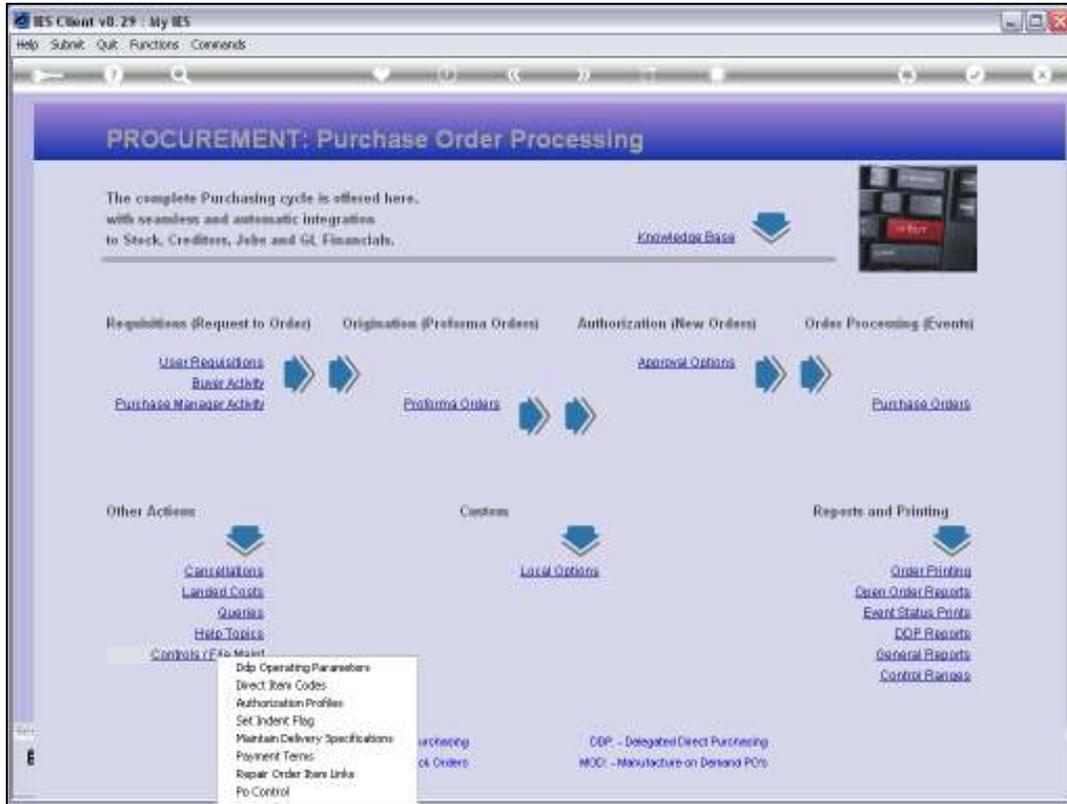


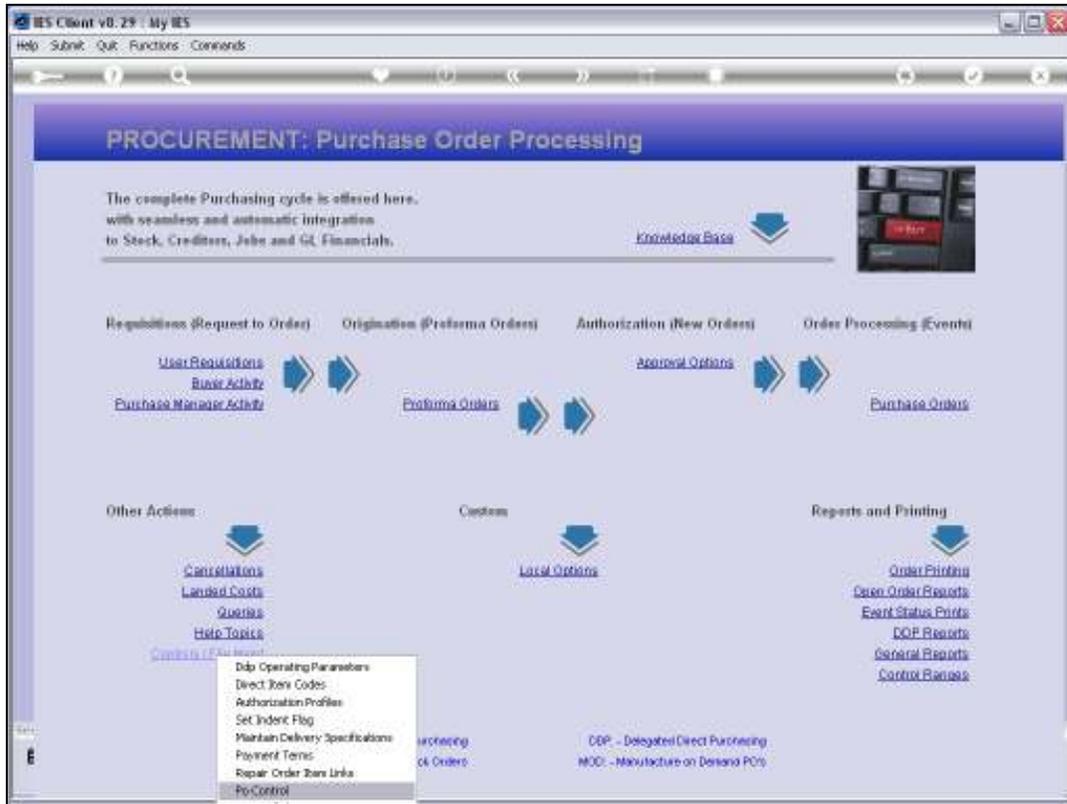


Slide 1

Slide notes: In this tutorial we will look at how to use the Purchase Order Support wizard, but 1st we show the Purchase Order Controls, so that we may understand the relationship.



Slide 2
Slide notes:



Slide 3
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Connects

Purchase Order Control Parameters

Save

New Purchase Orders are numbered -

Numbering Method: 3: Series

Include YY?

