

# Elevate your business

WTPL-09

**Purchase Requisitions**

**Purchase Orders**

**Purchase Deliveries**

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# Introduction

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This topic covers four facilities:-

- Stock Requisitions
- Purchase Requisitions
- Purchase Orders
- Purchase Delivery Notes and Goods In Notes

The matching of purchase invoices to purchase delivery notes is covered in a separate tutorial WTPL-10

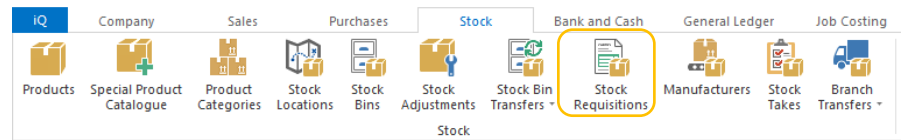
In a previous tutorial, WTST-19, we saw how the Stock Replenishment Rules facility can be used to generate Stock Requisitions, Purchase Requisitions or Purchase Orders. This course covers the manual entry of these transaction types.

When the Replenishment Rules facility is not being used to determine what is to be ordered, then the usual methods for staff to alert management that a product needs ordering is by either logging a Stock Requisition or a Purchase Requisition.

This course will not deal with purchase order authorisations, setting user's upper purchase limits, etc. as these matters are the subject of a separate course.

# Stock Requisitions

Stock Requisitions are created directly\* from within the Stock Control module:-



\*They can also be created automatically from a Job Costing MRL (Material Requirements List)

As usual, the command Add-F2 is used to enter a new stock requisition:-

The 'Stock Requisition' form contains the following fields and values:

- Date:** 12/04/2016
- Status:** Active
- Number:** <Automatically Assigned>
- Alternate Reference:** Tom Jones
- Branch:** Head Office [01]
- Workflow Status:** Active [ACTIVE]
- Product:** Wheel Barrow Builders Black [BARRBUILD]
- Quantity:** 6.0000
- Preferred Supplier:** GARDEN SUPPLIES LTD [S007]
- Particulars:** Cust X will need Y quantity in 2 weeks

At the bottom right, there are buttons for 'Suspend-F7', 'Save-F9', and 'Cancel-ESC'.

Date	Number	Alt Reference	Product	Description	Quantity
28/10/2015	SREQ00001	GG1	D00310R	Bulk Soap Dispenser 500...	50.0000
28/10/2015	SREQ00002	GG2	D00310	Bulk Soap Dispenser 500...	50.0000
12/04/2016	SREQ00003	Tom Jones	BARRBUILD	Wheel Barrow Builders ...	6.0000

In this particular screen, the commands to generate a purchase order, add to an existing order, generate an Inter Branch Transfer (IBT) or add to an existing IBT, are contained in the Overflow Menu as illustrated below.

The screenshot shows a 'Stock Requisition List' window with a menu open over the 'P/Order' option. The menu includes: P/Order, Re-Pick, Create I/B Transfers, Add To Existing Order, Split, Detach from PO, Detach from I/B Transfers, and Add To Existing IBT. The table below shows three requisition items:

Reference	Product	Description	Quantity
	D00310R	Bulk Soap Dispenser 500...	50.0000
	D00310	Bulk Soap Dispenser 500...	50.0000
Tom Jones	BARRBUILD	Wheel Barrow Builders ...	6.0000

Even if all three items are selected, and the P/Order command executed, because the 3 items are supplied by two different suppliers, only one Purchase Order (POR) at a time can be created. This is how the screen looks after the first POR has been created:-

The screenshot shows the 'Stock Requisition List' with a yellow box highlighting the 'Status' column. The items are now marked as 'Processed' or 'Active'.

Date	Number	Alt Reference	Product	Description	Quantity	Special Prod...	Preferred Supplier	Status
28/10/2015	SREQ00001	GG1	D00310R	Bulk Soap Dispenser 500...	50.0000		TOOLZ N STUFF	Processed
28/10/2015	SREQ00002	GG2	D00310	Bulk Soap Dispenser 500...	50.0000		TOOLZ N STUFF	Processed
12/04/2016	SREQ00003	Tom Jones	BARRBUILD	Wheel Barrow Builders ...	6.0000		GARDEN SUPPLIES LTD	Active

The status for the items for which a POR has been created, has been automatically changed to Processed. Executing the P/Order command again will generate the POR for the remaining item and set its status to Processed.

Product	Description	Quantity	Special Prod...	Preferred Supplier	Status
D00310R	Bulk Soap Dispenser 500...	50.0000		TOOLZ N STUFF	Processed
D00310	Bulk Soap Dispenser 500...	50.0000		TOOLZ N STUFF	Processed
BARRBUILD	Wheel Barrow Builders ...	6.0000		GARDEN SUPPLIES LTD	Processed

If a Related Item Inquiry is done on the last POR created, one can see the link back to the Stock Requisition.

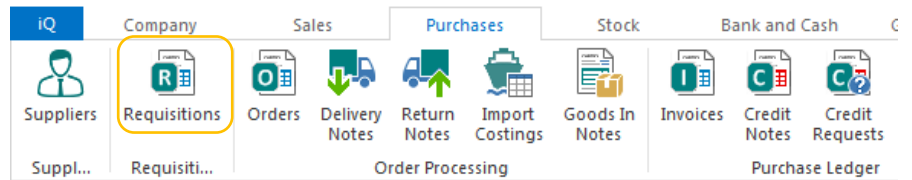
The screenshot shows a 'Purchase Order List' window with a 'Purchase Order PO0000020 - 12/04/2016 Related Items' dialog box open. The dialog lists related items, with 'Stock Requisition SREQ00003' circled in yellow.

Order date	Due Date	Number	Supplier	Name	Supplier Refer...	Type	Status	Net Amount Curr	Net Amount Base
12/04/2016	12/04/2016	PO0000020	5007	GARDEN SUPP...					
12/04/2016	12/04/2016	PO0000019	5013	TOOLZ N STUFF					
12/04/2016	12/04/2016	PO0000018	5008	HANDYMAN S...					
06/04/2016	06/04/2016	PO0000017	5003	SCANTHORP ...	B16				
16/03/2016	16/03/2016	PO0000016	5003	SCANTHORP ...	batc test wf				

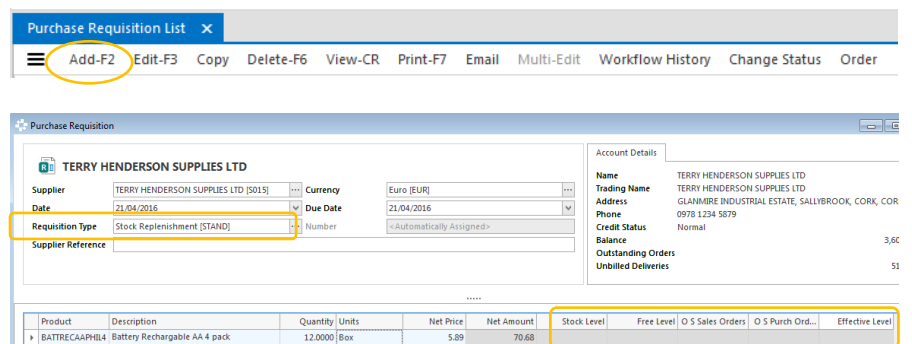
Stock Requisitions are usually logged by stores staff who notice that the stock of a product is either low or zero and needs reordering.

# Purchase Requisitions

Purchase Requisitions are created from within the Purchases module:-



As is standard throughout iQ, use the Add-F2 command to create a new Requisition



Most of the properties are self-explanatory. Requisition Types are optional but can be used to distinguish the different types of purchases such as:-

Code	Description
NSM	Non Stock Material
OH	Overhead Purchase
STAND	Stock Replenishment

Different Authorisation Rules could apply to each requisition type.

The body of the requisition is completed by entering the product code and quantity required. The detail line can be configured to show the user the current stock level, if any outstanding sales and/or orders exist, and the effective stock level. This information will influence the requisition quantity entered.

When all details are entered, the overall requisition is saved.

Date	Number	Supplier	Name	Supplier R...	Type	Status	Gross Amo...	N	D
21/04/2016	PRQ0000008	S015	TERRY HENDERSON S...		Stock Repl...	Pending A...	84.82		
12/04/2016	PRQ0000007	S008	HANDYMAN SERVICE...		Stock Repl...	Pending A...	223.00		

If the requisition is approved, it is converted to a Purchase Order by highlighting the Purchase Requisition and clicking the Order command. If several Requisitions for the same supplier are selected and the Order command executed, one purchase order will be created.

Note: Purchase requisitions can also be created directly from a Sales Quotation or a Sales Order; these are known as Back to Back (B2B for short) requisitions.

**Merging Purchase Requisitions.**

It is also possible to merge a selection of lines from one Purchase Requisition document into another. A new Company Setting is located under Company->Purchases->Purchase Requisitions->General.

**Purchase Requisitions**

**General**

Prompt For Special Product Information: Always

Prompt For Length Allocation: Always

Status When Requisition Generated Fro...: Pending Appr [PEN]

**Status When All Lines Have Been Merged: Merged [MER]**

The status of the Purchase Requisition will be updated to this value whenever a change is made to a line, such that all lines have been merged into other document(s).

There are also two new properties stored against the Purchase Requisition detail line: these are MergeSource and MergeDestination. Use the Add Column facility to add these properties.

Product	Description	Quant...	Units	Net Pri...	Disc %	Net Price Less Disc...	Net Amo...	Merge Destina...	Merge Source
4846	Red Scented Candle	10.0000	Pac...	12.86	10.00	11.57	115.71		

Whenever a line is merged from the source document (S) to the destination document (D) then the following will occur:

- ▶ A new line will be added to D. This line will be a copy of the selected line on S.
- ▶ The MergeDestination of the source line will be the destination line.
- ▶ The MergeSource of the new destination line will be the source line.

To illustrate the new condition, the following example will merge two lines from a source document into the destination document.

**Note:** The description below shows how to merge from the list view of Purchase Requisitions. It is also possible to perform a merge when editing a Purchase Requisition. This is done by clicking on the “Merge Another Requisition” command button in the footer menu of the edit view:

There are three unapproved requisitions for supplier Terry Henderson:-

Date	Number	Supplier	Name	Supplier Reference	Type	Status
08/06/2016	PRQ0000003	S015	TERRY HENDERSO...	demo 2	Standard	Approved
08/11/2017	PRQ0000008	S015	TERRY HENDERSO...	demo 2	Standard	Approved
28/02/2018	PRQ0000009	S015	TERRY HENDERSO...		Standard	Approved

PRQ 03 has one product.

Product	Description	Quan...
4846	Red Scented Candle	10.0000

PRQ08 has the same product and quantity as PRQ 03

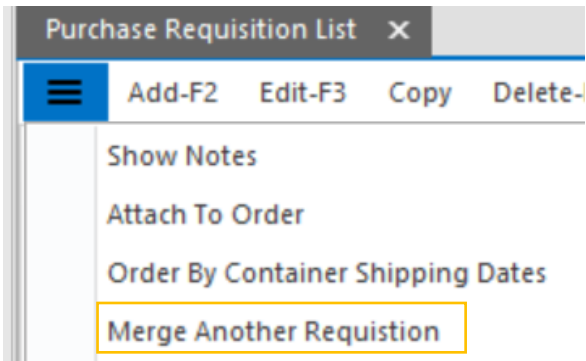
Product	Description	Quan...
4846	Red Scented Candle	10.00...

PRQ09 has three different products.

Prod...	Description	Quantity
PC15	Mercer Pillar Candle 15cm	12.0000
PC20	Mercer Pillar Candle 20cm	12.0000
4847	White Scented Candle	12.0000



PRQ03 and PRQ08 will be merged to PRQ09.

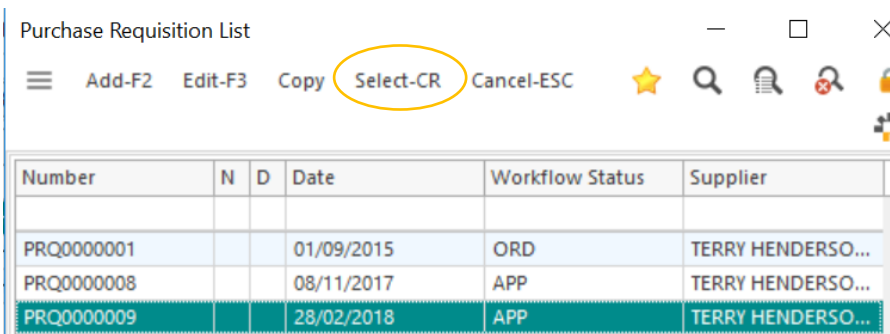


Highlight PRQ03, the “Source Requisition” and execute the “Merge Another Requisition” command which may be in either the top menu bar, or in the overflow menu.

