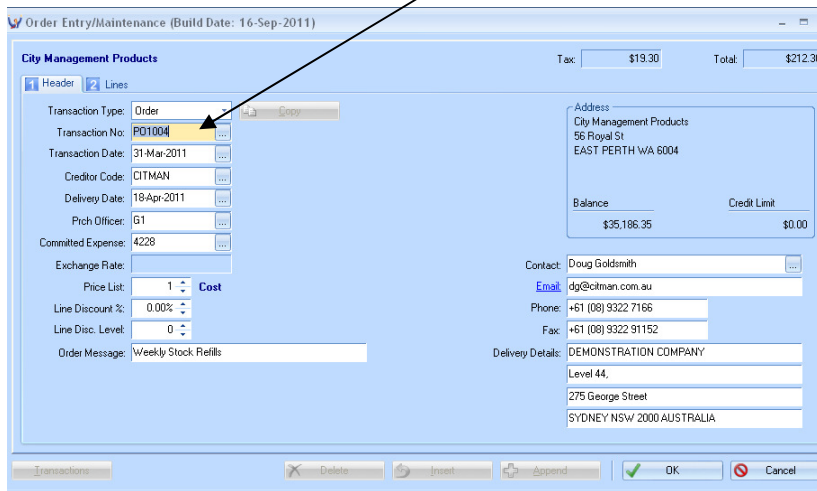


How do I complete a purchase Order where the delivered/invoiced quantities are less than the ordered quantities?

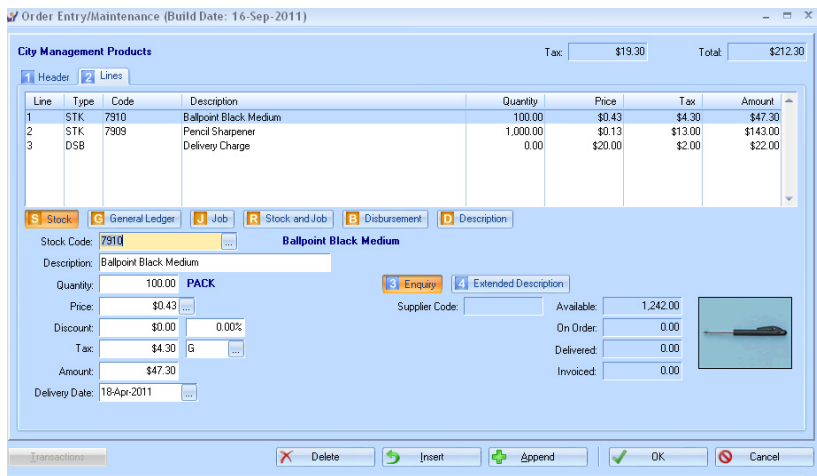
Example Purchase Order entered via Order Entry Maintenance {C – P – T – O}

The Header Tab (Purchase Order # PO1004)



The Lines Tab

Line 1



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	1,000.00	\$0.13	\$13.00	\$143.00
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Line 2

Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products Tax: \$19.30 Total: \$212.30

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	1,000.00	\$0.13	\$13.00	\$143.00
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Stock Code: 7909 Pencil Sharpener
 Description: Pencil Sharpener
 Quantity: 1,000.00 EACH
 Price: \$0.13
 Discount: \$0.00 0.00%
 Tax: \$13.00 G
 Amount: \$143.00
 Delivery Date: 18-Apr-2011

Supplier Code: Available: 499.00
 On Order: 1,000.00
 Delivered: 0.00
 Invoiced: 0.00

Buttons: Delete, Insert, Append, OK, Cancel

Line 3

Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products Tax: \$19.30 Total: \$212.30

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	1,000.00	\$0.13	\$13.00	\$143.00
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Type: Dollar Value
 Description: Delivery Charge
 % Markup: 0.00%
 Price: \$20.00
 Tax: \$2.00 G
 Amount: \$22.00

