i -Global System

Purchase Management Module User Manual





i-Global System

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About This Manual

This manual has been developed to guide you through the Purchase Management Module of *i*-Global System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

Section	Description		
Chapter 1	System Overview: Overviews on the Purchase Management Module, highlights features and defines terminology.		
Chapter 2	Master File Setup: Describes procedures how to set up the master records.		
Chapter 3	Vendor Quotation: Mentions how to effectively manage Vendor Quotation.		
Chapter 4	Purchase Requisition: Provides operation details to support Back-to-back Order materials purchasing mode.		
Chapter 5	Planned Purchase Order: Describes how to converse system suggested Planned Purchase Orders to firm Purchase Order.		
Chapter 6	Purchase Order: Shows Purchase Order processing functions and operation procedures.		
Chapter 7	Enquiry: Depicts how to enquire necessary information from the system.		
Chapter 8	Report: Gives both transactional and management stock report generation for control and management purposes.		
Chapter 9	Number Prefix: Defines the document number prefix for better control.		
Chapter 10	General Ledger Interface: Posts account data into General Ledger.		

This manual is organized as follows:

Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

Bold	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
Italics	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	Whenever you see a reference to a menu option, the option is identified using the following notation: Menu Name \rightarrow Option Name For example, "Type \rightarrow Create"

Icon Function

Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New	AddNew	To add a new entry.
Approval	Approval	To approve a transaction process.
Cancel	×	To end current process.
Cancel	Cancel	To cancel an entry.
Confirm	Confirm	To confirm an entry.
Delete	Delete	To delete a record.
Delete All	DeleteALL	To delete all records.
Enquiry	Enquiry	To begin an enquiry process.
Export	Export	To export data into a specific format file.
Next	Next	To next record.
Pop Up		To display the selection list.
Preview	Preview	To preview a retrieved data/report.
Process	Process	To begin a process.
Retrieve	Retrieve	To retrieve a selected record.
Submit	Submit	To submit an entry.
Update	Update	To update/amend a record.

1 System Overview

1.1 Introduction

Purchasing is the function of procuring materials, supplies and services. *i-Global System* Purchase Management Module assists you in the tracking of vendor item and quotation information, purchase requisitions and purchase orders. Numerous reports are available to track vendor status, delivery schedules and open purchase order items.

Purchasing is fully integrated with the Inventory Management Module. Purchase order receipts can automatically update inventory on-hand balances. Payable records can be generated after the vendor invoices matched with the relevant receiving documents and purchase orders.





1.2 Purchase Management Features

Purchase Requisition

A purchase requisition is a request to purchase specified material in a particular quantity by a given time. A purchase requisition:

- is generated manually.
- can be used for the back-to-back order purchasing mode.
- as a tool for management approval of a purchase order.
- can be converted to a purchase order.
- is NOT considered as supply by MRP.

Planned Purchase Order

A planned purchase order is a request to purchase specified material in a particular quantity by a given time which is generated by a MRP run. A planned purchase order:

- is generated automatically thru MRP run/Purchase Requisition.
- should be checked / verified then converted as purchase order.
- is NOT considered as supply by MRP.

Purchase Order

A purchase order is a formal authorization to purchase material from a vendor or supplier. A purchase order:

- defines item, quantity, price and delivery schedule.
- defines currency, payment terms, ship-to and bill-to information.
- is considered a scheduled receipt by MRP.

Purchase Transaction

Purchase Order can be generated from two sources. On one hand, Purchase Requisition is prepared based on vendors' quotation. After management approval, Purchase Requisition then can be converted into Purchase Order. On the other hand, Planned Purchase Order is generated automatically from MRP (Material Requirements Planning) and may be converted as Purchase Order after management approval. Purchase Order can also be approval by buyer's confirmation.

Besides, purchase transaction also includes generating GRN automatically from the system based on Purchase Order received for responsibility checking. It also supports RTV (Return To Vendor) process. Users can optionally choose to define PO received through IQC process. Purchase Transaction will finally be passed to Accounting Payable for further accounting processing.





1.3 Terminology

Terms and meanings of purchase management are described as follows:

<u>Terms</u>	Definitions
Base Currency	A monetary unit used by each the Company.
Inventory	Any stock at any stage in the supply chain. Inventory may consist of finished goods, intermediate products, or raw materials.
Inventory Item	Inventory items are defined as those items purchased for resale and include equipment, facilities, and raw materials. Inventory is always valued at purchase price and includes no value-added costs, as opposed to the traditional cost accounting practice of adding direct labor and allocating overhead as work in process progresses through the production process.
Item Number	An alphanumeric code that identifies an item. Every item must have a unique item number.
Location	A physical or logical stocking position or area within a warehouse.
Multiple Warehouses	Physical places or logical areas (such as receiving, shipping, inspection, or accounting department) on a given Purchase Order.
Lot	A particular batch of an item such as pharmaceuticals and perishables.
PO Lines	Purchase order line detail.
Purchase Order	A formal authorization for purchase of material from a vendor or supplier.
Purchase Price	The comparison of the standard material price to the actual material price.
Purchase Requisition	Requisition is a request for purchase of specified material in a particular quantity by a given time.

<u>Terms</u>	<u>Definitions</u>
Schedule Delivery Date	The date when a purchased item must be received into inspection to meet the due date. It is calculated as the due date minus days in inspection.
Purchase Unit of Measure	Items can be purchased in one quantity and stocked in another using a conversion quantity. Purchasing performs this calculation automatically. Purchase unit of measure provides greater flexibility.
Receiving	The function encompassing the physical receipt of material; the inspection of the shipment for conformance with the purchase order (quantity and damage), the identification and delivery to destination, and the preparation of receiving reports.
Unit of Measure	A unit in which the quantity of an item is managed (stocking, purchasing, selling, or alternate).
Warehouse	A grouping of inventory locations or stocking positions. A warehouse may represent a physical space or a logical condition for inventory.

