



PO Manual

A Guide to Usage

By Court Developers

Issue 2.0



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PO Manual

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.

Now on the second version this software has been used for businesses as diverse as a horse stud farm, car dealerships, solicitors and a joinery company.

Based on this real office experience we believe the software is easy and quick to use and will bring tangible improvements in office efficiency and cost savings.

Getting Started

First Steps

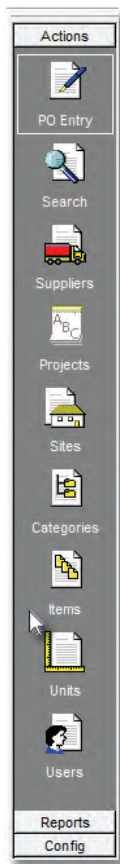
Before you start using the software we highly recommend you read the pages in this Getting Started section to help you start off in the best possible way. It will only take a short while to configure the program to your specific needs and this will make entering your first purchase orders much easier.

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

Navigate to the Config section using either the graphical toolbar or the menu and select System Setup.

Company Title

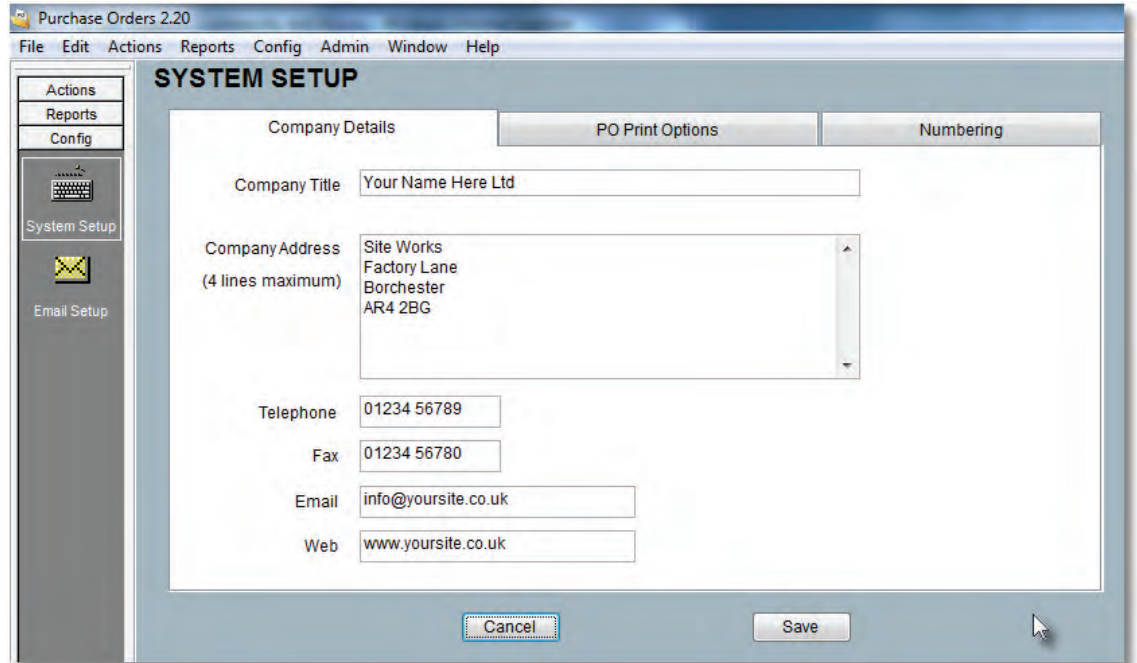
Enter your company name as you'd like it printed out on the purchase order

Company Address

Your contact address that will appear on the purchase order. Note - please don't enter more than 4 lines or the purchase order layout will have problems.

Telephone, Fax, Email and Web

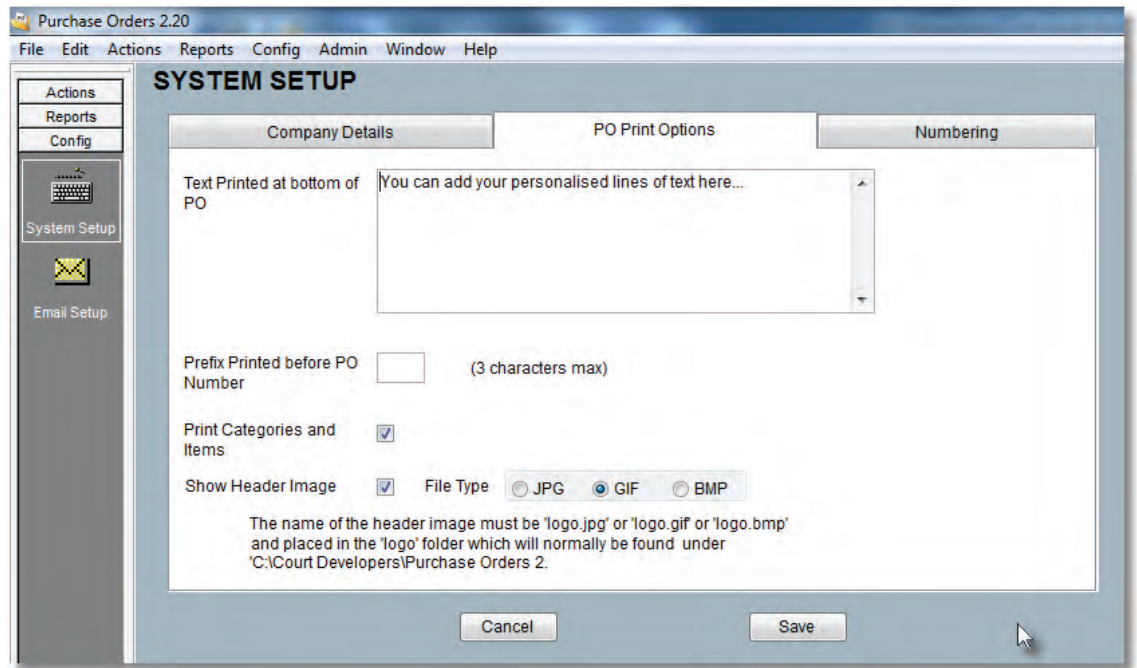
Enter your details in these fields. These are the default details printed on the top of the purchase order.



Option: Rather than use the generic layout as supplied in the standard software many companies choose to have the output customized to match existing paperwork. The layout and which fields are included can all be altered for you. Please contact us for more details.

Now move to the PO Print Options tab...

PO Print Options



Text Printed at Bottom of PO

There is room at the bottom of the printed purchase order for a short statement. You might use this to state some standard terms or other information you'd like to appear.

Prefix Printed before PO Number

Each purchase order you generate is given a unique number, but if you enter up to 3 characters in this field your purchase order number will have the characters added to the start of the number. E.g. if you enter 'SFG' your printed purchase order will show 'SFG1201' for purchase order number 1201.

