

Enterprise

by HansaWorld

Integrated Accounting,
CRM and ERP System for
Mac OS X, Windows,
Linux, iOS, Android and AIX

Purchase Order Contract Register

Program version: 7.2 140321

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Preface

The Enterprise by HansaWorld range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Mac OS X, Linux, iOS, Android and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows 7 version.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

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The Purchase Order Contract Register

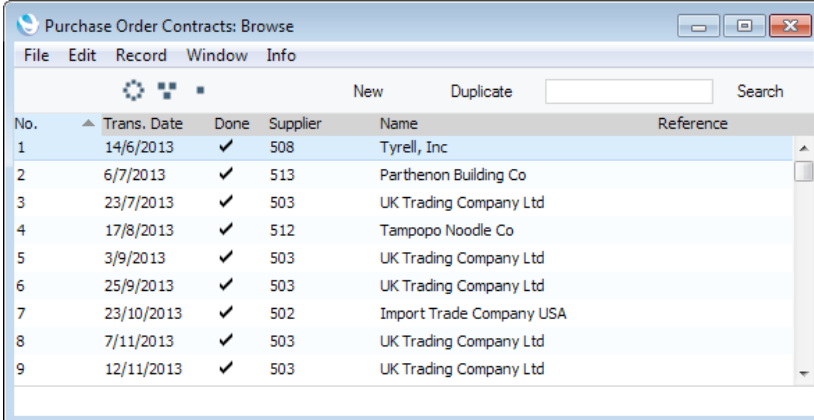
This register allows you to record Contracts that you have received from Suppliers for Items that you need to purchase. Where appropriate, you can convert a Purchase Order Quotation into a Purchase Order using the 'Create Purchase Order' Operations menu function. The resulting Purchase Order will be connected to the Contract, and from the Contract you will be able to review the status of the Purchase Order.

Purchase Order Contracts can be useful if you agree to purchase a certain quantity of Items over time and at a particular price. You can record the Supplier, quantity and price in a Purchase Order Contract, treating it as a blanket order. When necessary, you can create Purchase Orders from the Contract, reducing the quantity in those Purchase Orders so that you only buy what you need at the time. The Purchase Order Contract will keep a running total of the overall quantity purchased, so you will know when you have reached the agreed total.

Entering a Purchase Order Contract

To open the Purchase Order Contract register, first ensure you are in the Purchase Ledger, then click the [P/Order Contracts] button in the Master Control panel.

The 'Purchase Order Contracts: Browse' window is opened, showing Purchase Order Contracts already entered.








No.	Trans. Date	Done	Supplier	Name	Reference
1	14/6/2013	✓	508	Tyrell, Inc	
2	6/7/2013	✓	513	Parthenon Building Co	
3	23/7/2013	✓	503	UK Trading Company Ltd	
4	17/8/2013	✓	512	Tampopo Noodle Co	
5	3/9/2013	✓	503	UK Trading Company Ltd	
6	25/9/2013	✓	503	UK Trading Company Ltd	
7	23/10/2013	✓	502	Import Trade Company USA	
8	7/11/2013	✓	503	UK Trading Company Ltd	
9	12/11/2013	✓	503	UK Trading Company Ltd	

Purchase Order Contracts are shown sorted by Purchase Order Contract Number. You can change the sort order by clicking on one of the other column headings.

Also shown are the Dates of each Purchase Order Contract, an indication of whether they have been marked as Done, their Supplier Numbers and Names, and their References.

The buttons in the top left-hand corner of the 'Purchase Order Contracts: Browse' window are part of the Limited Access feature. You can use them as follows (Windows/Linux versions of the buttons illustrated on the left, Mac OS X on the right)—

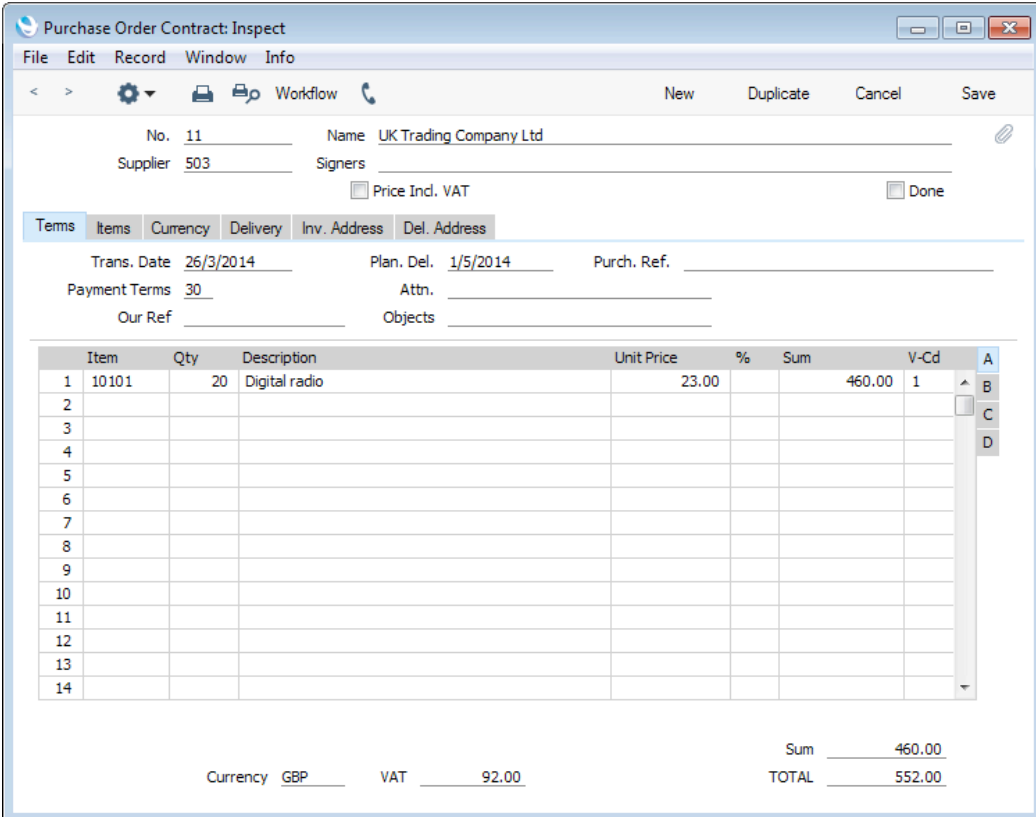
-   Lists all Purchase Order Contracts.
-   Lists Purchase Order Contracts belonging to members of the same Sales Group as the current user (i.e. Purchase Order Contracts with the same Sales Group on their 'Delivery' card as that of the current user).
-  Lists Purchase Order Contracts belonging to the current user (i.e. Purchase Order Contracts where the Salesman field contains the Signature of the current user).

