Upsilon-ERP User Manual

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2 Upsilon-ERP System

Upsilon-ERP

Upsilon-ERP is a cloud-based ERP solution designed specifically for the UK wholesale and manufacturing industry sectors.

The system comprises interlinked modules for **Sales (Section 2.2)**, **Purchase (Section 2.3)**, **Stock Control (Section 2.4)**, **Quotations (Section 2.5.1)**, **Sales Orders (Section 2.5.2)**, **Invoices (Section 2.5.3)**, **Pro-Forma Invoices (Section 2.5.5)**, **Credit Notes (Section 2.5.4)**, **Works Orders (Section 2.5.6)**, **Purchase Orders (Section 2.5.7)** and **Debit Notes (Section 2.5.8)** and provides everything that you will need in order to get your wholesale or manufacturing business running smoothly and efficiently from day one.

Core Features

The following bullet points highlight some of the core features of the Upsilon system. To find out more ways in which Upsilon-ERP can benefit your wholesale or manufacturing business then please get in touch with us via the TSM website Contact page.

Multiple Branch Support

Upsilon has been built from the ground up to include support for businesses which have multiple satellite branch locations. Each product created within the Upsilon Stock Control module can have product transactions and balances, re-order levels, maximum stock levels and locations applied which are specific to each of your company's physical branch locations. In addition to this there are also options for inter-branch stock transfers to allow the transfer of physical stock between branch locations.

Whether you are a single branch with plans to expand or already have multiple sites you can be sure that Upsilon will scale to meet your existing and future requirements.

Report & Dashboards Designer

The system features a built-in web based report writer. This allows complete customisation of all reports and dashboards included within the system in an easy to use WYSIWYG interface.

Also, this allows your company's unique branding to be added to any reports, along with layout changes to match your stationery, the addition of custom fields or custom reporting logic and much more.

Search Capabilities

All data grids within the Upsilon-ERP system contain a Quick Search and Advanced Search option. In most cases the quick search option will allow you to find the information that you require with just a few key presses. Should more detailed filtering be required the Advanced Search option allows you to query your information on an individual field by field basis. This means that finding the information that you require is quick and easily available throughout each module within the Upsilon system.

Luckins Distributors Database

Upsilon-ERP fully integrates with the Luckins Distributors Database, providing your business with access to a weekly updated database of over 750,000 product items from over 1000 suppliers.

TSM have worked closely with Luckins to make sure that Upsilon-ERP fully supports the Luckins Distributors Database from product launch – This close integration ensures that comprehensive, accurate and up to date product

and pricing information is never more than a few mouse clicks away.

Data Export Formats

All data grids within the Upsilon-ERP system can be exported to MS Excel, CSV or XML formats giving users the ability to search, filter and then export their information in popular formats for use within other applications.

In addition to this all reporting output can also be exported to PDF, MS Word, html, MS Excel or CSV formats.

Help System

All modules in Upsilon-ERP are backed by a fully featured, searchable and context sensitive online help system. For help on any particular option simply click the Help button and you will be taken to the relevant topic within the web help system.

Additionally, the complete help system is also available as a printable PDF manual, should this be required.

User Security

The system is backed by a comprehensive group level user security system. An unlimited number of user groups can be created with differing levels of access to the system. User accounts can then be assigned to a group thus allowing complete control over precisely which areas of the system your company's users are granted access to.

2.1 Dashboards Overview

Dashboards overview.

2.1.1 System Overview Dashboard

System overview help.

2.1.2 Sales Dashboard

Sales dashboard.

2.1.3 Purchase Dashboard

Purchase dashboard.

2.1.4 Stock Control Dashboard

Stock control dashboard.

2.1.5 Documents

2.1.5.1 Quotations Dashboard

Quotations dashboard.

2.1.5.2 Sales Orders Dashboard

Sales Order Processing dashboard.

2.1.5.3 Invoices Dashboard

Invoices dashboard.

2.1.5.4 Credit Notes Dashboard

Credit Notes dashboard.

2.1.5.5 Pro-Forma Invoices Dashboard

Pro-Forma Invoices dashboard.

2.1.5.6 Works Orders Dashboard

Works Orders dashboard.

2.1.5.7 Purchase Orders Dashboard

Purchase Order Processing dashboard.

2.1.5.8 Debit Notes Dashboard

Debit Notes dashboard.

2.2   Sales Module Overview

Sales Module Overview

Introduction

Upsilon-ERP's Sales Module allows you to keep track and analyse all aspects of your customer base. The module features options to allow the categorisation and analysis of customers by Analysis Code, Business Type or Customer Category and is backed by fully-featured reporting options.

Additionally, there are options to place customer accounts on hold, set customer settlement discounts, set customer credit limits and specify customer payment terms.

Customer Unique Prices & Discounts

Each customer record created has options for unique pricing via the Customer Price File option and Customer percentage discounts via the Customer Discounts option. Discount percentages can be applied across product categories in order to streamline the sales process. These pricing options are then shared via the Quotations, Sales Orders, Invoices, Credit Notes and Pro-Forma Invoices modules.

Delivery Addresses

There are also options to create multiple delivery addresses for each customer account.

2.2.1 Customers

The Upsilon Customers option allows you to manage all aspects of your companies customer base. The module includes options for specifying customer unique pricing, percentage discounting over product categories, specifying one or more Analysis Codes and creating multiple delivery addresses for each customer account.

For further help on the grid and form options click the respective tab pages below.
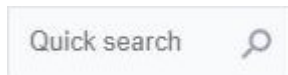
Customers DataGrid

Upsilon Customers grid allows you to browse, filter and sort the customer accounts that you have created within the Upsilon customers module.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

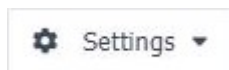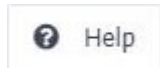| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Account Reference, Company Name, Postcode and Contact Name.
⊕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
▤ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Customers Form

The Upsilon Customers form allows you to edit, save or delete the selected customer record.

Toolbar

| Toolbar Item	Description
⊕ Add New	Add new record. 📋 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the form.
🗑 Delete	Delete the current record. 📋 NOTE: The system will not allow deletion of an Customer if it is in use within the quotation module, sales order module, invoice module, credit note module or pro-forma invoice module or if it has analysis codes, discounts, price file or delivery address records defined.

Toolbar Item	Description
Help	Call the context sensitive help system.
Back	Return to calling grid.
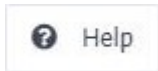
Mandatory Fields

Field Name	Notes
Account Reference	The Account Reference field Is editable only upon adding new records and must be unique within the Customers option.
Business Type	Lookup from the **Customer Business Types (Section 2.2.3)** option.
Customer Category	Lookup from the **Customer Categories (Section 2.2.4)** options.

Tab Pages

Tab Name	Description
Customer	The customer tab is where basic account information can be added and updated such as company name, address and contact details. There is also an option to perform a postcode lookup to ensure that the details entered are correct.
Account Settings	The account settings tab is where the default settings for each customer are set, such as default tax code and payment terms.
Analysis Codes	The analysis codes tab allows you to select one or more analysis codes to be applied to the current customer record.
Price File	The Price File tab allows you to create and update any unique customer pricing for the current customer record.
Discounts	The Discounts tab allows you to create and update any customer product range discounts for the current customer record.
Delivery Addresses	The Delivery Addresses tab allows you to create and update one or more delivery addresses for the currently selected customer record.
Documents	The Documents tab lists all documents (quotes, sales orders, invoices, credit notes and pro-forma invoices) which have been created in the documents module for the current customer record. The most recent records are displayed first.

2.2.2 Analysis Codes

The Upsilon Analysis Codes option is used to create customer Analysis Codes. One or more Analysis Codes can then be activated for each customer account. Analysis Codes can be used to analyse and report on sales documentation such as quotations, sales orders, invoices, credit notes and pro-forma invoices. Typical reasons for using the Analysis Codes option would be to analyse sales for specific geographic regions or by sales person.

For help on the analysis codes option grid or form click the respective tab pages below.

Analysis Codes DataGrid

The Upsilon analysis codes grid allows you to browse, filter and sort the analysis code records that you have created within the Upsilon analysis codes option.
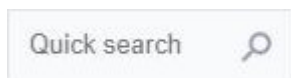
💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

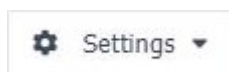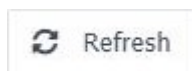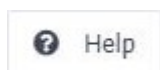| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Analysis Code and Description.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Analysis Codes Form

The analysis codes form allows you to edit, save or delete the selected analysis code record.

Toolbar

| Toolbar Item	Description
➕ Add New	Add new record. 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the form.
🗑 Delete	Delete the current record. 📝 NOTE: The system will not allow deletion of an Analysis Code if it is in use within the customer module, quotation module, sales order module, invoice module, credit note module or pro-forma invoice module.
❓ Help	Call the context sensitive help system.
⬅ Back	Return to calling grid.
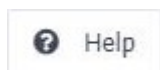
Mandatory Fields

Field Name	Notes
Analysis Code	The Analysis Code field Is editable only upon adding new records and must be unique within the Analysis Codes option.

2.2.3 Business Types

The Upsilon Business Types option is used to create customer Business Types. Customer records created within the **Customers (Section 2.2.1)** option can then be assigned a business type.

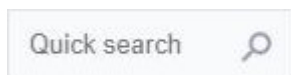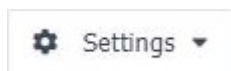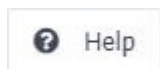For further help on the grid and form options click the respective tab pages below.

Business Types DataGrid

The Upsilon business types grid allows you to browse, filter and sort the business type records that you have created within the Upsilon business types option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Business Type and Description.
⊕ Add New	Add new record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➔ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❷ Help	Calls context sensitive help system.

Business Types Form

The business types form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the current record.
Delete	Delete the current record.
	NOTE: The system will not allow deletion of an Analysis Code if it is in use within the **customer (Section 2.2.1)** module.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Business Type	The Business Type field Is editable only upon adding new records and must be unique within the Business Types option.

2.2.4 Categories

The Upsilon Customer Categories option is used to create customer categories. Customer records created within the **Customers (Section 2.2.1)** option can then be assigned a category.

For further help on the grid and form options click the respective tab pages below.
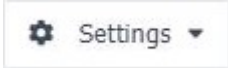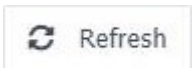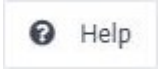
Categories DataGrid

The Upsilon Customer Categories grid allows you to browse, filter and sort the Customer Category records that you have created within the Upsilon Customer Categories option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

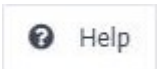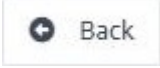| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid.
	NOTE: Fields searched by the Quick Search option are Category Reference and Description.
Add New	Add new record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.

Toolbar Item	Description
Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Categories Form

The business types form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
Add New	Add new record. NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the current record.
Delete	Delete the current record. NOTE: The system will not allow deletion of a Customer Category if it is in use within the **customer (Section 2.2.1)** module.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Business Type	The Category Reference field Is editable only upon adding new records and must be unique within the Customer categories option.

2.2.5 Reports

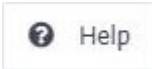## 2.2.5.1 Customers Report

The Upsilon Customers Report allows you to produce a list of Customers that have been entered in the **Customers**

(Section 2.2.1) option.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Account Reference field.

Report Parameters

Parameter Name	Description
Lower Account Reference	Lower customer account reference.
Upper Account Reference	Upper customer account reference.

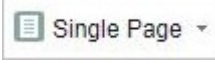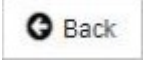| Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print	Print current report to printer. NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
(binoculars)	Search the current report for a text string.
Page 1 of 2	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100%	Zoom in or out.
Single Page	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.2.5.2 Analysis Codes Report
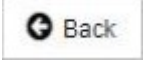
The Upsilon Analysis Codes Report allows you to produce a list of Customer Analysis Codes that have been entered in the **Analysis Codes (Section 2.2.2)** option.

