

Office/2

Integrated Accounting System for Macintosh, Windows and Linux

Volume 3: Logistics Package

Sales Support and Stock Control

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Preface

Office/2 is a powerful accounting system for the Windows, Macintosh and Linux environments. The program is practically identical in the three environments, and is designed to make administration and accounting as easy and fast as possible. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases, illustrations are taken from the Windows version.

This manual covers Office/2's Sales Support and Stock modules. Prior to reading it, you should already be familiar with Office/2's Work Area (its modules, registers, windows, menus and buttons) and the Customer and Item registers (covered in Volume 1 of these manuals) and the Sales, Purchase and Nominal Ledgers (described in Volume 2).

Text in square brackets - [Save], [Cancel] - refers to buttons on screen

How these manuals are organised

Volume 1: Introduction

Introduction	Installing Office/2, the basic ideas
Work Area	Basic elements of Office/2: modules, registers, windows, menus, functions, buttons
Accounting Principles	About Office/2's place in your business, integration between ledgers
Starting Work	Entering opening balances
Customers	Customers, customer categories and reports
Items	Products and services, pricing
System Module	Settings and parameters. System-wide usage

Volume 2: Accounting Package

Sales Ledger	Invoices, receipts, debtors
Purchase Ledger	Purchase invoices, payments and creditors
Nominal Ledger	The basic accounting module. Transactions and budgets

Volume 3: Logistics Package

Sales Support	Orders and deliveries. Invoices from orders
Stock	Deliveries, goods receipts and stocktaking

Volume 4: Value Packs

Bar Code	Used in Finland, where Purchase Invoices are bar coded
CRM	Contact and time management. Activities, the task manager and the calendar: registering and reviewing appointments in daily or monthly diary or calendar format. Customer letters and mailshots
Currencies, Languages and Advanced Pricing	International transactions in any currency and translation. Automated calculation of prices. Quantity pricing and discounts
Dual Base Currencies	Express all values in one of two currencies. Used in countries joining the EMU, and by companies with branches in two countries or in countries where there are two currencies in common use
Group Invoicing	Create invoices for orders in batches
Mail	Mail, conferences, chat
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, reports
Stock Locations	Maintain stock in several locations. Stock movements between locations

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Office/2
Sales Support

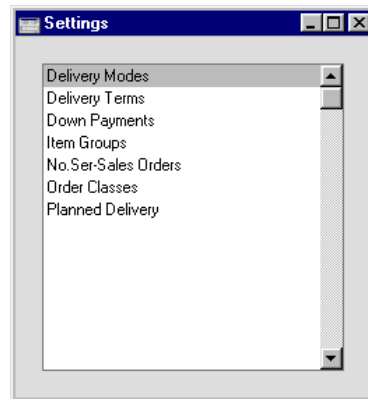
Chapter 1: The Sales Support Module

The Sales Support module is used for entering orders from and making shipments to Customers. The module is integrated with the Sales Ledger (Orders are converted to Invoices) and with the Stock module (Deliveries are created from Orders).

Settings

Introduction

The following settings are available in the Sales Support module—

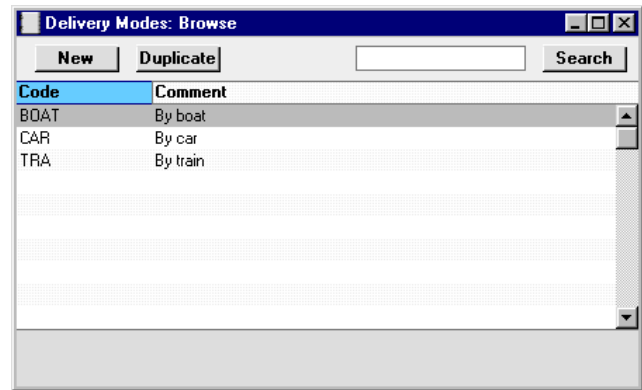


To edit a setting, ensure you are in the Sales Support module and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then double-click the relevant item in the list.

Delivery Modes

The Delivery Modes setting is used to define the various delivery methods that are used. These can be accessed using 'Paste Special' from the Sales Order, Invoice and Delivery registers.

The 'Delivery Modes: Browse' window lists the available Delivery Modes: double-click to modify or click [New] to create a new item.



Enter a code and a short descriptive text for each Delivery Mode. The code may contain up to five characters, and you may freely mix letters and numbers.

Confirm the entry by clicking [Save].

Delivery Terms

In this setting you can enter the different shipping terms you wish to use, such as FOB (Free On Board) and CIF (Cost, Insurance, Freight). Usually these will be used for international Customers, and are specified on card 3 of each Customer record. This default can be overridden for individual Orders using the field. The Delivery Terms are specified on card 4 of the Order screen.

The 'Delivery Terms: Browse' window lists the available Delivery Terms: double-click to modify or click [New] to create a new item.

Enter a code and a short descriptive text for each Delivery Term. The code may contain up to five characters, and you may freely mix letters and numbers.

Confirm the entry by clicking [Save].

Down Payments

A Down Payment is an Invoice for part or the whole amount sent to the Customer ahead of the delivery of the goods or service.

Use this setting to specify the text to be shown on Down Payment Invoices, and the Sales Account to be credited. Such Invoices are created using the 'Create Down Payment' item on the Operations menu of the Receipt screen: this is described in the 'Sales Ledger' chapter in Volume 2 of these manuals.

Pay Terms **Paste Special** Payment Terms setting, Sales/Purchase Ledger

Specify here the Payment Terms to be used for Down Payment Invoices.

Item **Paste Special** Item register

This field can be used to specify the default Sales Account and VAT Code for Down Payment Invoices. These are taken from an Item entered in the Item register solely for this purpose and whose Item Number is specified here.

If this Item field is blank, the default Sales Account and VAT Code will be taken from the Account Usage S/L setting in the Sales Ledger. The Description of the Item will not appear on the Invoice.

Text Specify here the text that is to appear on the first row of the Down Payment Invoice. Note that the Order Number will be added to this text, so a suitable model might be "Down Payment for Order No".

Use Sales Order No for Prepayments

When creating a Down Payment Invoice from a Receipt, an identifying Prepayment Number should be entered on flip C of the Receipt screen. This can be an arbitrary number of your own generation, the number allocated to the Prepayment by the Customer or the number of the Sales Order against which the deposit has been received. Switch on this option if you wish to ensure the last option is always used (i.e. if the Prepayment Number must be a Sales Order Number).

Item Groups

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this setting.

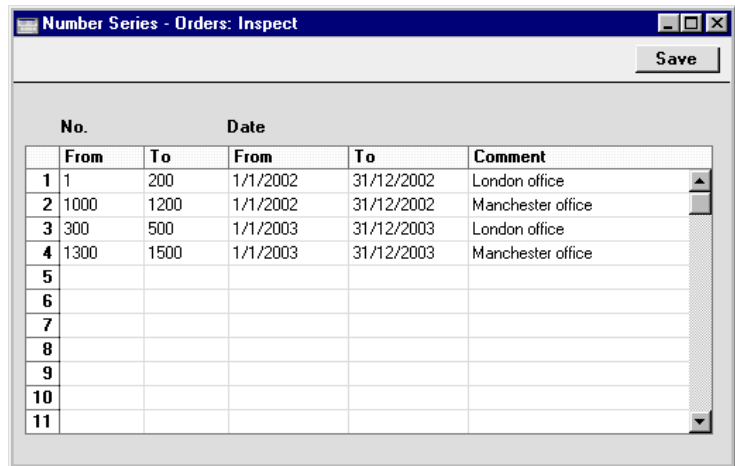
Number Series - Sales Orders

Each Order has its own unique identifying number, based on a sequential series. When entering a new Order, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different order types.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If no Number Series have been defined, Order Numbers will start at 1 and continue consecutively.

When entering Orders, the next number in the first Number Series entered to this setting will be used as a default; change to the next number in any other Number Series using 'Paste Special'.

On double-clicking 'No. Ser - Sales Orders' in the 'Settings' list, the following window appears—



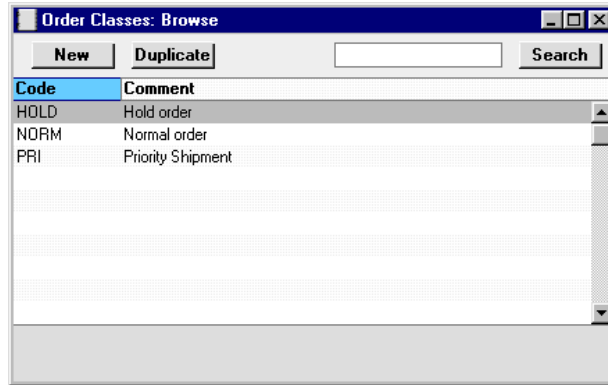
No.	From		Date		Comment
	From	To	From	To	
1	1	200	1/1/2002	31/12/2002	London office
2	1000	1200	1/1/2002	31/12/2002	Manchester office
3	300	500	1/1/2003	31/12/2003	London office
4	1300	1500	1/1/2003	31/12/2003	Manchester office
5					
6					
7					
8					
9					
10					
11					

Enter each required Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Order Classes

The Order Class is a means of analysing Orders for reporting or prioritising. When entering an Order, it is assigned an Order Class, and this is visible in the 'Orders: Browse' window. It is also printed in the Order Stock report.

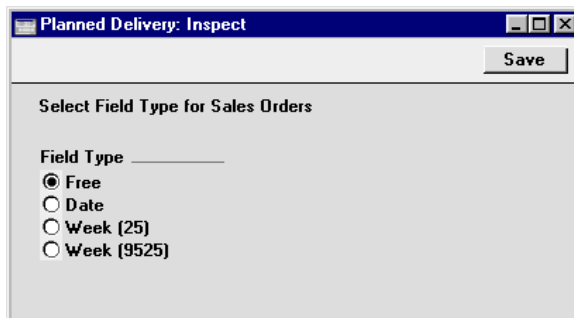
The 'Order Classes: Browse' window lists the available Order Classes: double-click to modify or click [New] to create a new record.



In the 'Order Class: New' window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers. Click [Save] to save changes.

Planned Delivery

This setting allows you to define the format of the Planned Delivery field on the Sales Order screen. Depending on the option you choose here, Office/2 will interpret what is entered to this field as free text, a date, a week number or a year-week combination. This code is used in the selection for different reports, and determines the sorting order.



The Sales Order Register

The foundation for a sales order system is of course the Orders you enter into your system. Use the Sales Order register in the Sales Support module to enter or work with Orders.



Before you start entering Orders, you must define the current accounting year using the Fiscal Years setting. You should also have defined your sequence of Order Numbers using the Number Series - Sales Orders setting.

Entering a Sales Order

In the Sales Support module, click the [Sales Orders] button in the Master Control panel. The 'Orders: Browse' window is opened, showing Orders already entered.

Orders: Browse								
Operations			New		Duplicate		Search	
No.	Delvd	Invd	OrdDate	Cl.	Cust.	C. D. no.	Name	Total
1	✓	✓	11/2/2002		001		Against All Odds Tradin	11.75
2	✓	✓	11/2/2002		001		Against All Odds Tradin	11.75
3	✓	✓	11/2/2002		001		Against All Odds Tradin	11.75
4	✓	✓	16/2/2002		001		Against All Odds Tradin	58.75
5	✓	✓	16/2/2002	1	001		Against All Odds Tradin	11.75
6	✓	✓	16/2/2002		001		Against All Odds Tradin	58.75
7	✓	✓	16/2/2002		005		Moscow Trading Co	58.75
8	✓	✓	16/2/2002		005		Moscow Trading Co	10.00
9	✓	✓	16/2/2002		001		Against All Odds Tradin	0.00
10	✓	✓	16/2/2002		001		Against All Odds Tradin	23.50

Orders are shown sorted by Order Number: this can be changed by clicking on one of the other column headings.

Also shown are indications that an Order has been shipped or invoiced, and the Customer number and name. A dash in the Invoiced column means that the Order is filed, but that no further action has been taken. The Order may not be invoiced before a Delivery has been made *and approved*. If a partial Delivery and Invoice has been made from an Order, the Invoiced column will gain a tick while the Delivered column will be blank, signifying that

Invoicing is up to date for the Deliveries made so far, but that the Order has not been completely fulfilled. The Cl. column shows the Order Class.

To enter a new Order, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight an Order similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Order: New' window is opened, empty if you clicked [New] or containing a duplicate of the selected Order. In the case of the duplicate, the Order Date of the new Order will be the current date, not the date of the original Order.

Office/2 provides several shortcuts to simplify your work with entering Orders. You may for example enter the current date into a date field with the 'Paste Special' function. This function can also be used to simplify the entering of Item Numbers, Customer Numbers, Payment Terms etc.

Order: Inspect

Operations

No. 423 Name Against All Odds Trading Co
 Customer 001 Closed

1 2 3 4 5

Date 11/9/2003 Planned Del.
 Pay. Terms 30 Attn. Joseph Conrad
 Our Ref. Cust. Ord. No.
 Salesman JNW Object

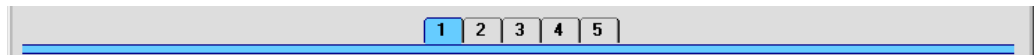
Item	Qty	Description	Unit Price	%	Sum
1	6	Receiver	67.00		402.00
2	7	Microphone	20.00		140.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

VAT 94.85 Sum 542.00
 TOTAL 636.85



You are not bound by the values suggested as defaults by Office/2. For most fields you can change the pre-set values into something that suits you better. Changes made here are valid only for this particular Order.

Since the amount of information stored about each Order will not fit on a single screen, the Order window has been divided into five cards. At the top of each is the header. This contains the Order Number, the Customer Number and Name. There are five numbered buttons ('tabs') in the header.



By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Order you are working with. If you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates.

Header



No. **Paste Special** Select from another Number Series

When creating a new Order, Office/2 will enter the next unused number from the first number sequence in the Number Series - Orders setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Order Number is assigned when the Order is saved.

Customer **Paste Special** Customer register

Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.

Name The Customer Name is entered after you have entered the Customer Number.

Closed Check this box when the Order has been completed. Once this box has been checked and the Order saved, you will no longer be able to make changes to the Order. Should there be any remaining quantities that have not been delivered, these will be cancelled and will no longer appear in reports as being outstanding.

If an Order is marked as Closed, you will not be able to create Deliveries from it. However, you will still be able to create Invoices for earlier Deliveries.

A Closed Order cannot be re-opened.

Card 1

		1 2 3 4 5				
Date	<input type="text" value="11/9/2003"/>	Planned Del.	<input type="text"/>			
Pay. Terms	<input type="text" value="30"/>	Attn.	<input type="text" value="Joseph Conrad"/>			
Our Ref.	<input type="text"/>	Cust. Ord. No.	<input type="text"/>			
Salesman	<input type="text" value="JNW"/>	Object	<input type="text"/>			

Date **Paste Special** Current Date
 The date the Order was placed: the current date according to the computer's clock is entered as a default.

Planned Del. **Paste Special** Current Date
 The date on which the Order is scheduled to ship. The format of this field is determined by the Planned Delivery setting. Available options are free text, date, week number or year-week (4 characters).

Pay. Terms **Paste Special** Payment Terms setting, Sales/Purchase Ledger

Default taken from Customer
 Payment Terms entered here will be transferred to any Invoices raised from the Order. In addition simply to ensuring that the correct Payment Terms appear on Invoices, entering basic Payment Terms records using the Sales Ledger setting can enable a system of early settlement discounts to be established.

Our Ref.	Use this field if you need to identify the Order by means other than the Order Number. A default will be taken from the Our Ref field of the Person record of the current user. References entered will appear on any Invoices created from the Order.
Attn.	Paste Special Contact Person register, Sales Support module Default taken from Customer Record here the person for whose attention any Deliveries made from this Order are to be marked. 'Paste Special' will only list the Contact Persons of the Customer.
Cust Ord. No.	Record the Customer's Purchase Order Number here. It will be printed on all documentation associated with the Order.
Salesman	Paste Special Person register, System module Default taken from Customer The Salesman responsible for the Order should be registered here: there are many reports in the Sales Support and Sales Ledger modules which can be broken down by Salesman.
Object	Paste Special Object register, Nominal Ledger Up to 20 Objects, separated by commas, can be assigned to this Order. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. In any Nominal Ledger Transactions generated from Invoices raised from this Order, any Objects specified here will be assigned to the credit posting to the Sales Account(s), the debit posting to the Cost Account (if cost accounting is being used), and the debit posting to the Debtor Account (if the Objects on Debtor Account option in the Account Usage S/L setting is being used). The Objects specified here are also transferred to any Deliveries issued from this Order and will be assigned to the debit posting in any Nominal Ledger Transactions generated from those Deliveries.

Card 2

The screenshot shows a software window titled "Order: Inspect". At the top, there are navigation buttons: "Operations", "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "No." (423), "Name" (Against All Odds Trading Co), and "Customer" (001). There is also a "Closed" checkbox. A row selector at the top of the grid shows tabs for rows 1 through 5, with row 2 selected. The main grid has columns for "Item", "Qty", "Description", "Unit Price", "%", and "Sum". Two rows are populated: Row 1 (10103, 6 Receiver, 67.00, 402.00) and Row 2 (10108, 7 Microphone, 20.00, 140.00). To the right of the grid are four vertical flip tabs labeled A, B, C, and D. At the bottom, there are summary fields: "VAT" (94.85), "Sum" (542.00), and "TOTAL" (636.85).

Item	Qty	Description	Unit Price	%	Sum
1	6	Receiver	67.00		402.00
2	7	Microphone	20.00		140.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

VAT: 94.85 Sum: 542.00
TOTAL: 636.85

Use the grid on card 2 to list the Items ordered. This grid which is divided into four horizontal flips. When you click on a flip tab (marked A-D), the two or three right-hand columns of the grid are replaced.



To add rows to an Order, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return. Rows cannot be removed or inserted after Deliveries have been issued.

You can also bring Items into an Order by opening the 'Items: Browse' window, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Order row.

Flip A

Item **Paste Special** Item register

With the cursor in this field, enter the Item Number for each Item ordered. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Order documentation.

Qty Enter the number of units ordered. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.

Description **Default taken from** Item

This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text.

Office/2 will take any rows of text that have been entered on card 4 of the Item record and move them into the Description field, as shown below.

	Item	Qty	Description
1	10103	6	Receiver
2	10108	7	Microphone
3	10104	1	Loudspeakers
4			Require cabling
5			Require stands
6			
7			

Unit Price The Unit Price of the Item according to the valid Price List for this Customer is brought in. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item screen is brought in. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified on card 1 of the Account Usage S/L setting in the Sales Ledger that Base Prices include VAT.

% Discount percentage.

In the Round Off setting in the System module, you can determine whether the discount is to be applied to the Unit Price before it has been multiplied by the Quantity

or to the Sum. In certain circumstances (where there is a very small unit price and a large quantity) this choice can cause the calculated discount to vary due to the rounding system used within Office/2. Please refer to the 'System Module' chapter in Volume 1 of these manuals for details and an example.

Sum The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified on card 1 of the Account Usage S/L setting that Base Prices include VAT.

Flip B

Object **Paste Special** Object register, Nominal Ledger

Up to 20 Objects, separated by commas, can be assigned to this Item and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

In any Nominal Ledger Transactions generated from Invoices raised from this Order, any Objects specified here will be assigned to the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account. This assignment will merge these Objects with those of the parent Order (shown on card 1).

A/C **Paste Special** Account register, Nominal Ledger/System module

This code determines the Nominal Ledger Sales Account for this Item. Nominal Ledger Transactions generated by Invoices created from this Order will credit the Account specified here. A default is offered, taken from the record in the Price register for the Item/Price List combination. If there is no such record, or it has no Sales Account specified, the default will be taken from the Item record, the Item Group or from card 3 of the Account Usage S/L setting. This default can be changed for a particular Order row if necessary.

V-Cd	Paste Special	VAT Codes setting, Nominal Ledger
		When an Invoice is raised from this Order, the VAT Code entered here will determine the rate at which VAT will be charged on this Item and the VAT Account to be credited, when the Invoice is raised. A default is offered, taken from the Customer record. If none is specified, the default is taken from the Item, the Item Group, or from card 3 of the Account Usage S/L setting. This default can be changed for a particular Order row if necessary.
<i>Flip C</i>		
Cost	Default taken from	Item (Cost Price + Extra Cost)
		The Cost Price is used in Gross Profit and Margin calculations. It can be altered if necessary.
GP		The Gross Profit for the Order row is calculated by subtracting the Cost Price (multiplied by the Quantity) from the Sum. The figure is therefore absolute, not a percentage.
<i>Flip D</i>		
Del 1, Del 2		The quantity delivered for each Order row is amended automatically when Deliveries are made using the 'Delivery' function on the Operations menu. The Del 1 quantity includes both approved and unapproved Deliveries, while the Del 2 field only shows approved Deliveries. Invoices cannot be raised for Deliveries that have not yet been approved.
Invoiced		The quantity invoiced for each Order row is amended automatically when Invoices are raised using the 'Invoice' function on the Operations menu. The quantity shown includes both approved and unapproved Invoices. Invoices cannot be raised until Deliveries have been made and approved. In the case of partial Deliveries, Invoices can only be raised for the quantity delivered.
Price Factor	Default taken from	Item
		A Price Factor can be used to recalculate the Unit Price of an Item. For example, if the Item is normally purchased in boxes with 24 units, the Price Factor 24 can be entered in the Item record. The Unit Price for the Item

will then refer to a box of 24 units. The Price Factor will be brought in to the Order from the Item and affect the Sum in an appropriate manner. It can be altered and Office/2 will recalculate the Sum accordingly. The formula used is $Sum = (Quantity/Price\ Factor) * Unit\ Price$.

Footer

VAT	<input type="text" value="94.85"/>	Sum	<input type="text" value="542.00"/>
		TOTAL	<input type="text" value="636.85"/>

The Order Footer contains various running totals as described below. Whenever an Order row is added or changed, these totals are updated.

- VAT** The VAT total for the Order.
This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module.
- Sum** The total for the Order, excluding VAT.
- TOTAL** The total for the Order, including VAT.
This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module.

Card 3

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 4. In the first three Volumes of this manual, all references to “card 3 of the Order screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

<input type="button" value="1"/> <input type="button" value="2"/> <input style="background-color: #007bff; color: white;" type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/>					
Del. Terms	<input type="text"/>	Del. Mode	<input type="text"/>	<input type="checkbox"/> Reserved	
Order Class	<input type="text"/>	Total GP	<input type="text" value="438.18"/>	GP %	<input type="text" value="80.8"/>
Comment	<input type="text" value="Order Comment"/>				

Del. Terms	Paste Special	Delivery Terms setting, Sales Support module
	Default taken from	Customer
		Specify the Delivery Terms for this Order here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board.
Del. Mode	Paste Special	Delivery Modes setting, Sales Support module
	Default taken from	Customer
		Enter the mode of shipping used for this Order. Examples might be Post or Courier, or might specify the name of the courier that you will use to supply the goods on the Order.
Reserved		Check this box if you want to reserve stock of the ordered Items for this Order. When delivering similar Items in fulfilment of other Orders, Office/2 will maintain sufficient stock for this Order while it remains undelivered.
Order Class	Paste Special	Order Classes setting, Sales Support module
		Enter the Order Class for the Order (if any). Order Classes permit the analysis of Orders for reporting or prioritising.
Total GP		The total gross profit for the Order.
GP%		The overall gross profit for the Order, shown as a percentage.
Comment	Default taken from	Customer
		Record here any comment about this Order: the comment will not be printed on Delivery Notes and will not be transferred to Invoices. The default is taken from the Order Comment field of the Customer record.

Card 4

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated

and described below will appear on card 5. In the first three Volumes of this manual, all references to “card 4 of the Order screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

The screenshot shows a software interface with a tabbed menu at the top containing tabs labeled 1, 2, 3, 4, and 5. Tab 5 is currently selected. Below the tabs, there is a form area with the label "Delivery-Address" on the left. To the right of the label are five horizontal input fields stacked vertically, all of which are currently empty.

Invoice to Address

Default taken from Customer

Used as default in Invoices

The Customer’s address, as entered on card 1 of the Customer record. If you need to change something for this Order only, you can do so. Permanent changes should be made in the Customer register.

Phone, Fax

Default taken from Customer

The Customer’s telephone and fax numbers, as entered on card 1 of the Customer record.

Zone

Default taken from Customer

These radio buttons show the Zone for this Customer, brought in from the Customer record. The Account Usage S/L setting allows different defaults for the Sales Account and the VAT Account to be set up for each Zone. The setting can be changed for this Order: permanent changes should be made in the Customer register.

Card 5

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 6. In the first three Volumes of this manual, all references to “card 5 of the Invoice screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

	1	2	3	4	5
Delivery- Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				

Delivery Address **Default taken from** Customer
Used as default in Deliveries

Enter the Delivery Address here, if different from the Invoice Address or the usual Delivery Address shown on card 2 of the Customer record.

When the Order is complete, click the [Save] button to save it. The screen title changes from 'Order: New' to 'Order: Inspect'. Until the Order has been saved, Deliveries cannot be made.

Inspecting and Changing Orders

You can change an Order at any time unless it has been closed. To do so, ensure you are in the Sales Support module and click the [Sales Orders] button in the Master Control panel. The 'Orders: Browse' window is opened, listing all Orders. Double-click on the Order you want to inspect or change. The window 'Order: Inspect' will appear. This is identical to the 'Order: New' window described above.

If Deliveries or Invoices have been created from the Order, some changes may not be permitted. For example, a Quantity cannot be changed to a number lower than has already been delivered. New rows can be added at any time, but no rows can be inserted or removed after Deliveries have begun, even if no Delivery has been made from the row in question.

Printing Orders

It is often necessary to print Orders, perhaps for the purpose of confirmation or acknowledgement, or to gain an authorisation signature. There are three ways to print an Order.

1. While entering or inspecting an Order, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.

2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Sales Orders' in the 'Documents' list window, or click it once and press the Enter key. Indicate the Order Number (or range of Order Numbers) to be printed and press [Run].
3. Orders can be printed automatically. This is controlled using the Auto Actions setting in the System module. Please refer to the appropriate section in the chapter in Volume 1 describing the System module.

Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the sales order and name it "ORDER". Use the 'Properties' function on the Operations menu to assign a Document Type of "Order". A sample "ORDER" is supplied with Office/2: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Support module by clicking the [Select Module] button in the Master Control panel.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Sales Orders'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "ORDER" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct). If appropriate, you could use the first and second gridlines to ensure both an order acknowledgement and an order authorisation are printed at all times, using different Forms.
6. Click [Save] to save the Order Form definition. From now on, the order form that you have designed will be used, from the 'Documents' function and from the Printer and Preview icons.

Operations Menu

Operations	
Delivery	Ctrl+L
Invoice	Ctrl+F
Order Status	Shift+Ctrl+F

Operations	
Delivery	Ctrl+L
Invoice	Ctrl+F
Item Status	Ctrl+I
Print Internal Order	
Order Status	Shift+Ctrl+F

The Operations menus for Orders are shown above. On the left is that for the 'Orders: Browse' window: the selected function will apply to the first record highlighted in the list. On the right is that for the 'Order: New' and 'Order: Inspect' windows.

Delivery

To issue a Delivery from a Sales Order, select 'Delivery' from the Operations menu. For the function to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button).

A new record is created in the Delivery register (in the Stock module). It is opened in a new window, entitled 'Delivery: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

The screenshot shows the 'Delivery: Inspect' window with the following data:

Item	Description	Ordered	Avail.	Del. Qty
1	10103 Receiver	6	24	6
2	10108 Microphone	7	8	7
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Additional fields in the window include: Del. No. 960147, Order No. 423, Del. Date 11/9/2003, Cust. No. 001, Del. Mode, Tel. Message, and Customer's Address. The bottom of the window shows an OK checkbox, Del. Qty 13.00, and a Comment field.

The Delivery record takes its information from the Order, and tries to ship as many Items on the Order as possible. Items whose Plain check box is switched on are shipped without any control. For Stocked Items, Office/2 will check the stock balance and suggest a shippable quantity for each item.

If you need to make a part shipment, change the Quantity of one or more rows on the Delivery screen as appropriate. You can also remove entire rows,

by clicking on the row number to the left and pressing the Backspace key. Office/2 does not allow you to deliver a greater Quantity than was ordered.

If a part shipment has been made, when the time comes to ship the remainder of the Order, Office/2 will again attempt to ship as many of the remaining Items on the Order as possible. The default quantity on the second Delivery will be the same, irrespective of whether the first Delivery has been approved.

To print Freight Labels, use the function on the Operations menu. To print a Picking List, click the Printer icon. To print a Delivery Note, approve the Delivery (see next paragraph), click the [Save] button and then click the Printer icon. Alternatively, go into the Stock module and use the 'Documents' function on the File menu or the [Documents] button in the Master Control panel..

When the Delivery is complete, click the OK check box. This signifies that the Delivery has been approved. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will now be raised (they may otherwise be raised after invoicing). You will no longer be able to modify the Delivery. You will not be able to raise an Invoice for the Delivery until it has been approved.

For a full description of the screen, including detailed information about shipments, stock and Nominal Ledger Transactions, please refer to the chapter covering the Stock module elsewhere in this manual.

To close the screen and return to the Order, click the close box. You will be asked if you want to save any changes. The Del 1 and Del 2 fields of the Order (visible on flip D) will be updated automatically. You will no longer be able to delete the Order.

Note that if the 'Delivery' function is run from the Operations menu of the 'Orders: Browse' window, it will only create a Delivery for the first highlighted Order. You can also create a Delivery by dragging an Order from the 'Orders: Browse' window to the 'Deliveries: Browse' window. In this case, the new Delivery will not be opened automatically for checking and approval.

If the function does not create a Delivery, the probable causes are—

1. The Order has been marked as Closed.
2. All Items on the Order have already been delivered.
3. There is no valid record in the Number Series - Deliveries setting (in the Stock module). This might be a fault in the setting itself, or it might be because the default Delivery Number in the Number Series Defaults

setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year.

Invoice

To raise an Invoice from a Sales Order, select 'Invoice' from the Operations menu. For the function to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button), and there must be at least one approved Delivery.

A new record is created in the Invoice register (in the Sales Ledger). It is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

The screenshot shows the 'Invoice: Inspect' window with the following details:

- Operations** menu: New, Duplicate, Cancel, Save
- No.:** 960114 **Name:** Against All Odds Trading Co
- Customer:** 001 OK
- Navigation tabs: 1 (selected), 2, 3, 4, 5
- Inv. Date:** 11/9/2003 **Our Ref.:** [empty]
- Pay. Terms:** 30 **Attn.:** Joseph Conrad
- Due Date:** 11/10/2003 **Salesman:** JNW
- Trans. Date:** 11/9/2003 **Object:** 1.2

Item	Qty	Description	Unit Price	%	Sum
1	10103	6 Receiver		67.00	402.00
2	10108	7 Microphone		20.00	140.00
3					
4					
5					
6					
7					
8					
9					
10					
11					

Summary fields at the bottom:

- Freight:** [empty] **VAT:** 94.85
- Sub-Total:** 542.00
- TOTAL:** 636.85

The Invoice takes its information from the Order, and, as a default, assumes that all delivered Items are to be invoiced. If you have made and approved a part Delivery, the Invoice will default to the Quantity of that Delivery. If you have made and approved two part Deliveries, the Invoice will be for the aggregate Quantity of both Deliveries. If you have made two part Deliveries, only one of which is approved, the Invoice will be for the Quantity on the approved Delivery only. At least one Delivery must be issued before an Invoice can be raised.

You can change the Quantity of one or more rows on the Invoice screen as appropriate, but not to a Quantity that is greater than that delivered. You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key, or add new rows. If you need to invoice a greater Quantity than was delivered, this must be done by adding a new row to the Invoice. Ensure that the Update Stock box on card 4 of the Invoice is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. The Update Stock box will only apply to Invoice rows that are not related to the Order.

To print an Invoice, click the Printer icon. If the Invoice has not been approved, the printed Invoice will be marked as a test print, so that it cannot be confused with the final version of the Invoice.

When the Invoice is complete, click the OK check box. This signifies that the Invoice has been approved. Associated transactions in the Nominal Ledger (including cost accounting transactions if you are using this option) will now be raised and you will no longer be able to modify the Invoice. If you are raising part Invoices from an Order, you will be able to raise further Invoices even if the previous one has not been approved.

For a full description of the screen, please refer to the chapter covering the Sales Ledger module in Volume 2 of these manuals.

To close the screen and return to the Order, click the close box. You will be asked if you want to save any changes. The Invoiced field of the Order (visible on flip D) will be updated automatically. However, if you reduced the quantity in an Invoice row, or removed an Invoice row altogether, this change will not be fed back to the Invoiced field on flip D of the Order. In this situation, run the 'Recalculate Orders' Maintenance function for the Order in question, and choose the Invoiced Qty option to reset the Invoiced figure. This function is described later in this chapter.

Note that if the 'Invoice' function is run from the Operations menu of the 'Orders: Browse' window, it will only create an Invoice for the first highlighted Order. You can also create an Invoice by dragging an Order from the 'Orders: Browse' window to the 'Invoices: Browse' window. In this case, the new Invoice will not be opened automatically for checking and approval.

