i **-Global System**

Purchase Management Module User Manual

环宇资讯方案有限公司
i-Global Solutions Limited

***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.

This manual is organized as follows:

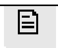
Section	**Description**
Chapter 1	System Overview: Overviews on the Purchase Management Module, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Vendor Quotation: Mentions how to effectively manage Vendor Quotation.
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.

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 → Option Name For example, “Type → Create”

Icon Function

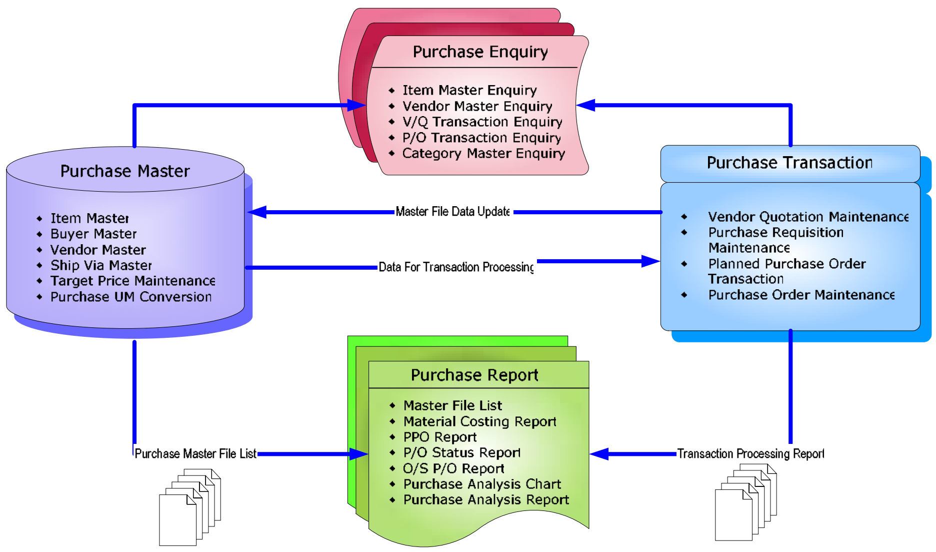
Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New	AddNew	To add a new entry.
Approval	Approval	To approve a transaction process.
Cancel	✕	To end current process.
Cancel	Cancel	To cancel an entry.
Confirm	Confirm	To confirm 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

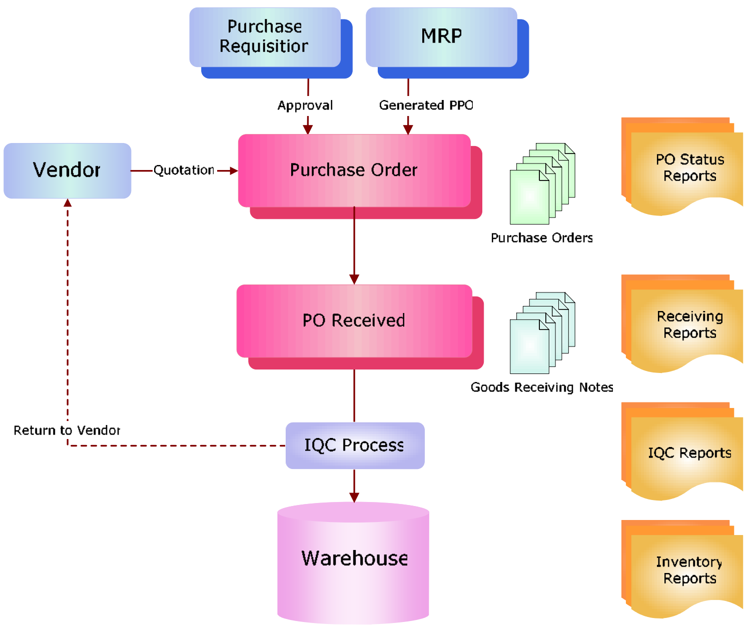
A purchase order is a formal authorization to purchase material from a vendor or supplier. A purchase order:

- 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.



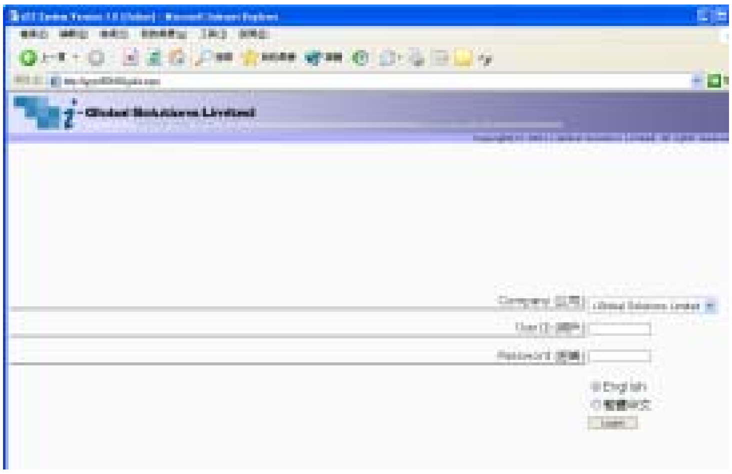
1.3 Terminology

Terms and meanings of purchase management are described as follows:

Terms	**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.

Terms	**Definitions**
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

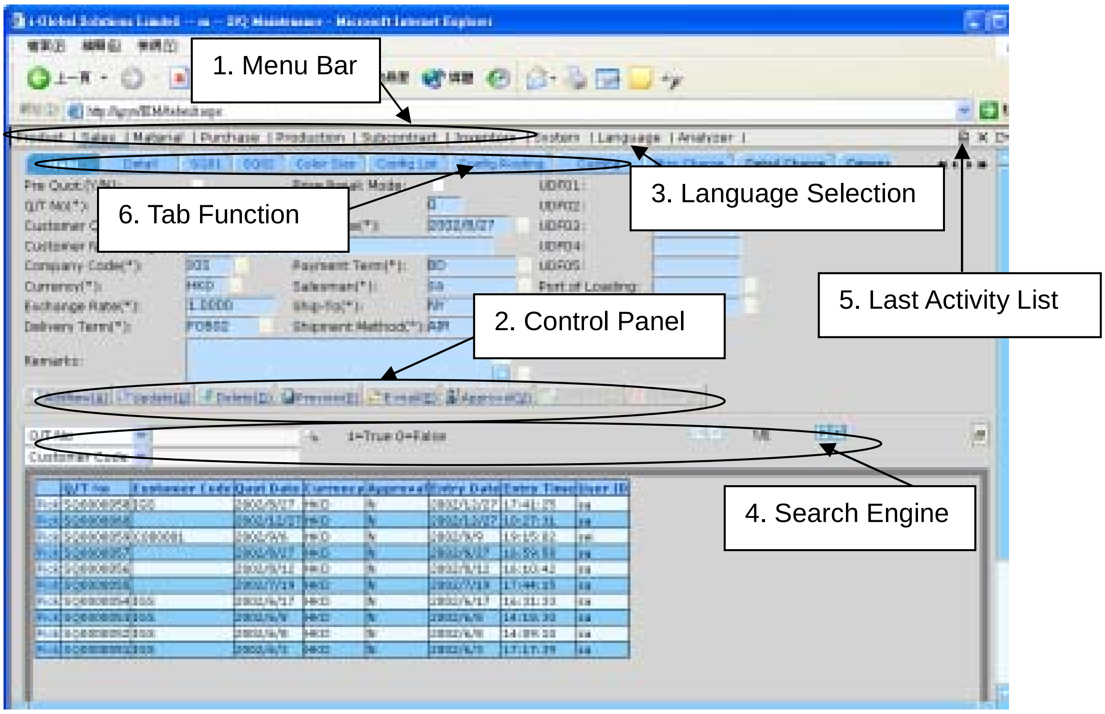


Steps:

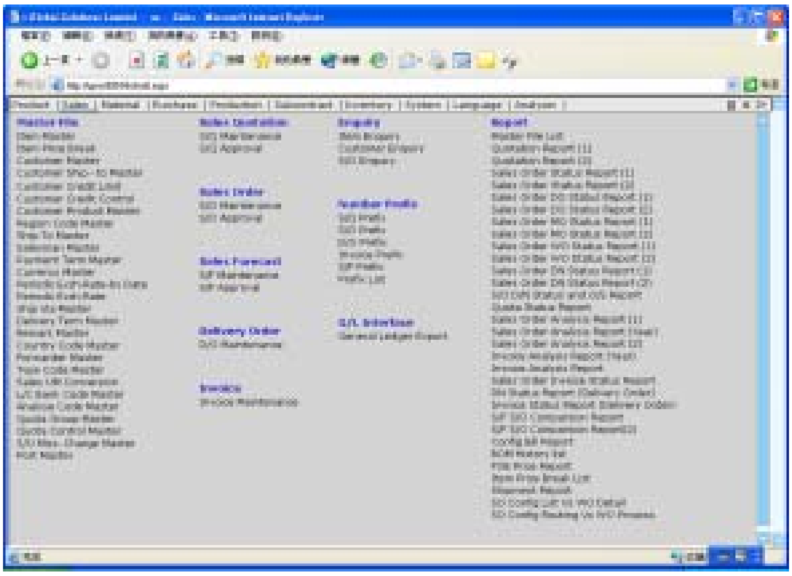
1) Double click the System icon from the folder.
2) After the Login Screen is displayed, input your **User ID** and **Password**
3) Press **<Enter>**

