

Slide 1

We are looking at Business Profiles and in this session we are going to look at Purchase Order Processing Profiles.

There are 3 of those and we will explain the difference.

Before we start looking at them, we look at a Purchase Order Processing Screen.

In this example we have one of a number of Purchase Order Processing Screens in the System.

The screenshot shows the IES Navigator Client interface. At the top, the window title is "IES Navigator Client v8.01 : My ILS : [mode-Z]". Below the title bar is a menu bar with "Help", "Submit", "Quit", "Functions", and "Commands". A toolbar with various navigation icons is located below the menu bar. The main content area is divided into three sections: "ON ORDER", "RECEIVED", and "INVOICED".

**ON ORDER**

>>>	On Order	Code	Descr	Unit	Price	Quantity	Actual
1							

**RECEIVED**

>>>	Received	Code	Descr	Unit	Price	Quantity	Actual
1	1531000	c/2	DUST-OFF PLUS C	ea		11.23	1.00
2	3002094	c/1	CANON A65 DIGIT	ea		10.50	2.00

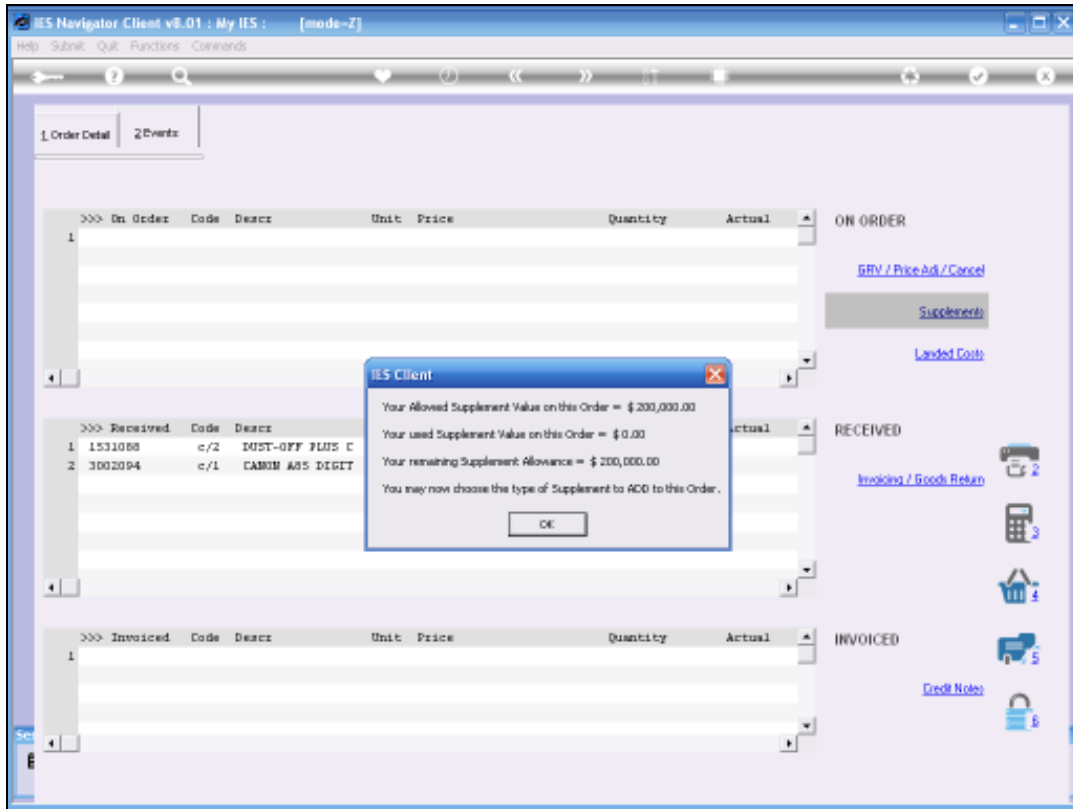
**INVOICED**

>>>	Invoiced	Code	Descr	Unit	Price	Quantity	Actual
1							

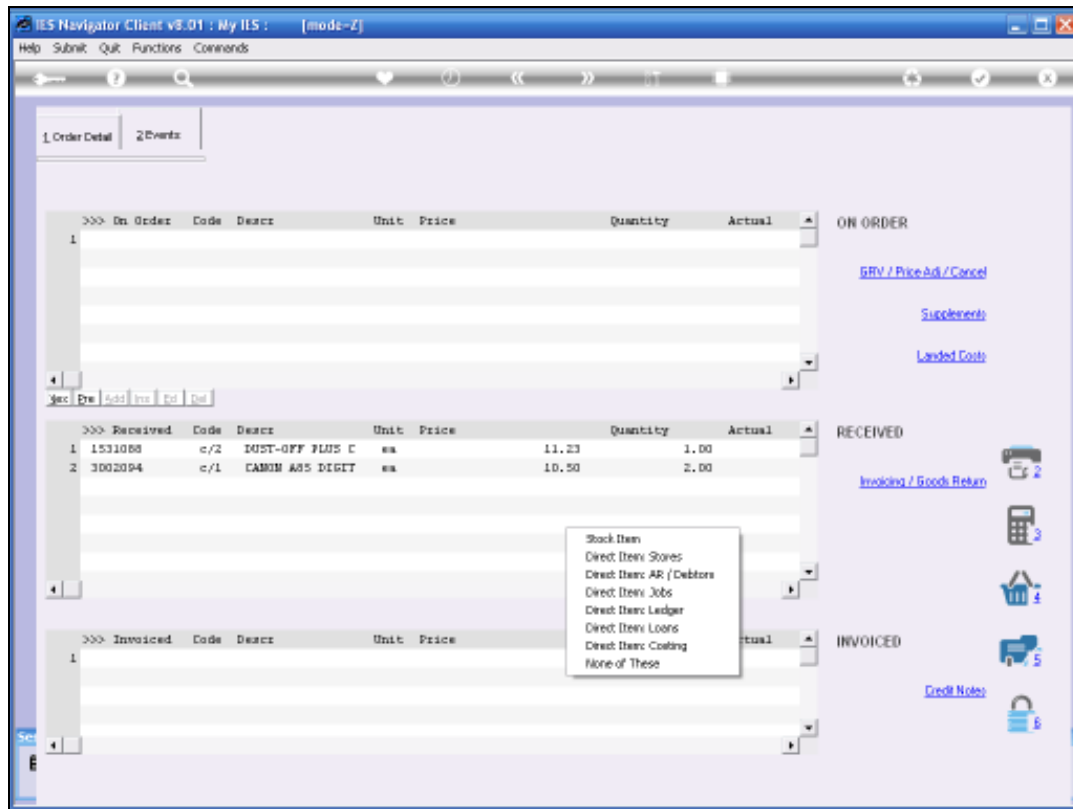
On the right side of the interface, there are several action buttons and icons:

- [GRV / Price Adj / Cancel](#)
- [Supplements](#)
- [Landed Costs](#)
- [Invoicing / Goods Return](#) (with a printer icon and number 2)
- [Credit Note](#) (with a calculator icon and number 3)
- [Credit Note](#) (with a shopping cart icon and number 4)
- [Credit Note](#) (with a truck icon and number 5)
- [Credit Note](#) (with a padlock icon and number 6)

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Note here that on the Purchase Order Processing Screen there are various things and a number of Functions that we can perform.