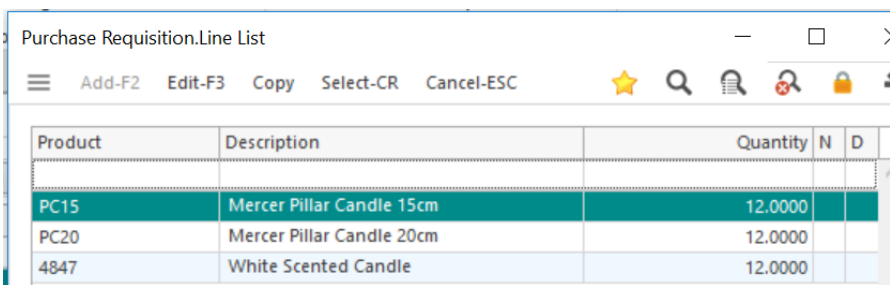
The User will now be presented with a list of purchase requisitions, **other than the Source Requisition**, which satisfy the following criteria:

- ▶ Have the same supplier as the selected PR and
- ▶ Have at least one line that has not yet been merged.

Please note that if no documents match the above criteria then a message will be shown to inform the User of this and no further action will be taken.



Highlight the “Destination” Requisition and execute the Select-CR command



Above are the lines from the Destination document, NOT the Source document.

The Release Notes say  
Select the desired purchase requisition document. **The User will now be presented with a list of the lines on the source document which have not yet been merged to another document.** Referred to Development in March 2018, TFS# 21411 and 18863 refer.

If the destination document is viewed/edited then it can be seen that two lines have been added.

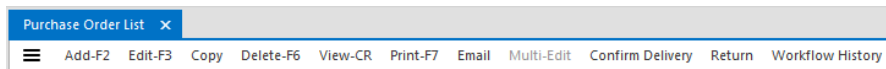
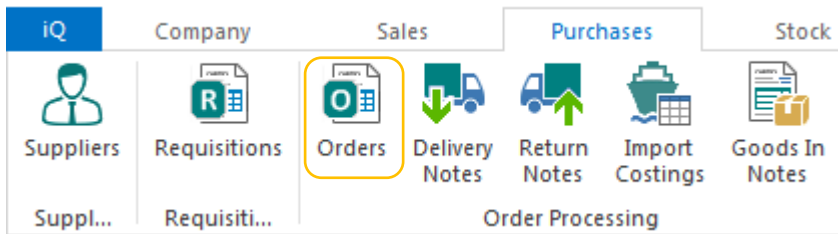
Note: - The MergeSource property for these lines is set as the source line:

Insert screenshot

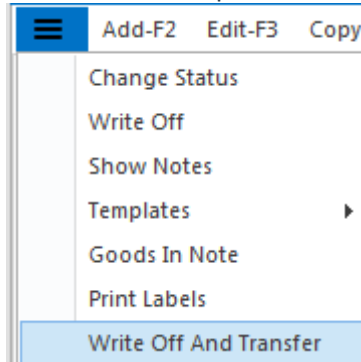
Finally, if the source document is viewed/edited then it can be seen that the merged lines have their MergeDestination set to the corresponding destination document line. Note also, that for this example since all lines are now merged (and there is a value for the Company Setting "Status When All Lines Have Been Merged") then the workflow status of the source document has been automatically updated to this status (MER):

Insert screenshot

# Purchase Orders



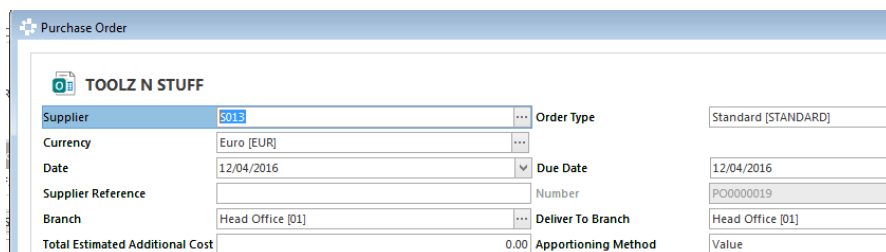
Overflow Menu options:-



Manually entered Purchase Orders are created from within the Purchases module using the Add-F2 command to create new orders.

Purchase Orders can also be created from a Sales Order; this is known as a Back to Back (B2B for short) order.

## Purchase Order – Header Section



The Header Section can be configured to suit each individual site but the above is a typical form for a multi branch operation which want to account for additional costs associated with the delivery of the order, e.g. freight, duty, agents fees, etc. When these are apportioned to a purchase order, the actual cost of the item is known as the Landed Cost. There are

several methods of applying additional costs to a purchase order, here the simple method will be illustrated.

**Order Type:** There are two options here:

- **Standard:** The goods will be delivered by the supplier to a designated branch of the company and received into stock.
- **Direct:** The goods will be delivered directly to a customer and will not be physically taken into stock. This type of purchase order is usually created B2B from its equivalent type sales order.

**Due Date:** This is the date that the order is due to be received; it can be entered manually or populated automatically from the lead time stored in the supplier’s record. Company settings exist to exclude week-ends, bank holidays and other non-working days when calculating the due date. The due date is an important control in ensuring stock is received on time and Workflow Queries can be used to monitor overdue orders.

**Supplier Reference:** Where a supplier has given a quotation for the goods being purchased, the quotation reference can be entered here.

**Branch:** Obviously only relevant in a multi-branch scenario. The branch placing the order and the deliver to branch can be specified.

**Total Estimated Additional Cost and Apportionment Method:** Where the extra cost associated with shipping the order is known, or can be fairly accurately estimated at the time of placing the order, it can be entered here. The Apportionment Method determines how the total cost is apportioned over the items on the order, the standard apportionment method is value, with quantity being the other option. These values can be amended when the order is being delivered. The amount entered must be *in the currency of the purchase order*

The right-most part for the purchase order header allows a delivery agent, contact and if necessary, a delivery address other than that of the originating order.

Account Details	Delivery	Job Costing
Delivery Agent	<input type="text"/>	...
Delivery Contact	<input type="text"/>	...
Delivery Instructions		
Active Delivery Address		

### Purchase Order Detail Lines.

Product	Description	Quantity	O/S	Units	Net Price
I D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	50.0000	Unit	1.00
D00310	Bulk Soap Dispenser 500ml	50.0000	50.0000	Unit	8.50

Entering detail lines is very straightforward: you enter the product code and the purchase quantity. Use the Search facilities if the product code is not known. The purchase unit and purchase unit price can also be entered but as a rule, these will be automatically populated from the Purchasing Section of the product code.

iQ facilitates the storing of multiple suppliers for the same product and can handle multiple purchasing units as well.

Commands at the Footer section of the purchase order form can greatly speed up order entry:-

☰	Special Info	Edit Delivery Contact
Alternate Items-CTL-A	Bulk Order	Choose Delivery Contact
Order History-CTL-O	Bulk Order By Supplier	Special Product Catalogue
Product Purchase History-CTL-P	Purchase History	Edit Kit

The importance of ensuring that the purchase order prices are correct BEFORE placing the order, or at the very latest, before the PDN is created, cannot be stressed often enough. This is because the stock ledger is updated as soon as the PDN is saved, and in the case of “live stock”, i.e. where the Stock Ledger is integrated to the General Ledger (GL), the GL is also updated.

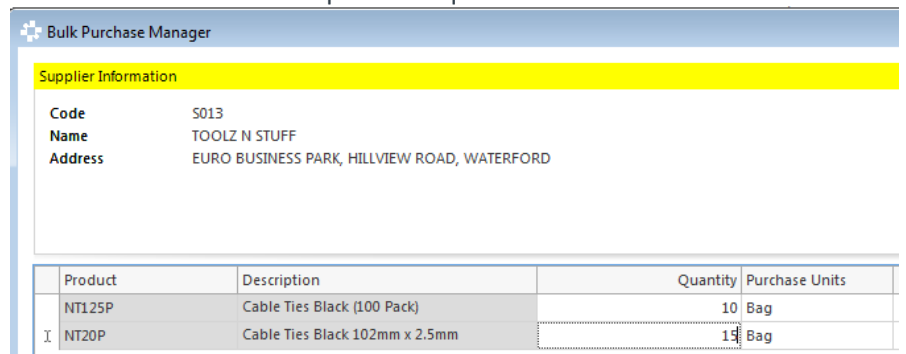
### Bulk Order by Supplier.

This command will display all products for which the purchase supplier is the Default Supplier.

Product List		
☰	Select All-F8	Add-F2 Edit-F3 Copy Select-CR Cancel-ESC
Product	Description	Default Supplier
NT125P	Cable Ties Black (100 Pack)	TOOLZ N STUFF
CT10025P	Cable Ties 100 x 2.5mm Black	TOOLZ N STUFF
NT20P	Cable Ties Black 102mm x 2.5mm	TOOLZ N STUFF

The entire list can be selected by executing the Select All-F8 command, or individual/multiple products can be first highlighted, and then returned to the Bulk Purchase Manager screen using the Select-CR command.

Irrespective of the selection method, the selected items are displayed in another screen where the purchase quantities are entered.



On executing the Continue-F9 command, the items are added to the purchase order detail lines.

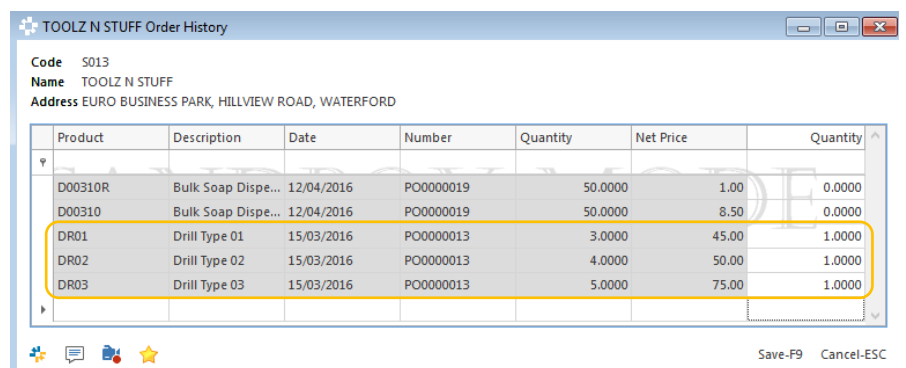
Product	Description	Quantity	O/S	Units
D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	50.0000	Unit
D00310	Bulk Soap Dispenser 500ml	50.0000	50.0000	Unit
NT125P	Cable Ties Black (100 Pack)	10.0000	10.0000	Bag
NT20P	Cable Ties Black 102mm x 2.5mm	15.0000	15.0000	Bag

**Bulk Order**

This is very similar to the previous facility except that the system displays all products for selection irrespective of who the default supplier is.

**Order History.**

This displays all previous purchases from the purchase order supplier and allows the user to quickly scroll down the list and entering the relevant purchase quantities.



Saving the above screen returns the items to the purchase order detail lines.

Product	Description	Quantity	O/S	Units
D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	50.0000	Unit
D00310	Bulk Soap Dispenser 500ml	50.0000	50.0000	Unit
NT125P	Cable Ties Black (100 Pack)	10.0000	10.0000	Bag
NT20P	Cable Ties Black 102mm x 2.5mm	15.0000	15.0000	Bag
DR01	Drill Type 01	1.0000	1.0000	Each
DR02	Drill Type 02	1.0000	1.0000	Each
DR03	Drill Type 03	1.0000	1.0000	Each



## Purchase Delivery Notes (PDN).

This is the transaction created when a purchase order (POR) is either fully or partially received.

It is essential that the stores staff responsible for goods inwards, are fully aware of the company’s policies regarding under supply, over supply of quantities ordered, wrong product received, quality of the received products, etc. The supplier should be immediately notified in writing, of any issue relating to the delivery.

It is recommended that each supplier’s delivery note is stamped “Goods received subject to inspection”. This overwrites the oft-used clause on delivery notes “goods received in good condition” which is usually written above or below the received signature line.

Where a POR is partially received, the items “short-delivered” will be regarded by iQ as still outstanding. Where they are not going to be subsequently delivered, they must be written-off so that their outstanding status will be updated and correct stock level statistics are maintained.

In Company Settings, the Write-off Status and Write-Off Reason can be pre-defined.

Write Off Options	
Workflow Status After Write Off	Written Off [WOFF] ... Automatic Write Off Reason Short Delivered [SD]

Some suppliers may operate a policy of shipping what’s in stock with the customer having to place a new POR for any shortage! iQ caters for this policy. In each supplier’s record under the Options Smart Part, one of the flags is to “Automatically Write-Off Remaining Items”.

Order Processing	
Default Order Type	Standard [STANDARD] ... Default Bank Account
Lead Time Units	Days ... Lead Time Quantity
Default Delivery Control Method	Automatically Write Off Remaining Items

The supplier’s record is also the place where lead times, minimum order values, and other factors affecting the business relationship, are specified.



Confirming what has been delivered.

