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SUPERORD

Special Order and Invoice Processing Software

for use with

SAGE Line 50 for DOS

PRESENTATION OF CAPABILITIES

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Introduction - What is SuperOrd

SuperOrd is a sales and purchase order processing and invoicing software package which is both based on and closely integrates with SAGE Line 50 for DOS. SuperOrd provides extensive finely tuned facilities for processing orders, invoices and stock. It also incorporates a number of efficient reporting and data import/export tools

All of SuperOrd's features make the application of SuperOrd extremely cost effective.

SuperOrd incorporates the following features:

Special discounting and pricing

One of the most important of SuperOrd's facilities is the ability to set up special discounting and stock pricing rules which are then applied automatically when entering orders and/or invoices.

Special discounting rules include:

- Discount profiles on a customer by customer basis providing for discounts both by stock category and by stock code. The profiles can also hold override prices for specific stock codes.
- Quantity break discounts by stock category.
- For individual stock codes and/or stock categories - suppression of all discounts.

Special pricing facilities include:

- Override stock prices, which are specific to an individual customer.
- For individual stock codes - up to 9 special sales prices. The special sales price adopted depends on settings in the customer record.
- For individual stock codes - the calculation of a bulk sales price, using the formula:
$$\text{Base price} + (\text{user qty} - \text{base qty}) * \text{bulk unit price}$$

The price calculated by the formula is then used as the sales price for the invoice/order item.
- *per qty* pricing in invoice and order items, ie if the units text in the stock code is (eg) per 100 or /100, then the selling and cost unit prices are automatically adjusted for the units quantity and the adjusted unit price is used for the invoice/order calculation.

Order and invoice entry

When entering or editing sales orders or invoices:

The item entry screen displays a considerable amount of additional information on stock cost and availability and also shows the profit margin on the current item.

The special discounting and pricing rules are initially applied when creating a new item. Thereafter, the operator can easily override the initial special price either by entering a new price (SuperOrd then immediately recalculates and displays the discount and profit margin) or by entering a new discount.

Whilst entering orders or invoices, the operator can quickly and easily:

- View and edit sales ledger account details.
- View sales ledger history transactions in either earliest or latest date order.
- View customer sales history transactions with an option to display only those for the current stock item.
- View stock and stock add-on file records.
- View the customer discount profile.

- Create new stock codes in a number of ways:
 - by copying from a look up file.
 - by taking a pack stock code and splitting into a individual item code.
 - by copying an existing code with an automatically incrementing batch number.

When creating new orders or invoices, delivery addresses and alternative sales ledger addresses can be automatically entered.

When selecting a customer or stock reference, the standard SAGE F4 index lists are enhanced with selective filtering and free text search facilities.

An individual customer can have a general purpose discount profile as an alternative to a specific profile. The general purpose profile can be applied to any number of customers.

At exit from the order or invoice, automatic entry of payment details can be forced on a customer by customer basis. This feature also ensures that cash sales orders or invoices can be fully completed.

In conjunction with an overall work area facility, default next order and/or invoice numbers can be allocated to (say) different members of staff.

Additional data for the sales ledger

A number of the special order and invoice facilities are triggered by reference to a special add-on data file that SuperOrd maintains alongside the SAGE sales ledger data file. The add-on data file holds for each customer:

- Credit/debit card details - a special report allows card transactions to be listed.
- Various settings for the special discounting and pricing rules and other order/invoice procedures.
- Van number and delivery day for the customer - two reports then use this information:
 - A van delivery schedule report which incorporates details of invoices and includes space for a proof of delivery signature.
 - A delivery/collection list.
- An analysis report is available to check for customers who have exceeded their credit terms. This report then sets a flag inside the add-on record - thereafter, a warning message appears when the relevant account is selected for an order or invoice.
- A notes field held in the add-on record can be made to pop up again when the account is selected for an order or invoice

Customer sales history

Details of invoices and orders may be extracted to a customer history file which is designed to hold large amounts of data. Various historical analysis reports can then be obtained from this data without interfering with the standard day to day invoice or order entry operations. These reports include profit and stock usage analysis.

SuperOrd also allows profit analysis to be carried out on the current invoice and order data sets.

Customer discount profiles - repetitive items

As well as holding customer special discount and pricing rules, the customer profiles can also hold repetitive delivery stock items, ie the information for such items includes the period, the next due date, pricing information and the last invoice number and date on which a delivery occurred.

A customer discount profile report allows repetitive items to be quickly identified.

Sales and purchase order processing

SuperOrd provides a number of facilities for the rapid and efficient processing of sales and purchase orders.

Sales orders may be interactively allocated and despatched.

If stock is not available because a delivery has just been received or where perhaps a pack has to be split, then a stock transfer and adjustment facility may be accessed from within the order allocation process allowing in-stock quantities to be immediately updated. The stock transfer routine allows for the immediate splitting of a pack by creating a new stock code and then writing matching Adjustment Out/Adjustment In transactions (with quantities adjusted for pack size).

