Opera 3 Bill Of Materials
B.O.M

Accreditation
Training Courseware

Pegasus Software Ltd
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 Bill of Materials module is designed to be used as an integral part of your Stock Control system, and cannot be purchased separately.

Feedback

Pegasus is interested to hear your views on the documents we provide. To give your feedback, send an email to training@pegasus.co.uk. Please type “O3Training_Accreditation_SCM20BOMR1.docx Accreditation Training Courseware” in the subject box.

Please note that product support is not offered through the above email address.

Key

Icon	Meaning
Example – Examples	Useful Hint, Tip or Note. General Comments / Notes
	Useful Report obtained from clicking on the print icon while sitting on the form
	During the literature, some basic Question and Answer / Troubleshooting points are discussed. May include a few did you knows…
	Website link
	Exercises / Example solution
	Report to XLS
	Potential Report Enhanced from Opera 3 (more than simple field adjustments)
Question *Answer* FAQ	FAQs - Only

Training Literature Releases

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

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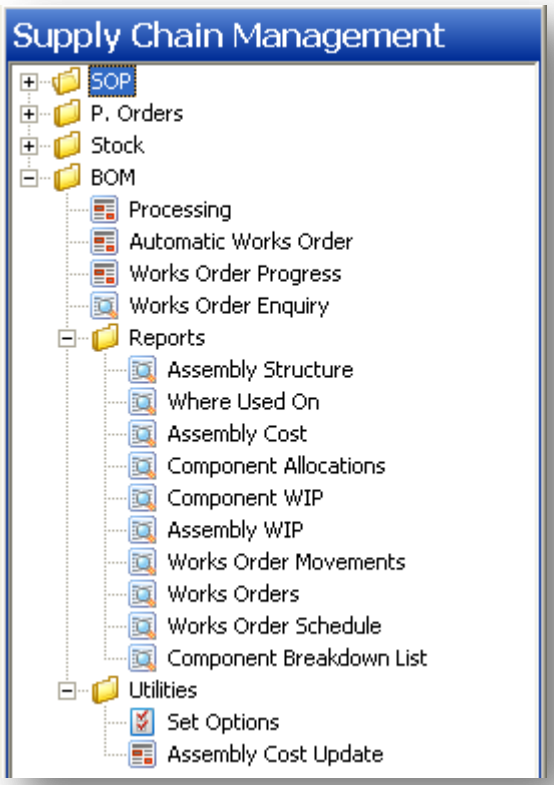
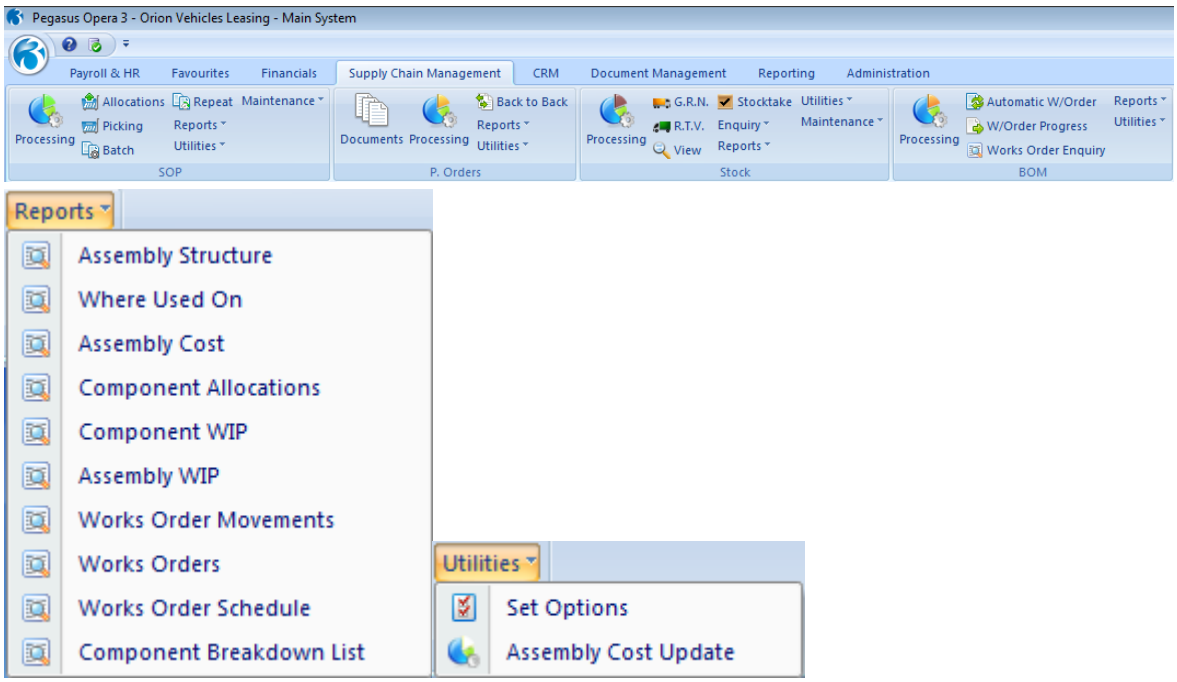
Module Menu Structure

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
BOM	Processing	Use the Processing command to create and maintain stock records and to enter details of stock movements
	Automatic Works Order	Use the **Automatic Works Orders** command to generate works orders automatically on the basis of one or both of the following: • sales orders raised for assembly items; • critical levels of stock for assembly items that require reordering.
	Works Order Progress	Use the **Works Order Progress** command to progress the works orders in batches from one status to another
	Works Order Enquiry	Use the **Works Order Enquiry** command to select one or more works orders on the basis of various selection criteria for enquiries. You can view the works order main details and drill down to the component requirements for each order displayed.
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 BOM Control module works.
	Assembly Cost Update	Use the **Assembly Cost Update** command to recalculate the assembly cost prices automatically, based on the components from which they are made and according to the selection criteria you specify. The assembly records are updated accordingly and the audit trail printed if requested.

Notes

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The Module

The Bill of Materials module is designed to be used as an integral part of your Stock Control system, and cannot be purchased separately.

BOM allows assembly structures to be defined from stock component parts and helps to maintain the stock level of components, sub-assemblies and the finished assembly item as the assembly is put on a 'Works Order', 'Allocated', 'Issued', and finally 'Received' back into stock as a completed item.

Key functions of the Bill of Materials module:-

- The Bill of Materials module contains WIP (Work in Progress) that allows stock to be allocated and then issued to BOM. Without using this feature assemblies can be built and received into stock in one process. (This is known as Kitting.) Work In Progress keeps a log of all the stock currently in WIP for all works orders and helps the user to keep control over Component stock levels.
- Assemblies. The system will enable you to construct and maintain multi-level bills of materials to create assemblies. Assemblies may have up to 9 levels, with unlimited Components and Sub-Assemblies per level.
- Works Orders. Required assemblies will create a works order that can be printed. All works orders will have a unique identifying number.
- Multi-Level Issues. The system can automatically issue from the highest level of a structure for which there is stock available. Where there is no stock available it will automatically go down to the next level in the structure.
- SOP Kitting. This will enable you to raise a Sales Order for an item and create it from its Components. This function is referred to as 'Allow Works Order Requests' within the Set Options routine.
- Optional Allocations. There is a system option to post allocations on creation of Works Orders or to Issue straight into WIP.
- Amendment of Works Orders. You can amend the structure of an Assembly on a Works Order for orders that have been allocated and not yet issued.
- Completion of Works Orders. Complete and receive finished goods into stock for a Works Order.
- Deletion of Works Orders. This will enable you to delete a Works Order. The remaining WIP will be booked back into stock or allocations de-allocated.
- Issue/Returns of Works Orders. This functionality would issue or return the Components of a Works Order into WIP. You will be allowed to select the quantity you wish to issue/return.
- Phantom Sub Assemblies. A 'Phantom Sub Assembly' is an Assembly that consists of a number of Components and does not exist as a finished item. If an item is described as a 'Phantom' then when issuing material into WIP its Components are issued rather than itself.

Notes

- Temporary Assembly Structure. When creating a works order it will be possible to change the structure of the Assembly for the Works Order for the duration of the order. This will enable the user to use an alternative Component in an Assembly.
- Automatic Creation of Works Orders. The system will automatically calculate a suggested order quantity for each Assembly and display in a browse. A Works Order will be created for each Assembly displayed that is ticked.
- Automatic Allocation of Works Orders. A browse will be displayed of all Works Orders not yet Allocated to BOM. You will be able to tick the Orders you wish to allocate.
- Automatic Issue of Works Orders. A browse will be displayed of all the Works Orders Allocated but not yet issued. You will be able to tick the Orders you wish to issue to WIP.
- Automatic Completion of Works Orders. A browse will be displayed of all the Works Orders that are issued but not yet completed. You will be able to tick the items you wish to complete.
- Traceability on both Components and finished goods.
- Assembly Structure View with drill down to sub assemblies and Components. With a function key to do a view of the stock item highlighted.
- Cost Price update. The automatic calculation of Assembly cost prices from the prices of its Components with the option to include labour items.
- Labour ‘Stock Items’. Labour items can be part of the Assembly structure.
- Description only items. Description only lines can be part of the Assembly structure.
- Memos on Component structure. Memos can be attached to Components in an Assembly structure.
- Real time link to Costing. The system creates a committed cost upon creation of a Works Order and changes it into a real cost once the Works Order is completed.
- A normal ‘Stock Cost’, ‘Material Cost Price’ and ‘Labour Cost Price’ are held on each Assembly stock item.
- Assembly Structure Report.
- Where Used on Report.
- Assembly Cost Report.
- Outstanding and Completed Works Order Report.
- WIP Report.
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- Conversion of Senior and Single user BOM structures to Opera.
- 9 levels

Integration

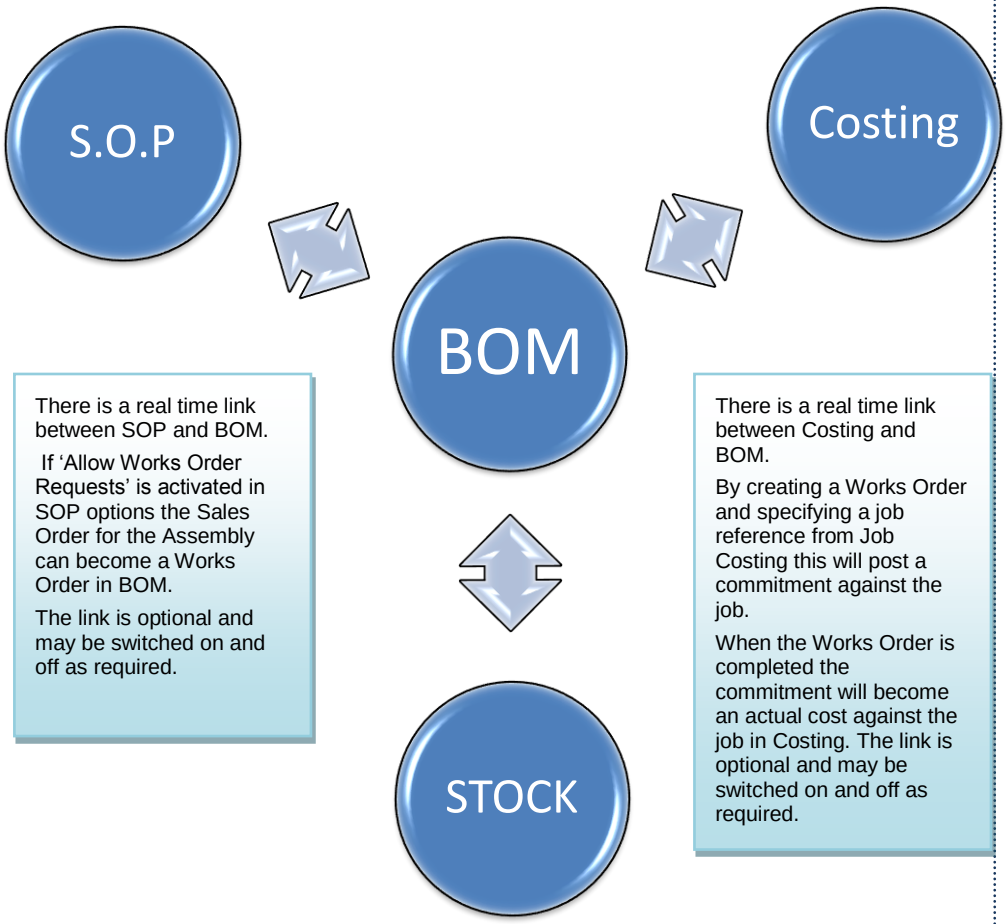
There is a link between SOP and BOM. If ‘Allow Works Order Requests’ is activated in SOP options the sales order for the assembly can become a works order in BOM. The link is optional and may be switched on and off as required.

There is a real time link between Costing and BOM. By creating a works order and specifying a job reference from Costing a commitment is posted against the job. When the works order is completed the commitment becomes an actual cost against the job in Costing. The link is optional and can be switched on and off as required.

Notes

Stock Control must be present. BOM automatically bolts onto Stock and uses stock items as assemblies, sub-assemblies and components in BOM. Additional fields on the stock header and in options are displayed in the Stock module to assist the user in maintaining component stock levels. This also allows the user to create works orders based on the reorder level for assemblies via the Automatic Works Orders Utility.

Integration Chart



There is a real time link between SOP and BOM.

If 'Allow Works Order Requests' is activated in SOP options the Sales Order for the Assembly can become a Works Order in BOM.

The link is optional and may be switched on and off as required.

There is a real time link between Costing and BOM.

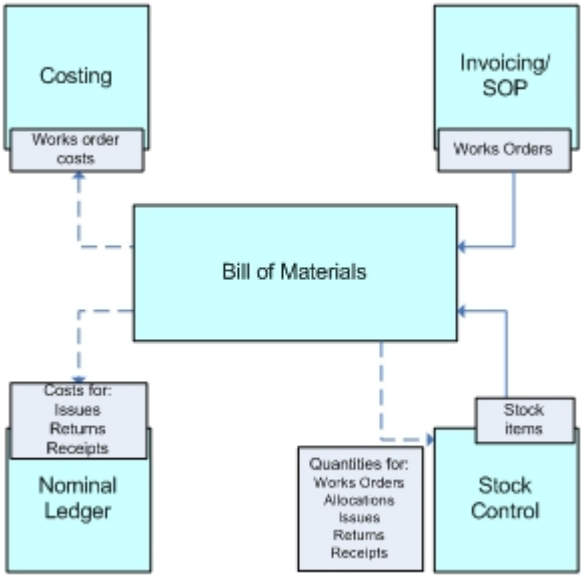
By creating a Works Order and specifying a job reference from Job Costing this will post a commitment against the job.

When the Works Order is completed the commitment will become an actual cost against the job in Costing. The link is optional and may be switched on and off as required.

Stock Control must be present. BOM will automatically bolt onto Stock and use stock items as Assemblies, Sub-Assembles and Components in BOM. Additional fields on the stock header and in options will appear in the Stock module and will assist the User in maintaining Component stock levels. This will also allow the User to automatically create Works Orders based on the reorder level for assemblies

Notes

How the Bill of Materials module links to other modules



The Bill of Materials module automatically links to Stock Control. Bill of Materials uses stock items as assemblies, sub-assemblies and components. Additional boxes on the Stock Processing form displays Works Order, component allocation and component work issues (work in progress) information. Bill of Materials also links to Costing, Nominal Ledger and Sales Order Processing modules if the respective option is ticked on the System - Maintenance - Company Profiles form.

- When used in conjunction with **Costing**, Works Orders can be analysed to job numbers, phases, and cost codes. When you post a works order and specify a job code from Costing a commitment cost is posted against the job. When the works order is completed the commitment becomes an actual cost against the job in Costing.
- When used in conjunction with **Sales Order Processing**, Works Orders can be automatically created when a sales orders is posted.
- When used in conjunction with the **Nominal Ledger**, journals are posted to control accounts for receipts of finished assemblies and issues and returns of components. 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.

Unless **Open Period Accounting** is used, the following must apply for transactions to update the Nominal ledger in real-time:

- The application's system date must be in the current Nominal Ledger period.
- The transaction date must be in or older than the current Nominal Ledger period. If transactions are posted in advance (have a transaction date in advance of the current nominal period) the ledger update will not occur until the Nominal - Utilities - **Period End** command is used. At this point, any transactions with dates that fall within the new nominal period are transferred as a batch journal record.

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.

Notes

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.

The Bill of Materials module is designed to be used as an integral part of your Stock Control system, so cannot be used without Stock Control. **Bill of Materials** allows assembly structures to be defined from stock component parts and helps to maintain the stock level of components, sub-assemblies and the finished assembly item as the assembly is put on a 'Works Order', 'Allocated', 'Issued', and finally 'Received' back into stock as a completed item.

The Bill of Materials module is structured into the following sections:

Section	Description
Processing	This section is where Bill of Material assemblies are defined, works orders are created, component stock is allocated and then issued to production, and lastly where the finished item is received into stock. You can create assemblies with up to eight sub assemblies (nine levels in total per assembly). A report is also provided that details where the assembly is used as a sub assembly if relevant.
Automatic Works Order	This section is where you record stock that is received from your suppliers. You can optionally pick receipt lines from details on your purchase orders.
Works Order Progress	This section is where you progress Works Orders in batches from one status to another. You can progress a batch of works orders to either: • Allocate component stock • Deallocate component stock • Issue component stock • Return component stock • Complete component stock. You use the selection criteria to determine which records are to be processed. All works orders not already at the status selected are included in the selection grid for processing. You can then override which order records are to be processed before committing the batch for progression.
Works Order Enquiry	This section is where you can view one or more works orders on the basis of various selection criteria. You can view the works order main details and drill down to the component requirements for each order displayed.
Reports	This section provides listings of records maintained in the Bill of Materials module. These include lists of records maintained through the various forms and transactions generated as a result of Works Order postings, component allocations and issues, and completed assemblies. Reports can be used to view information on your computer screen as well as printing. Most reports provide a number of options to determine the criteria, sequence and range of records reported.
Utilities	This section is where you choose the settings for the Bill of Materials module and update your assemblies cost prices based on the cost of it's components.

Bill of Materials and Open Period Accounting

Notes

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

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

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

For more information see the Open Period Accounting Help topic.

The Bill of Materials module updates the Nominal Ledger with details of component issues and returns, and receipts of finished assemblies. 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.

Notes

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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:

System Manager

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

EC VAT (If Applicable)

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

Nominal / Sales Ledger / Purchase Ledger

- If the Nominal Ledger is present and is to be linked to the Stock Control module, ensure that all relevant Control Accounts for Stock movements are specified within Set Options.
- If the Sales Ledger module is also being used, ensure that all relevant Sales Codes have been created first.
- If the Purchase Ledger module is also being used, ensure that all relevant Supply Codes have been created first.

Stock

- Have to have stock activated and set-up priori to using BOM.

BOM

Integrated Modules

- SOP Options - Switch on options in SOP Utilities to allow BOM Works Orders to be created from Sales Orders.
- Stock Profiles - Create a new stock profile that will allow you to create a labour type stock item.
- Stock Processing - Create each Component, Sub-Assembly and Assembly as stock records.

Bill of Material Module

- BOM Options - Define the option settings to configure the module to process Works Orders in the required way.
- BOM Processing - Create Sub-Assemblies and then Assemblies from their Component parts.
- Assembly Cost Update - Run the 'Assembly Cost Update' routine in the BOM Utilities menu if required

Set-up

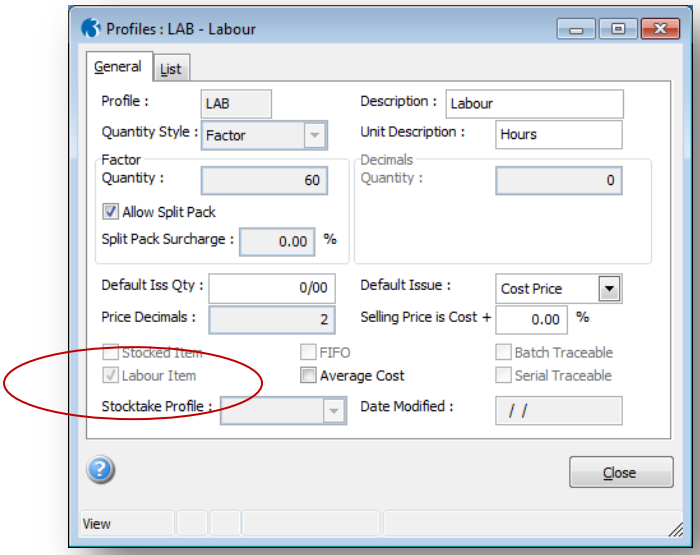
1.2 Changes in the Stock Module

Notes

When the BOM module is installed the user can expect to see the following changes to the Stock Control module.

1.2.1 Stock Profiles

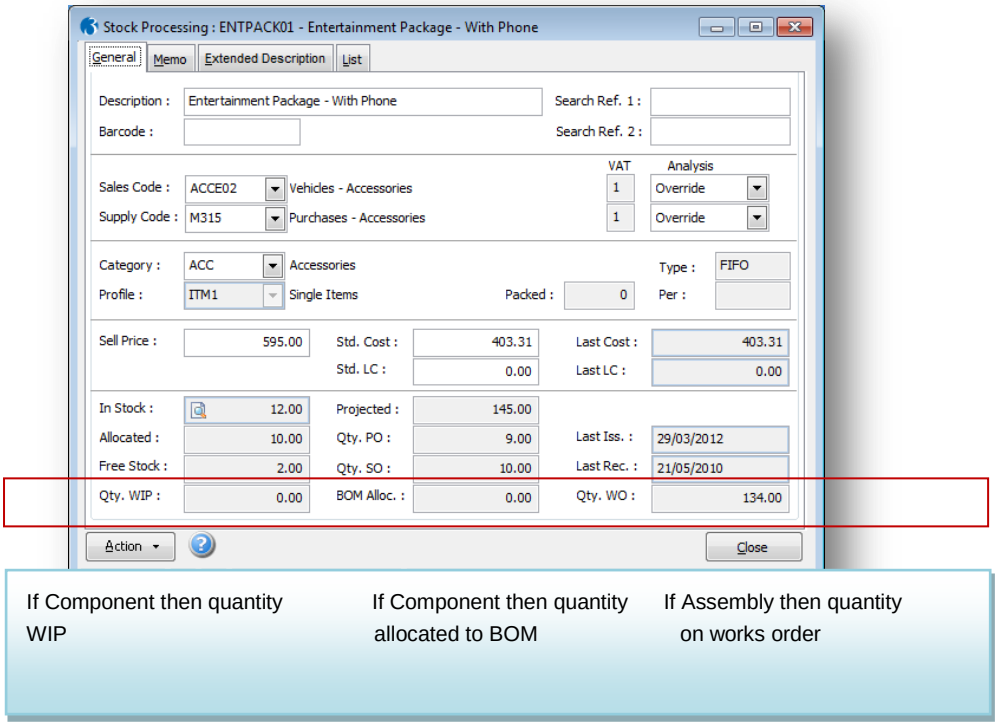
A new flag has been added to the Stock Profile screen, allowing the identification of items specifically to be used as labour Components in the BOM module.



1.2.2 Stock Processing

NB: Need to Create all Assemblies, Sub-Assemblies and Components in the Stock Module

The Stock header record will contain additional fields to enable the user to monitor BOM Component levels and movements.



If Component then quantity WIP

If Component then quantity allocated to BOM

If Assembly then quantity on works order

Notes

Icons will signify whether this stock item is an Assembly, a Sub-Assembly or a Component.

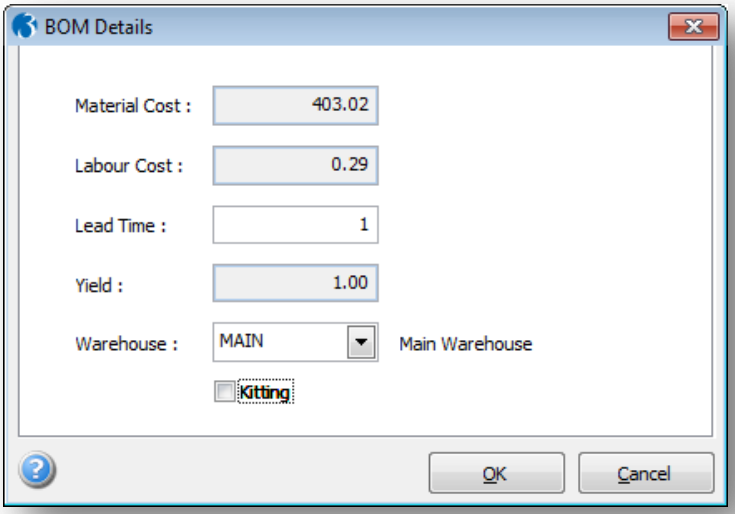
Icon	Meaning
	This icon signifies that the stock item is an Assembly in BOM
	This icon signifies that the stock item is a Sub-Assembly in BOM
	This icon signifies that the stock item is a Component in BOM
	This icon signifies that this is a traceable Component in BOM
	This icon signifies that the item is Labour used on BOM Works Orders

1.2.3 Action Items

The Action menu will include two additional processing options, available on Components, Labour items, Assemblies and Sub-Assemblies records only.

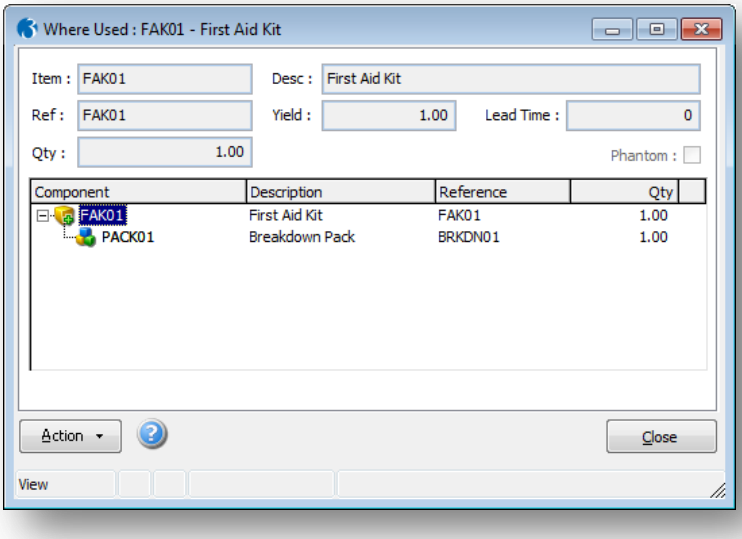
1.2.3.1 BOM Details

Selecting this item will show the user the Material & Labour cost of the Assembly or Sub-Assembly in BOM, the Lead Time, Yield and linked warehouse. Kitting may also be specified if Work In Progress is not required. These fields are explained fully in future sections of this courseware.



Notes

1.2.3.2 Where Used



This menu item will allow the user to see exactly where the Sub-Assembly or Component is used within BOM.

The Sub-Assembly may be part of several Assembly structures whilst the Component may feature on multiple Assemblies or Sub-Assemblies.

The above screen shot shows a Sub-Assembly, which is part of two Assembly structures.

1.3 Utilities Records

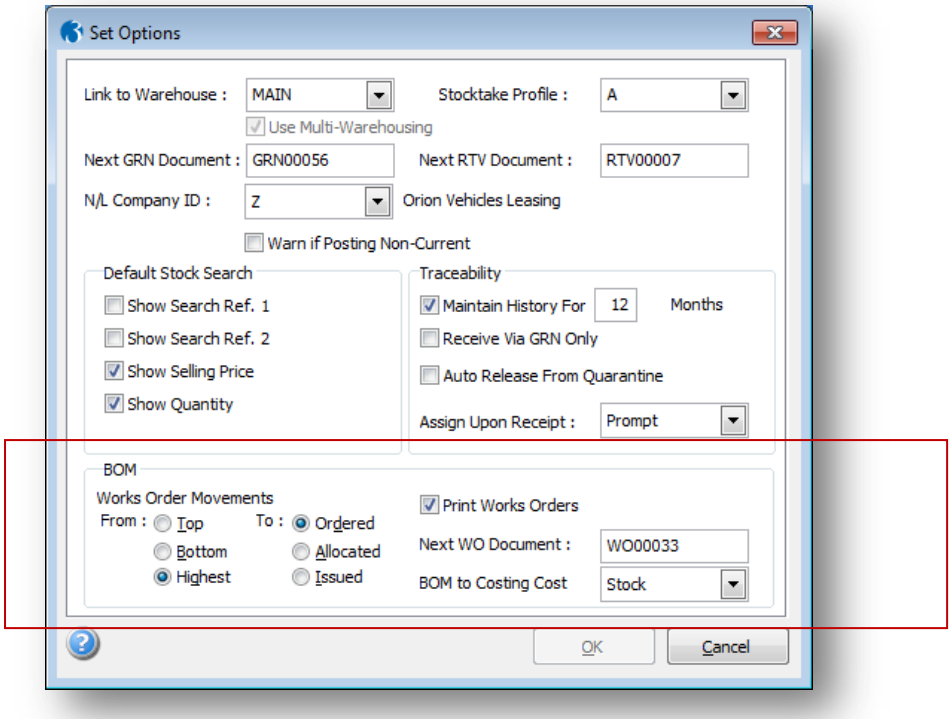
This section goes through the records that are required to be set-up within the Utilities group. This includes Set Options which offer various settings that govern the workings of the module. This is an essential part of the set-up process.

1.3.1 Set Options

Use **Set Options** command to specify options and controls that affect the operation of the BOM 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, you cannot identify a warehouse code unless the corresponding warehouse record already exists. 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.

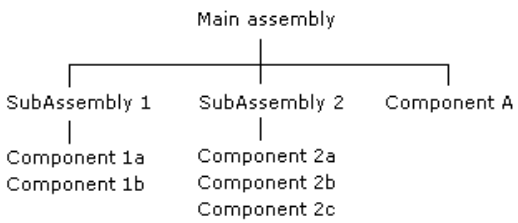
Notes

That means you cannot change option settings while other forms or processes that involve the BOM module are active.

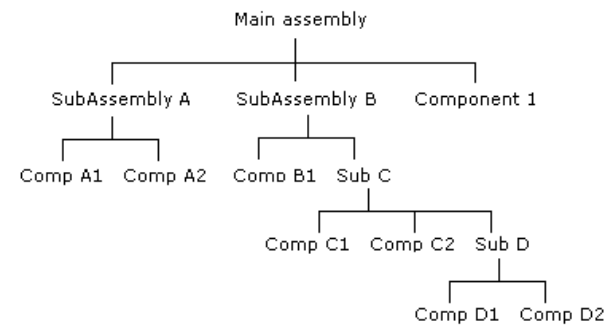


To set up stock options

1. Open the **BOM** 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**.

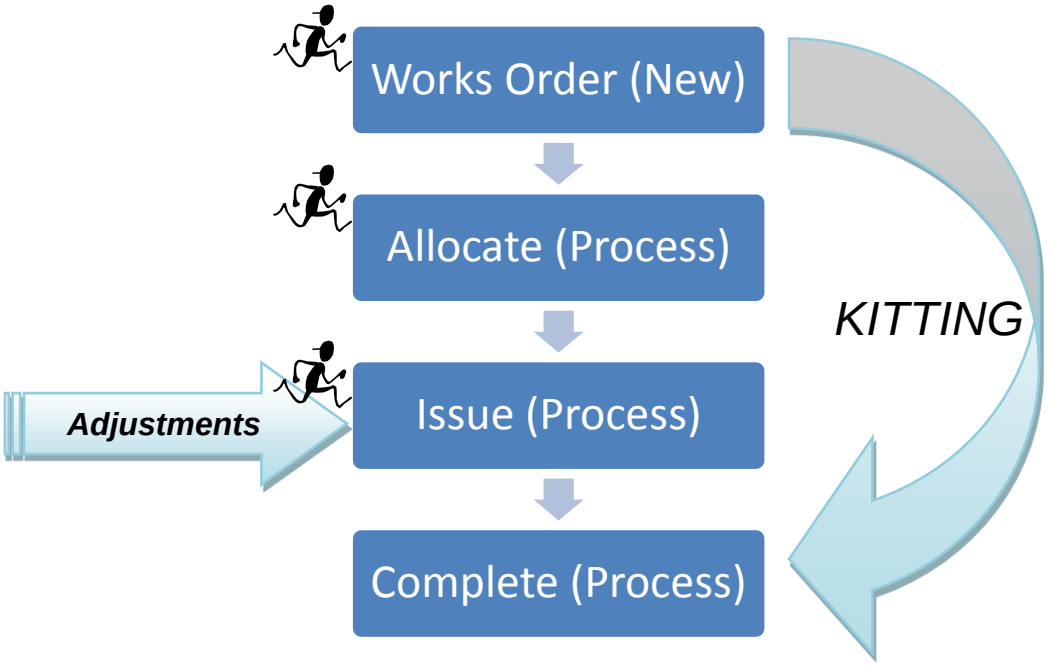
Box	Description
Works Order Movements	Options that control the way in which works orders generate stock movements for components of assemblies. When an assembly is included on a works order to be built, this option determines two things. Firstly, the From option controls the levels down to which the system searches for available components. This can be one of the following:
	Top With this option selected, the application will only check for components at the top level of an assembly structure to see if the assembly can be built. For example, in the diagram below, the top level includes SubAssembly 1, SubAssembly 2 and Component A. If the option is set to 'Top', the system will check for the availability of stock for this top level to determine if the works order can be satisfied. In this case, it does not matter if there is no stock of Components 1a, 1b, 2a, 2b or 2c, since these are not included in the works order movements. If there is insufficient stock of either SubAssembly 1, SubAssembly 2 or Component A, the Main assembly cannot be built, until stock of these components are available. 

