

Purchase Order Processing

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Introduction

The Purchase Order Processing module offers effective control and flexibility over order processing activity. Document handling features, point and click enquiry options and keyboard aware input procedures provide fast and easy access to order progress procedures and status information.

Links to existing ledgers and the stock control system provide the necessary updates and progress information.

data	flow~32 P	urchase O	Irder			0	X	
Ledger	Orders	Reports	Setup	Tools	Window			

Ledger

dataflow~32 Purchase Order	
Ledger Orders Reports Setup Tools Window	
Enquiry Accruals Enquiry Exit	

Enquiry

The Purchase Order Enquiry displays all order related documents under the corresponding document tab heading.

Each document tab displays a split grid. The upper section shows the document header and the lower relates to the line details of the selected document on the upper section.

dataflow~32 Purchase Order - [Purchase Or Ledger Orders Reports Setup Tools	der Enquiry] Window						-	F
Company <u>N</u> ame Miles Brown and Sons & Co.	•	OS Orders	By <u>A</u> ccount By <u>S</u> tock	History	Notes pt Address			
Do <u>c</u> uments				<u>O</u> ptior	15			1
Orders		łeceip <u>t</u> s			Invoic <u>e</u>	s		1
Type Reference Account	Da	te A	Amount VAT A	mount Currency	Status	Our Ref	Their	*
ORD 000007814 5M	07.	/03/2013 12,	,925.00 1,9	925.00	Outstanding	RGT123		
ORD 000007812 T00001	15.	/12/2012 7,	,050.00 1,0	50.00	Outstanding	P1004		
ORD 0000007811 BRAT	10	/01/2013 58,	,750.00 8,7	'50.00	Outstanding	P1001		
ORD 0000007810 BEST01	05.	/11/2012 47,	,000.00 7,0	00.00	Outstanding	P1002		
•							Þ	•
Code Notes	Quantity Outstanding	Price	Disc % A	mount Currence	Due Date	Weight	Sales	*
▶ 35 HDD 3.5in High Density disks	1,000.00 1,000.00	11.00	0.00 11,	000.00	07/03/2013	3 250.00	0	
			Print	View	1	7 Help	•	•

From the View Accounts grid selecting will load a new window displaying various levels of information for the selected account within categorized tabs. *Accruals Enquiry*

Use this facility to produce a list of Accruals based upon the chosen *As at Date* and the criteria selected under the Report Type section of the window.

dataflow~32 Purchase Order - [Accruals Enquiry]	
Ledger Orders Reports Setup Tools Window	_ <i>B</i> ×
Options	Accruals . 1
Company Miles Brown and Sons & Co.	
Date	Report Type
As ALD also 09/02/2012	Crder Lines Not Delivered
	Delivery Note Lines Not Invoiced
	Invoice Lines Not Updated
	Returns Not Credited
	Credit Notes Not Updated
	✓ By Cost Centre Analysis
	Process O Elose

Orders

dataf	flow~32 F	ourchase O	rder			
Ledger	Orders	Reports	Setup	Tools	Window	
	Do	ocument C	ontrol			

This menu offers the main options for day-to-day Sales Order operations.

Before starting to use these options, check the completion of set up procedures for:-

- Sales order parameters authorisation levels, document numbering.
- Sales order document design quotations, acknowledgements, delivery notes, invoices.
- Stock Ledger parameters (monitor shortages) and stock/product items
- Sales Ledger parameters, document invoicing parameters and customer accounts.

Document Control

dataf	dataflow~32 Purchase Order						X
Ledger	Orders	Reports	Setup	Tools	Window		
	Do	ocument C	ontrol				

This window handles the entry, printing and update of all Orders/ Returns, Receipts and Order Invoices/Credits notes.

In general the system handles Orders in three stages. Firstly, raising the Order, then the recording and production of the delivery and finally the entry and production of the customer Invoice. It is possible to omit the middle (Receipt) stage and simply record an invoice directly against the Purchase Order. Whichever route is taken the relevant Stock balances are updated according to the full or part quantities specified at each stage. Stock balances change immediately after the line entry is confirmed.

