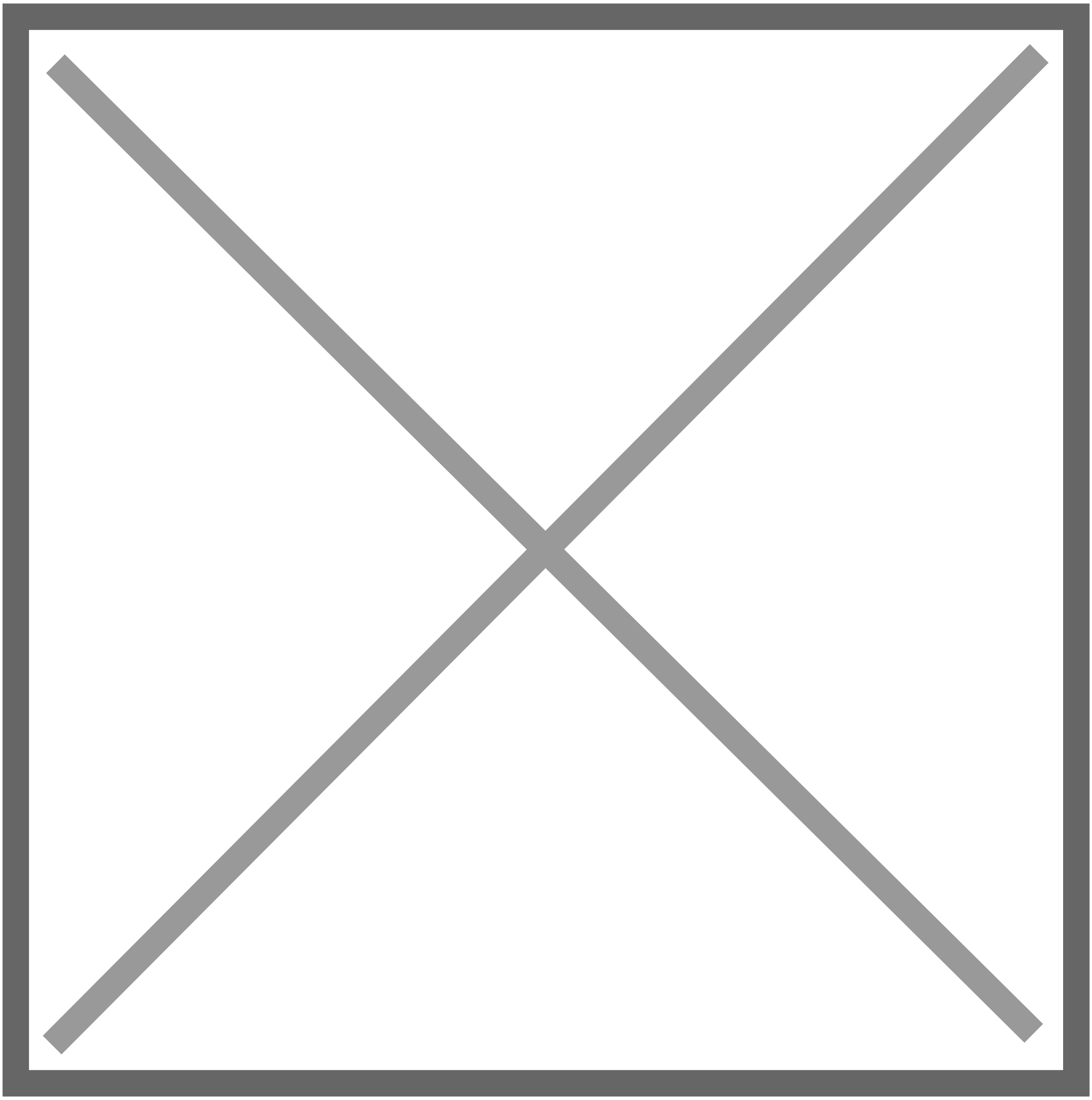
Purchase Order Overview

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 (**All**) 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 (**All**) 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

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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.

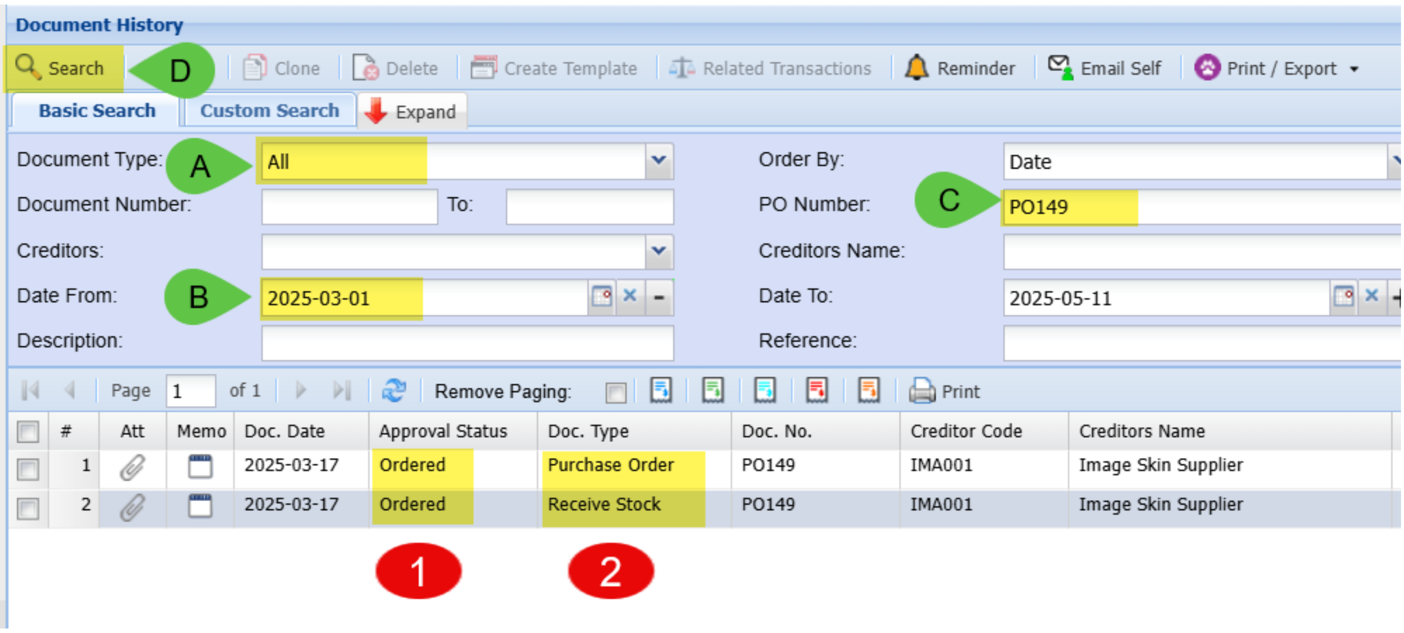
Ensure the following settings are correct

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

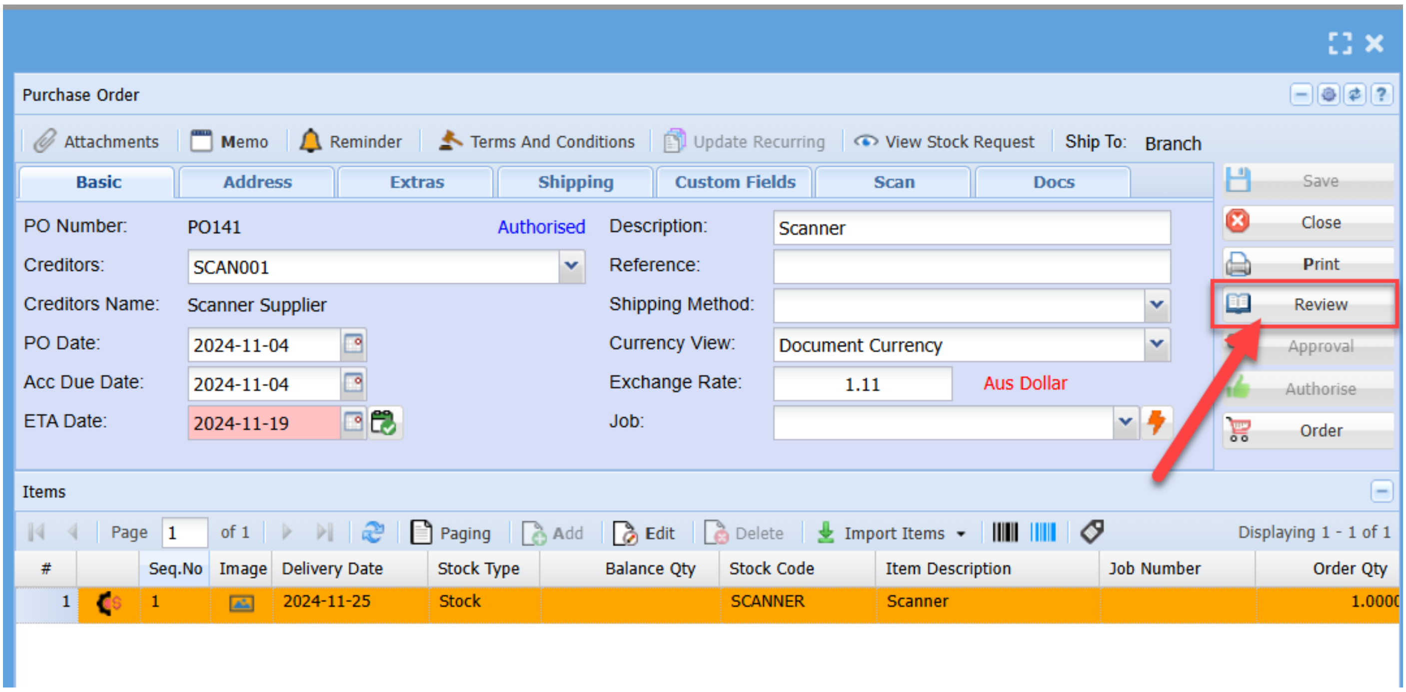


Review Purchase Order after authorised

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.

