

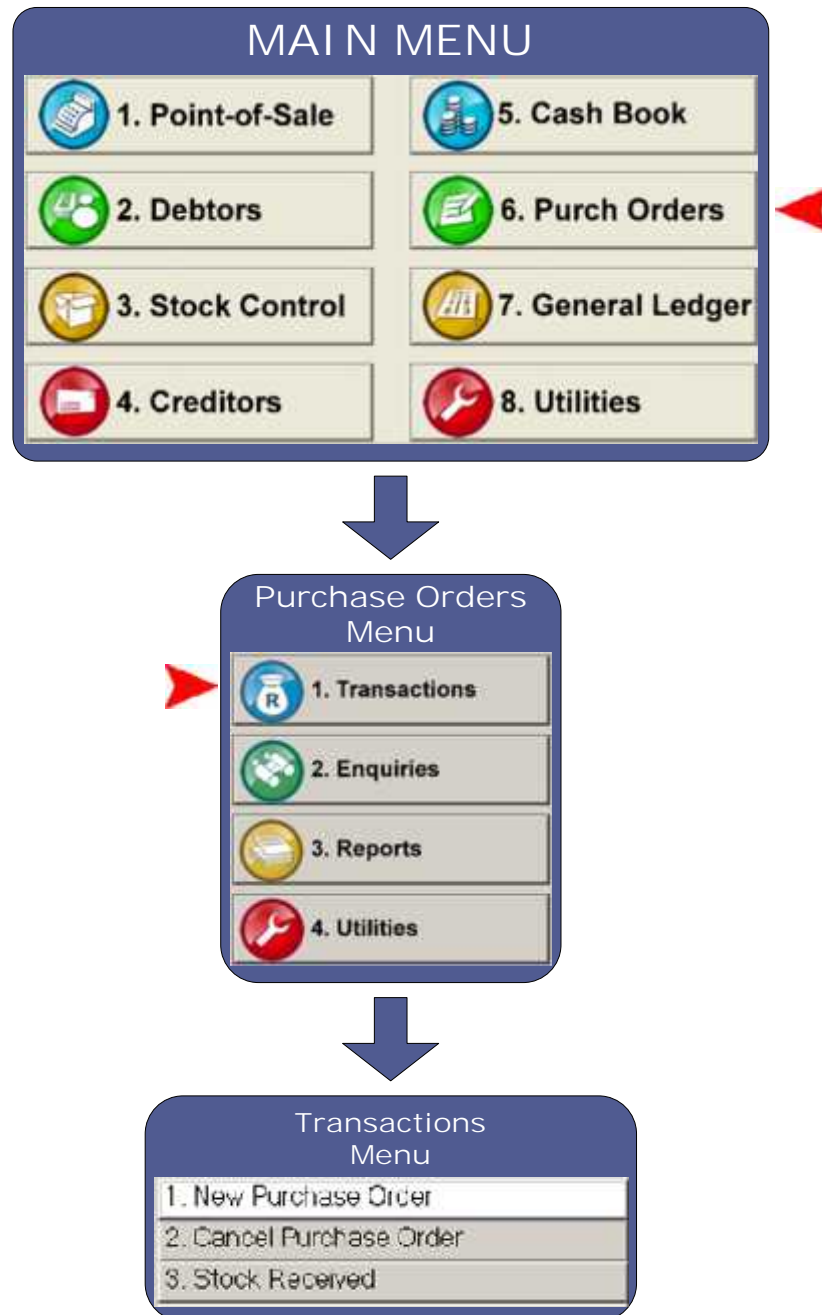


6. Purchase Orders





Purchase Orders - Transactions





1. New Purchase Order

- (a) Select  **6. Purch Orders**,  **2. Transactions**
1. New Purchase Order

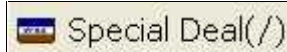
Note: The Purchase Order will be created according to the default parameter in your System Setup. i.e. at Cost/Retail. To alter this, press [Page down] at the Order date.

- (b) At the Supplier prompt, enter the supplier number or press [enter] to view and select from the Creditor listing.
- (c) At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.
- (d) At the Order Date prompt, enter/confirm the order date.
- (e) At the Delivery Date prompt, enter/confirm the delivery date.
- (f) At the Extract Stock items prompt, select Yes/No.
- (g) If Yes, select [All Stock Items].
- (h) Select Order Layout:
 - Month to Date Sales and Quantity on Hand
 - Re-Order Quantity and Quantity to Order
- (i) The Purchase Order Creation screen is displayed.
- (j) Use the Up and Down arrows to align selected item to the top of the listing.
- (k) To Order:


If the Cost Price of the Stock Item remains the same, click on



to order the stock item displayed at the top of the listing.