If the function does not create an Invoice, the probable causes are—

1. There are no Items on the Order awaiting invoicing.
2. There is no valid record in the Number Series - Invoices setting (in the Sales Ledger). This might be a fault in the setting itself, or it might be because the default Invoice Number in the Number Series Defaults

setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year.

If you create an Invoice by mistake using this function, you can delete it using this procedure—

1. Set the value of the Invoice to zero. Do this by removing every row from the Invoice or by changing all quantities to zero.
2. Delete the Invoice using the 'Delete' command on the Record menu.
3. Run the 'Recalculate Orders' Maintenance function for the Order in question, and choose the Invoiced Qty option to reset the Invoiced figure in the Order (flip D). This function is described later in this chapter.

Order Status

This produces a report for the Order currently open in a record window or for the first Order highlighted in the 'Orders: Browse' window. This report summarises all aspects of the Order, including Order details, each Delivery and each Invoice.

Order Status		Hansa, Print date: 12/9/2003 16:28					
Radio Import/Export Ltd							
No	Date	Customer	Planned Del.				
<u>423</u>	11/9/2003	001	Against All Odds Trading Co Burntwhistle Lodge				
			High Malberry Staffs TF5 6TY				
			Qty	Delvd.	Outstdg.	In Stock	To Ship
10103	Receiver		6	6	0	18	0
10108	Microphone		7	7	0	1	0
			GP				438.18
Deliveries							
Del. No	Del. Date	Order No	Cust No	Name	Ordered	Delvd.	
<u>960147</u>	11/9/2003	423	001	Against All Odds Trading Co Burntwhistle Lodge			
				High Malberry Staffs TF5 6TY			
	Volume:	Weight:	Packages:	Transport No.:			
	10103	Receiver			6	6	
	10108	Microphone			7	7	
RETURN							

Item Status

This function provides instant feedback for the Item shown in the Order row containing the cursor or highlighted in the 'Paste Special' window listing Items, showing in a new window the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details.

Print Internal Order

A printed order is usually sent to the customer to confirm that the order has been entered. An internal order form is used within the company for administrative purposes and reference.

There are three ways to print an internal Order.

1. While entering or inspecting an Order, select 'Print Internal Order' from the Operations menu.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Internal Orders' in the 'Documents' list window. Indicate the Order Number (or range of Order Numbers) to be printed and press [Run].
3. Internal Order forms can be printed automatically. This is controlled using the Auto Actions setting in the System module. Please refer to the appropriate section in the chapter in Volume 1 describing the System module.

Whichever method is used, the Form used is determined as follows—

1. Using the Form register in the System module, design the internal order and name it "INTERNAL_ORDER". Use the 'Properties' function on the Operations menu to assign a Document Type of "Internal S/Order". A sample "INTERNAL_ORDER" is supplied with Office/2: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Support module using the [Select Module] button in the Master Control panel.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Internal Orders'.

4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "INTERNAL_ORDER" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Internal Order Form definition. From now on, the internal order form that you have designed will be used, from the 'Documents' function and from the Operations menu function.

The Customer Register

Please refer to the 'Customers' chapter in Volume 1 of these manuals for full details of this register.

The Contact Person Register

When you enter a record in the Customer register, you can record the name of the main contact person in the Attn. field on card 1. This name will be brought in as a default whenever the Customer is used in an Order or Invoice.

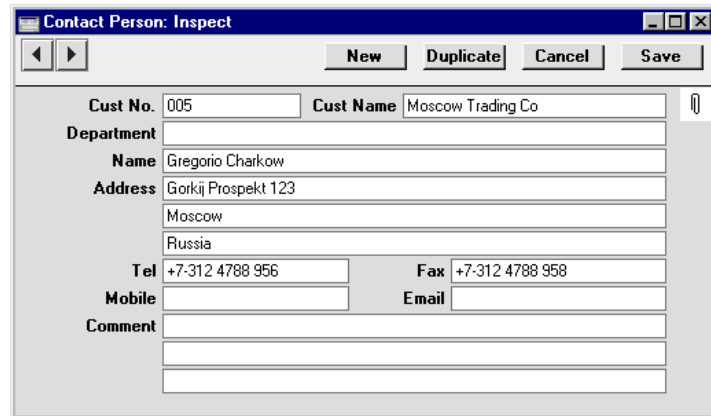
If you need to enter further Contact Persons for a particular Customer, you can do so using this register. Then, selecting 'Paste Special' from the Attn. field of an Order or Invoice will list all Contacts for the specified Customer, including the main contact.

To enter a new Contact Person, ensure you are in the Sales Support module and click [Contact Persons] in the Master Control panel. The 'Contact Persons: Browse' window appears, listing Contacts already entered.



Cust	Name	Contact	Job Des	Department	Tel
001	Against All Odds Trading	Herbert Blenkinsop	Manager		01857 122544
001	Against All Odds Trading	Michael Long	Manager		01857 122544
001	Against All Odds Trading	Rita Evans	Manager		01857 122544
002	New World Import/Export	Herbert Morrison	Manager		
002	New World Import/Export	Mr Mei Wang	Manager		
002	New World Import/Export	Mr Wu Ling	Manager		
003	Schmidt und son GmbH	Eberhard Schmidt			+49-49 732 40
003	Schmidt und son GmbH	Karl Wagner			+49-49 732 40
005	Moscow Trading Co	Elena Kolontai			+7-312 4788 956
005	Moscow Trading Co	Gregorio Charkow			+7-312 4788 956

Double-click on a row to open and change a Contact Person record, or click [New] in the Button Bar to create a new one.



Contact Person: Inspect	
<input type="button" value="New"/> <input type="button" value="Duplicate"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>	
Cust No.	005
Cust Name	Moscow Trading Co
Department	
Name	Gregorio Charkow
Address	Gorkij Prospekt 123
	Moscow
	Russia
Tel	+7-312 4788 956
Fax	+7-312 4788 958
Mobile	
Email	
Comment	

Cust. No.	Paste Special	Customer register
		Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.
Cust. Name		The Customer Name is entered after you have entered the Customer Number.
Department		The Department in which the Contact Person works.
Name		The name of the Contact Person.
Address		Office/2 will enter the address from the Customer record. Change to a personal or department address if necessary.
Tel, Fax		Entered by Office/2 from the Customer record. Change as necessary.
Mobile		The Contact's mobile number.
Email		The e-mail address of the Contact Person.
Comment		Any comment.

The Item Register

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this register.

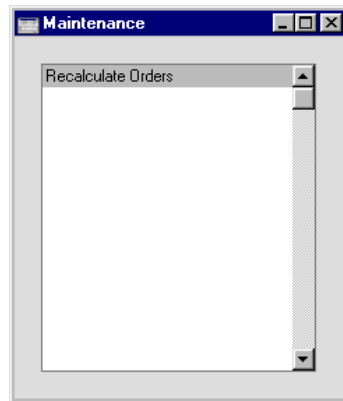
The Price Register

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this register.

Maintenance

Introduction

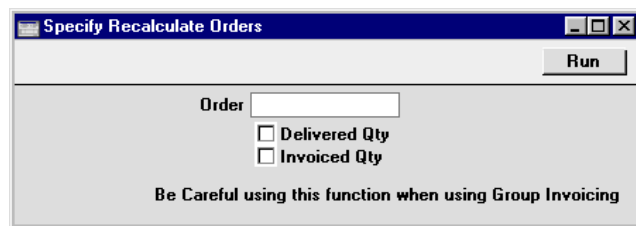
Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There is one such function available in the Sales Support module. To use it, select 'Maintenance' from the File menu. The following window appears—



Double-click the item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Recalculate Orders

The Del 1, Del 2 and Invoiced Quantities in Sales Orders can occasionally be rendered inaccurate in certain circumstances. If this happens, they can be corrected using this function.



Enter the Order Number of the Order to be corrected (or a range of Order Numbers), and specify whether the Delivery Quantity or the Invoice Quantity (or both) are to be updated. Click the [Run] button in the Button Bar: the Sales Orders are updated.



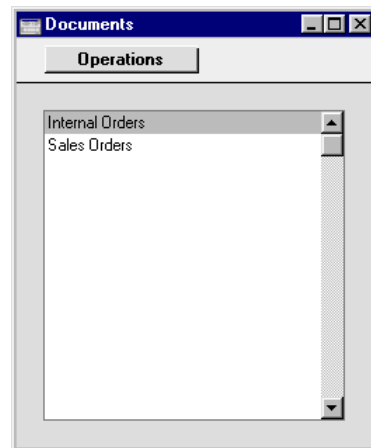
Do not use this function for Orders whose Invoices were created using the 'Group Invoicing' Maintenance function (part of the Group Invoicing Value Pack). These Invoices do not show Order Numbers on card 3 and therefore this function cannot find them when recalculating the Invoiced Quantity.

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Sales Support module. Each item ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Sales Orders are to be printed). The specification window for each document is described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine which Form will be used, follow this procedure (when Office/2 is supplied, sample Forms will be printed)—

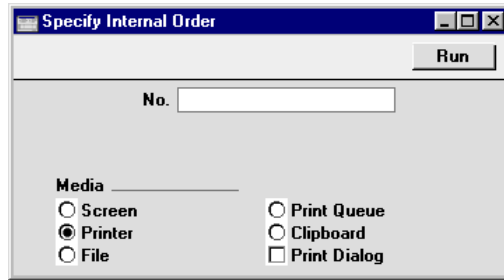
1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Sales Support module and select the 'Documents' item on the File menu or click the [Documents] button in the Master Control panel
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Office/2's Work Area' chapter in Volume 1 of this manual.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

The selection process for each document is described below. In all cases, leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Order Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Internal Orders

Internal orders are used within the company for administrative purposes and reference.



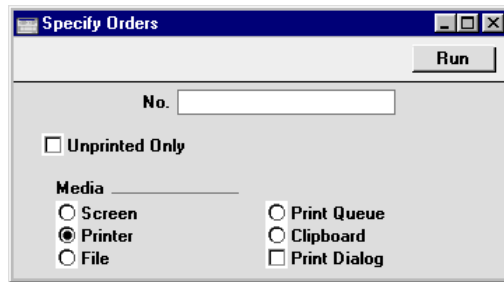
Number **Range Reporting** Numeric

Enter the Order Number or range of numbers for which you want the documents printed.

This document can also be produced automatically, controlled by the Automatic Actions setting in the System module.

Sales Orders

A printed order is usually sent to the customer to confirm that the Order has been received.



Number **Range Reporting** Numeric

Enter the Order Number or range of numbers for which you want the documents printed.

Unprinted Only If you check this box only previously unprinted Orders are printed.

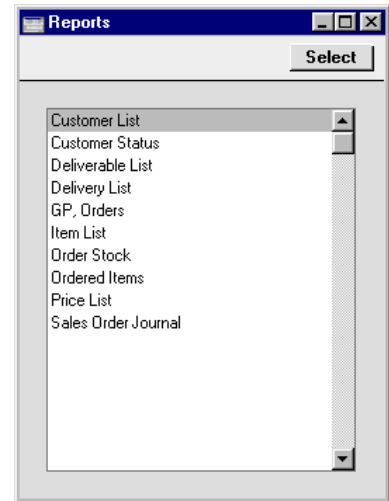
This document can also be produced automatically, controlled by the Automatic Actions setting in the System module.

Reports

Introduction

As with all modules, to print a report in the Sales Support module, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. Then, double-click the appropriate item in the list.

The following reports are available in the Sales Support module—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Sales Orders in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Customers, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Customers 001 to 010, enter "001:010" in the Customer field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can

initially print to screen and subsequently send the report to a printer using the Printer icon.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, the 'Recalculate' command on the Operations menu can be used to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

Customer List

Please refer to the 'Customers' chapter in Volume 1 of these manuals for full details of this report.

Customer Status

Please refer to the 'Customers' chapter in Volume 1 of these manuals for full details of this report.

Deliverable List

This report lists the Orders that have yet to be delivered in full but which can be fulfilled from stock. This means that there is sufficient stock to satisfy each of the Orders listed, but not necessarily all of them.

Orders with unapproved Deliveries are treated as delivered for the purposes of this report (i.e. they are not listed). However, stock that has been used in unapproved Deliveries is treated as being available to other Orders.

When printed to screen, the Deliverable List has Office/2's Drill-down feature. Click on any Order Number to open an individual Order record.

Order	Range Reporting	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
Item	Paste Special	Item register
	Use this field to limit the report to Orders containing a particular Item. Figures in the report will be for the specified Item only, not the whole Order.	
Customer	Paste Special	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
Salesman	Paste Special	Person register, System module
	To limit the report to Orders generated by a single Salesman, enter their initials here.	
Order Class	Paste Special	Order Classes setting, Sales Support module
	Enter an Order Class code to limit the report to Orders of a single Class.	

Date, Customer Name and the value of Items not yet delivered and invoiced are shown. The list is sorted by Order Number.

Detailed

This is a more comprehensive report in which the Orders are sorted by Order Number. In addition to the information shown in the Overview, the Planned Delivery Date, the full Invoice Address, telephone and fax number, Price List and Our Reference are shown and the Order rows are listed. For each row, the Item Name, quantity, unit price, discount and outstanding value are shown.

Order Rows

This is a simple list of Order rows from Orders that have not yet been fully delivered. The list is sorted by Order Number and shows the Order Number, Date, Planned Delivery Date, Item Number, uninvoiced quantity, unit price, outstanding uninvoiced value and Currency (if that Value Pack is present).

In each case, where a quantity is shown, this is the quantity awaiting delivery and invoicing. So, if an Item is delivered but not invoiced, it is included in the quantity.

Function

Use these options to determine whether values or quantities are to appear in the report.

Amount

The report will show the unfulfilled value of each Order.

Quantity

This option should only be used if you are using the Detailed or Order Rows options. If so, it will show for each Order row the quantities ordered, delivered, invoiced and remaining to be delivered (in place of the unit price, discount and outstanding value).

Inc Stock Level

This option is only useful if you are using the Detailed or Order Rows options and have selected the Quantity option immediately above. If so, it will additionally show for each Order row the quantity in stock, thus identifying which Order rows can be fulfilled immediately. The Order Rows option always shows stock quantities,

irrespective of whether you have chosen this option.

Delivery List

This report shows a list of Orders for which there are Deliveries remaining to be made or Invoices to be raised.

Order	Range Reporting	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
Item	Paste Special	Item register
	Enter an Item Number here to list Orders containing a particular Item in the report.	
Customer	Paste Special	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
Order Class	Paste Special	Order Classes setting, Sales Support module
	Enter an Order Class code to limit the report to Orders of a single Class.	

Item Group	Paste Special	Item Groups setting, Sales Ledger
		Use this field to limit the report to Orders containing Items belonging to a single Item Group.
Planned Delivery	Paste Special	Current Date
	Range Reporting	By Date
		If you wish to report on the Deliveries to be made on a specific date (based on the Planned Del. field on card 1 of the Order screen), enter that date here.
Sorting		The report can be sorted by Customer Category or Item Group.

GP, Orders

This report displays the Order Total and Gross Profit of each Order in the specified selection. The Gross Profit is based on the Cost Price for each Order row.

When printed to screen, the GP, Orders report has Office/2's Drill-down feature. Click on any Order Number to open an individual Order record.

Period	Paste Special	Reporting Periods setting, System module
		If you would like to consider only Sales Orders that fall within a certain period, enter the start and end dates of that period separated by a colon.
Order No.	Range Reporting	Numeric
		Use this field to limit the report to a single Order, or range of Orders.
Customer	Paste Special	Customer register
		To limit the report to Orders from a single Customer, enter a Customer Number here.
Salesman	Paste Special	Person register, System module
		To limit the report to Orders generated by a single Salesman, enter their initials here.
Object	Paste Special	Object register, Nominal Ledger
		To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
Function		These settings control the level of detail included in the report.
	Overview	This option offers a single line per Order displaying Order total and Gross Profit.
	Detailed	This option shows for each Order row the Item, Order Quantity, Sum and Gross Profit.

Item List

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this report.

Order Stock

This report gives you information about unfulfilled Orders, showing Order Number, Date, Customer and Order Value yet to be invoiced. As it also shows Planned Delivery Dates, it can be used to aid cashflow planning. Further detail is available if required.

When printed to screen, the Order Stock report has Office/2's Drill-down feature. Click on any Order Number to open an individual Order record.

Order	Range Reporting	Numeric
		Use this field to limit the report to a single Order, or range of Orders.
Item	Paste Special	Item register
		Use this field to limit the report to Orders containing a particular Item. Figures in the report will be for the specified Item only, not the whole Order.
Customer	Paste Special	Customer register
		To limit the report to Orders from a single Customer, enter a Customer Number here.

