Trimble

Viewpoint
Jobpac Connect™

Purchasing
Module Guide
Version: 1.0

Trimble. Construction

Document Control Table

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Approved or authorised by	
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Change History

Version	Date	Author	Description of Changes
1.0	31/12/2021	DMB	Initial Release

Table of Contents

Overview of the Purchase Order Process

Purchase Orders, although typically raised for a smaller monetary value than Subcontracts, can represent a substantial portion of the commitments for the project and are necessary to ensure outstanding costs associated with the supply of materials and labour are taken up at the earliest possible time.

Before raising a Purchase Order, the administrator must consider if:

- Strict control over the valuation and payment of the service is required
- Variations are likely to be required in relation to the service.
- Retention is required.

If the answer to any of these questions is yes, then raise a Subcontract Agreement in preference to a Purchase Order.

Over the course of any project it is likely that hundreds or thousands of Purchase Orders will be raised to many different suppliers. Tracking material requirements previously ordered but not received, those still to be ordered and items that have already been delivered, is only possible if the Purchase Order module is constantly reviewed and maintained.

Each Purchase Order is allocated a unique number up to 8 characters within the Workid, which is either generated automatically or entered by the user and can contain up to 99999 different line items. Each line of the Purchase Order is treated as an individual transaction and can have invoices approved against it or be marked as a completed item without effecting the status of any other lines associated with the same order.

Completing Purchase Order lines on a regular basis, whether at the time Creditor Invoices are posted to accounts or during the end of month project review, also greatly reduces the risk of costs being misallocated and cost transfers having to be performed.

Prior to items being supplied, you can amend the supplier details of an existing Purchase Order if they are no longer able to provide the goods, thus eliminating the need to re-key the entire order using an alternative supplier.

Considerable time saving can be achieved if multiple line Purchase Orders are used. In the event that the supplier is unable to supply only one of many items listed on the Purchase Order, the relevant line can be deleted, leaving the balance of the order still to be filled.

When committing an amount of budget relative to a Purchase Order item, it is possible that gains or losses are incurred. For example, if an order for $600 is raised for an item that was budgeted to cost $500, a $100 loss has occurred.

Key Parameters for Purchasing

Parameter	Description
GEN01	Used in conjunction with ORD01 to auto number POs
ORD01	Defaults for PO Entry
PODELD	Skip Delivery docket messages
PODELQ	Skip Delivery docket messages
POEMAL	PO Email parameters
POESTM	Enable Estimate orders, ie orders with no rates
POJORD	Enable PO numbering by Project number
POMNT	Defaults for Purchase Orders
POPREF	PO numbering by Job or Location
POPRNT	PO Print defaults
POVAPP	PO Electronic Approvals

Purchase Order Numbers

There are a number of options for automatic Purchas Order Numbering.

Option 1. Alpha characters at the start of the PO number for all POs in a Workid

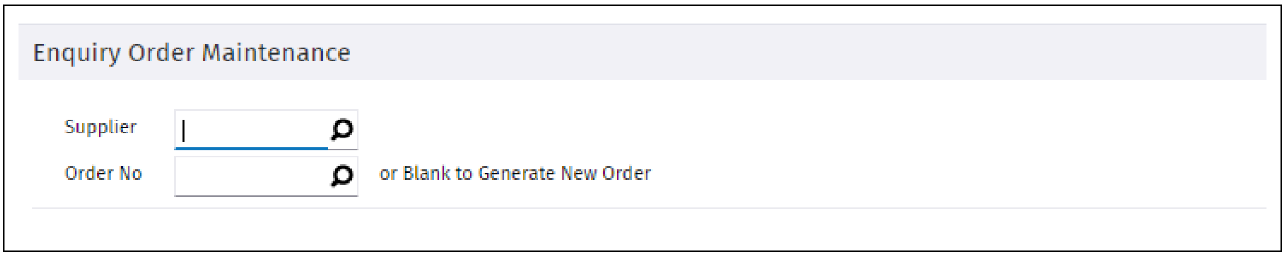
This is configured by parameters ORDxx and GENxx

Position 7 on ORD01 nominates the last two characters of the GEN parameter

i.e If ORD01 position 7 is 01, then the GEN01 is where the alpha characters are held for the start of the PO numbering sequence. E.g. GEN01 AB000001. PO numbers will start at AB000001 and increase by one for each PO. This rule applies whether the PO is costed to a Job, GL Account, Asset, or Stock item.

The number of alphabetic characters can be as many as you like, e.g. ABCD0001, however it is recommended that no more than two be used to allow up to a million POs for a workid. E.g. AB000001.

The PO entry Screen looks like this.



This configuration will be overridden, if any of the next two options are used.

Option 2. Using the Job Number to prefix the PO number

This is configured by parameter POJORD. See below. This will use the first 4 digits of the Job number as the start of each PO number.

System Parameter Maintenance - Details

Parm Code POJORD This parameter determines if job # is used to crea

Work Id 920 **TEST** DMB Sydney

Parm Value N140001

Type

Field#	Type	Description	Str	Len	Alphanumeric
01	*ALPHA	Activate function (Y/N)	1	1	Y
02	*ALPHA	Start position in job number for prefix of PO number...	2	1	1
03	*ALPHA	No of characters of job no to be used in prefix of PO ...	3	1	4
04	*ALPHA	Starting sequential number (7 digits)	4	7	0001
05	*ALPHA	Allow manual purchase order numbers to be entered	11	1	
06	*ALPHA	Auto numbering to use PO numbers previously pass...	12	1	

The PO Entry screen look like this:

Enquiry Order Maintenance

Supplier

Order No or Blank to Generate New Order

Job

If a job number is not entered on the initial PO screen, then the PO must be costed to a GL account, Asset, or Stock Item. The PO number will then use the WKID as the first three digits of the PO number.   E.g. 920-0001.

**Option 3.	Nominating a prefix to the PO for each Job and each Location**

This is configured using parameter

Purchase Order Electronic Approvals

Jobpac has a configurable electronic approval process for Purchase Orders. Details of how to set this up are in the 'Advanced Approvals' Manual.

After configuration it is turned on by the parameter POVAPP position 1.

N	means no electronic approvals used
A	means Advanced Approvals are turned on.
Y	means a now redundant old approval process is turned on. This is no longer used for new clients, but some older clients still use it.

If POVAPP position 1 = A or Y, then the menu option '**Enter Requisition'** must be used to setup new purchase orders. These are often call Quote Orders, or Enquiry Orders.

To modify or print an approved Purchase Order, then the option '**Enter/Maintain PO**' is used.

There is a third option available to setup a committed Purchase Order that does not require approval. It is used mostly to set up purchase rates agreements, and record deliveries and invoices against them. This is usually subject to security.

Technical Menu Setup

POMNTP	'E'	Requisition, Enquiry, or Quote Order
POMNTP	'N'	Maintain Purchase Order
POMNTP	'F'	Bypass security.

Processing Purchase Orders

Creating & Maintaining Purchase Orders

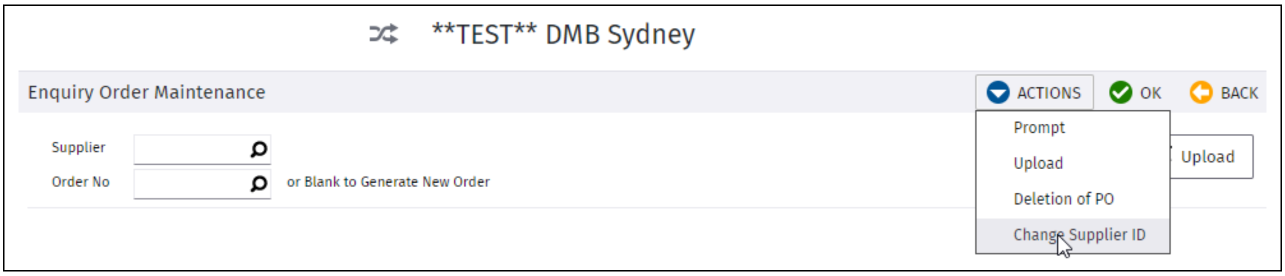
This document will use the standard PO numbering method in all examples, will assume the electronic approvals are turned on. i.e Option 1 described above.

If Electronic approvals are turned on, then the option '**Enter Requisition'** must be used. POs are sent for approval from this option.

If Electronic approvals are NOT turned on, then the option '**Enter/Maintain P/Order'** must be used. This will immediately commit the PO.

Both of these options display the same screen.

Select > **Projects > Purchase Orders/Invoices > Enter Requisition**. The following screen displays.

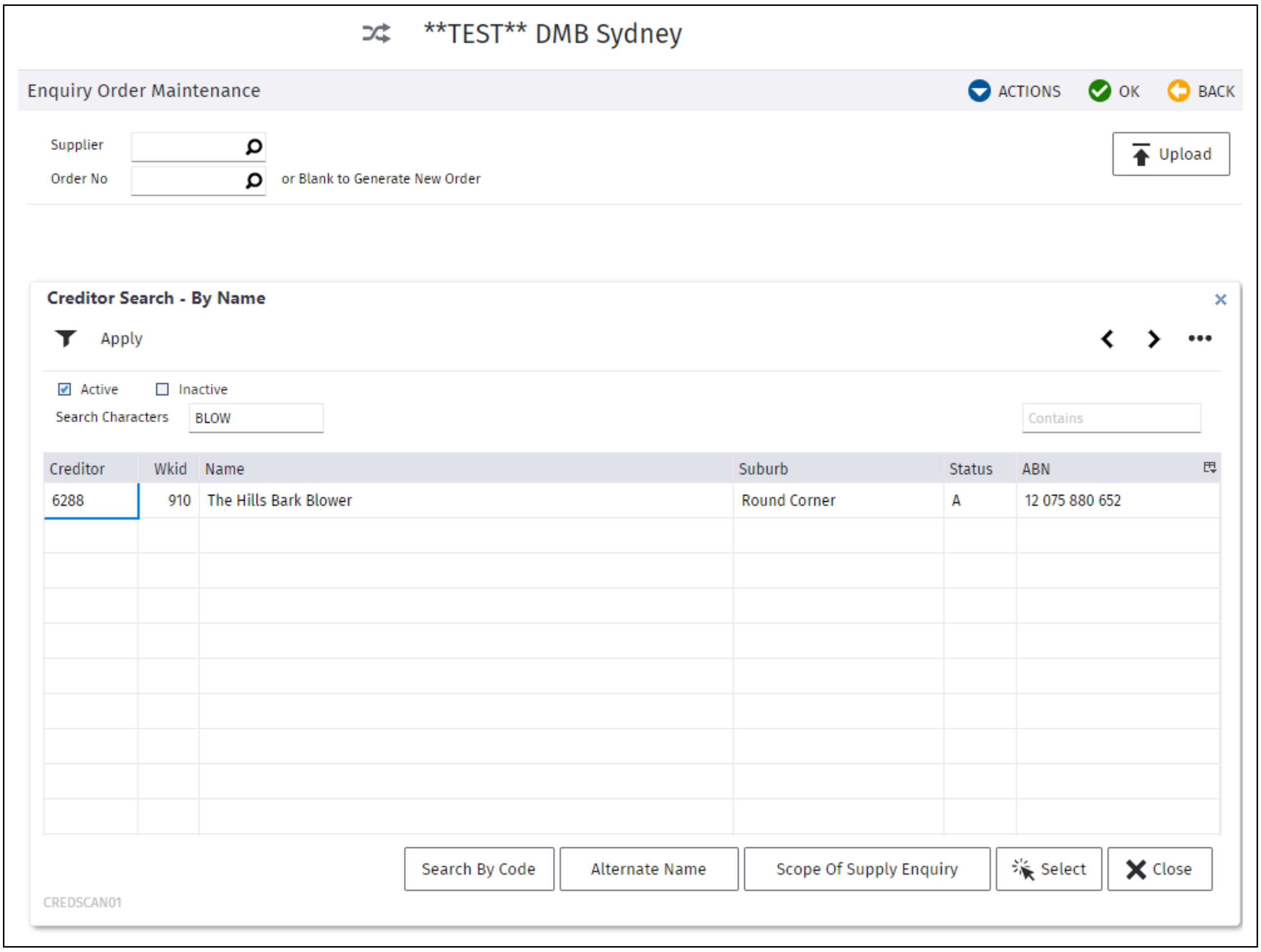


The text reading "or Blank to generate New Order" will only appear if your system parameters are set up to automatically generate order numbers, and the option to override the PO number is turned on. See POMNT, POJORD.

