

ACPlus Purchase Order System



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ACPlus Purchase Orders

The ACPlus Enterprise system includes the ability to enter and process purchase orders when purchasing from one of your suppliers, which will link in with the Accounts and Stock modules in the system.

Within the purchase ordering (or POPS) module, you'll have the ability to create, despatch and invoice purchase orders, create re-orders and view different reports to view data on the purchase orders that exist in the system.

Purchase Orders

Creating a Purchase Order

Purchase orders are created in the Purchase Orders screen, which can be opened by clicking 'Purchase' and going into the top option, 'Purchase Orders'.

Fig. 1 – The Purchase Orders screen.

The first step to create a new purchase order is to select the supplier that you're buying from using the 'Account' drop-down list. The supplier accounts listed in here are the accounts that you've set as purchase accounts in the Accounts system – refer to the Accounts manual for more information on this. You can also search for the required purchase account using the button next to the drop-down list, with the picture of the binoculars.

You can search using multiple search terms, but separate the terms using spaces, as commas will be included as part of the search criteria. i.e. if you wanted to search for a supplier whose account includes "AC" and you know the phone number begins with "014", then the term to enter would be AC 014 which would return all suppliers which include AC and 014 in at least one of the fields.

To select a supplier from the search screen, either double-click on the supplier, or single-click on them and then click the grey coloured button at the very end of the row, under the "Select" column.

Code	Name	Phone	Contact	Postcode	Balance	Select
ACCENT	ACCENT STATIONERS	01255 502256		CO12 3PD		
ACG	ACG PUBLICATIONS					
ACOR51	ACORN OFFICE SUPPLIES					
ADVERT	IPSWICH ADVERTISER					
ALPHA	E P O S DIRECT					
AMAZON	AMAZON.CO.UK	0800 279 6620 / o		MK43 0XP	0.00	
AMTRAK	AMTRAX EXPRESS PARCELS					
ANCS1	ANMEX LTD					
ANGLIAN	ANGLIAN	01522 341321			-447.36	
ANMEX	ANMEX LTD					
ANT	ANTIQUES TRADE GAZETTE					
APTEC	APTEC HOUSE	0171 6271000 FAX				
ARIAPC	Aria Technology Ltd	0870 4432389				
ARROW	ARROWSOFT	01383 514404		KY4 9YC		

Fig. 2 – Account search.

Once you have selected the supplier, this will populate all of the information (name, address and contact information) saved for the account. In the left-hand box of the main Purchase Orders screen, there are textboxes to enter the date of the order and the date that the order is required by. These will both default to the current date but can be changed as required. The 'Reference' and 'Consignment' fields are optional.

The order can be saved from this point onwards using the 'Save' button.

Moving on to the third box along, you can select whether the order is being delivered to yourselves or a customer. If selecting yourself, you can either choose a saved depot from the 'Depot' drop-down list, or enter the address manually in the textboxes below. Otherwise when delivering to a customer, a button will appear captioned "Choose Custom" which will bring up a search screen to search for the required customer, or alternatively you can enter the address manually in the textboxes provided.

Any notes that you wish to save with the order can be entered in the 'Notes' box, towards the top-right corner of the screen.

The next thing to do is add lines to the order, which is done using the "Order Lines" grid at the bottom of the page. The left-most column is the quantity column, in which you can enter the quantity of the item that you need. Then it's the stock code column, which includes a drop-down list with all of the saved stock items in. You can also search for a stock item using the 'Stock Search' button at the top of the page. Once a stock item has been selected it will automatically populate various fields, such as the description, price and nominal code. The description can be edited (this won't affect the saved description for the stock item) and to extend the size of the text box, click on the grey coloured, square button to the right of the description cell. The price, nominal code and all other fields can also be changed without affecting the values saved to the stock item. The "V/I" column is to mark whether or not the price includes VAT or whether it needs to be added on separately (the system will do this for you). The VAT code and the VAT percentage (all automatically populated from the stock item) can all be set as required.

Finish populating any of the information for the stock item as well as entering the rest of the stock items and their information in the grid. Finally, click 'Save' to save the order.

Deleting a Purchase Order

To delete an order, load the required order into the Purchase Orders screen, using the 'Load' button to open the search screen. You can search from a variety of fields, such as account code, stock code and order status. Select the order by either double-clicking on the required order, or single-clicking it then using the 'Select' button. If you know the order number, you can enter it directly into the 'Read' textbox and press the 'Enter' key on your keyboard.

The final step is to click the 'Delete' button and confirm the process via the resulting message box. Once an order has been deleted it cannot be recovered.

If the order that you're trying to delete has invoices or receipts against it, or your user account doesn't have the correct privileges then the order cannot be deleted. Closed orders also cannot be deleted.

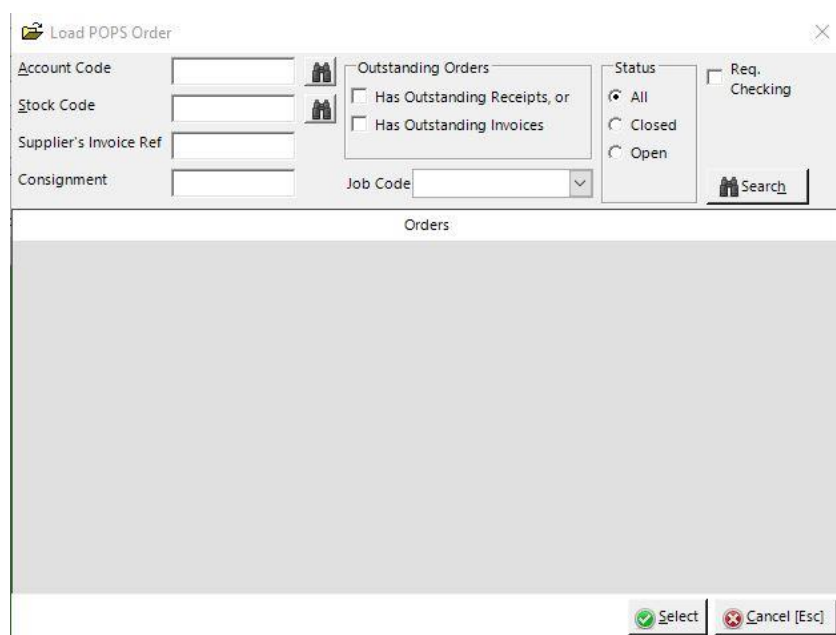


Fig. 3 – POPS search screen.

Editing a Purchase Order

To edit a POPS order, load the order using one of the methods explained in the above section. Once an order has been loaded in, all of the fields can be edited other than the supplier account, whilst order lines can also be removed. To delete a line from the order, select the line using the light-grey coloured row selector to the left of the "Qty" column and press the 'Del' or 'Delete' key on your keyboard. Once an order has been edited and saved, the changes cannot be undone.

When you save a purchase order, if you have changed the price of a stock item then you'll be shown a window to display how the changes will affect a stock item, and whether or not you want to make the changes permanently.

Update Stock Costs

The following items have had prices amended. Ticked items will have the stock records updated to reflect these new prices

Stock Code	Description	Costing Method	Price Changes			Old Price	Selling Price		New Price
			Item Costs				Update Price?		
			Default Cost	Update Std Cost?	New Std Cost				
10	Bonkers	Standard	£2.50	<input checked="" type="checkbox"/>	£3.14	£5.00	<input checked="" type="checkbox"/>		£5.00

OK Cancel

Fig. 4 – Update Stock Costs

If you click 'OK', then the *standard* cost of the price will be changed to the new price that you've entered, but if you click 'Cancel' then the order will be saved without changing the stock price.

