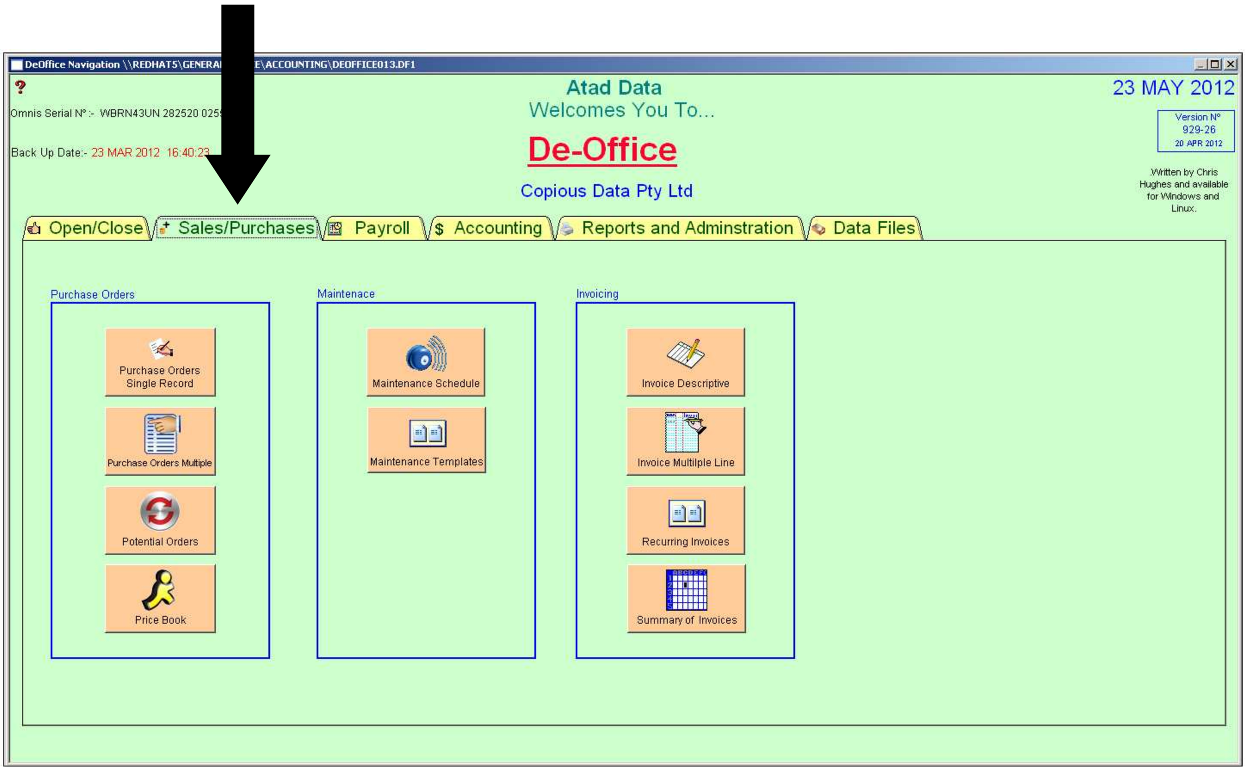
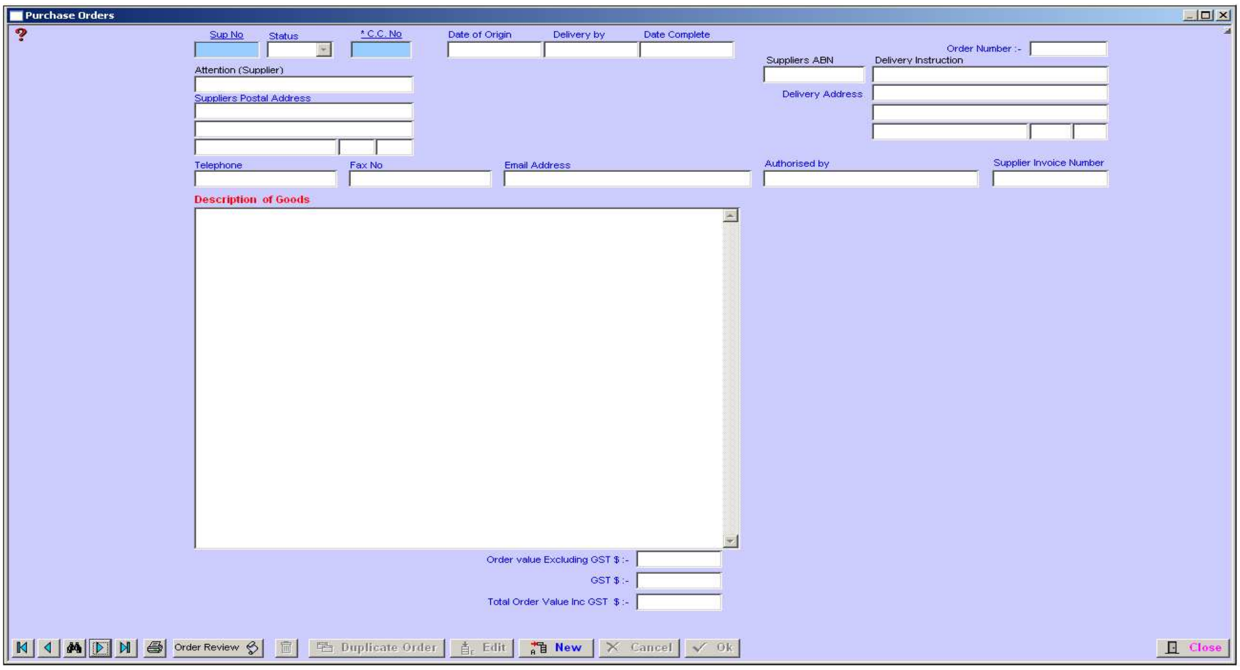
Navigation Window

The second tab in De Office is Sales/Purchases. This tab displays the buttons for any window involving purchases, maintenance and invoicing.



Purchase Orders Single Record

The purpose of this window is to create new purchase orders.



How to Use

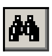
To enter in a new purchase order click the new button, either manually type in the supplier number of click the supplier number writing above the field. By clicking on the writing a small window will appear with all the suppliers in a list.

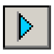
Click on the appropriate supplier. The same can be done with the Cost centre number. Then tab between the fields and the fields should automatically enter the information in. The user will still need to complete the status as either B=Budget, F=Fixed, C=Complete or U=Uncomplete. They will also need to enter in the date of origin, delivery by, date complete, order number, delivery instructions and address, authorized by, supplier invoice number and description of goods. In the description of goods for the figures to be totalled automatically simply write the figures as “=$” and the figures will be totalled.

To edit a purchase order, find the order required, click the edit button, modify the details and click ok.

