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**1. GENERAL**

This manual gives an overview of the most important procedures and the programs involved.

Read also the \*.DOCX files in the \help\eng directory

**Program numbers**

Sera programs are numbered like:

SERA2510	-	create parts
SERH8210	-	enter work orders
SERR1040	-	summary suppliers

The numbers are also accepted in a shorter form like:

A251	-	create parts
H821	-	enter work orders
A104	-	summary suppliers

This short form is used in this manual.

**2. IMPLEMENTATION PROGRAMS**

A041	Create users
A083	Set company parameters
A141	Create language codes
A151	Create currency codes
A211	Create companies
A201	Create departments
A161	Create classification codes
A121	Create ledger accounts
A271	Create VAT codes
A191	Create warehouses
A221	Create booking periods
B191	Create journal codes
B101	Create country codes
A231	Create area codes
E021	Create mail codes
E011	Create selection codes
A131	Create line codes
A181	Create pay methods
A111	Create customers
A721	Create delivery terms
A101	Create suppliers
B171	Create location types
B161	Create locations
A241	Create part groups
A216	Change part groups (financial)
A276	Enter packing units parts
A251	Create parts
A631	Create stock-references
A451	Create function descriptions
A441	Enter employees
A081	Change company data
A071	Change printer settings / font-types Create variable forms

**3. ACCOUNTING****DAILY**

A301 Enter journals  
A304 Enter purchase invoices  
C304 Enter small invoices for expenses etc.

**PERIODICALLY**

A327 Process payments  
C381 Book work in process

**CONTROL PROGRAMS**

A345 Summary unprinted sales invoices  
L260 Summary picking lists in process  
A346 Summary unreceived invoices  
C690 Summary stock value per period  
C392 Summary work in process

**IMPORTANT SUMMARIES**

A330 Summary general ledger  
A331 Trial balance  
A335 Balance and profit- & loss account  
A310 Extended summary debtors  
A312 Statements of debtors  
A320 Extended summary creditors  
A325 Summary pay obligations

**4. TRADE ORDERS****MASTER DATA**

- A171 Create bills of material
- A291 Enter discount per customer
- A292 Enter discount per part group
- A293 Enter discount/prices per part
- B291 Enter overall discounts / charges
- B292 Enter overall discounts / charges per customer

**ORDER ENTRY / BACK ORDERS**

- C501 Enter quotations
- C507 Quotation -> order
- B511 Enter orders

**PURCHASE**

- A761 Direct purchasing of sales orders
- A692 Summary stock-shortage
- A651 Enter purchase orders
- A668 Automatic purchasing

**STORE**

- A671 Enter receipts on purchase order

**SALES**

- A533 Commit stock to sales orders
- A751 Direct sales / counter sales

**STORE**

- A532 Confirm shipment / invoicing

**5. PURCHASE****MASTERDATA**

A641 Enter alternative suppliers

**PLANNING WITH MINIMUM STOCK-LEVELS**

A692 Summary stock-shortage

B899 Change stock forecast

**ORDER ENTRY**

A651 Enter orders manually

or

A761 Direct purchase on sales / production orders

or

A668 Automatic purchase on stock shortages

**PROCESS**

A676 Summary orders per supplier / overdue orders

A674 Call contracts

**RECEIPTS**

B681 Receipts without a purchase order

A671 Receipts on purchase orders

A672 Goods from quality control into free stock

**ACCOUNTING**

A304 Enter purchase invoices

**6. PRODUCTION OF FINISHED PRODUCTS AND HALF-FINISHED MATERIALS****MASTER DATA**

A171 Create bills of material  
A801 Create work types

**PLANNING WITH STOCK-LEVELS**

A692 Summary stock-shortage  
B899 Change stock forecast

**WORK ORDER PREPARATION - PLANNING**

H821 Enter work orders manually  
A830 Print work orders  
A860 Planning per department  
A855 Work order status  
A843 Commit stock / print picking lists

**STORE**

A671 Enter receipts on purchase order  
A842 Issue material lists  
A853 Receipt subcontracted jobs

**PROCESS**

A811 Enter hours, finish operations, issue stock  
F811 Station hours-administration, issue stock on-line  
A853 Finish operations

**ACCOUNTING**

A304 Enter purchase invoices

**FINISHING**

A857 Extended summary calculations  
A838 Complete work orders to stock  
A859 Clear finished orders

**7. PROJECTS****MASTER DATA**

A801 Create work types  
A171 Create bills of material

**WORK ORDER PREPARATION - PLANNING**

B873 Add extra labor  
A860 Planning per department  
A855 Work order status  
A843 Commit stock / print picking lists

**STORE**

A671 Enter receipts on purchase order  
A842 Issue material lists  
A853 Receipt subcontracted jobs

**PROCESS**

A811 Enter hours, finish operations, issue stock  
F811 Station hours-administration, issue stock on-line  
A853 Finish operations

**ACCOUNTING**

A304 Enter purchase invoices

**FINISHING**

A857 Extended summary calculations  
B878 Finish and invoice fixed price projects  
B875 Invoice projects on costing base  
A859 Clear finished orders



**8. REPAIRS****MASTER DATA**

- A801 Create work types
- A261 Create complaint / cause codes
- A251 Create (dummy-) parts for grouping non-part repairs

**ORDER ENTRY**

- A601 Enter repairs
- B600 Price quotations
- E656 Enter material to be purchased / produced
- E643 Commit stock / print picking list

**STORE**

- A684 Issue unplanned stock to repair orders
- E642 Issue picking list
- A686 Purchase used material from repairs

**PROCESS**

- A811 Enter hours
- F811 Station hours-administration
- A304 Enter purchase invoices

**FINISHING**

- B610 Summary calculations extended
- B601 Invoice /ship repairs
- B611 Invoice repairs with details

**9. STORE****MASTER DATA**

B171 Create location types  
B161 Create locations

**RECEIPTS**

A671 Enter receipts on purchase order  
B681 Receipts without a purchase order  
A838 Finished products from production  
A685 Receive parts from repairs (2<sup>nd</sup> hand material etc.)

**ISSUE STOCK****SALES**

A532 Confirm shipment / invoicing = issue stock

**REPAIRS**

A684 Issue unplanned stock  
E642 Issue picking list

**PRODUCTION / PROJECTS**

A842 Issue picking list

**OTHER STOCK MUTATIONS**

A681 Stock adjustment IN  
A682 Stock adjustment OUT  
A683 Move to stock to other location

**CYCLE COUNTING**

B671 Print counting list