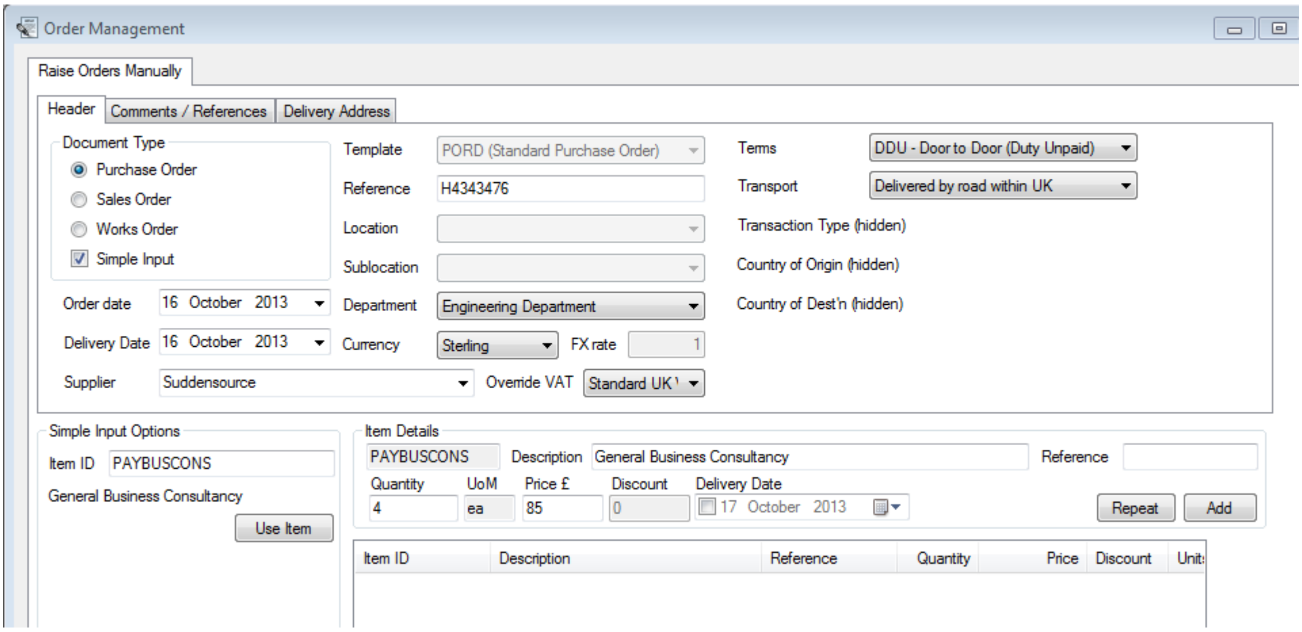
P-Ex
from
Suddensource

Orders, Stock Control, Invoicing—Your Process

P-Ex was originally launched as a program called Proactis Extra, a companion program to Proactis II. Its original purpose was to allow remote users to work quicker, with less data transfer. Standard order processing and stores procedures were replicated from Proactis II but with some of the complex options omitted to make things faster. With the advantages that .NET programming offers, it soon became clear that Suddensource could add complex data processing to the program considerably more quickly and at much lower cost than by adding functionality to Proactis II. This way Proactis Extra started to become the new 'standard' program. It is now our flagship program, and contains all the functionality originally provided in P-2. It's a downloadable self-updating program with new names and new screen styles, and it adds new main functions of its own.

Order Management

On the same screen, create and edit sales orders, purchase orders and works orders. The screen has tree-based item selection or simple part number entry. Like most screen in the new program, the screen collects items in a basket prior to processing.



After selecting an item, quantity and price are checked in the 'Item Details' area and then the 'Add' button is used to add the item to the basket. A 'Save' button (out of shot) is used to save the order.

Comments, references and addresses are added on other tabs.

That's the orders placed...

