

# Training Document - Purchase Orders & Shipments



In this lesson you will learn about Purchase orders and Shipments.

After completing this lesson, you will be able to:

- Create and reprice a Purchase Order.
- Create a Quote request, and turn this into a purchase order.
- Record the receipt of stock with a Shipment.
- Record Shipments of multiple/partial Purchase Orders

ABC Holdings Limited  
 10 Boston Road  
 Mt Eden  
 Auckland  
 New Zealand 1023

Phone +64 9 373 5963  
 Fax +64 9 373 5961

### PURCHASE ORDER

Carlton Engineering Ltd  
 P O Box 99 371  
 Newmarket  
 Auckland

Deliver To:  
 123 Great South Road  
 Epsom  
 Auckland  
 Ph + 64 9 334 5587 1096

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 1Mx50mmx60mm		4.0000	Ea	\$248.00	\$992.00		

Authorised by: Ben Jones	Total Net	\$28,055.40
	GST	\$4,208.31
	<b>Total Including GST</b>	<b>\$32,263.71</b>

# Contents

Purchase Orders.....	1
Using a Purchase Order.....	1
Enter Purchase Orders.....	1
Reviewing Purchase Orders.....	2
Printing Purchase Orders.....	2
Reprice Purchase Orders.....	2
Purchase Orders - Quotations.....	3
Quotation Request Creation.....	3
Quotation Request Acceptance.....	3
Shipments.....	4
Using Shipments.....	4
Creating Shipments.....	4
Reviewing Shipments.....	5
Shipment Status Report.....	5
Shipments - Common Variations.....	6
Partial Shipments.....	6
Multiple Shipments.....	6
Additional Costs.....	7
Contact.....	9

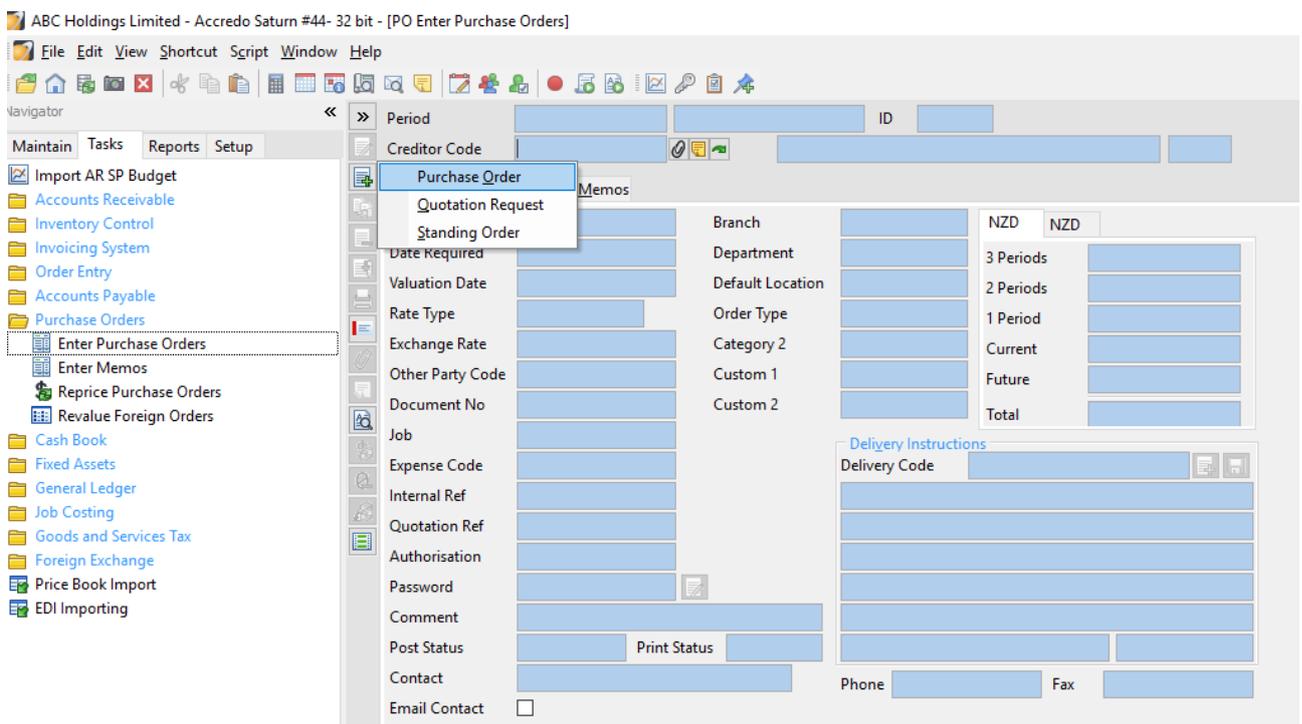
# Purchase Orders

## 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). 

# Purchase Orders - Quotations

## Quotation Request Creation

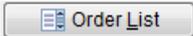
Creating a quotation request will enable a quotation to be sent to multiple suppliers with relative ease.