 Finds the first entry

 Steps the record back to previous entry

 Allows you to search for a specific entry

 Steps the record forward to the next entry

 Finds the last entry


Print

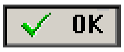
This opens a window reviewing a range of selected purchase orders


Deletes a selected entry

Creates an exact replica of current order except the order number

Enter new entry

Allows modification to existing records in the list



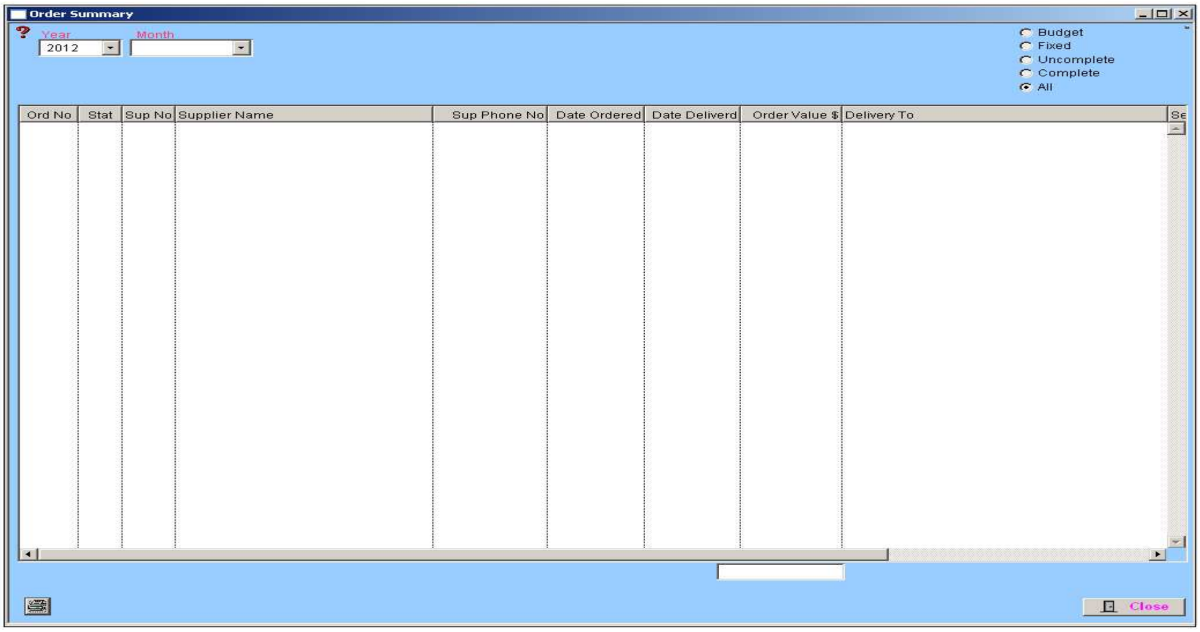
Records new entries and modifications

Cancels the recording of new entries and modifications

Exit

This opens a window reviewing a range of selected purchase orders

The order review button opens a new window as shown below.



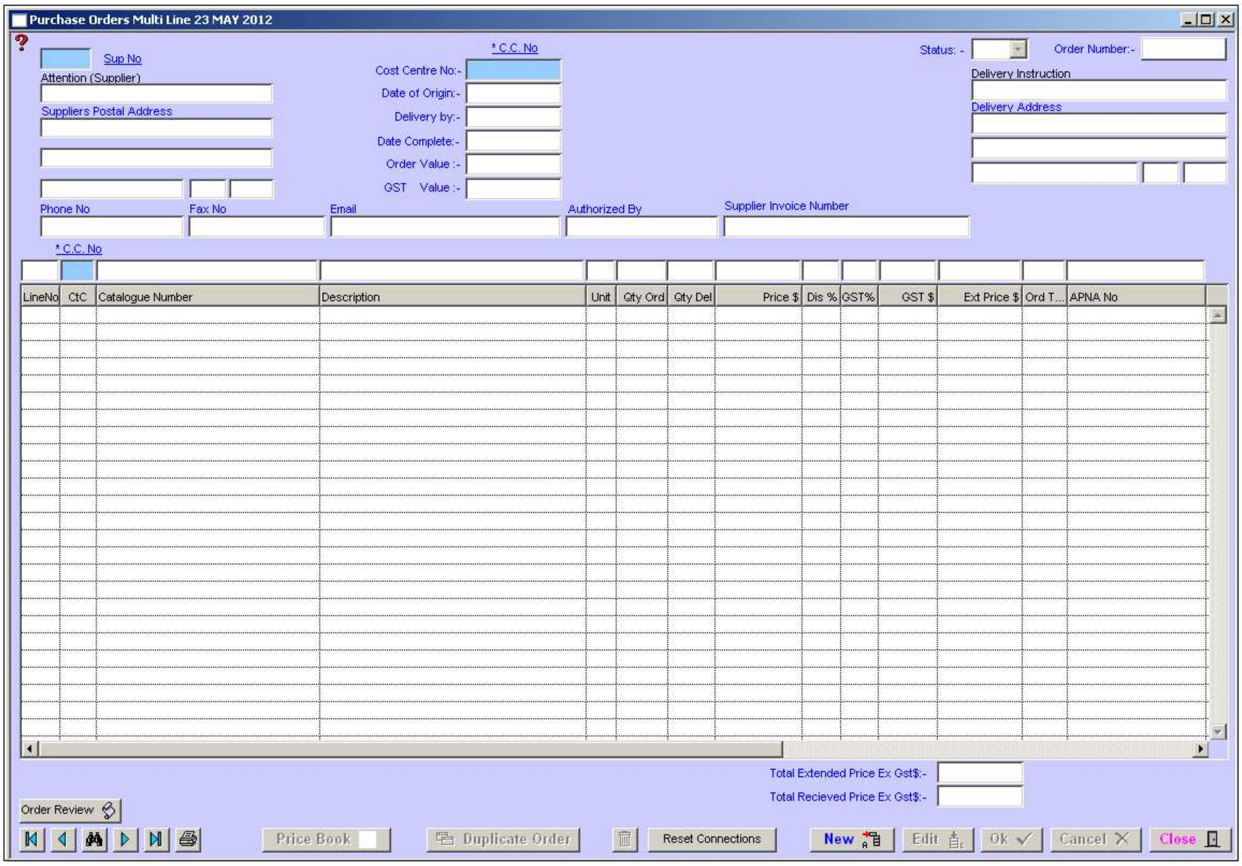
This window shows a review of orders for a selected time frame. It shows order number, supplier, dates and the dollar value of the order and a total dollar value of every order in the time frame. To do this simply select a year and month from the drop down menu in the top left corner of the window. Once these have been chosen the orders will appear in the table.


Print

Exit

Purchase Orders Multiple Lines

The purpose of this window is to create multiple purchase orders.



How to Use

To enter in a new purchase order click the new button, either manually type in the supplier number of click the supplier number writing above the field. By clicking on the writing a small window will appear with all the suppliers in a list. Click on the appropriate supplier. The same can be done with the Cost centre number. Then tab between the fields and the fields should automatically enter the information in.

