Purchase Order Processing

Contents

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.

Ledger

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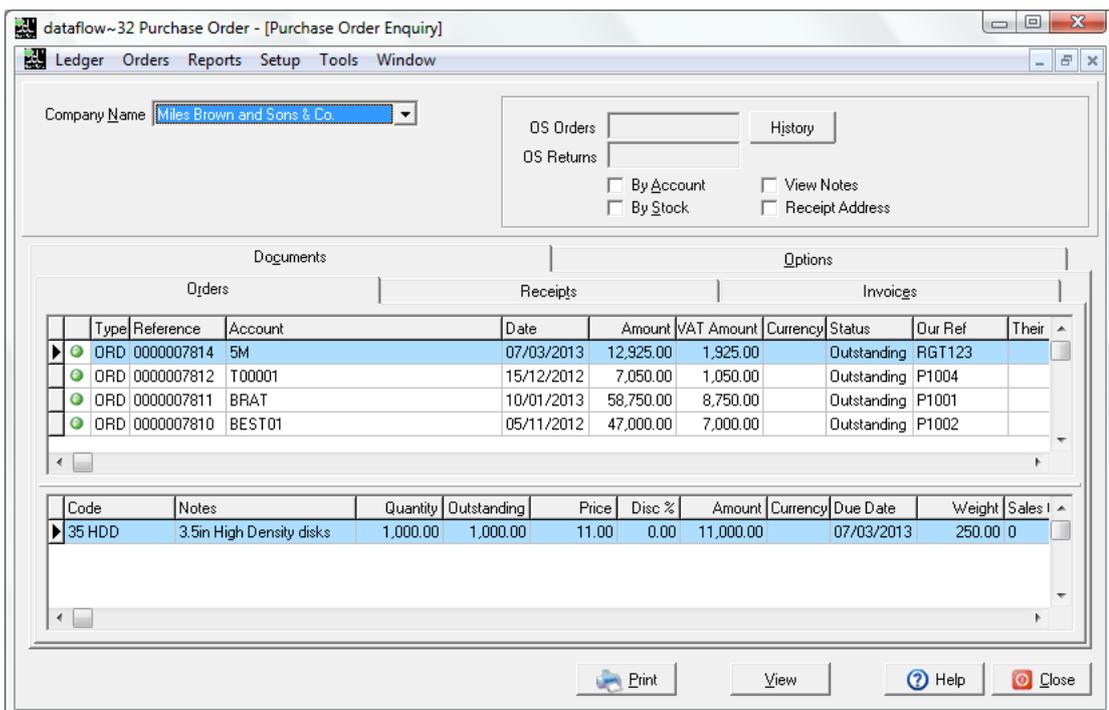
From the View Accounts grid selecting 🔍 View | will load a new window displaying various levels of information for the selected account within categorized tabs.
Accruals Enquiry

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.
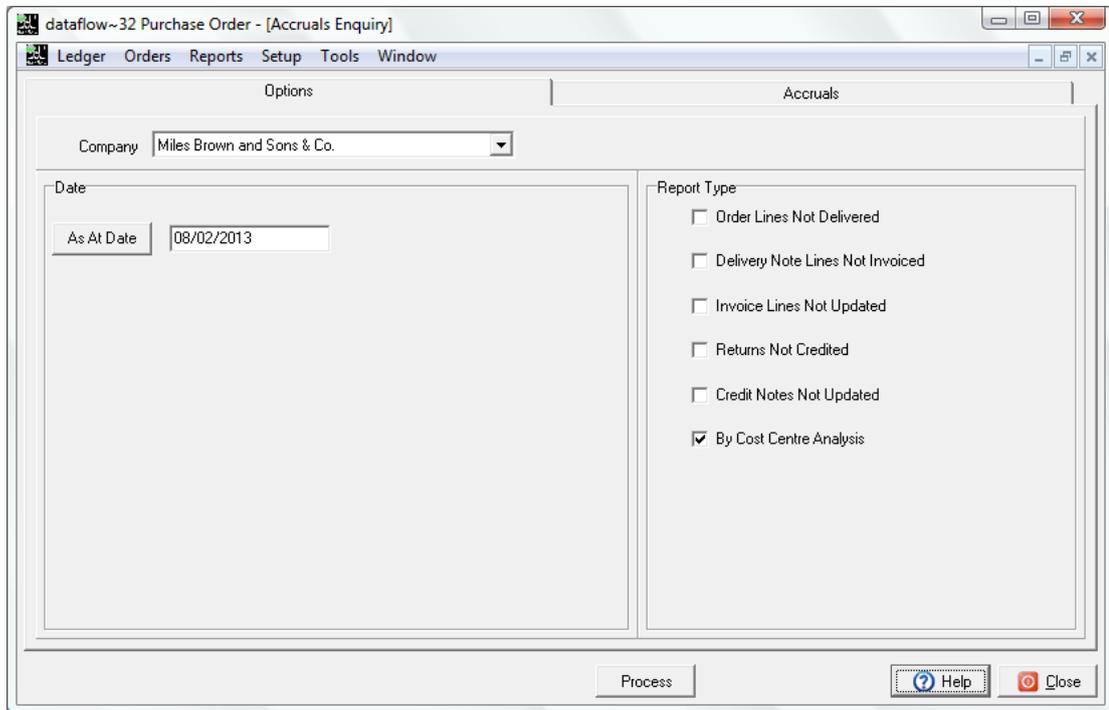
Orders

