

A decorative graphic consisting of several overlapping, wavy lines in shades of blue and orange, flowing from the left side of the page towards the right.

# Evolution M

## Core Training

### Purchase Ordering

Issue 2

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## Training Notes

These are the training notes to be used for reference when going through each topic.

### Maintenances

This section covers the maintenances involved in Purchase Ordering (refer to section 'Purchase Order Maintenance' of the Evolution M User Manual for more details).

#### Category Maintenance

Categories are a way of grouping Products together. Products are required to be categorised and can be searched for by Category or sub-Category.

After a Category has been created, Products can be assigned to the Category (see topic 'Product Maintenance' below).

Note that if sub-codes exist for the Category, Products cannot be assigned to the main Category but must be assigned to a sub-Category.

#### Product Maintenance

The **Product Maintenance** program is used to create and maintain Products.

##### Create a Product

1. Select **Purchase Orders** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Product Maintenance** from the list of programs in the main window. The **Product Maintenance** program is displayed.

4. Enter the Product Code in the **Product Code** field and press the Tab key. The **Search** dialogue is displayed.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Product Maintenance** program showing the new **Product Code** is displayed.
6. Specify the **Category** for the Product (see topic 'Category Maintenance' above).
7. Enter a **Summary Description** for the Product.
8. Enter a **Full Description** for the Product.

Notes

9. If required, specify the **Associated Text** to use for the Product.



*This is the Text (see topic 'Text Maintenance' on page 3) to be displayed under the Product Description when making Purchase Orders (see topic 'Purchase Order Processing' on page 5).*

10. The **Preferred Supplier** for the Product can be specified (see topic 'Supplier Maintenance' on page 3).

11. If required, specify the **Manufacturer** of the Product (see section 'Manufacturer Maintenance' in the Evolution M Manual). A default Manufacturer may have been carried over from the Category, but this can be changed.

12. If applicable and required, enter the **Manu. Product Code**.

13. Specify the **VAT Code** to use for the Product. A default may have been carried over from the Category, but can be changed.

14. If applicable, specify the **IE VAT Code**. This is the EU VAT Code.

15. The **Product Type** must be set to 'Normal'.

16. Indicate the default **Order Unit** used for Purchase Ordering (see topic 'Unit Maintenance' on page 3).

17. Indicate the **Unit Of Measure** used for Purchase Ordering. This Unit cannot be changed at the point of order processing.

18. Indicate the default **Price Unit** used for Purchase Ordering.

19. If required, specify the default **List Price** for the Product.



*This is the default price which will be displayed when making Purchase Orders against the Product (see topic 'Enter a Materials/Plant Purchase Order' on page 5).*

20. Click the **Stock Defaults** tab and specify the **Supply Type** (field at the bottom of the screen).



*'All' means that this Product is not restricted by any type of supply and can be used in all types of transaction processing which utilise Products.*

*A Supply Type restricts the availability of a Product to certain types of processing. Products can be restricted to 'Materials' (Materials Purchase Ordering), 'Plant Hire' (Plant Purchase Ordering) 'Sales' (Sales Invoicing), and 'Subcontract' (Subcontract Purchase Ordering).*

21. Click **OK**. The Product has been stored on the system.

## Delivery Address Maintenance

The **Delivery Address Maintenance** program is used to create and maintain delivery address details for PO's. Any address created here can be specified as a delivery address when entering an order against any Contract or Store (see topic 'Purchase Order Processing' on page 5).

## Store Maintenance

The **Store Maintenance** program is used to create and maintain the Stores against which to raise orders.

Notes

## Unit Maintenance

The **Unit Maintenance** program is used to create and maintain Units for Products. Once a Unit has been created, it can be used for ordering, measuring, pricing, stocking and issuing of Products.

## Text Maintenance

The **Text Maintenance** program is used to create and maintain default text (body text, and headers and footers) which can be used for Purchase Orders, as well as various other document types.

Text descriptions are defaults and can be amended at the point of inserting the Text line into the document when processing.

## Supplier Maintenance

This program is used to create and maintain the Supplier Accounts., and is found in the Purchase Ledger, not the Purchase Orders Ledger.

### Creating Depots

The **Alt Address** tab of **Supplier Maintenance** can be used for entry of alternative Supplier addresses (depots) for Purchase Ordering.

1. Click **New** to create an alternative address. This address is used for Purchase Orders.

2. Enter the address details, including the branch name, in the dialogue boxes as required. This can include email address, website, phone number etc.
3. A **Location** can also be specified which may identify the Supplier's regional classification.
4. The address is **Active** by default but can be made inactive when no longer in use. If the address is set to inactive, enter the **Date Inactive**.
5. If you wish this to be the default address for the Supplier when making orders, select 'Yes' in the **Default** field.



*This address can be changed at the time of posting, or another alternative address can be selected.*

Notes



## Purchase Order Processing

This topic covers the main elements involved when processing Purchase Orders (see section 'Purchase Ordering' of the Evolution M User Manual for more information).

