

# Module 3: PURCHASE

## 3.1 Module Overview

The purchasing module manages all the inventory received and includes all the accounts payable.

Creating and managing vendors, purchase orders, material receipts and all other relevant transactions is one of the simplest, yet comprehensive aspects of Posibolt. Vendors can be established and shared across all subsidiaries in your system to get a truly global view of your relationship. The Order items screen is the main place a user will go to monitor the list of orders that needs to be placed whether they are generated as a result of the supply planning process or reacting to re-order point parameters.

Objectives:

- How to create a new purchase order.
- Review the purchase order.
- How to do shipment of Ordered goods.
- Discuss the steps for creating an Invoice.
- Explain the steps to receive the ordered goods.
- View receiving goods.
- Describe the steps in returning items purchased from Vendors.
- View Purchase Return History.
- Accounts Payable

## 3.2 Make a New PO

The Purchase Order Window defines a purchase order for an organization. When a Purchase Order has been entered you can generate a Shipment Document or Invoice from this Purchase Order.

From the Main menu, click on Purchases → Activities sub menu → Click on Purchase Order.

**PURCHASE ORDER**
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Name	Description	UoM	Qty	Unit Price	Tax Amt	Incl Price	Total
BOT003	HOT WATER BOTTLE RUBBER	Ea	35	14.79	0.74	15.53	543.53
BOT002	SPRAY BOTTLE 450ML ASS COL	Ea	10	4.56	0.23	4.79	47.88
BOT001	HOT WATER BOTTLE	Ea	4	9.82	0.49	10.31	41.24
BOT004	BOTTLE SPRAY BAG	Ea	5	3.84	0.46	4.30	21.50
			54		32.46		654.15

Name	Description	UoM	Qty	Unit Price	Tax Amt	Incl Price	Total
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BOT004	BOTTLE SPRAY BAG	Ea	5	3.84	0.46	4.30	21.50
			54		32.46		654.15

Main Purchase Price List

Rs 654.15

Barcode: 7554154101586  
Name: BOT003  
Stock Qty: -5  
List Price: 15.53  
Tax: VAT @ 5%  
Tax Rate: 5.00

Qty:   + - 🗑

Date accounting:   
Date promised:   
Tax:   
Invoice Type:

**PAYMENT MODE**

**CREDIT**

**CHECK  
OUT**

Vendor:   
Name: maya  
Address: home  
Phone: 888888888  
TaxExempt: No  
Open Balance: 0.00  
Loyalty No:  
Vendor Code: vc2  
Currency:

DISCOUNT QUICK DISCOUNT EDIT PRICE CLEAR ALL EDIT PAYMENT TERM

INVOKE ORDER ADD TERMS PREVIEW

### Select The Vendor From Whom You Want To Purchase Items

Enter the first two letters of name of the vendor. Select the name from the drop down list. In case you are buying from the new vendor, you need to create his details first from **Administration** → **Vendors** → **Create new Vendor**.

### Choose The Items You Want To Purchase

To add items to purchase cart either scan bar-code or typing its UPC, item name etc..

As you select the product, Posibolt will automatically retrieve the item information and populate the purchase cart with prices from the default purchase price-list.

### **Product Information**

On the right hand side panel of the Purchase Order, we can see the following information

- Check your item's availability in other stores, click on the product details section, a pop up box with the details will be displayed.
- Ensure that right item is selected by comparing the product and its picture or
- Check its prices and tax rates.

### **Quantity Of Product**

Now that the user is confident that he has picked the right items, he can adjust the items quantities by either entering the quantity directly or by using the DECREASE (-) and INCREASE (+) buttons.

### **Date Of Accounting**

If by any chance you have missed to add any purchase to the system, you can add them by just mentioning the date of accounting. You can enter the past date on when the purchase is actually done. Entering a future date is not allowed.

### **Purchase Tax**

The tax added to the order is the default tax set for the Client. For any particular order we can assign other tax rates also.

### **Save an Order at any time**

You can save an order at any time, process other purchases and load back the order to start from where you have left. To invoke an order:

1. Enter the Vendor details.
2. Click on Invoke Order.
3. And then the order can be completed.

## Discounts

Click on the **Discount button** or press the short-keys F6. In this page you can give the discount for each line or items. Enter the discount%. On RHS panel, the details of the product is highlighted. Click on **Apply**.