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

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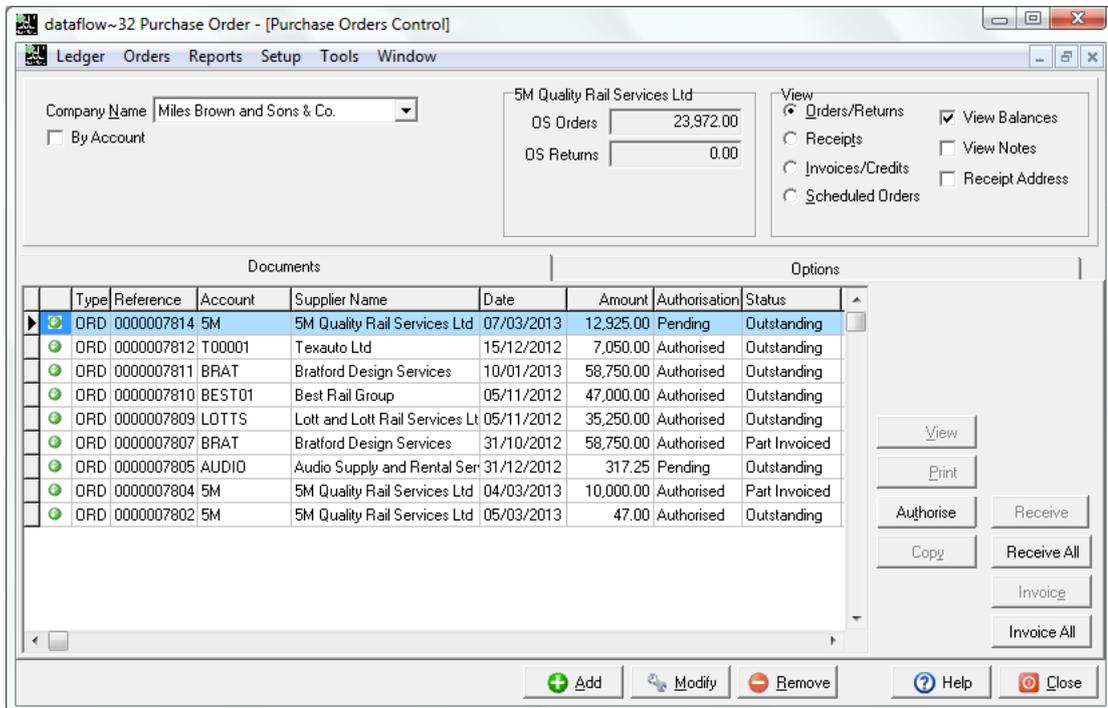
This window handles the entry, printing and update of Invoices and Credit notes. Additional options for Scheduled Orders are also available with the ability to convert these into full Purchase Invoices if and when required.

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;

Orders/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.
Receipts	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.
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.
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 Updated	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 Add , Modify and Remove buttons to enter, change or delete existing line entries along with the OK and Cancel as confirmation or cancellation during input.

Once the Account Code and Header information is chosen simply click Add to enter a line and once complete click OK . Upon clicking OK the system will automatically generate a new line allowing for the input of the next transaction line eliminating the necessity to click Add after each completed line, you may Cancel the system generated blank line if it is not required. Simply click Update to complete the entry.

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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.
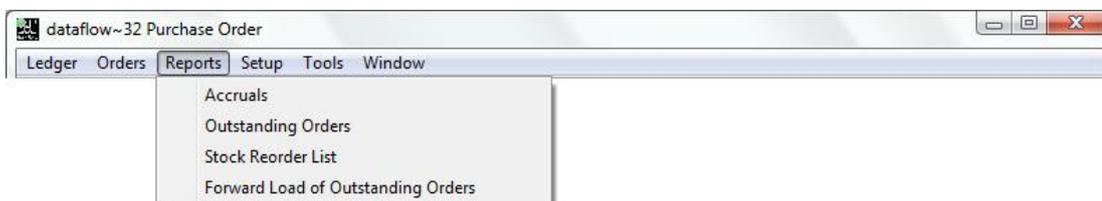
Accruals