If an existing purchase order is entered, and no Invoices have been matched to the PO, then the option Change Supplier Id can be used.

Supplier Scan Window

If you decided to scan for suppliers you will see the following screen:



You can use the “Scan Characters” field to key in part of the creditor’s name to more easily locate them and you can use the “Active” and “Inactive” check boxes to filter show only creditor’s with a specific status.

By default only active creditors are shown as you cannot raise an order against an inactive creditor.

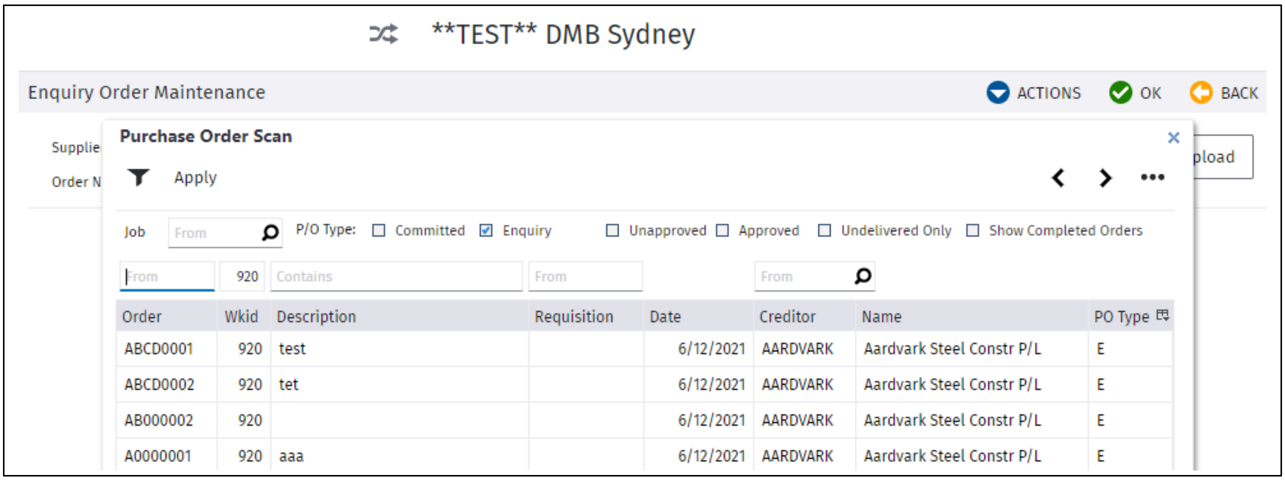
If you know the customers ABN you can key it in the input field under the ABN column to find the creditor by their ABN number. You can also key in just a few numbers of the ABN if you prefer and the selection will be filtered to just those creditors whose ABN starts with those numbers

If you know part of the creditor’s id click the **Search by Code** option to search.

There is also a scope of supply button at the bottom of the screen. (Please see the **Product Vendor Reference System (PVRS) Manual** for more information).

Order Scan Window

If you decided to scan for existing orders you will see the following screen:

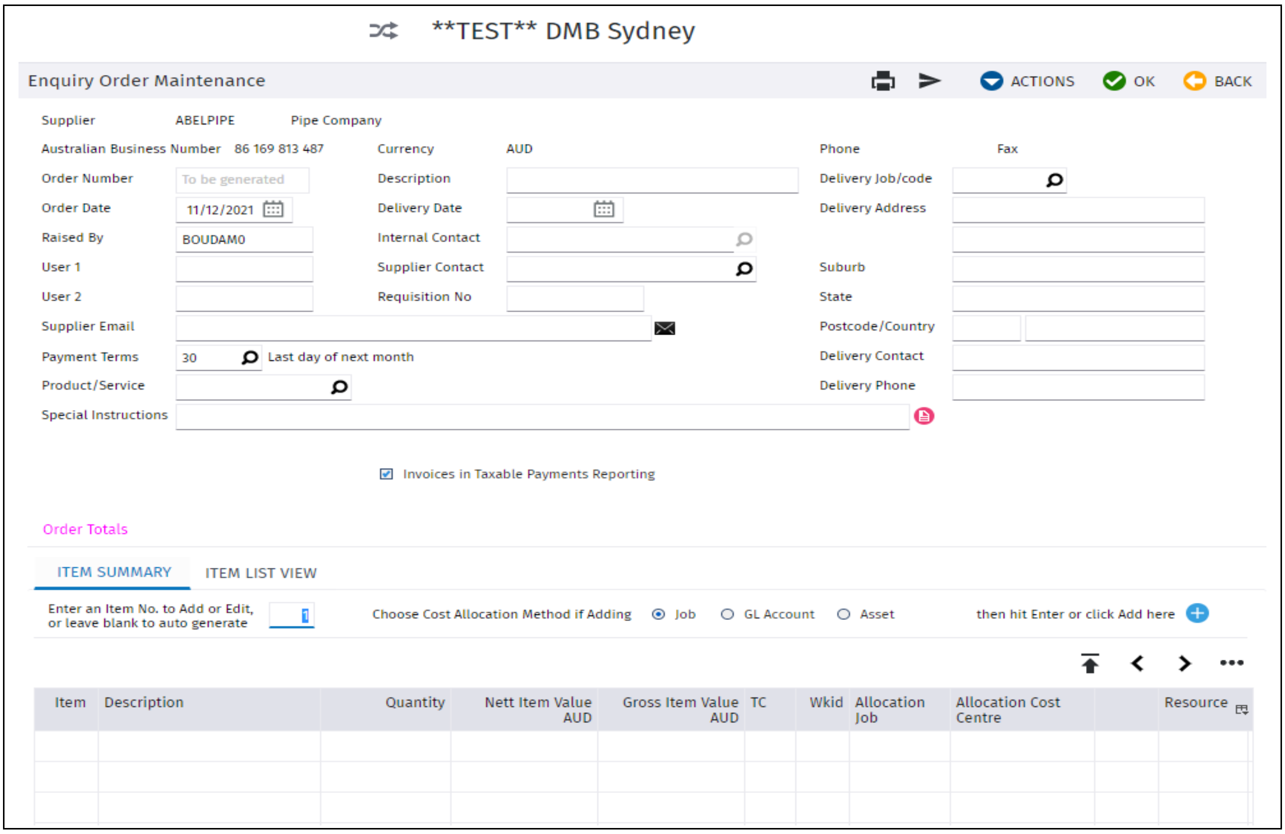


By default only orders that haven't been completed and are Enquiry orders are shown but you can change the filters to find the order you are looking for.

The Type column will show C for Committed Orders or E for Enquiry orders. Enquiry orders do not affect committed cost and cannot be invoiced or have deliveries recorded against them until they are committed/approved.

Maintaining Purchase Order Header Information

The following screen appears once you have selected an existing order or decided to create a new order:



The top part of this screen shows header information that applies to the entire purchase order below that is a list of the items in this order. The list of items is shown in reverse order so that the more recently entered items appear first.

The Purchase Order is not allocated until the first PO Item is created.

Tab through the header fields and complete as required.

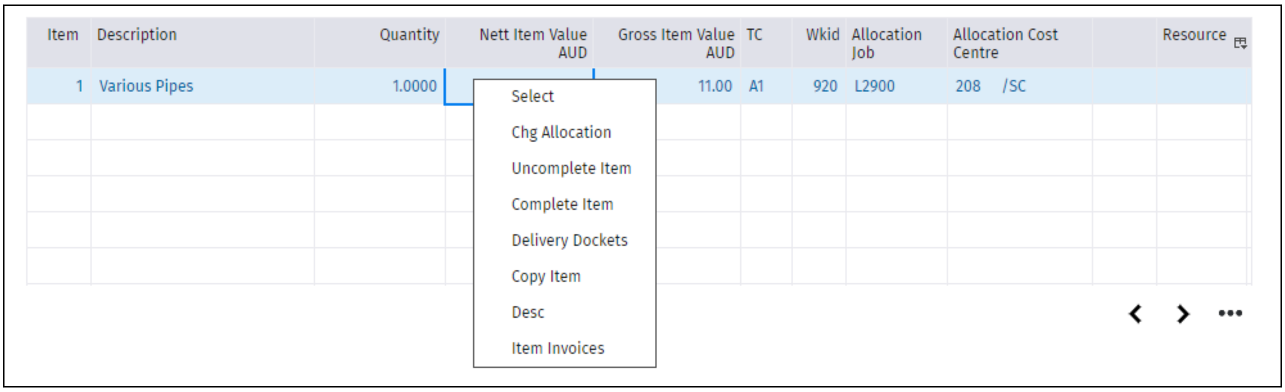
Field Name	Description
Description	This field to the right of the order number. Type in up to thirty characters of generic description about the purchase order.
Currency	This field shows the creditor's ISO 4217 currency code (eg AUD for Australian Dollars). This is for display only and can only be updated through creditor maintenance.
Australian Business Number	This field may or may not appear depending on system parameter ORDxx and will only appear for Australian creditors. (Those with currency code AUD).
Delivery Job/code	The Site Address maintained in Job Setup will default into this field, else: Use lookup to access the **Delivery Address Scan** pop-up window. Double click on an existing address. OR clicking the **ADD** button to type in new address details. This address is available for future Purchase Orders. To use an address, it must first be created in this screen.
Order Date	This defaults to the current date but can be overwritten.
Delivery Date	This defaults from the **Purchase Order Date** field but can be overwritten.
Delivery Address	This field is populated from the selection made in the **Delivery Job/code** field or can be keyed in.
Raised By	This defaults to the user raising the purchase order. It can be overridden. Controlled by POMNT.
Internal Contact	Type in your contact for enquiries relating to the purchase order.
User 1	User definable field 1 (The text for this field can be changed using system parameter OHUDF1)
Supplier Contact	Enter a supplier contact or use the lookup to see contacts held for the creditor.
User 2	User definable field 2 (The text for this field can be changed using system parameter OHUDF2)
Requisition No	Requisition Number used in external process.
Email Address	Type the email address of the supplier's contact. This field can also be configured to auto populate from the creditor master file. Use POEMAL
Payment Terms	This will default to payment terms of creditor, but can be overridden.
Product/Service	Refer to Product Vendor Reference manual for use.
Special Instructions	Anything written here will display on the purchase order print.