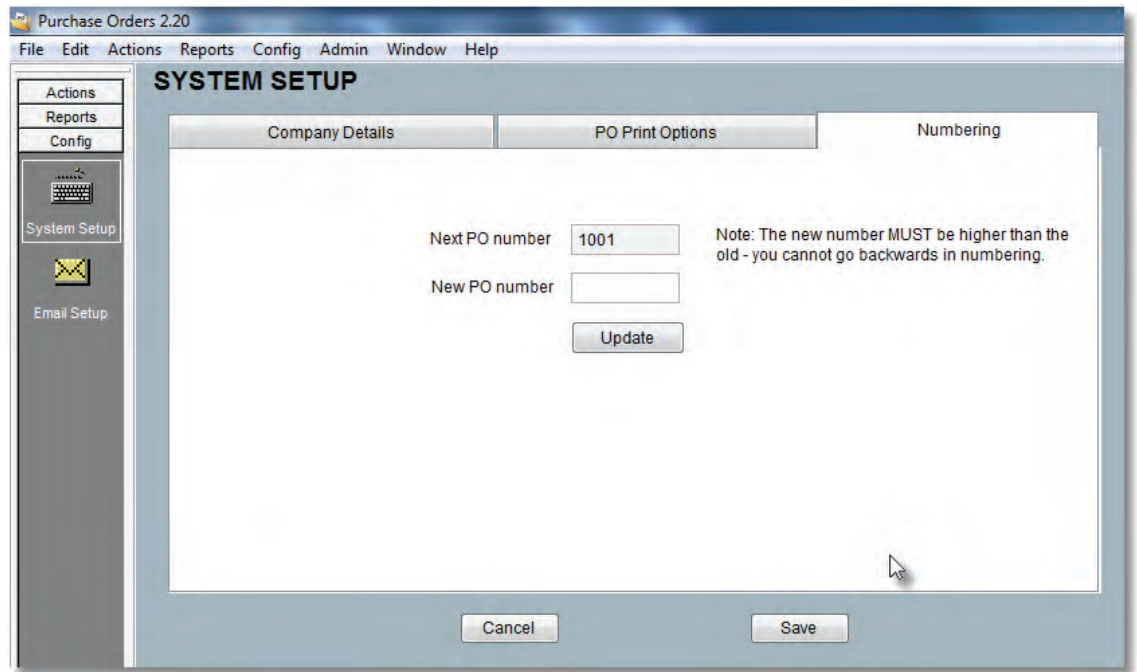
Print Categories and Items

If ticked the categories and items entries will be printed on the purchase order along with the item description.

Show Header Image

If ticked this will insert a custom image into the top of the printed order. This may be your company logo or any other image as long as it conforms to certain criteria. For more details on how to set this see the Header Image.

Numbering



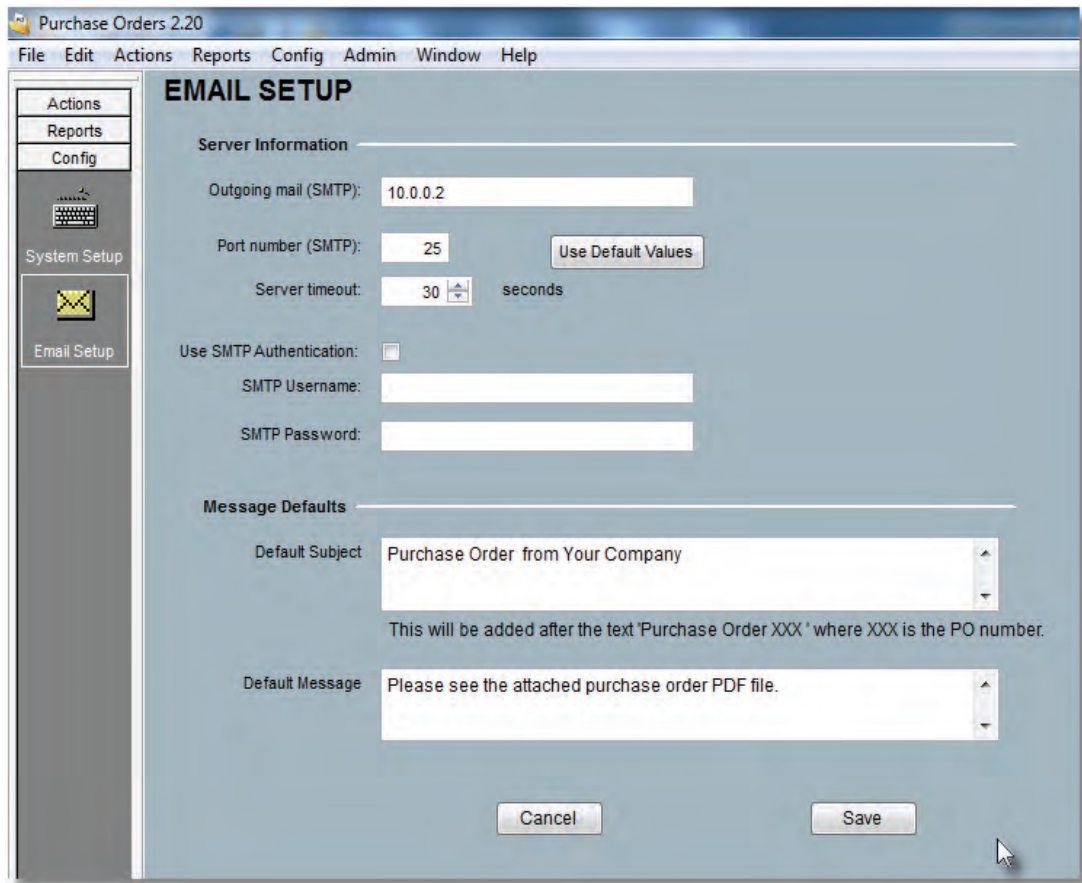
After installation the software will start numbering purchase orders from **1000**. If this is inconvenient for you or you'd like to start from a different number you can enter a new starting number.

