

AFO 213 – Order summary

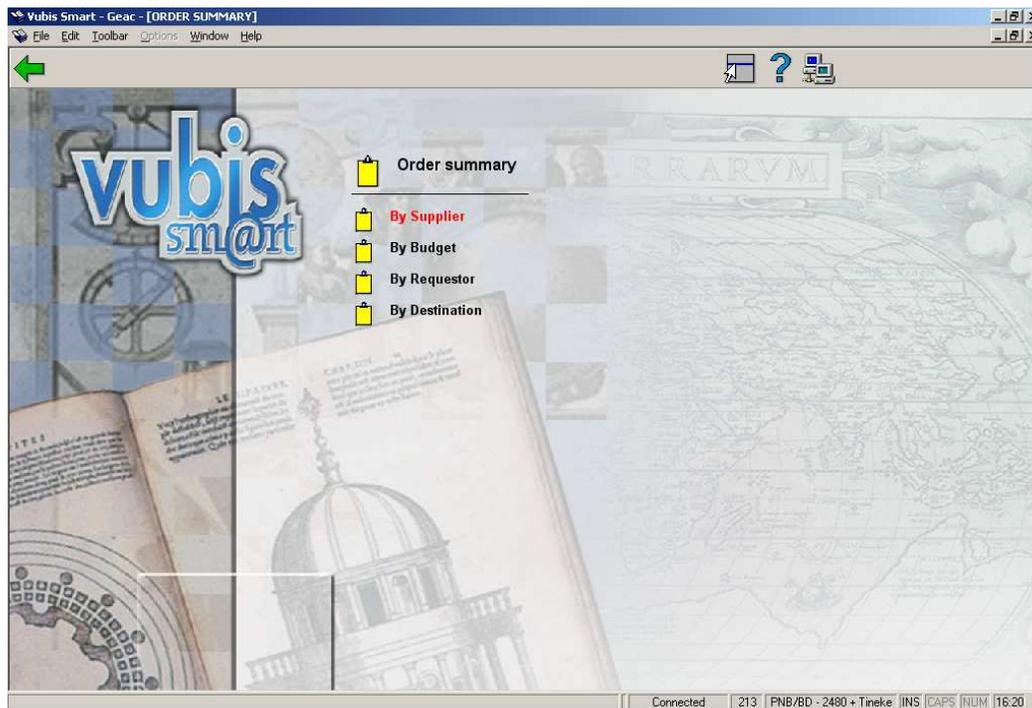
213.1 Introduction

With this AFO you can generate summaries of the purchase orders that have been input. These can be compiled in four ways, namely by budget, supplier, requester or destination. You can select the summary of your choice in the menu screen that is displayed when you select this AFO. The options available are discussed in more detail below. The procedure to be followed for all four summaries is virtually identical so we will only give step by step instructions on how to create a summary by supplier, but pointing out any differences in the other types of summary.

Note

Only non-archived purchase orders will be displayed.

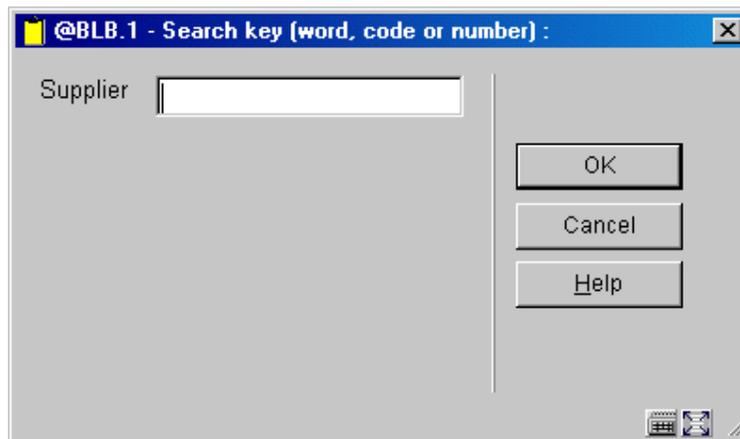
After choosing this AFO a menu will be displayed:



The menu options are described in the next sections.