Buttons: Delete, Insert, Append, OK, Cancel

The Printed Order

DEMONSTRATION COMPANY

Level 44, 275 George Street SYDNEY NSW 2000 AUSTRALIA

Phone: (02) 9000-1000 Fax: (02) 9000-2000

Website: www.democompany.com.au

Email: accounts@democompany.com.au

ABN: 12-123-456-789



**PURCHASE ORDER
PO1004**

City Management Products
GPO Box 5421
EAST PERTH WA 6004

Deliver To
DEMONSTRATION COMPANY
Level 44,
275 George Street
SYDNEY NSW 2000 AUSTRALIA

Date	Account	Required By	Contact	Phone	Fax	Prch Officer	Page
31/03/2011	CITMAN	18/04/2011	Doug Goldsmith	+61 (08) 9322 7166	+61 (08) 9322 91152	G1	1 of 1

Line	Code	Description	Quantity	Price	GST	Amount
1	7910	Ballpoint Black Medium	100.00	PACK 0.43	4.30	47.30
2	7909	Pencil Sharpener	1,000.00	EACH 0.13	13.00	143.00
3		Delivery Charge		20.00	2.00	22.00

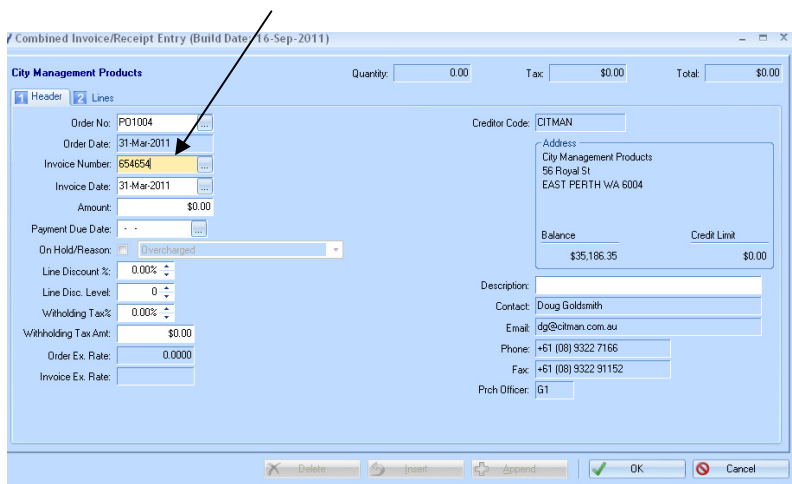
The Process

Step 1

Enter Delivery and Invoice details for the “partial” quantities as below

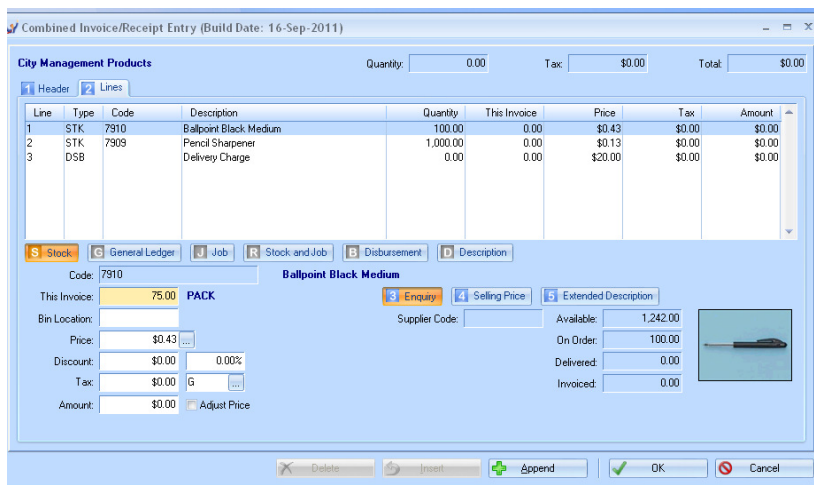
Menu Selection Creditors Combined Invoice/Receipt Entry {C – P – T – C}

The Header Tab (Purchase Order # PO1004)



The Lines Tab

Line 1



Line	Type	Code	Description	Quantity	This Invoice	Price	Tax	Amount
1	STK	7910	Ballpoint Black Medium	100.00	0.00	\$0.43	\$0.00	\$0.00
2	STK	7909	Pencil Sharpener	1,000.00	0.00	\$0.13	\$0.00	\$0.00
3	DSB		Delivery Charge	0.00	0.00	\$20.00	\$0.00	\$0.00

Line 2

City Management Products Quantity: 75.00 Tax: \$3.23 Total: \$35.48

Line	Type	Code	Description	Quantity	This Invoice	Price	Tax	Amount
1	STK	7910	Ballpoint Black Medium	100.00	75.00	\$0.43	\$3.23	\$35.48
2	STK	7909	Pencil Sharpener	1,000.00	0.00	\$0.13	\$0.00	\$0.00
3	DSB		Delivery Charge	0.00	0.00	\$20.00	\$0.00	\$0.00

Code: 7909 **Pencil Sharpener**

This Invoice: 800.00 EACH Enquiry Selling Price Extended Description

Bin Location: Supplier Code: Available: 499.00

Price: \$0.13 On Order: 2,000.00

Discount: \$0.00 0.00% Delivered: 0.00

Tax: \$0.00 G Invoiced: 0.00

Amount: \$0.00 Adjust Price

Line 3

City Management Products Quantity: 875.00 Tax: \$13.63 Total: \$149.88

Line	Type	Code	Description	Quantity	This Invoice	Price	Tax	Amount
1	STK	7910	Ballpoint Black Medium	100.00	75.00	\$0.43	\$3.23	\$35.48
2	STK	7909	Pencil Sharpener	1,000.00	800.00	\$0.13	\$10.40	\$114.40
3	DSB		Delivery Charge	0.00	0.00	\$20.00	\$0.00	\$0.00

Type: Dollar Value

Description: Delivery Charge

% Markup: 0.00%

Price: 0.00

Tax: \$0.00 G

Amount: \$0.00

The Printed Delivery Note

DEMONSTRATION COMPANY
 Level 44, 275 George Street SYDNEY NSW 2000 AUSTRALIA
 Phone: (02) 9000-1000 Fax: (02) 9000-2000
 Website: www.democompany.com.au
 Email: accounts@democompany.com.au
 ABN: 12-123-456-789



PURCHASE DELIVERY
 PO1004/654654

City Management Products
 GPO Box 5421
 EAST PERTH WA 6004

Deliver To
 DEMONSTRATION COMPANY
 Level 44,
 275 George Street
 SYDNEY NSW 2000 AUSTRALIA

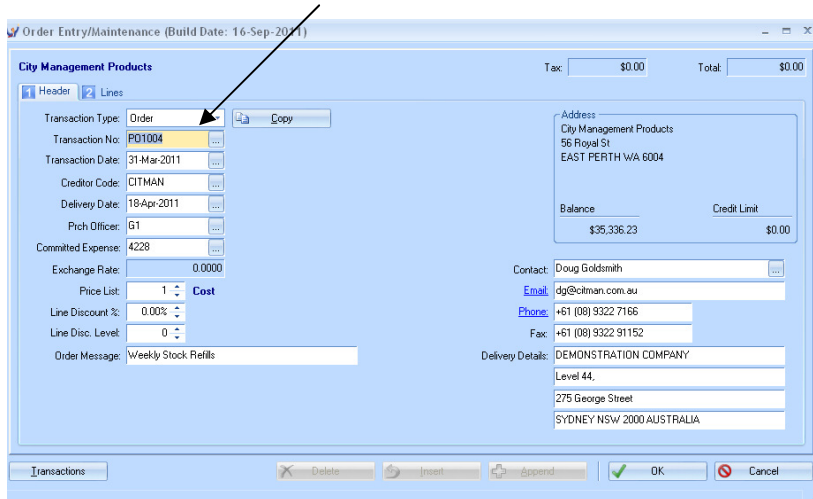
Date	Account	Date	Contact	Phone	Fax	Prch Officer	Page
31/03/2011	CITMAN	31/03/2011	Doug Goldsmith	+61 (08) 9322 7166	+61 (08) 9322 91152	G1	1 of 1
Line	Code	Description	Quantity Ordered	Quantity Delivered	Bin Location		
1	7910	Ballpoint Black Medium	100.00 PACK	75.00			
2	7909	Pencil Sharpener	1,000.00 EACH	800.00			