Order date	Due Date	Number	Supplier	Name	Supplier Refer...	Type	Status
25/04/2016	12/04/2016	PO0000021	S013	TOOLZ N STUFF	Landed Examp	Standard	Active
12/04/2016	12/04/2016	PO0000020	S007	GARDEN SUPP...		Standard	Active
12/04/2016	12/04/2016	PO0000019	S013	TOOLZ N STUFF		Standard	Active

Highlight the POR being received and execute the Confirm Delivery Command. For this example, the Landed Cost facility will be illustrated.

Product	Description	Ordered	Delivered	Quantity
D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	0.0000	50
D00310	Bulk Soap Dispenser 500ml	50.0000	0.0000	50

Header Section.

**Supplier Reference:** It is advisable to enter here, the supplier’s delivery docket reference number. This reference can be subsequently searched on to quickly find the document if there is a subsequent query.

**Total Estimated Additional Cost:** The supplier, or a third-party freight company, has advised a delivery charge of 20.00 which we want to apportion by value, over the products.

Detail Line Section.

Some companies prefer NOT to have the Ordered Quantity shown on the screen and the Quantity Received line blank. If so, this screen, like all screens in iQ, can be configured accordingly. The Footer section has a command to Clear Quantities which is often used where there are lots of shortages – clear everything and enter the quantities actually received. Showing the Ordered Quantity column and defaulting the Received Quantities to the Ordered Quantities greatly speeds up the data entry process where the supplier has a good record of no order shortages.

☰	Special Info	Add Order Items
Delete-F6	Special Product Catalogue	Edit Kit
Alternate Items-CTL-A	<b>Clear Quantities</b>	Batch/Bin Allocation
Order History-CTL-O	Add Order	Job Allocation

In our example, we have entered a value of 20.00 for freight and each item has been received in full. On saving the PDN, the stock levels, product costings and General Ledger (GL) accounts are immediately updated.

Stock Movement Inquiry:-

Stock Movements Ledger											
Date	Number	Ledger	Short Typ...	Customer	Supplier	Particulars	Stock Bin	In	Out	Balance	Net Cost Base
04/08/2015		Stock	SC/SKTA dj			Opneing Stock Levels	A01	30.0000	0.0000	30.00	12.00
25/04/2016	PO0000021/1	Purchase	PL/Del		S013	TOOLZ N STUFF	A01	50.0000	0.0000	80.00	8.86

If we do an inquiry into the PDN, we can see that the 20.00 freight has been apportioned over the two products in proportion to their value.

Purchase Delivery Note																														
TOOLZ N STUFF																														
Supplier	TOOLZ N STUFF [S013]																													
Date	25/04/2016	Due Date	12/04/2016																											
Supplier Reference	Landed Examp	Number	PO0000021/1																											
Total Estimated Additional Cost	20.00	Apportioning Method	Value																											
<table border="1"> <tr> <td>Name</td> <td>TOOLZ N STUFF</td> </tr> <tr> <td>Trading Name</td> <td>TOOLZ N STUFF</td> </tr> <tr> <td>Address</td> <td>EURO BUSINESS PARK, HILLVIEW ROAD, WATEI</td> </tr> <tr> <td>Phone</td> <td>0623 5789 2657</td> </tr> <tr> <td>Credit Status</td> <td>NORMAL</td> </tr> <tr> <td>Balance</td> <td>7,84C</td> </tr> <tr> <td>Outstanding Orders</td> <td>84C</td> </tr> <tr> <td>Unbilled Deliveries Base</td> <td>1,42C</td> </tr> </table>				Name	TOOLZ N STUFF	Trading Name	TOOLZ N STUFF	Address	EURO BUSINESS PARK, HILLVIEW ROAD, WATEI	Phone	0623 5789 2657	Credit Status	NORMAL	Balance	7,84C	Outstanding Orders	84C	Unbilled Deliveries Base	1,42C											
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<table border="1"> <thead> <tr> <th>Product</th> <th>Description</th> <th>Ordered</th> <th>Delivered</th> <th>Quantity</th> <th>Units</th> <th>Net Price</th> <th>Net Amount</th> <th>Est Add Cost</th> </tr> </thead> <tbody> <tr> <td>D00310R</td> <td>Bulk Soap Dispenser 500ml - Refill</td> <td>50.0000</td> <td>50.0000</td> <td>50</td> <td>Unit</td> <td>1.00</td> <td>50.00</td> <td>2.11</td> </tr> <tr> <td>D00310</td> <td>Bulk Soap Dispenser 500ml</td> <td>50.0000</td> <td>50.0000</td> <td>50</td> <td>Unit</td> <td>8.50</td> <td>425.00</td> <td>17.89</td> </tr> </tbody> </table>				Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Est Add Cost	D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	50.0000	50	Unit	1.00	50.00	2.11	D00310	Bulk Soap Dispenser 500ml	50.0000	50.0000	50	Unit	8.50	425.00	17.89
Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Est Add Cost																						
D00310R	Bulk Soap Dispenser 500ml - Refill	50.0000	50.0000	50	Unit	1.00	50.00	2.11																						
D00310	Bulk Soap Dispenser 500ml	50.0000	50.0000	50	Unit	8.50	425.00	17.89																						

Calculation Cross Check:  $20.00 * (50/475) = 2.11,$   
 $20.00 * (425/475) = 17.89$

For item D00310R, the unit cost of 1.00 will be increased by 0.04 (2.11 / 50) giving a landed cost of 1.04.

For item D00310, the unit cost of 8.50 will be increased by 0.36 (17.89 / 50) giving a landed cost of 8.86.

An inquiry on product D00310 in its Costings section shows the last cost as 8.86.

Costings	
General	
Last Cost Base	8.86
Last Cost Actual	8.86

The GL postings for the PDN shows:-

The screenshot shows the SAP Stock Movement window. The 'Details' section includes the following information:

- Date: 25/04/2016
- Period: April 2016
- Number: PO0000021/1
- Alternate Reference: Landed Examp
- Particulars: TOOLZ N STUFF
- Branch: Head Office [01]
- Balance: 0.00

The 'Items' table below shows the following entries:

Account	Description	Journal Type	Amount	Currency	D R Base	C R Base
70100	Stock Control A/c	Debit	495.00	EUR	495.00	0.00
80410	Stock Purchase Accruals	Credit	475.00	EUR	0.00	475.00
80415	Stock Purchase -Landed Costs Accruals	Credit	20.00	EUR	0.00	20.00

The BS Stock a/c gets debited with the Landed Cost of the goods. The Stock Purchases Accruals a/c gets credited with the value of the goods only.

The Stock Purchases-Landed Cost Accruals a/c gets credited with the value of the additional cost. \*\*

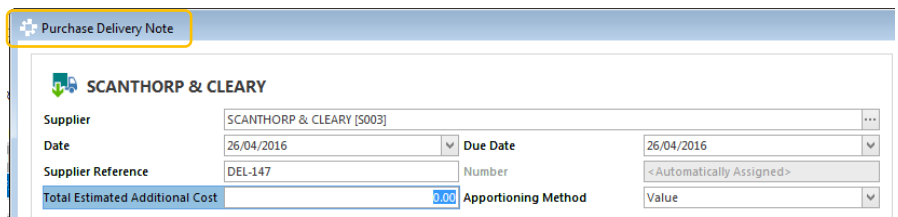
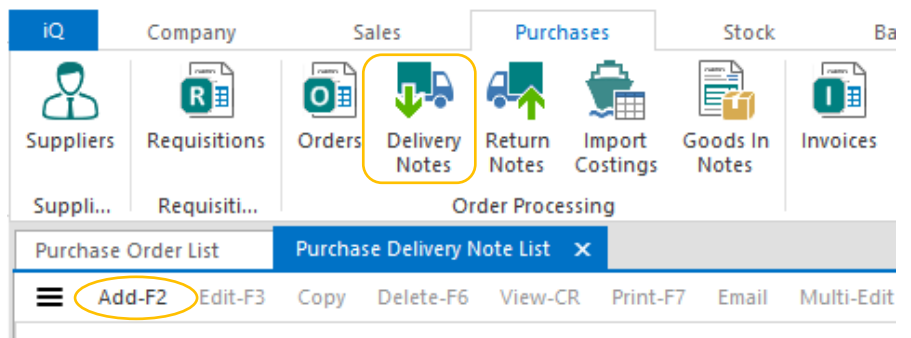
\*\* This is the a/c specified in the product's Posting Map to accept such costs – see note below.

**Note:** If additional costs such as freight and duty are invoiced with the goods by the supplier, then the GL account specified in the Posting map could be the Stock Purchases Accruals a/c. Where a separate a/c is used, as in our example above, then when the invoices for these costs are being posted, they should be posted to the separate account. Otherwise, there will be "orphan amounts" left in the account which will need to be transferred by GL Journal to the P & L section.

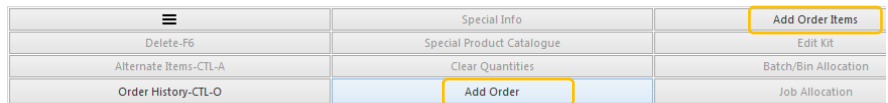
## Multiple Purchase Orders- One Delivery.

This facility caters for the situation where a supplier delivers several purchase orders in one shipment.

There are two outstanding PORs from Scanthorp & Cleary which have now been delivered. In this case, we go directly to the Delivery Notes section of the main Purchases Menu and execute the Add-F2 command.

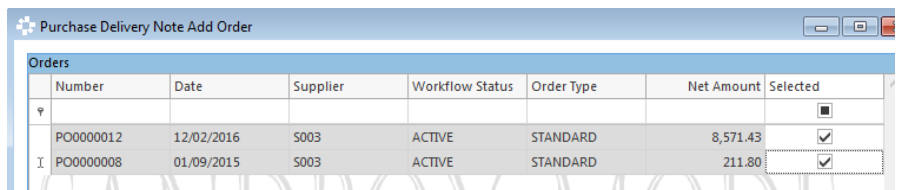


Having completed the Header Section (there are no additional costs in this example), we now use some commands from the Footer Section of the form.



**Add Order.**

This command displays all undelivered Purchase Orders for the supplier:-



Tick the purchase orders covered by this delivery and execute the Continue-F9 command. This will return all items on the selected orders to the body of the PDN, see next page.

**Purchase Delivery Note**

**SCANTHORP & CLEARY**

Supplier: SCANTHORP & CLEARY [S003]

Date: 26/04/2016 Due Date: 26/04/2016

Supplier Reference: DEL-147 Number: <Automatically Assigne

Total Estimated Additional Cost: 0.00 Apportioning Method: Value

P O R Ref	Product	Description	Ordered	Delivered
PO0000012	1086031	Yankee Candle Midsummer Nights	60.0000	0.0000
PO0000012	1163492	Yankee Candle Pine Jar	100.0000	0.0000
PO0000008	OFR2KW	Oil Filled Radiator 2KW	5.0000	0.0000
PO0000008	OFR4KW	Oil Filled Radiator 4KW	10.0000	0.0000

The POR Ref column is not a standard column of the form, it has been added for illustration purposes.

Add Order Items.

**Purchase Delivery Note Add Order Item**

Number	Product	Quantity	Outstanding	Supplied	Net Price	Net Amount	Tax Rate	Gross Amount	Quantity
PO0000008	OFR2KW	5.0000	5.0000	0.0000	14.12	70.60	01	84.72	5.0000
PO0000008	OFR4KW	10.0000	10.0000	0.0000	14.12	141.20	01	169.44	10.0000
PO0000012	1086031	60.0000	60.0000	0.0000	42.86	2,571.43	01	3,085.72	60.0000
PO0000012	1163492	100.0000	100.0000	0.0000	60.00	6,000.00	01	7,200.00	100.0000

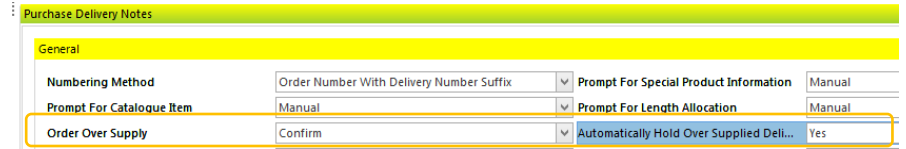
Scan Barcode

Continue-F9 Cancel-ESC

When this command is executed, iQ displays all outstanding detail lines from all outstanding orders. The user confirms the quantities received, and on executing the Continue-F9 command, the completed lines are returned to the PDN which is then saved.

## Delivery Quantity exceeds Order Quantity.

How iQ deals with excessive delivery quantities is determined by two Company Settings:-



**Order Over Supply:** This flag has 4 options: Allow, Warn, Confirm and Prevent. The other flag determines if a PDN with an oversupply is automatically placed On Hold, or not.

