SQL
Accounting V4
Job Order
&
Purchase Order

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Document name	:	SQL Accounting V4 - Job Order & Purchase Order	Page i
Date (last modified)	:		

Table of contents

Author / Compiled by	:	Loo	
Document name	:	SQL Accounting V4 - Job Order & Purchase Order	Page ii
Date (last modified)	:		

SQL Accounting V4
Job Order & Purchase Order

eStream Software

VERSION CONTROL

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

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Date (last modified)	:	Order

Page 1

1 INTRODUCTION

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

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

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

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

<u>**IMPORTANT:**</u>
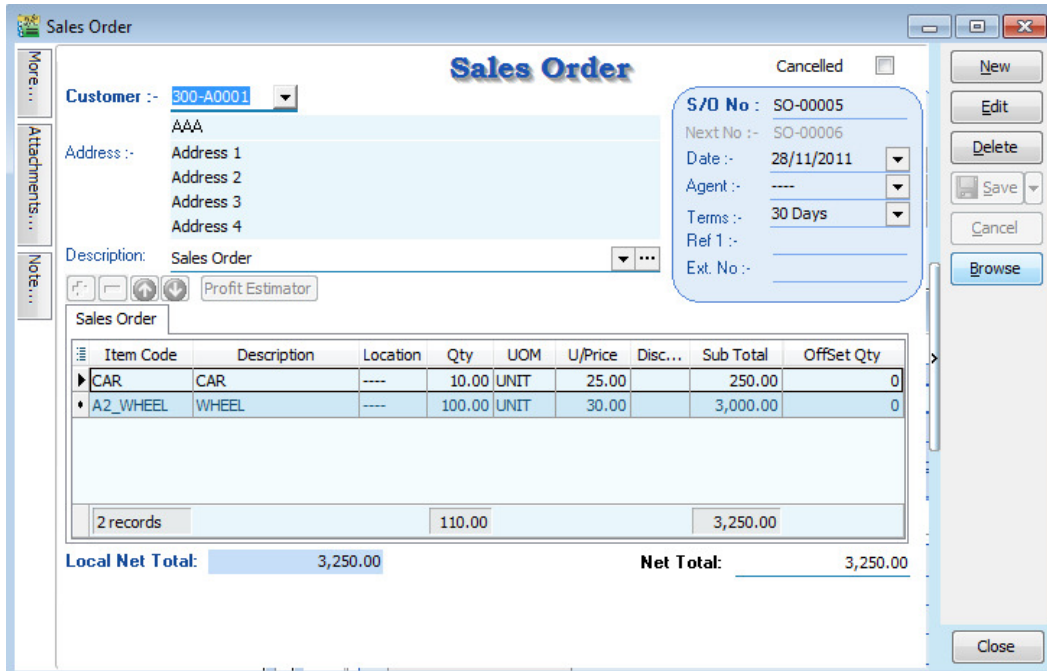**It is required the SO → PO and Job Order module. For more information about price, please refer to our sales personal.**

2   SALES ORDER

2.1   Create Sales Order (SO)

[Sales | Sales Order…]
Create and save the customer PO into Sales Order.

2.2 SO Check the Available Stock Balance

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

Below is **CAR** stock available balance,

Results for CAR item:
SO Qty = -10.00
PO Qty = 0.00
JO Qty = 0.00
Qty (On Hand) = 0.00
Available Qty = -10.00