Notes

	Bottom This is effectively the reverse of the Top option. The lowest level of components are always the ones moved when the assembly is included on a works order. Using the next diagram as an example, the works order movements generated for the Main assembly would be based on the availabilities of the lowest level of components, and so the quantities of SubAssembly A and SubAssembly B available in stock would be irrelevant. 
	Highest This setting offers the most flexible approach to building assemblies and controlling works order movements. In this case, the application will create movements on the basis of the highest level of component or subassembly available in stock. For example, in the diagram above, the system checks the stock of the subassemblies and components at top level first to see if there is sufficient stock. If, for example, SubAssembly B is short on stock to make the Main assembly, the system moves down a level to check the components of SubAssembly B. If Sub C has a shortfall, then the system checks for stock of its components, and so on. The movements are always made at the highest possible level from which the Main assembly build can be satisfied.
To	The second part of the Works Order Movements option concerns what kind of movements are generated when a works order is created. This will be one of the following: • **Ordered** Works orders will have to go through a separate allocations then a separate issues stage in order to generate the corresponding movements of stock components. • **Allocated** The creation of a works order automatically allocates the components for the assembly, but issue movements have to be dealt with as a separate stage. Note that works orders only qualify for allocation where the quantity ordered is greater than the sum of the quantity already made, the quantity allocated and the quantity issued. • **Issued** The creation of a works order automatically issues the stock of components used to build the assembly.
Print Works Orders	An option that determines whether works order documents can be printed for works orders raised through the BOM or SOP modules. If the option is cleared, works order records are raised to facilitate the processing of BOM assemblies but no hard copy of the works orders is produced.
Next WO Document	An option that determines the next works order number to be generated by the system. From this number, all new works order records are automatically assigned the next number in sequence.
BOM to Costing Cost	An option that determines which cost is transferred to the Costing module if linked to the BOM module. You can select one of the following from a list: Stock, Material or Material + Labour.

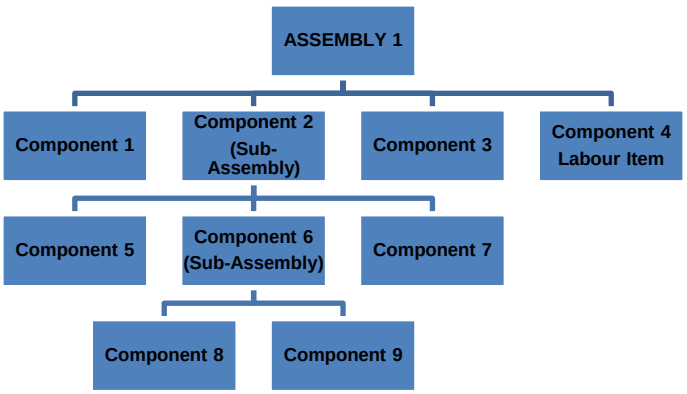
Notes

1.3.1.1 Works Order Process Flow

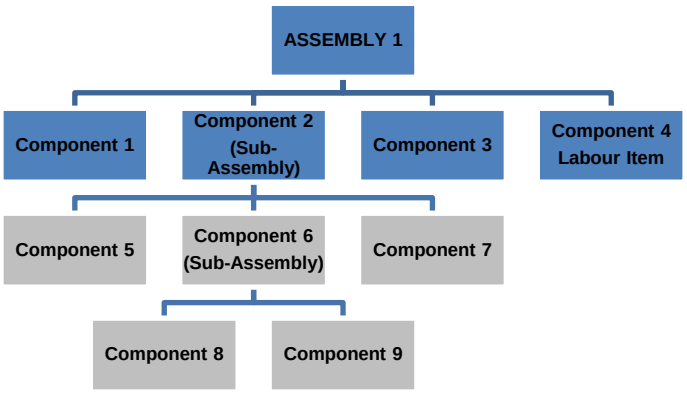


1.3.1.2 Works Order Movements

Standard Example

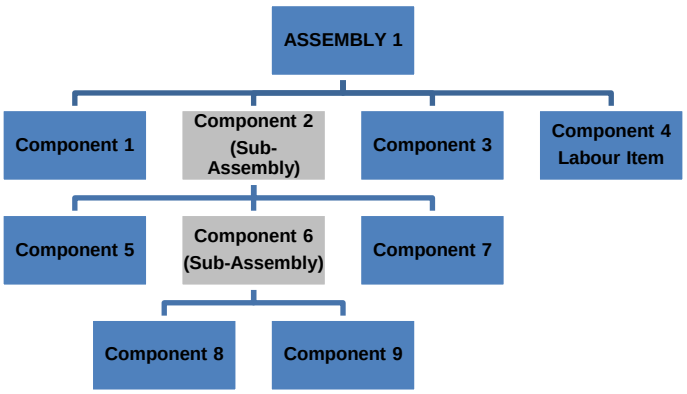


Top

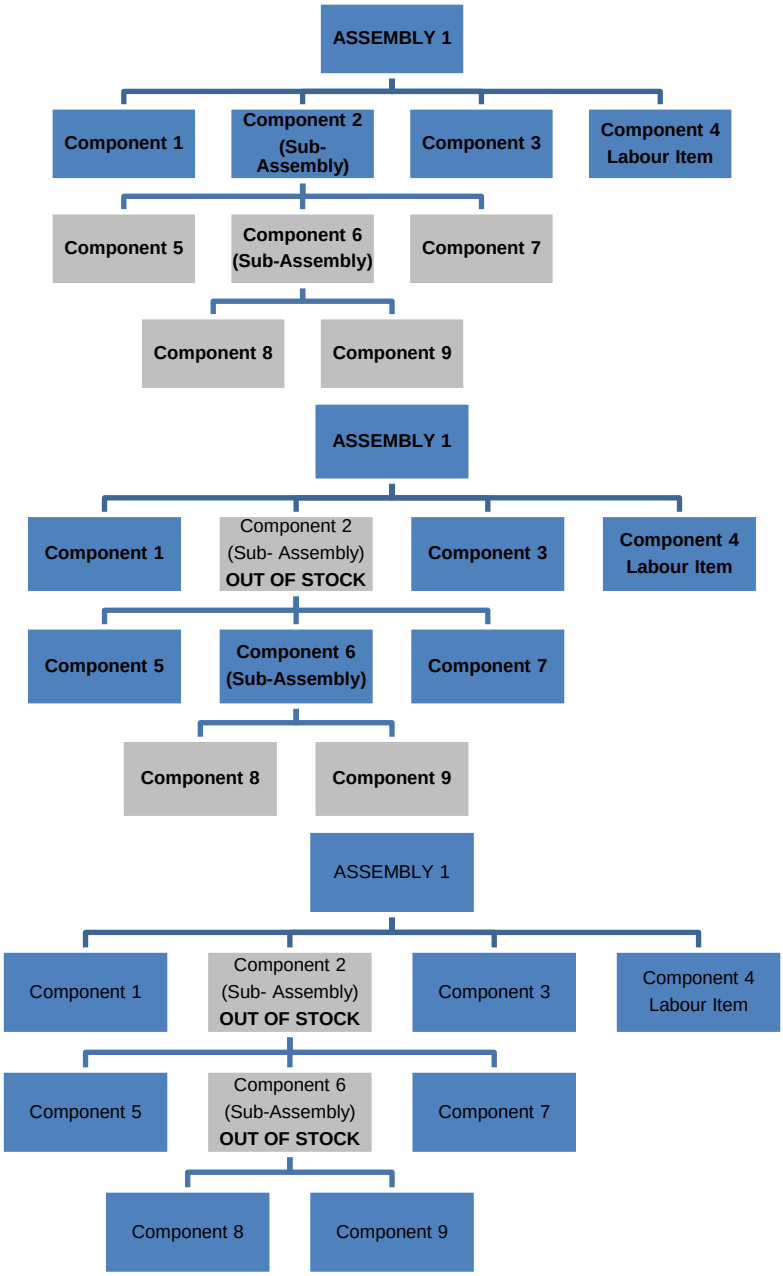


Notes

Bottom



Highest



For Sub-Assemblies that have some quantity in stock, but not enough to cater for the WO requirement, it will take the appropriate amount (stock down to 0) and then take the rest from the next level down and so forth.

NB: Negative Stock can occur from this

Notes

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2 Maintenance

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

In regards to specific maintenance records for BOM – there are shared with Stock as such.

Notes

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3 Processing

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

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.

Box	Prerequisite
Sales Code	At least one sales code record must be created using the **Sales Codes** form in the Sales module 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 module 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 module 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 module 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	If you have the multi-warehouses feature activated, you may want to create warehouse records in addition to the defaults supplied using the **Warehouses** form in the Stock module before you link stock items to warehouses.
Country (EC VAT form)	At least country record must be created using the **Countries** form in the EC VAT module. This only applies if you have the EC VAT module 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 module. This only applies if you have the EC VAT module installed and activated.
Picture File (Gateway Options form)	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 module installed and activated (and have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).

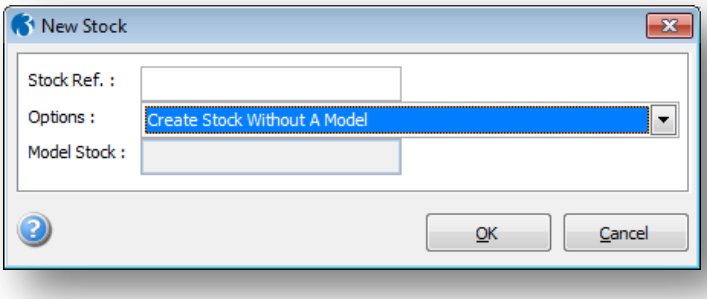
Processing

Notes

Thumbnail File (Gateway Options form)	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 module installed and activated (and have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).
Gateway Category (Gateway Options form)	At least one gateway category record must be created using the Gateway Categories form in the Stock module before you can assign a gateway category to the stock item. This only applies if you are using the Gateway module (and so have the **Gateway** option selected on the **Options** tab of the **Company Profiles** form in the System module).

3.1.2 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.

3.1.3 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.

Notes

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	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: • 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 module's **Processing** command.
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 subsassembly 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.

3.1.4 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.

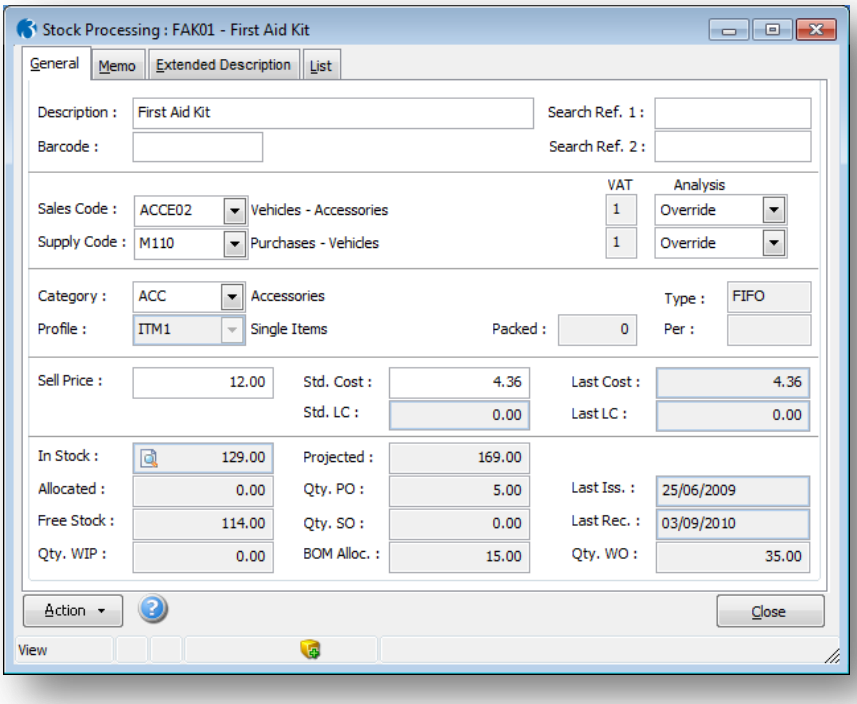
Notes

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.

3.1.4.1 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.

Notes

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	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'. **Note:** You cannot amend the profile once receipts, issues, transfers or supplier product records exist for the stock item.
Sell Price	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. 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. **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.
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. See the Stock Profiles Help topic for details on how Average Costs are 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.
Last Cost	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.
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.	

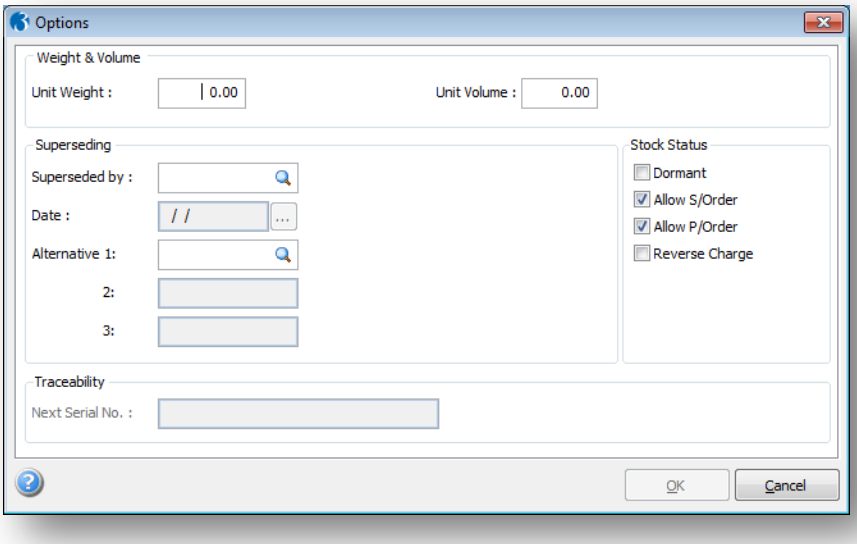
Notes

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.

3.1.4.2 Options

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

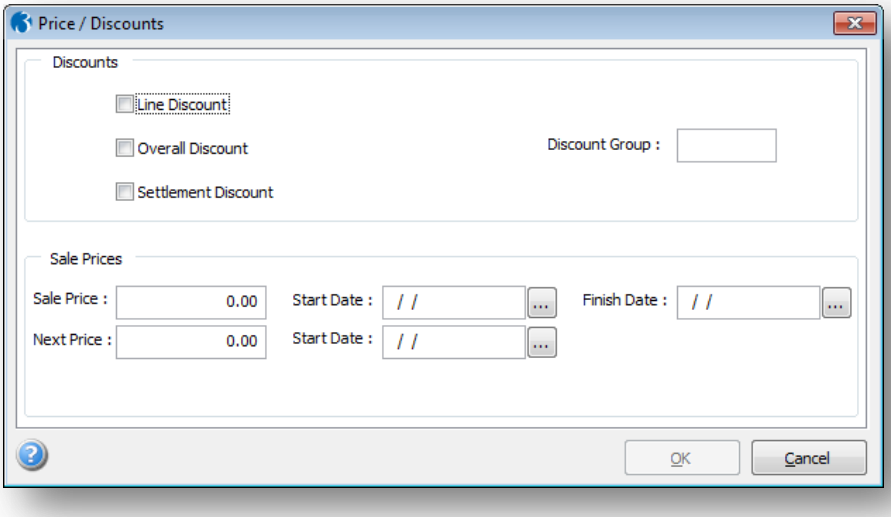
Figures may be recorded by the user for reference purposes and used in the calculation of delivery charges.

Notes

	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. You can only select the **Dormant** option for items that have zero balances. This includes the quantity in stock, allocated on salesor works orders, or in work in progress; the quantity 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. 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, *pro forma* 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. If you want to reinstate a disused stock item, simply clear the **Dormant** option on the **Options** form.
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.
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.	
Reverse Charge	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.

3.1.4.3 Price/Discounts

Notes

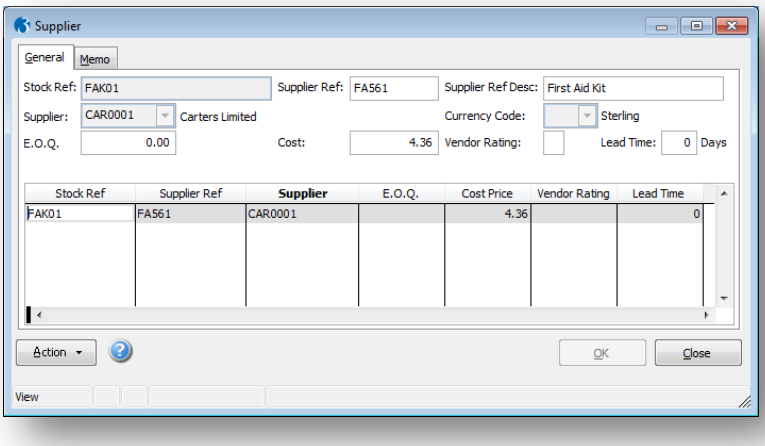


Box	Description
Line Discount	An option that determines whether the default for line discount is presented for this stock item when it is included on orders, invoices and so on. If this option is cleared, no default line discount will be provided, but one can be entered manually. In any case, any default 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.

Notes

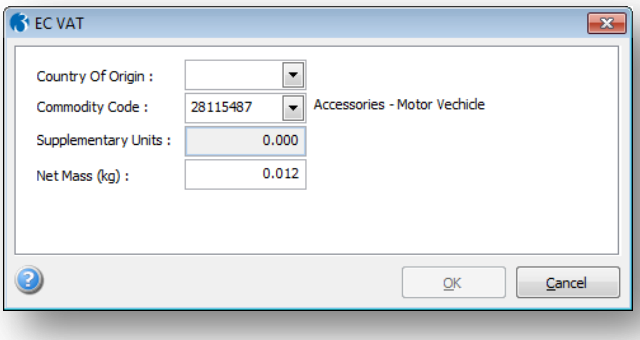
3.1.4.4 Suppliers

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.



3.1.4.5 EC VAT

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

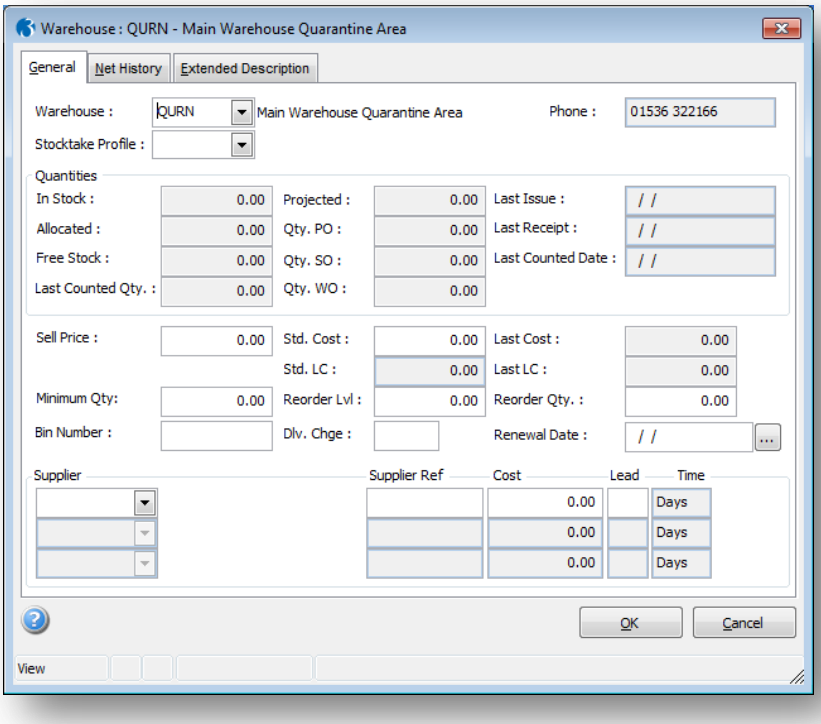


Box	Description
Country of Origin	A reference that identifies the country of origin of the item. You can select from a list. Country codes are defined using the **Countries** command in the EC VAT module. This default is presented when the item is included on documents, such as orders and invoices.
Commodity 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.

3.1.4.6 Linking Warehouse

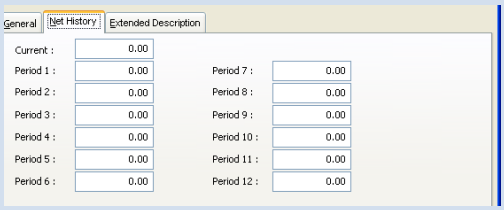
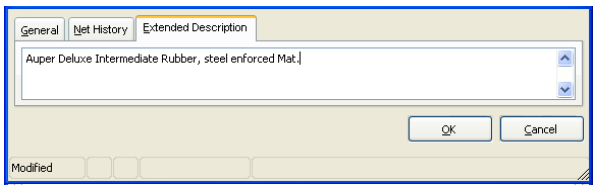
Notes

Multiple warehouses are only available if you have the multi-warehouses feature activated.



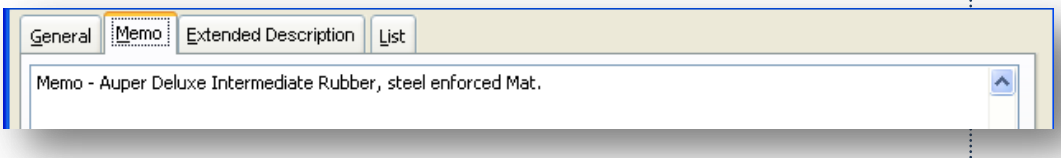
Box	Description
Warehouse	A reference that identifies the warehouse to which the stock item is linked. If you enter transactions for a warehouse that the item is not linked to, the application displays a warning. This acts as a check to prevent you selecting the wrong warehouse; however, you can choose to ignore the warning and continue with the transaction entry and in doing so, create a link. 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.
Sell Price	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.
Std. Cost	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.
Minimum Qty	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.
Reorder Lvl	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.
Reorder Qty	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. **Note:** The quantity entered here will be the suggested quantity on the Reorder Report.

Notes

Bin Number	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.
Dlv. Chge	The standard delivery charge for the item. **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.
Renewal Date	The date on which the stock item should be renewed.
Supplier	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. **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.
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. 
Extended Description	An additional description. 

The Memo Tab

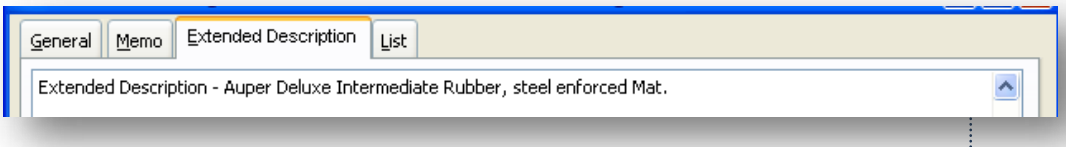
This is where the user can attach a memo to a stock record. If a stock item has a memo attached, the Status Bar will flag the processing form accordingly.



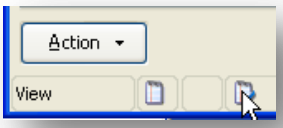
Notes

The Extended Description Tab

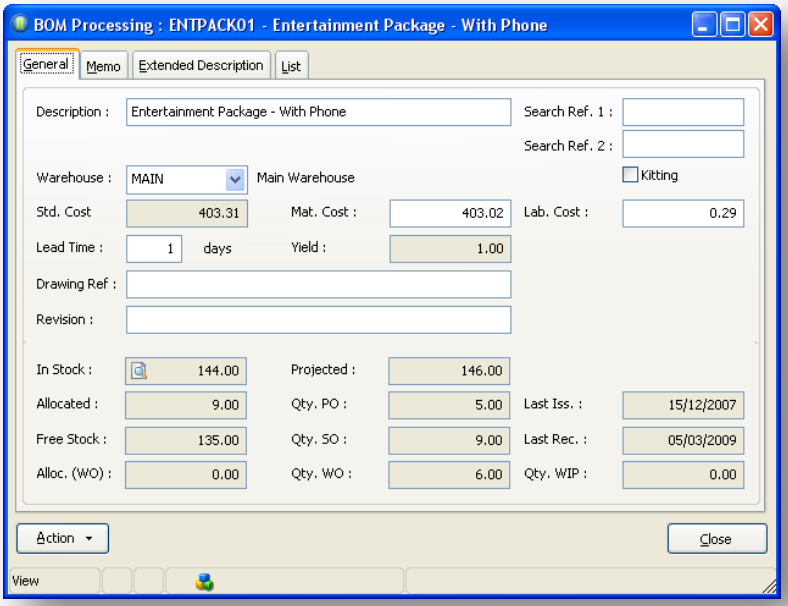
This option can hold an optional description of unlimited size. When the stock item is used in the Invoicing /SOP module, the extended description will be displayed on screen at which point the user can elect to amend / delete it and to include it on the printed document.



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



3.2 BOM Processing



3.2.1 Assembly Creation

Note: The Bill of Materials (BOM) module is only available if your installation of the application uses a Visual Foxpro database.

Use the **Processing** command to define the structure of assemblies. Any assembly can comprise components of either materials or labour and these components may be assemblies in their own right (known as subassemblies). Careful planning of your assembly structures in advance will help you in constructing the bill of materials correctly, and where subassemblies are involved, you should begin with the lowest level assembly structures first.

Notes

If you have not already done so, you must create your component stock records first. New assembly structures can be based on existing ones (called models). This is helpful where you have more than one assembly with a similar component structure, as it enables the components of one assembly to be copied to another.

Note: You can create an assembly with up to eight sub assemblies (nine levels in total per assembly).

3.2.1.1 Prerequisites

Box	Prerequisite
Assembly Code	All assembly records are based on existing stock records, so at least one stock item record must be created using the **Processing** command in the Stock module before you can identify an assembly.
Warehouse	If you have the multi-warehouses feature activated, you may want to create warehouse records in addition to the defaults supplied using the **Warehouses** form in the Stock module before you link assembly or component records to warehouses.
Item Code	All component records are based on existing stock records, so at least one stock item record must be created for use as a component before you can identify a component item. As with assemblies, you use the **Processing** command in the Stock module for this.

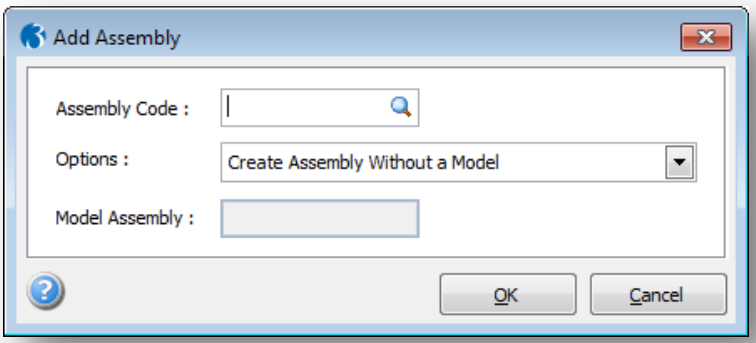
3.2.1.2 Assembly and Item Codes

All assemblies and components are based on existing stock records and therefore match the reference assigned to the item in the **Stock Ref.** box on the **Stock** form in the Stock module. For assembly records, the default search references are provided if specified on the stock item record but can be amended to suit the assembly record. The search references can be used as an alternative means of locating an assembly elsewhere in the system.

3.2.1.3 Model Assemblies and Defaults

You can use existing assembly records as templates when you create new ones. When you create a new assembly record, the **Options** list on the **Add Assembly** dialog box provides two options:

- Create Assembly Without a Model
- Create Assembly Using an Existing Assembly

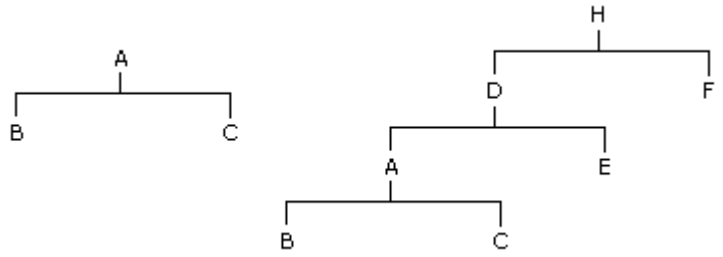


Notes

Provided you have created at least one other assembly, you can use the **Create Assembly Using an Existing Assembly** option to determine default entries for most of the boxes on the **BOM Processing** form and its associated forms. These defaults can be overridden to customise the record before saving.

3.2.1.4 Defining the Assembly's Components and Subassemblies

When adding a new assembly record or editing an existing one, the application displays the **Assembly Definition** form when you have finished the entries on the main **BOM Processing** form. This form is used to enter and display all the first level components for the assembly. When adding component records to a structure, the application checks the integrity of the assembly structure to ensure it remains valid. For example, a component may be an assembly in its own right. This is called a subassembly. If that subassembly also has components that are subassemblies, the application has to ensure that the assembly is not one of its own components. This can be illustrated by way of example below:



If the above two assembly records existed, the application will make sure you were not able to add D as a subassembly of B or C. Nor would you be able to make A a subassembly of B or C or H a subassembly of B or C. This integrity checking is helpful when creating complex structures, but it is always best to plan your assembly 'trees' carefully in advance to avoid such potential problems in the first place.

Note: Component records can be labour items as well as material items. A labour component is identified by the fact that its stock profile is flagged as a labour stock type. If you want to add a description only to the structure, you can leave the component code in the BOM module blank, then enter a reference and description. Such components are printed on assembly structure reports and may be used to help define or clarify a structure, but, of course, have no effect on stock or the processing of an assembly otherwise.

Once you have stored an assembly record with its component details, you can subsequently edit the structure using the **Edit** command on the **Action** menu associated with the **BOM Processing** form.

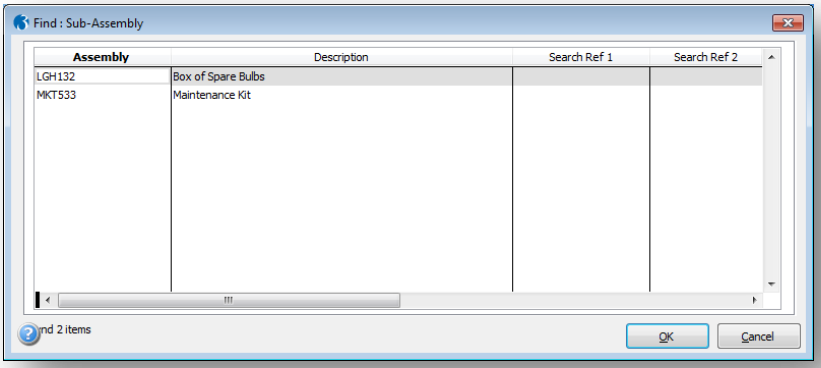
3.2.1.5 Moving between Assemblies and Subassemblies

When you add a new assembly, you can identify the component parts. One or more of these components may themselves be assemblies. These are called subassemblies and they have components of their own. If you imagine your assembly structure as a 'tree', the finished assembly is at the top of the tree with its own components. The next level down may include another set of components if one of the components at the top level is a subassembly. You can have as many levels as you need to define the structure of the assembly, and a subassembly or other component can exist on many different assemblies.

Notes

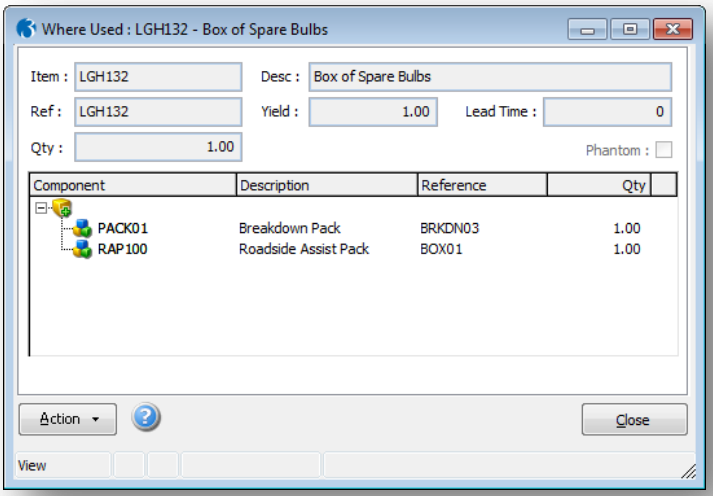
Two commands on the Action menu associated with the **BOM Processing** form are provided to help you navigate the structure of an assembly when adding, editing or viewing component records, as follows:

Use this command	To
Up	Move up a level from the subassembly currently displayed in the **BOM Processing** form to an assembly of which it is a component. When you move up a level, the application presents a list of any higher-level assemblies in a list box so you can select the one you want. If there is only one, the application automatically goes to that assembly record *(A message will indicate if there are no assemblies).*
Down	Move down a level to a subassembly which is a component of the main assembly currently displayed in the **BOM Processing** form. It only applies if the assembly contains one or more subassemblies. When you move down a level, the application presents a list of any first level components that are subassemblies in a list box so you can select the one you want. If there is only one, then the application automatically goes to that subassembly record *(A message will indicate if no Sub-Assemblies exist.)*



3.2.1.6 Where Used Enquiry

If you have a subassembly record selected in the **BOM Processing** 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 subsassembly 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.



Notes

3.2.1.7 View

Use the View command on the Action menu to display information concerning the currently selected assembly record. You can choose between displaying stock warehouse transactions (where applicable) or a component breakdown.

3.2.1.8 OLE

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

3.2.1.9 To Add a New Assembly Record

Note: If the Assembly does not yet exist as a stock item the user may open the Stock processing form whilst the BOM processing form remains open and create the reference.

1. Open the **BOM** folder, and then click **Processing**.
2. On the **Record** menu, click **New**. The **Add Assembly** dialog box appears.
3. In **Assembly Code**, type the stock code or select one from the list. The code must correspond to an existing stock record that is not already defined as an assembly.
4. In the **Options** list, click to select whether you want to create an assembly with or without a model. If you choose to create an assembly using a model, click to select an existing record to be used in the **Model Assembly** list.
5. Click **OK**. In the boxes provided, enter the assembly details.
6. On the **Record** menu, click **Save**.
7. On the **Assembly Definition** form, enter the component details, As with assembly records, the component stock must already be defined in the Stock module. When you have finished, click **OK**.

Notes: You can create a new assembly record and then add components later if you prefer, or you can complete the entire structure in one process.

