Doc
Management

Onyx ERP v8

Vendors Systems

Purchase Management System

User Guide

06 - 2023

Contents

CONTENTS **0**

Chapter One System Configuration **2**

Purchase Costs Types 4

Purchased Items Expenses 7

Purchase Requests Types 9

Purchase Orders Types 10

Local Goods Received Notes Types 11

Purchase Invoices Types 12

Purchase Return Types 14

Purchases Discount Coding 15

Purchase Charges 18

Purchase Charges – Items 25

Expenses Coding 28

Chapter Two System Inputs **30**

Vendor Items 32

Vendors Pricelists 35

Chapter Three System Transactions **39**

Purchase Requests 41

Quotations 61

Technical Comparison between Quotations 68

Filtering Purchase Quotations by Technical Comparison 71

Purchase Orders (PO) 75

Purchase Orders Inspection 90

Follow-up Purchase Orders 92

Trucks Entry/ Exit Movement 94

Shipping Data 96

Domestic Purchases Received Note 99

Purchase Invoice 105

Foreign Purchases Invoice 127

Foreign Purchases Received Note 140

Foreign Purchases Costs 145

Purchase Return Request 149

Purchase Returns Invoice 158

Chapter Four Letters of Credit **171**

Letter of Credit Opening Balance 172

Letters of Credit 174

Chapter Five Reports **181**

Introduction

The **Purchase Management System** is one of the information systems that works in Onyx ERP framework, which is developed to meet the organizations' requirements with its various activities and diverse specializations. The system includes smart and advanced solutions that go in line with the rapid developments in information technology, starting with configuring the purchase system, and passing through the basic information and data that form the operating basis of the purchase management system in the system inputs. It also includes transactions that contain a set of methods in which the system handles the inputs in order to eventually produce various outputs that cover the diverse areas of purchases and provide a real opportunity to advance the purchase function for the organization's management.

This user guide includes the mechanism of how to handle each field of **Purchase Management System** screens including configuration, inputs, and transactions. It also includes an explanation about the general parameters and options impact on the methods of calculating and processing the system.

Chapter One System Configuration

Introduction

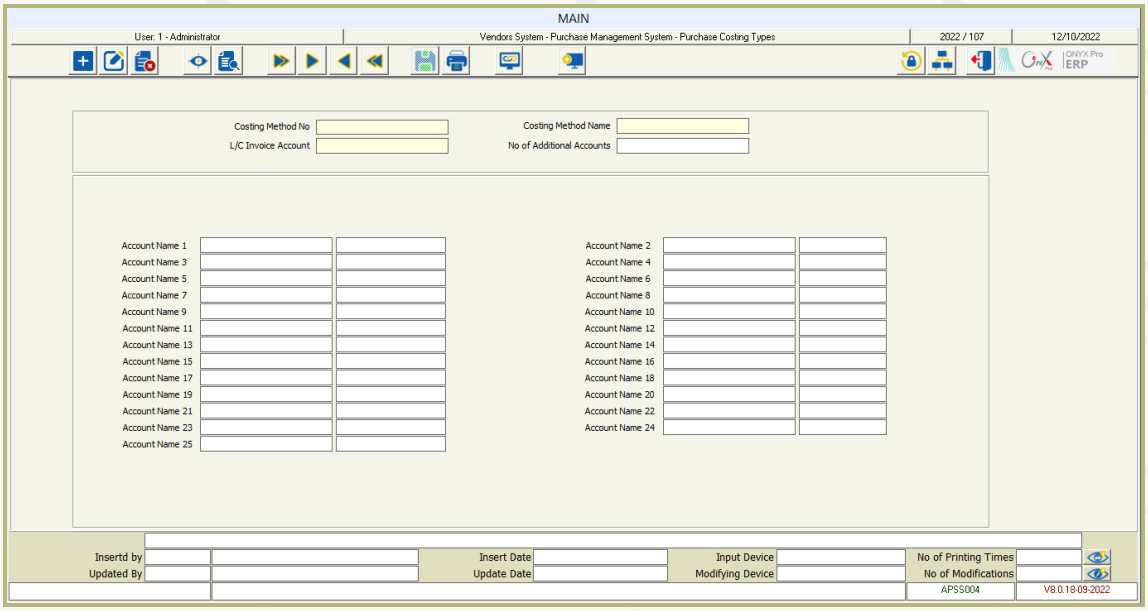
The configuration screens of **Purchase Management System** include a set of parameters and options that are activated/selected to configure and adapt the system in accordance with the policies adopted by the organization upon practicing its activities. Configurations include coding the types of purchase costs, discounts, and the various types used in the **Purchase Management System** screens.

Purchase Costs Types

Use: This screen is used to define purchase methods and analyze the various expenses for each method in order to use them in the purchase transactions when using the letters of credit

For more clarification, there is a shortcut information about the most important methods of purchase:

- **(FOB):** In this type, the purchaser bears all the costs of goods from its source until it reaches the organization's warehouses (invoice + freight + customs + insurance + other expenses). It is not necessary to name or number each expense account that will be used, instead, the user can determine and analyze the expenses of the letter of credit as required.
- **(CIF):** In this type, the purchaser bears all purchase costs except for insurance and freight, which will be covered by the vendor, or the user will add their value to the invoice. So, the purchaser bears the expenses of invoice + customs + other expenses.
- **(C&F):** In this type, the purchaser bears all purchase costs, except the freight costs, which the vendor will bear. Therefore, the expenses borne by the purchaser are: invoice, insurance, customs, and other expenses.



How to use this screen

After clicking on the **Add** button, the users can deal with this screen using one of the following two methods:

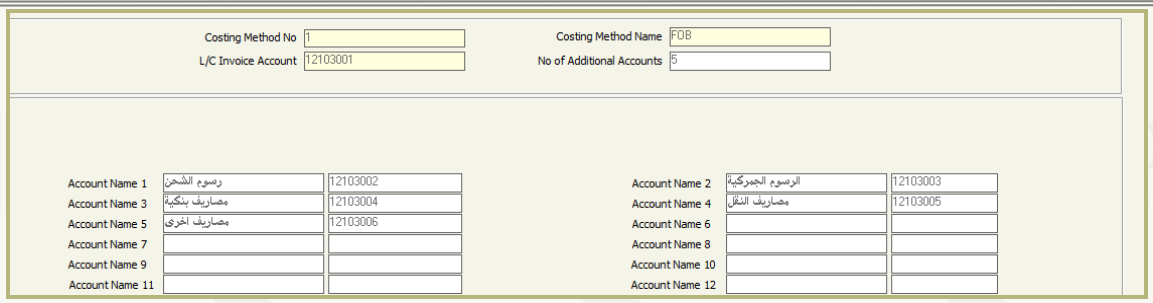
Method One: Activating Use Fixed Accounts for the Letter of Credits parameter

If the user selects the **Use Fixed Accounts for Letter of Credit** parameter in the **Vendors Parameters** screen, fixed accounts should be entered in the Chart of Accounts for the purchase method. Then, these accounts should be linked, in this screen, to the type of purchase method (FOB), (CIF), or (C&F). Consequently, those accounts will be used with more than L/C in the same time:

- **Costing Method Number:** The number of the costing method automatically appears in this field with the ability to modify it.
- **Costing Method Name:** Here, the user records the name of the purchase costing method, such as (FOB, CIF).
- **Letter of Credit Invoice Account:** Here, the user presses **F9** and selects the account on which the value of the purchase invoice is credited. This account is defined in the Chart of Accounts under the letter of credit article.
- **Number of Additional Accounts:** This field is used to enter the number of additional expenses needed to be linked with each type of purchase, in addition to the L/C invoice account. For example, when the user enters the number (5), it means using five additional accounts with this type of L/C. The additional accounts fields will be activated based on the number specified in this field.
- **Account Number / Account Name:** In these fields, the users select the additional accounts that will be linked to this type of cost. Note that the user cannot use these fields until they determine the number of additional accounts in the previous **Number of Additional Accounts** field.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Method Two: Not activating Use Fixed Accounts for the Letter of Credits parameter

In case of not ticking the **Use Fixed Accounts for Letter of Credit** parameter in **Vendors System Parameters** screen, multiple accounts will be coded in the Chart of Accounts for letters of credit, and these accounts will not be linked to the costing types in this screen, instead, they will be linked at the level of each letter of credit in the **Letters of Credit** screen. The user will only enter the names of costing types accounts in this screen.



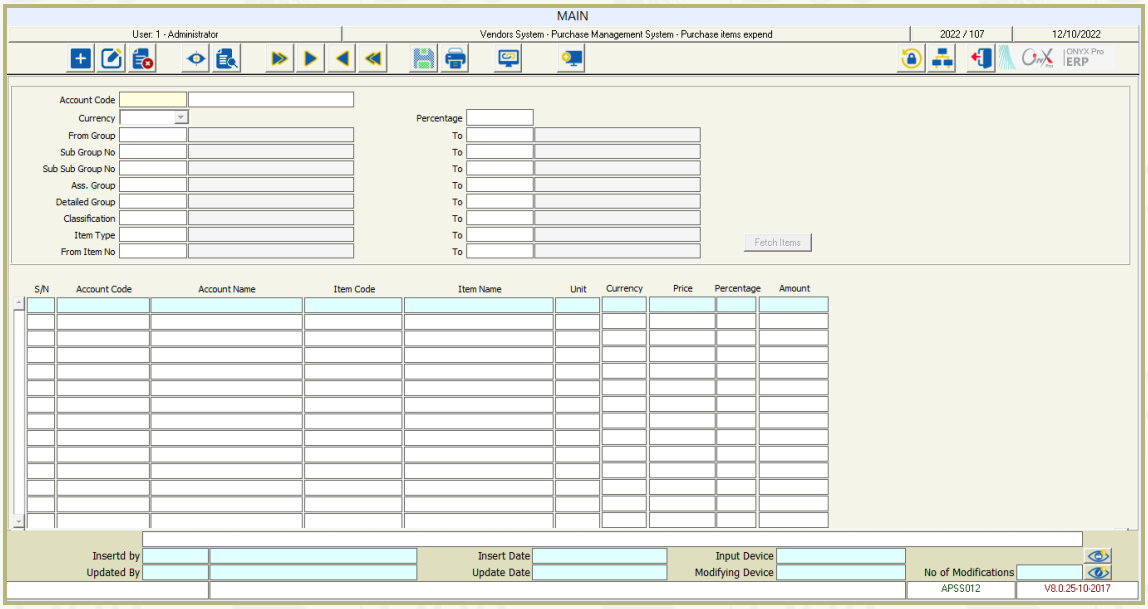
How to use this screen

The screen is used after clicking the **Add** button as follows:

- **Costing Method Number:** The number of the costing method automatically appears in this field with the ability to modify it.
- **Costing Method Name:** Here, the user records the name of the purchase costing method, such as (FOB, CIF).
- **Number of Additional Accounts:** This field is used to enter the number of additional expenses needed to be linked with each type of purchase. For example, when the user enters the number (2), it means using two additional accounts with this type of L/C. The additional accounts fields will be activated based on the number specified in this field.
- **Account Name:** These fields are used to enter the account name manually. The fields will be activated according to the number that has been entered in the previous field.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchased Items Expenses

Use: This screen is used to define the expenses –of the purchased items– that have fixed values. For example, the values of freight expenses, customs duties, or insurance can be fixed in various letters of credit. This screen is used to automatically fetch the values of these expenses in the **Foreign Purchases Costs** screen upon purchasing the item –with the possibility to modify them– instead of entering them manually in each calculation.



How to this use screen

The screen is used after clicking on the **Add** button as follows:

First: Fetch Data

The fields at the top of the screen are used to filter the items in order to display them in the detailed data. In this case, these fields can be filled in as follows:

- **Account Number:** Here, the user presses **F9** and selects the number of expense account –from the accounts list that appears– in order to fetch it in the detailed data. Note that the accounts that appear are the ones linked with the costing types.
- **Currency:** The user selects the currency from the list of currencies.
- **Percentage:** This field is used if the value of item expenses is a percentage of the item cost. The percentage will be entered in the field if the users need to fetch this percentage and apply it to the items in the detailed data section.
- **Fields From Item to Classification field:** These fields are used to filter the items required to be fetched in the detailed data section.
- **Fetch Item:** Upon clicking on this button, the system automatically displays the data in the detailed data section based on the data entered in the previous fields. If the users

didn't use the filtering fields, the system automatically displays all items in the detailed data.

Second: Detailed Data

The data will be displayed automatically according to what is explained in the previous step **Fetch Item**. The data can also be entered manually as follows:

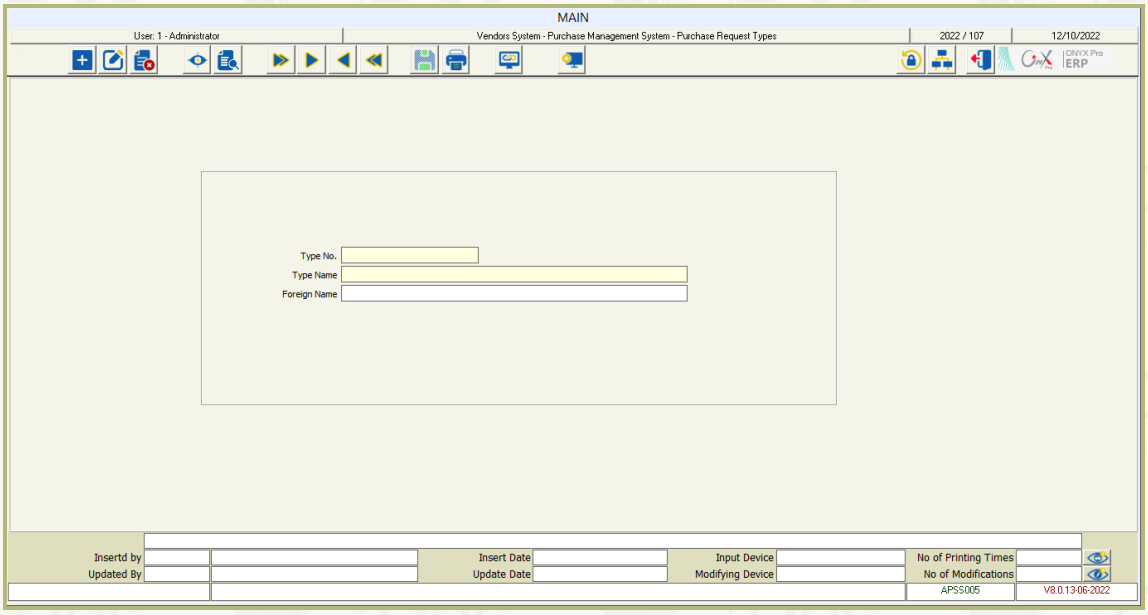
- **Account Name/ Number:** In these fields, the user selects the expense account number from the list that appears upon pressing F9. Note that the accounts appear in the list are the ones that have been linked with the costing types.
- **Item Number/ Name/ Unit:** In the **Item Number** field, the user selects the item from the list of items that appears upon pressing F9. This item is the one for which the expense amount of the single unit will be determined. For example, upon selecting **Freight** in the previous **Account Name** field; consequently, in this field, the users select the item, for which, the freight value of the single unit will be determined.
- **Currency:** Here, the user selects the currency in which the value will be determined.
- **Price:** In this field, the user enters the cost of a single item-unit. It is used upon dealing with the next **Percentage** field.
- **Percentage:** This field is used if the item expense is a percentage of its cost. The user enters the expense percentage in this field.
- **Value:** This field is used if the user wants to determine a fixed value for the expense of a single unit of the item. Note that the data of this field automatically appears upon using the previous **Percentage** field; as the value will be calculated as a percentage of the price that has been entered in **Price** field.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Note: The amount, which appears in the **Value** field, is a fixed expense amount for the single item unit, and it appears by default in the **Foreign Purchase Costs** screen upon selecting **Fixed Value** option in **Costing Method** field, and it can be modified.

Note: The freight expenses can be automatically calculated from the **Freight Data** screen, upon entering the freight data. So, when the user clicks on **Distribution** button located on the taskbar, the estimated costs –distributed to the freight cost article– appear automatically on this screen.

Purchase Requests Types

Use: This screen is used to define the types of purchase requests according to the organization's needs. The requests' types can be defined as food materials, appliances, stationary, office supplies, etc. This helps in issuing reports according to the type of request. This screen also helps in generating a sequence for the purchase requests if the selected option in **PRs Sequence** field in the **Vendors System Parameters** screen is **By Type**.



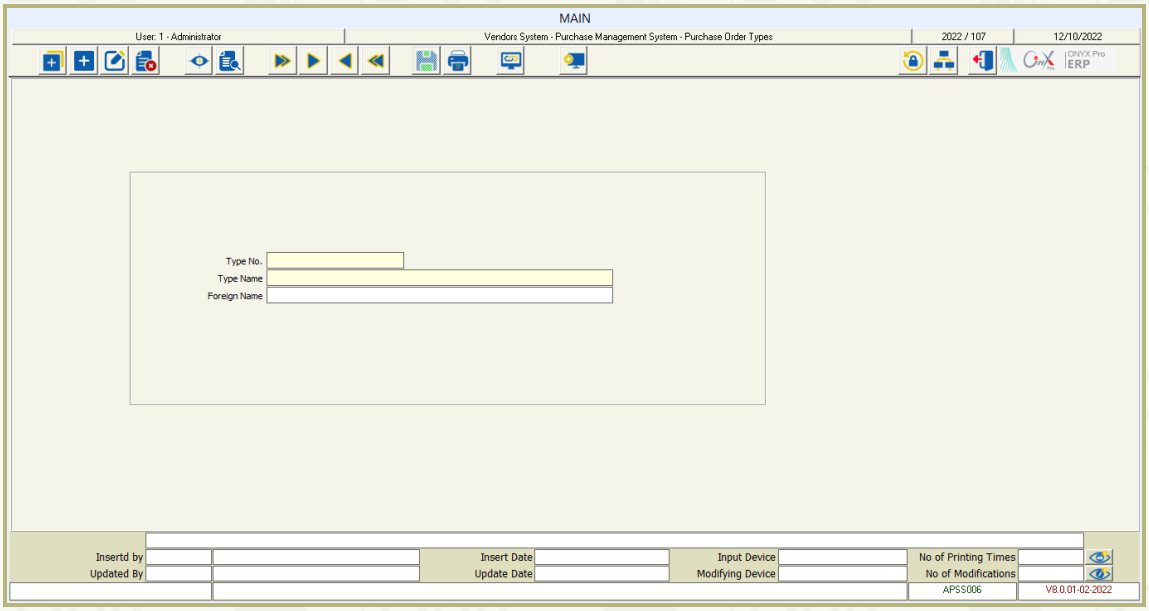
How to use this screen

The screen is used after clicking on **Add** button as follows:

- **Type Number:** The system automatically generates the number of the type with the possibility of modifying it.
- **Type Name:** The name of purchase request type is recorded in this field according to the need of the organization as the request's types can be divided by activity into Food Materials PR, Electrical Materials PR… etc., or by branches into Branch (X) PR – Branch (Y) PR … etc.
- **Foreign Name:** The user enters the name of the request type in the foreign language.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Orders Types

Use: This screen is used to define the types of purchase orders such as (Food Materials – Appliance – Stationary – Office Supplies … etc.), which helps in issuing reports according to the types of defined orders. This screen also helps in generating a sequence for the purchase orders if **POs Sequence** field in the **Vendors System Parameters** screen is determined **by Type**.



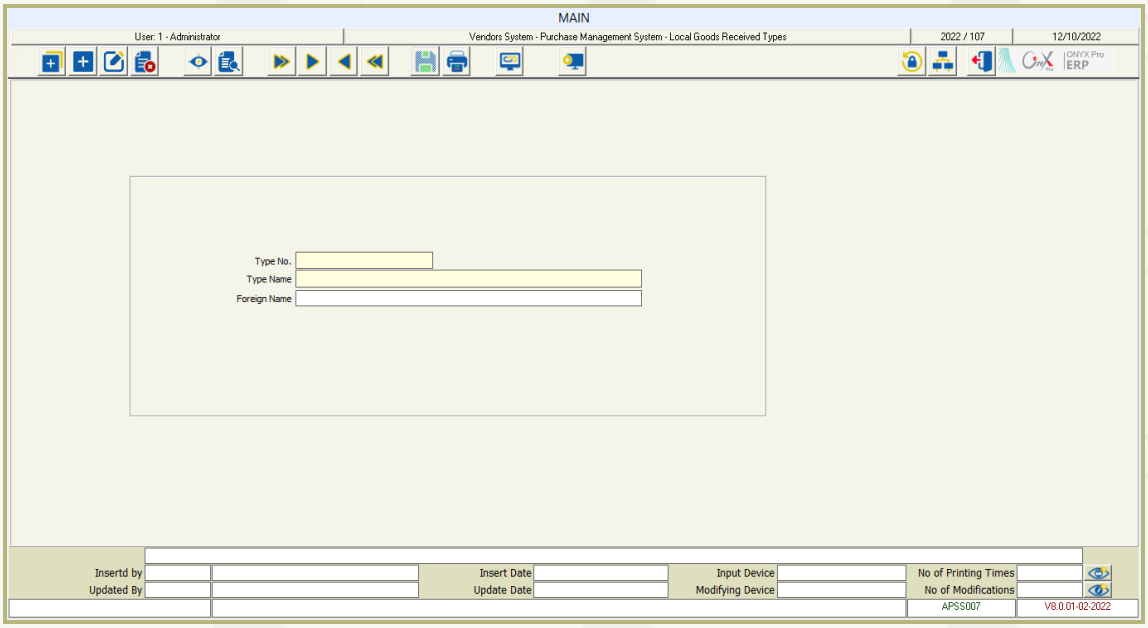
How to use this screen

The screen is used after clicking on **Add** button as follows:

- **Type Number:** The system automatically generates the number of the type with the possibility to modify it.
- **Type Name:** The name of PO type is entered in this field according to the need of the organization as the orders' types can be divided by activity into Food Materials PO, Electrical Materials PO… etc., or by branches into Riyadh Branch PO – Khartoum Branch PO … etc.
- **Foreign Name:** The user enters the name of the order type in the foreign language.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Local Goods Received Notes Types

Use: This screen appears upon activating the **Use Domestic Purchases GRN** parameter in the **Vendors System Parameters** screen. It is used to define the local GRN types such as Food Materials – Appliances Stationary – Office Supplies …. etc. This helps in issuing reports sorted by the types of defined local GRN.



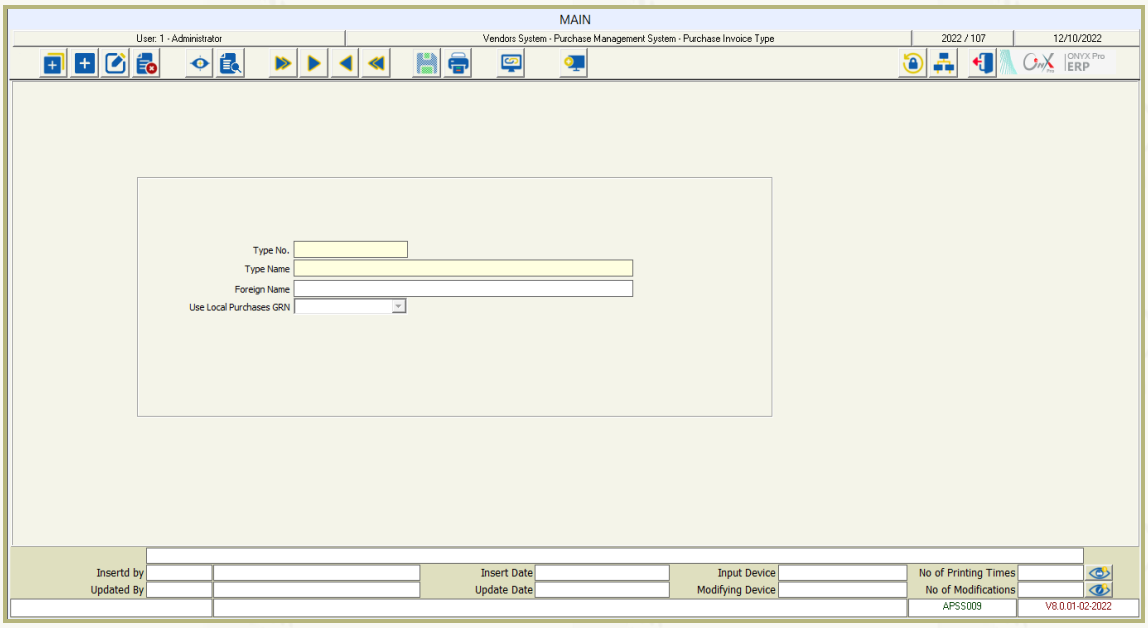
How to use this screen

The screen is used after clicking on **Add** button as follows:

- **Type Number:** The system automatically generates the number of the type with the possibility to modify it.
- **Type Name:** The name of GRN type is entered in this field according to the need of the organization as the GRN types can be divided by activity into Food Materials GRN, Electrical Materials GRN… etc., or by branches into Cairo Branch GRN – Amman Branch GRN … etc. The user also can enter the type name in the foreign language in the corresponding field.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Invoices Types

Use: This screen is used to classify the purchase invoices into various types such as (Domestic Purchases, Foreign Purchases) or any other classification selected by the organization. This classification helps generate reports based on invoices' types (e.g., Domestic, Foreign). The use of purchase invoices' types becomes mandatory upon selecting **Invoice Type** or **Warehouse and Invoice Type** in **Purchase Invoices Sequence** field within **Vendors System Parameters** screen.



How to use this screen

The screen is used after clicking on **Add** button as follows:

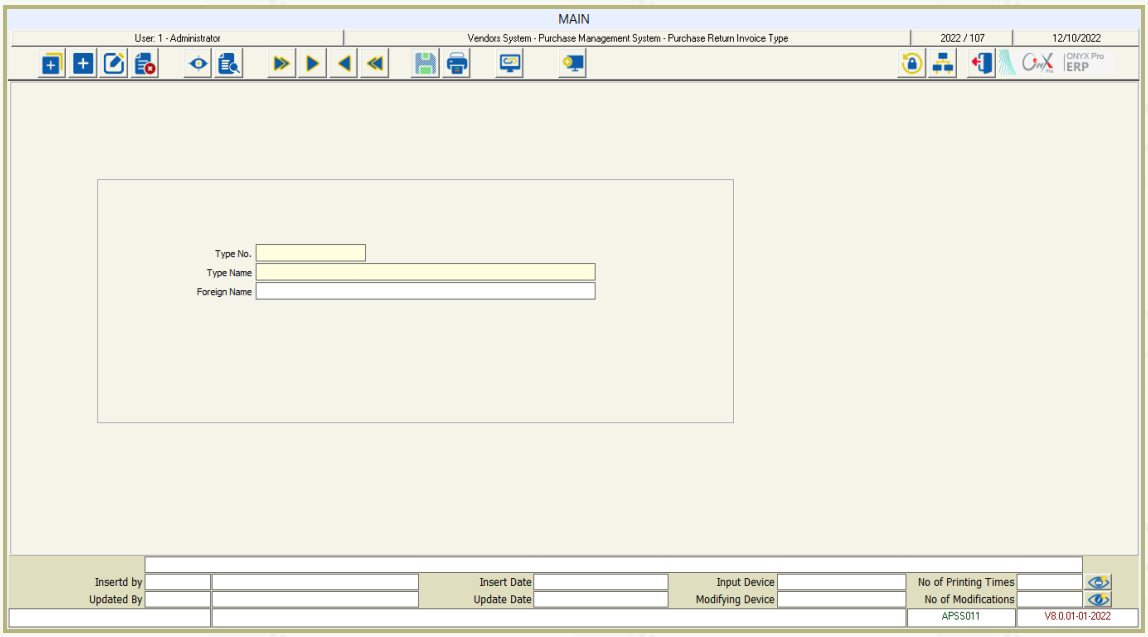
- **Type Number:** The serial number of the purchase invoice type appears in this field.
- **Type Name:** The user enters the invoice type name in the default language of the system as well as in the foreign language.
- **Use Domestic Purchases GRN:** This field appears upon ticking on **Use Domestic Purchases GRN** parameter. It includes two options (Optional/ Mandatory). Here, the users can determine the invoices' types that can be added without GRN. Note that if the users leave this list empty, it means that using domestic purchases GRN is mandatory.
- **Auto Add Charges to Invoice:** If this parameter is activated, **Auto Add Charges to Invoice** flag appears –ticked by default– in **Purchases Invoices** screen, consequently, the system calculates the charges upon saving the invoice. On the other hand, the

system will not automatically fetch the charges to the invoices' types where this flag is not ticked.

- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Return Types

Use: This screen is used to classify the purchase return invoices into various types such as (Food Purchases Returns, Buildings Materials Purchases Returns …etc) or any other classification determined by the organization. This classification helps in issuing reports based on the types of purchases' returns. Using purchases returns invoices types becomes mandatory upon selecting **Type** or **Warehouse and Type** options in **Purchase Return Sequence** field within **Vendors System Parameters** screen.



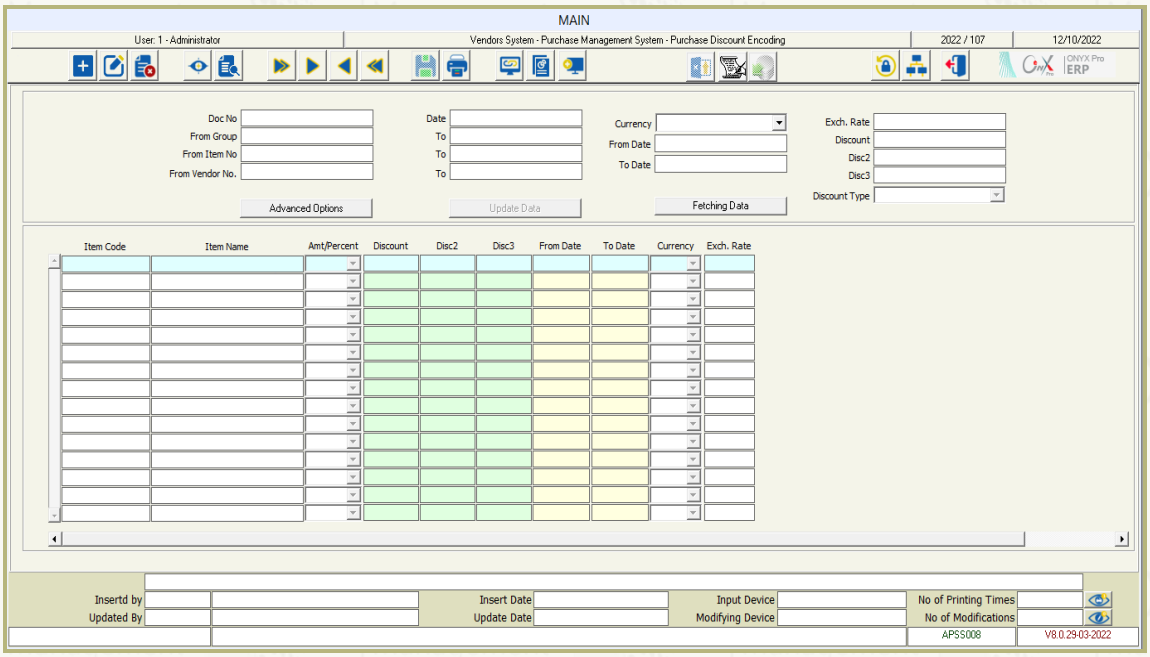
How to use this screen

The screen is used after clicking on **Add** button as follows:

- **Type Number:** The serial number of the purchases returns invoice type appears in this field.
- **Type Name:** The user enters the return invoice type name in the default language of the system as well as in the foreign language.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchases Discount Coding

Use: This screen appears upon using **Discount Coding Type** parameter in **Vendors System Parameters** screen. It is used to code the fixed discounts gotten by the organization on its purchases. Based on the above-mentioned parameter, the type of discount can be **By Item**, **By Vendor**, **By Item and Vendor**, or **By Item, Vendor and Price List**. Once selecting any of these discount types, it automatically appears in the **Purchases Invoices** screen. The content of **Purchase Discount Coding** screen differs according to what has been selected in the **Vendors System Parameters** screen. Therefore, if the discount is **By Item**, a column for item number appears in the detailed data. If the discount is **By Vendor**, a column for vendor appears in the detailed data. If the discount is **By Item and Vendor**, two columns –for the item and vendor– appear in the detailed data. If the discount is **By Item, Vendor and Price List**, three columns –for the item, vendor and price list– appear in the detailed data. In all cases, the discount can be **Amount** or **Percentage**.



Note

- To show **Purchases Discount Coding** screen, users need to activate the **Use Discount on Items' Level** parameter in the **Vendors System Parameters** screen first. Note that before using this screen, the users need to activate **Allow Purchases Discount** flag in the **Item Details** screen – **Other Data** tab – in the **Inventory Management** system in order to be able to use the discount in the purchase invoices directly.

- The users can code two or three discounts based on the data entered in **No. of Discounts** field, and they can determine a specific period for the coded discount by activating **Use Discount By Periods** parameter.

How to use this screen

The screen is used after clicking on **Add** button as follows:

First: Fetch Data

The fields at the top of the screen are used to filter items and vendors in order to be displayed in the detailed data; as the users can select specific items or vendors. These fields also allow the users to select **Percentage** or **Value** as the discount type in order to be applied to all items or vendors with the possibility to modify those data in the detailed data.

- **Fetch Data:** The users fetch the data by clicking on this button. Consequently, the system automatically displays the data in the detailed data section according to what has been selected in the fields of the master data section.

Second: Detailed Data

The data are automatically displayed according to the data entered in filters' fields, as explained in the previous step (Fetch Data). Moreover, the data can be entered manually as follows:

- **Vendor Name/Number:** These columns appear when selecting **By Vendor** or **By Item and Vendor** options in the **Discount Coding Type** field within the **Vendors System Parameters** screen. Here, the users select the vendor from whom the organization will get a discount upon purchasing. If the discount coding type is **By Vendor**, it means that the organization will get a discount on all the purchases bought from this vendor. On the other hand, if the discount type is **By Item and Vendor**, it means that the organization will get a discount only on specific items determined in **Item Name** column.
- **Item Name/Number**: These columns appear when selecting **By Item** or **By Item and Vendor** options in the **Discount Coding Type** field within the **Vendors System Parameters** screen. And, the system displays the items for which **Allow Discount – Purchases** flag is activated in the **Items Data** screen in the **Inventory** system. Then, in these columns, the users select the item on which the organization will get a discount upon purchasing. If the discount coding type is **By Item**, the organization will

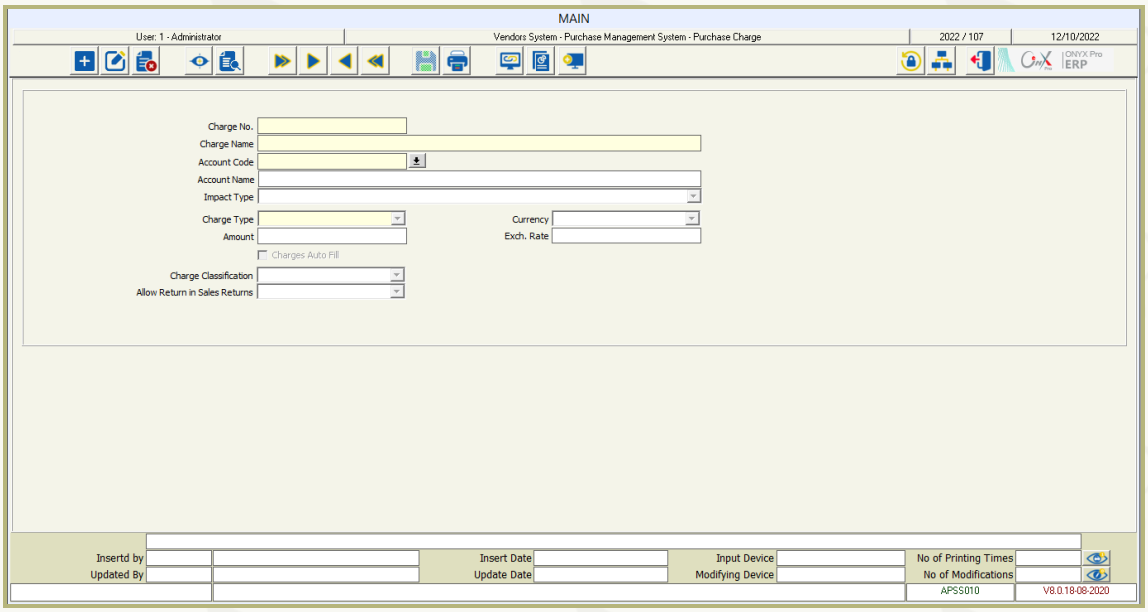
get a discount from any vendor on all purchases of this item. If the discount coding type is **By Item and Vendor**, the discount will be limited on purchasing the item from the vendors entered in the **Vendor Name** column.

- **Item Specifications:** The specifications appear automatically upon selecting the item number or barcode number if they are entered in the **Items Data** screen. This column appears only when activating **Show Item Specifications** parameter in the **Inventory Parameters** screen.
- **List Number:** This column appears when selecting **by item, Vendor and Price Lists** option in the **Discount Coding Type** field in the **Vendors System Parameters** screen. Here, the user selects the needed list from the ones configured in the **Vendors Price Lists** screen within the **Inputs** of **Purchase Management System**.
- **Amount/ Percent:** In this column, the user determines the discount type as **Amount** or **Percentage**.
- **Value:** In this column, the users enter the value of the discount amount or percentage based on the selected option in the previous column.
- **Currency:** This column is used only upon selecting **Amount** in the **Amount/ Percent** column.
- **Exchange Rate:** The system automatically displays the exchange rate in this field.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Charges

Use: This screen appears upon activating **Use Charges in Invoices** parameter in the **Vendor System Parameters** screen. It is used to record the purchase charges that will be added to/ deducted from the **Domestic Purchases Invoice**. These charges impact the item cost based on the option selected in **Impact Type** field. If the selected option is **At Invoice Level**, the charges will not be included in the items invoice but they will be recorded in the charges account. In this case, the purchase invoices will be increased by the purchase charges that will be **added**, so the charges account will be debited with this amount, and the vendor's account or the cash account will be on the credit side. Meanwhile, the purchase invoices will be reduced by purchase charges if they will be **deducted**, so the charges account will be credited with this amount, and the vendor's account or cash account will be debited.

However, if the option selected in **Impact Type** field is **At Item Level**, the purchase charge will be added to the item's cost, and they will affect the charges account when **Post by Payment Method** flag is not activated.

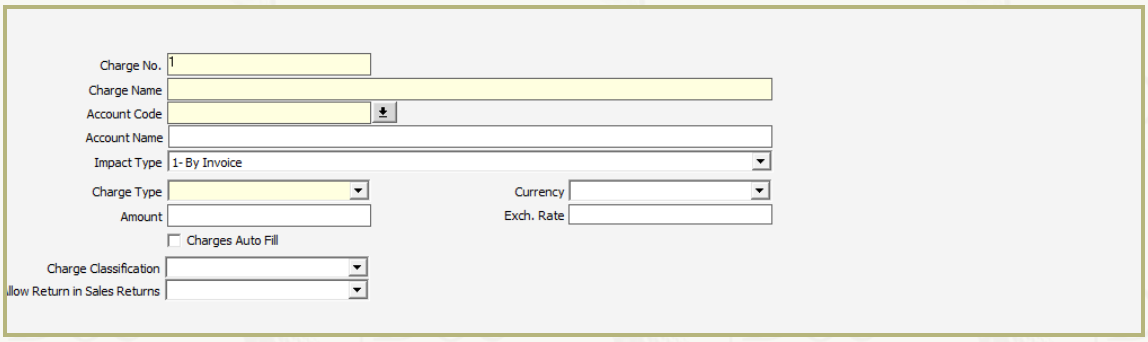


How to use this screen

- **Charge Number:** The system automatically displays the charge number in this field with the possibility to modify it.
- **Charge Name:** The user manually enters the charge name in the system default language (e.g. Enhancement Charges and Transportation Charges).

- **Impact Type:** This field includes two types: **At the Invoice Level** (which doesn't affect the items' cost), and **At the Item Level** (which affects the items' cost). The two types will be explained separately as follows:

First: When Impact Type is At Invoice Level



- **Account Number:** In this field, the user selects the account code from the Chart of Accounts list that appears by clicking on the button beside this field or by pressing **F9**. This account will be debited or credited with the charge purchase amount. Note that this field is optional (which means that the account can be selected upon issuing the invoice) and it is used when selecting **At Invoice Level** as **Impact Type**. On the other hand, when the type of impact is **At Item Level**, the users can post the charge based on the payment method or to the account selected on this screen. This account will be on the credit side, meanwhile, the debit side will be the stock accounts. Moreover, the users can use detail accounts (Vendor, Other Debit, Other Credit) or they can enter the account without entering its detail account. However, the detail account should be entered in the **purchase invoice**.
- **Charge Type:** This field includes two options (**Amount**/ **Percent**) to be added to the invoice value. When selecting **Amount**, the charge will be entered as an **amount** in the invoice. Meanwhile, if the charge was defined as **Percent**, the charge will be entered as a **Percent** of the invoice total amount.
- **Currency:** This field appears when the **Charge Type** is **Amount**. The users select the currency in this field from the list of charges currencies if found.
- **Value:** This field allows recording the charge value of the **Amount**/ **Percent** based on the type that has been selected in the previous **Charge Type** field
- **Auto Fetch Charges:** In order to be able to handle this flag, the users should first tick **Auto Add Charges to Invoice** flag in **Purchases Invoices** screen. Then, upon activating this flag, the system will automatically fetch the charges to the purchase

invoice whether it is **amount** or **percent**. If the charge type is a percentage, the system multiplies the invoice net amount by the percentage that has been determined in **Value** field. On the other hand, if this flag is not ticked, the users will need to fetch the charges in **Purchases Invoices** screen manually.

- **Auto Deal with Charges Fractions in Invoice:** The user can use this flag if the option selected in **Rounding Fractions Method** field is **Fraction Less than 0.5 is Discount and Greater Than 0.5 is Charge**, within the **Vendors System Parameters** screen. By ticking this flag, this charge account will be used for recording the purchase invoices' fractions, and the system will add the fractions that are greater than 0.5 –in the total invoice– to this account.
- **Charge Classification:** The charge classification is the basis of how to handle the charge in the purchase invoice. This field includes:
  - **Addition:** This option is selected if it is agreed with the vendor that the organization will bear the charge but –for any reason– the vendor paid these charges. Consequently, the **amount/percent** of the charge will be added to the invoice value (Debit). And, if the charge impact is **at the invoice level**, the entry will be generated as follows:

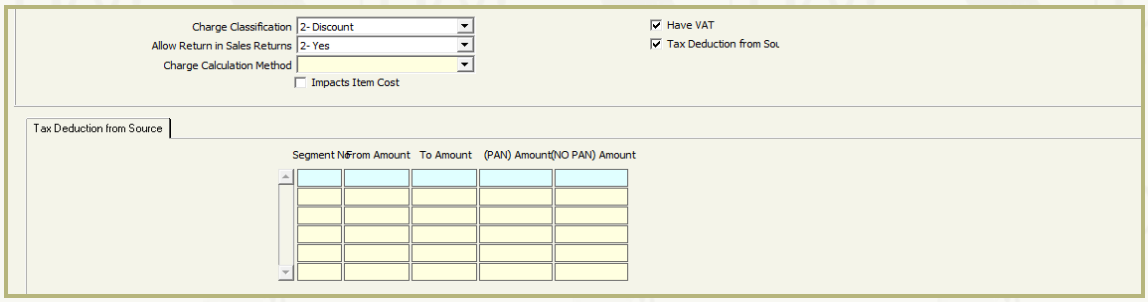
Date	Description	Debit	Credit
Purchases Invoice Date	From Stock Purchases charges To Vendor / Cash (Entry of Purchases Invoice with Charges)	 xx xx 	 xx

Meanwhile, if the charge impact is **at the item level**, the system will add the charges to the stock account. In other words, the stock account will be alone on debit side of the entry and will be debited with the total costs including the charges.

- **Tax Types:** This tab appears if the **Charge Classification** is **Addition**. It is used if the organization decided to calculate the tax on this charge. The users deal with this tab as follows:
  - **Tax Number/ Name:** The user selects the tax number and name from the **Tax Types** list defined in the **System Configuration**.

- **Authority Number/ Name:** The user selects the tax authority number from the **Tax Types** list defined in the **System Configuration**.
- **Tax Rate:** The user selects the tax rate that will apply to the charge.

- **Tax Deduction at Source:** The system displays **Tax Deduction at Source** flag and tab upon activating **Use Tax Deduction at Source** parameter in the **General Parameters** of the Onyx system. Upon activating the flag, the corresponding tab will appear and the users will code the tax brackets based on the invoices' amounts. Note that the tax percentage varies from vendor to another depending on the use of fixed accounts in banks (PAN).



- **Deduction:** This option is selected if it is agreed that the vendor will bear the charge but –for any reason– the charge was paid by the organization. This classification is used when selecting **At Invoice Level** as **Impact Type**, and the **amount/ percentage** of the charge is deducted from the invoice value (Credit). And the entry will be as follows:

Date	Description	Debit	Credit
Purchases Invoice Date	From		
	Stock	xx	
	Vendor (Charges Value)	xx	
	To		
	Purchase Charges		xx
	Vendor (Invoice Value)		xx
	(Entry of Purchases Invoice for invoice No. (00) with the charges)		

In the previous entry, the organization charged the **purchase charges** account with the amount of charges based on a payment voucher. Then, in the entry resulting from the purchase invoice, the balance of the charge account is cleared because the vendor will be

charged with the transportation charges. Also, the system deducts the amount that has been paid on behalf of the vendor's account (debit).

- **Return upon Making Returns:** The user can record the purchase charges in the purchases returns invoice using one of two methods, either it is automatically returned in the invoice, or the user can determine the charge amount, or return the goods without the charge. If the charge classification type is **Addition**, the entry will be as follows:

Date	Description	Debit	Credit
Purchase Returns Invoice Date	From Vendor	xx	
	To Purchases Charges		xx
	Stock		xx
	(Entry of recording the Purchase Charges of Purchases Returns Invoice No. ())		

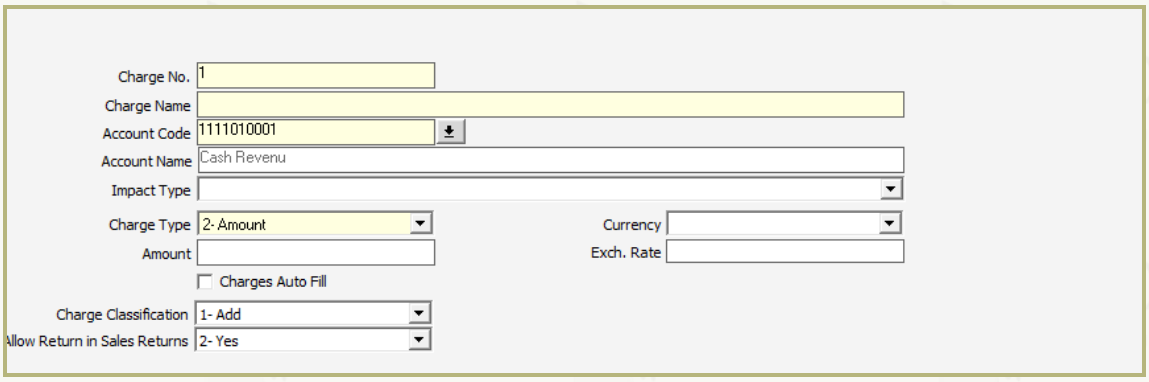
If the **Charge Classification** is **Deduction**, the entry will be as follows:

Date	Description	Debit	Credit
Purchase Returns Invoice Date	From		
	Vendor	xx	
	Purchase Charges	xx	
	To		
	Stock		xx
	Vendor		xx
	(Entry of recording Purchases Returns for Invoice with Charges)		

Hint: It is clear that the charge isn't returned when the **Charge Classification** is **Deduction** unless the organization is the cause of the return of the goods, not the vendor.

- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Second: When Impact Type is At Item Level



Note: The fields that have been explained in the first case (Impact at Invoice level) will not be explained unless there is a change in the field function.

- **Account Number:** Upon activating **Post by Payment Method** flag, the system prevents dealing with this field. Otherwise, entering data in this field will be mandatory.
- **Value:** When the **Impact Type** is **At Item Level**, this field disappears and the user enters the charge value (**Percent**/ **Amount**) in the **Purchase Charges–Items** screen within the **Purchase Configurations**.
- **Auto Fetch Charges:** When the **Impact Type** is **At Item Level**, this flag appears ticked by default and it can't be modified. And the system will automatically fetch the charge in the **Purchases Invoice**.
- **Charge Classification:** When the **Impact Type** is **At Item Level**, the system displays the **Addition** option by default and it can't be modified. The **Deduction** option does not apply here, and the entry will be as follows:

Date	Description	Debit	Credit
Purchases Invoice Date	From Stock	X X	
	To Vendor/ Cash		X X
	(Entry of recording Purchases Charges of the Purchases Invoice No. ())		

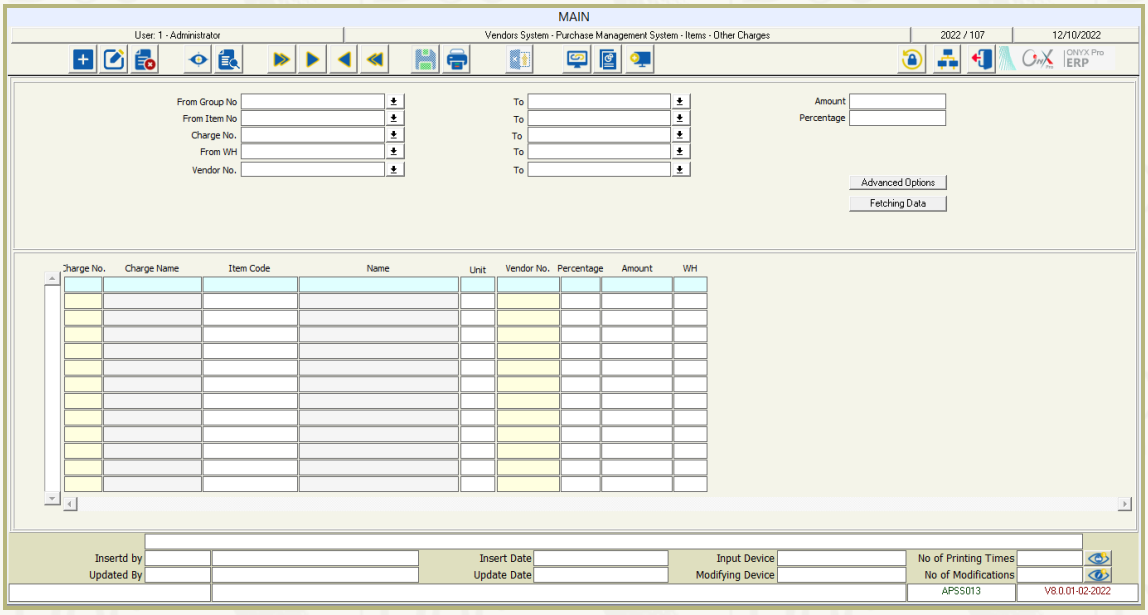
- **Return upon Making Returns:** If the **Impact Type** is **At Item Level**, the system displays **Yes** option by default in this field and it can't be modified. The **No** option does not apply here, and the entry will be as follows:

Date	Description	Debit	Credit
Purchases Returns Invoice Date	From Vendor To Stock	X X	
			X X
	(Entry of recording Purchases Charges of the Purchases Returns Invoice No. ())		

- **Post by Payment Method:** This flag appears ticked by default, consequently, the charge will be posted according to the payment method. Meanwhile, when unticking this flag, the credit account will be determined in Account No. field, which will be a mandatory field in this case.
- **Charges Calculation Method:** This field appears when the **Impact Type** is **At Item Level,** and it includes the following options:
  - **Price:** By selecting this option, the charges calculation method will be a percentage of the item price.
  - **Price – Discounts:** By selecting this option, the charges calculation method will be a percentage of the item price after deducting all discounts.
  - **Price – First Discount:** By selecting this option, the charges calculation method will be a percentage of the item price after deducting the first discount.
  - **Price – First and Second Discounts:** By selecting this option, the charges calculation method will be a percentage of the item price after deducting the first and second discounts.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Charges – Items

Use: This screen appears when the **Charges Type by Item** parameter is **By Item** or **By Item and Vendor**, and it is used to record the purchase charges that impact the items' cost. Consequently, the items' cost will be increased by these charges when the charge type is **Addition**. In this case, the stock account will be debited with this amount and the vendor or cash account will be credited.