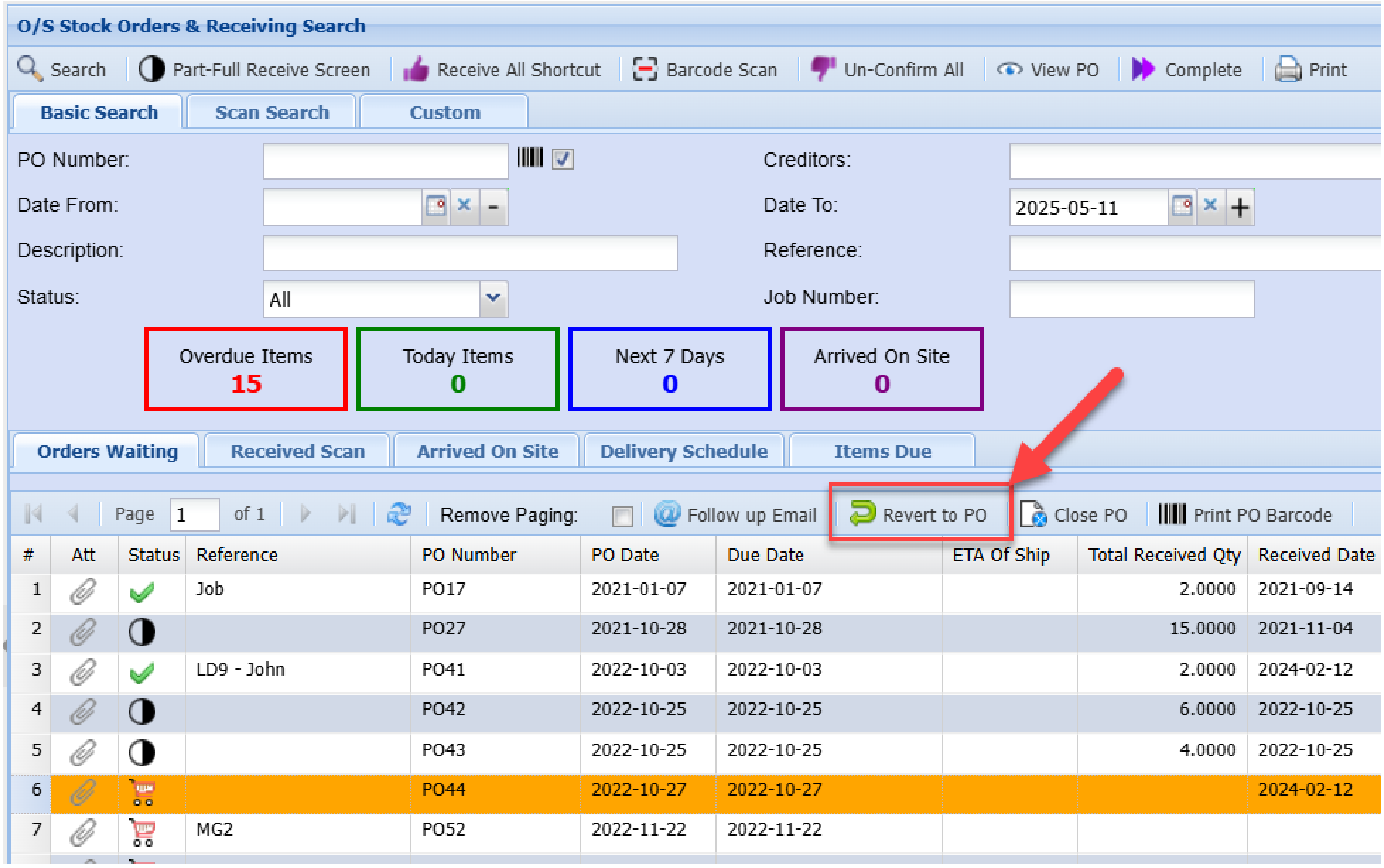


Revert Purchase Order from Receive stock back to Purchase Order

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

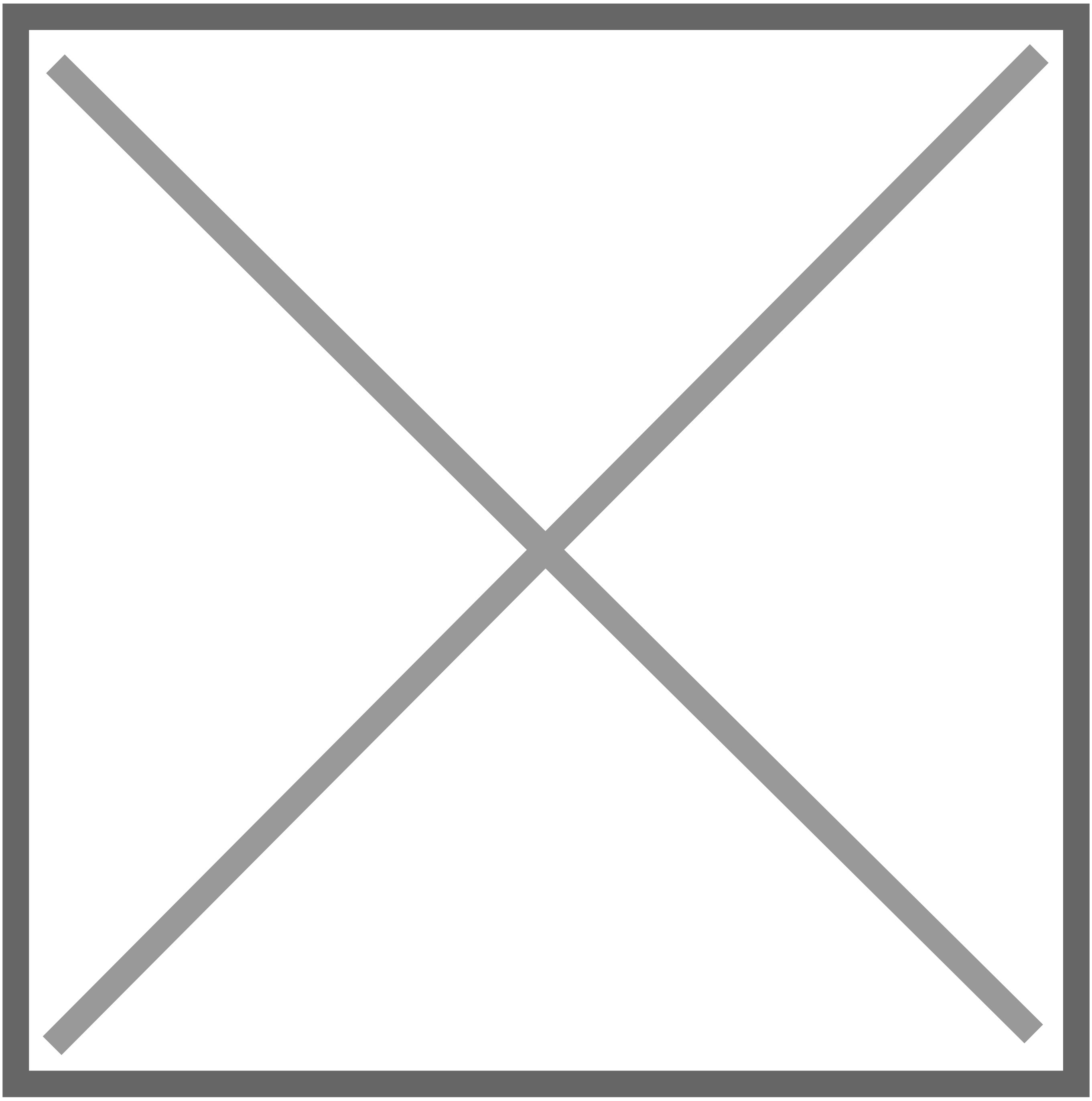


Purchase Order Flow Summary

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.



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