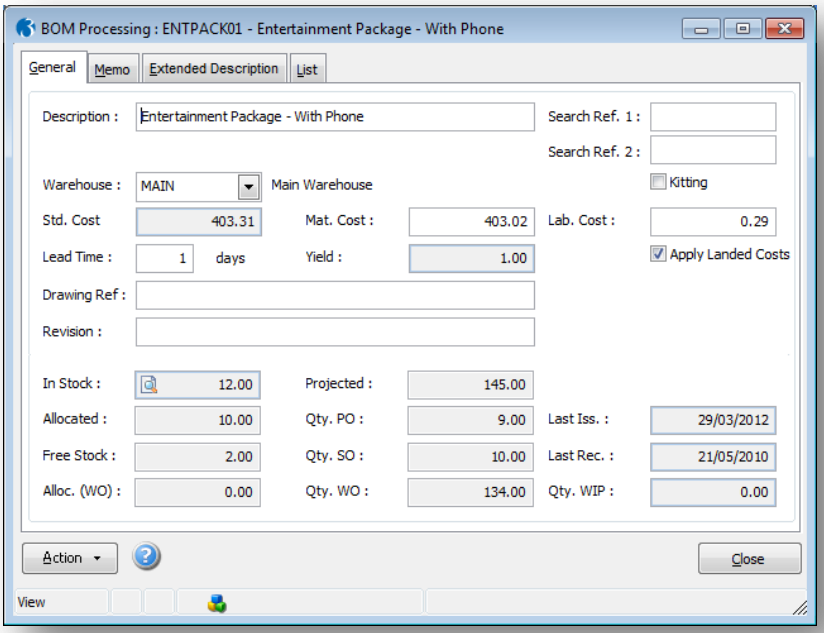
Click the **Memo** tab to maintain a notepad of information associated with the assembly record.

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

Assembly Entries - BOM Processing

Notes

To create a new Assembly structure click on the Create a New Record icon, or Ctrl+N.



Box	Description
Assembly Code	A reference that identifies the assembly. It must relate to a stock item record already defined in the Stock module. You can select from a list.
Description	The standard description of the stock item. The default will be derived from the stock item record, but you can amend this for the assembly record. The description is used to identify the assembly on reports and enquiries and it appears as the first line of description on documents such as works orders. Note that you can also create or amend the extended description using the **Extended Description** tab. Again this defaults to the entry on the corresponding stock record.
Search Ref. 1 and 2	Two additional references, each using up to 16 characters. These are alternative identities to the main code which you can use to find an assembly by a code other than by the assembly code. The defaults shown will be those associated with the stock item record, but you can override them for the assembly record.
Warehouse	If you have the multi-warehouses feature activated, you can enter or select the warehouse in which the finished item will be stored once assembled. You can select from a list. If you enter part of a warehouse code, a pop up list will be displayed showing matching entries. Once the warehouse code has been identified, the warehouse description is displayed alongside for reference purposes.
Kitting	An option to identify an assembly that is made as soon as a works order has been posted. The result being that all component stock is issued and the quantity specified for the assembly is made immediately. **Note**: Work in Progress allows the user to raise a Works Order, 'Allocate' the Components, 'Issue' the Components through to WIP and then 'Complete' the Works Order. This is when the finished Assembly is received into stock. If the user requires the Assembly to be built and completed in one stage then they must select the 'Kitting' option. This results in the Component stock being issued immediately to the Works Order quantity and made.

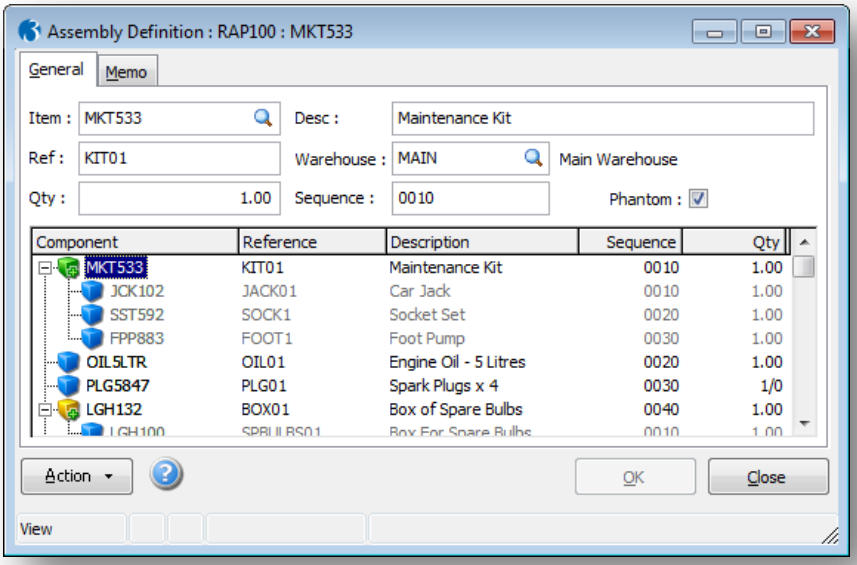
Notes

Std. Cost/Avg. Cost	Depending on the stock profile being used in conjunction with the original stock record, this is either the standard or average cost of the assembly item. It is taken from the cost recorded on the stock item record. This can be updated automatically using the **Assembly Cost Update** command which recalculates the assembly's cost on the basis of the cost of components that make up the assembly. You cannot edit the cost directly on the assembly record once created.
Mat. Cost and Lab. Cost	You can separate the materials and labour costs associated with the assembly. These boxes are unavailable when adding an assembly structure. When editing the structure then values can be entered for material and labour costs. Values can only be entered in the labour costs field if the assembly has labour components. It can also be updated automatically from component labour and material costs using the **Assembly Cost Update** command.
Lead Time	The lead time that represents how many days it takes to build the assembly. The lead time is used to specify the due date on the works order.
Yield	The number of assemblies that must be built whenever the assembly is included on a works order. Where the yield is more than 1, any assembly quantities entered must always be a multiple of the yield. If manufacturing or production is more efficiently served by making a minimum or economical quantity each time, this is expressed as the yield quantity. For example, if it is necessary to build at least 100 assemblies at a time, then the assembly quantity entered on a works order, whether using the BOM module or via sales orders in the SOP module, must be in 100s. All component quantities processed are multiplied by the yield automatically. **NB:** This is the quantity of the finished product built from Component parts. i.e. if this Assembly is always built in batches, enter the quantity in a batch. *(The Assembly must subsequently be built in multiples of the yield.)* The default yield quantity for new assemblies is 1. **Note:** You cannot change this if there are any works orders outstanding for the assembly.
Apply Landed Costs	An option that determines that landed costs should be applied to this assembly when it is made. Any Landed Costs Types and associated costs that have been set up for components used to make the assembly are included in the landed cost calculation. These Landed Costs Types are added to each component item on the Stock Control - Processing - Landed Costs form. **Tip**: See the To Set Up Stock Control for Landed Costs and the To Set Up Bill of Materials for Landed Costs Help topics for details on the steps that need to be followed to set up 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 includes the purchase price, freight costs, insurance, and other costs up to the port of destination. In some instances, it may also include the customs duties and other taxes that are levied on a shipment. Calculating the landed cost is critical in understanding what a product actually costs so that you can calculate what it can be sold for. Landed costs can be included if the Landed Costs option on the System - Maintenance - Company Profiles form is selected and you use the Purchase Order Processing application.
Drawing Ref	You can enter a drawing reference for the assembly if required. This can be printed on assembly structure reports for reference purposes.
Revision Reference	You can enter an assembly revision reference for the assembly if required. This can be printed on assembly structure reports for reference purposes.

Assembly Definition

Notes

Once the Assembly header record has been saved (Ctrl+S) the Assembly Definition form will load. This is the structure of the Assembly, comprising of Components and possibly Sub-Assemblies.

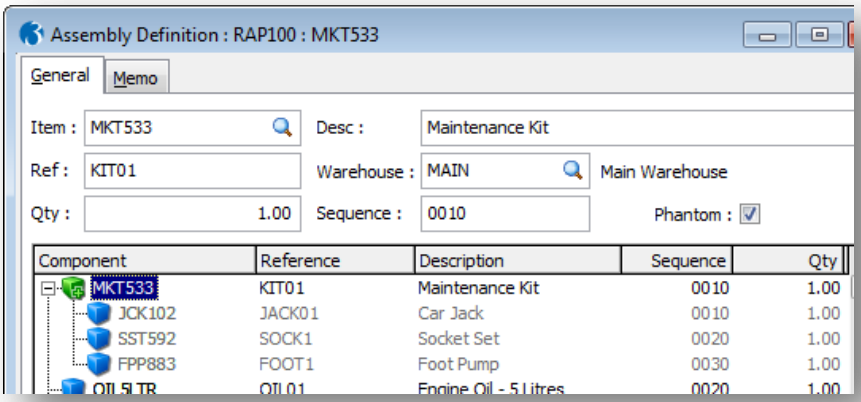


Box	Description
Item	A reference that identifies the component. If one is entered, it must relate to a stock item record already defined in the Stock module. You can select from a list. You can also leave this box blank if you want to add a description only to the structure.
Description	This is the component's description which defaults to the stock description on the stock record if a component code was entered. If the **Item** box was left blank, you can type the description as required.
Ref	A reference for the component using up to 15 characters, if required. This helps identify the component within the assembly structure and is printed on assembly structure reports.
Warehouse	If you have the multi-warehouses feature activated, you can enter or select the warehouse from which component stock will be allocated or issued when the assembly is processed.
Qty	The quantity of the component used on the assembly. This must be the quantity required to make the yield quantity for the assembly, so if the yield is, say, 10, you need to enter the number of components required to make 10 assemblies.
Sequence	A number automatically assigned by the application. Each component record is given a sequence number which determines the order in which it appears in the assembly structure. This cannot be changed when you add a new component, but if editing the component details subsequently, you can amend the number if you want the component to appear in a different order within the structure. You can also use the **Move Up** and **Move own** commands on the **Action** menu to move components up and down the structure, automatically adjusting the sequence numbers. The sequence is incremented in steps of 10.
Phantom	This option only applies if the component is itself an assembly (that is a subassembly). Phantom assemblies are those that only exist for the purpose of building an assembly at a higher level. They do not exist in stock as a finished assembly in their own right and therefore cannot be issued separately. For example, an office desk assembly may comprise drawer subassemblies, but the drawers are not stocked individually. Instead, they are only made in order to complete the assembly of the desk. The draw subassemblies are therefore phantom subassemblies.

Phantom Sub-Assemblies

Notes

This check box identifies whether this Component is also a Phantom Sub-Assembly. The Assembly will never be built from a Phantom Sub-Assembly, but from its Component parts *(Can only be switched on if this item is an Assembly).*



A Sub-Assembly will appear in the Assembly Definition with a + beside the Item Code. Clicking on the + will allow the user to see the Components belonging to the Sub-Assembly.

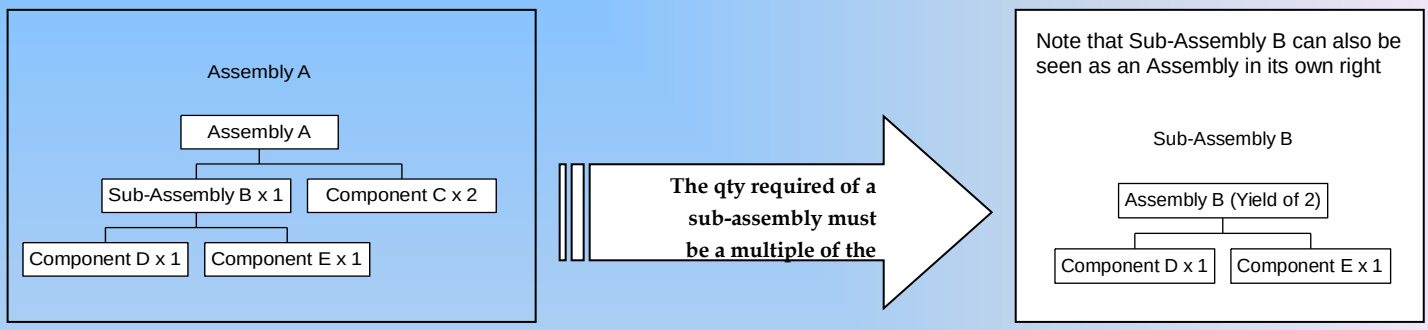
BOM Assemblies and Sub-Assemblies – Yield Rule

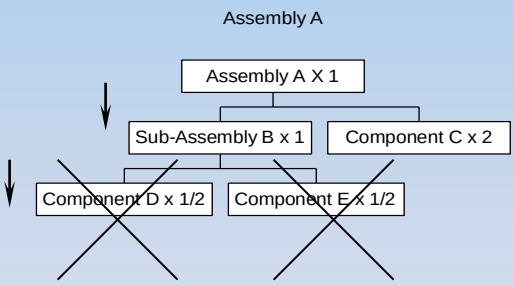
There are various set-ups and scenarios that may be implemented in regards to the working of Sub-Assemblies with Assemblies in BOM and to how it affects the Stock.

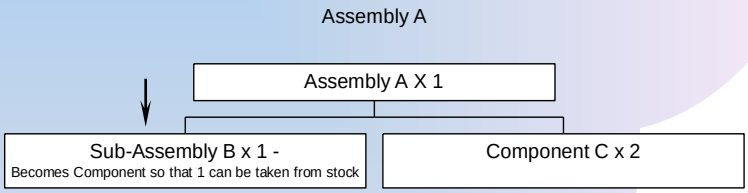
This document covers the scenario regarding where a quantity required of a sub assembly must be a multiple of the yield for that sub assembly for it to be treated as one

The system is designed so that if the sub-assembly is not set with a qty which is a multiple of the sub-assembly yield qty, then it is treated as the lowest level component. This is because the system interprets that the qty of the sub-assembly cannot be made so it would then have to be obtained as a component from stock.

To explain this in more detail, a yield is in essence, the minimum quantity that will be manufactured each time an Assembly is built. The number of components and sub-assemblies under this assembly will be entered accordingly to make that quantity of the assembly. If the quantity required of any sub-assembly is not a multiple of the yield of that sub Assembly, it cannot properly calculate the components required.







In the illustrated example – Assembly A requires only 1 Sub-Assembly B – however Sub-Assembly B has a yield of 2 in its own right. If you only want to create one Assembly A, this would require only 1 Sub-Assembly B, as per the diagram, meaning that component D & E qty would be halved due to the yield. The system has been designed around the theory that Component D & E may not be an item that can be halved so it utilises the Sub-Assembly B as a direct Component rather than processing Component D & E.

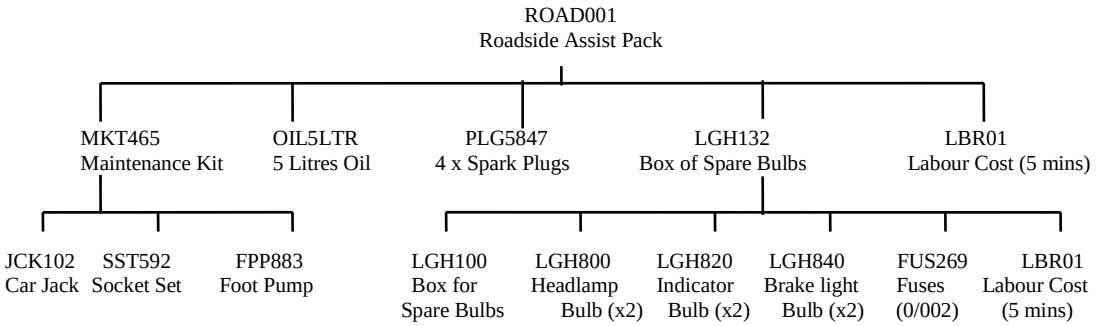
Practical Assignment 1

Notes

Objectives

Creating as Assembly using Components and Sub-Assemblies. It also illustrates the requirements to create all elements associated with the BOM Structure in stock prior to creating an Assembly.

Create the Assembly structure defined below. You will need to create some of the stock items first. *For any new stock items that you create please use the stock profile for single items.*



The Maintenance Kit (MKT465) is to be a Phantom Sub-Assembly of the Roadside Assist Pack.

The Box of Spare Bulbs (LGH132) already exists as a Sub-Assembly, so will not need creating again.

3.2.2 Works Order Creation and Processing

Notes

Flowchart

When processing in the BOM module the following effects can be seen on the Stock figures for the Assemblies and Components on Works Orders.

The table below assumes that 'Kitting' is not being used on the Works Order and Works Order Movements 'To' field in Set Options is set to 'Allocate'.

The Works Order is then to be taken through the 'Issue' stage before being 'Completed'.

Process	Effect	Level
Works Order	Projected Stock figure increases Quantity WO figure increases	Assembly
Allocate	Free Stock figure decreases BOM Allocate figure increases	Components
Issue	In Stock figure decreases Quantity WIP figure increases	Components
Complete	In Stock figure increases Quantity WO figure decreases Quantity WIP figure decreases	Assembly Assembly Components

Use the **Works Orders** command on the **Action** menu associated with the **BOM Processing** form to enter works orders manually. Note that works orders can also be raised automatically on the basis of stock requirements and sales order records using the **Automatic Works Orders** command on the **BOM** menu. All BOM movements are based on works orders. These are records that identify the need to build one or more assemblies. You might be building assemblies to meet customer requirements, or simply to provide stock of assembled items as part of an ongoing production and manufacturing system. Whenever you need to build an assembly, you create a works order. One works order is based on the currently selected main assembly, and, provided you have the appropriate option set in **Stock/BOM Options** form, a works order document can be printed too.

What happens as a result of raising a works order depends on how you have configured your BOM system using the parameters on the **Stock/BOM Options** form. In this case, a works order can be progressed in stages as follows:

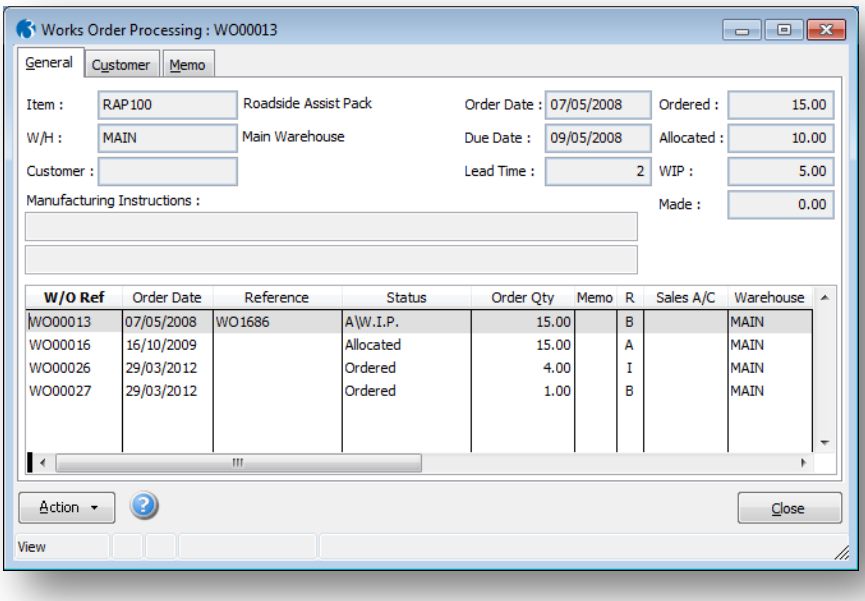
- **Ordered**, where component items are ordered from stock for the purpose of building an assembly, but without affecting anything other than projected stock levels;
- **Allocated**, where component items are allocated to the works order record, thereby affecting the free stock of the components involved;
- **Issued**, where the component items are issued from stock for the purpose of building the assembly, thereby reducing the actual in stock quantity and putting the components into work in progress.

You can choose which of the stages result from the creation of a works order. For example, if you set the option to **Ordered**, the works order will need to be issued before completion. However, if you have indicated that an **Issued** status is the result of works order creation, there is no need to go through the ordered or allocated stages at all, since these will be assumed to have taken place.

Works Order Processing Screen

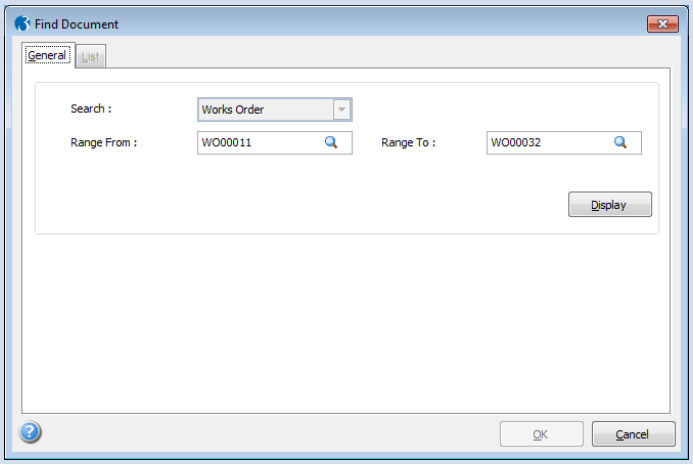
Notes

To create or locate a Works Order for an Assembly select Action/Works Orders (F2). Existing Works Orders for this Assembly will be listed and available for printing, amendment or deletion. If no Works Orders exist for the Assembly the form will show No Data Available.

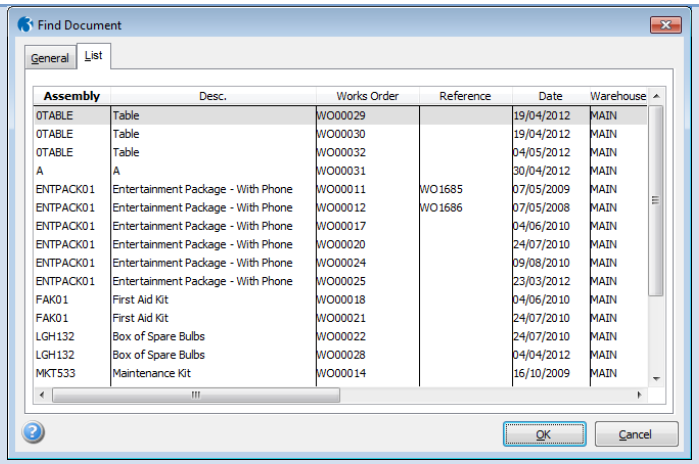


When one or more works order records exist for an assembly, they are displayed in a grid window whenever you choose the Works Orders command on the Action menu associated with the BOM Processing form and then subsequently when you complete the addition of a new works order record. The grid lists the works order number, date ordered, status (ordered, allocated, WIP, made) due date, sales account number, reference, quantity ordered, warehouse (if applicable), quantity made, quantity allocated and quantity in work in progress.

The following commands keys are available on the corresponding Action menu:

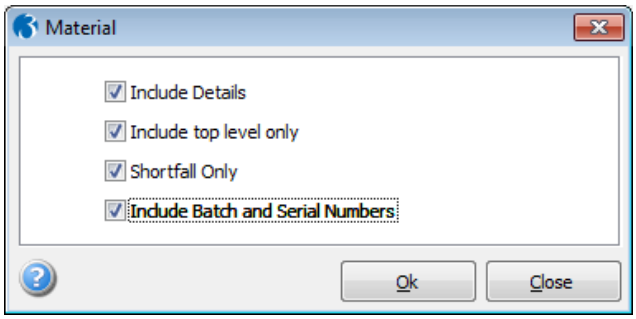
Use this command	To
Find Document	Locate one or more documents based on a range of internal works order numbers. You specify the range on the General tab of the Find Document form and then click Display. 

Notes



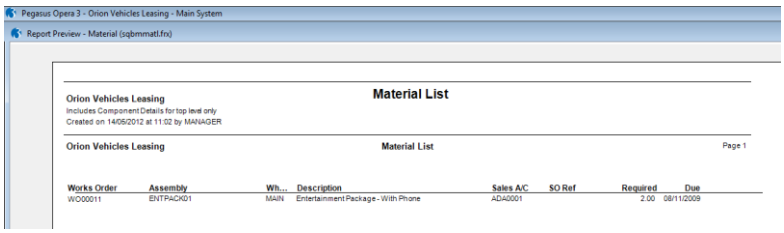
Assembly	Desc.	Works Order	Reference	Date	Warehouse
0TABLE	Table	WO00029		19/04/2012	MAIN
0TABLE	Table	WO00030		19/04/2012	MAIN
0TABLE	Table	WO00032		04/05/2012	MAIN
A	A	WO00031		30/04/2012	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00011	WO1685	07/05/2009	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00012	WO1686	07/05/2008	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00017		04/06/2010	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00020		24/07/2010	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00024		09/08/2010	MAIN
ENTPACK01	Entertainment Package - With Phone	WO00025		23/03/2012	MAIN
FAK01	First Aid Kit	WO00018		04/06/2010	MAIN
FAK01	First Aid Kit	WO00021		24/07/2010	MAIN
LGH132	Box of Spare Bulbs	WO00022		24/07/2010	MAIN
LGH132	Box of Spare Bulbs	WO00028		04/04/2012	MAIN
MKT533	Maintenance Kit	WO00014		16/10/2009	MAIN

Works Order Header	Display the header details for the currently selected works order.
Works Order Lines	Display the line details for the currently selected works order.
Material	Print a materials requirements list including those items that are to be taken from stock for the works order. This might be suitable for use as a picking list for the stocked components that will be used in the manufacture of the assembly. When you select this command, the Material List form appears with the following options:



Include Details (select this option if you want to include the works order details for each component); Include top level only (if the Include Details option is selected, this option can be used to indicate that the listing is to include only components at the top level. This option is only available if the Highest option is selected under Works Order Movements on the Stock/BOM Options form); Shortfall Only (select this option to print details of only those items for which there is a shortfall in meeting the assembly requirements) and Include Batch and Serial Numbers (select this option to print details of serial numbers for traceable components in the assembly).

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



History	Display the creation and amendment date, time and user names for the currently selected works order record.
Edit Works Order	Amend the currently selected works order record.

Notes

If a works order has been raised for a customer record, you can display the customer details using the Customer tab. You can also view or amend the works order memo using the Memo tab.

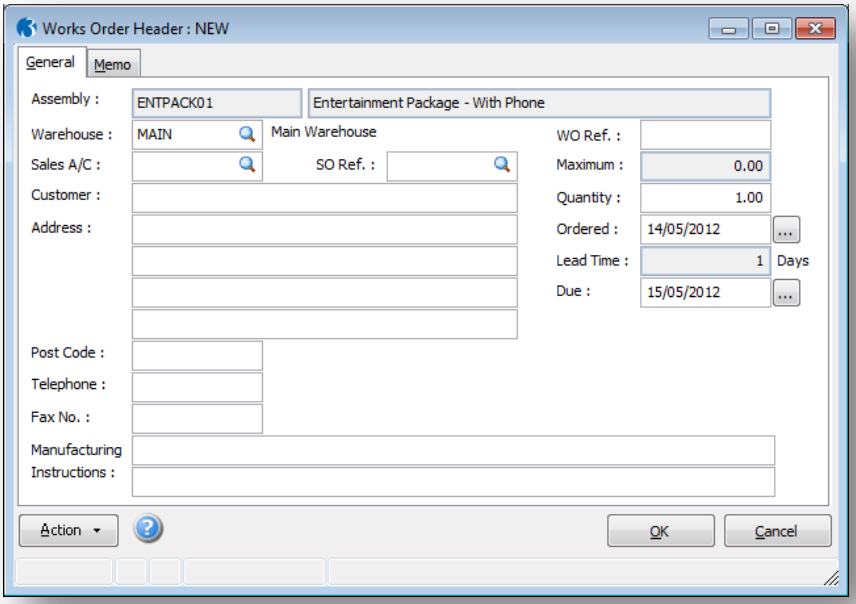
To Create a Works Order Record

1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to create a works order, click **Action** and then click **Works Orders**.
3. On the **Record** menu click **New**. The **Works Order Header** form appears.
4. In the boxes provided, enter the order details.
5. Click **OK**. The **Works Order Details** form appears.
6. In the boxes provided, enter the line details that determine the content of the order.
7. When all the lines are entered, press ESC and then click **OK**.

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

3.2.2.1 Works Orders Header

Works order records are created in two stages. You begin by completing the 'header' details. This identifies such details as the customer record, if applicable, the works order reference, date and due date and quantity required.



Field information…

Notes

Box	Description
Assembly	The code and description are displayed according to the assembly record you selected before choosing the Works Orders command on the Action menu. You cannot alter these details here.
WO Ref.	This is a reference for the works order record. It is *not* the same as the works order document number automatically assigned by the application (the next automatic works order number is controlled through the Stock/BOM Options form).
Warehouse	This defaults to the warehouse on the assembly record. This only applies if you have the multi-warehouses feature activated. You can change the warehouse code here if you wish. This is the warehouse into which the completed assembly item will be received. If the assembly is traceable or contains traceable components, this might have to be a quarantine warehouse depending on how you have the traceability options defined on the Stock/BOM Options form. Where warehouses are being used, all components must have a warehouse code. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
Sales A/C	If you have the Sales module, you can identify a customer account for which the assembly is being built. Alternatively, if you have the SOP module, you can identify the sales order number in the box described below if this relates to the works order, and the customer account will be selected automatically from the sales order. If the works order does not relate to a sales customer, leave this box blank.
SO Ref.	If you have the SOP module, you can identify an outstanding sales order record number to which this works order is related. Otherwise, leave this box blank.
Customer, Address, Post Code, Telephone and Fax	If you have made an entry in the Sales A/C or SO Ref. boxes, these customer details as entered in the Sales module are presented here. If not, you can enter these details manually. Note that if an account number is entered above, the first line of the name and address cannot be blank.
Maximum	The system displays the calculated maximum quantity of this item that can be built from the current stock availability (Calculated from the Component free stock levels).
Quantity	The quantity of the assembly to be made. This must be multiple of the yield for the assembly. Note that the system calculates the maximum that can be made from the current free stock figure (and for the warehouse specified where applicable) of the appropriate components. The level at which this is assessed depends on settings under Works Order Movements on the Stock/BOM Options form. • If the Top or Highest options are selected, the assessment of the maximum that can be built is made on all the first level components, although if these include phantom assemblies, the application checks the next level down to assess the availability of their components. • If the Bottom option is selected, the assessment of the maximum that can be built is made on all components at the lowest level. • In addition to the maximum quantity that can be made, the application displays the quantity in stock, on purchase, sales and works orders and the free stock. These figures are for the assembly warehouse only. If warehouses exist, then they are dependent on the warehouse.

Notes

Ordered	The works order date. This defaults to the system date.
Lead Time	The lead time as defined on the assembly record. You cannot amend this here.
Due	This is the due date for the works order and, by default, is calculated by adding the lead time for the assembly to the order date. You can change this but you will be warned if the due date is made sooner than the default calculation.
Manufacturing Instructions	Two lines of up to 64 characters are provided for the optional input of manufacturing instructions for the assembly.

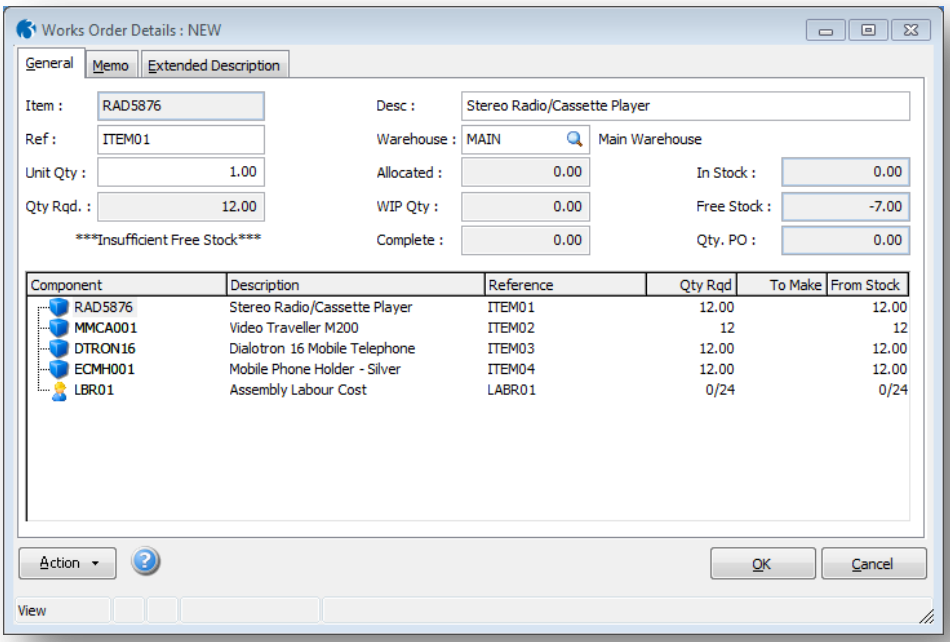
The following command is available when the **Works Order Header** form is displayed:

Command	Description
Costing	If you have the Costing module integrated, you can use the **Costing** command on the **Action** menu associated with the **Works Order Header** form to open a box in which you can identify the job number and cost code to which the assembly cost is to be attributed. **Note**: When the Works Order is created, a commitment transaction is created in Costing, and when the finished Assembly is received into stock the commitment becomes a real cost against the job.

3.2.2.2 Works Order Details

Once you have completed these header details, the application displays the components in a new 'details' form and allows for each line to be edited if required. You can also add new components to the assembly structure or delete existing ones. For each component in the grid, the application shows the quantity required to satisfy the assembly quantity indicated on the works order, the quantity that can be taken from stock to satisfy that requirement and, where the component is a subassembly and there is a shortfall of free stock, the quantity of that subassembly that must be made to satisfy the works order. Where subassemblies are involved, the application will consider the availability of lower component levels according to the **Works Order Movements** option settings on the **Stock/BOM Options** form for works order movements.

Note that where there is insufficient free stock for the currently highlighted component item, a warning is displayed, though this only applies to components and subassemblies that are not being made, but taken from stock.