Report Parameters

Parameter Name	Description
Lower Analysis Code	Lower sales analysis code.
Upper Analysis Code	Upper sales analysis code.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar
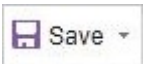
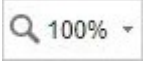| Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
◄◄ ◄ Page 1 of 2 ► ►►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
◉ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.2.5.3 Business Types Report
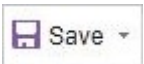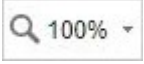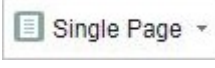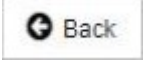
The Upsilon Business Types Report allows you to produce a list of Business Types that have been entered in the **Business Types (Section 2.2.3)** option.

Report Parameters

Parameter Name	Description
Lower Business Type	Lower customer business type.
Upper Business Type	Upper customer business type.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
🗔 Single Page ▾	Select page view.
⟲ Back	Back to calling application.
📝 Design	Call the Upsilon Report Designer.

2.2.5.4 Customer Categories Report

The Upsilon Customer Categories Report allows you to produce a list of Customer Categories that have been entered in the **Customer Categories (Section 2.2.4)** option.

Report Parameters

Report Parameters	Description
Lower Customer Category	Lower customer category.
Upper Customer Category	Upper customer category.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
↩ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.3 Purchase Module Overview

Purchase Module Overview

Introduction

Upsilon-ERP's Purchase Module allows you to keep track and analyse all aspects of your supplier base. The module also features options for categorising suppliers by ISO Rating and is backed by fully-featured reporting options.

Additionally, there are options to set free carriage thresholds for each supplier and specify suppliers as internal suppliers.

Product / Supplier Pricing

Supplier pricing, part numbers, lead times and other information can be managed by the Products Supplied option allowing unique information to be created on a per-product per-supplier basis. This information is then shared by the Purchase Order and Debit Notes modules.

2.3.1 Suppliers

The Upsilon Suppliers option allows you to manage all aspects of your companies supplier base.

For further help on the grid and form options click the respective tab pages below.

Suppliers DataGrid

Upsilon Suppliers grid allows you to browse, filter and sort the supplier accounts that you have created within the Upsilon suppliers module.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Account Reference, Company Name, Postcode and Contact Name.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▼	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Suppliers Form

The Upsilon Suppliers form allows you to edit, save or delete the selected supplier record.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record. 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the form.
🗑 Delete	Delete the current record. 📝 NOTE: The system will not allow deletion of a supplier record if it is in use within the debit notes, purchase order or if it has products supplied records defined.
❓ Help	Call the context sensitive help system.
◐ Back	Return to calling grid.
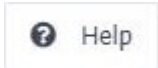
Mandatory Fields

Field Name	Notes
Account Reference	The Account Reference field Is editable only upon adding new records and must be unique within the Suppliers option.

Tab Pages

Tab Name	Description
Supplier	The Supplier tab is where basic account information can be added and updated such as company name, address and contact details. There is also an option to perform a postcode lookup to ensure that the details entered are correct.
Account Settings	The account settings tab is where the default settings for each supplier are set.
Products Supplied	The Products Supplied tab allows you to build a record of products that you purchase from the currently selected supplier. The Products Supplied option will be automatically updated whenever a product is added to a Purchase Order or Debit Note.
Documents	The Documents tab lists all documents (purchase orders and debit notes) which have been created in the documents module for the current supplier record. The most recent records are displayed first.

2.3.2 ISO Ratings

The Upsilon ISO Ratings option is used to create Supplier ISO RAtings. Supplier records created within the **Suppliers (Section 2.3.1)** option can then be assigned an ISO Rating.

For further help on the grid and form options click the respective tab pages below.

ISO Ratings DataGrid

The Upsilon ISO Ratings grid allows you to browse, filter and sort the ISO Ratings records that you have created within the Upsilon ISO Ratings option.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar
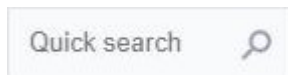
Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are ISO Rating and Description.
➕ Add New	Add new record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

ISO Ratings Form

The ISO Ratings form allows you to add, edit, save or delete records.

Toolbar
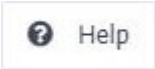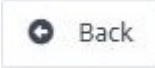
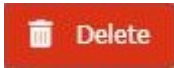| Toolbar Item	Description
➕ Add New	Add new record. 📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the current record.
🗑 Delete	Delete the current record. 📑 NOTE: The system will not allow deletion of an ISO Rating if it is in use within the **Supplier (Section 2.2.1)** module.

Toolbar Item	Description
❷ Help	Call the context sensitive help system.
❷ Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
ISO Rating	The ISO Rating field Is editable only upon adding new records and must be unique within the ISO Ratings option.

2.3.3 Reports

2.3.3.1 Suppliers Report

The Upsilon Suppliers Report allows you to produce a list of Suppliers that have been entered in the **Suppliers (Section 2.3.1)** option.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Account Reference field.

Report Parameters

Parameter Name	Description
Lower Account Reference	Lower supplier account reference.
Upper Account Reference	Upper supplier account reference.

Button Name	Description
❷ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	📋 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
⊙ Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.3.3.2 Supplier ISO Ratings Report

The Upsilon Supplier ISO Ratings Report allows you to produce a list of ISO Ratings that have been entered in the **ISO Ratings (Section 2.3.2)** option.

Report Parameters

Parameter Name	Description
Lower ISO Rating	Lower ISO Rating.
Upper ISO Rating	Upper ISO Rating.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
⟲ Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.4   Stock Control Overview

Stock Control Overview

Introduction

Upsilon-ERP's Stock Control Module allows you to keep track and analyse all aspects of your product base. The module features options for Product Categories, Units of Sale, Product Adjustments, Product Quarantine, Inter-Branch Stock Transfers and is backed by fully-featured reporting options.

Additionally, the Upsilon-ERP Stock Control Module supports the following functionality:

Transaction History

Each product added to the Upsilon-ERP products module has a complete transaction history displaying a full audit trail of all product movements; This means that you can keep track of your product movements quickly and easily.

Bill Of Materials

The system also features a Bill of Materials option for each product listing. The Bill of Materials settings are then automatically linked to the Upsilon-ERP Works Orders Module.

Product Categories

Product categories can be created in the Product Categories option. Once your product base has been categorised these categories can then be linked to the customer discount option in Upsilon's Sales Module. As well as this reports exist to list products by category as well as being able to filter the products grid by any specific category reference.

Units Of Sale

Units of sale can be created within the Unit of Sale option. Products can then be assigned multiple Units of Sale as

required. Units of sale can then be selected when adding items in Upsilon's Quotation, Sales Order, Invoice, Credit Note, Pro-Forma Invoice, Purchase Order and Debit Note modules.

2.4.1 Products

The Upsilon Products option allows you to manage all aspects of your companies Product base. The module includes options for specifying multiple product units of sale, product categories, Bill Of Materials, Product Suppliers and product transaction history.

For further help on the grid and form options click the respective tab pages below.

Products DataGrid

Upsilon Products grid allows you to browse, filter and sort the product records that you have created within the Upsilon Products module.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Product Code, Description, and Location.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Products Form

The Upsilon Products form allows you to edit, save or delete the selected product record.

Toolbar

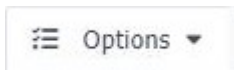| Toolbar Item	Description
Add New	Add new record.
	📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the form.
Delete	Delete the current record.
	📝 NOTE: The system will not allow deletion of a Product Record if it has product transactions records, component (BoM) records, product supplier records, units of sale records or is used within the quotations, sales orders, invoices, credit notes, pro-forma invoices, purchase orders or debit note modules.
Options ▾	Duplicate Duplicate the current product.
Help	Call the context sensitive help system.
Back	Return to calling grid.
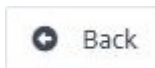
Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records and must be unique within the Products option.
Category Code	Lookup from the **Product Categories (Section 2.4.2)** option.

Tab Pages

Tab Name	Description
Product	The Product tab is where basic information relating to the currently selected product can be edited.
Unit Of Sale	The Unit Of Sale tab allows you to specify one or more units of sale for the currently selected product record. The selected Units Of Sale are then available when products are added to document items such as Quotes or Sales Orders.
Balances	View the current balance for each branch created in the **Branch Information (Section 2.6.2)** option.
Suppliers	View and update any product supplier records created for this product.
BOM	Specify product components.
History	View a complete transaction history of all product movements for the currently selected product record.
Documents	The Documents tab lists all document items (quotes, sales orders, invoices, credit notes, pro-forma invoices, purchase orders and debit notes) which have been created in the documents module for the current product record. The most recent records are displayed first.

2.4.2 Product Categories

The Upsilon Product Categories option is used to create product categories. Product records created within the **Products (Section 2.4.1)** option can then be assigned a product category.

For further help on the grid and form options click the respective tab pages below.

Product Categories DataGrid

Upsilon Product Categories grid allows you to browse, filter and sort the product category records that you have created within the Upsilon Product Categories module.
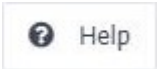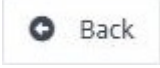
💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Category Code and Description.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Products Form

The Upsilon Product Categories form allows you to edit, save or delete the selected product category record.

Toolbar

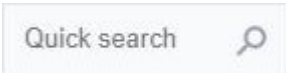| Toolbar Item	Description
➕ Add New	Add new record. 📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Toolbar Item	Description
Save	Save the form.
Delete	Delete the current record. 📑 NOTE: The system will not allow deletion of a Product Category Record if it is assigned to one or more Product records in the **Products (Section 2.4.1)** option.
Help	Call the context sensitive help system.
Back	Return to calling grid.

Mandatory Fields

Field Name	Notes
Category Code	The Category Code field Is editable only upon adding new records and must be unique within the Product Categories option.

2.4.3 Units Of Sale

The Upsilon Units of Sale option is used to create product Units of Sale. Product records created within the **Products (Section 2.4.1)** option can then be assigned one or more Units Of Sale.
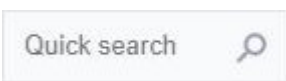
For further help on the grid and form options click the respective tab pages below.
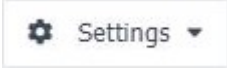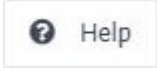
Units Of Sale DataGrid

Upsilon Units of Sale grid allows you to browse, filter and sort the Unit of Sale records that you have created within the Upsilon Units Of Sale option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar
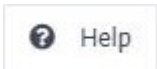
Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Unit Of Sale and Description.
Add New	Add New record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.

Toolbar Item	Description
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
↻ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Units Of Sale Form

The Upsilon Unit Of Sale form allows you to edit, save or delete the selected Unit Of Sale record.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record.
	📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the form.
🗑 Delete	Delete the current record.
	📝 NOTE: The system will not allow deletion of a Unit Of Sale Record if it is assigned to one or more Product records in the **Products (Section 2.4.1)** option.
❓ Help	Call the context sensitive help system.
⊙ Back	Return to calling grid.

Mandatory Fields

Field Name	Notes
Unit Of Sale	The Unit Of Sale field Is editable only upon adding new records and must be unique within the Product Categories option.

2.4.4 Product Adjustments

2.4.4.1 Product Adjustments In

The Upsilon Product Adjustments In option allows you to manually increase the in stock quantity for a selected product.

When an adjustment in is made the in stock figure in the current branch is increased by the quantity entered and a goods in (GI) product transaction is created as a record of the adjustment.

Field Name	Description
Product Code	Mandatory. Enter the product code to be adjusted.
Type	Product Type. Read only.
Quantity	Quantity to adjust. Must be greater than zero.
Cost Price	Cost price from the selected product record. Can be overridden here if required.
Sale Price	Sale price from the selected product record. Can be overridden here if required.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.4.2 Product Adjustments Out

The Upsilon Product Adjustments Out option allows you to manually decrease the in stock quantity for a selected product.

When an adjustment out is made the in stock figure in the current branch is decreased by the quantity entered and a goods out (GO) product transaction is created as a record of the adjustment.

Field Name	Description
Product Code	Mandatory. Enter the product code to be adjusted.
Type	Product Type. Read only.
Quantity	Quantity to adjust. Must be greater than zero.

