

Training Document – How to Create a Purchase Order, Review, Print and Reprice



In this lesson you will learn about using the Accredo system.

After completing this lesson, you will be able to:

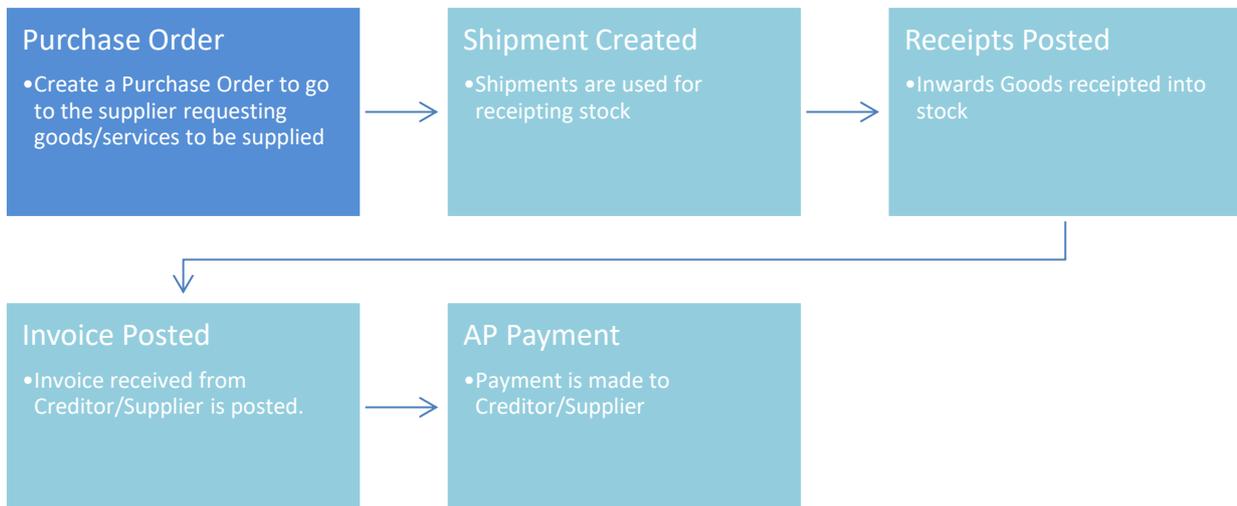
- Create and reprice a Purchase Order.

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Purchase Order to Invoice Process

Process flow



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 10 Boston Road
 Mt Eden
 Auckland
 New Zealand 1023

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PURCHASE ORDER

Carlton Engineering Ltd
 P O Box 99 371
 Newmarket
 Auckland

Deliver To:
 123 Great South Road
 Epsom
 Auckland
 Ph + 64 9 334 5567 1098

Order Date	Date Req'd	Vendor	Int'l Reference	Account Code	Order No	Quote No	Page
30/09/2011	30/10/2011	CARLTON		ABC	20142		1

Description	Your Code	Quantity	Unit	Cost	Amount
Pair of Rimu Bedside Cabinets		7.0000	Ea	\$412.20	\$2,885.40
5 Piece Rimu Bedroom Suite		11.0000	Ea	\$2,198.00	\$24,178.00
Rimu Blanket Box 1Mx50mmx80mm		4.0000	Ea	\$248.00	\$992.00