Below is **WHEEL** stock available balance,

Result for WHEEL item:
SO Qty = -100.00
PO Qty = 0.00
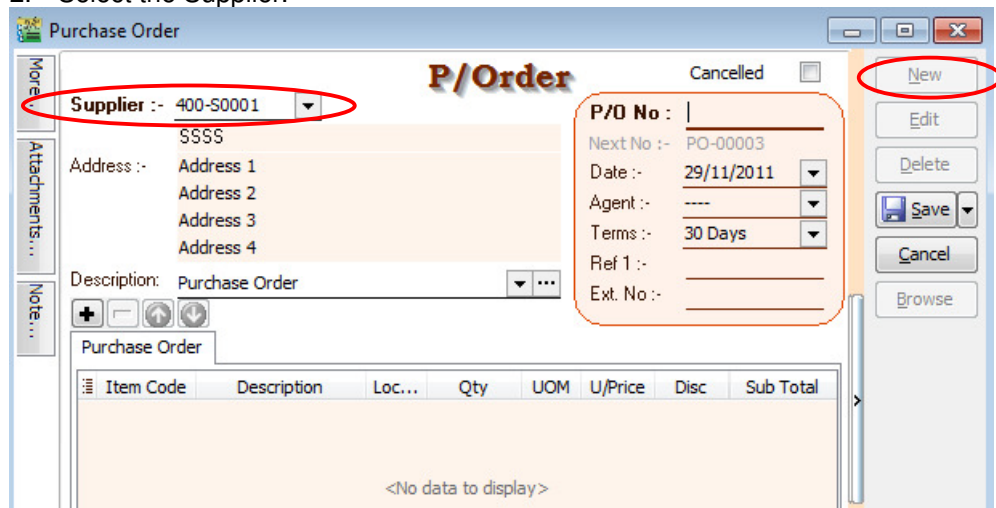JO Qty = 0.00
Qty (On Hand) = 0.00

Available Qty = -100.00

3 PURCHASE ORDER (TRANSFER FROM SO)

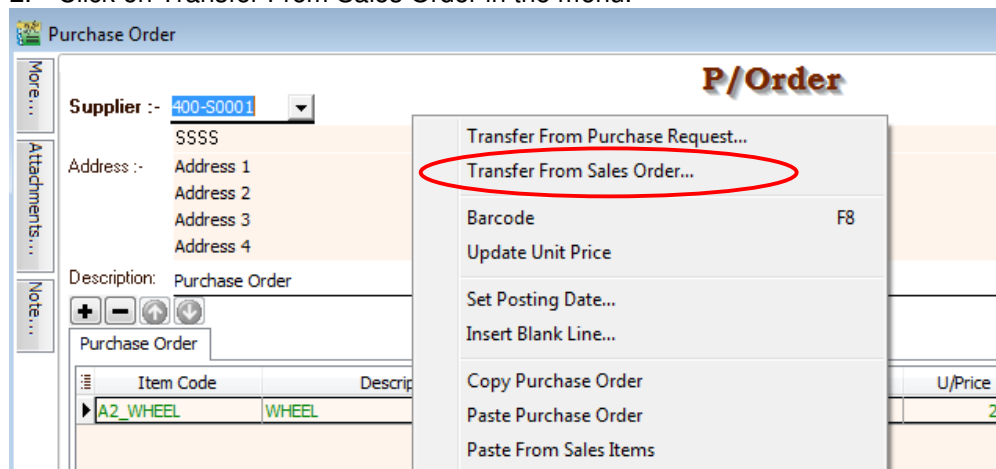### 3.1 Create New Purchase Order (PO)

[Purchase | Purchase Order…]

