



V6.09 Training Manual



Purchase Orders



Find the freedom to focus on what matters with Nimbus

Contents

Overview	3
Overview - Purchase Order Reports	4
Special Prices	20
Ordering Goods from A Quote	21
Ordering Overheads	23
APPENDIX	27

Document Information

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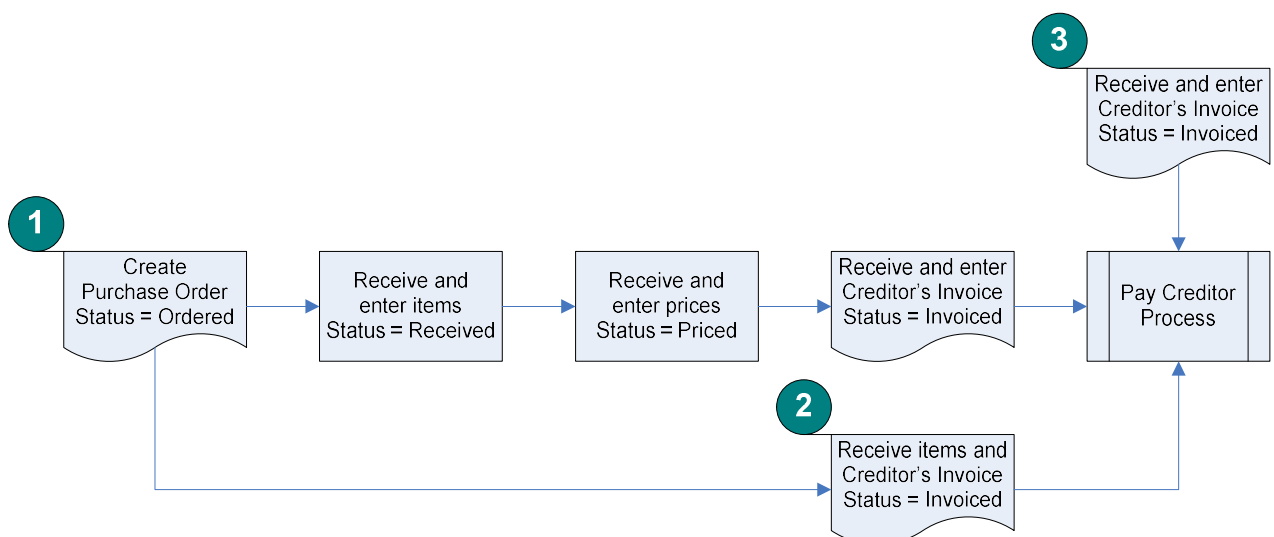
Overview

The Purchase Order application is used in Nimbus to order goods and services.

Each step in the Purchase Order process will update the Purchase Order Ledger, the General Ledger, the Stock Ledger (if stock is being ordered), the Job Cost Ledger (if items are being ordered for a Job) and the Creditors Ledger (once the Creditors Invoice has been entered).

When items are entered and processed through the Purchase Order application, they will eventually end up in the Pay Creditors application; however, one of three routes must be taken, as illustrated below.

1. The **detailed** route. This route has users entering one step at a time, as information is available. It is used when organisations need to keep tabs on the exact state of play at any one time. This route begins with a Purchase Order being created and sent to the Supplier. When the goods/services arrive, they are entered into the system as having been received. Later, when the price becomes known, this is entered into the system. And finally, when the Creditor's Invoice is received, the Purchase Order is updated with the invoice details. It is at this point that the Purchase Order is transferred to the Pay Creditors application.
2. The **short-cut** route. This route has users entering each of the above steps in one session and is used when organisations do not need to know the exact state of play at any one time. This route begins with a Purchase Order being created and sent to the Supplier. When the Creditor's Invoice is received, the Purchase Order is updated with the 'received', 'priced' and 'invoiced' steps described above and it is then transferred to the Pay Creditors application.
3. The **direct** route. Because the Purchase Order application is the gateway to the Pay Creditors application, this route has users entering the Creditor's Invoice directly into the system without generating a Purchase Order at all. A special transaction type is used in this case.



Note the Purchase Order status types that are used during the process:

Ordered	A Purchase Order has been generated and sent to the Supplier. This means that items have been ordered but they have not yet been received. The quantity is displayed as “on order” on inventory items
Received	Ordered items have been received. As prices are not yet available, the items are updated as received only. The quantity is displayed as “arrived” on inventory items
Priced	Prices are now available (e.g. priced packing slip) and entered. As the Creditors Invoice is not yet available, the items are updated to priced only. The costs are posted to jobs and stock prices are updated. Where items are bought for inventory, quantities now appear as “On Hand”.
Invoiced	The Creditors Invoice has been received and these details are now entered into the system. This step transfers the Purchase Order to the Creditors Ledger and gives the items on the order a status of invoiced.

Overview - Purchase Order Reports

Current Purchase Orders

This report lists all current (open) Purchase Orders that have not yet been priced, i.e. a listing of all Purchase Orders with a status type of ‘ordered’ or ‘received’. This report can be used to determine what items the organisation is still waiting for and what items still need to be priced so that the cost can be transferred to the job cost reports.

To use the Current Purchase Orders Report:

1. From the **JobFlow** menu, click on the Current Orders menu item. The Current Purchase Orders Report is displayed.

PO Current : Items on order not yet priced. Working list for Job Managers and Store staff.
Filter : Code not equal to SUB

[New Purchase Order](#)
[Return Goods](#)
[FC Order](#)
[Request Items](#)
[Bulk Order from requests](#)

[Refresh Report](#) [Print](#) [Export](#) [Clear Sort](#) [Clear Filters](#) [Save Report Setting](#) [Clear Report Settings](#)

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected Cost/Price	Job Qty	Expected JobCost	Expected JobAmount	Ordered By	Phone	Project	Received By	Received Date	Order Type
						<< SUB													
	2193	22/03/2	PlacemakersRt	Ordered		Galvanised Nails	123456	1	0	\$20.90	0	\$0.00	\$0.00	wayne.ha	+64 (03) 245 1523				JobOrd
	2187	11/05/2	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00	\$0.00	wayne.ha	+64 (03) 208 1588				JobOrd
	2179	16/01/2	Blight	Ordered	1027	Set fee for Laptop install	Laptop	1	0	\$0.00	1	\$0.00	\$200.00	phil.liva	+64 (06) 356 4561				JobOrd
	2173	09/01/2	Blight	Ordered	1030	Bits and Bobs	NBI	1	0	\$27.00	1	\$27.00	\$32.40	phil.liva	+64 (06) 356 4561	1030			JobOrd
	2105/Lo...	08/06/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$10.00	1	\$10.00	\$10.00	Lorna.Mu	5443199				JobOrd
	2104	13/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$12.50	1	\$12.50	\$12.50	Lorna.Mu	5443199				JobOrd
	2103	10/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$15.00	1	\$15.00	\$15.00	Lorna.Mu	5443199				JobOrd
	2102	10/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$20.00	1	\$20.00	\$20.00	Lorna.Mu	5443199				JobOrd

2. Note the **Status** column. This report lists all Purchase Order that have not yet been priced, i.e. all Purchase Orders with a status type of ‘ordered’ or ‘received’ only.
3. Use the **Job No** filter to find the job you want to know more about.
4. Use the links in the **PO No** column to take you to the Purchase Order Enquiry report for the Purchase Order number you clicked on.
5. To view and/or edit a Purchase Order, use the links in the **Description** column to open the Purchase Order application form with the order details, as shown below. Note the **Status** column. As items as received, the status can be updated so that each line item can have its own status. Therefore the items in a single Purchase Order can be at various stages.

- If the item on order has been received, click in the **Receive** column for the line item received. This action opens the Purchase Order application and allows you to enter the receipt of the item.
- If a price has been received for a line item, click in the **Expected CostPrice** column for the line item to be priced. This action opens the Purchase Order application and allows you to enter the price of the item.

Purchase Order Enquiry

This report lists all Purchase Orders that have ever been processed. It is useful for finding out historical information such as who ordered the items, how much was paid for them, when they were invoiced, etc.

It is also useful for quickly finding Purchase Orders that have the 'priced' or 'invoiced' status as these Purchase Orders won't appear in the Current Purchase Orders Report.

To use the Purchase Order Enquiry Report:

- From the **Enquiry** menu, click on the **Purchases** menu item. The Purchase Order Enquiry Report is displayed.
- Use the **Code** filter field to open the Job Trans Enquiry we report and view historical information (cost and supplier details) for the selected code.
- Use the links in the **Creditor** column to open the Supplier History report for the Supplier you clicked on.

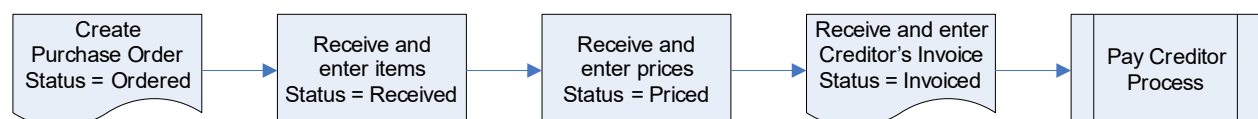
PO Enquiry : Purchase orders transaction listing, selection and drilling.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	PO Num...	Creditor	Status	Priced Date	Job Number	Code	Description	Serial Number	Qty Recel...	Invoice Amount	Invoice Number	Ordered By	Order...	Job Qty	Expected Price	Actual Price	Priced Amount	Received By
	2001	PlumbWorld	Invoiced	04/10/2014		2561181	Melteca S/fn Grga W/nut DS 18mm2		20	\$1,600...	26789	Brian	20	0	\$80.53	\$80.00	\$1,600.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		SNVC	NZ S-trap Pan NV/COLOURED		10	\$1,400...	26789	Brian	10	0	\$140.00	\$140.00	\$1,400.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		PB	LEAD FLASHING		10	\$1,900...	26789	Brian	10	0	\$190.00	\$190.00	\$1,900.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		DH400	40cm PVC 6mm Pipe		400	\$3,400...	26789	Brian	400	0	\$8.50	\$8.50	\$3,400.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		DH400b45	45Deg Bend40cm PVC 6mm Pipe		48	\$1,248...	26789	Brian	48	0	\$25.60	\$26.00	\$1,248.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		DH400B10	10Deg Bend40cm PVC 6mm Pipe		24	\$528.00	26789	Brian	24	0	\$22.00	\$22.00	\$528.00	Brian
	2001	PlumbWorld	Invoiced	04/10/2014		DH400J	40cm PVC 6mm Join		100	\$1,900...	26789	Brian	100	0	\$19.00	\$19.00	\$1,900.00	Brian

Purchase Order Process

As discussed in the Overview section, there are different ways of using the Purchase Order application. These training notes will use the method that has users entering one step at a time as information becomes available. This method is illustrated below.



The process begins with a Purchase Order being created and then sent to the Supplier. When the goods/services arrive, they are entered into the system as having been received. Later, when the price becomes known, this is entered into the system. And finally, when the Creditor's Invoice is received, the Purchase Order is updated with the invoice details. It is at this point that the Purchase Order is transferred to the Pay Creditors application.

In addition to this ordering process via Purchase Orders, there is another way to manage purchasing for a job where a quote is involved and has been committed. This is outlined further below in the "Ordering Goods from a Quote" section.