The user will still need to complete the status as either B=Budget, F=Fixed, C=Complete or U=Uncomplete. They will also need to enter in the date of origin, delivery by, date complete, order number, delivery instructions and address, authorized by, supplier invoice number and description of goods and click ok. To duplicate the order simply highlight the appropriate order and click the duplicate button. This will create the same order excluding the order number.

To edit a purchase order, find the order required, click the edit button and modify the details. For the multiple purchase orders, once the data has been modified you then need to tab through the remaining fields until you reach the end tab. When all the fields have been tabbed a new line will appear in the fields, click ok and the modification will be entered into the system

A right click on the mouse will open a new menu.
The first function in this menu is Copy List. This function allows the list to be copied and then pasted in word or excel.

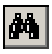
The second function is Paste Contents. This allows the content Copied to be pasted into another program such as word or excel.

The third function is Set Ordered to Delivered. This function allows you to set an order that has been delivered to a delivered status.

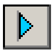
This opens a window reviewing a range of selected purchase orders

Finds the first entry

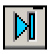
Steps the record back to previous entry



Allows you to search for a specific entry



Steps the record forward to the next entry



Finds the last entry

Print

Click to view price list and items from price list to the current order

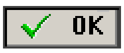
Creates an exact replica of current order except the order number

Deletes a selected entry

Resets connection between child and parent records

Enter new entry

Allows modification to existing records in the list

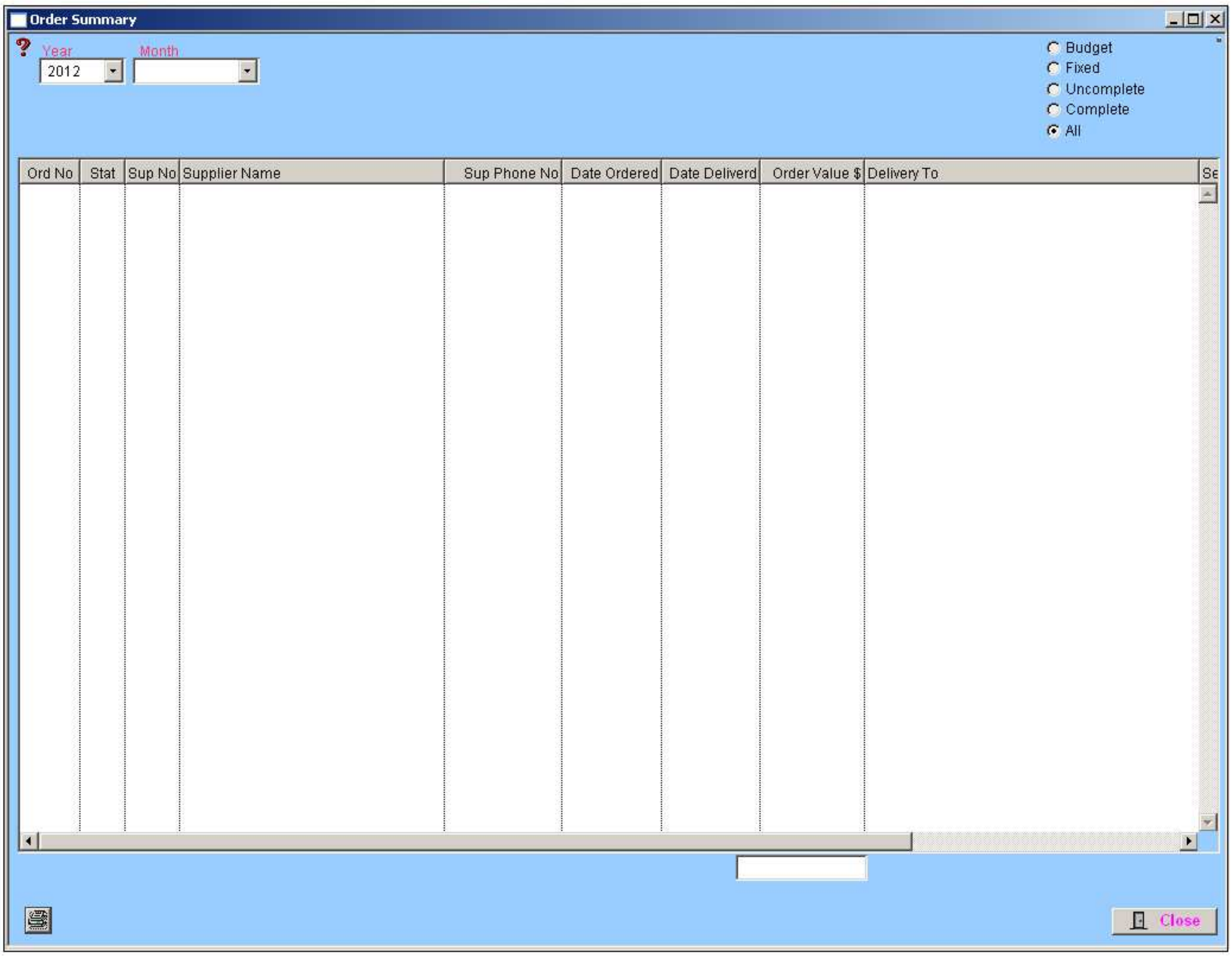


Records new entries and modifications

Cancels the recording of new entries and modifications

Exit window

This opens a window reviewing a range of selected purchase orders
The order review button opens a new window as shown below.