1.4 System Login

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- 1) Double click the System icon from the folder.
- 2) After the Login Screen is displayed, input your User ID and Password
- 3) Press **<Enter>**

1.5 Workspace Components

Eg. Screen of Sales Quotation



1. Menu Bar

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At Menu Bar, you can choose different functions by clicking the Function Name and then choose the screen that you want, or;

2. Control Panel

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At Control Panel, there are buttons for you to control the activities and processes that you want to make. The characters of buttons are in grey color while the buttons are disabled.

The most popular ones are:

AddNew Button	: Add a new entry.
Update Button	: Update a specific record and selection.
Delete Button	: Delete an existing record.
Confirm Button	: Confirm and Save a change or an addition of entry.
Cancel Button	: Cancel a change or an addition of entry.

Others include:

Preview Button	: Preview reports or print out.
Approval Button	: Approval for documents, eg. Sales Quotation, Sales Order

Functions

Update

Steps:

- 1) View/pick the *record* that you want to update
- To Update an existing *record*, click the Update button → Update the fields you want → Click Confirm button.
- 3) To Cancel the changes, Click **Cancel** button.

Delete

- 1) View the *record* that you want to delete
- 2) To delete an existing *record*, click the **Delete** button.
- 3) Click **Yes** button in the *Pop Up Message* to Confirm Delete, **No** button for Cancel the deletion.

3. Language Selector



At Language Selector, mult*i*-languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

4. Search Engine



At Search Engine, you can select a specific Field from the Pull Down menu and type the search criteria to search a list of records.

Search records

Method 1:

- 1) Select a **Field** from the **Pull Down** menu \rightarrow type the search criteria.
- 2) Click Search button.

Method 2:

Step:

- 1) Click the first page button to find the records in the first page of the *Table*; or
- 2) Click the previous page button to find the record in the previous page of the *Table; or*
- 3) Click the next page button to find the record in the next page of the Table; or
- 4) Click **the last page** button to find the record in the last page of the *Table*.

5. Last Activity List



Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.

6. Tab Function

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Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

1.6 System Logout

When the Application System is finished, user may perform logout system to exit the system.



1.7 Operation Modes of the System

This section highlights the common operation procedures of the System.

A. Mouse Operation

Users can access the system by simply using the Mouse to select the Function.

B. Keyboard Operation

System Menu Operation

After the Login process users may use the **<Alt>** key to toggle to the System Menu then press the underlined character key for a Function.

Functional Screen Operation

When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use **<Alt- character key in** ()> to access the command Button. Click the Command Button "AddNew(<u>A</u>)" (or press **<Alt-A>**) to return the System into the Add Mode.

Examples:

Functions	Keys
AddNew(<u>A</u>)	<alt-a></alt-a>
Update(<u>U</u>)	<alt-u></alt-u>
Delete(<u>D</u>)	<alt-d></alt-d>
Confirm(<u>C</u>)	<alt-c></alt-c>
Cancel(<u>N</u>)	<alt-n></alt-n>

2 Master File

2.1 Ship-To Master



Create a new Ship-To

- 1) In Master File, click Ship-To Master.
- 2) Click AddNew button.
- 3) Type Ship-To, Description, Address, E-mail Address, Country Code, Contact Person, Telephone No., Fax No. and Port Description of the new *Ship-To*.
- 4) Click Confirm button to confirm the input.

2.2 Buyer Master

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Create a new Buyer

- 1) In Master File, click Buyer Master
- 2) Click AddNew button.
- 3) Type **Buyer** and **Buyer Name** with **E-mail Address** \rightarrow click Confirm

2.3 Vendor Master

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Mender Type:				
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Create a new Vendor

- 1) In Master File, click Vendor Master.--> Click AddNew button.
- Type Vendor Code, Vendor Name (English), Vendor Name (Chinese), Name (Abbreviate), Address, E-mail Address, Contact Person, Telephone No. and Fax No. of the new Vendor Code.
- Click the Pop Up buttons → double click the Buyer, Ship Via, Ship To, Delivery Term, and Payment Term you want to choose.
- 4) Type Allowance and/or Maximum Allowance.
- 5) Click the **Pop Up** button \square from the **Currency** field \rightarrow double click the **Currency** you want to choose.
- 6) Optionally, select Vendor Type and Flex Account Code for the Vendor.
- 7) Click Confirm button to confirm the input.

2.4 Vendor Item Master

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Create a new Vendor Item No.

- 1) In Master File, click Vendor Item Master.
- 2) Click AddNew button.
- Click the Pop Up button in from the Vendor Code field → double click the Vendor Code you want to choose
- 4) Click the **Pop Up** button \cdots from the **Item No.** field \rightarrow double click the **Item No.** you want to choose.
- 5) Type Vendor Item No, Item Description,
- 6) Optionally, type the **Purchase Lead Time**, **Minimum Order** and **Pack Qty**.
- 7) Optionally, select the Last Quotation Date (set default date as current date)
- 8) Click Confirm button to confirm the input.

2.5 Vendor Account Master



Create a new Vendor Account

- 1) In Master File, click Vendor Account Master.
- 2) Click AddNew button.
- 3) Click the Pop Up button in from the Vendor Code field → double click the Vendor Code you want to choose
- 4) Type Account Code 1 8.
- 5) Click Confirm button to confirm the input.

2.6 Vendor Ship-To Master



Vendor Ship To Master is set up in case that there are more than one Ship-To for a Vendor. Once a Vendor Ship-To is setup, record update is not allowed.

Create a new Vendor Ship-To

- 1) In Master File, click Vendor Ship-To Master.
- 2) Click AddNew button.
- Click the Pop Up button in from the Vendor Code field → double click the Vendor Code you want to choose .
- 4) Click the **Pop Up** button ^{•••} from the **Ship-To** field → double click the **Ship-To** you want to choose.
- 5) Click Confirm button to confirm the input.

