PO Large Office Manual

A Guide to Usage

By Court Developers

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COURT
Developers
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Introduction

Welcome to the Purchase Order Control System from Court Developers. This software grew out of real world experience in a busy property developers office where the management of paper based purchase orders was becoming a real headache. With hundreds of items being ordered per month there was little control over delivery and costs a better solution was sought and the Purchase Order Control System born.

From the many requests for customised versions of our purchase order software we have put together this trial version to show some of the capabilities of the system. Although a fully working solution this trial we expect to customise for each individual customer. It may be as little as matching the printed output to existing letterheads or could be additions of new fields and functionality to closely match your actual business processes.

Please bear this in mind as you look through these guides as nearly all aspects can be adjusted to your needs.

Getting Started

Installation

This is covered in a separate manual and is quick and straightforward mostly involving copying files.

User Setup

This version of the purchase order software requires users to login and so we do need to setup a few users first so you can test the system in a sensible way. This is covered in the 'Security' PDF document.

First Steps

Before you start using the software we highly recommend you read the pages in this Getting Started section to help you start off in the best possible way. It will only take a short while to configure the program to your specific needs and this will make entering your first purchase orders much easier.

There are some initial steps we need to take that are explained in the following sections

- Entering your details - this determines what is printed out on the purchase order
- Email Settings - how email will work
- Categories - how you will organise and classify the goods you order
- Items - linked with categories, items describe specific goods types
- Suppliers - who you buy from
- Sites - where you want goods delivered to
- Projects - How to categorize your work

Navigation

You can reach all the main program functions by using the graphical menu bar found on the left hand side of the screen. Just click on an icon to show the relevant page.
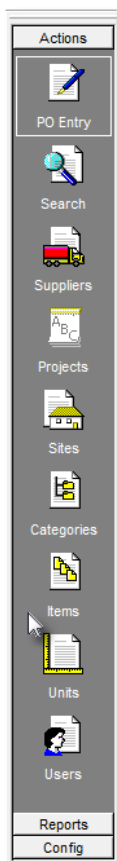
These functions are also duplicated, along with some extra ones, on the menu bar across the top of the screen in the

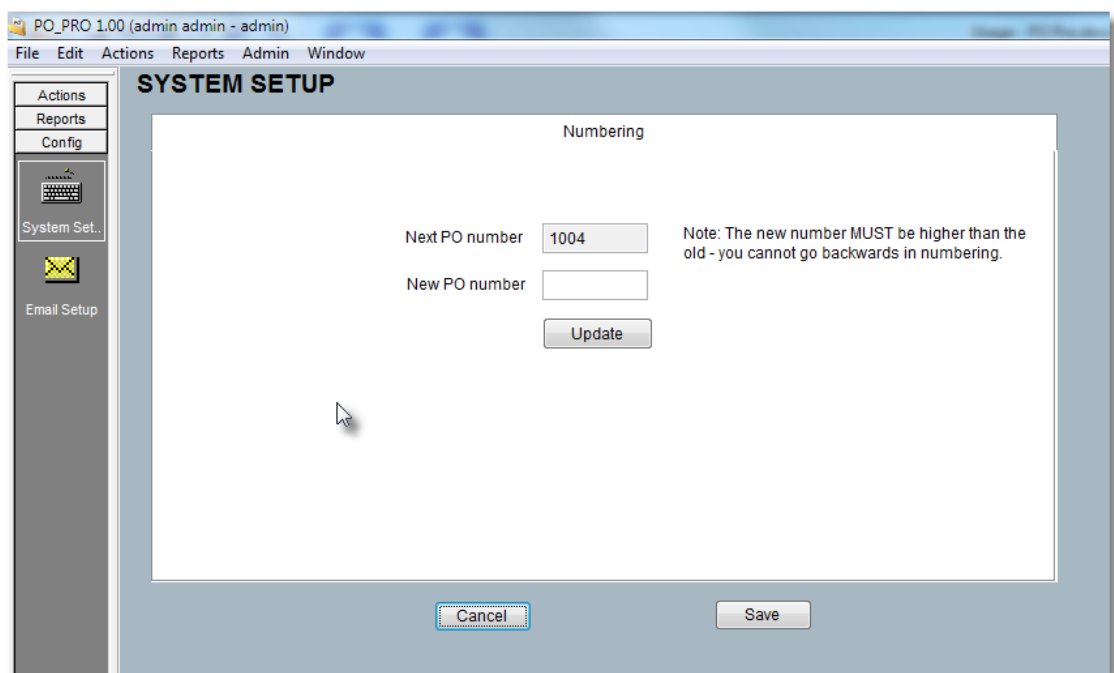Actions, Reports and Config sections.

