

# Almyta Control System Intermediate Reference

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## Stock Replenishment

**Inventory to Order report.** To quickly find out what we need to buy or make today, go to the menu Reports\Today's Check List\Inventory to Order. On the all reports screen, specify filters, if needed, and click the Preview button or just double-click the report name to browse.

The screenshot shows the 'All Reports' window. The 'Inventory to Order' report is selected. The right pane displays a list of columns with checkboxes for selection. The 'Category' column is highlighted with a red box, showing a filter of '= Roasted Nuts' and a value of 10.

Column Name	Filter	Starting or =	Ending	A-Z	Z-A	S	I	Wi
<input checked="" type="checkbox"/> Item ID				<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	L	10
<input checked="" type="checkbox"/> Description				<input type="checkbox"/>	<input type="checkbox"/>	5	L	15
<input checked="" type="checkbox"/> To Order				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input type="checkbox"/> Unit Cost				<input type="checkbox"/>	<input type="checkbox"/>	5	R	C
<input checked="" type="checkbox"/> Amount				<input type="checkbox"/>	<input type="checkbox"/>	5	R	C2
<input checked="" type="checkbox"/> In Stock				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input checked="" type="checkbox"/> Committed				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input checked="" type="checkbox"/> On Order				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input checked="" type="checkbox"/> Order At				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input checked="" type="checkbox"/> Fill To				<input type="checkbox"/>	<input type="checkbox"/>	5	R	N
<input type="checkbox"/> Category	=	Roasted Nuts		<input type="checkbox"/>	<input type="checkbox"/>	5	C	10
<input checked="" type="checkbox"/> Supplier Name				<input type="checkbox"/>	<input type="checkbox"/>	5	C	15

This is a resulting Browse screen:

The screenshot shows the 'Inventory To Order' browse screen. It displays a table with the following data:

Item ID	Description	To Or	Amount	In Sto	Comn	On Or	Order	Fill Tc	Supplier Name
NRG-A40C	Nuts Are Good 40 oz Jar Al	10.0	30.24	0.0	0.0	0.0	1.0	10.0	<made In house>
Total		10.0							

Record: 1 of 1 | No Filter | Search

## Ordering inventory without Supplier Catalog.

Go to the menu Orders/Purchasing/Utilities. On the Purchasing Utility screen, go to tab 7, turn off the Use Supplier Price Catalog switch, and click the View Suggested Purchase Orders button.

The screenshot shows the 'Purchasing Utilities' window with the following elements:

- Header:** 'Purchasing Utilities' with a close button (X) in the top right corner.
- Input Fields:**
  - Start Date: [Empty text box]
  - End Date: [Empty text box]
  - Start Item ID: [Empty dropdown menu]
  - End Item ID: [Empty dropdown menu]
  - Supplied By: [Empty dropdown menu]
  - Category: [Empty dropdown menu]
  - Center Code: [Empty dropdown menu]
- Tabs:** A row of tabs at the top:
  - 1. Lead Time
  - 2. Set Units Per Pack
  - 3. Set Economic Order
  - 4. Set Reorder Level
  - 5. Set Fill to Level
  - 6. Set Monthly Demand
  - 7. Make Purchase Orders** (highlighted in yellow)
  - 8. Recalculate Costs
  - Results (with a green checkmark icon)
- Instructions:** A text block stating: 'Supply a filter if needed. Press "View Suggested Purchase Orders" button below. Suggested purchase orders are created based on quantity Available, quantity On Order, Economic Order, Lead Days, Monthly Demand, Reorder Level, and Fill To level. Only items with the switch 'BUY ON' apply. Leave Start Date a blank. The calculation guaranties that there will be the sufficient inventory levels until the End Date. The End Date can also be a blank.'
- Settings:**
  - Ignore Orders Older Than: [12/26/2014]
  - Fill To Level in Units: [Use Item Master settings]
  - Use Supplier Price Catalog: [Switch icon]
  - Optimize by: [PO Amount dropdown]
  - Maximum Lead Days to consider: [90]
- Buttons:**
  - View Suggested Purchase Orders** (highlighted in yellow)
  - Show Me Fields Controlling the PO Generation
  - Stop (with a red X icon)
  - Exit (with a blue arrow icon)

After the utility is finished running, the screen moves to the Results tab. Here, we can find a list of items to order with number of units, amount, required by date, units in stock, monthly demand, projected consumption.

### Almyta Control System - Intermediate Reference

[illegible]

Move horizontal scrollbar to the right to view more fields: current on order, committed, monthly demand, and projected consumption. The Projected consumption is calculated based on the date range selected at the top of the screen. It depends on how far the date range spreads to the future and average monthly consumption.

**Purchasing Utilities**

Start Date:  End Date:

Start Item ID:

Supplied By:

Category:

Center Code:

1. Lead Time

2. Set Units Per Pack

3. Set Economic Order

4. Set Reorder Level

5. Set Fill to Level

6. Set Monthly Demand

7. Make Purchase Orders

8. Recalculate Costs

☒ Results

Revise the changes, make modifications, and click the Apply button to create POs:

Item ID	Notes	Date Required	In Stock	On Order	Committed	Mon.Demand	Proj. Consumption
ALMD-RAW		01/05/16	40.0	0.0	100.0	0.0	100.0
JAR40		12/26/15	0.0	24.0	40.0	0.0	40.0
*			0.0	0.0	0.0	0.0	0.0

On the Results tab, you can make record modifications, additions, and deletions. At the end, you have a choice of creating purchase orders (the Apply button) or discarding the whole thing.

### Ordering inventory with Supplier Catalog.

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On the Purchasing Utilities screen, select tab 7, turn on Use Supplier Catalog, select Optimization type, and maximum lead days to ignore in catalog.

Ignore Orders Older Than:	12/26/2014
Fill To Level in Units:	Use Item Master settings
Use Supplier Price Catalog:	<input checked="" type="checkbox"/>
Optimize by:	PO Amount
Maximum Lead Days to consider:	90
<b>View Suggested Purchase Orders</b>	
Show Me Fields Controlling the PO Generation	

Click View Suggested Purchase Orders button. After the calculations are fished, the Suggested Purchase Orders screen pops up. There is a single row for each item which needs to be ordered. The columns from left to right read: Item ID, Units to Order, Base (stocking) UOM (per Item Master), Supplier 1, Price 1, Units 1, Buying UOM 1, Lead Days 1, Use 1. There are two more suppliers in the row, sorted in the order of the selected optimization type: Unit Price, Lead Time, and PO Amount. Specify a date in the Requested by field. In the Deliver by field, screen shows the closest possible delivery date. If it is in red, the delivery will be late compare to the requested date. Flip on and off the Use # switches to find more appropriate delivery date and total amount. Click Make POs when finished.

Suggested Purchase Orders

Requested by: 12/27/15

Delivery by: 01/05/16

Amount: 103.20

Report

Make POs

Exit

Item ID	UOM	Supplier 1	Price 1	Units 1	UOM	Lea	Use	Units	Supplier 2	Price 2	Units 2	UOM	Le	Use	Supplier 3
ALMD-RAW	Lbs	NUT-SPL	1.00	100.0	Lbs	10	<input checked="" type="checkbox"/>	100.0	NUT-SPL	1.00	100.0	Lbs	10	<input type="checkbox"/>	NUT-SPL
JAR40	Each	TARE-SPL	0.20	16.0	Each	0	<input checked="" type="checkbox"/>	16.0	TARE-SPL	0.20	16.0	Each	0	<input type="checkbox"/>	TARE-SPL
<div><div></div><div></div></div>															

## Reorder Levels by Group

There are some cases when we need to control inventory levels by a warehouse location. One such case could be a cable company with a number installation and repair trucks that have to carry a minimal inventory. In this example, we will maintain a network cable on our two trucks and more cable in our warehouse.

Add two locations TRUCK1 and TRUCK2 to the list of warehouse locations in the Inventory/Warehouse location screen. truck 1 will be assigned to the group 1 and truck 2 will be in group 2.

Almyta Software Reports Demo

File Home Orders **Inventory** Assets Reports System Data Report Preview Add-Ins Help

Reconcile Warehouse Transfers Find in Archives

Search Item Master Browse Item Master Bill Of Materials

Alternate Parts Warehouse Locations Find lot #

Warehouse Locations

Warehouse: <??> All Occupied: 13 Vacant: 8 38.10%

Add New Units Print Exit

Location Name	Description (optional)	Hold	Mixed Product	Staging	Group
TRUCK1	...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
TRUCK2	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2

Create a spreadsheet with these four columns Item ID, Group No, Reorder At, Fill To. Save the spreadsheet as CSV file and import it by using Data/Import menu, Reorder Levels by Group database. Groups 1 and 2 will define levels for the trucks and group 0 will define levels for all group-unassigned locations in our warehouse.

File Home Orders Inventory Assets Reports System **Data** Report Preview

Import Import Sales Exports Scanner Fix Data Discrepancies Purge Item Price Markup Manage BOM Components Modify Item ID Re-link

Data Import (APPENDS/MODIFIES RECORDS)

1. Import Database: **Reorder Levels by Group** Create Template

Header

Item ID	Group	Reorder	Fill To	<skip>	<skip>	<skip>
CABLE	0	5000	20000			
CABLE	1	100	500			
CABLE	2	100	500			

After importing the levels, we can look them up individually on the Item Master screen by double-clicking the Reorder at field. The lookup screen also allows modifications to the imported levels.

**Inventory Item Master List**

ID: CABLE Filter: Valu

Description: BLUE Gold Plated 50FT CAT5 CAT5e RJ45

**Item Header** Stocking Properties Detailed Description More Details Pictures Custom/Accounts Inventory

Category: Materials Manufacturer/Model:

Package: Case Engineering P/N:

Base UOM: Each Revision:

Main Supplier: [make]

Center Code: ...

Reorder at: 1,000.0 Units in

Fill to: 2,000.0 Pkg in F

Unit No

**Reorder Levels by Group**

Item ID	Group	Order at	Fill To
CABLE	0	5,000	20,000
CABLE	1	100	500
CABLE	2	100	500

We can also quickly see current inventory position by the group on the Item Master Screen, Inventory Tab by clicking the Summation button.

## Almyta Control System - Intermediate Reference

File Home Orders **Inventory** Assets Reports System Data Report Preview Add-Ins Help

Direct Receive Locate Quick Direct Warehouse Transfers Find in Archives  
Receive by lot # and Move Move Issue

Activities

Item Master

Search Item Master Browse Item Master Bill Of Materials Alternate Parts Warehouse Location Find lot #

Lists

---

Inventory Item Master List

ID: CABLE Filter: Value:

Description: BLUE Gold Plated 50FT CAT5 CAT5e RJ45

---

Item Header Stocking Properties Detailed Description More Details Pictures Custom/Accounts **Inventory**

Units	Pkgs	Location	WID	Lot #	Prod Date	Rcv Date	R
5,000.0	2,500	CS-1	0	SN001		13-Sep-20	ADJ
1,000.0	500	DOCK	0	SN000		13-Sep-20	ADJ
6,000.0	3,000						

---

**Inventory Totals by Group**

Item ID	Group	Order at	In Stock	Fill To
CABLE	0	5,000	5,589	20,000
CABLE	1	100	200	500
CABLE	2	100	211	500

The report to see the entire picture, it is located in Reports/All Reports menu, Inventory section, Inventory Levels by Group.

File Home Orders Inventory Assets **Reports** System Data Report Preview Add-Ins

Usage History Favorites Find Report Most Used

Inventory to Order Purchase Orders Due Shipping Orders Due Today's Checklist

Appointment Summary Purchase Orders Work Order Backlog Orders and Appointments

Shipping Sales Quotations All Adjustments

---

All Reports

Browse Preview Print Excel PDF Word Text

Select Type and Name of the report Warehouse: <???

**Inventory**

Alternate parts  
**Inventory Levels by Group**  
Inventory To Order  
Reserved Inventory  
Inventory Transfer  
Discontinued Inventory in Stock  
Expiring Inventory  
Inventory by Location  
Inventory by Location with Moving Date

Column Name	Filter	Starting or =	End
<input checked="" type="checkbox"/> Item ID			
<input checked="" type="checkbox"/> Description			
<input checked="" type="checkbox"/> OrderAt			
<input checked="" type="checkbox"/> InStock			
<input checked="" type="checkbox"/> FillTo			
<input checked="" type="checkbox"/> Group No			



## Dealing with Buying Units of Measure

Let us say we are stocking raw almonds in pounds by buying in kilograms. To add a new unit of measure, go to the Inventory/Warehouse Locations/Units of measure menu, click the Add New button to go to the new record, input Kgs for the name, input conversion ratio in the Contains cell, and specify Base Units (Lbs).

The screenshot shows the 'Units Of Measure' window in the Almyta Control System. The 'Warehouse Locations' menu is open, and the 'Units of Measure' option is selected. The 'Units Of Measure' window displays a table with the following data:

ID	Unit Of Measure	Contains	Of B	Positive Adjustment Codes	Negative Adjustment Codes
3	50-lb bag	50.0	Lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Each	1.0	Each	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Kgs	2.202643	Lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Lbs	1.0	Lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Oz	0.1	Lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	6	1.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>

The next step is to add an entry to the Supplier Catalog screen for a particular item. On the Item master screen, click the Supplier Catalog button. On the Supplier Catalog screen, go to the new record, select supplier, select Kgs in Supplier's UOM, specify buying Price for one kilogram.

Inventory Item Master List

ID: ALMD-RAW Filter: Value:

Description: Raw almonds

Item Header: Stocking Properties Detailed Description More Details Pictures Custom/Accounts Inventory

Category: Ingredient Manufacturer/Model:

Package: Bag Engineering P/N:

Base UOM: Lbs Revision:

Main Supplier: NUT-SPL

Center Code: Cost of Goods 2 Reorder at: 1.0 Units Per Pack: 50.0

Supplier's Catalog

View Supplier View Item Add New Delete Report Set As Default Supplier Exit

Supplier ID	Item ID	Supplier Item	Package	UOM	UOM Price	Curr	Sys Cur Price	Lead
NUT-SPL	ALMD-RAW	ALMD-RAW	Bag	Kgs	1.50		1.50	0

To globally turn usage of the Supplier Catalog on or off, use a switch located in the System/Options screen, tab 2, field 7.

FILE Home Orders Inventory Assets Reports System Data Report Preview Add-Ins Help

Options Default Documents and Screens Configuration Add-In Manager Import Reports Attachment Locations Actions Unhide Fields Customize All Restart Information and Lists Company Locations Logos Barcode Formats Error Log Software Version Software Registration Users Use Permissions Security

Options

5. System	6. Assets	7. BOM / Work Orders	8. Logo Selections
9. Data Access	10. Receiving	11. Repair Orders	12. Purchasing
1. Numbers	2. Defaults	3. Workstation	4. Shipping/Issues

1. Receiving Location: DOCK

2. Package: Carton

3. Units Of Measure: Each

4. Terms: Net 30

5. Ship Via: Best Way

7. PO Supplier Part: Supplier Catalog, Manufacturer/Model, My Item Id

8. Category: Roasted Nuts

9. Default PDF Writer: Default

10. Paper Size: Default

From this point on, when we order Raw Almonds from this supplier a purchase order will be created in kilograms automatically:

ALMD-RAW Filter: Value:

Raw almonds

Working Properties Detailed Description More Details Pictures Custom/Accounts Inventory

Ingredient: NUT-SPL

Manufacturer/Model: Engineering P/N: Revision:

Purchase Orders


P000007 Inventory Filter by Supplier: Status: Open

Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$) 6.81 Net/Gross: 500 / 510

Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	PO UOM	PO Units	PO Price (\$)	Rece
1	ALMD-RAW	Raw almonds	10.0	0.68	6.81	Kgs	4.5	1.50	

Printed Purchase Order (Plain Paper)



**Fresh Roasted Almond Company**  
To change this address, go to the Company Locations in the System tab, Info & Lists group.  
702-263-4997; Fax:

**Purchase Order: P000007**  
This number must appear on all related correspondence, shipping papers, and invoices

<b>Order Date:</b> 12/26/15	<b>Salesperson:</b>	<b>Supplier Order:</b>
<b>Requested By:</b> 12/26/15	<b>Ship Via:</b> Best Way	<b>Terms:</b> Net 30

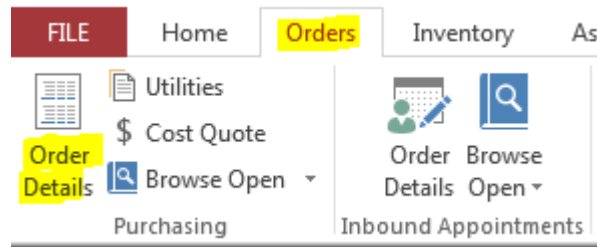
---

<b>TO:</b> Raw Nut Distributor 1 Nut Way Brooklyn, NY 11803 Attention: Tel: , Fax:	<b>SHIP TO:</b> Fresh Roasted Almond Company To change this address, go to the Company Locations in the System tab, Info & Lists group. Tel: 702-263-4997, Fax:
--	---

Line	Supplier Part	Description	Quantity	Unit	Pack	Price (\$)	Extension (\$)
1	ALMD-RAW	Raw almonds	4.5	Kgs	Bag	1.50	6.81
<b>Subtotal:</b>							6.81

## Managing Purchase Orders

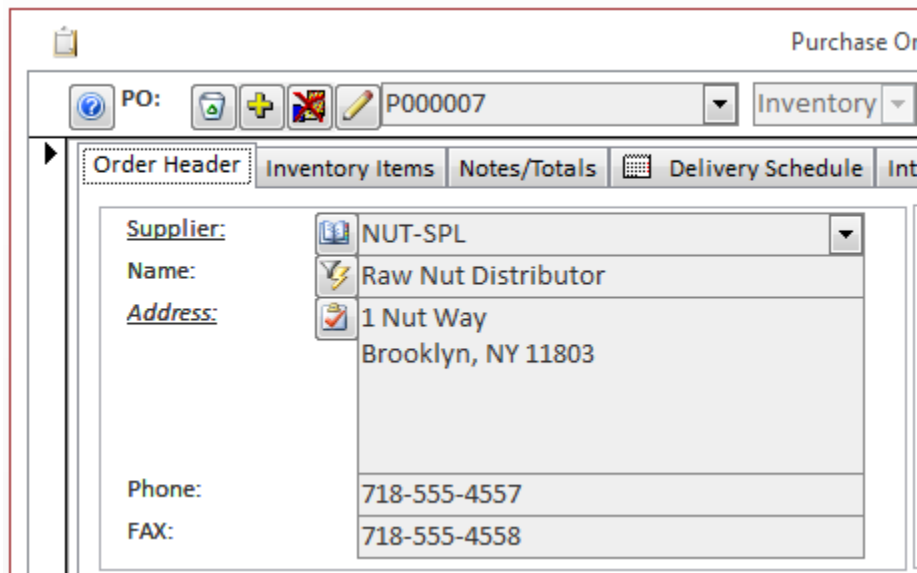
**Creating a purchase order.** To create a purchase order, go to the Orders/Purchasing/Order Details menu.



On the Purchase Orders screen, click the Yellow Plus button.



Answer affirmative on the popup box or input the order number and press Enter key. The new order number and style or the user prompt appearances are controlled by the configuration. Change it in the System/Options screen, tab 1, fields (1 and 10) if needed. After a new order has been created, select the supplier.



Fill out any other necessary fields and switch to the Inventory tab. Add line items to the order. For each line item, start with selecting the Item Id and then specify the Standard Units and Unit Price.

Purchase Orders

PO:  Inventory Filter by Supplier:  Status: Open

Order Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$) 84.80 Net/Gross: 212 / 212

Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received
1	FLVR-C	Cinnamon Flavor	107.0	0.40	42.80	0.0
2	FLVR-H	Honey Flavor	105.0	0.40	42.00	0.0
*			0.0	0.00	0.00	0.0

**Changing purchase order number.** Purchase order numbers can be changed before any line items have been added. If an order contains some line items, delete them, change the order number, and then add the line items again. To change the number, click the Pencil button to the left of the PO field (top left). Type in a new order number:

Purchase Orders

PO:  Inventory Filter by Supplier:  Status: Open

Order Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$) 84.80 Net/Gross: 212 / 212

Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received
1	FLVR-C	Cinnamon Flavor	107.0	0.40	42.80	0.0
2	FLVR-H	Honey Flavor	105.0	0.40	42.00	0.0
*			0.0	0.00	0.00	0.0

Almyta Control System

Input new purchase order number

OK Cancel

**Change purchase order type.** While there are no line items added to a new purchase order, a purchase order type can be changed by selecting it from the Type list. By default, the purchase orders are created as the inventory type.

Purchase Orders

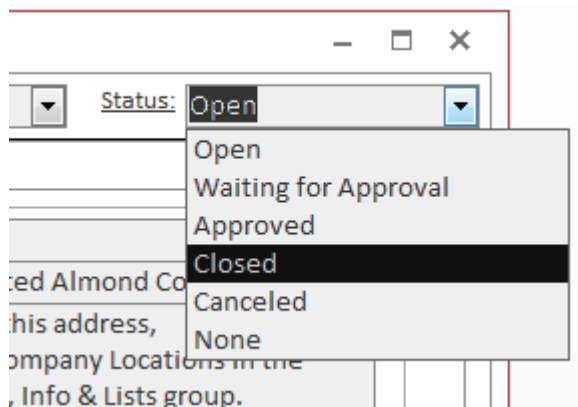
PO:  Inventory Filter by Supplier:  Status: Open

Order Header Inventory Items Notes/Totals Delivery Schedule Internal Use

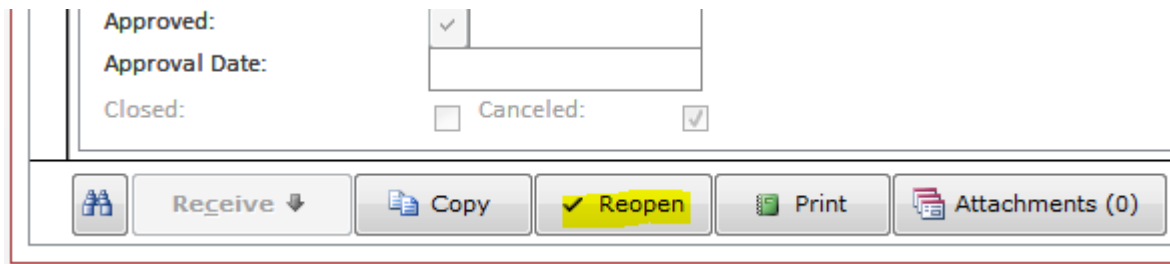
Supplier:

Inventory Inventory Assets

To reopen closed purchase order, select **Closed** in the Status field (top, right).

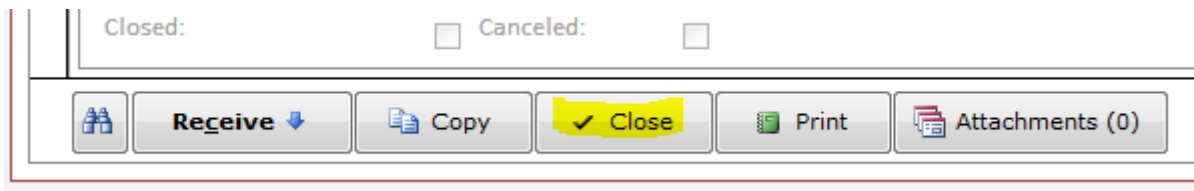


Find an order number, and click the **Reopen** button at the bottom of the screen.

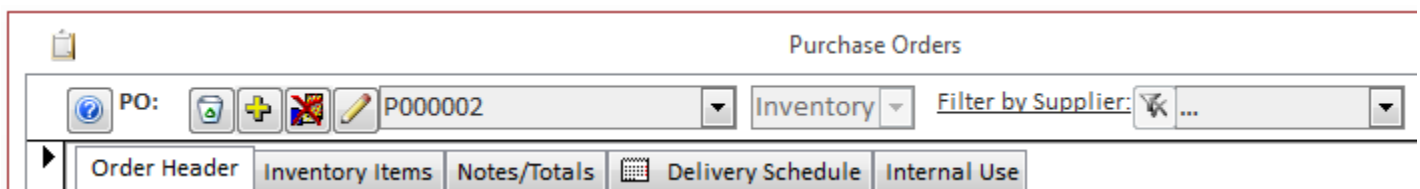


Click the **Yes** button to reopen order.

Close a purchase order by clicking the **Close** button (bottom, center).



Top row function reference from left to right.



1. Short Help
2. Cancel current PO or permanently delete a PO previously canceled
3. Add new PO

*Almyta Control System - Intermediate Reference*

4. Adjust previously received PO, but still open PO. Reopen a PO if it was closed.
5. Change PO Number.
6. PO List filtered by the Status selected in the Status list on the right.
7. PO Type. Inventory or Assets.
8. Additional filter for the PO List (#6)

If your supplier gave you a tracking number, input it into the Waybill field. To track your shipment, double-click the tracking number. The Ship by must be populated with a supported carrier. At this moment, supported carriers are UPS, USPS, FedEx, and DHL.

Salesperson:	Tom Smith	Ship By:	UPS_GR
Attention of:	Lorry Smith	Shipping Type:	UPS
Supplier Order:	Their Sales Order	Tracking, Waybill:	1Z37799W0374563073
Requestor:	Production Manager		
Buyer:			

Here is a sample resulting screen.

**Tracking Detail**

1Z37799W0374563073 Update

**Delivered**

**Delivered On:**  
Tuesday, 03/29/2011 at 2:48 P.M.

**Signed By:**  
KEGLEY

**Left At:**  
Receiver

**Proof of Delivery**

**Add Notification**

**Additional Information**

**Shipped/Billed On:**

03/25/2011




**Type:**

Package

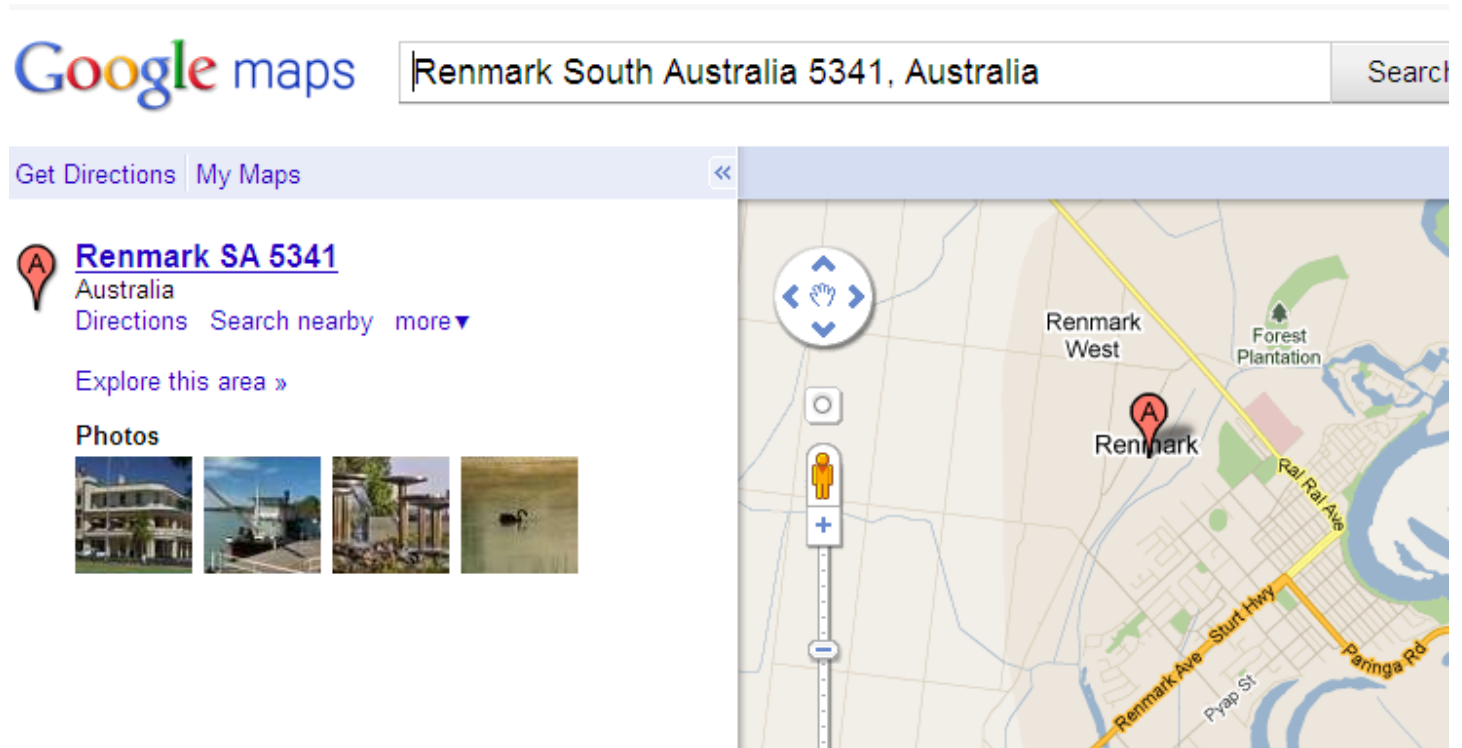
**Weight:**

0.50 lb

To locate supplier on the map, double-click the Address field.

<u>Supplier:</u>	 ALMONDCO
<u>Name:</u>	 Almondco Australia Limited
<u>Address:</u>	 Sturt Highway PO Box 1744 , Renmark, South Australia , 5341

The resulting screen will look like this.

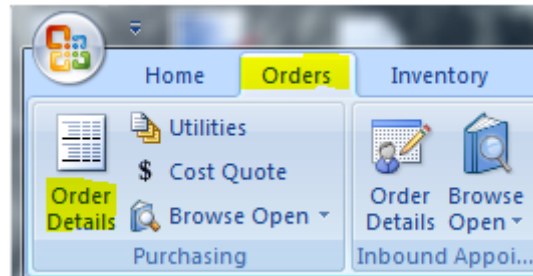


The same tracking options are available on the Sales/Shipping Orders screen.

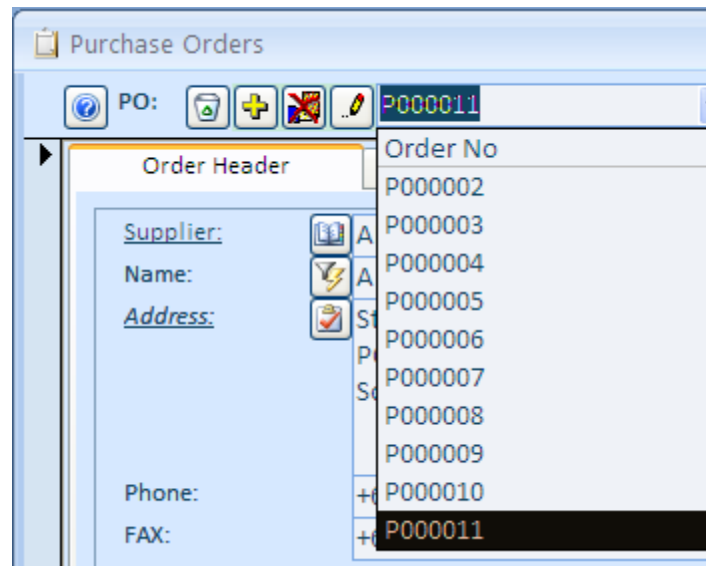


## Receiving against Purchase Orders

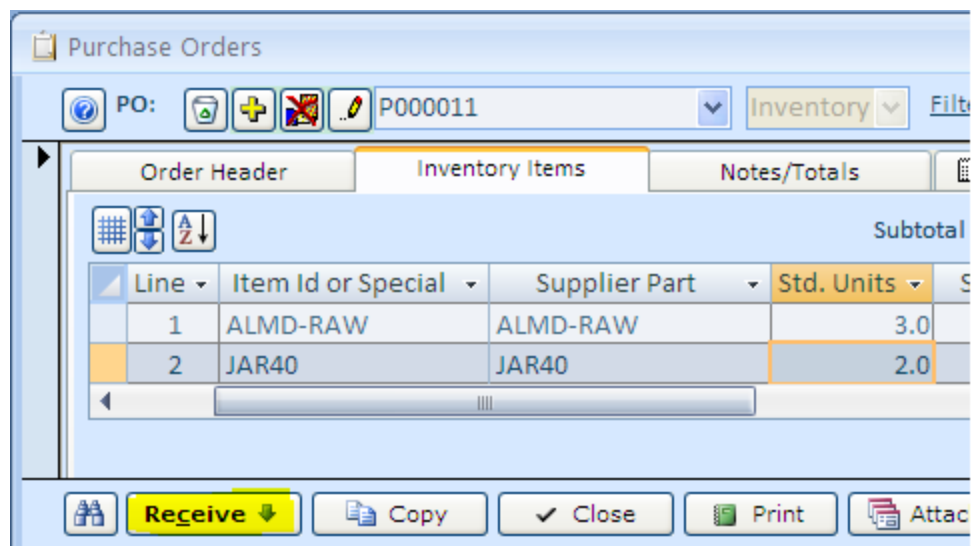
To receive your order in the system, go to the Orders menu tab, Purchasing group, Order Details.