> 📋 NOTE: The quantity entered must be less than the In Stock - Allocated figure for the selected product in the current branch.

Cost Price	Cost price from the selected product record. Can be overridden here if required.
Sale Price	Sale price from the selected product record. Can be overidden here if required.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.4.3 Adjust Level

The Upsilon Product Adjust Level option allows you to manually adjust the stock level for a selected product.

The Adjust Product Level option will automatically calculate whether or not the in stock figure needs to be increased or decreased based upon the New Quantity field value entered and a goods in (GI) or goods out (GO) transaction will be created accordingly.

Field Name	Description
Product Code	Mandatory. Enter the product code to be adjusted.

Field Name	Description
Type	Product Type. Read only.
New Quantity	Quantity to adjust. Must be greater than zero.
Cost Price	Cost price from the selected product record. Can be overidden here if required.
Sale Price	Sale price from the selected product record. Can be overidden here if required.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.5 Product Quarantine

2.4.5.1 Quarantine In

The Upsilon Product Quarantine In option allows you to manually increase the quarantined quantity for a selected product.

When a quarantine in adjustment is made the quarantined stock figure in the current branch is increased by the quantity entered and a quarantine in (QI) product transaction is created as a record of the adjustment. The in stock and free stock figures are also decreased by the quantity entered figure.

Field Name	Description
Product Code	Mandatory. Enter the product code to be adjusted.
Type	Product Type. Read only.
Quantity	Quantity to quarantine. Must be greater than zero.

> 📝 NOTE: The quantity entered must be less than the In Stock - Allocated figure for the selected product in the current branch.

Field Name	Description
Cost Price	Cost price from the selected product record. Can be overidden here if required.
Sale Price	Sale price from the selected product record. Can be overidden here if required.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.5.2 Quarantine Out

The Upsilon Product Quarantine Out option allows you to manually decrease the quarantined quantity for a selected product.

When a quarantine out adjustment is made the quarantined stock figure in the current branch is decreased by the quantity entered and a quarantine out (QO) product transaction is created as a record of the adjustment. The in stock and free stock figures are also increased by the quantity entered figure.

Field Name	Description
Product Code	Mandatory. Enter the product code to be adjusted.
Type	Product Type. Read only.
Quantity	Quantity to quarantine. Must be greater than zero.

> 📋 NOTE: The quantity entered must be less than or equal to the current quarantined figure for the selected product in the current branch.

Cost Price	Cost price from the selected product record. Can be overidden here if required.
Sale Price	Sale price from the selected product record. Can be overidden here if required.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.6 Inter-Branch Transfer

The Upsilon Inter-Branch Transfer option allows you to transfer a selected quantity of stock between branches for a selected product.

When the transfer is performed a goods out (GO) transaction will be created for the source branch and a goods in (GI) transaction created for the target branch. The in stock figure for the source branch will be decremented whilst the in stock figure for the target branch will be incremented for the selected quantity.

Field Name	Description
Source Branch	Source branch.
Target Branch	Target branch.
Product Code	Mandatory. Enter the product code to be adjusted.
Type	Product Type. Read only.
Quantity	Quantity to transfer. Must be greater than zero.

> 📋 NOTE: The quantity entered must be greater than or equal to the current in stock - allocated figure for the selected product in the current branch.

Sale Price	Sale price from the selected product record. Read only.
Average Cost Price	Average cost price calculated from the product transaction history. Read only.
Transaction Date	Mandatory. Transaction date.
Account	Free text. Transaction account number.
Reference	Free text. Transaction reference.
Details	Free Text. Transaction details.

2.4.7 Luckins Distributors Database Overview

Luckins Distributors Database Overview

Introduction

Upsilon-ERP fully integrates with the Luckins Distributors Database providing your business with access to a weekly updated database of over 850,000 product items from over 500 suppliers.

TSM have worked closely with Luckins to make sure that Upsilon-ERP fully supports the Luckins Distributors Database from product launch – This close integration ensures that comprehensive, accurate and up to date product and pricing information is never more than a few mouse clicks away.

2.4.7.1 Search

2.4.7.1.1 Luckins Product Range Enquiry

The Upsilon Product Range Enquiry option allows users to filter the Luckins Distributors Database by manufacturer specified product ranges. The Product Range Enquiry is a four tier system whereby users select a supplier, a major product range, a minor product range and are then presented with a list of items which match the selected criteria.

Tier 1 - Supplier DataGrid

The Upsilon Luckins Product Range Enquiry Supplier grid allows you to browse, filter and sort the supplier records contained within the Luckins database.

> 💡 TIP: Clicking the supplier name field will drill-down to the Tier 2 - Major Product Range records for the selected supplier.

Toolbar

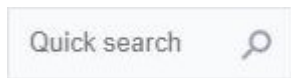| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Supplier Code, Product Range Code and Description.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
📥 Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Tier 2 - Major Product Range DataGrid

The Upsilon Luckins Product Range Enquiry Major Product Range grid allows you to browse, filter and sort major product range records for the selected supplier record.

> 💡 TIP: Clicking the product range major field will drill-down to the minor product ranges for the selected record.

Toolbar

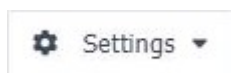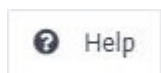| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. NOTE: Fields searched by the Quick Search option are Item Code, Supplier Code, Catalogue Number 1, Catalogue Number 2 and Short Description.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

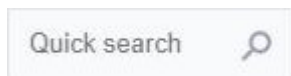**Tier 3 - Minor Product Range DataGrid**

The Upsilon Luckins Product Range Enquiry Minor Product Range grid allows you to browse, filter and sort minor product range records for the selected supplier / major product range record.

TIP: Clicking the product range minor field will drill-down to the item records for the selected minor product range record.

Toolbar

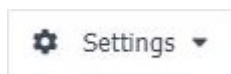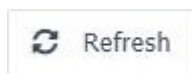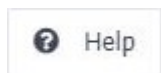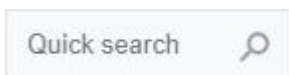| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. NOTE: Fields searched by the Quick Search option are Supplier Code, Product Range Code and Description.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Tier 4 - Items DataGrid

The Upsilon Luckins Product Range Enquiry Items grid allows you to browse, filter and sort item records for the selected supplier / major / minor product range record.

> 💡 TIP: Clicking the magnifying glass icon will drill-down to the complete record information for the selected item record.

Toolbar

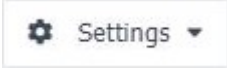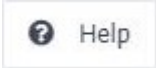| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📄 NOTE: Fields searched by the Quick Search option are Item Code, Catalogue Number 1, Catalogue Number 2 and Brand Name.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
⮕ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
↻ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

2.4.7.1.2 Luckins Commodity Code Enquiry

The Upsilon Commodity Code Enquiry option allows users to filter the Luckins Distributors Database by Luckins specified Commodity Codes. The Commodity Code Enquiry is a three tier system whereby users select a major Commodity Code, a minor Commodity Code and are then presented with a list of items which match the selected criteria.

Tier 1 - Major Commodity Code DataGrid

The Upsilon Luckins Major Commodity Code grid allows you to browse, filter and sort the Commodity Code records contained within the Luckins database.

> 💡 TIP: Clicking the Major Commodity Code field will drill-down to the Tier 2 - Minor Commodity Code records for the selected Major Commodity Code.
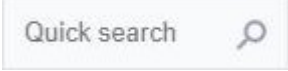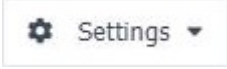
Toolbar

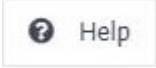| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Commodity Code and Description.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
📤 Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Tier 2 - Minor Commodity Code DataGrid

The Upsilon Luckins Commodity Code Minor grid allows you to browse, filter and sort minor Commodity Code records for the selected supplier record.

💡 TIP: Clicking the product range minor field will drill-down to the item records for the selected Commodity Code Major / Minor combination.

Toolbar

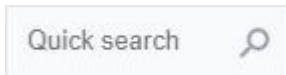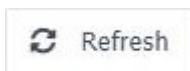| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Commodity Code and Description.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
📤 Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Tier 3 - Items DataGrid

The Upsilon Luckins Commodity Code Enquiry Items grid allows you to browse, filter and sort item records for the selected Commodity Code Major / Minor combination.

> 💡 TIP: Clicking the magnifying glass icon will drill-down to the complete record information for the selected item record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Item Code, Catalogue Number 1, Catalogue Number 2 and Brand Name.
Q Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

2.4.7.2 Datafile Processing

2.4.7.2.1 Luckins Create Processing

Luckins Create Processing is used to initially populate the Luckins Database tables with information. Create Processing is a three stage process beginning with downloading the create files from the Luckins FTP server, checking the validity of the create data and finally importing the create files into the Luckins Database. Each stage is described in more detail below.

Stage 1

Initial Create Processing stage. Click the Next button to begin the Create Process.

Stage 2

Stage 2 will attempt to connect to the Luckins FTP server and check for available Create Issues. If create data is found on the Luckins FTP server then the available Create Issue Numbers will be displayed in the drop down field. Clicking the Download button will download the selected create data from the Luckins FTP server and extract the files onto your web server. Once this process has completed you will be prompted to proceed to Stage 3.

If you plan to manually upload the Create data to your web server then click the Skip button to proceed to Stage 3.

Stage 3

Stage 3 will then display the Issue Information, Record Information and Bulletin File for the selected Create Issue. This allows you to inspect the Create information prior to importation. If you are satisfied that the information is in order click the next button to begin the import. **ALL existing Luckins data will be overwritten!**

Once the Create Process has completed a dialog will be displayed. If errors occurred during the Create Process the error(s) will be displayed and you will be prompted to return to Stage 1. If the Create Process was successful the record totals will be displayed and upon clicking the Finish button you will be redirected to the **Version History ('Luckins Version History' in the on-line documentation)** grid.

2.4.7.2.2 Luckins Revision Processing

Luckins Revision Processing is used to update the Luckins Database information in order that all information contained within the database is up to date and correct. Revision Processing is a three stage process beginning with downloading the correct update issue number files from the Luckins FTP server, checking the validity of the update data and finally importing the update files into the Luckins Database. Each stage is described in more detail below.

Stage 1

Initial Revision Processing stage. Click the Next button to begin the Revision Process.

Stage 2

Stage 2 will attempt to connect to the Luckins FTP server and check for the next available revision issue number. If the next logical revision is found on the Luckins FTP server then clicking the Download button will download the revision data from the Luckins FTP server and extract the files onto your web server. Once this process has completed you will be prompted to proceed to Stage 3.

If you plan to manually upload the Revision data to your web server then click the Skip button to proceed to Stage 3.

Stage 3

Stage 3 will then display the Issue Information, Record Information and Bulletin File for the selected Revision Issue Number. This allows you to inspect the Revision information prior to importation. If you are satisfied that the information is in order click the next button to begin the import.

Once the Revision Process has completed a dialog will be displayed. If errors occurred during the Revision Process the error(s) will be displayed and you will be prompted to return to Stage 1. If the Revision Process was successful the record totals will be displayed and upon clicking the Finish button you will be redirected to the **Version History ('Luckins Version History' in the on-line documentation)** grid.

2.4.7.2.3 Luckins Special Processing

Luckins Special Processing is used to update the Luckins Database information if a problem has been detected in the Luckins Distributors database. Special Processing is a three stage process beginning with downloading the correct special issue number files from the Luckins FTP server, checking the validity of the special data and finally importing the special issue files into the Luckins Database. Each stage is described in more detail below.

Stage 1

Initial Special Processing stage. Click the Next button to begin the Special Issue Process.

Stage 2

Stage 2 will attempt to connect to the Luckins FTP server and check for the next available special issue number. If the a special revision is found on the Luckins FTP server then clicking the Download button will download the special data from the Luckins FTP server and extract the files onto your web server. Once this process

has completed you will be prompted to proceed to Stage 3.

