

AC PLUS
PURCHASE ORDER PROCESSING
USER GUIDE

PURCHASE ORDER PROCESSING

Select

AC+ MODULE - PURCHASE ORDER PROCESSING

This is a stand alone module which is usually linked to the AC+ Accounts for Windows and AC+ Stock Control. The module provides Order Processing, Invoice Receiving, goods receiving comprehensive Purchase Order Reporting, as well as automatically updating the Accounts and Stock Control programs.

There are no limits to the number of orders or order lines that can be handled by the system.

OPTIONS

After entering the Purchase Order Processing module, the order screen appears with a selection bar along the top. Select OPTIONS to reveal a drop down box with the following options.

About - a brief note about the system,

Report Options - select either Window (to show the report to screen), Printer (to print direct), or None (to update records without printing).

Log Off (CTRL L) - to exit the program and log on as another user.

Change Period (CTRL P) - to exit this period and re enter the system in another period.

Import - import information from existing AC+ DOS program.

Exit - Exit Sales Order Processing program.

Settings – (accessible to administrator only)

Last Order No. Sets the last order number used. The Next order continues from this order number.

Order Line Analysis – Default Nominal Code to be used if none is set in the Stock record or Supplier record.

Carriage Nominal - Default Nominal code to use for Carriage charge.

Carriage VAT Code – Default VAT code to be used for Carriage.

Use Supplier Specific Stock List – Supplier Stock Search displays only those items designated as being supplied by this supplier in the stock program.

Standard Narrative – The narrative entered here will appear in all Transaction Displays. This is over writeable at the time of creating the order.

Price per UOM non stock items – When selected the system calculates the price based on the Unit of Measure for instance 12 @ £1.00 per 10 = £1.20 .

Calculate Discount for goods value – When receiving settlement discount use this button to select whether or not to calculate the VAT on the discounted price prior to adding the VAT.

ORDERS

Qty Ord	Stock Code	Description	Price	Nominal Code	V I E	Disc %	UOM	Loc	Date	Job Code	Qty Rcv	Qty Inv
14		Purchase Order	34.55	2010	6	E		4	11/06/1998		13	1
22		Purchase Order	23.68	2010	1	E		4	11/06/1998		22	22
19		Purchase Order	1,589.79	2010	6	E		4	11/06/1998		19	19
34		Purchase Order	123.77	2010	6	I		4	11/06/1998		34	34
39.99		Purchase Order	23.56	2010	1	I		4	11/06/1998		39.99	39.99
1231		Purchase Order	341,232.46	2010	6	E		4	11/06/1998		1231	1231

Order Heading

To create a new order select **ORDERS - PURCHASE ORDERS** or press F8 (from anywhere in the system) to show the **Order Entry Screen**.

Use your mouse or the **TAB** key to move through the entry fields as follows.

Order No.

Sequential Number supplied by the system and initially set up using the **SETTINGS** button. (only available to the administrator).

Supplier Reference

Enter the customer's order number or name etc. as required.

Purchase Order or Purchase Quotation Request

Select either Order or Quotation. If you select Quotation Request the system will not despatch or Invoice the goods until this is changed to **Order**. It will however print a quotation to be sent to your supplier.

Purchased By

Automatically filled in by the computer using the users log in name.

Account Code

If you know the supplier account code enter it here, or you may click the arrow down key to reveal the pull down list of accounts. If you enter the first part of the code the list starts from that point. Click on the required account to call the details up.

Name

You may also use the Account Name to find the required account, as described above. The **Address, Post Code, Telephone and Fax Numbers are automatically displayed**.

Delivery Address

Delivery addresses like the account codes etc. are set up in the main AC+ Account Maintenance screen and there are no limits to the number of delivery addresses which can be attached to any one supplier. To create an order for a particular Delivery Address either enter the required code or use the arrow down key to reveal the drop down list and then click on the required address.

Notes

This is simply a notes field which can be printed as required.

Footnotes

As above but would usually be printed at the bottom of the document.

Carriage Charge

If you wish to account for carriage charges separately, enter the value of the charge followed by the VAT CODE and NOMINAL CODE the charge is to be booked to. The Nominal and VAT codes are defaults set up in the settings screen.