The procedure for Purchase Order Processing is as follows:

- Enter orders
- Amend orders (if required)
- Dispatch orders
- Enter GRN's (if required)
- Complete/cancel orders (if required)

### Enter a Materials/Plant Purchase Order

The steps for entering an order for materials or plant are the same. The only differences being that when a 'Plant Purchase Order' type is selected, it can only be made against a Contract and the Plant Products become available for entry (see section 'Plant' of the Evolution M Manual).

1. Select **Purchase Orders** in the top pane if the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Enter Orders** from the list of programs in the main window. The **Enter Orders** program is displayed.

4. Specify the order **Type** (either 'Materials Purchase Order' or 'Plant Purchase Order'). If 'Plant Purchase Order' is selected, Plant items can be attached to this order.
5. Specify the **Contract/Store** for the Purchase Order.
6. If required, tick the **Copy** check box to select an existing order from which to copy the header details into the program.
7. Press Enter or click **Auto** to automatically generate an order number. Note that there may be a default suffix, which can be amended if required.
8. If required, enter the name of the person this order was **Requisitioned by**.
9. Specify the **Supplier** of the order.
10. Specify the **Address** of the Supplier. (This is taken from the **Supplier Maintenance** - see topic 'Supplier Maintenance' on page 3).

### Notes







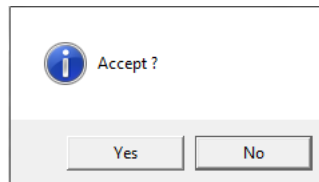
## Amend Orders

Purchase Orders can be amended after entry (and dispatch) if there are inaccuracies in the order.

Note that orders cannot be amended if they have been completed by either invoice matching (see section 'Purchase Postings' in the Evolution M Manual), in GRN entry (see topic 'Entering Goods Received/Returned Notes' on page 10), or by using the **Complete Orders** program (see topic 'Complete Orders' on page 14).

### Amend an Order

1. Select **Purchase Orders** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Amend Orders** from the list of programs in the main window. The **Amend Orders** program is displayed.
4. If required, the **Contract** and/or **Store** field is available should a search for the order code be performed in the field below.
5. Enter the **Order No** and press the Tab key. The following dialogue is displayed.



6. Click **Yes** to update the version number against the order, or **No** to keep the same version number.
7. Amend the order and process as required (see topic 'Enter a Materials/ Plant Purchase Order' on page 5 for details).

## Print Orders

This program enables Purchase Orders to be dispatched (by way of printing and/or, if set up on your system, emailing and/or faxing).

Orders only require dispatching here if they have not already been dispatched when processing.

As a default this program will only offer orders that have not yet been printed.

1. Select **Print Order(s)** from the list of programs in the main window. The **Run Options** dialogue is displayed.

The image shows a 'Run Options' dialog box with two tabs: 'Common' and 'Detailed'. The 'Common' tab is active. It contains several fields and dropdown menus:
 

- Supply Type: Materials
- From Order: [Empty]
- To Order: [Empty]
- Output Sequence: Supplier
- Print Orders For: All
- Amended Orders: Yes
- Amended Message: Amended Order
- Period: 10 2011
- Batch Date: 29 Mar 2012

 At the bottom right, there are 'OK' and 'Cancel' buttons.

2. Specify the **Supply Type** of the orders to dispatch.

Notes

- If required, specify the range of orders in the **From Order** and **To Order** fields, or leave blank to capture all orders for the specified type.



*If you wish to print just one order, enter the order number in the **From Order** field.*

- Specify the **Output Sequence** for the dispatch run.
- If applicable to the supply type, indicate whether to **Print Orders For** 'Contract', 'Non-Contract' or 'All'.
- Indicate whether to include **Amended Orders** or not, or 'Only' amended orders. If required, the **Amended Message** can be modified.
- If required, change the **Period** from the current Nominal accounting period.
- If required, change the **Batch Date** from the default of today's date.
- Click **OK**. The **Print Order(s)** program is displayed.

PO Number	Buyer	Contract Code	Supplier Code	Order Total	Dispatch Me	Dispatch
1010/2	Gareth	1010		0.00		<input checked="" type="checkbox"/>
BR/1	fg			0.00		<input checked="" type="checkbox"/>
1001/0/7	fg	Extention to Milnwoc	123	0.00	Print	<input checked="" type="checkbox"/>
1001/48	fg	Extention to Milnwoc	a supplier	0.00	Print	<input checked="" type="checkbox"/>
1001/50	fg	Extention to Milnwoc	a supplier	0.00	Print	<input checked="" type="checkbox"/>
BR/0/1	fg		a supplier	0.00	Print	<input checked="" type="checkbox"/>
PO/27	fg	Extention to Milnwoc	a supplier	7.08	Print	<input checked="" type="checkbox"/>
1001/0/4	fg	Extention to Milnwoc	Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
1001/20	fg	Extention to Milnwoc	Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
1001/47	fg	Extention to Milnwoc	Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
1002/912-001	Sandra Tarr	Maresfield Industria	Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
GAT/8	fg		Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
HO/29	fg		Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
HO/31	fg		Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
HO/34	fg		Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>
HO/35	fg		Aquaid Ltd	39.60	Print	<input checked="" type="checkbox"/>
HO/38	fg		Aquaid Ltd	9.20	Print	<input checked="" type="checkbox"/>
HO/39	fg		Aquaid Ltd	13.86	Print	<input checked="" type="checkbox"/>
HO/47	fg		Aquaid Ltd	39.60	Print	<input checked="" type="checkbox"/>
PO/3	fg	Extention to Milnwoc	Aquaid Ltd	25.00	Print	<input checked="" type="checkbox"/>
PO/5	fg	Extention to Milnwoc	Aquaid Ltd	465.87	Print	<input checked="" type="checkbox"/>
PO/11	fg	Extention to Milnwoc	Aquaid Ltd	940.94	Print	<input checked="" type="checkbox"/>
PO/15	fg	Extention to Milnwoc	Aquaid Ltd	728.94	Print	<input checked="" type="checkbox"/>
PO/16	fg	Extention to Milnwoc	Aquaid Ltd	720.00	Print	<input checked="" type="checkbox"/>
PO/17	fg	Extention to Milnwoc	Aquaid Ltd	720.00	Print	<input checked="" type="checkbox"/>
PO/18	fg	Extention to Milnwoc	Aquaid Ltd	0.50	Print	<input checked="" type="checkbox"/>
PO/22	fg	Extention to Milnwoc	Aquaid Ltd	0.00	Print	<input checked="" type="checkbox"/>

Select All Clear All Draft OK Cancel

- Place a tick beneath the **Dispatch** column against the order(s) that you wish to dispatch.



*The **Clear All** and **Select All** buttons can be clicked, and a **Draft** print run can be viewed for checking purposes, if required.*

- Click **OK** to dispatch the selected order(s). The order(s) can be printed, emailed and/or faxed as required.

Notes

### Entering Goods Received/Returned Notes

Goods Received or Returned Notes (GRN's), also may be known as Delivery or Advice Notes, against Purchase Order items can be entered on the system, if required. Only orders which have been dispatched can have GRN's entered against them.

GRN's can be matched to invoices in the Purchase Ledger (see section 'Purchase Postings' in the Evolution M Manual).

Goods Returned Notes can be made against quantities of items which have been marked as received. Note that Goods Returned Notes can also be raised to items which have already been invoiced, although a warning message is displayed notifying that the order has been invoiced. Should goods be returned which have already been invoiced, this should be rectified by a credit note to reverse out the invoice.

#### Enter GRN(s)

1. Select **Enter Goods Received/Returned** from the list of programs in the main window. The **Batch Header** dialogue is displayed.

2. Specify the **Batch Type** ('Goods Received' or 'Goods Returned').
3. For Goods Returned, if applicable and required, tick **Matching Batch** to match returned items against received items.



*This functionality is only available if the **Match Returns To Delivery** field in the **PO Control** tab of **Advanced Parameter Maintenance** is set to 'Yes'.*



*This is used if there are multiple Goods Received and/or Goods Returned Notes against an order and they need to be matched against each other in order to be cancelled out and not shown in the **GRN Outstanding Report** to avoid confusion (see topic 'GRN Outstanding Reporting' on page 24).*

*Note that a Goods Returned Note cannot be matched to a Goods Received Note which has already been invoiced.*

4. If required, change the **Batch Date** from the default of today's date.

Notes

5. If required, change the **Period** from the current Nominal accounting period.
6. If required, enter the number of transactions in this batch in the **No of Trans** field.
7. Indicate whether to **Search** for orders by 'Supplier', 'Contract' or 'Store'.
8. If required, enter some **Notes** regarding the batch. This will apply to each transaction in the batch.
9. Click **OK**. The **Enter Goods Received/Returned** program is displayed.

10. If required, specify the **Supplier/Contract/Store** against which to enter the GRN.
11. Enter the **Purchase Order** number or select from the drop-down list.
12. Enter a **GRN Reference/Return Reference** or select from the drop-down list.
13. If required, change the date from the default of today's date.
14. Click **OK**. The Product(s) entered for the order are displayed in the program.

Line	Product Code	Short Desc	Measure Unit	Unit Price	Order Qty	O/S Qty	All	Received	Complete
1	BRICK02	Red Bricks	EACH	6.000000	23.000	23.000	<input type="checkbox"/>	0.000	<input type="checkbox"/>
2	BRICK01	Bricks Red	CUBICM	0.396000	100.000	100.000	<input type="checkbox"/>	0.000	<input type="checkbox"/>

15. If required, and only applicable to received goods, place a tick in the **All** column against the required Product(s) to enter a GRN against. By ticking **All** this means that goods have been received for the whole quantity of the order.



*If auto-complete is enabled for your system (see section 'Advanced Parameter Maintenance' of the Evolution M Manual), then the **Complete** column will be ticked automatically.*

Notes



*If an order is marked as complete, no further deliveries can be made against the order.*



*If required, a tick can be placed in the **Deliver All/Return All** check box to enter GRN's against all Products. Also, a new Product can be entered for the order by clicking **New Line**. An example of this may be collection or delivery charges.*



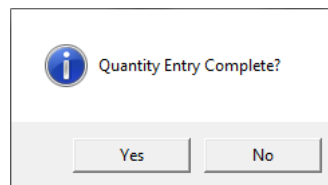
*Click **Reset** to clear all changes.*

16. If required, enter/amend the **Received/Returned** amount against the Product(s). If this is a Goods Returned Note which has not been invoiced, you need to double-click on the item to enter the return quantity.
17. If required, place a tick in the **Complete** column to complete the Product entries.



*Note that invoices may be matched to Purchase Order GRN's in the Purchase Ledger (see section 'Purchase Postings' of the Evolution M Manual), and if this required, completion should not be done here.*

18. Click **OK**. The following message appears.



19. Click **Yes** to enter the GRN.
20. Repeat the steps above for GRN entry against other order(s) as required.
21. Click **OK** to update the batch and exit the program.

Notes

## Cancel Orders

Only printed orders which do not have GRN's attached, and which are not completed, can be cancelled.

Only Users which have the permissions can cancel orders.

### Cancel an Order

1. Select **Cancel Purchase Orders** from the list of programs in the main window. The **Cancel Purchase Orders** program is displayed.

2. Enter the **Order No** and click **OK** (or press Enter). If the order has been printed and no transactions exist against the order, then the order details are entered into the program.
3. Click **OK** to cancel the order. The following dialogue is displayed.

4. If required, change the **Batch Date** from the default of today's date.
5. If required, change the **Period** from the current Nominal accounting period.
6. Click **OK**. The order has been cancelled.

## Notes

## Complete Orders

If a Purchase Order GRN has not been matched to an invoice and completed, or been completed in GRN entry, then the order must be completed manually using this program.

Only Users which have the permissions can cancel orders.

### Complete Order(s)

1. Select **Complete Purchase Orders** from the list of programs in the main window. The **Run Options** dialogue is displayed.

2. Enter the required order filter criteria and click **OK**. The **Complete Purchase Orders** program is displayed, showing all the available orders for the selected criteria.

PO Number	Buyer	Contract Code	Supplier Code	Order Total	Order Status	Complete
1001/0/6	fg	Extention to Milnwoc	Aquaid Ltd	0.00	Dispatched	<input checked="" type="checkbox"/>
1001/1	Chris	Extention to Milnwoc	Aquaid Ltd	79.20	Dispatched	<input checked="" type="checkbox"/>
1001/4	Chris	Extention to Milnwoc	Ashley Gunn	30.00	Dispatched	<input checked="" type="checkbox"/>
1001/5	Martin Woolger	Extention to Milnwoc	Kingspan Group Plc	882.50	Dispatched	<input checked="" type="checkbox"/>
1001/6	Martin Woolger	Extention to Milnwoc	Rembrand Timber L	3,968.75	Dispatched	<input checked="" type="checkbox"/>
1001/7	Gareth	Extention to Milnwoc	Ashley Gunn	20.00	Dispatched	<input checked="" type="checkbox"/>
1001/7-001	Gareth	Extention to Milnwoc	Ashley Gunn	10.00	Dispatched	<input checked="" type="checkbox"/>
1001/7-002	Gareth	Extention to Milnwoc	Ashley Gunn	10.00	Dispatched	<input checked="" type="checkbox"/>
1001/8	fg	Extention to Milnwoc	Aquaid Ltd	60.00	Dispatched	<input checked="" type="checkbox"/>
1001/9	fg	Extention to Milnwoc	Aquaid Ltd	60.00	Dispatched	<input checked="" type="checkbox"/>
1001/12	Martin Woolger	Extention to Milnwoc	MPHA01	362.00	Dispatched	<input checked="" type="checkbox"/>
1001/14	fg	Extention to Milnwoc	Aquaid Ltd	688.75	Dispatched	<input checked="" type="checkbox"/>
1001/15	fg	Extention to Milnwoc	Aquaid Ltd	250.00	Dispatched	<input checked="" type="checkbox"/>
1001/16	fg	Extention to Milnwoc	Aquaid Ltd	300.00	Dispatched	<input checked="" type="checkbox"/>
1001/17	fg	Extention to Milnwoc	Ashley Gunn	50.00	Dispatched	<input checked="" type="checkbox"/>
1001/19	fg	Extention to Milnwoc	Aquaid Ltd	250.00	Dispatched	<input checked="" type="checkbox"/>
1001/119	michelle	Extention to Milnwoc	Ashton Berry Timbe	1,033.50	Dispatched	<input checked="" type="checkbox"/>
1001/135	Martin Woolger	Extention to Milnwoc	AGG01	625.00	Dispatched	<input checked="" type="checkbox"/>
1001/136	Martin Woolger	Extention to Milnwoc	AGG01	625.00	Dispatched	<input checked="" type="checkbox"/>
1001/137	Martin Woolger	Extention to Milnwoc	AGG01	625.00	Dispatched	<input checked="" type="checkbox"/>
1001/139	Martin Woolger	Extention to Milnwoc	AGG01	0.00	Dispatched	<input checked="" type="checkbox"/>
1001/140	Martin Woolger	Extention to Milnwoc	AGG01	0.00	Dispatched	<input checked="" type="checkbox"/>
1001/141	Martin Woolger	Extention to Milnwoc	AGG01	250.00	Dispatched	<input checked="" type="checkbox"/>
1001/145	Fred Scuttle	Extention to Milnwoc	Fitness	7,500.00	Dispatched	<input checked="" type="checkbox"/>
1001/146	Fred Scuttle	Extention to Milnwoc	AGG01	6,950.00	Dispatched	<input checked="" type="checkbox"/>
1001/147	Fred Scuttle	Extention to Milnwoc	AGG01	500.00	Dispatched	<input checked="" type="checkbox"/>
1001/148	Fred Scuttle	Extention to Milnwoc	Glass Products Ltd	65.00	Dispatched	<input checked="" type="checkbox"/>

Select All Clear All OK Cancel

3. Place a tick beneath the **Complete** column against the order(s) that you wish to complete.



*The **Clear All** and **Select All** buttons can be clicked, if required.*

4. Click **OK** to complete the selected order(s)

Notes



## Purchase Order Enquiry

The **Order Enquiry** program displays the current position and details of a Purchase Order.

### Interrogate an Order

1. Select **Order Enquiry** from the list of programs in the main window. The **Select Purchase Order** dialogue is displayed.

2. Enter or search for the Purchase Order Code, or specify the search criteria for the order and double-click on the required order from the search dialogue. The **Order Enquiry** program is displayed, containing the selected order details.

Product Code	Short Description	Order Value	Received Value	Invoiced (Actual)
SCOL20	Steel Column 20Ft	175.00	350.00	350.00
POLYSTL	Polystyrene Block Low Density	82.50	82.50	82.50
RMC3020	Ready Mixed Concrete 30/20	625.00	575.00	250.00



*If Document Imaging is being used (see section 'Document Management' of the Evolution M Manual) and a document is attached to this record, you can click **Document** at the bottom of the program to view the scanned image of the document that supports this transaction. This can be printed, emailed or saved.*

### Summary tab:

This tab displays an overview of the current position of the Purchase Order, including the status.

- The order details are displayed at the top of the tab.

### Notes

- The Product details for the order are displayed, showing, by default, the ordered, received and invoiced (actual) values against each Product.
- By default, values are displayed against the order. This can be changed to quantities by selecting the **Quantity** option.
- By default, the actual invoiced value is shown. This can be changed to the invoiced order value by removing the tick from the **Show Actual Invoice Value** check box.
- The totals for the ordered, received and invoiced values/quantities are displayed at the bottom.

**Main tab:**

This tab displays the main details of the Purchase Order, including the Buyer and Supplier/Subcontractor details.

Buyer	MRW	Martin Woolger	Ordered Value	882.50
Requisitioned by	mnr		Delivered Value	1,007.50
Supplier	KIN01	Kingspan Group Plc	Invoiced Value	682.50
Address	Kingspan Group Plc		Invoiced Actual	682.50
	(0) 42 9698003 Dublin Road Kingscourt County Cavan Ireland		Version	3
Order Date	24 Aug 2006		Lines	3
Delivery Date	24 Aug 2006		Status	Dispatched
Operation	00	Default Operation	Deliveries	Part Delivered
Delivery Address	Extention to Milwood House 13 North Parade Horsham Sussex RH12 2BT			

**Subcontractor tab:**

This tab displays the Subcontractor details, if applicable, as set up in **Subcontractor Maintenance** (see section 'Subcontractor Maintenance' of the Evolution M Manual).

Main Order Details		User Defined Fields	
Order Name	Sales Invoice Import	Apply CITB	No
Order Details/Ref.		RCT1 Received	No
Account Type	Supply & Fix	Applications	No
Supply and Fix Type	Domestic	Tax Exempt	No
Certificate Type	Invoice	On-Hold	No
Notes			
Category Defaults			
Discount %	0.00		
Retention % of	5.00 to 0.00 thereafter % of 0.00		
Processing Type	Movement		
Audit (SC)			

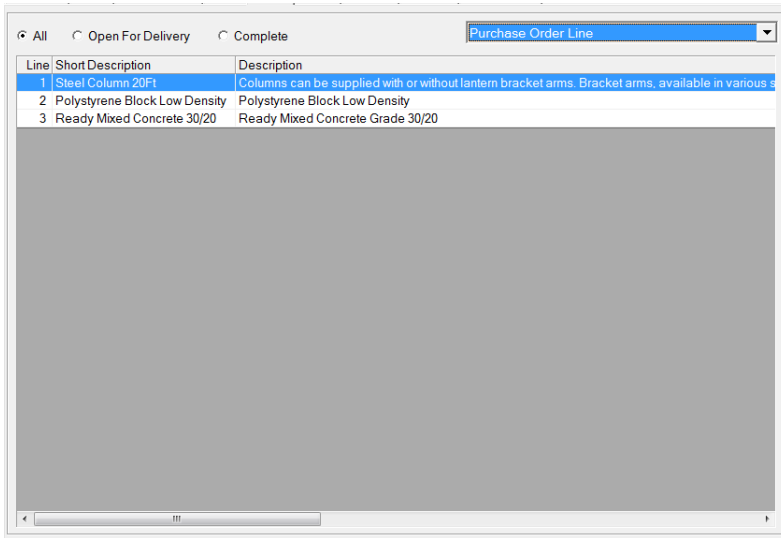
**Notes tab:**

This tab displays any notes which have been inserted into the order.

**Notes**

**Lines tab:**

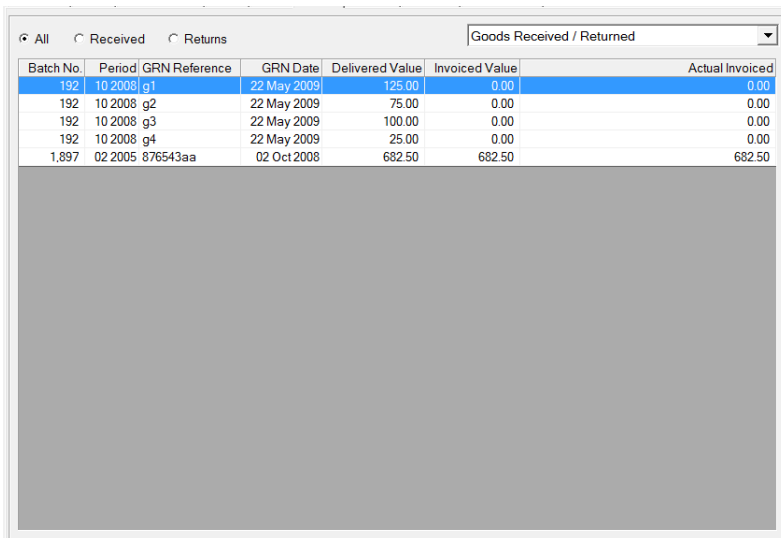
This tab displays any Product and Text lines which have been inserted into the order.



- All lines are displayed by default, but **Open For Delivery** or **Complete** lines can be displayed by selecting the relevant options at the top of the tab.
- Lines are displayed as shown in order entry, but more detail can be shown regarding the lines by selecting an option from the drop-down menu at the top-right.
- Double-click on a line to view more details for that line.

**GRN's tab:**

This tab displays any Goods Received/Returned Notes which have been entered against the order.



- All GRN's for the order are displayed by default, but just Goods **Received** or Goods **Returned** can be displayed by selecting the relevant options at the top of the tab.
- A summary of the GRN details is displayed by default, but more detail can be shown by selecting the 'All' option from the drop-down menu at the top-right.

**Notes**

- If required, double-click on a GRN to view Products for that GRN, and then double-click on a Product GRN in the dialogue to view the analysis.

**Invoices tab:**

This tab displays any invoices which have been matched against the Purchase Order, if a GRN(s) has been entered against the order.

Date	Period	Batch	Reference 1	Reference 2	Invoiced (Order)	Invoiced (Actual)
02 Oct 2008	02 2005	1,897	PL008765	234567aaa	682.50	682.50
<b>Total</b>					682.50	682.50

- If required, double-click on an invoice to view more detail and the analysis.

Type: Invoice      Batch No: 1897      Period: 02 2005

Main | Match/Analysis | Purchase Orders

Reference 1	PL008765	Reference 2	234567aaa
Date	02 Oct 2008	Status	Cleared
Goods	1,000.00	Due Date	30 Nov 2008
Vat	175.00	Contract	
Sett. Discount	0.00	Purchase Order	
<b>Total</b>	<b>1,175.00</b>		
Outstanding	0.00		

Notes

Update

Notes Audit      Docuview      Document      OK      Cancel

- Click the **Match/Analysis** to view analysis for the invoice.
- Click **Purchase Orders** to view the order details.

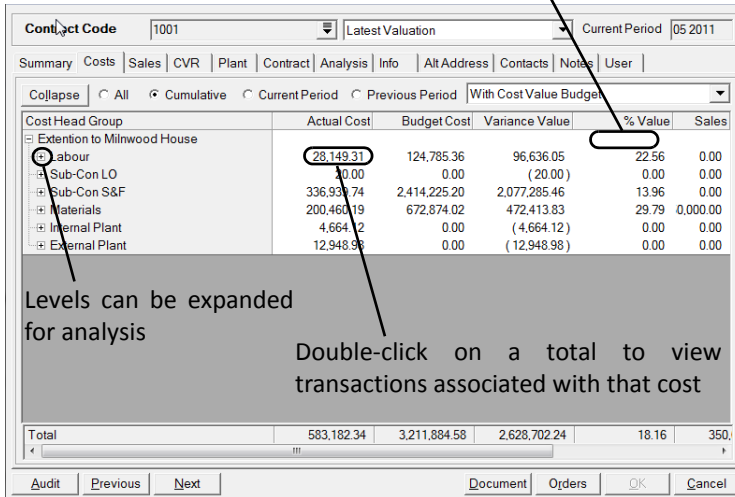
**Notes**

### Contract Enquiry - Purchase Orders

This enquiry routine is situated in the Contract Ledger.

The **Costs** tab of **Contract Enquiry** is used for breakdown of costs through all the Cost Head levels.

All transactions can be viewed for the Contract against the associated cost column by double-clicking on the top-level



### Notes

- By default, **All** costs are included in the breakdown. **Cumulative**, **Current Period** or **Previous Period** costs can be specified for analysis by selecting the relevant option at the top of the tab.
- Define the breakdown of the costs from the drop-down menu at the top-right. In this instance, the breakdown should show order values.
- To view total costs against each level, expand the branches of the tree to the left accordingly.
- All transactions can be viewed for the Contract against the associated cost column by double-clicking on the top-level.
- Click on the **Orders** button at the bottom of the program in order to view all orders made against the Contract.

PO Number	Contract Code	Contract Name	Account Code	Name	Buyer	Order Date
1001/810	1001	Extension to Milnwood House	REMB01	Rembrand Timber Ltd	CHRIS	14 Jun 2
1001/819	1001	Extension to Milnwood House	BRA01	Brazier Int Ltd	GARETH	07 Jul 2
1001/822	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	07 Jul 2
1001/826	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	07 Jul 2
1001/827	1001	Extension to Milnwood House	BRA01	Brazier Int Ltd	GARETH	07 Jul 2
1001/830	1001	Extension to Milnwood House			GARETH	13 Jul 2
1001/837	1001	Extension to Milnwood House			GARETH	19 Jul 2
1001/839	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	21 Jul 2
1001/840	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	21 Jul 2
1001/841	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	08 Aug 2
1001/845	1001	Extension to Milnwood House			GARETH	23 Aug 2
1001/848	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/848-003	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/850	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/850-001	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/851	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/852	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/852-001	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/852-003	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	24 Aug 2
1001/853	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	25 Aug 2
1001/856	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	25 Aug 2
1001/856-001	1001	Extension to Milnwood House	ART01	A Supplier	GARETH	25 Aug 2

## Subcontract Order Processing

The **Subcontract Order Processing** tool enables ordering of Subcontractors. Note that Subcontract Order Processing works in a similar way as any other type of Purchase Order Processing, and can be processed using the **Purchase Order Processing** tool, by selecting the 'Subcontract Purchase Order' type (see topic 'Purchase Order Processing' on page 5).

Subcontract Ordering works on the basis of creating a value for a package of work, this is accumulated in a 'Work Category' of which there may be several, although the most common is to have one.

If applications are used you will need to add both an Application and Gross Value Work Category to your order. If applications are not used you can simply add a Gross Value Work Category. These Work Categories will have been created by your training consultant and your system administrator.

### Enter Subcontract Orders

Subcontract Orders are entered in a similar way as any other order, except that Work Categories are entered against Subcontractors (see section 'Work Category Master' of the Evolution M Manual), instead of Products being entered against Suppliers.

#### Enter an Order

1. Select **Purchase Orders** in the top pane of the application window.
2. Select **Subcontract Order Processing** in the left pane of the application window.
3. Select **Enter Orders** from the list of programs in the main window. The **Enter Orders** program is displayed.

4. The Purchase Order **Type** is defaulted to 'Subcontract Purchase Order', which is the required type.
5. Enter the **Contract** code for which the Subcontract is required.
6. Press Enter or click **Auto** to automatically generate an order number. Note that the prefix will be the Contract code, and cannot be changed.
7. If required, enter the name of the person this order was **Requisitioned by**.
8. Enter the **Subcontractor**.
9. If required, change the **Order Date** from the default of today's date.

Notes

10. Specify the **Site Address** for the Subcontract.
11. If required, click **Text** to insert a Text line at the top of the printed/ dispatched order, which will provide additional information regarding the requirement.



*If required, you can enter a Category line and a Text line afterwards by selecting a Category line, ticking the **Insert** check box, and then clicking **Text** to insert a Text line above the Category line.*

12. Click **Category** to enter a Work Category for the order. The following dialogue is displayed.

13. Select the required **Work Category** and press the Tab key.
14. Enter the **Description** of the work package. You can copy & paste details into this field.
15. Enter the **Value** of the order.
16. If applicable to the Category, specify the **Processing Type** of the order.
17. If applicable to the Category, the **Retention % of**, if any, is carried over from **Subcontractor Maintenance** and can be overridden here.



*The percentage may sometimes be limited to an order value, after which retention is taken at a different rate. For example, the fields may read **Retention % of 5.00 to 10,000.00 thereafter % of 3.00**.*

*This would calculate 5% on the first £10,000 certified and then 3% on anything over this value. If the 'to' and 'thereafter' fields are left blank the system will apply the percentage defined to all payments.*

18. If applicable to the Category, specify the **VAT Code**.



*If the Subcontractor is not registered for VAT this field will be blank. Select the type 'Non Registered'.*

19. A default Trade Cost Head (e.g. **Supply and Fix**) may be entered according to the **Subcontractor Maintenance**, but this can be changed. Note that a full (sub) Cost Head code is required to be entered here, if one is not set in **Ledger Master Maintenance**. An example of this may be collection or delivery charges..
20. If applicable to the Category, a **Discount %** may already be applied to the Subcontractor, but this can be overridden.

Notes

21. If applicable to the Category and required, you can override the default **Inc. in Retention Calc.**, **Inc. in Discount Calc.**, **Inc. in Tax Calc.** and **Inc. in CITB Calc.** fields which determine whether retention, discount, tax, and/or CITB calculations apply when posting to this order.



*These are the defaults as set in the **Work Categories** tab of **Subcontractor Maintenance**.*

22. If required, click **Text** to insert additional information against the Work Category.
23. If you are entering another Work Category for the order, click **Category** and repeat the steps above; if this is the only Category entry, click **OK**.
24. If required, click the **Notes** tab to insert a header and footer to the order document.
25. If applicable and required, click **PO User Def** field to enter any user-defined fields.
26. Before you print/dispatch the order, you can click **Preview** to preview the order before dispatch. If required, this can then be printed as a draft order for checking.
27. Click **Print** to dispatch the order document. A print preview of the order is generated, whereby the order can be printed/dispatched. Once printed/faxed/emailed, the order is entered on the system.

#### Amend Subcontract Orders

Subcontract Orders are amended in the same way as any other order (see topic 'Amend Orders' on page 8 for details).

#### Print Subcontractor Orders

Subcontract Orders are printed in the same way as any other order (see topic 'Print Orders' on page 8 for details).

Notes



## Order Report

This program enables reporting on either outstanding orders only, or on both outstanding and completed orders.

### Generate an Order Report

1. Select **Purchase Orders** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Order Report** from the list of programs in the main window. The **Order Report** program is displayed.

4. In the **Report** field, indicate whether to generate a report showing 'Outstanding Deliveries' or a 'General Report', showing both outstanding and completed orders.
5. Indicate whether to **Include Subcontract Ord's** or not, or 'Only' Subcontract Orders.
6. Specify the **Report Sequence**. This is the account by which the orders are grouped and displayed in the report.
7. If applicable and required, specify the **Subcontractor** on which to report.
8. If applicable and required, specify the **Contract** on which to report.
9. If applicable and required, specify the **Supplier** on which to report.
10. If applicable and required, specify the **Store** on which to report.
11. If required, specify the **Product** on which to report.
12. If required, specify the **Buyer** on which to report.
13. If required, specify the **Category** on which to report.
14. If applicable, enter the **Delivery Date** up to which to report.
15. Indicate whether to create a **New Page** per account in the report.



*This will start a new page for each account, as specified in the **Report Sequence** field above.*

16. Indicate whether to **Include Bulk/Call Off** orders, or 'Neither'.
17. Click **OK**. The report is generated and can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Notes

## GRN Outstanding Report

This program enables reporting on Goods Received/Returned Notes which have been delivered (completed) but have not been invoiced.

### Generate an GRN Outstanding Report

1. Select **Purchase Orders** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **GRN Outstanding Report** from the list of programs in the main window. The **GRN Outstanding Report** program is displayed.

4. In the **Report Type** field, indicate whether to generate a 'Detailed (GRN Level)' report or a 'Summary (Order Level)' report.
5. If required, change the **Period** from the default of the current Stock accounting period.
6. If required, enter the **From Order Date** and **To Order Date** range, or leave blank to encompass all order dates.
7. Specify the **Report Sequence**. This is the account by which the orders are grouped and displayed in the report.
8. If applicable and required, specify the **Contract** on which to report.
9. If required, specify the **Supplier** on which to report.
10. If applicable and required, specify the **Store** on which to report.
11. If required, specify the **Product** on which to report.
12. If required, specify the **Buyer** on which to report.
13. If required, enter the **From Delivery Date** and **To Delivery Date** range, or leave blank to encompass all delivery dates.
14. Indicate whether to create a **New Page** per account in the report.



*This will start a new page for each account, as specified in the **Report Sequence** field above.*

15. Click **OK**. The report is generated and can be printed, saved, faxed (if in use on your system), exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Notes

### End of Day Test

This is a test on some of the topics you have learnt today. You will go through the following routines on your own to see how you do.

1. Create a Purchase Order for a Material Purchase or Plant Hire
2. Print an order
3. Amend an order
4. Enter a Goods Received Note (GRN)

For QS Staff only:

5. Create a Subcontract Order.
6. Print a Subcontract Order
7. Amend a Subcontract Order

**Notes**

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