P-Ex
from
Suddensource

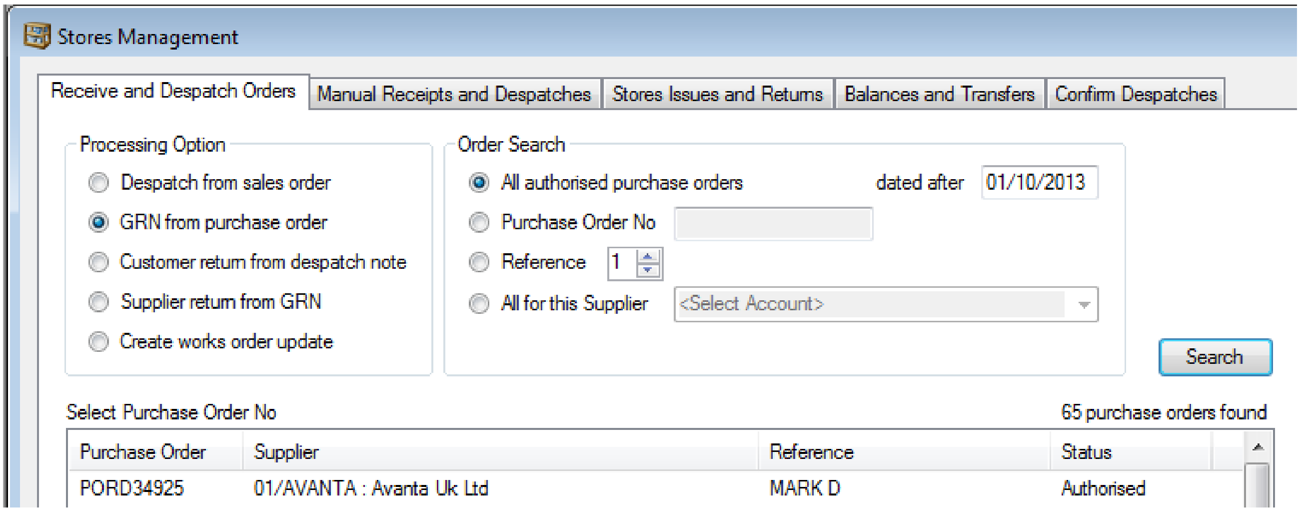
Once orders are placed, the next step is one of:

- Receive the goods against a purchase order
- Despatch the goods against a sales order
- Update the quantity manufactured against a works order

The next screen is where all these goods movements are managed. Once a transaction is authorised, any stock items also have a stock transaction created so that the quantity in stock is increased or decreased.

<u>Stores Management</u>

This is a bigger screen. The Receive and Despatch Orders tab is the where you search for a sales order, purchase order or works order to receive or despatch when the time comes. This tab takes you through to a secondary screen where quantities received or sent are confirmed and stock locations allocated.



You can generate 'manual' receipts and despatches of various types on the Manual receipts and Despatches tab—the screen is very similar to the Order Management screen, so will be familiar to users. The Stores Issues and Returns page is another similar screen where stock is issued for use within your organisation (IT equipment, tools, food supplies, uniforms, machine spares and the like).

Balances and Transfers is a page where you can carry out stocktakes and transfers (moving stock from one location to another or one sublocation to another).

Confirming Despatches which allows a despatch note to have other details such as consignment note number, carrier name and weights and dimensions added to it before it is finalised and sent to the client electronically.

This screen can be customised (by us) to add your own business process requirements into the business of receiving and despatching goods.

So that's the orders placed and the goods moved in and out...

P-Ex
from
Suddensource

Workflow Part 1

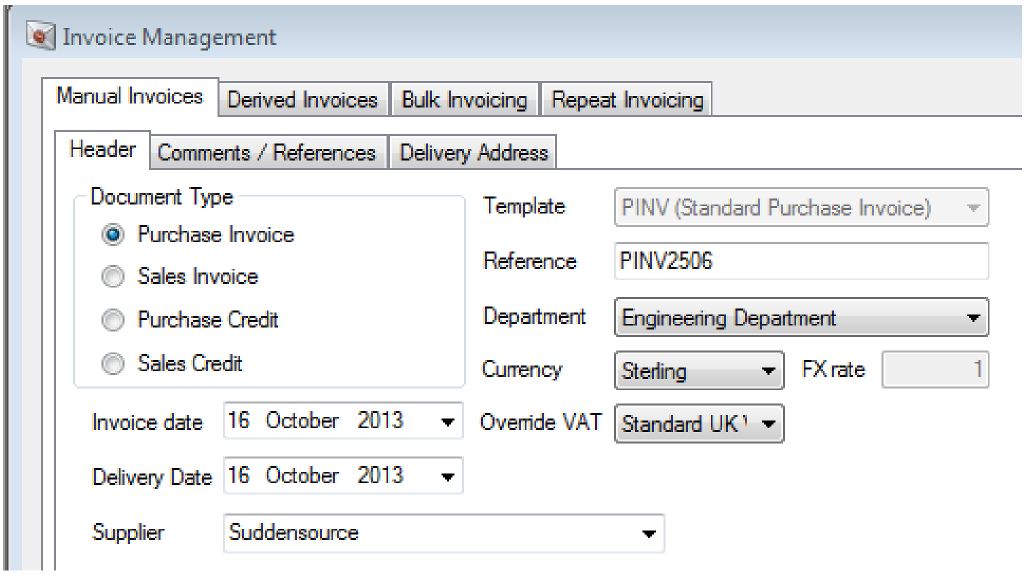
Once a user has used the Order Management and Stores Management screens a few times, goods can be ordered, received and despatched and paperwork produced with the absolute minimum of keying, because so much data is transferred from the parent order to the next step.

