

PURCHASE ORDER PROCESSING

With the MAJIK Enterprise Purchase Order Processing module you have complete control over the authorisation of expenditure in your organisation. You can either handle all purchasing centrally or allow each of your branches or subsidiary companies to control it's own expenditure.

The Purchase Order module can be used to order and receipt local or foreign currency products for any branch, adding freight charges as required. This module links seamlessly with the MAJIK Import Costing and Shipment Tracking module as well as the Accounts Payable, General Ledger and Inventory modules.

BENEFITS

Processing Purchase Orders

- Make the requisition management process more efficient with automatic re-ordering of items for inventory and outstanding sales orders.
- Enter purchase orders interactively and make changes to the purchase orders that have been raised in the Production Planning and Sales Order Processing module.
- The purchase order delivery address can default from the sales order.
- The supplier ETA is taken into account when placing orders.
- Specify multiple delivery addresses for goods on a single purchase order.
- Match a single purchase order with more than one goods receipt or invoice.
- Record partial deliveries.
- Ability to record the return of defective or unwanted goods to a supplier (RAs).
- Record Deliveries and update records when you receive the supplier invoice.

Processing Vendor's Invoices

- Give each vendor's invoice an internal reference and notes for additional identification.
- Automatically create an Accounts Payable invoice from each invoiced purchase order.
- Keep a comprehensive history of invoiced orders and analyse the information by order number, vendor number, product or product group.

Authorising Purchase orders

- Provide User or user group security that can restrict the entry, authorisation and printing of purchase orders.
- Allow for centralised purchasing.
- Optionally, have an invoice automatically put on hold if the difference between the invoiced value and the order value is greater than the user-defined tolerance.
- Apportion each item on a purchase order to multiple accounts in the General Ledger.

10 Western Suburbs

Date	Supplier	Order No.	Order Reference	Status	Print
28/09/04	belencreditor	556	PO 556	Approved	Printd
28/09/04	belencreditor	555	PO555 BIN	Completed	Printd
27/09/04	belencreditor	554	PO554-BIN100	Completed	Printd
27/09/04	belencreditor	553	POSC10BINBELEN10	Completed	Printd
26/07/04	belencreditor	552	REF	Pending	
26/07/04	belencreditor	551	REF LIN	Pending	
26/07/04	belencreditor	550	PO	Completed	Printd
22/07/04	ACB Traders Corporat	549	STOCK ORDERSDFS	Pending	
22/07/04	ACB Traders Corporat	548	TEST	Pending	
22/07/04	ACB Traders Corporat	547	TEST	Pending	
22/07/04	jhhnb	546	TEST	Pending	

Select Cancel Create Modify

Order Date: 22/07/04 Order No: 549 Delv Stat: Pending Approval
 E.T.A.: 22/07/04 Ord Status: Pending Approval Auth: SUPERVISOR
 Suppl ID: ACBTRADER ACB Traders Corporat(Chgd to B) ABN: 53004085616
 Currency: NZD Rate: 0.6000000 Prevailing Credit Terms: M10
 Reference: STOCK ORDEContact:
 Notes:
 Delivery: ABC Packers Limited Net Total: 78000.00
 Total Volume: 0.00000000 78000.00 Tax Amt: 0.00

Notes More Info Approve View Receipt Cancel Save and Exit

Line	StockID	Quantity	Unit Cost	Line Total	E.T.A.	Status
10	WVC0002	12000.000	6.500	78000.00	21/08/04	U

Supp Stk: ABC-VINYL-0002 Fabulous Vinyl - Type 002 Batch
 Description: Fabulous Vinyl - Type 002 On Order: 0.000 Tax ID:
 Buy Unit: Metres Received: 0.000 This Sup.: 36000.000 Tax: 0.0000
 Ledger: Account:
 Sub Ledger: Sub Account:

Brnch: Western Suburbs Rcpt Nbr: 463
 Received: 27/05/04 9:00 am Status: Completed
 Supplier: BAKERS ACB Traders Corporation Ltd 1000 Total Costs: 80.0000
 Order Ref: MNC Order#: 541
 Shipment: 0 Fixed Asset: False Rcpt Ref: REF0908
 Note: Currency: LOCAL Tax Amt: 7.2700

Line	Order No.	Line	Stock ID	Received	Unit Cst Tax E	Line Cost
10	541	10	B2	10.000	7.273	72.7300

Description: Batch Item 2
 Outstanding: 0.000 Units: EACH Class: Ordinary Unit Cst Inc Tax: 8.000

Details Completed Rebuild View Invoice

Purchase Orders documents

- Send purchase orders to vendors on pre-printed forms.
- Record goods received notes (GRN).
- Send a return note to a vendor, showing reasons why the goods are being returned.
- Optionally despatch sales orders upon receipt of goods.
- Send and receive order documents by electronic data interchange (EDI)
- Optionally print vendors part numbers and descriptions on order documents.
- Hold separate units of measure for items that you order and store.

Goods Information

- Include services, maintenance, repairs and other non-stock items on purchase orders.
- Include notes and instructions / comments on purchase orders and keep permanent records of comments that you use regularly.
- Include drop shipments from vendors to your customers.
- When goods are received ;
 - 1) Assign batch numbers and Serial numbers to client orders.
 - 2) If stock is valued using weighted average method, re-calculate the weighted average cost of items.
 - 3) Allocate stock to sales orders from which back to back purchase orders were raised

Prices and Costs

- Manage payments to vendors effectively through vendor aging and automatic suggestion of payments.
- Keep price lists offered by individual vendors.
- Analyse the variance between expected costs and actual (invoiced) cost of each purchase.
- Simulate vendor discounts and check your suppliers execution of discount agreements.
- Design as many stationary types as you require, and print a tailored purchase order format.
- Post batches of invoices and credit notes.
- Archive invoiced orders but still enquire into them.
- Apportion each item on a purchase order to multiple accounts in the General Ledger.

International Trading

- Print foreign currency values on purchase orders that you send to foreign vendors and cost goods at the exchange rate in force when the purchase order was placed, the exchange rate in force when the goods are received or the one in force when the suppliers invoice is received.
- The exchange rate can be fixed at any time until the purchase invoice is posted to the Accounts Payable module.

Branch: Western Suburbs

Select History by: 1 2

Product: SuperSoft Paintbrush Set

Supplier: SuperSoft Paintbrush Set

Select Recept date from: to:

Output to:

Type: Inv Number: 329 Western Suburbs

Date: Hold: Fixed Asset:

Supplier ID: ACB Traders Corporat(Chgd to BAKERS) Costs: 23.20

Shipment: 0 ABN: 53004085616 Freight: 0.00

Supplier Inv No PO Auth: Tax: 2.00

Notes: Total: 25.20

Line	StockID	Receipt Nbr	Quantity	Unit Cost	Line Total
10	BR0002	278	2.000	11.000	22.00
20	BR0002	278	1.000	11.000	11.00
30	BR0002	279	-1.000	11.000	11.00

Description: Ledger:

Units: Account:

Tax Id: Tax Amt: 2.00 Sub Ledger:

Sub Account:

Company: **CHO** Corporate Head Office

From Centre: Western Suburbs

To Centre: Western Suburbs

Invoice Dates: To:

Period:

Creditor Batch:

Auto-Post:

Output to:

WARNING- Posting to prior periods does not update your current BAS, manual adjustment is necessary !