ORDER LINES

Qty Ord	Stock Code	Description	Price	Nominal Code	V I T E	Disc %	UOM	Loc	Date	Job Code	Qty Rcv	Qty Inv
14		Purchase Order	34.55	2010	6	E		4	11/06/1998		13	1
22		Purchase Order	23.68	2010	1	E		4	11/06/1998		22	22
19		Purchase Order	1,689.79	2010	6	E		4	11/06/1998		19	19
34		Purchase Order	123.77	2010	6	I		4	11/06/1998		34	34
39,994		Purchase Order	23.56	2010	1	I		4	11/06/1998		39,994	39,994
1231		Purchase Order	341,232.46	2010	6	E		4	11/06/1998		1231	1231
* Total												

ORDER LINES

Many of the entries on the Order Lines are defaults carried through from the Stock Control Setting or from the Supplier Maintenance screen. This makes it very quick and easy to create an Order Line.

Enter the **Quantity Ordered** and tab to the Stock Code. If you know the stock code enter it here, most of the rest of the details are filled in by the system using the defaults set up in the STOCK MAINTENANCE program. However, these are defaults only and can be over written at this time.

Description

As per stock maintenance but you can add to the standard description or change it by clicking on the field and entering as much text as you wish. If you click the small box to the right of the field a large notes panel will appear. This gives you unlimited capacity in the description field.

Price

Defaults from the Stock purchase price.

Nominal Code

Again defaults from the Stock Maintenance program but if there is not a default set up for this particular stock item the system searches the customer maintenance file for the settings field. These defaults can be over written at the time of creating the Order.

VT

is the VAT code to use, this is also drawn as a default from the Stock Control, Account Maintenance or Settings screens

I/E

Price includes or Excludes VAT.

UOM

Unit of Measure, Defaults from stock.

LOC

Location, is the location into which the stock is to be booked. The default location is set up in the Stock Control screen.

Date

Date of the order line, taken from the order header but can be over written.

Job Code

When using Job Costing, all jobs are given a Job Code. When the Job Code is entered the value of the order line is allocated to the Job.

Qty Rcv

See Received Orders

Qty Inv

See Invoices received.

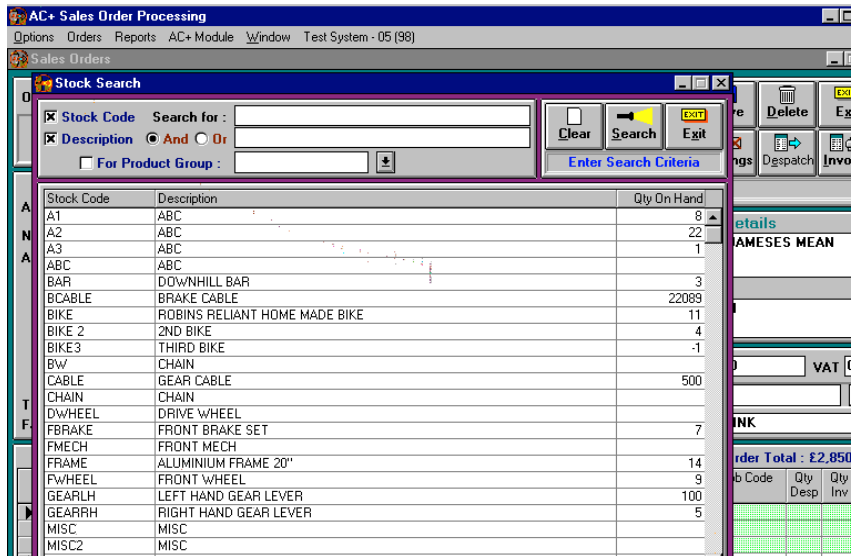
When all details are entered either use your mouse or the keyboard's arrow down key to move off the line and save the details of that line, when all lines are complete either use your mouse to select save or press "ALT S".

You can now print the Order either by using your mouse to select "PRINT" or press "ALT P". You can elect to print direct to the printer or via the screen, then select "PRINT" to produce the order.

