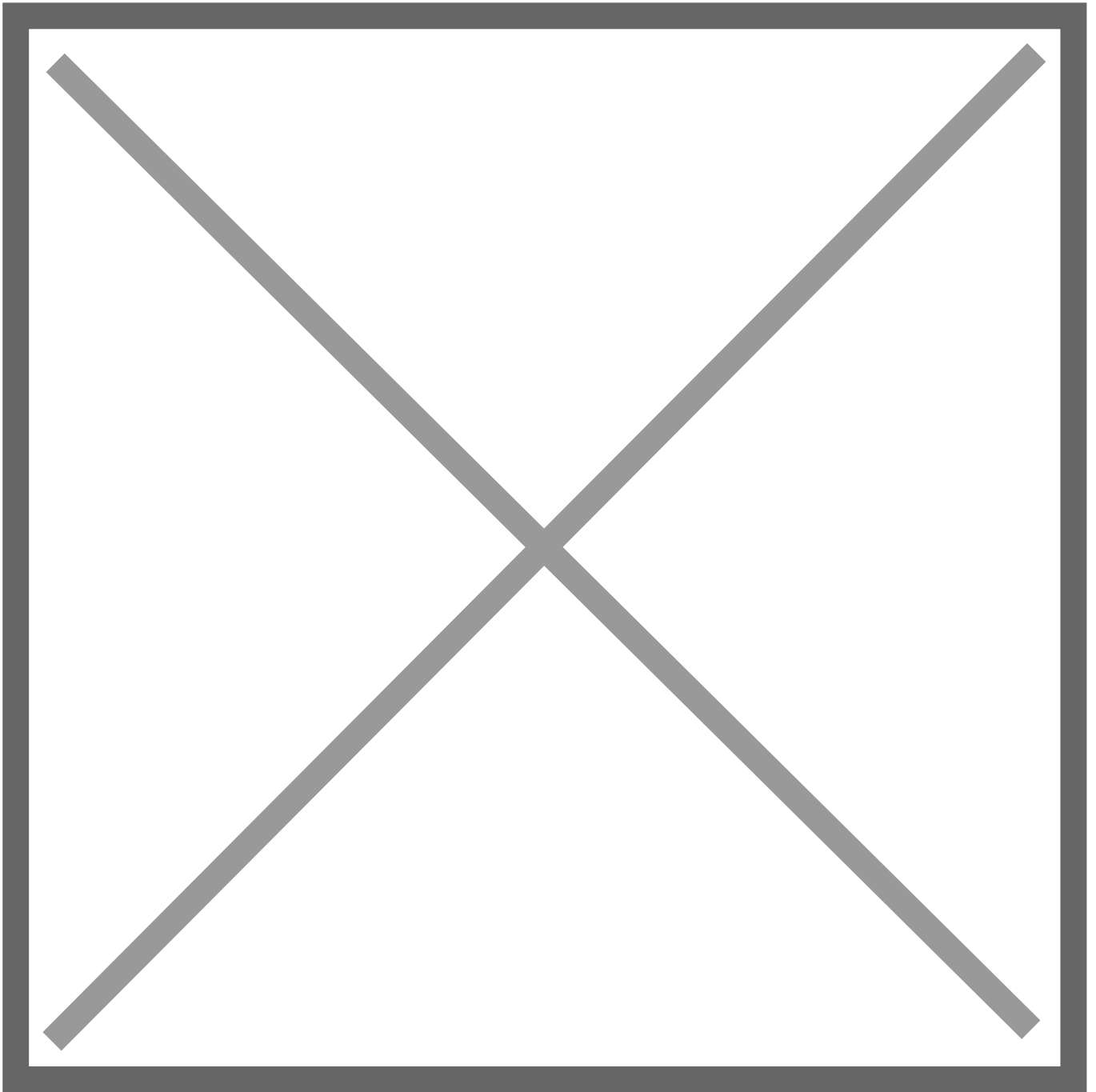


Purchase Orders Menu

- [Purchase Order Overview](#)
- [Purchase Order Search](#)
- [Purchase Order Reminder Function](#)
- [Purchase Order Processing](#)
- [Purchase Order MOQ](#)
- [Reverting Purchase Orders](#)
- [Approval Levels Setup](#)
- [Purchase Order Job Allocations](#)
- [PO Receiving Stock- Barcode Scan](#)
- [Purchase Order Authorisation](#)
- [Purchase Order Shipping Tab](#)
- [Adding Purchase Order](#)
- [Purchase Order Serial Number Import](#)
- [Serial Number Import \(Purchase Order\)](#)

Purchase Order Overview

Overall process



The Purchase Order process can run in multiple options from simple steps to multiple steps dependent on how the company wants to run the system:

Below are the various options:

Option 1	GRV process	The quickest and easiest route to get stock into the system and update the supplier. Skips all the steps. Has two basic steps: 1. Create GRV (Preparation) 2. Process (Complete) (Stock is updated)
Option 2	PO to GRV	1. Create a Purchase Order (Preparation) 2. Authorise 3. Order 4. When ordering, select option to go directly to GRV 5. Skips Outstanding Stock and Receiving (Receive Stock) and Delivery note 6. Find GRV as preparation 7. Attach Supplier Invoice 8. Process GRV (Stock is updated)
Option 3	PO with authorise to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. When ordering, option to go directly to GRV. (Skips Outstanding Stock and Receiving (Receive Stock) and Delivery note) 6. GRV is marked as preparation (GRV section) 7. Attach Supplier Invoice 8. Process GRV (Stock is updated)

Option 4	PO to Receive stock (AI) to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Receive Stock (waiting for stock to be received) 6. Go to Outstanding Stock and Receiving (Receive Stock) section 7. Receive all stock 8. Process to GRV 9. Find GRV as preparation 10. Attach Supplier Invoice 11. Process GRV (Stock is updated)
----------	--	--

Option 5	PO to Receive stock (Part) to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Outstanding Stock and Receiving (Receive Stock) (waiting for stock to be received) 6. Go to Outstanding Stock and Receiving (Receive Stock) section 7. Receive part stock 8. Process to GRV 9. Find GRV as preparation 10. Attach Supplier Invoice 11. Process GRV (Stock is updated) 12. Purchase Order is marked as Part Purchase Order and sits in Receive stock awaiting to receive rest of stock 13. Receive rest of Stock 14. Process to GRV 15. Find GRV as preparation 16. Attach Supplier Invoice 17. Process GRV (Stock is updated) 18. Purchase Order will be closed
----------	--	--

Option 6	PO to Receive stock (AII) to GRV Foreign Supplier - Multicurrency Multicurrency Supplier CANNOT go via Delivery note and must go GRV route. This is because freight and shipping costs are added to the supplier invoice to change the cost of items to landed cost.	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Receive Stock (waiting for stock to be received) 6. Go to Outstanding Stock and Receiving (Receive Stock) section 7. Receive all stock 8. Process to GRV 9. Find GRV as preparation 10. Go to Importation cost button 11. Add in three basic custom / shipping costs 1. Customs VAT / GST (Tax) 2. Costs without VAT / GST 3. Costs with VAT / GST 12. Stock is updated with additional costs 13. Process GRV (Stock is updated) 14. Freight company invoice is processed with GRV
-----------------	--	---

Option 7	PO to Receive stock (All) to Delivery Note to GRV If going the Delivery note route, Purchase Order should have correct costs. If not, then the average or latest cost will be changed on the item.	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Outstanding Stock and Receiving (Receive Stock) (waiting for stock to be received) 6. Go to Receive Stock section 7. Receive all stock 8. Process to Delivery Note (Stock is updated) at this point) 9. Go to Delivery Note section 10. Match Supplier invoice to Delivery Note (Purchase Order prices) 11. Change price if necessary 12. Process Delivery note 13. Delivery note processed will create and process a GRV 14. Process is done
-----------------	--	--

Option 8	PO to Receive stock (Part) to Delivery Note to GRV If going the Delivery note route, Purchase Order should have correct costs. If not, then the average or latest cost will be changed on the item.	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Outstanding Stock and Receiving (Receive Stock) (waiting for stock to be received) 6. Go to Receive Stock section 7. Receive part of stock 8. Process to Delivery Note (Part Stock is updated at this point) 9. Go to Delivery Note section 10. Match Supplier invoice to Delivery Note (Purchase Order prices) 11. Change price if necessary 12. Process Delivery note 13. Delivery note processed will create and process a GRV 14. First part Process is done 15. Repeat 6 to 14 again until Purchase Order fully complete
----------	---	--

Find where the Purchase Order is in the process:

Best place to look is in Creditors Module > Analysis > Creditors Document History

Note: If you find the document here, one CANNOT EDIT the document, one must go to the Activity section and find the document.

Ensure the following settings are correct

A	Ensure Document Type is set to ALL
B	Check dates
C	Enter the Purchase Order Number

D	Click on Search
---	-----------------

View the results

1	Check Approval Status This will tell you the status
2	Doc Type This will tell you where the document is

Document History

Search

D

Clone

Delete

Create Template

Related Transactions

Reminder

Email Self

Print / Export

Basic Search

Custom Search

Expand

Document Type:

A

All

Order By:

Date

Document Number:

To:

PO Number:

C

PO149

Creditors:

Creditors Name:

Date From:

B

2025-03-01

Date To:

2025-05-11

Description:

Reference:

Page 1 of 1

Remove Paging:

Print

#	Att	Memo	Doc. Date	Approval Status	Doc. Type	Doc. No.	Creditor Code	Creditors Name
1			2025-03-17	Ordered	Purchase Order	PO149	IMA001	Image Skin Supplier
2			2025-03-17	Ordered	Receive Stock	PO149	IMA001	Image Skin Supplier

1

2

Review Purchase Order after authorised

When a Purchase Order is authorised, all fields are disabled.

However if one needs to change the purchase order, click on Review button to change status back to Preparation.

Purchase Order will have to be authorised again.

Purchase Order

Attachments Memo Reminder Terms And Conditions Update Recurring View Stock Request Ship To: Branch

Basic Address Extras Shipping Custom Fields Scan Docs

PO Number: PO141 **Authorised** Description: Scanner

Creditors: SCAN001 Reference:

Creditors Name: Scanner Supplier Shipping Method:

PO Date: 2024-11-04 Currency View: Document Currency

Acc Due Date: 2024-11-04 Exchange Rate: 1.11 Aus Dollar

ETA Date: 2024-11-19 Job:

Save Close Print Review Approval Authorise Order

Items

Page 1 of 1 Paging Add Edit Delete Import Items Displaying 1 - 1 of 1

#	Seq.No	Image	Delivery Date	Stock Type	Balance Qty	Stock Code	Item Description	Job Number	Order Qty
1	1		2024-11-25	Stock		SCANNER	Scanner		1.0000

Revert Purchase Order from Receive stock back to Purchase Order

A Purchase Order that is in Receive Stock section can be moved back to Purchase Order section.

By clicking on Revert Purchase Order, it will move the Purchase Order back to preparation.

Note: A Purchase Order that has received stock CANNOT be Reverted back to preparation

O/S Stock Orders & Receiving Search

Search
 ☐ Part-Full Receive Screen

Basic Search | **Scan Search** | **Custom**

PO Number: ☒
 Date From:
 Date To: 2025-05-11
 Description:
 Reference:
 Status: All
 Job Number:

Overdue Items 15 | **Today Items** 0 | **Next 7 Days** 0 | **Arrived On Site** 0

Orders Waiting | **Received Scan** | **Arrived On Site** | **Delivery Schedule** | **Items Due**

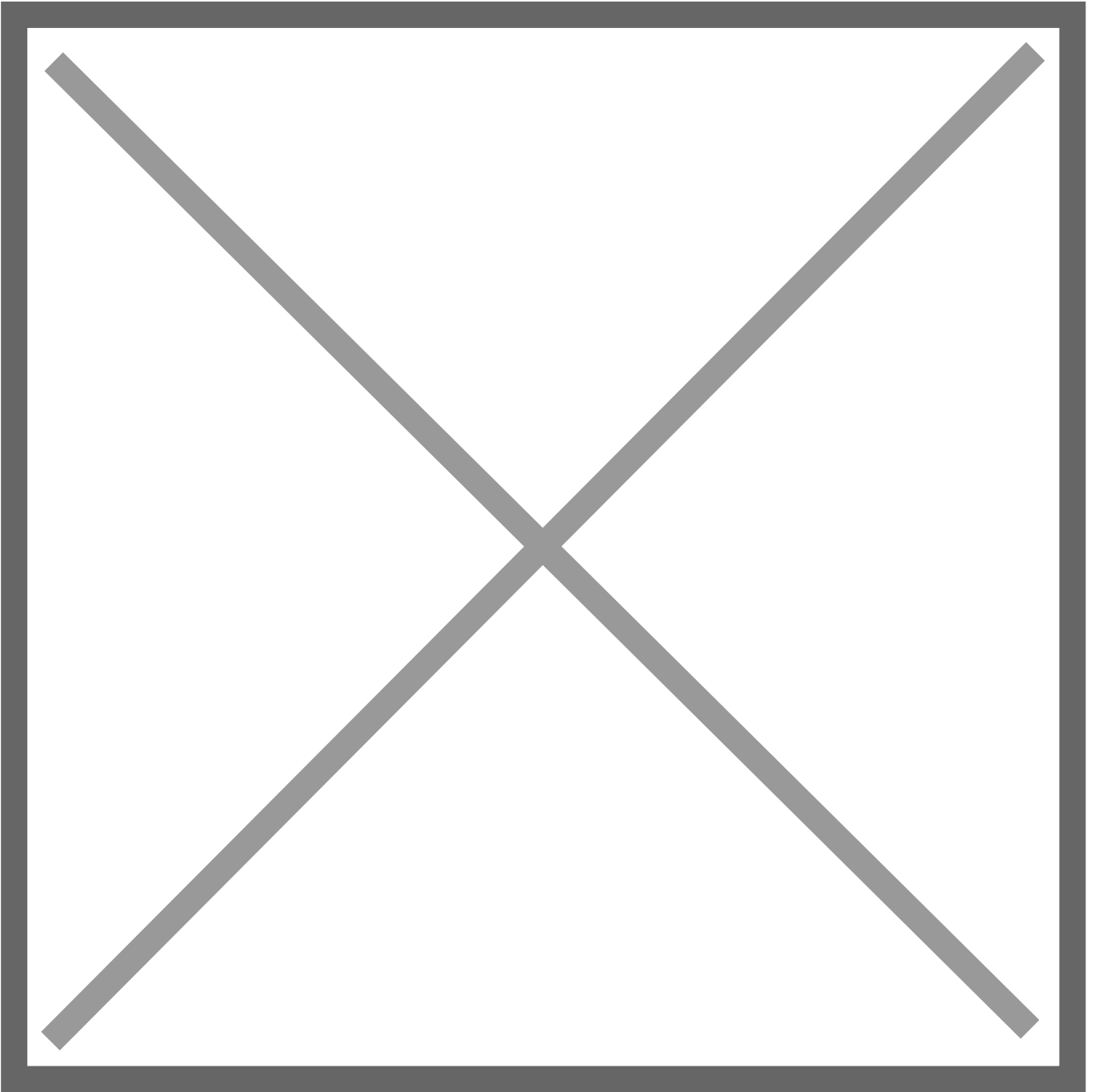
#	Att	Status	Reference	PO Number	PO Date	Due Date	ETA Of Ship	Total Received Qty	Received Date
1			Job	PO17	2021-01-07	2021-01-07		2.0000	2021-09-14
2				PO27	2021-10-28	2021-10-28		15.0000	2021-11-04
3			LD9 - John	PO41	2022-10-03	2022-10-03		2.0000	2024-02-12
4				PO42	2022-10-25	2022-10-25		6.0000	2022-10-25
5				PO43	2022-10-25	2022-10-25		4.0000	2022-10-25
6				PO44	2022-10-27	2022-10-27			2024-02-12
7			MG2	PO52	2022-11-22	2022-11-22			

Purchase Order Flow Summary

The following steps are taken to ensure that all purchases from the company goes through the Creditors Module.

1	Create the purchase order
2	Ensure all the supplier details are correct
3	Select the correct item, Stock item or Ledger custom item
4	Attach the original supplier quote
5	Send for approval
6	The manager receives an email to approve a specific purchase order
7	Manager to go into Webatar App (or main system) and finds the necessary purchase order for approval
8	The manager checks the supplier quote and how the purchase order is captured
9	The manager approves the purchase order

10	At this stage an email will be sent back to the originator who sent the purchase order for approval, that the purchase order has been approved
11	The capturer then pushes the purchase order to receive stock and sends the approved purchase order to the supplier
12	Upon Receipt of the goods or invoice, the goods or invoices checked that the quantities and confirms.
13	The clerk will then Confirm all or part and pushes the purchase invoice to a goods receive voucher (GRV)
14	An email will be sent to the accounts Department, where they will be notified that the goods received voucher (GRV) document is ready to be processed to the system.
15	The purchase invoice from the supplier attached and is checked for the final time and then processed into the system.



Video training manual 2016 - [Click Here](#)

Purchase Order Search

[Creditors Module](#)> [Activity](#)> [Purchase Order](#)

Purchase Order Search

Search

Add

Edit

Clone

Reminder

Approval

Authorise

Order

Import

Cancel

Copy To Template

Print/Export

Basic Search

Custom Search

Expand

Search	Allows you to search for an existing Purchase Order, Inventory Item, Creditor or Debtor based on system fields and which module you are in.
Add	Allows you to create a new Purchase Order, Inventory item, Creditor or Debtor depending on the Module you are in.
Edit	Allows you to edit the purchase order
Clone	Allows you to Clone an existing Inventory Item, Creditor or Debtor depending on the module you are in
Reminder	You can set a reminder to follow up on a PO or to send the PO off for Authorisation etc.
Approval	Click the Approval button to send the PO for approval
Authorise	Click the Authorise button to authorise a PO
Order	Once the PO is Authorised the order can be placed by clicking the Order button
Import	If you have a really long order that you have in the excel format, you can upload this order to create the PO rather than entering them one by one.
Cancel	Click Cancel to Cancel a PO
Copy To Template	If you have templates set up for your PO you can copy one PO over to another template.
Print/Export	You can export your PO to excel, or you can choose to print a copy.

Basic Search

Basic Search

Custom Search

Expand

PO Number:

Supplier:

Description:

Reference:

Date Type:

Document

Status:

All

Date From:

2023-12-09

Date To:

2024-01-08

PO Number	Use your PO number if you know it to search for a specific Purchase Order
Description	If you know the description of your Purchase Order you can use that to search
Date Type	Select the date you want to search by (Document Date, ETA date or Due Date)
Date From / Date To	You can search for Purchase Orders in a specific date range
Supplier	You can search for Purchase Orders for a specific supplier
Reference	If you know the reference for the Purchase Order you can search using that
Status	You can search for a PO in a specific status, select your status choice form the drop-down menu (All, Created, Approved, Authorised or Recurring Transactions)

Custom Search

Basic Search

Custom Search

Expand

Category:

All

Actual Delivery Date:

Category	Search for a PO in a specific category if you have categories set up.
Actual Delivery Date	Search for a PO that has already been delivered and processed by using the actual delivery date.

Print/Export

Print button

Purchase Order Search

Search

Add

Edit

Clone

Reminder

Approval

Authorise

Order

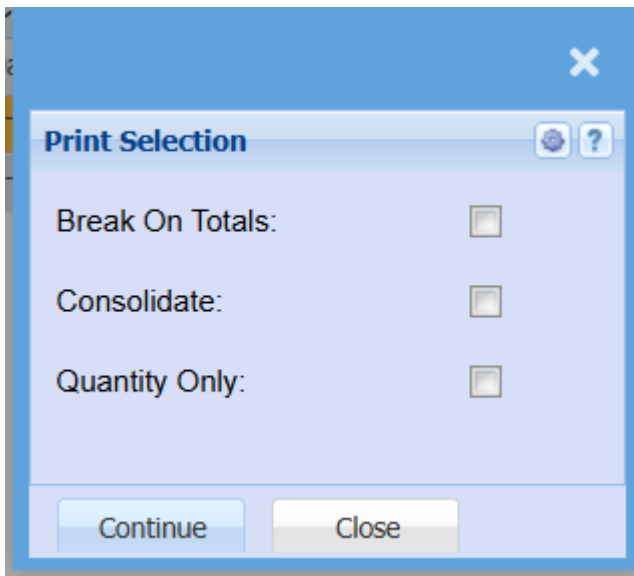
Import

Cancel

Copy To Template

Print/Export

If you want to print a list of your Purchase Orders, you can select to have breaks on all totals, you can choose to consolidate all totals and you select to have Quantity only shown on your report.



The image shows a 'Print Selection' dialog box with a blue header bar containing a close button (X). Below the header, there are three options, each with a checkbox: 'Break On Totals:', 'Consolidate:', and 'Quantity Only:'. At the bottom of the dialog, there are two buttons: 'Continue' and 'Close'.

Option	Selected
Break On Totals:	☐
Consolidate:	☐
Quantity Only:	☐

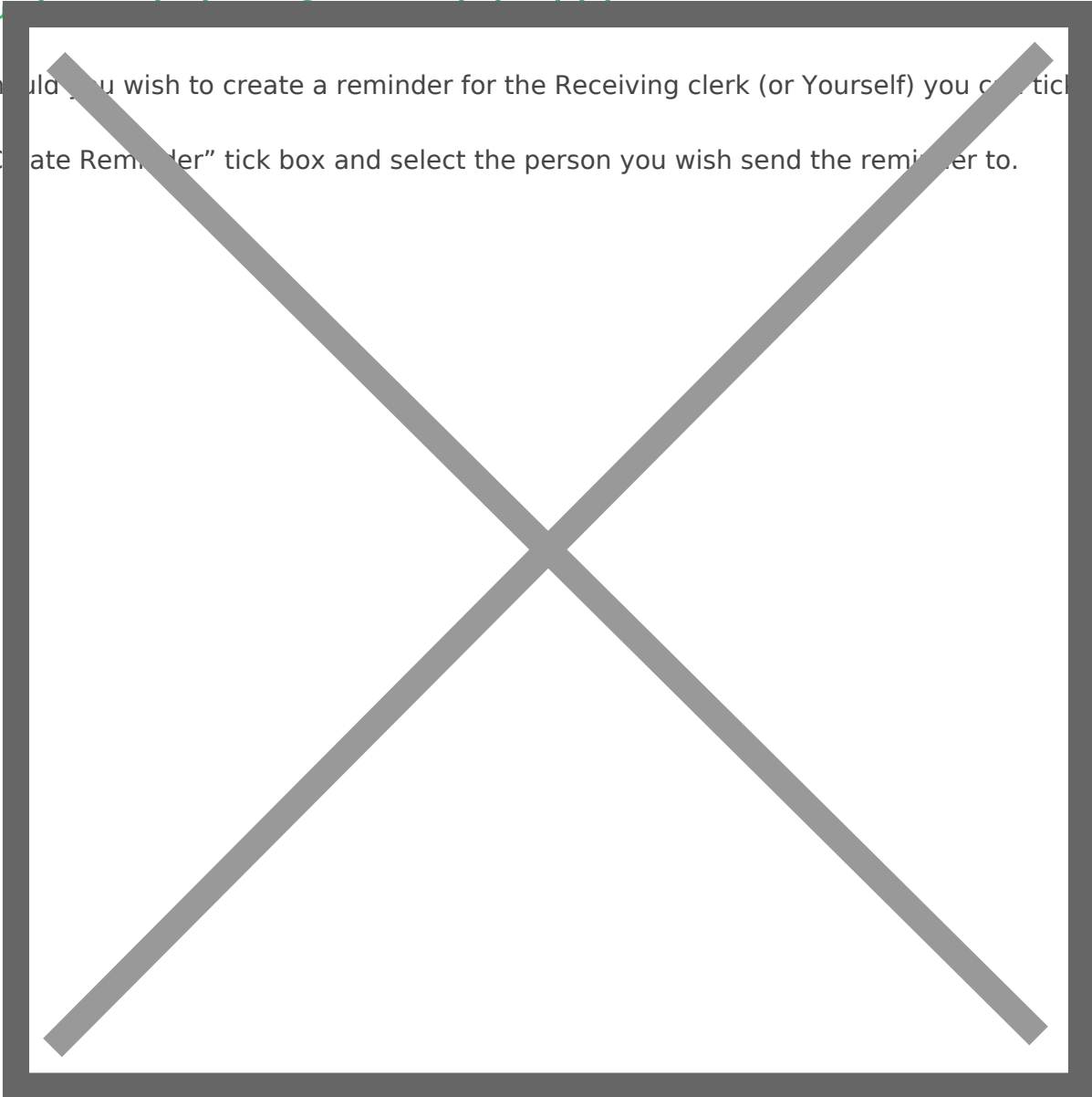
Buttons: Continue, Close

Purchase Order Reminder Function

Create Reminder

Pu

Should you wish to create a reminder for the Receiving clerk (or Yourself) you can tick the “Create Reminder” tick box and select the person you wish send the reminder to.



Purchase Order Processing

Select Creditors Module

Activity> Purchase Orders

Creditors Module

Purchase Order Search

Search Add Edit Clone Cancel Approval Authorise Order Import Reminder Copy To Template Print/Export

Basic Search Custom Search Expand

PO Number: [] Supplier: []
Description: [] Reference: []
Date Type: Document Status: All
Date From: 2023-05-28 Date To: 2023-06-27

Page 0 of 0 Remove Paging: []

Ship To	Customer	Job Customer	#	Result	Att	Memo	PO Date	Delivery Date	Purchase Order Nu	Code	Supplier Name
---------	----------	--------------	---	--------	-----	------	---------	---------------	-------------------	------	---------------

Should you wish to edit an existing purchase order, click the Search button.

Highlight the required Purchase order on the grid by clicking once and click edit button or double click on the Purchase order line.

Make the required changes and click save and close.

Click Add to capture a new Purchase Order

Purchase Order

Attachments Memo Reminder Terms And Conditions Update Recurring View Stock Request Ship To: Branch

Basic Address Extras Shipping Custom Fields Scan Docs

PO Number: PO421347 Created Description: Stock
Supplier: COD RJ Reference: Pretoria
Supplier Name: RJ Connect Shipping Method: []
PO Date: 2023-06-27 Currency View: Document Currency
Acc Due Date: 2023-07-27 30 Days From Invoice 1 Exchange Rate: 1 Rand South Africa
Delivery Date: 2023-06-27 Job: []

Save Close Print Review Approval Authorise Order

Items

1	Enter the Supplier Name or Account Code and Select the Supplier by clicking on it from the drop down options.
2	Enter a description related to the purchase Order
3	Enter a reference pertaining to the Order
4	Check that the dates are correct

ETA is the expected date the goods are due to arrive.

Due Date: This is the due date for this purchase order to be paid.

The due dates are auto populated based on the account terms on the Creditors Setup.

Click Save

Click Add in the centre of the screen to add the item lines to be purchased.

Purchase Order

Attachments Memo Reminder Terms And Conditions Update Recurring View Stock Request Ship To: Branch

Basic Address Extras Shipping Custom Fields Scan Docs

PO Number: PO421347 Created Description: Stock

Supplier: COD RJ Reference: Pretoria

Supplier Name: RJ Connect Shipping Method:

PO Date: 2023-06-27 Currency View: Document Currency

Acc Due Date: 2023-07-27 30 Days From Invoice 1 Exchange Rate: 1 Rand South Africa

Delivery Date: 2023-06-27 Job:

Save Close Print Review Approval Authorise Order

Items

Page 0 of 0 Add Edit Delete Import Items No data to display

#	Seq.No	Image	Delivery Date	Stock Type	Stock Code	Barcode	Item Description	Order Qty
---	--------	-------	---------------	------------	------------	---------	------------------	-----------

Enter the item code or part of the Item description to search for the required item. A list of Items will be displayed. Click on the required item.

Enter the required quantity.

Check that the price is correct.

Ensure that your warehouse for which this order is being place is correct. In the event of Ordering nonstock items such as Office Stationery, the warehouse is not applicable.

Select GRV VAT (if VAT is applicable)

Should you wish to create a reminder for the Receiving clerk (or Yourself) you can tick the

“Create Reminder” tick box and select the person you wish send the reminder to.

Click Save New to add another item.

Click Save and Close if you only ordering the one item.

Purchase Order Item

Inventory Overview | View Image | Currency: Rand South Africa | Category: Stock

Details | Notes | UOM / Case Lot

Stock Item: **MAN - Mango** | View Image | Search | MOQ:

Description: Mango

Qty: **50** | UOM Type: | UOM: 0

Ex VAT: **5** | UOM: NaN | Warehouse: **MAST - Master Warehouse**

Cost Inc VAT: 5.75 | Line Discount: 0

VAT: 37.50 | Total Cost: 250.00 | Total: 287.50 | Item Group: | VAT Type: **04 GRV VAT:15**

Line Reference: | Customer Link: | Supplier Code:

Sequence No: 1.00

Job No: | Quote No: | Force Add As CTC: ☒ | Add as Scope Creep SC: ☐ | Job No From Quote: ☐

Create Reminder: ☐ | Lead Time: 0 | Days: 0

Reminder To: **Imraan Saljee** | BCC | Delivery Date: 2023-06-27 | Actual Date:

Once you click the save button, the below screen will appear. This screen records the “default Supplier” for the item as well as the suppliers latest price.

Click Save and Close

Supplier Name:	RJ Connect		
Supplier Item Code:			
Purchase UOM:			
Supplier Item Cost: (R)	5.00		v
Exchange Rate:	1		
CM Currency Cost: (R)	5.00		
Supplier Discount:	0.00		
Apply Discount:	☐		
Estimated Cost:	5.00		
Margin Percentage:	0.00		
Enforce Margin Percentage:	☐	Set As Default:	☐
Min Order Qty (MOQ):			

Should you wish the default supplier on the item setup to be updated, tick the set default box.

You will only see this, the first time that you process a purchase order for this item from this particular supplier.

ATTACHING THE SUPPLIER QUOTE TO THE PURCHASE ORDER

Click on the Attachment Button

Purchase Order

Attachments Memo Reminder Terms And Conditions Update Recurring View Stock Request Ship To: Branch

Basic Address Extras Shipping Custom Fields Scan Docs

PO Number: PO421347 Created Description: Stock

Supplier: COD RJ Reference: Pretoria

Supplier Name: RJ Connect Shipping Method:

PO Date: 2023-06-27 Currency View: Document Currency

Acc Due Date: 2023-07-27 30 Days From Invoice 1 Exchange Rate: 1 Rand South Africa

Delivery Date: 2023-06-27 Job:

Save Close Print Review Approval Authorise Order

Items

Page 1 of 1 Add Edit Delete Import Items

#	Seq.No	Image	Delivery Date	Stock Type	Stock Code	Barcode	Item Description	Order Qty
1	1		2023-06-27	Stock	MAN		Mango	50.00

Displaying 1 - 1 of 1

Click the Upload Button

Click the Upload button, Select File and browse for the quote from the Supplier that you would have saved on your PC.

Retain the file name if you prefer or change the name as required.

You can also click the Drag & Drop button which will allow you to simply drag the document from the source destination, eg. Your email, or folder the document was saved in.

Attachments / Links

Attachments Linkit

Upload Drag & Drop Edit View Delete Email Self Download Download All Allow Email View Attachments

Page 0 of 0 Remove Paging: No data to display

#	Name	Description	Email	Type	Uploaded
---	------	-------------	-------	------	----------

Click Close

You can print the Purchase Order to check all details are correct.

You will notice that there is no Document number (PO Number). This is because the Purchase order needs to be authorised before you can send to the Supplier.

Purchase Order

Unauthorized



P/O To:

RJ Connect

Address:

5 Trig St, West Park, Pretoria, 0183

Phone: 013-443-2794

Email: otsile@hugesoftware.co.za

Web: www.webaccounting.co.za

GST No: 122-321-123

Delivery Address:

Imraan Saljee 0845843805

6 Trig St

West Park

Pretoria

South Africa

0183

P/O No: Unauthorized

Date: 27 Jun 2023

Reference: Pretoria

Shipping:

Description: Stock

<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>UOM Type</u>	<u>UOM</u>	<u>Price</u>	<u>Sub Total</u>
MAN	Mango	50			5.00	250.00

Currency:

Rand South Africa

Sub Total: 250.00

Discount: 0.00 % 0.00

Excluding GST: 250.00

GST: 37.50

TOTAL: 287.50

The stationery layout can be customized to the client's preference upon request.

[Refer to Purchase Order Approval Manual for the authorization Procedure>>>>](#)

Purchase Order MOQ

Added in the new field for MOQ which fetches it from the item and the supplier

Put the value in, this value is NOT editable but for information for the user

Rules

When clicking on save and close or save and New

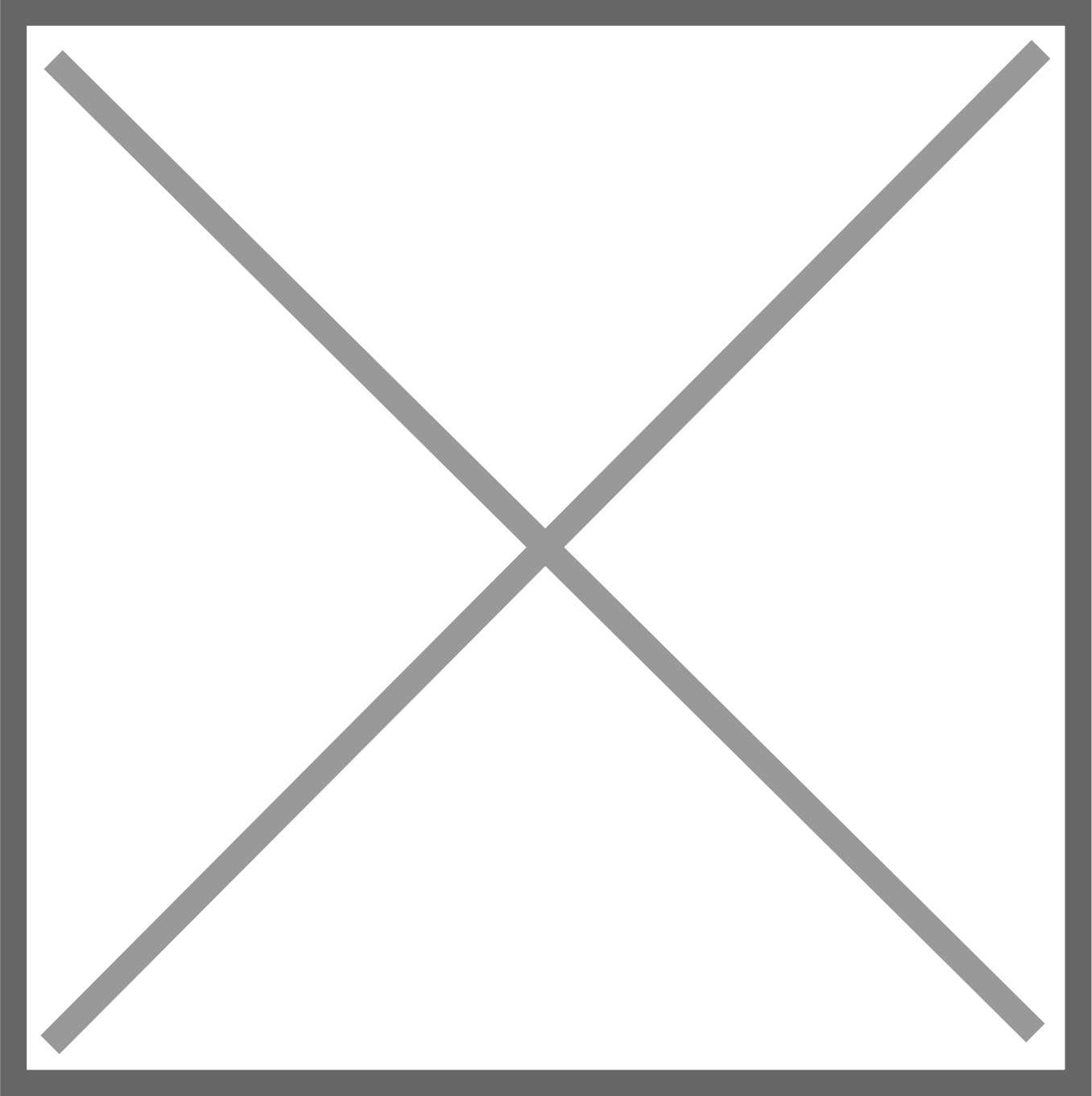
And the MOQ is higher than the quantity

Bring up an alert to inform the user that the Order quantity is lower than the MOQ quantity

Continue	Normal saving
Cancel	Take the person back to the screen to change quantity

Please DO NOT use Alert if the MOQ is blank or Zero

MOQ must have a valid number



Reverting Purchase Orders

User System > Configuration > General > User Setup

Find the name of the User you want to give Purchase Supervisor to

Go to User Details 2 Tab and look at the list on your right with tick boxes

Find Purchase Supervisor and add a tick on the tick box.

Only when this setup is done then the user will be able to revert purchase orders.

Open **Credit module >Activity> Receive Stock> Search**



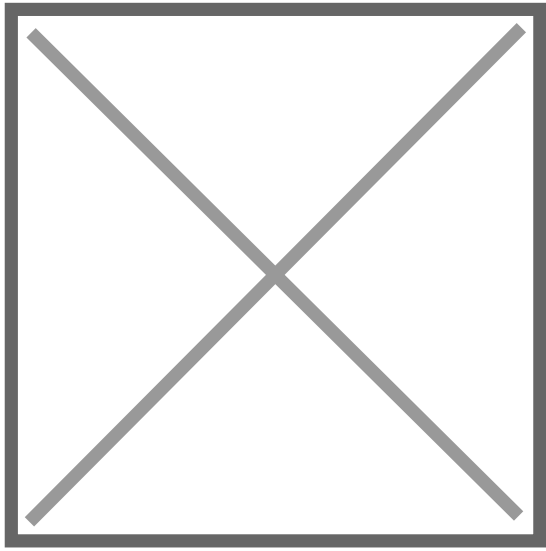
Select the Purchase Order you want to revert

Click on Process tab and Select the Revert to Purchase Order Button

The Window Opens up select your username from the drop down arrow

And enter your password (This Is the same password you use to log into webaccounting)

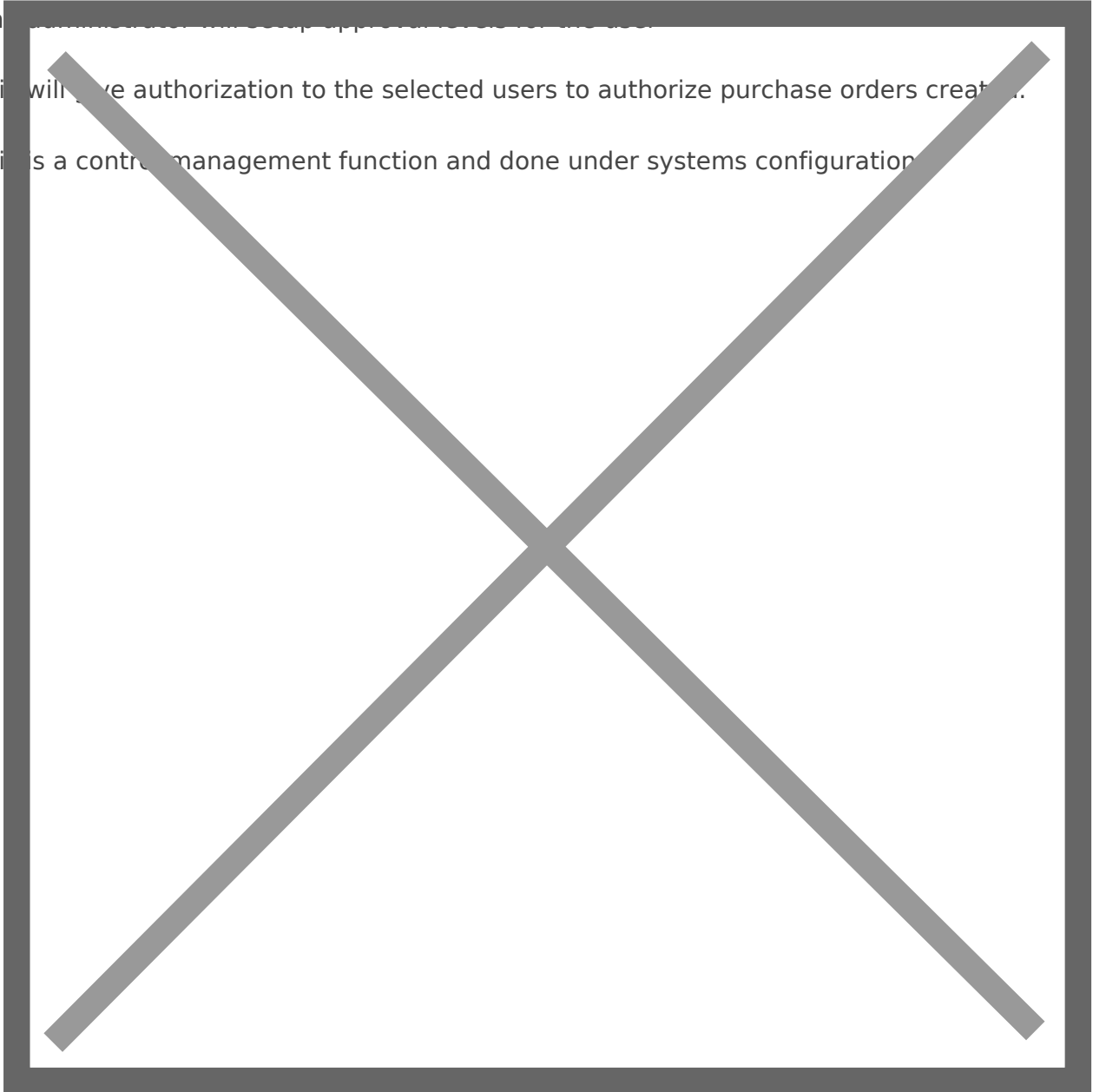
And Click on OK.



Approval Levels Setup

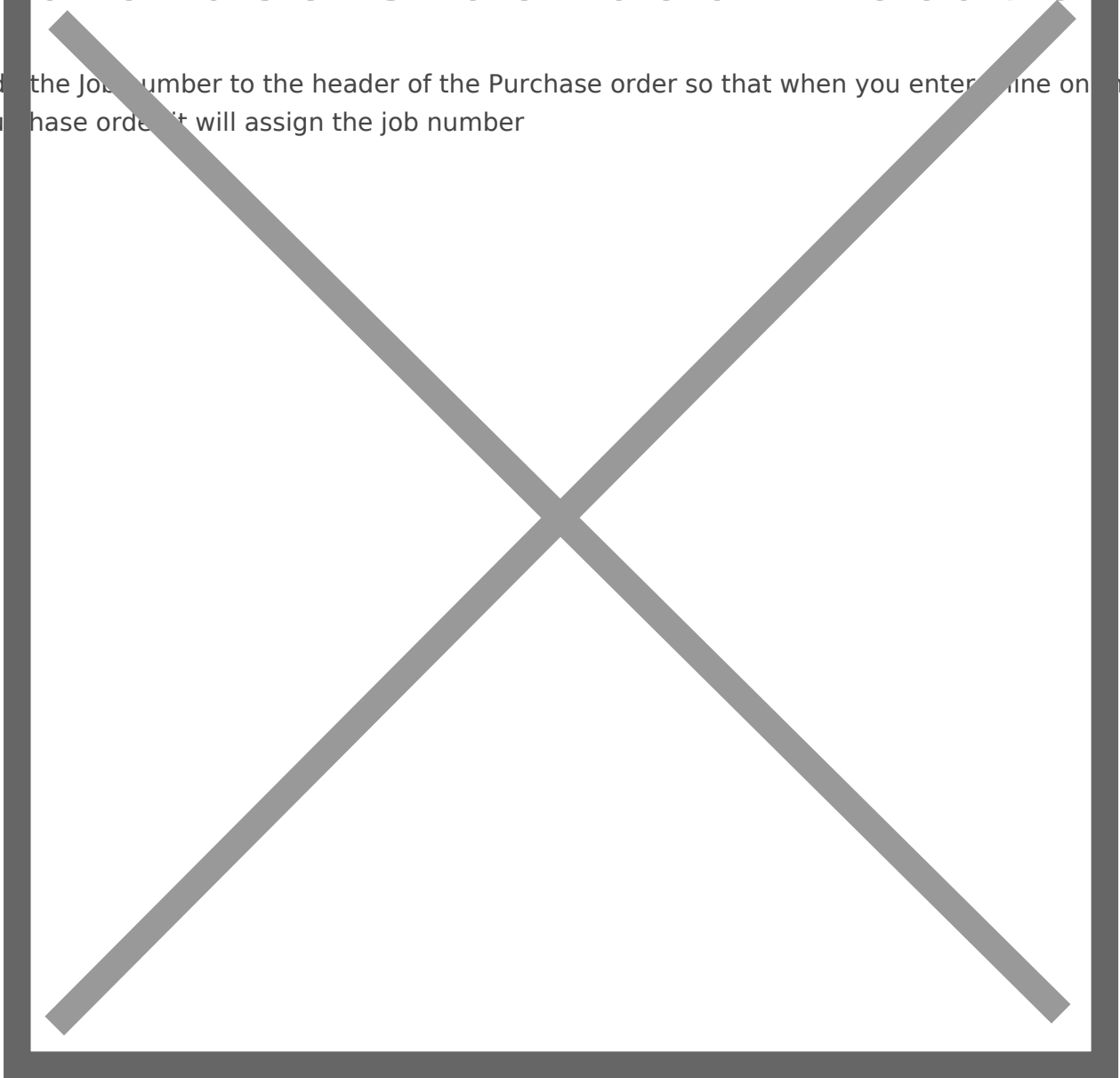
Systems Configuration > Security > Approval Levels

This is a control management function and done under systems configuration. This will give authorization to the selected users to authorize purchase orders creation.



Purchase Order Job Allocations

Add the Job number to the header of the Purchase order so that when you enter a line on the purchase order it will assign the job number



PO Receiving Stock- Barcode Scan

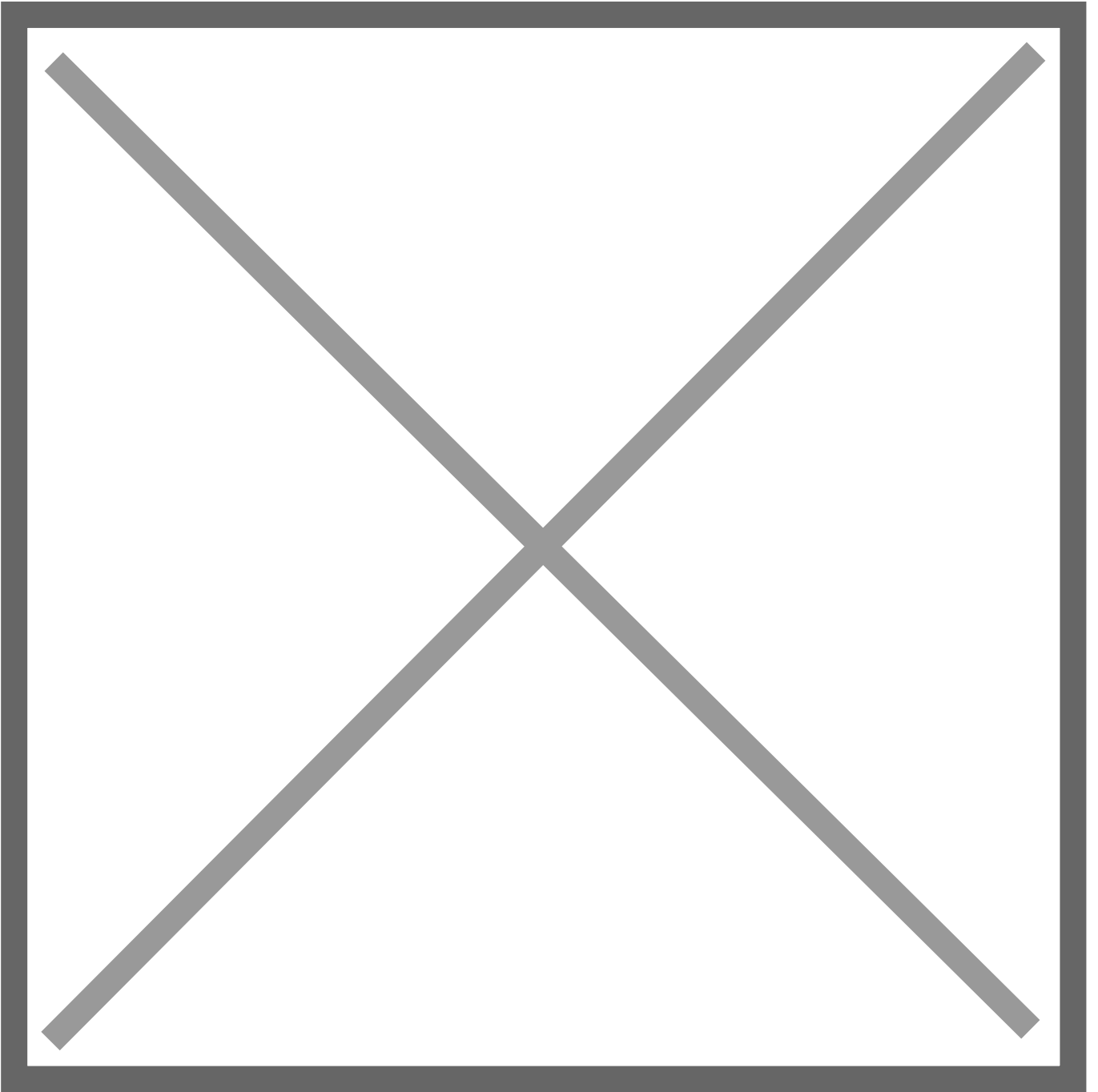
In this scan we are going to scan the item which will find it and mark up the receive quantity.

If the item is a serialized item, then we need to go to serialized items to scan.

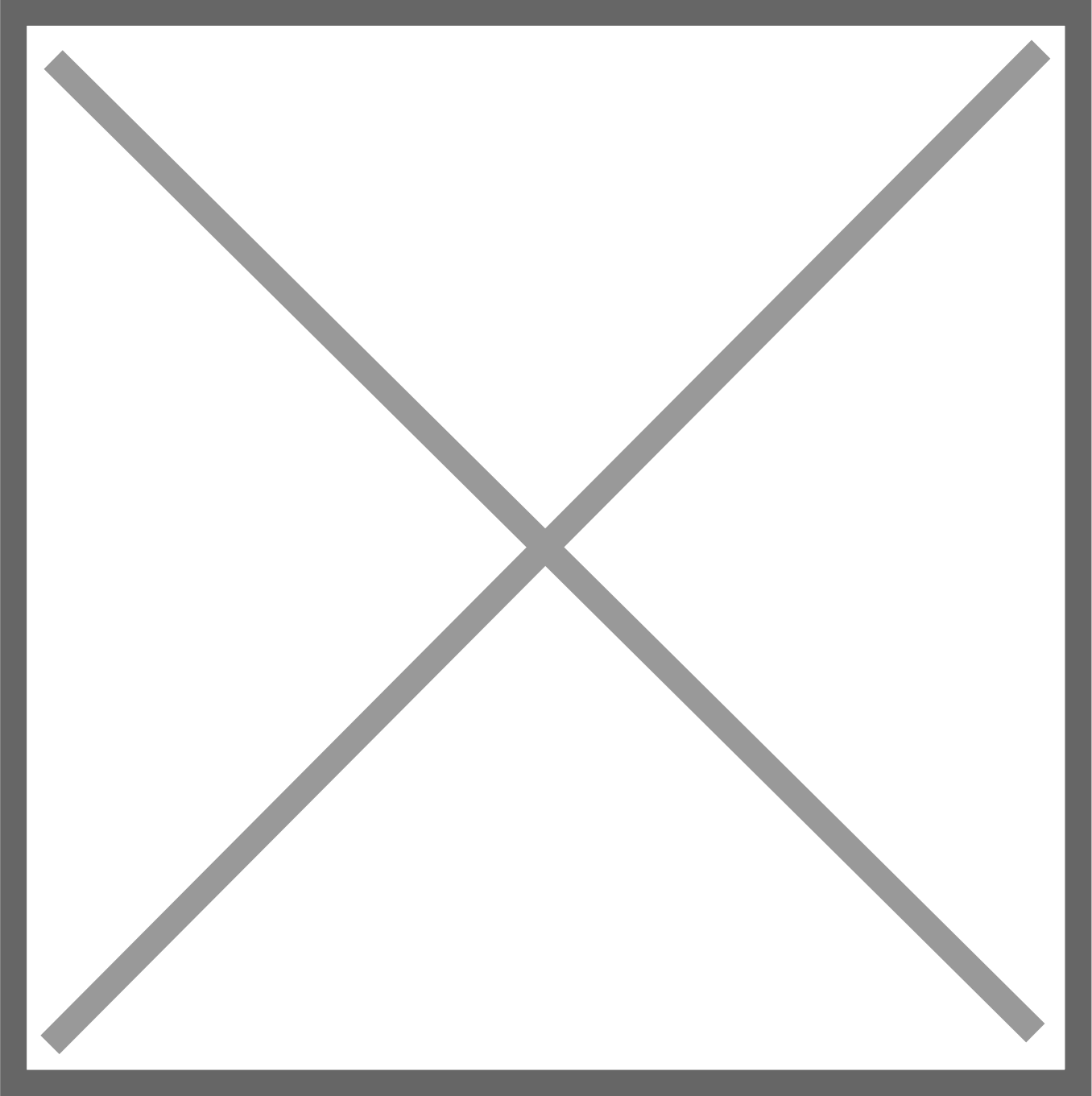
We need a way to move the cursor between barcode and serial number by using a barcode marker.

A barcode marker will allow the user to scan a barcode that will move the cursor between the barcode and the serial number fields.

It is easier that once we finish scanning all the serial numbers, when we want to move on to the next item, scan the barcode marker and then you carry on scanning the new items.



Barcode markers setup



Purchase Order Authorisation

The authorization of the PO is essentially a supervisor/ manager reviewing the purchase order and authorizing the purchase from the supplier.

This authorization in most cases have historically been done manually, where the documents are printed, supporting documents attached and handed to the manager for authorization.

This procedure caters for this manual process of printing hard copies of documents to be automated and electronic.

Once all items have been captured on the Purchase order and all details checked for correctness, click the Approve Button.

Click Close.

The screenshot shows a 'Purchase Order' form with various tabs (Basic, Address, Extras, Shipping, Custom Fields, Scan, Docs) and a right-hand sidebar with buttons: Save, Close, Print, Review, Approval (circled in red), Authorise, and Order. A red arrow points to the 'Close' button. The form fields include PO Number (PO421346), Supplier (REC001), Supplier Name (Rectron), PO Date (2023-06-23), Acc Due Date (2023-06-23), Delivery Date (2023-07-07), Description (Test PO Shipping), Reference (Test PO Shipping), Shipping Method, Currency View (Document Currency), Exchange Rate (1), and Job.

#	Seq.No	Image	Delivery Date	Stock Type	Stock Code	Unit Cost	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Barcode	Item Description
1			2023-07-07	Stock	1005	800.00	800.00	120.00	920.00	1475605762	Dry peaches

Should you not wish to send the PO for authorization at this point, you can close the screen.

When ready to Approve, search for the captured PO as follows:

On the Purchase Order Menu, enter the Supplier name or Code, check the date range and click Search.

Click on the required order once to highlight it, click the Approve Button.

The screenshot shows the 'Purchase Order Search' screen with a search form and a table of results. The 'Approve' button is circled in red. The search form includes fields for PO Number, Description, Date Type, Date From, Date To, Division, GRV Group, Internal Contact, Supplier, Reference, Status, Region, Project, and Job Number. The table below shows a single result for PO421346.

Customer	Job Customer	#	Result	Att	Memo	PO Date	Delivery Date	Purchase Order No	Code	Supplier Name	Short Description	Reference	Entry Status	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Currency
✓	Sound And Sec.	1				2023-06-23	2023-07-07	PO421346	REC001	Rectron	Test PO Shipping	Test PO Shipping	Created	800.00	120.00	920.00	Rand South Afr.

This then sends an email to the Manager informing him/ her that there is a PO awaiting authorization.

The PO status will now change from Created to Approval indicating that the PO has been sent for Authorization.

Purchase Order Search

Q Search

Add

Edit

Clone

Cancel

Approval

Authorise

Order

Import

Reminder

Copy To Template

Print/Export

</

AUTHORISATION PROCESS

The Manager will then log onto the system or via the Webatar APP search the required PO and perform the necessary checks.

Go to **Creditors Module > Activity**

Select Purchase Orders Menu Item

Active Stock Take - MONT

Link

Unread Messages : 72

Reminders Due : 4 | 0

Calculator

Favourites

Modules

User: Otsile Loate, Dev HSOF & Co

Creditors Module

Configuration

Activity

Creditors Dashboard

Creditors Journal Transactions

Creditor Payment Search

Creditor Cash Book

Stock Order Search

Request For Quote (RFQ)

Purchase Orders

Receive Stock

Delivery Note Processing

Goods Received Notes (GRV)

Stock Return Notes

Analysis

Reports

Purchase Order Search

Search

Add

Edit

Clone

Cancel

Approval

Authorise

Order

Import

Reminder

Copy To Template

Print/Export

Basic Search

Custom Search

Expand

PO Number:

Supplier:

Description:

Reference:

Date Type:

Document

Status:

All

Date From:

2023-05-28

Date To:

2023-06-27

Page 0 of 0

Remove Paging:

Customer

Job Customer

#

Result

Att

Memo

PO Date

Delivery Date

Purchase Order Nui

Code

Supplier Name

Short Description

Reference

Entry Status

No data to display

Enter the Supplier code or name.

Enter the respective date range that the Purchase Order was captured.

Click Search

Purchase Order Search

Search Add Edit Cancel Approval Authorise Order Import Reminder Copy PO Print/Export

Basic Search Custom Search **Expand**

PO Number: Supplier:

Description: Reference:

Date Type: Status:

Date From: Date To:

Page 1 of 1

#	Result	Att	Memo	Date	Reference	Supplier Name	Total Cost Ex VAT	Purchase Order Nui	Code	Short Description	Entry Status	ETA Date	Total Cost VAT	Total Cost Inc VAT
1				2016-11-28		RJ CONNECT	500.00	PO25583	COD RJ		Created	2016-11-28	70.00	570.00

Displaying 1 - 1 of

You can further filter your search by clicking on the Expand Button

And entering any of the other criteria that you may have on hand, e.g. Division, Region

Purchase Order Search

Search Add Edit Clone Cancel Approval Authorise Order Import Reminder Copy To Template Print/Export

Basic Search Custom Search **Contract**

PO Number: Supplier:

Description: Reference:

Date Type: Status:

Date From: Date To:

Division: Region:

GRV Group: Project:

Internal Contact: Job Number:

All Purchase orders within the selected criteria will be displayed in the grid.