2.7 Payment Term Master

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P	avment Te	rm Cod	le Pay	ment Ter	m		Credit Day	s Entr

Create a new Payment Term

- 1) In Master File, click Payment Term Master.
- 2) Click AddNew button.
- 3) Type Payment Term Code, Payment Term Description and Credit Days.
- 4) Tick After Monthly Statement if applicable
- 5) Optionally, input other information \rightarrow click Confirm button.

2.8 Ship Via Master

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地址 @) 🗃 http://192.168.1.232:82/eis/default.axpx
🖙 Home 🖾 Product 🈂 Sales 🗢 Material 💆 Purchase 💿 Produ
PurchaseShip Yia Master
Main
Ship Via(*): AIR
Ship Via Name(*):AIR
To Door(Y/N):
User ID: sa
Entry Date: 2003-04-07
Entry Time: 12:36:50
□AddNew(A) (PUpdate(U) Confirm(C) X Cancel(N)
Ship Via
Ship Via Name 💌

Create a new Ship Via

- 1) In Master File, click Ship Via Master.
- 2) Click AddNew button.
- 3) Type Ship Via and Ship Via Name \rightarrow click Confirm button.

2.9 Target Price Maintenance



Update the Target Price

- 1) In Master File, click Target Price Maintenance.
- 2) **Pick** up an *Item No* from the *Item No. Table*→ click Update button.
- 3) Update the **Target Price**.
- 4) Click Confirm button to confirm the input.

2.10 Delivery Term Master

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User ID);	sa				
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Entry T	ime:	12:36:25				
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D	elivery'	Term Desc	ription	Entry Dat	e Entry Tim	e User ID
Pick C	1F	CIF		2003-04-0	7 12:36:25	5-8
Pick Fi	0B	FOR		2003-04-0	7 12:36:17	5.8

Create a new Delivery Term

Steps:

- 1) In Master File, click Delivery Term Master.
- 2) Click AddNew button.

3) Type **Delivery Term** and **Description** \rightarrow click Confirm button.

2.11 Work Centre Master

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Home SProd	luct 🥴Sales	🖱 Material 🛛 💆	Purchase	Produ
Purchase	Work Centre Na	ster		
Main				
Work Centre(*)	1-MACH01			
Description(*):	10.000			
Addrace:	ARCHINE			
WUURDSI	htm.			
Capacity Unit:	HRS			
Daily Capacity:	20.0000			
Handler:				
Centre Type:	AA			
Shift A:	A-GROUP	Shift A Coun	t Z	
Shift B:	B-GROUP	Shift B Coun	t: 2	
ON PLOT		Shift C Cours	ti 10	

Create a new Work Centre

- 1) In Master File, click Work Centre Master.
- 2) Click AddNew button.
- 3) Type Work Centre, Description, Address, E-Mail Address, Contact Person, Telephone No., Fax No, Capacity Unit and Daily Capacity.
- If you want the *Work Centre* to be set as default value in *Purchase Order*, Select the Box **Default PO(Y/N)**.
- 5) Click Confirm button.

2.12 Item Master

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Purchase Dem Nas	irr.			
Main Cuttern F	ald Eastorn 8	tent.		
Chinese Description: Product Specific Gauge, 001	20" × 20" 31.0	тевхея		
Cubegory Code: Mismum Ship Qty: Mismum Order: Purchase Group Day: A/K Han-A/O Concolidatio Price Source: Currence: Exchange Tate:	M 0.0000 0.0000 0 Fitterate 7.8000	Pistmum Stock QTV Pack Qty: Purchase Lead Time Buyer(*): FOC Term: Vendor: Purchase Price: Purchase Book Price	0.0000	- 40
Average Cost: Last Quot. Price:	0.1300	Standard Cost:	0.0000	

Update an Item Number

- 1) In Master File, click Item Master.
- 2) Pick the Item No. that you want to update from the Browser click Update.
- 3) Update the data.
- 4) Click Confirm button to confirm the input.

2.13 Unit Of Measurement Master



Create a new Unit Of Measurement

- 1) In Master File, click UOM Master.
- 2) Click AddNew button.
- 3) Type **UOM** and **Unit Description**.
- 4) Click Confirm button.

2.14 Purchase UM Conversion



First of all, you need to read an *Item Number* before you create, update or delete a *PUOM* of the selected *Item Number*.

Create a new PUOM

Steps:

- 1) In Master File, click Purchase UM Conversion.
- 2) Click AddNew button.
- Click the Pop Up button in from the Item No field → double click the Item No you want to choose
- 4) Click the **Pop Up** button \cdots from the **PUOM** field \rightarrow double click the **PUOM** you want to choose.
- 5) Type a new **Exchange Rate**.
- 6) Click Confirm button to confirm the input.

2-14
2.15 Currency Master

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諸雄 (Q) 🝓 http://192.168.1.232:82/eis/defxalt.arpr	_
🖙 Home 🚯 Product 🤤 Sales 🗢 Material 🎽 Purchase 🔍 Productio	on
PurchaseCurrency Haster	
Main	
Currency(*): HKE	
Exchange Rate(*): 1.0000	
Description(*): Hong Kong Dollar	
Book Amount CCY:	
User ID: SA	
Entry Date: 2002-06-19	
Entry Time: 14:34:26	
AddNew(A) (3*Update(y) (3 Delete(p) (Confirm(c)) (Cancel(8))	
Currency	
Description	
Currency Description Exchange Rate	
Disk HVD Hope Keen Delbell	

Create a new Currency

- 1) In Master File, click Currency Master.
- 2) Click AddNew button.
- 3) Type Currency, Exchange Rate and Description.
- 4) Click Confirm button.

2.16 Periodic Exchange Rate Master



First of all, you need to create a *Currency* before you create, update or delete a *Periodic Exchange Rate* of the selected *Currency*.

Create a new Period Exch-Rate

- 1) In Master File, click Periodic Exch-Rate Master.
- 2) Click AddNew button.
- Click the Pop Up button in from the Currency field → double click the Currency you want to choose
- 4) Type a Year/Month and Exchange Rate.
- 5) Click Confirm button to confirm the input.