Action options are:

Option	Description
Creditor Details	Displays the creditor details as setup in the Creditor master file. There is no ability to modify any details here. Note: This only appears if the first position of the system parameter APTRIQ is set to Y.
Commit PO	To commit the Purchase Order and update committed costs. This is only applicable for Enquiry Orders (Quote Orders) when Electronic Approvals are not used.
Print	Prints the purchase order
Instructions	Allows you to enter any other relevant details about the delivery or these goods and/or services. These special instructions will printout in the body of the order.
Next Tab	Allows you to toggle to see if the order has been approved. It also allows you to see the order value in the base currency if it is a foreign currency order.
Invoices	This displays all invoices linked to this purchase order.
Deliveries	Allows the entry of delivery dockets.
Send for Approval	This text may read “Email Approver/s” or “Send for Approval” or it may not appear at all depending on your system configuration.

A list of Existing PO Items appear at the bottom of the screen. This gets added to as PO Items are created.

If you right click on a PO Item you will see the following:



Option	Description
Select	Select an item for maintenance. This is the same as keying the item number into the item number field. Note: You cannot maintain the costing allocation through this, you must use change allocation to do this
Change Allocation	If you wish to change the costing allocation for a line, use this option. Note: You cannot change the allocation once a delivery or invoice has been raised against the order.
Un-complete Item	If you have previously completed an item by mistake you can use this to undo that.
Complete Item	To mark an item as complete use this option. This will prevent further deliveries and invoices being allocated to this item. It will also reduce the committed cost of the item down to the invoiced value and it will reduce the incurred cost down to zero.
Delivery Dockets	To enter delivery dockets against this item use this option. You can also access the delivery docket entry facility directly through the menu system.
Copy Item	The PO Item can be copied, and data overwritten.
Desc	This displays the full description of the PO Item, and it can be changed.
Item Invoices	This list all Invoices associated with this line Item.

Foreign Currency Purchase Orders

If you use the foreign currency module and you are raising an order for a creditor using a foreign currency you will see some additional fields allowing you to nominate an exchange rate. The exchange rate will default to the most current exchange rate for that currency. (See the foreign currency manual for more information)

You can override the exchange rate by entering it in the field provided or you can tick the “Most Current” check box to re-populate the field with the most current exchange rate.

Once an invoice or delivery docket has been entered against the order the exchange rate is locked in place and cannot be changed. (When the invoice is finally paid at a different exchange rate a gain or loss will be taken up in the general ledger)

Adding and Maintaining Items on a Purchase Order

You can either enter an item number or right click on the line and select “select” to maintain an existing item or you can enter a new item by selecting the allocation type and selecting OK.

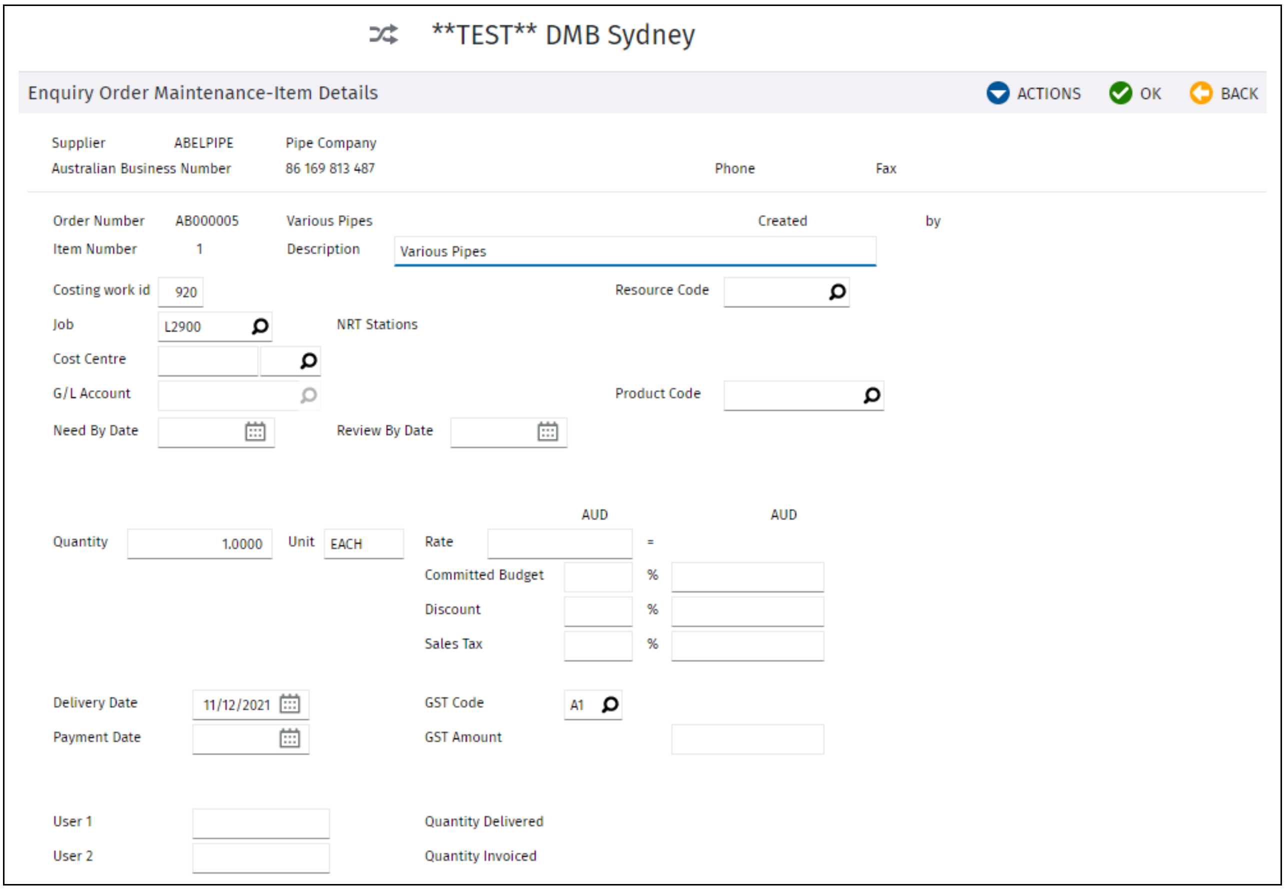
Note: When adding a new item, the item number will default to the next available item number. You can override this if you wish to leave space for other items later. You will notice that in the above example the item number has defaulted to 1 (the next available number) but you could change this to 4 or 10 or a higher number if you want to leave space to come back later and enter other items in the future.

Field Name	Description
Item No	This field defaults to the next available item number (on the assumption that you wish to enter a new item). If you are reviewing an existing Purchase Order with multiple lines you can enter the item number you wish to review here to save having to use the page up/down function.
Allocation if Adding	Job = Costing to a Job. Asset = Costing to an Asset. (Requires the Asset Module to be set up.) GL Account = Costing to a General Ledger Account. This option is also used if purchasing stock items.(Requires Stock Module to be setup)

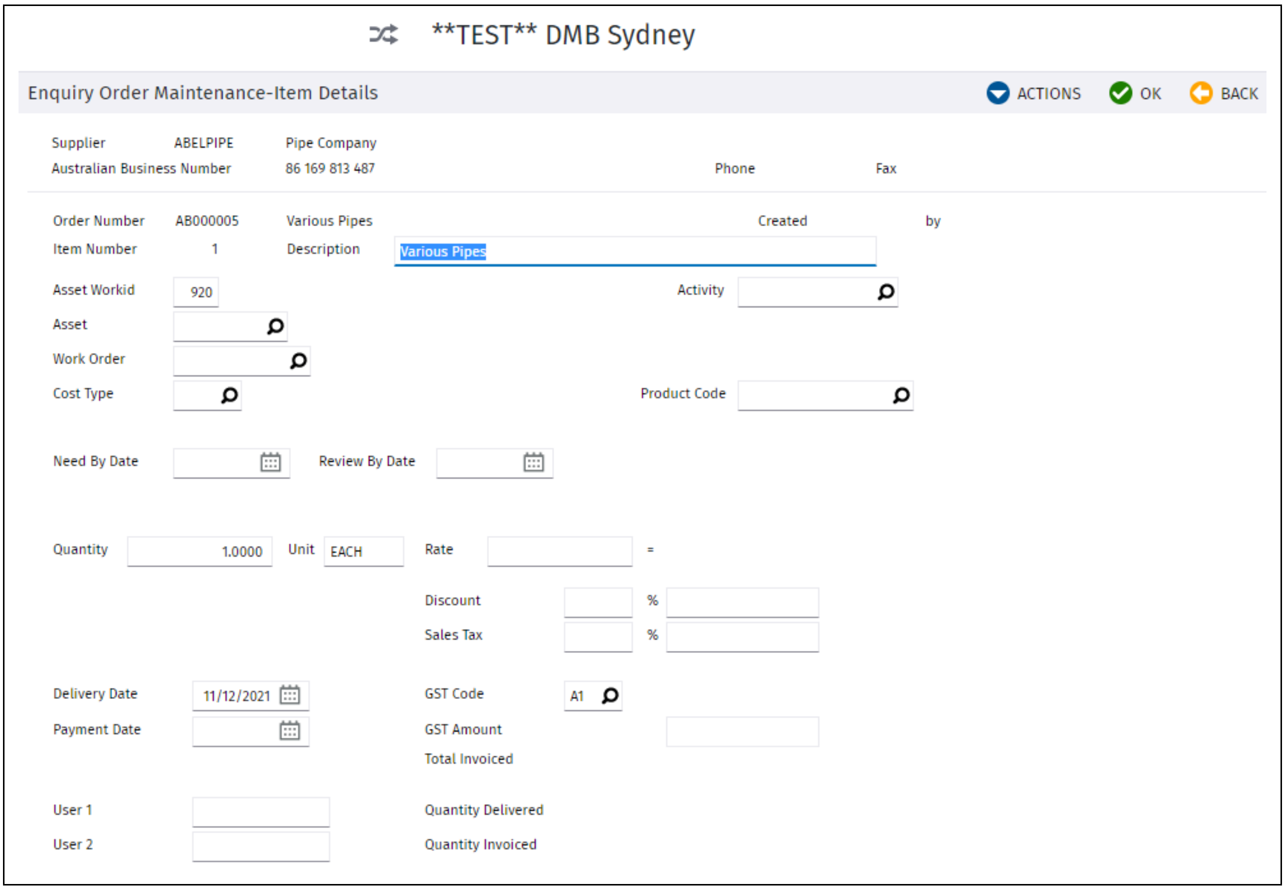
There are 3 screens for adding and maintaining purchase order items. Which one you see will depend on whether you nominated to allocate the item to a job/cost centre, an asset or a general ledger account.