If you have to give discount for a single item or give a discount on the totals, you can use the option **Quick Discount**. Select the item you need to give discount for and then click on Quick Discount or press **F8**.

In the pop up box, either give the discount% for the selected item or enter the discounted total amount. We have an option here, Distribute Total Discount . If this option is enabled then the total discount given will be distributed to all lines.

Discount details of the role is also displayed in the pop up box.

## Edit Price

When a product is added, the prices displayed is that of the default purchase price-list. To override this default purchase price, click on the **Edit Price** button and enter a new purchase price for each item line. Note that this process will not modify the default purchase price.

1. **Enter the New Price** in the Unit Price field or in the Incl Price field.
2. Click on **Apply**.

## Edit Payment Term

A payment term is the delay within which we can pay the credit amount to the suppliers for purchases made, for instance it can be 2 weeks, 1 month, 6 months or 1 year. Payment terms must be created first in the system before assigning one for the vendor. These are done from Administration → Payment Term.

Payment terms are set from the Administration → Vendor screen. If no payment term is selected, the due days will be displayed as 0. Payment terms can be added or changed from Purchase Order. Clicking on **Edit Payment Term** button will display a pop up box with all the available payment terms.

The number days in the payment term will be displayed in Purchase Settlement of the vendor, under Days Due column.

### **Add Terms**

Terms and Conditions can be added to a Purchase Order. Click on **Add Terms**. The terms and conditions which are saved in the system will be listed in the pop up box. Select the check – box for each line and Save to add them in the A4 print format.

**Create new** will display the pop up box to add new Terms and Conditions from the Purchase Order Screen.

Terms and conditions can be fed into the system from Administration → Terms and Conditions → Create New. In the form fill up the details and click on Save.

**Preview** button will display the preview of the A4 Invoice print with the Terms and Conditions added to it.

### **Check Out Once You Are Ready To Complete The PO**

The default payment mode for a Purchase Order is Credit. Click on the **Check Out** button once you are ready to complete the PO.

Click on the printer icon will display the invoice in an A4 sheet.

Clicking on New order will open up a new Purchase Order screen.

## **Procedure : Create a Purchase Order**

To create a Purchase Order, follow these steps.

1. From the Main menu, click on Purchases → Purchase Order.
2. The focus of the cursor will be on the Vendor field. Choose the Vendor.
3. Add the product to the cart using bar code scanner or search for a product using name or description.
4. In the quantity field, adjust the quantities using the + / – button or enter the number itself.
5. In the Order number field , Enter the Order Number or the System generates an order number.
6. Enter the Reference Number or Name in the Reference No. field
7. Enter any description for the order in the Comments Field.
8. If any discounts is needed to add for an order, either press F8 key or Quick discount button.
9. By default, the payment mode for purchases will be Credit.

10. Click on Check – Out.
11. It directs to the Invoice page with the details of the Payment mode, Payment amount, total and balance amount and on the right hand side shows the invoice slip.
12. To take print of sales receipt, click on Print Icon.
13. For a new purchase order, Click on New Order.

### 3.3 VIEW PURCHASE ORDER

Clicking on View Purchase Order will return a list of PO that was recorded for your store. User can add filters and sort the information to identify the P.O.

Document No	Description	Vendor	Date Ordered	Date Promised	checkAmount	PO Status	Doc Status				
PO/807795/2016		Shazir Babu	14-Dec-2016	14-Dec-2016	8,750.0000	Item Not Received	Completed	Add Attachments	SHIPMENT 1003297 Show Details	Edit PO	Edit Terms
PO/807760/2016		Shazir Babu	12-Dec-2016	12-Dec-2016	17,500.0000	Item Received	Completed	Add Attachments	Show Details	Edit PO	Edit Terms
					26,250.0000						

Export options: CSV | RTF | PDF

Fields	Description
Search By	Helps to search the history by Date Invoiced, Date Ordered, Inv No...
Filter By	Helps to search the sales history by Today, Yesterday, Week etc..
Organization	Search a P.O by selecting the store from which the purchase is done.
Terminal	Select a Terminal to track the purchases done in that terminal.
P.O Status	Search an order by their PO Status like Item received or not received
Vendor	Search an order by entering name of the Vendor.
Product	Search an order by the name of the product sold in that order.
Doc. Status	Search an order by choosing document status, like In Progress, Completed or Closed etc..
Document No	The document number of the order is displayed.