Creating a New Purchase Order

1. From the **JobFlow** menu, click on the **Current Orders** menu item. This action opens the Current Purchase Orders report.
2. In the header of the PO Current Orders report, click on New Purchase Order, as shown below. This action will open the Purchase Order application.

PO Current : Items on order not yet priced. Working list for Job Managers and Store staff.
Filter : Code not equal to SUB

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected Cost/Price	Job Qty	Expected JobCost	Expected JobAmount	Ordered By	Phone	Project	Received By	Received Date	Order Type
						<-> SUB													
	2193	22/03/2...	PlacemakersN	Ordered		Galvanised Nails	123456	1	0	\$20.90	0	\$0.00	\$0.00	wayne.ha	+64 (03) 245 1523				JobOrd
	2187	11/05/2...	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00	\$0.00	wayne.ha	+64 (03) 208 1588				JobOrd
	2178	16/01/2...	Blight	Ordered	1027	Set fee for Laptop install	Laptop	1	0	\$0.00	1	\$0.00	\$200.00	phil.iva	+64 (06) 356 4561				JobOrd
	2173	09/01/2...	Blight	Ordered	1030	Bits and Bobs	NBI	1	0	\$27.00	1	\$27.00	\$32.40	phil.iva	+64 (06) 356 4561	1030			JobOrd
	2105/Le...	08/06/2...	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$30.00	1	\$30.00	\$10.00	Lorna.Nu	5443199				JobOrd

New Purchase Order
Return Goods
FC Order
Request Items
Bulk Order from requests

Alternatively:

- a. From the **JobFlow** menu, click on the **Allocated** menu item. This action opens the Jobs Allocated report.
- b. This report highlights if there are existing orders for each job in the Current Orders column.

Jobs Allocated : Jobs allocated to staff, and still underway. Status- JA, JP, JPM, JS, JMW, JMWNew, JL
Filter : No Filter

Profit Centre Supervisor Up to Period

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Supervisor	Current Owner	Job No	Job Description	Status	Error	Client	Site Address	Order Goods	Current Orders	D... T...	Hours ToDate	Ho... PC	Hours Budget	ToBe Invoiced	Hours To Comp...	Exp... Hou...	Costs ToDate
Wayne		WKE-5	Plumbing	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		18...	116.25					\$1,562.50
Wayne		WKE-4	Electrical	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0			85			0		
Wayne		WKE-3	Portals	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	1		52...	407					\$23,363...
Wayne		WKE-2	Slab	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		11...	72					\$17,494...
Wayne		WKE-1	Prelim & General	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		45...	45...	1				\$3,417.00

- c. A number in the **Current Orders** column indicates there are orders for the job. A zero indicates there are none.
- d. To view existing orders and ensure you are not duplicating an order click on the number in the **Current Orders** column to take you to the **PO Current** report.
 - Once you have checked you are not duplicating an existing order, click on the New Order this Job header link to create a new Purchase Order for the job.

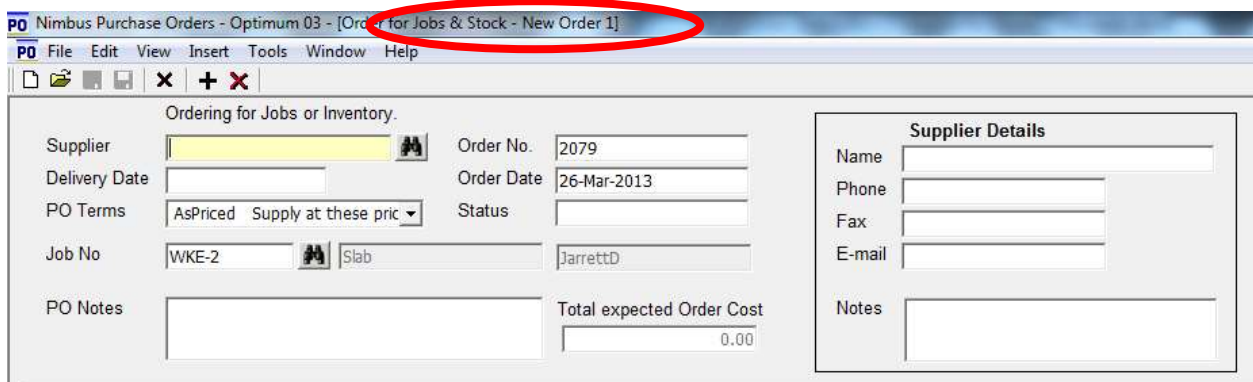
PO Current : Items on order not yet priced. Working list for Job Managers and Store staff.
Filter : Code not equal to SUB

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected Cost/Price	Job Qty	Expected JobCost	Expected JobAmount	Ordered By	Phone	Project	Received By	Received Date	Order Type
						<-> SUB													
	2193	22/03/2...	PlacemakersN	Ordered		Galvanised Nails	123456	1	0	\$20.90	0	\$0.00	\$0.00	wayne.ha	+64 (03) 245 1523				Jol
	2187	11/05/2...	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00	\$0.00	wayne.ha	+64 (03) 208 1588				Jol
	2178	16/01/2...	Blight	Ordered	1027	Set fee for Laptop install	Laptop	1	0	\$0.00	1	\$0.00	\$200.00	phil.iva	+64 (06) 356 4561				Jol
	2173	09/01/2...	Blight	Ordered	1030	Bits and Bobs	NBI	1	0	\$27.00	1	\$27.00	\$32.40	phil.iva	+64 (06) 356 4561	1030			Jol

New Purchase Order
Return Goods
FC Order
Request Items
Bulk Order from requests

- e. To create a new order from the **Jobs Allocated** report click on the ‘P’ in the **Order Goods** column in the **Jobs Allocated** report. The P indicates that a Purchase Order form will open to enable you to enter the order. If a Q is displayed, this indicates that the Job has a Quote, and clicking it will open the Sales Order application to process an order from the Quote. This is covered under Ordering Goods from a Quote further on in this training document.
3. The ‘Order for Jobs or Stock’ transaction type form is opened, as shown below. This transaction type is used to order stock items for on-charging to a Job and/or for the Store. This transaction type only allows the Ordering step to be processed; i.e. you will not be able to process the Receiving, Pricing or Invoicing steps using this transaction type.

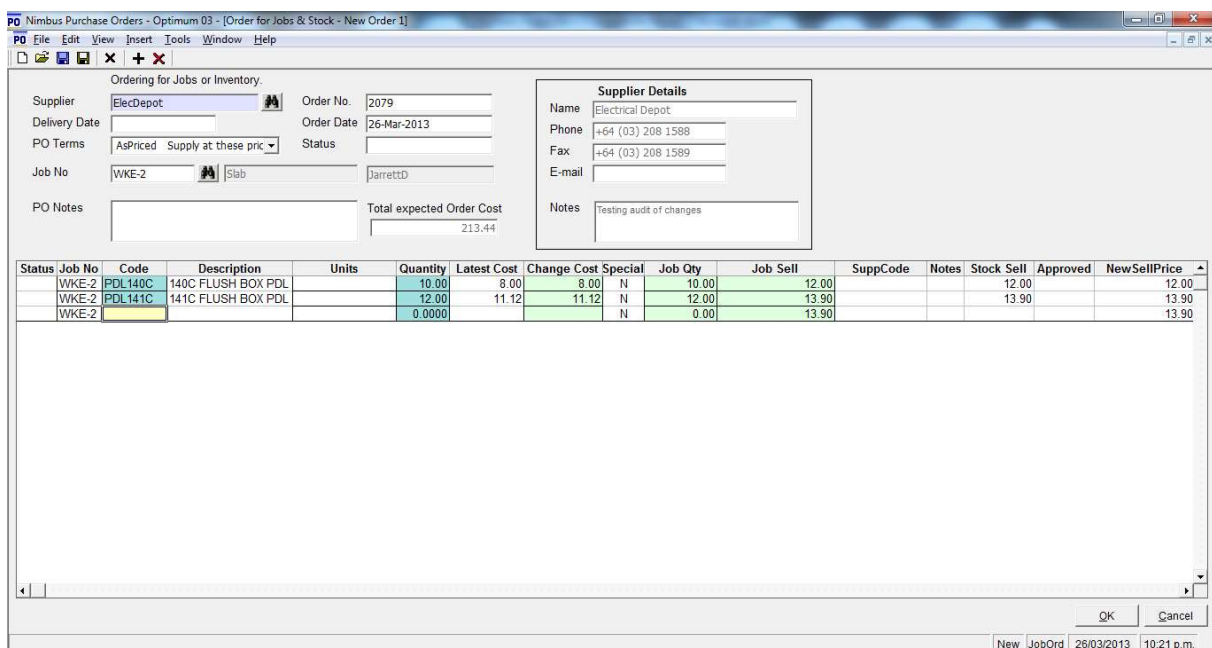


4. The fields in the header section of this form are explained below.

Field	Description
Supplier	Enter the name of the supplier in this field. A lookup is available. Once a creditor is selected, the creditor details (if known to Nimbus) will automatically populate in the Supplier Details section on the right-hand side of the header. A compulsory field.
Delivery Date	This field is the delivery date and will appear on the Purchase Order document. Note that Nimbus will always assume this year, therefore enter the day and month only, e.g. if you enter 2/7 in the date field and then press the Tab key, 02-Jul-2016 is inserted.
PO Terms	Select the terms of trade from the drop-down list.
Order No	This is the Purchase Order number field. A unique number is automatically allocated and entered into this field each time a new Purchase Order is created. You can enter your own alphanumeric number if required. A compulsory field.
Order Date	The system automatically enters today’s date as the order date. If this date is not correct, edit this field. A compulsory field.
Status	This field is used for displaying the Purchase Order status, i.e. ‘ordered’, ‘received’, ‘priced’ or ‘invoiced’. The field is for display only, therefore uneditable. Note that if there are many items being ordered and if they all have a different status, the lowest status is displayed in the Status field. For example, if 5 lines have an ‘invoiced’ status and 1 line has a ‘received’ status, the ‘received’ status is displayed in the Status field.

Job No	If all of the items to be ordered are for a Job, and if all of the items are to be ordered for the same Job, the job number can be entered in this field. This action will mean that the job number entered here will be automatically entered in the Job No column in the grid for each line item in the Purchase Order. If one item is being ordered for stock, or if items are being ordered for more than one job, leave this field blank.
PO Notes	Enter any specific notes for this Purchase Order in this field. These notes will appear on the Purchase Order document.

5. Enter the CreditorIndex in the **Supplier** field.
6. Complete any other fields in the header, as required.
7. If this order is to be on-charged to a Job, a job number will need to be entered in the grid. If the item is a 'Bought-in' item, you must enter a Job number.
 - If the **Job No** field in the grid is blank, enter the job number. A lookup is available, if required.
 - If a **Job No** field in the grid already contains a job number, this will have come from the **Job No** field in the form header. If this is incorrect, remove the job number given in the header.
8. Enter the code for the item that is being ordered in the **Code** field. This is a compulsory field. A lookup is available, if required. Once the code has been entered, known information about this item is displayed, e.g. item description, expected cost, sell price, etc. If a non-stock code is used, a Job Number will be required.
9. Enter the number of items to be ordered in the **Quantity** column. This is a compulsory field.
10. Press the **Enter** or the **Tab** key to move to a new line to order another stock item. Repeat the above steps to complete the order, as required. .
11. If required, transaction notes can be entered in the **Notes** field for each line item.
12. Note the **Job Qty** field. The amount entered in the **Quantity** field is also automatically entered in the **Job Qty** field, as shown below.