Find your order by typing it in or selecting from the drop down box.




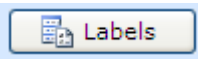
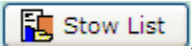
Click the **Receive** button.



At this point, you can change quantities based on an actual shipment, input serial numbers if necessary, select warehouse locations, change the receiving date if needed.

Item ID	Units	Wrhe Location	Lot/Serial No	Rcv. Units	Rcv Unit Type	Reference	Unit C
ALMD-RAW	3.0	DOCK	A4563	3.0	Lbs	P000011	
JAR40	2.0	DOCK	J7649	2.0	Each	P000011	
*				0.0			

There are more columns available on this screen. To show them use  button.

On this screen, you can also print inventory labels by using  button, print or preview Stow List , which is a list or inventory being received with stocking bin location suggestions.

Finally, when you are ready, use the Receive button to save the receipt **permanently** in the database. **Before that, the receipt is seeing only on your screen, which is just a worksheet and nothing more.**

You will be prompted to close the purchase order. Choose the **Yes** option to close and archive the order, if there no units due or the **No** option to keep it open until the next shipment arrives.

## Adjust Received Purchase Orders

Almyta system allows user to correct the amount of units that has been received already.

As an example, we will correct the amount on received PO P000004. Originally, we received 40 units on this order, but found out later that it was 41 unit.

Go to the Orders/Purchasing/Order Details menu. Change the PO status to “Closed” and find your order in the PO list. Activate the order by clicking the Reopen button at the screen bottom.

Purchase Orders

PO: P000004 Inventory Filter by Supplier: Status: Closed

Order Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$) 70.00 Net/Gross: 0 / 0

Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received
1	ALMD-RAW	Raw almonds	70.0	1.00	70.00	40.0
*			0.0	0.00	0.00	0.0

Receive Copy Reopen Print Attachments (0) Exit

To correct the number of units, click correct PO button.

Purchase Orders

PO: P000004 Inventory Filter by Supplier: Status: Closed

Order Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$) 70.00 Net/Gross: 0 / 0

Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received
1	ALMD-RAW	Raw almonds	70.0	1.00	70.00	40.0
*			0.0	0.00	0.00	0.0

Receive Copy Reopen Print Attachments (0) Exit

To correct the amount, input 1 in the Add Units cell and click the Save button.

## Almyta Control System - Intermediate Reference

Order Header		Inventory Items		Notes/Totals		Delivery Schedule		Internal Use	
				Subtotal Amount (\$)		70.00		Net/Gross: 3,500 / 3,570	
Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received			
1	ALMD-RAW	Raw almonds	70.0	1.00	70.00	40.0			
*			0.0	0.00	0.00	0.0			

Purchase Order Correction

To correct the received units, enter the number of units needed to correct the PO. If 5 more units were actually received, enter 5 into the Add Units field. If 5 less units were actually received, enter -5 into the Add Units field.

Item ID	Rcv Units	Wrhe Location	Lot/Serial Number	Received On	Add Units
ALMD-RAW	40.0	DOCK	1416789-00	03/07/10	1.0

Verify transaction with the OK button.

Purchase Order Correction

To correct the received units, enter the number of units needed to correct the PO. If 5 more units were actually received, enter 5 into the Add Units field. If 5 less units were actually received, enter -5 into the Add Units field.

Item ID	Rcv Units	Wrhe Location	Lot/Serial Number	Received On	Add Units
ALMD-RAW	40.0	DOCK	1416789-00	03/07/10	1.0

Almyta Control System #571 v. 3.15.38YC

**This will change the number of units received as follows:**

ALMD-RAW: Units Received = 41


System will recalculate the number of items in stock. Click the Close button on the bottom of the Purchase Orders screen to deactivate the order. If we needed to change the received units to 39, we would input -1 instead of +1.

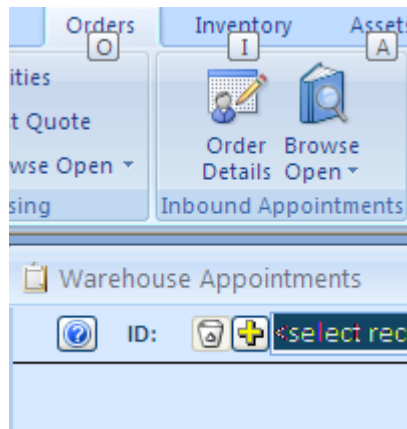
Order Header		Inventory Items		Notes/Totals		Delivery Schedule		Internal Use	
				Subtotal Amount (\$)		70.00		Net/Gross:	
Line	Item Id or Special	Description	Std. Unit	Std. Price (\$)	Amount (\$)	Received			
1	ALMD-RAW	Raw almonds	70.0	1.00	70.00	41.0			
*			0.0	0.00	0.00	0.0			

## Managing Warehouse Appointments

To create your scheduled shipment in the system, go to the Orders menu tab, Inbound Appointments group, Order Details.




On the next screen, click the Yellow plus  button.



Answer affirmative on the popup box or input the order number and press Enter key. The new order number and style or the user prompt appearances are controlled by the configuration. Change it in the System/Options screen, tab 1, fields (1and 10) if needed. After a new order has been created, select the supplier. Fill out any other necessary fields.

Warehouse Appointments

ID:  R00001

Appointment Header | Line Items | Instructions | Dates/Charges/

Warehouse: <???

Supplier: ALMONDCO

Carrier: [???

Created:	FLVR-SPL	Flavor Supplier
Est. Delivery:	LBL-PRINTER	Label Printer
Received:	NUT-SPL	Raw Nut Distributor
	TARE-SPL	Tare wrap and Co.

Go to the Line Item tab. Add line items to the order. For each line item, start with selecting the Item Id and then specify the Standard Units and Unit Price, ext.

The screenshot shows the 'Warehouse Appointments' window. The 'Line Items' tab is active. The 'ID' field contains 'R00001'. The 'Filter by Supplier' dropdown is set to '[[??]]'. The 'Status' is 'Open'. The table below lists the line items:

Line	Item Id	Units	Packs	Serial	Special Instr	Expiration	Unit Price (\$)	Amount
1	ALMD-RAW	2.0	1	A7845	check date	06/23/11	3.00	6.00
2	JAR40	2.0	1	J64384	Check date	06/23/11	4.00	8.00
*		0.0	0				0.00	

Warehouse Appointment order is created now.

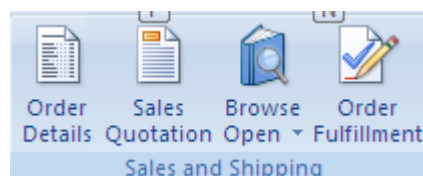
You can copy existing order using the **Copy** button. This is a very useful feature for brokerage (Door to Door operation).

This image shows a close-up of the 'Copy' button in the 'Warehouse Appointments' window. The 'ID' field contains 'R00001' and the 'Filter by Supplier' dropdown is set to '<??>'. The 'Copy' button is located at the bottom right of the window.

With this function you can create **New Appointment order** or **Shipping order**.

The screenshot shows the 'Copy Current Appointment into' dialog box. It has two radio buttons: 'New Appointment Order' (selected) and 'New Shipping Order'. The 'OK' button is at the bottom left and the 'Cancel' button is at the bottom right.

Note, that **New Shipping order** you will be able to see in the Orders menu tab, Sales and Shipping group, Order Details.



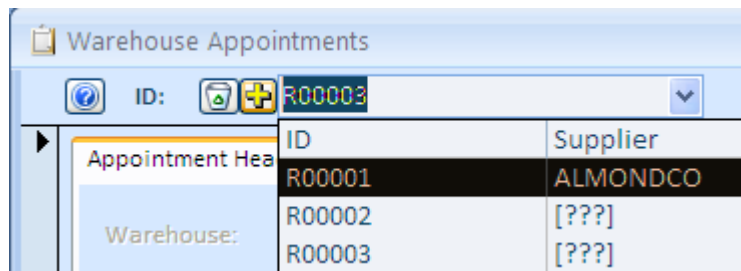
This order will have the same order number as the original appointment order (R00001 in this case).

## Receiving against Warehouse Appointments

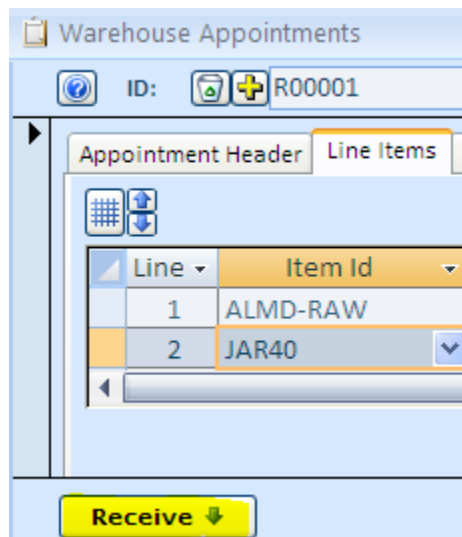
To receive your scheduled shipment in the system, go to the Orders menu tab, Inbound Appointments group, Order Details.



Find your order by typing it in or selecting from the drop down box.



Click the **Receive** button.



The Receiving screen will appear at this point, you can change quantities based on an actual shipment, input serial numbers if necessary, select warehouse locations, change the receiving date if needed.

## Almyta Control System - Intermediate Reference


Receiving Items for: R00001

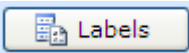
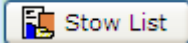
Filter Items By: [???

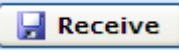
Adj. Code: Warehouse appointment Receipt Date: 06/09/11

Labels Stow List Exit Add New Receive

Item ID	Units	Wrhe Location	Lot/Serial No	Rcv. Units	Reference	Unit Cost (\$)	Detailed No
ALMD-RAW	2.0	DOCK	A7845	2.0	R00001	1.00	ADD
JAR40	2.0	DOCK	J64384	2.0	R00001	0.20	ADD

There are more columns available on this screen. To show them use  button.

On this screen, you can also print inventory labels by using  button, print or preview Stow List , which is a list or inventory being received with stocking bin location suggestions.

Finally when you are ready, use the Receive  button to save the receipt **permanently** in the database.  
**Before that, the receipt is seeing only on your screen, which is just a worksheet and nothing more.**



## Creating Blanket Purchase Orders

A Blanket Purchase Order is a purchase order issued to a vendor for goods that are purchased on a regular basis. Almyta Control System allows you issuing blanket purchase orders with attached delivery schedule. In the following example, we create a purchase order for 1200 reams of copy paper. Our office consumes 100 reams of this paper per month. We create one blanket purchase order for the entire year and specify a delivery schedule for our vendor.

1. Create a new purchase order and switch to the Inventory Items tab. Select an item and specify a total number of units (1200).

Open Purchase Orders

PO: P000049 Inventory Filter by Supplier: [???

Order Header Inventory Items Notes/Totals Delivery Schedule

Line	Product (Item Id or Special)	Std. Units	Std. Unit Price	PO UOM	PO Units	PO Unit Price
▶ 1	CP-LT-EB	1,200.0	1.80	Ream	1,200.0	1.80
*					0.0	0.00

2. Switch to the Delivery Schedule tab and specify the desired delivery dates, units for each delivery, and comments if any.

Open Purchase Orders

PO: P000049 Inventory Filter by Supplier: [???

Order Header Inventory Items Notes/Totals Delivery Schedule

Line Item Number	Date	Units	Delivery Notes	Av
Line: 1. CP-LT-EB	8/29/2007	100		
Line: 1. CP-LT-EB	9/29/2007	100		
Line: 1. CP-LT-EB	10/29/2007	100		
Line: 1. CP-LT-EB	11/29/2007	100		
Line: 1. CP-LT-EB	12/29/2007	100		
Line: 1. CP-LT-EB	1/29/2008	100		
Line: 1. CP-LT-EB	2/29/2008	100		
Line: 1. CP-LT-EB	3/29/2008	100		
Line: 1. CP-LT-EB	4/29/2008	100		
▶ Line: 1. CP-LT-EB	5/29/2008	100		
Line: 1. CP-LT-EB	6/29/2008	100		
Line: 1. CP-LT-EB	7/29/2008	100		

*Almyta Control System - Intermediate Reference*

3. Our printed purchase order now will have one extra page. Page 1 (regular page)

**Purchase Order: P000049**

The purchase order number must appear on all related correspondence, shipping papers, and invoices

<b>Order Date:</b> 29-Aug-07 <b>Requested By:</b> 29-Aug-07	<b>Salesperson:</b> <b>Ship Via:</b> USPS	<b>Vendor Order:</b> <b>Terms:</b>		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top; padding: 5px;"> <b>TO:</b> SAPPI Africa Sales            48 Ameshoff Street            Braamfontein, Johannesburg            2001 South Africa            Attention:            Telephone: +27 (0)11 407 1341            Fax: +27 (0)11 339 1620         </td> <td style="width:50%; vertical-align: top; padding: 5px;"> <b>SHIP TO:</b> XYZ, Corp.            209 S. Stephanie St. Ste B-140            Henderson, NV 89012            Attention:            Telephone: 702-263-4997            Fax:         </td> </tr> </table>			<b>TO:</b> SAPPI Africa Sales 48 Ameshoff Street Braamfontein, Johannesburg 2001 South Africa Attention: Telephone: +27 (0)11 407 1341 Fax: +27 (0)11 339 1620	<b>SHIP TO:</b> XYZ, Corp. 209 S. Stephanie St. Ste B-140 Henderson, NV 89012 Attention: Telephone: 702-263-4997 Fax:
<b>TO:</b> SAPPI Africa Sales 48 Ameshoff Street Braamfontein, Johannesburg 2001 South Africa Attention: Telephone: +27 (0)11 407 1341 Fax: +27 (0)11 339 1620	<b>SHIP TO:</b> XYZ, Corp. 209 S. Stephanie St. Ste B-140 Henderson, NV 89012 Attention: Telephone: 702-263-4997 Fax:			

Line	Supplier Part	Description	Quantity	Unit	Unit Price	Extension
1	CP-LT-EBS	Copy paper, letter size, extra bright. (CP-LT-EB)	1,200.0	Ream	\$1.80	\$2,160.00

Please see the attached page for anticipated delivery dates and details.