Click the Attachments shortcut to view ant attachments.

The icon will be red if any attachment are uploaded

If not, this icon will be grey.

Purchase Order Search

Search Add Edit Clone Cancel Approval Authorise Order Import Reminder Copy To Template Print/Export

Basic Search Custom Search **Expand**

PO Number: Supplier:

Description: Reference:

Date Type: Status:

Date From: Date To:

Page 1 of 1 Remove Paging: ☐

#	Result	Att	Memo	PO Date	Delivery Date	Purchase Order Nui	Code	Supplier Name	Short Description	Reference	Entry Status	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Cust
				2023-06-27	2023-06-27	PO421347	COD RJ	RJ Connect	Stock	Pretoria	Approval	250.00	37.50	287.50	

Should you need to check and verify any details of the order, double click on the required PO to open the lines.

Once you have reviewed the PO and performed the necessary checks and ready to Authorize,

Highlight the required purchase order and click the Authorize Button

Purchase Order Search

Search Add Edit Clone Cancel Approval **Authorise** Order Import Reminder Copy To Template Print/Export

Basic Search Custom Search Expand

PO Number: Supplier: Description: Reference: Date Type: Document Status: All Date From: 2023-06-27 Date To: 2023-06-27

Page 1 of 1 Remove Paging: ☐

Ship To	Customer	Job Customer	#	Result	Att	Memo	PO Date	Delivery Date	Purchase Order Nui	Code	Supplier Name	Short Description	Reference	Entry Status	Total C
☒	Branch		1				2023-06-27	2023-06-27	PO421347	COD RJ	RJ Connect	Stock	Pretoria	Approval	

You will notice the status has changed to “Authorized”.

Purchase Order Search

Search Add Edit Cancel Approval Authorise Order Import Reminder Copy PO Print/Export

Basic Search Custom Search Contract

PO Number: Supplier: RJ CONNECT Description: Reference: Date Type: Document Status: All Date From: 2016-10-29 Date To: 2016-11-28 Division: MANUFACTURING Region: GAUTENG GRV Group: Project: Internal Contact: Job Number:

Page 1 of 1

#	Result	Att	Memo	Date	Reference	Supplier Name	Total Cost Ex VAT	Purchase Order Nui	Code	Short Description	Entry Status	ETA Date
1				2016-11-28		RJ CONNECT	500.00	PO25583	COD RJ		Authorised	2016-11-28

An email is then sent to the capturer that the PO has been authorized and he/she may proceed to forward the PO to the Supplier.

SUBMITTING PO

Search for the PO as per the standard steps:

Creditors Module> Activity> Purchase Orders

Enter the Search criteria

Click Search

Purchase Order Search

Search Add Edit Cancel Approval Authorise **Order** Import Reminder Copy PO Print/Export

Basic Search Custom Search Contract

PO Number: Supplier: RJ CONNECT

Description: Reference:

Date Type: Document Status: All

Date From: 2016-10-29 Date To: 2016-11-28

Division: MANUFACTURING Region: GAUTENG

GRV Group: Project:

Internal Contact: Job Number:

Page 1 of 1

#	Result	Att	Memo	Date	Reference	Supplier Name	Total Cost Ex VAT	Purchase Order Nui	Code	Short Description	Entry Status	ETA Date
1				2016-11-28		RJ CONNECT	500.00	PO25583	COD RJ		Authorised	2016-11-28

Check that the status is set at Authorized.

Process Purchase Order

Are you sure you want to process this Purchase Order

Yes No

Click Yes

Print Selection

Break On Totals: ☐

Continue Close

Click Continue

The purchase order will Print to Screen.

Select Email to send the PO to the Supplier

Note: Should you not have segregation of duty, i.e.. A clerk capture the Order and a manager then Authorizes Orders, the below steps can then all be done by the same person (if authorized to do so) captures Authorize, and Order steps as outlined above can all be done at the time of capturing the PO by the Authorized person.

Print

Email

Copy

Email To Self

Close



Purchase Order

P/O To:
RJ Connect

Address:
5 Trig St, West Park, Pretoria, 0183
Phone: 013-443-2794
Email: otsile@hugesoftware.co.za
Web: www.webaccounting.co.za
GST No: 122-321-123

Delivery Address:
Imraan Salijee 0845843805
6 Trig St
West Park
Pretoria
South Africa
0183

P/O No: PO421347
Date: 27 Jun 2023
Reference: Pretoria
Shipping:

Description: Stock

Code	Description	QTY	UOM Type	UOM	Price	Sub Total
MAN	Mango	50			5.00	250.00

Currency: Rand South Africa

Sub Total:250.00

Discount: 0.00 %0.00

Excluding GST:250.00

GST:37.50

TOTAL:**287.50**

Click the Email Button

Verify the email address is correct.

Enter your message.

Email Address

Email | **Additional Contacts** | **Email Attachments** | **Users**

Email Address: ☒ john@rjconnect.co.za

Message:

Hi John

Please process attached PO

Thanks

Type: ☒ PDF ☐ HTML

Click Send

This will send an Email with PDF attachment of the PO to your Supplier.

You can CC yourself and any other colleagues if necessary.

Click the Users tab and double click on the required names in the Left Column to select.

Select Email

Email Address

Email | **Additional Contacts** | **Email Attachments** | **Users**

Available

Page 1 of 4

#	User Name
1	ABC Van Niekerk
2	Adriaan Gerhardus Roets
3	Albert Marune
4	Alfred Moepya
5	Alfred Peter Koekemoer
6	Andre Bruyns
7	Andrew Skene
8	Andries Stefanus van Wyk
9	Angeline Mtshali
10	Angeline Mabel Ferreira
11	Angie Ferreira

→

→

→

←

Selected

Page 1 of 1

#	User Name
1	Craig - Rowan
2	Imraan - Salijee

Click Send

Purchase Order Shipping Tab

The shipping Tab is related to the delivery of goods

To ship goods go to:

Creditors/ Suppliers Module> Activity> Purchase Order> Shipping Tab

Attachments

Memo

Reminder

Terms And Conditions

Update Recurring

View Stock Request

Ship To: Branch

Basic

Address

Extras

Shipping

Custom Fields

Scan

Docs

Ship To: Branch

Branch: Dev HSOF & Co

Customer: OTS001

Customer Name: Otsile

Contact Person: Otsile Loate

Print Delivery Note: ☐

Address Type: Physical

Address Line1: 17 Willie St

Address Line 2: Sophiatown

Address Line 3: Johannesburg

Address Line 4: Gauteng

Address Code: 2092

Collect

Shipping

Save

Save

Close

Print

Review

Approval

Authorise

Order

Items

Page 1 of 1

Paging

Add

Edit

Delete

Import Items

Displaying 1 - 1 of 1

#	Seq.No	Image	Delivery Date	Stock Type	Stock Code	Unit Cost	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Ba
1	0		2024-07-24	Stock	51	150.0000	6,000.0000	900.0000	900.0000	

Internal Contact: Imraan Salijee

Requested By: Imraan Salijee

Authorised By:

Authorized By 2:

Received Date:

Discount %: 0

Amt: 0.00

Clear Discount

Est.Weight: 0.00

Cost

Sub Total: 6,000.0000

Less Discount: 0.00

Total Excl VAT: 6,000.0000

Total VAT: 900.0000

Total Inc VAT: 6,900.0000

Ship To	Select where you want to ship the parcel to on the drop down menu selection
Branch	Select Branch on the drop down
Customer	Select a customer you want to ship parcels to on the drop down
Customer Name	Customer name will be automatically populated

Contact Person	Select the contact person on the drop down
Print Delivery Note	This button allows you to print a delivery note
Delivery Type	select the destination address where the goods should be delivered
Collect	This a new button added which allows automatic collection for customers who want to collect the goods instead of having them delivered
Shipping	This is where you add all shipment information and instructions

Adding Purchase Order

Creditors>Activity>Purchase Orders

Select a Supplier: Short Search – just type in part of the code or name and hit enter on the keyboard and select the Creditor.

Drop down Search - Clicking on the arrow allows you to find the Creditor via the drop-down menu

Click on **Insert** button.

Basic Tab

Description - e.g. PO – Hard drive

Reference - Type in the Reference for your Purchase order

Date - Is the current date of the document

Due Date - Allows you to select the due date of the supplier

Save/ close - Click on the save Button to save your information

Close if you wish to close your Purchase order window without saving

Notice that: as you click save, the other buttons that were greyed out they are now accessible

Currency View - The Drop-Down menu gives you a list of Multi currency views you can select the currency type you want to view

Currency - This is the default currency of the Purchase order.

Note - Acknowledge allows users to maintain Creditors accounts in foreign and local currencies, as well as send invoices and statements in foreign currencies. In addition, the application also maintains the foreign rate of exchange used at the time of the transaction.

Address Tab - Shows the Default address of the Supplier

Contact Person - Shows the Default contact person for that supplier

Extras Tab

Job - Select in the drop-down menu a job number if this purchase order is linked to a JOB

Completion Date - Type in or select on the calendar the completion date

Long Description - Add a detailed description

Process GRV to Job - Tick this box if you want to process GRV to JOB

Print Custom fields - Tick This Box if you want custom fields to appear in Print

Notes - Add notes in here relevant to your Purchase order and Save

Custom Fields Tab

Request By - The System User requesting stock

Costing Centres - Will be the centre requesting stock

Special Notes - Add special notes

Use the arrows down or up to see more details

Job - Is the Job Number this stock will typically be required for and click on Save

Purchase Order Serial Number Import

Once you receive your order, you may have multiple serial numbers to import into the Purchase Order before pushing it through to GRV,

Creditors Module > Activity > O/S Stock Orders & Receiving

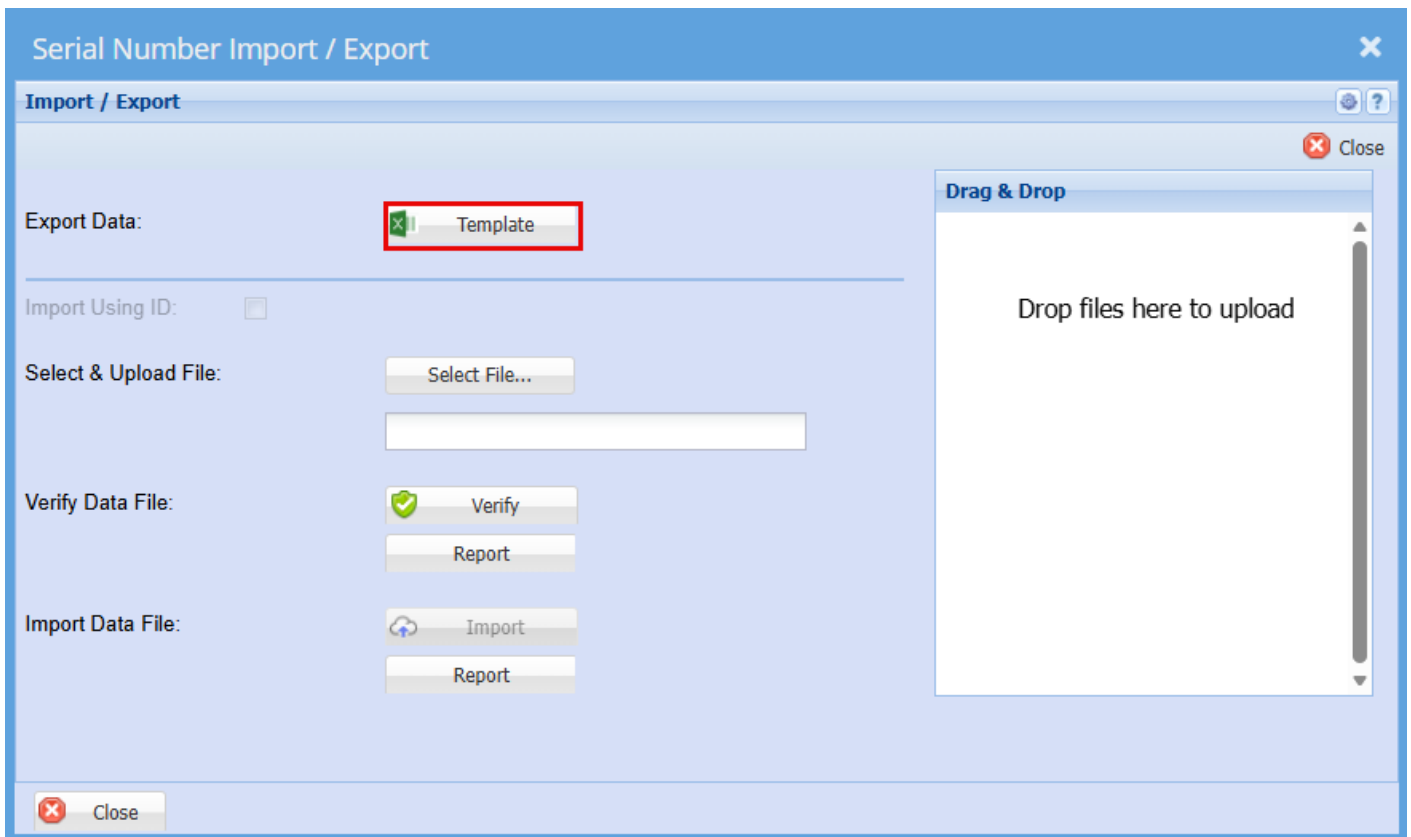
- Click on the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"

The screenshot displays the 'Creditors Module' interface. The left sidebar contains a navigation menu with the following items: Configuration, Activity, Creditors Dashboard, Creditors Journal Transactions, Creditor Payment Search, Creditor Cash Book, Stock Order Search, Request For Quote (RFQ), Purchase Orders (PO), O/S Stock Orders & Receiving (highlighted), Delivery Note Processing, Goods Received Note (GRV), Return To Supplier (RTS), Allocations, Allocation Decimal Journal, Creditor Interactions, and Template List. The main area is titled 'O/S Stock Orders & Receiving Search' and includes a search bar and various filters. Below the search bar are four summary boxes: 'Overdue Items' (5), 'Today Items' (2), 'Next 7 Days' (0), and 'Arrived On Site' (0). A table lists orders, with PO160 selected. The 'O/S Stock Orders & Receiving Detail' window is open, showing PO details and a list of items. The 'Functions' dropdown menu is open, highlighting 'Serial Import / Export'.

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4		1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2		

A window will appear allowing you to export a template that can be used for the import.

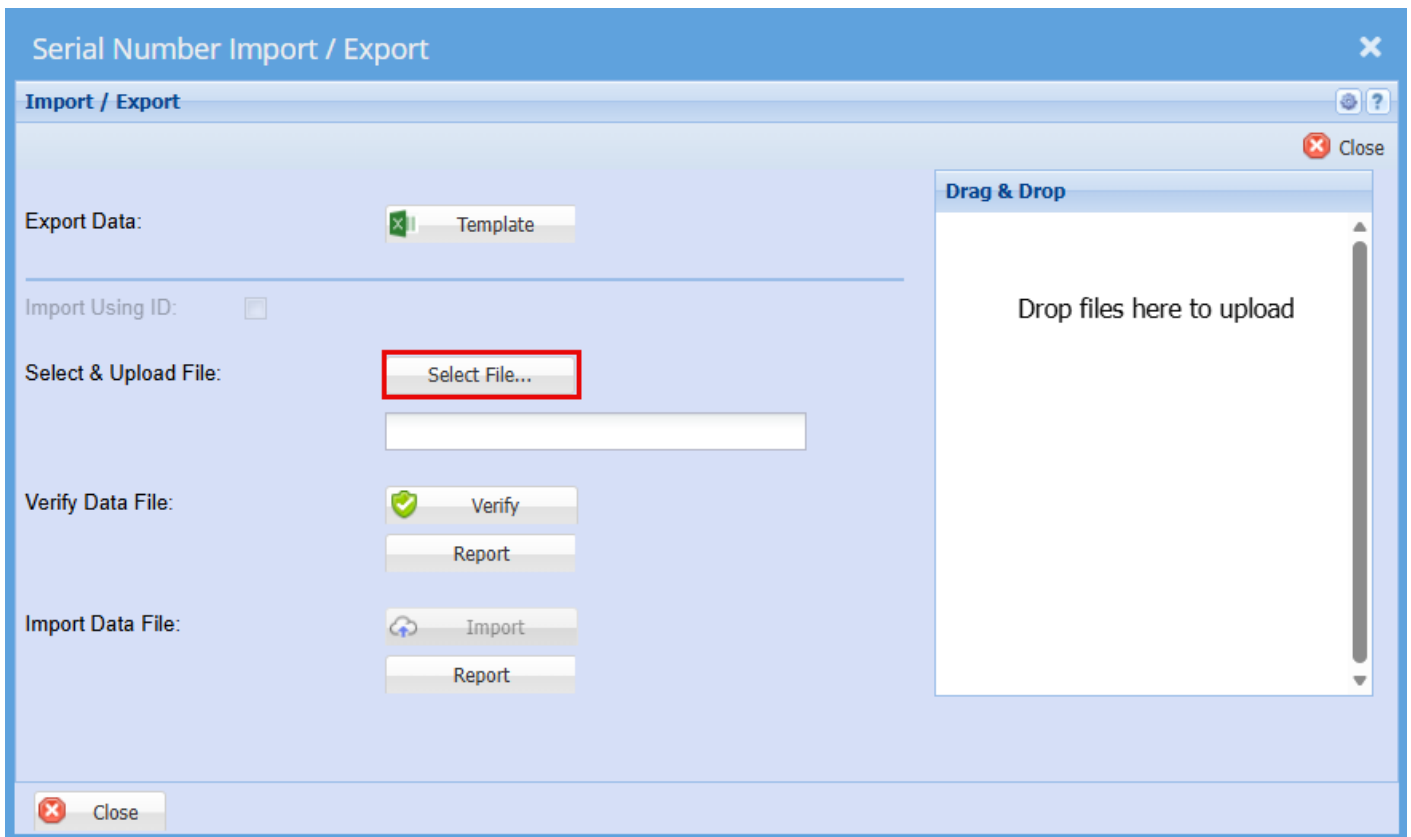
- Click on "**Template**" this will download an excel file



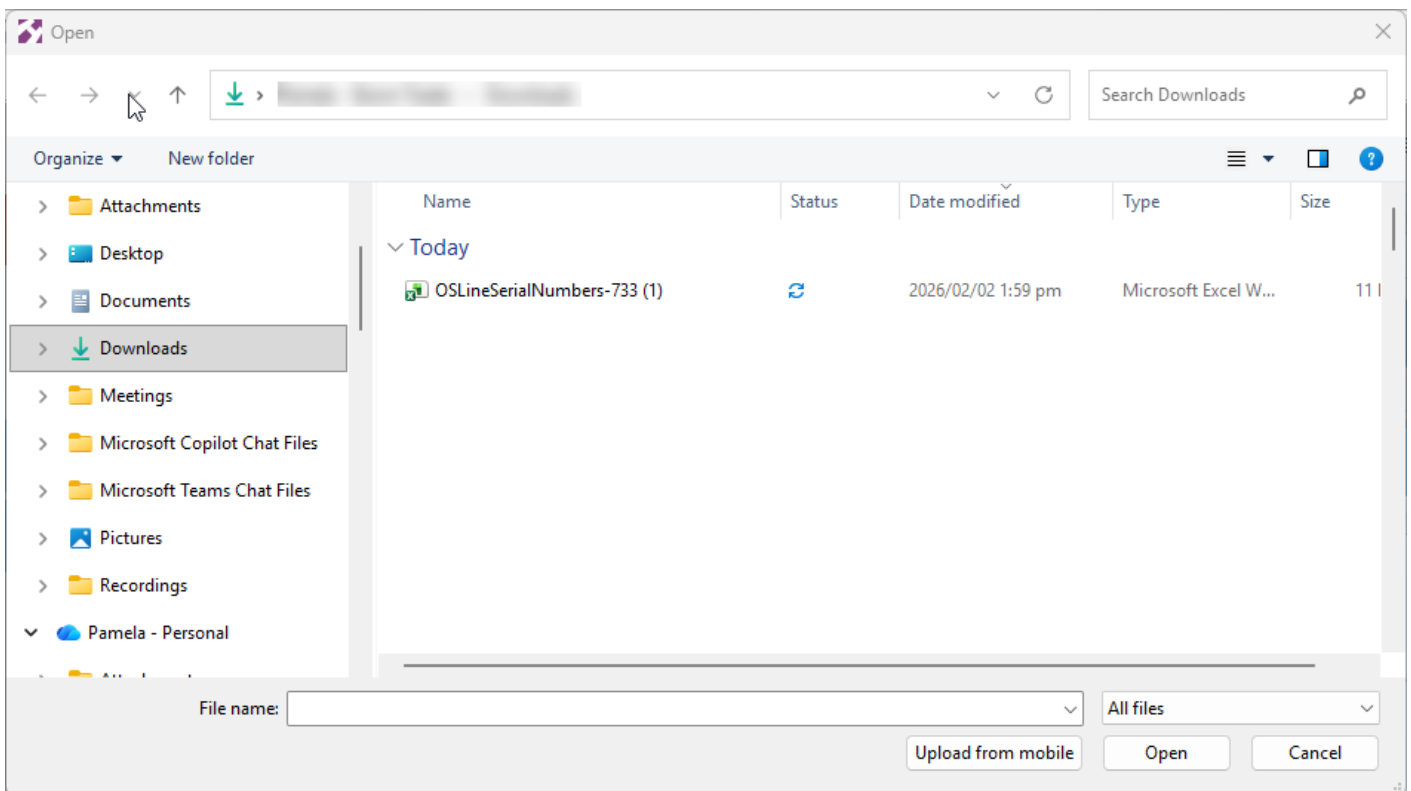
- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

	A	B	C	D	E	F	G
1	Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight	
2	COM/LAPTOP	159159159		2027/02/02	270202	1.2	
3	COM/LAPTOP	159159160		2027/02/02	270202	1.2	
4	COM/LAPTOP	159159161		2027/02/02	270202	1.2	
5	COM/LAPTOP	159159629		2027/02/02	270202	1.2	
6	CPU/1151/I7/7700	7775898		2027/02/02	270202	0.8	
7	CPU/1151/I7/7700	7775899		2027/02/02	270202	0.8	
8							
9							
10							

- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"

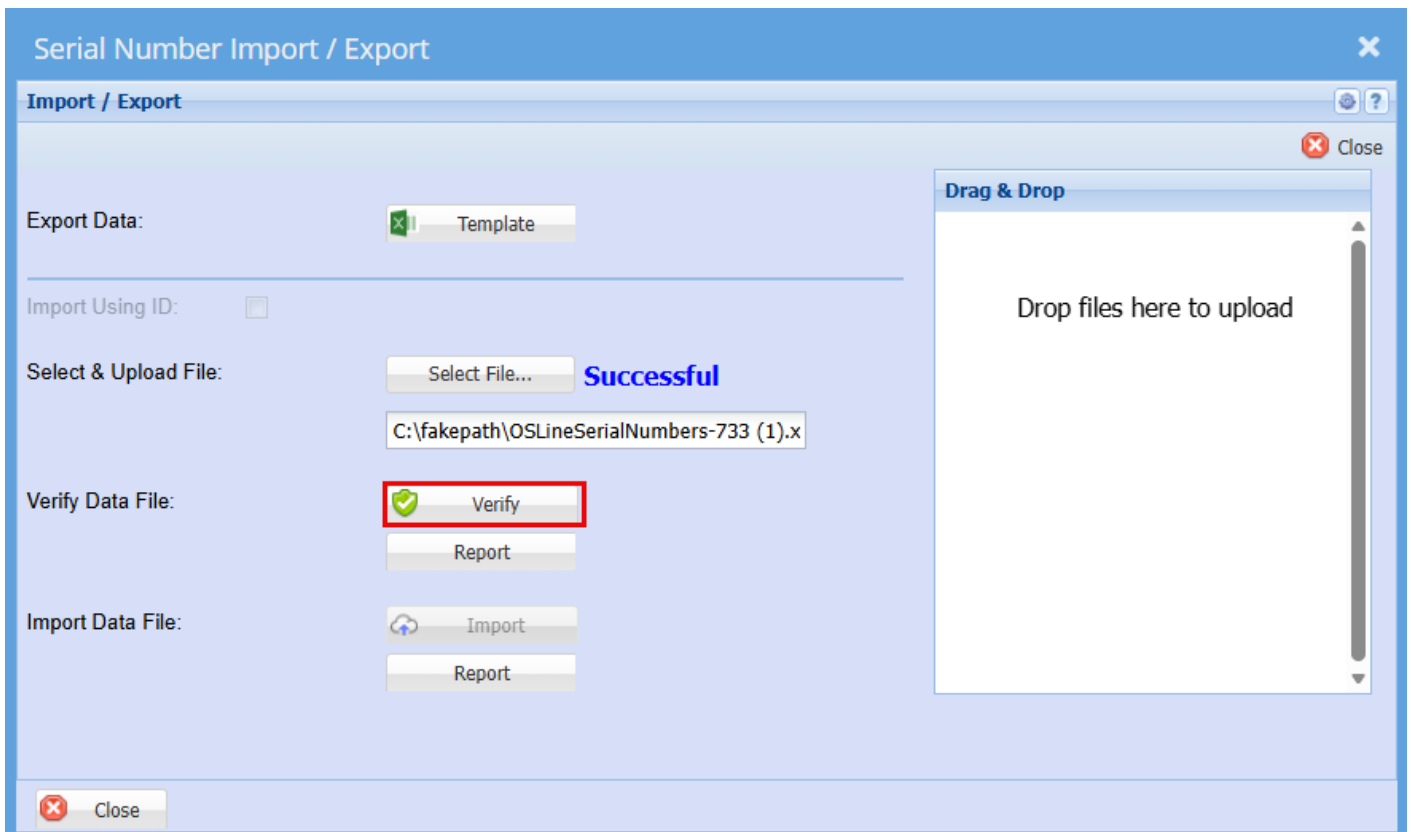


- Find the file you have saved.
- **"Double Click"** the file or click **"Open"**



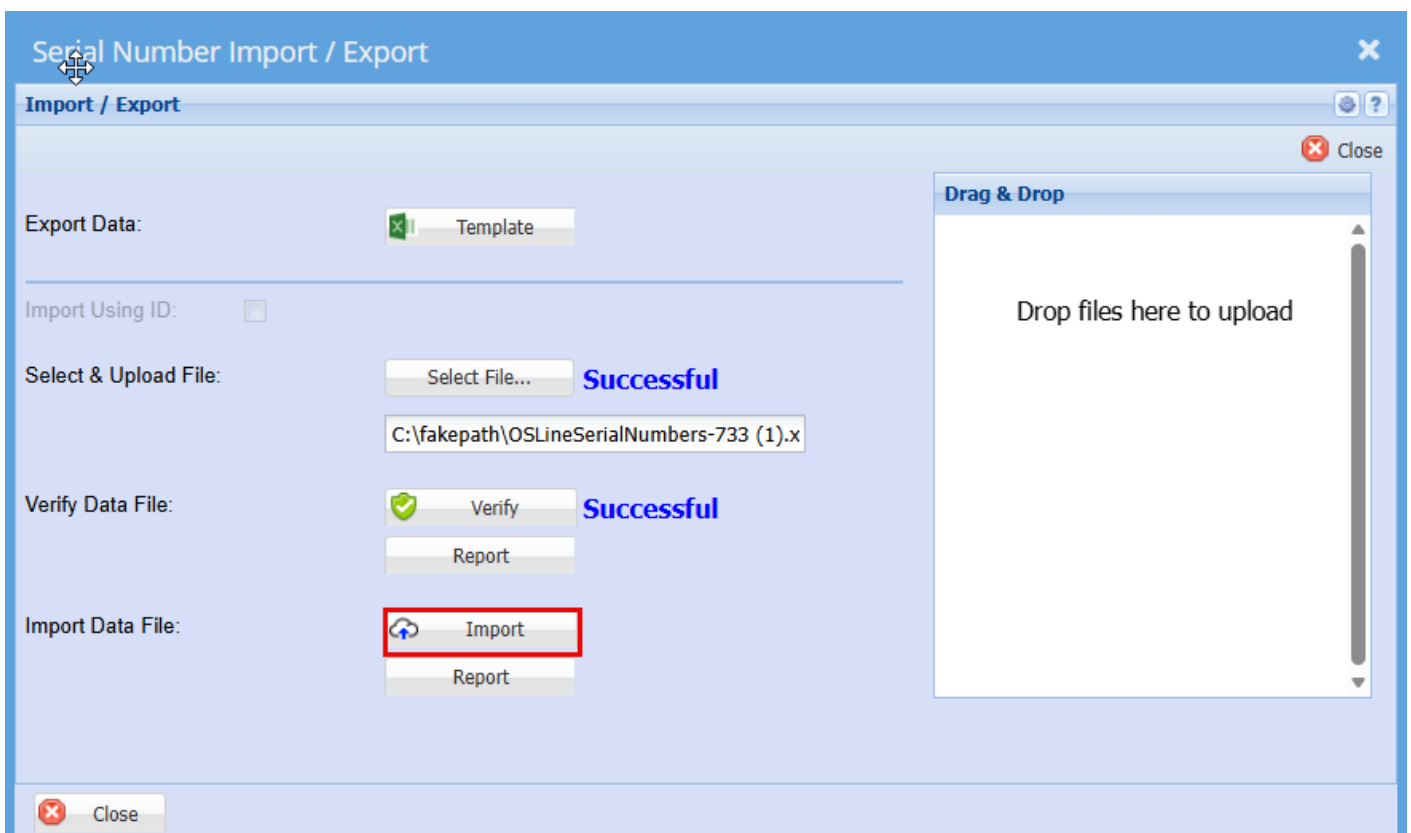
You should get a Successful Import

- Click **"Verify"**



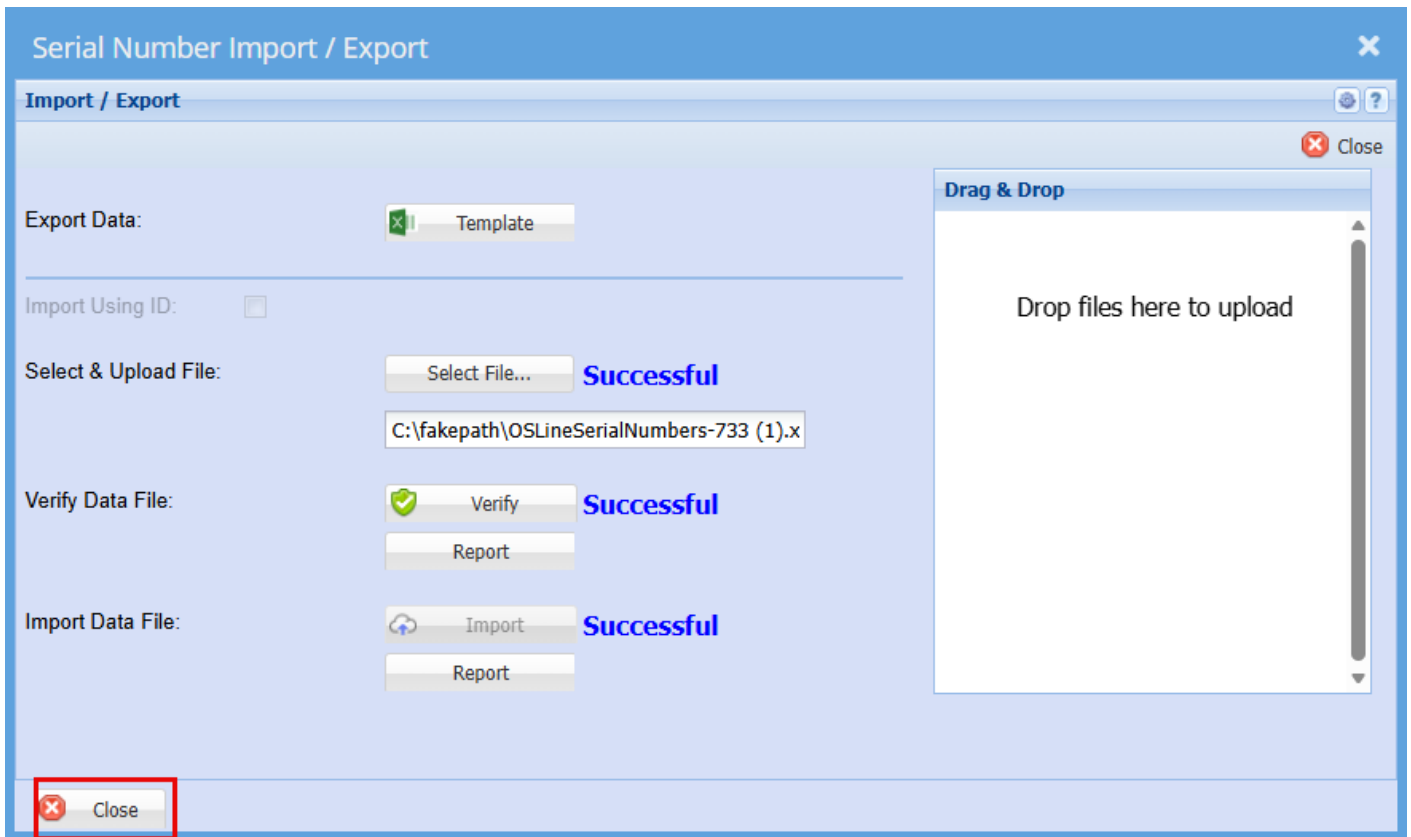
You should again get a successful for verification

- Click "**Import**"



You should then get a Successful for Import.

Click "**Close**"



You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.

O/S Stock Orders & Receiving Detail

Attachments

Memo

Create Reminder

View PO

Delivery Date

Follow Up

Functions

Basic

Address

Shipping

Docs

Custom Fields

Scan

Save

Close

View Stock Req

Receive Stock

Receive All

Print

Complete

PO Number:

PO160

PO Status:

Ordered

Supplier:

DEF001

Description:

Serial Number Import

Supplier Name:

DEF Company

Reference:

Received Date:

2026-02-02

Currency:

NZ Dollar

Exchange Rate:

1

PO Date:

2026-02-02

Long Description:

Ship To:

Branch

Arrived At Site:

Items

Page 1 of 1

Paging

Confirm Scan

Add

Delete

Cost Change

Show Lines

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4	4	1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2	2	

Footer

Internal Contact:

Acck Support

Requested By:

Acck Support

Comments:

% Received:

100

Total Received Qty:

6

- To view the serial number, double click on the Serialised item line.
- Click on "**Serial Numbers**"

×

Receive Stock

Serial Numbers

Batch Nos

Serial Import / Export

Stock Item:

COM/LAPTOP

Stock Description:

Laptop HP 350

Supplier Item Code:

Ordered Qty:

4

Unprocessed Balance:

4

Total Received Qty:

4

Received Qty:

4

Each

UOM:

0

Each

Temperature:

Save & Next

Save & Close

Close

×

Create Serial Numbers

Search

Add

Remove

Print Grid

Add Subserial Number

Auto Generate

Close

Serial Numbers

Fixed Assets

Serial Number:

Internal Serial Number:

Scan Internal:

Required Serial Numbers: 0

Page 1 of 1

Remove Paging:

Displaying 1 - 4 of 4

#	Serial Number	Internal Serial Num	Sub Serial Number	Brought Into Use D	Residual Value	Best Before Date	Production Code	Weight
1	159159159					2027-02-02	270202	1.2
2	159159160					2027-02-02	270202	1.2
3	159159161					2027-02-02	270202	1.2
4	159159629					2027-02-02	270202	1.2

Save

Close

Serial Number Import (Purchase Order)

Once you receive your order, you may have multiple serial numbers to import into the Purchase Order before pushing it through to GRV,

Purchase Order Serial Number Import

Creditors Module > Activity > O/S Stock Orders & Receiving

- Click on the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"

The screenshot displays the CREDITORS Module interface. On the left, the 'Activity' sidebar is visible, with 'O/S Stock Orders & Receiving' highlighted. The main window shows the 'O/S Stock Orders & Receiving Search' screen. At the top, there are search filters for PO Number, Date From, Date To, Description, Status, Supplier, and Job Number. Below these, there are four summary boxes: 'Overdue Items' (5), 'Today Items' (2), 'Next 7 Days' (0), and 'Arrived On Site' (0). The 'Orders Waiting' tab is selected, showing a table of orders. The 'O/S Stock Orders & Receiving Detail' window is open, showing details for PO160. The 'Functions' dropdown menu is open, and 'Serial Import / Export' is highlighted. The 'Items' table at the bottom lists two items: 'COM/LAPTOP' and 'CPU/1151/I7/7...'. The 'Serial Import / Export' option is highlighted in the 'Functions' dropdown menu.

#	Att	Memo	Status	Ship	Progress	PO Date	ETA Of Ship	Received Date	Job Number	PO Number	Code	Supplier
1						2026-02-02				PO160	DEF001	DEF Company

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4		1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2		

A window will appear allowing you to export a template that can be used for the import.

- Click on "**Template**" this will download an excel file

Serial Number Import / Export

Import / Export

Export Data: Template

Import Using ID: ☐

Select & Upload File: Select File...

Verify Data File: Verify Report

Import Data File: Import Report

Drag & Drop

Drop files here to upload

Close

- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

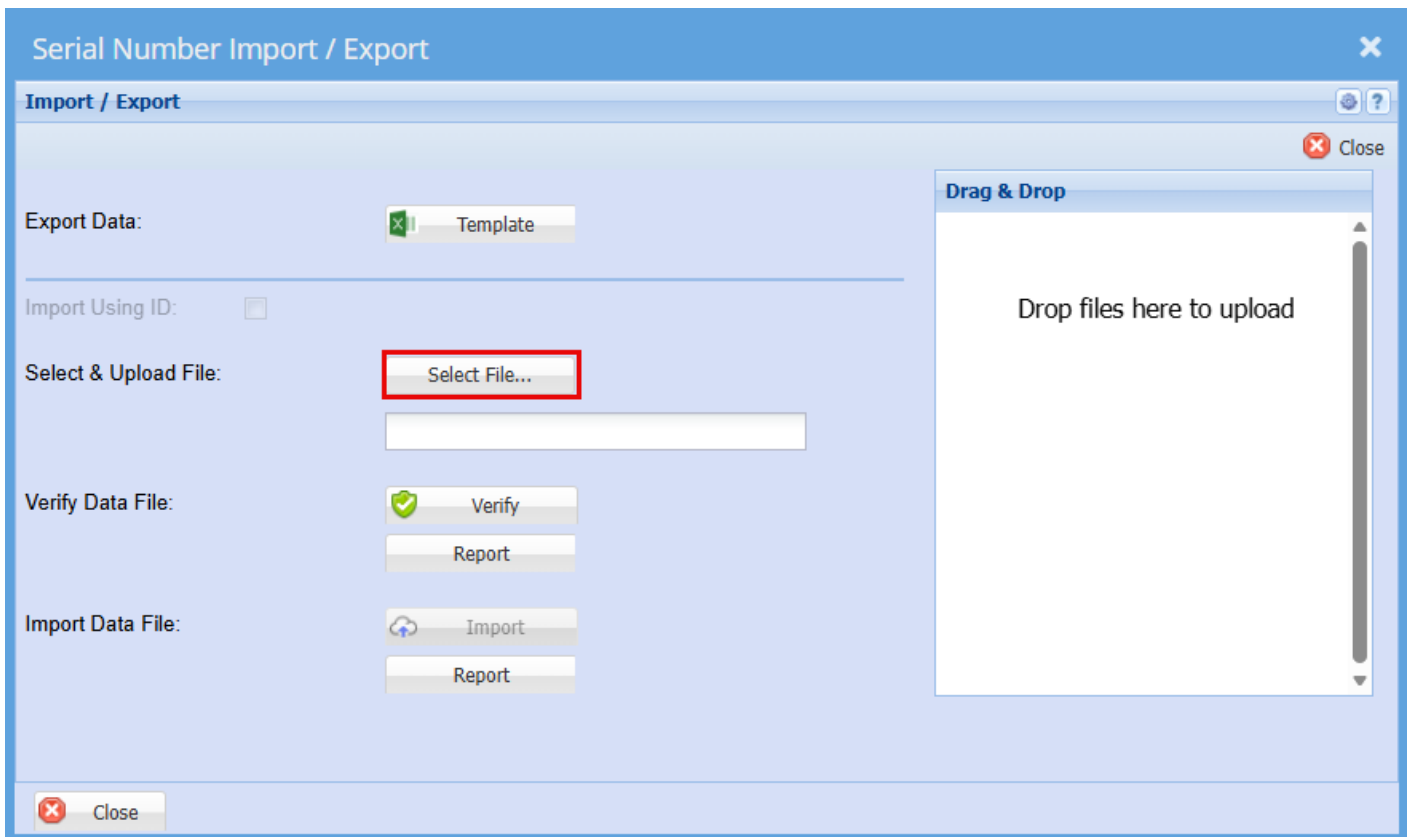
AutoSave On OSLineSerialNumbers-733 (1) • Last Modified: Just now

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

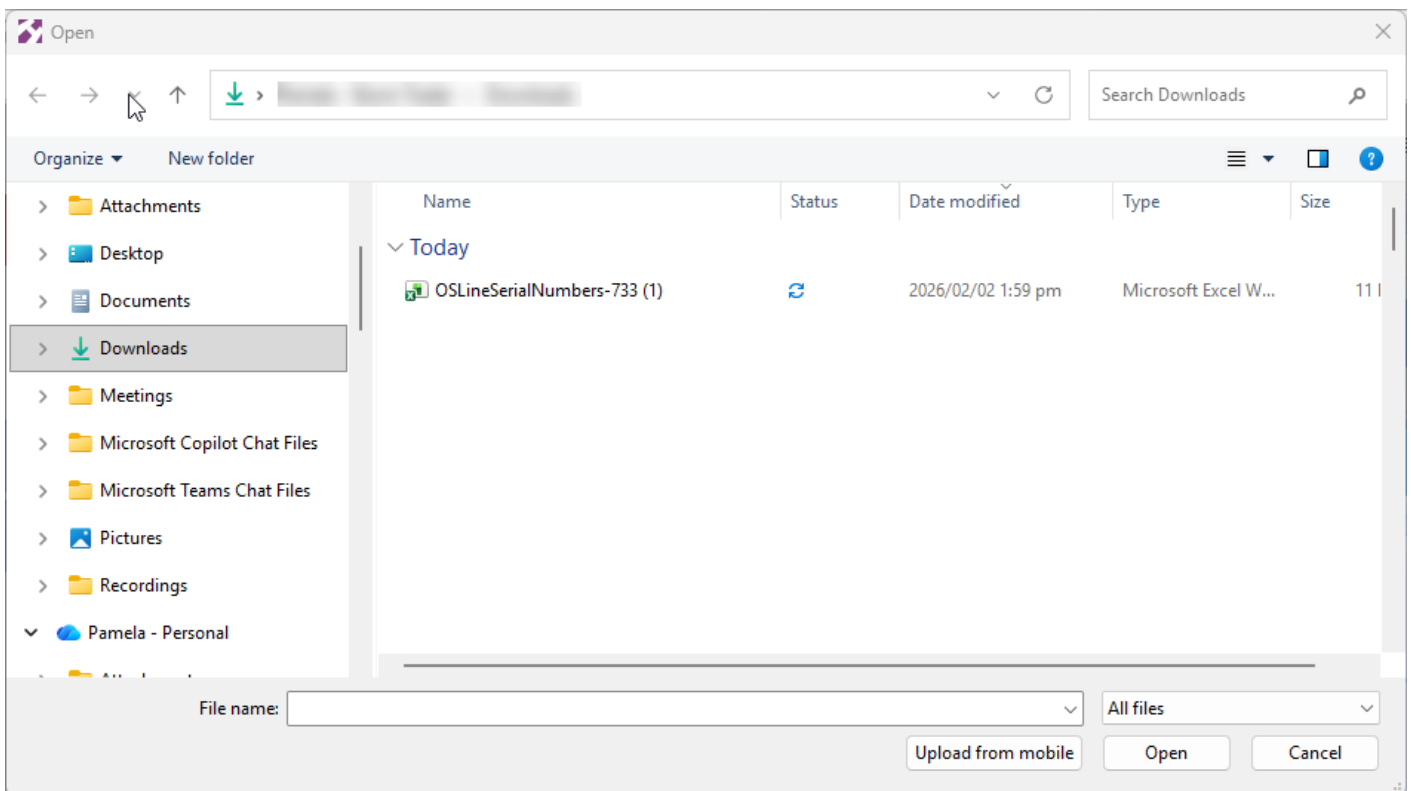
Clipboard Font Alignment Number

	A	B	C	D	E	F	G
1	Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight	
2	COM/LAPTOP	159159159		2027/02/02	270202	1.2	
3	COM/LAPTOP	159159160		2027/02/02	270202	1.2	
4	COM/LAPTOP	159159161		2027/02/02	270202	1.2	
5	COM/LAPTOP	159159629		2027/02/02	270202	1.2	
6	CPU/1151/I7/7700	7775898		2027/02/02	270202	0.8	
7	CPU/1151/I7/7700	7775899		2027/02/02	270202	0.8	
8							
9							
10							

- Go back to the "Serial Number Import/Export" Screen
- Click "Select File"

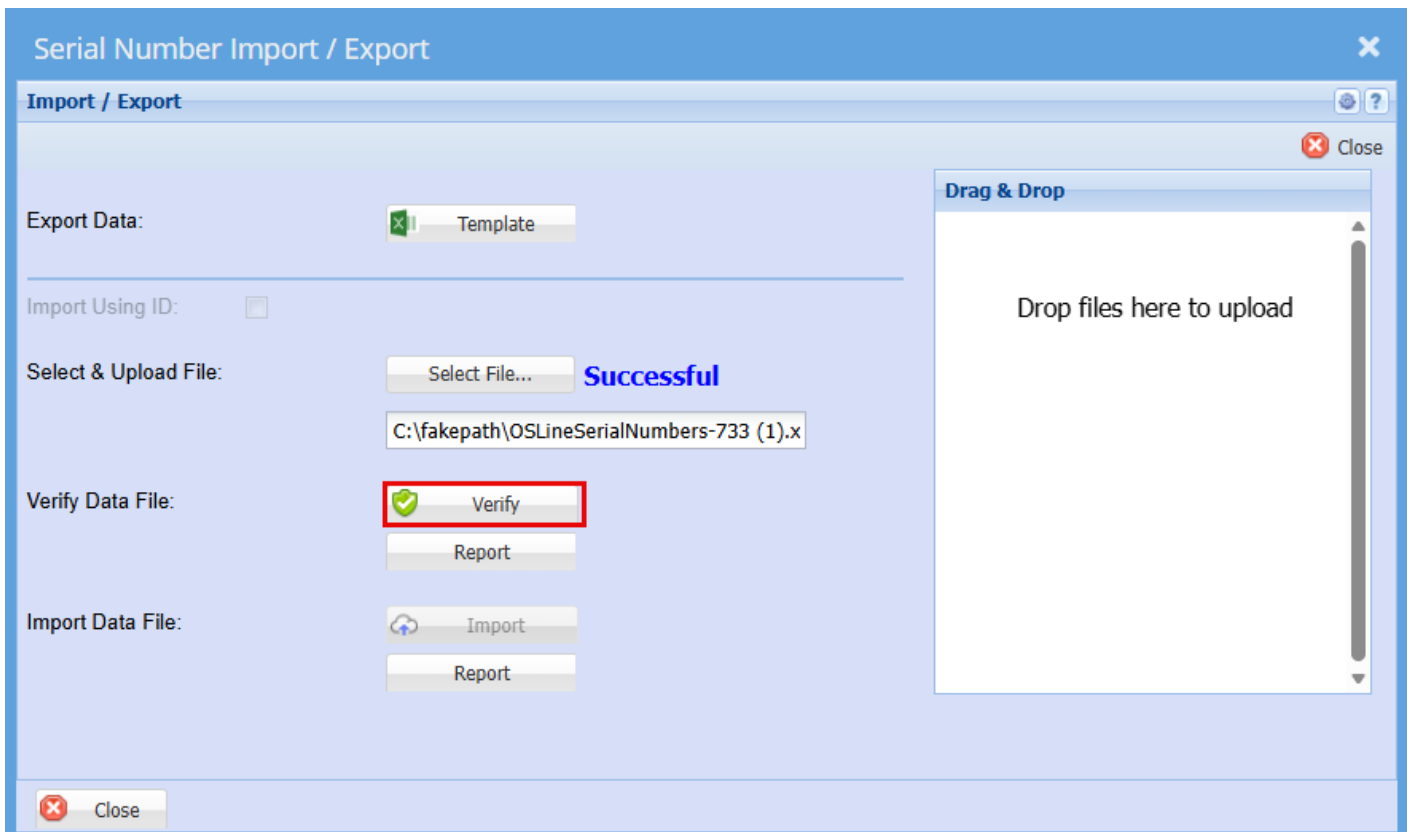


- Find the file you have saved.
- **"Double Click"** the file or click **"Open"**



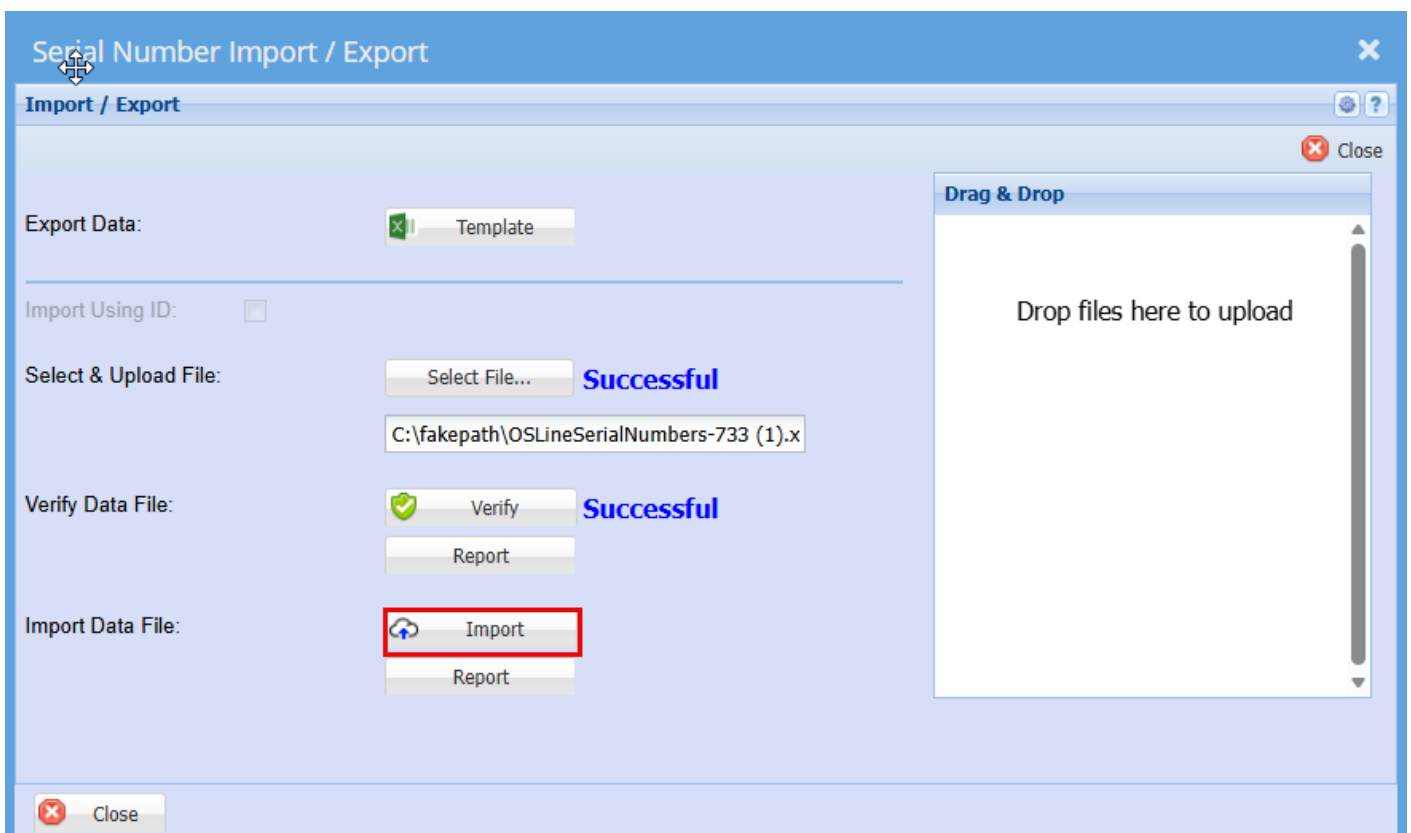
You should get a Successful Import

- Click **"Verify"**



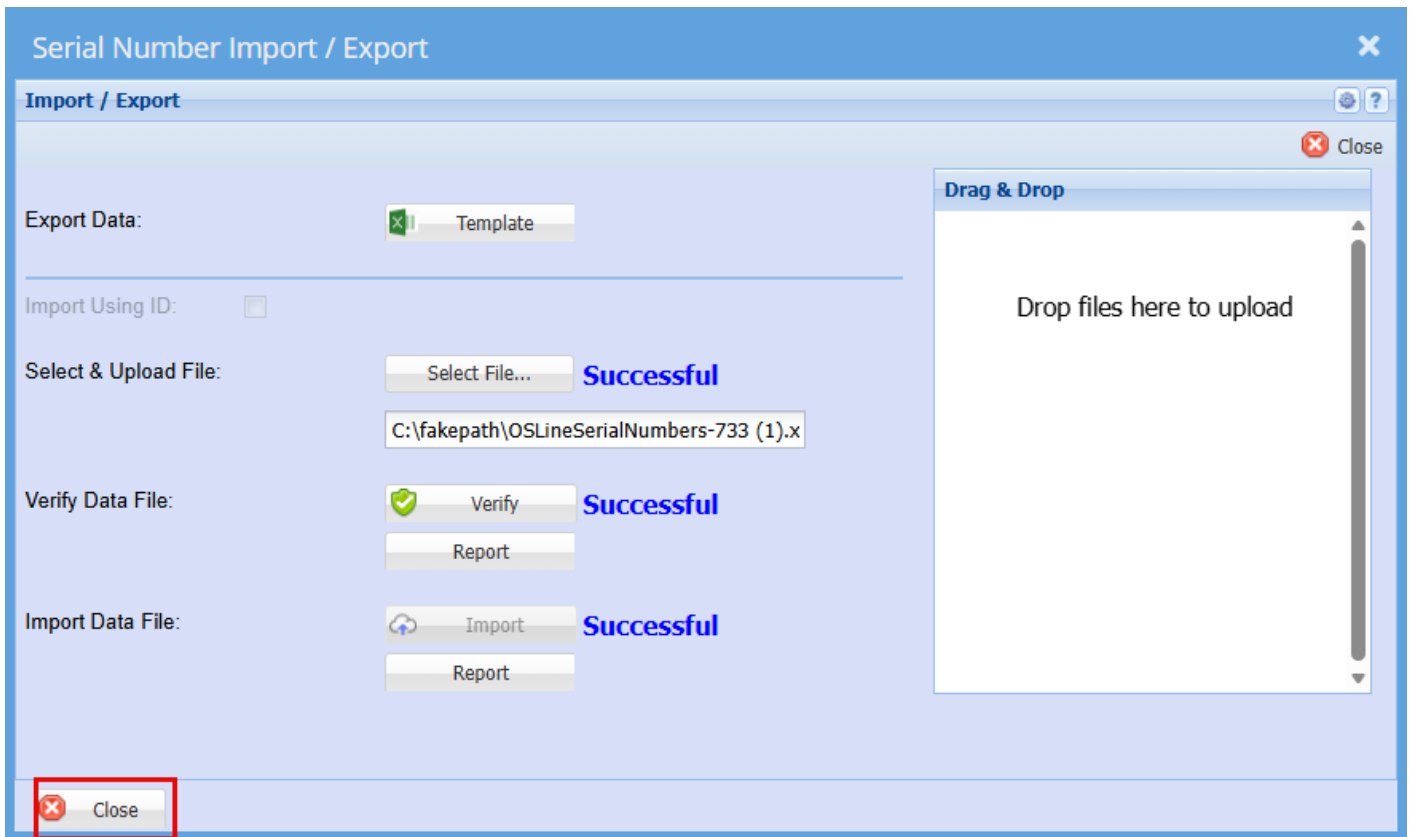
You should again get a successful for verification

- Click "**Import**"



You should then get a Successful for Import.

Click "**Close**"



You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.

O/S Stock Orders & Receiving Detail

Attachments

Memo

Create Reminder

View PO

Delivery Date

Follow Up

Functions

Basic

Address

Shipping

Docs

Custom Fields

Scan

Save

Close

View Stock Req

Receive Stock

Receive All

Print

Complete

PO Number:

PO160

PO Status:

Ordered

Supplier:

DEF001

Description:

Serial Number Import

Supplier Name:

DEF Company

Reference:

Received Date:

2026-02-02

Currency:

NZ Dollar

Exchange Rate:

1

PO Date:

2026-02-02

Long Description:

Ship To:

Branch

Arrived At Site:

Items

Page 1 of 1

Paging

Confirm Scan

Add

Delete

Cost Change

Show Lines

#	Image	Seq No	Stock Type	Code	Supplier Item Code	Description	Delivery Date	Day	Order Qty	Received Qty	MC U
1		1.00	Stock	COM/LAPTOP		Laptop HP 350	2026-02-02	Mon	4	4	1
2		2.00	Stock	CPU/1151/I7/7...		Intel CPU i7 77...	2026-02-02	Mon	2	2	

Footer

Internal Contact:

Acck Support

Requested By:

Acck Support

Comments:

% Received:

100

Total Received Qty:

6

- To view the serial number, double click on the Serialised item line.
- Click on "**Serial Numbers**"

×

Receive Stock

Serial Numbers

Batch Nos

Serial Import / Export

Stock Item:

COM/LAPTOP

Stock Description:

Laptop HP 350

Supplier Item Code:

Ordered Qty:

4

Unprocessed Balance:

4

Total Received Qty:

4

Received Qty:

4

Each

UOM:

0

Each

Temperature:

Save & Next

Save & Close

Close

×

Create Serial Numbers

Search

Add

Remove

Print Grid

Add Subserial Number

Auto Generate

Close

Serial Numbers

Fixed Assets

Serial Number:

Internal Serial Number:

Scan Internal:

☐

Required Serial Numbers: 0

Page 1 of 1

Remove Paging:

Displaying 1 - 4 of 4

☐	#	Serial Number	Internal Serial Num	Sub Serial Number	Brought Into Use D	Residual Value	Best Before Date	Production Code	Weight
☐	1	159159159					2027-02-02	270202	1.2
☐	2	159159160					2027-02-02	270202	1.2
☐	3	159159161					2027-02-02	270202	1.2
☐	4	159159629					2027-02-02	270202	1.2

Save

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