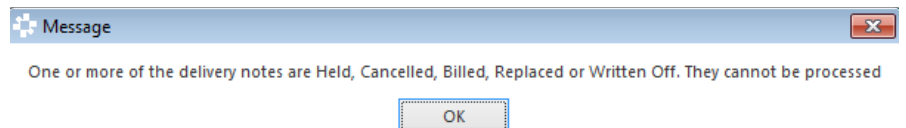
With the flag set to Confirm, in the case of an oversupply, the system displays:-



A response of Yes allows the PDN to be saved while a response of No aborts the Confirm Delivery process.

Saving the PDN updates the stock level, and the GL (in the case of Live Stock), and in our example, the PDN is automatically assigned a Held status.

The effect of the Held status is that a PIN cannot be matched and an attempt to do so will result in the following message:-



So, having informed the supplier of the oversupply, one of the following actions will need to be taken:-

- ▶ The PDN Status will be Released from Held to Unbilled (using the Release command)
- ▶ The oversupplied quantity will be returned to the supplier.
- ▶

Return of goods to suppliers is covered in a separate course.

## Delivery of item not ordered.

In this example, 3 \* 4KW radiators have been ordered but “one of the 3” was a 2KW radiators supplied in error. There are 3 options for this scenario:-

**Option 1:** If the item is NOT being accepted, do nothing on iQ. Hold the incorrectly supplied product in a “holding area” and contact the supplier to pick it up. This is not recommended as it is desirable to have a record of the wrong delivery and its return.

**Option 2:** During the Confirm Delivery/PDN Creation process, confirm the quantity received for the ordered item, and add a new line for the incorrectly supplied item, e.g.

Product	Description	Ordered	Delivered	Quantity	Units
OFR4KW	Oil Filled Radiator 4KW	3		2	Unit
OFR2KW	Oil Filled Radiator 2KW			1	Unit

This approach gives us the option of accepting the item or returning it to the supplier. If its' to be returned, a Return Note can be generated from the PDN, see course IQTR14 on Purchase Returns. The Purchase Order will have a status of Part Received for the 4KW product.

This is the preferred option as during invoice matching to the PDN, it will give the “full picture” of transactions relating to this purchase order.

**Option 3:** Create a direct Delivery Note for the incorrectly supplied item.

**Purchase Delivery Note**

**SCANTHROP & CLEARY**

Supplier: SCANTHROP & CLEARY [S003] Def

Date: 03/01/2017 Due

Supplier Reference: DEL-3214 Nur

Total Estimated Additional Cost: 0.00 App

Particulars: Supplied in error on PO60, not ordered

Use the Particulars property to document the incorrect delivery. As in the previous option, *if the item is to be returned, a Return Note can be generated from the PDN*

## Price Changes after Delivery

If after a Purchase Order (POR) is received AND its related Purchase Delivery Note(s) (PDN) is/are still at the Unbilled Status stage, the user discovers that the POR prices are incorrect, then there are two options:-

- ▶ Amend the prices on the POR which will also update the PDN prices.
- ▶ Amend the prices on the PDN which will update the POR prices.

This is achieved by the following Company Setting (Purchases/Purchase Deliver Notes:-

PriceEditing			
Update Order Price Edits To Delivery ...	Update Price Edits	Update Delivery Note Price Edits To O...	Update Price Edits

### Example.

PO00118 has been received on PDN reference GRN066 with the following quantities and unit prices.

Product	Description	Qua...	O/ S	Units	Net Price
PC15	Mercer Pillar Candle 15cm	36	36...	Each	3.25
PC20	Mercer Pillar Candle 20cm	36	36...	Each	2.75

The GL Posting for the PDN:-

<b>Number</b>	GRN000066	<b>Alternate Reference</b>	Test Price Edit
<b>Particulars</b>	HANDYMAN SERVICES LTD	<b>Branch</b>	Head Office [01
<b>Balance</b>			

Items							
Account	Description	Journal Ty...	Amount	Curre...	D R Base	C R Base	
70100	Stock Control A/c	Debit	207.36	EUR	207.36	0.00	
80410	Purchase Order Accr...	Credit	207.36	EUR	0.00	207.36	

The prices should have been 3.00 or PC15. And 2.50 for PC20. The PDN will be modified accordingly.



Purchase Delivery Note

**HANDYMAN SERVICES LTD**

Supplier: HANDYMAN SERVICE... Default Currency: EUR  
 Date: 06/03/2018 Due Date: 06/03/2018  
 Supplier Reference: Test Price Edit Number: GRN0000066  
 Total Estimated Additional Cost: 0.00 Apportioning Method: Value  
 Particulars:  
 Period: March 2018 Deliver To Branch: Head Office [01]

Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amo...
PC15	Mercer Pillar Candle 15cm	36	36	36	Each	3.00	108.000
PC20	Mercer Pillar Candle 20cm	36	36	36	Each	2.50	90.000

The GL inquiry on the amended PDN shows the revised posting values:-

Number: GRN0000066 Alternate Reference: Test Price Edit  
 Particulars: HANDYMAN SERVICES LTD Branch: Head Office  
 Balance:

**Items**

Account	Description	Journa...	Amount	Cur...	D R Base	C R Base C
70100	Stock Control A/c	Debit	190.08	EUR	190.08	0.00
80410	Purchase Order Accru...	Credit	190.08	EUR	0.00	190.08

The POR with the updated unit prices is shown below

Purchase Order

**HANDYMAN SERVICES LTD**

Supplier: HANDYMAN SERVICES LTD [S008] Order Type: St  
 Currency: Euro [EUR] Workflow Status: Fu  
 Date: 06/03/2018 Due Date: 06/03/2018  
 Supplier Reference: Test Price Edit Number: PC  
 Branch: Head Office [01] Deliver To Branch: H  
 Additional Charges: 0.00 Date Anticipated:

Product	Description	Quan...	O/ S	Units	Net Price	Net A... 1
PC15	Mercer Pillar Candle 15cm	36	0.0000	Each	3.00	108.00
PC20	Mercer Pillar Candle 20cm	36	0.0000	Each	2.50	90.00

The GL Posting arising from the initial saving of the PDN will be removed and replaced by the amended PDN values.

## Goods-In Note (GIN).

This transaction type is an optional preliminary step to creating a PDN. The stock only gets updated when the PDN is created from the GIN. The GIN is created from a single purchase order and only a single PDN will be created from it. Examples of its use:-

**Example 1: Purchase Order Tracking:** Supplier has informed the customer that his order has left China. The customer created a GIN from the purchase order.

Product	Quantity Ordered	Quantity Outstanding	Quantity Expected	Quantity Received
4846	2.0000	2.0000	2.0000	0.0000
4847	25.0000	25.0000	25.0000	0.0000
PC15	10.0000	10.0000	10.0000	0.0000
PC20	75.0000	75.0000	75.0000	0.0000
BARK300	20.0000	20.0000	20.0000	0.0000
BARK75	50.0000	50.0000	50.0000	0.0000
GB80L	50.0000	50.0000	50.0000	0.0000
WMCB60L	35.0000	35.0000	35.0000	0.0000
WMCB70L	15.0000	15.0000	15.0000	0.0000

The user will update the Particulars property as he becomes aware of each stage of the delivery process, e.g., In Port, Customs Clearance, En-Route from Docks, and so on. GINs are stored in their own Goods-In Note List which is accessible from the Purchases Main menu as illustrated below.

Delete-F6	Quick Batch Entry
Batch/Bin Allocation	Add Order Line
	Add New Item

P O R Date	P O R Due Date	Number	Status	Particulars	Order	Supplier	N	D	Code	Name
25/04/2016	12/04/2016	GIN00001	Active	At Sea since 05/04/2016	PO0000018	S008			S008	HANDYMAN SERVICES LTD

**Example 2: For large purchase orders, facilitating multiple staff to check in same.**

Where the iQ Mobile Warehouse Module is installed and handheld terminals are being used to check in very large orders, having 2 or more staff checking in the same order would speed up the process.

It is possible to have the same order line multiple times in the GIN which will then be consolidated into a single line per purchase order line when the PDN is created.

It is also possible to add new lines to the GIN which were not on the associated purchase order.

**Example 3: Using the GIN as a “Put Away Docket”.**

Once the goods are off loaded into the stores, the GIN is printed and given to stores staff to put away the goods and the GIN Status is amended to Receiving. Once the goods have been put away, the GIN is Edited and the Quantities Received are updated. The system assumes that goods are stored in their Primary Bin but this can be overwritten where relevant.

Product	Primary Stock Bin	Quantity Ordered	Quantity Outstan...	Quantity Expected	Quantity Received	Stock Bin
4846	B01	2.0000	2.0000	2.0000	2.0000	B01
4847	B01	25.0000	25.0000	25.0000	25.0000	B01
PC15	B01	10.0000	10.0000	10.0000	10.0000	B01
PC20	B01	75.0000	75.0000	75.0000	75.0000	B01
BARK300	A02	20.0000	20.0000	20.0000	20.0000	A02
BARK75	A02	50.0000	50.0000	50.0000	50.0000	A02
GB80L	A02	50.0000	50.0000	50.0000	50.0000	A02
WMCB60L	A02	35.0000	35.0000	35.0000	35.0000	A02
WMCB70L	GAR	15.0000	15.0000	15.0000	15.0000	GAR

The completed GIN is saved, and its Status is manually changed to Received. Once Quantity Received entries have been entered on a GIN, the Create Delivery Note command is enabled.

Date	Due Date	Number	Status	Order	Supplier
25/04/2016	12/04/2016	GIN00001	Received	PO0000018	S008

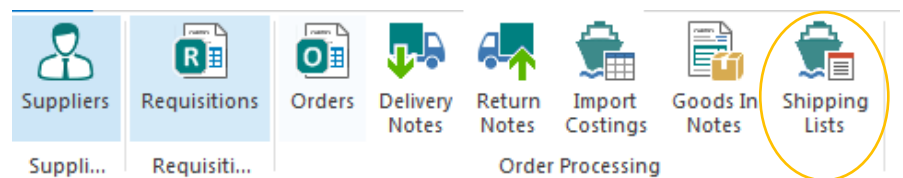
After creating the PDN, the Status of the GIN is automatically set to Completed.

Date	Due Date	Number	Status	Order	Supplier
25/04/2016	12/04/2016	GIN00001	Completed	PO0000018	S008

## Shipping Lists

A company has multiple Purchase Orders (PORs) placed on a supplier. The supplier notifies the company that all, or some, of the orders are going to be supplied in one shipment. Another scenario: multiple purchase orders from different suppliers are being delivered in one shipment. One Shipping List can be created for all of these PORs, and on receipt of the goods, the individual Purchase Delivery Notes (PDNs) will be automatically generated from it. The Shipping Lists also serves as a notification that the goods are in transit.

Shipping Lists are always created from within the Purchase Order List screen, and once created, they are stored under their own Shipping Lists screen.



Highlight the PORs being shipped, and from the command menu, either Main or Overflow, execute the Shipping Lists command.

Order date	Due Date	Number	Supplier	Name
31/07/2016	30/11/2016	PO0000042	S009	HOUSEHOL...
02/08/2016	30/11/2016	PO0000043	S009	HOUSEHOL...
05/09/2016	30/11/2016	PO0000049	S009	HOUSEHOL...
03/10/2016	30/11/2016	PO0000051	S009	HOUSEHOL...

As the Qty Shipped value is entered, the Stock Bin is automatically displayed. This can be overwritten if the full Qty Shipped is being placed in a different Bin. See Appendix 5 on how a Stock Bin is automatically assigned.

**If the Qty Shipped is to be split between multiple bins, then the Batch/Bin Allocation command at the Footer must be used.**

**Shipping List**

Date: 22/11/2016  
 Due Date: 27/11/2016  
 Number: <<Automatically Assigned>>  
 Alternate Reference: SL-321  
 Branch: Head Office [01]  
 Particulars: Email of 22/11/2016 confirms despatch  
**Delivery Note Creation Method**: Per Order

Order	Supplier	Product	Primary Bin	Description	Quantity	Quantity Shipped	Stock Bin
PO0000042	S009	LEVERCHUB3	A02	Lever Sashlock Brass Chubb 3"	5.0000	5.0000	A02
PO0000042	S009	LEVERCHUBMOR	A03	Lever Mortice Lock Chubb	5.0000	5.0000	A03
PO0000042	S009	LOCKWINDCH	A03	Window Lock Chubb	5.0000	5.0000	A03
PO0000043	S009	LEVERCHUB3	A02	Lever Sashlock Brass Chubb 3"	7.0000	7.0000	A02
PO0000043	S009	LEVERCHUBMOR	A03	Lever Mortice Lock Chubb	7.0000	7.0000	A03
PO0000043	S009	LOCKWINDCH	A03	Window Lock Chubb	7.0000	7.0000	A03
PO0000049	S009	BATTRECHMAXAA	B02	Battery Rechargeable AA Maxell	10.0000	8.0000	B02
PO0000051	S009	LEVERCHUB3	A02	Lever Sashlock Brass Chubb 3"	2.0000	2.0000	A02

Batch/Bin Allocation

The Delivery Note Creation Method has two options:

- ▶ Per Order means a separate PDN will be created for each POR covered by the Shipping List
- ▶ Per Supplier means that one PDN only will be created per supplier where multiple supplier orders are covered by the Shipping List.