How to use this screen

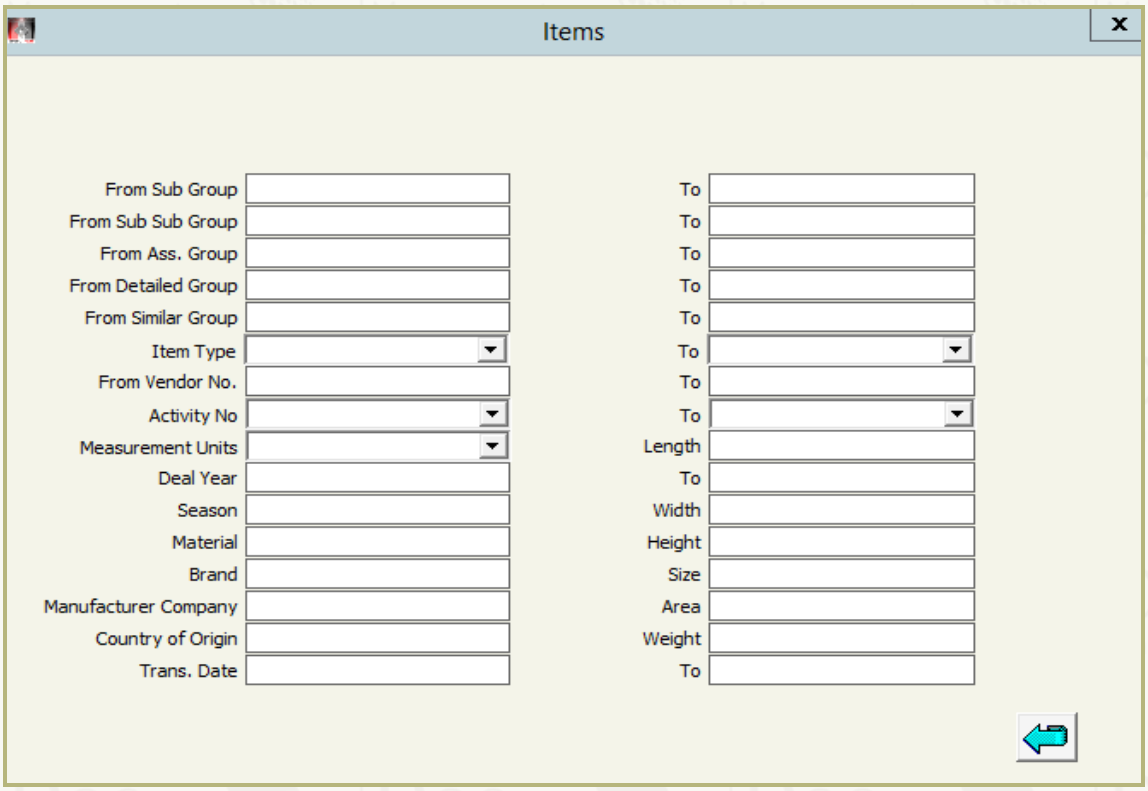
First: Main Data

The main data fields are used to filter the data to automatically fetch the items. After clicking on **Add** button, users fill in the following:

- **From Group Number/ To:** In these two fields, the user determines the range of the items' groups required to be filtered after pressing **F9**. It can be one group or more. If no data are entered in these two fields, the system will display all items' groups.
- **From Item Number/ To:** In these two fields, the user determines the range of items required to be filtered after pressing **F9**. It can be one item or more. If no data are entered in these two fields, the system will display all items.
- **Charge Number/ To:** In these two fields, the user determines the range of charges required to be filtered after pressing **F9**. It can be one charge or more. Here, the system displays the charges whose impact type is already selected as **At Item Level** in the **Purchase Charges** screen.
- **From Warehouse/ To:** The warehouse fields appear in the main and detailed data sections when the **Charges Type by Item for Warehouses** parameter is determined

as **By Warehouse**. In these two fields, the user determines the range of warehouses required to be filtered.

- **Vendor Number/ To:** The vendor fields appear in the main and detailed data sections when the **Charges Type by Item for Warehouses** parameter is determined as **By Item and Vendor**.
- **Amount:** This field appears activated when selecting **Amount** in the **Charge Type** field within the **Purchase Charges** screen. In this field, the users enter the amount of the charge needed to be applied to the items.
- **Percentage:** This field appears activated when selecting **Percentage** in the **Charge Type** field within the **Purchase Charges** screen. In this field, the users enter the percentage of the charge needed to be applied to the items.
- **Advanced Options:** By clicking on this button, a pop-up screen appears providing more filtering options.



- **Fetch Data:** Upon clicking on this button, the system automatically displays the items' charges in the detailed data section.

Second: Detailed Data

The data are automatically displayed in this section after clicking on **Fetch Data** button as explained above. These data can also be manually entered after clicking on **Add** button as follows:

- **Charge Number/ Charge Name:** Here, upon pressing **F9**, the system fetches the charges whose impact is **At Item Level** according to the **Purchase Charges** screen. Then the user selects the required one.
- **Item Name/ Item Number:** The required item is fetched after pressing **F9**.
- **Unit:** The system automatically displays the item unit once selecting the item number if there is one unit for the item. Otherwise, the user selects the unit from the list that appears after pressing **F9**.
- **Percentage:** This field appears activated when selecting **Percent** in **Charge Type** field within the **Purchase Charges** screen. Then, the users enter the charges' percentage in this field.
- **Amount:** This field appears activated when selecting **Amount** in **Charge Type** field within the **Purchase Charges** screen. Then, the users enter the amount of the charges in this field.

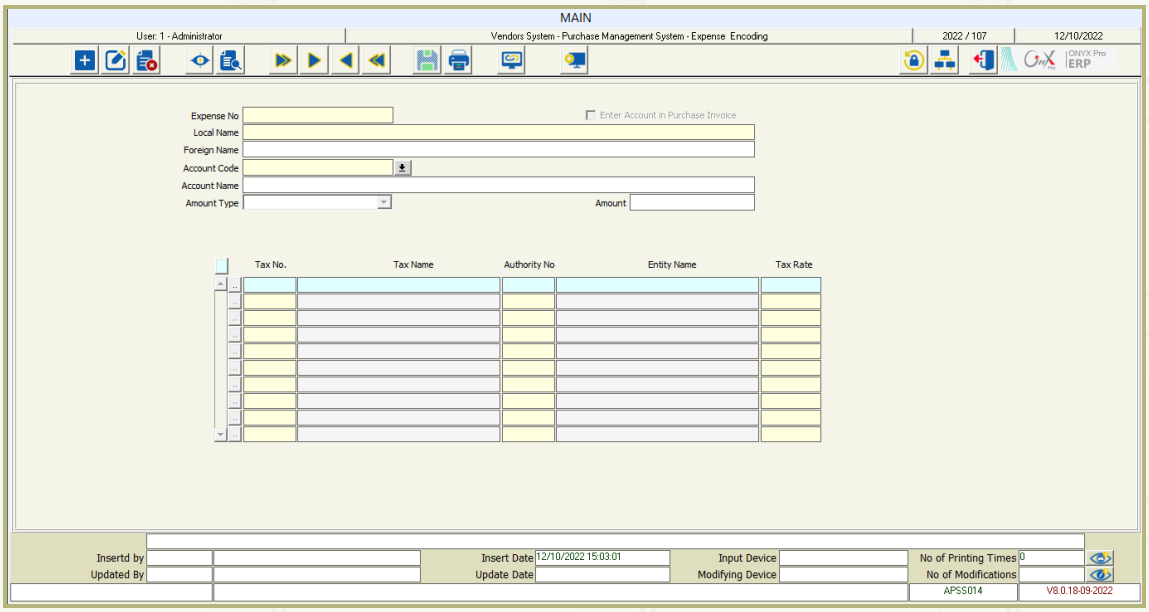
Third: Import from Excel

The data can be imported from an Excel file by clicking on the corresponding button in the taskbar taking into consideration that data follow the order and format shown on the screen.

- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Expenses Coding

Use: This screen is used to code the different expenses paid while making a purchase. This facilitates entering the data of the expenses (transportation, uploading, etc.) at the level of domestic purchases.



How to use this screen

The screen is used after clicking on **Add** button as follows:

- **Expense Number:** The system automatically generates the expense number in this field with the possibility to modify it.
- **Enter Account in Purchase Invoice:** Upon ticking this flag, the system allows using this expense account in the **Expenses** tab within domestic **Purchase Invoice** as it can be fetched there by pressing **F9**.
- **Local Name/ Foreign Name:** Here, the user enters the expense name in the default language of the system and the foreign language as well.
- **Account Name/ Account Number:** The user selects the number of expense account from the Chart of Accounts after pressing **F9**. Note that this account will be credited with the expense amount and the stock account will be debited with this amount.
- **Amount Type:** In this field, the user selects the type of amount **Amount/ Percentage** from the dropdown list.
- **Value:** The user enters the value of the amount type in this field. If the type is an amount, the user will enter the expense amount. Meanwhile, if it is a percentage, the user will enter the value of the percentage.

- **Tax Data:** This part of the screen appears upon activating **Use VAT** parameter in the **General Parameters** screen. If the expense that has been coded in the master data section is subject to tax, the users will enter the necessary tax data in this field by selecting the tax type, authority, and tax percentage of the expense.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

  Hint: The system allows using the detailed accounts (vendor, other debit, other credit) noting that it will be necessary to enter this detailed account in the purchase invoice.

Chapter Two

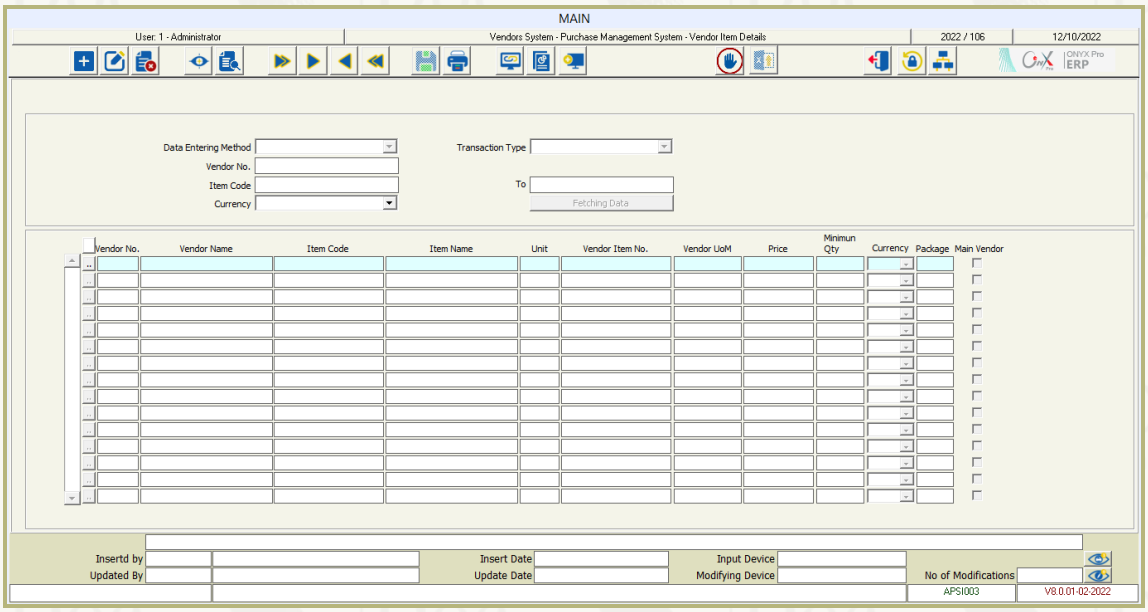
System Inputs

Introduction

The **Inputs** screens of **Purchase Management System** aim to collect the basic data and information according to which the system will operate. The inputs' screens are **Vendor Items** and **Vendors Price Lists** and they will be explained below.

Vendor Items

Use: This screen appears upon activating **Link Item to More Than One Vendor** parameter in the **Vendor System Parameters** screen. It is used to link the items to one vendor or more. This linking is optional and it is used to facilitate searching for items during entering the data of the Purchase Orders, Purchase Requests, and Purchase Invoices as the users can search for the item using the vendor's item number. This screen is also used to view items' prices and how they differ from one vendor to another and select the suitable price, noting that the system allows purchasing these items from any other vendor who is not linked in this screen. However, it becomes mandatory to purchase the item from the vendors linked to the item upon activating the **Check Linking Item to Vendor** parameter in the **Vendor System Parameters** screen. The items that are linked in this screen appear on **Vendors** tab within **Items Data** screen, where the users can modify these items. Moreover, the system updates the vendor prices in this screen at each purchase if Auto **Update Vendors Prices** parameter is activated. Some of the data entered in this screen (e.g. vendor item number, vendor measurement unit, item size) are used to synchronize the purchase order with a customer's request via the web service.



How to use this screen

This screen is used to show previous linking data to be modified or to perform a new linking process as follows:

First: Show Data

The users can review the previous linking data by clicking on **Display** button in the taskbar when they need to show all data. They also can click on **Add** button and select **Show Data**

option in **Transaction Type** field to show certain data according to the filtering fields. Then, upon clicking on **Fetch Data** button, the data appear in the detailed data section and the user modifies them as follows:

- **Modify:** The user clicks on **Modify** button.
- **Price:** This field is used to enter the vendor price for the item or modify it. Note that the vendor price of the item is automatically updated upon purchasing the item from the vendor at a price that differs from the previous one.
- **Currency:** This field is used to select the currency in which the item is priced.
- **Main Vendor:** The user ticks this checkbox beside the main vendor of the item. The system also allows changing the main vendor from one vendor to another.

Second: Add Data

The users can add the data of the newly received goods and link the items with the vendors as follows:

Fetch Data

The fields at the top of the screen are used to filter and limit the items and vendors' data that will be fetched in the detailed data section:

- **Transaction Type:** In this field, the user selects **Fetch Data** as a transaction type.
- **Data Entering Method**: This field is used to select how the data will be fetched to and sorted in the detailed data section as follows:
  - **By Vendor:** The user selects this option to fetch several vendors and a single item that will be linked to these vendors.
  - **By Item:** The user selects this option to fetch several items and a single vendor who will be linked to these items.
- **Vendor Number/ To:** These fields are used to select which vendors will be fetched.
- **Item Number/ To:** These fields are used to select which items will be fetched.
- **Currency:** This field can be used if it is required to fetch a currency and apply it to all items and vendors upon pricing. The users can also change the currency in the detailed data.
- **Fetch Data:** This button is used to fetch the data to the detailed data section. Upon clicking on it, the data will be fetched according to what was filtered in the previous fields.

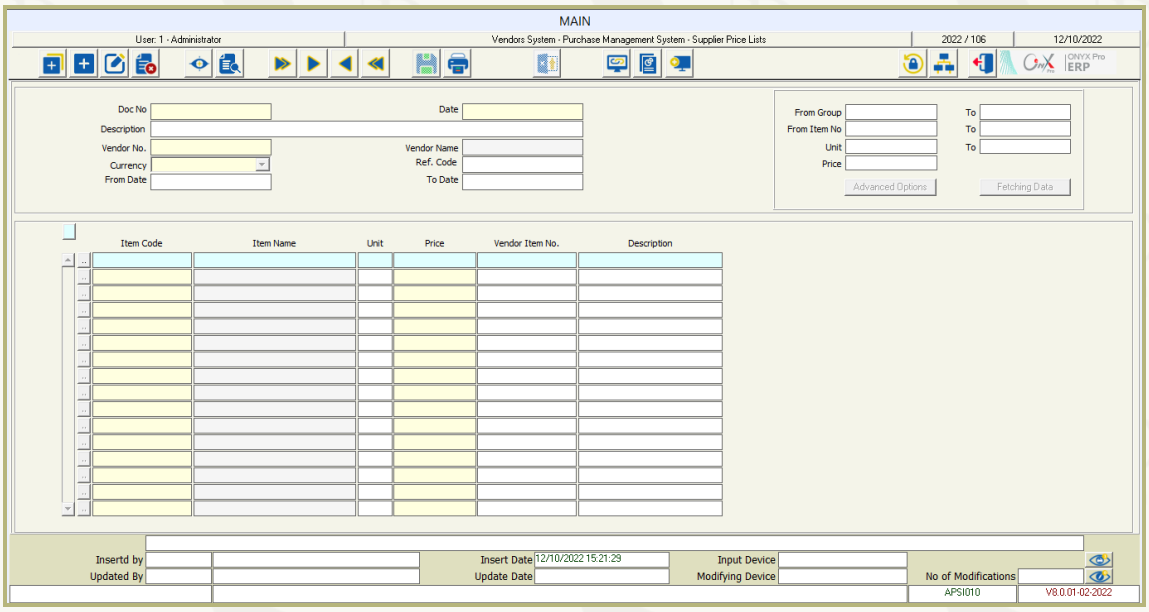
Detailed Data

This section is used to fetch data automatically as explained in **Fetch Data** part. The users can also enter them directly as follows:

- **Vendor Number/ Name:** These columns are used to select the vendor who will be linked to the items.
- **Item Number/ Name:** These columns are used to select the item that will be linked to the vendor.
- **Unit:** In this column, the system automatically displays the measurement unit if the item is measured by only one unit. Otherwise, the user needs to select the item unit from the units list.
- **Vendor Item Number:** This column appears upon activating the **Show Vendor Item Number** parameter in the **Vendors Systems Parameter** screen. Here, the items' numbers –entered in the **Vendor Items** screen– appear.
- **Vendor Unit of Measurement:** The user manually adds the unit of measurement that the vendor uses with the item.
- **Price:** In this column, the user enters the item price according to the vendor. The system can also display the item price automatically from purchase invoice with the possibility to modify it.
- **Currency:** In this field, the user selects the currency in which the item will be priced.
- **Item Size:** The user manually adds the item size.
- **Main Vendor:** The user ticks this checkbox beside the vendor and the item to determine the main vendor of the item.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Vendors Pricelists

Use: This screen appears upon activating **Use Vendors Pricelists** parameter within the **Vendors System Parameters** screen, and it is used to record the prices of the vendor's items that the organization buys. Moreover, the organization uses these prices in pricing items –provided by the vendor during the purchase process– and fetches them automatically in the **Purchase Orders** and **Purchase Invoice** screens. Note that the pricelists can be fetched to the **Coding Purchases Discount** screen when selecting **By Item, Vendor and Pricelists** option in **Discount Coding Type** parameter within **Vendors System Parameters** screen. Also, this screen can update the items' selling prices in **Item Pricing** screen –based on the pricing levels– using **Update Items Pricing** button, in addition to some advanced options that facilitate reaching the items for which the prices needed to be updated.



How to use this screen:

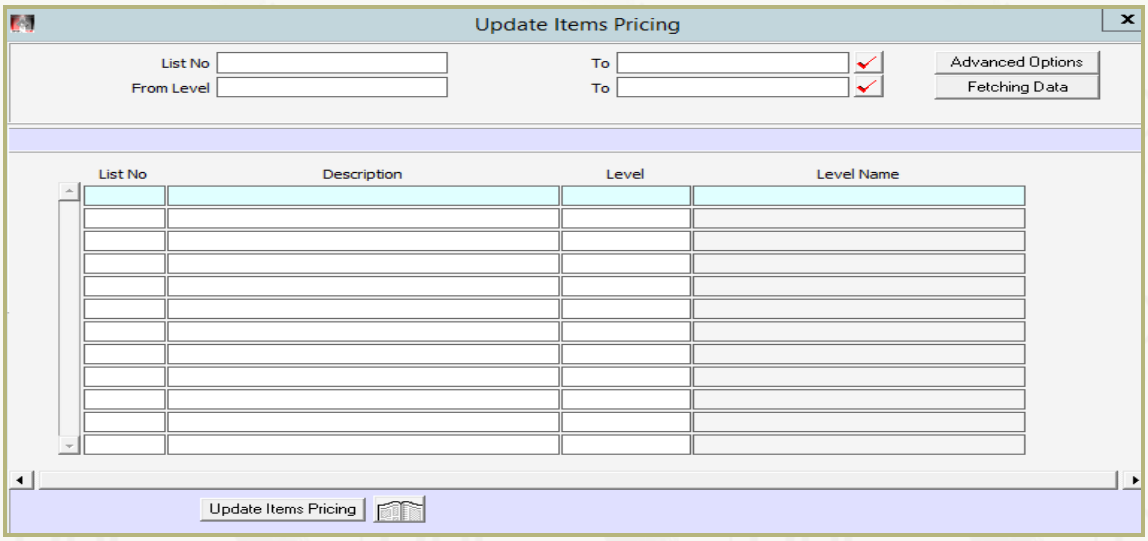
The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Document Number:** This field is used to handle the serial number of the vendors' pricelist based on the documents sequence configuration that has been done in the **Vendors System Parameters** screen, and whether the selected option is an automatic sequence that can be modified, automatic sequence that cannot be modified, or manual.
- **Date:** This field is used to handle the date of pricelist based on the documents' date configuration that has been done in the **Vendors System Parameters** screen, and

whether the selected option is automatic date that can be modified, automatic date that cannot be modified, or manual.

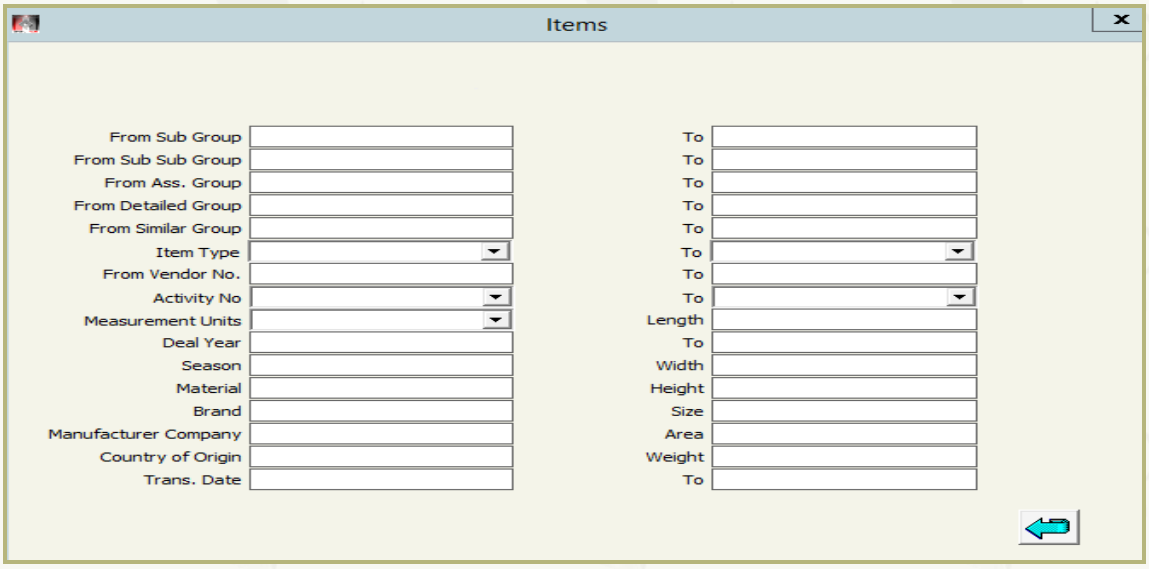
- **Description:** Here, the user adds a description of the vendor pricelist that will be defined.
- **Vendor Number/ Name:** Here, the user can select the required vendor by pressing **F9** to display the list of vendors for whom the **Use Vendors Pricelists** flag has been activated in **Additional Data** tab in the **Vendors Data** screen – **Vendors System Inputs**.
- **Currency:** Here, the user selects the currency that is used by the vendor to price items.
- **Reference Number:** In this field, the user enters the number of the reference that relates to vendors' pricelist needed to be defined.
- **Update Items Pricing:** By clicking on this button, a pop-up screen appears through which the selling price of items can be updated.



- **List Number/ To:** In these fields, the users determine the number of vendors pricelist(s). Note that the system allows selecting nonsequential lists after clicking on (√) button.
- **From Level/ To:** In these fields, the users select the pricing level(s) needed to be updated. Note that the system allows selecting nonsequential lists after clicking on (√) button.
- **Discount Percentage:** In this field, the user enters the discount percentage at the items level. This field is linked with **Update Items Pricing** button at the bottom of the screen. Note that this field is used after activating **Use Discount on Items'**

Level parameter in **Vendors System Parameters** screen and selecting **Items** option in **Sales Discount Types** field and selecting **General** option in **Warehouses Discount Type** field in the **Customers System Parameters** screen.

- **Advanced Options:** The users can use this button to limit price updates to specific items group or items type.



- **Fetch Data:** Upon clicking on this button, the system fetches the pricing levels that have been selected to the lists taking into consideration what has been selected in the **Advanced Options** pop-up screen.
- **Update Items Pricing:** Upon clicking on this button, the system automatically updates the prices of the items, noting that it affects **Items Pricing** screen.
- **Items Pricing:** Upon clicking on this button, the system opens Items Pricing screen.
- **Update Sales Discount:** This button appears upon activating **Use Discount on Items' Level** parameter in **Vendors System Parameters** screen and selecting **Items** option in **Sales Discount Types** field and selecting **General** option in **Warehouses Discount Type** field in the **Customers System Parameters** screen. By pressing this button, the system updates the discount percentage for the selected items.

Second: Detailed Data

- **Item Number/ Name:** These fields are used to select the item number from the items list that appears upon pressing **F9**. Upon selecting the number, the item will automatically appear.

- **Unit:** If the item unit has only one measurement unit, the system automatically displays it upon selecting the item number. On the other hand, if the item has more than one, the user needs to select one from the units list.
- **Price:** In this field, the user manually enters the vendor's price for the item.
- **Vendor Item Number:** This column appears upon activating **Show Vendor Item No.** parameter in the **Vendor System Parameters** screen. It displays the item numbers entered in **Vendor Items** screen.
- **Description:** The user adds a description about the item price linked to the vendor.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Chapter Three System Transactions

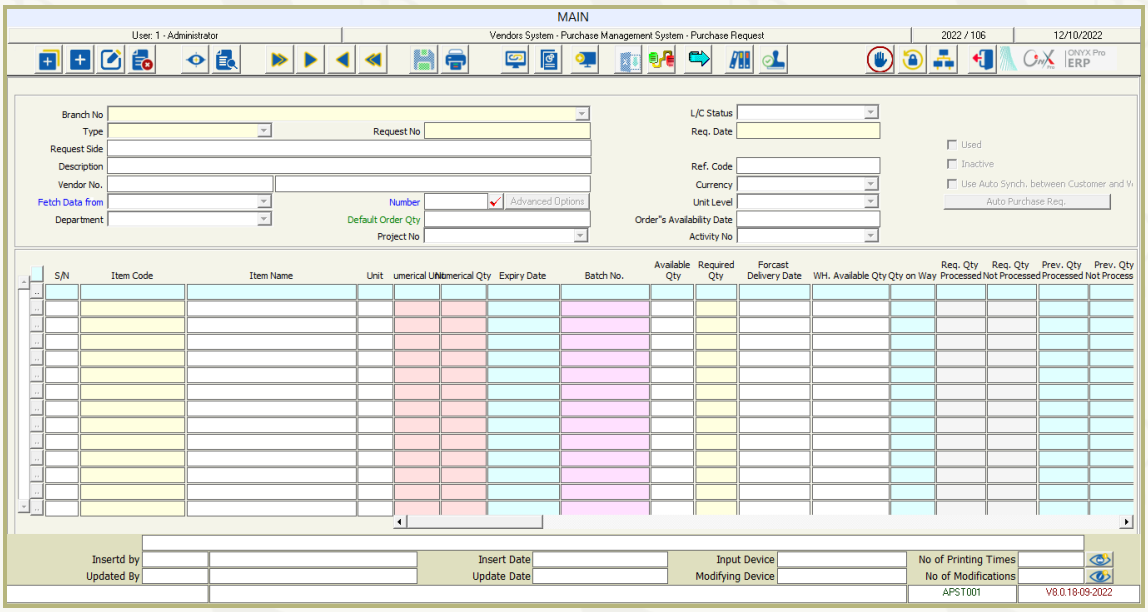
Introduction

The Transactions of Purchase Management System are the activities and methods that process the system inputs in order to produce outputs. These activities include (Purchase requests, quotations, purchase orders, purchase orders inspection, freight data, domestic purchases GRN, domestic purchases invoice, foreign purchases invoice, foreign purchases GRN, foreign purchases costs, purchase returns invoice). The involved activities and methods vary according to the objectives of the organization.

Purchase Requests

Use: This screen is used to organize the procedures required to purchase the materials following a hierarchy sequence. It starts with issuing the purchase request for items and approving it by the relevant administrative levels, then follows up on the purchase requests that have been submitted, and determines which are completed and which are still pending in order to follow the necessary procedure to complete them.

The purchase request is optional unless the users activate **Link Purchase Order to Purchase Request** parameter in the **Vendors Parameters** screen. In this case, using the purchase request will be mandatory, as a purchase order can only be issued after approving a purchase request. Note that the purchase request has no accounting or inventory impact. In addition, users can attach an image in the purchase request and print it in the Onyx transactions application.



How to use this screen:

This screen is used after clicking on **Add** button as follows:

First: Manual Method

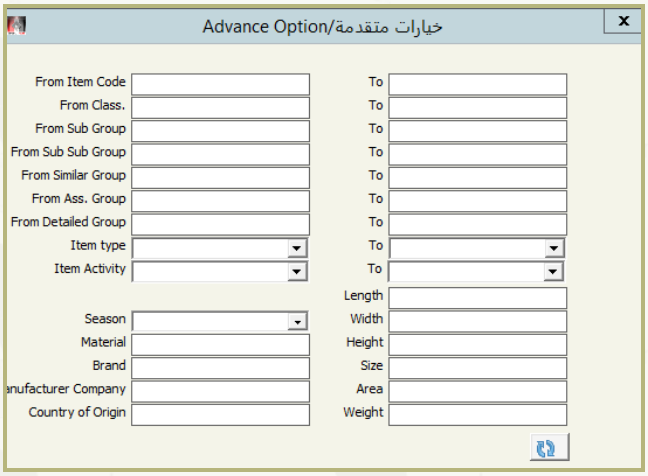
In this method, the users enter the purchases requests manually as follows:

- **Request Type:** In this field, the user selects the request type from the Requests Types List.
- **Request No.:** In this field, users determine the serial number of the request according to the document sequence configuration that has been made in the **Vendors Parameters** screen, and whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.

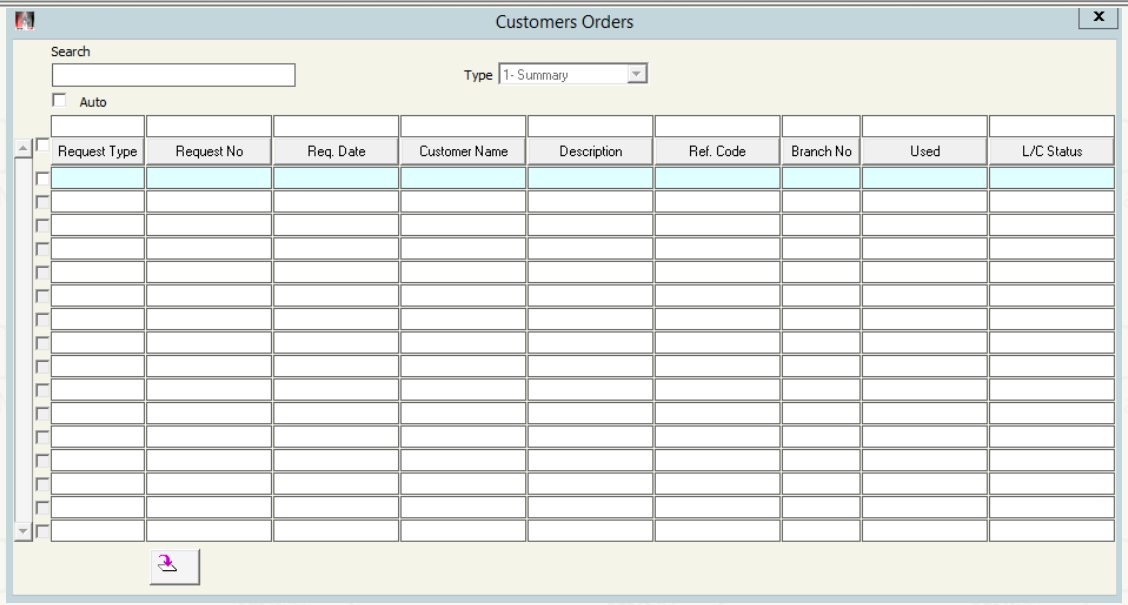
- **Request Date:** This field is used to deal with the date of the purchase request according to the document date configuration that has been made in the **Vendors Parameters** screen, and whether the date is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**. The privilege of modifying date is granted in **Transactions Privileges** screen.
- **Cost Center/ Project/ Activity**: These fields appear upon selecting **Single** option in (Cost Center Type/ Project type / Activity Type) parameter in the Vendors Parameters. It is used to select the (Center/Project/Activity) from the list according to the policy of the organization. On the other hand, if the users select (Multi) option in the above–mentioned parameter, the (Centers/Projects/Activities) will be handled at the item level in the detailed data. It is used in analyzing the stock according to Centers/ Projects/Activities and extracting summary and detailed accounting and inventory reports.
- **Requesting Party:** In this field, the user records the party that requests the purchase.
- **Department:** In this field, the user selects the department that submitted the request from the departments' list as each department can request a purchasing request based on its privileges.
- **Warehouse:** This field appears upon activating **Show Warehouse in Purchase Request** parameter in the **Vendors Parameters** screen. It is used to select the warehouse to which the purchase transaction will be performed. Note that this field does not appear upon activating the **Use Multi Warehouses** parameter in the **Vendors Parameters** screen, considering that in this case the warehouse will be used at the item level in the detailed data.
- **Fetch Data From:** The data of the request can be fetched from more than one screen such as:
  - **Goods Out Request:** The data can be fetched from the goods out request (GOR) –provided that this request is approved– to the Purchase Request screen.
  - **Materials Transfer Request:** The data can be fetched from materials transfer request –provided that this request is approved– to **Purchase Request** screen.

- **Customers Requests:** The data of the customer request –that have been entered in the customers system– can be fetched to **Purchase Request** screen, provided that this request is approved.
- **Sales Invoices:** The items' data can be fetched from sales invoice –within the customers system– to **Purchase Request** screen.
- **Auto Purchase Request:** If auto purchase request has been made, the items data can be fetched from the auto request to the **Purchase Request** screen.
- **Purchase Plans:** The purchases plans that have been entered in **Budget and Planning Management** System – within **Vendors and Purchase Management**– can be fetched to **Purchase Request** screen.
- **Production Request:** The data of the production request that has been entered in the **Industrial Facilities Management System** can be fetched to the **Purchase Request** screen, –provided that this request is approved–.
- **Purchases Invoice:** The items' data can be fetched from the local purchases invoice to the **Purchase Request** screen.
- **Materials Analysis for Production Requirements:** The data of materials requirements analysis –that have been entered in the **Industrial Facilities Management** system– can be fetched to the **Purchase Request** screen, but the analysis must be approved first.

- **Advanced Options:** This button appears when using fetching from. It opens a pop–up screen that includes: (Main Group – Sub – Sub–sub – Item Type – Vendor – etc.).



- **Number:** In this field, the user selects the document number –upon using **Fetch Data from** field– after pressing F9, with the possibility to fetch from multiple customer requests at the requests level (Summary) or at each level of the requests (Detail).

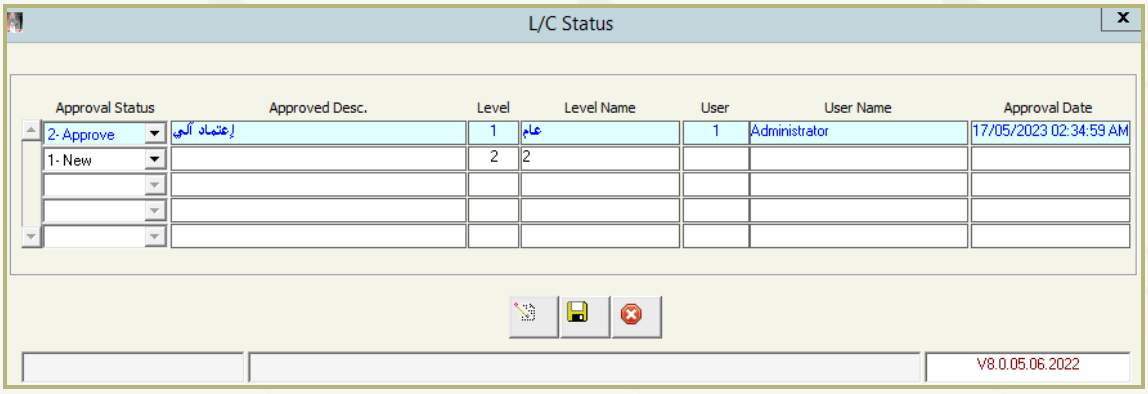


- **Default Order Quantity**: This field is used to facilitate entering the requested quantity of the item. So, the default quantity automatically appears based on this field with the ability to modify it.
- **Order's Availability Date:** In this field, the user determines the date of providing the request to the warehouses. The system will send a notification showing that there are some purchasing orders that have not been completed despite of they exceeded the availability date.
- **Description:** In this field, the user enters an explanatory description about the Purchase Order. It is an optional field and can be mandatory upon activating **Description is Mandatory** parameter in the **Vendors Parameters** screen.
- **Reference Number:** In this field, the users enter the reference of the purchase request –numbers or letters– such as the manual document number or a file number and any other data that can be referred to by the user upon issuing a transaction or searching for a document. This field is optional and can be mandatory upon activating **Ref. No is Mandatory** in the **Vendors Parameters** screen.
- **Vendor Number/ Vendor Name:** This field is optional. It is used to select the number of the vendor concerned with providing the items in the purchase request.
- **Use Auto Synch between Customer and Vendor:** Upon activating this flag, the system synchronizes the vendor (one of the organization's vendors) and the customer (one of the organization's customers) using web services in order to issue a purchase request for the items requested by the customer and are not available in the

organization. Once the customer request is approved, it appears upon synchronization at the vendor as a purchase order for the organization.

- **Approval Status**: In this field, the system automatically displays the document status whether **Unapproved**, **Approved**, **Rejected** or **During Transaction** according to the procedures that have been made in the request approval.

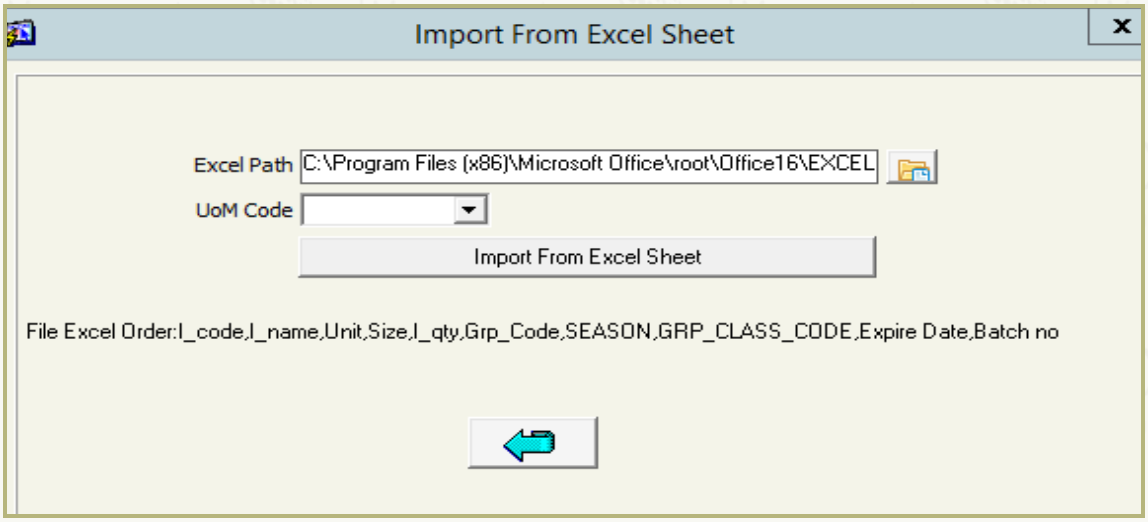
  Hint: Upon activating the automatic approval of a certain level in **Approval Levels** screen within the **System General Configuration**, the document will be automatically approved for that level.



- **Currency**: The user selects the currency based on which the cost will be estimated.
- **Approve**: After saving, the user approves the data using **Approve** button in the taskbar.

Import Requests from Excel File:

- **Excel File Path**: Here, the user selects the Excel file path determined in the **Users Data** screen, **Default Values** tab at the level of each user.
- **Unit of Measurement Code**: The user determines the measurement unit. If there are new items in the imported Excel file, the system automatically adds their data. It should be noted that if a measurement unit is determined in Excel, it has priority.



- **Order and Import Excel File:** The users should prepare and order the worksheet according to the format requested by the system. This worksheet will be installed in the **Request Data** screen.

Detailed Data

- **Item Name/ Item Number:** These fields are used to select the items from the list that appears ordered by the item number upon pressing F9 or ordered by item name upon pressing F8. The expiry date and batch number with components can be displayed by pressing F7.
- **Unit:** The item measurement unit appears in this field if the item has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list that appears after pressing F9.
- **Item Size:** In this column, the item size that has been entered **Items Data** screen automatically appears. This column appears upon activating **Show Item Size in Transactions** parameter.
- **Item Specifications:** The specifications automatically appear upon selecting the item number or barcode number if it has been entered in the **Items Data** screen. This column appears upon activating **Show Item Specifications** parameter in the **Inventory Parameters** screen.
- **Numerical Unit:** Upon handling weighable items, the item numerical unit that has been entered in the **Item Data** screen appears automatically in this field.
- **Factors:** This column appears based on activating **Show Numerical Unit Factor in Transactions** parameter in **Inventory** System. The system automatically displays the factor that has been entered in the **Item Data** screen.
- **Numerical Quantity:** Upon handling weighable items, the system allows entering the numerical quantity in this field so the measured quantity automatically appears and vice versa.
- **Warehouse:** This field is used to select the warehouse to which items will be ordered. It appears upon activating **Use Multiple Warehouses** parameter.
- **Expiry Date:** In this field, the users enter the item expiry date if any by activating **Use Expiry Date** option in **Items Data** screen.

- **Batch Number:** The users can determine the batch number in several methods as follows:
  - The batch number of the item is manually written in any case.
  - In case of using an automatic configuration of batch numbers, the system automatically generates the batch number based on the configurations that have been set in **Link Items to Batches** screen with the possibility to modify it. The user can select the batch number from the list that appears upon clicking on **F9** button. The following table shows how the batch number is configured.

	Color		Shape		Model		Gender
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

Batch No. (1111) means red, long, old and for women (Upon numbering using all columns).

Batch No. (111) means red, long, and old (Upon numbering using three columns).

Batch number (11) means red and long (Upon numbering using two columns) and so on.

- **Length/ Width/ Height/ Number:** These columns appear according to the option that has been selected in **Display Dimensional Measurements in Transactions Screens** parameter in the **Inventory Parameters** screen, the options are **Size**/ **Area**/ **Lengths**/ **Number**). The data of the item's length, width and height appear based on what has been entered in the **Item Data** screen.
- **Available Quantity:** This column shows the quantity of item available in all branches, so the users can transfer the required quantity instead of purchasing.
- **Required Quantity:** In this field, the user enters the required item quantity in the request. The user can review the available quantity and the unissued sold quantity by pressing F7 button.
- **Estimated Cost:** This column appears upon activating **Show Estimated Cost in Purchase Request** parameter. Then, the user enters the estimated cost for the item in this column. This field automatically shows the vendor price according to the policy of the price lists if the **Use Vendors Prices Lists** parameter is activated.

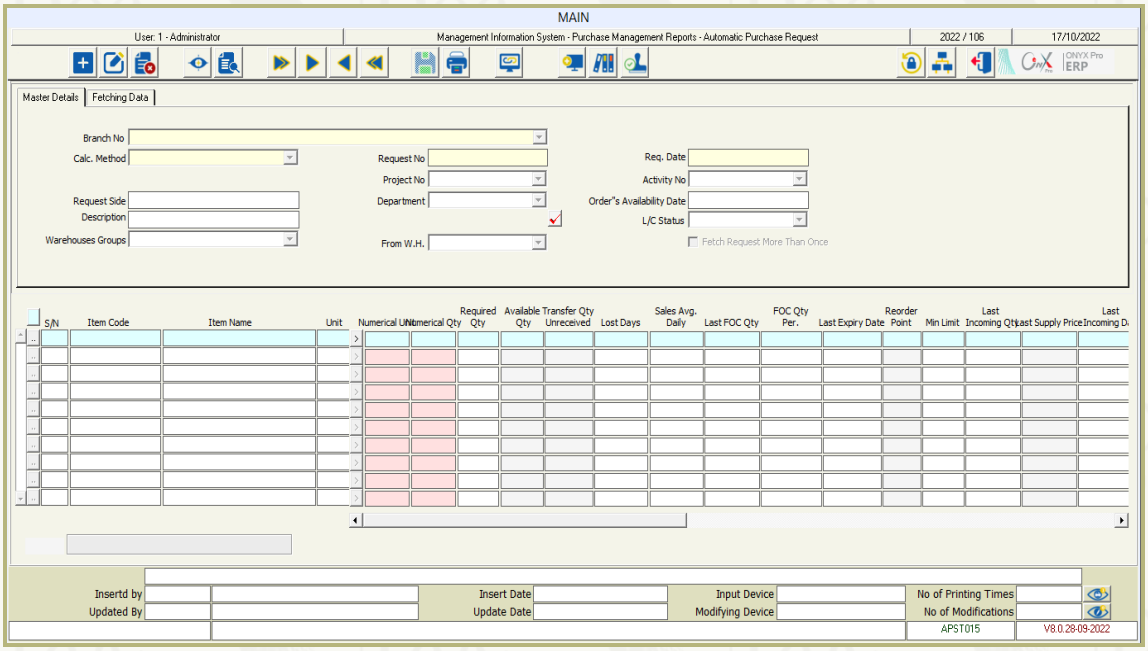
- **Total/ Discount Percent/ Deduction/ Net:** These columns appear upon activating **Show Estimated Cost in Purchase Request** parameter so the estimated total cost and discount percent (or discount value) and net cost after deductions will appear.
- **Reference Number:** In this field, the users enter the reference number when there is a reference number for each record. Upon activating **Check Ref. No. when Comparing Purchase Request with Purchase Order** parameter, entering the reference number becomes mandatory. Then, entering the reference number in the purchase requests and purchase order becomes mandatory at the item level. Consequently, upon fetching from the purchase request to **Purchase Order** screen, the request reference number will be compared to the reference number in the purchase order.
- **Expected Shipping Date:** In this field, the users enter the expected shipping date as information.
- **Expected Delivery Date:** In this field, the users enter the expected delivery date. This date can be fetched in **Delivery Date** column in the **Purchase Orders** screen at the item level upon using **Fetch from**.
- **Expected Quantity for Delivery:** In this field, the users enter the expected quantity for delivery as information.
- **Description:** This column appears upon activating **Display Description at Item Level** parameter.
- **Warehouse Available Quantity:** The system automatically displays the item available quantity in the warehouse upon preparing the request.
- **Quantity on Way:** The quantity on way represents the approved orders that haven't been implemented in the purchase invoice either completely or partly in addition to the quantity of foreign purchases invoices whose cost has not been calculated.
- **Processed Request Quantity:** It is the requested quantity of the item in the purchase request that has been implemented based on the **Purchases Invoices**.
- **Unprocessed Request Quantity:** It is the requested quantity of the item in the purchase request that hasn't been implemented yet in the **Purchases Invoices**.
- **Previous Processed Quantity:** It is the required quantity of item recorded in previous implemented purchased request.

- **Previous Unprocessed Quantity:** It is the required quantity of item recorded in previous unimplemented purchase request.
- **Last Expiry Date:** The system automatically displays the last expiry date of the item from last goods received when the item deals with expiry date.
- **Last Free of Charge Quantity:** The system automatically displays the last free of charge quantity of the item that is received from last received good if there was a free of charge quantity.
- **Free of Charge Quantity Percent:** In this field, the system automatically displays the percent of the free of charge quantity to the selected quantity in the request.
- **Reorder Point:** In this field, the system automatically displays the item quantity, when reaching it, the system allows purchasing new quantities. This quantity can be set across all warehouses (if the **Reorder Point** is used in **Other Data** tab in **Items Data** screen), or at the level of each warehouse (if the **Reorder Point** is used in the **Limits** tab in the **Items Data** screen). The user determines this quantity according to the need, use, turnover rate, and good received period of the item.
- **Min. Limit:** In this field, the system automatically displays the number of items units needs to be kept in all warehouses (if the **Reorder Point** is used in **Other Data** tab in **Items Data** screen), or at the level of each warehouse (if the **Reorder Point** is used in the **Limits** tab in the **Items Data** screen) to face any emergency. This number is set according to the policy of the organization, and the system does not allow selling the item when the quantity reaches this limit except for those who have been granted the privileges from **Transactions Privileges** screen.
- **Last Incoming Quantity:** In this field, the system automatically displays the last incoming quantity of the item from the **Goods Received Order** or the **Purchase Invoice**.
- **Last Incoming Price:** In this field, the system automatically displays the last incoming price of the item from the **Goods Received Order** or the **Purchase Invoice**.
- **Last Incoming Date:** In this field, the system automatically displays the last date on which the item was received based on the Goods Received Order or the Purchase Invoice.

- **Vendor Item Number:** This column appears upon activating **Show Vendor Item Number** parameter. So, the item numbers –entered in **Vendors Items** screen– appear.
- **Number of Purchases:** In this field, the system displays the number of times the item has been purchased during the system's fiscal year.
- **Total Volume:** It is the length multiplied by the width multiplied by the height for the required quantity of the item. It appears based on what has been entered in **Items Data** screen.
- **Approval:** Users who have the privilege can approve the transactions, and they can also redirect the request to another user who is not included in the approval levels using **Assign to User** button that appears on the task bar.

Second: Automatic Method (Automatic Purchase Request)

Use: This screen appears upon clicking on **Auto Purchase Request** button when the user is in **Purchase Request** screen. It is used to estimate the quantity required to be purchased in an automatic way. So, the quantity meets the selling requirements or any other requirements within the organization. The users can also issue automatic purchase request from **Automatic Purchase Request** screen in **Information Management System**. This screen contains many calculation methods the system can use upon determining the required quantity automatically.