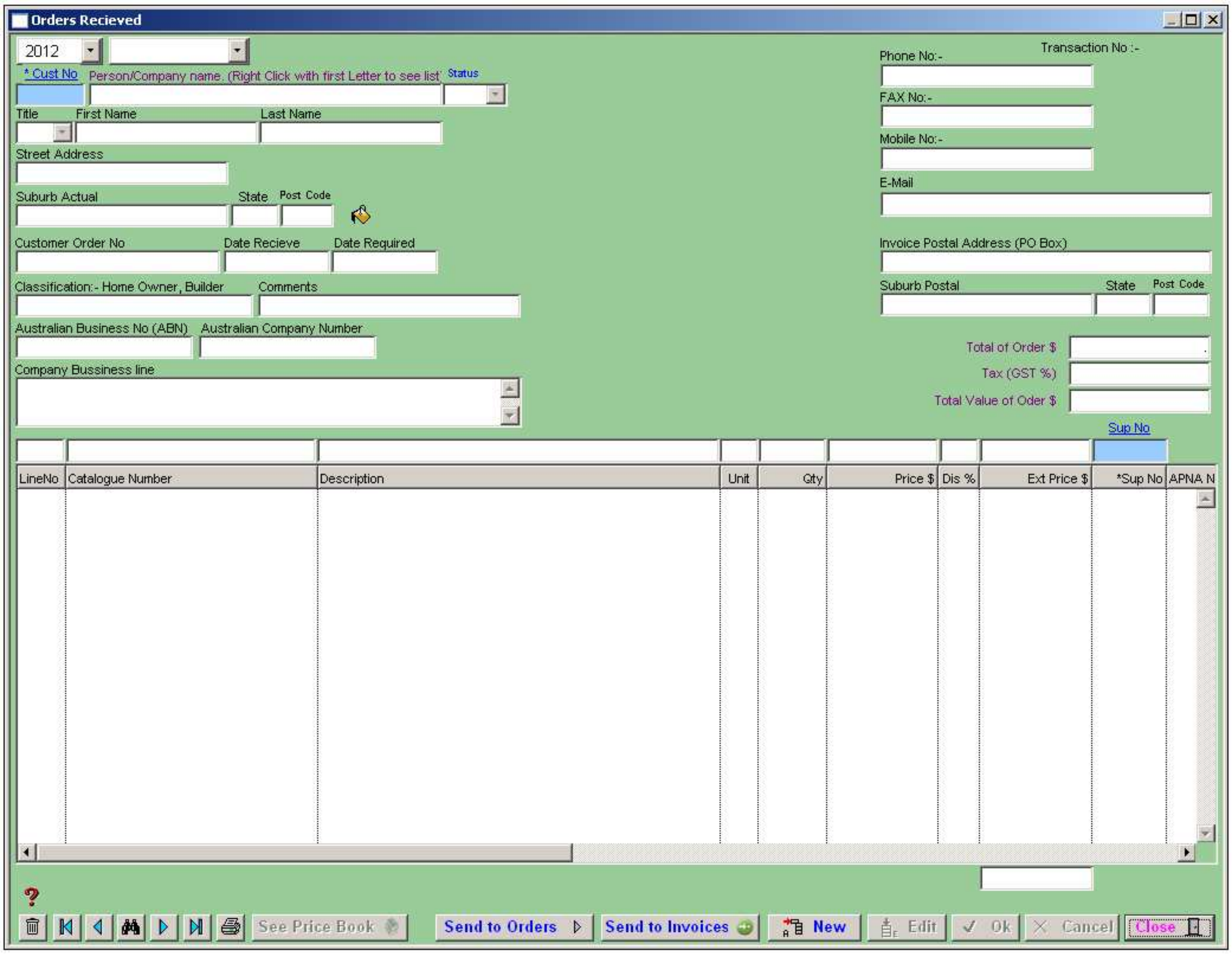
This window shows a review of orders for a selected time frame. It shows order number, supplier, dates and the dollar value of the order and a total dollar value of every order in the time frame. To do this simply select a year and month from the drop down menu in the top left corner of the window. Once these have been chosen the orders will appear in the table.


Print

Exit

Potential Orders Module

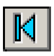
The purpose of this window is record future orders that can be turned into purchase orders once confirmed.



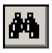
How to Use

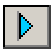
To enter in a new potential order click the new button. Enter the data into the fields and click the ok button. To view a list of the customer and supplier numbers right click in each of the fields. To edit an entry select the entry and click the edit button. Modify the data and click the ok button. Once the potential order has been confirmed it can be sent to the purchase order list for processing. This is done by clicking the Send to Orders button.


Deletes a selected entry


Finds the first entry


Steps the record back to previous entry


Allows you to search for a specific entry


Steps the record forward to the next entry


Finds the last entry


Print

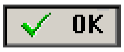
View a price list of regular orders

Send the current displayed records in item list to purchase orders item list

Sends current displayed records in item list to invoice list

Enter new entry

Allows modification to existing records in the list

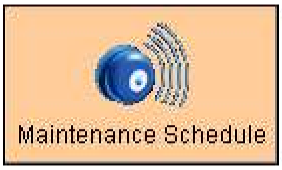


Records new entries and modifications

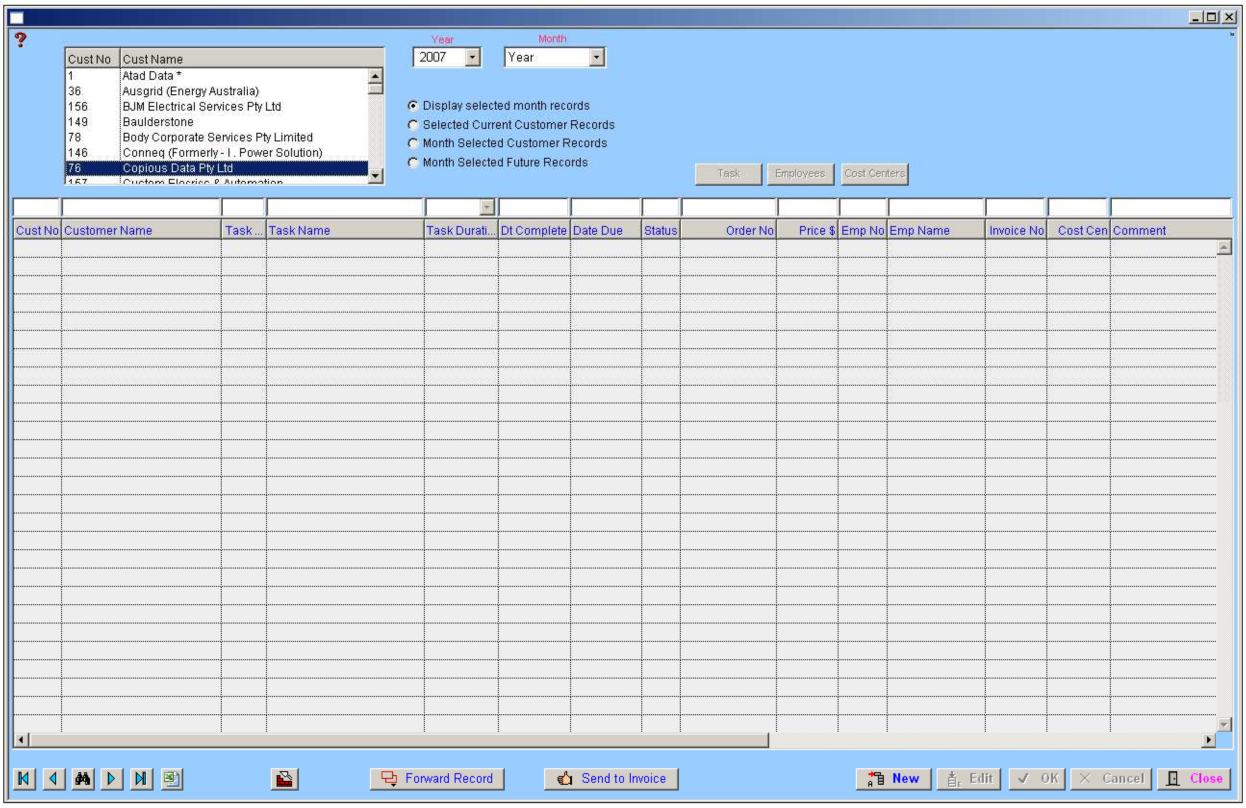
Cancels the recording of new entries and modifications

Exit window

Maintenance Schedule Module



The purpose of this window is to create a maintenance schedule.