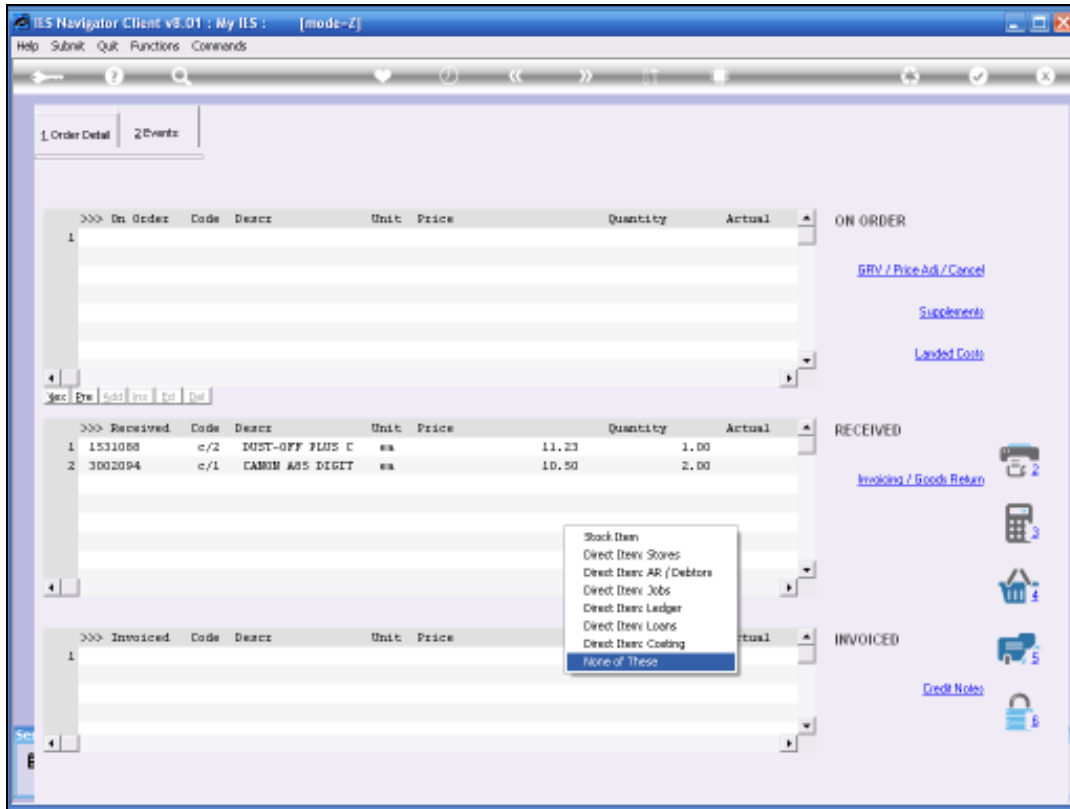
We can Receive goods

We can perform Supplements

We can do Landed Costs

We can do Invoicing and Credit Notes, etc.

But we need the Profiles and even though multiple Users may be able to Process the same Purchase Order on the same Screen, not everybody may necessarily be allowed to perform all of the available steps.



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The screenshot shows the IES Navigator Client interface. At the top, the window title is "IES Navigator Client v8.01 : My ILS : [mode-Z]". Below the title bar is a menu bar with "Help", "Submit", "Quit", "Functions", and "Commands". A toolbar with various navigation icons is located below the menu bar. The main content area is divided into three sections: "ON ORDER", "RECEIVED", and "INVOICED".

**ON ORDER**

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1							

**RECEIVED**

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2	3002094	c/1	CANON A65 DIGIT	ea		10.50	2.00