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.
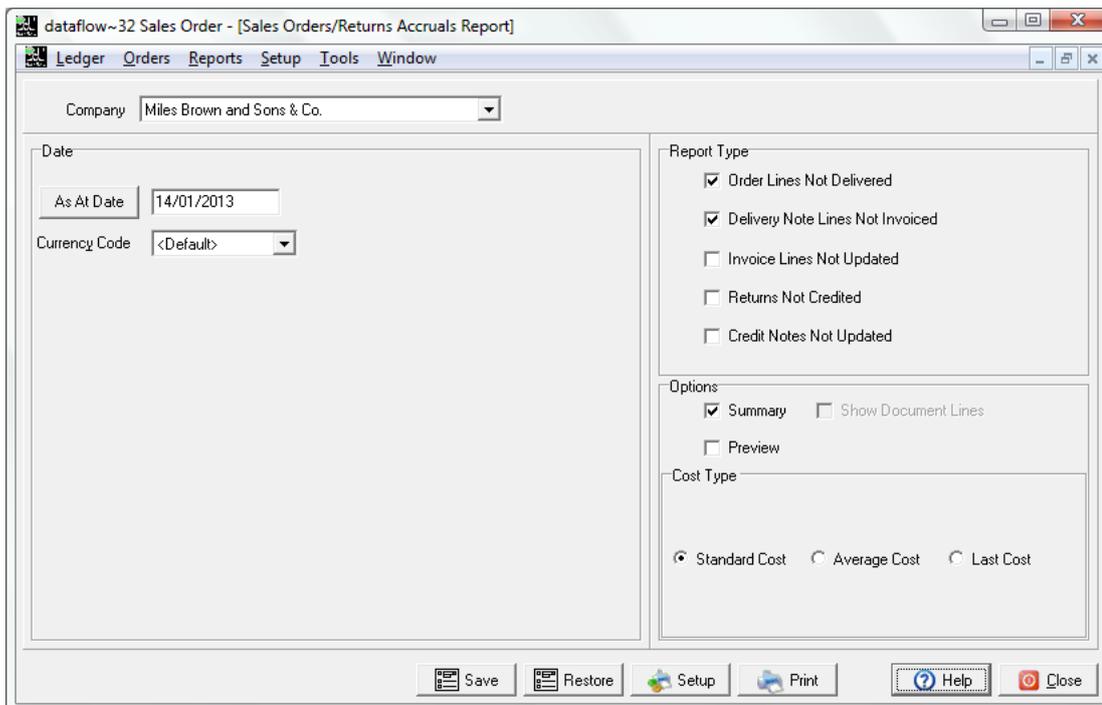
Outstanding Orders

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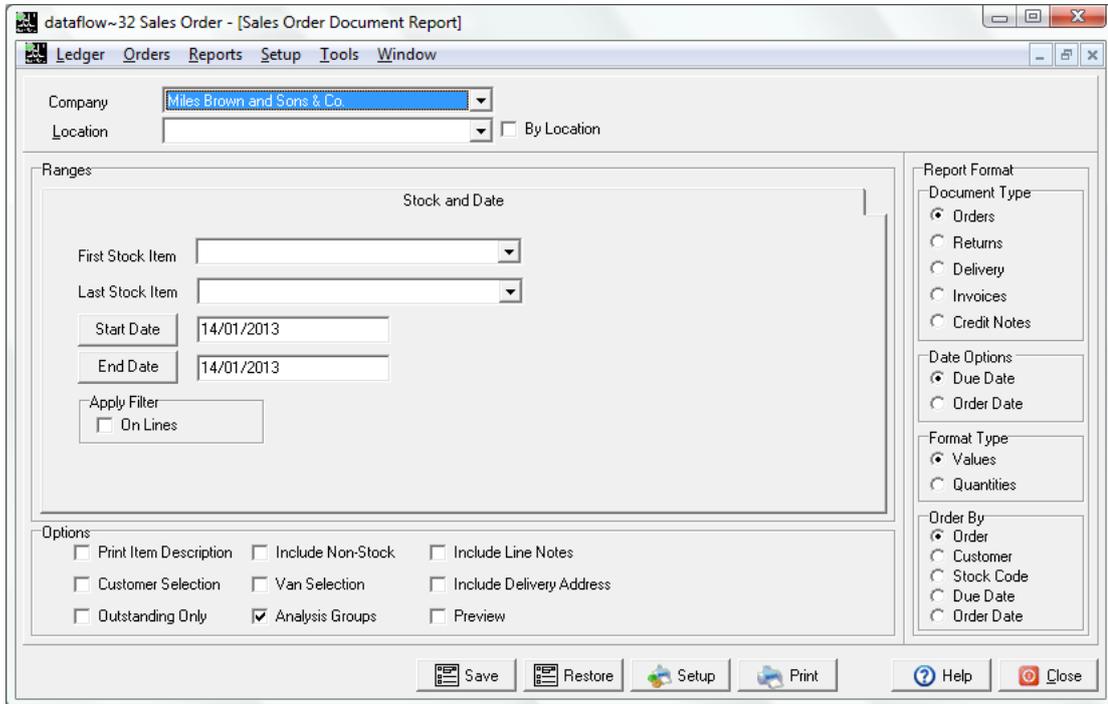
Stock ReOrder List