<b>Subtotal:</b>	\$2,160.00
<b>Discount %:</b>	0.00
<b>Sales Tax%:</b>	0.00 \$0.00
<b>Shipping Charge:</b>	\$0.00
<b>Other Charges:</b>	\$0.00
<b>TOTAL:</b>	\$2,160.00

Page2 (delivery page)

**Purchase Order: P000049**

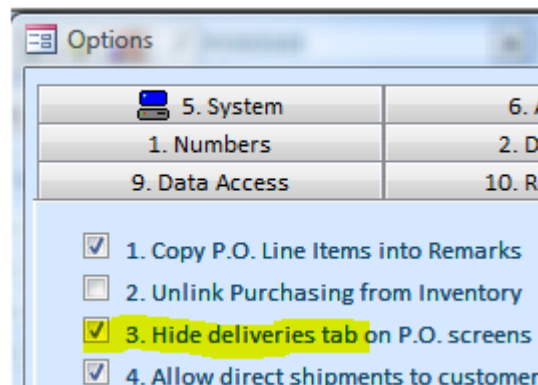
The purchase order number must appear on all related correspondence, shipping papers, and invoices

## Anticipated Delivery Dates and Details

Line Item	Supplier Part	Delivery Dates	Quantity	Detail
1	CP-LT-EBS	8/29/2007	100	
1	CP-LT-EBS	9/29/2007	100	
1	CP-LT-EBS	10/29/2007	100	
1	CP-LT-EBS	11/29/2007	100	
1	CP-LT-EBS	12/29/2007	100	
1	CP-LT-EBS	1/29/2008	100	
1	CP-LT-EBS	2/29/2008	100	
1	CP-LT-EBS	3/29/2008	100	
1	CP-LT-EBS	4/29/2008	100	
1	CP-LT-EBS	5/29/2008	100	
1	CP-LT-EBS	6/29/2008	100	
1	CP-LT-EBS	7/29/2008	100	

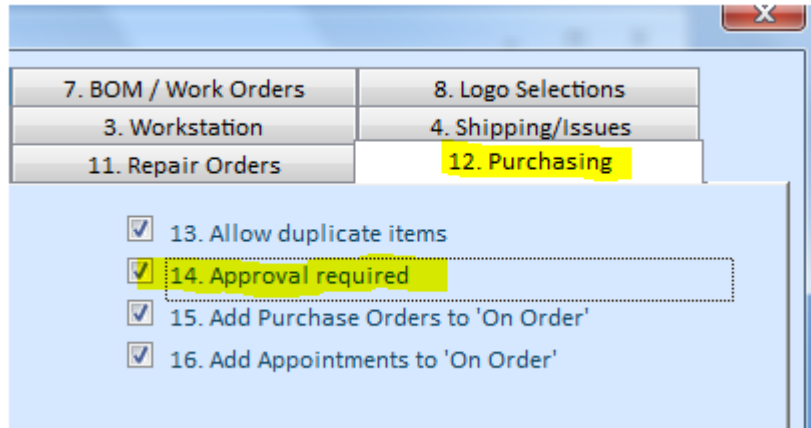
Of course, if there was no need to specify any particular schedule, we could just enter "deliver 10 boxes on first Monday of each month" in the Notes field.

If you never use the delivery schedule, you can hide the Delivery tab on the Purchase Order screen. To do so, go to the System/Options screen, tab 12, and turn on the field 3.

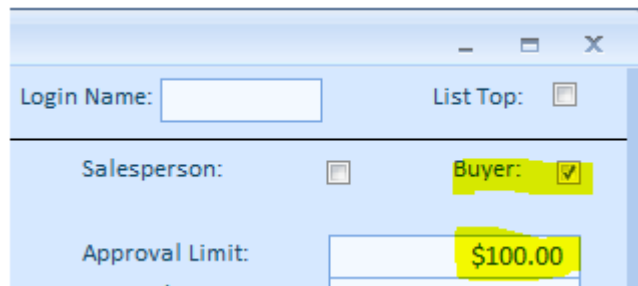


## Configuring the Purchasing Module

**1. Configure for purchase order approvals.** In order for the approvals to work, the security must be activated. Without the activated security, purchase order approvals are not enforced. This feature is good for the informational purposes only. See Managing Security in this document, to find out how to activate the security. To start approvals working, go to the System/Options screen, tab 12, and turn on the field 14.

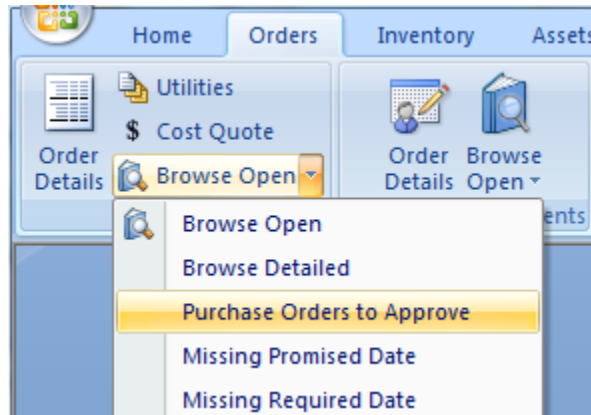


You also need to create buyers. Go to the System/Users screen (the Security group). For each buyer, turn on the Buyer checkbox and specify the Approval Limit.

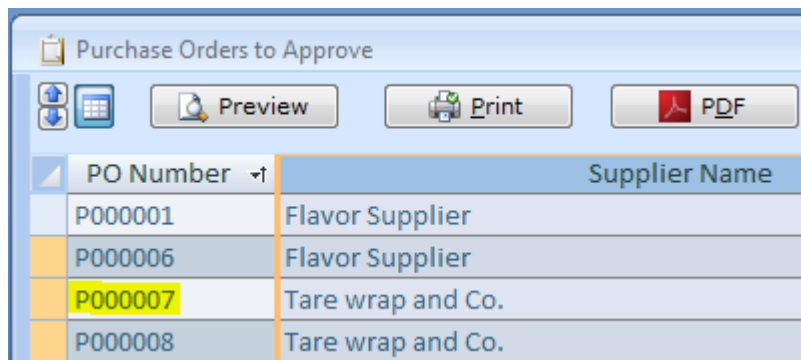


## Approving Purchase Orders

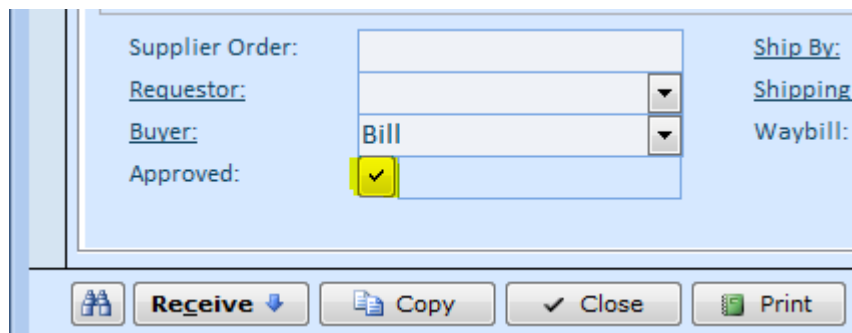
Go to the Orders menu tab, Purchasing group, Browse Open dropdown, and select Purchase Orders to Approve.



The Browse screen with all POs waiting for approval will open. Find an order that you need to approve and double-click it.



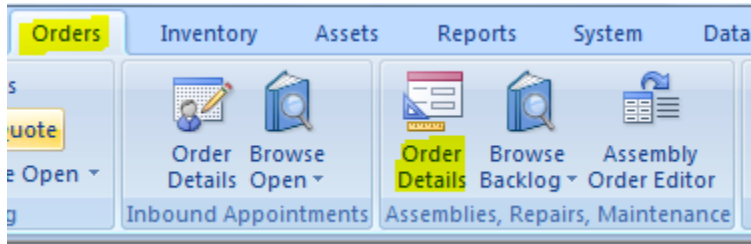
The Purchase Order Detail screen will open. Click the Check Mark button to approve the order.



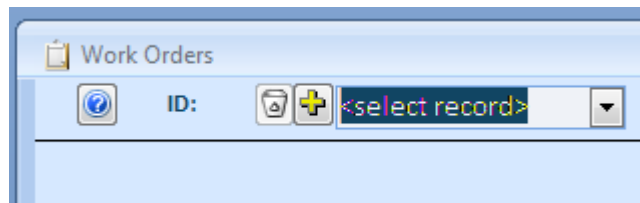
Return back to the Browse screen and select another order. If you need the Browse screen to reflect your changes, press F5 or click the Refresh button.

## Creating Maintenance and Repair Work Orders

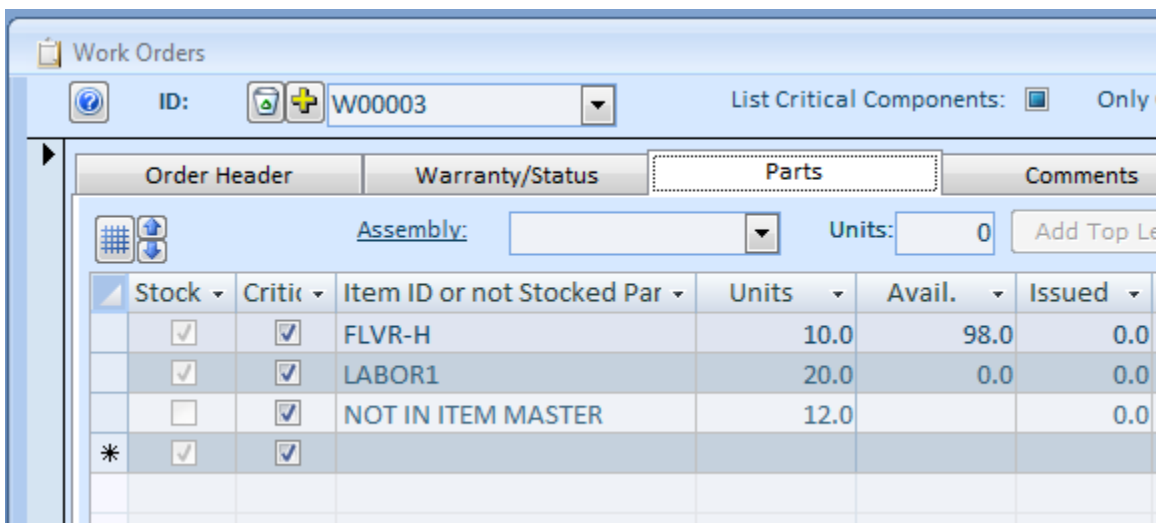
To open Work Orders screen, go to the Orders/Assemblies, Repairs, Maintenance/Order Details menu.



Click the Yellow Plus button to create a new order, or open the ID ("Select Record") dropdown list and select an existing order.



Once an order is created, populate the order header fields. If there are any spare parts or labor, switch to the Parts tab and add them in the line items. Work Orders accept three basic types of "parts" the line items: (1) regular inventory items, (2) non-inventory items (Labor/Services/fees), and (3) non-stocked items (parts not listed in the Item Master).



Before we can issue parts against work order, we need to approve it. Let us switch to the Warranty/Status tab and change the status to either Open, Scheduled, or Started. After work order is approved, the committed quantities for the inventory parts are increased and purchase orders can be automatically created to satisfy any shortages in parts. To see how it works, change work order status to the Open, switch to the Parts tab, and double-click the inventory part (FLVR-H). The Item Master screen will pop up.

Inventory Item Master List

ID: FLVR-H  
Description: Honey Flavor

Item Header	Stocking Properties	Mo
Category:	Ingredient	
Package:	Box	
Base UOM:	Oz	
Main Supplier:	FLVR-SPL	
Center Code:	Cost of Goods 2	
Available:	88.0	
In Stock:	98.0	
On Hold:	0.0	
Committed:	10.0	
On Order:	4.0	

Double-click the Committed units (number 10) to see what orders these units are committed against. The screen with all related orders (work orders and sales/shipping orders) will pop up. If you want to jump an order detail from this screen, just double-click a corresponding row.

Outgoing orders for FLVR-H

Order	Required On	Committed	Requested by or Customer	Type
W00003		10		Consumption

## Creating Assembly Work Orders

There is a difference between maintenance or repair work orders and assembly ones. The first two only consume parts and the latter ones consume parts or raw materials and create finished goods or intermediate products. It is described in the first manual how to create bill of materials. Let us create an assembly work order. Select Order Details in the Orders menu tab, Assemblies, Repairs, Maintenance group. When Work Orders screen is loaded, click the Yellow Plus button and then switch to the Parts tab. On this tab, select an assembly Id, specify number of units to make and click either Add Top Level or Add All button.

*If the Assembly ID list is empty, create one sample BOM. Consult manual one to find out how. After returning to the Work Orders screen, press F5 function list to refresh the Assembly ID field. There is no need to do it if you restarted the Work Orders screen after you created a BOM.*

This is what our screen shows for assembly work order of 10000 units of product NRG-A40H.

The screenshot shows the 'Work Orders' application window. At the top, there is a toolbar with a search icon, an 'ID:' field containing 'W00004', and a 'List Critical Components' checkbox. Below the toolbar, there are four tabs: 'Order Header', 'Warranty/Status', 'Parts' (which is selected), and 'Comments'. In the 'Parts' tab, there is a section for 'Assembly:' with a dropdown menu showing 'NRG-A40H', a 'Units:' field with '10000', and an 'Add Top Level Only' button. Below this, there is a table with columns: 'Stock', 'Critic', 'Item ID or not Stocked Par', 'Units', 'Avail.', 'Issued', and 'Use Stc'. The table contains four rows of data for components: NRH-LBL1, JAR40, ALMD-RAW, and FLVR-H. Each row has checkboxes for 'Stock' and 'Critic', and a dropdown for 'Item ID or not Stocked Par'. The 'Units' column shows the required units for each component, and the 'Avail.' column shows the available units. The 'Issued' column shows the units issued so far. The 'Use Stc' column has checkboxes for each component.

Stock	Critic	Item ID or not Stocked Par	Units	Avail.	Issued	Use Stc
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NRH-LBL1	10,000.0	1,990.0	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAR40	10,000.0	0.0	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALMD-RAW	25,510.2	9.5	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLVR-H	4,000.0	88.0	0.0	<input checked="" type="checkbox"/>
*	<input checked="" type="checkbox"/>					<input type="checkbox"/>

Issuing components will create 10,000 units of this product. To issue parts against any kind of work order, first approve it by changing status to either Open, Scheduled, or Started and then press the Issue Parts button.

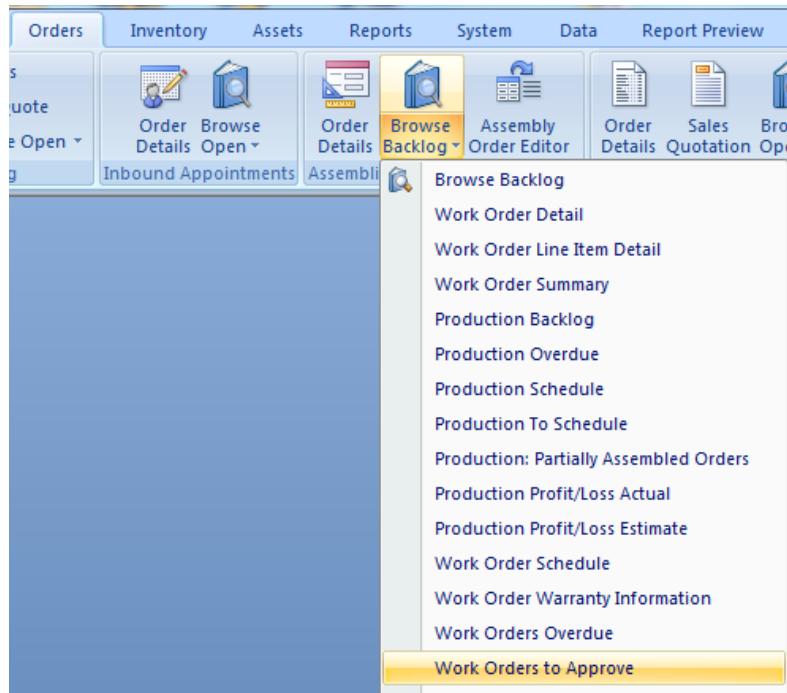


*Almyta Control System - Intermediate Reference*

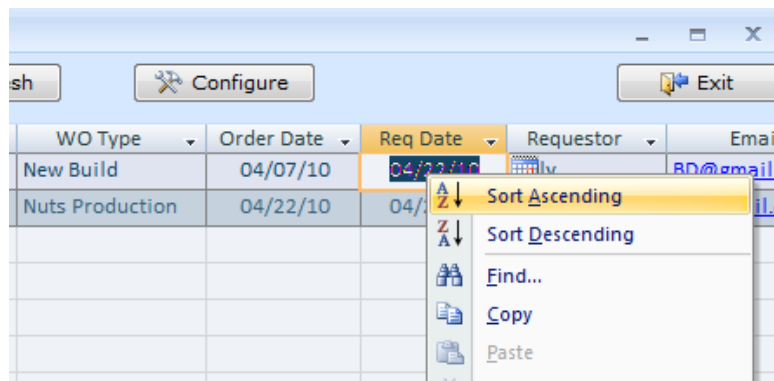
Order Header	Warranty/Status	Parts	Comments
Creation Date:	4/22/2010		Started:
Date Required:			Completed:
Scheduled:			Warranty Expires:
Warranty:			Status:
			<input type="radio"/> Job
			<input type="radio"/> Rec
			<input checked="" type="radio"/> Op
			<input type="radio"/> Sch
			<input type="radio"/> Sta
<div><div>Issue Parts ↑</div><div>Copy To New</div><div>Create POs</div><div>View Reserved</div><div>Print</div></div>			

## Scheduling Jobs

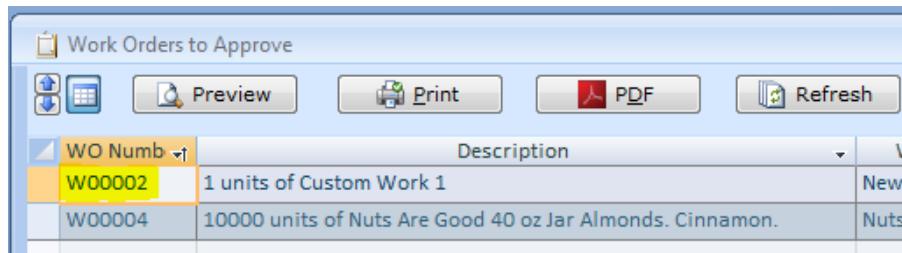
Before we can schedule job, we need to approve it. Go to the Orders menu tab and choose Work Orders to Approve under the Browse Back log menu.