Include MM?

Include DD?

Using the Series for Numbering?

Series Name: DIVISION

Series Code	Lookup Description
1: ABC	Div ABC
2: DEF	Div DEF

Applied Controls -

Use Po Fail-Safe

Allow GST Import Orders

Tax Flag Default

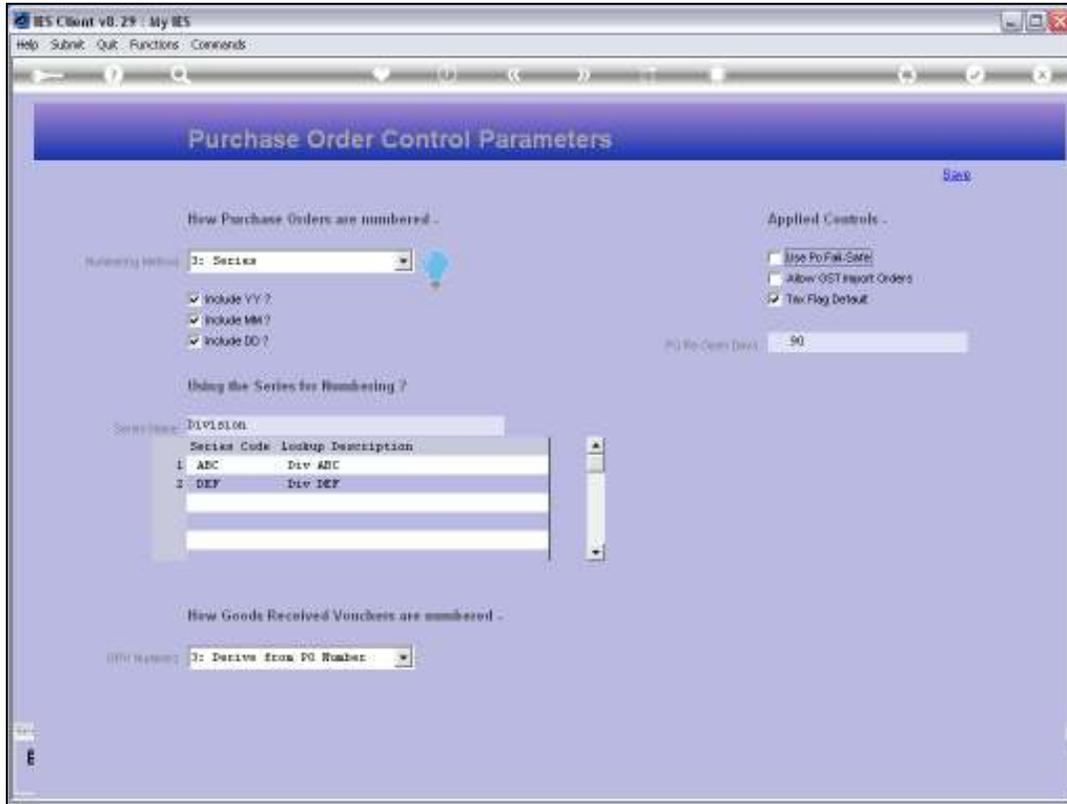
PO No Open Days: 90

New Goods Received Vouchers are numbered -

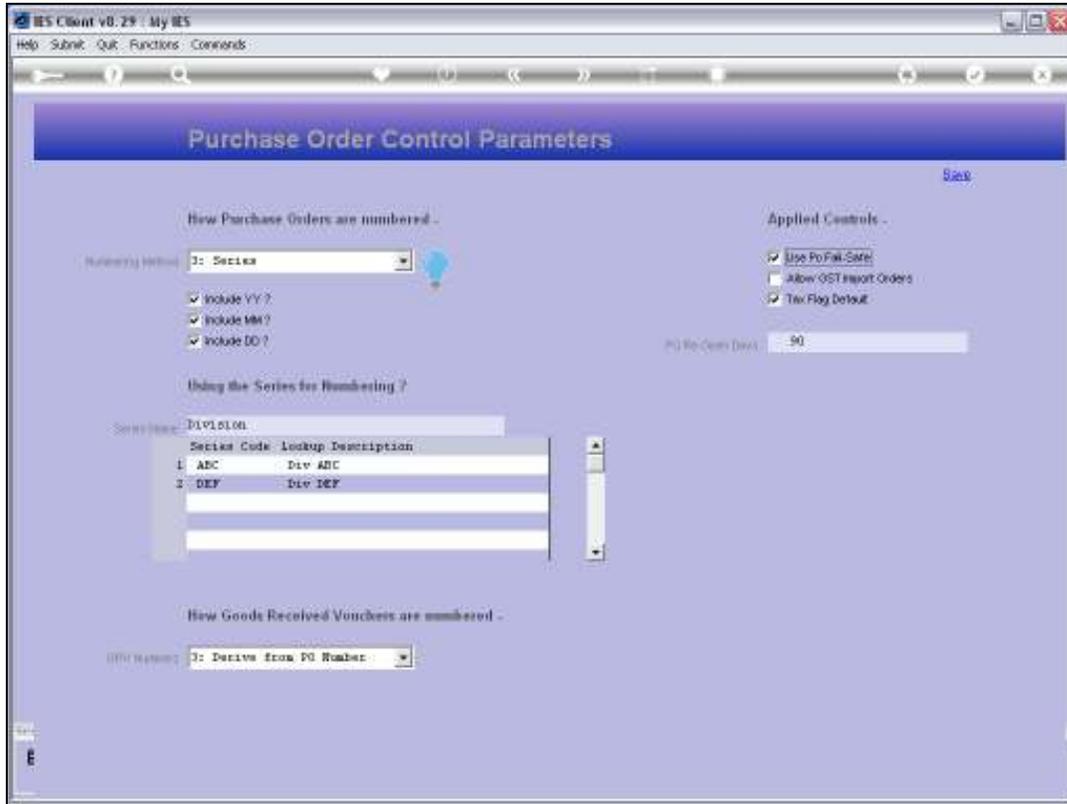
GRV Numbering: 3: Derive from PO Number

Slide 4

Slide notes: On the Purchase Order controls, we have an option whether or not to use the Purchase Order Fail-Safe robot. If we do, then this robot will ensure a duplication of certain Purchase Order processing records, i.e. keep some copies until the system is satisfied that the original records are safely updated and flushed to disk. This is an extraordinary measure, but it has been known to save some strange situations with network hiccups, power failures at the main server, and other technological incidents.