If the Cost Price changes, click on  to order the stock item displayed at the top of the listing.

Note: The Total Value of Landed Cost will be displayed excluding Vat.

- (l) To add items not displayed, click on  to scroll the stock file and add stock items.

Note: A series of prompts will be displayed in accordance with the System Parameter Setups.



1. New Purchase Order

- (m) At the Stock Code prompt, enter the stock code or alternatively, press [Enter] and at the Description to view and select from the Stock Listing.



to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

- (n) At the Quantity prompt, enter the number of units to be ordered.

Note: The Quantity on Hand and Current Quantity Sold will automatically be displayed.

- (o) At the Last Cost prompt, Accpick will automatically display the last cost price. Press [Enter] to accept the default price or enter an adjusted price which will be effective upon receipt of the stock.

- (p) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. Where the System Parameter options have been set to the Tax Code Status, the Tax Code can be overwritten. Press [Enter] to accept the default tax status.

- (q) The Landed Cost exclusive of Vat for that stock item is displayed.



- (r) To enter further line items select

Purchase Order Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.



to make correcting adjustments to the entry displayed at the top of the listing.



to capture e.g. transport costs. This displays the expense category listings from the Creditors Module.




allows quantity and cost adjustment to be made to the entry moved to the top of screen.



defaults to quantity field only for the entry moved to the top of the screen.

1. New Purchase Order




 Comment(/) to insert comment details on the Purchase Order. (A "no value" entry)

(s) When all the line items have been entered, click on

 End(ESC) to update the Purchase Order.

(t) At the Update Options prompt, select Update.

(u) At the Print Options prompt, select the required print options.


(v) Click on  End(ESC) to return to the Purchase Order Menu.



2. Cancel Purchase Order

- (a) At the Order Number prompt, enter the purchase order number or alternatively press [enter] to view and select from the listing.


The Purchase Order details are displayed.

- (b) Use the arrow keys to scroll through the Purchase Order details and click on  to select the Purchase Order to be cancelled.

- (c) Click on  to cancel the Purchase Order.

- (d) At the Cancel Order prompt, select [Yes].

The Purchase Order is now cancelled.

- (e) Click on  to return to the Purchase Order Menu.



3. Stock Received



(This option updates Stock, the Supplier's Balance and Vat Controls simultaneously, provided the Purchase Order parameters are set up as such in System Parameter Setups.)

Note: Option exists for update of stock only.

- (a) At the Order Number prompt, enter the Order Number or alternatively use the select option to view and select from the current Purchase Order listing.
- (b) At the Invoice Date prompt, confirm/enter the Invoice date. Suggest date is entered as date on which goods are received into stock. Press [Enter].
- (c) At the Invoice Number prompt, enter the Supplier's invoice number.
- (d) At the Additional Reference prompt, confirm the Purchase Order number or any other required reference.
- (e) Select the required extractions options:
 - 1. Items with Quantity Ordered.
 - 2. Items with No Quantity – i.e. input manually the quantity's received.

The Purchase Order invoicing details will be displayed.

Purchase Order Goods Received Line Item
Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and edit as required.



to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.



to make correcting adjustments to the quantity received and net cost values to the entry displayed at the top of the listing.

- (f) When the Goods Received Note details are complete and correct – i.e. the inclusive amount on the Goods Received



3. Stock Received

Note balances with the Supplier's invoice, click on



to update the Goods Received Note.

- (g) If the Goods Received Note and the Supplier's Invoice do not balance, use the arrow keys to move the incorrect transaction

line/s to the top of the listing. Click on



to make the correcting adjustments. Once correct, click on



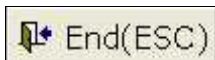
to update the Goods Received Note.

- (h) At the Update Options prompt, select [Yes].
(i) At the Print Options Menu, select the required print options.

