User Guide

Module PURCHASE - RECEPTION v2.0

ECONOMIX Solutions

Introduction to the module

The module « PURCHASE – RECEPTION » is designed to answer your needs in the management of your purchases and receptions. This tool allows you to manage completely the activities related to your purchase orders:

- The creation of purchase orders
- The management of the product reception

Module PURCHASE - RECEPTION

Training plan

Module PURCHASE - RECEPTION

Creating a purchase order

1. Click the menu **Stocks**
2. Click **Purchases – Receptions**
3. Click the field **Supplier**
4. To select an existing supplier, click the desired supplier among the list beforehand defined in the module Supplier
5. Click the field **Customer**
6. To select an existing customer, click the desired customer among the list beforehand defined in the module Customer

NOTE For purchase orders, the customer is usually the user of the system because he orders for his own needs. However, it is possible to make purchase orders for a private individual (Tag Order).

NOTE The user of the system has to create its own customer form in the Customer module.

7. Click **Employee**
8. To select an existing employee, click the desired employee among the list beforehand defined in the menu **Options - User**
9. Position the cursor inside the field **Model**
10. Enter the product code in the field **Model**
11. Press « Enter » on your keyboard to validate the product

NOTE The cursor will position inside the field **Quantity**.

12. Enter the desired quantity
13. Press « Enter » on your keyboard to validate the quantity

NOTE The cursor will position inside the field **Price**.

14. Press « Enter » on your keyboard to validate the price

NOTE The cursor will position inside the field **Dis (%)**.

15. Enter the discount, if need be
16. Press « Enter » on your keyboard to validate the net price

NOTE The cursor will position inside the field **Comment**.

17. Write a comment, if need be
18. Press « Enter » on your keyboard to validate the product

NOTE Repeat this operation according to the number of different product to be registered on the purchase order.

19. Click **Save** 
20. Click the desired printing button:
    Print: Size compatible with regular printers
    Email: Size compatible with PDF and directly integrated with Microsoft Office Outlook
    Nothing: No printing is desired

    N.B.: The purchase order will be saved either way for consulting purposes, reprinting or later modification.

NOTE The integration of PDF purchase orders with Microsoft Office Outlook is only possible if the customer form attached to the orders contains an e-mail address.

21. Click **OK**

Searching a product in the field Model

1. Position the cursor inside the field **Model**
2. Press **F5** on your keyboard
3. Look for the desired product with the research criterion displayed
4. Select, among the list of products corresponding to the research criterion, the desired product by double-clicking

NOTE Only the products of the selected supplier will be available in the search.

Modifying the delivery date

1. Position the cursor inside the field **Delivery date**
2. Enter the desired delivery date

Modifying the quantities

1. Position the cursor inside the field **Ordered** present in the validated products grid
2. Enter the desired quantity ordered

NOTE Once the ordered quantity is modified, the automatic calculation of the totals will be refreshed with the new data.

Modifying the price on a purchase order

1. Position the cursor inside the field **Price** present in the validated products grid
2. Enter the desired price

NOTE Once the price is modified, the automatic calculation of the totals will be refreshed with the new data.

Applying a discount on a product

1. Position the cursor inside the field Dis (%) present in the validated products grid
2. Enter the desired discount

NOTE The field Dis (%) is pre-formatted in percentage. If the desired discount is 20%, the user must enter 20 in the field Dis (%) and not 0.20.

Withdrawing a product from the validated products grid

1. Position the cursor inside the field **Model** present in the validated products grid
2. Press simultaneously on the keys **Ctrl + Suppr** on your keyboard
3. Click **Yes** to confirm the cancellation of this product on the purchase order

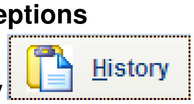
Reaching the history of purchase orders

1. Click the button **History** 

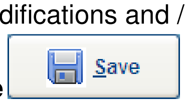
Canceling products on a current purchase order

1. Click the button **Cancel** 

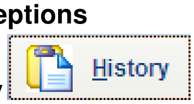
Consulting a previous purchase order or modify an active purchase order

1. Click the menu **Stocks**
2. Click **Purchases - Receptions**
3. Click the button **History** 

4. Select the desired purchase order
5. Click the button **Modify** 

6. Make the desired modifications and / or add products
7. Click the button **Save** 

Merchandise reception

1. Click the menu **Stocks**
2. Click **Purchases - Receptions**
3. Click the button **History** 

4. Select the desired purchase order

5. Click the button **Reception** 

NOTE The field **Tot. Rec** indicates the quantity to be received. The system attributes by default the same quantity to be received that the quantity indicated in the field **Ordered** because it considers that all the items will be received. If some quantities are not received, it is possible to modify the field **Ordered** to enter the exact quantity received.

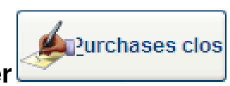
6. Position the cursor inside the field **Employee**
7. To select an existing employee, click the desired employee among the list beforehand defined in the menu **Options - User**
8. Click the button **Save**

NOTE After accepting the reception, the system will ask you if you want to close the purchase order. If you decided to close the purchase order, the received products will not be visible any more on the stock statement and will not be taking into account on reports. If you keep the purchase order open, you can make the other receptions on the same order and the stock statement will integrate your waiting products.

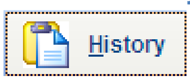
NOTE The system will adjust the inventories automatically with the received quantity considering the products for which the management of stock had beforehand been activated in the product form.

Closing a purchase order manually

1. Click the button **History** 

2. Select the desired purchase order
3. Click the button **Close the order** 

Closing a purchase order manually

1. Click the button **History** 

2. Select the desired purchase order
3. Click the button **Delete** 

Automatic provisioning

1. Click the menu **Stocks**
2. Click **Automatic provisioning**

NOTE This feature allows you to consult the stock statement in the various modules. In the field **Ordered**, the system suggests a quantity to order by product according to your minimums registered.

NOTE You can look for a product with the various research criteria. It is also possible to filter according to backorder or alarm products with one simple click.

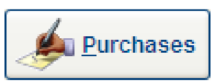
3. Click the field **Customer**
4. To select an existing customer, click the desired customer among the list beforehand defined in the module **Customer**

NOTE For a purchase order, the customer is usually the user of the system because he orders for his own needs. On the other hand, it is possible to make purchase orders for a private individual (Tag Order).

5. Click the field **Employee**
6. To select an existing employee, click the desired employee among the list beforehand defined in the menu **Options – User**
7. Look for the desired product from the research criterion displayed
8. Click the checkboxes of the right bar, on the desired products

NOTE While selecting the products, you do not have to consider the suppliers; the system will sort them at the time of the acceptance of purchase orders.

NOTE It is possible to change the quantities proposed in the field Order.

9. Click the button **Purchases** 

NOTE The purchase order(s) will appear in the purchase order history in the module **Purchases**.