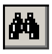
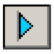
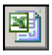


How to use

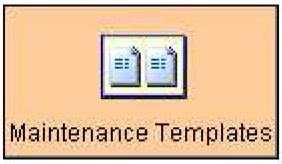
To make a new entry in the schedule click the new button. Select a customer name. Click the task button to view a current list of tasks recorded. Click the task appropriate. The date completed will be left empty as the date is not yet known. Type in the date due and tab to status. The status will be P=Past, F=Future or C=Current. Enter in order number and price. Then click on the employees button to view a list of current employees. Select an employee number and name. Click the cost centre button to view and select from a list of cost centres.

Enter in any additional comments such as needs replacing etc. Once the data has been entered click the ok button. If all the criteria are met then click the send to invoice button and it will automatically be sent to invoices for processing.

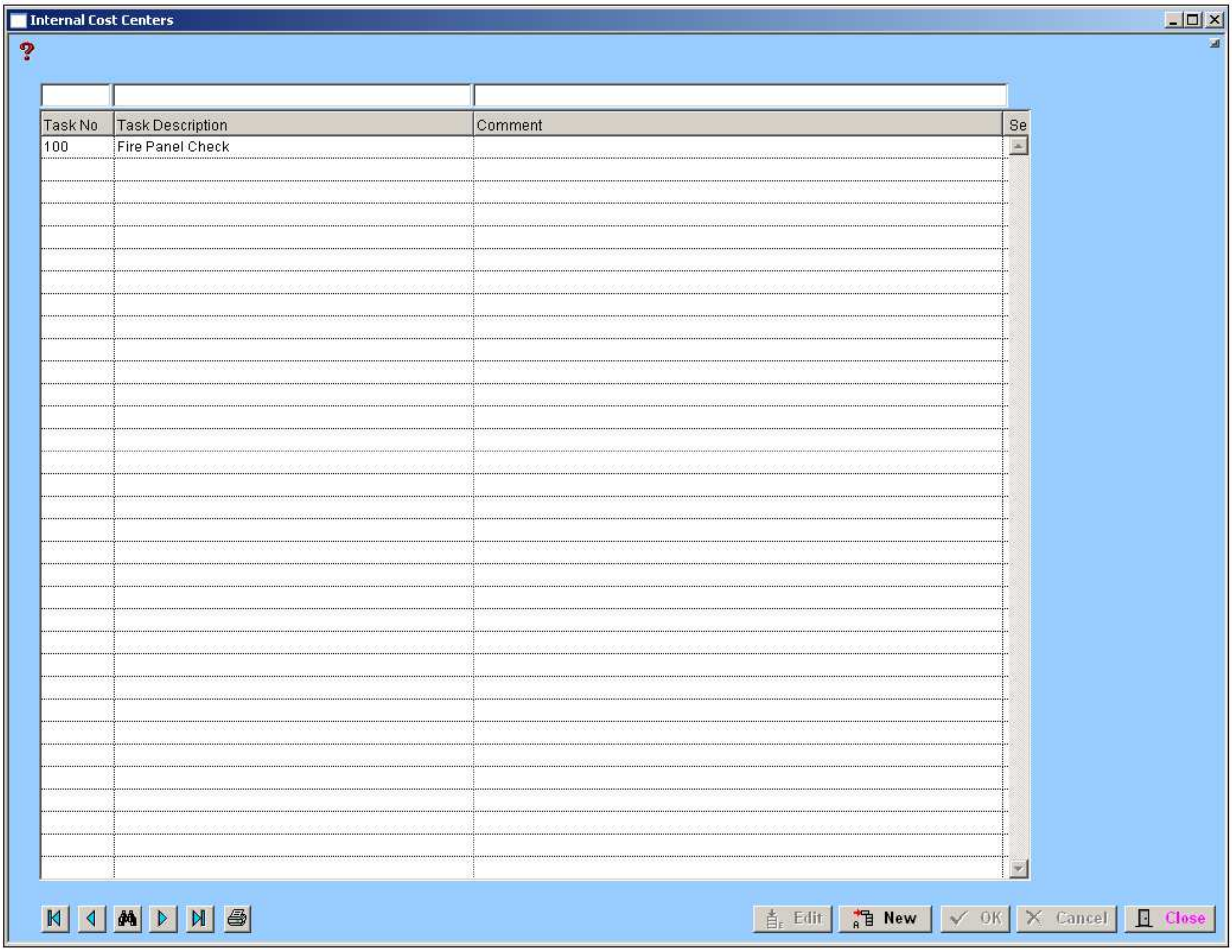
To edit an entry select the entry, click edit and modify the details. When the modifications are finished click the ok button. The list can be viewed by order of month records, current customer records, and selected customer records and by selected future records. To do this simply choose one of the settings next to the customer name table.

	Finds the first entry
	Steps the record back to previous entry
	Allows you to search for a specific entry
	Steps the record forward to the next entry
	Finds the last entry
	Print to excel
	Builds all records
Forward Record	Copies selected records and duplicates where applicable
Send to Invoice	Will automatically create an invoice if all the criteria is met
New	Enter new entry
Edit	Allows modification to existing records in the list
OK	Records new entries and modifications
Cancel	Cancels the recording of new entries and modifications
Close	Exit window
Task	Opens list of maintenance templates to select a task
Employees	Opens a list of employees
Cost Centers	Opens a list of cost centres

Maintenance Templates Module

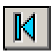


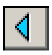
The purpose of this window is to create and display maintenance tasks.

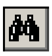


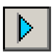
How to Use

To enter in a new task click the new button. A task number will automatically be generated. Fill in the task description such as Fire Panel Check etc. Add any additional comments and click the ok button. To edit an entry select the entry and click the edit button. Modify the data and click the ok button.

 Finds the first entry

 Steps the record back to previous entry

 Allows you to search for a specific entry

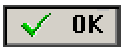
 Steps the record forward to the next entry