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

3.2 PO Transfer From SO

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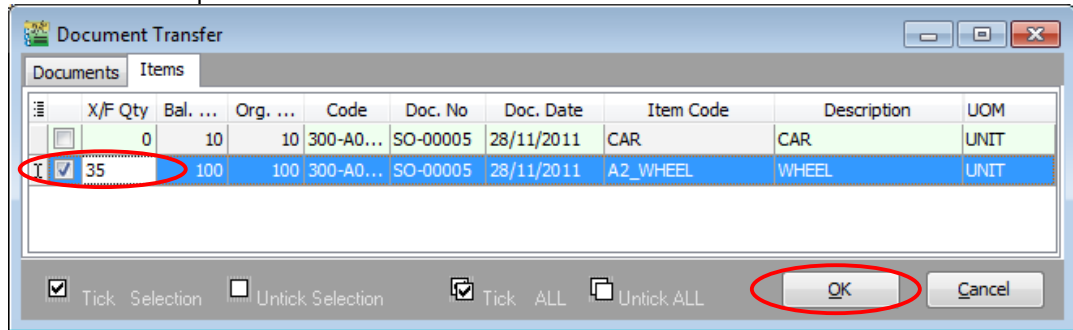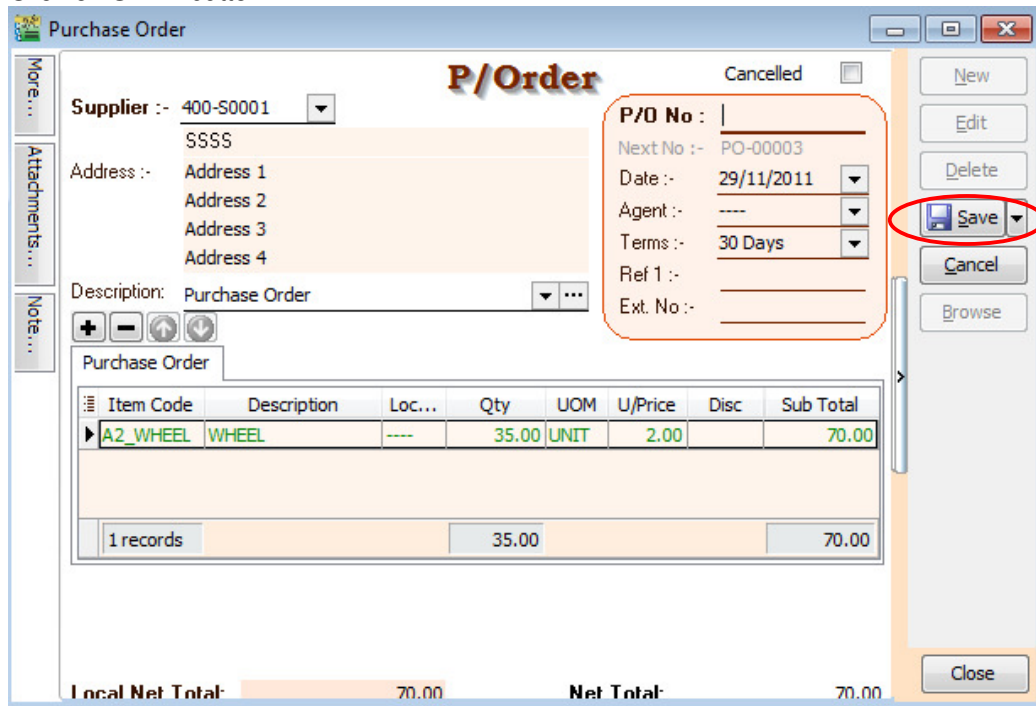2. Click on Transfer From Sales Order in the menu.

3.3 Document Transfer (SO → PO)

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

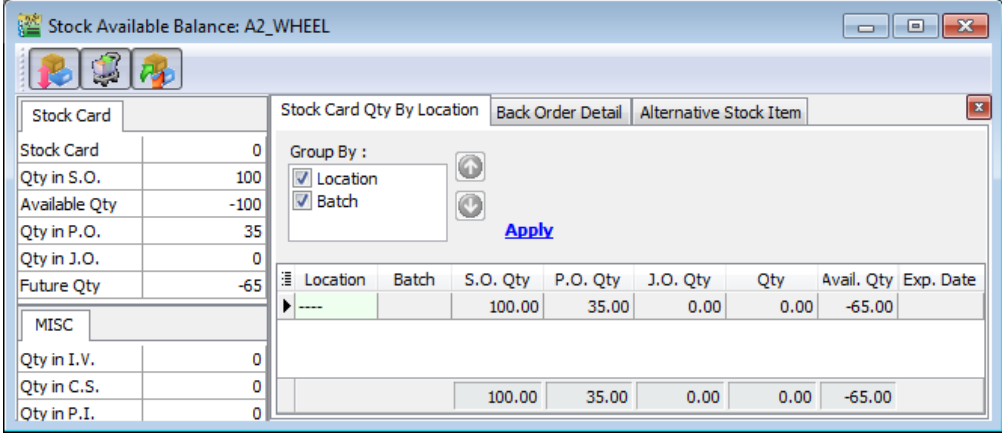### 3.4 Save the PO Document

Click on SAVE button.

