



SQL Accounting V4 Job Order & Purchase Order

SQL Accounting V4

Job Order & Purchase Order

eStream Software



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VERSION CONTROL

Version No.	Date	Initiated by	Remarks
1.0	01/12/2011	Loo Chin Soon	Initial document

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1 INTRODUCTION

Sales coordinator usually will input the Sales Order (SO) based on the customer PO received. The stock products will be updated into the system as ordered qty.

If the stock are purchased from supplier, then the purchaser has to transfer from SO to PO. Unless the stock are manufactured, then you have to proceed to Job Order process.

How much of the materials/components required to meet the products ordered by customer? This question raised by the Material Planning department. Therefore, the Job Order takes place as the order to be input after Sales Order. It will planned the materials/components required based on the qty ordered from Sales Order.

When products produce out, you have to transfer the Job Order to Stock Assembly to commit on the stock on hand.

IMPORTANT:

It is required the SO → PO and Job Order module. For more information about price, please refer to our sales personal.

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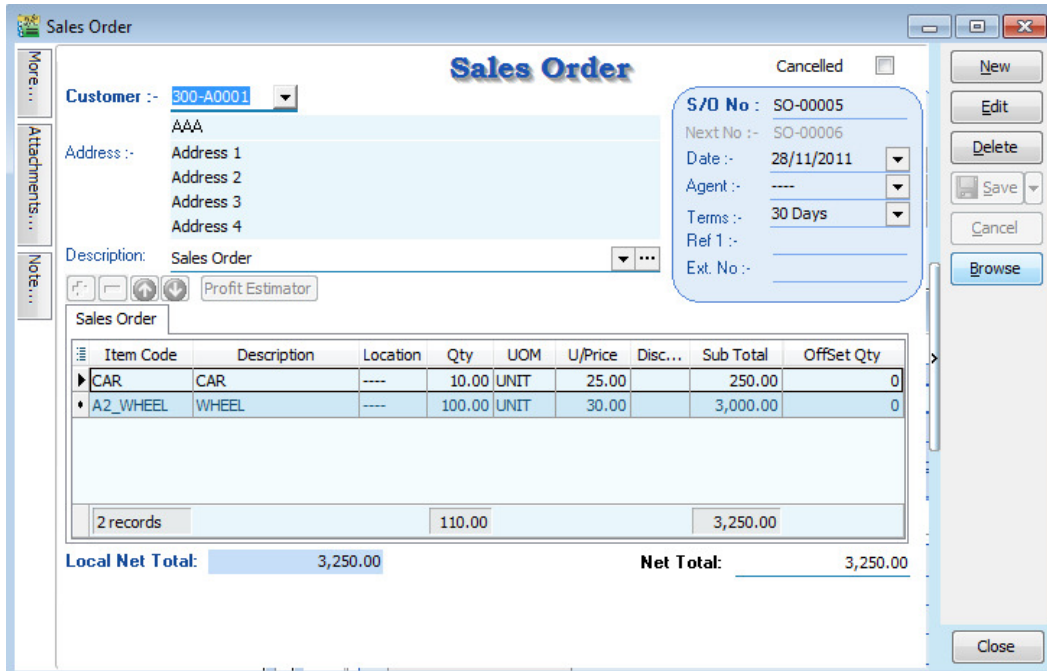
Job Order & Purchase Order

2 SALES ORDER

2.1 Create Sales Order (SO)

[Sales | Sales Order...]

Create and save the customer PO into Sales Order.



The screenshot shows the 'Sales Order' window in a software application. The window title is 'Sales Order' and it has a 'Cancelled' checkbox. The main form contains the following fields:

- Customer: 300-A0001
- Address: Address 1, Address 2, Address 3, Address 4
- Description: Sales Order
- S/O No: SO-00005
- Next No: SO-00006
- Date: 28/11/2011
- Agent: ---
- Terms: 30 Days
- Ref 1: ---
- Ext. No: ---

Below the form is a table with the following data:

Item Code	Description	Location	Qty	UOM	U/Price	Disc...	Sub Total	OffSet Qty
CAR	CAR	----	10.00	UNIT	25.00		250.00	0
A2_WHEEL	WHEEL	----	100.00	UNIT	30.00		3,000.00	0

At the bottom of the table, it shows '2 records' and a total of '110.00' for the quantity and '3,250.00' for the sub-total. Below the table, the 'Local Net Total' is 3,250.00 and the 'Net Total' is 3,250.00. The window includes a 'Profit Estimator' button and a 'Close' button.

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2.2 SO Check the Available Stock Balance

You can press F11 (Available Stock Balance) on the item code highlighted.

Below is **CAR** stock available balance,

The screenshot shows the 'Stock Available Balance: CAR' window. On the left is a 'Stock Card' table with the following data:

Stock Card	0
Qty in S.O.	10
Available Qty	-10
Qty in P.O.	0
Qty in J.O.	0
Future Qty	-10
MISC	
Qty in I.V.	0
Qty in C.S.	0
Qty in P.I.	0

The main area shows 'Stock Card Qty By Location' with a table:

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		10.00	0.00	0.00	0.00	-10.00	
		10.00	0.00	0.00	0.00	-10.00	

Results for CAR item:

SO Qty = -10.00
 PO Qty = 0.00
 JO Qty = 0.00
 Qty (On Hand) = 0.00
 Available Qty = -10.00

Below is **WHEEL** stock available balance,

The screenshot shows the 'Stock Available Balance: A2_WHEEL' window. On the left is a 'Stock Card' table with the following data:

Stock Card	0
Qty in S.O.	100
Available Qty	-100
Qty in P.O.	0
Qty in J.O.	0
Future Qty	-100
MISC	
Qty in I.V.	0
Qty in C.S.	0
Qty in P.I.	0

The main area shows 'Stock Card Qty By Location' with a table:

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		100.00	0.00	0.00	0.00	-100.00	
		100.00	0.00	0.00	0.00	-100.00	

Result for WHEEL item:

SO Qty = -100.00
 PO Qty = 0.00
 JO Qty = 0.00
 Qty (On Hand) = 0.00

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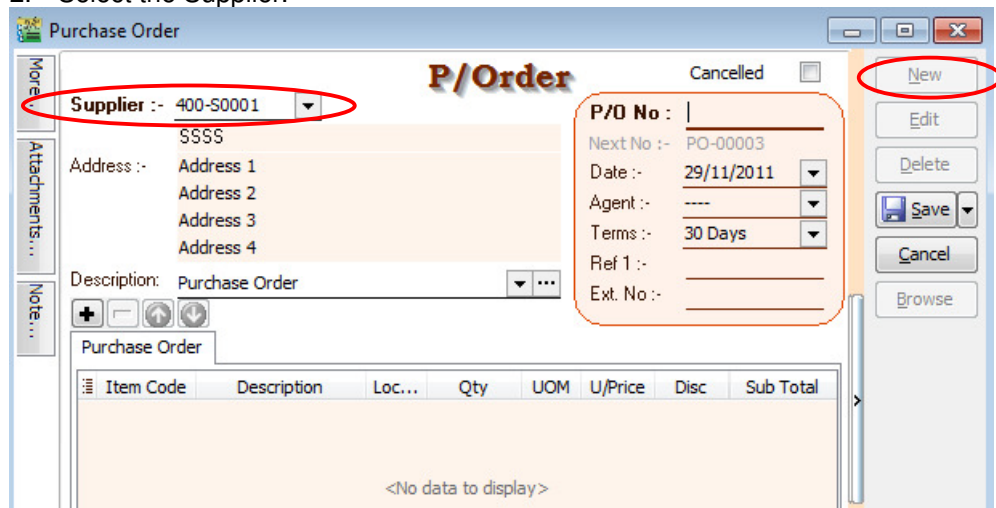
Available Qty = -100.00

3 PURCHASE ORDER (TRANSFER FROM SO)

3.1 Create New Purchase Order (PO)

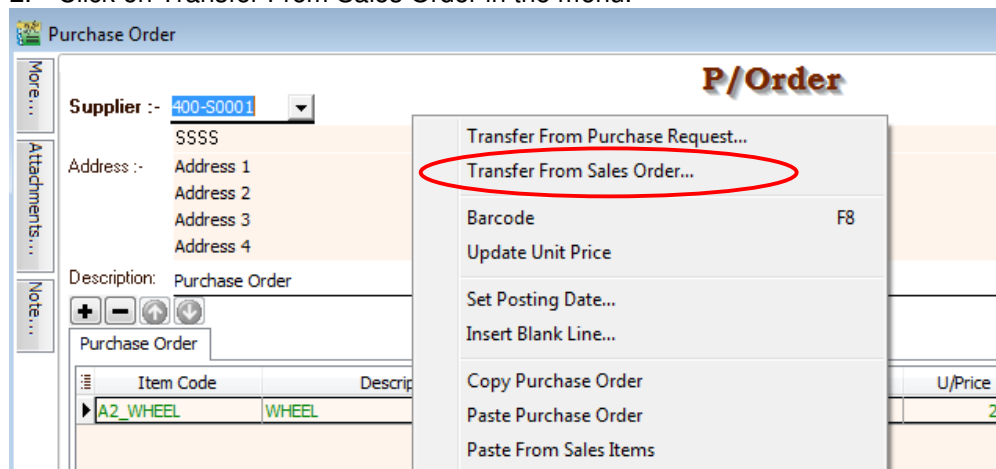
[Purchase | Purchase Order...]

