



SUPPLIERS & PURCHASING

Version 1.3.4



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Specialist Software Development

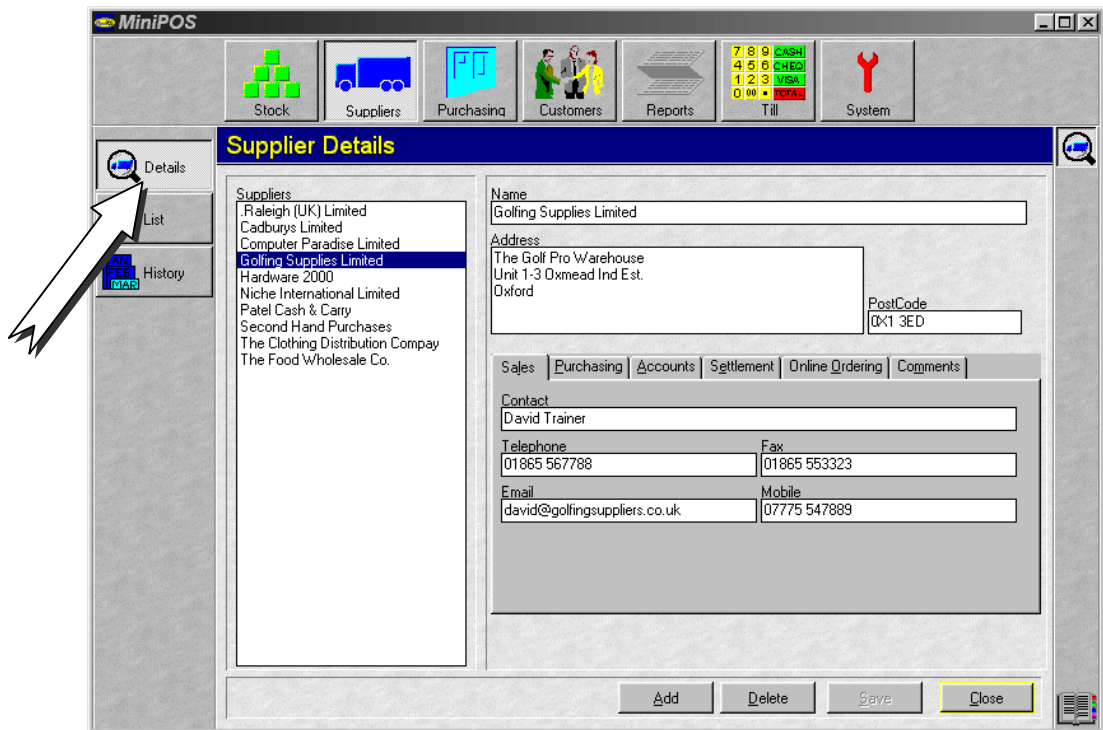
INTRODUCTION

The MiniPOS™ Purchasing Module allows you to create and send Purchase Orders to your suppliers in any currency. Each item on a Purchase Order can have free text comments added and an overall Purchase Order free text comment can be entered. The progress of each Purchase Order is tracked and deliveries are booked in against each PO. Purchase Orders can be fully or part delivered and can handle back orders for part delivered items. The Purchasing Module is fully integrated with other MiniPOS™ modules, updating **Item Last** and **Average Costs, Pack Cost, Stock Levels** and **Bar Code Label Printing**. Any number of Purchase Order layouts can be defined using the MiniPOS™ Reports Designer and each Supplier can have a specific Purchase Order layout assigned.

The MiniPOS™ Suppliers Module contains information on each supplier that is required by the Purchasing Module when creating Purchase Orders. The first section of this manual will detail the information required for each of your suppliers, the second section will detail the MiniPOS™ System Settings required by the Purchasing Module and the third section will explain the use of the Purchasing system.

SUPPLIERS

The Suppliers Main Details form can be displayed by clicking on the **Suppliers Module button** at the top of the MiniPOS™ screen and then clicking on the **Details button** on the left of the display. The following form will display:



A list of suppliers will show if you have previously created suppliers in MiniPOS™. To display the information for a particular supplier, double click on the required supplier in the list and the details will display in the right hand section.

To create a new supplier click on the **Add button** at the bottom of the form. The cursor will move to the **Name** field. Type in the name of the supplier and press the **TAB Key** to move to the **Address** field. Continue to enter the details for the supplier as required. When all the details have been entered click on the **Save button**. The following pages will detail each field of supplier information.

Apart from the supplier's name and address fields, all other information is grouped onto **Tab Forms** as follows:

Sales

Sales	Purchasing	Accounts	Settlement	Online Ordering
Contact				
David Trainer				
Telephone		Fax		
01865 567788		01865 553323		
Email		Mobile		
david@golfingsuppliers.co.uk		07775 547889		

- Contact:** This is your sales contact at the supplier.
The Sales Contact is the person you usually place orders with and is used in Purchasing to print the **F.A.O.** name on Purchase Orders to this supplier.
- Telephone:** This is the telephone number of your contact at this supplier.
This number is printed on Purchase Orders to this supplier.
- Fax:** This is the fax number of your contact at this supplier.
The fax number is printed on Purchase Orders to this supplier and is used when Purchase Orders are sent to this supplier via **Direct Fax Method**. .
(See *Purchasing Below*).
- Email:** This is the Email Address of your contact at this supplier.
The Email Address is used when Purchase Orders to this supplier are sent via **Email Method**. (See *Purchasing Below*)
- Mobile:** For information only.

Purchasing

Sales	Purchasing	Accounts	Settlement	Online Ordering	Comments
Default Payment Type		Lead Time (days)			
Pounds Sterling		7			
Purchasing Report		Print Copies			
Standard PO		1			
Purchasing Method		Allow Back Order <input checked="" type="checkbox"/>			
<input checked="" type="radio"/> Print		<input type="radio"/> Fax			
<input type="radio"/> Email		<input type="radio"/> EDI			

Default Payment Type: This drop down list enables you to select the payment type used For this supplier. The payment types to choose from must first have been created in the Purchasing Module / Payment Types form. The selected Default Payment Type is used in Purchasing to automatically set the currency on Purchase Orders to this supplier.

Lead Time (days): This is the lead time on deliveries you normally receive from this supplier. This figure is used in Purchasing to calculate a default **Required Delivery By Date**.

Purchasing Report: If you wish to create a specific Purchase Order layout for this Supplier, you must first create the layout in the Reports Designer and then select the report in this drop down list. If no Purchasing Report is selected for this supplier the Purchasing system will use the default Purchasing Report in the System Module / System Settings / Purchasing form.

Purchasing Method: The Purchasing Method determines how Purchase Orders are Sent to this supplier.

Print: This option will cause all Purchase Orders for this supplier to be printed using the Purchasing Report as explained above. The printed PO is either posted or manually faxed to this supplier.

Fax: This method will enable Purchase Orders to be sent from the PC fitted with a suitable modem connection directly to the supplier's fax line. The fax number used for this supplier is set on the **Sales Tab** as detailed above.

Email: This method will send the Purchase Orders for this supplier via internet email providing that your PC has a suitable internet connection and email facility. The Email address used for this supplier is set on the **Sales Tab** as detailed above.

EDI: Some suppliers will require Purchase Orders to be sent via Electronic Data Interchange (EDI). Please consult your dealer if this method is required.

Allow Back Order:

This option, when ticked, will cause any under delivered items from this supplier to be placed on back order when receiving items via the **Deliveries** function in the **Purchasing Module**. This option is ticked by default for all suppliers. If this supplier never sends back orders the remove this tick by clicking in the option.

Accounts:

The screenshot shows a software interface with a tabbed menu at the top containing 'Sales', 'Purchasing', 'Accounts', 'Settlement', and 'Online Ordering'. The 'Accounts' tab is active. Below the tabs, there is a form with the following fields: 'Contact' (a single text box), 'Telephone' (a text box), 'Fax' (a text box), 'Email' (a text box), and 'Account Number' (a text box).

The fields on the Accounts Tab are for your information and are not used in Purchasing. Enter any relevant information that you require.

Settlement:

The screenshot shows a software interface with a tabbed menu at the top containing 'Sales', 'Purchasing', 'Accounts', 'Settlement', and 'Online Ordering'. The 'Settlement' tab is active. Below the tabs, there is a form with the following fields: 'Carriage Paid' (a text box), 'Settlement Days' (a text box), 'Percent' (a text box), and 'Amount' (a text box).

Carriage Paid:

Enter the carriage paid Purchase Order value for this supplier. This is the value that each Purchase Order sent to this supplier must exceed before carriage or delivery charges are free. Some suppliers do not have a carriage paid level for Purchase orders in which case this field should be left blank.

If you enter a *Carriage Paid* value for this supplier the Purchasing system will warn you if a Purchase Order to this supplier is under the *Carriage Paid* value.

**Settlement Days
Percent
Amount**

These options are for future development and may be used for Information only.

Online Ordering:

The details on this tab are for EDI Purchasing Method and is for future development.