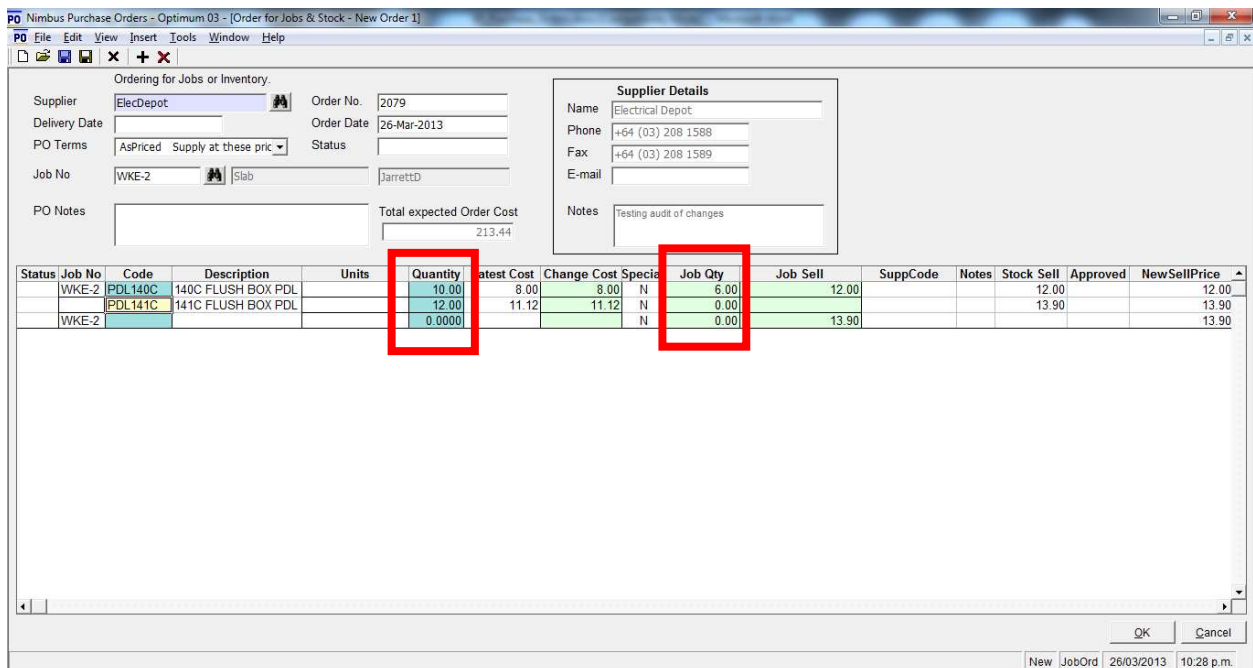
The screenshot shows the 'Ordering for Jobs or Inventory' form in the Nimbus software. The form includes fields for Supplier (ElecDepot), Order No. (2079), Order Date (26-Mar-2013), PO Terms (AsPriced), Job No (WKE-2), and PO Notes. A 'Supplier Details' panel shows contact information for Electrical Depot. A data grid at the bottom lists items with columns for Status, Job No, Code, Description, Units, Quantity, Latest Cost, Change Cost, Special, Job Qty, Job Sell, SuppCode, Notes, Stock Sell, Approved, and NewSellPrice.

Status	Job No	Code	Description	Units	Quantity	Latest Cost	Change Cost	Special	Job Qty	Job Sell	SuppCode	Notes	Stock Sell	Approved	NewSellPrice
	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	8.00	8.00	N	10.00	12.00			12.00		12.00
	WKE-2	PDL141C	141C FLUSH BOX PDL		12.00	11.12	11.12	N	12.00	13.90			13.90		13.90
	WKE-2				0.0000			N	0.00	13.90					13.90

This means that Nimbus assumes all items being ordered are for a Job.

If the items (or some of the items) are being ordered for the Store as stock on hand, the number in the **Job Qty** field has to be altered. For example, in the screenshot below:

- 10 PDL140C items are being ordered; 6 will be for the job and the remaining 4 will be for the Store.
- 12 PDL141C items are being ordered, all of which are for the Store.



The screenshot shows the Nimbus Purchase Orders interface. The top section is a form for 'Ordering for Jobs or Inventory' with fields for Supplier (ElecDepot), Order No. (2079), Delivery Date, Order Date (26-Mar-2013), PO Terms (AsPriced), Status, Job No (WKE-2), and PO Notes. A 'Supplier Details' section shows Name (Electrical Depot), Phone (+64 (03) 208 1588), Fax (+64 (03) 208 1589), and E-mail. The 'Total expected Order Cost' is 213.44.

Below the form is a table with the following data:

Status	Job No	Code	Description	Units	Quantity	Latest Cost	Change Cost	Special	Job Qty	Job Sell	SuppCode	Notes	Stock Sell	Approved	NewSellPrice
	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	8.00	8.00	N	6.00	12.00			12.00		12.00
		PDL141C	141C FLUSH BOX PDL		12.00	11.12	11.12	N	0.00				13.90		13.90
	WKE-2				0.0000			N	0.00	13.90					13.90

13. Note the **Latest Cost** and **Change Cost** fields. The **Latest Cost** field shows the last price paid for this item. Because this field is a read-only field, the price cannot be edited. Sometimes you may want the cost price on the job cost reports to reflect a different cost price, i.e. not the latest cost price. When this is the case, enter the new cost price in the **Change Cost** field and then press **Enter**. Note that this action automatically adjusts the amount in the **Job Sell** field by the same margin. For example, the amount entered in the **Change Cost** field in the screenshot below was a 20% increase on the amount held in the **Latest Cost** field. This caused Nimbus to calculate a 20% increase on the amount held in the **Job Sell** field (previously \$8.00 – refer to the screenshot on the previous page.)

PO Nimbus Purchase Orders - Optimum 03 - [Order for Jobs & Stock - New Order 1]

Ordering for Jobs or Inventory.

Supplier: ElecDepot Order No: 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these pric Status:
 Job No: WKE-2 Slab JarrettD
 PO Notes: Total expected Order Cost: 229.94

Supplier Details
 Name: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:
 Notes: Testing audit of changes

Status	Job No	Code	Description	Units	Quantity	Latest Cost	Change Cost	Special	Job Qty	Job Sell	SuppCode	Notes	Stock Sell	Approved	NewSellPrice
	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	8.00	9.65	N	6.00	14.48			12.00		14.48
		PDL141C	141C FLUSH BOX PDL		12.00	11.12	11.12	N	0.00				13.90		13.90
	WKE-2				0.0000			N	0.00	13.90					13.90

OK Cancel

New JobOrd 26/03/2013 10:28 p.m.

- If the amount now entered in the Change Cost field is a special price for this Job, enter a 'Y' (yes) in the **Special** field. A 'Y' will automatically appear in this field if a non stock code is used. For more information about special prices, refer to the section on this topic below.
- Click the **Save/Ok** button to save the order and generate the Purchase Order document. This is displayed on the screen as an MS Word document such as below, ready for printing or PDF emailing if set up.

Nimbus Optimum 603
 P O Box 123
 Nelson
 New Zealand
 Phone: 64 3 5123456
 Email: office@nimbustest.co.nz

PURCHASE ORDER

Electrical Depot
 P O Box 456
 Tahunanui
 Nelson
 Attn: James

Order Number: 2079
 Order Date: 26-Mar-2013
 Ordered By: Wayne
 Supplier Fax: +64 (03) 208 1589
 Email:

Header

Code	Description	Qty	Exp Cost	Notes
PDL140C	140C FLUSH BOX PDL	10	8.00	
PDL141C	141C FLUSH BOX PDL	12	11.12	

Deleting a Purchase Order

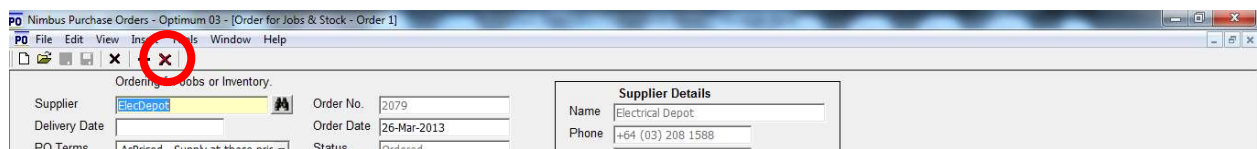
The initial status for a line item in a Purchase Order is the 'ordered' status. The status changes as the items held in the Purchase Order are received, priced and invoiced.

The current status for each line item is very important when it comes to deleting a Purchase Order. To maintain the integrity of the ledgers, only the line items that have the 'ordered' status can be deleted; all other status types must be [reversed](#).

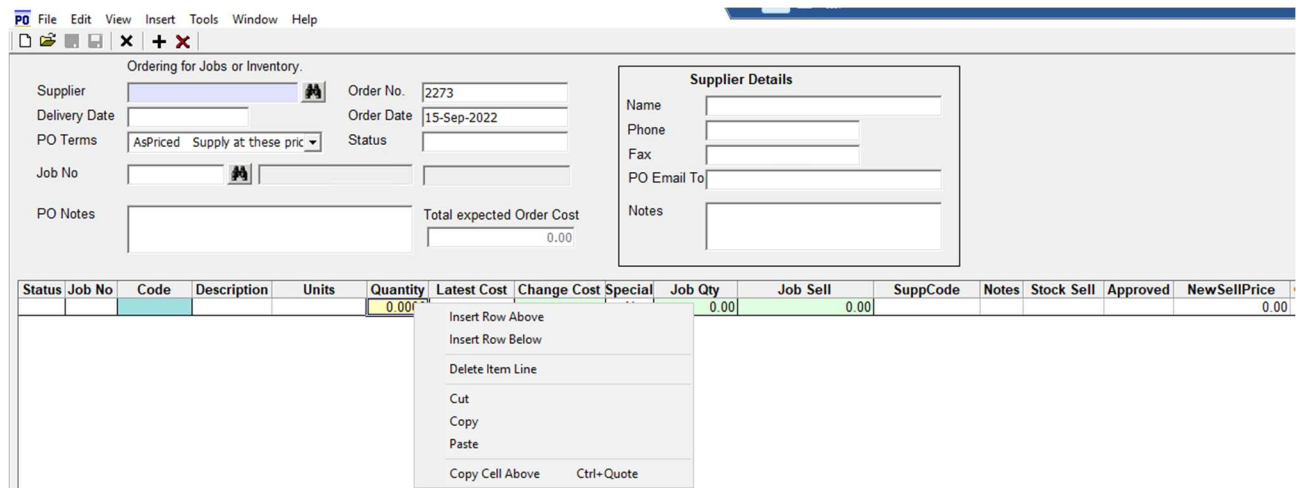
There are three ways of deleting a line item with a status of Ordered':

From the **Jobflow** menu, click on **Current Orders** to open the **PO Current** report. Use filters to find the PO, and click on the description to open the order.

1. Click in any cell that is part of the line item to delete; this action selects the row to delete. Then click the **Delete Item Line** button in the toolbar (the red cross), as shown below. This action removes the selected line item from the grid. Click the **Save/Ok** button to accept changes and close the form.