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

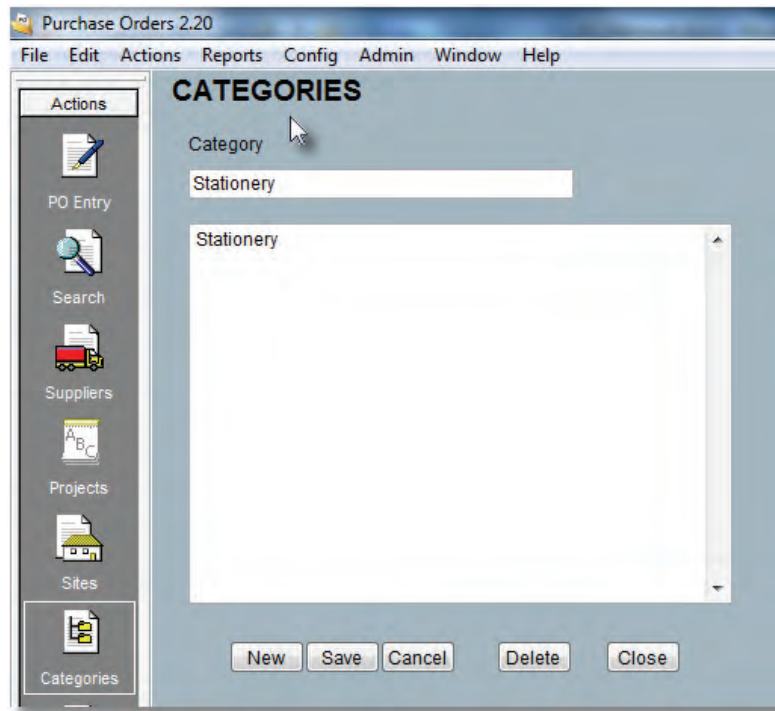
Introduction

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

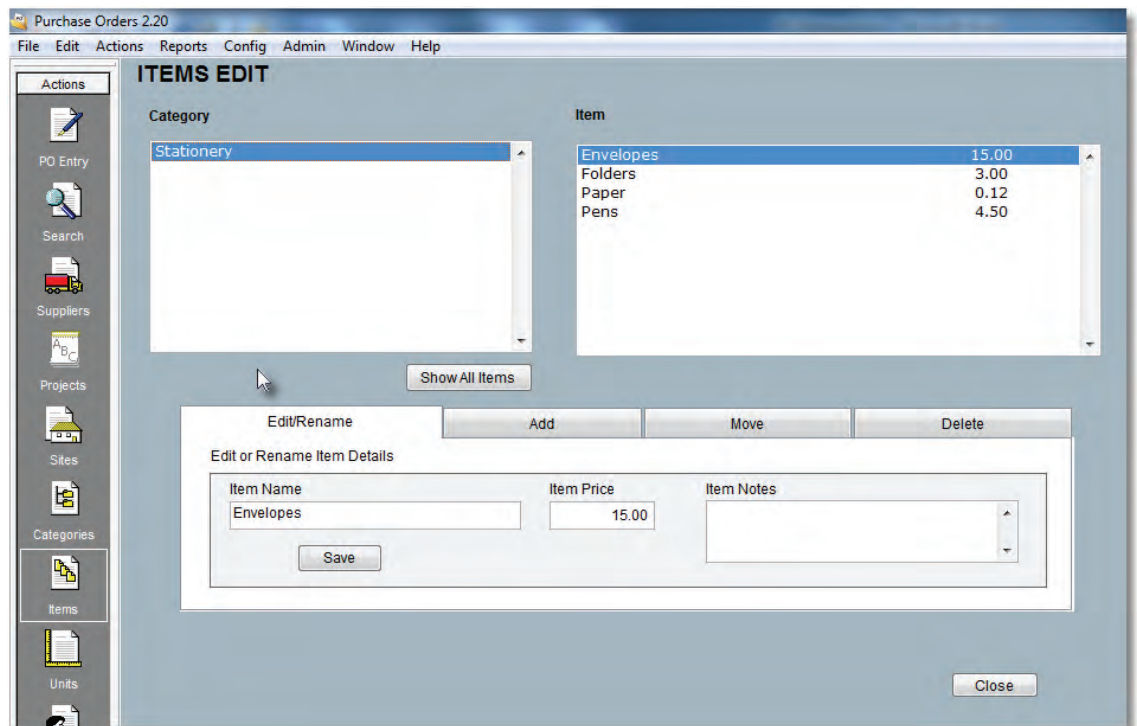
Build Structure

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.

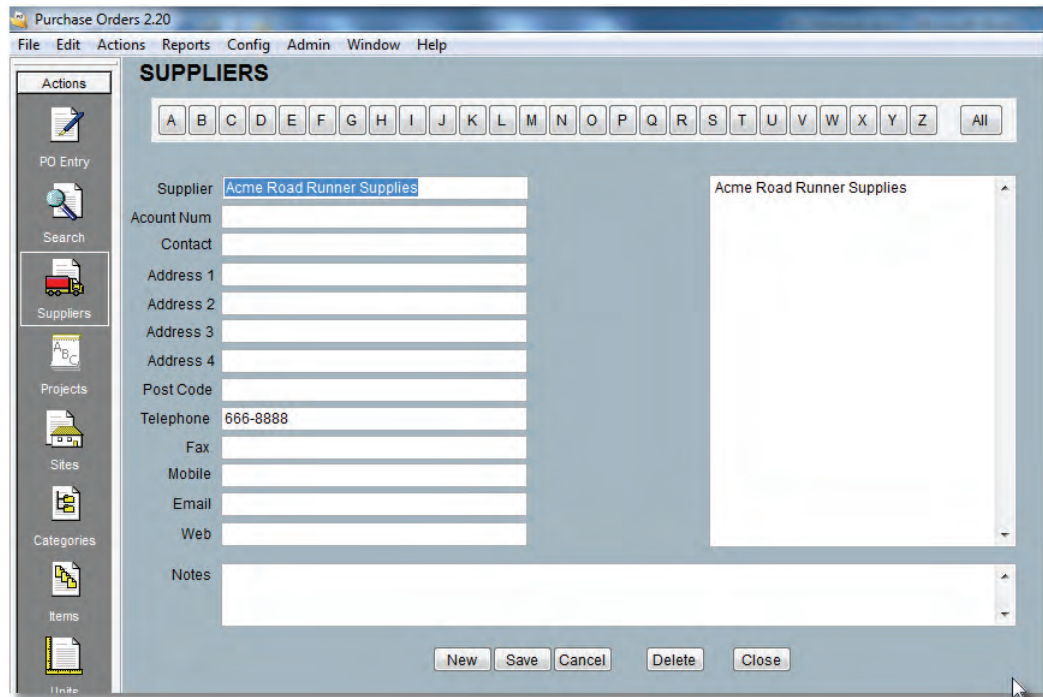
The items edit page allows you to add, edit and rename items and also move them from one category to another.

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.

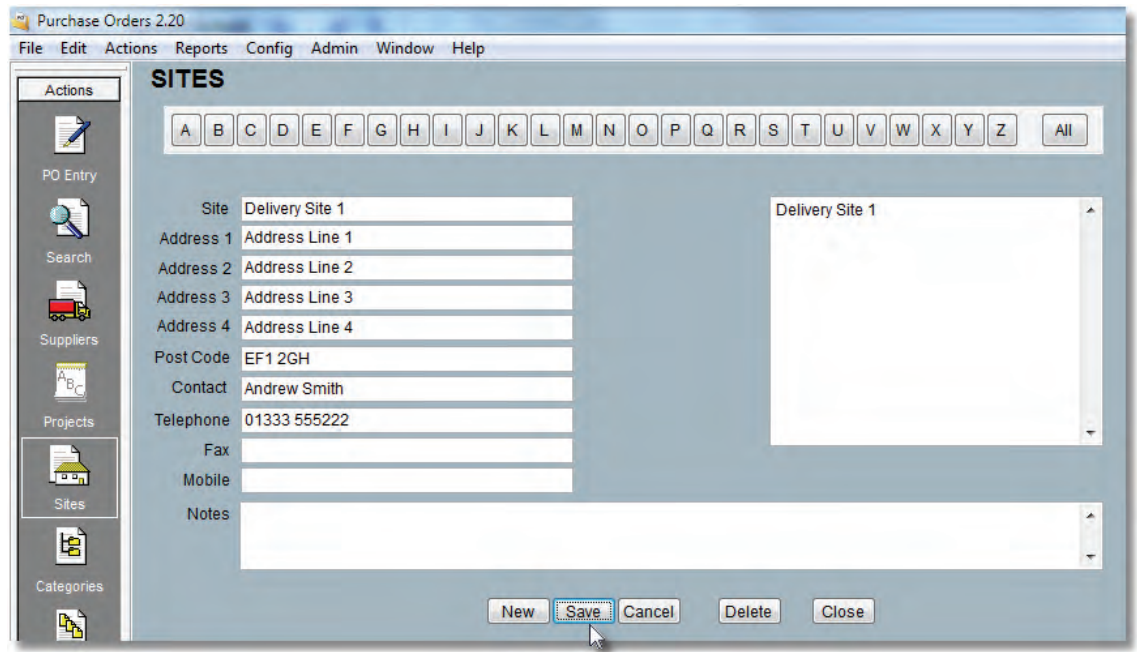


If you add more detail the suppliers section can also act as a handy address book and prove a quick way of finding a telephone number.

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.