	Idataflow~32 Purchase Order - [Purchase Orders Control] Ledger Orders Reports Setup Tools Window Company Name Miles Brown and Sons & Co. By Account So Orders 0S Orders 0S Returns 0S Returns 0S Returns 0S Returns Scheduled Orders											
				Docur	nents				Options			
П		Туре	Reference	Account	Supplier Name	Date	Amount	Authorisation	Status	*		
F	۲	ORD	0000007814	5M	5M Quality Rail Services Ltd	07/03/2013	12,925.00	Pending	Outstanding			
П	۲	ORD	0000007812	T00001	Texauto Ltd	15/12/2012	7,050.00	Authorised	Outstanding			
П	0	ORD	0000007811	BRAT	Bratford Design Services	10/01/2013	58,750.00	Authorised	Outstanding			
Π	0	ORD	0000007810	BEST01	Best Rail Group	05/11/2012	47,000.00	Authorised	Outstanding			
Π	0	ORD	0000007809	LOTTS	Lott and Lott Rail Services Lt	05/11/2012	35,250.00	Authorised	Outstanding			
	0	ORD	0000007807	BRAT	Bratford Design Services	31/10/2012	58,750.00	Authorised	Part Invoiced		View	
	0	ORD	0000007805	AUDIO	Audio Supply and Rental Ser	31/12/2012	317.25	Pending	Outstanding		Print	
	0	ORD	0000007804	5M	5M Quality Rail Services Ltd	04/03/2013	10,000.00	Authorised	Part Invoiced			
	0	ORD	0000007802	5M	5M Quality Rail Services Ltd	05/03/2013	47.00	Authorised	Outstanding		Authorise	Receive
											Сору	Receive All
												Invoic <u>e</u>
4									Þ	Ŧ		Invoice All
						G	bb <u>A</u> d	👆 <u>M</u> odify	😂 <u>R</u> emove		🕜 Help	0 <u>C</u> lose

This window handles the entry, printing and update of Invoices and Credit notes. Additional options for Scheduled Orders are also available with the ability to convert these into full Purchase Invoices if and when required.

By Account

Applies a filter to the grid to display only transactions that have been posted to the specified Purchase Ledger account.

Once the *By Account* option is checked additional filter options will become available as detailed below;

By Address	Cargo World Ltd	•
C All C Invoice	Cargo World Ltd	*
Delivery	Unit 1 Longview Industrial Est	+

₢ <u>D</u> rders/Returns	Applies a filter so only Orders/Returns appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.
C Receip <u>t</u> s	Applies a filter so only Receipts appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected
C Invoices/Credits	Applies a filter so only Invoices/Credits appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.
<u>○</u> Scheduled Orders	Applies a filter so only Scheduled Orders appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.
View Balances	Adds Account balance information to the window.
└── View Up <u>d</u> ated	Applies a filter so only updated transactions appear within the grid. By displaying updated documents it is also possible to print COPY invoices
Receipt Address	Adds Receipt address details to the grid display.

The Options tab works in conjunction with the above parameters by applying further filters based upon your selection to the document grid display. To reset these filters back to default (so no filter is applied) click the Reset Filter button. The Reset Filter button is only available if there are filters applied.

The input method maintaining a simple and straight forward routine with options and input fields stored within catergorised tabs. Use the system generic $\textcircled{O} \ Add$, $\textcircled{M} \ Modiy$ and $\textcircled{O} \ Benove$ buttons to enter, change or delete existing line entries along with the $\textcircled{O} \ K$ and $\textcircled{O} \ Cancel$ as confirmation or cancellation during input.

Once the Account Code and Header information is chosen simply click enter a line and once complete click automatically generate a new line allowing for the input of the next transaction line eliminating the necessity to click after each completed line, you may cancel the system generated blank line if it is not required. Simply click <u>update</u> to complete the entry.

Reports

Transactions are held under their corresponding period based upon their transaction date, providing that period hasn't been closed. This means entries dated into the future can be recorded without distorting current period balances.

dataflow~32 F	Purchase Order	
Ledger Orders	Reports Setup Tools Window	
	Accruals Outstanding Orders Stock Reorder List Forward Load of Outstanding Orders	

Accruals

This report produces information which may be used to compile accrued income journals. Essentially the report returns the value, as at a given date, of the various document types awaiting further processing. Values are analysed by Nominal account code.

dataflow~32 Sales Order - [Sales Orders/Returns Accruals Report]	
Ledger Orders Reports Setup Tools Window	_ <i>8</i> ×
Company Miles Brown and Sons & Co.	
Date As At Date 14/01/2013 Currency Code CDefault>	Report Type Image: Order Lines Not Delivered Image: Delivery Note Lines Not Invoiced Image: Invoice Lines Not Updated Returns Not Credited Credit Notes Not Updated Options Image: Show Document Lines Preview Cost Type Image: Standard Cost Image: Standard Cost
Save ERestore	🔹 Setup 🛛 🐑 Print 🛛 🕜 Help 🚺 🖸 Close

Outstanding Orders

This report produces specific details of Orders dependant on the selection criteria. *Format Type* choices include by *Values* or by *Quantities*.