If you plan to manually upload the Special Issue data to your web server then click the Skip button to proceed to Stage 3.

Stage 3

Stage 3 will then display the Special Issue Information, Record Information and Bulletin File for the selected Special Issue Number. This allows you to inspect the Special Revision information prior to importation. If you are satisfied that the information is in order click the next button to begin the import.

Once the Special Revision Process has completed a dialog will be displayed. If errors occurred during the Special Revision Process the error(s) will be displayed and you will be prompted to return to Stage 1. If the Special Revision Process was successful the record totals will be displayed and upon clicking the Finish button you will be redirected to the **Version History ('Luckins Version History' in the on-line documentation)** grid.

2.4.7.3 Options

2.4.7.3.1 Luckins Options

The Upsilon Luckins Options section is used to manage the FTP account details used by Upsilon to connect to the Luckins FTP server. Once these details have been entered they are then used by the **Create (Section 2.4.7.2.1)**, **Revision (Section 2.4.7.2.2)** and **Special (Section 2.4.7.2.3)** Processing options in order to download the respective Luckins data files.

For further help on the grid and form options click the respective tab pages below.

Luckins Options DataGrid

The Upsilon Luckins Options grid allows you to view and edit the currently entered Luckins FTP server account details.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
⬐ Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▼	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❷ Help	Calls context sensitive help system.

Luckins Options Form

The Upsilon Luckins Options form allows you to edit and save the selected Luckins Options record.

Toolbar

Toolbar Item	Description
Save	Save the form.
Help	Call the context sensitive help system.
Back	Return to calling grid.

2.4.8 Reports

2.4.8.1 Products Report

The Upsilon Products Report allows you to produce a list of Products that have been entered in the **Products (Section 2.4.1)** option.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Product Code field.

Report Parameters

Report Parameters	Description
Lower Product Code	Lower product code.
Upper Product Code	Upper product code.
Lower Category Code	Lower Category Code
Upper Category Code	Upper Category Code

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.

Toolbar Item	Description
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (search)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
⊙ Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.4.8.2 Product Categories Report

The Upsilon Product Categories Report allows you to produce a list of Products Categories that have been entered in the **Product Categories (Section 2.4.2)** option.

Report Parameters

Report Parameters	Description
Lower Category Code	Lower Category Code
Upper Category Code	Upper Category Code

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◄ Page 1 of 2 ►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.4.8.3 Product Transactions Report

The Upsilon Product Transactions Report allows you to produce a list of Product Transactions which have been generated in the current branch.

Report Parameters

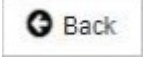| Report Parameters	Description
Lower Product Code	Lower product code.
Upper Product Code	Upper product code.
Lower Category Code	Lower Category Code
Upper Category Code	Upper Category Code

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
(binoculars)	Search the current report for a text string.
Page 1 of 2	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.4.8.4 Product Valuation Report

The Upsilon Product Valuation Report allows you to produce a list of Products along with their respective valuations for in the current branch.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view a detailed product valuation by clicking on the Product Code field.
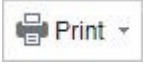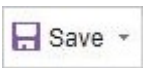
Report Parameters

Report Parameters	Description
Lower Product Code	Lower product code.
Upper Product Code	Upper product code.
Lower Category Code	Lower Category Code
Upper Category Code	Upper Category Code
Include Products With Zero Stock	Yes or No. Include products where the In Stock figure is zero.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
⟲ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.5   Documents (overview)

Upsilon-ERP's Documents Module allows you to produce **Quotation (Section 2.5.1)**s, **Sales Order (Section 2.5.2)**s, **Invoices (Section 2.5.3)**, **Credit Note (Section 2.5.4)**s, **Pro-Forma Invoices (Section 2.5.5)**, **Works Orders (Section 2.5.6)**, **Purchase Orders (Section 2.5.7)** and **Debit Notes (Section 2.5.8)**. All document modules link to the Upsilon **Sales (Section 2.2)**, **Purchase (Section 2.3)** and **Stock Control (Section 2.4)** modules accordingly and are backed by fully featured reporting options.

2.5.1 Quotations Overview

Quotations Overview

Introduction

Upsilon-ERP's Quotation Module allows you to create, analyse and produce documentation for the quotations that

you issue to your customers. The module is fully linked to the Sales and Stock Control Modules meaning that any unique pricing and discounting options are automatically carried over to any quotations created. Profit margins are displayed for individual line items and also for the overall value of the quote. The module is also backed by fully-featured reporting options.

Quote Conversion

Quotations can be automatically converted to Sales Orders or Invoices using the conversion options. This saves the need to re key information when quotations are successfully converted to sales.

Duplicate Quotation

Recurring Quotations can be duplicated preventing the time consuming need for users to re-key information.

Analysis Codes

Quotations can be categorised by Analysis Code allowing you to report on Quotes generated by Area, Sales Person or any other kind of analysis that your business may require.

Lead Types

Upsilon also features a Lead Types option allowing the creation of custom lead types which can then be applied on a quotation by quotation basis.

Cancellation Types

It is also possible to track and report upon the reason why quotations were not successfully using the Cancellation Types option. At the point a quotation is cancelled a cancellation type can be selected so that the reason for the unsuccessfully nature of the quote is stored.

2.5.1.1 Quotations

The Upsilon Quotations option allows you to produce and manage quotations for your customer base. The module includes options to analyse quotes by analysis code, convert quotes to sales orders or invoices and is backed by fully featured reporting options.

For help on the quotation option grid, header form or items form click the respective tab pages below.

Quotations DataGrid

The Upsilon Quotations grid allows you to browse, filter and sort the quotes that you have created within the Upsilon Quotations module.

> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 📋 NOTE: Quotations are displayed in different colours dependant upon the status of each quotation. On-Going quotations are displayed in black, Complete quotations are displayed in Green and Cancelled quotations are displayed in red.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference and Company Name.
➕ Add New	Add New record.

Toolbar Item	Description
Q Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▼	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
C Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Quotations Header Form

The Upsilon Quotations Header form allows you to edit and save the selected quotation record.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record.
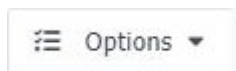
📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode. |
💾 Save	Save the form.
☰ Options ▼	Print — Print the current quotation. Convert To Sales Order — Convert the current quotation to a sales order. Convert To Invoice — Convert the current quotation to an invoice. Duplicate — Duplicate the current quotation. Cancel — Cancel the current quotation.
❓ Help	Call the context sensitive help system.
⊙ Back	Return to calling grid.
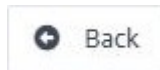
Items Toolbar

💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item

Description.

Add new item record.

> 📋 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name

Notes

Account Reference
Lookup from the **Customers (Section 2.2.1)** option. The Account Reference field Is editable only upon adding new records.

Document Date
Must be a valid date.

Tab Pages

Tab Name

Description

Quotation
The quotation tab is where the key information relating to the current quotation is entered, such ass the customer account reference, document date and so on.

Customer Details
The customer details tab contains the contact information for the current quotation and is copied from the **customers (Section 2.2.1)** option at the time the account reference field is populated. Details can be edited if required.

Delivery Address
The delivery address tab allows you to edit the delivery address for the current quotation. If the selected customer has no delivery addresses defined the address details from the customer details tab will be used.

Carriage
The Carriage tab allows you to enter a carriage value and tax code for the selected quotation.

Notes
The Notes tab allows you to enter any notes relating to the current quotation.

> 📋 NOTE: Maximum 255 characters.

Status
The Status tab displays read-only information relating to the status of the quotation. Quotations can have three different stages: ON-GOING, COMPLETE or CANCEL.

Quotation Items Form

The Upsilon Quotation Items form allows you to edit, save or delete the selected quotation item record.

Toolbar

Toolbar Item

Description

Add new record.

> 📋 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.

Toolbar Item	Description
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.
	📝 NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Quotation Item	The quotation item tab is where key information relating to the selected quote item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current quotation item.

2.5.1.2 Lead Types

The Upsilon Lead Types option is used to create Lead Types. Quotation records created within the **Quotation (Section 2.3.1)**s option can then be assigned a Lead Type.

For further help on the grid and form options click the respective tab pages below.

Lead Types DataGrid
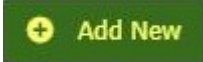
The Upsilon Lead Types grid allows you to browse, filter and sort the Lead Type records that you have created within the Upsilon Lead types option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid.
	📝 NOTE: Fields searched by the Quick Search option are Lead Type and Description.

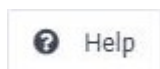| Toolbar Item	Description
Add New	Add new record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Lead Types Form

The Lead types form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	🗐 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the current record.
Delete	Delete the current record.
	🗐 NOTE: The system will not allow deletion of a Lead Type if it is in use within the **Quotation (Section 2.5.1.1)** module.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Lead Type	The Lead Type field Is editable only upon adding new records and must be unique within the Lead Types option.

2.5.1.3 Cancellation Types

The Upsilon Cancellation Types option is used to create Cancellation Types. Quotation records cancelled within the **Quotation (Section 2.3.1)**s option can then be assigned a Cancellation Type at time of cancellation.

For further help on the grid and form options click the respective tab pages below.

Cancellation Types DataGrid

The Upsilon Cancellation Types grid allows you to browse, filter and sort the Cancellation Type records that you have created within the Upsilon Cancellation types option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar
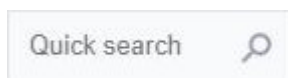
Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. NOTE: Fields searched by the Quick Search option are Cancel Code and Description.
⊕ Add New	Add new record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
⭢ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
⟳ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Cancellation Types Form

The cancellation types form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record. NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the current record.

Toolbar Item	Description
Delete	Delete the current record. 📑 NOTE: The system will not allow deletion of a Cancellation Type if it is in use within the **Quotation (Section 2.5.1.1)** module.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Cancel Code	The Cancel Code field Is editable only upon adding new records and must be unique within the Cancellation Types option.

2.5.1.4 Reports
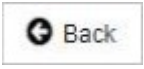
2.5.1.4.1 Print Quotations Report

The Upsilon Print Quotations Report allows you to print Quotations that have been entered in the **Quotations (Section 2.5.1.1)** option.

Report Parameters
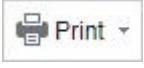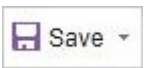
Report Parameters	Description
Lower Quote Number	Lower quotation number.
Upper Quote Number	Upper quotation number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	⌂ NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
Search	Search the current report for a text string.
Page 1 of 2	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.1.4.2 Quotations Report

The Upsilon Quotations Report allows you to produce a filtered list of Quotations that have been entered in the **Quotations (Section 2.5.1.1)** option.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Quote Number field.

Report Parameters

Report Parameters	Description
Lower Quote Number	Lower quotation number.
Upper Quote Number	Upper quotation number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer.
	📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
🔲 Single Page ▾	Select page view.
↩ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.5.1.4.3 Lead Types Report

The Upsilon Lead Types Report allows you to produce a filtered list of Lead Types which have been entered in the **Lead Types (Section 2.5.1.2)** option.
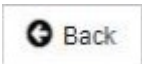
Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Quote Number field.

Report Parameters

Report Parameters	Description
Lower Lead Type	Lower lead type.
Upper Lead Type	Upper lead type.

Report Parameters	Description

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
(binoculars)	Search the current report for a text string.
◄◄ ◄ Page 1 of 2 ► ►►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.1.4.4 Cancellation Types Report
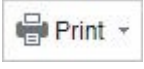
The Upsilon Cancellation Types Report allows you to produce a filtered list of Cancellation Types which have been entered in the **Cancellation Types (Section 2.5.1.3)** option.

Report Parameters

Report Parameters	Description
Lower Cancel Code	Lower cancel code.

Report Parameters	Description
Upper Cancel Code	Upper cancel code.

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print	Print current report to printer. NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
(search)	Search the current report for a text string.
Page 1 of 2	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100%	Zoom in or out.
Single Page	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.2 Sales Orders Overview

Sales Orders Overview

Introduction

Upsilon-ERP's Sales Order Processing Module allows you to create, analyse and produce documentation for the Sales Orders that you issue to your customers. The module is fully linked to the Sales, Stock Control and Invoicing Modules meaning that any unique pricing and discounting options are automatically carried over to any sales orders created. Profit margins are displayed for individual line items and also for the overall value of the order. The module

is also backed by fully-featured reporting options.

