

How do I complete a purchase Order where the delivered/invoiced quantities are less than the ordered quantities?

Example Purchase Order entered via Order Entry Maintenance $\{C - P - T - O\}$

The Header Tab (Purchase Order # PO1004)

ty Management Pro	ducts			Ta	sx: \$19.30	Total:	\$212
Header 2 Lines							
Transaction Type:	Order	Ň	Ца Сору		Address City Management Products		
Transaction No:	P01004				56 Royal St		
Transaction Date:	31-Mar-2011				EAST PERTH WA 6004		
Creditor Code:	CITMAN						
Delivery Date:	18-Apr-2011				Balance	Credit Limit	
Prch Officer:	G1				\$35,186.35		\$0.0
Committed Expense:	4228						
Exchange Rate:				Contact	Doug Goldsmith		
Price List:	1÷	Cost		Emait	dg@citman.com.au		_
Line Discount %:	0.00% 🛟			Phone:	+61 (08) 9322 7166		
Line Disc. Level:	0 🛟			Fax	+61 (08) 9322 91152		
Order Message:	Weekly Stock	Refills		Delivery Details:	DEMONSTRATION COMPANY		_
					Level 44,		_
					275 George Street		_
					SYDNEY NSW 2000 AUSTRALI	۹.	_

The Lines Tab

Line 1

		iintenance (Bu	ild Date: 16-Se	ep-2011)						-		
City Manag		Products ines						Так:	\$19.30	Total	\$2	12.30
Line	Туре	Code	Description				Quantity	Pric	e T	lax	Amount	-
			Ballpoint Black Me	edium			100.00	\$0		4.30	\$47.30	
	TK ISB		Pencil Sharpener Delivery Charge				1,000.00 0.00	\$0 \$20		3.00 2.00	\$143.00 \$22.00	
S Stock Stock C		General Ledger	J Job R		B Disbursement	DD	escription					*
Descrip	ption: E	allpoint Black Med	dium									
Qua	antity:	100.00	PACK		3 Enquir	y [4	Extended Descrip	otion				
F	Price:	\$0.43			Supplier	Code:		Available:	1,242.00			
Disc	ount:	\$0.00	0.00%					On Order:	0.00		-	
	Tax:	\$4.30	G					Delivered:	0.00			
Am	iount:	\$47.30						Invoiced:	0.00			-
Delivery [Date: 1	18-Apr-2011										
Iransactio	ons			× Delet	e jna	ert	dpper	nd	🗸 ОК	0	Cancel	



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Line 2

		t Products				ax: \$1	9.30 To	otal: \$21	14.
Hea		Lines							
Line	Type	Code	Description		Quantity	Price	Tax	randonik	-
1	STK	7910	Ballpoint Black Medium		100.00	\$0.43	\$4.30	\$47.30	
2	STK DSB	7909	Pencil Sharpener		1,000.00 0.00	\$0.13 \$20.00	\$13.00 \$2.00	\$143.00 \$22.00	
2	0.36		Delivery Charge		0.00	\$20.00	\$2.00	\$22.00	
									¥
S St	ock	General Ledger	Job R Stock ar	nd Job 🛛 🖪 Disbursement 📄 🖸	escription				
Cha	k Code:	7909	Pen	cil Sharpener					
De	scription:	Pencil Sharpener							
	Quantity:	1,000.00	EACH	3 Enquity	Extended Descrip	tion			
				0 1 0 1		Available:	499.00	de	
	Price:	\$0.13		Supplier Code:		AVallable:			- 1
			0.00%	Supplier Lode:				D	
	Discount	\$0.00	0.00%	Supplier Code:		On Order:	1,000.00	C	
		\$0.00 \$13.00	0.00%	Supplier Lode:		On Order: Delivered:	1,000.00 0.00	C D	
ſ	Discount	\$0.00	0.00%	Suppler Lode:		On Order:	1,000.00	0	
ſ	Discount: Tax: Amount:	\$0.00 \$13.00	0.00%	Supplier Lode:		On Order: Delivered:	1,000.00 0.00		
ſ	Discount: Tax: Amount:	\$0.00 \$13.00 \$143.00	0.00% G	Supplier Lode:		On Order: Delivered:	1,000.00 0.00		