Quick order acknowledgement and despatch note document printing is provided.

Sales orders may be interrogated for stock shortages. Thereafter, purchase orders may immediately be created:

- A single purchase order may be created from a sales order (or invoice).
- A range of sales orders (or invoices) may be amalgamated into one bulk purchase order.

Invoicing

A number of special routines are available to assist with the processing of invoices.

Invoice type selection - When editing existing invoices, the invoice type is automatically picked up, ie the user does not have to select the invoice/credit note type as per SAGE, rather SuperOrd simply displays the appropriate invoice/ credit note type.

Invoice batch printing automatically selects the appropriate template type so that mixed batches of stock invoices/credit notes and free text invoices/credit notes may be printed in one run. Also, more than one copy of each item may be printed.

Delivery note to invoice consolidation - Invoices which represent delivery notes may be consolidated into one invoice per customer.

Customer returns - A customer returns procedure allows a specific invoice to be accessed and a credit note rapidly created for items on that invoice. The resulting credit note can then be edited if necessary.

Purchasing

SuperOrd includes an extensive set of enhanced purchase order, delivery and invoice processing facilities.

Links to EDI systems - SuperOrd permits purchase orders to be quickly created from invoices or sales orders, the resulting purchase orders may then be immediately transmitted to the supplier via EDI (electronic data interchange). Thereafter, order acknowledgement and/or delivery information can be processed back into both the purchase order and to any linked sales order.

SuperOrd includes EDI links for Spicers, Heathlink and IP Progress/Prolink.

Purchase deliveries - Deliveries being made against purchase orders are retained in their own purchase delivery file. This allows stock levels to be immediately updated whilst waiting for the matching purchase

invoice to be received. Once the PI has been received, the delivery invoice can be posted into the purchase ledger with the option of updating the last stock purchase price. Delivery charges can be appended before posting the PI.

Purchase invoice daybook - Where detailed delivery information is not required, the SuperOrd purchase daybook can be used to batch input of both purchase ledger and non-purchase ledger type items. The daybook module allows batches of purchase ledger items to be prepared and checked before being posted directly into the SAGE purchase ledger. The batched information is retained in the daybook until specifically removed. Each daybook item has an approved flag, which can allow for a junior member of staff to enter purchase transactions, these transactions to be checked by a more senior member of staff before being finally posted directly to the SAGE purchase and nominal ledgers. Recurring entries can be processed and previously entered items copied.

EDI invoices from Spicers and Heath may be processed into the purchase daybook, checked, approved and then posted into the purchase ledger.

Purchase discount profiles - Purchase orders may also have discount profiles applied on a supplier by supplier basis, this leading to more accurate cost prices showing in the orders.

Supplier returns - Supplier returns can be created and posted. The returns module posts Purchase Credit transactions to the purchase ledger and Adjustments Out to the stock files.

Stock

SuperOrd incorporates a wide range of facilities for processing stock information:

In summary:

- Look up files - additional files held along the stock file.
- Product file import - into the stock or look up files.
- On-the-fly creation and cloning of new stock codes - copy from look up files, split pack type cloning and clone with incrementing batch number.
- Special pricing and quantity break discounting.
- Multi component stock make-up and transfer, with pricing and profit analysis and stock transfer.
- Batch entry of stock transactions, extending to stock quantity and record transfers between company data sets.
- CSV and MS Word/Excel data file export and import.
- Special stock file maintenance routines.

Look up files - SuperOrd allows the creation of any number of stock look up files. Effectively, these files are identical to the main stock file but remain independent of the main files. Routines are then available to allow stock information to be copied and updated from an individual look up file into the main stock file.

Look up files allow supplier catalogues to be held and easily accessed. The look up files may be cross referenced back to the main stock file.

Product file import - In the Office Products sector, SuperOrd provides built in specifications to allow Spicer, Kingfield, John Heath, Office Point, Dealer Alliance and NPS generic product files to be imported. The user can also set up their own import specification allowing import from any fixed field length ASCII file.

On the fly stock record creation and cloning - SuperOrd provides the following stock record creation and cloning routines. These routines may be employed whilst entering or editing orders or invoices.

- Stock records may be copied from a look up file.

- Stock records relating to pack type items may be cloned into a split pack record. Almost all the information from the originating record is carried over into the new record, except pricing and pack information which is automatically adjusted in the new record
- Stock records may be cloned with a automatically incrementing batch number.

Special pricing and quantity break discounting - SuperOrd holds up to 9 special prices for each stock record. The special prices may be obtained by:

- import from a file, including from Spicer, Heath or Kingfield mailers or from a general purpose ASCII file.
- discount calculation against retail price.

The user can set up to 9 special pricing rules, allowing different special pricing rules to be applied by stock code and/or category range.

Special price lists can be printed, with optional inclusion of the stock description, units and normal sales price.

A quantity break table enables up to 3 levels of quantity related discounts to be set up for stock categories. Alternatively, an individual category can be set to have no discounts allowed.