2.17 Analyse Code Master

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文件② - 鎮霧② - 查看④ - 松霖④ - 工具③ - 帮助④
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地址(Q) 🕘 http://192.160.1.232:02/eim/defwilt.espx
🖙Home 🗈 Product 🤤Sales 🖘 Naterial 👺 Purchase 📼 Produc
PurchaseAnalyse Code Naster
Main
Analyse Class: Expected Ship Date
UDF Code(*):
Description(*):
Description1:
Description2:
Description3:
Print Seq.:
User ID: gsuser01
Entry Date: 2004-07-08
Entry Time: 13:05:21
AddNew(A) Cupdate(U) Confirm(C) Cancel(N)

Create a new analyse code

- 1) In Master file, click Analyse Code Master.
- 2) Click AddNew button.
- 3) Type Analyse code and Description.
- 4) Select Analyse Class from the Pull Down Menu.
- 5) Click Confirm button.

2.18 Packing Code Master



Create a newPacking code

- 6) In Master file, click Packing Code Master.
- 7) Click AddNew button.
- 8) Type Packing Code and Description.
- 9) Select Analyse Class from the Pull Down Menu.
- 10) Click Confirm button.

2.19 PR Type Master

a) Main

Home	🕏 Project	🕏 Product	😢 Sales	Material	Purch
Purcha	sePR Typ	e Master			
🗋 AddN	ен(<u>A</u>) 🗗 Upda	te(U) 🤡 Deleter	(D) 🗸 Confin	m(<u>C</u>) XCancel	(<u>N</u>)
Order 1	Type Code 💌		P	🧠 💽 🖬 1/1	1 🕨 💌
Main	Detail			_	
Type Co	ode: TYPE2				
Descript	tion:BIG AMOU	NT 2			
User ID	s SA				
Entry D	ate: 2004-07-0	7			
Entry Ti	me: 19:03:23				

Create a new Type Code in PR Type Master

Steps:

- 1) In Master File, click PR Type Master.
- 2) Click AddNew button.
- 3) Type **Type Code**, **Description**→ click ^{Confirm} button.

Update a new Type Code in Pr Type Master

- 1) In Master File, click PR Type Master.
- 2) Click **Update** button.
- 3) Amend the data \rightarrow click Confirm button.

b) Detail

Home	🖏 Project	St Product	Sales 🕏	Material	Purchase	🗿 Inventory
Purchas	ePR Type	Master				
AddNev	v(A) 🗗 Update	(U) 😴 Delete(D)	Insert(]	Remove(<u>R</u>)	✓ Confirm(⊆)	🗶 Cancel (N) 🗌 🖬 F
< F						
Main	Detail					
Type Cod	e: TYPE2				Description:	BIG AMOUNT 2
Approv	ed By	User Na	me	Email ID		
STEVE	N					
SA				1		

Create a new record in Detail

Steps:

- 1) In Master File, click PR Type Master, Click Detail.
- 2) **Type Code, Description** will be auto-generated.
- 3) Click AddNew button.
- 4) Type Approved By , User Name, Email ID, Email Group, Email Noti., Interval Date Remark→ click Confirm button.

Update the information in Detail Tab

- 4) In Master File, click PR Type Master. Click Detail.
- 5) Click **Update** button.
- 6) Amend the data \rightarrow click Confirm button.

2.20 PO Type Master

a) Main

ī	Home 🚺	ØProject	🐼 Product	😂 Sales	Material	Se Purch
0	Purchase	РО Туре	Master			
	AddNew(A) 🗗 Update	(<u>U</u>) 🥳 Delete(<u>D</u>) 🗸 Confirn	n(<u>C</u>) XCancel(<u>N</u>)
	Order Type	e Code 💌		<u> </u>	🔍 🖪 🚺 1/1	
	Main	Detail				
	Type Code:	TYPE1				
	Description	PO TYPE1				
	User ID:	SA				
	Entry Date:	2004-07-15				
	Entry Time:	12:28:43				

Create a new Type Code in PO Type Master

Steps:

- 4) In Master File, click PO Type Master.
- 5) Click AddNew button.
- 6) Type **Type Code**, **Description**→ click Confirm button.

Update a new Type Code in PO Type Master

- 1) In Master File, click PO Type Master.
- 2) Click **Update** button.
- 3) Amend the data \rightarrow click Confirm button.

b) Detail

Home	🕄 Project	St Product	Sales 🍣	Material	Purchase	📒 Invento
Purcha	коРО Тур	e Naster				
AddNe	w(<u>A</u>) 🗗 Updat	te(U) 💰 Deletel	(D) 🗗 Insert(]) 🕏 Remove(<u>R</u>)	✓ Confirm(C)	Cancel(N)
Main	Detail	1				
Type Co	de: TYPE	1			Description:	PO TYPE1
Аррто	ved By	User ?	Name	Email ID		
SA		Nam	e 3	address 3	1	

Create a new record in Detail

Steps:

- 1) In Master File, click PO Type Master, Click Detail.
- 2) Type Code, Description will be auto-generated.
- 3) Click AddNew button.
- 4) Type Approved By , User Name, Email ID, Email Group, Email Noti., Interval Date Remark→ click Confirm button.

Update the information in Detail Tabr

- 1) In Master File, click PO Type Master. Click Detail.
- 2) Click **Update** button.
- 3) Amend the data \rightarrow click Confirm button.

3 Vendor Quotation

3.1 Vendor Quotation Maintenance



a) Master File

Create a new Q/T No. in Master File

- 1) In Vendor Quotation, click V/Q Maintenance.
- 2) Click AddNew button.
- 3) Type in the V/Q No., Quot Date, and Expiration Date (default is set as current date)
- Click the Pop Up button in from the Vendor Code field → double click the Vendor Code you want to choose.
- 5) Click the **Pop Up** button \square from the **Currency** field \rightarrow double click the **Currency** you want to choose.
- 6) Type the **Exchange Rate**.