Comments:



The screenshot shows a software interface with a tabbed menu at the top. The tabs are labeled: Sales, Purchasing, Accounts, Settlement, Online Ordering, and Comments. The 'Comments' tab is selected and active. Below the tabs is a large text area containing the text: "PLEASE ENSURE ALL ITEMS ARE BAR CODED WHERE POSSIBLE". At the bottom of the text area, there is a checkbox labeled "Use Comment In PO" which is checked.

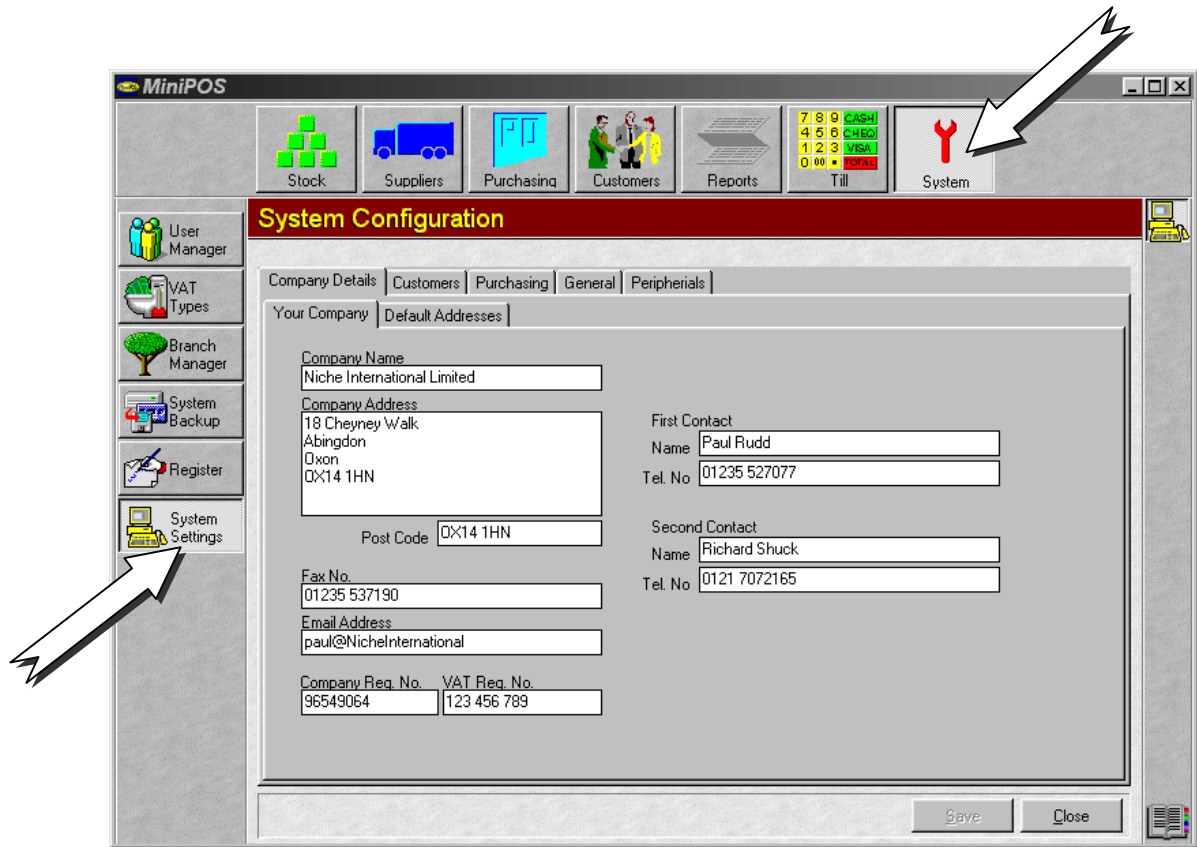
You can enter general information or notes about this supplier in the comments field above. Alternatively you can enter text that you wish to always print on Purchase orders to this supplier and then tick the **Use Comment In PO** option below the comments box.

In the example above, we always want remind this supplier that items should be bar coded. We enter the desired text and click in the **Use Comment In PO** option. Now whenever we send a Purchase Order to this supplier the comment entered will be printed on every PO. You can edit the PO comment in Purchasing before sending to the supplier.

MINIPOS SYSTEM SETTINGS FOR PURCHASING

The following will detail the System Settings required by the Purchasing Module. This information and options automate data entry and warnings when creating Purchase Orders.

To open the System Settings form click on the **System Module** button at the top of the MiniPOS screen and then click the **System Settings** button on the left. The **System Configuration** form will display as follows:



Company Details Tab

Your Company Tab:

You should enter your company information in the various fields shown. Some of the fields are used by the Purchasing system when printing Purchase Orders.

Default Addresses Tab:

To display the **Default Addresses Tab** click on the Tab Label and the display will appear as follows:

To display a Tab form click on the Tab Label.

The screenshot shows a window titled "System Configuration" with a red header. Below the header are several tabs: "Company Details", "Customers", "Purchasing", "General", and "Peripherals". The "Purchasing" tab is selected, and within it, the "Default Addresses" sub-tab is active. An arrow points to the "Purchasing" tab label. The form contains two main sections: "Invoice Address" and "Delivery Address". Each section has a text area for the address (both containing "18 Cheyney Walk, Abingdon, Oxon, OX14 1HN") and a "Contact" section with fields for Name, Tel. No, and Fax No. The "Invoice Contact" fields are populated with "Paul Rudd", "01235 527077", and "01235 537190" respectively. The "Delivery Contact" fields have "Paul Rudd" and "01235 527077" entered, with the Fax No field empty. At the bottom right, there are "Save" and "Close" buttons.

Enter the Invoice and Delivery addresses together with the contact names and numbers in the various fields. This information is used by the Purchasing System to automatically enter this information on Purchase Orders that you create.

Purchasing Tab

To display the **Purchasing Tab** click on the Purchasing Tab Label. The following form will appear:

The screenshot shows the same "System Configuration" window, but now the "Purchasing" tab is selected. An arrow points to the "Purchasing" tab label. The form contains several fields: "Default Supplier" (a dropdown menu), "Default Payment Type" (a dropdown menu showing "Pounds Sterling" and "£"), "Default Purchase Order Report" (a dropdown menu showing "Standard PO"), "Default Purchase Order Comments" (a large text area), and "Show Warnings When..." (checkboxes for "Under Re-order Level" and "Over Maximum Stock Level", both checked). There is also a checkbox for "Allow Additional Costs Entry" which is checked. At the bottom right, there are "Save" and "Close" buttons.

Default Supplier:

This drop-down list box can be used to select a default supplier for Purchasing. If you normally purchase items from just one supplier this option will select this supplier every time you create a new Purchase Order. You can of course change the automatic supplier selected before proceeding to enter required items. If you have a number of suppliers that you purchase from, leave this field blank.

Default Payment Type:

If you normally create Purchase Orders in the same currency, **e.g. Pounds Sterling**, you can select a default payment type that will be automatically entered by the system when creating new Purchase Orders. You can change the Payment Type for a PO when you create it, should you wish to use a different currency.

Before you can list Payment Types in this drop-down list box, you must first create the different currencies you wish to use in the **Purchasing Module / Payment Types Form**. (See Page 10).

Default Purchase Order Report:

MiniPOS is supplied with a Standard Purchase Order layout for printing PO's. This layout is a report defined in the MiniPOS **Reports Module / Purchasing Form**. By default this **Standard PO** is entered in the **Default Purchase Order Report** drop-down list. You can create your own Purchase Order Layouts if you have the MiniPOS Reports Designer Module. These reports can be selected as the default as an alternative to the **Standard PO** supplied.

Default Purchase Order Comments:

You can enter text that will always appear on every Purchase Order that you create by typing in the required text in the **Default Purchase Order Comments** box. If you have selected to use a suppliers comments text , as described on page 5, then the suppliers comments will be printed instead of the default comments.

Show warnings When:

Under Re-order Level:

This option when ticked, will cause any items being added to a Purchase Order that have a stock level below the re-order level for that item, to be highlighted in Red. The Re-order Level for each item is set in the **Stock Module / Details / Purchasing Form**. This highlighting provides a good visual indication of priority order items. If you are not using a Re-order level for each item then deselect this option.

Over Maximum Stock Level:

This option will cause a warning to appear if you enter a quantity to purchase for an item that will take the items stock level above the Max Level for that item. . The Max Level for each item is set in the **Stock Module / Details / Purchasing Form**. This warning is a useful reminder that you may be purchasing to much stock.

Allow Additional Cost Entry:

This option will display the **Additional Cost Form** when receiving deliveries. The form will allow you to enter discounts and charges for deliveries being and you have the option spread these amounts pro-rata over the cost of the items being received. If you do not wish to enter these amounts when receiving items into stock, opting instead to handle theses additions in your accounting system, the deselect this option.