Most of the fields on these screens are the same but there are some minor differences.

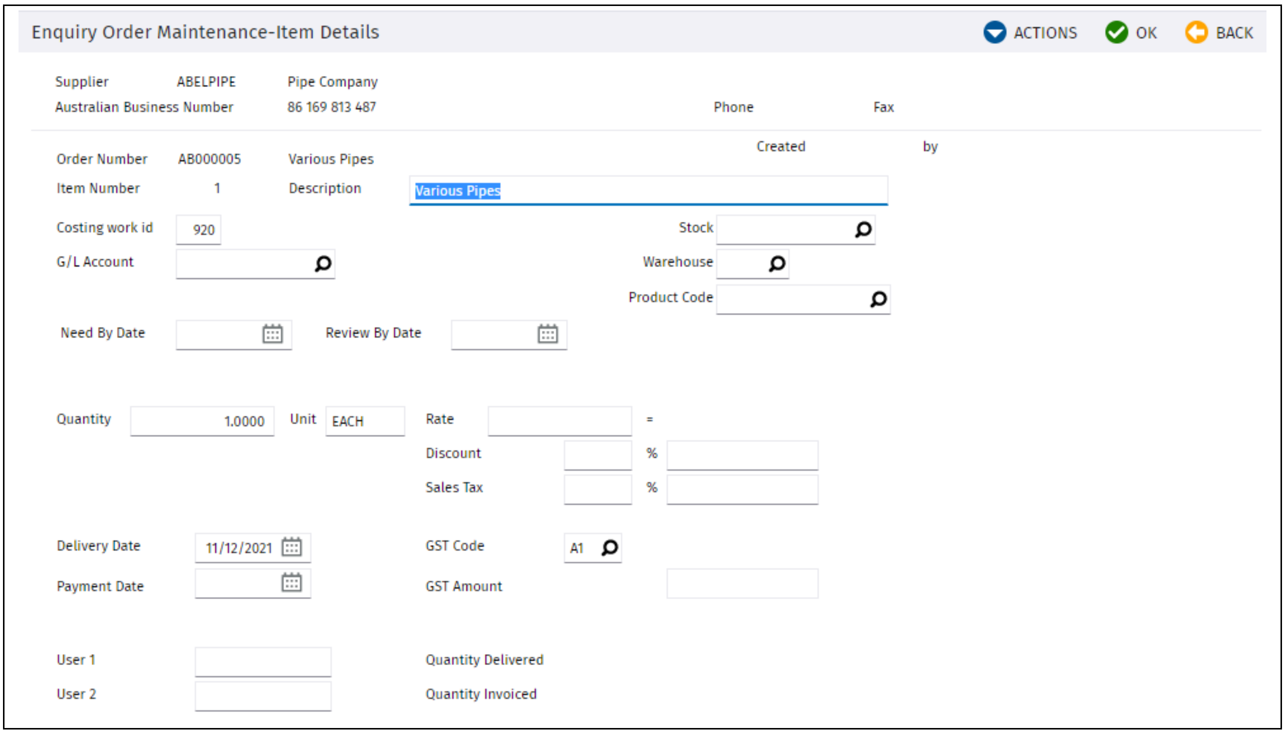
When using a job/cost centre allocation this is the screen that you will see:



When using an asset allocation this is the screen you will see:



When using general ledger allocation this is the screen you will see:



Field Name	Description
Description	You can type in up to 60 characters of description related to this item. Note: This will default to the Product Code Description if you enter a product code or to the stock code description (if you key in a stock code) or to the **Description** field entered on the header details screen.
Costing Work id	The work id containing the job, GL account or asset that you are raising the purchase order item for. This field will only appear if your system is configured for intercompany accounting.
Job/Cost Centre Allocation Fields These fields only appear when using the job/cost centre allocation	
Job	This is the Job Number against which the costs are allocated. For existing PO items, this field is protected when maintaining an order. You can only change the job/cost centre allocation through the change allocation screen, available as a right mouse click option on the previous screen.
Cost Centre	For existing PO items, this field is protected when maintaining an order. You can only change the job/cost centre allocation through the change allocation screen, available as a right mouse click option on the previous screen.
Committed Budget	This field is the amount of the budget that this order represents. If this amount is not completed by the user, the system automatically completes the field. It will default to the PO Item order value or the available budget whichever is less.
Asset Allocation Fields These fields only appear when using the Asset allocation	
Asset	This is the asset code
Asset Cost Type	One of the defined Asset Cost types must be entered.
Work Order	Work Order Number (only used if Service Order Module configured)
Activity	Activity Code (only used if Service Order Module configured)
Resource Code	This field may not appear depending on your system configuration.
G/L Account	For job related order items this field is not usually input capable. It will default to the GL account defined for the Job/Cost Type combination, however if they system parameter ACENTR is set to N then the GL account can be changed. For Asset related orders this field is display only and is determined automatically from the asset cost type. For GL account related items this field is mandatory. If you enter a stock code against a GL account line the GL account will be populated with either the stock clearing account (if it is defined) or the balance sheet account relating to the particular stock code.
Stores Control Fields These fields only appear when you are using the stores control module	

Field Name	Description
Stock	This field will only appear if you are using the stores control module. It allows you to enter a stock code for the item you are ordering.
Warehouse	This field will only appear if you are using the stores control module. It allows you to enter a warehouse for the stock item that you are ordering.
Product Code	This field is mandatory when the external hire check box is ticked otherwise it is optional. If a product/service code has been selected in the Purchase Order header, then this will be the default here.
Rate Type	This field may not appear depending on the PRDSCN system parameter.
Requisition No	This field may not appear depending on the ORDxx system parameter.
Estimate Only	This field will only appear when the POESTM system parameter is set to Y.
Need By Date	This field is optional.
Review By Date	This field is optional.
External Hire Fields These fields will only appear if you are using the external hire function. Please discuss further with your Jobpac consultant if you wish to use the external hire function.	
External Hire	Click this checkbox if this item relates to external hire. If this checkbox is not ticked then there is no need to enter the rest of the external hire fields.
On Hire Date	This field only appears when you have checked the external hire check box.
Hire Duration	This field only appears when you have checked the external hire check box. Type in the duration that equipment is required for. Specify D for Days, W for Weeks, M for Months or Y for Years.
Expected Return Date	This field only appears when you have checked the external hire check box.
Currency	This creditor's currency appears above the value fields. Usually this will be the base currency for the work id (e.g. AUD) but if you have the foreign currency module you can setup creditors with a different currency.
Quantity	This field defaults to 1.
Unit	This field defaults to 'EACH' and represents the Unit of Measure but can be overwritten by the user. This field is limited to 5 characters.
Rate	This is the rate or price applicable to one unit and is multiplied by the quantity to calculate the value of the order. The rate is net of GST. If you want to enter the gross rate, i.e., including GST, click the **Enter Gross** option in the **Action** menu. Jobpac then calculates the appropriate GST.
Net value	This field is calculated by the system and displayed when you select **OK** or press **[Enter]**.
Discount	The discount value that the supplier is giving you
Sales Tax	Sales Tax (Not GST). No longer Applicable.

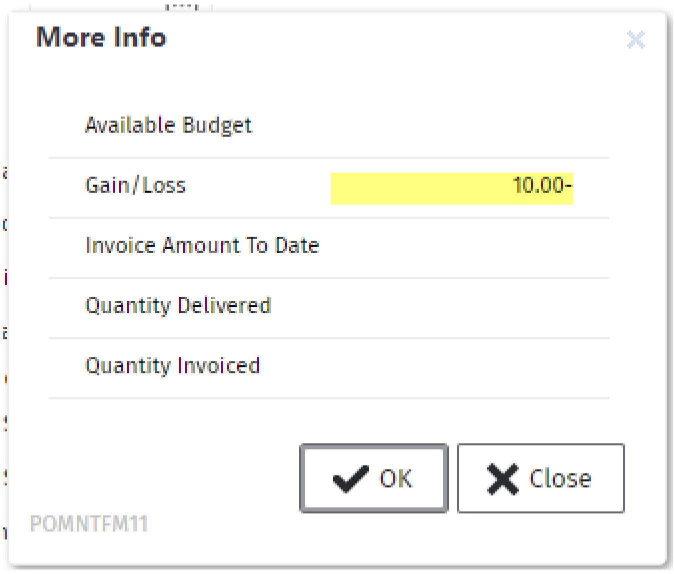
Field Name	Description
GST Code	The GST code applicable to the item and defaults to the standard GST code specified in the Creditor Master record. Note: It can be overwritten.
Delivery Date	This is the delivery date of the goods. It defaults to the value entered on the order header but can be overwritten. Note this is independent of the 'Need By' date.
Payment Date	This is the date on which payment for the goods is expected. It is calculated based upon the delivery date and the creditor's trading terms. It can be manually overwritten. Note that this date is indicative only.
User 1 & 2	User definable fields. These fields are only available if they have been configured. Refer System Admin Manual.
Quantity Delivered	Only displays if Delivery Dockets are entered.
Quantity Invoiced	Only displays the current quantity that is invoiced and posted.

Action Options

Option	Description
Extended Text	Allows multiple line of text to be entered as description for the PO item
Creditor Details	Displays the creditor details as setup in the Creditor master file. There is no ability to modify any details here. Note: This only appears if the first position of the system parameter APTRIQ is set to Y.
Invoice	This option will show you any invoices against this order item.
Description	Select this option if you wish to enter more than one line of the purchase order description. Same as Extended Text.
Product Codes	This option will show you products defined in the PVRS module.
Enter Gross	This will toggle between the gross and nett rate and amount allowing you to enter the figures either pre or post GST.
Cost Centre Summary	This only appears when allocating the line to a job/cost centre. It links you to the cost centre enquiry summary screen and shows cost details for that cost centre.

Available Budget Window

After entering a job/cost centre related item you may see the below window.



This tells you how much available budget there is on the cost centre and the gain or loss that this order item will result in. (The gain or loss is the difference between the item value and the committed budget).

This window can be suppressed by setting up the system parameter CBPOP with an N. (The default is Y), otherwise the window will display whenever the gain or loss is not zero (when the committed budget differs from the item value).

