

## **IES Purchasing: Set Up and Implementation**

### **Purpose**

The purpose of this Document is to discuss the steps required to Set Up and Implement Purchasing for use.

### **Introduction**

The Purchase Module requires no action unless there is intention to use the Module, and if the Purchasing Module is to be actively used, then some simple steps should be followed to prepare the system for use.

The Purchasing Module can also be used in parts, i.e. standard CP / ASO Orders may be in use, while DDP, MOD and Purchase Requests perhaps may not.

### **List of Steps**

Not all the steps listed below will necessary be applicable, because it depends on how the Purchasing Module will be used which steps will be performed. However, it is a list of steps that should be attended to, and each step is afterwards discussed in slightly more detail (each of the points is basically a reminder, and also discussed more fully in other User Manuals).

- Set Up Delivery Specifications
- Set Up Printer Assignments for Order Printing
- User Profiles: CP/ASO, MOD, DDP, Purchase Requests
- DDP Operating Parameters
- Profit Indicators for Ledger Accounts, AR Debtor Accounts
- Charge Accounts for Job Costing
- Preferred Suppliers for Stock Master
- Permitted Order Types on Supplier Accounts

### **Set Up Delivery Specifications**


A minimum of 1 Delivery Specification is required by the system, and a default called 'def' is present in the system, without details. If detail Delivery Specifications are not required, then 'def' will suffice. (Please see the User Manual for Delivery Specifications.)

### **Set Up Printer Assignments for Order Printing**

At least 1 Order Printer is usually set up for official Order Printing, and sometimes more. (See the User Manual for Order Printing and Form Queues.)

### **User Profiles for CP/ASO, MOD, DDP and Purchase Requests**

Order types cannot be used unless some Users have Profiles for those types, and the Purchase Requests also can only be used if User Profiles for Purchase Requests are set up. (See the User Manuals for the Profile types.)

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### DDP Operating Parameters

If DDP Orders will be allowed and used, then the DDP Operating Parameters need to be set up. (See the User Manual for DDP Operating Parameters.)

### Profit Indicators for Ledger Accounts and AR Debtor Accounts

Note: This Item relates to another or other Module(s) but is mentioned here because of the impact on the Purchasing system.

When Direct Order Items are used on Purchase Orders, they can, among other options, be charged to Ledger Cost Centres and to AR Debtor Accounts, but none of these Accounts will be allowed for Direct Order Charges unless Profit Indicators are specified on such Accounts.

In the case of AR Debtors, Direct Ordering is usually only for "internal" Debtors like Staff and Departmental Accounts, since "outside" Customers are usually billed through the Retail or other Charge mechanisms.

Whether Ledger or AR Debtor, the Profit Indicators are used for Direct Order charges and also for Issues from Stores, and determine whether the system will process Zero or some internal "markup" on the Transaction.

**5: Account Management**

*Resource	mhl Machine Hours 1
Auto Cost Allocation	
Profit	std Default - no markup
Force Budget Type?	n
Costing Acct	n

A **Ledger** Account can only be charged from a Direct Order Item if a Profit Indicator is specified on the Account.

An **AR Debtor** Account can only be charged from a Direct Order Item if a Profit Indicator is specified on the Account.

**4: Internal Issues and Retail**

Profit	std Default - no markup
n Local Currency!	300,000.00

### Charge Accounts for Job Costing

Note: This Item relates to another or other Module(s) but is mentioned here because of the impact on the Purchasing system.

Job Costing may also be allowed for Charging Direct Order Items to, but they can only be charged to Jobs that indicate a Ledger Cost Centre for such Costs and Charges.

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**2: Internal Management**

Open/Closed	Open
Date Opened	05/02/2004
Date Closed	
Report Group	tt
Department	100 PRIVATE LEDGERS
Order Charges	101-01010 EXPENSES: GENERAL

**Preferred Suppliers for Stock Master**

Note: This Item relates to another or other Module(s) but is mentioned here because of the impact on the Purchasing system.

Stock Items may be set up with regards to Purchasing Tax Parameters, preferred Suppliers, specific Supplier versions of the Stock Codes (which will automatically print correctly on the Purchase Order for Supplier reference), and so on. Example shown below –

**Ordering**

Auto Limited Cost Level:  Base Price @ Source:

	Recommended Suppliers	Supplier Stock Code	Supplier Descript
<input type="checkbox"/> Obsolete, do not Order!	1	CD-000 One Time Vendors	OLYMPIA CAMERA
<input checked="" type="checkbox"/> Attracts Import Duties?	2	CD-0001 Asnad a Nithral	
<input checked="" type="checkbox"/> Taxable?	3	CD-0002 ABC Stationary	
<input checked="" type="checkbox"/> Order From Any Supplier?			

Drill PO Costs

**Permitted Order Types on Supplier Accounts**

Note: This Item relates to another or other Module(s) but is mentioned here because of the impact on the Purchasing system.

Supplier Accounts (every Order is placed on a Supplier!) are set up in the AP Payables / Creditors Module, and on any Account you may list only specific Order Types to be permitted. If not specified, then any Order Type is allowed with a Supplier Account.

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