Sales & Purchase Order Processing (SOP & POP)

The Optional SOP/POP module is used for the creation and tracking of Sales and Purchase Orders. Dispatch and Delivery Notes can be generated using order lines from a single order or from multiple orders. Invoices can be generated from orders at any stage, i.e. when goods are ordered or when they are dispatched. The SOP/POP Daybook shows orders and dispatch/delivery information, and further tracking of individual order items may be made by using SOP/POP Reports.

Purchase and Sales Orders use different Transaction Number sequences to regular transactions and each other.

Once an Invoice has been created it can be tracked using the normal Daybook, and reported on using Ledger and Management reporting facilities.

To use SOP/POP choose 

from the Menu Ribbon then either use Daybook or Entries.

Purchase Order/Sales Order Entry

The Purchase/Sales order is similar in operation to entering Invoices in KEYPrime Accounts. The fields are described below:

Trans. No Shows the transaction number for a saved entry when editing; as the transaction number is allocated on saving this will show 0 for a new entry.

Comments This is a free typing area where comments for the order can be recorded. Comments can be included on summary reports. These comments and changes to them can also be reported on from the SOP/POP Transaction audit found in the Menu Ribbon.

Supplier *
Customer* This is the Trader code which works precisely the same as on regular transactions; please refer to Purchase Invoices for full details.

Delivery Address When entering an Order there is a second address field. This is to enter the delivery address for the order. Use the down arrow or ... browse button to select an address from those available for the customer, otherwise this will default to the Billing address.

In the case of Purchase orders this will also show the Company Address so that deliveries can be sent to you. If you have other delivery addresses for suppliers, they can be added to the Suppliers Address list.

Method This can either be set to Manual or Auto:

- Manual: Use this method if you wish to manually enter an Order number. As with Invoices this allows an Order total to be entered and as each Item line is added to the order the remaining balance is carried forward until all is allocated and the entry is ready for saving.

- Auto: Use this method if you wish to use the program's sequence of numbers for each order, and to leave the order to calculate its own total as you add each Item line. To set the default to Auto go to the Setup, Entry Defaults section and tick the relevant boxes. The sequence to be used is in the Setup > Invoice Defaults > Sequences section.

Order No* This is a mandatory field on Orders used for tracing and referencing. When an order is invoiced this value is automatically inserted in the reference field on the Invoice. Any alpha-numeric reference may be used, up to 13 characters.

Order Date This is the date for the Order; there are no restrictions on what date can be entered here, however, it is used for filtering on the daybook.

Inv. Exp Date This is the date that the order is expected to be invoiced. This defaults to the same as the Order date and should be manually updated if required.

Order Total This is the Total value of the Order including VAT. In Auto method it will be disabled as it is calculated after each line entry. In Manual mode this value can be set in advance or updated once all items have been added to the order. It can be automatically updated to the sum of all the items by double clicking the text Order Total.

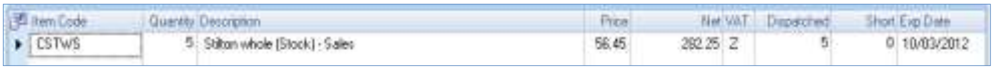
Status It is possible to set the status when entering a new order. It will default to the first one on the list. See Order Status on page 8.

On Hold/Over Limit Where a trader has been placed On Hold, a warning indicator will show next to the Trader field. If they have exceeded the credit limit set on the terms of their ledger record the warning will show beside the Total. Hover the mouse over the warning to show the details of the warning.

Purchase/Sales Order using Entries

Order details can be entered either via the Grid or the back screen. See below for entering orders in the SOP/POP daybook. Whilst orders do not affect Stock values the back screen will automatically appear if a stock code is entered on the grid.

Entry on the Grid:



Item All Order item lines require an Item to be entered. Item codes are covered in more detail in the Accounts manual.

Quantity The quantity entered is based on the units used for the Item. The number of decimals shown will be based on those set for the Item code. This is not a compulsory field however, it is recommended that at least 1 is entered for each item line.

Price Where a default price has been set on the Item this will be displayed, this can be overwritten or an Item line can be left unpriced if required.