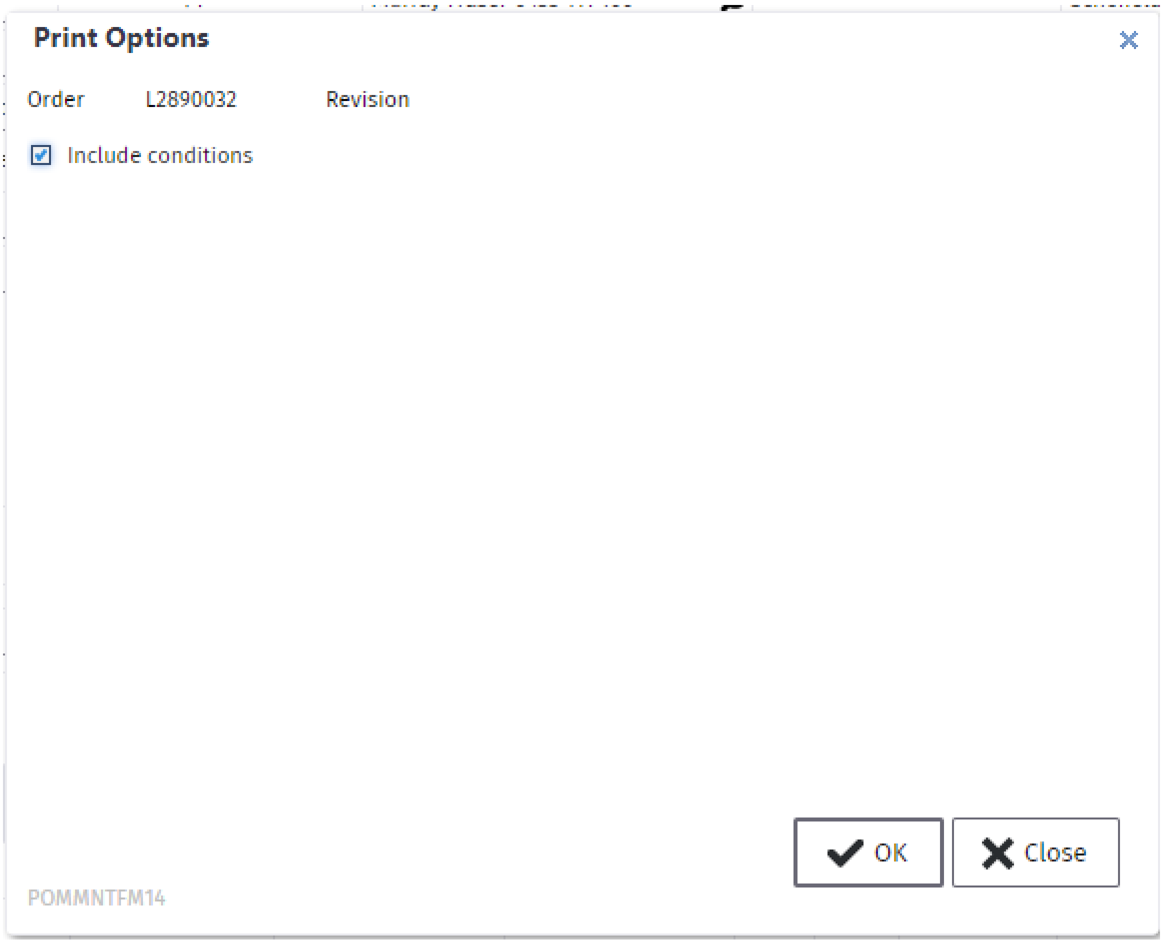
Committed budget will usually default to the item value unless there is not enough available budget, therefore you will only see this window when you have either run out of budget or you have entered the committed budget yourself.

Note: If the system parameter POAVBU is set to Y and the user has authority to exceed the available budget then the committed budget will default to the item value even if it exceeds the available budget. This may cause the available budget to go negative in this case.(Rarely used).

Printing, e-mailing a Purchase Order

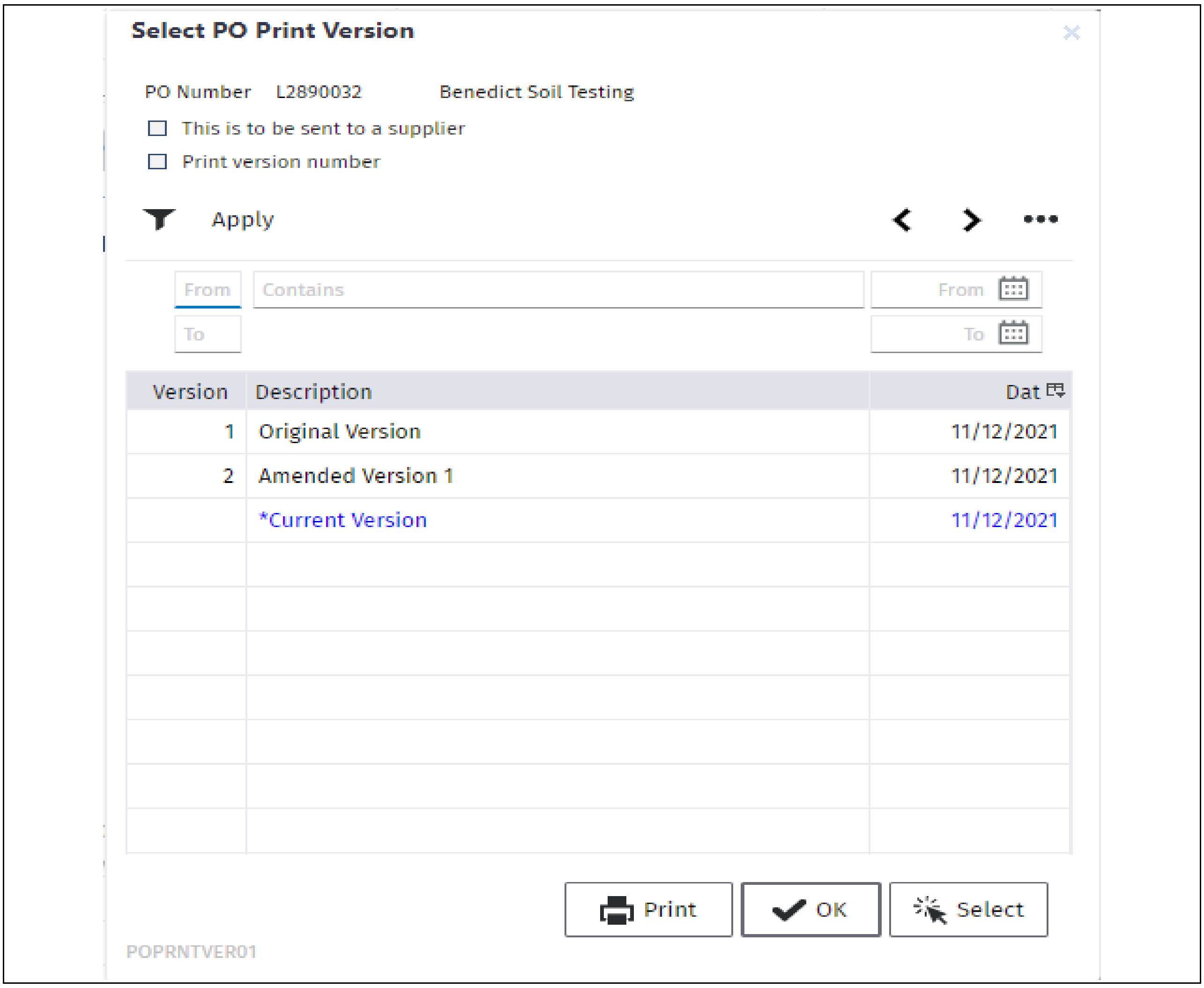
Print the Purchase order from the Action Button menu. The first popup allow conditions to be printed with the purchase order.

If you have specific conditions you want printed, provide them to a Jobpac consultant in MS Word form, and they can be added to your PO.



Field Name	Description
Include Conditions	You can nominate to include your organization's purchasing terms and conditions as part of the order.
These fields are only shown if you are using advanced purchase order approval and it is a revised purchase order.	
Revision	The revision number.
Is this an amendment order?	If this is an amendment to an order you have already sent to the supplier then check this box.

If you are using advanced purchase order approval you will see the following screen:



Select option if to be sent to supplier and or include version number on the PO. If this is to be a new version add a Description for that version. This can be selected and printed at another date.

After selecting print the JOM (Jobpac Output Manger) will launch and display a PDF image which can then be printed, saved or distribution via e-mail.

Deleting an existing Purchase Order or Order Item

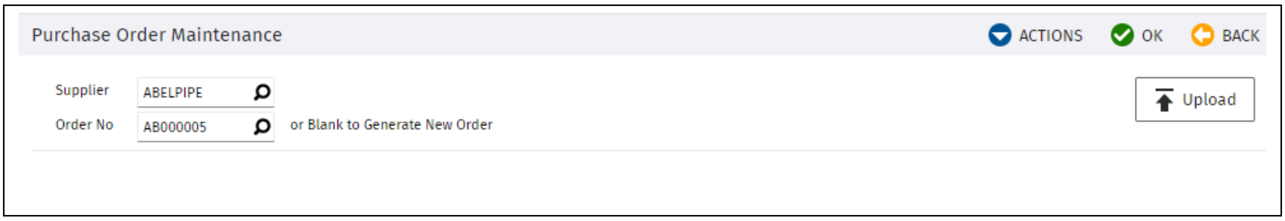
If goods are no longer required from the original supplier, either in part or as a total order, it is necessary to delete the items no longer required. Use the information in this section to delete an existing Purchase Order.

Note: Only Purchase Order items that have no invoices or delivery dockets associated with them can be deleted.

Select > Projects > Purchase Orders/Invoices > Delete Purchase Order.

Uploading Purchase Orders

Purchase Orders can be uploaded in Bulk. The Upload is available from the first screen



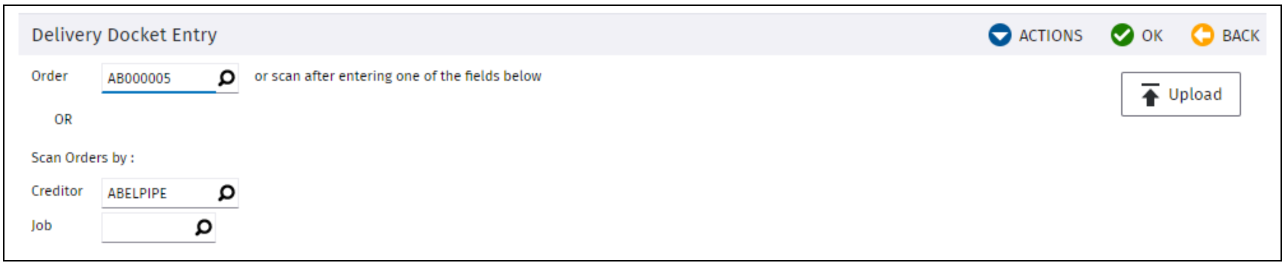
If auto numbering is setup for purchase orders, then the PO number can be left blank in the template. The PO item numbers must be entered.