Stock Search

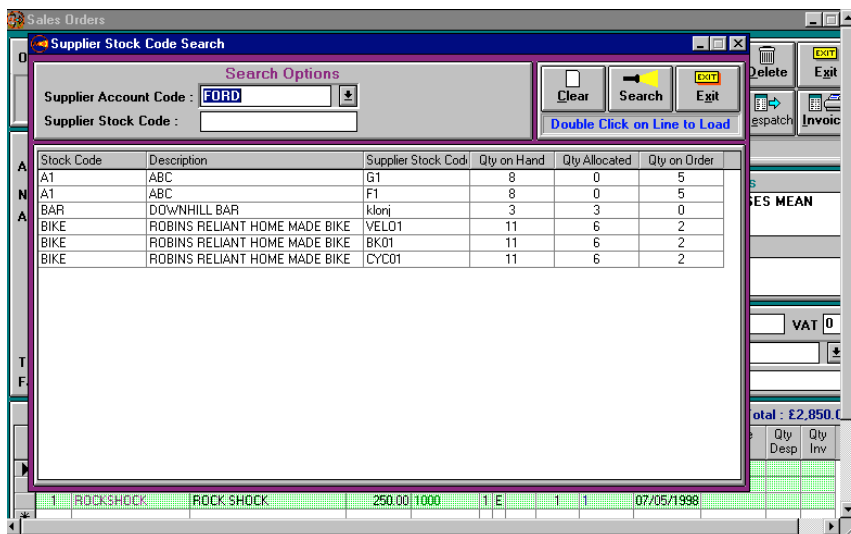
If you don't know the stock code (or part of the stock code) for the item you are selling you can use your mouse to click on the **"Stock Search"** button (above the order lines). This will display a stock search screen where you can enter 1 or 2 character sets (groups of letters which may form part of the code or description) which can be searched for individually or as a combination. You may also select to search only from a single Product Group or show all products in a single product group.

After entering your character sets and or product group, select **"SEARCH"** to reveal the products that meet the criteria. Now double click on the, requires item, this will enter the item onto the order line.



Suppliers Stock Search

This allows you to search for all of the products supplied by a given supplier. You can now select the required product by double clicking on the item to send it through to the order lines. This screen will also allow you to use the SUPPLIERS PRODUCT CODE as the search criteria.



RECEIVE STOCK

When you wish to receive stock either click on the receive button or press "ALT E"
You will see that the "Rcv Qty" column on the order lines had turned blue and the system has automatically filled in the quantity to be received according to the number ordered. Make any alterations required to the number to be received by changing the number in the QTY REC column, enter the receipt note number and then press the receive button to download the stock and change the colour of the order lines (completed lines turn blue).

Receive Goods

Goods Received Note
321

Goods Received Date
14/09/1998

Goods Received Notes

Receipt Note	Total Qty Rcv	Date Received
321	2	06/05/1998
546	2	06/05/1998

THIS IS THE ONLY METHOD TO BE USED WHEN RECEIVING STOCK VIA PURCHASE ORDER PROCESSING ANY OTHER METHOD WILL RESULT IN THE STOCK NOT BEING UPDATED.

RECEIVE INVOICES

Only goods which have been RECEIVED can be invoiced, either use your mouse to click on Invoice or press "ALT I" to bring up the Invoice panel. If the supplier allows a payment discount it will show here. To activate the payment discount check the discount box. Enter the Invoice number Goods and VAT values and click the Invoice button. The Post Invoice panel appears check the details, if correct select Yes to post the invoice directly to the accounts purchase ledger, VAT control and supplier account. Select No to abandon the invoice. If the invoice values do not match the system will tell you and you may have to adjust the VAT figure to match the Invoice sent.

Post Invoice		
Date of Invoice	14/09/1998	
<input type="checkbox"/> Discount	% in	Days
Invoice Number	321	
Goods	£1,600.00	VAT £280.00
Batch Number	None	
<input type="button" value="Invoice"/>	<input type="button" value="Close"/>	
Invoices		
Invoice No	Qty Inv	Date
987	4	06/05/1998

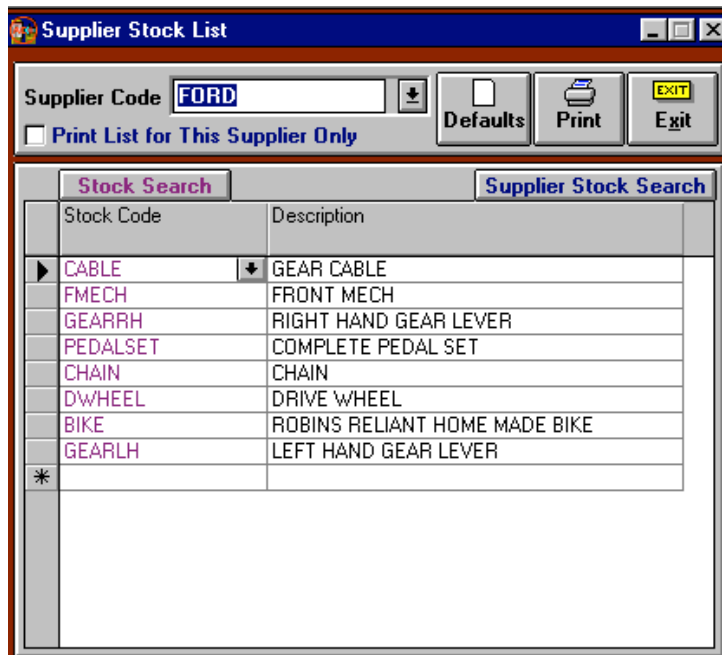
SUPLIER STOCK LISTS

Select Orders, Suppliers Stock List or "CNTRL 8"

This screen allows you to attach stock Items to their supplier for use when creating automatic Orders.