On the Browse Screen, right-click the Required Date and select Sort Ascending from the popup menu.



After the screen is sorted, double-click the work order number that needs to be approved today.

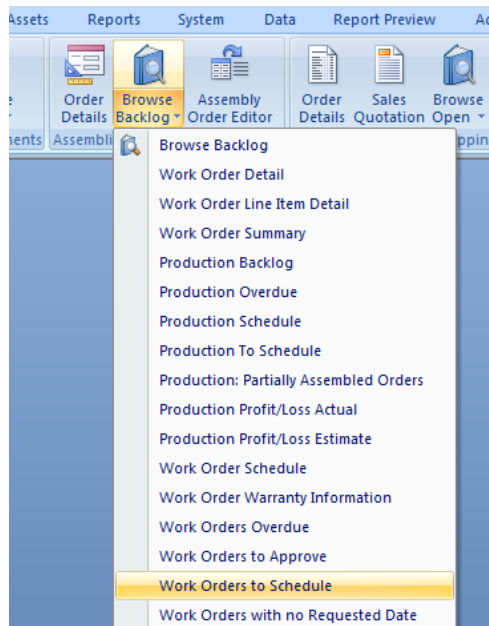


The Work Order detail screen will load. Switch to the Warranty/Status tab and change order status to “Open (Approved)”.

Warranty/Status	Parts	Comments
4/7/2010		Started:
4/22/2010		Completed:
		Warranty Expires:
		<b>Status:</b> <input type="radio"/> Job Estimate <input type="radio"/> Request (not approved) <input checked="" type="radio"/> Open (approved) <input type="radio"/> Scheduled <input type="radio"/> Started

Close the Work Order detail screen and proceed (double-click WO Number) to the next order on the Browse screen. You can also press F5 or click the Refresh button on the Browse screen to filter out the approved orders.

Scheduling jobs is similar to the approval process. Select Work Orders to Schedule from the Browse Back Log menu.



On the Browse screen, sort the orders and then double-click the order number to jump to the Work Order detail screen. Change status to the Scheduled. If the Scheduled Date field is empty, the today’s date will be inserted in there. Change this date by overwriting the value or by using the popup calendar.

Almyta Control System - Intermediate Reference

Work Orders

ID:

W00003

List Critical Components:

☐

Only Components Due:

Order Header	Warranty/Status	Parts	Comments
Creation Date:	4/22/2010		Started:
Date Required:			Completed:
Scheduled:	4/23/2010		Warranty Expires:
Warranty:			Status:
			<div><div><input type="radio"/> Job Estimate</div><div><input type="radio"/> Request (not a</div><div><input type="radio"/> Open (approv</div><div><input checked="" type="radio"/> Scheduled</div><div><input type="radio"/> Started</div><div><input type="radio"/> Completed</div><div><input type="radio"/> Canceled</div></div>

April, 2010

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Today

## Ordering Parts to Satisfy Work Orders

There are two ways to order parts (raw materials/components/ingredients/spares) needed for the work orders. First, we can use regular [stock replenishment](#). This process will work only for approved, scheduled, and started orders. The second way is to order parts for a particular job. This will create purchase orders for a particular order and reserve the inventory when received against this order.

Create a work order, switch to the Parts tab, select an Assembly (NRG-A20H), input number of units to assemble (1000), and finally click the Add Top Level Only or the Add All button to populate the components. For each component that we need to create a PO for, uncheck the Use Stock switch. The Use PO switch will turn on. Click the Create POs button at the bottom of the screen.

Stock	Critic	Item ID or not Stocked Par	Units	Avail.	Issued	Use Stock	Use PO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NRH-LBL1	1,000.0	1,990.0	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAR40	1,000.0	0.0	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALMD-RAW	2,551.0	9.5	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLVR-H	400.0	98.0	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

On the popup screen, choose optimization type (priority).

Select Optimization Priority

☒ Optimize by Amount  
☐ Optimize by Unit Price  
☐ Optimize by Lead Time

Make necessary adjustment on the Suggested Purchase Orders screen.

## Almyta Control System - Intermediate Reference

**Suggested Purchase Orders**

Requested by: 09/20/10    Delivery by: 09/23/10    Amount: 6,946.17    **Make POs**

Item ID	Units	UOM	Supplier	Price 1	Units 1	UOM 1	Lead	Use 1	Supplier 2	Price 2	Units 2	UOM 2	Lead	Use 2	Supplier
ALMD-RAW	2,551.0	Lbs	NUT-SPL	2.54	2,551.0	Lbs	10	<input checked="" type="checkbox"/>	NUT-SPL	50.00	2,551.0	Dozen	10	<input type="checkbox"/>	FLV
FLVR-H	400.0	Oz	FLVR-SPL	0.40	400.0	Oz	12	<input checked="" type="checkbox"/>	FLVR-SPL	0.40	400.0	Oz	12	<input type="checkbox"/>	FLV
JAR40	1,000.0	Each	TARE-SPL	0.20	1,000.0	Each	14	<input checked="" type="checkbox"/>	TARE-SPL	0.20	1,000.0	Each	14	<input type="checkbox"/>	TAF
NRH-LBL1	1,000.0	Each	LBL-PRINTER	0.10	1,000.0	Each	7	<input checked="" type="checkbox"/>	LBL-PRINTER	0.10	1,000.0	Each	7	<input type="checkbox"/>	LBL

Click the Make POs button. The confirmation message will appear showing the created purchase order numbers.

Back on the Work Orders screen, each line item with a purchase order will contain the associated PO number in the PO column.

**W00004**    List Critical Components: ☐    Only Components Due: ☐    Filter: None

Warranty/Status    Parts    Comments

Assembly: NRG-A40H    Units: 1000    Add Top Level Only    Add All    Assembled: 0

Item ID or not Stocked Par	Units	Avail.	Issued	Use Stock	Use PO	Unit Cost (\$)	PO
NRH-LBL1	1,000.0	1,990.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.10	P000012
JAR40	1,000.0	0.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.20	P000014
ALMD-RAW	2,551.0	9.5	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	P000013
FLVR-H	400.0	98.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.40	P000011

To quickly see an associated PO, double-click the PO number (P000013). The Purchase Order Detail screen will appear and the PO will load for you.

**Purchase Orders**

PO: P000013    Inventory    Filter by Supplier: [??]    Status: None

Order Header    Inventory Items    Notes/Totals    Delivery Schedule

Subtotal Amount (\$): 2,551.00    Net/Gross: 127,550 / 130,100

Line	Item Id or Special	Std. Units	Std. Price (\$)	Amount (\$)	Line Item Notes	Received
1	ALMD-RAW	2,551.0	1.00	2,551.00		0.0
*		0.0	0.00	0.00		0.0

When product arrives, return to a corresponding purchase order and click the Receive button. On the Receiving Screen, verify quantity, warehouse location, input or scan serial number, if any, and click the Receive button to finalize the transaction.

## Almyta Control System - Intermediate Reference

Base order P000013

Filter Items By: [???

Labels Stow List Exit

Receive Receipt Date: 04/25/10 Add New Receive

Units	Wrhe Location	Lot/Serial No	Serial 2	Reference	Unit Cost (\$	Detailed No
2,551.0	SHELF 11	Q87565872673		P000013	1.00	<a href="#">ADD</a>
					0.00	<a href="#">ADD</a>

The received units are placed on hold and reserved against our work order (W000004). To move the reservation, click the Hold switch.

Units on Hold for ALMD-RAW

Item Master Unit Detail Labels Consolidate Issue Split

Item ID	Units	Serial	Location	Remark	Hold
ALMD-RAW	2,551.0	Q87565872673	SHELF 11		<input checked="" type="checkbox"/>

To find out what particular work order the inventory units reserved for, double-click serial number or click on any field in the row and then click the Units Detail button.

Unit detail

To preserve the system integrity, only your

Unit Detailed Information Detailed Notes

Receiving Reference:	P000013
Issuing Reference:	W000004
Receiving Date:	04/25/10
Issuing Date:	
Production Date:	
Warranty (or) Expiration:	
Serial (Lot) No:	Q87565872673
Serial No 2:	
Net Weight:	127,550.0
Gross Weight:	130,101.0
Number of Units:	2,551.0

## Assembling Finished Goods

Open Work Order Detail screen and load a corresponding order. Make sure that the order has the approved status. Click the Issue Parts button.

The screenshot shows the 'Work Orders' application window. At the top, there's a header with 'ID: W00004', 'List Critical Components: [checked]', 'Only Components Due: [checked]', and 'Filter: None'. Below this is a tabbed interface with 'Order Header', 'Warranty/Status', 'Parts', and 'Comments'. The 'Parts' tab is active, showing a table of components for assembly 'NRG-A40H' with a quantity of 1000. The table has columns: Stock, Critic, Item ID or not Stocked Par, Units, Avail., Issued, Use Stock, Use PO, Unit Cost (\$), and PO. The components listed are NRH-LBL1, JAR40, ALMD-RAW, and FLVR-H. At the bottom, there are buttons: 'Issue Parts' (highlighted in yellow), 'Copy To New', 'Create POs', 'View Reserved', 'Print', 'Attachments (0)', and 'Exit'.

Stock	Critic	Item ID or not Stocked Par	Units	Avail.	Issued	Use Stock	Use PO	Unit Cost (\$)	PO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NRH-LBL1	1,000.0	2,990.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.10	P000012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAR40	1,000.0	1,000.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.20	P000014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALMD-RAW	2,551.0	9.5	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	P000013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLVR-H	400.0	98.0	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.40	P000011

On the Issue screen, for each line, double-click the warehouse location and then double-click appropriate inventory units or scan the serial number barcode. If there is no difference which units to pick, use the 1 Load All button first then double-click the Wrhe Location field to make any changes if needed.

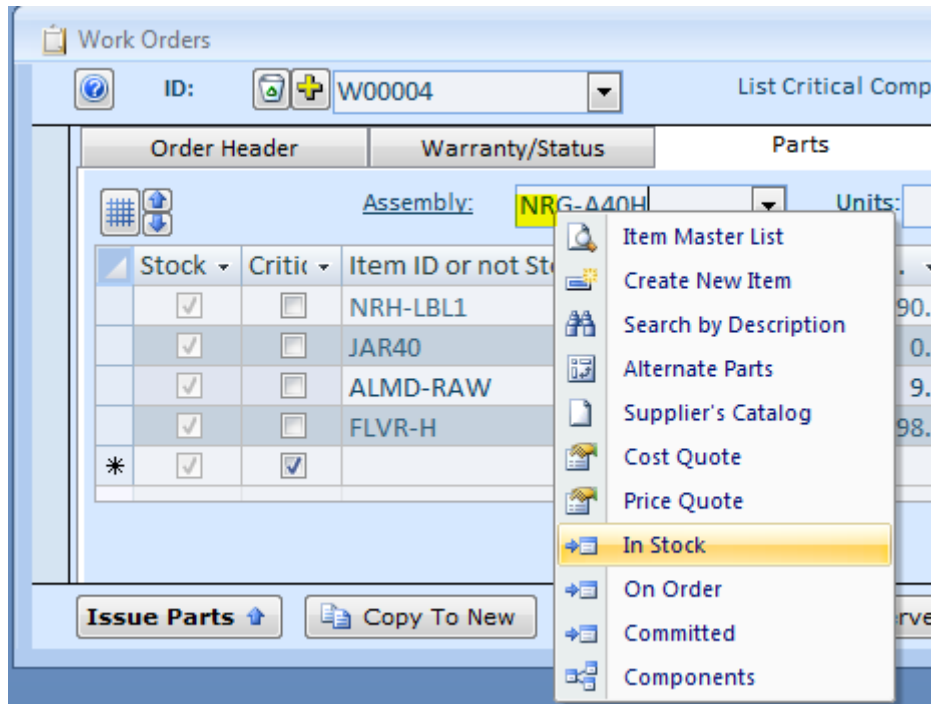
The screenshot shows the 'Issuing against work order W00004' screen. It has a header with 'Filter By: [??]', 'Packing List: [icon]', 'Pick List' button, and 'Exit' button. Below the header, there are fields for 'Adj. Code: Work order issue', 'Issue Date: 04/25/10', and 'Staged at:'. There are two buttons: '1. Load All' and '2. Issue'. Below these is a table with columns: Item Id, Units, Wrhe Location, Lot/Serial No., Serial 2, Reference, Unit Price (\$), and Wa. The table lists components: ALMD-RAW, FLVR-H, JAR40, and NRH-LBL1. A popup window titled 'Available Units: ALMD-RAW' is open, showing a table with columns: Location, Serial/Lot, Serial 2, Quantity, Remark, and Received. The table lists one unit: 'SHELF 11' with serial 'Q87565872673', quantity '2551', and received date '4/25/10 12:53:01'.

Item Id	Units	Wrhe Location	Lot/Serial No.	Serial 2	Reference	Unit Price (\$)	Wa
ALMD-RAW	2,551.0	>> SHELF 11	Q87565872673		W00004	1.00	
FLVR-H	1,000.0						
JAR40	1,000.0						
NRH-LBL1	1,000.0						

Location	Serial/Lot	Serial 2	Quantity	Remark	Received
SHELF 11	Q87565872673		2551		4/25/10 12:53:01

Finally, click the "2 Issue" button to write off the components and to receive the finished goods. After the Issue screen closes, we can verify that all finished units are registered. The fastest way would be to right-click the Assembly dropdown box and select In Stock from the popup menu.





Units for NRG-A40H

Item ID	Units	Serial
NRG-A40H	100.0	LOT0086
NRG-A40H	100.0	LOT0087
NRG-A40H	100.0	LOT0088
NRG-A40H	100.0	LOT0089
NRG-A40H	100.0	LOT0090
NRG-A40H	100.0	LOT0091
NRG-A40H	100.0	LOT0092
NRG-A40H	100.0	LOT0093
NRG-A40H	100.0	LOT0094
NRG-A40H	100.0	LOT0095
NRG-A40H	10.0	LOT0051

Creating Work Orders for Subassemblies.

We will use an example to create this order. Assembly NRG-A40C has Jar Assembly (1). It consists of Plastic Jar Cover and Glass Jar (2). The existence of the subassembly is indicated by D letter in the second column of the component screen (3).

Components for: NRG-A40C (Nuts Are Good 40 oz Jar Almonds. Cinnamon.)

Item (BOM) ID: NRG-A40C Assembly Units: 1.0

Add Delete Copy Print Recalculate Just in T

Component	Description	Units	Lbr Hours
3 ALMD-RAW	Raw almonds	2.5	
FLVR-C	Cinnamon Flavor	0.6	
1 JAR ASSEMBLY	Jar Assembly	1.0	

Item ID	Description	Units	Drawing No
PLASTIC JAR COVER	Jar Top Cover	1.0	
GLASS JAR	Glass Jar	1.0	
LABEL-NEW	Nuts are good jar label.	1.0	

Go to the Orders tab/Assemblies, Repairs and Maintenance group and click the Order Details button. Create new order for NRG-A40C. Use "Add Top Level Only" button to add components (1). Click "Create Work Orders for Subassembly" button (2).