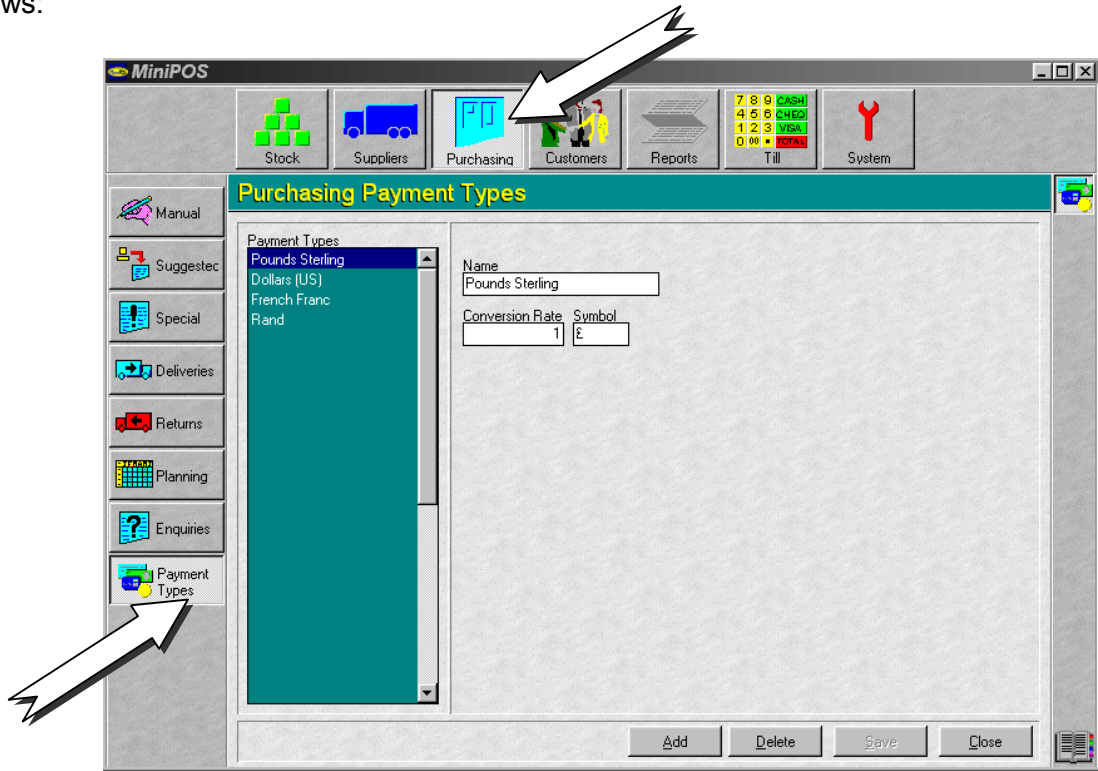
PURCHASING

Here are a few considerations before using the MiniPOS™ Purchasing Module:

1. You can only raise Purchase Orders to Suppliers that have previously been created in the MiniPOS™ Suppliers Module.
2. The Purchase Order Header Detail uses the default Invoice and Delivery address together with the contact names as defined in the System Module / System Settings / Company Details / Default Addresses form. These addresses and contacts should be entered before beginning Purchase Order entry.
3. Purchase Order Payment Types must be defined in the Purchasing Module / Payment Types form. **Pounds Sterling £** is the default entry supplied with MiniPOS™. If you wish to raise Purchase Orders in Foreign Currency you must first define the currency name, symbol and exchange rate before it is available for selection in the Purchasing Module.
4. A Default Payment Type for Purchase Order entry is maintained in the System Module / System Settings / Purchasing form. This Default Payment Type should be defined if you normally purchase from the same country e.g. **Pounds Sterling £** for UK suppliers.
5. MiniPOS™ is supplied with a Standard PO Report, this is the standard Purchase Order Layout for printing and faxing. Check that a Default Purchase Order Report is set in the System Module / System Settings / Purchasing form. You can create your own Purchase Order Layouts in the MiniPOS™ Reports Designer and either use these as defaults or assign a specific Purchase Order Report to a supplier in the MiniPOS™ Suppliers Module.
6. To assist in item selection when creating a PO, only those items that have the Supplier defined against them will list. Although there is an option to list items that have NO Supplier defined, you should take the time to add a supplier and re-order code to each stock item. You add a supplier to a stock item in the Stock Module / Details form by selecting a Supplier from the Supplier drop down list.
7. Each item added to a Purchase Order will have it's Re-Order Code printed, this is the supplier's code for the item and is maintained in the MiniPOS™ Stock Module / Details / Purchasing form. Where a supplier requires their item code or part number to be printed on a Purchase Order you must enter these before adding the items to a Purchase Order.

Purchasing Payment Types

Before you can select a **Default Payment Type** in System Settings or use different currencies in Purchasing, you must first define the various Payment types in the **Purchasing Module / Payment Types Form**. To display the Purchasing Payments Form click on the **Purchasing Module button** and click on the **Payment Types button** on the left. The form will display as follows:



To add a new Payment Type click the **Add Button** at the bottom of the form.

The cursor will move to the **Name** field. Enter the description of the currency you are creating and press the **TAB Key**.

The cursor will move to the **Conversion Rate** field. Type in the exchange rate for the currency you are creating. This rate is used in Purchasing to calculate the foreign currency equivalent of the cost of each item and the MiniPOS base currency equivalent of Purchase Orders in the foreign currency. You should regularly check the exchange rates and amend as required.

Enter the Payment Type Symbol in the **Symbol** field. This symbol is used in Purchasing to display the correct symbol for the currency being used.

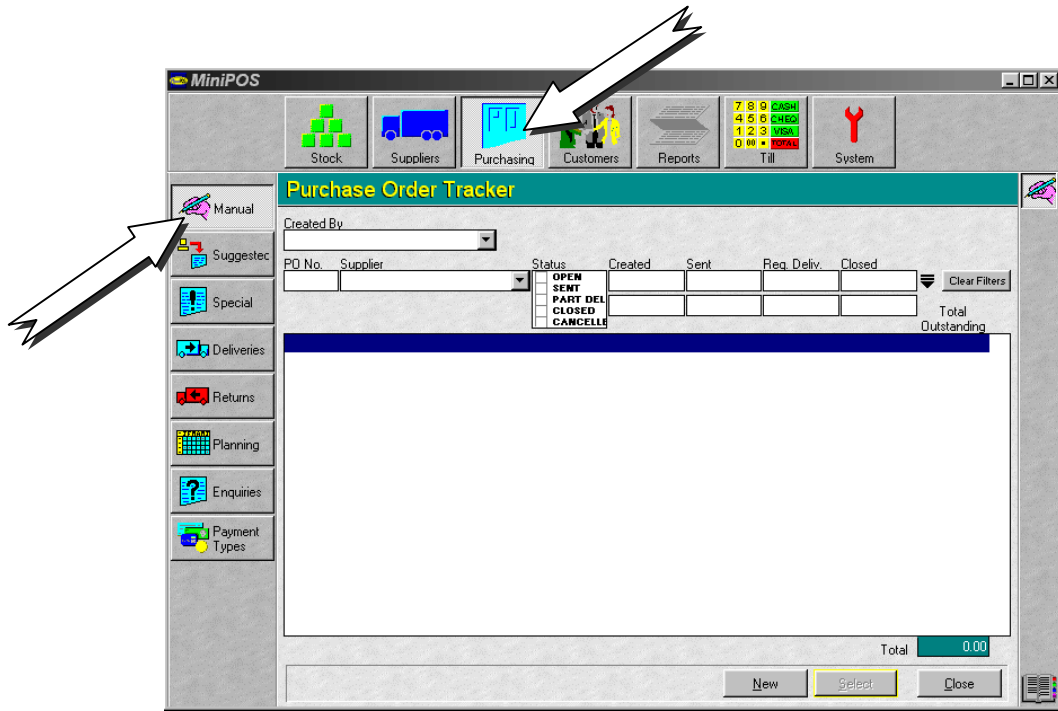
When you have entered your new payment type click the **Save Button**. You should continue to enter all the various Payment Types you will require when creating Purchase Orders.

CREATING MANUAL PURCHASE ORDERS

Manual Purchase Orders allow you to list a range of items from a supplier and enter the quantity required. The list of items to choose from can be filtered to show items that are at or below zero stock level, below reorder level, correctly stocked or over stocked. Any item in a list that is below reorder level is highlighted in red to indicate a priority item.

Before you enter items on to a supplier's purchase order you must first create a new PO and enter any relevant header details such as Invoice address, Delivery address, contacts etc.

To create a new Purchase Order first select the **Purchasing Module Button** at the top of the display and then select the **Manual Button** on the left. The display will appear as follows:



Click on the **New Button** at the bottom of the display and the following form will display:

Purchase Order Details

PO No. **500001** Supplier

Status **OPEN** F.A.O.

Created **29/9/1999** Tel. No.

Del. Date **29/9/1999** Rate Fax No.