👯 dataflow~32 Sales Order - [Sales Order Document F	leport]	
Ledger Orders Reports Setup Tools Wind	ow	_ & ×
Company Miles Brown and Sons & Co.	▼ ▼ □ By Location	
Ranges	ock and Date	Document Type C Orders
First Stock Item	•	C Returns C Delivery
Start Date 14/01/2013	_	C Invoices C Credit Notes
End Date 14/01/2013		Date Options © Due Date
Apply Filter		C Order Date
		 Values Quantities
Options Print Item Description I Include Non-Stock		Order By Order Customer
Customer Selection 🗌 Van Selection	Include Delivery Address	C Stock Code C Due Date
🔲 Outstanding Only 🔽 Analysis Groups	Preview	C Order Date
	📰 Save 🛛 📰 Restore 🛛 🐟 Setup 🛛 🗼 Print	(2) Help (2) Close

Stock ReOrder List

This report will return information based upon the parameters set against the Suppliers Re-Ordering options within the Stock Ledger Setup/ Stock Items window.

Supplier Ava	liable	Supplier Selec	sted	 _
A00001 AUDIO BEST01 BRAT C00001 CAPLON D00001 DURA01 E01 ELDON1 GCL001 GC00D LOTTS	ACCD Ltd. Audio Supply and Rental Services bu Best Rail Group Bratford Design Services Castell Print Supplies Ltd Caplon Furniture Supplies Decime Automation Supplies Durapower Electonics CO. Ltd Easy Transport Ltd Eldon Rail Services Group Cat Ltd Goodwell Consultancy Ltd Lott and Lott Rail Services Ltd	> >> ~		

Forward Load of Outstanding Orders

Produces an analysis of Stock item demand by listing outstanding Order line details with the quantity sub-totaled by month.

Ledger <u>O</u> rders	Reports Setup Tools Window	_ 5
<u>C</u> ompany	Miles Brown and Sons & Co.	
Parameters Location First Stock Item Last Stock Item	▼ ▼ Due Date	Options Selection Criteria By Location By Group By Supplier Include <u>N</u> on Stock
Start End	08/02/2013	Groups
		C Stock Group 2
	📰 Save 📰 Restore 🚓 Setup 🔉 Print	Help O Close

Setup

Use the options on this menu to set up the basic parameters available to the Purchase Order processing routines e.g. authorisation levels, document numbering, document design. Also remember to check that the parameters in other modules have been set.

In particular, check:-

- Stock Ledger parameters monitor shortages, warehouse locations, stock/product items and their pricing, units of measure and rows/bins.
- Purchase Ledger parameters supplier accounts, terms, price categories and discounts.



Order Parameters

Set these parameters before starting to use the Order Control procedures. If multi-company operation applies, select each *Company Name* in turn and apply the settings.

dataflow~32 Purchase Order - [Purchase Order Document	Setup]			
Ledger Orders Reports Setup Tools Window				
Company Name Miles Brown and Sons & Co.				
Document Parameters	Authorise Orders germail Control & Others			
Document Parameters	Document Numbering			
✓ Generate Order/Quote Numbers	Next Order No. 7,815			
Unique Order/Quote Numbers	Next Scheduled Order No. 7,002			
<u>Lienerate Invoice Numbers</u> Unique Invoice Numbers	Next Invoice No. 2.009			
Receive/Invoice orders for accounts on "Hold"	Next Receipt No. 8503			
Allow additional invoice lines				
Document Processing Print Control Review each document when "Receive All" selected Print when order is updated/authorised Review each document when "Invoice All" selected Print "REPRINT" when order is modifiy View Average cost in the Stock Grid Print when order is deleted View costs on the stock balance screen Print when receipt is updated Narrative lines to be transferred to Receipts/Invoices Print "REPRINT" when Receipt is modifiy Carry forward exchange rate to Delivery Notes/Invoices Print when receipt is deleted Print when invoice is updated/authorised Print when invoice is updated/authorised				
	Print when invoice is deleted Allow bulk printing of unreleased receipts			
	Agply 🚫 Cancel 🧿 Help 🧕 🙆 Close			