Work Orders

ID: W00010 List Critical Components: Only Components Due:

Order Header Warranty/Status Parts Comments

Assembly: NRG-A40C Units: 1 Add Top Level Only

Stock	Critic	Item ID or not Stocked Part	Units	Avail.	Issued	Use Stock
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALMD-RAW	2.5	40.0	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LABEL-NEW	1.0	0.0	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLVR-C	0.6	212.3	0.0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAR ASSEMBLY	1.0	0.0	0.0	<input checked="" type="checkbox"/>

On the next screen type in the number of units in the "Make" field. Click the Create Orders button. Choose the Yes option on the pup up screen. Use the Recalculate button to undo the number of units.

Subassembly Work Orders for order W00010



WO ID: W00010 Recalculate Set Make: [Required] Create Orders

Assembly ID	Assembly Description	Work Order	Make	Requir	In Stock	On Order	L1	L2	L3	L4	L5
JAR ASSEMBLY	Jar Assembly	W00010-??	1	1	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


System will create subassembly order (in this case W00010-01).

Almyta Control System - Intermediate Reference

Work Orders

ID:   W00010 List Critical Components: ☐ Only Components Due: ☐

Order Header Warranty/Status Parts Comments

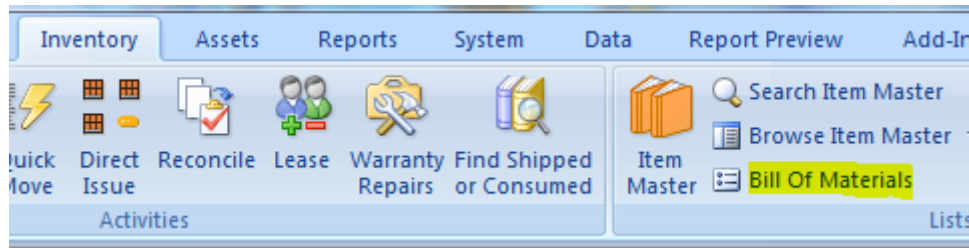
Assembly:  NRG-A40C Units: 1 Add Top Level Only Add All

Stock	Critic	Item ID or not Sto	Units	Avail.	Issue	Use Stock	Use PO	PO/WO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALMD-RAW	2.5	40.0	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LABEL-NEW	1.0	100.0	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLVR-C	0.6	212.3	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAR ASSEMBLY	1.0	0.0	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W00010-01

## Just in Time Components Ordering

Did you know that there is a quick and easy way to order components Just in Time (JIT)?

From the Inventory menu tab, open the Bill or Material screen.



On the Bill of Materials screen, select an assembly and click the Just in Time (JIT) button.

Components for: NRG-A40C (Nuts Are Good 40 oz Jar Almonds. Cinnamon.)

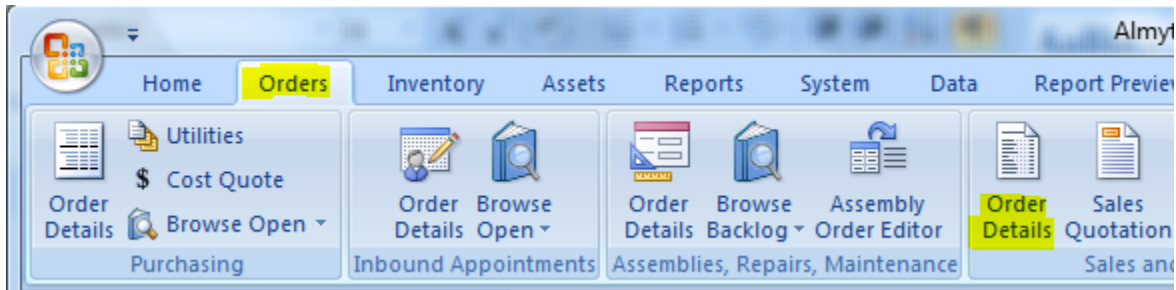
Item (BOM) ID: **NRG-A40C** Assembly Units: 1.0

Buttons: Add, Delete, Copy, Print, Σ Recalculate, **Just in Time**

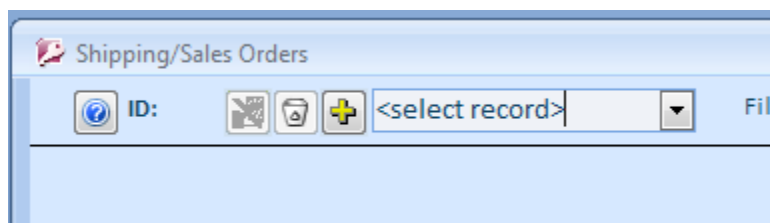
	Component	Description	Units	Revision No
+	ALMD-RAW	Raw almonds	2.5	
+	FLVR-C	Cinnamon Flavor	0.6	
+	JAR40	40 oz plastic jar	1.0	
+	<b>D</b> NRG-A40H	Nuts Are Good 40 oz Jar Almonds. Ho	5.0	
+	NRH-LBL1	Nuts are good jar label.	1.0	

## Shipping/Sales Orders

To open Shipping/Sales Orders screen and go to the Orders/Sales and Shipping/Order Detail menu.



Click the Yellow Plus button to create a new order, or open the ID ("Select Record") dropdown list and select an existing order.



Once an order is created, populate the order header fields, select warehouse if any, and switch to the Line Items tab.

Shipping/Sales Orders

ID: S000032 Filter by Customer: [??]

Order Header	Line Items	Instructions	Invoice/Totals
<p>Warehouse: Nevada</p> <p>Bill To: A1</p> <p>Address: A1 Beaver 15500 West Beaver Street Baldwin, FL 32234</p> <p>Ship By: 6MEP</p> <p>Shipping Type: Truck</p> <p>Customer Acc:</p> <p>Customer PO: 487878787</p> <p>Customer PO Due:</p> <p>Process No:</p> <p>Contact Name:</p> <p>Attention:</p>			
		<p>Created: 04/14/10</p> <p>Ship on Date:</p> <p>Shipped On:</p> <p>Approved: <input checked="" type="checkbox"/></p> <p>Salesperson: Jane Smith</p> <p>Waybill:</p>	

Issue Copy Work Order Print Attachments (0)

Start populating the order line items from left to right. Select an item in the Item ID column (000), input customer part number if any (3PL-ZERO), specify number of units. Change the Unit Price if different or accept the default (11.00). The default unit price comes from the Item Master List screen for the item or from the price table if it is used. The price levels are maintained on the Item Master List (double-click the Unit Price field) or by importing a price tables from spreadsheets (Data/Import menu, Price Tables import type). The Price Level itself is set on the Customers screen and on the Shipping/Sales screen is read-only. If price levels are not used, the default level is 1. There is no need to maintain the price tables in this case.

Line	Item ID	Customer Part	Units	Avail.	Unit Price	Amount
1	000	3PL-ZERO	2	3	11.00	22.00
*						

When it is time to ship inventory, return to this order, click the Print button, select Pick List for Current Order, click Print (Alt+P), or double-click the Pick List entry in the list to preview.

Double-click a report to preview


- Pick List for Current Order
- Pick List and Packing Slip
- Pick List for All Orders
- Missed Shipping Dates
- Open Order Summary
- Open Order Detail
- Shipped Order Summary
- Canceled Order Summary
- Reprint Packing Slip
- Sales Invoice
- Sales Quote
- More Reports -->

Browse Preview Print PDF

Issue Copy Work Order Print Attachments (0)

There is choice of four pick list forms in the System menu tab, Default Documents and Screens. A sample pick list should look like this.

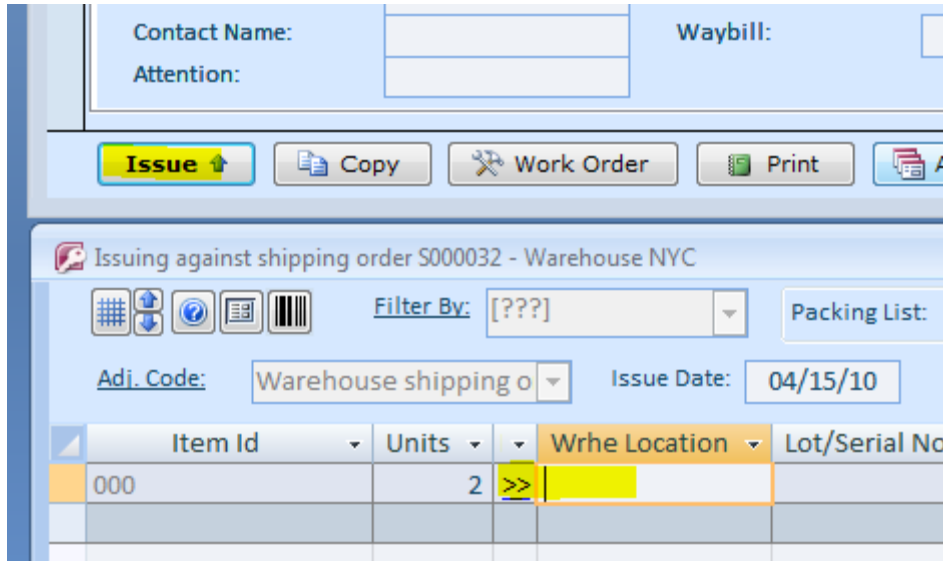
### Almyta Control System 312.12 - Pick List (All Locations)

ORDER NO:	S000032		CUSTOMER PO: 487878787
SHIP TO ID:	A1	PROCESS NO:	
SHIP TO:	A1 Beaver 15500 West Beaver Street Baldwin, FL 32234		SHIPPING DATE:

**Shipping/Loading Instructions:**

Line No	Item ID	Description Remarks for Units	Package	Qty Ordered	Qty in Location	Location	Date In
1	000	Tripple Zero	Pallet	2	1	6042 PAULS VA	01/02/10
					2	DOCK_NYC	02/23/10

After product is picked, tell software what exactly was picked. Click the Issue button on the Shipping/Sales Orders screen. Double-click the Wrhe Location button or click ">>" to the left of it.



The screenshot shows the 'Issue' button highlighted in yellow. Below it, a section titled 'Issuing against shipping order S000032 - Warehouse NYC' contains a 'Filter By:' dropdown set to 'Warehouse shipping o' and an 'Issue Date:' field set to '04/15/10'. A table below these fields has the following columns: 'Item Id', 'Units', 'Wrhe Location', and 'Lot/Serial No.'. The first row of the table shows '000' under 'Item Id', '2' under 'Units', and a yellow highlight under 'Wrhe Location' with a '>>' button next to it.

On the next screen, double-click the picked units or start typing serial number (67), or scan serial number barcode when available.

Available Units: 000

Location	Serial/Lot	Serial 2	Quantity	Remark	Received
6042 PAULS VA			1		1/2/2010 5:31:29 PM
DOCK_NYC	67968584		2		2/23/2010 6:44:23 A

Lot/Serial No.:

Those "on Hold" are not shown except when reserved for a current order

After all units are picked, click the Issue button.

Issuing against shipping order S000032 - Warehouse NYC

Filter By: [???] Packing List:

Adj. Code: Warehouse shipping o Issue Date: 04/15/10 Staged at:

Item Id	Units	Wrhe Location	Lot/Serial No.	Serial 2	Reference	Unit Price (€)	Wa
000	2	>> DOCK_NYC	67968584		S000032	11.00	

The Packing Slip will be printed for you.



*XYZ, Co.*

**Almyta Control System 312.12**

**Nevada**

**PACKING LIST**

ORDER NO: **S000032**



SHIPPING DATE: 04/15/10

**SHIP TO:**

A1 Beaver  
15500 West Beaver Street  
Baldwin, FL 32234

**BILL TO:**

A1 Beaver  
15500 West Beaver Street  
Baldwin, FL 32234

CUSTOMER PO: 487878787



PROCESS NO:

CARRIER: AMERICAN TRANSPORTATION

Line	Item Code	Item Description	Special Handling Instructions	Ordered	Shipped
1	000	Tripple Zero		2	2

SHIPPING AND LOADING INSTRUCTIONS:

TOTALS FOR ORDER:

2 2

Gross Weight: 2.0

Net Weight: 2.0

Please note that a default output device for the packing list is set on the Issue screen.



There are three types of output devices available: Screen Preview, Printer, and None. The default for the device is set in System/Options screen, Shipping tab, Packing List Output filed.

If you need to rename Sales Invoice to something else, create a text file in the

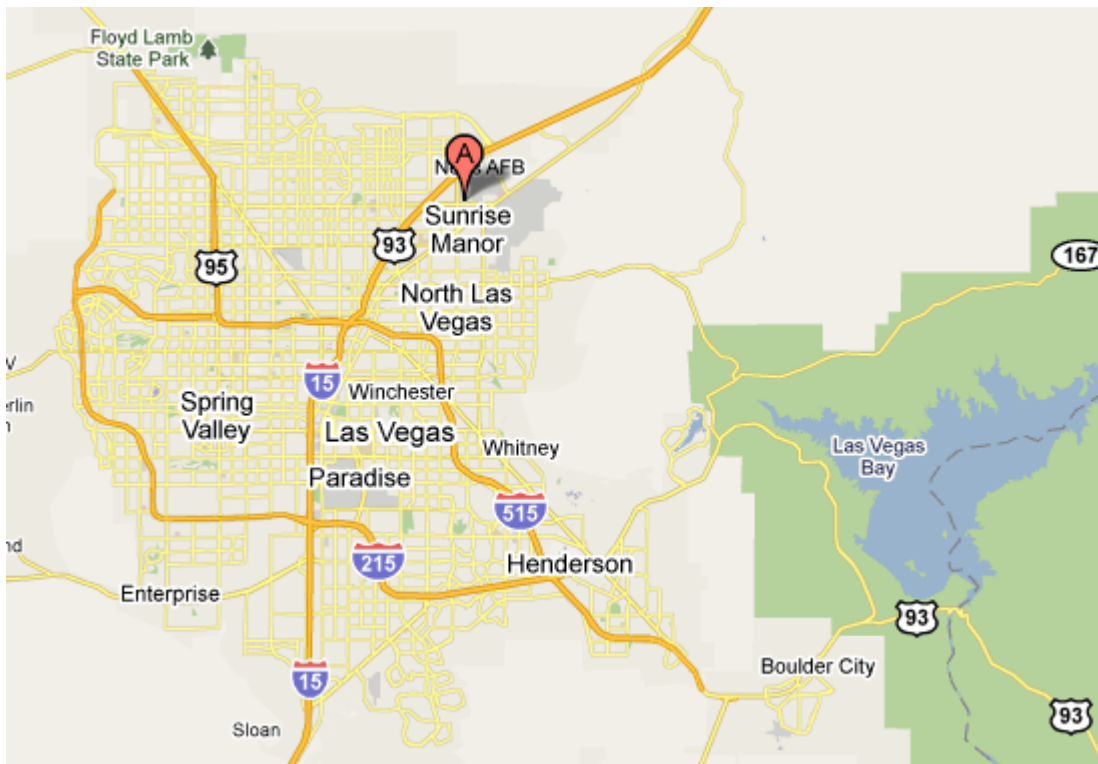
C:\AlmytaSystems\#Your Company Name#\Reports folder. Name it PrintSalesInvoiceAs.txt. In the first line, input your name for the invoice like Proforma Invoice. If you input the word "prompt" for the name, you will be prompted for the invoice name each time you print it.

*Did you know that double-clicking the address field,*

---

<u>Bill To:</u>	 C1
<u>Address:</u>	 Sweet Stuff 4515 Copper Sage Las Vegas, NV 89115

opens the map?



The fields with a reference to the Internet are labeled with the *underlined Italic* font. All Address fields can be double-clicked for looking up the maps.

## Adjust Shipped Sales Orders

To return a shipped order back to stock, go to the Orders/Sales & Shipping/Order Details menu. Change status filter to the Shipped and find your order. Click the Cancel Shipment button (Undo, top, left) and verify the cancellation on the next screen

Sales Orders

ID: S000001 Filter by Customer: Status: Shipped

Order Header Line Items Instructions Invoice/Totals

Kit #: Units: 0 Price Level: 1 Net/Gross: 750 / 780

Line	Item ID	Description	Units	Avail.	Unit Pr	Amount (\$)	Line Item N	Shipped
1	NRG-A40C	Nuts Are Good 40 oz Jar Almonds.	100.0	500.0	14.42	1,442.00		100.0
2	NRG-A40H	Nuts Are Good 40 oz Jar Almonds.	200.0	600.0	14.42	2,884.00		200.0
*				0.0				

The ACS will roll back an entire order and put all shipped units in the original location.