Line 3

		t Products			1	ax: \$19	1.30 Tol	tal: \$2	12.
Hea	ider 2	Lines							
Line	Type	Code	Description		Quantity	Price	Tax	Amount	-
	STK	7910	Ballpoint Black Medium		100.00	\$0.43	\$4.30	\$47.30	
	STK	7909	Pencil Sharpener		1,000.00	\$0.13	\$13.00	\$143.00	
	DSB		Delivery Charge		0.00	\$20.00	\$2.00	\$22.00	
									¥
S St	tock	General Ledger	Job R Stock and Job	B Disbursement	D Description				
	T	D - II - Maler							
		Dollar Value	-						
De		Dollar Value Delivery Charge	*						
	scription: Markup:	Delivery Charge							
	scription: Markup: Price:	Delivery Charge 0.00% \$20.00							
*	scription: Markup: Price: Tax	Delivery Charge 0.00% \$20.00 \$2.00	G						
*	scription: Markup: Price:	Delivery Charge 0.00% \$20.00	G						
*	scription: Markup: Price: Tax	Delivery Charge 0.00% \$20.00 \$2.00	G						
*	scription: Markup: Price: Tax	Delivery Charge 0.00% \$20.00 \$2.00	G						
*	scription: Markup: Price: Tax	Delivery Charge 0.00% \$20.00 \$2.00	G						

The Printed Order





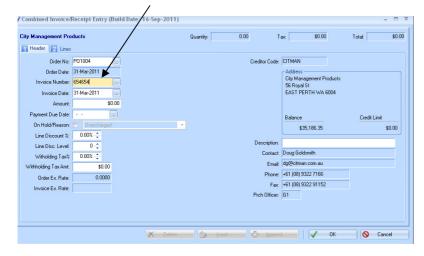
The Process

Step 1

Enter Delivery and Invoice details for the "partial" quantities as below

Menu Selection Creditors Combined Invoice/Receipt Entry $\{C-P-T-C\}$

The Header Tab (Purchase Order # PO1004)



The Lines Tab

Line 1

		t Products		Quantity: ().00 Tax	\$0.00	Total	\$:0.0
Line	Туре	Code	Description	Quantity	This Invoice	Price	Тах	Amount	-
	STK	7910	Ballpoint Black Medium	100.00	0.00	\$0.43	\$0.00	\$0.00	
	STK	7909	Pencil Sharpener	1,000.00	0.00	\$0.13	\$0.00	\$0.00	
	DSB		Delivery Charge	0.00	0.00	\$20.00	\$0.00	\$0.00	
S SI	ock	General Ledger	Job R Stock and Job B	Disbursement De	escription				v
	Code:	7910	Ballpoint Black	Medium					
This	Invoice:	75.00	PACK	3 Enquiry	Selling Price 5 E:	stended Description			
Bin L	ocation:			Supplier Code:	Ava	ailable: 1,2	42.00		1
	Price:	\$0.43			On	Order: 11	00.00		
[Discount:	\$0.00	0.00%		Deli	vered:	0.00		1
	Tax	\$0.00	G 🛄		Inv	oiced:	0.00		4
	Amount:	\$0.00	C Adjust Price						



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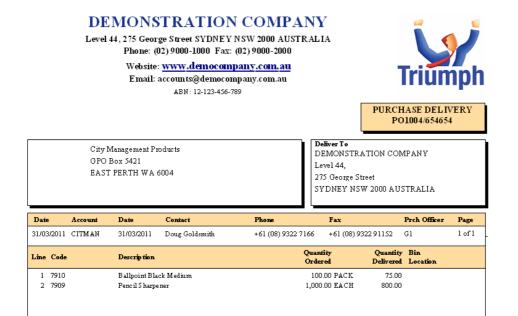
Line 2

Hea	der [2	Lines							
Line	Type	Code	Description	Quantity	This Invoice	Price	Tax	Amount	-
	STK	7910	Ballpoint Black Medium	100.00	75.00	\$0.43	\$3.23	\$35.48	
	STK	7909	Pencil Sharpener	1,000.00	0.00	\$0.13	\$0.00	\$0.00	
	DSB		Delivery Charge	0.00	0.00	\$20.00	\$0.00	\$0.00	
	ock Code:	7909	Pencil S	harpener	Description				
	Invoice:	800.0	00 EACH	3 Enquiry	Selling Price	· · ·			
Binl	location:			Supplier Code:		Available:	499.00	-	
	Price:	\$0.1	13 🔜			On Order:	2,000.00	-	
0	Discount	\$0.0	0.00%			Delivered:	0.00		
	Tax	\$0.0	00 G 🛄			Invoiced	0.00		1
	Amount	\$0.0	00 🔲 Adjust Price						