Purchase Orders 2.20
File Edit Actions Reports Config Admin Window Help

SITES

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Site: Delivery Site 1

Address 1: Address Line 1

Address 2: Address Line 2

Address 3: Address Line 3

Address 4: Address Line 4

Post Code: EF1 2GH

Contact: Andrew Smith

Telephone: 01333 555222

Fax:

Mobile:

Notes:

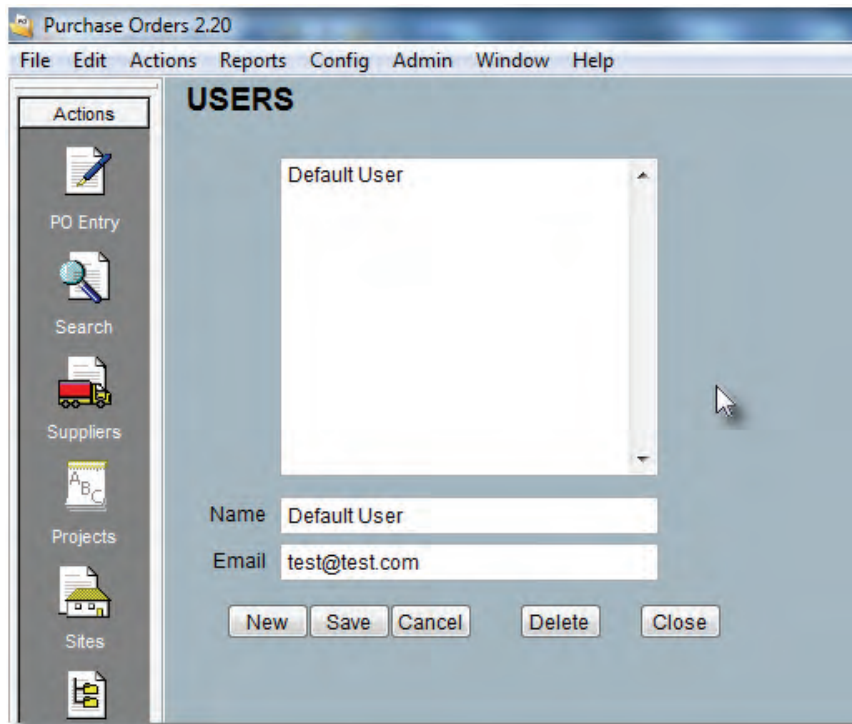
Delivery Site 1

New Save Cancel Delete Close

Users

User Setup

Users are your employees who order goods. If several people can place orders you might like to record the person against the purchase order. Add their names here and they will appear on the user selection when creating a purchase order.

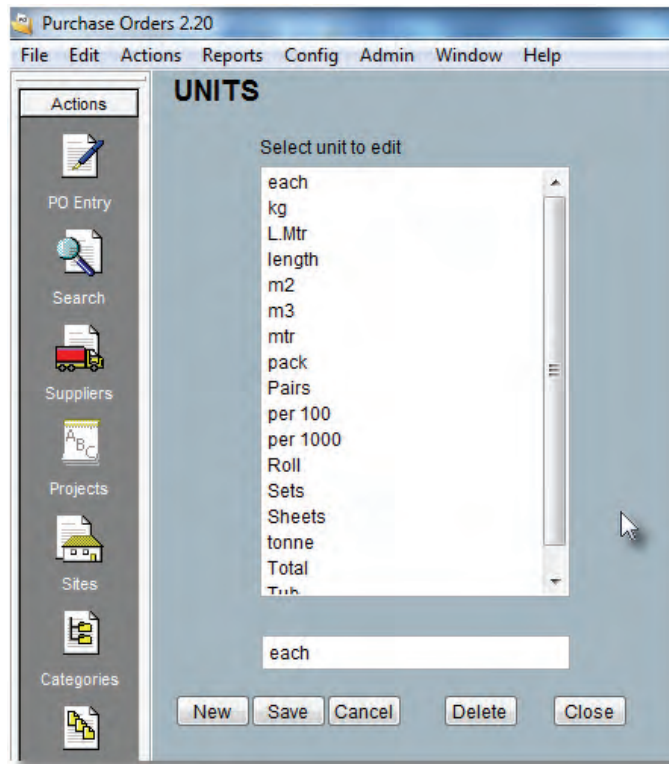


The email address entry will be used as the reply address when emails are sent out so any queries can be sent directly to the order originator.

Units

Units Setup

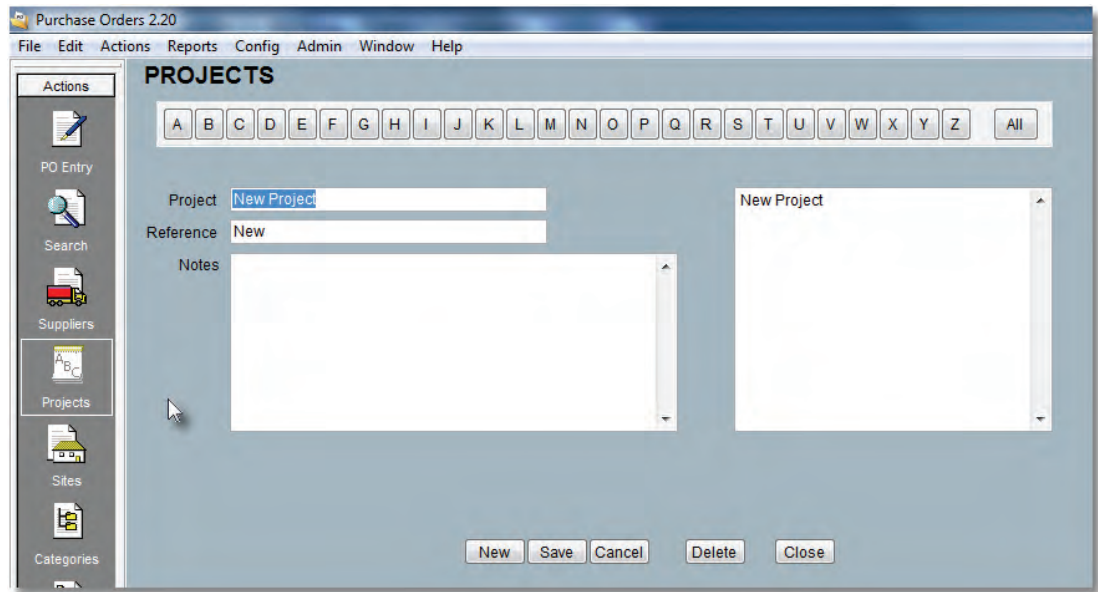
To create a clear purchase order you need to specify the units or measurements of the goods you are ordering. You can add units descriptions that are specific to your purchases here for use in the purchase order.



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.