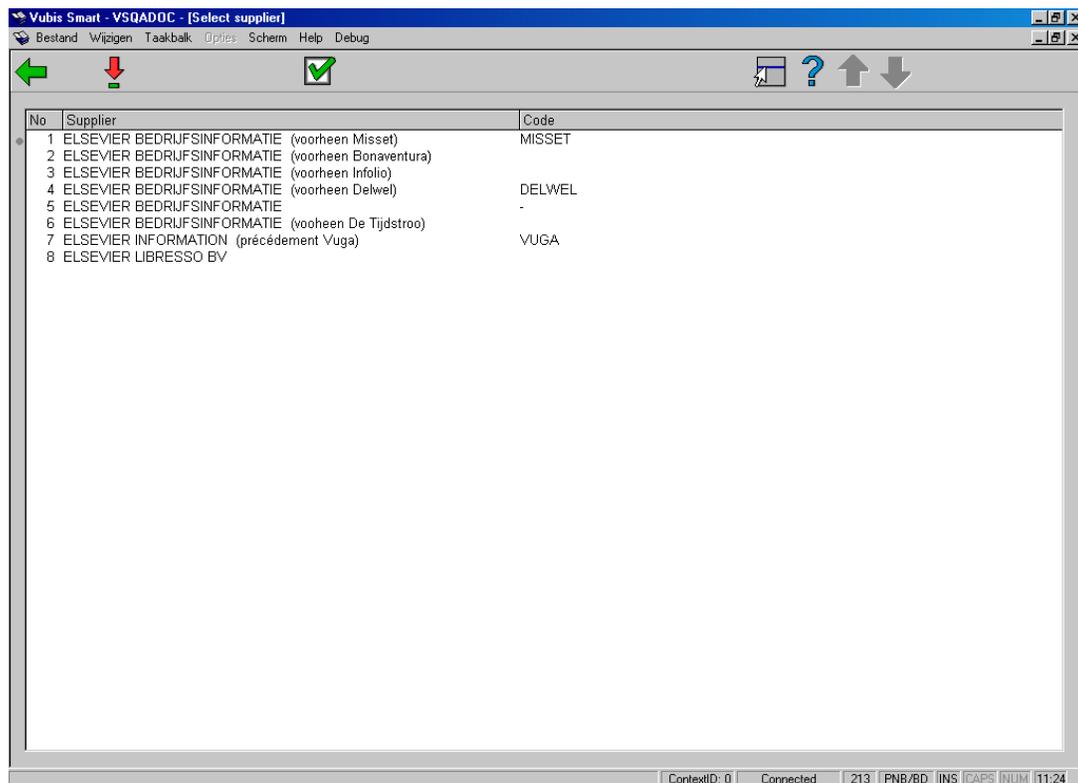
213.2 By Supplier

An input screen will be displayed when you select this menu option.



The screenshot shows a standard Windows-style dialog box. The title bar reads '@BLB.1 - Search key (word, code or number) :'. Inside the dialog, there is a text input field with the label 'Supplier' to its left. To the right of the input field are three stacked buttons: 'OK', 'Cancel', and 'Help'. The 'Help' button has an underlined 'H'. In the bottom right corner of the dialog, there are small icons for keyboard, mouse, and help.

Input the name or partial name of the supplier here. A survey screen with a list of suppliers (that comply with the specified criterion) will be displayed. If you have defined a supplier code you can enter it here. Alternatively you can enter the internal number of a supplier if you know it. In both of these cases a survey screen for that supplier will be displayed immediately. (The procedure is the same for generating a summary by budget, destination code or requester.)



The screenshot shows a window titled 'Vubis Smart - VSQADOC - [Select supplier]'. The window has a menu bar with 'Bestand', 'Wijzigen', 'Taakbalk', 'Opties', 'Scherm', 'Help', and 'Debug'. Below the menu bar is a toolbar with several icons: a green left arrow, a red down arrow, a green checkmark, a question mark, and two grey arrows pointing up and down. The main area of the window contains a table with three columns: 'No', 'Supplier', and 'Code'. The table lists eight suppliers. The status bar at the bottom shows 'ContextID: 0', 'Connected', '213', 'PNB/BD', 'INS', 'CAPS', 'NUM', and '11:24'.

No	Supplier	Code
1	ELSEVIER BEDRIJFSINFORMATIE (voorheen Misset)	MISSET
2	ELSEVIER BEDRIJFSINFORMATIE (voorheen Bonaventura)	
3	ELSEVIER BEDRIJFSINFORMATIE (voorheen Infolio)	
4	ELSEVIER BEDRIJFSINFORMATIE (voorheen Delwel)	DELWEL
5	ELSEVIER BEDRIJFSINFORMATIE	-
6	ELSEVIER BEDRIJFSINFORMATIE (voorheen De Tijdstroo)	
7	ELSEVIER INFORMATION (précédement Vuga)	VUGA
8	ELSEVIER LIBRESSO BV	

Options on the screen

Choose supplier - Select the supplier and click on this option. A survey screen will be displayed with the details of that supplier. Use the screen option '**Continue**' to obtain a survey screen of all the purchase orders on order from that supplier.

Select and continue: Select the supplier and click on this option. You are immediately taken to a survey screen of all the purchase orders on order from that supplier. If there are no orders for a supplier, a message will appear: "no orders registered !".

No	Order no./Item no.	Order date	Budg.	Status	Price	Outstanding	Paid	Curr	Ext. number	Title	Copies per location
1	2006-00070/0001	17/05/2006	2800.6	VNNNNN	0.00	0.00	0.00	EUR		Beyond the Farthe	[1] 1 (CEN)
2	2006-00066/0001	15/05/2006	2800.6	VPNNNN	1.85	1.85	0.00	EUR		Voetstappen in he	[2] 2 (BD)
3	2006-00014/0001	03/03/2006	Ahead	VNNNNN	12.02	12.02	0.00	EUR		The chantry guid	[1] 1 (CEN) 0 (1)
4	2006-00013/0001	02/03/2006	Ahead	VNNNNN	13.87	13.87	0.00	EUR		The chantry guid	[1] 1 (CEN) 0 (1)
5	200500322/0001	27/10/2005	16/22	VTNNNN	10.00	10.00	0.00	EUR		Mag ik Nina even	[1] 1 (BD) 0 (1)
6	200500190/0001	06/07/2005	Ahead	VNNNTT	9.25	0.00	0.00	EUR		Mag ik Nina even	[1] 1 (CEN) 0 (1)
7	200500168/JH0001	27/06/2005	16/22	VNNNTT	0.00	0.00	0.00	EUR		Star child	[4] 2 (BD,W/P) C
8	200500078/JH0001	03/03/2006	Ahead	VNNNNN	4.62	4.62	0.00	EUR		Collected stories	[1] 1 (CEN) 0 (1)
9	200500074/JH0001	03/03/2006	BO1	VNNNNN	3.70	3.70	0.00	EUR		À côté de chez Fr	[1] 1 (CEN) 0 (1)
10	200500065/JH0001	27/06/2005	16/22	VTNTNN	0.00	0.00	0.00	EUR		Beyond the Star a	[1] 1 (BD) 0 (1)
11	200400270/JH0001	10/01/2005	Ahead	VNNNNN	13.87	13.87	0.00	EUR		Pietje Bell is op va	[1] 1 (BD) 0 (1)
12	200400265/JH0001	22/12/2004	FR	INNNTT	1.11	1.11	0.00	EUR		Title for HDR 1502	[1] 1 (BD)
13	200400264/JH0001	22/12/2004	FR	VNNNNN	13.87	13.87	0.00	EUR		Title for HDR 1502	[1] 1 (BD) 0 (1)
14	200400219/JH0001	04/11/2004	new	VNNNTT	0.00	0.00	0.00	EUR		External order test	[1] 1 (CEN) 0 (1)
15	200400212/JH0001	29/10/2004	2800.6	VNNNTT	91.57	0.00	0.00	EUR		Domes of Fire	[1] 1 (BD) 0 (1)
16	200400130/JH0001	27/09/2004	16/22	VNNNTT	26.22	0.00	0.00	EUR		De vallei van de pa	[3] 1 (BD,CEN,V)
17	2003-00104-JH0001	23/09/2004	2004-ELS-1	VTNNNN	12.95	12.95	0.00	EUR		Blank or blank or	[1] 1 (ELS)
18	2003-00099-JH0001	21/06/2004	2800.6	VTNNNN	11.10	0.00	0.00	EUR		Final test by Fran	[1] 1 (CEN)
19	2003-00098-JH0001	21/06/2004	2800.6	VTNNNN	9.25	0.00	0.00	EUR		Final test by Fran	[1] 1 (BD)
20	2003-00093-JH0001	10/06/2004	2800.6	INNNTT	81.40	81.40	0.00	EUR		Geac is a multinat	[6] 6 (BD)
21	2003-00090-JH0001	23/09/2004	2800.6	VTNTTN	0.00	0.00	0.00	EUR		Geac is a multinat	[1] 1 (BD) 0 (1)
22	2003-00088-JH0001	30/03/2005	2800.6	VTNTTN	11.10	11.10	0.00	EUR		Geac is a multinat	[1] 1 (CEN) 0 (1)
23	2003-00077-JH0026	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		Code test may5	[1] 1 (CEN) 0 (1)
24	2003-00077-JH0025	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		Search test edited	[1] 1 (CEN) 0 (1)
25	2003-00077-JH0024	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		Blank or blank or	[1] 1 (CEN) 0 (1)
26	2003-00077-JH0023	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		An article test oct	[1] 1 (CEN) 0 (1)
27	2003-00077-JH0022	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		Another survival te	[1] 1 (CEN) 0 (1)
28	2003-00077-JH0021	23/09/2004	FRbooks	VTNTTN	12.00	12.00	0.00	EUR		Another test jun28	[1] 1 (CEN) 0 (1)
29	2003-00077-JH0020	23/09/2004	FRbooks	VTNTTN	15.00	15.00	0.00	EUR		Another A-T test	[1] 1 (CEN) 0 (1)
30	2003-00077-JH0019	23/09/2004	FRbooks	VTNTTN	0.00	0.00	0.00	EUR		Win a \$25 prize	[1] 1 (BD) 0 (1)
31	2003-00077-JH0018	23/09/2004	FRbooks	VTNTTN	0.00	0.00	0.00	EUR		Title for HDR 1502	[1] 1 (BD) 0 (1)
32	2003-00077-JH0017	23/09/2004	FRbooks	VTNTTN	0.00	0.00	0.00	EUR		titel t.b.v. formaat	[1] 1 (BD) 0 (1)
33	2003-00077-JH0016	23/09/2004	FRbooks	VTNTTN	0.00	0.00	0.00	EUR		Third test for HDR	[1] 1 (BD) 0 (1)
34	2003-00077-JH0015	23/09/2004	FRbooks	VTNTTN	0.00	0.00	0.00	EUR		Testing for HDR 1	[1] 1 (BD) 0 (1)

Columns on the screen

No: a line number;

Order no./item no.: the order number - an '!' (exclamation mark) after this number means that this purchase order has been locked;

Order date: the order date;

Budg.: the budget(s);

Status: the order status;

Price: the total budget commitment amount (V price);

Outstanding: the outstanding amount for this order (this can be the same as the order price, zero when everything has been paid, or a different amount if a partial payment has been made);

Paid: the amount paid for this order;

Curr: the unit of currency of the committed price;

Ext.number: an optional external (order)number;

Title: part of the title;

Copies per location: the total number of copies order, with a subdivision in copies ordered per location;

The system displays the total committed price at the end of this summary. This total is cumulative up to and including the last purchase order displayed on the screen (including all the orders displayed before); it is not the general total of all purchase orders on order from this supplier.

Note

The budget commitment amounts are displayed regardless of the status of the purchase order regarding invoicing or payment. Useful financial information cannot be obtained from these summaries.

Screen options

Detailed info (+) - select a purchase order and click on this option to display detailed information on it.

Create savelist - with this option you can save the summary in a save list. When you select this option an input screen will be displayed. Enter the name of the save list you want to use or select one from the list.

Remove requester- with this option you can delete the requester from all the purchase orders displayed.

Restrict orders to be viewed - with this option you can select the purchase orders displayed by date, status of the purchase order, order type and budget. If you select this option an input screen will be displayed on which you can input the desired criteria.

Fields on this screen

From date - input the date on which you want the summary to start;

To date - input the date on which you want the summary to end;

Status - input the status of the purchase orders to be displayed. You can use an '*' (asterisk) as wild card. If you enter one or more characters, wild cards will be added to make a total of 6 letters. Valid statuses are:

- For purchase orders: I (input), G (locked) and V (sent)
- Other statuses: N (not), P (partial) and T (total)

Example

'G' becomes 'G*****'. All purchase orders with a status beginning with 'G' (locked, entered in final print file).

'V**T' becomes 'V**T***'. Only purchase orders with the order status sent and for which the status of the first reminder is total (regardless of their status regarding receipt, invoice registration, second reminder and cancellation) will be displayed.

Order type - input a valid order type of the purchase orders to be displayed. You can use an '*' (asterisk) as wild card. If you enter one or more characters, wild cards will be added to make a total of 4 letters.

Example

'*E' becomes '*E**'. All the external purchase orders will be displayed.

If you input '***R' all the retro purchase orders will be displayed.

Budget - enter a budget or select one from the dropdown list

After one or more criteria have been input, a survey screen will be displayed with the purchase orders that fulfil these criteria. If no orders fulfil the criteria the message 'No purchase orders noted' will be displayed.

213.3 By Budget

If you select this menu option an input screen will be displayed. You follow virtually the same steps as for "**By Supplier**". See section 213.2 above. Here you can restrict the summary to date, status, type of order and supplier.

213.4 By Requester

If you select this menu option an input screen will be displayed. You follow virtually the same steps as for "**By Supplier**". See section 213.2 above. Here you can restrict the summary to date, status, type of order and supplier.

213.5 By Destination

If you select this menu option an input screen will be displayed. You follow virtually the same steps as for "**By Supplier**". See section 213.2 above. Here you can restrict the summary to date, status, type of order and supplier.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation	
2.0	May 2006	Various revisions Delivered as part of build 17 set	