Order Despatch

Provided there is sufficient product availability in the Stock Control module products can be either manually or automatically allocated to a sales order. Once the order is allocated it can then be despatched. This despatch process will then automatically create an invoice for the goods despatched in the Invoicing module. This process can be done on a Part Despatch basis with multiple invoices and delivery notes or only when all of the required products are in stock and fully allocated to the order.

Convert To Works Order

Orders which have items containing components in the Stock Control module can be automatically converted to a Works Order if required, allowing the manufacturing process to be undertaken and the newly produced products to be booked into stock.

Duplicate Sales Order

Recurring orders can be duplicated preventing the time consuming need for users to re-key information.

Analysis Codes

Sales Orders can be categorised by Analysis Code allowing you to report on Orders generated by Area, Sales Person or any other kind of analysis that your business may require.

2.5.2.1 Sales Orders

The Upsilon Sales Orders option allows you to produce and manage sales orders for your customer base. The module includes options to analyse sales orders by analysis code, allocate stock to selected sales orders, produce delivery notes and is backed by fully featured reporting options.

For help on the sales order option grid, header form or items form click the respective tab pages below.

Sales Orders DataGrid

The Upsilon Sales Orders DataGrid allows you to browse, filter and sort the orders that you have created within the Upsilon Sales Orders module.
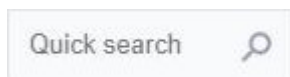
> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 🗎 NOTE: Sales Orders are displayed in different colours dependant upon the despatch status of each order. Orders which have a despatch status of NONE are displayed in black. Orders which have a despatch status of PART are displayed in amber. HELD orders are displayed in purple. Order with a despatch status of CANCEL are displayed in purple. Finally, orders which have been fully despatched and have a despatch status of COMPLETE are displayed in green.

Toolbar

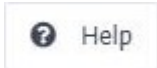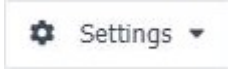| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 🗎 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Customer Order Number.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.

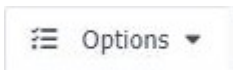| Toolbar Item	Description
Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings ▼	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Sales Orders Header Form

The Upsilon Sales Order Header form allows you to edit and save the selected Sales Order record.

Toolbar
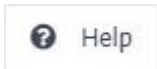
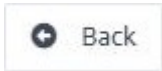| Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the form.
Options ▼	

Print	Print Sales Order Confirmation.
Delivery Notes	Allows you to view and issue new delivery notes.
Allocate	Allocate available stock to all items on this order.
Un-Allocate	Un-Allocate stock to all items on this order.
Put On Hold	Place order ON-HOLD.
Despatch	Despatch delivery notes.
Amend Despatch	Amend despatch of delivery notes.
Duplicate	Duplicate this Sales Order.
Convert To Works Order	Convert this Sales Order to a Works Order.
	NOTE: Only items which have Bill of Materials components defined in the Products option can be converted to a Works Order.

Toolbar Item	Description
Help	Call the context sensitive help system.

	Return to calling grid.

Items Toolbar

> 💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item   Description.

Add new item record.

> 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name   Notes

Field Name	Notes
Account Reference	Lookup from the **Customers (Section 2.2.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.
Customer Order Number	Field must be populated with the customers order reference number.

Tab Pages

Tab Name   Description

Tab Name	Description
Sales Order	The sales order tab is where the key information relating to the current order is entered, such as the customer account reference, document date, customer order number and so on.
Customer Details	The customer details tab contains the contact information for the current quotation and is copied from the **customers (Section 2.2.1)** option at the time the account reference field is populated. Details can be edited if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current quotation. If the selected customer has no delivery addresses defined the address details from the customer details tab will be used.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected quotation.
Notes	The Notes tab allows you to enter any notes relating to the current quotation. 📝 NOTE: Maximum 255 characters.
Status	The Status tab displays read-only information relating to the status of the Sales Order.

Sales Orders Items Form

The Upsilon Sales Order Items form allows you to edit, save or delete the selected order item record.

Toolbar

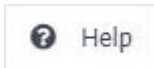| Toolbar Item	Description
Add New	Add new record. 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.
Save	Save the form.
Delete	Delete the current record. 📝 NOTE: The system will not allow deletion of a Sales Order Item if the order has been cancelled, if there is a despatch quantity, if there is an allocation quantity or if there is a quantity of items printed.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records. 📝 NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Sales Order Item	The Sales Order Item tab is where key information relating to the selected order item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current quotation item.
Item Status	The Status tab displays read-only information relating to the status of the Sales Order Item.

2.5.2.2 Invoices For A Given Order

The Upsilon-ERP Invoices For A Given Order option allows you to view a list of Invoices which have been generated for a specific sales order by the sales order despatch process. If a printed report is required similar functionality is available by running the **Invoice Numbers Report (Section 2.5.2.3.3)**.

2.5.2.3 Reports

2.5.2.3.1 Print Order Confirmation Report

The Upsilon Print Order Confirmation Report allows you to print order confirmation documents for Sales Orders which have been entered in the **Sales Orders (Section 2.5.2.1)** option.

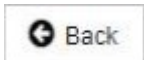**Report Parameters**

Parameter Name	Description
Lower Order Number	Lower sales order number.
Upper Order Number	Upper sales order number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer.
	📝 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.

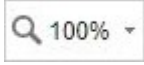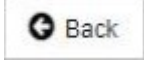| Toolbar Item	Description
Single Page ▾	Select page view.
⊙ Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.2.3.2 Sales Orders Report

The Upsilon Sales Orders Report allows you to produce a filtered list of orders that have been entered in the Sales Orders option.

Once the report has been rendered in the Upsilon Report Viewer it is also possible to drill-down to view further information by clicking on the Order Number field.

Report Parameters

Parameter Name	Description
Lower Order Number	Lower sales order number.
Upper Order Number	Upper sales order number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❷ Help	Call context sensitive help system.
🖶 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	📑 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◄ ◀ Page 1 of 2 ▶ ►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.2.3.3 Invoice Numbers Report

The Upsilon Invoice Numbers Report allows you to produce a list of sales orders and any associated invoices which have been generated by the order despatch process.

Report Parameters

Parameter Name	Description
Lower Order Number	Lower sales order number.
Upper Order Number	Upper sales order number.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer. 📰 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◀ ◀ Page 1 of 2 ▶ ▶	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.3 Invoices Overview

Invoices Overview

Introduction

Upsilon-ERP's Invoices Module allows you to create, analyse and produce documentation for the invoices that you issue to your customers. The module is fully linked to the Sales and Stock Control Modules meaning that any unique pricing and discounting options are automatically carried over to any invoices created. Profit margins are displayed for individual line items and also for the overall value of the invoice. The module is also backed by fully-featured reporting options.

Duplicate Invoice

Recurring Invoices can be duplicated preventing the time consuming need for users to re-key information.

Convert Invoice To Credit Note

Invoices can automatically be converted to a Credit Note in the Upsilon Credit Notes Module should this be required preventing the need to re key information.

Analysis Codes

Invoices can be categorised by Analysis Code allowing you to report on Invoices generated by Area, Sales Person or any other kind of analysis that your business may require.

2.5.3.1 Invoices

The Upsilon Invoices option allows you to produce and manage invoices for your customer base. The module includes options to analyse invoices by analysis code, duplicate existing invoices, convert invoices to credit notes and

is backed by fully featured reporting options.

For help on the invoice option DataGrid, header form or items form click the respective tab pages below.

Invoices DataGrid

The Upsilon Invoices DataGrid allows you to browse, filter and sort the invoices that you have created within the Upsilon invoicing module.
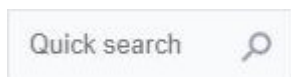
> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 📋 NOTE: Invoices are displayed in different colours dependant upon the posted status of each invoice. Invoices which have been posted using the **export invoices ('Export Invoices To CSV' in the on-line documentation)** option are displayed in green. Invoices whose posted flag is set to No are displayed in Black.

Toolbar

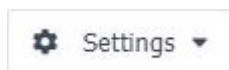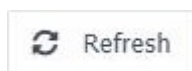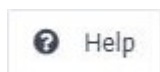| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Customer Order Number.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Invoices Header Form

The Upsilon Invoice Header form allows you to edit and save the selected Invoice record.

Toolbar

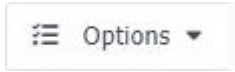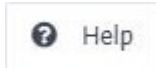| Toolbar Item	Description
➕ Add New	Add new record. 📋 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

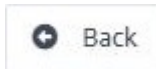| Toolbar Item	Description
Save	Save the form.
Options ▾	Print Print this invoice.
	Duplicate Duplicate this invoice.
	Convert To Credit Note Convert this invoice to a Credit Note.
Help	Call the context sensitive help system.
Back	Return to calling grid.

Items Toolbar

> 💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item	Description.
Add New	Add new item record.

> 📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name	Notes
Account Reference	Lookup from the **Customers (Section 2.2.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.

Tab Pages

Tab Name	Description
Invoice	The Invoice tab is where the key information relating to the current invoice is entered, such as the customer account reference, document date, customer order number and so on.
Customer Details	The customer details tab contains the contact information for the current invoice and is copied from the **customers (Section 2.2.1)** option at the time the account reference field is populated. Details can be edited if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current quotation. If the selected customer has no delivery addresses defined the address details from the customer details tab will be used.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected invoice.
Notes	The Notes tab allows you to enter any notes relating to the current quotation.

> 📄 NOTE: Maximum 255 characters.

Tab Name	Description
Status	The Status tab displays read-only information relating to the status of the Invoice.

Invoices Items Form

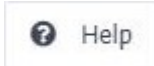The Upsilon Invoice Items form allows you to edit, save or delete the selected invoice item record.

Toolbar

Toolbar Item	Description
Add New	Add new record. ☑ NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records. ☑ NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Invoice Item	The Invoice Item tab is where key information relating to the selected invoice item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current quotation item.

2.5.3.2 Reports

2.5.3.2.1 Print Invoices Report

The Upsilon Print Invoices Report allows you to print Invoice documents that have been created in the **Invoicing (Section 2.5.3.1)** option.

Report Parameters

Report Parameters	Description
Lower Invoice Number	Lower invoice number.
Upper Invoice Number	Upper invoice number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

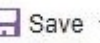| Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (binoculars)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.

Toolbar Item	Description
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.3.2.2 Invoices Report

The Upsilon Invoices Report allows you to produce a filtered list of Invoices that have been created in the **Invoicing (Section 2.5.3.1)** option.

Report Parameters

Report Parameters	Description
Lower Invoice Number	Lower invoice number.
Upper Invoice Number	Upper invoice number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.

Toolbar Item	Description
[binoculars icon]	Search the current report for a text string.
◄ Page 1 of 2 ►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
Q 100% ▾	Zoom in or out.
Single Page ▾	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.4 Credit Notes Overview

Credit Notes Overview

Introduction

Upsilon-ERP's Credit Notes Module allows you to create, analyse and produce documentation for the credit notes that you issue to your customers. The module is fully linked to the Sales and Stock Control Modules meaning that any unique pricing and discounting options are automatically carried over to any credit notes created. Profit margins are displayed for individual line items and also for the overall value of the credit note. The module is also backed by fully-featured reporting options.

Duplicate Credit Note

Recurring Credit Notes can be duplicated preventing the time consuming need for users to re-key information.

Analysis Codes

Credit Notes can be categorised by Analysis Code allowing you to report on Credit Notes generated by Area, Sales Person or any other kind of analysis that your business may require.

2.5.4.1 Credit Notes

The Upsilon Credit Notes option allows you to produce and manage credit notes for your customer base. The module includes options to analyse credit notes by analysis code, duplicate existing credit notes and is backed by fully featured reporting options.

For help on the credit notes option DataGrid, header form or items form click the respective tab pages below.

