Master Buyer V 1.0.0

What is Master Buyer ?

Master Buyer is a MS Access 2000 database, which allows quick selection of the best supplier to purchase new stock at the best price from a price matrix.

The price matrix can either be entered in the database or can be maintained/imported from Excel. An expiry data can be entered against each price for special offers.
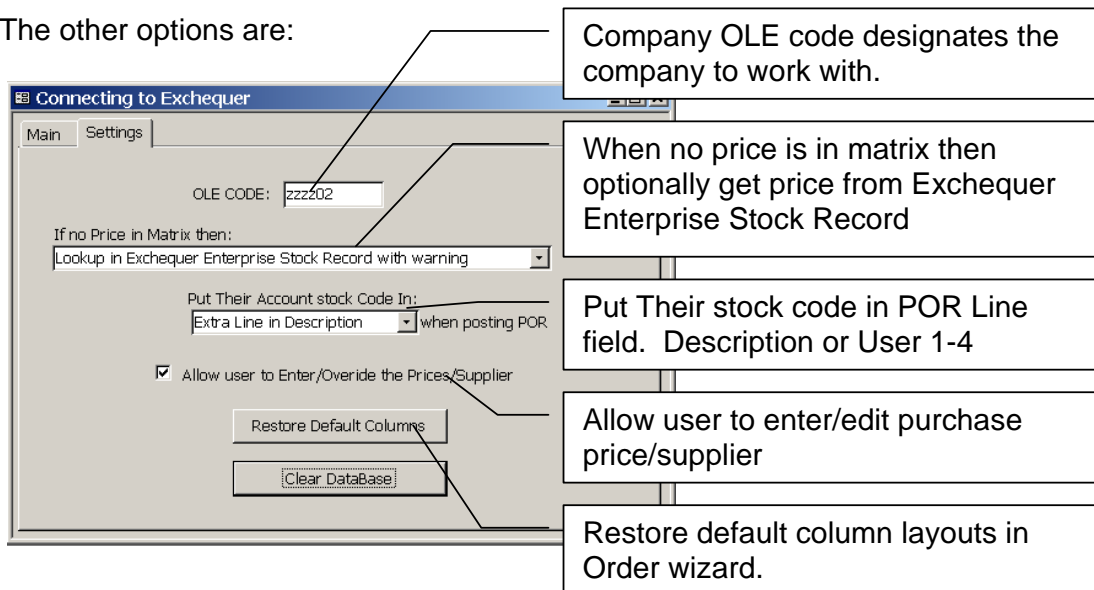
How to Order

Run Master Buyer by opening Master Buyer.mdb in Access 2000 or 2002

Initial set-up
The first time the system is run you must switch to the "Settings" tab on the main window and fill in the "OLE Code" with the Exchequer Enterprise company code.
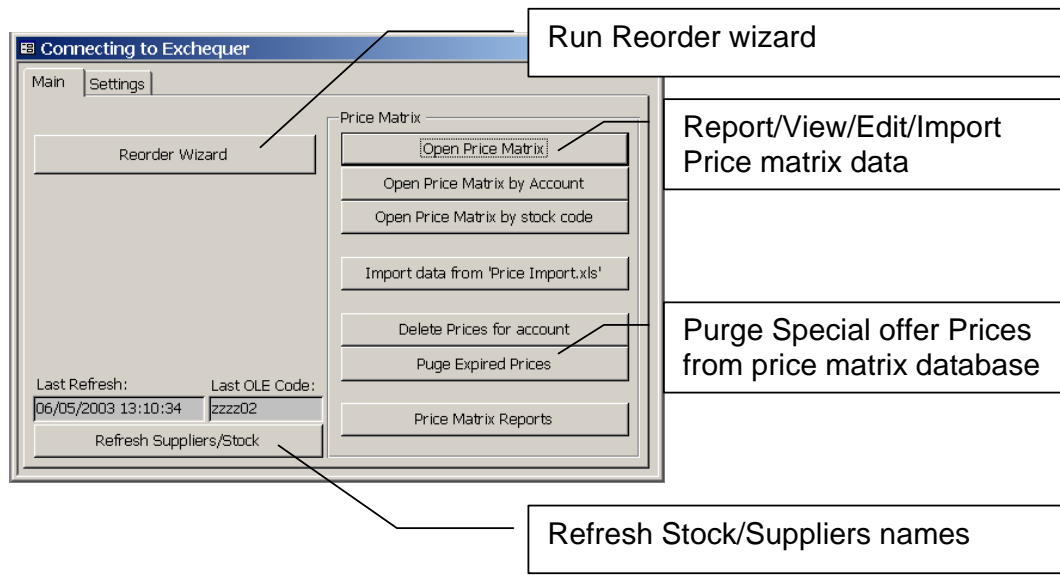
The other options are:

Company OLE code designates the company to work with.

When no price is in matrix then optionally get price from Exchequer Enterprise Stock Record

Put Their stock code in POR Line field. Description or User 1-4

Allow user to enter/edit purchase price/supplier

Restore default column layouts in Order wizard.

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Now switch back to the "Main" tab:

Run Reorder wizard

Report/View/Edit/Import Price matrix data

Purge Special offer Prices from price matrix database

Refresh Stock/Suppliers names

Step 1
On the main tab, press [Refresh Stock/Suppliers] button. This syncs the Supplier list and stock in the database with Enterprise data. This must be done if new Stock/Suppliers records have been added to Enterprise.

Optionally Purge Expired prices
Simply press the [Purge Expired prices] button to clear any expired special prices.

Step 2
Open the reorder wizard by pressing the [Reorder Wizard] button.

Now either:
1. enter stock code and select qty to order, then go to step 4
2. allow the system to fill in lines for you to select, proceed to next step

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ReOrder Wizard:

| Select location if multi-location | | Enter Order Qty, to order item. Master Buyer will then lookup best price, and optionally suggest next price bad. |

Default Delivery date

Filter:Loc=AAA   Order:Need, Stock code

Re Order Data: Delivery Date: 06/05/2003   Filter Location: AAA, Main Warehouse

Stock Code:	Need:	Order Qty:	Next High	Min:	Qty Price:	Price Qty	Total:	
BAT-1.5AAA-ALK, 1.5 v AAA Batte	2991	4	20	2	£5.00	4	£20.00	C
▶ BAT-1.5AA-ALK, 1.5 v AA Battery	1982	5	20	2	£5.00	4	£25.00	C
BAT-1.5C-ALK, 1.5 v C Battery (2	1970	1970		2	£2.96		£5,831.20	F
BAT-9PP3-ALK, 9 v PP3 Battery	1190	1190		2	£3.06		£3,641.40	F
BEA.24, Amber Beacon 24v 1	21	21		5	£5.50		£115.50	R
SCR-FIXING-1"CS, Std Fixing Scre	0	0		20	£1.85		£0.00	R
SCR-FIXING-1/2", Std Fixing Screw	0	0		20	£1.94		£0.00	R
SCR-FIXING-2"POZ, Standard Fixir	0	0		20	£2.00		£0.00	R
ENV-BRDBCK-WHITE, Boxes K29	-1	-1		1	£11.00		-£11.00	G
ENV-BUBBLE, Boxes CC0144 Cos	-1	-1		1	£15.00		-£15.00	G
ENV-WALL-WHITE, White Wallet I	-1	-1		1	£7.00		-£7.00	G
ENV-WIND-WHITE, White Window	-1	-1		1	£6.00		-£6.00	G
STAPLES, Box Rexel Staples 0460	-4	-4		0	£1.85		-£7.40	G
YEAR-PLANNER, SASCO Year Pla	-5	-5		20	£2.85		-£14.25	G

Record: ◄ ◄ 2 ► ►► ►* of 230

Stock:BAT-1.5AA-ALK
1.5 v AA Battery (4 pack) 1
Min=2 Max=10 Free=-1972 OnOrder=0 Need=1982
NEXT HIGHEST BAND: 20 = 4.5 Supplier=CARP01 Price Diff=0.5
Price from=PRICE MATRIX   Account:CARP01 : Carpet Barn Limited
----------Price Bands------------
4 = 5 from CARP01 (06 May 03) exp 01 Jan 03
20 = 4.5 from CARP01 (06 May 03) exp 01 Jan 03
45 = 4.45 from COOL01 (06 May 03)

Order: Need, Stock Code   ☐ Show Only Below Min   **1) Clear All Orders**
Heading 1:   ☑ Suggest next best price   **2) Get Stock to Order**
Heading 2:   **3) Auto Fill**
Heading 3:   **4) Post Orders**
Pref Supp: Clear Filter   Go to Stock Record
              Go to Account Ledger

Details for current line

Change sort order

Filter by Group

Button to process data

Step 3
Select location, if company has multi-location. Clear order data, using the [1] Clear All Orders] button. Then press [2) Get Stock to order] button. This will load all stock and calculate the amount needed to bring to max stock level.   If the database already has these levels this button will update existing levels.

The display will now show the stock code, Need and Order qty. The other columns show additional information. These columns can be resized and reordered using the mouse on the column headings. Pressing Ctrl+S can save any new layout. Note: These changes can be restored back to default by pressing [Restore Default Columns] in the settings tab of the main window.

Order data
The order of the data can easily be sorted by selecting the options under the 'Order' selection box.

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Filtering data

The reorder list can be filtered by:

- Stock Heading 1-3
- Preferred supplier

Looking up information in Enterprise

If Enterprise is open in the background simply press [Go to Stock Record] or [Go to Account Ledger] button to view records in Enterprise

Step 4

To order stock simply enter the qty in the qty column or press [Auto Fill] button.

The system will then select either:

- The current purchase price from Enterprise Stock record •
- If a price is entered in price matrix database then uses price matrix price

If "Suggest next best price" tick is on then the system will also show the next best price break. The user then has the option of buying from the next best price break if worth while.

• = Options in the "settings" tab change behaviour

Step 6

Pressing [Post Orders] will either display a report listing items to order or post purchase orders to the Enterprise daybook. When posting the orders the users has the option of placing the POR's on hold.

Orders posted are then removed from the reorder window.

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Grid columns

The following explains the data displayed in the columns of the order grid.

Name	Description
Qty to Order	Enter the qty to order, the system then looks up the purchase prise in the matrix based on this qty.
Min Level	From Enterprise Stock code
Max Level	From Enterprise Stock code
Free Stock	Free stock in Enterprise •
On Order	Qty already on order in Enterprise •
Need	Qty to bring stock level to Max level •
Delivery Date	The date posted to each line on Purchase order to represent the delivery date. This value can be set at the top of the Reorder wizard.
Unit Price	Unit price from Matrix, Enterprise or manually entered
Total	Total value of order line
Their Stock Code	Supplier Stock code, this is read from the data in the matrix else Enterprise
Band Qty	The band Qty selected if from matrix
Price from	Manual, Matrix or Enterprise
Price Expire	Expire date loaded into price matrix
Price Date	Date of price matrix entry
Next Highest Qty	The next Price band Qty
Next Unit Price	The next Price band Unit Price
Next Extra Price	The next Price band Total
Next Supplier	The next Price band Supplier
Next Qty Diff	The difference between ordering the current qty and the qty for next price band
Next Price Diff	The difference between ordering the current qty and the qty for next price band value
Order Date	For future expansion

• = This value is only updated when the user loads the stock to order or updates the figures by pressing [3) Get Stock to Order] button

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Price Matrix

The price matrix is stored in a table called "Supplier Price data". To open this simply click on the [Open Price Matrix] button on the main window. Options are also provided to open this grouped by Stock or Account.

Use the MS Access Toolbar to order the table. Data can then be deleted by selecting the records, by clicking on the grey area to the left of the record and pressing delete. All the data for an account can be deleted by pressing the [Delete Prices for account] button on the main window.

Importing data into the Price matrix

To import price data from excel:
1. Open the "Price Import.xls" spreadsheet and fill in data. These sheets can be named something else, so you could have several sheets for each account or a mixture of accounts in one sheet.
2. Leave Spreadsheet open
3. Select the [Import data from 'Price Import.xls'] button on the main window of Master Buyer. The data will then be imported into the price matrix.

NEVER add, rearrange or delete row/columns on this spreadsheet

There is an option at the top of this sheet make the import routine replace either:
- the entire price matrix for an account
- the stock prices within an account.

The system will stop importing when it reaches the last Account code in spreadsheet. Any errors are listed in Column A.

For example:

AcCode	StockCode	Qty	Price	Optional ExpireDate	Optional TheirStockCode
ABB001	450-672	4.00	5.00	1-Jan-03	sam
ABB001	450-672	20.00	4.50	1-Jan-03	sam
ABB001	450-672	100.00	4.30	1-Jan-03	sam
ANI002	450-672	45.00	4.45		
ANI002	450-672	150.00	4.40		

We can see that the prices for account ABB001 have an expiry date because they are on special offer.

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Requirements

1. Exchequer 5+ is loaded with the COM Toolkit enabled and registered on each PC.
2. MS Access 2000 or 2002
3. Screen resolution of 1024*768

Restrictions

Look at supplier discount matrix in Enterprise, it uses the "ReOrder" price on stock or location record.
Orders in base currency

Installation

Copy Master Buyer to the network and open in MS Access 2000 or 2002.

Check out http://www.comtekaccounts.com for the latest information

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