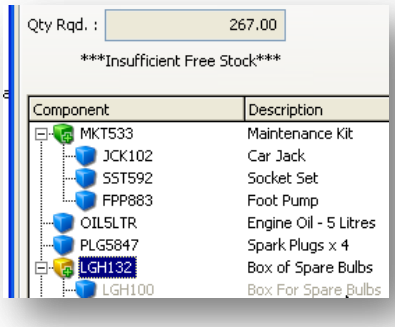
Notes

This form will display the quantities of Sub-Assemblies and Components that this Assembly is made from, and identifies which are to be made from Components and which are to be taken from stock, to make the required quantity of finished product.

- If a Sub-Assembly has been marked as 'Phantom' the Components that make up the Sub-Assembly will be listed in full and the Sub-Assembly will be made from these Components and not taken from Stock.
- If a Sub-Assembly has not been marked as 'Phantom' the Components will not be listed in full. The Sub-Assembly will be supplied directly from Stock.

This suggested build list will differ depending upon whether you are making assemblies from the top or bottom level of Components, or whether from the highest level of Components currently available from stock.

The user may modify the Assembly structure for the Works Order if required, without affecting the original Assembly structure in any way. They may delete a Component or Sub-Assembly, add other Components or Sub-Assemblies and edit the unit quantities.



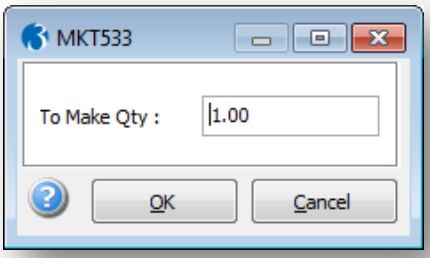
The following commands are available when the **Works Order Details** form is displayed:

Command	Description
Undo Make/Make	These commands apply only to subassemblies in the structure and are not available if the **Works Order Movements** option is set to **Bottom** on the **Stock/BOM Options** form. They enable you to override the default situation regarding the availability of subassemblies to satisfy the works order requirement. For example, the application may establish that you need to make 3 of a particular subassembly to meet the works order requirement, because there is insufficient stock. You may happen to know that these subassemblies do in fact exist in stock and do not have to be made. Using the **Undo Make** command would then reverse the default situation and indicate that the subassembly quantity will be satisfied from stock. Conversely, if the application indicated there was sufficient stock of the subassembly to satisfy the works order requirement, and you knew this was not the case, you would want to indicate the quantity that needed to be made to satisfy the works order. Selecting the **Make** command would enable you to do this, and indicate how many should be made. **Note:** This would allow the user to override the current stock situation if desired, for example, if the '***Insufficient Free Stock***' warning is displayed
Stock	Selecting the **Stock** command displays the currently highlighted component's stock record screen.

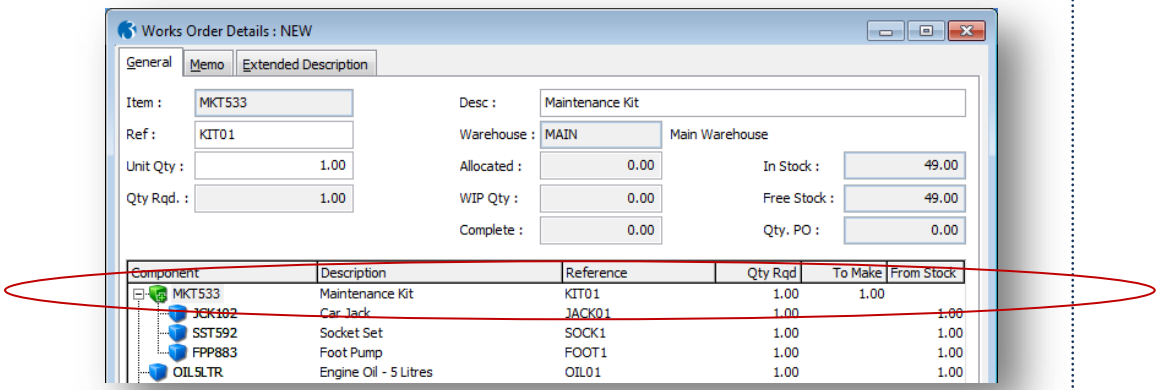
Notes

Make

If the user selects Make (F8) they may make as many Sub-Assemblies as required from their Components up to the level required. Some may still be supplied directly from Stock.



The quantity required from the Works Order header will automatically be displayed. By changing the quantity some Sub-Assemblies will be supplied from Stock, some Sub-Assemblies will be made from their Components.



Details fields

Box	Description
Item	The component item number where applicable. You cannot amend this here.
Description	The component description. You can amend this for the works order if required.
Ref	The reference as given to the component on the assembly record. You can amend this for the works order if required.
Warehouse	The warehouse code from which the component is picked. This defaults to the warehouse code identified on the assembly record, but you can amend it here if required. This only applies if you have the multi-warehouses feature activated.
Unit Qty	The quantity of the component item needed for the creation of one yield quantity of the assembly. This defaults to the quantity of the component used on the assembly record, but you can amend this for the works order if required.
Qty Rqd.	The quantity of the component needed to satisfy the works order quantity for the assembly. This is for display only and cannot be amended here.
Allocated	The quantity of the component currently allocated regarding the works order. This is for display only and cannot be amended here.

Notes

WIP Qty	The quantity of the component in work in progress regarding the works order. This is for display only and cannot be amended here.
Complete	The quantity completed regarding the works order. This is for display only and cannot be amended here.
In Stock	The quantity of the component in stock (at the warehouse specified, if applicable). This is for display only and cannot be amended here.
Free Stock	The quantity of available stock of the component (at the warehouse specified, if applicable). This is for display only and cannot be amended here.
Qty. PO	The quantity on purchase orders (if POP available) for the component. This is for display only and cannot be amended here.

When you have finished entering the works order details, you confirm that you want to post the works order record. If the **Print Works Orders** option is selected on the **Stock/BOM Options** form, the application directs the works order document to the print destination indicated on the **Publisher** form when the order was raised. The works order number is automatically assigned to the document, being incremented from the works order number held on the **Stock/BOM Options** form. If the Costing module is integrated and you have assigned a works order to a job and cost code, the application will create a commitment cost record in the Costing module for the works order value. This value will depend on the setting on the **Stock/BOM Options** form and will be either the stock cost price, the labour price or the material plus labour price.

The movements generated for works orders depends on the settings on the **Stock/BOM Options** form, and whether the assembly is set up as a kitting item.

- If the option is set to only raise a works order without allocations or issues, only the works order quantity is updated on the component's stock record.
- If the option is set to automatically allocate components from the works order, then components are allocated and the quantity allocated for the component is updated accordingly. There will be no need to process allocations, as part of the process, since only the issue and completion of works orders will be necessary. Allocations are reduced when deallocations are processed or the components are issued against outstanding allocations.
- If the option is set to automatically issue components from works orders, then components are issued and the work in progress quantity is updated accordingly. This is only reduced by returns or when the works order is completed and the assembly finished and received into stock.
- Where an assembly is marked as a 'Kitting' assembly, then, regardless of the option settings, the works order is completed and all subassembly or component items are issued from stock.

The newly accepted works order is added to the grid showing all existing works orders for the currently selected assembly.

3.2.3 WO Allocate / De-allocate

Notes

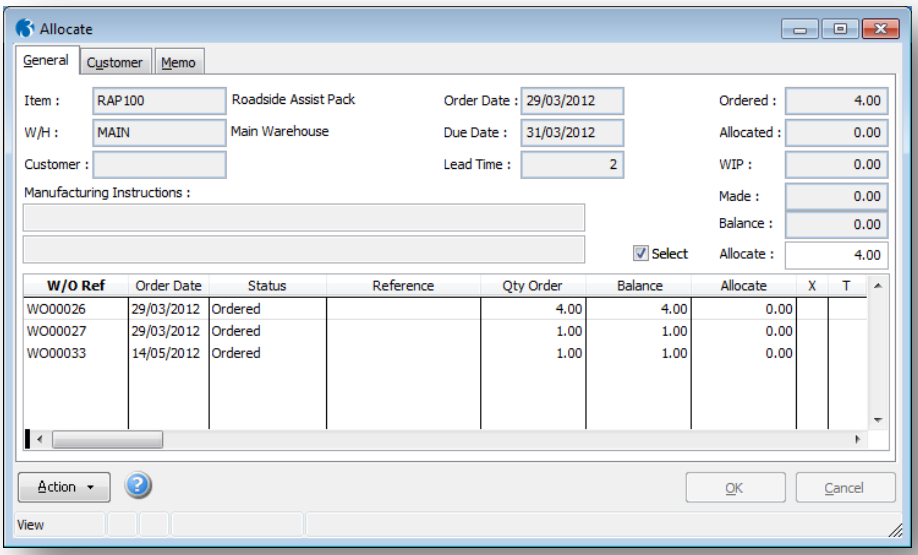
The process of allocating works order records results in component stock being allocated for the purpose of satisfying those works orders and thereby reducing the free stock figure by the appropriate amount. Allocation is not required for kitted assemblies. However, if you have selected the **Ordered** option under **Works Order Movements** on the **Stock/BOM Options** form, you can use the **Allocate** command to allocate items on the works order. You can also allocate assemblies where the quantity ordered is greater than the sum of the quantity already made, the quantity already allocated and the quantity issued. Manually allocated items or those allocated automatically as a result of having selected the **Allocated** option under **Works Order Movements** on the **Stock/BOM Options**, can be deallocated using the **Deallocate** command at any time before they are issued.

Note: You can also use the **Works Order Progress** command for allocations or deallocations, especially if you want to process batches or works orders simultaneously.

3.2.3.1 Allocate

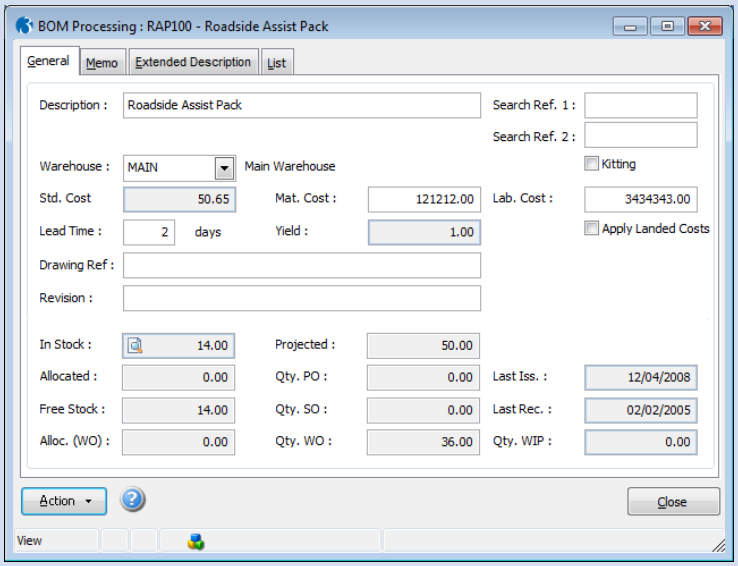
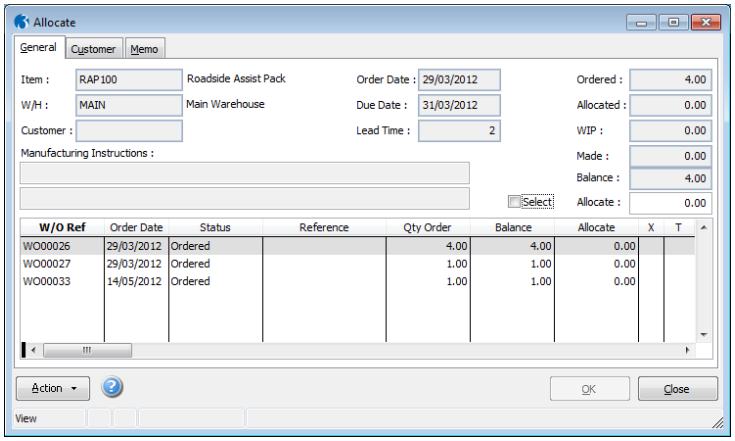
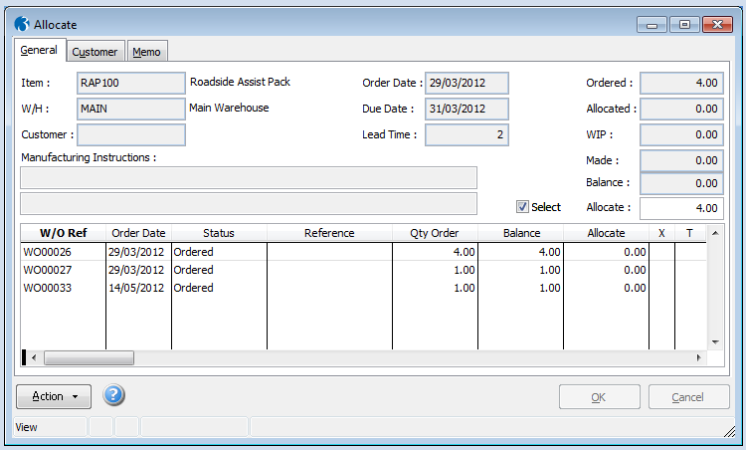
The Allocate process can be found from the main BOM processing screen Action button. This process allocates the Component parts used to build an Assembly from Stock to a Works Order. This reduces the Free Stock quantity held for the item. The browse screen lists only the appropriate Works Orders.

When you choose the **Allocate** command, the application displays a grid form showing any unallocated works orders where applicable. The top part of the form shows assembly information, including stock management information. In the grid are displayed the details for any existing works orders including works order reference, order date, status, reference, quantity ordered, balance to allocate and allocated quantity. The balance to allocate is the quantity ordered less the sum of the quantities allocated, issued and made.



To allocate a works order

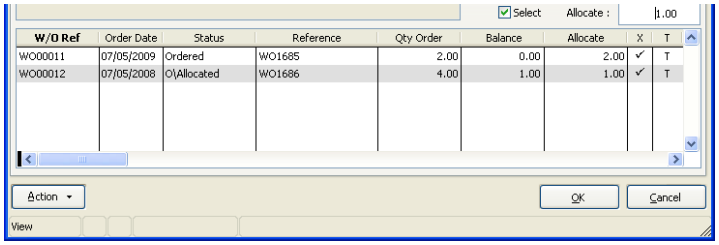
Notes

Step	Screenshot
Open the **BOM** folder, and then click **Processing**. Retrieve the assembly record for which you want to record an allocation, click **Action** and then click **Allocate**. **Note:** If a works order has been raised for a customer record, you can display the customer details using the Customer tab. You can also view or amend the works order memo using the Memo tab.	
Click in the grid to select the works order you want to allocate.	
Click the **Select** option to accept the default allocation quantity for the works order which represents the value in the **Balance** column. The quantity to allocate then appears in the **Allocate** box and a tick in the 'x' column. You can amend the quantity allocated provided it is not greater than the balance available for allocation and it must be a positive value. **Note:** The quantity must be a multiple of the yield. If you want to clear the allocation, simply click to clear the **Select** option. You can also switch the selections you make using the **Reverse Selection** command on the **Action** menu.	

Notes

Click **OK**. The balance to allocate is adjusted accordingly and the quantity allocated is used to update the quantity shown in the **Allocated** box for the assembly in the top half of the form.

Note: If the Order has only been 'part-allocated' it will have a status of O\Allocated.



Components and Sub-Assemblies allocated to the Works Order will automatically have their Stock header record updated to show the quantity allocated. If the Sub-Assembly is a 'Phantom' no allocation will be displayed for the Sub-Assembly itself, but against the Component parts.

Once the correct quantities have been allocated the user may wish to print a Material List. This can be done from the Action menu item, Action/Material (F7).

The following commands are available on the **Action** menu:

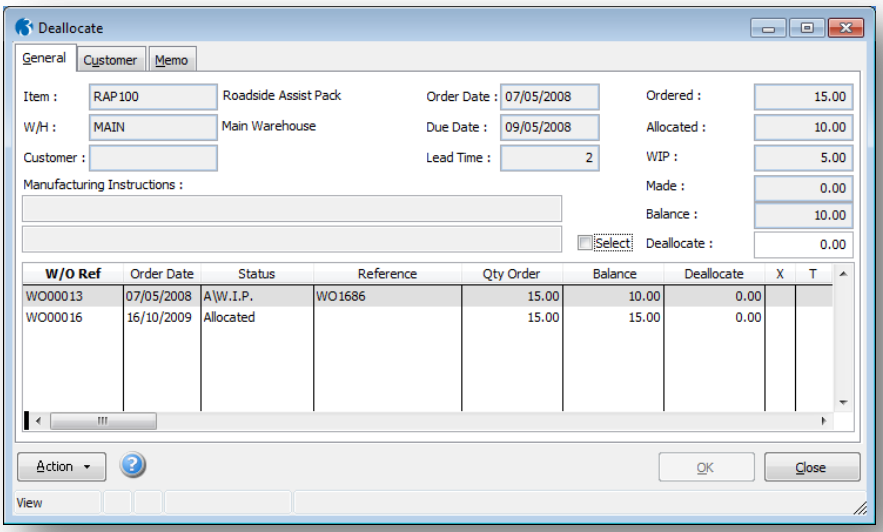
Use this command	To
Find Document	Locate one or more documents based on a range of internal works order numbers. You specify the range on the General tab of the Find Document form and then click Display.
Works Order Header	Display the header details for the currently selected works order.
Works Order Lines	Display the line details for the currently selected works order.
Material	Print a materials requirements list including those items that are to be taken from stock for the works order. This might be suitable for use as a picking list for the stocked components that will be used in the manufacture of the assembly. When you select this command, the Material List form appears with the following options: Include Details (select this option if you want to include the works order details for each component); Include top level only (if the Include Details option is selected, this option can be used to indicate that the listing is to include only components at the top level. This option is only available if the Highest option is selected under Works Order Movements on the Stock/BOM Options form); Shortfall Only (select this option to print details of only those items for which there is a shortfall in meeting the assembly requirements) and Include Batch and Serial Numbers (select this option to print details of serial numbers for traceable components in the assembly). Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
History	Display the creation and amendment date, time and user names for the currently selected works order record.
Reverse Selection	Reverse which records are selected. Those already selected and deselected and *vice versa*.
Edit Works Order	Amend the currently selected works order record. You can change the allocation quantity, the costing analysis (if linked to Costing module) and the manufacturing instructions. Note that when editing works order quantities, this must be a multiple of the yield quantity that can be made as specified on the assembly record.

Notes

3.2.3.2 De-Allocate

The process of deallocation is similar to that of allocation and the same commands are available on the Action menu. You can only deallocate works orders that have been allocated in full or in part. A part-allocated works order is indicated by the status 'O/Allocated'.

The Deallocate process can be found from the main BOM processing screen Action button. This process allows you to deallocate any Components that were previously allocated (but not yet issued) to BOM.



To deallocate a works order

1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to record a deallocation, click **Action** and then click **Deallocate**.
3. Click in the grid to select the works order you want to deallocate.
4. Click the **Select** option to accept the default deallocation quantity for the works order which represents the value in the **Balance** column. The quantity to deallocate then appears in the **Deallocate** box. You can amend the quantity to deallocated provided it is not greater than the balance available and it must be a positive value. If you want to clear the deallocation, simply click to clear the **Select** option. You can also switch the selections you make using the **Reverse Selection** command on the **Action** menu.
5. Click **OK**. The balance to deallocate is adjusted accordingly and the quantity deallocated is used to reduce the quantity shown in of the **Allocated** box for the assembly in the top half of the form.
6. Click **OK**.

3.2.4 WO Issue / Return

The process of issuing works order records results in component stock being issued and put in work in progress for the purpose of manufacturing according to works order requirements and thereby reducing the in-stock quantity accordingly. Issues are not required for kitted assemblies. However, if you have selected the **Ordered** or **Allocated** option under **Works Order Movements** on the **Stock/BOM Options** form, you can use the **Issue** command to issue items on the works order. Manually issued items or those issued automatically as a result of having selected the **Issued** option under **Works Order Movements** on the **Stock/BOM Options**, can be returned to stock using the **Return** command.

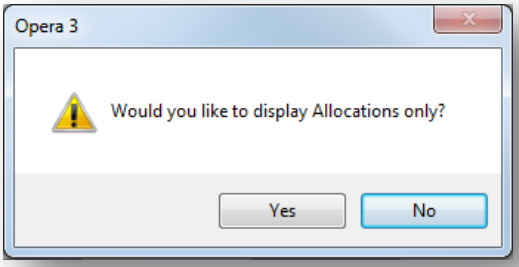
Note: You can also use the **Works Order Progress** command for issues or returns, especially if you want to process batches or works orders simultaneously.

Notes

3.2.4.1 Issue

The Issue process can be found from the main BOM processing screen Action button. This process allows you to Issue Components on a Works Order into BOM to be built into the finished product. These Components become WIP. When Issuing into WIP you can choose to display Allocations only.

When you choose the Issue command, the application asks if the issues are to be made against allocations if these have already been recorded. Where this is the case, the issue also deallocates the works order quantities. The application then displays a grid form showing any allocated or unallocated works orders as appropriate. The top part of the form shows assembly information, including stock management information. In the grid are displayed the details for any existing works orders including works order reference, order date, status, reference, quantity ordered, balance to issue and issued quantity. The balance to issue is the quantity ordered less the sum of the quantities issued and made.



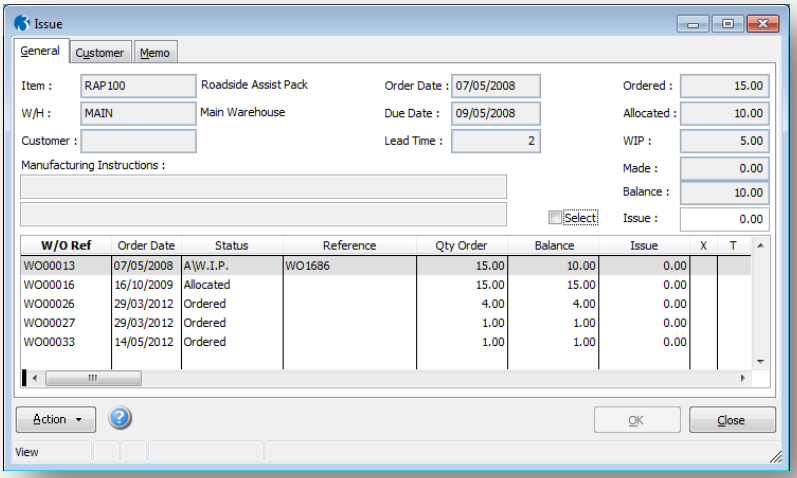
- Display Allocations Only – Yes: A response of 'Yes' to the Display Allocations Only prompt will return only Works Orders that have had Allocations performed against them.
- Display Allocations Only – No: A response of 'No' to the Display Allocations Only prompt will return all Works Orders, regardless of Allocations.

To issue a works order

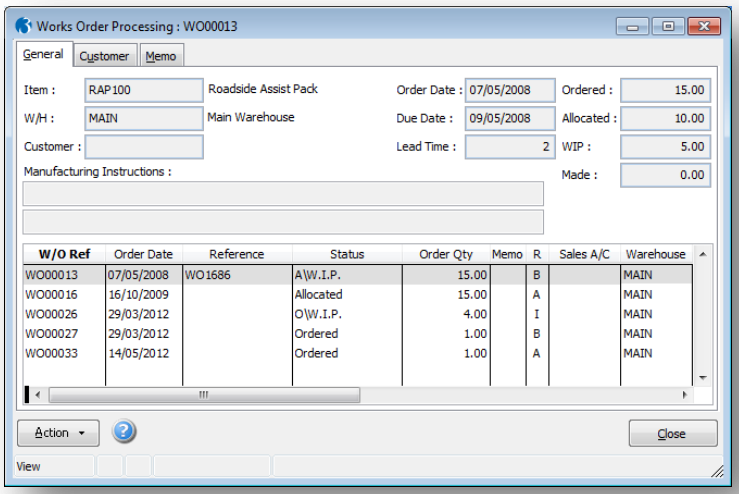
1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to record an issue, click **Action** and then click **Issue**.
3. Respond to the prompt according to whether you want to issue from allocations only.
4. Click in the grid to select the works order you want to issue.
5. Click the **Select** option to accept the default issue quantity for the works order which represents the value in the **Balance** column. The quantity to issue then appears in the **Issue** box. You can amend the quantity issued provided it is not greater than the balance available for issue and it must be a positive value. If you want to clear the issue, simply click to clear the **Select** option. You can also switch the selections you make using the **Reverse Selection** command on the **Action** menu.
6. Click **OK**. The balance to issue is adjusted accordingly and the quantity issued is used to update the quantity shown in the **Issue** box for the assembly in the top half of the form.

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

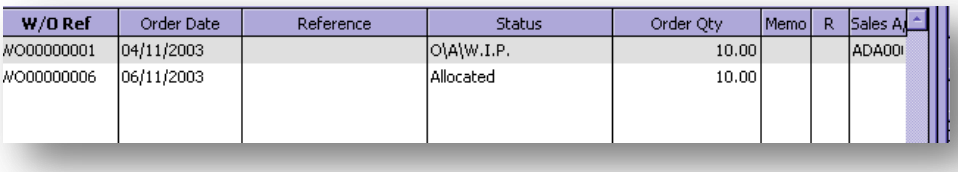
Notes



- When the user clicks on ‘OK’ the quantity will be displayed in the ‘WIP’ field and the Works Order will have a status of ‘W.I.P’.
- If any Components are still to be ‘Allocated’ and then ‘Issued’ the Works Order will have a status of ‘O/W.I.P’.



A Works Order may also have a status of ‘O/A/W.I.P’ if Components have been part- Allocated and part-Issued.

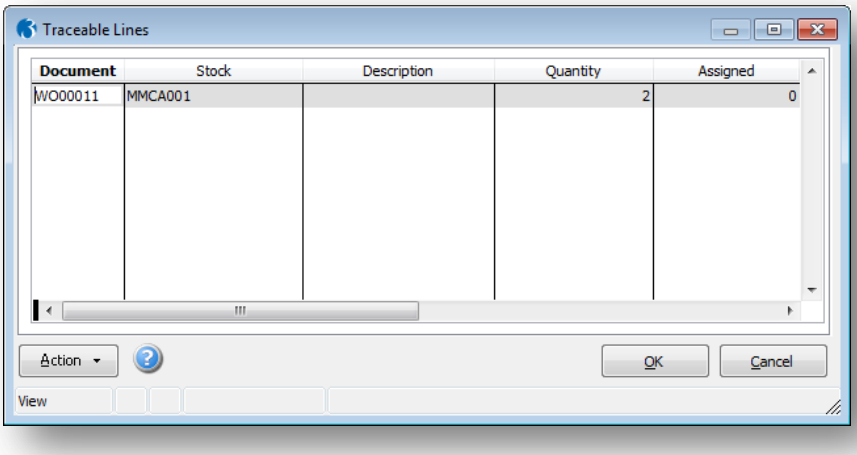


W/O Ref	Order Date	Reference	Status	Order Qty	Memo	R	Sales A
WO00000001	04/11/2003		O\A\W.I.P.	10.00			ADA00
WO00000006	06/11/2003		Allocated	10.00			

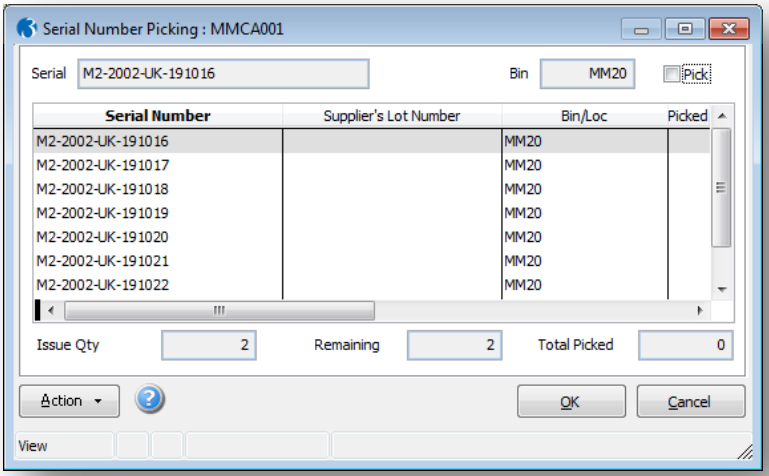
Notes

Traceable Components

If traceable Components are part of the Assembly structure when the 'Issue' process is performed the user must specify which Trace number is being issued from Stock through into W.I.P.



The user must complete the Assignment of Trace numbers to the Issue otherwise the Issue will not be able to proceed.



The following commands are available on the Action menu:

Use this command	To
Find Document	Locate one or more documents based on a range of internal works order numbers. You specify the range on the General tab of the Find Document form and then click Display.
Works Order Header	Display the header details for the currently selected works order.
Works Order Lines	Display the line details for the currently selected works order.
Material	Print a materials requirements list including those items that are to be taken from stock for the works order. This might be suitable for use as a picking list for the stocked components that will be used in the manufacture of the assembly. When you select this command, the Material List form appears with the following options:

Notes

Material…	Include Details (select this option if you want to include the works order details for each component); Include top level only (if the Include Details option is selected, this option can be used to indicate that the listing is to include only components at the top level. This option is only available if the Highest option is selected under Works Order Movements on the Stock/BOM Options form); Shortfall Only (select this option to print details of only those items for which there is a shortfall in meeting the assembly requirements) and Include Batch and Serial Numbers (select this option to print details of serial numbers for traceable components in the assembly). Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
History	Display the creation and amendment date, time and user names for the currently selected works order record.
Reverse Selection	Reverse which records are selected. Those already selected and deselected and *vice versa*.
Edit Works Order	Amend the currently selected works order record. You can change the manufacturing instructions. Note that when editing works order quantities, this must be a multiple of the yield quantity that can be made as specified on the assembly record.

If a works order has been raised for a customer record, you can display the customer details using the Customer tab. You can also view or amend the works order memo using the Memo tab.

3.2.4.2 Return

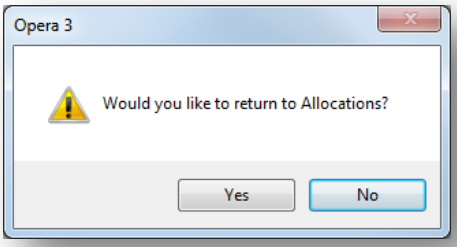
The Return process can be found from the main BOM processing screen Action button. This process allows you to return Components that have previously been Issued into BOM W.I.P. back into stock or back to the Allocation stage.

To return a works order

1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to record a return, click **Action** and then click **Return**.
3. Click in the grid to select the works order you want to return.
4. Click the **Select** option to accept the default return quantity for the works order which represents the value in the **Balance** column. The quantity to return then appears in the **Return** box. You can amend the quantity to return provided it is not greater than the balance available and it must be a positive value. If you want to clear the return, simply click to clear the **Select** option. You can also switch the selections you make using the **Reverse Selection** command on the **Action** menu.
5. Click **OK**. The balance to return is adjusted accordingly and the quantity return is used to reduce the quantity shown in of the **Return** box for the assembly in the top half of the form.
6. Click **OK**.

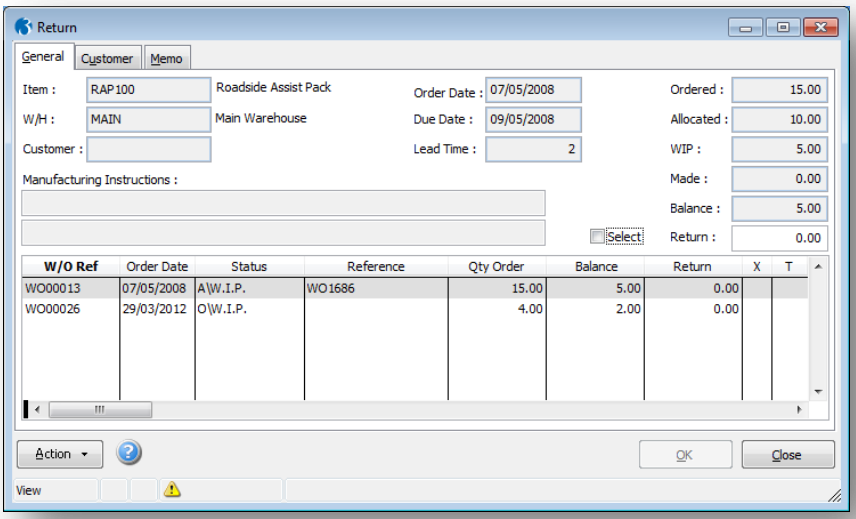
Notes

The process of returning is similar to that of issue and the same commands are available on the **Action** menu. You can only return works orders that have been issued in full or in part. When selecting the Return (F7) the following prompt will be displayed



You may choose whether the returned Components are still allocated to this Works Order in BOM, or returned 'not allocated', to increase the current free stock levels.

- Return to Allocations – Yes: This means the Items are placed back to an Allocated state.
- Return to Allocations – No: This means the Items are placed back to an Order state.



Press Spacebar to return the whole of the chosen Works Order to the Allocations stage, or enter a quantity to part return. The return quantity cannot be greater than the balance and must be a multiple of the yield.

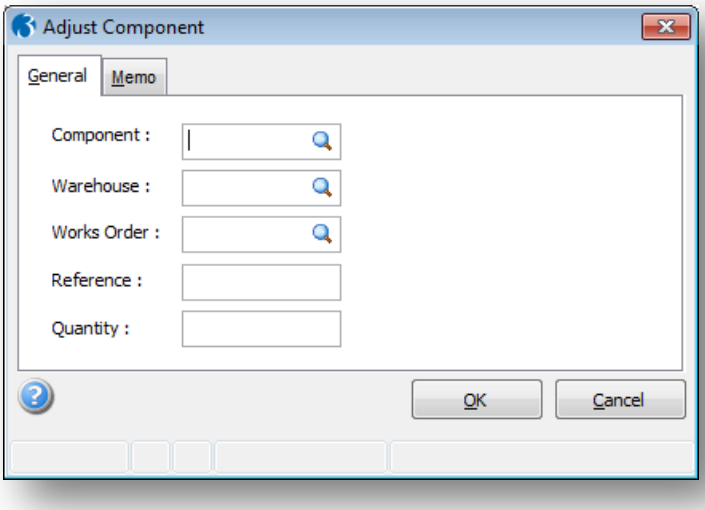
Note: If Traceable Components are included in the Assembly the user will have to confirm the Trace numbers being returned to stock or allocation stage.