Currency **Pounds Sterling** 1 Email

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total

PO Total £ **£0.00**

Send Cancel PO PO List Add Items Main Details Close

The fields and information displayed at the top left of the form are as follows:

- PO No.** This is the number of this Purchase Order and increments for each PO created.
- Status.** The Status indicates the current progress of the purchase order. In this case the PO Status is **OPEN**. The Status can show the following:
- OPEN** – The PO has not been sent to the supplier and is available to add more items to purchase. PO's can remain open indefinitely until sent, cancelled or closed.
- SENT** – This indicates that the PO has been either printed or electronically sent to the supplier. A PO that has a status of SENT can no longer have items added. The SENT Status indicates that the PO has not had any deliveries booked in against it.
- PART DEL** – If items are delivered against a PO but there remains items on Back Order and the PO is to remain available for additional deliveries, the Status will display PART DEL.
- CLOSED** – The CLOSED Status indicates that all items on a PO have been fully delivered or any back orders have been cancelled. Once confirmed, a PO that is CLOSED is only available for viewing.
- CANCELLED** – If a PO is cancelled for any reason even if part delivered the Status will show CANCELLED.
- Created.** This is the date that the PO was created.
- Del. Date.** This is the required delivery date for the items on the PO. This date will be automatically calculated if the **Lead Time (Days)** field has previously been entered against this supplier in the Suppliers Module / Details / Purchasing form. You enter your own required delivery date for this PO in Del. Date field.
- Currency.** This field is used to select the required currency for this Purchase Order. The Currency field will default to the currency set in the **Default Payment Type** for this supplier in the Suppliers Module / Details / Purchasing form. If the supplier does not have a **Default Payment Type** set, then the **Default Payment Type** set in the System Module / System Settings / Purchasing form will be used.
- Each Payment Type description together with the currency symbol and exchange rate is set in the Purchasing Module / Payment Types form.
- The **Rate** field next to the Currency Type can be edited to the current exchange rate in force.

Next you must select a supplier for the Purchase Order. Click on the *Drop Down Button* next to the **Supplier** field and select a supplier from your list. The suppliers name and details will appear on the PO.

You can edit any of the details for the selected supplier by clicking in the relevant field and over typing the information.

ADDING ITEMS TO A PURCHASE ORDER

Once you have created a new PO and selected a supplier as described above, you can add items to the PO ready for sending to the supplier.

Click on the **Add Items Button** at the bottom of the form. The display will look similar to the following:

Purchase Order Details

PO No. **500001** Supplier **Golfing Supplies Limited**

Re-Order Code: Stock Code: Product Search - Both Descriptions:

Department: Sub Department: Brand: Category:

Stock Level: Zero Stock Under Stocked Correctly Stocked Over Stocked

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total
AMUTOPSBH98	Addidas Man United - Top Home 97/98 - Small Boys	10	1	£22.00		£0.00
AMUTOPMB98	Addidas Man United - Top Home 97/98 - Medium Boys	24	1	£22.00		£0.00
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00		£0.00
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00		£0.00

Re-Order Level: Max Level: Qty On PO: Qty In Kits: Stock With No Supplier:

PO Total £

Buttons:

The top list shows all the items that can be purchased from this supplier. The list can be filtered in the usual way by selecting a **Department**, **Sub-Department**, **Brand** or **Category**. In addition you can filter the list by typing text and pressing the **SPACE BAR** in the **Product Search** field.

Ticking the **Stock Level Options** can further filter the list of items. These options use the **Re-Order Level** and **Max Level** for each item, as defined in the Stock Module / Details / Purchasing form, as follows:

Zero Stock: This option when ticked will only display items that have a stock level of zero or below.

Under Stocked: This option lists all stock that has a stock level below **Re-order Level** but above zero.

Correctly Stocked – Displays all stock that is between **Re-order level** and **Max Level**.

Over Stocked – This option displays items will stock levels above the **Max Level**.

Any combination of these options can be ticked to display the desired list of supplier products. With none of the **Stock Level Options** ticked all items from the selected supplier will list.

An item that has a stock level below its **Re-Order Level** will display highlighted in Red to indicate a priority order item as shown in the above diagram.

The area between the top item list and bottom PO list, displays the **Re-order Level, Max Level** and **Qty In Kits** information for each item selected to assist in purchasing decisions.

Entering An Order Quantity For An Item:

To enter an order quantity for an item type in the quantity required in the **Qty Req.** column of the item you wish to place on order and press either the **ENTER** or **DOWN ARROW Key**. The required quantity will be transferred from the top item list to the bottom PO list as follows:

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total
AMUTOPMB98	Addidas Man United - Top Home 97/98 - Medium Boys	24	1	£22.00		£0.00
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00		£0.00
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00		£0.00
AMUTOPMA98	Addidas Man United - Top Home 97/98 - Adult Medium	32	1	£29.00		£0.00

Re-Order Level	Max Level	Qty On PO	Qty In Kits	Stock With No Supplier
2	4			

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00	6	£132.00

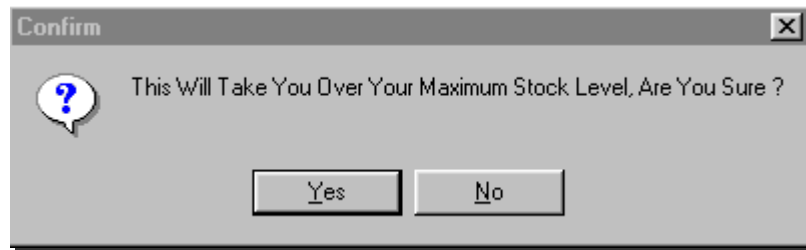
In the above example the item highlighted in Red in the top item selector list had a quantity of 6 entered in the **Qty Req** field. When the **Enter Key** was pressed the Item information was transferred to the bottom PO list. The items in the top list automatically scroll up as the **Enter Key** is pressed.

If you entered the **Qty Req** incorrectly, you can click in the bottom PO list and edit the figure.

Removing Items from the PO List:

If you wish to remove an item from the bottom PO list simply change the **Qty Req** figure to **0** and press the **ENTER Key**.

If you enter a required quantity that will take the items stock level above the **Max Level** for that item, the following pop-up will display:



If you wish to continue and place the required quantity on order click the **Yes button**, otherwise click the **No button** to return to the item in the list.

LISTING STOCK ITEMS THAT HAVE NO SUPPLIER DEFINED

You may have items in your stock file that do not have a supplier recorded against them. This can often happen after a new installation where items have been entered or converted without suppliers in order to quicken the go live date. Items that have no supplier will not normally list in the **PO Items Required** form as you select a supplier for the Purchase Order. To overcome this and list only items that do not have a supplier recorded, tick the **Stock With No Supplier** option in the section between the top and bottom list as follows:

Purchase Order Details

PO No. **50001** Supplier **Golfing Supplies Limited**

Re-Order Code: _____ Stock Code: _____ Product Search - Both Descriptions: _____

Department: _____ Sub Department: _____ Brand: _____ Category: _____

Stock Level: Zero Stock Under Stocked Correctly Stocked Over Stocked

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total
	shoes 5 BLACK	3	1	£12.00		£0.00
	shoes 6 BLACK	4	1	£12.00		£0.00
	shoes 7 BLACK	5	1	£12.00		£0.00
	shoes 5 WHITE	6	1	£12.00		£0.00

Re-Order Level: **2** Max Level: **4** Qty On PO: **0** Qty In Kits: **0** Stock With No Supplier:

PD Total £ **£0.00**

Buttons: Send, Cancel PO, PO List, Add Items, Main Details, Close

Editing An Items Re-Order Code:

You may need to edit an existing re-order code for an item added to the Purchase Order if, for example, the supplier's code has changed. You may need to enter a re-order code for an item that has not been assigned one in the stock file and the **Re-Order Code** field is therefore blank.

You can edit any items re-order code, either in the bottom PO list when adding items or in the main PO list after you have closed the Add Items form, as follows:

Purchase Order Details

PO No. **50001** Supplier **Golfing Supplies Limited**

Re-Order Code: Stock Code: Product Search - Both Descriptions:

Department: Sub Department: Brand: Category:

Stock Level: Zero Stock Under Stocked Correctly Stocked Over Stocked

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req	Total			
	shoes	3	1	£12.00		£0.00			
	5 BLACK								
	shoes	4	1	£12.00		£0.00			
	6 BLACK								
	shoes	5	1	£12.00		£0.00			
	7 BLACK								
	shoes	6	1	£12.00		£0.00			
	5 WHITE								
Re-Order Level	2	Max Level	4	Qty On PO	0	Qty In Kits	0	Stock With No Supplier	<input checked="" type="checkbox"/>
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00	6	£132.00			
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00	2	£58.00			
STSH6BK-6755	shoes	4	1	£12.00	3	£36.00			
	6 BLACK								

Comment: PO Total £: **£226.00**

Buttons: Send, Cancel PO, PO List, Add Items, Main Details, Close

Editing an items re-order code in the Add Items Form.

