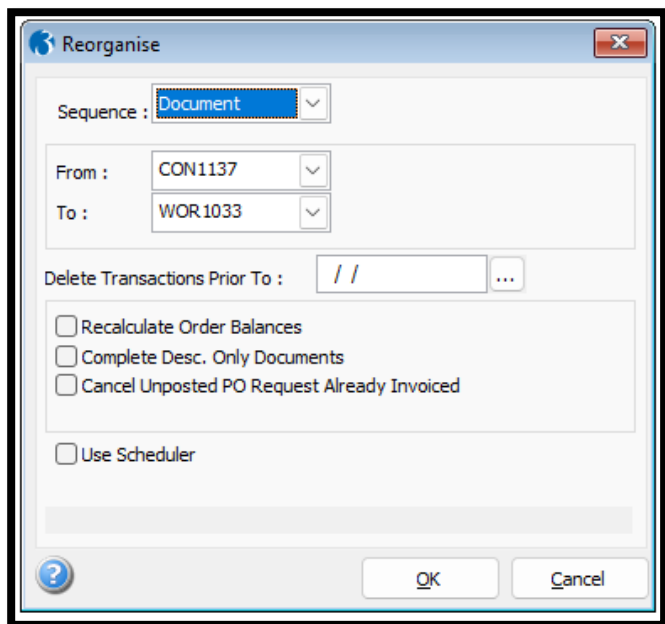


## SOP - Reorganise

This is a server-side process, which can be run straight away or scheduled to be run at a later time.

Use the Reorganise command on the Utilities submenu to reorganise and reindex the files associated with the Invoicing and SOP modules, removing deleted and completed items. The process removes all items marked for deletion and deletes all documents that are eligible for deletion using the Delete Transactions Prior To date.

The screenshot shows a Windows-style dialog box titled "Reorganise". It contains several input fields and checkboxes. The "Sequence" dropdown is set to "Document". The "From" dropdown is set to "CON1137" and the "To" dropdown is set to "WOR1033". The "Delete Transactions Prior To" field contains two slashes "//" and a button to open a date picker. Below these are four checkboxes: "Recalculate Order Balances", "Complete Desc. Only Documents", "Cancel Unposted PO Request Already Invoiced", and "Use Scheduler". At the bottom are "OK" and "Cancel" buttons, along with a help icon (question mark in a circle).

### Sequence

An option that determines whether you want the reorganisation to be carried out for a range of customers or document numbers. You can then define the range in the From and To boxes.

### Delete Transactions Prior To

The date that determines which documents, eligible for deletion, are removed. Only eligible documents dated *before* this date are processed.

### Recalculate Order Balances

An option that determines whether the application recalculates all customers' order balances and the total order balance that appears when you use the Monitor Companies command in the System module. This option is available in case of computer failure during processing. For example, if you have a power failure while processing, the application may have recorded a transaction but not updated the balances.

### Complete Description Only Documents

An option that determines whether documents with outstanding description-only lines are regarded as complete and eligible for removal.

### Cancel unposted PO request already invoiced

An option that determines whether purchase orders requested as a result of back-to-back order processing, that have already been invoiced, are cancelled. This only applies if you use the Purchase Orders and the Sales Order Processing modules.

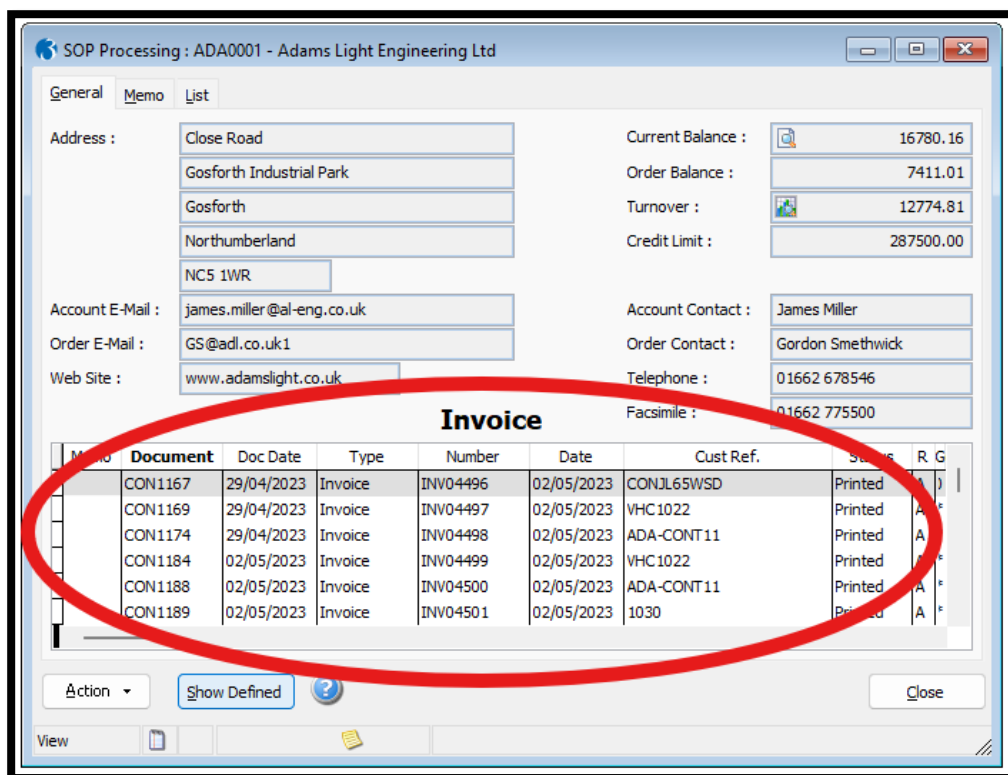
### Clear Stock Quantities

Select to set all stock balances to zero and remove all stock transaction records from the database. This is available only if your licence does not include the Stock Control application. In this situation stock balances and transactions should be cleared.

### To Reorganise the Invoicing and SOP files

Important: First print any reports you need and take a backup of your data files before running the Reorganise.

The data removed is located in the screen below and will include Quotations, Proformas, Order, Delivery, Invoice and Credits.



**SOP Processing : ADA0001 - Adams Light Engineering Ltd**

General Memo List

Address : Close Road  
Gosforth Industrial Park  
Gosforth  
Northumberland  
NC5 1WR

Account E-Mail : james.miller@al-eng.co.uk  
Order E-Mail : GS@adl.co.uk1  
Web Site : www.adamslight.co.uk

Current Balance : 16780.16  
Order Balance : 7411.01  
Turnover : 12774.81  
Credit Limit : 287500.00

Account Contact : James Miller  
Order Contact : Gordon Smethwick  
Telephone : 01662 678546  
Facsimile : 01662 775500