- 7) Click the **Pop Up** button in from the **Payment Term** field \rightarrow double click the **Payment Term** you want to choose.
- 8) Click the **Pop Up** button \cdots from the **Buyer** field \rightarrow double click the **Buyer** you want to choose.
- 9) Click the **Pop Up** button \cdots from the **Ship Via** field \rightarrow double click the **Ship Via** you want to choose.
- 10) Click the **Pop Up** button ^{...} from the **Delivery Term** field → double click the **Delivery Term** you want to choose.
- 11) Type **Remarks** if required.
- 12) Click Confirm button.

Approve a Vendor Quotation

Steps:

1) To approve a V/Q No., click the **Pick** button on the left of the **V/Q** No. you want to approve \rightarrow click Approval button to approve the Vendor Quotation.

b) Detail File

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Pares Preshad	Cates Material	Treature Treature	an Statement 1
	antenance .		i-fuksion 1
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Add detail information in Vendor Quotation

- 1) In Vendor Quotation, click V/Q Maintenance.
- 2) **Pick** the *V/Q No*. that you want to add detail.
- 3) Click **Detail File**.
- 4) Click AddNew button.
- 5) Click the **Pop Up** button $\stackrel{\dots}{\longrightarrow}$ from the **Item No.** field \rightarrow double click the **Item No.** you want to choose.
- 6) Click the **Pop Up** button $\stackrel{\text{...}}{}$ from the **UOM** field \rightarrow double click the **UOM** you want to choose.
- 7) Type Quot Qty, Purchase Lead Time and Unit Price.
- 8) Tick Primary Quotation if applicable.
- 9) Enter the Vendor Item No., Pack Qty, and Minimum Order for the Item.

- 10) If you want to update the Vendor Item Master at the same time, tick **Update Vendor Item File**.
- 11) Click Confirm button to confirm the input.

Search an Item No.

Refer to Chapter 1.5 – Search Engine.

Update detail information in Vendor Quotation

Steps:

- 1) In Vendor Quotation, click V/Q Maintenance.
- 2) **Pick** the *V/Q No*. that you want to add detail.
- 3) Click **Detail File**.
- 4) Click the **Pick** button on the left of the **Item No.** you want to update. (or use the search function to search an *Item No.*)
- 5) Click Update button and then amend the data.
- 6) Click Confirm button to confirm the input.

Delete detail information in Vendor Quotation

- 1) In Vendor Quotation, click V/Q Maintenance.
- 2) **Pick** the V/Q No. that you want to add detail.
- 3) Click Detail File.
- 4) Click the **Pick** button on the left of the **Item No.** you want to delete \rightarrow click Delete button. (or use the search function to search an *Item No.*)
- 5) Click **OK** button to confirm the process.

4 Purchase Requisition

4.1 Purchase Requisition Maintenance

a) Master

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P/R Re -	R.4	14 1/4 1	B		
Main Detail Apr	1040		ALL		
Company Code (IGS 6/8 No: FR04062) Carrency: HCD	Description: -Glab. 590 Type Ecohange Rate 0.8000	el Solutione Limite T	d Stah Regi Dure	ati (197) reat Data (200	KTUS H-06-88
004031,0 004032,0 004033,0 004033,0 004034,0 004033,0 004034,0 004034,0 004034,0	UDPC09 (2 UDPC09 (4 UDPC10 (5 UDP015 (5:5555 UDP015 (5:5555 UDP015 (5:5555 UDP016 (5:3555	00 00 00 00 00	071403 (0.000 07143 (0.004 07143 (0.004 07143 (0.004 07143 (0.004 07145 (0.004	0 87-34 87-34 87-34 87-34 87-34 87-34	
UCPROS-	81	LICPROZ			0

Create a new Purchase Requisition in Master File

- 1) In Purchase Requisition, click P/R Maintenance.
- 2) Click AddNew button.
- 3) Click the **Pop Up** button ^{...} from the **Company Code** field →double click the **Company Code** you want to choose.
- 4) Click the **Pop Up** button \cdots from the **Type** field \rightarrow double click the **Type** you want to choose.
- 5) Click the **Pop Up** button \cdots from the **Status** field \rightarrow double click the **Status** you want to choose.
- 6) Click the **Pop Up** button \square from the **Currency** field \rightarrow double click the **Currency** you want to choose.
- 7) Click the **Pop Up** button \cdots from the **Buyer** field \rightarrow double click the **Buyer** you want to choose.

- Click the Pop Up button ^{•••} from the Request Date field → double click the Request Date you want to choose.
- 9) Type the **Description**, **P/RNo.**, **Exchange Rate** if required.
- 10) Click Confirm button.
- 11) If you want to approve the **P/R**, Click **Approval** button.

Search a P/R No.

Refer to Chapter 1.5 – Search Engine.

Update a Purchase Requisition in Master

Steps:

- 1) To update an existing P/R No., use the search function to search a P/R No.
- 2) Click Update button and then amend the data.
- 3) Click Confirm button to confirm the input.

Delete a Purchase Requisition in Master File

Steps:

- 1) To delete an existing P/R No., use the search function to search an **P/R** No. you want to delete \rightarrow click Delete button.
- 2) Click **OK** button to confirm the process.