Date Ordered	Date when the order is placed.
Date Promised	The date when the order is promised to be delivered.
Check Amount	The total amount of the Purchase Order

1. **Display All** lists all the contents in a single page.
2. **Click** on the **Document number link**, it will direct to the purchase receipt page, of that order.
3. From the screen preferences , you can set the table headers and links available to a user.
4. Click on the Shipment link to get to the shipment screen from here.
5. **Show Details** link which directs to a new page which displays the details of a purchase order. Clicking on the Shipment No link will direct to the shipment details page .
6. **Create Invoice** will generate invoice for the order before shipping or receiving goods.

### Features To Be Enabled From Role Configuration

There are some features to be enabled from the **Role Configuration**, which are used in the View Purchase Order

1. Allow Add Attachments

To add attachments to an order, click on the add Attachments link to display a pop up box with the option to attach Text Message and files. If any order has attachments, you will get a view attachment link.

2. Allow Edit Document

This feature is used to edit a purchase order. When enabled the user can **edit, void or close** a purchase order.

- ✓ **Edit Purchase Order:** This will delete all the shipments, invoices created for the purchase order and will direct you to a new Purchase Order screen with same products. You can then add or modify the products and then click Check out.
- ✓ **Void Purchase Order:** Sets all quantities to zero and document status to voided. This will delete any shipment orders and invoice orders generated with this Purchase Order.

- ✓ **Close Purchase Order:** For a completed order, sets quantity ordered to equal the quantity delivered so far thus preventing further shipments being created. Document status is set to closed, which prevents any further updates to the purchase order.

## Procedure : How to do Shipment Of Ordered Goods

1. Clicking on the **Shipment**, will take to the **Vendor Shipment Screen**.
2. The cart is populated with the products and the ordered quantities.
3. A select box appears next to each line. The selected product will be shipped when clicked on complete.
4. If any products are not selected while completing an order or partial quantity is shipped, then the shipment button is still found in the View PO report. Clicking on it the user will be able to ship the remaining products.

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 *To enable the option shipment of quantity greater than the ordered quantity, Go to Administration → Role → Choose the Role to change the configuration. Click on the **Set Role Configuration** icon on the top right. Under the **Other Settings** tab, Select the check-box **Allow Shipment Qty Greater Than PO**, click on **Save**.*

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5. Shipment number can be entered manually. If nothing is found in the text-box, then the system generates a shipment number.
6. The Shipper defines any entity who will provide shipping to or shipping from an Organization.

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 *To add a shipper ,Go to Administration → Vendors → Create the shipper as a vendor. Now open the **Business Partner** menu. Search for the vendor. You can see that this B-partner is a vendor. Now click on Edit Business Partner. Disable the Vendor check-box and select the check-box is Shipper.*

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7. **Expected Date of Arrival** can be selected from the calendar. By default it will print current date.
8. Name of the **Origin Port** can be added. The added ports will be displayed in the drop down. To create new ports click on the check-box **Add New**. I
9. If there are more cartons, they can be added in the **Extra Carton** field Click on Complete.
10. After clicking on Complete you are directed to the shipment details page, which lists how many of the products have been ordered, shipped, received and pending to be shipped.
  - ✓ Shipment number and other details are also displayed here.

- ✓ You can also add attachments in this page. *(Only if the allow add attachment option is enabled for the role).*
- ✓ You will get a download icon, to download all the attached files.

## Procedure: Creating An Invoice

To create an invoice before receiving the goods, click on the **Create Invoice** link.

1. The invoice page will be populated with the products and their prices.
2. On the right-hand side, shows the invoice order details.
3. User will be able to enter their own **invoice number**. *(Only if the **allow edit Invoice No Setting** is enabled for the role).*
4. Click on the **Transit Charge** button, to add any transit charges to the invoice.
5. To add discount, click on **Add Discount button** . In the pop up box you can add discount amount or percentage. Click on OK.
6. Clicking on **Save** will change the status of the invoice order to In Progress.
7. **Save** is enabled from the **Role configuration settings**.
8. Once the user completes an invoice, the status will be updated accordingly.

## 3.4 Receive Goods

Once the products are physically arrived, **Receive Goods** (RG) is done. This brings up a track of goods received at our end. Quantities are counted and a receiving document will be created against the Purchase Order. After completing, POSibolt will update the **On hand** quantity.