How to use this Screen:

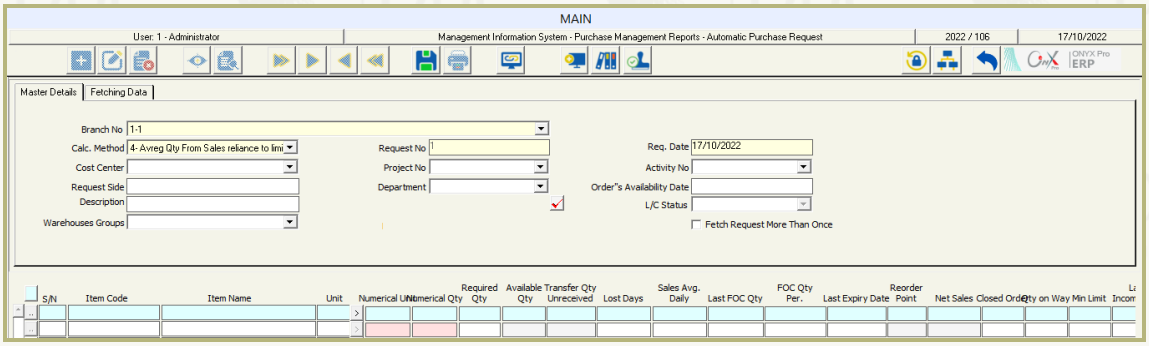
This screen is used after clicking on **Add** button as follows:

Master Data

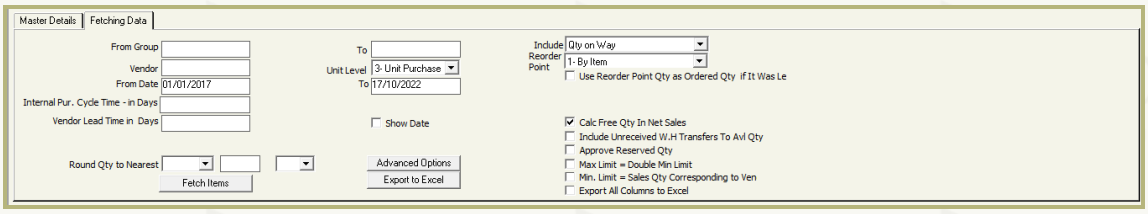
The common data among all calculation methods will be explained, then the specific data will be explained separately for each method, including how the data are fetched in each method.

- **Branch Number:** The number of the branch, from which the user entered, appears in this field. Note that this field is modifiable based on the user's privileges.
- **Request Number:** This field is used to handle the serial number of the automatic purchase request. It is used according to the configuration of the document sequence that has been made in the **Vendors Parameters** screen, whether it is an automatic sequence that can be modified, an automatic sequence that cannot be modified, or manual.
- **Request Date:** This field is used to determine the date of the automatic purchase request. It is used according to the document date configuration that has been made in the Vendors Parameters screen, whether the date is automatic, automatic that cannot be modified, or manual.
- **Cost Center/ Project/ Activity:** This field appears upon selecting a **Single** option in **Cost Center / Project / Activity Type** parameters in the **Vendors Parameters**. It is used to select (center / project / activity) from the drop-down list according to the organization policy. In the case of selecting **Multiple** option in the aforementioned parameter, the (Cost Centers / Projects / Activities) will be handled at the item level in the detailed data. It will be used in analyzing the stock according to the centers/ projects/ activities and in extracting total or detailed accounting and inventory reports.
- **Requesting Party:** The user enters the party who requests the item in this field.
- **Department:** The user selects the concerned department from **Administrative Structure** list.
- **Order's Availability Date:** The user determines the date on which the order will be available in the warehouses in this field.
- **Description:** The user manually adds an explanatory description about the request.
- **Warehouse Number:** The user selects the warehouse in which the system will determine the required quantity. The user can determine more than one warehouse by using the tick that appears at the end of the field.
- **Warehouses Group:** It is possible to define a specific group of warehouses. Note that the system automatically excludes scraps' warehouses.

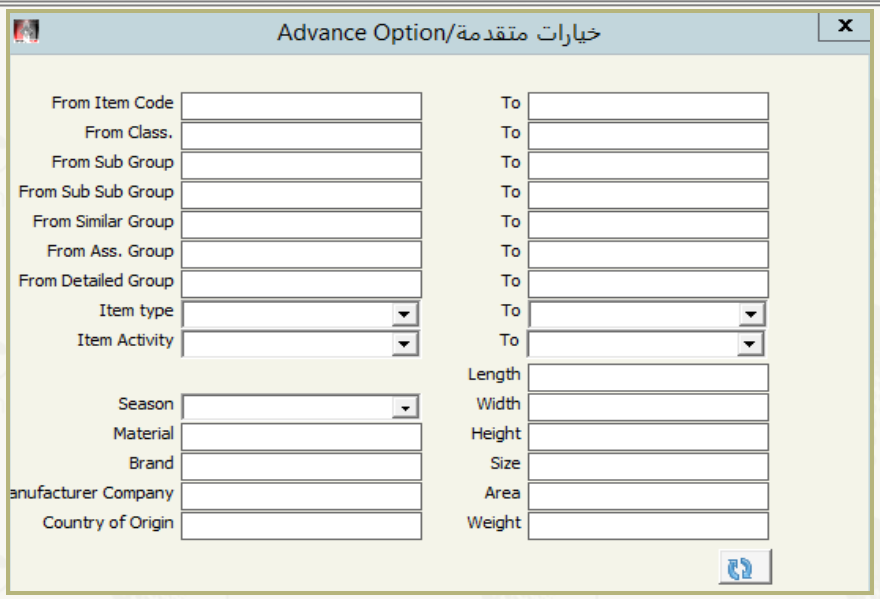
- **Approval Status:** In this field, the system automatically displays the status of the document, either **Not Approved**, **Approved**, **Rejected**, or **Pending** according to the procedure that has been taken for the request approval.
- **Fetch Request More Than Once:** The users tick this option when they need to fetch the request more than once in the purchase invoice.
- **Calculation Method:** This field includes several options that are used to calculate the purchase request quantity needed to be fetched in the Automatic Purchase Request as follows:
  - **First: Net Sales Average:** The required quantity, which the system will estimate in this method, varies according to the configuration of **Calculate Required Quantity Depending on Stock Age** flag. This method will be explained in both situations, upon ticking the flag and not ticking the flag, as follows:
    - **Required quantity does not depend on stock age:** This method estimates the required quantity based on:
      - **Net Sales Average Per Month:** It is calculated by dividing the number of net sales (sales – sales return) during the period by the period (between two dates). The system can read the period from the previous years specified in the screen, by calculating the number of days between the two dates divide it by 30 days (month).
      - **Order Every (Months):** In this field, the user can enter the number of months after which the organization purchases.
      - **Goods Lead Time (Months):** In this field, the user enters the number of months that the goods need to arrive at the warehouses.
      - **Available Quantity:** The system takes into consideration the available quantity of each item in warehouses. The user can add the quantity on the way or the quantity of open purchase orders to the existing quantity as will be explained later.



- **Fetch Data:** In this tab, the data will be fetched after entering the following:



- **From Group/ To:** The users determine the items groups, for which, items will be estimated.
- **Vendor:** Upon selecting a specific vendor, the system fetches the items selected for the vendor in the **Vendor Items** screen or **Items Data** screen.
- **Unit Level:** The system enables fetching data by the main unit, sales unit, purchase unit, or the greatest unit. It also allows the user to select a specific level.
- **From Date/ To:** In this field, the users enter the period on which the estimation will be performed. Then, the system converts it into months by calculating the number of days between the two dates and dividing it by 30 days. The system calculates the average sales of the month based on that.
- **Order Every (Months):** In this field, the user determines the number of months after each organization requests items.
- **Goods Lead Time (Months):** In this field, the user determines the period that the goods need to arrive at the warehouses (in months).
- **Show Date:** Upon activating this option, the system shows **From Date/ To Date** columns in the detailed data section in order to allow the user to modify the period at the item level.
- **Round Qty to Nearest:** The list includes the following options:
  - ✓ **Numbers:** The system rounds to the nearest number and records it in the Number field either (+) or (−).
  - ✓ **Item Size:** The system rounds to the nearest item size. For example, the system rounds the item to Carton or Piece based on the nearest item size to the fracture.
- **Advanced Options:** Upon clicking on this button, a screen will pop up in which the user can select more items in order to calculate their quantity.

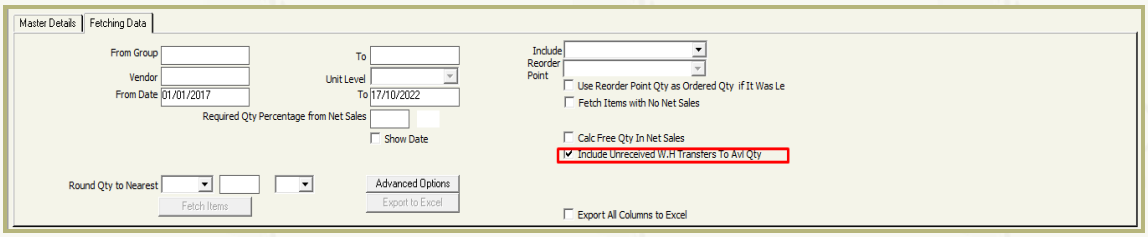


- **Export to Excel:** Upon clicking on this button, the system will import basic data on the screen to an Excel file. This button is linked with another flag which is **Export All Columns to Excel**.
- **Include:** The users select the quantity needed to be added to the quantity available in the warehouse in order to calculate the required quantity of the item. The list includes the following options:
  - ✓ **Quantity on Way:** The quantity on way includes the approved purchase order quantities that have not been received at all. It also includes the partially received purchase order in addition to the quantities of the unreceived foreign purchases.
  - ✓ **Open Purchase Orders Quantities:** It includes the quantities of approved purchase orders that have not been fetched in the purchase invoices.
  - ✓ **Not selecting any option (Empty):** Upon not selecting any option, the system considers only the available quantity.
- **Use Reorder Point Quantity as Order Quantity if It Was Less Than Zero:** Upon ticking this flag, the system fetches items whose net sales during the selected period are in minus (Return is greater than sales). Then, the system directly fetches the reorder point in the **Required Quantity** field.
- **Calculate Free of Charge Quantity in Net Sales:** Upon ticking this flag, the system will include free of charge quantities in the net sales.
- **Include Unreceived Transfers Quantity in Available Quantity:** Upon ticking this flag, the quantity of unreceived transfers will be included in the

available quantity. So, it will be taken into consideration upon calculating the required quantity.

- **Calculate Required Quantity Depending on Stock Age:** This flag will be explained separately later.

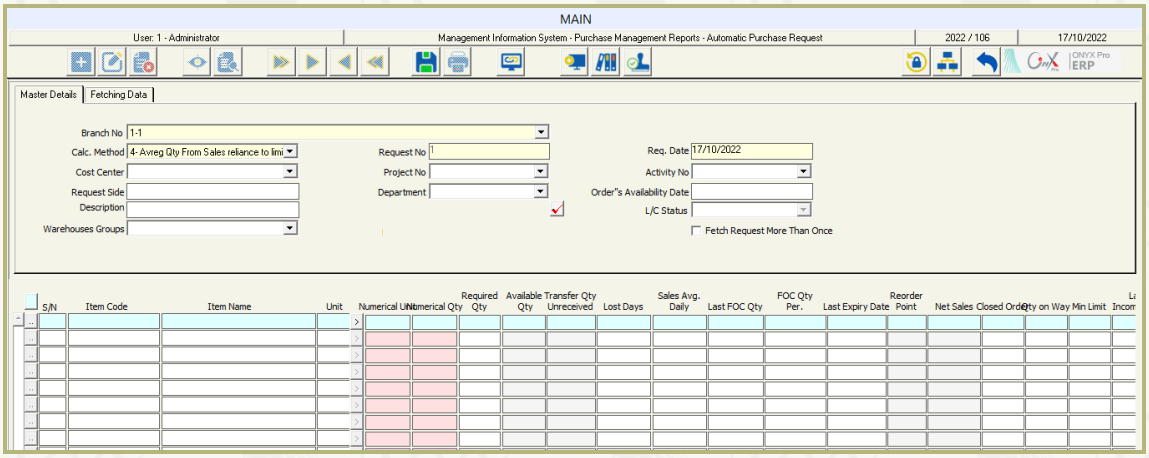
- **Required Quantity Based on Stock Age:** The user can select this method by ticking **Calculate Required Quantity Depending on Stock Age** flag. This method estimates the required quantity based on:



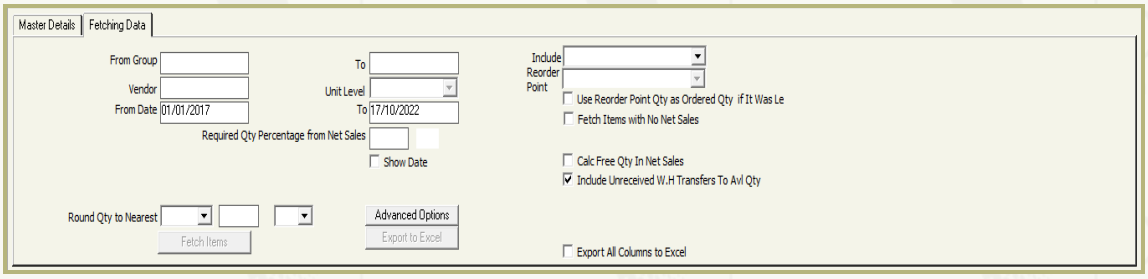
- **Net Sales**: It is the result of (Sales – Sales Return).
- **Item Stock Age:** The system uses the stock age number that has been calculated and displayed on **Items Data** screen in **Analytical Data** tab. Note that missing days are deducted from the stock age based on the method of missing days that has been selected.
- **Request Period:** The users determine the request period in days (based on a previous period), and based on it, the system will calculate the actual number of days for the request period.
- **Missing Days Calculation Method:** The users select how to calculate missing days from the following:
  - ✓ **Until Run-out:** It is the number of days during which the quantity has run out from the warehouses determined during the request period.
  - ✓ **By Reorder Point:** It is the number of days on which the quantity of item available in the determined warehouses exceeded the item's reorder point.
  - ✓ **By Minimum Limit:** It is number of days during which the quantity of item available in the determined warehouses exceeded the minimum item limit.
- **Available Quantity:** It is the item's available quantity in the warehouse. When the stock age is not approved, the quantity on the way and the open purchase order quantities can also be included in this case.

Note: Service and compound items are usually excluded upon using the automatic purchase request.

- **Second: Calculate Percentage of Net Sales:** This method calculates the required quantity as follows:

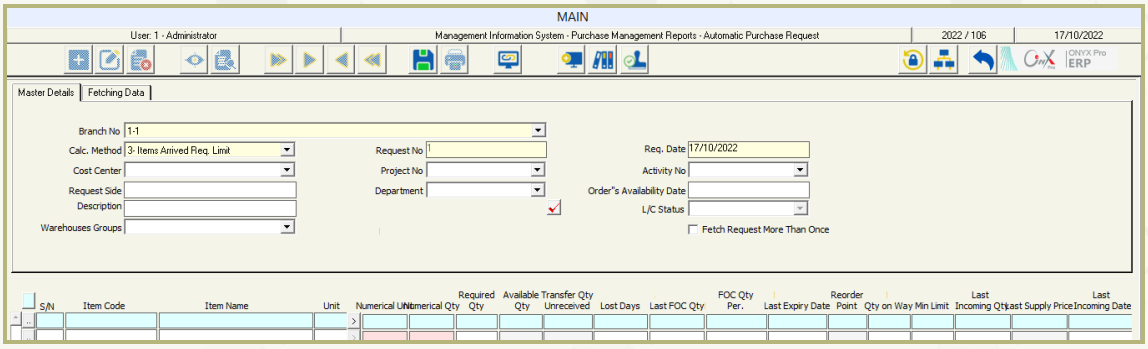


- **Net Sales:** It is the result of (Sales – Sales Return) during the selected period.
- **Required Quantity Percentage of Net Sales:** The users determine the percentage.
- **Fetch Data:** Upon selecting the calculation method as **Calculate Percentage of Net Sales**, the fields in **Fetch Data** tab change, and new fields appear as follows:

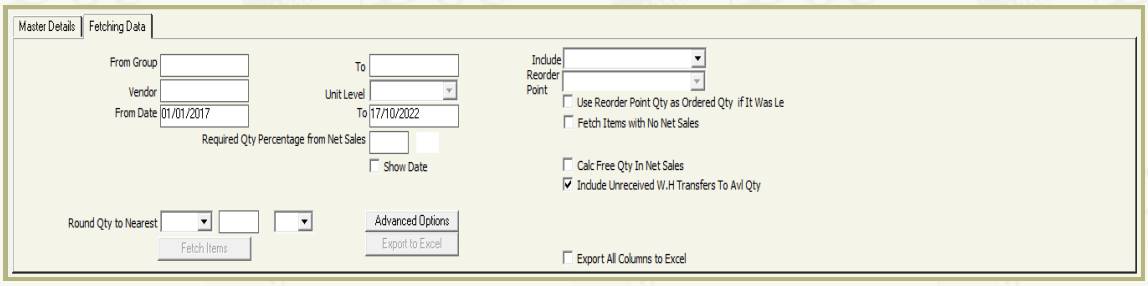


- **Use Reorder Point Quantity as Order Quantity if It Was Less Than Zero:** Upon ticking this flag, the system fetches the items whose net sales are in minus (Return is Greater than Sales). So, the reorder point will be directly fetched in the Required Quantity field.
- **Fetch Items with No Net Sales:** Upon ticking this flag, the system fetches the items that have no net sales during the selected period or their net sales are in minus because the sales return is greater than the sales during the period. So, the user can manually enter quantity requests for those items.
- **Fetch Items Exceed Reorder Point:** Upon ticking this flag, the system fetches the items that exceeded the reorder point. Therefore, the users can manually enter the quantity request for those items.

- **Third: Items Exceed Reorder Point:** Upon selecting this method as a base to determine the required quantity, the system selects the required quantity based on the default request quantity. However, the place, from which the system fetches the required quantity, varies according to the order point that is defined in the **Inventory Parameters** as it can be:

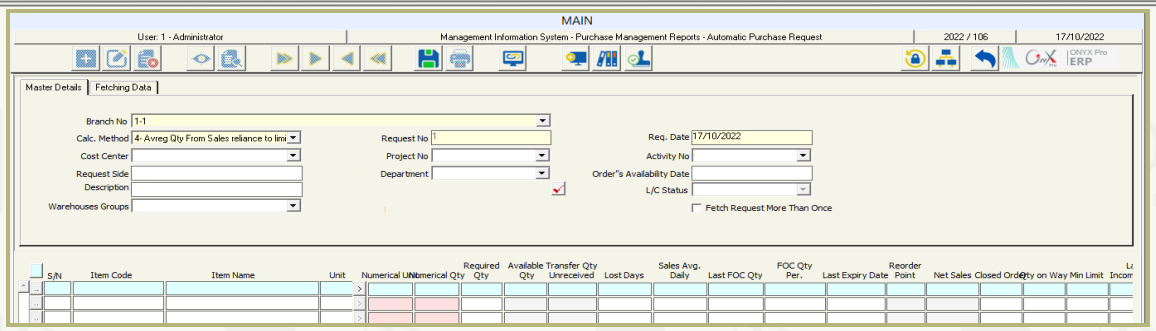


  - **By Item:** The system takes the default request quantity from **Items Data** screen, **Other Data** tab.
  - **By Item and Warehouse:** The system takes the default request quantity from **Items Data** screen, **Limits** tab.
  - **By Similar Group:** The system takes the default request quantity from the **Similar Group** screen.
  - **Fetch Data:** Upon selecting the calculation method as **Items Exceed Reorder Point**, the fields in **Fetch Data** tab change. Then, new fields appear. These fields will be explained as follows:

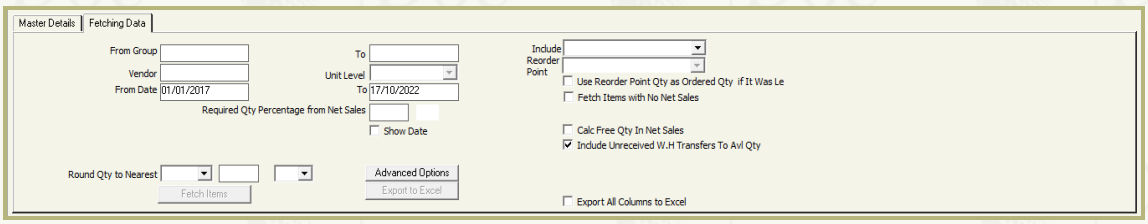


  - **Deduct Available Quantity from Request Quantity:** Upon ticking this flag, the system deducts the available quantity from the requested quantity.
  - **Deduct on Way Quantity from Request Quantity:** Upon ticking this flag, the system deducts the on-way quantity from the requested quantity.

- **Fourth: Calculate from Average Net Sales Based on Limits:** Upon selecting this method as a base to calculate the required quantity, the system depends on the following bases:



- **Maximum Stock to be Kept:** This can be the maximum limit that has been set in the **Limits** tab in **Items Data** screen. It also can be double the minimum limit that has been set in **Item Data** (which will be explained later), taking into consideration the reorder point that has been selected in the **Inventory Parameters** screen.
- **Total Available Quantity:** It is the available quantity in the warehouses in addition to the quantity on the way or the quantity in open purchase orders and the reserved quantity.
- **Fetch Data:** Upon selecting **Calculate from Average Net Sales Based on Limits** as the calculation method, the existing fields in **Fetch Data** tab change, and new fields appear as follows:

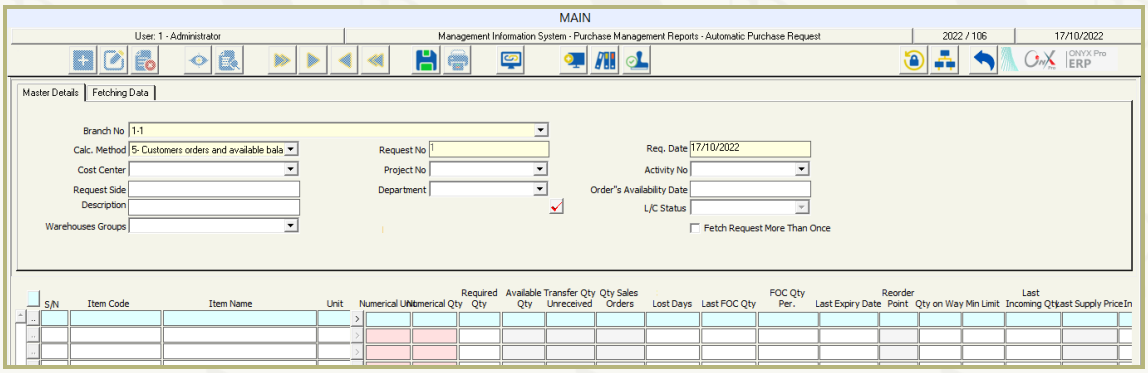


- **Internal Purchase Cycle Time – in Days / Vendor Lead Time in Days:** These fields are related to the configuration of **Minimum Limit = Sales Quantity based on Vendor Lead Time** and **Maximum Limit = Double Minimum Limit** flags.
- **Approve Reserved Quantity:** Upon ticking this flag, the system deducts the quantity reserved for the customers' requests from the available quantity.
- **Maximum Limit = Double Minimum Limit:** Upon ticking this flag, the system calculates the maximum limit as double the minimum limit entered in the **Items Data** screen, and then, compares it with the total available quantity to find out the required quantity. In case of not ticking this flag, the system takes the quantity that has been set in **Max Limit** field in **Items Data** screen.

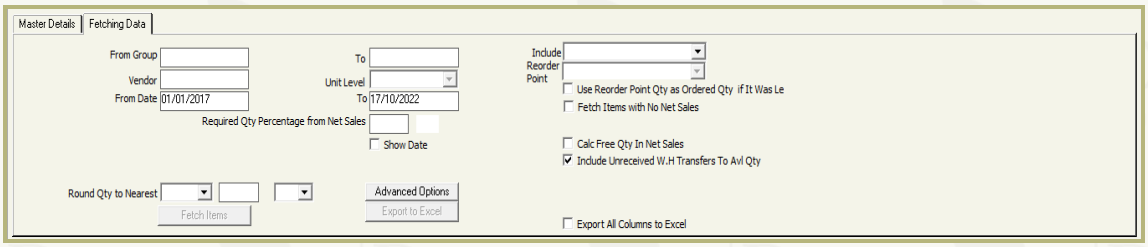
- **Minimum Limit = Sales Quantity based on Vendor Lead Time:** This flag is related to (Maximum Limit = Double Min Limit) flag. Upon ticking this flag, the system does not take the minimum limit from the **Items Data** screen, instead, it calculates the minimum limit by multiplying the average of daily net sales × Vendor Lead Time in Days, then, converts the resulting number to months.

Note: The system rounds the required quantity to the vendor's item size which has been determined in the **Vendors Items** screen where the vendor is linked to the item.

- **Fifth: Fetch from Customers Requests and Available Balance:** Upon selecting this method as a base to calculate the required quantity, the system depends on the following bases:



  - **Approved Customers Requests Quantity:** The system uses the quantity of the item approved in customers' requests to select the required quantity through this method.
  - **Available Balance:** It is the available quantity in the warehouse, and it may include the quantity on-way or open purchase order quantity.
  - **Fetch Data:** In this tab, many options that appear in the previous methods disappear in this field.



Detailed Data

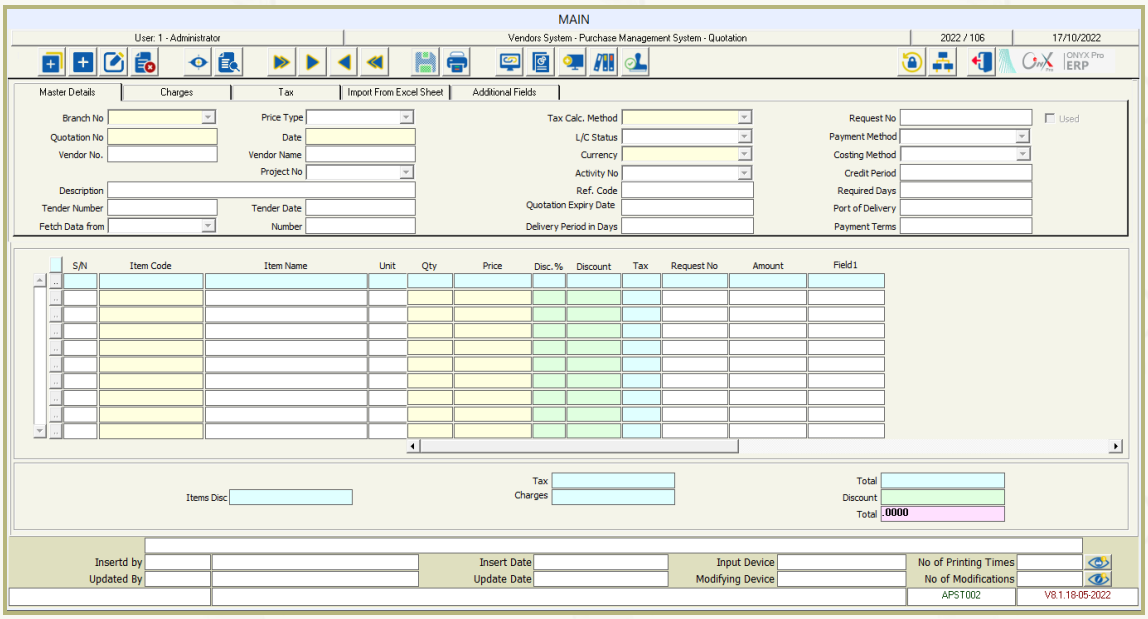
The detailed data contains several columns in which data automatically appear. The users can modify some data such as **Required Quantity**, **From Date**, and **To Date** columns. The

value of the **Reorder Point** column depends on the method that has been selected in **Fetch Data** tab. Moreover, the users can also add other items manually.

Hint: The users can attach an image in the **Purchase Requests** and print it using Onyx Transactions Application.

Quotations

Use: This screen is used to enter the quotations received from the vendors whether for purchase requests or without requests. Users can enter more than one quotation to compare them and select the best one.



How to use this screen:

The screen is used after clicking on **Add** button as follows:

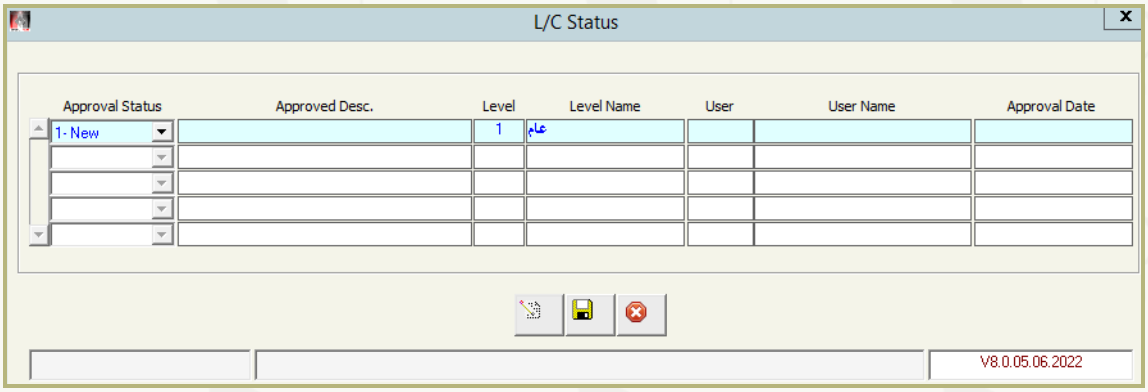
First: Master Data

- **Branch Number:** In this field, the branch, from which the user accessed the system, appears with the ability to modify it if the user has the privilege of working on more than one branch.
- **Price Type:** This field appears upon activating **Use VAT** parameter in **General Parameters** screen within the **System General Configuration**. The system automatically displays **Price Without Tax** option upon clicking on **Add** button, which will be automatically modified upon selecting the vendor because the price type is linked to the vendor in the **Vendors Data** screen in **Additional Data** tab.
- **Tax Calculation Method:** This field appears upon activating **Use VAT** parameter in the **General Parameters** screen within the **System General Configuration**. Upon clicking on **Add** button, the system displays the default tax calculation method that has been defined and linked to the branches in **Tax Calculation Methods** screen in the **System General Configuration**. Upon selecting the vendor in the quotation, the system automatically displays the tax calculation method linked to the vendor in

Vendors Data screen with the possibility to modify it. The privilege will be granted at the level of each method of tax calculation in **Inputs Privileges** screen.

- **Request Number:** This field is used upon issuing a quotation based on a purchase request. In this field, the users press F9, and only the purchase requests that have been approved appear in a list in order to select the needed request. Fetching from a request becomes mandatory upon activating **Link Purchase Order to Purchase Request** parameter.
- **Quotation Number:** This field is used to handle the serial number of the quotation based on the configuration of the document sequence that has been made in the **Vendors Parameters** screen, and whether it is **Automatic Can be Modified**, Automatic **Cannot be Modified**, or **Manual**.
- **Date:** This field is used to handle the date of the quotation based on the document date configuration that has been made in the **Vendors Parameters** screen, and whether **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**. The user is granted the privilege of modifying the date from the **Transactions Privileges** screen.
- **Approval Status:** In this field, the system automatically displays the document status whether it is unapproved, approved, rejected, or pending according to the procedure that has been done to the quotation.

Hint: Upon activating the automatic approval of a certain level in **Approval Levels** screen within the **System General Configuration**, the document will be automatically approved for that level.



- **Payment Method:** The payment method can be determined from the list as information for the user.

- **Vendor Name/ Vendor Number:** These fields are used to select the vendor who submitted the quotation.
- **Currency:** It is the currency entered in the quotation and used in evaluating the purchase price.
- **Cost Center/ Project/ Activity**: These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the Detailed Data section. It is used in analyzing stock by centers/ projects/ activities and extracting total and detailed inventory and accounting reports.
- **Reference Number:** In this field, the user enters the reference number of the quotation using numbers or letters. It can be the manual document number or file number that can be referred by the user upon issuing a transaction or searching. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in the **System Parameter** screen.
- **Credit Period:** In this field, the user enters the credit period as information.
- **Description:** In this field, the user enters a description about the quotation. It is an optional field and can be mandatory upon activating the **Description is Mandatory** parameter in the **System Parameter** screen.
- **Tender Number/ Tender Date/ Payment Terms**: If the quotation is linked to a specific tender, the user should enter the tender's number, date, and payment terms manually.
- **Quotation Expiry Date:** In this field, the user adds the quotation expiry date from the vendor quotation document.
- **Required Days:** The user manually adds the number of days during which the organization can purchase before the quotation expires.
- **Delivery Period in Days:** The user adds the delivery period in days based on the vendor quotation document.
- **Costing Method:** In the case of foreign purchases and based on the nature of approval, the costing method is selected from the list.

- **Port of Delivery:** The port of items delivery is selected in the case of foreign purchases.
- **Fetch Data from:** If the quotation is based on customer request, the user selects **Customer Request** in this field. In the next field, the user determines the request number. So, the system will display the request data automatically.

Second: Charges

In this tab, the system displays the automatic charges and allows manual additions of any other charges. These charges are considered upon making technical comparison among quotations. So, a particular vendor's quotation price can be selected although the price of its quotation is equal to that of another vendor because the charges that the organization may bear to deliver the goods to the warehouses are less.

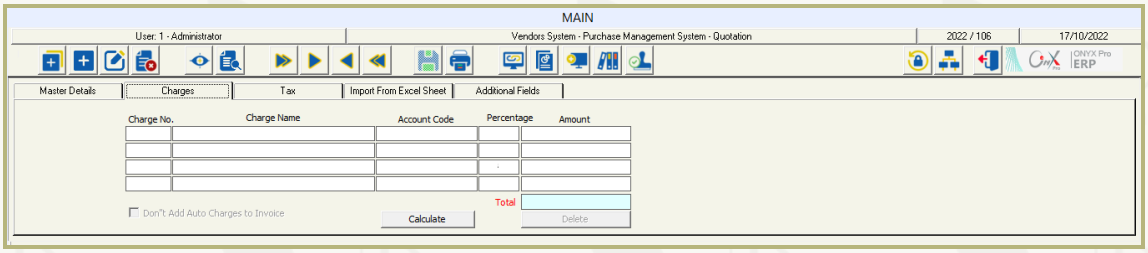
Auto Display Purchase Charges Data: After filling in the master data section of quotation, saving them, and logging to the **Charges** tab, the system automatically displays the charges calculated on quotation items. It should be noted that these charges were defined in **Purchase Charges** screen within the **Vendors Configuration** and the corresponding **Auto Fetch Charges** flag is activated.

Manually Enter Purchase Charges Data: Upon defining the charges in **Purchase Charges** screen –but not activating **Auto Fetch Charges** flag– the users can manually add the charges in the **Quotation** screen, **Charges** tab, as follows:

- **Charge Name/ Charge Number:** These fields are used to select the charge from the list that appears upon pressing F9. These charges have been defined in **Purchase Charges** screen in **Vendors Configuration**.
- **Account Number:** The number of charge account automatically appears upon selecting the charge number. This account will be **debited** with the charges amount upon classifying the charge as **Addition**. The account will be **credited** upon classifying the charge as **Discount**.
- **Percentage:** The percentage selected in **Charges** screen is displayed automatically here.
- **Value:** In this field, the system automatically displays the value, which is the final result of the charges amounts. Upon using the charge type **Percentage**, the **Value** will be a percent of the total quotation value based on the percent value entered in **Percentage**

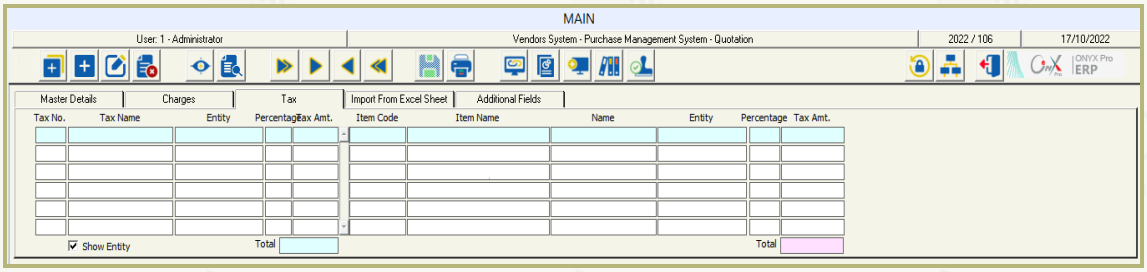
field. Upon using the charge type **Amount**, the system fetches the amount selected in **Purchase Charges** screen. Note that the value can be modified.

- **Calculate:** By clicking on this button, the system displays the automatic charges before saving the invoice. Note that the distribution of charges on items will be done automatically upon saving data without clicking this button.
- **Don't Add Auto Charges to Invoice:** This flag is used upon calculating the charges automatically in order to not affect or add the charges calculated automatically on the corresponding price quotation and its items.

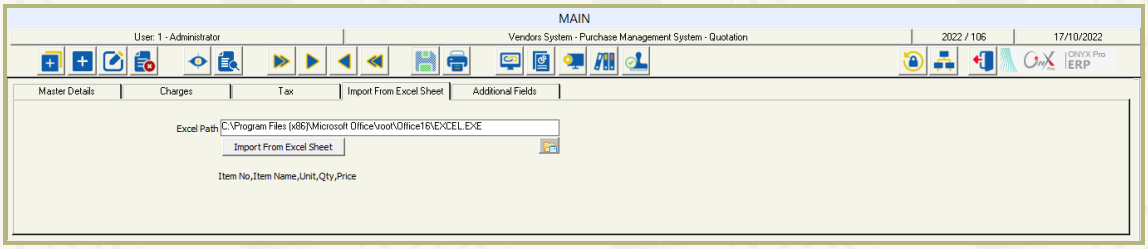


Third: Tax

In this tab, the system automatically displays the tax calculated on item. On the left side, the system displays the tax type, tax rate, tax beneficiary name, and tax amount. On the right side, the system displays the tax data at the item level. These taxes are taken into consideration when making technical comparison and selecting quotations.



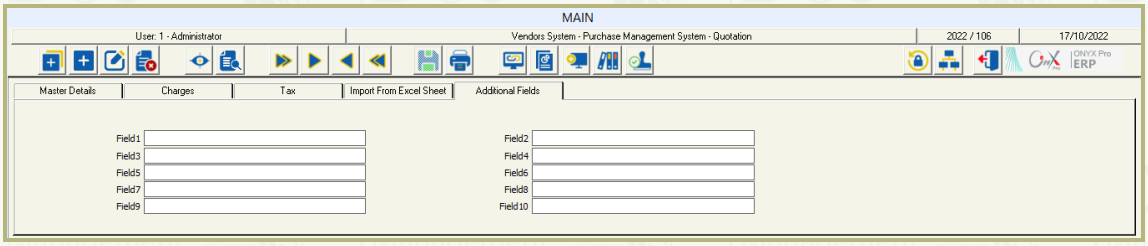
Fourth: Import from Excel Sheet



- **Excel File Path:** The users determine the path of Excel file in **Users Data** screen, **Default Values** at the level of each user.
- **Order and Import Excel File:** The users prepare and order the worksheet in Excel file according to the format requested by the system. It is shown on the screen of the request data. It includes predefined and ordered columns.

Fifth: Additional Fields

This tab is used to enter any additional data about the quotation that cannot be entered in the other screen's tabs with the possibility to rename these fields according to the user's preferences from **Texts Translation** screen in the system's **General Configuration**. It also can be configured in **Additional Fields Configuration** screen in **Onyx System Configuration**. Those data can be used in the various reports on quotations.



Sixth: Detailed Data

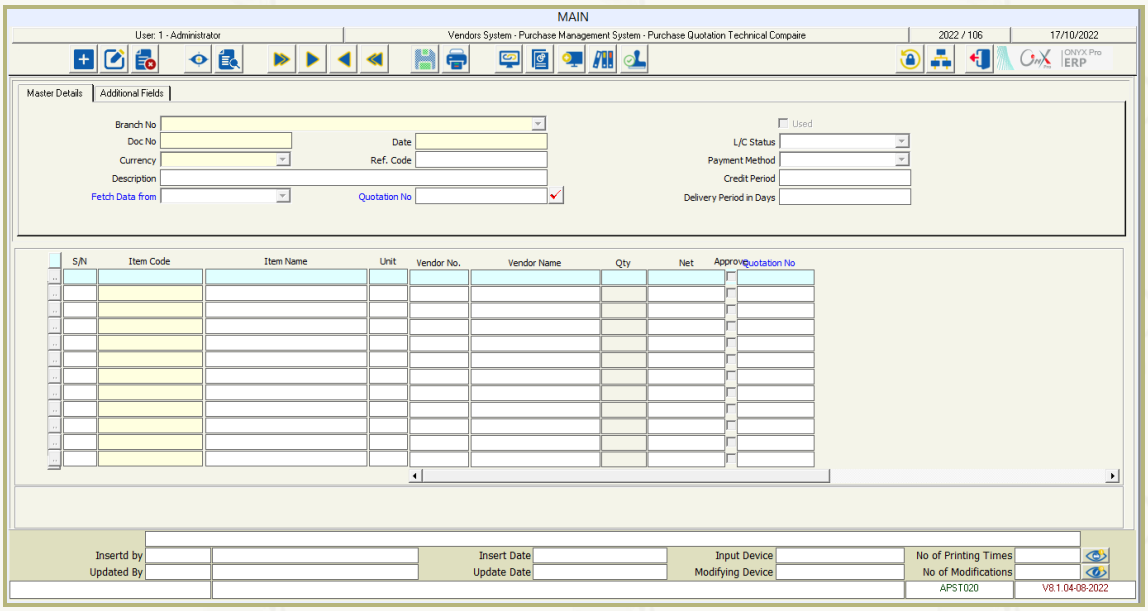
The detailed data appear upon selecting the request number with the possibility of modification as data can be entered directly as follows:

- **Item Number:** This field is used to enter items that are included in the quotation.
- **Unit:** If the item has one measurement unit, the system automatically displays it. When the item has more than one measurement unit, the user selects the unit from the list that appears after pressing F9.
- **Quantity:** This field is used to enter the item quantity in the quotation.
- **Price:** In this field, the users enter the price of the single item unit based on the offered quotation.
- **Discount:** If there is a discount at the item level, the user enters here the discount manually, whether it is a percent or amount, provided that **Use Disc. at Items' Level** parameter is activated in **Vendors Parameters** screen, and **Allow Discount – Purchases** flag is ticked in **Items Data** screen.
- **Tax:** This column appears if the organization pays VAT. The tax value appears when the item or vendor is subject to the tax and based on the tax type selected in the **Main Data** tab at the top of the screen.
- **Request Number:** The user selects the number of the request from the list that appears after pressing F9.
- **Amount:** The system automatically displays the amount. It is the result of multiplying the quantity of the item by the purchase price.

- **Description:** Upon activating **Display Description at Item Level** parameter in **Vendors Parameters** screen, the system displays an additional column for the description in order to enter an explanatory description at the item level.
- **Additional Fields:** Additional fields columns appear based on the number of fields that has been determined in **Show Additional Fields at Details Level** field within the System Parameters.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.
- **Approval:** After saving, the privileged user approves the quotation using the approval icon in the taskbar. This enables users to display the quotations in **Technical Comparison of Quotations** screen.

Technical Comparison between Quotations

Use: This screen is used to compare the quotations received from vendors and select the best offer from the organization's point of view. In order to make comparison, more than one quotation must be fetched from different vendors but the currency must be the same.



How to use this screen:

This screen is used after clicking on **Add** button as follows:

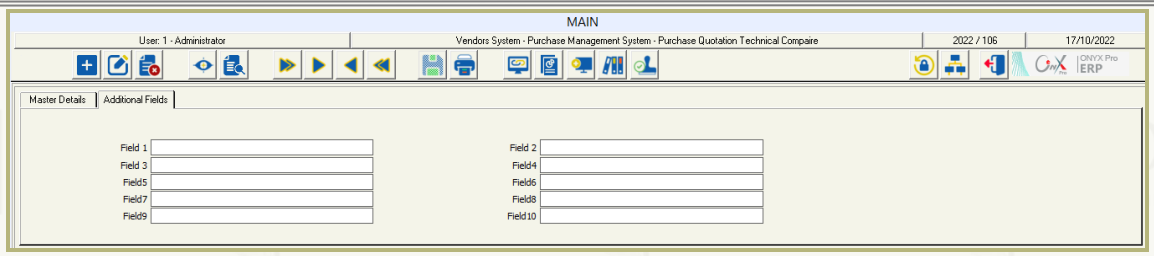
First: Main Data

- **Branch Number:** In this field, the branch, from which the user accessed, appears with the possibility to change it when the user has the privilege to work on more than one branch.
- **Document Number:** This field is used to handle the serial number of the technical comparison between quotations documents. It is used based on the configuration of the document sequence that has been set in the **Vendors Parameters** screen, whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Date:** This field is used to handle the date of the quotation's technical comparison. It is used based on the date configuration that has been set in the **Vendors Parameters** screen, whether the date is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Currency:** The user selects the currency, in which the comparisons will be performed. Note that the currency of the different quotations must be the same.

- **Reference Number:** In this field, the user enters the reference number of the quotation's technical comparison, whether in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in the **System Parameter** screen.
- **Center Number:** The system automatically displays the number of the center based on the quotation.
- **Description:** In this field, the user enters an explanatory description about the quotation's technical comparison. It is an optional field and can be mandatory upon activating the **Description is Mandatory** parameter in the **System Parameter** screen.
- **Fetch Data from:** The system automatically displays **Quotation** option by default upon clicking on the **Add** button.
- **Quotation Number:** By clicking (√) symbol next to this field, the system displays a list of approved quotations to select the required ones in order to be fetched in the detailed data section for comparison.
- **Used:** This flag appears automatically ticked upon sending the technical comparison among purchase quotations to **Filter Purchase Quotations by Technical Comparison** screen.
- **Approval Status:** The status automatically appears based on the procedure that has been done to the technical comparison whether **Unapproved**, **Approved**, **Rejected**, or **Pending**.
- **Payment Method:** The user selects the payment method for information.
- **Credit Period:** The users determine the credit period for information.
- **Delivery Period by Days:** The users determine the delivery period in days for information.

Second: Additional Fields

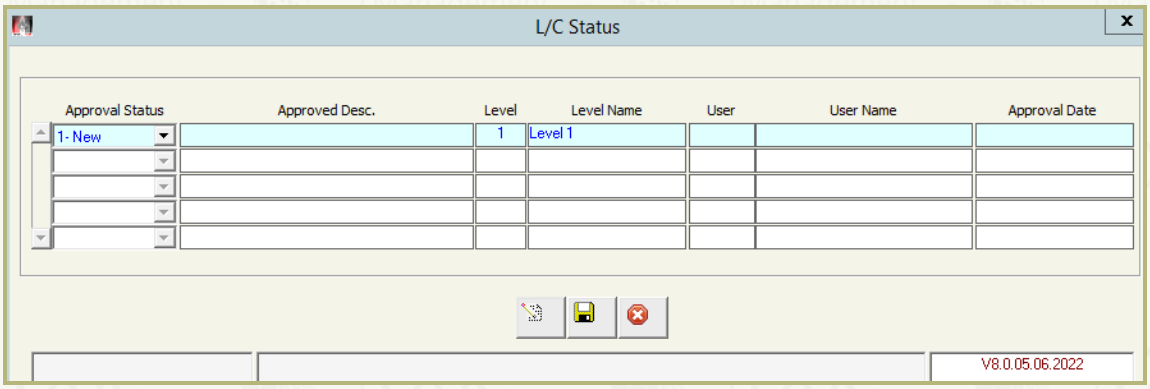
This tab is used if the user needs to enter additional data of the comparison that are not included in the rest of the screen's tabs with the possibility to rename these fields by the user in **Texts Translation** screen within the System General Configuration. They can also be configured in the **Additional Fields Configuration** screen within the **Onyx System Configuration**. These data are used in the various reports on comparisons.



Third: Detailed Data

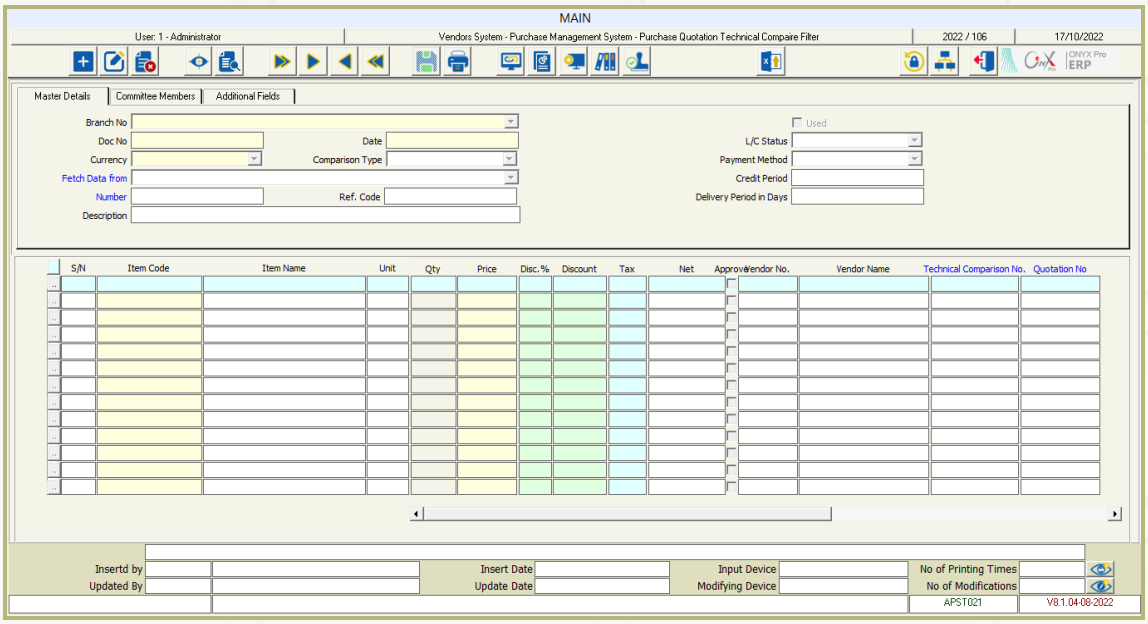
The system automatically displays the detailed data of the quotations that need to be compared upon selecting the quotations in **Quotation Number** field in the **Main Data** tab. In the detailed data part, the users work only on the quotations that have been selected as follows:

- **Approval:** After comparison, the user ticks this flag for the selected items from the quotations.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.
- **Comparison Document Approval:** After saving, the users approve the technical comparison of purchase quotations using **Approval** button in the taskbar. Consequently, the system will allow displaying the technical comparison of purchase quotations in **Filtering Purchase Quotations by Technical Comparison** screen. Note that upon activating the automatic approval for a certain level in **Approval Levels** within the **System General Configuration**, the document will be automatically approved for that level.



Filtering Purchase Quotations by Technical Comparison

Use: This screen is used to approve the technical comparison of purchase quotations by the chairperson and committee members. Then, the data of filtering comparison are fetched to **Purchase Order**.



