# **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.

				Supplier Tot	al					-0	•
Date From: 16/07/2	012 📰	Company:	<any></any>	<ul> <li>Supplier Code</li> </ul>	<any></any>		*	Purcha     Purcha	se Order Entered	Check Stock Trans	😔 Refresi
Date To: 16/07/2	018	Div:	<any></any>	➡ Transfer:	<any></any>	*		() Materia	al Delivery	80	
								Omronee	THE CITED		
Supplier Total Material To	tal Group Total Account Total Emp	ployee Total D	Division Tot	al Material Month	upplier No I	nvoice Detail	Misc Descriptio	n Detail(*) Sto	ck Trans		
Supplier Total Material To	tal Group Total Account Total Emp	ployee Total D	Division Tot	al Material Month 🖞	upplier No I	nvoice Detail	Misc Descriptio	n Detail(*) Sto	ck Trans		a 🖶
Supplier Total Material To	tal Group Total Account Total Emp ere to group by that column.	iployee Total D	Division Tot	al Material Month S	Pur No	Order Date	Misc Descriptio	n Detail(*) Sto	ck Trans	Amt No Inv Ar	nt

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.

🖭 Supplier Total								_	. • 💌
Password	Date From: 10/10/2015	Company: <any> - Div: <any> -</any></any>	Supplier Code: Transfer:	<any> <any></any></any>	*	•	<ul> <li>Purchase Order Entered</li> <li>Purchase Order Required</li> <li>Material Delivery</li> <li>Invoice Received</li> </ul>	Check Stock Trans	→ Refresh
Supplier Total M	laterial Total Group Total Account Total	Employee Total Division Total	Material Month	Supplier	No Invoice Deta	il Misc Descrip	tion Detail(*) Stock Trans		
			Sa 🖶		۲	) Purchase Detai	I 📀 Material Detail 💿 Sub	o Contract ONLY	Sa 🖶
Drag a column I	header here to group by that column.			Pur No	Order Date	Due Date	Del Date Purchase Amt	Inv Amt No Inv A	Amt
Constitue Condo	Die Durchere Aret Heuri	a Ant No Incian Cub		8159	08/03/16	09/03/16	\$21.00		
Supplier Code	Div Purchase Amt Invol	ce Amt No Invoice Sub		8163	18/07/16	19/07/16	\$9,640.00		
SUBCON1_1	1 \$0.00	No	.	8158	16/02/16	17/02/16	\$52.02		
OLD METAL SUD	1 \$145.00	NO	.	8161	09/06/16	10/06/16	\$170,555.52		
GLD_METAL_SOP	1 \$11,613.16	No		8168	29/09/17	06/10/17	\$220.00		
	1 9102,033.04	140		8149	22/10/15	22/10/15	\$536.30		
				8150	26/10/15	29/10/15	\$1,070.20		
	<b>\$133,919.80</b>	<u>\$0.00</u>   <u>\$0.00</u>   Search Con	nplete : 20 Result	Cnt s Du	ration: .391 sec	[ c.	\$ <u>182,095.04</u>	\$0.00	80.00



### **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.



# **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.

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Date Da	From: 16/07/2012 ate To: 16/07/2018			Co	ompany: <any> • Div: <any> •</any></any>	Supplier Code Transfer	= [ : [	<any> <any></any></any>	<ul> <li>Purcha</li> <li>Purcha</li> <li>Materi</li> <li>Invoice</li> </ul>	ase Order Enter ase Order Requi al Delivery e Received	ed 📃 Check St red	ock Trans	Θ	Refresh
Supplier To	otal Material Tota	Group	Total	al Employe	ee Total Division Total M	Material Month	Sup	pplier No Invoice Detail Misc Description	Detail(*) Sto	ck Trans				
						Sa 🖶							₽4 9€3	÷
Group	Group Name	Cnt	Purch Amt Gr	р%			1	Drag a column header here to group l	by that colum	n.				
Nil		7	\$550.00	0.18%				Manufal Code	0.	15 at	Durch Anat	C. L		de l Ce
	Alum Sheet		\$2,438.18	0.79%				Material Code	Qty	Each	Purch Amt	Sub		de Gr
10	Material Each	57	\$223,730.40	72.52%			1		There are no	items to show				
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%										
20	Doum	6	ecco 00	0.249/										



# **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.

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Date D	e From: 16/07/2012 ate To: 16/07/2018				Company: Div:	<any> • <any> •</any></any>	Supplier Code: Transfer:	<any> <any></any></any>	*	Purchase Order Entered     Purchase Order Required     Material Delivery	Check Stock Trans	😌 Refres
upplier T	otal Material Total	Grou	p Total Account	Tota Employ	yee Total	pivision Total	Material Month Su	ipplier No Invoice Detail	Misc Description	Detail(*) Stock Trans		
mp	Employee Name	Cnt	Purch Amt	Emp 76	Budget	Bud 76						
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%						
240	Rebecca REMMIN	12	\$3,641.00	1.18%		0%						
219	Large Haratan	34	\$39,110.40	12.68%		0%						
319	Larry moreton					Contraction of the second						
319 32 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 To	tal					
Date Da	From: 16/07/2013 ste To: 16/07/2013	2 📰 8 📰	Total Account	Total Emplo	Company: [ <u>Division:</u> [ vee Total r	<any></any>	<u>Supplier Cod</u> Transfer daterial Month	e: <any> c: <any> Supplier No Invoice Deta</any></any>	▼ il Misc De	Purcha     Purcha     Purcha     Nateria     Invoice	se Order Entered se Order Required I Delivery Received	Check Stock Trans	C Refresh
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mp	Employee Name	Cnt	urch Amt	Emp %	Budget	Bud %							
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18	Norman NORRIS	3	\$1,256,20	0.41%	,	A-0				OFTO - FIIICFI	eview		
32	Larry Moreton	34	\$39,110.40	12.68%	,								
319	Rebecca REMMI	12	\$3,641.00	1.18%									
15	Gordon GUESS	2	\$4,865.60	1.58%	, ,		ilaguZ	er Purchase I	Emplo	vee Materia	List (16/0	7/2012 - 16/07	/2018)
5	Lisa LEWINS	1	\$10,000.00	3.24%							ÌTMS	S Software - Help F	ile System
12	Wendy WELLING	. 1	\$220.00	0.07%			date: 13/02/2	019 time: 09:01:15	user: OPT	то			
13	Gregory GRANGE	1	\$120.00	0.04%	à		Emp	E mployee Name	Cnt	Purch Amt	Emp %	Budget Bud %	
							2	Larry Moreton	11	\$192,052.30	62.25%	0%	-
							1	Robert JONE S	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		2	\$4,865.60	1.56%	0%	
							12	Wendy WELLINGTON	1	\$10,000.00	0.07%	0%	
							13	Gregory GRANGE	1	\$120.00	0.04%	0%	
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nt: 9	Total		\$308 519 54			<					Dente	-	-