3.5 PO Check the Available Stock Balance

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

Below is **WHEEL** stock available balance,

Stock Available Balance: A2_WHEEL

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

MISC

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

Stock Card Qty By Location | Back Order Detail | Alternative Stock Item

Group By :
☑ Location
☑ Batch

Apply

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

Result for WHEEL item:
SO Qty = -100.00
PO Qty = +35.00
JO Qty = 0.00
Qty (On Hand) = 0.00
Available Qty = -65.00

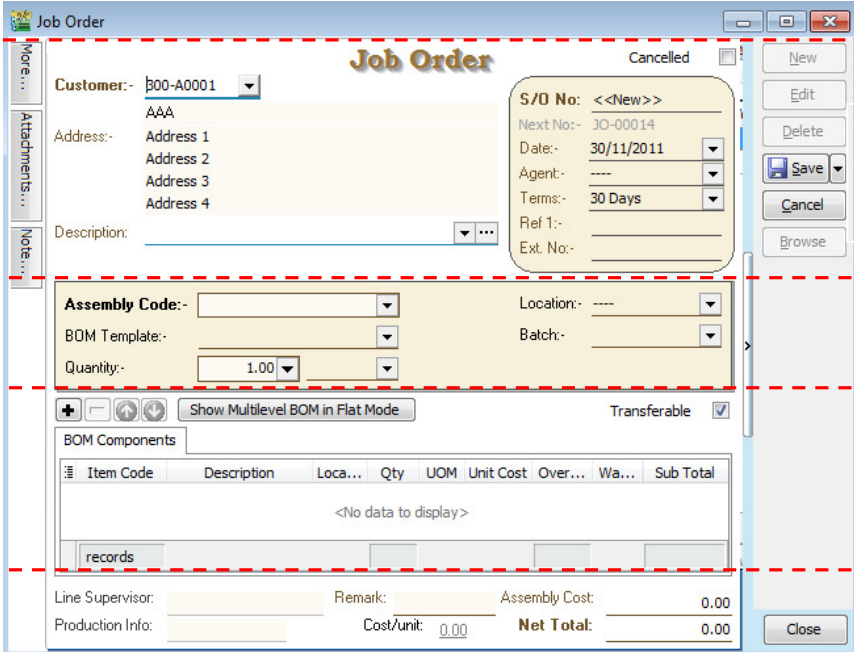## 4   JOB ORDER (TRANSFER FROM SO)

4.1   Create New Job Order (JO)

[Production | Job Order…]

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

Customer Info from SO
Basically, the customer and others information copy from SO.

Assembly Item Info (Header & Footer)
Assembly item transferred from SO. It will determine the BOM Components required and the assembly unit cost.
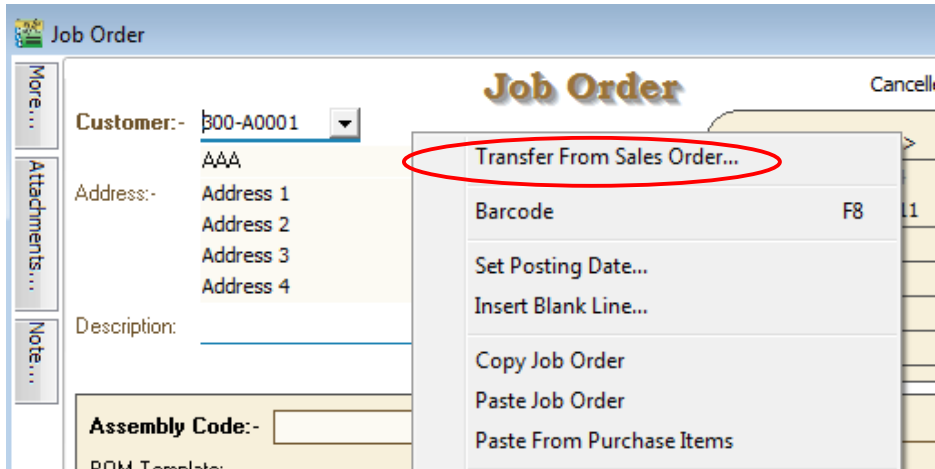
BOM Components Details
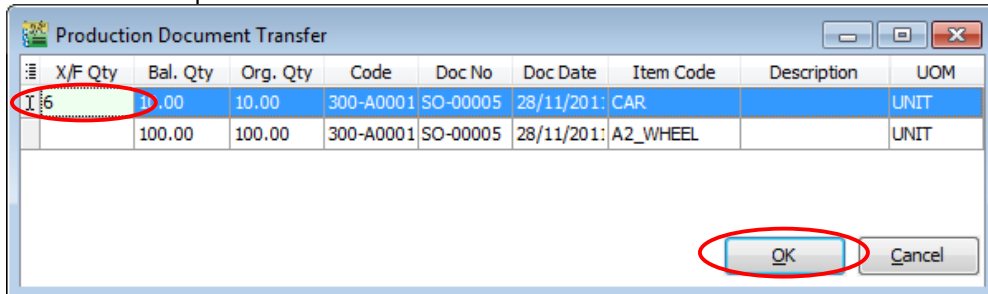Total components quantity requirement to meet the total output.