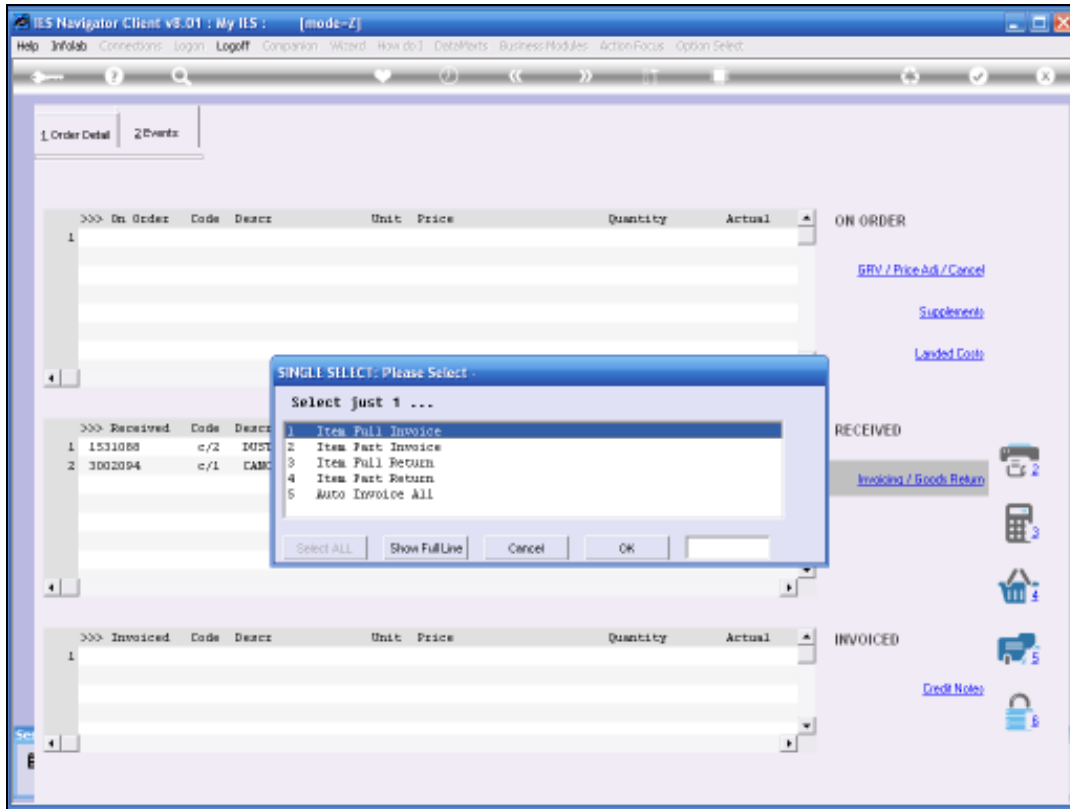
**INVOICED**

>>>	Invoiced	Code	Descr	Unit	Price	Quantity	Actual
1							

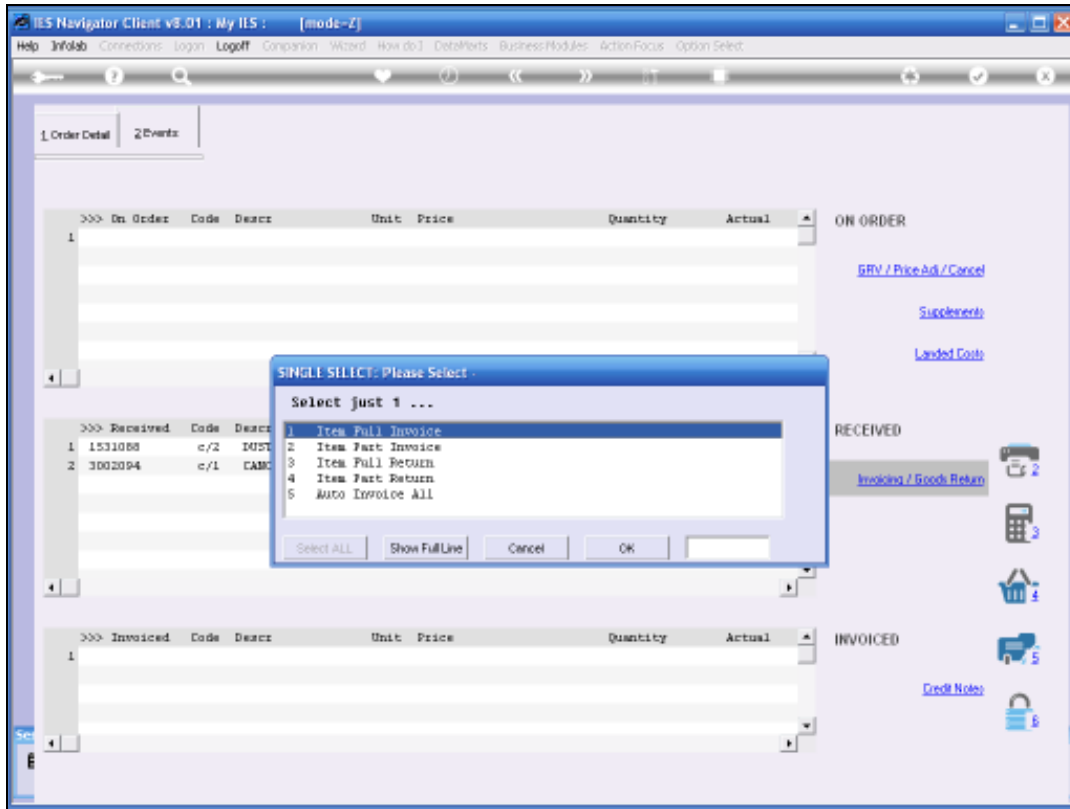
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- [Credit Note](#) (with padlock icon 6)

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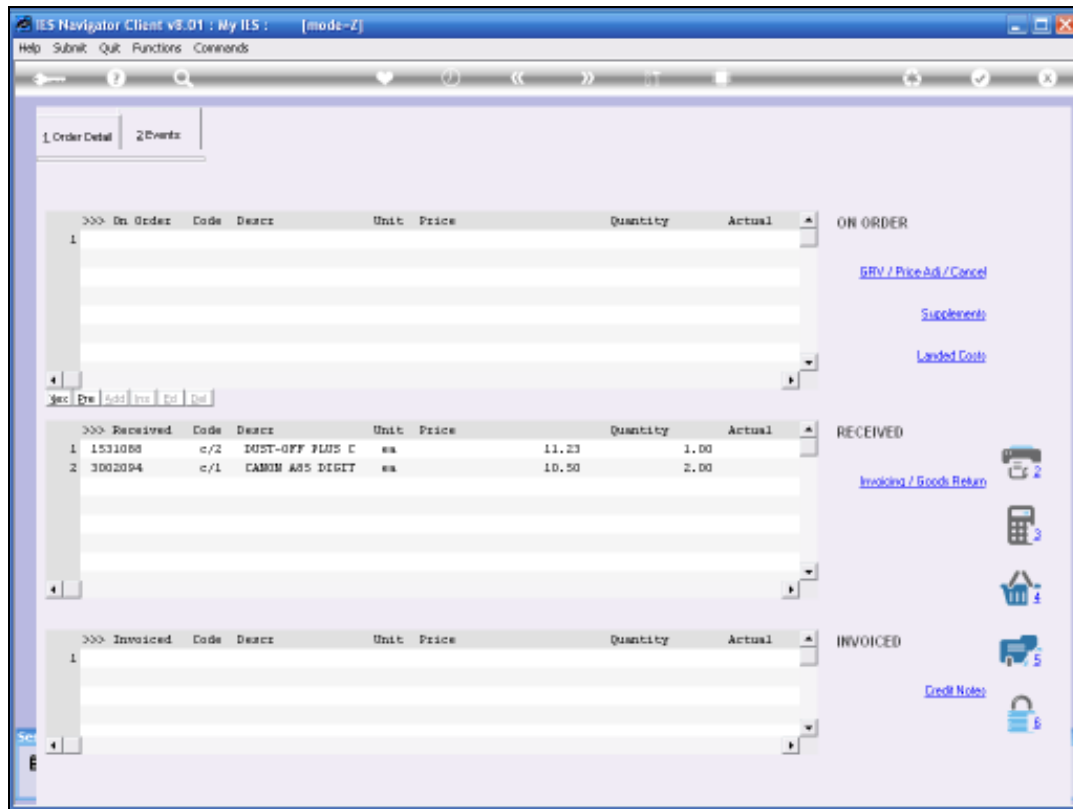


