

# Purchasing Processes

## Overview:

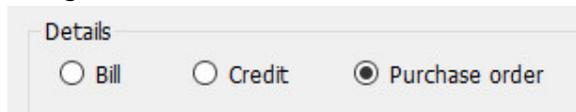
When purchasing parts and items for the business they can consist of four types

1. Inventory
2. Buy-ins
3. Consignment
4. Expenses

Each type will need to be handled slightly differently from each other, this document will outline a step by step view on the correct way to handle each of them.

**Purchasing Inventory**, the stock you carry on the shelf in the business. All inventory items should have a minimum and maximum quantities set, no inventory should ever be at zero stock levels.

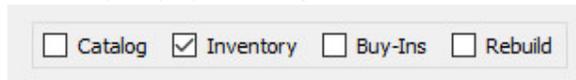
1. Click on Purchasing button.
2. Click on New.
3. Choose supplier you intend to buy from.
4. New bill opens.
5. Change from Bill to Purchase Order.



6. Purchase order window opens includes purchase order number this can be changed with your number of choice.
7. Click on Add Inventory button.



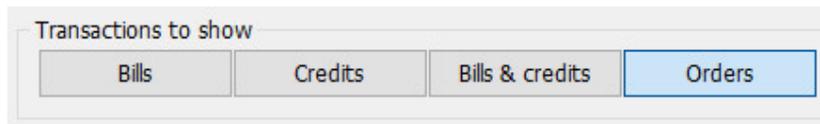
8. Your parts listing will open, search for all parts you wish to purchase, you can filter by Inventory only by unticking all other tick boxes at the bottom of the listing.



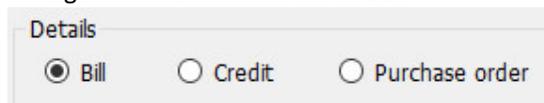
9. Search for parts then tick the line to choose that part, continue searching for all parts once finished click the OK button.
10. All parts chosen will now appear on the new purchase order, adjust quantity's as required.
11. You can send order to supplier by email, fax or phone and print a hard copy.
12. Click the OK button to save and close purchase order.

Wait for parts to be supplied and delivered by supplier.

1. Click on Purchasing button
2. Click on Orders button

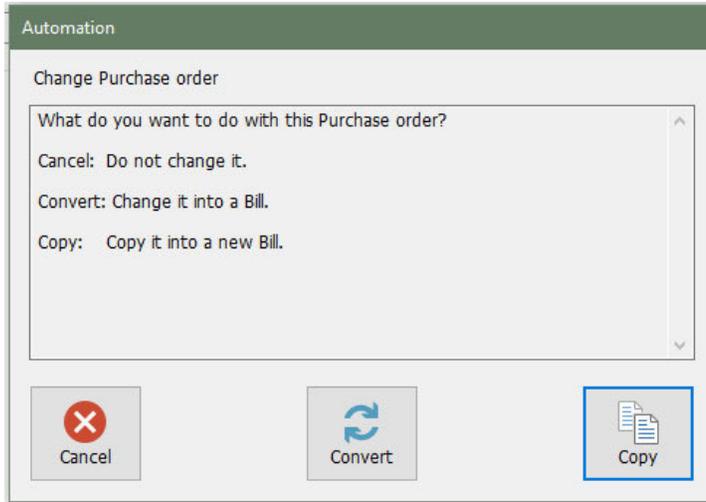


3. Double click on correct Order in list, order will open.
4. Change from Purchase Order to Bill.

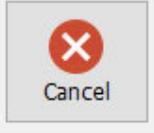
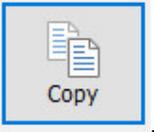