You can also prevent a user from seeing all Purchase Order Contracts in the list by restricting their view to their own Purchase Order Contracts or to those of their Sales Group.

Please refer [here](#) for full details about the Limited Access feature.

To enter a new Purchase Order Contract, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Mac OS X) keyboard shortcut. Alternatively, highlight a Purchase Order Contract similar to the one you want to enter and click the [Duplicate] button in the Button Bar.

The 'Purchase Order Contract: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Purchase Order Contract. Complete the Purchase Order Contract record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



Purchase Order Contract: Inspect

File Edit Record Window Info

< > [Settings] [Workflow] [Communication] New Duplicate Cancel Save

No. 11 Name UK Trading Company Ltd

Supplier 503 Signers _____

Price Incl. VAT Done

Terms Items Currency Delivery Inv. Address Del. Address

Trans. Date 26/3/2014 Plan. Del. 1/5/2014 Purch. Ref. _____

Payment Terms 30 Attn. _____

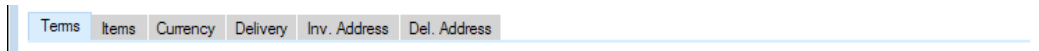
Our Ref _____ Objects _____

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1	10101	20 Digital radio	23.00		460.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Currency GBP VAT 92.00 Sum 460.00 TOTAL 552.00

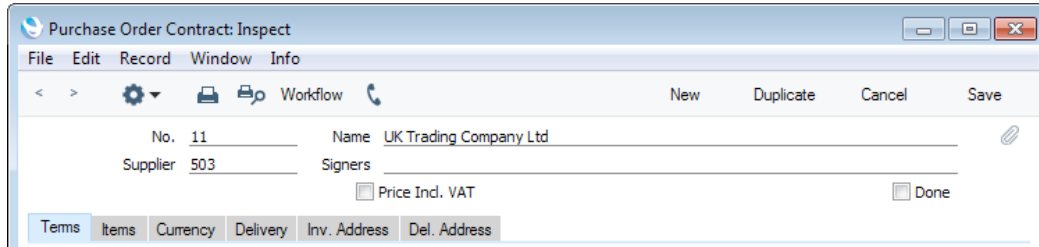
Since the amount of information stored about each Purchase Order Contract will not fit on a single screen, the Purchase Order Contract window has been divided

into six cards. At the top of each is the header. This contains the Purchase Order Contract Number, the Supplier, and Signers field and the Price Incl. VAT check box. There are six named buttons ('tabs') in the header.



By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Purchase Order Contract you are working with.

Header



- | | |
|------------------------|---|
| No. | The unique identifying number of the Purchase Order Contract. The default will be the next number following on from the previous record entered. You may change this default, but not to a number that has already been used. If you are working in a multi-user environment, the Purchase Order Contract Number will be assigned when you the record for the first time. |
| Supplier | Paste Special Suppliers in Contact register
Enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name, address and other information will be entered into the appropriate fields. |
| Name | The Supplier Name will be entered when you choose the Supplier Number. |
| Signers | Paste Special Person register, System module
Enter the Signature of the person who approved the Purchase Order Contract. You can enter the Signatures of more than one Person, separated by commas. |
| Price Incl. VAT | Check this box if the prices entered on the 'Items' card include VAT. |
| Done | You can approve a Purchase Order Contract by ticking this box. Once you have done this and have saved the Purchase Order Contract, it will no longer be modifiable. If you do need to change an approved Purchase Order Contract, first remove the tick from the Done box and save. |

Terms Card

Terms	Items	Currency	Delivery	Inv. Address	Del. Address		
Trans. Date	26/3/2014			Plan. Del.	1/5/2014	Purch. Ref.	
Payment Terms	30			Attn.			
Our Ref				Objects			

Trans. Date	Paste Special	Choose date The date of the Purchase Order Contract. The default is the current date.
Plan. Del.	Paste Special	Choose date Specify here the date on which you are planning to receive the goods into stock. Enter this date using the format specified in the Planned Delivery setting in the Sales Orders module. Available options are free text, date, week number or year-week (4 characters). You can also specify a separate Planned Delivery Date in any of the Purchase Order Contract rows (on flip C). You can change the Planned Delivery Date at any time, even in a Purchase Order Contract that has been marked as Done.
Purch. Ref.		Use this field if you need to identify the Purchase Order Contract by any means other than the Purchase Order Contract Number. The Reference is shown in the 'Purchase Order Contracts: Browse' window, allowing you to search for a Purchase Order Contract with a particular Reference.
Payment Terms	Paste Special	Payment Terms setting, Sales/Purchase Ledger Default taken from Contact record for the Supplier (Purch. Pay. Terms) Payment Terms entered here will be transferred to any Purchase Orders and Purchase Invoices raised from the Purchase Order Contract. In addition simply to ensuring the correct Payment Terms appear on Purchase Invoices (in the Language of the Supplier if necessary), configuring Payment Term records using the Sales Ledger setting can enable you to administer a system of early settlement discounts, if appropriate.
Attn.	Paste Special	Contact Persons in Contact register Default taken from Contact record for the Supplier (Primary Contact) Record here your contact at the Supplier company. 'Paste Special' will list the Contact Persons belonging to the Supplier.
Our Ref.		Use this field if you need to identify the Purchase Order Contract by means other than the Purchase Order Contract Number. A default will be taken from the Our Ref field on the 'Sales' card of the Person record of the current user.