Description The description from the Item code is shown in the description field; this can be appended or overwritten with up to 1000 characters available to describe the product. Where more text is required additional item lines with Text Items are recommended. Once this information has been changed from the default, subsequent changes to the Item code will not update the description.

Date The date field on the Grid is a reference date for your own personal use. It is expected that this will mainly be used as a delivery date, however, it has no bearing on any other part of the program so you are free to use it as you see fit.

Net This is calculated automatically from the quantity and price, but it can be left as 0 if unpriced orders are required.

VAT A Vat Code must be entered as it will be required when generating the Invoice; this will automatically update from the Item code but can be overwritten.

Dispatched or Received	On Sales orders a Dispatched column is shown which will default to 0 on each new line; this cannot be changed directly on the grid. When editing a Sales Order this will show the sum of all deliveries made against the Order item line. In Purchase orders the column is headed Received.
Short	The short column shows the difference between the ordered quantity and the delivered quantity to date.

Entry on the Back Screen:

Many of the fields on the back screen of a Purchase/Sales order are the same and act the same as those on a Purchase Invoice.

Those that require additional clarification are as follows:

Quantity Received or Dispatched	This will show the quantity of the item dispatched or received on transactions to date. Double click the value to bring up the list of deliveries to date. Additions can be made by entering the quantity and date on the grid; the reference field is automatically updated from the Goods Delivery/Dispatched record created.
Date	An optional user reference date.
Reference	This is the item line reference field; it may be used to enter the trader reference for information purposes.

Once an order has been entered press **Save**. This will create an Order transaction number.

A default message to be printed on the Order stationery is entered under Messages, in Invoice Defaults in the Setup menu. This text is added to all new Orders created. It can be amended for a specific order through the Details button at the bottom of the Order entry screen.

Generate Invoice from Order

It is possible to create an Invoice from an order from both the Daybook and the Entry screen using the Create Invoice button. This will take any un-invoiced quantities from the order to create an Invoice.
Where an Order has been fully Invoiced the un-invoiced quantity on the

Invoice will show as 0 and will need to be amended accordingly if the order is being used merely as a template.

Purchase/Sales Order Daybook

In the same way that transactions can be viewed, added and edited from a Daybook, Sales Order and Purchase Orders also have their own Daybook. However, there are some major differences as follows:

The SOP/POP Daybooks show each Order at item line level, so that each line on every order can be viewed and its progress through to invoicing monitored.

Unlike the transaction daybooks, any filtering of the SOP/POP daybook by the column filters is retained during the session.

The SOP/POP daybook date settings are kept separate from those for the other transaction daybooks.

Top Toolbar

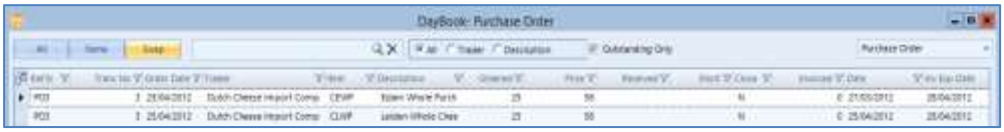
Outstanding only	This tick box shows for both Sales and Purchase Orders. Tick this box to show orders that have not been marked as closed.
Transaction types	Use the drop down to select from the 4 SOP/POP transaction types:

- Purchase Orders: – Shows the item lines for all Purchase orders that meet the filter conditions set at the top. Showing the item lines separately allows deliveries and invoices to be created from just part of an order or from several different orders.
- Sales Orders: - Shows the item lines for all Sales orders that meet the filter conditions set at the top.
- Goods Dispatched: - Shows the dispatch details for sales orders by item line. Includes the dispatch reference and order references for sorting and grouping as required.
- Goods Received: - Shows the delivery details for purchase orders by item line.

Totals All quantity and value fields have a total figure.

The SOP/POP Daybook has a date range that can be set in order to filter the information displayed, alongside this is an option to show Outstanding Only. Ticking this box will remove the date filter, but also removes any orders that have been closed.

The filters on each column header can be used to narrow the list further. There are many additional columns available on these daybooks so it is worthwhile checking what is useful to you from the field chooser on the top left of the grid.



Bottom toolbar:

New Create a new Sales or Purchase order.

Edit Edits the complete Order for the selected item line. Where lines from more than one order have been selected only the first order selected will be shown for editing.

Copy Copies the complete Order for the selected item line. Where lines from more than one order are selected the button is disabled.

List A basic report on order values. You can drilldown from the order number to the actual order.

Create Invoice A single invoice for a trader can be created from one or more orders. Select the item lines from the daybook by holding down the CTRL key then highlighting several items using the mouse. Once selected click on the Create Inv button. All the item lines will be used to generate an Invoice for the trader. Where part of an order has been invoiced previously the remaining quantity will be shown on the Invoice screen.
Where the items have already been completely invoiced a warning is given, the row is still added to the invoice but the quantity showing will be 0.

The Invoice date generated will default according to the Order Invoice Date settings in Setup, Defaults, SOP/POP. The options are :

Latest Item Date uses the latest date from the selected Item lines.

Invoice Expected date uses the latest Invoice expected date from the selected orders.

Override Date defaults the Invoice date to the today's date.

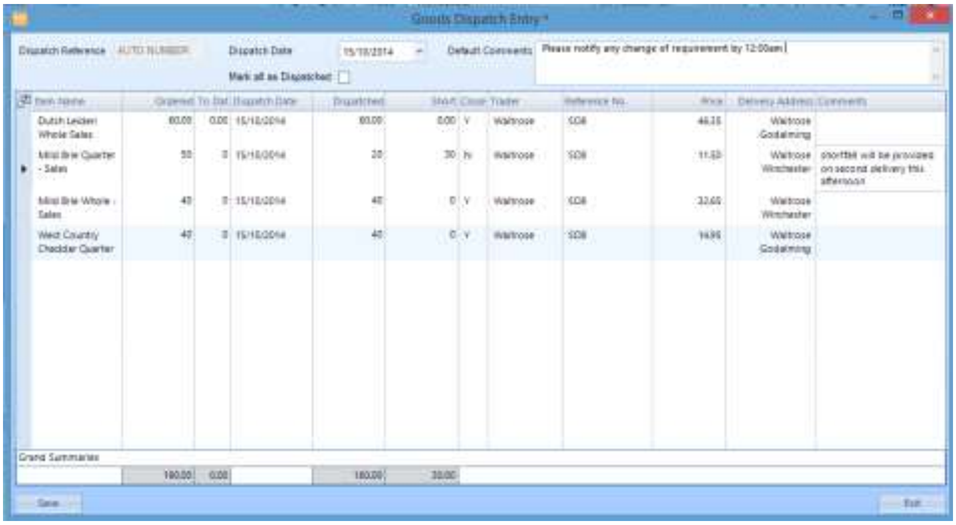
Latest Dispatch Date uses the date from the latest dispatch.

The due date for the Invoice will be updated according to the trader terms in line with regular Invoice entry.

Close Order Generally orders are closed when the full quantity has been received or dispatched, though this can be overruled. Where orders do not have a formal delivery or dispatch process they can be marked as closed by selecting the Close Order option and then completing the comment box before confirming.

Dispatched Received

Deliveries can be recorded by selecting the relevant Items from the Daybook; this can be across traders and orders. The screen below is displayed where you enter dispatch/receipt information and quantities. Goods Received works in the same way as Goods Dispatched.



Sales order dispatch notes can have Auto Numbering which is selected in the Setup, Entry Defaults section. The sequence to be used is in the Setup, Invoice Defaults, Sequences section. For Purchase orders enter the Dispatch reference that is printed on the Delivery Note. If all items are to be dispatched then put a tick in the box **Mark all as Dispatched** and the ordered quantity will automatically be entered in the Dispatched column. Fully dispatched orders will change the Closed from N to Y.

On Saving an option to print or email Dispatch Notes is given.

If an item line is to be partially dispatched then enter the amount in the Dispatched column and the Short column will update to the amount of items that are still outstanding.