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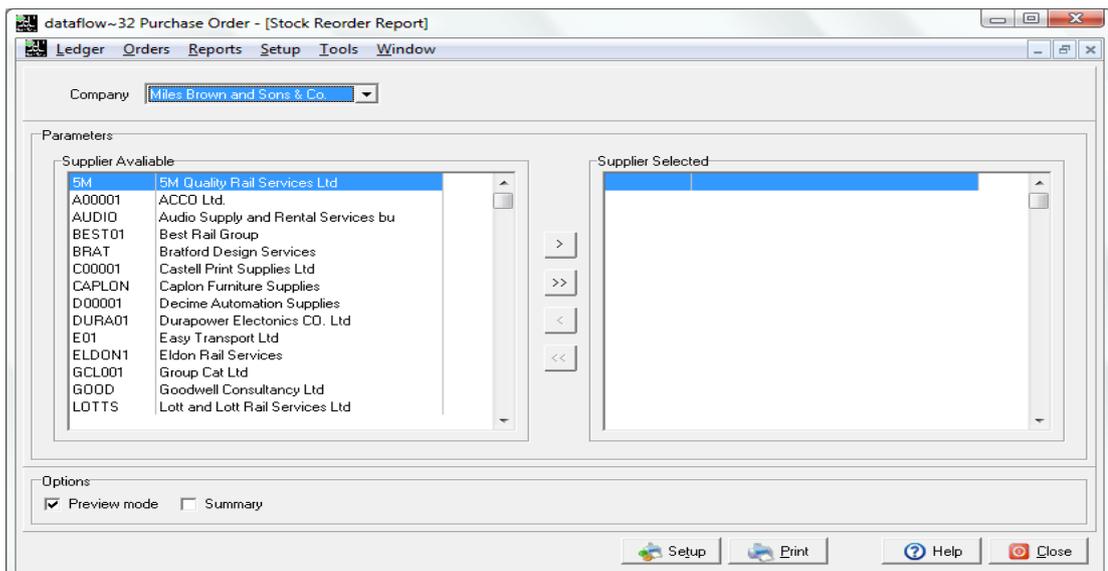
Forward Load of Outstanding Orders

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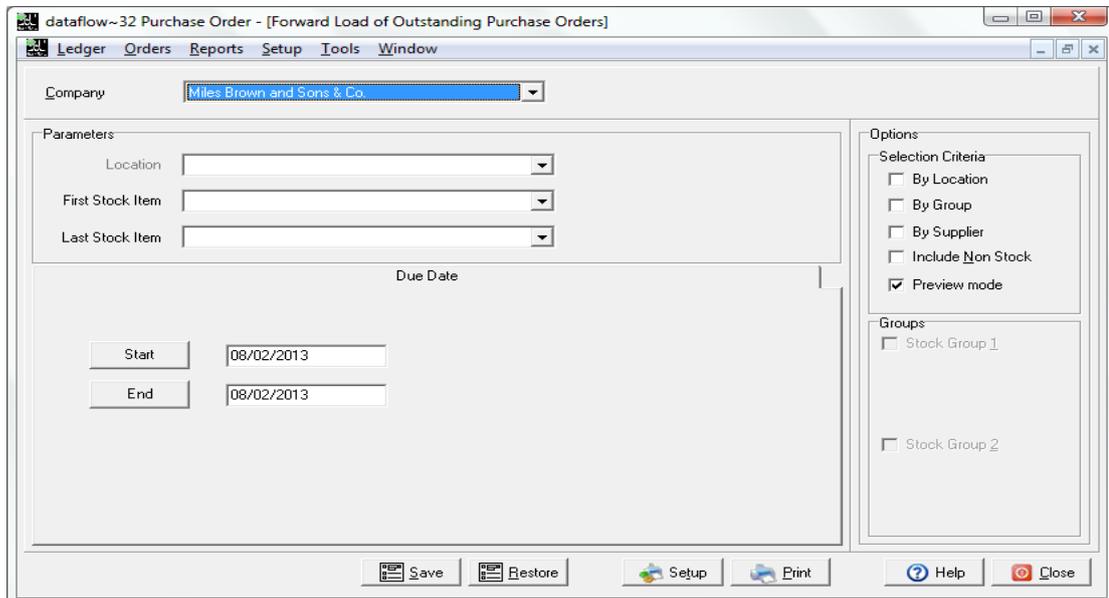
Setup