The next step is to go paperless and send everything as PDFs. This part of functionality can be added in as part of your implementation.

There's a hidden tab on the Order Management screen we can enable for you, allowing you to send your orders out as XML attachments to emails. One implementation of P-Ex allowed the company to send out all the purchase orders to the supplier who does their warehousing and carriage in an electronic format, and to include enough extra data so that the warehouse company could send back electronic GRNs and despatch notes to match to the company's purchase and sales orders. The warehousing company's own invoices were also received electronically and matched to the original carriage order.

Invoice Management

The next stage is to create a sales invoice or match up a purchase invoice. When something goes wrong we'll need to arrange credit notes as well. This is done on another screen very similar to the Stores Management screen.



Shown is the top of the 'Manual Invoices' tab, where documents are set up from scratch. The 'Derived Invoices' tab is where the user finds a GRN or despatch note to base an invoice on (in combination with its parent order).

Sales invoices are created by you and scan be sent out straight from this screen as PDFs, or printed using Word or Excel.

Purchase invoices are matched to the order and GRN, but also have to agree to the invoice you've been sent.

That's the job finished…

P-Ex
from
Suddensource

Workflow Part 2

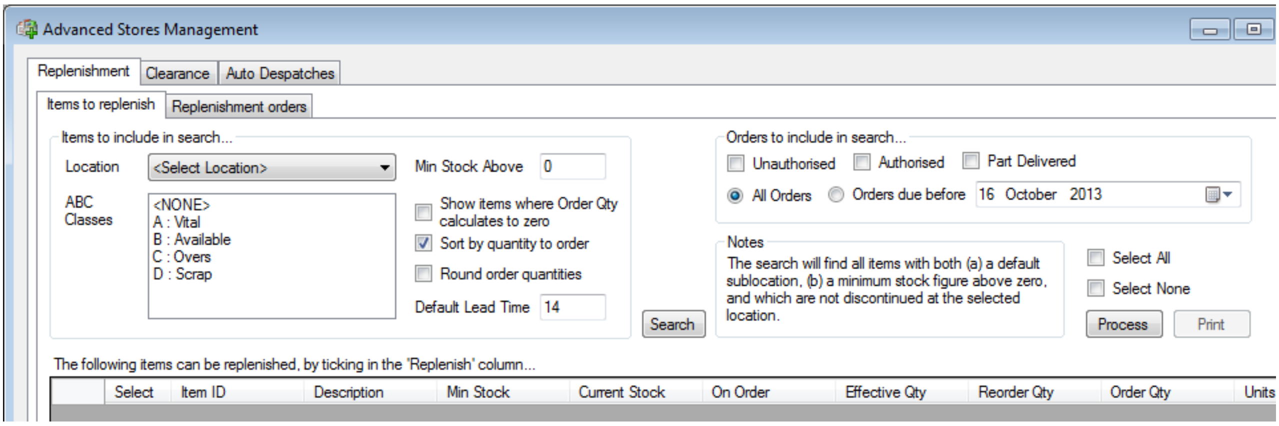
On the Invoice Management screen are two extra tabs:

- **Bulk Invoicing**: for when a supplier invoices a week or month's deliveries on one bill. In this process all outstanding purchase items for a particular supplier are listed in a grid. You enter quantities from an invoice and once the amount agrees to the control totals (goods and VAT) you create as many internal system invoices as it takes to match to the relevant purchase orders. You can optionally create GRNs to match the invoices, but invoices can be matched direct to orders, so there's often no need.

- **Repeat Invoicing**: for when your annual membership or support invoices need to be sent out, for example. Select a series of invoices (which have been paid not credited) and reissue new ones with updated descriptions and references.

Advanced Stores Management

This screen lets you use the **Stock Replenishment** tool lets you re-stock a main location by placing purchase orders on approved suppliers. This uses a minimum stock level and re-order quantity for the location.



This is a 2-part process. Items meeting the criteria you enter are retrieved in the screen shown, then you select the ones you want to replenish and press 'Process'. The chosen items appear on the second 'replenishment orders' tab and you can place all the orders at the touch of a button—after checking what you're doing, of course.

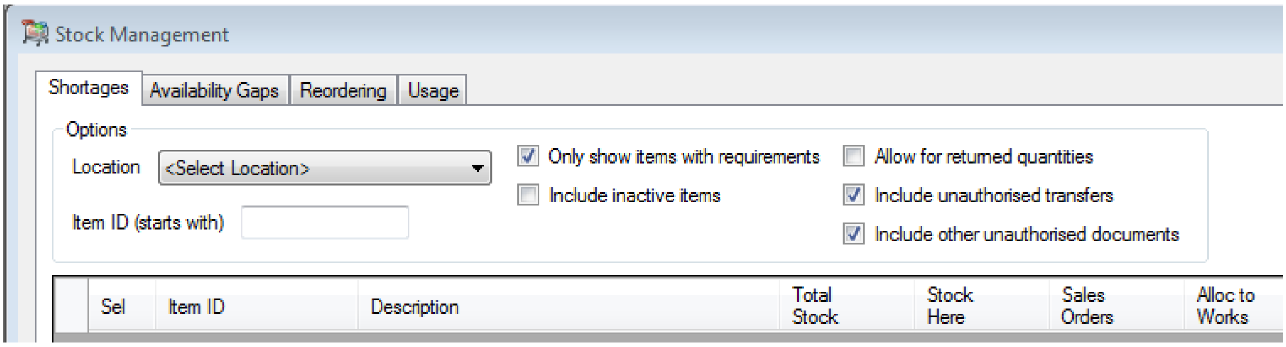
Workflow Part 3

Two other tabs show on this screen. These are examples of bespoke work we have done for clients:

- **Clearance** is a system where bulk documents were created to reflect the change of part numbers to new 'clearance' part numbers for use on the company's website.

- **Auto-despatches** picks up order references from a carriage supplier's invoices then recognises the company's sales order for that reference and automatically generates despatch notes, and optionally also sales invoices.

P-Ex *from* Suddensource



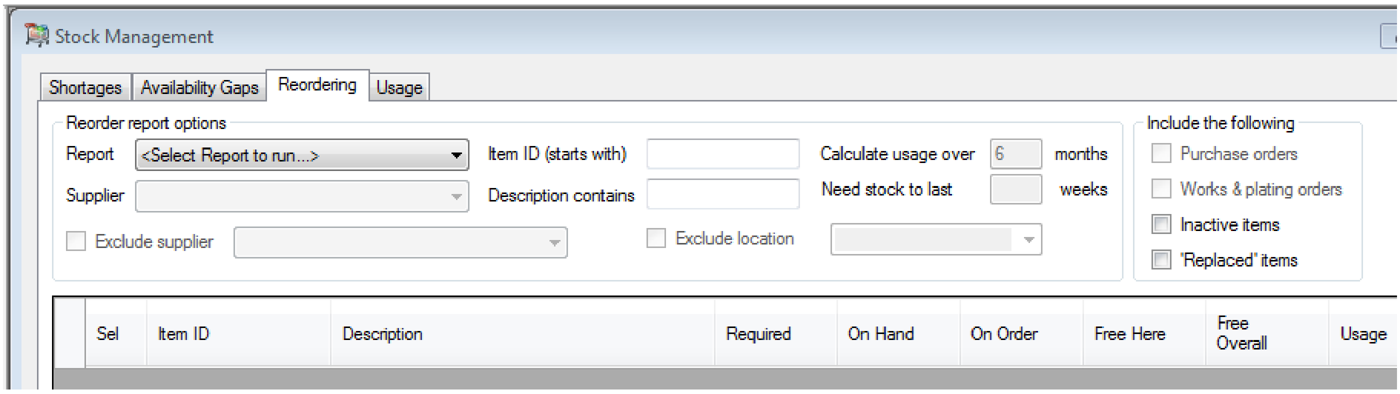
Several custom reports we previously supplied as P-Ex DataMining modules have resulted in a new screen:

<u>Stock Management</u>

The **Shortage Report** (above) lists items which need to be ordered or made or transferred from other locations to meet sales order demands at this location.

This has led on to the 'Availability Gap' report which displays much of the same data in a grid format, showing during which week items will run out. This is based on orders in hand, not predicted usage.

The **Reorder Report** (below) is another migrated from a P-Ex DataMining module. It shows, based on current stock, outstanding orders and expected usage, what needs to be reordered.



This report doesn't use min stock or reorder levels. Development work is in hand to auto-generate purchase orders (or transfers or works orders) as part of the process on this screen.