2. Click in any cell that is part of the line item to delete; this action selects the row to delete. Right-click below the line items held in the grid; this action displays a menu. From the menu select the Delete Item Line option; this action removes the selected line item from the grid. Click the Save button to accept changes and close the form.



3. Enter a 'Y' (yes) in the Deleted column for the line item you wish to delete. Press Enter to move out of the Deleted column (this action enables Nimbus to register the new instruction) and then click the Save button to accept changes and close the Purchase Order form. Note that you cannot save changes unless you move out of the Deleted column.

Quantity	Latest Cost	Change Cost	Special	Job Qty	Job Sell	SuppCode	Notes	Stock Sell	Approved	NewSellPrice	Order Amt.	Deleted
0.0000			N	0.00	0.00					#VALUE!	#VALUE!	Y

Editing a Purchase Order Line

Only Purchase Orders with items that have a line status of 'ordered' can be edited.

To edit a Purchase Order:

1. From the **JobFlow** menu, click on the **Current Orders** menu item.
2. Use the filters to find the Purchase Order to be edited.

PO Current : Items on order not yet priced. Working list for Job Managers and Store staff.
Filter : Supplier contains el and Code not equal to SUB

Refresh Report | Print | Export | Clear Sort | Clear Filters | Save Report Setting | Clear Report Settings

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected CostPrice	Job Qty	Expected JobCost
			el				<-> SUB					
	2187	11/05/2...	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00
	2065	07/01/2...	ElecDepot	Received	1047	19G LIGHT FITTING ACC. PDL	PDL19G	2	2	\$51.27	2	\$102.54

3. For the item to be edited, click on the Item Description to open the Purchase Order form. Note that a link to the Purchase Order form does not exist for the line items with a 'received' status; this is because only line items with the 'ordered' status can be edited.

Nimbus Purchase Orders - Optimum 03 - [Order for Jobs & Stock - Order 1]

Supplier: ElecDepot | Order No.: 2079 | Supplier Details: Electrical Depot

Delivery Date: | Order Date: 26-Mar-2013 | Status: Ordered

PO Terms: AsPriced | Supply at these price

Job No: | Total expected Order Cost: 213.44

Notes: Testing audit of changes

Status	Job No	Code	Description	Units	Quantity	Latest Cost	Change Cost	Special	Job Qty	Job Sell	SuppCode	Notes	Stock Sell	Approved	NewSellPrice
Ordered	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	8.00	8.00	N	6.00	12.00			12.00		12.0
Ordered		PDL141C	141C FLUSH BOX PDL		12.00	11.12	11.12	N	0.00	0.00			13.90		13.9

Viewing JobOrd 26/03/2013 10:37 p.m.

4. Edit the Purchase Order as required.

Note:

When you edit a PO and change the code in a line, the calculated amounts such as Job Sell are not automatically recalculated. The user needs to check that the mark-ups are correct on the amended line.

To avoid this you should delete the incorrect line and add/insert a new line with the correct code. This will ensure that the calculated fields are correct.

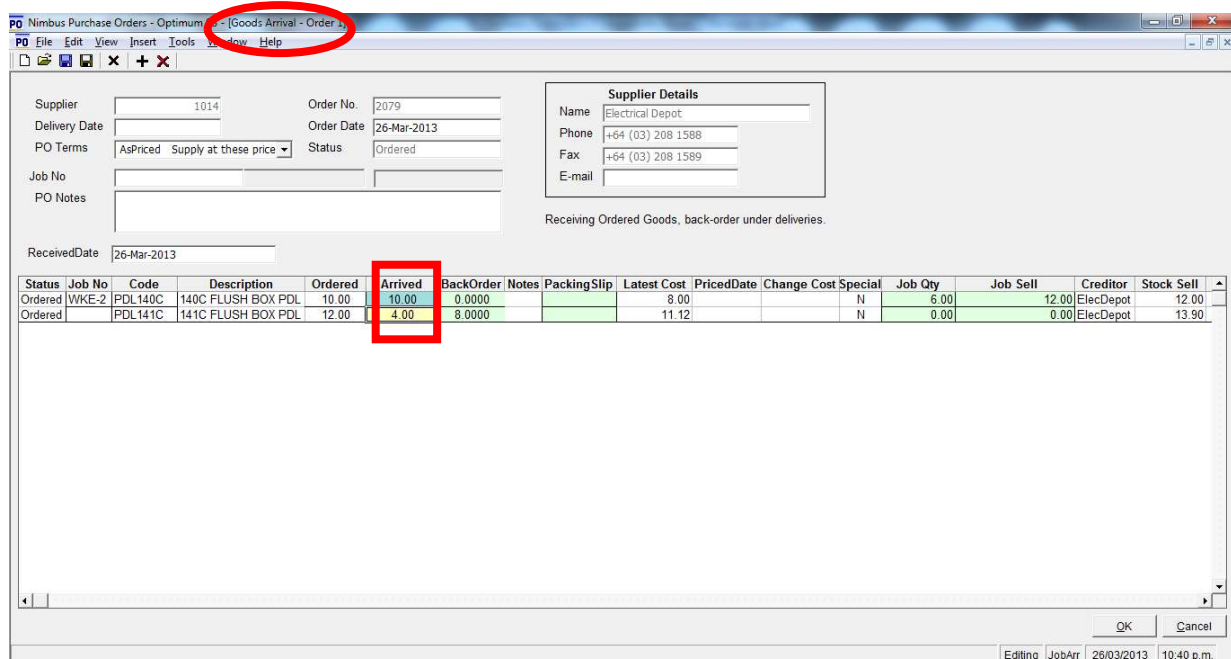
5. Click the **Save/Ok** button to accept changes and close the form.

Receiving Items Ordered

1. From the **JobFlow** menu, click on the **Current Orders** menu item.
2. Use the filter fields to find the Purchase Order you want to update.
3. For the line item to be updated, click on the number held in the **Receive** column, as shown below.

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected Cost/Price	Job Qty	Expected Job Cost	Expected Job Amount
			el				<>SUB						
	2187	11/05/2...	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00	\$0.00
	2065	07/01/2...	ElecDepot	Received	1047	19G LIGHT FITTING ACC. PDL	PDL19G	2	2	\$51.27	2	\$102.54	\$112.80

4. This action opens the **Goods Arrival** form, as shown below.



Supplier: 1014 Order No: 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these price Status: Ordered
 Job No: PO Notes: Supplier Details: Name: Electrical Depot, Phone: +64 (03) 208 1588, Fax: +64 (03) 208 1589, E-mail: Receiving Ordered Goods, back-order under deliveries.

ReceivedDate: 26-Mar-2013

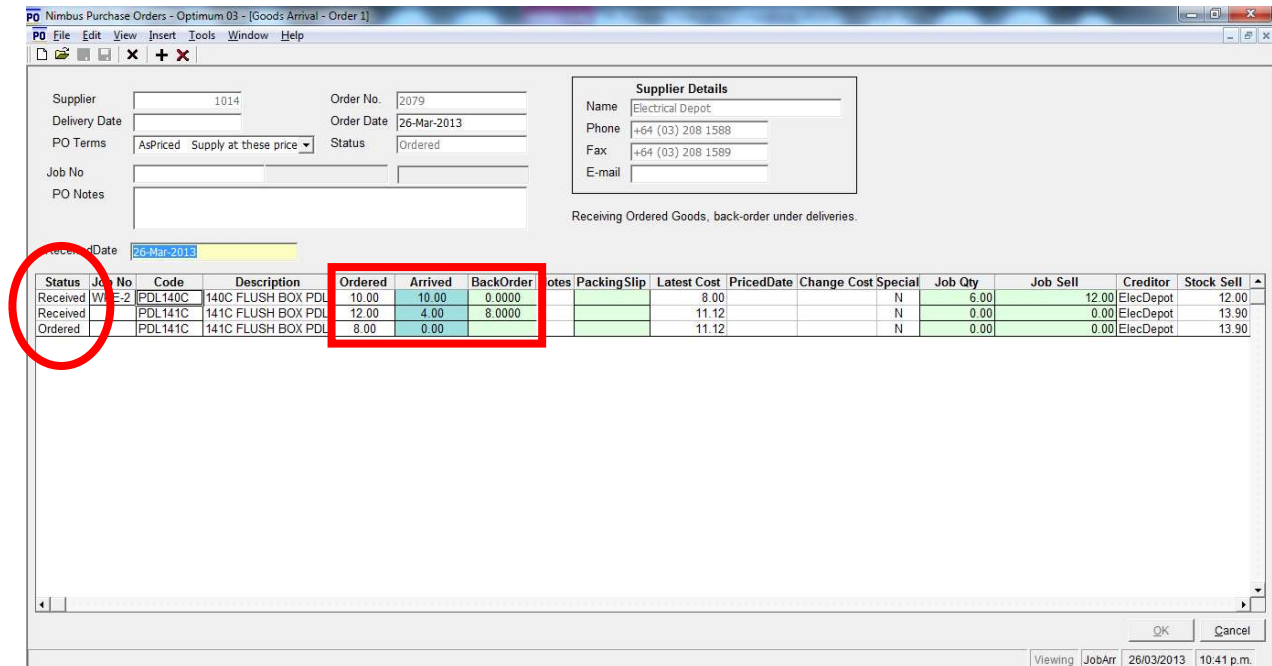
Status	Job No	Code	Description	Ordered	Arrived	BackOrder	Notes	Packing Slip	Latest Cost	PricedDate	Change Cost	Special	Job Qty	Job Sell	Creditor	Stock Sell
Ordered	WKE-2	PDL140C	140C FLUSH BOX PDL	10.00	10.00	0.0000			8.00			N	8.00	12.00	ElecDepot	12.00
Ordered		PDL141C	141C FLUSH BOX PDL	12.00	4.00	8.0000			11.12			N	0.00	0.00	ElecDepot	13.90

5. Enter the quantity received in the **Arrived** field and then press **Enter**.
 - If the quantity received equals the quantity ordered, then 0 will appear in the **Back Order** field.
 - If the quantity received is less than the quantity ordered, then the quantity difference is displayed in the **Back Order** field.
 - The quantity received can be greater than the quantity ordered. When this situation occurs, the calculated amount in the **Back Order** field will be negative. In reality there is no back order, so enter 0 in the **Back Order** field. After saving, the amount in the **Ordered** field will remain unchanged so that it can always be seen that more were received than ordered.
6. If additional items have been received, you can add these by right clicking in the grid, selecting Insert Row Below, and entering the details into the new line.
7. Click the **Save/Ok** button to accept changes and close the form.

Receiving Items on Back Order

When an item is on back order, a new line item will be generated in the form for the quantity on back order. This allows the next batch of items received to be processed separately so as not to interfere with the processing of the first batch of items that was received.

For example, the screenshot below began with an order of 12 items. Initially only 4 items were received generating a back order for 8 items. The next time a Purchase Order form is opened, the back order is displays on the next row, i.e. 8 items are still on order.



Status	Job No	Code	Description	Ordered	Arrived	BackOrder	Notes	Packing Slip	Latest Cost	PricedDate	Change Cost	Special	Job Qty	Job Sell	Creditor	Stock Sell
Received	W/E-2	PDL140C	140C FLUSH BOX PDL	10.00	10.00	0.0000			8.00			N	6.00	12.00	ElecDepot	12.00
Received		PDL141C	141C FLUSH BOX PDL	12.00	4.00	8.0000			11.12			N	0.00	0.00	ElecDepot	13.90
Ordered		PDL141C	141C FLUSH BOX PDL	8.00	0.00	8.0000			11.12			N	0.00	0.00	ElecDepot	13.90

The **Status** column tells the user which items have been received and which are still waiting to be received, i.e. ordered. In the screenshot above, for PDL141C the first line item has the 'received' status so 4 items have been received, and the second line item has the 'ordered' status so 8 items are still on order.

