



**OpenPro ERP Software**

# **OpenPro Application Demonstration Guide**

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## **Introduction**

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Thank you for your interest in OpenPro. This Demonstration Guide is designed to orient you to the OpenPro product. The guide contains start up information as well as a detailed overview of the basic business operations. We hope you will find the developments in this overview to be useful. We have loaded the same set of data used to populate the overview screen shots into the database you will be accessing during your evaluation period.

If after your evaluation you would like to learn more about how we might assist your enterprise, do not hesitate to contact us at [salesop@openpro.com](mailto:salesop@openpro.com) or call 714-378-4600. And again, thank you for your interest. We truly value your comments and ideas for improvements.

## **On-line training processes**

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On the [www.openpro.com](http://www.openpro.com) website you can find our on-line training, that walks you through the processes in this manual.

Or go to [www.openpro.com/ol\\_training.html](http://www.openpro.com/ol_training.html)

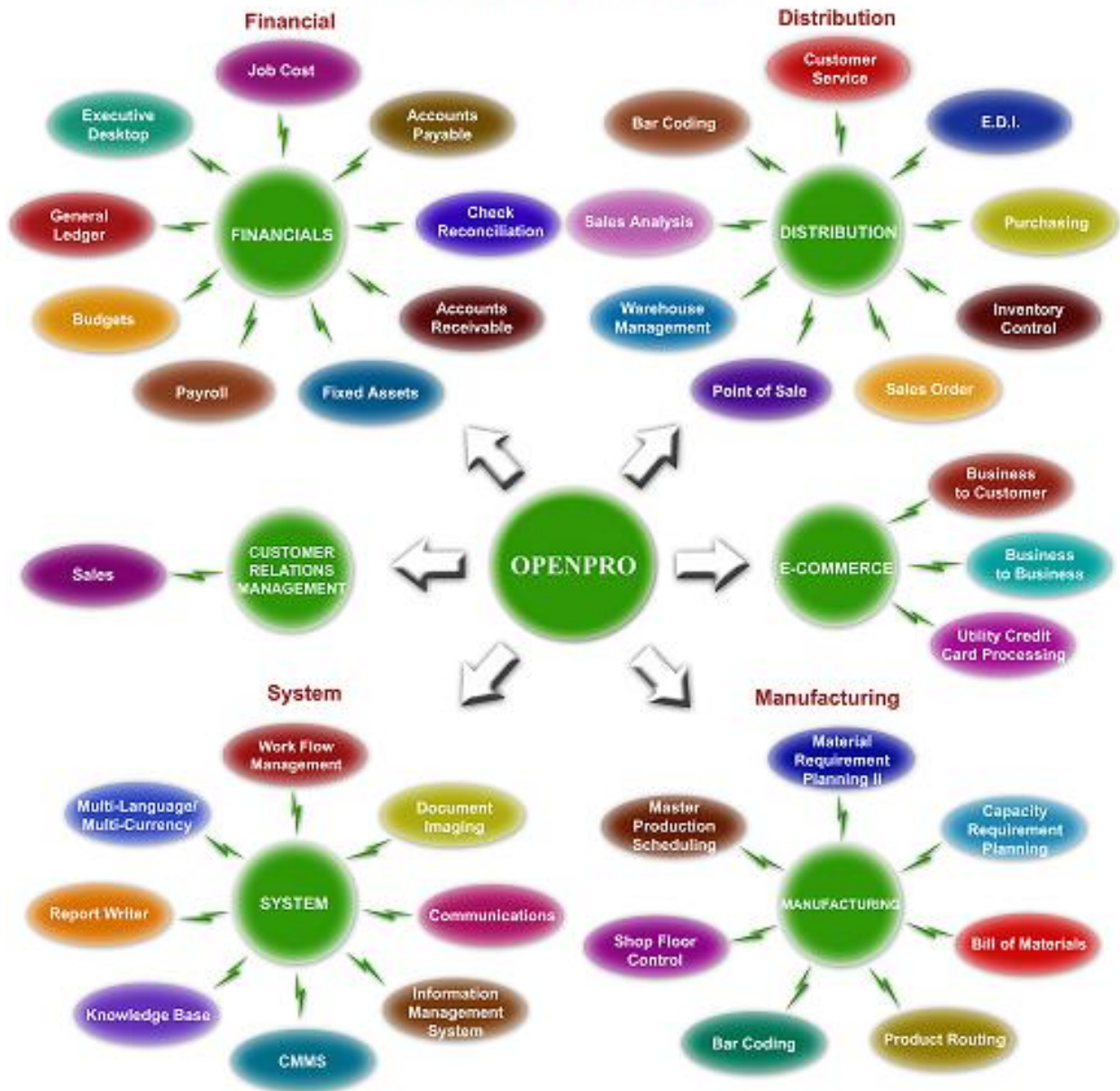
This has general information on the OpenPro ERP packages. We also have video training sessions by application.



# OpenPro ERP

The Open Source ERP Software Solution

*More Value. More Features.*



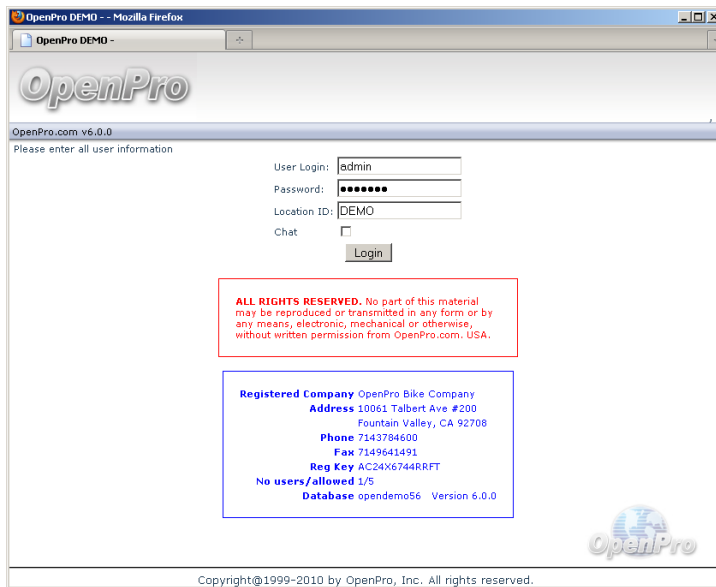
OpenPro standard system modules.

## Log In to OpenPro ERP software

---

**Figure 1.1: Login Screen for OpenPro Client for Windows  
Note**

This is a fully functional OpenPro Client. It is hard-coded to access a demonstration database on our company server. Due to heavy usage we must limit the number of concurrent connections to the software. If you do not connect the first time you try, please try again later.



When logging into the OpenPro Standard Solution, you are presented with the following options:

**User Login:** Enter the Username we assigned you when you requested your evaluation copy.

- This will be the same Username as the Username you use to log into the OpenPro website.

**Password:** Enter the password we assigned you when you requested your evaluation copy.

- This will be the same Username as the Username you use to log into the OpenPro website. The password you type into this field will not display on your screen; instead, asterisks (\*) will represent the password for security purposes.

**Company ID:** Enter the upper case **DEMO**.

On the top menu bar, to the far right of the screen, the following buttons are available:

**LOGOUT:** brings you back to this login screen.

**HELP:** Click to see detailed help information about the screen you are working on.

**MANUAL:** Detailed manuals about each application, including policy and procedures.

**SUPPORT:** Online support during normal business hours, or questions can be emailed to us at [support@openpro.com](mailto:support@openpro.com).

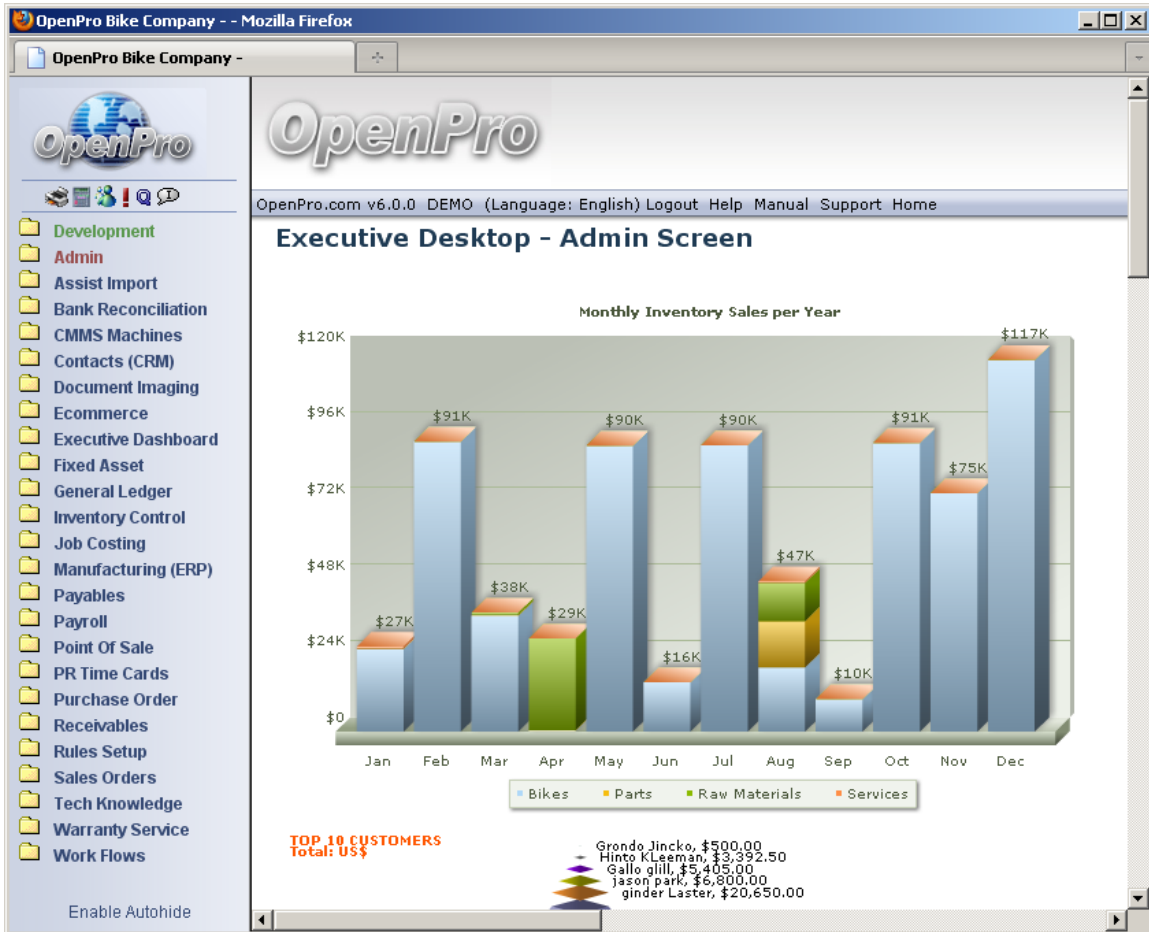
**HOME:** Takes you back to the main menu screen.

Once your Username and password have been successfully authenticated, the main application desktop will appear, as shown below:



**Figure 1.2: Main Application Desktop for the Windows Client**

If you do not reach the application desktop, verify that you have entered your Username and password correctly. Also keep in mind that we have limited the number of concurrent sessions. Our server may be busy when you try to log in initially. Try again later and see if this corrects the problem. If you are still experiencing difficulty, visit the Frequently Asked Questions (FAQ) section of our website. Or contact Customer Service at [opinfo@openpro.com](mailto:opinfo@openpro.com).



On the top **menu bar**, to the far left of the screen, the following buttons are available:

**Printer Icon:** Prints information on the right hand screen, such as print reports. Also, you may choose to right click your mouse and choose the print option.

**Calculator:** An on-line 10 key calculator.

**Messenger Services:** This option can be used to send instant messages to anyone who is logged into the system.

The menu bar also shows you what version of the software you are running, your log in information, and the IP address that you are logged in from. This information is also stored in the database for historical and security purposes.

To right of the top **menu bar** are the following:

**Logout:** Brings you back to this login screen.

**Help:** Click to see detailed help information about the screen you are working on.

**Manual:** Detailed manuals about each application, including policy and procedures.

**Support:** Online support during normal business hours, or can be emailed at [supportop@openpro.com](mailto:supportop@openpro.com).

**Home:** Takes you back to the main menu screen.

On the **application menu** section at the bottom of the menu:

**Enable Autohide:** This will make the menu disappear until you move the mouse over to the far left of the screen then you will see the menu appear.

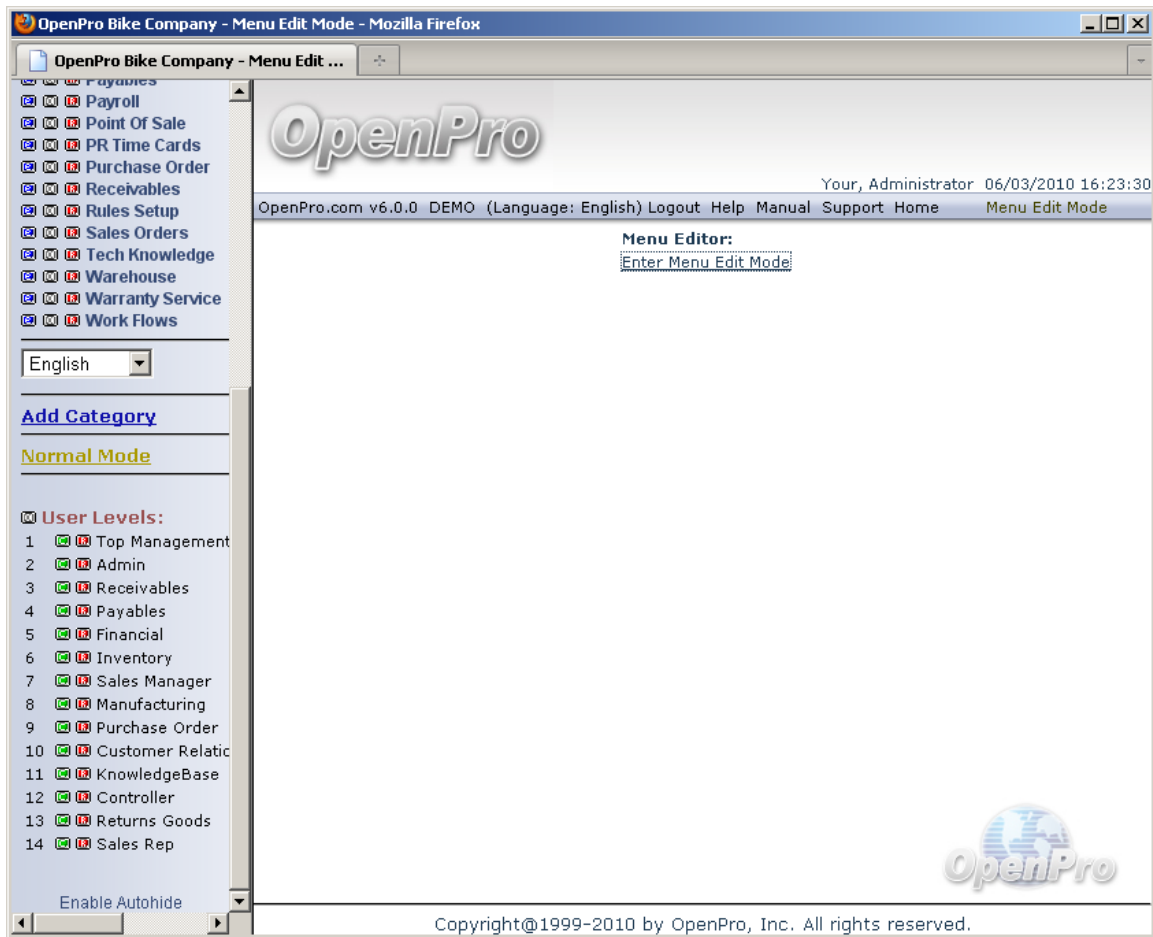
**Disable Autohide:** This makes the menu fixed, always open and on top of the screen.

