CAPITAL V8

Capital Business Software Tutorial Series

Purchase Orders Using Capital Business Manager V8 1.0

CAPITAL OFFICE BUSINESS SOFTWARE

Capital Business Software Tutorial Series

ACN 30000538901
564 Princes Highway
Rockdale. NSW 2216
Sales 61 2 9311 1222 Support 1300 734 099 Fax: 61 2 8004 8264

Table of Contents

Section

1

Basic Navigation

Various Techniques You Can Use To Navigate Through Purchase Orders

To save time in the future, print a copy of this document. Click **Print** on the **File** menu. With the printed document in hand, position yourself in front of the software and work through the following exercises.

Begin by launching the software and then return to this tutorial.

The Explorer Bar

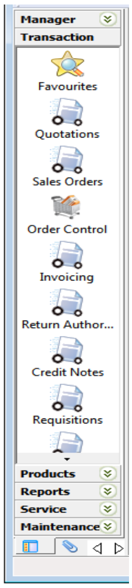
The Explorer Bar is the primary means to open new areas of the software. Such as the customers area, stock area, cash manager, and the various transactions found in the system. The Explorer Bar is found on the left of the application's main work area. To open a new area click on the applicable icon.

The Explorer Bar is divided into a series of bands. The standard band titles include:

Transactions
Products
Reports
Service
Maintenance

To view the grouping of functions associated with each band, click on the band name with your mouse.

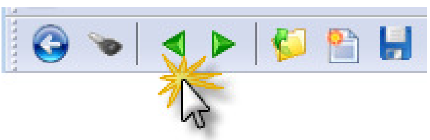
For example, to start a new invoice, click on the **Transaction** band and view the various transaction types you can create.



To begin a new purchase order, click on the **Purchase Order** icon. If this is not visible, click on the down arrow button below the list of icons until it scrolls into view.

The Explorer Bar remains to the left of the application even when a new purchase order is opened. You can open another transaction at this point while leaving the purchase order transaction open, by clicking again on the Explorer Bar. For example, click on the **Sales Orders** icon to open a sales order.

You now have two transactions open at the same time. To return to the purchase order press the green go back button on the tool bar above the transaction.



Continue to press the go back and go forward area buttons to toggle through all open areas in the software. You can also view the list of all open areas by selecting Window from the menu at the top of the application.

To open the same area more than once hold down the SHIFT key and click on the area with your mouse. For example, to open two purchase orders at once, click on the **Purchase Order** icon and then hold down the SHIFT key to open further purchase orders. (If you don't hold down the SHIFT key, clicking on the icon will just take you back to whatever area is already open that is represented by that icon.)

To close an area, locate the blue arrow close button in the top left hand corner of the application and click on it. To close all open areas select Close All from the Window menu at the top right of the application. To then close the application locate the blue arrow close button in the top left hand corner of the application and click on it.

Using the keyboard you can also press ALT+F4 to close the application.

Section

2

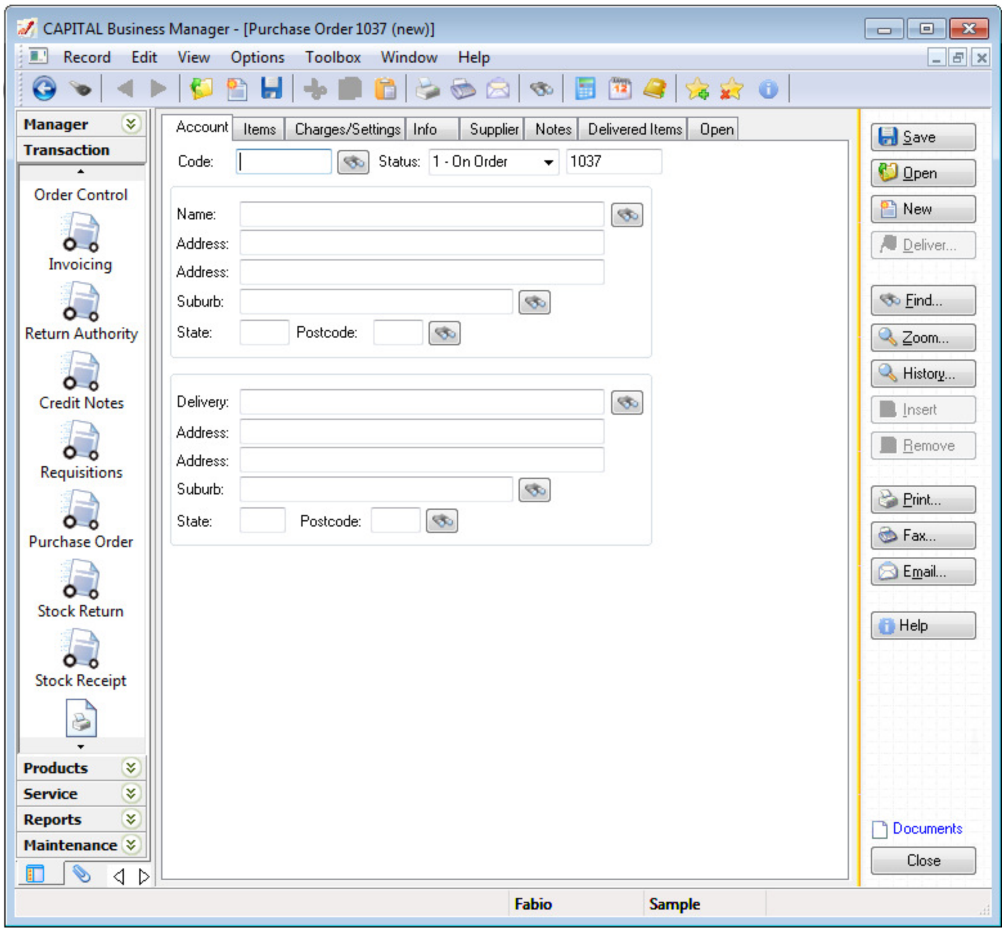
Entering a Purchase Order

The Three Steps Needed For Creating a Purchase Order

There are three basic steps involved in creating a purchase order. This section will cover the main data entry activity necessary before the transaction can be saved.