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.
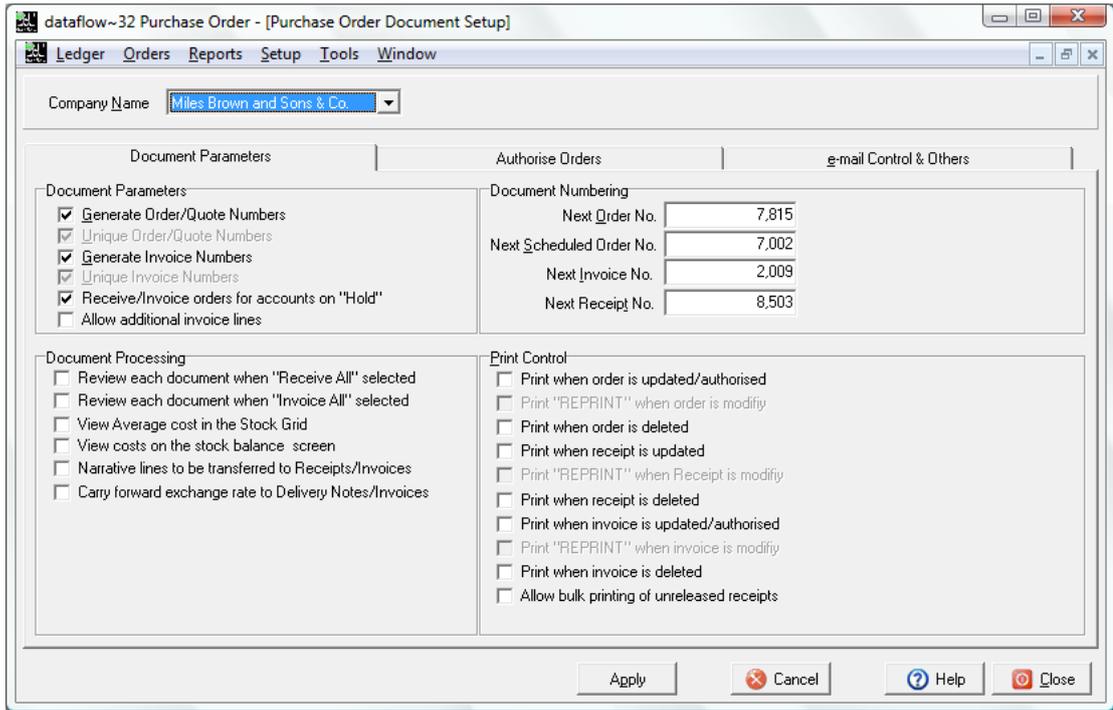
Document Parameters

The system will automatically generate the next sequential Order/ Quote Number.

The system will check for non-unique Order/ Quote numbers.

Allows for the Delivery/ Invoicing of Orders for accounts placed on *Hold*.

Allows for the addition of carriage or postage/ packing lines (for example) added directly to the Order Invoice.

Document Numbering Parameters

Details the next Order Number.

Details the next Scheduled Order Number.

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 *Stock* 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 modifiy

The order will print automatically with the label *REPRINT* 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 modifiy

The Receipt will print automatically with the label *REPRINT* 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 modifiy

The invoice will print automatically with the label *REPRINT* 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.

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 Value	Set the Authorisation Value.
10.00 Minimum profit margin %	Set the minimum profit margin %.

Authorise If

Account on hold

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

e-Mail Control

Mail orders

Enables the emailing of Sales Orders.

Hardcopy orders

Produces a hardcopy after the email is sent.