Purchase Order Details

PO No. **50001** Supplier **Golfing Supplies Limited**

Status: **OPEN** F.A.O. David Trainer The Golf Pro Warehouse Unit 1-3 Oxmead Ind Est. Oxford

Created: 29/9/1999 Tel. No: 01865 567788

Del. Date: 29/9/1999 Rate: Fax No: 01865 553323

Currency: Pounds Sterling 1 Email:

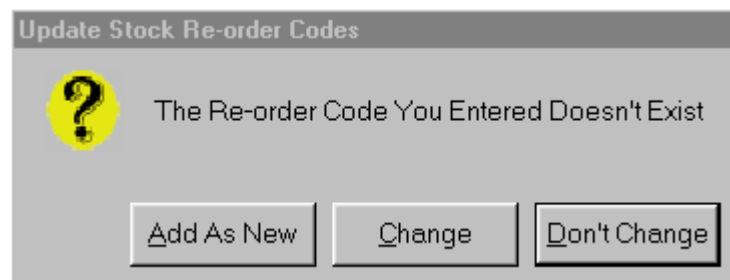
Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req	Total
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00	6	£132.00
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00	2	£58.00
STSH6BK-6755	shoes	4	1	£12.00	3	£36.00
	6 BLACK					
	shoes	4	1	£12.00	3	£36.00
	6 BLACK					
	shoes	5	1	£12.00	4	£48.00
	7 BLACK					
AMUTOPSM99	Addidas Man United - Top Home 98/99 Small Boys	21	1	£22.00	3	£66.00
	Addidas Man United - Top Home 98/99 - Medium Boys	44	1	£22.00	4	£88.00

Comment: PO Total £: **£464.00**

Buttons: Send, Cancel PO, PO List, Add Items, Main Details, Close

Editing an items re-order code in the main PO list form.

When an items re-order code is edited as described above, a pop-up will display as follows:



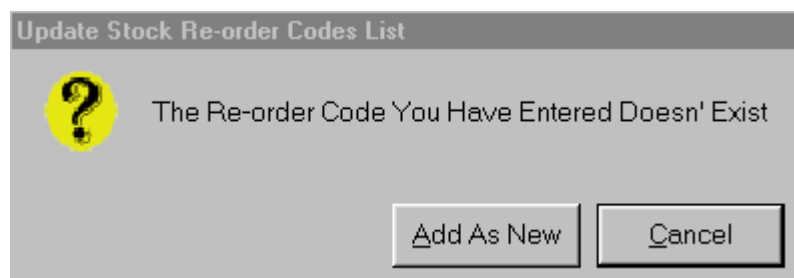
You have three options to choose from:

Add As New: If you wish to add the re-order code you have just entered to the items stock record, click the **Add As New button**. This will add an entry in the Re-Order Code List in the **Stock Module / Details / Purchasing Tab Form**. This option is particularly useful if you are ordering items that do not have any re-order codes defined against them. Next time you come to order this item the re-order code will be available in the list. If at the time of ordering an item, you choose to order a different pack quantity from the one held against the item, this option is ideal for adding the new pack quantity and it's re-order code to the items stock record.

Change: This option will change the existing re-order code for the item, to the code you have just entered and save the change to the stock file. This is useful for updating re-order codes as purchase orders are raised.

Don't Change: If you do not wish to either update an items re-order code or add a new one, but wish to use the code you have entered for this Purchase Order only, the click the **Don't Change button**.

If you enter a re-order code for item that does not have one, i.e. the re-order code field was blank, when you press the **ENTER Key** the following pop-up will appear:



You have the option to add this new re-order code to the items stock record by clicking the **Add As New button**. If you want to use the re-order code just entered for this Purchase Order only, then click the **Cancel button**.

If an item on a Purchase Order has the same re-order code on the PO and in the items stock record, when deliveries are received against the PO the system will update the re-order codes pack cost figure.

If the re-order code entered on a Purchase order does not match any re-order code in the items stock record, the system will not update any pack cost when deliveries are received against that PO.

Adding Items Directly To The PO List:

You may wish to create a new Purchase Order or add to an existing order by typing in supplier re-order codes directly into the main PO list, if for example you are entering items from a suppliers catalogue or price list.

To enter items directly in to a PO list, click in the **Re-Order Code** field of the last entry on the PO and press either the **ENTER** or **DOWN ARROW Key** to create a new blank line as follows:

Type in an existing re-order code for the item you wish to purchase and press the **ENTER Key**. The cursor will move to the **Qty Req** field for you to enter the quantity required for this item. Press the **ENTER Key** and a new blank line will appear.

Purchase Order Details

PO No.	500001	Supplier	Golfing Supplies Limited		
Status	OPEN	F.A.O.	David Trainer	The Golf Pro Warehouse Unit 1-3 Oxmead Ind Est. Oxford	
Created	29/9/1999	Tel. No	01865 567788		
Del. Date	29/9/1999	Rate		Fax No	01865 553323
Currency	Pounds Sterling		1	Email	

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req.	Total
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00	6	£132.00
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00	2	£58.00
STSH6BK-6755	shoes 6 BLACK	4	1	£12.00	3	£36.00
AMUTOPSM99	Addidas Man United - Top Home 98/99 Small Boys	21	1	£22.00	3	£66.00
	Addidas Man United - Top Home 98/99 - Medium Boys	44	1	£22.00	4	£88.00

Press ENTER

PO Total £ £332.00

Send Cancel PO PO List Add Items Main Details Close

ADDING A FREE TEXT COMMENT TO AN ITEM ON ORDER

Each item can have a free text comment added that will print on the Purchase Order. These comments can be used for adding important information or special instructions to the supplier about each item.

To add a free text comment, first click on an item in the List, a **Comment Field** will display at the bottom of the form, then click in the **Comment Field** and type in the required comment for this item. You can type any amount of text in this field. As you reach the end of the field and continue to type the text will automatically scroll. When you have finished entering your comment press the **TAB Key** to return to the item in the PO List.

Purchase Order Details - PO List

PO No. **500002** Supplier **Golfing Supplies Limited**

Status **OPEN** F.A.O. David Trainer The Golf Pro Warehouse
 Created 2/10/1999 Tel. No 01865 567788 Unit 1-3 Oxmead Ind Est.
 Del. Date 9/10/1999 Rate Fax No 01865 553323 Oxford
 Currency Pounds Sterling 1 Email david@golfingsuppliers.co.uk

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty	Total	Cmt
555ABC	DUNLOP 'HPC' Full Set Irons & Putters - Cavity Back	47	1	£110.00	4	£440.00	
AMUTOPSBH98	Addidas Man United - Top Home 97/98 - Small Boys	10	1	£22.00	4	£88.00	
AP...PMB99	Addidas Man United - Top Home 98/99 - Medium Boys	44	1	£22.00	5	£110.00	
	Addidas Man United - Top Home 98/99 - Large Boys	18	1	£22.00	6	£132.00	
	DME 3.1Gb Hard Drive	10	1	£99.00	3	£297.00	
5648873	Mens Trilby - Brown - Size 6-7/8	11	1	£40.00	4	£160.00	
EFERG	Raleigh Max Cromo 1 - 21 Speed 21½" - Red	9	1	£130.00	2	£260.00	

Comment THIS ITEM IS URGENTLY REQUIRED BY OUR CUSTOMER. PO Total £ 1,487.00

Buttons: Send, Cancel PO, PO List, Add Items, Main Details, Close

Annotations: Arrows point from the 'Comment' column header to the comment field, and from the comment field to the 'Cmt' column of the selected row.

An item in the PO list that has a comment entered against it, has a Yellow comment marker on the right as shown above.

As you select a line on the Purchase Order list, any comment saved for that line will automatically display in the **Comment Field**. Each item comment will print under the item on the Purchase Order printout.

THE PO LIST

When you have finished adding items for this Purchase Order on the Add Items form, click on the **PO List** button, the display will look similar to the following:

MiniPOS

Stock Suppliers Purchasing Customers Reports Till System

Purchase Order Details

PO No. **500001** Supplier **Golfing Supplies Limited**

Status **OPEN** F.A.O. David Trainer The Golf Pro Warehouse
 Created 29/9/1999 Tel. No 01865 567788 Unit 1-3 Oxmead Ind Est.
 Del. Date 29/9/1999 Rate Fax No 01865 553323 Oxford
 Currency Pounds Sterling 1 Email

Re-Order Code	Description	S. Level	PackQty	PackCost	Qty Req	Total
AMUTOPLB98	Addidas Man United - Top Home 97/98 - Large Boys	2	1	£22.00	6	£132.00
AMUTOPSA98	Addidas Man United - Top Home 97/98 - Adult Small	19	1	£29.00	5	£145.00
STSH6BK-6755	shoes 6 BLACK	4	1	£12.00	3	£36.00
AMUTOPSM99	Addidas Man United - Top Home 98/99 Small Boys	21	1	£22.00	3	£66.00
	Addidas Man United - Top Home 98/99 - Medium Boys	44	1	£22.00	4	£88.00
ABC	Reebok RAPIER Running Shoes Size 6, White, Narrow, UPVC	0	1	£1.00	3	£3.00
	Falcon Competition 21 Speed - STI Levers 18" - Red	5	1	£125.00	3	£375.00

PO Total £ **£797.00**

Send Cancel PO PO List Add Items Main Details Close

This is the PO List form and displays all of the items ordered. You can edit any entry in the list by clicking on the relevant line and changing the details as appropriate. You can view and add free text comments for each line as described above.