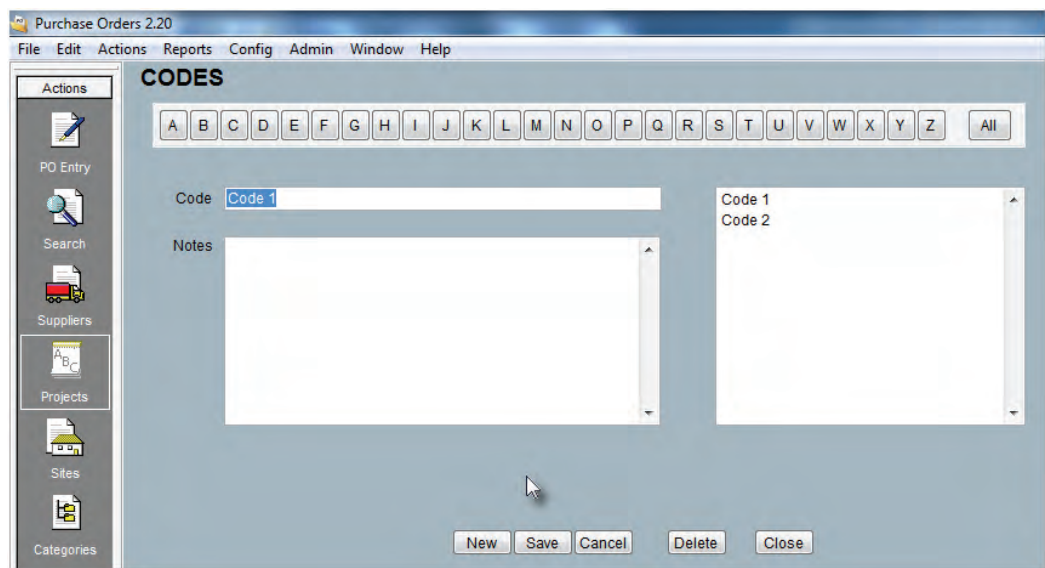


Codes

Codes Setup

This is a general purpose field that can be used for anything you like. Some users like to tag each order with a nominal code or it might be a department or specific code used within the company.

*This is not in the graphical side bar but accessed from the Actions menu at the top of the window.



Creating a PO

Introduction

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, user 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.

The screenshot shows the 'Purchase Orders 2.20' application window. The 'PO ENTRY' form is displayed with the following fields and values:

- PO Number: 1000
- PO Date: 07/11/2006
- Delivery Date: A.S.A.P.
- Project: New Project
- Delivery Location: Delivery Site 1
- User: Default User
- Code: Code 1
- Reference: (empty)
- Invoice Ref: (empty)
- Received On: (empty)
- Supplier: Acme Road Runner Supplies
- Address: (empty)
- Post Code: (empty)
- Public Notes: (empty)
- Private Notes: (empty)

The 'Purchase Order Items' table is shown below the form:

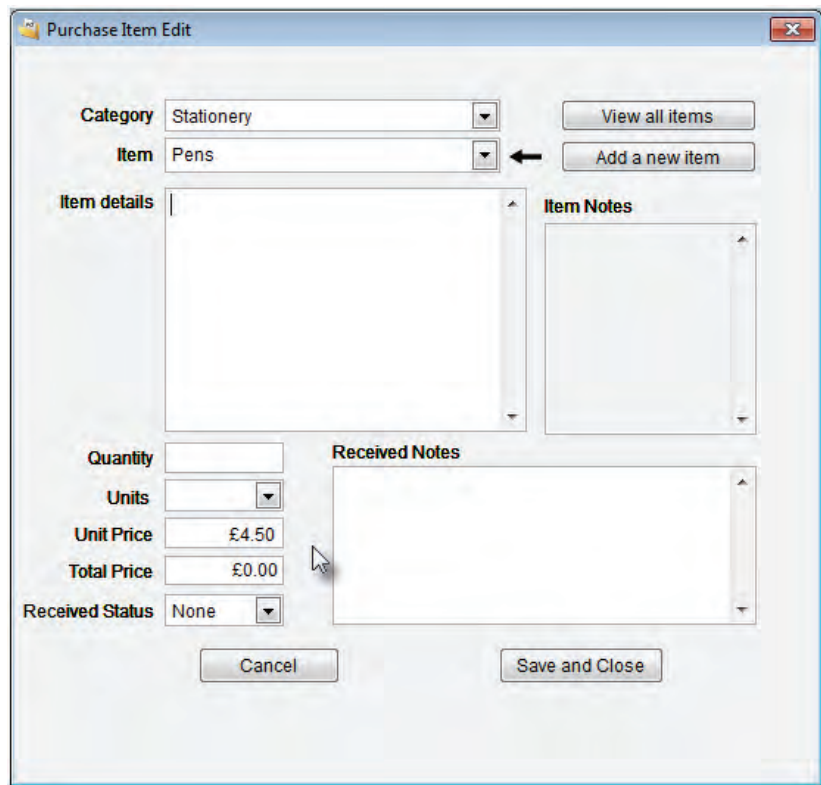
Category	Item	Qty	Units	Unit Price	Total Price	Received
Stationery	A4 size white Folders	0	each	£0.00	£10.00	None
Stationery	Blue Clip Folders	12	length	£3.00	£18.00	Part
Stationery	Envelopes	15		£15.00	£15.00	None

At the bottom of the form, there are buttons for 'Add new item to list', 'Delete highlighted', 'First', 'Prev', 'Next', 'Last', 'New Order', 'Dup', 'Save', 'Delete', and 'Close'. The 'Total of priced items' is £43.00.

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.

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.

Clicking the delete button again will undelete the order.

Purchase Orders 2.20

File Edit Actions Reports Config Admin Window Help

PO ENTRY

PO Number **1000** Processed Problem Email History

PO Date **07/11/2006**

Delivery Date **A.S.A.P**

Project **New Project**

Delivery Location **Delivery Site 1**

User **Default User**

Code **Code 1**

Reference

Invoice Ref

Received On **//**

Supplier **Acme Road Runner Supplies**

Address

Post Code

DELETED

Email PO Print/Preview PO

Public Notes

Private Notes

Purchase Order Items						
Category	Item	Qty	Units	Unit Price	Total Price	Received
Stationery	Folders	0	each	£0.00	£10.00	None
Stationery	A4 size white	12	length	£3.00	£18.00	Part
Stationery	Blue Clip	15		£15.00	£15.00	None
Stationery	Envelopes	0		£4.50	£0.00	None

Add new item to list + Delete highlighted - Total of priced items: **£43.00**

First Prev Next Last New Order Dup Save Delete Close

Duplicating a PO

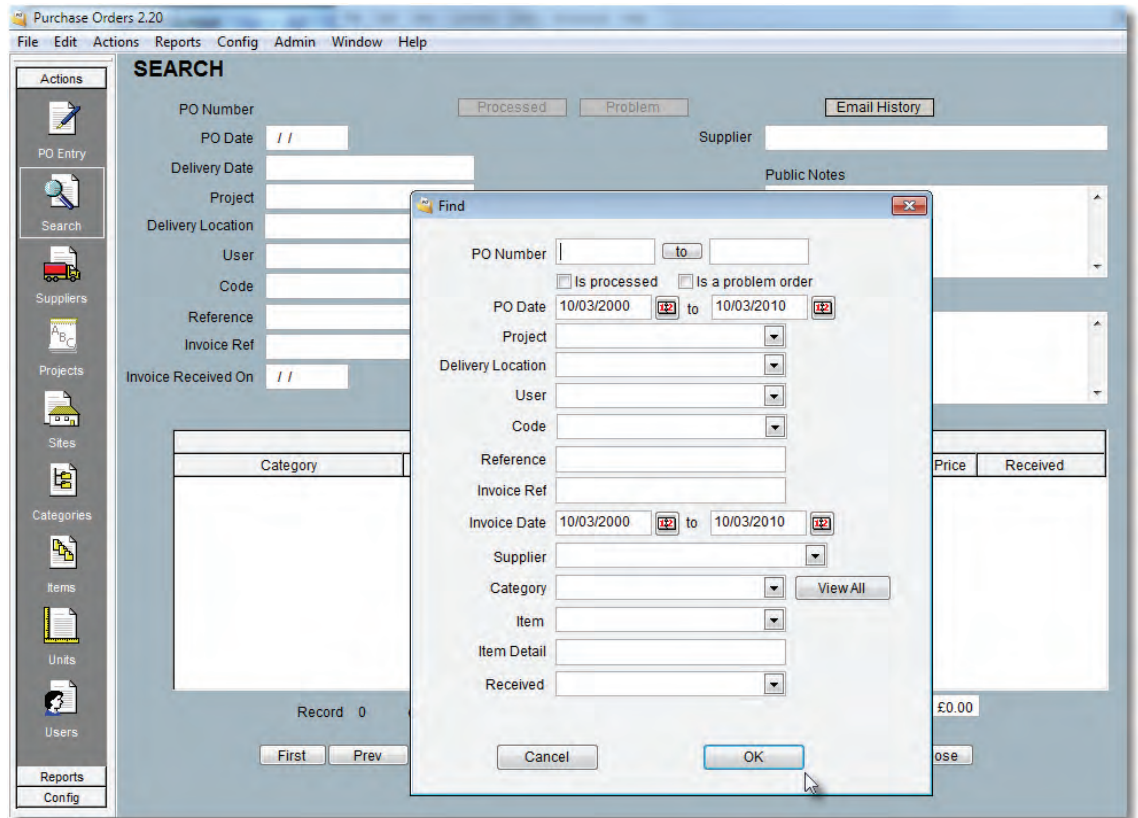
You may want to repeat a previous order with only minimal changes. Find the order you want to repeat and click on the 'Dup' button. This will copy the order into a new purchase order but with today's date. Make any changes and then click the 'Save' button.

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.

Header Image

Adding your logo

If the header image is switched on in the PO Print Options tab found in the System Setup an image file will be added to the top of the printed PO.



Your Name Here Ltd
Site Works
Factory Lane
Borchester
AR4 2BG
Tel: 01234 56789
Fax: 01234 56780
Email: info@yoursite.co.uk
Web: www.yoursite.co.uk

This is a default logo image file called logo.gif located in the logo folder. To turn it off uncheck the option in the Config - System Settings - PO Print Options.
You can modify this file but you must retain the dimensions of 354 x 145 pixels.

Purchase Order No: 1001

SUPPLIER: Acme Road Runner Supplies Line 1 Address Line 2 Address Line 3 Address Line 4 Address AB1 2CD ACCOUNT No:123 Tel: Tel: 01234 567899 Fax: Fax: 01234 567890		DELIVERY ADDRESS: Delivery Site 1 Address Line 1 Address Line 2 Address Line 3 Address Line 4 EF1 2GH SITE CONTACT Andrew Smith CONTACT No. 01333 555222 DELIVERY DATE: A.S.A.P	
PROJECT	New Project	PROJECT REF	New
ORDERED BY	Default User	ORDER DATE	09/03/2010
Notes			

Qty	Per	Description of Goods	Unit Price	Total Price
0.00	each	A4 size white	0.00	10.00
12.0	length	Blue Clip	3.00	18.00
15.0			15.00	15.00
Total of priced items:				£43.00

You can add your personalised lines of text here...

PLEASE QUOTE ORDER NUMBER ON ALL INVOICES

Page 1 of 1

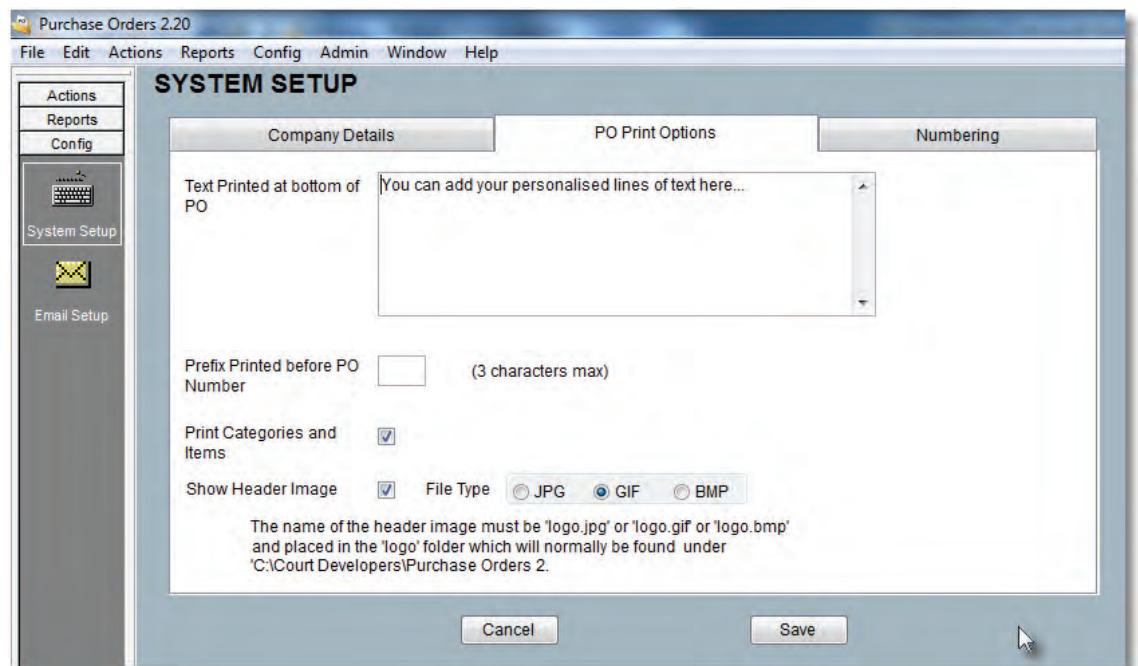
Purchase Order Software by Purchase Systems - www.purchase-systems.co.uk

This image will be looked for in the folder called 'logo' which is found under in C:\Court Developers\Purchase Orders 2 for a default installation.

The image can only have one of three names which are

logo.jpg, logo.gif or logo.bmp

and the appropriate selection made in on the PO Print Options Page.



The image must be 354 pixels wide and 145 pixels high to correctly fit on the form. Any other size will result in cropped or odd placed outputs.

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.

Purchase Orders 2.20

File Edit Actions Reports Config Admin Window Help

14 1 of 1 100% 1x1

Report Preview

Your Name Here Ltd
Site Works
Factory Lane
Borchester
AR4 2BG
Tel: 01234 56789
Fax: 01234 56780
Email: info@yoursite.co.uk
Web: www.yoursite.co.uk

This is a default logo image file called logo.gif located in the logo folder. To turn it off uncheck the option in the Config - System Settings - PO Print Options. You can modify this file but you must retain the dimensions of 354 x 145 pixels.

Purchase Order No: 1001

SUPPLIER:
Acme Road Runner Supplies
Line 1 Address
Line 2 Address
Line 3 Address
Line 4 Address
AB1 2CD

DELIVERY ADDRESS:
Delivery Site 1
Address Line 1
Address Line 2
Address Line 3
Address Line 4
EF1 2GH

ACCOUNT No. 123
Tel: 01234 567899
Fax: 01234 567890

SITE CONTACT Andrew Smith
CONTACT No. 01333 555222

DELIVERY DATE: A.S.A.P

PROJECT	New Project	PROJECT REF	New
ORDERED BY	Default User	ORDER DATE	09/03/2010

Notes

Qty	Per	Description of Goods	Unit Price	Total Price
0.00	sach	A4 size white	0.00	10.00
12.0	length	Blue Clip	3.00	18.00
15.0			15.00	15.00
Total of priced items:				£43.00

You can add your personalised lines of text here...