Each row can have an alternate address for the trader so that delivery tickets for each address can be generated; there is a field to enter a comment that will

	go on all printed delivery tickets. In addition each row can have its own specific comment.
Print	This option prints the Sales or Purchase order. The Stationery layout for this is defined in the Setup, Layouts section.
Report	Provides detailed analysis of Orders from either an order or delivery perspective. A specific Trader or Item can be selected and it can be sorted or grouped by Order date, Invoice Expected date or Delivery date. Reports can also include Closed Orders or just Selected lines.
History	Provides all the information for an order including delivery references, invoices raised and payment details.
Documents	Documents can be dragged and dropped into Orders in the same way as Invoices. See **Error! Reference source not found.** on page **Error! Bookmark not defined.**of the manual. This button provides a list of all documents added to all orders.
Excel	Select the Excel button to copy the current list of orders, with their columns and totals, into an Excel spreadsheet keeping the same formatting. Please note that the total figures in excel are not formulae so will not change if you change any of the row values.
Exp/Imp (optional)	This is a feature that allows selected fields to be exported to excel for all or highlighted transactions. There is also an optional import of transaction information. See the appendix on importing Order information from third party products.
Refresh	Updates the screen without the user having to exit and re-enter.
Exit	To Exit Daybook.

The option to Grid Print can be found by right clicking with the mouse anywhere on the listing screen. This creates a quick printout of the grid with all its settings.

Credit limit

As with Invoices a warning is shown if a transaction will take a trader over their Credit limit. The warning will show if there is a combination of orders and invoices which will take the trader over the limit.

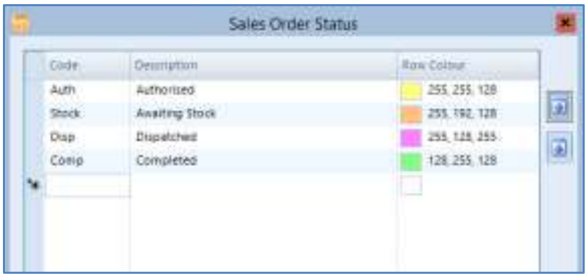
This is only a warning and does not prevent you from saving the order.

Also as with Invoices, if there is a Diary action to block transactions on a trader this will apply to Orders, Delivery and Dispatch notes too.

Order Status

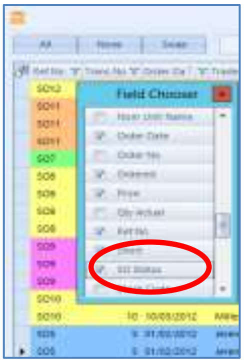
Orders can be categorised by a user defined Status to assist in managing work flow. To define the categories select Setup, SOP/POP, Order Status from the Menu ribbon and enter the required number of statuses. Sales and Purchase Orders can each have a different set of statuses.
Each status has a code, a description, a colour and a sort order.

The code can be alpha-numeric up to 5 characters long. The description field is for information only. The colour helps to identify each status clearly on the grid; these can be selected from the standard colours available on the computer using the drop down menu.

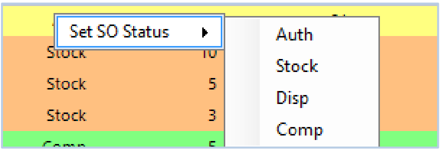


The Sort order of the categories is determined by the order on the row; each row can be moved up and down the list by selecting it and using the arrows on the right to move it as needed. The order can be changed at any time.

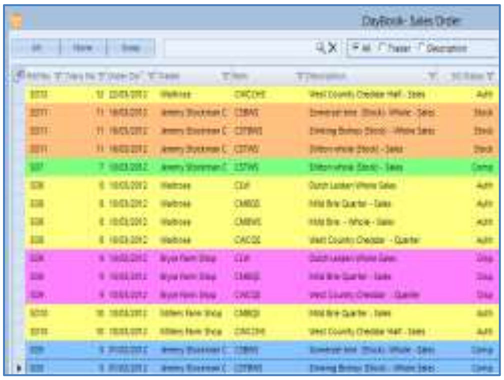
To show Order Status on the Daybook the Order Status column needs to be added to the visible fields. This can be done by clicking on the Field Chooser and selecting the PO/SO Status field then dragging it to the desired location on the Order Daybook Title bar.



Once the order status field is visible, the daybook will show the status of each order. It may be necessary to reopen the company to apply any changes.