 Finds the last entry

Print

Allows modification to existing records in the list

Enter new entry

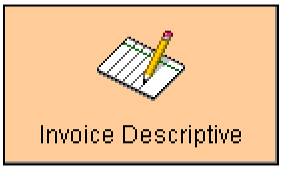


Records new entries and modifications

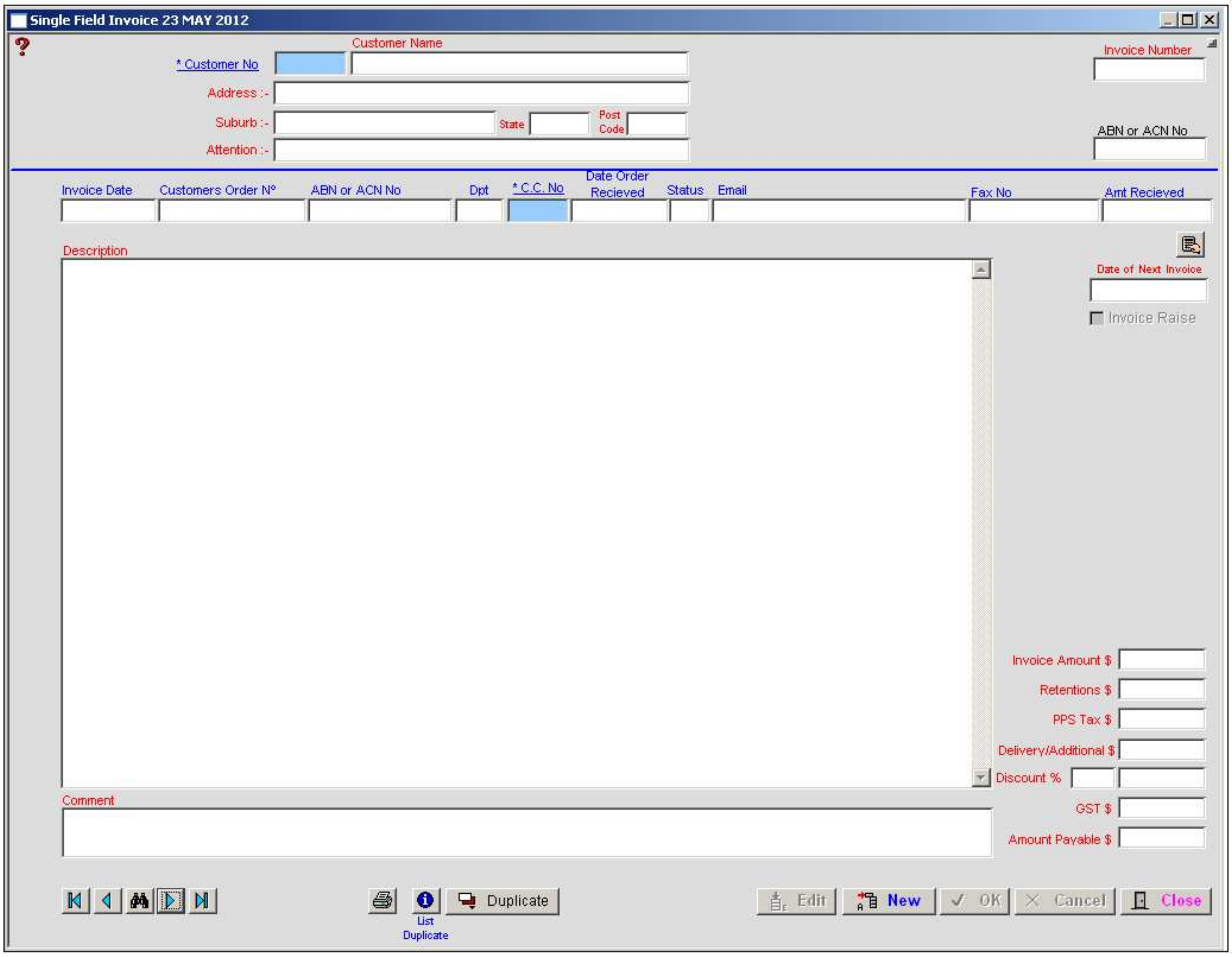
Cancels the recording of new entries and modifications

Exit window

Invoice Descriptive Module



The purpose of this window is to allow new invoices or to modify uncompleted invoices.



How to Use

To create a new invoice click the new button, either enter in the customer number or click on the customer number writing next to the field and a list of customers will appear. Once the customer has been entered tab between the fields and the following fields should show the customers details automatically.

The only fields the user will need to complete manually are Customers Order number, Department, Cost centre number, date order received, status, amount received, description and the invoice amounts. Although the invoice total can be auto generated by placing “=$” then the amount in the description. This reads all until two characters past the decimal point. GST and Discount are also automatically calculated.

To edit an invoice, select the invoice and click the edit button. Modify the data and click the ok button. An invoice can also be duplicated by using the duplicate button. This duplicates the current invoice and creates a new number then the description can simply be modified to save time.

Finds the first entry

Steps the record back to previous entry

Allows you to search for a specific entry

Steps the record forward to the next entry

Finds the last entry

Print

Displays all invoices that need duplicating when period is up

Duplicate Duplicates current record and creates new number

New Enter new entry

Edit Allows modification to existing records in the list

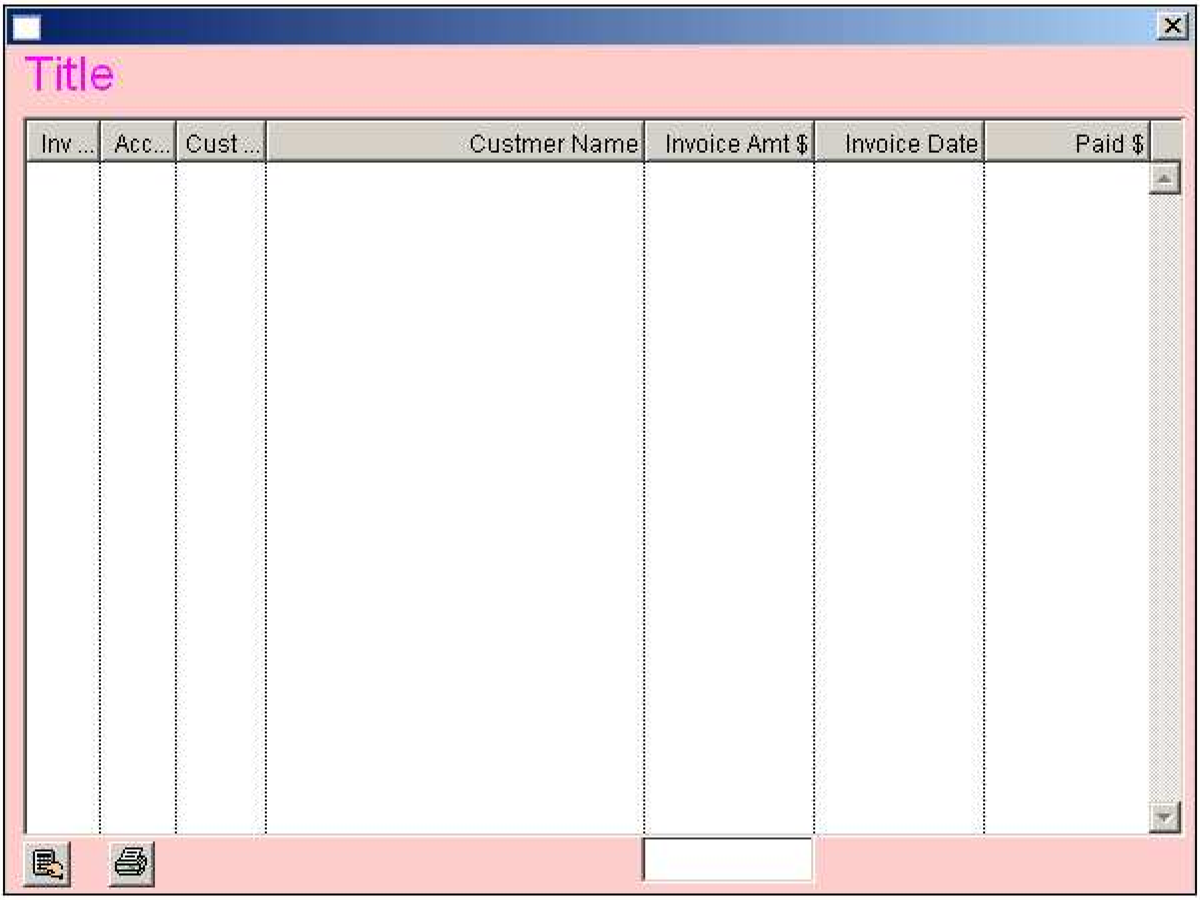
OK Records new entries and modifications