3.2.4.3 Adjustment

Use the **Adjust** command on the **Action** menu associated with the **BOM Processing** form to adjust components included on a works order which is currently in work in progress. This means it only applies if you need to change the works order details after issuing but before completion. Prior to reaching the work in progress stage, works orders can be edited anyway if component adjustments need to be made.

Notes

You can identify an assembly component on an existing works order to enter an adjustment quantity. The works order record is updated with a new line to reflect the difference and work in progress is updated accordingly.



The component adjustment can be for a component not already on the works order, although a warning will be displayed in this instance. This means you can add a new component from a modified assembly structure to ensure that works orders reflect the change. The quantity entry can be positive or negative, so you can affect the quantity of a particular component required for an existing works order. Component adjustments can be made for stocked components, including subassemblies and non-stock components.

Note: The Adjust process can be found from the main BOM processing screen Action button. This function allows you to adjust a Component quantity or add a new Component to a Works Order once it is W.I.P. - this may be required if you find it takes a different quantity to make the finished item than originally thought.

To adjust a works order

1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to adjust a works order, click **Action** and then click **Adjust**.
3. In the boxes provided, enter the adjustment details.
4. Click **OK**.

Adjustment Entries

Box	Description
Component	A reference that identifies the component. You can select from a list. **Note:** Only Components and Sub-Assemblies will be available, not all Stock references.
Warehouse	A reference that identifies the warehouse. This only applies if you have multi-warehouses feature activated. You can select from a list.
Works Order	The works order number. You can select from a list. The works order must be one that has work in progress. Having identified the works order, the application checks that the component you have identified exists on that works order. If not, a warning message is displayed, though you can continue regardless if this is appropriate.

Reference	The reference for the component on the works order. You can use up to 15 characters.
Quantity	The adjustment quantity for the component. This can be a positive or negative figure to adjust the component quantity required on the works order. If the quantity is positive, a stock issue will be created for the component. If it is negative, a stock return will be created.

Notes

3.2.5 WO Complete

Use the **Complete** command on the **Action** menu associated with the **BOM Processing** form to mark a works order as being complete. The completion of works orders is the process by which the finished assembly is accepted from production and received into stock, with work in progress figures being decreased accordingly. The completion of a works order is the final stage in the works order processing cycle. Kitted assemblies are automatically completed.

Note: You can also use the Works Order Progress command to complete Works Orders, especially if you want to process batches of works orders simultaneously.

Apart from increasing the stock of the finished assembly and reducing work in progress, the completion process also allows you to indicate the final production quantity of the assembly and this may be different to what was indicated on the original works order. Throughout the works order cycle, the quantity on the works order, unless otherwise adjusted, is assumed to be the quantity made. However, it is possible for additional items to result from the production process or for fewer items to be made than expected. In either case, the completion process allows you to indicate the actual quantity that will be received into stock.

You can also choose to update component cost information when the works order is complete. The application will update the cost price, material price and labour costs accordingly.

The completion of a works order will result in a receipt transaction being generated for the stock files. All work in progress and values are decreased and the in stock quantity increased accordingly in the warehouse as entered for the assembly on the works order header. Warehouses only apply if you have multi-warehouses feature activated. If you have the Costing module installed and activated, then where a works order has been analysed to a job number and cost code, the completion process will result in the original committed cost to be converted to an actual cost, with the committed cost being zeroed.

If you use the Sales Order Processing module and the works order was linked to a sales order, the application updates the 'quantity made' box for the sales order by the quantity accepted when the works order is completed.

Note: If your assemblies use traceable components, you can allocate traceable numbers when the stock is issued from stock into the production environment. You can also allocate traceable numbers for completed assemblies when the works order is completed. Traceable stock only applies if the Traceability box is ticked for the company on the **Company Profiles** form in the System module. For more information about how to set up and use the Traceability features in Opera 3, refer to the Traceability Help section.

To Complete a Works Order

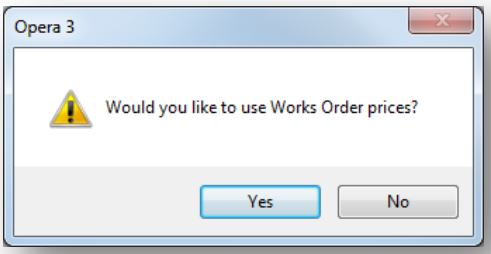
Notes

1. Open the **BOM** folder, and then click **Processing**.
2. Retrieve the assembly record for which you want to complete a works order, click **Action** and then click **Complete**.
3. Click "Yes" at the prompt 'Use Works Order Prices?' if you want to update stock with the actual material & labour prices in place when the works order was issued. If you select "No", the Assembly cost price in the Stock module is used for the receipt into stock.

> **Note:** If you use the Nominal Ledger, it is also updated at the same time if the Stock Control to Nominal and the Real Time Update of Nominal options are selected. If you use the Costing module, it is updated if the Stock Control to Costing option is selected. These options are the System > Maintenance > Company Profiles command.
>
> The way the Costing module is updated is set by the BOM to Costing option in the Stock > Utilities > Set Options command.

4. Click in the grid to select the works order you want to complete.
5. Click the **Select** option to complete the default quantity for the works order. You can also enter the quantity of any rejected items in the **Discard** box. If you want to clear the completion, simply click to clear the **Select** option. You can also switch the selections you make using the **Reverse Selection** command on the **Action** menu.
6. Click **OK**.

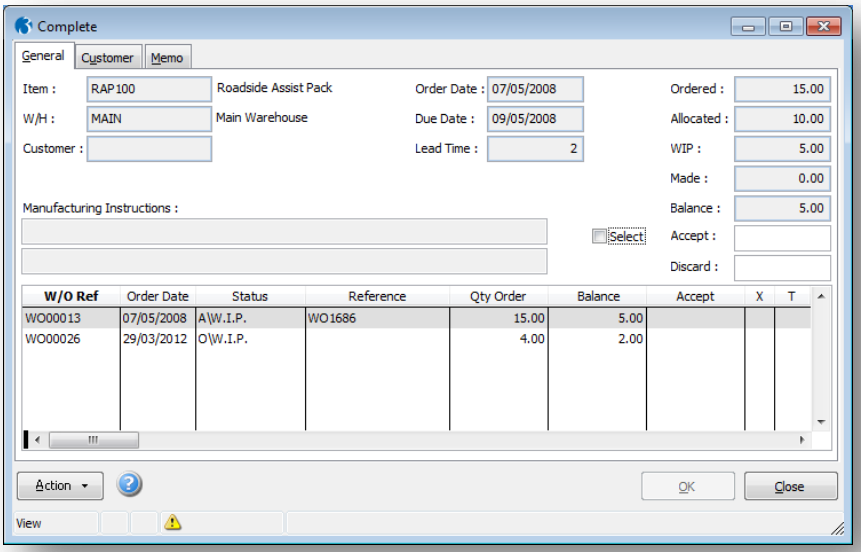
When Assemblies on a Works Order have been made, use this process to identify how many have been Completed and whether they should be received into stock at the stock cost price or the works order cost price.



If you are “over completing”, the system will only update the receipt of the stock item and the Components will only be reflected with what was previously issued to WIP. At this point a discarded quantity can also be entered.

Notes

Only Works Orders for which there is WIP will be displayed in the browse screen.



Press Spacebar to complete the whole of the chosen Works Order, or enter a quantity to part complete. If 'No' is responded to the 'Use Works Order Prices?' prompt the Complete window will have (Use Assembly Price) in the title bar.

Actions

Use this command	To
Find Document	Locate one or more documents based on a range of internal works order numbers. You specify the range on the **General** tab of the **Find Document** form and then click **Display**.
Works Order Header	Display the header details for the currently selected works order.
Works Order Lines	Display the line details for the currently selected works order.
History	Display the creation and amendment date, time and user names for the currently selected works order record.
Reverse Selection	Reverse which records are selected. Those already selected and deselected and *vice versa*.
Edit Works Order	Amend the currently selected works order record. You can change the manufacturing instructions.

If a works order has been raised for a customer record, you can display the customer details using the **Customer** tab. You can also view or amend the works order memo using the **Memo** tab.

3.3 Automatic Works Order

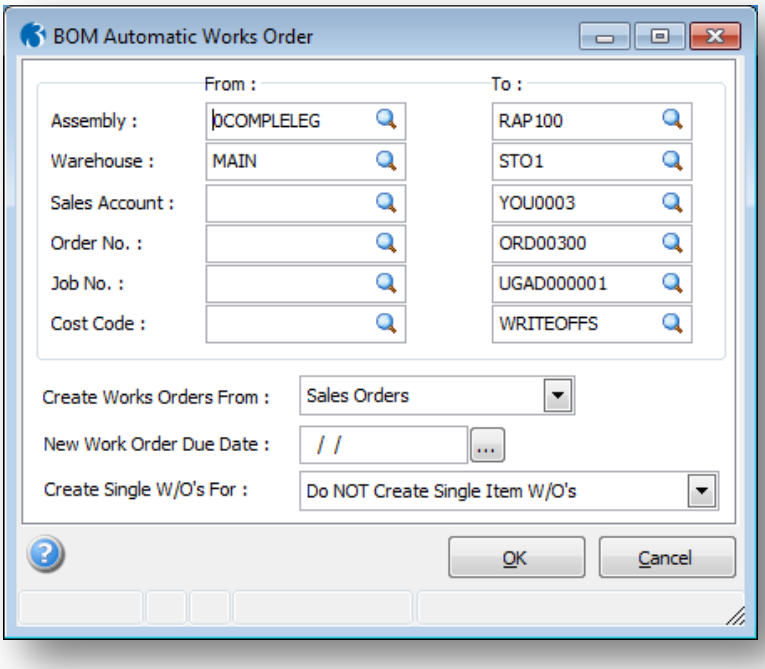
Notes

Use the **Automatic Works Orders** command to generate works orders automatically on the basis of one or both of the following:

- sales orders raised for assembly items;
- critical levels of stock for assembly items that require reordering.

Note: If using Stock Re-Order Level: the default quantity will be calculated and displayed. The system will bring the projected stock level up to the minimum quantity or re-order level whichever is the greater, unless the yield dictates otherwise.

If using Sales Orders: the product will generate Works Orders based on requirements from Sales Orders for Assemblies that were not created immediately.

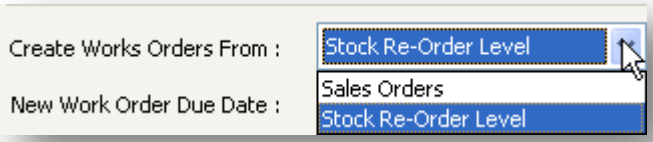


If you have the SOP module integrated, you can raise sales order records that include BOM assemblies. Those that cannot be satisfied from available stock will need to be built and this will mean a works order must be raised. The application will have been able to establish the available stock of an assembly at the time the sales order was raised and therefore any shortfall will result in the need to build more of the assembly to satisfy the sales order requirement. The **Automatic Works Order** command reads this information and generates works orders accordingly, for a range of assembly items or warehouses and for all sales orders since a given date. Warehouses only apply if you have multi-warehouses feature activated

The application can also evaluate the requirement for works orders on the basis of the stock levels of assemblies. If the stock levels fall below critical levels that normally trigger reordering, the **Automatic Works Order** command will use this information to generate works orders so that stock can be replenished to meet minimum stock levels.

Notes

In both cases described, the actual number of assemblies included on works orders will not necessarily reflect the exact requirement to satisfy orders or stock reorder levels. This is because the application takes into account the yield quantity for the assembly. For example, if the yield dictates that 100 assemblies should be made each time, then a works order generated from a sales order requiring only one assembly to satisfy the customer's order and for which there is no free stock, will result in a works order being generated for 100 assemblies.



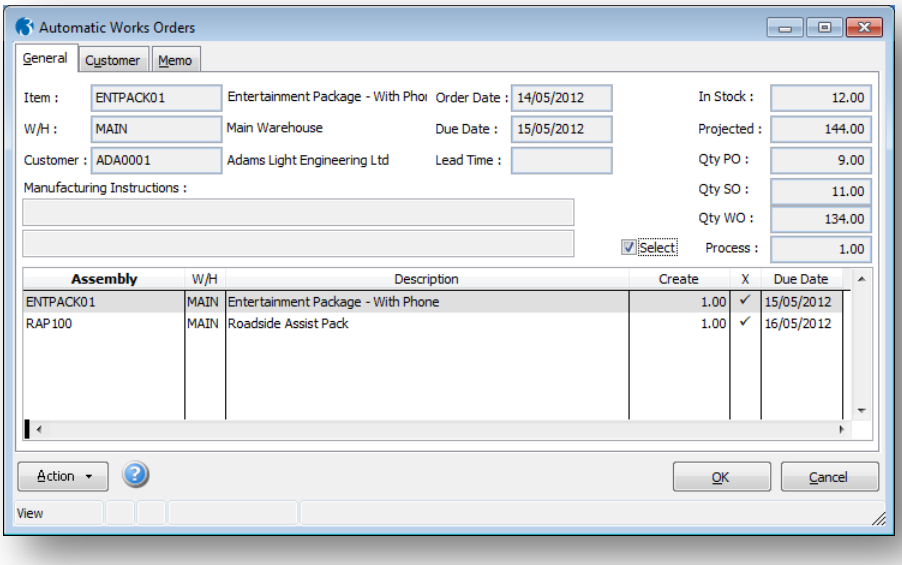
The status of the works order generated as a result of the automatic process will depend on the options selected under **Works Order Movements** on the **Stock/BOM Options** form. These settings determine whether works orders result in component stock being ordered, allocated or issued. However, if the **Kitting** option is selected for an assembly for which a works order is generated automatically, then, regardless of the option settings, that works order will be issued and completed in full.

The Automatic Works Order routine will allow user to create Works Orders based on certain criteria.

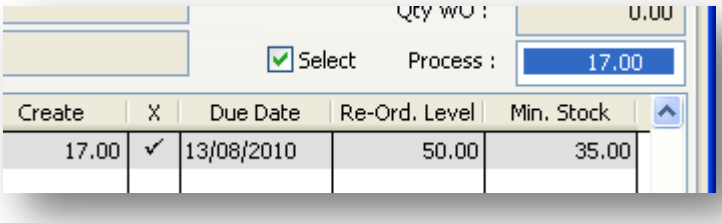
Option	Description
From/To	Using the **From** and **To** boxes, choose the ranges to restrict the range of products or warehouses accordingly. Warehouses only apply if you have multi-warehouses feature activated
Create Works Orders From	Choose the option according to whether you want works orders generated from sales orders or reorder levels. **Note:** You can only select 'Sales Orders' if the SOP module is included in your activation.
New Work Order Due Date	This is the works order due date and will determine when the production process would begin for the manufacture of assemblies. This is used in conjunction with the assembly lead time and the sales order due date to determine whether the generated works orders can be produced in time to satisfy the customer order requirements.
Create Single W/O's For	This option determines whether single item works orders are created for all assemblies, only traceable assemblies or whether single item works orders are not created at all. Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information. **Note:** The user may choose 'Do NOT Create Single Item W/O's', which will generate one Works Order for each Assembly. Alternatively the user may create individual Works Orders for All Assemblies that require to be built up to minimum quantity or re-order level, or Traceable Assemblies Only.

Notes

A list of Assemblies will be displayed with the system generated 'Create' figure calculated from re-order levels or minimum stock levels.



The user may select the Assemblies individually and amend the quantity to be processed by overtyping the Process quantity only if the WO is generated from "Stock Re-order Level"



Note: In **Process**, enter the quantity of the item you want to build. You can choose to build more or less than the number suggested from the SOP order or stock replenishment requirements, but this process quantity must take into account the yield quantity for the assembly. It is not possible to part create a works order generated from SOP.

The following commands are available on the **Action** menu associated with the grid showing the works orders generated:

Use this command	To
Works Order Header	Display the header details for the currently selected works order.
Works Order Lines	Display the line details for the currently selected works order.
Material	Print a materials requirements list including those items that are to be taken from stock for the works order. This might be suitable for use as a picking list for the stocked components that will be used in the manufacture of the assembly. When you select this command, the **Material List** form appears with the following options: **Include Details** (select this option if you want to include the works order details for each component); **Include top level only** (if the **Include Details** option is selected, this option can be used to indicate that the listing is to include only components at the top level. This option is only available if the **Highest** option is selected under **Works Order Movements** on the **Stock/BOM Options** form);

Notes

Material…	**Shortfall Only** (select this option to print details of only those items for which there is a shortfall in meeting the assembly requirements) and **Include Batch and Serial Numbers** (select this option to print details of serial numbers for traceable components in the assembly). Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
History	Display the creation and amendment date, time and user names for the currently selected works order record.
Reverse Selection	Reverse which records are selected. Those already selected and deselected and *vice versa*.
Edit Works Order	Amend the currently selected works order record. You can change the creation quantity, start date and manufacturing instructions as well as the costing analysis (if linked to Costing module). Note that when editing works order quantities, this must be a multiple of the yield quantity that can be made as specified on the assembly record

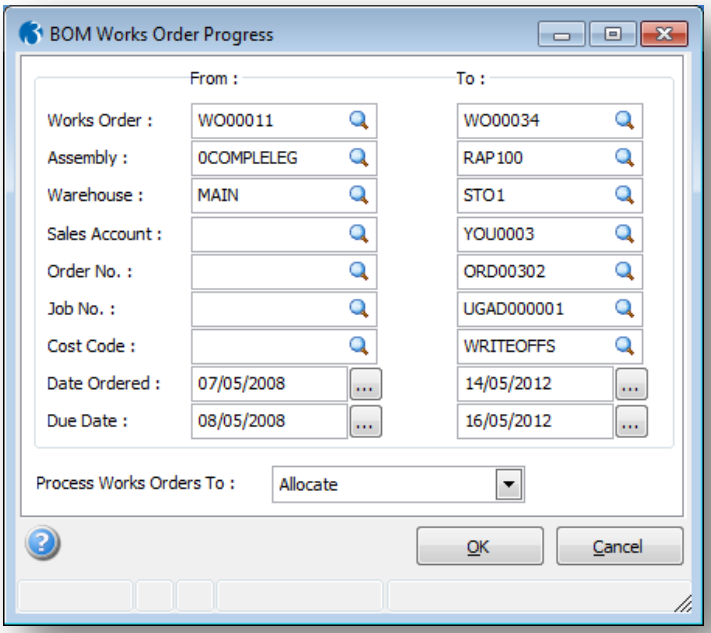
NB: Once the range has been selected the user may select which Works Orders are to be created from Sales Orders. They may not amend the Process quantities.

3.4 Works Order Progress

Use the **Works Order Progress** command to progress the works orders in batches from one status to another. You can carry out any one of the following processes for a batch of works order records identified according to the criteria you enter:

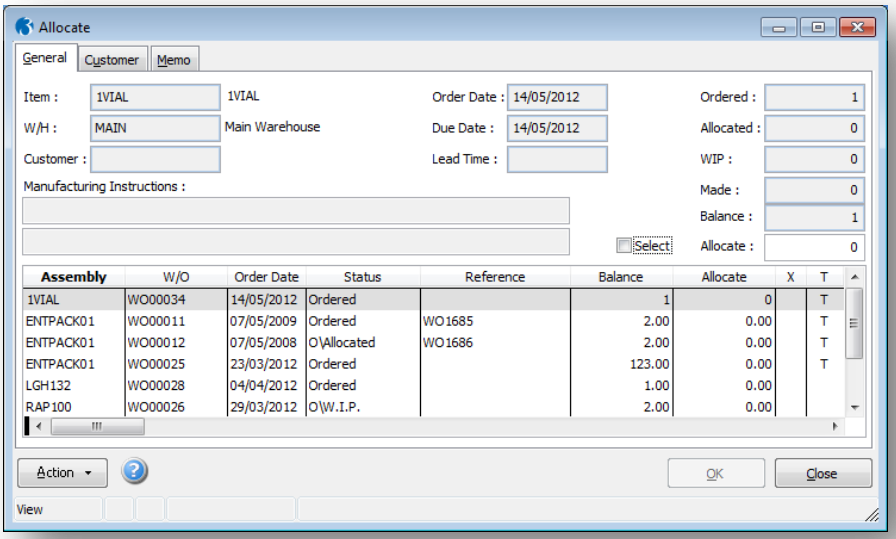
- Allocate
- Deallocate
- Issue
- Return
- Complete

You use the selection criteria to determine which records are to be processed. All works orders not already at the status selected are included in the selection grid for processing. You can then override which order records are to be processed before committing the batch for progression. Complete the From: and To: ranges as required and then select the Process that the user wishes to perform on all Works Orders that meet the criteria.



Notes

Actions and steps are similar to those of the normal progression of the Works Orders.

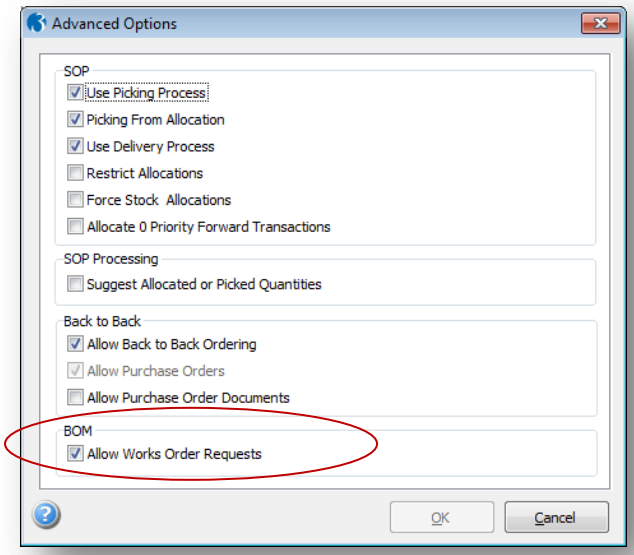


Notes: You can use the **Customer** and **Memo** tabs to display additional information about the currently selected works order line.

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

3.5 SOP Changes

Set Options



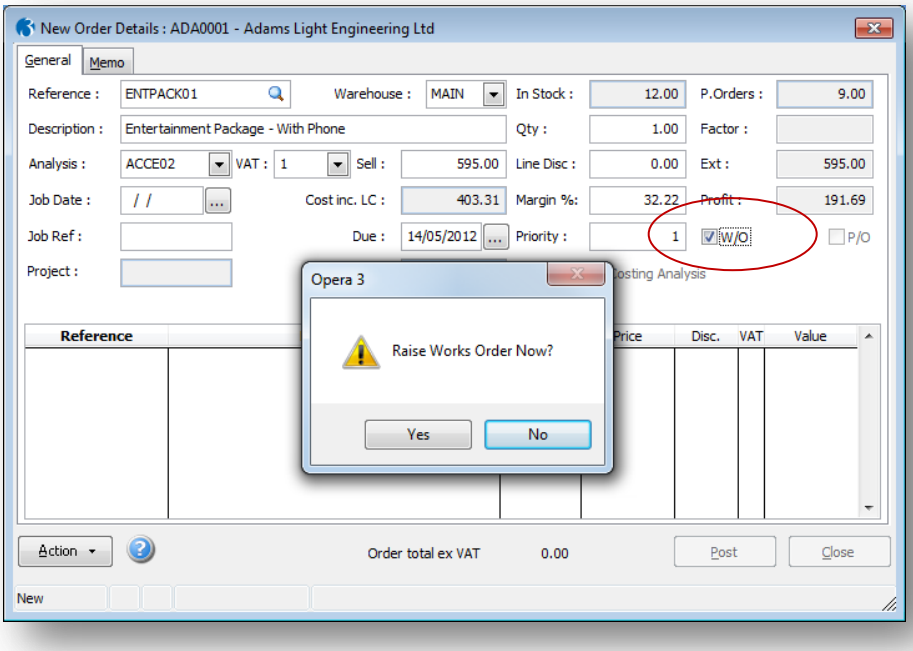
BOM Allow Works Order Requests

Select this option if you would like to create a Works Order as a result of raising a Sales Order for an Assembly. This will introduce a WO check box that may be activated for individual lines on a Sales Order.

3.5.1 Raising a Sales Order

Notes

Activate the W/O checkbox to raise a Works Order for the Sales Order line.



The user may raise the Works Order for the Assembly immediately, or put the request into the Automatic Works Order routine to be generated.

Practical Assignment 2

Notes

Practicing creating and processing a WOs.

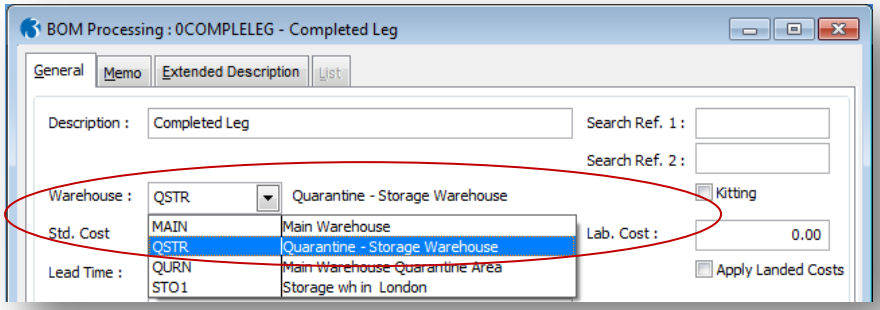
1. Raise a Sales Order to ADA0001 Adams Light Engineering, for 20 Roadside Assist Packs. These are to be built in BOM, but do not create the Works Order immediately.
2. Use ‘Automatic Works Orders’ to create a Works Order from the Sales Order.
3. Use BOM Processing to Allocate 5 from the Works Order.
4. Issue 5 against Allocations.
5. Complete 3 of the 5 Roadside Assist Packs being made.
6. Print a Works Order Schedule for Roadside Assist Packs.

3.6 Traceable Assemblies

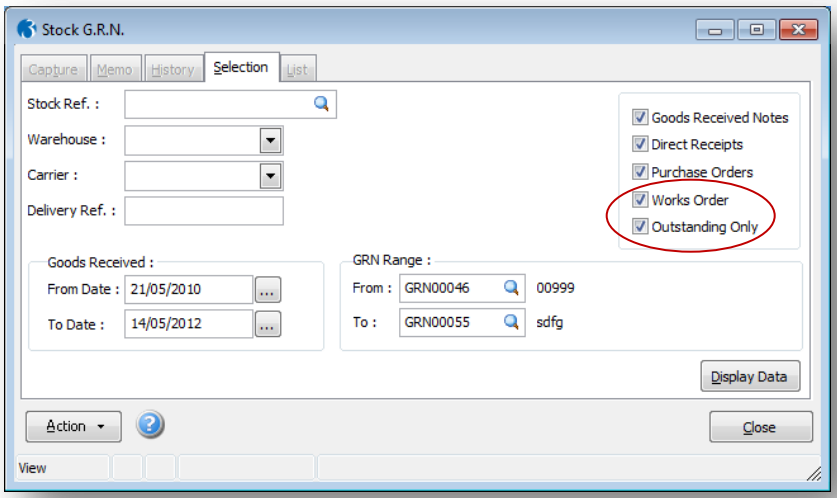
Notes

Assembly structures may be defined as 'Traceable' by ensuring that the Stock Profile selected when creating the Stock Item has Serial Traceable activated.

If the 'Receive Via GRN Only' option is activated in the Stock module the traceable assembly must be received into a Quarantine Warehouse once built. The product will restrict the look-up to include only traceable warehouses.



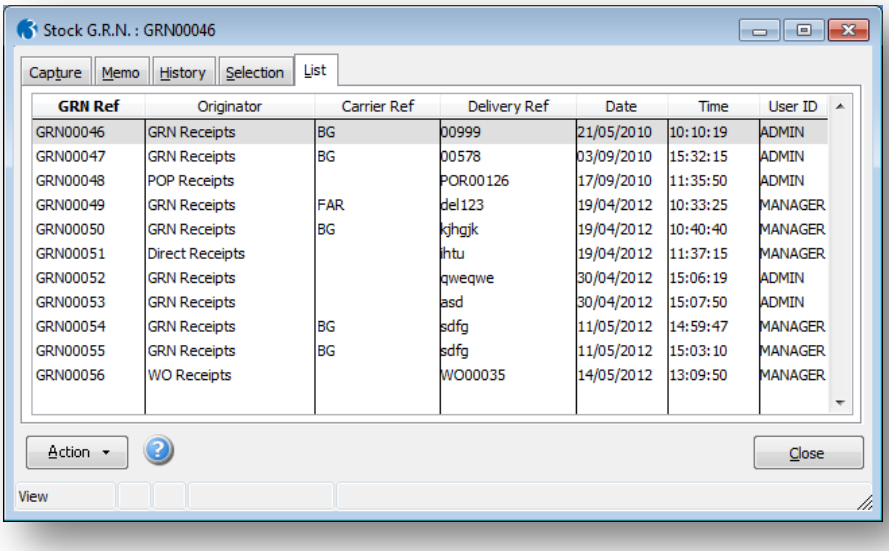
When the Works Order for a traceable Assembly is 'Completed' the product will automatically receive the Assemblies into stock under a Quarantine Warehouse and create a GRN.



The GRN Selection criteria screen in Stock will include a Works Order originator field whenever Bill of Material is included on the activation key.

Notes

The GRN must then be 'Processed (F7)' and serial numbers assigned to the finished Assemblies before they may be released from Quarantine.



GRN Ref	Originator	Carrier Ref	Delivery Ref	Date	Time	User ID
GRN00046	GRN Receipts	BG	00999	21/05/2010	10:10:19	ADMIN
GRN00047	GRN Receipts	BG	00578	03/09/2010	15:32:15	ADMIN
GRN00048	POP Receipts		POR00126	17/09/2010	11:35:50	ADMIN
GRN00049	GRN Receipts	FAR	del123	19/04/2012	10:33:25	MANAGER
GRN00050	GRN Receipts	BG	kjhgjk	19/04/2012	10:40:40	MANAGER
GRN00051	Direct Receipts		ihtu	19/04/2012	11:37:15	MANAGER
GRN00052	GRN Receipts		qweqwe	30/04/2012	15:06:19	ADMIN
GRN00053	GRN Receipts		asd	30/04/2012	15:07:50	ADMIN
GRN00054	GRN Receipts	BG	sdfg	11/05/2012	14:59:47	MANAGER
GRN00055	GRN Receipts	BG	sdfg	11/05/2012	15:03:10	MANAGER
GRN00056	WO Receipts		WO00035	14/05/2012	13:09:50	MANAGER

If the 'Receive Via GRN Only' option is not set in Stock options the traceable assembly may be received into any warehouse once completed and also the 'Auto-Release from Quarantine' option may be set. If the finished Assemblies are booked into a Quarantine warehouse, once the assignment of trace numbers has been carried out the system will automatically mark the GRN line as being 'Released' from Quarantine.

The Assemblies may then be transferred from quarantine into a 'normal' warehouse.