You can save this Purchase Order at any time by pressing the **Close** button at the bottom of the form. The Purchase Order will be added to the list in the Purchase Order Tracker form.

You can add to or edit the Purchase Order at any time by selecting it from the PO Tracker list and making the changes as required. You will be unable to add to or edit a Purchase Order once it has been **SENT** to the supplier.

REMOVING A ITEM FROM THE PO LIST

You can remove an item from a PO List by entering a **0** in the **Qty Req** field for the item you wish to remove. As you press the **ENTER** Key the line will be removed from the Purchase Order.

FINISHING A PURCHASE ORDER

Before you send a Purchase Order to a supplier check that the PO header details are correct for the supplier and that your own Invoice and Delivery addresses and contacts have been correctly set.

To check the Purchase Order header details click on the **Main Details** button at the bottom of the form and the following form will display:

Purchase Order Details			
PO No.	500001	Supplier	Golfing Supplies Limited
Status	OPEN	F.A.O.	David Trainer
Created	29/9/1999	Tel. No	01865 567788
Del. Date	29/9/1999	Fax No	01865 553323
Currency	Pounds Sterling	Rate	1
Account Number		Comment	
NIC001		THIS ORDER IS URGENTLY REQUIRED PLEASE CONFIRM DELIVERY DATE	
Delivery Address		Delivery Contact	
18 Cheyney Walk Abingdon Oxon OX14 1HN		F.A.O. Paul Rudd	
		Tel. No 01235 527077	
		Fax No	
Invoice Address		Invoice Contact	
18 Cheyney Walk Abingdon Oxon OX14 1HN		F.A.O. Paul Rudd	
		Tel. No 01235 527077	
		Fax No 01235 537190	
			Created 29/9/1999 BOSS Sent
			PD Total £ £332.00
Send Cancel PO		PO List Add Items Main Details Close	

Your Account Number with your supplier is maintained under the Suppliers Module / Details / Accounts form. If this has not been entered you may enter it directly into the **Account Number** field shown above.

If you wish to enter an overall comment for this Purchase Order that will be printed at the footer of the PO, enter your text in the **Comment** field. You can have a default PO header comment defined that will appear on every Purchase Order by entering the text in the System Module / System Settings / Purchasing / Default Purchase Order Comments field. Alternatively you use the **Comments** box for each individual supplier by entering the text in the Suppliers Module / Details / Comments field.

The Invoice and Delivery addresses and contacts for your company are maintained in the System Module / System Settings / Default Addresses form. You can edit the addresses and contacts directly on the PO header details form by clicking in the relevant field and typing in the new text. This is useful if you want a delivery sent direct to your customer but the invoice sent to your address.

SENDING A PURCHASE ORDER TO A SUPPLIER

The term *Sending a Purchase Order* means either printing the PO to post or fax to the supplier or transmitting the PO electronically via direct fax, email or Electronic Data Interchange (EDI). Different suppliers will be able to receive your Purchase Orders in different ways. The preferred method of sending a PO to each supplier is maintained in the Suppliers Module / Details / Purchasing form by selecting the appropriate **Purchasing Method Options**.

To send a Purchase Order via the selected method, first finish entering any items on the Purchase Order. Next click on the **Send Button** at the bottom of the form, the following pop-up will display depending on which **Purchasing Method** is set for the supplier you are sending to as follows:

Printing:

The screenshot shows the 'Purchase Order Details' window for PO No. 500001, Supplier: Golfing Supplies Limited. The status is 'OPEN'. A 'Print' dialog box is open, showing printer settings (QMS DeskLaser600 on LPT1) and page range options. The main window displays a table of items with columns for Qty, Pack, Cost, Qty Req, and Total. The 'Send' button at the bottom left is highlighted with a yellow box and an arrow.

Re-Order Code	Description	Qty	Pack	Cost	Qty Req	Total
AMUTOPLB98		1	1	£22.00	6	£132.00
AMUTOPSA98		1	1	£29.00	5	£145.00
STSH6BK-6755		1	1	£12.00	3	£36.00
AMUTOPSM99		1	1	£22.00	3	£66.00
	Addidas Man United - Top	44	1	£22.00	4	£88.00
	Home 98/99 - Medium Boys					
ABC	Reebok RAPIER Running Shoes Size 6, White, Narrow, UPVC	0	1	£1.00	3	£3.00
	Falcon Competition 21 Speed - STI Levers 18" - Red	5	1	£125.00	3	£375.00

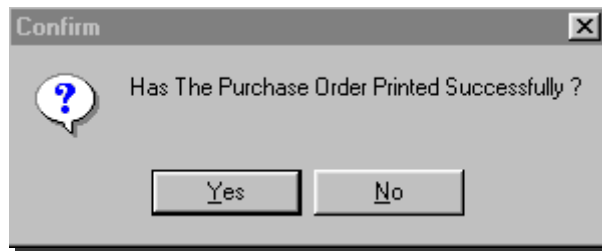
PD Total £ 332.00

The printer used for printing the Purchase Order will be the Windows System Printer or an alternative printer as defined in the System Module / System Settings / Peripherals form / Default Printer Option.

The Purchase Order layout used for printing is set in the System Module / System Settings / Purchasing form / Default Purchase Order Report option. This Purchase Order report (layout) must first have been created in the MiniPOS™ Reports Module. There is a standard PO layout supplied with MiniPOS™.

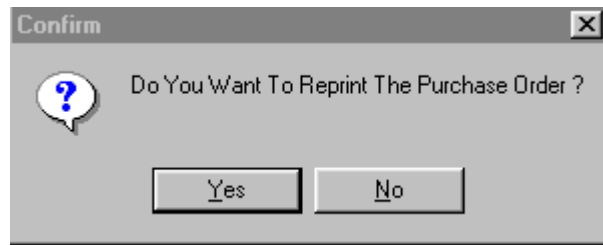
Alternatively, each supplier may have their own Purchase Order layout, (once created in the MiniPOS™ Reports Module) and if this layout is set in the Suppliers Module / Details / Purchasing / Purchasing Report option, it will be this layout that is used instead of the default PO layout.

To proceed with printing the Purchase Order select the **Ok button** on the **Print pop-up** and the PO should now print out. When the printer has finished printing the following pop-up will display:



If the Purchase Order was printed correctly click the **Yes button**. The Purchase Order will have its **Status** changed to **SENT** and will no longer be editable.

If the Purchase Order did not print correctly for any reason click the **No button** and another pop-up will display as follows:



If the fault with the printer or paper has been rectified and you now wish to try and print the Purchase Order again, click on the **Yes button** and the PO print routine will restart.

If the fault persists or you decide to try and print at a later time click the **No button** and the PO print routine will be abandoned and the PO will remain unaffected awaiting a future send.

Direct Faxing:

THE PURCHASE ORDER TRAKER

When you load the MiniPOS™ Purchasing function or when you close a PO that you are working on, the Purchase Order Tracker form is displayed as follows:

PO No.	Supplier	Status	Created	Sent	Req. Deliv.	Closed	Total Outstanding
500005	The Clothing Distribution Compay	OPEN	30/9/1999		30/9/1999		£392.90
500004	Hardware 2000	OPEN	30/9/1999		30/9/1999		£1,044.50
500003	.Raleigh (UK) Limited	OPEN	30/9/1999		30/9/1999		£820.00
500002	.Raleigh (UK) Limited	OPEN	29/9/1999		30/9/1999		£312.00
500001	Golfing Supplies Limited	OPEN	29/9/1999		29/9/1999		£332.00
Total							2,901.40

The list shows all Purchase Orders, the Created, Sent, Required Delivery and Closed Dates together with the Purchase Order Total Outstanding value.

The list of Purchase Orders can be filtered to show only those PO's that you are interested in. For example if you wish to list only active PO's, that is to say exclude from the list any PO's that have a Status of **Closed** and **Cancelled**, then tick the **OPEN**, **SENT** and **PART DEL** Status filter options.

If in your business there are a number of staff that create Purchase Orders, you can list only those PO's that were created by an individual by selecting their name from the drop-down **Created By** list at the top of the form.

In addition there are two date fields for each of the PO Created, Sent, Required Delivery and Closed date filters. You can enter a To and From date in the top and bottom date filters respectively to limit the list of Purchase Orders.

When you exit from MiniPOS™ Purchasing any PO list filters set will be saved and when you next enter Purchasing the PO list will be filtered as previously set.

To remove all filters and list all Purchase Orders ever created, click on the **Clear Filters** button at the top of the form.

