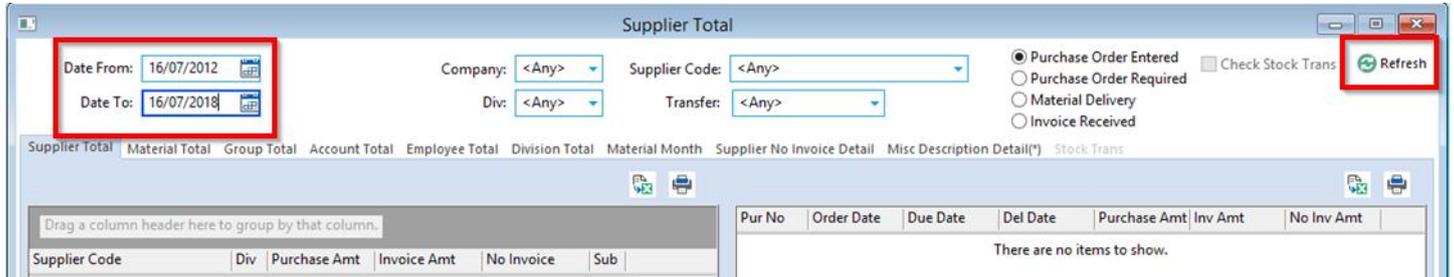


## Supplier Total Purchases Reports

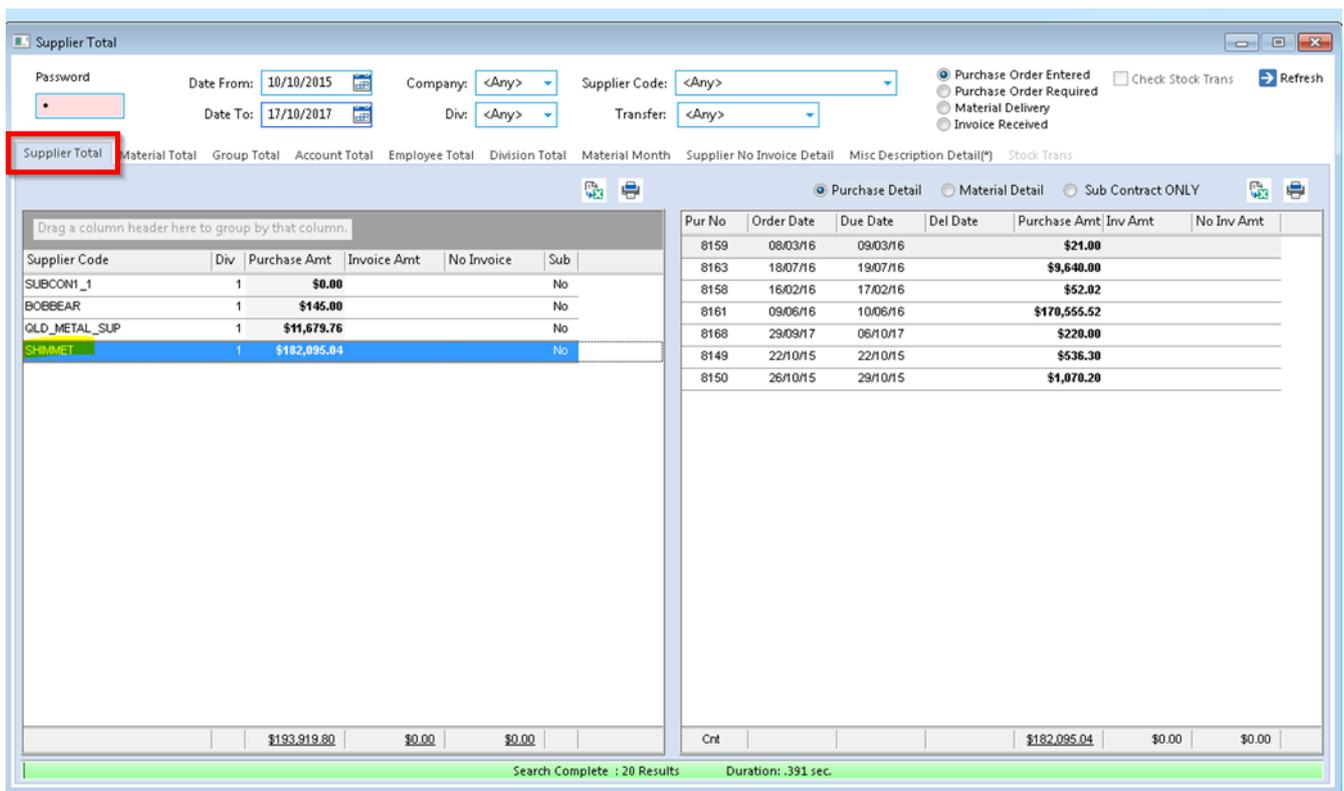
### Overview:

The Supplier Total window will select all the purchase orders for a selected period. This data can be viewed or printed to reports by the total amount of the purchase orders for the suppliers, or select a supplier to display all the purchase orders for the period for that supplier. The purchase orders can also be viewed by the Material Details, or Employee Details.

To access this feature, from the OPTO ribbon select the 'Management' tab and **click** the 'Supplier Total' icon. Select the required date period by either typing in the dates or **click** on the 'Calendar' button and select a date, **click** on the 'Refresh' button to fill the window.



The window will display on the left side, all the suppliers that have received purchase orders during the selected date range and the total amount invoiced. To view the all the purchase orders for an individual supplier **dbl-click** on the required supplier and the details will be displayed in the window on the right.



## Material Total Tab

**Click** on the 'Material Total' tab and in the left table the materials are displayed by account code and description, the number of items purchased to that account code and amount for the items. The right of the window displays the material codes, their descriptions, the number of purchase orders, the total amount for all purchases, and the account codes. This window can be filtered by using the 'Account Code' drop menu. To open a material from this window **dbl-click** on the part code.

Supplier Total

Date From: 16/07/2012 Date To: 16/07/2018

Company: <Any> Supplier Code: <Any>

Div: <Any> Transfer: <Any>

Purchase Order Entered 
  Purchase Order Required 
  Material Delivery 
  Invoice Received 
  Check Stock Trans 
 Refresh

Supplier Total **Material Total** Group Total Account Total Employee Total Division Total Material Month Supplier No Invoice Detail Misc Description Detail(\*) Stock Trans

Material Code	Mat ...	Qty	Avr Each	Purch Amt	Sub	Acc C
ASSB1000	Nil	1.00	\$10.00	\$10.00	6-1	
OPTO.0-1200-24001111	15	32.00	\$76.19	\$2,438.18	6-1	
OPTO	10	1.00	\$1.00	\$1.00	5-1	
ABC4031111	12	1.00	\$525.00	\$525.00	5-1	
ABS1021111	10	445.00	\$17.92	\$7,973.00	5-1	
OPTOS-6001111	20	500.00	\$0.08	\$40.00	5-1	
OPTO6001111	10	500.00	\$0.12	\$60.00	5-1	
OPTOBE-77201111	11	502.00	\$82.50	\$41,415.00	5-1	
OPTO001111	10	14,474.00	\$9.62	\$139,240.00	6-1	
SSW121111	20	1,000.00	\$0.03	\$30.00	5-1	
ABC400-2400X1200	12	17.00	\$29.41	\$500.00	6-1	
ABC24	1000	24.00	\$16.69	\$400.50	6-5	
AB0200-2400XX	11	198.00	\$52.02	\$10,299.96	5-1	
OPTO250L1111	30	10.00	-\$255.00	-\$2,650.00	5-1	
OPTO_RVET1111	20	1.00	\$20.00	\$20.00	5-1	
MAT200	20	126.00	\$5.48	\$690.00	5-1	
MAT250	20	30.00	\$15.67	\$470.00	5-1	
OPTO500	11	70.00	\$37.79	\$2,645.00	5-1	
OPTO600	11	25.00	\$25.50	\$637.50	5-1	
ARC4001111	12	22.00	\$19.20	\$427.50	6-1	
				\$308,399.54		

Material Code	Mat ...	Qty	Avr Each	Purch Amt	Sub	Acc Cod
SUBCON-TEST	Nil	2.00	\$60.00	\$120.00	50	6-1160
				\$120.00		

Sub	Sub Contract Description	Qty	Purch Amt
50	SUB-CONTRACT POWDERCOAT	2.00	\$120.00
		2.00	\$120.00

Search Complete : 78 Results Duration: 2.969 sec.