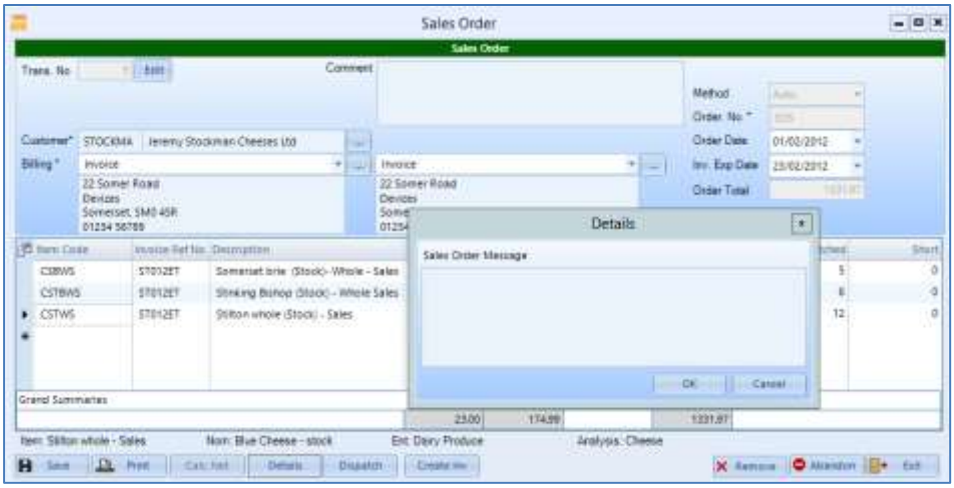
To change the status of a line or a number of lines, select them on the Daybook and right click one to show the available options to apply.



Once Items have been given a status they will be coloured according to the settings as long as the SO/PO Status field is included on the daybook.
The grid can also be sorted and filtered by the SO/PO Status.

The database can only hold one set of Sales and Purchase status records which are used across all companies with SOP/POP.

Comments vs Messages



The Comments box at the top of the entry form is provided for internal comments regarding the order which can be reported on in the SOP/POP Audit reports.

The Order Message which is accessed through the Details button is intended for the customer or supplier. A company default message can be created in Setup, Invoice Defaults, Messages and can be amended for each specific Order. This is shown on the printed Order.

Dispatching/Receipting Orders

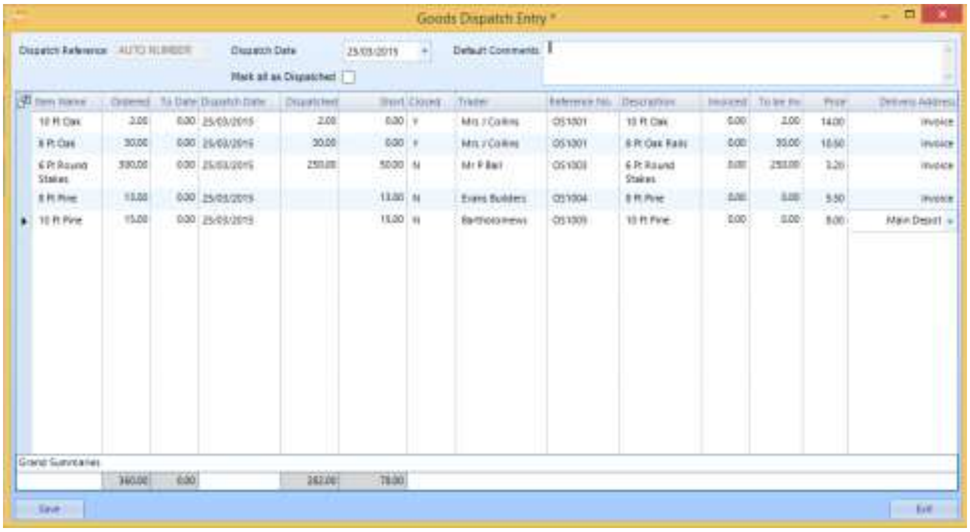
The easiest way to dispatch/receipt orders is on the SOP/POP Daybook by using the Dispatch/Receipt option at the bottom. You can also use the Order Entry form.