1.5 Workspace Components

Eg. Screen of Sales Quotation

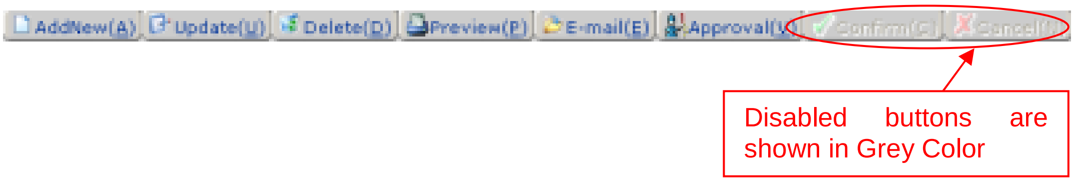


1. Menu Bar



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



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

2) 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

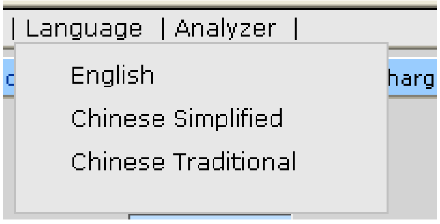
Steps:

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, multi-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:

Steps:

1) Select a **Field** from the **Pull Down** menu→ type the search criteria.

2) Click **Search** button.

Method 2:

Step:

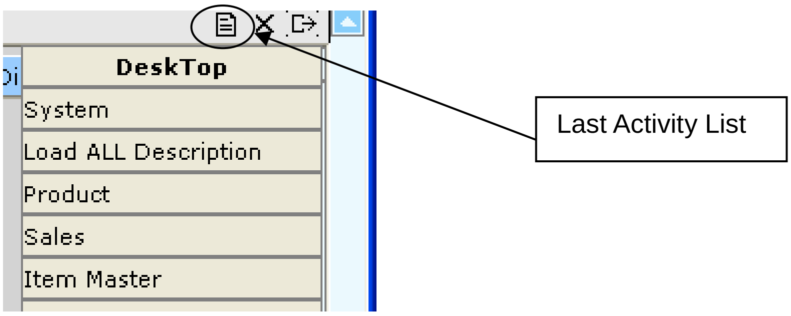
1) Click **the first page** button to find the records in the first page of the *Table*; or

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*

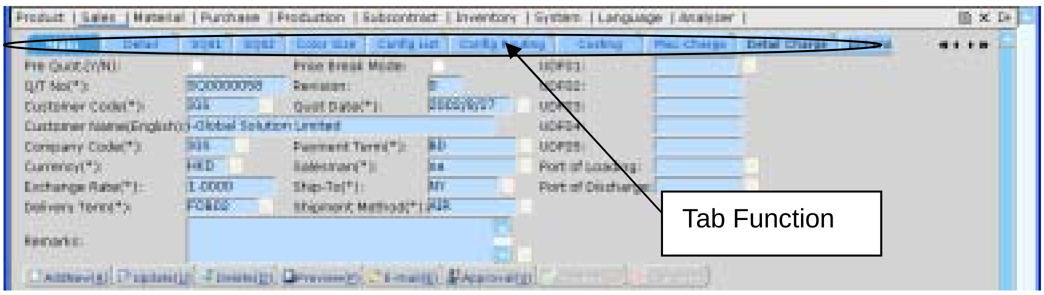
4) Click **the last page** button to find the record in the last page of the *Table.*

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

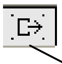


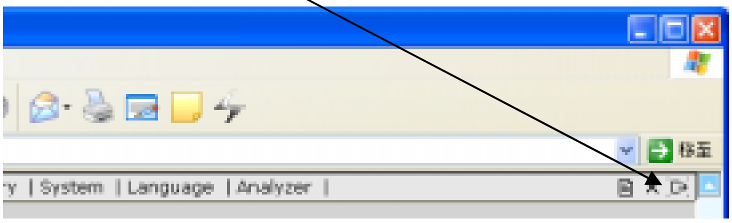
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

1.6 System Logout

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

Steps:

1) At Menu Bar, Click  button to logout 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

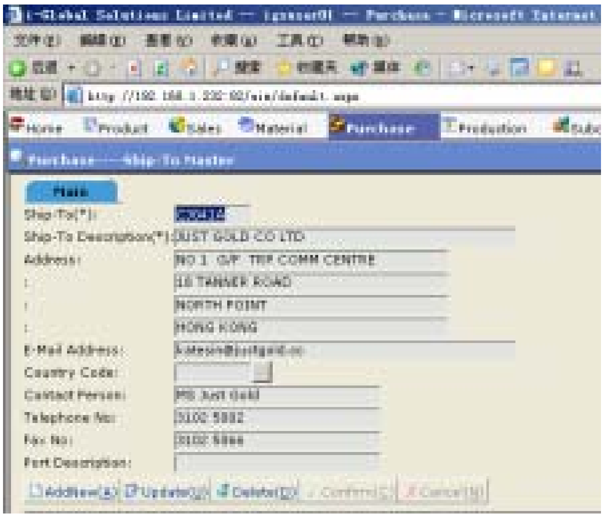
When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use **<Alt- character key in ( )>** to access the command Button. Click the Command Button “AddNew(A)” (or press <**Alt-A**>) to return the System into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

Examples:

Functions	**Keys**
AddNew(A)	**<Alt-A>**
Update(U)	**<Alt-U>**
Delete(D)	**<Alt-D>**
Confirm(C)	**<Alt-C>**
Cancel(N)	**<Alt-N>**

2 Master File

2.1 Ship-To Master



Create a new Ship-To

Steps:

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

Create a new Buyer

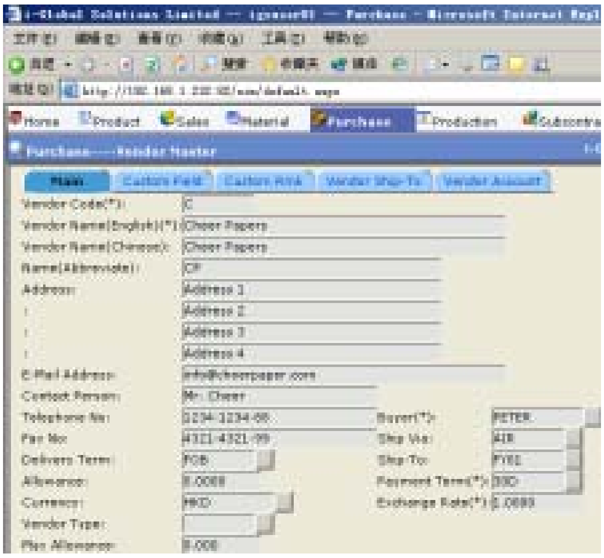
Steps:

1) In **Master File**, click **Buyer Master**

2) Click AddNew button.

3) Type **Buyer** and **Buyer Name** with **E-mail Address** → click Confirm.

2.3 Vendor Master



Create a new Vendor

Steps:

1) In **Master File**, click **Vendor Master**.--> Click AddNew button.
2) 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*.
3) 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 … from the **Currency** field → 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

Create a new Vendor Item No.

Steps:

1) In **Master File**, click **Vendor Item Master**.

2) Click AddNew button.

3) Click the **Pop Up** button ... from the **Vendor Code** field → double click the **Vendor Code** you want to choose

4) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose.

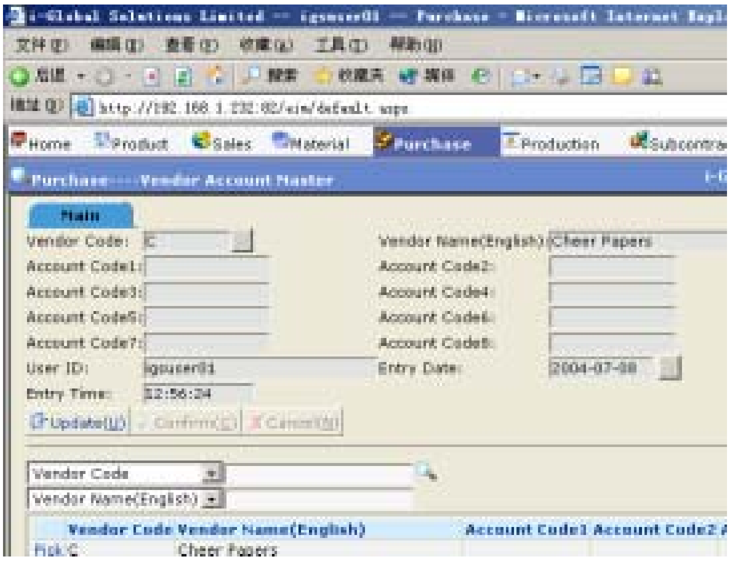
5) Type **Vendor Item No, Item Description,**

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

Steps:

1) In **Master File**, click **Vendor Account Master**.

2) Click AddNew button.