Receiving items on back order is the same process as receiving items on order.

Pricing Items Received

1. From the **JobFlow** menu, click on the **Current Orders** menu item.
2. Use the filter fields to find the Purchase Order you want to update.
3. For the line item to be updated, click on the amount held in the **Expected Cost Price** column to open. This opens the Arrive and Price form.

Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected CostPrice	Job Qty	Expected JobCost
NN	2082	21/05/2...	RoadingS	Ordered		50 x 25 mm Rad Dressing DR MS H	1255298	5	0	\$4.65	0	\$0.00

PO Nimbus Purchase Orders - Optimum 03 - [Arrive and Price for Job - Order 1]

Supplier: ElecDepot Order No. 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these prices Status: Ordered
 Job No.: PO Notes:
 Priced Date: 26-Mar-2013

Supplier Details
 Name: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:
 Notes: Testing audit of changes

Status	Job No	Code	Description	Units	Ordered	Received	BackOrder	ActualCost	Expected Cos	Rise	PackingSlip	PricedDate	Job Qty	JobMkup	Actual Job Sell	Expe
Received	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	10.00	0.0000	0.00	8.00				6.00	50.00%	0.00	
Received		PDL141C	141C FLUSH BOX PDL		12.00	4.00	8.0000	0.00	11.12				0.00	100.00%	0.00	
Ordered		PDL141C	141C FLUSH BOX PDL		8.00	0.00	8.0000	0.00	11.12				0.00	100.00%	0.00	

Please enter the Supplier or choose one by clicking the lookup button. Viewing JobAP 26/03/2013 10:46 p.m.

- In the Purchase Order form, find the line item to be priced. This line item will have the 'received' status.
- Enter the price in the **Actual Cost** field and then press **Enter**. Double check your entry as once the **Save/Ok** button has been clicked, the amount cannot be edited.
- The amount entered in the **Actual Cost** column is compared with the amount held in the **Expect Cost** column. The difference appears as a percentage in the **Rise** field. The example in the screenshot below shows a 1.25% increase in the cost of a PDL140C (\$8.10 compared to expected \$8.00).

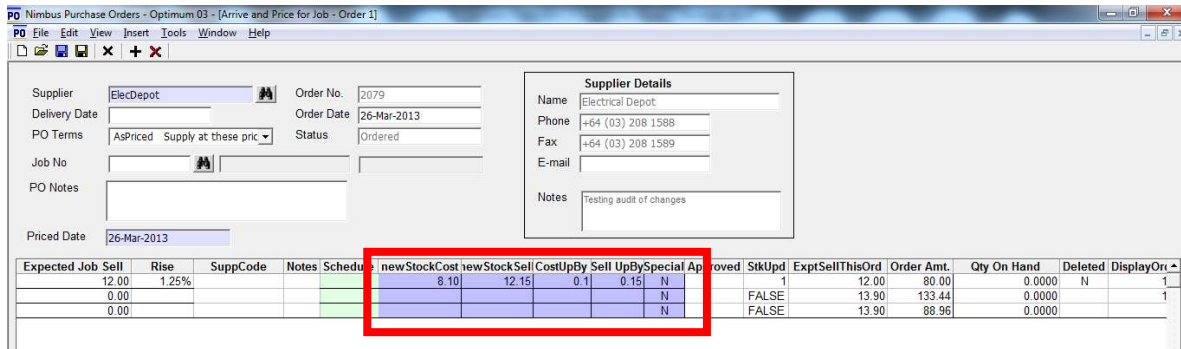
PO Nimbus Purchase Orders - Optimum 03 - [Arrive and Price for Job - Order 1]

Supplier: ElecDepot Order No. 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these prices Status: Ordered
 Job No.: PO Notes:
 Priced Date: 26-Mar-2013

Supplier Details
 Name: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:
 Notes: Testing audit of changes

Status	Job No	Code	Description	Units	Ordered	Received	BackOrder	ActualCost	Expected Cos	Rise	PackingSlip	PricedDate	Job Qty	JobMkup	Actual Job Sell	Expe
Received	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	10.00	0.0000	8.10	8.00	1.25%			6.00	50.00%	12.15	
Received		PDL141C	141C FLUSH BOX PDL		12.00	4.00	8.0000	0.00	11.12				0.00	100.00%	0.00	
Ordered		PDL141C	141C FLUSH BOX PDL		8.00	0.00	8.0000	0.00	11.12				0.00	100.00%	0.00	

Editing JobAP 26/03/2013 10:49 p.m.



Supplier: ElecDepot Order No.: 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these prices Status: Ordered
 Job No.:
 PO Notes:
 Priced Date: 26-Mar-2013

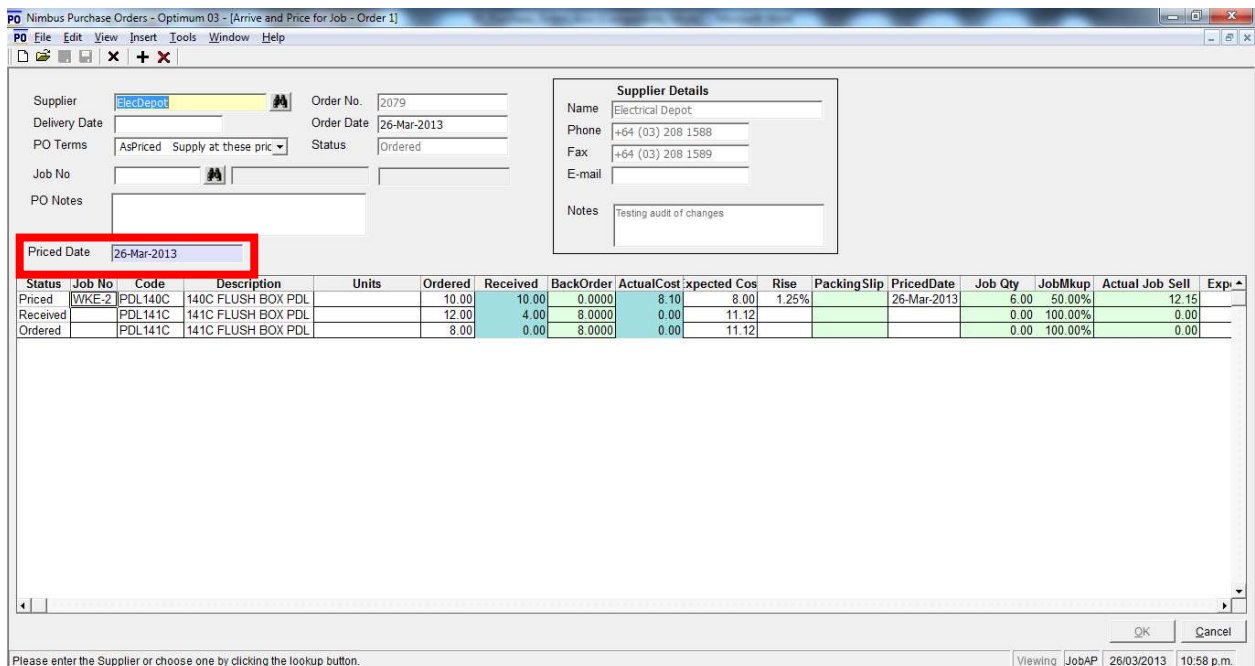
Supplier Details
 Name: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:
 Notes: Testing audit of changes

Expected	Job Sell	Rise	SuppCode	Notes	Schedule	newStockCost	newStockSell	CostUpBy	SellUpBy	Special	Approved	StkUpd	ExptSellThisOrd	Order Amt.	Qty On Hand	Deleted	DisplayOrd
12.00		1.25%				8.10	12.15	0.1	0.15	N		1	12.00	80.00	0.0000	N	1
0.00										N	FALSE		13.90	133.44	0.0000		1
0.00										N	FALSE		13.90	88.96	0.0000		

Note the **newStockCost** and **newStockSell** columns, further along the grid. They display what the relevant prices on the stock file will be updated to as a result of this order. The **CostUpBy** and **SellUpBy** columns will display the movement for each of these prices.

Note the **Special** field. If you know the price is a special price, enter a 'Y' (yes) in the **Special** field. The **newStockCost**, **newStockSell**, **CostUpBy** and **SellUpBy** columns will be empty showing that no change will be made to the stock file since this is a special price. For more information about special prices, refer to the section on this topic [below](#).

7. Enter the prices for any other line items, if known.
8. Information can only be entered in this field at the receiving stage, or when you are receiving and pricing at the same time.
9. Check the value held in the **Job Sell Price** field. This is the amount that will be posted as the Sell Amount to the Job. If this is not correct, edit the amount.
10. Today's date is automatically entered in the **Priced Date** field, located in the header of the form. Because an amount is about to be posted to the ledgers, Nimbus requires a date so that it can post the transaction to the correct period. Edit the date if the priced date (e.g. priced packing slip) is from an earlier period.



Supplier: ElecDepot Order No.: 2079
 Delivery Date: Order Date: 26-Mar-2013
 PO Terms: AsPriced Supply at these prices Status: Ordered
 Job No.:
 PO Notes:
 Priced Date: 26-Mar-2013

Supplier Details
 Name: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:
 Notes: Testing audit of changes

Status	Job No	Code	Description	Units	Ordered	Received	BackOrder	ActualCost	Expected Cos	Rise	Packing Slip	PricedDate	Job Qty	JobMkup	Actual Job Sell	Exp
Priced	WKE-2	PDL140C	140C FLUSH BOX PDL		10.00	10.00	0.0000	8.10	8.00	1.25%		26-Mar-2013	6.00	50.00%	12.15	
Received		PDL141C	141C FLUSH BOX PDL		12.00	4.00	8.0000	0.00	11.12				0.00	100.00%	0.00	
Ordered		PDL141C	141C FLUSH BOX PDL		8.00	0.00	8.0000	0.00	11.12				0.00	100.00%	0.00	

Please enter the Supplier or choose one by clicking the lookup button. Viewing JobAP 26/03/2013 10:58 p.m.

11. If additional items have been received, you can add these by right clicking in the grid, selecting **Insert Row Below**, and entering the details into the new line.
12. Click the **Save/Ok** button to accept changes and close the form.

Pricing Notes

When Pricing in Purchase Orders, the following calculations are performed and displayed:

1. **Markup** is calculated from the Order; $(\text{Expected Sell} - \text{Expected Cost}) / \text{Expected Cost}$
2. This Markup is displayed, and is used to calculate the **Actual Sell** (Job Sell Price) from the Actual Cost.
3. The **cost 'Rise'** is displayed, being the increase of the Actual Cost over the Expected Cost.
4. The **Job Sell 'Rise'** is displayed, being the increase of the Actual Sell over the Expected Sell.