- **Tasks / Purchase Orders / Enter Purchase Orders:**
- Select Quotation Request from List.
- Enter Data into the appropriate fields just like a Purchase Order.
- Click Save if you wish to edit the quotation at a later date; or Click the Print Icon
- **Duplicate and Repeat:**
- Select the Duplicate button (Shift+F4). 
- Select Quotation Request. This will create a duplicate of the quotation request in which you can change the creditor.

Repeat this until copies have been created, saved and printed for each of the creditors you wish to request a quote from.

## Quotation Request Acceptance

Once you have decided on a quote to accept, you can generate a Purchase Order from the relevant Quotation Request.

- **Tasks / Purchase Orders / Enter Purchase Orders:**
- Select Quotation Request from List.
- Click Order List. 
- Filter the list by Selecting the Creditor from the dropdown list.
- Double click on the related quote from the list below.
- Click on the Order from Quote button (Alt+O) 
- Enter the appropriate authorization code and password and click ok.
- The Purchase Order has now been created.

You now need to delete the quotation requests that were rejected.

- **Follow the first four steps above, then:**
- Select the quotation request to be removed and click the delete button (F3). 
- Repeat for the other quotes to be deleted.

# Shipments

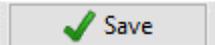
## Using Shipments

Shipments are used when receiving stock. There are two parts to a shipment: Receiving and Invoicing. When goods are received the Receipt and Lines tabs are updated and receipts posted to Inventory Control. When the Invoice is received the Invoice, Lines and Additional Costs tabs are updated and the invoice is posted to Accounts Payable.

## Creating Shipments

A shipment (receipting stock and updating creditor invoices) can be generated from the Accounts Payable module or alternatively, from a Purchase Order)

### To create a shipment without a Purchase Order:

- **Tasks / Accounts Payable / Enter Shipments:**
- Select Shipment (This will create a creditor invoice and an associated batch of inventory receipts), Invoice Only (This will create a creditor invoice only allowing receipt to be carried out at a later stage), or Receipt only, this will create a batch of inventory receipts.
- Select Creditor.
- Enter the appropriate details in the Invoice tab.
  - **Important:** Enter the invoice number here when received.
  - **Note:** The Gross amount in the Invoice tab must be equal to the invoice gross (shown at the bottom of the page) in order to save the shipment.
- Enter the delivery number in the reference field of the receipt tab when goods are received.
- Use the Lines tab to enter the shipment detail.
  - **Note:** Use the Zoom button (Ctrl + F12)  to view each shipment line in a form.
  - **Additional Cost:** Any additional costs such as freight, customs clearance fees, etc. These costs are added to the Unit Cost for the purpose of calculating the latest cost for inventory (See the later section on Additional Costs).
  - **Unit Sell:** The selling price for the Job Costing transaction.
  - **Ext Sell:** The extended selling price for the Job Costing transaction, calculated as Quantity x Unit Sell
- Save (F9). 
- **Note:**
  - To post receipt transactions to inventory click 'Post Receipts'
    - This will update your Stock/Inventory counts.
  - To post invoice transactions to Accounts Payable click 'Post Invoice'
    - This will update your Accounts Payable.

## Creating a shipment using Purchase Order details:

- **Open the Purchase Order that needs to be receipted or invoiced:**
  - See “*Reviewing Purchase Orders*” above.
- Click the ‘Create Shipment’ button at the bottom of the Purchase Order screen.  

- Select Shipment.
- Most details will be filled from the purchase order, fill out the other details as required.
- Save (F9). 
- **Note:**
  - To post receipt transactions to inventory click ‘Post Receipts’
    - This will update your Stock/Inventory counts.
  - To post invoice transactions to Accounts Payable click ‘Post Invoice’
    - This will update your Accounts Payable.

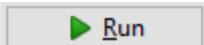
## Reviewing Shipments

As you may not receive the goods and invoice at the same time you may need to post one part of the Shipment (Invoice or Receipt) and come back to it later.

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

## Shipment Status Report

This will produce a report which lists shipments entered.

- **Reports / Accounts Payable / Shipment Reports / Shipment Status:**
- Use the filters to narrow the Shipments to be reported on.
  - The Creditor selections can be used to limit the report to certain suppliers.
  - The check box selections allow you to select particular types of documents, and specific post and print statuses.
  - **Invoice Post Status and Receipt Post Status:** You may select any combination of Unposted, Posted and deleted for both the invoice and receipt status.
  - **Current / History:** A Shipment is current if it is not deleted and not processed (the opposite stands for historic invoices).
  - **Period:** Allows you to narrow down the shipments based on their dates.
- Click Run (F9). 