The Purchase Order Dates Pre-Set Filter:

The Purchase order dates filters can be set automatically by the use of the **PO Dates Pre-Set Filter** options. To view and select these pre-set date options, first click in a PO Date Filter field for the type of date filtering you wish to perform and then click the **PO Dates Pre-Set Filter button**, as follows:

1. Click in any Date Filter Field that you wish to use to filter the PO list by

2. Click the PO Dates Pre-Set Filter Button

PO No.	Supplier	Status	Created	Sent	Req. Deliv.	Closed	Total Outstanding
500007	Cadburys Limited	OPEN	2/10/1999		2/10/1999		£230.00
500006	Patel Cash & Carry	OPEN	2/10/1999		9/10/1999		£1,083.00
500005	The Food Wholesale Co.	SENT	2/10/1999	2/10/1999	2/10/1999		£3.92
500004	Computer Paradise Limited	SENT	2/10/1999	2/10/1999	5/10/1999		£106.66
500003	Niche International Limited	OPEN	2/10/1999		2/10/1999		£87.00
500002	Golfing Supplies Limited	OPEN	2/10/1999		9/10/1999		£1,487.00
500001	Golfing Supplies Limited	SENT	2/10/1999	2/10/1999	9/10/1999		£198.00

The display will look similar to the following:

Overdue Today
Yesterday
This Week
Last Week
This Month
Last Month
This Year
Last Year
Last 2 Years

PO No.	Supplier	Status	Created	Sent	Req. Deliv.	Closed	Total Outstanding
500007	Cadburys Limited	OPEN	2/10/1999		2/10/1999		
500006	Patel Cash & Carry	OPEN	2/10/1999		9/10/1999		
500005	The Food Wholesale Co.	SENT	2/10/1999	2/10/1999	2/10/1999		
500004	Computer Paradise Limited	SENT	2/10/1999	2/10/1999	5/10/1999		
500003	Niche International Limited	OPEN	2/10/1999		2/10/1999		
500002	Golfing Supplies Limited	OPEN	2/10/1999		9/10/1999		
500001	Golfing Supplies Limited	SENT	2/10/1999	2/10/1999	9/10/1999		

Total 3,195.58

You can now click on any **Pre-Set Filter option** from the pop-up and the relevant dates for the option that you chose will appear in the **Date Filter Field**. For example, if you had clicked in a **Sent** Date Filter field and then clicked on **Last Month** from the Pre-Set Dates Filter pop-up the entry would appear as follows:

Dates automatically entered from selected Pre-Set Filter.

PO No.	Supplier	Status	Created	Sent	Req. Deliv.	Closed	Total Outstanding
		OPEN		17/9/1999			
		SENT		30/9/1999			
		PART DEL					
		CLOSED					
		CANCELLED					

Listing Overdue Purchase Orders:

You can list all Purchase Orders that have an expected delivery date earlier than today's date, in other words they are **overdue**, by clicking the **Dates Pre-Set Filter button** and selecting the **Overdue** option at the top of the list. This will enter today's date in the bottom *Req Deliv From Date* field as follows:

The screenshot shows the 'Purchase Order Tracker' window. At the top, there is a 'Created By' dropdown menu. Below it is a table with columns: PO No., Supplier, Status, Created, Sent, Req. Deliv., and Closed. The 'Status' column has a dropdown menu with options: OPEN, SENT, PART DEL, CLOSED, and CANCELLED. A button labeled 'Overdue Today Yesterday' is on the right. Two white arrows point from this button to the 'Req. Deliv.' and 'Closed' columns of the table. The table contains one row with the following data: PO No. 500005, Supplier The Food Wholesale Co., Status SENT, Created 2/10/1999, Sent 2/10/1999, Req. Deliv. 2/10/1999, and Closed.

When the Purchase Order that you wish to view is listed in the Purchase Order Tracker, simply double click the line in the list for that PO and the display will change to show the details of the PO chosen.

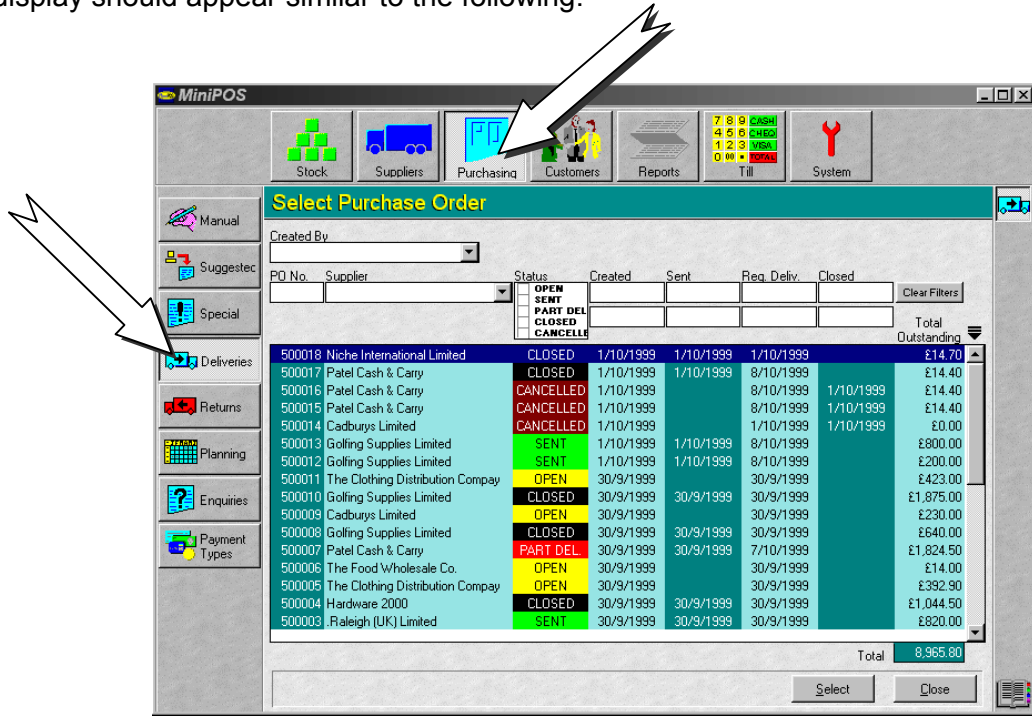
As Purchase Orders are progressed from being created to being sent and items delivered against them, the **Status** of the PO changes as previously described. When the Purchase Order Tracker lists the PO's the Status of each PO is displayed in a different colour to assist in monitoring PO progress. A Typical PO list will appear similar to the following:

The screenshot shows the 'Purchase Order Tracker' window with a list of purchase orders. The table has columns: PO No., Supplier, Status, Created, Sent, Req. Deliv., Closed, and Total Outstanding. The 'Status' column is color-coded: OPEN (yellow), SENT (green), PART DEL (red), CLOSED (black), and CANCELLED (red). A 'Clear Filters' button is on the right. The table contains 17 rows of data. At the bottom right, a 'Total' row shows a value of 8,965.80. At the bottom, there are three buttons: 'New', 'Select', and 'Close'.

PO No.	Supplier	Status	Created	Sent	Req. Deliv.	Closed	Total Outstanding
500018	Niche International Limited	CLOSED	1/10/1999	1/10/1999	1/10/1999		£14.70
500017	Patel Cash & Carry	CLOSED	1/10/1999	1/10/1999	8/10/1999		£14.40
500016	Patel Cash & Carry	CANCELLED	1/10/1999		8/10/1999	1/10/1999	£14.40
500015	Patel Cash & Carry	CANCELLED	1/10/1999		8/10/1999	1/10/1999	£14.40
500014	Cadburys Limited	CANCELLED	1/10/1999		1/10/1999	1/10/1999	£0.00
500013	Golfing Supplies Limited	SENT	1/10/1999	1/10/1999	8/10/1999		£800.00
500012	Golfing Supplies Limited	SENT	1/10/1999	1/10/1999	8/10/1999		£200.00
500011	The Clothing Distribution Compay	OPEN	30/9/1999		30/9/1999		£423.00
500010	Golfing Supplies Limited	CLOSED	30/9/1999	30/9/1999	30/9/1999		£1,875.00
500009	Cadburys Limited	OPEN	30/9/1999		30/9/1999		£230.00
500008	Golfing Supplies Limited	CLOSED	30/9/1999	30/9/1999	30/9/1999		£640.00
500007	Patel Cash & Carry	PART DEL.	30/9/1999	30/9/1999	7/10/1999		£1,824.50
500006	The Food Wholesale Co.	OPEN	30/9/1999		30/9/1999		£14.00
500005	The Clothing Distribution Compay	OPEN	30/9/1999		30/9/1999		£392.90
500004	Hardware 2000	CLOSED	30/9/1999	30/9/1999	30/9/1999		£1,044.50
500003	.Raleigh (UK) Limited	SENT	30/9/1999	30/9/1999	30/9/1999		£820.00
Total							8,965.80