Salesman	Paste Special	Person register, System module To limit the report to Orders generated by a single Salesman, enter their initials here.
Order Class	Paste Special	Order Classes setting, Sales Support module Enter an Order Class code to limit the report to Orders of a single Class.
Item Group	Paste Special	Item Groups setting, Sales Ledger Use this field to limit the report to Orders containing Items belonging to a single Item Group. The figures shown in the report will be for the whole Order, unless the Show Items From Selected Group Only option (below) is used as well.
Planned Del.	Paste Special	Current Date Range Reporting By Date If you wish to report on Orders whose Deliveries are to be made on a specific date (based on the Planned Del. field on card 1 of the Order screen), enter that date here.
Object	Paste Special	Object register, Nominal Ledger To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
Function		Use these options to control the level of detail shown in the report.
	Overview	This option displays the most important Order journal data (Order Number, Date, Customer Name and Order Value yet to be invoiced) in a table format.
	Detailed	At the Order level, this option provides the additional information of Payment Terms and Planned Delivery Date. It also shows the Order rows with Item Code and Name, unfulfilled Quantity and unfulfilled Value. The full Customer Address can be shown by switching on the Complete Order Information check box.

Order Rows	This option shows minimal Order level information (Order No, Date and Planned Delivery Date). For all unfulfilled Order rows, it shows the Item Code, unfulfilled Quantity and unfulfilled Value.
Specify	Use these options to determine whether values or quantities are to appear in the report.
Amounts	The report will show the unfilled value of each Order.
Quantities	This option is only useful if you are using the Detailed or Order Rows options. If so, it will show for each Order row the quantity delivered, invoiced and remaining to be delivered.
Inc Stock Level	This option is only useful if you are using the Detailed or Order Rows options and have selected the Quantity option immediately above. If so, it will show for each Order row the quantity in stock, thus identifying which Order rows can be fulfilled immediately.
Status	Check one or more of the boxes to include Orders of different status. The Not Invoiced option refers to Order rows that have been delivered but not invoiced (i.e. rows that are ready for invoicing): rows that have not been delivered will not be shown if this option only is selected.
Status per Row	If you are reporting on Part-Delivered Orders and are using the Detailed and Quantity options, switching this option on will only list unfulfilled (undelivered or part-delivered) Order rows. Otherwise, all Order rows will be shown.
Show Items from selected Group only	If you have specified an Item Group using the field above, the report will be limited to Orders containing Items of that Group. You can decide whether to show all rows of those Orders or just those rows featuring Items of the specified Group. If you need the latter option, switch on this check box.

Complete Order Information

Switch this check box on if you are using the Detailed option and wish to see the full Customer Address for each Order in the report.

Ordered Items

This report provides a simple list of Stocked Items for which you have received Orders which are as yet undelivered. Quantities not yet delivered, Cost Amounts (Cost Price multiplied by undelivered Quantity) and unfulfilled sales values are shown.

Period **Paste Special** Reporting Periods setting, System module

Enter the start and end date of the reporting period.

Item No. **Paste Special** Item register

Range Reporting Alpha

Use this field to limit the report to Orders for a single Item or range of Items. Only the Stocked Items in the range will be included in the report.

Item Group	Paste Special	Item Groups setting, Sales Ledger
		Use this field to limit the report to Orders for Stocked Items of a single Item Group.
Order Class	Paste Special	Order Classes setting, Sales Support module
		Enter an Order Class code to limit the report to Orders of a single Class.
Group totals only		Switch this option off if you would like to display all Items waiting to be delivered, with Quantities and Purchase Values. Otherwise, only aggregate totals for each Item Group will be shown.
Cost Price		Choose here whether you would like the Cost Amounts shown in the report to be based on the Cost Price in each Order or on the latest Cost Price for the Item.
Sorting		These radio buttons control the sort order of the report. The default is to print the report in Item Group order. You can also choose to print in Item Number or Description order, but if you do the Group Totals Only option (above) should be switched off.

Price List

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this report.

Sales Order Journal

This report gives you information about registered Orders in the system.

When printed to screen, the Sales Order Journal has Office/2's Drill-down feature. Click on any Order Number to open an individual Order record.

Order No	Range Reporting	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period, separated by a colon (:).	
Customer	Paste Special	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
Salesman	Paste Special	Person register, System module
	To limit the report to Orders generated by a single Salesman, enter their initials here.	

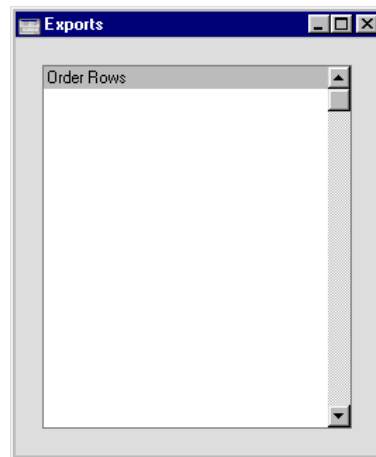
Order Class	Paste Special	Order Classes setting, Sales Support module
		Enter an Order Class code to limit the report to Orders of a single Class.
Function		Use these options to specify the level of detail in the report.
	Overview	The default setting for this report is Overview, which results in a report with the most important order journal data in a table format.
	Detailed	Clicking this button will result in a report with all available data.
	Excl VAT	Same as the Overview report, but amounts will be printed net of VAT.
Status		Choose one or more of these check boxes to include Orders of various statuses in the report. At least one option must be chosen, otherwise the report will be blank.
	Not Invoiced	Orders that have not yet been invoiced.
	Part Delivered	Orders that have been partially shipped.
	Delivered	Orders that have been shipped in full.

Exports

Introduction

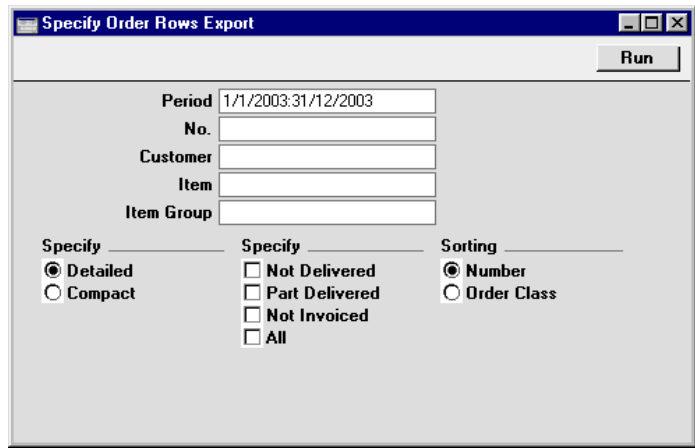
The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Office/2 databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel.

On choosing the function, the window illustrated below appears. This shows the single Export that can be produced from the Sales Support module. Double-click the item, and a specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and to determine where it is to be saved.



Order Rows

The 'Order Rows' export produces a text file containing all the Order rows included in the selection you make. The order rows can be used for different statistical analysis in other programs, for example spreadsheets.



The image shows a dialog box titled "Specify Order Rows Export" with a "Run" button in the top right corner. The dialog contains several input fields and radio button options. The "Period" field is pre-filled with "1/1/2003:31/12/2003". Below it are empty fields for "No.", "Customer", "Item", and "Item Group". There are three "Specify" sections: the first has radio buttons for "Detailed" (selected) and "Compact"; the second has checkboxes for "Not Delivered", "Part Delivered", "Not Invoiced", and "All"; the third has radio buttons for "Number" (selected) and "Order Class".

Use the selection fields to make the selection you want. Range reporting is possible from the Customer and Order Number fields.

Office/2

Stock

Chapter 2: The Stock Module

In this module deliveries to and from stock are recorded.

The Stock module interacts with the Sales Support module, with the Sales Ledger and the Nominal Ledger. The Delivery register is always updated from the Sales Order register.

All shipments in and out of stock are recorded as transactions in the Stock module. In addition and if required, Office/2 can automatically update stock valuations in the Nominal Ledger. Several reports give information about the contents and value of your stock.

Cost Accounting

Many companies will be happy to keep track of stock values by running monthly stock valuation reports, and to update Balance Sheet and cost of sales values with monthly Nominal journals (Nominal Ledger Transactions). However, some companies may want these values to be kept constantly up to date, with the benefit that Balance Sheets and Profit & Loss reports can be run at any time. For these users, when goods are received into or sold from stock, Office/2 can generate Nominal Ledger postings for the cost of goods, updating stock valuations in the Nominal Ledger ('cost accounting'). A choice is available whereby Transactions from outward stock movements can be created when Invoices are approved or when Delivery Notes are approved.

For cost accounting transactions to take place, the Items concerned must be Stocked Items. Once Office/2 has been set up as described below, cost accounting will take place automatically.

Switching Cost Accounting On

For cost accounting to operate, follow these steps—

1. Define the Item Groups, following the procedure described in the 'Items and Pricing' chapter in Volume 1 of these manuals. In each Group, ensure you define Cost and Credit Accounts and that you choose a Cost Model option. Although cost accounting transactions will be created for Items that do not belong to Item Groups, management of the system is easier using Item Groups since it is simple to change Cost and Credit Accounts and Cost Models for a particular Item Group.

If you would like Item Groups to be the basis of your cost accounting system, switch on the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module. It is then recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost and Credit Accounts specified. If you are not using this option, the Cost and Credit Accounts specified in Item Groups will play no part in your cost accounting structure.

2. Ensure that each Item for which cost accounting transactions are to be created have been defined as Stocked Items using the option on card 1 of the Item screen. If you are using the Use Item Groups for Cost Accounts option, allocate all Stocked Items to Item Groups.
3. Using card 4 of the Account Usage S/L setting in the Sales Ledger, define a Purchase Control Account, a Stock Account and a Stock Cost Account. These will be used as defaults in the event that equivalent Accounts have not been defined for a particular Item Group: the roles of these Accounts are described in the next sections, 'Cost Accounting Transactions from Goods Receipts' and 'Cost Accounting Transactions from Deliveries and Invoices'. In the same setting, you should also define Extra Cost, Freight Cost and Customs Cost Accounts.
4. Use the Sub Systems setting in the Nominal Ledger to determine when the cost accounting transactions will be created.

Transaction Type	From Date
<input checked="" type="checkbox"/> Invoices	1/1/2003
<input checked="" type="checkbox"/> Receipts	1/1/2003
<input checked="" type="checkbox"/> Purchase Invoices	1/1/2003
<input checked="" type="checkbox"/> Payments	1/1/2003
<input checked="" type="checkbox"/> Goods Receipts	1/1/2003
<input checked="" type="checkbox"/> Deliveries	1/1/2003
<input checked="" type="checkbox"/> Stock Depreciations	1/1/2003

If you would like the cost accounting transactions to be created when Delivery Notes are approved, switch on the Deliveries check box. Otherwise, they will be created when Invoices are approved providing that the Inv Update Stock option is switched on in the Account Usage S/L setting in the Sales Ledger.

You should also switch on the Goods Receipts option. This will ensure inward cost accounting postings are made, to balance the outward

postings made on Invoice or Delivery. As a result, an inward movement will see a Purchase Control Account being credited and a Stock Account being debited, while an outward movement will credit the Stock Account and debit the Stock Cost Account.

5. If, on card 2 of any of your Item Groups in step 1, you specified that the default Cost Model was to be used (to calculate the cost amount to be used in outward cost accounting transactions), define the default Cost Model using the Cost Model setting in the Sales Ledger. This default will also be used for Items which do not belong to Item Groups. The Cost Model setting is fully described in the 'Sales Ledger' chapter in Volume 2 of this manual.
6. Further cost accounting attributes are set using the Cost Accounting setting in the Stock module: please refer to the section describing this setting later in this chapter for full details.

Cost Accounting Transactions from Goods Receipts

Providing the steps in the previous section (in particular, steps 3 and 4) have been followed, Nominal Ledger Transactions will be created when Goods Receipts are approved. No cost model is used: the amounts posted are taken directly from the Goods Receipt record.

The Account credited by such Transactions will be the Purchase Control Account specified on card 4 of the Account Usage S/L setting in the Sales Ledger.

The Account debited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Credit Account for the Item Group to which the Item belongs will be debited.
2. If this is blank, or the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option is not in use, the Stock Account on card 4 of the Account Usage S/L setting in the Sales Ledger will be debited.

Cost Accounting Transactions from Deliveries and Invoices

Nominal Ledger Transactions for outward cost accounting postings can be created when Deliveries are approved, or when Invoices are approved.

Deliveries

To create Nominal Ledger Transactions when Deliveries are approved, switch on the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 4 in the 'Switching Cost Accounting On' section above). Ensure that the Goods Receipts option in the same setting is also on, so that cost accounting postings are made for both outward and inward stock movements.

The values posted are calculated using the Cost Model, Delivery defined in the Cost Model setting in the Sales Ledger. The Cost Models in the Item Groups are not used.

The Account credited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Credit Account for the Item Group to which the Item belongs will be credited.
2. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, or the Item does not belong to an Item Group, the Stock Account on card 4 of the Account Usage S/L setting will be credited.

The Account debited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be debited.
2. If this is blank, the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, or the Item does not belong to an Item Group, the Stock Cost Account specified on card 4 of the Account Usage S/L setting will be debited.

You can only issue Deliveries from Sales Orders, and you cannot raise an Invoice from a Sales Order until you have approved the Delivery. However, you can also enter Invoices directly to the Invoice register, without reference to Sales Orders. When you have specified that outward cost accounting transactions will be created on Delivery, it is recommended that such Invoices (those without a related Sales Order) should also create cost accounting transactions (using the model described in the next section), because there is no Delivery to carry out this task.

For this to happen, ensure that you have switched on the Inv Update Stock option in the Account Usage S/L setting (card 1).



If you find that Nominal Ledger Transactions are not created from Deliveries despite this having been specified in the Sub Systems setting, the likely cause is that the default Cost Model has been set to None.

Invoices

To ensure that outward cost accounting postings are only included in Nominal Ledger Transactions created when Invoices are approved, switch off the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 4 in the 'Switching Cost Accounting On' section above). Ensure that the Goods Receipts option in the same setting remains on, so that balancing inward cost accounting postings are made.

Next, check that you have switched on the Inv Update Stock option in the Account Usage S/L setting (card 1).

The values posted are calculated using the Cost Model specified for the Item Group to which the Item belongs. If the Item is not a member of an Item Group, or the Item Group has a blank Credit or Cost Account, the Cost Model, Invoice defined in the Cost Model setting in the Sales Ledger is used.

The Account credited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Credit Account for the Item Group to which the Item belongs will be credited.
2. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, the Stock Account on card 4 of the Account Usage S/L setting will be credited.

The Account debited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be debited.
2. If the Item does not belong to an Item Group, the Stock Cost Account specified on card 4 of the Account Usage S/L setting will be debited.

Nominal Ledger Transactions created when Invoices are approved will contain a cost accounting element in the following circumstances—

- i. When an Invoice is entered directly to the Invoice register (i.e. it does not relate to a Sales Order or a Delivery); and
- ii. When an Invoice is raised from a Sales Order and no Nominal Ledger Transaction was created from the Delivery (i.e. the Deliveries option in the Sub Systems setting is switched off).

The FIFO Cost Model can only be used in the first situation (i.e. when you are not be using the Sales Order register). In the second situation, FIFO values are calculated when the Delivery is approved and are not transferred to the Invoice. If you are using the FIFO Cost Model, this means the Nominal Ledger Transaction created from the Invoice will not contain a cost accounting element because the FIFO values are not known to the Invoice. If you want to use the FIFO Cost Model and are likely to create Invoices from Sales Orders, you must choose to have the cost accounting transaction created on Delivery as described in the previous section (i.e. the Deliveries option in the Sub Systems setting should be switched on, and the Cost Model, Delivery should be set to FIFO).

Returned Goods

If you are using a FIFO stock system and/or cost accounting (maintaining stock values in the Nominal Ledger), two complications can arise from the issuing of a Credit Note—

1. some Credit Notes will involve the return of goods to stock, whereas others may not; and
2. FIFO becomes impossible to calculate without intervention, as there is no way for the system to know the actual cost of the goods being returned.

For these reasons, to maintain an accurate stock valuation it is recommended that you follow a particular course of action when issuing Credit Notes and returning goods to stock. Please refer to the section entitled 'Credit Notes and Stock' in the 'Sales Ledger' chapter in Volume 2 of these manuals for full details.

Switching Cost Accounting Off

If you do not wish to operate cost accounting, perhaps because the extra work required in ensuring the Nominal Ledger stock valuation agrees with the stock list valuation will not be of benefit, follow these steps—

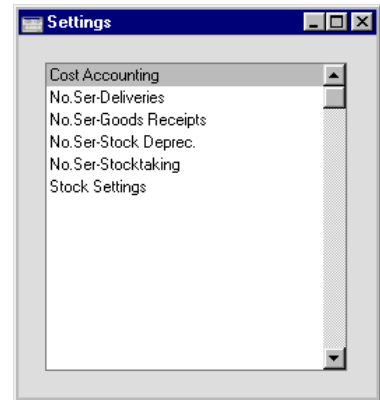
1. In the Sub Systems setting in the Nominal Ledger, ensure that Nominal Ledger Transactions will not be created by Deliveries or Goods Receipts by switching off these options. Do not switch off the Invoices option because doing so will prevent posting to the Sales, VAT and Debtor Accounts as well.
2. In the Cost Model setting in the Sales Ledger, ensure that the Cost Model, Delivery and Cost Model, Invoice options are both set to None.
3. On card 2 of each Item Group, ensure that the selected Cost Model is either Default or None. The Default Cost Model has already been set to None in step 2.
4. If you will be creating Deliveries from Orders, stock quantities for any Items used will be updated automatically when Deliveries are approved. If you would also like stock quantities to be updated when Invoices that are not related to Orders are approved, ensure the Invoice Update Stock option on card 1 of the Account Usage S/L setting has been switched on.

Stock quantities will also be updated when Goods Receipts are approved.

Settings

Introduction

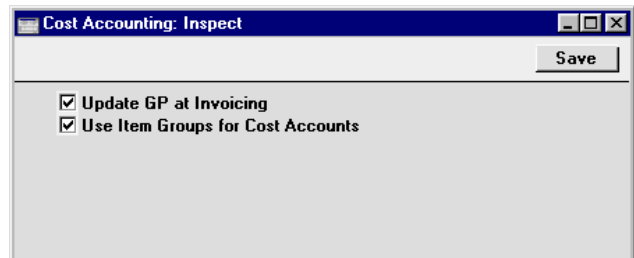
The following settings are available in the Stock module—



To edit a setting, ensure you are in the Stock module and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then double-click the relevant item in the list.

Cost Accounting

This setting offers some options for controlling the costing method used by Office/2 when generating Nominal Ledger cost accounting transactions from the Sales Support module.



Update GP at Invoicing

When creating Invoices from Orders, the Cost Price of each Item on the Invoice (and therefore its gross profit) can be taken from the Order or from the sum of the Cost Price and the Extra Cost from the Item record. If you wish to use the latter alternative, switch this check box on. This can be more accurate if you are routinely updating Items' Cost Prices from Goods Receipts since these are likely to occur after the entry of the Sales Order.

Use Item Groups for Cost Accounts

With this option selected, Office/2 will give priority to the Accounts entered for each Item Group when Nominal Ledger Transactions are generated from a Delivery or Goods Receipt.

If you are using this option, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost and Credit Accounts specified.

This option does not affect the choice of Cost Model.

Number Series - Deliveries

Use this setting to define the number sequences for Deliveries in a similar manner to that described below.

Number Series - Goods Receipts

Each Goods Receipt has its own unique identifying number, based on a sequential series. When entering a new Goods Receipt, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different order types.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If no Number Series are entered, Goods Receipt Numbers will start at 1 and continue consecutively.

When entering Goods Receipts, the next number in the first Number Series entered to this setting will be used as a default; change to the next number in any other Number Series using 'Paste Special'.

On double-clicking 'No. Ser - Goods Receipts' in the 'Settings' list, the following window appears—

No.	Date		Comment
	From	To	
1	1	200	1/1/2002 - 31/12/2002 London
2	1000	1200	1/1/2002 - 31/12/2002 Manchester
3	300	500	1/1/2003 - 31/12/2003 London
4	1300	1500	1/1/2003 - 31/12/2003 Manchester
5			
6			
7			
8			
9			
10			
11			

Enter each new Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Number Series - Stock Depreciations

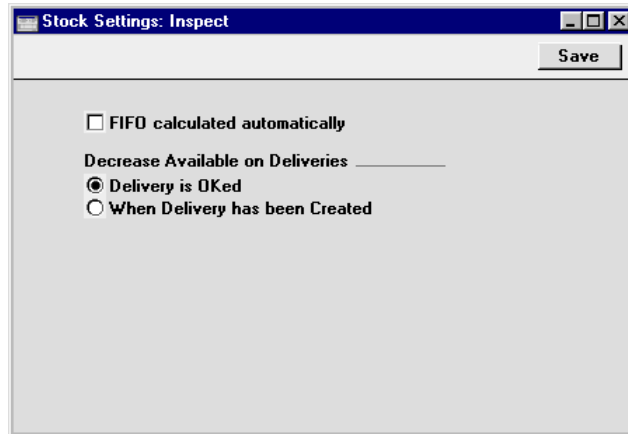
This setting contains the number sequences for Stock Depreciation records.

Number Series - Stocktaking

This setting contains the number sequences for use in the Stocktaking register.

Stock Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Stock module.



FIFO calculated automatically

This option is only used if you have the Stock Locations Value Pack. Please refer to Volume 4 of these manuals for details.

Decrease Available on Deliveries

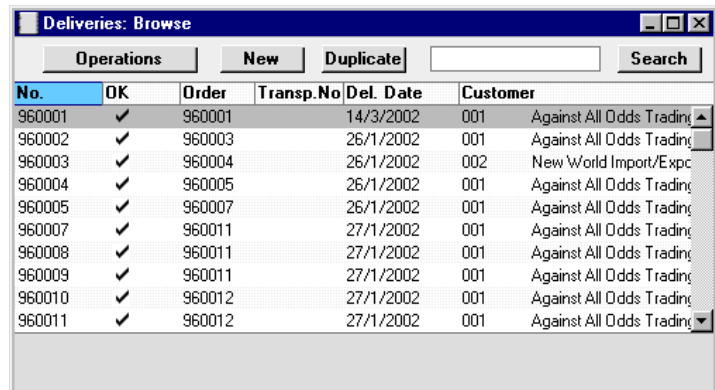
Use these options to determine exactly when delivered Items are to be removed from stock. The available quantity of an Item can quickly be viewed using the 'Item Status' and 'Item Status Report' functions on the Operations menu, available in several areas of Office/2.

These options control the calculation of the Available figure shown in a Delivery when it is created. They also control when the Stock and Order figures in the 'Item Status' window and Item Status Report are updated. In both cases, the figures can be reduced by the quantity delivered when Deliveries are created or when they are approved (i.e. the choice is whether these figures should include quantities on previous unapproved Deliveries). The 'Item Status' and 'Item Status Report' functions are fully described in the 'Items and Pricing' chapter in Volume 1 of this manual.

The Delivery Register

This register holds one record per Delivery. A Delivery is always connected with a Sales Order, and it can be either a full (final) Delivery or a part Delivery.

To view Deliveries already entered, ensure you are in the Stock module and click the [Deliveries] button in the Master Control panel. The 'Deliveries: Browse' window is opened—



No.	OK	Order	Transp.No	Del. Date	Customer
960001	✓	960001		14/3/2002	001 Against All Odds Trading
960002	✓	960003		26/1/2002	001 Against All Odds Trading
960003	✓	960004		26/1/2002	002 New World Import/Expc
960004	✓	960005		26/1/2002	001 Against All Odds Trading
960005	✓	960007		26/1/2002	001 Against All Odds Trading
960007	✓	960011		27/1/2002	001 Against All Odds Trading
960008	✓	960011		27/1/2002	001 Against All Odds Trading
960009	✓	960011		27/1/2002	001 Against All Odds Trading
960010	✓	960012		27/1/2002	001 Against All Odds Trading
960011	✓	960012		27/1/2002	001 Against All Odds Trading

Deliveries are normally shown in number order. For each is shown a Delivery Number, an indication of whether the Delivery has been approved in the OK column, the Sales Order Number, Transport Number, Delivery Date and Customer Number and Name. As in all Office/2 browse windows, you can re-sort the list and search for particular records.

Entering a Delivery

A new Delivery must be created from a Sales Order record. With a Sales Order open, select the 'Delivery' command from the Operations menu. This creates a new Delivery record. For the command to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button). You can also create a Delivery by dragging an Order from the 'Orders: Browse' window to the 'Deliveries: Browse' window.

Delivery: Inspect

Operations

Del. No. 960146 Cust. No. 001 Tel. Message
 Order No. 1057 Del. Mode Customer's Address
 Del. Date 10/9/2003

1 2 3

Item	Description	Ordered	Avail.	Del. Qty
1	10102 Stereo cassette radio	2	54	2
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

OK Del. Qty 2.00 Comment

Note that the record is presented in a 'Delivery: Inspect' window. This means that the record has already been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

Let us go through the fields.

Header

Del. No. **Paste Special** Select from another Number Series

The serial number of the current Delivery. The default is the next unused number from the number sequence specified in the Number Series Defaults setting or from the first number sequence in the Number Series - Deliveries setting. You may change this number, but not to one that has already been used.

Cust. No. The Customer Number from the Order. This field cannot be changed.

Tel. Message If it is necessary to remind your warehouse or delivery staff to call the Customer to arrange this Delivery, check

this box. Depending on how your delivery documentation has been designed, an X can be printed to ensure this task is carried out.

Order No. The serial number for the Sales Order from which the Delivery record was created. This field cannot be changed.

Del. Mode **Paste Special** Delivery Modes setting, Sales Support module

The Delivery Mode from the Order. Examples might be Post or Courier, or might specify the name of the courier that you will use to supply the goods on the Order.

Customer's Address

When you print a Delivery Note, Picking List or Freight Label for a Delivery, the address that will be printed will usually be the one shown on card 2 of the Delivery record. Check this box if you would like the Invoice Address (from card 4 of the originating Order) to be printed instead.

Del. Date **Paste Special** Current Date

The date of the Delivery. The current date is entered by Office/2 as a default.

Card 1

The information in the grid on card 1 is dictated by the Order and, where appropriate, by current stock levels. If you need to make a part shipment, change the Quantity of one or more rows as appropriate. You can remove entire rows, by clicking on the row number to the left and pressing the Backspace key. Office/2 does not allow you to deliver a greater Quantity than was ordered, or to add rows.

Item The Item Number from the Order. This field cannot be changed.

Description The Item Name from the Order.

Ordered The ordered quantity. This field cannot be changed.

Avail. The quantity available in stock at the moment when the Delivery is created. The field will be blank for Plain Items (Items for which a stock history is not maintained), as for these there is no stock balance figure. This field cannot be changed.

The calculation of this figure is controlled by the Decrease Available on Deliveries options in the Stock Settings setting. The free stock figure for each Item can be reduced by the quantities on previous Deliveries when they are created or when they are approved. So, if the second option is used, the figure in this field will include delivery quantities from previous unapproved Deliveries.

Del. Qty

As a default, Office/2 assumes you wish to ship as many Items as possible. Therefore, for Stocked Items, if the stock balance is greater than the ordered quantity, the ordered quantity is suggested. If the balance is less than ordered quantity, the stock balance is suggested. If the balance is zero or negative, zero will be entered. For Plain Items, as no stock balance figure is kept, the ordered quantity is always suggested.

This figure can be changed if necessary: the change will also be recorded in the Del 1 and Del 2 fields of the relevant Order row.

Footer

OK

Check this box to approve the Delivery. When the approved Delivery has been saved it can no longer be altered. Stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created). If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will now be raised (they may otherwise be raised after invoicing). Cost accounting is described earlier in this chapter.

The Delivery must be approved before it can be invoiced from the Order.

References in this manual to approved Deliveries are to those whose OK check box is on.

Del. Qty

This shows the total number of Items delivered.

Comment

Any comment entered here will be printed on the Freight Label.

Card 2

1 2 3	
Address	Buntwhistle Lodge
	High Malberry
	Staffs TF5 6TY

Address**Default taken from** Sales Order

The Delivery Address, taken from card 5 of the Order which, in turn, is taken from the card 2 of the Customer. It can be changed for this Delivery if necessary.

Card 3

1 2 3			
Packages	<input type="text"/>	Transport No.	<input type="text"/>
Weight	<input type="text"/>	Volume	<input type="text"/>
From City	<input type="text"/>	To City	<input type="text"/>
From Dock	<input type="text"/>	To Dock	<input type="text"/>
Transport Directives	<input type="text"/>		

Packages

An optional field to register the number of packages used to make up the Delivery. This information can be printed on the Freight Label.

Transport No.

An optional transport number, e.g. bill of lading no. This information can be printed on the Freight Label and is shown in the 'Deliveries: Browse' window.

Weight**Default taken from** Items

This field will contain a calculated value based on the Delivery Quantity and the Weight of the Items. If the Weight of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Calculate Weight' function on the Operations menu to update this field.

Volume**Default taken from** Items

This field will contain a calculated value based on the Delivery Quantity and the Volume of the Items. If the Volume of one of the Items is changed or if this figure

becomes inaccurate for any other reason, use the 'Calculate Weight' function on the Operations menu to update this field.

From City If appropriate, specify here the city from which the Delivery is to be made. This information can appear on delivery documentation.

To City If appropriate, specify here the city to which the Delivery is to be made. This information can appear on delivery documentation.

From Dock If appropriate, specify here the port or airport from which the Delivery is to be made. This information can appear on delivery documentation.

To Dock If appropriate, specify here the port or airport to which the Delivery is to be made. This information can appear on delivery documentation.

Transport Directives

If appropriate, enter any special handling instructions for the Delivery here. This information can appear on delivery documentation.

Nominal Ledger Transactions from Deliveries

When a Delivery record is approved and saved, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger, if a Cost Model has been chosen and if at least one of the Items on the Delivery is a Stocked Item. Please refer to the 'Cost Accounting' section earlier in this chapter for full details of this Transaction.

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

Inspecting and Approving Deliveries

Before a Delivery goes out it needs to be prepared and approved. The first step is to print the Picking List. This is done by clicking the Printer icon in the Button Bar. When the Delivery is finally OK, click the OK check box and press the [Save] button. Once this has been done, you will no longer be able to modify the Delivery. You will then be able to create an Invoice for the Delivery (from the Order screen).

You can also approve several Delivery records at once by highlighting them in the 'Deliveries: Browse' window and selecting 'OK' from the Operations menu. To highlight several Delivery records, click on the first Delivery to be approved, hold down the Shift key and click on the last.

On approval, stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created). Also, if defined in the Sub Systems setting in the Nominal Ledger, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the 'Cost Accounting' section earlier in this chapter for details of the Accounts used by this Transaction.

Deliveries from the Sales Ledger

It is possible to deliver goods from stock without a Delivery. This can be done by entering Invoices directly to the Invoice register (i.e. without first entering a related Sales Order). On card 4 of the Invoice, there is an Update Stock check box, which will be on by default if the Invoice Update Stock option in the Account Usage S/L setting, Invoice Update Stock. If it is on, an Invoice for a Stocked Item will generate an "invisible" Delivery transaction. The result of such an event is that the stock balance of the Item is altered, but there will be no Delivery transaction generated in the Delivery register. The result of the stock change is, however, visible in the Item History report in the Stock module. If you are using cost accounting (maintaining stock values in the Nominal Ledger), stock postings (the equivalent of those in Transactions generated from Deliveries) will be included in the Transaction created from the Invoice.

The Invoice Update Stock check box is only relevant for Deliveries issued from an Invoice (i.e. when there is no related Sales Order).

Printing Picking Lists and Delivery Notes

If you click the Printer icon in the Button Bar with a Delivery in the active window, a document will be printed. If the Delivery is not approved, a Picking List is printed. If the Delivery is approved, a Delivery Note is printed. If you want to print to screen, click the Preview icon.

To print Delivery Notes or Picking Lists in batches, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Delivery Notes' or 'Picking Lists' in the 'Documents' list window. Indicate the Delivery Number (or range of Delivery Numbers) to be printed and press [Run].

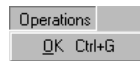
Delivery Notes can also be printed automatically on approval. This is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' chapter in Volume 1 for details.

However Picking Lists or Delivery Notes are printed, the Forms used are determined as follows—

1. Using the Form register in the System module, design the Delivery Note or Picking List as appropriate and name it "DELIVERY_NOTE" or "PICKING_LIST". Use the 'Properties' function on the Operations menu to assign Document Types of "Delivery Note" and "Picking List" respectively. Samples are supplied with Office/2: these can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Stock module using the [Select Module] button in the Master Control panel.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Delivery Notes'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "DELIVERY_NOTE" or "PICKING_LIST" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition.
7. Repeat steps 3-6 above, this time highlighting 'Picking Lists' in the 'Documents' list window and entering "PICKING_LIST" in the 'Define Document' window. From now on, the Forms that you have designed will be used, from the 'Documents' function and from the Printer and Preview icons. "PICKING_LIST" will be used when a Delivery is not approved, otherwise "DELIVERY_NOTE" will be used.

If it is necessary to include a telephone and/or fax number on Delivery Notes and Picking Lists, they will be taken from the Company Info setting in the System module.

Operations Menu



The Operations menus for Deliveries are shown above. On the left is that for the 'Deliveries: Browse' window: highlight one or more Deliveries (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Delivery: Inspect' window.

