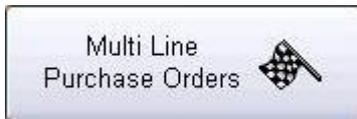


Category 3

3.2 Multi Line Purchase Orders



The Purchase Order has two functions. It can be used as a Single Line Record Entry or as a Multi Line Record Entry depending on your requirements.

 A screenshot of a software application window titled "Purchase Orders Multi Line 3 JAN 2011". The window has a light blue header and a white main area. At the top, there are several input fields for "Sup No", "Task No", "Status", "Project No", "Numeric No", and "Purchase Order Number". Below these are sections for "Attention (Supplier)", "Suppliers Postal Address", "Phone No", "Fax No", "Email", "Task Cost Centre No.", "Date of Origin", "Delivery by", "Date Complete", "Order Value", "GST Value", "Delivery Instruction", and "Delivery Address". An "Authorized by" field is also present. The main part of the window is a large table with columns: "Line...", "CIC", "Catalogue Number", "Description", "Unit", "Qty Ord", "Qty Del", "Price \$", "Dis ...", "GS...", "GST \$", "Ext Price \$", and "Ord Tx No". The table is currently empty. At the bottom right, there are two summary fields: "Total Extended Price Ex. Gst\$:-" and "Total Received Price Ex. Gst\$:-". At the bottom left, there is an "Order Review" button and a set of navigation icons. At the bottom center, there are buttons for "New", "Edit", "Ok", "Cancel", and "Close".

This Purchase Order is used for Multi Line Record entries. To complete a Purchase Order – click “New”.

Supplier Number

All Suppliers’ are given a unique number when entered into Kontrol Pro. To enter a supplier right click and a Suppliers’ Information window will appear – select Supplier and click ‘Close’. Tab to the next field and the Suppliers’ Information will appear in all fields. The cursor will now be located in the Cost Centre field.

(Refer to Module 20 : Suppliers for more information on setting up Suppliers’ Information).

Cost Centre

All Cost Centres are given a unique number when entered into Kontrol Pro. To enter a Cost Centre right click and the Cost Centres window will appear – select the Cost Centre required and it will automatically place the Cost Centre number in the field. Tab to the next field.

(Refer to Module 23 : Task Breakup for more information on setting up Cost Centres).

Date of Origin

The system automatically places today's date into the 'Date of Origin' field. Tab to the next field.

Delivery By

The system automatically places a date one month ahead into the 'Delivery By' field. Tab to the next field.

Date Complete

This field is left blank until the Order has been completed.

Authorised By

Enter the Authorised Persons Name. Tab to the next field.

Status

There are four (4) 'Status' levels; **Budget**, **Fixed**, **Complete**, **Uncomplete**. Select the relevant status for the Purchase Order.

Budget:

Allows for an amount to be budgeted for, however, is not a fixed cost and can be varied at a later date. For example, the cost of crane hire – we are unsure if we will need the crane for 4 or 6 hours and we budget for an amount per hour. However, at the end of the day we have needed the crane for a full day and not for the budgeted amount we have allowed.

Fixed:

Is a fixed amount. The cost of supply is known to the Company from a previous quote.

Complete:

Once the item has been supplied the Purchase Order can be changed to Complete to finalise the transaction.

Uncomplete

Should only part of the order be received, then the status of the Purchase Order would be uncomplete. This way the system can highlight what is still left to be supplied, ie on back order, etc.

Delivery Instruction / Address

Enter the 'Delivery Instruction' details, ie: Deliver to Head Office, Onsite, etc. Then complete the actual address for the delivery of goods.

These details can be automatically inserted if the 'Project Details' have been completed. (Refer Module 2 – Company Default Project – Project Details Tab).

To Complete Purchase Order

To complete the 'Purchase Order' enter the information into all fields. The Cost Centre is automatically completed. Enter the 'Catalogue Number and Description'. Enter the 'Unit' description ie; ea = Each, M = Metre, L = Length.

Once all fields are completed Kontrol Pro will automatically update the information and place the amounts into the GST and Extend Price columns and will automatically commence the next line. To change the Cost Centre simply right click and enter the new Cost Centre.

The Line No. will continue with '0' until all entries are completed. Once the 'OK' button has been pressed the lines will be calculated automatically. The 'Order Value', 'GST Value' and the Total Price will also be automatically updated with the information entered.

The Purchase Order is now provided with a unique Purchase Order Number.

Note: Quantity Delivery column is not completed until the order has been filled and supplied.