Adding Delivery Dockets

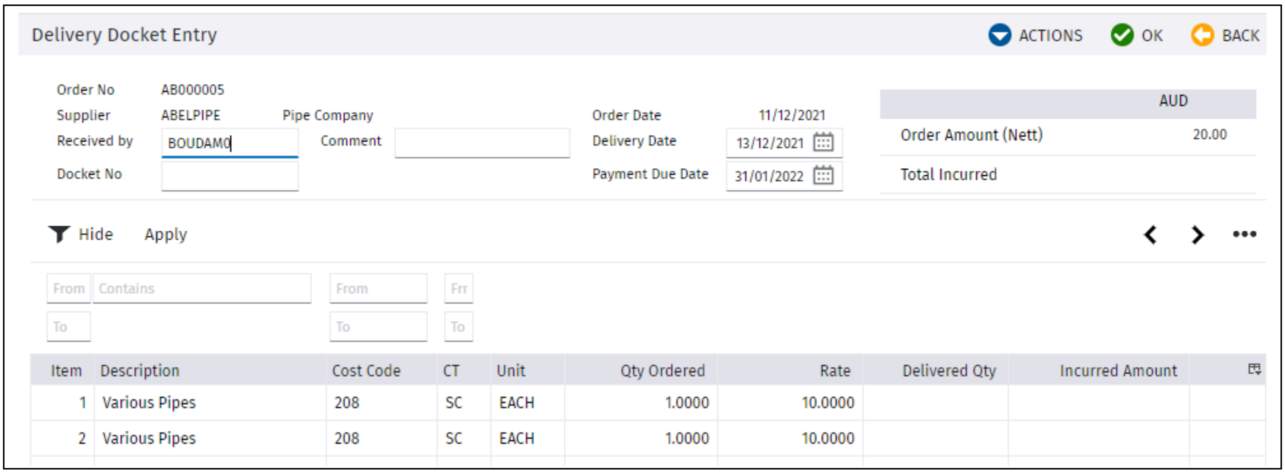
By processing delivery dockets into Jobpac, a more accurate picture of the costs incurred against the project can be determined. The user can choose either to process all delivery dockets received from a site or only those where special attention to quantities is required, such as concrete deliveries. Once deliveries are entered to Jobpac, they must be matched with invoices.

Select > **Projects > Purchase Orders/Invoices > Enter Delivery Dockets**.

Find the PO you want by using the Creditor or Job as filters

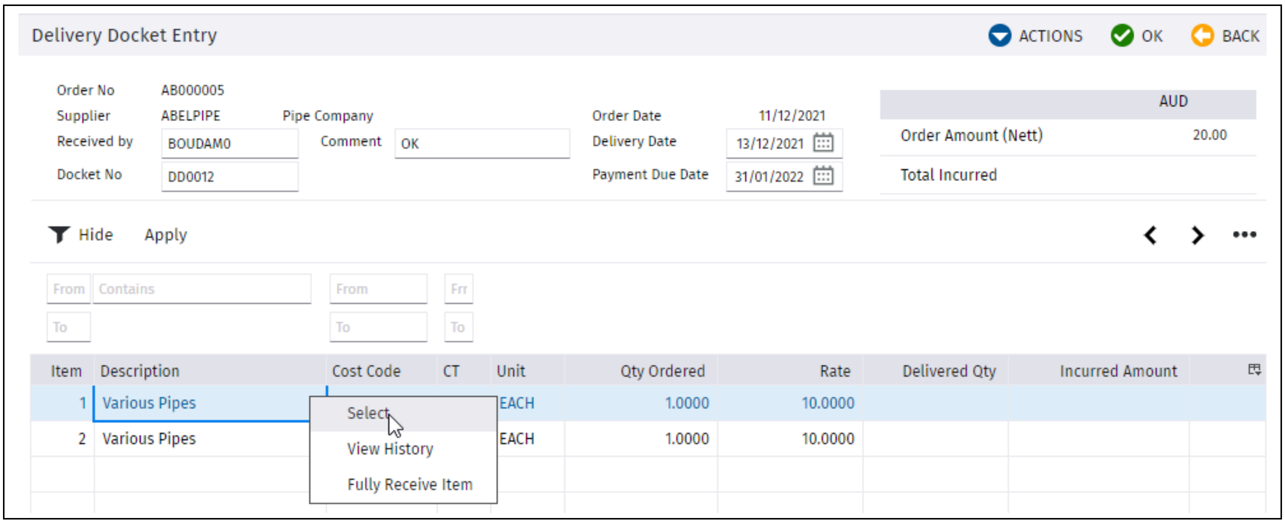


A **Delivery Docket Entry** item details screen displays.

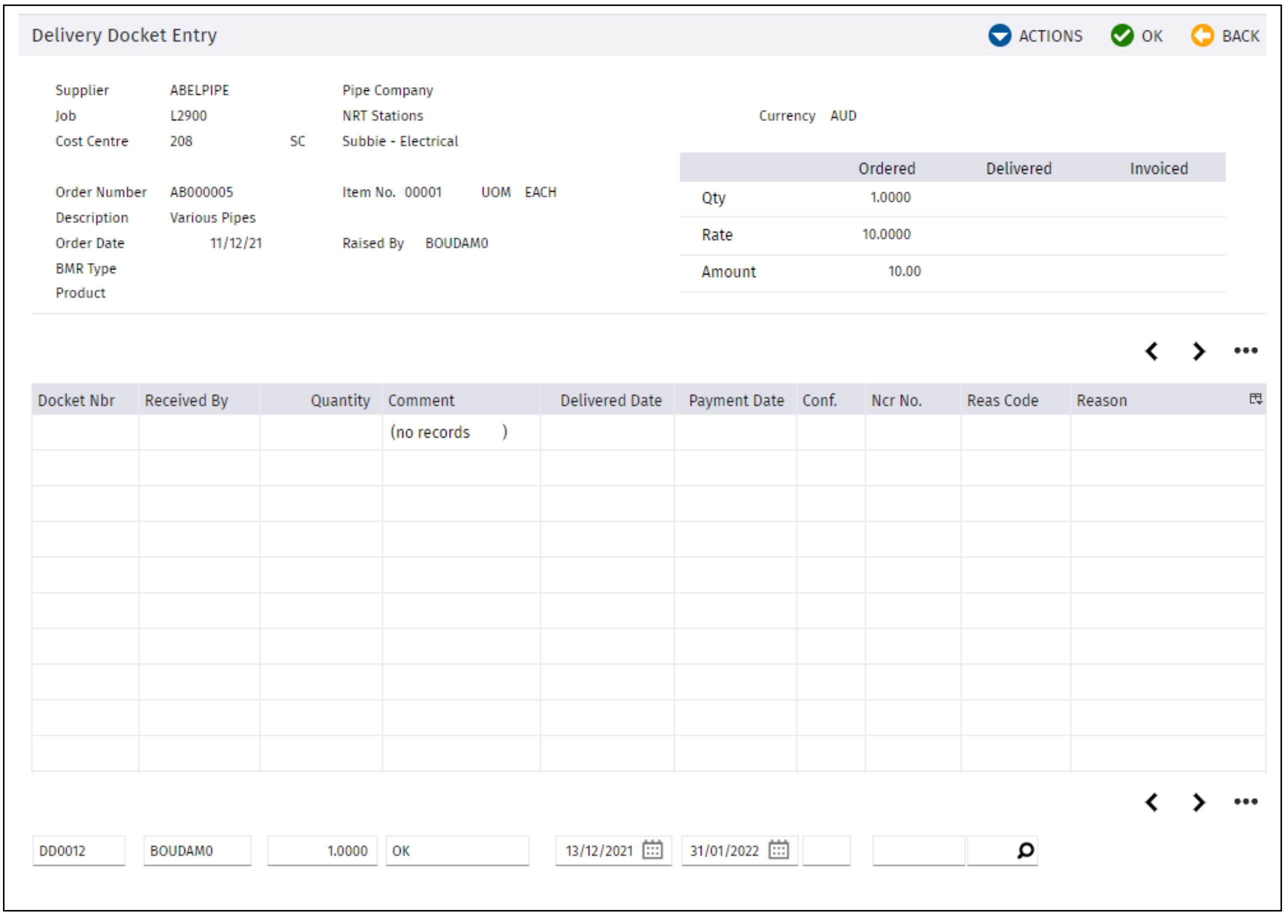


If the Delivery Docket covers all PO Items, then enter a Comment, e.g. OK, the Delivery Date, and the docket number. Then Select '**Flag All as Fully Received'** from the **Actions** menu. This will set the QTY Delivered = QTY Ordered.

If the Delivery Docket covers only part of the PO, then select each PO Item.



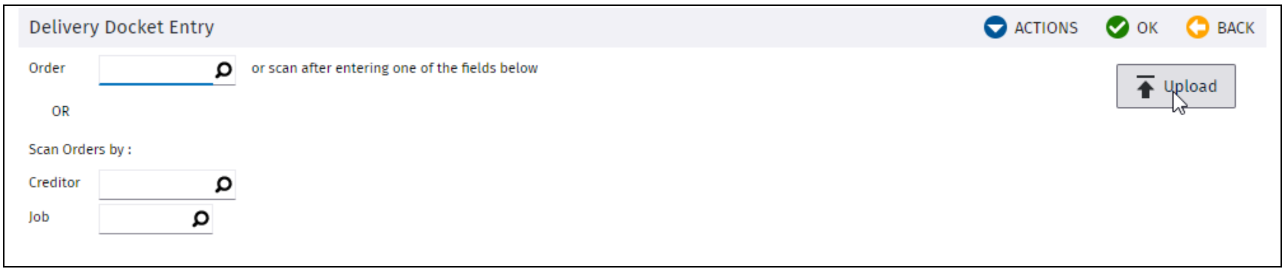
Enter the QTY delivered for that PO Item along the bottom line.



If configured you may also record the NCR No (Non-conformance Record Number) and the Reason for Non Conformance.

Uploading Delivery dockets

There is an upload available for delivery dockets.



This upload can be used to upload delivery dockets against existing Purchase Order items.

However it does have a feature that allows delivery dockets to be uploaded against Cost Centres not already on PO Items. On the upload, a PO Item can be nominated, and a cost centre that is not the cost centre for the PO Item. The upload uses the rate on the PO item nominated to create a new PO Item with the same rate, but with the different cost centre nominated in the upload.

This feature does not work when approvals are required for the PO.

Part of the Upload template that performs this function looks like this.

Jobpac - Delivery Dockets Upload

Delivery Docket Date	Docket Number	Deletion Flag	Quantity	PO Work ID	PO Number	PO Item	Comments	Job Work id	Job	Cost Code	Cost Type
Defaults to current date DDMMYY	10 A (M)	Blank or Y if deletion required 1 A	15.4 N (M)	3.0 N (M)	8 A (M)	5.0 N (M)	20 A	3.0 N	6 A	8 A	2 A

This feature is only available in the upload.