OK

This command is available on the Operations menu only from the 'Deliveries: Browse' window. It permits the approving of a Delivery and is therefore the equivalent of checking the OK box in the Delivery record. You can also select several Deliveries (hold down the Shift key to select a range of Deliveries in the list) and approve them all at once. Remember that, if so defined in the Sub Systems setting in the Nominal Ledger, this action causes Nominal Ledger Transactions to be created for each Delivery in the selection and that therefore once it has been carried out you will no longer be able to modify those Deliveries. Stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created).

Print Freight Labels

Select this command to print Freight Labels for the current Delivery. Freight Labels can also be printed using the 'Documents' function.

Calculate Weight

When a Delivery is created from a Sales Order, its total Weight and Volume, calculated from the Delivery Quantity and from the Item records, is shown on card 3. If the Weight or Volume of an Item is changed or if these figures become inaccurate for any other reason, they can be recalculated using this function.

Item Status

This function provides instant feedback for the Item shown in the Delivery row containing the cursor or highlighted in the 'Paste Special' window listing Items. Information displayed in a new window includes the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this function.

Open NL Transaction

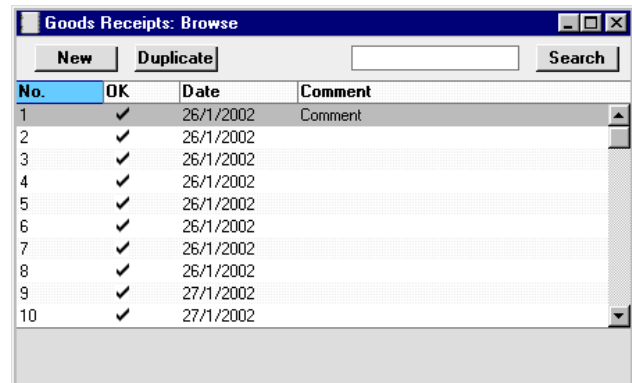
Once a Delivery has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

On selecting the function, the Transaction will be opened in a new window.

The Goods Receipt Register

This register holds records of deliveries received into stock, for Stocked Items. Normally, the information for the Goods Receipt record is taken from the Supplier's delivery note. In many cases, the Invoice from the Supplier is not available at the time of delivery, and therefore full information about the cost of different Items may not be available. The stock value in Office/2 is based on the information recorded in the Goods Receipt register.

In the Stock module, click the [Goods Receipts] button in the Master Control panel. The 'Goods Receipts: Browse' window is opened, showing Goods Receipts already entered—

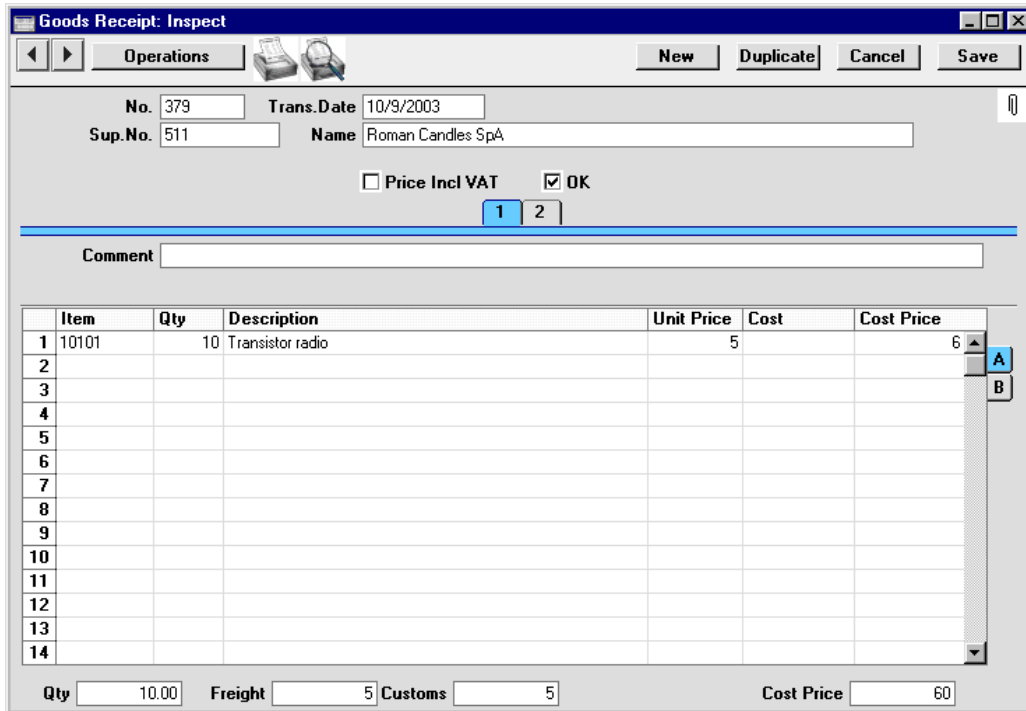


No.	OK	Date	Comment
1	✓	26/1/2002	Comment
2	✓	26/1/2002	
3	✓	26/1/2002	
4	✓	26/1/2002	
5	✓	26/1/2002	
6	✓	26/1/2002	
7	✓	26/1/2002	
8	✓	26/1/2002	
9	✓	27/1/2002	
10	✓	27/1/2002	

Goods Receipts are normally shown in transaction number order. The OK column contains a check mark for Goods Receipts that have been approved.

Entering a Goods Receipt

From the 'Goods Receipts: Browse' window, click the [New] button in the Button Bar to open a new Goods Receipt transaction.



Goods Receipt: Inspect

Operations

No. 379 Trans. Date 10/9/2003
 Sup. No. 511 Name Roman Candles SpA

Price Incl VAT OK

1 2

Comment

Item	Qty	Description	Unit Price	Cost	Cost Price
1	10	10101 Transistor radio	5		6
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Qty 10.00 Freight 5 Customs 5 Cost Price 60

Header

No.

Paste Special

Select from another Number Series

The number of the Goods Receipt: Office/2 will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first number sequence entered in the Number Series - Goods Receipts setting. You may change this number, but not to one that has already been used.

Trans. Date

Paste Special

Current Date

The date of the receipt. The default value is the current date.

Sup. No.	Paste Special	Supplier register
		Enter the Supplier Number. When you press Return, the Supplier's name will be entered to the field on the right.
Name		The Supplier's Name is entered from the Supplier register after you have entered the Supplier Number.
OK		<p>Check this box to approve the Goods Receipt. After approving the transaction, it may not be changed. Stock levels will be amended accordingly.</p> <p>If you have so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Goods Receipts', below.</p> <p>If you are cannot save a Goods Receipt after checking the OK box, the probable cause is that you will not have specified Freight, Customs and Extra Cost Accounts on card 4 of the Account Usage S/L setting (in the Sales Ledger). These Accounts must be specified, even if the Goods Receipt does not include any of these costs.</p> <p>References in this manual to approved Goods Receipts are to those whose OK check box is on.</p>
Price Incl. VAT		Check this box if the prices entered for the goods received include VAT. For each Item, VAT will be calculated using the VAT Code from the Item, the Item Group or from card 3 of the Account Usage P/L setting.

Card 1

Comment A comment regarding the current Goods Receipt.

Card 2

Use the grid on card 2 to list the Items being received into stock. This grid is divided into two horizontal flips. When you click on a flip tab (marked A and B), the two or three right-hand columns of the grid are replaced.



To add rows to a Goods Receipt, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left

of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Flip A

Item	Paste Special	Item register
		Enter the Item Number of the Item received. A warning will appear if you use an Item that is not a Stocked Item.
Qty		Received quantity, to be added to stock. Negative values are not accepted.
Description		The Item description is brought in from the Item register by Office/2. It may be altered.
Unit Price		The normal purchase price from the Cost Price field in the Item register. This figure excludes any extra costs such as delivery or customs duties, but includes VAT if the Price Incl. VAT box in the header is checked. The price may be changed for a particular transaction. If the Item in question can have its Cost Price updated on Purchase (set using the options on card 3 of the Item record), any change in price here will be fed back to the Item record automatically.
Cost		Any additional cost (per unit) for the Item. It will be shown added to the Unit Price in the Cost Price column to the right. Enter either an amount or a percentage followed by the % character. This value will default to the Extra Cost from card 3 of the relevant Item. If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any costs in this field are credited to the Extra Costs Account specified on card 4 of the Account Usage S/L setting.
Cost Price		The Unit Price of the Item, including any freight and other additional costs. If the Price Incl. VAT box in the header is checked, the figure in this field will be the only one in the Goods Receipt not to include VAT.

Flip B

Fr. Cost		An optional Freight Cost (per unit) to be added to the total Cost Price for the Goods Receipt. A value can be
-----------------	--	---

entered manually for each row, or it can be calculated automatically by Office/2. The automatic calculation starts with the Freight field in the footer area of the window: enter the Freight amount for the total shipment here. When you move to the next field, Office/2 will distribute the total Freight amount to the different Item rows according to the cost value of each row.

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any Freight costs are credited to the Freight Cost Account specified on card 4 of the Account Usage S/L setting.

Customs This field works in the same manner as the Freight fields, using the Customs field in the footer area. It refers to any customs charges attached to the Goods Receipt.

If a Nominal Ledger Transaction is generated from this Goods Receipt, any Customs costs are credited to the Customs Cost Account specified on card 4 of the Account Usage S/L setting.

Footer

Qty This field records the total number of items of all types on the Goods Receipt.

Freight Please refer to the description of the Fr. Cost field on flip B for details of this field.

Customs Please refer to the description of the Customs field on flip B for details of this field.

Cost Price This field records the total value of the Goods Receipt, including all shipping and other additional costs.



Nominal Ledger Transactions from Goods Receipts

When a Goods Receipt record is approved and saved, a Nominal Ledger Transaction can be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. Please refer to the 'Cost Accounting' section earlier in this chapter for full details of this Transaction.

No Items that are Plain Items will be included in the Nominal Ledger Transaction. Although stock quantities for such Items are maintained, stock values are not.

Shown below is an example Nominal Ledger Goods Receipt Transaction—

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 379 Trans.Date 10/9/2003 Reference

Text 511 Roman Candles SpA, GBP

	Account	Object	Description	Debit	Credit	V-Cd
1	742		Stock Purchased	60.00		
2	805		Purchase Control Account		50.00	
3	290		Cost of Carriage & Packing		5.00	S
4	298		Customs Costs		5.00	S
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 60.00 60.00

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

As shown in the illustration, any Freight, Customs and Extra Costs specified on flip B will be credited to separate Accounts specified on card 4 of the Account Usage S/L setting. Even if the flip B fields are blank, valid Accounts must be specified before the Goods Receipt can be approved. Failure to do so will cause Office/2 to display the error message "Transaction could not be generated. Check settings" when an attempt is made to approve and save the Goods Receipt.

Stock Adjustments

From time to time the stock balances need to be adjusted for returned goods etc. Entering and approving Credit Notes should not usually update stock levels because of the difficulty of obtaining a FIFO valuation. Instead, the goods should be returned to stock through the medium of a Goods Receipt. Be careful that the cost prices are set correctly, in agreement with the stock valuation method you have selected: first you will probably need to find out

the true value of the Item from flip C of the original Invoice (if there is no related Sales Order) or from the Delivery record using a report such as the Stock Out Journal or Item History. The stock valuation in the Nominal Ledger will be updated from the Goods Receipt if you are using Office/2's cost accounting facilities.

The entering of Credit Notes is described in the 'Sales Ledger' chapter in Volume 2 of this manual, while cost accounting is described earlier in this chapter.

Checking and Approving Goods Receipts

Once a Goods Receipt has been entered, it needs to be checked and approved, in order to confirm amounts and values. Click in the OK click box to approve it, and save the approval by pressing the [Save] button in the Button Bar. You will no longer be able to change a Goods Receipt once it has been approved.

On approval, stock levels will be amended and, if so defined in the Sub Systems setting in the Nominal Ledger, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the 'Cost Accounting' section earlier in this chapter for details of the Accounts used by this Transaction.

If you are unable to save a Goods Receipt after you have checked the OK box, the probable cause is that you will not have specified Freight, Customs and Extra Cost Accounts on card 4 of the Account Usage S/L setting (in the Sales Ledger). These Accounts must be specified, even if the Goods Receipt does not include any of these costs.

Operations Menu



The Operations menu for the 'Goods Receipt: New' and 'Goods Receipt: Inspect' windows is shown above. There is no Operations menu for the 'Goods Receipts: Browse' window.

Print Labels

The 'Print Labels' command will print a label document, used to identify a particular shipment from a Supplier.

To print labels in batches, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click

'Purchase Labels' in the 'Documents' list window, or highlight it and press the Enter key . Indicate the Goods Receipt Number (or range of Numbers) to be printed and press [Run].

Whether printing singly or in batches, the Form used is determined as follows—

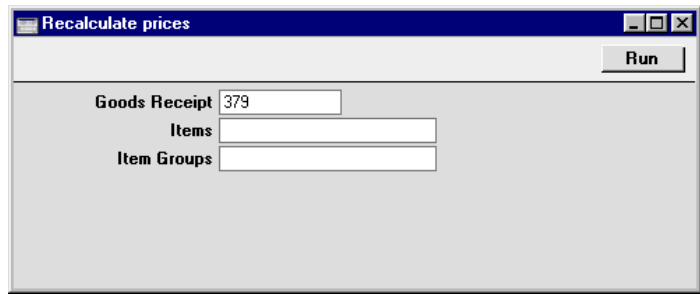
1. Using the Form register in the System module, design the Label and name it "PUR_LABEL". A sample is supplied with Office/2: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Stock module using the [Select Module] button in the Master Control panel.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Purchase Labels'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "PUR_LABEL" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function and from the Operations menu item.

Update Prices

This command can be used to update the Cost Prices of the Items used in the current Goods Receipt.

The function should only be used once the Goods Receipt has been saved by clicking the [Save] button in the Button Bar. It is not necessary to approve the Goods Receipt.

Selecting the function opens the dialogue box shown below. Complete it as described and click the [Run] button in the Button Bar. Price changes will then be made, as directed.



Goods Receipt This field provides a reminder of the number of the Goods Receipt from which the changed prices are taken. It cannot be changed.

Items **Paste Special** Item register
Range Reporting Alpha
 Specify a particular Item (which must be one on the Goods Receipt) whose Cost Price is to be changed. If left blank, all Items on the Goods Receipt will be affected.

Item Groups **Paste Special** Item Groups setting, Sales Ledger
Range Reporting Alpha
 Specify a particular Item Group, the Items of which are to have their Cost Price changed. Only members of the Item Group shown on the Goods Receipt will be affected. If left blank, all Items on the Goods Receipt will be affected.

Open NL Transaction

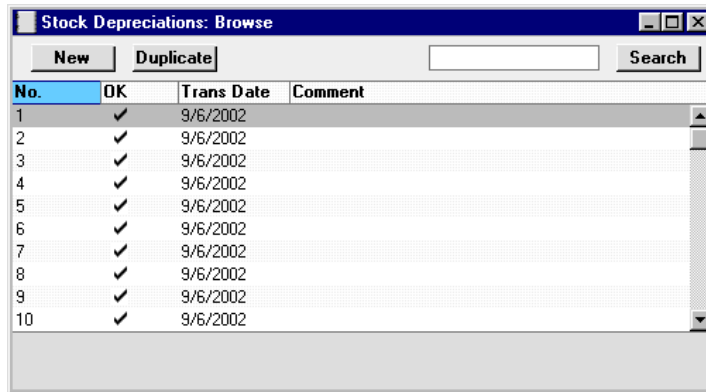
Once a Goods Receipt has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

On selecting the function, the Transaction will be opened in a new window.

The Stock Depreciation Register

This register holds a special type of transaction for the depreciation of stock, the withdrawal from stock of items for internal use and the writing-off of stock. The register can also be used when it is necessary to adjust stock balances for breakages, losses, returned goods, etc. It allows full control over the removal of items from stock, including the adjustment of FIFO values. If so determined in the Sub Systems setting in the Nominal Ledger, Stock Depreciation transactions, when approved, will create Nominal Ledger Transactions with full control over Accounts etc.

In the Stock module, click the [Stock Depreciation] button in the Master Control panel. The 'Stock Depreciations: Browse' window is opened, showing Stock Depreciation transactions already entered—



No.	OK	Trans Date	Comment
1	✓	9/6/2002	
2	✓	9/6/2002	
3	✓	9/6/2002	
4	✓	9/6/2002	
5	✓	9/6/2002	
6	✓	9/6/2002	
7	✓	9/6/2002	
8	✓	9/6/2002	
9	✓	9/6/2002	
10	✓	9/6/2002	

Stock Depreciations are normally shown in transaction number order. The OK column contains a check mark for the Stock Depreciations that have been approved.

Entering a Stock Depreciation transaction

From the 'Stock Depreciations: Browse' window, click the [New] button in the Button Bar to open a new Stock Depreciation transaction. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

The 'Stock Depreciation: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Stock Depreciation transaction.