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.

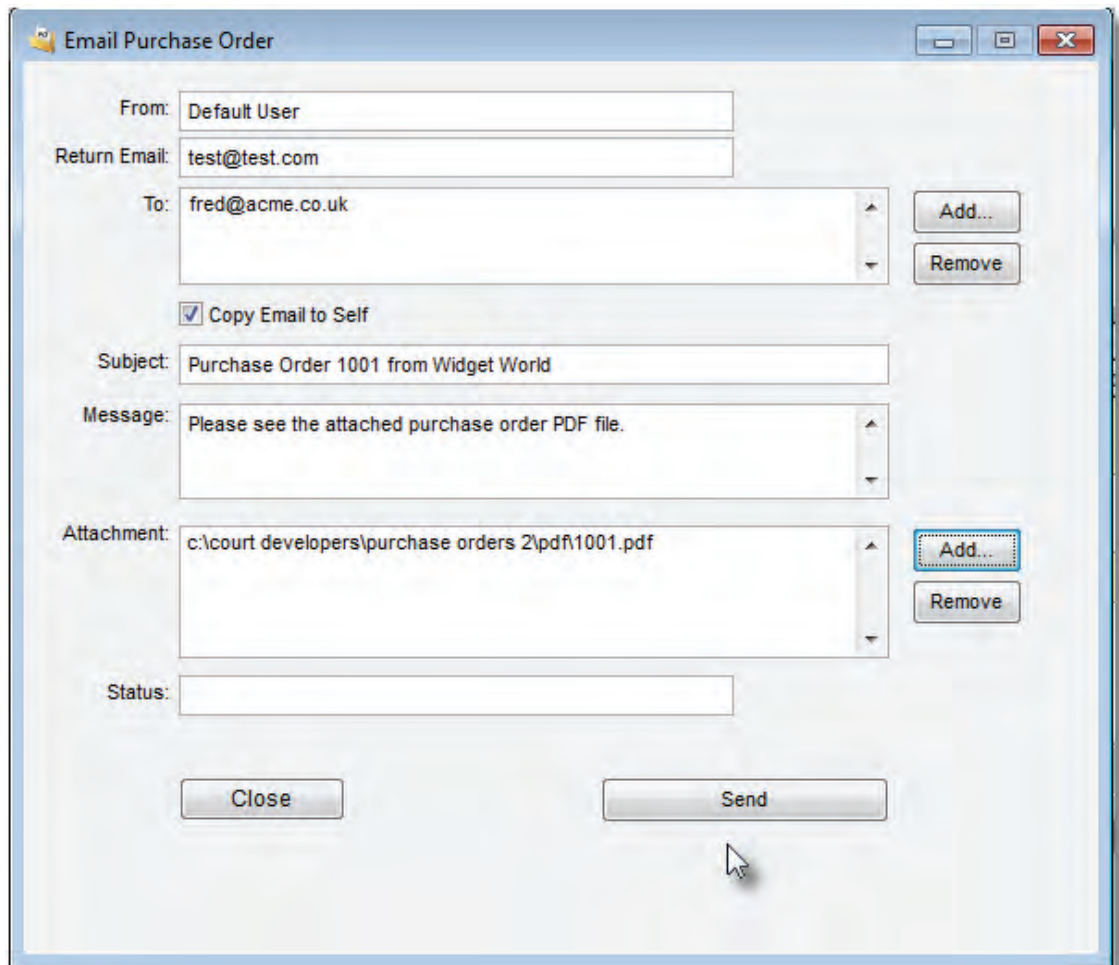
To exit the print preview either close its screen with the red cross in the top right corner, chose the Exit icon on the toolbar, right click on the preview and choose 'Quit' or press your 'Esc' key.

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



The screenshot shows a Windows-style dialog box titled "Email Purchase Order". It contains the following fields and controls:

- From:** A text box containing "Default User".
- Return Email:** A text box containing "test@test.com".
- To:** A text box containing "fred@acme.co.uk". To the right of this box are "Add..." and "Remove" buttons.
- Copy Email to Self:** A checkbox that is currently checked.
- Subject:** A text box containing "Purchase Order 1001 from Widget World".
- Message:** A text box containing "Please see the attached purchase order PDF file.".
- Attachment:** A text box containing "c:\court developers\purchase orders 2\pdf1001.pdf". To the right of this box are "Add..." and "Remove" buttons.
- Status:** An empty text box.
- Buttons:** "Close" and "Send" buttons are at the bottom. A mouse cursor is hovering over the "Send" button.

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.

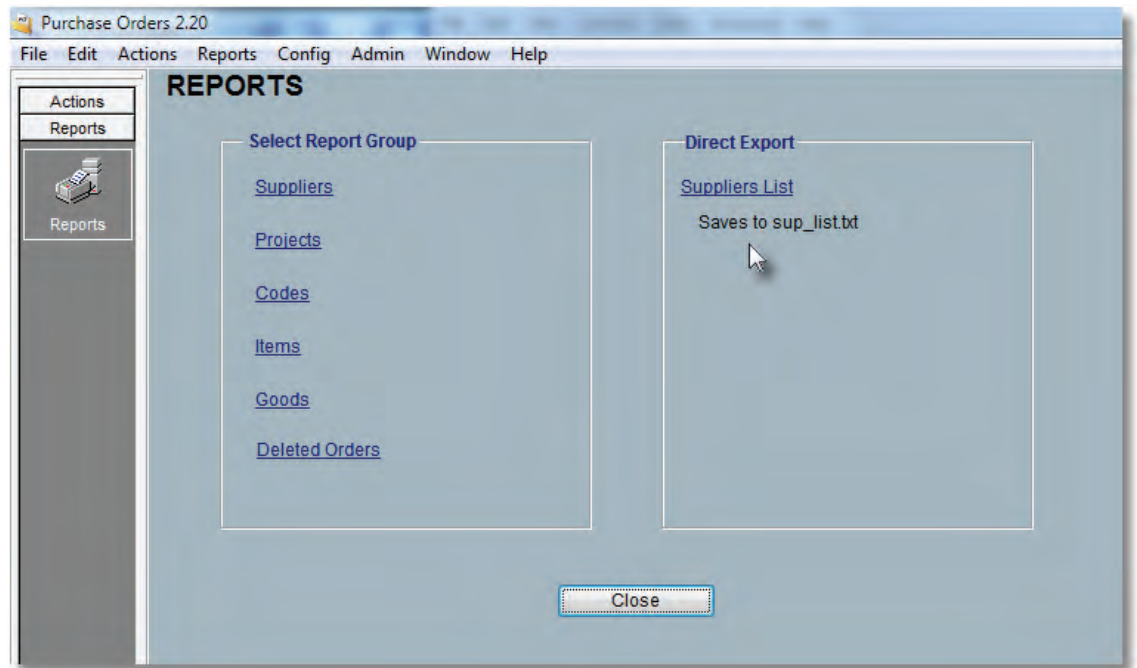
By default you will have one attachment which is the PDF version of your PO. You can select and add further attachments which could be your terms and conditions or extra drawings but be careful not to remove the actual PO attachment.

Each email sent is logged against the order and can be seen by clicking the 'Email History' button on the PO Entry form.

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.