Select the required supplier code by either typing n the code or clicking on the drop down arrow and clicking on the required supplier. If you click on the "DEFAULT" button all stock items designated as being supplied by this supplier in the Stock program will be added to the list. You may also add to this list by entering a stock code and clicking of the line, the description and stock code will be displayed.

You also have the option of using the Stock Search or Supplier Stock Search facility to add to the lines as described earlier. When the list is complete you are ready to create automatic orders for this supplier.



Automatic Ordering

Select "ORDER" "AUTO SUPPLIER ORDERING" or "SHIFT F8" to set up an Automatic Order.

Automatic Orders are used when some or all of a range of stock items are ordered from a supplier on a regular basis or when the stock system is set up to use minimum, maximum stock values with re order quantities. As described in LOW STOCK re order.

Automatic Ordering from a given supplier

Select the suppliers account code either by entering the code or by using the mouse to click on the arrow down key and selecting the relevant account.

You may now automatically add all of the stock lines which have been attached to this supplier in the "SUPPLIERS STOCK LIST" simply by pressing "ADD LINES" . If you wish

to add further stock items to the list, click on the Stock Code box and enter the stock code.

Clicking on the part required and entering a quantity will turn that line of the display green and put a YES into the ORDER column, You may also wish to alter the purchase price as displayed.

When you have selected all of the stock items you require click on the "CREATE " button to create the order and print the order ready to be sent. You can view and edit the order in the usual PURCHASE ORDER PROCESSING screen.

Quote request

Quote requests are produced in the same way except that you use the "QUOTE" button and not the Create button.

Automatic "Low Stock Re-Order" for one supplier

If you select the "**Only display items to re-order**" button the screen will only display those items below their minimum quantity as set up in the stock control program. The order lines default to green with a yes in the Order column. You can now edit the list changing quantities etc., or changing the Yes to No where necessary before selecting the "CREATE" button to create the order.

Automatic "Low Stock Re-Ordering for all suppliers

If you click the "**Only display items to re-order**" button without previously entering a supplier code the system displays all stock below minimum stock requirements along with their suppliers. The order lines default to green with a yes in the Order column. You can now edit the list changing quantities etc., or changing the Yes to No where necessary before selecting the "CREATE" button to create separate orders for each supplier.

Automatic Ordering

Account Code: **FORD**

Telephone: _____

Only Items to Re Order

[List of Account Codes](#)



Order Line Details

Supplier	Stock Code	Description	Price	Quantity	Order
FORD	BCABLE	BRAKE CABLE	0.00	2	Yes
FORD	CABLE	GEAR CABLE	0.00	2	Yes
FORD	FMECH	FRONT MECH	10.00	3	Yes
FORD	GEARRH	RIGHT HAND GEAR LEVER	6.00	2	Yes
FORD	PEDALSET	COMPLETE PEDAL SET	15.00	2	Yes
FORD	CHAIN	CHAIN	25.00	3	Yes
FORD	DWHEEL	DRIVE WHEEL	7.50	1	Yes
FORD	BIKE	ROBINS RELIANT HOME MADE	725.00	1	Yes
FORD	GEARLH	LEFT HAND GEAR LEVER	5.00	2	Yes
FORD	POST	SEAT POST	22.50	1	Yes
FORD	PEDAL	PEDAL	7.50	1	Yes
FORD	SEAT	KEVLAR SEAT	40.00	1	Yes
FORD	TWIST	TWIST GRIP GEAR SET	20.00	2	Yes
FORD	VELO	VELOCIPEDE	120.00		No
FORD	SHAFT	PEDAL SHAFT	5.00		No
*					

Purchase Orders Reports [min] [max] [close]

Destination

Window
 Printer

 **Printer Setup**  **Run Report** **EXIT**
Exit

Reports

Purchase Quote Requests
 Orders Awaiting Receipt
 Orders Awaiting Invoicing
 Completed Orders
 All Purchase Orders

Order Number Range

From [v]
To [v]

Date Range

From
To

Account Code Range

From [v]
To [v]