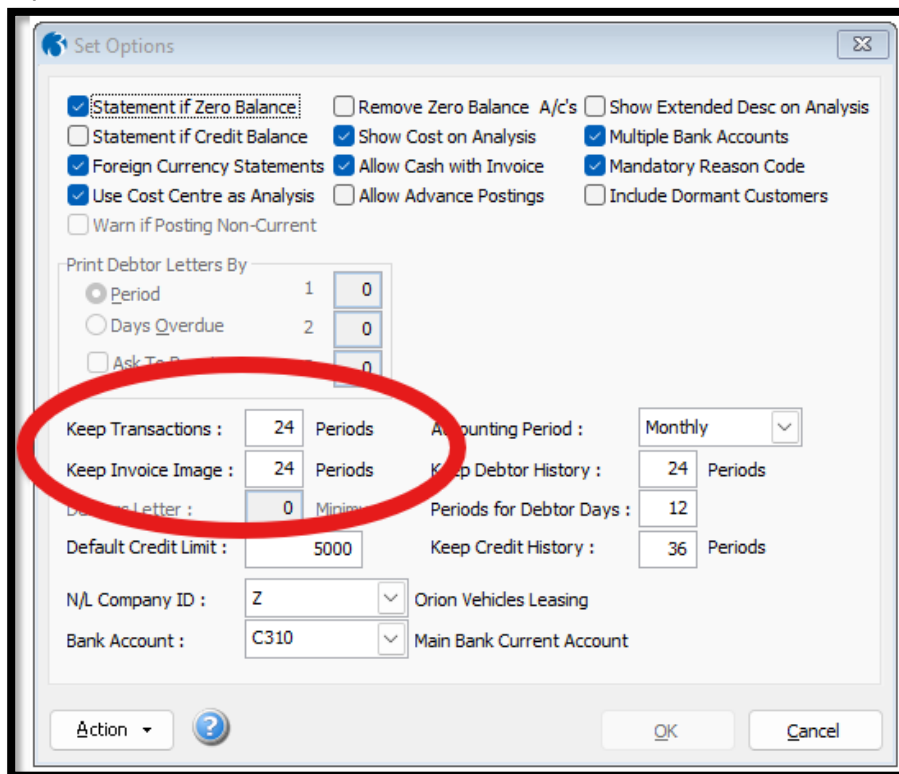
**Invoice**

| Document | Doc Date   | Type    | Number   | Date       | Cust Ref.  | Status  | R G |
|----------|------------|---------|----------|------------|------------|---------|-----|
| CON1167  | 29/04/2023 | Invoice | INV04496 | 02/05/2023 | CONJL65WSD | Printed |     |
| CON1169  | 29/04/2023 | Invoice | INV04497 | 02/05/2023 | VHC1022    | Printed | A   |
| CON1174  | 29/04/2023 | Invoice | INV04498 | 02/05/2023 | ADA-CONT11 | Printed | A   |
| CON1184  | 02/05/2023 | Invoice | INV04499 | 02/05/2023 | VHC1022    | Printed | A   |
| CON1188  | 02/05/2023 | Invoice | INV04500 | 02/05/2023 | ADA-CONT11 | Printed | A   |
| CON1189  | 02/05/2023 | Invoice | INV04501 | 02/05/2023 | 1030       | Printed | A   |

Action Show Defined Close

View

Note that this will not remove any Sales ledger Invoice or Credit notes as this ledger is self-tidying at period end depending on your Sales ledger set options. So if you want to keep these documents ensure you have set the required time in here.



**Set Options**

☒ Statement if Zero Balance ☐ Remove Zero Balance A/c's ☐ Show Extended Desc on Analysis

☐ Statement if Credit Balance ☒ Show Cost on Analysis ☒ Multiple Bank Accounts

☒ Foreign Currency Statements ☒ Allow Cash with Invoice ☒ Mandatory Reason Code

☒ Use Cost Centre as Analysis ☐ Allow Advance Postings ☐ Include Dormant Customers

☐ Warn if Posting Non-Current

Print Debtor Letters By

☒ Period 1 0

☐ Days Overdue 2 0

☐ Ask To Print 0

Keep Transactions : 24 Periods Accounting Period : Monthly

Keep Invoice Image : 24 Periods Keep Debtor History : 24 Periods

Default Letter : 0 Minimum Periods for Debtor Days : 12

Default Credit Limit : 5000 Keep Credit History : 36 Periods

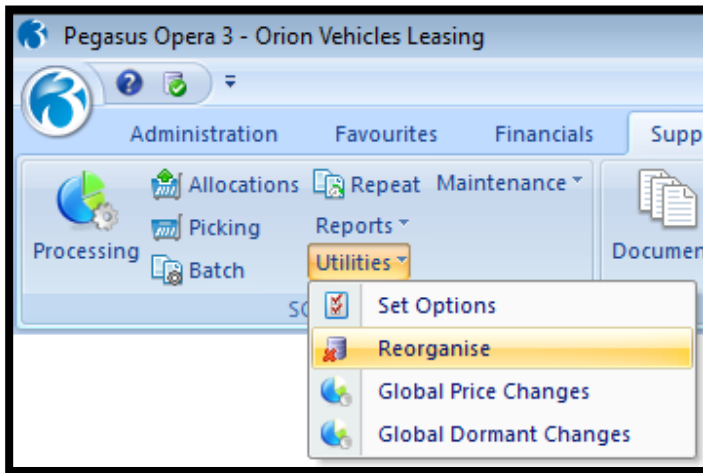
N/L Company ID : Z Orion Vehicles Leasing