Request a receipt

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.
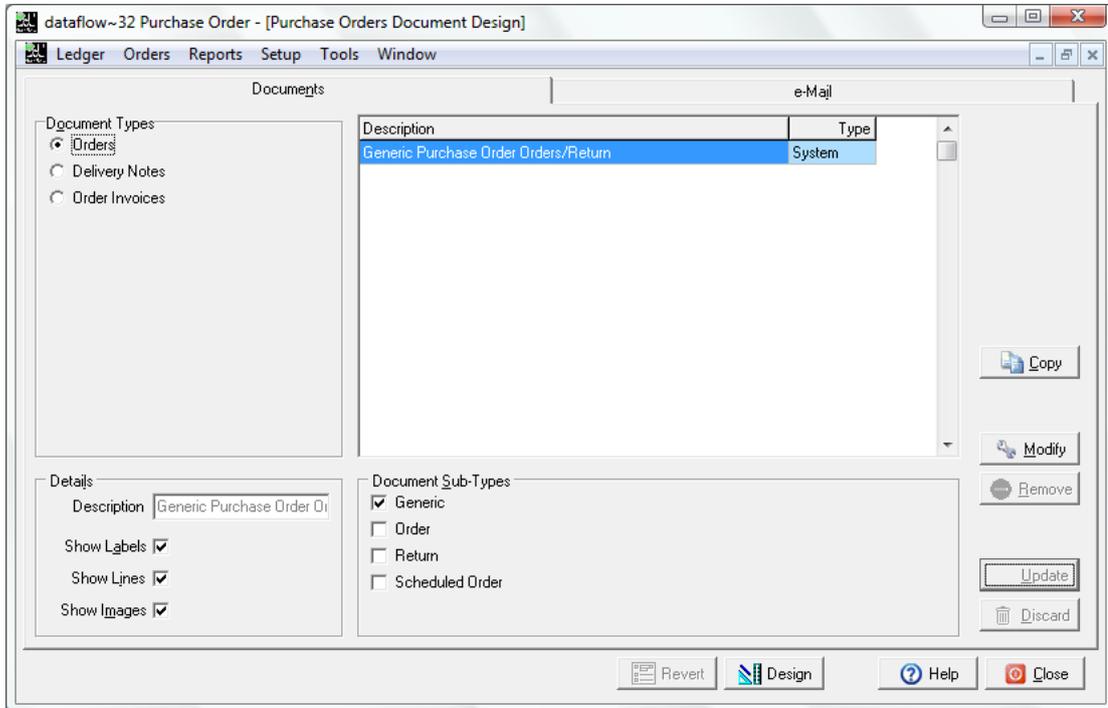
Always start by clicking the appropriate document type. For each type you should find at least one layout already exists, its name displayed in the description list box alongside. These are used automatically by the related document production routines. For the document type *Orders* the layout supplied 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.
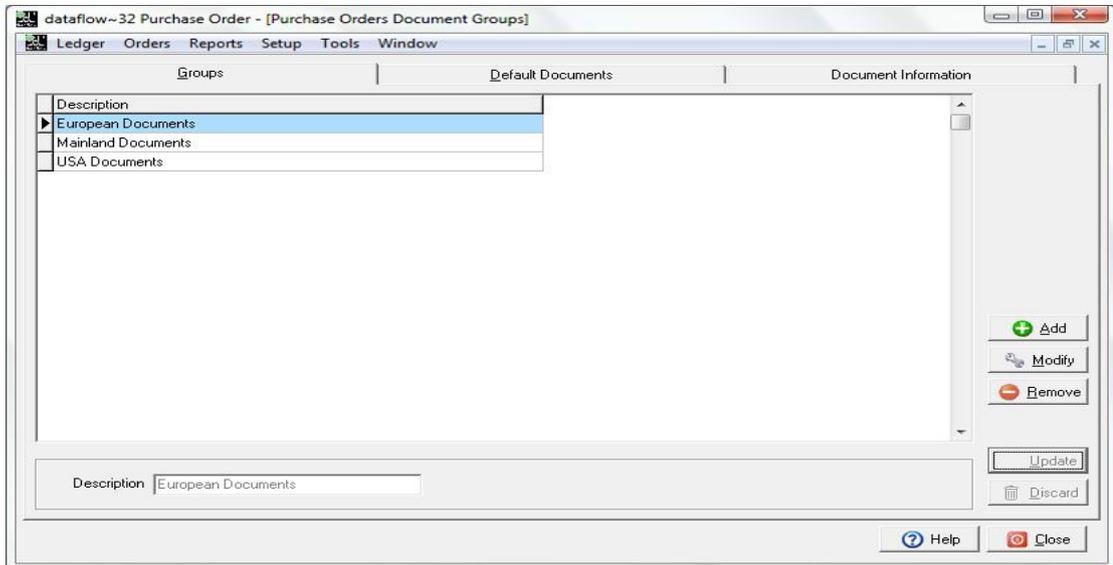
Having established the Group descriptions the *Default Documents* tab is where you assign the relevant template to their associated categories.