Credit Notes DataGrid

The Upsilon Credit Notes DataGrid allows you to browse, filter and sort the credit note documents that you have created within the Upsilon credit notes module.
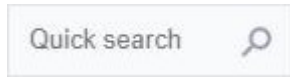
> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 📋 NOTE: Credit Notes are displayed in different colours dependant upon the posted status of each credit note. Credit Notes which have been posted using the **export credit notes ('Export Credit Notes To CSV' in the on-line documentation)** option are displayed in green. Credit Notes whose posted flag is set to No are displayed in Black.

Toolbar

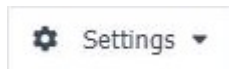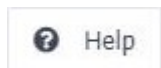| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid.
	NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Customer Order Number.
Add New	Add New record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Credit Notes Header Form

The Upsilon Credit Notes Header form allows you to edit and save the selected Credit Note record.

Toolbar

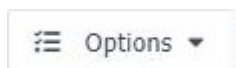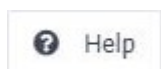| Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the form.
Options	Print — Print this Credit Note.
	Duplicate — Duplicate this Credit Note.
Help	Call the context sensitive help system.
Back	Return to calling grid.

Items Toolbar

> 💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item	Description.
⊕ Add New	Add new item record.

> 📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name	Notes
Account Reference	Lookup from the **Customers (Section 2.2.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.

Tab Pages

Tab Name	Description
Credit Note	The Credit Note tab is where the key information relating to the current credit note is entered, such as the customer account reference, document date, customer order number and so on.
Customer Details	The customer details tab contains the contact information for the current invoice and is copied from the **customers (Section 2.2.1)** option at the time the account reference field is populated. Details can be edited if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current quotation. If the selected customer has no delivery addresses defined the address details from the customer details tab will be used.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected invoice.
Notes	The Notes tab allows you to enter any notes relating to the current quotation.

> 📄 NOTE: Maximum 255 characters.

Status	The Status tab displays read-only information relating to the status of the credit note.

Credit Notes Items Form

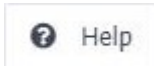The Upsilon Credit Note Items form allows you to edit, save or delete the selected credit note item record.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.
	NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Credit Note Item	The Credit Note Item tab is where key information relating to the selected credit note item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current credit note item.

2.5.4.2 Reports

2.5.4.2.1 Print Credit Notes Report

The Upsilon Print Credit Notes Report allows you to print credit note documents that have been created in the **Credit Notes (Section 2.5.4.1)** option.
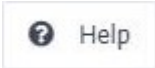
Report Parameters

Report Parameters	Description
Lower Credit Note Number	Lower credit note number.

Report Parameters	Description
Upper Credit Note Number	Upper credit note number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❷ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📝 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
🗏 Single Page ▾	Select page view.
↩ Back	Back to calling application.
✍ Design	Call the Upsilon Report Designer.

2.5.4.2.2 Credit Notes Report

The Upsilon Credit Notes Report allows you to produce a filtered list of Credit Notes that have been created in the **Credit Notes (Section 2.5.4.1)** option.
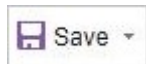
Report Parameters

Report Parameters	Description
Lower Credit Note Number	Lower credit note number.
Upper Credit Note Number	Upper credit note number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.

Toolbar Item	Description
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.5 Pro-Forma Invoices Overview

Credit Notes Overview

Introduction

Upsilon-ERP's Pro-Forma Invoice Module allows you to create, analyse and produce documentation for the pro-forma invoices that you issue to your customers. The module is fully linked to the Sales and Stock Control Modules meaning that any unique pricing and discounting options are automatically carried over to any pro-forma invoices created. Profit margins are displayed for individual line items and also for the overall value of the Pro-Forma Invoice. The module is also backed by fully-featured reporting options.

Duplicate Pro-Forma Invoice

Recurring Pro-Forma Invoices can be duplicated preventing the time consuming need for users to re-key information.

Analysis Codes

Pro-Forma Invoices can be categorised by Analysis Code allowing you to report on Pro-Forma Invoices generated by Area, Sales Person or any other kind of analysis that your business may require.

2.5.5.1 Pro-Forma Invoices

The Upsilon Pro-Forma Invoices option allows you to produce and manage Pro-Forma Invoices for your customer base. The module includes options to analyse Pro-Forma Invoices by analysis code, duplicate existing Pro-Forma Invoices and is backed by fully featured reporting options.
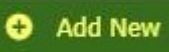
For help on the Pro-Forma Invoices option DataGrid, header form or items form click the respective tab pages below.

Pro-Forma Invoices DataGrid

The Upsilon Pro-Forma Invoices DataGrid allows you to browse, filter and sort the Pro-Forma Invoice documents that you have created within the Upsilon Pro-Forma Invoices module.

> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

Toolbar

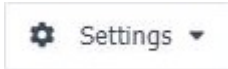| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Customer Order Number.
Add New	Add New record.

Toolbar Item	Description
Q Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
E Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▼	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
C Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Pro-Forma Invoices Header Form

The Upsilon Pro-Forma Invoices Header form allows you to edit and save the selected Pro-Forma Invoice record.

Toolbar

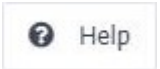| Toolbar Item	Description
⊕ Add New	Add new record. 📋 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the form.
☰ Options ▼	Print Print this Pro-Forma Invoice. Duplicate Duplicate this Pro-Forma Invoice.
❓ Help	Call the context sensitive help system.
⊙ Back	Return to calling grid.

Items Toolbar

💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

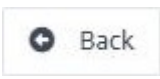| Toolbar Item	Description.
⊕ Add New	Add new item record.

> 🗒 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name	Notes
Account Reference	Lookup from the **Customers (Section 2.2.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.

Tab Pages

Tab Name	Description
Pro-Forma Invoice	The Pro-Forma Invoice tab is where the key information relating to the current Pro-Forma Invoice is entered, such as the customer account reference, document date, customer order number and so on.
Customer Details	The customer details tab contains the contact information for the current Pro-Forma Invoice and is copied from the **customers (Section 2.2.1)** option at the time the account reference field is populated. Details can be edited if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current document. If the selected customer has no delivery addresses defined the address details from the customer details tab will be used.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected document.
Notes	The Notes tab allows you to enter any notes relating to the current document.

> 🗒 NOTE: Maximum 255 characters.

Status	The Status tab displays read-only information relating to the status of the document.

Pro-Forma Invoices Items Form

The Upsilon Pro-Forma Invoices Items form allows you to edit, save or delete the selected Pro-Forma Invoice item record.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record.

> 🗒 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.

Toolbar Item	Description
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

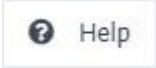| Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.
	NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Pro-Forma Invoice Item	The Pro-Forma Invoice Item tab is where key information relating to the selected document item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current credit note item.
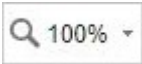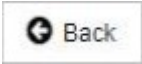
2.5.5.2 Reports

2.5.5.2.1 Print Pro-Forma Invoices Report

The Upsilon Print Pro-Forma Invoices Report allows you to print documents that have been created in the **Pro-Forma Invoices (Section 2.5.5.1)** option.

Report Parameters

Report Parameters	Description
Lower Pro-Forma Invoice Number	Lower pro-forma invoice number.
Upper Pro-Forma Invoice Number	Upper pro-forma invoice number.
Lower Account Reference	Lower account reference.
Upper Account	Upper account reference

Report Parameters	Description
Reference	
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖶 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

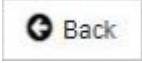| Toolbar Item	Description
🖶 Print ▾	Print current report to printer.
	📝 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
⏎ Back	Back to calling application.
📝 Design	Call the Upsilon Report Designer.

2.5.5.2.2 Pro-Forma Invoices Report

The Upsilon Pro-Forma Invoices Report allows you to produce a filtered list of Pro-Forma Invoices that have been created in the **Pro-Forma Invoices (Section 2.5.5.1)** option.

Report Parameters

Report Parameters	Description
Lower Pro-Forma Invoice Number	Lower pro-forma invoice number.
Upper Pro-Forma Invoice Number	Upper pro-forma invoice number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print	Print current report to printer.
	NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
(search)	Search the current report for a text string.
Page 1 of 2	Navigate sequentially through the current report pages or enter a specific page number to jump to.
100%	Zoom in or out.
Single Page	Select page view.
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.6 Works Orders Overview

Works Orders Overview

Introduction

Upsilon-ERP's Works Orders module allows you to track the production of Product Assemblies and links to the Stock Control, Purchase Order and Sales Order Modules. The works order module is also backed by fully-featured reporting options.

Manufacturing Process

Once a Works Order has been created stock can be allocated to the works order item components either automatically, upon creation, or manually at a later stage. Should any components have an insufficient stock level the stock shortages report can be printed to highlight any components below the required stock level. A picking list can also be printed showing all component parts required to fulfil the works order.

When stock has been fully or partially allocated one or more works order documents can be created in order to begin the manufacturing process. Once the assembly has been manufactured from its component parts the works order document can then be flagged as made, if manufacturing was successful, cancelled if something went wrong or amended if the component parts were incorrect and needed to be changed.

Finally, once the works order is completed the component parts are removed from stock and the newly manufactured product assembly is booked in to stock ready to be allocated to orders in the Sales Order module.

2.5.6.1 Works Orders

The Upsilon Works Orders Module allows you to produce and manage works order documents for your organisation. The module includes options to track the manufacturing process from initial sales order through to completion and links directly to the Upsilon products, sales order and purchase ordering modules. The module is also backed by fully featured reporting options.

For help on the works orders option DataGrid, header form or items form click the respective tab pages below.

Works Orders DataGrid

The Upsilon Works Orders DataGrid allows you to browse, filter and sort the works order documents that you have created within the Upsilon Works Orders module.

> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 📋 NOTE: Sales Orders are displayed in different colours dependant upon the made status of each order. Works Orders which have a made status of NONE are displayed in black. Works Orders which have a made status of PART are displayed in amber. Finally, Works Orders which have been fully made and have a made status of COMPLETE are displayed in green.
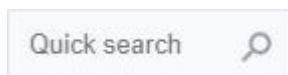
Toolbar

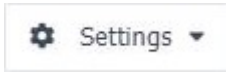| Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Document Number and Notes.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.

Toolbar Item | Description

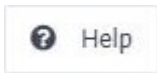| Toolbar Item	Description
Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ **Settings** ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
↻ **Refresh**	Refresh the grid.
❓ **Help**	Calls context sensitive help system.

Works Orders Header Form

The Upsilon Works Order Header form allows you to edit and save the selected Works Order record.

Toolbar

Toolbar Item | Description

Toolbar Item	Description
⊕ **Add New**	Add new record. 📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 **Save**	Save the form.
☰ **Options** ▾	
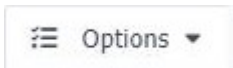
Allocate	Allocate stock to all items on this works order.
Un-Allocate	Un-Allocate stock to all items on this works order.
Print Stock Shortages	Print Stock Shortages Report for this Works Order
Print Picking List	Print Picking List for this Works Order.
Works Order Documents	Issue new works order documents and view / re-print previously issued works order documents.

Toolbar Item	Description
❓ **Help**	Call the context sensitive help system.
◐ **Back**	Return to calling grid.

Items Toolbar

💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item

Description.

Add new item record.

> 📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

| Field Name	Notes
Document Date	Must be a valid date.
Due Date	Must be a valid date.

Tab Pages

Tab Name	Description
Works Order	The works order tab is where the key information relating to the current works order is entered, such as the document date, due date and so on.
Notes	The Notes tab allows you to enter any notes relating to the current quotation.

> 📄 NOTE: Maximum 255 characters.

Status	The Status tab displays read-only information relating to the status of the Works Order.

Works Orders Items Form

The Upsilon Works Order Items form allows you to edit, save or delete the selected works order item record.

Toolbar

Toolbar Item

Description

Add new record.

> 📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.

Save the form.
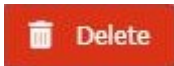
Delete the current record.