A screen will open listing all returned units allowing you to view them and move to a different place if needed. You can find the rolled back order by switching to the Open status on the Shipping/Sales Orders screen. You can adjust Line Item information if you need to and ship it again with a proper amounts and/or serial numbers.

To return a single line item, double-click the Shipped cell on the line item, select a record or records on the left, click the Return button and confirm the transaction. The Sales Order will remain "Shipped" in this case. Copy it in to a new one to create a back order if needed.

Archived Units

Item Master Unit Detail Labels Unit History Repair Return Exit

N	Item ID	Units	Rcv Date	Issue Date	Serial	Issued To	Location	Remark	Issue Ref
<input checked="" type="checkbox"/>	NRG-A40H	200.0	12/27/15	12/27/15	LOT0002	WFS	DOCK		S000001

Almyta Control System #2114 v. 3.15.38YC

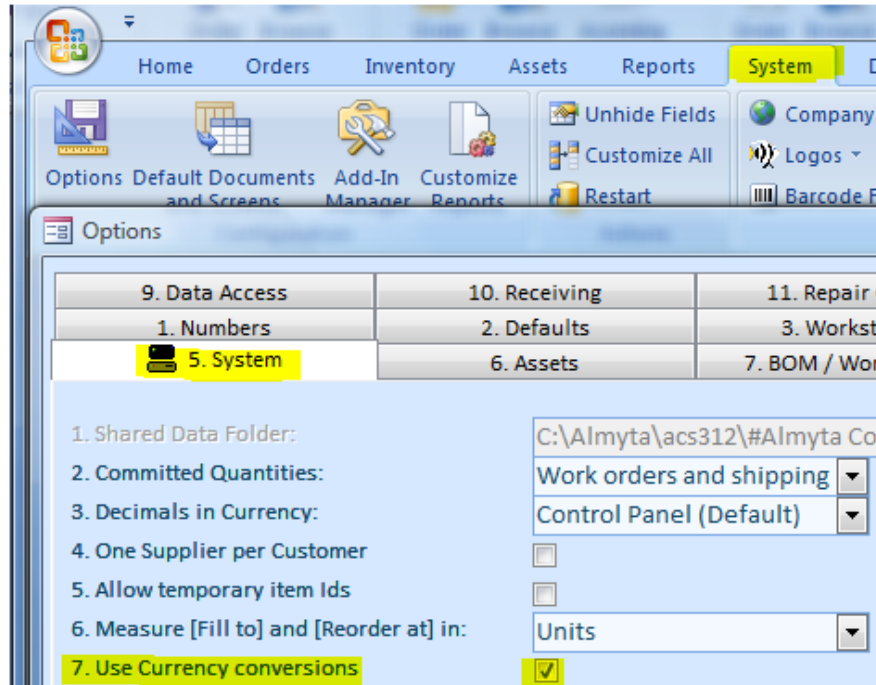
Yes No

All selected units for specific adjustment will be returned to stock.

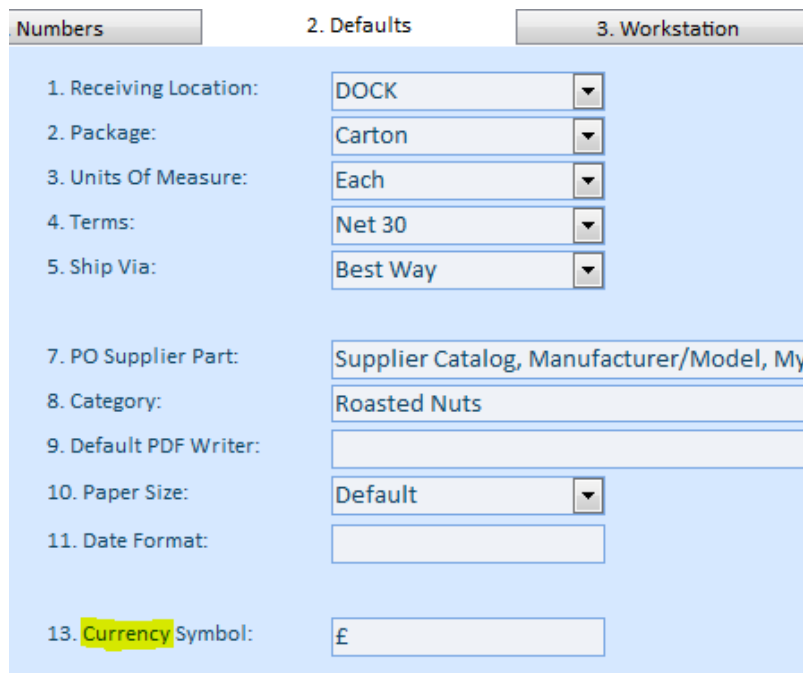
Adjustment number: S000001

## Buying/Selling Goods in a Foreign Currency

- 1) First, configure the software to allow foreign currency conversions. Go to the Systems menu tab, click Options on the left, switch to tab 5, and turn field 7 on. Click the Save & Close button to exit the screen.



- 2) On the Default tab, input your currency symbol. If you do not do it, the symbol will be taken from the Windows Control Panel, Regional Settings.



- 3) Go to the System menu tab, and select Countries & Currencies under the Company Locations submenu.
  - a) Specify your currency code in the Sys Cur. Code field (USD).
  - b) For each country, turn the Use switch on or off.
  - c) Specify a currency code for each country that is used.
  - d) Add new countries at the bottom of the screen if needed.
  - e) Click the Update Rates button (Internet connection required).

The screenshot shows the Almyta Control System interface. The 'System' menu is open, and 'Company Locations' is selected. The 'Countries and Currencies' window is displayed, showing a list of countries and their currencies. The 'Sys Cur. Code' is set to 'USD'. The 'Update Rates' button is visible. The table below lists the countries and their currencies.

ID	Country	Currency Name	Code	Symbol	Conversion	List Top	Use
4	Brazil	Brazilian Reals (BRL)	BRL	BRL	1.00000	<input type="checkbox"/>	<input type="checkbox"/>
5	United Kingdom	British Pounds (£)	GBP	£	0.64950	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	China	Chinese Yuans (CNY)	CNY	CNY	6.78260	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Denmark	Danish Kroners (DKK)	DKK	DKK	1.00000	<input type="checkbox"/>	<input type="checkbox"/>
1	Australia	Dollars (AU\$)	AUD	AU\$	1.08120	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Canada	Dollars (CA\$)	CAD	\$	1.03290	<input type="checkbox"/>	<input checked="" type="checkbox"/>
35	US	Dollars (US\$)	USD	\$	1.00000	<input type="checkbox"/>	<input type="checkbox"/>
17	Italy	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
12	Germany	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
24	Portugal	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
11	France	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
28	Spain	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
21	Netherlands	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
3	Belgium	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
2	Austria	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input type="checkbox"/>
36	European Union	Euros (€)	EUR	€	0.78660	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Almyta Control System - Intermediate Reference

If you are using supplier's currency cost (see Keeping Item Cost in Supplier's Currency), click the Recalculate Costs button. For each item with the foreign currency cost, the default currency will be recalculated on the Item Master screen. BOM costs will be recalculated as well. Finally, close the Countries and Currencies screen.

<u>PO Currency:</u>	EUR
<u>PO Cost:</u>	2.00
<u>Unit Cost (\$):</u>	2.00
<u>Unit Price:</u>	0.00

<u>PO Currency:</u>	EUR
<u>PO Cost:</u>	2.00
<u>Unit Cost (\$):</u>	2.54
<u>Unit Price:</u>	0.00

The list of the selected currencies (countries) now is available on the Purchase Orders and Shipping Orders screens, a right bottom section.

Attachments (0)	[Default]	1	Exit
	[Default]		
	British Pounds (£)	United Kingdom	
	Chinese Yuans (CNY)	China	
	Dollars (AU\$)	Australia	
	Dollars (CA\$)	Canada	
	Euros (€)	European Union	
	New Zealand Dollars (NZD)	New Zealand	
	Singapore Dollars (SG\$)	Singapore	

In this list, the default currency is always your computer's local currency, the one specified on the Countries and Currencies screen and on the Options screen, Defaults tab. To make software automatically select an appropriate currency on the purchase order screen, select currency for each foreign supplier record (Orders menu tab, Suppliers screen, More tab, the Price Catalog Currency field).

Home **Orders** Inventory Assets Reports System Data Report Pr Add-Ins Help

Order Details Backlog Assembly Order Editor Order Details Quotation Open Order Fulfillment

Suppliers Customers Carriers Lists

Supplier ID:  List Top: ☐

Supplier Header **More** Notes/Status Custom Socioeconomic Status RFQs

Discount %:

Terms:

Ship Via:

PO Trailer:

Loading Hours:

Use Special Logo:

Tax ID:

Part Affix:

Price Catalog Currency:

**Changing currency on the Purchase Orders screen.** Populate the Purchase Orders screen with line items. Select new currency at the screen bottom.

Filter by Supplier:  Status:

Header Inventory Items Notes/Totals Delivery Schedule Internal Use

Subtotal Amount (\$): 10,000.80 Net/Gross: 3 / 1

Item Id or Special	Std. Units	Std. Price (\$)	Amount (\$)	Line Item Notes	R
FLVR-C	1.0	10,000.00	10,000.00		
FLVR-H	2.0	0.40	0.80		

Give    Attachments (1)

A popup with a currency conversion rate will appear. Confirm the rate and press the Enter key.

Header	Inventory Items	Notes/Totals	Delivery Schedule	Internal Use
Subtotal Amount (£):		6,495.52	Net/Gross: 3 / 3	
Item Id or Special	Std. Units	Std. Price (£)	Amount (£)	Line Item Notes
FLVR-C	1.0	6,495.00	6,495.00	
FLVR-H	2.0	0.26	0.52	

After the conversion, the purchase order printout shows all prices in foreign currency.

Inventory Items	Notes/Totals	Delivery Schedule
Subtotal Amount (£):		
Item Id or Special	Std. Units	Std. Price (£)
FLVR-C	1.0	6,495.00
FLVR-H	2.0	0.26

Quantity	Unit	Price (£)	Extension (£)
1.0	Oz	6,495.00	6,495.00
2.0	Oz	0.26	0.52

<b>Subtotal:</b>	6,495.52
<b>Discount %:</b>	0.00
<b>Sales Tax%:</b>	0.00
<b>Shipping Charge:</b>	0.00
<b>Other Charges:</b>	0.00
<b>TOTAL:</b>	6,495.52

**All funds are in British Pounds (£)**

Please send your invoice to the address at the top of this form.

Authorized Signature \_\_\_\_\_

**Current Purchase Order**

Request for Quotation

Outstanding Summary

Outstanding Detail

Closed Orders Summary

Canceled Orders Summary





Delivery Dates









More Reports -->



The default prices are copied from the Unit Cost field on the Item Master List. The prices are in your local currency. Modify prices if needed.



Purchase Orders

O:     P000001 Inventory









Order Header		Inventory Items		Notes/Totals	
Line	Product (Item Id or Special)	Std. Units	Std. Unit Price	PO UOM	
1	 ALMD-RAW <span>▼</span> 	22	\$1.00	Lbs	<span>▼</span>
2	 FLVR-C <span>▼</span> 	100	\$0.40	Oz	<span>▼</span>
3	 FLVR-H <span>▼</span> 	200	\$0.40	Oz	<span>▼</span>
	 <span>▼</span> 				<span>▼</span>

Select new currency on the bottom right of the screen, input current currency conversion rate.

Subtotal: \$142.00 Net/Gross: 1,400 / 1,422


▼  Dollars (AU\$) ▼ 1.12  Exit

Press Enter. The screen recalculates all prices in the new currency.

Line	Product (Item Id or Special)	Std. Units	Std. Unit Price	PO UOM	
1	 ALMD-RAW <span>▼</span> 	22	1.12	Lbs	<span>▼</span>
2	 FLVR-C <span>▼</span> 	100	0.45	Oz	<span>▼</span>
3	 FLVR-H <span>▼</span> 	200	0.45	Oz	<span>▼</span>
	 <span>▼</span> 				<span>▼</span>

Also on the Totals tab, you can still see the order total amount in your local currency.

*Almyta Control System - Intermediate Reference*

Notes/Totals		Delivery Schedule	
		Related Work Order:	<input type="text"/>
		Subtotal (AU\$):	159.04
		Discount %:	0.00
		 <input type="text"/> ▼	0.00    0.00
		Shipping Charges (AU\$):	0.00
		Other Charges (AU\$):	0.00
		Order Total (AU\$):	159.04
		Default Currency Total:	\$142.00

For the shipping orders and corresponding invoices, follow the same procedures.

## Maintaining Item Cost in the Supplier's Currency.

When an item catalog price is listed in a foreign currency, it makes sense to keep it this way in your database. To make this feature available, go to the Systems menu tab, click Options on the left, switch to tab 12, and turn field 5 on. Click the Save & Close button to exit the screen. Now, you can specify an item cost in the supplier's currency. On the Item Master List for each such Item, select a currency, and specify the cost in the PO Currency and PO Cost fields.

The screenshot shows the 'Item Master' screen in the Almyta Control System. The 'Inventory' tab is selected. The 'Item Master' button is highlighted. The 'Item Master' screen displays the 'Stocking Properties' tab for the item 'LMD-RAW' (raw almonds). The 'Ingredient' is 'ALMONDCO'. The 'Cost of Goods 2' is '42'. The 'PO Currency' is 'AU\$' and the 'PO Cost' is '1.21'. The 'Unit Cost' is '\$1.00' and the 'Unit Price' is '\$0.00'.

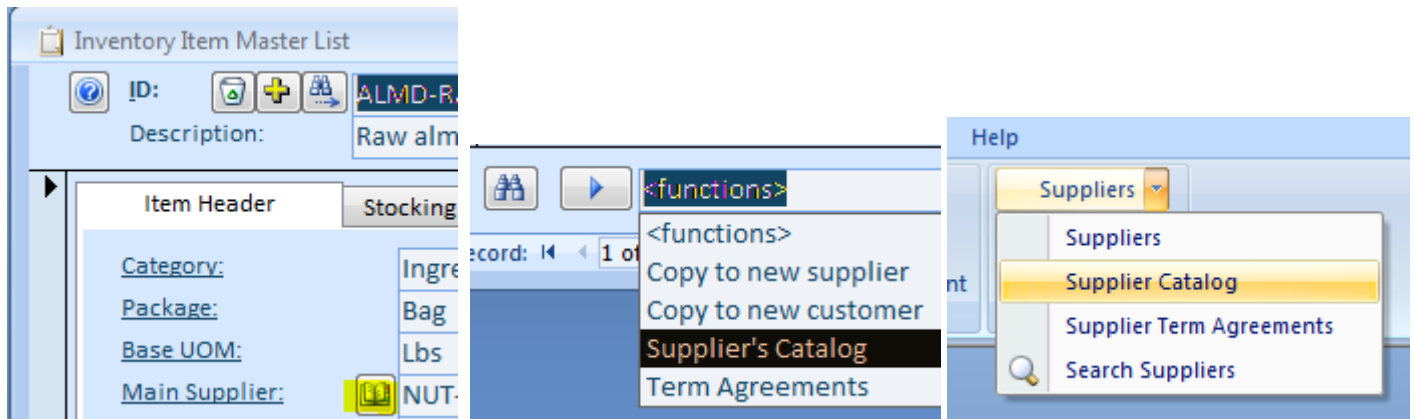
Ingredient	Bag	Lbs	ALMONDCO	Cost of Goods 2	Reorder at:	Fill to:	PO Currency:	PO Cost:	Unit Cost:	Unit Price:
					1000	10000	AU\$	1.21	\$1.00	\$0.00
				0						
				0						
				0						
				0						
				42						

If PO currency (AU\$) matches the default supplier's (ALMONCO) currency then, on a Purchase Order screen, the PO Currency is picked. Otherwise, the Unit Cost is selected and converted to the Supplier's currency.