How to use this screen:

The screen is used after clicking on **Add** button as follows:

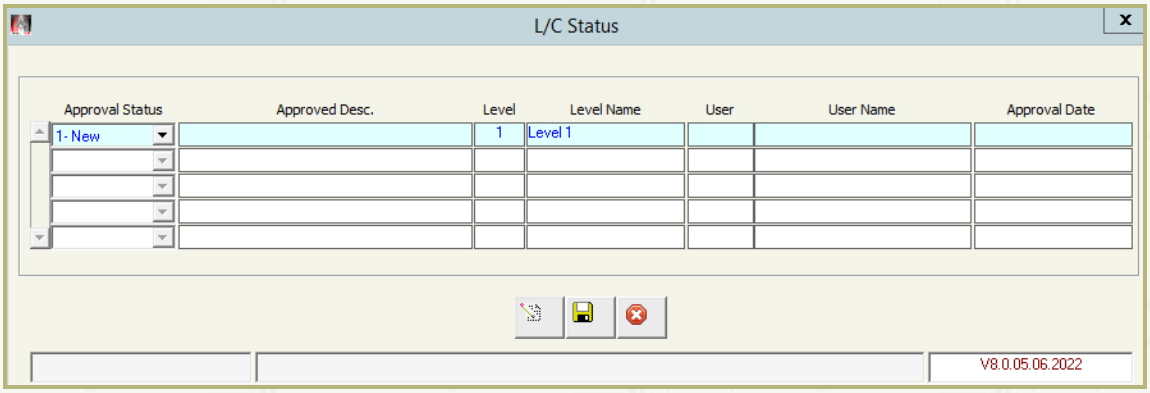
First: Main Data

- **Branch Number:** In this field, the branch, from which the user entered, appears with the possibility to change it if the user has privilege over more than one branch.
- **Document Number:** This field is used to handle the serial number of the document used in filtering the quotations by technical comparison. It is used according to the configuration of the document sequence that has been set in the **Vendors Parameters** screen, and whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Date:** This field is used to handle the date of filtering the quotations by technical comparison. It is used according to the document date configuration that has been set in the Vendors Parameters screen, and whether the date is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Currency:** The user selects the currency used in compared quotations.
- **Comparison Type:** This field includes types of comparison as follows:

- **Lowest Price:** Upon selecting this option and the comparison filters more than a quotation for the same item, the system automatically ticks the approval checkbox corresponding to the item with the lowest price in the detailed data section and it can be modified.
- **Manual:** If this option is selected, the filtration of the selected quotation will be manually done by the committee.

- **Reference Number:** The user enters a reference number for the filtration of quotations by technical comparison, whether it is in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in the **System Parameter** screen.
- **Fetch Data from:** The system automatically displays **Technical Comparison of Quotations** option upon clicking on **Add** button.
- **Number**: The user fetches the number of technical comparisons by pressing F9.
- **Description:** In this field, the user enters an explanatory description about filtering quotations by technical comparison. It is an optional field and can be mandatory upon activating **Description is Mandatory** parameter in the **System Parameter** screen.
- **Center Number:** The system automatically displays the number of the center based on the **Technical Comparison between Quotations**.
- **Approval Status:** The status of approval automatically appears in this field according to the procedure that has been done in the filtering quotation by technical comparison **Unapproved**, **Approved**, **Rejected**, **Returned**, and **Pending**.

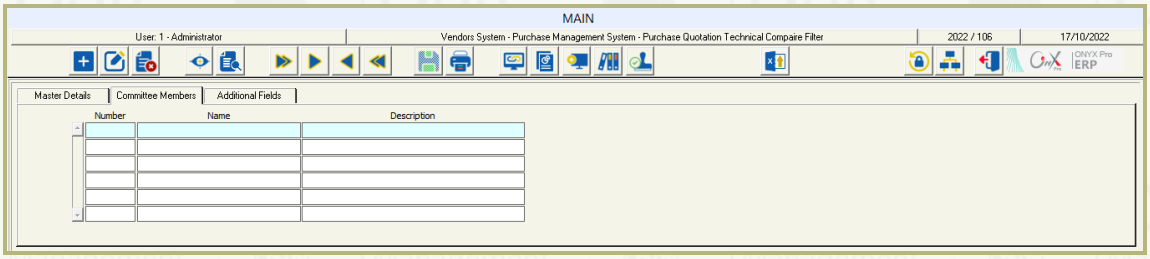
Hint: Upon activating the automatic approval of a certain level in **Approval Levels** in the **System General Configuration**, the document will be automatically approved for that level.



- **Used:** This flag appears ticked automatically upon sending the result of technical comparison filtration to the **Purchase Order** screen.
- **Payment Method:** The users determine the payment method for information.
- **Credit Period:** The users enter the credit period for information.
- **Delivery Period in Days:** The users enter the delivery period in days for information.

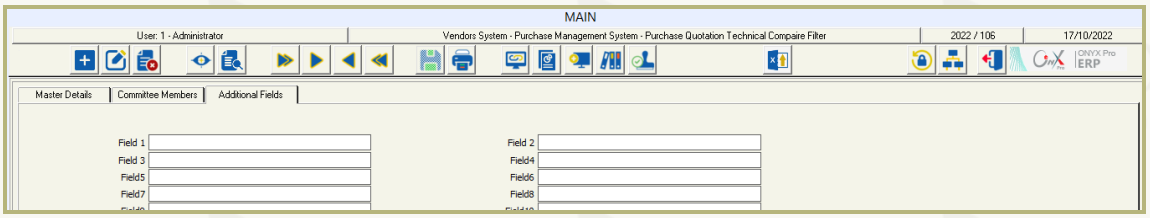
Second: Committees Members

In this tab, the chairman and members of the Filtering Technical Comparison committee – who will approve the filtering document– will be fetched from the **General Codings** screen in the **System General Configuration** by pressing F9.



Third: Additional Fields

This tab allows creating new fields needed by the user to display data or additional information on filtering purchase quotations based on technical comparison, this information can be useful in reports. The users can modify the names of additional fields through **Texts Translation** within the **System General Configuration**.



Fourth: Detailed Data

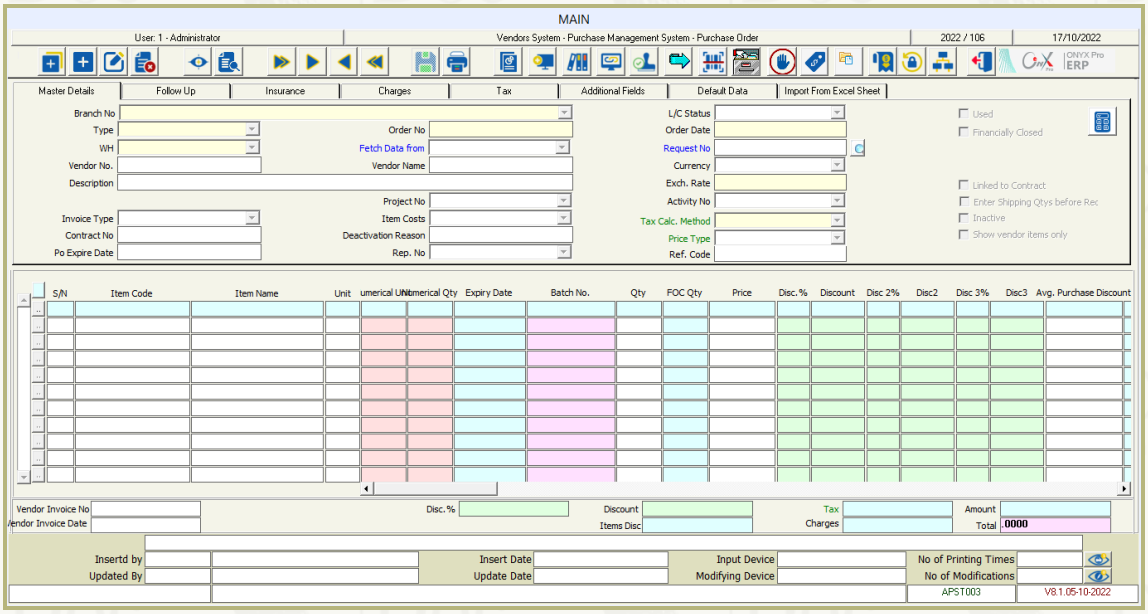
The system automatically displays the detailed data of filtering quotations by technical comparison upon selecting the number of the technical comparison in the **Number** field in the **Main Data** tab. The documents in the detail data section are approved based on the selected type of comparison. If the selected type is **Lowest Price**, the system makes an automatic comparison between the offers and selects the lowest price with the ability to modify the approval manually. If the comparison type is **Manual**, the user must approve the most appropriate offer for each item based on aspects other than or in addition to the price.

- **Approval:** The users tick this checkbox corresponding to the items selected based on the technical comparison of the purchase quotations.

- **Save:** Upon entering the needed data, the users can save data using the available means of saving.
- **Approve Filtering Comparison:** After saving, the privileged user approves the filtration of purchase quotations based on technical comparison using **Approval** button in the taskbar. Consequently, the system allows displaying the result of technical comparison filtration in purchase order.

Purchase Orders (PO)

Use: The screen is used to issue purchase orders directly –in case of not activating **Link PO to PR** parameter– or based on purchase request. It also enables following up on the issued, performed, and late purchase order in order to take appropriate procedures. Using the purchase orders can be determined as mandatory at the user level from **Transactions Privileges** screen.



How to use this screen:

The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** In this field, the branch, from which the user accessed, appears with the possibility to change it if the user has the privilege to work on more than one branch.
- **Type:** The user selects the type of purchase order from the list of Purchase Orders Types.
- **Order Number:** This field is used to handle the serial number of the purchase order according to the configuration of the document sequence that has been set in the **Vendors Parameters** screen, and whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**. The sequence also depends on the method of the purchase orders sequence that has been configured in the parameters, and whether it is a general sequence for all types **cumulative** or **by type**.
- **Order Date:** This field is used to handle the date of purchase order according to the document date configuration that has been set in the **Vendors Parameters** screen,

and whether the date is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.

- **Warehouse:** This field is used to select a warehouse in which the purchases will be received. Note that this field does not appear upon activating **Use Multiple Warehouses** parameter in the **Vendors Parameters** as the warehouse will be selected at the item level in the detailed data section.
- **Fetch Data from:** The field includes multiple options from which data can be fetched to purchase order, such as **Purchase Order**/ **Quotation**/ **Customer Request**/ **Sales Invoice**/ **Projects Technical Study**/ **Quotations Technical Comparison Filtration**/ **Purchases Invoice**/ **Auto Purchase Request**. Upon selecting one of these documents, the user selects the document and its number in **Doc No.** field.
- **Document Number:** It is used to select the document that will be fetched –upon using **Fetch from** field– from the list that appears after pressing **F9** button. The user can also display the partly implemented purchase requests by pressing F8 upon fetching data from a purchase request.
- **Vendor Name/ Vendor Number:** These fields are used to enter the vendor from which the organization will buy. The vendor number can be selected by the user after pressing F9, or can be automatically fetched in case of fetching the data from **Purchase Order** or **Quotation**. Entering the vendor number is optional, but entering the vendor's name is mandatory.
- **Currency:** The user selects the currency used in the purchase transaction.
- **Description:** In this field, the user enters an explanatory description about the purchase order. It is an optional field and can be mandatory upon activating the **Description is Mandatory** parameter in the **Vendors Parameter** screen.
- **Reference Number:** Here, the user enters the reference number of the purchase order in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in the **Vendors Parameter** screen.
- **Cost Center/ Project/ Activity**: These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting

Multiple option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the Detailed Data section. It is used in analyzing purchases by centers/ projects/ activities and extracting total and detailed reports.

- **Invoice Type:** In this field, the users select the type of invoice to which the order will be fetched, whether it is a domestic purchase invoice, foreign purchase invoice, linked to a goods received order, or all those types. Consequently, the order will appear only in the selected type.
- **Items Costs:** This field is used to select a method to display the item price in **Price** from the following:
  - **Last Goods Received Price:** When this option is selected, the shown cost is the last price of received goods.
  - **Average Cost:** When this option is selected, the shown cost is the average cost of the item.
  - **Vendor Price:** When selecting this option, the cost will be the vendor's price in the **Vendors Items** screen.
- **Tax Calculation Method:** This field appears upon activating **Use VAT** parameter in the **General Parameters** screen in the **System General Configuration**. Upon clicking on **Add** button, the system displays the default tax calculation method that has been defined and linked to the branches in **Tax Calculation Methods** screen in the **System General Configuration**. Upon selecting the vendor in the purchase order, the system displays the tax calculation method that is linked to the vendor in the **Vendors Data** with the possibility to modify it based on the privilege granted at the level of each method of tax calculation methods in **Inputs Privileges** screen.
- **Price Type:** This field appears upon activating **Use VAT** parameter in the **General Parameters** screen within the **System General Configuration**. The system automatically displays **Price without Tax** in this field upon clicking on **Add** button, but this option is automatically modified upon selecting the vendor according to the price type linked to the vendor in the **Additional Data** tab in **Vendors Data** screen.
- **Used:** When this flag appears ticked, it means the order is used in the Goods Received Note (GRN) or purchase invoice.

- **Financially Closed:** This option has no impact. However, some organizations have to audit purchase order in case there are items not owned by the organization but need to be saved in the purchase order and recorded by a journal entry on the vendor. The users can review reports on these items from **Purchase Orders Reports** screen.
- **Needs Inspection Upon Income:** This flag appears upon activating **Use Purchases Inspection** parameter in the **Vendors Parameters** screen. Upon ticking it (√), the system displays purchase order in **Purchase Order Inspection** screen. In case of not ticking it, the purchase order can be fetched directly to the **Domestic Purchases GRN** or **Purchases Invoice**.
- **Service Invoice:** This flag appears upon activating **Use Service Items** parameter in the **Vendors Parameters**. Upon ticking it (√), the purchase order will be dedicated to service items. Thus, the system will only process service items that have been defined in the **Item Data**.
- **Linked to Contract:** This flag appears if **Link Contracts to Purchase Orders** parameter in the **Vendor Parameters** is **Optional** or **Mandatory**. If it is linked to a particular contract, the user ticks on this flag and selects the contract in the **Contract Number** field that appears in the **Main Data** in order to link it to the purchase order.
- **Enter Shipping Quantities before Receipt:** In order to activate this flag, the user must enter the quantities of items included in the purchase order in the **Shipping Data** screen before implementing the items received transaction.
- **Inactive:** Ticking this flag prevents using purchase order in the purchase invoice, and users need to mention the reason for inactivation in **Deactivation Reason** field.
- **Show Vendor Items Only:** Upon ticking this flag, the system displays vendor's items only within the items list – upon entering items in the detailed data section. This is useful in facilitating the entry of items by the user.

Second: Detailed Data

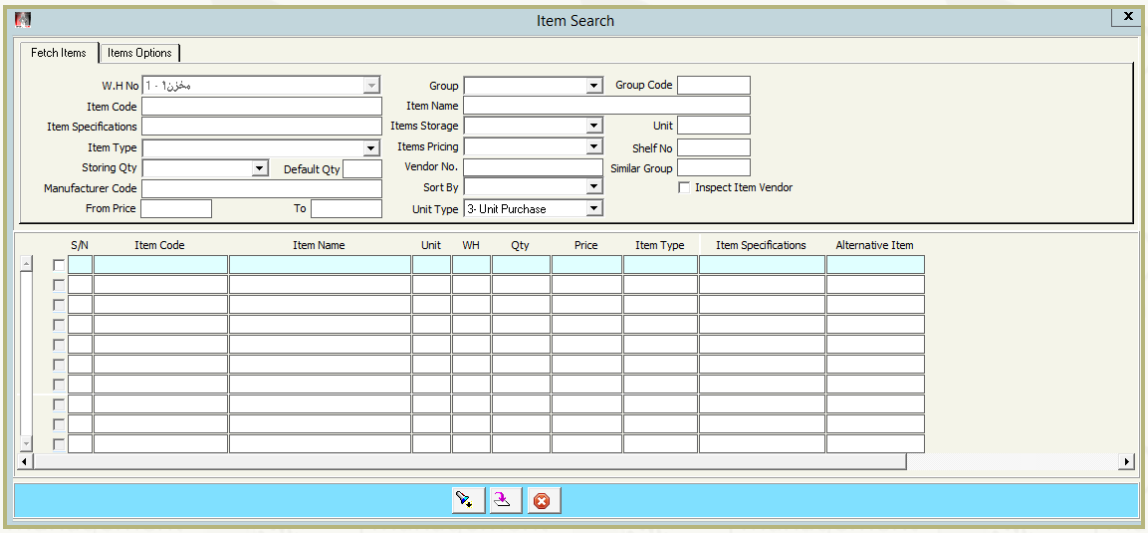
Upon selecting a certain document in **Fetch Data** field and selecting the document number, the data automatically appear in the detailed data section. In case of not using Fetch Data field, the users enter the detailed data manually as follows:

- **Item Number/ Name/ Unit/ Item Size/ Item Specifications**: In these fields, the user selects the item number after pressing F9, then the system displays the item name and

unit automatically. The system also displays the item size upon activating **Show Item Size in Transactions** parameter in the **Vendor Parameters** screen. If the item uses multiple units, the users select them from the units list. The system automatically displays the item specifications that have been defined in the **Items Data** screen.

Note:

- Upon activating **Use Vendors Price Lists** parameter, the item must be included in the vendor prices list in order to fetch the item.
- The users can search for the item using the vendor's item number based on Vendors Items screen that appears upon **Link Item to More Than One Vendor** parameter.
- The user can show the expiry date and batch number with the components by pressing F7 in **Item Number** field. The users can also filter the items using **Purchase Order Number**, **Request Number** and **Request Status (Executed– Not executed– Partially Processed)** in **Item Options** tab.



- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.
- **Factor:** This column appears upon activating **Show Numerical Unit Factor in Transactions** parameter in Inventory System. The system automatically displays the factor that has been entered in the **Items Data** screen.
- **Numerical Quantity:** This field is used to handle weights and record the numerical quantity that the system will convert into a measured quantity in the **Quantity** field. The

measured quantity also can be entered and converted by the system to a numerical quantity in this field.

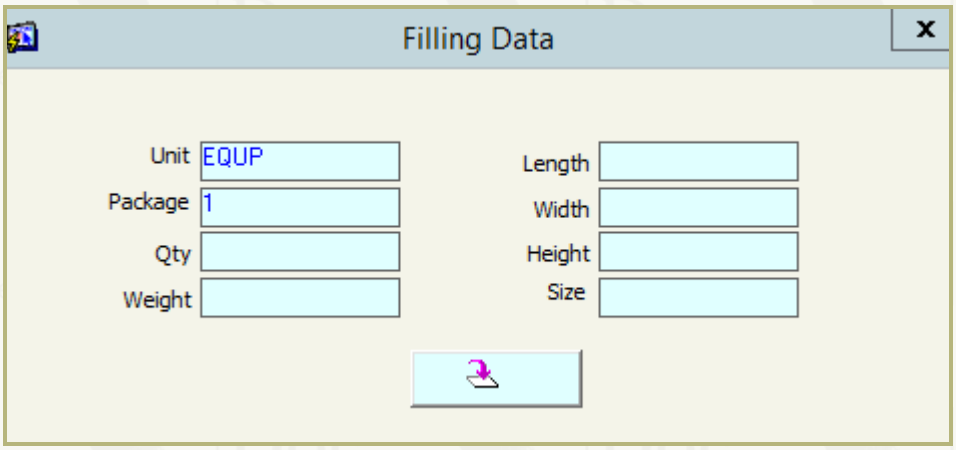
- **Group Name:** This column appears upon activating **Show Group Name in Purchase Order** parameter.
- **Expiry Date:** The users enter the actual expiry date in this field when the item has an expiry date based on the **Items Data** screen. The system automatically displays the expiry date for certain items such as food or medicine.
- **Batch Number:** The user determines the batch number using several methods as follows:
  - The user can always enter the batch number manually.
  - In the case of using the automatic configuration of batch numbers, the system automatically generates the batch number based on the option selected in **Link Items to Batches** screen with the ability to modify it. The user can also select the batch number from the list that appears upon pressing F9 button. The following table shows how the batch number is configured.

	Color		Shape		Model		Gender
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

- Batch No. 1111 means long, red, old, and for women (in case of numbering at the level of all columns).
- Batch number 111 means long, old, and red (in case of numbering at the level of three columns).
- Batch number 11 means long and red (in case of numbering at the level of two columns) and so on.
- In case of activating **Generate Batch No. from Item No. (Auto Seq.)** parameter in **Inventory System Parameters** screen, the system automatically generates the batch number based on the item number and the sequence will be automatic, with the possibility to modify the automatically generated batch number.
- **Length/ Width/ Height/ Number:** These columns appear according to what has been selected in **Display Dimensional Measurements in Transactions Screens** field in the

Inventory System Parameters which can be **Size**, **Area**, **Lengths**, or **Number**. The system displays the length, width, and height of the item according to what has been entered in the **Item Data**.

- **Quantity:** The users enter the quantity of purchase order in this field. Upon using the **Weight System** and entering numerical quantity, the system automatically converts it to a measured quantity in **Quantity** field. The users can review the available quantity and sold unissued quantities by pressing F7 button.
- **Packing Data:** This button appears next to **Quantity** column upon activating **Use Packing Data** parameter. Once clicked, a small screen appears in which the users enter the packing data such as unit, package, quantity, weight, length, width and height. The users can display **Packing Data** screen by pressing F6 button when the cursor is in **Quantity** field.



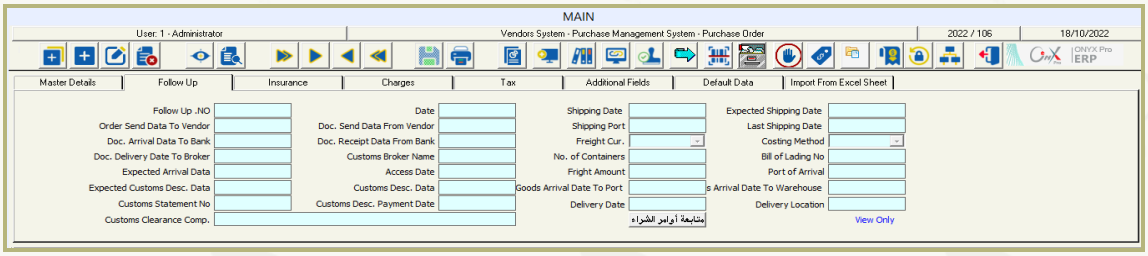
- **Free of Charge Quantity:** This field is used to enter the free of charge quantity if the organization grants them. Note that the item must be configured to handle free of charge quantities.
- **Price:** This field is used to enter the price of the item's single unit. The price automatically appears according to what has been entered in **Item costs** field or according to the estimated cost that has been entered in the **Purchase Request** upon fetching data from the **Purchase Request**.
- **Profit Percent/ Selling Price:** These columns appear upon activating **Fetch Selling Price from Purchase Order** parameter. The user can set a price by entering the profit percentage or entering the selling price directly, users also can determine a pricing level different from the default one. The users are given the privilege of entering the selling price in the purchase order from **Transactions Privileges** screen.

- **Discount:** The users enter the discount at the items level (if any) whether it is a percentage or an amount. The number of **Discount** columns depends on what has been selected in **Number of Discounts** parameter.
- **Average Purchase Discount:** This column displays the average purchase discounts by dividing the total discount amounts by purchasing price.
- **Price After Discount:** In this column, the system displays the purchase price after deducting the discounts.
- **Tax:** The value-added tax automatically appears in this field if the system uses it and the item is subject to tax.
- **Total:** In this field, the total cost of the item appears, which is the quantity multiplied by the price.
- **Additional Charges:** This column shows the item's share of charges.
- **Warehouse:** This column appears upon activating **Using Multiple Warehouse** parameter in **Vendors Parameters** screen. It is used to select the concerning warehouse from the list that appears after pressing F9.
- **Delivery Date:** In this field, the user enters the default delivery date of the items included in the Purchase Order.
- **Average Cost:** In this field, the system automatically displays the average cost of the item.
- **Last Good Received Price:** In this field, the system automatically displays the last good received price to use upon preparing the purchase order.
- **Barcode Number:** This column appears upon activating **Show Barcode Number** parameter in **Vendors Parameters** screen. The number of item barcode appears in this column.
- **Vendor Item Number:** This column appears upon activating **Show Vendor Item Number** parameter. It shows the number of the items that have been entered in **Vendor Items** screen.
- **Available Quantity:** The system automatically displays the available quantity of the item upon issuing the purchase order.
- **Previous Processed Quantity:** In this field, the system displays the item quantity that has been issued in previous orders and fetched to the purchase invoices.

- **Previous Unprocessed Quantity:** In this field, the system displays the previous unprocessed quantity of the item according to purchase order.
- **Total Volume:** This column appears if the item has **Volume** based on the **Items Data** screen. So, the **Quantity** field is multiplied by the **Volume** field –its value has been entered in **Items Data** screen– to calculate the total volume that appears in this field for information.
- **Description:** This column appears upon activating **Display Description at Item Level** parameter in **Vendors Parameters** screen. It is used to enter the description at the item level (if needed).
- **Additional Fields:** These columns appear according to the number of fields selected in the system parameters in **Show Additional Fields at Details Level** field.
- **Request Number:** The system displays the number of the request automatically if the purchase order is linked to a purchase request.
- **Cancel:** The user ticks on this option for the item(s) needs to be canceled from purchase order. Thus, the system will not fetch it into the purchase invoice.

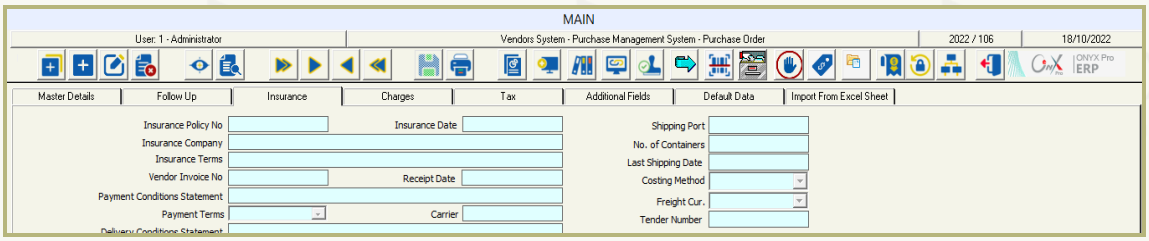
Third: Follow-Up Data

In this tab, the system displays the follow-up data related to the purchase order entered in **Follow-up Purchase Orders** screen. These data are read-only. This tab contains a button through which the users can navigate to **Follow-up Purchase Orders** screen. This tab also displays the latest modified data in **Follow-up Purchase Orders** screen for the selected purchase order.



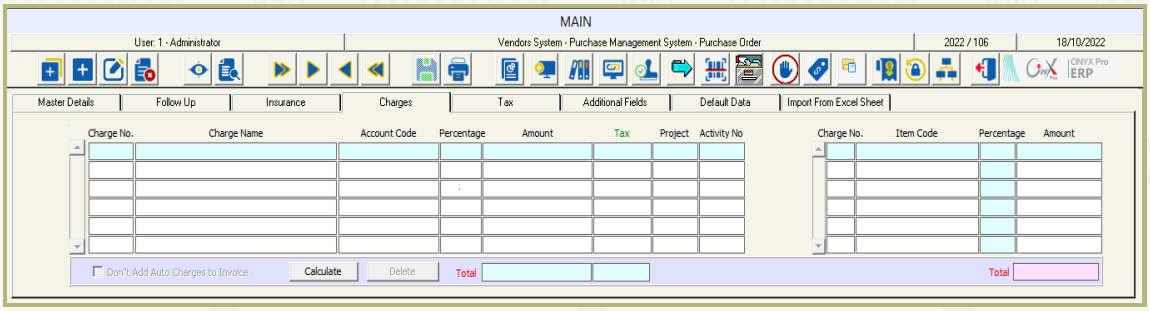
Fourth: Insurance

This tab includes the data of insurance linked to the purchased goods based on the purchase order. The data should be entered manually.



Fifth: Charges

In this tab, the users can add any charges to purchase order, whether these charges are recorded for the vendor or on the vendor, such as transportation allowances and so on.



- **Auto Display Purchase Charges Data:** After saving the data that were entered in the main data tab in **Purchase Order** screen and navigating to the **Charges** tab, the system automatically displays the charges calculated on items that are included in the purchase order. These charges are the ones defined in **Purchase Charges** screen in the **Vendors System Configuration** and for which **Auto Fetch Charges** flag is ticked.
- **Manual Add of Purchase Charges Data:** Upon defining charges in **Purchase Charges** screen but not activating **Auto Fetch Charges** flag, users will need to add the purchase manually in this tab as follows:
  - **Charge Number:** In this field, the users select the charge number after pressing **F9**.
  - **Charge Name:** This field is used to select the charge from the ones that appear after pressing F9. These charges have been coded in **Purchase Charges** screen within **Vendor System Configuration**.
  - **Account Number:** The number of the charge account appears automatically upon selecting the charge number. The account will be **debited** with the charge amount if the charge classification is (**Addition**) and it will be **credited** with the charges amount if the charge classification is (**Discount**).
  - **Percentage:** The selected percentage is automatically displayed on **Charges** screen next to the account.
  - **Value:** The system automatically displays the value of the charge. When using the charge type as **Percent**, the **Value** is the result of multiplying the percent by the total value according. Meanwhile, upon using the charge type as **Amount**, the

system fetches the amount entered in **Purchase Charges** screen and it can be modified.

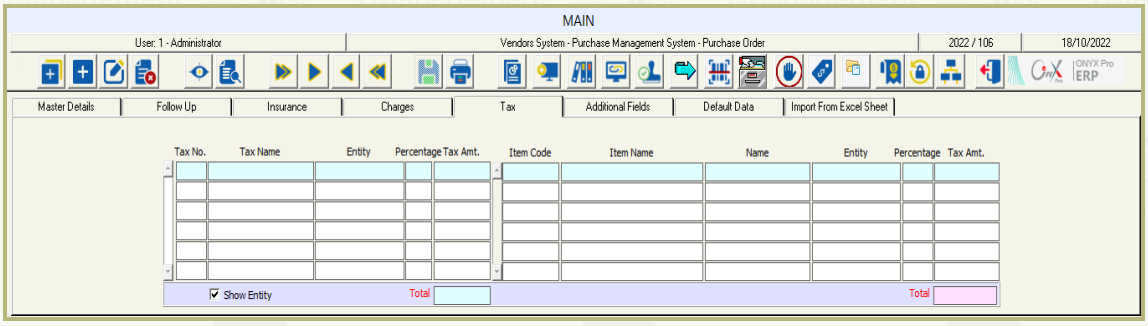
- **Tax:** In this column, the system automatically displays the tax on the charge as defined in **Purchase Charges** screen.
- **Center/ Project/ Activity Number:** These fields are used to determine the cost center, project, and activity related to the charge, noting that the charge can be repeated for more than one subledger.

- **Not Auto Add Charges to Invoice:** This flag is used when the charges are calculated automatically but the user doesn't want to add or render the impact of the charges on the purchases invoice.
- **Calculate:** Upon clicking on this button, the system adds the charges to the order total value.
- **Delete:** Upon clicking on this button, the system deletes the charges from the cost of the purchase order.

Sixth: Tax

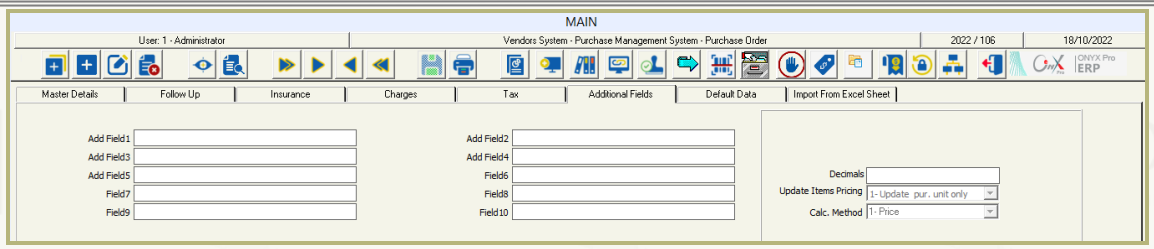
This tab displays the payable tax on the items according to what has been entered in **Link Items to Tax Types** screen. This tab is divided into two parts:

- **Left Section:** It calculates the taxes on items at tax type level.
- **Right Section:** It displays the details of each type –entered in the left section– at the item level.



Seventh: Additional Fields

This tab is used to add additional data that are not included in the rest of the screen's tabs with the possibility to rename these fields as needed by the user in **Texts Translation** screen in the **System General Configuration**. These data are used in the various reports of the purchase order.



- **Items Pricing**: The pricing fields appear in **Additional Fields** tab upon activating **Fetch Selling Price from Purchase Order** parameter in **Vendors Parameters** screen. It is used upon pricing new items that are not priced in **Items Pricing** screen or updating the prices of a certain pricing level in **Items Pricing** screen within **Inventory System**.
- **Selling Price:** This field is used to select the pricing level according to which the items will be priced (Retails – Wholesale – Private … etc.). This can be done through the following formula:

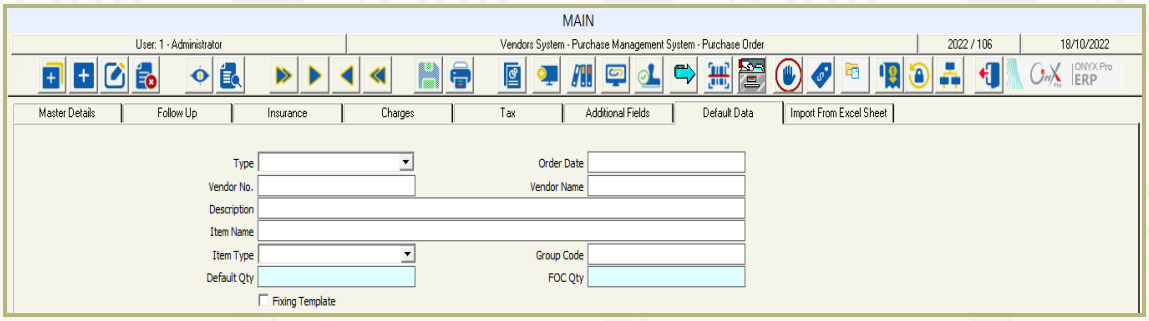
  Pricing Level = Purchase Price (+, –, x, %) (Percentage%)

  For Example: Retail Price = Purchase Price + (15%)
- **Calculate:** Upon clicking on this button, the system calculates the selling price for all unpriced items based on the formula entered in the previous fields.

Eighth: Default Data

This tab is used to facilitate entering the item records. It includes the following parts:

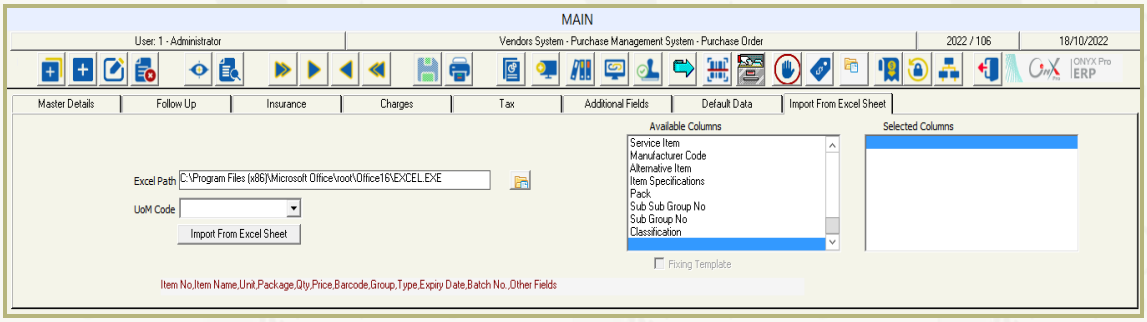
- **Filtration Fields:** They include (**Type**/ **Order Date** / **Vendor**/ **Description**/ **Item Name**/ **Item Type**/ **Group Number**). They are used to facilitate searching for the items.
- **Default Quantities Fields:** They include (**Default Quantity**/ **FOC Quantities**). They are used to determine the quantities of items by default values with the ability to modify them.
- **Fixing Template:** If the user ticks this flag, the system copies filtration fields and default quantities fields for the upcoming transactions.



Ninth: Import from Excel Sheet

The system imports data from Excel file that is formatted according to what is on the screen.

- **Excel File Path:** The users determine the path of Excel file in **Users Data** screen, **Default Values** tab, at the level of each user.

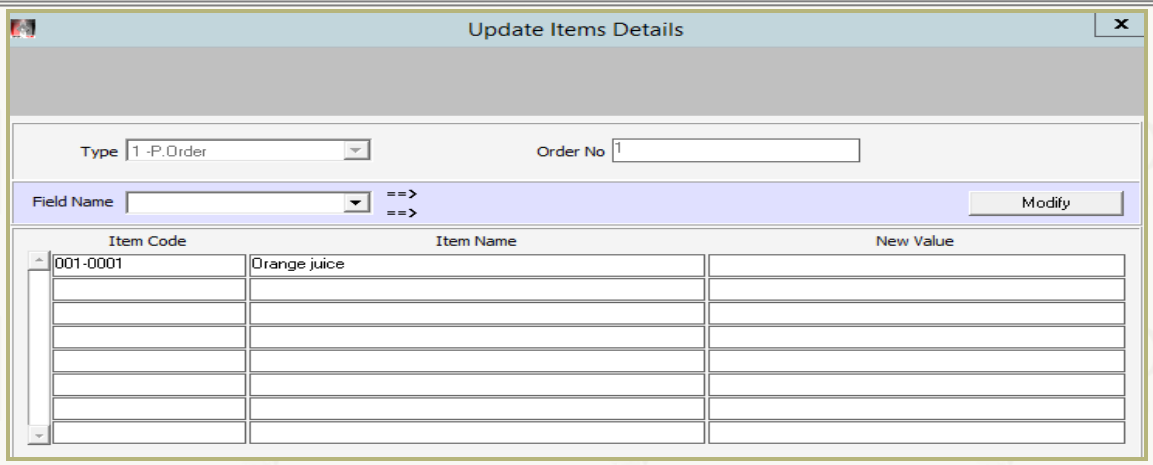


- **Order and Import Excel File:** The users prepare and order the Excel sheet according to the format supported by the system. It is installed in **Contracts Data** screen. It includes columns that have been already selected and ordered by the users. So, the users prepare and order the Excel sheet according to the selected format.
- **Add Columns:** When the users want to add one or more columns to the formula installed on the screen, they transfer them from **Available Columns** box to **Selected Columns** box. Note that these columns will be added after the formula columns. Then, the system starts importing the data to the screen unless there is an error preventing importing the data.
- **Unit of Measurement Code:** Here, the user selects the unit of the measurement symbol. If there are new items in the Excel file that will be imported, the system automatically adds their data, and the symbol of the measurement unit is the one that has been determined in this field. Note that if the users determined a measurement unit in Excel, it will have priority.
- **Import from Excel Sheet:** Upon clicking this button, the system imports the data from Excel.

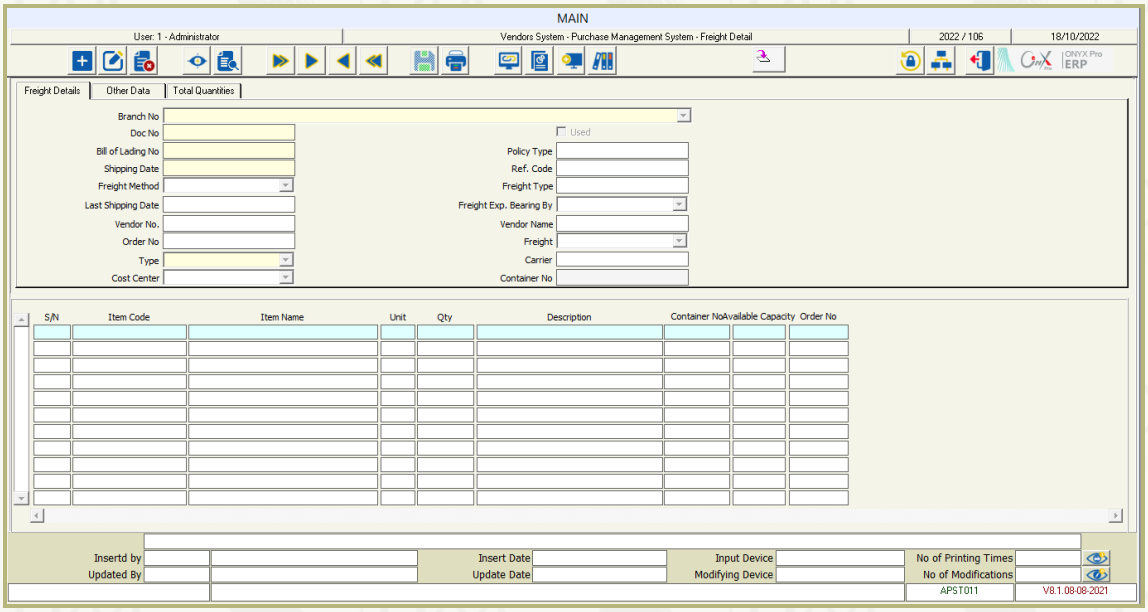
Tenth: Helping Icons

At the top of the screen, there are icons that help the user during work including:

Update Items Data: Upon clicking on this button, a screen appears, in which, the users modify the (value) of several fields of the item that have been entered in the **Items Data** screen.

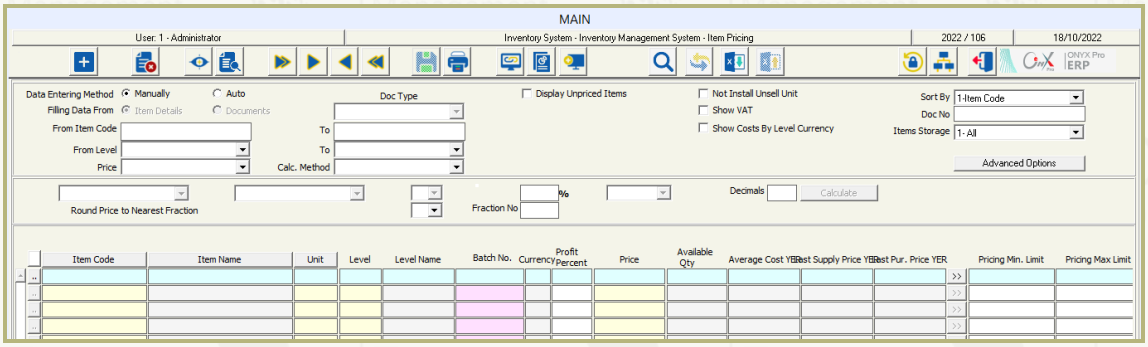


- **Field Name:** After clicking on this field, the users select the fields they need to modify from the list that appears, such as (**Item Name**, **Unit**, **Item Type**, **Reorder Point**, **Item Size**, etc.). For example, in order to update **Item Name**, the users should follow these steps:
  - **Field Name:** The users should select the field name from the list in this field.
  - **Corresponding Field:** The users modify the item's name in this field. For example, the users can enter Trial 99 instead of Trial 66.
  - **Save:** Upon clicking on this button, the item's name will be updated and it will affect **Items Data** screen.
- **Freight Data:** Upon clicking on **Freight** icon, **Freight Data** screen appears. This screen does not have any accounting impact. However, it is used to audit the freight data of the purchase order.

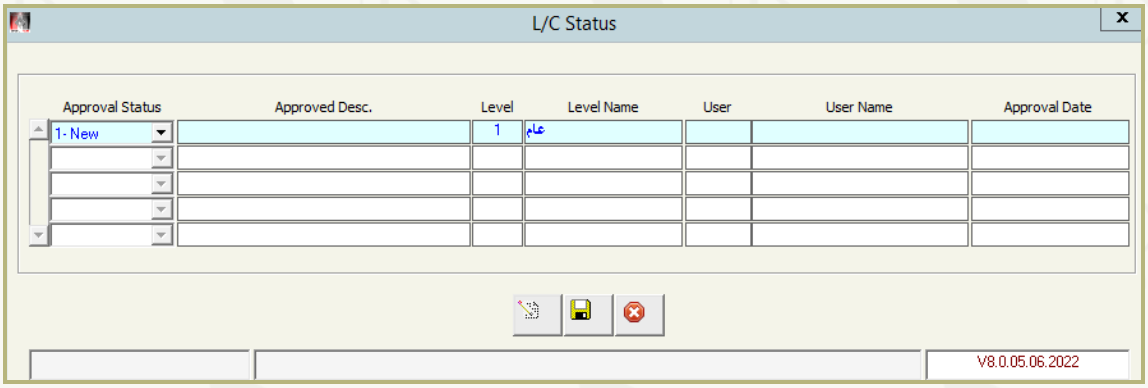


- **Print Item Barcode:** Upon clicking on this icon, **Print Item Barcode** screen appears from **Inventory System** in order to print the item's barcode.

- **Items Pricing:** Upon clicking on this icon, **Item Pricing** screen appears in the **Inventory System** in order to add the items' selling prices. This icon appears only for the users who have the privilege to work on **Item Pricing Data** screen.

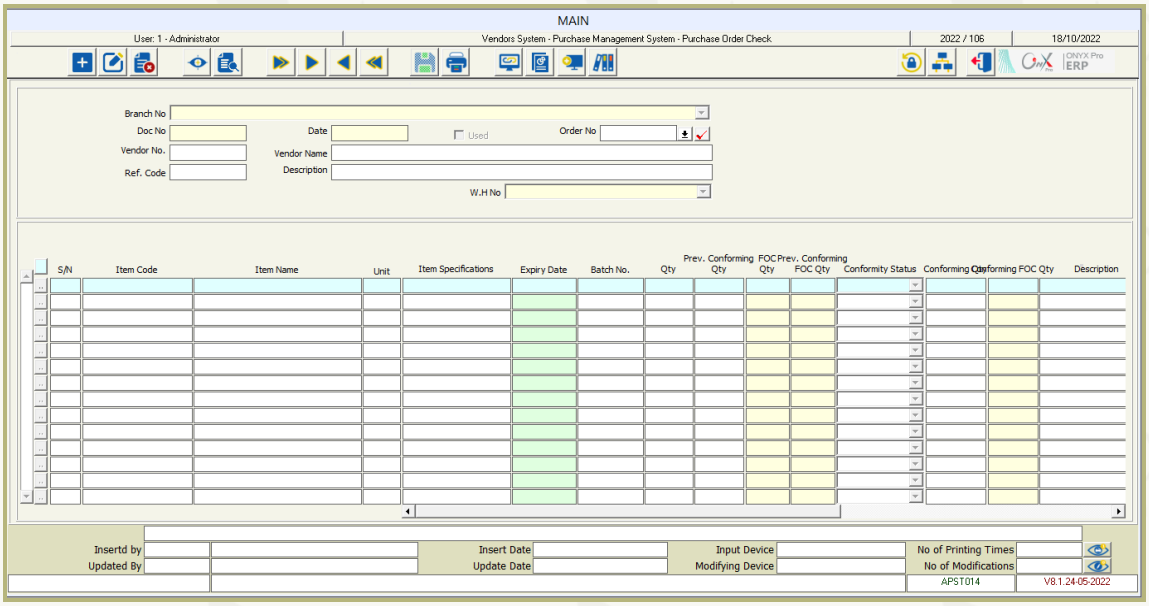


- **Save:** Upon entering the needed data, the users can save data using the available means of saving.
- **Approve:** After saving, the users approve the purchase order data using **Approval** button on the taskbar. The users who have the privilege can redirect the purchase order to another user in order to approve it. Note that upon using the automatic approval for a certain level, the system automatically approves the document at that level.



Purchase Orders Inspection

Use: This screen appears upon activating **Use Purchases Inspection** parameter. It is used to inspect the received quantity of the items based on the purchase order before storing them in the warehouses. Note that the user must activate **Inspect Upon Receiving** flag in **Purchase Order** screen.



How to use this screen:

This screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** In this field, the branch, from which the user accessed, appears with the possibility to change it if the user has the privilege to work on more than one branch.
- **Document Number:** This field is used to handle the serial number of purchase order inspection. It is determined according to the documents' sequence configuration that has been done in the **Vendors Parameters** screen, and whether it is an **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Date:** This field is used to handle the date of purchase order inspection, according to the document date configuration that has been made in the **Vendors Parameters** screen, and whether the date is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Order Number:** In this field, the users select the purchase order needed to be inspected from the list of purchase orders that appears after pressing **F9**. This list includes only the approved purchase orders. Upon selecting an order and clicking on

the button that appears next to this field, the system displays the detailed data of the items included in the selected purchase order. The users can fetch the purchase order after pressing **F3** when the cursor is in **Order Number** field.

- **Vendor Number/ Vendor Name:** After selecting the purchase order in **Order Number** field, the system automatically displays the number and name of the vendor.
- **Reference Number:** In this field, the users enter the reference number of the purchase order inspection in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in the **Vendors System Parameter** screen.
- **Description:** In this field, the users enter an explanatory description about purchase order inspection. It is an optional field and can be mandatory upon activating **Description is Mandatory** parameter in the **Inventory Parameters** screen.

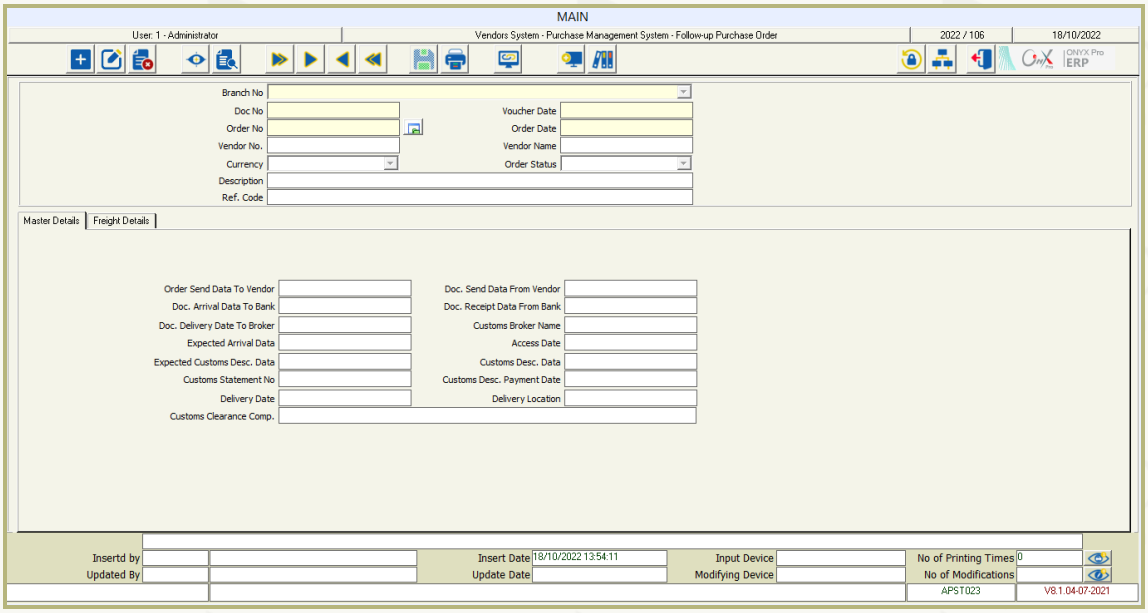
Second: Detailed Data

Upon selecting the purchase order number, the data of the goods received order will appear in the detailed data section. The user must perform the matching process as follows:

- **Quantity:** The system automatically displays the quantity included in the purchase order.
- **Previous Conforming Quantity:** The system automatically displays the quantity that has been checked in the previous inspection transactions.
- **Free of Charge Quantity:** The system automatically displays the free of charge quantity included in the purchase order.
- **Previous Conforming Free of Charge Quantity:** The system automatically displays the free of charge quantity that has been checked in a previous inspection process.
- **Match Status:** This field is used to select the matching status and whether it is (**Not Checked** – **Conformable** – **Partially Conformable** – **Not Conformable**).
- **Conforming Quantity/ Conforming Free of Charge Quantity:** These columns are used to enter the quantities that match the specifications of the purchase order quantities or the free of charge quantities in the related fields.
- **Order Number:** In this column, the system displays the order number of the item upon fetching more than one order in the same inspection.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Follow-up Purchase Orders

Use: This screen is used to follow up on purchase orders starting from the date of sending the purchase order to the vendor, checking the dates of sending the documents from the vendor, the arrival of the documents to the bank, and ending with receiving it by the bank. It is also used to follow up on the clearance of the goods customs as well as the data of goods shipping. The system allows adding more than one follow-up document for the purchase order. Note that the latest follow-up document contains the newest information on the purchase order.