Document Parameters

<u>G</u> enerate Order/Quote Numbers	The system will automatically generate the next sequential Order/ Quote Number.
Unique Order/Quote Numbers	The system will check for non-unique Order/ Quote numbers.
Deliver/Invoice orders for accounts on "Hold"	Allows for the Delivery/ Invoicing of Orders for accounts placed on <i>Hold</i> .
Allow additional invoice lines	Allows for the addition of carriage or postage/ packing lines (for example) added directly to the Order Invoice.
Document Numbering Parameters	
Next <u>O</u> rder No. 1,047	Details the next Order Number.
Next <u>S</u> cheduled Order No. 98	Details the next Scheduled Order Number.
Next Receip <u>t</u> No. 8,503	Details the next Receipt Number.

Document Processing Parameters

Review each document when "Receive All" selected	Forces a manual update for each document being received.
Review each document when "Invoice All" selected	Forces a manual update for each document being Invoiced.
View Average cost in the Stock Grid	Displays the Average Cost within the <i>Stock</i> tab.
View costs on the stock balance screen	Includes the Average and Standard Costs on the Stock Balance screen.
Narrative lines to be transferred to Receipts/Invoices	Narrative only lines (I.e. no value) will be carried over to the Receipt and Invoice stages.
Carry forward exchange rate to Delivery Notes/Invoices	The exchange rate from the Order will be used for both the Receipt and Invoices.

Print Control

The Print Control section contains parameters whereby if selected the system will automatically print the document.

Print when order is updated/authorised	The order will print automatically when updated/ authorized.
Print "REPRINT" when order is modify	The order will print automatically with the label <i>REPRINT</i> when modified.
Print when order is deleted	The order will print automatically upon deletion.
Print when receipt is updated	The Receipt will print automatically when updated from the order stage.
Print "REPRINT" when Receipt is modify	The Receipt will print automatically with the label <i>REPRINT</i> when modified.
Print when receipt is deleted	The Receipt will print automatically upon deletion.
Print when invoice is updated/authorised	The invoice will print automatically when updated/ authorised from the order or receipt stage.
Print "REPRINT" when invoice is modify	The invoice will print automatically with the label <i>REPRINT</i> when modified.
Print when invoice is deleted	The invoice will print automatically

upon deletion.

Allow bulk printing of unreleased receipts

Allows the printing of multiple unreleased Receipts within a single print request.

dataflow~32 Purchase Order - [Purchase Orde	er Document Setup]	
Ledger Orders Reports Setup Tools	Window	_ B ×
Company Name Miles Brown and Sons & Co.	•	
Document Parameters	Authorise Orders	e-mail Control & Others
Authorise Control		
Authorise orders		
Allow print before authorisation	✓ Modify order after authorise	
Authorise Value		
Order value above maximum	Authorise Value	
200.00	<u>M</u> aximum Value	
Authorise if		
Account on hold		
	Apply	S Cancel O Help

Authorise Control

Authorise orders	This parameter enables the authorisation facility.				
Allow print before authorisation	Enables the printing of unauthorized Orders.				
Modify order after authorise	Enables the modifying of authorised Orders.				
Authorise Value					
All orders	The authorise value will be applicable to all Orders.				
Line value below minimum profit margin	Authorisation will be required when an Order line value falls below the minimum profit margin.				
Order value below minimum profit margin	Authorisation will be required when an Order value falls below the minimum profit margin.				
Authorise ⊻alue	Set the Authorisation Value.				
10.00 <u>M</u> inimum profit margin %	Set the minimum profit margin %.				

Authorise If

Account on hold

Authorisation will be required if the Account is *On Hold*.