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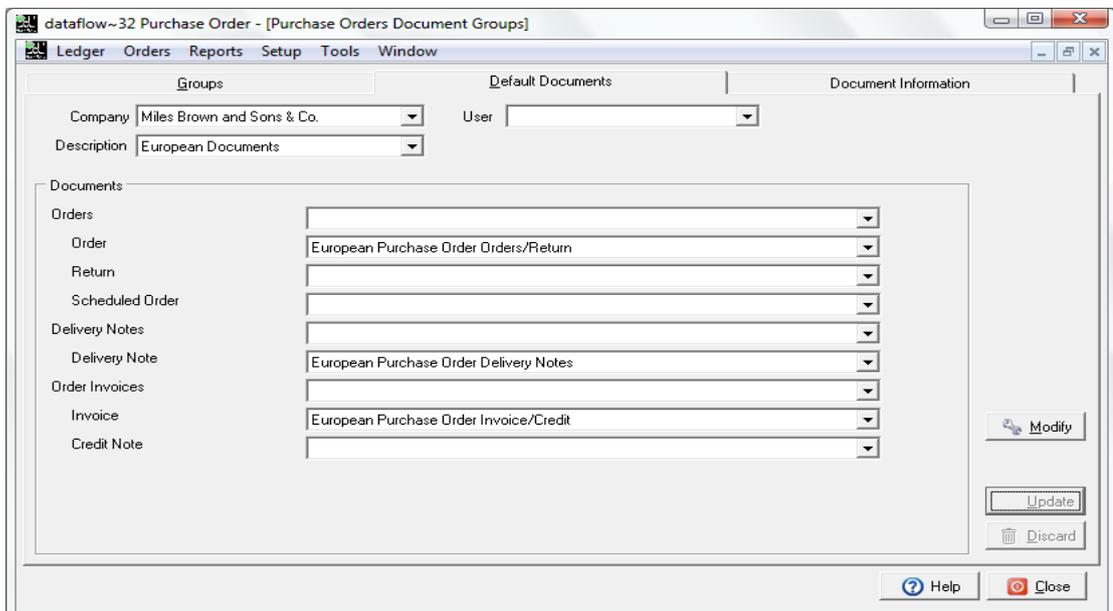
Once you have decided on your header criteria click the [Modify] button to start assigning the relevant templates to their categories once you are happy with your selection [Update] to save the input. If you wish to remove a selection you can do so using the spacebar on your keyboard.

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.
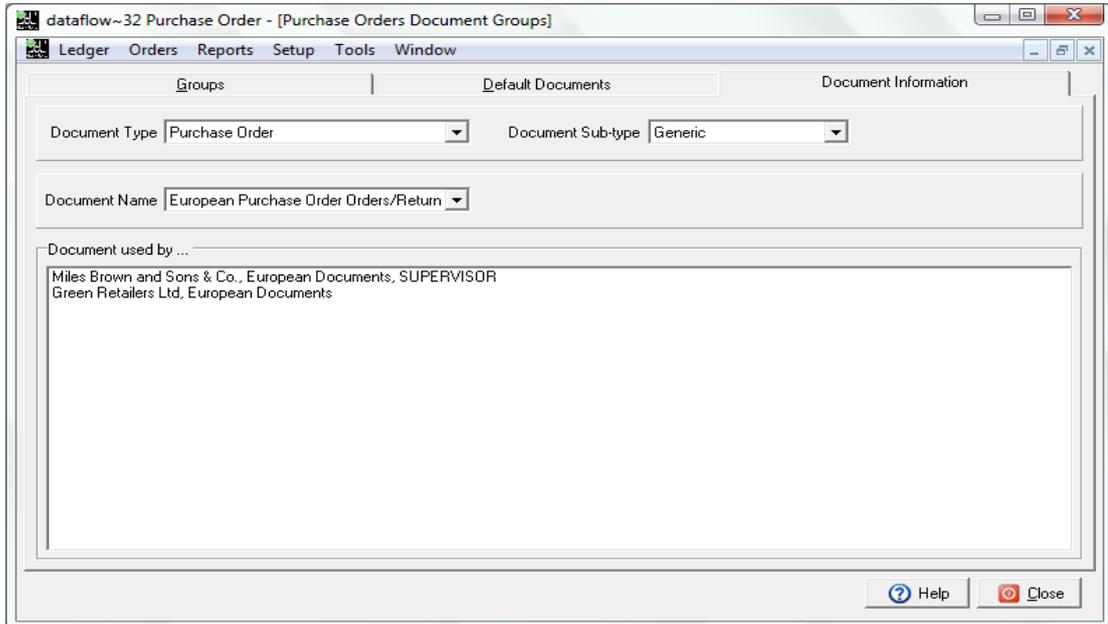
In the screenshot above you can see that for the Purchase Order Document Type and Document Name the European Sales Order/Return template is assigned to Miles Brown (Company) and Supervisor (User) and also assigned to Green Retailers (Company) but not by User, this means that all users with adopt the 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 [Modify] button and selecting the relevant Document Group within the *Account Parameters* tab. The Document Grouping can also be assigned though the *Data Import* routine.
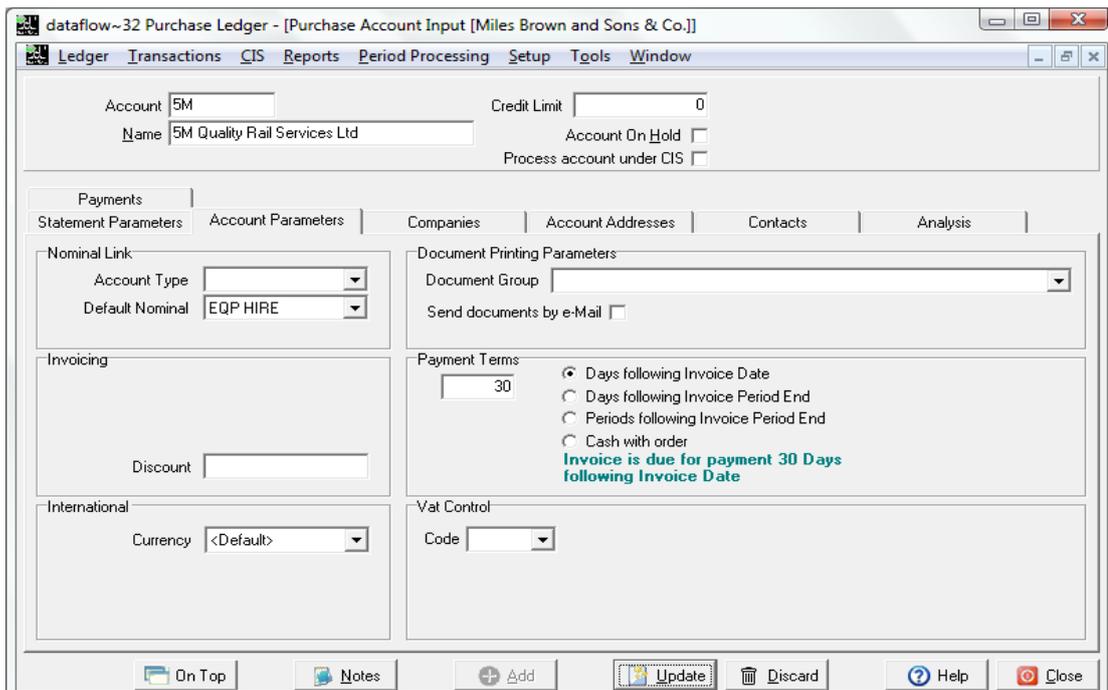
Delivery Addresses