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)



Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products

Transaction Type: Order
Transaction No: PO1004
Transaction Date: 31-Mar-2011
Creditor Code: CITMAN
Delivery Date: 18-Apr-2011
Prch Officer: G1
Committed Expense: 4228
Exchange Rate: 0.0000
Price List: 1 - Cost
Line Discount %: 0.00%
Line Disc. Level: 0
Order Message: Weekly Stock Refills

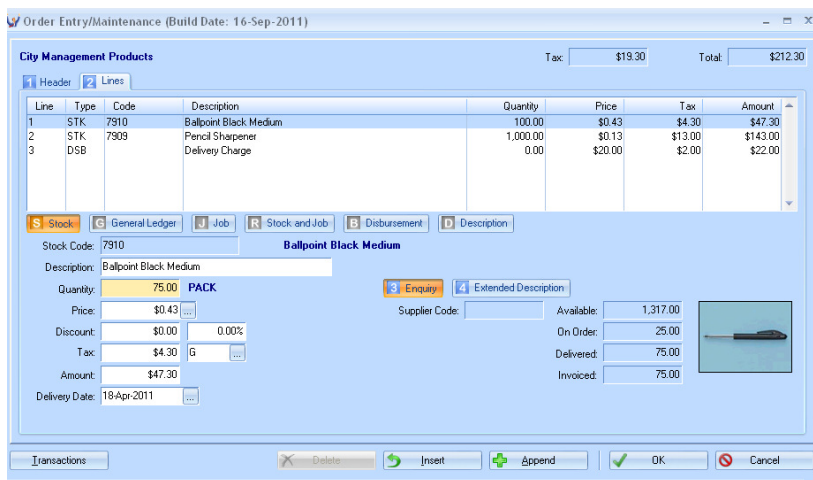
Tax: \$0.00 Total: \$0.00

Address: City Management Products, 56 Royal St, EAST PERTH WA 6004
Balance: \$35,336.23 Credit Limit: \$0.00

Contact: Doug Goldsmith
Email: dg@citman.com.au
Phone: +61 (08) 9322 7166
Fax: +61 (08) 9322 91152
Delivery Details: DEMONSTRATION COMPANY, Level 44, 275 George Street, SYDNEY NSW 2000 AUSTRALIA

The Lines Tab

Line 1



Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products

Tax: \$19.90 Total: \$212.90

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	1,000.00	\$0.13	\$13.00	\$143.00
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Stock Code: 7910 Description: Ballpoint Black Medium
Quantity: 75.00 Price: \$0.43 Tax: \$4.30 Amount: \$47.30
Supplier Code: Available: 1,317.00 On Order: 25.00 Delivered: 75.00 Invoiced: 75.00
Delivery Date: 18-Apr-2011

Line 2

Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products Tax: \$18.23 Total: \$200.48

Line	Type	Code	Description	Quantity	Price	Tax	Amount
1	STK	7910	Ballpoint Black Medium	75.00	\$0.43	\$3.23	\$35.48
2	STK	7909	Pencil Sharpener	1,000.00	\$0.13	\$13.00	\$143.00
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Stock Code: 7909 Pencil Sharpener
Description: Pencil Sharpener
Quantity: 800.00 EACH Price: \$0.13
Discount: \$0.00 0.00% Tax: \$13.00 G Amount: \$143.00
Delivery Date: 18-Apr-2011

Available: 1,299.00 On Order: 1,200.00 Delivered: 800.00 Invoiced: 800.00

Line 3

Order Entry/Maintenance (Build Date: 16-Sep-2011)

City Management Products Tax: \$15.63 Total: \$171.88

Line	Type	Code	Description	Quantity	Price	Tax	Amount
1	STK	7910	Ballpoint Black Medium	75.00	\$0.43	\$3.23	\$35.48
2	STK	7909	Pencil Sharpener	800.00	\$0.13	\$10.40	\$114.40
3	DSB		Delivery Charge	0.00	\$20.00	\$2.00	\$22.00