To Finalise Purchase Order

Once delivery has taken place the Order can now be finalised. Enter the Purchase Order Number and change the 'Status' of the Order to 'Complete'. (Refer to previous page for definition on 'Complete'). Tab to the next field and this will now activate the 'Date Complete' field. Tab again and the date will automatically be inserted as today's date, however, if this is incorrect simply change the date. It should be noted that you cannot enter a future date for completion. Press 'OK' to finalise the Purchase Order.

At this point you will be unable to Modify or Amend the Purchase Order that has been completed. Should you wish to modify or amend the order right click on the 'EDIT' button and it will allow the order to be modified.



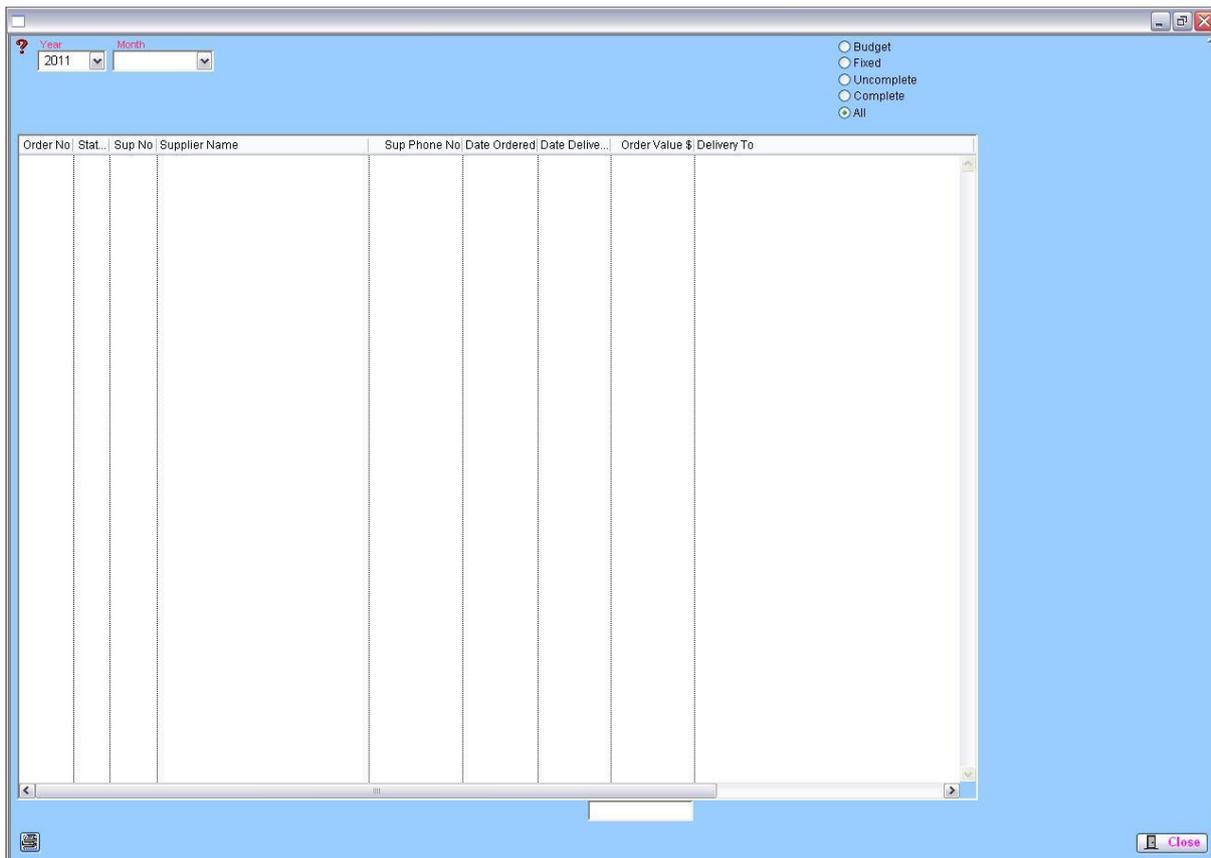
Printing Purchase order - Letterhead can be placed on Purchase Order. The letterhead needs to be .jpeg format and will need to be located in the same folder as the "De Office" on the network.



If you are printing on Letterhead paper then simply turn off the Letterhead icon by clicking on it once. Then your order will be ready to print on pre printed Letterhead.



The Order Review screen allows you to see the status of all orders in your system. You can select the Year and Month and check the status of any order to see at what stage the order has progressed as follows: **B**udget, **F**ixed, **C**omplete, **U**ncomplete or **A**ll.



The total at the bottom of the screen indicates the value of the status of those orders.