Entering Your Details

Company Details

For this trial version we have put a fictitious company name in. Customising all the details that appear on the printed PO output would be included in any package.
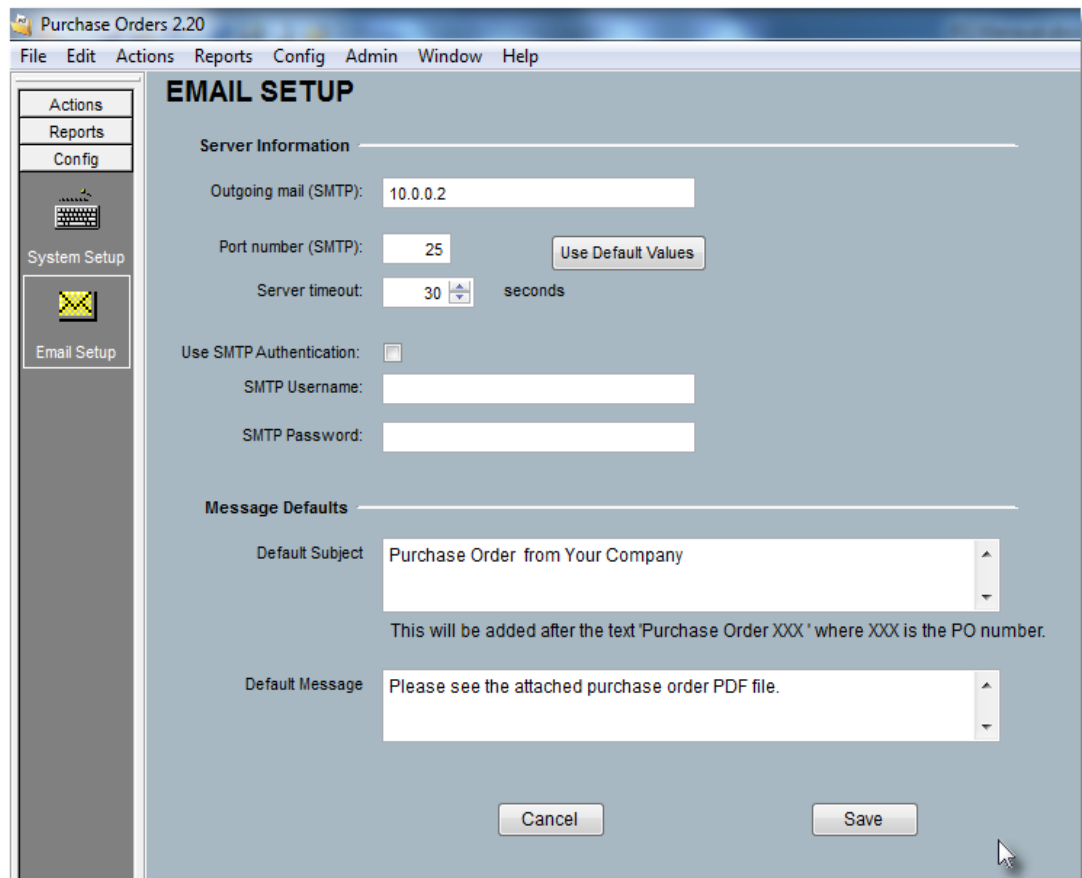
Numbering

After installation the software will start numbering purchase orders from **1000**. If this is inconvenient for you or you'd like to start from a different number you can enter a new starting number.

You can also do this at any time when using the software but to avoid conflicts you can only increase this number.

Email Setup

Email

The software can send out purchase orders as PDF attachments without the need for any external email program. Email is sent directly from the purchase orders system.

To set up email you need to enter the

Outgoing mail (SMTP)

This tells the software where mail must be sent to reach the internet. This setting can be supplied by your system administrator if you are within a business using your own server or will have been supplied by your Internet Service Provider if you have a PC connected directly to an internet connection. For example if you were using Zen Broadband in the UK their setting is 'mailhost.zen.co.uk' or PlusNet is 'relay.plus.net'. You may also enter an IP address of your mail server.

This setting can also be found by looking at the account settings in your email program (Outlook, Outlook Express etc).

Port Number

The default is 25 and should not be changed unless advised by your system administrator.

Server Timeout

The default is 30 and again should not be changed unless advised.

Use SMTP authentication

Some mail servers require you to supply a username and password before they will send mail out on your behalf and you can enter those settings here.

Message Defaults

Default Subject

This is the default text that will be added to the subject line of a new email. The text 'Purchase Order XXX ' where XXX is the PO number is automatically generated for a new email and this default text is appended onto the end.

Default Message

This is the default text that will be added to the message body of a new email.
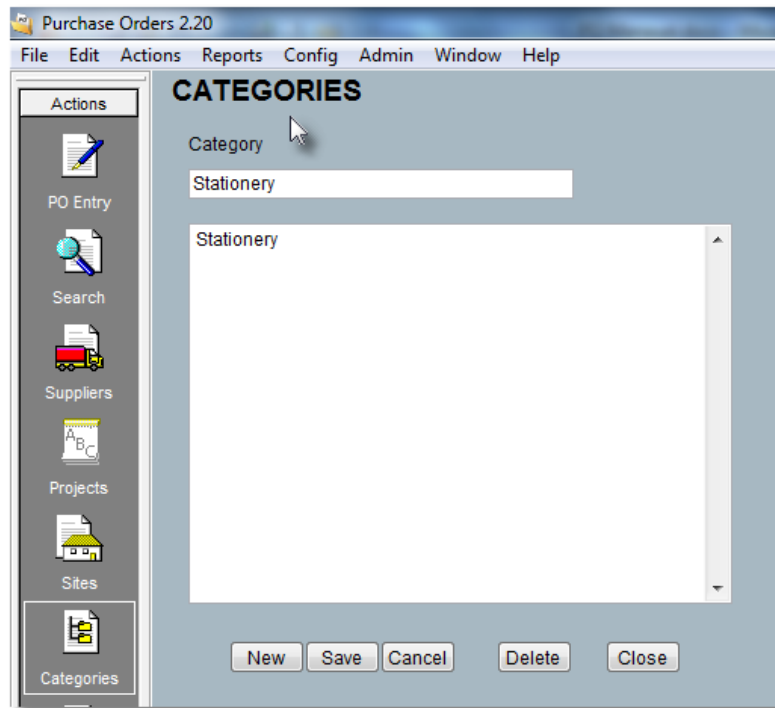
Categories

Introduction

To help you with finding products and services when you've entered hundreds of purchase orders we classify products into categories and items.

Categories are the top most level and should be the broad descriptions of the goods that you buy. Here's an example from a property developers list.

Alarm
Build Structure
Carpentry/Int Doors
Decoration
Demolition
Electrics
External/Landscape
Fireplace
Floor Coverings
Floors

They are general descriptions that relate to the areas of business and the goods needed.

Think about what categories would work for your business and enter them here. You can always add more later but entering a few now will make your first purchase order easier to produce.

Categories go hand in hand with items and time spent now thinking about how best to use them will be well worthwhile.

Items

Introduction

Items are more specific goods that live within categories. So with our property developers example in the category of

Build Structure

we might find

Architectural Stone
Blocks
Bricks
Cladding
Lintels
Mortar
Steel Columns...

By splitting up our goods in this way it then becomes easy to run a search to find all purchases of 'Bricks' or 'Mortar' or by searching on the category of 'Build Structure' you can see everything you have bought in this area. The search is very flexible and you can refine these searches by particular suppliers or sites or dates and much more.

Some users find that they can define exactly all their purchases by making an item a specific product. Others prefer to keep things more general and use the item details to describe the specific order details each time they order.
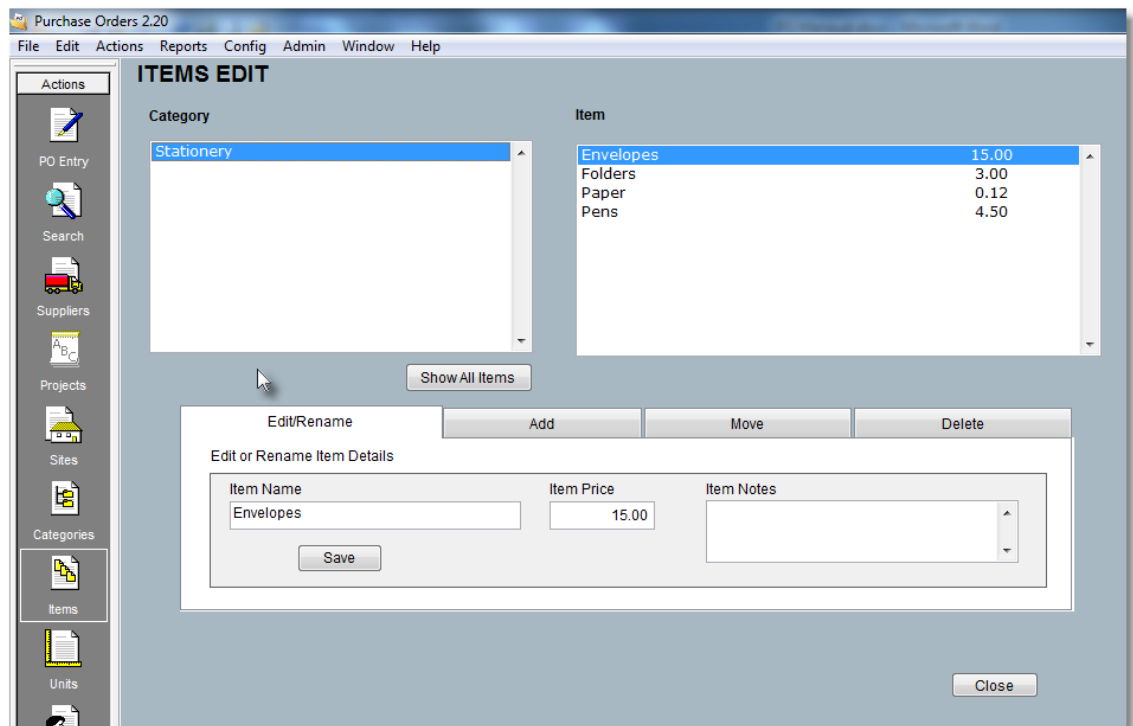
Each item can have a price stored against it. This is used as the default price when you add the item to an order but can be over-ridden on each order.

The items edit page allows you to add, edit and rename items and also move them from one category to another.

Suppliers

Adding Suppliers

You can add your supplier details here. How much detail you wish to add to each entry is up to you but some of these details are printed out on the purchase order.

If you are emailing an order the email address entered here will be used as the default 'to' address.

 If you add more detail the suppliers section can also act as a handy address book and prove a quick way of finding a telephone number.

Sites

Adding Sites

Sites are where your orders goods are going to be delivered to and is printed on the PO. For some users they may only have one site which is their main address. Others may have multiple delivery sites which you can enter here.

Units

Units Setup

To create a clear purchase order you need to specify the units or measurements of the goods you are ordering. You can add units descriptions that are specific to your purchases here for use in the purchase order.
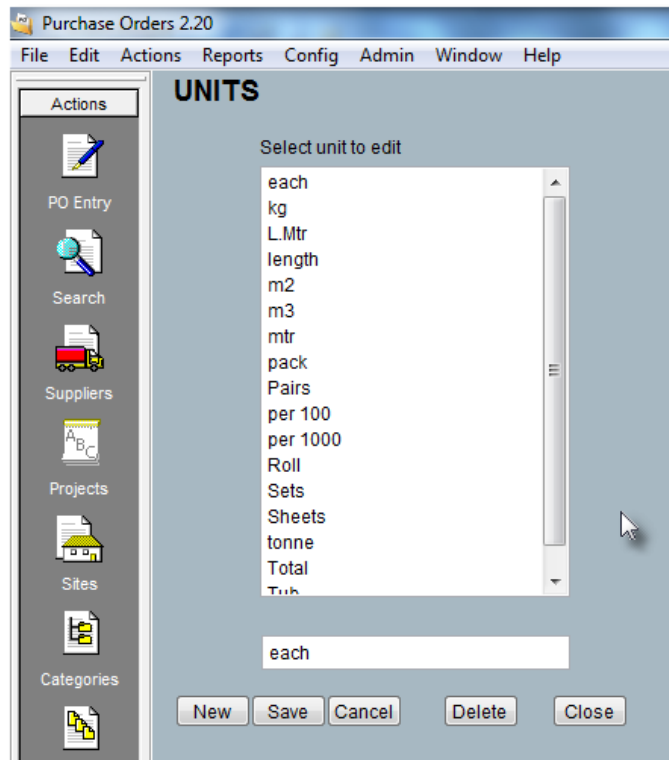
Projects