RG can be done against a single PO and more than one PO .

### Procedure: How RG works against a single PO

1. Enter the vendor name in the vendor text field.
2. Choose the PO number from the drop down list to add the products to the cart
3. The products will be added to the cart with quantity as zero.

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 *For receiving goods partially you need to Go to Administration → Client configuration. Under Purchases, enable the option "Allow Partial receipt in RG". Click on Save.*

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4. Count the quantity that is being received and enter the number in the Qty field.
5. If shipment is already done, then the cart can be populated using the shipment

number.

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 On entering the qty, green color indicates that the qty entered is correct. Else a red color is indicated To enable Color Indication Go to Administration → Client Configuration and select the check box yes against the option **Allow Color Indication for Quantity in RG** .Click on Save.

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6. To generate invoice at the time of receiving goods, select the check – box against **Generate Invoice**.
7. Click on Free Items button, if receive any free items with the products ordered, those can be entered in the free items field.
8. Click on **Check – Out**, you will get the confirmation page with product details and the invoice format on the right – hand side
9. Clicking on the printer icon will display an A4 print out of the order.
10. Clicking on the label icon will direct you to the bar – code printing page, where you can print the bar – code of the products received to the labels. This makes it easy for you to stick the labels as soon as you receive the products.

### Product Attributes

If the products has any supported attributes (like serial no, lot no & expiry date), then a pop up box appears to enter them.

If the product has other attributes like color, shape etc and they are set as instance attribute (that is value entered at inventory level) – you will also get a pop up box to enter values for them.

### Multiple MRP for a product

POSibolt supports differential pricing – we can purchase the product and set a new MRP for it.

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 To add multiple for a product, Go to Client Configuration, enable the option **Ask MRP for New Attribute Set**

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- ✓ To add multiple MRPs for a product you need to set an attribute for the product, like: serial no, lot no or expiry date.
- ✓ When the product is added to the cart you will be prompted to enter the attribute and new MRP.
- ✓ you will get two text boxes to enter the attribute value and selling price.
- ✓ The price entered will be added to the default Sales Price List.
- ✓ Enter the new MRP here.

- ✓ Complete the Receive Goods. The stock will be updated and the product will now have two selling prices.

### Import Items to Receive Goods Cart

If there is a long list of products to be received, you can enter them using the **Import RG** option. To import an order;

1. In Receive Goods page, choose the **vendor**.
2. Select the check-box, **Create New PO**, Import button will appear.
3. Click on **Import**, you will get a pop up box with the attachment field and csv headers.
4. Create a **CSV file** with these headers.
5. Browse to the file and click on **import**.
6. And then continue by clicking on **Check – Out**.

### Procedure: How Receive Goods work against a Multiple PO

Using Multiple PO , user can receive goods in a single order from different purchase order of a vendor instead of doing different shipments and receive goods separately. For this go to Receive Goods Screen

1. Choose the Vendor
2. Select Multiple PO check box

The screenshot shows a web interface for receiving goods. At the top, there are four checkboxes: 'Create New PO' (unchecked), 'Multiple PO' (checked), 'Generate Invoice' (checked), and 'Require Confirmation' (unchecked). Below these is a dropdown menu with a small icon highlighted by a red box. The main section is titled 'Vendor' and contains the following details:

- Vendor Name : Shazir Babu
- Address : bkhkjbj
- Mobile No : :
- Credit Available : 0.0000
- Credit Limit : 0.0000
- Open Balance : -60,628.0000
- Vendor Rating : 0 / 5
- Comment : :
- Currency : INR 1

At the bottom, there is a 'PAYMENT MODE' section with a button labeled 'CREDIT'.

3. A small icon appears above the vendor name.

- Click on it, a new pop up box appears – Multiple PO Details.