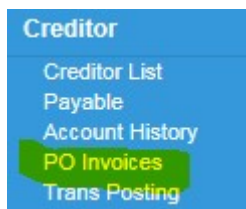
Where the purchase is not a **"Special"** item i.e. the Special column = N, the stock prices are updated as follows:-

1. Latest Cost in the Stock File is updated by Actual Cost.
2. Sell Price in the Stock File is updated by the Purchase Order 'Rise', being the increase of Actual Cost over Expected Cost, applied to the Expected Sell Price
3. Average Cost is updated by adding the cost of the purchase to the value of items already held and dividing by the new quantity on hand. (Average cost is updated whether Special = Y or N to keep the stock system in balance with the General ledger Stock on Hand value)

Receiving the Creditors Invoice

Entering the Creditors Invoice is usually an office job.

1. From the **Creditors** menu, click on the **PO Invoices** menu item.



PO Invoice : For posting Invoices against Purchase Orders.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	PO No	Creditor	Type	Status	Ordered By	Ordered	Received	Priced	Priced Amount	Job No	Code	Item Description
	2193	PlacemakersN	JobOrd	Ordered	wayne.ha	1	0	\$0.00	\$0.00		123456	Galvanised Nails
	2190	PlumbWorld	OHOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00		OH	Overheads purchase
	2190	PlumbWorld	OHOrd	Ordered	wayne.ha	1	0	\$0.00	\$0.00		OH	Repairs kitchen sink
	2187	ElecDepot	JobOrd	Ordered	wayne.ha	5	0	\$0.00	\$0.00		20312962	CABLE ASBESTOS 3 CORE 0.75 SQMM
	2178	Blight	JobOrd	Ordered	phil.liva	1	0	\$0.00	\$0.00	1027	Laptop	Set fee for Laptop install
	2173	Blight	JobOrd	Ordered	phil.liva	1	0	\$0.00	\$0.00	1030	NBI	Bits and Bobs
	2143	Blight	JobOrd	Priced	Lorna.Mu	10	10	\$3.10	\$31.00	1032	1452127	125 x 50 mm Douglas Fir SBG RS
	2105/Lorna	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2104	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2103	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2102	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2101	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2100	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2099	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
	2098	A1 Con	JobOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00	1041	MWPO	Mobile Order
NN	2082	RoadingS	JobOrd	Ordered	Brian.Po	5	0	\$0.00	\$0.00		1255298	50 x 25 mm Rad Dressing DR MS H
	2068	PlacemakersN	JobOrd	Priced	Brian	30	30	\$1.64	\$49.20	1038	2291789	Rimu BOL18 x 10mm Bolection Moul

2. The order number is often printed on the Creditors Invoice. Enter the order number in the **PO No** filter field and then press **Enter** to apply the filter. (If the order number is not known, use the other filter fields such as the **Job No** or Creditor filter field to find the Purchase Order you want to update.)
3. Click on the order number to open the **Invoice Job Orders** form.

Nimbus Purchase Orders - Optim 03 - [Invoice Job Orders - Order 1]

Supplier: ElecDepot Order No: 2079
 PO Terms: AsPriced Status: Ordered
 Notes: Order Date: 26-Mar-2013
 PricedDate:

Supplier Details
 Supplier: Electrical Depot
 Phone: +64 (03) 208 1588
 Fax: +64 (03) 208 1589
 E-mail:

Job Detail

Inv Date: Invoice Text:
 Inv Ref:
 Pay/Hold: Pay

Calculated From Supplier
 Invoice Total: 0.00
 GST Amount: 0.00
 GST Inc Total: 0.00

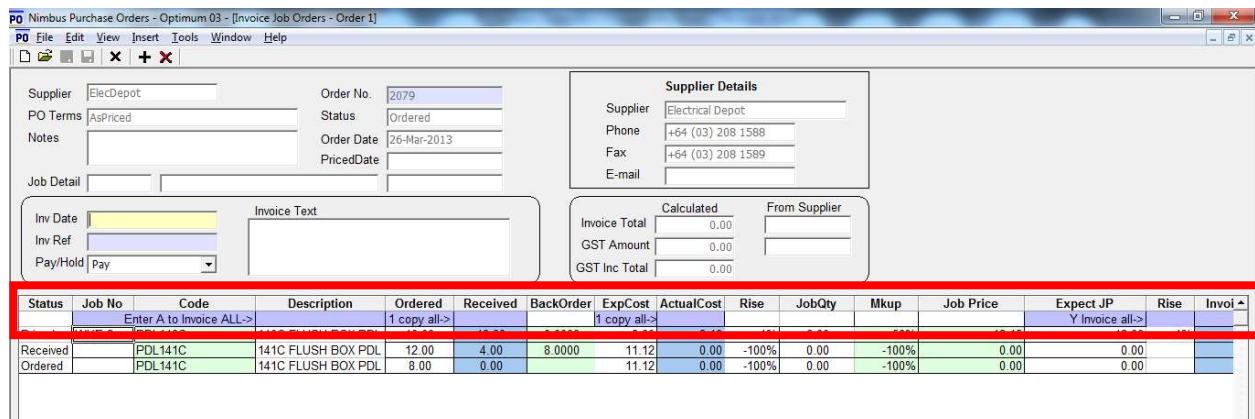
Status	Job No	Code	Description	Ordered	Received	BackOrder	ExpCost	ActualCost	Rise	JobQty	Mkup	Job Price	Expect JP	Rise	Invoi
			Enter A to Invoice ALL->	1 copy all->			8.00	8.10	1%	6.00		12.15	Y Invoice all->	12.00	1%
Priced	WKE-2	PDL140C	140C FLUSH BOX PDL	10.00	10.00	0.0000	8.00	8.10	1%	6.00		12.15		12.00	1%
Received		PDL141C	141C FLUSH BOX PDL	12.00	4.00	8.0000	11.12	0.00	-100%	0.00		0.00		0.00	
Ordered		PDL141C	141C FLUSH BOX PDL	8.00	0.00		11.12	0.00	-100%	0.00		0.00		0.00	

Viewing JobInv 26/03/2013 10:55 p.m.

4. In the header of the **Invoice Job Orders** form:

- Enter the date of the Creditors Invoice in the **Inv Date** field. This is a compulsory field.
Press **Tab** to follow tab order.
- Enter the Creditors Invoice number in the **Inv Ref** field. Press **Tab**.
- You can enter the GST exclusive total amount on the Creditors Invoice in the 'Invoice Total' **From Supplier** field, but this is not compulsory. Press **Tab**.
- You can enter the GST amount on the Creditors Invoice in the 'GST Amount' **From Supplier** field. Again this is not compulsory – but is useful for times when the creditors invoice varies from the PO grid by a rounding amount. Entering the Invoice Total and GST Amount fields will correct the PO grid postings.
- Check the pay status in the **Pay/Hold** field in the header; options are 'Pay', 'Hold', or 'Freeze'. 'Pay' means that Nimbus will include this invoice in the next payment run, 'Hold' means that Nimbus will hold this invoice back for one payment run only (after that it automatically defaults to 'Pay' so that the invoice is included in the next payment run), 'Freeze' means that Nimbus will hold this invoice back indefinitely, until someone sets the status otherwise. The **Pay/Hold** field defaults to the 'Pay' status. If this is not the status to be used for this Creditors Invoice, change the status by selecting another option from the drop-down list.
- Enter any details about the Creditors Invoice in the **Invoice Text** field, if required.

- In the grid, if all items are to be processed, then in the top row of the grid the following options are available:-



Status	Job No	Code	Description	Ordered	Received	BackOrder	ExpCost	ActualCost	Rise	JobQty	Mkup	Job Price	Expect JP	Rise	Invo
			Enter A to Invoice ALL->	1 copy all->			1 copy all->						Y Invoice all->		
Received		PDL141C	141C FLUSH BOX PDL	12.00	4.00	8.0000	11.12	0.00	-100%	0.00	-100%	0.00	0.00		
Ordered		PDL141C	141C FLUSH BOX PDL	8.00	0.00		11.12	0.00	-100%	0.00	-100%	0.00	0.00		

- Enter 'A' in the Description column to set all lines as being posted to Creditors (the Invoice column is set to 'Y')
- Enter '1' in the Received column to copy the Ordered quantity to the Received quantity.
- Enter '1' in the ActualCost column to copy the ExpectedCost quantity to the Actual quantity.

Alternatively, find the line item to be processed and:-

- Enter the Quantity Received
 - Enter the ActualCost
 - Enter 'Y' (yes) in the Invoice field and then press the Enter key. (Always make sure you press the Enter key so that you exit the Invoice field. Nimbus cannot record an entry in a field until that entry has been properly recorded; this is done by exiting the field.)
- Note the **newStockCost** and **newStockSell** columns. They display what the relevant prices on the stock file will be updated to as a result of this order. The **CostUpBy** and **SellUpBy** columns will display the movement for each of these prices.
 - Note the Spec field. If you know the price is a special price, enter a 'Y' (yes) in the Special field. The **newStockCost**, **newStockSell**, **CostUpBy** and **SellUpBy** columns will be empty showing that no change will be made to the stock file since this is a special price.
 - Repeat the above steps (5d-f) for any other line item that appears on the Creditors Invoice.
 - The invoice total and GST amounts are calculated and entered in the **Invoice Total Calculated** and **GST Amount Calculated** fields, as shown below. Most of the time the calculated amounts will be the same as the amounts given on the Creditors Invoice. When this is not the case (usually due to the way different systems handle the rounding process), the amount entered in the 'Invoice Total' **From Supplier** and 'GST Amount' **From Supplier** fields will be used when the entry is saved.

PO Nimbus Purchase Orders - Optimum 03 - [Invoice Job Orders - Order 1]

Supplier: ElecDepot, Order No.: 2079, Status: Ordered, Order Date: 26-Mar-2013, Priced Date: 15-Mar-2013

Supplier Details: Supplier: Electrical Depot, Phone: +64 (03) 208 1588, Fax: +64 (03) 208 1589, E-mail: [blank]

Invoice Total: 214.44, GST Amount: 32.17, GST Inc Total: 246.61

ExpCost	ActualCost	Rise	JobQty	Mkup	Job Price	Expect JP	Rise	Invoice	NewSell	ExpectSell	Rise	PackSlip	SerialNo	Notes	InvAmount	GST
1 copy all->	1					Y Invoice all->		Y								
8.00	8.10	1%	6.00	-50%	12.15	12.00	1%	Y	12.15	12.00	1%				81.00	12.15
11.12	11.12	0%	0.00	-100%	0.00	0.00		Y	13.90	13.90	0%				44.48	6.67
11.12	11.12	0%	0.00	-100%	0.00	0.00		Y	13.90	13.90	0%				88.96	13.34

OK Cancel

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10. Click the **Save/Ok** button to accept changes and close the form.

Special Prices

Special Prices when Line Items are posted to a Job

Sometimes stock is purchased for a Job at a special price. This price is passed onto the Job and should therefore not affect the prices held in the stock file. When this scenario arises, users should enter a 'Y' (yes) in the **Spec** field on the **Arrive and Price for Job** form, as shown below. (scroll to the right to see the field).

PO Nimbus Purchase Orders - Optimum 03 - [Arrive and Price for Job - Order 1]

Supplier: HirePool, Order No.: 2072, Status: Ordered, Order Date: 13-Mar-2013, Priced Date: 26-Mar-2013

Supplier Details: Name: Hire Pool Tahuna, Phone: 03 547839, Fax: [blank], E-mail: Tahuna@hirepool.co.nz

Expected Job Sell	Rise	SuppCode	Notes	Schedule	newStockCost	newStockSell	CostUpBy	Sell U	BySpecial A	Approved	StkUpd	ExptSellThisOrd	Order Amt.	Qty On Hand	Deleted	DisplayOr
156.00	-100.00%			Slab					Y		0	0.00	520.00	0.0000	N	
114.00	-100.00%			Slab					Y		0	0.00	380.00	0.0000		

OK Cancel

Viewing JobAP 26/03/2013 11:04 p.m.