Multi component stock make-up and transfer - SuperOrd provides a facility to create multi-component stock make-up and transfer files. The make up routine allows any number of stock codes to be combined in any quantity. The entry screen dynamically shows total made up cost and associated profit margin. Stock Adjustment In or multi-component stock transfers can be applied.

Stock transaction batches - A number of routines facilitate stock transactions, including:

- input of transactions from external sources such as a till - such transactions are normally input via ASCII files. SuperOrd can post the resulting transactions to both the stock and customer history files. The posting to the customer history files then permits the stock profit report to effectively include cash sales.
- set up and re-use of batches of transactions. These batches may be posted as stock adjustments in or adjustments out, or may be used to transfer stock between companies. In this latter mode, stock records can also be carried across between companies.

CSV and MS Word/Excel data file export and import - Stock data may be exported to and imported from SAGE style CSV (comma separated value) files or to MS Word/Excel compatible ASCII files. The following export routines are available:

- Standard stock data.
- Stock transactions - all outstanding (ie incomplete) stock history transactions per stock code or one balance forward transaction only.
- Stock cost prices.
- Special sales prices.

The stock file import operation can optionally reset the stock history file and thereafter import dummy stock transactions (thereby creating artificial or "dummy" stock levels).

This set of utilities can allow specific stock codes and their associated stock history to be saved while a major stock file overhaul takes place.

Sage Line 50 for Windows

SuperOrd incorporates a number of routines which allow export/import of data to SAGE Line 50 for Windows. Generally, the data is always transferred via CSV (comma separated value) ASCII files.

- Sales and purchase ledger records can be exported and imported.
- Sales invoices can be posted to either CSV files or to the SupeOrd sales ledger or both. The CSV files hold SI, SC and SA (ie prepayment) type transactions.
- Purchase invoices can be posted to either CSV files or to the SupeOrd purchase ledger or both. The CSV files hold PI and PC type transactions.

Some Technical Aspects of how SuperOrd Works

SuperOrd is a Windows console mode application (also known as a DOS application). It runs happily under Windows 95, 98, 2000 and XP, and can be fully integrated with the Windows desktop and Start Menu. SuperOrd uses a full Windows style setup which takes care of installing the necessary Windows control icons and shortcuts. Multiple instances of SuperOrd may be run simultaneously.

SuperOrd is also designed to work on networks and has been tested on the following networks:

- Windows 95/98 peer to peer networks.
- Networks with Windows NT4 and 2000 servers.
- Networks with a Novell server.

When used with SAGE Line 50 for DOS, SuperOrd reads and writes directly to the SAGE files. At all times the integrity of the SAGE data files is maintained so that SAGE may still be used if required.

The additional data required by SuperOrd is held in "add-on" files kept alongside the relevant SAGE data files. These additional data files can not be seen from within SAGE but all relevant SAGE data can be seen inside SuperOrd.

SuperOrd uses text only style input and display screens. Whilst these are not considered very fashionable in 2002, they do have some useful attributes:

- The resulting program executable files are relatively small and therefore run quickly and take up little space on the hard drive.
- SuperOrd's computer memory requirement is modest and is normally satisfied by a properly set up Windows DOS box.
- SuperOrd does not interfere in any substantial way with the Windows installation. This facilitates a number of system support operations, ie:
 - It can be easily installed.
 - It can be easily backed up.
 - It can be easily replicated between work stations on a network.

**The net result is a package which is very easy for the
*less experienced computer user to install and maintain***

Year 2000 compatibility

Although year 2000 has now long since passed, it is worth reiterating SuperOrd's year 2000 compatibility statement.

(1) SuperOrd complies with year 2000 requirements as follows:

- (a) Dates are held in the data files as integer numbers with a numerical range of 0 to 32507. Value 0 (the earliest valid date) represents 31/12/1969 and value 32507 (the latest valid date) represents 31/12/2058.
- (b) Dates are always entered via a 6 character long entry field which accepts only keys in the range 0 to 9 plus the "-", "+" and "." keys.
- (c) The range of dates that may be entered is "311269" to "311258". Thus, at the turn of the century, "311299" is followed by "010100". Dates prior to "311269" and after "311258" are treated as invalid dates.
- (d) When the "-", "." or "+" characters are entered as the first value in a date entry field, then:
 - "-" gives system date zero (ie "311269" or 31/12/1969)

- "+" gives the maximum system date (ie "311258" or 31/12/2058)
- "." gives the system date (ie the date at the top right of the screen).

(e) Dates are used within SuperOrd in several ways:

- In mathematical type processes - in these cases, file dates are already compatible with the appropriate mathematical process and screen dates are converted to the integer number equivalent.
- In reports requiring dates to be sorted - dates are sorted either as a numerical value or as a text string using an 8 character format "yyyymmdd".

(f) Year 2000 is correctly treated as a leap year.

(2) SAGE Line 50 for DOS version 9 has been certified by SAGE as being fully year 2000 compliant.