# Purchasing Processes

## 5. Change Purchase Order window opens

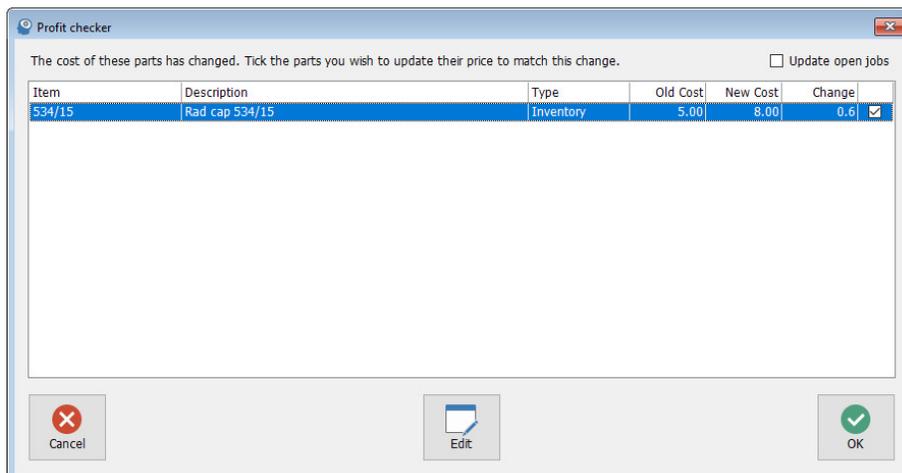


At this point it is very important to choose correctly which button to press.

 Cancel	Choose Cancel to return to purchase order.
 Convert	Choose Convert if the Supplier has delivered all parts ordered.
 Copy	Choose Copy if the Supplier delivered only part of the order the rest being on back order.

### Example A:

6. Click on Convert button this will convert the order to a bill.
7. Check and adjust cost price if price has changed\*.
8. Enter the invoice number.
9. Change date to match the date of the invoice. Click the OK button (\* If you have changed the cost price then you will get the profit checker open at the next screen}.



## Purchasing Processes

If the price has increased, then you will need to tick the box this will increase your sell price so that you keep the same profit margin.

If the price has decreased, then it's up to you to tick the box so that your sell margin stays the same or to NOT tick the box and stay with your existing sell price (Increased profit).

If you did not change the price on the bill, then when you click on the OK button the parts will be placed into inventory and the bill into accounts payable.

If the profit checker appeared, make your choice and click the OK button then at the bill click the OK button this will place the parts into inventory and the bill into accounts payable.

### **Example B:**

1. Click the Copy button this will copy the order into a bill.
2. Adjust part quantities to match what has been supplied to date.
3. Check and adjust cost price if price has changed\*.
4. Enter invoice number.
5. Change date to match the date of the invoice.
6. Click the OK button. (\* If you have changed the cost price then you will get the profit checker at the next screen, follow all instructions as in **step 9 in Example A**).

When you choose Copy it will leave in the Orders screen a copy of the original order with the outstanding quantities highlighted in Red.

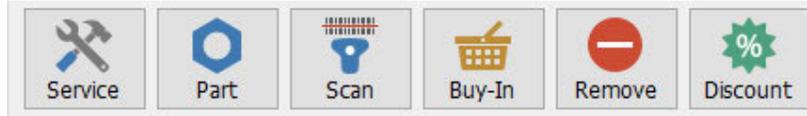
When the outstanding parts arrive go to the Orders screen and double click on the order and change it to a bill and choose **Copy** as you originally did and only the outstanding parts will appear continue following **step 6 onwards in Example B**.

**This completes the process of purchasing Inventory.**

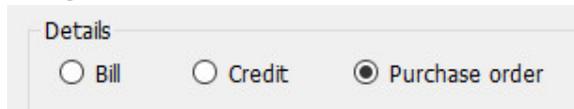
# Purchasing Processes

**Purchasing Buy-ins**, are parts that are purchased on a day-to-day basis as they are not part of the business's Inventory stock. All buy-ins should always be started from within a Job card.

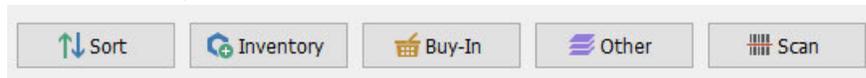
1. Open required Job by double clicking on the Job number in the Job# column on the diary screen.
2. Highlight service that the proposed buy-in belongs too.
3. Click on the Buy-in button



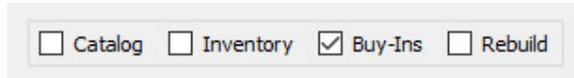
4. Supplier screen opens, search for and highlight supplier you wish to buy from then click OK.
5. New bill opens
6. Change from Bill to Purchase Order.



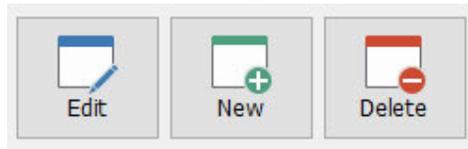
7. Purchase order window opens includes purchase order number this can be changed with your number of choice.
8. Click on Add Buy-In button.



9. Your parts listing will open, search for all parts you wish to purchase, you can filter by Buy-Ins only by unticking all other tick boxes at the bottom of the listing.



10. Search for parts then tick the line to choose that part, continue searching for all parts once finished click the OK button.
11. If any parts do not appear in your Buy-Ins list, then you will need to click on New and fill out the form for each part.



Minimum details required are

1. Part Description.
2. Part Number.
3. Part Category (Optional)
4. Cost Price

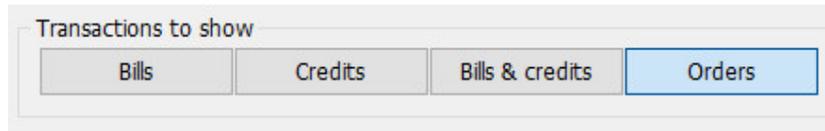
You may need to speak to your supplier to get the required information.

12. All parts chosen will now appear on the new purchase order, adjust quantity's as required.
13. You can send order to supplier by email, fax or phone and print a hard copy.
14. Click the OK button to save and close purchase order.

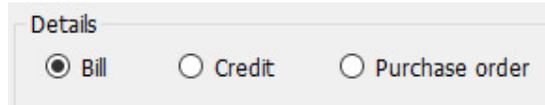
All parts will be identified on the Job as Ordered.  
Wait for parts to be supplied and delivered by supplier.

# Purchasing Processes

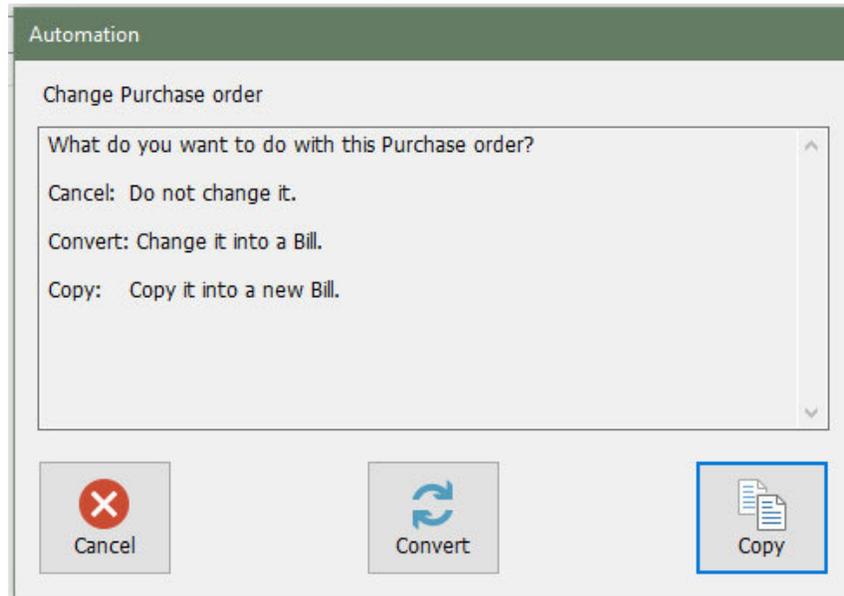
1. Click on Purchasing button
2. Click on Orders button



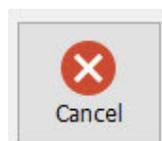
3. Double click on correct Order in list, order will open.
4. Change from Purchase Order to Bill.



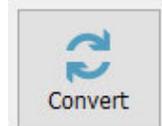
5. Change Purchase Order window opens



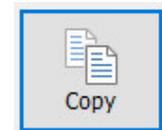
At this point it is very important to choose correctly which button to press.



Choose Cancel to return to purchase order.



Choose Convert if the Supplier has delivered all parts ordered.

