



GENESIS

How to do a Purchase Order

MRJ Consultants

Bondev Office Park, 140 Cattle Egret Rd,
Eldoraigne, Centurion, 0171
Tel: (012) 654 0300

Mail: helpdesk@mrj.co.za

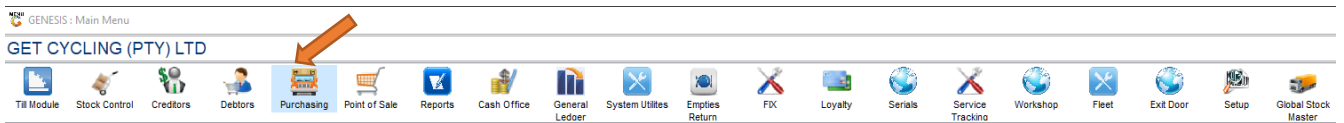


1.START SETTINGS

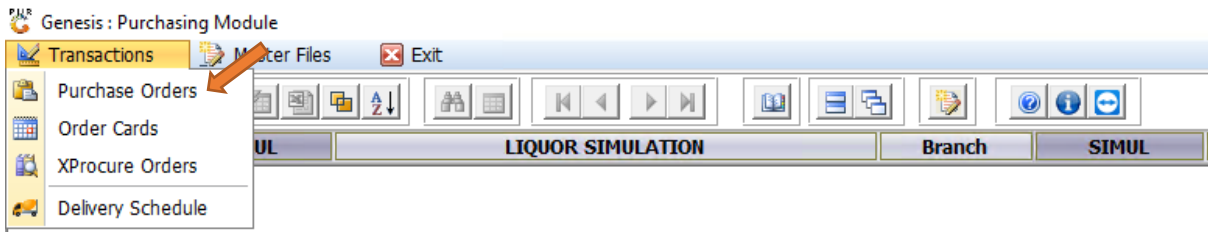
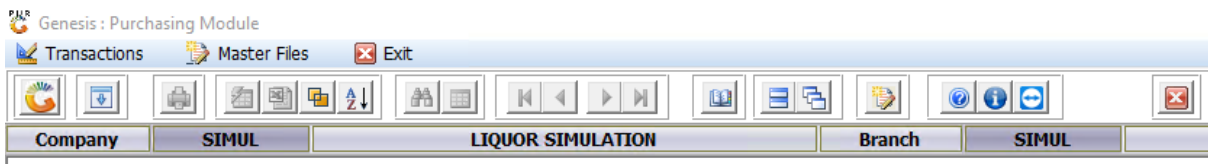
1. Please log into genesis menu



2. Then navigate to Purchasing and Open



3. Once opened navigate to Purchas Orders



- Once opened you will be able to see all Current purchase orders and amend to your liking. To add a new Purchase Order press Ins on the keyboard or select Add.

The screenshot shows the 'Purchase Order' application window. The main table displays the following data:

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

The right-hand menu includes the following options:

- Options:** Add (Ins), Update, Delete (Del), Exit (Esc), Un-Delete (Ctrl), Force Close (F9).
- Search:** Account (F2), Order No. (F3).
- Functions:** Print Order (Ctrl), Authorise (F5), Re-Transmit (F7), View By Supplier (F8).
- Delivery Filter:** A - All Orders.
- Status Filter:** Z - Open & Partial.

The status bar at the bottom shows 'PUR010A', 'Purchase Orders', and 'Open & Partial Orders : 3'.

- Select the Creditor you would like to do the Purchase Order on.

The screenshot shows the 'Select a Creditor' application window. The main table displays the following data:

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
A006	AA BADENHORST FAMILY WINES	021 782 6436		
A008	ACCOLADE WINES	021 882 8177		
AFR001	AFRICA CASH & CARRY (PTY)LTD	011837722	0118376600	DEFAULT
ALX01	ALEX TEST			
ALT001	ALTERNATIVE BEVERAGE	0861 744 447		Bottle logic
A005	ALVIS DRIFT	086 1744 447		Wine Call Centre
A009	AMAJI BEVERAGE COMPANY	082 414 1505		
A007	AMANO CIGARS	0800 244 277		
APP001	APPELLATION			
A003	ARABELLA WINES	023 615 2256		Lizaan Conradie
AVO001	AVONDALE TERRA EST VITA	0823833697		Johan Basson
B014	BABYLONSTOREN PTY LTD	021 863 1804	0866068244	elsabe lategan
BCD001	BACARDI			
B005	BACKSBERG	021 875 5141	021 875 5144	
BTD001	BATTLEFIELD DISTILLERS (PTY) LTD			
BAV001	BAVARIA	011 842 3000		DEFAULT
BSU001	BEAM SUNTORY SA	021 801 6181		geobani bobo
B011	BELGSA TRADING	071 606 5038		Natalie
BEV002	BEVERAGE EMPORIUM	031 705 1445		info@teamlquor.co.za
BEV001	BEVERAGE PEOPLE	021 438 6900	0866581022	sam
BEV003	BEVTEC			
BSCDC	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484	
BSGMS	Big Save Distribution Centre (Pty) Ltd	012 8039189	086 571 2484	
BSLWL	Big Save Liquor Waltloo (Pty) Ltd	012 803 7062	012 803 2277	
BSCMP	Big Save Mabopane (Pty) Ltd	012 701 1661		
BSCWL	Big Save Waltloo (Pty) Ltd	012 803 6212	012 803 2277	

The right-hand menu includes the following options:

- Options:** Select Creditor, Exit (Esc).
- Search:** Account No. (F2), Creditor Name (F3), Restore Grid (Ctrl).

The status bar at the bottom shows 'GEN001' and 'Select a Creditor'.

- Now that we have the PO, make sure all the relevant information is inputted correctly and press enter to navigate through the steps.

Purchase Order Maintenance

Creditor Account: ALX01 | ALEX TEST

Order Number: -9999999 | 0

Order Status: NEW ORDER

Order Header | Detail Lines

Order Date: 2022/04/28 | Last GRV Number: 0 | VAT Indicator: E - Exclusive

Reference: | Cost Used: Supplier List Cost | Buyer: | Receiving Warehouse: 01 - DEFAULT WAREHOUSE

Delivery Date: 2022/04/29 | Delivery Time: 08:00 | Communication Method: E - Email

[Terms]

Std. Terms: 0 Days From Invoice | Payment Date: 2022/04/29 | Extended Terms: 0 Days | New Payment Date: | Cross Order:

[Order Card Details]

Order Card No.: 0 | Sugg. Order (Excl): 0.00 | Sugg. Order (Incl): 0.00

[Extended Terms]

Jan: 0 | Feb: 0 | Mar: 0 | Apr: 0 | May: 0 | Jun: 0 | Jul: 0 | Aug: 0 | Sep: 0 | Oct: 0 | Nov: 0 | Dec: 0

Total Cases: 0 | Total Palettes: 0 | Total Weight: 0.00 kg | Total Dimensions: 0.00 m3

Tally Claims on Order (Incl): 0.00 | Tally Claims on Lines (Incl): 0.00

Total Exclusive: 0.00 | Total Discount: 0.00 | Total V.A.T: 0.00 | Total Inclusive: 0.00

PUR011 | Purchase Order Maintenance

- To add a line into the PO select the Detail lines tab and press Ins on your keyboard or press Add Line.

Purchase Order Maintenance

Creditor Account: ALX01 | ALEX TEST

Order Number: -9999999 | 0

Order Status: NEW ORDER

Order Header | **Detail Lines**

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand	R
<No data to display>										

Total Cases: 0 | Total Palettes: 0 | Total Weight: 0.00 kg | Total Dimensions: 0.00 m3

Tally Claims on Order (Incl): 0.00 | Tally Claims on Lines (Incl): 0.00

Total Exclusive: 0.00 | Total Discount: 0.00 | Total V.A.T: 0.00 | Total Inclusive: 0.00

PUR011 | Purchase Order Maintenance

Line Utils

- Ins Add Line
- ← Update Line
- Del Delete Line
- F5 Import Items
- F6 Import CSV File
- Ctrl Q Remove '<=0' Qty.
- Ctrl W View Extract Crite...

- You can manually type in the stock code if you know it, or you can press on the (?) (Question Mark) to open the stock where you can manually search and select the item.