Ledger Orders Reports Setup Tools Window 	dataflow~32 Purchase Order - [Pu	irchase Order Document S	etup]		
Company Name Miles Brown and Sons & Co Document Parameters Authorise Driders e-Mail Control g-mail Control & Others Image: Mail control Brown and Sons & Co Image: Mail contery Brown and Sons & Co	Ledger <u>O</u> rders <u>R</u> eports <u>S</u> etu	up <u>T</u> ools <u>W</u> indow			_ 8 ×
Document Parameters Authorise Orders @-mail Control & Others Image: Mail orders Image: Mail Control & Others Image: Mail Control & Others Image: Mail orders Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mail Control & Others Image: Mai	Company <u>N</u> ame Miles Brown and S	ions & Co.			
e-Mail Control ✓ Mail orders Hardcopy orders Request a receipt Agply Sourcel Of Help O Close	Document Parameters		Authorise Orders	<u>e</u> -mail Control & Others	
✓ Mail orders ☐ Hardcopy orders ☐ Request a receipt	e-Mail Control				
□ Hardcopy orders □ Request a receipt Apply Second Apply Second	Mail orders				
Apply S Cancel O Help O Dose	Hardcopy orders				
Apply S Cancel O Help O Close	Request a receipt				
Apply S Cancel O Lose					
Apply S Cancel O Llose					
Agply S Cancel O Llose					
Agply S Cancel O Llose					
Agply S Cancel 🕜 Help 🙆 Close					
Agply S Cancel 🕐 Help 🧿 Close					
Apply S Cancel 3 Lelp 3 Lose					
Agply S Cancel 🕜 Help 🧿 Close					
Agply S Cancel (2) Help O Close					
Agply S Cancel () Help O Close					
Apply S Cancel O Llose					
Agply Scancel (?) Help O Close					
Apply S Cancel O Help O Close					
Apply Scancel O Help O Close					
			ð lu	Coursel 🖉 Usite	
			Apply	Vancer 🛛 🕐 Help	

e-Mail Control

Mail orders

Hardcopy orders

Request a receipt

Enables the emailing of Sales Orders.

Produces a hardcopy after the email is sent.

Sends a receipt request when emailing Orders.

Document Design

Specify the operational properties of each layout required to produce the relevant Purchase Order document. For example, check box options determine if text labels, lines and images plotted on the layout should be included when actual documents are produced. It is also where you launch the designer window to specify the components and format of a particular document layout.

dataflow~32 Purchase Order - [Purchase O Ledger Orders Reports Setup Too	rders Document Design] s Window		_	
Docume <u>n</u> ts			e-Majl	
Document Types C Orders C Delivery Notes C Order Invoices	Description Generic Purchase Order Ord	ders/Return	Type System	^
				Lange Copy
Details Description Generic Purchase Order Or	Document <u>S</u> ub-Types			 ➡ Modify ➡ Remove
Show Labels 🔽 Show Lines 🔽 Show Images 🔽	Return			Update <u>D</u> iscard
		E Revert	Design 🕜 H	telp

Always start by clicking the appropriate document type. For each type you should find at least one layout already exists, its name displayed in the description list box alongside. These are used automatically by the related document production routines. For the document type *Orders* the layout supplied is specified as generic which means it is used to produce all document sub-types shown i.e. Order, Return and Scheduled Order.

Only limited changes can be made to the properties of a layout supplied with the system, but the layout itself can be edited as required.

Document Groups

The Document Groups utility allows you to choose specific layouts for the listed document types so when you come to create that document the system will always default to your chosen layout when printing or emailing. As a result, when invoices are produced for a range of customers the system is able to detect, automatically, which layout to use for each supplier.

dataflow~32 Pu	rchase Order	r - [Purcha	se Orde	rs Document Groups]				
	Groups	Secup	10013	Default Docu	uments	1	Document Information	
Description European Docu Mainland Docu USA Document	ments nents s							•
								🔁 Add
							-	Bemove
Description	European Doc	cuments						Update
							🕜 Help	O Close

Having established the Group descriptions the *Default Documents* tab is where you assign the relevant template to their associated categories.

The templates can be assigned for use by a specific Company and/or User. If you wish to assign the document group globally so it's not specific to a particular Company leave the *Company* selection blank, the same applies to the *User* selection.

Ledger Orders Reports	Setup Tools Window	_ 6
<u>G</u> roups	Default Documents	Document Information
Company Miles Brown and S	uns & Co. 🗾 User	•
Description European Docum	nts 🗨	
Documents		
Orders		-
Order	European Purchase Order Orders/Return	•
Return		•
Scheduled Order		•
Delivery Notes		
Delivery Note	European Purchase Order Delivery Notes	
Order Invoices		-
Invoice	European Purchase Order Invoice/Credit	💌 🔍 Modify
Credit Note		_
		m Discard

Once you have decided on your header criteria click the subscription button to start assigning the relevant templates to their categories once you are happy with your selection update to save the input. If you wish to remove a selection you can do so using the spacebar on your keyboard.

The *Document Information* tab enables you to view the assignment based upon the Document Type, Sub-type and Name selection made within the header of the tab.

dataflow~32 Purchase Order - [Purchase Orders Docu	ment Groups]	
Ledger Orders Reports Setup Tools Window	N	_ & ×
Groups	Default Documents Docu	ument Information
Document Type Purchase Order	Document Sub-type Generic	
Document Name European Purchase Order Orders/Return	•	
Document used by Miles Brown and Sons & Co., European Documents, SUPER Green Retailers Ltd, European Documents	WISOR	
		Help O Close

In the screenshot above you can see that for the Purchase Order Document Type and Document Name the European Sales Order/Return template is assigned to Miles Brown (Company) and Supervisor (User) and also assigned to Green Retailers (Company) but not by User, this means that all users with adopt the template selection for Green Retailers but only Supervisor for Miles Brown and Sons.

Once you have established your Document Grouping you will need to assign the Document Group descriptions to the relevant customers. This is carried out through the Purchase Ledger *View Accounts* window using the substitution and selecting the relevant Document Group within the *Account Parameters* tab. The Document Grouping can also be assigned though the *Data Import* routine.

dataflow~32 Purchase Ledger - [Purchase Acc	count Input [Miles Brown and Sons & Co.]]
Ledger <u>T</u> ransactions <u>C</u> IS <u>R</u> eports <u>P</u> er	riod Processing <u>S</u> etup T <u>o</u> ols <u>W</u> indow
Account 5M Name 5M Quality Rail Services Ltd	Credit Limit 0 Account On Hold Process account under CIS
Payments Statement Parameters Account Parameters	Companies Account Addresses Contacts Analysis
Nominal Link Account Type Default Nominal EQP HIRE	Document Printing Parameters Document Group Send documents by e-Mail
Invoicing Discount	Payment Terms 30 C Days following Invoice Date C Days following Invoice Period End C Periods following Invoice Period End C Cash with order Invoice is due for payment 30 Days following Invoice Date
International Currency <default></default>	Vat Control
Con Top	Add Discard O Help O Close

Delivery Addresses

This facility enables multiple delivery destinations to be established for the selected Company. You may also setup delivery addresses without assigning it to a specific Company therefore making it available to all Companies setup within the database.

🔣 dataflow~32 Purchase Order - [Recei	pt Address]				x
Ledger Orders Reports Setup	Tools Window			-	ъ×
Company Miles Brown and Sons & Co.	•	By Company			
Name	Address 1	Address 2	Town		
▶ THE CENTRAL WAREHOUSE	21 THE TRADING PARK		CHERTSEY		
THE NORTH WAREHOUSE	NORTH BUSINESS PARK		MANCHESTER		
				+	
	bb <u>A</u>] 💁 Modify 🤤 Bemove	🕜 Help	<u>o</u> i	ose

Tools

dataflow~32 Purchase Order		
Ledger Orders Reports Setup	Tools Window	
N20	Menu Configuration	

Window

dataflow~32 Purchase Order		
Ledger Orders Reports Setup Tools	Window	
	Minimise All	
	Speedbar Visible	

Minimise All

All open windows are minimised.

Speedbar Visible

Available to each user to create a personalised toolbar providing fast access to specific routines in any *dataflow~32* module. Nominal Ledger routines can be accessed directly by configuring the speedbar within the System manager.

🔣 dataf	low~32	Accounti	ng : SUPERVISOR											X
Ledgers	<u>U</u> sers	<u>S</u> etup	Reports <u>M</u> essenger	<u>e</u> BIS	Tools	<u>O</u> ptions	<u>W</u> indow	Hel	р					
r														
dataf	low~32 /	Accounti	ng : SUPERVISOR											X
Ledgers	low~32 / Users	Accounti Setup	ng : SUPERVISOR Reports Messenger	eBIS	Tools	Options	Window	Hel	р					X