1. Click on NEW button to start with new PO.
2. Select the Supplier.



3.2 PO Transfer From SO

1. Right click on P/Order (Title).
2. Click on Transfer From Sales Order in the menu.

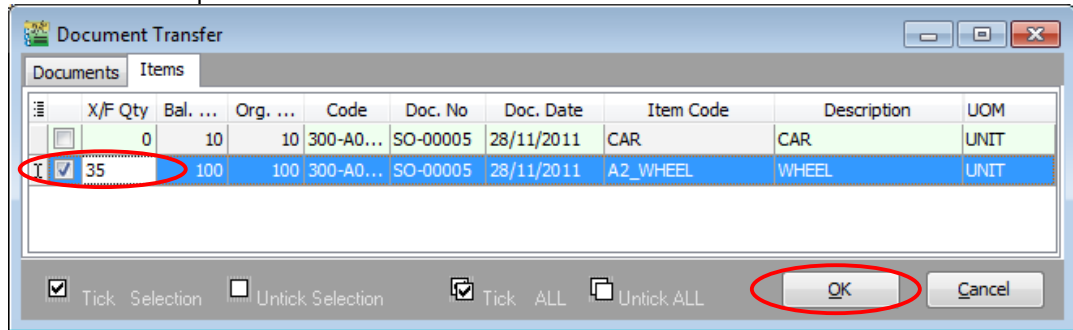


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Job Order & Purchase Order

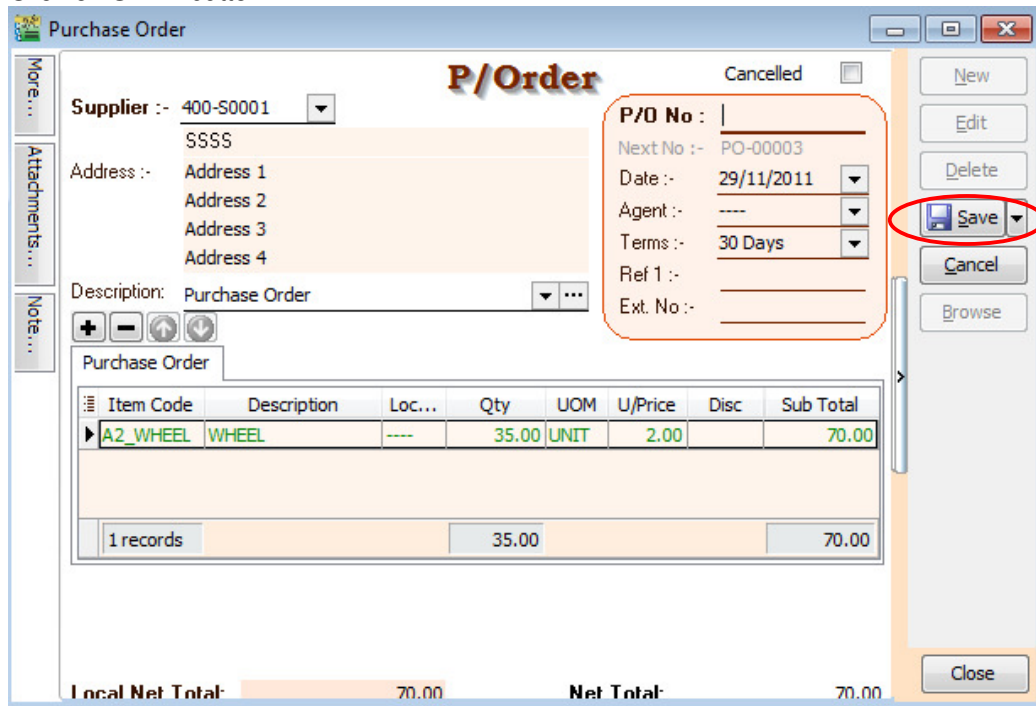
3.3 Document Transfer (SO → PO)

1. Pick the Item from the SO list.
2. Input X/F Qty to transfer over PO.
3. Click OK to proceed.



3.4 Save the PO Document

Click on SAVE button.



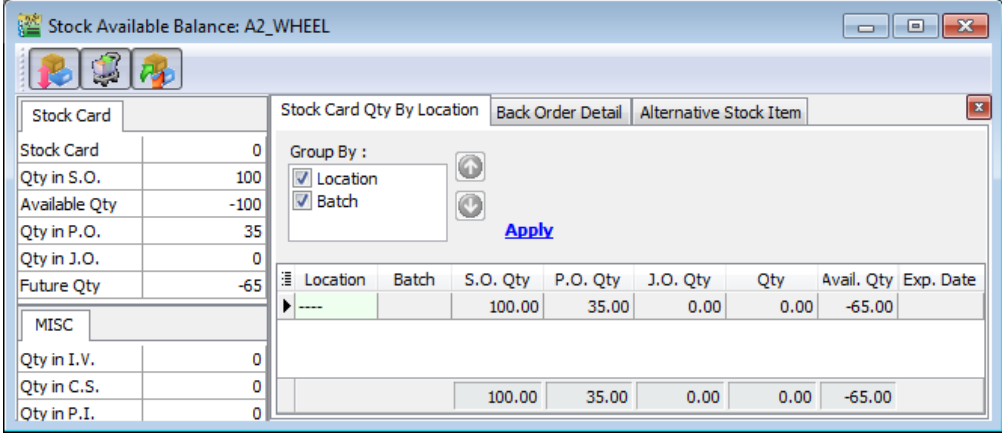
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Job Order & Purchase Order

3.5 PO Check the Available Stock Balance

You can press F11 (Available Stock Balance) on the item code highlighted.

Below is **WHEEL** stock available balance,



Stock Card	Qty in S.O.	Available Qty	Qty in P.O.	Qty in J.O.	Future Qty
0	100	-100	35	0	-65

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		100.00	35.00	0.00	0.00	-65.00	
		100.00	35.00	0.00	0.00	-65.00	

Result for WHEEL item:

SO Qty = -100.00
PO Qty = +35.00
JO Qty = 0.00
Qty (On Hand) = 0.00
Available Qty = -65.00

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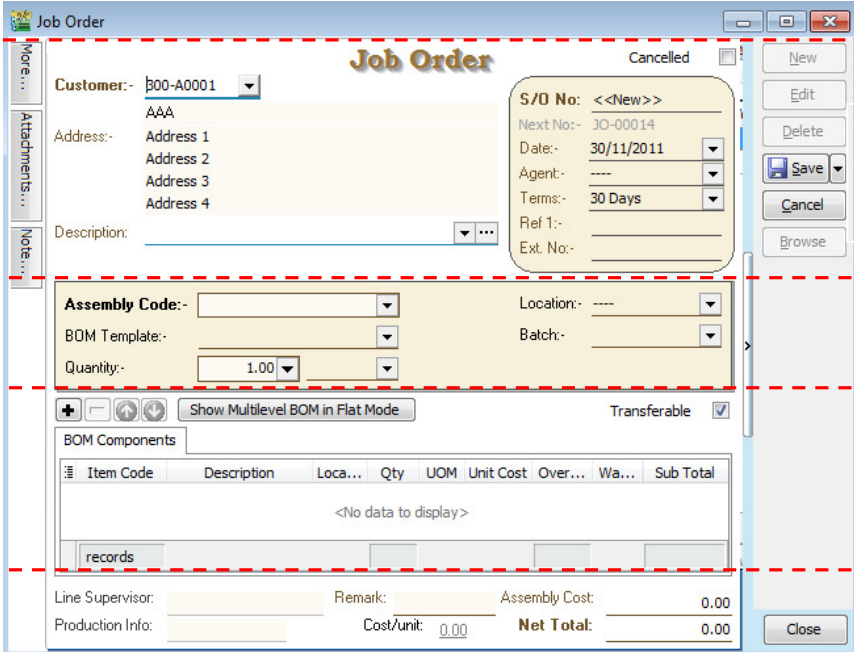
Job Order & Purchase Order

4 JOB ORDER (TRANSFER FROM SO)

4.1 Create New Job Order (JO)

[Production | Job Order...]