The stock item's last cost and average cost will be updated once you've carried out an order receipt (once receiving the goods), so these figures won't be affected until a receipt has been processed.

Other Functions and Features

Receipt Button

The receipt button is used to process receipts for an order. A new window will be displayed which will be used to do this. In the top grid of the 'Receive Now' tab, enter the quantity that has just been received (in the red "Rec Now" column) and a receipt is required for, along with the optional bin code.

Below this there's a "Serial Numbers" grid. This is used to process any stock coming in. This will increment the quantity in stock for the stock item, as well as provide the option to set the location, bin and serial number of the item. This would be used when an order is coming in to be re-sold by yourselves and the quantity in stock needs updating, as well as the location that the stock is being stored in.

To the right of the "Serial Numbers" grid there are two options; the top option allows a label to be printed for each *item* received, whilst the bottom option allows a label to be printed for each *line* received. The button below this will print the labels.

The bottom panel is used to set the receipt date and supplier reference code for the delivery, mark whether or not a discount settlement will be taken (a discount that applies if paying within an agreed time frame), and flag buttons to either pre-fill the quantities received or empty the quantities. Use the 'Process' button to process the receipts.

Note, if using a discount settlement that VAT will be calculated differently on these receipts.

As mentioned previously, processing receipts will mean that the order then cannot be deleted.

To view and reprint previous receipts, use the 'Previous Receipts' tab to view previous receipts in a list. Select one of the receipts and click 'Reprint' to reprint it.

Fig. 5 – Receipt processing.

Invoice Button

The 'Invoice' button is similar to the 'Receipt' button in that it opens a new window that will allow invoices to be created. To process an invoice, enter the quantity that is being invoiced in the "Inv Qty" cell, which will then calculate the value for the goods and VAT. Below this grid, there are buttons to flag remaining items (pre-fill the invoice quantities for the items) or flag none (empty the quantity column), enter a settlement agreement and enter the invoice date, goods value, VAT value and reference. To process the invoice to the accounts, click 'Post'.

Invoice POPS Order

Process Invoices For Order 277

Invoice Now | Previous Invoices

Lines To Invoice Now

Qty	Stock Code	Supp Stk Cd	Description	Inv Qty	Goods	VAT	Price	Nominal	V C	V I	V %	Dis %
7.0000	HARDWARE		EURO power lead for		£0.00	£0.00	£0.00	205010	1	<input type="checkbox"/>	20.00	0.000
1.0000	CARRIAGE		Carriage to site in		£0.00	£0.00	£15.00	205026	2	<input type="checkbox"/>	0.000	0.000

☐ Flag None
 ☐ Flag Remaining

☐ Settlement
 % Days ☐ From EOM

Date: 18/10/2018 Reference:

Goods: £0.00 VAT: £0.00 **Post**

£0.00 £0.00 **Close**

Fig. 6 – Order invoicing.

To view previous invoices, go into the 'Previous Invoices' tab. Invoices being processed will prevent the order from being deleted in the future.

NB; invoice VAT will be calculated differently if a settlement discount is applied. When doing this, enter the % to take off the invoice price. Then, either enter the number of days the payment was made within, or alternatively enter the number of days until the end of the month as of the invoice date. For the latter, also ensure that the 'From EOM' tickbox is ticked.

Printing a Purchase Order

To print a POPS order, click the 'Print' button next to the 'Invoice' button. This will bring up a new window displaying the purchase order, with the options to export the document, print the documents or email the document as a .PDF file.

To print the document, click on the printer icon towards the top-left of the window. To email the documents as a .PDF attachment, click on the button to the top-right of the window captioned "Email This Report As A PDF". To export the document and save it to a device, click on the icon of the envelope with a red arrow on it (second from the left of the print button) and follow the steps that you'll be taken through.

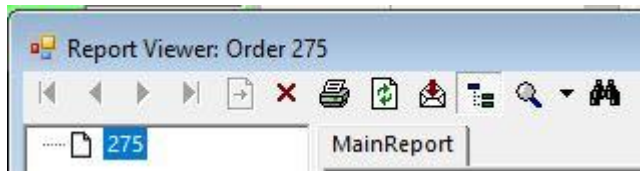


Fig. 7 – Print and export options are towards the top-left of the print window.

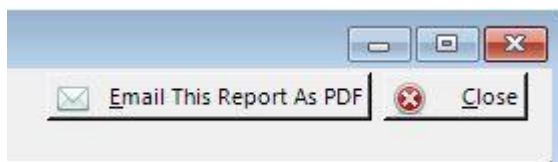


Fig. 8 – Email the report as a .PDF attachment.

Closing an Order

Closing an order will prevent the order from being deleted in the future.

Closing an order will mean that the system treats the order as completed. Orders would be closed when either all of the ordered goods have been received, or else an agreement has been made that some of the order can't be fulfilled, but has been fulfilled as much as possible and is therefore now finished.

Templates

Using the 'Templates' button you'll be able create order templates or build an order using an existing template.

To create a template you'll need to have an order saved to base the template on. From the Order Templates window (which will appear after clicking 'Templates') you'll have the option at the bottom of the page to 'Create New Template From This Order'. Enter a name for the template in the textbox above it before clicking this button. A template will now have been created.

To create an order from an existing template, select a supplier account from the 'Account' drop-down list and click 'Templates'. By default it will find templates saved for the current account, but you can also search for templates created under any account by selecting the 'All Templates' option.

From the list underneath this, select the template you wish to use and click 'Build Order From Template' and confirm the action.

To delete an order template, carry out the same process as above but click 'Delete Selected Template' rather than 'Build Order From Template'. Once you have confirmed the deletion this cannot be undone.

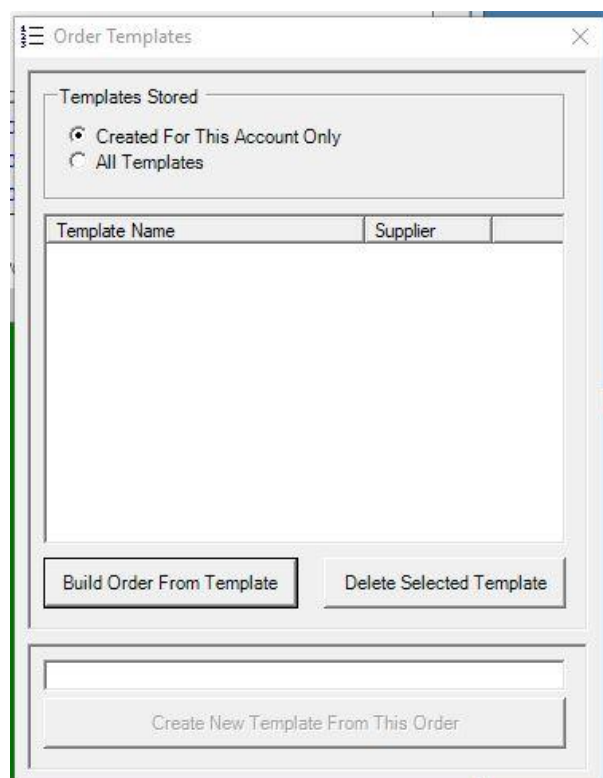


Fig. 9 – Order Templates.