<u>Workflow Part 4</u>

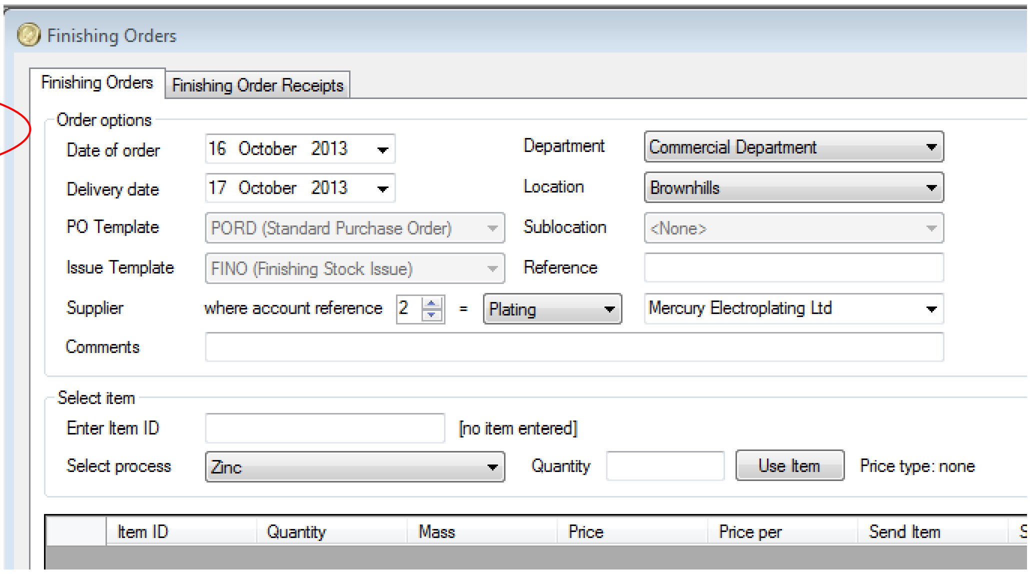
Once all this is done, the usual on-screen enquiries are available as in P-2:

- Item Enquiry, but with added functionality to audit data;
- Account Enquiry (in development).
- Dynamic Kitting Enquiry—the basis of a new sales and quotations system.

P-Ex
from
Suddensource

This page shows a recent addition to P-Ex. A client has lots of parts electroplated and when the part returns from processing, it has to have a different part number and a higher cost. While it is away it mustn't be seen as available for sale. The solution (which would work just as well for painting) was:

Finishing Orders



The user selects a plating supplier, the part or parts to be plated and a plating process.

Again it's a basket system with the quantity being entered before the items are added to the basket.

The first part of the processing sending the parts out) is:

- Select supplier and process
- Enter part number (and the system tries to determine the 'new' part number)
- Parts are validated (and the mass retrieved if the plating cost is per unit of mass)
- Purchase order placed on supplier
- 'External stock issue' generated to move stock to supplier

The second part of the process (goods coming back) is on the Finishing Order receipts tab (not shown):

- Select order
- Confirm quantities returned
- Goods received note created against purchase order
- 'External stock receipt' created for the new parts

The system developed for these orders also contains two reports: a report of the parts off-site with their value (because they are still owned stock) and a list of what didn't come back, in case the supplier needs to reimburse the cost of missing stock.

The parts being plated, and those on orders which haven't been sent out yet, have also been worked into the allocated totals, and the shortage and reorder systems described earlier in this brochure.