1. Click on NEW button to start with new JO.
2. Select the Customer.



Job Order

Customer: B00-A0001
AAA
Address: Address 1
Address 2
Address 3
Address 4
Description:

S/O No: <<New>>
Next No: JO-00014
Date: 30/11/2011
Agent: ---
Terms: 30 Days
Ref 1:
Ext. No:

Assembly Code: Location: ---
BOM Template: Batch:
Quantity: 1.00

Show Multilevel BOM in Flat Mode Transferable

Item Code	Description	Loca...	Qty	UOM	Unit Cost	Over...	Wa...	Sub Total
<No data to display>								

records

Line Supervisor: Remark: Assembly Cost: 0.00
Production Info: Cost/unit: 0.00 Net Total: 0.00

Customer Info from SO
Assembly Item Info (header)
BOM Components Details
Assembly Item (Footer)

Customer Info from SO

Basically, the customer and others information copy from SO.

Assembly Item Info (Header & Footer)

Assembly item transferred from SO. It will determine the BOM Components required and the assembly unit cost.

BOM Components Details

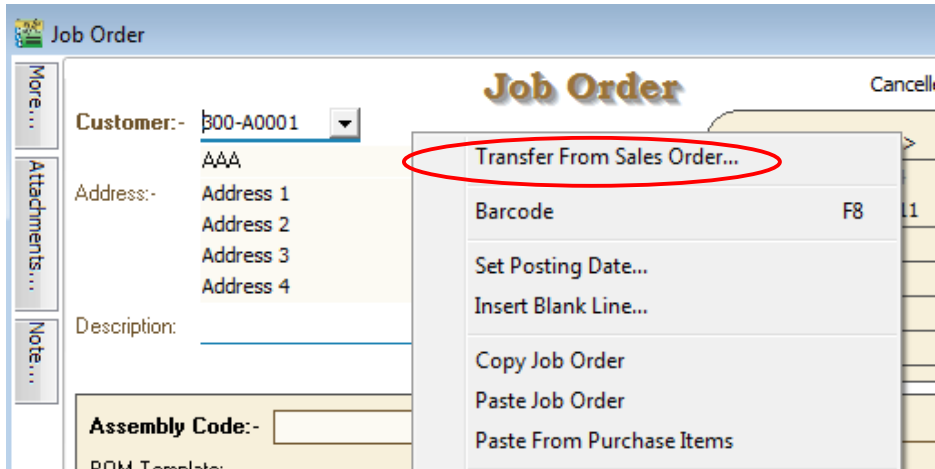
Total components quantity requirement to meet the total output.

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Job Order & Purchase Order

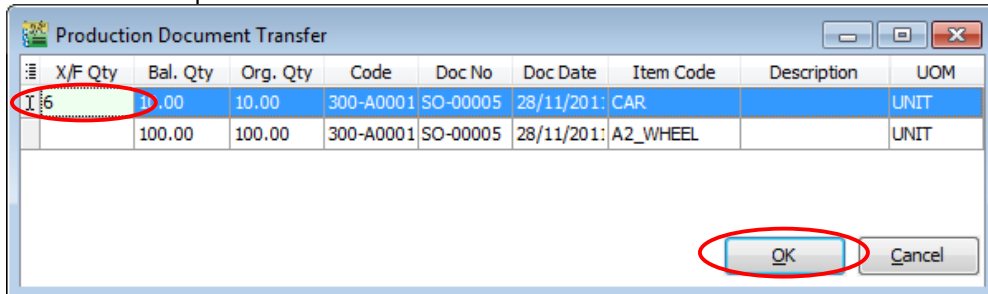
4.2 JO Transfer From SO

1. Right click on Job Order (Title).
2. Click on Transfer From Sales Order in the menu.



4.3 Document Transfer (SO → JO)

1. Pick the Item from the SO list.
2. Input X/F Qty to transfer over JO.
3. Click OK to proceed.



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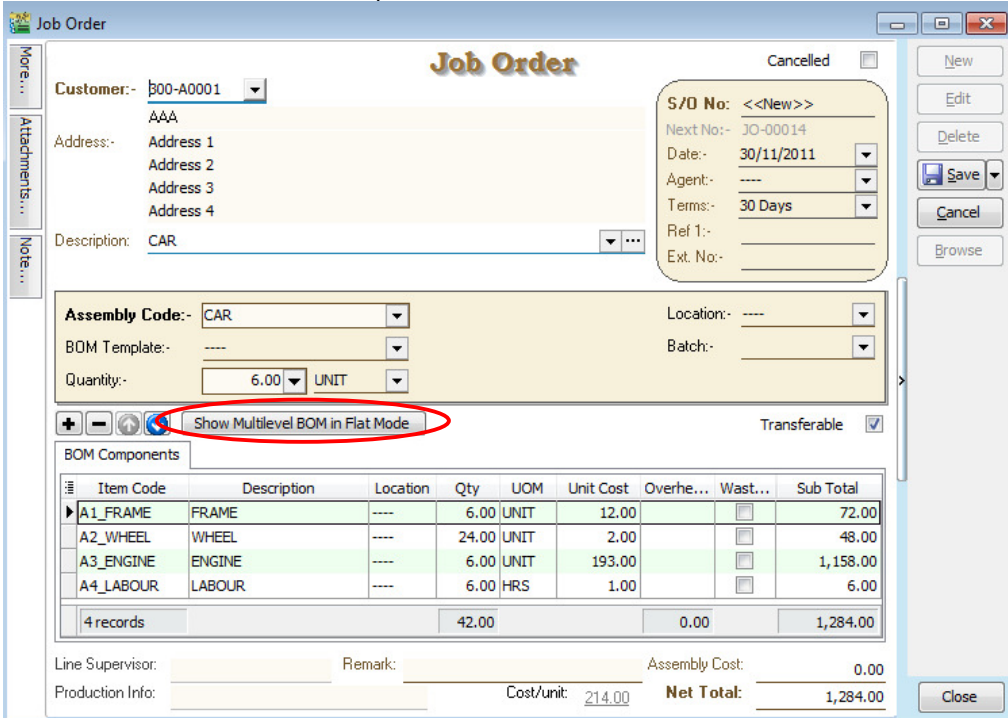
Job Order & Purchase Order

4.4 Show Multilevel BOM in Flat Mode

This function enable to drill down to the flatten level of the multilevel BOM structure. For example, the CAR multilevel BOM structure.

Level 0	Level 1	Level 2	Level 3
Car	Frame	Front Frame	Orange
Car	Frame	Front Frame	Screw
Car	Frame	Back Frame	Red Light
Car	Frame	Back Frame	Screw
Car	Wheel	Rim	
Car	Wheel	Tyres	
Car	Engine	Engine Block	Filter
Car	Engine	Engine Block	Screw
Car	Engine	Piston	Tube
Car	Engine	Piston	Cover
Car	Labour		

Before FLAT MODE, BOM components show at **LEVEL 1**.



The screenshot shows the 'Job Order' window with the following details:

- Customer: B00-A0001
- Address: AAA
- Description: CAR
- Assembly Code: CAR
- Quantity: 6.00 UNIT
- Buttons: Show Multilevel BOM in Flat Mode (circled in red), Transferable (checked)

BOM Components Table:

Item Code	Description	Location	Qty	UOM	Unit Cost	Overhe...	Wast...	Sub Total
A1_FRAME	FRAME	----	6.00	UNIT	12.00			72.00
A2_WHEEL	WHEEL	----	24.00	UNIT	2.00			48.00
A3_ENGINE	ENGINE	----	6.00	UNIT	193.00			1,158.00
A4_LABOUR	LABOUR	----	6.00	HRS	1.00			6.00
4 records			42.00			0.00		1,284.00

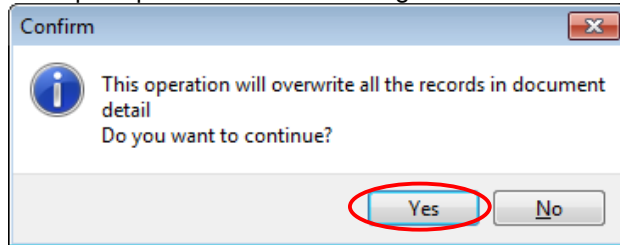
Summary: Line Supervisor: _____ Remark: _____ Assembly Cost: 0.00
 Production Info: _____ Cost/unit: 214.00 Net Total: 1,284.00

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Click on Show Multilevel BOM in Flat Mode button.

It will prompted the below message.



Press NO to keep the BOM components at **LEVEL 1**.

Press YES to continue flatten the multilevel BOM to **LEVEL 3**.

After **FLAT MODE**, BOM components show at **LEVEL 3**.

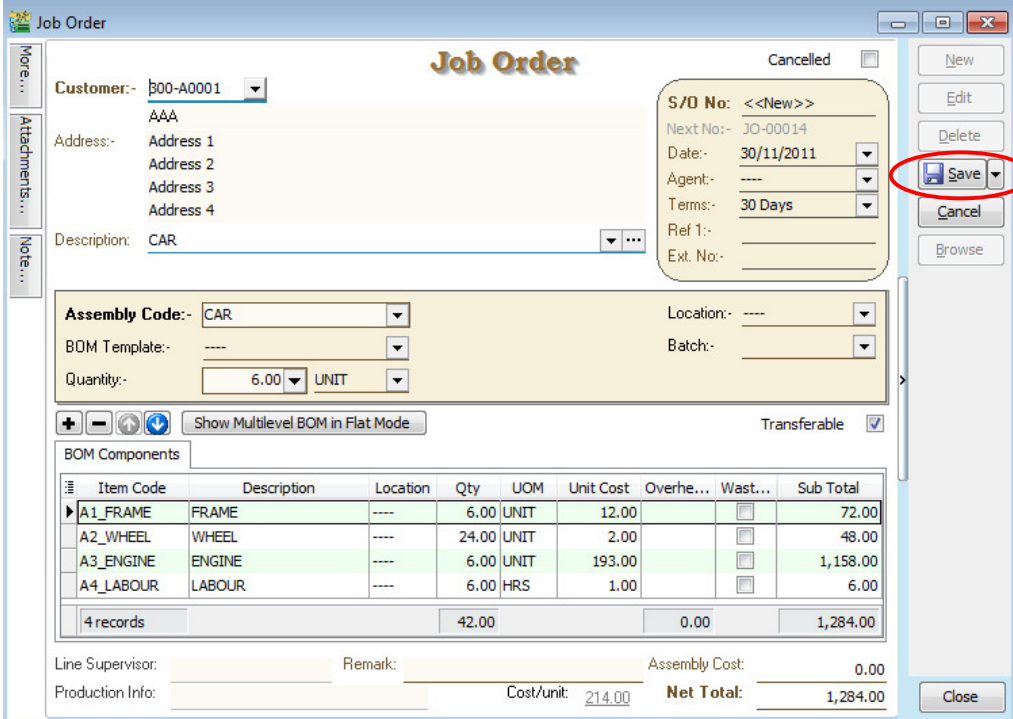
Item Code	Description	Location	Qty	UOM	Unit Cost	Overhead ...	Wastage	Sub Total
A111_ORANGE LI...	ORANGE LIGHT	----	12.00	UNIT	1.00	0.00	<input type="checkbox"/>	12.00
AXXX_SCREW	SCREW	----	24.00	UNIT	1.00	0.00	<input type="checkbox"/>	24.00
A121_RED LIGHT	RED LIGHT	----	12.00	UNIT	1.00	0.00	<input type="checkbox"/>	12.00
AXXX_SCREW	SCREW	----	24.00	UNIT	1.00	0.00	<input type="checkbox"/>	24.00
A21_RIM	RIM	----	24.00	UNIT	1.00	0.00	<input type="checkbox"/>	24.00
A22_TYRES	TYRES	----	24.00	UNIT	1.00	0.00	<input type="checkbox"/>	24.00
A311_FILTER	FILTER	----	30.00	UNIT	1.00	0.00	<input type="checkbox"/>	30.00
AXXX_SCREW	SCREW	----	48.00	UNIT	1.00	0.00	<input type="checkbox"/>	48.00
A321_TUBE	TUBE	----	360.00	UNIT	1.00	0.00	<input type="checkbox"/>	360.00
A322_COVER	COVER	----	720.00	UNIT	1.00	0.00	<input type="checkbox"/>	720.00
▶A4_LABOUR	LABOUR	----	6.00	HRS	1.00	0.00	<input type="checkbox"/>	6.00
11 records			1,284.00		0.00			1,284.00

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4.5 Save the JO Document

Click on SAVE button.



The screenshot shows the 'Job Order' window with the following details:

- Customer:** B00-A0001
- Address:** AAA
- Description:** CAR
- Assembly Code:** CAR
- Quantity:** 6.00 UNIT
- Date:** 30/11/2011
- Terms:** 30 Days
- S/O No.:** <<New>>
- Next No.:** JO-00014
- Agent:** ----
- Ref 1:** ----
- Ext. No.:** ----

The BOM Components table is as follows:

Item Code	Description	Location	Qty	UOM	Unit Cost	Overhe...	Wast...	Sub Total
A1_FRAME	FRAME	----	6.00	UNIT	12.00			72.00
A2_WHEEL	WHEEL	----	24.00	UNIT	2.00			48.00
A3_ENGINE	ENGINE	----	6.00	UNIT	193.00			1,158.00
A4_LABOUR	LABOUR	----	6.00	HRS	1.00			6.00
4 records			42.00			0.00		1,284.00

Summary information at the bottom:

- Line Supervisor: _____ Remark: _____ Assembly Cost: 0.00
- Production Info: _____ Cost/unit: 214.00 Net Total: 1,284.00

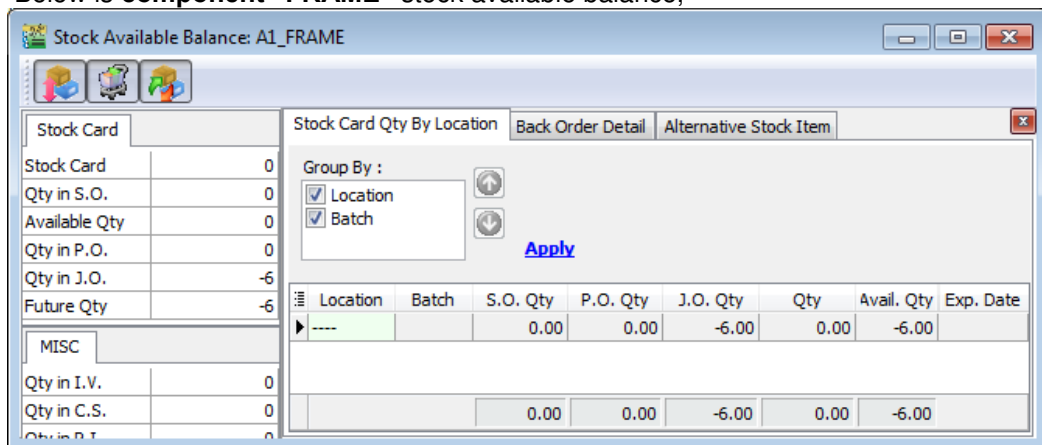
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Job Order & Purchase Order

4.6 JO Check the Available Stock Balance

You can press F11 (Available Stock Balance) on the item code highlighted.

Below is component **“FRAME”** stock available balance,



Stock Card	Qty in S.O.	Available Qty	Qty in P.O.	Qty in J.O.	Future Qty
0	0	0	0	-6	-6

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		0.00	0.00	-6.00	0.00	-6.00	
		0.00	0.00	-6.00	0.00	-6.00	

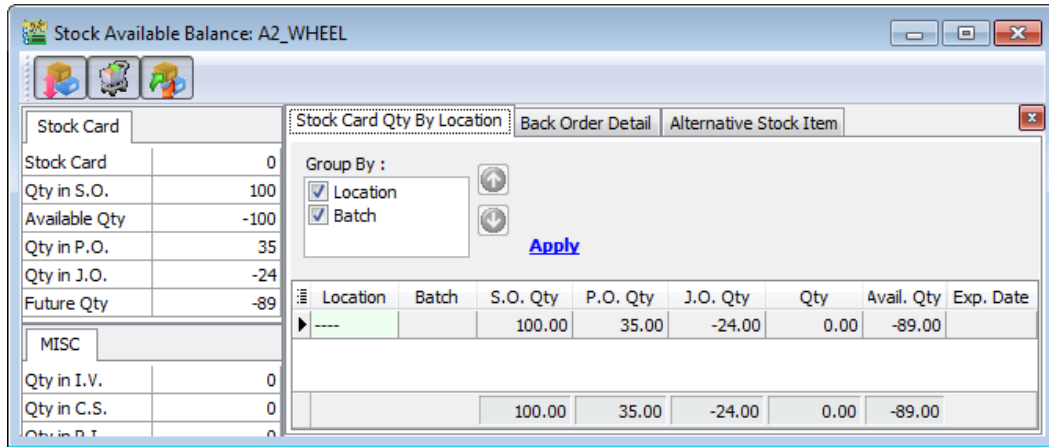
Result for component “FRAME” item:

SO Qty = 0.00
PO Qty = 0.00
JO Qty = -6.00
Qty (On Hand) = 0.00
Available Qty = -6.00

Below is component **“WHEEL”** stock available balance,

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Stock Available Balance: A2_WHEEL

Stock Card

Stock Card	0
Qty in S.O.	100
Available Qty	-100
Qty in P.O.	35
Qty in J.O.	-24
Future Qty	-89

MISC

Qty in I.V.	0
Qty in C.S.	0
Qty in P.T.	0

Stock Card Qty By Location

Group By :

Location

Batch

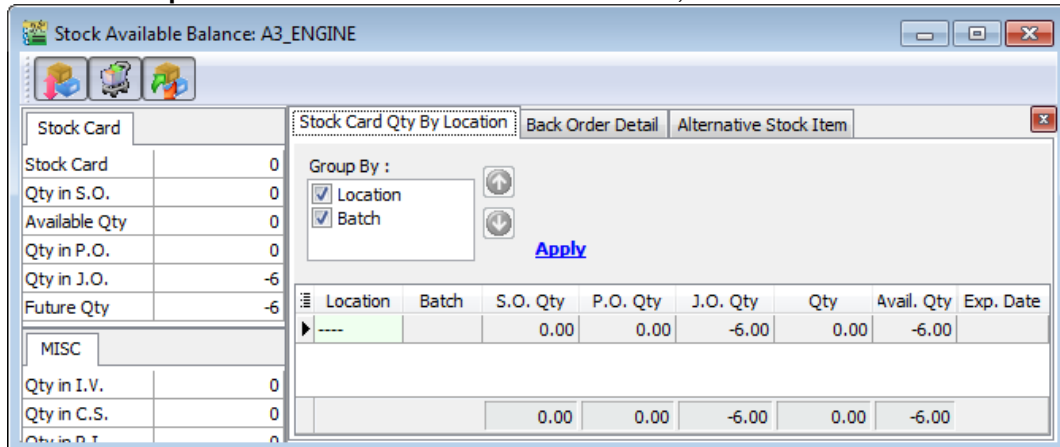
Apply

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		100.00	35.00	-24.00	0.00	-89.00	
		100.00	35.00	-24.00	0.00	-89.00	

Result for component "WHEEL" item:

SO Qty = -100.00
 PO Qty = +35.00
 JO Qty = -24.00
 Qty (On Hand) = 0.00
 Available Qty = -89.00

Below is component "ENGINE" stock available balance,



Stock Available Balance: A3_ENGINE

Stock Card

Stock Card	0
Qty in S.O.	0
Available Qty	0
Qty in P.O.	0
Qty in J.O.	-6
Future Qty	-6

MISC

Qty in I.V.	0
Qty in C.S.	0
Qty in P.T.	0

Stock Card Qty By Location

Group By :

Location

Batch

Apply

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		0.00	0.00	-6.00	0.00	-6.00	
		0.00	0.00	-6.00	0.00	-6.00	

Result for component "ENGINE" item:

SO Qty = 0.00
 PO Qty = 0.00
 JO Qty = -6.00
 Qty (On Hand) = 0.00
 Available Qty = -6.00



5 STOCK ITEM ASSEMBLY (TRANSFER FROM JO)

5.1 Create New Stock Item Assembly (AS)

[Production | Stock Item Assembly...]

Click on NEW button to start with new AS.

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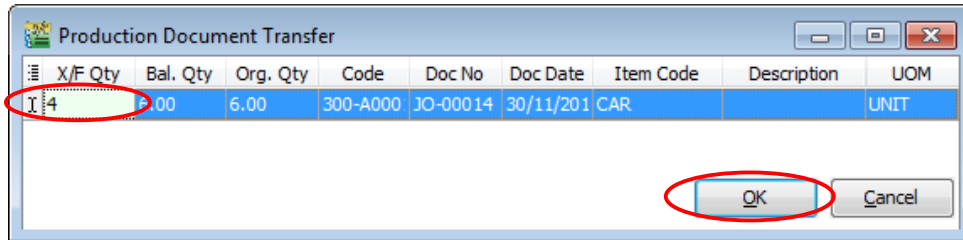
5.2 AS Transfer From JO

1. Right click on Item Assembly (Title).
2. Click on Transfer From Job Order in the menu.

5.3 Document Transfer (JO → AS)

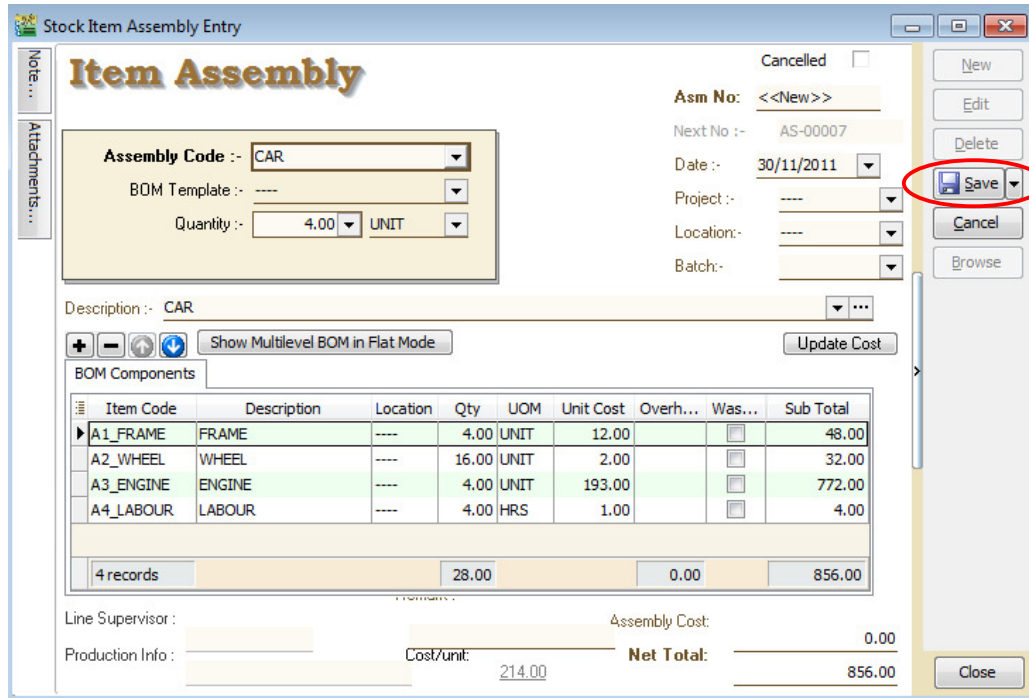
1. Pick the Item from the JO list.
2. Input X/F Qty to transfer over AS.
3. Click OK to proceed.

