Position in BOM	C	80	0	Define Position in BOM

Table : CTRAN Table Description : **Transactions**

Field Name	Description	Type	Length	DPs	Further information
CT_REF	Stock Ref	C	16	0	Stock Reference Code.(Composite Key) CT_REF+CT_LOC+DTOA(CT_DATE)Related to CSTWH <i>Rule Expression</i> : ClearCSTWHLock(ct_ref, ct_loc, ct_type)
CT_LOC	Warehouse	C	4	0	Stock Warehouse Location. <i>Rule Expression</i> : ClearCSTWHLock(ct_ref, ct_loc, ct_type)
CT_TYPE	Trans Type	C	1	0	Stock Movement/Transaction type. <i>Rule Expression</i> : ClearCSTWHLock(ct_ref, ct_loc, ct_type)
CT_DATE	Date	D	8	0	Transaction date.
CT_CRDATE	Creation Date	D	8	0	Transaction Creation Date.
CT_QUAN	Quantity	N	9	0	Transaction Quantity.
CT_MOVED	Quantity Moved	N	9	0	Quantity Moved From Receipt for FIFO items.
CT_REFEREN	Reference	C	10	0	Transaction reference.
CT_ACCOUNT	Account	C	8	0	Sales/Purchase Account Number.
CT_COST	Cost Price	N	12	0	Transaction Cost value. (Receipt type).
CT_SELL	Selling Value	N	10	3	Sales Transaction Value (Issue Type).
CT_DUE	Due Date P/Orders	D	8	0	Only used by stock purchase orders. Due date of purchase order.
CT_REF2	Second Stock Ref.	C	10	0	Second transaction reference.
CT_TIME	Time Stamp	C	8	0	Transaction time stamp.
CT_COMNT	Comment	C	35	0	Transaction Comment.
CT_GNRREF	GRN Reference	C	10	0	GRN Reference
CT_LINENO	Line Number	N	7	0	Line Number
CT_JCSTDOC	Job	C	16	0	@JOB
CT_JPHASE	Phase	C	3	0	@PHASE
CT_JCCODE	Cost Code	C	16	0	Cost Code
CT_JLINE	Job Line	C	10	0	@JOB Line
CT_BTCHSER	Batch/Serial Nos	M	10	0	Batch/Serial Nos
CT_CRREF	RTV Reference	C	10	0	RTV Reference
CT_CRLINE	RTV Line Number	N	7	0	RTV Line Number
ID	Unique ID	N	10	0	<i>Default Value</i> : NEWID(ALIAS())
CT_PDF	PDF Image File	C	22	0	PDF Image File name for SOP Invoice/Credit Note and POP Orders
CT_WOREF	Works Order Reference	C	10	0	Works Order Reference
CT_UNIQUE	Unique Tran ID	C	10	0	Unique Transaction ID (for stock to nominal link)
CT_LC	Total Landed Cost	N	12	2	Total Landed Cost (for all LC types recorded against this transaction) <i>Default Value</i> : 0.00

CT_POREF	Purchase Order Ref.	C	10	0	Originating Purchase Order Reference (for Receipt transactions only)
CT_SHIPREF	Shipping Ref.	C	20	0	Shipping Reference (for Receipt transactions only)

Table : **CTXTRA** Table Description : **Stock Tran. Extra**

Field Name	Description	Type	Length	DPs	Further information
CTX_CTRNID	Parent ID	N	10	0	CTTRAN Extra Parent ID (link to CTRAN record) <i>Default Value :</i> 0
CTX_TYPE	Record Type	N	4	0	CTTRAN Extra Record Type
CTX_CODE01	Lookup Code 01	C	20	0	CTTRAN Extra Lookup Code #1
CTX_VAL01	Record Value 01	N	12	2	CTTRAN Extra Record Value #1 (as determined by Record Type) <i>Default Value :</i> 0.00
CTX_VAL02	Record Value 02	N	12	2	CTTRAN Extra Record Value #2 (as determined by Record Type) <i>Default Value :</i> 0.00
ID	Unique ID	N	10	0	Unique ID <i>Default Value :</i> NEWID(ALIAS())
CTX_VAL03	Record Value 03	N	12	2	CTTRAN Extra Record Value #3 (as determined by Record Type) <i>Default Value :</i> 0.00
CTX_LOG01	Record Flag 01	L	1	0	CTTRAN Extra Record Flag #1 (as determined by Record Type)

Table : **CVIEW** Table Description : **Stock View**

Field Name	Description	Type	Length	DPs	Further information
CV_CODE	View Code	C	3	0	
CV_NAME	View Name	C	30	0	
CV_SYSVIEW	System View	L	1	0	
CV_LVL1	Level 1 View	C	20	0	
CV_LVL2	Level 2 View	C	20	0	
CV_LVL3	Level 3 View	C	20	0	
CV_LVL4	Level 4 View	C	20	0	
CV_LVL5	Level 5 View	C	20	0	
CV_LVL6	Level 6 View	C	20	0	
CV_DEFAULT	Default View	L	1	0	

Table : **CWARE** Table Description : **Warehouses**

Field Name	Description	Type	Length	DPs	Further information
CW_CODE	Warehouse Code	C	4	0	Stock Warehouse Code.(Primary Key)Related to CSTWH <i>Rule :</i> "Warehouse Code cannot be blank" <i>Rule Expression :</i> .NOT. EMPTY(cw_code)
CW_DESC	Description	C	40	0	Warehouse Description. <i>Rule :</i> "Warehouse Description cannot be blank" <i>Rule Expression :</i> LEN(ALLTRIM(cw_desc))>0
CW_ADDR1	Address Line 1	C	30	0	Warehouse Address Line.
CW_ADDR2	Address Line 2	C	30	0	Warehouse Address Line.
CW_ADDR3	Address Line 3	C	30	0	Warehouse Address Line.
CW_ADDR4	Address Line 4	C	30	0	Warehouse Address Line.
CW_POST	Post Code	C	10	0	Warehouse Post Code.
CW_CTACT	Contact	C	30	0	Contact Person in Warehouse.
CW_PHONE	Telephone Number	C	20	0	Warehouse Phone Number.
CW_FAX	FAX Number	C	20	0	Warehouse FAX number.
CW EDI	EDI/Modem Number	C	20	0	Warehouse EDI/Modem Number.
CW_REC	Rec.Block Movements	L	1	0	Movement BLOCKING flag.
CW_ISS	Iss.Block Movements	L	1	0	Movement BLOCKING flag.
CW_RET	Ret.Block Movements	L	1	0	Movement BLOCKING flag.
CW_TRANF	Trf.Block Movements	L	1	0	Movement BLOCKING flag.
CW_NOTES	Memo	M	10	0	Warehouse Memo.
CW_RESNEG	Restrict NegTransfer	L	1	0	Negative Qty Is Restricted On Transfer 'FromWarehouse' During Stock Transfer Process.

CW_QUANT	Quarantine Indicator	L	1	0	Quarantine Indicator
CW_CNTR	Cost Centre	C	4	0	Nominal Cost Centre

Table : **CWCAT** Table Description : **Gateway Category**

Field Name	Description	Type	Length	DPs	Further information
cg_code	Category Code	C	20	0	
cg_desc	Category Description	C	50	0	
cg_lupdate	Last Updated Date	D	8	0	
cg_luptime	Last Updated Time	C	8	0	

Accreditation Training Courseware

Other Guides and Help

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

Readme File

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

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

Release Guide

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

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

Installation Guide

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

Demonstration Data Guide

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

Implementation Guide

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

System Requirements Guide

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

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

Help

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

Document Management & Executive Dashboards Guides

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

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