The **Dispatch** reference can be set to Auto number by choosing the setting in Setup, Entry Defaults. Otherwise a reference will need to be entered manually. **Receipts** must always have a manual reference.

Dispatching and Receipting work mostly in the same way so details are only given for dispatching.

Dispatch using Daybook

To dispatch items, highlight them on the Sales Order Daybook and use the Dispatch button at the bottom. One or more items may be highlighted at the same time.



Enter the Dispatch Number (unless Auto Number has been set up), along with the date and a default comment for all, if required, at the top of the multi dispatch screen.

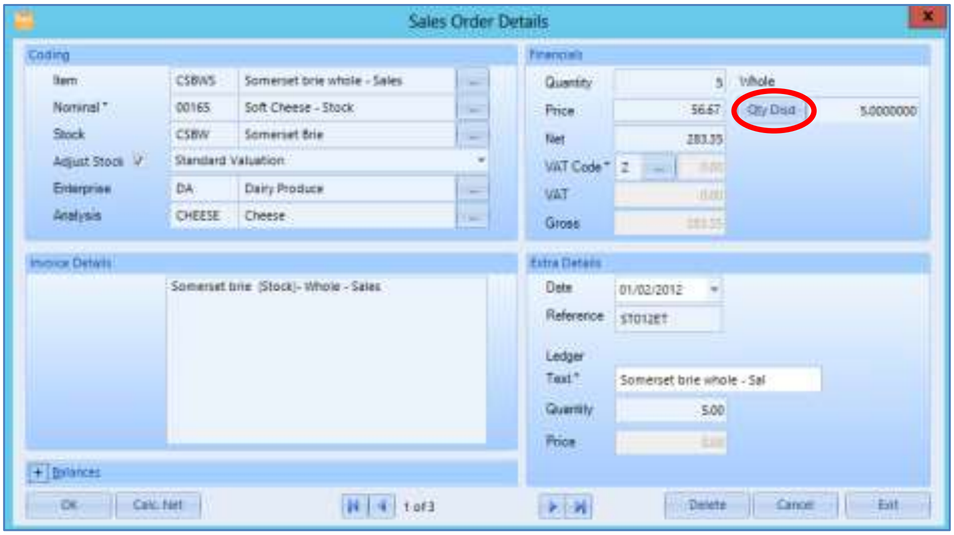
Where all items have been dispatched tick the Mark All as Dispatched option. This automatically marks each row as closed.

Otherwise, the dispatched amount can be entered manually. Where an order is not going to be fulfilled the closed status can also be set manually. The Delivery Address can be selected from those available for the Customer. No other information from the order can be changed.

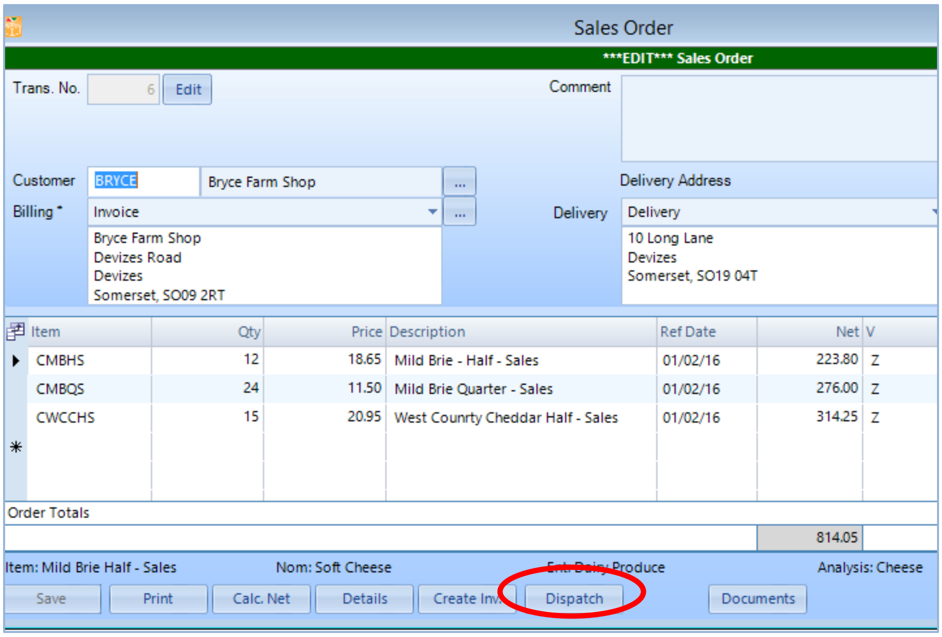
Dispatch using Order Form

This is mainly used to record the dispatches for individual order lines dispatched on one or several dates, or on one or more dispatch notes.