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5.4 Save the AS Document

Click on SAVE button.



5.5 AS Check the Available Stock Balance

You can press F11 (Available Stock Balance) on the item code highlighted.

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Below is component **“FRAME”** stock available balance,

The screenshot shows the 'Stock Available Balance: A1_FRAME' window. On the left is a 'Stock Card' table, and on the right is a 'Stock Card Qty By Location' table. The 'Group By' section has 'Location' and 'Batch' checked. The 'Apply' button is visible.

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		0.00	0.00	-2.00	-4.00	-6.00	
		0.00	0.00	-2.00	-4.00	-6.00	

Result for component “FRAME” item:

SO Qty = 0.00
 PO Qty = 0.00
 JO Qty = -2.00
 Qty (On Hand) = -4.00
 Available Qty = -6.00

Below is component **“WHEEL”** stock available balance,

The screenshot shows the 'Stock Available Balance: A2_WHEEL' window. On the left is a 'Stock Card' table, and on the right is a 'Stock Card Qty By Location' table. The 'Group By' section has 'Location' and 'Batch' checked. The 'Apply' button is visible.

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
----		100.00	35.00	-8.00	-16.00	-89.00	
		100.00	35.00	-8.00	-16.00	-89.00	

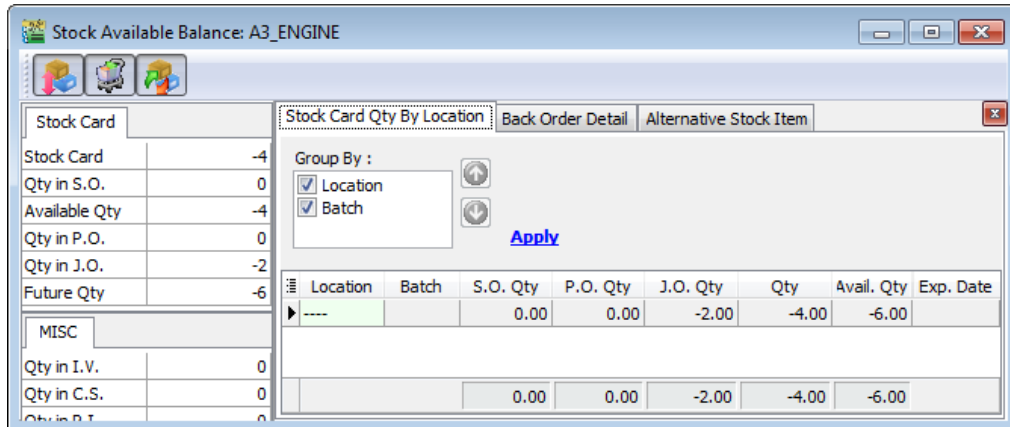
Result for component “WHEEL” item:

SO Qty = -100.00
 PO Qty = +35.00
 JO Qty = -8.00
 Qty (On Hand) = -16.00
 Available Qty = -89.00

Below is component **“ENGINE”** stock available balance,

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Stock Card	Qty in S.O.	Available Qty	Qty in P.O.	Qty in J.O.	Future Qty
Stock Card	-4				
Qty in S.O.	0				
Available Qty	-4				
Qty in P.O.	0				
Qty in J.O.	-2				
Future Qty	-6				

Location	Batch	S.O. Qty	P.O. Qty	J.O. Qty	Qty	Avail. Qty	Exp. Date
---		0.00	0.00	-2.00	-4.00	-6.00	

Result for component "ENGINE" item:

SO Qty = 0.00
PO Qty = 0.00
JO Qty = -2.00
Qty (On Hand) = -4.00
Available Qty = -6.00

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6 OFFSET QTY

[Sales | Sales Order...]

What is purpose of the OFFSET Qty in Sales Order? You will see a new column name "OffSet Qty". It allowed you to input a value to increase/reduce the original QTY be transfer to Purchase Order and Job Order.

Sales Order								
Item Code	Description	Locat...	Qty	UOM	U/Price	Disc...	Sub Total	OffSet Qty
▶ CAR	CAR	----	10.00	UNIT	25.00		250.00	-10
A2_WHEEL	WHEEL	----	100.00	UNIT	30.00		3,000.00	15
2 records			110.00				3,250.00	

6.1 Positive Offset Qty

REDUCE the Transferable QTY to PO and JO.

For example,

SO Original Qty	OffSet Qty	Transferable to PO/JO
100.00	0.00 (default)	100.00
100.00	+15.00	85.00

6.2 Negative Offset Qty

INCREASE the Transferable QTY to PO and JO.

For example,

SO Original Qty	OffSet Qty	Transferable to PO/JO
100.00	0.00 (default)	100.00
100.00	-15.00	115.00

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Job Order & Purchase Order

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7 REPORTS

7.1 Print Job Order Listing...

[Production | Print Job Order Listing...]

7.2 Print Outstanding Production Document Listing...

[Production | Print Outstanding Production Document Listing...]

<<END>>