Projects Setup

Projects allow you to define another level of categorization for you orders. They are used in reports and printed on the purchase order.
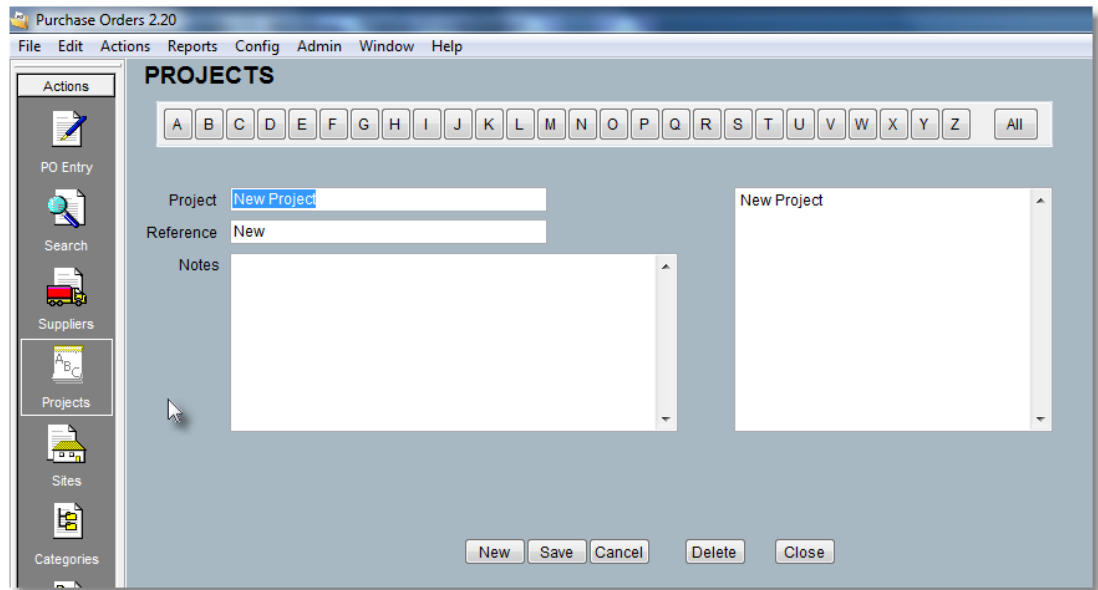
TIP: Access to these sections can be controlled by the security setup. For example, you may wish to restrict who can add new suppliers onto the system.

Creating a PO

Introduction

The following screen shots are visible if you are logged in as an administrator. Some buttons like 'Unlock' and 'Undelete' are not seen by ordinary users.

When you click on the PO entry icon in the toolbar you see the last entered purchase order. To start a new order click the 'New Order' button and a new blank form is generated.

Today's date is automatically filled in for the PO Date but can be changed by clicking on the date button next to the date field. You don't need to fill everything in but the minimum information you need to supply is the Supplier. The printed PO may have missing information if the delivery location and project aren't entered.

Public notes are printed on the PO but private notes are not and can be used for internal recording of information about an order.

Reference is a general purpose text field which you can use for any purpose.

Option: You may prefer to have a field like 'Nominal' available as a drop down list so you can control what is entered in it. This and other modifications to how data is entered and what fields are called is all possible. Please contact us for more details.

The next step is to add the actual items you are ordering to this new purchase order.

Add an item to the order

Click on the 'Add New Item to List' button and the edit screen where items are added is brought up.

First select a category and then an item. If you can't remember where you categorized an item the 'View all items' button will bring up a form listing all your items and you can select from there.

If you have already entered a price for an item it will be automatically transferred to the Unit Price.

In the Items details you can enter the specific description for what you are ordering. In the example as show above you might enter 'Blue biros'.

With quantity and units filled in you have described your order item and clicking 'Save and Close' will take you back to the main screen.

To edit an existing item double click on it and the items edit form will open again.

Commit and Lock Order

When an order is finished the user will click the 'Commit & Lock' button. Prior to this no print or email facilities will be available for this order. Once clicked, the order is examined and if it is within the users spend limit the print and email options are enabled and they can send it as they like.

If it is above their spend limit it goes into the approvals list and print and email is not available until it is approved.

Once locked an order cannot be edited without being 'Unlocked' by a higher level user.

Should an edited order or one previously approved because it was over the spend limit still be over the spend limit it will go back into the approvals queue.

The basic principle demonstrated here is to control the alteration of orders from their original state and to impose spend limits.

Option: Exactly how this process works can be adjusted to suit your needs. One customer allows printing of unapproved orders but they have a large 'Unapproved' watermark across them.

Deleting a PO

In order to preserve the sequence of purchase orders without gaps in the numbering a purchase order cannot be permanently deleted. When you click the delete button an Order Deleted banner is added to the order and the Print and Email buttons disabled. In this state the order is ignored for reports but there is a special deleted report to list all deleted orders.

In this trial there is a further requirement that all order items must be set to a zero value before an order can be deleted.

Once deleted the order cannot be undeleted except by a higher level user.

Duplicating a PO

You may want to repeat a previous order with only minimal changes. Find the order you want to repeat and click on the 'Dup' button. This will copy the order into a new purchase order but with today's date.

Search

Using Search

The search page is very much the heart of the Purchase Order System as it allows you to quickly locate old orders by a variety of means.

When you click on the search icon in the graphical navigation the search page is brought up and presents you with the search entry page. Here you can enter any combination of search terms to find your orders. You might search by just a supplier or an item description or you might want to narrow down the date selection to find what you want.

When you click 'OK' the search begins and if results are found the search entry page disappears and you can browse through the search results.

 To start another search click the 'Search Again' button.

 If you need to edit an order you find in the search results click on the 'Edit this form' button and the purchase order will open in the PO entry screen where you can edit all aspects of it.

Double clicking on an order item in the search screen will bring up a form allowing you to alter the received status and add received notes.

Printed PO

Adding your logo and Design

The trial system comes with an example printed PO layout but for any customer we will customise this output to match your design. What information is printed and the layout can all be altered. This form is also converted to a PDF and attached when using the email options.

POLogo

Our Company Limited
Unit 9, Brunel Park Ind. Est.
Green Road
Grenton
Doncaster DN99 6PL
Tel. 01301 759705 Fax. 01301 759721
email. mail@ourcompany.co.uk

Purchase Order No: 1001   Project: proj1

To:

Widget World
Widget Works
Factory Lane
Widgeton
WW10 8LL

Ship To:

Site 1
The Old Lane
Brickton
Town
AB1 2CD

Order Date:	07/04/2009	Project:	proj1
Delivery Date:	A.S.A.P	Placed By:	admin

Notes
General Notes -
1, No part deliveries, unless by prior agreement.
2, Delivery times - Mon - Thurs 8 till 3. Fri 8 till 12
3, On all large consignments minimum 24 hours notice is required.

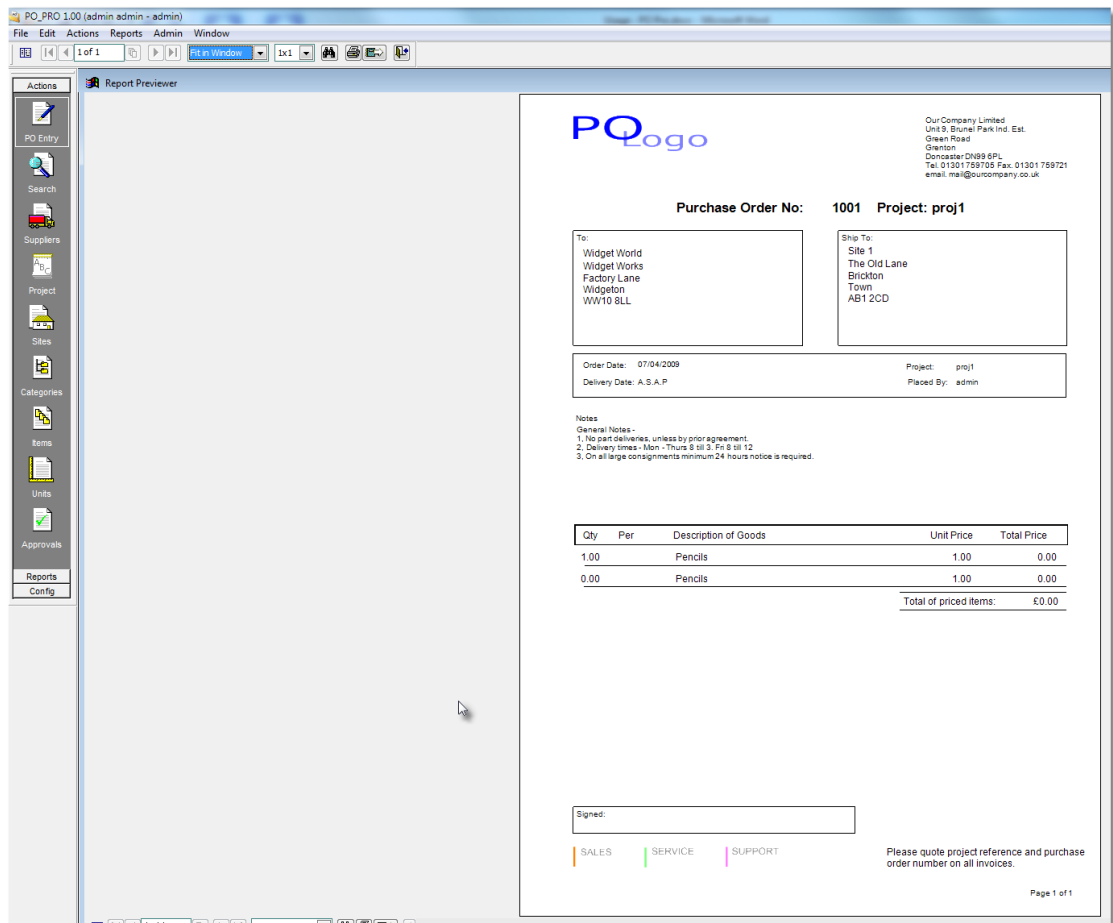| Qty	Per	Description of Goods	Unit Price	Total Price
1.00		Pencils	1.00	0.00
0.00		Pencils	1.00	0.00
			Total of priced items:	£0.00

Signed:

SALES	SERVICE	SUPPORT

Please quote project reference and purchase
order number on all invoices.

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Printing a PO

Print Preview

Clicking the 'Print/Preview PO' button on the Search form or the PO Entry form will take you to the print preview.

The Print preview has its own toolbar which allows you to change the view size, select printers and you can also export the PO in many formats including Word, PDF and various graphics types.
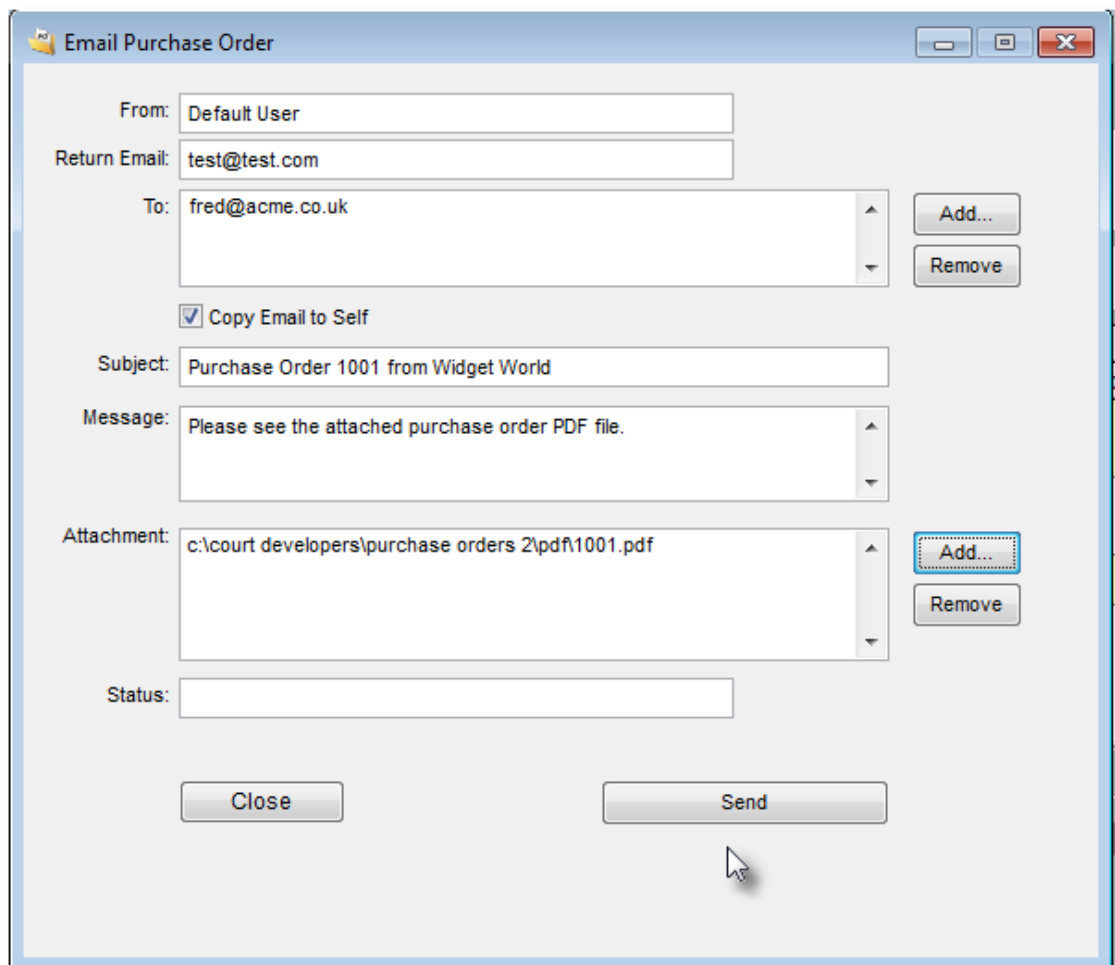
To exit the print preview either close its screen with the red cross in the top right corner, chose the Exit icon on the toolbar, right click on the preview and choose 'Quit' or press your 'Esc' key.

Emailing a PO

Email Details

To successfully send a PO via email you'll need to filled in the email setup as mention previously with your email server settings.

Clicking on the 'Email PO' button on the PO entry form will bring up the email send form

If you have an email address associated with the supplier it will be used as the 'To' address.

You can edit all the entries if you need to before sending the email. If 'Copy Email to Self' is ticked then a copy of the email will also be sent to you at the return email address.

By default you will have one attachment which is the PDF version of your PO. You can select and add further attachments which could be your terms and conditions or extra drawings but be careful not to remove the actual PO attachment.
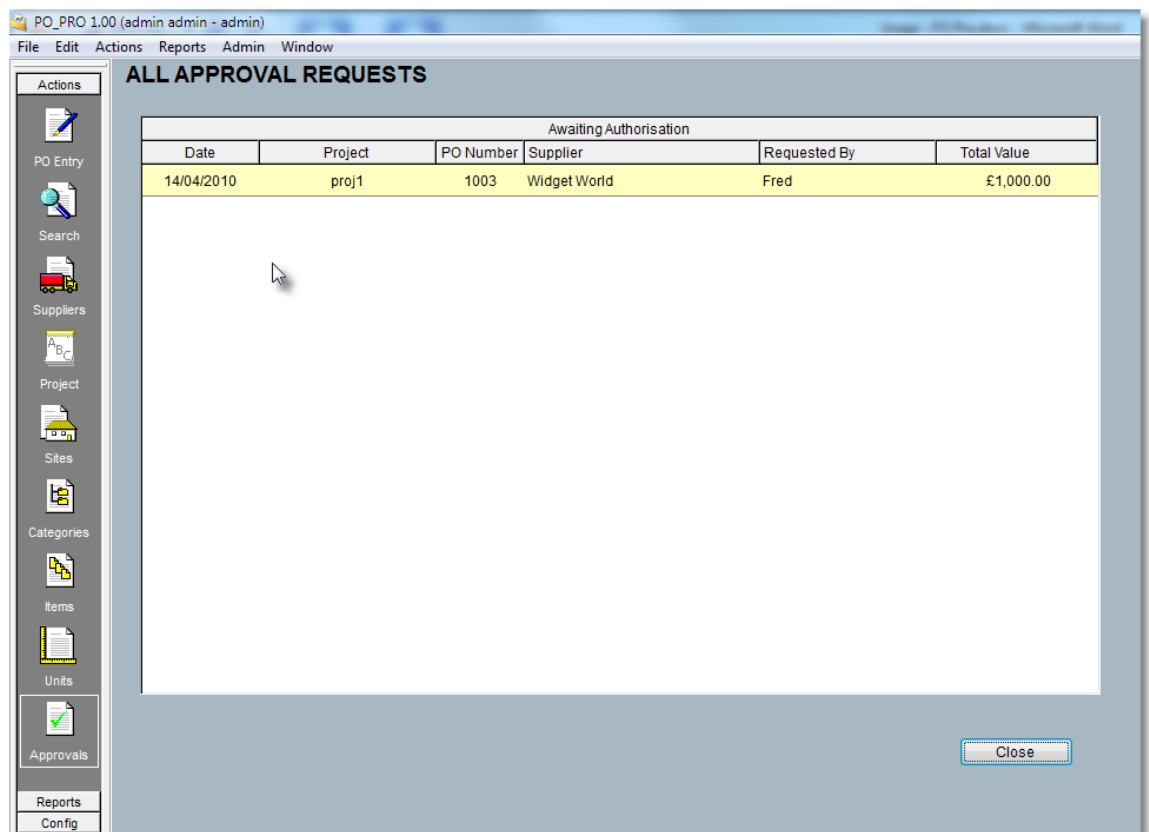
Each email sent is logged against the order and can be seen by clicking the 'Email History' button on the PO Entry form.