4.2 JO Transfer From SO

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

4.3 Document Transfer (SO → JO)

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

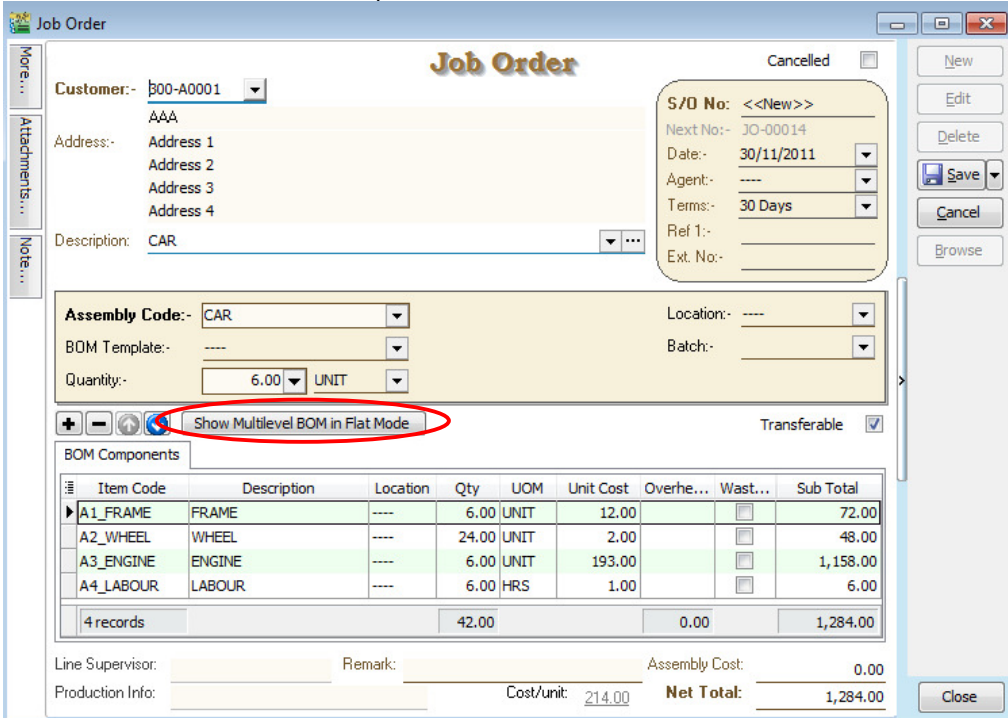## 4.4 Show Multilevel BOM in Flat Mode

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

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

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

Click on Show Multilevel BOM in Flat Mode button.

It will prompted the below message.

Confirm

This operation will overwrite all the records in document detail
Do you want to continue?

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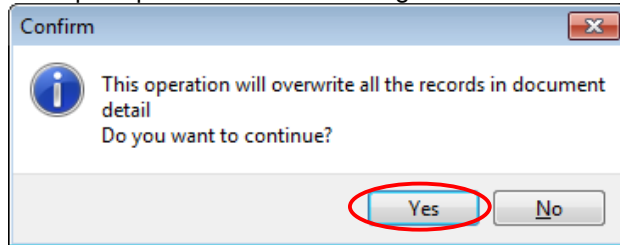
Press NO to keep the BOM components at **LEVEL 1**.