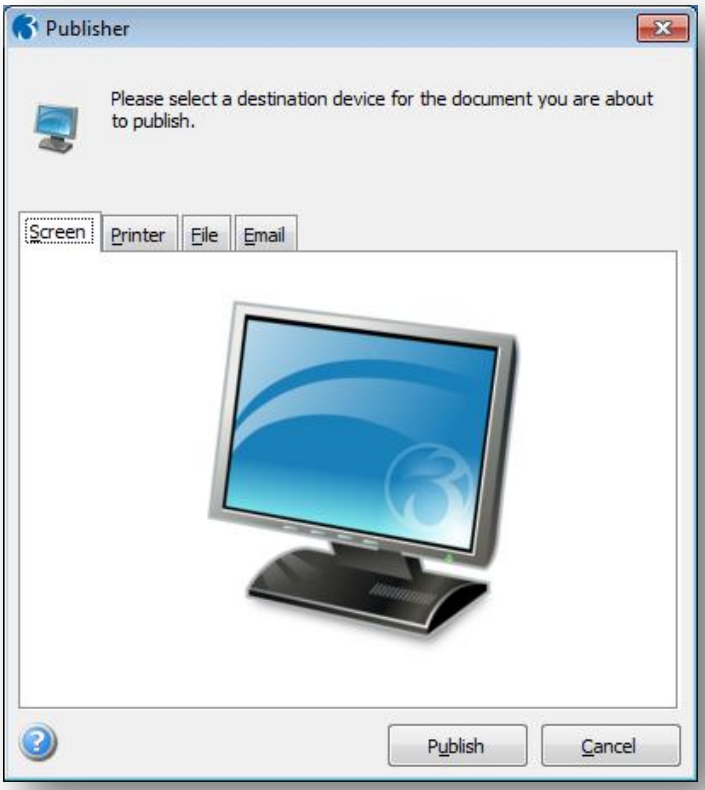
Notes

Accreditation Training Courseware

4 Reports

4.1 Publishing a Report

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



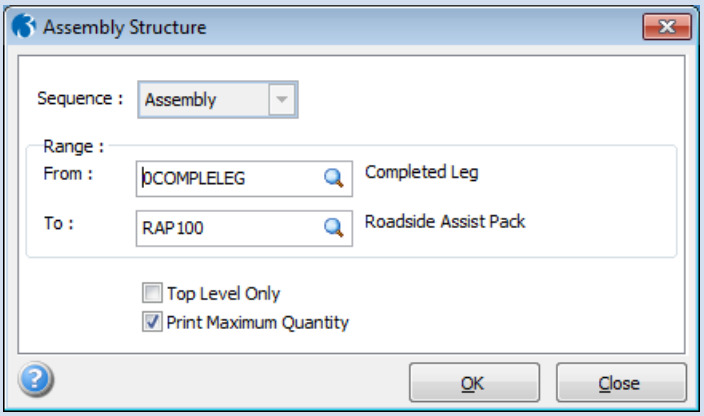
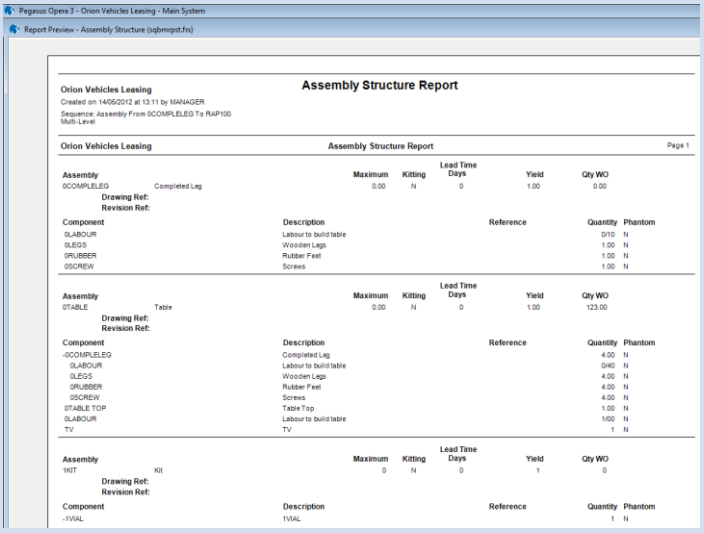
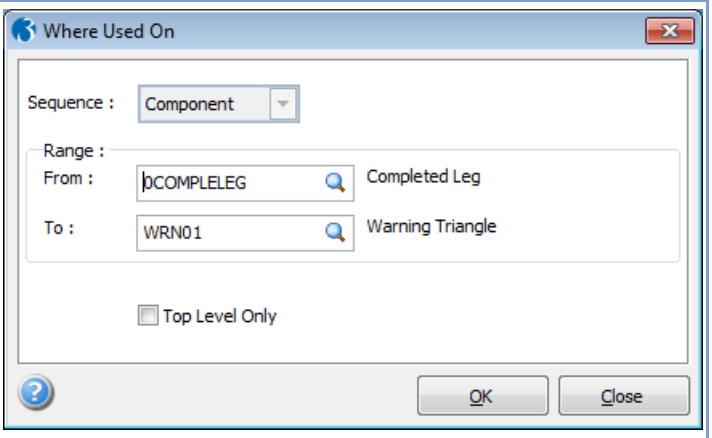
To print a report;

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

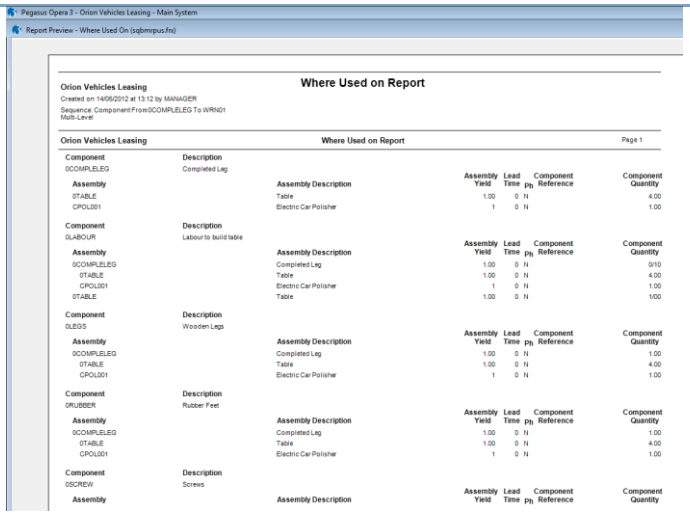
Reports

4.2 List of Reports

Notes

Name & Description	Example
Assembly Structure Use the assembly structure report to print the assembly structures for the range of assembly records selected. An option is provided to print the structure to the top level only if the **Highest** option is selected under **Works Order Movements** on the **Stock/BOM Options** screen. The report lists a heading line for each assembly including the assembly code, it's description, whether it is a 'Kitting' assembly, lead time, yield quantity, the quantity being assembled and the maximum that can be produced per warehouse (if the multi-warehouses feature is activated) from existing component stocks if the **Print Maximum Quantity** option is selected. For each component, the report lists the stock code, description, reference, quantity used, and a phantom subassembly indicator. If the stock item has an extended description, this is printed on a separate line under the description.	 
Where Used On Use the where used on report to list components showing the assemblies on which they are used, for the range of components selected. You can choose to print to just one level. For each component, the report lists the component code and its description. Detail lines show the assembly code and description, yield quantity, lead time, reference, quantity of the component used to make the yield and phantom flag.	

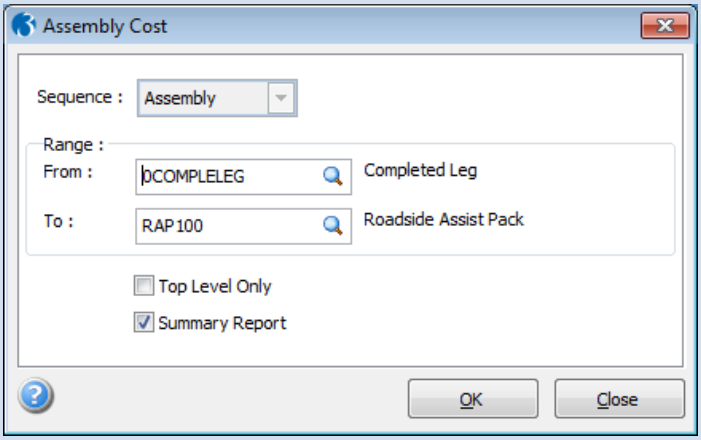
Where Used On…

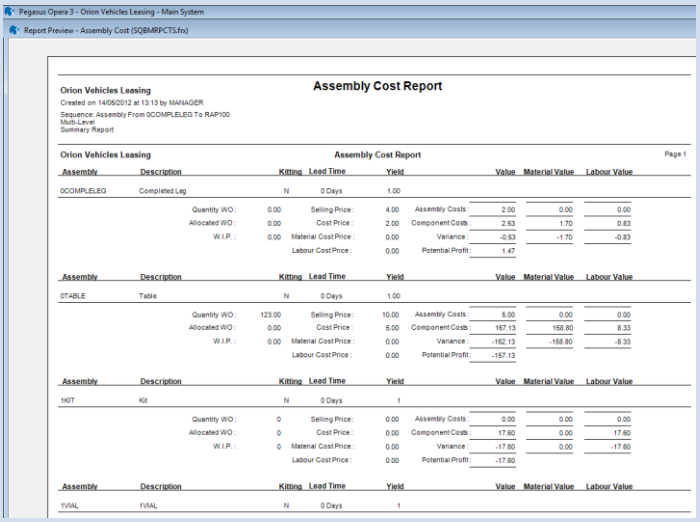


Notes

Assembly Cost

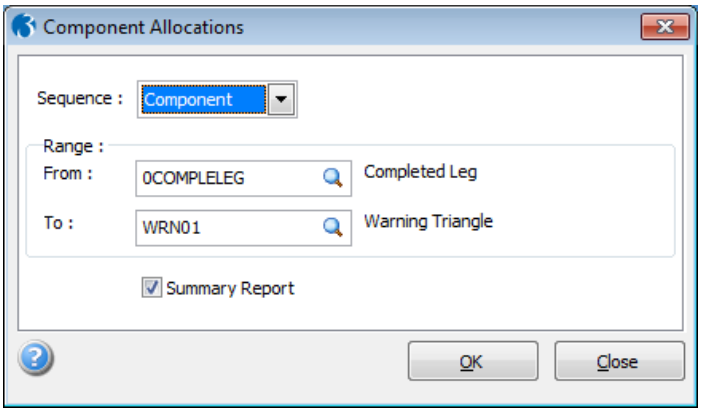
Use the assembly cost report to show the stock cost and calculated assembly cost for materials and for labour. A variance is printed for the difference between the stock cost and the total of materials and labour. You can choose the range of assembly records involved and options are provided asking if a summary report is required (the default setting) and whether prices are to be calculated from only one level. A heading line is printed for each assembly including the assembly code, description, whether it is a 'Kitting' assembly, lead time, yield, cost price, material cost and labour cost. For each component, the report lists the stock code, description, reference, quantity used, cost value (stock cost price multiplied by the quantity used), whether it is a phantom subassembly and whether it is a labour or material item. If the component has a memo, this is printed on a separate line. Totals are provided for labour and materials. Components are excluded from the summary report.





Component Allocations

Use the component allocations report to list the components allocated on works orders. You can select on a range of either components or warehouses (if you have the multi-warehouses feature activated). An option is provided for a summary report (selected by default). On a detailed report, the application lists component code stock description and warehouse, along with the works order number, quantity allocated, customer and order number, with allocation subtotals by works order. Subtotals are provided by warehouse and component code.



The summary report excludes the works order breakdown for the allocations.

Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Component Allocations (sqbmcoa1.frx)

Orion Vehicles Leasing — **Component Allocations Report**

Created on 14/05/2012 at 13:14 by MANAGER

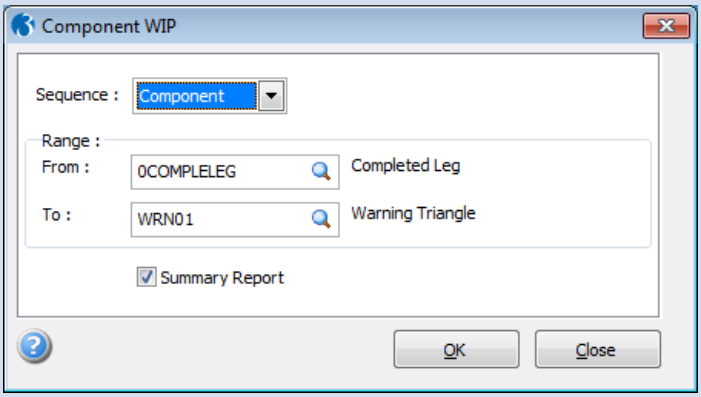
Sequence: Component From 0COMPLELEG To WRN01
Summary Report

Orion Vehicles Leasing — **Component Allocations...**

Component	Whse	Qty. Alloc	Customer	Order No.
DTRON16	MAIN			
Dialotron 16 Mobile Telephone	Main Warehouse			
	Total for Warehouse MAIN Component DTRON16	7.00		
	Total for Component DTRON16	7.00		
ECMH001	MAIN			
Mobile Phone Holder - Silver	Main Warehouse			
	Total for Warehouse MAIN Component ECMH001	7.00		
	Total for Component ECMH001	7.00		
FAK01	MAIN			
First Aid Kit	Main Warehouse			
	Total for Warehouse MAIN Component FAK01	15.00		
	Total for Component FAK01	15.00		
FAK02	MAIN			
First Aid Kit (No Label)	Main Warehouse			
	Total for Warehouse MAIN Component FAK02	35.00		
	Total for Component FAK02	35.00		
FPP883	MAIN			
Foot Pump	Main Warehouse			
	Total for Warehouse MAIN Component FPP883	25.00		
	Total for Component FPP883	25.00		
FUS269	MAIN			
5 amp Fuses - Box of 1000	Main Warehouse			
	Total for Warehouse MAIN Component FUS269	0/010		
	Total for Component FUS269	0/010		

Component WIP

Use the component WIP report to list the components in work in progress. You can select on a range of either components or warehouses (if you have the multi-warehouses feature activated). An option is provided for a summary report (selected by default). On a detailed report, the application lists component code and stock description, along with the works order number, quantity, price, labour value or material value. The summary report lists the component code/warehouse and description, total quantity, price, total labour value, total material value and a total of material and labour value. At the end of the report, the application prints a grand total of the material value, labour value and a total of the two.



Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Component WIP (sqbmrpw1.frx)

Orion Vehicles Leasing — **Component WIP Report**

Created on 14/05/2012 at 13:15 by MANAGER

Sequence: Component From 0COMPLELEG To WRN01
Summary Report

Orion Vehicles Leasing — **Component WIP Report**

Component	Whse	Qty. WIP	Labour Value	Material Value
0LABOUR	MAIN			
Labour to build table	Main Warehouse			
	Total for Warehouse MAIN Component 0LABOUR	205/00	1025.00	0.00
	Total for Component 0LABOUR	205/00	1025.00	0.00
0LEGS	MAIN			
Wooden Legs	Main Warehouse			
	Total for Warehouse MAIN Component 0LEGS	492.00	0.00	246.00
	Total for Component 0LEGS	492.00	0.00	246.00
0RUBBER	MAIN			
Rubber Feet	Main Warehouse			
	Total for Warehouse MAIN Component 0RUBBER	492.00	0.00	492.00
	Total for Component 0RUBBER	492.00	0.00	492.00
0SCREW	MAIN			
Screws	Main Warehouse			
	Total for Warehouse MAIN Component 0SCREW	492.00	0.00	98.40
	Total for Component 0SCREW	492.00	0.00	98.40
0TABLE TOP	MAIN			
Table Top	Main Warehouse			
	Total for Warehouse MAIN Component 0TABLE TOP	123.00	0.00	246.00
	Total for Component 0TABLE TOP	123.00	0.00	246.00
FPP883	MAIN			
Foot Pump	Main Warehouse			
	Total for Warehouse MAIN Component FPP883	7.00	0.00	29.75
	Total for Component FPP883	7.00	0.00	29.75

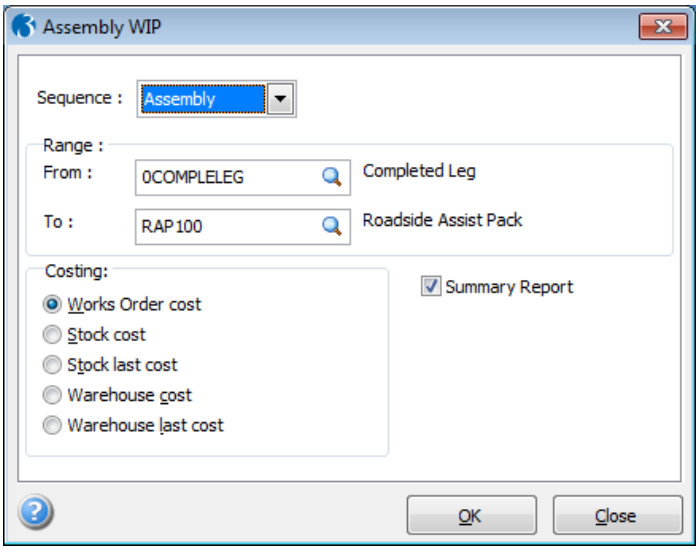
Notes

Notes

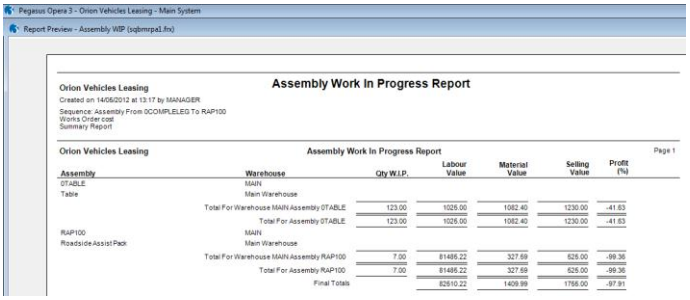
Assembly WIP

Use the assembly WIP report to list the assemblies in work in progress. You can select on a range of either components or warehouses (if you have the multi-warehouses feature activated). An option is provided for a summary report (selected by default). Options are provided so you can choose the costing option for the report, which can be one of the following:

- Works Order cost
- Stock cost
- Stock last cost
- Warehouse cost
- Warehouse last cost

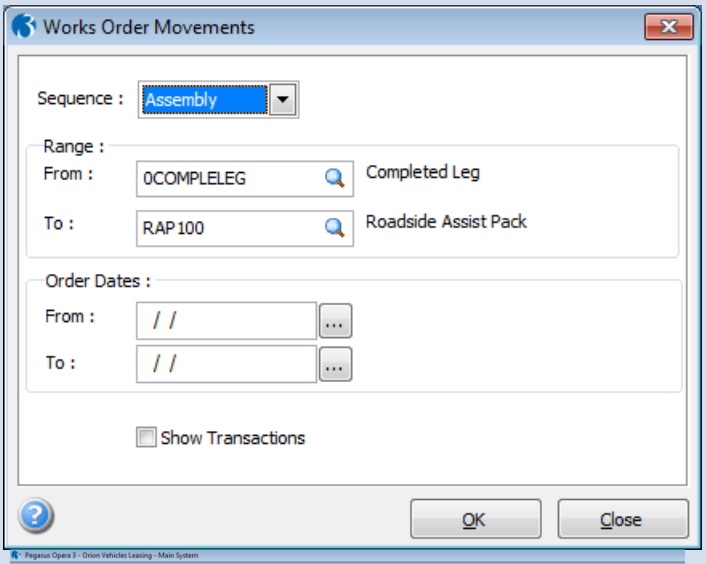


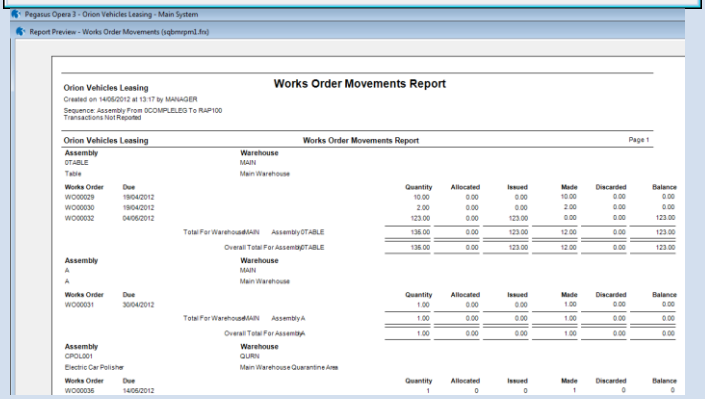
The detailed report lists the assembly code and description, together with the works order number, quantity, price, labour value or material value for assembly cost or just the cost value for all the other cost price options, selling price, selling value and % potential profit. The summary report prints the assembly code/warehouse and description, total quantity, price, total labour value, total material value and a total of material and labour value. The labour value and material value are only printed if the assembly cost option is selected. At the end of the report, the application prints a grand total of the values.



Works Order Movements

Use the works order movements report to list the movements for works orders based on a range of assembly codes or locations or works order numbers and dates. The report prints in assembly, location and works order sequence. An option is provided for you to choose whether you want the report to show transactions. For each assembly, the report lists the assembly, warehouse (if you have the multi-warehouses feature activated) and description, along with the works order number, quantity ordered, quantity allocated, quantity issued, quantity made, balance (calculated as the quantity ordered less the quantity made) and due date. If the option to show transactions is selected, the report also includes the stock code, warehouse (if you have the multi-warehouses feature activated), description, reference, transaction date, transaction type, quantity, balance (for receipts and returns).

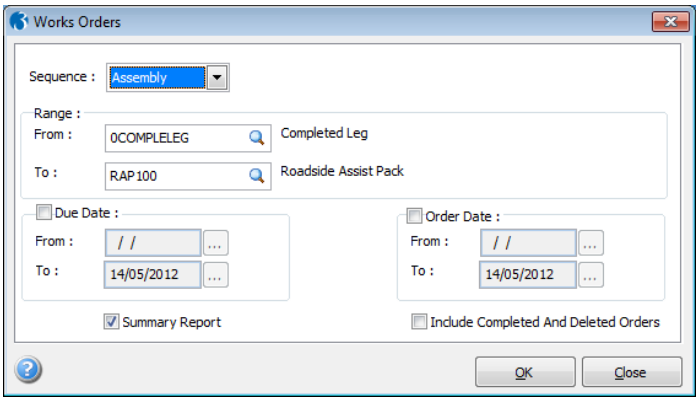


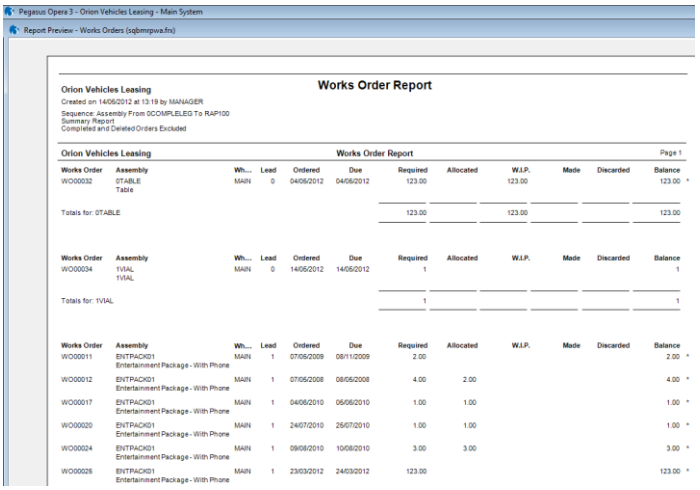


Notes

Works Orders

Use the works orders report to provide details of works order records for a range of assemblies, works order numbers customers. Options are provided for a summary report (default selection) and whether you want to include completed and deleted orders. A due date and order date range can be entered also. The report lists the works order number, assembly code, warehouse (if you have the multi-warehouses feature activated), assembly description, order date, due date, lead time, quantity required, quantity allocated, quantity WIP, quantity made and balance. A row of asterisks is printed (***) if the due date has expired and the order is not completed or deleted. If the order is completed, the completed date is shown and if the works order has been deleted, the word 'Deleted' is printed.



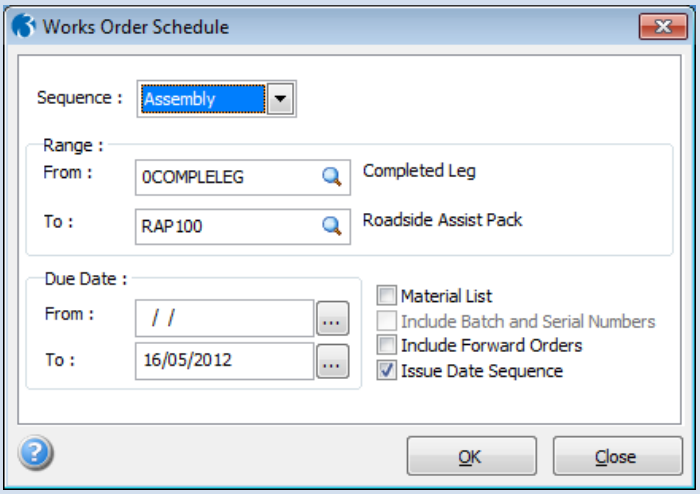


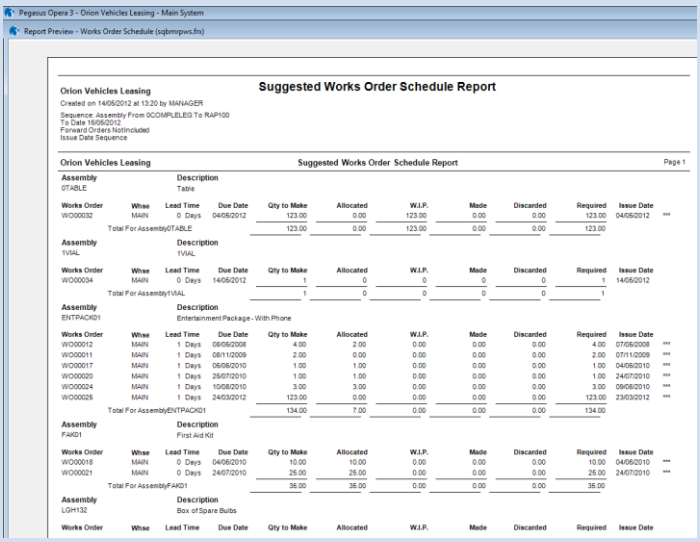
Works Order Schedule

Use the works order schedule report to produce a works order schedule to help you plan your manufacturing and production cycles. The report can be printed for a range of assemblies, works orders or warehouses (if you have the multi-warehouses feature activated). The report details which components you need to issue today, in order to complete the assembly and satisfy works order due dates. The system will calculate the issue date by deducting the lead time for an assembly from the works order due date. For example:

- Due date of works order is 31 March
- Lead time is 1 day
- Issue date is 30 March

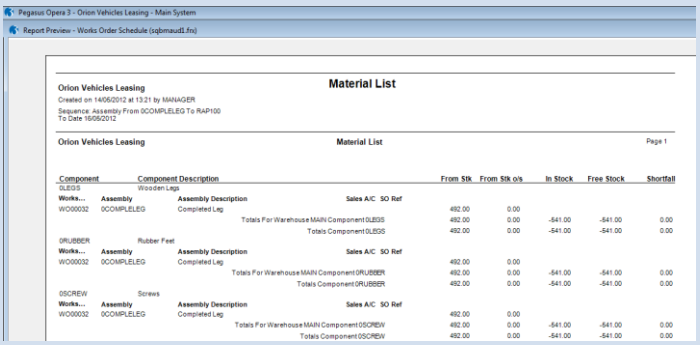
If the due date is included within the due date range, then the works order will be included in the schedule. Options are provided to allow control over various report options. If you select the **Material List** option, the application will print a materials list showing the component requirements. If you select the **Include Forward Orders** option, included in the report will be those orders that do not need issuing today to satisfy a due date, but require issue some time within the due date range. For example:





- Due date of works order is 3 April
- Lead time is 1 day
- Issue date is 2 April

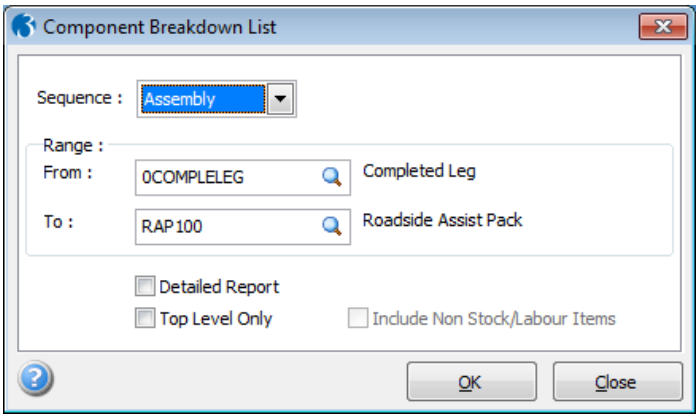
This will be included in the report if the **To** box under **Due Date** is set to 3 April. A further option allows you to choose whether to print orders in issue date sequence. The report lists the assembly code, warehouse (if you have the multi-warehouses feature activated), description, lead time, due date, quantity to be made, quantity allocated, quantity WIP, quantity made, quantity discarded and issue date. Orders are flagged with a row of asterisks (***) if latest issue date is before the current system date.

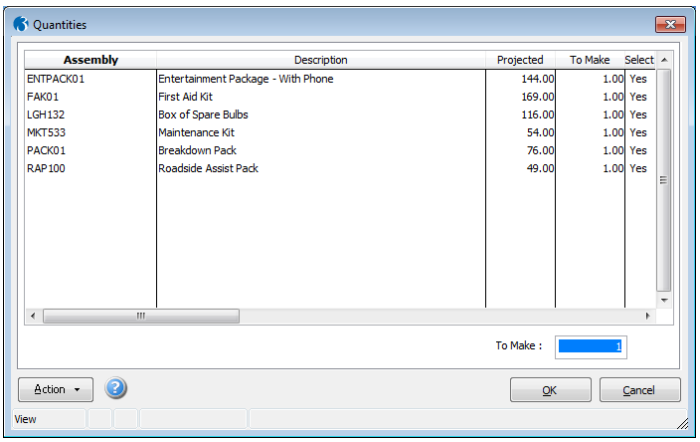


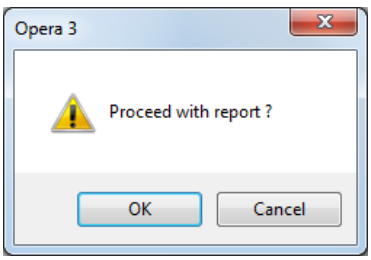
Notes

Component Breakdown List

Use the component breakdown list to print out a material requirements list for a selected range of assemblies. You can choose to print a detailed report. The application displays a grid window of the assemblies selected. This grid shows the assembly code, description, projected stock and quantity to make. You can also scroll to see the in stock quantity, quantities on works orders, purchase orders and sales orders. For the selected entry in the grid, you can enter the quantity to make in the **To Make** box. This must be a multiple of the yield for the assembly. The report lists the assembly code, stock description and quantity to make. On each component detail line print, the report lists the assembly code, warehouse (if you have the multi-warehouses feature activated), stock description and quantity required, quantity in stock, free stock and shortfall. The shortfall will only be printed if the **Highest** option is selected under **Works Order Movements** on the **Stock/BOM Options** screen. A row of asterisks is printed (***) where there is a shortfall.







Component Breakdown List…

Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Component Breakdown List (sqbmcbll.frx)

Orion Vehicles Leasing — **Component Breakdown List**

Created on 14/06/2012 at 13:22 by MANAGER

Sequence: Assembly From 0COMPLELEG To RAP100
Summary Report

Orion Vehicles Leasing — **Component Breakdown List** — Page 1

Component	Component Description	Qty Required	Qty From Stk	Make	In Stock	Free Stock	Shortfall
0COMPLELEG	Completed Leg						
	Totals For Warehouse MAIN Component 0COMPLELEG	5.00	0.00	5.00	-111.00	-111.00	0.00
	Totals Component 0COMPLELEG	5.00	0.00	5.00	-111.00	-111.00	0.00
0LEGS	Wooden Legs						
	Totals For Warehouse MAIN Component 0LEGS	6.00	6.00	0.00	-641.00	-641.00	6.00
	Totals Component 0LEGS	6.00	6.00	0.00	-641.00	-641.00	6.00
0RUBBER	Rubber Feet						
	Totals For Warehouse MAIN Component 0RUBBER	6.00	6.00	0.00	-641.00	-641.00	6.00
	Totals Component 0RUBBER	6.00	6.00	0.00	-641.00	-641.00	6.00
0SCREW	Screws						
	Totals For Warehouse MAIN Component 0SCREW	6.00	6.00	0.00	-641.00	-641.00	6.00
	Totals Component 0SCREW	6.00	6.00	0.00	-641.00	-641.00	6.00
0TABLE TOP	Table Top						
	Totals For Warehouse MAIN Component 0TABLE TOP	1.00	1.00	0.00	-136.00	-136.00	1.00
	Totals Component 0TABLE TOP	1.00	1.00	0.00	-136.00	-136.00	1.00
1COMP1	Component 1						
	Totals For Warehouse MAIN Component 1COMP1	20.00	20.00	0.00	0.00	0.00	20.00
	Totals Component 1COMP1	20.00	20.00	0.00	0.00	0.00	20.00
1LABEL	Label						
	Totals For Warehouse MAIN Component 1LABEL	2.00	2.00	0.00	0.00	0.00	2.00
	Totals Component 1LABEL	2.00	2.00	0.00	0.00	0.00	2.00
1VIAL	1VIAL						
	Totals For Warehouse MAIN Component 1VIAL	1	1	0	0	0	1
	Totals Component 1VIAL	1	1	0	0	0	1
B	B						
	Totals For Warehouse MAIN Component B	1.00	1.00	0.00	-1.00	-1.00	1.00
	Totals Component B	1.00	1.00	0.00	-1.00	-1.00	1.00
C	C						
	Totals For Warehouse MAIN Component C	1.00	1.00	0.00	-1.00	-1.00	1.00
	Totals Component C	1.00	1.00	0.00	-1.00	-1.00	1.00

Pegasus Opera 3 - Orion Vehicles Leasing - Main System

Report Preview - Component Breakdown List (sqbmrpba.frx)

Orion Vehicles Leasing — **Component Breakdown List**

Created on 14/06/2012 at 13:22 by MANAGER

Sequence: Assembly From 0COMPLELEG To RAP100
Summary Report

Orion Vehicles Leasing — **Component Breakdown List**

Assembly	Assembly Description	Qty To Make
0COMPLELEG	Completed Leg	1.00
0TABLE	Table	1.00
1KIT	Kit	1
1VIAL	1VIAL	1
A	A	1.00
CPOL001	Electric Car Polisher	1
ENTPACK01	Entertainment Package - With Phone	1.00
FAK01	First Aid Kit	1.00
LGH132	Box of Spare Bulbs	1.00
MKT533	Maintenance Kit	1.00
PACK01	Breakdown Pack	1.00
RAP100	Roadside Assist Pack	1.00

Notes

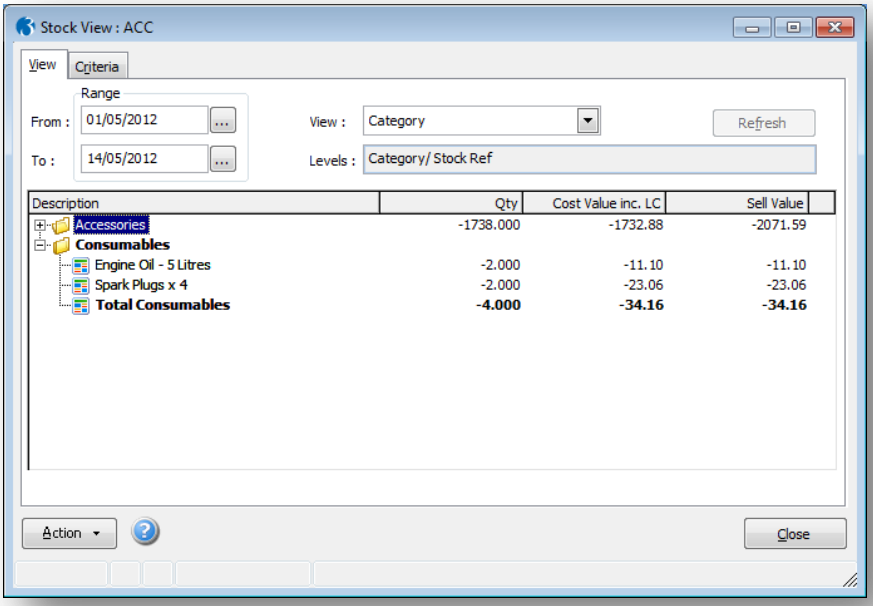
4.3 Stock View options

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 you 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.