Approvals

Approving Orders

When logged in as a user other than a basic user you will have an approvals icon in the left hand toolbar. This will show orders awaiting approval from users with a lower designation than you.
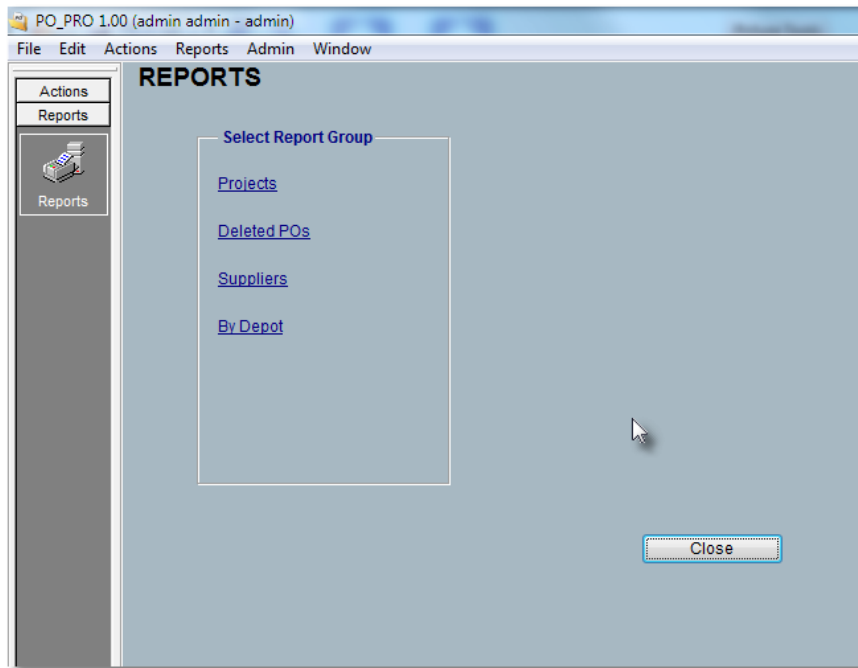

To approve an order double click on the line and you will be taken to the order details where you can examine the order and approve it by clicking on the Approve button.

Reports

Using Reports

Selecting the Reports in the navigation bar will bring you to the report selector

Each selection from here will give you further options e.g. to choose to report by a specific supplier or between date ranges.

The reports are previewed in the same print preview window as you have seen when printing a PO.

Option: The reports presented here are a basic generalized set that might be sufficient for many users but we understand that businesses need specific reports with a specific layout and we do offer a customization service to add reports to your requirements.

We can output data directly to CSV files which can be a useful way to transfer data to other software.

Misc Items

Tagging Orders

There are three extra tags you can associate with an order the Processed, Problem and Order Complete.
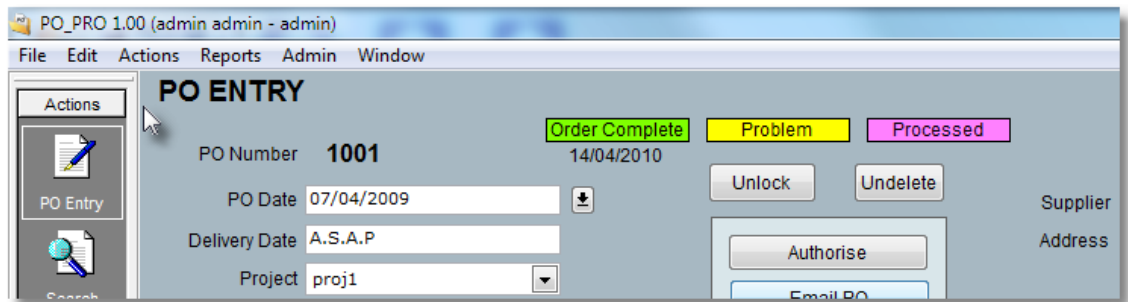
These are visual reminders that may prove useful to you. The Order Complete when clicked turns green and displays today's date and can be used to mark when an order has arrived and perhaps used with the Processed button to signify the order has been fully accounted.
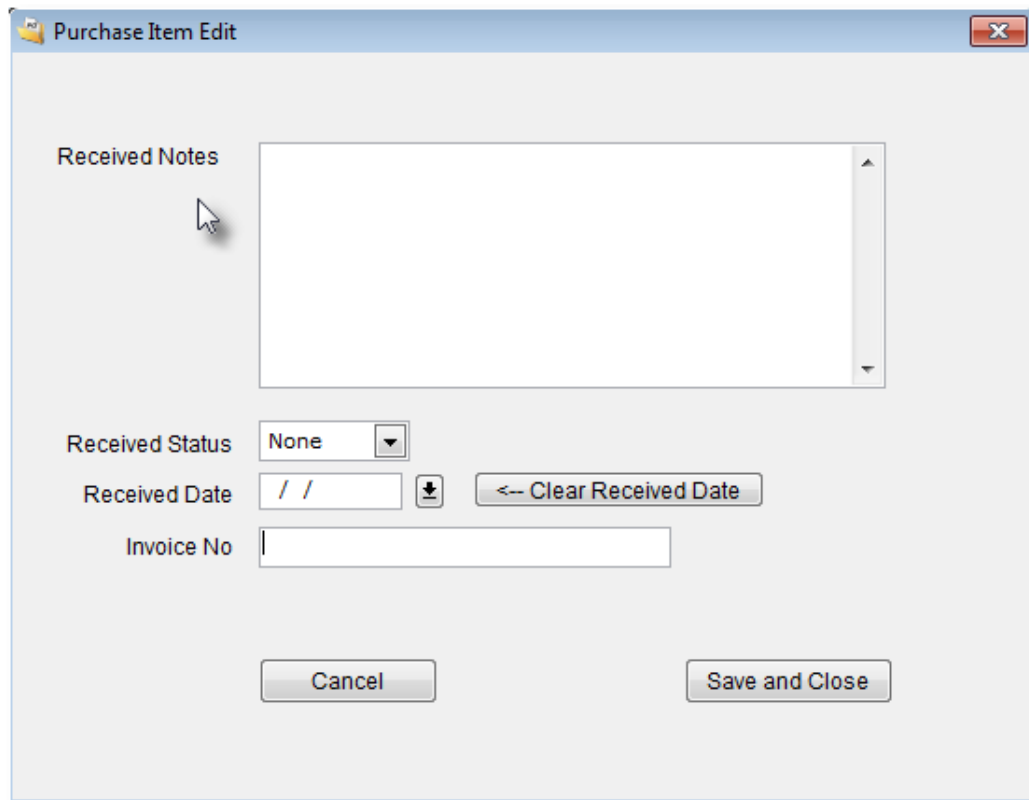
The Problem button turns yellow and is a reminder that something needs looking into with the order. This can be searched on.

Option: You may wish for more or less of these types of buttons or to rename them.

Recording Order Arrivals

Received Notes

If you double click on the line items in an order that is locked you will see this form
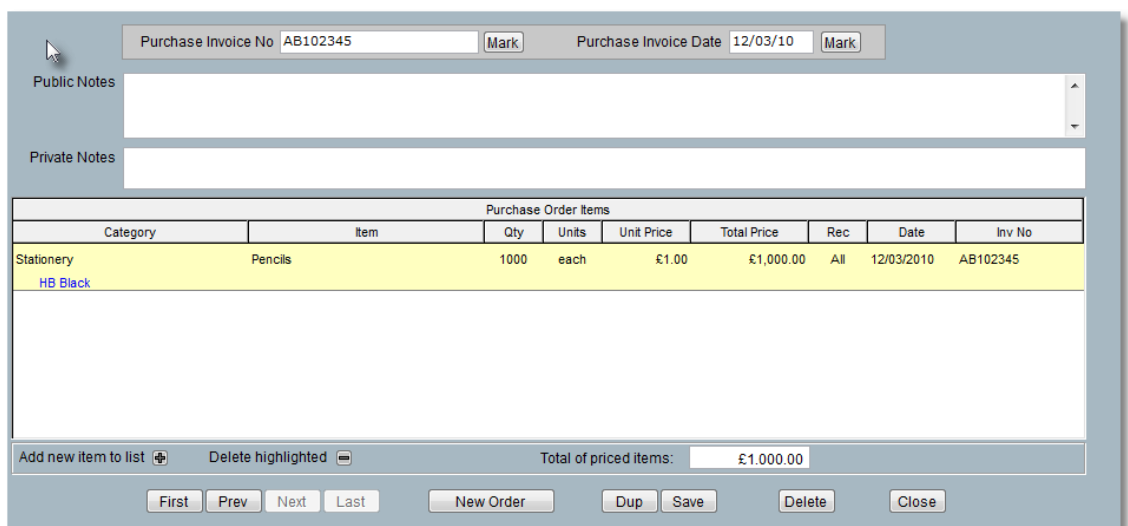
This allows the recording of information about that particular item on the order.

If you have an order with a lot of items on it and you want to mark them all as arrived at the same time double clicking each item is very tedious. You can use the bulk marking tools.

Entering into the Purchase Invoice No and Purchase Invoice Date and then clicking the Mark buttons will transfer those details into all the order items.

Admin Menu

Details

This is covered in the separate Security document.

Extending and Modifying

Throughout this document we have highlighted popular areas that clients have asked for changes in. Please contact us with your requirements and we will be happy to give you an estimate of costs.

The PO system is designed to be easy to update for the end user and all our modifications are achieved by sending you files which we ask you to copy over existing files in your installation. As long as you are happy with basic copying and pasting of files within Windows you will find applying updates very easy.