Type: Dollar Value
Description: Delivery Charge
% Markup: 0.00% Price: 0.00
Tax: \$2.00 G Amount: \$22.00

The Printed Changed Order

DEMONSTRATION COMPANY

Level 44, 275 George Street SYDNEY NSW 2000 AUSTRALIA
Phone: (02) 9000-1000 Fax: (02) 9000-2000
Website: www.democompany.com.au
Email: accounts@democompany.com.au
ABN: 12-123-456-789



**PURCHASE ORDER
PO1004**

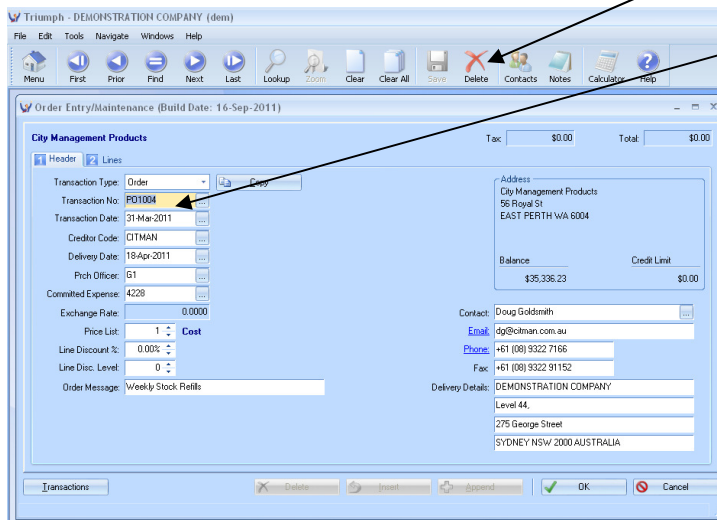
City Management Products
GPO Box 5421
EAST PERTH WA 6004

Deliver To
DEMONSTRATION COMPANY
Level 44,
275 George Street
SYDNEY NSW 2000 AUSTRALIA

Date	Account	Required By	Contact	Phone	Fax	Prch Officer	Page
31/03/2011	CITMAN	18/04/2011	Doug Goldsmith	+61 (08) 9322 7166	+61 (08) 9322 91152	G1	1 of 1
Line Code	Description	Quantity	Price	GST	Amount		
1 7910	Ballpoint Black Medium	75.00	PACK 0.43	3.23	35.48		
2 7909	Pencil Sharpener	800.00	EACH 0.13	10.40	114.40		
3	Delivery Charge		0.00	0.00	0.00		

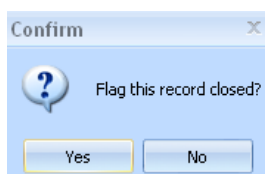
Step 3

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)**



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

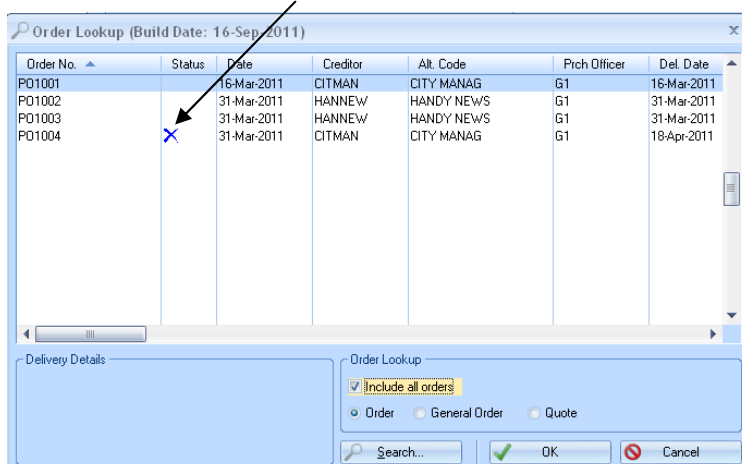
By selecting “Yes”, the Purchase Order will be closed



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)**



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