Entering a 'Y' in the **Spec** field means that the **Cost Price, Average Cost, Sell Price** and **List Price** fields in the stock file are NOT updated for this stock item, as illustrated in the table below. Entering a 'Y' in the **Spec** field also means that the **Cost Price** and the **Sell Price** as shown in the Purchase Order form will be used for the job, i.e. not the **Cost Price** and the **Sell Price** held in the **stock** file.

Examples:

Special 'Y'	Stock File Prices			
	Cost Price	Ave Cost	Sell Price	List Price
Before Purchase Order (200 items on hand at \$10/item)	10.00	10.00	15.00	15.00
Purchase Order Processed (100 items at \$15/item)	10.00	10.00	15.00	15.00

Leaving the **Special** field blank means that the **Cost Price, Average Cost, Sell Price** and **List Price** fields in the stock file will be updated for this stock item, as illustrated in the table below.

Special 'N'	STOCK FILE PRICES			
	Cost Price	Ave Cost	Sell Price	List Price
Before Purchase Order (200 items on hand at \$10/item)	10.00	10.00	15.00	15.00
Purchase Order Processed (100 items at \$15/item)	15.00	11.67	22.50	22.50

Note that where a price is deemed as 'special', this should be entered at the ordering stage. It can also be entered/amended at the receiving or pricing stage, or when you are receiving and pricing at the same time. You cannot edit the special price field if the item has already been priced.

If you change your mind and no longer want a special price, you can enter 'N' (no) in the **Special** field when receiving only, or receiving and pricing at the same time. You cannot change your mind if the item is already received.

A line item can only be flagged as having a special price when all of the quantity is for a Job, or when all of the quantity is for stock on hand. The line item cannot be flagged as special if some of the quantity is for a Job and the balance is for stock on hand. If some of the items are for stock on hand and some are for a Job, make two separate lines in the Purchase Order.

Ordering Goods from A Quote

Overview

Purchasing for a job can be managed from an accepted Quote. Nimbus prepares itself for the ordering process when an accepted quote is committed, and items with stock on hand less than the number required are present. A summary of this process is as follows:

1. A **Job** is created to hold the quote.

2. The quote details are entered in the quoting template. (During this step, the ordering section of the quoting template automatically populates with known information.) This includes the Supplier and any special pricing they have agreed to.
3. The quote is saved and printed. It is then sent to the client and the job status is updated to QS.
4. Assuming the client accepts the quote, the quote is now committed and job status is updated to QA.
5. The Job is allocated. The person this Job has been allocated to updates the job status to a J status type, e.g. JA (job allocated) or JP (progress invoice).
6. As items are required, the Sales Order application is used to complete the Purchase Ordering and Issuing process. This allows the items to arrive as they are required. This step is the 'Quote Ordering' process. The application can also be used to issue items from stock.

Steps (1) to (5) above are explained in detail in the 'Job Procedures' and 'Quoting Procedures' training notes; refer to these notes for further information.

The notes that follow discuss how to complete the 6th step above, i.e. the quote ordering and stock issuing processes.

Issuing Stock and/or Ordering Goods

To issue stock on hand to the job or order items from the quote:

1. From the **JobFlow** menu, click on the **Allocated** menu item. This action opens a report listing all open jobs. Items that have a 'Q' under the **Order Goods** column have a Quote and will utilise the Sales Order Fulfilling application to issue or order stock.
2. The **Current Orders** column shows the number of Purchase Orders current on each job.
3. Use the filters to find the job you want to issue the stock items to/ order stock for.

Jobs Allocated : Jobs allocated to staff, and still underway. Status- JA, JP, JPM, JS, JMW, JMWNew, JL
Filter : Job No contains 1036

Profit Centre Supervisor Up to Period

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Supervisor	Current Owner	Job No	Job Description	Status	Error	Client	Site Address	Order Goods	Current Orders	F...	Days ToGo	Hours ToDate	Ho... PC	Hours Budget	ToBe Invoiced	Hours To Comp...	Exp... Hou...
Marlene		1036	Shower replacement	JA	ok	John King	2 Tui Mill St	Q	0		-2791	0	0	14			

4. Click the 'Q' in the **Order Goods** Column to open the Sales Order Fulfilling application. See separate manual for the **Quote Sales Order** process.

Ordering Non-stock items

From the Job Allocated report:

1. Use the filters to find the relevant job.

Jobs Allocated : Jobs allocated to staff, and still underway. Status- JA, JP, JPM, JS, JMW, JMWNew, JL
Filter : Job Description contains des

Profit Centre Supervisor Up to Period

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Supervisor	Current Owner	Job No	Job Description	Status	Error	Client	Site Address	Order Goods	Current Orders	F...	D... T...	Hours ToDate	Ho... PC	H...
Brian		RFT-1	Design	JP	ok	Automotive Electrical	25 Tay Street	Q	0					77...

2. Instead of clicking on the 'Q' under the **Order Goods** column, click on the number in the **Current Orders** column.
 - a. If this is a '0' then the Purchase Order form will open to create a new order.
 - b. If this is a number, then you will be taken to the **Items on Order** report for that job. Check you are not duplicating the order. If not click on the **New Order this Job** header link.

Ordering Overheads

Overhead items such as groceries, fuel and other consumables are usually ordered by the office. A job number is not required when ordering overheads. Also, a different Purchase Order form is used.

When processing an **Overhead** Purchase Order, the user is required to enter the 'GL Account' the amount will be posted to; a column is provided for this entry. The GL Account can be entered at any stage of the ordering process, i.e. the ordering, receiving, pricing or invoicing stage, but it **must** be entered.

1. From the **Office** menu, click on the **Purch Orders** menu item. This action opens the PO Overheads report.
2. In the header link area of the PO Overheads report, click on New Order, as shown below.

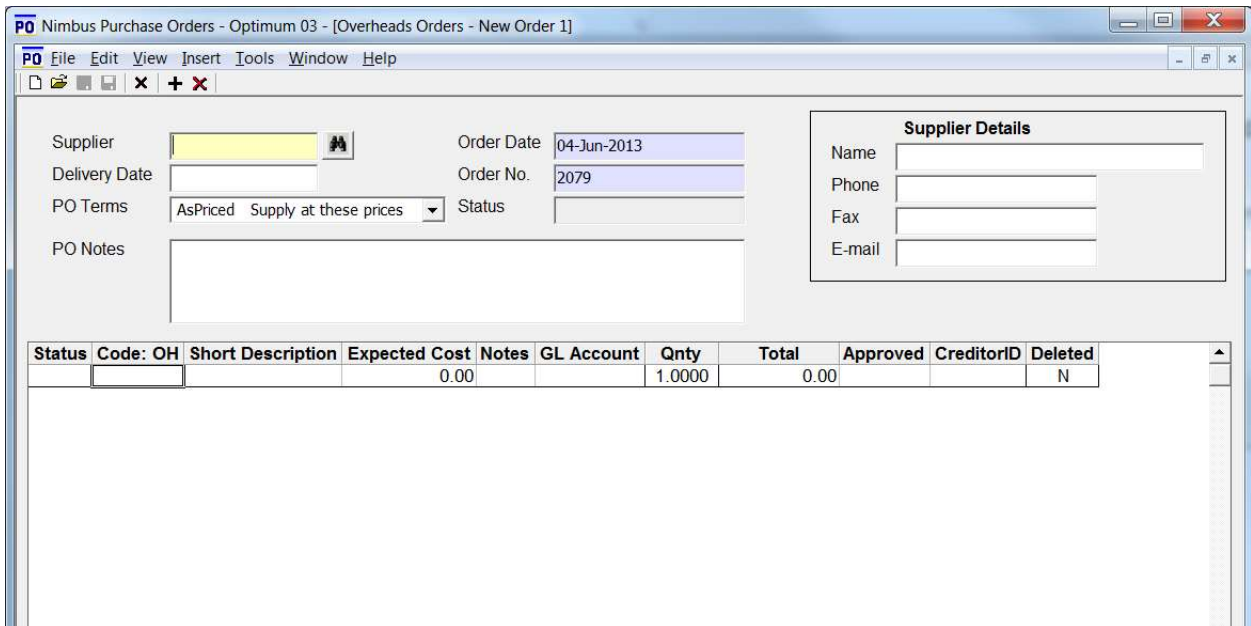
PO Overheads : Overhead Orders direct to GL Accounts. Not for Job related activity.
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

[New Order](#)

Branch	Status	Order Date	PO No	Creditor	Description	Expected Cost	Ordered By	GL Index	GL Description	PO Order Type	Code
	Ordered	18/06/2020	2190	PlumbWorld	Repairs kitchen sink	\$484.00	wayne.ha	8040940	Repairs & Maintenance	OHOrd	OH
	Ordered	18/06/2020	2190	PlumbWorld	Overheads purchase	\$25.00	Lorna.Mu	1030200	Vehicle Expenses	OHOrd	OH

This will open the **Overheads Orders** form.

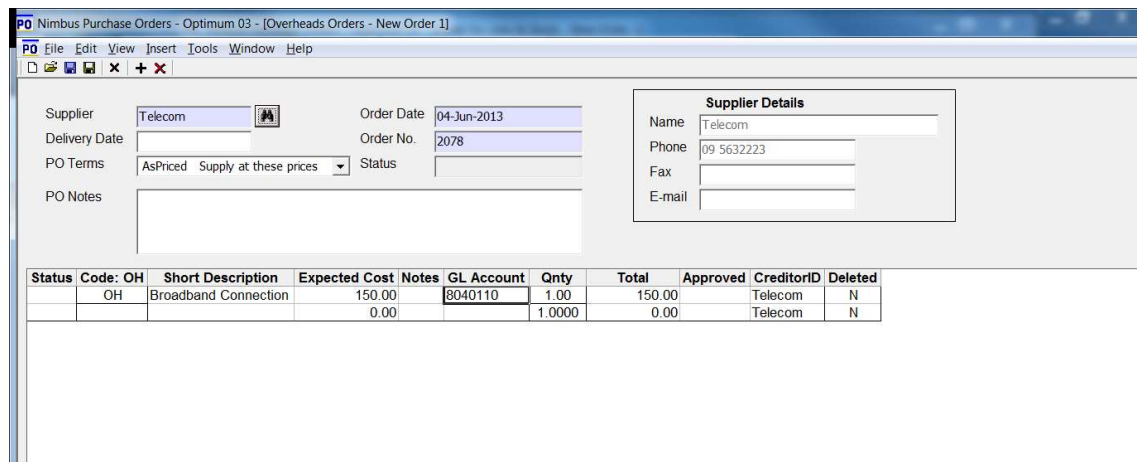


Status	Code: OH	Short Description	Expected Cost	Notes	GL Account	Qty	Total	Approved	CreditorID	Deleted
			0.00			1.0000	0.00			N

3. In the header of the **Overheads Orders** form:
 - a. Enter the name of the supplier this order is to be sent to in the **Supplier** field. A lookup is available, if required. Press **Tab** to follow tab order.
 - b. Using the drop-down list in the **PO Terms** field, select the terms of trade for this supply. Press **Tab**.
 - c. Enter any notes specific to the Purchase Order in the **PO Notes** field.
 - d. Note that today's date is automatically entered in the **Order Date** field. Edit this field if today's date is not correct.
 - e. If applicable, enter the date you want the overhead item(s) to be delivered in the **Delivery Date** field.