Press YES to continue flatten the multilevel BOM to **LEVEL 3**.
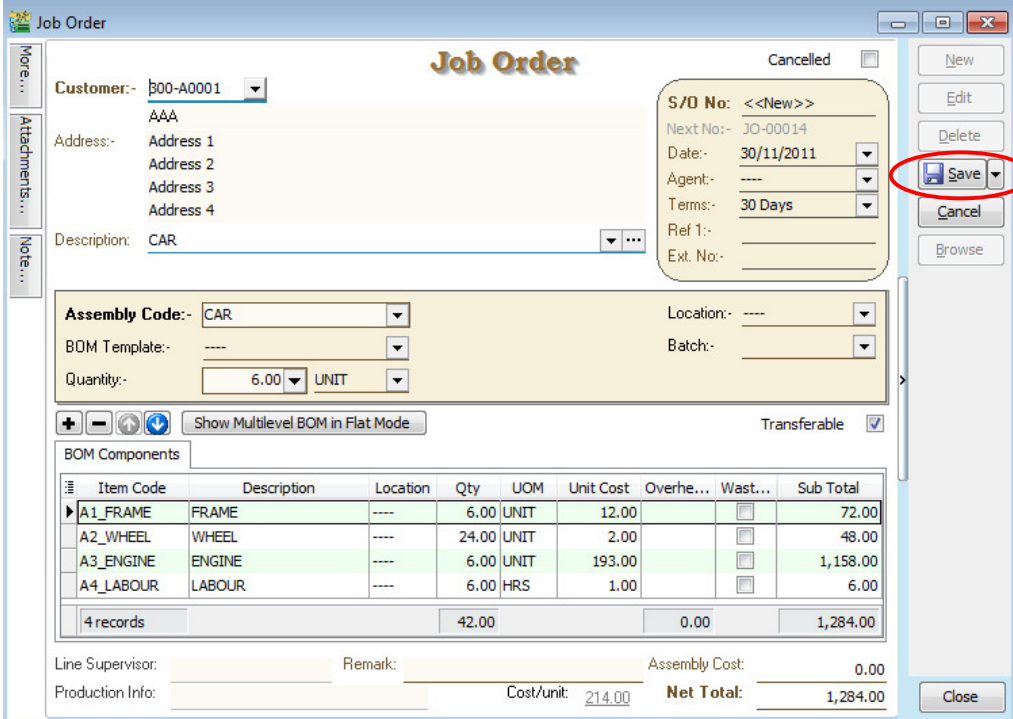
After FLAT MODE, BOM components show at **LEVEL 3**.

BOM Components

Item Code	Description	Location	Qty	UOM	Unit Cost	Overhead ...	Wastage	Sub Total
A111_ORANGE LI...	ORANGE LIGHT	----	12.00	UNIT	1.00	0.00	☐	12.00
AXXX_SCREW	SCREW	----	24.00	UNIT	1.00	0.00	☐	24.00
A121_RED LIGHT	RED LIGHT	----	12.00	UNIT	1.00	0.00	☐	12.00
AXXX_SCREW	SCREW	----	24.00	UNIT	1.00	0.00	☐	24.00
A21_RIM	RIM	----	24.00	UNIT	1.00	0.00	☐	24.00
A22_TYRES	TYRES	----	24.00	UNIT	1.00	0.00	☐	24.00
A311_FILTER	FILTER	----	30.00	UNIT	1.00	0.00	☐	30.00
AXXX_SCREW	SCREW	----	48.00	UNIT	1.00	0.00	☐	48.00
A321_TUBE	TUBE	----	360.00	UNIT	1.00	0.00	☐	360.00
A322_COVER	COVER	----	720.00	UNIT	1.00	0.00	☐	720.00
A4_LABOUR	LABOUR	----	6.00	HRS	1.00	0.00	☐	6.00

| 11 records | | | 1,284.00 | | | 0.00 | | 1,284.00 |

4.5 Save the JO Document

Click on SAVE button.

4.6 JO Check the Available Stock Balance

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

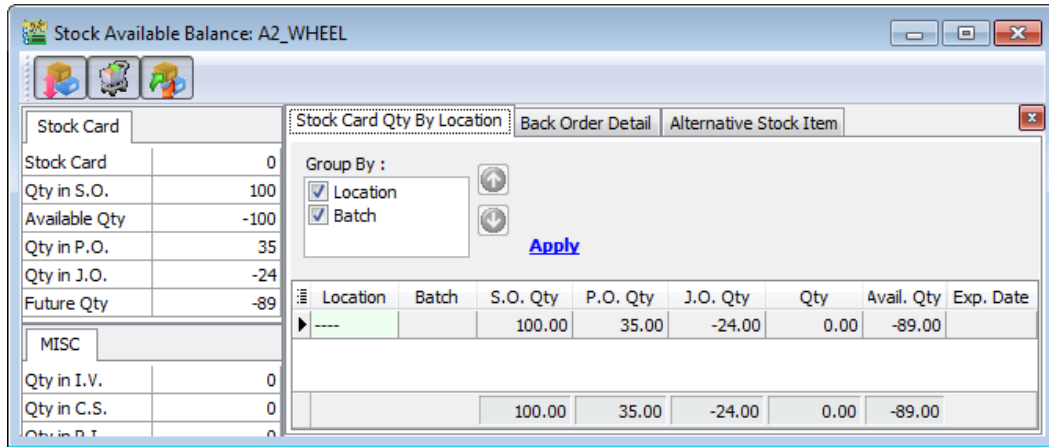Below is **component "FRAME"** stock available balance,

Result for component "FRAME" item:
SO Qty = 0.00
PO Qty = 0.00
JO Qty = -6.00
Qty (On Hand) = 0.00
Available Qty = -6.00

Below is **component "WHEEL"** stock available balance,

Result for component "WHEEL" item:

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

Below is **component "ENGINE"** stock available balance,

Result for component "ENGINE" item:

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

5   STOCK ITEM ASSEMBLY (TRANSFER FROM JO)

5.1   Create New Stock Item Assembly (AS)

[Production | Stock Item Assembly…]

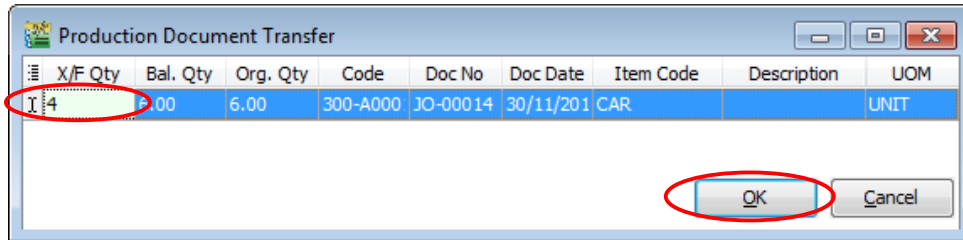Click on NEW button to start with new AS.

5.2 AS Transfer From JO

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

5.3 Document Transfer (JO → AS)

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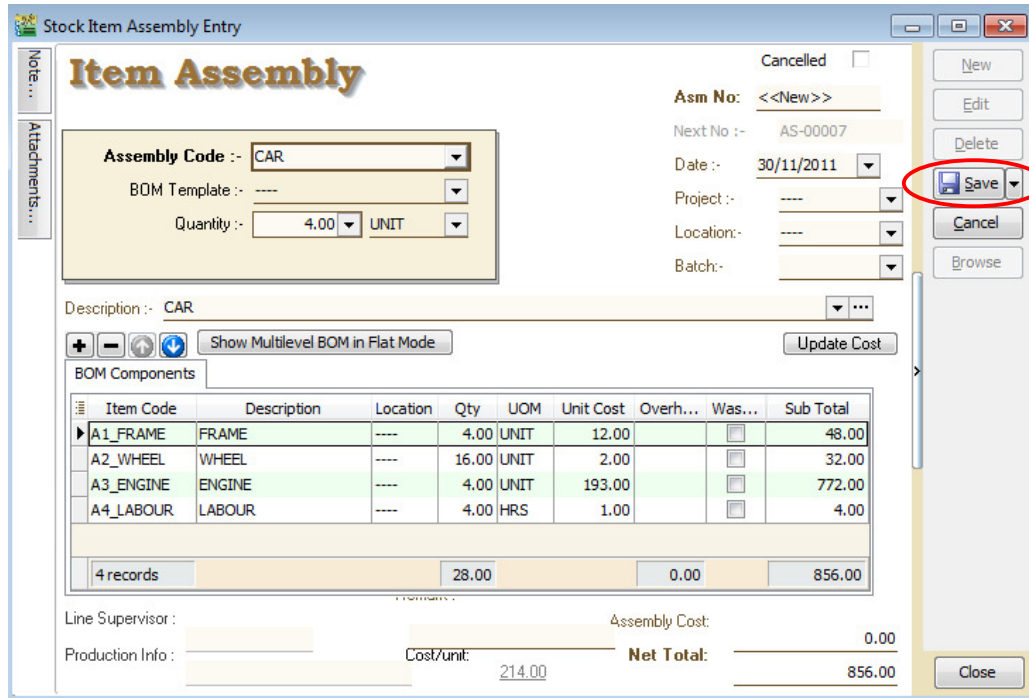2. Input X/F Qty to transfer over AS.
3. Click OK to proceed.

5.4 Save the AS Document

Click on SAVE button.

5.5 AS Check the Available Stock Balance

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

Below is **component "FRAME"** stock available balance,

Result for component "FRAME" item:
SO Qty = 0.00
PO Qty = 0.00
JO Qty = -2.00
Qty (On Hand) = -4.00
Available Qty = -6.00

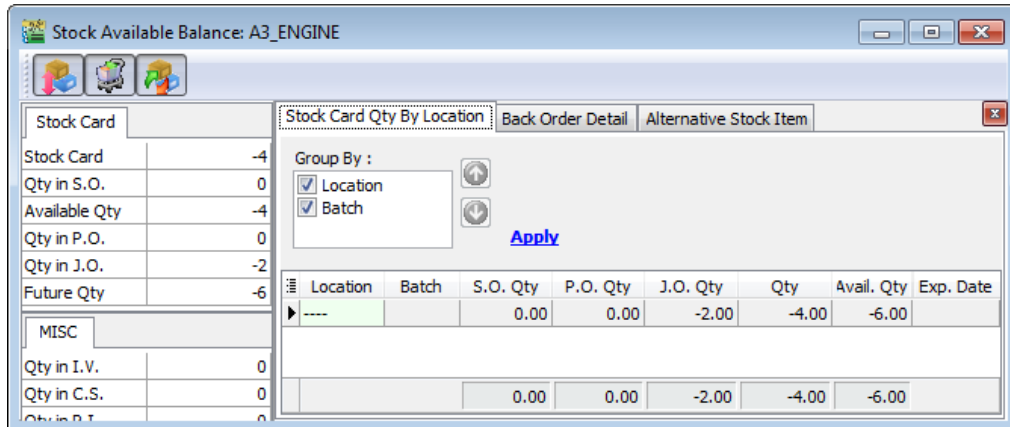Below is **component "WHEEL"** stock available balance,

Result for component "WHEEL" item:
SO Qty = -100.00
PO Qty = +35.00
JO Qty = -8.00
Qty (On Hand) = -16.00
Available Qty = -89.00
Below is **component "ENGINE"** stock available balance,

Result for component "ENGINE" item:

SO Qty = 0.00

PO Qty = 0.00

JO Qty = -2.00

Qty (On Hand) = -4.00

Available Qty = -6.00

6 OFFSET QTY

[Sales | Sales Order…]

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

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

6.1 Positive Offset Qty

REDUCE the Transferable QTY to PO and JO.

For example,

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

6.2 Negative Offset Qty

INCREASE the Transferable QTY to PO and JO.

For example,

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

7   REPORTS

7.1   Print Job Order Listing…

[Production | Print Job Order Listing…]

7.2   Print Outstanding Production Document Listing…

[Production | Print Outstanding Production Document Listing…]

<<END>>