On saving the Shipping List, the Workflow Status of the relevant Purchase Orders are automatically updated with the appropriate status code.

Purchase Order List

Workflow Status - All | Order Type - All | Branch - All | Reset

Order date	Due Date	Number	Supplier	Name	Supplier Re...	Type	P O Status	Shipping Status
31/07/2016	30/11/2016	PO0000042	S009	HOUSEHOL...	Ship 1	Standard	Fully Shipp...	Being Shipped
02/08/2016	30/11/2016	PO0000043	S009	HOUSEHOL...	Ship 2	Standard	Fully Shipp...	Being Shipped
05/09/2016	30/11/2016	PO0000049	S009	HOUSEHOL...	Forklift	Standard	Part-Shipped	Being Shipped
03/10/2016	30/11/2016	PO0000051	S009	HOUSEHOL...		Standard	Fully Shipp...	Being Shipped

On POR PO0000049, for product code BATTRECHMAXAA, 10 were ordered but only 8 are being shipped. A status of Part-Shipped has therefore been correctly assigned to the order. A Shipping Status column can also be added to the POR List screen; this will inform the user that the goods are “on the way”.

A property, “Shipping List Quantity Shipped”, can also be added to the Stock Statistics section of the product List screen

Stock Statistics	
Stock Level	22
Outstanding Works Orders	
Outstanding Works Requirements	
Outstanding Sales Orders	5
Available Stock Level	17
Outstanding Purchase Orders	14
Being Shipped	14.0000
Effective Stock Level	31

Again, this information can prove very useful to staff dealing with customer stock inquiries. This property confirms what quantity of the item is definitely being shipped

### Receipt of Goods.

Date	Number	Alternate Reference	Branch	Status	Workflow Status
22/11/2016	SHP000002	SL-321	01	Active	CR

The supplier’s delivery docket should be checked against the Shipping List and: any discrepancies must be effected by Editing the Shipping List and then saving the amended list. This is because the Create Delivery Notes command has no user interaction; it just goes ahead and creates the delivery notes.

There are two status codes: a system assigned status known as Status, and a Workflow Status which is setup in Company Configurator and whose automatic assignment is determined in Company Settings.

After executing the Create Delivery Notes command, the System Status is automatically amended to Completed, while the Workflow Status is set to Delivered.

Date	Number	Alternate Reference	Branch	Status	W F Code	W F Desc
22/11/2016	SHP000002	SL-321	01	Completed	DEL	Delivered
22/11/2016	SHP000003	SL-2	01	Active	CR	Created

A Related Item Inquiry on a Completed Shipping List shows that individual PDNs have been generated for each purchase order covered by the list.

**Shipping List SHP000002 Related Items**

- Shipping List SHP000002
  - Purchase Order PO0000042 - 31/07/2016
    - Purchase Delivery Note PO0000042/1 - 22/11/2016**
      - Product Lever Sashlock Brass Chubb 3" [LEVERCHUB3]
      - Product Lever Mortice Lock Chubb [LEVERCHUBMOR]
      - Product Window Lock Chubb [LOCKWINDCH]
      - Supplier HOUSEHOLD OBJECTS UK LIMITED [S009]
  - Purchase Order PO0000043 - 02/08/2016
    - Purchase Delivery Note PO0000043/1 - 22/11/2016**
  - Purchase Order PO0000049 - 05/09/2016
    - Purchase Delivery Note PO0000049/1 - 22/11/2016**
      - Product Battery Rechargeable AA Maxell [BATTRECHMAXAA]
  - Purchase Order PO0000051 - 03/10/2016
    - Purchase Delivery Note PO0000051/1 - 22/11/2016**

This is because the Delivery Note Creation Method was set to Per Order  
See next page for an example of one delivery per supplier.

Generating a PDN per purchase order also means that the company can accommodate any method the supplier invoices for the goods, e.g. one invoice per Purchase Order, or one consolidated invoice for the Shipping List.

Shipping List	
Date	22/11/2016
Due Date	27/11/2016
Number	SHP000003
Alternate Reference	SL-2
Branch	Head Office [01]
Particulars	
Delivery Note Creation Method	Per Supplier

Order	Supplier	Product	Primary Bin	Description	Quantity	Quantity Shipped	Stock
PO0000056	S002	CCD	A06	Chimney Cap Double	12.0000	12.0000	A06
PO0000056	S002	CCS	A06	Chimney Cap Single	12.0000	12.0000	A06
PO0000056	S002	CTCC	A06	Chimney Cowl Colt Top	12.0000	12.0000	A06
PO0000056	S002	FFCC	A06	Chimney Cleaner Flue Free	12.0000	12.0000	A06
PO0000055	S002	PAINTCCW25	B02	Paint Crown Ceiling 2.5L White	10.0000	10.0000	B02
PO0000055	S002	PAINTCCW5	B02	Paint Crown Ceiling 5L White	10.0000	10.0000	B02
PO0000055	S002	PAINTCEFGRY	B02	Paint Crown Epimac Grey Floor 5L	10.0000	10.0000	B02
PO0000055	S002	PAINTCWSH	B02	Paint Crown Wall White Sheen 2.5L	10.0000	10.0000	B02

Shipping List SHP000003 Related Items	
Shipping List SHP000003	
<ul style="list-style-type: none"> <li>Purchase Order PO0000056 - 22/11/2016                             <ul style="list-style-type: none"> <li>Purchase Delivery Note PO0000056/1 - 22/11/2016</li> <li>Product Chimney Cap Double [CCD]</li> <li>Product Chimney Cap Single [CCS]</li> <li>Product Chimney Cowl Colt Top [CTCC]</li> <li>Product Chimney Cleaner Flue Free [FFCC]</li> <li>Supplier BLUE CIRCLE LTD [S002]</li> </ul> </li> <li>Purchase Order PO0000055 - 22/11/2016                             <ul style="list-style-type: none"> <li>Product Paint Crown Ceiling 2.5L White [PAINTCCW25]</li> <li>Product Paint Crown Ceiling 5L White [PAINTCCW5]</li> <li>Product Paint Crown Epimac Grey Floor 5L [PAINTCEFGRY]</li> <li>Product Paint Crown Wall White Sheen 2.5L [PAINTCWSH]</li> <li>Product Paint Crown Wall White Sheen 5L [PAINTCWSH5]</li> </ul> </li> </ul>	

Related Item Inquiry showing only the one PDN. Below is an extract from the actual PDN

Product	Description	Ordered	Delivered
CCD	Chimney Cap Double	12	12
CCS	Chimney Cap Single	12	12
CTCC	Chimney Cowl Colt Top	12	12
FFCC	Chimney Cleaner Flue Free	12	12
PAINTCCW25	Paint Crown Ceiling 2.5L White	10	10
PAINTCCW5	Paint Crown Ceiling 5L White	10	10
PAINTCEFGRY	Paint Crown Epimac Grey Floor 5L	10	10
PAINTCWSH	Paint Crown Wall White Sheen 2.5L	10	10
PAINTCWSH5	Paint Crown Wall White Sheen 5L	10	10



## Appendix 1: POR with automatic write-off.

Supplier Toolz N Stuff has a policy of “no back orders”. This is effected in his record under the Options/Order Processing Smart Part, e.g.

**Options**

Delivery Note Tax Matching Tolerance

Delivery Note Tax Matching Tolerance ...

---

**Order Processing**

Default Order Type: Standard [STANDARD]

Lead Time Units: Days

Default Delivery Control Method: Automatically Write Off Remaining Items

**Purchase Delivery Note**

**TOOLZ N STUFF**

Supplier: TOOLZ N STUFF [S013]

Date: 26/04/2016 Due Date: 26/04/2016

Supplier Reference: WOFF Number: PO0000025/1

Total Estimated Additional Cost: 0.00 Apportioning Method: Value

Account Details

Name

Trading Name

Address

Phone

Credit Status

Balance

Outstanding Or

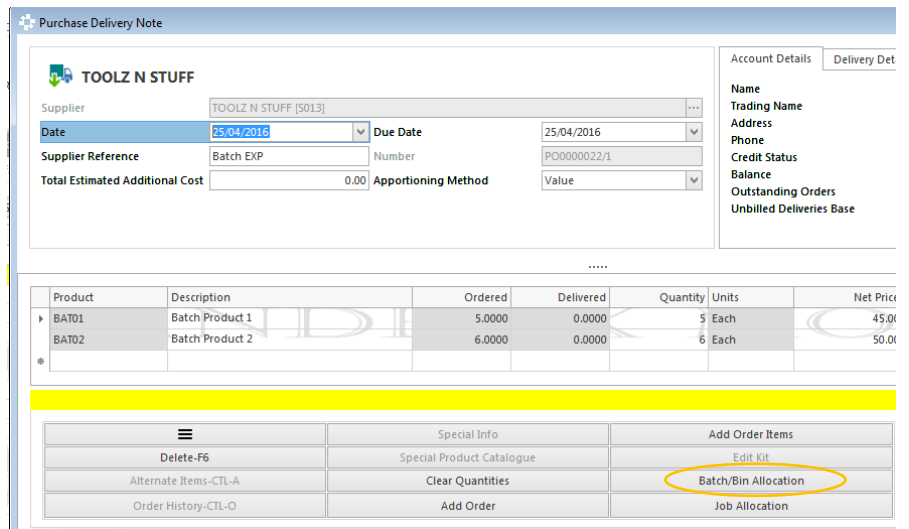
Unbilled Deliver

PO R Ref	Product	Description	Ordered	Delivered	Quantity
PO0000025	CC101	Cold Chisel 10 x 1	20.0000	0.0000	18
PO0000025	CC103Q	Cold Chisel 10 x 3/4	30.0000	0.0000	28

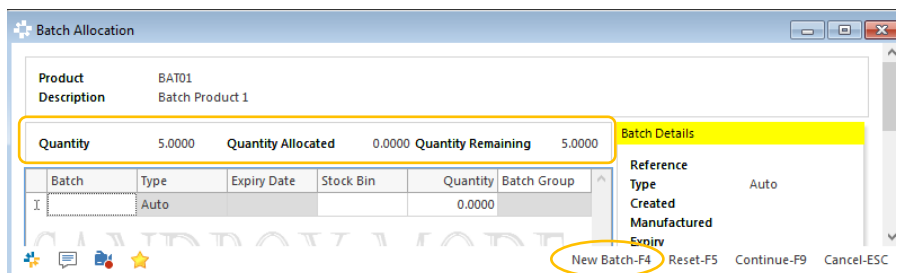
On saving the PDN, the shortages will be automatically written off. If we inquire into the original purchase order we can see the supply situation.

Product	Description	Ordered	Supplied	Written Off	O/S
CC101	Cold Chisel 10 x 1	20.0000	18.0000	2.0000	0.0000
CC103Q	Cold Chisel 10 x 3/4	30.0000	28.0000	2.0000	0.0000

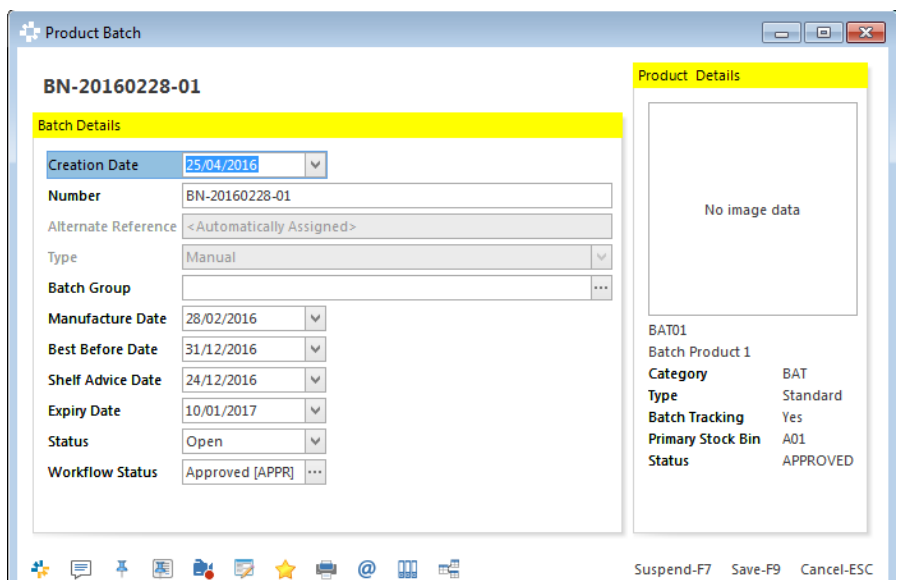
## Appendix 2: PDNs - Batch Controlled Products.