Note: Where goods have been short delivered or there has been a cost adjustment options exist to print the delivery variance and create a back order:



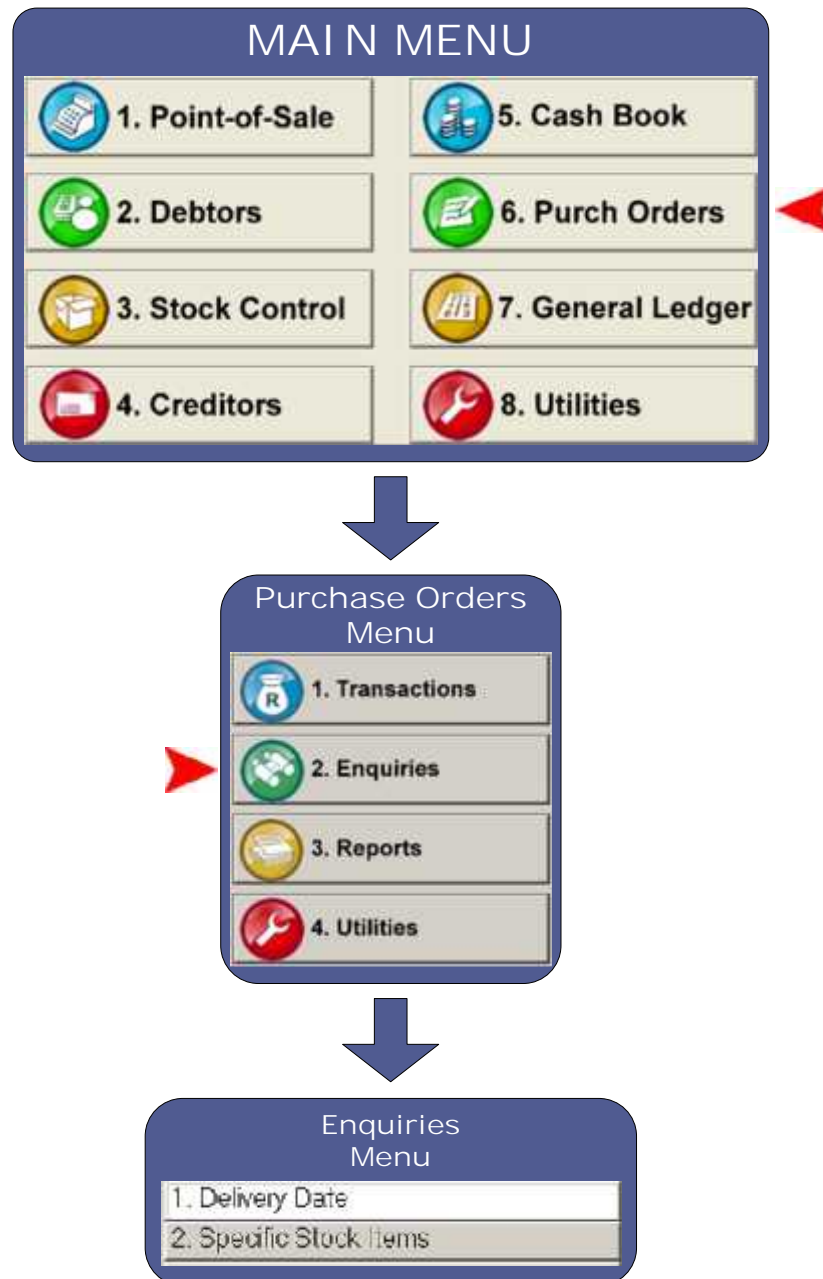
- (j) Click on



to return to the Purchase Order Menu.



Purchase Orders - Enquiries





1. Delivery Date

This facility allows you to view all outstanding Purchase Orders by Delivery Date.


(a) Select   

(b) At the Date prompts, enter the selected dates.

The Outstanding Purchase Orders within the selected dates will be displayed by Order Number, Date Ordered, Supplier Name and Exclusive Value Due.

Outstanding Purchase Order Options:

 to search Purchase Order by Purchase Order Number.

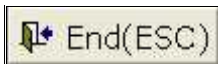
 to display Purchase Order listing by Date Ordered and Expired Delivery Date.

Use the up and down arrow keys to move the required transaction to the top of the listing:

 to display Purchase Order details.

 displays the Total Value Due exclusive of Vat.

 to print Outstanding Purchase Order listing.

(c) Click on  to return to the Purchase Order Menu.




2. Specific Stock Items

This facility allows you to view specific stock items on order.


- (a) Select   

- (b) At the Stock Code prompt, enter the stock code or alternatively press [Enter] at the Descriptor prompt to view and select stock item from the Stock listing.

All Outstanding Purchase Orders with the selected Stock Item will be displayed by Purchase Order Date, Expected Delivery Date, Purchase Order Number, Supplier Name, Quantity Due and Expected Land Cost.

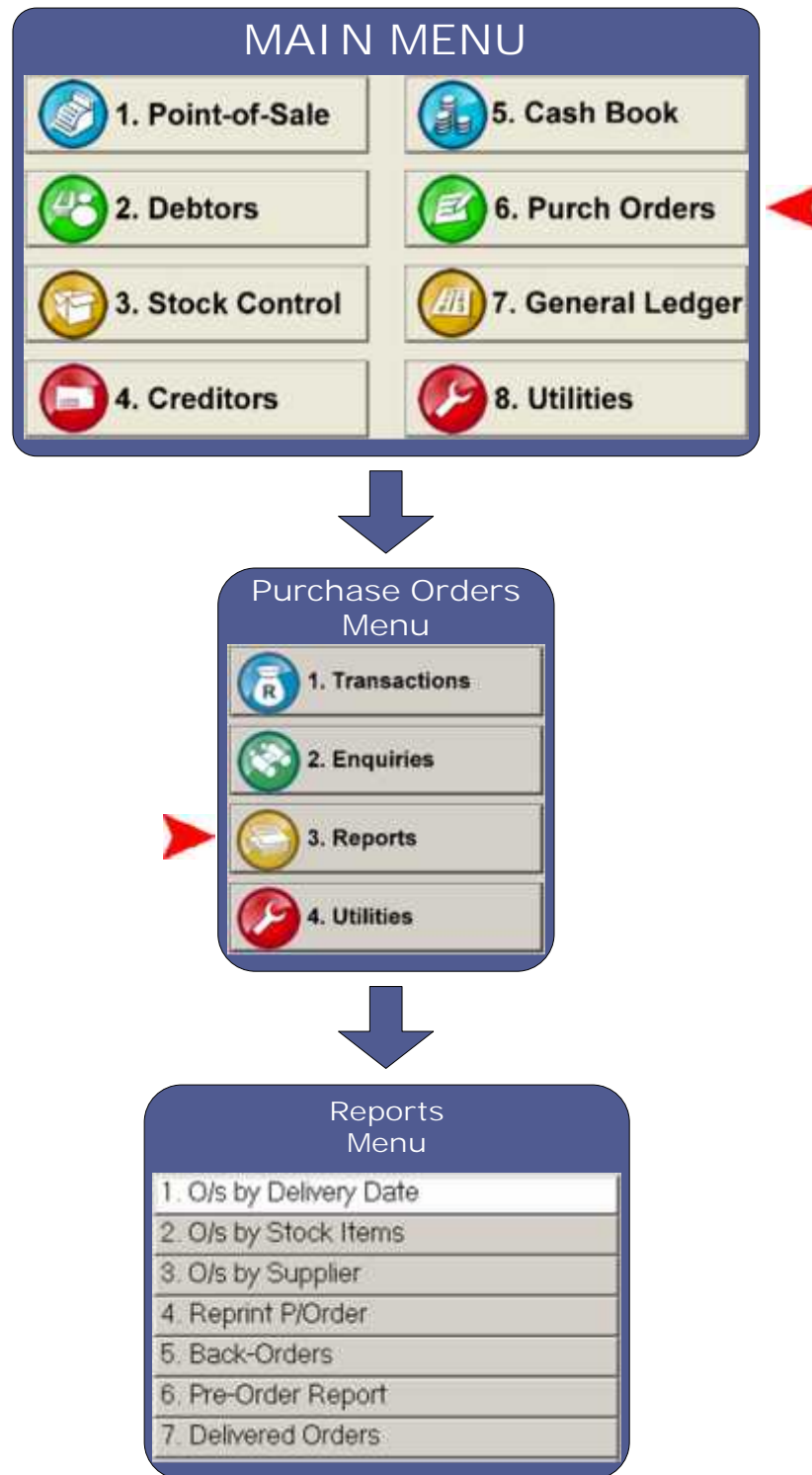
- (c) Select  to view further stock items on order.

- (d) Click on  to return to the Purchase Order Menu.

- (e) Or 



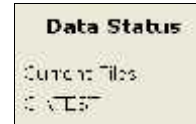
Purchase Orders - Reports





Reports

On the Purchase Order Reports Menu, the Data Status Window will indicate which directory the reports will be extracted from.



The default directory is the current directory.