Slide 5
Slide notes:



Slide 6

Slide notes:



Slide 7

Slide notes: Next, we use the 'Manage Problems' menu in Accounting Controls to gain access to the Purchase Order Support wizard.



Slide 8
Slide notes:



Slide 9
Slide notes:



Slide 10

Slide notes: The 1st option, i.e. the PO Balancing Report, may be used regardless of whether we use the fail-safe control that we have just looked at, while the other options have relevance ONLY if we use the fail-safe control.



Slide 11

Slide notes:



Slide 12

Slide notes:



Slide 13

Slide notes:

Q1551934164A.TXT - Notepad

File Edit Format View Help

Dunay Hoops Inc.

09:29:24 27 JUN 2010 page 1

Purchase Order Balancing

SUPPLIER	Supplier	On-Order	Ord Column	Received	Com Column
1000	World Specs	22.00	-224.00	0.00	0.00
c00001	Kanad & Michal	9,421,121.96	-7,926,929.29	67,216.97	-64,744.11
c00002	ABC Stationery	4,472.09	-29,056.62	2,974.72	-2,417,622.29
c00002B	ABC Stationery	0.00	0.00	80.00	-160.00
c00003	Wonder Bars	9,696.11	-67,599.49	120.00	-972.00
c00006	Arure Bush	76,162.20	-76,169.21	101.22	-5.22
c00013	Supplier 12th St	0.00	0.00	28.00	-126.00
c00014	Hoskins Inc.	20.00	-210.00	0.00	0.00
C2575	ABC Shoe Co	0.00	151,960.00	151,960.00	-151,960.00
c9000	One Time Vendors	5,214.40	-26,116.50	1,920.40	-13,512.90

10 record(s) listed

Slide 14

Slide notes: The PO Balancing Report is used as a Support tool to compare outstanding Orders in the Purchase Order stream with the figures found on the Supplier Accounts. This report reveals the Purchase Order side of the numbers, and although it is rarely used because there is no need to, it is available if one suspects, after some system hardware crash or other, that there may be a mismatch between the Purchase Orders and the Supplier Accounts.



Slide 15

Slide notes: The PO Error report will reveal Purchase Orders where the fail-safe system indicates that a problem exists on a Purchase Order. In a stable system, this should never be the case.



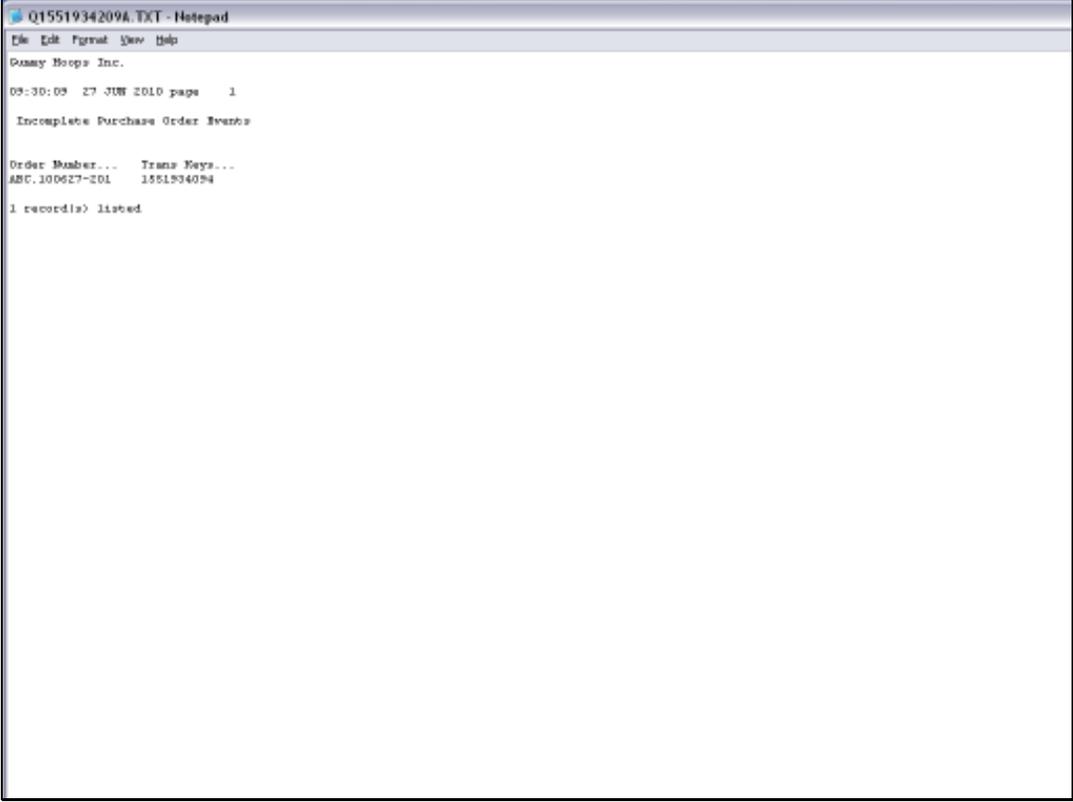
Slide 16

Slide notes:



Slide 17

Slide notes:



```
Q1551934209A.TXT - Notepad
File Edit Format View Help
Dussey Hoops Inc.
09:30:09 27 JUN 2010 page 1
Incomplete Purchase Order Events
Order Number... Trans Keys...
ABC.100627-201 1881934094
1 record(s) listed
```