1. Select a supplier.
2. Enter the product items or service codes that are to be purchased.
3. Enter other details such as dates and references.

When you first open a purchase order the following screen appears:



Selecting a Customer

At this point, press F12 to present a list of your suppliers, or click on the binoculars button next to the word **Code** or just type in the supplier's account code if you know it.

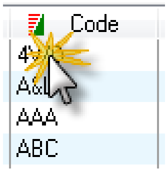
An 'account code' is a short unique reference to a supplier's account record. It can be up to 8 characters long. Account codes are handy because you can type them in quickly if you happen to know what the supplier's account code is.

If you press F12 or click on the binoculars to display a list of suppliers, you can use the up and down arrow keys or the PGUP and PGDN keys to scroll through the list. Once you find the supplier you want, press the **Select** button found on the right side of the list, or double-click with your mouse. This list is called "the record list."

At times it may be difficult to find the supplier you want if the supplier list is not sorted in the way you need it to be.

Ways To Sort A Record List

Fortunately, the sorting of the record list can be changed by clicking on the column heading of the column you wish to sort the list by. The column heading must have a red/green block next to the column heading name for it to be sortable that way.



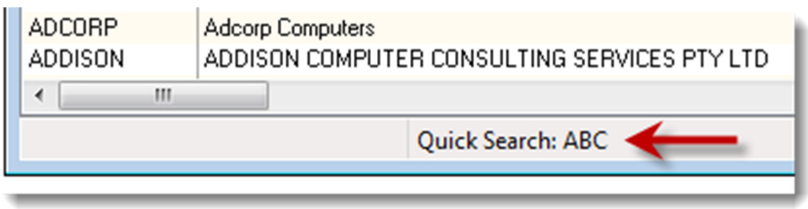
When the bottom block turns a solid green the list is sorted by that column in ascending sequence. Click on the column heading again to reverse the sorting. The top block will turn a solid red and the record list will be sorted in descending sequence.

You can also change the sorting of the record list by using the keyboard. Press SHIFT+F10 and then select the applicable "Sort by" method from the pop-up menu.

Quick Search

Rather than use the arrow and PGUP and PGDN keys to scroll through the record list, there is a faster way to find what you are looking for: Just begin to type. The information that most closely matches what you have typed will come into view. But it's important to remember that information is searched for, based on the currently sorted column. If your column is sorted by supplier name, then as you type, the software will try to find the supplier by searching for a match under the supplier name column.

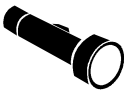
For example, if you typed 'ABC' using your keyboard the Quick Search feature would display these characters below the record list.



To erase what you have typed and re-start the Quick Search, hold down the CTRL key and press Backspace. Then restart your search by typing again.

Global Text Search

If the information you are looking for cannot be found in a specific column on the record list, you can press the **Find** button on the left side of the list. The Find button can be used to match *any* information within the record itself, such as a phone number, contact, street and so on. This is referred to as a 'Global Text Search'.



A Global Text Search can be slow if your record list is large. It may also produce too many matches to search through if the information you are looking for is not very specific. This is usually not a problem for a customer list, but some businesses do have a very large number of suppliers!

Nonetheless, it is a good method to use when you are searching for a specific and relatively unique set of letters or numbers. (Such as a phone number or person's full name.)

A Global Text Search will select the first record that matches the string of characters you have entered. If this is not the record you are seeking, press the F3 button to continue the search for the next match.

Don't use the Global Text Search function to locate a transaction number. Besides being slow, it will also probably match information you are not looking for or not find the transaction number anyway. Always use Quick Search to search by transaction number.

The Accounts Panel

Once you have selected a supplier account, the address details of that supplier will be placed in the address area automatically.

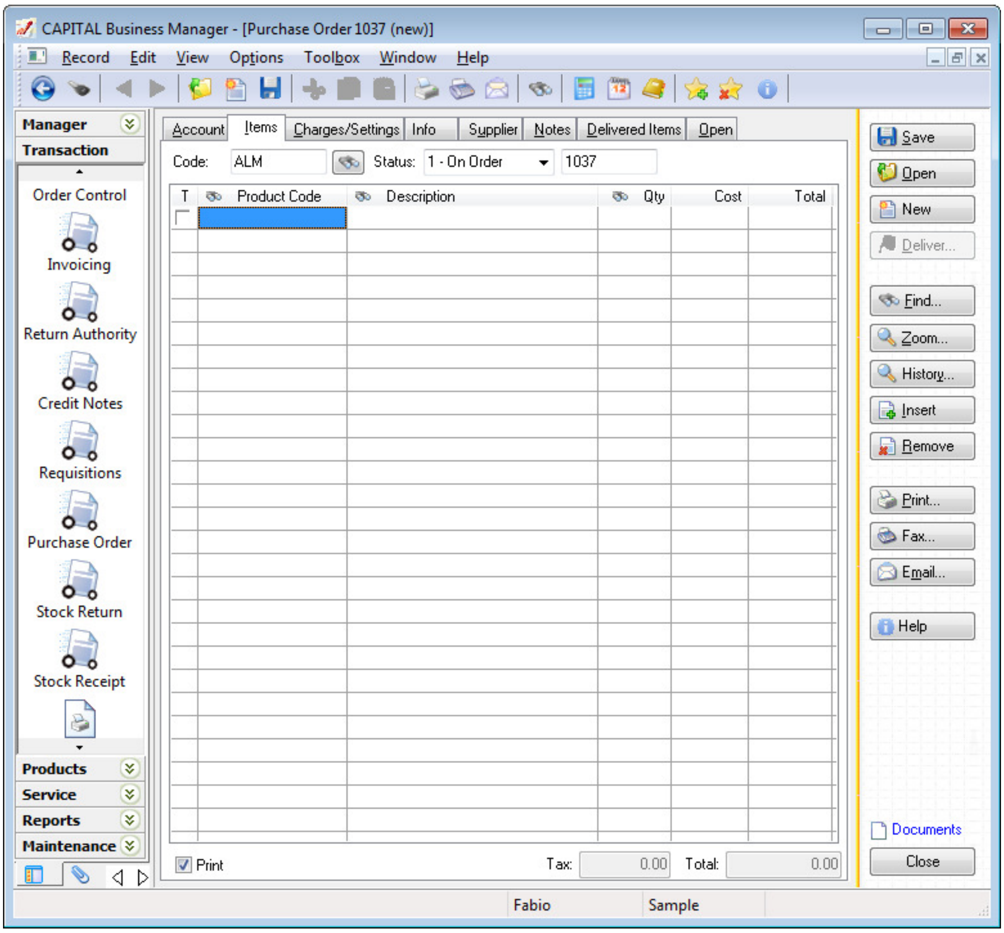
You should experiment by pressing the binocular buttons next to the various address lines to see what they do. Some will take you to a contacts area where you can enter additional delivery addresses if required. Other buttons will open the National Postcodes list, which displays all the suburbs and postcodes for Australia.

If the information is correct leave it as it is. However, if anything needs to be changed for this particular transaction, type the correct information over the information that is wrong or missing. If you want to permanently change the information for every purchase order for your supplier, then it is probably better to change the account details on the Supplier Record instead. (How to do this is discussed in a separate tutorial.)

The Product Items Panel

To access the product items panel click on the **Items** button at the top of the transaction. The items grid will be displayed.

The items grid follows the concept of a 'spreadsheet' so as to allow you to rapidly enter product information associated with the purchase order. A transaction typically displays 6 columns, although there may be more or less depending on how your software has been set-up.



The T (tag) Column The **T** column is an advanced feature that lets you 'tick' line items on a transaction so that they can be copied elsewhere, or deleted in bulk, etc. Tagging is discussed further in a separate tutorial. For now it is best to ignore it so we can focus on the most important elements.

Product Code Column The Product Code column is where you enter your product codes. Click on the 'cell' directly below this column and type in the product code you wish to add to the transaction. If you're unsure what the product is, you can press F12 or click on the Product Code column heading to open the **Stock PowerFind** window. This is a window that will help you search for products and it works a bit differently from the way other search windows work. PowerFind will be discussed in more detail in the next section.

To practice with entering product codes, try typing the letter **A** and pressing the TAB key. The first product code that begins with the letter A should automatically be added to the transaction's list of line items. The description, quantity and other information associated with the product item will also be retrieved from the product's stock record.

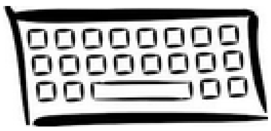
Description Column The Description column is similar to the Product Code column. Here you enter the description instead of the item's product code, which is handy if you don't know what the item's product code is. Or if you have already entered the product code, you can change the product description here for this transaction.

How To Edit

If you make a mistake at this point you have numerous options. To edit what you have just typed, press the INS key or double-click on the 'cell' you wish to change using your mouse. Next type into the cell what you wish to change.

If you want to delete the entire entry, one way is to press the **Remove** button found on the right side of the grid.

Qty Column The Qty column is short for 'quantity' and this is where you enter the number of units that you will order. Depending on how your software has been set-up, you may enter fractions here. For example 20 or 5 or 2.5.



Remember to press the TAB key to move to the next column to the right. If you wanted to move in the other direction, press the SHIFT+TAB combination instead. (Hold down the SHIFT key then while still held down, also press TAB.) If you did not want to move away from the 'cell', you could press ENTER or RETURN. This would just accept the input you made. You could also press ENTER or RETURN to move down the grid one product item at a time.

Cost Column The cost price is filled in automatically for you if it's available. This information is sourced from the product's stock record. If a cost price is not available you will need to type one in. If the correct 'cell' under this column is highlighted, just type the number into it. If there is a cents component, type the dollar amount, then a full stop, then the cents amount. Then press ENTER or RETURN to move to the next row.

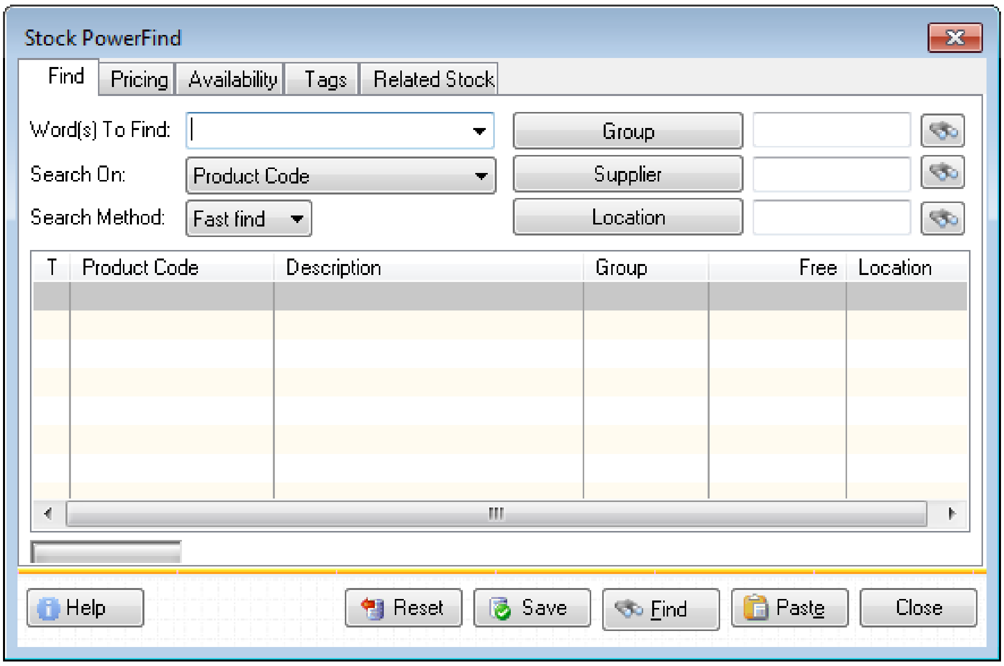
Total Column The Total column is the line item total. This is simply the quantity multiplied by the cost price. This column cannot be directly changed by you, as it is determined by a calculation.