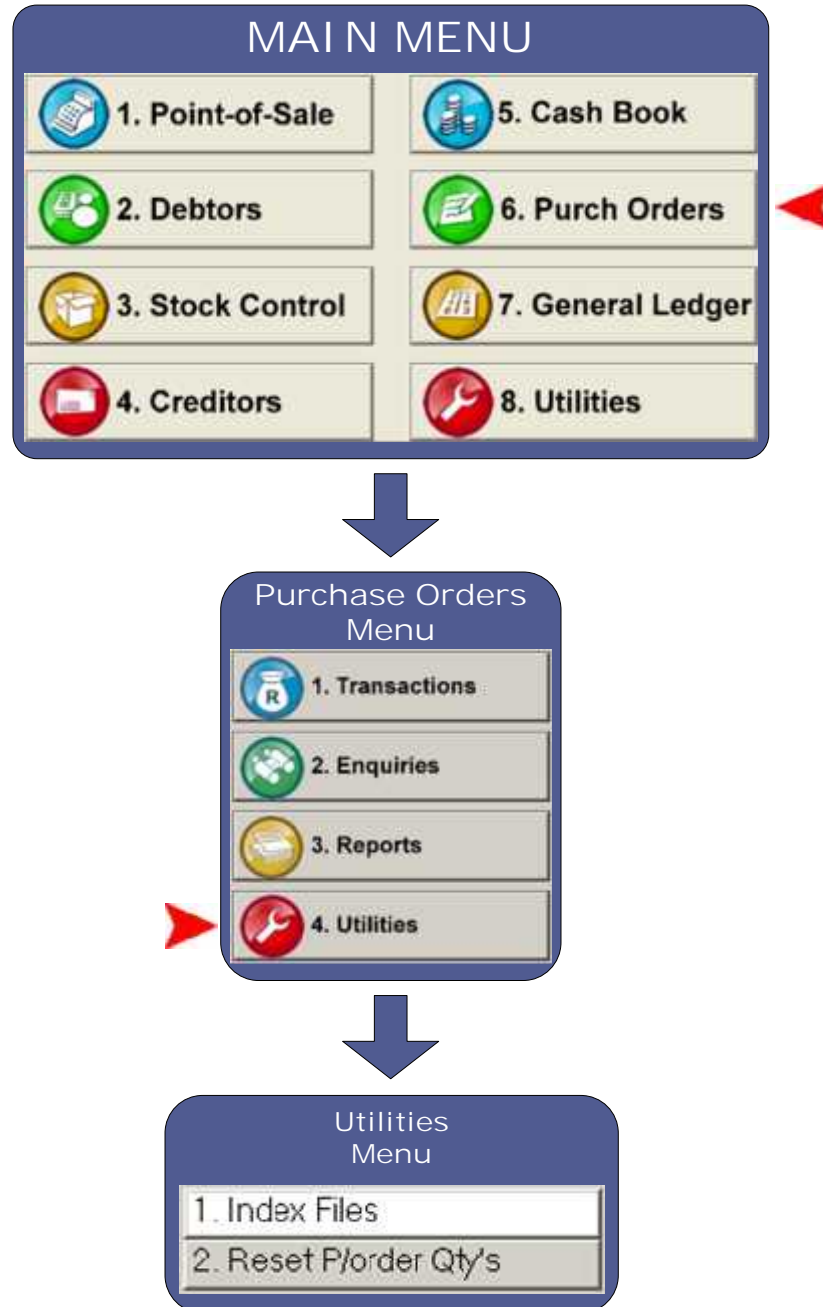
Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

For reports to print, the printer is required to be on-line.

Reports	Report Options	Report Information
1. Outstanding Purchase Orders by Delivery Date	Start and End Dates	Lists Outstanding Purchase Order details by Delivery Date.
2. Outstanding Purchase Orders by Stock Items	Stock Codes	Lists Outstanding Purchase Order details by Stock Items.
3. Outstanding Purchase Orders by Supplier	Supplier Names	Lists Order Number, Date Ordered, Expiry Delivery Date and Exclusive Value Due
4. Reprint a Purchase Order	For Outstanding Purchase Orders Only	Reprints a copy
5. Back Orders		Lists Back Orders per Supplier
6. Pre Orders	Supplier Names Include Costs on Report	Assists in Planning Purchase Orders
7. Delivered Orders		Lists all received Orders



Purchase Orders - Utilities





Utilities

1. Index Files

Index files to resort the Purchase Order data files for the current Period.

2. Reset Purchase Order Quantities

This facility synchronises the quantity on order values for all stock items in the Stock Master file to the Purchase Order.