Completing a Purchase Order/Bulk Complete

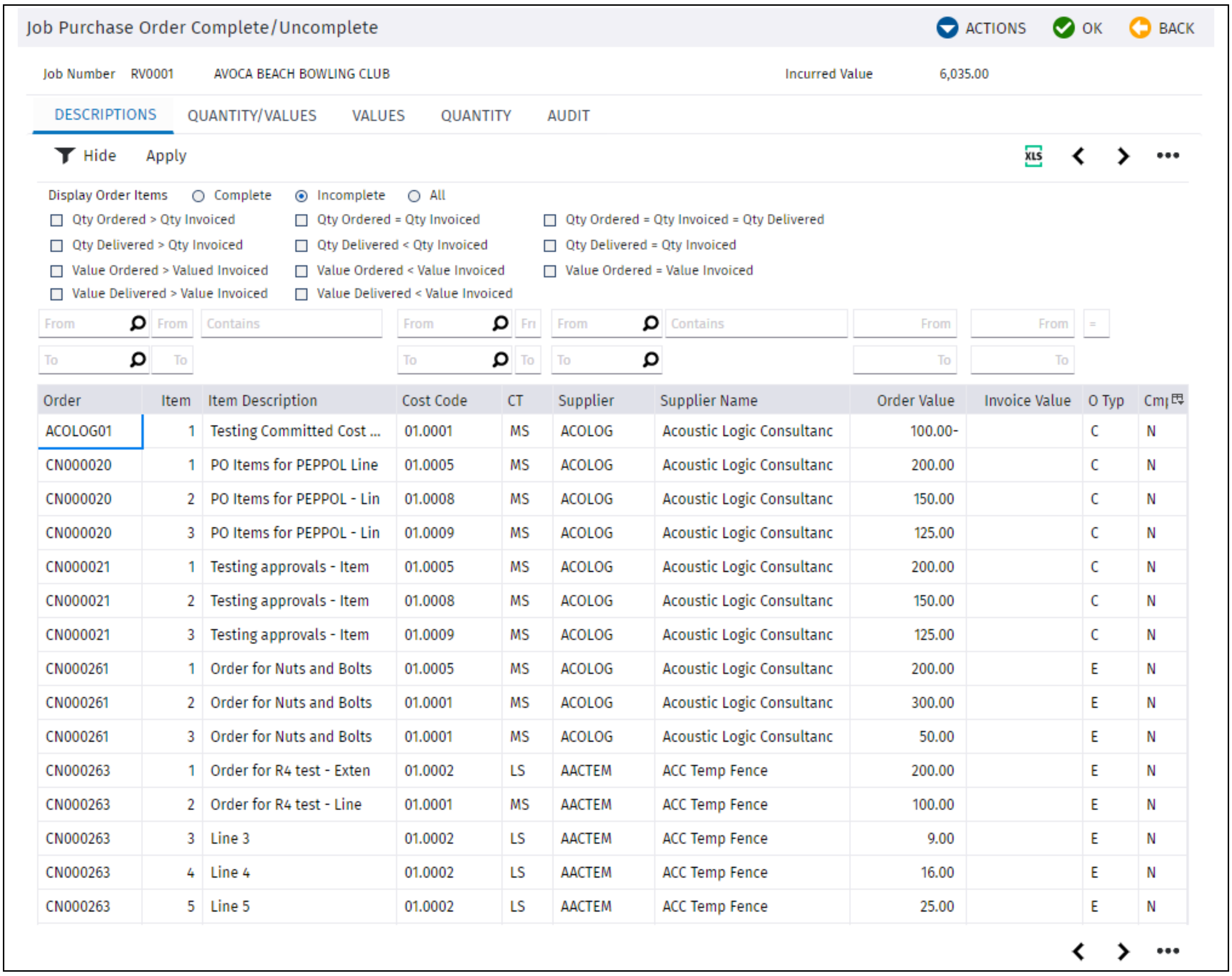
A Purchase Order in Jobpac is considered complete when there are no further deliveries or invoices to be processed against it. Completing the Purchase Order Item clears any Incurred Cost associated with the PO Item.

Select > **Projects > Purchase Orders/Invoices > PO Bulk Complete (by Job)**

This displays a list of all uncompleted PO items for the Job. There are options to Bulk Complete and Bulk Un-complete in the Actions Menu. This will complete all PO Items currently filtered. There are filters at the top that can be used to identify PO Items that should be completed.

Individual PO Items can be completed using Right Mouse Button options.

It is strongly recommended this be reviewed just before Rollover of Job Costing each month.



Order	Item	Item Description	Cost Code	CT	Supplier	Supplier Name	Order Value	Invoice Value	O Typ	Cmp
ACOLOG01	1	Testing Committed Cost ...	01.0001	MS	ACOLOG	Acoustic Logic Consultanc	100.00-		C	N
CN000020	1	PO Items for PEPPOL Line	01.0005	MS	ACOLOG	Acoustic Logic Consultanc	200.00		C	N
CN000020	2	PO Items for PEPPOL - Lin	01.0008	MS	ACOLOG	Acoustic Logic Consultanc	150.00		C	N
CN000020	3	PO Items for PEPPOL - Lin	01.0009	MS	ACOLOG	Acoustic Logic Consultanc	125.00		C	N
CN000021	1	Testing approvals - Item	01.0005	MS	ACOLOG	Acoustic Logic Consultanc	200.00		C	N
CN000021	2	Testing approvals - Item	01.0008	MS	ACOLOG	Acoustic Logic Consultanc	150.00		C	N
CN000021	3	Testing approvals - Item	01.0009	MS	ACOLOG	Acoustic Logic Consultanc	125.00		C	N
CN000261	1	Order for Nuts and Bolts	01.0005	MS	ACOLOG	Acoustic Logic Consultanc	200.00		E	N
CN000261	2	Order for Nuts and Bolts	01.0001	MS	ACOLOG	Acoustic Logic Consultanc	300.00		E	N
CN000261	3	Order for Nuts and Bolts	01.0001	MS	ACOLOG	Acoustic Logic Consultanc	50.00		E	N
CN000263	1	Order for R4 test - Exten	01.0002	LS	AACTEM	ACC Temp Fence	200.00		E	N
CN000263	2	Order for R4 test - Line	01.0001	MS	AACTEM	ACC Temp Fence	100.00		E	N
CN000263	3	Line 3	01.0002	LS	AACTEM	ACC Temp Fence	9.00		E	N
CN000263	4	Line 4	01.0002	LS	AACTEM	ACC Temp Fence	16.00		E	N
CN000263	5	Line 5	01.0002	LS	AACTEM	ACC Temp Fence	25.00		E	N

Completing Delivery Dockets not yet fully invoiced

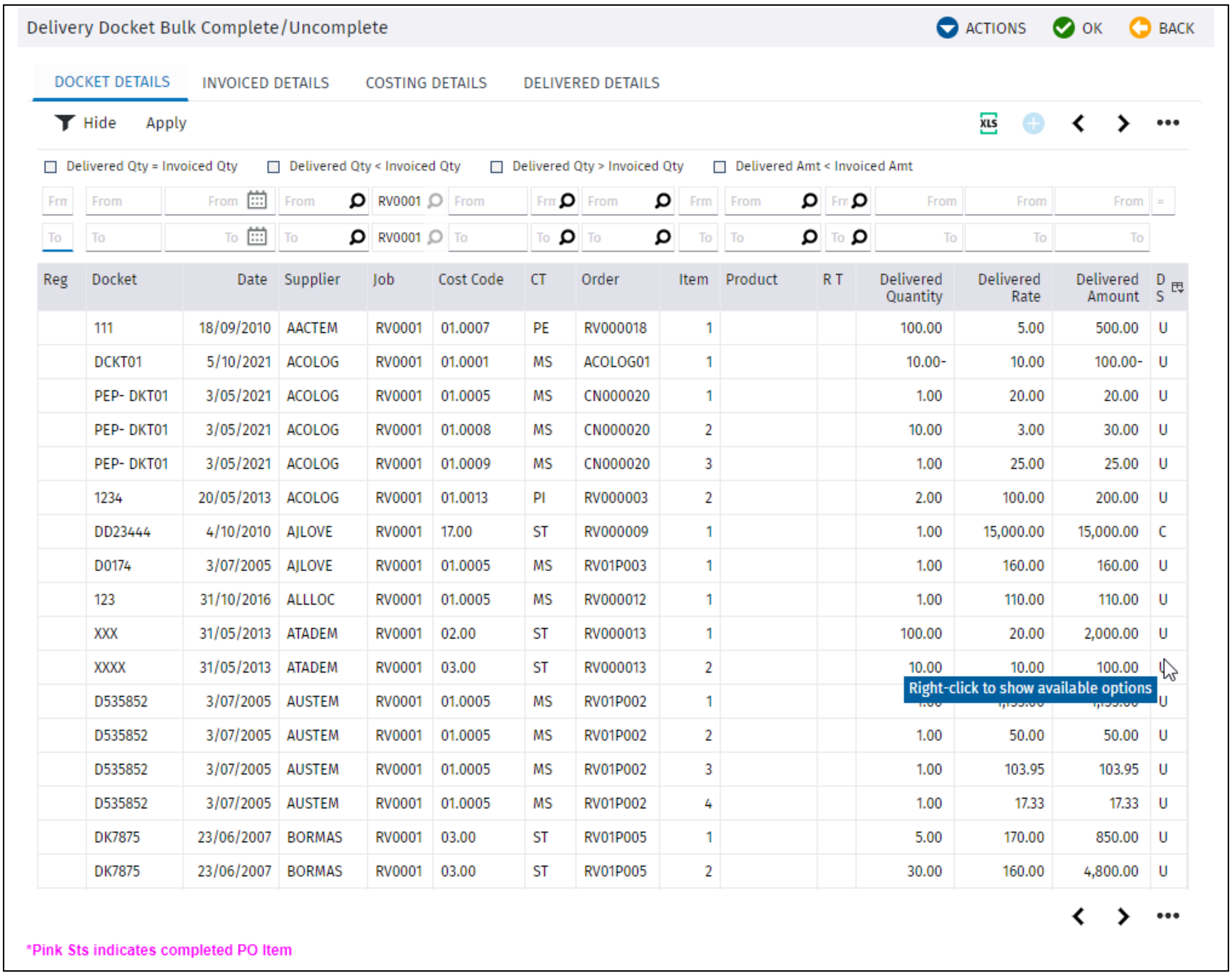
A Delivery Docket in Jobpac is considered complete when there are no further invoices to be processed against it. Completing the Delivery Docket clears any Incurred Cost associated with the PO Item.

Select > **Projects > Purchase Orders/Invoices > DD Bulk Complete (by Job)**

This displays a list of all uncompleted Delivery dockets for the Job. There are options to Bulk Complete and Bulk Un-complete in the Actions Menu. This will complete all Delivery Dockets currently filtered. There are filters at the top that can be used to identify Delivery dockets that should be completed.

Individual Delivery Dockets can be completed using Right Mouse Button options.

It is strongly recommended this be reviewed just before Rollover of Job Costing each month.