Update Supplier

Use the 'Update Supplier' button to update the chosen suppliers prices and special prices with the values in the current purchase order, if you've changed them. This process will update the price for each of the items for the supplier only. This change cannot be undone.

SOPS

Using the 'SOPS' button will allow you to create a sales order from the current purchase order. This would be useful when you're ordering items from a supplier but they'll be sent to a customer after they arrive. When you do this, a window will appear displaying the SOPS number of the order and provide the ability for you to enter the customer account code, delivery address, reference number and more. Click 'Create' to save the SOPS order.

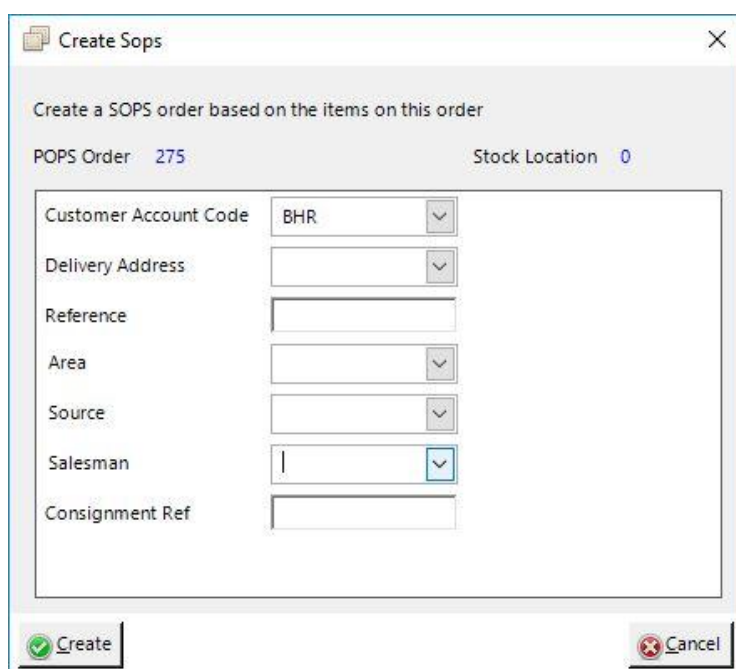


Fig. 10 – SOPS creation.

Dashboard

The dashboard feature will display an overview of the supplier details, such as their address and contacts, along with a breakdown of the invoices and orders against that supplier.

Clicking on a supplier contact will also show the contact information that has been stored for the supplier.

The orders can also be expanded; to expand an order, click on the + symbol next to the order number and it an basic view of the order lines making up the order will be listed.



Fig. 11 – Supplier dashboard.



Fig. 12 – Contact details.

Discrepancies

The 'Discrepancies' tab is located next to the 'Notes' tab. This is the area in which you should enter any discrepancies in the order when it arrived.

Fulfilment

The 'Fulfilment' tab is located next to the 'Discrepancies' tab. This is the area in which you can set an order as "fulfilled". There will need to be a corresponding SOPS order, so if this hasn't been created yet then save the POPS order and use either the 'SOPS' button or 'Launch' button to do this. Once the order has been created in SOPS, click 'Order Fulfilled' to complete the process.

Check Order

The 'Check Order' button will mark an order as checked. This is for when an order has been delivered and the goods have been checked to ensure that everything has been delivered and that there are no issues with the order.

You don't have to mark an order as checked and it can still be completed if you don't, this is just a visual guide for when searching for purchase orders. Orders that are yet to be checked will be displayed in blue, rather than white.

Buildup Order

A buildup order is an order that may be built up over a period of time, rather than created, saved and sent off to the supplier at the same time. Usually when saving an order, it will mark all of the stock items in the order as having an amount on order, however with a buildup order, the stock items 'On Order' values won't be incremented until the order is taken off buildup order and sent off to the supplier.

Pricing Changes

When receiving an item in a purchase order, the system will automatically update the stock item's "Last Cost" value, as well as re-calculating a new average cost based on the previous and the new costs.

Similarly, when adding a stock item to a purchase order line and changing the cost of the item (i.e. not using the cost it automatically populates), when you save the order it will ask if you wish to update the stock item's "Standard Cost" to the new value that you've entered. This is optional on a line-by-line basis (i.e. you can update none, all or just some of the items in the order) and will not affect the last or average cost values.

Purchase Order List

To view a list of all of the purchase orders currently in the system you can use the 'Purchase Order List'. Using this screen, you can also search using different criteria, such as account code, order status, stock code and much more. Entering more than one search criteria will return all orders that meet all of the search criteria.

If you know the order number you want to open, click in the 'Quick Read' textbox (or press 'F12' on your keyboard) and enter the order number before pressing the 'Enter key'. Otherwise, double-click on an order to open it.

You can also reorder the columns by clicking and dragging the column header into the desired place, as well as sort columns in ascending or descending order to change the order that the data is displayed in by clicking on the column header.

Order	Ord Date	Account	Reference	Name	Lines To Rec	Lines To Inv	Checked
107	08/05/2018	ABB51	Purchase Ord	ABBEY HINE LTD	1	1	CHK REQ
97	08/05/2018	PCPOS	Purchase Ord	PC POS LTD.	1	1	CHK REQ
89	08/05/2018	ABB51	Purchase Ord	ABBEY HINE LTD	1	1	CHK REQ
87	08/05/2018	CCM	Purchase Ord	CCM LTD	1	1	CHK REQ
86	08/05/2018	PCPOS	BARRY DANIE	PC POS LTD.	1	1	CHK REQ
79	08/05/2018	PCPOS	Purchase Ord	PC POS LTD.	1	1	CHK REQ
73	08/05/2018	CCM	Purchase Ord	CCM LTD	1	1	CHK REQ
72	08/05/2018	MICROP	Purchase Ord	MICRO PERIPHERALS LTD	1	1	CHK REQ
66	08/05/2018	MICROP	Purchase Ord	MICRO PERIPHERALS LTD	1	1	CHK REQ
64	08/05/2018	PCPOS	Purchase Ord	PC POS LTD.	1	1	CHK REQ
61	08/05/2018	PCPOS	RMA 5638	PC POS LTD.	1	1	CHK REQ
60	08/05/2018	PCPOS	Purchase Ord	PC POS LTD.	1	1	CHK REQ
59	08/05/2018	CODEWAY	Purchase Ord	CODEWAY LTD	1	1	CHK REQ
54	08/05/2018	MICROP	Purchase Ord		1	1	CHK REQ
50	08/05/2018	SPIRE	Purchase Ord		1	1	CHK REQ
45	08/05/2018	ISA	Purchase Ord		1	1	CHK REQ
37	08/05/2018	CCM	Purchase Ord		1	1	CHK REQ

Fig. 13 – Purchase Order List.

Goods In

If goods-in processing is not enabled on your system, then you won't have access to this. However if it is, then the screen that you'll be presented with is below.