## Maintaining Costs in the Supplier Catalog.

Maintaining item costs, buying units of measure, package, lead times, and currency is necessary when there is more than one supplier for an item. There are three ways of quick access to the Supplier's Catalog screen:

- 1) From the Item Master screen, select an item and then click the Open Book button next to the Main Supplier.
- 2) On the Supplier screen, select a supplier and then choose Supplier's Catalog at the bottom of the screen.
- 3) If there is no particular inventory item or supplier, use Orders menu tab, Supplier menu, Supplier Catalog.



Depending on the way you came from, add new records by supplying, 1) Supplier, 2) Item, 3) Both.

Supplier ID	Item ID	Supplier Item	Package	UOM	Unit Price	Curr	Sys Cur Price	Lead Day
NUT-SPL	ALMD-RAW	ALMD-RAW	Bag	Lbs	0.00		0.00	0
FLVR-SPL	FLVR-C	FLVR-C	Box	Oz	1.01	EUR	1.28	12
NUT-SPL	FLVR-C	FLVR-C	Box	Oz	0.95		0.95	14
FLVR-SPL	WF	WF	Carton	Each	0.00	EUR	0.00	0
*			[??]	[??]	0.00		#Error	0

On the Supplier's Catalog screen, the Unit Price is specified in the Supplier's currency. If the Currency field is blank, the supplier is using the same currency as you are or you have not specified any currency in the Price Catalog Currency field on the Suppliers screen. The Sys Cur Price field is automatically recalculated down the default currency. The prices are per unit of measure selected in the catalog (buying units of measure).

When you are using the Supplier's Catalog, on the Purchase Order screen, the item prices are picked with the following priority: the Catalog price (if Supplier/Item pair found), Item Master PO Cost (if the "PO Cost Currency" on the Item Master screen matches the PO currency), Item Master.

## Maintaining Prices

There is a price level table in the software. For each item, you can specify multiple price levels. To access price table for an item, open the Item Master screen, find the item, double-click the Unit Price field. The Price table will pop up. Use the screen to modify the prices.

Engineering P/N:  
Revision:

Reorder at: 1.0  
Fill to: 10.0

PO Currency: EUR  
PO Cost: 2.00  
Unit Cost (\$): 2.54  
Unit Price: 50.00

ALMD-RAW Prices

Level	Price
1	50.00
2	45.00
3	40.00
4	35.00
5	30.00
* 0	0.00

Print Attachments (0) Exit

You can scroll Item Master up and down with the Prices screen on. This screen will stay on top. For each customer, default price level is 1. To change price level, go to the Orders menu tab, Customers screen, and choose a level in the Price Level field.

The screenshot displays the Almyta Control System interface. The top navigation bar includes 'System', 'Data', 'Report Preview', 'Add-Ins', and 'Help'. Below this, a menu bar contains 'Suppliers', 'Customers' (highlighted with a red circle), 'Carriers', and 'Lists'. The main window shows a customer record for 'Western Flavor Shot' with address '12 Sahara Ave, Las Vegas, NV 89201' and phone numbers '(000) 555-3300' and '(000) 555-3301'. The 'Is a Customer' checkbox is checked. The 'Location Of:' dropdown is set to 'WFS'. The 'Price Level' dropdown is open, showing a list of levels: Level 1, Level 1, Level 2, Level 3 (highlighted), Level 4, and Level 5. The 'Level 3' option is highlighted with a red circle.

After the level is set for a customer, prices on the shipping order screen are getting selected per this level. To see the price table on the Shipping Order screen, right-click the Item ID and select Price Quote from the popup menu. You can go from one line item to another without closing the price table screen. The prices will be properly displayed as you go.

Level	Price
1	50.00
2	45.00
3	40.00
4	35.00
5	30.00

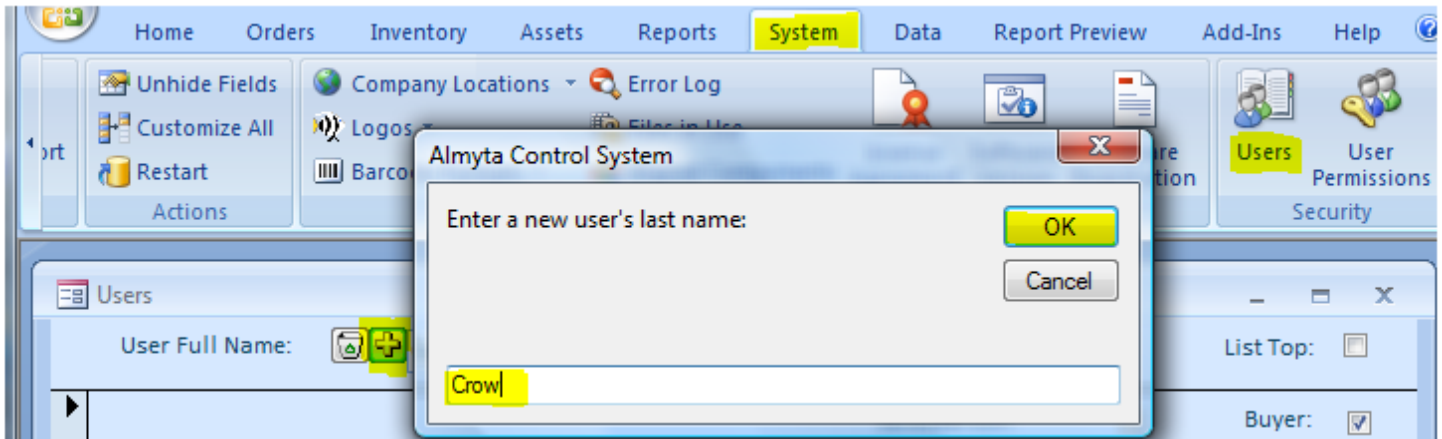
If you are using predefined price markups in percentages, to maintain the price table, go to the Data/Item Price Markup screen. Select a Category if needed (Ingredient). Set default markup percentage (40%). The default will be used to adjust the Unit Price on the Item Master screen. If you do not want to apply percentages to a low cost items, define the "low cost" in the No change to price field (10.00 your currency). Specify Markup % for each level (30, 25, 20, 15). If you want to skip certain levels, uncheck the Use switch for them. Finally, click the Update Level 1 or Update All Levels button.

ID	Name	Markup %	Use
2	Level 2	30.00	<input checked="" type="checkbox"/>
3	Level 3	25.00	<input checked="" type="checkbox"/>
4	Level 4	20.00	<input checked="" type="checkbox"/>
5	Level 5	15.00	<input checked="" type="checkbox"/>
* 0		0.00	<input checked="" type="checkbox"/>

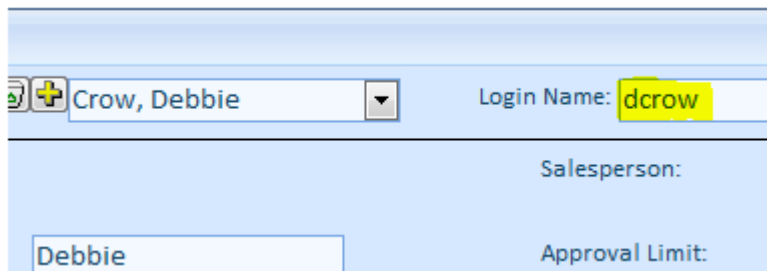
Item ID	Description	Unit Cost	Unit Price
ALMD-RAW	Raw almonds	2.000	2.800
ALMD-RAW2	Raw almonds v.2	1.080	1.512
FLVR-C	Cinnamon Flavor	0.400	0.560
FLVR-H	Honey Flavor	0.400	0.560
FLVR-S	Sweet Flavor	0.400	0.560

## Managing Security

**Adding users.** To add users to Almyta Control System, go to the System/Users screen. Click the Yellow Plus Sign button. Enter the person's last name and click the OK button.



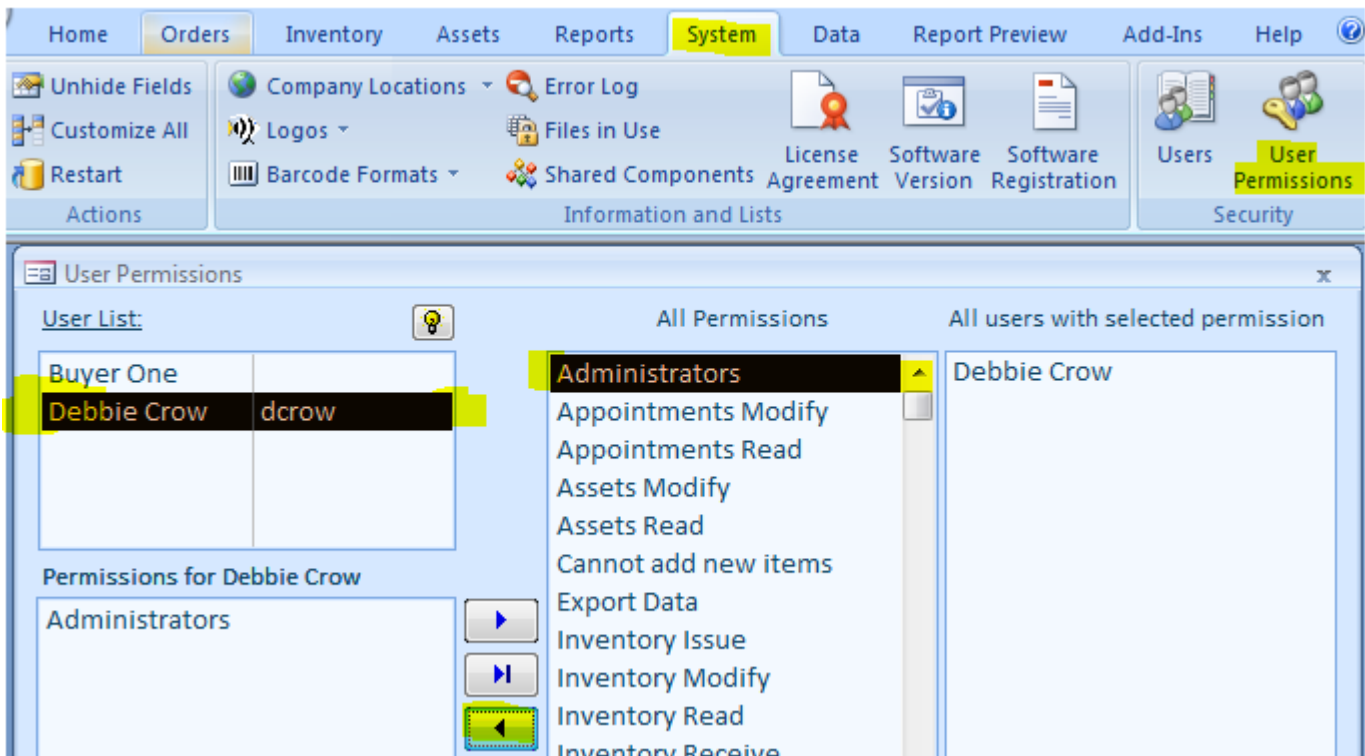
Enter the person's first name, login name, and all other information you find useful.



If you are going to use Windows authentication, which allows users to login based on their Windows login, input user's Windows login into the Login Name field.

**Activating the security.** BACKUP YOUR COMPANY BEFORE ACTIVATING THE SECURITY. If you ever forget the administrator's login name or password, you will not be able to logon. It is a good practice to create a second administrative account just for emergencies. To activate Almyta Control System security, you need to assign the Administrators privilege to at least one user. The user becomes an administrator and can manage other users, permissions, configurations, customizations, default documents, and other important parts of the software. Go to the System/User Permissions screen. Select your administrator in the User List, Select Administrators in All Permissions, and click the Left Arrow button in the middle.



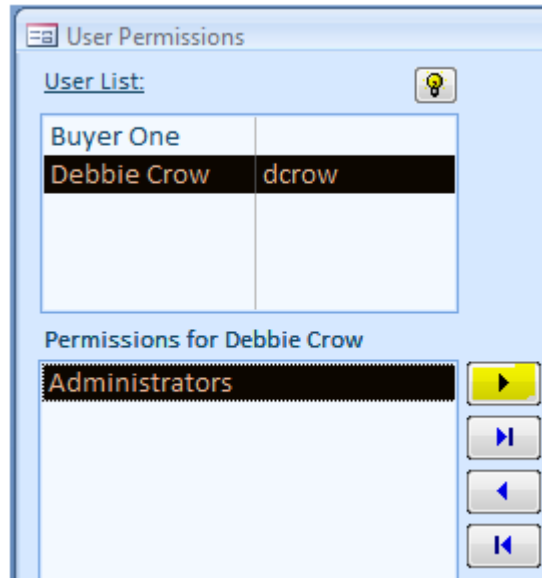


IMPORTANT. Before closing the software, make sure that the field 22, on the System/Options screen, tab 5, is turned off or the user login (dcrow) exists in Windows user list.

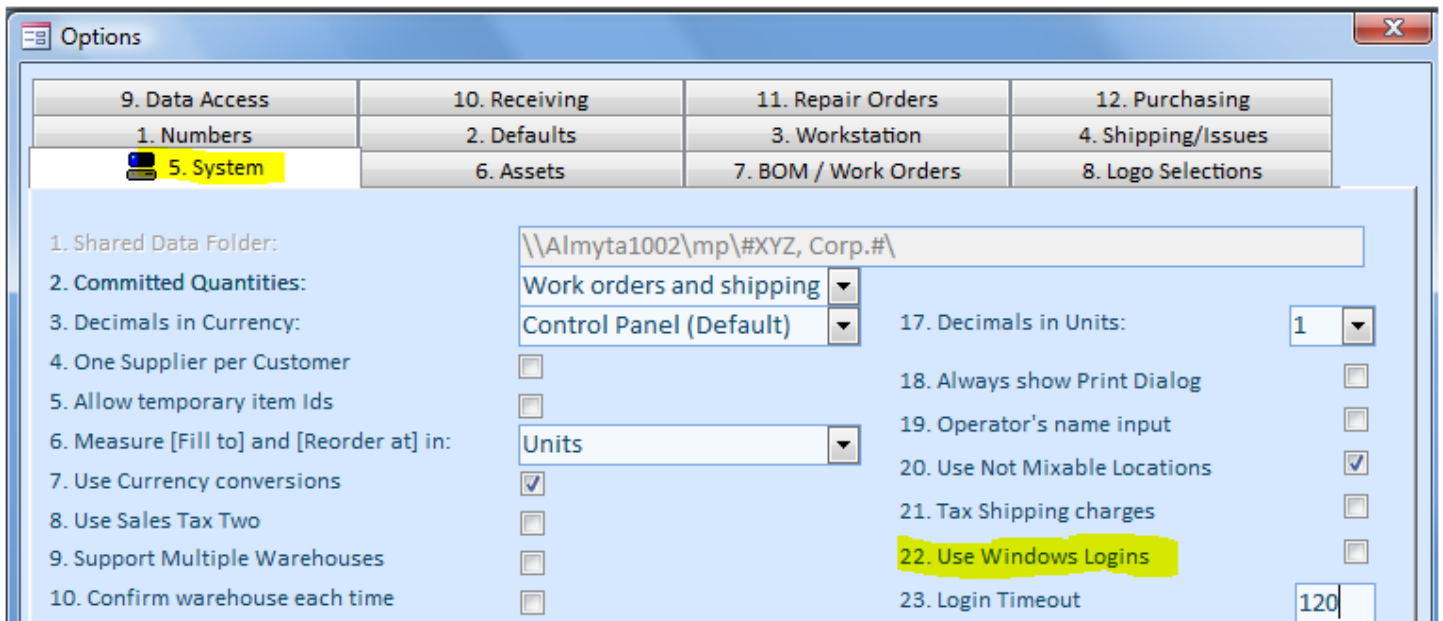
From this point on, all users will be forced to login. There will be no passwords set initially. Each user will need to specify a password at login. When doing this for the first time, users must leave the Password field blank.



**Deactivating Security.** On the User Permissions screen, select each user with Administrative privileges, select Administrators permission beneath the user, and click the Right Arrow button. As soon as all administrators are removed, the security gets deactivated. All other permissions can stay untouched. Without administrators they are ignored.



**Changing authentication type.** There are two types of authentication: Almyta and Windows. To switch between them, go to the System/Options screen, tab 5 and flip the #22 switch.



If switch 22 is turned off, the Login Timeout can be set in field 23. The timeout is set in seconds. In the example above, a login will timeout after two minutes of inactivity. Set the time out to zero to turn this feature off.