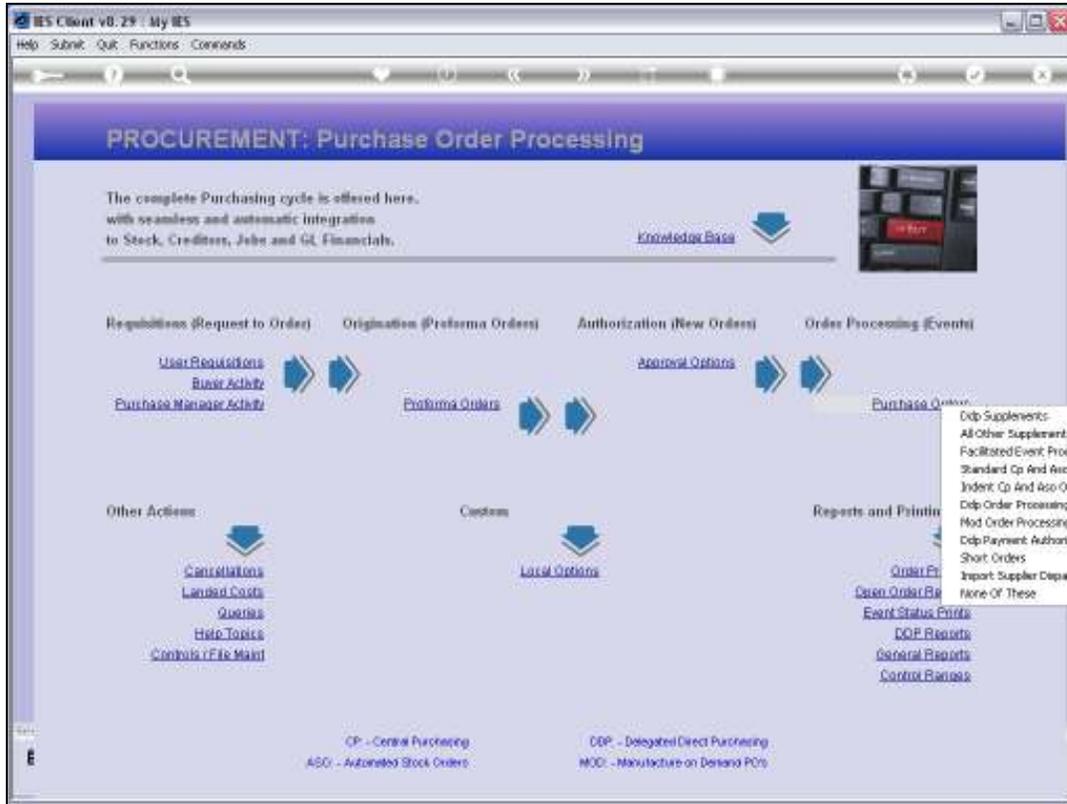
Slide 18

Slide notes: For the sake of this tutorial, we have created a fake problem so that we can show the results. And here we have a single Purchase Order listed where the fail-safe system says there is a problem. The report lists the Purchase Orders together with any Transaction Keys where the system indicates that there is a problem. The Transaction Key usually refers to a Transaction that was never completed, i.e. did not post properly.



Slide 19

Slide notes: So the question is, how will we know when to use the PO Support wizard? And the answer is that we will get a query from a User trying to use the Purchase Order that has a problem. Let's look at an example.



Slide 20
Slide notes:



Slide 21

Slide notes:

IES Client v8.29 : My IES
Help Submit Quit Functions Comments

1 Order Detail 2 Events

PO NUMBER: []

Purchase Order Events

CANCELLATION: -

STATUS: -
Order Number: []
Status: order is open
Protocol # []
Mode: standard

ORIGINATION: -
Captured By []
Originator []
Buyer []
Authorized By []
Date Authorized []

INDICATORS: -
Period Placed []
Currency: \$
Tax Type []
Tax Rate %: 0.00
Re-Charge Tax []

SUPPLIER: -
Supplier []
For Attention []

PAYMENT: -
Payment Terms []

DELIVERY: -
Delivery Instr []
1st Exp Deliv Date []
Latest Exp Deliv Date []

REMAINING ORDER TOTALS: -
Stock Value: 0.00
Total Nonstock: 0.00
Total Value: 0.00

NOTES: -
[]

[OL QRY](#) [AP QRY](#) [AP QRY](#) [BATCH REP](#)
[PO EXPEDITE](#) [SHOW ALLOC](#) [PO QRY](#) [SAVE](#)

Slide 22

Slide notes:

IES Client v8.29 : My IES
Help Submit Quit Functions Commands

1 Order Detail 2 Events

PO NUMBER: []

Purchase Order Events

CANCELLATION: -

STATUS: -
Order Number: []
Status: order is open
Protocol # []
Mode: standard

ORIGINATION: -
Captured By []
Originator []
Buyer []
Authorized By []
Date Authorized []

INDICATORS: -
Period Placed []
Currency: \$
Tax Type []
Tax Rate %: 0.00
Re-Charge Tax []

SUPPLIER: -
Supplier []
For Attention []

PAYMENT: -
Payment Terms []

DELIVERY: -
Delivery Instr []
1st Exp Deliv Date []
Latest Exp Deliv Date []