# Shipments - Common Variations

You may also receive a Partial Shipment (not all of the goods on the Purchase Order) or a Multiple Shipment (More than one Purchase Orders shipped together).

## Partial Shipments

- To partially receipt the stock simply reduce the quantities accordingly on the Shipment Lines.
- Continue to process as normal.

Once the Shipment has been completed, the Purchase Order will be updated with the quantity receipted and quantity Invoiced (where applicable). Using this approach a Purchase Order can have multiple Shipments generated until the Purchase Order is fully receipted.

## Multiple Shipments

- **Tasks / Accounts Payable / Enter Shipments:**
- Select Shipment.
- Enter the relevant details into the Invoice tab.
- Click on the Lines tab.
- Click on the Add Order Lines button. 
- Select the Purchase Order containing the items you wish to add to the Shipment.
- Enter quantities and click Save (F9). 
- You can repeat this until all the relevant Purchase Orders have been combined on the one Shipment.
- Continue to process as normal

You can also combine the above approaches to input a Shipment that contains all of one Purchase order and only part of another.

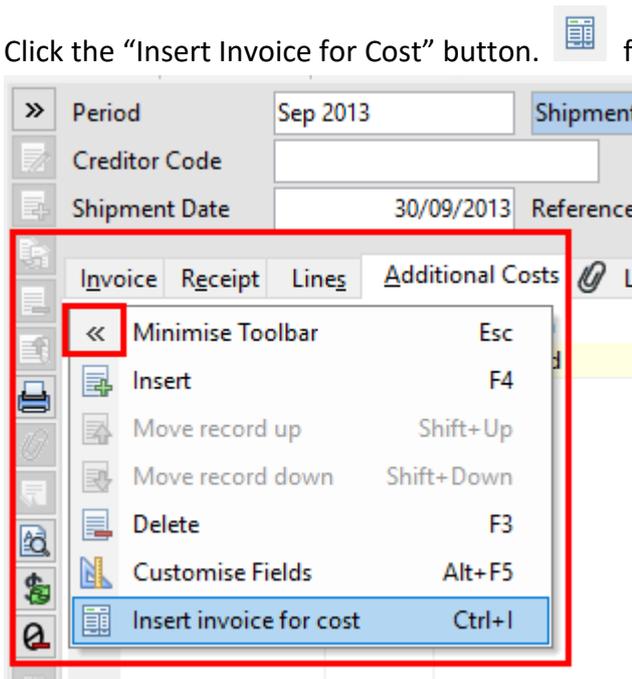
# Additional Costs

Additional costs can be added to a Shipment to handle Internal and External Freight and other charges that you wish spread across the Products ordered.

Additional Costs can be spread on the Products cost or quantity (or physical volume or weight if these have been defined). The Manual method is for use with custom scripting.

You should add Additional Costs to a Shipment after adding the Purchase Lines, but before posting the Invoice.

- **During processing a Shipment...**
- Select the Additional Costs Tab.
- Add Lines for any charges:
  - Select a Creditor Code for the cost.
  - Select a Cost code if relevant.
  - Enter the amount of the cost.
  - Under Type choose the method of cost spreading.
- **For External Charges (A Separate Invoice to be spread):**
  - Select the relevant additional cost.
  - Click the “Insert Invoice for Cost” button.  from the toolbar



- An Invoice will be generated. Fill out and Save.
- Return to the Shipment Form, select the Lines Tab.
- **For Internal Charges (A Charge on the same invoice to be spread):**
  - Return to the Lines Tab.
  - Add a narrative line for the Internal Charge (In addition to the one entered in ‘Additional Cost’)

- You don't want to allocate the charge against this line, so click the "Manually Apportion" field on this line to tick it. (This field may be hidden - you can show it by customising the form.  )
- You should see that the total Additional Cost has been spread across the Products into the additional costs field.
- If the Products have already been receipted you should click the 'Update Costs' button which will have replaced the usual 'Post Receipts'.
- Continue to process as normal

# Contact

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

## *Offices*

### **New Zealand (+64)**

Tauranga..... 07 544 4488

Wellington..... 04 282 1534

Email ..... [Helpdesk@ZealSystems.co.nz](mailto:Helpdesk@ZealSystems.co.nz)

### **Australia (+61)**

Melbourne..... 03 9016 3410

Sydney..... 02 9098 0996

Brisbane..... 07 3088 4989

Email ..... [Helpdesk@ZealSystems.com.au](mailto:Helpdesk@ZealSystems.com.au)