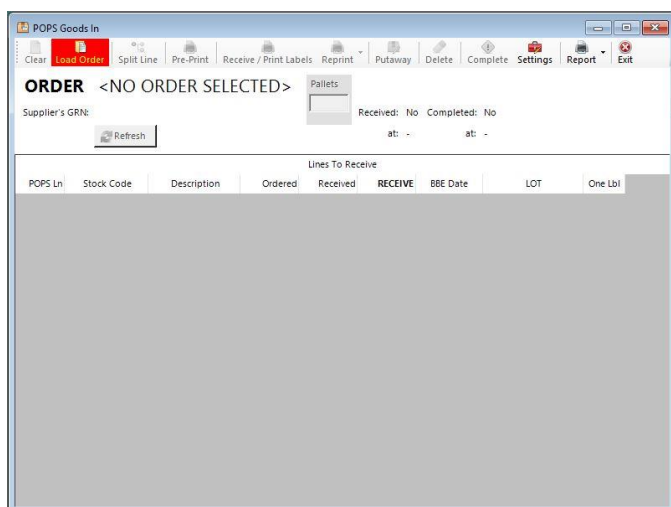


Fig. 14 – POPS Goods In.

The first thing to do when recording goods-in is to click 'Load Order'. This will display a list of all of the purchase orders in the system, with various criteria to search by (similarly to the Purchase Order List). Once you've selected the order, you'll be asked to set a reference for the goods-in transaction.

If the order you've selected doesn't have any lines for the current location, then the system will notify you of this and you'll need to select a new order.

If the selected order already has a goods-in note for it, then you'll be asked if you want to load the existing one, or create a new one. When loading a goods-in note, where only one note exists for the selected order, this note will be loaded automatically. If more than one exist then you'll need to select the required one from the list that will be displayed.

Once an order has been selected and a new goods-in transaction is ready to be created, the screen will look as below.

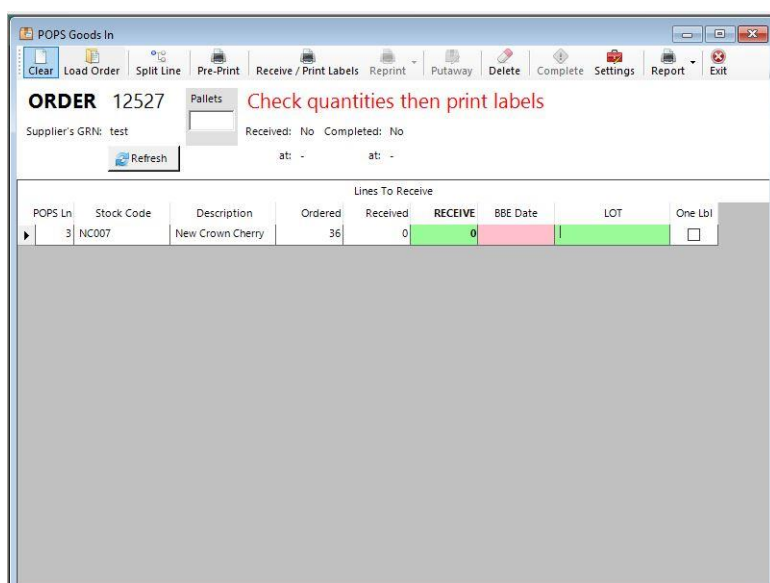


Fig. 15 – Creating a goods-in transaction.

Enter the number of pallets for the order in the textbox next to the order number before filling in the information per order line in the grid. The amount received goes into the "RECEIVE" column, the best before date (optional) goes into the "BBE Date" column, with the lot number in the "LOT" column and finally the option to print either one label or individual labels in the "One Lbl" column (ticked for one label, unticked for individual).

An order line can be split using the 'Split Line' button at the top of the page. This would be done when an item has come in with separate best before dates, meaning that different labels and a different record are required. A goods-in will be saved automatically once a line's information has been entered, so there is no save button to do this manually.

There are multiple buttons to allow printing of labels and lists. The 'Pre-Print' button will print a list of the incoming goods before a receipt is processed for the order.

The 'Receive/Print Labels' button will print labels for the items coming in (a label printer will need to be set in the settings for this to work) along with a putaway sheet for the stock items.

'Reprint' will reprint a copy of either the putaway sheet or the labels. This can only be used when they've already been printed out once and will give you the option to select which of the documents to print.

The 'Putaway' button will only be enabled once a goods-in has been marked as completed. This button will mark the lines as put away onto the shelves and having had labels applied. This can also be done using Picco (if available), but this option is there just in case.

To delete a goods-in note, use the 'Delete' button. You'll need to have the note that needs deleting loaded into the screen when doing this. Once a note is deleted, this cannot be undone.

Clicking the 'Complete' button will force the completion of a putaway, *even if stock has not been put away*. This should only be used when stock has been discovered as broken or is lost from the goods-in area. Stock items must be manually adjusted out when using this function.

Once this has been confirmed, the goods will be marked as put away and the process marked as completed.

The 'Settings' button will provide a drop-down list of all of the detected printers so that you can select the required label printer to print labels to. Use the 'OK' button to save the selection.

Clicking 'Report' will print out a summary of the goods-in process.

Goods-In Scheduling

To schedule when a goods-in will be taking place, use the 'Goods-In Scheduling' screen. This will display a calendar for the current month, with buttons to switch between the months. To the right-hand side of each of the weeks, there's a summary of the orders, cases, lines, value and pallets for all of the scheduled goods-in processes for that week. To the right of the screen is a list of all of the orders that are yet to be received.

To move back one month on the calendar, use the button in the top-left of the screen (displaying "<<"), whilst the opposite ">>" button will move to the next month.

The calendar and orders can also be filtered by depot. Use the 'Depot' drop-down list to select the depot you want to view, or to view all delete the value from the list using the 'Backspace' key on your keyboard before pressing the 'Enter' key to refresh the list.

To edit a booking, either double-click on it in the grid, or single-click it and before clicking 'Edit' (at the bottom of the screen) to load the order into a separate window. When editing an order, you'll be able to enter the date required, booking time, carrier, number of pallets and any notes.

To jump to a booking in the calendar, select the booking (single-click) in the grid and use the 'Jump' button at the bottom of the screen. Alternatively, enter the order number in the textbox next to the 'Jump' button, before using 'Jump' to go to that booking in the calendar.

To add a booking to the calendar, select the order, fill in the details and click 'OK'. This will add bookings for the month to the calendar.

The final button on this screen is in the bottom-right of the screen, with a hammer on it. This will open a settings window to adjust font sizes for the calendar.

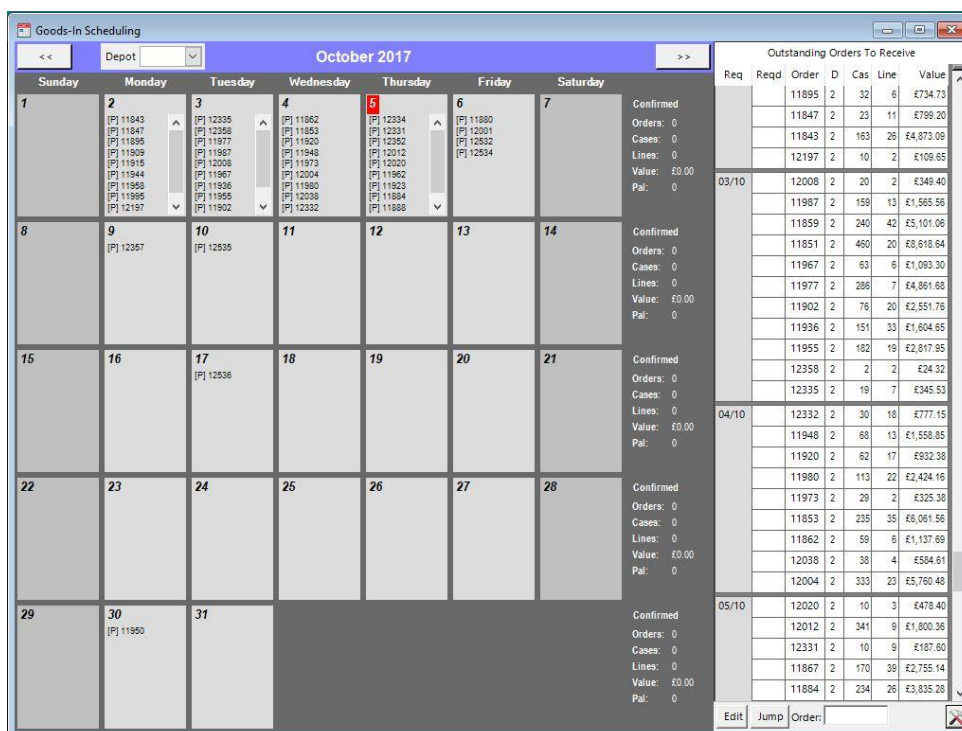


Fig. 16 – Goods-In Scheduling calendar example.

Clicking on one of the days in the calendar will open up a window with all of the bookings for that day. At the bottom there will be a summary of confirmed, unconfirmed and total pallets, orders, lines and cases for that day. Selecting a booking and clicking 'Edit' will allow the booking to be edited, whilst 'Print' will print a view of bookings for the day.

Edit Day Bookings

Thursday 05 October 2017

Dep	Required	Time	Order	Cases	Pallets	Lines	Value	Carrier	
2	05/10/2017		11867	170	0	39	£2,755.14		
2	05/10/2017		11884	234	0	26	£3,835.28		
2	05/10/2017		11888	75	0	14	£1,436.10		
2	05/10/2017		11923	56	0	13	£1,471.12		
2	05/10/2017		11962	86	0	28	£5,005.29		
2	05/10/2017		12012	341	0	9	£1,800.36		
2	05/10/2017		12020	10	0	3	£478.40		
2	05/10/2017		12331	10	0	9	£187.60		
2	05/10/2017		12334	22	0	18	£275.16		
2	05/10/2017		12352	9	0	8	£135.40		

<

>

	Orders	Lines	Cases	Pallets
Unconfirmed	10	167	1013	0
Confirmed	0	0	0	0
Total	10	167	1013	0

Edit

Print

Reordering

Out-of-Stocks Analysis

The 'Out-of-Stocks Analysis' screen has various settings and filters, which can all be set to have default values, by entering the values you want to set as the defaults and clicking 'Set Defaults'.

This screen will analyse the stock turnover for the number of weeks you have entered (or set as default) for the location entered. It will calculate, for the number of weeks, how much has been sold of each item and display an overview of stock items that may need reordering.

For example, if you have 25 bottles of water in stock and over the last week have sold 30, it will calculate the turnover and show you that if sold at the same rate as it has for the last week, water will end up going out of stock.

There may already be values for some of these settings stored for some of the stock items. In this case, it will use the value stored for the stock item, rather than the filter value that has been entered.

Stock Location

The 'Stock Location' setting is where you set which location you want to run stock analysis on. The system will then calculate information based on stock despatched from this location. This is not the location that stock was ordered to.

Weeks to Analyse

This is the number of weeks' worth of sales that you want to analyse. If you only want to calculate based on sales for the last week, use "1" week, however if you want to analyse a months' worth of sales, enter "4".

Figures and results will vary depending on the figure you use here.

Lead Time

The lead time is the number of days that it takes for stock to get from the supplier onto the shelf. Items with a longer lead time will be more likely to go out of stock if the quantity on hand is low than an item with a shorter lead time.

Entering a lead time will show results where the quantity on hand is likely to be sold before the delivery arrives, based on the rate of sale and the lead time for the items.

Stockholding Cover

Stockholding cover is the number of cover items you have on hand. You may have 10 boxes of cereal ready to put onto the shelves, with an extra 5 boxes as cover in case they're required to go out before the next delivery arrives. This is the stockholding cover. Entering a value for the stockholding cover will filter out results based on the number you've entered.

Groups To Omit

The product group codes that are entered in this textbox will be excluded from the result set. This could be useful when a group of items are being discontinued and don't need to be re-ordered once they're out of stock. Each product group should be separated by a comma.

Email Addresses

These are the email addresses that you need to send the daily out-of-stock emails to. Each email address should be separated by a comma.

Supplier Filter

The 'Supplier' filter will show only products from the chosen supplier, which can be useful when creating a purchase order to send to a supplier and you need a view of what items may need to be ordered.

Promotional Items

To display only items that are on promotion currently, select the 'On-Promo' option in the 'Promotional Items' box. Alternatively to show items that aren't on promotion, select 'Not-on-Promo'. To reset this and show all items, just select 'All' again.

The final setting is the option to only show lines that require ordering. When this is off it will show all items regardless of the re-order level, whilst turning it on will only show items that require ordering (based on the saved re-order level).

Fig. 18 – Out-of-Stocks Analysis.

Order Builder

You can use the order builder to create orders for a supplier. Select a supplier in the 'Supplier Code' drop-down list and enter the settings required.

The 'Stockholding Cover' option will set each stock code in the order to have a stockholding cover of that quantity, whilst you can also search for just items on promotion, not on promotion or both. The stock location and weeks to analyse work in the same way as in the Out-of-Stocks Analysis screen.

At the bottom of the screen there is an order history for the chosen supplier, along with item usage for the selected item in the grid and information about the selected order.

Click 'Load Lines' to load the lines that meet the selected criteria and populate the data for that location.

To create an order, fill in the quantity required for each line in the blue "ROQ" column in the grid. This will then update the figures in the top-right corner of the grid where the order details are displayed.

Click 'Build' to build the order into a POPS order.

Order Builder

Data Selection:

Supplier Code: Stockholding Cover: ☒ All ☐ Promo ☐ Non-Promo

Stock Location: Weeks To Analyse:

Order Details So Far:

	Order Totals	Supplier Minimums
Quantity	0	0
Goods	£0.00	
VAT	£0.00	
Total	£0.00	£0.00

Stock Lines

Selected Item:

Level:
Cover:
Lead Time:
Suggest:
Orders:

Showing 2 years. Click to change

Previous Orders For

Order	Date	Price	Status
-------	------	-------	--------

Fig. 19 – Order Builder.

Re-send Daily Emails

This feature will send another copy of the daily out-of-stock emails to the saved recipients.

Auto-Ordering (From SOPS or Minimums)

This screen allows you to build a POPS order automatically using one of two methods.

A) Based on stock items which have fallen below the minimum levels you have set on each stock record

First, select the supplier. Next, press 'Select' to fill the grid with stock lines which are below their pre-set minimum levels. The system will suggest quantities to order based on multiples of the re-order quantity, to take the stock level up to, but not exceeding, the maximum.

Optionally, you can click 'All Items' to list all items bought from the selected supplier, and work through the list manually.

B) Based on SOPS orders placed for which there is insufficient stock to fulfil

Press 'Print SOPS Fulfilment' to print the SOPS Lines which cannot be fulfilled. You will see which suppliers the items are ordered from.

Next, choose the supplier, then press 'Select' to fill the grid with the unfulfillable stock lines sourced from that supplier.

Optionally, you can ignore the stock levels when creating a POPS order based on the SOPS orders, and just order the amount required to fulfil the SOPS orders

Any results will be dependent on the filters that you have entered, such as supplier and item type. Amend any figures as required, then press 'Create Order' to build the order in POPS.

The screenshot shows the 'Purchase Auto Ordering' application window. It features a menu bar with options: Clear, Print SOPS Fulfilment, Select, Create Order, Help, and Exit. Below the menu is a tabbed interface. The main tab is 'Build POPS Order Based On', which has a sub-tab 'Stock Levels'. Under 'Stock Levels', there are two sub-tabs: 'A) Below minimum levels' (which is selected) and 'B) To fulfil future orders placed in SOPS'. The 'A) Below minimum levels' sub-tab contains several input fields: a 'Supplier' dropdown with a 'Search' button, a 'Name' text field, 'Consignment Ref' and 'SOPS Delivery Date' text fields, an 'Ignore Stk' checkbox, a 'Location' dropdown (set to '1'), a 'Delivery Code' dropdown, and a 'When building order' section with 'Delivery Address' and 'Date Req' dropdowns. A large green rectangular area at the bottom of the window is labeled 'Lines On This Order'.

Fig. 20 – Auto Re-ordering (SOPS/minimums).

Auto-Ordering (From Turnover)

This screen will allow purchase orders to be created from item turnover rates.

Firstly, a monthly turnover rate for the current month is calculated, which is based on either the rate for the same month in the previous year, or failing that then the past 2 months of this year.

This doesn't aim to predict an actual monthly turnover value, but instead a rate of turnover likely to continue at this time.

If:

A) We have the previous two months and corresponding two months from last year available, we will find overall if this year is up or down on last year. We will then predict this month's turnover based on this time last year, adjusted by this ratio. (Optional: we will only do this if the quantities are sufficient last year, i.e. more than the required minimum turnover per month)

B) Otherwise, we will base it on the average total turnover of the past one or two months and assume it's the same. This is the best we can do as we can only work from this year's data.

Next, the system will try to work out how many will be in stock after the lead time (stored per item, or default on screen if not specified), and will include purchase orders already placed, assuming they will be delivered by then.

It will then suggest ordering in multiples of the re-order quantity on the stock location record, if set.

To change the default setting values, click the 'Settings' button and enter any values required (email addresses to send to will also be stored in here) and click 'OK' to save the changes once you're ready.

'Refresh' will refresh the lines in the grid to meet the settings criteria that has been entered.

'Create Order' will create the purchase order. Before doing this, check the quantities to order in the red 'ORDER' column are correct.

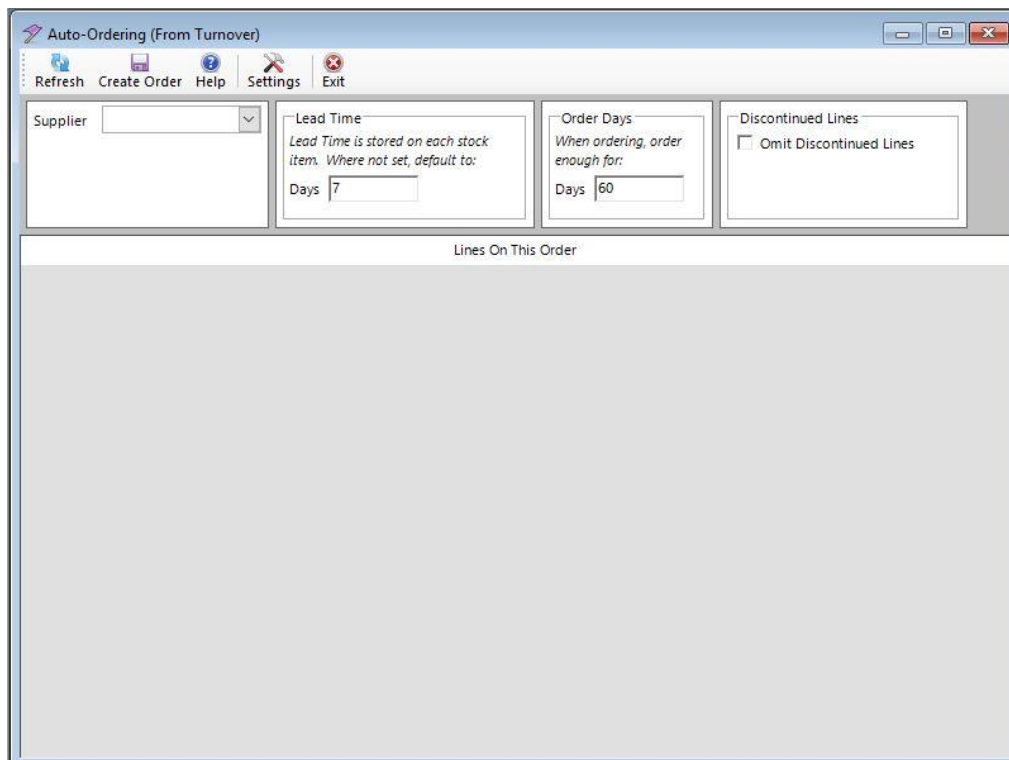


Fig. 21 – Auto Re-ordering (turnover).

Purchase Reports

The POPS system offers an extensive range of reports which will allow you to see a clear breakdown and overview of various datasets; each report can be filtered to provide specific data on a more concise report.

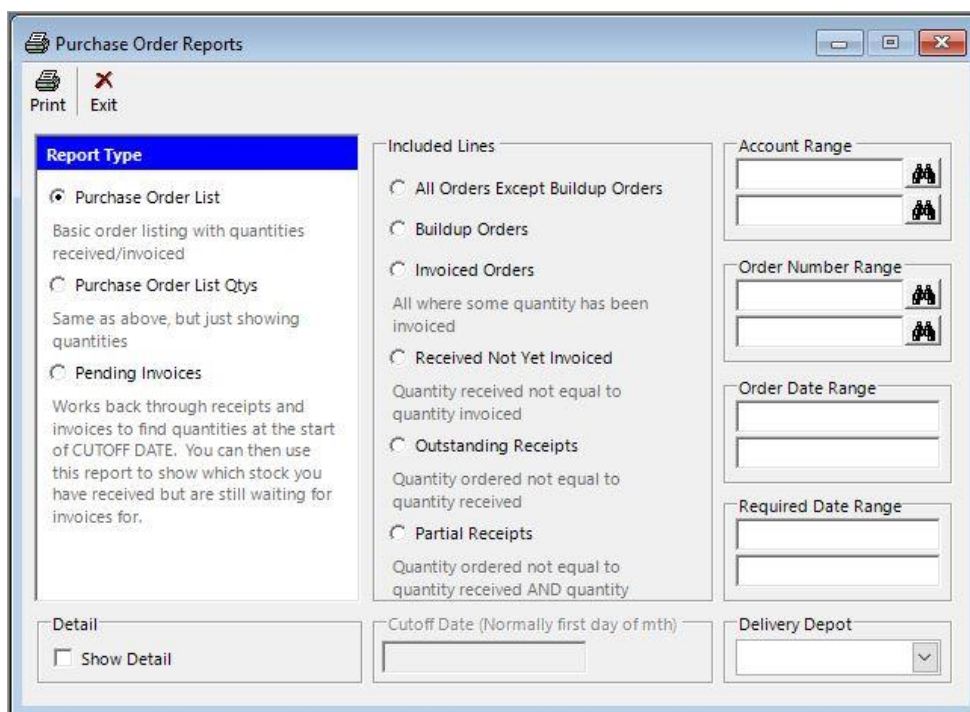


Fig. 22 – Purchase Order Reports.

There are 3 POPS order reports that can be printed. Each one will allow different filters and options to be applied.

The first report is a list of purchase orders. When printing this report, you'll need to select an order type to print from the options in the 'Included Lines' box. You can filter this by delivery depot, orders within a certain date range, order number range and account range. You can apply as many of these filters as you need to. This report will allow you to view the total quantity ordered, yet to be received, receipted and invoiced for each order.

The second report is for viewing purchase order quantities. This is the same as the order list report, but shows less information. The only information available for each order on this report is the quantity ordered.

The final report shows invoices that are yet to be sent to you for received goods. When printing this report, the only filter available is the cutoff date – this is required and will only show results calculated from the start of this date – which will default to the current date.

The other option you have for all 3 report is the 'Show Detail' option. When this option is set, the report will show a breakdown of all of the lines in the orders.

Purchase Order How to

Purchase Order Settings

In the 'File' menu there is an item for 'Settings', which will bring up an extended menu. From here, go into 'Purchase Order Settings' and there will be various settings that can be saved for use within the POPS system.

The settings in the first 'Settings' tab are mostly just for turning various features on and off. For example, you can either enable or disable Picco Goods In, force order checking, set default pricing methods and much more.

In the 'Order Email' tab you can set the default email body for when emailing purchase orders via the ACPlus system. This is the text that will appear as the main email text. You can also set the system to prompt for an email body when sending emails if you'd prefer to do this.

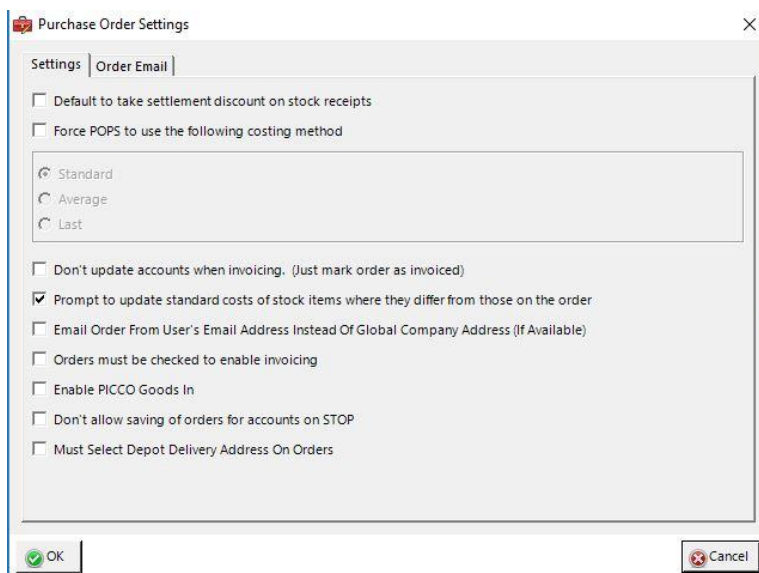


Fig. 23 – Purchase Order Settings.

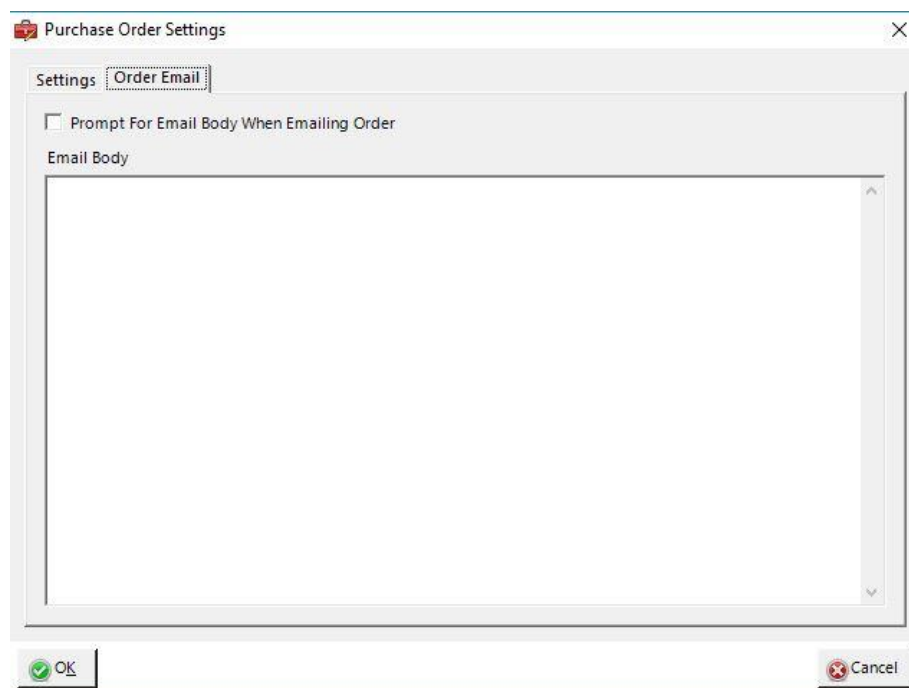


Fig. 24 – Purchase Order Email settings.

Unlock POPS Order

In the 'File' menu there is an item for 'Maintenance', which will bring up an extended menu. From here, go into 'Unlock POPS Order' and you'll be shown a box into which you can enter an order number. Once you've clicked "OK", either an error will appear meaning that the entered order number doesn't exist, or the order will be unlocked. By unlocked, this means that it can be written to.

When a user opens up an order, the system will lock it so that nobody else that opens the order can modify it until the user who originally opened it has closed it again. This prevents orders from being updated by multiple people at the same time and the order ending up being completely wrong.

This feature should only ever be used if you're completely sure that the user it was locked by no longer has the order open. Unlocking orders that are yet to be closed by the original user could cause orders to be incorrectly processed and have muddled-up figures!

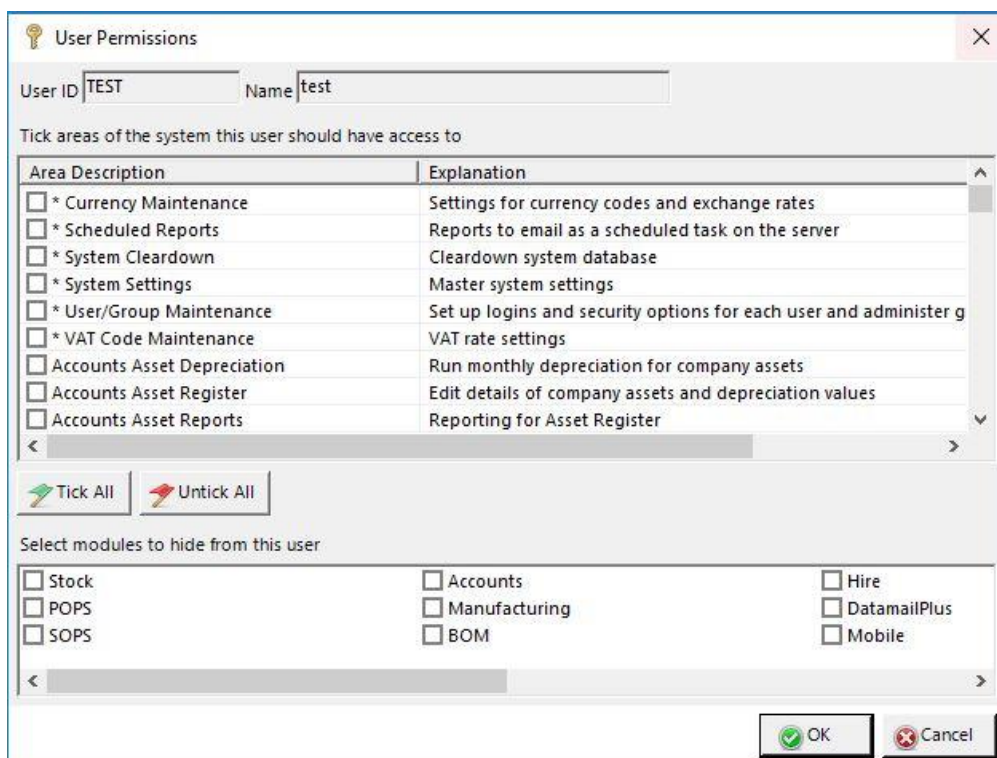
Re-open Closed POPS Order

If you need to re-open a POPS order that has been marked as closed, go into 'File' > 'Maintenance' > 'Re-open Closed POPS Order'. Enter the order number that you want to re-open and click 'OK'.

POPS Permissions

To apply permissions to user accounts, go into 'File' > 'Settings' > 'User IDs'. This will display a list of all of the user IDs that exist in the system. Select one and click 'Permissions' to load the permissions screen and modify the permissions for the user account.

Administrator accounts have access to all of the features, so permissions do not need to be set up.



The 'User Permissions' dialog box is used to configure access for a user. It features input fields for 'User ID' (containing 'TEST') and 'Name' (containing 'test'). Below these is a section titled 'Tick areas of the system this user should have access to' which contains a table of system areas with checkboxes. At the bottom of this section are 'Tick All' and 'Untick All' buttons. Another section, 'Select modules to hide from this user', contains a grid of checkboxes for various modules. The dialog concludes with 'OK' and 'Cancel' buttons.

User Permissions

User ID: TEST Name: test

Tick areas of the system this user should have access to

Area Description	Explanation
<input type="checkbox"/> * Currency Maintenance	Settings for currency codes and exchange rates
<input type="checkbox"/> * Scheduled Reports	Reports to email as a scheduled task on the server
<input type="checkbox"/> * System Cleardown	Cleardown system database
<input type="checkbox"/> * System Settings	Master system settings
<input type="checkbox"/> * User/Group Maintenance	Set up logins and security options for each user and administrator
<input type="checkbox"/> * VAT Code Maintenance	VAT rate settings
<input type="checkbox"/> Accounts Asset Depreciation	Run monthly depreciation for company assets
<input type="checkbox"/> Accounts Asset Register	Edit details of company assets and depreciation values
<input type="checkbox"/> Accounts Asset Reports	Reporting for Asset Register

Select modules to hide from this user

<input type="checkbox"/> Stock	<input type="checkbox"/> Accounts	<input type="checkbox"/> Hire
<input type="checkbox"/> POPS	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> DatamailPlus
<input type="checkbox"/> SOPS	<input type="checkbox"/> BOM	<input type="checkbox"/> Mobile

Fig. 25 – User Permissions.

To hide different modules from the user, tick the modules in the bottom grid to keep hidden. If you don't want a user to have access to the POPS module, tick the 'POPS' box and then click 'OK' to save this.

To give a user permission and access to all of the features, click 'Tick All', or alternatively 'Untick All' to remove all of their permissions.

To set individual permissions, tick all of the features that you want the user account to be able to access in the top grid. Each item has an explanation of what it will allow them to do.

For the POPS module, the following options are listed below.

Purchase Auto-Ordering (SOPS)	Automatically generate purchase orders for stock below the minimum re-order levels or SOPS orders placed.
Purchase Auto-Ordering (Turn)	Automatically generate purchase orders for stock based on turnover.
Purchase Goods In	Receive POPS orders printing labels and warehousing putaway.
Purchase Goods-In Scheduling	Calendar view of POPS orders expected in.
Purchase Multi-Invoice Post	Post invoices from suppliers that cover more than one purchase order.
Purchase Order List	Display a list of orders per account.
Purchase Orders	Read access, for viewing Purchase Orders screen.
Purchase Orders Save	Write access, for saving purchase orders.
Purchase Reports	View purchase order reports.
Purchase Settings	Purchase order module settings access.

Returns to Suppliers

To return stock to suppliers the procedure is the opposite of buying stock in. This can be done on an existing purchase order or a new one. In the purchase order, enter the stock items and quantity you are returning by putting a negative quantity on the line.

Quick Read [F12]

Order No

Users

Date Ordered

Date Required

Reference

Consignment

Their Account

Buildup Order

Account

Name

Address

Post Code

Phone

Fax

Email

Deliver To ☒ Our Depot ☐ To Customer

Depot

Name

Address

Post Code

Phone

Fax

Email

Notes

Discrepancies

Footnote

Goods -£3.19
 VAT -£0.64
Total -£3.83

Qty	Stock Code	Supp Stk Cd	Description	Price	Nominal	V/I	V/C	V %
-1.00	0017854054257		1L Bottle Of Milk	£3.19	301010	<input checked="" type="checkbox"/>	1	20.00

Fig 26. Account has been selected and minus against item entered

Once this has been done, save the purchase order and press receipt to adjust stock. You will need to enter a reference for this in the supplier ref box before pressing process. When pressing process, the affected lines should change from blue to yellow.

Receive POPS Order

Process Receipts For Order 2563

Receive Now | Previous Receipts

Lines To Receive Now									
Qty	Tot Rec	Rec No	Conv.	Stock Code	Description	Supp Stk Cd	Price	Loc	
-1.0000	-1.0000			0017854054	1L Bottle Of Milk		£3.19	1	

Serial Numbers

Stock Going IN	Stock Code	Loc	Bin	Ser No
*	<input checked="" type="checkbox"/>			

One Label Per Item Receive
One Label Per Line Rece
Labels

Flag Remaining | Flag None

Receipt Date: 24/09/2020
Supplier Ref: TESTNL

Assume settlement disc. will be taken

Process Close

Fig 27. A processed receipt for the return.

The final step is to credit the account. Press the invoice button to do so. You will need to enter in the amount of the good being returned and the VAT. This will need to be negative as they are being returned. You can then enter a reference and press post. Once you have posted this, you will be asked if you'd like to close the purchase order.

Invoice POPS Order

Process Invoices For Order 2563

Invoice Now | Previous Invoices

Lines To Invoice Now												
Qty	Stock Code	Supp Stk Cd	Description	Inv Qty	Goods	VAT	Price	Nominal	V C	V I	V %	Dis %
-1.0000	00178540542		1L Bottle Of Milk	-1.0000	-£3.19	-£0.64	£3.19	301010	1		20.00	0.000

Flag None | Flag Remaining

Settlement: % Days From EOM

Date: 24/09/2020 Reference: TESTNL

Goods: -3.19 VAT: -0.64

Post

Close

Fig 28. Processing a credit for the PO.