## Group Total Tab

The 'Group Total' tab displays the material groups purchased, the number of purchase orders for each group and the total amount for purchases of each group for the selected period.

Supplier Total

Date From: 16/07/2012 Date To: 16/07/2018

Company: <Any> Supplier Code: <Any>

Div: <Any> Transfer: <Any>

Purchase Order Entered 
  Purchase Order Required 
  Material Delivery 
  Invoice Received 
  Check Stock Trans 
 Refresh

Supplier Total Material Total **Group Total** Account Total Employee Total Division Total Material Month Supplier No Invoice Detail Misc Description Detail(\*) Stock Trans

Group	Group Name	Cnt	Purch Amt	Grp %
Nil		7	\$550.00	0.18%
15	Alum Sheet	4	\$2,438.18	0.79%
10	Material Each	57	\$223,730.40	72.52%
12	Material By Sq Me...	17	\$1,780.00	0.58%
20	HARDWARE	12	\$1,375.00	0.45%
11	Material by Length	27	\$66,240.46	21.47%
1000	Miscellaneous - S...	10	\$525.50	0.17%

There are no items to show.

## Employee Total Tab

The 'Employee Total' tab displays the materials by group number and description, the number of purchase orders for each material and the total amount of those purchases on the left side of the window. On the right side is displayed the employee who have created purchase orders, the number created by each employee and the total amount for all the created purchase orders for the employee.

Supplier Total

Date From: 16/07/2012 Date To: 16/07/2018

Company: <Any> Supplier Code: <Any> Division: <Any> Transfer: <Any>

Purchase Order Entered 
  Purchase Order Required 
  Material Delivery 
  Invoice Received 
  Check Stock Trans 
 Refresh

Supplier Total Material Total Group Total Account Total **Employee Total** Division Total Material Month Supplier No Invoice Detail Misc Description Detail(\*) Stock Trans

Emp	Employee Name	Cnt	Purch Amt	Emp %	Budget	Bud %
2	Larry Moreton	11	\$192,052.30	62.25%		0%
1	Robert JONES	7	\$57,254.04	18.56%		0%
18	Norman NORRIS	3	\$1,256.20	0.41%		0%
319	Rebecca REMMIN...	12	\$3,641.00	1.18%		0%
32	Larry Moreton	34	\$39,110.40	12.68%		0%
15	Gordon GUESS	2	\$4,865.60	1.58%		0%

The reports for each window can be printed by **clicking** on the 'Print' button on each tab.

Supplier Total

Date From: 16/07/2012 Date To: 16/07/2018

Company: <Any> Supplier Code: <Any> Division: <Any> Transfer: <Any>

Purchase Order Entered 
  Purchase Order Required 
  Material Delivery 
  Invoice Received 
  Check Stock Trans 
 Refresh

Supplier Total Material Total Group Total Account Total **Employee Total** Division Total Material Month Supplier No Invoice Detail Misc Description Detail(\*) Stock Trans

Print

Emp	Employee Name	Cnt	Purch Amt	Emp %	Budget	Bud %
2	Larry Moreton	11	\$192,052.30	62.25%		0%
1	Robert JONES	7	\$57,254.04	18.56%		0%
18	Norman NORRIS	3	\$1,256.20	0.41%		0%
32	Larry Moreton	34	\$39,110.40	12.68%		0%
319	Rebecca REMMINGTO	12	\$3,641.00	1.18%		0%
15	Gordon GUESS	2	\$4,865.60	1.58%		0%
5	Lisa LEWINS	1	\$10,000.00	3.24%		0%
12	Wendy WELLINGTON	1	\$220.00	0.07%		0%
13	Gregory GRANGE	1	\$120.00	0.04%		0%
Total			\$308,519.54		\$0.00	

OPTO - Print Preview

Supplier Purchase Employee Material List (16/07/2012 - 16/07/2018)  
iTMS Software - Help File System

date: 13/02/2019 time: 09:01:15 user: OPTO

100% Page 1 of 1 Ready Close