> 📄 NOTE: The system will not allow deletion of a Sales Order Item if the order has been cancelled, if there is a despatch quantity, if there is an allocation quantity or if there is a quantity of items printed.
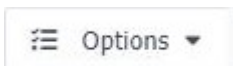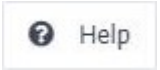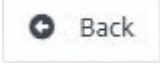
Allocate	Allocate stock to this works order item.
Un-Allocate	Un-Allocate stock to this works order item.
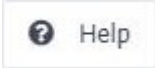
Toolbar Item	Description
	Update BOM Update components list to the Product record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.

Tab Pages

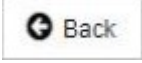| Tab Name	Description
Works Order Item	The Sales Order Item tab is where key information relating to the selected order item is entered such as product details, pricing and discount percentage.
Components	The components tab allows you to add, delete and update the components for this works order item.
	💡 TIP: Clicking the Add New button will allow you to insert new components for this works order item.
	💡 TIP: Clicking the pencil icon will take you to the components edit form.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Item Status	The Status tab displays read-only information relating to the status of the Sales Order Item.

2.5.6.2 Reports

2.5.6.2.1 Works Orders Report

The Upsilon Works Orders Report allows you to produce a filtered list of works order documents that have been created in the Works Orders option.

Report Parameters

Parameter Name	Description
Lower Works Order Number	Lower works order number.
Upper Works Order Number	Upper works order number.
Lower Works Order Date	Lower works order date.

Parameter Name	Description
Upper Works Order Date	Upper works order date.

Button Name	Description
❷ Help	Call context sensitive help system.
🖶 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖶 Print ▾	Print current report to printer.
	📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◀ ◀ Page 1 of 2 ▶ ▶	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
❮ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.5.6.2.2 Print Picking List Report

The Upsilon Print Picking List Report allows you to produce a filtered list of works order documents along with the components required to manufacture each item on the works order document. This report can be used to pick the composite parts of each works order prior to manufacture.

Report Parameters

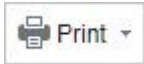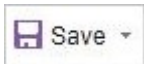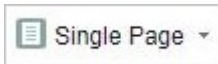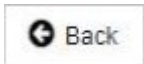| Parameter Name	Description
Lower Works Order Number	Lower works order number.
Upper Works Order Number	Upper works order number.
Lower Works Order Date	Lower works order date.
Upper Works Order Date	Upper works order date.

Button Name	Description
❷ Help	Call context sensitive help system.
🖶 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖶 Print ▾	Print current report to printer. 🗎 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◁◀ Page 1 of 2 ▶ ▷	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
🗏 Single Page ▾	Select page view.
❸ Back	Back to calling application.
🗹 Design	Call the Upsilon Report Designer.

2.5.7 Purchase Orders Overview

Purchase Orders Overview

Introduction

Upsilon-ERP's Purchase Order Processing Module allows you to create, analyse and produce documentation for the purchase orders that you issue to your suppliers. The module is fully linked to the Purchase and Stock Control Modules meaning that any products previously ordered or manually entered into Products Supplier option automatically have their lead times, prices and discounts automatically carried over to any purchase orders created. The module is also backed by fully-featured reporting options.

Duplicate Purchase Order

Recurring purchase orders can be duplicated preventing the time consuming need for users to re-key information.

2.5.7.1 Purchase Orders

The Upsilon Purchase Orders option allows you to produce and manage Purchase Orders for your supplier base. The module includes options to duplicate existing purchase orders, links directly to the **Products (Section 2.4.1)** and Supplier Products options and is backed by fully featured reporting options.

For help on the Purchase Order option DataGrid, header form or items form click the respective tab pages below.

Purchase Orders DataGrid

The Upsilon Purchase Orders DataGrid allows you to browse, filter and sort the Purchase Order documents that you have created within the Upsilon Purchase Orders module.

> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

> 📋 NOTE: Purchase Orders are displayed in different colours dependant upon the delivery status of each order. Orders which have a delivery status of NONE are displayed in black. Orders which have a delivery status of PART are displayed in amber. Finally, orders which have been fully delivered and have a delivery status of COMPLETE are displayed in green.
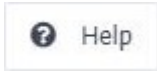
Toolbar

Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📋 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Reference Number.
Add New	Add New record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.

Toolbar Item	Description
? Help	Calls context sensitive help system.

Purchase Orders Header Form

The Upsilon Purchase Order Header form allows you to edit and save the selected Purchase Order record.

Toolbar

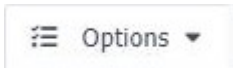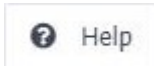| Toolbar Item	Description
+ Add New	Add new record.
	📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
⊟ Save	Save the form.

Options ▾		
	Print	Print this Purchase Order.
	Place on Order	Place Purchase Order on order.
	Cancel	Cancel this Purchase Order.
	Purchase Order Deliveries	Receive delivery of items on this Purchase Order.
	Duplicate	Duplicate this Purchase Order.

Toolbar Item	Description
? Help	Call the context sensitive help system.
⊙ Back	Return to calling grid.

Items Toolbar

💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item	Description.
+ Add New	Add new item record.
	📄 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name	Notes
Account Reference	Lookup from the **Suppliers (Section 2.3.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.

Tab Pages

Tab Name	Description
Purchase Order	The Purchase Order tab is where the key information relating to the current Purchase Order is entered, such as the supplier account reference, document date, reference number and so on.
Supplier Details	The supplier details tab contains the contact information for the current Purchase Order and is copied from the **suppliers (Section 2.3.1)** option at the time the account reference field is populated. Details can be edited if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current document. Available delivery addresses are taken from the **Delivery Addresses (Section 2.6.4)** option.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected document.
Notes	The Notes tab allows you to enter any notes relating to the current document.
	NOTE: Maximum 255 characters.
Status	The Status tab displays read-only information relating to the status of the document.

Purchase Orders Items Form

The Upsilon Purchase Order Items form allows you to edit, save or delete the selected Purchase Order item record.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.

> NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Purchase Order Item	The Purchase Order Item tab is where key information relating to the selected document item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current credit note item.
Supplier Product Details	Supplier specific details relating to this product can be entered here. When new items are added or existing items saved this information is updated to the Supplier Products option.
Item Status	The Status tab displays read-only information relating to the status of the Purchase Order Item.

2.5.7.2 Reports

2.5.7.2.1 Print Purchase Orders Report

The Upsilon Print Purchase Orders Report allows you to print Purchase Order Documents that have been entered in the **Purchase Orders (Section 2.5.7.1)** option.

Report Parameters

Report Parameters	Description
Lower Purchase Order Number	Lower purchase order number.
Upper Purchase Order Number	Upper purchase order number.
Lower Account Reference	Lower supplier account reference.
Upper Account Reference	Upper supplier account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
Help	Call context sensitive help system.

Button Name	Description
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◄◄ ◄ Page 1 of 2 ► ►►	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
▤ Single Page ▾	Select page view.
↩ Back	Back to calling application.
✎ Design	Call the Upsilon Report Designer.
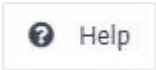
2.5.7.2.2 Purchase Orders Report

The Upsilon Purchase Orders Report allows you to produce a filtered list of purchase orders that have been entered in the Purchase Orders option.
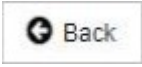
Report Parameters

Parameter Name	Description
Lower Purchase Order Number	Lower purchase order number.
Upper Purchase Order Number	Upper purchase order number.
Lower Account Reference	Lower account reference.

Parameter Name	Description
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
② Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖨 Print ▾	Print current report to printer. 📋 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
② Back	Back to calling application.
📝 Design	Call the Upsilon Report Designer.

2.5.8 Debit Notes Overview

Debit Notes Overview

Introduction

Upsilon-ERP's Debit Notes Module allows you to create, analyse and produce documentation for the debit notes that you issue to your suppliers. The module is fully linked to the Purchase and Stock Control Modules meaning that any products previously ordered or manually entered into Products Supplier option automatically have their lead times, prices and discounts automatically carried over to any debit notes created. The module is also backed by fully-featured reporting options.

Reason Codes

Each item added to a debit note can optionally have a reason code applied to allow analysis and reporting of items returned to suppliers and the motive for the return. Custom Reason Codes can be created in the Reason Codes option to specifically fit your business requirements.

Duplicate Debit Note

Recurring debit notes can be duplicated preventing the time consuming need for users to re-key information.

2.5.8.1 Debit Notes

The Upsilon Debit Notes option allows you to produce and manage Debit Notes for your supplier base. The module includes options to duplicate existing debit notes, links directly to the **Products (Section 2.4.1)** and Supplier Products options and is backed by fully featured reporting options.

For help on the Debit Note option DataGrid, header form or items form click the respective tab pages below.

Debit Notes DataGrid

The Upsilon Debit Notes DataGrid allows you to browse, filter and sort the Debit Note documents that you have created within the Upsilon Debit Notes module.

> 💡 TIP: Clicking the pencil icon will launch the header form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Document Number, Account Reference, Company Name and Returns Number.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
↻ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Debit Notes Header Form

The Upsilon Debit Notes Header form allows you to edit and save the selected Debit Note record.

Toolbar

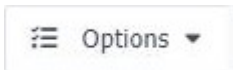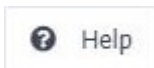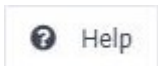| Toolbar Item	Description
⊕ Add New	Add new record.
	📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the form.
☰ Options ▾	Print Print this Debit Note.
	Duplicate Duplicate this Debit Note.
❓ Help	Call the context sensitive help system.
⊕ Back	Return to calling grid.

Items Toolbar

💡 TIP: Clicking the pencil icon will launch the items form in edit mode for the selected item record.

Toolbar Item	Description.
⊕ Add New	Add new item record.
	📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Mandatory Fields

Field Name	Notes
Account Reference	Lookup from the **Suppliers (Section 2.3.1)** option. The Account Reference field Is editable only upon adding new records.
Document Date	Must be a valid date.

Tab Pages

Tab Name	Description
Debit Note	The Debit Note tab is where the key information relating to the current Debit Note is entered, such as the supplier account reference, document date, returns number and so on.
Supplier Details	The supplier details tab contains the contact information for the current Purchase Order and is copied from the **suppliers (Section 2.3.1)** option at the time the account reference field is populated. Details can be edited

Tab Name	Description
	if required.
Delivery Address	The delivery address tab allows you to edit the delivery address for the current document. Available delivery addresses are taken from the **Delivery Addresses (Section 2.6.4)** option.
Carriage	The Carriage tab allows you to enter a carriage value and tax code for the selected document.
Notes	The Notes tab allows you to enter any notes relating to the current document.
	NOTE: Maximum 255 characters.
Status	The Status tab displays read-only information relating to the status of the document.

Debit Notes Items Form

The Upsilon Debit Note Items form allows you to edit, save or delete the selected Debit Note item record.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode or back to the quotation header dependant upon which add item button was clicked.
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling form.

Mandatory Fields

Field Name	Notes
Product Code	The Product Code field Is editable only upon adding new records.
	NOTE: The product code field is not available if Free Text is set to yes.

Tab Pages

Tab Name	Description
Debit Note Item	The Debit Note Item tab is where key information relating to the selected document item is entered such as product details, pricing and discount percentage.
Unit Of Sale	The unit of sale tab allows you to select a unit of sale for the selected product. Units of sale are defined in the **Products (Section 2.4.1)** option.
Tax Code	The tax code tab allows you to select a tax code to apply to the current credit note item.
Supplier Product Details	Supplier specific details relating to this product can be entered here. When new items are added or existing items saved this information is updated to the Supplier Products option.
Item Status	The Status tab displays read-only information relating to the status of the Debit Note Item.

2.5.8.2 Reason Codes

The Upsilon Reason Codes option is used to create and manage reason codes records. Debit Notes created within the Debit notes option can then be assigned a reason code indicating the reason why the goods are being returned to a supplier.

For further help on the grid and form options click the respective tab pages below.

