

HansaWorld Enterprise

Integrated Accounting, CRM
and ERP System for
Macintosh, Windows, Linux,
PocketPC 2003 and AIX

Purchase Orders

Program version: 5.3 2007-07-19

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Preface

The HansaWorld Enterprise range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Macintosh, Linux, PocketPC 2003 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 XP version.

This manual covers the Purchase Orders module in HansaWorld Enterprise. Prior to reading it, you should already be familiar with the Work Area in HansaWorld Enterprise (its modules, registers, windows, menus and buttons, covered in the 'Introduction to HansaWorld Enterprise' manual) and the Contact and Item registers (described in the 'Customers, Suppliers and Contact Persons' and 'Items and Pricing' manuals respectively). You should also be familiar with the Purchase Ledger and the Sales Orders and Stock modules.

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.

How these manuals are organised

Introduction to HansaWorld Enterprise

Introduction	Installing HansaWorld Enterprise, the basic ideas
Work Area	Basic elements of HansaWorld Enterprise: modules, registers, windows, menus, functions, buttons
Accounting Principles	About the place of HansaWorld Enterprise in your business, integration between ledgers, objects
Starting Work	Entering opening balances

Manuals for each Module

Assets	Asset accounting, calculation of depreciation using user-definable depreciation models, revaluation
Cash Book	Inward and outward cash transactions, receipts and payments
Consolidation	Multi-company reporting, subsidiaries and daughter companies
Contracts	Periodic invoicing and repeat billing, contract renewals, contract quotations, contracts from invoices
CRM	Time management using daily or monthly calendar formats. Contact and customer history. Customer letters and mailshots. Target time. Employee time statistics
Currency	Multi-currency in all modules
Customers, Suppliers and Contact Persons	Customers and suppliers, customer categories and reports
Expenses	Payments to and from employees
Items and Pricing	Products and services, pricing
Job Costing	Project management. Recording time, expenses and purchases. Instalments. Pricing by consultant, project, task and time of day. Budgets and quotations
Mail	Internal mail, external mail (email), conferences, off-line local mail, chat
Nominal Ledger	Transactions, simulations, budgets and revised budgets. Error correction. Account reconciliation. Transaction templates. Flexible management and financial reports with multi-dimensional analysis and drill-down to transaction level
Production	Multi-level assemblies from components
Purchase Ledger	Purchase invoices, payments and payment suggestions, creditor reports, prepayments, accruals, acceptance
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, pipeline management, opportunity forecasting, and conversion ratio reports
Report Generator	User-definable reports
Sales Ledger	Invoices, receipts, debtor reports and documents, deposits and prepayments, accruals
Sales Orders	Orders and deliveries. Invoices from orders
Service Orders	Management of service stock, invoicing of repairs, warranties
Stock	Deliveries, goods receipts and stock movements, batch and serial number tracking, multi-location stock management
System Module	Settings and parameters. System-wide usage

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***HansaWorld
Enterprise
Purchase Orders***

The Purchase Orders Module

This module allows you to enter and print Purchase Orders, for sending to Suppliers. It contains a separate item register for Purchase Items, where you can record the cost prices and lead times of various Suppliers for the same Item. This register cooperates fully with the normal Item register in Purchase Orders and Goods Receipts.

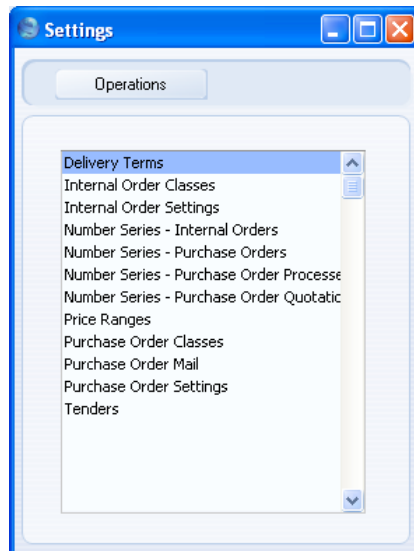
The module allows you to produce deficiency lists and purchase proposals, Purchase Order journals and other reports.

You can generate Purchase Orders in batches, either to fulfil outstanding Sales Orders, or to re-stock Items that have fallen below their Minimum Stock Levels.

Settings

Introduction

The following settings are available in the Purchase Orders module—



To edit a setting, ensure you are in the Purchase Orders module using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows

and Linux)/⌘-0 (Macintosh) keyboard shortcuts. Then, click the [Settings] button, also in the Master Control panel, or use the Ctrl-S/⌘-S key combination. The list shown above appears. Then, double-click the relevant item in the list.

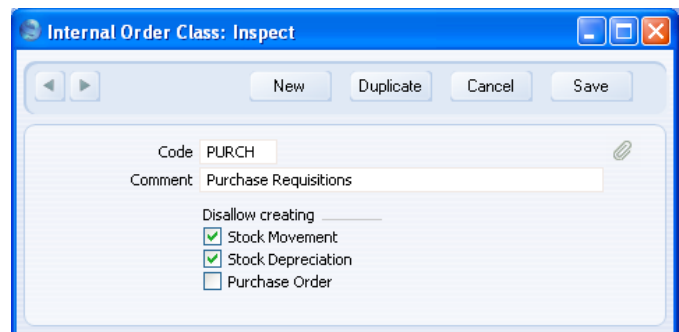
Delivery Terms

Please refer to the ‘Sales Orders’ manual for full details of this setting.

Internal Order Classes

The Internal Order Class is a means of analysing Internal Orders for reporting or prioritising. The most common use of Internal Order Classes will probably be to differentiate purchase requests (Internal Orders from which you will create Purchase Orders) from stock transaction requests (those from which you will create Stock Movements or Stock Depreciations).

The ‘Internal Order Classes: Browse’ window lists the available Order Classes: double-click to modify or click [New] to create a new item.



In the Internal Order Class entry window, you should enter a code and a short descriptive text. The code can contain up to five characters, and you can freely mix letters and numbers.

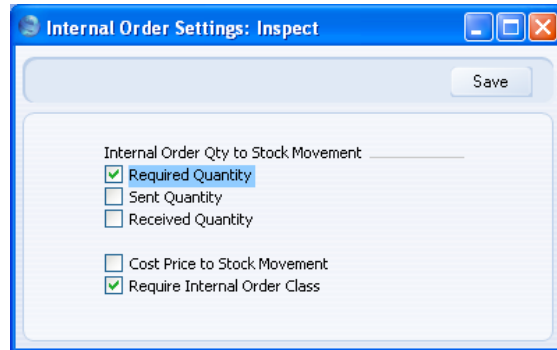
Use the check box options to specify the transactions that can be created from Internal Orders belonging to the Class. The illustration shows an Internal Order Class that will be used for purchase requests. You will be able to create Purchase Orders from Internal Orders belonging to this Class, but not Stock Movements or Stock Depreciations.

Click [Save] to save changes.

If you want to ensure every Internal Order is assigned to an Internal Order Class, switch on the Require Internal Order Class option in the Internal Order Settings setting.

Internal Order Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Internal Order register.



Internal Order Qty to Stock Movement

When you create a Stock Movement from an Internal Order, these options control how the Quantity in an Internal Order row will be transferred to the corresponding Stock Movement row, as follows—

Required Quantity

If you are using this option, the Quantity in the Internal Order row will be copied to the Required Quantity in the Stock Movement row. If you are not using this option, the Required Quantity will be blank.

Sent Quantity

If you are using this option, the Quantity in the Internal Order row will be copied to the Sent Quantity in the Stock Movement row, and the current date will be copied to the Sent Date field in the Stock Movement header. If you are not using this option, the Sent Quantity and Sent Date will be blank.

Received Quantity

If you are using this option, the Quantity in the Internal Order row will be copied to the Received Quantity in the Stock Movement row, and the current date will be copied to the Received Date field in the Stock Movement header. If you are not using this option, the Received Quantity and Received Date will be blank.

In all cases, if a partial Stock Movement already exists, the quantities in the new Stock Movement will be the Internal Order Quantity less the Treated Quantity.

Cost Price to Stock Movement

When you create a Stock Movement from an Internal Order, the Cost Price from each Internal Order row will be copied to the Received Old Unit Price field in the corresponding Stock Movement row, where it will be replaced by a stock value on approval. If you are using this option, the Cost Price will also be copied to the Received New Unit Price field.

Require Internal Order Class

Use this option if you want every Internal Order to be assigned to an Internal Order Class.

Number Series - Internal Orders

Use this setting to define the number sequences for Internal Orders in a similar manner to that described for Purchase Orders below.

Number Series - Purchase Orders

Each Purchase Order has its own unique identifying number, based on a sequential series. When you enter a new Purchase Order, the next number in the series will be used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different order types.

Use this setting to define these sequences, or Number Series. The different series should not overlap. If you leave the setting empty, Purchase Order Numbers will start at 1 and continue consecutively.

When you enter a Purchase Order, the next number in the first valid Number Series in this setting will be used as a default; change to the next number in any other Number Series using 'Paste Special'.

When you double-click 'Number Series - Purchase Orders' in the 'Settings' list, the following window appears—

No.	From		To		Date	Comment	N/L
	From	To	From	To			
1	2001	2999	1/1/2007	31/12/2007		London office	GenTrans
2	20011	20999	1/1/2007	31/12/2007		Manchester	GenTrans
3	3001	3999	1/1/2008	31/12/2008		London office	GenTrans
4	30001	30999	1/1/2008	31/12/2008		Manchester	GenTrans
5							
6							
7							
8							
9							
10							
11							

Enter each new Number Series on the first blank line. The Comment will be shown in the 'Paste Special' list, so enter some text that will help you choose a number from the correct sequence. Then, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

The N/L field common to all Number Series settings is not used in this instance.

Number Series - Purchase Order Processes

Use this setting to define the number sequences for Purchase Order Processes in a similar manner to that described above.

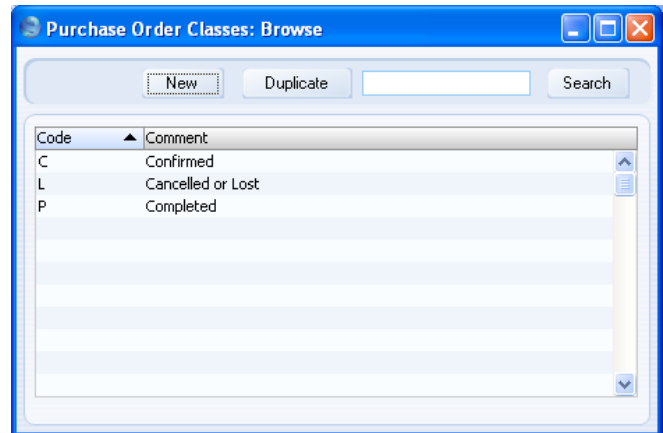
Number Series - Purchase Order Quotations

This setting contains the number sequences for records in the Purchase Order Quotation register.

Purchase Order Classes

The Purchase Order Class is a means of analysing Purchase Orders for reporting or prioritising.

The 'Purchase Order Classes: Browse' window lists the available Order Classes: double-click to modify or click [New] to create a new item.



In the Purchase Order Class entry window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers. Click [Save] to save changes.

If you want to ensure every Purchase Order is assigned to a Purchase Order Class, switch on the Require Purchase Order Class option in the Purchase Order Settings setting.

Purchase Order Mail

You can use the 'Create E-Mail' function on the Operations menu of the Purchase Order screen to create Mails containing details of Purchase Orders, allowing you to send Purchase Orders to Suppliers by email.

Use this setting to define the standard pieces of text that will appear in all Mails created using this function.

Header Enter the short piece of text that is to appear in the Subject line of the Mail. Note that the Purchase Order Number will be added to this text, so be sure to add a trailing space.



First Text **Paste Special** Standard Text register, CRM module

Specify here the Code of a record in the Standard Text register in the CRM module. This record will contain the text that will appear at the beginning of the main body of the Mail, before the Order Items are listed. In the example Mail shown below, the text "New Purchase Order Items: " has been taken from the specified Standard Text record (i.e. that whose Code is "1").

Last Text **Paste Special** Standard Text register, CRM module

Again, specify the Code of a record in the Standard Text register. The text in this record will appear in the main body of the Mail, after the Purchase Order Items are listed and after the Payment Terms. In the example Mail shown below, the text "Other Details: " has been taken from the specified Standard Text record (i.e. that whose Code is "L").

Mail: Inspect

Operations   New Duplicate Cancel Save

Date: 20/7/2007 Time: 21:34:27 Lifespan: Normal

☐ Sent
☐ Locked
☐ Priority

	From	Address
1	From	Francoise French
2	To	orders@uktrading.co.uk
3		
4		

Subject: New Purchase Order, Purchase Order No.2067

Text Web

Text New Order Items:

10101	20	Transistor radio	23.00	460.00
=====				
		Sum	460.00	
		VAT	80.50	
		Total	540.50	

Pay Term: 30 Days Nett
Other Details:

Purchase Order Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Purchase Order register.

Purchase Order Settings: Inspect

Save

Default Supplier:

- ☐ Set Good Receipt Quantity to zero
- ☐ Transfer Account to Goods Receipt
- ☐ Warning if not Default Supplier
- ☐ Suggest Full Multiples of Normal Ordering Quantity
- ☐ Credit Notes update Invoiced Quantity
- ☐ Require Purchase Order Class
- ☐ Extra Costs Invoices from different Suppliers
- ☐ Do not allow Return Goods from Order
- ☐ Not possible to UnOK PO and PO has to be OKed to Receive Goods
- ☐ Use Today's Rate on Goods Receipts

Def. Supplier	Paste Special	Suppliers in Contact Register
	<p>The 'Create Purchase Orders' Maintenance function in the Sales Orders module creates back-to-back Purchase Orders: Purchase Orders for Items on Sales Orders. The 'Create Purchase Orders' function on the Operations menu of the 'Purchase Orders: Browse' window will create Purchase Orders for Items that have fallen below their Minimum Stock Level.</p> <p>Usually, these functions will only create Purchase Orders for Items that have a corresponding Default Purchase Item (one with a Supplier specified and with the Default check box switched on). If you would also like these functions to raise Purchase Orders for Items that have no corresponding Default Purchase Item, specify here the Supplier that is to be used.</p>	
	<p>Set Goods Receipt Quantity to Zero</p> <p>The 'Create Goods Receipt' function on the Operations menu of the Purchase Order window usually creates a Goods Receipt containing all Items that have been ordered but not yet received. Use this option if you would like the default Quantity for every Item in the Goods Receipt to be zero.</p>	
	<p>Transfer Account to Goods Receipt</p> <p>Use this option if you would like the Purchase Accruals Account on flip B of a Purchase Order to be transferred to the Purchase Accruals Account on flip E of any Goods Receipt (and from there to the resulting Nominal Ledger Transactions) created using the 'Create Goods Receipt' Operations menu function.</p>	
	<p>Warning if not Default Supplier</p> <p>Use this option if you want there to be a check when you add an Item to a Purchase Order that the Item is one that is sold by the Supplier. You will be given a warning if the Item does not have a related Purchase Item in the name of the Supplier of the Purchase Order. If you are not using this option, it will be your responsibility to ensure that you have chosen a correct Supplier/Item combination.</p>	

Suggest Full Multiples of Normal Order Quantity

This option affects the calculation of suggested Purchase Order quantities in the Purchase Suggestion and Reordering Requirements reports (and, optionally, in the Deficiency List) and in stocking Purchase Orders created by the 'Create Purchase Orders' Operations menu function in the 'Purchase Orders: Browse' window.

These reports and Operations menu function will suggest a Purchase Order quantity when there is a deficiency in the stock level of an Item. There will be a deficiency if the stock balance of the Item after all outstanding Sales, Purchase and Production Orders have been fulfilled is below its Minimum Stock Level (specified in the Minimum Stock Levels setting in the Stock module or on the 'Stock' card of the Item record). If there is a deficiency, the suggested order quantity in the report or the next Purchase Order will be the shortfall itself or the Normal Order Quantity, whichever is the greater.

If you want the suggested order quantity always to be a multiple of the Normal Order Quantity, use this option. For example, if the Normal Order Quantity of an Item is 6 and the shortfall is 7, the suggested order quantity will be 12 if you use this option and 7 if you do not.

Credit Notes update Invoiced Quantity

This option controls whether the Invoiced Quantity on flip C of a Purchase Order will be updated automatically when you credit a Purchase Invoice related to the Purchase Order.

If you are using this option, the Invoiced Quantity figure will be updated automatically if you create the Credit Note by duplicating the original Invoice or using the 'Create Credit Note' Operations menu function from the original Invoice or from the Returned Goods to Supplier screen. If you duplicate the original Invoice, the Invoiced Quantity figure will only be updated if you enter the appropriate Payment Term and the number of the Invoice to be credited before you save the Credit Note for the first time.

If you are not using this option, you can update the Invoiced Quantity on flip C of a Purchase Order using

the 'Recalculate Purchase Orders' Maintenance function (described below on page 106).

If you create the Credit Note by entering a new record to the Purchase Invoice register, the Invoiced Quantity figure in the originating Purchase Order will not be updated, irrespective of whether you are using this option, and it will not be updated by the 'Recalculate Purchase Orders' function.

If you are using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting, the Invoiced Quantity figure in the originating Purchase Order will not be updated correctly from Credit Notes, irrespective of whether you are using this option, and it will not be updated by the 'Recalculate Purchase Orders' function.

Require Purchase Order Class

Use this option if you want every Purchase Order to be assigned to a Purchase Order Class.

Extra Costs Invoices from Different Suppliers

Usually when you select the 'Create Purchase Invoice' option from a Purchase Order, the Purchase Invoice will be created immediately, and it will only contain the ordered Items. If you are using this option, the Purchase Invoice will not be created immediately, and instead a window will open where you can specify that any or all of the Freight, Customs and Extra Costs are to be included in the Invoice as well. This window will also allow you to create separate Invoices for these Extra Costs, perhaps using a different Supplier to the one on the Purchase Order.

If you are using this option, you should also use the Transfer Each Item Separately option in the Purchase Invoice Settings setting and you should also specify Accrual Accounts for Freight, Customs and each of the Extra Costs in the Account Usage Stock setting.

Do not allow Return Goods from Order

If you need to return goods to a Supplier, you can create a Returned Goods to Supplier record from the Purchase Order or from the Goods Receipt. You must create

Returns from Goods Receipts if you are using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting in the Stock module. Check this box if for some other reason you want to make sure that Returned Goods are always created from Goods Receipts.

Not possible to UnOK PO and PO has to be OKed to Receive Goods

This option prevents you from creating Goods Receipts from unapproved Purchase Orders, and also from unapproving Purchase Orders. This setting applies to every user: if you would like these controls to be applied to certain users only, use Access Groups to control access to the 'Disallow Goods Receipt from not OKed Purchase Order' and 'UnOK Purchase Orders' Actions respectively. Access Groups are described in the 'System Module' manual.

Use Today's Rate on Goods Receipts

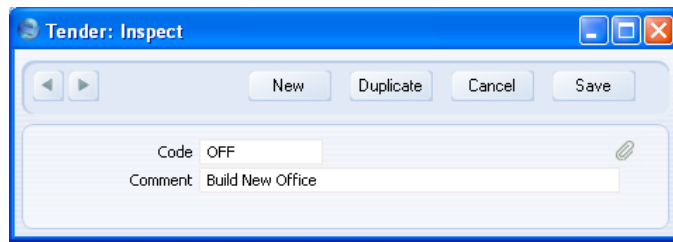
When you create a Goods Receipt from a Purchase Order, this check box controls the Base and Exchange Rates on the 'Currency' card of the Goods Receipt. If you are not using this option, the Base and Exchange Rates will be copied from the Purchase Order. If you are using it, the latest Base and Exchange Rates will be used in the Goods Receipt, although the prices in Currency of the Items will not be changed. This means the value of the Goods Receipt in the home Currency (and therefore in the Stock List and in the Nominal Ledger) will be different to that of the Purchase Order.

Tenders

Tenders are used with the Purchase Order Process register described below on page 99. If your company puts out a Tender for work that you want to be carried out, register it in this setting. You can then use the Purchase Order Process register to keep track of the Tender invitations and responses.

When you first select the setting, the 'Tenders: Browse' window will be opened, showing all Tenders previously entered. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.

When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close the record without saving changes, click the close box.



In the Tender entry window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers.

The Contact Register

Please refer to the 'Customers, Suppliers and Contact Persons' manual for full details of this register.

The Item Register

Please refer to the 'Items and Pricing' manual for full details of this register.

The Purchase Item Register

This register contains information about the Items that are normally purchased by your business. It is a separate register to the Item register, allowing each Item to have several different corresponding Purchase Items. For example, if the same Item is available from different Suppliers, you should have a separate Purchase Item for each Supplier, recording the price that each Supplier charges. If you then enter a Purchase Order or Goods Receipt, the correct price for each Item for the Supplier in question will be brought in automatically.

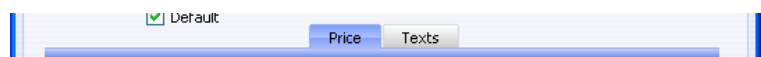
Typically, the Purchase Item register will be used by companies that purchase products for resale as it is a means of recording Supplier and Cost information for each Item. In particular, you must use the Purchase Item register if you will be creating Purchase Orders in batches, either to satisfy outstanding Sales Orders or to ensure stocks of Items are above specified minimum levels. If your business tends to sell services, or manufactures Items for sale, you may not need to use the Purchase Item register.

Entering a Purchase Item

You can create Purchase Items using two methods—

1. You can enter Purchase Items to the Purchase Item register in the normal way. In the Purchase Orders module, click the [Purchase Items] button in the Master Control panel. The 'Purchase Items: Browse' window is opened, showing all Purchase Items already entered. Click [New] in the Button Bar or, alternatively, select a Purchase Item similar to the one you want to enter and click [Duplicate] on the Button Bar.
2. You can create a Purchase Item record by copying an Item. From the Item record, select the 'Create Purchase Item' function on the Operations menu. Information will be copied from the Item record into the Purchase Item, leaving you only the tasks of specifying the Supplier and, if necessary, of changing the price.

In both cases, you will use the 'Purchase Item: New' window described below. This window is divided into two cards. There are two 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 Item you are working with.

Header

Item	Paste Special	Item register
	Enter an Item Number. You can have several Purchase Item records relating to a single Item.	
Desc.		The name of the Purchase Item is copied from the Item register. Change the name if necessary. When you issue a Purchase Order for the Item to the Supplier specified below, this name will be used instead of the one in the Item register.
Supplier	Paste Special	Suppliers in Contact register
	Enter the Number of the Supplier here. Make sure that you use a Supplier with a Purchase Payment Term: some of the functions that create Purchase Orders in batches	

will not do so for Suppliers that do not have Purchase Payment Terms.

Name

The name of the Supplier will appear here when you enter the Supplier Number in the field above.

Default

You can have several Purchase Items for a single Item, allowing you to record the prices that each Supplier charges for that Item. For each Item, you can signify that one Purchase Item is its “Default Purchase Item” using this check box. This is the Purchase Item with your preferred Supplier for the Item.

The functions that create Purchase Orders in batches (e.g. the ‘Create Purchase Orders’ Maintenance functions in the Sales and Purchase Orders modules) will use the Default Purchase Item to determine the Supplier and the purchase price for the Item, as well as the Normal and Minimum Order Quantities.

If you have several Purchase Items relating to a single Item, but no Default Purchase Item, then the batch Purchase Order functions usually will not create Purchase Orders for that Item. The exceptions are when you have specified a Default Supplier in the Purchase Order Settings setting (described above on page 16), when you use the ‘Create Purchase Orders’ function with the Maximise Order for Specified Supplier option, and when you use the ‘Reordering Requirements’ function without the Include Items with a Purchase Item Only option.

You cannot have more than one Default Purchase Item for a particular Item.

Price Card

Price		Texts	
Price	25.00	Purchase Cost	
Currency		Unit Conv.	144.00
Supplier Item	GH8758	Supplier Unit	DZN
Norm Ord Qty	1.000	Min Ord Qty	1.000
Producer		Country of Origin	
Salesman		Sales Group	
Delivery Days			

Price	<p>Enter the purchase price for the Item offered by this Supplier. This figure is per Supplier Unit (see below), and should be in the Currency specified below.</p> <p>When you enter a Purchase Order or Goods Receipt, the correct price for each Item for the Supplier in question will be brought in automatically from the appropriate Purchase Item record. If the Purchase Item is a Default Purchase Item, this price will also be used in Purchase Orders created by the functions that create Purchase Orders in batches.</p> <p>When you receive Items into stock (i.e. when you approve and save Goods Receipts), you can have the Cost Prices in the relevant Item records updated automatically. This automatic updating is not extended to Purchase Items. To update the Price of Purchase Items in a single step, use the 'Update Purchase Items' Maintenance function in the Purchase Orders module. This is described below on page 109.</p>
Purchase Cost	<p>The extra cost associated with a purchase transaction for this Item from this Supplier. Any value entered here will be transferred on a per unit basis to the Customs fields on flip C of each Goods Receipt row. The whole figure will be copied to the Customs field in the Goods Receipt footer. This figure should be in your home Currency.</p>
Currency	<p>Paste Special Currency register</p> <p>Default taken from Supplier (Purch. Currency)</p> <p>If the Price (above) is recorded in a Currency other than your home Currency, record that Currency here.</p> <p>You can use the 'Update Purchase Items' Maintenance function to update the Price from the Cost Price of the equivalent Item. The Cost Price in the Item register is always in your home Currency. If you have specified a Currency here, the updating process will include a Currency conversion calculation using the appropriate Exchange Rate. This function is described below on page 109.</p>

Unit Conv., Supplier Unit**Paste Special**

Units setting, Sales Ledger

You should use these fields when an Item is purchased in a different Unit to that in which it is sold.