Preview/Print a Purchase Requisition

Steps:

1) To print a *Purchase Requisition*, use the search function to search an **P/R No.** you want to print \rightarrow click **Preview** button to print the *Purchase Requisition*.

b) Detail

Home	🕏 Project	Product	Sales	Material	Seven and the seven as the seve	Invento	ry 🔋
Purcha	sePurch	ase Requisition					i-Gle
Addw	ew(A) 🗗 Upda	ite(U) 🦸 Delete(D) 🗄 Insert()) Remove(E)	Confirm(C	Cancel (N)	Freeze
Main	Datal	Approval					
P/R. No:		gc00000000			PR. K	291	PU
Item	Ne		Description		UOM	Date	
1070	0					2004	H06-14

Create a new record in Detail

Steps:

- 1) In **P/R Maintenance**, Click **Detail.**
- 2) Click AddNew button.
- 3) Click the blank and type the Item No., Description, UOM, Date, P/R Req Qty Remark.
- 4) Click Confirm button to confirm the input.

c) Approval

G	Home	🐼 Project	🐼 Product	🍪 Sales	Material	\$
	Purchase	ePurcha	ise Requisitio	n		
	AddNew	(<u>A</u>) 🗗 Upda	te(<u>U</u>) 🥳 Delete	e(D) 🗗 Insert	:(I) 🕏 Remove(<u>R</u>)
	Main	Detail	Approval			
	P/R No:		gc0000000)1		
	Approve	ed By	User	Name	Email II)
	sa		Nam	ne 3	address	s 3

Add a user who have the right to approve the P/R

- 1) In **P/R Maintenance**, Click Approval.
- 2) Click AddNew button.
- 3) Click the blank and type the **Approved By**, User Name, Email ID, Replace User, Replace Email, and Approval Date.
- 4) Click Confirm button to confirm the input.

4.2 P/R Approval

a) Approval

Home	😒 Project	😰 Product	Sales 🍣	Material	Separchase 🖉	Inventory	3 ¶Sγst
Purcha	seP/R Ap	proval					1-Global
Retrievel Approval	Confirm(0					
Date R	ange		To				
User 1d	SA						
Date	PS	Nandser		Appe.(Tick)	Reason Code	Detail Descripti	an Remarks
2004.0	6-08 PR	04862691		N.	RENV		

Approve a transaction

- 1) In P/R Maintenance, Click P/R Approval
- 2) Input the Date Range, and then click Retrieve.
- 3) The P/R that User who have the right to approve will be auto-generated.
- 4) Choose the **P/R** you want to approve and Tick the **Appr..**
- 5) Click Confirm button to confirm the input.

b) Unapproval

O ANE *	0.11	(a) 25 MA	A DURING	6.48 C		*	
Home	Project	Product	Sales	Material	Purchase	Inventory	Syst
Purchas	P/R App	mval					i-Global 1
RetrieveR	✓ Carfirm(g)	2					
Approval	Unapproval						
Date Rar	•	1	To	-			
User 14	BA						
THE OWNER WHEN	192.3	Number	_	Unappe (Th	(i) Henry Code	Detail Descript	ien Renark
1000							

Unapprove a transaction

- 1) In **P/R Maintenance**, Click **P/R Unapproval**
- 2) Input the **Date Range**, and then **click Retrieve**.
- 3) The **P/R** that User who have the right to approve will be auto-generated.
- 4) Choose the **P/R** you want to approve and Tick the **Unappr**.
- 5) Click Confirm button to confirm the input.

5 Planned Purchase Order

5.1 Planned Purchase Order Generation



Create a Planned Purchase Order

- 1) In Planned Purchase Order, click PPO Generation.
- 2) Click the **Pop Up** button \square from the **PPO No.** field \rightarrow double click the **PPO No.** you want to choose.
- 3) Click the **Pop Up** button [→] from the **Company Code** field → double click the **Company Code** you want to choose.
- 4) Click the **Pop Up** button $\stackrel{\text{...}}{\longrightarrow}$ from the **Buyer** field \rightarrow double click the **Buyer** you want to choose.
- 5) Select the **Range** based on the following criteria:

Company Code Range	Work Centre Range
Item No. Range	Sales Order No. Range
P/R Date Range	P/R No. Range

Category Code Range

- 6) Type/Select Start date.
- 7) Click Confirm button.

5.2 Planned Purchase Order Amendment



First of all, you need to read a *PPO No*. before you accept or abort an *Item* of the selected *PPO No*.

Read a Planned Purchase Order

- 1) In Planned Purchase Order, click PPO Amendment.
- 2) Click the **Pop Up** button $\stackrel{\text{in}}{=}$ from the **PPO No.** field \rightarrow double click the **PPO No.** you want to choose
- 3) Click the **Pop Up** button in from the **PPO No.** field \rightarrow double click the **PPO No.** you want to choose \rightarrow click **Read** button.

Accept Detail Information of PPO

Steps:

- 1) After you read the *PPO*, click the **Pick** button on the left of the *Line* you want to choose.
- 2) Click Accept button.

Abort Detail Information of PPO

- 1) After you read the *PPO*, click the **Pick** button on the left of the *Line* you want to choose.
- 2) Click Abort button.

5.3 Planned Purchase Order Convert to Purchase Order

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- 1) Click the **Pop Up** button $\stackrel{\text{...}}{\longrightarrow}$ from the **PPO No.** field \rightarrow double click the **PPO No.** you want to choose.
- 2) Click the **Pop Up** button from the **P/O Prefix** field \rightarrow double click the **P/O Prefix** you want to choose.
- 3) Click Confirm button to confirm the input.

6 Purchase Order

6.1 Purchase Order Maintenance

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			-		

a) Master File

Create a Purchase Order in Master File

- 1) In Purchase Order, click P/O Maintenance.
- 2) Click AddNew button.
- 3) Click the **Pop Up** button ^{...} from the **Company Code** field → double click the **Company Code** you want to choose.
- 4) Type the **P/O No.** and **Description.**
- 5) Click the **Pop Up** button $\stackrel{\text{or}}{\longrightarrow}$ from the **Type** field \rightarrow double click the **Type** you want to choose.
- 6) Click the **Pop Up** button in from the **Status** field \rightarrow double click the **Status** you want to choose.