Notes



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.

Notes

To view the stock transaction analysis

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 BOM Processing form is open, the View function is accessible by clicking on the Action button and selecting View. This will offer two views;

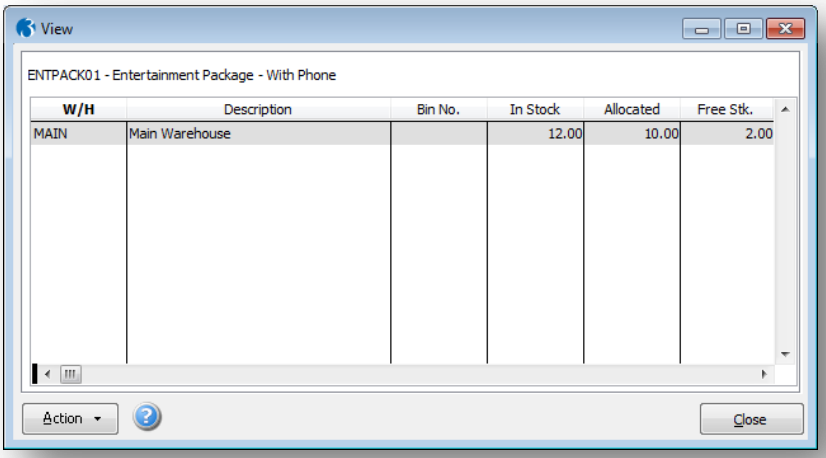
- Stock
- Components

4.3.2.1 Stock Processing View (Via BOM)

“Stock” view will take you to the stock view as you would get when launching the view from Stock Processing.

Notes

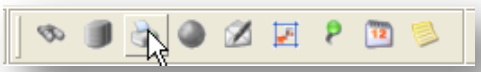
By selecting View, the system will bring up a Warehouse Transaction View form.



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 the shows the stock figures, purchase orders and sales orders per warehouse. Use the scroll bar to see further details.

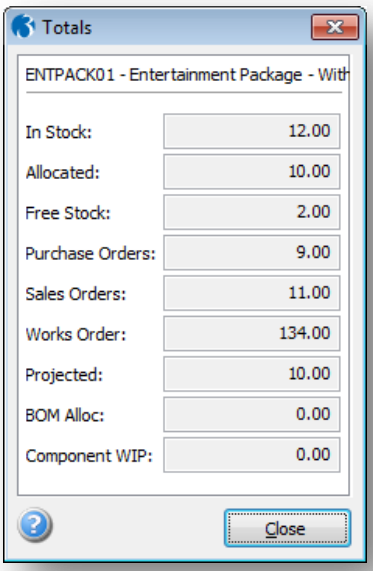
Print

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

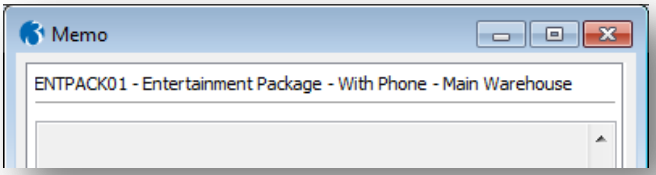
This displays a window showing a breakdown of stock figures for the stock item at the currently highlighted warehouse.



Notes

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.

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.

F7 PO Transactions

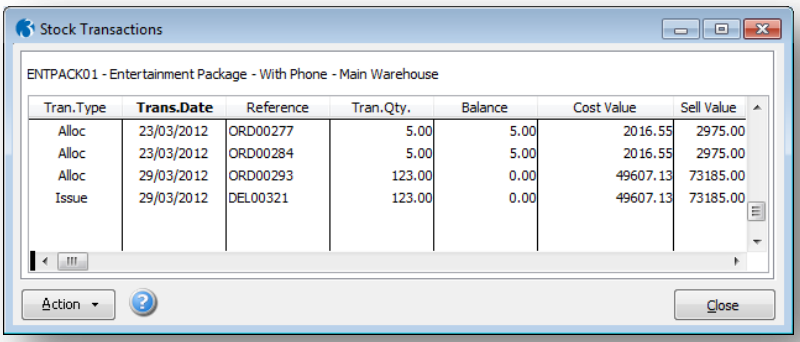
This will display all transactions that have been created by processing performed within the POP module.

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.

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.

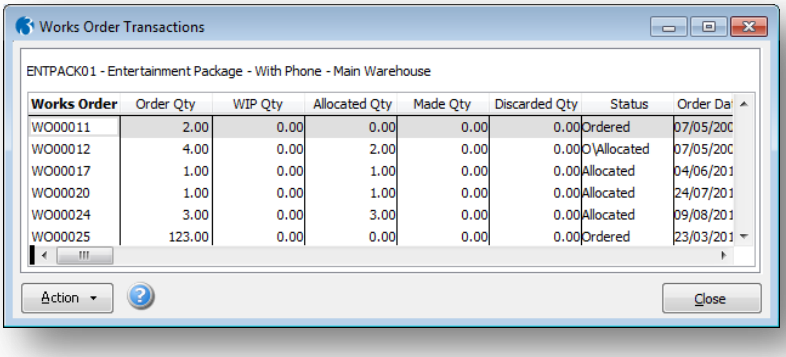


Tran.Type	Trans.Date	Reference	Tran.Qty.	Balance	Cost Value	Sell Value
Alloc	23/03/2012	ORD00277	5.00	5.00	2016.55	2975.00
Alloc	23/03/2012	ORD00284	5.00	5.00	2016.55	2975.00
Alloc	29/03/2012	ORD00293	123.00	0.00	49607.13	73185.00
Issue	29/03/2012	DEL00321	123.00	0.00	49607.13	73185.00

Notes

F10 ~Works Order

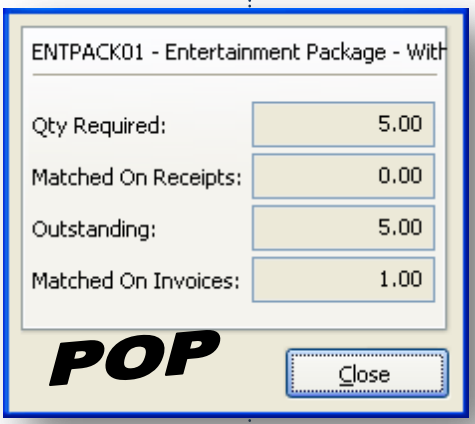
This will display all Works Order transactions that have occurred for the BOM item at the highlighted warehouse.

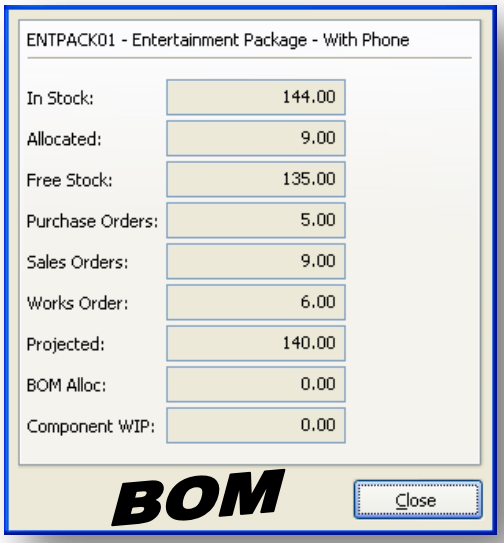


Works Order	Order Qty	WIP Qty	Allocated Qty	Made Qty	Discarded Qty	Status	Order Da
WO00011	2.00	0.00	0.00	0.00	0.00	Ordered	07/05/200
WO00012	4.00	0.00	2.00	0.00	0.00	O\Allocated	07/05/200
WO00017	1.00	0.00	1.00	0.00	0.00	Allocated	04/06/201
WO00020	1.00	0.00	1.00	0.00	0.00	Allocated	24/07/201
WO00024	3.00	0.00	3.00	0.00	0.00	Allocated	09/08/201
WO00025	123.00	0.00	0.00	0.00	0.00	Ordered	23/03/201

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.

	Tran. Qty	Balance	Cost Value	Sell Value
Receipt :	671.00	504.00	5262.64	0.00
Issue :	97.00	0.00	756.60	3544.85
Return :	0.00	0.00	0.00	0.00
Allocate :	68.00	0.00	530.40	796.85
Deallocate :	4.00	0.00	31.20	48.00
Adjustment :	0.00	0.00	0.00	0.00
Transfer :	0.00	0.00	0.00	0.00
Negative :	0.00	0.00	0.00	0.00
Order :	0.00	0.00	0.00	0.00
Discard :	0.00	0.00	0.00	0.00
R.T.V. :	0.00	0.00	0.00	0.00

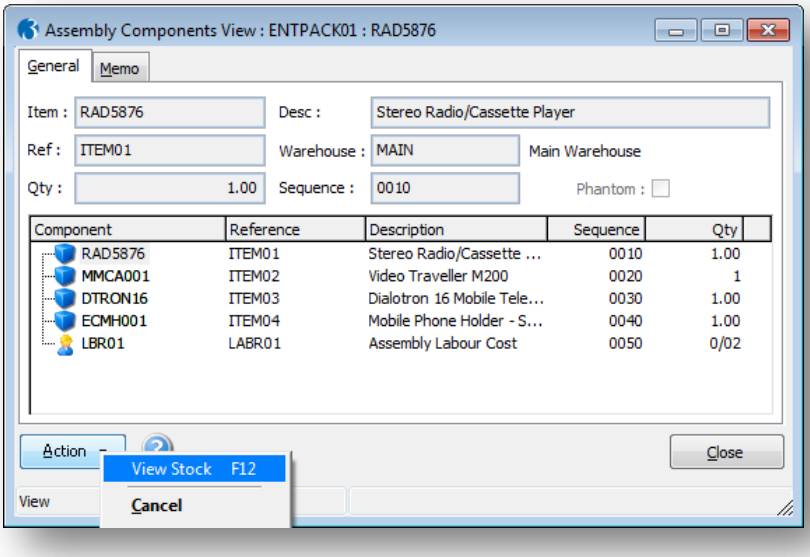




Notes

4.3.2.2 Components

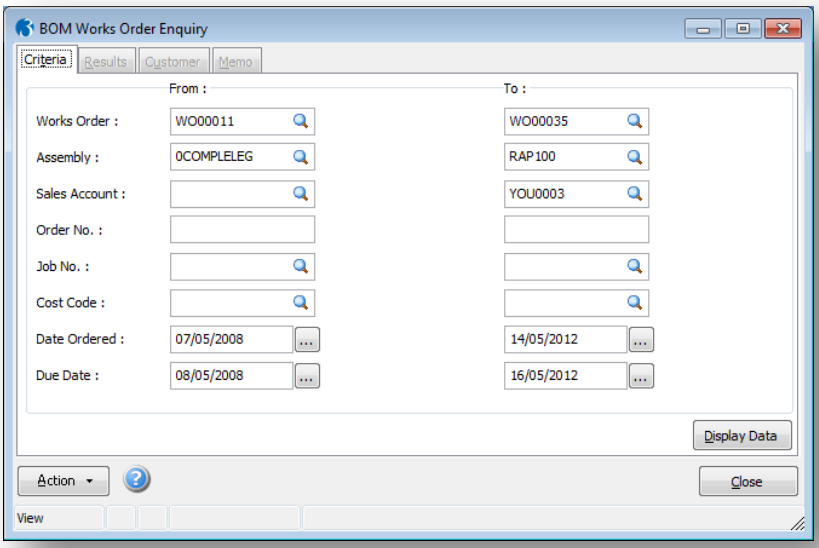
The application displays the **Assembly Components View** form. This shows the structure of the currently selected assembly record. Components are indented in a 'tree' structure within the grid according to the level at which the component lies in the bill of materials. There is a physical limit to the indentation that can be shown, so, where the screen cannot indent any further, components are listed without indentation. The following command is available on the **Action** menu:



Note: While using the **Components** view, you can print the current assembly as it is displayed by clicking the **Print** icon on the toolbar.

4.3.3 Works Order Enquiry

Use the **Works Order Enquiry** command to select one or more works orders on the basis of various selection criteria for enquiries. You can view the works order main details and drill down to the component requirements for each order displayed.

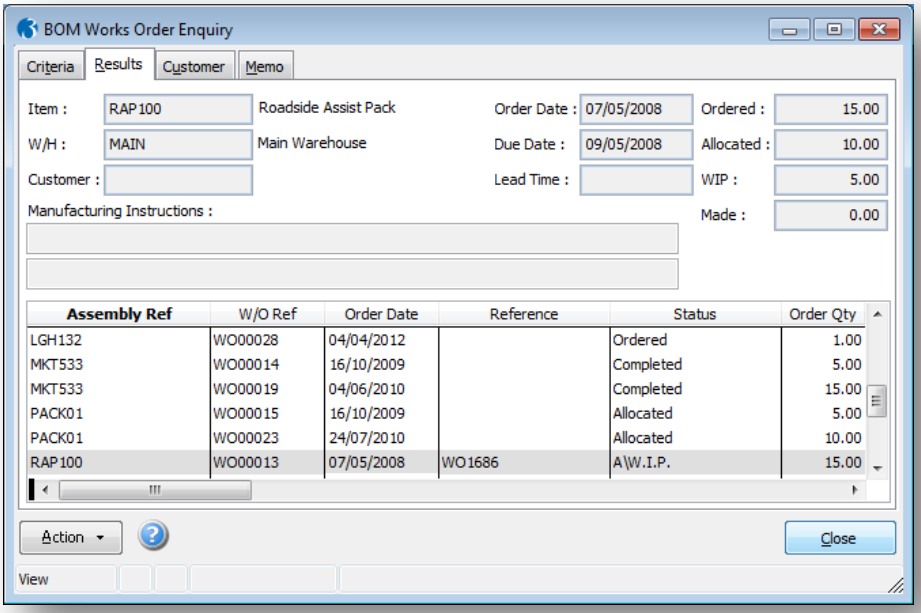


Notes

The selection criteria enables you to choose on a range of one or more of the following boxes:

- Works Order (based on the automatically-generated internal works order number)
- Assembly
- Sales Account
- Order Number
- Job Number
- Cost Code
- Date Ordered
- Date Due

Where no criteria is specified for a particular box, the application assumes that any value is valid for selection. Using the selection screen provided, enter any values you wish to restrict the works order records selected for the enquiry grid.

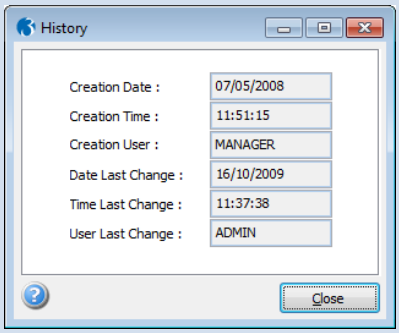


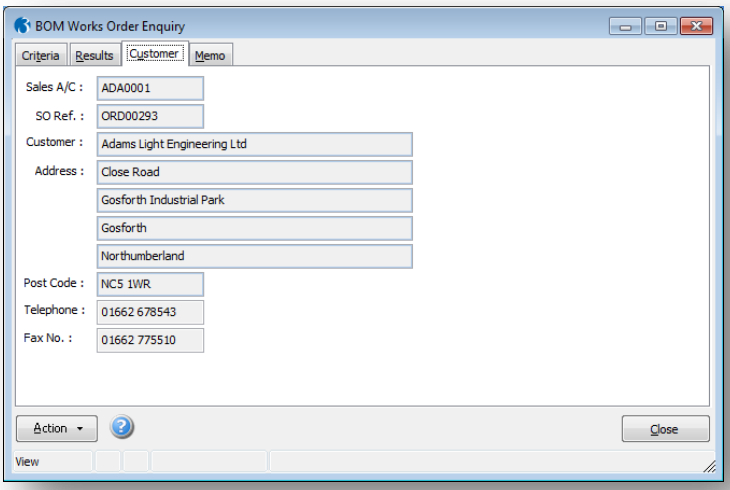
Actions

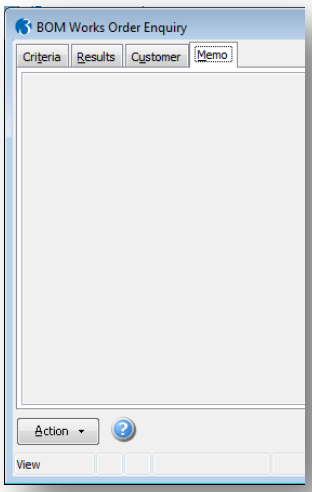
The following commands are available on the Action menu:

Use this command	To
Find Document	Locate works orders by defining a range of work order document references. A **Find Document** form appears when you use this command. On the **General** tab, you specify the range using the **Range From** and **Range To** boxes and then clicking the **Display** command button.
Works Order Header	View the header details of the currently selected works order.
Works Order Lines	View the detail lines of the currently selected works order.
Material	Print a materials requirements list including those items that are to be taken from stock for the works order. This might be suitable for use as a picking list for the stocked components that will be used in the manufacture of the assembly.

Notes

Material…	When you select this command, the **Material List** form appears with the following options: **Include Details** (select this option if you want to include the works order details for each component); **Include top level only** (if the **Include Details** option is selected, this option can be used to indicate that the listing is to include only components at the top level. This option is only available if the **Highest** option is selected under **Works Order Movements** on the **Stock/BOM Options** form); **Shortfall Only** (select this option to print details of only those items for which there is a shortfall in meeting the assembly requirements) and **Include Batch and Serial Numbers** (select this option to print details of serial numbers for traceable components in the assembly). Traceable stock only applies if you have the traceability feature activated. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section within the Stock module documentation for information.
History	Display the creation and amendment date, time and user names for the currently selected works order record. 
Edit Works Order	Edit the details associated with the currently selected works order.





To view works order enquiries

1. Open the **BOM** folder and click **Works Order Enquiry**. The **Works Order Enquiry** form appears and the **Criteria** tab is selected.
2. In the **From** and **To** 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 **Results** tab.

Note: Use the **Customer** tab to display details of the associated customer record if applicable. Use the **Memo** tab to amend or display the memo associated with the currently selected works order record.

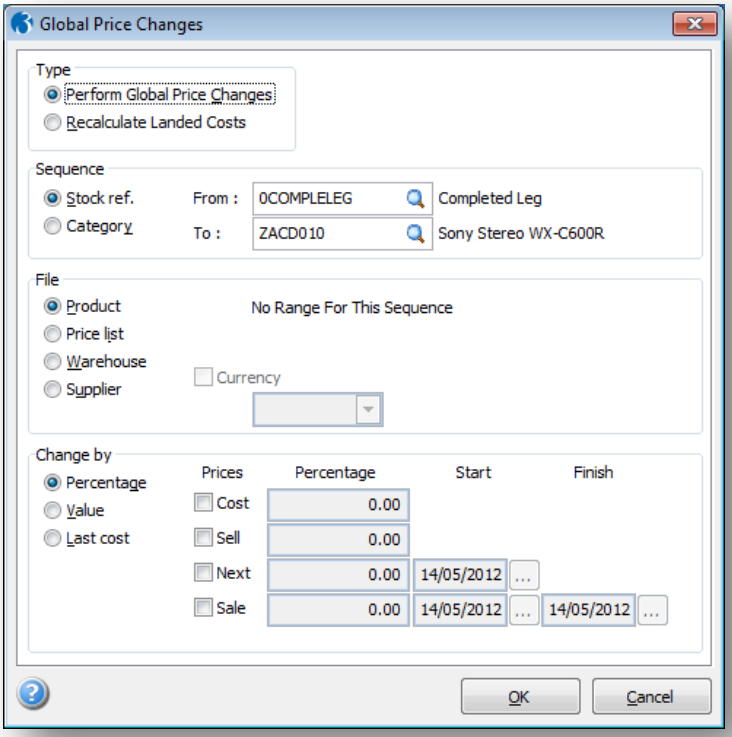
Notes

Accreditation Training Courseware

5 Utilities

5.1 Global Price Changes

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



To update prices globally

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

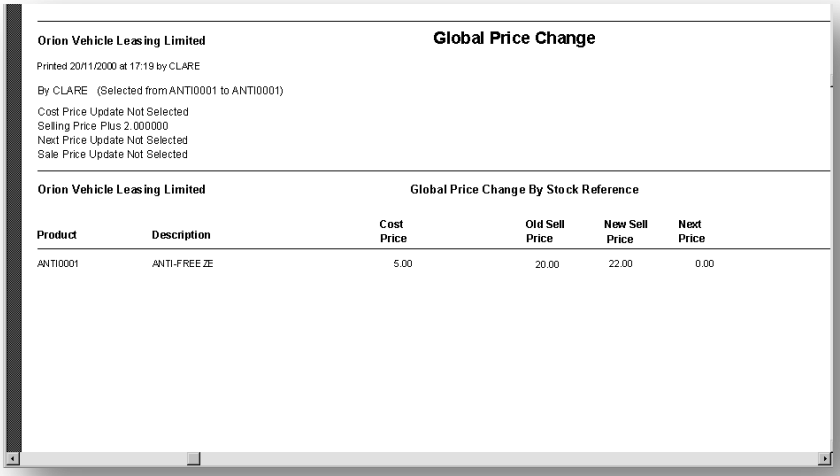
Notes: If you choose to update a price list, you can select the currency to be updated by selecting the **Currency** option and then selecting a currency from the list box. The **Cost** and **Last Cost** options under **Change by** will be unavailable.

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

Utilities

Notes

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



Orion Vehicle Leasing Limited — Global Price Change

Printed 20/11/2000 at 17:19 by CLARE

By CLARE (Selected from ANTI0001 to ANTI0001)

Cost Price Update Not Selected
Selling Price Plus 2.000000
Next Price Update Not Selected
Sale Price Update Not Selected

Orion Vehicle Leasing Limited — Global Price Change By Stock Reference

Product	Description	Cost Price	Old Sell Price	New Sell Price	Next Price
ANTI0001	ANTI-FREEZE	5.00	20.00	22.00	0.00

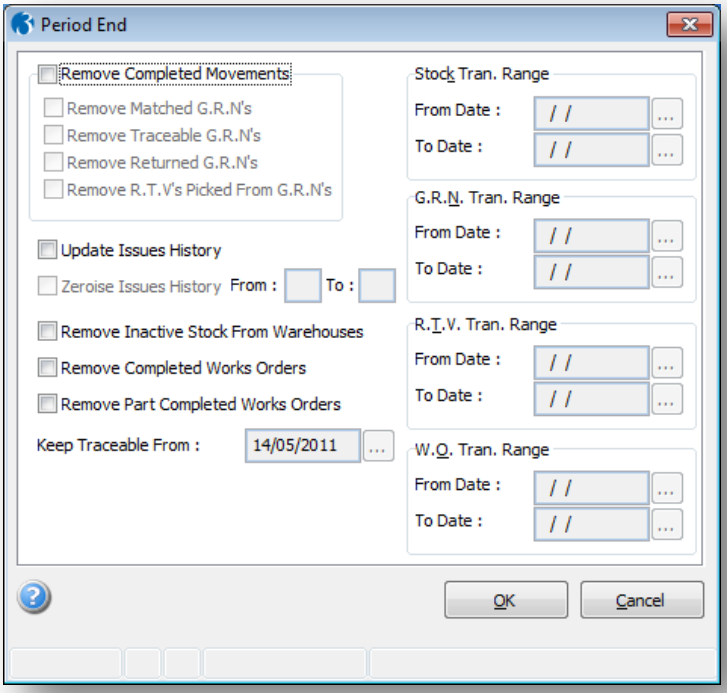
Note: File Options that determine the files to be updated. These are: Product (price change details are written to the selected stock or product records); Price List (price change details are written to the range of price lists you specify); Warehouse (if you have multi-warehouses feature activated,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

Notes



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.

Notes

Zeroise Issues History	An option that determines whether the issues history for the periods selected is zeroed. You can only select this option is 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.

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.

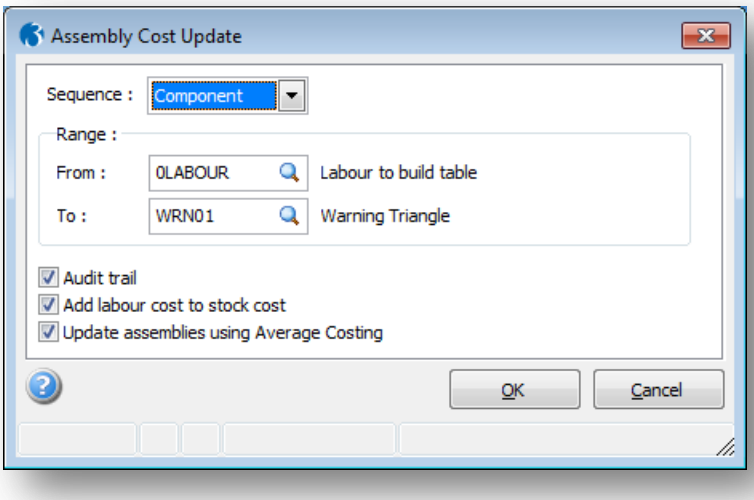
To carry out the stock period end process

1. Open the **Stock** folder, click **Utilities** and then click **Period End**.
2. On the **Period End Options** form, complete the details that determines the actions taken by the process.
3. Click **OK**

5.3 Assembly Cost Update

Notes

Use the **Assembly Cost Update** command to recalculate the assembly cost prices automatically, based on the components from which they are made and according to the selection criteria you specify. The assembly records are updated accordingly and the audit trail printed if requested.



Note: This process automatically updates the Assembly cost prices (stock header cost, BOM materials cost, BOM labour cost) for the range of Assemblies or Components selected.

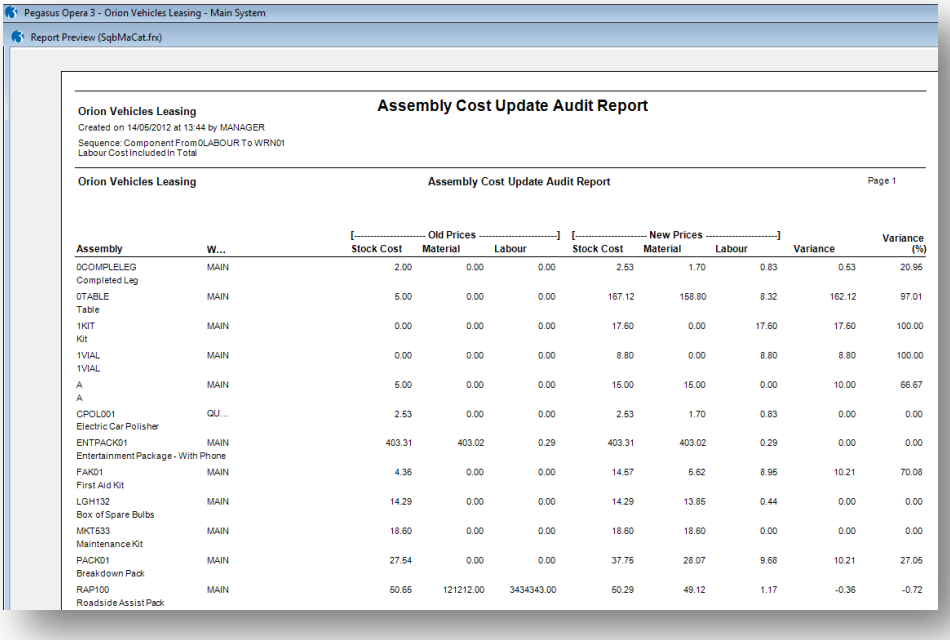
NB: The user may sequence the calculation by Component or Assembly. When the sequence is set to Component, the Assemblies that have the Components in their structure will have their costs recalculated. When the sequence is set to Assemblies then the Assemblies will have the costs recalculated using the Components in their structure.

Criteria

Criterion	Description
Sequence	An option that determines the sequence which can be either 'Component' or 'Assembly' and therefore the records you specify under **Range** as described below.
Range	The range of either assemblies or components (depending on your selection in **Sequence**). In the **From** and **To** boxes, enter the start and end references or leave blank to signify the first and last records respectively. For assembly sequence, only a top level assembly can be entered (that is not a subassembly). For components sequence, only bottom level components (that is not subassemblies) can be entered. All the assemblies that use the components fall in the selection range entered, will have their prices recalculated. If the component is included in a subassembly then the cost of the subassembly and the top assembly will be recalculated.
Audit Trail	An option that determines whether you want to print an audit trail detailing the changes made. This lists the assembly code, description, old and new material, labour and stock costs, together with a variance between new and old stock price and the variance percentage. If no audit trail is required, clear this option.
Add labour cost to stock cost	An option that determines whether you want labour prices to be incorporated in the assembly cost. By default, labour prices are included. If this is not required, clear the option.

Update assemblies using Average Costing	An option that determines whether you want assemblies that use the average costing method to be incorporated in the assembly cost. By default, average cost assemblies are included. If you want to exclude them, clear this option.

Notes



Assembly	W...	Old Prices Stock Cost	Old Prices Material	Old Prices Labour	New Prices Stock Cost	New Prices Material	New Prices Labour	Variance	Variance (%)
0COMPLELEG Completed Leg	MAIN	2.00	0.00	0.00	2.53	1.70	0.83	0.53	20.95
0TABLE Table	MAIN	5.00	0.00	0.00	167.12	158.80	8.32	162.12	97.01
1KIT Kit	MAIN	0.00	0.00	0.00	17.60	0.00	17.60	17.60	100.00
1VIAL 1VIAL	MAIN	0.00	0.00	0.00	8.80	0.00	8.80	8.80	100.00
A A	MAIN	5.00	0.00	0.00	15.00	15.00	0.00	10.00	66.67
CPOL001 Electric Car Polisher	QU...	2.53	0.00	0.00	2.53	1.70	0.83	0.00	0.00
ENTPACK01 Entertainment Package - With Phone	MAIN	403.31	403.02	0.29	403.31	403.02	0.29	0.00	0.00
FAK01 First Aid Kit	MAIN	4.36	0.00	0.00	14.57	5.62	8.95	10.21	70.08
LGH132 Box of Spare Bulbs	MAIN	14.29	0.00	0.00	14.29	13.85	0.44	0.00	0.00
MKT533 Maintenance Kit	MAIN	18.60	0.00	0.00	18.60	18.60	0.00	0.00	0.00
PACK01 Breakdown Pack	MAIN	27.54	0.00	0.00	37.75	28.07	9.68	10.21	27.05
RAP100 Roadside Assist Pack	MAIN	50.65	121212.00	3434343.00	50.29	49.12	1.17	-0.36	-0.72

To update assembly costs

1. Open the **BOM** folder, double-click **Utilities** and then click **Assembly Cost Update**.
2. In the boxes provided, complete the options that determines which records are changed and by what means.
3. To update the prices, click **OK**.

Note: The costs are calculated by adding the Component cost prices. The Assembly material cost is calculated from the sum of the material Components; the labour cost is calculated from the sum of the labour Components; and the stock header cost can be updated with either just the materials cost, or both the materials and the labour cost.

Accreditation Training Courseware

Appendix

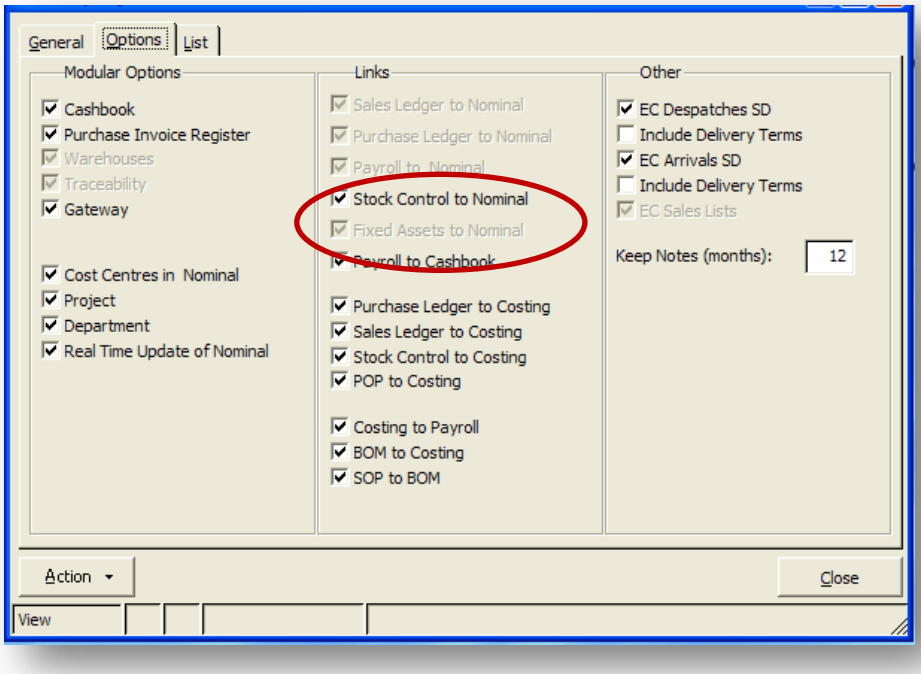
Appendix A – Nominal Ledger

Stock to Nominal Update

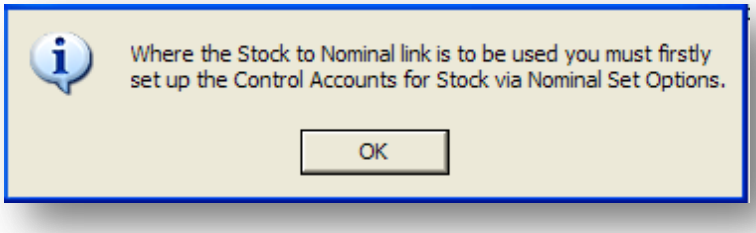
In previous versions of Opera 3 the Nominal Ledger does not get updated when stock movements are posted. This means the user has to manually post stock journals each month to show the current stock values in the management reports.

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.