	Total Net	\$28,055.40
	GST	\$4,208.31
	Total Including GST	\$32,263.71

Authorised by: Ben Jones

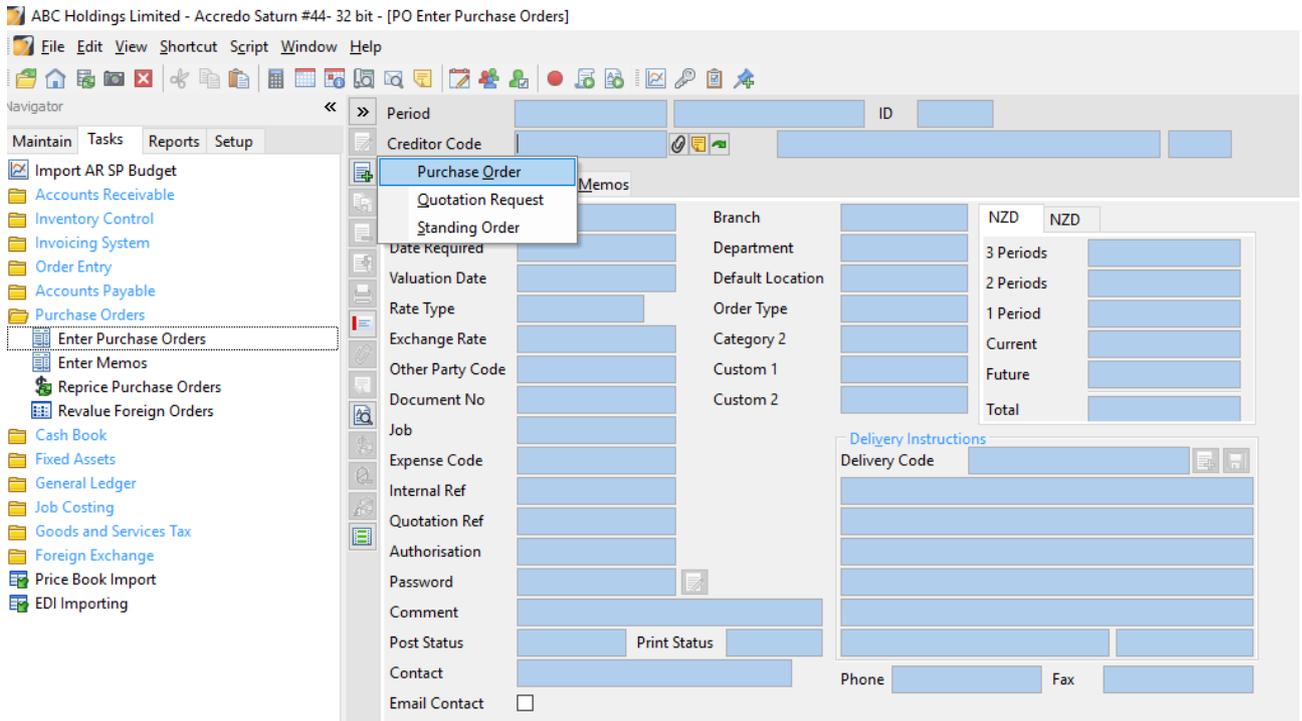
Purchase Orders

Using a Purchase Order

We create a purchase order to send to a creditor to order stock, doing so lets the system know that stock is on order. We can also create a quotation request asking a creditor to quote us on the order. If you use Job costing an order can be allocated to a job.

Enter Purchase Orders

- **Tasks / Purchase Order / Enter Purchase Orders:**



- Select Purchase Order.
 - **Note:** A Quotation Request (used as a request for a quotation to supply) and a Standing Order (used to create templates for repeating orders) have the same entry procedures as a Purchase Order.
- Select Creditor from 'Creditor code' field.
- Enter relevant details into the Header tab.
 - **Note:** Authorisation field must be specified.
- Enter the purchase order lines into the Lines tab.
 - **Note:** Fields that are critical for entry are: Job Code, Expense Code, Quantities & Prices.
- Save (F9). 

Reviewing Purchase Orders

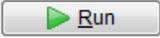
- **Maintain / Purchase Orders / Purchase Order List:**
- Use the filters to narrow down the list.
- Double click a Purchase Order to open it, or select from the list and use the Open Details button (F12). 

Printing Purchase Orders

- **Reports / Purchase Orders / Print Purchase Orders:**
- You can limit the print run by Creditor.
- Only Purchase Orders that have not been printed before will print.
 - To print Purchase Orders again select Reprint.

Reprice Purchase Orders

This option updates cost prices contained on any unprocessed orders, quotation requests and standing orders to reflect current pricing. Product description may also be updated.

- **Tasks / Purchase Orders / Reprice Purchase Orders:**
- Select Creditor and/or Product details.
- Select the type of document to update.
 - : More than one type can be selected.
- Specify what needs to be updated.
- Run (F9). 

Contact

For further information or for assistance with Accredo please do get in touch with us.

Offices

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