- 7) Click the Pop Up button in from the Vendor Code field → double click the Vendor Code you want to choose
- Click the Pop Up button in from the Vendor Name field → double click the Vendor Name you want to choose.
- 9) Click the Pop Up button in from the Request Date field → double click the Request Date you want to choose
- 10) Click the **Pop Up** button ^{...} from the **Payment Term** field → double click the **Payment term** you want to choose.
- 11) Click the **Pop Up** button $\overset{\dots}{\longrightarrow}$ from the **Delivery Term** field \rightarrow double click the **Delivery Term** you want to choose.
- 12) Click the **Pop Up** button in from the **Ship Via** field → double click the **Ship Via** you want to choose.
- 13) Click the **Pop Up** button $\stackrel{\text{...}}{\longrightarrow}$ from the **Currency** field \rightarrow double click the **Currency** you want to choose.
- 14) Type Exchange Rate.
- 15) Click the **Pop Up** button $\stackrel{\text{...}}{\longrightarrow}$ from the **Buyer** field \rightarrow double click the **Buyer** you want to choose.
- 16) Type **Remarks** if required.
- 17) Click Confirm button..

Search a Purchase Order Number

Refer to Chapter 1.5 – Search Engine.

Update a Purchase Order in Master File

Steps:

- 1) To Update an existing *P/O No.*, Search **P/O No.** you want to update.
- 2) Click Update button and then amend the data.
- 3) Click Confirm button to confirm the input.

Delete a Purchase Order in Master File

Steps:

- 1) To delete an existing P/O N, use the search function to search an P/O No.you want to delete \rightarrow click Delete button.
- 2) Click **OK** button to confirm the process.

Approve a Purchase Order

Steps:

1) To approve a *Purchase Order*, use the search engine to search the P/O No. that you want to approve \rightarrow click Approval button to approve the *Purchase Order*.

b) Detail File

Add detail information in Purchase Order

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- 1) In Purchase Order, click P/O Maintenance, Click Detail
- 2) Click **Detail File**.
- 3) Click AddNew button.
- 4) Type the Non Inv, Item No, Description, UOM, Require Date, Unit Price, Req.Qty Remarks.
- 5) Click Confirm button to confirm the input.

c) Schedule

Home 2	Project	Product	Sales	Material	Purchase	Inventory 🗧	System .
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Vendor C	oda-k001			Vender N	ATTR:	Kai Sung	Papers Co.LTD
	and and			Name		Personal second	

Update schedule in Purchase Order

- 1) In Purchase Order, click P/O Maintenance
- 2) Click **Detail** \rightarrow Click **Schedule**.
- 3) The **PO Key**, **P/O No**, **Vendor Code** and other information will be auto-generated.
- 4) Click Update button.
- 5) Amend and input the information.
- 6) Click Confirm button to confirm the input.

d) Misc

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Add misc information in Purchase Order

Steps:

- 1) In Purchase Order, click P/O Maintenance.
- 2) Click Misc File.
- 3) Click AddNew button.
- 4) Type the information \rightarrow click Confirm button.

Update misc information in Purchase Order

- 1) In Purchase Order, click P/O Maintenance.
- 2) Click Misc File.
- 3) Click Update button and then amend the data.
- 4) Click Confirm button to confirm the input.

e) Approval

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Add a user who have the right to approve the P/O

- 1) In P/O Maintenance, Click Approval.
- 2) Click AddNew button.
- 3) Click the blank and type the **Approved By**, User Name, Email ID, Replace User, Replace Email, and Approval Date.
- 4) Click Confirm button to confirm the input.

6.2 P/O Approval

a) Approval

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Date Ra	nge		To		
Uper Id	SA				

Approve a transaction

- 1) In P/O Maintenance, Click P/O Approval
- 2) Input the **Date Range**, and then **click Retriever**.
- 3) The **P/O** that User who have the right to approve will be auto-generated.
- 4) Choose the **P/O** you want to approve and Tick the **Appr..**
- 5) Click Confirm button to confirm the input.

b) Unapproval

Home	😒 Project	🖏 Product	Sales	Material	Purchase
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Unapprove a transaction

- 1) In P/O Maintenance, Click P/O Approval, Click Unapproval.
- 2) Input the **Date Range**, and then **click Retriever**.
- 3) The **P/O** that User who have the right to unapprove will be auto-generated.
- 4) Choose the **P/O** you want to approve and Tick the **unAppr**.
- 5) Click Confirm button to confirm the input.

7 Enquiry

Enquiry can help to retrieve data on screen instantly according to various criteria.

7.1 Vendor Master Enquiry

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DHB-235407	工程重用的基金条件品	PC8	P00088001	÷	1	2	2812-85-18	0	
DHB-235408	王和皇外刑,把陳皇光政功法	PC8	P00088003	Τ.	1	1	2982-89-18	0	

- 1) In Enquiry, click Vendor Master Enquiry.
- 2) Click the Pop Up button from the Vendor Code field → double click the Vendor Code you want to choose.
- 3) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button.

7.2 Vendor Quotation Transaction Enquiry

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- 1) In Enquiry, click V/Q Transaction Enquiry.
- 2) Click the **Pop Up** button from the **Q/T No.** field \rightarrow double click the **Q/T No.** you want to choose.
- 3) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button.

7.3 Item Master Enquiry

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2	WHB-236410-8001	工程素利引、損素和付	1	#C	8 PEORYLES	E 2001/0718	1.	
8	MIL-DMPRR-E	由制造 参信	0.3	09	RANEOWI	2001/0422	1	
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- 1) In Enquiry, click Item Master Enquiry.
- 2) Click the **Pop Up** button in from the **Item No.** field \rightarrow double click the **Item No.** you want to choose.
- 3) Type From/To Warehouse.
- 4) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button.

7.4 Purchase Order Transaction Enquiry

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- 1) In Enquiry, click P/O Transaction Enquiry.
- 2) Click the **Pop Up** button in from the **P/O No.** field \rightarrow double click the **P/O No.** you want to choose.
- 3) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button.
7.5 Category Master Enquiry

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- 1) In Enquiry, click Category Master Enquiry.
- 2) Click the **Pop Up** button $\stackrel{\dots}{\longrightarrow}$ from the **Category Code** field \rightarrow double click the **Category Code** you want to choose.
- 3) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button.

