Order Entry and Control User Guide

Table of Contents

Order Entry and Control generates and prints hard copies of orders for faxing and emailing to a specific supplier for the supply of items. When the items are received the system enables cross checking of goods charged on the attached invoice against the original order, for the supply of quantity and quoted pricing. By indicating items received on the order the system keeps a record of items on backorder.

Optional Prerequisites

If stock control and accountability are required, unique stock codes for individual items can be established to enable access to transaction details for the items. Creditor invoices can also be processed and payments made without using the Ordering System.

Create Stock Codes

Path: System → Stock File Information

While the Ordering System is optional if you do choose to use it, it is suggested a minimum of two stock codes be established one code to attract GST and a second code that doesn't.

Create 'Including GST' Stock Code

1.	**Code**	**Leave blank** to create this as the default code; • This will mean any time the stock code is left blank the item will automatically be GST Inclusive.
2.	**Desc**	Enter the description of Inc GST.
3.	**Defaults**	Use the **backspace** key to clear or enter any defaults you do not wish to use or enter your defaults.
4.	**Calc Tax on**	Enter B for Tax on Buy Price (N = No Tax, S = Tax on Sell Price)
5.	**Tax Rate**	Enter the GST tax rate (10% for Australia, 12.5% for New Zealand)
6.	**Save.**	Click to Save.

Create 'Excluding GST' Stock Code

1.	Code	Enter an asterisk or other code.
2.	Desc	Enter the description of Ex GST.
3.	Defaults	Use the **backspace** key to clear or enter any defaults you want to use.
4.	Calc Tax on	Enter N for No Tax. (B = Tax on Buy Price, S = Tax on Sell Price)
5.	Tax Rate	Enter the GST tax rate (10% for Australia, 12.5% for New Zealand)
6.	Save.	Click to Save.

Example of GST Stock Codes

This example shows the Stock Code being used. You can create as many Stock Codes as you think necessary.

●	Where Code>> is left blank GST will be calculated.
●	Where Code>> is selected as * GST will not be calculated.

Create Item Stock Code

Optional; A stock file can be established if using the Ordering System, orders can be activated without using item stock codes.

1.	**Code**	Enter either a unique code for the stock item. Maximum of 20 characters, either alpha or numeric or a combination of both.
2.	**Barcode**	Stock Items can be scanned in for easy entry if this facility is available.
3.	**Desc**	Enter your description for the stock item.
4.	**Unit Measure**	Enter either Each, Box, Bag etc with a maximum of 5 characters.
5.	**Unit Buy**	Enter either, 1, Each, 25kg, 500ml, 1Doz etc with a maximum of 5 characters.
6.	**Ratio Buy Sel (RBS)**	If unit measure is *Each* and unit buy is *Each* the RBS would be 1. If unit measure is Each and the unit buy is 12 the RBS would be 12.
7.	**Last Cost**	If known, enter the $ value.
8.	**Warranty**	Insert as a multiple of a monthly figure, for example a one year warranty would be numeric 12 for 12 months.
9.	**Calc Tax on**	Enter; • N for No Tax • B = Tax on Buy Price • S = Tax on Sell Price
10.	**Tax Rate**	Enter the GST tax rate; • 10% for Australia • 12.5% for New Zealand
11.	**Code>>**	Optional; Click Code and select a Creditor as suppliers of this item.
12.	**Last Cost**	Enter the $ cost of the item from this creditor.
13.	**Save Supplier**	Click to save supplier details and enter a new one.
14.	**Save**	Click to save the Stock Item when complete.

Order Entry and Control

Path: Creditors → Order Entry and Control

You can generate and print hard copies of orders for faxing or emailing to a specific supplier for supply of the listed items. When the items are received you can cross check the goods charged on their invoice for supply and any quoted price, against the original order. By indicating items received on the order the system keeps a record of items on backorder.

To create a Purchase Order for an existing Creditor enter the Order Header information.

1.	**Order No**	The number will default. Can Edit.
2.	**Code**	Select the creditor. Creditor details will default from the Master File.
3.	**Status**	A = Active (new order / goods not yet received) F = Finalised (all goods received) C = Cancelled H = Holding (order deferred until a future date)
4.	**Order Details**	**Description;** Enter a general description of goods being ordered. **Deliver To;** Specify place of delivery such as Main Admin Office. **Deliver By;** Specify transport company particulars if applicable. **Ordered By;** Enter the name of person ordering the goods. **Department;** Enter Department, for example LIBRARY, GROUNDS etc.
5.	**Order Amount Inc & Ex Tax**	Will show the order totals.
6.	**Save**	Save when prompted, or select Save Order Header.
7.	**Items Ordered**	View the order details.

Items Ordered

Once the Order Header has been saved you can enter the Items Ordered.

1.	**Code>>**	If stock codes are used; • Leave 'blank' stock code for items containing GST • Or select the stock code.
2.	**Qty**	Enter the number of units to be ordered.
3.	**Unit Buy**	If using stock codes the Unit Buy is shown. If not using stock codes ignore this field.
4.	**Description**	Description from stock code will default, or enter your description.
5.	**Inc GST/Unit**	Amount will default if using stock codes and the cost per unit has been recorded. If stock code amount has changed or if not using stock codes enter in the amount per unit INCLUDING GST.
6.	**Ex GST/Unit**	Amount will default if using stock codes and the cost per unit has been recorded. If not using stock codes and you wish to enter the amount per unit excluding GST you will need to tick the 'Enable Ex Tax Column' option then enter in the amount.
7.	**GST**	Shows the GST amount per unit.
8.	**Tot Inc GST**	Shows the total cost including GST for this line (Qty x $IncGST/Unit).
9.	**Tot Ex GST**	Shows the total cost excluding GST for this line (Qty x $ExGST/Unit).
10.	**Entity, Acc & Sub**	Will default from the Master File. Can edit.
11.	**Item Comment**	A freeform comment relating to this line can be added. Alternatively, click **On Approval Message** to default.
12.	**Taskbar buttons**	**Save Line Item;** select to save the item line entered, or tab off the line. **Insert Item;** select to enter a new item line above the one highlighted. **Clear Line;** highlight a line and click to clear details, re-enter new details. **Delete Item Line;** select to delete the item line from the order.

Printable Comment Tab

•	Free form entry where comments or instructions can be added to the order. Comments in this field will be displayed at the bottom of the Order when printed or emailed.

In House Comment Tab

•	An In House Comment can also be attached to the order; this comment is not printable and is for reference only.

Print Order Tab

Orders can be either printed as a hard copy, a file, as well as an attachment to an Email. Select the desired output. If exporting as a File or Email the extension is .doc. This order can be recalled and printed at any time.
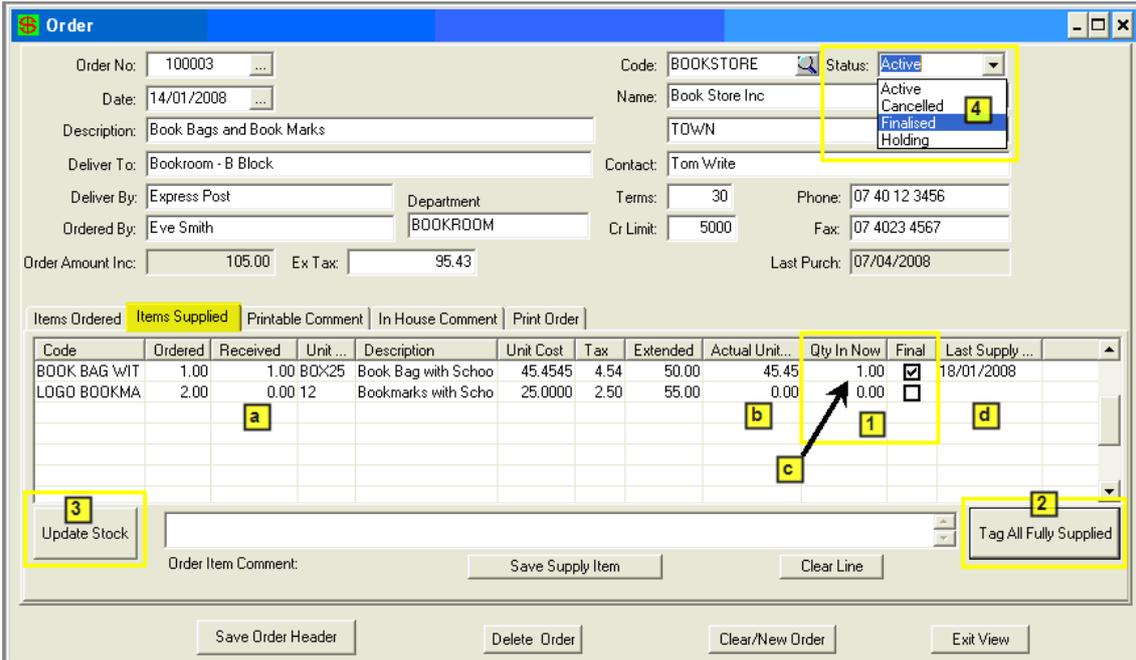

1.	**Print to Window**	Print the Purchase Order to window for previewing before printing to hard copy or exporting.
2.	**Print to Printer**	Print the Purchase Order directly to your printer.
3.	**Export to File**	Export the Purchase order to file. Save and name the file where you will be able to find it as a Word document.
4.	**Export to Mail**	Email and save the Purchase Order. Save and name the file where you will be able to find it as a Word document. Click Print Now and enter in the recipients email address.
5.	**Print Now**	Select Print Now to execute.

Example of Printed Order

Items Supplied Tab

When an order is received it can be recorded through the Items Supplied Tab and the order flagged as Final.

1.	Qty In Now	If only part of the order is received enter the 'Quantity in Now' column or tick 'Final' for that item line.
2.	Tag All Fully Supplied	Click the entire order has been filled..

3.	Update Stock	Select 'Update Stock'. This will update the Items Supplied tab, and show the:
		      a) Quantity Received
		      b) Actual Unit Amount
		      c) Quantity in Now
		      d) Date goods were received
		 This will also update records in the Stock Code in System – Stock File Information.

4.	Status	If the order has been filled and all goods have been received, change the Order Status to **Finalised.**