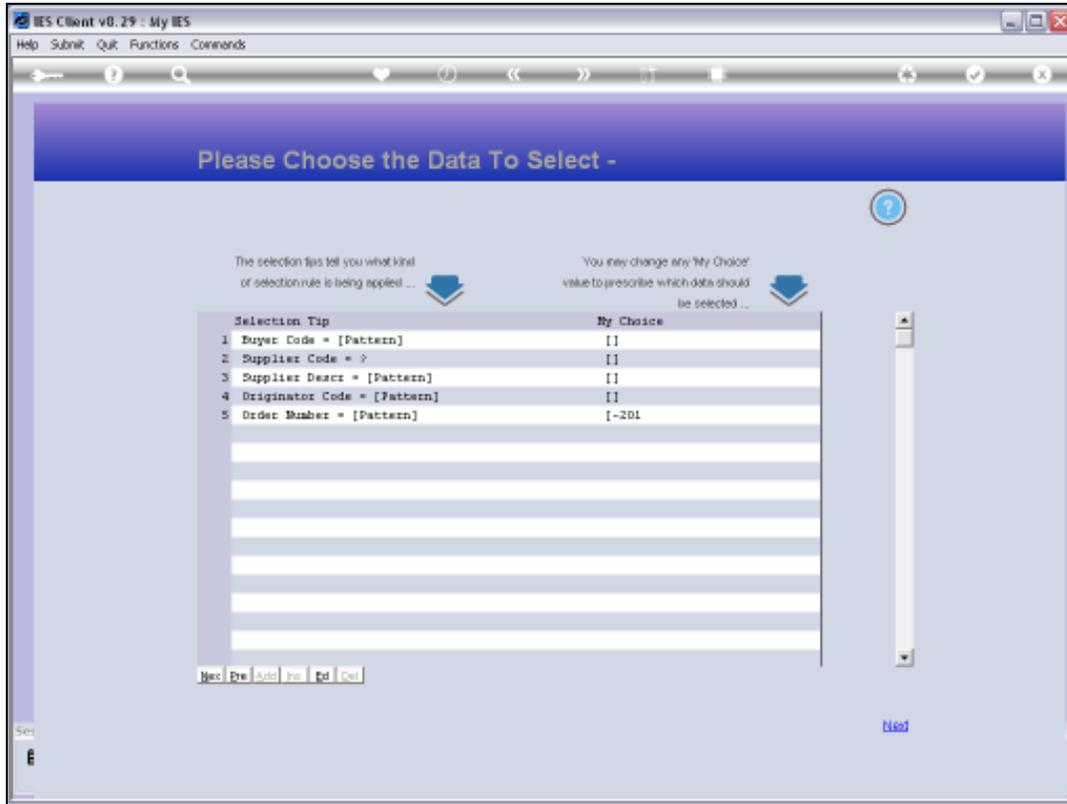
REMAINING ORDER TOTALS: -
Stock Value: 0.00
Total Nonstock: 0.00
Total Value: 0.00

NOTES: -
[]

[OL QRY](#) [AP QRY](#) [AP QRY](#) [BATCH REP](#)
[PO EXPEDITE](#) [SHOW ALLOC](#) [PO QRY](#) [SAVE](#)

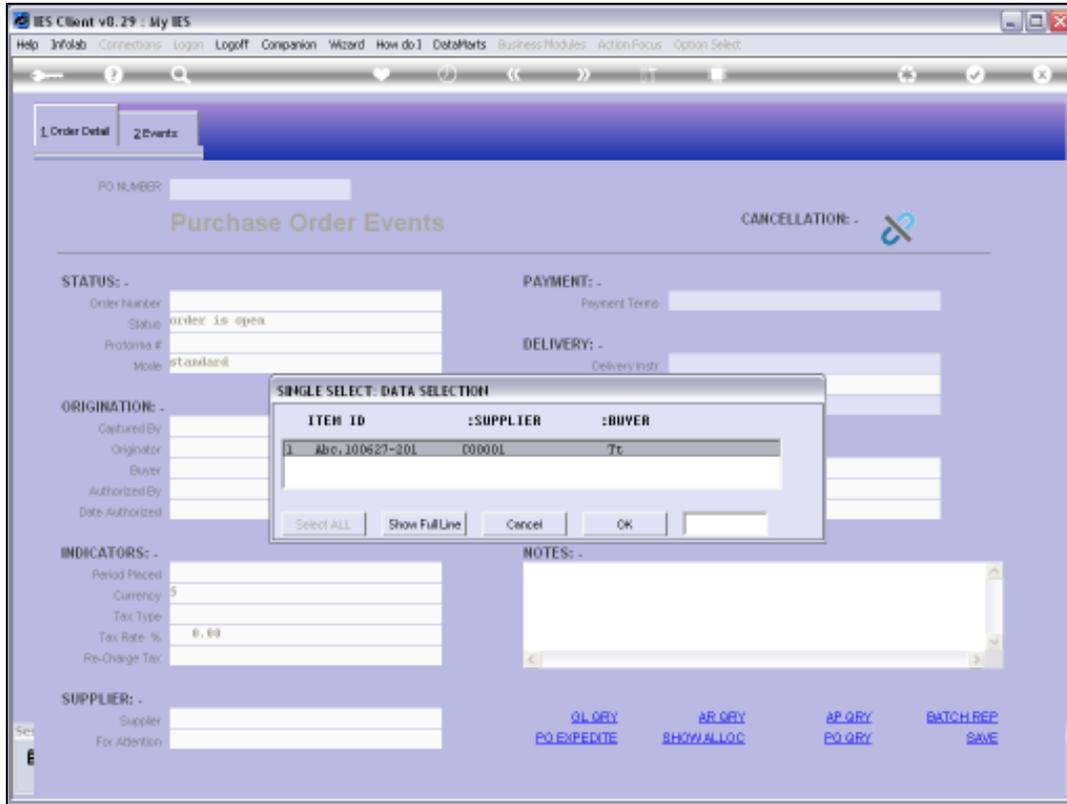
Slide 23

Slide notes:



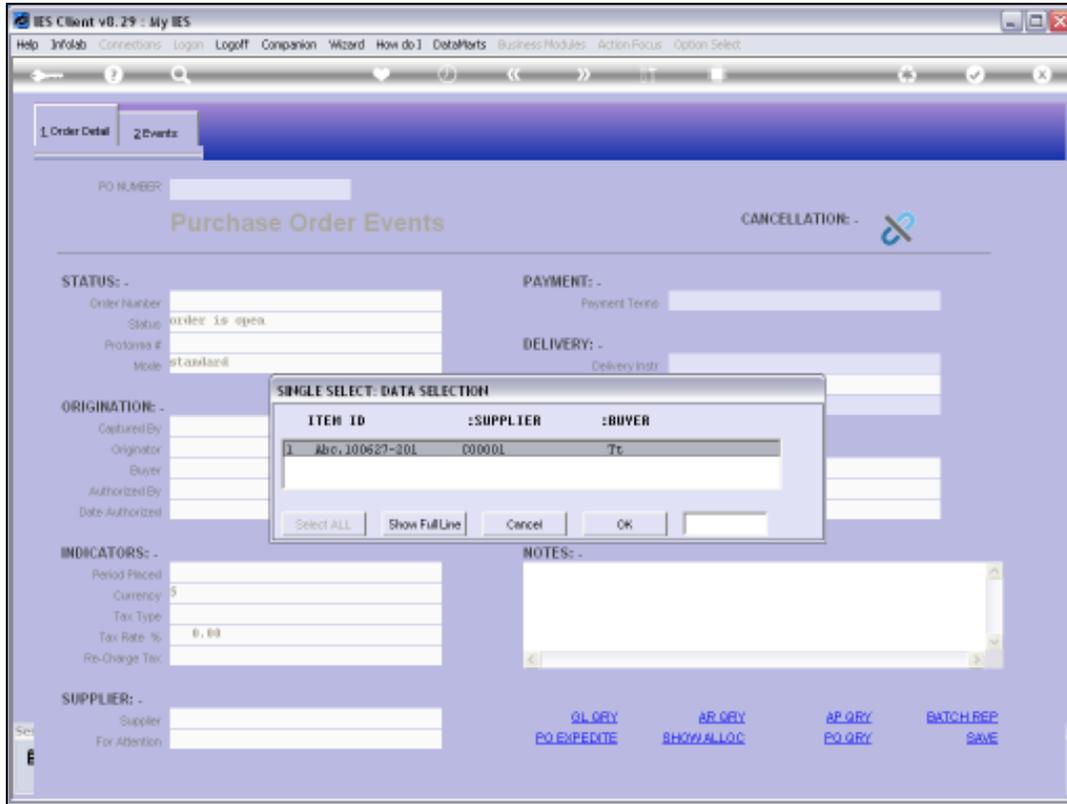
Slide 24

Slide notes:



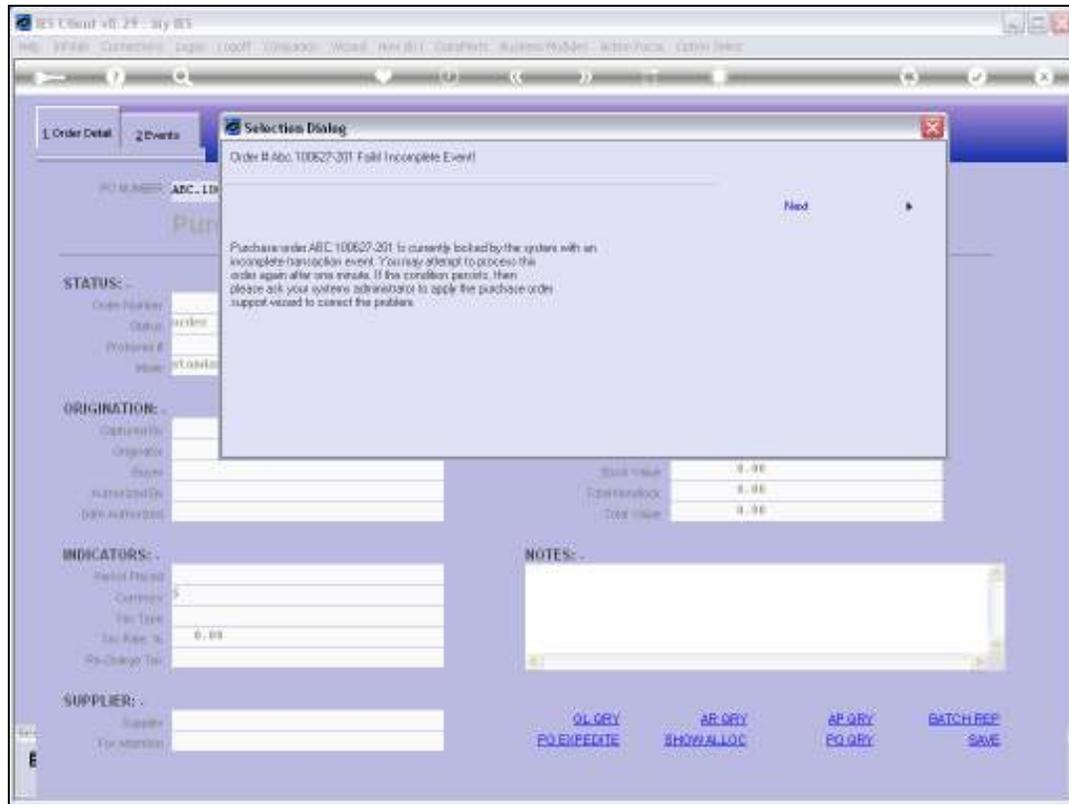
Slide 25

Slide notes: This is the Purchase Order number where we have induced a fake problem.