Enter the purchasing Unit in the Supplier Unit field, using 'Paste Special' if necessary. Then, use the Unit Conversion field to show the relationship between the Supplier Unit and the sales Unit (shown on the 'Pricing' card of the Item record). The Price (above) will refer to the Supplier Unit.

For example, your firm sells the Item in single units, but the Supplier sells in boxes of 12. In this case, the Unit on the 'Pricing' card of the Item record will be "Item", the Supplier Unit will be "Dozen", and the Unit Conversion will be "12". The Price (above) will be for one dozen.

If you subsequently need to order 240 of the Item, enter "240" as the Quantity on the Purchase Order. The Purchase Order's Sup. Qty field (on flip B of the 'Items' card) will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion). This figure is shown as the Quantity on the Purchase Order document.

The Units setting in the Sales Ledger module allows you to record various translations of the name of the Supplier Unit. This text will appear, in translation if necessary, on printed Purchase Orders.

Leave these fields empty if the purchasing and sales Units are the same. In this case, the Price will be per sales Unit.

Supplier Item**Used as default in**

Purchase Orders

The code allocated to the Item by this Supplier. This will be shown as the main Item Code on the Purchase Order document.

Norm Ord. Qty, Min Order Qty

These fields control the calculation of suggested Purchase Order quantities in the Purchase Suggestion and Reordering Requirements reports (and, optionally, in the Deficiency List), and in stocking Purchase Orders

created by the 'Create Purchase Orders' Operations menu function in the 'Purchase Orders: Browse' window.

These reports and Operations menu function will suggest a Purchase Order Quantity when there is a deficiency in the stock level of an Item. There will be a deficiency if the stock balance of the Item after all outstanding Sales, Purchase and Production Orders have been fulfilled is below its Minimum Stock Level (specified in the Minimum Stock Levels setting in the Stock module, or on the 'Stock' card of the Item record). If there is a deficiency, the suggested order quantity in the report or the next Purchase Order will be the deficiency itself or the Normal Order Quantity, whichever is the greater. If the deficiency is less than the Minimum Order Quantity, nothing will be ordered.

The Normal Order Quantity is therefore the minimum order quantity that the Supplier will accept, while the Minimum Order Quantity is the minimum deficiency that there must be before the Item can be reordered. If you leave both these fields blank, the suggested order quantity will be the deficiency (i.e. a quantity sufficient to bring the stock balance of the Item up to its Minimum Stock Level).

If the Normal Order Quantity is greater than the Minimum Order Quantity, then the Minimum Order Quantity will be treated as being zero.

If you want the suggested order quantity always to be a multiple of the Normal Order Quantity, switch on the Suggest Full Multiples of Normal Ordering Quantity option in the Purchase Order Settings setting.

When you create back-to-back Purchase Orders using the 'Create Purchase Orders' Maintenance function in the Sales Orders module, the Minimum Order Quantity will be the minimum order quantity that the Supplier will accept. This will also be the case when you use the 'Create Planned Records' Maintenance function, also in the Sales Orders module.

These figures should be quantities expressed using your sales Unit, not the Supplier Unit.

Producer	Paste Special	Suppliers in Contact register
		Enter the code of a Producer or manufacturer, if required.
Country of Origin	Paste Special	Countries setting, System module
		The country of origin.
Salesman	Paste Special	Person register, System module
	Default taken from	Current User
		Enter the initials of the Person responsible for this Purchase Item.
		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 is brought in from the Person record after you have entered a Salesman. If you are using the Limited Access module, you can use this field to prevent a user from seeing every Purchase Item in the 'Purchase Items: Browse' and Purchase Item 'Paste Special' windows by restricting their view to their own Purchase Items or to those of their Sales Group.
		Please refer to the section describing the Person register in the 'System Module' manual for full details of the Limited Access module.
Delivery Days		Record here the typical lead time it takes to receive this Item from the Supplier. If the Purchase Item is a Default Purchase Item, this lead time will be used by the 'Create Planned Records' Maintenance function in the Sales Orders module. This function creates Purchase Orders whose dates are calculated using the Planned Delivery Date of Sales Orders and this lead time. This ensures Purchase Orders for Items on Sales Orders are raised as late as possible, so that the goods arrive just before they are scheduled for delivery to the Customer.

Texts Card

The screenshot shows a software window titled "Purchase Item: Inspect". At the top, there are navigation buttons: a left arrow, a right arrow, "New", "Duplicate", "Cancel", and "Save". Below these are input fields for "Item" (10101), "Desc." (Transistor radio), "Supplier" (504), and "Name" (Estonian Export). There is a "Default" checkbox which is checked. Below the input fields are two tabs: "Price" and "Texts". The "Texts" tab is active, showing a table with 8 rows. The first row is labeled "Text" in the header. The subsequent rows are numbered 1 through 8 in the first column, and the rest of the rows are empty text input fields. A vertical scrollbar is on the right side of the table.

	Text
1	
2	
3	
4	
5	
6	
7	
8	

Text

Room for additional text about the Item. This will be shown on Purchase Orders for this Item.

The Purchase Order Register

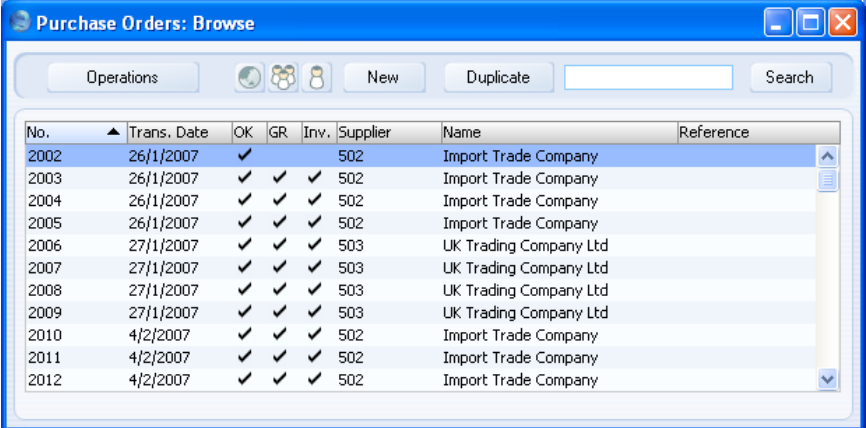
The Purchase Order register contains records for each Purchase Order issued.

Before you start entering Purchase Orders, make sure you have defined your sequence of Purchase Order Numbers using the Number Series - Purchase Orders setting.

Entering a Purchase Order

To open the Purchase Order register, first ensure you are in the Purchase Orders module, then click the [Purchase Orders] button in the Master Control panel.

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



The screenshot shows a window titled "Purchase Orders: Browse" with a menu bar containing "Operations", "New", and "Duplicate". Below the menu bar is a search field. The main area contains a table with the following data:

No.	Trans. Date	OK	GR	Inv.	Supplier	Name	Reference
2002	26/1/2007	✓			502	Import Trade Company	
2003	26/1/2007	✓	✓	✓	502	Import Trade Company	
2004	26/1/2007	✓	✓	✓	502	Import Trade Company	
2005	26/1/2007	✓	✓	✓	502	Import Trade Company	
2006	27/1/2007	✓	✓	✓	503	UK Trading Company Ltd	
2007	27/1/2007	✓	✓	✓	503	UK Trading Company Ltd	
2008	27/1/2007	✓	✓	✓	503	UK Trading Company Ltd	
2009	27/1/2007	✓	✓	✓	503	UK Trading Company Ltd	
2010	4/2/2007	✓	✓	✓	502	Import Trade Company	
2011	4/2/2007	✓	✓	✓	502	Import Trade Company	
2012	4/2/2007	✓	✓	✓	502	Import Trade Company	

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

Also shown are indications that the Purchase Order has been approved, that the ordered goods have been received and approved in their entirety (in the 'GR' or 'Goods Received' column) and that a Purchase Invoice has been received and approved (in the 'Inv' column), and the Supplier number and name.

The functions on the Operations menu are described below on page 60.

HansaWorld Enterprise provides several shortcuts to simplify your work with entering Purchase Orders. You can for example use the 'Paste Special'

function (Ctrl-Enter or ⌘-Enter) to bring a date into a date field or to enter Item Numbers, Customer Numbers, Payment Terms etc.

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

The 'Purchase Order: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Purchase Order.

Purchase Order: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No. 2067 Name UK Trading Company Ltd
 Supplier 503 Signers
☐ Closed ☐ Price Incl VAT

Tabbed Interface: Date | Items | Currency | Terms | Other | Ord. Address | Del. Address | Extra Costs

Trans. Date 20/7/2007 Plan. Del. Pur. Ref.
 Pay. Terms 30 P/Order Class Attn.
 Our Ref. Objects

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

☐ OK Pallets
 Currency GBP Freight 0 Customs 0 Subtotal 460.00
 Ext. Tax VAT 80.50 TOTAL 540.50

!

You are not bound by the values suggested by HansaWorld Enterprise as defaults. For most fields you can change the pre-set values into something that suits you better. Changes made here are valid only for this particular Purchase Order.

Since the amount of information stored about each Purchase Order will not fit on a single screen, the Purchase Order window has been divided into eight cards. At the top of each is the header. This contains the Purchase Order Number, the Supplier Number and Name. There are eight 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 Supplier whose Purchase Order you are working with.

Header

No.

Paste Special

Select from another Number Series

The unique identifying number of the Purchase Order. The default is the first unused number from the first valid number sequence in the Number Series - Purchase Orders setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Purchase Order Number is assigned when you first save the Purchase Order.

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 is entered after you have entered the Supplier Number.

Signers**Paste Special**

Person register, System module

Enter the initials of the person who approved the Purchase Order. You can enter the initials of more than one Person, separated by commas.

Closed

Check this box when all deliveries and Purchase Invoices for this Purchase Order have been received. Any remaining quantities that have not been received will be cancelled and will no longer appear in reports as being outstanding.

If you mark a Purchase Order as Closed, you will not be able to create Goods Receipts from it. However, you will still be able to create Purchase Invoices for earlier Goods Receipts.

You cannot re-open a Closed Purchase Order.

Price Incl. VAT

Check this box if the prices entered for the goods ordered include VAT.

Date Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
Trans. Date	20/7/2007		Plan. Del.		Pur. Ref.		
Pay. Terms	30		P/Order Class		Attn.		
Our Ref					Objects		

Trans. Date**Paste Special**

Choose date

The date the Purchase Order is to be issued. The default is the current date.

Plan. Del.**Paste Special**

Choose date

Specify here the date on which you need 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 Order rows (on flip D).

If you are using the Force Planned Delivery Date option in the Planned Delivery setting in the Sales Orders module, you must enter a Planned Delivery Date either

here or in each Order row before you can save the Purchase Order.

Pur. Ref. Use this field if you need to identify the Purchase Order by any means other than the Purchase Order Number. The Reference is shown in the 'Purchase Orders: Browse' window, allowing you to search for a Purchase Order with a particular Reference.

Pay. Terms **Paste Special** Payment Terms setting, Sales/Purchase Ledger

Default taken from Contact (Purch. Pay. Terms)

Payment Terms entered here will be transferred to any Purchase Invoices raised from the Order. 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.

P/Order Class **Paste Special** Purchase Order Classes setting, Purchase Orders module

Enter the Purchase Order Class for the Order (if any). Purchase Order Classes permit the analysis of Orders for reporting or prioritising.

You must enter a Purchase Order Class if you are using the Require Purchase Order Class option in the Purchase Order Settings setting.

Attn. **Default taken from** 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 by means other than the Purchase Order Number. A default will be taken from the Our Ref field on the 'Serial Nos' card of the Person record of the current user. References entered will appear on any printed Purchase Orders.

Objects	Paste Special	Object register, Nominal Ledger/System module
	Default taken from	Contact (Purch. Objects)




You can assign up to 20 Objects, separated by commas, to an Order 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 analysis that can be used in Nominal Ledger reports.

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

Similarly, in any Nominal Ledger Transactions generated from Goods Receipts raised from this Order, any Objects specified here will be assigned to the credit posting to the Purchase Accruals Account. If you are using the Supplier Object on Stock A/C option on the 'Creditors' card of the Account Usage P/L setting, they will be assigned to the debit posting to the Stock Account as well.

Items Card

Purchase Order: Inspect

Operations    New Duplicate Cancel Save

No. 2067 Name UK Trading Company Ltd
 Supplier 503 Signers
☐ Closed ☐ Price Incl VAT

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs	
1	Item	Qty	Unit	Description	Unit Price	%	Sum	V-Cd
2	10101	20	PCS	Transistor radio	23.00		460.00	1
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

☐ OK ☐ Pallets
 Freight 0 Customs 0 Subtotal 460.00
 Ext. Tax VAT 80.50 TOTAL 540.50

Use the grid on the 'Items' card to list the Items that you want to order. This grid is divided into five horizontal flips. When you click on a flip tab (marked A-E), the two or three right-hand columns of the grid are replaced.



Before adding any rows to a Purchase Order, 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 register will be converted. However, if you change the conversion rate after you have added rows to the Purchase Order, their prices will not be converted.

To add rows to a Purchase Order, 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 cannot remove or insert rows after you have created at least one Goods Receipt from the Purchase Order.

You can also bring Items into a Purchase Order 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 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 or Bar Code for each Item ordered. If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order, 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 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 Item is in fact sold by the Supplier, 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 does not have a related Purchase Item in the name of the Supplier of the Purchase Order. 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 ordered. 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 and in the field immediately to the right). This may not be the Unit used by the Supplier. For example, your firm might sell an Item in single units, but</p>	

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).

Unit

The Unit of the Item will be brought in from the Item register when you enter the Item Number. It cannot be changed.

Description

If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order, the Description 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 rows as necessary.

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

Unit Price

If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order, 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, this figure will be in the Currency concerned (i.e. having undergone currency conversion).

%

A discount percentage.

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 in the Currency Round Off setting in the System module.

V-Cd **Paste Special** VAT Codes setting, Nominal Ledger

When you create a Purchase Invoice from this Order, the VAT Code entered here will determine the rate at which VAT will be charged on this Item and the Input VAT Account to be debited. A default is offered, taken from the Purch. VAT Code field in the Contact record for the Supplier. If that field is empty, the default is taken from the Item, the Item Group or from the 'VAT' card of the Account Usage P/L setting. 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

Purch. 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 raise a Purchase Invoice from this Order, if you are using the Transfer Each Row Separately option

in the Purchase Invoice Settings setting, this Account will be copied to the Cost Account field in the corresponding Purchase Invoice row. It will then be debited in the resulting Nominal Ledger Transaction.

If you are using the Transfer Account to Goods Receipt option in the Purchase Order Settings setting, this Account will be copied to the Purchase Accruals Account field in the appropriate row of any Goods Receipt created from this Purchase Order. It will then be debited in the Nominal Ledger Transaction resulting from that Goods Receipt.

Objects

Paste Special Object register, Nominal Ledger/System module

Default taken from Item

Used as default in Goods Receipt row

You can assign up to 20 Objects, separated by commas, to this 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 the Purchase Invoice when it is created from this Order. 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 Order (shown on the 'Date' card).

These Objects will also be copied to the Objects field in the appropriate row of any Goods Receipt created from this Purchase Order (flip E). They will then be assigned to both the debit and credit postings in the Nominal Ledger Transaction resulting from that Goods Receipt.

Sup. Item

Paste Special Purchase Item register, Purchase Orders module

The code allocated to the Item by this Supplier.

If you have registered the Item as a Purchase Item and if the Supplier of the Purchase Order is the same as the Supplier entered for the Purchase Item, then the Supplier's code will be brought in from the Purchase Item record when you enter an Item Number on flip A.

If you choose an Item using 'Paste Special' from this field, all relevant information will be brought in to the Purchase Order 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 this to be printed as the main Item Code in the Purchase Order 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 as well, include the "Item Code" field.

Sup. Unit

The Unit used by the Supplier for shipping and pricing the Item. This information will be taken from the Purchase Item record and cannot be changed.

Sup. Qty

This shows the number of Items the Supplier needs to despatch to fulfil your Purchase Order and is dependent on the Unit Conversion field in the Purchase Item record. 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 document, include the "Quantity" field in your Form design. If you want to print the Quantity from flip A in the document as well, include 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

Recv. 1, Recv. 2 The quantity received for each Purchase Order row will be updated automatically when you create Goods Receipts using the 'Create Goods Receipt' function on the Operations menu (you will need to close the Order and re-open it to see the updated figure). The Recv. 1 quantity includes both approved and unapproved Goods Receipts, while the Recv. 2 field only shows approved Goods Receipts. This feature makes it easy to follow up on part shipments.

If you are using the Automatic receiving of Service and Plain Items option in the Stock Settings setting in the Stock module, these fields will be changed to show the Order Quantity when the Purchase Order is saved, if the Item is a Plain or Service Item. This means that you can create Purchase Invoices for such Items immediately without the need for a Goods Receipt, and that these Items will not appear on any Goods Receipts. It also means that you cannot reduce the Order Quantity for such Items once you have saved the Purchase Order.

Invoiced

The quantity invoiced for each Order row will be updated automatically when you raise Invoices using the 'Create Purchase Invoice' function on the Operations menu (you will need to close the Order and re-open it to see this). The quantity usually includes both approved and unapproved Invoices. You cannot raise an Invoice until you have created and approved at least one Goods Receipt (unless you are using the Invoice Before Goods Receipt option on the 'Terms' card). In the case of partial Goods Receipts, Invoices can only be raised for the quantity received.

Note: The quantity shown in this field will not include unapproved Invoices if you are using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting in the Purchase Ledger. In this case, take care if you need to return to the Purchase Order to create a second Invoice before the first one has been approved.

If you invalidate a Purchase Invoice related to the Purchase Order, the Invoiced Quantity in the relevant Order rows will be updated automatically, providing you

are not using the Consolidate Items to Supplier Cost Account option.

If you credit a Purchase Invoice related to the Purchase Order, the Credit Notes Update Invoiced Quantity option in the Purchase Order Settings setting will control whether the Invoiced Quantity will be updated automatically.

If you are using this option (and providing you are not using the Consolidate Items to Supplier Cost Account option), the Invoiced Quantity figure will be updated automatically if you create the Credit Note by duplicating the original Invoice or using the 'Create Credit Note' Operations menu function from the original Invoice or from the Returned Goods to Supplier screen. If you duplicate the original Invoice, the Invoiced Quantity figure will only be updated if you enter the appropriate Payment Term and the number of the Invoice to be credited before you save the Credit Note for the first time. If you save the duplicate before changing the Payment Term, the Invoiced Quantity will not be updated correctly, but you will be able to correct it using the 'Recalculate Purchase Orders' Maintenance function (described below on page 106). Similarly, if you are not using the Credit Notes Update Invoiced Quantity option, you can use the 'Recalculate Purchase Orders' function to update the Invoiced Quantity.

If you create the Credit Note by entering a new record to the Purchase Invoice register, the Invoiced Quantity figure in the originating Purchase Order will not be updated, irrespective of whether you are using the Credit Notes Update Invoiced Quantity option, and it will not be updated by the 'Recalculate Purchase Orders' function.

If you are using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting, the Invoiced Quantity figure in the originating Purchase Order will not be updated correctly from Credit Notes, irrespective of whether you are using the Credit Notes Update Invoiced Quantity option, and it will not be updated by the 'Recalculate Purchase Orders' function.

Pallet No.	This field will display the number of pallets you will receive, if the Item is one that will be supplied on a pallet and you have specified on the 'Warehouse' card of the Item record the quantity contained on a single pallet. This figure will be updated automatically each time you change the Quantity or the Sup. Qty on flip B, and it will contribute to the total number of pallets shown in the Purchase Order footer. This feature will be most useful if you are using the Warehouse Management module: please refer to your local HansaWorld Enterprise representative for full details.	
Project	If you are using the Job Costing module and you need to connect a single Purchase Order row to a Project, enter its Project Number here. If you need to connect the whole Purchase Order to a Project, use the Project field on the 'Terms' card.	
WS No.	You can generate Purchase Orders for spare parts from the Service Orders module using the 'Create Purchase Order' function on the Operations menu of the Work Order screen. Such Purchase Orders could feature several Items when there is more than one Work Sheet related to the Work Order from which they were generated. This field will carry a record of the Work Sheet to which each row is related. Please refer to the 'Service Orders' manual for full details of this feature.	
<i>Flip D</i>		
Plan. Del.	Paste Special	Choose date
	Specify here the date on which you need to receive this Item into stock, if this is different to the Planned Delivery Date on the 'Date' 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).	
	If you are using the Force Planned Delivery Date option in the Planned Delivery setting in the Sales Orders module, you must enter a Planned Delivery Date either here or on the 'Date' card before you can save the Order.	
Comment	Record any further details about the Item here.	

Flip E

Fr. Cost

An optional Freight Cost (per unit) for the Purchase Order row. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). You can enter a value in a particular row, or you can enter the Freight amount for the whole Purchase Order in the Freight field in the footer. When you move to the next field, the total Freight amount will be distributed to the different Item rows according to the cost value of each row. In order for the distribution to be accurate, enter the Freight figure after you have made sure the Item and Quantity information in each row is complete.

When you raise a Goods Receipt from the Purchase Order, the value will be copied to the Freight field on flip H of the corresponding Goods Receipt row, with the total Freight value in the Purchase Order footer being copied to the Goods Receipt footer. If the Freight value in the Purchase Order footer and the Fr. Cost fields on each row are all empty, the Purchase Cost on the 'Other' card will be used as the Freight value in the Goods Receipt (distributed proportionally to the different rows).

Customs

This field works in the same manner as the Freight fields, using the Customs field in the footer area. It refers to any customs charges attached to the Purchase Order.

This value will default to the Purchase Cost from the relevant Purchase Item (multiplied by the quantity).

You can enter either an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), or a percentage followed by the % character. The percentage will be applied to the Unit Price of the Item in the home Currency.

Costs 1-5

Use these fields to record any additional costs (per unit) for the Item. They will be shown added to the Unit Price in the Cost Price column on flip A. Enter an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

You can also enter total additional cost figures for the whole Purchase Order on the 'Extra Costs' card: the total

amount will then be distributed to the various Item rows according to the cost value of each row.

When you raise a Goods Receipt from the Purchase Order, the values in these fields will be copied to the equivalent fields in the corresponding Goods Receipt row (flip H), with the total figures being copied to the 'Extra Costs' card of the Goods Receipt.

If you want to give a name to each of the Extra Cost fields, use the User Defined Field Labels - Extra Costs setting in the Stock module.

Footer

Currency	GBP	Freight	0	Customs	0	Subtotal	460.00
<input type="checkbox"/> OK	Pallets	Ext. Tax		VAT	80.50	TOTAL	540.50

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

OK

You can approve the Purchase Order by clicking this check box. Once you have done this and have saved the Purchase Order, it will no longer be modifiable. If you do need to change an approved Purchase Order, first remove the check from the OK box and save.

Usually, you do not have to approve a Purchase Order to receive goods against it, or for its Items to be included in the Purchase Order total displayed by the 'Item Status' function. Nevertheless, once you have finalised a Purchase Order, you should approve it for the following reasons—

The functions that create Purchase Orders automatically will sometimes add Items to existing unapproved Purchase Orders instead of creating new ones.

If you need to include several Purchase Orders on one Goods Receipt (using the fields on flip I of the Goods Receipt), you must approve the Purchase Orders in question first.

You can use Access Groups to control who can approve Purchase Orders, who can unapprove

Purchase Orders, who if anyone can create Goods Receipts from unapproved Purchase Orders and who if anyone can issue Prepayments against unapproved Purchase Orders. To do this, control access to the 'OKing Purchase Orders', 'UnOK Purchase Orders', 'Disallow Goods Receipt from not OKed Purchase Order' and 'Disallow Prepayment for not OKed Purchase Order' Actions respectively. Denying access to the 'Goods Receipt from Purchase Order' Action will prevent the creation of Goods Receipts from both approved and unapproved Purchase Orders. Access Groups are described in the 'System Module' manual. You can also prevent all users from creating Goods Receipts from unapproved Purchase Orders and from unapproving Purchase Orders using the Not possible to UnOK PO and PO has to be OKed to Receive Goods option in the Purchase Order Settings setting.

You can prevent the printing of Purchase Orders that have not yet been approved. Taken together with the previous point, this helps prevent the fraudulent creation and printing of unauthorised Purchase Orders. Please refer to the 'Printing Purchase Orders' section below on page 58 for details.

References in this manual to approved Purchase Orders are to those whose OK check box has been switched on.