**Multiple PO Details**

Order No	Date Ordered	Action								
PO/807823/2016	16/12/2016	<input type="button" value="📄"/>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 15%;">Name</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Pending Qty</th> <th style="width: 30%;">Add to cart</th> </tr> </thead> <tbody> <tr> <td>PS1133</td> <td>Bowl 9inch Octo</td> <td style="text-align: center;">20</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			Name	Description	Pending Qty	Add to cart	PS1133	Bowl 9inch Octo	20	<input type="checkbox"/>
Name	Description	Pending Qty	Add to cart							
PS1133	Bowl 9inch Octo	20	<input type="checkbox"/>							
PO/807822/2016	16/12/2016	<input type="button" value="📄"/>								
PO/807821/2016	16/12/2016	<input type="button" value="📄"/>								
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Name	Description	Pending Qty	Add to cart							
PS1030	Platter 13inch Rnd Leaf Emb	5	<input type="checkbox"/>							
PO/807820/2016	16/12/2016	<input type="button" value="📄"/>								
PO/807808/2016	15/12/2016	<input type="button" value="📄"/>								
PO/807795/2016	14/12/2016	<input type="button" value="📄"/>								
PO/807619/2016	29/11/2016	<input type="button" value="📄"/>								
PO/807617/2016	29/11/2016	<input type="button" value="📄"/>								
<input type="button" value="✔"/> <input type="button" value="✖"/>										

- Click on the Action button to display the Purchase Order details.
- Select the Add to cart check – box. This will add the products of that PO to the cart.
- Click on the green tick mark.

### 3.5 View Received Goods

This report will allow to view all the items that were delivered to your store. Click on the preferences button to see what all preferences are enabled for the report. Each link provided displays respective reports like: PO details, Invoice Details, Shipment Details. Sales details will display the sales details of the product after receive goods is complete.

Fields	Description
Search By	Helps to search the history by Date Invoiced, Date Ordered, Inv No...
Filter By	Helps to search the sales history by Today, Yesterday, Week etc..
Organization	Search a P.O by selecting the store from which the purchase is done.
Terminal	Select a Terminal to track the purchases done in that terminal.

Invoiced	Track an invoiced order by selecting Yes option from the drop down.
Vendor	Search an order by entering name of the Vendor.
Product	Search an order by the name of the product sold in that order.
Document No	The document number of the Received goods is displayed here.
Invoice No	If invoice is generated for the RG order, the Invoice No is listed here.
Shipment No	Shipment No of the RG is displayed here.
Date Promised	The date when the order is promised to deliver
Date Ordered	The date when order is created in the system.
Qty Received	The quantities received in the RG Order
Create Invoice	If no invoice is generated for the RG, it can be created from here. Select the check – box , Create Invoice button appears which directs to the Create Invoice page.
Show Details	Clicking on this will display the page with receive goods details
Add Attachment	Attachments can be added to the order.
Edit RG	This will display the edit options for the RG.

### Update Locator

The stock will be added to the default locator of the warehouse. Click on the Update locator to change the locator of the product.

The locator displayed is the default locator, Enter the new locator and click on Complete.

## 3.6 Receive Goods Acceptance

Normally after doing **Receive Goods**, View Receive Goods report lists goods without defining the quantities of scrapped and return. If there are any returns or scrapped, user will have to go through **Goods Returned Note** and **Stock Adjustment** menu. To avoid this we have Receive Goods Acceptance screen where the user can confirm the quantities which are going into the inventory.

Receive Goods Acceptance menu is only relevant in case if we select **Require Confirmation** check-box while doing a **Receive Goods**.

**Procedure : How to do Receive Goods Acceptance**

1. After selecting the vendor and adding products to the cart,
2. Select the option Require Confirmation in Receive Goods screen.
3. Go to Receive Goods Acceptance, click on Confirm
4. It directs to a new screen, where you can enter the quantities received, returned / scrapped if any.
5. Click on complete. It will be listed in view Receive Goods.

In this case ,

Quantity received will be the sum of confirm quantity and scrapped quantity in view receive goods screen. Quantity returned from receive goods acceptance will be drafted under goods returned note.

### **3.7 Return Items**

**Return Items Purchased From Vendors**

Take the example where the user need to return purchase items, say because they are damaged. This can be done by specifying the vendor to whom the items are returned and adding the items to the cart. Posibolt will deduct item/items from your inventory and assumes that a credit memo is immediately issued to your store by the vendor and creates a negative vendor invoice (equivalent to a credit note).

**Procedure : How to return goods**

1. From the Purchases Menu, click on Goods Returned Note
2. Choose a vendor
3. Add the products to be returned.
4. Select the check – box, Generate Debit Note. This will create a credit note for the vendor.
5. Click on Check-Out

**Return Goods v/s PO**

To perform this operation,

1. Enter the reference invoice number of the PO.
2. The vendor details in the PO will be displayed.

3. Enter the items you want to return in that order.
4. Generate debit note check-box will be selected based on the invoice rule of the vendor. This will generate credit note for the vendor.
5. Click on Check – out.
6. Posibolt will readjust the inventory and simultaneously create a credit memo if payment was done before.

### 3.8 View Purchase Return History

As its name implies, this report shows all the item returns made by your store/s.

Fields	Description
Search By	Helps to search the history by Date Invoiced, Date Ordered, Inv No...
Filter By	Helps to search the sales history by Today, Yesterday, Week etc..
Organization	Search a returns by selecting the store from which the purchase is done.
Terminal	Select a Terminal to track the purchases done in that terminal.
Vendor	Search an order by entering name of the Vendor.
Pay. Mode	Search for a returns using the payment mode of the order.
Doc. Status	Search an order by choosing document status, like In Progress, Completed or Closed etc..
Document No	The document number of the order is displayed.
Invoices	Displays the invoice number. If no invoice is created, you will get the link to Create Invoice.
Date Created	The date when the returned order is created.
Vendor	The vendor to which the order is returned.
Show Details	Clicking on this will display the page with receive goods details
Add Attachment	Attachments can be added to the order.
Edit RG	This will display the edit options for the RG.

1. Click on the Document No and the user is forwarded to the Goods Returned

Note created.

2. Click on the name of the vendor and the page will forward you to the vendor details.
3. **Create Invoices** : While returning goods, if invoice is not generated, then you can generate it from here. You even have the choice to reprint a Goods Returned Note. Click on Reprint.

### 3.9 Purchase Settlement

Let us check how the Accounts Payable are tracked in POSibolt.

#### Procedure : How to track an unpaid PO

The unpaid PO (purchase orders) are listed in the **Purchase Settlement** menu.

1. Click on **Purchase Settlement**  
Type the first three letters of the name of the vendor. All the vendors with those letters in their name will be listed. Highlight the specific vendor  
On right hand side, you can see the information of the vendor.
2. Click on Show Invoice-wise Details. You will be directed to the Invoice details of the vendor.
3. Posibolt will return the **Open Items** which are the items delivered but not yet paid. User can select any unpaid PO and quickly settle the amount due.
4. Send payment to Vendor, put a tick mark on the open items, to make a payment for.
5. In the **Enter amount** field, type in the amount paid to the vendor. If there are more lines and paying amount is entered for each one, then it will get the total of all the lines. User will get the total of all the amount the vendor is paying.
6. Under **Make Bulk Payments**, enter the amount you are about to pay in the paying amount field.
7. The total amount entered in the Open Item table is listed as Pay Amt Total. This amount is to be entered in the paying amount field. If there is any mismatch in the amount you will get a warning pop up box, mentioning the same.
8. Enter Discounted amount, if any.
9. Select the payment method.  
 Enter the routing number if the payment mode is cheque or Direct deposit.

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- ✓ For any past date transactions, just enter the past date in the Date of Accounting.
  - ✓ Click on Pay.
10. **Show allocated invoices** will list all the invoices which are paid to the vendors. The partially paid amount will be listed under the column paid amount.
  11. To create an Over Payment for a vendor, enter the amount (without selecting an open item) and click on Pay. The paid amount will be added to the over payments table.
    - ✓ If you wish to allocate a payment to an open item,
    - ✓ Select the open item to which you need to pay back.
    - ✓ Select the allocate check-box. This is because if there are many over payment lines, you can choose which payment amount is to be allocated.
    - ✓ Click on Allocate button.
  12. The user can allocate the over payments automatically to an open item. For example, if there are three to four open items, and an over payment comes to the system, it will get allocated to the open items in a FIFO manner. That is the open item which is created first.
- 
-  *This feature needs to be enabled from the Client Configuration menu, under Accounting section ± Auto Allocate Over Payment.*
- 
13. User can also **Draft Payments** and complete at later point of time or delete them. If the role has the privilege to draft a document, the user will have the save button enabled.
    - ✓ To save a payment, enter the amount and click on save.
    - ✓ Click on the complete button, this payment will come under the over payment table.
    - ✓ To delete a drafted payment, just click on the delete button.
  14. **Show Allocated Invoices** will display all the invoices that are completed.
  15. For goods returned items, Posibolt assumes that a credit memo was immediately issued to your store. The credit note can be allocated to any of the vendor's invoices.
  16. If a vendor is using foreign currency, all the payments, except cash, will be in
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vendor currency. All cash payments will be in default currency. Also if you make over payments in cash, this cash amount and open balance will be displayed in default currency.

### 17. Vendor's Ledger List

Posibolt allows you to quickly view all the vendor's invoices. For a particular vendor, click on Show Ledger. As for any reports, you can add filters and sort the information to identify exactly what you are looking for.

## 3.10 Generate Vendor Statement of Accounts

A vendor statement of account is a record of the transactions that have occurred on a vendor's account during a specified period of time. The line items on the account will record information about sales made by the vendor, any payments received by the supplier and any other miscellaneous adjustments that have been made to the current balance due on the account.

To generate a vendor statement of account, just select the vendor's name and specify the period of time over which you want to see this statement.

- ✓ On the right hand side we can see the information of the vendor.
- ✓ To view the statements of all vendors, put a check on All Vendors check box.
- ✓ To view the statements of vendor whose payments are not cleared, click on '**All Outstanding vendors**'.

- ✓ In the option, **Statement By**, two options are available :
  - Date Range – if selected a drop down with the months name will be listed.
  - Open Invoices – The statements will be generated for all the open invoices.
- ✓ The statements can be generated in CSV or PDF format.

## 3.11 Configuration Settings

### PO Screen Settings

There are some screen settings which can be enabled from the **Administration** → **Role Configuration**.

- (a) Go Administration menu, select the menu Role.
- (b) Search the role, for which you need to enable the screen settings
- (c) Highlight the role and click on the Role Configuration icon on the right-hand side.
- (d) The following are the Role Configuration Features
- (e) These settings will be enabled for the role in the logged in organization only.

Fields	Description
Invoice No	Will display text field to manually enter the invoice number.
Order Description	Displays a text field to enter any comments for the order.
Order No	Display a text field to manually enter the Order number.
Price Limit	Displays the limit price of the product set in Product Administration.
Product Description	Will allow the user to edit the product description.
Reference No	Displays a text field to enter reference number for the order.

### Other Settings

Fields	Description
Allow Add Attachment	Allows the role to add an attachment in reports
Allow Draft Document	Allows to save an order and then later complete it
Allow Edit Inactive Price-list	If enabled, the inactive price-lists will be listed in Price-list filters in Reports
Allow Edit Document *	Allows the user to edit an Order – Sales or Purchase
Allow Shipment Qty greater than PO	If you have placed a purchase order for 10 products and the supplier has shipped 15. This configuration helps for the same.
Can View Cost Price *	Displays cost price is reports
Display Purchase Price *	Displays purchase price in reports
Enable Rich Text for Product Description	Displays the rich text editor for the Product Description

Allow Edit Date Accounting *	A Date of accounting field appears which allows you to create order with past date.
Allow Edit Payment Term *	Edit the payment term of the vendors
Allow Edit Price Without Validation In RG *	
Receive Requisition from RG *	Purchase intent can be received without creating a Purchase Order for it.
Allow Set As Vendor Price From PO Screen *	
Disable Create PO From RG	
Disable Generate Invoice From RG	
Save Screen Preferences *	The user can save screen preferences

These are the client configurations for purchases.

Purchase Invoice Credit Only	Most of our clients prefer for a purchase order with credit payment order, if any client choose other modes for purchase order, they just need to disable this feature, then they will get all modes of payment for PO.
Enable Prepare Order	
Display Price in RG	
Ask MRP For New Attribute Set	
Take Purchase Price As Cost	If this feature is enabled then the purchase price itself is taken as cost price. Else the real cost will calculated and added.
Allow Partial Receipt in RG	This feature will allow you to receive only partial goods in an order and complete. At a later point of time you can complete the rest.
Allow Destination Port in Purchase Order	If this option is enabled, this will list all the in-transit warehouses while creating a Purchase Order with a new drop down named - Destination Ports.
Allow Color Indication for Quantity IN RG	When we enter quantities while receiving goods, we can see a green color in the quantity field indicating a correct entry and red color for incorrect entry. This feature can be disabled if we do not wish to see the indication.

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Round Off Total In PO	
Round Off Total In RG	After creating PO from RG, you need round of the total amount, enable this feature. Like if the amount is 1205.36 – you change it to 1200.00
Show all products from Vendor	Posibolt has a feature to set vendors as product owner for a product. When any such vendor is selected to create a Purchase Order, all the product which he owns will be added to the cart.