3) Click the **Pop Up** button ... 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

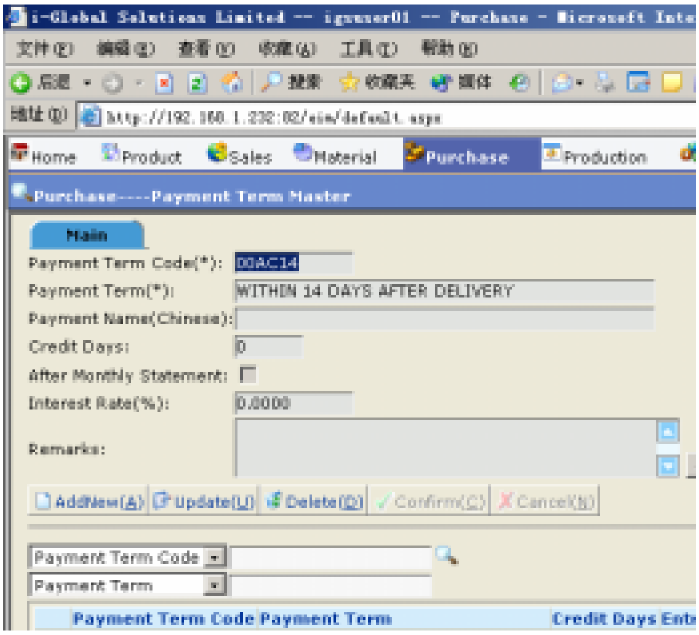
Vendor Ship To Master is set up in case that there are more than one Ship-To for a Vendor. Once a Vendor Ship-To is setup, record update is not allowed.

Create a new Vendor Ship-To

Steps:

1) In **Master File**, click **Vendor Ship-To Master**.
2) Click AddNew button.
3) Click the **Pop Up** button ... 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



Create a new Payment Term

Steps:

1) In **Master File**, click **Payment Term Master**.

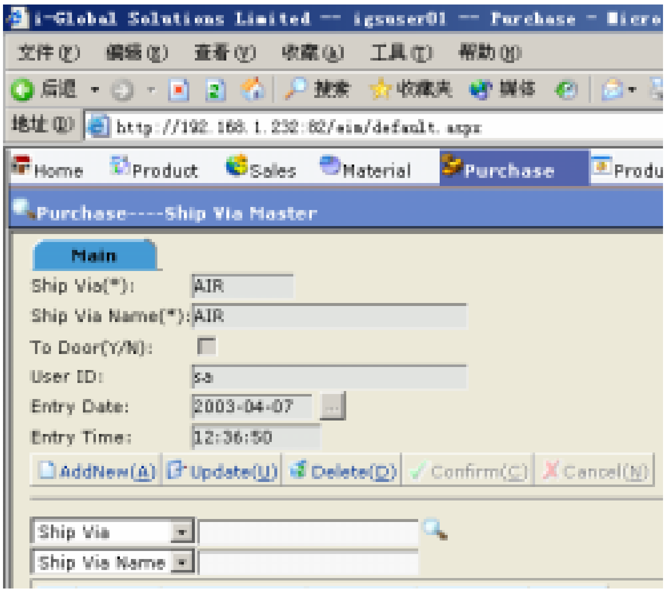
2) Click AddNew button.

3) Type **Payment Term Code**, **Payment Term Description** and **Credit Days**.

4) Tick **After Monthly Statement** if applicable

5) Optionally, input other information→ click Confirm button.

2.8 Ship Via Master



Create a new Ship Via

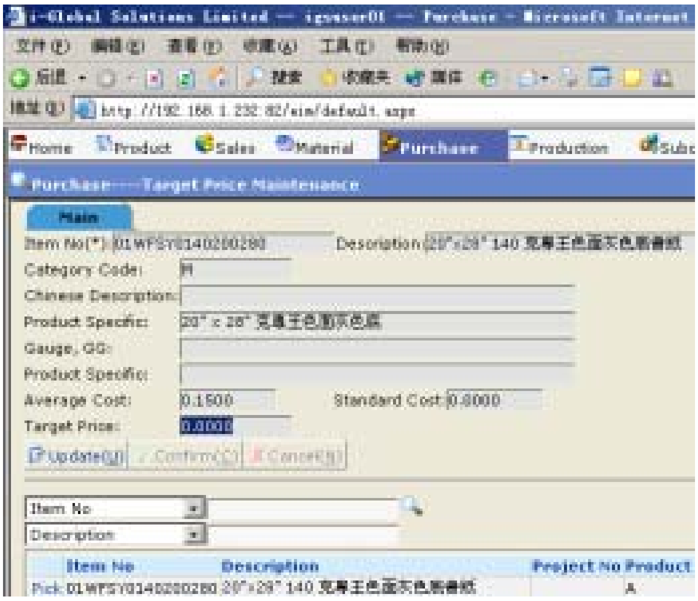
Steps:

1) In **Master File**, click **Ship Via Master**.

2) Click AddNew button.

3) Type **Ship Via** and **Ship Via Name** → click Confirm button.

2.9 Target Price Maintenance

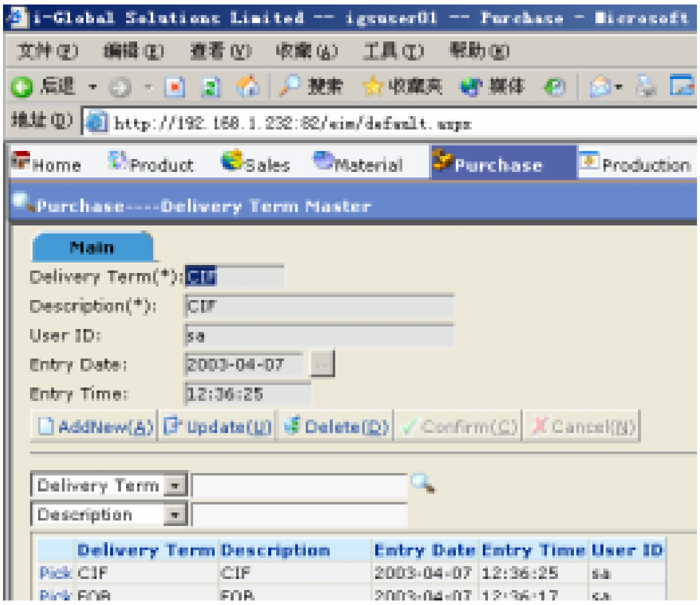


Update the Target Price

Steps:

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



Create a new Delivery Term

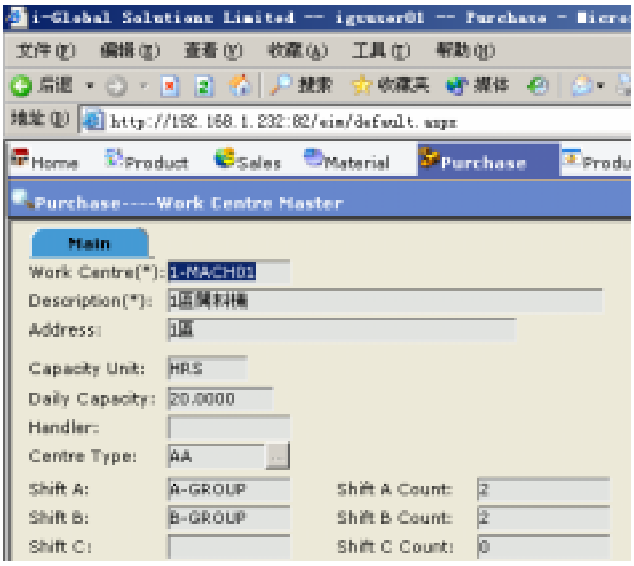
Steps:

1) In **Master File**, click **Delivery Term Master**.

2) Click AddNew button.

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

2.11 Work Centre Master



Create a new Work Centre

Steps:

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**.

4) 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

Update an Item Number

Steps:

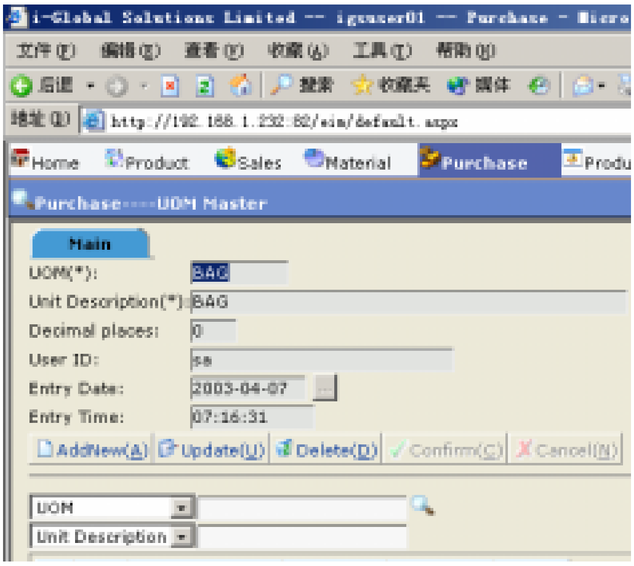
1) In **Master File**, click **Item Master**.