Purchase Order : Maintain Line

Creditor: ALX01 - ALEX TEST Order Number: 20100229

Line No. 0

Stock Code Link Code

Description #1

Description #2

Quantity 0.000 Free Quantity 0.000

Price Excl. 0.00000

Tot. Discount Excl. 0.00000

Total Excl. 0.00000

V.A.T. 0.00000

Total Ind. 0.00000

Warehouse 01 - DEFAULT WAREHOUSE

Item Discount 0.00000

Line Tally 0.00000

Doc. Tally Allocation 0.00000

Nett. Price 0.00000

Options: F10 Save, Esc Exit

Functions: F2 Item Stats, F4 Onhand All Stores, F6 Onhand by W/H, F7 Free Stock Line, F9 Selling Prices, View Comp. Pric...

Item Stats Order Stats

Suppl. Code		Units	0	Period #1	0
Barcode		VAT Rate	0.00 %	Period #2	0
Last / Avg. Cost	0.00000 0.00000	Ind.	Purch./Orders 0.00	Period #3	0
List Cost Excl	0.00000 0.00000	Ind.	Sales Orders 0.00	Period #4	0
ONHAND	0.00000		Packs/Case 0	Period #5	0
On Laybye	0.00000	Min/Max Qty	0 0	Total Quantity	0

PUR012 Purchase Order : Maintain Detail Lines

- Select the desired Item and press enter to proceed

Select a Stock Item

Stock Code	Link Code	Description #1	Selling Ext	Selling Inc	Suppliers Co	Barcode
11698	11698-001	031 Vodka 750ml	362.32	416.67		0707273491442 SF
11698	11698-006	031 Vodka 750ml X6	2 173.91	2 500.00		0606110503396 SF
29807	29807-012	100 Pipers 1000ml	2 295.60	2 639.88	154200	
29807	29807-001	100 Pipers 1L X1	95.65	110.00		080432402856 SF
17000	17000-001	100 Pipers 750ml X1	199.99	229.99		5000299202630 SF
17000	17000-006	100 Pipers 750ml X6	0.00	0.00	154101	05000299202647 SF
18091	18091-001	100 Reserve Oude Molen 750ml X1	173.90	199.99		6009636400011 SF
18091	18091-012	100 Reserve Oude Molen 750ml X12	0.00	0.00	30136	6009636405016 SF
54565	64565-001	1313 Brandy 750ml X1	121.73	139.99		0700083629586 SF
54565	64565-006	1313 Brandy 750ml X6	725.21	833.99		61111521685 SF
59102	69102-001	1659 Founders Selection Red 750ml X1	95.64	109.99		6009692413468 W
59102	69102-006	1659 Founders Selection Red 750ml X6	521.74	600.00		16009692413342 W
59101	69101-001	1659 Founders Selection White 750ml	186.95	214.99		6009692413598 W
59101	69101-006	1659 Founders Selection White 750ml X6	313.03	359.99		16009692413335 W
53777	63777-001	1659 Merlot Cabernet 750ml	47.83	55.00		6009692411006 W
53777	63777-006	1659 Merlot Cabernet 750ml X6	304.34	349.99		16009692411218 W
53728	63728-001	1659 Rose 750ml X1	86.95	99.99		6009692412836 W
53728	63728-006	1659 Rose 750ml X6	0.00	0.00		16009692412058 W
53778	63778-001	1659 Sauvignon Blanc 750ml	36.51	41.99		6009692412058 W
53778	63778-006	1659 Sauvignon Blanc 750ml X6	156.51	179.99		16009692412086 W
13062	13062-001	1707 Chardonnay/Semillon/Viognier Reserve 750ml	143.48	165.00		6008064000442 W
13062	13062-006	1707 Chardonnay/Semillon/Viognier Reserve 750ml X6	652.17	750.00	SH1707WB	6008064000459 W
14311	14311-001	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml	125.00	143.75		6008064000237 W
14311	14311-006	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml X6	782.60	899.99	SH1707RB	6008064000398 W
14312	14312-001	1792 Small Batch Bourbon 750ml X1	7 961.48	9 155.70		80660001203 SF

Options: Select, Esc Exit

Search: F2 Stock Code, F3 Description, F3 Generic Desc, F4 Department, F9 Barcode, F6 Suppliers Code, Restore Grid

GEN010 Select a Stock Item

- Proceed to fill in all the relevant information and make sure you press enter after filling in each block. Once completed press F10 on your keyboard or click on save.

Purchase Order : Maintain Line

Creditor: ALX01 - ALEX TEST Order Number: -9999999

Line No. 0 Stock Code 17000 Link Code 17000-001

Description #1 100 Pipers 750ml X1

Quantity 20.000 Free Quantity 0.000

Price Excl. 0.00000

Tot. Discount Excl. 0.00000

Total Excl. 0.00000

V.A.T. 0.00000

Total Ind. 0.00000

Warehouse 01 - DEFAULT WAREHOUSE

Item Discount 0.00000

Line Tally 0.00000

Doc. Tally Allocation 0.00000

Nett. Price 0.00000

Options: F10 Save, Esc Exit

Functions: F2 Item Stats, F4 Onhand All Stores, F6 Onhand by W/H, F9 Selling Prices

Item Stats Order Stats

Suppl. Code 5000299202630 Units 1

Barcode 5000299202630 VAT Rate 15.00 %

Last / Avg. Cost 156.52174 147.82609 Ind. Purch./Orders 0.00

List Cost Excl 148.22333 170.45667 Ind. Sales Orders 0

ONHAND 10 Packs/Case 1

On Laybye 0 Min/Max Qty 0 0

Period #1 0

Period #2 0

Period #3 0

Period #4 0

Period #5 0

Total Quantity 0

PUR012 Purchase Order : Maintain Detail Lines

- To check the stats on the item on the right-hand side you will see a Item stats block, click on that or press F2 on the keyboard. This will open the below box where it will give you all the information on that item.

Functions

F2 Item Stats

F4 Onhand All Stores

F6 Onhand by W/H

F9 Selling Prices

Stock Item : Sales Stats

Stock Code 17000 Description #1 100 Pipers 750ml Suppliers Code

Link Code *ALL Parent Item Units/Pack 1 Link Code Barcode

Sales Stats GRV History IBT History Purchase Order History Promotions Daily Stats

Month	Quantity	Cost Excl.	Sale Excl.	Profit	GP%
202204	0	0.00	0.00	0.00	0.00
202203	0	0.00	0.00	0.00	0.00
202202	0	0.00	0.00	0.00	0.00
202201	0	0.00	0.00	0.00	0.00
202112	0	0.00	0.00	0.00	0.00
202111	0	0.00	0.00	0.00	0.00
202110	0	0.00	0.00	0.00	0.00
202109	0	0.00	0.00	0.00	0.00
202108	1	158.88	182.71	23.83	13.04
202107	1	158.88	182.71	23.83	13.04
202106	0	0.00	0.00	0.00	0.00
202105	0	0.00	0.00	0.00	0.00
202104	2	317.76	365.42	47.66	13.04
202103	0	0.00	0.00	0.00	0.00
202102	0	0.00	0.00	0.00	0.00
202101	0	0.00	0.00	0.00	0.00
202012	12	2 007.89	2 309.07	301.18	13.04
202011	52	8 382.98	9 490.21	1 107.23	11.67
202010	12	1 523.40	1 751.88	228.48	13.04
202009	28	3 554.60	3 795.74	241.14	6.35

Options: Esc Exit

[Costs]

Last Cost Excl. 156.52 Last Cost Ind. 180.00

Avg. Cost Excl. 147.83 Avg. Cost Ind. 170.00

Buying Cost Ind. 190.00 Buying Cost Excl. 165.22

Rebate Last Excl. 0.00 Rebate Avg. Excl. 0.00

[Selling Prices]

Code	Description	Excl.	Incl.	Profit	GP%

STK120 Item Statistics

12. Next to the Sales stats you can then select the next tab which shows GRV History, IBT History, Purchase Order history, Promotions and Daily stats. Below are examples of how each TAB looks.

GRV History

Stock Item : Sales Stats

Stock Code: 17000 Description #1: 100 Pipers 750ml Suppliers Code:

Link Code: *ALL* Parent Item: Units/Pack: 1 Link Code: Barcode:

Navigation: Sales Stats **GRV History** IBT History Purchase Order History Promotions Daily Stats

Stock Receipts (GRVs)

Status	Account	Supplier Name	GRV No.	GRV Date	Link Code	Quantity	Free Qty.	Price	Total	Order
GRV Open	ALT001	ALTERNATIVE BEVERAGE	10500608	2022/02/18	17000-001	1.00	0.00	156.52	156.52	
Authorised	B005	BACKSBERG	10500499	2021/03/03	17000-001	1.00	0.00	158.88	158.88	
Authorised	BAV001	BAVARIA	10500500	2021/02/26	17000-001	10.00	0.00	182.71	1827.12	
Authorised	A006	AA BADENHORST FAMILY WINES	10500465	2020/11/30	17000-012	2.00	0.00	2 006.88	3 813.08	
Authorised	BEV003	BEVTEC	10500456	2020/11/25	17000-012	10.00	0.00	2 006.88	20 068.80	
Authorised	BSCDC	Big Save Distribution Centre (Pty) Ltd	10500457	2020/11/25	17000-012	10.00	0.00	2 307.96	23 079.60	
Authorised	PER004	PERNOD RICARD SA PTY LTD	10500449	2020/11/18	17000-012	1.00	0.00	2 056.92	2 006.92	
Authorised	CLD002	CAPTAINS DISTRIBUTORS	10500415	2020/11/05	17000-012	1.00	0.00	2 086.92	2 078.22	
Authorised	CLD002	CAPTAINS DISTRIBUTORS	10500416	2020/11/05	17000-012	5.00	0.00	2 086.92	9 684.60	
Authorised	BSU001	BEAM SUNTORY SA	10500391	2020/08/13	17000-012	2.00	0.00	1 400.00	2 800.00	

Options: Exit

Item Statistics: STK120

IBT History

Stock Item : Sales Stats

Stock Code: 17000 Description #1: 100 Pipers 750ml Suppliers Code:

Link Code: *ALL* Parent Item: Units/Pack: 1 Link Code: Barcode:

Navigation: Sales Stats GRV History **IBT History** Purchase Order History Promotions Daily Stats

Inter-Branch Transfers - RECEIVED

From Branch	IBT No.	IBT Date	Quantity	Total Excl.	Link Code
<No data to display>					

Inter-Branch Transfers - SENT

To Branch	IBT No.	IBT Date	Quantity	Total Excl.	Link Code
<No data to display>					

Options: Exit

Item Statistics: STK120

Purchase Order history

Stock Item : Sales Stats

Stock Code: 17000 Description #1: 100 Pipers 750ml Suppliers Code:

Link Code: *ALL* Parent Item: Units/Pack: 1 Link Code: Barcode:

Sales Stats
 GRV History
 IBT History
 Purchase Order History
 Promotions
 Daily Stats

Purchase Orders

Status	Order No.	Order Date	Delivery Da	Account	Suppliers Name	Quantity	Received C	Price Incl	Total Incl	Pri
0	20100177	2021/07/09	2021/07/09	PER004	PERNOD RICARD SA PTY LTD	2	0	182.71	365.42	
0	20100178	2021/07/09	2021/07/09	PER004	PERNOD RICARD SA PTY LTD	3	0	182.71	548.14	
0	20100181	2021/07/09	2021/07/09	PER004	PERNOD RICARD SA PTY LTD	3	0	182.71	548.14	
0	20100183	2021/07/09	2021/07/09	PER004	PERNOD RICARD SA PTY LTD	2	0	182.71	365.42	
0	20100186	2021/07/09	2021/07/09	PER004	PERNOD RICARD SA PTY LTD	3	0	182.71	548.14	

STK120 Item Statistics

Promotions

Stock Item : Sales Stats

Stock Code: 17000 Description #1: 100 Pipers 750ml Suppliers Code:

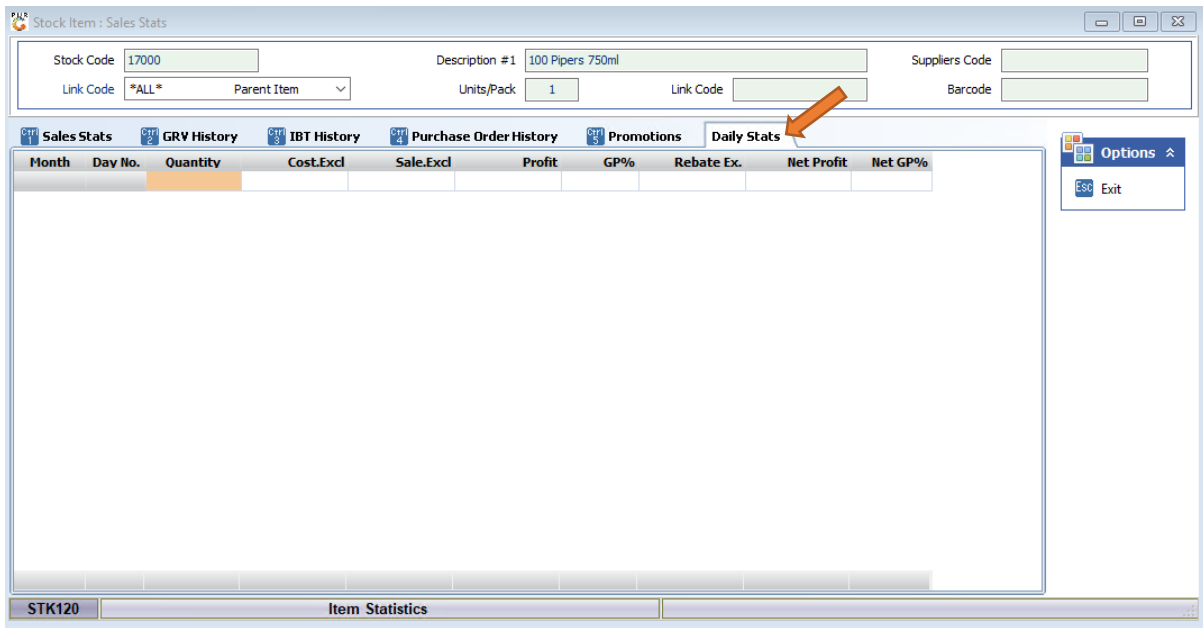
Link Code: *ALL* Parent Item: Units/Pack: 1 Link Code: Barcode:

Sales Stats
 GRV History
 IBT History
 Purchase Order History
 Promotions
 Daily Stats

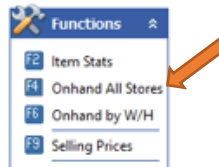
Code	Description	From	To	Excl.	Incl.	Free StockCode	Free LinkCode	Free Descripti
------	-------------	------	----	-------	-------	----------------	---------------	----------------

STK120 Item Statistics

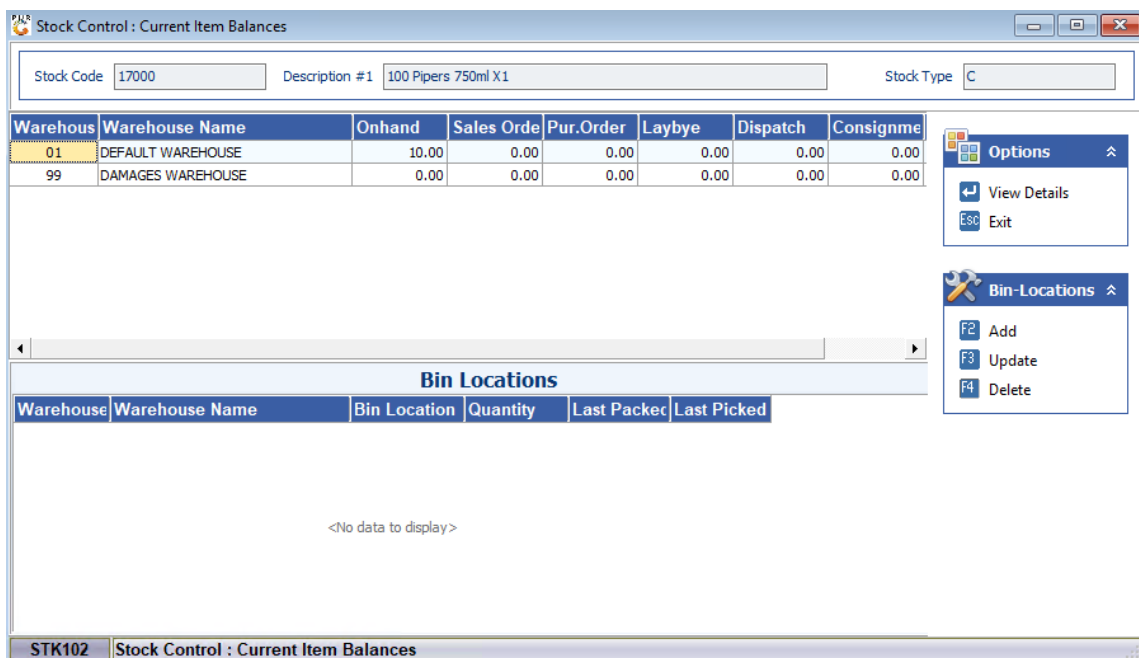
Daily Stats



13. Under the functions tab when you select F4 or press on hand at all stores. The below image will appear.



If there are multiple branches you will be able to see all the item balances in this one page.



14.

Purchase Order : Maintain Line

Creditor ALX01 - ALEX TEST Order Number -9999999

Line No. 0
 Stock Code 17000 Link Code 17000-001
 Description #1 100 Pipers 750ml X1
 Description #2
 Quantity 20.000 Free Quantity 0.000
 Price Excl. 0.00000
 Tot. Discount Excl. 0.00000
 Total Excl. 0.00000
 V.A.T. 0.00000
 Total Incl. 0.00000
 Warehouse 01 - DEFAULT WAREHOUSE

Item Discount 0.00000
 Line Tally 0.00000
 Doc. Tally Allocation 0.00000
 Nett. Price 0.00000

Options
 F10 Save
 Esc Exit

Functions
 F2 Item Stats
 F4 Onhand All Stores
 F6 Onhand by W/H
 F9 Selling Prices

Item Stats Selling Prices Order Stats

PR.Code	Description	Excl.	Incl.	GP%	New Excl	New Incl	New GP%	PriceR
01	DEFAULT PRICE	199.99	229.99	20.56	0.00	0.00	0.00	I - Includ
02	PRICE 02	165.22	190.00	3.84	0.00	0.00	0.00	I - Includ
03	PRICE 03	160.87	185.00	1.24	0.00	0.00	0.00	I - Includ

PUR012 Purchase Order : Maintain Detail Lines

Purchase Order Maintenance

Creditor Account ALX01 ALEX TEST Order Number -9999999 0 Order Status NEW ORDER

Order Header Detail Lines

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	19.90	29.85	228.85	10.00

Total Cases 10
 Total Palettes 10
 Total Weight 7.50 kg
 Total Dimensions 0.00 m3

Tally Claims on Order (Incl) 0.00
 Tally Claims on Lines (Incl) 0.00

Total Exclusive 199.00
 Total Discount 0.00
 Total V.A.T 29.85
 Total Inclusive 228.85

Options
 F10 Save Order
 Esc Exit

Order Utils
 F7 Doc.Discounts
 F8 Doc.Tally Claims
 CTF Order Stats
 C8 Supplier Stats

Line Utils
 Ins Add Line
 Update Line
 Del Delete Line
 F5 Import Items
 F6 Import CSV File
 CTF Remove '<=0' Qty.
 CTF View Extract Crite...