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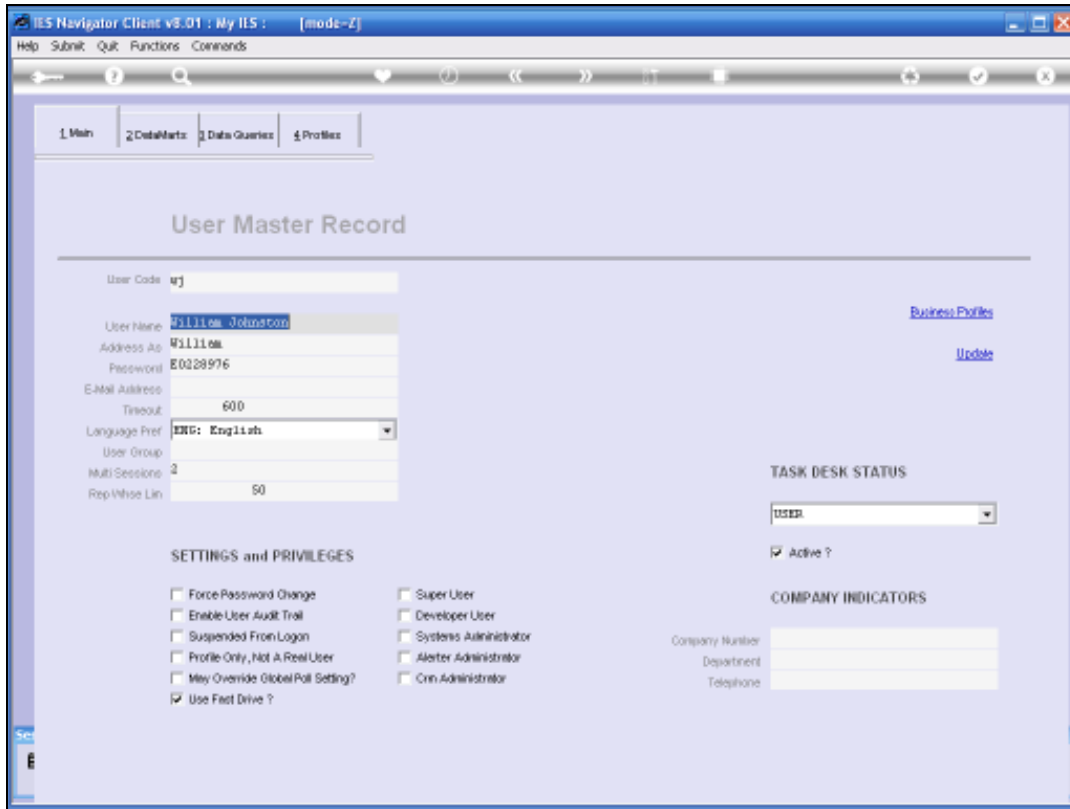
And of course it has everything to do with how we manage Financial Controls and our Control Procedures in the Management of our System.

The smaller the Company and the fewer operators there are who work with Purchase Orders, the more likely it will be for any such a User to be able to perform all the steps.

But the bigger the Company becomes, the more likely it be that some people will be able to Receive Goods, but they will not be able to do Invoice Processing, because it will be performed by some else, i.e. split controls.

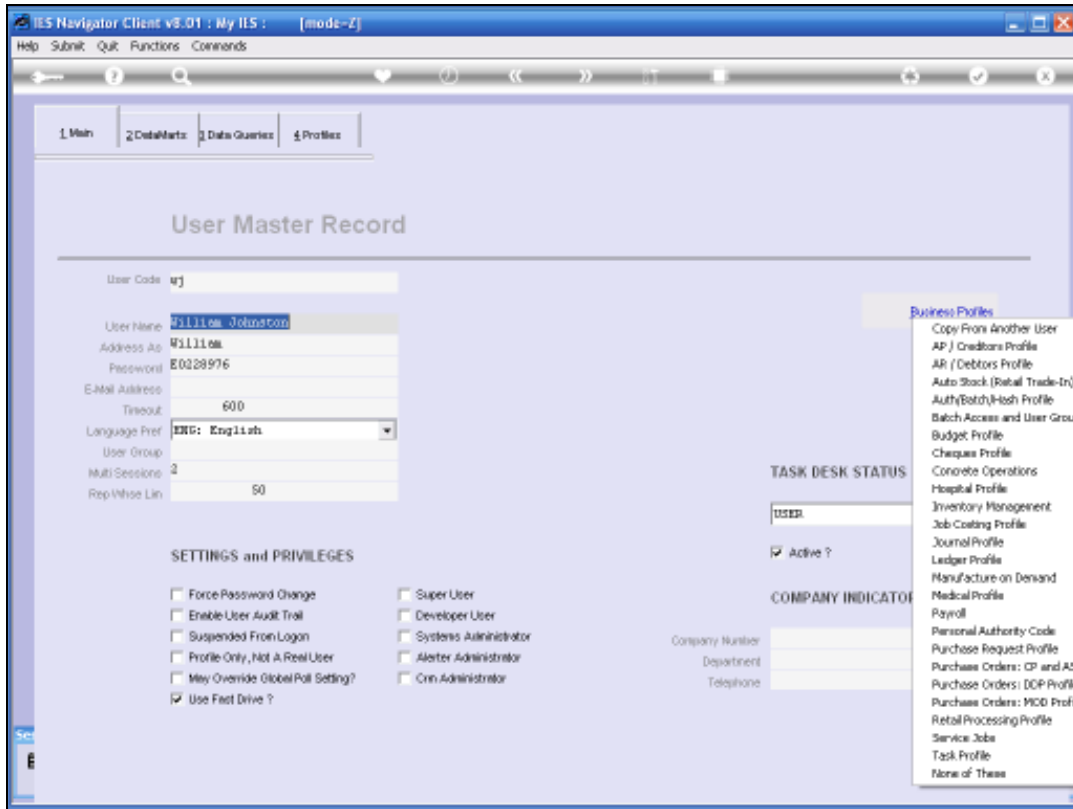
Others will be performing Return of Goods.

Others will do Payments and Processing of Invoices and so forth.

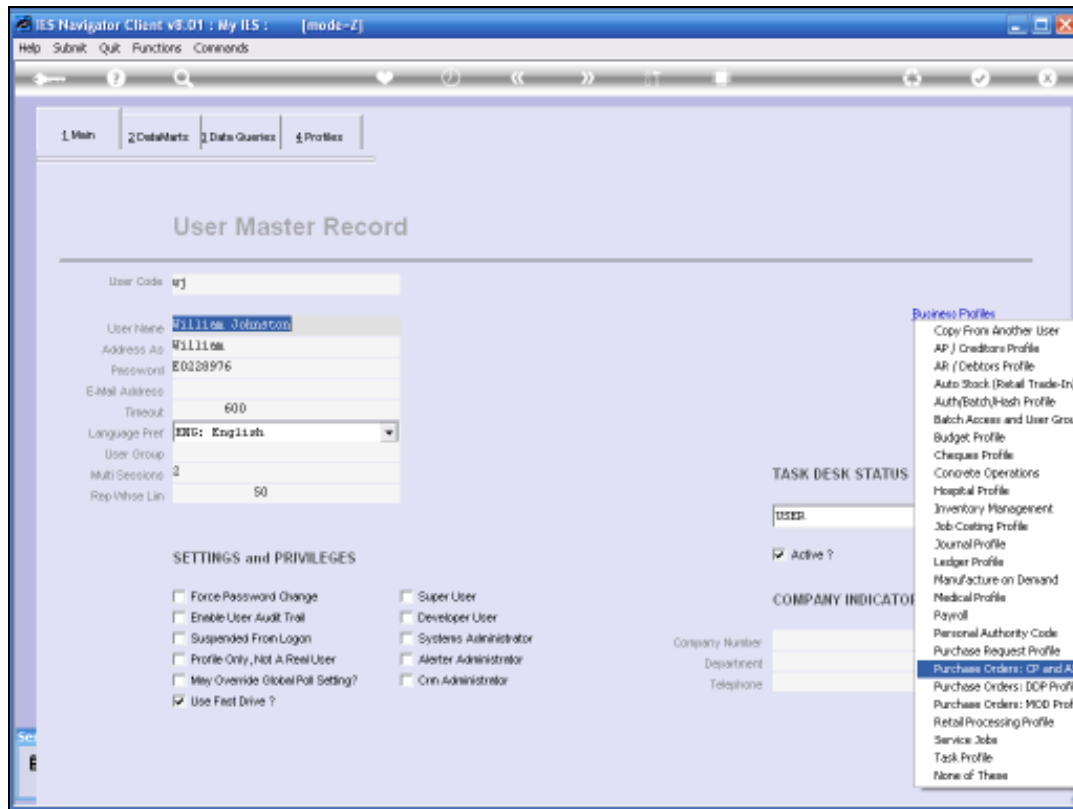


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So as usual with the Business Profiles, we access this from the User Master Record. We will select Business Profiles and select the Purchase Order Profile that we want to work with.



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The first of the 3 Profiles that we are going to look at, is the Purchase Orders CP and ASO. CP is for Central Purchasing and ASO is for Automated Stock Orders and these comprise the main stream of Purchase Orders that are used in any Company that uses the Purchase Order System.

We also have the DDP which is for Delegated Departmental Purchasing where Direct Items, not Stock Items, but Direct Items may be ordered by User Departments and there is a whole hierarchy to control that.

Then we also have the MOD which is short for Manufacture on Demand. So if the Manufacture Application is in use, there will be Purchase Orders in that System. Then those will be the MOD Purchase Orders.

Now the reason why we have these different Profiles, is that it is quite feasible to say that as a User in this Company, I am able to work with CP and ASO Orders, but I am also able to work with MOD Orders. But I do not have the same Privileges on these different kinds of Orders.

So what I may be able to do, or Authorize or Process for CP Order, is not the same as what I may be able to Process for an MOD Order.

IES Navigator Client v8.01 : My IES : [mode-Z]

Help Submit Quit Functions Comments

Purchasing: CP and ASO Profile [Save](#)

User ID: [ ]  
User: William Johnston

**Value Limits:**

New Orders Auth Limit	0
Limit For Supplements	0.00
Limit On Over Deliveries	0.00
Supply Price Variance	0.00
Invoice Price Variance	0.00
Max No Of Price Adjustments	0

**Procedural Checks:**

Accept Reduced Invoice Price	<input type="checkbox"/>
Capture Deliveries	<input checked="" type="checkbox"/>
Auto GRV?	<input type="checkbox"/>
Perform Cancellations	<input checked="" type="checkbox"/>
Capture Invoices	<input type="checkbox"/>
Auto Invoice?	<input type="checkbox"/>
Capture Goods Returns	<input type="checkbox"/>
Capture Credit Notes	<input type="checkbox"/>
Use Worktable Item	<input checked="" type="checkbox"/>

**Privileges:**

- Authorize Own Orders
- Perform Financial Actions
- Post Landed Costs
- Reverse Landed Costs
- Reset PO?
- Clean Stock Order?
- Auth Drill with Update
- May Import CP Orders

Limit Up/By: [ ]  
Limit Up/L: [ ]

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As we look at this particular Profile, it becomes immediately clear what kind of privileges we have here. In the 1<sup>st</sup> instance we have a New Orders Authorization Limit.

If that is Zero, then of course, if this is my Profile, I cannot Authorize New Orders. I may be able to work with Purchase Orders but I cannot Authorize New Orders.

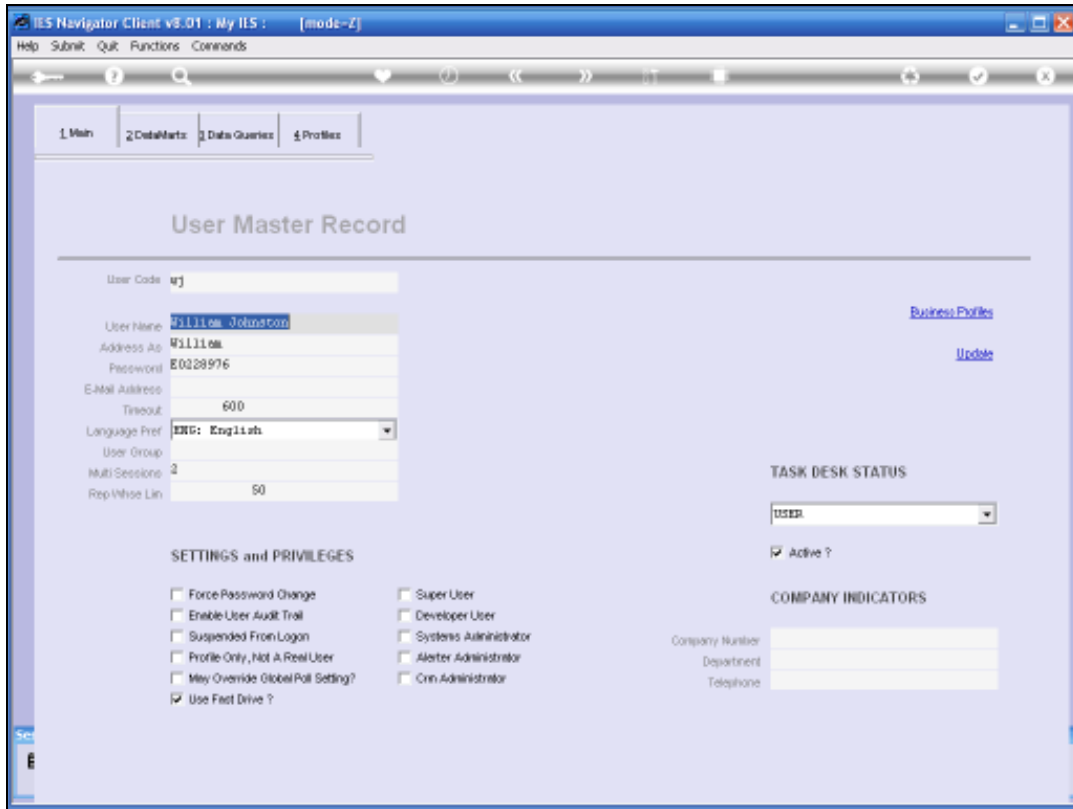
There is also a Limit for Supplements, or Over Deliveries.

There is Percentage Limitation on Order Price Variances, Invoice Price Variances and the Number of Price Adjustments that I may be able to Process on the Purchase Order.

Then whether I may be able to Capture Deliveries, Auto GRV's, Capture Invoices, etc.

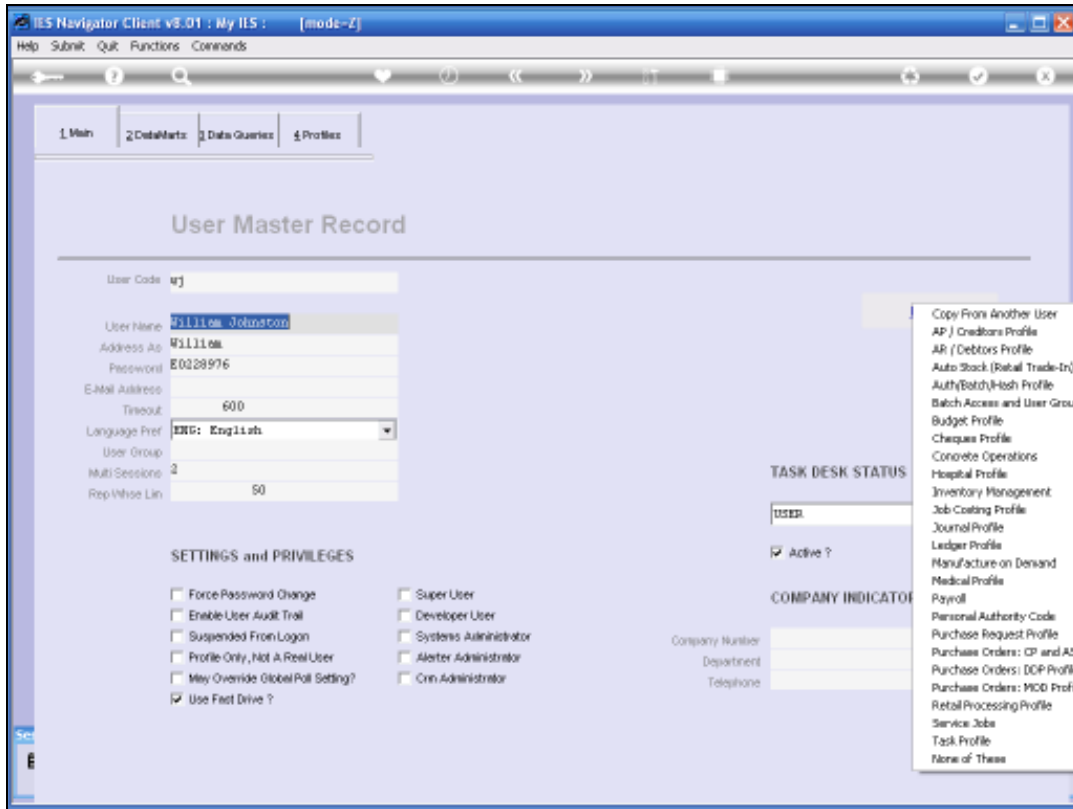
So each of these Privileges of course has Online Help and we can study those for more detail where it is required.

The point is, in order to control the Processing of Purchase Orders, we have, for any User who works with the Purchase Order System, these Privileges and Controls that we can grant or not grant to control how our Purchase Orders are controlled and Processed.

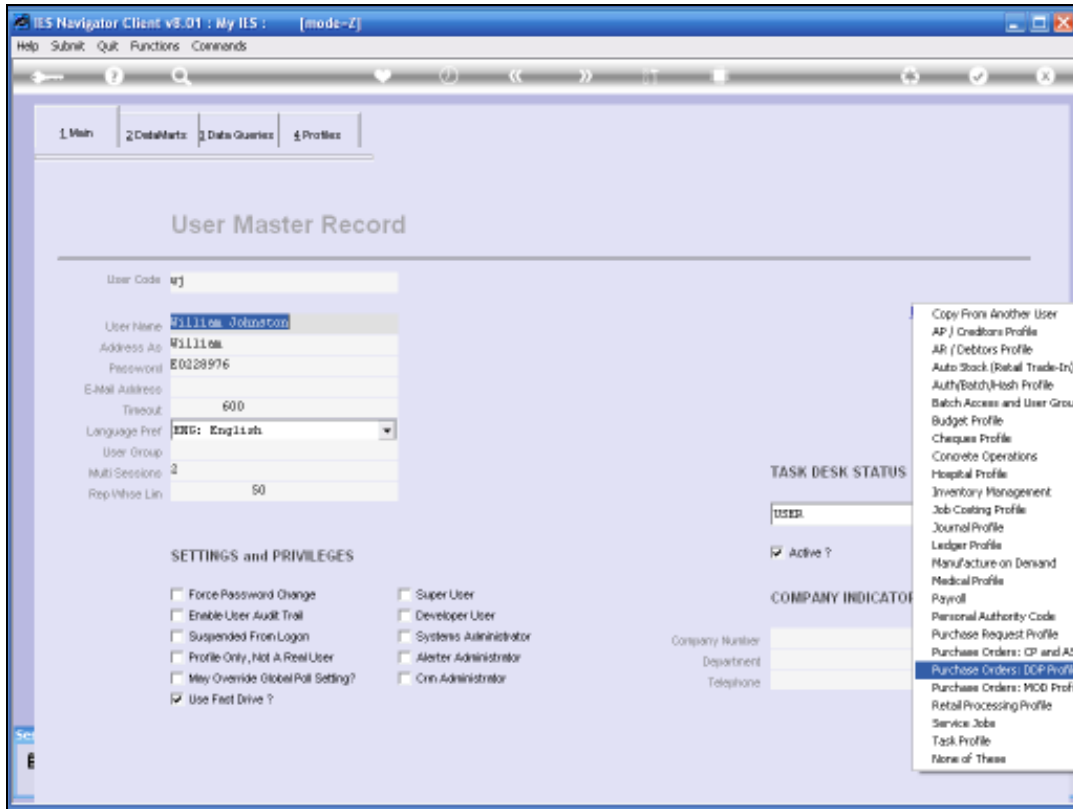


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Next we will show the DDP Purchase Order Profile.



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IES Navigator Client vs.01 : My IIS : [mode-Z]

Help Submit Quit Functions Commands

### Purchasing: DDP Profile

User Code: [ ]

User: William Johnston

Any/Only Depts: [ ]

Departments: 1

Authorizers: 1

Home Auth Code: [ ]

Home Dept: [ ]

New Orders Auth Limit: 0.00

Limit For Supplements: 0.00

Limit 'Over' Deliveries: 0.00

%Lin Ord Variance: 0.00

Max No Price Adj Per Order: 0

%Lin Inv Price Variance: 0.00

Privileges:

- Capture Deliveries
- Perform Cancellations
- Capture Invoices
- Capture Goods Returns
- Capture Credit Notes
- Reduced Invoice Price?
- Auto Inv ?
- Auto Invoice?
- Post Landed Costs
- Reverse Landed Costs
- Access DDP Controls?
- DDP Super User
- Authorise Own Orders
- May Originate Promotes

Delegate Part Auth To: 1

Pay Creditors Direct?

- No
- Yes, but ASK first
- Yes, Automatically

Last Upd By: [ ]

Last Upd: [ ]

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DDP Orders cannot include Stock Items. Those will always be on the CP and ASO type of Orders (which can include both Stock and Direct Items), and which are Performed and Controlled by the Central Purchasing and Buying Section.

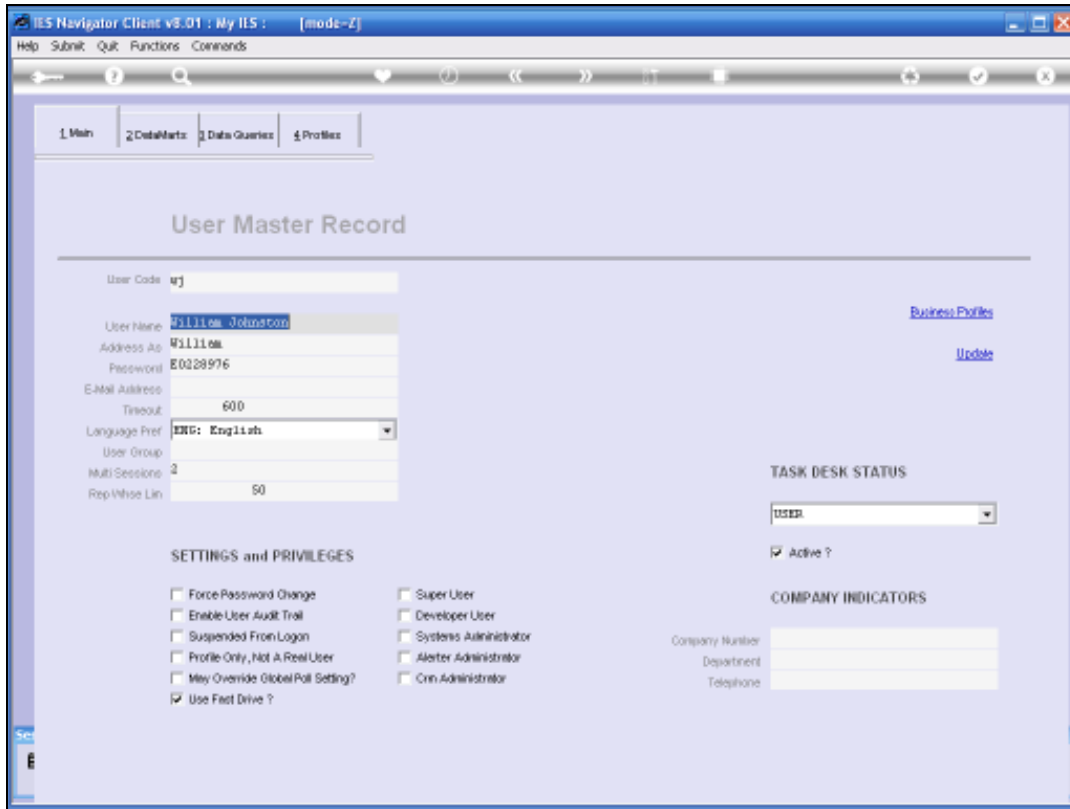
So the DDP Orders are really for Direct Items only. These could be Contracts, Projects, or specific items that we do not keep in stock but we need to order it.

So this is the type of thing that will be allowed if we use the DDP Order System at all.

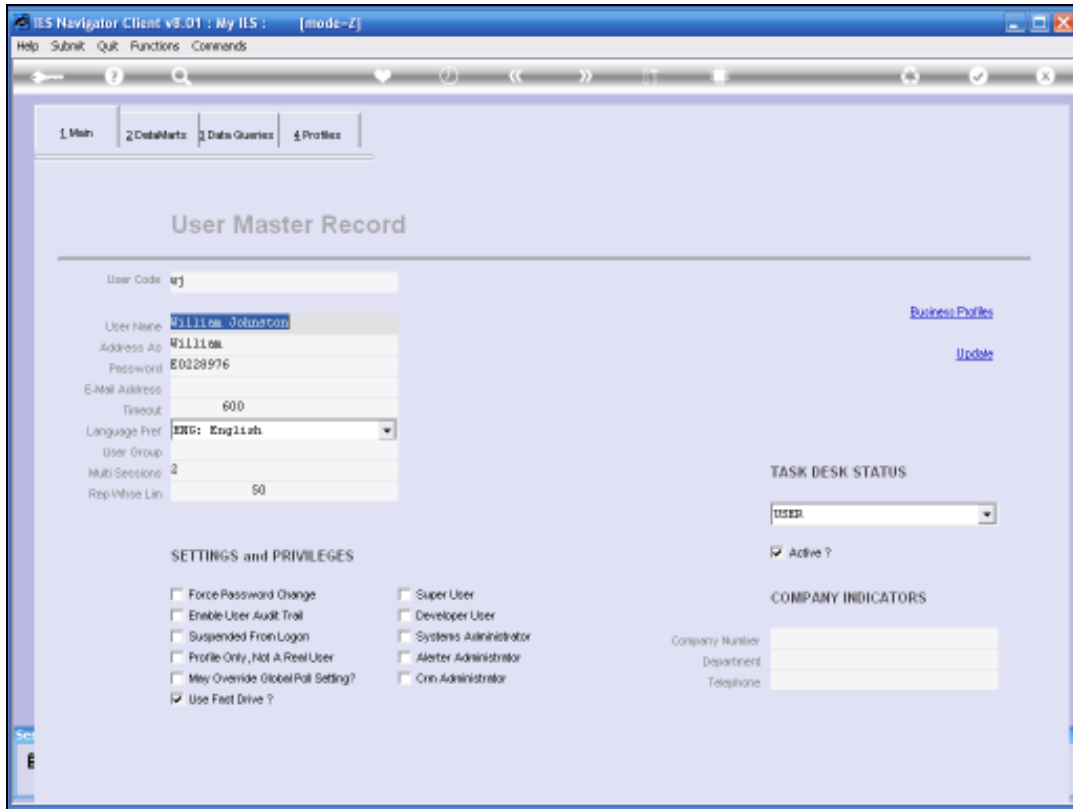
A User, who is working with DDP, will be listed as belonging to a Department. More than one Department may be listed. There will be Authorizers that this User will be linked to where these new Requisitions will go for Authorization before they can become Purchase Orders.

Other than that we have similar controls. We have these controls whether we can Perform Cancellations, Capture Invoices, etc.

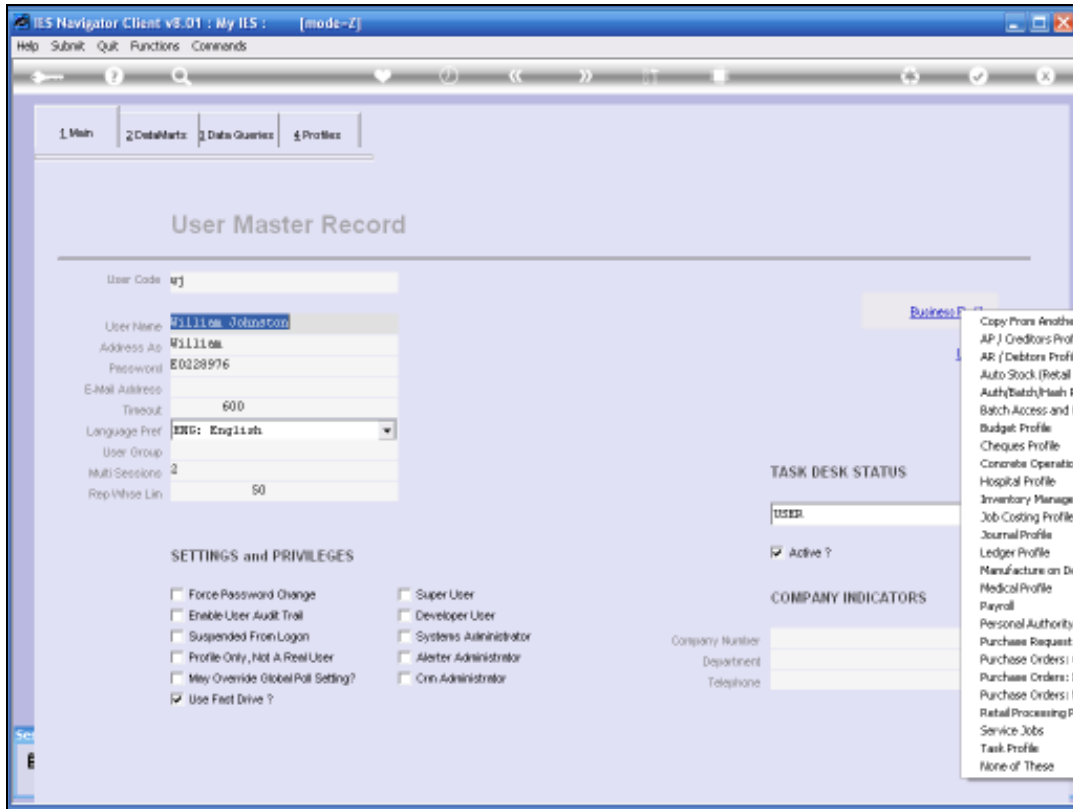
So this Profile is about the Privileges of a User who is allowed to work with DDP Orders and what this User may Perform in terms of DDP Orders.



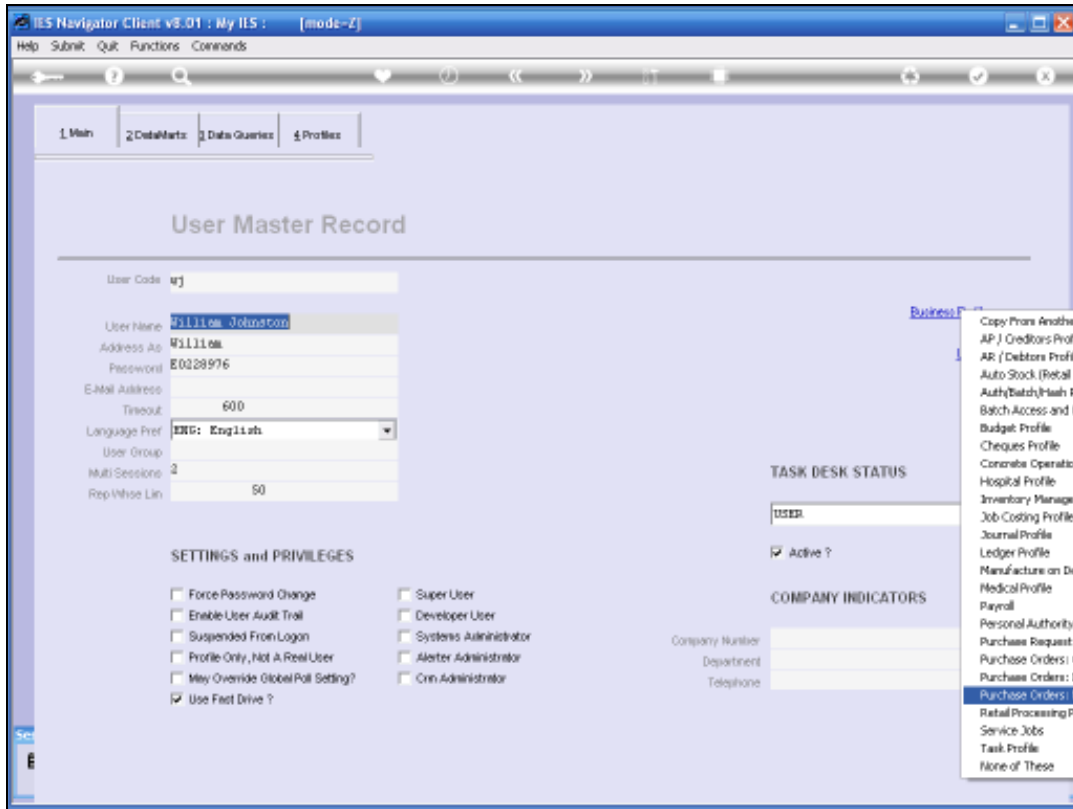
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The third type of Purchase Order Profile that we look at is the one for Manufacture, or MOD.

IES Navigator Client v8.01 : My IIS : [mode-Z]

Help Submit Quit Functions Commands

Purchasing: MOD Profile [Save](#)

User Id 17  
User William Johnston

**Procedural Checks**

Accept Reduced Invoice Prio	<input checked="" type="checkbox"/>
Capture Deliveries	<input checked="" type="checkbox"/>
Auto Inv ?	<input type="checkbox"/>
Perform Cancellations	<input checked="" type="checkbox"/>
Capture Invoices	<input type="checkbox"/>
Auto Invoice ?	<input type="checkbox"/>
Capture Goods Returns	<input type="checkbox"/>
Capture Credit Notes	<input type="checkbox"/>
File Nonstock Items	<input checked="" type="checkbox"/>

**Value Limits**

New Orders Auth Limit	0.00
Limit For Supplements	0.00
Limit On "Over" Deliveries	0.00
%Lin Ord Price Variance	0.00
%Lin Inv Price Variance	0.00
Max No Of Price Adjustments	0

**Privileges**

<input type="checkbox"/> Authorize Own Orders
<input type="checkbox"/> Perform Pe/No Actions
<input type="checkbox"/> Post Landed Costs
<input type="checkbox"/> Reverse Landed Costs

Last Upd By  
Last Upd

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The MOD Profile is almost an exact replica of the one for CP and ASO.

The only difference being that this is applied for MOD Orders.

As soon as the Purchase Order is part of a Manufacture Job Sheet in the Manufacture System, then it is an MOD Order.

Then, when that Order is Processed, the System will be applying the Privileges from the MOD Profile for the User in Question.