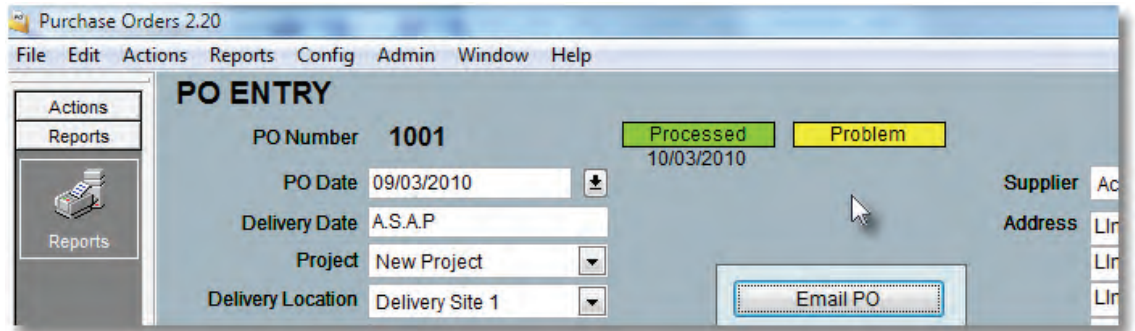
The direct export option is an example of outputting directly to a CSV file. In this case it lists all the suppliers and stores them in a file called sup_list.txt and this is found in the 'export' folder under C:\Court Developers\Purchase Orders 2. This is a useful way to be able to transfer data into another system.

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

Misc Items

Tagging Orders

There are two extra tags you can associate with an order the Processed and Problem.

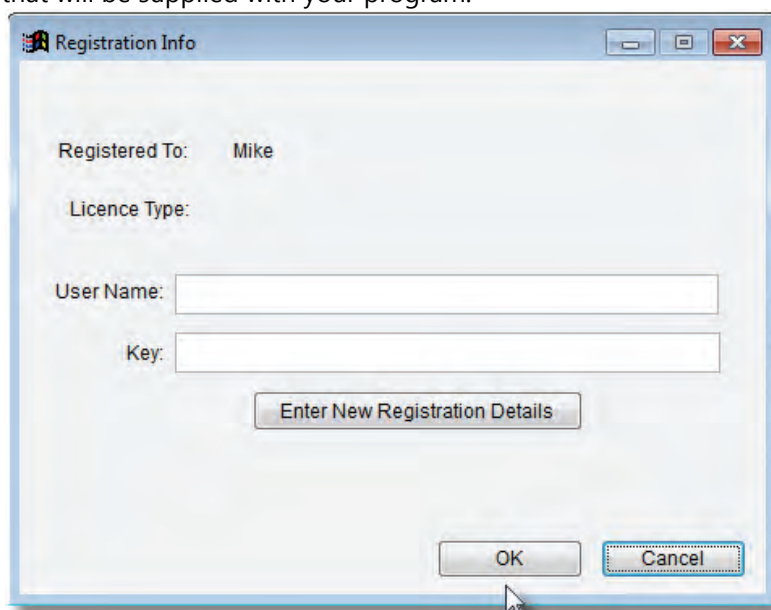


These are visual reminders that may prove useful to you. The Processed when clicked turns green and displays today's date and can be used to mark when an order has been fully accounted for.

The Problem button turns yellow and is a reminder that something needs looking into with the order. This can be searched on.

Registration Details

This is found under the Help menu and is used to enter your license registration details that will be supplied with your program.



Each workstation that accesses the PO system will need to have the license key entered into it.

Reindex/Pack Tables

This is a utility screen which performs operations on the data tables that power the PO system. We recommend you do not use this utility unless you have consulted with Court Developers first.

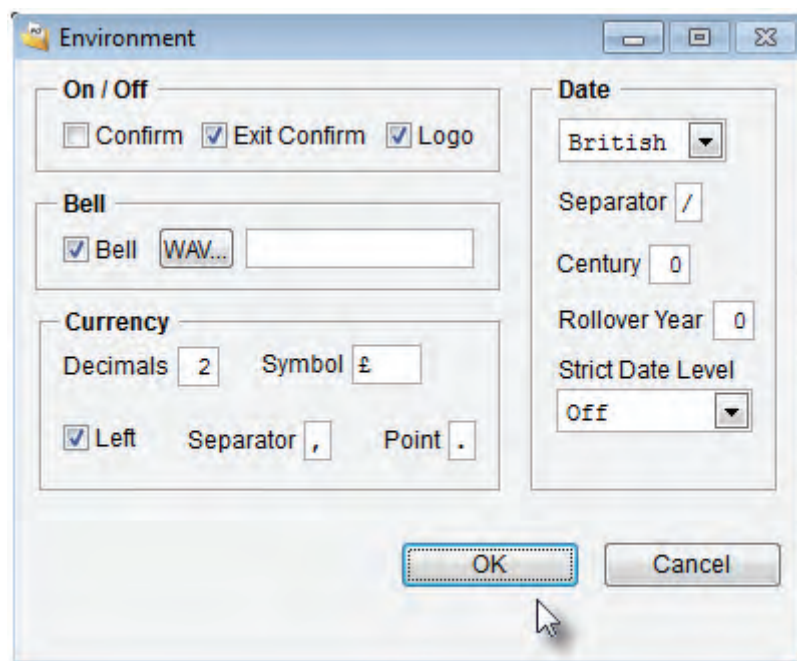
Admin Menu

Directories

The settings here are only changed in rare setups. Please do not alter them without advice from Court Developers.

Environment

You can change the date format and currency symbols here. When you change any settings you will need to exit and restart the program for them to take effect.



The century and rollover year can safely be ignored now.

Hints and Tips

Backing Up

It is very important to keep regular backups of your data in case you should have a problem and need to roll back the purchase order system to a previous point in time.

If you don't already have a backup solution for the whole of your PC the easiest solution is to

1. Make sure Purchase Order Control System is not running.
 2. Navigate in Windows Explorer or My Documents to where the software is installed. By default this will be C:\Court Developers\Purchase Orders 2 unless you specified another location in the install.
 3. Copy all the files and folders in here to your backup media or location. The most critical part is the Data folder which has your data in it.
- We would recommend that you keep at least the last 5 backups in case you don't spot a problem immediately you still have the option of going back to an earlier backup.

To restore from a backup simply copy the backup files over the top of the files in your C:\Court Developers\Purchase Orders 2 folder.

PDF Folder

When an order is emailed a PDF file is generated and stored under the 'PDF' folder which is found under in C:\Program files\Court Developers\Purchase Orders 2 for a default installation.

After time you may find a lot of PDF files have built up in that folder and you can safely delete them if you have no need to keep them.

Extending and Modifying

Our experience has been that nearly every company needs to operate their purchase orders in slightly different ways and we have modified the basic program in many ways for different clients.

Some users just wanted a few fields renamed to better match their internal processes. A common change is to modify the printed output to copy existing letterheads or add specific information. Simple password protection on some features, adding options for multiple companies and bespoke reports have all been done.

Please contact us with your requirements and we will be happy to give you an estimate of costs.

Larger Systems

We also have available a larger PO system which has more options where finer control of ordering is needed. These systems are often bespoke to each client but generally have included such items as

- User logins and security
- Menu options limited per user
- Spending limited per user
- Designations of Admin, Director, Manager and User and different options according to each.
- Tiered approval system
- Locking down of orders once entered
- Delivery calendars

Please see our website for further details or contact us to discuss your requirements.