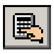
Cancel Cancels the recording of new entries and modifications

Close Exit window

Starts procedure to match monies received to invoices

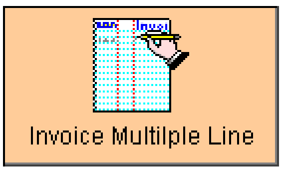
Displays all invoices that need duplicating when period is up
The invoice list button opens a new window displaying all the invoices that will need duplicating when time period ends. It will appear as shown below.



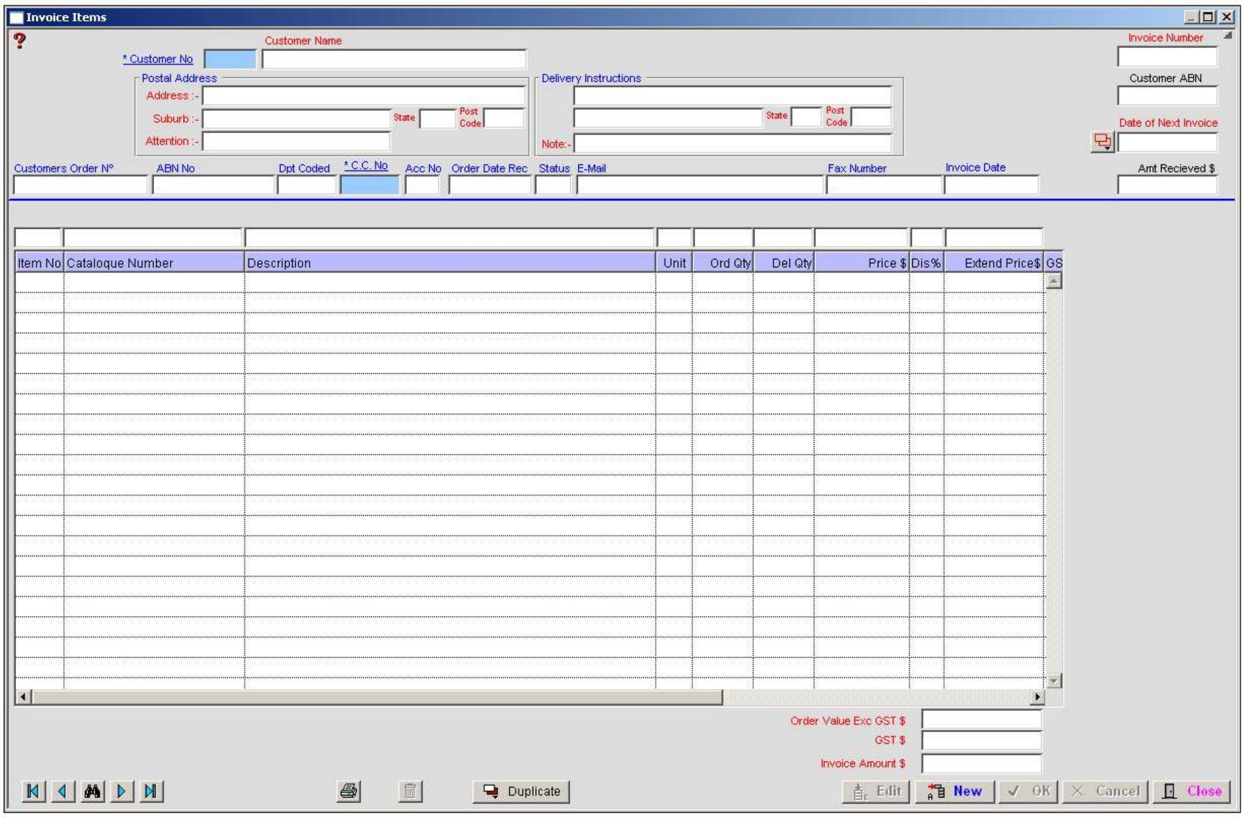
 Calculates selected lines

 Print

Invoice Multiple Lines Module



The purpose of this window is to create or modify multiple line invoices.



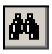
How to Use

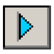
To create a new invoice click the new button, either enter in the customer number or click on the customer number writing next to the field and a list of customers will appear. Once the customer has been entered tab between the fields and the following fields should show the customers details automatically. The only fields the user will need to complete manually are Customers Order number, Department, Cost centre number, date order received, status, amount received, description and the invoice amounts.

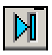
To edit an invoice, select the invoice and click the edit button. Modify the data and click the ok button. An invoice can also be duplicated by using the duplicate button. This duplicates the current invoice and creates a new number then the description can simply be modified to save time.