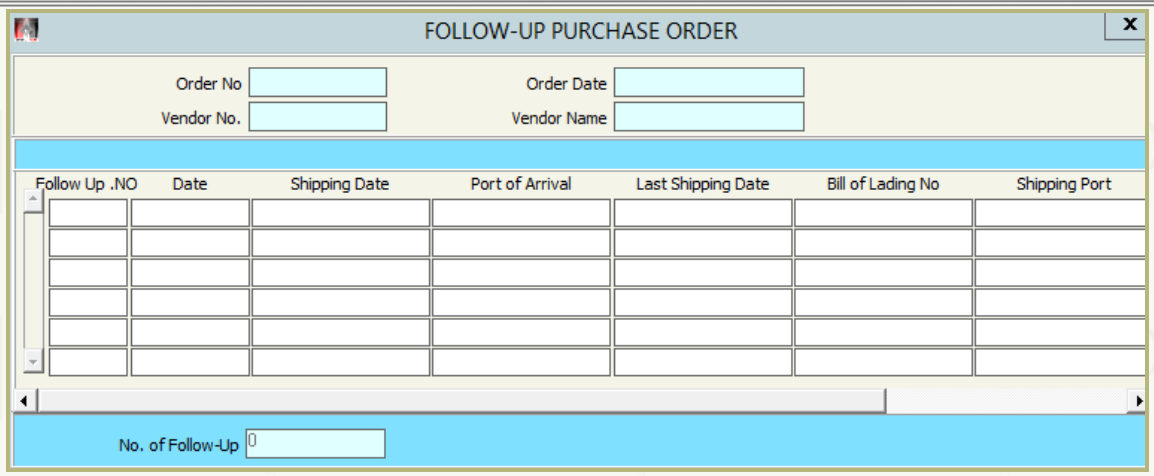


How to use this screen:

The users can use this screen after clicking on **Add** button as follows:

First: Basic Data

- **Branch Number:** This field shows the branch from which the user accessed with the ability to change it if the user has the privilege to work from more than one branch.
- **Document Number:** This field is used to handle the serial number of the follow-up document. It is used based on the sequence of documents that has been done in **Vendors System Parameters** screen and whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Order Number:** In this field, the users select the purchase order needed to be followed up from the purchase orders list that appears upon pressing F9. This list includes only the approved purchase orders.
- **Report:** Upon clicking on **Report** button next to **Order Number** field, a small screen will pop up showing a report about the previous follow-ups of the order with details.



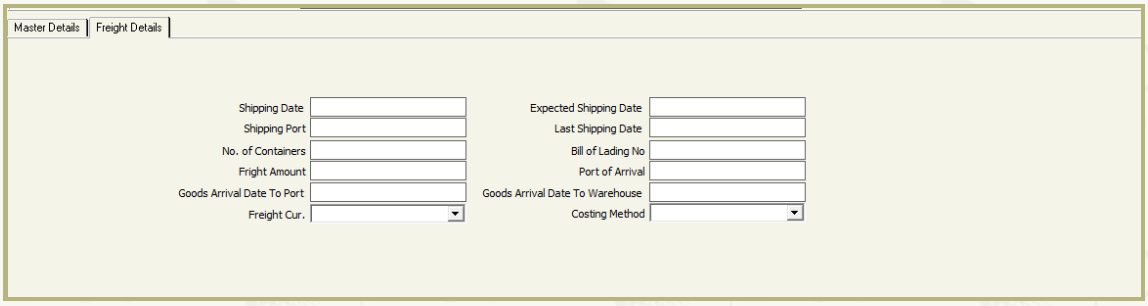
- **Vendor Number/ Vendor Name:** The system in these fields automatically displays the vendor's details from the order upon fetching it.
- **Currency/ Reference Number/ Description:** The system in these fields displays the order data according to what has been entered in **Purchase Orders** screen.
- **Order Status:** The users select the order status from these options: **Waiting Approval/ Send to Vendor/ Under Shipment.**

Second: Main Data

In this part of the screen, the users enter the date on which the purchase order is sent to the vendor, the dates on which the documents are sent from the vendor, the dates on which the documents arrive at the bank, and the date on which the documents are received by the bank, in addition to the data of the follow-up on the clearance of the goods customs.

Third: Freight Data

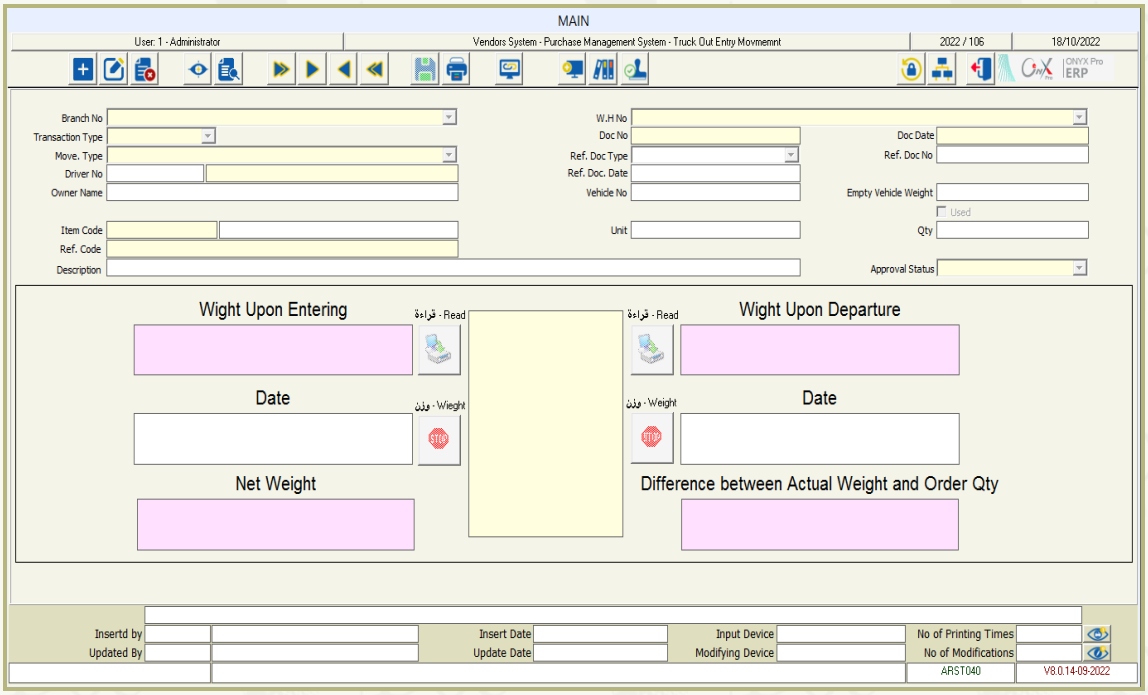
In this tab, the users enter the data related to the shipment of the goods, such as freight date, shipping port, number of containers, etc.



- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Trucks Entry/ Exit Movement

Use: The screen is used to measure the trailers while they are loaded to calculate the trailer's net weight. It also allows determining the weight of the cargo based on weight. Note that this screen appears upon activating **Link Scale to Trucks Entry/ Exit** parameter in **Customers Management System Parameters** screen.



How to use this screen

This screen is used in two cases. First, when the **Transaction Type** is **Issuance**, so; users click on **View** button and select the **load order**, consequently all data will appear on the screen. Then, in order to enter the rest of the data, the users should click on **Modify** button. Second, when the **Transaction Type** is **Receiving**. In this case, the users can use this screen after clicking on **Add** button as follows:

- **Trailer Number:** The users must be careful upon entering the trailer's number manually to avoid mistakes and make sure that the trailer that will be loaded is the correct one.
- **Scale Number:** In this field, users select the scale by which the trailers will be weighed from the ones that have been coded in **Scales Data** screen.
- **Measuring Weight:** The weight of the trailer automatically appears **Empty** upon selecting the scale.
- **Read:** After checking the weight of the trailer, the users click on **Read** button so the system will record the weight of the empty vehicle.

Note: After issuing the **Load Order**, the trailer will enter the factory/ warehouse empty and it will be weighed before loading to determine its weight when it is empty.

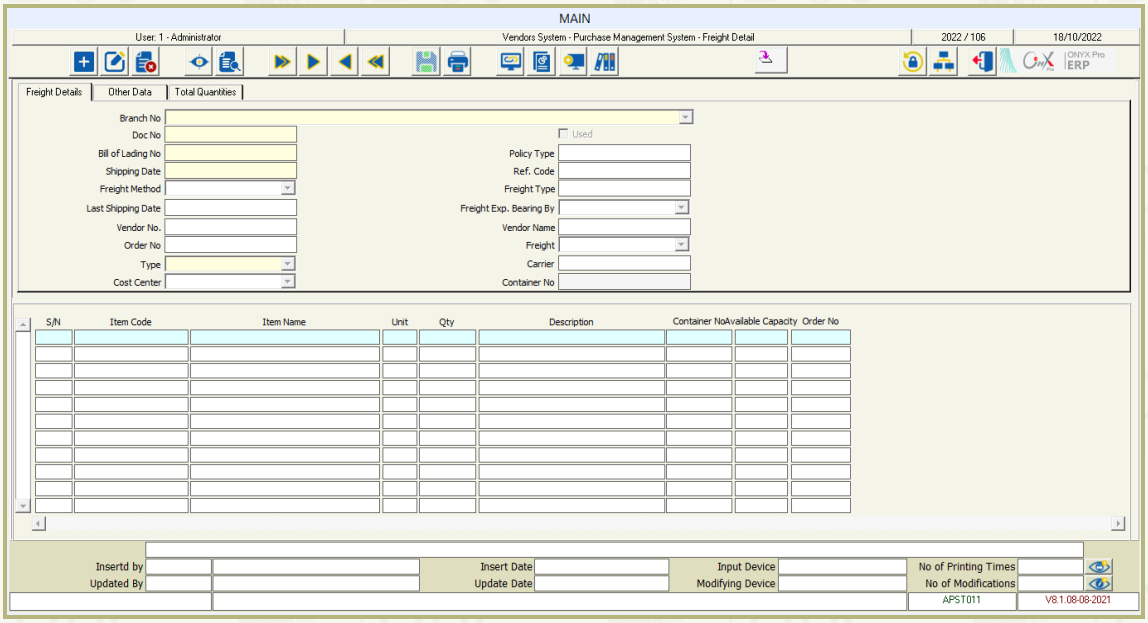
Note: After loading the trailer, the users go back to **Scale** screen and search for the **Loading Order Number**. Then, users confirm the **Trailer Number** and select the scale by which the trailer was weighed after loading. Moreover, they select the **Packing Machine** by which the material will be packed. Note that the weight after loading will appear in **Weight Upon Departure** field.

- **Net Weight:** It is the weight after loading minus the weight before loading.
- **Weighted Quantity:** It is the net weight divided by the item size. For example, if the weight of the bag is 50 kilograms and the net weight is 25,200 kilograms, the weighted quantity will be 504 bags, which is the result of dividing the net weight by the item size.
- **Exceeding Quantity:** It is the difference between requested quantity and net weight.
- **Manual Weight Before Loading:** The users tick this flag in order to enter the weight of the empty trailer manually.
- **Manual Weight After Loading:** The users tick this flag in order to enter the weight of the loaded trailer manually.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Note: To be able to record Manual Weight Before Loading and Manual Weight After Loading, the user needs to be granted certain privileges according to the organization's policy.

Shipping Data

Use: This screen is used to enter the freight data for the items in the purchase order in order to know shipping dates, arrival dates, vendors, shipping costs, port of exportation, port of arrival, exporting country, and other data. Using this screen is mandatory with purchase orders for which the users activated **Enter Shipping Quantities before Receipt** flag in **Purchase Orders** screen.



How to use this screen:

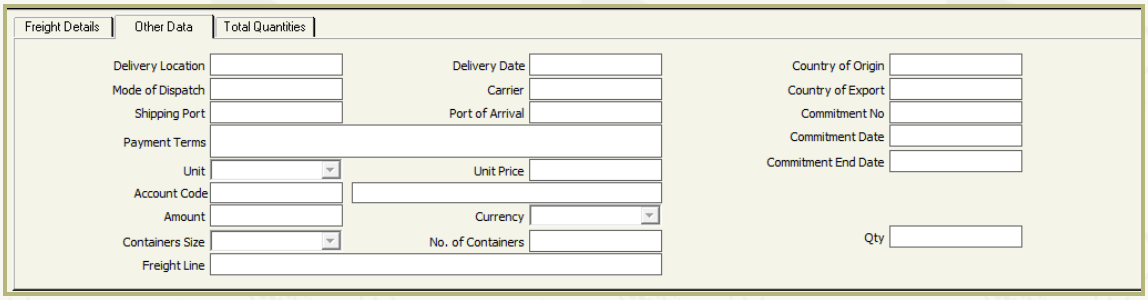
The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** This field shows the branch from which the user accessed, with the ability to change it if the user has the privilege to work on more than one branch.
- **Document Number:** This field is used to deal with serial number of shippings according to the documents sequence configuration that has been made in the **Vendors Parameters** screen, whether it is **Automatic Can Be Modified**, **Automatic Cannot Be Modified**, or **Manual**.
- **Bill of Lading Number:** In this field, the user manually enters the number of the bill of lading based on the original bill of lading.
- **Policy Type:** In this field, the user manually enters the type of bill of lading.
- **Shipping Date:** In this field, the user enters the default shipping date for the items needed to be purchased.

- **Reference Number:** In this field, the users enter the reference number of the shipping data in numbers or letter. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in **Vendors System Parameters** screen.
- **Freight Method:** In this field, the user selects one of the freight methods (**By Sea**/ **By Land** / **By Air**).
- **Last Shipping Date**: The users enter the date of the last shipping.
- **Freight Expenses Bear By:** Through the list, the user selects the entity that bears the shipping expenses whether the organization or the vendor.
- **Order Number:** In this field, the user selects the number of the purchase order using F9 in order to display the purchase order data in the detailed data section. The field displays only the approved purchase orders. In order to fetch more than one purchase order, the user presses F3 so **Advanced Options** screen pops up in order to select the items and quantities that have been shipped.
- **Freight:** The user selects the freight status whether **All** or **Divided**.

Second: Other Data



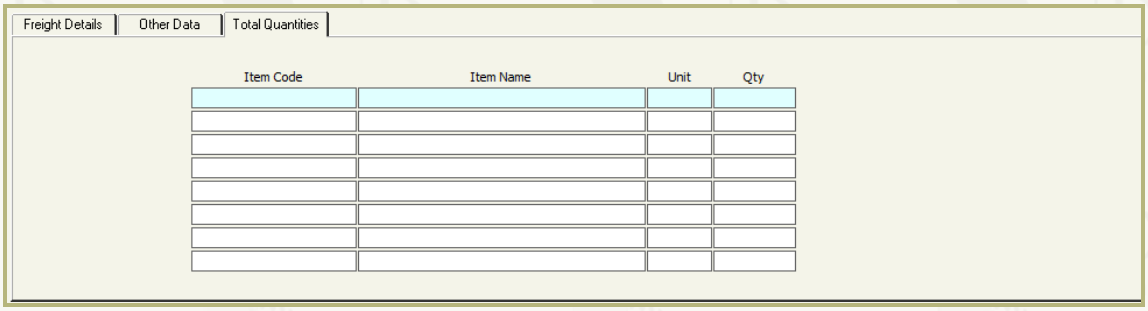
The Other Data tab includes the rest of freight data, which are:

- **Delivery Location:** The users enter the location of items delivery in this field. for example, a port in the country of the importing organization.
- **Delivery Date:** The users enter the default delivery date in this field.
- **Mode of Dispatch/ Carrier/ Shipping Port/ Payment Terms/ Unit Price/ Amount/ Number of Containers/ Freight Line/ Country of Origin/ Country of Export/ Commitment Number/ Commitment date/ Commitment End Date/ Quantity:** The users manually enter the data of these fields.
- **Unit:** In this field, the user selects the unit from the list of units.
- **Account Number:** The user enters the account number to which the shipping amount will be charged.

- **Amount:** The user records the amount of the shipping charges that will be distributed to the items.
- **Container Size:** In this field, the users select the container size from the list.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.
- **Distribute Freight Amount:** Upon clicking on **Distribute Amounts** button that appears on the taskbar, the system distributes the amount entered in **Amount** field to the items. The system uses the distributed amount as a fixed value in the **Foreign Purchases Costs** screen, whether **Purchased Items Expenses** screen has been used or not.

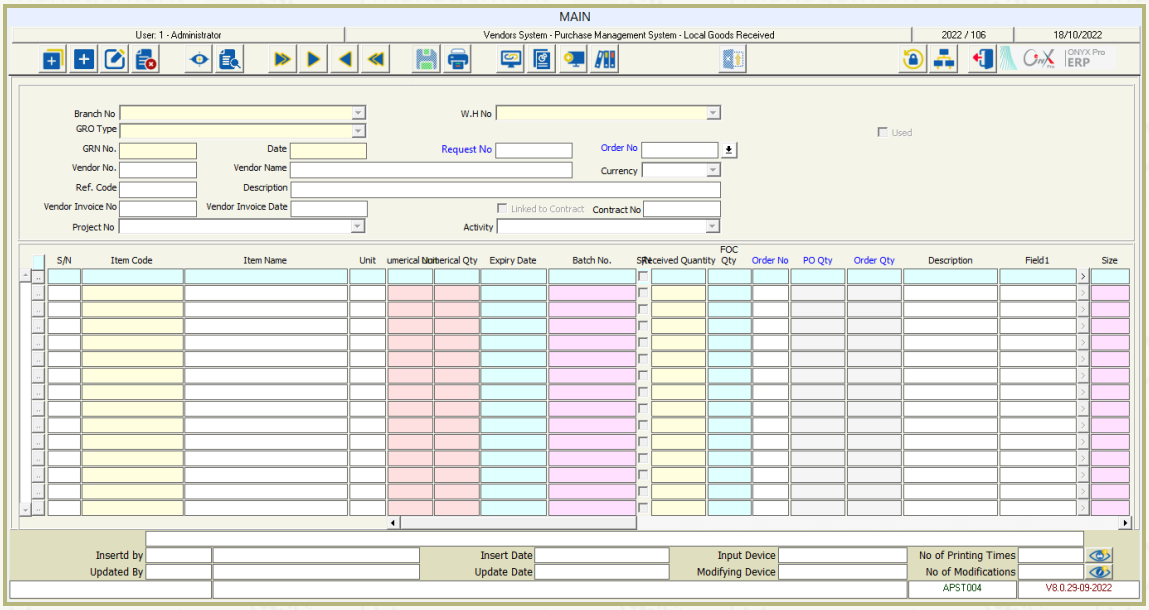
Third: Total Quantities

In this tab, the system automatically displays a summary of the total quantities at the item level in the **Shipping Data** for follow-up purposes.



Domestic Purchases Received Note

Use: This screen appears upon activating **Use Domestic Purchases GRN** parameter. It is used to audit the domestic purchases before transferring them to the warehouses. Note that fetching goods received note to purchase invoices will be mandatory at the level of invoice type. On the other hand, when this parameter is not activated, it is possible to issue a domestic purchase invoice without a Good Received Note (GRN). The domestic purchases received note can be approved upon activating **Use Approval in Local Purchases GRN** in the **Vendors System Parameters** screen based on the approval levels that have been defined in **Approval Levels** screen. Note that it is possible to create a service purchase invoice without fetching it from purchase goods received note.



How to use this screen:

The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** This field shows the branch, from which the user accessed, with the ability to change it if the user has privilege to work on more than one branch.
- **Goods Received Type:** In this field, the user selects the type of the received good from the list of types.
- **Center Number/ Project Number/ Activity Number:** These fields appear upon selecting the **Single** option in **Cost Center Type/ Project Type /Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center/ Project/ Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers/**

Projects/ Activities will be selected at the item level in the Detailed Data section. It is used in analyzing domestic purchases goods received notes by centers/ projects/ activities and extracting total and detailed reports.

- **Goods Received Note Number:** This field is used to deal with serial number of the domestic purchases received notes based on the documents sequence configuration that has been done in the **Vendors System Parameters** screen, either it is an automatic sequence that can be modified, an automatic sequence that cannot be modified, or a sequence that can be entered manually.
- **Date:** This field is used to deal with the date of Domestic Purchases Received Notes based on the documents date configuration that has been done in the **Vendors System Parameters** screen, either it is an automatic date that can be modified, an automatic date that cannot be modified, or a sequence that can be entered manually.
- **Warehouse:** This field is used to select the warehouse to which the purchases will be transferred. Note that this field doesn't appear when activating **Use Multi Warehouses** parameter in the **Vendors System Parameters**, instead, the warehouse will be entered at the item level in the detailed data section.
- **Request Number:** In this field, the user can enter the number of the purchase request from which the data will be fetched. The users can view the partially implemented requests by pressing F8 and the unimplemented ones by pressing F9 button.
- **Order Number:** This field is used to select the purchase order in case of issuing a domestic purchase received note based on a **Purchase Order**. However, this field can be skipped upon directly issuing a domestic purchase received note (without a purchase order). The users can view only the partially implemented purchase orders by pressing F8 button.
- **Vendor Name/ Vendor Number:** In these fields, the users select the vendor number from the list that appears upon pressing F9 button.
- **Currency:** This field is used to select the currency of the Goods Received Note.
- **Reference Number:** In this field, the users enter the reference number of Goods Received Note.
- **Description:** In this field, the users enter a description on the Goods Received Note. It is an optional field and becomes mandatory in case of activating **Description is Mandatory** parameter in the **Vendors System Parameters** screen.

- **Vendor Invoice Number/ Vendor Invoice Date:** In these fields, the users enter the number and date of the vendor invoice manually.
- **Linked to Contract/ Contract Number:** The system automatically ticks on **Linked to Contract** flag if the Goods Received Note was fetched from orders that are linked to contracts. It also shows the related contract number.
- **Used:** This flag appears ticked (✓) if the Goods Received Note is used in the domestic purchases invoice.

Second: Detailed Data

The system automatically fetches the detailed data upon selecting the number of the purchase order in the master data section. In this case, the users enter the quantity that has been delivered to the warehouses in the **Quantity** field. However, in case of not using a **Purchase Order**, the users deal with the detailed data as follows:

- **Item Number/ Item Name/ Unit/ Item Specifications:** In **Item Number** field, the users select the item number that will be received from the items data after pressing F9. Consequently, the system automatically displays the item name and unit. However, when there are multiple units, the users select the units from the units list. The system also automatically displays the item specifications that have been defined in the **Items Data** screen.
- **Package:** This column appears upon ticking **Show Item Size in Transactions** parameter. It shows the item size according to the unit that has been defined in **Items Data** screen.
- **Warehouse:** This field is used to select the warehouse which will receive the purchases at the item level. Note that this field appears upon activating **Use Multi Warehouses** parameter in **Vendors System Parameters**.
- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.
- **Factor:** The system automatically displays the factor that has been entered in **Items Data** screen. It appears upon activating **Display Dimensional Measurements in Transactions Screens** parameter in the **Inventory System**.

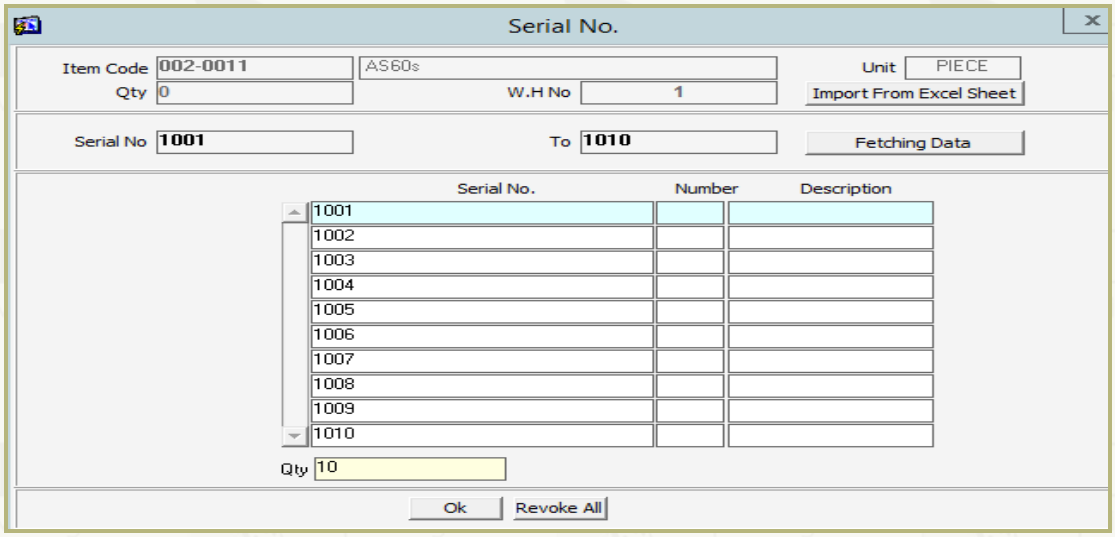
- **Numerical Quantity:** This field is used upon processing the weights in order to record the numerical quantity that the system will convert to a measured quantity in **Quantity** field. The users can also enter the measured quantity in order to be converted by the system to a numerical quantity in this field.
- **Expiry Date:** The users enter the actual expiry date in this field, if the item has one, or, it can be automatically displayed upon using the purchase order to fetch data. This can be used with food or medicine.
- **Volume/ Area:** The users can control the volume and area by using **Display Dimensional Measurements in Transactions Screens** parameter in **Inventory Parameters** screen. If the users selected **Volume**, the system displays **Length**, **Width**, **Height,** and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field. Meanwhile, if the users selected **Area**, the system displays **Length**, **Width**, and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field.
- **Batch Number:** The users can determine the batch number using different methods, noting that they can enter the batch number of the item manually in all cases.

  Upon using the automatic configuration of batch numbers, the system automatically generates the batch number based on the configurations that have been made in **Link Items to Batches** screen with the possibility to modify it. The users can select the batch number from the list that appears upon pressing F9 button. The following table shows how the batch number is configured.

	Color		Shape		Model		Gender
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

- Batch No. 1111 means long, red, old, and for women (in case of numbering at the level of all columns).
- Batch number 111 means long, old, and red (in case of numbering at the level of three columns).

- Batch number 11 means long and red (in case of numbering at the level of two columns) and so on.
  - In case of activating **Generate Batch No. from Item No. (Auto Seq.)** parameter in **Inventory System Parameters** screen, the system automatically generates the batch number based on the item number and the sequence will be automatic, with the possibility to modify the automatically generated batch number.
- **Serial Numbers:** The system deals with the serial numbers based on the option that has been selected in **Use Serial Number** field in **Inventory Parameters** screen, provided that the item has a serial number in **Items Data** screen. Upon selecting **In Progress** option, the system does not allow entering item quantity directly, instead, it opens a subscreen to enter the serial numbers for the item. Upon closing **Serial Numbers** screen, the item's quantity automatically appears in the **Quantity** field. This quantity is the total quantity of the serial numbers. On the other hand, upon selecting the **After Progress** option, the users enter the total quantity, and the serial numbers will be entered later in **Provide/Issue Serial Numbers** screen in **Stock Transactions**.

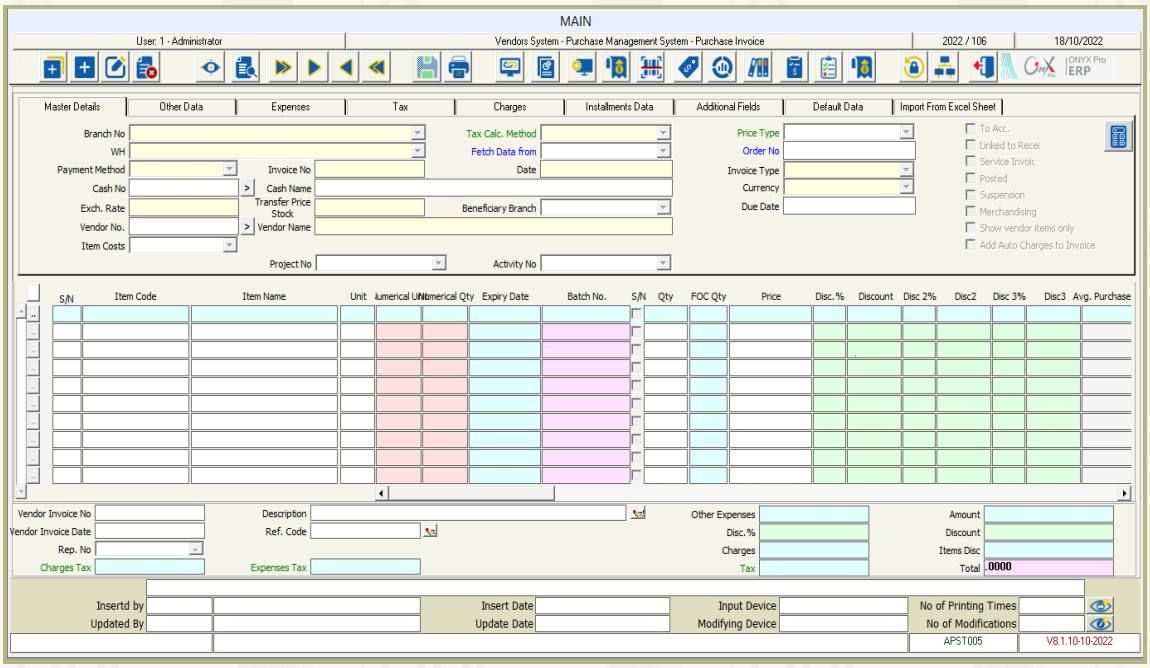


- **Quantity:** In this field, the users enter the quantity of goods received notes. However, if the users used the **Weight System** and entered the numerical quantity or used the volume or area, the system automatically converts the quantity to a measured quantity in **Quantity** field.
- **Free of Charge Quantity:** This field is used to enter the free quantity if any, provided that the item deals with free of charge quantities.
- **Order Number:** The system displays the purchase order that has been fetched in the goods received notes at the item level.

- **Description:** In this field, the users enter an explanatory description at the item level (if needed). This column appears upon activating **Display Description at Item Level** parameter in the **Vendors System Parameters** screen.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Invoice

Use: This screen is used to record the domestic purchase invoices for items, send them to the warehouses, and charge them to the cash or bank account upon purchasing in Cash or charge to vendor's account upon purchasing on Credit. Here, the users also can add additional expenses (if any), distribute the value to the invoice items, and calculate the actual cost of items (Invoice Value + Expenses). Moreover, the users can add any other charges to the invoice. Using this screen depends on activating **Use Domestic Purchases GRN** parameter in **Vendors System Parameters** screen. Therefore, upon activating this parameter, the system will allow issuing an invoice based on a GRN only. Meanwhile, when the parameter is not activated, the system will allow issuing invoices either directly or under purchase orders. Administrators can make using purchase orders mandatory at the user level from **Transactions Privileges** screen.



How to use this screen

The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** This field displays the branch, from which the user accessed, with the possibility to change it if the user has the privilege to work from more than one branch.
- **Warehouse:** This field is used to select the warehouse in which the purchases will be received. Note that this field doesn't appear upon activating **Use Multiple**

Warehouses parameter in **Vendors System Parameters** because, instead, the warehouse will be used at the item level in the detailed data.

- **Payment Method:** The system allows using several payment methods to pay the invoice value as follows:
  - **Cash:** It is used upon paying the invoice value in cash from the cash account.
  - **Check:** It is used upon paying the invoice value by check to the vendor.
  - **Cash/ Check:** It is used upon paying a part of the invoice in cash and the other part by check.
  - **Credit:** It is used when purchasing and receiving the goods from the Vendor and paying the invoice value later (on credit).
  - **Transfer:** It is used upon paying the invoice value by transferring the amount from the organization account in the bank to the vendor account in the bank by any means. The transaction is recorded by bank advice or any other documents.
  - **To Account:** This option is used to enable the user to charge the purchase invoice to one of the accounts that have been defined in the Chart of Accounts. For example, the organization can purchase from a (Customer) by selecting required customer account.

    Hint: The user is granted the privilege of modifying the payment methods from **Transactions Privileges** screen.

- **Invoice Number:** This field is used to record the serial number of the purchases invoice based on the documents' sequence configuration that has been done in the **Vendors System Parameters** screen, whether **Automatic Can Be Modified**, **Automatic Cannot Be Modified**, or **Manual**. Moreover, the invoice sequence depends on **Purchase Invoices Sequence** parameter, whether it is accumulative, by type (Domestic/ Foreign), by payment method, by cost center, by warehouse, by warehouse and cost center, or by warehouse and invoice type.

- **Date:** This field is used to record the date of purchases invoice based on the documents date configuration that has been done in the **Inventory Parameters** screen, whether it is **Automatic Can Be Modified**, Automatic **Cannot Be Modified**, or **Manual**. The user is granted the privilege of modifying the date from **Transactions Privileges** screen.

- **Cash Number:** This field appears upon selecting the payment method as **Cash** or **Cash/ Check**. It is used to select the cash from which the amount will be paid.
- **Bank Number:** This field appears upon selecting the payment method as **Check** or **Cash/ Check** or **Transfer**. It is used to select the bank from which the amount will be paid.
- **Vendor Number:** This field is used to select the vendor. Using this field is mandatory upon selecting the payment method as **Credit**, and the users will charge the invoice value to the vendor. Meanwhile, upon selecting any other payment method, entering the vendor number will be optional and will not be affected financially. However, entering the vendor's name is mandatory and it is used for information in reports.
- **Currency:** This field is used to select the invoice currency.
- **Exchange Rate:** This field shows the currency exchange rate to the local currency, with the possibility to modify it within the exchange rate limits.
- **Inventory Exchange Rate:** This field shows the exchange rate of the stock currency to the local currency, with the possibility to modify it within the exchange rate limits. Mostly, it is used in case the inventory currency is different from the local currency.
- **Beneficiary Branch:** This field appears upon activating **Use Auto Intermediate Branches Current Account** parameter in the **General Parameters**. It is used to charge the value of purchases to a vendor's account or any other account in a branch different from the one that issued the entry. For example, when purchasing from a vendor linked to a branch other than the one that created the entry.
- **Check Number:** This field appears upon selecting the payment method as **Check** or **Cash/ Check**. It is used to enter the check number.
- **Check Amount:** This field appears upon selecting the payment method as **Check**, **Cash/ Check**, or **Transfer**. It is used to enter the check amount. Using this field is mandatory upon selecting the payment method as **Cash/ Check**, and the amount will be charged to the bank account, meanwhile, the rest of invoice amount will be charged to the Cash account.
- **Check Due Date:** This field appears upon selecting the payment method as **Check** or **Cash/Check**. It is used to enter the check's due date.

- **Tax Calculation Method:** This field appears upon activating **Use VAT** parameter in **General Parameters** screen within the **System General Configuration**. Upon clicking on **Add** button, the system activates this field. It displays the default tax calculation method defined in **Tax Calculation Methods** screen within the **System General Configuration** with the possibility to modify it. Upon selecting the vendor, the system displays the tax calculation method to which the vendor is linked in **Vendors Data** screen with the possibility to modify it. The users are granted the privilege at the level of each tax calculation method in **Inputs Privileges** screen.
- **Price Type:** This field appears upon activating **Use VAT** parameter in **General Parameters** screen within the **System General Configuration**. Upon clicking on **Add** button, the system automatically displays **Price without Tax** option, which is automatically modified –upon selecting the vendor– according to the price type that is linked to the vendor in **Additional Data** tab within **Vendors Data** screen. It should be noted that the tax calculation formula varies based on the price type. For example, if the percent of tax coded in **Link Items to Tax Types** screen is 5%, taking into consideration the VAT calculation method in **System Parameters** screen, the tax will be as follows:
  - **In (Price without Tax) case:** the tax amount = purchase price * 5/100.
  - **In (Tax Inclusive Price) case:** the tax amount = purchase price * 5/105.
- **Fetch Data from:** Using this field depends on activating **Use Domestic Purchases GRN** parameter in **Vendors System Parameters** screen. In case of activating this parameter, using this field will be mandatory and it displays only **Domestic Purchases GRN** option. Meanwhile, if the parameter is not activated, using this field will be optional and the users will be able to fetch data from the various documents, such as Purchase Orders, Goods Received Order, Sales Invoice, Trailers Loading Order, Assets Maintenance Contracts, and Purchase Requests.
- **Document Number:** It is used to select the number of the document from which the data will be fetched –upon using **Fetch Data From** field– from the list that appears upon pressing on F9 button. The users can also press F3 when the cursor is in **Good Received Note Number** field to select items from the GRN. Also, the users can fetch

more than one purchase order to the purchases invoice by pressing F4 when the cursor is in **Order Number** field.

- **Linked to Received Order:** This flag appears ticked automatically after selecting the goods received note number, if the users selected **Goods Received Order** option in **Fetch Data From** field. Note that the GRN type must be **Linked to Purchase Invoice**. So, the entry will be as follows:

Date		Debit	Credit
	From / Received Purchases Intermediary Account		
	To/ Vendor/ Cash/ Bank		

this entry complements the entry created by the system upon issuing the goods received note linked to the purchase invoice in **Inventory Management System**.

> **Note:** The purchase invoice linked to the Goods Received Order is made in two phases. First phase is issuing Goods Received Order linked to a purchase invoice in the **Inventory Management System**. In this phase, the system creates a financial entry that impacts the stock as debit and the purchasing intermediary account as credit. Second phase is upon issuing the purchase invoice. In this phase, the system performs a financial entry that impacts the purchase intermediary account as debit and the (Vendor/ Bank/ Cash) account as credit.

- **To Account:** The users tick this flag when there is a cash or credit purchase invoice and the users need to transfer a part of the invoice to a specific account while the rest of the invoice amount is credited to the Cash or vendor's account –according to the payment method–.
- **Number:** This field is used to select the document number from the ones that have been selected in the previous field **Fetch Data from**.
- **Items Costs:** This field is used if the users want to show the cost of the item that will be purchased. This cost will be automatically displayed in **Price** field in the detailed data:
  - **Last Received Goods Price:** The users select this option if the purchasing cost of the item is the cost of last incoming goods for the item with the possibility to modify it.

- **Vendor Price:** The users select this option if the item incoming cost is the cost that has been determined by the vendor with the possibility to modify it.
- **Weighted Average Cost:** The users select this option if the incoming cost is the item cost average with the possibility to modify it.

- **Cost Center/ Project/ Activity Number:** These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the detailed data section. It is used in analyzing domestic purchase invoice by centers/ projects/ activities and extracting total and detailed reports.
- **Due Date:** This field appears upon selecting **Credit** option in **Payment Method** field. The due date automatically appears in this field with the possibility to modify it. It can also be manually entered according to what has been configured in **Invoice Due Date** parameter.
- **Invoice Type:** This field is used to select the invoice type from the types that have been coded in **Purchases Invoice Types** screen within **Vendors Setup**. Using this field is mandatory if the **Purchase Invoice Sequence** is **By Invoice Type** or **By Invoice Type and Center** –according to what has been configured in the **Vendors System Parameters** screen. This field will be automatically filled if the user has the privilege to use only one type. Also, it will be automatically filled with a default general type when there is only one type.
- **Service Invoice:** This flag appears upon activating the **Use Service Items** parameter in the **Vendors System Parameters** screen. Upon ticking this flag, the system shows only the service items, which are the items that have been defined in **Items Data** screen as **Service Items**. Consequently, the service purchases will be posted to the account defined in **Financial Data** tab within **Purchase Invoice**.
- **Suspend:** This option is used to temporarily suspend the invoice for any reason, such as data are incomplete. By this feature, the invoice can be saved without posting it until unsuspending the invoice, and the system displays notifications about the

suspended invoices. Note that it is impossible to use this feature without activating **Modify** feature in the system.

- **Show Vendor Items Only:** Upon ticking this flag, the system shows the items linked to the vendor. This field appears dimmed if **Link Items to Vendors** parameter is activated.
- **Auto Add Charges to Invoice:** Upon activating this flag, the system calculates the charges for which **Auto Fetch Charges** parameter is activated in **Charges Coding** screen upon saving the invoice. This option is also automatically activated if the purchase invoice type is one of the types for which **Auto Add Charges to Invoice** option is activated in **Purchase Invoices Types** screen.
- **Calculate Tax on Free of Charge Quantities:** This flag is automatically activated upon activating **Calculate Tax on Free of Charge Quantities in Purchases** parameter with the possibility to deactivate it.
- **Posted:** This flag appears ticked (✓) to indicate that this invoice has been posted.
- **Merchandising Goods:** This flag appears when activating **Dealing with Merchandising Goods** parameter in the Inventory Parameters screen. The users can preview reports on them from **Purchase Invoices Reports** screen or **Vendors Indebtedness Reports** screen. By ticking this flag, only the merchandising items will be displayed in **Item Number** field.
- **Description:** In this field that appears at the bottom of the screen, the users enter an explanatory description about the invoice. This field is optional and can be mandatory upon activating **Description is Mandatory** flag in **Vendors System Parameters** screen.
- **Reference Number:** In this field, the users enter the invoice reference number whether in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** in **Vendors System Parameters** screen.
- **Vendor Invoice Number/ Vendor Invoice Date:** This field is used to enter the number and date of the invoice issued by the vendor.
- **Representative Number:** This field is used to select the number of the purchases representative upon dealing with representatives.

Hint: The users can modify the vendor's invoice number and date after saving the invoice by clicking on **Modify** button that appears beside **Description** field. Note that the users can modify the reference number and the description if they have the required privilege.

Second: Detailed Data

As mentioned before, the data in this section are automatically displayed upon selecting Goods **Received Order**, **Purchase Order**, **Sales Invoice**, **Trailers Loading Order**, or **Domestic Purchases GRN** in **Fetch Data From** field. On the other hand, in case of not using **Fetch Data from** field and not activating **Use Domestic Purchases Goods Reference Number** parameter in the **Vendors System Parameters** screen, the detailed data should be entered manually as follows:

- **Item Number:** In this field, the user selects the item number from the list that appears ordered by the item number after pressing **F9** button or ordered by the item name after pressing **F8** button. The users can also show the expiry date, batch number, and the components after pressing **F7** button. The user can directly add new items by pressing **F5** button to display the related screen. Moreover, the users can preview the favorite items list and add items to it by pressing a right click here.
- **Item Name:** In this field, the system displays the item name upon selecting the item number. Also, the user can search for the name by right-clicking and selecting **Display by Item Name**.
- **Unit:** In this field, the system displays the measurement unit upon selecting the item number or the barcode number. When there are multiple units, the users can view the units and select one of them.
- **Item Specifications:** The system automatically displays the item specifications upon selecting the item number or the barcode. This column appears only upon activating **Show Item Specifications** parameter in the **Vendor System Parameters** screen.
- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.
- **Numerical Quantity:** This field is used upon dealing with weights to record the numerical quantity that the system will convert to a measurable quantity in **Quantity**

field. The measurable quantity can also be entered and converted by the system to a numerical quantity in this field.

- **Expiry Date:** In this field, the users enter the actual expiry date of the item when the item is configured to deal with the expiry date in **Items Data** screen. This parameter is used in food items, medicine …etc.
- **Batch Number:** The users can determine the batch number using different methods, noting that they can enter the batch number of the item manually in all cases.

  Upon using the automatic configuration of batch numbers, the system automatically generates the batch number based on the configurations that have been made in **Link Items to Batches** screen with the possibility to modify it. The users can select the batch number from the list that appears upon pressing F9 button. The following table shows how the batch number is configured.

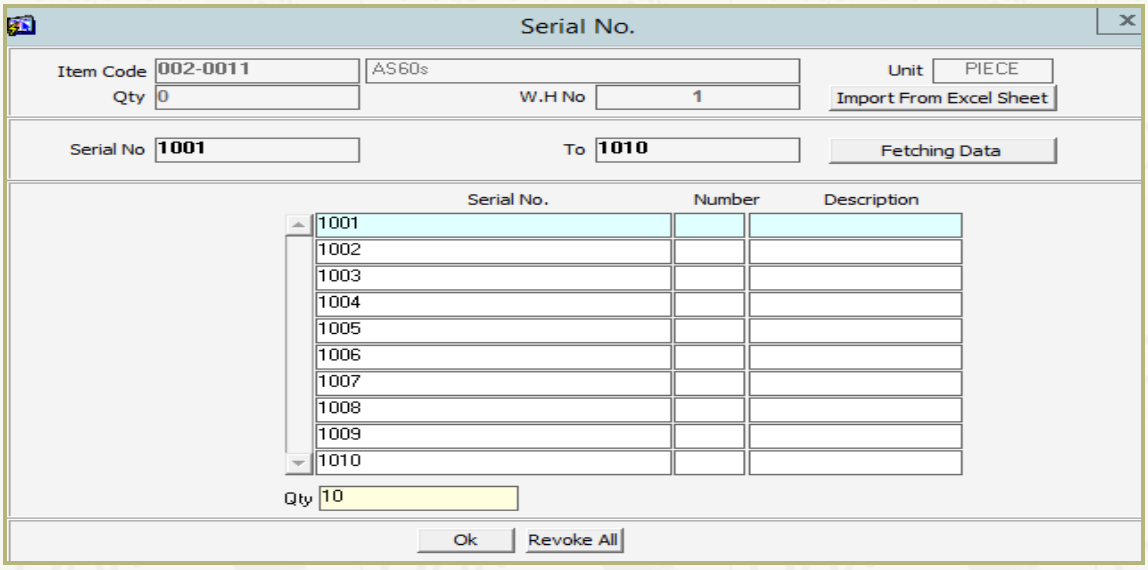
	Color		Shape		Model		Gender
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

- Batch No. 1111 means long, red, old, and for women (in case of numbering at the level of all columns).
- Batch number 111 means long, old, and red (in case of numbering at the level of three columns).
- Batch number 11 means long and red (in case of numbering at the level of two columns) and so on.

  In case of activating **Generate Batch No. from Item No. (Auto Seq.)** parameter in **Inventory System Parameters** screen, the system automatically generates the batch number based on the item number and the sequence will be automatic, with the possibility to modify the automatically generated batch number.
- **Volume/ Area:** The users can control the volume and area by using **Display Dimensional Measurements in Transactions Screens** parameter in **Inventory Parameters** screen. If the users selected **Volume**, the system displays **Length**, **Width**, **Height,** and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field. Meanwhile, if the users

selected **Area**, the system displays **Length**, **Width**, and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field.

- **Serial Numbers:** Using serial numbers is based on what has been selected in **Use Serial Number** field in **Inventory Parameters** screen but the item should be configured first to have a serial number in **Items Data** screen. If the users select **During Transaction** option, the system does not allow directly entering item quantity but it displays a sub-screen in order to enter serial numbers for the item, and upon closing this sub-screen, the item quantity automatically appears in **Quantity** field. This quantity is the total number of serial numbers.



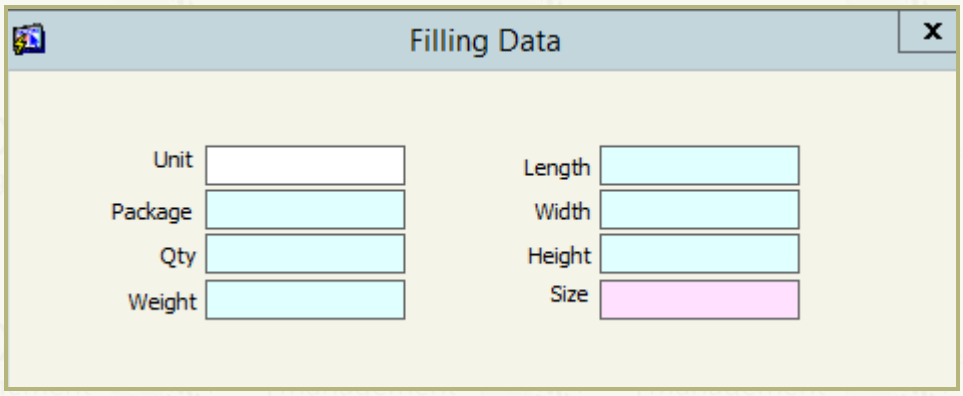
On the other hand, if the users selected **After Transaction** option in **Use Serial Number** field in **Inventory Parameters** screen, the users enter the total quantity while the serial numbers will be entered later in **Provide/Issue Serial Numbers** in the **System Transactions**.

- **Quantity:** In this field, the users enter the item's quantity that will be purchased by the measurement units. However, upon using **Weights System** and entering the numerical quantity, the system will automatically convert it to a measured quantity and show it in **Quantity** field. Note that upon pressing F8 button when the cursor is in this field, the system shows a converter screen to facilitate entering different units. The users can view the available quantity and the unissued sold quantity by pressing F7 button.

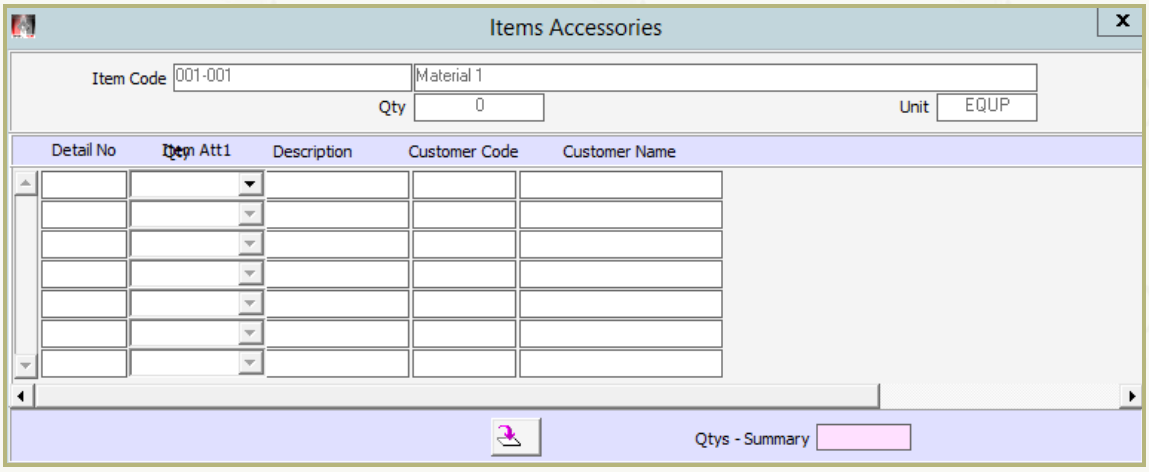
Hint: The users can open **Quantities** screen when the cursor is in **Quantity** field by pressing F9 button. This screen includes many fields

including: **Purchase Quantity**, **Allowed Waste Percentage**, **Net Quantity**, **Purchase Price**, **Actual Quantity**, and **Actual Price.**

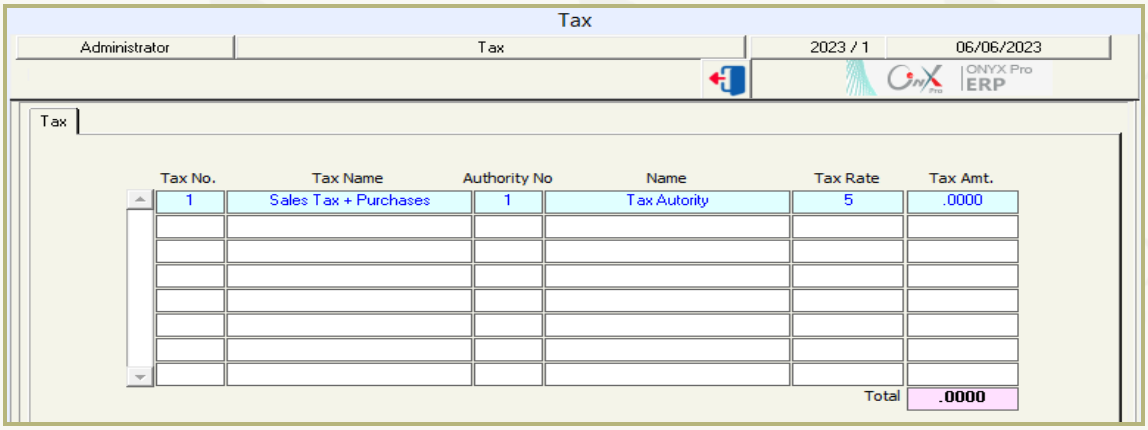
- **Packing Data:** This button appears next to **Quantity** column upon activating **Use Packing Data** parameter. Upon clicking on it, a small screen appears in which the users determine the packing data such as unit, size, quantity, weight, length, width, and height. The users can also open **Packing Data** screen by pressing F6 button when the cursor is in **Quantity** field.



- **Free of Charge Quantity:** This field is used to enter the free of charge quantity when the organization uses them.
- **Free of Charge Quantity Percentage:** This column appears upon activating **Show Free of Charge Quantity Percentage** parameter to display the free of charge percentage of the item quantity.
- **Accessories:** Upon activating **Use Accessories** option, the system does not allow entering quantity directly, instead, users need to press **F5** button in **Quantity** field to open a sub-screen containing the accessories that have been coded in **Accessories Coding** screen in the **Stock Setup**. In this screen, the users determine the quantity of each accessory. After entering quantities at the level of each accessory, the users click on **Fetch Quantity** button to fetch the total quantity of each accessory.

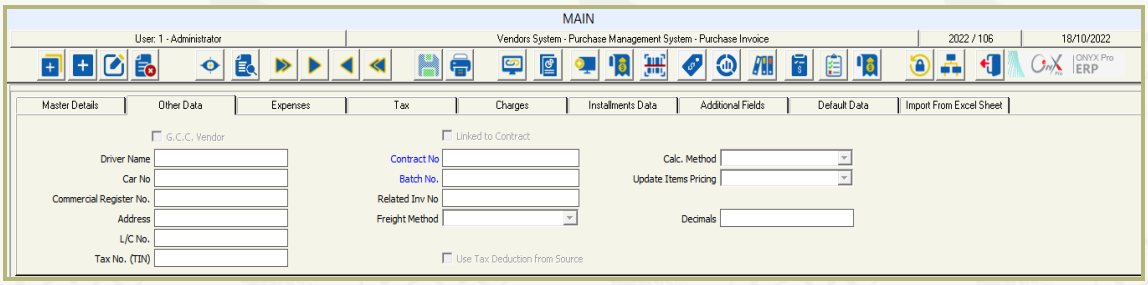


- **Price:** In this field, the users enter the price of the single unit of item in the currency of the account number that is entered at the top of purchase invoice. The price can automatically appear upon selecting one option of **Items Costs** field in the main data section with the possibility to modify it. Upon moving from this field, the system displays a bar in the middle of the screen showing the previous average cost, the currency, the last incoming price, as well as the difference between the new price and the old average in order to make sure that there is no error in the cost. Moreover, the user can press **F4** button here in order to preview the last ten purchases of the item.
- **Profit Percent/ Selling Price:** These columns appear upon activating **Fetch Selling Price from Purchase Invoice** parameter. They are used to determine the selling price item. The system adds the price to **Pricing** screen for the default pricing level or any other pricing level that can be determined by the users. Note that the users are granted the privilege of entering the selling prices from **Transactions Privileges** screen.
- **Discount:** These fields are used when the organization has discounts at the item level by activating **Use Discount at Items' Level** parameter. These discounts are entered as a percent or amount in the concerning fields.
- **Average Purchase Discount:** In this column, the system displays the average of the purchase discount, which is the total of discounts' amounts divided by the purchase price.
- **Price after Discount:** This field shows the item cost after discount.
- **Tax:** This column appears when the organization is subject to VAT to display tax value. Note that the tax is calculated based on the method that has been selected in **Tax Calculation Method** field in the main data section. The user can view the details of tax by pressing F5 button here.



- **Total:** In this field, the total item cost appears. It is the result of multiplying quantity by price after deducting the discount (if any).
- **Description:** This column appears upon activating **Display Description at Item Level** parameter in **Vendors System Parameters** screen. In this field, the users enter a description at the item level, if needed. It is used in purchase invoices' reports.
- **Totals:** The totals appear at the bottom of the screen according to what has been entered in the main data section and the rest of the tabs. The total items, total charges, total tax, and other expenses appear in the related fields.
- **Discount:** These fields are used to enter the discount at the invoice level, if any. Note that the discount can be entered as either a percent or an amount.
- **Total:** This field shows the net invoice.
- **Vendor Item Number:** This column appears upon activating **Show Vendor Item Number** parameter to display the numbers that have been entered in **Vendors Items** screen.
- **Barcode Number:** This column appears upon activating **Show Barcode Number** parameter in the **Vendor System Parameters** screen. It shows the item's barcode number.
- **Order Number:** This column shows the item order number. It is used upon fetching several orders in the same invoice.
- **Additional Fields:** The system displays number of additional fields columns based on the number of fields that have been determined in **Show Additional Fields at Details Level** field in **Vendors System Parameters** screen.
- **Print Barcode:** The system excludes the unticked items upon printing the barcode of the invoice.

Third: Other Data



This tab is used to add additional data to the purchase invoice. It is optional and includes the following:

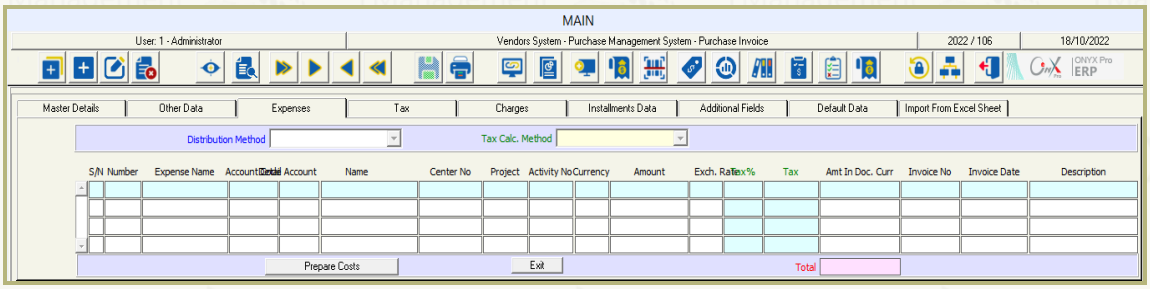
- **Gulf Council Committee Vendor:** This option is automatically ticked if the vendor of the invoice was determined in **Vendors Data** screen as a gulf council committee vendor.
- **Driver Name:** the users manually enter the name of the vehicle driver that is transporting the goods.
- **Vehicle Number:** In this field, the users manually enter the number of the vehicle that is transporting the goods.
- **Linked to Contract:** Ticking this flag means the purchase invoice is linked to a contract with the vendor. This flag appears automatically ticked after fetching the purchase order to the purchase invoice provided that the contract must be linked to the purchase order.
- **Contract Number:** In this field, the contract number, which has been linked to the purchase order and fetched into the purchase invoice, is fetched after pressing F9 button.
- **Post Tax to Due Account:** This flag appears upon activating **Post Tax to Due Account is Possible**. Upon activating this flag in the invoice, the system posts the tax amount to the intermediary account **Due Tax Intermediary Account** in **Intermediary Accounts** screen within the **Inputs** of the **System Configuration**. This account will be the credit part instead of the payment methods accounts (Bank/ Cash/ etc.) while the debit part is the tax account that has been determined in **Taxes Types** screen in **System Configuration**.
- **Update Sales Discount:** Upon ticking this flag, the system automatically updates the items discounts in **Discount Coding** screen within **Sales Management System**. Note that the users can modify the sales discounts as percent or amount. Moreover, there are other options that are used to modify the discount such as **Approve Purchase Discount Percent, Deduct Profit Percent from Purchase Discount Percent** and **Deduct Fixed Percent from Purchase Discount**.
- **Batch Number:** In this field, the users fetch the batch number from a list that appears upon pressing F9 button in case the contract is divided into more than one batch.
- **Related Invoice Number:** In this field, the users select the related purchases invoice after pressing F9 button. Based on this link, the system notifies the user upon making return for the invoice linked to another invoice.

Items Pricing: The pricing fields appear in **Additional Fields** tab upon activating the **Fetch Selling Price from Purchase Invoice** parameter in **Vendor System Parameters**. They are used upon pricing new items that are not priced in **Items Pricing** screen or updating prices of a certain pricing level in **Items Pricing** screen in **Inventory System**. These fields include:

- **Selling Price:** This field is used to select the pricing level based on which the items will be priced (retail – wholesale – private … etc.) according to the following equation:
  - Pricing Level = Purchase Price (+, –, x, ÷) (Percent%).
  - For example: Retail Price = Purchase Price + (10%).
- **Calculation Method:** The users select the method of calculating the selling price either **Price** or **Price – Discount**.
- **Update Items Pricing:** The users can select the type of pricing update either **Update Entered Purchase Unit Only** or **Update All Units**.
- **Calculate:** By clicking on this button, the system calculates the selling price for all unpriced items based on the equation that has been entered in the previous fields.
- **Save:** This button appears after saving the invoice. the user can modify the prices without modifying the whole invoice.

Fourth: Expenses

When the users need to add additional expenses to the invoice and charge them to the cost of items, they click on **Expenses** tab. This tab can be used as follows:



- **Distribution Method:** This field includes several methods for distributing the expenses, namely:
  - **Auto Distribution:** This method automatically distributes the expenses to the items according to the ratio of the item's total cost to the total invoice value.
  - **Expense Amount:** This method allows the users to manually distribute the expenses to each item separately after determining the total amount of expense in this screen.

- **Percent from Expense:** This method allows the users to manually distribute the expenses as a percentage that is added to each item determined in the invoice.
- **Distribute By Quantity:** This method distributes expenses as a ratio based on the item's quantities.

- **Tax Calculation Method:** This field includes the tax calculation methods defined in the **Tax Calculation Methods** screen in the **Onyx System Configuration**. The users can enter the expense tax, if any, even if there is no tax on the invoice, noting that this tax has been determined with its percentage in **Expenses Coding** screen. The users are granted the privilege at the level of each tax calculation method in **Inputs Privileges** screen.
- **Number:** The users select the expense number from **Expense Coding** list that appears by pressing F9 button.
- **Expense Name:** The system automatically displays the expense name upon selecting the expense number in the previous field.
- **Account Number/ Name:** In these columns, the system automatically displays the account number and name upon selecting the expense data. This account will be the credit part of the distributed amount.
- **Detail Account:** In this column, after pressing F9 button, the users select the detail account of the account if any (customers, vendors, cashes, banks).
- **Currency:** The users select the currency in which the expenses are paid from the list of currencies.
- **Amount:** The system displays the amount of expenses that will be distributed to the items in the purchase invoice.
- **Exchange Rate:** The system automatically displays the exchange rate in the currency of the expenses in this column.
- **Tax Rate:** The system displays the tax rate on expenses, if any, based on what has been determined in **Expenses Coding** screen.
- **Tax Amount:** The system displays the tax amount (**the result of multiplying the amount by the tax rate**). Also, it debited the tax authority account that has been specified in **Tax Types** screen in the **Onyx System Configuration** with this amount and credited the expense account with the same amount.

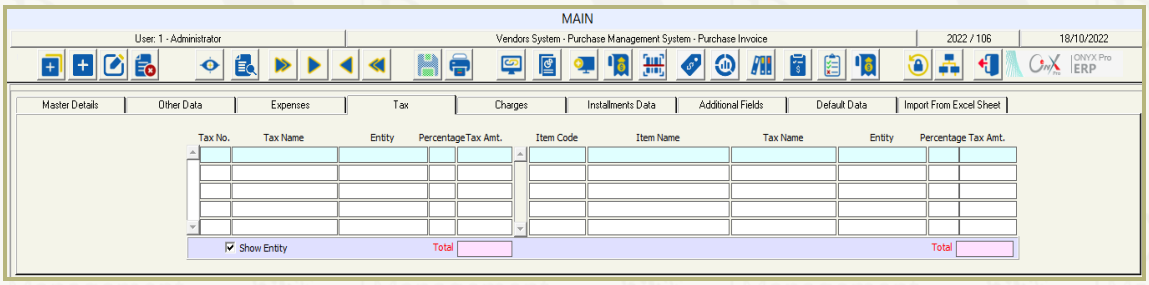
- **Prepare Costs:** Upon clicking on this button, the system distributes the expenses' amount added to the items according to the selected distribution method.

Hint:

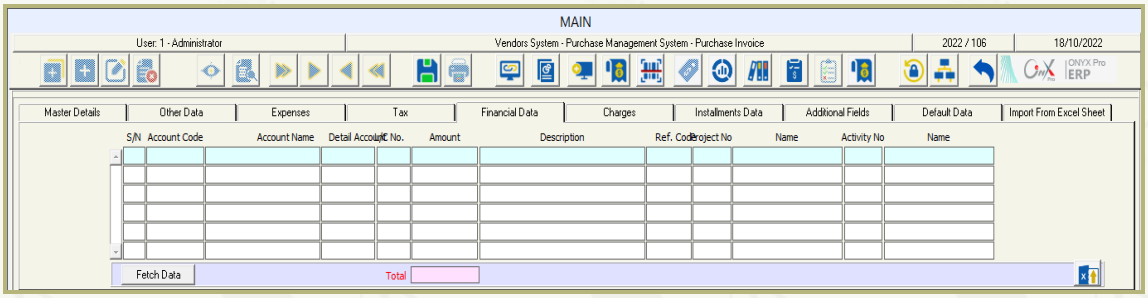
- The users can modify the description of the expenses after saving the invoice, provided that there is no following movement for the item.
- Upon selecting an account with a detail account of the type **Vendor**, the value of the expense is added to the vendor's installments; so that they are added to vendor's indebtedness.

Fifth: Tax

In this tab, the system automatically displays the tax calculated on the item. On the left side, it displays the tax type, the tax rate, the tax beneficiary, and the tax amount. On the right side, it displays the tax data at the item level.



Sixth: Financial Data



This tab appears upon ticking **Service Invoice** flag in the **Main Data** tab. This tab determines the purchases account as the debit side instead of the stock account because the item is a service one not a commodity. Debit side of service purchases can include one account or more, the users manually enter the account number and the account amount in **Amount** field. The accounts can also be automatically fetched by clicking on **Fetch Accounts** button. The system fetches the service purchases account that has been entered in **Items Data** screen (if any). Otherwise, the system fetches the account at the group level from **Link Stock Accounts to General Ledger** screen. Moreover, the accounts can be imported from an Excel file by clicking on the related button.

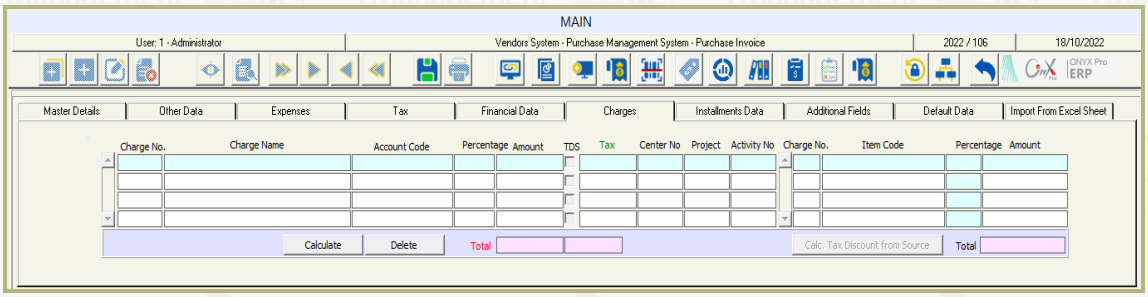
Note that the value of the service items in the purchase invoice must be equal to the total amounts of the financial data accounts, as the amounts of the financial accounts are the debit side of the purchase invoice and the invoice value is the credit side of the vendor or the cash.

The entry of the service purchase invoices appears as follows:

Date	Description	Debit	Credit
Purchase Invoice Date	From/ Service Purchases (One account or more)	XX	
	To/ Vendor/ Cash/ Bank		XX
	Entry Service Purchases		

Seventh: Charges

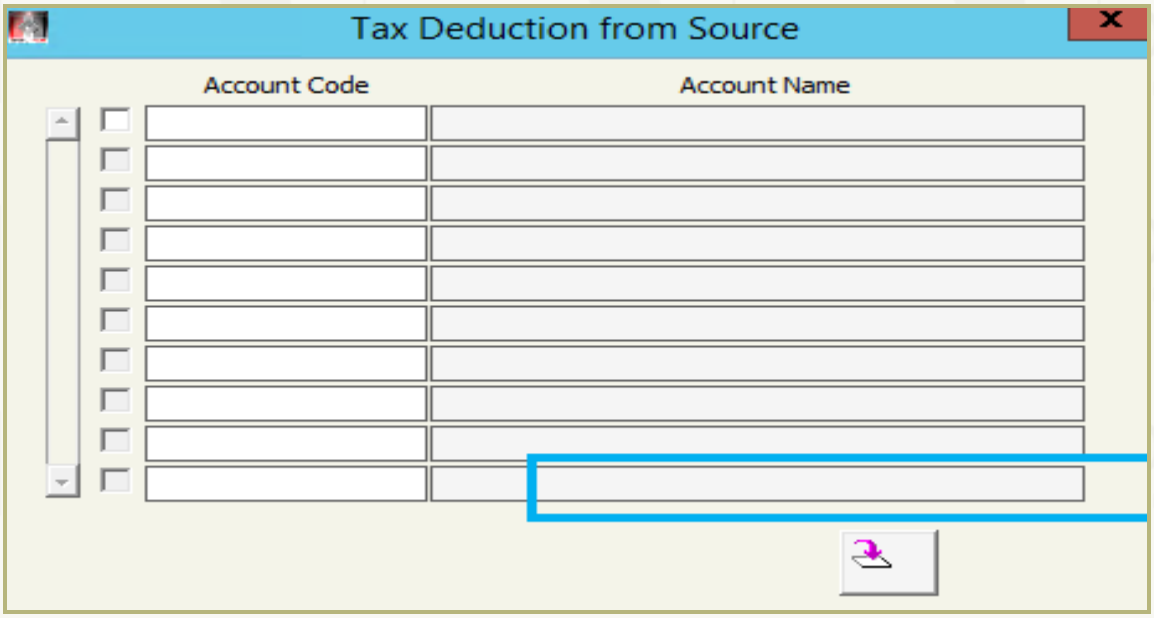
Through this tab, the users can add any charges, which are recorded to the vendor or on the vendor, to the invoice, for example, transport fees and so on.



- **Automatic Display of Purchase Charges Data:** After filling the invoice data in the main data section, saving them, and moving to **Charges** tab, the system automatically displays the charges calculated on the items included in the invoice. These charges are the ones defined in the **Purchase Charges** screen in the **Vendor System Configuration** and for which **Auto Fetch Charges** flag was ticked. Note that the system collects the charges at the item level in **Charges** field at the bottom of the invoice upon entering the items (not upon saving).
- **Enter Purchase Charges Data Manually:** if **Auto Fetch Charges** flag was not activated upon defining the charges in **Purchases Charges** screen, the charges must be manually entered in this tab as follows:
  - **Charge Number/ Charge Name:** These fields are used to select the charge from the ones that appear upon pressing (F9) button. These charges were coded in **Purchases Charges** screen in **Vendor System Configuration**.

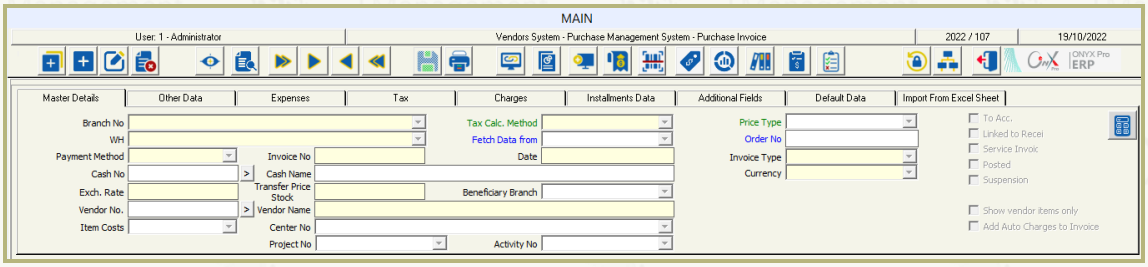
- **Account Number:** The account number of the charge automatically appears upon selecting the charge number. This account will be debited with the amount of the charge if the charge is classified as **Addition,** meanwhile, it will be credited with the amount if the charge is classified as **Deduction.**
- **Percentage:** The percentage that has been determined in **Charges** screen automatically appears beside the account.
- **Value:** Here, the system automatically displays the final result of the calculated charges. When the type of charge is **Percent**, the (value) will be a percentage of the total value and will be calculated based on the percent that has been entered in the **Percentage** field. On the other hand, if the type of charge is **Amount**, the system fetches the amount that has been determined in **Purchases Charges** screen. Note that the users can modify this value.
- **Tax:** In this column, the system automatically shows the tax on charges based on the invoice value, and according to what has been determined in **Purchases Charges** screen.
- **Center Number/ Project Number/ Activity Number:** These fields are used to determine the cost center, project, and activity related to the charge with the possibility to duplicate the charge for more than one subledger.

- **Calculate Tax Discount at Source:** When the user clicks on this button, the accounts of vendor's tax discounts at source appear. The system allows the user to select only one account and then automatically calculates the amount (percent and value) for that account based on what has been coded in the brackets.



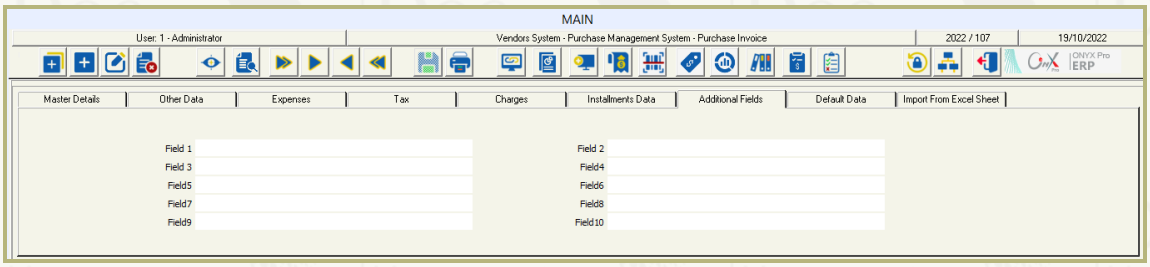
Eighth: Installments Data

If the purchase invoice is paid in installments, the user navigates to **Installments Data** tab to determine the invoice installments and dates.

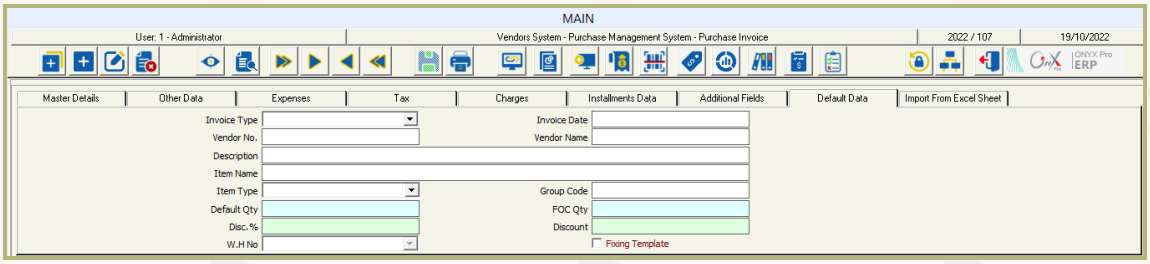


Ninth: Additional Fields

This tab is used to add additional data of the item that are not entered in the rest of the screen tabs, with the possibility to rename these fields according to the user's need in **Texts Translation** screen in **System General Configuration**. These data are used to create various reports on the invoice.



Tenth: Default Data

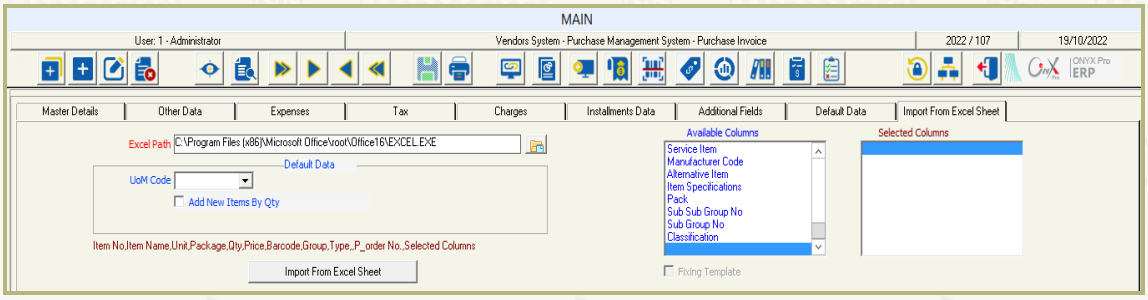


This tab is used to facilitate entering the items data. It contains the following parts:

- **Filtering Fields:** They include (Invoice Type/ Invoice Date/ Vendor/ Description/ Item Name/ Item Type/ Group Number). These fields are used to facilitate searching for items.
- **Default Filling Fields:** They include (Default Quantity/ Free of Charge Quantities/ Discount/ Warehouse Number). They are used to display default items' quantities with the possibility to modify them.
- **Fixing Template:** Upon ticking this flag, the system copies the filtering fields and defaults filling fields to the upcoming transactions.

Eleventh: Import from Excel File

The users can import data from Excel file –formatted based on the specified format– by following these steps:



- **Excel File Path:** Here, the system displays the Excel file path, which was determined for each user's device in **Users Data** screen.
- **Default Data:** The default data includes the following:
  - **Unit of Measurement Code:** Here, the unit of measurement is determined. If there are new items in the Excel file that is being imported, the system automatically adds their measurement unit. Note that if a measurement unit has been determined in the Excel file, it will have priority.
  - **Add New Items by Quantity:** Upon ticking this flag and there are new items in the Excel file, the system automatically adds them to the items data by the quantity. For example, if the quantity is 5 units, the system will add five items.
  - **Calculate Price from Price/ Quantity:** Upon tricking this flag, the system divides the value in **Price** column by the value in **Quantity** column and uses the result as the single unit price.
- **Order and Import from Excel:** The users prepare and reorder the worksheet in Excel according to the format requested by the system and has been pinned on **Purchase Order** screen. It consists of already–defined and ordered columns.
- **Add Columns:** If one or more columns need to be added to the format pinned on the screen, the users transfer these columns from the **Available Columns** box to **Selected Columns** box. These columns must be added to the Excel data after the predefined–columns. Then, the system starts importing the data to the screen if there is no error preventing importing process.
- **Fixing Template:** The users tick this flag to fix columns from the **Available Columns** in order to be used in the upcoming importing process.

Twelfth: Help Icons

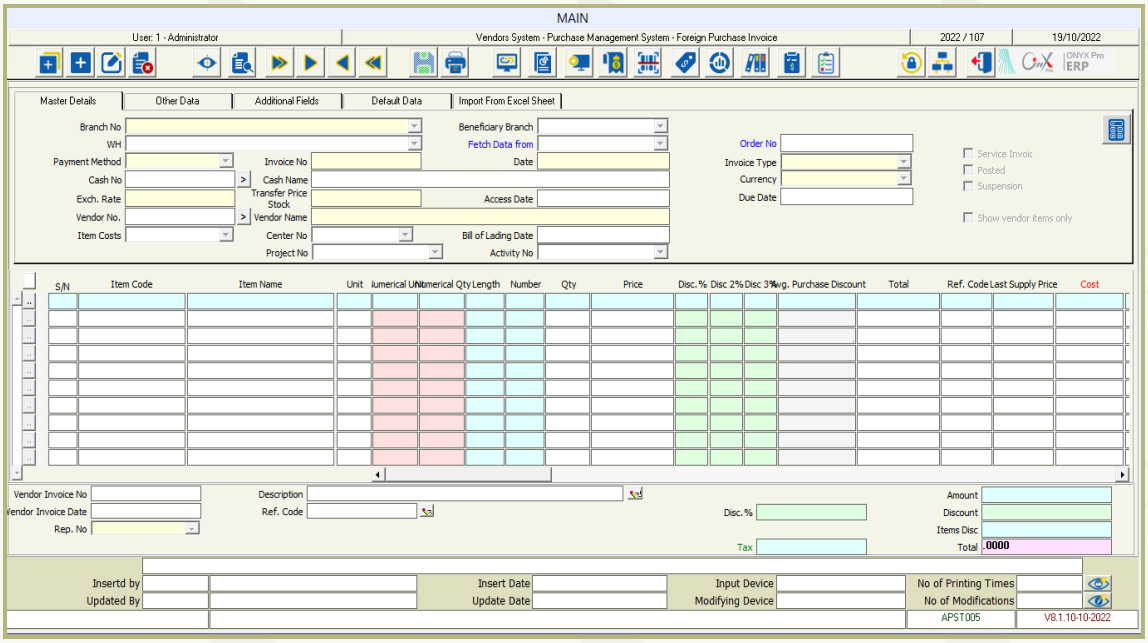
At the top of the screen, there are icons that help the user in carrying out some procedures such as:

- **Items Pricing:** Upon clicking on this icon, the system displays **Items Pricing** screen from the **Inventory System** in order to add items' selling prices. This screen appears only to the users who have the privilege to work on it.
- **Documents Archive:** If the users need to archive the invoice or any related attachments, they can enter **Document Archive** tab to complete the archiving procedures.
- **Items Barcodes:** Upon clicking on this icon, **Print Item Barcode** screen appears in the **Inventory System** in order to print the item's barcode.
- **Payment Voucher:** Upon clicking on this icon, the system displays **Payment Voucher** screen from **General Ledger System** in order to issue a payment voucher with the invoice value or a part of it.
- **Goods Received Order:** Upon clicking on this icon, the system displays **Goods Received Order** screen from the **Inventory System** in order to deal with the goods received order and facilitate its procedures, provided that the users have the privilege to work on the goods received orders in the **Inventory System**.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

> **Hint:** Upon saving the invoice, the system checks the cost limit of the warehouse based on what has been entered in the **Warehouses Data**.

Foreign Purchases Invoice

Use: This screen is used to record the foreign purchases linked to the letters of credit in order to audit the foreign purchase invoice movements, get various purchase reports, and complete closing the letter of credit. Completing the data of foreign purchase invoices doesn't mean that there will be a direct inventory and accounting impact, as the impact occurs after completing the transactions on **Foreign Purchases Received Note** and **Foreign Purchases Costs** screens. Using purchase orders becomes mandatory at the user level from **Transactions Privileges** screen.



How to use this screen:

This screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** In this field, the branch, from which the user accessed, appears with the ability to change it when the user has privilege to work on more than one branch.
- **Warehouse:** This field is used to select the warehouse to which the goods will be supplied. Note that this field does not appear upon activating **Use Multiple Warehouses** parameter in **Vendors System Parameters** screen because, in this case, the warehouse will be used at the item level in the detailed data.
- **Payment Method:** The system provides various payment methods to pay the invoice value. The users can select one of them as follows:
  - **Cash:** It is used upon paying the invoice value in cash from the cash account.
  - **Check:** It is used upon paying the invoice value to the vendor using check.

- **Cash/ Check:** It is used to pay a part of the invoice by cash and the other part using check.
- **Credit:** It is used upon purchasing goods from the vendor on credit and paying the invoice later.
- **Transfer:** It is used upon paying the invoice value by transferring the amount from the organization's account in the bank to the vendor account in the bank by any means. The users record the transaction by bank advice or any other documents.

- **Invoice Number:** This field determines the serial number of purchases invoice based on the documents sequence configuration that has been done in the **Vendors System Parameters** screen, which can be **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manually**. The invoice sequence also depends on **Purchase Invoices Sequence** parameter, which can be cumulative, by type (Domestic/ Foreign), by payment method, by cost center, by warehouse, by warehouse and cost center, or by warehouse and invoice type.
- **Date:** This field determines the date of purchases invoice based on the documents sequence configuration that has been done in the **Vendors System Parameters** screen, which can be **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manually**.
- **Cash Number:** This field appears upon selecting the payment method as **Cash** or **Cash/Check**. It is used to select the cash account from which the amount will be paid.
- **Bank Number:** This field appears upon selecting the payment method as **Check**, **Cash/Check**, or **Transfer**. It is used to select the bank from which the amount will be paid.
- **Vendor Number:** This field is used to select the vendor. Using this field is mandatory upon selecting the payment method as **Credit**. In this case, the invoice value will be charged to the vendor. On the other hand, upon selecting any other payment method, using this field will be optional and the vendor will not be impacted financially. However, entering vendor's name will be mandatory as general information used in reports.
- **Currency:** This field is used to select the invoice currency.
- **Exchange Rate:** The exchange rate to local currency appears in this field, with the possibility to modify it within the exchange rate limits.

- **Stock Exchange Rate:** The exchange rate of stock currency to local currency appears in this field, with the possibility to modify it within exchange rate limits. It is used when the inventory currency is different from the local currency.
- **Check Number:** This field appears upon selecting the payment method as **Check** or **Cash/Check**. It is used to enter the check number.
- **Check Amount:** This field appears upon selecting the payment method as **Check**, **Cash/Check**, or **Transfer**. It is used to enter the check amount. Using this field is mandatory when the payment method is **Cash/Check**. In this case, the amount is debited from the bank account, while the rest of invoice amount is debited from the cash.
- **Check Due Date:** This field appears upon selecting the payment method as **Check** or **Cash/Check**. It is used to enter the check due date.
- **Fetch Data from:** This field is used if the data will be fetched from various documents (purchase order – goods received order – sales invoice – trailers loading order).
- **Number**: This field is used to select the document number, from which the data will be fetched.
- **Items Costs:** This field is used if it is needed to automatically display the cost of the item –needed to be purchased– within the detailed data section by selecting one of the following:
  - **Last Received Goods Price:** The users select this option when the purchasing cost of the item is the cost of last received goods, with the possibility to modify it.
  - **Vendor Price:** The users select this option when the cost of the received item is the price cost determined by the vendor, with the possibility to modify it.
  - **Average Cost:** The users select this option if the cost of the received item is the average of the item cost with the possibility to modify it.
- **Cost Center Number/ Project Number/ Activity Number:** These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the Detailed Data section. It is

used in analyzing foreign purchases invoice by centers/ projects/ activities and extracting total and detailed reports.

- **Invoice Type:** This field is used to select the type of invoice from the types that were coded in **Purchase Invoice Types** screen in the **Vendors Setup** screen. Using this field is mandatory when the invoice sequence depends on **Invoice Type** or **Warehouse and Invoice Type** as coded in the **Vendors System Parameters** screen.
- **Entering Date/ Bill of Lading Date:** In these fields, the users enter the dates of goods' arrival and the bill of lading as information in order to be used as a reference when needed.
- **Due Date:** This field appears upon determining the **Payment Method** as **Credit**. The due date appears automatically and can be entered manually according to what has been determined in **Invoice Due Date** field with the possibility to modify.
- **Suspend:** This flag is used to temporarily suspend the invoice for any reason, such as completing incomplete data. Through this feature, the users can save the invoice without posting it as it cannot be posted unless it is unsuspended. Note that this feature cannot be used upon deactivating using **Modify** feature in the system and the system will show notifications for the suspended invoices.
- **Show Vendor Items Only:** Upon ticking this flag, the system displays the items linked to the vendor. It appears inactive when **Check Item –Vendor Linking** parameter is activated in **Vendors Parameters** screen.
- **Merchandising Goods:** This flag appears upon activating the **Dealing with Merchandising Goods** parameter in **Inventory Parameters** screen. The users can review reports about it in **Purchase Invoices Reports** screen and **Vendors Indebtedness Reports** screen. By ticking this flag, only merchandising goods appear in **Item Number** field.
- **Posted:** This flag appears ticked if the invoice has been posted.
- **Description:** In this field that appears at the bottom of the screen, the users enter an explanatory description about the invoice. This field is optional and can be mandatory upon activating **Description is Mandatory** in **Vendors System Parameters** screen.
- **Reference Number:** In this field, the users enter the invoice reference number either in numbers or letters in order to be used upon searching. This field is optional and can

be mandatory upon activating **Reference No is Mandatory** in **Vendors System Parameters** screen.

- **Vendor Invoice Number/ Vendor Invoice Date:** These fields are used to enter the number and date of invoice issued by the vendor.
- **Representative Number:** This field is used to select the number of purchases representative if any.

Second: Detailed Data

As mentioned before, the detailed data are automatically displayed upon selecting one of the options in **Fetch Data From** (Goods Received Order, Purchase Order, Sales Invoice, Trailers Loading Order). The users can also enter the detailed data manually as follows:

- **Item Number:** In this field, the users select the item number from the items list that appears sorted by the item number upon pressing F9 button or sorted by the item name upon pressing F8 button. The users can also select the item number from the items list that appears upon pressing F7 button, which shows various options that help the users select a group of items. The users can also add the item to **Favorite Items** list by clicking a right click.
- **Item Name:** The system automatically displays the item name upon selecting the item number. Moreover, users can search for the item name by right-clicking here and selecting **Display by Item's Name**.
- **Unit:** The system automatically displays the measurement unit upon determining the item number or barcode number. When there are multiple units, the users can view the units and select one of them.
- **Package:** This column appears upon activating **Show Item Size in Transactions** and it shows the item size based on the unit in the **Items Data** screen.
- **Item Specifications:** The system automatically displays the item specifications upon selecting the item number or barcode number. This column appears only upon activating **Show Item Specifications** parameter in **Vendor System Parameters** screen.
- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.

- **Factor:** This column appears upon activating **Show Numerical Unit Factors in Transactions** parameter in **Inventory System**. The system automatically displays the factor that has been entered in **Items Data** screen.
- **Numerical Quantity:** This field is used if the item is weighable. It is used to enter the numerical quantity, which the system will convert to a measured quantity in **Quantity** field. Moreover, the users can enter the measured quantity, and then, the system converts it to a numerical quantity in this field.
- **Expiry Date:** In this field, the users enter the actual expiry date if the item has one. This parameter is usually used in the items of food, medicine …etc.
- **Batch Number:** The users can determine the batch number using different methods, noting that they can enter the batch number of the item manually in all cases.

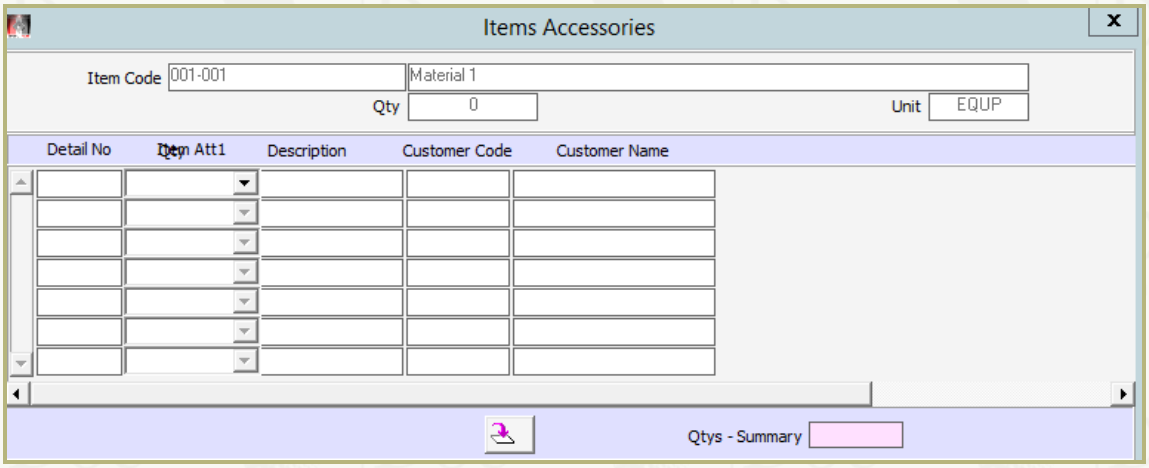
  Upon using the automatic configuration of batch numbers, the system automatically generates the batch number based on the configurations that have been made in **Link Items to Batches** screen with the possibility to modify it. The users can select the batch number from the list that appears upon pressing F9 button. The following table shows how the batch number is configured.

Color		Shape		Model		Gender	
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

- Batch No. 1111 means long, red, old, and for women (in case of numbering at the level of all columns).
- Batch number 111 means long, old, and red (in case of numbering at the level of three columns).
- Batch number 11 means long and red (in case of numbering at the level of two columns) and so on.

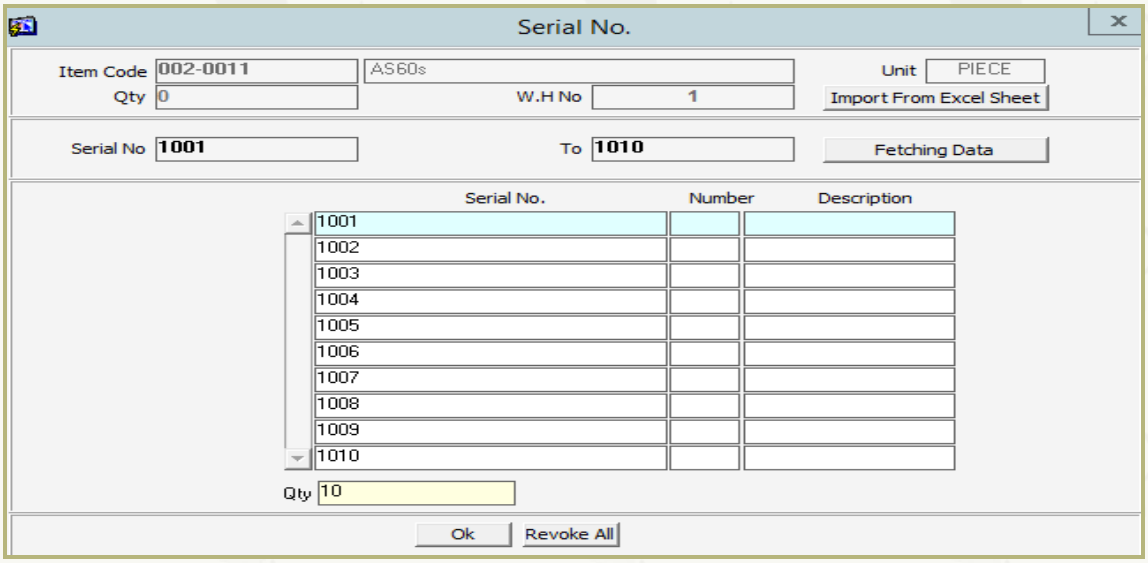
  In case of activating **Generate Batch No. from Item No. (Auto Seq.)** parameter in **Inventory System Parameters** screen, the system automatically generates the batch number based on the item number and the sequence will be automatic, with the possibility to modify the automatically generated batch number.

- **Quantity:** In this field, the users enter the item's quantity –that will be purchased– based on the inventory measurement units. Meanwhile, upon using **Weight System** and entering the numerical quantity, the system automatically converts the numerical quantity to a measured quantity in **Quantity** field. The users can show **Convert Between Unit of Measurement** list by pressing F8 button. The users can also view the available quantity and unissued sold quantity by pressing F7 button.
- **Accessories:** Upon using accessories, the system does not allow entering quantity directly, instead, users need to press F5 button in **Quantity** field to open a sub–screen that includes accessories coded in **Accessories Coding** screen within **Stock Setup**. In this sub–screen, the users determine the quantity of each accessory. After completing the entry of quantities at the level of each accessory, the users should click on **Fetch Quantity** button, so, the system fetches the total quantity of all accessories.



- **Volume/ Area:** The users can control the volume and area by using **Display Dimensional Measurements in Transactions Screens** parameter in **Inventory Parameters** screen. If the users selected **Volume**, the system displays **Length**, **Width**, **Height,** and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field. Meanwhile, if the users selected **Area**, the system displays **Length**, **Width**, and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field.
- **Serial Numbers:** The system uses the serial numbers based on the configuration of **Use Serial Number** parameter in **Inventory Parameters** screen, if the item uses serial numbers in **Items Data** screen. Upon selecting **During Transaction** option, the system does not allow entering direct quantity but it opens a sub–screen in order to enter the

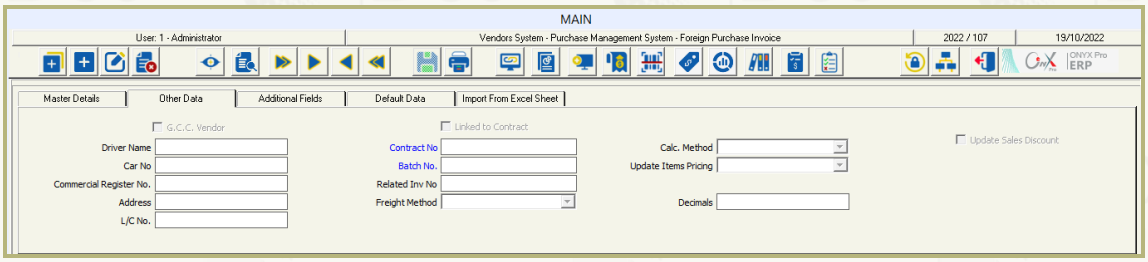
serial numbers of the item. Upon closing the sub-screen, the item quantity automatically appears in **Quantity** field, which is the total of the serial numbers. Meanwhile, upon selecting **After Transaction** option, the users enter total quantity, and the serial numbers will be entered later in **Provide/Issue Serial Numbers** screen in **Stock Transactions**.



- **Free of Charge Quantities:** This column is used when the company uses the free of charge quantities to enter the free of charge quantity (if any).
- **Free of Charge Quantity Percentage:** This column appears upon activating **Show Free of Charge Quantity Percentage** parameter to enter free of charge percentage of the item quantity.
- **Price:** In this column, the users enter the price of single item unit in the same currency of account that has been entered at the top of the purchase invoice. The price automatically appears upon selecting any options in **Items Costs** field in the master data section, with the possibility to modify it. Upon moving from this field, the system automatically displays a bar at the bottom of the screen showing the average of the previous cost, the currency, the last incoming price, and the difference between the new price and the old average in order to make sure that there is no error in the cost.
- **Discount:** These columns are used when the organization gets discounts at the item level upon activating **Use Disc. at Items' Level** parameter. These discounts are entered as a percent or amount in the concerning fields.
- **Average Purchase Discount:** In this column, the system displays the average of purchase discount, which is the total amount of the discounts divided by the purchase price.

- **Price after Discount:** This column shows the item cost after discount.
- **Total:** This column shows the total item cost, which is the result of multiplying the quantity by the unit price after deducting the discount (if any).
- **Vendor Item Number:** This column appears upon activating **Show Vendor Item Number** parameter. It shows the items' numbers that have been entered in **Vendor Items** screen.
- **Description:** This column appears upon activating **Display Description at Item Level** parameter in the **Vendors System Parameters** screen. In this column, the users enter an explanatory description at the item level (if needed).
- **Order Number:** This column shows the order number of the item. It is used upon fetching multiple orders in the same invoice.
- **Additional Fields:** These columns appear based on the number of fields that has been determined in **Show Additional Fields at Details Level** field in **Vendors System Parameters** screen.
- **Totals:** The total fields appear at the bottom of the screen according to what has been used in the **Main Data** tab and the rest of the tabs. The total items, charges, tax, and other expenses appear, each in its related fields.
- **Discount:** These fields are used to enter the discount at the invoice level (if any). The users can enter it as a percentage or as a value.
- **Total:** This field shows the net invoice.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Third: Other Data



The other data are optional and for information, such as:

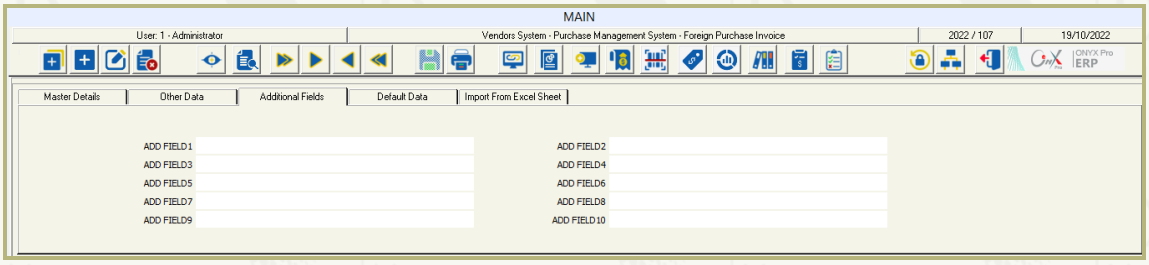
- **Driver Name:** In this field, the users enter the name of the vehicle driver manually.
- **Car Number:** In this field, the users enter the number of the vehicle that delivers the goods manually.

- **Linked to Contract:** When this flag is ticked, it means that the purchase invoice is linked to a vendor contract. This flag appears automatically ticked after fetching the purchase order to the purchase invoice if there is a contract linked to the purchase order.
- **Contract Number:** In this field, the users select the number of the contract that has been linked to the purchase order and fetched into the purchase invoice after pressing F9 button.
- **Calculate Tax on Free of Charge Quantities:** This flag appears upon activating **Calculate Tax on Free of Charge Quantities in Purchases** parameter and it is being ticked with the possibility to deactivate it.
- **Batch Number:** In this field, the users select the batch number from a list that appears by pressing F9 button when the contract is divided into more than one batch.
- **Related Invoice:** In this field, the users select the related purchases invoice after pressing F9 button. Then, the system will show notifications about it.
- **Item Pricing:** These fields appear in **Additional Fields** tab upon activating **Fetch Selling Price from Purchase Invoice** parameter in **Vendors System Parameters** screen. It is used upon pricing new items that have not been priced in **Pricing Items** screen or updating the prices for a certain pricing level in **Pricing Items** screen in **Inventory System**.
- **Selling Price:** This field is used to select the pricing level at which the items will be priced (retail – wholesale – private … etc.) based on the following equation:
  - Pricing Level = Purchase Price (+, –, x, ÷) (%)
  - For example: Retail Price = Purchase Price + (10%)
- **Calculate:** Upon clicking on this button, the system calculates the selling price for all unpriced items based on the equation that has been entered in the previous fields.
- **Save:** This button appears after saving the invoice as the prices can be modified without modifying the whole invoice.

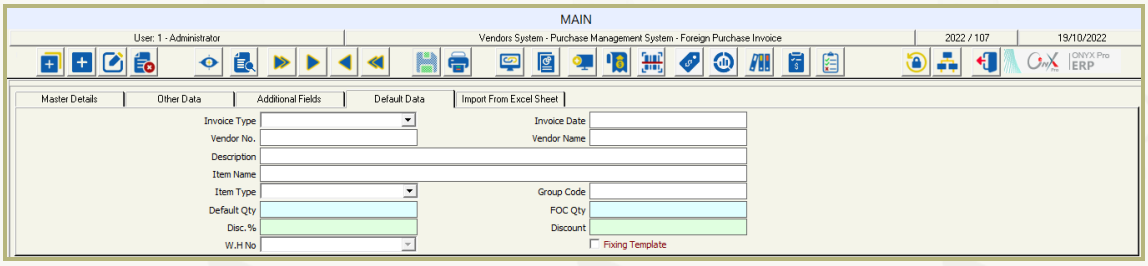
Fourth: Additional Fields

This tab is used to add additional data for the item that is not included in the rest of the screen tabs, with the ability to rename these fields according to the user's preferences in the

Texts Translation screen in **System General Configuration**. These data are used in the various reports of the invoice.



Fifth: Default Data



This tab is used to facilitate entering item records. It includes the following parts:

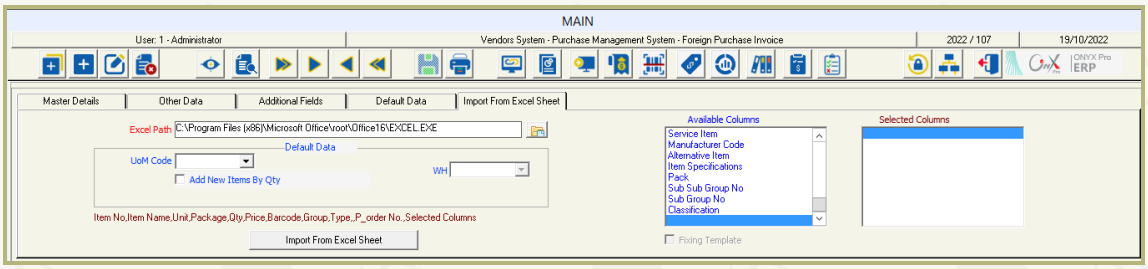
Filtration Fields: They include (Invoice Type/ Invoice Date/ Vendor/ Description/ Item Name/ Item Type/ Group Number) fields. They are used to facilitate searching for items.

Default Filling Fields: They include (Default Quantity/ Free Quantities/ Discount/ Warehouse Number) fields. They are used to fill the quantities of items by default values with the possibility to modify it.

- **Fixing Template**: Upon ticking this flag, the system copies the filtration fields and default quantities fields for the upcoming transactions.

Sixth: Import from Excel Sheet

The Excel file is imported based on the determined format with the following steps:



- **Excel File Path:** The users determine the path of the Excel file in **Default Values** tab within **Users Data** screen at the level of each user.

Excel File Order and Import: The users prepare and order the worksheet in Excel according to the format requested by the system, which is installed on **Purchase Order** screen. It includes pre-defined and ordered columns, so that the users prepare and order the Excel according to this specific format.

- **Default Data:** The default data include the following:
  - **Unit of Measurement Code:** Here, the unit of measurement is determined. If there are new items in the Excel file that is being imported, the system automatically adds their measurement unit. Note that if a measurement unit has been determined in the Excel file, it will have priority.
  - **Add New Items by Quantity:** Upon ticking this flag and there are new items in the Excel file, the system automatically adds them to the items data by the quantity. For example, if the quantity is 5 units, the system will add five items.
  - **Calculate Price from Price/ Quantity:** Upon tricking this flag, the system divides the value in **Price** column by the value in **Quantity** column and uses the result as the single unit price.
- **Add Columns:** If one or more columns need to be added to the format pinned on the screen, the users transfer these columns from the **Available Columns** box to **Selected Columns** box. These columns must be added to the Excel data after the predefined–columns. Then, the system starts importing the data to the screen if there is no error preventing importing process.
- **Unit of Measurement Code:** If the users fetched a specific measurement unit, the measurement unit should be determined in **Unit of Measurement Code** field.
- **Import from Excel File:** The users click on this button and import data from Excel.
- **Fixing Template:** The users tick on this flag to select the columns that could be fixed in order to be used in the upcoming fetching process.

Seventh: Help Icons

At the top of the screen, there are icons that help the user to carry out some procedures that relate to the screen's functions, such as:

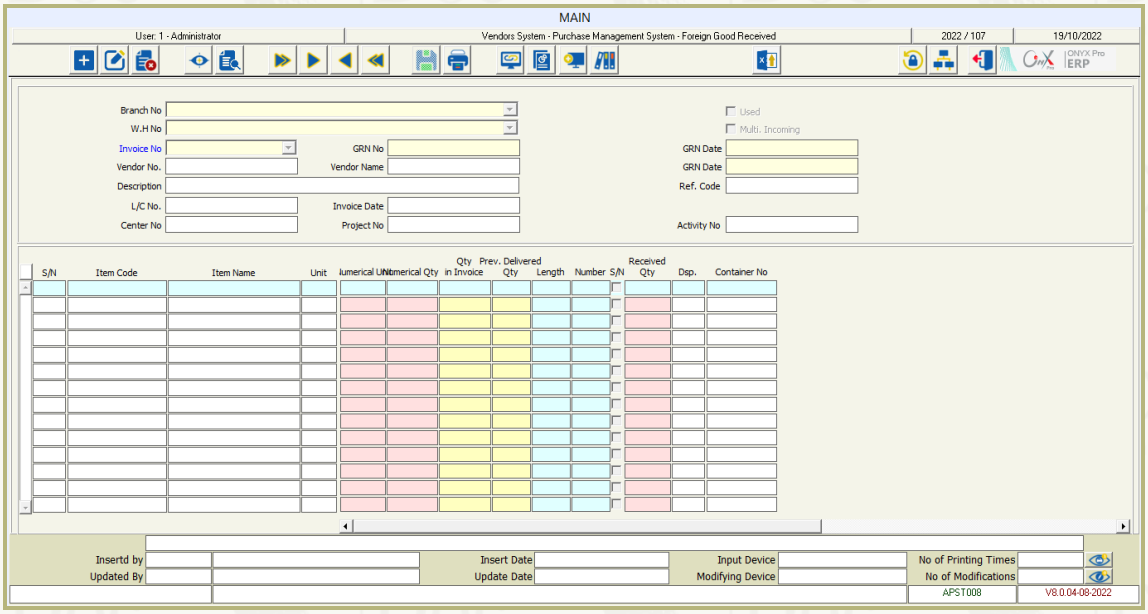
- **Installments Data:** If the purchase invoice is paid in installments, the users can enter **Installments** tab by clicking on the concerned button in the taskbar or by clicking on the **Installments Data** tab in order to determine the invoice installments and their dates.
- **Items Pricing:** Upon clicking this icon, **Item Pricing** screen appears from **Inventory System** in order to add items' selling prices. This screen appears only to the users who have the privilege to work on this screen.

- **Documents Archive:** If the users need to archive the invoice or any related attachments, they can enter **Document Archive** tab in order to complete the archiving procedures.
- **Item Barcodes:** Upon clicking on this icon, **Print Item Barcode** screen appears in **Inventory System** in order to print the item's barcode.
- **Payment Voucher:** Upon clicking on this icon, the system displays **Payment Voucher** screen from **General Ledger System** in order to issue a payment voucher with the invoice value or a part of it.
- **Goods Received Order:** Upon clicking on this icon, the system displays **Goods Received Order** screen from the **Inventory System** in order to handle the goods received order and facilitate completing the procedures, provided that the users have the privilege to work on the goods received orders in the **Inventory System**.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Hint: The users can modify the vendor's invoice number and date after saving the invoice by clicking on **Modify** button that appears beside **Description** field. Note that only the users who have the privilege to modify the screen can modify the reference and the description.

Foreign Purchases Received Note

Use: This screen is used to receive the goods of foreign purchase invoice before calculating the foreign purchases costs and closing the letter of credit. This screen defines quantities that are already arrived at the warehouses, whether they arrived in one batch or several batches, and determines the missing quantities which are the difference between the invoice quantities and quantities arrived at the warehouses.



How to use this screen

The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** In this field, the system displays the branch, from which the user accessed, with the possibility to change it if the user has privilege to work from multiple branches.
- **Warehouse:** This field is used to select the warehouse in which the purchases will be received. Note that this field does not appear upon activating **Use Multiple Warehouses** parameter in the **Vendors System Parameters**, as, in this case, the warehouse will be used at the item level in the detailed data.
- **Invoice Number:** In this field, the user selects the number of foreign purchase invoice that will be received in the warehouses. Upon selecting the invoice, its data will appear in both the master and detailed data on the screen.

> **Note:** The system prevents fetching the data of foreign purchase invoice to the goods received note if the system is configured to inspect quantities before preparing the items included in the invoice.

- **Goods Received Notes Number:** This field is used to handle the serial number of the foreign purchase goods received notes. It is used according to the configuration of the **Document Sequence** that has been made in **Vendors System Parameters** screen, whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manually**.
- **Goods Received Date:** This field is used to handle the date of foreign purchase goods received notes. It is used according to the documents date configuration that has been made in **Vendors System Parameters** screen, whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manually**.
- **Vendor Name/ Vendor Number:** In **Vendor Number** field, the user selects the vendor's number from the list that appears upon pressing F9 button. Then, the system automatically displays the **Vendor Name**.
- **Reference Number:** In this field, the user enters the reference number of the goods received note, either in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in **Vendors System Parameter** screen.
- **Description:** In this field, the users enter an explanatory description about the foreign purchase goods received note. It is optional field and can be mandatory upon activating **Reference is Mandatory** parameter in **Vendors System Parameter** screen.
- **Letter of Credit Number:** The number of the letter of credit automatically appears if the users determined it in **Foreign Purchases Invoice** screen. Otherwise, users can determine it in this screen after pressing F9 button here. Note that this field is optional.
- **Cost Center/ Project/ Activity**: These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the detailed data section. It is used in analyzing foreign purchase goods received note by centers/ projects/ activities and extracting total and detailed reports.

- **Bill of Entry:** This field appears upon activating **Bill of Entry** parameter in **Vendors System Parameters** screen. It is used to enter the bill of entry related to goods.
- **Used:** This flag appears ticked if the goods received note is used in the Domestic Purchases invoice.
- **Multi Incoming – Batches:** This flag appears upon activating **Use Letter of Credit Batches** parameter in **Vendors System Parameters** screen. It is used upon receiving the invoice in several batches. Upon ticking this flag (✓), the single letter of credit can be divided into more than one batch and each batch can be closed separately. Then, the system generates accounting entries at the batch level. Upon receiving the last batch, the system does not allow activating this flag.

  Note:

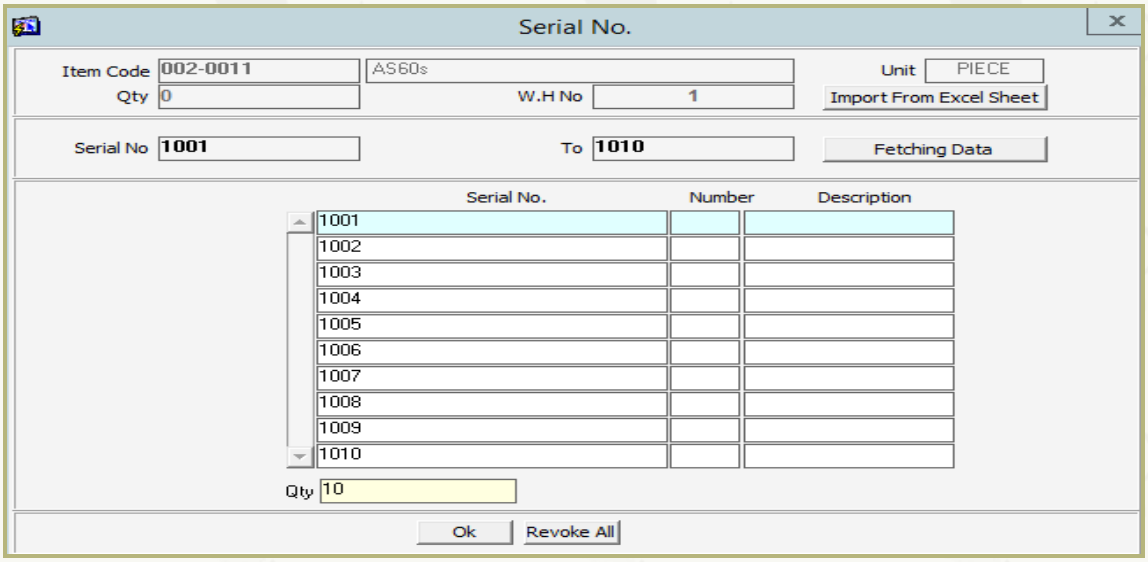
  - When this flag is not activated, the system will consider the quantities that have not been received as missing quantities. Therefore, using it is very important upon receiving the invoice in several batches.
  - Before using multi-batches goods received note, the users need to ensure that the letter of credit of the invoice is multi-batches.

Second: Detailed Data

The invoice data automatically appear in the detailed data section upon selecting the number of the purchase invoice in the master data. Then, the users add only the delivered quantities.

- **Item Name/ Item Number:** In these fields, the data automatically appear upon selecting the invoice number.
- **Quantity in Invoice:** Here, the system automatically displays the quantity of foreign purchase invoice.
- **Previously Received Quantity:** The previously delivered quantity automatically appears. For example, upon fetching the second batch from letter of credit, the system displays the first batch (the previous one), and so on.
- **Serial Numbers:** The system handles the serial numbers based on the configuration of **Use Serial Number** parameter in the **Inventory Parameters**, provided that the item has a serial number in the **Items Data** screen. Upon selecting **During Transaction** option, the system does not allow entering direct quantity for the item but it opens a

subsidiary screen to enter serial numbers for the item. Upon closing the subscreen, the item's quantity automatically appears in **Quantity** field. This quantity is the total of the serial numbers. However, upon selecting **After Transaction** option, the users enter the total quantity. Meanwhile, they will enter the serial numbers later in **Provide/ Issue Serial Numbers** screen in **Inventory Transactions System**.

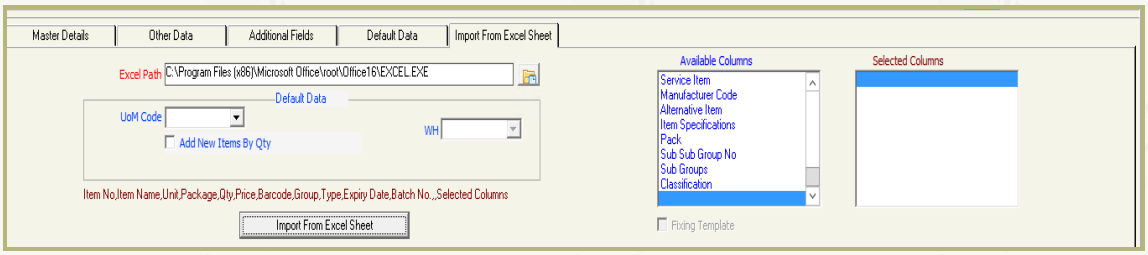


- **Received Quantity:** The users add the delivered quantities manually. It is the quantity that has been actually delivered to the warehouses.
- **Discrepancy:** The system automatically displays the discrepancy between the total quantity delivered to the warehouses (in the various batches) and the quantity in the purchase invoice.
- **Free of Charge Quantity in Invoice:** Here, the system automatically displays the free of charge quantity in the invoice.
- **Previously Received Quantity (of Free of Charge Quantity):** The system automatically displays this quantity. Therefore, upon fetching the second batch, the system displays the first batch (the previous one), and so on.
- **Delivered Free of Charge Quantity:** The users manually add the free of charge quantity that is actually delivered to the warehouses.
- **Discrepancy (of Free of Charge Quantity):** The system automatically displays the discrepancy between the free of charge quantity delivered to the warehouses (in the various batches) and the free of charge quantity in the purchase invoice.
- **Expiry Date:** In this field, the users enter the actual expiry date of the item if the item has one.

- **Batch Number:** This field automatically displays the batch number which is the number included in the purchase invoice.
- **Container Number:** In this column, the users enter the number of the container that delivered the batch.

Third: Import from Excel Sheet

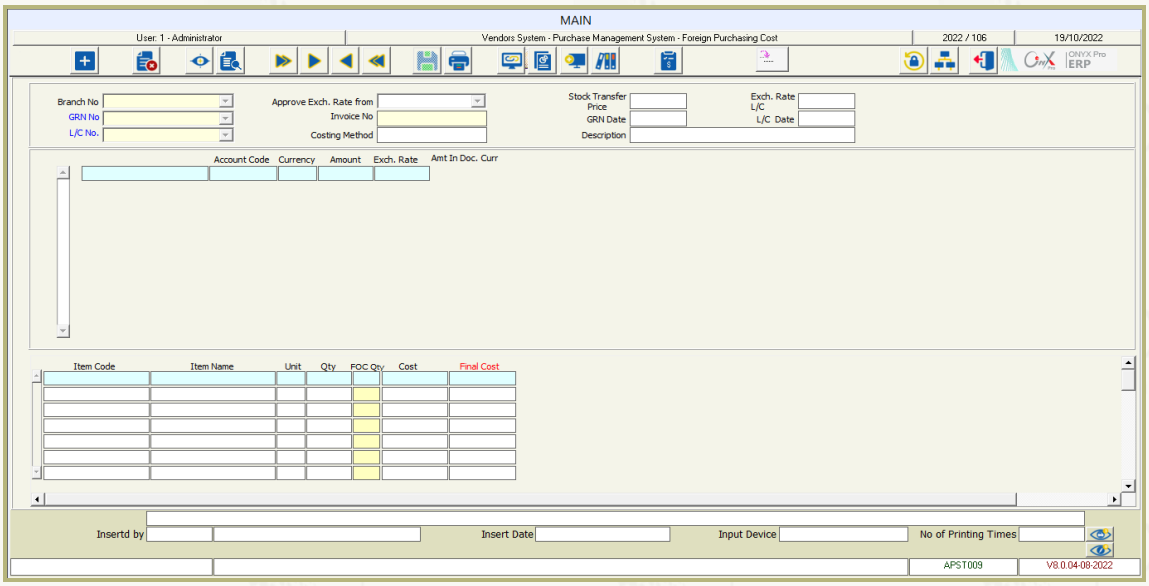
The users can import the goods received data from Excel file by clicking on the concerned button in the taskbar.



- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Foreign Purchases Costs

Use: This screen is used to control how to distribute the expenses of letter of credit to items using one of the following methods (Percentage, Percent from Item, Amount, Automatic Distribution, or Fixed Value). It is also used to close quantity and cost accounts of the letters of credit in the inventory account, and missing items account, as well as close the final cost of items in the inventory accounts. This screen also helps the system to calculate the cost of the single unit for each item automatically.



Steps of calculating the foreign purchases costs:

- Open letter of credit accounts in the Chart of Accounts.
- Define the types of the purchases' costs in the Purchases System Configuration.
- Distribute the fixed expenses to the items in **Purchased Items Expenses** screen within **Purchases Configuration** upon using fixed value in **Foreign Purchases Costs** screen.
- Prepare a foreign purchase invoice containing the value of purchased items based on the vendor invoice.
- Define the Costing Method of the letter of credit according to what has been configured in **Letters of Credit** screen within **Letters of Credit Management** System, which includes the letter of credit value – foreign purchases invoice value – and the letter of credit expenses.
- Prepare foreign purchases received note based on the foreign purchases invoice.
- Make a journal entry or payment voucher with the invoice value and other letter of credit expenses, and post it.

- Calculate the costs of foreign purchases.

How to use this screen:

The screen is used after clicking on **Add** button as follows:

- **Branch Number:** In this field, the number of the branch, from which the user accessed, appears with the possibility to change it if the user has privilege to work on more than one branch.
- **Goods Received Notes Number:** In this field, the users select the number of the goods received note for the foreign purchases whose costs are required to be calculated. Upon selecting the goods received note, the system automatically displays the invoice number and other related data such as the Stock Exchange Rate and the Letter of Credit Exchange Rate.
- **Letter of Credit Number:** In this field, the user selects the number of the Letter of Credit linked to the goods received note. Then, the system displays the selected costing method –which will be used to calculate the Letter of Credit costs–, accounts linked to this method, the currency of each account, the exchange rate, and the amount of each account in the invoice currency. The system also displays the cost distribution methods beside each account whether Percentage, Percent from Item Amount, Auto Distribution, Fixed Value.
- **Description:** In this field, the user writes a description about the foreign purchase costs. It is an optional field and can be mandatory upon activating the **Description is Mandatory** parameter in **Vendors System Parameter** screen.
- **Costing Method:** In this field, the user selects the method of calculating the cost and distributing the costs of Letter of Credit (all expenses except the invoice amount). The system provides several methods to distribute the cost at the level of each expense, such as:
  - **Percentage:** The users activate this option in order to distribute the expenses value to the items based on a percentage; so, users enter a specific percentage for each item, provided that the total percentages are not less than or more than 100%. Upon preparing the costs, the system distributes the Letter of Credit expenses based on the percentage entered for each item.

- **Amount:** The users select this option to distribute costs (Letter of Credit expenses) based on certain amounts. Therefore, the system opens columns in front of the items according to the number of the Letter of Credit accounts, and the users enter the amount at the level of each column (account) for each item separately. The system charges this amount to the items upon preparing the costs.
- **Automatic Distribution:** By selecting this method, the system automatically displays the cost of each item, which is the result of multiplying each cost (expense) of L/C by the item's percentage of the purchase invoice total cost. For example, if the freight charge is (70,000) and the user wants to distribute it to the total cost of two items, the system distributes it as in the following table:

Item	Items Total Cost	Each Item Percentage of Invoice total	The amount charged to each item of freight charge
First Item	9000	%56	70000x %56=39200
Second Item	7000	%44	70000 x %44=30800
Invoice Total	16000		Total Amounts =70000

- **Fixed Value:** By selecting this method, the system automatically displays the costs beside each item based on the values entered in **Purchased Items Expenses** screen in **Purchase Configuration**. This fixed value is the result of multiplying the value in **Purchased Items Expenses** screen by the number of item units in the **Foreign Purchase Invoice**.

- **Prepare Costs:** The users click on this button to charge each item with its share of Letter of Credit expenses in order to find out the single unit cost and show the final cost in a new column called **Final Cost**.

  Note: The users can cancel this distribution if the invoice has not been posted and its items are not impacted by any incoming or issuance movement by clicking on **Uncosting** button.

- **Closing Invoice Approval Journal:** After preparing the Letter of Credit costs, saving the document, and closing the approval, the following accounting entry is formed:

Date		Debit	Credit
	From: Stock		
	To: Vendor Invoice Value		

		Freight Fees Customs Duties Bank Charges Transportation Charges Other Charges Goods Insurance		

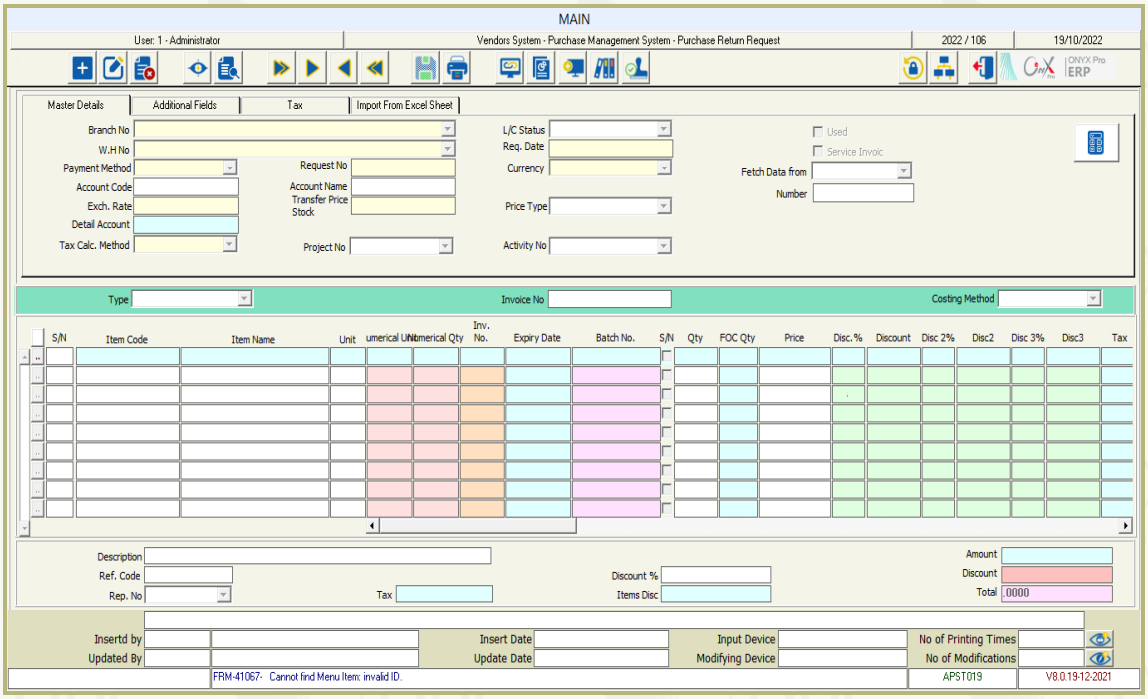
The above entry is the entry of closing Letter of Credit accounts in inventory account and the expenses are included in the entry. It reflects the accounts expenses selected by the users in the purchase costs screen.

- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Hint: When there is Letter of Credit with multiple installments, the users can issue one Letter of Credit for multiple foreign purchase invoices, then, in this screen, users modify the amounts of the cost elements in order to distribute the L/C amounts to the invoices, and then, distribute each invoice's charges to their items.

Purchase Return Request

Use: This screen is used to issue requests for domestic and foreign purchase returns, whether for the current year or prior years. Users enter the return as a request that needs to be approved by one or more privileged users according to what has been determined in **Approval Levels** screen. Moreover, users can determine the purchase invoice number of a previous year upon activating **Determining Invoice No for Previous Year is Mandatory** parameter in **Vendors System Parameters** screen. This screen appears upon selecting **Mandatory** or **Optional** options in **Use Purchase Return Request** parameter.



How to use this screen

The screen is used after clicking the add button as follows:

First: Main Data

- **Branch Number:** This field displays the branch, from which the user accessed the system with the possibility to change it if the user has the privilege to work on more than one branch.
- **Warehouse:** This field is used to select the warehouse to which the items will be returned. Note that this field does not appear if **Use Multiple Warehouses** parameter is activated in **Vendor System Parameter** screen because the warehouse in this case will be used at the item level in the detailed data section.
- **Fetch Data from:** The users can fetch data from any **Damaged Items Outgoing Order** added to **Inventory Management System**.

- **Tax Calculation Method:** This field appears upon activating **Use VAT** parameter in **General Parameters** screen in the **System General Configuration**. In this field, the user selects the tax calculation method from the methods that have been defined in **Tax Calculation Methods** screen in the **System General Configuration**. The users grant the privileges at the level of each tax calculation method in **Inputs Privileges** screen.
- **Payment Method:** This field is used to select the return payment method from the following ones:
  - **Cash:** This method is used upon returning the value of the return in cash.
  - **Check:** This method is used upon returning the return value with a check from the bank.
  - **Cash/ Check:** This method is used if a part of the invoice returns is received in Cash and the rest is received in Check.
  - **Credit:** This method is used upon returning the value of the goods to the vendor's account.
  - **Transfer:** This method is used upon returning the value of the return by transferring the amount from the vendor's account in the bank to the organization account in the bank by any means. The transaction is recorded by bank advice or by any other document.
- **Request Number:** The system automatically set a sequence for the request numbers by branch. It allows modifying the sequence based on the configuration of **Document Sequence** parameter either manual, automatic cannot be modified, or automatic can be modified.
- **Date:** This field is used to handle the date of the purchase return request. It is used according to the configuration that has been made in **Vendors System Parameters** screen, either manual, automatic cannot be modified, or automatic can be modified. The users are granted the privilege of modifying the date from **Transactions' Privileges** screen.
- **Account Number:** In this field, the user selects the account that represents the debit part whether it is the vendor, the cash account, or the bank account based on the payment method selected for return.

- **Detail Account:** In this field, the user selects the detail account linked to the main account such as cash accounts, banks accounts, or vendors accounts.
- **Currency:** In this field, the user selects the currency of the return request.
- **Exchange Rate:** The system automatically displays the exchange rate of the invoice currency to the local currency.
- **Stock Exchange Rate:** The system automatically displays the exchange rate of the stock currency to the local currency if the stock currency differs from the local currency.
- **Price Type:** The system automatically displays the price type determined in the purchase invoice that shows either the price is tax-free or tax-inclusive.
- **Approval Status:** In this field, the system automatically displays the document status, either approved, not approved, rejected, or in transaction.
- **Service Invoice:** This flag appears upon activating **Use Service Items** in **Vendor System Parameters** screen. Upon ticking on it, the system shows only the items that have been defined as service items in **Items Data** screen.
- **Cost Center/ Project/ Activity:** These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the detailed data section. It is used in analyzing stock by centers/ projects/ activities and extracting total and detailed reports.

Second: Detailed Data

- **Type:** This field includes multiple options:
  - **Invoice Number:** Here, users determine the invoice number if the purchase invoice is within the current financial year.
  - **Without Specifying Invoice Number:** This option appears upon activating **Use Return without Selecting Purchase Invoice** Number parameter.
  - **Previous Years Returns:** The users select this option if the purchase invoice belongs to a prior year(s), then the system shows a new field beside this field called **Year** to enter the financial year to which the invoice belongs.

- **(Leave The Field Empty):** In this case, the user skips **Invoice** field and moves to **Fetch Data From** field.

- **Year:** In this field, users record the financial year if the purchase invoice belongs to a prior year(s). This field appears automatically if the user selected Previous Years Returns option in **Type** field.
- **Invoice Number:** Upon determining the invoice number, the system automatically shows the item data in the detailed data section. So, once pressing F9 button and selecting the (domestic/ foreign) purchases invoice whose items or parts of them will be returned, the system automatically displays the data of the invoice item in the detailed data section with the possibility to modify the quantity of each item.
- **Costing Method:** This field is used to determine the method of calculating the value of the items that will be returned and their cost when issuing them from the warehouse. This cost will automatically be fetched to **Cost** column in the detailed data section. This field includes the following options:
  - **Vendor Price:** The user selects this option if the cost of issuing items from the warehouse is the price at which the purchase was made. If the average cost of the item is greater than the price of the vendor, the discrepancy will be recorded in cost discrepancy account on the debit side. Meanwhile, if the average cost of the item is less than the purchase price, the discrepancy will be recorded in cost discrepancy account on the credit side.
  - **After Final Cost:** The user selects this option if the cost of the item –upon issuing from the warehouse– is the current average cost of the item.
  - **Last Goods Received Price:** The user selects this option if the item cost –upon issuing from the warehouse– is the price of last received goods. Therefore, if the price of last received goods is greater than the purchase price, the discrepancy will be recorded in cost discrepancy account on the debit side. Meanwhile, if the price of last received goods of the item is less than the purchase price, the discrepancy will be recorded in cost discrepancy account on the credit side.

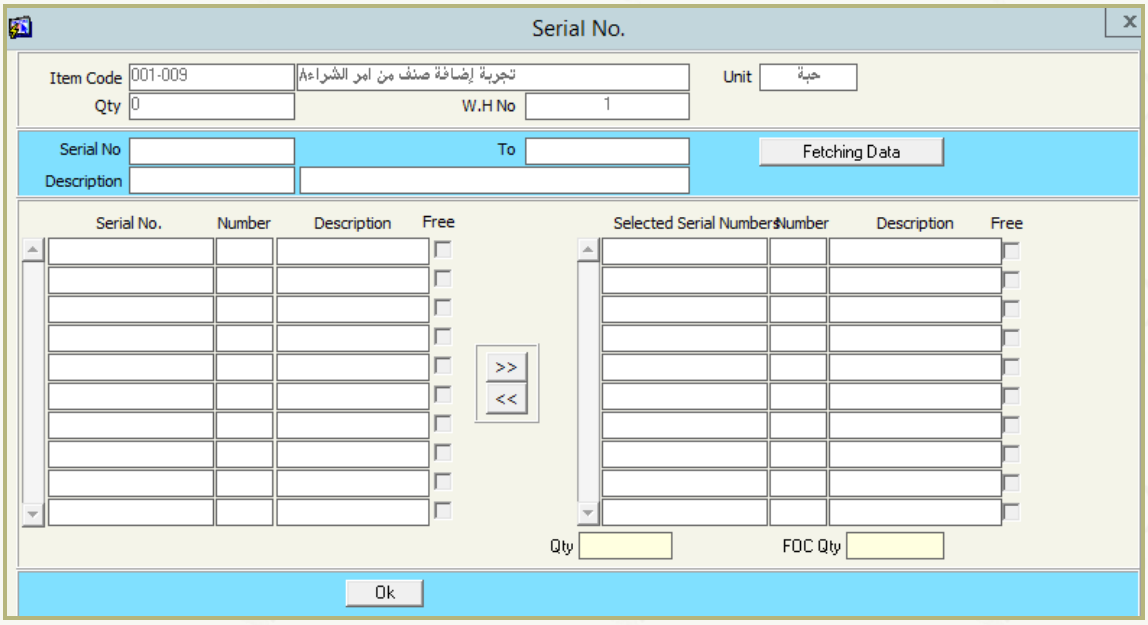
Entering Detailed Data Manually

The users can manually enter the item data into the detailed data section if the **Type** field is left empty, or users selected **Previous Years Returns** in it, provided that **Determining**

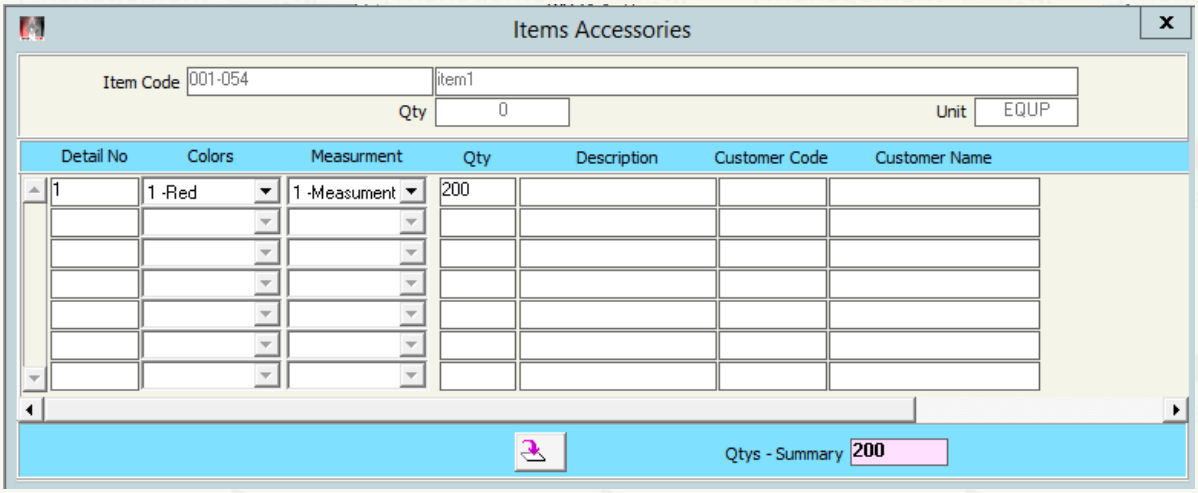
Invoice Number for Previous Year is Mandatory parameter has been deactivated in **Vendors System Parameters** screen. Users can enter the item data manually into the detailed data section as follows:

- **Item Number/ Item Name:** The users select the items from the list of items, which appears ordered by number upon pressing F9 button or ordered by name upon pressing F8 button. The users can also show the expiry date and batch number with the components by pressing F7 button. Note that the system handles only registered items that the user has the privilege over. Moreover, upon scanning the barcodes, the system only displays the items linked to the barcode number, and once the users select the item number, the system displays the item name.
- **Unit:** The inventory unit automatically appears upon determining the item number or barcode number. When there are multiple units, the users can display the list of units by pressing F9 button –if the item has more than one item size– and select the needed unit.
- **Specifications:** The system automatically displays the specifications upon determining the item number or barcode number. This column appears only if **Show Item Specifications** parameter is activated in **Vendor System Parameter** screen.
- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.
- **Factor:** This column appears upon activating **Show Numerical Unit Factor in Transactions** parameter in **Inventory System**. The system automatically displays the factor entered in the **Items Data** screen.
- **Numerical Quantity:** This field is used if the item is weighable to record the numerical quantity that the system will convert to a measured quantity in **Quantity** field. Moreover, the users can enter the measured quantity and the system will convert it to a numerical quantity in this field.
- **Invoice Number:** This column is used to determine the invoice number from which the item will be returned to the vendor in case of returning from multiple purchase invoices. Meanwhile, when all returned items are from one purchase invoice, the users determine it in the field at the top of the screen.

- **Expiry Date:** In this field, the users enter the actual expiry date of the item if any. This field is usually used with food, medicines, …etc.
- **Batch Number:** The users determine the batch number of the return in this field for items that use batch numbers.
- **Volume/ Area:** The users can control the volume and area by using **Display Dimensional Measurements in Transactions Screens** parameter in **Inventory Parameters** screen. If the users selected **Volume**, the system displays **Length**, **Width**, **Height,** and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field. Meanwhile, if the users selected **Area**, the system displays **Length**, **Width**, and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field.
- **Serial Numbers:** The system uses the serial numbers based on the configuration of **Use Serial Number** parameter in **Inventory Parameters** screen, if the item uses serial numbers in **Items Data** screen. Upon selecting **During Transaction** option, the system does not allow entering direct quantity but it opens a sub-screen in order to enter the serial numbers of the item. Upon closing the sub-screen, the item quantity automatically appears in **Quantity** field, which is the total of the serial numbers. Meanwhile, upon selecting **After Transaction** option, the users enter total quantity, and the serial numbers will be entered later in **Provide/Issue Serial Numbers** screen in **Stock Transactions**.



- **Quantity:** In this field, the users enter the quantity needed to be returned from the determined warehouse based on inventory measurement unit. However, if the users used **Weights** system and entered the numerical quantity, the system automatically converts it to a measured quantity in this field.
- **Accessories:** Upon using accessories, the system does not allow entering quantity directly, instead, users need to press F5 button in **Quantity** field to open a sub-screen that includes accessories coded in **Accessories Coding** screen within **Stock Setup**. In this sub-screen, the users determine the quantity of each accessory. After completing the entry of quantities at the level of each accessory, the users should click on **Fetch Quantity** button, so, the system fetches the total quantity of all accessories.

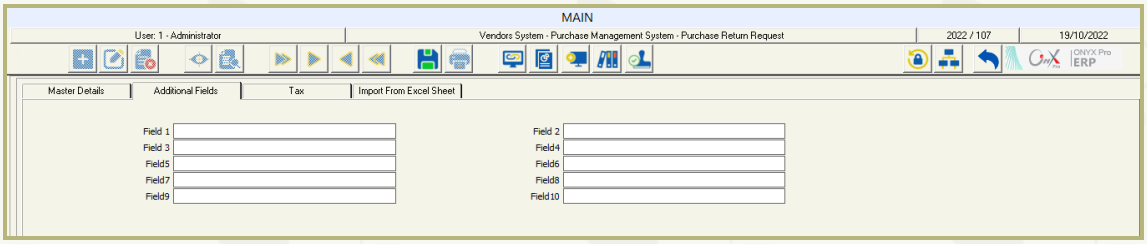


- **Free of Charge Quantity:** The system determines the free of charge quantity by determining the ratio of return quantity from the purchase quantity with the ability to modify it, provided that it does not exceed the free of charge quantity in the purchase invoice.
- **Price:** Here, users can enter the cost manually or the system calculates it according to the selected costing method (Vendor Price, After Final Cost, Last Goods Received Price).
- **Discount:** The users enter the discount at the item level – if any – whether a percentage or amount. The number of discount columns depends on what has been determined in **No. of Discounts** parameter.
- **Tax:** The system automatically displays the tax on the returned items according to the purchase invoice. This tax is the one that has been linked to the items in **Link Items to Tax Types** screen in the **Inventory Management System**.

- **Description:** The users enter an explanatory description about the return request in this field. This field is optional and can be mandatory upon activating **Entering Description is Mandatory** parameter in **Vendor System Parameters** screen.

Third: Additional fields

This tab is used to add additional data that is not included in the rest of the screen tabs with the ability to rename these fields as required by the user in **Texts Translation** screen in **System General Configuration**. These additional data can be used in the various reports about the invoice.

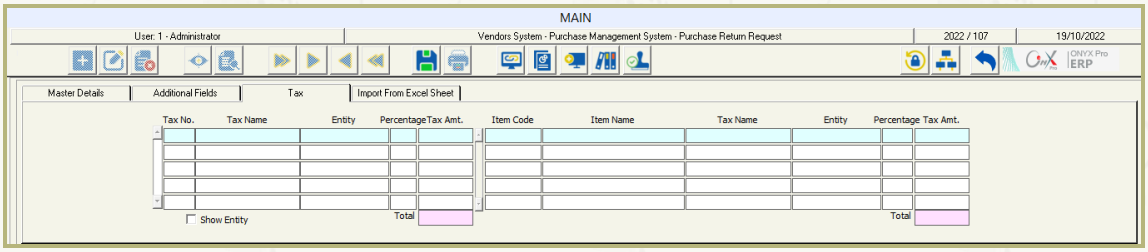


Fourth: Tax

This tab shows the items due tax in the purchase invoice according to what has been entered in **Link Items to Tax Types** screen. This tab is divided into two parts:

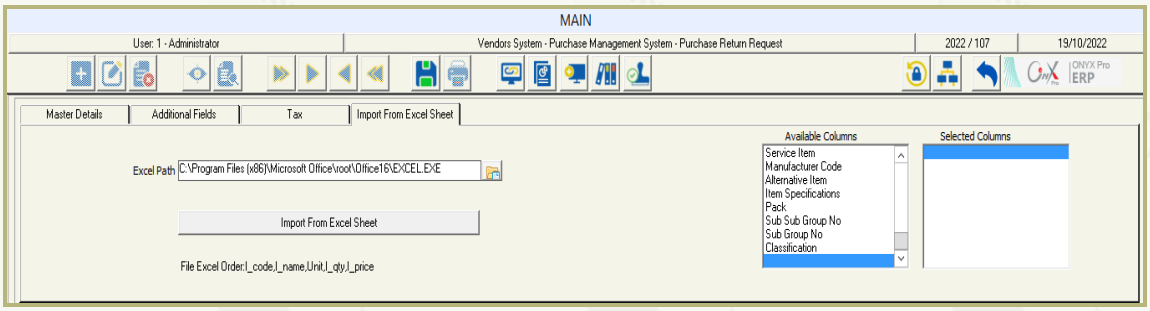
Left Section: It collects taxes on items at the tax type level.

Right Section: It displays the details of each type at the item level.



Fifth: Import Data from Excel File

The users import data from Excel file –formatted according to the determined format– by following these steps:

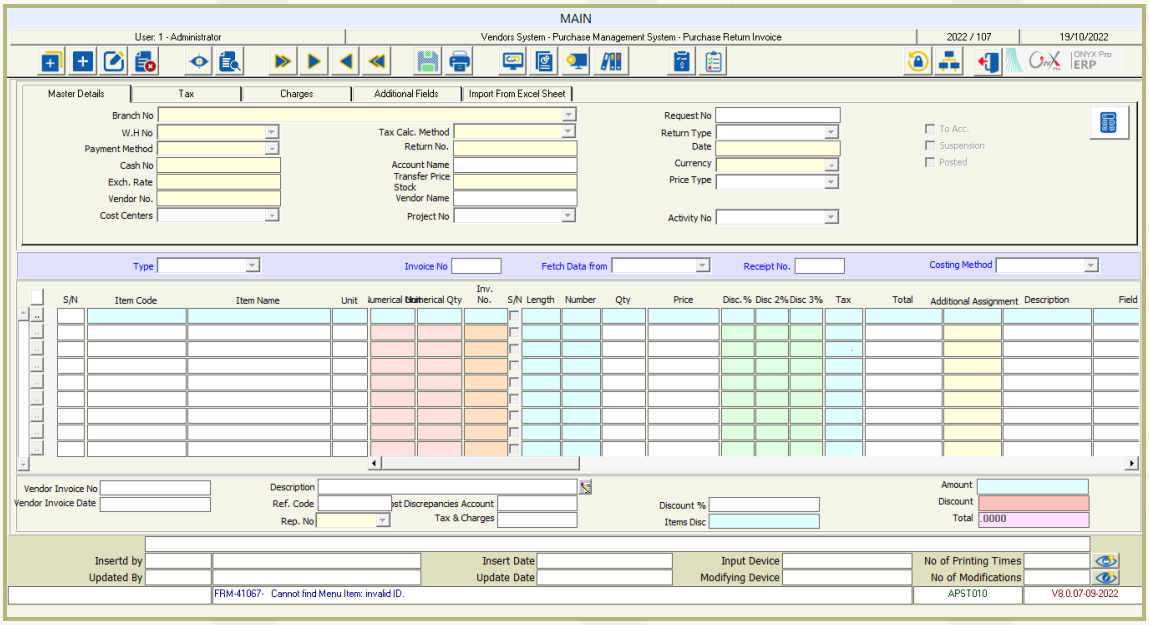


- **Excel File Path:** The users determine the Excel file path in the **System General Configuration**. Note that it can be determined from the main device or any terminal device.

- **Order and Import Excel File:** The users prepare and order worksheet in Excel file according to the format determined in **Quotations** screen.
- **Add Columns:** If the users want to add one or more columns to the format on the screen, they can add columns from **Available Column** box and move them to **Selected Column** box, provided that this column should be added in the Excel file data after the format columns. Then, the system starts importing data to the screen if there is no error.
- **Approval:** After saving, the users approve the return request using **Approval** icon in taskbar. Then, the requests can appear in **Purchase Return Invoice** screen.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Purchase Returns Invoice

Use: This screen is used to record the local and foreign purchase returns, whether they are returned from current purchases or prior years. The users can determine the purchase invoice number of prior years upon activating **Determining Invoice No for Previous Year is Mandatory** parameter in **Vendors System Parameters** screen



How to use this screen:

The screen is used after clicking on **Add** button as follows:

First: Main Data

- **Branch Number:** In this field, the branch, from which the user accessed, appears with the possibility to change it when the user has privilege to work on more than one branch.
- **Warehouse:** This field is used to select the warehouse from which the items will be returned. Note that this field does not appear upon activating **Use Multiple Warehouses** parameter in **Vendors System Parameters** because in this case the warehouse will be used at the item level in the detailed data.
- **Tax Calculation Method:** This field appears upon activating **Use VAT** parameter in the **General Parameters** within **System General Configuration**. In this field, the user selects one of the methods that have been defined in **Tax Calculation Methods** screen in the **System General Configuration**. Noting that the users are granted the privilege at the level of each tax calculation method in **Inputs Privileges** screen.

- **Request Number:** This field appears upon selecting **Optional** or **Mandatory** option in **Use Purchase Return Request** field in **Vendors System Parameters** screen. It is used to review the list of requests by pressing F9 button and selecting the request.
- **Return Type:** The user selects the return type from the types that have been defined in **Purchase Return Types** screen within **Vendors Setup**.
- **Payment Method:** Here, users select the method for paying returning value payment from the following methods:
  - **Cash:** This method is used upon receiving the return value in cash.
  - **Check:** This method is used upon receiving the return value by Check from the Bank.
  - **Cash/ Check:** This method is used upon receiving part of the invoice returns in Cash and the other part with a Check.
  - **Credit:** This method is used upon returning the value of the goods by deducting them from the vendor account.
  - **Transfer:** This method is used upon receiving the return value as a transfer from the vendor account in the bank to the organization's account in the bank. The transaction is recorded by bank advice or any other documents.
  - **To Account:** This option is used to enable the users to record the value of purchase return invoice to any account from the defined ones in the Chart of Accounts. For example, the organization can record the value of purchase return to (Customer) by selecting required customer's account.
- **Return Number:** This field is used to set the serial number of the purchases returns invoice according to the documents sequence configuration that has been made in **Vendors System Parameters** screen, whether it is **Automatic Can Be Modified**, **Automatic Cannot be Modified**, or **Manual**. The invoice sequence is based on the **Purchase Returns Invoices Sequence** parameter in **Vendors System Parameters** screen, whether it is **Accumulative**, **By Payment Method**, **By Type**, **By Warehouse**, etc.
- **Date:** This field is used to deal with the date of purchase returns invoice according to documents date configuration that has been made in **Vendors System Parameters**

screen, whether it is **Automatic Can Be Modified**, **Automatic Cannot be Modified**, or **Manual**.

- **Account Number:** In this field, the user selects the debit account based on the payment method selected for returns, whether it is the vendor, cash, or bank account.
- **Detail Account Number:** Here, the user selects the detail account linked to the main account, which can be cashes, banks, or vendors accounts.
- **Currency:** This field is used to select the currency of return invoice.
- **Exchange Rate:** The system automatically displays the exchange rate of invoice currency to the local currency.
- **Inventory Exchange Rate:** The system automatically displays the exchange rate of inventory currency to the local currency when the inventory currency is different from the local currency.
- **Price Type:** The system automatically displays the price type selected for the vendor in **Vendors Data** screen within **Other Data** tab, either **Price without Tax** or **Price Includes Tax**.
- **To account:** This flag is ticked when there is a cash or credit purchase return invoice and the users want to record a part of the invoice amount to a specific account and record the remaining amount to the cash or vendor's account –according to the payment method–.
- **Suspension:** This option is used to suspend the return temporarily for any reason, whether to complete incomplete documents or to complete data entry. This feature allows the users to save the return without posting it as it cannot be posted before unsuspending it. Note that this feature cannot be used upon deactivating modification function in the system and there will be an alert for the suspended invoices.
- **Posted:** This flag appears ticked if the return has been posted.
- **Service Invoice:** This option appears upon activating **Use Service Items** parameter in **Vendors System Parameters** screen. Upon ticking this flag, the system shows only the items that have been defined in **Items Data** screen as service items. Based on that, the return will be recorded to the service purchases account upon issuing the purchase invoice.

Credit	Debit	

		From: Vendor/ Cash/ Bank account
		To: Service purchases account

- **Post tax to Due Account:** This flag appears upon activating **Post Tax to Due Account is Possible** parameter. So, the system automatically displays it ticked upon fetching data from a purchase invoice, in which this parameter is ticked.
- **Cost Center/ Project/ Activity:** These fields appear upon selecting the **Single** option in **Cost Center Type**/ **Project Type** /**Activity Type** parameters in the **Vendors Parameters** screen. They are used to select the **Center**/ **Project**/ **Activity** from the drop-down list according to the organization's policy. Meanwhile, upon selecting **Multiple** option in the mentioned parameters, the **Centers**/ **Projects**/ **Activities** will be selected at the item level in the detailed data section. It is used in analyzing stock by centers/ projects/ activities and extracting total and detailed reports.

Second: Detailed Data

- **Type:** This field includes several options; which are:
  - **Select Invoice Number:** when the purchase invoice is within the fiscal year of the return.
  - **Without Specifying Invoice Number:** This option appears upon activating **Use Return without Selecting Purchase Invoice Number** parameter.
  - **Previous Years Returns:** The users select this option if the purchase invoice belongs to a prior year(s), then the system shows a new field beside this field called **Year** to enter the financial year to which the invoice belongs.
  - **(Leaving this field empty):** In this case, the users skip **Invoice Number** field and go directly to **Fetch Data From** field.
- **Year:** In this field, the user enters the fiscal year if the purchase invoice is related to a previous year(s). This field appears upon selecting **Previous Years Returns** option in **Type** field.
- **Invoice Number:** Upon selecting the invoice number, the items' data will be automatically displayed in the detailed data section. Meaning that upon pressing F9 button to select the (Local/Foreign) purchase invoice, from which items or some of them needed to be returned, the system automatically displays the invoice items data in the detailed data section with the possibility to modify the quantity of each item.

- **Fetch Data from:** This field is used upon leaving **Type** field empty and the user needs to fetch data from **Warehouse Receipt**, **Sales Return**, or **Good Out Request**. In the next field, the users select the warehouse receipt number, or the sales return invoice number after pressing (F9) button. Consequently, the system automatically displays the invoice items data in the detailed data section.
- **Costing Method:** This field is used to select the method of calculating the value of the items that will be returned and their cost upon issuing them from the warehouses. This cost will automatically appear in **Cost** field in the detailed data section. This field includes the following options:
  - **Vendor Price:** The users select this option when the cost of item that will be issued from the warehouse is the purchasing price. If the average of item's cost is greater than the vendor price, the discrepancy will be entered in the **debit** side of cost discrepancies account. Meanwhile, if the average of the item cost is less than the purchase price, the discrepancy will be entered in the **credit** side of the cost discrepancies account.

Description	Debit	Credit	Note
From Vendor Account Cost Discrepancies	X X		If the average of item cost is greater than the vendor price
To			
Inventory		X X	

Description	Debit	Credit	Note
From Vendor account	X X		When the current average of the item cost is less than the vendor price
To		X X	
Inventory			
Cost Discrepancies			

  - **After Final Cost:** The users select this option when the cost of issuing the item from warehouse is the current average cost of item.

Description	Debit	Credit	Note

From Vendor Account	X X		
To Inventory Account		X X	

- **Last Goods Received Price:** the users select this option when the cost of issuing item from the warehouse is the last good received price of the item. If the average of item's last good received price is greater than the purchase price than the vendor price, the discrepancy will be entered in the **debit** side of cost discrepancies account. Meanwhile, if the last good received price is less than the purchase price, the discrepancy will be entered in the **credit** side of the cost discrepancies account.