Edit the Sales Order and on the item line required double click or press F8 to open the back screen. Click on Qty Disd:



or click on the Dispatch button at the bottom of the order Entry screen:



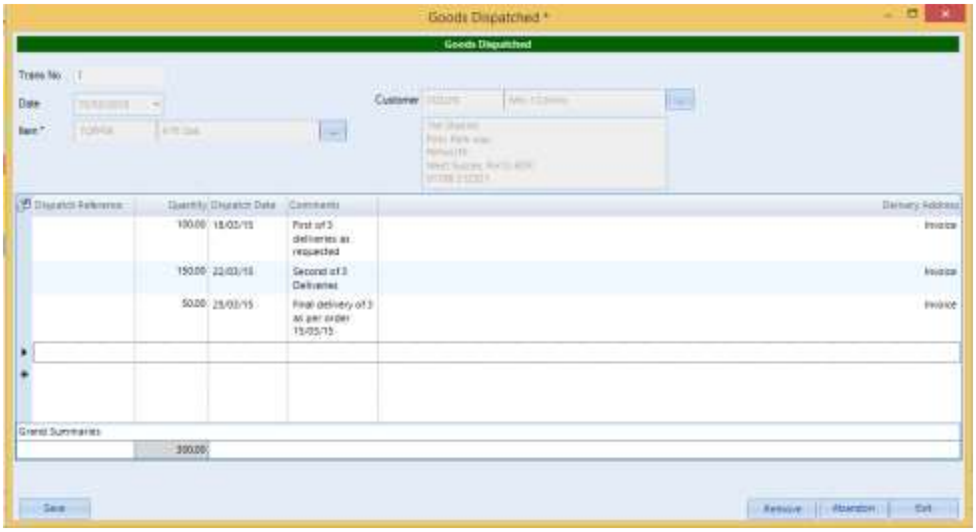
This will show any deliveries/dispatches relating to the selected Item line that have already been entered, and allows new entries to be made.

The screen allows multiple deliveries to multiple delivery Addresses.

The reference field cannot be entered or edited if Auto Number has been selected; it is created on saving. The delivery Note number is generated automatically in sequence for each separate delivery, based on date and address.

Add a Quantity for each dispatch, along with the Date, the Delivery Address and any Comments to appear on the Delivery Note.

Once saved a new Dispatch can then be entered for the next line on the order.



Once all entries are saved the delivery notes can be printed individually or as a batch.

Print Delivery note

On saving, Delivery Notes for each Trader/Address combination can be created or they can be saved without printing. There is an option to print or email them; they can also be printed from the Goods Dispatched daybook.

Where there are multiple deliveries on one dispatch note, in the Goods Dispatched screen if you select any record on it and choose Print, it will produce the whole complete dispatch note for the delivery.

Update the Status

Where the status of Orders is being maintained, it is probably best to update these when the selection has been made and before clicking on dispatch. This is so that the selection can be held between processes. Select the relevant Items and then right click to choose the status to change to. Having set the status choose the dispatch option and continue.

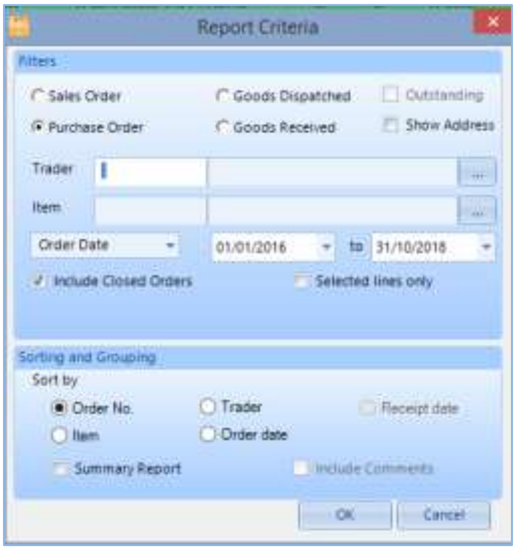
To change a delivery, select the delivery note from the daybook and edit.

Returned Goods

To record returns, simply enter a negative quantity as a dispatch and enter a note in the comments section. Once the quantity dispatched no longer matches the ordered quantity the Order will no longer be marked as closed. There are no special Stationery Layouts for returned goods, however, you may adapt your own Delivery Notes to suit.

Reports

The Reports button on each of the screens will show the same criteria screen but will be populated according to where it was selected:



There are also different options available if reporting on the Goods Receipt/Dispatch:

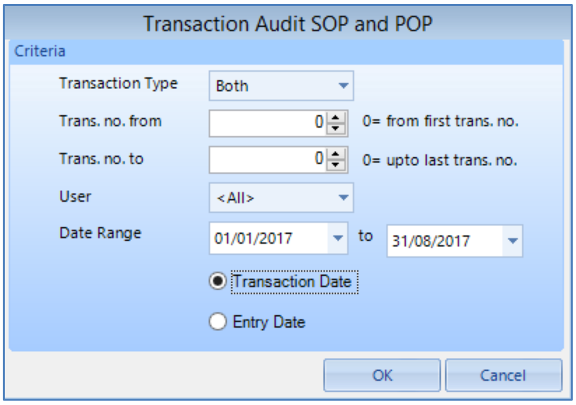
Outstanding and Show Address will be available in the Filters section.

In the Grouping section there will be options to group by Receipt date or Dispatch date.

These options will also become available if you change the filter radio button, e.g. from Purchase Order to Goods Received, even though you are still in the Purchase Order daybook screen.

Transaction Audit SOP and POP

The Transaction Audit SOP & POP is only shown where the SOP & POP module is enabled.



It is used to produce Audit Reports on Sales and Purchase Orders. Click on the Transaction Type dropdown for a selection of Purchase Order, Sales Order or Both.

The report can then be filtered by Transaction no., User and/or Date Range. The report can be produced by Transaction date or Entry Date.

The report groups Order information by the latest version of the Order and shows a history of any edits and comments added to the order at each stage. This report is designed to help trace through the progress and updates to orders which may have been added over time.

To help with reading the report, the older versions of the order history are shown with Italic font.

Trans No. Item	Trader Ref	Comment Detail	Ord date Qty	Del Qty	Inv Date Inv Qty	Price	Net	Del Date	Entered	Ent by	
Purchase Orders											
PO 1	DUTCHIMP										
Current	PO1	Spoke to Frans and Delivery delayed by one day due to french ferry strike	25/02/14		28/05/15						
CEWP	DC1202	Edam Whole - Purchases	25.00	25.00	25.00	58.65	1486.25	28/05/15	14/05/15 11:58	MASTER	
CLWP	DC1202	Leiden Whole Chees Purcha	30.00	30.00	30.00	57.89	1736.70	28/05/15	14/05/15 11:58	MASTER	
Edit no:2	PO1	*Spoke to Frans and Delivery delayed by one day due to french ferry strike*	*25/02/14*		*28/05/15*						
CEWP		*Edam Whole - Purchases*	*25.00*			*58.65*	*1466.25*	*28/05/15*			
CLWP		*Leiden Whole Chees Purcha*	*30.00*			*57.89*	*1736.70*	*28/05/15*	*14/05/15 11:11*	*MASTER*	*X*
Original	PO1		*25/02/14*		*28/05/15*						
CEWP		*Edam Whole - Purchases*	*25.00*			*58.65*	*1466.25*	*28/05/15*	*14/05/15 11:09*	*MASTER*	*X*
CLWP		*Leiden Whole Chees Purcha*	*30.00*			*57.89*	*1736.70*	*28/05/15*	*14/05/15 11:09*	*MASTER*	*X*