Line 3

Header Line Typ		Description	Quantity	This Invoice	Price	Tax	Amount -
I STK	7910	Ballpoint Black Medium	100.00	75.00	\$0.43	\$3.23	\$35.48
2 STK 3 DSB	7909	Pencil Sharpener Delivery Charge	1,000.00	800.00 0.00	\$0.13 \$20.00	\$10.40 \$0.00	\$114.40 \$0.00
							•
	G General Ledger	Job R Stock and Job B Disb	Des Des	scription			
	Delivery Charge						
% Markup	0.00%						
Price	e 0,00						
		G					
% Markup							

The Printed Delivery Note





Step 2

Go back to the original order and edit the lines with the reduced quantities received as shown below

Menu Selection Creditors Order Entry $\{C - P - T - O\}$

The Header Tab (Purchase Order # PO1004)

y Management Pro	ducts			Te	sx: \$0.00	Total: \$
Header 2 Lines			/			
Transaction Type:	Order	×	Сору		Address	
Transaction No:	P01004				City Management Products 56 Royal St	
Transaction Date:	31-Mar-2011				EAST PERTH WA 6004	
Creditor Code:	CITMAN					
Delivery Date:	18-Apr-2011				Balance	Credit Limit
Prch Officer:	G1				\$35,336.23	\$0.0
Committed Expense:	4228					
Exchange Rate:		0.0000		Contact:	Doug Goldsmith	
Price List:	1÷	Cost		Email	dg@citman.com.au	
Line Discount %:	0.00% 🛟			Phone:	+61 (08) 9322 7166	
Line Disc. Level:	0 🛟			Fax:	+61 (08) 9322 91152	
Order Message:	Weekly Stock	Refills		Delivery Details:	DEMONSTRATION COMPANY	
					Level 44,	
					275 George Street	
					SYDNEY NSW 2000 AUSTRALIA	λ

The Lines Tab

Line 1

🖋 Order Entry/Maintenance (Build Date: 16-Sep-2011)		- = ×
City Management Products	Tax: \$1	9.30 Total: \$212.30
Header Z Lines		
Line Type Code Description	Quantity Price	Tax Amount 📥
1 STK 7910 Ballpoint Black Medium	100.00 \$0.43	\$4.30 \$47.30
2 STK 7909 Pencil Sharpener 3 DSB Delivery Charge	1,000.00 \$0.13 0.00 \$20.00	\$13.00 \$143.00 \$2.00 \$22.00
		.
S Stock G General Ledger Job R Stock and Job B Disbursement D Description	n	
Stock Code: 7910 Ballpoint Black Medium		
Description: Ballpoint Black Medium		
	ded Description	
Price: \$0.43 Supplier Code:	Available:	1,317.00
Discount: \$0.00 0.00%	On Order:	25.00
Tax: \$4.30 G	Delivered:	75.00
Amount: \$47.30	Invoiced:	75.00
Delivery Date: 18-Apr-2011		
Iransactions Neter Iransactions	a Append	OK S Cancel



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Line 2

Head		t Products					ax: \$18		otal: \$2	
Line	Туре	Code	Description			Quantity	Price	Tax	Amount	-
	STK	7910	Ballpoint Black M	edium		75.00	\$0.43	\$3.23	\$35.48	
	STK	7909	Pencil Sharpener			1,000.00	\$0.13	\$13.00	\$143.00	
	DSB		Delivery Charge			0.00	\$20.00	\$2.00	\$22.00	•
	k Code:	General Ledger 7909 Pencil Sharpener	Job R	Pencil Sharpe		lescription				
	luantity:	800,00	EACH		3 Enquiry	Extended Descript	ion			
	luantity: Price:	800,00 \$0.13			Supplier Code:	Extended Descript	ion Available:	1,299.00	Ale	
Q						Extended Descript		1,299.00	10	
Q	Price:	\$0.13	0.00%			Extended Descript	Available:		0	dt1 wmv.
Q Di	Price: iscount	\$0.13 \$0.00	0.00% G			Extended Descript	Available: On Order:	1,200.00	0	di lan
Q Di	Price: iscount Tax Amount	\$0.13 \$0.00 \$13.00	0.00% G			Extended Descript	Available: On Order: Delivered:	1,200.00		

Line 3

S Stock: C General Ledger Job I Stock and Job B Diabusementer D Description Type: Dolla Value	\$2.00	\$20.00	0.00		7909 Pen	STK
Type: Dollar Value				very Charge	Deliv	DSB
			Description	Job R Stock and Job B Disbursement	General Ledger	Stock
				•		
					Delivery Charge	
% Markup: 0.00%						
Price: 00.00						
Tax \$2.00 G						
Amount \$22.00					\$22.00	Amount

The Printed Changed Order

Level 44, 2' P V City Manag GPO Box 5	ONSTRATION 75 George Street SYDNEY Phone: (02) 9000-1000 Fax: Website: www.democom Email: accounts@democor ABN: 12-123-456- ABN: 12-123-456- TH WA 6004	' NSW 2000 AUSTR : (02) 9000-2000 Ipany.com.au Impany.com.au		PUR TION CO		
Date Account Reg	quired By Contact	Phone	Fax		Prch Officer	Page
31/03/2011 CITMAN 18/0	04/2011 Doug Goldsmith	+61 (08) 9322 716	66 +61 (08) 93	22 91152	G1	1 of 1
Line Code Des	scrip tion	Q	quantity	Price	GST	Amount
						35.48
	lpoint Black Medium wil Sharpener		75.00 PACK 800.00 EACH	0.43 0.13	3.23 10.40	35.48 114.40



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Step 3

Check order again – the amounts "ordered" should now be the same as the amounts invoiced and received. If this is correct then go to the header and select "Delete". (Purchase Order # PO1004)

J Sinst Prior) 🤤 Find	D Next	Last	Lookup	P. Zoom	Clear	Clear All	L.I.I. Save	X4 Delete	Contacts	A Notes	Calculate	CO Tep	_	-
rder Entry/Mainte	enance (Buil	ld Date:	16-Sep-2	011)						/	<u> </u>	<u> </u>			×
City Management Pro	ducts							\sim	Ta	ĸ	\$0.00		Total:	\$0.0	00
Header 📔 Lines					_	\sim	-								
Transaction Type:	Order	· •	G C	17	Ī					Address -	gement Proc	d			ı II
Transaction No:	-		_							56 Royal S	it				
Transaction Date:										EAST PEP	RTH WA 60	04			
Creditor Code:															
Delivery Date:										Balance			Credit Lin	nit	
Prch Officer:										\$35	336.23			\$0.00	
Committed Expense:															
Exchange Rate:		0.0000						C		Doug Golds					
Price List:	1÷	Cost								dg@citman					
Line Discount %:	0.00% 🛟									+61 (08) 93.					
Line Disc. Level:	0 🗧									+61 (08) 933					
Order Message:	Weekly Stock	Refils						Delivery		DEMONST	RATION CO	IMPANY			
										Level 44,				_	
										275 George					
										SYDNEY N	SW 2000 A	USTRALIA			

The confirmation box with "Flag this record closed" will be displayed.

By selecting "Yes", the Purchase Order will be closed

Confirm	х
😲 Flag t	his record closed?
Yes	No

WARNING

If after selecting the delete button, the system does not say it is closing, but "deleting", this means that the lines do not match and you will need to "not delete" the order and review the work.

Enquiring on "Lookup" Purchase Orders, the status of the order will have a blue cross to indicate it is closed (Purchase Order # PO1004)

POrder Lookup (Bu	ild Date:	16-Sep 2011)					x				
			0 D	ALC 1	D 1 0%	DIDI					
Order No. 🔺	Status	Pate	Creditor	Alt. Code	Prch Officer	Del. Date					
P01001		16-Mar-2011	CITMAN	CITY MANAG	G1	16-Mar-2011					
P01002		31-Mar-2011	HANNEW	HANDY NEWS	G1	31-Mar-2011					
P01003		31-Mar-2011	HANNEW	HANDY NEWS	G1	31-Mar-2011					
P01004	X	31-Mar-2011	CITMAN	CITY MANAG	G1	18-Apr-2011					
							-				
4						•					
C Delivery Details			Order Lool	kup							
			V Include	all orders							
			 Order 	🔘 General Order 🛛 🔘	Quote						
							=				
	Search VK Scancel										



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