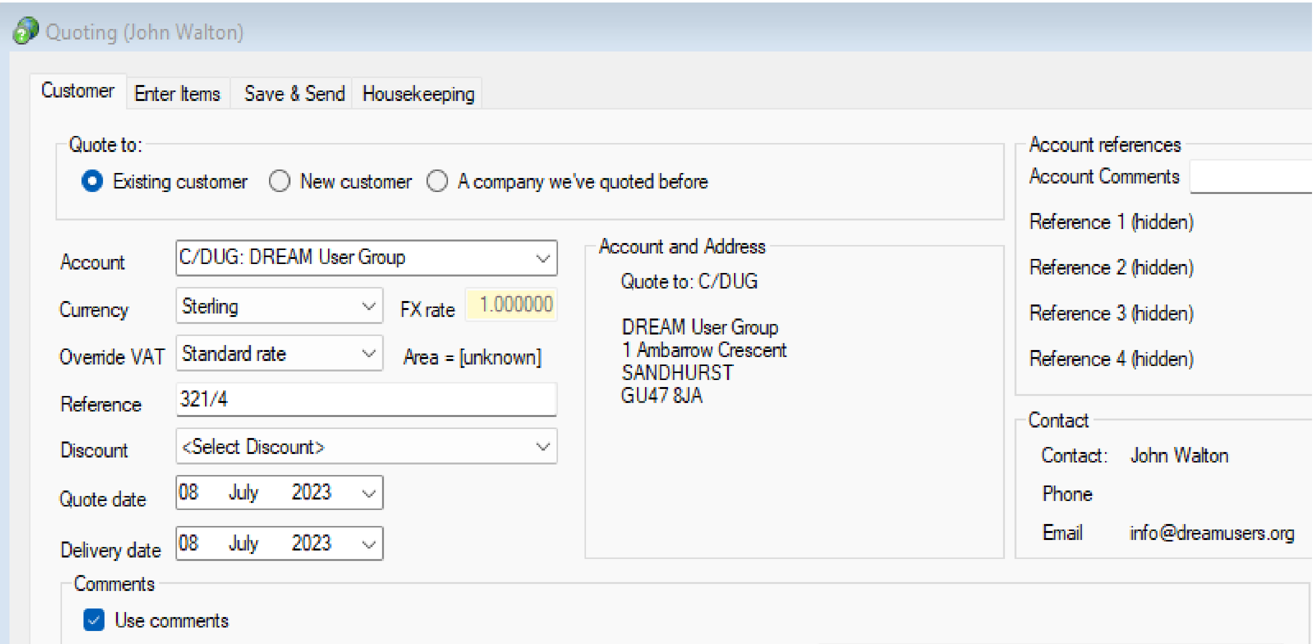
P-Ex
from
Suddensource

The last major function in P-Ex is the quoting screen. This was added as a quite complex bespoke screen for one client, and a simplified version has been added to the standard product.

It works with the system's regular sales ledgers and also with a ledger of Prospects. This means you don't have to set up a new live customer for every quotation.

Quoting

Entering a quotation is just like entering an order, but with a few additional steps.



On the main screen you can also (optionally) add comments and terms of trade.

You can click through to the contacts screen to add a contact to the account and/or quote.

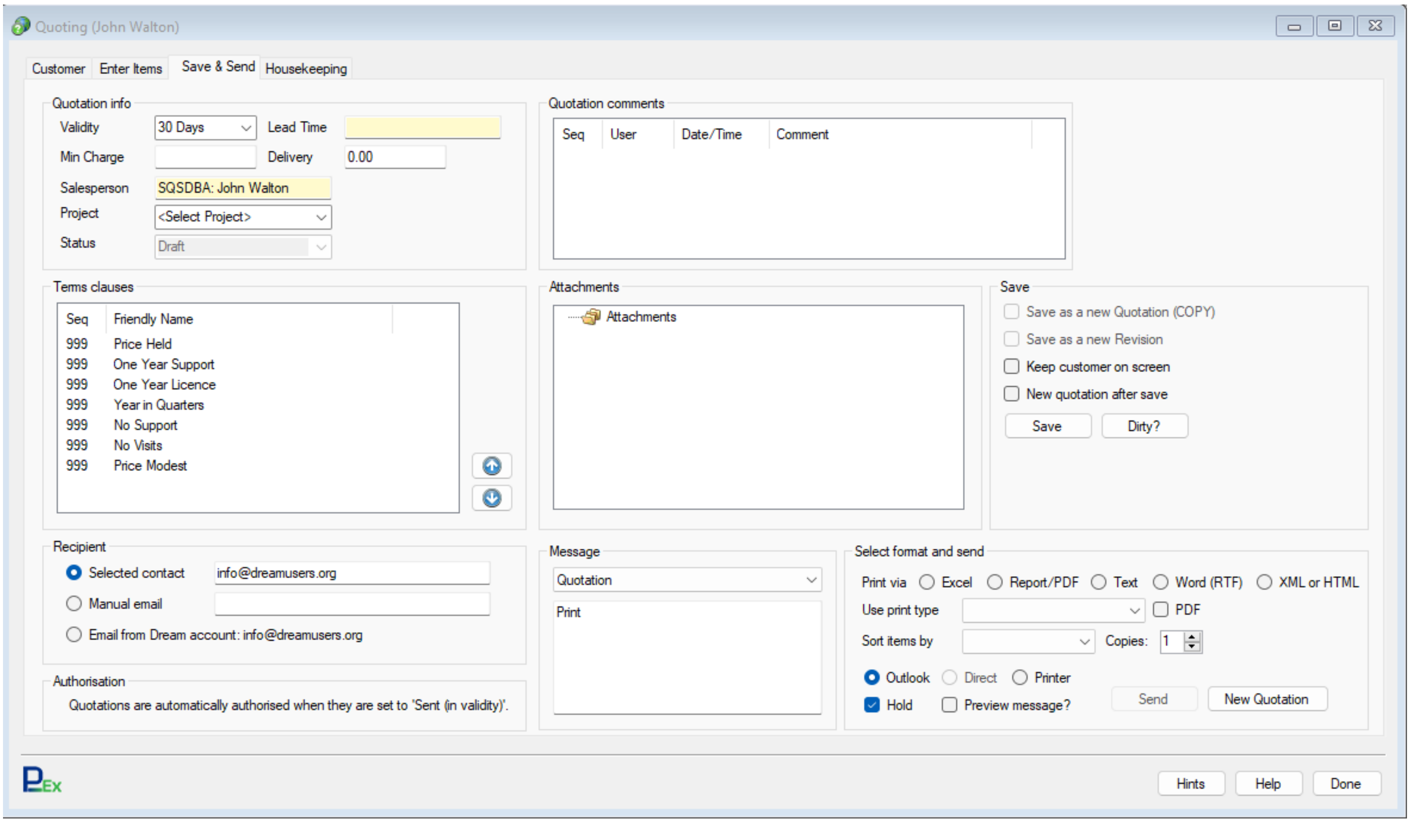
Next, the items are added, in pretty much the same as was for orders, using simple or standard input, an item area and a basket.