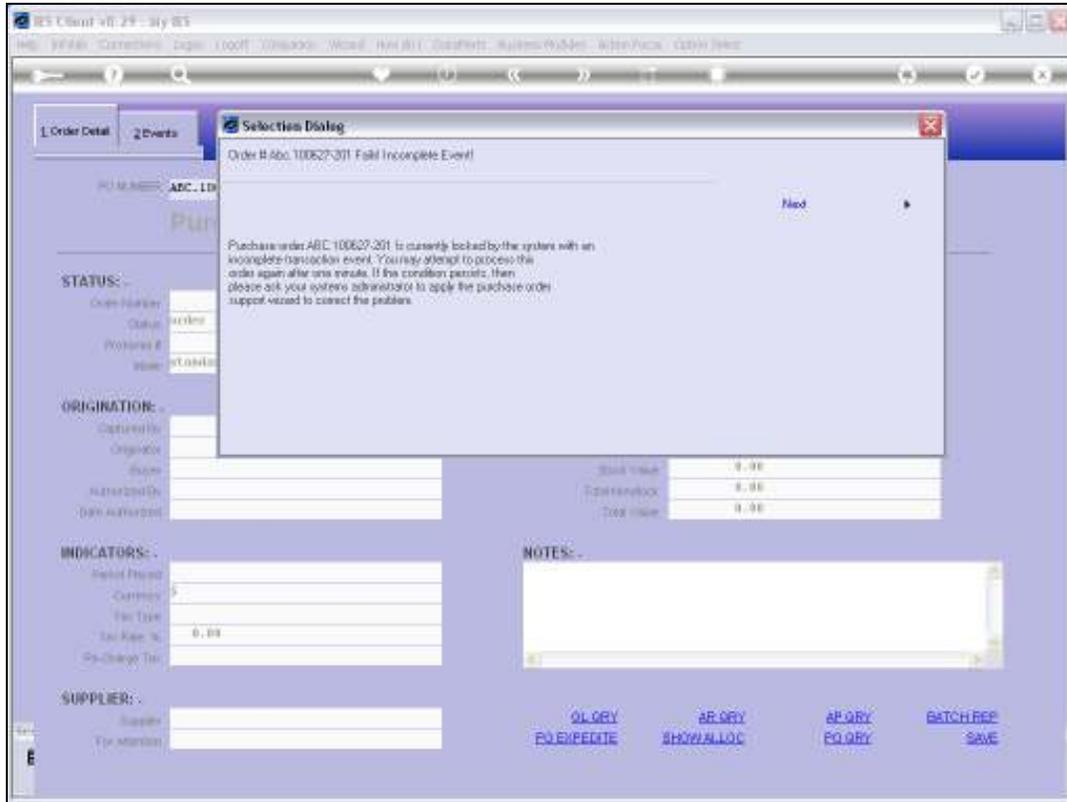
Slide 26

Slide notes:



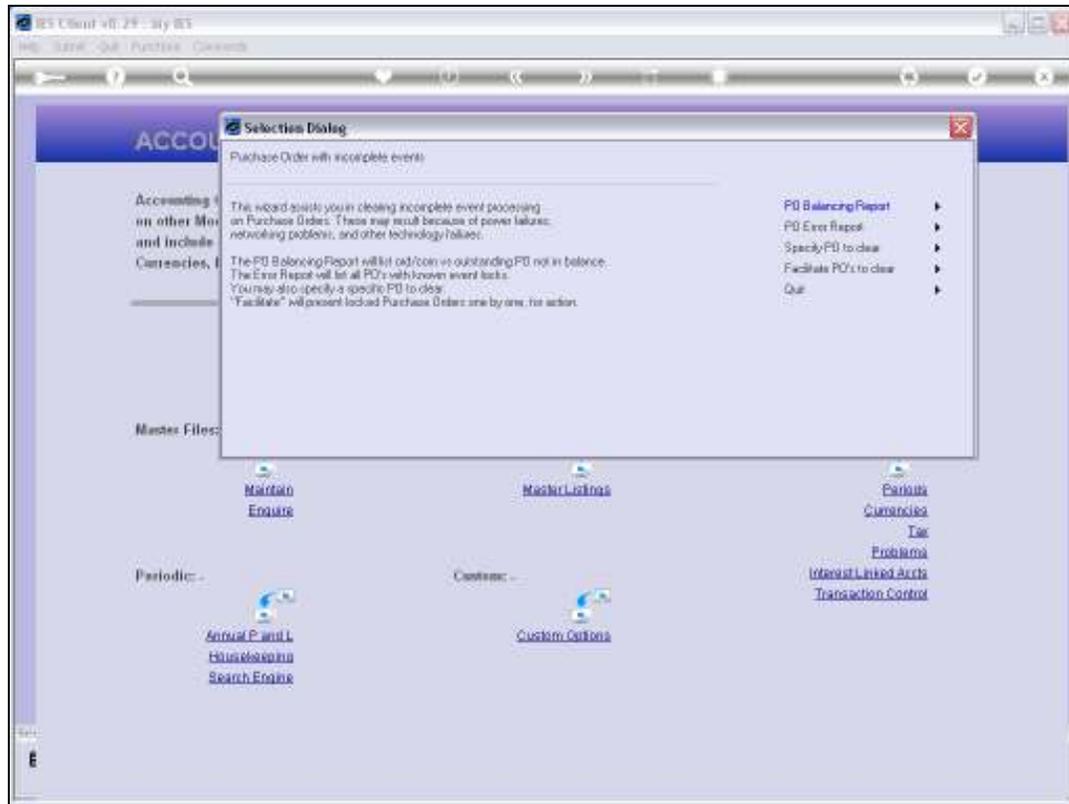
Slide 27

Slide notes: When we try to work with this Purchase Order, then the system says it is locked and cannot be used because there is a problem that needs to be resolved. So this is when the User will alert us and when we will use the Support wizard to fix the problem.