Currency

Paste Special

Currency register, System module

Default taken from

Contact (Purch. Currency) or Default Base Currency

The Currency of the Purchase Order: the exchange rate is shown on the 'Currency' card where you can modify it only for this particular Purchase Order 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 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, the prices of those Items will be converted automatically and immediately using the appropriate Exchange Rate for the date of the Purchase Order.

Pallets

This field will display the total number of pallets you will receive on the shipment fulfilling the Purchase Order, if it contains Items that will be supplied on pallets and you have specified on the 'Warehouse' card of the Item records the quantity of each Item contained on a single pallet. This figure will be updated automatically each time you change the Quantity or the Sup. Qty of an Order Item on flip B. This feature will be most useful if you are using the Warehouse Management module: please refer to your local HansaWorld Enterprise representative for full details.

Freight

Please refer to the description of the Fr. Cost field on flip E above on page 58 for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

Freight will not be included in the Purchase Order total, because it is possible that it will not be paid to the Supplier quoted in the Purchase Order but instead to a separate company, and therefore it should not be printed on the Purchase Order document. It is also likely that you will only be able to estimate the Freight cost when you create the Purchase Order. When you raise a Goods Receipt from the Purchase Order, this value will be copied to the Freight field in the footer of the Goods Receipt. If this field is blank, the Purchase Cost on the 'Other' card will be copied to Goods Receipt (reduced proportionally in the case of partial Goods Receipts). Freight will be included in the Goods Receipt total. You will be able to change the figure in the Goods Receipt. If there is a difference in Freight value between the Goods Receipt and the final Purchase Invoice, the difference can be posted to a Variance Account. Please refer to the 'Price Variances' section in the 'Stock Module' manual for details.

Ext. Tax

When you define VAT Codes using the setting in the Nominal Ledger, you can specify that an additional tax, such as an environmental tax, is to be levied. If the VAT Code of any of the rows of the Purchase Order is one where you have defined such an additional tax, the amount of that tax will be shown in this field, in the Currency of the Purchase Order. That amount will be recalculated as you add Items to the Purchase Order. When you create and approve a Purchase Invoice from the Purchase Order, this Extra Tax will be debited to the Tax Account specified for the appropriate VAT Code. If you have specified a Tax Min. (minimum Extra Tax amount) for a VAT Code, and the Extra Tax in a Purchase Order is less than this minimum amount, this field will be blank.

Customs

Please refer to the description of the Customs field on flip E above on page 44 for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module) and by default is the sum of the Purchase Costs from the 'Price' card of the relevant Purchase Items (multiplied by the quantity).

Customs costs will not be included in the Purchase Order total, because it is possible that they will not be paid to the Supplier quoted in the Purchase Order but instead to a government department, and therefore it should not be printed on the Purchase Order document. It is also likely that you will only be able to estimate the Customs costs when you create the Purchase Order. When you raise a Goods Receipt from the Purchase Order, this value will be copied to the Customs field in the footer of the Goods Receipt (reduced proportionally in the case of partial Goods Receipts). It will be included in the Goods Receipt total. You will be able to change the figure in the Goods Receipt. If there is a difference in Customs costs between the Goods Receipt and the final Purchase Invoice, the difference can be posted to a Variance Account. Please refer to the 'Price Variances' section in the 'Stock Module' manual for details.

VAT

The VAT total for the Purchase Order.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off

setting in the System module). If the Purchase Order does not have a Currency, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module).

VAT is calculated after the Sum of each row has been rounded up or down according to rounding rules set in the Currency Round Off setting.

Subtotal

The total for the Purchase Order, excluding VAT.

TOTAL

The total for the Purchase Order, including VAT.

This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If the Purchase Order does not have a Currency, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module).

Currency Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
		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 (Purch. Currency) or Default Base Currency

The Currency of the Purchase Order (also shown in the footer of the 'Items' card) is shown together with the exchange rate, which you can modify for this particular Purchase Order 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 after adding Items to the Purchase Order, the prices of those Items will be converted automatically and immediately using the appropriate exchange rate for the date of the Purchase

Order. However, if you change the exchange rate, the prices of the Items already in the Purchase Order will not be updated.

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

The current exchange rates for the specified Currency will be entered to this card by HansaWorld Enterprise. If appropriate, change the exchange rate to that agreed with the Supplier for this Purchase Order. Ensure that it is correct and not blank before adding Items to the Purchase Order to ensure the correct currency conversion takes place.

The rates specified here will be copied to any Goods Receipts created from the Purchase Order if you are not using the Use Today's Rate on Goods Receipts option in the Purchase Order Settings setting. They will also be copied to any Purchase Invoices created from the Purchase Order if you are not using the Update Base Cur. when Invoicing and Update Foreign Cur. when Invoicing options in the Account Usage P/L setting in the Purchase Ledger. If you are using these options, the current rates will be used instead of the rates specified here.

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 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 latest record in the Base Currency Rates setting). 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.

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
		Currency JPY	Agreed Rate 122.15	:	1	Base Currency 1	
		Base Currency 1		:		Base Currency 2	
		Base Currency 2					

For further examples, please refer to the 'Currency' manual.

Terms Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
Del. Terms				VAT Zone			
Del. Mode				<input checked="" type="radio"/> Domestic			<input type="checkbox"/> Invoice Before Goods Receipt
Project				<input type="radio"/> Inside EU			
Factoring				<input type="radio"/> Inside EU (Post VAT)			
Order No.				<input type="radio"/> Outside EU			
				<input type="radio"/> Outside EU (Post VAT)			

Del. Terms

Paste Special

Delivery Terms setting,
Sales/Purchase Orders module

Default taken from

Contact (Purch. Del. Terms)

Specify the Delivery Terms that you wish to be used for this Order 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 specify an appropriate description in different Languages: the Language of the Purchase Order will therefore determine the translation to be printed on the Purchase Order.

Del. Mode	Paste Special	Delivery Modes setting, Sales Orders module
	Default taken from	Contact (Purch. Del. Mode)
	<p>Enter the mode of shipping for this order. For each Delivery Mode record you can specify an appropriate description in different Languages: the Language of the Purchase Order will therefore determine the translation to be printed on any documentation produced from the Order.</p> <p>You can also set up different versions of the Purchase Order document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.</p>	
Project		
	Paste Special	Project register, Job Costing module (if installed)
	<p>Use this field to attach this Purchase Order to a Project. You can only use it if the Job Costing module is installed. If you would like the Project Number to be printed in the Purchase Order document, include the "Project Number" field in your Form design.</p>	
Factoring	Paste Special	Suppliers in Contact register
	Default taken from	Contact (Purch. Invoice To)
	<p>If the payment for the Purchase Invoice resulting from this Purchase Order 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).</p>	

Order No.

If you raised the Purchase Order to satisfy one of your own Sales Orders, enter the Sales Order Number here. Where a Purchase Order has been created remotely from the Sales Orders module using the 'Create Purchase Orders' Maintenance or Operations menu function, the Sales Order Number will be brought in automatically.

VAT Zone

Default taken from Contact

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: you should make any necessary changes in the Contact register before entering Purchase Orders.

Invoice Before Goods Receipt

When you create a Purchase Invoice from a Purchase Order, usually only those Items that have been received will be included. This means that you must have created an approved Goods Receipt from the Purchase Order before you can create an Invoice. If you would like to create a Purchase Invoice from the Purchase Order (for the complete value of the Purchase Order) before creating a Goods Receipt, check this box.

This check box applies to this Purchase Order only. If you would like it to be switched on by default in all new Purchase Orders, check the Purchase Invoices Before Goods Receipt box in the Stock Settings setting in the Stock module.

Other Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
<div> <div>Language</div> <div>P/O Process</div> <div>PO Contract</div> <div>Work Order</div> <div>Purchase Cost</div> <div>Salesman FF</div> <div>Comment</div> </div> <div> <div>Sales Group</div> </div>							

Language	Paste Special	Languages setting, System module
	Default taken from	Contact
	<p>The Language Code determines the text to be transferred from various registers and settings, for example the text for Payment Terms, Delivery Terms and Delivery Mode, the selection of document forms etc. Leave the field blank to use the home Language.</p> <p>You can also use the Language to determine the Form that will be used when you print the Purchase Order, 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 document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Purchase Order, even if it has been approved, to ensure it is printed on the correct printer or fax machine.</p>	
P/O Process	Paste Special	Purchase Order Process register, Purchase Orders module
	<p>In the case of Purchase Order that has an associated Purchase Order Process, enter the Process Number here. Purchase Order Processes are described below on page 99.</p>	
PO Contract	<p>If the Purchase Order was created from a Purchase Order Contract, the Contract Number will appear here. This field cannot be changed. Purchase Order Contracts are described in the 'Purchase Ledger' manual.</p>	
Work Order	<p>You can generate Purchase Orders for spare parts from the Service Orders module using the 'Create Purchase Order' function on the Operations menu of the Work Order screen. Such Purchase Orders will carry a record of the Work Order from which they were generated in this field. Please refer to the 'Service Orders' manual for full details of this feature.</p>	
Purchase Cost	<p>Any value entered here will be transferred to Goods Receipts as a Freight charge, if the Freight field in the Purchase Order footer is empty. In the case of partial</p>	

Goods Receipts, the figure will be distributed proportionally.

When a Nominal Ledger Transaction is generated from the Goods Receipt, this Purchase Cost will be credited to the Freight Accrual Account specified on the 'Purchase Cost' card of the Account Usage Stock setting. It will also be included in any Purchase Invoice created using the 'Create Purchase Invoice' Operations menu function.

Salesman**Paste Special**

Person register, System module

Default taken from

Current User

Enter the initials of the Person responsible for this Purchase Order.

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 is brought in from the Person record after you have entered a Salesman. If you are using the Limited Access module, you can use this field to prevent a user from seeing every Purchase Order in the 'Purchase Orders: Browse' window by restricting their view to their own Purchase Orders or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' manual for full details of the Limited Access module.

Comment

Record here any comment about the Purchase Order.

Ord. Address Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
Ordering-	Merryseal House						
address	Norbury Road						
	London						
	SE3 4ER						

Ordering Address Default taken from Contact (Invoice Address)

The Supplier's address to which the Purchase Order is to be sent.

Del. Address Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
<div> <div>Location</div> <div>1</div> </div>							
<div> <div>Delivery</div> <div>Location 1</div> </div>							
<div> <div>address</div> <div>2 Peace Lane</div> </div>							
<div> <div></div> <div>Maryport</div> </div>							
<div> <div></div> <div>Cumbria</div> </div>							
<div> <div></div> <div>CA15 1BL</div> </div>							

Location**Paste Special**

Locations setting, Stock module

The stock Location to which you want the delivery to be made. This will be used as a default in any Goods Receipts raised from this Purchase Order.

A default Location and associated address will be brought in from the 'Bonus' card of the user's Person record or from the Local Machine setting in the User Settings module. The Local Machine setting is specific to the client machine you are working on.

Delivery Address Default taken from Location

The address to which delivery is to be made, where this differs from your main address.

Extra Costs Card

Date	Items	Currency	Terms	Other	Ord. Address	Del. Address	Extra Costs
<div> <div>Port Charges</div> <div>0</div> </div>							
<div> <div>Extra Cost 3</div> <div>0</div> </div>							
<div> <div>Extra Cost 5</div> <div>0</div> </div>							
<div> <div>Internat'l Shipping</div> <div>0</div> </div>							
<div> <div>Extra Cost 4</div> <div>0</div> </div>							

Extra Cost 1-5

Use these fields to enter any total additional cost figures that may apply to the whole Purchase Order. The total amount will then be distributed to the Cost 1-5 fields on flip E of the 'Items' card according to the cost value of each row.

Extra Costs will not be included in the Purchase Order total, because it is possible that they will not be paid to the Supplier quoted in the Purchase Order but instead to a separate company, and therefore they should not be printed on the Purchase Order document. It is also likely that you will only be able to estimate the Extra Costs when you create the Purchase Order. When you create a Goods Receipt from the Purchase Order, these figures will be copied to the 'Extra Costs' card of the Goods Receipt, and they will be included in the Goods Receipt total. You will be able to change the figures in the Goods Receipt. If there is a difference in Extra Cost value between the Goods Receipt and the final Purchase Invoice, the difference can be posted to a Variance Account. Please refer to the 'Price Variances' section in the 'Stock Module' manual for details.

If you want to give a name to each of the Extra Cost Accounts, use the User Defined Field Labels - Extra Costs setting in the Stock module. This has been done in the illustration above.

Inspecting and Changing Purchase Orders

You can change a Purchase Order at any time, as long as it has not been approved (i.e. as long as the OK check box has not been switched on). To do so, ensure you are in the Purchase Orders module and click the [Purchase Orders] button in the Master Control panel. The 'Purchase Orders: Browse' window is opened, listing all Purchase Orders. Double-click on the Purchase Order you want to inspect or change. The window 'Purchase Order: Inspect' will appear. This is identical to the 'Purchase Order: New' window described above.

If you have created Goods Receipts or Purchase Invoices from the Purchase Order, some changes may not be permitted. For example, you cannot change a Quantity to a number lower than has already been received into stock. You can add new rows at any time, but you cannot insert or remove rows after you have created at least one Goods Receipt from the Purchase Order, even if no Goods Receipt has been made from the row in question.

Printing Purchase Orders

There are two ways to print a Purchase Order.

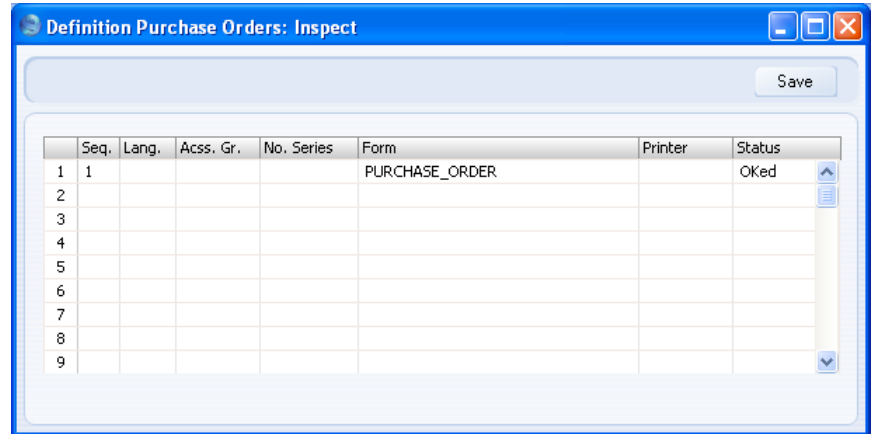
1. While entering or inspecting a Purchase Order, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. In the Purchase Orders module click the [Documents] button in the Master Control panel or use the Ctrl-D (Windows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

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

1. Using the Form register in the System module, design the purchase order and name it "PURCHASE_ORDER". Use the 'Properties' function on the Operations menu to assign a Document Type of "Purchase Order". A sample Purchase Order Form is supplied with HansaWorld Enterprise: you can modify this to suit your requirements. Full instructions for using the Form register can be found in the 'System Module' manual. You might want to design different Forms for use with different Languages or Delivery Modes.
2. Select the Purchase Orders module using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.
3. Click [Documents] in the Master Control panel or use the Ctrl-D/⌘-D key combination. The 'Documents' list window is opened: highlight 'Purchase Orders'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "PURCHASE_ORDER" in the Form field of 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 or Delivery Modes 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 or Delivery Mode. You can use 'Paste Special' to open a list of Languages from which you can choose the correct one.

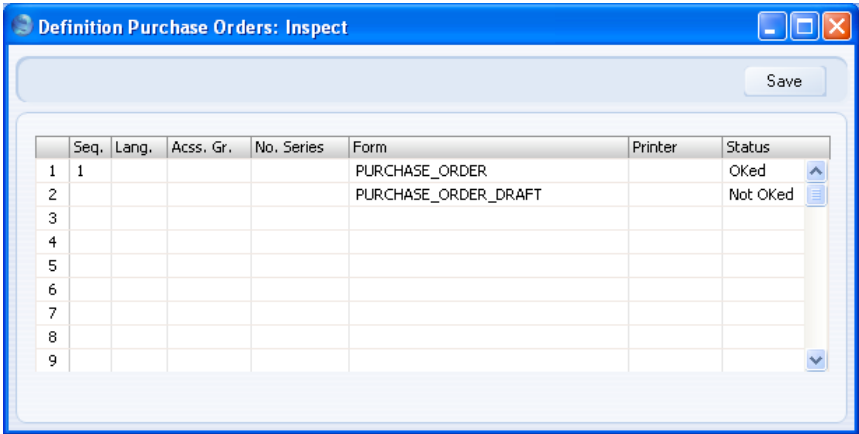
You can also use Languages or Delivery Modes to specify the printer that will be used to print Purchase Orders. This can include sending a Purchase Order to a fax machine, if your hardware can support this feature. To do this, enter separate rows in the 'Define Document' window for printing and faxing,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

If you only want to be able to print Purchase Orders that have been approved, enter 'OKed' in the Status column in every row in the 'Define Document' window. This will prevent the printing of Purchase Orders that have not yet been approved. If you have also used Access Groups to control who can approve Purchase Orders, this feature helps prevent the fraudulent creation and printing of unauthorised Purchase Orders.



Seq.	Lang.	Acss. Gr.	No. Series	Form	Printer	Status
1	1			PURCHASE_ORDER		OKed
2						
3						
4						
5						
6						
7						
8						
9						

You can also use this feature to use a different Form when printing unapproved Purchase Orders, as shown below —



- 7. Click [Save] to save the Purchase Order Form definition. From now on, the Purchase Order 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 or Delivery Mode of the Purchase Order.

Operations Menu



The Operations menus for Purchase Orders are shown above. On the left is that for the 'Purchase Orders: Browse' window: highlight one or more Purchase Orders (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Purchase Order: New' and 'Purchase Order: Inspect' windows.

OK

This command is available on the Operations menu only from the 'Purchase Orders: Browse' window. It allows you to approve a Purchase Order and is therefore the equivalent of checking the OK box in a Purchase Order record.

You can also select several records in the 'Purchase Orders: Browse' window (hold down the Shift key to select a range of Purchase Orders in the list) and approve them all at once. Remember that once this action has been carried out you will no longer be able to modify those Purchase Orders.

Close

This command is available on the Operations menu only from the 'Purchase Orders: Browse' window. It is the equivalent of checking both the Closed and the OK boxes in a Purchase Order record. You can also select several records in the 'Purchase Orders: Browse' window (hold down the Shift key to select a range of Purchase Orders in the list) and close them all at once. Remember that once this action has been carried out you will no longer be able to modify those Purchase Orders.

You should close a Purchase Order when all deliveries have been received, and the Purchase Invoice has been processed. Any remaining quantities that have not been received will be cancelled.

Create Purchase Orders

This function is one of several methods you can use to create Purchase Orders in batches. Please refer to the 'Automatic Generation of Purchase Orders' section below on page 76 for a full description of how to use this function.

Purchase Order Status

This function produces a report for the Purchase Order currently open in a record window or for the first Order highlighted in the 'Purchase Orders: Browse' window. This report contains full details of the selected Order, and lists all connected transactions (e.g. Goods Receipts, Returned Goods to Supplier records and Purchase Invoices).

Purchase Order Status
Radio Import/Export Ltd

HansaWorld, Print date: 20/7/2007 21:30
Purchase Order: 2067
Detailed

Purchase Order		Supplier	Object	Plan. Del.
No	Date			
2067	20/7/2007	503	UK Trading Company Ltd Merryseal House Norbury Road London	

	Qty	Received	Invoiced	Object
10101 Transistor radio	20	20	20	

Goods Receipt

No	Date	Order No	Supplier	Name	
6176		20/7/2007	503	UK Trading Company Ltd	1

	Qty	Unit Price	Cost Price	Sum	Serno.
10101 Transistor radio	20,000	23.00	23.00	460.00	

Return Goods

No	Date	Order No	Supplier	Name
----	------	----------	----------	------

Purchase Invoice

No	Date	Supplier	Name	Order No
960078	20/7/2007	503	UK Trading Company Ltd	2067

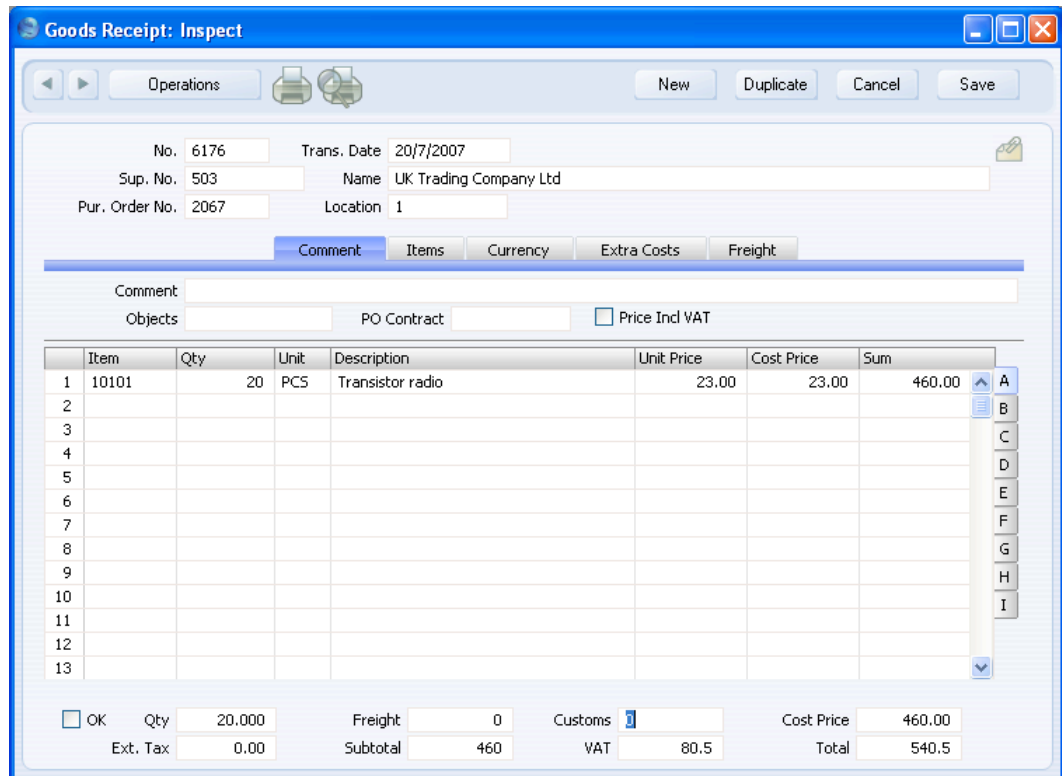
Qty	Amount	Account
-----	--------	---------

Create Goods Receipt

Use this function when you need to receive goods into stock against a Purchase Order. It is available on the Operations menu both in the browse window and in the record window for an individual Purchase Order. When you run this function from the browse window, highlight a single Purchase Order before selecting the function. When you run it from the record window, you must first save all changes to the Purchase Order (use the [Save] button).

When you select the function, a new record will be created in the Goods Receipt register (in the Stock module) and opened in a new window, entitled

'Goods Receipt: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.



Goods Receipt: Inspect

Operations [Printer] [Refresh] [New] [Duplicate] [Cancel] [Save]

No. 6176 Trans. Date 20/7/2007
 Sup. No. 503 Name UK Trading Company Ltd
 Pur. Order No. 2067 Location 1

Comment Items Currency Extra Costs Freight

Comment
 Objects PO Contract ☐ Price Incl VAT

Item	Qty	Unit	Description	Unit Price	Cost Price	Sum
1	10101	20	PCS	Transistor radio	23.00	23.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

☐ OK Qty 20.000 Freight 0 Customs 3 Cost Price 460.00
 Ext. Tax 0.00 Subtotal 460 VAT 80.5 Total 540.5

The Goods Receipt record takes its information from the Purchase Order, and usually assumes that all Items not yet received are on the current shipment. The exception is when you are using the Set Goods Receipt Quantity to Zero option in the Purchase Order Settings setting, in which case the default Quantity for all Items will be zero.

Plain Items on the Purchase Order will not appear on the Goods Receipt if you are using the Automatic receiving of Service and Plain Items option in the Stock Settings setting.

If the Purchase Order contains an Item that requires Serial Numbers at the Unit level (set on the 'Stock' card of the Item screen) with a Quantity greater than one, the Goods Receipt will contain the appropriate number of rows each with a Quantity of one. This allows you to enter Serial Numbers on flip B. You must enter Serial Numbers before you can approve the Goods Receipt, unless you are using the No Serial No. on Goods Receipts option in the Stock Settings setting. In the case of an Item requiring Serial Numbers at

the Batch level, the Goods Receipt will only contain a single row with the quantity copied from the Purchase Order. If in fact you receive more than one batch, use the 'Split Row' Operations menu function to divide the row into two, and then enter the appropriate quantities and Serial Numbers in both rows. The 'Split Row' function will ensure that both Goods Receipt rows remain connected to the originating Purchase Order row, so the Received Quantities in that row will be correct.

You can change the Quantity in any row in the Goods Receipt as appropriate but you will not be able to enter a quantity greater than that ordered (unless you are using the Do Not Allow Over Receiving option in the Stock Settings setting in the Stock module). You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key, but you will not be able to add or insert rows.

The Use Today's Rate on Goods Receipts check box in the Purchase Order Settings setting controls the Base and Exchange Rates on the 'Currency' card of the Goods Receipt. If you are not using this option, the rates will be copied from the Purchase Order. If you are using it, the latest Base and Exchange Rates will be used in the Goods Receipt. In the latter case, the prices in Currency in the Goods Receipt will not be changed. This means you will still be charged the agreed price, but the value of the Goods Receipt in the home Currency (and therefore in the Stock List and in the Nominal Ledger) will be different to that of the Purchase Order.

To print Stock Labels, use the 'Print Labels' function on the Operations menu. To print a Goods Receipt Note, click the Printer icon.

When you have checked and confirmed that the Goods Receipt is correct, click the OK check box and save. This signifies that the Goods Receipt has been approved. Stock levels will be updated and, if you have determined that Nominal Ledger Transactions are to be created (using the Sub Systems setting in the Nominal Ledger and the Number Series - Goods Receipts setting), these Transactions will now be created. You will no longer be able to modify the Goods Receipt. You will not be able to create a Purchase Invoice for the Items on the Goods Receipt until it has been approved. Please refer to the 'Cost Accounting' section of the 'Stock Module' manual for full details of the Nominal Ledger Transaction.

For a full description of the screen, including detailed information about shipments and stock, please refer to the 'Stock Module' manual.

To close the screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The Recv. 1 and Recv. 2 fields of the Purchase Order (visible on flip C) will be updated automatically (you will need to close the Order and re-open it to see this). For any Items on the

Goods Receipt that are Stocked Items, the stock balance for the stock Location specified for the Goods Receipt will be updated.

The Purchase Order and the Goods Receipt will remain connected to each other through the Attachments facility. This allows you to open the Order quickly and easily when reviewing the Goods Receipt, or to open the Goods Receipt from the Order. When viewing the Goods Receipt or Order, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

If the function does not create a Goods Receipt, the probable causes are—

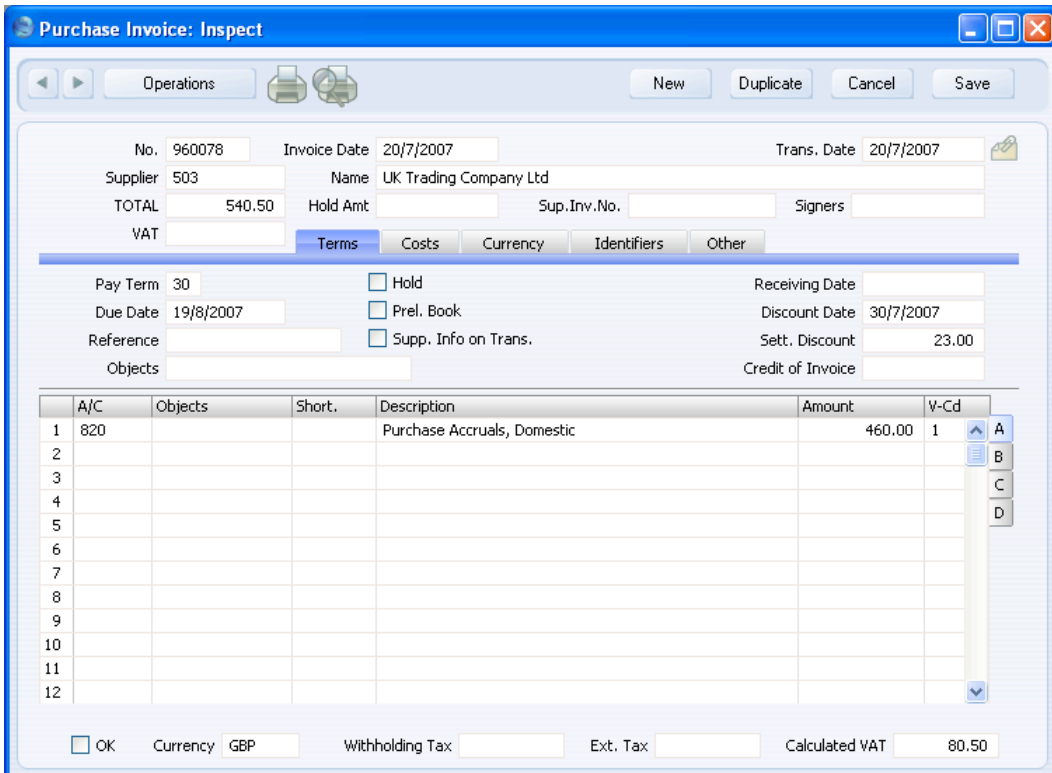
1. The Purchase Order has been marked as Closed.
2. All Items on the Purchase Order have already been received.
3. You have logged in as a user that is not permitted to create Goods Receipts from Purchase Orders. This is controlled using Access Groups. To do this, deny access to the 'Goods Receipt from Purchase Order' and/or 'Disallow Goods Receipt from not OKed Purchase Order' Actions as appropriate. Access Groups are described in the 'System Module' manual.
4. You are using the Not possible to UnOK PO and PO has to be OKed to Receive Goods option in the Purchase Order Settings setting, and you have not approved the Purchase Order.
5. There is no valid record in the Number Series - Goods Receipts setting (in the Stock module). This might be a fault in the setting itself, or it might be because the default Goods Rec Number on the 'Serial Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If you make a change to the 'Serial Nos' card of the Person record, you will need to quit HansaWorld Enterprise and restart for it to take effect.

If you need to include several Purchase Orders in a single Goods Receipt, do not use this function. Instead enter a new Goods Receipt directly to the Goods Receipt register and use the fields on flip I of the Goods Receipt. This is described in the 'Stock Module' manual. If you then receive a single Purchase Invoice covering all the Items on the Goods Receipt, you should enter that Invoice from the Operations menu of the Goods Receipt. If you receive separate Purchase Invoices for each Purchase Order, enter them from the Operations menu of each Purchase Order.

Create Purchase Invoice

To raise a Purchase Invoice from a Purchase Order, select 'Create Purchase Invoice' from the Operations menu. For the function to have any effect, you must first save all changes to the Purchase Order (use the [Save] button). In some cases (described later in this section), the Contact record for the Supplier must have a Cost Account specified on its 'Accounts' card. Usually, you must first have created an approved Goods Receipt from the Purchase Order: exceptions to this are described later in this section.

When you select the function, a new record will usually be created in the Purchase Invoice register (in the Purchase Ledger) and 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 exception is if you are using the Extra Costs Invoices from Different Suppliers option in the Purchase Order Settings setting: this situation is described towards the end of this section.



Purchase Invoice: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No. 960078 Invoice Date 20/7/2007 Trans. Date 20/7/2007

Supplier 503 Name UK Trading Company Ltd

TOTAL 540.50 Hold Amt Sup. Inv. No. Signers

VAT

Terms Costs Currency Identifiers Other

Pay Term 30 ☐ Hold Receiving Date

Due Date 19/8/2007 ☐ Prel. Book Discount Date 30/7/2007

Reference ☐ Supp. Info on Trans. Sett. Discount 23.00

Objects Credit of Invoice

	A/C	Objects	Short.	Description	Amount	V-Cd
1	820			Purchase Accruals, Domestic	460.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

☐ OK Currency GBP Withholding Tax Ext. Tax Calculated VAT 80.50

The Purchase Invoice takes its information from the Purchase Order, and, as a default, assumes that all previously uninvoiced Items on approved Goods

Receipts related to the Purchase Order are to be invoiced. The appearance of the Purchase Invoice will be determined by the Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting in the Purchase Ledger. 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 have different VAT Codes, there will be a separate row on the Invoice for each VAT Code. Objects specified in Purchase Order rows will not be transferred to the Invoice.

Consolidate by Items and Project

The Purchase Invoice will feature a separate row for each received Item/Project/Object combination on the Purchase Order. The Cost Accounts will be the Purchase Accruals Accounts for the Item Groups to which the Items belong (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module) or that on the 'Purchase Cost' card of the Account Usage Stock setting, 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. Objects specified in Purchase Order rows will be transferred to the corresponding rows in the Invoice. If you have assigned any Purchase Order rows to a Project (or you have assigned the Purchase Order as a whole to a Project), Objects from that Project will also be transferred to all relevant rows in the Invoice.

Transfer Each Row Separately

Each ordered Item will have its own row on the Invoice. The Cost Accounts will be the Purchase Accrual Account on flip B of the Purchase Order, the Purchase Accruals Accounts for the Item Groups to which the Items belong (if you are using the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module) or that on the 'Purchase Cost' card of the Account Usage Stock setting, 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 rows will be transferred to the corresponding rows in the Invoice. If you have assigned any Purchase Order rows to a Project (or you have assigned the Purchase Order as a whole to a Project), Objects from that Project will also be transferred to all relevant rows in the Invoice.

If you need to produce Intrastat reports, you should use the second or third options (only the third option if you will also be creating Purchase Invoices from Goods Receipts). 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 Orders.

Usually, Stocked Items will not be invoiced until they have been received (i.e. included on an approved Goods Receipt). This also applies to Plain and Service Items if you are using the Consolidate Items to Supplier Cost Account option (described above). If you are not using this option, Plain and Service Items will be included to their full quantity on the first Invoice created from the Purchase Order (i.e. there must be an approved Goods Receipt, but this need not include any of the Plain or Service Items on the Purchase Order). The three exceptions to this are —

1. If you are using the Always use Full Qty from Purch. Ord. option in the Purchase Invoice Settings setting. In this case every Item (Stocked, Plain and Service) on the Purchase Order will be included in the Purchase Invoice even if they have not been received: no Goods Receipt need exist.
2. if the Invoice Before Goods Receipt box on the 'Terms' card of the Purchase Order or the Purchase Invoices Before Goods Receipt box in the Stock Settings setting is checked. In this case, you can create a Purchase Invoice for the whole Purchase Order before you create a Goods Receipt.
3. If you are using the Automatic receiving of Service and Plain Items box in the Stock Settings setting, Goods Receipts will not be created for Service and Plain Items. Therefore, they can be included on Purchase Invoices immediately: no Goods Receipt need exist. Stocked Items must still be received unless point 1 also applies.

If you are using this option, when you include a Plain or Service Item is included in a Purchase Order, the Received Quantity will be changed to

the Order Quantity when you save the Purchase Order. Therefore Plain and Service Items will never be included on Goods Receipts created from the Purchase Order. This also means that you cannot reduce the Order Quantity for such Items once you have saved the Purchase Order. This option is intended for use where Purchase Orders for Items such as labour or training are issued frequently and Goods Receipts are not required.

You can change the Amount of one or more rows on the Invoice screen as appropriate. You can also add more rows.

Two check boxes in the Account Usage P/L setting, Update Base Currency when Invoicing and Update Foreign Currency when Invoicing, control the Base and Exchange Rates on the 'Currency' card of the Invoice. If you are not using these options, the rates will be copied from the Order. If you are using them, the latest Base and Exchange Rates will be used in the Purchase Invoice. In the latter case, the prices in Currency in the Invoice will not be changed. This means you will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order.

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 screen, please refer to the 'Purchase Ledger' manual.

To close the screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The Invoiced field of the Order (visible on flip C) will be updated automatically (you will need to close the Purchase Order and re-open it to see this). If you are using the Consolidate Items to Supplier Cost Account option, the Invoiced field will not be updated until you approve the Purchase Invoice, and therefore you will need to take care if you need to return to the Purchase Order to create a second Invoice before the first one has been approved.

The Purchase Order and the Invoice will remain connected to each other through the Attachments facility. This allows you to open the Order quickly and easily when reviewing the Invoice, or to open the Invoice from the Order. When viewing the Invoice or Order, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

If the function does not create a Purchase Invoice, the probable causes are—

1. The Supplier has been marked as Closed.
2. You are using the Consolidate Items to Supplier Cost Account or Consolidate by Items and Project options in the Purchase Invoice Settings setting and the Supplier does not have a Cost Account specified.
3. There are no Items on the Purchase Order awaiting invoicing.
4. You have logged in as a user that is not permitted to create Purchase Invoices from Purchase Orders. This is controlled using Access Groups. To do this, deny access to the 'Purchase Invoice from Purchase Order' Action. Access Groups are described in the 'System Module' manual.
5. There is no valid record in the Number Series - Purchase Invoices setting (in the Purchase Ledger). This might be a fault in the setting itself, or it might be because the default Purch Inv Number on the 'Serial Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If you make a change to the 'Serial Nos' card of the Person record, you will need to quit HansaWorld Enterprise and restart for it to take effect.

If you are using the Extra Costs Invoices from Different Suppliers option in the Purchase Order Settings setting, a Purchase Invoice will not be created as soon as you select the function, as described above. Instead, the following window will be opened—

Specify Create Purchase Invoice

Run

Supplier

Purchase Order No. 2067

☒ Price

☐ Customs

☐ Freight

☐ Port Charges

☐ Internat'l Shipping

☐ Cost 3

☐ Cost 4

☐ Cost 5

Proceed as follows, depending on what has been included in the paper Purchase Invoice—

- If the Purchase Invoice includes the Item(s) on the Purchase Order, leave the Supplier field empty (the Supplier will be taken from the Purchase Order). If the Invoice includes any of the Extra Costs as well, leave the Price box checked and check other boxes as appropriate. Then, click the [Run] button.
- If the Purchase Invoice does not include the Item(s) on the Purchase Order (i.e. it is for one or more of the Extra Costs only), specify the Supplier using 'Paste Special', check the Extra Costs boxes as appropriate, remove the check from the Price box and click the [Run] button.

When you click the [Run] button, a Purchase Invoice will be created, as described earlier in this section. The Accounts for the Freight, Customs and Extra Costs will be the appropriate Accrual Accounts specified in the Account Usage Stock setting. The VAT Codes determining how VAT will be calculated for these Extra Costs will be taken from the 'VAT' card of the Account Usage P/L setting.

Since it is possible that you will receive separate Invoices for the Item(s) and the Extra Costs, you can return to the Purchase Order to create the various Invoices at any time. You will not be able to create more than one Invoice for the Item(s).

Item Status

This function provides instant feedback for the Item shown in the Order row containing the cursor or highlighted in the 'Paste Special' window listing Items, showing in a new window the quantity in stock, the quantity on order and the quantity shippable.

Please refer to the 'Items and Pricing' manual for full details.

Create E-Mail

You can use this function to create a Mail containing details of the Purchase Order, which you can use to send the Purchase Order to the Supplier by email.

When you select the function, the following window appears, in which you can create a new Mail—

Mail: Inspect

Operations [Print] [Copy]

New Duplicate Cancel Save

Date: 20/7/2007 Time: 21:34:27 Lifespan: Normal

☐ Sent ☐ Locked ☐ Priority

	From	Address
1	From	Francoise French
2	To	orders@uktrading.co.uk
3		
4		

Subject: New Purchase Order, Purchase Order No.2067

Text Web

Text: New Order Items:

10101	20	Transistor radio	23.00	460.00
=====				
		Sum	460.00	
		VAT	80.50	
		Total	540.50	

Pay Term: 30 Days Nett
Other Details:

A new record is opened in a window entitled 'Mail: Inspect'. This means that it has already been saved and is being opened for checking. The current user will be the default sender of the Mail. The To field will contain the email address of the Supplier from the Purchase Order. The text in the Subject field ("New Purchase Order, " in the example illustrated above) is taken from the Header field in the Purchase Order Mail setting. The Order Number is also shown. The Purchase Order Mail setting also allows two Standard Texts to be included in the Mail. The first of these is shown at the beginning of the Text field ("New Purchase Order Items: " in the illustration). This is followed by a list of Items from the Order, with Prices and Quantities. If an Order Item has a Supplier Item Number (shown on flip B of the Order row), this will be

shown in the Mail. Otherwise, the standard Item Number from flip A will be shown. The Payment Terms then appear, followed by the second Standard Text (“Other Details: ” in the illustration). An html version of the Order will be attached to the Mail.

You can reformat the main body of the Mail to suit your requirements, and change the recipient if necessary, perhaps to the Mailbox of a member of staff. If you are then ready to send the Mail, check the Sent box. Finally, save the Mail by clicking the [Save] button in the Button Bar. If you are using the Lock and Send E-Mails Automatically option in the Mail Settings setting in the Technics module and the Mail contains an external email address (i.e. one with the @ sign), it will now be sent automatically. If you are not using this option, select ‘Send E-mail’ from the Operations menu after the Mail has been saved. Finally, close the Mail using the close box. You will be returned to the Purchase Order window.

If the function does not create a Mail, the probable causes are—

1. The current user does not have a Mailbox.
2. The Supplier from the Purchase Order does not have email addresses.
3. The Purchase Order has not been saved.

If you wish to use this function to send Mails to other members of staff, both you and the recipient must have Mailboxes. If you need to send Mails to Suppliers, the External Gateway module must be in use, and the E-Mail SMTP Server setting must be configured. Please refer to the ‘Mail’ manual for full details of HansaWorld Enterprise’s mailing facilities.

Previous Purchase Prices

This function produces a report showing the prices previously charged by the Supplier for one of the Items on the Order. Place the cursor in one of the rows of the Order and then select this function from the Operations menu. The report shows the most recent Order for each different price.

Create Returned Goods

Use this function when you need to return an Item to its Supplier. When you need to do this, open the Purchase Order and select ‘Create Returned Goods’ from the Operations menu. For the function to have any effect, you must first have saved all changes to the Purchase Order (use the [Save] button), and you must have approved at least one previous Goods Receipt. An alternative method is to open the Goods Receipt and select ‘Create Returned Goods’ from the Operations menu (you can open the Goods Receipt from the Purchase Order using the Attachments facility). You must create Returns

from Goods Receipts if you are using the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting in the Stock module, and/or you are using the Do Not Allow Return Goods From Order option in the Purchase Order Settings setting.

The difficulty with the returning of goods to their Suppliers is to establish the actual cost (FIFO, LIFO or weighted average value) of the goods being returned. The purpose of the Returned Goods to Supplier register is to allow you to record values that are as accurate as possible. For example, if you are using the Queued Cost Model (FIFO or LIFO) Cost Model, you should return an Item with the same value it had when you received it. If you are using the Weighted Average or Cost Price Cost Models, the Weighted Average or Cost Price may have changed in the time between receipt and return.

When you select the function, a new record will be created in the Returned Goods to Supplier register (in the Stock module), and opened in a new window, entitled 'Returned Goods to Supplier: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Returned Goods to Supplier: Inspect

Operations [Print] [Copy]

[New] [Duplicate] [Cancel] [Save]

No. 760004 Trans. Date 20/7/2007

Supplier 503 Name UK Trading Company Ltd

Location Items Currency Address Freight

Location 1

Pur. Order No. 2067

Comment

Reduce
☒ Received Quantity
☐ Ordered and Received Qty

	Item	Qty	Description	Supplier Item No.	Coeff.
1	10101	20	Transistor radio		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

☐ OK Qty 20.000 Cost Price

The Returned Goods to Supplier record takes its information from the Purchase Order: the default Quantity is that already received (less any that have already been returned or delivered to Customers). If there are any Items on the Order with a received quantity of zero, these will not appear in the Returned Goods to Supplier record. The value of the returned Items (visible on flip C) will be calculated using the usual Cost Model (i.e. as if the Return was a normal removal from stock). If you need the value of the returned Items to be taken from the original Goods Receipt, you should use the Original Cost on Returned Goods to Supplier option in the Cost Accounting setting in the Stock module and you will need to create the Returned Goods to Supplier record from the Goods Receipt. Values from Goods Receipts are not stored in Purchase Orders.

Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. You cannot enter a quantity greater than that originally received (or remaining in stock if some of those originally received have been delivered to a Customer or otherwise removed from stock).

If an Item being returned has a Serial Number, no Serial Number will be transferred from the Purchase Order to the Return. Serial Numbers are not stored in Purchase Orders. You must enter the correct Serial Number yourself on flip C.

If you are returning the goods because they are faulty (i.e. you require a replacement), choose to reduce the Received Quantity in the originating Purchase Order using the options on the right-hand side of the screen. Then, once you have approved the Returned Goods to Supplier record and when you receive the replacement Item, you can return to the Purchase Order and create another Goods Receipt for the appropriate quantity.

Alternatively, you may have returned the goods to their Supplier without requiring a replacement (perhaps the Customer returned the goods to you and cancelled the Order). In this case, choose to reduce the Ordered and Received Quantities in the originating Purchase Order. If the Purchase Order has been invoiced, selecting 'Create Purchase Invoice' from the Operations menu of the Purchase Order screen once again will create an Invoice for a negative quantity, effectively crediting the original Invoice. Alternatively, you can locate the original Invoice and select 'Create Credit Note' from the Operations menu (you can locate the original Invoice from the Order using the Attachments feature). This will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited. An alternative method is to use the 'Create Credit Note' Operations menu function on the Returned Goods to Supplier screen. In all cases, the Credit Note will update the invoiced quantity on flip C of the originating Order if you are using the Credit Notes Update Invoiced Quantity option in the Purchase Order Settings

setting and if you are not using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting.

When the Returned Goods to Supplier record is complete, click the OK check box. This signifies that the Return has been approved. Once this has been done and you have saved the Return, you will no longer be able to modify it. You will not be able to raise a credit Invoice for the goods that have been returned until the record has been approved. A stock transaction in the Nominal Ledger will be created if you have so determined using the Sub Systems setting in the Nominal Ledger and in the Number Series - Returned Goods to Supplier setting.

For a full description of the screen, including detailed information about any Nominal Ledger Transactions created when the Return is approved, please refer to the 'Stock Module' manual.

To close the screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The Recv. 1 and Recv. 2 fields of the Purchase Order (visible on flip C) will be updated automatically (as will the Order Quantity on flip A if you have so chosen). You may need to close the Purchase Order and re-open it to see these changes.

If the function does not create a Returned Goods to Supplier record and there is no problem with Number Series, then a possible cause is that the Purchase Order does not contain any Stocked Items. In this case, a Returned Goods to Supplier record will only be created if you are using the Cost Accounting for Plain and Service Items option in the Cost Accounting setting. If you are not using this option and the Purchase Order contains a mixture of Stocked, Plain and Service Items, only the Stocked Items will be copied to the Returned Goods to Supplier record.

Reservations

Please refer to the 'Sales Orders' manual for details of this function.

Automatic Generation of Purchase Orders

The 'Create Purchase Orders' function creates Purchase Orders by comparing stock levels with minimum stock quantities for each Item, taking quantities on unfulfilled Sales Orders into account. You can run this function from the Operations menu of the 'Purchase Orders: Browse' window and as a Maintenance function. The Purchase Orders that it creates will be saved in an unapproved state. You can print them in a single batch, using the [Documents] button in the Master Control panel. Approving and printing are covered in more detail above on pages 45 and 58 respectively.

In determining the Items for which Purchase Orders will be raised, certain conditions must be met.

In the Purchase Item register the following information must be present—

- The Items to be purchased must be registered as Purchase Items. For each Item there must be one Purchase Item with a Supplier specified and with the Default check box switched on.
- Each Purchase Item should have a Normal or Minimum Order Quantity specified.
- Each Purchase Item should have a Price (i.e. a normal purchase price) specified.
- If an Item does not have a corresponding Default Purchase Item, it will still be included on a Purchase Order if you have specified a Default Supplier in the Purchase Order Settings setting. In this case, the purchase price of the Item will be the Cost Price from the 'Costs' card of the Item record.

Note that each Item number may have more than one corresponding Purchase Item, perhaps representing the different Suppliers from whom it is available. Only one Purchase Item for each Item should have the Default check box switched on.

In the Item register the following information must be present—

- You should specify a Minimum Stock Level on the 'Stock' card of the Item screen. Alternatively, if you want to specify separate Minimum Stock Levels for each Location, use the Minimum Stock Levels setting in the Stock module.
- The Items to be purchased must not be Closed.

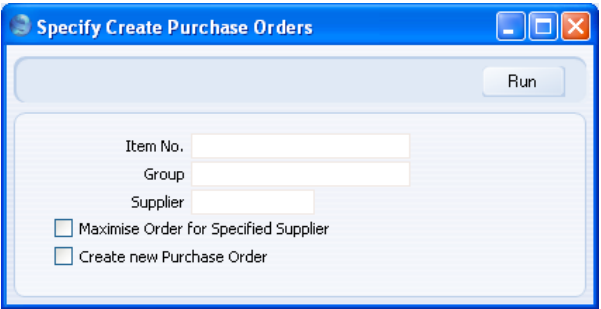
Finally, the function will not create any Purchase Orders if there is no valid record in the Number Series - Purchase Orders setting. This problem will usually occur at the beginning of a new year.

Before using this function, it is recommended that you produce a Deficiency List or Purchasing Suggestion report, so that you become aware of the Items for which Purchase Orders are likely to be created.

All Items can be included in Purchase Orders providing they meet the criteria above: the function is not limited to Stocked Items. If you have specified a Default Supplier, you should only specify a Minimum Stock Level in those non-Stocked Items that you want to be included in Purchase Orders. Note that

the Deficiency List and Purchasing Suggestion reports only list Stocked Items.

Selecting the ‘Create Purchase Orders’ function brings up the following dialogue box —



If you leave all the fields blank, the function will generate Purchase Orders for every Item where the stock balance is lower than the Minimum Stock Level, taking outstanding Sales, Purchase and Production Orders into account. The order quantity for each Item will be that required to bring the stock balance up to the Minimum Stock Level or the Normal Order Quantity from the Purchase Item, whichever is the greater. If this suggested order quantity is less than the Minimum Order Quantity in the Purchase Item, the Item will not be included in a Purchase Order. If you are using the Suggest Full Multiples of Normal Ordering Quantity option in the Purchase Order Settings setting, the suggested order quantity will be a multiple of the Normal Order Quantity. Each Purchase Order will be in the name of the default Supplier of each Item or the Default Supplier from the Purchase Order Settings setting. Otherwise, use the fields as described below.

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Use this field to ensure the function considers the stock/re-ordering position of a particular Item or range of Items.		
Group	Paste Special	Item Group register, Sales Ledger
Use this field to ensure the function considers the stock/re-ordering position of the Items of a particular Item Group.		

Supplier	Paste Special	Suppliers in Contact register
		Use this field to ensure the function considers the stock/re-ordering position of Items with a particular Supplier specified in their Default Purchase Items.
		Items without a Default Purchase Item (i.e. those using the Default Supplier specified in the Purchase Order Settings setting) will not be considered if you enter that Supplier here. You can only order such Items using the Item Number or Group fields above.

Maximise Order for Specified Supplier

If you have specified a Supplier, check this box if you would like to include on the Purchase Order Purchase Items that they supply but for which they are not the default Supplier.

If you check this box and do not specify a Supplier, no Purchase Orders will be created unless you have specified a Default Supplier in the Purchase Order Settings setting. In this case all Items will be ordered from that Supplier (even those that have a Default Purchase Item).

Create new Purchase Order

Check this box if you always want new Purchase Orders to be created. Otherwise, if there are any unapproved or open Purchase Orders in the name of any of the Suppliers used by this function, any Items to be purchased from those Suppliers will be added to the earliest of those Purchase Orders.

If you use this option, separate Purchase Orders will be created for each Item, even if they come from a single Supplier.

Press the [Run] button to start the generation of Purchase Orders. When the process is finished, the new Purchase Orders will be available for viewing, modifying and approval in the Purchase Order register.

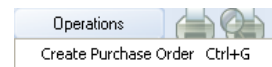
Note that the purpose of this function is to create Purchase Orders both for Items that have fallen below their Minimum Stock Levels (“stocking” Orders) and for Items on Sales Orders that you cannot fulfil from stock. If you need to create Purchase Orders for Items on outstanding Sales Orders only (“back-to-back” Purchase Orders), use the ‘Create Purchase Orders’ Maintenance function in the Sales Orders module.

The Purchase Order Quotation Register

This register allows you to record Quotations that you have received from Suppliers for Items that you need to purchase. If you were sent the Quotations in response to an invitation to tender, you can record this in the Purchase Order Process register (described below on page 99). Where appropriate, you can convert a Purchase Order Quotation into a Purchase Order using the 'Create Purchase Order' Operations menu function.

The Purchase Order Quotation screen is very similar to the Purchase Order screen described above: please refer to the section beginning on page 29 above for details of each field.

Operations Menu



The Operations menu shown above is available from the 'Purchase Order Quotation: New' and 'Purchase Order Quotation: Inspect' windows.

Create Purchase Order

Use this function to convert a Purchase Order Quotation into a Purchase Order. You must save all changes to the Quotation first.

A new record will be created in the Purchase Order register and 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. Virtually all the information entered for the Quotation will be transferred to the appropriate fields of the Order, reducing the typing load and minimising the risk of error. There is no restriction on the number of Purchase Orders that you can create from a single Purchase Order Quotation record.

For a full description of the screen, please refer to the 'Purchase Orders' section beginning on page 29 above.

To close the screen and return to the Quotation, click the close box. You will be asked if you would like to save any changes that you may have made. The Order Number will be shown on the 'Terms' card of the Quotation.

If the function does not create a Purchase Order, the probable causes are that the Purchase Quotation has been marked as Closed, or there is no valid record in the Number Series - Purchase Orders setting. This problem will usually occur at the beginning of a new year.

The Internal Order Register

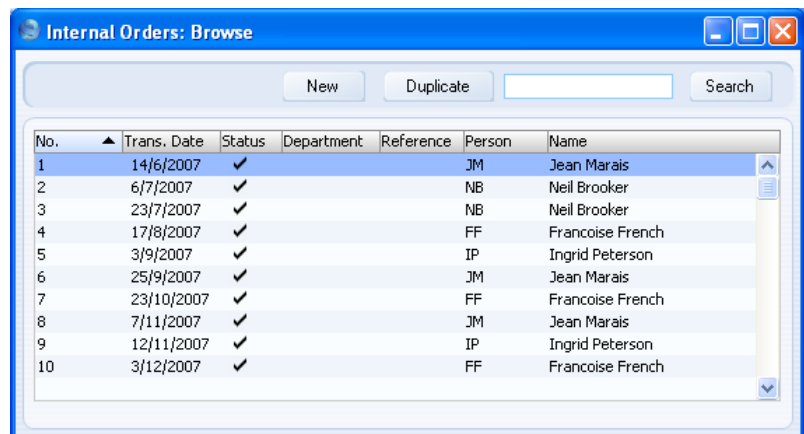
You can use the Internal Order register when you need to follow a process of request and authorisation before creating a Purchase Order, Stock Depreciation or Stock Movement. In the case of Purchase Orders, this may be useful when you need to purchase Assets or other Items for internal use. You should use Stock Depreciation records to withdraw Items from stock for internal use and to write stock off. Stock Movements allow you to move stock between Locations. These two registers are fully described in the 'Stock Module' manual.

The Internal Order register might be used in a retail business to organise the moving of Items from stock to the demonstration or training room, or when it is necessary to change the equipment that is used internally. In such examples, the demonstration and training rooms should be separate Locations.

Entering an Internal Order

To open the Internal Order register, first ensure you are in the Purchase Orders module, then click the [Internal Orders] button in the Master Control panel.

The 'Internal Orders: Browse' window is opened, showing Internal Orders already entered.



The screenshot shows a window titled 'Internal Orders: Browse'. It has a toolbar with 'New', 'Duplicate', a search box, and a 'Search' button. Below the toolbar is a table with the following data:

No.	Trans. Date	Status	Department	Reference	Person	Name
1	14/6/2007	✓			JM	Jean Marais
2	6/7/2007	✓			NB	Neil Brooker
3	23/7/2007	✓			NB	Neil Brooker
4	17/8/2007	✓			FF	Francoise French
5	3/9/2007	✓			IP	Ingrid Peterson
6	25/9/2007	✓			JM	Jean Marais
7	23/10/2007	✓			FF	Francoise French
8	7/11/2007	✓			JM	Jean Marais
9	12/11/2007	✓			IP	Ingrid Peterson
10	3/12/2007	✓			FF	Francoise French

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

Also shown are the Date and Status of each Internal Order, their Departments and References and the initials and names of the Persons who initiated them.

To enter a new Internal Order, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight an Internal Order similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Internal Order: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Internal Order. In the case of the duplicate, the Date of the new Internal Order will be the current date, not the date from the original record.

Internal Order: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No. 11 Date 5/12/2007 ☐ Closed
 Person FF Name Francoise French

Location Items Del. Address Comments

Planned Del. 5/1/2008 Reference
 Location 1 Class PURCH
 Department
 Authorised By

Item	Qty	Treated	Deliv.	Sent	P/Ord.	Description	Cost A/C	Objects	Recipe
1	10110	1				Amplifier			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

TOTAL 105.00

Since the amount of information stored about each Internal Order will not fit on a single screen, the Internal Order window has been divided into four cards. At the top of each is the header. This contains the Internal Order Number, the Date and the originator's initials and Name. There are four named buttons ('tabs') in the header.

Location Items Del. Address Comments

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

Header

No.	Paste Special	Select from another Number Series
		The unique identifying number of the Internal Order. The default is the first unused number from the first valid number sequence in the Number Series - Internal Orders setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Internal Order Number is assigned when you first save the Internal Order.
Date	Paste Special	Choose date
		The date of the Internal Order. The default is the current date.
Closed		Check this box when all stock transactions and Purchase Orders for this Internal Order have been created. Any remaining quantities that have not been fulfilled will be cancelled and will no longer appear in reports as being outstanding.
		You cannot re-open a Closed Internal Order.
Person		The initials of the current user appear here and can't be changed. The current user is always treated as being the Person initiating an Internal Order. The Person's name will be entered to the field to the right.

Location Card

Location		Items	Del. Address	Comments
Planned Del.	5/1/2008	Reference		
Location	1	Class	PURCH	
Department				
Authorised By				

Planned Del.

Paste Special

Choose date

Specify here the date on which you need to implement the Internal Order. 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).

Location

Paste Special

Locations setting, Stock module

In the case of an Internal Order requesting a Stock Movement, enter the stock Location to which you want the Items to be moved.

For example, if the Internal Order is a request to move an Item from stock to the demonstration or training room, you should enter the Location representing the demonstration and training room here.

In the case of an Internal Order requesting a Stock Depreciation, enter the Location from which the Items are to be removed or written off.

In the case of an Internal Order requesting a Purchase Order, enter the Location where you want the Items to be delivered.

You must enter a Location before you can save the Internal Order. This is the case even if you have specified a Main Location in the Stock Settings setting. When you enter a Location, its address and telephone and fax numbers will be copied to the appropriate fields on the 'Del. Address' card.

Class

Paste Special

Internal Order Classes setting,
Purchase Orders module

Enter the Internal Order Class for the Order (if any). Internal Order Classes permit the analysis of Internal

Orders for reporting or prioritising. For example, you could use Internal Order Classes to differentiate purchase requests (Internal Orders from which you will create Purchase Orders) from stock movement requests (those from which you will create Stock Movements or Stock Depreciations).

You must enter an Internal Order Class if you are using the Require Internal Order Class option in the Internal Order Settings setting.

Department

Paste Special

Departments setting, Assets module/System module

Enter the Department responsible for the Internal Order.

Items Card

Internal Order: Inspect

Operations New Duplicate Cancel Save

No. 11 Date 5/12/2007 ☐ Closed

Person FF Name Francoise French

Location Items Del. Address Comments

Item	Qty	Treated	Deliv.	Description	Cost Price	Total Cost
1 10110	1			Amplifier	105.00	105.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
TOTAL						105.00

Use the grid on the 'Items' card to list the Items that are the subject of the Internal Order. They are shown in a grid that is divided into two horizontal

flips. When you click on a flip tab (marked A and B), the two or three right-hand columns of the grid are replaced.



To add rows to an Internal Order, 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.

Flip A

Item	Paste Special	Item register
		With the cursor in this field, enter the Item Number or Bar Code for each Item.
Qty		Enter the number of units to be subject to the Internal Order.
Treated, Deliv.		<p>These figures are updated automatically when you create Stock Movements or Stock Depreciation records using the functions on the Operations menu. The Treated quantity includes all Stock Movements and Stock Depreciation records, while the Deliv. field only includes approved Stock Depreciation records and Received Stock Movements.</p> <p>When the Treated quantity is the same as the Order Quantity, you will not be able to create any further Stock Movements or Stock Depreciation records from the Internal Order row.</p>
Description		The Item Name will be brought in to this field when you enter the Item Number in the field above. You can change it if necessary.
Cost Price		<p>The unit cost of the Item, taken from the Last Purchase Price on the 'Costs' card of the Item record.</p> <p>This will be transferred to the Received Old Unit Price field in any Stock Movement row (and to the Received New Unit Price if you are using the Cost Price to Stock Movement option in the Internal Order Settings setting) created from the Internal Order row, where it will be replaced by an actual stock value on approval. This stock value will not be written back to the Internal Order.</p>

This figure will not be transferred to any Purchase Order or Stock Depreciation record created from the Internal Order. The Unit Price in the Purchase Order will be taken from the Purchase Item for the relevant Item/Supplier combination, or from the Item record.

Total Cost

The total for the row: Quantity multiplied by Cost Price.

*Flip B***Sent**

This figure will be updated automatically if you create a Stock Movement from the Internal Order, specify a Via Location and Sent Quantities and then mark the Stock Movement as Sent. When you save the Stock Movement, the Sent Quantities will be copied back to this field in the originating Internal Order rows. If you do not use a Via Location in the Stock Movement, this field will remain blank.

P/Ord.

This figure will be updated automatically when you create Purchase Orders using the function on the Operations menu. When this figure is the same as the Order Quantity, you will not be able to create any further Purchase Orders from the Internal Order row.

Cost A/C**Paste Special**

Account register, Nominal
Ledger/System module

If you enter an Account here, it will be transferred to the equivalent row of any Stock Depreciation record created from this Internal Order. It will then be debited with the stock value of the Item. If this field is blank, the Stock Loss Account specified in the Account Usage Stock setting will be used.

This field is not used in any Purchase Orders or Stock Movements created from the Internal Order.

Objects**Paste Special**

Object register, Nominal
Ledger/System module

Default taken from

Item

Specify one or more Objects, separated by commas. They will be transferred to the equivalent row of any Stock Depreciation record created from this Internal Order. When the Stock Depreciation is approved, these

Objects will be attached to the debit posting to the Cost Account (Stock Loss Account).

This field is not used in any Purchase Orders or Stock Movements created from the Internal Order.

Recipe	Paste Special	Recipes setting, Stock module
	Default taken from	Item

If the Item is a Structured Item, its Recipe is recorded here, brought in from the Item record. A Structured Item is an Item that is assembled by your company from purchased components: its Recipe lists those components with quantities. Recipes are set up using a register in the Stock module.

Footer

TOTAL	The total for the Internal Order is updated whenever you add or change an Internal Order row.
--------------	---

Del. Address Card

Location		Items		Del. Address		Comments	
Del. Terms		Del. Mode		Language			
Delivery	2 Peace Lane						
Address	Maryport						
	Cumbria						
	CA15 1BL						
Telephone	01900 123456			Fax			

Del. Terms	Paste Special	Delivery Terms setting, Sales Orders module
-------------------	----------------------	---

Specify the Delivery Terms that you wish to be used for this Internal Order, to be used if it represents a request for a Purchase Order. You will tend to use this field for international transfers: examples might be Cost, Insurance, Freight or Free On Board.

For each Delivery Term record you can specify an appropriate description in different Languages: the Language of the Internal Order will therefore determine the translation to be printed on the Internal Order.

Del. Mode	Paste Special	Delivery Modes setting, Sales Orders module
	<p>Enter the mode of shipping for this Internal Order, to be used if it represents a request for a Purchase Order. For each Delivery Mode record you can specify an appropriate description in different Languages: the Language of the Internal Order will therefore determine the translation to be printed on any documentation produced from the Order.</p> <p>You can also set up different versions of the Internal Order document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual.</p>	
Language	Paste Special	Languages setting, System module
	<p>The Language Code determines the text to be transferred from various registers and settings, for example the text for Delivery Terms and Delivery Mode, the selection of document forms etc. Leave the field blank to use your home Language.</p> <p>You can also use the Language to determine the Form that will be used when you print the Internal Order, 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 Internal Order document, as described in the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. You can change the Language before printing the Internal Order, to ensure it is printed on the correct printer or fax machine.</p>	
Delivery Address	Default taken from	Location
	<p>The address to which the Internal Order is to be sent. This might be the address of an external warehouse.</p>	

Phone, Fax**Default taken from**

Location

Enter the any telephone and fax number relevant to the Internal Order here.

Comments Card

The screenshot shows a software interface with a tabbed menu at the top containing 'Location', 'Items', 'Del. Address', and 'Comments'. The 'Comments' tab is selected and highlighted in blue. Below the tabs is a large text area for entering comments. The text 'Comments' is written in the top left of this area, and 'New model - needed for demonstration stock in the shop' is entered as the first line of text. A vertical scrollbar is visible on the right side of the text area.

Comments

Record here any comment about the Internal Order.

Printing Internal Orders

There are two ways to print an Internal Order.

1. While entering or inspecting an Internal Order, 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. Click the [Documents] button in the Master Control panel or use the Ctrl-D (Windows and Linux)/⌘-D (Macintosh) key combination. Double-click 'Internal Orders' in the 'Documents' list window or highlight it and press the Enter key. Indicate the Internal Order Number (or range of Internal Order Numbers) to be printed and press [Run].

Whichever method you use to print an Internal Order, the Form used is determined as follows—

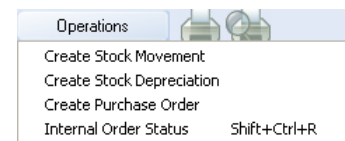
1. Using the Form register in the System module, design the internal order and name it "INTERNAL_ORDER". Use the 'Properties' function on the Operations menu to assign a Document Type of "Internal Order". A sample Internal Order Form is supplied with HansaWorld Enterprise: you can modify this to suit your requirements. Full instructions for using the Form register can be found in the 'System Module' manual. You might want to design different Forms for use with different Languages or Delivery Modes.
2. Select the Purchase Orders module using the [Select Module] button in the Master Control panel or the Ctrl-0 (Windows and Linux) or ⌘-0 (Macintosh) keyboard shortcut.

3. Click [Documents] in the Master Control panel or use the Ctrl-D/⌘-D key combination. The 'Documents' list window is opened: highlight 'Internal Orders'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "INTERNAL_ORDER" in the Form field of 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 or Delivery Modes 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 or Delivery Mode. Use 'Paste Special' to open a list of Languages from which you can choose the correct one.

You can also use Languages or Delivery Modes to specify the printer that will print the Internal Orders. This can include sending an Internal Order 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 Internal Order Form definition. From now on, the Internal Order 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 or Delivery Mode of the Internal Order.

Operations Menu



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

Create Stock Movement

If the Internal Order is a request to move stock from one Location to another, you should implement it by selecting this function. You must save the Internal Order first, and the Internal Order must belong to an Internal Order Class that permits the creation of Stock Movements.

When you select the function, a new record will be created in the Stock Movement register (in the Stock module) and opened in a new window, entitled 'Stock Movement: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Stock Movement: Inspect

Operations [New] [Duplicate] [Cancel] [Save]

No. 24 ☐ Reserved

Ord. Date 5/12/2007 Sent Date Received Date

From Location Via Location To Location 1

Positions Objects Items Currency Durations Freight

From Position To Position For Production

☐ Manual Pick ☐ Send To Forklift Queue

Objects

Comment

	Item	Req. Qty	Sent Qty	Rcvd. Qty	Description	R. Old Unit Pr.	R. Extra Cost	R. New Unit Pr.
1	10110	1			Amplifier	105.00		
2								
3								
4								
5								
6								
7								
8								
9								
10								

☐ Confirmed ☐ Sent ☐ Received

Sent Qty Rcvd. Qty Non Accounted Extra Costs

The Location from the 'Location' card of the Internal Order is copied to the To Location field of the Stock Movement to enable the moving of stock to that Location. All rows from the Internal Order will be transferred to the Stock Movement except those where the Treated figure is the same as the Quantity.

For each Stock Movement row, a Quantity will be calculated by subtracting the Treated figure in the corresponding Internal Order row from the Internal Order Quantity. The result (the Order Quantity that has not yet been subject to a stock transaction) will be copied to one or more of the Required, Sent and Received Quantity fields, depending on which of the Internal Order Qty to Stock Movement options you are using in the Internal Order Settings setting.

The Order Date in the Stock Movement will be the current date. The Sent and Received Dates will be blank or the current date, depending on the Internal Order Qty to Stock Movement options in the Internal Order Settings setting.

Enter a From Location (the Location from which the stock is to be moved), specify any cost incurred in the moving of the Item in the Extra Cost field and check the Received box and click the [Save] button to save.

The stock will be moved into the To Location. If you are using the Do Not Allow Over Delivery option in the Stock Settings setting, you will not be able to approve and save the Stock Movement if there is insufficient stock in the From Location for the transfer. This check will not be made for Plain or Service Items, whatever the setting of the Do Not Allow Over Delivery option. If you would like to ascertain yourself whether the From Location has sufficient stock for the transfer before approving and saving the Stock Movement, use the 'Item Status' function on the Operations menu.

When you save the Stock Movement, the R. Old Unit Price and R. New Unit Price will be changed to an actual stock value, providing there is a Received Quantity. If you have entered an R. Extra Cost, this will be included in the R. New Price. These figures will be recalculated each time you save the Stock Movement, and when you approve it. If you have specified a Via Location and a Sent Quantity, the S. Old Unit Price and S. New Unit Price on flip B will similarly be recalculated, taking any S. Extra Cost into account. The Old Unit Price(s) will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used. If you specify an Extra Cost, the value of the Item in the FIFO/LIFO queue will be adjusted to include the Extra Cost, as will the overall Weighted Average figure for the Item, shown on the 'Costs' card of the Item record. If you are using the Weighted Average per Location option in the Cost Accounting setting in the Stock module, the Extra Cost will also be included in the Weighted Average figure for the Item in the To Location.

To close the screen and return to the Internal Order, click the close box. You will be asked if you want to save any changes. If you did not mark the Stock Movement as Sent or Received, only the Treated field in the relevant Internal Order rows will be updated automatically. If you entered a Via Location in the Stock Movement and marked it as Sent, the Sent and the Treated fields will be updated. If you marked it as Received, the Deliv. and the Treated fields will be updated. You may need to close the Internal Order and re-open it to see these changes. If the Treated field is now equal to the Quantity in an Internal Order row, this will prevent the creation of further stock transactions (Stock Movements or Stock Depreciations) from that row.

If the function does not create a Stock Movement, there is at least one Internal Order row where the Treated figure is less than the Quantity and all the criteria in the first paragraph have been satisfied, the probable cause is that there is no valid record in the Number Series - Stock Movements setting. This problem will usually occur at the beginning of a new year.

Please refer to the 'Stock Module' manual for full details of the 'Stock Movement: Inspect' window.

Create Stock Depreciation

If the Internal Order is a request to write off stock, you should implement it by selecting this function. You must save the Internal Order before you can use the function, and the Order must belong to an Internal Class that permits the creation of Stock Depreciation records.

When you select the function, a new record will be created in the Stock Depreciation register (in the Stock module) and opened in a new window, entitled 'Stock Depreciation: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

Stock Depreciation: Inspect

Operations New Duplicate Cancel Save

No. 40 Trans. Date 5/12/2007 Reference
 Cost A/C 230 Order Class Short Code
 Location 1 Objects Project

Item	Qty	Description	Cost A/C	Objects	Short Code
1	10110	1	Amplifier		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

OK Tot. Qty. 1.000 Comment

The Location from the 'Location' card of the Internal Order will be copied to the Location field in the header of the Stock Depreciation record, signifying that the stock to be written off is currently in that Location. All rows from the Internal Order will be transferred to the Stock Depreciation record except those where the Treated figure is the same as the Quantity. By default, the Stock Depreciation Quantity is calculated by subtracting the Treated figure from the Internal Order Quantity: in other words it is the Order Quantity that has not yet been subject to a stock transaction. If an Internal Order row has a Cost Account on flip B, this will be transferred to the corresponding row of the Stock Depreciation record. When you approve and save the Stock Depreciation, this Account will then be debited with the stock value of the Item, instead of the default debit Account in the header (the Stock Loss Account specified in the Account Usage Stock setting). The stock value of the Item will be calculated using the Cost Model specified in the relevant Item or Item Group record. If that Cost Model is Default, the Primary Cost Model specified in the Cost Accounting setting will be used.

To approve the Stock Depreciation record, check the OK box and click the [Save] button to save. The Items will be withdrawn from stock. If you are using the Do Not Allow Over Delivery option in the Stock Settings setting, you will not be able to approve and save the Stock Depreciation record if there is insufficient stock in the Location to be written off. This check will not be made for Plain or Service Items, whatever the setting of the Do Not Allow Over Delivery option. If you would like to ascertain yourself whether the Location has sufficient stock before approving and saving the Stock Depreciation record, use the 'Item Status' function on the Operations menu.

To close the screen and return to the Internal Order, click the close box. You will be asked if you want to save any changes. If you did not approve the Stock Depreciation record, the Deliv. field in the relevant Internal Order rows will be updated automatically. If you approved it, both the Deliv. and the Treated fields will be updated. You may need to close the Internal Order and re-open it to see this change. If the Treated field is now equal to the Quantity in an Internal Order row, this will prevent the creation of further stock transactions (Stock Movements or Stock Depreciations) from that row.

If the function does not create a Stock Depreciation record, there is at least one Internal Order row where the Treated figure is less than the Quantity and all the criteria in the first paragraph have been satisfied, the probable cause is that there is no valid record in the Number Series - Stock Depreciations setting (in the Stock module). This problem will usually occur at the beginning of a new year.

Please refer to the 'Stock Module' manual for full details of the 'Stock Depreciation: Inspect' window.

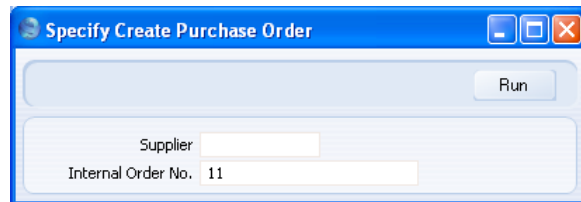
Create Purchase Order

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

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

1. All changes to the Internal Order must be saved (use the [Save] button).
2. The Internal Order must belong to an Internal Order Class that permits the creation of Purchase Orders.
3. There must be at least one Internal Order row where the P/Ord Quantity on flip B is less than the Order Quantity on flip A.
4. 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, the 'Specify Create Purchase Order' window will open, asking you to specify a Supplier—



Choose a Supplier, using 'Paste Special' if necessary, then click the [Run] button.

A single Purchase Order will be created, containing every Item on the Internal Order where the P/Ord Quantity on flip B is less than the Order Quantity 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.

Purchase Order: Inspect

Operations    New Duplicate Cancel Save

No. 2113 Name UK Trading Company Ltd
 Supplier 503 Signers
☐ Closed ☐ Price Incl VAT

Date Items Currency Terms Other Ord. Address Del. Address Extra Costs

Trans. Date 7/12/2007 Plan. Del. Pur. Ref.
 Pay. Terms 30 P/Order Class Attn.
 Our Ref Objects

Item	Qty	Unit	Description	Unit Price	%	Sum	V-Cd
1	10110	1	Amplifier	105.00		105.00	5
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Currency GBP Freight 0 Customs 0 Subtotal 105.00
☐ OK Pallets Ext. Tax VAT 18.38 TOTAL 123.38

For each Item on the Purchase Order, the Quantity will be calculated by subtracting the P/Ord Quantity on flip B of the corresponding Internal Order from the Internal Order Quantity. The Cost Price will be taken from the Purchase Item for the Item/Supplier combination or from the 'Costs' card of the Item record.

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 screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The P/Ord Quantity on flip B of the relevant Internal Order rows will be updated automatically. You may need to close the Internal Order and re-open it to see this change. If the P/Ord field is now equal to the Quantity in an Internal Order row, this will prevent the creation of further Purchase Orders from that row.

Please refer to page 29 above for a full description of the Purchase Order screen and to page 58 for details of printing Purchase Orders.

Internal Order Status

This function produces a report for the Internal Order currently open in a record window or for the first Order highlighted in the 'Internal Orders: Browse' window. This report contains full details of the selected Order, and lists all connected transactions (e.g. Stock Movements, Stock Depreciation records and Purchase Orders).

Internal Order Status

Operations

Search

Internal Order Status

Radio Import/Export Ltd

HansaWorld, Print date: 7/12/2007 22:17

Internal Order No.: 11

Francoise French

Internal Orders

Order No.	Trans. Date	Ordered By	Planned Delivery			
<u>11</u>	5/12/2007	Francoise French				
10110	Amplifier		Qty 1.000	Treated	Sent	P/Ord. 1.000

Stock Movements

No.	From	To

Stock Depreciations

No.	Location	Cost A/C

Purchase Orders

No.	Supplier	Trans Date
<u>2113</u>	503	7/12/2007
10110	1.00	Amplifier

The Purchase Order Process Register

If your company puts out Tenders for work that you want to be carried out, you can use the Purchase Order Process register to keep track of the invitations and responses to those Tenders. You should enter a separate record for each Supplier to whom you send invitations to tender. Register the Tenders themselves in the Tenders setting, described above on page 19. Once you have accepted a particular Supplier's response to a Tender invitation, you can link to the relevant Purchase Order Process record from the 'Other' card of all related Purchase Orders and Purchase Invoices. This opens up detailed reporting possibilities: please refer to your local HansaWorld Enterprise representative for more information.

Entering a Purchase Order Process record

To open the Purchase Order Process register, ensure you are in the Purchase Orders module and click the [P/Order Processes] button in the Master Control panel. The 'Purchase Order Processes: Browse' window is opened, showing records that have already been entered.

To enter a new record, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight a record similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Purchase Order Process: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted record.

Purchase Order Process: Inspect

No.
 Supplier
 Name

Tender
 Comment

☐ Signed
 ☐ Closed

1 2 3 4

Currency
 Value

Person
 Class
 Object

Pre Qualification Documents

Planned Sent
 Actual Sent

Planned No Objection
 Actual No Objection

Bid Documents

Planned Sent
 Actual Sent

Planned No Objection
 Actual No Objection

Bid Package Available

Planned Sent
 Actual Sent

Bid Open

Planned Sent
 Actual Sent

Since the amount of information stored about each Purchase Order Process will not fit on a single screen, the window has been divided into four cards. At the top of each is the header. This contains the Number, Supplier's Number and Name, and Tender details. There are four numbered buttons ('tabs') in the header.

1 2 3 4

By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Process you are working with.

Header

No.	Paste Special	Select from another Number Series
		The unique identifying number of the Purchase Order Process. The default is the first unused number from the first valid number sequence in the Number Series - Purchase Order Processes setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Number is assigned when the record is saved for the first time.
Supplier	Paste Special	Suppliers in Contact register
		Enter the Contact Number for the Supplier or use the 'Paste Special' function. When you press Return, the Supplier's name will be brought in to the field to the right.
		You should enter a separate record for each Supplier to whom you are issuing invitations to tender. These records will contain their responses to that invitation.
Name		The Supplier Name is entered after you have entered the Supplier Number.
Tender	Paste Special	Tenders setting, Purchase Orders module
		Enter the Code of the Tender here. This is the job that you want to be carried out.
Comment		The Tender Name is entered after you have entered the Tender Code.
Signed		Check this box in the Purchase Order Process record representing the successful bid for the Tender in

question. This will be shown in the 'Purchase Order Processes: Browse' window, making it easy to find successful Tender bids.

Closed

Check this box when it is apparent that the Supplier has been unsuccessful in its bid. Closed records will appear in the 'Purchase Order Processes: Browse' window but not in the 'Paste Special' list, preventing their use in Purchase Orders and Purchase Invoices. Once you have marked it as closed, the record will no longer be modifiable.

Card 1

The screenshot shows a software interface for Card 1. At the top, there are four tabs labeled 1, 2, 3, and 4, with tab 1 being the active one. Below the tabs, there are five input fields arranged in two rows. The first row contains 'Currency' with the value 'GBP' and 'Value' with the value '650000.00'. The second row contains 'Person' with the value 'FF', 'Class' (empty), and 'Object' (empty).

Currency**Paste Special**

Currency register, System module

Enter the Currency to be used by the Supplier here.

Value

When the Supplier's tender application arrives, record its value here, in Currency.

Person**Paste Special**

Person register, System module

Enter the initials of the Person responsible for looking after the Supplier's Tender bid.

Class**Paste Special**

Purchase Order Classes setting, Purchase Orders module

Enter the Purchase Order Class (if any). Purchase Order Classes permit the analysis of Orders for reporting or prioritising.

Object**Paste Special**

Object register, Nominal Ledger/System module

Specify one or more Objects, separated by commas.

Cards 2, 3 and 4

Purchase Order Process: Inspect

Navigation: [Previous] [Next] [New] [Duplicate] [Cancel] [Save]

Form Fields:

- No.
- Supplier
- Tender
- Name
- Comment
- ☐ Signed
- ☐ Closed

Tabbed Interface (Card 2 selected):

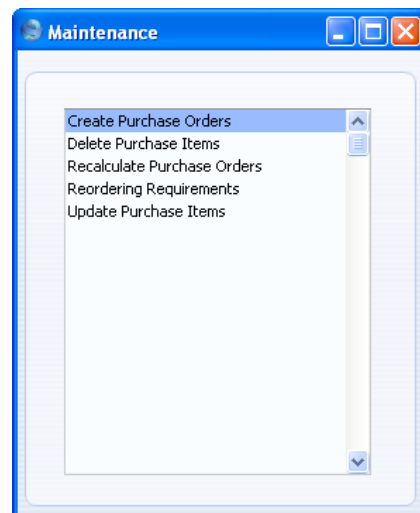
- Pre Qualification Documents**
 - Planned Sent
 - Planned No Objection
 - Actual Sent
 - Actual No Objection
- Bid Documents**
 - Planned Sent
 - Planned No Objection
 - Actual Sent
 - Actual No Objection
- Bid Package Available**
 - Planned Sent
 - Actual Sent
 - Bid Open
 - Planned Sent
 - Actual Sent

These cards contain various date fields that you can use to record when the various stages of the process were completed for this Tender by the Supplier. Fields for target dates and actual dates are provided.

Maintenance

Introduction

Maintenance functions allow you to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are five such functions available in the Purchase Orders module. To use one, ensure you are in the Purchase Orders module and click the [Routines] button in the Master Control panel. Then click the [Maintenance] button in the subsequent window. The following window appears—



Double-click the chosen item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Purchase Orders

Please refer to the 'Automatic Generation of Purchase Orders' section above on page 76 for details of this function.

Delete Purchase Items

This function allows you to delete many Purchase Items at one stroke. Be careful when you use it: if you leave all the fields in the 'Specify Delete Purchase Items' window empty, every Purchase Item in the register will be deleted.



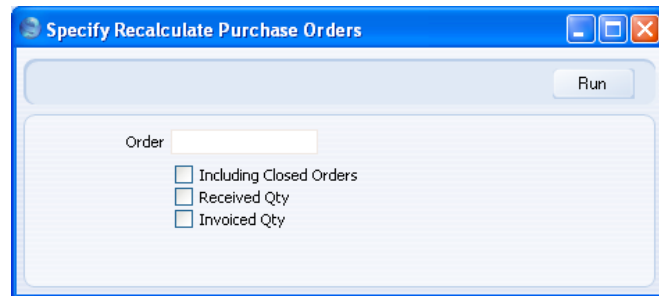
Be sure to enter at least one criterion in the specification window. Deletions cannot be reversed.

Supplier	Paste Special	Suppliers in Contact register
		Specify a Supplier if you want every Purchase Item for that Supplier to be deleted.
Item	Paste Special	Item register
		Specify an Item if you want every Purchase Item for that Item to be deleted.
Item Group	Paste Special	Item Group register, Sales Ledger
		Specify an Item Group if you want every Purchase Item for all Items belonging to that Group to be deleted.
Only closed items		Use this option if you want every Purchase Item for all Closed Items to be deleted.

Click the [Run] button in the Button Bar: the selected Purchase Items will be deleted.

Recalculate Purchase Orders

The Recv. 1, Recv. 2 and Invoiced Quantities in Purchase Orders can occasionally be rendered inaccurate in certain circumstances. If this happens, you can correct them using this function.



Enter the Purchase Order Number of the Purchase Order to be corrected (or a range of Order Numbers), and specify whether the Received Quantity or the Invoice Quantity (or both) is to be updated. Click the [Run] button in the Button Bar: the Purchase Orders are updated.



Do not use this function for Purchase Orders with more than one related Purchase Invoice if you are using the Consolidate Items to Supplier Cost Account option in the Purchase Invoice Settings setting. Quantities are not stored in Purchase Invoices if you are using this option, and therefore this function will not be able to calculate Invoiced Quantities accurately.

Reordering Requirements

This function will analyse your purchasing requirements for a specified future period based on average monthly sales achieved in the past. It then uses that analysis to create Purchase Orders for the stock to be sold in that future period. If you would like to see the Items and quantities that will be ordered, print the 'Reordering Requirements' report before running the function. For details of how the quantities are calculated, please refer to the

description of this report below on page 147. The quantities that will be ordered are shown in column 11 in the report.

The Purchase Orders created by this function will be saved in an unapproved state. You can print the Purchase Orders in a single batch using the [Documents] button in the Master Control panel. Approving and printing are covered in more detail above on pages 45 and 58 respectively.

Suppliers will be selected for Items as follows—

1. If an Item has a corresponding record in the Purchase Item register in the Purchase Orders module with a Supplier specified and with the Default check box switched on, that Supplier will be used. The Purchase Item register is described above on page 21.
2. In all other cases, the Supplier will be the Default Supplier specified in the Purchase Order Settings setting. If you have not specified a Default Supplier, a Purchase Order with no Supplier will be raised for Items that do not meet the criteria in point 1 above. You can then specify the correct Supplier, or divide the Items between Purchase Orders with different Suppliers as appropriate.

Selecting the 'Reordering Requirements' function brings up the following dialogue box—

Period

Paste Special

Reporting Periods setting,
System module

The function calculates the average sales per month for each Item and, if you are using the Include Predicted Sales in Suggested Order Quantity option described below, uses these figures to predict future sales and therefore to create Purchase Orders. These average sales

figures are calculated from the approved Invoices whose dates fall in the period that you specify here.

It is recommended that you take care to enter an appropriate period. For example, if the period is the current calendar year, several months of zero sales will be included in the calculation, so the averages will not be accurate.

The period should be a number of complete months: it will be rounded up to the nearest number of whole months if this is not the case.

No. of Months

The function calculates the average sales per month for each Item and uses these figures to predict sales for the next few months. If you are using the Include Predicted Sales in Suggested Order Quantity option described below, it then creates Purchase Orders for the quantity of each Item required to satisfy these predicted sales. Specify here the number of months whose sales you want to be predicted. You must enter a number of months here, otherwise no Purchase Orders will be created.

Item

Paste Special

Item register

Range Reporting

Alpha

Enter an Item Number or range of Item Numbers separated by a colon (:) to create Purchase Orders for those Items. Only Stocked Items in the range will be ordered. Closed Items will not be ordered.

Item Group

Paste Special

Item Group register, Sales
Ledger

Enter an Item Group Number to create Purchase Orders for Items in that Group. Only Stocked Items in the Group will be ordered. Closed Items in the Group will not be ordered.

Include Predicted Sales in Suggested Order Quantity

By default, the quantity of each Item that will be included in Purchase Orders will be the theoretical stock plus the Minimum Stock Level plus any adjustment needed to meet the Normal Order Quantity requirement in the Default Purchase Item, taking the Suggest Full Multiples of Norm Ord Qty option in the Purchase Order

Settings setting into account. If you use this option, the predicted sales figure calculated as described above under No. of Months will be added to the order quantity.

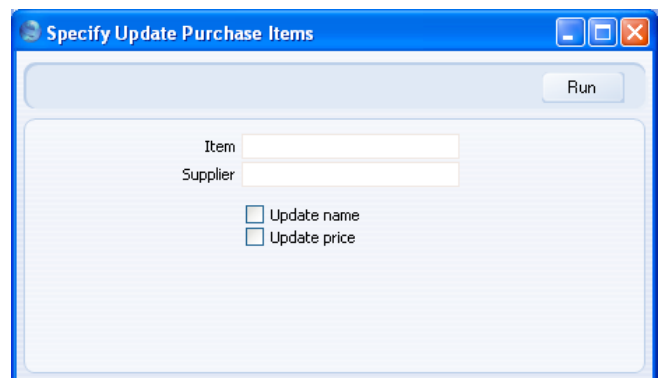
Include items with a purchase item only

Usually, the function will create Purchase Orders for every Stocked Item in the specified range for which there is a purchasing requirement. If an Item has a Default Purchase Item, the Supplier and Cost Price will be taken from there. If an Item does not have a Default Purchase Item, it will be added to a Purchase Order that does not have a Supplier (or the Default Supplier if you have specified one), and the Cost Price will be taken from the Item record. If you use this option, Purchase Orders will only be created for Stocked Items that have related Default Purchase Items.

Click [Run] to run the function. It may take a few moments, depending on the number of Purchase Orders to be created. When it has finished, you will be returned to the 'Maintenance' list window.

Update Purchase Items

When you receive Items into stock (i.e. when you approve and save Goods Receipts), you can have the Cost Prices in the Item records updated automatically. This automatic updating is not extended to Purchase Items. To update the Price of Purchase Items in a single step, use this function. You can also use it to update the Description of the Purchase Item: useful if you have several Purchase Items for a single Item.



The screenshot shows a Windows-style dialog box titled "Specify Update Purchase Items". It has a blue title bar with standard window controls (minimize, maximize, close) on the right. Inside the dialog, there is a "Run" button in the top right corner. Below it, there are two text input fields: "Item" and "Supplier". At the bottom, there are two checkboxes: "Update name" and "Update price".

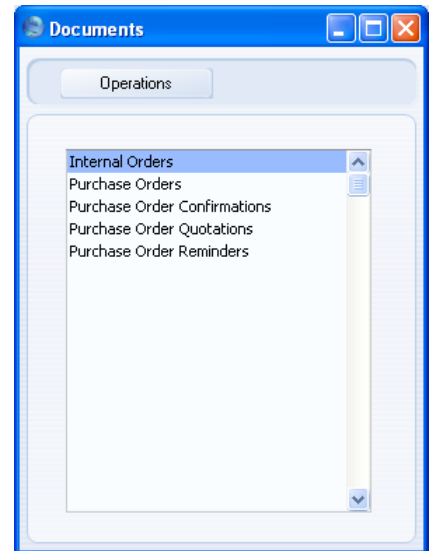
Item	Paste Special	Item register
	Range Reporting	Alpha
	Leave this field blank to update all Purchase Items. Enter an Item Number to update the Purchase Items relating to a specific Item.	
Supplier	Paste Special	Suppliers in Contact register
	Enter a Supplier Number to update the Purchase Items with a specific Supplier.	
Update Name	Check this box to update the Purchase Item Description. The new Description will be taken from the Item and will be applied to all related Purchase Items.	
Update Price	Check this box to update Purchase Item Prices with new Cost Prices from the Item register. Cost Prices of Items can be updated automatically from the most recent Goods Receipts. Note that the new Cost Price will be applied to all the Purchase Items relating to the Item, regardless of whether the Default check box is switched on and irrespective of the Supplier from whom the Items were last purchased.	
	In the case of a Purchase Item whose Price is in a different Currency to that of the Cost Price of the Item, the updating process includes a Currency conversion calculation using the appropriate Exchange Rate.	

Press [Run] to start the updating process.

Documents

Introduction

Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, click the [Documents] button in the Master Control panel or use the Ctrl-D (Windows and Linux)/⌘-D (Macintosh) key combination. The window illustrated below appears, listing the documents that you can print from the Purchase Orders module. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight an item in the list.
2. If you want to fax the document and your hardware can support this feature, select 'Fax' from the Operations menu.
3. Double-click the document name or press the Enter key. A specification window will then appear, where you can determine the documents that you want to be printed (e.g. which Purchase Orders are to be printed). The specification window for each document is described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine the Form that will be used when you print a document, follow this procedure (when HansaWorld Enterprise is supplied, a sample Form is attached to each document)—

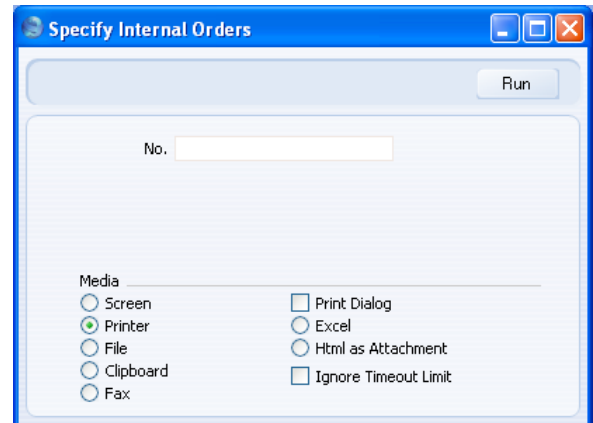
1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the 'System Module' manual.
2. Change to the Purchase Orders module and open the 'Documents' list window by clicking the [Documents] button in the Master Control panel or using the Ctrl-D (Windows and Linux)/⌘-D (Macintosh) key combination.
3. Highlight the item in the list and select 'Define Document' from the Operations menu. In the subsequent window, assign a Form (or more than one Form) to each document: this window is fully described in the 'Documents' section of the 'Work Area' chapter in the 'Introduction to HansaWorld Enterprise' manual. For example, each document can use different Forms determined perhaps by the Language of the Supplier or the Number Series of the Purchase Order.
4. You only need use the 'Define Document' function once. Afterwards, Form selection will be automatic.

The selection process for the document is described below. Leave all the fields in the specification window blank if documents for all the records in the database are to be printed. If you need to restrict the number of documents printed, use the fields as described.

Where specified below, it is often possible to report on a selection range, such as a range of Purchase Order Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Internal Orders

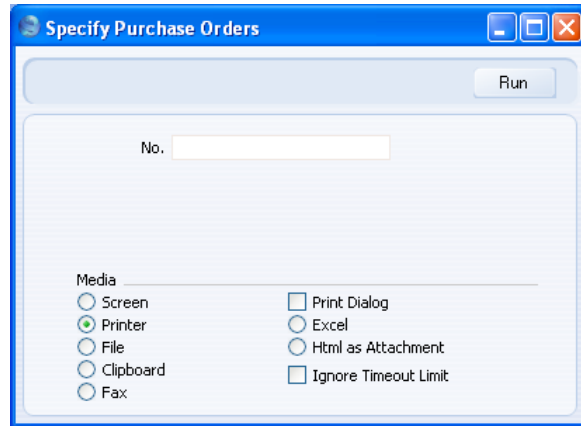
You can use this document to print Internal Orders to help with the process of approval and authorisation.



Enter an Internal Order Number or a range of Internal Order Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

You can also print a single Internal Order from a record window by clicking the Printer icon, or print it to screen by clicking the Preview icon.

Purchase Orders



Enter a Purchase Order Number or a range of Purchase Order Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

You can also print a single Purchase Order from a record window by clicking the Printer icon, or print it to screen by clicking the Preview icon.

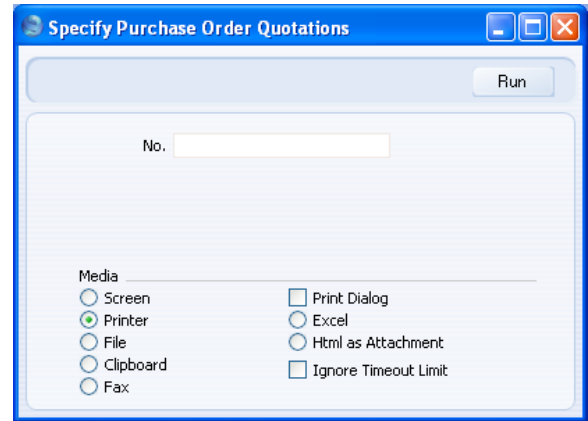
When you design the Form to be used when printing Purchase Orders, you can use the Field Argument in the “Unit Price”, “Price per Unit (incl. Price Factor)”, “Sum”, “VAT” and “To Pay” fields to specify how many decimal places will be printed. For example, if the VAT in a Purchase Order is 1.47, the “VAT” field will print 1.50 if it has a Field Argument of 1. The “To Pay” field prints the Purchase Order total including VAT.

Purchase Order Confirmations, Purchase Order Reminders

These options behave in the same manner as ‘Purchase Orders’ already described. They allow you to print Purchase Orders using different Forms, depending on the requirements of the occasion.

Purchase Order Quotations

You can produce a printed Quotation document for filing.



Enter a Quotation Number or a range of Quotation Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

You can also print a single Purchase Order Quotation from a record window by clicking the Printer icon, or print it to screen by clicking the Preview icon.

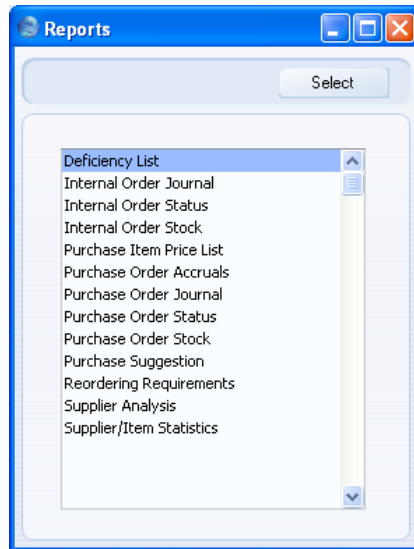
When you design the Form to be used when printing Purchase Order Quotations, you can use the Field Argument in the “Sum”, “VAT” and “To Pay” fields to specify how many decimal places will be printed. For example, if the VAT in a Purchase Order Quotation is 1.47, the “VAT” field will print 1.50 if it has a Field Argument of 1. The “To Pay” field prints the Purchase Order Quotation total including VAT.

Reports

Introduction

As with all modules, to print a report in the Purchase Orders module, click the [Reports] button in the Master Control panel or use the Ctrl-R (Windows and Linux)/⌘-R (Macintosh) key combination. Then, double-click the appropriate item in the list.

The following reports are available in the Purchase Orders module—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Purchase Orders in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

Where specified below, it is often possible to report on a selection range, such as a range of Suppliers, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter “001:010” in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Use the Media options at the bottom of the specification window to determine the print destination of the report. The default is to print to screen. You can initially print to screen and subsequently send the report to a printer by clicking the Printer icon at the top of the report window.

Once you have entered the reporting criteria and have chosen a print destination, click [Run].

With a report in the active window, use the 'Recalculate' command on the Operations menu to update the report after making alterations to background data. The 'Reopen Report Specification' command on the same menu allows you to produce a new report using different reporting criteria.

Deficiency List

This report shows for each Item the stock balance, the quantity on Sales, Purchase and Production Orders, and the current stock deficiency. The current stock deficiency takes into account the current stock level, the unfulfilled Sales, Purchase and Production Order Quantities and the Minimum Stock Level of the Item. If the stock level after all Sales, Purchase and Production Orders have been fulfilled is less than the Minimum Stock Level, then there is a deficiency. That deficiency is the quantity required to bring the stock level up to the Minimum Stock Level.