Objects

Paste Special

Object register, Nominal Ledger/System module

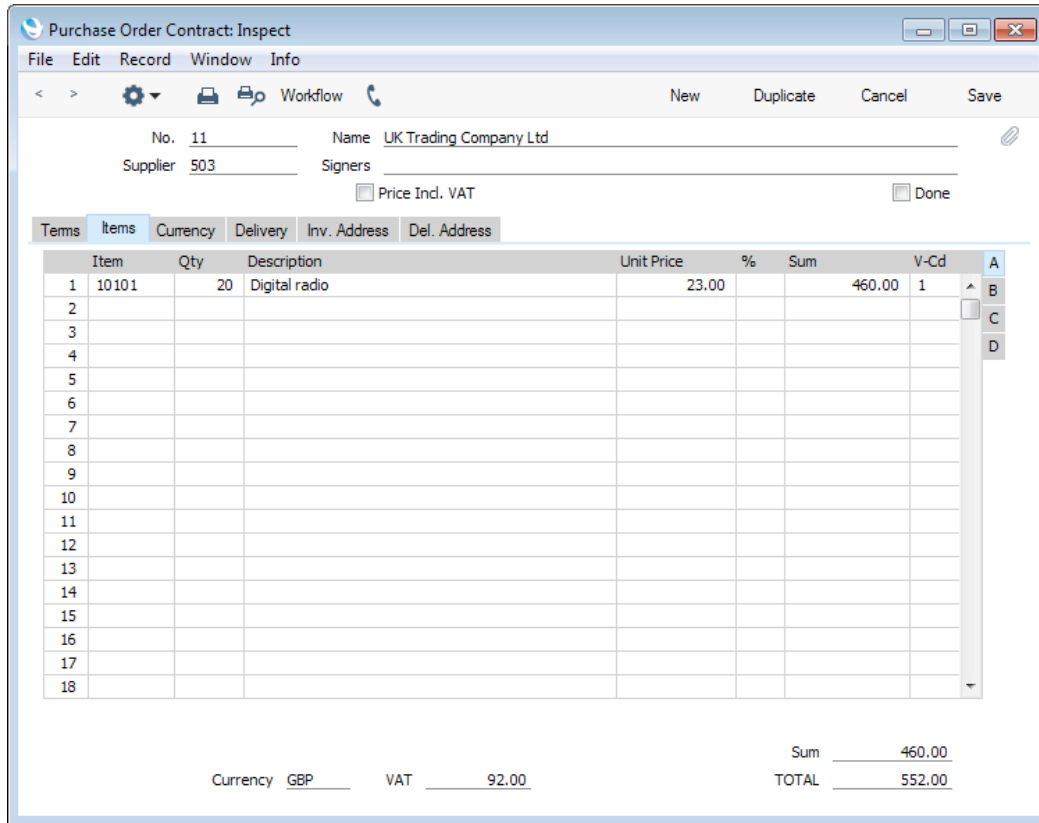
Default taken from

Contact record for the Supplier (Purch. Objects)

You can assign up to 20 Objects, separated by commas, to a Purchase Order Contract and all transactions that will eventually be generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

In any Nominal Ledger Transactions generated from Purchase Invoices raised from this Purchase Order Contract, any Objects specified here will be assigned to the debit posting to the Purchase Account(s) and, if you are using the Objects on Creditors Account option in the Account Usage P/L setting, to the credit posting to the Creditor Account.

Items Card



Use the grid on the 'Items' card to list the Items that are the subject of the Purchase Order Contract. They are shown in a grid that is divided into four horizontal flips. When you click on a flip tab (marked A-D), the two or three right-hand columns of the grid are replaced.



Before adding any rows to a Purchase Order Contract, ensure that the Currency and conversion rates specified are correct. If there is a conversion rate (on the 'Currency' card), all prices transferred from the Purchase Item or Item registers will be converted. However, if you change the conversion rate after you have added rows to the Purchase Order Contract, their prices will not be converted.

To add rows to a Purchase Order Contract, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

You can also bring Items into a Purchase Order Contract by opening the 'Items: Browse' window, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Purchase Order Contract row. You can also copy a list of Item Numbers in a spreadsheet or word processor and paste them in the Item field in the first empty row.

Flip A

Item	Paste Special	Item register
		<p>With the cursor in this field, enter the Item Number, Bar Code or Alternative Code for each Item that you have agreed to purchase from the Supplier. If the Item has a related Purchase Item in the name of the Supplier, pricing, descriptive and other information will be brought in from there. Otherwise, it will be taken from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Purchase Order Contract documentation. You can also choose an Item by entering a Supplier's Item Number on flip B.</p> <p>If you want there to be a check that the Supplier is the Default Supplier for the Item, switch on the Warning If Not Default Supplier option in the Purchase Order Settings setting. If you are using this option, you will be given a warning if the Item has a related Purchase Item in the name of the Supplier that is not marked as Default, or if there is no related Purchase Item in the name of the Supplier at all. If you are not using this option, it will be your responsibility to ensure that you have chosen the correct Supplier/Item combination.</p>
Qty		<p>Enter the number of units that you have agreed to purchase from the Supplier. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.</p> <p>This figure refers to the main Unit of the Item (the Unit you use to sell the Item, shown on the 'Pricing' card of the Item record). This may not be the Unit used by the Supplier. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, enter "12" in the Unit Conversion field of the Purchase Item. Then, if you need to order 240 of the Item, enter "240" here as the Quantity. The Sup. Qty field on flip B will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion).</p>
Description		<p>If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order Contract, the Description</p>

will be taken from that Purchase Item record. Any text entered on the 'Texts' card of the Purchase Item will also be brought in, taking up as many Purchase Order Contract rows as necessary.

In other circumstances, the Description will be taken from the Item record.

Unit Price

The purchase price per unit that you have agreed with the Supplier.

If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order Contract, the Unit Price will be taken from that Purchase Item record.

If the Purchase Item has a Unit Conversion and a Supplier Unit, then this figure will be the Unit Price per Supplier Unit. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, enter "12" to the Unit Conversion field of the Purchase Item and "Dozen" to the Supplier Unit field. The figure here will be the price per dozen.

If there is no suitable Purchase Item, the Unit Price will be taken from the 'Costs' card of the Item record.

The Unit Price will include VAT if you have checked the Price Incl. VAT box in the header. In this case, the Price in the Purchase Item or the Cost Price in the Item record (as appropriate) will be treated as including VAT.

If you have specified a Currency and Exchange Rate in the Purchase Order Contract, this figure will be in the Currency concerned (i.e. having undergone currency conversion).

%

A discount percentage.

In the Round Off setting in the System module, you can determine whether the discount is to be applied to the Unit Price before it has been multiplied by the Quantity, or to the Sum. In certain circumstances (where there is a very small unit price and a large quantity) this choice can cause the calculated discount to vary due to rounding. Please refer [here](#) for details and an example.

Sum

The total for the row: Supplier Quantity (from flip B) multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated.

Even if the Unit Price has been taken from the Purchase Item record, the Sum will take any Price Factor entered for the Item into account.

This figure will be rounded up or down according to rounding rules set for the Currency/Payment Term combination in the Currency Round Off setting in the System module. If that setting does not contain an entry for that combination, the Row Sum rounding rules in the Round Off setting also in the System module will be applied.

V-Cd

Paste Special

VAT Codes setting, Nominal Ledger

When you create a Purchase Invoice from a Purchase Order Contract, the VAT Code entered here will determine the rate at which VAT will be charged on the Item and the Input VAT Account to be debited.

The default in each row will be chosen as follows—

1. The Purch. VAT Code in the Contact record for the Supplier will be used.
2. It will be taken from the Item record.
3. It will be taken from the Item Group to which the Item belongs.
4. The VAT Code on the 'VAT' card of the Account Usage P/L setting will be used.

In the last three cases, the appropriate VAT Code for the Zone of the Supplier will be used.

You can change this default in a particular Order row if necessary.

Flip B

Cost A/C

Paste Special

Account register, Nominal Ledger/System module

Default taken from

Purchase Accruals Account of Item Group or from Account Usage Stock

If you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module and the Item belongs to an Item Group, the Purchase Accruals Account from that Item Group will be copied here by default. Otherwise, the default will be the Purchase Accruals Account specified in the Account Usage Stock setting. In both cases, the appropriate Account for the Zone of the Supplier will be used.

When you create a Purchase Invoice from a Purchase Order Contract, this Account will be copied to the Cost Account field in the corresponding Purchase Invoice row providing you are using the Transfer Each Row Separately option in the Purchase Invoice Settings setting. It will then be debited in the resulting Nominal Ledger Transaction.

Objects

Paste Special

Object register, Nominal Ledger/System module

Default taken from

Item

You can assign up to 20 Objects, separated by commas, to a Purchase Order Contract row and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of profit centre analysis that can be used in Nominal Ledger reports.

If you are using the Transfer Each Row Separately option in the Purchase Invoice Settings setting, the Objects

specified here will be copied to the corresponding row of any Purchase Invoice created from the Purchase Order Contract. In the resulting Nominal Ledger Transaction, these Objects will be assigned to the debit posting to the Purchase Account. This assignment will merge these Objects with those of the parent Purchase Order Contract (shown on the 'Terms' card).

Supp. Item **Paste Special** Purchase Item register, Purchase Orders module

The code allocated to the Item by the Supplier specified in the Purchase Order Contract header.

If there is a Purchase Item for the Supplier/Item combination, then the Supplier's code will be brought in from that Purchase Item when you enter an Item Number on flip A.

You can also enter the Supplier's code in this field, or choose it using 'Paste Special'. All relevant information will be brought in to the Purchase Order Contract row from the Purchase Item and Item registers, in the same way as if you had entered an Item Number on flip A

If you want the Supplier's code to be printed in the Purchase Order Contract document, include the "Supplier Item Code" field in your Form design. If you want to print the Item Number from flip A in the document, use the "Item Code" field.

Supp. Qty The Supplier Quantity is the number of Items the Supplier needs to despatch to fulfil the Contract, expressed from the Supplier's point of view. This is dependent on the Unit Conversion field in the Purchase Item record for the Supplier/Item combination. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, enter "12" to the Unit Conversion field of the Purchase Item. Then, if you need to order 240 of the Item, enter "240" as the Quantity on flip A. The Sup. Qty field will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion). Alternatively, enter "20" here and the Quantity on flip A will be calculated to show "240".

If you want this figure to be printed as the Quantity in the Purchase Order Contract document, include the "Quantity" field in your Form design. If you want to print the Quantity from flip A in the document, use the "Our Quantity" field.

If the Purchase Item does not have a Unit Conversion, or there is no Purchase Item, then this figure will be the same as the Quantity on flip A.

Flip C

Plan. Del. **Paste Special** Choose date

Specify here the date on which you are planning to receive the Item into stock, if this is different to the Planned Delivery Date on the 'Terms' card. Enter this date using the format specified in the Planned Delivery setting in the Sales

Orders module. Available options are free text, date, week number or year-week (4 characters).

You can change the Planned Delivery Date at any time, even in a Purchase Order Contract that has been marked as Done.

Comment

Record any further details about the Item here.

Flip D

Ordered

This figure will be updated automatically when you create Purchase Orders using the 'Create Purchase Order' function on the Operations menu.

After a figure has been placed in this field, you will no longer be able to modify the Item Number, Supp. Item, Qty, Supp. Qty, Invoice No. and Ordered fields.

The Quantity in the first Purchase Order that you create from a Contract will be copied from flip A of the Contract. That figure will be copied to this field as well. If you reduce the Quantity in the Purchase Order, this field will be updated with the change when you save the Purchase Order. The Quantity in the second Purchase Order created from a Contract will be the remaining Contract Quantity (i.e. the Qty on flip A less this Ordered Quantity). Again, you can reduce the Quantity in the Purchase Order if necessary. When this figure is the same as the Qty on flip A, you will not be able to create any further Purchase Orders from the Purchase Order Contract row.

If you need to see the Purchase Orders that have been created from a Purchase Order Contract, choose 'Contract Status' from the Operations menu. This function will print a report to screen listing those Purchase Orders (and related Goods Receipts and Purchase Invoices). From the report, you can open these records by drilling down.

Invoice No.

This field will show the Purchase Invoice Number of the first Purchase Invoice connected to the Contract row. This might be a Purchase Invoice created directly from the Purchase Order Contract using the 'Create Purchase Invoice' function on the Operations menu, or it might be a Purchase Invoice created from a connected Purchase Order.

After an Invoice Number has been placed in this field, you will no longer be able to modify any fields in the row (except Description and Comment).

As mentioned under Ordered above, choosing 'Contract Status' from the Operations menu will cause a report to be printed to screen listing the Purchase Invoices that are connected to the Contract, with drill-down.

Footer

Currency	GBP	VAT	92.00	Sum	460.00
				TOTAL	552.00

In addition to the Currency, the Purchase Order Contract Footer contains various running totals as described below. Whenever you add or change a Purchase Order Contract row, these totals will be updated automatically.

Currency	Paste Special	Currency register, System module
	Default taken from	Contact record for the Supplier (Purch. Currency) or Default Base Currency

The Currency of the Purchase Order Contract: the exchange rate is shown on the 'Currency' card where you can change it for an individual Purchase Order Contract if necessary. Leave the field blank to use your home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

If the Contact record for the Supplier has a Purchase Currency specified on the 'Pricing' card, you can only use that Currency. Otherwise, you can use any Currency.

If you change the Currency after adding Items to the Purchase Order Contract, the prices of those Items will not be converted.

VAT The VAT total for the Purchase Order Contract.

This figure will be rounded up or down according to the VAT rounding rules set for the Currency/Payment Term combination in the Currency Round Off setting in the System module. If that setting does not contain an entry for that combination, the Default for Calculated Values and VAT rounding rules in the Round Off setting (also in the System module) will be applied.

Sum The total for the Purchase Order Contract, excluding VAT.

TOTAL The total for the Purchase Order Contract, including VAT.

This figure will be rounded up or down according to the Total rounding rules set for the Currency/Payment Term combination in the Currency Round Off setting in the System module. If that setting does not contain an entry for that combination, the Total rounding rules in the Round Off setting (also in the System module) will be applied.

Currency Card

Terms	Items	Currency	Delivery	Inv. Address	Del. Address
		Currency	GBP	Agreed Rate	: _____ Base Currency 1
		Base Currency 1	0.63		: _____ Base Currency 2
		Base Currency 2	1		

Currency	Paste Special	Currency register, System module
	Default taken from	Contact record for the Supplier (Purch. Currency) or Default Base Currency

The Currency of the Purchase Order Contract (also shown in the footer of the 'Items' card) is shown together with the exchange rate, which you can modify for an individual Purchase Order Contract if necessary. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

If you change the Currency or the exchange rate after adding Items to the Purchase Order Contract, the prices of those Items will not be converted.

Exchange Rates	Default taken from	Base Currency Rates setting and/or Exchange Rate register, System module
-----------------------	---------------------------	--

The exchange rates for the specified Currency on the Date of the Purchase Order Contract. If appropriate, you can change the exchange rate to the one agreed with the Supplier in a particular Purchase Order Contract. Ensure that it is correct and not blank before adding Items to the Purchase Order Contract to ensure the correct currency conversion takes place.

The rates specified here will be copied to any Purchase Orders and Purchase Invoices created from the Purchase Order Contract.

One of two conversion methods will be used. The Dual-Base system will be useful for companies that have offices in two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old national Currency for comparison purposes. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions, for users outside and not trading with the EU. These are described below.

Exchange Rates (Dual-Base System)

In the example shown above, the Currency of the Purchase Order Contract is the Euro. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the record in the Base Currency Rates setting that applies on the Purchase Order Contract Date). The illustration shows that GBP0.63 buys one Euro.

Note that European Monetary Union (EMU) regulations specify that the ratios must always show

how many units of the home or foreign Currency can be bought with one Euro.

Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY122.15 buys USD1.00.

Terms	Items	Currency	Delivery	Inv. Address	Del. Address
		Currency JPY		Agreed Rate 122.15	: 1 Base Currency 1
		Base Currency 1			: Base Currency 2
		Base Currency 2			

For further examples, please refer [here](#).

Delivery Card

Terms	Items	Currency	Delivery	Inv. Address	Del. Address
Del. Terms			Del. Mode		VAT Zone
Salesman	FF		Sales Group		<input checked="" type="radio"/> Domestic
Language					<input type="radio"/> Inside EU
Factoring			Invoice From		<input type="radio"/> Inside EU (Post VAT)
					<input type="radio"/> Outside EU
					<input type="radio"/> Outside EU (Post VAT)
Comment	<input type="text"/> <input type="text"/> <input type="text"/>				

Del. Terms

Paste Special

Delivery Terms setting, Sales/Purchase Orders module

Default taken from

Contact record for the Supplier (Purch. Del. Terms)

Specify the Delivery Terms for the Purchase Order Contract here. You will tend to use this field for international Suppliers: examples might be Cost, Insurance, Freight or Free On Board.

For each Delivery Term record you can enter a description in your home Language and in various translations. When you print the Purchase Order Contract, the correct translation for the Language of the Purchase Order Contract will be printed in the "Delivery Term Text (shiptermtext)" field, assuming you have included that field in your Form design.

Del. Mode

Paste Special

Delivery Modes setting, Sales Orders module

Default taken from

Contact record for the Supplier (Purch. Del. Mode)

Enter the mode of shipping for the Purchase Order Contract. Examples might be Post or Courier, or might specify the name of the courier that will eventually be used to supply the goods on the Purchase Order Contract.

In each Delivery Mode record, you can enter a description in your home Language and in various translations. When you print the Purchase Order Contract, the correct translation for the Language for the Purchase Order Contract will be printed in the "Delivery Mode Text (levsattext)" field, assuming you have included that field in your Form design.

Salesman **Paste Special** Person register, System module

Enter the Signature of the Person responsible for the Purchase Order Contract. The default is the current user.

This field is also used by the Limited Access module: please refer to the description of the Sales Group field below for details.

Sales Group **Paste Special** Sales Groups setting, System module

Default taken from Salesman

The Sales Group will be brought in from the Person record when you specify a Salesman in the field immediately to the left. If you have the Limited Access module, you can use this field to prevent a user from seeing all Purchase Order Contracts in the 'Orders: Browse' window by restricting their view to their own Purchase Order Contracts or to those of their Sales Group.

Please refer [here](#) for full details of the Limited Access module.

Language **Paste Special** Languages setting, System module

Default taken from Contact record for the Supplier

The Language determines the Item Descriptions that will be shown on the 'Items' card, and the text for Payment Terms, Delivery Terms and Delivery Mode that will be printed in documents. Leave the field blank to use your home Language.

You can also use the Language to determine the Form that will be used when you print the Purchase Order Contract, and the printer that will be used to print it. This can include sending the document to a fax machine, if your hardware can support this feature. Do this in the 'Define Document' window for the Purchase Order Contract document, as described [here](#).

Factoring **Paste Special** Suppliers in Contact register

Default taken from Contact record for the Supplier (Factoring)

If the payment for any Purchase Invoices resulting from a Purchase Order Contract is to be sent to another company, such as a factoring company, enter the Supplier Number here. The company must be registered as a Supplier in your system (i.e. there must be a record in the Contact register with the Supplier box checked).

Invoice From	Paste Special	Suppliers in Contact register
	Default taken from	Contact record for the Supplier (Purch. Invoice From)
		Use this field if the Supplier is one to whom you will issue Purchase Orders, but you expect to receive the corresponding Purchase Invoices from a different Supplier (the "Invoice From Supplier"). Enter the Contact Number of the Invoice From Supplier here (that company must also be a Supplier in the Contact register).
		When you create a Purchase Order from the Purchase Order Contract, the Invoice From Supplier will be copied to the Invoice From field on the 'Comment' card of the Purchase Order. When you create a Purchase Invoice from the Purchase Order, the Supplier in that Purchase Invoice will be the Invoice From Supplier.
Comment		Record here any comment about the Purchase Order Contract.
VAT Zone	Default taken from	Contact record for the Supplier
		This information is taken from the Contact record for the Supplier, and indicates the origin of the Supplier. The selection of a VAT Code for each row depends on the Zone of the Supplier. You cannot change the Zone in an individual Purchase Order Contract: you should make any necessary changes in the Contact register before entering Purchase Order Contracts.
		You can change the names of two of these options if they are not suitable. Using the VAT Zone Label setting in the Sales Ledger, you can replace the string "EU" with your own string (for example "SACU" in South Africa).

Inv. Address Card

Terms	Items	Currency	Delivery	Inv. Address	Del. Address
Ordering- Merryseal House _____					
address Norbury Road _____					
London SE3 4ER _____					

Ordering Address	Default taken from	Contact record for the Supplier (Invoice Address)
		The Supplier's address to which any Purchase Orders will be sent.

Del. Address Card

Terms	Items	Currency	Delivery	Inv. Address	Del. Address
			Location	1	
			Delivery	Location 1	
			Address	2 Peace Lane	
				Maryport	
				Cumbria	
				CA15 1BL	

Location

Paste Special

Locations setting, Stock module

The stock Location to which you want the Items on the Purchase Order Contract to be delivered. This will be used as a default in any Purchase Orders created from the Purchase Order Contract.

Delivery Address

Default taken from

Location

The address to which delivery is to be made.

When you print a Purchase Order Contract, the Ordering and Delivery Addresses will be printed in different fields ("Address" and "Delivery Address" respectively). So, if these addresses are likely to be different, be sure to include both fields in your Form design.

Printing Purchase Order Contracts

There are two ways to print a Purchase Order Contract.

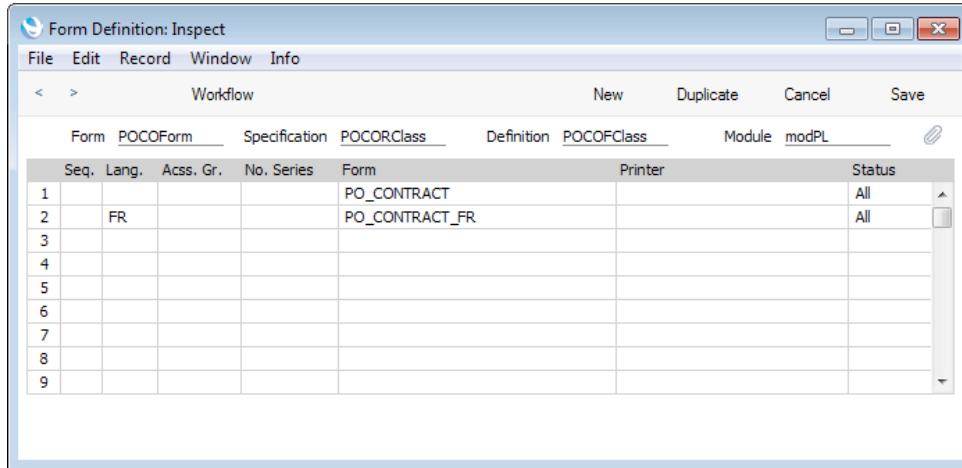
1. While entering or inspecting a Purchase Order Contract, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. After ensuring you are in the Purchase Ledger, click the [Documents] button in the Master Control panel or use the use the Ctrl-D (Windows and Linux)/⌘-D (Mac OS X) key combination. Double-click 'Purchase Order Contract' in the 'Documents' list window or highlight it and press the Enter key. Enter the Purchase Order Contract Number (or range of Purchase Order Contract Numbers) to be printed and press [Run].

Whichever method you use to print a Purchase Order Contract, the Form used will be determined as follows—

1. Design the purchase order contract Form using the Form register in the System module. Use the 'Properties' function on the Operations menu to name the Form (in this description, we have used the name "PO_CONTRACT") and to assign it a Document Type of "Purchase Order Contracts". You might want to design different Forms for use with different Languages. Full instructions for using the Form register can be found [here](#), and a full list of the fields you can include in the Form design can be found [here](#).
2. Select the Purchase Ledger using the [Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Mac OS X) keyboard shortcut.

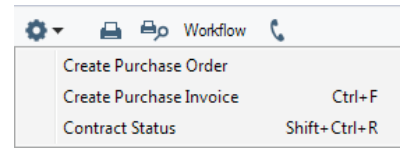
3. Click the [Documents] button in the Master Control panel or use the Ctrl-D/⌘-D key combination. The 'Documents' list window will be opened: highlight 'Purchase Order Contract'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "PO_CONTRACT" in the Form field in the first row (you can use 'Paste Special' to ensure the spelling is correct).
6. If you have designed different Forms for use with different Languages in step 1 above, enter the Form Code of each one on separate rows in the grid. In the Lang. field of each row, enter the appropriate Language. You can use 'Paste Special' to open a list of Languages from which you can choose the correct one.

You can also use Languages to specify the printer that will be used to print Purchase Order Contracts. This can include sending a Purchase Order Contract to a fax machine, if your hardware can support this feature. To do this, enter separate rows in the 'Define Document' window for printing and faxing, with appropriate Languages and Printers.



7. Click [Save] to save the Purchase Order Contract Form definition. From now on, the Purchase Order Contract Form that you have designed will be used, from the 'Documents' function and from the Printer icon. If you have designed more than one Form, the correct one will be used depending on the Language of the Purchase Order Contract.

Operations Menu



The Operations menu for the 'Purchase Order Contract: New' and 'Purchase Order Contract: Inspect' windows is shown above. There is no Operations menu for the 'Purchase Order Contracts: Browse' window.

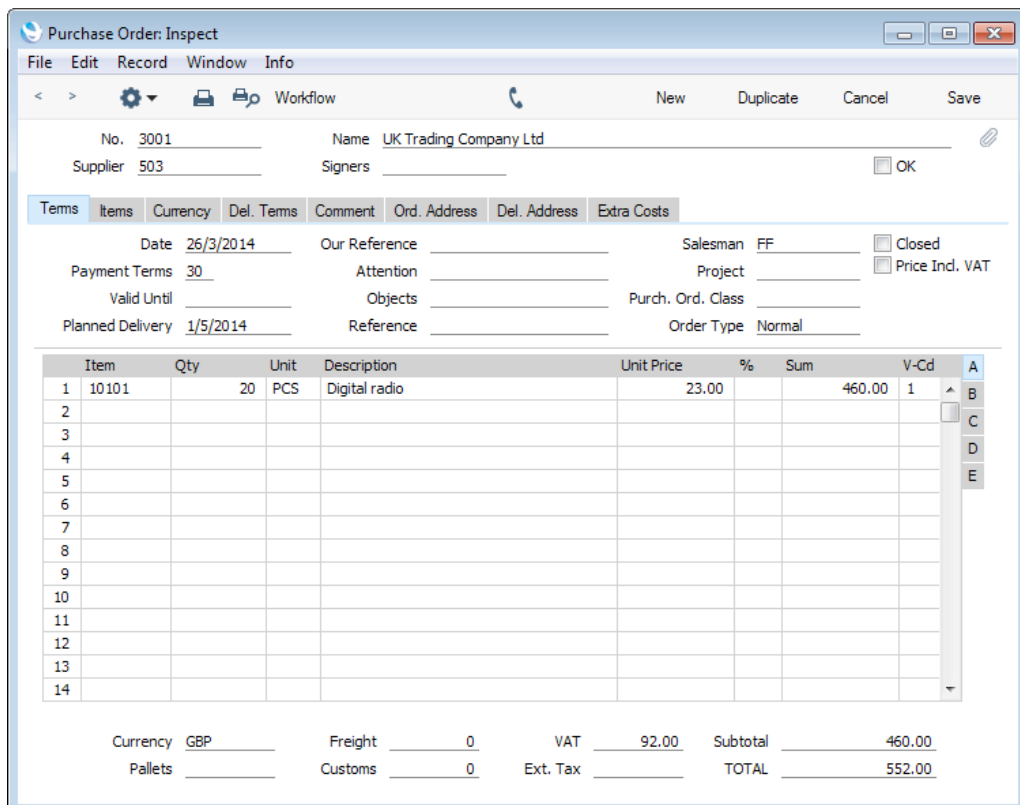
Create Purchase Order

Use this function to create a Purchase Order from the Purchase Order Contract.

For the function to create a Purchase Order successfully, the following conditions must be met—

1. All changes to the Purchase Order Contract must be saved (use the [Save] button).
2. There must be at least one Purchase Order Contract row where the Ordered Quantity on flip D is less than the Qty on flip A.
3. Finally, the function will not create a Purchase Order if there is no valid record in the Number Series - Purchase Orders setting (in the Purchase Orders module). This problem will usually occur at the beginning of a new year.

When you select the function, a single Purchase Order will be created, containing every Item on the Contract where the Ordered Quantity on flip D is less than the Qty on flip A. It will be opened in a new window, entitled 'Purchase Order: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.



For each Item on the Purchase Order, the Quantity will be calculated by subtracting the Ordered Quantity on flip D of the corresponding Purchase Order Contract row from the Qty on flip A. Other details such as the Cost Price will be copied from the corresponding Purchase Order Contract row. The Purchase Order Contract Number will be copied to the PO Contract No. field on the 'Del. Terms' card of the Purchase Order.

You can change the Quantity in any row in the Purchase Order as appropriate. You can also remove entire rows, by clicking on the row number to the left. For example, you may not wish to purchase the full Contract Quantity at once.

You can print the Purchase Orders thus created individually using the Printer icon or as a group using the 'Documents' function in the Purchase Orders module.

To close the window and return to the Purchase Order Contract, click the close box. You will be asked if you want to save any changes. The Ordered Quantities on flip D of the relevant Purchase Order Contract rows will be updated automatically. You may need to close the Purchase Order Contract and re-open it to see this change. If the Ordered field is now equal to the Qty in a Contract row, this will prevent the creation of further Purchase Orders from that row.

Please refer [here](#) for a full description of the Purchase Order window and [here](#) for details about printing Purchase Orders.

Create Purchase Invoice

Use this function to create a Purchase Invoice from the Purchase Order Contract.

For the function to create a Purchase Invoice successfully, the following conditions must be met—

1. All changes to the Purchase Order Contract must be saved (use the [Save] button).
2. There must be at least one Purchase Order Contract row where the Invoice No. field on flip D is empty.
3. If you are using the Consolidate Items to Supplier Cost Account or Consolidate by Items and Project options in the Purchase Invoice Settings setting, the Contact record for the Supplier must have a Cost Account specified on its 'Accounts' card. This not a requirement if you are using the Transfer Each Row Separately option in the same setting.
4. Finally, the function will not create a Purchase Invoice if there is no valid record in the Number Series - Purchase Invoices setting (in the Purchase Ledger). This problem will usually occur at the beginning of a new year.

When you select the function, a single Purchase Invoice will be created, containing every Item on the Contract where the Invoice No. on flip D is empty. It will be opened in a new window, entitled 'Purchase Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

The Purchase Invoice takes its information from the Purchase Order Contract. The appearance of the Purchase Invoice will be determined by the Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting. These options operate in the following manner—

Consolidate Items to Supplier Cost Account

The ordered Items are grouped together on a single row on the Invoice indicating that they are to be posted to the same Cost Account (taken from the Cost Account on the 'Accounts' card of the Contact record for the Supplier). If the Items on the Purchase Order Contract have different VAT Codes, there will be a separate row on the Invoice for each VAT Code. Objects specified in Purchase Order Contract rows will not be transferred to the Invoice.

Consolidate by Items and Project

The Purchase Invoice will feature a separate row for each Item on the Purchase Order Contract. The Cost Accounts will be the Cost Accounts for the Item Groups to which the Items belong or the Cost Account on the 'Accounts' card of the Contact record for the Supplier. The appropriate Accounts for the Zone of the Supplier will be used. The Objects will be taken from the first Purchase Order Contract row featuring the Item.

Transfer Each Row Separately

Each Item on the Purchase Order Contract will have its own row on the Invoice. The Cost Accounts will be the Cost Accounts on flip B of the Purchase Order Contract, the Cost Accounts for the Item Groups to which the Items belong, or the Cost Account on the 'Accounts' card of the Contact record for the Supplier. The appropriate Account

for the Zone of the Supplier will be used. Objects specified in Purchase Order Contract rows will be transferred to the corresponding rows in the Invoice.

If you need to produce Intrastat reports, you should use the second or third options. The Intrastat P/L document lists the Items that have been purchased from Suppliers in other EU countries. This document takes Item information from the fields on flip B of the relevant Purchase Invoices. If you are using the second or third option, these fields will contain the necessary information in Purchase Invoices created from Purchase Order Contracts.

When you have checked that the Purchase Invoice is correct, click the OK check box and save. This signifies that the Purchase Invoice has been approved. Associated Transactions in the Nominal Ledger will now be raised (if so defined in the Sub Systems setting in the Nominal Ledger and in the Number Series - Purchase Invoices setting) and you will no longer be able to modify the Invoice.

For a full description of the Purchase Invoice window, please refer [here](#).

To close the window and return to the Purchase Order Contract, click the close box. You will be asked if you want to save any changes. The Purchase Invoice Number will be copied to the Invoice No. field in each Purchase Order Contract row (visible on flip D) automatically (you will need to close the Purchase Order Contract and re-open it to see this).

Contract Status

This function produces a report for the Purchase Order Contract currently open in a record window. This report contains full details of the selected Contract, and lists all connected transactions (e.g. Purchase Orders, Purchase Invoices and Goods Receipts created from connected Purchase Orders).

No	Date	Supplier				Planned Del.
11	26/3/2014	503	UK Trading Company Ltd			1/5/2014
Item	Description		Qty	Ordered		Sum
10101	Digital radio		20	20		460.00
	Total				GBP	552.00

Purchase Orders						
No	Date				Planned Del.	
3001	26/3/2014				1/5/2014	
Item	Description		Qty	Received	Invoiced	Sum
10101	Digital radio		20			460.00
	Total			GBP		552.00

Invoices						
No	Date	Supplier				Sup.Inv.No
970000	1/5/2014	503	UK Trading Company Ltd			
Accounts	Description		Item		Qty	Sum
820	Purchase Accruals, Domestic		10101		20	460.00
	Total			GBP		552.00

Good Receipts			
No	Date	PO Number	Location

The report has the Enterprise by HansaWorld Drill-down feature. You can open many records such as the Contact records for Suppliers, Purchase Orders, Goods Receipts and Purchase Invoices from the report by clicking in the appropriate places (i.e. on Supplier, Item, Purchase Order, Goods Receipt and Purchase Invoice Numbers).