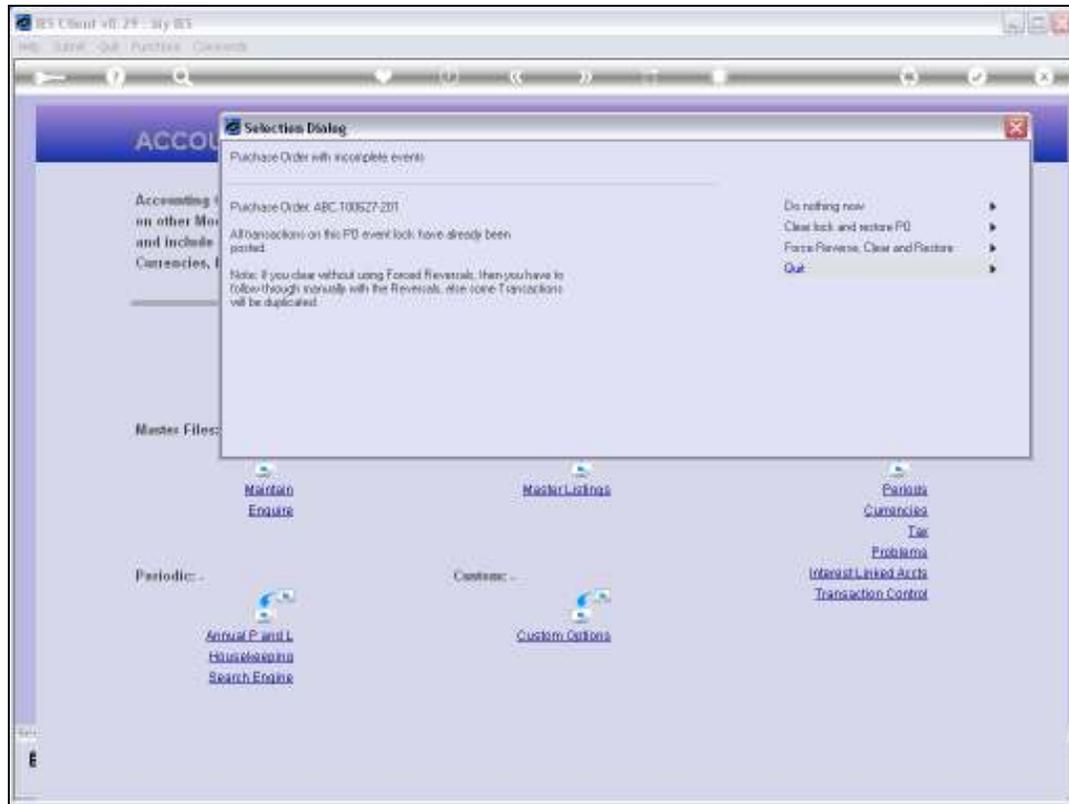
Slide 28

Slide notes:



Slide 29

Slide notes: Now, returning to the PO Support wizard, we have an option to specify the PO number directly, or the system can facilitate and find it for us. The latter option is easier.



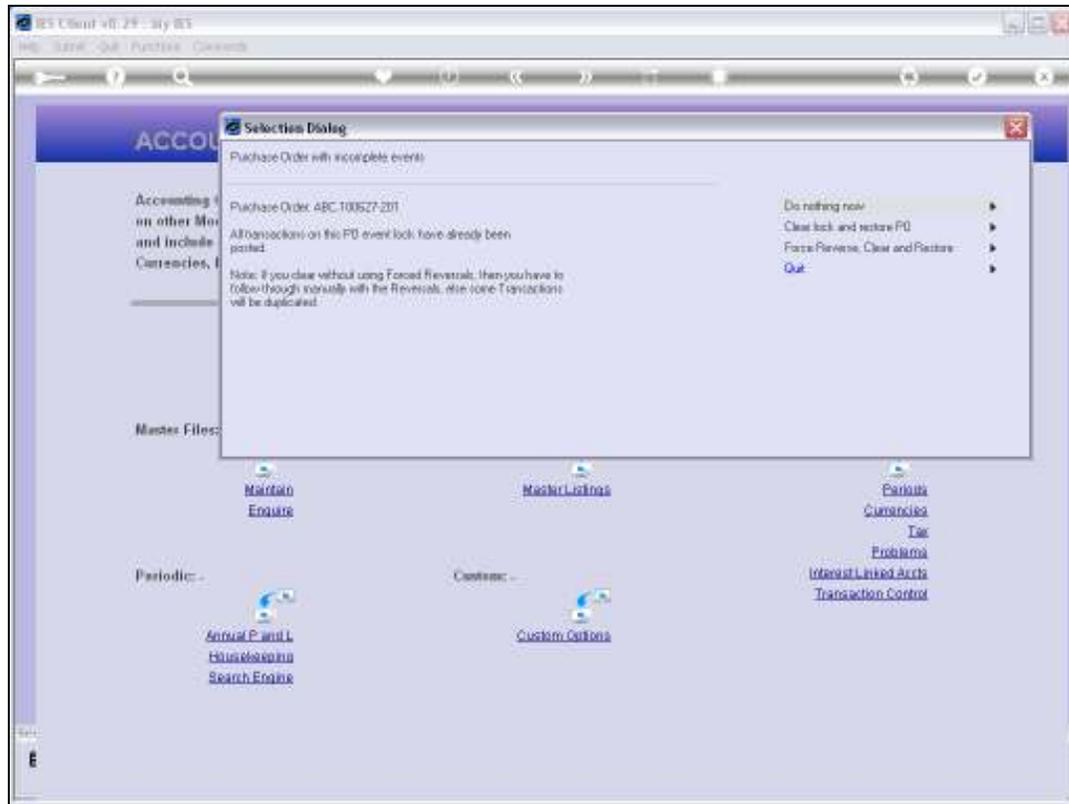
Slide 30

Slide notes: And here the support tool finds our problematic Purchase Order, and offers a number of options of what to do next. We can choose not to do anything, i.e. if we are not sure how to proceed.



Slide 31

Slide notes:



Slide 32

Slide notes: The recommended option to use is the 'clear and restore' option. The wizard has sufficient intelligence to fix the problem for us. In the event that it cannot, and after using the option the problem is still remaining, then is the time to try the 'Force Reverse' option. In that case, we will have to drill the Transaction Keys on the Purchase Order afterwards to establish whether everything is suitably reversed or not, and possibly use the Forced Reversals option to correct any remaining Transactions if necessary.



Slide 33

Slide notes:



Slide 34

Slide notes:



Slide 35

Slide notes:



Slide 36

Slide notes: There are no more Purchase Order problems, so our option to fix that PO has worked.



Slide 37

Slide notes: Although we know that there are no more Purchase Order problems, let's just try to fix a PO that has no problem, and see what happens.



Slide 38

Slide notes:



Slide 39

Slide notes:



Slide 40

Slide notes: So, the wizard knows when there is a problem or not, and we can only fix a PO when there is in fact a problem.



Slide 41

Slide notes:



Slide 42

Slide notes: