

for Sage Line 500 & Sage ERP 1000

# User Guide Version 4-11

1/11/10

#### Purchasing

- Supplier Search
- PO Pivot
- PO List / PO Search
- PO Receipts
- PO Invoices
- PO Matching
- PO Detail Audit
- PO Enquiry
- Supplier Spend
- Supplier Spend by Product

#### <u>System</u>

- REP Links
- Table Row Count
- Report Usage



Powered by Microsoft SQL Reporting Services

#### Supply - Demand & MRP

- PFS
- WO Trial Kit Single WO
- WO Trial Kit Shortages
- MRP Analysis
- MRP Summary / MRP recommendations
- Supplier Forecasting
- BOM Critical Path
- BOM Explosion & Where Used

#### SOP / Stock

- SO Detail Audit
- Stock Audit Costs
- Stock Search
- Stock Batches
- Stock History + Time





# Reports and Enquiries Pack Contents

- Introduction
- REP Links Explains the report drill downs AND is itself a report!
- List of current and future reports
- Current reports in detail
  - Supply Demand & MRP
  - Purchasing
  - Other
- Appendices
  - 1. System Requirements
  - 2. System Keys
  - 3. Xsort user defined field + Make or Buy considerations
  - 4. Typical Menu
  - 5. Email Subscriptions
  - 6. Changes Log Version history per report
  - 7. PO Invoice History tables

Note: An up to date version of the Changes Log is available on the web here:

Link

http://sl-ect.co.uk/REP\_changes.aspx





# Reports and Enquiries Pack Introduction

REP delivers some innovative ways of showing key business data from your Sage system.

All screens can be run from a default Reporting Services (SSRS) menu.

Or the URL for each screen can be added to the Sage menu.

Or the URL can be added to Word, Excel, Desktop etc and used as a hyperlink or shortcut.

Each screen runs on its own, with drill downs used to call one screen from inside another.

Versions for SQL 2005 and above can use interactive sorts by clicking on the column titles.

And using the power of SSRS the reports can output in other formats such as Excel and PDF.

And can be delivered to the users in various ways:

- On demand via a web page "Pull".
- Email on a schedule "Push".
- To a file server on a schedule, e.g. as an Excel document. With an option the email users with just a link to the new version. So the large Excel file is NOT passed around the mail server.
- To a report "snapshot" so that processing can be run overnight.
- "Linked" reports different parameters, but same report definition.



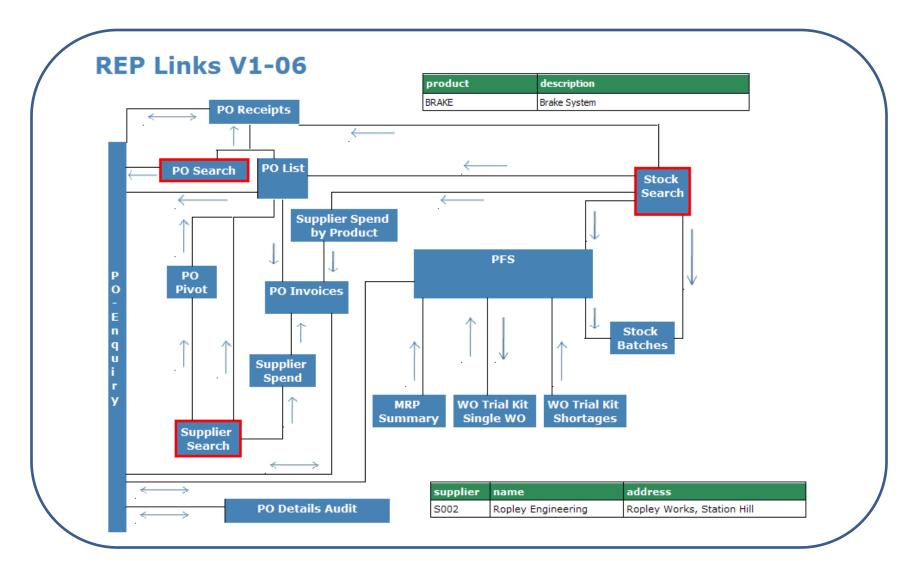








This shows (most of) the many drill down links between the reports. But it is also a report in its own right! So it can be used as a menu system to quickly find the information that you need. Optionally enter a Product or Supplier and click on the blue rectangles - the links will follow the Supplier / Product where relevant.....







# Reports and Enquiries Pack

# **Current Reports**

# **Purchasing**

- Supplier Search
- PO Pivot
- PO List / PO Search
- PO Receipts
- PO Invoices
- PO Matching
- PO Details Audit Value Changes
- PO Enquiry
- Supplier Spend
- Supplier Spend by Product

### <u>System</u>

- RFP Links
- Table Row Count
- Report Usage

## Supply - Demand & MRP

- PFS
- WO Trial Kit Single WO
- WO Trial Kit Shortages
- MRP Analysis
- MRP Summary
- BOM Critical Path
- BOM Explosion & Where Used

# Stock / SOP

- SO Detail Audit Value Changes
- Stock Audit Costs
- Stock Search
- Stock Batches
- Stock History + Time

#### New reports coming in future releases:

- WO Trial Kit Summary for all WOs show the percentage of lines that can be kitted
- SO Trial Pick Summary as above but for Sales
- SO Trial Pick (Single SO)
- SO Available To Promise (ATP)
- Stock Excess
- Stock Value Summary

- Stock Value Detail
- Lot Traceability find all transactions for a lot number
- InBeta! Credit Status highlight customers about to go on stop because of either value or open item ages nearing the limit
- Preactor Work To Lists / Machine Plans
- Preactor Capacity Versus Load Chart





# Reports and Enquiries Pack **Current Reports**

Supply-Demand & MRP









#### PFS – Predict Future Stock

Multi Warehouse, with Drill Down to a Trial Kit

#### Scenario

- For any given product you want to see the details of all IN and OUT movements, with a rolling stock balance calculation in order to see where stock will go short or where there is an excess that can be promised to new orders.
- You have stock and/or orders for more than one warehouse for the chosen product and need to see all the data on one screen.
- When you run MRP you exclude certain warehouses, so you would like to exclude the <u>same</u> set of warehouses when viewing PFS.

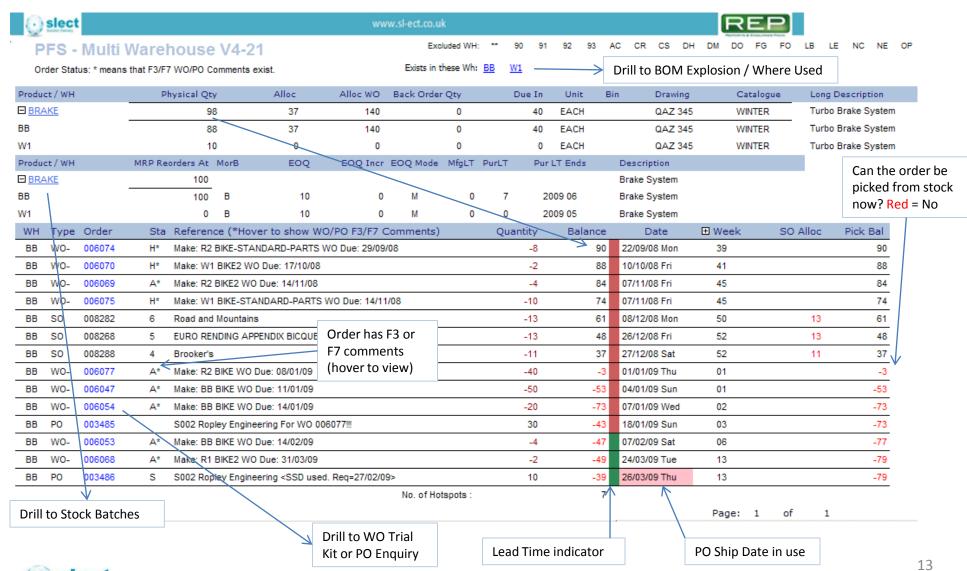
- Multi warehouse for each product. Reject warehouses can be excluded on system keys.
- New! V4-23 allows the user to run in Single WH Mode. Because Multi WH Mode is not suitable in some situations.
- Coloured bar to indicate whether each order is inside the lead time or not. If the balance is negative then you can quickly see if it would be possible to action this with raise/amend of a PO.
- Week numbers, with option to close up a week and only show the balance as at the end of the week.
- Shows sales order "soft" allocations in order to find out which orders have grabbed the free stock.
- The order quantity is in one column, allowing the central part of the screen to show information relating to the PO, SO or WO. For example a WO "use" line shows the quantity as negative and in the central area shows the product being made etc.
- Single click to drill to either WO Trial Kit or PO Enquiry. Or drill to the Stock Batches screen.
- In MRP mode the recommendations are shown with colour coding for ease of reading. And the predicted stock balance is calculated twice once including the effect of MRP recommendations, once without to show the underlying problems. The central area is used for a description of the recommendation.
- WO and PO entry in Sage allows F3 and F7 comments. These are shown in PFS by hovering over the main Reference field. The status field has an additional \* if any comments exist for the WO or PO.
- If POSHIPDATE=YES then the PO Ship Date is used and highlighted. (Required date is then shown in the Reference field)
- Pick Balance field is used to show whether each order line could be picked / kitted from the physical stock right now. So it is a "balance from stock" it ignores any due in POs and WOs.
- Drill own to the BOM Explosion & Where Used report.





#### PES – Predict Future Stock

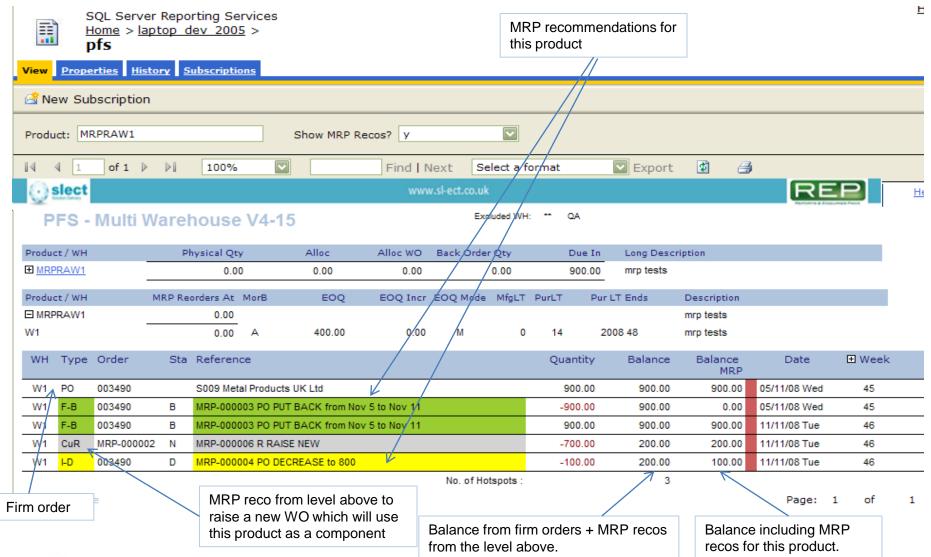
Multi Warehouse, with Drill Down to a Trial Kit





#### PFS – Predict Future Stock – with MRP Recommendations

Multi Warehouse, with Drill Down to a Trial Kit





# WO Trial Kit – Single WO

#### Scenario

- For any Works Order you want to be able to see if it can be kitted from stock, if necessary taking into
  account demands from other earlier WOs for common materials.
- Which lines can / can't be fully picked?
- And to resolve any shortages you want a single click to see the next supply, in order to try and bring it forward.

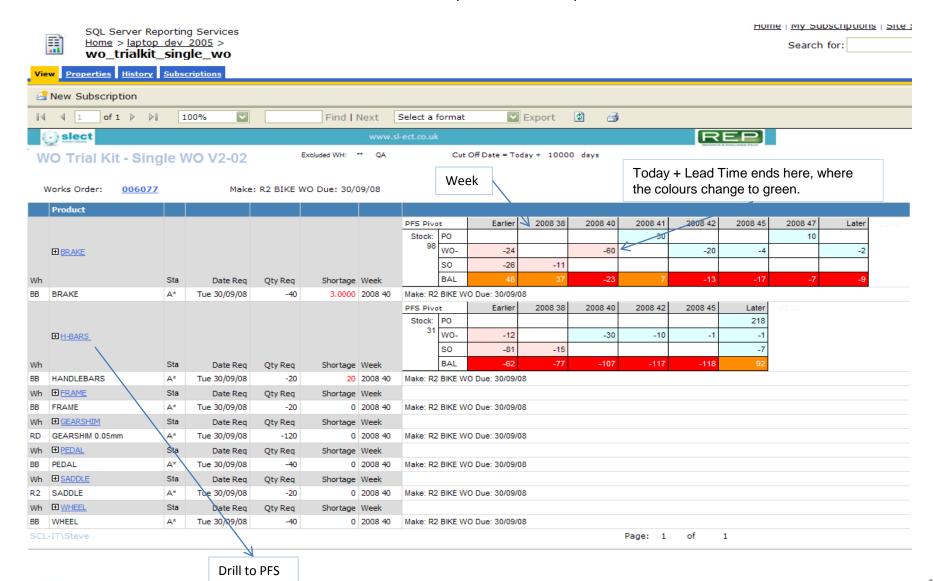
- Calculation of shortages is stock based. It excludes any due ins.
- Deals with multiple WOs competing for a common material.
- The sequence in which stock is "allocated" is based on the date that the component is required, as per Predict Future Stock and MRP. (bmwodm.date\_required)
- Shows pivot style balance summary on the right, in order to see if there are POs or WOs that could be brought forward. And this has cells coloured to indicate whether each order is inside the lead time or not.
- Drill to full PFS to see the detailed picture for any line.
- Multi warehouse for each product. Reject warehouses can be excluded on system keys.
- Note that it only shows lines that still have something to issue.
- Hover over any week number to get a tooltip showing the first activity date for that week.





## WO Trial Kit – Single WO

WO 006077 can be kitted for all product lines except BRAKE and H-BARS







# **WO Trial Kit Shortages**

#### Scenario

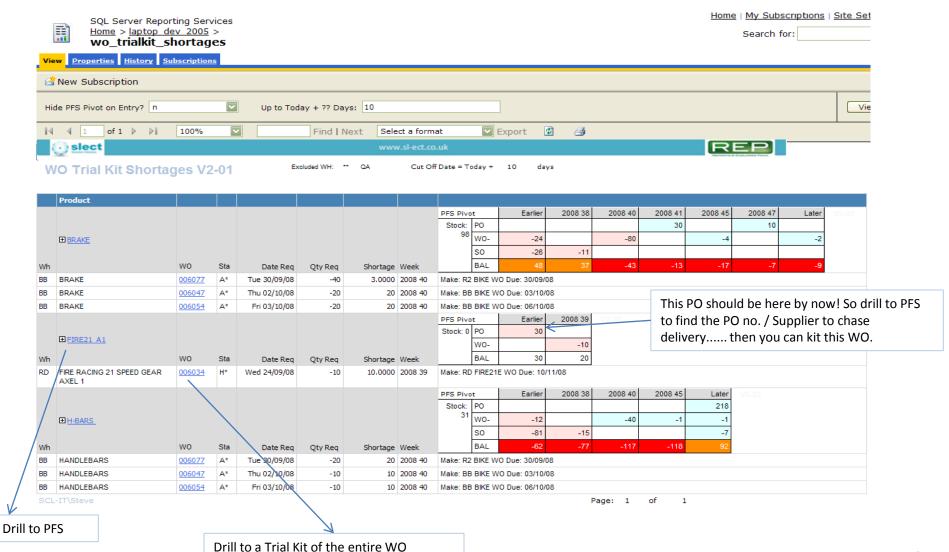
- You have many works orders due to start in the next few days.
- Which ones CAN'T be fully picked / kitted from physical stock?
- And to resolve the shortage you want a single click to see the next supply in order to try and bring it forward.

- Calculation of shortages is stock based. It excludes any due ins.
- If necessary taking into account demands from other earlier WOs for common materials.
- The sequence in which stock is "allocated" is based on the date that the component is required, as per Predict Future Stock and MRP. (bmwodm.date required)
- Only show WOs that have shortages where the start date is up to X days into the future.
- Shows pivot style balance summary on the right, in order to see if there are POs that could be brought forward .. and this has cells coloured to indicate whether each order is inside the lead time or not.
- Multi warehouse for each product. Reject warehouses can be excluded on system keys.
- Drill, from a line that is short, to a trial kit of the entire WO so see if any other lines are short.
- Drill to full PFS to see the next supply.
- Select on the Make or Buy field. Choose to sort by Product or the user defined Xsort field.





# **WO Trial Kit Shortages**







# **MRP** Analysis

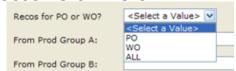
#### Scenario

- You have just processed MRP and need to view the recommendations.
- And you need to constantly refer from the report to Predict Future Stock(PFS), so having a single click to drill to PFS is ideal.
- You also want to export the analysis report to Excel to work on the actions and to add comments which can then be saved away as a permanent record of the MRP run for that week.

Make or Buy: A Phantom: No BOM

#### **Features**

- Drill to PFS by clicking on the product. This link still works after opening the report in Excel!
- Shows whether the product is make or buy, and whether it has a BOM / phantom
- Choose PO or WO or ALL



Shows the EOO field AND the increment



Drill to BOM Critical Path from a "WO Raise New" recommendation, to do an immediate Assembly Trial Kit.

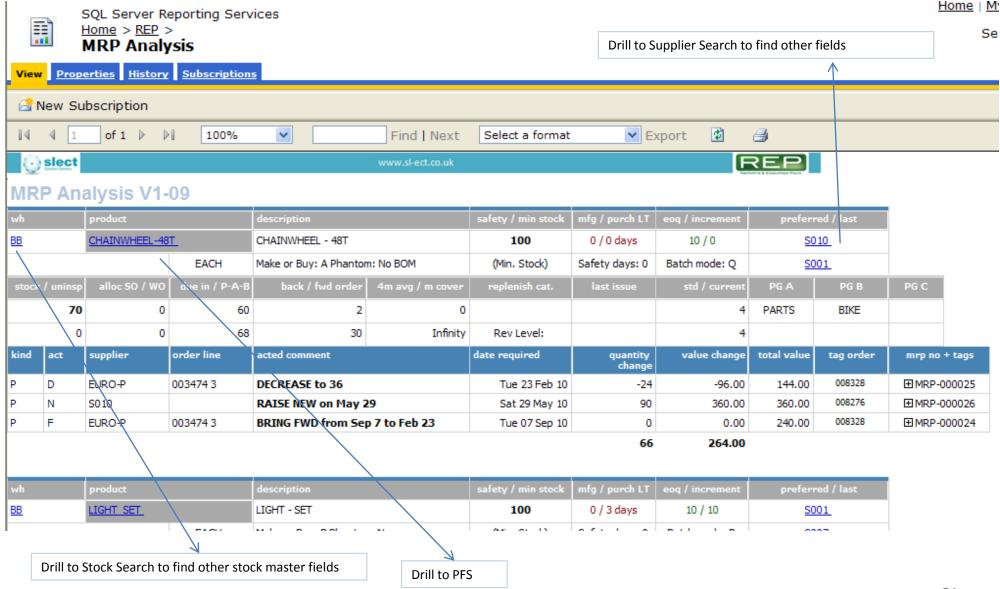
RAISE NEW on May 28.



Make or Buy: M Phantom: N



### **MRP** Analysis







## **MRP Summary**

with a summary of INs/OUTs per week and a drill down to a full PFS

#### Scenario

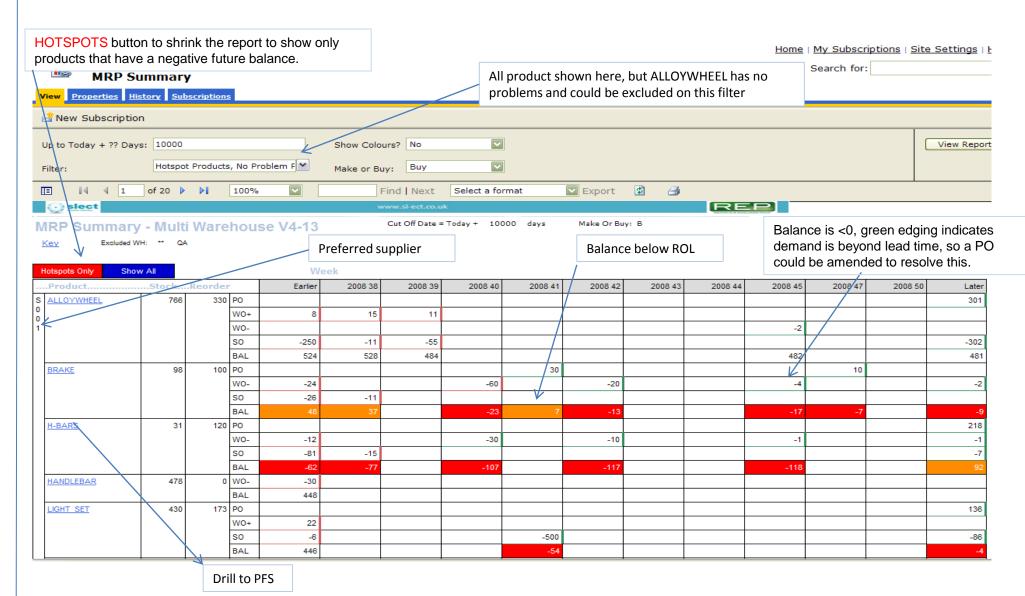
- Let's say that you did a full MRP 2 days ago and dealt with all the recommendations. But since then SOs and WOs have been increased or added, or there have been stock adjustments. So now if you could look on Predict Future Stock (PFS) for all products there may be some negative balances. This report shows you a summary, across the page, of the predicted stock balance for all products. And allows you to click once on a product to drill to a full PFS enquiry.
- Supplier chain... You have a preferred supplier set against a number of products and you want to send the supplier a concise summary of the supply and demand picture for those products. Run this with Make Or Buy = B and export it to Excel, choose the supplier account from the document map and send it to the supplier.
- Supplier Forecasting for the next 12 months: extend your Sales Forecast or MPS to cover a longer period, run MRP and then use this report to project the future demands per supplier.

- "Hotspots" & "Warmspots" show where the balance goes below zero or below the ROL.
- Multi warehouse for each product. Reject warehouses can be excluded on system keys.
- New! V4-33 allows the user to run in Single WH Mode. Because Multi WH Mode is not suitable in some situations.
- Shows pivot style predicted stock balance, in a weekly summary by order type. Option for Week + Day No. for more detail. Ie. Wednesday of week 47 would show as **2008 47 3**. If activity on the Thursday a column for **2008 47 4** shows.
- Able to see the opening stock, PO due in, WO- demand, WO+ makes and SO demand per week, with the balance as at the end of the week.
- MRP Recommendations Mode: Immediately after running Sage MRP there is an option to show the recommendations on (at most) 4 extra rows. Giving a quick and visual way to decide if the recommendation should be actioned, but avoiding the 100s of lines of the standard report. In this mode the recommendations are shown with colour coding for ease of reading. And the predicted stock balance is calculated twice, once including the effect of the recommendations, once without in order to show the underlying problems.
- System keys determine the horizons for the "Earlier" and "Later" week numbers.
- Coloured edging to indicate whether each order is inside the lead time or not. Option to colour the whole cell as well as the edge.
- Select on Make or Buy. "A"s are converted to "M" or "B" according to whether a BOM exists.
- Drill to full PFS, showing MRP recommendations if required.
- Hovering over a quantity value in the central area will show these fields: Type, Week, Product.





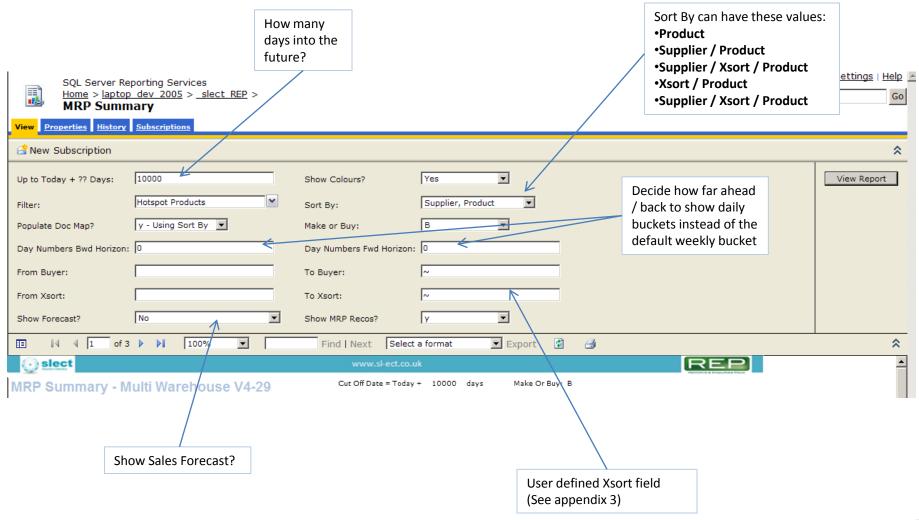
# **MRP Summary**







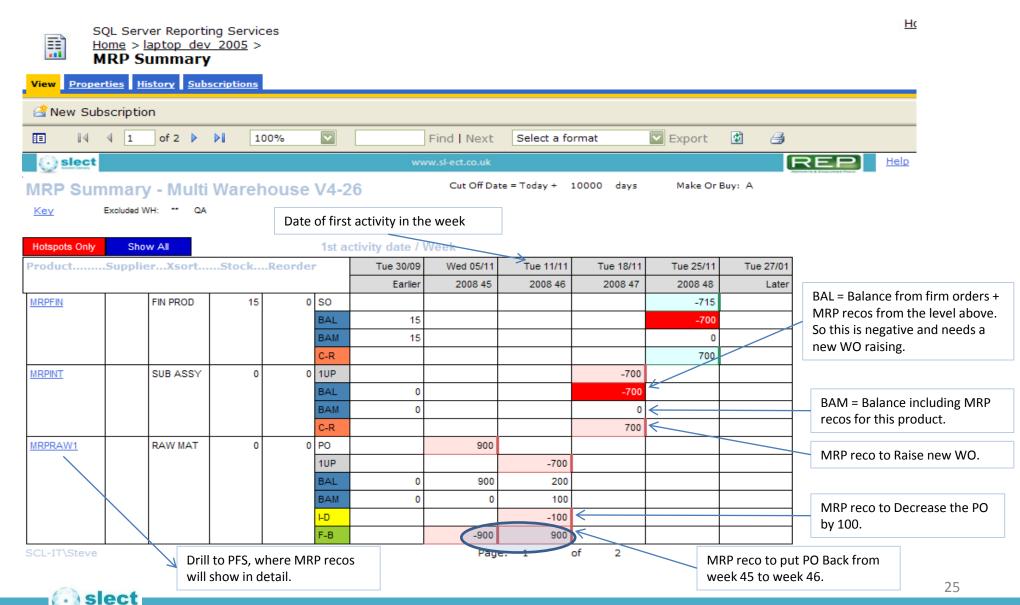
# MRP Summary - Selection Parameters







# MRP Summary – with MRP Recommendations





#### **BOM Critical Path**

#### Scenario

- You want a BOM explosion report that is multi level and can be exported to Excel.
- Or you want to run an Assembly Trial Kit for any product and click to drill to PFS.
- You make-to-order and a new requirement comes in so you need to look at the entire BOM explosion and calculate a start date based on the longest lead time item. If this date is in the past then the required date is not possible.
- Or you want to find the earliest date that you could finish the order, based on starting today.

#### **Features**

Enter a Product / Required Date / Quantity etc.

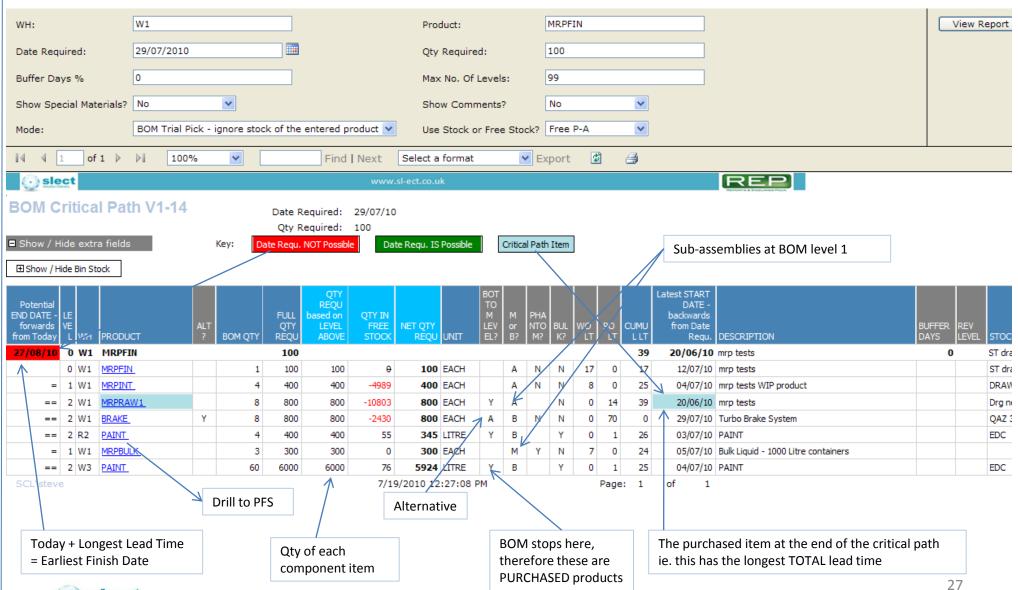


- Highlights critical path component(s).
- Drill to PFS.





#### **BOM Critical Path**





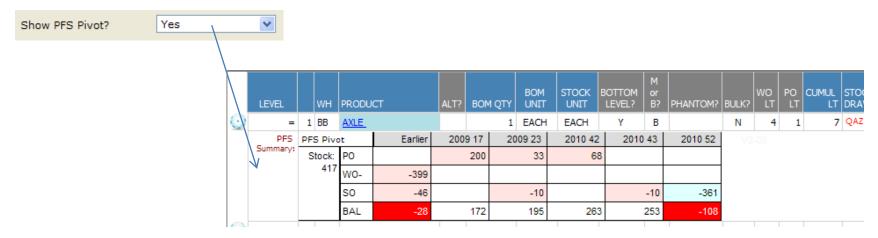
# **BOM Explosion & Where Used**

#### Scenario

- You want to know, for any product, where it is used and what it is made from.
- BOM explosion needs to be either single or multi level, with optional export to Excel.

Max No. Of Levels:	99

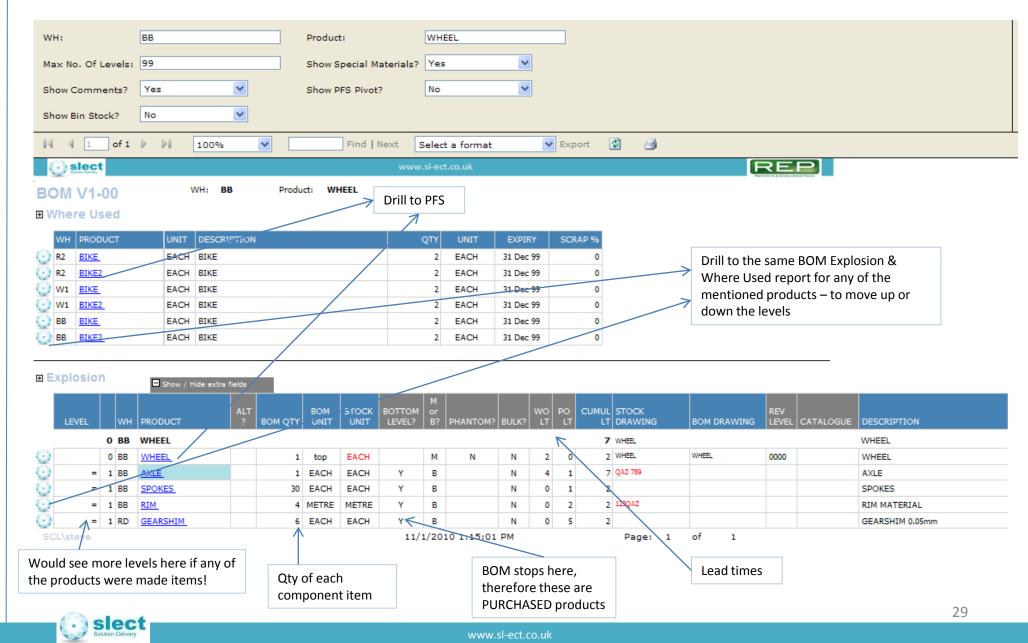
- One screen shows BOTH the explosion and the where used.
- Drill to the same style of report for any product made into or out of the first product.
- Drill to Predict Future Stock for any product (and then from PFS to the BOM report again).
- Option to show "PFS Pivot" a mini MRP Summary for each BOM component.







# **BOM Explosion & Where Used**





# Reports and Enquiries Pack

# **Purchasing Reports**









# Supplier Search

#### Scenario

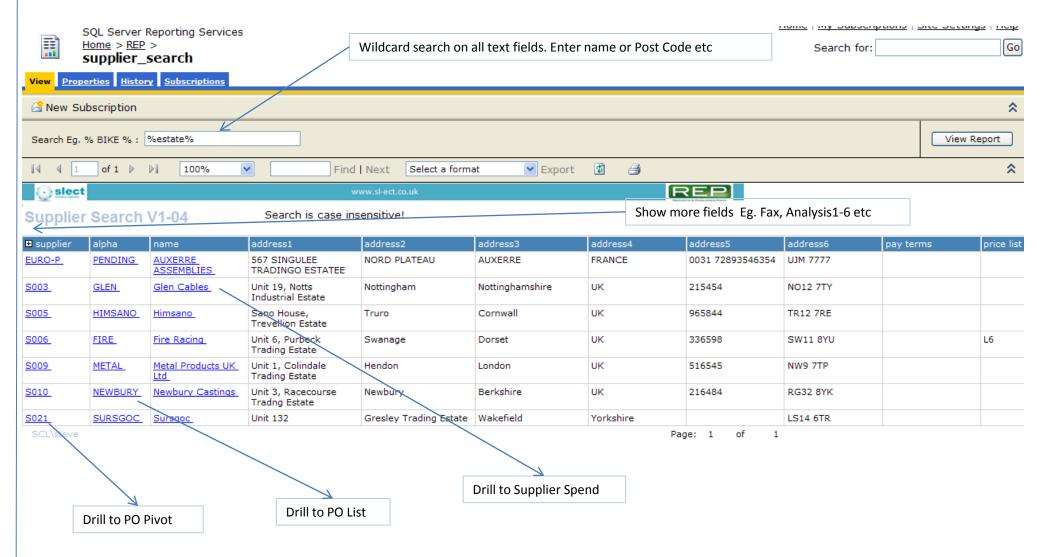
- You need to browse to find a supplier, but perhaps you only know part of the name, or maybe the
  post code.
- Having found the account code and it's basic details you want links to show a selection of other enquiries about that supplier.
- If a number of suppliers match the criteria then you want to keep the list alive and drill to other enquiries for many of the suppliers.

- Wild card search through all of these fields:
  - Supplier Code
  - Address and Post Code
  - Analysis 1-6
  - Fax, BTX, Telex etc
  - And more...
- Search is not case sensitive.
- Drill down to the following reports:
  - PO Pivot
  - PO List
  - Supplier Spend





# **Supplier Search**







#### **PO Pivot**

#### Scenario

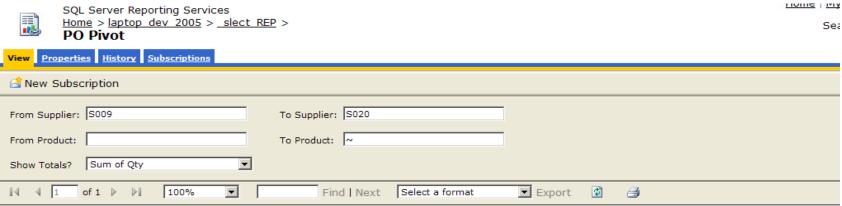
- You would like to see a quick summary of which suppliers have orders in which weeks.
- Perhaps because they are visiting your site.
- Or because you want to do the weekly expedite of orders that are due in this week.

- Option to show either of
  - Count of the Number of PO Lines
  - Sum of the Quantity Remaining
  - Sum of the Value Remaining (Local currency)
- Drill down to the following reports:
  - PFS to see PO dates and quantities and the WO or SO demand
  - PO List per Product for full details
  - PO List per Supplier
- If the system key POSHIPDATE=YES and the PO Ship Date field is populated, then this field is used instead of the Required Date.





#### **PO Pivot**



#### PO Pivot - Open Purchase Orders V1-04

#### 2008 07 2008 11 2009 09 2009 04 2009 06 2009 07 Total Supplier ..... Product 2008 28 2008 45 2009 36 2009 15 2009 14 2009 23 2009 27 2008 29 ■ LMS Ltd S011 93 93 ■ Metal Products UK Ltd MRPRAW1 S009 <u>PFS</u> 900 900 ALLOYWHEEL PFS 11 14 25 **PFS** 15 15 H-BARŞ PEDAL PFS 7 7 ■ Newbury Castings S010 500 82 582 Oslo Aluminium S012 999 128 1127 Extrusions S019 **#** Wizard Limited 100 100 Total 100 999 900 500 33 14 221 82 2849 SCL-IT\Steve Page: 1 of Drill to PO List Drill to PFS Drill to PO List for for Supplier Supplier / Product

Calendar Month / Week



⊞ Hide Weeks?

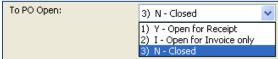


#### **PO List**

#### Scenario

- You already know the product or supplier and would like a list of purchase orders.
- Or for a given product to find all recent POs, whether open or closed, in order to find the last supplier used
  or the last price paid.
- Or you want to create a list to do the weekly expedite of open orders that are due in soon.
- Or you need to keep the order book tidy need to see which lines have been fully received but not closed off from a finance perspective (and therefore can't be archived).
- Check the Purchase Price Variance (PPV) by comparing order prices versus stock standard costs.

- Drill down to the following reports:
  - PFS to see the WO or SO demand
  - \*PO Receipts to see Q numbers and lot / batch / delivery dates
  - Supplier Spend /PO Invoices /PO Enquiry
- Sort by Date Entered, Date Required, Supplier, Product.
- PO Open field is a simple method of combining the various PO status fields into these 3 options:



- Shows PO line F3 comments.
- Option to include archived POs.





## PO List

REPORTS & ENQUIRIES PACK

SQL Server Reporting Services <u>Home</u> > <u>REP</u> > **po\_list** 

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D List V1 e Required Between order no e 003500. 003493. 003495.	entered ()  18/03/09  24/01/09  19/09/08	Supplier (2)  EURO-C  S001  S002  S002  S003	No. of Lines = name  PARIS BALLE-BEARINGS  Dundee Extrustions  Ropley Engineering  Ropley Engineering	product 8  BIKE2  AXLE  BRAKE  BRAKE	long description  BIKE  S001-BB-AXLE  BRAKETTTTTTTT  BRAKE	description  BIKE  S001-88-AXLE  BRAKEOX	88 88 88 88	For WO	s head er P	s line	ship 8 date	Totals: date 3 req line 18/03/09 01/05/09 04/05/09	Dr 464 order qty 2 1 30	424 recd qt/	40 remain qty  0  30	424 tran inv qty  2 1 0 0 60	EACH EACH EACH	6.864831468 38745 0.44	40.90 local value 0 0 30	tran exp cost 6.864831468 38745 0.44 1 1 12.63	20 0.05 0 0.757.8	9-99-60-PS-0 9-99-60-PS-0 9-99-60-XX-f 9-99-60-XX-f 9-99-60-XX-f 9-99-60-XX-f
OLIST V1 PREQUIRE Between OCCUPATION OCCUPAT	entered (19/03/09 24/01/09 19/09/08 19/03/08 14/03/08	Supplier 0  EURO-C  S001  S002  S002  S003  S003	No. of Lines = name  PARIS BALLE-BEARINGS  Dundee Extrussions  Ropley Engineering  Ropley Engineering  Gen Cebles	Product ()  BIKE2  AXLE  BRAKE  BRAKE  ALLOYWHEEL	long description  BIKE  S001-BB-AXLE  BRAKEZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	description  BIKE  S001-B8-AXLE  BRAKEDOX  BRAKE  ALLOY WHEEL	88 88 88 88	For WO	p p p	s line	ship 8 date	Totals: date 3 req line 18/03/09 01/05/09 25/04/09 23/05/09	2 1 30 10 60	424 recd qt/	40 remain qty  0 0 10 10	424 tran inv qty 2 1 0 0 60 40	EACH EACH EACH EACH	6.864831468 38745 0.44 1 1 12.63	40,:00 local value  0 0  30  10	tran exp cost 6.864831468 38745 0.44 1 1 12.63	20 0.05 0 0.757.8	9-99-60-PS-0 9-99-60-PS-0 9-99-60-XX-F 9-99-60-PS-0
003500 003493 003496 003449 003449	entered ()  12/03/09  24/01/09  19/09/08  19/09/08  14/03/06  14/03/06	Supplier ()  EURO-C  S001  S002  S002  S003  S003	No. of Lines = name  PARIS BALLE-BEARINGS  Dundee Extrustions Ropley Engineering Ropley Engineering Glen Cables  Glen Cables	Product ::  SIKE2  AXLE  BRAKE  BRAKE  BRAKE  ALLOYWHEEL  BRAKE	long description  BIKE  S001-BB-AXLE  BRAKEZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	description  BIKE  S001-BB-AXLE  BRAKEDOX  BRAKE  ALLOY WHEEL  BRAKE	88 88 88 88 88	For WO	p p p	s line	ship 8 date	Totals: date 3 req line 18/03/09 01/05/09 25/04/09 04/05/09 23/05/09	2 1 30 60 40	424 recd qt/ 2 1 0 0 60 40	40 remain qty  0 0 30 10 0	424 tran inv qty  2 1 0 60 40 5	EACH EACH EACH EACH EACH EACH	6.864831468 38745 0.44 1 1 12.63	40,30 local value  0  0  10  10  0  0  0  0	tran exp cost 6.864831468 38745 0.44 1 1 12.63 1.05	20 0.05 0 0.757.8 42 333.3	9-99-60-PS-0 9-99-60-PS-0 9-99-60-XX-1 9-99-60-XX-1 9-99-60-XX-1

Drill to PO Enquiry

Drill to **Supplier Spend** 

Drill to PFS

Audit - Costs remain qty | tran inv qty | unit code inv value local price standard local tran exp PPV 💠 PPV 💠 value % cost (now) value cost logged 0.5000 33 0 EACH 0.55 18.15 0.55 1.65 10.00



**PPV Section** 



#### PO Search

#### Scenario

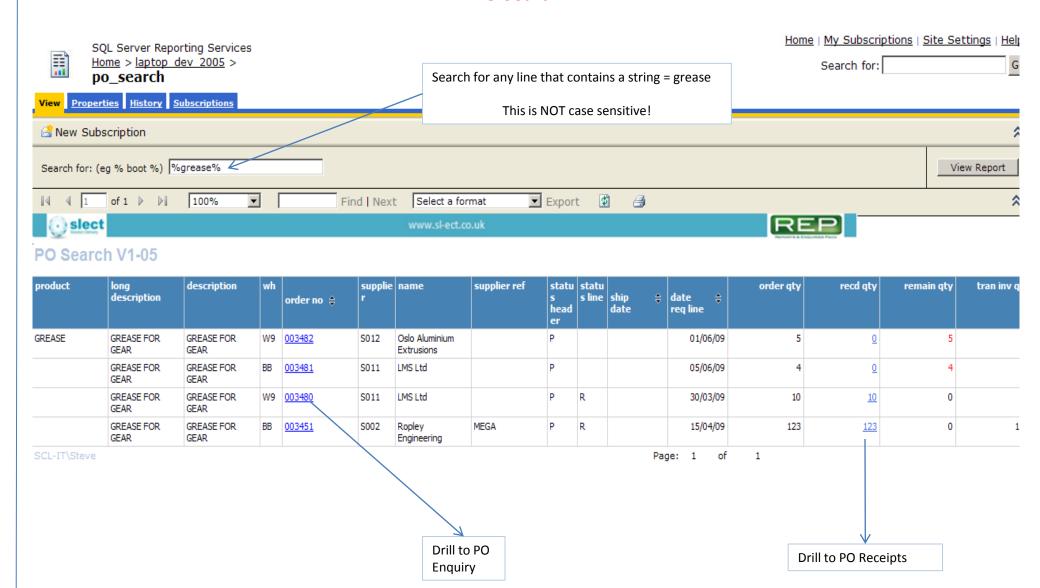
- Similar to PO List, but you initially do not know the product or supplier. So you need to enter a
  wildcard search to find a match in these fields: Product, Line Descriptions, Supplier Reference (from
  the PO header)
- Particularly useful if you use generic Service Codes. Eg. for ordering sundry works equipment on a code such as "WORKS CLOTHING". If so then you probably overtype the PO line description with something like "...safety goggles...". Use this screen to search for "goggles" to find the last supplier and price etc.

- Drill down to the following reports:
  - \*PO Receipts to see Q numbers and lot / batch / delivery dates
  - PO Invoices
  - PO Enquiry
- Shows PO line F3 comments.
- Option to include archived POs.
- \* Requires DA0262 and porecp2m table to be in use





#### PO Search







# PO Receipts\*

#### Scenario

- You would like to easily jump from a product code or a PO number to find all PO receipts, without having to trawl through stock history looking for RECP lines.
- PO GL Reserve accrual has thrown up a series of POs that have been received but not invoiced. Use
  this screen to trace the receipts details and find who did the booking in.
- Check the Purchase Price Variance (PPV) by comparing order prices versus stock standard costs.

- View various fields including:
  - Date received versus date required from the PO line as at the time of the receipt
  - Price as at the time of the receipt, standard cost, PPV
  - User
- Drill to this from
  - Stock Search
  - PO List
  - PO Search
  - PO Enquiry
- Parameter to choose all transactions since X days ago. If X=0 then only today's activity is displayed.
   This makes it easy to add a subscription to run every night, thus sending the daily information to any email addresses.

<sup>\*</sup> Requires DA0262 and porecp2m table to be in use





# PO Receipts\*

	SQL Server Reporting Services  Home > REP > po_receipts											Search for:					
View <u></u>	View Properties History Subscriptions																
New	∰ New Subscription															2	
14 4	1 of 1 >	▶ 100	)%	~		Find   Next	Select a for	mat	Export	<b>\$</b>	<i>a</i>					×	
<u> </u>	€ slect www.sl-ect.co.uk															ŀ	
PO Re	PO Receipts V1-06																
					1						1						
										-		Total:	11047.76			8324.1	
supplier	supplier name	order no	line	wh	product	date received	date required	qty received	receipt no	more to come ?	user id	local cost	local value	foreign cost	standard cost	PPV value (	
S002	Ropley Engineering	003486	1	вв	BRAKE	16/09/09	04/06/09	5	Q01069	у	scl	1	5.00	1	1.0000	0.000	
slect	sl-ect limited	003497	1		CARRIAGE	16/09/09	09/03/09	5	Q01067	n	scl	20	100.00	20			
S002	Ropley Engineering	003486	1	ВВ	BRAKE	11/09/09	04/06/09	3	Q01071	У	scl	1	3.00	1	1.0000	0.000	
S012	Oslo Aluminium Extrusions	003394	1	R1	ALUMINIUMT UBING	23/04/09	19/10/08	999	Q01064	n	scl	1.306302485 36772	1305.00	15.4	1.2500	56.246	
S019	Wizard Limited	003282	1	R2	BARBIESTRE AM	23/04/09	18/10/08	100	Q01065	У	scl	1.25	125.00	1.25	1.2500	0.000	
S019	Wizard Limited	003282	1	R2	BARBIESTRE AM	23/04/09	18/10/08	0	Q01066	n	scl	1.25	.00	1.25	1.2500	0.000	
EURO- C	PARIS BALLE- BEARINGS	003500	1		CARRIAGE	18/03/09	27/03/09	5	Q01062	n	scl	4.118898881 03247	20.59	6			
EURO- C	PARIS BALLE- BEARINGS	003500	2	ВВ	BIKE2	18/03/09	18/03/09	2	Q01063	n	scl	6.864831468 38745	13.73	10	134.4000	-255.070	

Drill to PO Enquiry



<sup>\*</sup> Requires DA0262 and porecp2m table to be in use



#### **PO Invoices**

#### Scenario

• You would like to easily jump from a supplier code or a PO number to find all the related PO invoices.

#### **Features**

- Drill to this from
  - Supplier Spend to see the details behind the period totals
  - PO List
  - PO Search
  - PO Enquiry
- Depending on archiving routines and projects, the data for this can be based on either of:
  - pophstm
  - pohstdetm (where DA0512 is in use)
  - poinvdm

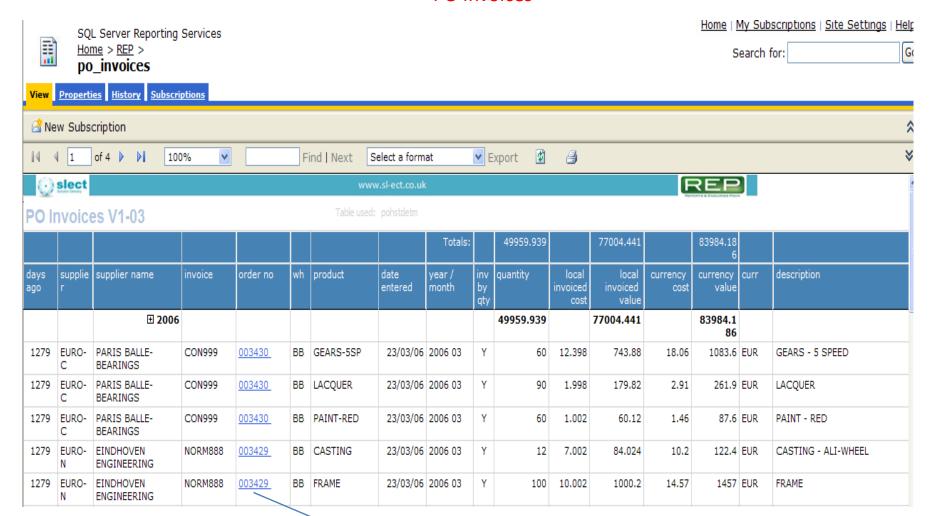
See Appendix 7 for more information.

Parameter to choose all transactions since X days ago. If X=0 then only today's activity is displayed.
 This makes it easy to add a subscription to run every night, thus sending the daily information to any email addresses.





#### **PO Invoices**



Drill to PO Enquiry



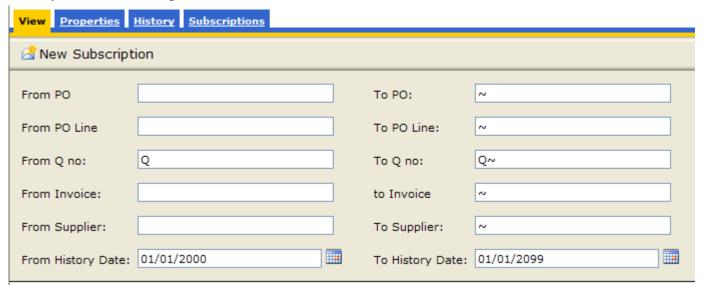


### **PO Matching**

#### Scenario

- You have a PO that says it is already fully matched when trying post a new invoice.
- Or a question about which invoices were matched to a known PO line.
- Or you need to look at one invoice and see when it was entered and where it was matched.

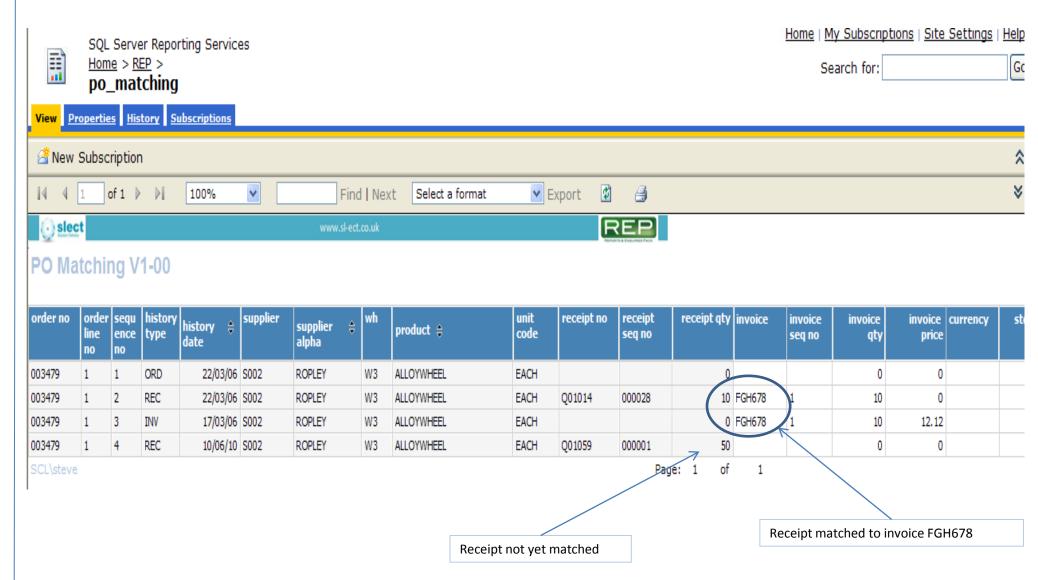
- Drill to this from
  - PO Enquiry
- Select any of these ranges







#### **PO Matching**







## PO Details Audit – Value Changes\*

#### Scenario

 As a purchasing manager you would like to know what recent changes have been made to the order book in Sage. In particular the changes that have affected the value on the PO. You can't just look at new POs and their "Date Entered" because there may also have been changes or additions to existing orders.

- PO lines are tracked for any change that affects the value
  - Addition of new lines, highlighted in red if the lines is added with zero price
  - Deletion of lines
  - Changes to the price
  - Changes to the quantity ordered
  - Receipts made a for a quantity greater than that ordered
- Drill to PO Enquiry to see the whole order and any comments made by the users.
- Or drill from PO Enquiry to get a full history of changes to the order.
- Check the Purchase Price Variance (PPV) by comparing new prices versus stock standard costs.
- Show Audit comments (if switched on), to force the users to say why a price change happened.



<sup>\*</sup> Requires Sage Auditing of the podetm table to be in use



## PO Details Audit – Value Changes\*

		SOL	Server Rep	porting	Servic	es											<u>Home</u>	My Sub	scription	s   <u>Site Settings</u>	<u>Help</u>
=	ì	Home	e > <u>REP</u> > detail_a	_														Search	for:		Go
View			<u>History</u>		iptions																
<u>⊿</u> N	ew Sı	ubscı	ription																		\$
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Fron	Days	Ago (	(today=0):	100																	
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0	slec	t							www.	sl-ect.co.uk						RE	P				
			Audit V′ age Auditin		le to be t	track	ing c	hanges to pode	tm	Red:	Line added						1			orced in PO price changed	
												Total	9080.00								
audi t type	audit user	day s ago	audit date	time	PO	line	wh	product	qty order before	qty order after	price local before	price local after	value r change local	Stock Std Cost	PPV unit	PPV value	audit program			audit note 1	
С	sd	0	16/09/09	5:20	003497	1		CARRIAGE	2	5-	20	20	60.00				Receipts				
С	sd	0	16/09/09	5:00	003490	1	W1	MRPRAW1	900	900	6	12	2 5400.00	14.0000	-2.0000	-1800.00	Purchase Orders			Price increase by sup	plier
С	scl	0	16/09/09	4:58	003490	1	W1	MRPRAW1	900	900	3	6	2700.00	14.0000	-8.0000	-7200.00	Purchase Orders			Price doubled, called suppliers	by JohnD
С	sd	0	16/09/09	4:14	003490	1	W1	MRPRAW1	900	900	2	↓ :	900.00	14.0000	-11.0000	-9900.00	Purchase Orders			Changed for demo at	t SUN
Α	sd	16	31/08/09	17:06	003497	2		CARRIAGE	7	7	0	(	0.00				Purchase Orders				
C	sd	16	31/08/09	17:05	003497	1		CARRIAGE	1	2	20	20	20.00				Purchase Orders	\			
SCL\s	eve														Page: 1	of	1		<u> </u>		
					Dri	ll to	PΩ	Enquiry											-	ere were 3 ext	ra
	A = A $C = C$ $D = C$	Chan	ige					Sage Auditing	of the pod	etm table	e to be in u	use	Cha	nge in th	e line val	ue	bo	oked in	at a cos	st of £60	





## **PO Enquiry**

#### Scenario

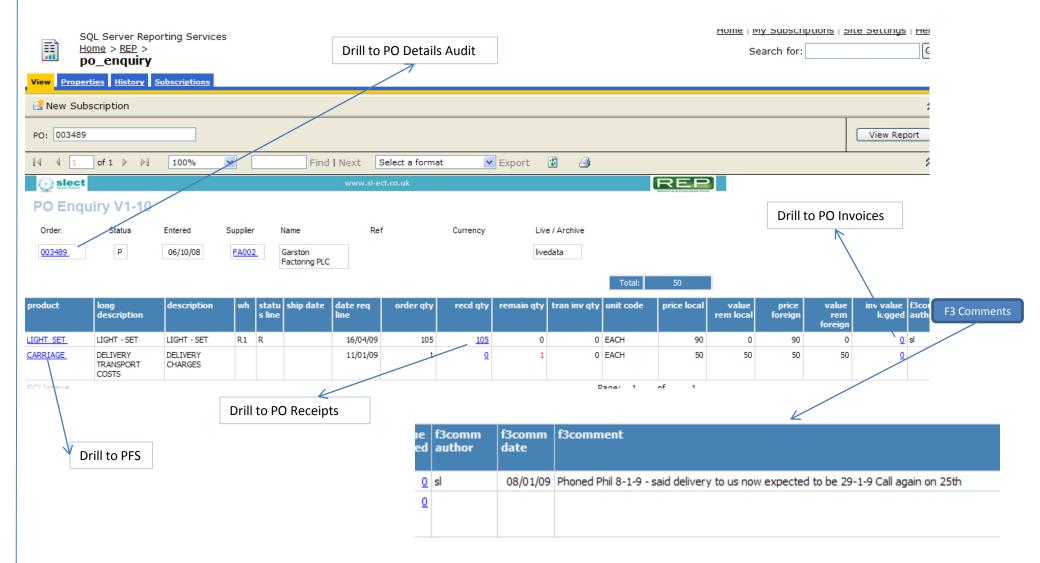
• You want one screen on which you can view concise PO line information – quantities, dates, prices and comments.

- Drill to this from
  - PFS
  - PO List / PO Search
  - PO Enquiry
  - PO Invoices
  - PO Details Audit
  - PO Receipts
- Drill from this to
  - PFS
  - PO Receipts
  - PO Invoices
  - PO Details Audit to get a full history of the order
  - PO Matching





## **PO Enquiry**







## **Supplier Spend**

#### Scenario

- You are about to negotiate new prices with a supplier and would like to look back at the spend in recent times.
- Or a particular product has been increasing in volume and you would like to see by how much in order to ask for bulk discounts.

#### 2 Versions

- Supplier Spend select a supplier and optionally expand to see the products.
- Supplier Spend Per Product select a product and optionally expand to see the suppliers.

#### **Features**

- Drill down to PO List from the supplier on Supplier Spend.
- Drill to PO Invoices to see the detail figures on both.
- Show quantity as well as value on the Per Product version.
- Show months as well as years on Supplier Spend.
- Depending on archiving routines and projects, the data for this can be based on either of:
  - pophstm
  - pohstdetm (where DA0512 is in use)
  - poinvdm

See Appendix 7 for more information.





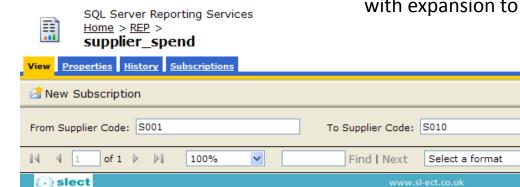
#### **Supplier Spend**

## with expansion to see products

HOHIE | IMIY

REP

Sear



Year / Month Entered

Note: Expand to Products level before drilling to the PO Invoices report.

Based on POP Invoices in Local Currency Expand to show months

#

4

Export

Supplier Spend V1-15 **2006** Total **■ 2005** Total 04 Total total value total value total value total value total value total value ⊕ Dundee Extrussions S001 £28434 £28434 £13 £28421 S002 £14221 £1629 £15850 £15850 ☐ Glen Cables ALLOY WHEEL ALLOYWHEEL S003 £758 £758 £758 BIKE £333 £333 £333 BRAKE £42 £42 £42 **⊞** Grant Engineering Ltd S004 £5764 £5764 £5764 Himsano S005 £480 £480 £480 # Fire Racing S006 £194 £2837 £3031 £3031 S007 £3561 £2367 £2367 £5927 S009 £8017 £8017 £8017 Total £3561 £207 £63239 £1629 £65075 £68636

Expand to show products

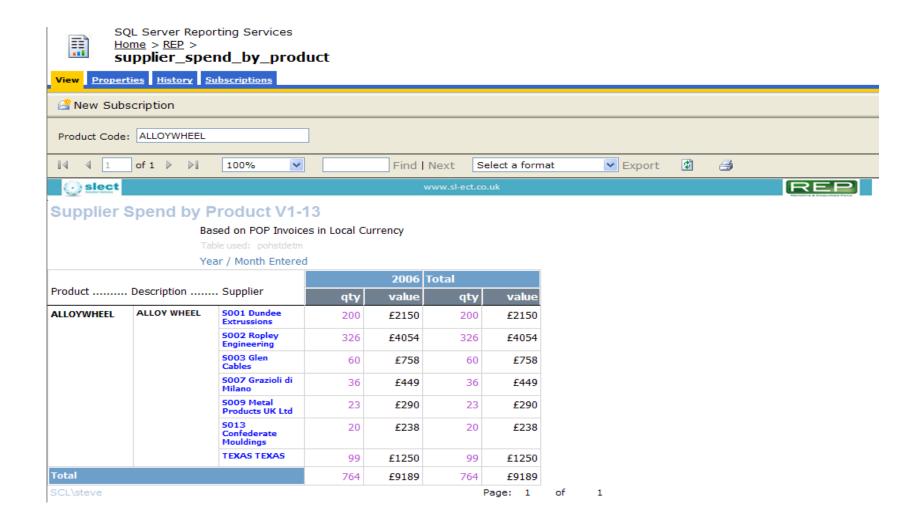
Drill to PO Invoices for the Supplier / Product / Year





## Supplier Spend Per Product

## with expansion to see suppliers







## Reports and Enquiries Pack

## Stock / SOP / System Reports









## SO Details Audit – Value Changes\*

#### Scenario

• You would like to know what recent changes have been made to the sales order book in Sage. In particular the changes that have affected the value on the SO. You can't just look at new SOs and their "Date Entered" because there may also have been changes or additions to existing orders.

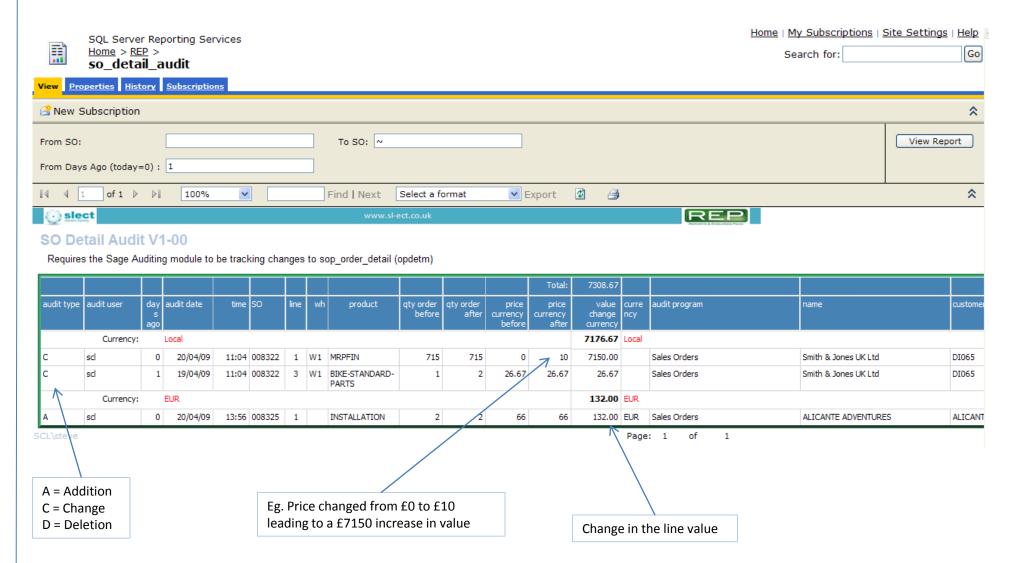
- SO lines are tracked for any change that affects the value
  - Addition of new lines
  - Deletion of lines
  - Changes to the price
  - Changes to the quantity ordered
- Enter a range of sales order numbers
- Run for N days into the past to pick up all recent changes. Perfect for adding an overnight email subscription to show all value changes during the day just ended.



<sup>\*</sup> Requires Sage Auditing of the opdetm table to be in use



#### SO Detail Audit – Value Changes\*





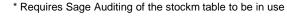


#### Stock Audit - Costs\*

#### Scenario

- You would like to know what recent changes have been made to the standard costs on the stock master in Sage.
- Standard cost changes are causing a variance in the accounts at period end you need to see how the company stock value has altered due to BOM revaluations etc.

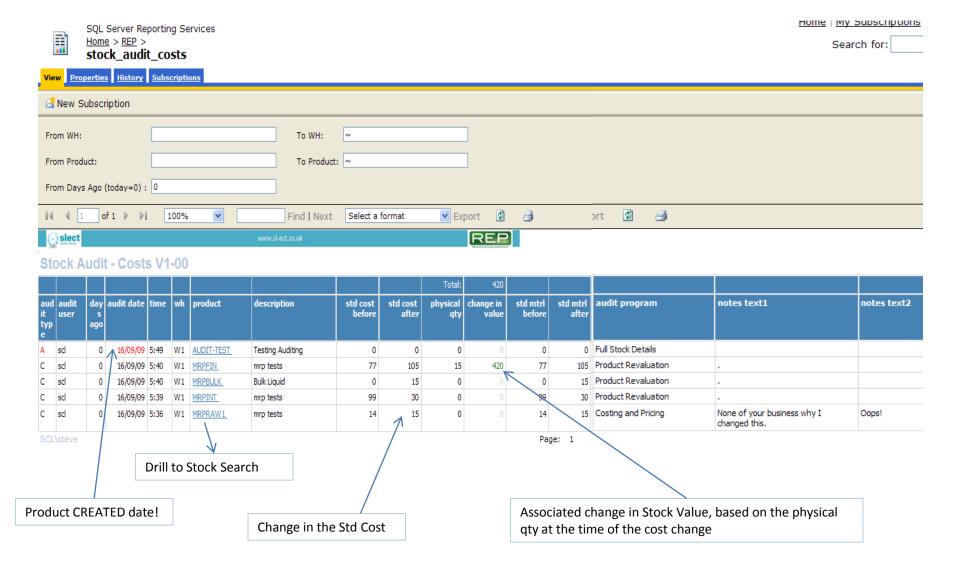
- Product codes are tracked for any change that affects the Standard Cost field
  - Addition of new lines (which has the effect of being the date that the product was created shown in red)
  - Changes to the costs
- See the associated change in the company value the physical qty at the time is multiplied by the change in standard cost
- Drill down to the Stock Search to find full details about the product
- Run for N days into the past to pick up all recent changes. Perfect for adding an overnight email subscription to show all value changes during the day just ended.







#### **Stock Audit - Costs**







#### Stock Search

#### Scenario

- You need to browse to find a stock code, but perhaps you only know part of the description.
- Having found the code and it's basic details you want to see other fields or to link to other enquiries about that product.
- If a number of products match the criteria then you want to keep the list alive and drill to other enquiries for many of the products.

- Search is not case sensitive.
- Wild card search through all of these fields:
  - Product Code / Alpha
  - Short / Long Description
  - Supplier information fields (for the preferred supplier only)
  - Drawing and Catalogue
- View Stock Status and the other Full Stock Details pages fields with one click.
- Drill down to the following reports:
  - PFS
  - Supplier Spend by Product / PO Invoices
  - PO List per Product
  - Stock Audit Costs to see changes to the standard costs (Requires Sage Auditing module)
  - Stock History / Stock Batches
- Exclude or highlight Held and Obsolete parts.

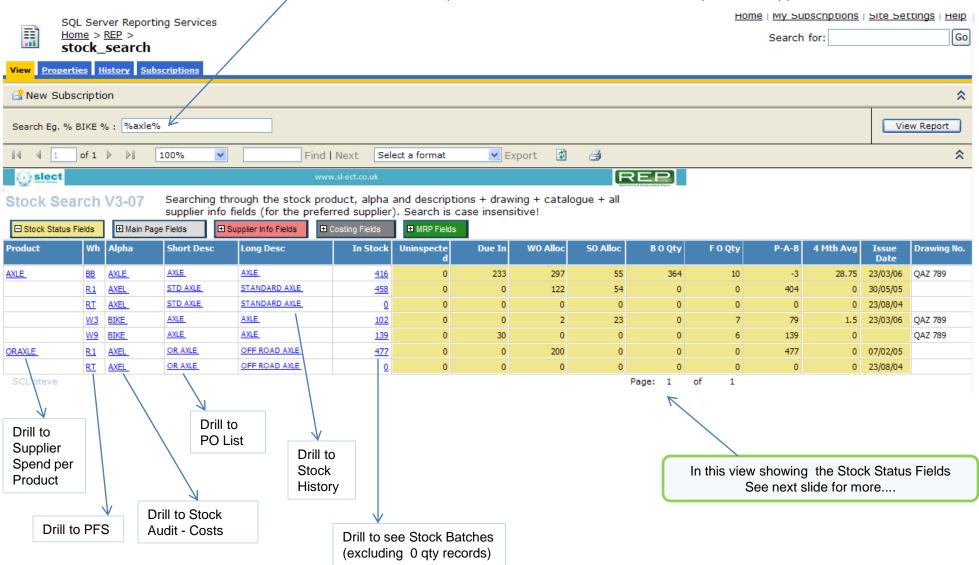






#### Stock Search

Use %axle% as a wildcard search to return all products with "axle" in the code, descriptions or supplier info







#### Stock Search

#### Other Views

⊞ Stock Status Fields

☐ Main Page Fields

■ Supplier Info Fields

■ Costing Fields

■ MRP Fields

#### Main Page Fields

Unit	Default Bin	Prod Grp A	Prod Grp B	Prod Grp C				50P Discount		Bulk Issue	Traceabili ty	Bundle	Phantom	Stocktake Frequency
EACH		PARTS	AXLE	BIKE	BCK	PAX	BKE		XYZ	N	В			2
EACH	PS0001	PARTS	AXLE	ALL	PAS	PAX	PAS			N	В			0

Name	Des	SC .	
Newbury P/N12	3456 Bike	Axle Rev	rision 4

Supplier Info Fields

#### Costing Fields

Value Std Cost			Std Mtrl	Std Labour	Std Ov Head		Std Cost Freeze	Exp Cost	Std Price
208	208	<u>0.5</u>	0.5	0	0	0	N	0	0.99
687	687	<u>1.5</u>	1.5	0	0	0	N	1.5	6

	м/в	Safety Stock Level		MRP uses Safety or Reorde r	Safety Days	EOQ	Incre ment	MRP Batchi ng Mode	Lead Time MFG	Time	_	Item	Pref Supplier	Last Supplier
B 0 0 R 0 500 0 M 0 3 30 5008 S0	В	110	100	R	2	10	10	R	4	1	0		<u>S010</u>	S001
	В	0	0	R	0	500	0	М	0	3	30		S008	S008

MRP Fields





#### **Stock Batches**

#### Scenario

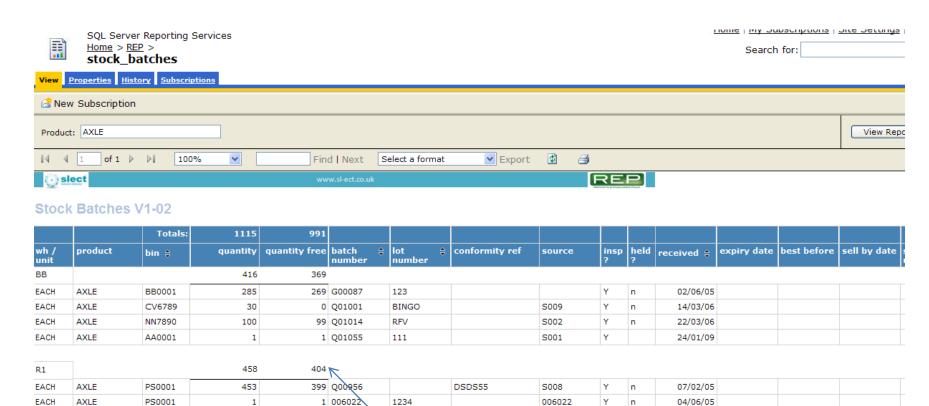
- You would like to see all the stock batches for a given product.
- And you only want to see the relevant batches ie. those with a quantity greater then zero.

- Shows all batches for the product, split by warehouse code where appropriate
- Drill down to this screen from the following reports:
  - PFS
  - Stock Search





#### **Stock Batches**



Warehouse totals



EACH

W3

AXLE

PS0001

4

102

4 Q01027

79

TT

S008

Υ

n

22/03/06



#### Stock History + TIME\*\*

#### Scenario

- You would like to see all the stock movements for a given product.
- And to do so easily by drilling down to see history from other enquiries.
- You run period end in the middle of the working day and would like to see which transactions were done before / after this.

- Shows a regular stock history for the product
- Additionally shows the true date and time of the transaction, plus the program used\*\*.
- Hover over the TYPE field to see a tooltip of the history Comment
- Drill down to this screen from the following reports:
  - Stock Search





## Stock History + TIME\*\*

		SQL Server Reporting Service Home > REP > stock_history	S										My Subscript Search for:	ions   Site Se	ettings   He
View Properties History Subscriptions															
<u> </u>	New S	ubscription													
Wh	BB		Product: BRA	KE											iew Report
14	4 [1	of 1 ▷ ▷  100%	<b>v</b>	Fir	nd   Ne	xt S	elect a format	Export	<b>Ø</b>	3					
0	slect		W	nww.sl-ect.co.i	uk			R	EP						
Sto	ck H	istory V1-00				* Hove	er for a tooltip showing the o	comments field							
_	Product		Hist	Audit	Audit	Туре*	Audit Program		Unit	Ref	Batch No	Lot No	From Bin	To Bin	User id
w	rroduc	t Long Desc	Date	Date	Time	Туре	Addit Program	Quy	Onic	Kei	batti No	LOCINO	From bin	TO BIII	user id
88	RAKE	Turbo Brake System	16/09/09	16/09/09	10:34	W/O	Works Order Completion	-5	EACH	006074	G00087	234	880001		sd
88	RAKE	Turbo Brake System	16/09/09	16/09/09	10:33	W/O	Works Order Issues	-1	EACH	006074	Q01071	Backdated	AA0001		sd
88	RAKE	Turbo Brake System	16/09/09	16/09/09	10:09	RECP	Receipts	5	EACH	Q01069	Q01069	TestAudit		AA0001	sd
88	RAKE	Turbo Brake System	11/09/09	16/09/09	10:10	RECP	Receipts	3	EACH	Q01071	Q01071	Backdated		AA0001	sd
88	RAKE	Turbo Brake System	24/09/08	1	$\wedge$	ADJ (	003486 Supplier S002		ОН	A00037	G00087	234	880001		sd
88	RAKE	Turbo Brake System	19/09/08			ADJ		-264	EACH	A00033	G00087	234	880001		sd
88	RAKE	Turbo Brake System	23/93/06			W/O		-10	EACH	006078	G00087	234	880001		ed
Dr	ill to S	Stock Search		_											
		t Date is different to transac				me of o	confirming								
L	ser m	ust have backdated the rec	eipt!							r W/O you ED or BACk	can see if the KFLUSHED	e stock was			

<sup>\*\*</sup> Requires Sage Auditing of the stkhstm table to be in use



#### **Table Row Count**

#### Scenario

- You would like to know which Sage data tables have the highest record counts so that you can monitor which tables need archiving.
- Or you need to write a new report but don't know which table(s) to look in.

#### **Features**

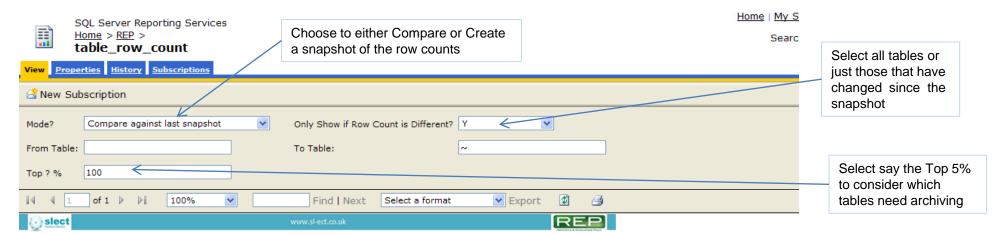
- Select a range or all tables and show how many rows are in each table.
- Select the Top n% the tables with the highest row counts.
- Run once in Snapshot mode to create a list of the row counts at that time. Then do a Sage transaction
  and run the report again in Compare mode to see which tables now have a different number of
  records.
- The following screenshot shows the effect of taking a snapshot and then doing 2 things in Sage:
  - 1. Add a new line to an existing Sales Order
  - 2. Run PO Invoice History Cleardown

Note that Sage Auditing is monitoring changes to the Stock and Customer files.

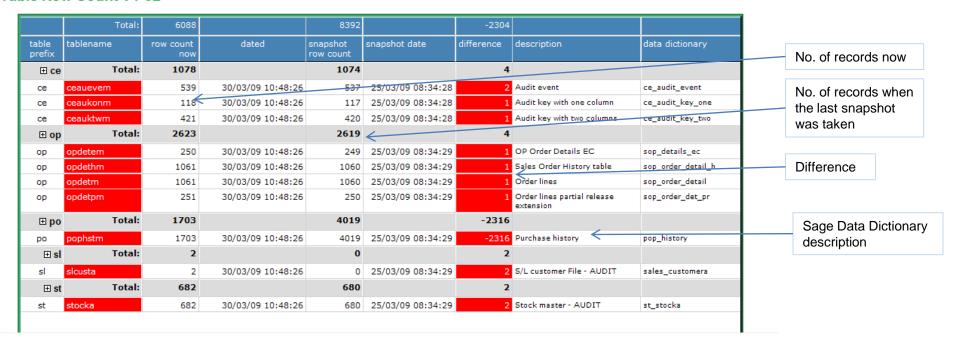




#### **Table Row Count**



#### **Table Row Count V1-02**







#### Report Usage

#### Scenario

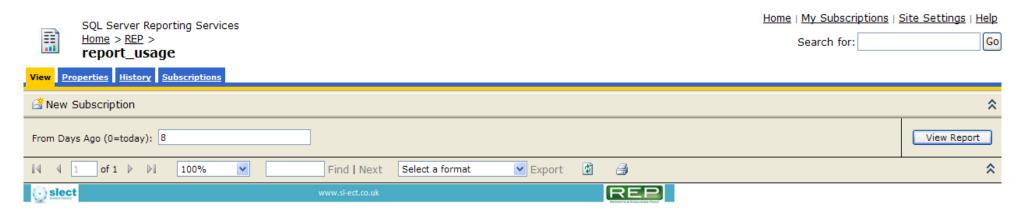
- You would like to know who has been running which reports and when.
- Or a user is having difficulty with a report and you want to see what they have entered as parameters
  in order to try and replicate the problem.

- Select the number of days ago for which you need to see the data.
- Shows all reports in the SSRS report server, not just REP screens.
- Shows whether the run succeeded or not.
- Show separately the times taken in getting data and then processing / rendering the report.
- Shows the number of records returned in the report.
- Shows the path of the report on the web server and whether or not it is a "linked report".





## Report Usage



#### Report Usage V1-01

Path	Name	Format	User Name	Time Start	Time End	Status	Time Data Retrieval	Time Processing	Time Rendering		
⊞ /REP/MRP Summary	MRP Summary		No. of runs:	1							
□ /REP/pfs	pfs		No. of runs:	2							
Predict Future Stock - Multi WH		HTML4.0	SCL\steve	08/05/09 12:40:43	08/05/09 12:41:43	rsProcessingAborted	0	60304	0		
Predict Future Stock - Multi WH		HTML4.0	SCL\steve	30/04/09 09:36:35	30/04/09 09:36:36	rsSuccess	983	448	17		
⊞ /REP/pfs defaults MRP of Y	pfs defaults MRP of Y	!Linked	No. of runs:	5					'		
⊞ /REP/po_invoices	po_invoices		No. of runs:	No. of runs: 4							
⊞ /REP/report_usage	report_usage		No. of runs:	17							
⊞ /REP/supplier_spend	supplier_spend		No. of runs:	No. of runs: 5							
	table_row_count		No. of runs:	28							





# Reports and Enquiries Pack System Requirements

## Appendix 1

- SQL Server 2000 or 2005 or 2008 (not Express edition).
- SQL Reporting Services installed and configured.
- Sage Line 500 or Sage ERP 1000.
- Sage Auditing module to provide the data for some reports.





# Reports and Enquiries Pack System Keys

## Appendix 2

System Keys	Value	Description
SLECTPREFX	77	sl-ect Prefix for other system keys
77CUST	SL-ECT	Used to add customer specific functions
77PFSWH**	**	List of WH to exclude from PFS and MRP Summary
77PFSWHRJ	RJ	WH to exclude from PFS and MRP Summary
77PFSFWDH	42	MRP/PFS Pivots - FWD Horizon if beyond Today + this
77PFSBKDH	7	MRP/PFS Pivots - BKWD Horizon if beyond Today - this
77PFSWODOF	-14	MRP/PFS/TrialKit WO detail date offset
		Base table for Supplier Spend / PO Invoices
77SUPSPBAS	pophstm	Allowed values: pophstm, pohstdetm, poinvdm





## Reports and Enquiries Pack Xsort

## Appendix 3

#### How to affect the "Xsort" field and the Make Or Buy definition:

The SQL View called *scheme.slectrepX* stock multiwh can be changed to suit each site.

So it will never be overwritten by a version upgrade, but it MUST:

- a) Contain exactly 1 record for every product that you wish to show in the MRP Summary and Trial Kit screens
- b) Have certain mandatory fields:
  - product (string)
  - morb\_combo (string) used when selecting the Make Or Buy prompt
  - Xsort (string) used for site specific sorting and the Document Map setting

If the same product could exist in multiple warehouses then the above View must deal with this situation.

For example if product ABC1 exists in 3 warehouses and you want to use AnalysisA as Xsort then you need to consider what happens if one of the warehouses has a blank value in AnalysisA, but the other 2 don't.

In that case you would probably put Xsort = MAX(scheme.stockm.analysis\_a).

The same considerations must be made with regard to the Make Or Buy field. By default the system uses a lookup to another view called scheme.slectrep\_morb\_combo2. Note that this view may be overwritten on future upgrades. And remember that you can use your own Views instead and join them into scheme.slectrepX stock multiwh, which is under

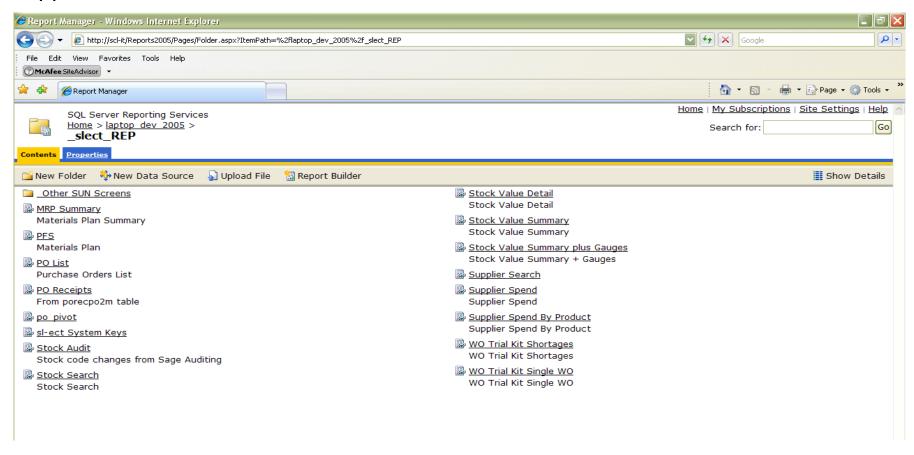
your control!





# Reports and Enquiries Pack Typical SSRS Menu

## Appendix 4







# Reports and Enquiries Pack SSRS Email Subscription

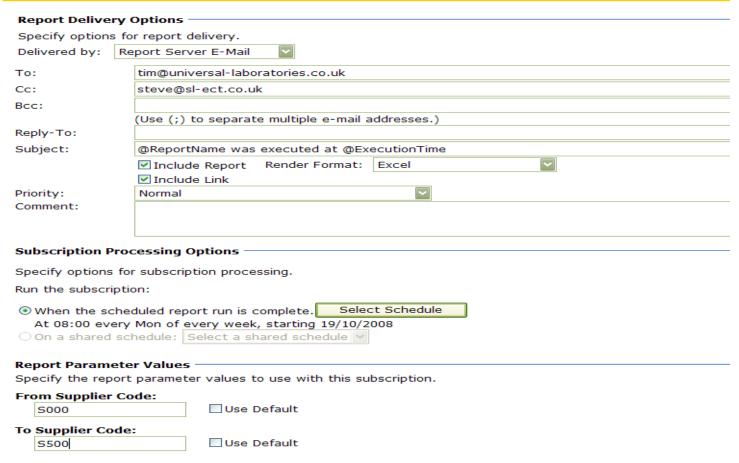
## Appendix 5



SQL Server Reporting Services

Home > laptop dev 2005 > slect REP >

Subscription: Supplier Spend







## Reports and Enquiries Pack

## **Version History**

## Appendix 6a

#### **Recent Changes per Report**

An up to date version of this list is available on the web here: <a href="http://sl-ect.co.uk/REP\_changes.aspx">http://sl-ect.co.uk/REP\_changes.aspx</a>

#### **MRP Summary**

V4-29 29-01-09 Hover on a quantity cell to show Type-Week-Product fields

#### PFS

- V4-21 27.01.09 POSHIPDATE = YES shows PO status="S". The Scheduled Ship Date field is used as the side of date and it is highlighted when present. In which case the Required date shows in the Ref field.
- V4-20 23.01.09 F3/F7 comments entered on WOs and POs now show a \* in significant state of the second sta
- V4-19 22.01.09 OrderNo drill goes to either of PO Enquiry or WO ial Ki 'epend', on the li e.e.

#### **PO Detail Audit**

• V1-03 15.01.09 New report to show the total value city has been politically been politica

#### **PO Enquiry**

- V1-08 29.01.09 Show the Shi sac field (PC HIT ATE).
- V1-07 26.01.09 Drill to P( nvoices and PFS.
- V1-06 23.01.09 F3 comme
- V1-05 15.01.09 Added value total.

#### **PO Invoices**

• V1-01 26.01.09 New report. Shows the detail of POP invoices and can be drilled to from other reports such as PO Enquiry and Supplier Spend.





# Reports and Enquiries Pack PO Invoice History

## Appendix 7

The entry of purchase order invoices causes the Sage system to write to various tables. In some cases the data is partially duplicated into more than 1 table. And sometimes the data is written to either table A or table B depending on system settings. This affects PO Invoices and the Supplier Spend reports in REP.

The source of data used by these reports can be controlled using the 77SUPSPBAS system key. Set this to a value of:

• pophstm - if DA0512 is not in use

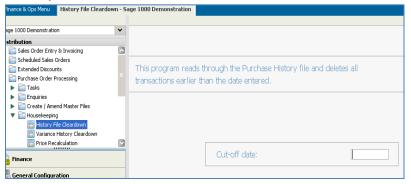
• pohstdetm - where project DA0512 "Product Group Hierarchies" is in use

• poinvdm - if this has more useful data in it than either of the 2 tables above

Note: At period end the above tables are cleared down by the following processes:

#### pophstm / pohstdetm

History File Cleardown



#### poinvdm

**Remove Completed Orders** 



Tip: Use the Table Row Count report to see where your data is most likely to be, and to monitor which tables are getting valuable data removed at period or year ends.















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