 Finds the first entry

 Steps the record back to previous entry

 Allows you to search for a specific entry

 Steps the record forward to the next entry

 Finds the last entry

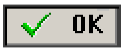
 Print


Deletes a selected entry

Duplicates current record and creates new number

Allows modification to existing records in the list

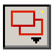
Enter new entry



Records new entries and modifications

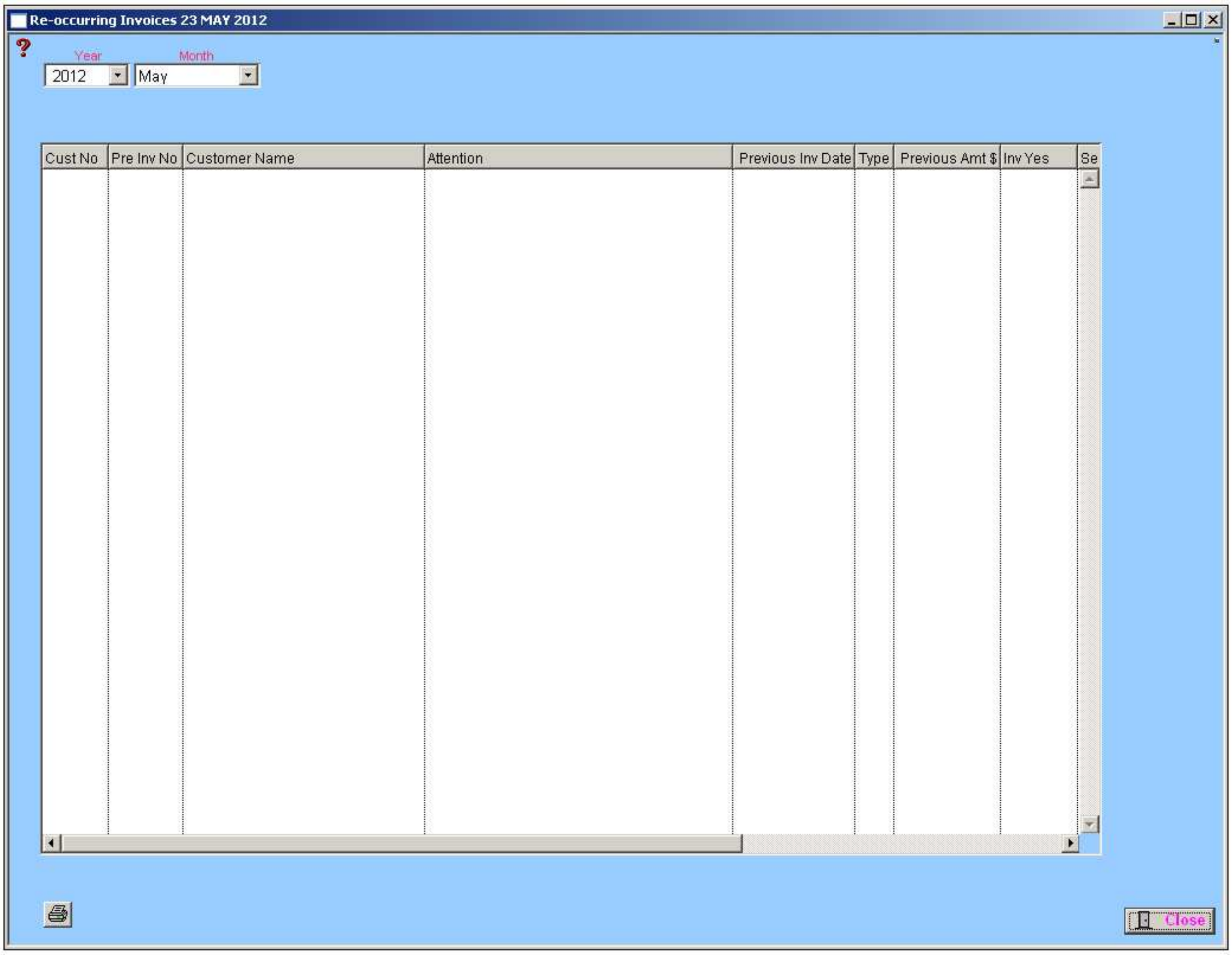
Cancels the recording of new entries and modifications

Exit window


Duplicates invoice if in the same month

Recurring Invoices Module

The purpose of this window is to display the recurring invoices in a period of time.



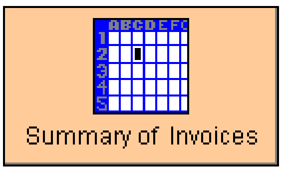
How to Use

Using the drop down fields at the top left of the window select a year and month. In the space below the recurring invoices for that period of time will be displayed. To print the invoice simply select and hit print.

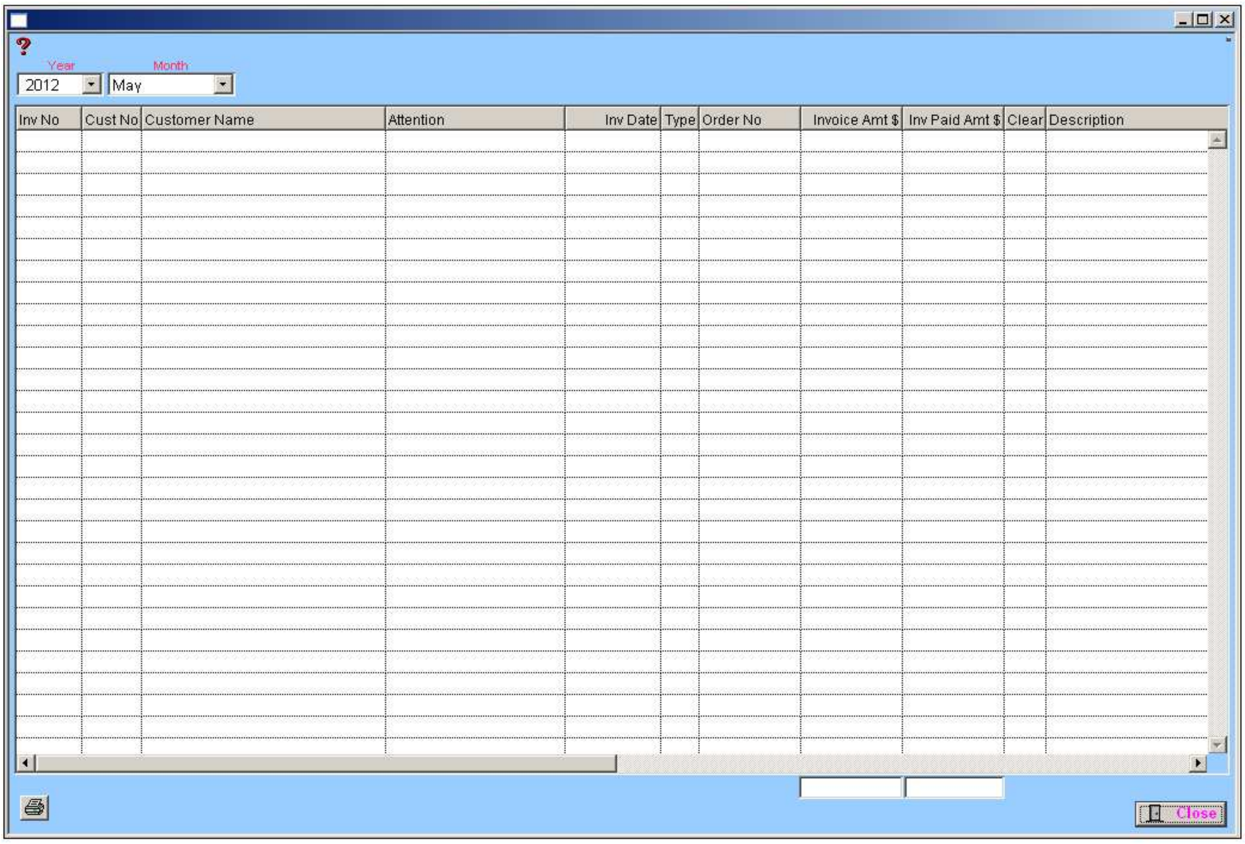
 Print

Exit window

Summary of Invoices Module



The purpose of this window is to display a summary of invoices for periods of a selected time.



How to Use

To view an invoice for a selected time period simply select a year and month from the drop down menus in the top left corner of the window. Once selected all invoices from that time period will appear in the screen. It will also show a total for the invoice amount column and the invoice paid amount column. To print an invoice select and click the print button.

This function appears after right clicking on the mouse. It allows the information in the window to be pasted into programs such as word and excel


Print current invoice on screen

Closes the window