Bank Account : C310 Main Bank Current Account

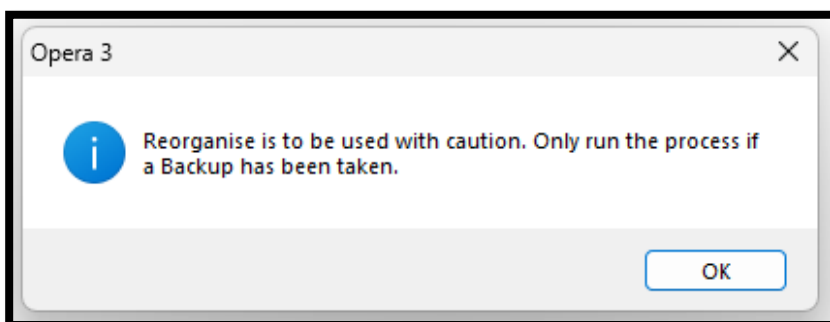
Action ? OK Cancel

Open the Sales Order Processing or Invoicing folder and then click Utilities or click the Supply Chain Management tab on the Ribbon Bar and then click either Sales Order Processing - Utilities or Invoicing - Utilities.

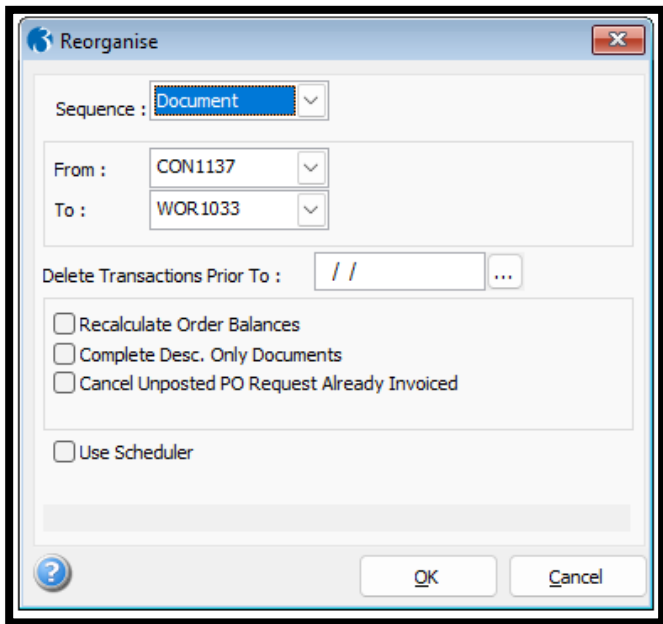
Click Reorganise.



You will be reminded to have taken a backup or of the company data. It is very important that you do as data will be lost. Click OK to continue.



In the boxes provided, specify the criteria for the process.



The 'Reorganise' dialog box contains the following fields and options:

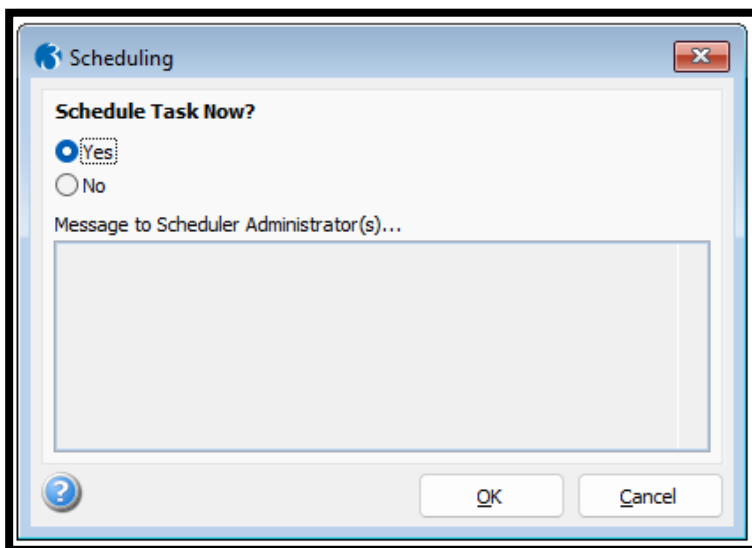
- Sequence: **Document** (dropdown menu)
- From: **CON1137** (dropdown menu)
- To: **WOR1033** (dropdown menu)
- Delete Transactions Prior To: **//** (text field with a browse button)
- ☐ Recalculate Order Balances
- ☐ Complete Desc. Only Documents
- ☐ Cancel Unposted PO Request Already Invoiced
- ☐ Use Scheduler

Buttons: **OK**, **Cancel**

Click OK and then choose to run the process now or at a later time.

If you choose Scheduler, you will then be prompted to configure it.

Select Yes.

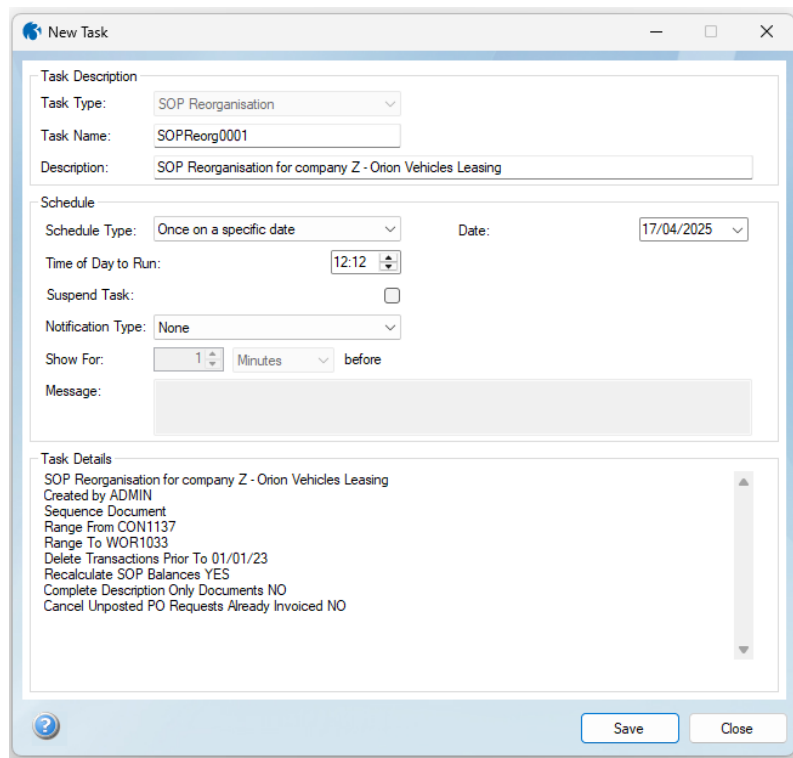


The 'Scheduling' dialog box contains the following fields and options:

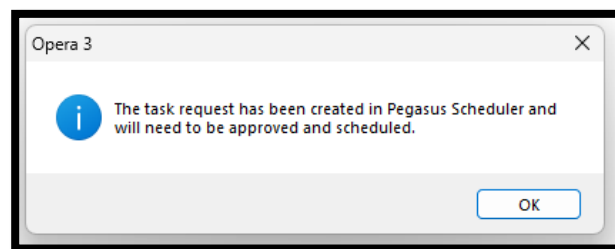
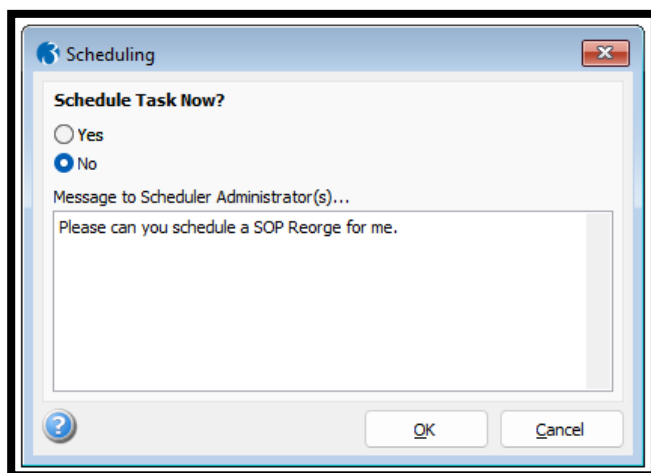
- Schedule Task Now?**
- ☒ **Yes**
- ☐ No
- Message to Scheduler Administrator(s):

Buttons: **OK**, **Cancel**

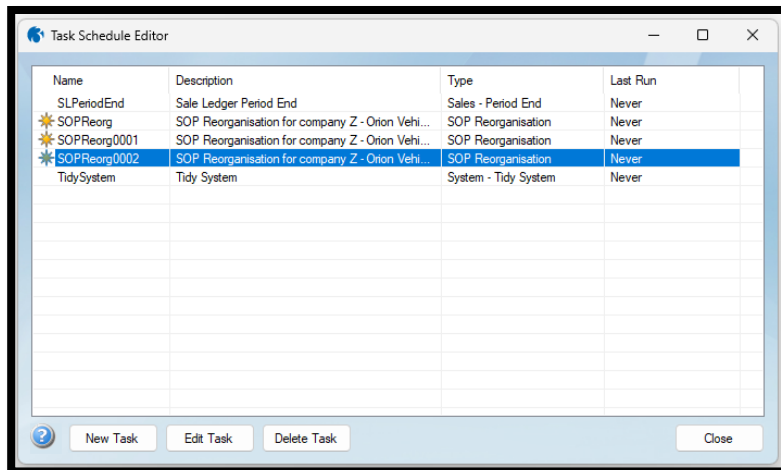
Configure as required and select Save.



Or you can ask the Administrator of scheduler to configured for you.  
If this level of security has been set up on your Opera 3 System.

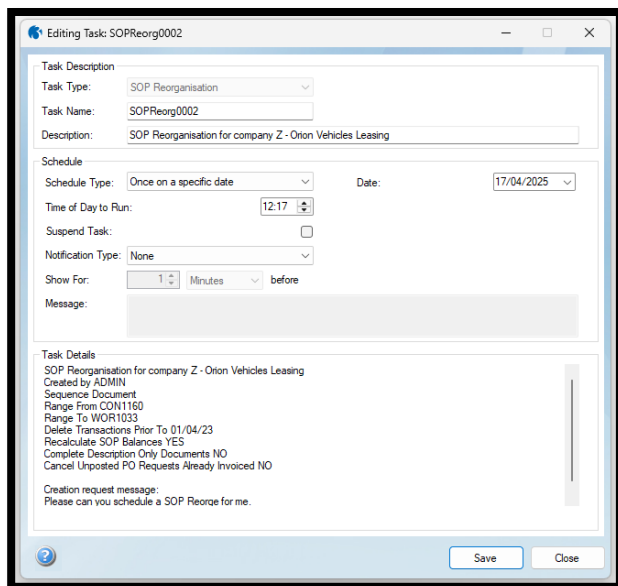


The Administrator will be notified, and the request will be held in the Scheduler task centre to be accepted and saved.



| Name         | Description                                      | Type                 | Last Run |
|--------------|--------------------------------------------------|----------------------|----------|
| SLPeriodEnd  | Sale Ledger Period End                           | Sales - Period End   | Never    |
| SOPReorg     | SOP Reorganisation for company Z - Orion Vehi... | SOP Reorganisation   | Never    |
| SOPReorg0001 | SOP Reorganisation for company Z - Orion Vehi... | SOP Reorganisation   | Never    |
| SOPReorg0002 | SOP Reorganisation for company Z - Orion Vehi... | SOP Reorganisation   | Never    |
| TidySystem   | Tidy System                                      | System - Tidy System | Never    |

Buttons: New Task, Edit Task, Delete Task, Close



**Task Description**

Task Type: SOP Reorganisation

Task Name: SOPReorg0002

Description: SOP Reorganisation for company Z - Orion Vehicles Leasing

**Schedule**

Schedule Type: Once on a specific date Date: 17/04/2025

Time of Day to Run: 12:17

Suspend Task: ☐

Notification Type: None

Show For: 1 Minutes before

Message:

**Task Details**

SOP Reorganisation for company Z - Orion Vehicles Leasing  
 Created by ADMIN  
 Sequence Document  
 Range From CON1160  
 Range To WOR1033  
 Delete Transactions Prior To 01/04/23  
 Recalculate SOP Balances YES  
 Complete Description Only Documents NO  
 Cancel Unposted PO Requests Already Invoiced NO

Creation request message:  
 Please can you schedule a SOP Reorg for me.

Buttons: Save, Close