Item	Qty	Description	Cost Acc
1	10106	3 CD player	230
2	10108	2 Microphone	235
3			
4			
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8			
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18			
19			
20			

No. **Paste Special** Select from another Number Series

The number of the Stock Depreciation transaction: Office/2 will enter the next unused number from the first number sequence entered in the Number Series - Stock Depreciations setting. You may change this number, but not to one that has already been used.

Trans Date **Paste Special** Current Date

The Transaction date: Office/2 enters the current date as a default.

OK Check this box to approve the Stock Depreciation transaction. After approving the transaction, it may not be changed.

If you have so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal

Ledger Transactions from Stock Depreciation transactions', below.

References in this manual to approved Stock Depreciation transactions are to those whose OK check box is on.

Cost Acc. **Paste Special** Account register, Nominal Ledger/System module

The default debit Account for the Stock Depreciation transaction. A Cost Account can be specified for any of the Stock Depreciation rows, overriding that entered here. The default is the Stock Cost Account specified in the Account Usage S/L setting.

If no Account is entered here or in a Stock Depreciation row, the Cost Account from the Item Group will be debited.

Tot. Qty This shows the total number of Items included in the Stock Depreciation transaction.

Comment Record any comment about the Stock Depreciation record here, such as the reason for its entry.

Use the grid that takes up most of the window to list the Items that are to be removed from stock.

Flip A

Item **Paste Special** Item register

As with all Item Number fields in Office/2, enter the Item Number of the Item.

If an Item is chosen of which there is no stock, it will not be included in the resulting Nominal Ledger Transaction. However, the stock balance of the Item will be reduced (i.e. negative stock will be created).

If the Item is a Plain Item, it will not be included in the resulting Nominal Ledger Transaction: stock values are not stored for Plain Items.

Qty Quantity of the Item to be deducted from stock levels.

Description Office/2 enters the Item Name in this field: it can be changed if necessary.

Cost Acc	Paste Special	Account register, Nominal Ledger/System module
-----------------	----------------------	--

An individual Cost Account number can be entered for each row, to override that entered for the Stock Depreciation overall.

Flip B

FIFO

The Item's unit FIFO or Weighted Average value, to be transferred to the Nominal Ledger Transaction generated. If the Quantity is greater than one, this field will show the average unit FIFO cost. This figure is brought in automatically when the Stock Depreciation record is approved.

The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on card 3 of the Item screen) is used if the Cost Model, Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used.

Nominal Ledger Transactions from Stock Depreciation transactions

An example Nominal Ledger Transaction created from a Stock Depreciation record (that shown in the previous illustration) is shown below. This Transaction will be generated automatically when a Stock Depreciation record is approved and saved if you have so determined in the Sub Systems setting in the Nominal Ledger. Note that a Stock Depreciation record cannot be approved if it does not have a Cost Account specified in the header, even if separate Cost Accounts have been used in each row.

The Debit Account(s) in the Nominal Transaction will be determined as follows—

1. The Account specified in the Cost Account field in the Stock Depreciation transaction will be debited. By default, this is the Stock Cost Account from the Account Usage S/L setting. If an individual Cost Account has been entered for a particular row, that will override the Account entered for the Stock Depreciation overall.
2. If no Cost Account is specified in the Stock Depreciation record, and and the Use Item Groups for Cost Accounts option in the Cost

Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be debited.

The Credit Account(s) in the Nominal Transaction will be determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Credit Account for the Item Group to which the Item belongs will be credited.
2. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option is not in use, the Stock Account on card 4 of the Account Usage S/L setting will be credited.

Note that Items of which there is no stock and Items which are Plain Items will not be included in the resulting Nominal Ledger Transaction.

Transaction: Inspect

Operations

No. 41 Trans.Date 11/9/2003 Reference

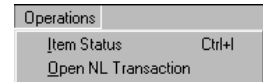
Text

	Account	Object	Description	Debit	Credit	V-Cd
1	230		Cost Type 4	38.31		
2	740		Stock Valuation		60.31	
3	235		Cost Type 5	22.00		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 60.31 60.31

Once the Transaction has been generated, you can look at it straight away using the 'Open NL Transaction' function on the Operations menu.

Operations Menu



The Operations menu for the 'Stock Depreciation: New' and 'Stock Depreciation: Inspect' windows is shown above. There is no Operations menu for the 'Stock Depreciations: Browse' window.

Item Status

This function provides instant feedback for the Item shown in the Stock Depreciation row containing the cursor or highlighted in the 'Paste Special' window listing Items. Information displayed in a new window includes the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' chapter in Volume 1 for full details of this function.

Open NL Transaction

Once a Stock Depreciation record has been approved and saved, if so defined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction is created. This function allows you to view that Transaction.

On selecting the function, the Transaction will be opened in a new window.

The Stocktaking Register

From time to time, you should carry out a stocktake, to check that the quantities of Items held in stock match the stock levels recorded in Office/2. When it is necessary to do this, it is recommended that the following procedure be used—

1. A stock list should be printed using the Stocktaking List report. This contains spaces where the actual stock figures can be written in.
2. Once the stocktake has been carried out, the results should be entered to a new record in the Stocktaking register.
3. Approve the Stocktaking record and print out the Stocktaking Comparison report. This will compare the Stocktaking record you have just entered with the current stock figures in Office/2. Note: the report will use the previous Stocktaking record if you forget to approve the new one.
4. Once the report has been checked and confirmed to be correct, any discrepancies shown in the report can be entered to the Stock Depreciation or Goods Receipt registers, depending on the reason for the discrepancy.

The Stocktaking register is used for step 2 in the above procedure. On clicking [Stocktaking] in the Master Control panel in the Stock module, the ‘Stocktaking: Browse’ window is opened, listing Stocktaking records previously entered. Click [New] to enter a new record: the ‘Stocktaking: New’ window appears—

Item	Qty	Description
1	10101	817 Transistor radio
2	10102	52 Stereo cassette radio
3	10106	7 CD player
4	10108	8 Microphone
5	10112	3 Stereo System
6		
7		
8		
9		
10		
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No. **Paste Special** Select from another Number Series

The number of the Stocktaking record: Office/2 will enter the next unused number from the first number sequence entered in the Number Series - Stocktaking setting. You may change this number, but not to one that has already been used.

Trans. Date **Paste Special** Current Date

Enter the date on which the stocktake was carried out.

OK Check this box when the Stocktaking record has been checked and confirmed to be complete and correct. Once this box has been checked and the Stocktaking record saved, it will no longer be modifiable. Stock levels will

not be altered and Nominal Ledger Transactions will not be created: a Stocktaking record is merely a means whereby actual stock levels can be compared with stock levels recorded in Office/2. This comparison can be printed using the Stocktaking Comparison report (the Stocktaking record must be approved before it will be included in this report). Any discrepancies can then be entered using Goods Receipts or the Stock Depreciation register, both of which will affect stock levels and, if so defined in the Sub Systems setting in the Nominal Ledger, create Nominal Ledger Transactions.

Item	Paste Special	Item register
		As with all Item Number fields in Office/2, enter the Item Number of the Item. Only Stocked Items should be entered.
Qty		Actual quantity of the Item as recorded in the stocktake. This quantity is given the term “Counted Quantity” in Office/2 and in these manuals.
Description		Office/2 enters the Item Name in this field: it can be changed if necessary.

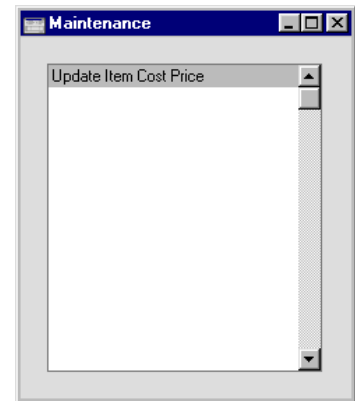
The Item Register

Please refer to the ‘Items and Pricing’ chapter in Volume 1 for full details of this register.

Maintenance

Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There is one such function available in the Stock module. To use it, select 'Maintenance' from the File menu. The following window appears—



Double-click the item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Update Item Cost Price

This function allows the updating of all cost prices for Stocked Items in the Item register. The new cost prices are taken from the Goods Receipt register.

Item	Paste Special	Item register
		Enter an Item Number, or leave blank to update all Stocked Items.
Item Group	Paste Special	Item Groups setting, Sales Ledger
		Limit the updating to Stocked Items of a single Item Group.
Update Using		These alternatives are used to determine how the new cost prices are to be calculated.

Type from Item Record

The function will use the Update Cost Price at Purchase option specified on card 3 of each Item.

Weighted FIFO A weighted FIFO method will be used for all Items.

Update Weighted Average Field

Use this option to recalculate the Weighted Average of each Item.

Only Items with Balance

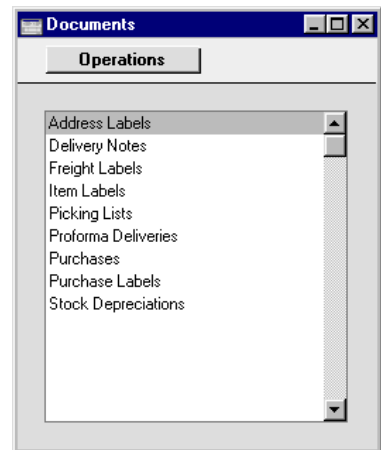
Use this option to limit the updating to Items with positive stock balances.

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Stock module. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Delivery Notes are to be printed). The different specification windows for each option are described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine which Form will be used, follow this procedure (when Office/2 is supplied, sample Forms will be printed)—

1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module. The design, contents and usage of these Forms is completely a matter of your own choice, determined by what is suitable for your business. A separate Form should be designed for each document.
2. Change to the Stock module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight the appropriate item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to the document and is fully described in the 'Documents' section of the 'Office/2's Work Area' chapter in Volume 1 of this manual.
4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

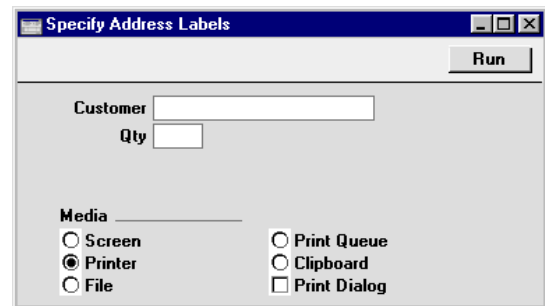
The selection process for the document is described below. Leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Delivery Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Address Labels

Address labels can be printed per Customer or for all Customers.

Double-click 'Address Labels' in the 'Documents' list and the 'Specify Address Labels' window appears—



Enter a Customer Number (or a range of numbers) and a Quantity (the number of labels to be printed for each Customer) and click [Run] in the Button Bar. A Quantity must be entered.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as "Customer Name"), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code "ADDRESS_LABEL".

Delivery Notes

There are several ways to print Delivery Notes—

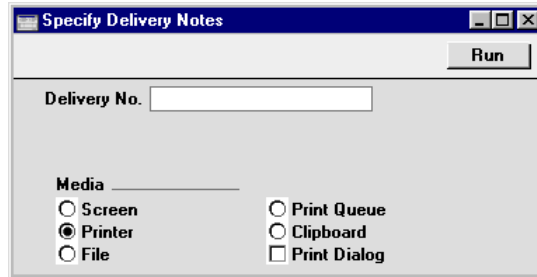
1. While the Delivery is shown in an inspect window, click the Printer icon in the Button Bar. If you want to print to screen, click the Preview icon.
2. The Delivery Note can be printed automatically when the Delivery is approved. This is controlled by the Auto Actions setting in the System module.
3. With a list of Deliveries shown in the 'Deliveries: Browse' window, you can select one or more rows, and select 'Print' from the File menu. Delivery Notes for the selected records will then be printed.

Select several rows by shift-clicking the first to the last record. This will select all records in the interval.

4. In the Stock module, click the [Documents] in the Master Control panel, or select 'Documents' from the File menu. Double-click 'Delivery Notes' in the 'Documents' list.

The 'Specify Delivery Notes' window is opened.

Enter a single Delivery number, or a range separated by a colon. If there are any unapproved Deliveries in the range, they will be printed using the Picking List Form instead of the Delivery Note Form. An entry must be made to this two field, otherwise no Delivery Notes will be printed.



Click [Run] to start the printout.

Freight Labels

Special freight labels that can be attached to parcels to identify each Delivery.

Double-click 'Freight Labels' in the 'Documents' list and, when the 'Specify Freight Labels' window appears, enter a Delivery Number or a range of numbers separated by a colon. Unusually, a Delivery must be specified: this field cannot be left blank. Click [Run] to start printing.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as "Item Name"), please follow the instructions in the section describing the Item Label below. The Form to be amended has the code "FREIGHT_LABEL".

Item Labels

Item Labels can be printed for fixing to item packages. Information in the label is taken from the Item register.

Double-click 'Item Labels' in the 'Documents' list and the 'Specify Item Labels' window appears—

Item	Paste Special	Item register
	Range Reporting	Alpha
		Use this field if you need to print labels for specific Items.
Item Group	Paste Special	Item Groups setting, Sales Ledger
		Use this field if you need to print labels for all Items belonging to a particular Item Group.
Labels/Item		Specify here the number of labels that you want printed for each Item. One label per Item will be printed if this field is blank.
Sorting		The Labels can be sorted by Item Number or Name.
Function		Select the appropriate option for the label configuration being used.

Illustrated below is a sample ITEM_LABEL record from the Form register in the System module. Note that each field should only be drawn once: the label printing function will print the fields the appropriate number of times on each page.

The screenshot shows a window titled "Form ITEM_LABEL: Inspect". At the top, there are navigation buttons: "Operations", "New", "Duplicate", "Cancel", and "Save". Below these are tabs for "Text", "Line", "Frame", "Field", and "Picture". The main area displays a form layout with the following fields:

- Item No. (text box)
- Item Group (text box)
- Description 1 (text box)
- Unit (text box)
- Price (text box)
- Item Price (text box)
- Date of last price change (text box)

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as "Item Name"), open your "ITEM_LABEL" Form (using the Form register in the System module) and follow these steps—

1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.
2. Leave the Fieldname blank and enter the static text in the Field Argument field.

The screenshot shows the "Field" dialog box with the following configuration:

- Fieldname: 0
- Field Argument: Item No
- Left: 40
- Top: 28
- Right: 76
- Bottom: 45
- Style: FIELD_H
- Spacing: 0
- Justification: Left, Right, Centre
- Clip:
- Exclude from page: First, Middle, Last, Single

3. Click [OK] to save.
4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

Picking Lists

The Picking List can be used by the stock staff to prepare an Order for delivery.

Double-click 'Picking Lists' in the 'Documents' list and, when the 'Specify Picking Lists' window appears, enter a Delivery Number or a range of numbers separated by a colon. Click [Run] to start printing.

Proforma Deliveries

This option behaves in the same manner as 'Picking Lists' already described, but uses its own dedicated form.

Purchases (Goods Receipts)

This document provides a hard copy of any records entered to the Goods Receipt register. It can be printed for a range of Goods Receipts from the 'Documents' function, or for a single Goods Receipt by clicking the Printer icon in the 'Goods Receipt: Inspect' window.

When using the 'Documents' function, double-click 'Purchases' in the 'Documents' list and, when the 'Specify Goods Receipt' window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Click [Run] to start printing.

Purchase Labels

These are labels that can be attached to parcels received, in order to identify particular shipments into stock. A Purchase Label can be printed for a range of Goods Receipts from the 'Documents' function, or for a single Goods Receipt using the 'Print Labels' item on the Operations menu of the 'Goods Receipt: Inspect' window.

When using the 'Documents' function, double-click 'Purchase Labels' in the 'Documents' list and, when the 'Specify Purchase Labels' window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Unusually, a Goods Receipt must be specified: this field cannot be left blank. Click [Run] to start printing.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Item Name”), please follow the instructions in the section describing the Item Label above. The Form to be amended has the Code “PUR_LABEL”.

Stock Depreciations

This document provides a hard copy of any records entered to the Stock Depreciation register. It can be printed for a range of Stock Depreciation records from the ‘Documents’ function, or for a single Stock Depreciation record by clicking the Printer icon in the ‘Stock Depreciation: Inspect’ window.

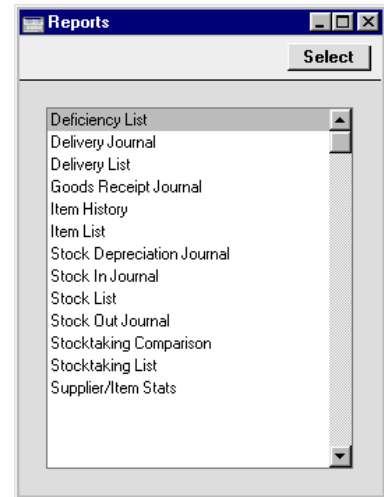
When using the ‘Documents’ function, double-click ‘Stock Depreciations’ in the ‘Documents’ list and, when the ‘Specify Stock Depreciation’ window appears, enter a Stock Depreciation Number or a range of numbers separated by a colon. Click [Run] to start printing.