Reg	Docket	Date	Supplier	Job	Cost Code	CT	Order	Item	Product	R T	Delivered Quantity	Delivered Rate	Delivered Amount	D S
	111	18/09/2010	AACTEM	RV0001	01.0007	PE	RV000018	1			100.00	5.00	500.00	U
	DCKT01	5/10/2021	ACOLOG	RV0001	01.0001	MS	ACOLOG01	1			10.00-	10.00	100.00-	U
	PEP- DKT01	3/05/2021	ACOLOG	RV0001	01.0005	MS	CN000020	1			1.00	20.00	20.00	U
	PEP- DKT01	3/05/2021	ACOLOG	RV0001	01.0008	MS	CN000020	2			10.00	3.00	30.00	U
	PEP- DKT01	3/05/2021	ACOLOG	RV0001	01.0009	MS	CN000020	3			1.00	25.00	25.00	U
	1234	20/05/2013	ACOLOG	RV0001	01.0013	PI	RV000003	2			2.00	100.00	200.00	U
	DD23444	4/10/2010	AJLOVE	RV0001	17.00	ST	RV000009	1			1.00	15,000.00	15,000.00	C
	D0174	3/07/2005	AJLOVE	RV0001	01.0005	MS	RV01P003	1			1.00	160.00	160.00	U
	123	31/10/2016	ALLLOC	RV0001	01.0005	MS	RV000012	1			1.00	110.00	110.00	U
	XXX	31/05/2013	ATADEM	RV0001	02.00	ST	RV000013	1			100.00	20.00	2,000.00	U
	XXXX	31/05/2013	ATADEM	RV0001	03.00	ST	RV000013	2			10.00	10.00	100.00	U
	D535852	3/07/2005	AUSTEM	RV0001	01.0005	MS	RV01P002	1			[illegible]	[illegible]	[illegible]	U
	D535852	3/07/2005	AUSTEM	RV0001	01.0005	MS	RV01P002	2			1.00	50.00	50.00	U
	D535852	3/07/2005	AUSTEM	RV0001	01.0005	MS	RV01P002	3			1.00	103.95	103.95	U
	D535852	3/07/2005	AUSTEM	RV0001	01.0005	MS	RV01P002	4			1.00	17.33	17.33	U
	DK7875	23/06/2007	BORMAS	RV0001	03.00	ST	RV01P005	1			5.00	170.00	850.00	U
	DK7875	23/06/2007	BORMAS	RV0001	03.00	ST	RV01P005	2			30.00	160.00	4,800.00	U

*Pink Sts indicates completed PO Item

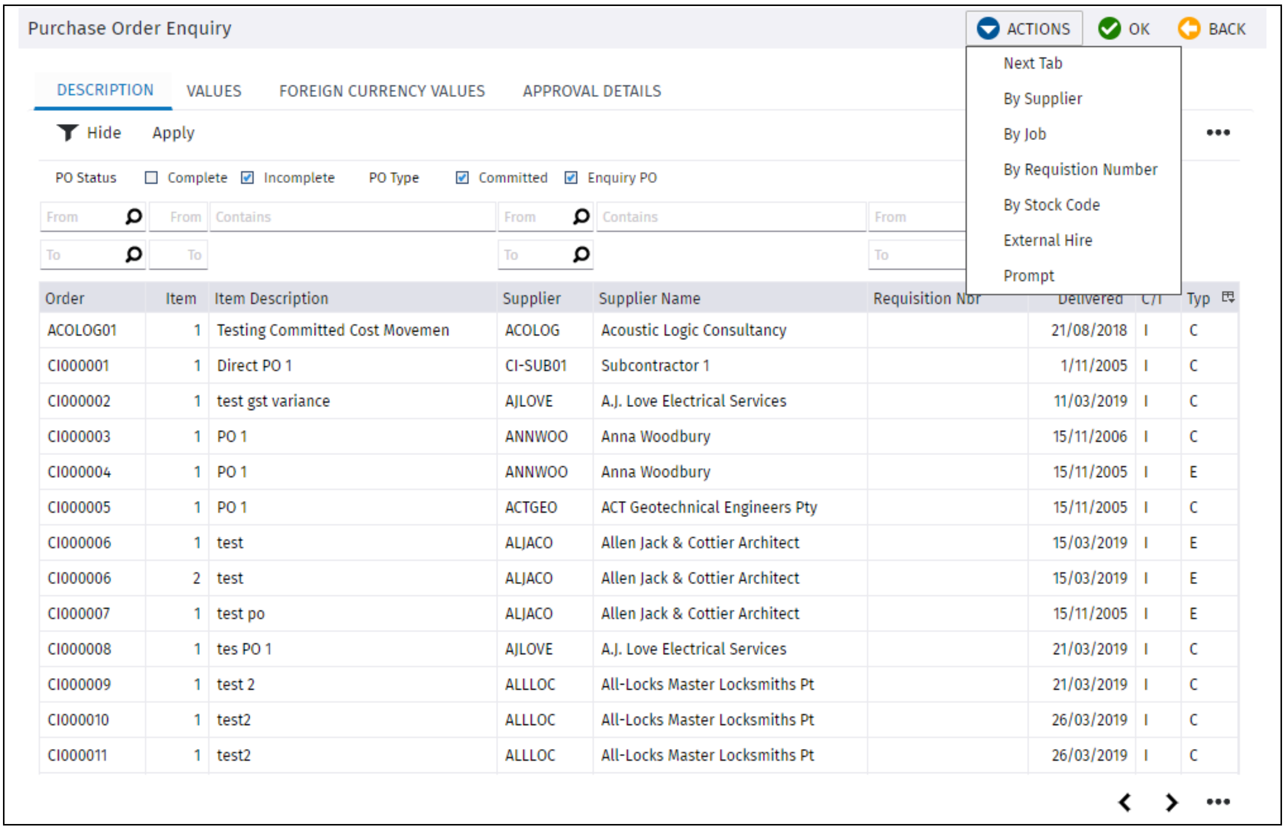
Purchase Order Enquiries

Using the Purchase Order Enquiry

The **Purchase Order Enquiry** menu allows you to view all of the Purchase Orders using the following filtering options:

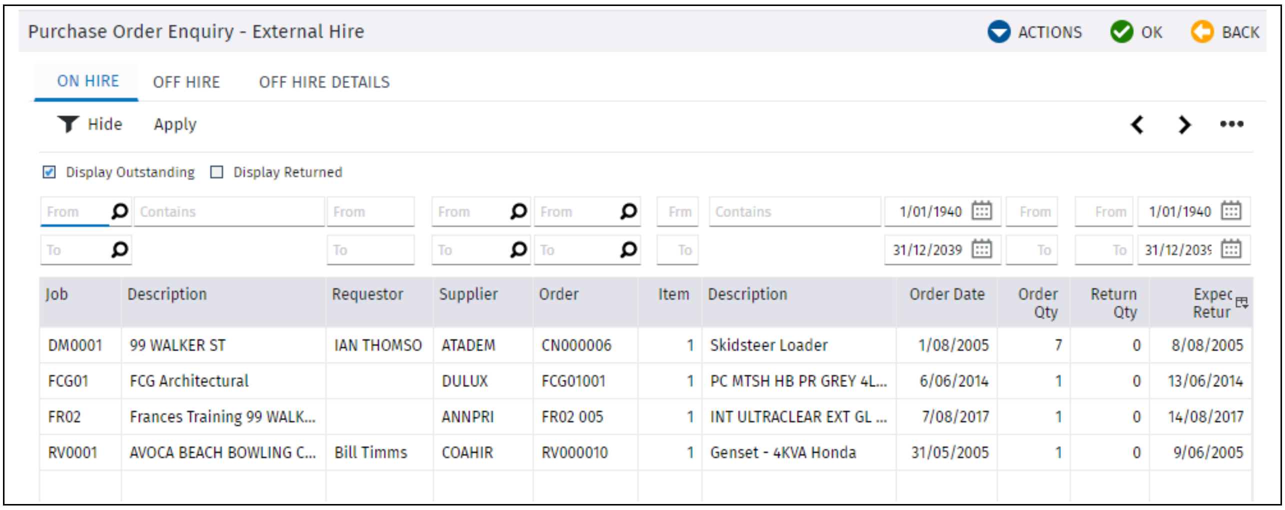
- by Order
- by Supplier
- by Job
- by Requisition Number
- by Stock.

You can also use this menu option to view individual Purchase Orders.



Click or uncheck the *P/O Status* and **P/O Type** checkboxes at the top of the screen to further refine your search, if required.

Clicking on the **External Hire** menu option displays an **External Hire** screen with a sub-set of tab options with the details of hired equipment associated with an order. See the Product Vendor Reference System for more information.



Purchase Order Enquiry - External Hire

ACTIONS OK BACK

ON HIRE | OFF HIRE | OFF HIRE DETAILS

Hide Apply

☑ Display Outstanding ☐ Display Returned

Job	Description	Requestor	Supplier	Order	Item	Description	Order Date	Order Qty	Return Qty	Expec Retur
DM0001	99 WALKER ST	IAN THOMSO	ATADEM	CN000006	1	Skidsteer Loader	1/08/2005	7	0	8/08/2005
FCG01	FCG Architectural		DULUX	FCG01001	1	PC MTSH HB PR GREY 4L...	6/06/2014	1	0	13/06/2014
FR02	Frances Training 99 WALK...		ANNPRI	FR02 005	1	INT ULTRACLEAR EXT GL ...	7/08/2017	1	0	14/08/2017
RV0001	AVOCA BEACH BOWLING C...	Bill Timms	COAHIR	RV000010	1	Genset - 4KVA Honda	31/05/2005	1	0	9/06/2005

Reporting

The **PO/Invoice Reports** menu allows you to access a variety of reports and invoices attached to a Purchase Order.

Select **> Projects >Purchase Order/Invoices > PO/Invoice Reports**.

Purchase Order by Cost Centre

The P/Os by Cost Centre report is valuable in establishing the current status of the project by Cost Centre and gives a summary of all items ordered, outstanding, incomplete, invoiced and completed. Orders should be completed when invoices have been processed and no more deliveries are due. This report can then be run for uncompleted orders only, and can be used to assist with outstanding order management.

Purchase Order by Supplier report

Purchase Order by Supplier Report displays similar information as PO by Cost Centre

Purchase Order by P/O Number report

Purchase Order by P/O Numbers Report prints PO by PO number within each project.

Delivery Docket Report (1)

This report gives you the order quantity and value and any undelivered quantity and value by job, creditor and purchase order.

Delivery Docket Report (2)

The Delivery Docket Report (2) generates the PO details with delivered and invoiced quantities.

All P/Os by Supplier

This will give you a listing of all Purchase Order by Supplier.

Pending Invoices Report

The Pending Invoices and Overdue Pending Invoices Reports allow the user to review any invoices still to be approved for payment. This report lists pending invoices. Invoices that have been received but not yet posted to Accounts Payable for payment by creditor by job and/or location.

Overdue Pending Invoices Report

This report lists overdue pending invoices based upon invoice date, entry date and due date. Listing of invoice by job and/or location.

Unpaid Costs Report

The Unpaid Costs Report highlights all invoices for a Project that have been authorised for payment but for which a payment is still to be made.

Invoices not Matched to Purchase Orders Report

Invoices not Matched to Purchase Orders Reports can identify if committed costs have been doubled up on a project. An invoice might have been processed without it being matched against a Purchase Order. The Purchase Order might also be on the system. Both costs are committed to the project.

Cash Flow Requirement Report

This report will generate the cash flow requirement details for each job over the next sever fortnights (Default).

Creditor Contact Details Report

This report generates creditor contact details for both Sales Contact and Accounts contact.

Creditor Invoice Report

This report displays Creditor Invoices for a Project.