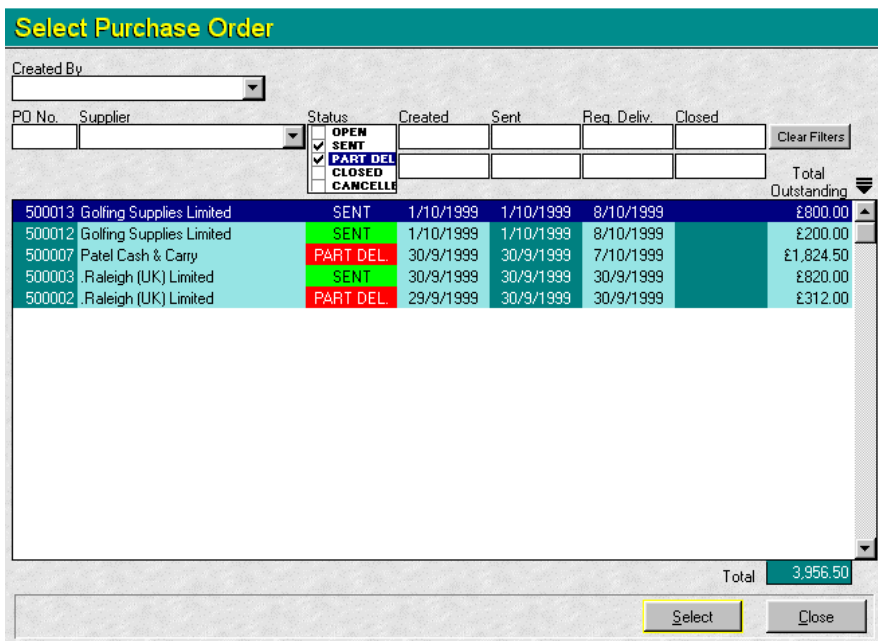
PURCHASE ORDER DELIVERIES

MiniPOS™ can receive into stock items placed on Purchase Orders via the **Deliveries** function in Purchasing. To display the **Deliveries** form click on the **Purchase Module** button at the top of the MiniPOS screen and then click on the **Deliveries** button on right of the display. The display should appear similar to the following:



When you select the **Deliveries** function for the first time, every Purchase Order created will list. As we can only receiving deliveries for Purchase Orders that have been either *Sent* or *Part Delivered*, you should tick the **SENT** and **PART DEL** Status filters to list only those Purchase Orders.

The **Select Purchase Order** form should now look similar to the following:



From the list of Purchase Orders, double click on the one that you wish to receive deliveries of items for. The display will change to the **Purchase Order Deliveries** form as follows:

Purchase Order Deliveries - PO List

PO No.	500008	Supplier	.Raleigh (UK) Limited		
Status	SENT	F.A.O.	James Raleigh	Raleigh (UK) Limited	
Sent	2/10/1999	Tel. No	01455 619800	Unit 1	
Del. Date	2/10/1999	Fax No	01455 619888	Jacknell Road	
Currency	Pounds Sterling	Rate	1	Hinckley	
		Email	JR@raleigh.co.uk	Leicester	

Re-Order Code	Description	Ordered	Deliver'd	BkOrder	PackQty	PackCost	Delivery
TEM15SIS	Raleigh Tempest 15 Speed S.I.S. 16" - Red	2			1	£78.00	
TEM1516BLU	Raleigh Tempest 15 Speed S.I.S. 16" Blue	2			1	£78.00	
FGHDFG	Raleigh Tempest 15 Speed S.I.S. 16" - Green	3			1	£78.00	
245652	Raleigh Tempest 15 Speed - S.I.S. 16" - Black	2			1	£78.00	
2554582	Raleigh Tempest 15 Speed - S.I.S. 18" - Red	3			1	£78.00	
225554554	Raleigh Tempest 15 Speed - S.I.S. 18" - Blue	2			1	£78.00	
356224	Raleigh Tempest 15 Speed - S.I.S. 18" - Green	4			1	£78.00	

Buttons: Process, Deliver All, PO List, Add Items, Main Details, Close

The Purchase Order above has items for delivery that are below re-order level and are therefore highlighted in Red. The below re-order level highlight was copied from the Purchase Order information and is shown in the Deliveries list for continuity.

The columns are headed as follows:

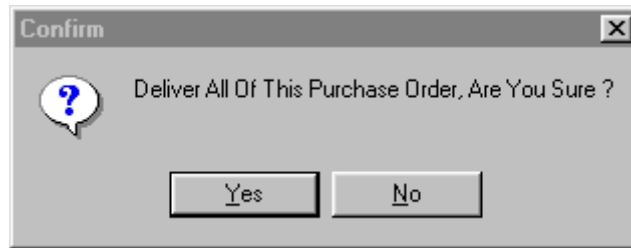
- Ordered:** This is the original quantity required.
- Delivered:** If you receive only part of the quantity ordered, this column will show the quantity delivered so far, when you next open this PO for another delivery.
- Bk Order:** If you receive only part of the quantity ordered, this column will automatically calculate the difference as a Back Order. You can edit this column if you will not receive back orders on this Purchase Order.
- Pack Qty:** This column shows the expected pack quantity for the item as ordered. If your supplier sends you the item in a different pack quantity to the one you ordered, you may edit this column and enter a new Pack Cost for this delivery.
- Pack Cost:** This is the item Pack cost as originally ordered. You can edit the Pack Cost either if the Pack Qty has changed, as described above, or if you are aware that the original Pack Cost has changed since you placed the order, perhaps from an accompanying invoice.
- Delivery:** This column is where you enter the actual quantity of the item delivered. You may receive a number of deliveries for this PO and each time you will enter the quantity received in this column until either the item is fully delivered or any Back Orders have been cancelled.

To begin entering delivery quantities, click in the **Delivery** field for the first item in the list and you can now enter the quantity received for each item in turn, pressing the **ENTER Key** after each entry.

Automatically Receive All Items Ordered – The ‘Deliver All’ Button.

You can have the system automatically deliver the full amount ordered for each item on the Purchase Order by clicking the **Deliver All Button** at the bottom of the form.

When the **Deliver All button** is selected the following pop-up appears:



If you want the system to enter all items as fully delivered click the **Yes button**. The **Delivery** field for each item will now show the full quantity ordered. You can edit any delivery as required before processing this delivery.

Receiving The Correct Quantity Ordered:

If you receive the full quantity ordered for an item, the line will appear similar to the following:

Re-Order Code	Description	Ordered	Deliver'd	BkOrder	PackQty	PackCost	Delivery
TEM1516BLU	Raleigh Tempest 15 Speed S.I.S. 16" Blue	2			1	£78.00	2

In the above example, 2 items were ordered, they were packed in 1 with a Pack Cost of £78.00 and 2 were received.

Receiving Less Than The Quantity Ordered - Back Orders:

If you receive only part of the quantity ordered, the line will be similar to the following:

Re-Order Code	Description	Ordered	Deliver'd	BkOrder	PackQty	PackCost	Delivery
356224	Raleigh Tempest 15 Speed - S.I.S. 18" - Green	4			1	£78.00	3

In this example, 4 Items were ordered, only 3 were received and the remaining 1 outstanding shows in the Back order column. The Purchase Order will remain available to receive additional deliveries until all items are either fully received or any back orders are cancelled.

Canceling A Back Order:

If you do not wish to keep the under delivered items on back order, simply enter a 0 in the **Bk Order** field.

You can prevent Back Orders from automatically being entered by deselecting the **Allow Back Orders** option for this supplier in the **Suppliers Module / Details / Purchasing Form**.

Receiving A Different Pack Quantity For An Item From The One Ordered:

If you receive a delivery of an item and the Pack Quantity is different from the one you ordered, you can edit the **Pack Qty** field for this item but you should check with your supplier what the new Pack Cost is to ensure correct product costing.

The **Total** Field displays the total value for the quantity delivered of each item. The **Total** field will recalculate if a different Pack Cost is entered. You can edit the **Total** field for each delivery and the new total value will be used to recalculate the Pack Cost.

Adding FREE Stock To The Delivery:

If you receive any free stock with a delivery perhaps as a promotion or reward, this stock can be added to the delivery by pressing the **ENTER or DOWN ARROW Key** on the last line of the PO. A new blank line will appear with the cursor in the **Re-Order Code** field.

Enter the Re-Order Code for the free stock item and the quantity being received. If the stock is free of charge make sure that you set the **Pack Cost to 0**.

Finishing A Delivery Input:

When you have entered all the deliveries for a Purchase Order you can update the stock file with the received items by clicking on the **Process button**. If the System Module / System Settings / Purchasing / Allow Additional Costs flag is set the following pop-up will appear:

The screenshot shows a dialog box titled "Final Processing". At the top is a "User Reference" text box. Below it are several input fields: "Total" (displaying £280.00), "Discount" (displaying %0), "Carriage" (displaying £0.00), and "Charges" (displaying £0.00). To the right of these fields is a section titled "Record Additional Charges" containing two radio buttons: "As Extra Cost" (which is selected) and "Spread Cost". At the bottom of the dialog are "Ok" and "Cancel" buttons.

The **User Reference** field will have a system generated unique reference already entered. You can overwrite this reference with your own, perhaps the Delivery Note Number etc.

This pop-up enables you to record any discounts or additional charges for this delivery. In addition you have the option to record any discounts or charges as a separate record to the cost of the items being received or to spread these additions pro-rata over the cost of each item being received. If there are no charges known at this stage, simply press the **Ok button** to proceed.

The delivery will now be processed to the stock file and update all relevant details.