For batch controlled items, use the Batch/Bin Allocation command to both enter the batch details of each quantity received and to specify the bin location where the goods have been stored. Highlight the relevant detail line and execute the command to display this form:-



Click the New Batch-F4 command to add the batch details.





## Appendix 3: Landed Cost – Automatic Uplifts

Where products purchased are always subject to consistent “on-cost uplifts”, iQ can accommodate this requirement through its Landed Cost facility.

The Landed Cost facility allows a maximum of four uplift costs, i.e. duty, freight, inland fee rates, and agent fee rates, to be stored within the Purchasing Smart Part of each product, e.g.

### Roundup Weed Killer 1 Litre

**Code**

Purchase Prices

Default Supplier	BLUE CIRCLE LTD [S002] ...		
Default Currency	EUR		
Default Tax Rate	20% Resale [01] ...		
Duty Rate	<input type="text"/>	Freight Rate	<input type="text"/>
Inland Fee Rate	<input type="text"/>	Agent Fee Rate	<input type="text"/>

During Purchase Delivery creation, these uplift costs **are automatically applied** to the purchase order costs so as to arrive at landed cost. The uplifts are first setup in Company Configurator/Purchases but, as is standard in iQ, can also be setup “on the fly”.

Each of the Uplift Values can be posted to their own GL Accruals A/C or can all be posted to the same GL Accrual A/C – the choice is determined by the Company Setting shown below. If the “Split” option is selected, each accrual type will post to its GL account. The Uplift Accrual accounts are specified in the relevant Stock Posting Maps.

<b>Stock Duty Cost Control Account</b>	Stock Purchase -Accruals Duty [80416]
<b>Stock Freight Cost Control Account</b>	Stock Purchase -Accruals Freight [80417]
<b>Stock Inland Fees Cost Control Account</b>	Stock Purchase -Accruals Handling Fees [80418]
<b>Stock Agent Fees Cost Control Account</b>	Stock Purchase -Accruals Agent Fees [80419]

The Landed Cost facility can be used with all Stock Valuation Methods:-

1. Average
2. FIFO
3. LIFO
4. Costing from Batch
5. Estimated landed Cost



A **Company Setting** that must be set is the one in **Costings**, i.e.

Costing	
Cost Price Rounding Precision	
Check For Quantity Breaks ?	No
Zero Stock Average Cost Update Handling	Update With Transaction Cost
Estimated Landed Cost Calculation Method	Both To Base Cost

The options here are:-

- Duty Then Freight
- Freight Then Duty
- Both To Base Cost

Both to Base Cost means that, Duty and Freight uplifts will be applied separately to the purchase unit. The other options would mean one is first applied to the purchase cost and then the other uplift is applied to that increased cost.

For our example, these are the 4 uplifts setup:-

Code	Description	Percentage	Amount	Application Method
FR06	Freight 6%	6.00 %	0.00	Percentage Then Amount

Code	Description	Rate	Amount	Application Method
DU023	Duty 2.3%	2.30 %	0.00	Rate Then Amount

Code	Description	Rate	Amount	Application Method
HAN02	Handling 2%	2.00 %	0.00	Rate Then Amount

Code	Description	Rate	Amount	Application Method
AG050	Agent 50cents	0.00 %	0.50	Amount Then Rate

Assigning the uplifts to product code ROUNDUP1:-

Default Supplier	BLUE CIRCLE LTD [S002]		
Default Currency	EUR		
Default Tax Rate	20% Resale [01]		
Duty Rate	Duty 2.3% [DU023]	Freight Rate	Freight 6% [FR06]
Inland Fee Rate	Handling 2% [HAN02]	Agent Fee Rate	Agent 50cents [AG050]

### How it works!

A PDN is created to receive a quantity of 10 at a unit price of 10.00.

Purchase Delivery Note

**SCANTHORP & CLEARY**

Supplier: SCANTHORP & CLEARY [5003]

Date: 26/04/2016 Due Date: 26/04/2016

Supplier Reference: Uplifts Exp Number: PO0000023/1

Total Estimated Additional Cost: 0.00 Apportioning Method: Value

Account Details: Name: SCAI, Trading Name: SCAI, Address: HAM, Phone: 0411, Credit Status: NOR

Delivery Details: Balance, Outstanding Orders, Unbilled Deliveries Base

PO R Ref	Product	Description	Ordered	Delivered	Quantity	Units	Net Price
PO0000023	ROUNDUP1	Roundup Weed Killer 1 Litre	10.0000	0.0000	10	Unit	10.00

This is the GL Posting for the PDN which shows that:-

- The Stock account has been debited with the landed cost of the goods.
- The Stock Purchase Accruals account has been credited with the value of the goods
- Each of the Uplift Accruals accounts has been credited with the relevant uplift cost.

Stock Movement

Details

Date: 26/04/2016

Period: April 2016

Number: PO0000023/2

Alternate Reference: Uplifts Exp

Particulars: SCANTHORP & CLEARY

Branch: Head Office [01]

Balance: 0.00

Items

Account	Description	Journal Type	Amount	Currency	D R Base	C R Base
70100	Stock Control A/c	Debit	115.30	EUR	115.30	0.00
80410	Stock Purchase Accruals	Credit	100.00	EUR	0.00	100.00
80417	Stock Purchase -Accruals Freight	Credit	6.00	EUR	0.00	6.00
80416	Stock Purchase -Accruals Duty	Credit	2.30	EUR	0.00	2.30
80419	Stock Purchase -Accruals Agent Fees	Credit	5.00	EUR	0.00	5.00
80418	Stock Purchase -Accruals Handling Fees	Credit	2.00	EUR	0.00	2.00

When the invoices for the various uplift costs have been received, they will be posted to these Uplift Accrual accounts. Any differences represent an under/over recovery and should be journalled to the P & L section.

**Cross Check on calculated figures.**

Each of the uplifts was applied to the base amount of 100.00. Freight, Duty and Handling were 6%, 2.3% and 2% respectively. The agent fee was 0.50 per unit and as 10 units were received, the uplift value is 5.00. These are the amounts shown in the GL postings above.

The landed value of the 10 units was 115.30 giving a unit landed cost of 11.53 which is what the product costings inquiry is showing:-

Costings	
General	
Last Cost Base	11.53 Last Cost Actual

## Appendix 4: Direct Purchase Orders

Purchase Orders with Type Direct are orders which are supplied directly to the end-customer; they are never physically received into the company's stores. Usually a Direct POR is created as a B2B from a Direct Sales Order. The same logic applies to both types of orders.

**Purchase Order**

**TERRY HENDERSON SUPPLIES LTD**

<b>Supplier</b>	TERRY HENDERSON SUPPLIES LTD [S015]	<b>Order Type</b>	Direct [DIRECT]
<b>Currency</b>	Euro [EUR]		
<b>Date</b>	26/04/2016	<b>Due Date</b>	30/04/2016
<b>Supplier Reference</b>	Direct PO	Number	< Automatically /
<b>Branch</b>	Head Office [01]	<b>Deliver To Branch</b>	Head Office [01]
<b>Total Estimated Additional Cost</b>	0.00	<b>Apportioning Method</b>	Value

Product	Description	Quantity	O/S	Units
1163492	Yankee Candle Pine Jar	50.0000	50.0000	Pack-6
1086031	Yankee Candle Midsummer Nights	50.0000	50.0000	Pack-6

When the supplier sends confirmation that the goods have been dispatched, the PDN is created in the normal way and eventually matched to the supplier's invoice when received. **While no stock movements are created**, the historical information is updated:-

**Yankee Candle Pine Jar**

**Code** 1163492  
**Description** Yankee Candle Pine Jar  
**Category** Candles

Purchase Order Lines			
Date	Number	Supplier	Quantity
26/04/2016	PO0000024	TERRY HENDERSON SUP...	50.0000



Purchases Last 12 Months			
May 15	Jun 15	Jul 15	
0.0000	0.0000	0.0000	

Sales Last 12 Months			
May 15	Jun 15	Jul 15	
0.0000	0.0000	0.0000	

The Product Statistics “purchases and sales” monthly tables are **NOT updated** by Direct Orders; these are only updated from Stock Movements and Direct Orders do NOT create stock movements.

## Appendix 5: Shipping Lists – Stock Bin Assign.

When receiving a Shipping List into a Branch, the receiving Stock Bin will be automatically selected in the following hierarchy.

1. Shipping List line’s Stock Bin
2. The Branch’s “Default Goods in Holding Stock Bin”. This is specified in the **Branch Setup** under Stock Control Options.

Stock Control Options

Stock Control			
Exclude From Others Branch Stock Leve...	No	Default Despatch Stock Bin	
Default Primary Stock Bin	LOND-PRIMARY [01-f]	Default Assembly Stock Bin	
Default Goods In Holding Stock Bin		Default Stock Adjustment Stock Bin	Adjust Bin-HO [ADJ]
Returns Confirmation Quarantine Stock...	Quarantine Bin [Q]		

3. The “Default Goods in Holding Stock Bin” as specified in Company Settings under Stock Control.

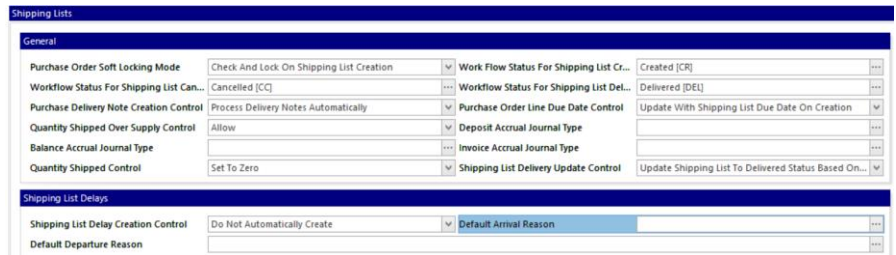
Stock Control

Automatically Maintain General Ledger...	Yes
Negative Stock Check Level Type	Stock Level
Barcode Preamble Character	*
Default Goods In Holding Stock Bin	
Negative Stock Check Method	Document Branch

4. The product’s Primary Stock Bin.

The main Company Settings related to Shipping Lists are described on the next page.

## Shipping List – Company Settings.



**Purchase Order Soft Locking Mode:** Two options here:-

**Check and Lock on Shipping List Creation**: the default setting. Once the Create Shipping List command is executed, the Purchase Order is locked from other users until the Shipping List is either saved or cancelled.

**Disabled:** Never use this setting!

**Workflow Statuses:** for Shipping List cancellation and Delivery, select from list.

**Purchase Delivery Note Creation Control:** Two options here:-

- Process Delivery Notes Automatically
- Show Created Delivery Notes

These settings are used when using the “Create Delivery Note” command in the Shipping List screen.

**Process Delivery Notes Automatically:** This will create the Purchase Delivery Note.

Show Created Delivery Notes:

If one item is selected, it will pop up and show the delivery note, and if more than one item is selected you will get the option to create show the created delivery notes or not.. if you select yes, each delivery note being created will pop up in turn, in edit mode. If you select no, all delivery notes will be generated.

**Purchase Order Line Due Date Control:** Three self-explanatory options here:-

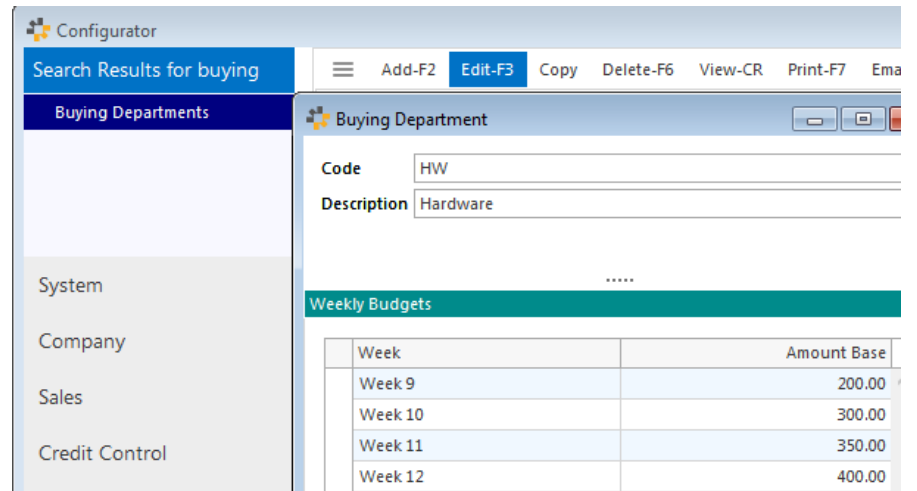
- Update With Shipping List Due Date On Creation
- Do Not Update On Shipping List Creation
- Always Update With Shipping List Due Date



## Appendix 6: Buying Departments

This facility was introduced in July 2017 under Beta Feature Id 15219.

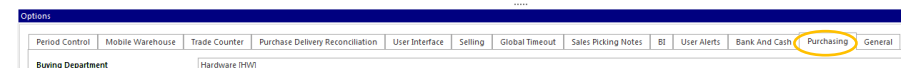
A buying department is essentially a grouping of products and users that associates them together. A user can be assigned to a buying department and in turn is responsible for buying products that are the mandate of that buying department.



Buying Departments are setup in Configurator. The buying record or object, contains a code and description and optionally, a list of weekly budgets.

The weekly budgets are just an amount value associated with a given week. They can be added and edited manually. A property has also been added to the Buying Department called “Current Week Budget” which will return the weekly budget object for the current week.

Each User now has a property for “Buying Department” which associates the user with that department. It can be found in the new Purchasing section in the User Options.





**Data Import Schema**

**Description** Buying Dept Budget Import

**Object Type** Buying Department Budget Update Import Helper

**Provider Agent Type** Excel Import Provider Agent

**File Path**

**Key Property** BuyingDepartmentCode

**Date Format** dd/MM/yyyy

**Import Collation Property Name**

**Import Options**

**Object Import Options** Only Update Existing Objects

**Only Populate Empty Fields**  **Treat Each Line As Unique**

**Aggregate List Separator Character**

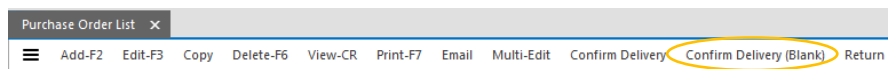
**Items**

Move Up Move Down Insert Multi-Add Delete-F6

Property Name	Default Value
BuyingDepartmentCode	
Items.Week	
Items.BudgetAmount	

The important property names are BuyingDepartmentCode, Items.Week, and Items.BudgetAmount. Valid buying department codes and week values must be provided for the update to work correctly. Buying departments can also be updated manually but this allows the changes to be decided externally.

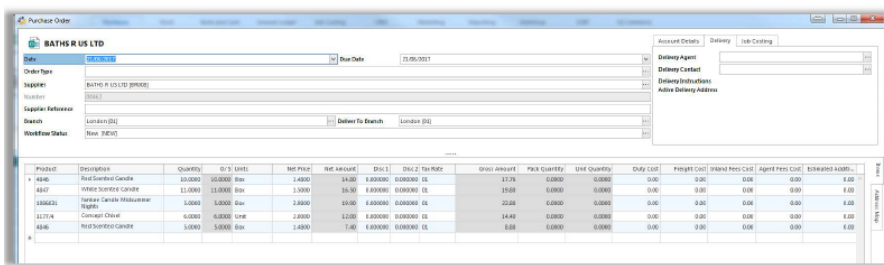
## Appendix 7: Scanning barcodes on PDNs



In July 2017, a new command, Confirm Delivery (Blank), was added to the Purchase Order List commands which allows a delivery note to be created from an order with no line information copied to the delivery form. Then, as the user scans/selects the products being delivered the link with the source purchase order line is created and the product can be delivered.

This has been designed for situations where a large order is being received and the stores person just scans the products as they are unpacked and enters a quantity against them. This greatly speeds up the data entry process.

To demonstrate the following purchase order will be used as an example:



When the Confirm Delivery (Blank) command is executed, the purchase delivery note generated will have its header information populated but its detail lines will be left blank.

As the user scans/selects a product on the line, the source order(s) will be checked to see if the product exists on the order. If it exists a new line will be added to the PDN and linked to the order line with the same product.  
E.g. if product 4846 is selected

Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Disc 1	Tax Rate	Gross Amount	WEE Z Charge	Clay Cost	Freight Cost	Island Fees C.	Agent Fees C.	Estimated A.S.	Delivery Cost
4846	Fast Scented Candle	10,000	0,000	0,000	Box	1.400	0.00	0.00000	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

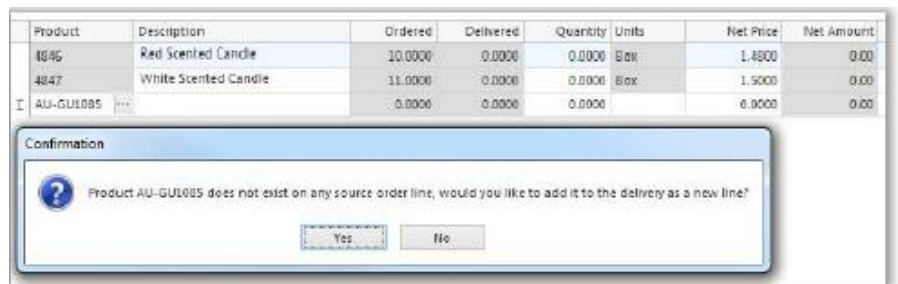
Then 4847 on the next line:

Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Disc 1	Tax Rate	Gross Amount	WEE Z Charge	Clay Cost	Freight Cost	Island Fees C.	Agent Fees C.	Estimated A.S.	Delivery Cost
4846	Fast Scented Candle	10,000	0,000	0,000	Box	1.400	0.00	0.00000	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4847	White Scented Candle	11,000	0,000	0,000	Box	1.500	0.00	0.00000	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Both these lines have been linked to the source order lines.

NOTES

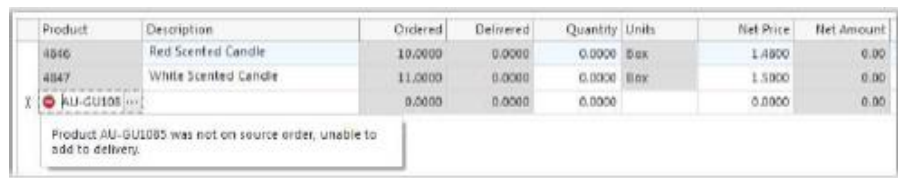
If the User selects a product that was not on the original order(s), he/she will be informed of this and will have the option to add the line anyway, if desired.



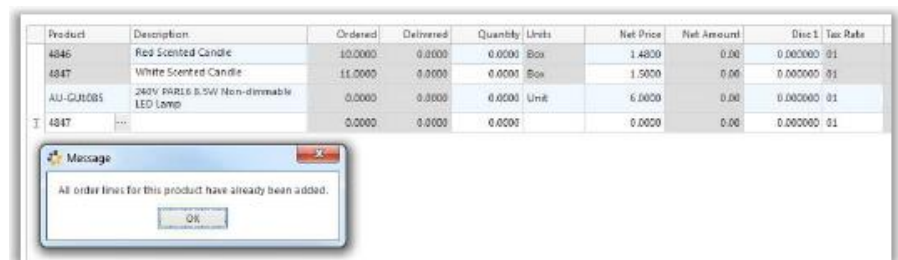
If 'Yes' is selected, the line will be added as a new line:



If 'No' is selected, the product property will give a validation error and give the user the opportunity to select a new product.



If the same product is entered twice and only existed once on the source order, the user will be informed of this:



The duplicate line will then be removed and focus will move to the existing line for the same product.





If the same product exists on multiple lines in the source order(s), a new line will get added each time the product is selected on the PDN and each line will get hooked up to a different order line until all source order lines have been assigned.

Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Disc 1	Tax Rate
4846	Red Scented Candle	10.0000	0.0000	0.0000	Box	1.4800	0.00	0.000000	01
4847	White Scented Candle	11.0000	0.0000	0.0000	Box	1.5000	0.00	0.000000	01
AU-GU1085	240V PAR16 8.5W Non-dimmable LED Lamp	0.0000	0.0000	0.0000	Unit	6.0000	0.00	0.000000	01
4846	Red Scented Candle	5.0000	0.0000	0.0000	Box	1.4800	0.00	0.000000	01

When all the lines are assigned the same duplicate line process takes place, and the focus moves to the first instance of the product in the PDN.

Product	Description	Ordered	Delivered	Quantity	Units	Net Price	Net Amount	Disc 1	Tax Rate
4846	Red Scented Candle	10.0000	0.0000	0.0000	Box	1.4800	0.00	0.000000	01
4847	White Scented Candle	11.0000	0.0000	0.0000	Box	1.5000	0.00	0.000000	01
AU-GU1085	240V PAR16 8.5W Non-dimmable LED Lamp	0.0000	0.0000	0.0000	Unit	6.0000	0.00	0.000000	01
4846	Red Scented Candle	5.0000	0.0000	0.0000	Box	1.4800	0.00	0.000000	01
4846	...	0.0000	0.0000	0.0000		0.0000	0.00	0.000000	01

**Message**

All order lines for this product have already been added.

OK

Finally, when the PDN is saved, it will be a standard PDN. The above logic will not occur when editing a persistent PDN.

## Appendix 8: Min Margin Concept on Purch Docs

In July 2017, a new concept of a Minimum Selling Margin was added to Purchase Documents. This allows users to define on a purchase document, the minimum margin they want to achieve when selling the products being bought and is used to update the Estimated Selling Price property on purchase document lines.

### Configuration

#### New Purchase Document Properties.

A new Header property called “Minimum Selling Margin” (MSM) has been added to purchase documents. This property defines the minimum margin the user wishes to achieve in the sale of the goods being purchased. By default, this property has a value of zero and when its value is zero, none of the margin calculations mentioned here will take place. **The user must enter a value to start calculating selling prices based on minimum margin.**

#### New Purchase Document Line Properties.

A new property has been added to purchase document detail lines called “Minimum Margin Selling Price”. This property will return a value calculated by applying the Header MSM to the cost price base on the purchase order (These minimum selling prices are all in terms of base currency). This value will be the minimum price that the product should be sold at in order to achieve the minimum margin.

If the Minimum Selling Margin is not set to zero, the “Estimated Selling Price” (ESP) property on any new purchase document line will be calculated from the minimum margin selling price of that line. The ESP can be manually modified on the line after this point. However, if lines already exist on a document and the Minimum Selling Margin is changed on the document, the ESP and Minimum Margin Selling Price on all lines will be recalculated to reflect the new minimum selling margin.

#### New Company Settings

A new property has been added to the Company Purchase Ledger Options called “Default Price Point Definitions”.

All Purchase Documents				
Purchase Document Pricing Action On S...	Nothing	▼	Default Estimated Selling Price Index	
Non Stocked Line Tax Classification C...	None	▼	Index Product Sub Items Display Control	Default
Index Product By Size Properties To Show		...	Default Price Point Definitions	Default [DEF]

This property allows user to select a default price point definitions object for to use for purchase documents. Price Point Definitions are set up in the Configurator or setup “on the fly” from within this Company Setting. Here is an example definition for prices 1 to 13.99.

Price Point Definitions



Code **PPD1**

Description **1 to 13.99**

**Items**

	To Price	From Price	Price	Alternative Price
▶	1.98	1.00	1.99	0.00
	2.98	2.00	2.99	0.00
	3.98	3.00	3.99	0.00
	4.98	4.00	4.99	0.00
	5.98	5.00	5.99	0.00
	6.98	6.00	6.99	0.00
	7.98	7.00	7.99	0.00
	8.98	8.00	8.99	0.00
	9.98	9.00	9.99	0.00
	10.98	10.00	10.99	0.00
	11.98	11.00	11.99	0.00
	12.98	12.00	12.99	0.00
	13.98	13.00	13.99	0.00

The calculated selling prices will be adjusted by the definitions in this list, if one is available, to get a final price.

Sample purchase requisition showing new properties added to both Header and Detail sections.

Purchase Requisition

**HANDYMAN SERVICES LTD**

Supplier: HANDYMAN SERVICES LTD Currency: Euro [EUR]

Date: 12/03/2018 Due Date: 12/03/2018

Requisition Type: Standard [STANDARD] Number: PRC2000010

Supplier Reference: Test Min margin Minimum Selling Margin 35.00%

Account Details:

Name: HANDYMAN SERVICES LTD  
 Trading Name: HANDYMAN SERVICES LTD  
 Address: PENNY LANE, GALWAY  
 Phone: 078 95 4452 895  
 Credit Status: Normal

Balance: 16,4'  
 Outstanding Orders: 4,7'  
 Unbilled Deliveries: 134,5'

Product	Description	Quantity	Units	Net Price	Disc %	Net of Disc	Net Amount	Tax Rate	Min Margin SP	Est SP	Cost Price Base
PC10	Mercer Pillar Candle 10cm	1.0000	Each	2.50	.00	2.50	2.50	01	3.99	3.99	2.50
BARRGARB	Wheel Barrow Garden Black	1.0000	Unit	24.71	.00	24.71	24.71	01	38.02	38.02	24.71

**How to calculate the required selling price of a product based on a target %, i.e. the Minimum Selling Margin.** In our example, the MSM is 35%. Subtract .35 from 1 giving 0.65.

- ▶ For line 1, divide the cost of 2.50 by .65 to give 3.84. Applying the Pricing Point Definition gives an ESP of 3.99
- ▶ For line 2, divide the cost of 24.71 by 0.65 to give 38.02. As no Pricing Point applies (it only goes as far as 13.99 \*\*), the ESP remains at 38.02

\*\* As at March 2018, only one Price Point Definition Table (PPDT) can be used to adjust the ESP and this is the default one specified in Company Settings. Multiple PPDTs can be assigned to a product’s Selling Price Definitions where the selling price is calculated from another price or cost. The PPD property will need to be added to the Selling Definition row, e.g. and the relevant PPDT assigned.

Description	Net	Gross	Q/ Break	Currency	Starting Price	Method	Factor	Quantity Break	Price Point Defl...
1 Retail	38.99	47.96	0.0000	EUR	List Price	Fixed	0.0000		PPD03

## Appendix 9: Purchase Delivery Note Write-Off

This facility is used when a company has come to the conclusion that a supplier’s invoice is NOT going to be received for an Unbilled or Part-Billed, Purchase Delivery Note (PDN).

This example is based on the assumption that the Stock Ledger is integrated to the General Ledger. Purchase Orders are always issued to replenish stock and are also issued for the supply of services and consumables.

In such a scenario, the GL Posting when a PDN is saved, is:-

- Debit the BS Stock A/C or Debit the relevant P&L account
- Credit the Purchase Accruals A/C.

The PDN Write-Off facility will not reverse the original PDN GL Posting; the “debit costs” are to be maintained.

The Write-Off is treated as a financial gain so the GL account which gets the credit should be setup as a P&L type account.

Instead, the Write-Off will:-

1. Debit the Purchase Accruals with the value of the Unbilled Amount
2. Credit the “Cost Recovery” A/C as specified in the Company Settings/General Ledger section.
3. Change the Bill Status to Written-Off.

In most countries a debt is legal for 7 years. Therefore, should a supplier eventually submit an invoice for a written-off PDN, the Write-Off can be deleted which will reverse the write-off GL posting and amend the Unbilled Status back to what it was (Unbilled or Part-Billed). The invoice can then be matched to the PDN in the standard way.

## Setup

General Ledger			
Default Sales Posting Map	Sales Posting Map [S01]	Default Purchase Posting Map	Purchase Posting Map Euro [P01]
Default Product Posting Map	Active Stock [SK01]	Suspense Account	Suspense A/C General [98000]
Rounding Account	CURRENCY GAIN/LOSS [B3115]	Cash Drawer Reconciliation Discrepancy Account	CURRENCY GAIN/LOSS [B3115]
Accruals Control Account	ACCRUALS [S0105]	Prepayments Control Account	PREPAYMENTS [41120]
Currency Revaluation Account	CURRENCY GAIN/LOSS [B3115]	Purchase Deliveries Write Off Account	Costs Recovered [10275]
Tax Control Account	VAT CONTROL A/C [S0125]	Ledger Contra Control Account	Contra Control A/C [41103]
Reserves Group	Capital & Reserves [96]	Withholding Tax Control Account	Withholding Tax [50104]
Employee Expenses Control Account		Sales Price Support Control Account	
Posting Selection Method	Account	Rounding Precision	2
Chart Of Accounts Structure	Trial Balance		


Setup the GL account for the Cost Recovery and then specify this account in the Company Settings as illustrated above.

## Operation.

Purchase Delivery Note List											
										Write Off	
Branch	Delivery no	P.O. No	Supplier Reference	Supplier	Name	Billing Status	N	D	Net Amount	Net in Euro	Unbilled Base
				boc		Unbilled					
10.02.2014	0005309	99507	244078986	8007	BOC GASES IRELAND LTD.	Unbilled			189.68	189.68	189.68
03.02.2014	0005183	59400	0244025204	8007	BOC GASES IRELAND LTD.	Unbilled			402.85	402.85	402.85
14.01.2014	0004806	99041	0243895977	8007	BOC GASES IRELAND LTD.	Unbilled			75.00	75.00	75.00

Highlight the relevant PDN and click the Write-Off command.


**Confirmation**

 Are you sure you want to write off the selected delivery note?

The user is given the option to proceed or abort the write-off. Responding Yes will complete the process and set the Status to Written-Off.

Supplier	Name	Billing Status	N	D	Net Amount	Net in Euro	Unbilled Base
	boc	Unbilled					
B007	BOC GASES IRELAND LTD.	Unbilled			189.68	189.68	189.68
B007	BOC GASES IRELAND LTD.	Unbilled			402.85	402.85	402.85
B007	BOC GASES IRELAND LTD.	Written Off			75.00	75.00	75.00

If a user clicks the Generate Invoice command, the system will prevent this command from being executed:-

 **Message**

One or more of the delivery notes are Held, Cancelled, Billed, Replaced or Written Off. They cannot be processed

A record of all written-off PDNs is maintained in the Lists section of the main Purchases Ribbon Menu, i.e.

The screenshot shows the SAP Purchases Ribbon Menu. The 'Lists' icon is highlighted, and its dropdown menu is open, showing various options. 'Purchase Delivery Note WriteOffs' is highlighted with a red box. Below the menu, the 'Purchase Delivery Note Write Off List' window is open, displaying a table of write-off entries.

Billing Status	N	D	Net Amount	Net in Euro	Unbilled Base
Unbilled					
Unbilled			189.68	189.68	189.68
Unbilled			402.85	402.85	402.85
Written Off			75.00	75.00	75.00

Date	Period	Number	Supplier	Name	Unbilled Amount	Unbilled Amount Base
11/02/2014	February 2014	0005320	W031	WINSTON HOBBS	75.00	75.00
11/02/2014	February 2014	0005147	J016	IMPACT IRELAND 'METALS' L	31.50	31.50
13/02/2014	February 2014	0004806	B007	BOC GASES IRELAND LTD.	75.00	75.00

Highlighting a PDN and clicking the G/L Posting command will show the double-entry:-

The screenshot shows the 'Purchase Delivery Note Write Off' window. The 'Date' is 13/02/14 09:55:42, 'Period' is February 2014, 'Number' is 0004806, and 'Particulars' is BOC GASES IRELAND LTD. Below the window, a table shows the double-entry for the write-off.

Account	Description	Journal Type	Amount	Currency	D R Base	C R Base
10275	Costs Recovered	Credit	75.00	EUR	0.00	75.00
50105	ACCRUALS	Debit	75.00	EUR	75.00	0.00

**Supplier invoice subsequently received.**

Purchase Delivery Note Write Off List x

Delete-F6 View-CR Print-F7 Email Multi-Edit G/L Posting

Date	Period	Number	Supplier	Unbilled Amount	Unbilled Amount Base	Orig Billing Status
13/02/2014	February 2014	0005322	T085	113.00	113.00	Unbilled

**Confirmation**

Delete this Purchase Delivery Note Write Off ?

Yes No

The reversal of the write-off is achieved by simply highlighting the relevant write-off transaction and clicking the Delete command. In this example, we will delete the above highlighted transaction. Notice that the Billed Status before the Write-Off is maintained.

This was the PDN List screen before the deletion.

Purchase Delivery Note List x

Add-F2 Edit-F3 Copy Delete-F6 View-CR Print-F7 Email Multi-Edit Generate Invoice Generate Invoice Register Credit Request Import Cost

Sales Orders Write Off G/L Posting

Branch - All Reset

Date	Delivery ...	P O No	Supplier Reference	Supplier	Name	Billing Stat...	N	D	Net Amou...	Net in Eu...	Unbilled Base
10/02/...	0005323	59085	9213	M022	MONPLATE SIGNS	Unbilled			670.00	670.00	670.00
06/02/...	0005322	59453	91445335	T085	ARAMEX IRELAND LTD.	Written Off			113.00	113.00	113.00
06/02/...	0005321	59257	21963	G080	GREENMOUNT FANS (NORT...	Unbilled			1,450.00	1,739.23	1,739.23

This is the PDN List screen after the deletion showing the Billing Status

Purchase Delivery Note List x

Add-F2 Edit-F3 Copy Delete-F6 View-CR Print-F7 Email Multi-Edit Generate Invoice Generate Invoice Register Credit Request Import Costing P

Write Off G/L Posting

Branch - All Reset

Date	Delivery no	P O No	Supplier Reference	Supplier	Name	Billing Status	N	D	Net Amount	Net in Euro	Unbilled Base
10/02/...	0005323	59085	9213	M022	MONPLATE SIGNS	Unbilled			670.00	670.00	670.00
06/02/...	0005322	59453	91445335	T085	ARAMEX IRELAND LTD.	Unbilled			113.00	113.00	113.00
06/02/...	0005321	59257	21963	G080	GREENMOUNT FANS (NORTH...	Unbilled			1,450.00	1,739.23	1,739.23

## Appendix 10: Back to Back Orders

A Purchase Requisition or Purchase Order can also be created directly from an existing Sales Quotation and/or Sales Order by manually executing the relevant command from the documents command menu. Below are the Company Settings relating to the creation of Back to Back (B2B) sales orders or requisitions.

Back To Back Options			
Default Back To Back Order Quantity	Full Quantity	Existing Back To Back Document Quanti...	Consider In Default Quantity
Default Back To Back Order Document Type	Purchase Requisition	Default Direct Back To Back Order Ful...	Direct
Default Back To Back Line Description	Product Description	Back To Back Line Order Permission	If Not Already Ordered
Back To Back Purchase Order Product C...	Default	Back To Back Purchase Requisition Pro...	Default
Purchase Order Prompt Out Of Stock Qu...	Effective	Purchase Order Prompt Statistics Source	Product
Maintain Back To Back Document Quanti...	No	Default Back To Back Purchase Order S...	Automatic
Default Back To Back Purchase Requisi...	Automatic	Direct Purchase Order Delivery Contac...	Copy If Fulfillment Is Direct
Back To Back Builder Content Control	Unrestricted	Back To Back Product Sales Cost Editi...	Use Product Sales Cost Editing Control

A B2B document builder can also be made to automatically display on saving a sales order where the quantity ordered exceeds the relevant stock level as specified in the Company Settings as highlighted above. Whether it displays or not, is controlled by a flag in the Sales Order Type setup and another flag WITHIN each product.

**Sales Order Type**

**Main**

Code: STANDARD  
 Description: Standard Order

**Options**

Stock Level Update Method: Outstanding Sales Orders  
 Customer Balance Update Method: Outstanding Orders  
 Default Order Fulfillment Method: Standard  
 Default Sale Agreement Type: Standard  
 Allocation Update Method: Default  
**Prompt To Place PO After Sales Order Generation: Based On Product**  
 Purchase Delivery Note Linked Sales Orders Handling: Based On Product  
 Despatch Branch Validation: Never  
 Hold Delivery Notes By Default: Always  
 Deferred Billing Days: Out Of Stock

This is the flag in the Order Type setup



This two flags relate to both sales orders and sales quotations.

Search Results for properties containing 'prompt'	
Prompt To Place PO After Sales Order Generation [Selling Options]	Out Of Stock
Prompt To Place Purchase Requisition After Sales Quotation Generation [Selling Options]	Out Of Stock

**B2B example.**

These are the statistics for product 516403

Stock Statistics	
Stock Level	66
Outstanding Sales Orders	
Forward Sales Orders	
Allocated Sales Orders	
OS Job Requirements	
OS Works Orders Requirements	
Available Stock Level	66
Outstanding Purchase Orders	
Being Shipped	
Effective Stock Level	66
Minimum Stock Level	0

Enter a sales order for quantity 100, on saving the order, the B2B Builder suggests a reorder quantity of 34. This is because it is taking into account that the Effective Level is 66 so only 34 is needed to satisfy the sales order quantity of 100.

Back To Back Document Builder								
Source Details								
Number	SO0000184							
Alternate Reference	B2B T3							
Type	Sales Order							
Description	AC043							
Saving Options								
Product	Quantity	Order	Supplier	Name	Description	Net Price	Discount	Fulfillment
516403	100.0000	34	0013	TOOLZ N STUFF	Stanley 10mm Wood Chisel	3.75	0.000000	Standard

Stock Statistics	
Stock Level	66
Outstanding Sales Orders	100
Forward Sales Orders	
Allocated Sales Orders	
OS Job Requirements	
OS Works Orders Requirements	
Available Stock Level	-34
Outstanding Purchase Orders	
Being Shipped	
Effective Stock Level	-34
Minimum Stock Level	0
Last Stock Take On	09/05/2018

If ESC is pressed on the B2B Builder screen, the document, be it Requisition or Order, will not be created. This would leave the statistics screen for product 516403 looking like – see opposite. Place a new sales order for **200**, on saving, the B2B builder now suggests a reorder quantity of 234: 34 to fill existing needs plus 200 for the current sales order. If the previous B2B for 34 had been created, the suggested reorder quantity for the new document would have been 200.

Back To Back Document Builder

Source Details

Number: SO0000185  
Alternate Reference: B2B T4  
Type: Sales Order  
Description: AC049

Saving Options

Product	Quantity	Order	Supplier	Name	Description	Net Price	Discount	Fulfillment
516403	200.0000	234	5013	TOOLZ N STUFF	Stanley 10mm Wood Chisel	3.75	0.000000	Standard

End of manual.

