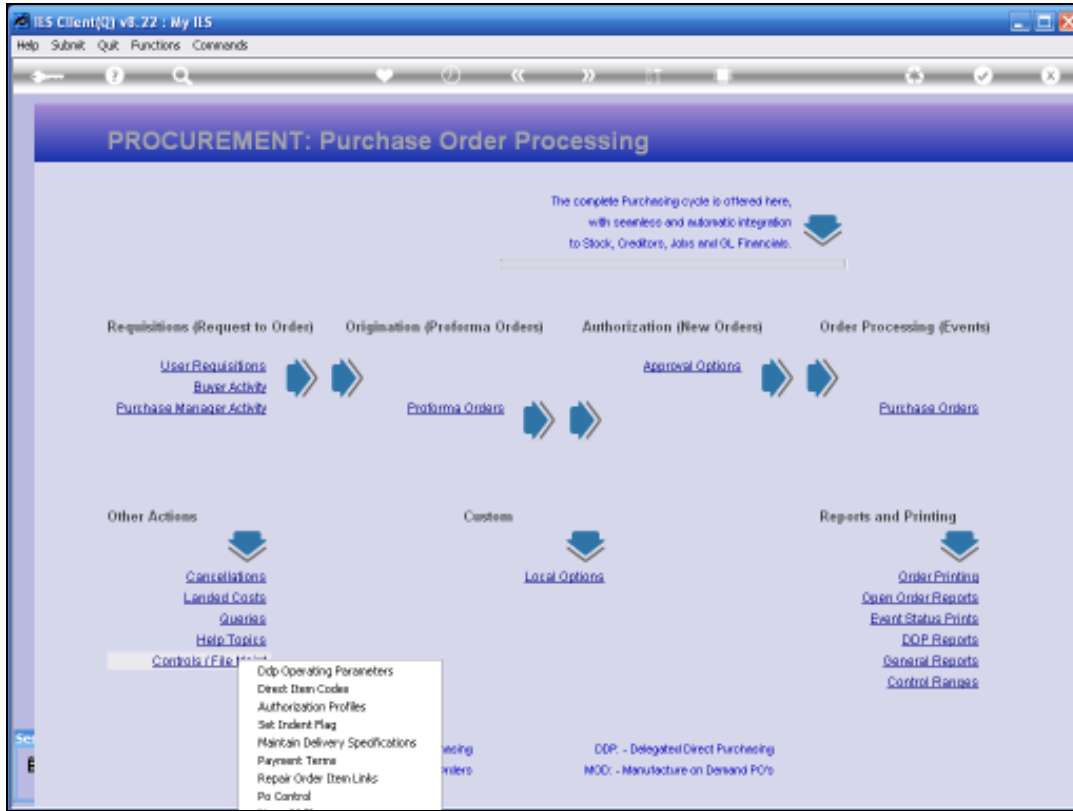




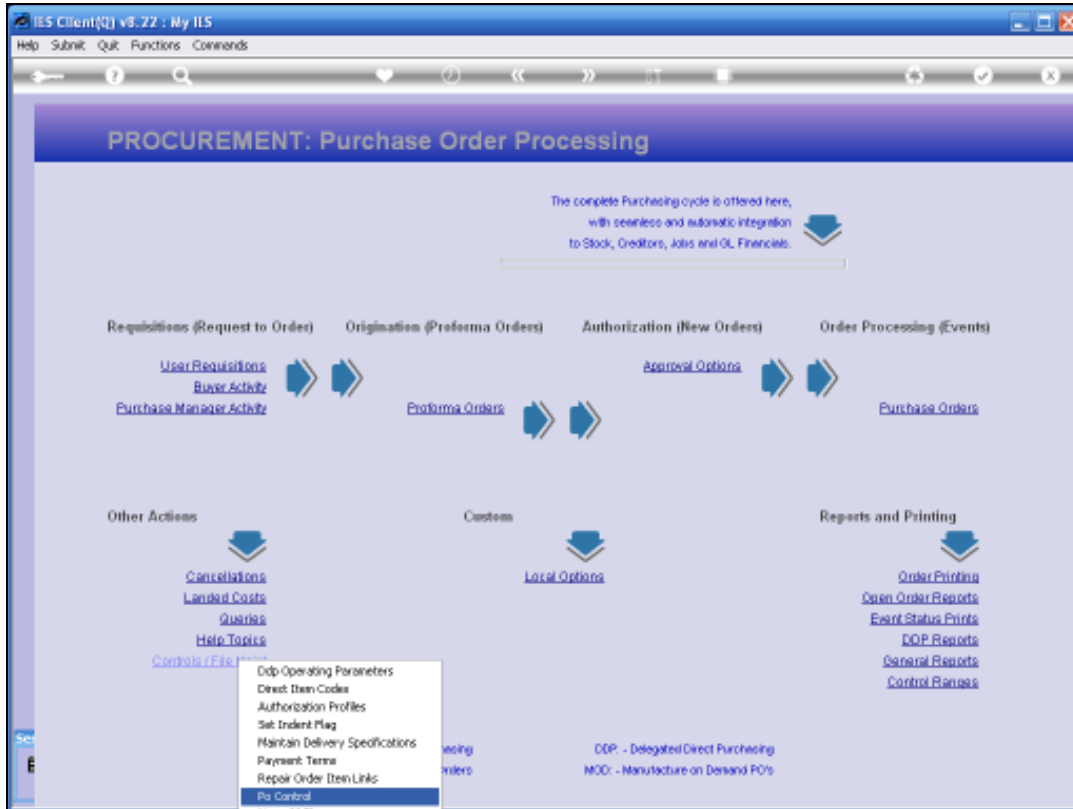
Slide 1

Slide notes: We will now look at how the Purchase Order numbering can be set up to generate Purchase Order Numbers as we wish to design them.



Slide 2

Slide notes: We choose 'PO Control'.



Slide 3
Slide notes:



Slide 4
Slide notes:

The screenshot shows the 'Purchase Order Control Parameters' window in the ILS Client v22.1. The window has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Purchase Order Control Parameters' and includes a 'Save' button in the top right corner.

The window is divided into several sections:

- New Purchase Orders are numbered -**: A dropdown menu for 'Numbering Method' is set to '3: Series'. A lightbulb icon is next to it. The dropdown list shows:
 - 1: None
 - 2: Department
 - 3: SeriesA checkbox 'Include DO?' is checked.
- Applied Controls -**: A section with three checkboxes:
 - Use Po Fall-Site
 - Allow OST Import Orders
 - Tax Flag DefaultA 'PO No. Open Date' field is set to '-90'.
- Using the Series for Numbering?**: A 'Series Name' dropdown is set to 'DIVISION'. Below it is a table:

| Series Code | Lookup | Description |
|-------------|--------|-------------|
| 1 | ABC | Div ABC |
| 2 | DEF | Div DEF |
| | | |
| | | |
- How Goods Received Vouchers are numbered -**: A dropdown menu for 'GRV Number' is set to '3: Derive from PO Number'.

Slide 5

Slide notes: The primary numbering method options include 'no prefix', or a Department selected by the User, or a selection by the User from a listed Series.