Free Stock Line

PUR011 Purchase Order Maintenance

PMS Purchase Orders : Order Discounts

Creditor ALX01 - ALEX TEST Order No. -9999999

Seq.No	Code	Description	Disc.Mth	Disc.Type	Disc.Valu	Costed
<No data to display >						

Options ⌵

- Ins Add
- ↵ Update
- Del Delete
- Esc Exit

PUR013 Purchase Order : Order Discounts

PMS Order Discount Detail Line

Order No. -9999999
Creditor ALX01 - ALEX TEST

Sequence No. 1 Costed

Discount Code SETTLE - SETTEMENT DISCOUNT

Discount Value 10.00

[Discount Type]

Percentage

Value

[Discount Method]

Fixed

Reducing

Options ⌵

- F10 Save
- Esc Exit

PUR014 Order Discount Details

Purchase Orders : Order Discounts

Creditor ALX01 - ALEX TEST Order No. -9999999

Seq.No	Code	Description	Disc.Mth	Disc.Typ	Disc.Valu	Costed
1	SETTLE	SETTEMENT DISCOUNT	F	P	10.00	<input type="checkbox"/>

Options

- Ins Add
- ← Update
- Del Delete
- Esc Exit

PUR013 Purchase Order : Order Discounts

Purchase Order Maintenance

Creditor Account ALX01 ALEX TEST Order Number -9999999 0 Order Status NEW ORDER

Order Header **Detail Lines**

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand	R
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	19.90	29.85	228.85	10.00	

Options

- F10 Save Order
- Esc Exit

Order Utils

- F7 Doc.Discounts
- F8 Doc.Tally Claims
- Order Stats
- Supplier Stats

Line Utils

- Ins Add Line
- ← Update Line
- Del Delete Line
- F5 Import Items
- F6 Import CSV File
- Remove '<=0' Qty.
- View Extract Crite...

Total Cases 10 Total Palettes 10 Total Weight 7.50 kg Total Dimensions 0.00 m3

Tally Claims on Order (Incl) 0.00 Tally Claims on Lines (Incl) 0.00

Total Exclusive 179.10 Total Discount 19.90 Total V.A.T 26.87 Total Inclusive 205.97

PUR011 Purchase Order Maintenance

Purchase Order Maintenance

Creditor Account: ALX01 ALEX TEST Order Number: -999998 0 Order Status: NEW ORDER

Order Header Detail Lines

Line	Stock Code	LinkCode	Description #1	Quantity	Free.Qty	Price	V.A.T	Total Incl	Onhand
1	17000	17000-001	100 Pipers 750ml X1	10.00	0.00	199.00	298.50	2 288.50	10.00

System Prompt

Purchase Orders

Save the Order?

Stock Code: 17000 17000-001 Description: 100 Pipers 750ml X1 Quantity: 10

Price: 228.50 Back Order: 0 Period #4: 0 Period #5: 0 Average: 0

Order Qty (Units): -10 Order Quantity: 10

Min.Qty: 0 Max.Qty: 0

PUR011 Purchase Order Maintenance

Purchase Order


STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

PUR010A Purchase Orders Open & Partial Orders : 4

Purchase Order

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

Purchase Order : Print Order/Tally Claims



Print Purchase Order and/or Tally Claims

Order No.

Account No.

Creditors Name

Order Date

Delivery Date

Print Line Sequence

Print Prices on Purchase Order

PUR017 **Print Purchase Order and Order Reports**

Options

Ins Add

← Update

Del Delete

Esc Exit

Ctrl Un-Delete

F9 Force Close

Search

F2 Account

F3 Order No.

Functions

Ctrl Print Order

F5 Authorise

F7 Re-Transmit

F8 View By Supplier

Delivery Filter

A - All Orders

Status Filter

Z - Open & Partial

PUR010A Purchase Orders Open & Partial Orders : 4

Purchase Order

STATUS	ACCOUNT	Suppliers Name	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]
Open	ALX01	ALEX TEST	20100229	2022/04/28		1 791.00	2 059.65
Open	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100228	2022/02/01	joe test	26 422.70	30 387.32
Open	DIS001	DISTELL	20100227	2022/01/19	Joe Test	276 564.61	318 049.97
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00

System Prompt

Purchase Orders

Authorise Order : 20100229 ?

Options

Ins Add

← Update

Del Delete

Esc Exit

Ctrl Un-Delete

F9 Force Close

Search

F2 Account

F3 Order No.

Functions

Ctrl Print Order

F5 Authorise

F7 Re-Transmit

F8 View By Supplier

Delivery Filter

A - All Orders

Status Filter

Z - Open & Partial

PUR010A Purchase Orders Open & Partial Orders : 4