**The Globe** is used for the messenger between machines.

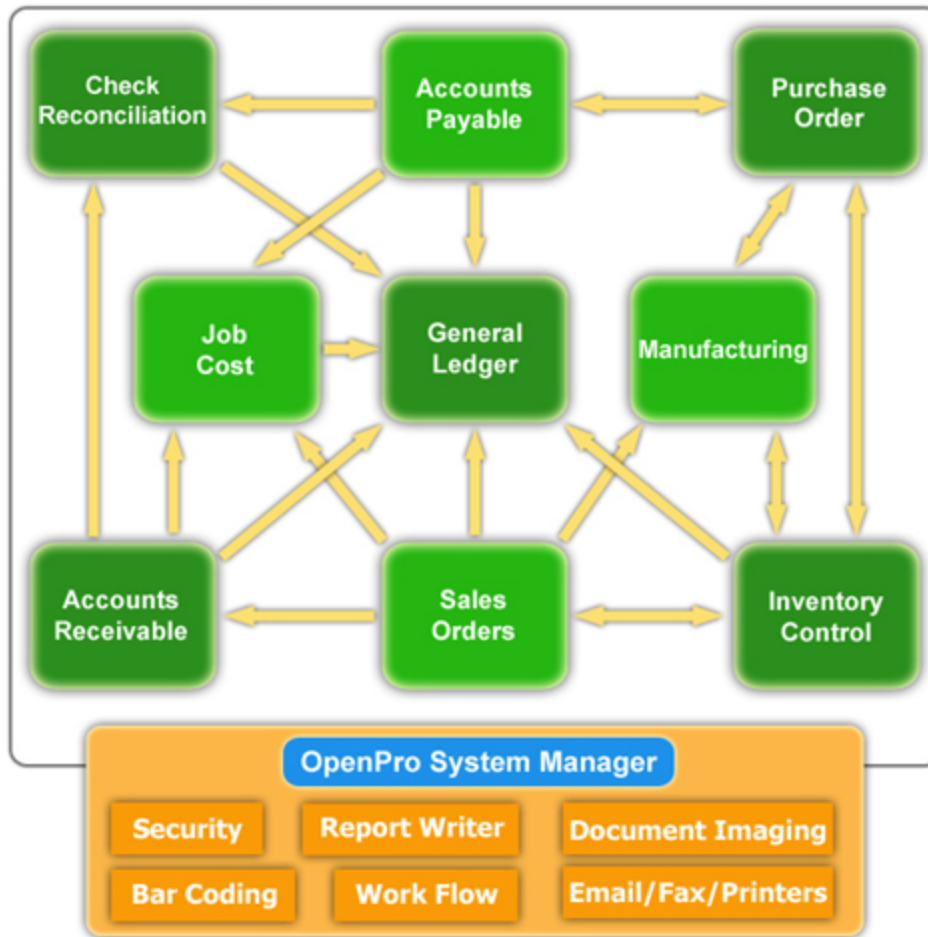
The Application menu is user definable, based upon your login ID you can have different items on this menu.

If you login as an administrator this gives you the capability to change the menu, names of the fields, etc.

The menu system is fully customizable, with the menu editor, you can add change and delete menu items per login type. So, for example, someone in Accounts Payable only sees AP screen information.



# OpenPro Data Flow

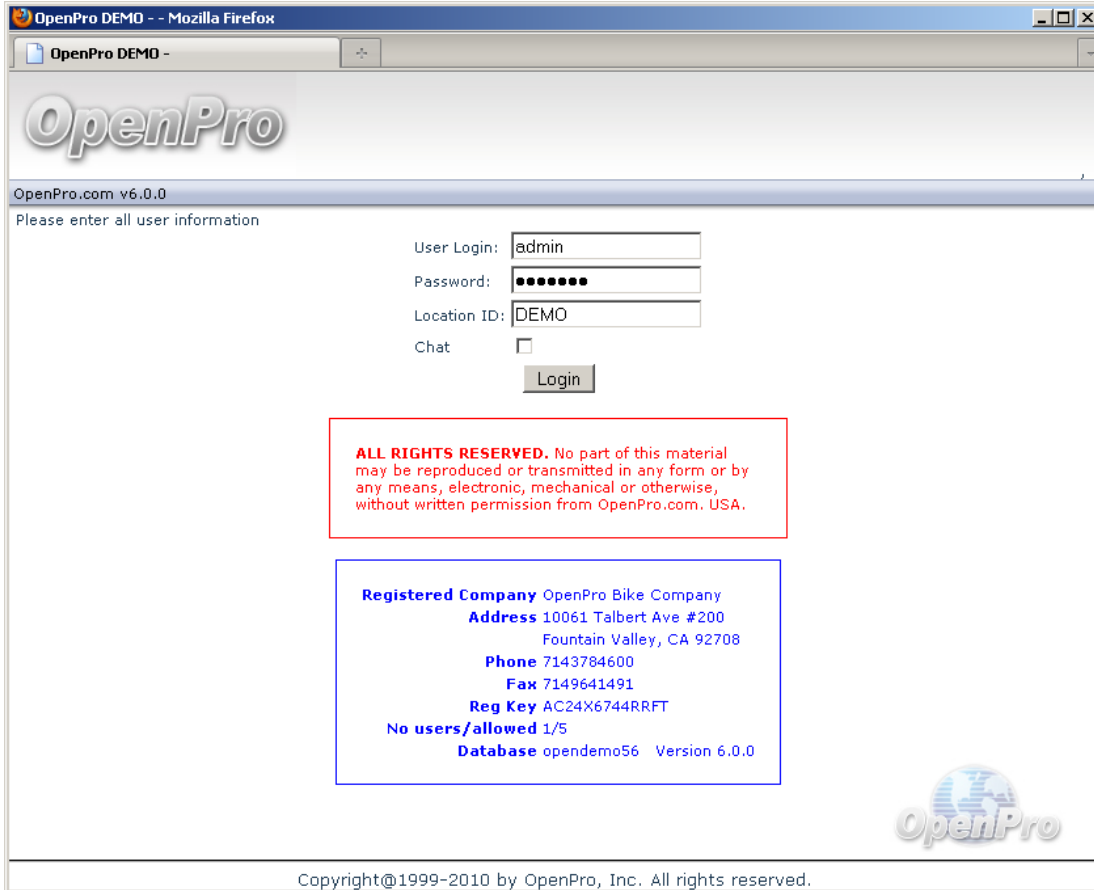


OpenPro data flow.

## Exit the OpenPro Standard Solution

There are two ways to exit the OpenPro Standard Solution. You can click on the standard “X” icon in the upper righthand corner of the main application window. This will immediately close the application and return you to your computer desktop. Or you can use the System menu’s **LOGOUT** OpenPro option. To exit the application and return to your computer desktop using this method, select the “Logout OpenPro” option from the System Module’s drop-down menu, as shown below:

Figure 1.5: Exit OpenPro



After selecting this option, the application will close, returning you to your computer desktop.

## Application Fundamentals

The OpenPro Standard Solution contains a number of fundamental features designed to simplify your use of the software. In this section, we will describe these fundamentals in an effort to familiarize you with their use. First, look at a sample **Inventory Item** screen, as shown below. We will use this **Item Search** screen to illustrate several of the application fundamentals found throughout the application—across multiple screens and modules.

### Go to Inventory Control\Item Find

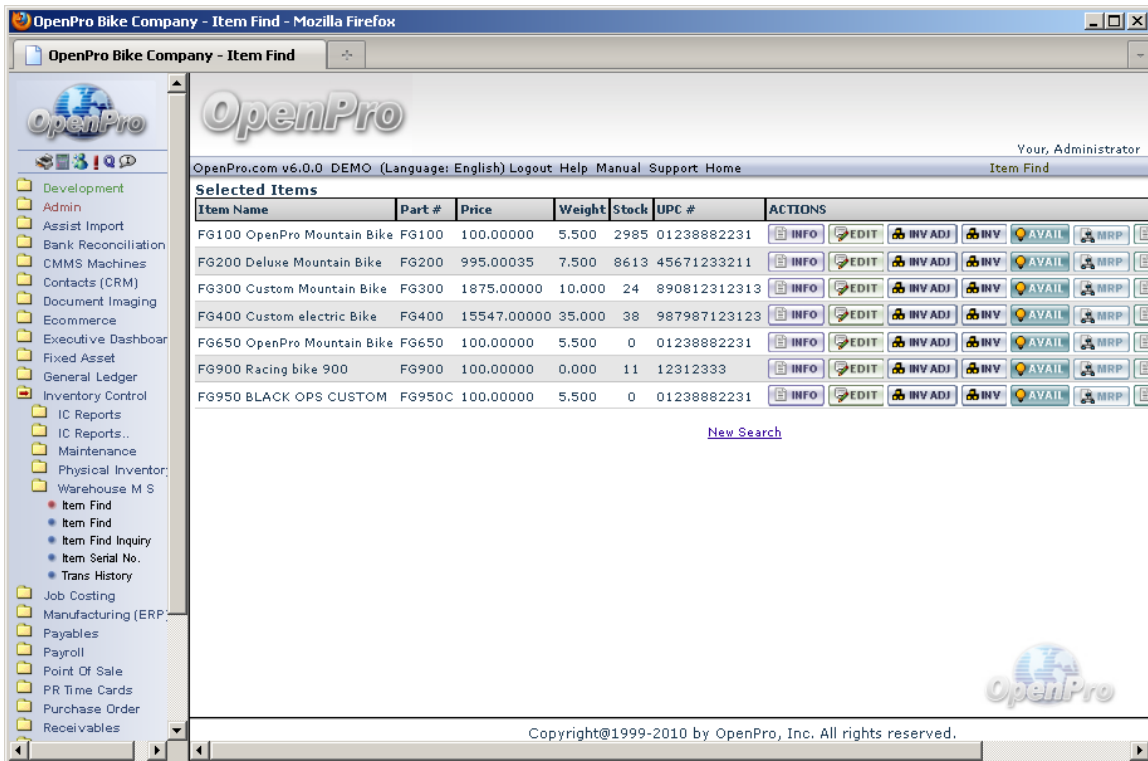


## Search Screen

All of the search screens have various options for searching records as well as sorting the data that is displayed. Additionally, if you click on the “**Search**” button it will display all the records in the database. OpenPro ERP software has very powerful options with every search screen, while remaining easy to use.

In this example we can search items by the following categories: item #, name or description, mfg number, weight and UPC.

You can also search by Item Category. If you have multiple warehouse locations you can narrow your search down by that single location. Each field can be searched using a **% for a wild card**. Example search **%FG%** to find all items that have FG in the item name. With our advanced SQL database searches are fast and easy.



The screenshot shows the OpenPro ERP interface in a Mozilla Firefox browser window. The page title is "OpenPro Bike Company - Item Find". The main content area displays a table of search results under the heading "Selected Items". The table has columns for Item Name, Part #, Price, Weight, Stock, and UPC #, followed by an ACTIONS column with icons for INFO, EDIT, INV ADJ, INV, AVAIL, and MRP. Below the table is a "New Search" link. The left sidebar contains a navigation menu with various system modules. The footer includes the OpenPro logo and copyright information: "Copyright@1999-2010 by OpenPro, Inc. All rights reserved."

Item Name	Part #	Price	Weight	Stock	UPC #	ACTIONS
FG100 OpenPro Mountain Bike	FG100	100.00000	5.500	2985	01238882231	INFO EDIT INV ADJ INV AVAIL MRP
FG200 Deluxe Mountain Bike	FG200	995.00035	7.500	8613	45671233211	INFO EDIT INV ADJ INV AVAIL MRP
FG300 Custom Mountain Bike	FG300	1875.00000	10.000	24	890812312313	INFO EDIT INV ADJ INV AVAIL MRP
FG400 Custom electric Bike	FG400	15547.00000	35.000	38	987987123123	INFO EDIT INV ADJ INV AVAIL MRP
FG650 OpenPro Mountain Bike	FG650	100.00000	5.500	0	01238882231	INFO EDIT INV ADJ INV AVAIL MRP
FG900 Racing bike 900	FG900	100.00000	0.000	11	12312333	INFO EDIT INV ADJ INV AVAIL MRP
FG950 BLACK OPS CUSTOM	FG950C	100.00000	5.500	0	01238882231	INFO EDIT INV ADJ INV AVAIL MRP

Once you received the result listing you can **sort** the listing by clicking on the top header of each column that is underlined. If you have a large result, you can refine your search by using the **EDIT/FIND** option on your browser. You can **print** the information by clicking on the **Printer Icon** from the menu bar or doing a mouse right click and choose the print option. If at any time you want to change your search you can click on **New Search** or **Item Find** on the left menu bar. On the right side of the listing are **actions**, where you are able to focus on specific details about a particular item.