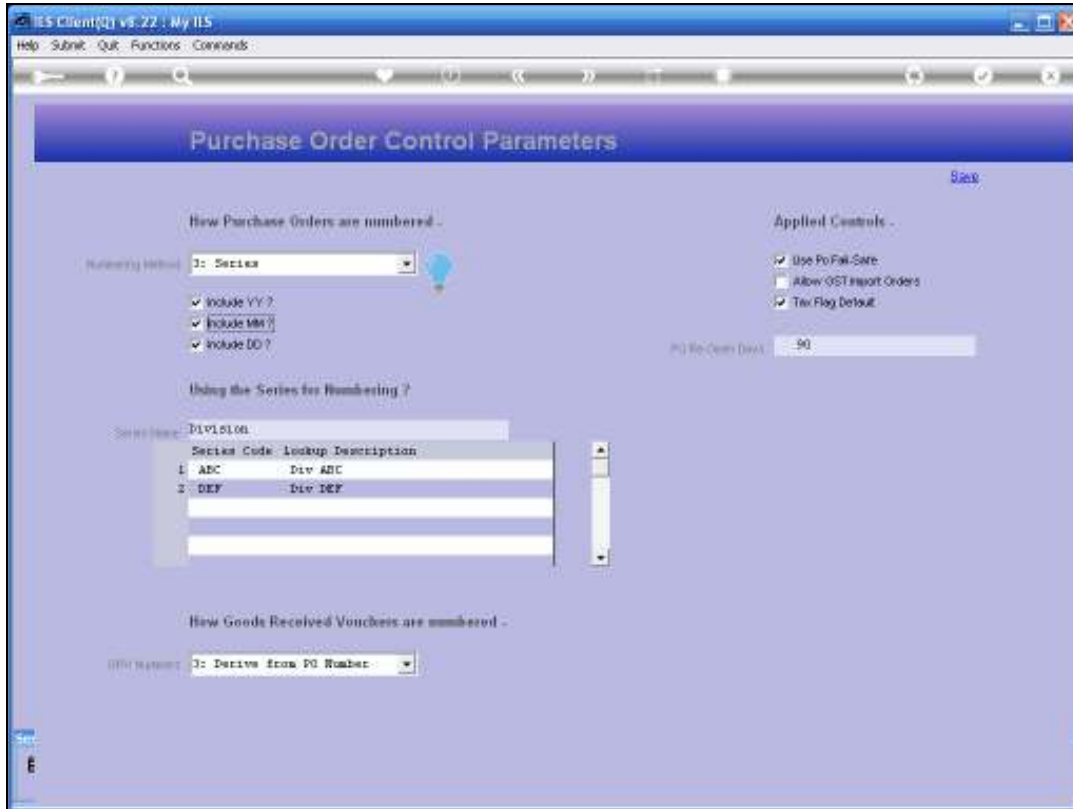


Slide 6

Slide notes: It is optional to include any of Year, Month and Day in the automatic Purchase Order Number.



Slide 7
Slide notes:



Slide 8
Slide notes:

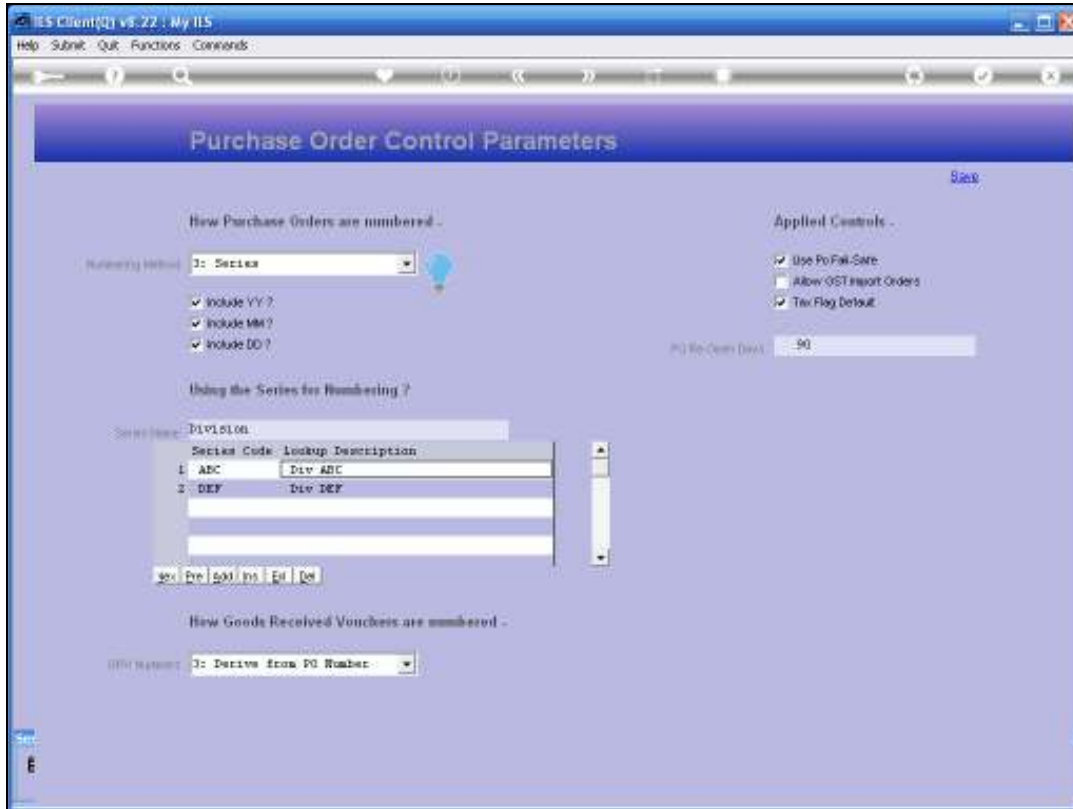
The screenshot shows a web application window titled "ILES Client v2.22.1 My ILES". The main content area is titled "Purchase Order Control Parameters" and includes a "Save" button in the top right corner. The form is divided into several sections:

- Numbering Method:** A dropdown menu is set to "3: Series". Below it are three checked checkboxes: "Include YY?", "Include MM?", and "Include DD?".
- Applied Controls:** A section with three checkboxes: "Use Po Fall-Site" (checked), "Allow OST Import Orders" (unchecked), and "Tax Flag Default" (checked). Below this is a "PO No. Open Date" field with a value of "-90".
- Using the Series for Numbering?:** A section with a "Series Name" dropdown set to "DIVISION". Below it is a table with the following data:

| Series Code | Lookup | Description |
|-------------|--------|-------------|
| 1 | ABC | Div ABC |
| 2 | DEF | Div DEF |
- How Goods Received Vouchers are numbered -** A dropdown menu is set to "3: Derive from PO Number".

Slide 9

Slide notes: The Series Detail is only specified if the primary Numbering Method is set to 'Series', otherwise there is no need to provide this information. The purpose of the Series is to list any kind of differentiation for Purchase Order Numbers other than the Department of origination. For example, if we want to use Divisions or some other sort of differentiation.



Slide 10
Slide notes:

The screenshot shows the 'Purchase Order Control Parameters' configuration page in the ILS Client v2.22.1 My ILS web application. The page is divided into several sections:

- Numbering Method:** A dropdown menu is set to '3: Series'. Below it are three checked options: 'include YY?', 'include MM?', and 'include DD?'. A lightbulb icon is present next to the dropdown.
- Applied Controls:** A section with three checked options: 'Use Po Fall-Site', 'Allow GST Import Orders', and 'Tax Flag Default'. Below this is a 'PO No. Open Date' field with the value '-90'.
- Using the Series for Numbering?:** A section with a 'Series Name' dropdown set to 'DIVISION'. Below it is a table with columns 'Series Code' and 'Lookup Description':

| Series Code | Lookup Description |
|-------------|--------------------|
| 1: ABC | Div ABC |
| 2: DEF | Div DEF |
- How Goods Received Vouchers are numbered -:** A dropdown menu is set to '3: Derive from PO Number'. Below it are three options: '1: Forced Capture', '2: Derive from Next Number', and '3: Derive from PO Number'.

Slide 11

Slide notes: For Goods Received Voucher numbers, there are 3 choices. The 'Forced Capture' option is standard Accounting practice, and will force the User to capture the Supplier Delivery Note number. The 'Next Number' option gives the User a default GRV number automatically, but allows editing. The last option also gives the User a default GRV number, and in this case it is based on the Purchase Order number, with the next sequential GRV number for the Purchase Order as a suffix.



Slide 12

Slide notes: