

IES BUSINESS: DDP Operating Parameters

Purpose

The purpose of this Document is to explain the function of the DDP Operating Parameters.

Reminder on Order Types

- CP = Central Purchasing
- ASO = Automated Stock Orders
- DDP = Delegated Direct Purchasing
- MOD = Manufacture On Demand

Introduction

Delegated Direct Purchasing, or DDP, is typically used in larger enterprises where authority is delegated to User Departments to manage their own Direct Orders, i.e. Orders that do NOT include Stock Items. This privilege not only puts most of the enterprise in closer contact with their Purchase Orders, but also relieves the burden on the Central Purchasing function.

Direct Orders are typically used to order Items that are not stocked, and for processing Contract and Project Orders on Suppliers.

DDP is designed to provide all the controls required by Management to delegate this function with confidence. DDP Privilege Profiles oversee all the User steps in processing the DDP Orders to ensure that all Purchasing and Payments are duly authorized according to allowed privileges.

The DDP Operating Parameters (the subject of this Document), are established in addition to the DDP Profiles to control DDP processing according to requirements.

The DDP Operating Parameters

PO Actions: -



Cancellations



Landed Costs

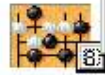


DDP Operating Parameters

- Authorization Profiles
- Order Printer Assignment: Self
- Order Printer Assignment: Any
- Set Indent Flag
- File Browser
- Maintain Delivery Specifications
- Repair Order Item Links
- None of These




Users




Hardware

The DDP Operating Parameters are found by choosing (from the main Purchasing options), no 8 (Controls). This option is usually restricted to the Systems Administrator.

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DDP Po Series [2] [(ENG)]

 **DDP Operating Parameters** 

Series	Next #
1 DDP	3

Nex Pre Add Ins Ed Del

Verify Ledger Access
 Verify Job Access
 Manual Order Numbers?

Default Jobs Costtype:


Save

The SERIES control the DDP Purchase Order numbers, and the 'next' number can be adjusted if necessary. Only 1 series is allowed, i.e. all DDP Order Numbers start with 'DDP'.

Ledger Access: All Items on a DDP Order are 'direct' Items. This means that they are 'charged' to Ledger Cost Centres, or other options like Job Costing, AR Debtors, etc. Before an Authorizer is allowed to authorize a new DDP Order, the system can verify that all listed direct Items allocate to Ledger Accounts to which the Authorizer is allowed access according to his/her DDP Privilege Profile. This control is used to ensure that people do not pass charges to Accounts that do not 'belong' to them.

Job Access: The Job Costing system always processes Transactions (behind the Jobs) that close to the Ledger in addition to the Job. To ensure that the allocations behind the Job that is charged by any line Item, and which go to the General Ledger, are accessible also to the Authorizer, please check this control in addition to the 'Ledger Access'.

Manual Order Numbers: DDP Order Numbers should **ALWAYS** be allocated by the system - this is part of the security arrangements for DDP Orders. However, there may be exceptional circumstances, e.g. loss of data or other, where re-Capturing must be done and you need to be able to assign the same Order Numbers that may have been previously dispatched to Suppliers (and will therefore be quoted on their Invoices). In such cases, you may check this Field, whereupon Authorisers will be prompted to assign the Order Number (as an interim measure), until things return to normal and then the switch is turned off again.

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Default Jobs Cost Type: Job Costing Transactions always require a Cost Type to allocate to, and you may specify a Default Cost Type for when an Order Line Item is Charged to a Job; commonly, there is one Cost Type used for this purpose in a setup, and if specified here, there is less capturing for the User PLUS mistakes are eliminated ...

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