SYNERGETIC
Management Systems

SynWeb User Manual

Purchase orders

Version 8

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Published: 31 March 2017

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Purchase orders

The Purchase orders module allows you to:

- prepare purchase order requisitions to request items to be ordered
- prepare purchase orders to send to suppliers
- control outstanding purchase orders.

Individuals, business units or departments can have the authority to either:

- Maintain purchase orders. See *Maintaining purchase orders* (on page 4).
- Requisition purchase orders. See *Maintaining purchase order requisitions* (on page 40).

Business units

You can create different ranges of order numbers for different business units. Usually, one business unit exists for each stock location. However, for purchase ordering purposes, you can define as many business units as required. You must link appropriate users to each business unit with a default business unit defined if they belong to more than one.

If purchase orders are used in a business unit that sells the items that they purchase, you can define the stock's item code on each line of the order.

Business units are set up in **Synergetic Financial Configuration**. See *Synergetic Financial Configuration - Business Units - Purchase Orders sub-tab* in the **Synergetic** Finance manual. You define a code, description and the name and address of the business unit. You can use these details to print on your purchase order stationery.

Maintaining purchase orders

Use the **Purchase Order Maintenance** function to:

- create new purchase orders
- maintain existing purchase orders
- approve purchase orders.

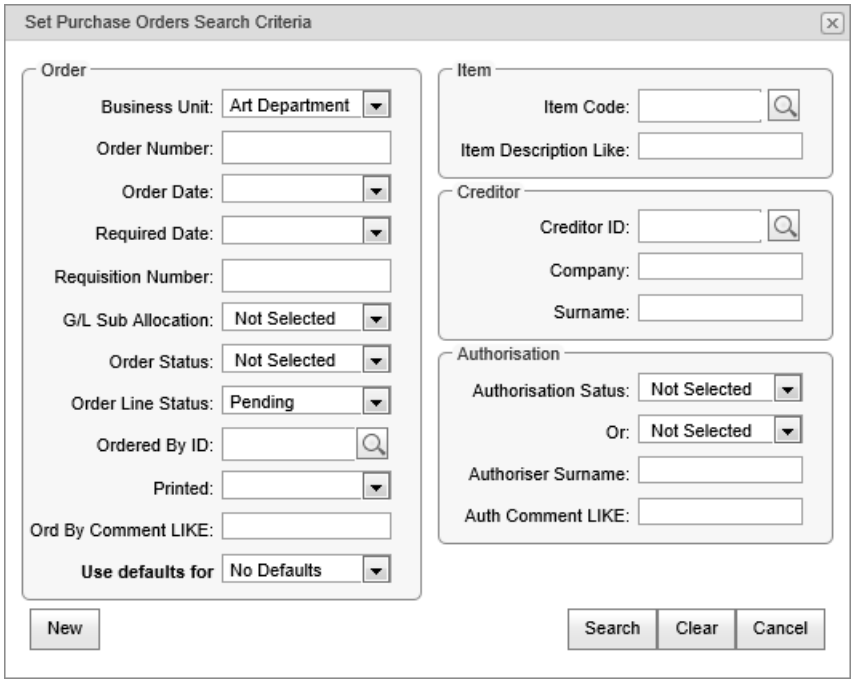
How to:

- Find an existing purchase order. See *Searching for purchase orders* (on page 5).
- Create a new purchase order. See *Creating new purchase orders* (on page 13).
- Delete a purchase order. See *Deleting purchase orders* (on page 16).
- Authorise or deny purchase orders or mark them for review. See *Changing the authorisation status of purchase orders* (on page 32).

What you can do…	See…
You can: • view, add or change the purchase order details • change the creditor you are sending the purchase order to.	*Purchase Orders Maintenance - General Details, Options & Creditor tab* (on page 17)
Add a header and trailer to the purchase order.	*Purchase Orders Maintenance - Header & Trailer tab* (on page 21)
View, add or change the line items on the purchase order.	*Purchase Orders Maintenance - Line Items tab* (on page 23)
You can: • view information about the authorisation status of the purchase order • authorise or deny purchase orders.	*Purchase Orders Maintenance - Authorisation tab* (on page 28)
View details of who: • created the purchase order • last changed the order.	*Purchase Orders Maintenance - Purchase Order History tab* (on page 33)
Store and maintain documents relating to purchase orders and relevant creditors.	*Purchase Orders Maintenance - DocMan tab* (on page 35)

Searching for purchase orders

When you first open **Purchase Orders Maintenance**, the **Search Purchase Orders** window is displayed to allow you to find the purchase order you want.



Note: You can also access this window by clicking the Criteria button on the banner containing the name of any purchase order.

How to use the Search Purchase Orders window

On the **Search Purchase Orders** window you can:

- Click Search, leaving all fields blank. This finds all purchase orders and presents them in a search results grid.
- Restrict the search by entering information in one or more fields. You can enter all or part of a name in a field and use wildcard characters to further narrow the search. See *Using wildcards to search* in the Introduction manual.

Note: Make sure that you enter required data into corresponding fields in the correct format. For example, you must enter the Order By ID as a number, and not a letter or alphabetic character.

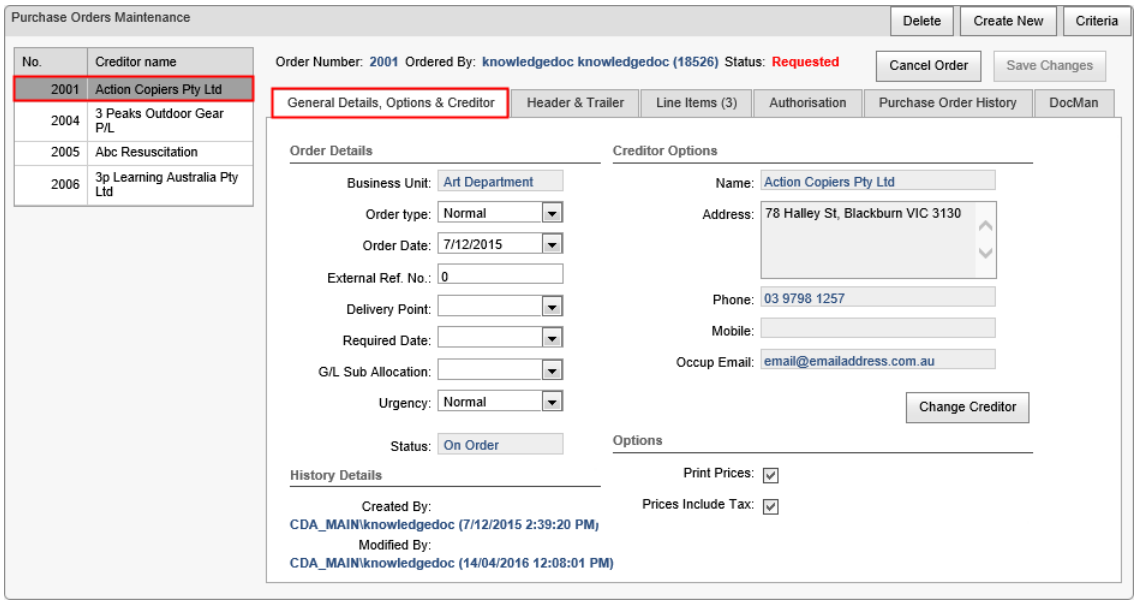
At any stage you can change your selections. To do this, click Clear and then make your new selections.

Fields that you type in are not case sensitive and can be entered in either upper or lower case or a mix of upper and lower case. For example, description fields are not case sensitive.

Tip: Fields that have a drop-down list to choose from, such as **Business Unit** or **Order Status**, are case sensitive and depend on how they have been set up in the database lookup tables. We recommend that you always select these fields from the drop-down list.

Choosing a purchase order from the search results

The **General Details, Options & Creditor** tab is displayed for the first search result.



You can display the details for a particular purchase order by clicking on the creditor name on the search results grid on the left.

Search Purchase Orders window key fields and buttons

Order area fields

Field	Description
Business Unit	Search for purchase orders for this business unit. **Note:** This field will initially display the user's default business unit. See *Finance Configuration Maintenance - Business Units tab* in the **Synergetic** Finance manual.
Order Number	Search for purchase orders by order number.
Order Date	Search for purchase orders ordered on this date.
Required Date	Search for purchase orders required by this date.
Requisition Number	Search for purchase orders by requisition number.
G/L Sub Allocation	Search for purchase orders with this general ledger sub-allocation code.
Order Status	Search for purchase orders of this order status.
Order Line Status	Search for purchase orders with an order line of this status.
Ordered By ID	Search for purchase orders ordered by this community member.
Printed	Search for purchase orders that have been printed.
Ord By Comment LIKE	Search for purchase orders with an ordered by comment like this one.
Use defaults for	Select to prefill the search fields with standard criteria for: • Requesters • Authorisers • Super Authorisers.

Item area fields

Field	Description
Item Code	Search for purchase orders that contain this item.
Item Description Like	Search for purchase orders that contain an item with a description like this one.

Creditor area fields

Field	Description
Creditor ID	Search for purchase orders for this creditor.
Company	Search for purchase orders by the creditor's company name.
Surname	Search for purchase orders by the creditor's surname.

Authorisation area fields

Field	Description
Authorisation Status / or	Search for purchase orders that have one of these authorisation statuses. See *luPurchaseOrderAuthorisationStatus lookup table* in the **Synergetic** Finance manual.
Authoriser Surname	Search for purchase orders authorised by a community member with this surname.
Auth Comment LIKE	Search for purchase orders with an authorisation comment like this one.

Buttons

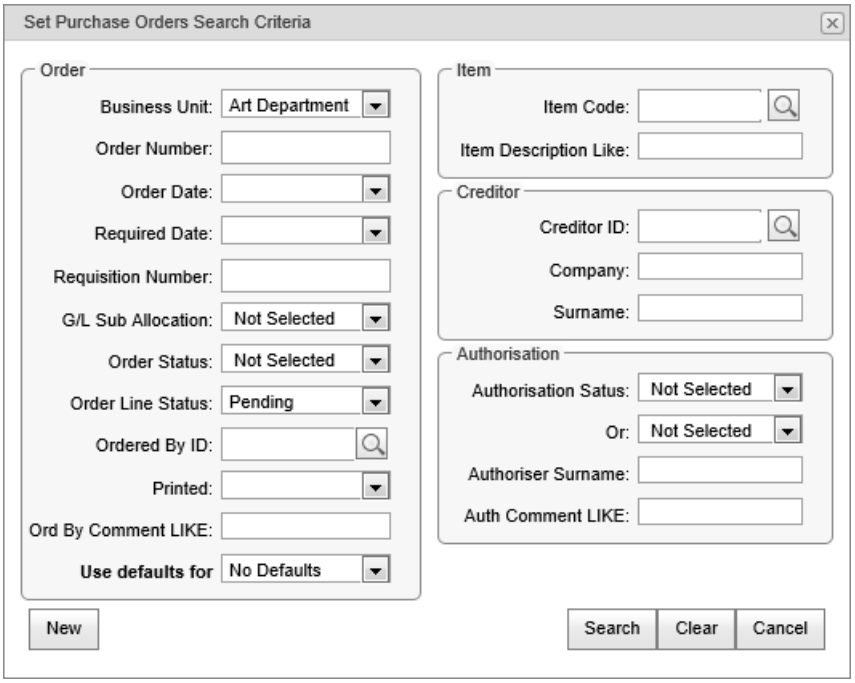
Button	Description
New	Create a new purchase order. See *Creating new purchase orders* (on page 13).
	Search for a Synergetic ID. You can search for either: • creditor • item • community member who created the purchase order.
Search	Search for a purchase order based on the search criteria you have entered.
Clear	Clear all your search criteria so you can start a new search.

Refining search criteria for purchase orders

To refine search criteria for purchase orders:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

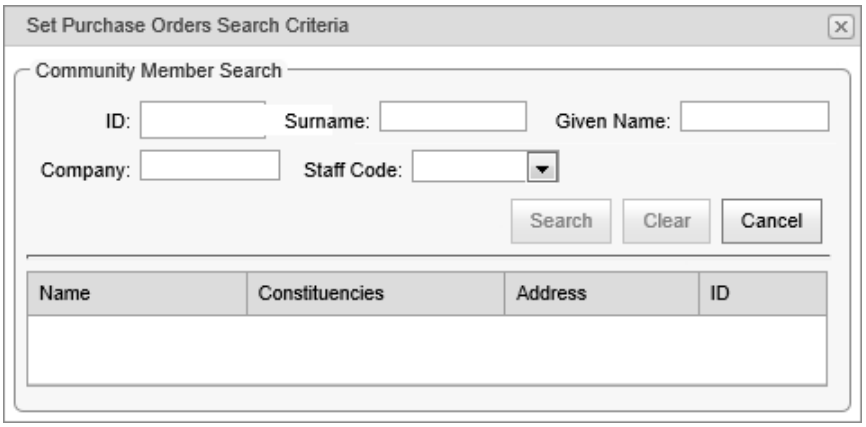
   The **Set Purchase Orders Search Criteria** window is displayed.



2. Click the button next to one of:

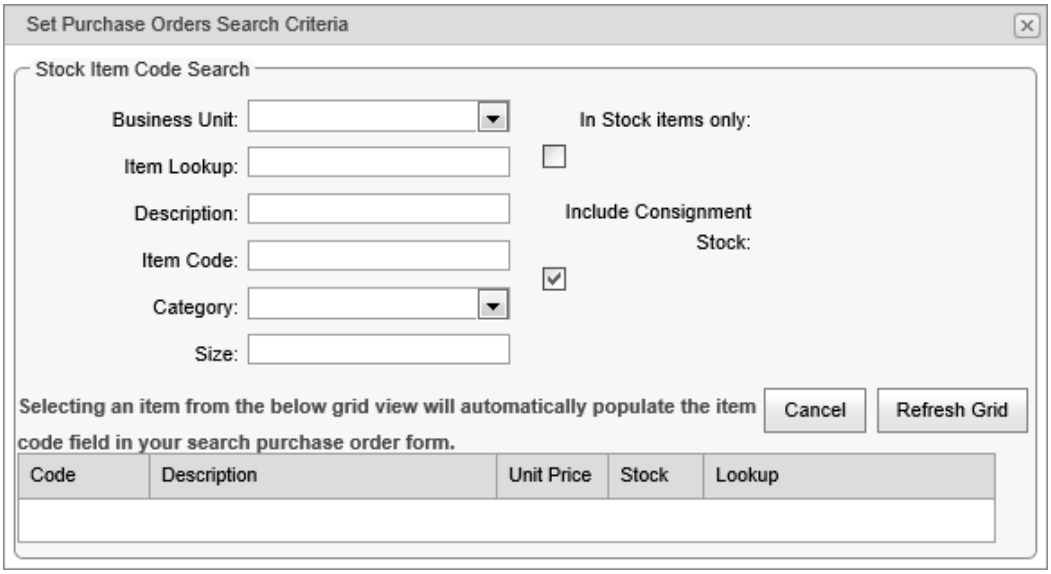
   - **Ordered by ID**

     The **Set Purchase Order Search Criteria - Community Member Search** window is displayed.



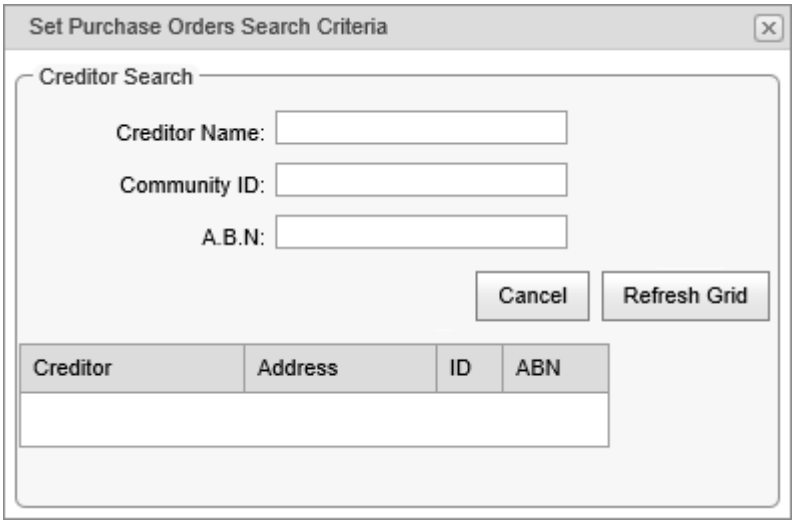
- **Item Code**

  The **Set Purchase Order Search Criteria - Stock Item Code Search** window is displayed.



- **Creditor**

  The **Set Purchase Orders Search Criteria - Creditor Search** window is displayed.



3. Select or type search criteria.

4. Either click Search or Refresh Grid.

   The search results are displayed in the grid area.

Search Purchase Orders - Community Member Search window key fields

Fields

Field	Description
ID	Community ID.
Surname	Surname of the Community member.
Given Name	Given name(s) of the Community member.
Company	Company of the Community member.
Staff Code	Staff code of the Community member.

Buttons

Button	Description
Search	Search for results.
Clear	Clear all your search criteria so you can start a new search.
Cancel	Cancel changes and close the **Community Member Search** window.

Search Purchase Orders - Stock Item Code Search window key fields

Field	Description
Business Unit	Business unit the purchase order was raised against. For example, Arts Department.
Item Lookup	Lookup code of the stock item.
Description	Description of the stock item.
Item Code	Item code of the stock item.
Category	Category of the stock item. For example, blazers.
Size	Size of the stock item purchase order.
In Stock items only	Select to restrict results to stock items with at least one unit in stock.
Include Consignment stock	Select to include consignment stock in the search.

Search Purchase Orders - Creditor Search window key fields

Field	Description
Creditor Name	Name of the creditor.
Community ID	Community ID of the Creditor.
A.B.N.	Australian Business Number of the Creditor.

Search Purchase Orders - Creditor and Stock Item Search window buttons

Button	Description
Cancel	Cancel any changes.
Refresh Grid	Refresh the grid area to display search results.

Creating new purchase orders

You can create new purchase orders in SynWeb.

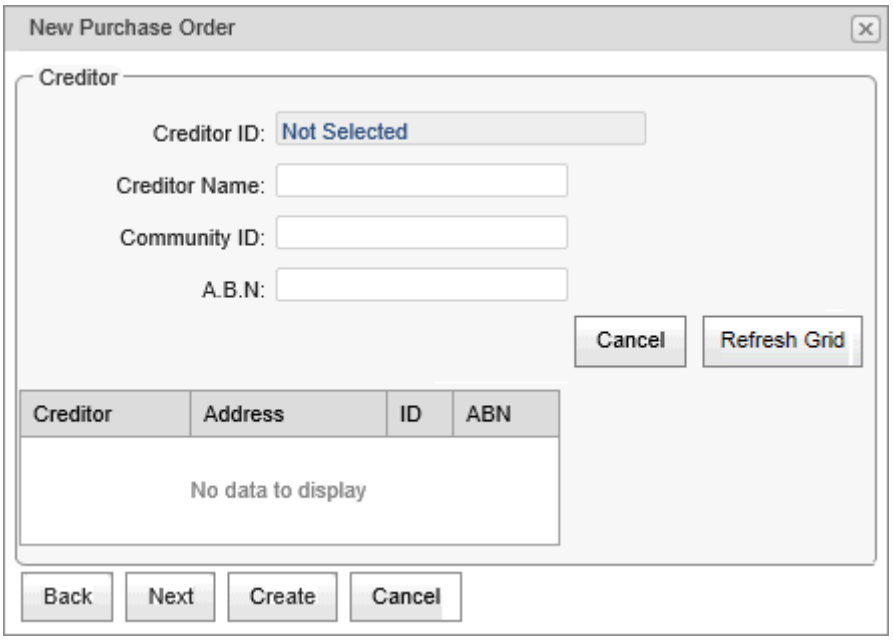
To create a purchase order:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

   The **Search Purchase Orders** window is displayed.

2. Click New.

   The **New Purchase Order - Creditor** window is displayed.



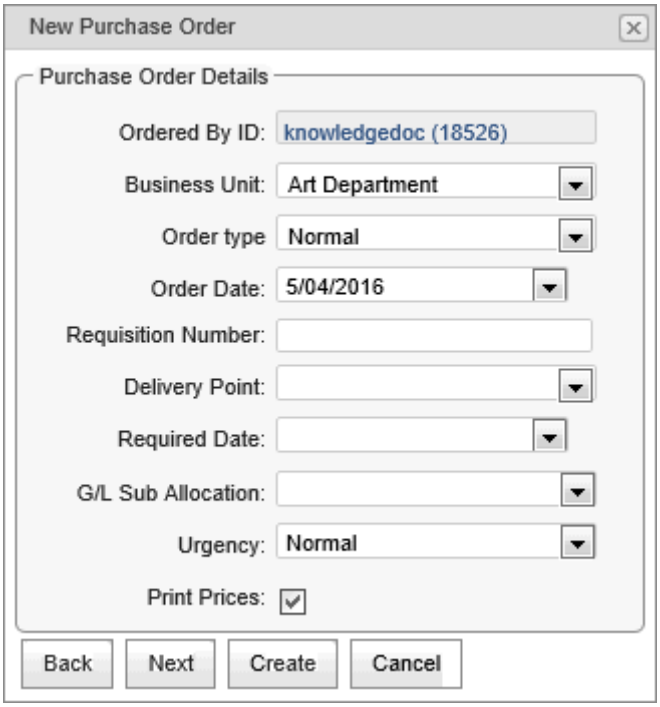
3. Enter the search criteria for the creditor.

4. Click Refresh Grid.

5. Navigate to the required creditor in the grid.

6. Click Next.

   The **New Purchase Order - Purchase Order Details** window is displayed.



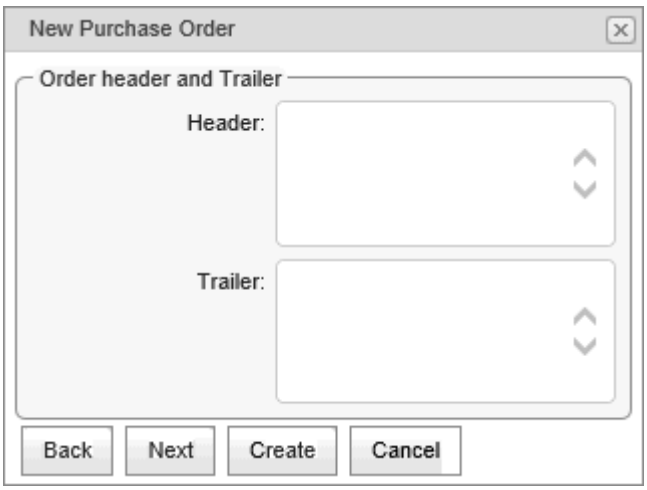
7. Select an option for each of the following fields:

   - Business Unit
   - Order Type
   - Order Date
   - G/L Sub Allocation.

8. If required, type in the **Requisition Number**, **Delivery Point** and **Required Date**.

9. Click Next.

   The **New Purchase Order - Order header and Trailer** window is displayed.



10. Type in the **Header** and **Trailer** if required.

11. Click Create.

    The purchase order is created and displayed in the **Purchase Order** tab of **Purchase Orders Maintenance**. See *Purchase Orders Maintenance - General Details, Options & Creditor tab* (on page 17).

Deleting purchase orders

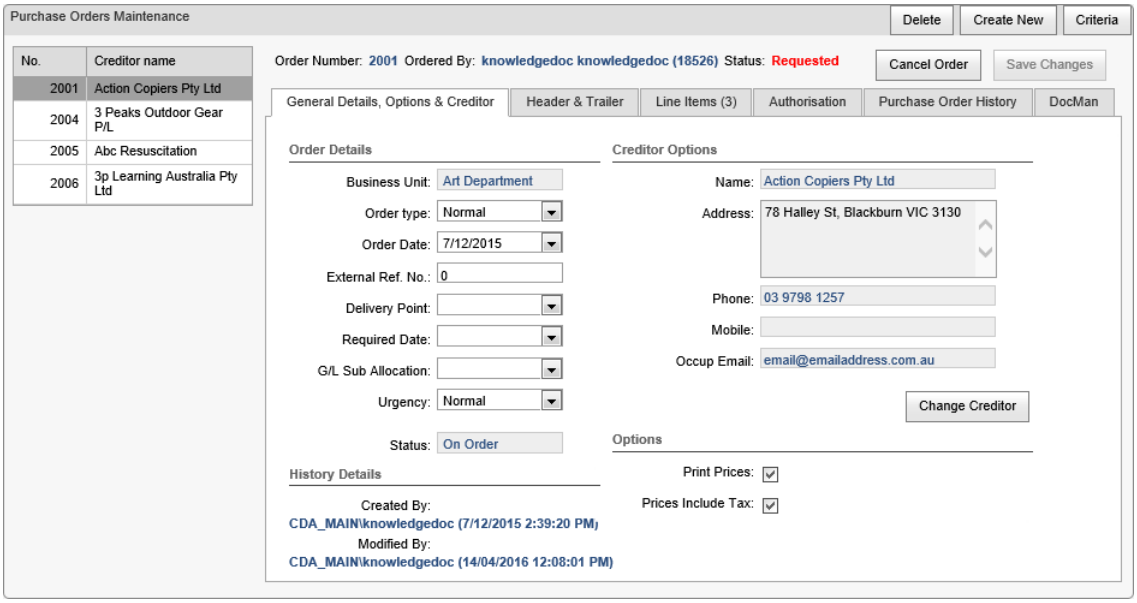
To delete a purchase order:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

   The **Search Purchase Orders** window is displayed.

2. Search for the purchase order you want to delete. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.



3. Click Delete.

   The **Confirm Delete** window is displayed.

4. Type **delete**.

5. Click OK.

Purchase Orders Maintenance - General Details, Options & Creditor tab

Use the **General Details, Options & Creditor** tab to maintain:

- details about the purchase order
- the creditor that the purchase order is for.

Opening the General Details, Options & Creditor tab

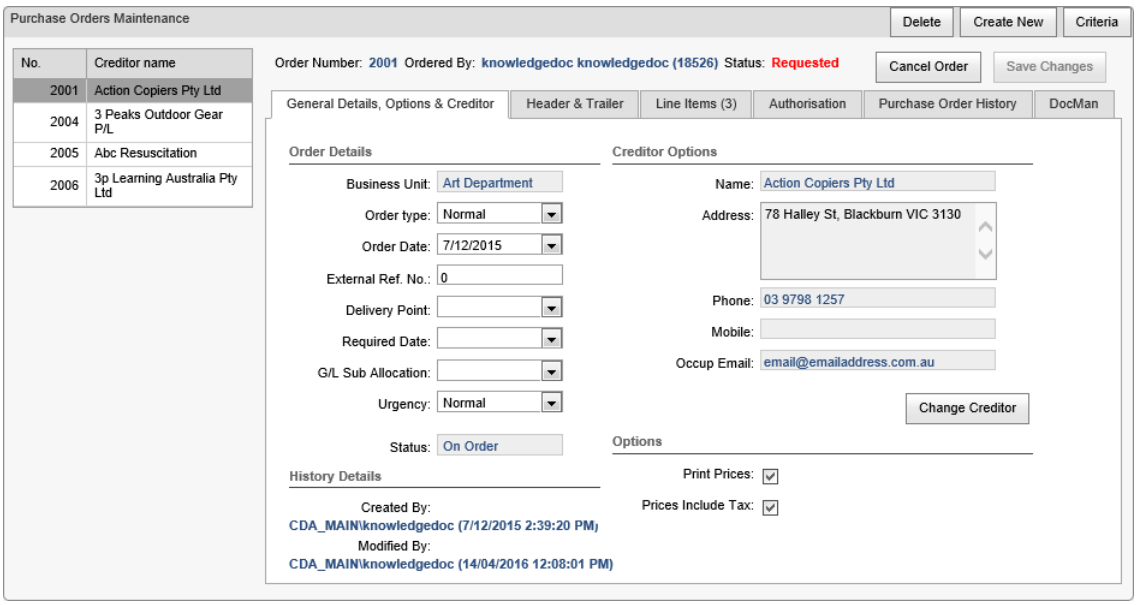
To open the **General Details, Options & Creditor** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.



Purchase Orders Maintenance - General Details, Options & Creditor tab key fields and buttons

Order Details area fields

Field	Description
Business Unit	Business unit that the purchase order is for. For information on how to configure business units, see *Finance Configuration Maintenance - Business Units* in the **Synergetic** System Configuration manual. **Note:** This field cannot be changed after the purchase order has been created.
Order type	Type of purchase order that is printed. Values include: • Credit - the creditor has charged too much and you are requesting a credit note from them • Normal - a normal purchase order requesting item(s) to be supplied • Oversupply - print a document detailing oversupplied items. Send this to the creditor along with the items that were oversupplied • Swapped - print a document to send with goods that need to be swapped for other goods. **Note:** If the type is **Normal**, the purchase order heading is **Purchase Order**. Otherwise it is **Goods Return Voucher**.
Order Date	Date the purchase order was ordered.
External Ref No	External requisition number, if required. **Tip:** Some organisations use requisition numbers that come from a docket book that has been supplied to each department/business unit. Enter the requisition number in Synergetic so that you can reference the original request from a department.
Delivery Point	Delivery instructions for the creditor. For example 'Please deliver these goods to Mrs Smith in the Administration Office'.
Required Date	Date the items are required by.
G/L Sub Allocation	General ledger sub-allocation code that the purchase order amount is posted to.
Urgency	Urgency of the order. Values include: • ASAP • Normal • Urgent. **Note:** This information does not print on the purchase order. Use as an internal reference only.

Field	Description
Status	Status of the order. Values include: • Cancelled • On Order • Partially Filled • Completed.

History Details area fields

Field	Description
Created By	Synergetic user that created the purchase order and the date and time it was created.
Modified By	Synergetic user that last modified the purchase order and the date and time it was modified.

Creditor Options area fields

Note: The following fields are read-only.

Field	Description
Name	Creditor's name.
Address	Creditor's address.
Phone	Creditor's phone number.
Mobile	Creditor's mobile phone number.
Occup Email	Creditor's occupation email address.

Options area fields

Field	Description
Print Prices	Select to print prices next to each item. These prices come from the last average price in **Item Maintenance**. See *Item Maintenance - Purchase Orders tab* in the **Synergetic** Sales manual. If the prices are not correct, you can choose not to print them on the purchase order.
Prices Include Tax	Select to indicate that all prices include tax. This is automatically selected if the **Order Prices Include Tax** flag on the **Creditor Maintenance - Account** tab is selected. See *Creditor Maintenance - Account tab* in the **Synergetic** Creditors manual.
Currency	Currency the purchase order is in.

Buttons

Button	Description
Change Creditor	Change the creditor this purchase order is for.

Common fields

Field	Description
Order Number	Unique number identifying the purchase order.
Ordered By	Community member who created the purchase order.
Status	Authorisation status of the purchase order.

Common buttons

Button	Description
Delete	Delete the selected purchase order. See *Deleting purchase orders* (on page 16).
Create New	Click to launch the **New Purchase Order** window to create a new purchase order. See *Creating new purchase orders* (on page 13).
Criteria	Click to launch the **Search Purchase Orders** window to change your search criteria. See *Searching for purchase orders* (on page 5).
Cancel Order	Click to cancel the selected purchase order.
Save Changes	Save changes made to the purchase order.

Purchase Orders Maintenance - Header & Trailer tab

Use the **Header & Trailer** tab to maintain the header and trailer included on the purchase order.

Opening the Header & Trailer tab

To open the **Header & Trailer** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

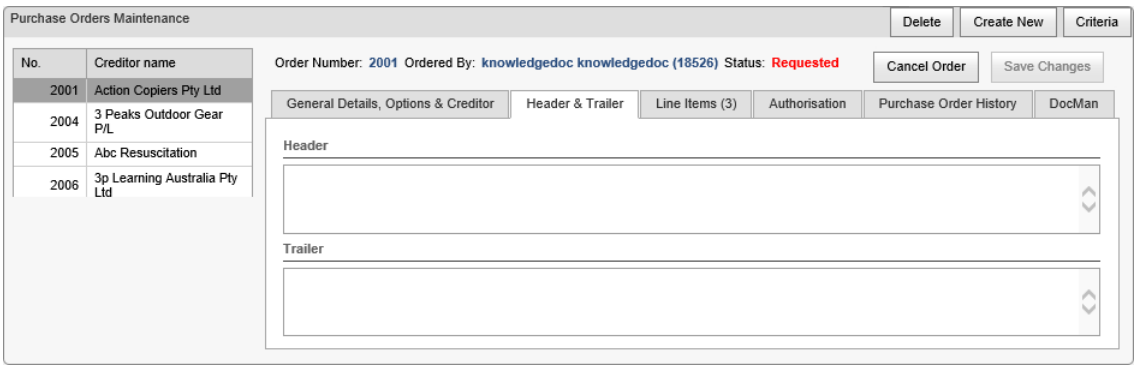
   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.

3. Click the **Header & Trailer** tab.

   The **Header & Trailer** tab of **Purchase Orders Maintenance** is displayed.



Purchase Orders Maintenance - Header & Trailer tab key fields

Field	Description
Header	Information to print before items on the purchase order.
Trailer	Information to print after items on the purchase order.

Common fields

Field	Description
Order Number	Unique number identifying the purchase order.
Ordered By	Community member who created the purchase order.
Status	Authorisation status of the purchase order.

Common buttons

Button	Description
Delete	Delete the selected purchase order. See *Deleting purchase orders* (on page 16).
Create New	Click to launch the **New Purchase Order** window to create a new purchase order. See *Creating new purchase orders* (on page 13).
Criteria	Click to launch the **Search Purchase Orders** window to change your search criteria. See *Searching for purchase orders* (on page 5).
Cancel Order	Click to cancel the selected purchase order.
Save Changes	Save changes made to the purchase order.

Purchase Orders Maintenance - Line Items tab

Use the **Line Items** tab to enter, view or change the line items on the purchase order.

The line items are linked to existing items that you have previously entered in the **Item Maintenance** window. See *Item Maintenance - Sales tab* in the **Synergetic** Sales manual.

Opening the Line Items tab

To open the **Line Items** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

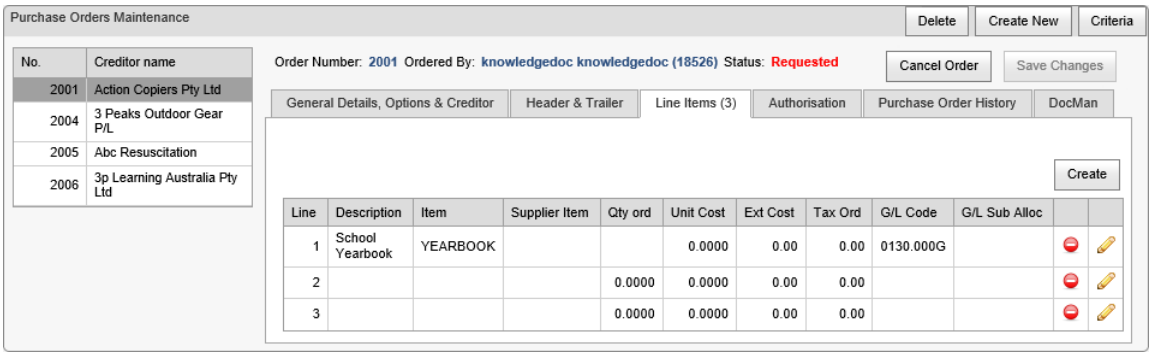
   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

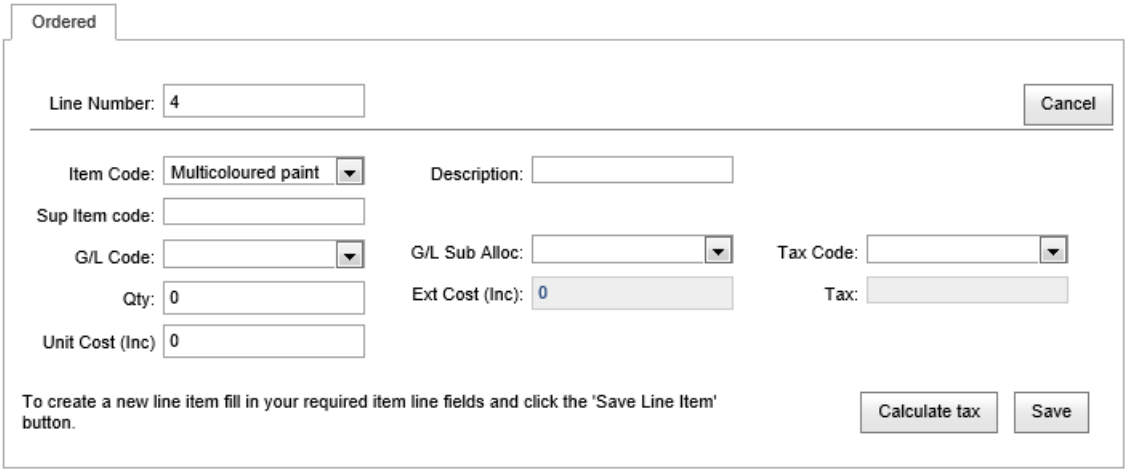
   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.

3. Click the **Line Items** tab.

   The **Line Items** tab of **Purchase Orders Maintenance** is displayed.



Note: Click Create or to open the **Ordered** sub-tab to create a new line item or edit the details for an existing line item.



Purchase Order Maintenance - Line Items tab key fields and buttons

Fields

Note: The fields displayed in the grid are a subset of the fields in the **Ordered** sub-tab.

Field	Description
Line Number	Number identifying the line within the purchase order.
Description	Description of the item.
Item	Code identifying the item.
Supplier Item	Code identifying the item within the supplier's system.
Qty ord	Number of items ordered.
Unit Cost	Cost of an individual item.
Ext Cost	Total cost of the outstanding items.
Tax Ord	Amount of tax applicable to the line.
Tax Code	Tax code applicable to this order.
G/L Code	General ledger code for this item.
G/L Sub Alloc	General ledger sub-allocation code for this item.

Buttons

Button	Description
Create	Create a new line item. See *Creating line items in purchase orders* (on page 26).
	Delete the selected line item.
	Edit the selected line item.
Calculate tax	Calculate the tax for the line item based on the quantity ordered, unit cost and tax code.
Update line item	Save changes and update the details for the line item in the grid.
Cancel	Cancel changes and close the **Ordered** sub-tab.

Common fields

Field	Description
Order Number	Unique number identifying the purchase order.
Ordered By	Community member who created the purchase order.
Status	Authorisation status of the purchase order.

Common buttons

Button	Description
Delete	Delete the selected purchase order. See *Deleting purchase orders* (on page 16).
Create New	Click to launch the **New Purchase Order** window to create a new purchase order. See *Creating new purchase orders* (on page 13).
Criteria	Click to launch the **Search Purchase Orders** window to change your search criteria. See *Searching for purchase orders* (on page 5).
Cancel Order	Click to cancel the selected purchase order.
Save Changes	Save changes made to the purchase order.

Creating line items in purchase orders

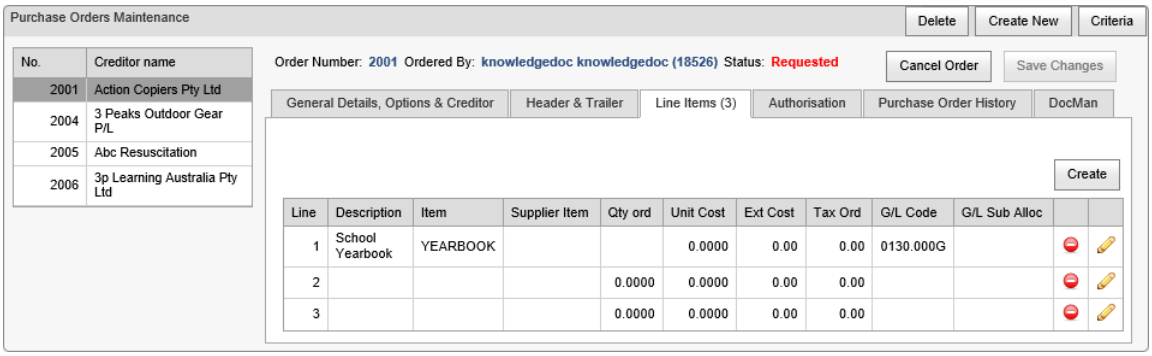
To create a line item in a purchase order:

1. Open **Purchase Orders Maintenance** and create or search for the purchase order you want to add a line item to. See *Searching for purchase orders* (on page 5) and *Creating new purchase orders* (on page 13).

   The **General Details, Options & Creditor** tab is displayed for the purchase order.

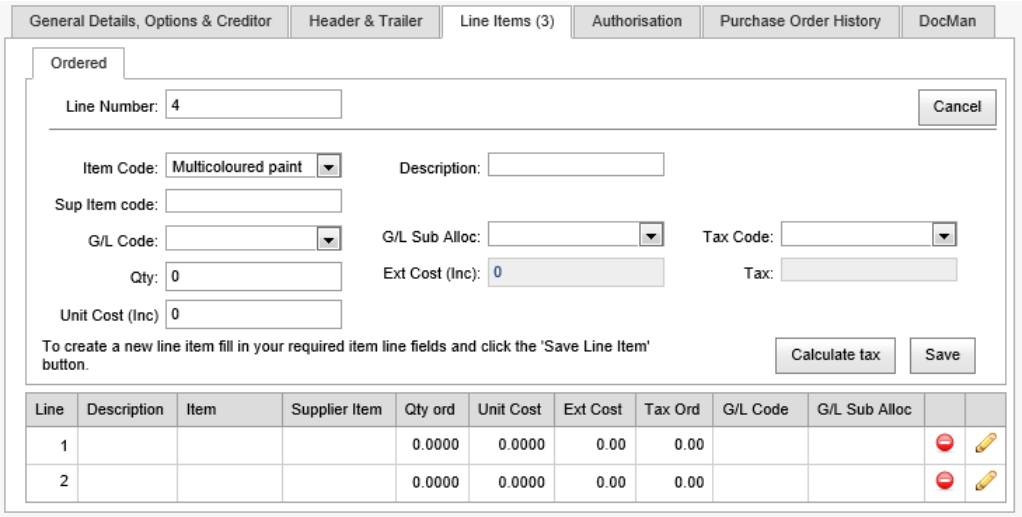
2. Click the **Line Items** tab.

   The **Line Items** tab is displayed.



3. Click Create.

   The **Line Item Editor** area is expanded.



4. Enter information about the items you want to order in the purchase order.

5. Click Save.

   The line item you created is displayed in the grid.

Create

Line	Description	Item	Supplier Item	Qty ord	Unit Cost	Ext Cost	Tax Ord	G/L Code	G/L Sub Alloc		
1	Red Pen			50.0000	5.0000	250.00	0.00				
2				0.0000	0.0000	0.00	0.00				

6. To add another item, repeat steps **3** to **5**.

Purchase Orders Maintenance - Authorisation tab

Use the **Authorisation** tab to:

- view information about the authorisation status of the purchase order
- authorise or deny purchase orders.

See *Changing the authorisation status of purchase orders* (on page 32).

There are two categories of user who can authorise purchase orders:

1. A user who belongs to the **SuperAuthorisor** group can authorise any purchase order. See *Group/User Security Maintenance* in the **Synergetic** System maintenance manual.
2. Each business can set up one or more people to authorise purchase orders within that unit only. See *Synergetic Financial Configuration - Business Units - Purchase Orders sub-tab* in the **Synergetic** Finance manual.

Opening the Authorisation tab

To open the **Authorisation** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

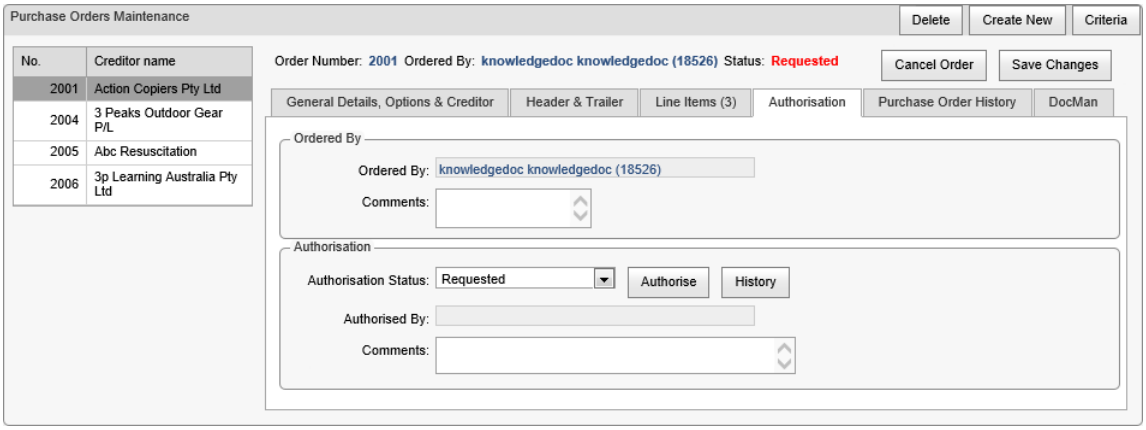
   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.

3. Click the **Authorisation** tab.

   The **Authorisation** tab of **Purchase Orders Maintenance** is displayed.



Purchase Orders Maintenance - Authorisation tab key fields and buttons

Ordered by area fields

Field	Description
Ordered By	Name of the person who placed the order.
Comments	Add comments or notes regarding the order.

Authorisation area fields

Field	Description
Authorisation Status	Authorisation status of the order. Values include: • Authorised • Denied • Requested • Reviewed • In process • Department Approval. See *luPurchaseOrderAuthorisationStatus lookup table* in the **Synergetic** Finance manual.
Authorised By	Name of the person who set the authorisation status of the order.
Comments	Any comments or notes regarding the authorisation status.

Buttons

Button	Description
Authorise	Authorise the purchase order.
History	Move to the **Purchase Order History** tab.

Common fields

Field	Description
Order Number	Unique number identifying the purchase order.
Ordered By	Community member who created the purchase order.
Status	Authorisation status of the purchase order.

Common buttons

Button	Description
Delete	Delete the selected purchase order. See *Deleting purchase orders* (on page 16).
Create New	Click to launch the **New Purchase Order** window to create a new purchase order. See *Creating new purchase orders* (on page 13).
Criteria	Click to launch the **Search Purchase Orders** window to change your search criteria. See *Searching for purchase orders* (on page 5).
Cancel Order	Click to cancel the selected purchase order.
Save Changes	Save changes made to the purchase order.

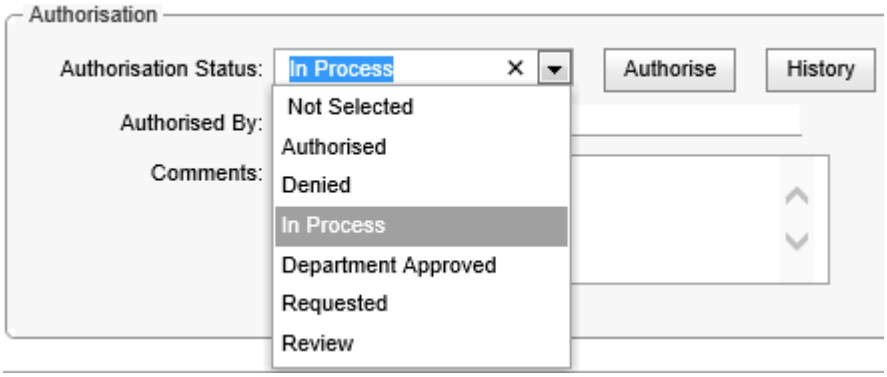
Changing the authorisation status of a purchase order

To authorise, deny or mark a purchase order for review:

1. Select **Finance > Purchase orders** in the SynWeb main menu.
2. Search for the purchase order you want to authorise. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.
3. Click the **Authorisation** tab.

   The **Authorisation** tab of **Purchase Orders Maintenance** is displayed.
4. In the **Authorisation** area, select the **Authorisation** status you want to set the purchase order to.



Note: Purchase order authorisation statuses are maintained in the **luPurchaseOrderAuthorisationStatus** lookup table. See *luPurchaseOrderAuthorisationStatus lookup table* in the **Synergetic** Finance manual.

5. Click Save Changes.

   The purchase order's authorisation status is updated.

Purchase Orders Maintenance - Purchase Order History tab

Use the **Purchase Order History** tab to view changes made to the purchase order. For example:

- purchase order status
- comments.

Opening the Purchase Order History tab

To open the **Purchase Order History** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

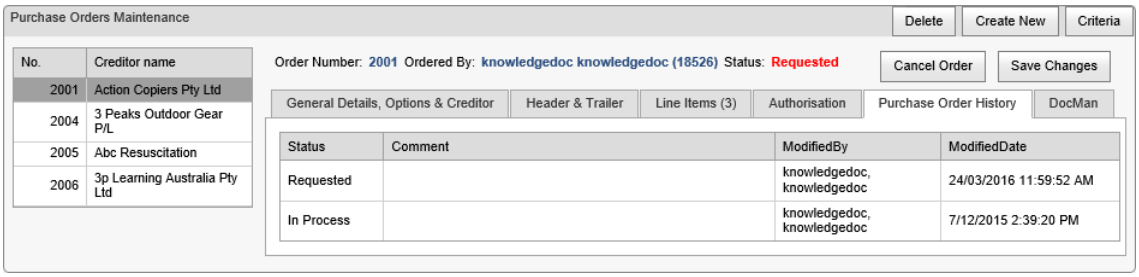
   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.

3. Click the **Purchase Order History** tab.

   The **Purchase Order History** tab of **Purchase Orders Maintenance** is displayed.



Purchase Orders Maintenance - Purchase Order History tab key fields

Field	Description
Status	Status of the purchase order. Values include: • Cancelled • On Order • Partially Filled • Completed.
Comment	Comment on the purchase order.
ModifiedBy	Community member who modified the purchase order.
ModifiedDate	Date the purchase order was modified.

Common fields

Field	Description
Order Number	Unique number identifying the purchase order.
Ordered By	Community member who created the purchase order.
Status	Authorisation status of the purchase order.

Common buttons

Button	Description
Delete	Delete the selected purchase order. See *Deleting purchase orders* (on page 16).
Create New	Click to launch the **New Purchase Order** window to create a new purchase order. See *Creating new purchase orders* (on page 13).
Criteria	Click to launch the **Search Purchase Orders** window to change your search criteria. See *Searching for purchase orders* (on page 5).
Cancel Order	Click to cancel the selected purchase order.
Save Changes	Save changes made to the purchase order.

Purchase Orders Maintenance - DocMan tab

Use the **DocMan** tab to view or add documents relating to the purchase order.

Opening the DocMan tab

To open the **DocMan** tab:

1. Select **Finance > Purchase Orders** from the SynWeb main menu.

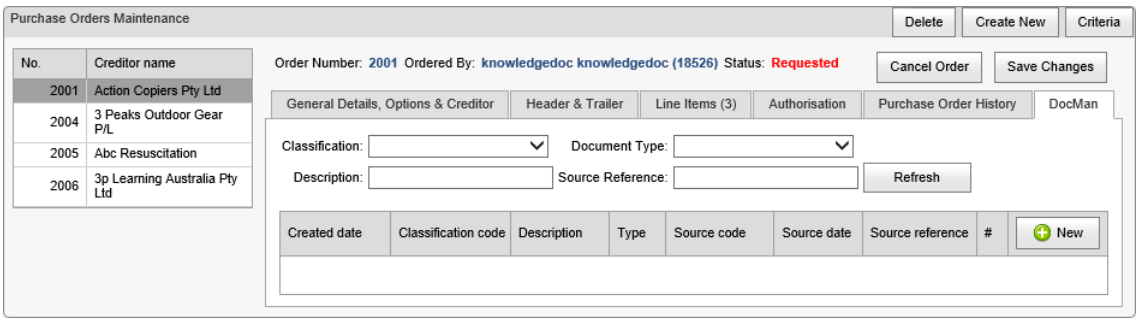
   The **Search Purchase Orders** window is displayed.

2. Search for a purchase order. See *Searching for purchase orders* (on page 5).

   The **General Details, Options & Creditor** tab of **Purchase Orders Maintenance** is displayed.

3. Click the **DocMan** tab.

   The **DocMan** tab of **Purchase Orders Maintenance** is displayed.

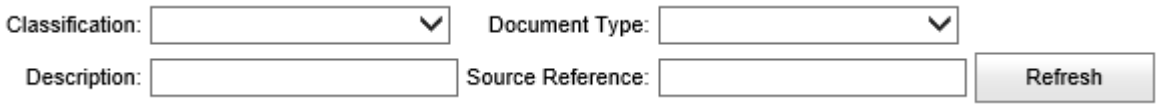


Purchase Orders Maintenance - DocMan tab key fields and buttons

Selection area

The selection area consists of:

- fields used to determine which documents are displayed
- a Refresh button, used when one of the selection fields is changed.



Fields

Field	Description
Classification	Select the document classification to filter on.
Document Type	Select the document type to filter on.
Description	Type in a description to filter the documents on.
Source Reference	Select the document source reference to filter on. For example, Manual Load.

Buttons

Button	Description
Refresh	Refresh the documents displayed after changing the selection fields.

Grid area

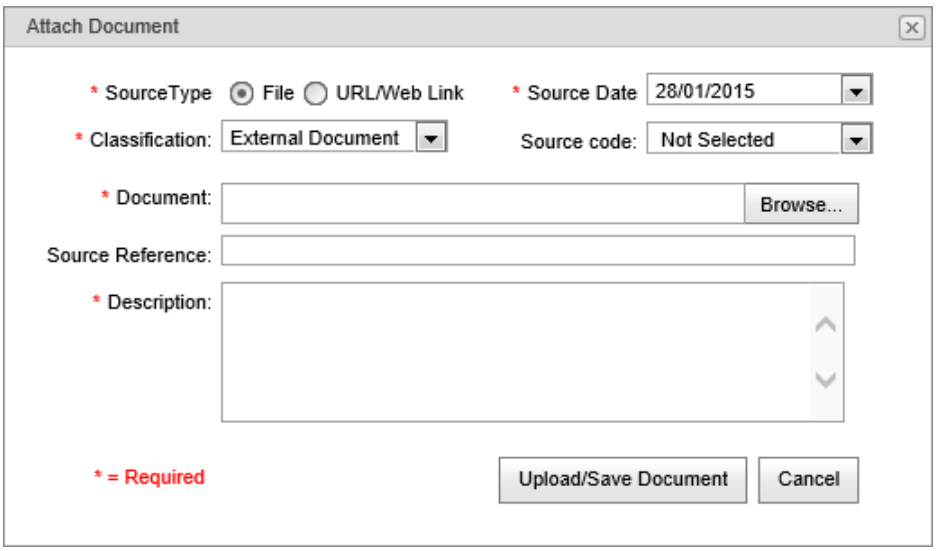
The grid area consists of:

- key fields for each of the documents
- command links for actions that can be performed for the document.

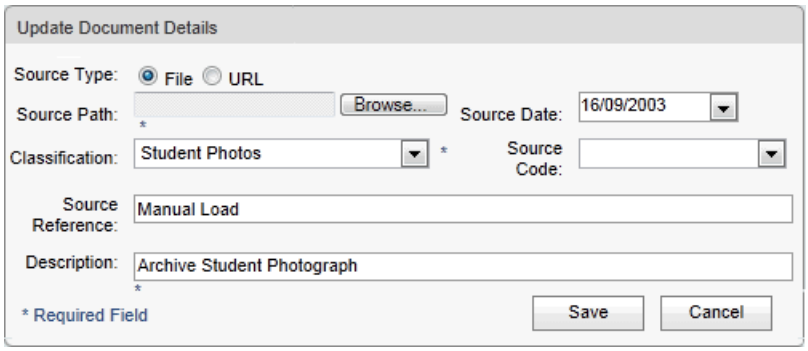
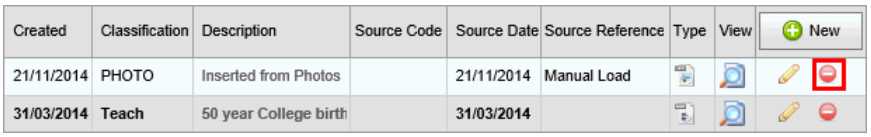
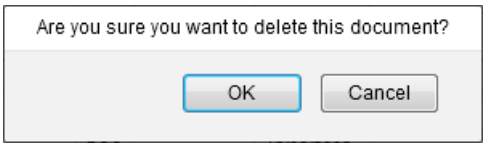
Fields

Field	Description
Created date	Date the document, spreadsheet or picture is imported into Synergetic.
Classification code	Classification of the document. **Note:** You can maintain document classifications using the **luDocumentClassification** lookup table. See *luDocumentClassification lookup table* in the **Synergetic** System maintenance manual.
Description	Meaningful description for the document.
Type	Type of document. Typical examples include: • DOC (Word document) • JPG (Photo using the Joint Photographic Experts Group format) • PDF (Adobe Acrobat file) • XLS (Excel spreadsheet). **Note:** You can maintain document types using the **luDocumentType** lookup table. See *luDocumentType lookup table* in the **Synergetic** System maintenance manual.
Source code	Source of the item. Typical examples include: • Archive • Magazine • Newspaper • School Photo. **Note:** You can maintain document sources using the **luDocumentSourceCode** lookup table. See *luDocumentSourceCode lookup table* in the **Synergetic** System maintenance manual.
Source date	Date that the source document was created. For example, if you are importing a historical picture you might specify the date when the picture was taken. This defaults to the current date and time for new entries.
Source reference	Cross-reference to the source. For example the name, issue date and page of a newspaper where the photograph appeared.

Buttons

Button	Description
New	Launch the **Add Document** window to add a new document. 

Command links

Link	Description
View	View the selected document, photo or spreadsheet in a new browser window.
Edit	Edit the details of the selected document, photo or spreadsheet in the **Update Document Details** window.  See *Updating document details* in the Introduction manual.
Delete	Delete the selected document, photo or spreadsheet from the list of documents. To do this: 1. Click the **Delete** command link.  The following window is displayed.  2. Click OK to confirm the deletion.

Maintaining purchase order requisitions

Purchase order requisitions are requests to purchase items from suppliers.

Once a requisition is submitted an **Approve purchase order** task message is created in the Action Centre for the staff member responsible for approving requisitions at your organisation. For information about approving purchase order requisitions, see *Action Centre - Approval tab* in the **Synergetic** Introduction manual.

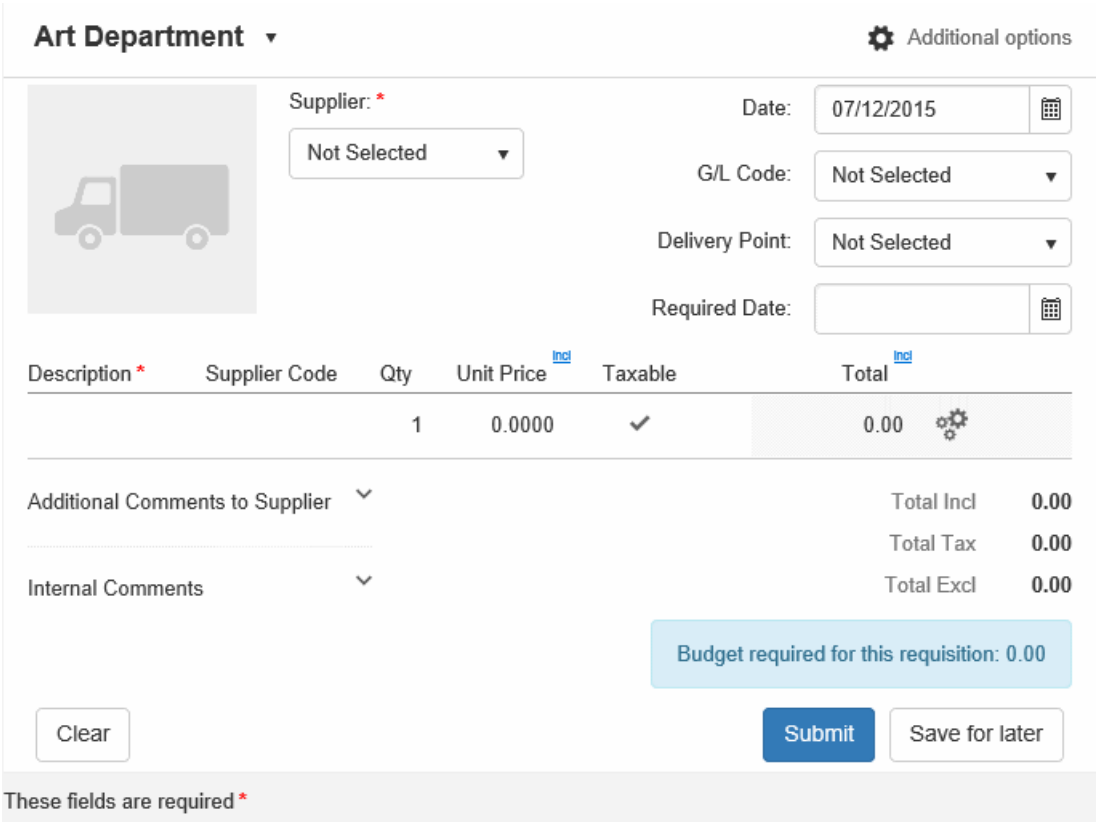
You can use the **Purchase Orders Requisition** window to create new purchase order requisitions. See *Creating purchase order requisitions* (on page 49).

Opening the Purchase Order Requisition window

To open the **Purchase Order Requisition** window:

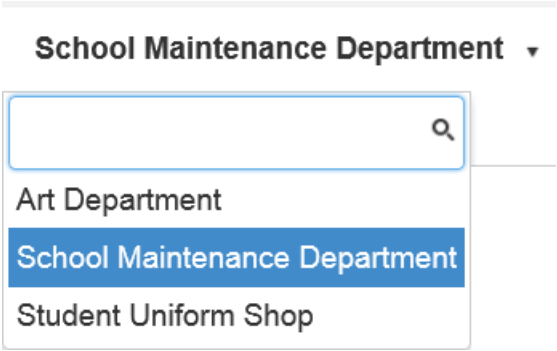
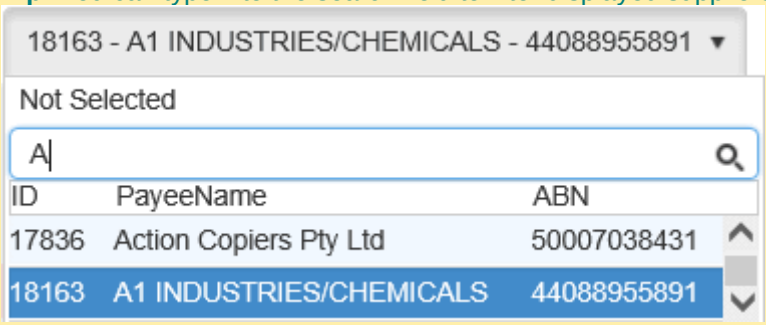
1. Select **Finance > Purchase Order Requisition**.

   The **Purchase Order Requisition** window is displayed.



Purchase Order Requisition window key fields and buttons

Fields

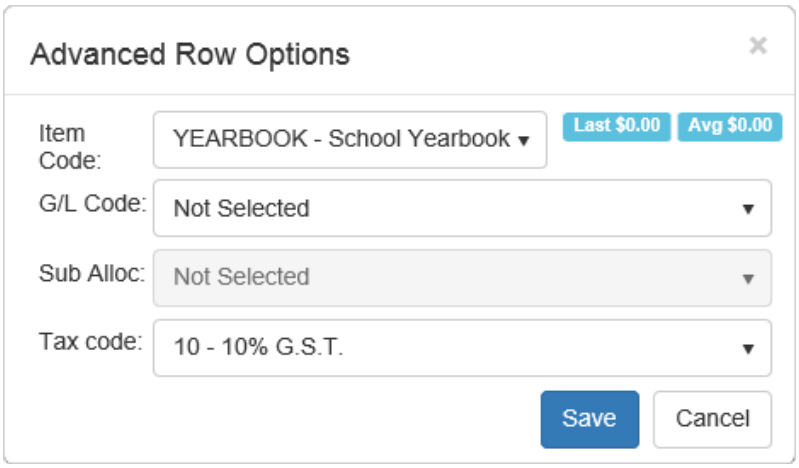
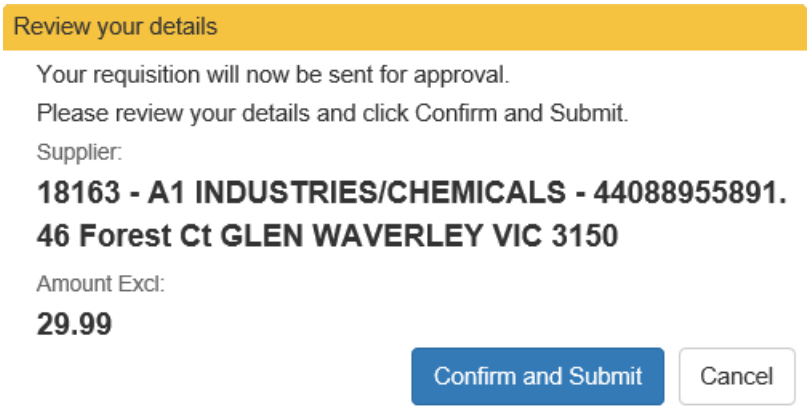
Field	Description
Business Unit	Select the business unit that the purchase order is for from the drop-down list. For information on how to configure business units, see *Synergetic Financial Configuration - Business Units* in the **Synergetic** Finance manual. 
Supplier	Creditor supplying the items. **Note:** This is a mandatory field. **Tip:** You can define a photo for the supplier by updating the photo record for the supplier in **Photo Maintenance**. See *Photo Maintenance window* in the **Synergetic** System maintenance manual. **Tip:** You can type into the search field to filter displayed suppliers. 
Address	Address of the supplier. **Note:** This field and the following three fields are automatically filled when the supplier is selected.
Ph	Phone number of the supplier.
Fax	Fax number of the supplier.
Email	Email of the supplier.

Field	Description
Date	Date displayed on the requisition. **Note:** This defaults to the current date. **Tip:** You can click to display the graphical calendar.
G/L Code	General ledger code that the purchase order requisition amount is posted to. **Note:** This is a mandatory field by default. You can determine whether it is mandatory using the **Enforce G/L Code Type** field. See *Synergetic Financial Configuration - Business Units - Purchase Orders sub-tab* in the **Synergetic** Finance manual. **Note:** This field is automatically populated with the last general ledger code used with the selected **Business Unit** and **Supplier** combination. **Tip:** You can type into the search field to filter displayed G/L codes.
Sub Alloc	General ledger sub-allocation code that the purchase order requisition amount is posted to. **Note:** This field is only displayed if the selected general ledger code has sub-allocations. See *Maintaining general ledger sub allocations* in the **Synergetic** General ledger manual.
Delivery Point	Location at your organisation where the items are to be to be delivered. See *luDeliveryPoint lookup table* in the **Synergetic** Finance manual.
Required Date	Date the items are required. **Tip:** You can click to display the graphical calendar.
Additional Comments to Supplier	Text box for providing additional comments to the supplier.
Internal Comments	Text box for providing internal comments.
Total Incl	Total cost of the requisition including tax.
Total Tax	Total amount of tax included in the requisition.
Total Excl	Total cost of the requisition excluding tax.
Budget required for this requisition	Total amount required in your organisation's budget to cover the cost of the requisition.

Grid area fields

Field	Description
Item	Type of item. See *Maintaining items* in the **Synergetic** Sales manual. **Note:** You can select the **Stock Control Integrated with Sub-systems** field to configure all stocked items to use the general ledger code in the **Stock Purchase Control Account** field. See *Synergetic Financial Configuration - Business Units tab - Inventory Control sub-tab* in the **Synergetic** Finance manual. For information on stocked items, see *Item Maintenance - Item tab* in the **Synergetic** Sales manual.
Description	Description of the item. **Note:** This is a mandatory field.
Supplier Code	Supplier's code for the item. This is useful for reordering stock items because you can easily provide the codes that the supplier accepts. **Note:** If an item code is selected this field automatically populates based on the supplier code entered in the **Supplier Item Code** field on the **Suppliers** tab of **Item Maintenance**. See *Item Maintenance - Suppliers tab* in the **Synergetic** Sales manual.
Qty	Number of items ordered.
Unit Price	Price per unit of the selected item. **Note:** The unit price for stocked items defaults to the last unit price recorded on the **Receipts** tab of **Item Maintenance**. See *Item Maintenance - Receipts tab* in the **Synergetic** Sales manual. **Note:** If an item code is selected this field automatically populates based on the unit price entered during item creation. See *Creating new items* in the **Synergetic** Sales manual.
Taxable	Whether the selected item is taxable. **Note:** You can change the tax applied to the selected item by clicking and selecting a new tax code in the **Tax Code** field.
Total	Total cost of the line item including tax.

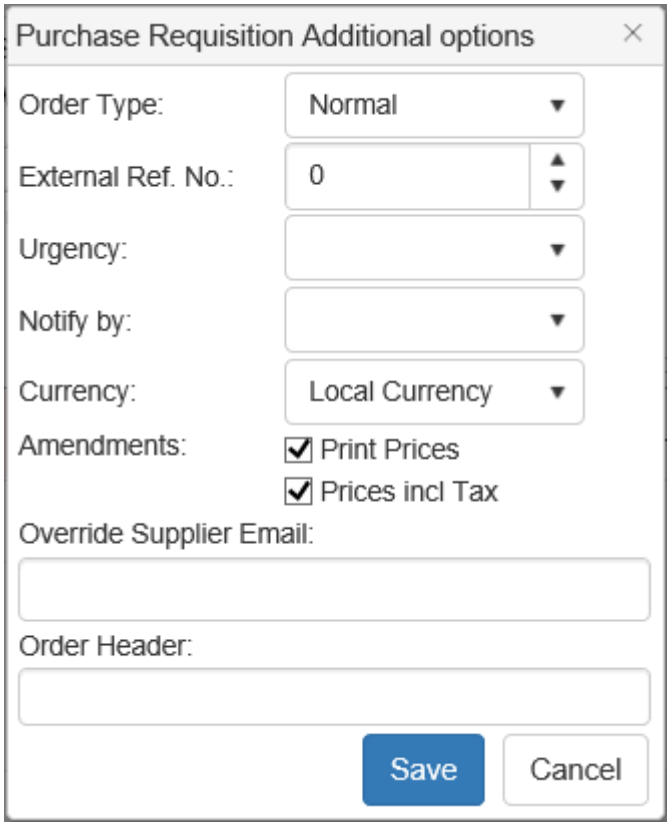
Buttons

Button	Description
Additional options	Launch the **Purchase Requisition Additional Options** window to select additional options. See *Purchase Requisition Additional Options window* (on page 46). **Note:** This button is highlighted blue when additional options are selected.
	Launch the **Advanced Row Options** window to select additional options for the selected line item. **Note:** This button is highlighted blue when additional row options are selected. 
	Delete the selected line item.
Clear	Clear existing selections.
Submit	Launch the **Review your details** window to submit the purchase order requisition. 

Button	Description
Save for later	Save the purchase order requisition into **Purchase Order Maintenance** for later completion. See *Maintaining purchase orders* (on page 4). **Note:** Saved purchase order requisitions have an authorisation status of **In Process**. See *Purchase Orders Maintenance - Authorisation tab* (on page 28).

Purchase Requisition Additional Options window

You can use the **Purchase Requisition Additional Options** window to maintain additional options for the current requisition.



Purchase Requisition Additional Options window key fields and buttons

Fields

Field	Description
Order Type	Type of purchase order that is printed. Values include: • Credit - the creditor has charged too much and you are requesting a credit note from them. • Normal - a normal purchase order requesting item(s) to be supplied. • Oversupply - print a document detailing oversupplied items. Send this to the creditor along with the items that were oversupplied. • Swapped - print a document to send with goods that need to be swapped for other goods. **Note:** If the type is **Normal**, the purchase order heading is **Purchase Order**. Otherwise it is **Goods Return Voucher**.
Requisition no.	Requisition number, if required. **Tip:** Some organisations use requisition numbers that come from a docket book that has been supplied to each department/business unit. Enter the requisition number in Synergetic so that you can reference the original request from a department.
Urgency	Urgency of the order. Values include: • ASAP • Normal • Urgent. **Note:** This information does not print on the purchase order. Use as an internal reference only. See *luPurchaseOrderUrgency lookup table* in the **Synergetic** Finance manual.
Notify By	How the creditor is notified of the purchase order: • print - notification is printed for mailing • email - notification is emailed from Synergetic. **Note**: If you select the **email** notification method, ensure the creditor has their email address listed in the **Creditor Maintenance - General tab**. See *Creditor Maintenance - General tab* in the **Synergetic** Creditors manual.
Currency	Currency used for the purchase order requisition.

Field	Description	
Amendments	**Print prices**	Select to print prices next to each item. These prices come from the last average price on the **Purchase Orders** tab of **Item Maintenance**. See *Item Maintenance - Purchase Orders tab* in the **Synergetic** Sales manual. If the prices are not correct, you can choose not to print them on the purchase order.
	Prices inc Tax	Select to indicate that all prices include tax. This is automatically selected if the **Order Prices Include Tax** flag is selected on the **Account** tab of **Creditor Maintenance**. See *Creditor Maintenance - Account tab* in the **Synergetic** Creditors manual.
Override supplier email	Email address to send notifications to instead of the creditor's **Occupation** email address.	
Order header	Information to print before items on the purchase order.	

Buttons

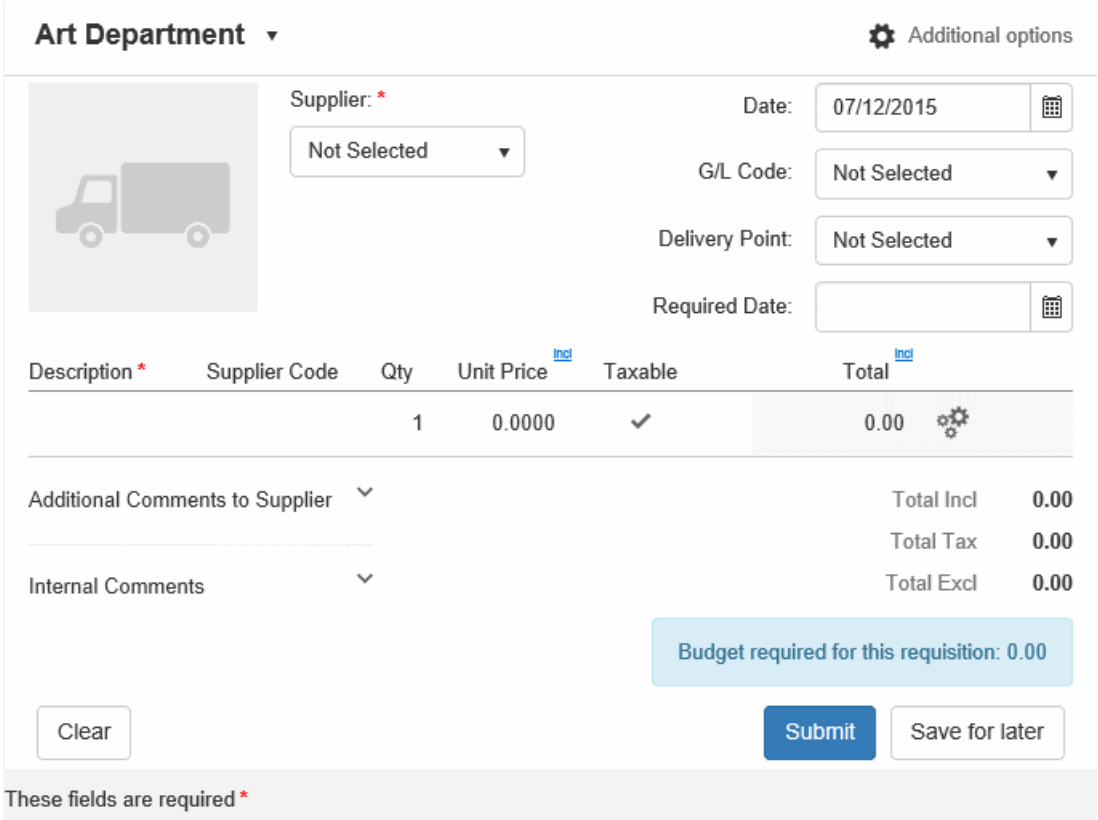
Button	Description
Save	Save the selected options.
Cancel	Cancel any changes.

Creating purchase order requisitions

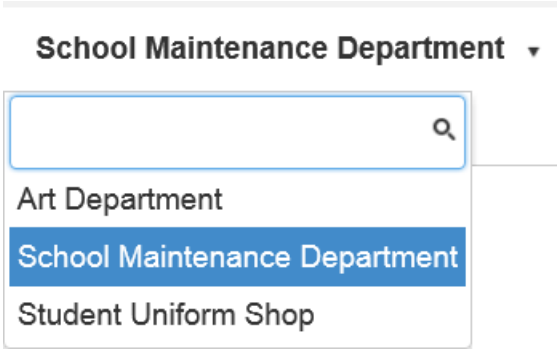
To create a purchase order requisition:

1. Select **Finance > Purchase Order Requisition** from the SynWeb menu.

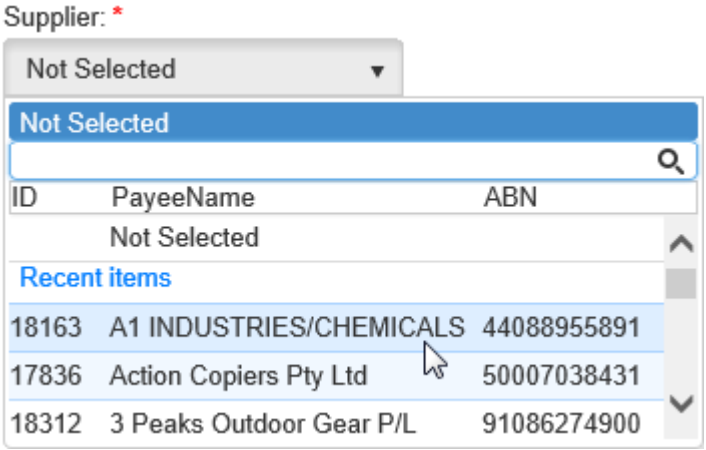
   The **Purchase Order Requisition** window is displayed.



2. Select a business unit from the **Business Unit** drop-down list.



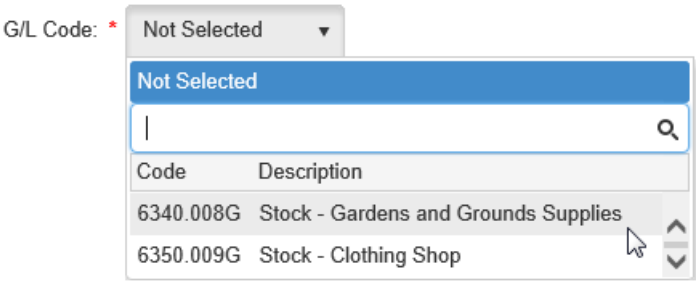
3. Select a supplier from the **Supplier** field.



Note: This is a mandatory field.

4. Select a different date from the **Date** field, if necessary.

5. Select a general ledger code from the **G/L Code** field.



Note: This is a mandatory field by default. You can determine whether it is mandatory using the **Enforce G/L Code Type** field. See *Synergetic Financial Configuration - Business Units - Purchase Orders sub-tab* in the **Synergetic** Finance manual.

6. Select the delivery point for the ordered items in the **Delivery Point** field. See *luDeliveryPoint lookup table* in the **Synergetic** System maintenance manual.

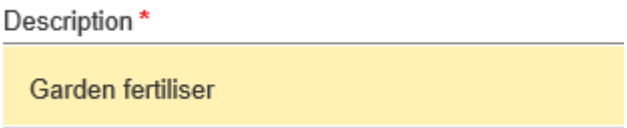
7. Select the date that the items are required by in the **Required Date** field.

8. Select an item code from the **Item** field, if necessary.

Note: This field is hidden if there are no items linked to the selected business unit. You can select a business unit for an item using the **Business Unit** field on the **Stock** tab of **Item Maintenance**. See *Item Maintenance - Stock tab* in the **Synergetic** Sales manual.

Note: If an item code is selected this field is automatically populated based on the supplier code entered in the **Supplier Item Code** field on the **Suppliers** tab of **Item Maintenance**. See *Item Maintenance - Suppliers tab* in the **Synergetic** Sales manual.

9. Type a description of the item in the **Description** field.



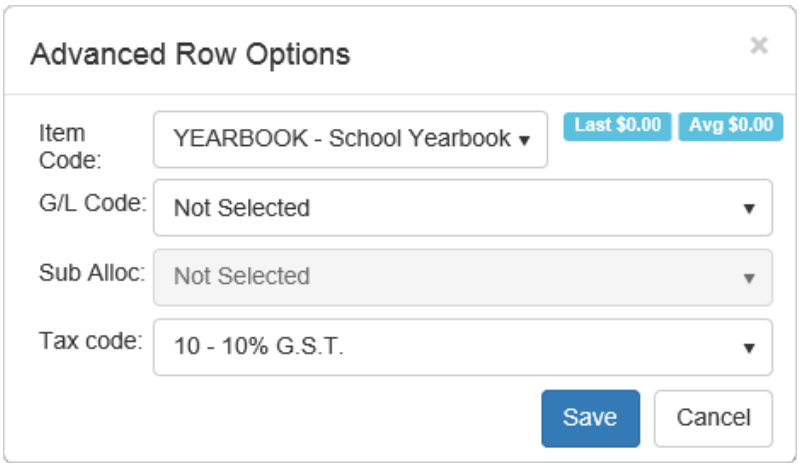
Note: This is a mandatory field.

10. Type the supplier code in the **Supplier Code** field.
11. Type the quantity of the item to be ordered in the **Qty** field.
12. Update the **Taxable** field.

    Note: This field is selected by default.

13. Click .

    The **Advanced Row Options** window is displayed.



14. Select a different item code, in the **Item Code** field, if necessary.
15. Select a different general ledger code for the selected line item in **G/L Code** field, if necessary.
16. Select a general ledger sub-allocation code in the **Sub Alloc** field, if necessary.

    Note: This field will only be active if the selected general ledger code has sub-allocations. See *Maintaining general ledger sub allocations* in the **Synergetic** General ledger manual.

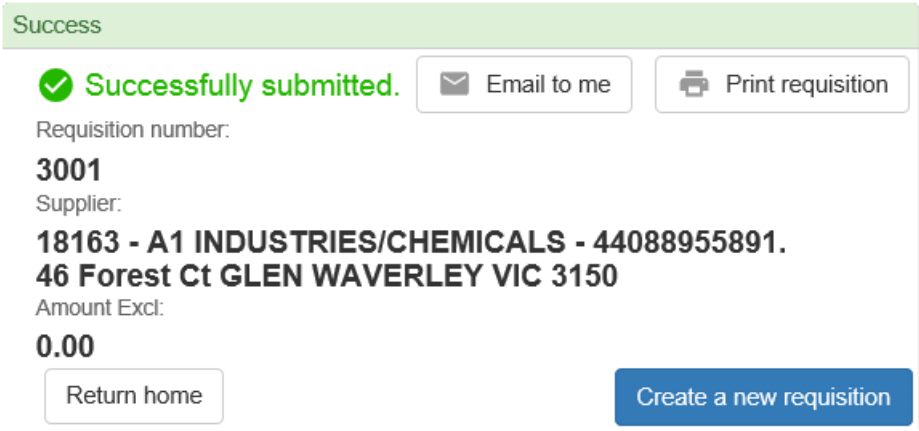
17. Select a different tax code for the selected line item in the **Tax Code** field, if necessary.
18. Repeat steps **8** through **16** to add additional line items.
19. Type any comments to the supplier into the **Additional Comments to Supplier** field.
20. Type any internal comments into the **Internal Comments** field.
21. Either click:
    - Save for later to save the current selections on the **Purchase Orders Requisition** window for later
    - Submit to submit the purchase order requisition.

The **Review your details** window is displayed.

22. Click

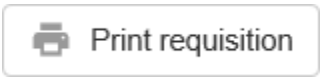
.

The **Success** window is displayed.



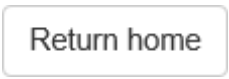
You can click:

-

to email a copy of the requisition
- 

to print a copy of the requisition.

23. Either click:

- 

to navigate to the SynWeb home page
-

to create a new requisition.

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