7.6 Purchasing Order Enquiry



- 1) In Enquiry, click P/O Enquiry.
- 2) Click the **Pop Up** button \cdots from the **Item No.** field \rightarrow double click the **Item No.** you want to choose.
- 3) Type **From/To Warehouse**.
- 4) Select **Options** from the **Pull Down** menu \rightarrow click **Search** button

8 Report

All the reports in the Purchase Management Module can be:

- 1. Enquired
- 2. Retrieved
- 3. Previewed
- 4. Text Searched
- 5. Printed/Faxed/E-mailed
- 6. Exported

The following are the list of reports in the Purchase Management Module:

- a) Master File List
- b) Material Costing Report
- c) Purchase Order Status Report
- d) O/S Purchase Order Report
- e) Purchase Analysis Chart
- f) Purchase Analysis Report
- g) Planned Purchase Order Report
- h) Mail Alert
- i) P/O Information Report

a) Master File List

Steps:

- 1) In Report, click Master File List.
- 2) Click on the Master File Report you want to choose.
- 3) Enter the From/To Range of the Code
- 4) Click Preview button to preview and/or print the report.

b) Material Costing Report

Steps:

- 1) In Report, click Material Costing List.
- 3) Type **From/To Category** or click **Pop Up** button ... to choose the *Category Code*.
- 4) Click **Preview** button to preview and/or print the report.

c) Purchase Order Status Report

- 1) In Report, click P/O Status Report.
- Type From/To Project No., Item No., P/O Date, P/O No., Vendor Code and/or
 Buyer Code or click Pop Up button to choose.
- 3) Select **Options** from the **Pull Down Menu**.
- 4) Select **Printing Sequence** from the **Pull Down Menu**.

5) Click **Preview** button to preview and/or print the report.

d) O/S Purchase Order Report

Steps:

- 1) In Report File, click O/S Purchase Order Report.
- 2) Type From/To Assembly No., Category, Item No., Require Date, P/O No., P/R No.,

Buyer Code, Vendor Code and/or **Company Code** or click **Pop Up** button ^{...} to choose.

- 3) Select **Options** from the **Pull Down Menu**.
- 4) Select **Printing Sequence** from the **Pull Down Menu**.
- 5) Click **Preview** button to preview and/or print the report.

e) Planned Purchase Order Report

Steps:

- 1) In Report, click Planned Purchase Order Report
- 2) Choose the Criteria that you want to show.
- 3) Click **Preview** button to preview and/or print the report.

f) Purchase Analysis Chart

- 1) In Report, click Purchase Analysis Chart
- 2) Choose the Criteria that you want to show.
- 3) Click **Preview** button to preview and/or print the report.

g) Purchase Analysis Report

Steps:

- 1) In **Report**, click **Purchase Analysis Report**
- 2) Choose the Criteria that you want to show.
- 3) Click Preview button to preview and/or print the report.

h) Mail Alert

Steps:

- 1) In **Report**, click **Mail Alert**
- 2) Choose the Criteria that you want to show.
- 3) Click **Preview** button to preview and/or print the report.

i) P/O Information Report

- 1) In Report, click P/O Information Report
- 2) Choose the Criteria that you want to show.
- 3) Click **Preview** button to preview and/or print the report.

9 Number Prefix

a) Purchase Order Prefix / Planned P/O Prefix

Create a new Purchase Order Prefix

Steps:

- 1) In Number Prefix, click P/O Prefix(or Planned P/O Prefix)
- 2) Click AddNew button.
- 3) Type Prefix, Prefix Description and Initial No.
- 4) If you want to set the **Prefix** as default prefix, select **Default Prefix**.
- 5) Click Confirm button to confirm the input.

Update a Prefix

Steps:

- 1) To Update an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to update. (or use the search function to search a *Prefix*)
- 2) Click Update button and then amend the data.
- 3) Click Confirm button to confirm the input.

Delete a Prefix

- To delete an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to delete. . (or use the search function to search a *Prefix*)
- 2) Click OK button to confirm the process.

10 General Ledger Interface

10.1 G/L Interface

- 1) In G/L Interface, click G/L Interface.
- 2) Type From/To Transaction Date.
- 3) You can see the **File on Server Location** is displayed automatically..
- 4) Click **Confirm** button to generate the exported file.

10.2 Vendor Invoice Prefix

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Create a new Vendor Invoice Prefix

- 1) In G/L Interface, click Vendor Invoice Prefix
- 2) Click AddNew button.
- 3) Type **Prefix**, **Prefix Description** and **Initial No.**
- 4) Click Confirm button to confirm the input.

10.3 Vendor Invoice

a) Main Tab



Create a new Vendor Invoice

- 1) In G/L Interface, click Vendor Invoice
- 2) Click AddNew button.
- 3) Select the **Prefix Code**, **Company Code**, **Vendor Code**, **Vendor Invoice**, **Account Code**, **Payment Term**, and **Currency**.
- 4) Type the Amount.
- 5) Select the dates of **Invoice Date, Tran. Date**, and **Due Date.**
- 6) Click Confirm button to confirm the input.

b) Detail Tab

Update Detail in the Vendor Invoice

Steps:

- 1) In G/L Interface, click Vendor Invoice, go to Detail Tab
- 2) Click AddNew button.
- 3) Select the **GRN Code.**
- 4) Click Confirm button to confirm the input.
- 5) To add another GRN record, repeat steps 2)-4).

c) Misc. Charge

Add Misc. Charge for the Vendor Invoice

- 1) In G/L Interface, click Vendor Invoice, go to Misc. Charge Tab
- 2) Click AddNew button.
- 3) Type the **Description, Total Amount** and **Account Code**.
- 4) Click Confirm button to confirm the input.
- 5) To add another Misc. Charge, repeat steps 2)-4).