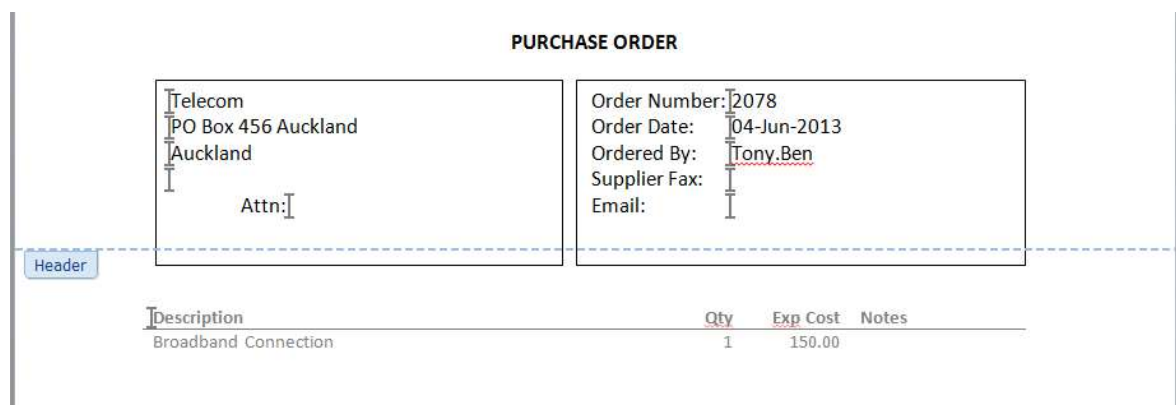
4. In the grid of the **Overheads Orders** form:
 - a. Enter OH in the **Code** field. The OH (overhead) code is always used for an Overheads Order.
 - b. Press **Tab** to follow tab order. This action enters 'Overheads Purchase' in the **Short Description** field. Overwrite this text with an entry that describes the overhead item being ordered. Press **Tab**.
 - c. Enter the expected cost for this overhead item in the **Expected Cost** field. Press **Tab**.
 - d. Enter the ledger account this item is to be posted to in the **GL Account** field. A lookup is available, if required.

- e. Check the default value in the **Qnty** field. Adjust if necessary. Any adjustments will automatically alter the amount in the **Total** field, as shown below.



Status	Code	OH	Short Description	Expected Cost	Notes	GL Account	Qnty	Total	Approved	CreditorID	Deleted
		OH	Broadband Connection	150.00		8040110	1.00	150.00		Telecom	N
				0.00			1.0000	0.00		Telecom	N

5. Click the **Save/Ok** button to accept changes and close the form. A Purchase Order is automatically generated. Print, as required.



Description	Qty	Exp Cost	Notes
Broadband Connection	1	150.00	

To edit or delete an Overheads Order:

1. From the **Office** menu, click on the **Purch Orders** menu item. This action opens the **PO Overheads** web report, a report that lists all open Purchase Order for overhead items.
2. If necessary, use the filter fields to locate the overhead order you want to edit.
3. Click on the order description to open the Overheads Orders form.
4. Edit as required. If a line item is to be deleted, enter 'Y' in the **Deleted** column. (This action will delete the entire Purchase Order if there is only one line item.)
5. Click the **Save/Ok** button to accept changes and close the form.

To receive, price and invoice an Overheads Order:

From the **Creditor** menu, click on the **PO Invoices** menu item.

PO Invoice : For posting Invoices against Purchase Orders.
Filter : Code contains oh

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

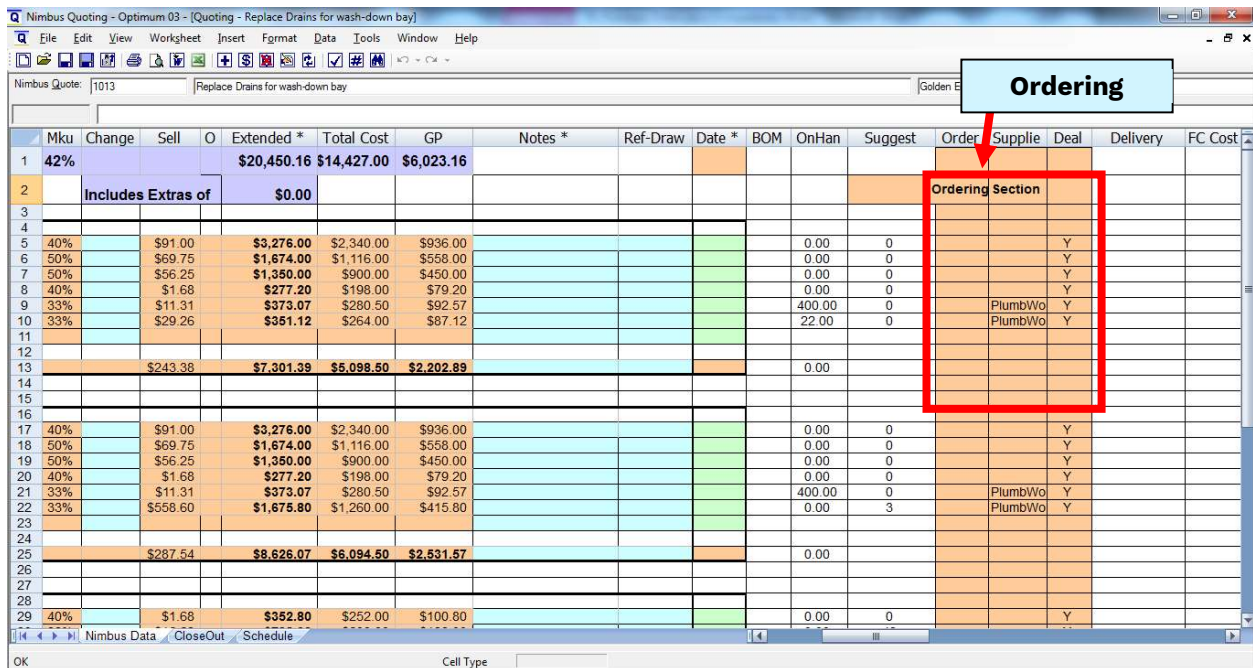
Branch	PO No	Creditor	Type	Status	Ordered By	Ordered	Received	Priced	Priced Amount	Job No	Code	Item Description
											oh	
	2190	PlumbWorld	OHOrd	Ordered	wayne.ha	1	0	\$0.00	\$0.00		OH	Repairs kitchen sink
	2190	PlumbWorld	OHOrd	Ordered	Lorna.Mu	1	0	\$0.00	\$0.00		OH	Overheads purchase
	2038	NCC	OHOrd	Ordered	Wayne	1	0	\$0.00	\$0.00		OH	Rubbish bags

1. Use the filter fields to find the overhead order you want to update.
2. Click the Purchase Order number held in the **PO No** field to open the **Invoice Overheads Order** form.
3. In the header of the **Invoice Overhead Orders** form:
 - a. Enter the date of the Creditors Invoice in the **Inv Date** field. This action will automatically enter the same date in the **Priced Date** field. Press **Tab** to follow tab order.
 - b. Enter the invoice number in the **Inv Ref** field. Press **Tab**.
 - c. Enter the total GST exclusive amount recorded on the invoice in the 'Invoice Total' **From Supplier** field. Press **Tab**.
 - d. Enter the GST amount recorded on the invoice in the 'GST Amount' **From Supplier** field. Press **Tab**.
 - e. Check the pay status in the **Pay/Hold** field. The **Pay/Hold** field defaults to the 'Pay' status. If this is not the status to be used for this Creditors Invoice, change the status by selecting another option from the drop-down list.
 - f. Enter any details about the Creditors Invoice in the **Invoice Text** field, if required.
4. In the grid of the **Invoice Overhead Orders** form:
 - a. Enter the amount in the **Actual Cost** field; this amount is the GST exclusive amount. Press **Tab**.
 - b. Check the **Invoice** field; a 'Y' should have been automatically entered in this field. (If the item is being received and priced only, remove the 'Y' from the **Invoice** field.)
 - c. Check the entry in the **GL Account** field. Edit if required; this is your last opportunity to change this.
 - d. The invoice total and GST amounts are calculated and entered in the **Invoice Total Calculated** and **GST Amount Calculated** fields, as shown below. Most of the time the calculated amounts will be the same as the amounts given on the Creditors Invoice. When this is not the case (usually due to the way different systems handle the rounding process), the amount entered in the 'Invoice Total' **From Supplier** and 'GST Amount' **From Supplier** fields will be used when the entry is saved.
5. Click the **Save/Ok** button to accept changes and close the form. The Creditors Invoice will now appear in the Pay Creditors application.

APPENDIX

Ordering from Quotes

When creating a quote, Nimbus can automatically prepare itself for the ordering process if the quote is accepted. For example, if the quote requires 500 PDL144 items, but only 405 are on hand at the time the quote is being prepared, then Nimbus calculates that 95 more will need to be ordered if the quote is accepted. This information is displayed in the Ordering Section of the quoting template as shown below. The supplier for this item, if known to Nimbus, is also displayed.



Mku	Change	Sell	O	Extended *	Total Cost	GP	Notes *	Ref-Draw	Date *	BOM	OnHan	Suggest	Order	Supplie	Deal	Delivery	FC Cost
1	42%			\$20,450.16	\$14,427.00	\$6,023.16											
2		Includes Extras of		\$0.00													
5	40%	\$91.00		\$3,276.00	\$2,340.00	\$936.00					0.00	0				Y	
6	50%	\$69.75		\$1,674.00	\$1,116.00	\$558.00					0.00	0				Y	
7	50%	\$56.25		\$1,350.00	\$900.00	\$450.00					0.00	0				Y	
8	40%	\$1.68		\$277.20	\$198.00	\$79.20					0.00	0				Y	
9	33%	\$11.31		\$373.07	\$280.50	\$92.57					400.00	0		PlumbWo		Y	
10	33%	\$29.26		\$361.12	\$264.00	\$87.12					22.00	0		PlumbWo		Y	
13		\$243.38		\$7,301.39	\$5,098.50	\$2,202.89					0.00						
17	40%	\$91.00		\$3,276.00	\$2,340.00	\$936.00					0.00	0				Y	
18	50%	\$69.75		\$1,674.00	\$1,116.00	\$558.00					0.00	0				Y	
19	50%	\$56.25		\$1,350.00	\$900.00	\$450.00					0.00	0				Y	
20	40%	\$1.68		\$277.20	\$198.00	\$79.20					0.00	0				Y	
21	33%	\$11.31		\$373.07	\$280.50	\$92.57					400.00	0		PlumbWo		Y	
22	33%	\$558.60		\$1,675.80	\$1,260.00	\$415.80					0.00	3		PlumbWo		Y	
25		\$287.54		\$8,626.07	\$6,094.50	\$2,531.57					0.00						
29	40%	\$1.68		\$352.80	\$252.00	\$100.80					0.00	0				Y	

Using the above example, once the Quote is committed a Purchase Order can be generated to order all 95 items.

This would depend upon the setup of the applicable quoting template.