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

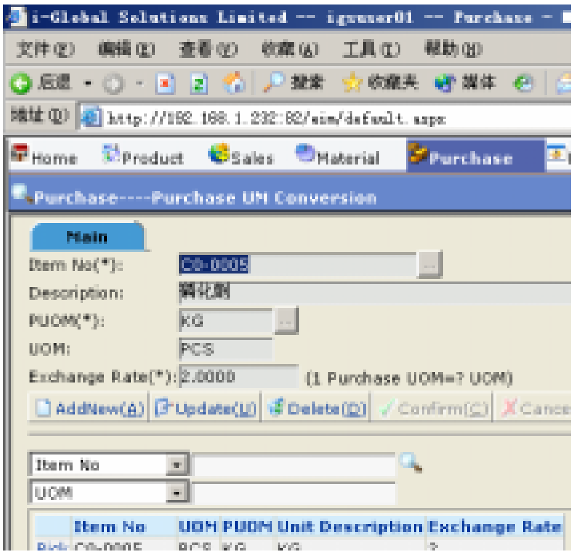


Create a new Unit Of Measurement

Steps:

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



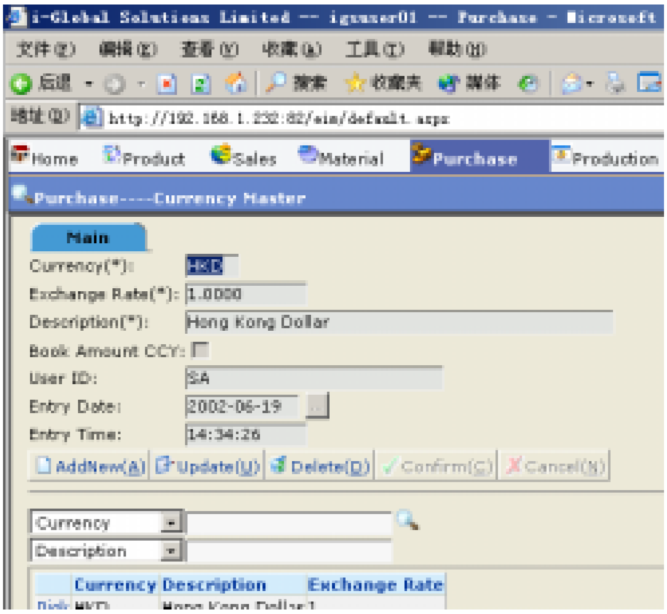
First of all, you need to read an *Item Number* before you create, update or delete a *PUOM* of the selected *Item Number.*

Create a new PUOM

Steps:

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

2.15 Currency Master



Create a new Currency

Steps:

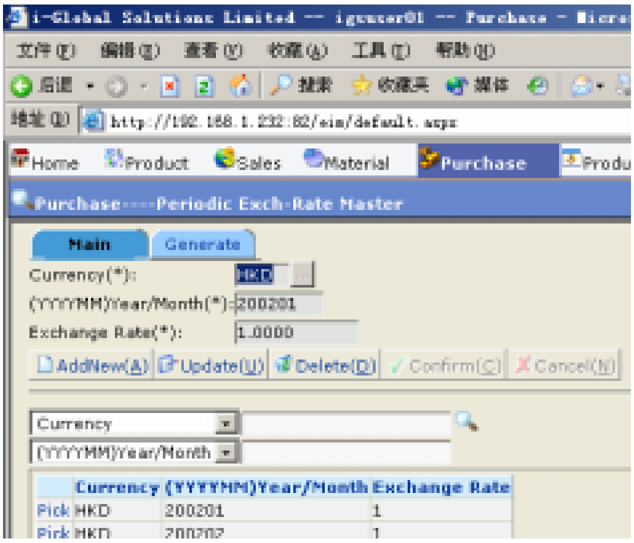
1) In **Master File**, click **Currency Master**.

2) Click AddNew button.

3) Type **Currency, Exchange Rate** and **Description**.

4) Click Confirm button.

2.16 Periodic Exchange Rate Master



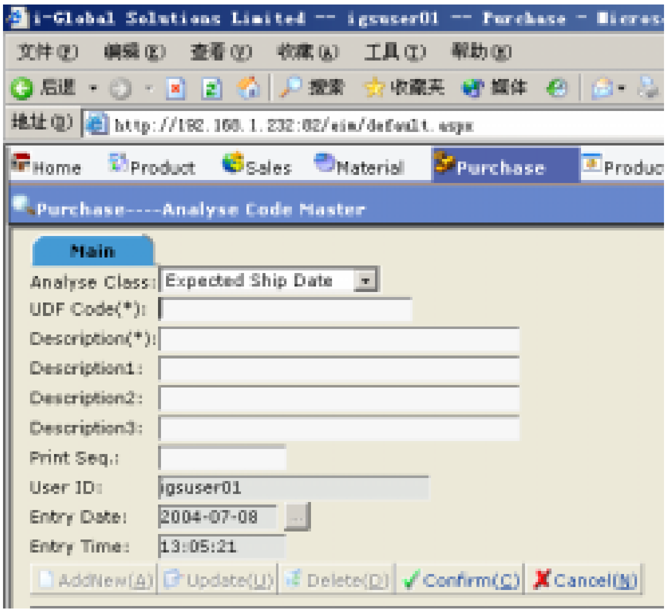
First of all, you need to create a *Currency* before you create, update or delete a *Periodic Exchange Rate* of the selected *Currency*.

Create a new Period Exch-Rate

Steps:

1) In **Master File**, click **Periodic Exch-Rate Master**.
2) Click AddNew button.
3) Click the **Pop Up** button ... 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



Create a new analyse code

Steps:

1) In **Master file**, click **Analyse Code Master**.

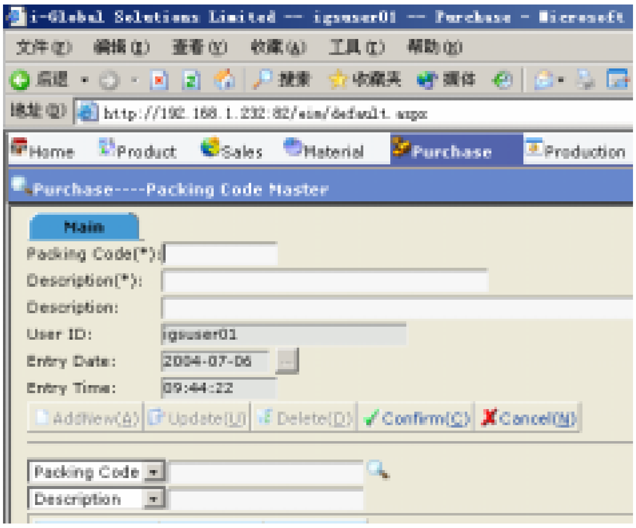
2) Click AddNew button.

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

Steps:

6) In **Master file**, click **Packing Code Master**.

7) Click AddNew button.

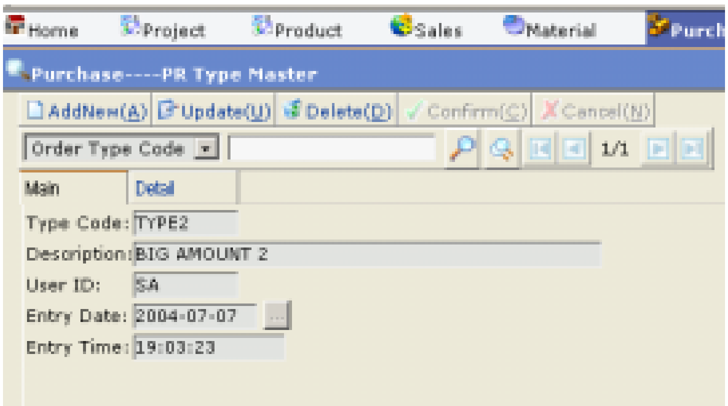
8) Type **Packing Code** and **Description**.

9) Select **Analyse Class** from the Pull Down Menu.

10) Click Confirm button.

2.19 PR Type Master

a) Main



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

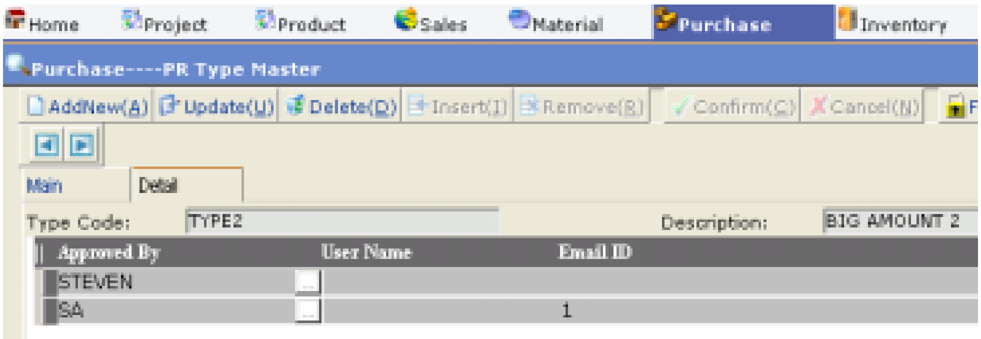
Steps:

1) In **Master File**, click **PR Type Master.**

2) Click **Update** button.

3) Amend the data→ click Confirm button.

b) Detail



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

Steps:

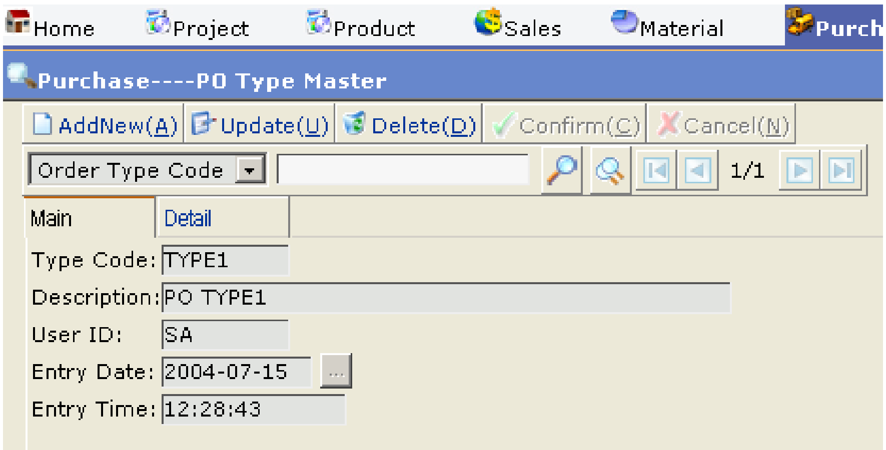
4) In **Master File**, click **PR Type Master.** Click **Detail.**

5) Click **Update** button.

6) Amend the data→ click Confirm button.

2.20 PO Type Master

a) Main



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

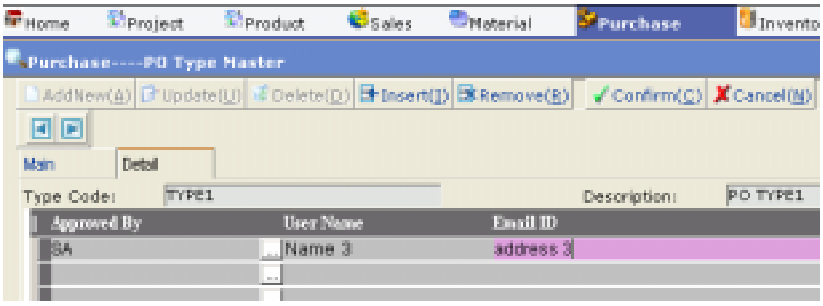
Steps:

1) In **Master File**, click **PO Type Master.**

2) Click **Update** button.

3) Amend the data→ click Confirm button.

b) Detail



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

Steps:

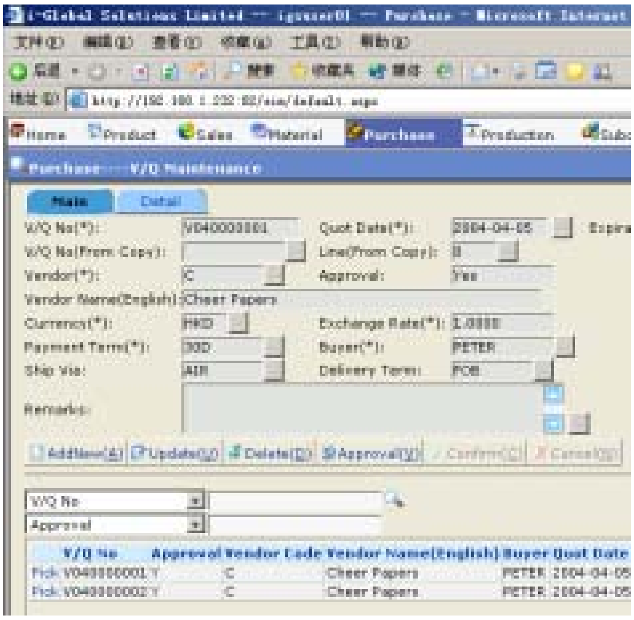
1) In **Master File**, click **PO Type Master.** Click **Detail.**

2) Click **Update** button.

3) Amend the data→ click Confirm button.

3 Vendor Quotation

3.1 Vendor Quotation Maintenance



a) Master File

Create a new Q/T No. in Master File

Steps:

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)

4) Click the **Pop Up** button ... from the **Vendor Code** field → double click the **Vendor Code** you want to choose.

5) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose.

6) Type the **Exchange Rate**.

7) Click the **Pop Up** button ... from the **Payment Term** field → double click the **Payment Term** you want to choose.

8) Click the **Pop Up** button ... from the **Buyer** field → double click the **Buyer** you want to choose.

9) Click the **Pop Up** button ... from the **Ship Via** field → 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.

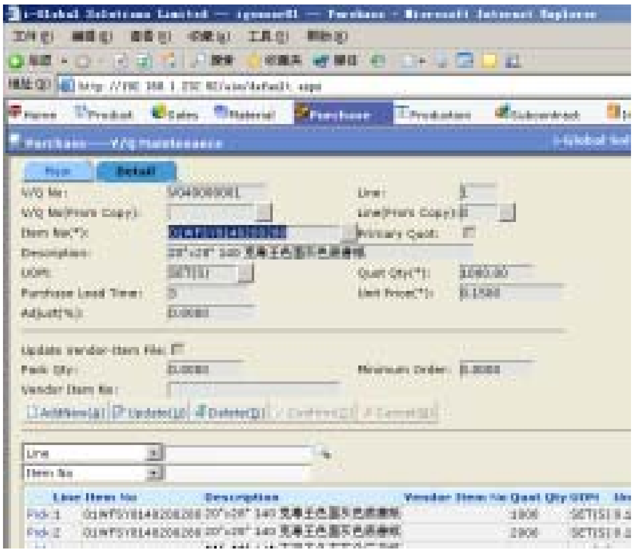
12) Click Confirm button.

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 → click Approval button to approve the *Vendor Quotation.*

b) Detail File



Add 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 AddNew button.
5) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose.
6) Click the **Pop Up** button ... from the **UOM** field → 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

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 delete → 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

Create a new Purchase Requisition in Master File

Steps:

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 ... from the **Type** field → double click the **Type** you want to choose.

5) Click the **Pop Up** button ... from the **Status** field → double click the **Status** you want to choose.

6) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose.

7) Click the **Pop Up** button ... from the **Buyer** field → double click the **Buyer** you want to choose.

8) 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 → click Delete button.

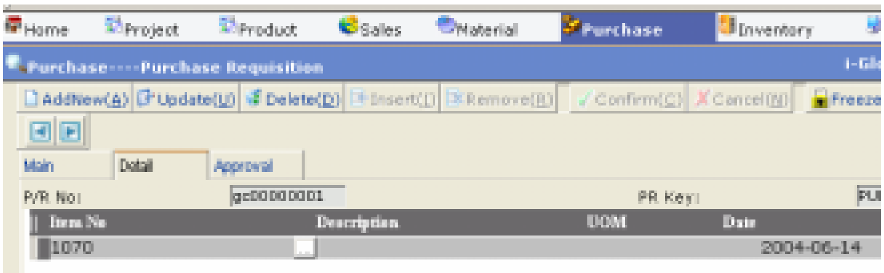
2) Click **OK** button to confirm the process.

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 → click Preview button to print the *Purchase Requisition*.

b) Detail



Create a new record in Detail

Steps:

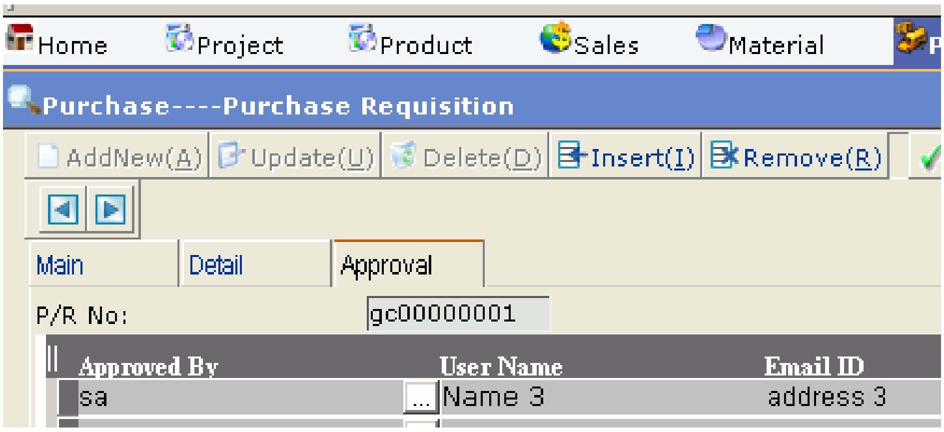
1) In **P/R Maintenance,** Click **Detail.**

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



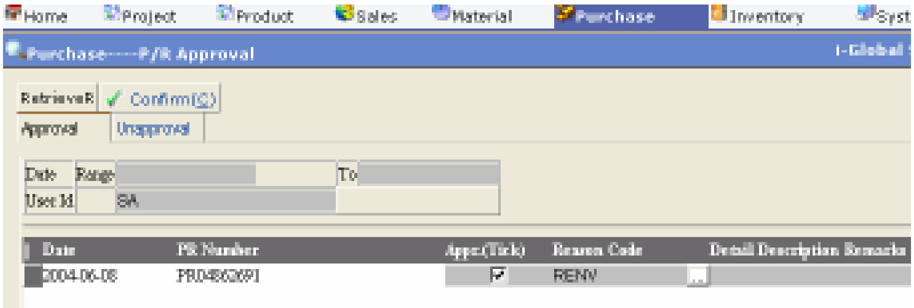
Add a user who have the right to approve the P/R

Steps:

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



Approve a transaction

Steps:

1) In **P/R Maintenance,** Click **P/R Approval**

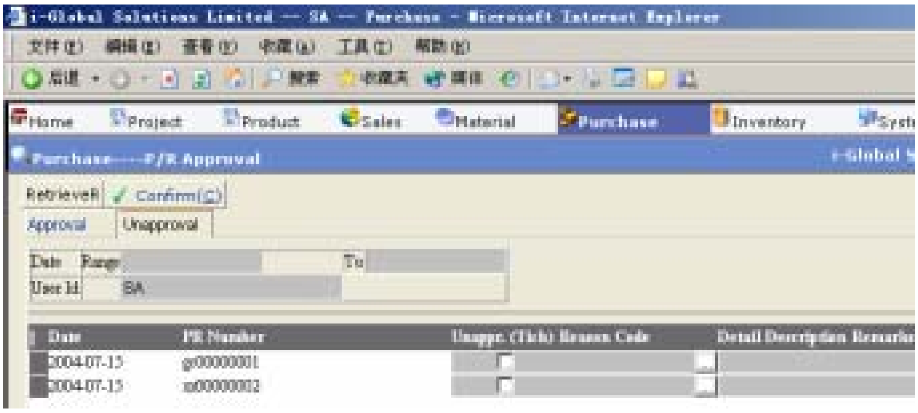
2) Input the **Date Range,** and then **click Retrieve.**

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



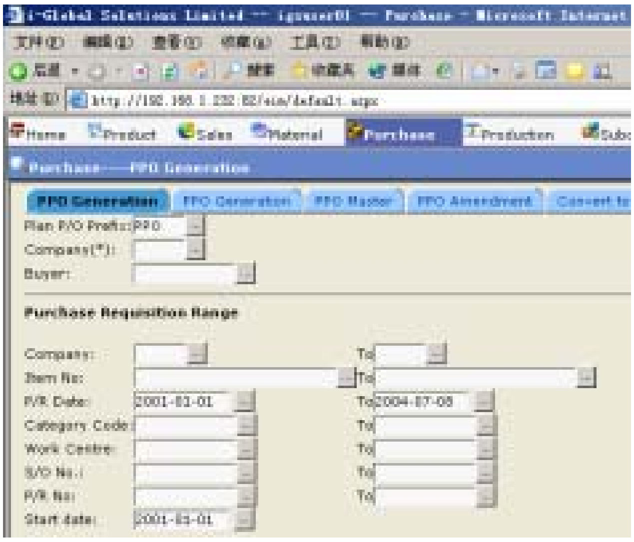
Unapprove a transaction

Steps:

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

Steps:

1) In **Planned Purchase Order**, click **PPO Generation**.

2) Click the **Pop Up** button ... from the **PPO No.** field → 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 ... from the **Buyer** field → double click the **Buyer** you want to choose.

5) Select the **Range** based on the following criteria:

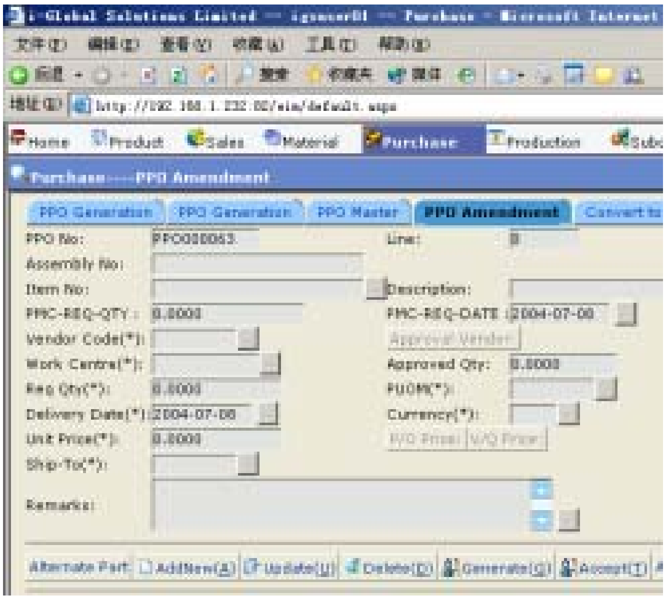
Company Code Range	Work Centre Range
Item No. Range	Sales Order No. Range
P/R Date Range	P/R No. Range

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

Steps:

1) In **Planned Purchase Order**, click **PPO Amendment**.

2) Click the **Pop Up** button ... from the **PPO No.** field → double click the **PPO No.** you want to choose

3) Click the **Pop Up** button ... from the **PPO No.** field → double click the **PPO No.** you want to choose → click **Read** button.

Accept Detail Information of PPO

Steps:

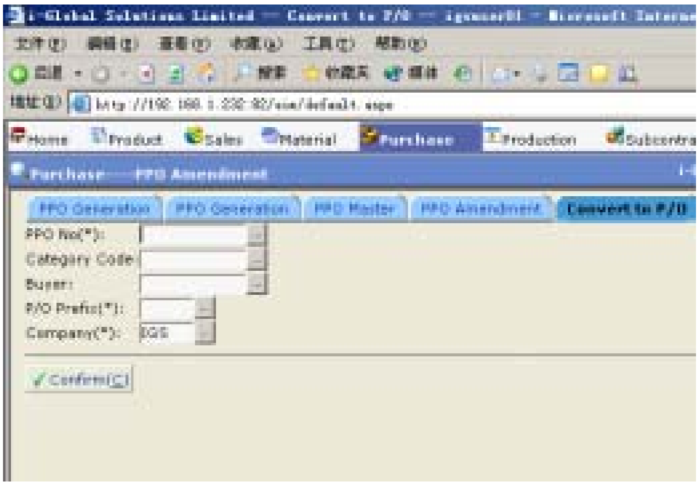
1) After you read the *PPO*, click the **Pick** button on the left of the *Line* you want to choose.
2) Click Accept button.

Abort Detail Information of PPO

Steps:

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



Steps:

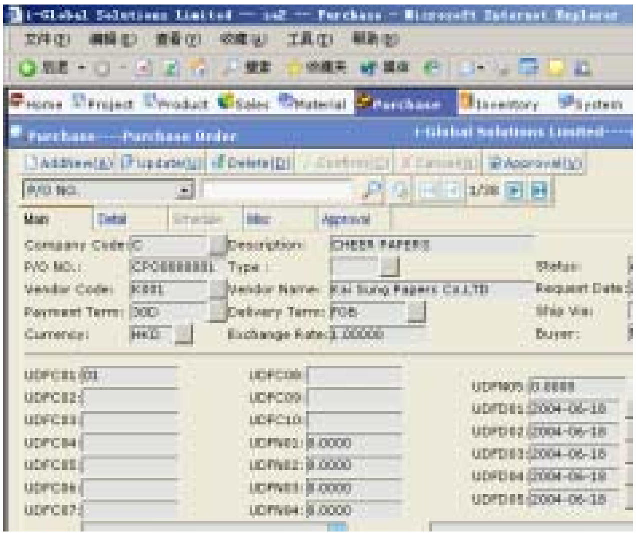
1) Click the **Pop Up** button ... from the **PPO No.** field → double click the **PPO No.** you want to choose.

2) Click the **Pop Up** button ... from the **P/O Prefix** field → 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



a) Master File

Create a Purchase Order in Master File

Steps:

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 ... from the **Type** field → double click the **Type** you want to choose.

6) Click the **Pop Up** button ... from the **Status** field → double click the **Status** you want to choose.

7) Click the **Pop Up** button ... from the **Vendor Code** field → double click the **Vendor Code** you want to choose

8) Click the **Pop Up** button ... from the **Vendor Name** field → double click the **Vendor Name** you want to choose.

9) Click the **Pop Up** button ... 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 ... from the **Delivery Term** field → double click the **Delivery Term** you want to choose.

12) Click the **Pop Up** button ... from the **Ship Via** field → double click the **Ship Via** you want to choose.

13) Click the **Pop Up** button ... from the **Currency** field → double click the **Currency** you want to choose.

14) Type **Exchange Rate.**

15) Click the **Pop Up** button ... from the **Buyer** field → 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 → click Delete button.
2) Click **OK** button to confirm the process.

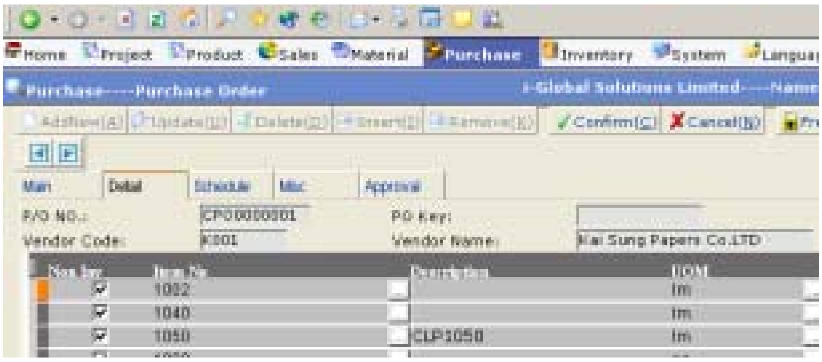
Approve a Purchase Order

Steps:

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

b) Detail File

Add detail information in Purchase Order



Steps:

1) In **Purchase Order**, click **P/O Maintenance**, Click **Detail**

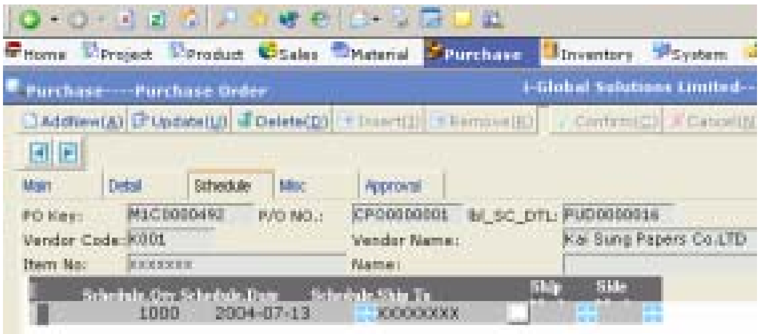
2) Click **Detail File**.

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

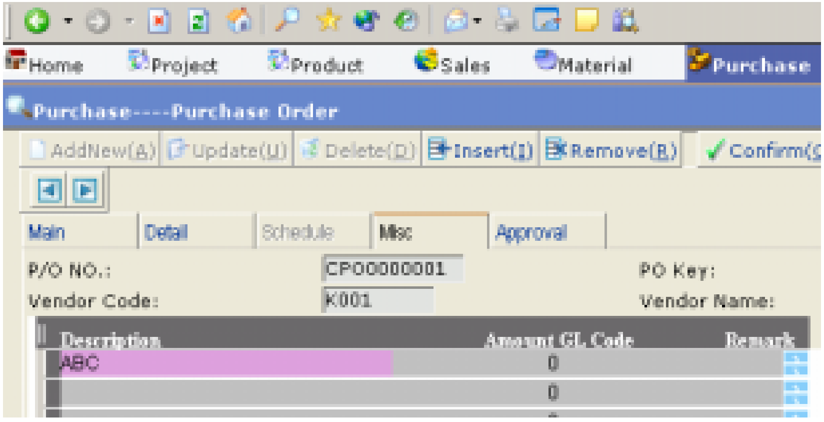


Update schedule in Purchase Order

Steps:

1) In **Purchase Order**, click **P/O Maintenance**
2) Click **Detail**→ 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



Add misc information in Purchase Order

Steps:

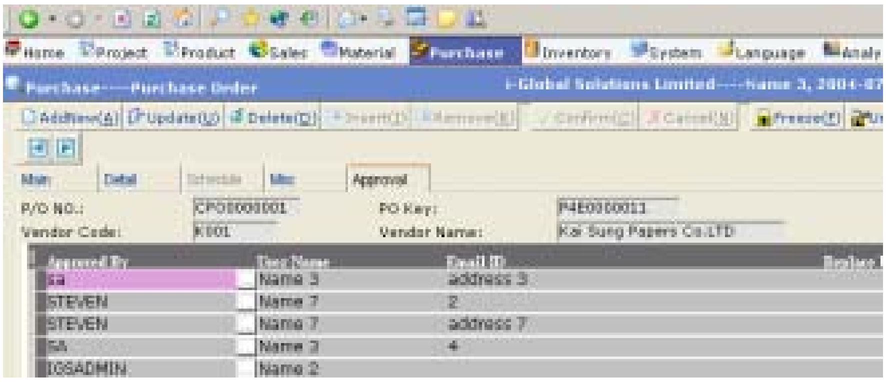
1) In **Purchase Order**, click **P/O Maintenance**.
2) Click **Misc File**.
3) Click AddNew button.
4) Type the information → click Confirm button.

Update misc information in Purchase Order

Steps:

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



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

Steps:

1) In **P/O Maintenance,** Click **Approval.**

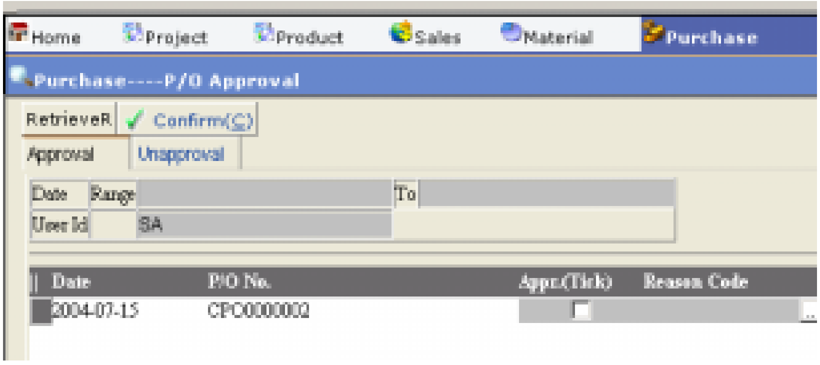
2) Click AddNew button.

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



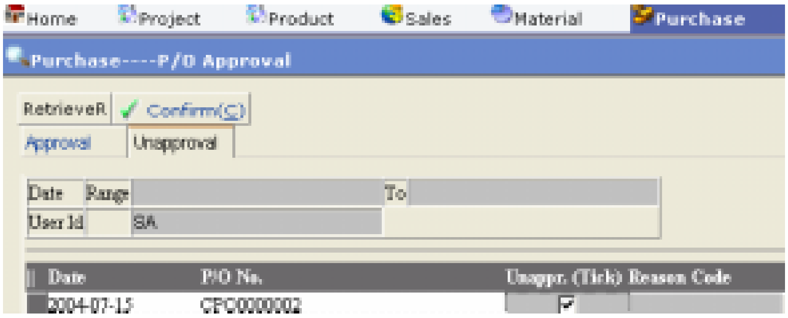
Approve a transaction

Steps:

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 

button to confirm the input.

b) Unapproval



Unapprove a transaction

Steps:

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.**

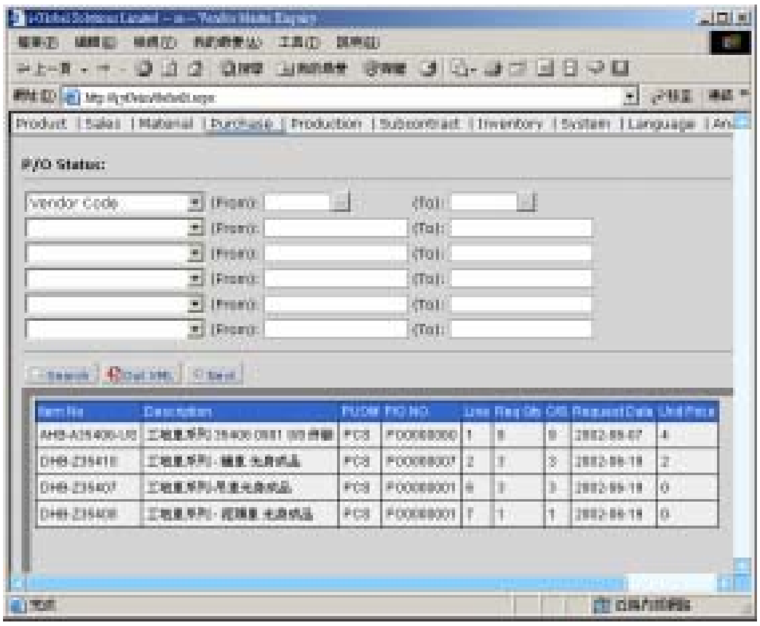
5) Click 

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



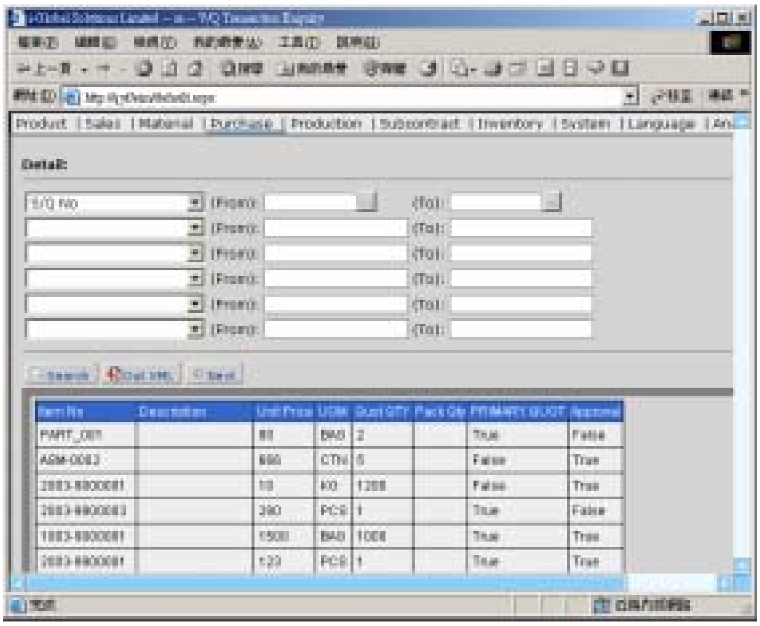
Steps:

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 → click **Search** button.

7.2 Vendor Quotation Transaction Enquiry



Steps:

1) In **Enquiry**, click **V/Q Transaction Enquiry.**

2) Click the **Pop Up** button from the **Q/T No.** field → double click the **Q/T No.** you want to choose.

3) Select **Options** from the **Pull Down** menu → click **Search** button.

7.3 Item Master Enquiry

Steps:

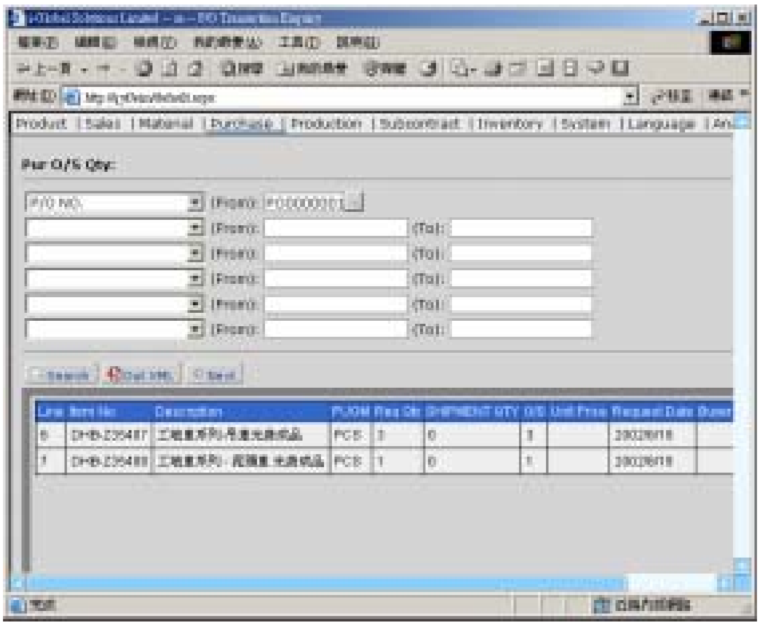
1) In **Enquiry**, click **Item Master Enquiry.**

2) Click the **Pop Up** button from the **Item No.** field → double click the **Item No.** you want to choose.

3) Type **From/To Warehouse**.

4) Select **Options** from the **Pull Down** menu → click **Search** button.

7.4 Purchase Order Transaction Enquiry



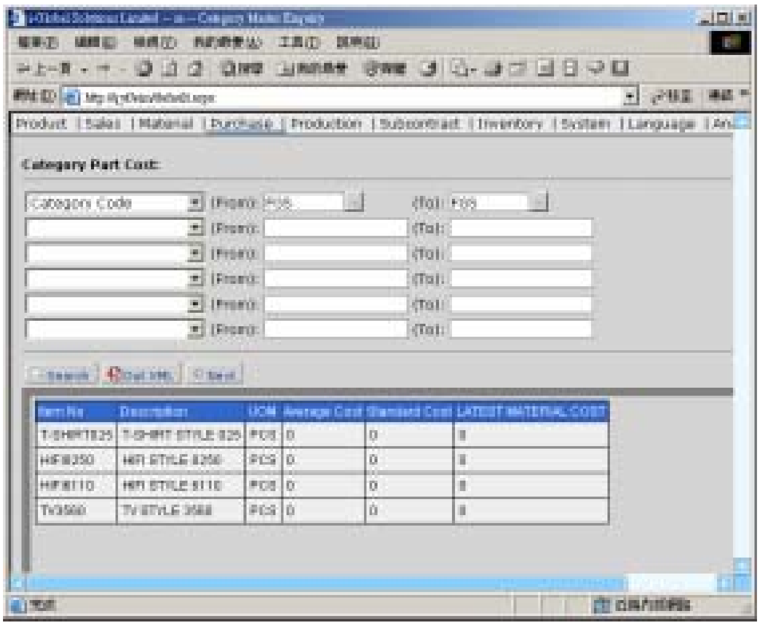
Steps:

1) In **Enquiry**, click **P/O Transaction Enquiry.**

2) Click the **Pop Up** button ... from the **P/O No.** field → double click the **P/O No.** you want to choose.

3) Select **Options** from the **Pull Down** menu → click **Search** button.

7.5 Category Master Enquiry



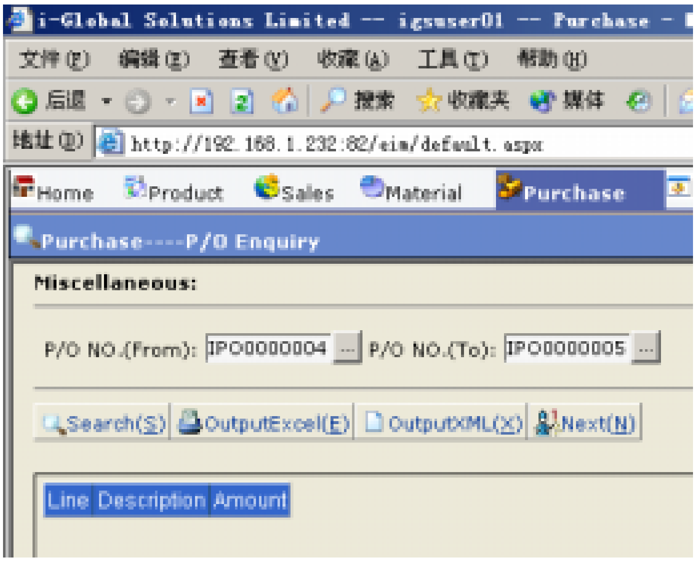
Steps:

1) In **Enquiry**, click **Category Master Enquiry.**

2) Click the **Pop Up** button from the **Category Code** field → double click the **Category Code** you want to choose.

3) Select **Options** from the **Pull Down** menu → click **Search** button.

7.6 Purchasing Order Enquiry



Steps:

1) In **Enquiry**, click **P/O Enquiry.**

2) Click the **Pop Up** button from the **Item No.** field → double click the **Item No.** you want to choose.

3) Type **From/To Warehouse**.

4) Select **Options** from the **Pull Down** menu → 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**.
2) Type **From/To Item No.** or click **Pop Up** button ... .to choose the *Item No*.
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

Steps:

1) In **Report**, click **P/O Status Report**.
2) 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

Steps:

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

Steps:

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.

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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

Steps:

1) 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

Steps:

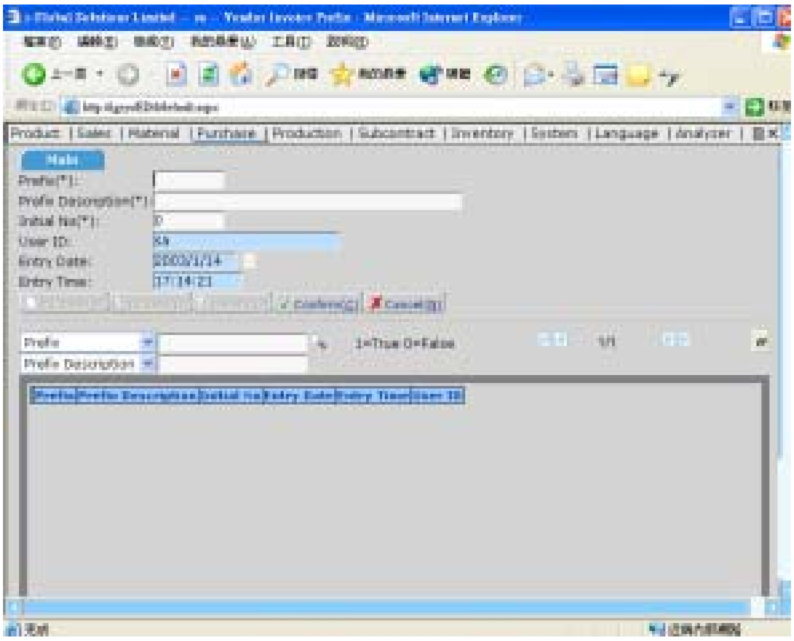
1) In **G/L Interface**, click **G/L Interface**.

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



Create a new Vendor Invoice Prefix

Steps:

1) In **G/L Interface**, click **Vendor Invoice Prefix**

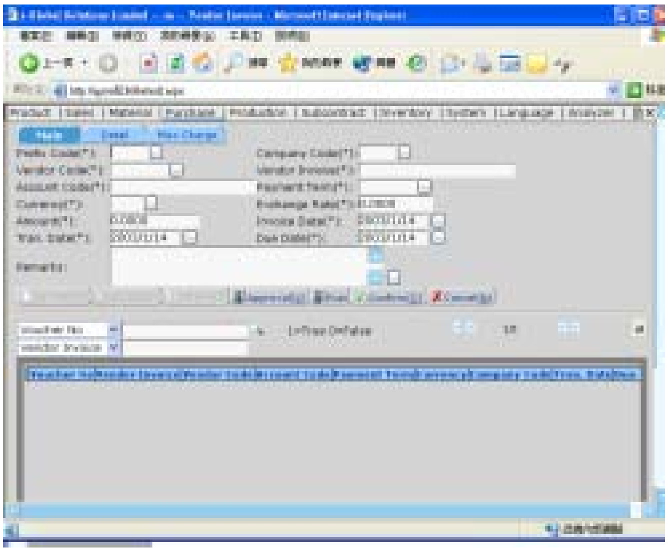
2) Click AddNew button.

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

Steps:

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

Steps:

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).