Desc.	Debit	Credit	Note
From Vendor Account Cost Discrepancies Account	X X		If the current average cost is greater than the last good received price
To Inventory account		X X	

Desc.	Debit	Credit	Note
From Vendor Account	X X		If the current cost average is less than the last good received price
To Inventory account Cost Discrepancies		X X	

Entering Detailed Data Manually

The users can manually enter the items' data in the detailed data section upon leaving **Type** field empty or selecting **Previous Years Returns** option in it and activating **Determining Invoice Number for Previous Year is Mandatory** parameter in **Vendors System Parameters** screen. Therefore, users need to enter the following data:

- **Item Name/ Item Number:** The users can select the items from the list that appears ordered by item number upon pressing F9 button or appears ordered by item name

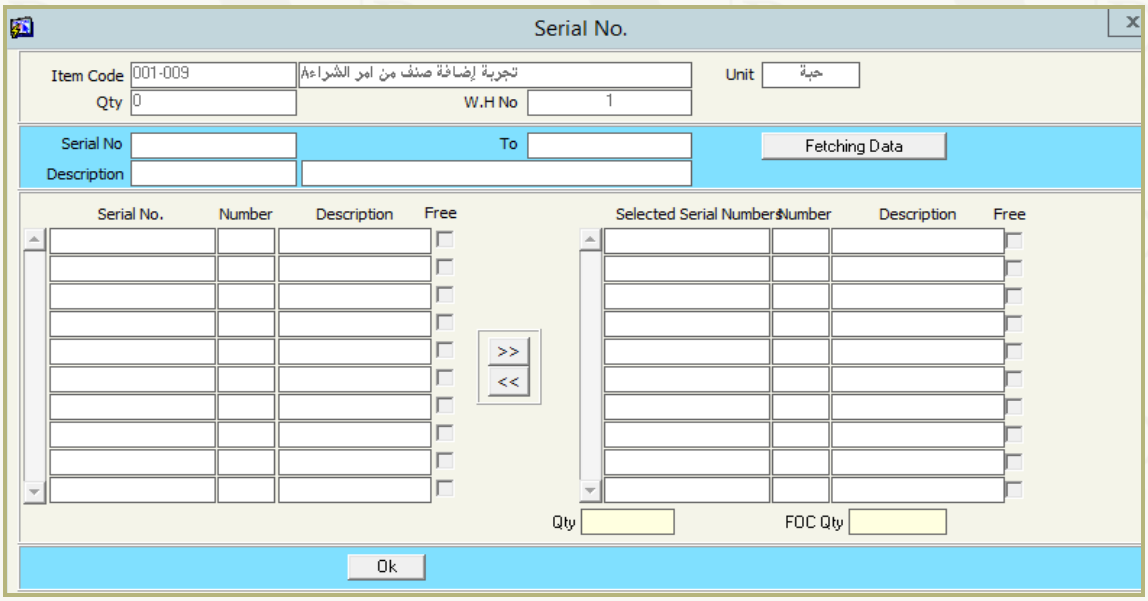
upon pressing F8 button. The users can also show the expiry date and batch number with the components by pressing F7 button. Note that the system allows handling only the recorded items that the user has the privilege over. Moreover, upon entering the barcode, the system displays only the items linked to the barcode number, and upon selecting the item number, the system displays the item name.

- **Unit:** The system automatically displays the inventory unit of measurement upon selecting the item number or barcode number. When there are multiple units, the users can display the units list by pressing F9 button to select the needed unit.
- **Item Size:** This column appears upon activating **Show Item Size in Transactions** parameter. It displays the item size according to the unit that has been entered in **Items Data** screen.
- **Item Specifications:** The system automatically displays the item's specifications upon selecting the item number or barcode number. This column appears only upon activating **Show Item Specifications** parameter in **Vendors System Parameters** screen.
- **Numerical Unit (Weights):** The numerical unit automatically appears if the item is weighable and has one measurement unit. If the item has more than one measurement unit, the user selects the unit from the units list after pressing F9.
- **Factor:** This column appears upon activating **Show Numerical Unit Factor in Transactions** parameter in **Inventory System**. The system automatically displays the factor entered in the **Items Data** screen.
- **Numerical Quantity:** This field is used if the item is weighable to record the numerical quantity that the system will convert to a measured quantity in **Quantity** field. Moreover, the users can enter the measured quantity and the system will convert it to a numerical quantity in this field.
- **Invoice Number:** This column is used to determine the number of the invoice, from which the item will be returned to the vendor, if the users need to return items from multiple purchasing invoices. Meanwhile, if all the returned items are from one invoice, the users will determine it in **Invoice Number** field within **Master Data** section.
- **Expiry Date:** The users enter the actual expiry date of the item in this field if any. This field is usually used with food, medicines, …etc.

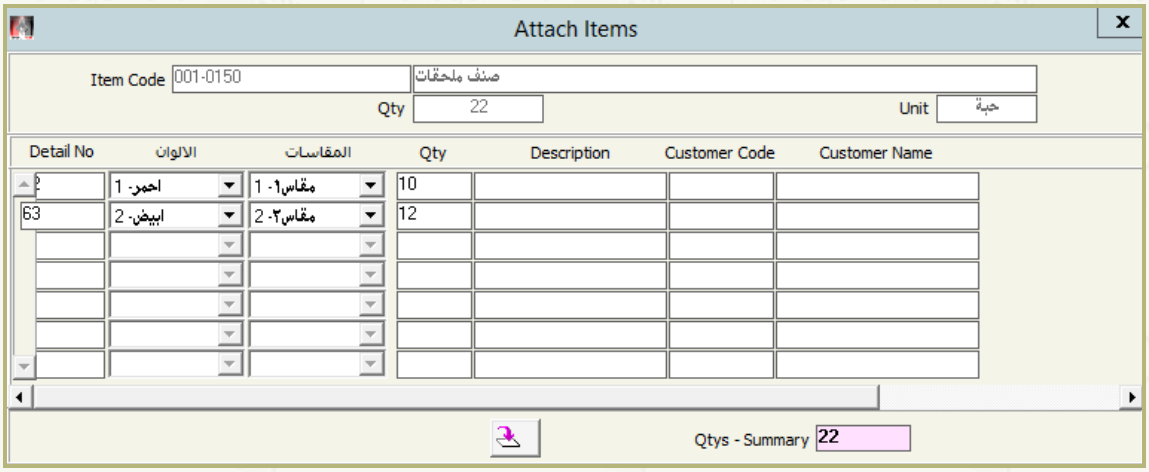
- **Batch Number:** In this column, the user selects the batch number that was defined. For more clarification, the following table shows how the batch number is configured.

	Color		Shape		Model		Gender
1	Red	1	Long	1	Old	1	Women
2	Green	2	Short	2	New	2	Girls
3	Black	3	High	3	Modern	3	Boys

- Batch No. 1111 means long, red, old, and for women (in case of numbering at the level of all columns).
- Batch number 111 means long, old, and red (in case of numbering at the level of three columns).
- Batch number 11 means long and red (in case of numbering at the level of two columns) and so on.
- **(Batch Number Columns):** The system automatically displays the columns of the batches and their titles based on what has been determined in **Batch Number** field.
- **Volume/ Area:** The users can control the volume and area by using **Display Dimensional Measurements in Transactions Screens** parameter in **Inventory Parameters** screen. If the users selected **Volume**, the system displays **Length**, **Width**, **Height,** and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field. Meanwhile, if the users selected **Area**, the system displays **Length**, **Width**, and **Number** columns, and upon entering values in these columns, the system multiples them and displays the result in **Quantity** field.



- **Quantity:** In this column, the users enter the item quantity needed to be returned from the selected warehouse using the inventory measurement units. Meanwhile, upon using **Weight System** and entering the numerical quantity, the system will automatically convert it to a measured quantity in **Quantity** field.
- **Accessories:** Upon using accessories, the system does not allow entering quantity directly, instead, users need to press F5 button in **Quantity** field to open a sub-screen that includes accessories coded in **Accessories Coding** screen within **Stock Setup**. In this sub-screen, the users determine the quantity of each accessory. After completing the entry of quantities at the level of each accessory, the users should click on **Fetch Quantity** button, so, the system fetches the total quantity of all accessories.

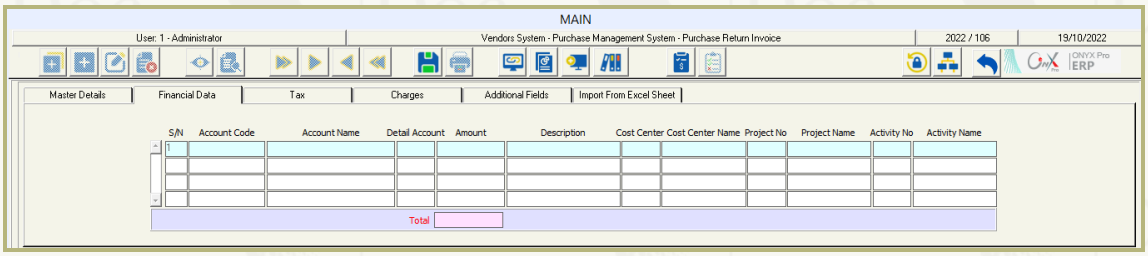


- **Free of Charge Quantity:** The system determines the free of charge quantity by determining the ratio of return quantity from the purchase quantity with the ability to modify it, provided that it does not exceed the free of charge quantity in the purchase invoice.
- **Price:** Here, users can enter the cost manually or the system calculates it according to the selected costing method (Vendor Price, After Final Cost, Last Goods Received Price).
- **Discount:** The users enter the discount at the item level – if any – whether a percentage or amount. The number of discount columns depends on what has been determined in **No. of Discounts** parameter.
- **Tax:** The system automatically displays the tax on the returned items according to the purchase invoice. This tax is the one that has been linked to the items in **Link Items to Tax Types** screen in the **Inventory Management System**.

- **Description:** The users enter an explanatory description about the return request in this field. This field is optional and can be mandatory upon activating **Description is Mandatory** parameter in **Vendor System Parameters** screen.
- **Vendor Item Number:** This column appears upon activating **Show Vendor Item Number** parameter so the item numbers that have been entered in **Vendor Items** screen appear.
- **Reference Number:** In this column, the users enter the return reference number in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in **Vendors System Parameters** screen.

Third: Financial Data

This tab appears upon activating **Service Invoice** flag in **Purchase Return Invoice** screen and automatically displays the accounts that have been determined in the purchase invoice for which a return will be made, with the possibility to modify it. This tab is also used to determine the credit side of the purchase invoice, as there can be one credit account or more, so users enter the account number, then the amount in **Amount** field. Note that the value of the service items in the purchase invoice return must be equal to the total amounts of the financial data accounts. Total amounts of the financial data accounts represent the credit side of the purchase invoice and the invoice value represents the debit side of the vendor or the cash accounts.



The entry that records the service purchase return appears as follows:

Date	Description	Debit	Credit
Purchase Return Invoice Date	From Vendor/ Cash or Bank account	X X	
	To Service Purchases account (One account or more)		X X

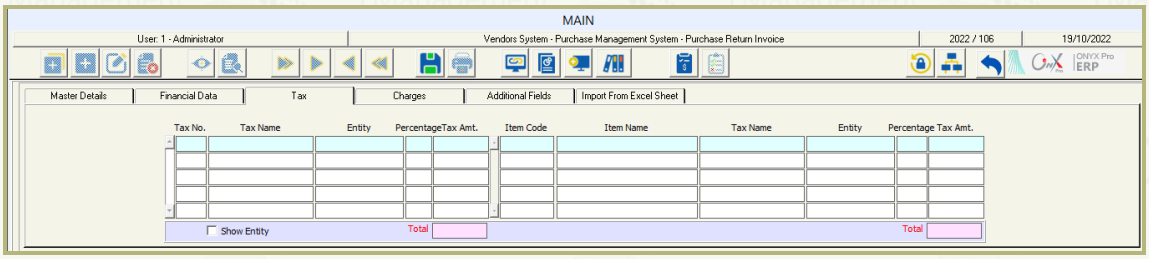
	Entry of service purchases return		

Fourth: Tax

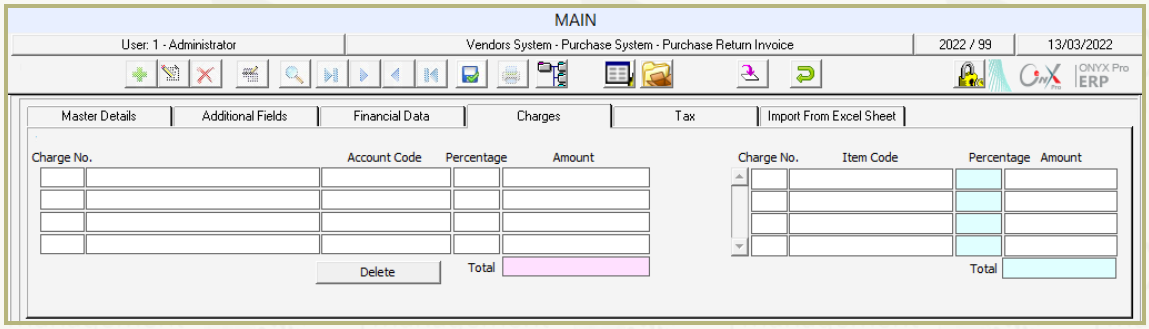
This tab shows the due tax on the items in the purchase invoice according to what has been entered in **Link Items to Tax Types** screen. This tab includes two parts:

Left Section: It records taxes on items at tax type level.

Right Section: It displays the details of each type at the item level.



Fifth: Charges



Upon making a purchase return, the organization may need to return part of the goods or all of it to the vendors. Consequently, the organization may need to return a part of the purchase charges such as the fare of transporting goods from the organization's warehouses to the vendor warehouses. In this tab, users add any necessary charges to the purchase return invoice as follows:

Automatically Displaying Purchase Charges Data: Upon entering **Charges** tab, the system automatically displays the charges calculated on the items included in the purchases invoice. These charges are the ones that have been defined in **Purchase Charges** screen within the **Vendors Setup** to be automatically fetched, with the possibility to modify them.

- **Manually Entering Purchase Charges Data:** If charges are defined in **Purchases Charges** screen and **Auto Fetch Charges** flag has not been ticked, the users will need to manually enter data in **Charges** tab within **Purchase Return Invoice**, as follows:
  - **Charge Number:** In this field, the system allows selecting the charge number after pressing F9 button.

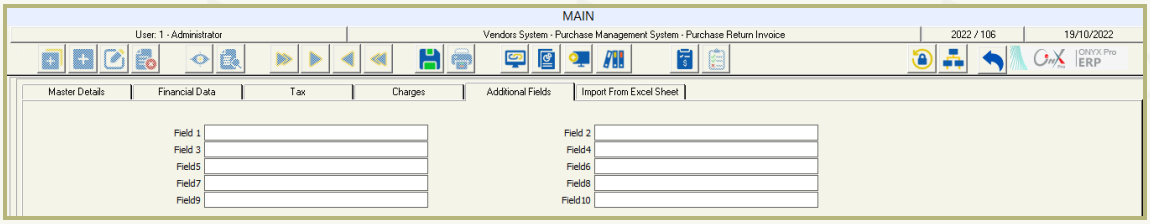
- **Charge Name:** Upon selecting the charge number, the system automatically displays the charge name.
- **Account Number:** The system automatically displays the charge account number upon selecting the charge number. This account will be debited with the amount of charge when the **Charge Classification** is **Add** and will be credited when the **Charge Classification** is **Deduction**.
- **Percentage:** The system automatically displays the percentage that has been determined in **Charges** screen next to the account.
- **Value:** The system automatically displays the value of the charges, which have been entered in the purchase invoice, with the possibility to add or modify it.
- **Center Number/ Project Number/ Activity Number:** These fields are used to determine the cost center, project, or activity related to the charge, with the possibility to use the same charge for more than one subledger.

Note: After entering data in the main data and the rest of tabs of purchases returns invoice, and saving them, the system renders the impact on inventory accounts by deducting the item quantity from the warehouses, however, the accounting impact will be rendered upon posting.

Sixth: Additional Fields

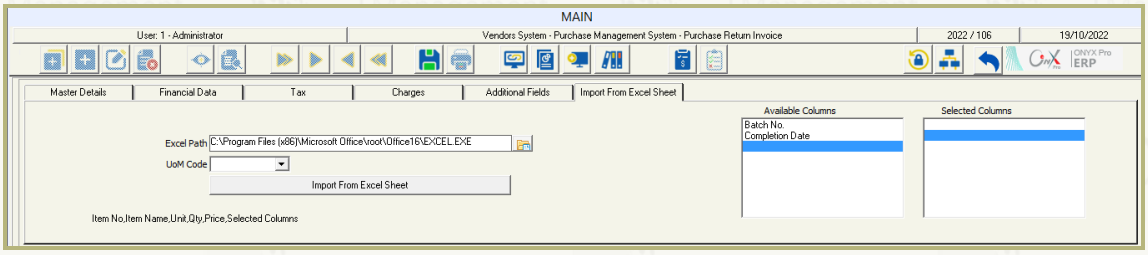
This tab is used to add additional data of the item, and users can rename the included fields as needed through **Texts Translation** screen within the **General Configuration** of the system. These data are useful to generate various reports of the invoice.

- **Beneficiary Branch:** This field appears upon activating **Use Auto Intermediary Account for Branches Current Account** parameter in the **General Parameters** of the **Onyx** system. It is used to record the value of purchases in the vendor account or any other account in the general journal entries that belongs to a branch different from the one that created the entry. For example, if the organization bought from a vendor that is linked to a branch different from the branch that created the entry.



Seventh: Import Data from an Excel File

The users import data from Excel file –formatted according to the determined format– by following these steps:



- **Excel File Path:** The users determine the Excel file path in the **System General Configuration**. Note that it can be determined from the main device or any terminal device.

Order and Import Excel File: The users prepare and order worksheet in Excel file according to the format determined in **Quotation's** screen.

- **Add Columns:** If the users want to add one or more columns to the format on the screen, they can add columns from **Available Column** box and move them to **Selected Column** box, provided that this column should be added to the Excel file data after the format columns. Then, the system starts importing data to the screen if there is no error.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

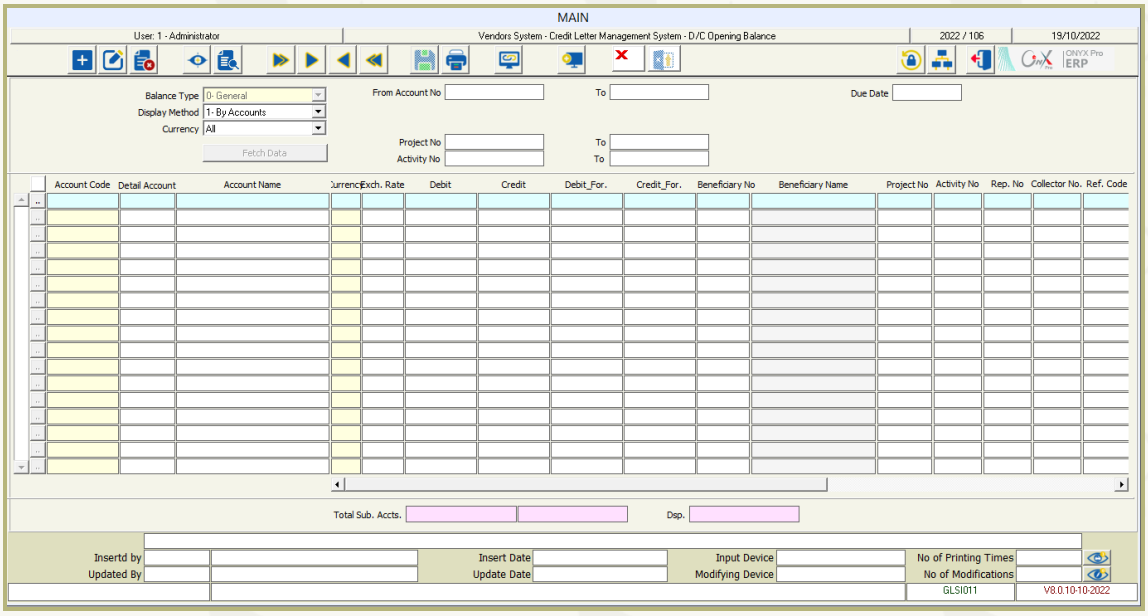
> **Hint:** The users can modify the vendor invoice number and date –after saving the invoice– by clicking on **Modify** button found next to **Description** field, provided that they have the privilege to do so.

Chapter Four

Letters of Credit

Letter of Credit Opening Balance

Use: When the organization uses the system to manage its activities for the first time and has open accounts for letters of credit, the users will need to enter the balances of these accounts for the current financial year in order to enable the organization to use those letters of credit across the system.



How to use this screen:

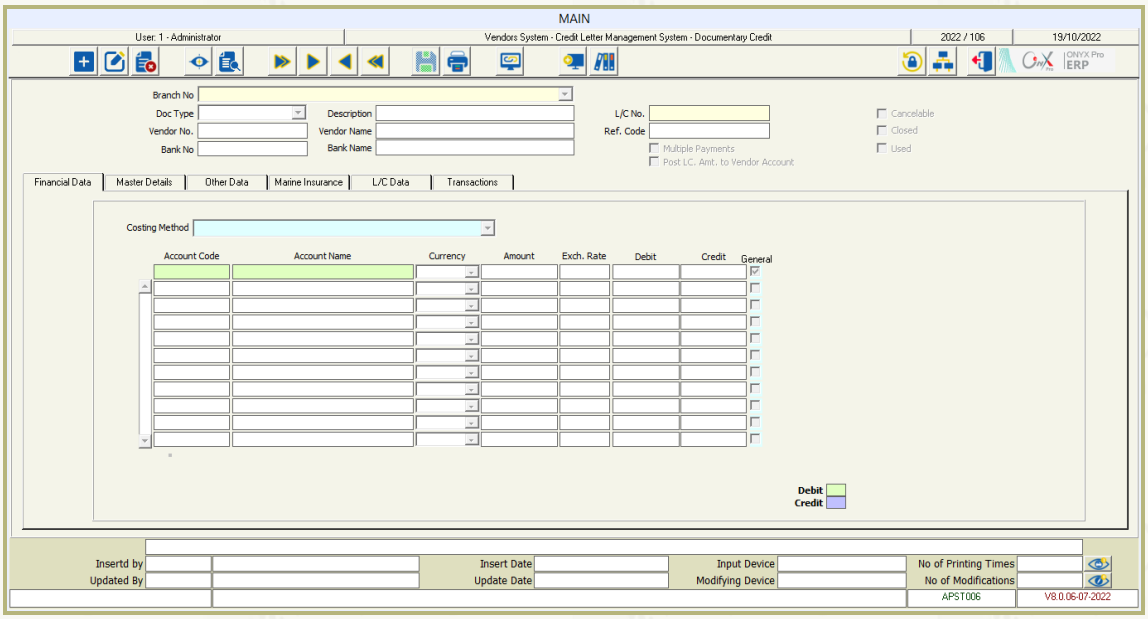
This screen is used after clicking on **Add** button as follows:

- **Balance Type:** The system automatically displays **General** option here as the type of the letters of credit opening balance, and in the detailed data all accounts in the Chart of Accounts appear so users select the accounts related to the letters of credit.
- **Display Method:** This field includes **By Accounts** and **By Centers** options. Upon selecting **By Account** option, the system displays **From Account, To Account**, **From Project** and **To Project** fields. Meanwhile, upon selecting **By Centers** option, the system shows **From Center** and **To Center** fields in order to link letters of credit to the cost centers.
- **Currency:** In this field, the users select the currency of the letter of credit from the currencies list. Upon selecting **All** option, the system displays the letters of credit accounts will all currencies.
- **From Account Number/ To:** In these fields users press F9 button to select the first and the last account number of the letters of credit.
- **Project Number/ To:** In these fields, the user selects the number of the first project and the last project related to letters of credit after pressing F9 button.

- **Activity Number/ To:** In these fields, the user selects the number of the first activity and the last activity linked to credit letters after pressing F9 button.
- **Fetch Accounts:** After entering the data in the previous fields, the user clicks on this button, and the system automatically displays the accounts in the fields at the bottom of the screen.
- It should be noted that the balance of each account is recorded based on its nature (debit or credit) as follows:
  - **Debit or Credit Balances in Local Currency:** They will be recorded in the **Debit** or **Credit** column.
  - **Debit or Credit Balances in Foreign Currencies:** They will be recorded in **Foreign Debit** or **Foreign Credit** column. Then, the system will automatically multiply the amount by the exchange rate determined in the system to get the balance in the local currency.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Letters of Credit

Use: This screen is used to open letters of credit –used by the organization to purchase goods from abroad– according to the used purchase costs method including the foreign purchases invoice value and the letters of credit expenses. Moreover, users can enter the data linked to the letters of credit such as the country of origin, exporting and destination ports, delivery location terms, marine insurance data, goods freight (Total/ Divided), facility type, and so on.



How to use this screen:

The screen is used after clicking on **Add** button as follows:

First: Master Data

- **Branch Number:** In this field, the system shows the branch from which the users accessed with the possibility to change it if the user has privilege to work on more than one branch.
- **Document Type:** In this field, the user selects the type of the letter of credit from the following options (**Bank Letter of Credit**, **Transfer**, **Documentary Collection**, **On Credit**). Note that a new tab appears on the screen and changes based on the selected document type, except when selecting **Bank Letter of Credit** type.
- **Description:** In this field, the user enters a description about the letter of credit. It is an optional field and can be mandatory upon activating **Description is Mandatory** parameter in **Vendors System Parameters** screen.

- **Letter of Credit Number:** This field is used to deal with the serial number of the letter of credit according to the configuration of the document sequence that has been made in **Vendors System Parameters** screen, whether it is an automatic sequence that can be modified, an automatic sequence that cannot be modified, or a sequence that is entered manually.
- **Vendor Name/ Vendor Number:** Here, the user selects the vendor number from the list by pressing F9 button, and the name will be automatically displayed.
- **Bank Name/ Bank Number:** Here, the user selects the bank number from the list after pressing F9 button, and the name will be automatically displayed.
- **Reference Number:** In this field, the users enter the letter of credit reference number either in numbers or letters. This field is optional and can be mandatory upon activating **Reference Number is Mandatory** parameter in **Vendors System Parameters** screen.
- **Multiple Batch:** Upon ticking this flag, the system allows dividing the letter of credit into batches, each batch will have foreign purchases invoice and letter of credit expenses, and the letter of credit will be closed by batch. Ticking this flag also allows manually modifying the amounts of the letter of credit cost items in order to be distributed to the invoices. Moreover, this flag can be ticked or unticked at any time even if the costs have been already calculated, which provides extra flexibility.
- **Post Letter of Credit Amount to Vendor Account:** This flag is used when selecting **On Credit** in the **Document Type** field for the letter of credit. Upon ticking this flag, the system replaces the letter of credit invoice account with the vendor account. So, the user enters the invoice value in the vendor account directly, and upon closing the letter of credit, the users record the adjustment entry from the inventory account to the vendor account instead of letter of credit invoice account. This method is used upon paying the vendor in advance and creating a journal entry from the vendor account to the bank account.

> **Hint:** When using multiple Letters of Credit of **On Credit** type, and the user ticked **Post Letter of Credit Amount to Vendor Account** flag, the system uses an intermediary account to be affected upon creating the Letter of Credit entry.

- **Cancelable:** This flag is used for informative purposes and has no impact, and ticking it means that the bank can cancel the Letter of Credit or modify its articles without informing the vendor. This type is rarely used as it is extremely risky.
- **Closed:** This flag appears automatically ticked for the Letters of Credit that were closed permanently in the inventory account.
- **Used:** This parameter is automatically activated for the Letters of Credit that were used in Transaction screens.

Second: Financial Data

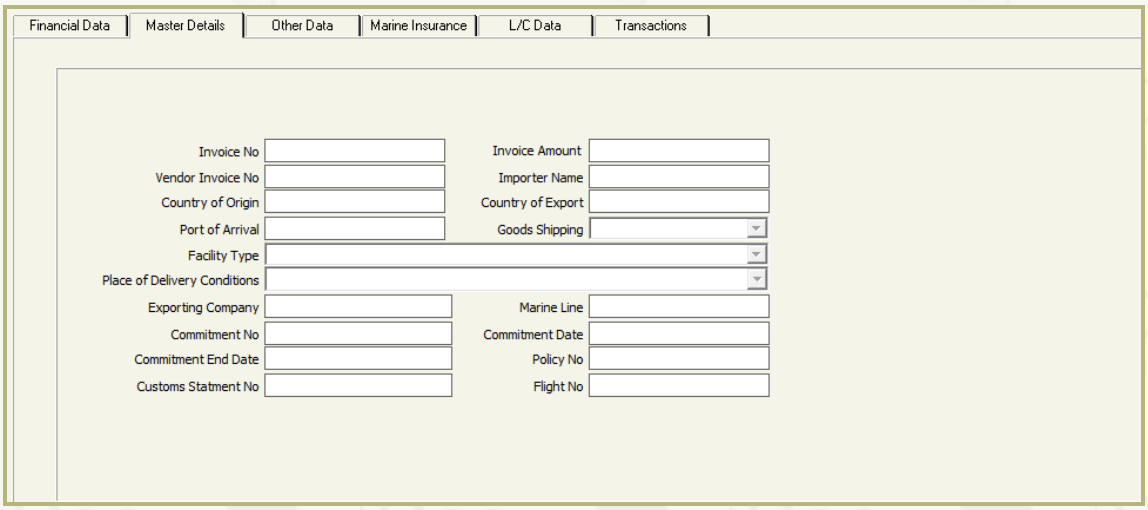
- **Costing Method:** In this field, the user selects the costs method of Letters of Credit from the list that has been defined in **Purchase Costs Types** screen within the **Purchase Configuration**.

It should be noted that the accounts of Letters of Credit depend on the configuration of Use **Fixed Accounts for Letter of Credit** parameter in **Vendors System Parameters** screen. Upon activating this parameter, the accounts will appear upon selecting the costs type and the user will need only to enter the account amount, otherwise, users will need to enter the accounts and their amounts at the level of each Letter of Credit as follows:

- **Account Name/ Account Number:** In these columns, the users determine the accounts according to the cost type.
- **Currency:** In this column, the user selects the currency at the level of each account.
- **Amount:** In this field, the users enter the account amount at the level of each account.
- **Exchange Rate:** The exchange rate automatically appears upon selecting the currency.
- **Debit/ Credit:** In these columns, the system automatically displays the accounts balances that result from carrying out the debit and credit transactions related to the Letter of Credit.
- **General:** This checkbox is used when the Letter of Credit has multiple batches. Ticking it for a certain cost article means that this article is related to the whole purchase invoice quantity. Consequently, the system will distribute this cost to the various good received orders included within the invoice. Meanwhile, if this checkbox is not ticked, the system will link the cost article to the corresponding goods received quantity only, and will charge the whole cost to the received quantity.

- **Promissory Note Credit Account:** This field appears upon activating **Use Promissory** parameter. This account is the debit side of the entry that results from issuing a credit promissory note of the **Letter of Credit** type.

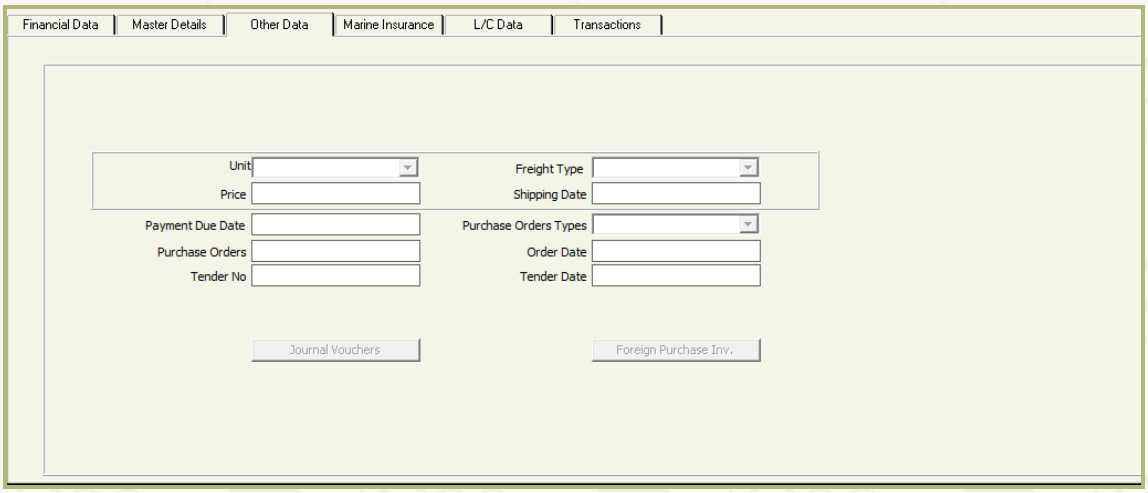
Third: Main Data



This tab is used to optionally enter additional data for the Letter of Credit as follows:

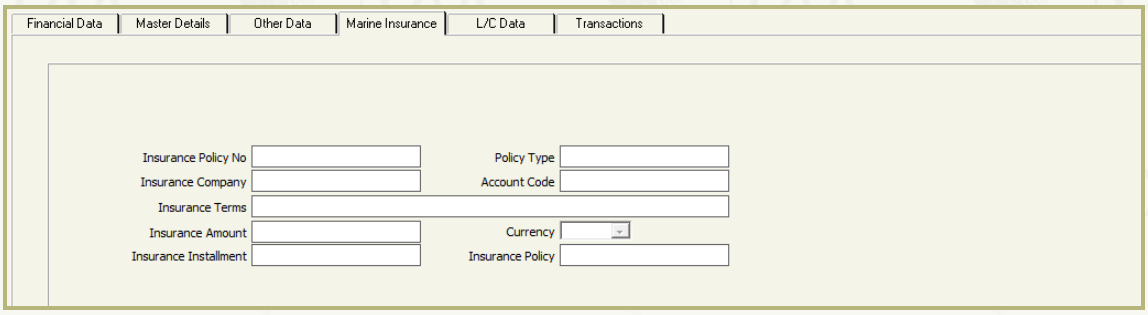
- **Invoice Number:** In this field, the users select the number of foreign purchases invoice from the list of purchase invoices.
- **Invoice Amount:** In this field, the invoice amount automatically appears upon selecting the invoice number.
- **Vendor Invoice Number:** In this field, the user enters the vendor invoice number manually.
- **Importer Name:** In this field, the user enters the importer's name manually.
- **Country of Origin/ Country of Export/ Port of Arrival:** In these fields, the user enters the data manually.
- **Goods Shipping:** In this field, the user selects the required shipping type (Total/ Divided).
- **Facility Type:** In this field, the user selects one of the options included in the list. Note that this field is used only for informative purposes and has no impact.
- **Delivery Place Conditions:** In this field, the user selects one of the options included in the list. Note that this field is used only for informative purposes and has no impact.
- **Exporting Company/ Navigation Line/ Undertaking Number/ Undertaking date / Undertaking End Date/ Customs Statement Number/ Flight Number:** In these fields, the user enters the data manually.

Fourth: Other Data



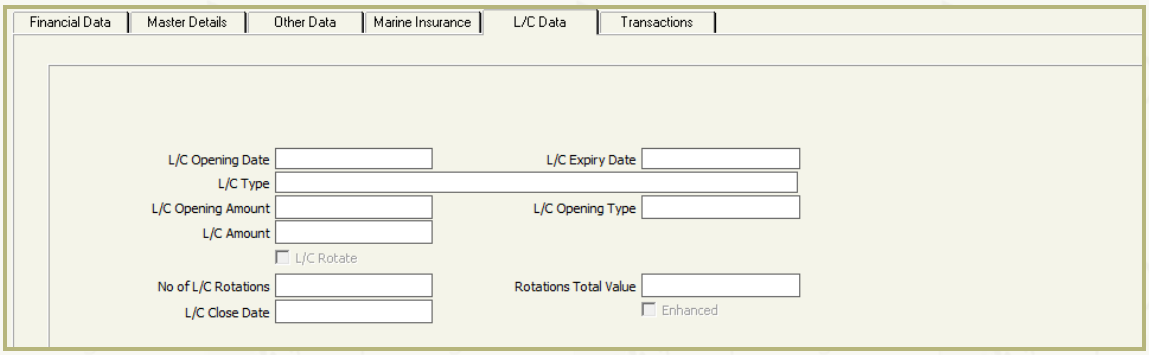
- **Unit/ Freight Type:** The user selects the data of the two fields from the two lists (Units/ Freight Type) that appear.
- **Shipping Date/ Price/ Payment Due Date/ Tender Number/ Tender Date:** The user enters the data of these fields manually.
- **Purchase Orders:** In this field, the user selects the purchase order number from the list of purchase orders.
- **Purchase Orders Types:** The type automatically appears upon selecting the purchase order.
- **Order Date:** It automatically appears upon selecting the purchase order.
- **Journal Entries:** The users click on this button to open **Journal Entries** screen and create a journal entry.
- **Foreign Purchases Invoice:** Clicking this button opens **Foreign Purchases** screen that is used to issue a foreign purchase invoice.

Fifth: Marine Insurance



- **Insurance Policy Number/ Policy Type/ Insurance Company/ Account Number / Insurance Terms/ Insurance Amount/ Insurance Installment/ Insurance Document:** The user enters the data in these fields manually as needed by the organization.

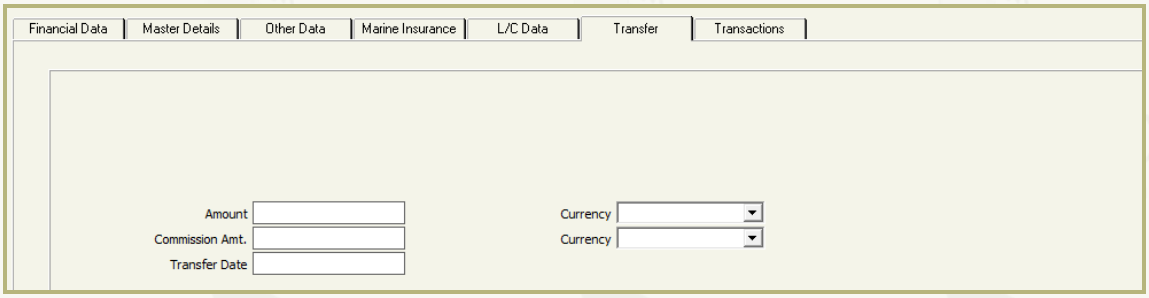
Sixth: Letter of Credit Data



- **Letter of Credit Opening Date/ Expiry Date/ Type/ Opening Amount/ Opening Type/ Value/ Revolving Letter of Credit / Number of Cycles/ Cycles Total Value/ Letter of Credit Close date/ Enhanced:** The users enter the data in these fields manually as needed by the organization.

Seventh: Transfer

This tab appears if the selected option in the **Document Type** field within the **Main Data** tab is **Transfer**.

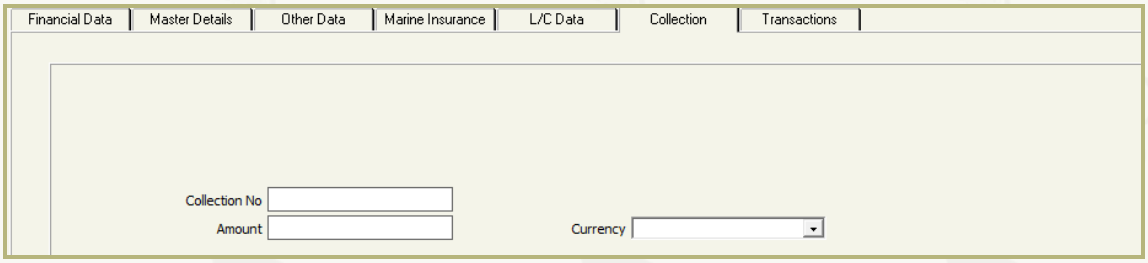


The user handles this tab as follows:

- **Amount/ Currency/ Commission Amount/ Currency/ Transfer Date:** The users enter the data in these fields manually as needed by the organization.

Eighth: Collection

This tab appears if the selected option in the **Document Type** field within the **Main Data** tab is **Documentary Collection**.

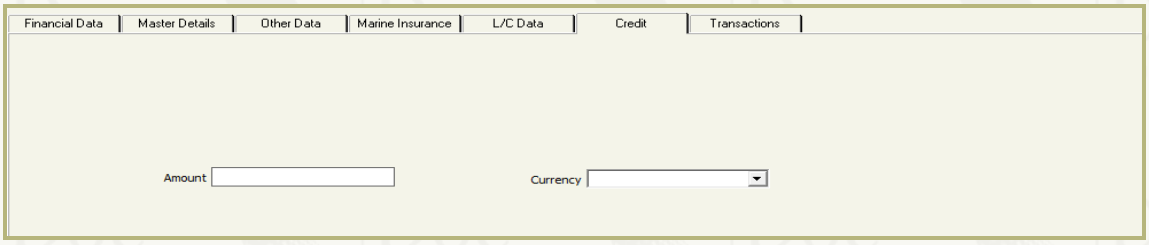


The user handles this tab as follows:

- **Collection Number/ Amount/ Currency:** The user enters the data of the documentary collection manually as needed by the organization.

Ninth: On Credit

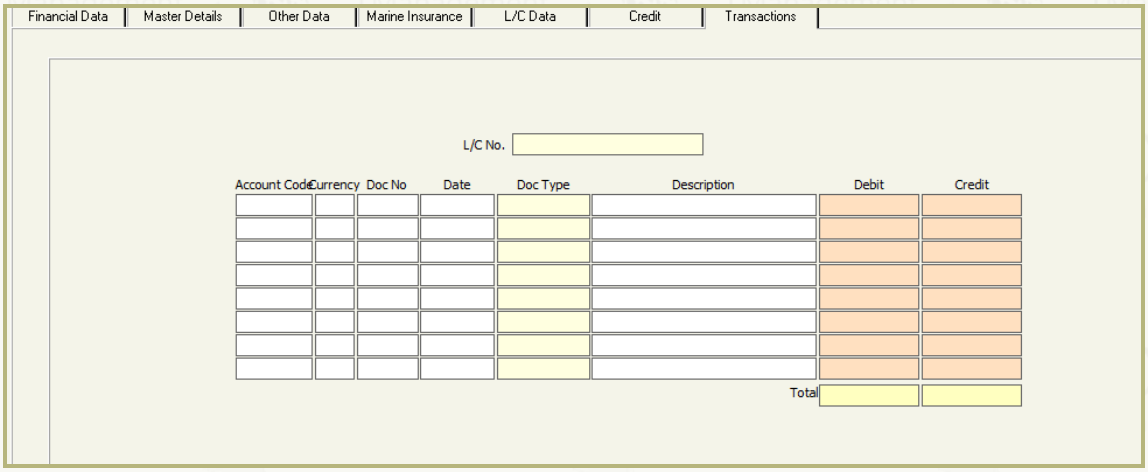
This tab appears in case the selected document type in the main data is **On Credit**.



The user handles this tab as follows:

- **Amount/ Currency:** The user enters the data of the credit transaction manually as needed by the organization.

Tenth: Transactions



- **Account Number/ Currency/ Document Number/ Date/ Document Type/ Description/ Debit/ Credit:** The data and accounts' balances appear automatically after carrying out the debit and credit transactions on the account of the letter of credit.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

Chapter Five

Reports

Introduction

The outputs of any information system are the final results that the management of the organization gets and uses to make and take wise decisions, and the reports and outputs are the final goal of using such systems. Moreover, in many cases, the main motive for the organization to purchase and use certain systems is the various reports, information, and indexes that result from it and fulfill the needs and requirements of the organization.

The reports are an effective tool for making rational decisions that would enhance and develop the organization's policies in various fields and levels in order to ensure the achievement of the desired goals of using the system.

The Onyx ERP system provides the user with a unified mechanism for reviewing and printing reports that have been explained in the Onyx ERP Basics Use Guide. The user can refer to the guide to see that mechanism.

Purchase Management System Reports

First: Configuration Reports

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Purchases Discount Encoding

Vendor No.	Vendor Name	Type	Discount
10001	مورد ١	Percentage	10

Second: Transactions Reports

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Purchase Request

Request No : 1 Request Type : P. Request Date : 14/03/2022

Item Code	Item Name	Unit	Qty	WH
001-0001	Orange juice	CARTONS	50	1
		Total :	50	

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

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Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Quotation

Quotation No : 1
Vendor No. : 10001
Vendor Name : مورد ١
Quotation Date : 14/03/2022
Currency : YER
Cost Center : 11

Item Code	Item Name	Unit	Qty	Price	Total
001-0001	Orange juice	CARTONS	20	10,000.00	200,000.00

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
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رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Purchase Orders - Detailed

Order No 1
Vendor No. : 10001
Date : : 03/03/2022
Vendor Name : مورد ١
Request No :

Item Code	Item Name	Unit	Qty	FOC Qty	Price	Amount
001-0001	Orange juice	PIECE	500	0	0.00	0.00
					Total : YER	0.00

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Inspect Purchases

Doc No : 1
Date : 14/03/2022
:Vendor10001 - مورد ١
Ref. Code :
Description :
Order No : 1

Item Code	Item Name	Unit	Qty	FOC Qt	Prev. Conforming	Prev. Conforming	Conformin	Conformin
001-0001	Orange juice	PIECE	500	0	0	0		0

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Local Goods Received : Detail

GRN No : 1
GRN Date : 14/03/2022
Order No1
Vendor No. : 10001
Vendor Name : مورد ١
Currency : YER

Item Code	Item Name	Unit	WH	Qty	Price	Total
001-0001	Orange juice	PIECE	2	500	0.00	0.00
					Total :	0.00

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
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Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Purchases Invoices - Total

From Date : 01/01/2022 To Date : 14/03/2022

Invoice No	Invoice Dat	Invoice Typ	Payment	Vendor Name	Invoice Amount	Discount	Tax	Charges	Total	Curren	Local Amt.
1	14/03/2022	Local	Credit	مورد ١	2,500,000.00	0.00	125,000.00	0.00	2,625,000.00	YER	2,625,000.00
				Total :	2,500,000.00	0.00	125,000.00	0.00	2,625,000.00		2,625,000.00

Default facility - The Main Center
شركة افتراضية - المركز الرئيسي

12th Street
الشارع العام
Tele No: 03200300
رقم التلفون: ٠٣٢٠٠٣٠٠
Fax No: 03200300
رقم الفاكس: ٠٣٢٠٠٣٠٠
Fax No: 03200300

Purchases Charges - Summary

From Date : 01/01/2022 To Date : 14/03/2022

Invoice No	Charge No	Charge Name	Charge Type	Account Code	Account Name	Currency	Charge Amount	Purchases Charges in
1	1	تعبئة	By Invoice	3211010003	Compensation	YER	20.00	20.00
					Total :			20.00
					Grand Total :			20.00

yemen - doc
شركة اليمن - التوثيق

Sanaa
صنعاء
12 Floor , Office 1
الدور الثاني عشر ،مكتب
Tele
Tele
Tele
- صندوق بريد

GRN - Foreign Purchase

GRN No : 1
GRN Date : 24/03/2020
Vendor Code : 20002
Vendor Name : Selig Group
Invoice No. : 5
Invoice Date : 23/03/2020

Item Code	Item Name	Unit	Purchas Qt	Received	W.H	Price	Total
101010101004	SEAL	PCS	10	10	1	100.00	1,000.00
				Currency	SAR	Total :	1,000.00

yemen - doc

شركة اليمن - التوثيق

Sanaa

صنعاء

12 Floor , Office 1
Tele
Tele

الدور الثاني عشر ،مكتب
Tele
- صندوق بريد

Purchase Costing - Dtails

Invoice No. : 5 Invoice Date : 23/03/2020 L/C No. : 1

GRN No : 1 Currency : SAR

Item Code	Item Name	Expire Da	Unit	Qty	F.Q	Cost				Net Cost	Total With Loc
101010101004	SEAL		PCS	10	0	100.00	10.000	10.000	10.000	130.00	1,300.00
						100.00	10.000	10.000	10.000	130.00	1,300.00

Total Purchase 1,000.00 Total Expense 200.00 Total With Local 1,300.00

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street
Tele No: 03200300
Fax No: 03200300
Fax No: 03200300

الشارع العام
رقم التلفون: ٠٣٢٠٠٣٠٠
رقم الفاكس: ٠٣٢٠٠٣٠٠

Purchase Return Invoice : - Periodwise - Summary

Invoice No	Invoice Dat	Type	Vendor Name	Invoice Amount	Discount	Tax & Charg	Net	Curren	Exch. Rate	Net Amt. in Local
1	14/03/2022	Cash	مورد ١	50,000.00	0.00	2,500.00	52,500.00	YER	1.00	52,500.00
				50,000.00	0.00	2,500.00	52,500.00			52,500.00

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street
Tele No: 03200300
Fax No: 03200300
Fax No: 03200300

الشارع العام
رقم التلفون: ٠٣٢٠٠٣٠٠
رقم الفاكس: ٠٣٢٠٠٣٠٠

Net Purchases - - Periodwise - Summary

Invoice No	Date	Type	Currency	Purchases	Purchases Return	Net Purchases	Net Amt. in Local
2	14/03/2022	Cash	USD	50,000.00	0.00	50,000.00	30,000,000.00
		Total :		50,000.00	0.00	50,000.00	30,000,000.00

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street
Tele No: 03200300
Fax No: 03200300
Fax No: 03200300

الشارع العام
رقم التلفون: ٠٣٢٠٠٣٠٠
رقم الفاكس: ٠٣٢٠٠٣٠٠

Summary of Properties Renting Tax

From Date : 01/01/2022 To Date : 14/03/2022

Date	Doc No	Doc Type	رقم العميل رقم المورد	اسم الحساب (العميل / المورد)	رقم المرجع فاتورة المورد	الرقم الضريبي (العميل / المورد)	VAT	الإجمالي غير شامل الضريبة	الإجمالي شامل الضريبة	إجمالي كميات
14/03/2022	1	urchase Return C	10001	مورد ١			2,500.00	50,000.00	52,500.00	10.00
14/03/2022	1	Purchase Invoice	10001	مورد ١		11111111	125,000.00	2,500,020.00	2,625,020.00	500.00
Total							127,500.00	2,550,020.00	2,677,520.00	510.00

Third: Letters of Credit Reports

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street
Tele No: 03200300
Fax No: 03200300
Fax No: 03200300

الشارع العام
رقم التلفون: ٠٣٢٠٠٣٠٠
رقم الفاكس: ٠٣٢٠٠٣٠٠

L/C Data

L/C No. : 1 : Bank Name

Type :

L/C Amount : 6000000 Currency : YER

Vendor Name : مورد ٢

Port of Arrival :

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street

الشارع العام

Tele No: 03200300

رقم التلفون: ٠٣٢٠٠٣٠٠

Fax No: 03200300

رقم الفاكس: ٠٣٢٠٠٣٠٠

Fax No: 03200300

Lc. Opening Balance

Account Code	Detail Account	Account Name	Curren	Local Currency Debit	Local Currency Credit	Foreign Currency Debit	Foreign Currency Credit
		الإجمـالـي :		0.00	0.00		

Default facility - The Main Center

شركة افتراضية - المركز الرئيسي

12th Street

الشارع العام

Tele No: 03200300

رقم التلفون: ٠٣٢٠٠٣٠٠

Fax No: 03200300

رقم الفاكس: ٠٣٢٠٠٣٠٠

Fax No: 03200300

L/C Account Statatment - Total

From Date : 01/01/2022 To Date : 14/03/2022

	L/C No.	Curren	Type	Debit	Credit	Local Debit	Local Credit
					Total :	0.00	0.00