Reports

Introduction

As with all modules, to print a report in the Stock module, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. Then, double-click the appropriate item in the list.

The Stock module has the following reports—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Items 001 to 010, enter "001:010" in the Item No field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can

initially print to screen and subsequently send the report to a printer using the Printer icon.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, the 'Recalculate' command on the Operations menu can be used to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu can be used to update the report using different reporting criteria.

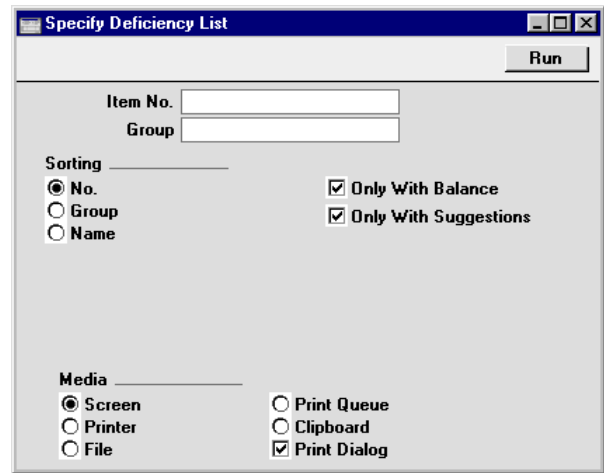
Deficiency List

This report shows for each Item the stock balance, the quantity ordered and a proposed purchase quantity. The proposed purchase quantity takes into account the current stock level, the unfulfilled order quantity and the minimum stock level of the Item.

For an up to date Deficiency List, it is necessary to keep several registers up to date—

- The Order register contains information about Sales Orders not yet shipped.
- Each Item must be defined as "Stocked", and minimum stock levels must be specified.
- The Goods Receipt register provides information about physical shipments into stock, and influences the stock balance.
- The Delivery register also influences the stock balance.

The Deficiency List uses all the above information to present a purchase proposal for Stocked items.



- Item No.** **Paste Special** Item register
- Range Reporting** Alpha
- Use this field to restrict the report to a particular Item or range of Items. Only Stocked Items will be shown in the report.
- Group** **Paste Special** Item Groups setting, Sales Ledger
- Range Reporting** Alpha
- Use this field to restrict the report to Items of a particular Item Group or range of Groups.
- Sorting** The report can be sorted by Item Number, Item Group or Description.
- Only with Balance** This option excludes from the report Items for which there is no stock balance. This will usually mean that some Items of which you have a stock deficiency will not be listed.
- Only with Suggestions**
- Switch this option on if you only wish to include Items in the report for which a purchase proposal will be made (i.e. those Items of which you have a deficiency).

Delivery Journal

The Delivery Journal produces a list of Deliveries from the Delivery register.

Del No.	Range Reporting	Numeric
	Specify the range of Deliveries to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Deliveries are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Customer	Paste Special	Customer register
	Range Reporting	Alpha
	To limit the report to a single Customer, enter the Customer Number here.	
Order No.	Range Reporting	Numeric
	To limit the report to Deliveries from a particular range of Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	

Del. Mode	Paste Special	Delivery Modes setting, Sales Support module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
Function		Use these options to determine the level of detail to be included in the report.
	Overview	This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
	Detailed	This gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown. You can use this report as an archive file instead of printing a copy of each Delivery.
Specify		Use these options to specify whether approved and/or unapproved Deliveries are to be included in the report.
New page for each Customer		Check this box to create a page break after each Customer. The report is usually sorted by Delivery Number. Selecting this option sorts it by Customer Number and then Delivery Number.

Delivery List

This report is similar to the Delivery Journal described above. It differs in that, instead of showing all Deliveries that fall within a certain period, it lists Deliveries that have been issued against Orders received in that period.

Specify Delivery List [Run]

Period: 1/1/2003:31/12/2003

Del. No.:

Customer:

Order No.:

Del. Mode:

Salesman:

Function

Overview

Detailed

Per Item

Specify

Not OKed

OKed

Only blank Del.Mode

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the period whose Orders are to be covered by the report. The first record in the Reporting Periods setting is used as a default.
Del No.	Range Reporting	Numeric
		To limit the report to a particular Delivery, or range of Deliveries, enter their Delivery Numbers here.
Customer	Paste Special	Customer register
		Enter a Customer Number to limit the report to Deliveries to that Customer.
Order No.	Range Reporting	Numeric
		Enter an Order Number or a range of numbers to restrict the scope of the report.

Del. Mode	Paste Special	Delivery Modes setting, Sales Support module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
Salesman	Paste Special	Person register, System module
		Enter a Person's initials to show Deliveries raised against Orders of a particular sales person.
Function		Use these options to determine the level of detail to be included in the report.
Overview		This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
Detailed		This gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown.
Per Item		This option simply features a single line per Item, showing Order Quantity, Delivered Quantity and Delivered Value.
Specify		Use these options to specify which Deliveries are to be included in the report.

Goods Receipt Journal

This report shows Goods Receipts from the Goods Receipt register.

Specify Goods Received Journal [Run]

No.

Period

Supplier

Function _____ Specify _____

Overview Not OKed

Detailed OKed

Media _____

Screen Print Queue

Printer Clipboard

File Print Dialog

No.	Range Reporting	Numeric
	Specify the range of Goods Receipts to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end date of the period whose Goods Receipts are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
Supplier	Paste Special	Supplier register
	To limit the report to a single Supplier, enter the Supplier Number here.	
Function	Use these options to determine the level of detail to be included in the report.	

Overview This option gives a report with one line per Goods Receipt, showing Receipt Number and Date, Supplier, Comment and Value.

Detailed This choice produces a report listing each Item on the Goods Receipt with quantities and unit prices. Any extra costs such as carriage or customs duties are also shown.

Specify Use these options to specify whether approved and/or unapproved Goods Receipts are to be included in the report.

Item History

The Item History is a report listing every goods in and goods out transaction for each Item.

When printed to screen, the Item History report has Office/2's Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Goods Receipt Number or Invoice Number) to open the corresponding record.

Specify Item History [Run]

Period: 1/1/2003:31/12/2003

Item No.:

Group:

Only Stocked Items

Function

Overview

Detailed

Function

Quantities

Amounts

Registers

Invoices

Deliveries

Goods Receipts

Stock Depreciations

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the report period, separated by a colon (:).
Item No	Paste Special	Item register
	Range Reporting	Alpha
		To restrict the report to particular Items, enter an Item Number or a range of numbers here.
Group	Paste Special	Item Groups setting, Sales Ledger
		Enter an Item Group number, to include in the report only those Items belonging to the Item Group.
Only Stocked Items		
		Use this option to exclude Plain Items from the report.
Function		Use these options to control the level of detail shown in the report.
	Overview	The report will contain one row per Item, showing for each the quantity received and the quantity removed from stock over the report period.
	Detailed	For each Item, the report will list all stock transactions during the period.
Function		Use these options to determine which figures are shown in the report.
	Quantities	The report will contain only stock quantities.
	Amounts	The report will show stock values and, if the Detailed option has been chosen, quantities.
Registers		Select one or more transaction types for inclusion in the report.

Item List

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this report.

Stock Depreciation Journal

This report shows selected records from the Stock Depreciation register.

Serial No.	Range Reporting	Numeric
	Specify the range of Stock Depreciation transactions to be shown in the report. Use a colon (:) to separate the first and last number.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end dates of the period to be covered by the report.	
N/L Account	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
	To report on Stock Depreciations that debit a particular Account, enter the Account Number here. This refers to the Cost Accounts entered in the header of the Stock Depreciation records, not any that might have been entered in the rows.	

- Function** Use these options to control the level of detail shown in the report.
- Overview** This choice gives a report with one row per Stock Depreciation record, showing Serial Number and Date, Cost Account (from the header of each record) and Comment.
- Detailed** As well as the information shown in the Overview, this report lists each Item in each Stock Depreciation record, showing the Item Number and Name, Cost Account, Quantity and value. You can use this report as an archive file instead of printing a copy of each Stock Depreciation record.
- Status** Use these options to specify whether approved and/or unapproved Stock Depreciation transactions are to be included in the report.

Stock In Journal

This report lists all goods in transactions in the specified period.

- Period** **Paste Special** Reporting Periods setting, System module
- Enter the start and end dates of the period to be covered by the report.

- Function** Use these options to control the level of detail shown in the report.
- Overview** This option produces a report with a single line per transaction, showing transaction type, date and serial number and Supplier.
- Detailed** This option shows for each transaction the Items involved together with quantities and values.
- Status** Use these options to specify whether approved and/or unapproved transactions are to be included in the report.

Stock List

This report shows the stock situation, balances etc. for all or selected Items. Various stock valuation models are available for calculating stock values. Be careful when comparing the results of this report with the balance on the Stock Account in the Nominal Ledger: the latter may be based on a different stock valuation to that selected here.

Specify Stock List [Run]

Item No.

Group

Date

Only with Balance

Function Overview Detailed

Valuation Method FIFO Base Price Purchase Price

Sorting No. Group Name

Media Screen Printer File Print Queue Clipboard Print Dialog

Item No.	Paste Special	Item register
	Range Reporting	Alpha
		Enter an Item Number (or range of numbers) to produce a Stock List for specific Item(s). Use a colon (:) to separate the first and last number.
		Only Stocked Items in the range will be shown (not Plain Items).
Group	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha
		Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.
Date	Paste Special	Current Date
		Enter a date to produce a Stock List for a specific date. If the field is left blank, the current date will be used.
Function		Use these options to control the level of detail shown in the report.
	Overview	This choice gives a report with one line per Item, showing quantity, unit cost and value.
	Detailed	This gives a report showing when each individual Item was entered into stock together with FIFO values.
	Only with Balance	Use this option to ensure only Items of which you have stock (positive or negative) will be listed.
	Valuation Method	These options control how the stock is valued. If the Base Price or Purchase Price options are selected and a Detailed report is printed, overall stock values are calculated using those options, but FIFO prices are shown for each individual item.
	FIFO	This will calculate the value of the items in stock according to a strict FIFO principle. The number of decimal places used in the unit value and total value columns is determined using the Round Off setting in the System module.

Base Price Select this option to produce a stock balance valued according to the Base Price (sales price) recorded in the Item register.

Purchase Price Select this option to value the stock balance using the Cost Price shown on card 3 of the Item screen.

Sorting Three sorting options are available.

Stock Out Journal

This report lists all goods out transactions in the specified period.

Period **Paste Special** Reporting Periods setting, System module

Enter the start and end dates of the period to be covered by the report.

Function Use these options to control the level of detail shown in the report.

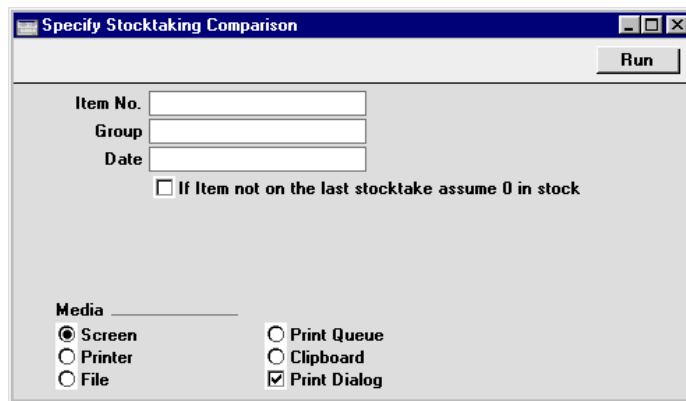
Overview This option produces a report with a single line per transaction, showing transaction type, date and serial number and Customer.

Detailed This option shows for each transaction the Items involved together with quantities and values.

- Status** Use these options to specify whether approved and/or unapproved transactions are to be included in the report.
- Type** Entering records to any of three registers can result in stock levels being decreased: use these options to specify which transactions are to be included in the report.

Stocktaking Comparison

Once a stocktake has been carried out, the results should be entered to a new record in the Stocktaking register. Once this record has been approved, its contents (“Counted Quantities” of each Stocked Item) can be compared with current stock levels in Office/2 using this report. Once the report has been checked and confirmed to be correct, any discrepancies shown in the report can be entered to the Stock Depreciation or Goods Receipt registers, depending on the reason for the discrepancy.



- Item No.** **Paste Special** Item register
- Range Reporting** Alpha

Enter an Item Number (or range of numbers) to include specific Item(s) in the report. Use a colon (:) to separate the first and last number.

Only Stocked Items in the range will be shown (not Plain Items).

Group	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha

Enter an Item Group Code to produce a report covering the Stocked Items in a particular Item Group.

Date	Paste Special	Current Date
-------------	----------------------	--------------

Enter a date to produce a report for a specific date.

If the field is left blank, Counted Quantities will be taken from the Stocktaking record with the latest date.

If a date is specified for which no Stocktaking record exists, the closest record prior to the specified date will be used. however, if you have checked the box below marked **If Item not on last Stocktaking assume 0 in Stock**, no attempt will be made to find the closest record prior to the specified date. So, in this situation, it is recommended that you leave this date blank or that you specify a date for which you are certain that a Stocktaking record exists.

If Item not on last Stocktaking assume 0 in Stock

In order to find the Counted Quantity of an Item, this option looks to the Stocktaking record for the specified date to find a reference to the Item in question. If no date was specified, it looks to the most recent Stocktaking record. If the Item is not included in that Stocktaking record, it will assume the stock level in Office/2 and the Counted Quantity are both zero. So, no discrepancy will be shown.

If you accidentally specify a date for which there is no Stocktaking record, the report will assume the stock levels and Counted Quantities for all Items are zero. So no discrepancies will be shown, even when some are expected.

This option might be used in the situation where you have not finished with the stocktaking process, so you do not want discrepancies shown for Items that you have not counted yet.

Stocktaking List

This is a report to be used as a basis for stocktaking. It provides one row per Item, showing the number recorded as being in stock and a space where the actual number can be written in.

Once the stocktake has been carried out, the results can be entered to the Stocktaking register. These can then be printed using the Stocktaking Comparison report (described above). Once this report has been checked, stock levels can be adjusted to take any discrepancies into account using the Stock Depreciation or Goods Receipt registers (depending on the nature of the discrepancy).

Item No. **Paste Special** Item register
Range Reporting Alpha

Enter the Item Numbers for the Items you want to include in the report, or leave the field blank to show them all.

Only Stocked Items in the Item Number range will be shown in the report.

Shelf Code **Range Reporting** Alpha

Enter a Shelf Code (or range of Shelf Codes), to include in the report only those Items assigned to a particular Shelf Code (specified on card 2 of the Item record).

Group	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha
		Enter an Item Group Number (or range of Numbers) to include in the report all Stocked Items in a particular Item Group or Groups.
Show Quantity		Use this option if you need current stock quantities for each Item to be shown in the report.
Sorting		The report can be sorted by Item or by Shelf Code.

Supplier/Item Statistics

The Supplier/Item Statistics report analyses in a Supplier-by-Supplier format the purchases in both quantity and turnover terms of Items from Suppliers. The information comes from the Goods Receipt register in the Stock module.

The screenshot shows a dialog box titled "Specify Supplier/Item Statistics". It features a "Run" button in the top right corner. The main area contains several input fields and options:

- Suppliers:** An empty text input field.
- Period:** A text input field containing "1/1/2003:31/12/2003".
- Items:** An empty text input field.
- Item Groups:** An empty text input field.
- Include Item Name:** A checked checkbox.
- Include:** Two checked checkboxes: "OKed" and "Not OKed".
- Function:** Two radio buttons: "Overview" (selected) and "Detailed".
- Media:** Six radio buttons: "Screen" (selected), "Printer", "File", "Print Queue", "Clipboard", and "Print Dialog" (checked).

Suppliers	Paste Special	Supplier register
	Range Reporting	Alpha
		Use this field to limit the report to Items purchased from a single Supplier, or range of Suppliers.

Period	Paste Special	Reporting Periods setting, System module
		Use this field to limit the report to Goods Receipts entered in a certain period.
Items	Paste Special	Item register
	Range Reporting	Alpha
		Use this field to limit the report to specific Items purchased in the specified period.
Item Groups	Paste Special	Item Groups setting, Sales Ledger
	Range Reporting	Alpha
		Use this field to limit the report to Items belonging to specific Item Groups.
Include Item Name		
		Check this box to include Item Names in the report.
Include		Specify here whether approved and/or unapproved Goods Receipts are to be included in the report.
Function		Specify here the level of detail to be included in the report.
	Overview	A single line is allocated to each Supplier/Item combination, showing the quantity purchased, average cost price and total cost.
	Detailed	A line is given to each individual Item, showing cost price and Freight, Customs and Extra costs.

Office/2

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