Next you save and send, with a series of options:

- Validity, minimum charge/quantity, lead time, etc
- Standard clauses
- Comments over and above those you can fit in the standard comments field
- Attachments (drawings, specifications, catalogues, etc)

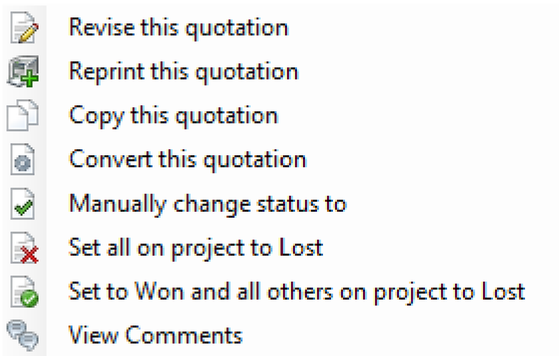
You can select a recipient and send the quotation by email, with a standard or custom message.

This is the Save and Send screen:



Lastly there is a housekeeping screen where you can search for quotations using various common criteria.

From the results, the menu options are:



That’s it for business-to-business trading…

P-Ex *from* Suddensource

Another recent but non-standard addition to the P-Ex system is a retail sale system. A simple system had been build into P-2 several years ago, but the client wanted something which could be used for several retail functions.

Retail Sales

The system has several tabs:

- Retail sales are created on a similar screen to Order Management. The screen has two other options: issuing free of charge (complimentary sale) and sale and redemption of vouchers.
- Housekeeping allows the user to select a sale and do things such as reprint, cancel, return for credit, audit the data for the sale.
- The stock tab is a simplified version of ‘Stocktakes and Transfers’ as in Stores Management.
- Receiving allows the creation of goods received notes and supplier returns by pasting from Excel. This is a “Paste and Recognise” feature—see below.
- Products allows the user to do three tasks:
  - Add a new product group
  - Add products by pasting from Excel (another Paste and Recognise feature)
  - Update item prices in real time

A summary daybook report allows reconciliation with cash takings.

Paste and Recognise

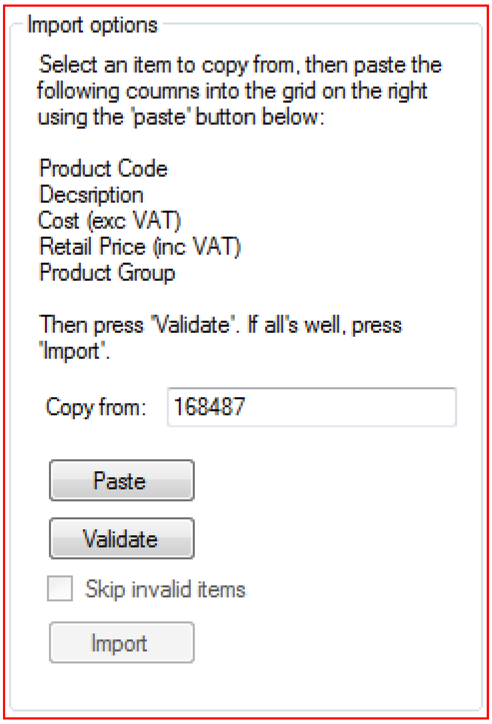
This is a system where the user gets the necessary data in Excel into the columns listed in the on-screen instructions (five fields in this example), then selects the data in Excel so that it’s border is ‘shimmering’, then presses ‘Paste’ in P-Ex.

A grid is created on screen and the data entered into it. Pressing ‘validate’ will check that all data is valid and if all is well, pressing ’Import’ will import the data into P-Ex.

This can save an enormous amount of repetitive keying by users.

This particular example requires a part number which has the same costings as the items being imported, though products can be in differing product groups.

Short of using telepathy, we aren’t sure that we can speed this process up any further.