## Application Fundamentals

Here is an example of one of the action items you can select. It is the item availability screen that is used for **Available to Promise** for your customers.

OpenPro Bike Company - item\_availability - - Mozilla Firefox

CLOSE WINDOW

**Item Availability**

Item: FG100 - FG100 OpenPro Mountain Bike Sum by Day

Date	Beginning Balance	Required	Receiving	Committed
6/2/2010	2985.00	0.00	2597.00	4983.00
6/9/2010	599.00	0.00	0.00	0.00
6/16/2010	599.00	0.00	0.00	0.00
6/23/2010	599.00	0.00	0.00	0.00
6/30/2010	599.00	0.00	0.00	0.00
7/7/2010	599.00	0.00	0.00	0.00
7/14/2010	599.00	0.00	0.00	0.00
7/21/2010	599.00	0.00	0.00	0.00
7/28/2010	599.00	0.00	0.00	0.00
8/4/2010	599.00	0.00	0.00	0.00
8/11/2010	599.00	0.00	0.00	0.00
8/18/2010	599.00	0.00	0.00	0.00
8/25/2010	599.00	0.00	0.00	0.00
9/1/2010	599.00	0.00	0.00	0.00
9/8/2010	599.00	0.00	0.00	0.00
9/15/2010	599.00	0.00	0.00	0.00
9/22/2010	599.00	0.00	0.00	0.00
9/29/2010	599.00	0.00	0.00	0.00
10/6/2010	599.00	0.00	0.00	0.00
10/13/2010	599.00	0.00	0.00	0.00
10/20/2010	599.00	0.00	0.00	0.00
10/27/2010	599.00	0.00	0.00	0.00
11/3/2010	599.00	0.00	0.00	0.00
11/9/2010	599.00	0.00	0.00	0.00
11/16/2010	599.00	0.00	0.00	0.00
11/23/2010	599.00	0.00	0.00	0.00

## Application Fundamentals


Here is the **Show Inventory** screen displaying the current stock on hand. Specifically shown is a lookup list of serialized items:

LocationCode	Location Name	Location Phone	On Hand	Allocated	Available	On Order 1	Available 1	On Order 2	Available 2
Consignment	Consignment	1212	89.000	0.000	89.000	0.000	0.000	0.000	0.000
DROPSHIP	DROPSHIP	7146548465	2010.000	0.000	2010.000	0.000	0.000	0.000	0.000
hwd	Hollywood	213-444-9088	25.000	0.000	25.000	0.000	0.000	0.000	0.000
DEMO	OpenPro Samburg Bike Company	714-378-4603	880.000	4983.000	-4103.000	10.000	890.000	1.000	891.000
SBO	San Bernardino	9096764002	-82.000	0.000	-82.000	0.000	0.000	0.000	0.000
SDO	San Diego	6145678900	0.000	0.000	0.000	0.000	0.000	0.000	0.000
WHSE	Warehouse	234-234-9898	63.000	0.000	63.000	0.000	0.000	0.000	0.000
WLA	West LA	949-555-6578	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Item Total</b>			<b>2985.000</b>	<b>4983.000</b>	<b>-1998.000</b>	<b>10.000</b>	<b>890.000</b>	<b>1.000</b>	<b>891.000</b>

## Application Fundamentals

Here is the **Edit** screen, displaying the item and all its characteristics.

OpenPro Bike Company - item\_maint -- Mozilla Firefox

**Item**       

Name: FG200 Deluxe Mountain Bike Rev #: 1 Status: Active

Part Number: FG200 Next Partnum: Model Code:

Ship Reference:  Sellable:  Taxable:  E-Commerce:

**General** | Dimensions | Description | Userdef | Pictures

**General**

	Material	Labor	F.Overhead	V.Overhead	Outside	Total Cost
Cost	21.55000	0.11000	0.10000	0.01000	0.00000	21.77

Inventory Tracking: Regular Inventory Class: FGItem - Finished Goods item

Price: 995.00035 990.00000 980.00000 970.00000 960.00000

Item Category: Bikes


Image:

UPC Code: 45671233211

Manufacturer: Open Pro Demo company

Mfr. Number: FV200

Vendor Number: OP

Current Image: 

Color: Blue Size: 17 Style: Lake

Height: 54

Description	Description 2
Deluxe Mountain Bike with wood side rails	candy apple red color

## Basic Process

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This section is designed to orient you to the basic processes of the OpenPro Standard Solution. We have assembled a series of related screenshots to illustrate a logical sequence of business scenarios. We hope you will find the examples to be useful. Feel free to test them for yourself. Your evaluation database comes pre-loaded with the same sample data used to generate the screen shots in this section.

The basic process begins with the **Sales Order** entry of Item FG100 wagon, followed by the **Manufacturing Bill of Materials** and **Bill of Operation**, Purchasing raw materials needed, raw material **Receipts**, **Manufacturing Work Orders** creation and processing, and finally, **Sales Order** fulfillment and **Invoicing**.

Other modules we will go through are **Payables**, to pay for the receipt of material on the purchase order, **Payables Aging**, **Receivables Aging** and **Cash Receipts**, **Financials Profit and Loss** and **Balance Sheet**, **E-commerce** interface, **Customer Relations Management**, **Lead tracking**, **Check Reconciliation** process, **Service Billing** and **Point of Sale**.

## Getting Started with Order Entry

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After you Login, go to **Sales Orders**:



Select the sub menu **Add Order**.



# Sales Order Cycle



## Getting Started with Order Entry

The first screen is to **Find a Customer**. You can click on **Search** to display all the customers.

OpenPro Bike Company - Add order - Mozilla Firefox

OpenPro Bike Company - Add order

OpenPro

Your, Administrator 06/03/2010 16:00

OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home Add order

**Find Customer**  
[Make a new Customer HERE](#)

Last Name  Order Type Phone Order

First Name  City

Address  State

Company coc  Store ALL

E-Mail Address

Customer Reference. #

Social Security #

Date of Birth

Phone Number

Cell Number

Fast

Then select **cocanut oil distrib.**

OpenPro Bike Company - Add order - Mozilla Firefox

OpenPro Bike Company - Add order

OpenPro

Your, Administrator 06/03/2010 16:00

OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home Add order

Name	Reference #	Company	Phone #	City, State	Actions
Smith, Frank 6		Cocanut Oil Dist CO	7149642140	Fountain Valley, CT	<input type="button" value="NEW ORDER"/> <input type="button" value="MORE INFO"/> <input type="button" value="CH"/>

[New Search](#)

## Getting Started with Order Entry

Click on **New Order**:

The screenshot shows the OpenPro software interface in a Mozilla Firefox browser window. The title bar reads "OpenPro Bike Company -- Mozilla Firefox". The main window title is "OpenPro Bike Company". The interface includes a navigation menu on the left with categories like Development, Admin, Assist Import, Bank Reconciliation, CMMS Machines, Contacts (CRM), Document Imaging, Ecommerce, Executive Dashboard, Fixed Asset, General Ledger, Inventory Control, Job Costing, Manufacturing (ERP), Payables, Payroll, Point Of Sale, PR Time Cards, Purchase Order, Receivables, Rules Setup, Sales Orders, Customers, History, Maintenance, Reports, Reports..., RMA, Templates, Wizard, and Add order.

The main content area displays the "OpenPro" logo and the version "OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home". The user information is "Your, Administrator 06/03/2010 16:31:23". The store information is "Store: DEMO", "Quote: 5417", "Phone Order", "6 Mr. Smith, Frank DD", "Cocanut Oil Dist CO", "Fountain Valley, CT", "June 3, 2010 4:31 PM", and "Entered By : Administrator Your". There are buttons for "DETAIL", "DOCUMENT", "OPEN BOOK", "NOTE", "SEE NOTE", "+SCREEN", "Template -- choose --", and "PAINT".

Keep	Line Item	Type	Item Name	Part #	Quantity	Details	Discount	Unit Price	Total Price
<input checked="" type="checkbox"/>	0001	+ New	FG100 OpenPro Mountain Bike	FG100	1.00	<input type="button" value="SHOW"/>	0.00	90.00000	90.00
<input checked="" type="checkbox"/>	0002	+ New	FG200 Deluxe Mountain Bike	FG200	1	<input type="button" value="SHOW"/>	0	990.00000	990.00

Buttons:

Discount Amount:  Total: 1,080.00

Override Discount Amount

Shipping:

Tax Code:  86.40

Total Weight: 13 Rebate: 0.00 Grand Total: US\$1,166.40

Buttons:

Show only stock Show 20 Sort By: Name Change Options

By: Name Search

[Bike Options](#)

[Bikes](#)

[Parts](#)

[Ramps](#)

USE ITEMS FG100 and FG200 for an example

Orders can be entered in by typing or scanning in the item number in the **Input Part #** field, by clicking **Add to Cart**, or, if it is a serialize item, you can scan the serial number in the **Input Serial**.

## Getting Started with Order Entry

Once you have entered in the item number, you are directed to the **Quantity Field** where you can enter the required quantity. The default quantity is '1'.

The screenshot displays the OpenPro software interface. The main content area shows a table with the following data:

Keep	Line Item	Type	Item Name	Part #	Quantity	Details	Discount	Unit Price	Total Price
<input checked="" type="checkbox"/>	0001	New	FG100 OpenPro Mountain Bike	FG100	1.00	<a href="#">SHOW</a>	0.00	90.00000	90.00
<input checked="" type="checkbox"/>	0002	New	FG200 Deluxe Mountain Bike	FG200	1	<a href="#">SHOW</a>	0	990.00000	990.00

Below the table, there are buttons for **update**, **Place Order**, and **Invoice Order**. The **Shipping** dropdown is set to "UPS - Customer Pickup Pickup - 0.00" and the **Tax Code** is "CAOR - CALIFORNIA ORANGE COUNTY". The **Total** is 1,080.00 and the **Grand Total** is US\$1,166.40.

After adding a line item, the system will open up some new buttons, such as **Update**, which is used if you want to change anything on that line item. Use **Place Order** when you are done with this order and want to move on to the next order, or **Place Order and Pay** if you have an order ready to ship and want to enter in credit card information and invoice the order.

On the top of the screen you can print out a **Quote, Picking Ticket or Sales Order** individually.

In the middle you can select **Show Order Details**, which opens up all the user defined fields, P.O. numbers, delivery dates, etc.

On the line item there is an option to **Show Details**, which opens detail comments, multiple ship to locations, selection of serial number and many other options, such as user- defined fields.

On the bottom of the page is a **Search Items** screen where you may search by many different types of criteria.

## Getting Started with Order Entry

Here is an example of the **Show Order Details** Screen:

The screenshot shows the 'Show Order Details' screen in the OpenPro system. The interface includes a navigation menu on the left, a header with the OpenPro logo and user information, and a main content area with various form fields and a table of line items.

**Header:** OpenPro Bike Company - Mozilla Firefox  
OpenPro Bike Company -  
OpenPro  
Your, Administrator 06/03/2010 16:31:23  
OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home

**Store Information:** Store: DEMO, Quote: 5417, Phone Order, To Generate reports, update first.  
6 Mr. Smith, Frank DD, Cocanut Oil Dist CO, Fountain Valley, CT, June 3, 2010 4:31 PM, Entered By: Administrator Your

**Form Fields:** REDUCE, DOCUMENT, OPEN BOOK, NOTE, SEE NOTE, +SCREEN, Template: -- choose --, PAINT

**Purchase Order:** Quote Date: 06/03/2011, Order Date: 06/03/2011, Invoice Date: 06/03/2011, Ship Date: , Require Date: 06/03/2011, Cancel Date: , BATCH: , User Def2: , User Def3: , Insurance: - Choose - , Ship Complete:

**Billing:** Billing 6, Mr. Frank Smith DD / Cocanut Oil Dist CO, salesop@Openpro.com, 10061 tablert ave Suite 203, Fountain Valley CT 92708 USA, Phone 7149642140x210, 3<sup>rd</sup> Party Billing, Bill To: - choose - , Cash Account: Cash1, Approved By: , Approved Date: , Terms: payable net 30, Credit Limit: 0.00, Discount: % 0.00, Credit Card: - choose -

**Shipping:** Shipping, Frank Smith / Cocanut Oil Dist CO, a, 10061 tablert ave, Fountain Valley, 92708 USA, Phone 7149642140x210, ATN: , Ship To: - choose - , Commission: 0.000, Details: Rep 1: Administrator Your % 5.00, Rep 2: sales account rep % 1.000, Rep 3: % , Media Code: - choose -

**Table:** Multiple POs, Cash Receipts

Keep	Line Item	Type	Item Name	Part #	Quantity	Details	Discount	Unit Price	Total Price
<input checked="" type="checkbox"/>	0001	New	FG100 OpenPro Mountain Bike	FG100	1.00	SHOW	0.00	90.00000	90.00
<input checked="" type="checkbox"/>	0002	New	FG200 Deluxe Mountain Bike	FG200	1 Pound	SHOW	0	990.00000	990.00

**Buttons:** update, Place Order, Invoice Order

**Summary:** Discount Amount: 0.00, Total: 1,080.00


Also displayed are the line item details.

Update the order and print out the quote, Picking ticket, etc.

When you have completed the entry click on **Place Order**, then the system is ready to add another order.

Once you click Place order the order will then be available for the shipping department for shipping, after shipping it will be in the invoice queue for invoice process. Or you can click Invoice order and it will go directly to invoicing.

quote\_show\_5417\_Cocanut\_Oil\_Dist\_CO - Mozilla Firefox



## Quote

Phone Order

Location: DEMO  
 OpenPro Samburg Bike Company  
 10061 Talbert Ave #200  
 Fountain Valley, CA 92708

Phone (714)378-4603 Fax (714)964-1491

<b>Quote #:</b>	5417
<b>Date:</b>	06/03/2010
<b>Time:</b>	16:40:21

**Reference # 6**  
**Bill To:** Mr. Frank Smith DD  
 Cocanut Oil Dist CO  
 10061 talbert ave Suite 203  
 Fountain Valley, CT 92708  
 USA  
 Phone (714)964-2140

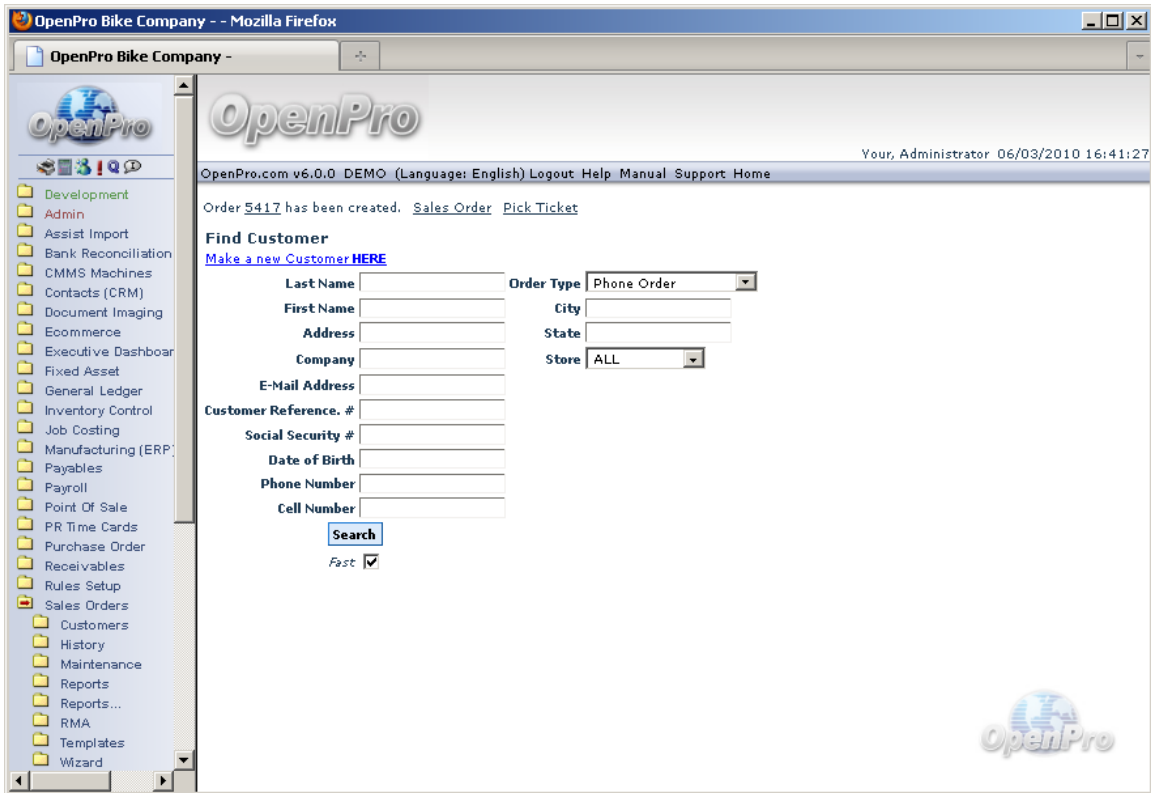
### Items Ordered:

Item#	Description	Quantity	Case Pack Qty	UOM	Unit Price	Ext Price
FG100	FG100 OpenPro Mountain Bike	1.00	0	Each	90.00000	90.00
MFG # : Manufacture# MFG: OpenPro Toy Company 1 UPC: 01238882231 FG100 OpenPro standard model This is more detail for this item Color: Blue Size: 15 Style: Height:						
FG200	FG200 Deluxe Mountain Bike	1.00	0	Pound	990.00000	990.00
MFG # : FV200 MFG: Open Pro Demo company UPC: 45671233211 Deluxe Mountain Bike with wood side rails candy apple red color Color: Blue Size: 17 Style: Lake Height: 54						

<b>Purchase Order:</b>		<b>Subtotal:</b>	<b>1,080.00</b>
<b>Quote #:</b>	5417	<b>Taxes:</b>	<b>86.40</b>
<b>Shipping Method:</b>	Customer Pickup Pickup	<b>Shipping:</b>	<b>0.00</b>
<b>Sales Representative:</b>	Your, Administrator	<b>Total Due:</b>	<b>US\$1,166.40</b>

**BATCH:**  
**User Def2:**  
**User Def3:**

Example quote that can be printed to your local printer, emailed or faxed.

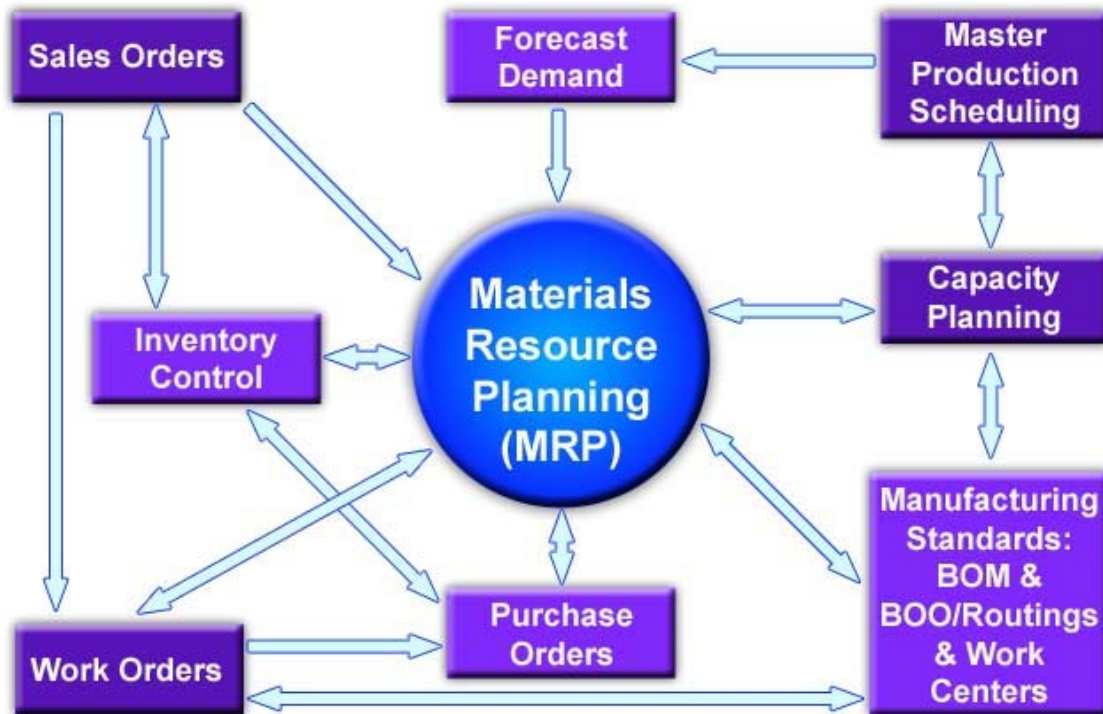


Once you click on the sales order, it then is ready for the next sales order entry.

This gives you the chance to print the last order entered, or print the picking ticket.



## Manufacturing Process Flow



The **Manufacturing BOM** is a multi-level process. First, select the FG100 Item BOM.

OpenPro Bike Company - Mozilla Firefox

OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home

Your, Administrator 06/03/2010 16:43:17

Item **FG200** **FG200 Deluxe Mountain Bike**  
 Deluxe Mountain Bike with wood side rails  
 candy apple red color

Location Inventory : 8605  
 Overall Inventory : 8613  
 Unit of Measure : Feet  
 Quantity Needed : 1

[±] #	Sequence #	Item #	Description	Unit Of Measure	# per Unit	Extended	Location Inventory	Total Inventory	Standard Cost	Rollup Cost [±]	
[±]	10	d1000	D1000 Special Roll Metal	Feet	15.50000	15.50000	239.60000	403.60000	38.37800	38.37800	
[±]	20	d1000	D1000 Special Roll Metal	Feet	36.40000	36.40000	239.60000	403.60000	90.12640	90.12640	
	30	RMSTEEL	RAW STEEL BARS RAW STEEL BARS	Pound	4.13000	4.13000	1120.32000	1120.32000	5.03860	5.03860	
[±]	40	RM2001X4	RAW WOOD 1 X 4 RAW WOOD	Feet	3.50000	3.50000	115.50000	126.50000	8.12000	8.12000	
[±]	50	RM1200	METAL HANDLE RML200 Metal handle bars	Each	1.00000	1.00000	157.00000	171.00000	1.25600	1.25600	
	60	RM1001	SHEET METAL	Pound	4.00000	4.00000	1441.00000	1441.00000	0.90400	0.90400	
									<b>Total Cost</b>	143.82300	3283.21514
									<b>Variable Overhead</b>	3.30793	75.51395
									<b>Fixed Overhead</b>	2.86208	65.33598
									<b>Grand Total Cost</b>	149.99301	3424.06507

This BOM shows the material required to complete one unit of FG100.

OpenPro Bike Company - Bill of Ops - Mozilla Firefox

OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home

Bill of Ops

Bill of Operations

Bill of Operations: FG200 [item]

Revision #: [ ]

Name: [ ] Begin Date: [ ] End Date: [ ]

Operation Plan Image: [ ] Browse... View current

[REMOVE] [UP] [DOWN] [ADD] [SAVE] [DUPLICATE] [DUPLICATE] [NOTE] [SEE NOTE]

SEL	Sequence No	Standard Operations	Work Center	Machine	Description	Effective	Expires	Setu Time
<input type="radio"/>	10	Edge Mill Op	Bending	Milling machine	Grab steel bar stock cut to size specs shape for handle bars	Always	Already	55.551
<input type="radio"/>	20	Etch Copper	Cutting		Grab steel bar stock cut to size specs shape for handle bars	Always	Already	55.551
<input type="radio"/>	30	Chassis Asse Package	Assemble electric wrench	Assemble as per instruction sheet		Always	Already	55.551

16

[SAVE]

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## Getting Started with Manufacturing Bill of Materials and Bill of Operations

Enter the item **FG100**, check the **List of Materials Found** and then click on **Go**.

The screenshot displays the 'OpenPro Bike Company - Bill of Ops' window. The main area is titled 'Bill of Operations' and shows configuration for item 'FG200'. A table lists operations, with the first one selected:

SEL	Sequence No	Standard Operations	Work Center	Machine	Description	Effective	Expires	S	T
<input type="radio"/>	10	Edge Mill Op	Bending	Milling machine	Grab steel bar stock cut to size specs shape for handle bars	Always	Already	55	

The detailed configuration for the selected operation (10) includes the following fields:

- Standard Operation:** Edge Mill Operations
- Facility Quantity:** 0.00000
- Facility UOM:** SQFT
- Daily Capacity %:** 0.00
- Daily Capacity:** 0.000
- Lag Time:** 0.00
- Description:** Grab steel bar stock cut to size specs shape for handle bars
- Work Center:** Bending
- Tooling / Machine:** Milling machine
- Effective:** Always
- Setup Time:** 55.550
- Report Setup Time Cost as:** Direct Cost
- Expires:** Already
- Run Time UOM:** Minutes
- Run Time:** 18.550
- Report Run Time Cost as:** Direct Cost
- Instructions:** Grab steel bar stock cut to size specs shape for handle bars

At the bottom of the table, another operation is partially visible:

<input type="radio"/>	20	Etch Copper	Cutting		Grab steel bar stock cut to size specs shape for handle bars	Always	Already	55	
-----------------------	----	-------------	---------	--	--	--------	---------	----	--

## Getting Started with Manufacturing Bill of Materials and Bill of Operations

The **Bill of Operations** (BOO) states the labor flow and process flow of raw materials within the shop. It keeps track of standards within your manufacturing process. A Bill Of Operations can be specific for an item number or they can be generic and use the same BOO for many items.

Pull up a work order 67



The screenshot displays the OpenPro software interface for a work order. The main window title is "OpenPro Bike Company - Work Orders - Mozilla Firefox". The sidebar on the left contains a tree view of menu items, with "Work Orders" selected. The main content area shows the "OpenPro" logo and the text "OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home". The work order details are as follows:

Work order : 67	
Type	Build
Part #	FG200
Revision #	
Name	FG200 Deluxe Mountain Bike
Description	Deluxe Mountain Bike with wood side rails
Customer	
Reference #	
Unit of Measure	Feet
Warehouse	San Bernardino
Lead Time	4
Quantity Ordered	18.00
Quantity Completed	2.00
Due Date	11/13/2009
Start Date / Time	11/04/2009 00:00:00
Completed Date	
Created by	Administrator Your
Planner	Your Administrator
Creation Date	06/08/2009
Status	W.I.P.
Bill of Materials	<a href="#">Edit / View Bill of Materials</a>
Bill of Operations	<a href="#">Edit/View Bill of Operations</a>
Bill of Operations Revision #	
Generate Pick List	
Generate Routing	
New Quantity Completed	
Priority	High






Buttons at the bottom of the form include: Production Notes, COST, Tasks, NOTE, SEE NOTE, Scrap Items, and +SCREEN. A SAVE button is located at the bottom center. The footer contains the text "Copyright©1999-2010 by OpenPro, Inc. All rights reserved." and the OpenPro logo.

OpenPro Bike Company - wo\_picklist - - Mozilla Firefox

### Build Manufacturing Pick List

**Work Order #: 67** |   
**Warehouse: SBO** San Bernardino **Date: 06/08/2009**  
**Unit of Meas.: Feet** **Status: W.I.P.**  
**Qty Ordered: 18.00** **Start Date: 11/04/2009**  
**Qty Completed: 2.00** **Due Date: 11/13/2009**  
**Customer:** **Reference:**  
**Item: FG200** |   
 FG200 Deluxe Mountain Bike Deluxe Mountain Bike with wood side rails

**Production Notes**

Part Number Description	Qty Per	Qty Required	Qty Issued	UOM	Qty to Pick	Qty Picked
<b>d1000</b>   						
D1000 Special Roll Metal	15.50000	279.00000	32.00000	Feet	247.00000	_____
<b>RM1200</b>   						
METAL HANDLE RM1200 Metal handle bars	1.00000	18.00000	4.00000	Each	14.00000	_____
<b>RMSTEEL</b>   						
RAW STEEL BARS RAW STEEL BARS	4.13000	74.34000	33.00000	Pound	41.34000	_____
<b>RM2001X4</b>   						
RAW WOOD 1 X 4 RAW WOOD	3.50000	63.00000	0.00000	Feet	63.00000	_____
<b>RM1001</b>   						
SHEET METAL	4.00000	72.00000	0.00000	Pound	72.00000	_____

**Production Notes**

Generate a material pick list.

OpenPro Bike Company - wo\_routing - - Mozilla Firefox

### Manufacturing Routing

**Work Order #: 67** | ██████ ██████ ██████ ██████  
**Warehouse: SBO** San Bernardino **Date: 06/08/2009**  
**Unit of Meas.: Feet** **Status: W.I.P.**  
**Qty Ordered: 18.00** **Start Date: 11/04/2009**  
**Qty Completed: 2.00** **Due Date: 11/13/2009**  
**Customer:** **Reference:**  
**Item: FG200** | ██████ ██████ ██████ ██████ ██████ ██████ ██████ ██████  

 FG200 Deluxe Mountain Bike      Deluxe Mountain Bike with wood side rails

**Production Notes**

Sequence #	Work Center Std Oper.	Description	Tooling Reference	Labor Group	Setup Total Run Total	Setup Remain Run Remain
10	Plating Copper	Plating Copper Electroplating	Paint Bake		22.0000 25.9200	22.0000 25.9200

**Instructions:**

**Production Notes**

Generate a Work order Routing sheet. This also interfaces with OpenPro Time card system and payroll system.

OpenPro Bike Company - wo\_cost - - Mozilla Firefox

Costs for Work Order # 67, item FG200, Quantity: 18.00 [LEARN](#)

### Material Costs

Sequence No	Part	Planned	Actual	Difference	% Difference	Quantity
10	d1000 D1000 Special Roll Metal	690.80	79.23	-611.57	-771.89%	32.00
20	RM1200 METAL HANDLE	22.61	5.02	-17.59	-350.40%	4.00
30	RMSTEEL RAW STEEL BARS	90.69	40.26	-50.43	-125.26%	33.00
40	RM2001X4 RAW WOOD 1 X 4	146.16	0.00	-146.16	-100.00%	0.00
50	RM1001 SHEET METAL	16.27	0.00	-16.27	-100.00%	0.00
<b>Direct Total</b>		966.53	124.51	-842.02	-676.24%	
<b>Fixed Overhead</b>		1,933.08	249.03	-1,684.05	249.03%	
<b>Variable Overhead</b>		1,933.08	249.03	-1,684.05	249.03%	
<b>Total Material Cost</b>		4,832.69	622.57	-4,210.12	-676.25%	

### Labor Costs

Sequence No	Operation	Work Center	Planned	Actual	Difference	% Difference
10	Copper Electroplating	Plating process	26.62	0.00	-26.62	-100.00%
<b>Direct Total</b>			26.62	0.00	-26.62	-100.00%
<b>Fixed Overhead</b>			53.24	0.00	-53.24	-100.00%
<b>Variable Overhead</b>			53.24	0.00	-53.24	-100.00%
<b>Total Labor Cost</b>			133.10	0.00	-133.10	-100.00%

### Labor Machine Costs

Sequence No	Operation	Work Center	Planned	Actual	Difference	% Difference
10	Copper Electroplating	Plating process	35.94	0.00	-35.94	-100.00%
<b>Direct Total</b>			35.94	0.00	-35.94	-100.00%
<b>Fixed Overhead</b>			71.88	0.00	-71.88	-100.00%
<b>Variable Overhead</b>			71.88	0.00	-71.88	-100.00%
<b>Total Labor Cost</b>			179.70	0.00	-179.70	-100.00%

### Machine Costs

Sequence No	Operation	Machine	Planned	Actual	Difference	% Difference
10	Copper Electroplating	Flash Oven	1.04	0.00	-1.04	-100.00%
<b>Direct Total</b>			1.04	0.00	-1.04	-100.00%
<b>Fixed Overhead</b>			2.08	0.00	-2.08	-100.00%
<b>Variable Overhead</b>			2.08	0.00	-2.08	-100.00%
<b>Total Machine Cost</b>			5.20	0.00	-5.20	-100.00%

### Grand Totals

	Planned	Actual	Difference	% Difference
<b>Direct Total</b>	1,030.13	124.51	-905.62	-777.35%

Click on costing, you will see the Planned cost, from the engineering drawing, and the actual cost, as well as differences between the two.

## Getting Started with Purchase Order Processing

The **Purchase Order** module is designed to work with both generic non-inventory items as well as inventory control items.

The vendor must be setup by **Accounting** before entering purchase order.

Select **Purchase Order** from the main menu, then **Purchase New**.

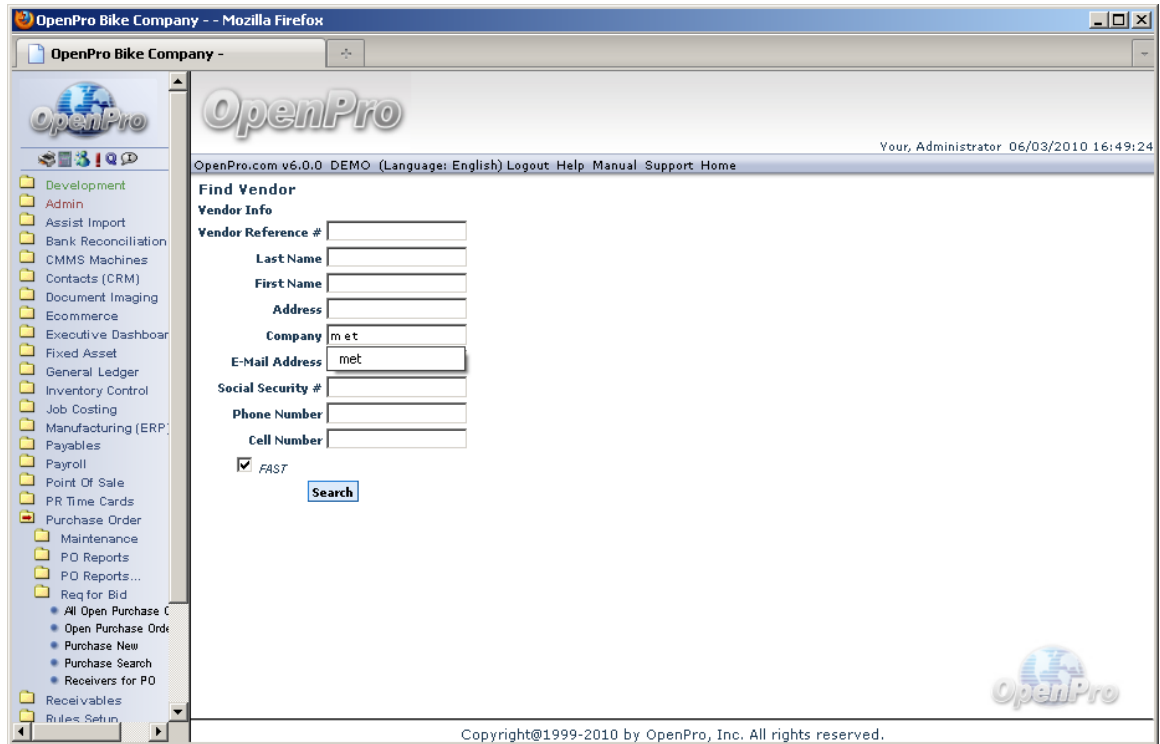
First, you should **select the Vendor**, or just click on **Search** to get a complete list of Vendors.



## Getting Started with Purchase Order Processing

---

Select the Vendor and check **New PO** for Metal Supply Company.



Look for Metal supply and click New Order.

## Getting Started with Purchase Order Processing

OpenPro Bike Company - po\_new - - Mozilla Firefox

Purchase Order Number : ; Requisition Number :

Steel, John Metal Supply Company 123 Real Metal Lane

Show Details

**Purchase Order Information**

Order Notes:

U.D.fld1:

U.D.fld2:

Buyer: Your Administrator PD Type: Purchase Order Regular

Planner ID: -- choose -- Store: DEMO-OpenPro Samburg

Approved Date:  (MM/DD/YYYY) Ship Method: Customer Pickup

Requisition Date: 06/03/201 (MM/DD/YYYY) Ship Complete: SHIPC - Ship Complete Customer Purchase Order:

Required Date: 06/03/201 (MM/DD/YYYY) Drop Ship:  Ship to one location:  Payment Terms: net30 / payable net 30

Cancel Date:  (MM/DD/YYYY)

Line Item	Item Name	Part Number	UOM	Due Date	Notes	Project/Sub-Pro/Task	Ship To	Quantity Ordered	Unit Cost
1	a red hupmobile	FG100	Each	06/03/201			TRUCK	1	400.0000

Weight: 5.50 Total Units: 1 Size: 0.00

Size: 0 UPC: 01238882231 Vend Item#: 6WMV: 7 3 0 0 0 QtyThisWk: 6 OnOrder: 0 OnHand: 2,985 #Wks Supply: 498 YTD Mmt: -9 NetCost: 95.22

Tax Code: LA / Los Angeles Total Units: 1 Weight: 5.50 Size: 0.00

Ship \$ 0.00 Misc \$ 0.00

Update Order

Part Number:  Add Item Search for Item(s) MATRIX IMPORT CSV Inventory Shortage Load All Items

Use the same FG100 and FG200 for this purchase order.

Here is where you can **Search for Items** you want to add to the purchase order and change the quantity needed, required date, etc.

Also, as with **Sales Orders**, you can see vendor detail information under **Show Details**.

## Getting Started with Purchase Order Processing

Click on **Pull Item to PO** to add a line item into the purchase order.  
 You can add multiple items to the purchase order from the same screen, and when you are finished click **CLOSE**.

The screenshot shows a web browser window titled "OpenPro Bike Company - vendor\_parts\_view - - Mozilla Firefox". The page displays vendor information for "Metal Supply Company / John Steel" and includes a search section for finding vendor parts. Below the search filters, a table titled "Selected Vendor Parts" lists various items with their respective details and actions.

<a href="#">Edit</a>	<a href="#">Pull</a>	Part Number	IC Partnum	Name	Description	Cost	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">65778</a>	<a href="#">RM1200</a>	hano dog handle	wqer	12.30000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">65779</a>	<a href="#">RM21111</a>	Red Paint	paint, glossy bright red desc1 this is just a bucket of red paint as you can see	14.99000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	89677		#2 Pencils	Pencil, 12 per pack	2.19000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">a1999</a>	<a href="#">d1000</a>	brimmed hat		18.00000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">d1000</a>	<a href="#">d1000</a>	d1000	d1000 Special rolled metal for bikes	1.23000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">FG100</a>	<a href="#">FG100</a>	a red hupmobile	asdASD	400.00000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">FG100</a>	<a href="#">FG100</a>	FG100 OpenPro Mountain Bike	FG100 OpenPro standard model This is more detail for this item	45.00000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>	<a href="#">FG200</a>	<a href="#">FG200</a>	FG200 Deluxe Mountain Bike	Deluxe Mountain Bike with wood side rails	302.44000	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Item to Purchase Orders</a>			FG300	Custom Colors		

Here you can see a complete list of items from this supplier, both inventory and non inventory items.

## Getting Started with Purchase Order Processing

When you are done selecting the item and with changing the quantity, click on **Update Order**. You can print the purchase order with the print button on the top right. This prints a purchase order request. When complete, click on **Place Order** and the purchase order will be assigned.

For additional control, you can separate the people entering a purchase order and approving the purchase order by not giving order entry people the capability to approve.

requisition\_show\_1\_Metal\_Supply\_Company - Mozilla Firefox

OpenPro Bike Company - requisition\_show\_1\_Metal\_Suppl...

**OpenPro**

**Requisition 960**

Location: WHSE  
Warehouse  
Garden Grove, CA 0  
(234)234-9898  
Tax Code: LA

Requisition #	960
Revision #	1
Requisition Date	06/03/2010
Approval Date	
Required Date	06/03/2010
Cancel Date	06/03/2010
Ship Complete	Ship Complete

**Vendor :1000**

Steel, John  
Metal Supply Company  
123 Real Metal Lane  
Metal city, AL 05467  
(432)611-9275

Purchase Order #	Shipping Method	Payment Terms	Buyer
0	Customer Pickup	payable net 30	Administrator Your

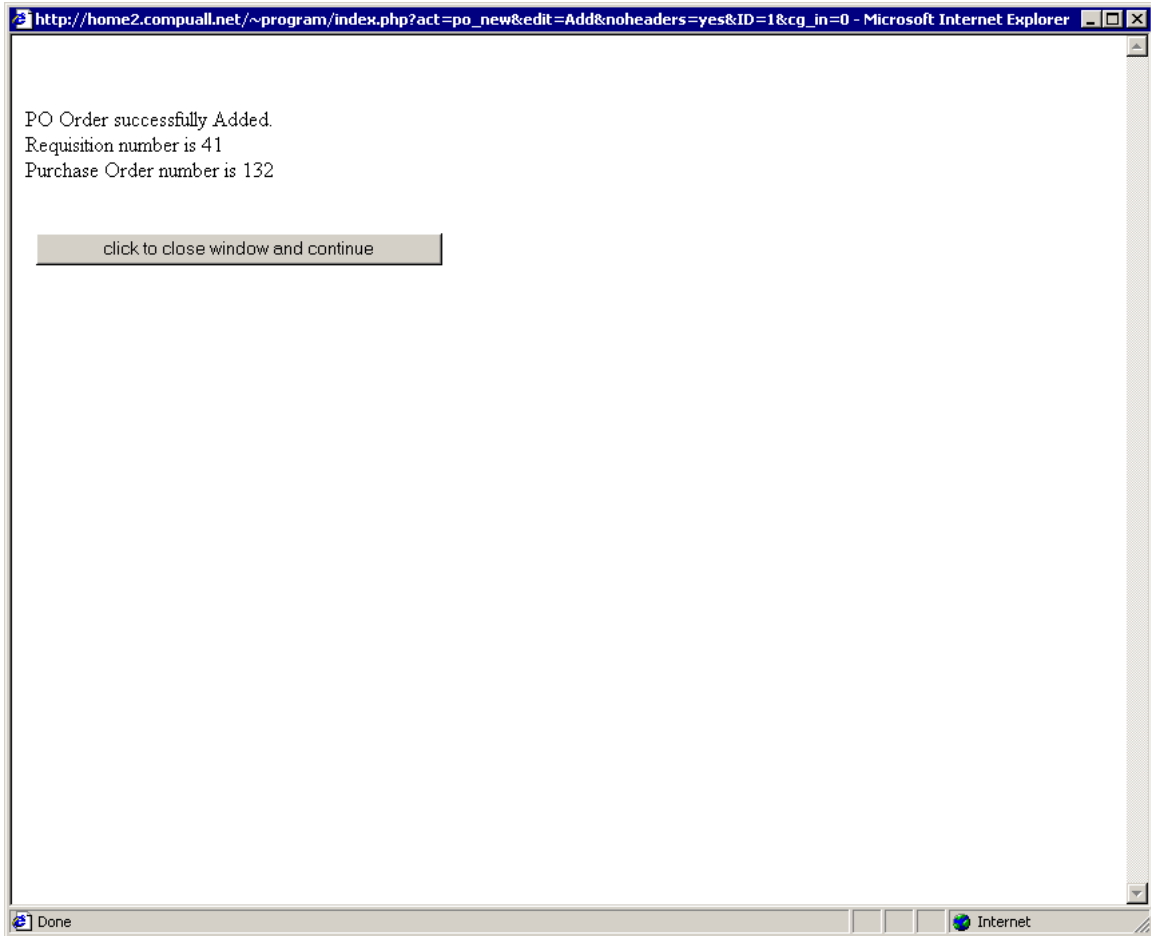
L / N	Item No.	Description	Ship To	U/M	Quantity	Unit Price	Ext Price
1	FG100 SKU # FG100 Revision#: 1a	a red hupmobile asdASD FG100 OpenPro Mountain Bike FG100 OpenPro standard model This is more detail for this item UPC: 01238882231	OpenPro Samburg Bike Company 10061 Talbert Ave #200 Fountain Valley, CA 92708 Phone (714)378-4603 Fax (714)964-1491	Each	1.00000	400.00000	400.00
U.D. fld1							U.D.fld 2
<b>Subtotal</b>							400.00
<b>Freight</b>							0.00
<b>Miscellaneous</b>							0.00
<b>Tax</b>							32.80
<b>Order Total</b>							US\$432.80

Terms and Conditions:  
OpenPro Demo System Terms and conditions call (714)378-4600 If you have questions .

## Getting Started with Purchase Order Processing

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After selecting **Place Order**, OpenPro will generate a new purchase order number.



## Getting Started with Purchase Order Processing

The **Purchase Search Routine** is where you can print and update the purchase order (PO). This is also where the receiving process is done for a purchase order. When you **Update PO**, you can then print the purchase order.

The screenshot displays the OpenPro software interface for the 'Purchase Search' routine. The window title is 'OpenPro Bike Company - Purchase Search - Mozilla Firefox'. The interface includes a sidebar with navigation options, a search parameters section, and a table of selected purchase orders.

**Search Parameters**  
Show open Purchase Orders only

**Selected P.O.s**

Name	Company	Purchase Order #	Request #	Request Date	Status	Actions
Steel, John	Metal Supply Company	227	959	06/01/2010	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	226	958	05/26/2010	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	225	900	05/25/2010	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	223	898	05/24/2010	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Smitty, Sable	Finnion Rainbow Inc	222	897	05/12/2010	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	220	894	11/05/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	217	890	05/14/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	215	888	05/08/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	212	885	05/08/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	211	884	05/07/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	210	883	05/07/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	208	881	05/02/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	207	880	04/30/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Smitty, Sable	Finnion Rainbow Inc	206	879	04/30/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	204	875	04/19/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Zenhouse, Jim	Gashouse Fixtures	202	873	03/28/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	201	872	03/28/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	200	871	03/28/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	199	868	03/27/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	198	867	03/26/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Luvik, Gil	Delivery Company	197	83	04/22/2005	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	196	862	03/21/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V
Steel, John	Metal Supply Company	195	861	03/21/2007	Open	SHOW EDIT RECEIVER NOTE SEE NOTE V

## Getting Started with Purchase Order Processing

You can print both the **Requisition** and the **Purchase Order**.

OpenPro Bike Company - po\_new - Mozilla Firefox

Purchase Order Number : 227 ; Requisition Number : 959; Status: Open [Close] NOTE SEE NOTE +SCREEN Print Requisition Print Purchase Order Print Packing Slip

Steel, John Metal Supply Company 123 Real Metal Lane  
 Show Details Language : ENG Currency : EDI Vendor

**Purchase Order Information**

Order Notes:  U.D.fld1:   
 U.D.fld2:

Buyer: Your Administrator PO Type: Purchase Order Regular  
 Planner ID: -- choose -- Store: DEMO-OpenPro Samburg  
 Approved By: salesARA salesARA  
 Approved Date: 06/01/2011 (MM/DD/YYYY) Ship Method: Customer Pickup  
 Requisition Date: 06/01/2011 (MM/DD/YYYY) Ship Complete: SHIPC - Ship Complete Customer Purchase Order:   
 Required Date: 06/01/2011 (MM/DD/YYYY) Drop Ship:  Ship to one location:  Payment Terms: net30 / payable net 30  
 Cancel Date:  (MM/DD/YYYY)


Line Item	Item Name	Part Number	UOM	Due Date	Notes	Project/Sub-Pro/Task	Ship To	Quantity Ordered	Quantity Received	Unit Cost	Extend Amount
1	hano dog handle	65778	Each	06/06/2011	<input type="button" value="NOTES"/>		<input type="button" value="TRUCK"/>	1.00000	0.0000	12.30000	12.30000
Size: 0	UPC: upc1	Vend Item#: RM1200	6WMv: 0 0 0 0 0 0	QtyThisWk: 0	OnOrder: 191	OnHand: 171	#Wks Supply: 0	YTDMvmt: 0	NetCost: 1.26	RtlPrc: 0.00	GrPrf%: 0.00
2	FG200 Deluxe Moun	FG200	Feet	06/06/2011	<input type="button" value="NOTES"/>		<input type="button" value="TRUCK"/>	1.00000	0.0000	302.44000	302.44000
Size: 0	UPC: 45671233211	Vend Item#: FG200	6WMv: 7 1 0 0 0 0	QtyThisWk: 7	OnOrder: 617	OnHand: 8,613	#Wks Supply: 1,230	YTDMvmt: -7	NetCost: 21.77	RtlPrc: 995.00	GrPrf%: 97.81
3	FG200 Deluxe Moun	FG200	Feet	06/06/2011	<input type="button" value="NOTES"/>		<input type="button" value="TRUCK"/>	1.00000	0.0000	302.44000	302.44000
Size: 0	UPC: 45671233211	Vend Item#: FG200	6WMv: 7 1 0 0 0 0	QtyThisWk: 7	OnOrder: 617	OnHand: 8,613	#Wks Supply: 1,230	YTDMvmt: -7	NetCost: 21.77	RtlPrc: 995.00	GrPrf%: 97.81
<b>Tax Code</b> LA / Los Angeles										<b>Total Units: 3</b>	<b>Subtotal 617.18</b>
										<b>Weight: 19.00</b>	<b>Tax 49.60</b>
											<b>Shipping 0.00</b>

## Getting Started with Purchase Order Processing

Here is a sample printed purchase order:



requisition\_show\_227\_Metal\_Supply\_Company - Mozilla Firefox

requisition\_show\_227\_Metal\_Supply...



### Purchase Order 227



Location: WHSE  
Warehouse

Garden Grove, CA 0  
 (234)234-9898 



Tax Code: LA

<b>Purchase Order #</b>	227
<b>Requisition #</b>	959
<b>Revision #</b>	18
<b>Requisition Date</b>	06/01/2010
<b>Approval Date</b>	06/01/2010
<b>Required Date</b>	06/01/2010
<b>Ship Complete</b>	Ship Complete

**Vendor :1000**

Steel, John  
Metal Supply Company  
123 Real Metal Lane  
Metal city, AL 05467  
 (432)611-9275 

**Ship To:**

OpenPro Samburg Bike Company  
10061 Talbert Ave #200  
Fountain Valley, CA 92708  
Phone  (714)378-4603   
Fax (714)964-1491

Purchase Order #	Shipping Method	Payment Terms	Buyer
227	Customer Pickup	payable net 30	Administrator Your

L / N	Item No.	Description	U/M	Quantity	Unit Price	Ext Price
1	65778 MFG # 123 SKU # RM1200 Revision#: 1	hano dog handle wqer  METAL HANDLE RM1200 Metal handle bars testdesc2 UPC: upc1	Each	1.00000	12.30000	12.30
2	FG200 MFG # FV200 SKU # FG200 Revision#: 1	FG200 Deluxe Mountain Bike Deluxe Mountain Bike with wood side rails candy apple red color FG200 Deluxe Mountain Bike Deluxe Mountain Bike with wood side rails candy apple red color UPC: 45671233211	Feet	1.00000	302.44000	302.44
3	FG200 MFG # FV200 SKU # FG200 Revision#: 1	FG200 Deluxe Mountain Bike Deluxe Mountain Bike with wood side rails candy apple red color FG200 Deluxe Mountain Bike Deluxe Mountain Bike with wood side rails	Feet	1.00000	302.44000	302.44

## Getting Started with Receiving

**Receiving** is on the **Search Purchase Order** screen under purchase order processing **Record Receipt**. If you do not have a purchase order, receiving can also be done through the inventory control transaction process.

The screenshot displays the 'OpenPro Bike Company - Receivers for PO' window. The main content area shows a table of 'Selected P.O.s' with the following data:

Name	Company	Purchase Order #	Request #	Request Date	Status	Actions
Steel, John	Metal Supply Company	227	959	06/01/2010	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	226	958	05/26/2010	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	225	900	05/25/2010	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	223	898	05/24/2010	Open	SHOW RECEIVER NOTE SEE NOTE
Smitty, Sable	Finnion Rainbow Inc	222	897	05/12/2010	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	220	894	11/05/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	217	890	05/14/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	215	888	05/08/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	212	885	05/08/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	211	884	05/07/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	210	883	05/07/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	208	881	05/02/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	207	880	04/30/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Smitty, Sable	Finnion Rainbow Inc	206	879	04/30/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	204	875	04/19/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Zenhouse, Jim	Gashouse Fixtures	202	873	03/28/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	201	872	03/28/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	200	871	03/28/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	199	868	03/27/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	198	867	03/26/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Luvik, Gil	Delivery Company	197	83	04/22/2005	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	196	862	03/21/2007	Open	SHOW RECEIVER NOTE SEE NOTE
Steel, John	Metal Supply Company	195	861	03/21/2007	Open	SHOW RECEIVER NOTE SEE NOTE




## Getting Started with Receiving


On **Record Receipt**, enter in the quantity received. If you received all the amounts you can click on the **Fill** button and then click **Record Items**. If the item is serialized or lot control, it will ask for the serial numbers and other details.

OpenPro Bike Company - record\_receipts - Mozilla Firefox

**Record Inventory Receipts**

<b>PO Number</b> 227	<b>Vendor Billing</b>	<b>Ship From</b>
<b>Req. Number</b> 959	Metal Supply Company	John,Steel
<b>Status</b> Open	John,Steel	JOHN@METALSUPPLY.COM
<b>Revision</b> 18	JOHN@METALSUPPLY.COM	JOHN@METALSUPPLY.COM
<b>Approved By</b> salesARA salesARA	OWNER	Steel is Cool
<b>Approved Date</b> 06/01/2010	123 Real Metal Lane	123 Real Metal Lane
<b>Requisition Date</b> 06/01/2010	Metal city AL	Metal city AL
<b>Required Date</b> 06/01/2010	<b>Phone:</b> (432)611-9275	<b>Phone:</b> (432)611-9275
<b>U.D. fld1</b>	<b>Cell:</b>	<b>Cell:</b>
<b>U.D. fld2</b>	<b>Fax:</b> (432)222-1245	<b>Fax:</b> (432)222-1245
	<b>Comment:</b>	<b>Rec.Date</b> 06/03/201
	<b>Drop Ship All:</b> N	<b>Packing Slip:</b>

Line	Item	Location	P.O. Quantity	Qty Received	Qty Remaining	Amt to Record	Fill	Label
1	<a href="#">RM1200 - hano dog handle</a>	<a href="#">DEMO-OpenPro Samburg Bike Company</a>	1.00	0.00	1.00	<input type="text"/>	<input type="checkbox"/>	
2	<a href="#">FG200 - FG200 Deluxe Mountain Bike</a>	<a href="#">DEMO-OpenPro Samburg Bike Company</a>	1.00	0.00	1.00	<input type="text"/>	<input type="checkbox"/>	
3	<a href="#">FG200 - FG200 Deluxe Mountain Bike</a>	<a href="#">DEMO-OpenPro Samburg Bike Company</a>	1.00	0.00	1.00	<input type="text"/>	<input type="checkbox"/>	



## Getting Started with Manufacturing Work Orders

There are several ways to create a manufacturing work order. If you are a *make to stock* company, enter work orders manually or through a **Material Requirements Planning** process. If you are a *make to order* company, you can set up work orders so that they are automatically generated from the sales order processing. This instruction will show you how to manually enter in a work order.

Choose **Manufacturing** from the menu and then, under **Work Order Maintenance**, click on **Search Items for New/Current W.O.**

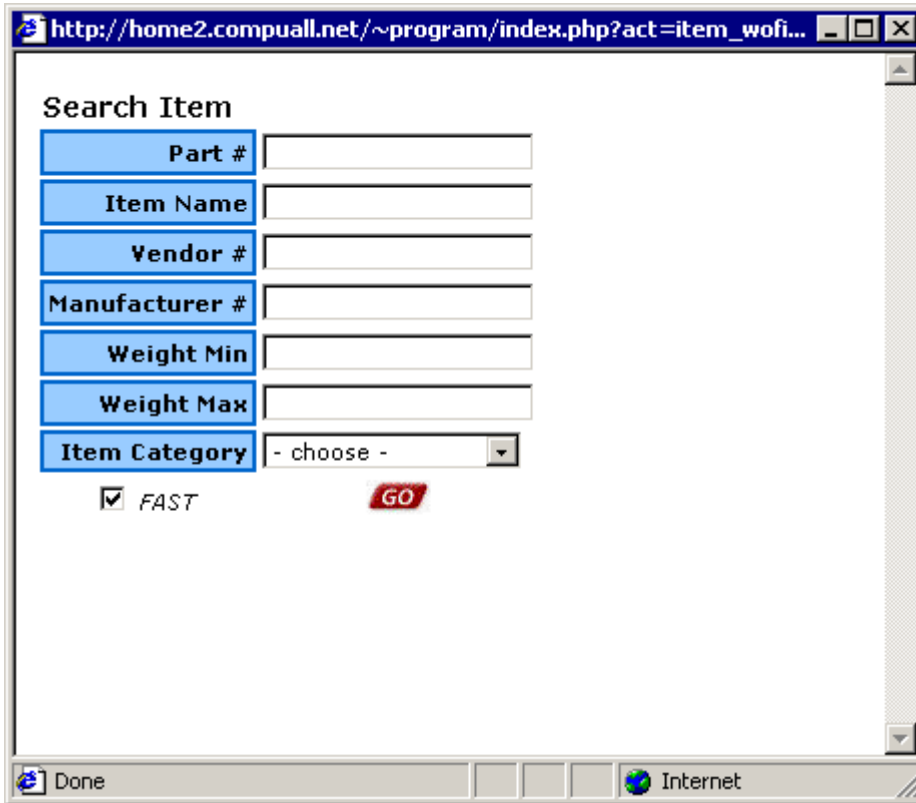
The screenshot displays the OpenPro software interface for 'OpenPro Bike Company - Work Orders'. The main window shows a search form for work orders. The form includes fields for Part #, Item Name, Work Order Number, Project, Sub-Pro, Item Category, Min Start Date, Min Due Date, Work Order Status, and a checkbox for 'Fast'. A 'Find Work Order' button is visible. Below the form is a table titled 'Work Orders' with columns for Work Order #, Item #, Item Name, Work Order Quantity, Work Order Start, Work Order Due, Creator Representative, Sales Order, Order Status, Priority, and Sales Quantity. The table contains 12 rows of data, each with an 'Edit' link in the first column.

Work Order #	Item #	Item Name	Work Order Quantity	Work Order Start	Work Order Due	Creator Representative	Sales Order	Order Status	Priority	Sales Quantity
<a href="#">Edit</a> 9	FG100	FG100 OpenPro Mounta	5.00	11/06/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a> 18	FG100	FG100 OpenPro Mounta	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a> 23	FG300	FG300 Custom Mountai	1.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a> 59	FG300	FG300 Custom Mountai	200.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a> 61	FG200	FG200 Deluxe Mountai	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a> 67	FG200	FG200 Deluxe Mountai	18.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a> 103	OT1001	Airflex saddle	10.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a> 107	FG100	FG100 OpenPro Mounta	140.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a> 110	FRL0T	Lot Controlled Finis	1000.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a> 111	FRL0T	Lot Controlled Finis	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a> 168	FG100	FG100 OpenPro Mounta	6342.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00

## Getting Started with Manufacturing Work Orders

---

This is the search screen where you can click on **GO** to get all the items, then **ADD WORK ORDER FOR ITEM FG100**.



The screenshot shows a web browser window with the address bar containing the URL: `http://home2.compuall.net/~program/index.php?act=item_wofi...`. The main content area is titled "Search Item" and contains a form with the following fields:

- Part #**: Text input field
- Item Name**: Text input field
- Vendor #**: Text input field
- Manufacturer #**: Text input field
- Weight Min**: Text input field
- Weight Max**: Text input field
- Item Category**: Dropdown menu with the text "- choose -"

Below the form, there is a checkbox labeled **FAST** which is checked, and a red **GO** button.

The browser's status bar at the bottom shows "Done" and "Internet".

## Getting Started with Manufacturing Work Orders

Add the work order information, it will select the **BOM** and **BOO** for you. Change to **Firm Plan** (in the Status window) and you can print the BOM and BOO.

The work order can stand alone or tied to either the customer or a specific sales order.

Enter in New quantity completed to complete the work order manufacturing.

The screenshot displays the OpenPro software interface for a Manufacturing Work Order. The browser window title is "OpenPro Bike Company - Work Orders - Mozilla Firefox". The page header includes the OpenPro logo, the user "Your, Administrator", the date "06/03/2010 16:57:18", and the URL "OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home".

The main content area is titled "Work order : 18" and contains the following fields and controls:

- Type:** Build
- Part #:** FG100
- Revision #:** (empty)
- Name:** FG100 OpenPro Mountain Bike
- Description:** FG100 OpenPro standard model This is more detail for this item
- Customer:** Sandy Toy Company [Change Customer](#)
- Reference #:** order 4061
- Unit of Measure:** Each
- Warehouse:** OpenPro Samburg Bike Company
- Lead Time:** 0
- Quantity Ordered:** 100.00
- Quantity Completed:** 0.00
- Due Date:** 11/13/2009
- Start Date / Time:** 11/04/2009 00:00:00
- Completed Date:** (empty)
- Created by:** Administrator Your
- Planner:** Your Administrator
- Creation Date:** 06/08/2009
- Status:** W.I.P.
- Bill of Materials:** [Edit / View Bill of Materials](#)
- Bill of Operations:** [Edit/View Bill of Operations](#)
- Bill of Operations Revision #:** (empty)
- Generate Pick List** (button)
- Generate Routing** (button)
- New Quantity Completed:** (input field)
- Priority:** High
- Production Notes** (button)
- COST** (button)
- Tasks** (button)
- NOTE** (button)
- SEE NOTE** (button)
- Scrap Items** (button)
- SCREEN** (button)
- SAVE** (button)

The left sidebar contains a navigation menu with categories such as Development, Admin, Assist Import, Bank Reconciliation, CMMS Machines, Contacts (CRM), Document Imaging, Ecommerce, Executive Dashboard, Fixed Asset, General Ledger, Inventory Control, Job Costing, Manufacturing (ERP), Payables, Payroll, Point Of Sale, PR Time Cards, and Purchase Order. The "Work Orders" item under Manufacturing (ERP) is currently selected.

The footer of the page reads "Copyright©1999-2010 by OpenPro, Inc. All rights reserved." and features the OpenPro logo.

## Getting Started with Manufacturing Work Orders

The work order can be edited and updated later with the actual information, labor time hours, and material used.

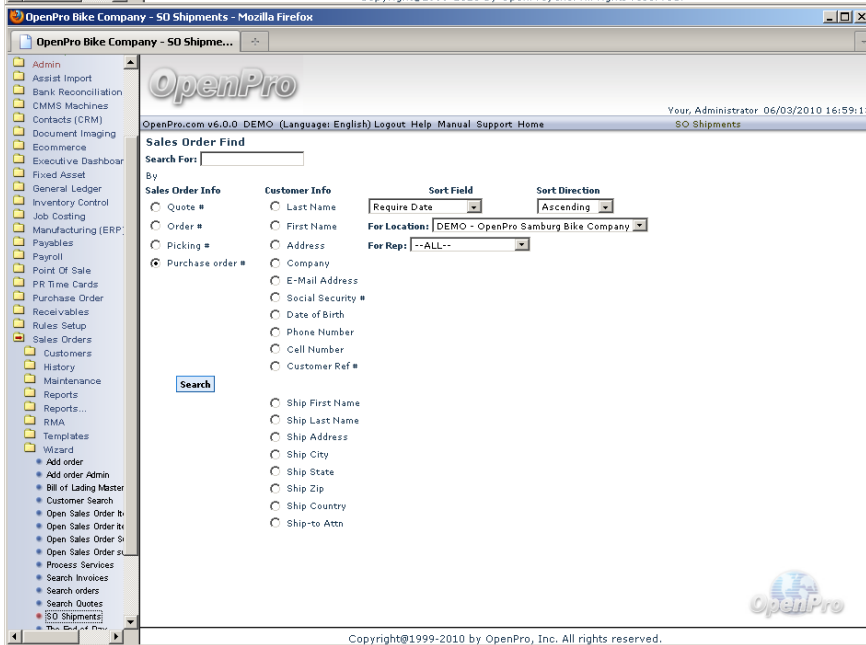
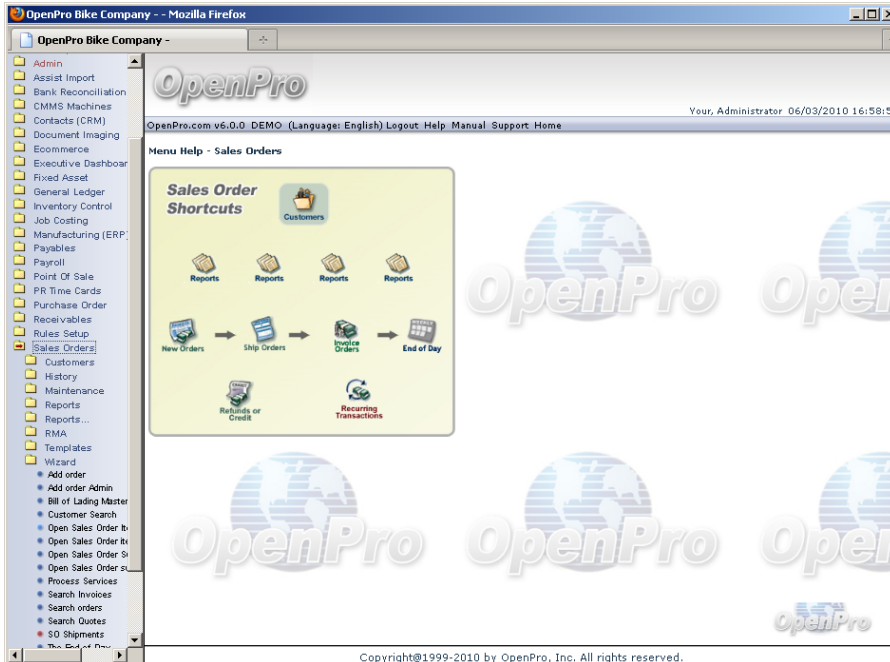
The screenshot displays the OpenPro software interface for managing work orders. The main window title is "OpenPro Bike Company - Work Orders - Mozilla Firefox". The interface includes a navigation menu on the left with categories like Development, Admin, and Manufacturing (ERP). The main content area features a search and filter section with fields for Part #, Item Name, Work Order Number, Project, Sub-Pro, Item Category, Min Start Date, Min Due Date, and Work Order Status. Below this is a table of work orders.

Work Orders #	Item #	Item Name	Work Order Quantity	Work Order Start	Work Order Due	Creator Representative	Sales Order	Order Status	Priority	Sales Quantity
<a href="#">Edit</a>	9	FG100 FG100 OpenPro Mounta	5.00	11/06/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a>	18	FG100 FG100 OpenPro Mounta	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a>	23	FG300 FG300 Custom Mountai	1.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a>	59	FG300 FG300 Custom Mountai	200.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a>	61	FG200 FG200 Deluxe Mountai	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a>	67	FG200 FG200 Deluxe Mountai	18.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a>	103	OT1001 Airflex saddle	10.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a>	107	FG100 FG100 OpenPro Mounta	140.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00
<a href="#">Edit</a>	110	FRL0T Lot Controlled Finis	1000.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a>	111	FRL0T Lot Controlled Finis	100.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.		0.00
<a href="#">Edit</a>	168	FG100 FG100 OpenPro Mounta	6342.00	11/04/2009 00:00:00	11/13/2009	Administrator Your		W.I.P.	High	0.00

# Getting Started with Sales Order Shipping

## Sales Order Processing

You can select various criteria for your search of Sales Orders.



## Getting Started with Sales Order Shipping

Find the order in the list of orders ready to ship out and select **Record Shipment**.

The screenshot displays the OpenPro software interface. The sidebar on the left contains a navigation menu with categories like Admin, Assist Import, Bank Reconciliation, CMMS Machines, Contacts (CRM), Document Imaging, Ecommerce, Executive Dashboard, Fixed Asset, General Ledger, Inventory Control, Job Costing, Manufacturing (ERP), Payables, Payroll, Point of Sale, PR Time Cards, Purchase Order, Receivables, Rules Setup, Sales Orders, Customers, History, Maintenance, Reports, Reports..., RMA, and Templates. The main window shows a table titled "Selected Sales Orders - 94".

Name	Company	Location	Back Order	Quote #	Order #	Order Date	Require Date	Actions	User Defined
Smith, Frank	Cocanut Oil Dist CO	DEMO	BACKLOG	Quote #: 5324	Order #: 5324	05/10/2007	04/28/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Smarty, Marty	Smarty Company	DEMO	BACKLOG	Quote #: 5318	Order #: 5318	05/08/2007	04/28/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Smith, Frank	Cocanut Oil Dist CO	DEMO	BACKLOG	Quote #: 5321	Order #: 5321	05/09/2007	04/28/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Smith, Frank	Cocanut Oil Dist CO	DEMO	BACKLOG	Quote #: 5338	Order #: 5338	05/14/2007	05/01/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Smith, Harry	OpenPro demo customer	DEMO	BACKLOG	Quote #: 4337	Order #: 4337	12/28/2006	05/19/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Beach, Sandy	Sandy Toy Company	DEMO	BACKORDER	Quote #: 4404	Order #: 4404	01/05/2006	05/19/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
Jones, Jason	openpro	DEMO	BACKLOG	Quote #: 4347	Order #: 4347	12/28/2006	05/19/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
	Harry Frank company	DEMO	BACKLOG	Quote #: 4356	Order #: 4356	12/30/2006	05/19/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment
	Harry Frank company	DEMO	BACKLOG	Quote #: 4358	Order #: 4358	12/30/2006	05/19/2009	SHIPPING EDIT SHOW	Order Detail Certificate Drop Shipment

## Getting Started with Sales Order Shipping

Put in the quantity shipped and the tracking information. Select **Record Shipment and Make Invoice**. If the entire quantity was shipped, then select **Complete** and the system will fill the quantity shipped.

**Import Data** is used for interfacing with UPS Worldship and Federal Express shipping companies.

OpenPro Bike Company - record\_shipment -- Mozilla Firefox

**OpenPro**

Location : DEMO  
OpenPro Samburg Bike Company  
10061 Talbert Ave #200  
Fountain Valley, CA 92708

Phone : (714)378-4603

Ship to: Marty Smarty  
Smarty Company  
123 Smarty Ave  
Fountain Valley CA 92648  
USA  
Phone : (714)225-1331

[Print Mailing Label](#)

**\*\* Packing Slip for Sales Order 5318 \*\***

Ship Date : 06/03/2010  Send email notification

Line #	Part #	Part Name	Ship From	Quantity	Fulfilled	Shipped	Lot / Serial #
0001	FG200	FG200 Deluxe Mountain Bike	DEMO	1	0.000	1	

Notes Color: Blue Size: 17 Style: Lake Height: 54

Tracking #s

Shipper  Shipping  Packages

Cum Weight : 7.5  Set as finalized Order

[complete](#) [Record Shipment](#) [Import Data](#)

Enter quantity shipped, and tracking number information. Click Record shipment

OpenPro Bike Company - record\_shipment -- Mozilla Firefox

**OpenPro**

Location : DEMO  
OpenPro Samburg Bike Company  
10061 Talbert Ave #200  
Fountain Valley, CA 92708

Phone : (714)378-4603

Ship to: Marty Smarty  
Smarty Company  
123 Smarty Ave  
Fountain Valley CA 92648  
USA  
Phone : (714)225-1331

[Print Mailing Label](#)

**\*\* Packing Slip for Sales Order 5318 \*\***

Ship Date : 06/03/2010  Send email notification

Line #	Part #	Part Name	Ship From	Quantity	Fulfilled	Shipped	Lot / Serial #
0001	FG200	FG200 Deluxe Mountain Bike	DEMO	1	1.000		

Notes Color: Blue Size: 17 Style: Lake Height: 54

Tracking #s

Shipper  Shipping  Packages

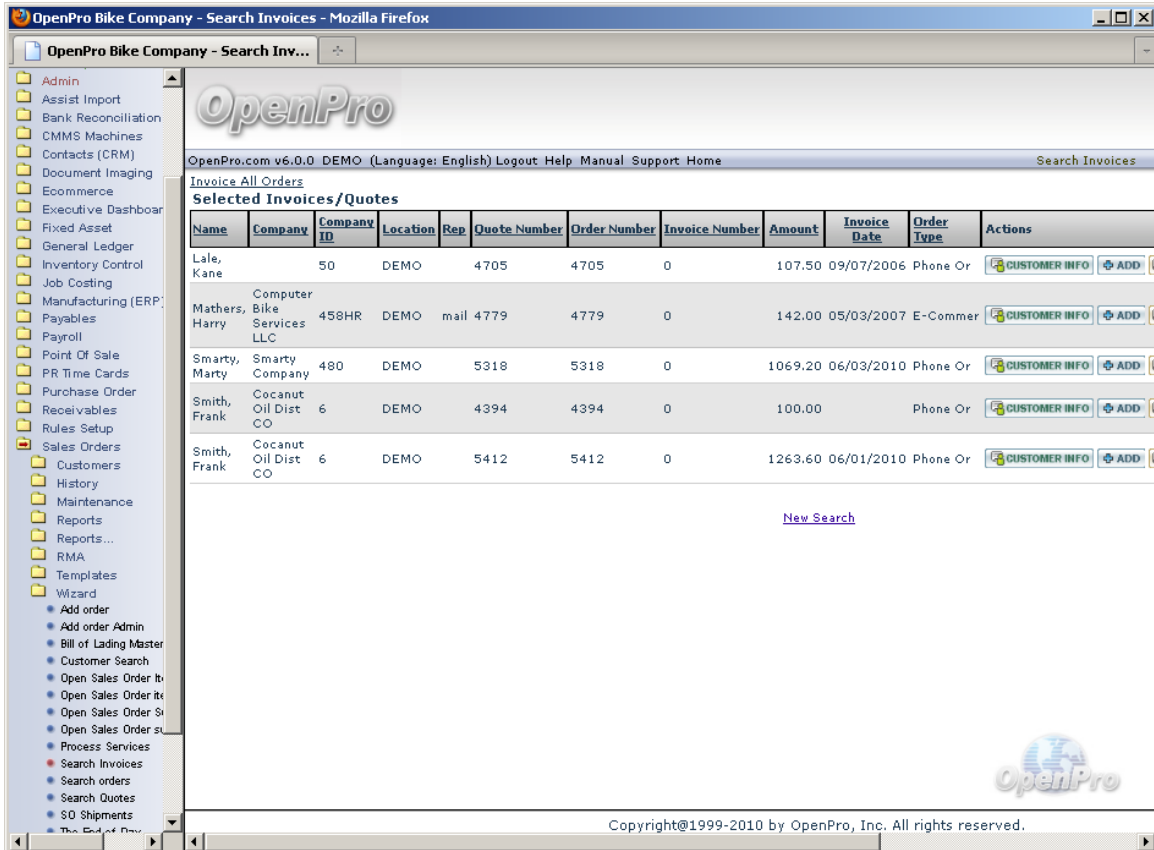
Cum Weight : 0  Set as finalized Order

The transaction is complete .  
The ship number is 304 and its invoice is ready for processing .  
Sales order 5318 has been completed and moved to history .

Transaction made by Administrator Your on 06/03/2010 17:00:23

## Getting Started with Sales Order Billing

In the **Search Order** process find the order for billing.



The screenshot displays the OpenPro software interface within a Mozilla Firefox browser window. The page title is "OpenPro Bike Company - Search Invoices - Mozilla Firefox". The main content area shows a table of "Selected Invoices/Quotes". The table has columns for Name, Company, Company ID, Location, Rep, Quote Number, Order Number, Invoice Number, Amount, Invoice Date, Order Type, and Actions. Five rows of data are visible, each with a "CUSTOMER INFO" and "ADD" button in the Actions column. Below the table is a "New Search" link. The footer contains the copyright notice: "Copyright©1999-2010 by OpenPro, Inc. All rights reserved.".

Name	Company	Company ID	Location	Rep	Quote Number	Order Number	Invoice Number	Amount	Invoice Date	Order Type	Actions
Lale, Kane		50	DEMO		4705	4705	0	107.50	09/07/2006	Phone Or	<a href="#">CUSTOMER INFO</a> <a href="#">ADD</a>
Mathers, Harry	Computer Bike Services LLC	458HR	DEMO	mail	4779	4779	0	142.00	05/03/2007	E-Commer	<a href="#">CUSTOMER INFO</a> <a href="#">ADD</a>
Smarty, Marty	Smarty Company	480	DEMO		5318	5318	0	1069.20	06/03/2010	Phone Or	<a href="#">CUSTOMER INFO</a> <a href="#">ADD</a>
Smith, Frank	Cocanut Oil Dist CO	6	DEMO		4394	4394	0	100.00		Phone Or	<a href="#">CUSTOMER INFO</a> <a href="#">ADD</a>
Smith, Frank	Cocanut Oil Dist CO	6	DEMO		5412	5412	0	1263.60	06/01/2010	Phone Or	<a href="#">CUSTOMER INFO</a> <a href="#">ADD</a>

## Getting Started with Sales Order Billing

Select the order under **Resume Quote**.

Update any shipping charges or miscellaneous charges on the order, **Update** the order, and then **Place Order and Pay**.

The screenshot displays the OpenPro software interface within a Mozilla Firefox browser window. The page title is "Payment Designation Page" for customer "Cocanut Oil Dist CO Frank Smith". The order number is 5412, and the total amount to pay is US\$1,263.60. The interface includes a navigation menu on the left, a main content area with various payment method options, and a right-hand panel for invoice and shipping details.

**OpenPro Bike Company - Mozilla Firefox**

**OpenPro Bike Company -**

**OpenPro**

Your, Administrator 06/03/2010 17:02:02

OpenPro.com v6.0.0 DEMO (Language: English) Logout Help Manual Support Home

**Payment Designation Page**

Customer: Cocanut Oil Dist CO Frank Smith  
The order number is 5412 Total amount to pay: US\$1,263.60

Purchase Order #  Reference

**Payment Method (amount)**

Cash	<input type="text"/>	
American Express	<input type="text"/>	
Rebate	<input type="text"/>	Check # <input type="text"/>
Check	<input type="text"/>	
Visa Credit Card	<input type="text"/>	
Master Card	<input type="text"/>	
Discover Card	<input type="text"/>	
payable net 30	1263.6	Check # <input type="text"/>
Paypal	<input type="text"/>	
E-Commerce Payment	<input type="text"/>	
Cash on Delivery	<input type="text"/>	Check # <input type="text"/>
rec payment in 15 days	<input type="text"/>	Check # <input type="text"/>
Payroll Deduction	<input type="text"/>	Check # <input type="text"/>
newcashcode	<input type="text"/>	
Check 2	<input type="text"/>	Check # <input type="text"/>

Initial Deposit

Invoice Date: 06/01/2010

Ship Date: 06/03/2010

BATCH:

User Def2:

User Def3:

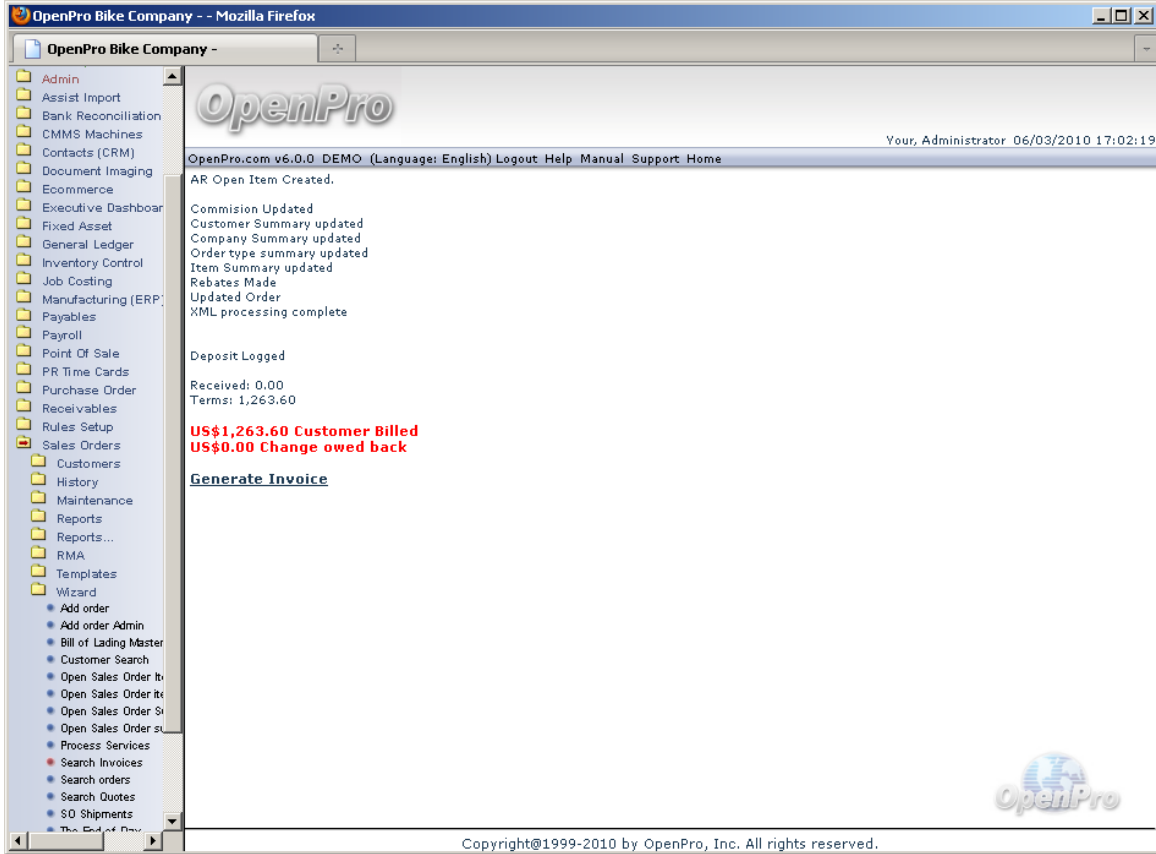
Insurance: Choose

|  |  |

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## Getting Started with Sales Order Billing

Enter in the **Payment Type** and then proceed to **Check Out**.



The screenshot displays the OpenPro software interface within a Mozilla Firefox browser window. The interface features a left-hand navigation menu with categories such as Admin, Sales Orders, and Wizard. The main content area shows a summary of a sales order with the following details:

- AR Open Item Created.
- Commission Updated
- Customer Summary updated
- Company Summary updated
- Order type summary updated
- Item Summary updated
- Rebates Made
- Updated Order
- XML processing complete

Financial summary:

- Deposit Logged
- Received: 0.00
- Terms: 1,263.60


Key billing information:

- US\$1,263.60 Customer Billed**
- US\$0.00 Change owed back**



A [Generate Invoice](#) link is provided below the summary. The footer of the interface includes the OpenPro logo and the copyright notice: Copyright©1999-2010 by OpenPro, Inc. All rights reserved.

## Getting Started with Sales Order Billing

invoices\_show\_1310\_Cocanut\_Oil\_Dist\_CO - Mozilla Firefox
\_ □ ×





Location: DBMO  
OpenPro Samburg Bike Company  
10061 Talbert Ave #200  
Fountain Valley, CA 92708

Phone  (714)378-4603   
Fax (714)964-1491

### Invoice

Phone Order

<b>Invoice#:</b>	1310
<b>Date:</b>	06/01/2010
<b>Due Date:</b>	07/01/2010
<b>Time:</b>	17:02:32
<b>Terms:</b>	net30
<b>Purchase Order:</b>	

**Bill To:**  
Mr. Frank Smith DD  
Cocanut Oil Dist CO  
10061 tabler ave Suite 203  
Fountain Valley, CT 92708  
USA  
Phone  (714)964-2140 

**Ship to: 6**  
Frank Smith  
Cocanut Oil Dist CO  
10061 tabler ave  
Fountain Valley, 92708  
USA  
Phone 7149642140x210

**Items Ordered:**

Invoice#	Cust #	Ship to #	Order Submitted	Account Representatives	Order Type	Order Date	Ship Date	Ship Via
1310	6	6	Administrator Your	sales account rep	Phone Order	06/01/2010	06/03/2010	Customer Pickup Pickup

Item #	Description	Quantity	UOM	Unit Price	Discount	Price
FG100	FG100 OpenPro Mountain Bike	1.00	Each	90.00000	0.00	90.00
MFG # : Manufacture# MFG: OpenPro Toy Company 1 UPC: 01238882231 FG100 OpenPro standard model This is more detail for this item Color: Blue Size: 15 Style: Height:						
FG200	FG200 Deluxe Mountain Bike	1.00	Pound	990.00000	0.00	990.00
MFG # : FV200 MFG: Open Pro Demo company UPC: 45671233211 Deluxe Mountain Bike with wood side rails candy apple red color Color: Blue Size: 17 Style: Lake Height: 54						
FG100	FG100 OpenPro Mountain Bike	1.00	Each	90.00000	0.00	90.00
MFG # : Manufacture# MFG: OpenPro Toy Company 1 UPC: 01238882231						

Print out invoice by clicking on **Generate Invoice**.

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**OpenPro ERP Software**

# **OpenPro Application Demonstration Guide**

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