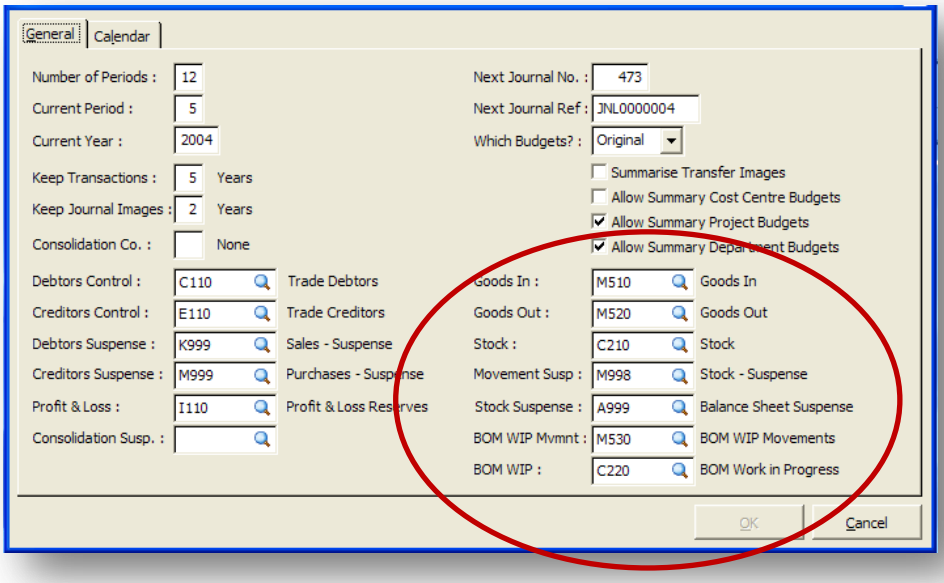


On selecting the option within Company Profiles your will be prompted with the following warning message.



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.

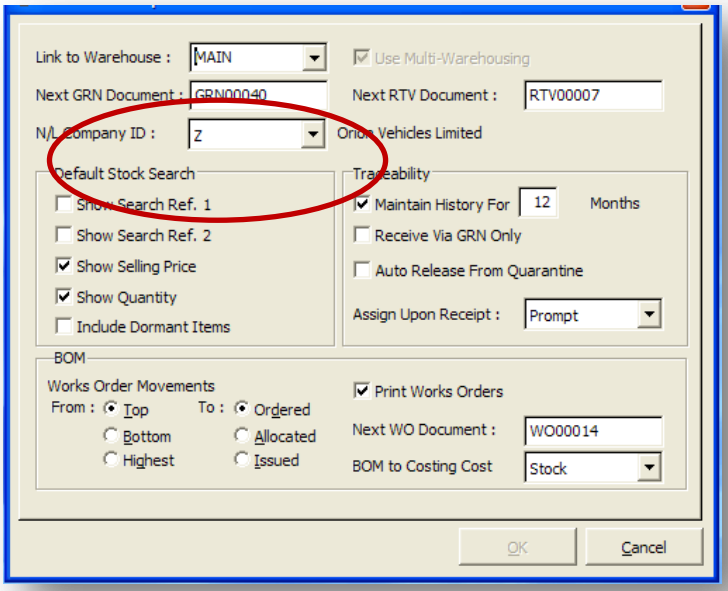


The following rules are applied to the nominal accounts:

- 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

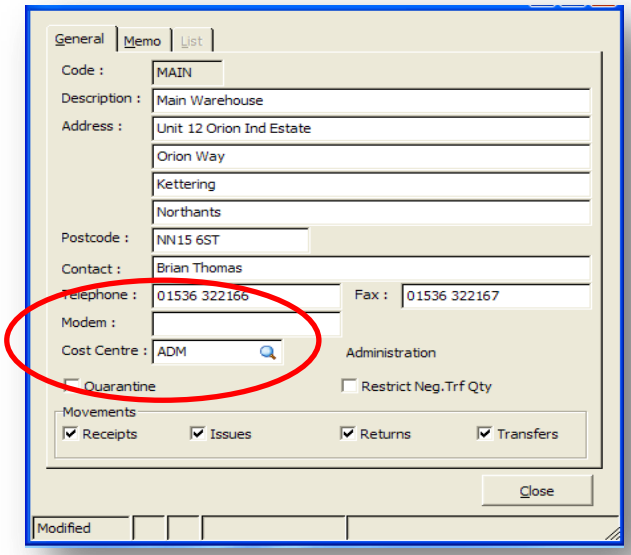
The 'Real Time Update' will be determined by the 'Real Time Update of Nominal' option currently in the Company Profiles. Because this is now an option, when you turn on 'Real Time Update of Nominal' in Company Profiles the system will check the new Stock Transfer file 'CNOML' for items that have not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

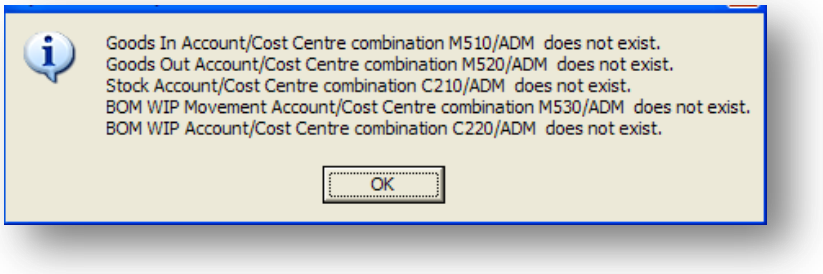
A new field has been added to the Stock Warehouse Maintenance form. This additional field 'Cost Centre' allows stock postings to the Nominal Ledger to be posted to different Cost Centres dependant on the warehouse being used.



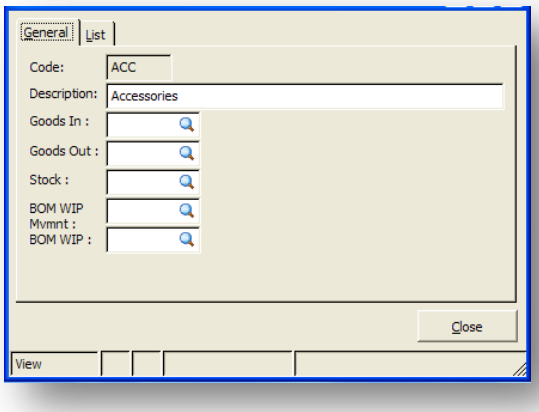
This field will only become active if the 'Stock Control to Nominal' and Cost Centres have been activated in Company Profiles.

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.

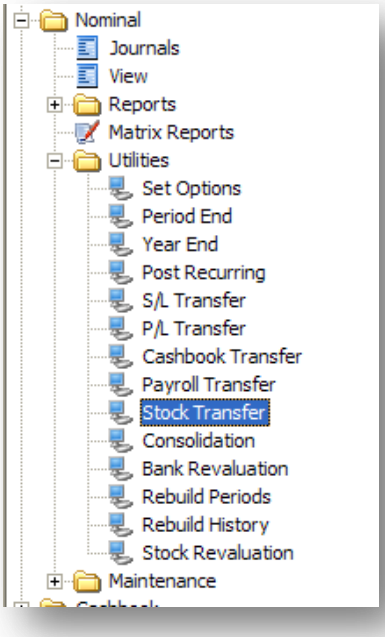
Opera 3 will always look at the category first before using the defaults in Set Options.

Stock Transactions

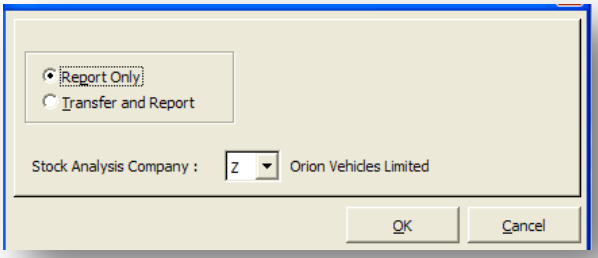
Stock movements can occur using various modules in Opera 3 for example SOP, POP, Stock, BOM and Importer. Movements can consist of Receipts, Returns, Issues, Adjustments and Transfers. A Journal will now be created whenever stock is moved. The journal will be written away to a new transfer table, 'CNOML'.

'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.

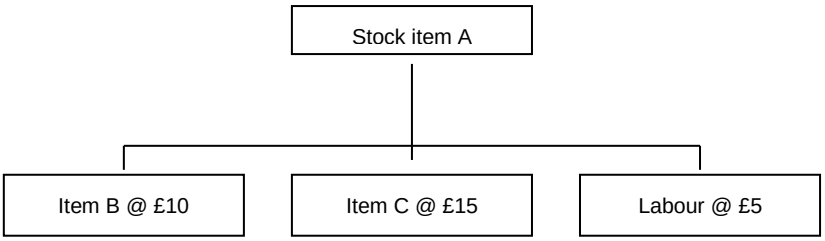
Return

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.

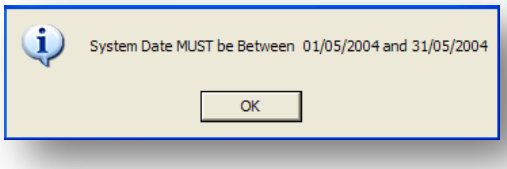
If the Real Time Update to Nominal is in use, the period end will check for all transactions that have not yet been transferred to Nominal and posts them.

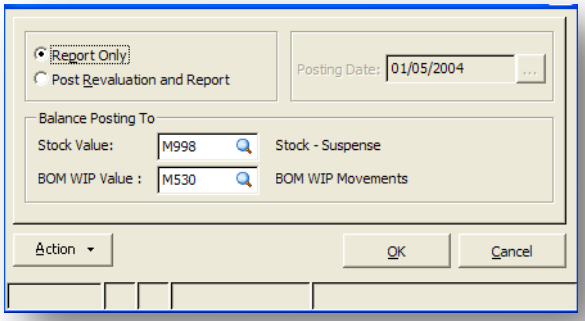
Stock Revaluation

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.

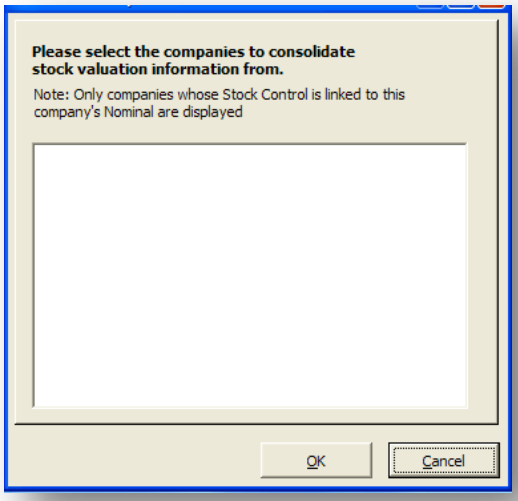




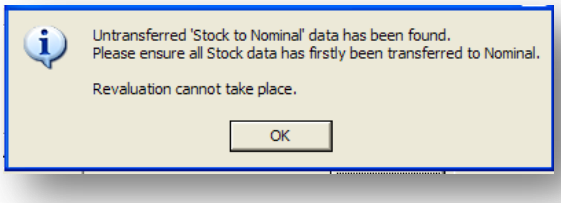
The Stock revaluation can be run by report only or by report and post.

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

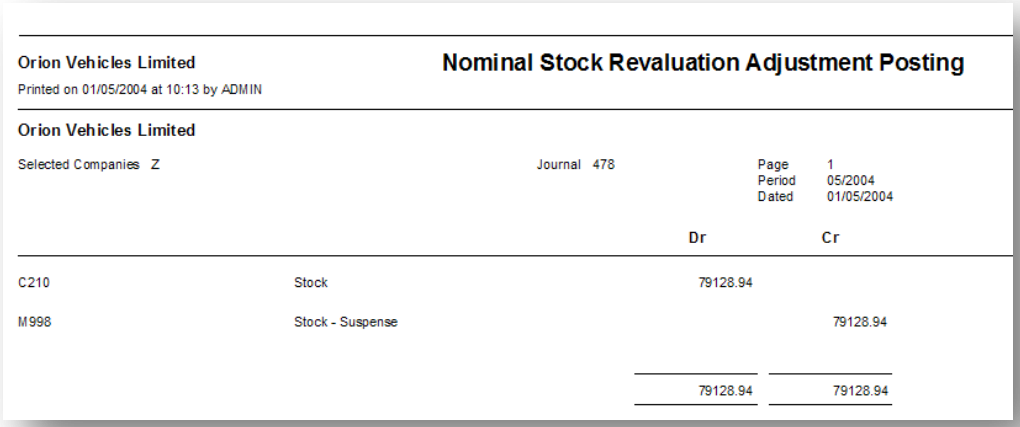
Under the Action button you have Select Companies. This option allows you to select additional companies that have stock linked to the company's nominal you are currently in.



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
Printed on 01/05/2004 at 10:13 by ADMIN

Nominal Stock Revaluation Adjustment Posting

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.

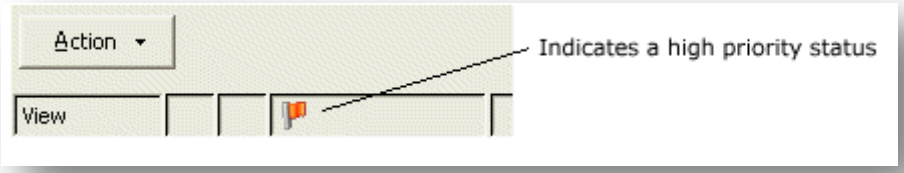
For each note record you create, you can enter a subject heading and the details of the note. The default date of the note will be the processing date and the originator's user name is also recorded. You can assign a priority to the note, depending on it's level of importance (low, normal or high). If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

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

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

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

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



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

Automatic Notes Creation

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

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

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

Note Reports

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

Prerequisites

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

To create a note record

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

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

Note Entries

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

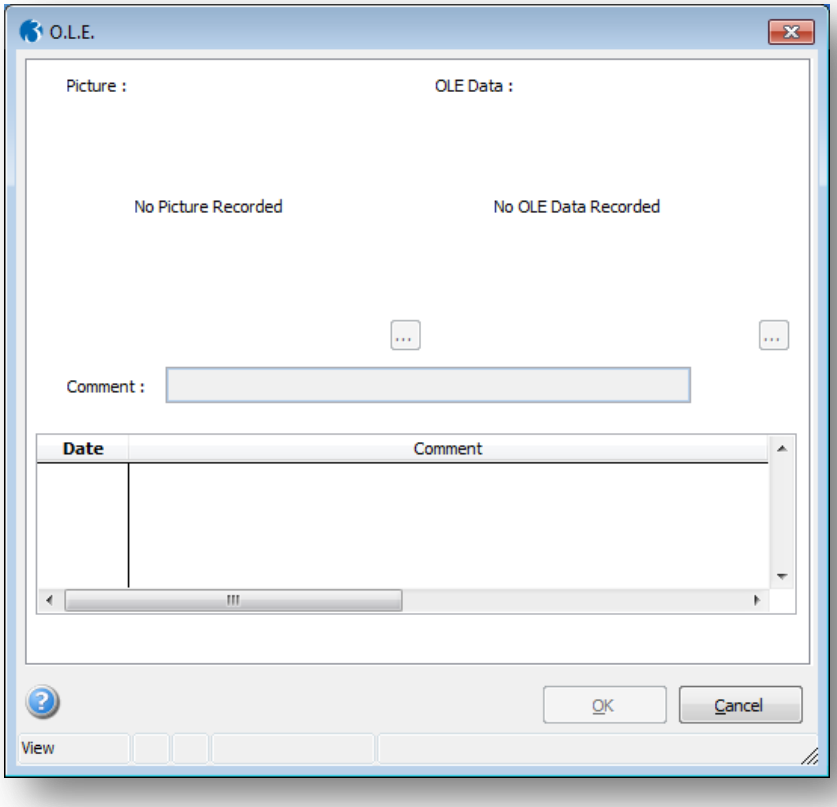
To mark a note as completed

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

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

Appendix C - Object Linking and Embedding

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



To link objects

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

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

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

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

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

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

Definition of mobile phones and computer chips

Mobile Phones

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

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

The reverse charge does not apply to the following:

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

Computer Chips

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

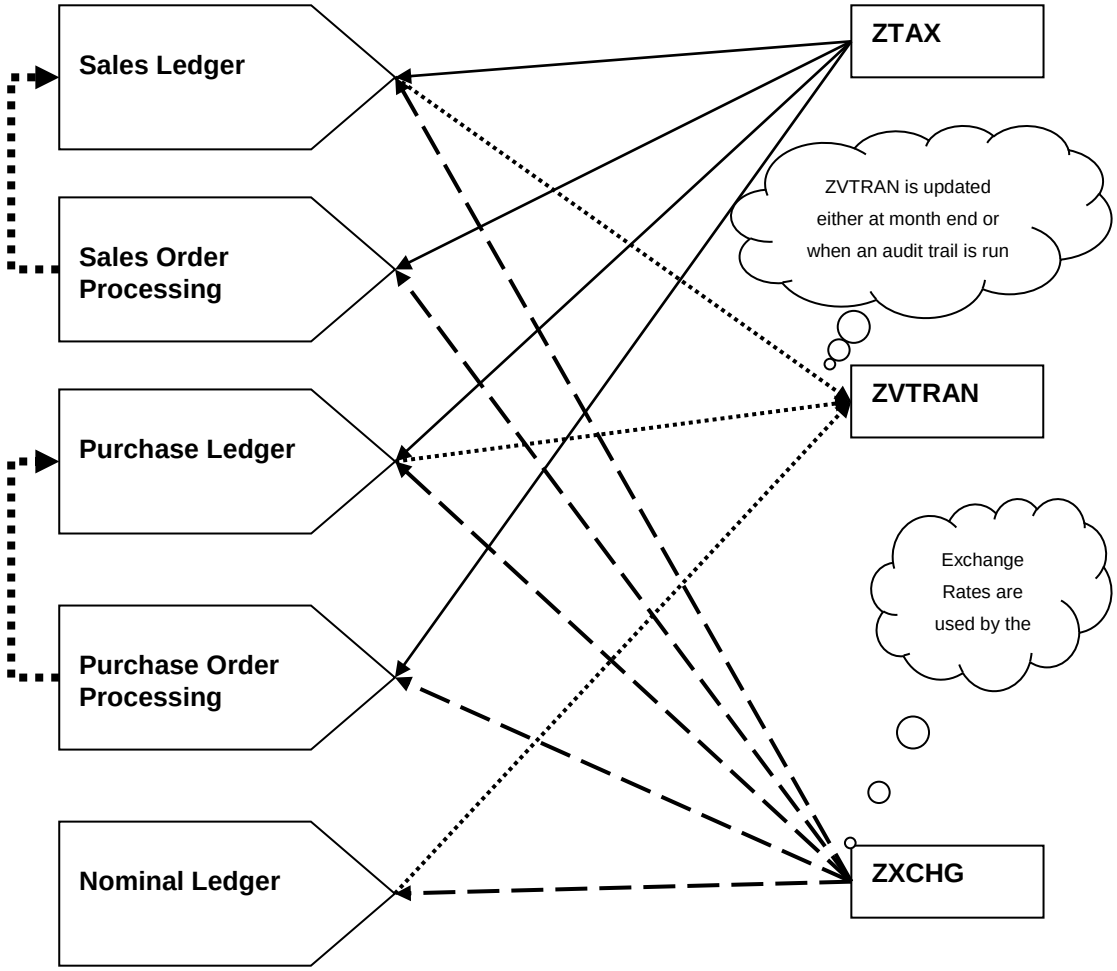
- Small integrated circuits (Central Processing Units or CPUs)
- Discrete integrated circuit devices (Microprocessors or Microprocessor Units - MPUs)
- Microcontrollers or Microcontroller Units (MCUs)
- Chipsets - the dedicated cluster of integrated circuits that support MPUs.

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

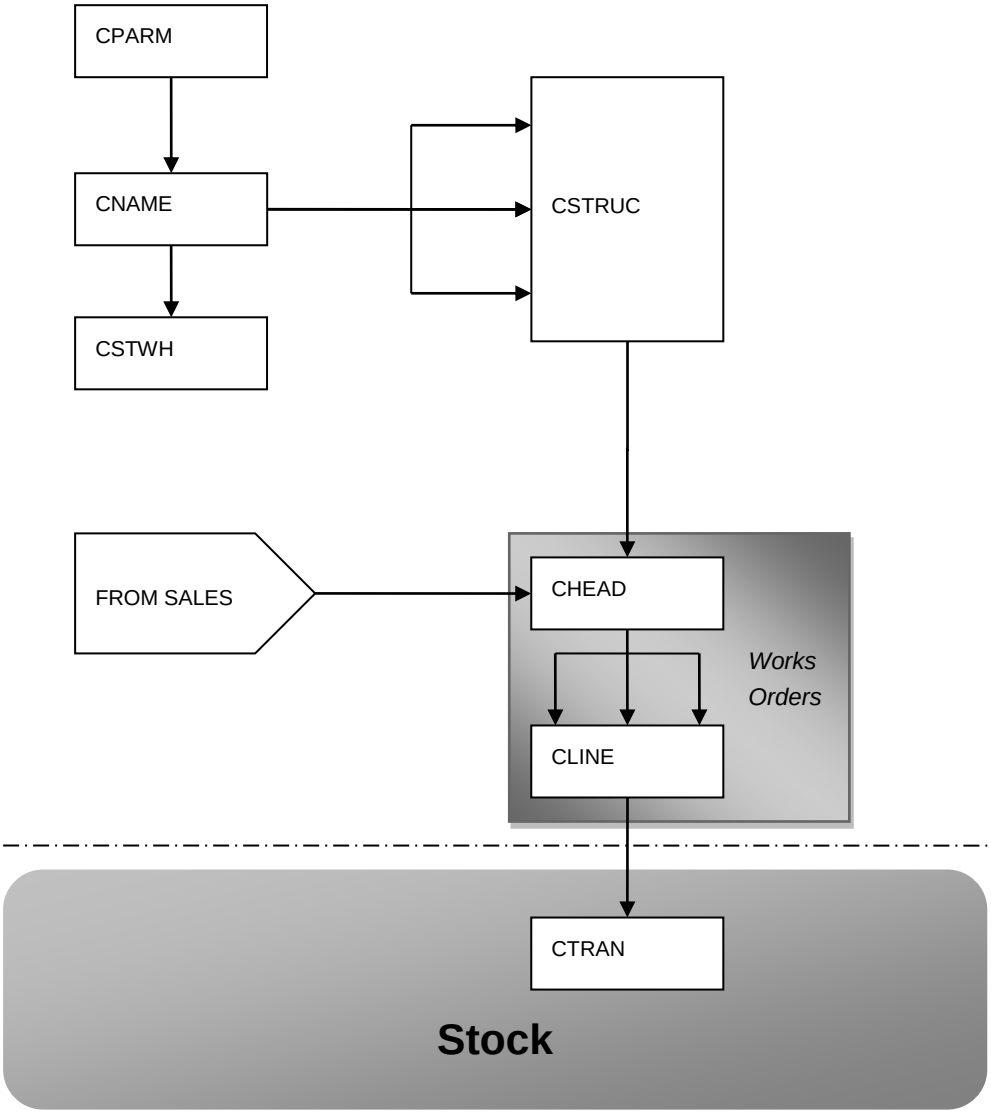
Appendix E – Data Structures & Technical Information

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

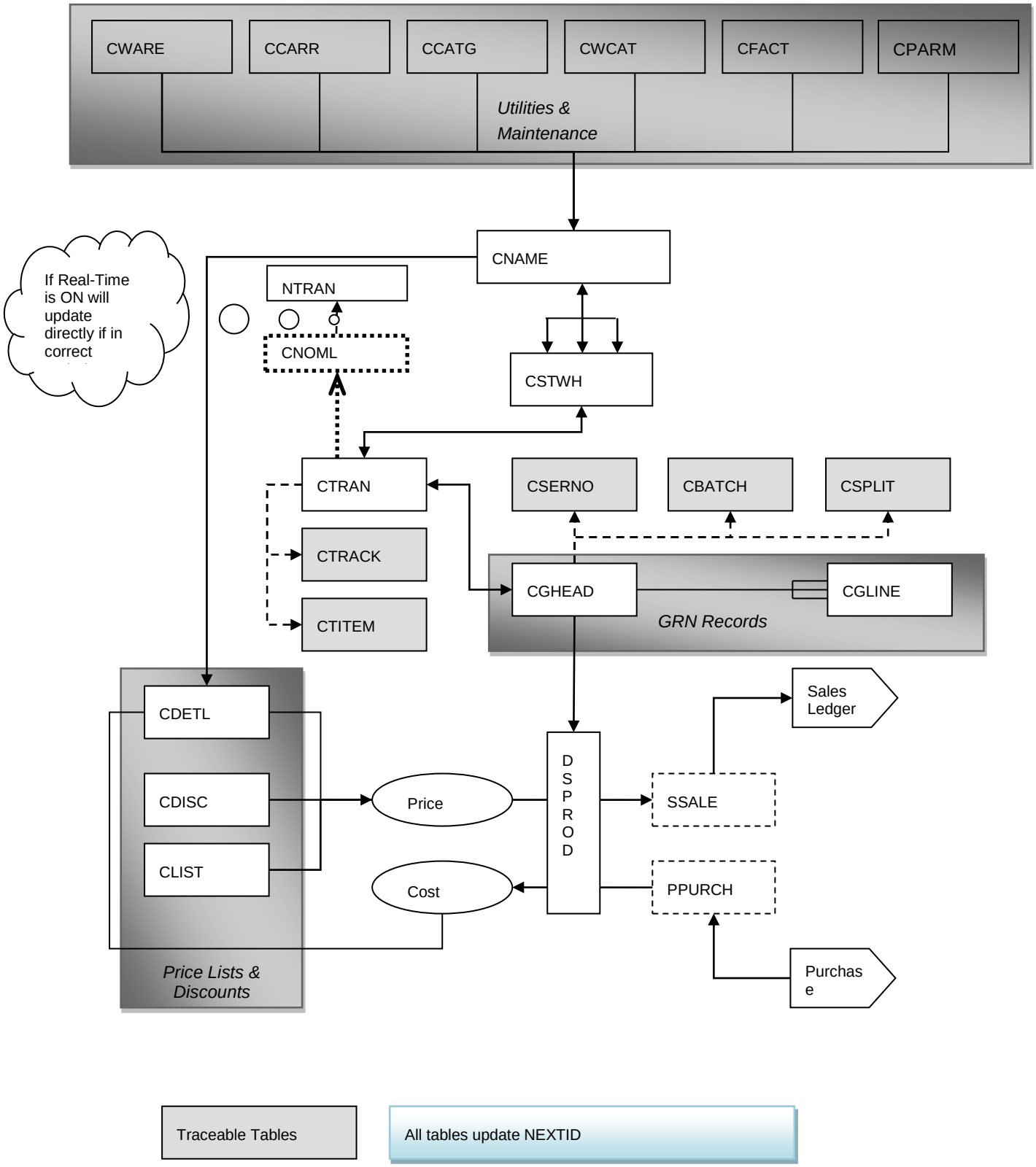
VAT & Exchange Rates



BOM (Into Stock)



Stock



Traceable Tables

All tables update NEXTID

Joins Information

TABLE	JOIN
ccarr	LEFT JOIN ccarr ON cghead.ch_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON crhead.rh_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON crhead.rh_dcref=ccarr.cc_ref
ccarr	LEFT JOIN ccarr ON cghead.ch_dcref=ccarr.cc_ref
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_code
ccatg	LEFT JOIN ccatg ON cname.cn_catag=ccatg.cg_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
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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 cgline.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 cgline.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	
Transaction Types (CTRAN)	
Type	***Description***
I	Issue
R	Receipt
T	Return
J	Adjustment
X	Transfer
V	R.T.V
N	Negative
A	Allocation
W	Discard
D	Deallocate
O	Order

Database Structures

Pegasus Opera 3 Enterprise VFP Database Structures (C Tables)

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	
			Default Value :		NEWID(ALIAS())

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	
			Default Value :		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 *Rule :* "Carrier Reference cannot be blank" *Rule Expression :* .NOT. EMPTY(cc_ref)
CC_NAME	Carrier Name	C	30	0	Carrier Name *Rule :* "Carrier Name cannot be blank" *Rule Expression :* LEN(ALLTRIM(cc_name))>0
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. *Rule :* "Category Code cannot be blank" *Rule Expression :* .NOT. EMPTY(cg_code)
CG_DESC	Category Description	C	20	0	Description of Stock Category. *Rule :* "Category Description cannot be blank" *Rule Expression :* LEN(ALLTRIM(cg_desc))>0
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_DESCOVR	Description override	L	1	0	
			Default Value :		.F.
CD_DESCUDS	Description run by UDS	L	1	0	
			Default Value :		.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
				Rule :	"Profile Code cannot be blank"
				Rule Expression :	.NOT. EMPTY(cf_code)
CF_NAME	Description	C	20	0	Stock Profile Description.
				Rule :	"Description cannot be blank"
				Rule Expression :	LEN(ALLTRIM(cf_name))>0
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.
				Default Value :	"D"
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.
				Default Value :	2
CF_UPLIFT	Split Pack Surcharge	N	5	2	Split pack surcharge percenatage.
CF_SELLDPS	P.Decimal Places	N	1	0	Price decimal places.
				Default Value :	2
CF_FIFO	FIFO	L	1	0	FIFO/NONFOFO item indicator.
CF_AVER	Average Cost	L	1	0	Average/Standard costing flag.
				Default Value :	.T.
CF_STOCK	Stock Item	L	1	0	Stocked/Non Stocked Items(Service type items)
				Default Value :	.T.
CF_SELLUPL	SP.Up Lift	N	6	2	Selling price uplift from cost price.
				Default Value :	0.00
CF_ISQTY	Issue Qty Default	N	9	0	Default issue quantity.
				Default Value :	0
CF_MODDATE	Last Modified	D	8	0	Last modifield date of profile.
CF_DFPRICE	Default Issue Price	C	1	0	Default Issue Price in Stock Processing to beStd/Average Cost, Last Cost or Selling.
				Default Value :	"C"
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

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
				Rule :	"GRN Reference cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_ref)
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
				Rule :	"Delivery Date cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_date)
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
				Rule :	"Receiver User Id cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_user)
CH_DREF	Delivery Ref.	C	10	0	Delivery Ref.
				Rule :	"Delivery Ref. cannot be blank"
				Rule Expression :	.NOT. EMPTY(ch_dref)
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

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	Progresed P.O Ref. Work Field
CI_DCLINE	Picked P.O. Line	N	7	0	Progresed 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	Progresed W.O Ref. Work Field

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 calcualted fromcomponents
CX_MATVAL	Material Value	N	18	6	Material value of order as calculated fromcomponents
CX_LABVAL	Labour Value	N	18	6	Labour value of order as calculated fromcomponents
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 : **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 ofthis component
CY_LINENO	Line Number	N	7	0	Line Number for HEader 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 tofinished 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 expanded or contracted on works orderdepending on the current state of this flag.'+' = expandable, '-' = expanded (can becontracted), otherwise cannot be expanded orcontracted.
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 ofcomponent's immediate assembly
CY_TOPROCE	Qty. To Process	N	12	0	Quantity of sub-assembly required to be made fromcomponents.NOTE: For use in calculations within headerdetails. Holds no useful information about thestatus of the order or the stock items.
CY_ASSMMIN	Assembly Minimum	N	12	0	Minimum that can be made of this component'sassembly (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. *Rule :* "Price List Code cannot be blank" *Rule Expression :* .NOT. EMPTY(cl_code)
CL_DESC	Description	C	30	0	Description of price list. *Rule :* "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 : **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	Overide 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 allications 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 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.
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	Overide 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	
			Default Value :		.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
			Default Value :		.T.
CN_ALLOWPO	Allow P/Order	L	1	0	Allow item on Purchase Orders
			Default Value :		.T.
CN_DORMANT	Dormant	L	1	0	Is the item dormant
			Default Value :		.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
			Default Value :		.F.

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

Field Name	Description	Type	Length	DPs	Further information
CX_NACNT	Account	C	8	0	Nominal Account
CX_NCNTR	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
			Default Value :		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).

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
				Rule :	"Goods Received Note cannot be blank"
				Rule Expression :	.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
				Rule :	"Return To Vendor cannot be blank"
				Rule Expression :	.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.
				Default Value :	.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
				Default Value :	2
CP_QRNREL	Auto Release From Quarantine	L	1	0	Auto release stock items if received into a quarantine warehouse
				Default Value :	.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
				Default Value :	.F.
CP_NLCOID	Stock - Nominal Link	C	1	0	Company ID for Stock to Nominal Link

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
				Rule :	"RTV Reference cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_ref)
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
				Rule :	"Delivery Date cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_date)

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
				Rule :	"Receiver's User Id cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_user)
RH_DREF	Delivery Ref.	C	10	0	Delivery Ref.
				Rule :	"Delivery Ref. cannot be blank"
				Rule Expression :	.NOT. EMPTY(rh_dref)
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	W'hse returned from	C	4	0	W'hse 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_RELSED	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
			Default Value :		NEWID(ALIAS())

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	
			Default Value :		NEWID(ALIAS())
cz_RetDsrd	Return Discard	N	9	0	Return Discard

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
CS_WHAR	Warehouse Code	C	4	0	Stock Warehouse code(Composit Key) CS_REF+CS_WHAR ----->TAG=CSTWH1 CS_WHAR ----->TAG=CSTWH2Related to CWHAR,CTRAN,CNAME
				Rule :	"Warehouse Code cannot be blank"
				Rule Expression :	.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,CTRAN
				Rule :	"Stock Reference cannot be blank"
				Rule Expression :	.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	

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
CT_LOC	Warehouse	C	4	0	Stock Warehouse Location.
CT_TYPE	Trans Type	C	1	0	Stock Movement/Transaction 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 ofpurchase 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_GRNREF	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	
			Default Value :		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)

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
				Rule :	"Warehouse Code cannot be blank"
			Rule Expression :		.NOT. EMPTY(cw_code)
CW_DESC	Description	C	40	0	Warehouse Description.
				Rule :	"Warehouse Description cannot be blank"
			Rule Expression :		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.