A deficiency is not necessarily the same as a purchasing suggestion. A purchasing suggestion takes the requirements of the Supplier into account. For example, if the Minimum Stock Level of an Item is 10 and there is only one in stock, the deficiency is nine. But if the Supplier has a minimum order requirement of 15, the deficiency will still be nine, but the purchasing requirement will be 15.

By default, this report shows deficiencies only, while the Purchasing Suggestion report shows purchasing suggestions and the Reordering Requirements report shows purchasing suggestions that take future sales predictions into account.

For an up to date Deficiency List, you should ensure the following registers contain correct and up to date information—

- The Purchase Order register contains information about previous Purchase Orders.
- The Order register contains information about Sales Orders not yet shipped.
- The Production Order register contains information about scheduled assembly processes. These processes, when complete, will cause the

components to be removed from stock and the assembled Items to be added to stock.

- You must define each Item as "Stocked", and you should specify Minimum Stock Levels either in the Item record itself or in the Minimum Stock Levels setting in the Stock module. Use the setting if you want to set Minimum Stock Levels for each Location.
- For each Item, if you want to produce the report using the Check Normal Order Qty on Purchase Item option, there should be a Default Purchase Item record, with Normal and Minimum Order Quantities.
- The Goods Receipt register provides information about physical shipments into stock, and influences the stock balance.
- The Delivery register also influences the stock balance.

When printed to screen, the Deficiency List has the HansaWorld Enterprise Drill-down feature. Click on any Item Number to open an individual Item record.

Specify Deficiency List

Run

Item No.

Group

Item Classification

Classification Type

Location

Department

Salesman

Sales Group

Sorting

☒ No. ☒ Only With Balance

☐ Group ☒ Only With Deficiency

☐ Name

☒ Check Normal Order Qty on Purchase Item

Media

☒ Screen ☒ Print Dialog

☐ Printer ☐ Excel

☐ File ☐ Html as Attachment

☐ Clipboard ☐ Ignore Timeout Limit

☐ Fax

Item No.	Paste Special	Item register
	Range Reporting	Alpha
	Use this field to restrict the report to a particular Item or range of Items. Only Stocked Items will be shown in the report. Closed Items will not be shown.	
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Use this field to restrict the report to Items of a particular Item Group or range of Groups.	
Item Classification Paste Special		Item Classifications setting, Stock module
Enter a Classification Code in this field if you want to list Items with a certain Classification. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classifications separated by commas, only those Items featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), all Items featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Items featuring any Classification except the one listed will be shown.		
For example—		
1,2	Lists Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).	
1+2	Lists Items with Classifications 1 or 2.	
!2	Lists all Items except those with Classification 2.	
1,!2	Lists Items with Classification 1 but excludes those with Classification 2 (i.e. Items with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.	
!1,!2	Lists all Items except those with Classification 1 or 2 or both. Again, note the comma.	

!(1,2)	Lists all Items except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Items without Classification 1 and those with Classification 2 (Items with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Type**Paste Special**Classification Types setting,
CRM module

Enter a Classification Type in this field if you want to list Items with a Classification belonging to that Type. If the field is empty, all Items, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Items featuring a Classification belonging to any of those Types will be shown.

Location**Paste Special**

Locations setting, Stock module

Use this field to restrict the report to Items, stock levels and Orders in a particular Stock Location.

The Minimum Stock Levels setting in the Stock module allows you to specify minimum quantities of each Item that can be held in stock in each Location. If you do not specify a Location for this report, the Minimum Stock Level shown for each Item will be the figure for all Locations. If you specify a Location, the Minimum Stock Level shown for each Item will be the figure for the Location in question. If there are no records in the Minimum Stock Levels setting for a particular Item, the Minimum Stock Level will be taken from the 'Stock' card of the Item record.

Department**Paste Special**Departments setting, Assets
module/System module

If the report is to list Items belonging to a particular Department (specified on the 'Stock' card of the Item record), enter that Department here.

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

If you enter a Person's initials here, only those Items with a Default Purchase Item belonging to that Person will be listed in the report.

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

If you enter a Sales Group here, only those Items with a Default Purchase Item belonging to that Sales Group will be listed in the report.

Sorting You can sort the report by Item Number, Item Group or Description.

Only With Balance

This option excludes from the report Items for which the stock balance after all Sales, Purchase and Production Orders have been fulfilled will be zero. If you use this option, any Item with a zero balance that has a Minimum Stock Level will not be listed in the report, even though this Item has a deficiency. Therefore, you should not use this option if you want to list every Item with a deficiency.

Only With Deficiency

Switch this option on if you want the report only to list those Items that you need to purchase (i.e. those Items of which you have a deficiency). There is a deficiency if the stock balance after all Sales, Purchase and Production Orders have been fulfilled is less than the Minimum Stock Level.

Check Normal Order Qty on Purchase Item

If you do not use this option, the final column of the report will show the deficiency of each Item (the quantity required to bring the stock level up to the Minimum Stock Level after all Sales, Purchase and Production Orders have been fulfilled). If you use this option, the deficiency figure will be adjusted to take the Normal and Minimum Order Quantities in the Default Purchase Item (if there is one) into account. It will therefore not strictly be a deficiency figure but a purchasing suggestion.

Internal Order Journal

This report shows registered Internal Orders. You can make selections for a range of Internal Orders, for a period, or for a specific Person.

When printed to screen, the Internal Order Journal has the HansaWorld Enterprise Drill-down feature. Click on any Internal Order Number to open an individual Internal Order record.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period.
Order	Range Reporting	Numeric
		Use this field to limit the report to a single Internal Order, or range of Internal Orders.
Class	Paste Special	Internal Order Classes setting, Purchase Orders module
		Enter an Internal Order Class code to limit the report to Internal Orders of a single Class.
Person	Paste Special	Person register, System module
		To limit the report to Internal Orders created by a single Person, enter that Person's initials here.

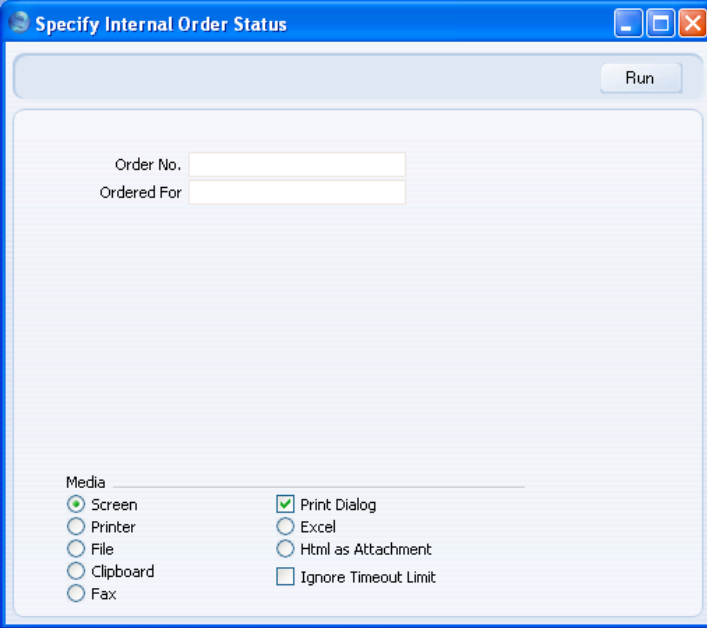
Department	Paste Special	Departments setting, Assets module/System module
		Use this field to limit the report to Internal Orders that will affect a single Department.
Location	Paste Special	Locations setting, Stock module
		Use this field to limit the report to Internal Orders that will affect a single stock Location.
Function		Use these options to specify the level of detail in the report.
Overview		The default setting for this report is Overview, which results in a report with the most important order journal data in a table format.
Detailed		Clicking this button will result in a report with all available data.

Internal Order Status

This report can be regarded as a more detailed version of the Internal Order Journal, to be used when you need not only to list Internal Orders but also to list all related transactions (e.g. Stock Movements, Stock Depreciation records and Purchase Orders).

This report is the same one as that produced by the 'Internal Order Status' function on the Operations menu of the Internal Order screen. For each Internal Order, the Items are listed individually showing the Item Number and Name, together with the Order, Treated, Sent, Purchase Order and Deliv. quantities. Under this information, all related Purchase Orders, Stock Movements and Stock Depreciation records are listed. At the Internal Order level, the Internal Order Number and Date, Person and Planned Delivery Date are shown.

When printed to screen, the Internal Order Status report has the HansaWorld Enterprise Drill-down feature. Click on any Internal Order Number, Purchase Order Number, Stock Movement Number or Stock Depreciation Number to open the relevant record.



The dialog box titled "Specify Internal Order Status" has a blue title bar with standard window controls. A "Run" button is in the top right corner. Below it are two text input fields: "Order No." and "Ordered For". At the bottom, there is a "Media" section with two columns of radio buttons. The first column includes "Screen" (selected), "Printer", "File", "Clipboard", and "Fax". The second column includes "Print Dialog" (checked), "Excel", "Html as Attachment", and "Ignore Timeout Limit".

Order No.	Range Reporting	Numeric
	Use this field to limit the report to a single Internal Order, or range of Internal Orders.	
Ordered For	Paste Special	Person register
	To limit the report to Internal Orders created by a single Person, enter that Person's initials here.	

Internal Order Stock

This report is a list of the unfulfilled Internal Orders in the system, showing Internal Order Number, Order Date, Person, and unfulfilled order value. Further information is available, depending on the level of detail chosen. Unfulfilled Internal Orders are those where the Deliv. quantity is less than the Order quantity in at least one row.

When printed to screen, the Internal Order Stock report has the HansaWorld Enterprise Drill-down feature. Click on any Internal Order Number to open an individual Internal Order record.

Order	Range Reporting	Numeric
	Use this field to limit the report to a single Internal Order, or range of Internal Orders.	
Item	Paste Special	Item register
	Use this field to limit the report to Internal Orders containing a particular Item. In the Overview, the figures shown in the report will only for the specified Item, not for the whole Order.	
Person	Paste Special	Person register, System module
	To limit the report to Internal Orders created by a single Person, enter that Person's initials here.	
Order Class	Paste Special	Internal Order Classes setting, Purchase Orders module
	Enter an Internal Order Class code to limit the report to Internal Orders of a single Class.	

Location	Paste Special	Locations setting, Stock module
		Use this field to limit the report to Internal Orders affecting a single stock Location.
Item Groups	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
		Use this field to limit the report to Internal Orders containing Items belonging to a single Item Group or range of Item Groups. In the Overview, the figures shown in the report will be for the whole Order, not just for the Items belonging to the specified Group.
Planned Delivery	Paste Special	Choose date
		If you wish to report on Internal Orders with a specific Planned Del. Date, enter that date here.
Function		Use these options to control the level of detail shown in the report.
	Overview	This option displays the most important Internal Order journal information (Order Number, Date, Person and Order Quantity or Value yet to be received, depending on whether you use the Amount or Quantity options below) in a table format.
	Detailed	As well as the information shown in the Overview, this option lists the Internal Order rows with Item Code and Name, and various quantities or values that depend on whether you use the Amount or Quantity options below.
	Order Rows	This option shows minimal Internal Order level information (Order No and Date). For each Internal Order row, it shows the Item Code and various quantities or values that depending on whether you use the Amount or Quantity options below. You can sort the report by Order Number or Item Code.
Function		Use these options to determine whether values or quantities are to appear in the report.
	Amounts	The Overview will show the total unfulfilled value of each Internal Order.

The Detailed and Order Rows options will show the unfulfilled quantity, the unit cost and the unfulfilled total cost of each Internal Order row.

Quantities

The Overview will show the total unfulfilled quantity of each Internal Order.

The Detailed and Order Rows options will show for each Internal Order row the Order, Treated, Sent, Deliv. and Purchase Order quantities.

Status

Check one or more of the boxes to include Internal Orders of different status.

Not Treated

The report will only list Internal Orders with no related Stock Movements or Stock Depreciation records (i.e. Internal Orders where the Treated field in every row is blank).

Part Treated

Use this option if you would like the report to include Internal Orders with at least one related Stock Movement or Stock Depreciation record (i.e. Internal Orders where the Treated figure in at least one row contains a value).

Not Delivered

The report will only list Internal Orders with no related Received Stock Movements or approved Stock Depreciation records (i.e. Internal Orders where the Deliv. field in every row is blank).

Part Delivered

Use this option if you would like the report to include Internal Orders with at least one related Received Stock Movement or approved Stock Depreciation record (i.e. Internal Orders where the Deliv. figure in at least one row contains a value, but where the total Deliv. figure for the whole Order is less than the Order Quantity).

In all cases, the values or amounts shown in the report will be the unfulfilled values or amounts (i.e. Order Value or Quantity less Deliv. Value or Quantity).

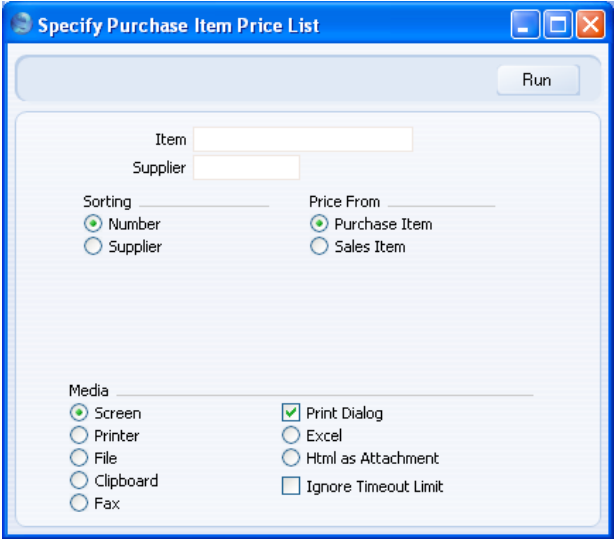
Sorting (Order Rows only)

If you produce the report using the Order Rows option (above), use these options to specify whether the report will be sorted by Internal Order Number or Item Code. If you sort by Item Code, the report will contain subtotals for each Item.

Status By default Closed Internal Orders are not shown in the report. You can use these options to include Closed Internal Orders or to list Closed Internal Orders only.

Purchase Item Price List

This report lists selected Purchase Items, showing Purchase Prices, Suppliers and Default status.



Item	Paste Special	Item register
	Range Reporting	Alpha
	Use this field to restrict the report to a particular Item or range of Items.	
Supplier	Paste Special	Suppliers in Contact register
	Use this field to restrict the report to Items from a particular Supplier.	
Sorting	You can sort the report by Item Number or Supplier.	
Price From	Use these options to specify whether the Purchase Price shown in the report is to be taken from the Purchase Item or the Item register. In the latter instance, the Cost Price from the 'Costs' card of the Item screen is shown.	

Purchase Order Accruals

This report is an alternative way of producing the Accrued version of the Purchase Order Status report described below on page 134, with the advantage that you can produce a report for a particular Accruals Account. It lists the Purchase Orders that satisfy the report criteria and against which goods but not Invoices have been received.

For each Purchase Order, the Items are listed individually showing the Item Number, Name, Cost Account, value and any Objects, together with quantities ordered, received, invoiced and awaiting invoicing. At the Purchase Order level, the Purchase Order Number, Supplier Number and Name, Objects and Planned Delivery Date are shown.

This report requires Items to be specified on flip B of Purchase Invoices. This will happen automatically when you create Purchase Invoices from Purchase Orders if you are using the Consolidate by Items and Project or the Transfer Each Row Separately options in the Purchase Invoice Settings setting.

When printed to screen, the Purchase Order Accruals report has the HansaWorld Enterprise Drill-down feature. Click on any Purchase Order Number to open an individual Purchase Order record.

Specify Purchase Order Accruals

Run

Purchase Order

Period 1/1/2007:31/12/2007

Supplier

Object (from Header)

Object Type

Object (from Row)

Account

As at

Specify

☐ Include Closed

☐ Include Not OKed

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Html as Attachment

☐ Ignore Timeout Limit

Purchase Order	Range Reporting	Numeric
	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period. The first record in the Reporting Periods setting is offered as a default.	
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
	To limit the report to Purchase Orders to a single Supplier (or Suppliers), enter a Supplier Number (or range of Supplier Numbers separated by a colon) here.	
Object (from Header)		
	Paste Special	Object register, Nominal Ledger/System module
	To limit the report to Purchase Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows. If you enter a number of Objects separated by commas, only those Purchase Orders featuring all the Objects listed will be shown.	
Object Type	Paste Special	Object Types setting, Nominal Ledger
	To show Purchase Orders containing Objects belonging to a particular Object Type, enter that Object Type here. This refers to Objects entered at Order level, not those entered for Order rows.	
Object (from Row)		
	Paste Special	Object register, Nominal Ledger/System module
	To limit the report to Purchase Orders with rows containing a single Object, enter that Object here. If you enter a number of Objects separated by commas, only those Purchase Orders with rows featuring all the Objects listed will be shown.	

Account	Paste Special	Account register, System module
		To limit the report to Purchase Orders with rows with a particular Cost Account on flip B, enter that Account here. You must specify an Account, otherwise the report will be empty.
As at:		For each Purchase Order row, the current quantities ordered, received, invoiced and awaiting invoicing are shown. If you would like these quantities to be calculated for a particular date, enter that date here.
Specify		By default only approved Purchase Orders are shown in the report. You can use these options to include closed and unapproved Purchase Orders as well.

Purchase Order Journal

This report shows registered Purchase Orders. You can make selections for a range of Purchase Orders, for a period, or for a specific Supplier.

When printed to screen, the Purchase Order Journal has the HansaWorld Enterprise Drill-down feature. Click on any Purchase Order Number to open an individual Purchase Order record.

Specify Purchase Order Journal

Run

Period 1/1/2007:31/12/2007

Purchase Order No.

Supplier

Classification

Classification Type

P/Order Class

Location

Function

☒ Overview

☐ Detailed

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Html as Attachment

☐ Ignore Timeout Limit

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period.
Purchase Order No.		
	Range Reporting	Numeric
		Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.
Supplier	Paste Special	Suppliers in Contact register
		To limit the report to Purchase Orders to a single Supplier, enter a Supplier Number here.
Classification	Paste Special	Contact Classifications setting, CRM module
		Enter a Classification Code in this field if you want to list Purchase Orders issued to Suppliers with a certain Classification. If the field is empty, Purchase Orders issued to every Supplier, with and without Classification, will be included in the report. If you enter a number of Classifications separated by commas, only Purchase Orders issued to Suppliers featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), Purchase Orders issued to Suppliers featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), Purchase Orders issued to Suppliers featuring any Classification except the one listed will be shown.
		For example—
1,2		Lists Purchase Orders issued to Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2		Lists Purchase Orders issued to Suppliers with Classifications 1 or 2.
!2		Lists Purchase Orders issued to all Suppliers except those with Classification 2.
1,!2		Lists Purchase Orders issued to Suppliers with Classification 1 but excludes those to Suppliers with Classification 2 (i.e. Purchase Orders issued

to Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.

!1,!2	Lists Purchase Orders issued to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Lists Purchase Orders issued to all Suppliers except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Purchase Orders issued to Suppliers without Classification 1 and those with Classification 2 (Purchase Orders issued to Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Purchase Orders issued to Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want to list Purchase Orders issued to Suppliers with a Classification belonging to that Type. If the field is empty, Purchase Orders issued to all Suppliers, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Purchase Orders issued to Suppliers featuring a Classification belonging to any of those Types will be shown.

P/Order Class **Paste Special** Purchase Order Classes setting, Purchase Orders module

Enter a Purchase Order Class code to limit the report to Purchase Orders of a single Class.

Location **Paste Special** Locations setting, Stock module

Use this field to limit the report to Purchase Orders for Items intended for a single stock Location (specified on the 'Del. Address' card of the Purchase Order).

Function	Use these options to specify the level of detail in the report.
Overview	The default setting for this report is Overview, which results in a report with the most important order journal data in a table format.
Detailed	Clicking this button will result in a report with all available data.

Purchase Order Status

This report can be regarded as a more detailed version of the Purchase Order Journal described above on page 131, to be used when you need not only to list Purchase Orders but also to list all related transactions (e.g. Goods Receipts, Returned Goods to Supplier records and Purchase Invoices).

The Detailed version of this report is the same one as that produced by the 'Purchase Order Status' function on the Operations menu of the Purchase Order screen.

When printed to screen, the Purchase Order Status report has the HansaWorld Enterprise Drill-down feature. Click on any Purchase Order Number, Goods Receipt Number, Returned Goods Number or Prepayment Number to open the relevant record.

Specify Purchase Order Status

Run

Purchase Order _____

Period 1/1/2007:31/12/2007

Supplier _____

Classification _____

Classification Type _____

Object (from Header) _____

Object Type _____

For accrual reporting only _____

As at _____

Specify _____

☐ Include Closed

☐ Include Not OKed

Function _____

☒ Overview

☐ Detailed

☐ Accrued

☐ Accrued by Nominal Code

Media _____

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Html as Attachment

☐ Ignore Timeout Limit

Purchase Order	Range Reporting	Numeric	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.
Period	Paste Special	Reporting Periods setting, System module	Enter the start and end dates of the reporting period. The first record in the Reporting Periods setting is offered as a default.
Supplier	Paste Special	Suppliers in Contact register	
	Range Reporting	Alpha	To limit the report to Purchase Orders to a single Supplier (or Suppliers), enter a Supplier Number (or range of Supplier Numbers separated by a colon) here.

Classification	Paste Special	Contact Classifications setting, CRM module
<p>Enter a Classification Code in this field if you want to list Purchase Orders issued to Suppliers with a certain Classification. If the field is empty, Purchase Orders issued to every Supplier, with and without Classification, will be included in the report. If you enter a number of Classifications separated by commas, only Purchase Orders issued to Suppliers featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), Purchase Orders issued to Suppliers featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), Purchase Orders issued to Suppliers featuring any Classification except the one listed will be shown.</p> <p>For example—</p>		
1,2	Lists Purchase Orders issued to Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).	
1+2	Lists Purchase Orders issued to Suppliers with Classifications 1 or 2.	
!2	Lists Purchase Orders issued to all Suppliers except those with Classification 2.	
1,!2	Lists Purchase Orders issued to Suppliers with Classification 1 but excludes those to Suppliers with Classification 2 (i.e. Purchase Orders issued to Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.	
!1,!2	Lists Purchase Orders issued to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.	
!(1,2)	Lists Purchase Orders issued to all Suppliers except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).	
!1+2	Lists Purchase Orders issued to Suppliers without Classification 1 and those with Classification 2	

(Purchase Orders issued to Suppliers with Classifications 1 and 2 will be listed).

(1,2)+(3,4)

Lists Purchase Orders issued to Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Type

Paste Special

Classification Types setting,
CRM module

Enter a Classification Type in this field if you want to list Purchase Orders issued to Suppliers with a Classification belonging to that Type. If the field is empty, Purchase Orders issued to all Suppliers, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Purchase Orders issued to Suppliers featuring a Classification belonging to any of those Types will be shown.

Object (from Header)

Paste Special

Object register, Nominal
Ledger/System module

To limit the report to Purchase Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows. If you enter a number of Objects separated by commas, only those Purchase Orders featuring all the Objects listed will be shown.

Object Type

Paste Special

Object Types setting, Nominal
Ledger

To show Purchase Orders containing Objects belonging to a particular Object Type, enter that Object Type here. This refers to Objects entered at Order level, not those entered for Order rows.

For accrual reporting only

If you are using the Accrued or Accrued by Nominal Code options (described below), the report will usually list those Purchase Orders against which goods but not Invoices have been received by the current date. If you want to list Purchase Orders whose goods had been

	received by a particular date but for which an Invoice had not been received by that date, enter that date here.
Specify	By default only approved Purchase Orders are shown in the report. You can use these options to include closed and unapproved Purchase Orders as well.
Function	These options are used to control the level of detail shown in the report.
Overview	This option lists all Purchase Orders that satisfy the report criteria. For each Purchase Order, the Items are listed individually showing the Item Number and Name and any Objects, together with quantities ordered, received and invoiced. At the Purchase Order level, the Purchase Order Number and Date, Supplier Number and Name, Objects and Planned Delivery Date are shown.
Detailed	In addition to the information shown in the Overview, this option shows the Supplier address and, for each Purchase Order, all related Prepayments, Goods Receipts, Returned Goods to Supplier records and Purchase Invoices are listed. Each row of these records is listed individually together with cost prices, quantities, serial numbers and Purchase Accounts as appropriate.
Accrued	<p>This option only lists those Purchase Orders that satisfy the report criteria and against which goods but not Invoices have been received by the current date. If you enter a date in the As at field above, Purchase Orders are listed whose goods had been received but for which an Invoice had not been received by that date. In appearance, this option is similar to the Overview with the additional information for each Purchase Order row of quantity awaiting invoice, value and Purchase Accruals Account.</p> <p>This option requires Items to be specified on flip B of Purchase Invoices. This will happen automatically when you create Purchase Invoices from Purchase Orders if you are using the Consolidate by Items and Project or the Transfer Each Row Separately options in the Purchase Invoice Settings setting.</p>

You can also produce this report using the Purchase Order Accruals report described above on page 129. The advantage of the Purchase Order Accruals report is that it allows you to produce a report for a particular Accruals Account.

Accrued by Nominal Code

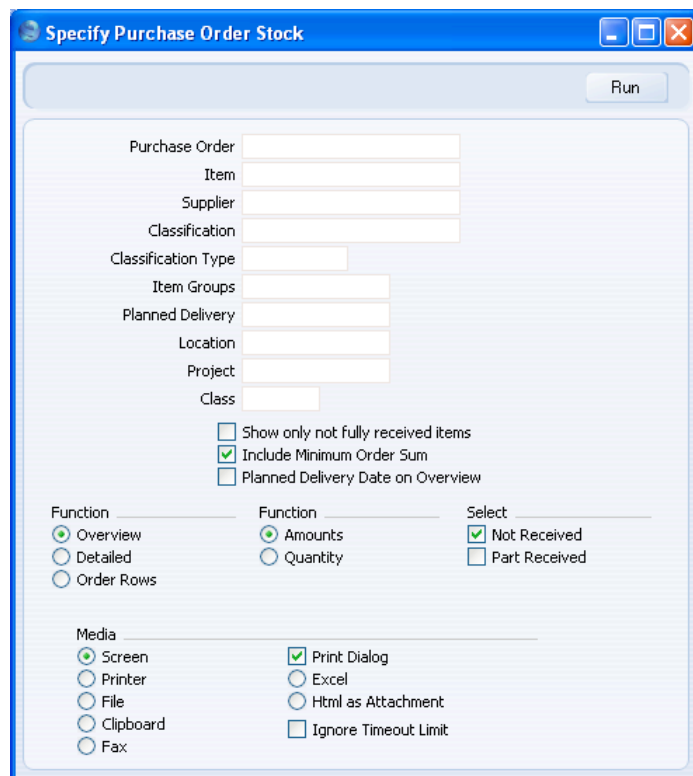
This option lists the total amounts posted to each Purchase Accruals Account by Purchase Invoices received against the selected Purchase Orders.

As with the Accrued option above, this option requires Items to be specified on flip B of Purchase Invoices.

Purchase Order Stock

This report is a list of the unfulfilled Purchase Orders in the system, showing Purchase Order Number, Order Date, Supplier, and unfulfilled order value. Further information is available, depending on the level of detail chosen. Unfulfilled Purchase Orders are those with no related Goods Receipts. Purchase Orders with related unapproved Goods Receipts are treated as fulfilled for the purposes of this report and are therefore not shown. Purchase Orders with partial Goods Receipts can optionally be shown in the report.

When printed to screen, the Purchase Order Stock report has the HansaWorld Enterprise Drill-down feature. Click on any Purchase Order Number to open an individual Purchase Order record.



Purchase Order	Range Reporting	Numeric
	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.	
Item	Paste Special	Item register
	Use this field to limit the report to Purchase Orders containing a particular Item. In the Overview, the figures shown in the report will be for the whole Order, not just for the specified Item.	
Supplier	Paste Special	Suppliers in Contact register
	To limit the report to Purchase Orders to a single Supplier, enter a Supplier Number here.	
Classification	Paste Special	Contact Classifications setting, CRM module
	Enter a Classification Code in this field if you want to list Purchase Orders issued to Suppliers with a certain	

Classification. If the field is empty, Purchase Orders issued to every Supplier, with and without Classification, will be included in the report. If you enter a number of Classifications separated by commas, only Purchase Orders issued to Suppliers featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by plus signs (+), Purchase Orders issued to Suppliers featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), Purchase Orders issued to Suppliers featuring any Classification except the one listed will be shown.

For example—

1,2	Lists Purchase Orders issued to Suppliers with Classifications 1 and 2 (including Suppliers with Classifications 1, 2 and 3).
1+2	Lists Purchase Orders issued to Suppliers with Classifications 1 or 2.
!2	Lists Purchase Orders issued to all Suppliers except those with Classification 2.
1,!2	Lists Purchase Orders issued to Suppliers with Classification 1 but excludes those to Suppliers with Classification 2 (i.e. Purchase Orders issued to Suppliers with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2	Lists Purchase Orders issued to all Suppliers except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Lists Purchase Orders issued to all Suppliers except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3 will not be listed).
!1+2	Lists Purchase Orders issued to Suppliers without Classification 1 and those with Classification 2 (Purchase Orders issued to Suppliers with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Purchase Orders issued to Suppliers with Classifications 1 and 2, and those with Classifications 3 and 4.

Classification Type

Paste Special Classification Types setting, CRM module

Enter a Classification Type in this field if you want to list Purchase Orders issued to Suppliers with a Classification belonging to that Type. If the field is empty, Purchase Orders issued to all Suppliers, with and without Classification, are included. If you enter a number of Classification Types separated by commas, Purchase Orders issued to Suppliers featuring a Classification belonging to any of those Types will be shown.

Item Groups **Paste Special** Item Group register, Sales Ledger

Range Reporting Alpha

Use this field to limit the report to Purchase Orders containing Items belonging to a single Item Group or range of Item Groups. In the Overview, the figures shown in the report will be for the whole Order, not just for the Items belonging to the specified Group.

Planned Delivery **Paste Special** Choose date

If you wish to report on Purchase Orders whose Deliveries are to be received on a specific date (based on the Planned Del. fields on the 'Date' card and flip D of the 'Items' card of the Purchase Order screen), enter that date here.

Location **Paste Special** Locations setting, Stock module

Use this field to limit the report to Purchase Orders for Items intended for a single stock Location (specified on the 'Del. Address' card of the Purchase Order).

Project **Paste Special** Project register, Job Costing module (if installed)

Use this field to list Purchase Orders connected to a specific Project.

This refers both to the Project on the 'Terms' card of the Purchase Order and to the one on flip C of each Purchase Order row. If a Purchase Order has various rows assigned to different Projects, only those rows connected

to the Project specified here will be included in the report. If the field on flip C is blank in a particular row, that row will be connected to the Project specified at the Purchase Order level.

Class	Paste Special	Purchase Order Classes setting, Purchase Orders module
--------------	----------------------	---

Enter a Purchase Order Class code to limit the report to Purchase Orders of a single Class.

Show only not fully received items

If you are using the Part Received option below together with the Detailed or Order Rows options, switch this option on if you want the report to list unfulfilled (unreceived or part-received) Purchase Order rows only. Otherwise, all Purchase Order rows will be shown (i.e. fully received rows will also be listed).

Include Minimum Order Sum

Use this option to show for each Purchase Order the Minimum Order Sum from the 'Terms' card of the Contact record for each Supplier. This applies to the Overview and Detailed options only.

Planned Delivery Date on Overview

Usually, the Overview option shows the Order Date of each Purchase Order. Check this box if you would like the Planned Delivery Date to be shown instead.

Function	Use these options to control the level of detail shown in the report.
-----------------	---

Overview	This option displays the most important Purchase Order journal information (Order Number, Date, Supplier Name and Order Quantity or Value yet to be received, depending on whether you use the Amount or Quantity options below) in a table format.
-----------------	---

Detailed	At the Purchase Order level, this option provides the additional information of Payment Terms and Planned Delivery Date. It also shows the Purchase Order rows with Item Code and Name, and various quantities or values that depend on
-----------------	---

	whether you use the Amount or Quantity options below.
Order Rows	This option shows minimal Purchase Order level information (Order No, Date and Planned Delivery Date). For each Purchase Order row, it shows the Item Code and various quantities or values that depending on whether you use the Amount or Quantity options below.
Function	Use these options to determine whether values or quantities are to appear in the report.
Amount	<p>The Overview will show the total unfulfilled value of each Purchase Order.</p> <p>The Detailed and Order Rows options will show the unfulfilled quantity, the unit cost and the unfulfilled total cost of each Purchase Order row.</p>
Quantity	<p>The Overview will show the total unfulfilled quantity of each Purchase Order.</p> <p>The Detailed option will show for each Purchase Order row the quantities ordered, received, invoiced and remaining to be received.</p> <p>The Order Rows option will show for each Purchase Order row the quantities ordered, received and remaining to be received.</p>
Selection	Check one or more of the boxes to include Purchase Orders of different status.
Not Received	The report will only list Purchase Orders with no related Goods Receipts. An unapproved partial Goods Receipt will be enough to remove a Purchase Order from the report.
Part Received	Use this option if you would like the report to include Purchase Orders that have been partially received. Values and quantities in the report will be the values and quantities that you are yet to receive.

Purchasing Suggestion

This report is similar to the Deficiency List. It differs in that it shows purchasing suggestions instead of stock deficiencies, and it usually only lists Items with corresponding Default Purchase Items (i.e. those Items that can be ordered using the ‘Create Purchase Orders’ Operations menu function). If you want to list purchasing suggestions that take future sales predictions into account, use the Reordering Requirements report.

A deficiency is not necessarily the same as a purchasing suggestion. A purchasing suggestion takes the requirements of the Supplier into account. For example, if the Minimum Stock Level of an Item is 10 and there is only one in stock, the deficiency is nine. But if the Supplier has a minimum order requirement of 15, the deficiency will still be nine, but the purchasing requirement will be 15.

When printed to screen, the Purchasing Suggestion report has the HansaWorld Enterprise Drill-down feature. Click on any Item Number to open an individual Item record.

Item No.

Paste Special

Item register

Range Reporting

Alpha

Use this field to restrict the report to a particular Item or range of Items. Only Stocked Items will be shown in the

report. Closed Items will not be shown. Unless you produce the report using the Include Items with no Default Purchase Items option below, only Items in the range that have related Default Purchase Items will be included in the report.

Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Use this field to restrict the report to Items of a particular Item Group or range of Groups.	
Location	Paste Special	Locations setting, Stock module
	Use this field to restrict the report to Items, stock levels and Orders in a particular Stock Location.	
	The Minimum Stock Levels setting in the Stock module allows you to specify minimum quantities of each Item that can be held in stock in each Location. If you do not specify a Location for this report, the Minimum Stock Level shown for each Item will be the figure for all Locations. If you specify a Location, the Minimum Stock Level shown for each Item will be the figure for the Location in question. If there are no records in the Minimum Stock Levels setting for a particular Item, the Minimum Stock Level will be taken from the 'Stock' card of the Item record.	
Supplier	Paste Special	Suppliers in Contact register
	Enter a Supplier if you want to list the Items that can be purchased from that Supplier (i.e. Items with Default Purchase Items for that Supplier).	
Sorting	You can sort the report by Item Number, Item Group or Description.	
Only with Balance	This option excludes from the report Items with no balance. This means Items that are not currently in stock, and for which there are no outstanding Sales, Purchase or Production Orders.	

Include Items with no Default Purchase Items

By default, the report only lists Stocked Items that have Default Purchase Items. If you use this option, it will also list Items that do not have Default Purchase Items (including those with non-Default Purchase Items and those with no Purchase Items).

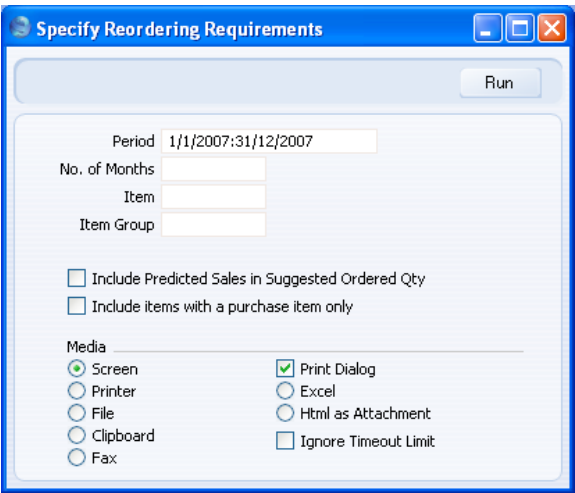
If you do not specify a Supplier and you use this option, the report will list every Stocked Item except those that have been closed. If an Item has a Default Purchase Item, the Supplier Number will be shown next to the Item Name in the report. The suggested figure will take the Normal and Minimum Order Quantities in the Default Purchase Item into account. If an Item only has non-Default Purchase Items or has no Purchase Items, the suggested figure will not take any Normal and Minimum Order Quantities into account and therefore will be the same as the deficiency.

If you specify a Supplier and you use this option, the report will list the Stocked Items that can be purchased from that Supplier. These are Items with Default and non-Default Purchase Items for that Supplier. Items with no Purchase Items will not be included. The suggested figures will take the Normal and Minimum Order Quantities in the Default and non-Default Purchase Items into account, and therefore they will all be suggestions and not deficiencies.

Reordering Requirements

You can use this report to analyse your purchasing requirements for the next few months, based on the average sales achieved in the past. It shows the quantities of Items that will be included in the Purchase Orders that will be created if you then run the 'Reordering Requirements' Maintenance function.

When printed to screen, the Reordering Requirements report has the HansaWorld Enterprise Drill-down feature. Click on any Item Number to open an individual Item record.



The image shows a Windows-style dialog box titled "Specify Reordering Requirements". It has a "Run" button in the top right corner. The main area contains several input fields and checkboxes. The "Period" field is set to "1/1/2007:31/12/2007". Below it are fields for "No. of Months", "Item", and "Item Group". There are two checkboxes: "Include Predicted Sales in Suggested Ordered Qty" and "Include items with a purchase item only". A "Media" section contains two columns of radio buttons. The first column has "Screen" (selected), "Printer", "File", "Clipboard", and "Fax". The second column has "Print Dialog" (checked), "Excel", "Html as Attachment", and "Ignore Timeout Limit".

Period	Paste Special	Reporting Periods setting, System module
		<p>The report shows the average sales per month for each Item and uses these figures to predict future sales and therefore to make purchasing suggestions. These average sales figures are calculated from the approved Invoices whose dates fall in the report period that you specify here.</p> <p>It is recommended that you take care to enter an appropriate period. For example, if the report period is the current whole calendar year, several months of zero sales will be included in the calculation, so the averages will not be accurate.</p> <p>The period should be a number of complete months: it will be rounded up to the nearest number of whole months if this is not the case.</p>
No. of Months		<p>The report shows the average sales per month for each Item and uses these figures to predict sales for the next few months. It then suggests the quantity of each Item that should be purchased in order to satisfy these predicted sales. Specify here the number of months whose sales you want to be predicted. You must enter a number of months here, otherwise no purchasing suggestions will be made.</p>

Item	Paste Special	Item register
	Range Reporting	Alpha

Enter an Item Number or range of Item Numbers separated by a colon (:) to report on the predicted sales and purchasing requirements for those Items. Only Stocked Items in the range will be listed in the report. Closed Items will not be listed.

Item Group	Paste Special	Item Group register, Sales Ledger
-------------------	----------------------	-----------------------------------

Enter an Item Group Number to report on the predicted sales and purchasing requirements for Items in that Group. Only Stocked Items in the Group will be listed in the report. Closed Items in the Group will not be listed.

Include Predicted Sales in Suggested Order Quantity

By default, the suggested order quantity figure in the report for each Item will be the theoretical stock (the figure shown in column 5 in the report) plus the Minimum Stock Level (column 9) plus any adjustment needed to meet the Normal Order Quantity requirement in the Default Purchase Item, taking the Suggest Full Multiples of Norm Ord Qty option in the Purchase Order Settings setting into account. If you use this option, the predicted sales figure shown in column 8 of the report will be added to the result of the calculation and therefore included in the suggested order quantity.

Include items with a purchase item only

Usually, the report will list every Stocked Item in the specified range. If you use this option, only those Stocked Items that have related Default Purchase Items will be listed in the report.

The report contains eleven columns as follows—

- | | |
|---------------------|--|
| 1. Item Code | Only Stocked Items are listed in the report. |
| 2. In Stock | The quantity in stock at the moment when the report is produced. This is not necessarily the figure at the end of the report period. |

3. On Purchase Orders

The unfulfilled quantity on Purchase Orders at the moment when the report is produced. This is not necessarily the figure at the end of the report period. Both approved and unapproved Purchase Orders are taken into consideration.

4. On Sales Orders

The unfulfilled quantity on Sales Orders at the moment when the report is produced. This is not necessarily the figure at the end of the report period.

5. Theoretical Stock

The stock level after the Purchase and Sales Orders in columns 3 and 4 have been fulfilled.

6. Sales

The quantity sold during the report period, calculated from approved Invoices raised in that period.

7. Average Sales

The average number sold per month. This is the figure in column 6 divided by the number of months in the report period. It is recommended that you do not use the current calendar year as the report period: this will result in a distorted figure because the future months towards the end of the year will be treated as months with zero sales.

8. Predicted Sales

The average sales figure from column 7 multiplied by the Number of Months entered in the 'Specify Reordering Requirements Report' window. This is therefore the predicted sales level for that number of months.

9. Item Minimum Level

The Minimum Stock Level from the Minimum Stock Levels setting in the Stock module or from the 'Stock' card of the Item record.

10. Min Order Quantity

The Minimum Order Quantity from the appropriate Default Purchase Item.

11. Suggested Order Quantity

The proposed order quantity based on the theoretical stock (column 5), the Minimum Stock Level (column 9) and the minimum order quantity (column 10). If you are

using the Include Predicted Sales in Suggested Order Quantity option, then the predicted sales (column 8) will be included in the calculation as well. This is the quantity that will be included on the Purchase Order created by the ‘Reordering Requirements’ Maintenance function.

Supplier Analysis

This report shows the Items that you have ordered and received from each Supplier during the report period. It also shows how many of those Items have been sold in the same period.

When printed to screen, the Supplier Analysis report has the HansaWorld Enterprise Drill-down feature. Click on any Supplier or Item Number in the report to open the Contact record for a Supplier or an Item record.

Period

Paste Special

Reporting Periods setting,
System module

The report period: the quantities or values shown in the report will be calculated from Purchase Orders, Goods

Receipts and Invoices belonging to the period specified here. The default is the current calendar month.		
Supplier	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
Specify a Supplier or range of Suppliers to list the Items ordered and received from those Suppliers during the report period.		
Supplier Cat.	Paste Special	Supplier Categories setting, Purchase Ledger
Specify a Supplier Category to list the Items ordered and received from Suppliers belonging to that Category during the report period.		
Location	Paste Special	Locations setting, Stock module
Specify a Location to list the Items that have been ordered for, received into and sold from that Location during the report period.		
Item Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
Specify an Item Group or range of Item Groups to limit the report to Items belonging to those Item Groups.		
Item	Paste Special	Item register
	Range Reporting	Alpha
Specify an Item Number or range of Item Numbers to limit the report to particular Items.		
Sums		
Use these options to specify whether the report should list each Item individually, or whether it should contain total figures for each Item Group.		
Per Item	For each Supplier, the report will list each Item individually, with figures per Item for quantities or values ordered, received and sold.	
Per Item Group	For each Supplier, the report will list each Item Group individually, with total figures for each Item Group for quantities or values ordered, received and sold. A separate line will show the	

total ordered, received and sold for Items that do not belong to an Item Group.

Function Use these options to specify whether the report will contain quantities or values.

Quantities For each Item or Item Group, the report will show the quantities on Purchase Orders, Goods Receipts and Sales Invoices during the report period.

Values For each Item or Item Group, the report will show the quantities on Purchase Orders, Goods Receipts and Sales Invoices during the report period. Total Cost of Sales and Gross Profit for each Item or Item Group for the period will also be shown. These last two figures will be controlled by the GP Based options below.

In both cases, figures will be compiled from approved and unapproved Purchase Orders and Goods Receipts, but only from approved Sales Invoices.

GP based If you produce the report using the Values option above, use these options to specify how the Cost of Sales and Gross Profit figures will be calculated.

Today's Cost Price

The Cost of Sales will be the current Cost Price from the Item record.

Cost Price as of Delivery

The Cost of Sales will be the Cost Price from the Item record as it was when the Item was received into stock.

Queue Cost Price The Cost of Sales will be the actual stock value of the Item when it was removed from stock, calculated using the Item's usual Cost Model and shown in the FIFO or Row FIFO field of the appropriate Invoice or Delivery row.

Supplier/Item Statistics

The Supplier/Item Statistics report analyses in a Supplier-by-Supplier format the purchases in both quantity and turnover terms of Items from Suppliers. Where appropriate, Serial Numbers are shown. The information is taken from the Goods Receipt register in the Stock module.

Specify Supplier/Item Statistics

Run

Suppliers

Classification

Classification Type

Period1/1/2007:31/12/2007

Items

Item Groups

Item Classification

Item Class. Type

Salesman

Sales Group

☒ Include Item Name

☐ Show Quantity 2

Include

☒ OKed

☒ Not OKed

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Fax

☒ Print Dialog

☐ Excel

☐ Html as Attachment

☐ Ignore Timeout Limit

Suppliers	Paste Special	Suppliers in Contact register
	Range Reporting	Alpha
		Use this field to limit the report to Items purchased from a single Supplier, or range of Suppliers.
Period	Paste Special	Reporting Periods setting, System module
		Use this field to limit the report to Goods Receipts entered in a certain period.

Items	Paste Special	Item register
	Range Reporting	Alpha
	Use this field to limit the report to specific Items purchased in the specified period.	
Item Groups	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
	Use this field to restrict the report to Items of a particular Item Group or range of Groups.	
Salesman	Paste Special	Person register, System module
	If you enter a Person's initials here, only those Items with a Default Purchase Item belonging to that Person will be listed in the report.	
Sales Group	Paste Special	Sales Groups setting, System module
	If you enter a Sales Group here, only those Items with a Default Purchase Item belonging to that Sales Group will be listed in the report.	
Include Item Name		
	Check this box to include Item Names in the report.	
Show Quantity 2	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.	
Include	Specify here whether approved and/or unapproved Goods Receipts are to be included in the report.	

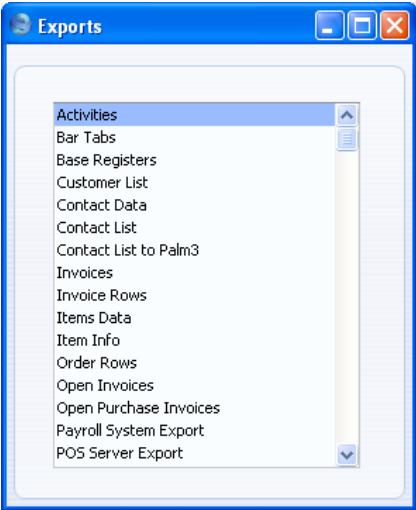
Exports

Introduction

The 'Exports' function allows you to export certain information from your HansaWorld Enterprise database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other HansaWorld Enterprise databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that reports can also be printed to disk, so most of the information that is stored in HansaWorld Enterprise is available to other applications via the medium of the text file.

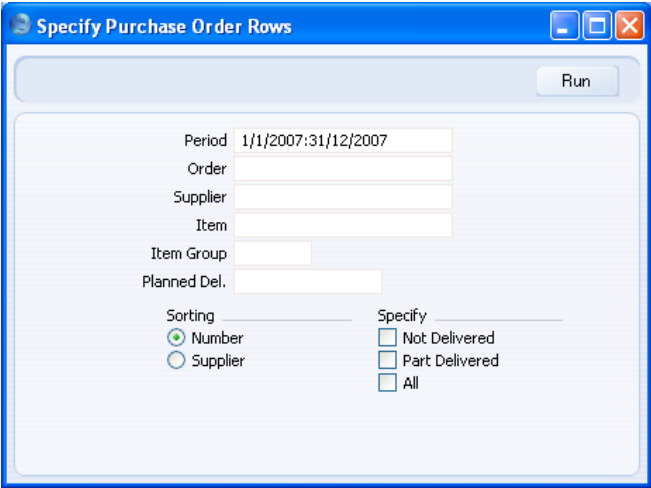
To export information from HansaWorld Enterprise, you must log in as a Person whose Access Group explicitly grants full access to the Integration module. Change to the Integration module, then click the [Routines] button in the Master Control panel. In the subsequent window, click the [Exports] button. After changing to the Integration module, you can also use the Ctrl-E (Windows and Linux) or ⌘-E (Macintosh) keyboard shortcut.

The window illustrated below appears. This is a list of all the HansaWorld Enterprise Export functions, of which one is relevant to the Purchase Orders module. Double-click the item in the list: a specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Purchase Order Rows

This command exports data from one or more Purchase Orders. The result of the export is a text file containing one row for each Purchase Order row. This can be used for further statistical analysis.



Period

Paste Special

Reporting Periods setting,
System module

Enter the start and end date of the reporting period.

Order	Range Reporting	Numeric	Use this field to limit the export to rows of a single Purchase Order, or range of Purchase Orders.
Supplier	Paste Special	Suppliers in Contact register	
	Range Reporting	Alpha	Use this field to limit the export to rows of Purchase Orders made out to a single Supplier or range of Suppliers.
Item	Paste Special	Item register	
	Range Reporting	Alpha	Use this field to limit the export to Purchase Order rows featuring a particular Item.
Item Group	Paste Special	Item Group register, Sales Ledger	Use this field to limit the export to Purchase Order rows featuring Items of a particular Item Group.
Planned Del.	Paste Special	Choose date	If you wish to export rows of Purchase Orders whose Deliveries are to be received on a specific date (based on the Planned Del. field on the 'Date' card of the Purchase Order screen), enter that date here.
Sorting			Select Number or Supplier as sort order.
Specify			Select one or more of the options.

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%

%. *See* Discount

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