When you have moved to the next row (you can also use the up and down arrow keys to navigate around the grid as well), you are ready to enter your next product item. Simply repeat the above steps for adding additional items to your transaction.

Stock PowerFind

The Stock PowerFind window is a tool that is used to help you locate product items found in your stock control area. To open this window move to the **Product Code** or **Description** columns and press F12.

The PowerFind window will also open automatically if you type in an item's product code that is not recognized. But if you enter a description that is not recognized the software will assume that you are entering a comment instead.



In the **Words To Find** area type part of the product code you are looking for and then press ENTER or RETURN. A list of any matches will be displayed. To select the correct item, highlight it with your mouse and double-click or use the arrow keys and press ALT+E (hold down the Alt key and then press E).

If you're unsure what the product code is, you could try searching by description instead. To do this, tab down to the "Search On" list and select Description. Then repeat your search by pressing ENTER or RETURN again.

For example, if you don't know the product code but you do know that the word Odyssey appears somewhere in the description, then do the following:

1. Press F12 to open the PowerFind window.

2. Type Odyssey into the Words To Find area.

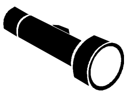
3. Press TAB to move to the "Search On" list and press the letter D.

Note: If "Description" is not selected right away, keep pressing D until the word "Description" does appear.

4. Press ENTER or RETURN to execute the search.

5. All matching items will now appear in the list of matches. You can use the up and down arrow keys at this point to select the item you wish to paste into your transaction. Then double-click with your mouse or press ALT+E.

6. This last action will automatically close the PowerFind window and your selected item should appear in the grid.

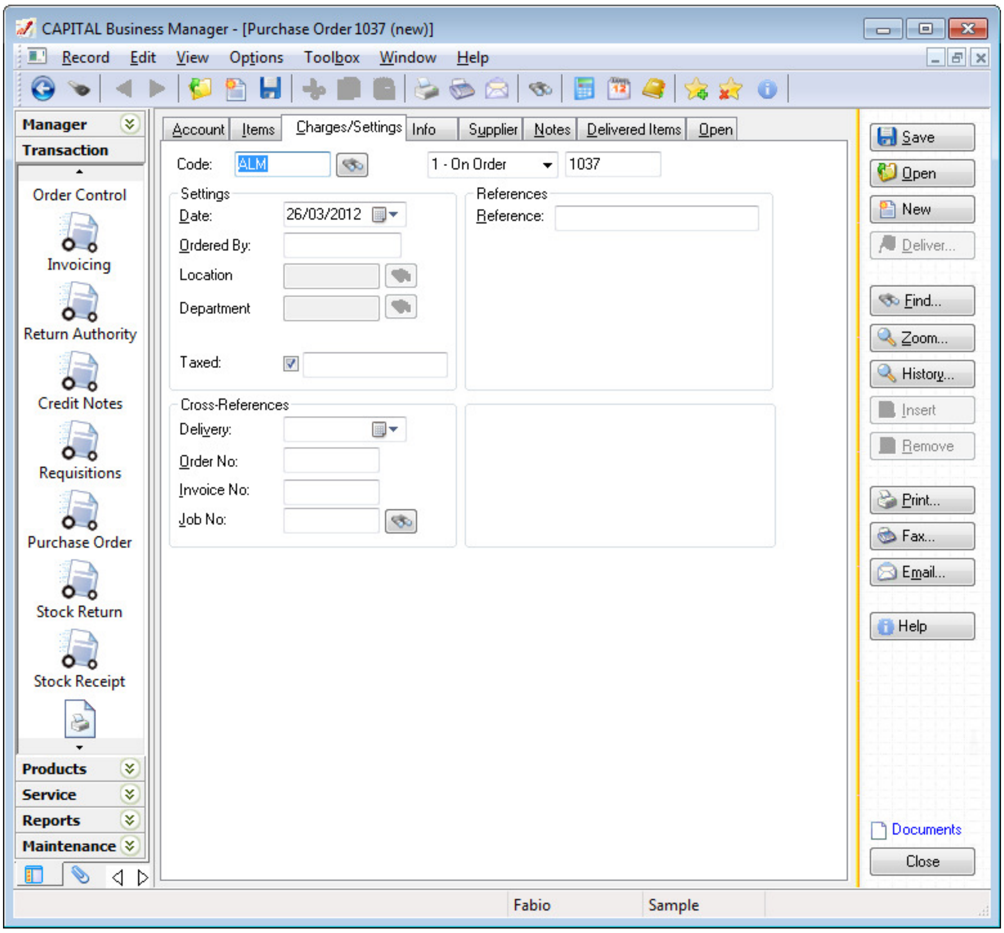


The PowerFind window is very powerful. You can search on all sorts of criteria. You can also limit your search to particular product groups, or suppliers, and so on. Narrowing down what you are looking for can make it easier to find the right match. However, it's not necessary that you understand every advanced feature at this stage. It's best to use it for basic searches, such as product codes and description key words, and learn about its other capabilities as your confidence builds.

The Charges / Settings Panel

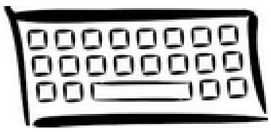
To access the Charges and Settings panel click on the **Charges/Settings** button at the top of the transaction window.

In this area you can review and alter other important information about the purchase order, such as its dates and reference information.



Date The Date is of course the date of the purchase order. This will default to today's date but if you need to back date or forward date a purchase order, you can do so here by changing it.

Delivery The expected delivery date of the entire purchase order. (You can also specify expected delivery dates for individual line items if you wish. Information on how to do this is covered in the software's Reference Guide.) Entering an expected delivery date can be useful if late delivery can affect your production or billing schedule.

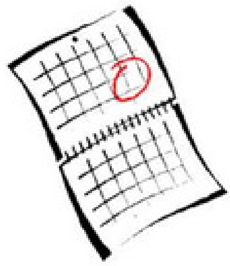


Your software is rather strict about the way dates are entered into the system so it is worthwhile to spend a few minutes to point out some things about entering dates.

Firstly, you can clear a date and start over by pressing the DEL key. The will erase what you have typed so you can type a new date from scratch. To paste today's date back into a date field press F2.

When entering dates you must enter them in DD / MM / YY format if you are in the Australian region. For example, if you were entering the 2nd of March 2013, you would enter on your keyboard 2 followed by slash (/) followed by 3 followed by slash (/) followed by 13.

If you made a typing mistake press the up and down arrow keys to increment or decrement the number. For example, if you typed 12 instead of 13, press the up arrow key to increment the year by 1.



You can also use the left and right arrow keys to move between segments of the date. If the day is selected, pressing the right arrow key will move you to the month, and pressing right arrow again will move you to the year. Pressing left arrow will move you in the opposite direction.

When you are finished entering the date, press the TAB key to complete the entry.

And of course, you can click on the calendar symbol next to the date to open the calendar. From the calendar you can click on the day you want or use the arrow keys to navigate around the calendar. Another quick way to open the calendar from within a date is to press F12.

Order No.
Invoice No.
Job No.

You can enter an order number, invoice number or Service Manager job number here, that relates to this purchase order if you wish. However, most of the time these entries are left blank.

Reference

If you have a secondary reference you can enter it here. But most of the time the purchase order number will suffice.

Ordered By

The code of the person within your business who ordered the goods. Every member of staff in your business can be assigned a code, which can be used to relate a purchase order back to who placed the order.

Product Codes & Comments

Not every line item on a purchase transaction need be assigned a Product Code. You can move directly to the Description column and enter a comment line. A comment line is basically a line of text under the Description column that does not have a Product Code next to it.

A comment may also extend over more than one line. If your comment doesn't fit on a single line, the system will automatically split the entry over multiple lines for you.

To add a comment move under the **Description** column and press the INS key. Then begin to type.

Section
3

Saving Purchase Orders

What To Do Once The Purchase Order Has Been Entered

Saving your transaction is the easiest part of the process! All you need to do is press the **Save** button found on the right side of the transaction window.

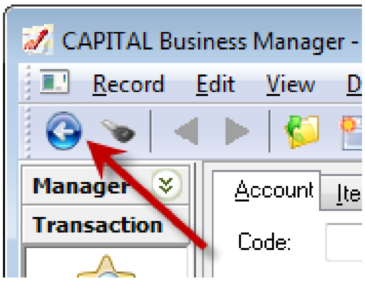
At this stage you could be prompted to print the purchase order or the purchase order may print automatically, or no printing may take place. What happens exactly here depends on how your software has been set-up.

If you are prompted to print then press the **Print** button.

Again, depending on how your software has been set-up, you may be prompted further, such as which printer to print to. If you aren't asked these questions, then a printed copy of the purchase order would typically be sent directly to its designated printer.

At this stage, the software has done several things:

1. It has saved your purchase order in the database.
2. It has printed the purchase order if applicable.
3. It has opened a new, blank purchase order, ready for you to repeat the entry process for your next supplier.



If you don't wish to enter further purchase orders, press the blue close button found at the top right hand corner of the application window.

This will return you back to the main window where you can commence some other action, or to the last window you had open.

Section 4

Amending Your Purchase Order

On How To Edit What You Did And Fix Mistakes

Editing a purchase order is easy. All you need do is open the purchase order area, find the purchase order, make your changes, and re-save (and re-print) it. This section will explain each of these steps.

Finding Your Purchase Order

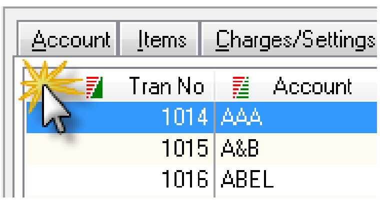
Assuming you already have a purchase order in your system that has been entered previously, your first step will be to retrieve it. (If you have not already done so, then review Sections 1-3 on how to create purchase orders.)

First begin by opening a new purchase order. If you are unsure on how to do this, review Section 1 of this tutorial.

Next, click on the **Open** button found at the top of the transaction. The list of all purchase orders in the system will appear.

If you do not know the purchase order number, type in the account code of the supplier directly onto the grid. The list of purchase orders relating to that supplier will come into view.

But if you do know the purchase order number, first click on the **Tran No.** column using your mouse. Then directly type the transaction number you are looking for onto the grid. The transaction will then come into view. Once the purchase order has been highlighted, press ENTER or RETURN, or press the **Open** button or double-click with your mouse.



The transaction will now open.

Making Your Changes

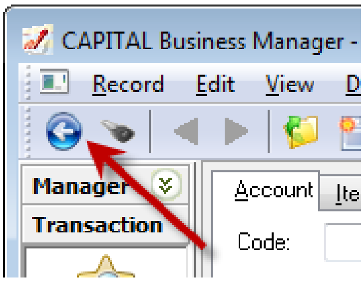
At this stage all you need to do is amend whatever needs to be changed on the purchase order as described in sections 1-3 of this tutorial.

When you have finished making your changes, press the **Save** button.

At this point you may be prompted for other information which you may have to respond to. However, you will definitely be asked one additional question: Do you wish to replace the original version of your purchase order with your revised version? Respond by pressing the Yes button.

After the purchase order is saved you may also be prompted to print a copy of the purchase order, or printing may occur automatically depending on your software's settings.

Finally, a new blank purchase order will appear, which will allow you to continue with further purchase order processing if you wish.



If you don't wish to process another transaction, press the blue close button found at the top right hand corner of the application window. You will be returned to the main area or to the area you were previously working in.

Section

5

Delivering a Purchase Order

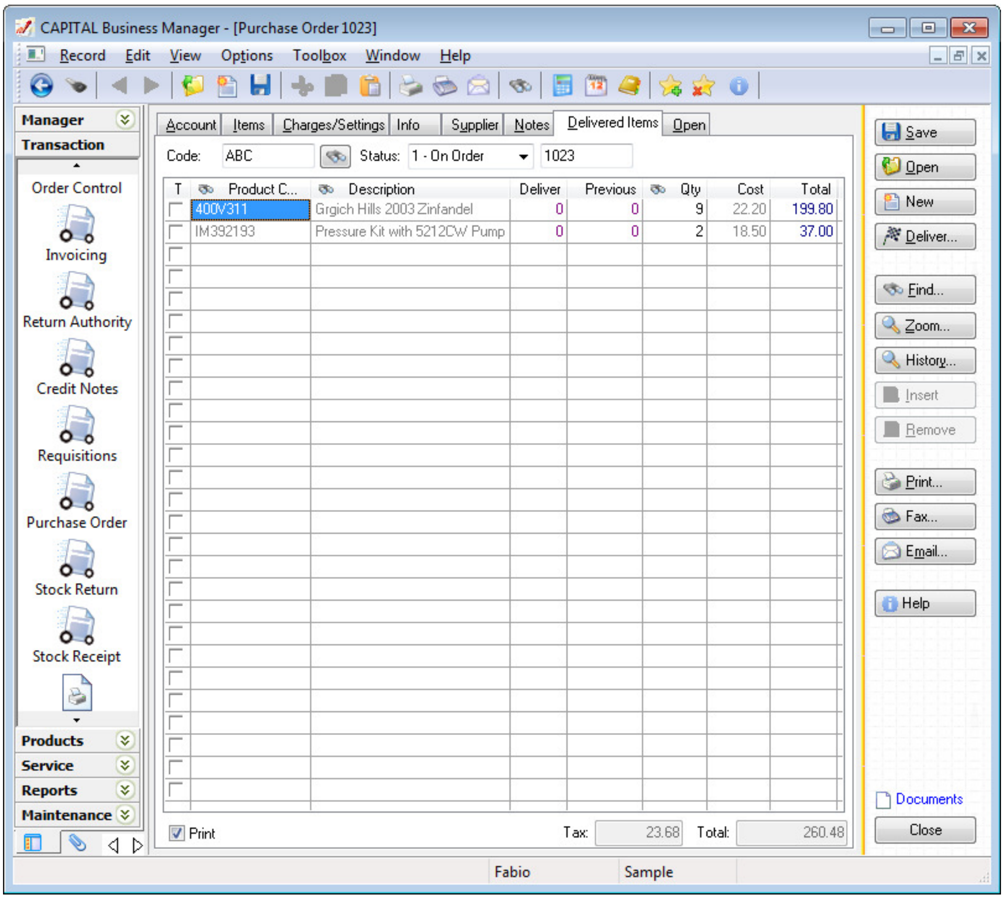
How To Receive Your Goods Once They Have Arrived

At some stage your goods will arrive and you will need to receive them into stock. The following steps are necessary to process the delivery of your purchase order:

1. Go to the purchase order area.
2. Find the purchase order.
3. Click on the **Delivered Items** tab button.
4. Indicate which items have been delivered (if some items have not yet arrived).
5. Press the **Deliver** button to process the delivery.

Please review Sections 1-4 on how to open and find purchase orders. Once you have the purchase order open you need to tell the system which items have been delivered.

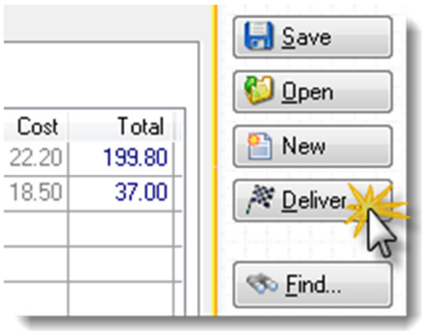
Begin by clicking on the **Delivered Items** tab button found at the top of the purchase order window. This will open an items grid which will display all the goods you have on order.