That’s it for business-to-consumer trading…

P-Ex
from
Suddensource

Other features of P-Ex

There are quite a few other things we've built in for client's bespoke use. These include:

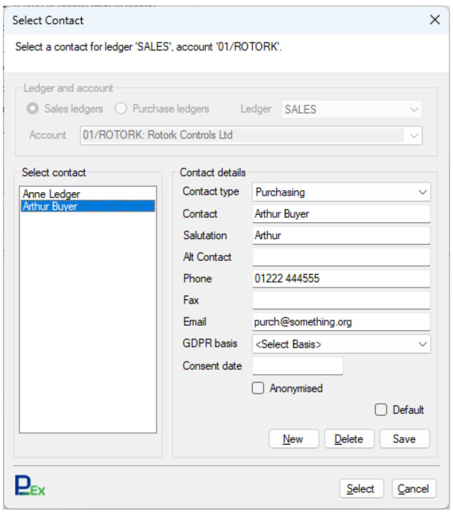
- **Matrix Orders,** for where the client needs to enter quantities of an item with differing colours and sizes, for example in the clothing trade. The screen allows this, and translates the order entry into a list of part numbers (requires some specialised implementation).
- **Worksheet Orders**, for a client who does on-site work. The orders need a lot of extra data and notes, and this is entered and edited on a subsidiary tab on a bespoke order entry screen. These orders have one 'main item' and we use the stocktake class system to identify these, and offer a choice during order entry. Another class of items is offered in a grid where the user simply has to enter a quantity against each item.
- **Item to Order Allocation** is for the same client, and allows the client to 'book' a certain number of an item to a sales order. A screen is invoked from several places in the program where the allocations can be checked, applied and set/reset automatically based on order dates.
- **Simple Kits** (or sales bundles) have been implemented as an extension to the 'standard bundles' available in P-2.
- **Paste and Recognise** orders have been implemented where requirements for a sales order are pasted from Excel. This supports bundled items. The screen also allows returns from site, even to the extent of unbundling kits to return items from within a kit.
- **Budget Management** has been added so that users of Dream can post budgets to Dream direct from Excel.
- **Intrastat** has been ported from P-2 and upgraded in line with HMRC requirements.
- **Integration** has been set up with both a ticketing system and a facility booking system at the same client. Several screens look up data from the ticketing system, and analysis accounts are added based on what is found in the facility booking system

We are also developing a few other ideas, in the event that they may catch the eye of a potential customer:

- Maintenance kits—where a machine needs maintenance at the weekend and a kit of spares is issued to the maintenance team on a Friday. Parts of the kit may be returned on the Monday.
- Despatch Control—a system we are developing based on 'Despatch Confirmations' to control the timings of paperwork, stock transactions and dealings with carriers.

We are always happy to add functionality. With our huge array of .NET code and our code-writing robot, we can add screens, tables, business 'objects' and new functionality in a fraction of the time such things have taken in years gone by. Please just ask.

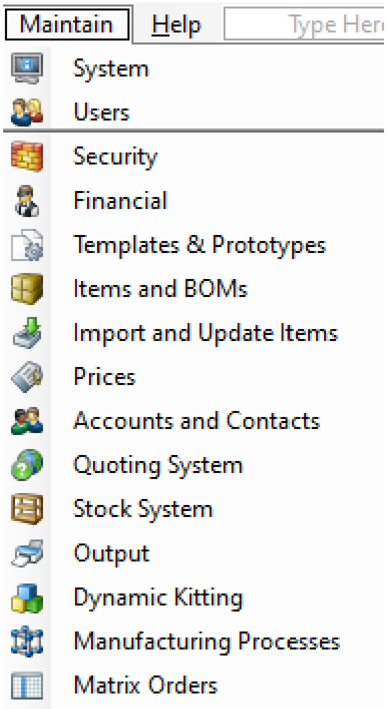
Since this brochure was first written, we have added two other major features to P-Ex. One is a contacts system, which is invoked from order and invoice processing, and quotations, as shown right:



P-Ex
from
Suddensource

Maintenance Screens

All the maintenance screens from P-2 have now been replicated in:



Most of the maintenance menus have submenus, so that all aspects of the program can be maintained. These include, amongst many others:

- System Settings
- Company addresses
- Codes (like departments, units of measure)
- Employees
- VAT
- Currencies (if not linked to a finance system)
- Financial Periods (if not linked to a finance system)
- Item Groups
- Items
- Bills of Materials
- Stock Locations
- Accounts (additional data if linked to finance system)
- Contacts
- Price lists and price-account links
- Quoting system master information
- Output print types

The last three menu items shown are for client-specific bespoke data.

Missing in P-Ex

The following are still being ported from P-2 at the date of publication:

- Creating purchase orders from requisitions;
- Invoice Matching and Adjustments
- Application of item group security
- Application of account security

For information about P-2, the original program, please download one of our P-2 brochures:

- Overview
- Order Processing
- Stock Control
- Invoicing
- Features

Suddensource Ltd
1 Ambarrow Crescent
SANDHURST
GU47 8JA
☎ 01252 871100
sales@suddensource.com
www.suddensource.com