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.
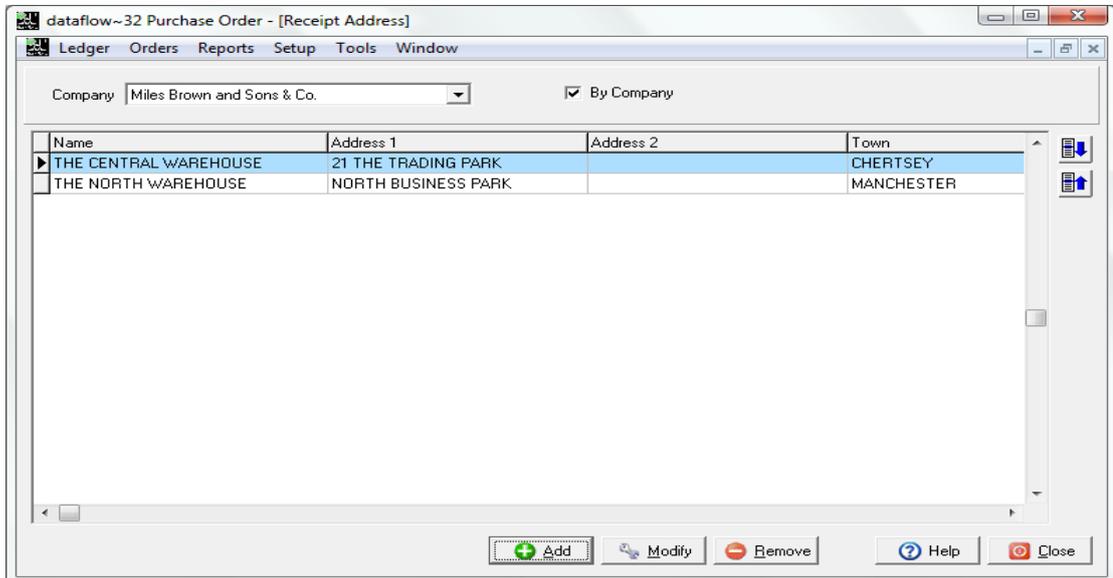
Tools

Window
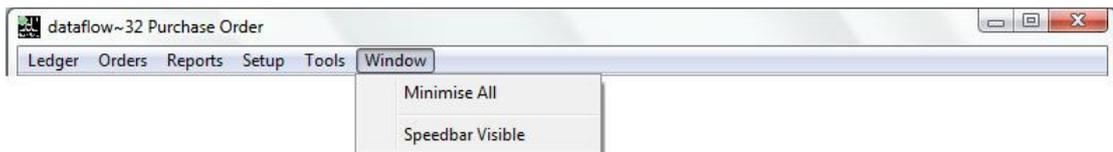
Minimise All

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.