Delivering All Your Items

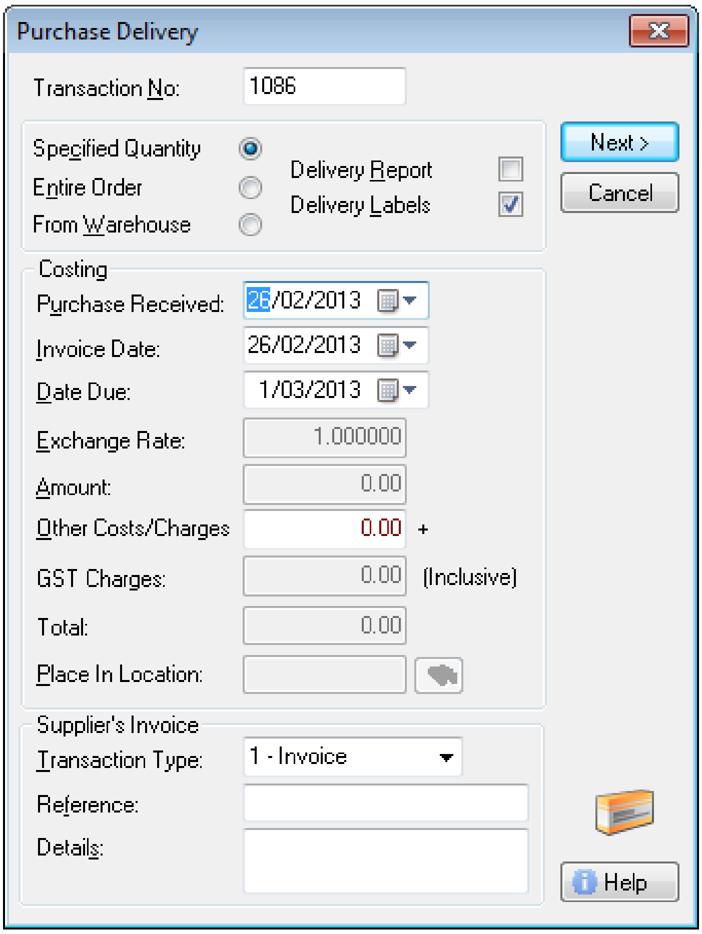
If all your items have been received from your supplier, then you can take a short-cut when delivering your goods. This quick approach is explained first.

Since in this step you will be delivering the entire purchase order, the only thing you need to do at this point is press the **Deliver** button.



This action will open the Purchase Delivery window where you can specify such things as the delivery received date, miscellaneous charges, and record the details of the supplier invoice that will be created after the delivery has been processed.

Before filling in these entries or pressing the **Next>** button, select **Entire Order** from the list of options at the top of the window.



The most important entries are described below:

Purchase Received — This is the date at which the goods were received into stock and processed.

Invoice Date — This is the date that will be applied to the supplier invoice that will be created when this purchase order is delivered.

Exchange Rate — If this is an overseas purchase, the rate of exchange for the supplier invoice and also for stock costing, should be entered here.

Other Costs/Charges — Other charges, possibly miscellaneous, should be entered here. This may include local cartage costs.

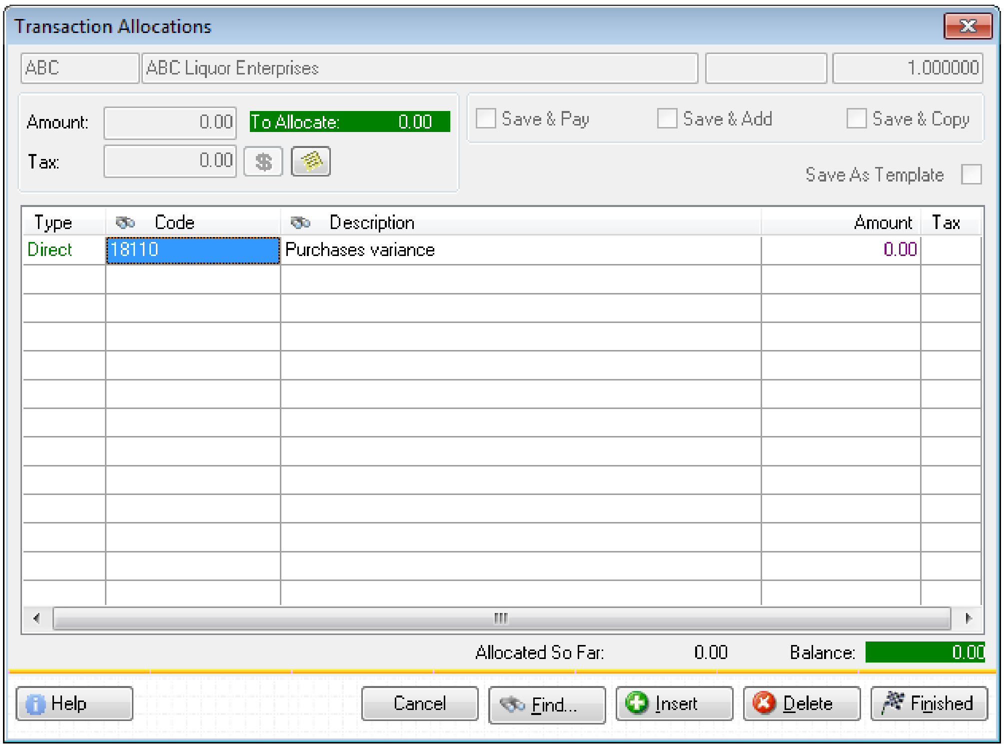
NOTE: If shipping costs make up a substantial part of the value of the goods you will be delivering into stock, then the *Import Shipment Costing System* should be used to deliver these goods instead. (Use of this feature is not covered in this tutorial.)

Place In Location — If you have more than one stock location, you can specify the code that represents the location here.

Reference — This is typically the supplier's invoice number if available at the time of the stock delivery, otherwise it might be the delivery docket number. (Or you could even type something like "pending paperwork" in here.)

Details — Any further information, additional reference numbers, and so on, can be entered here as or if required.

After you have filled in or changed any of the information above, press the **Next>** button to open the Transaction Allocations window.



Here you specify what the purchase was in relation to. The codes may be filled in automatically for you (as in the above example) or you may need to fill them in manually. To view your list of costs, move to the 'cell' under the **Code** column and press F12.

In the above example goods for trading (resale) might typically be allocated to a 'purchases' (of stock) account. However, in some businesses goods are allocated directly to your stock on hand account. If you are unsure what the correct code is, discuss the matter with your business system administrator or accountant.

For other types of purchases, particularly purchases of "non-stock items" such as services, the code to assign here will depend on the service you are processing. For example if you were raising a purchase order for a new telephone system, then the purchase would most likely be allocated to a capital equipment account of some type. If you are unsure what the correct code is, discuss the matter with the person in your organization responsible for managing the coding system or possibly your accountant.

Enter the amount to allocate under the **Amount** column.

And if you need to change the applicable tax code, move to the 'cell' under the **Tax** column and enter the correct tax code or press F12 to view the list of available tax codes.

The tax codes you can allocate will vary depending on how your software has been set-up. However, typical tax codes include –

GST – Goods & Services Tax is added to the amount specified.

GSI – Goods & Services Tax is included in the amount specified.

FRE – The goods are tax free.

In order to complete the processing of your purchase order delivery, you must ensure that the allocations on the Transactions Allocations window, will balance against the items you will be receiving into stock, or if you will not be receiving goods into stock, balance against the total value of your supplier invoice.

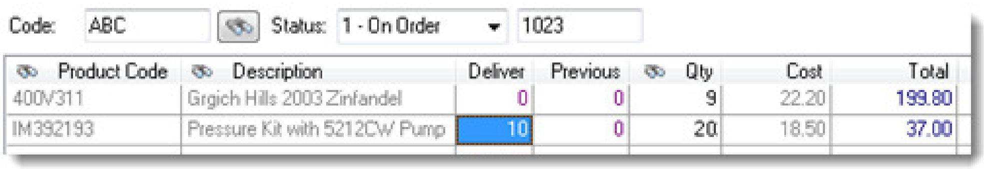
When you have achieved this result the number at the bottom of the window next to **Balance** will turn from red to green. When it turns green you can press the **Finished** button and complete the processing procedure.

Delivering Some Items Only

If only some of your goods have arrived, you will need to indicate which. This section explains how to go about doing that.

Reopen your purchase order if necessary, and if you haven't already done so, click on the **Delivered Items** tab button found at the top of the purchase order window. This will open an items grid which will display all the goods you have on order.

Using your arrow keys or your mouse, move under the **Deliver** column and enter the quantities of the items you have received from your supplier.



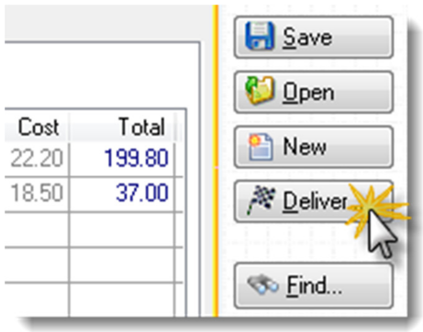
Code: ABC Status: 1 - On Order 1023

Product Code	Description	Deliver	Previous	Qty	Cost	Total
400V311	Grgich Hills 2003 Zinfandel	0	0	9	22.20	199.80
IM392193	Pressure Kit with 5212CW Pump	10	0	20	18.50	37.00

For example, if you have ordered 20 units of an item but only 10 have arrived, enter 10 under the **Deliver** column for that item.

Repeat this step for every item where you have received all or some of your order.

Note that the **Previous** column is there to tell you what was shipped to you on previous occasions. If this is the first time you have processed deliveries for this particular order, this column will always show '0' (zero) quantities. Usually this column just holds useful information and there is no need to alter its contents.



Once you have finished entering these quanties, press the **Deliver** button on the right side of the purchase order.

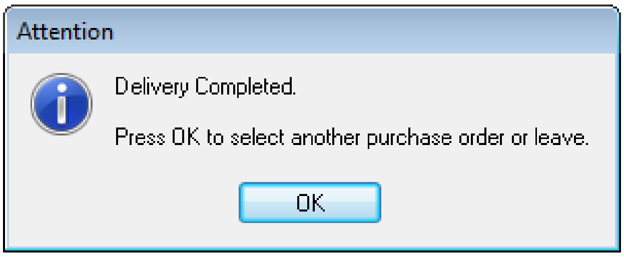
After the button is pressed the Purchase Delivery window will open. Ensure that **Specified Quantity** is selected before proceeding with any further entries.

Clicking on **Specified Quantity** means that the quantities you entered under the **Deliver** column will be used when calculating what is to be received into stock and the total value of the supplier invoice to be produced.

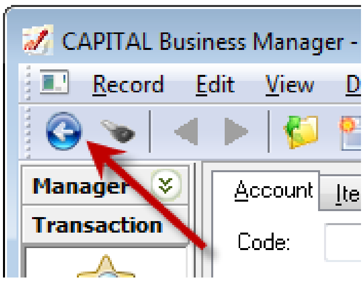
At this point all the steps involved in delivering your goods are *exactly the same as described in the previous section!* If you are unsure, please review that section before continuing.

After Delivering

After the delivery has been processed a confirmation window will appear:



Press OK to proceed and the list of open purchase order transactions will be presented once again, ready for you to process the next delivery.



If you don't wish to process another transaction, press the blue close button found at the top right hand corner of the application window. You will be returned to the main area or to the area you were previously working in.

Section 6

Quick Review

Important Points To Remember

- When clicking on the Explorer Bar hold down the SHIFT key to open the same area more than once.
- When using Quick Search, press CTRL+<backspace> to clear what you have typed and start the search over.
- Pressing F12 will open a look-up list or calendar when available.
- Press F3 to continue a Global Text Search.
- Adding comments to a purchase order is as easy as typing your comment under the **Description** column.
- You can either partly or fully deliver a purchase order.
- You can partly deliver a purchase order as many times as you need to.
- When you deliver a purchase order the system also creates a related supplier invoice.
- The quickest way to close the whole application is to press ALT+F4

Index