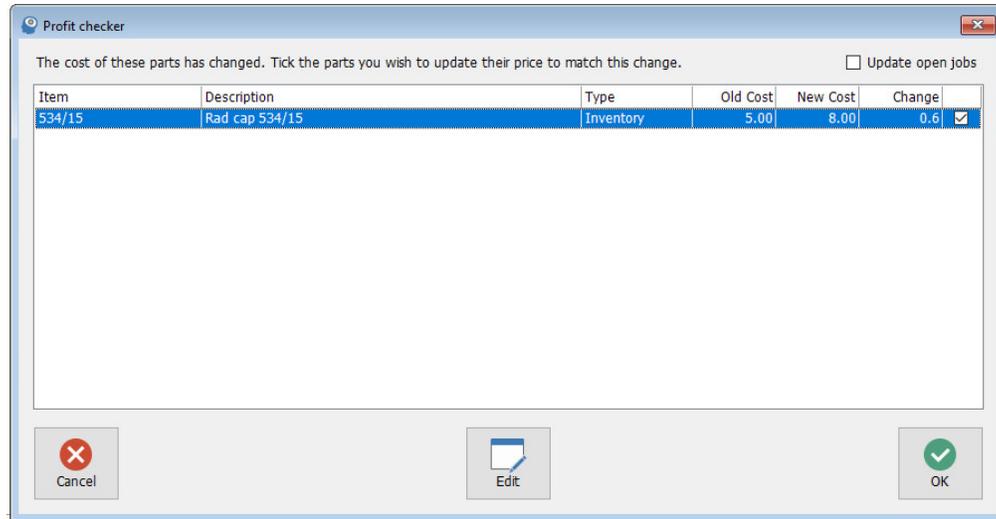


Choose Copy if the Supplier delivered only part of the order the rest being on back order.

## Example A:

6. Click on Convert button this will convert the order to a bill.
7. Check and adjust cost price if price has changed\*.
8. Enter the invoice number.
9. Change date to match the date of the invoice.
10. Click the OK button (\* If you have changed the cost price then you will get the profit checker open at the next screen).

# Purchasing Processes



If the price has increased, then you will need to tick the box this will increase your sell price so that you keep the same profit margin.

If the price has decreased, then it's up to you to tick the box so that your sell margin stays the same or to NOT tick the box and stay with your existing sell price (Increased profit).

If you did not change the price on the bill, then when you click on the OK button the parts will be placed onto the job and the bill into accounts payable.

If the profit checker appeared, make your choice and click the OK button then at the bill click the OK button this will place the parts onto the job and the bill into accounts payable.

## Example B:

6. Click the Copy button this will copy the order into a bill.
7. Adjust part quantities to match what has been supplied to date.
8. Check and adjust cost price if price has changed\*.
9. Enter invoice number.
10. Change date to match the date of the invoice.
11. Click the OK button (\* If you have changed the cost price then you will get the profit checker at the next screen, follow all instructions as from **step 10 in Example A**).

When you choose Copy it will leave in the Orders screen a copy of the original order with the outstanding quantities highlighted in Red.

When the outstanding parts arrive go to the Orders screen and double click on the order and change it to a bill and choose Copy as you originally did and only the outstanding parts will appear continue following **step 7 onwards in Example B**.

When you choose Copy and all parts are eventually delivered and processed there will be a copy retained in the orders screen for your reference.

**This completes the process of purchasing Buy-Ins.**

# Purchasing Processes

**Purchasing Consignment** Parts provided by the supplier prior to the selling of these parts, Batteries usually fit into this category.

**Please refer to Flow Chart Manual Chart Number 14.**

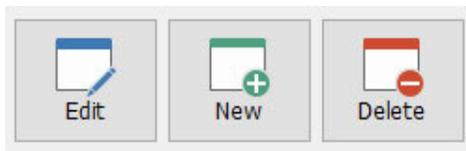
**Purchasing Expenses**, all items purchased in the business that don't get on sold to a client are classed as expenses and need to be entered into the program to be able to claim back the GST credit.

The example below is based on the item purchased with an invoice and not having a purchase order attached

1. Click on Purchasing button.
2. Click on New.
3. Choose supplier you intend to buy from.
4. New bill opens.
5. Enter invoice number.
6. Change date to match the date of the invoice.
7. Click on the Add Other button



8. Select Others screen opens. This is a list of all expense items previously purchased.
9. Search for expense item then tick the line to choose that item, continue searching for any other expenses, once finished click the OK button.
10. If there are no items that cover the part/item purchased in the list then click on NEW and enter details.



Minimum details required are

1. Item Description.
2. Other Account click on button and highlight an expense account in Chart of Accounts.
3. Cost, suggest you leave at 0.00 as each time you purchase this item it will be a different value.
11. Once all items have either been chosen or added click on the OK button.
12. All items chosen will now appear on the new bill, adjust quantity's and price as needed.
13. If supplier is on account, then click on the OK button this will place this bill into accounts payable.
14. If items purchased have been paid for then click on the payment button and record all payment details.



15. Click the OK button on the payment form to process both the payment and the bill.

**This completes the process of purchasing Expenses.**