Reason Codes DataGrid

The Upsilon reason codes grid allows you to browse, filter and sort the reason code records that you have created within the Upsilon reason codes option.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Reason Code and Description.
➕ Add New	Add new record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.

Toolbar Item	Description
❷ Help	Calls context sensitive help system.

Reason Codes Form

The reason codes form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record. 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the current record.
🗑 Delete	Delete the current record. 📝 NOTE: The system will not allow deletion of an Reason Code if it is in use within the **debit notes (Section 2.5.8.1)** module.
❷ Help	Call the context sensitive help system.
⊙ Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Reason Code	The Reason Code field Is editable only upon adding new records and must be unique within the Reason Codes option.

2.5.8.3 Reports
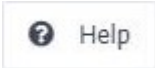
2.5.8.3.1 Print Debit Notes Report

The Upsilon Print Debit Notes Report allows you to print Debit Note Documents that have been entered in the **Debit Notes (Section 2.5.8.1)** option.
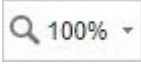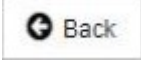
Report Parameters

Report Parameters	Description
Lower Debit Note Number	Lower debit note number.

Report Parameters	Description
Upper Debit Note Number	Upper debit note number.
Lower Account Reference	Lower supplier account reference.
Upper Account Reference	Upper supplier account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❓ Help	Call context sensitive help system.
🖨 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

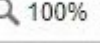| Toolbar Item	Description
🖨 Print ▾	Print current report to printer.
	📝 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
◀ Page 1 of 2 ▶	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.
↩ Back	Back to calling application.
📐 Design	Call the Upsilon Report Designer.

2.5.8.3.2 Debit Notes Report

The Upsilon Debit Notes Report allows you to produce a filtered list of debit notes that have been entered in the **Debit Notes (Section 2.5.8.1)** option.

Parameter Name	Description
Lower Debit Note Number	Lower debit note number.
Upper Debit Note Number	Upper debit note number.
Lower Account Reference	Lower account reference.
Upper Account Reference	Upper account reference
Lower Date	Lower date.
Upper Date	Upper date.

Button Name	Description
❷ Help	Call context sensitive help system.
🖶 Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
🖶 Print ▾	Print current report to printer.
	📄 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
💾 Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
📄 Single Page ▾	Select page view.

Toolbar Item	Description
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.5.8.3.3 Reason Codes Report

The Upsilon Reason Codes Report allows you to produce a list of Reason Codes that have been entered in the **Reason Codes (Section 2.5.8.2)** option.

Report Parameters

Parameter Name	Description
Lower Reason Code	Lower reason code.
Upper Reason Code	Upper reason code.

Button Name	Description
Help	Call context sensitive help system.
Print	Render the report in the Upsilon report viewer.

Report Viewer Options

Toolbar

Toolbar Item	Description
Print ▾	Print current report to printer. 📑 NOTE: Printing is done via PDF format. Your web browser will require a plug-in to view PDF files.
Save ▾	Save the current report to PDF, HTML, MS Word, MS Excel or CSV Data file.
🔍 (search)	Search the current report for a text string.
⏮ ◀ Page 1 of 2 ▶ ⏭	Navigate sequentially through the current report pages or enter a specific page number to jump to.
🔍 100% ▾	Zoom in or out.
Single Page ▾	Select page view.

Toolbar Item	Description
Back	Back to calling application.
Design	Call the Upsilon Report Designer.

2.6   Settings (overview)

The Upsilon-ERP Settings module allows you to manage various options relating to the management of the system. These options include creating user accounts, user groups and managing user security, managing system tables such as tax codes and delivery addresses and viewing the system event log.

2.6.1 Company Information

The Upsilon Company Information option allows you to manage the contact information for your organisation. The information entered here will appear upon printed output such as reports and documents. Only one company record can exist.

For further help on the data grid and form options click the respective tab pages below.

Company Information DataGrid

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the company record.
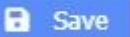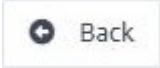
Toolbar

Toolbar Item	Description
Export ▼	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Company Information Form

The Upsilon Customers form allows you to edit and save the company record.

Toolbar

Toolbar Item	Description
Save	Save the form.
Help	Call the context sensitive help system.

Toolbar Item	Description
Back	Return to calling grid.

Mandatory Fields

Field Name	Notes
Name	The field is mandatory. This value of this field is displayed at the bottom of the screen along with the current branch and logged in user and is also displayed on reports and documents.

2.6.2 Branch Information

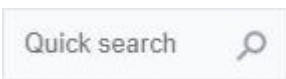The Upsilon Branch Information option is used to create one or more branches for each physical location in which your organisation operates.
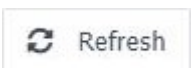
For further help on the data grid and form options click the respective tab pages below.

Branch Information DataGrid

The Upsilon Branch Information DataGrid allows you to browse, filter and sort the branch records that you have created within the Upsilon branches option.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

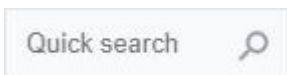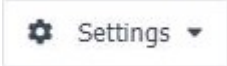| Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Company Name, Addresses 1, Address 2, Address 3, Address 4, Locality, Town / City, County and Postcode.
Add New	Add new record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

Branch Information Form

The Branch Information form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
Add New	Add new record.
	NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
Save	Save the current record.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Name	The Name field must be populated.

2.6.3 Tax Codes

The Upsilon Tax Codes option is used to create customer tax codes which can then be used throughout the system.

For further help on the data grid and form options click the respective tab pages below.

Tax Codes DataGrid

The Upsilon Tax Codes DataGrid allows you to browse, filter and sort the tax code records that you have created within the Upsilon tax codes option.

💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid.
	NOTE: Fields searched by the Quick Search option are Tax Code, Description and Tax Rate.
Add New	Add new record.

Toolbar Item	Description
Q Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
⊟→ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
↻ Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Tax Codes Form

The Tax Codes form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
⊕ Add New	Add new record. 📝 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the current record.
🗑 Delete	Delete the current record. 📝 NOTE: The system will not allow deletion of a Tax Code if it is in use within the quotation, sales orders, invoices, credit notes, pro-forma invoices, purchase orders, debit notes, customers, branches or products modules.
❓ Help	Call the context sensitive help system.
⊙ Back	Return to the calling grid.

Mandatory Fields

Field Name	Notes
Tax Code	The Tax Code field Is editable only upon adding new records and must be unique within the Tax Codes option.

2.6.4 Delivery Addresses

The Upsilon Delivery Addresses option is used to create delivery addresses for your organisation which are then available for selection on Purchase Orders & Debit Notes.

For further help on the data grid and form options click the respective tab pages below.
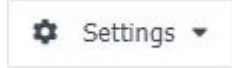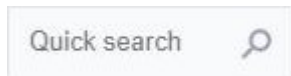
Delivery Addresses DataGrid

The Upsilon Delivery Addresses DataGrid allows you to browse, filter and sort the tax code records that you have created within the Upsilon tax codes option.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are Company Name, Addresses 1, Address 2, Address 3, Address 4, Locality, Town / City, County and Postcode.
➕ Add New	Add new record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Delivery Addresses Form

The Delivery Addresses form allows you to add, edit, save or delete records.

Toolbar

Toolbar Item	Description
➕ Add New	Add new record. 📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
💾 Save	Save the current record.

Toolbar Item	Description
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to the calling grid.

Mandatory Fields

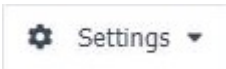| Field Name	Notes
Company Name	The Company Name field must be populated.

2.6.5 Log Viewer
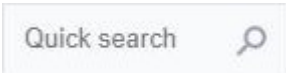
The Upsilon Log Viewer option is used to view the Upsilon system event log. Whenever a user accesses an option in the system or inserts, updates or deletes a record the event is logged in the Upsilon system log along with other information such as the name of the user and their IP address.

For further help on the data grid and form options click the respective tab pages below.

Log Viewer DataGrid

The Upsilon Log Viewer DataGrid allows you to browse, filter and sort the system log records that have been generated by Upsilon.

Toolbar

Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. NOTE: Fields searched by the Quick Search option are User Name and Application.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
Refresh	Refresh the grid.
Help	Calls context sensitive help system.

2.6.6 Security

2.6.6.1 Users

The Upsilon Users option is used to create user accounts. Once created user accounts can then be assigned to a **user group (Section 2.6.6.2)** and given access to **branches (Section 2.6.2)** within the system.

For help on the user option grid or form click the respective tab pages below.

Users DataGrid

The Upsilon users grid allows you to browse, filter and sort the user records that you have created within the Upsilon users option.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar
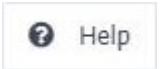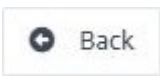
Toolbar Item	Description
Quick search 🔍	The Quick Search option can be used to quickly filter the grid. 📑 NOTE: Fields searched by the Quick Search option are User Name, Name and email address.
➕ Add New	Add New record.
🔍 Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
➡ Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
⚙ Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.
🔄 Refresh	Refresh the grid.
❓ Help	Calls context sensitive help system.

Users Form

The users form allows you to edit, save or delete the selected user record.

Toolbar

Toolbar Item	Description
➕ Add New	Add new record. 📑 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.

Toolbar Item   Description

Toolbar Item	Description
Save	Save the form.
Delete	Delete the current record.
Help	Call the context sensitive help system.
Back	Return to calling grid.

Mandatory Fields

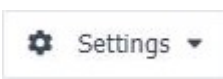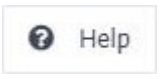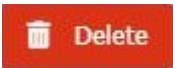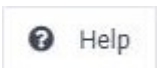| Field Name	Notes
Login Name	Field must be populated.
Password	Field must be populated
Branch Access	At least one branch must be specified per user account.

2.6.6.2 User Groups

The Upsilon User Groups option allows you to create user groups which can then be assigned specific application access rights to each module throughout the system.
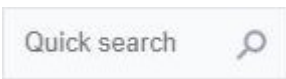
For help on the groups option grid or form click the respective tab pages below.

Groups DataGrid

The Upsilon Groups DataGrid allows you to browse, filter and sort group records.

> 💡 TIP: Clicking the pencil icon will launch the form in edit mode for the selected record.

Toolbar

Toolbar Item   Description

Toolbar Item	Description
Quick search	The Quick Search option can be used to quickly filter the grid. 📝 NOTE: Fields searched by the Quick Search option are Description only.
Add New	Add New record.
Search	The search button can be used if a more detailed search is required. Using this option the grid can be filtered by any value in any field.
Export ▾	The Export button is used to export the grid records to an external, downloadable data file. Supported file formats are MS Excel, CSV and XML. At time of export there are also options to specify which columns are included in the exported data along with other file type specific options.
Settings ▾	The Settings button can be used to customise the column layout of the grid by adding or subtracting grid columns. The status of the grid can also be saved so that the required grid status can be loaded again at a later time.

Toolbar Item	Description
⟳ Refresh	Refresh the grid.
❷ Help	Calls context sensitive help system.

Groups Form

The Groups form allows you to edit, save or delete the selected Group record.

Toolbar

Toolbar Item	Description
● Add New	Add new record. 🗐 NOTE: When in Add mode the form toolbar buttons will be replaced with Add and Cancel buttons. Add will add the new record and Cancel will return the form to Edit mode.
🖫 Save	Save the form.
🗑 Delete	Delete the current record.
❷ Help	Call the context sensitive help system.
● Back	Return to calling grid.

Mandatory Fields

Field Name	Notes
Description	The Description field must be populated.

2.7   User Menu (Overview)

The Upsilon-ERP User Menu module allows you to manage various options relating to the currently logged in user. These options include viewing and editing the currently logged in users information, accessing the Upsilon-ERP webhelp, accessing the Upsilon-ERP About Page and logging out of the system.

2.7.1 My Profile

By selecting the My Profile option the currently logged in user can view and amend their user profile.

2.7.2 About

The Upsilon About page contains information about the current version of the system, details of the web server in use to host the system and also contact information should you require technical support.

2.7.3 Logout

Selecting this option will log the current user out of the system completely returning them to the Upsilon-ERP login page.

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