Purchasing Ordering

The Purchasing process

This section describes the steps in the Purchasing process.

1. Staff enter a Purchase Order into Moneyworks.
    - At this point, the Purchase Order is unapproved. Staff can only view unapproved Purchase Orders on the day that they entered them.
2. The Finance Department check and approve the Purchase Orders.
    - To approve a Purchase Order, authorised staff, select the option Command | Authorise_PO v3. This script places the authorisers initials into a special authorisation field.
3. Staff print their approved Purchase Orders and send them to the supplier.
    - A Purchase Order is fully authorised when the two columns, Auth 1 and Auth 2 on the Purchase Order list are no longer blank, that is, they have the initials of two staff members who are responsible for authorising Purchase Orders.
    - If an unauthorised Purchase Order is printed, then the words ‘Not Approved’ will be printed on it. If it has been fully authorised then ‘Approved’ will be printed on it.
4. When the goods arrive, MBC Staff check the goods against the packing slip and then hold (file) the packing slip.
5. On receipt of the invoice for the goods, the Finance Department email the staff member.
6. Staff then check the invoice details which have been emailed to them and then approve the creditor invoice using the Command menu option ‘Authorise Invoice’
7. The Finance Department process and post the invoice ready to be paid in a creditor payments run.

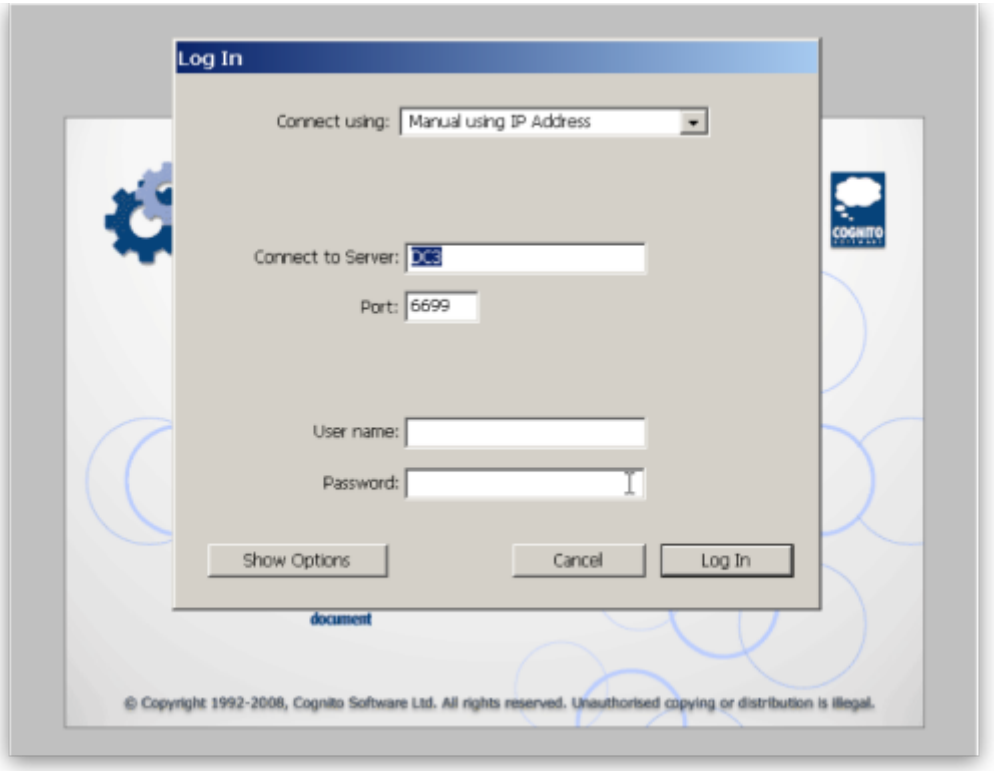
How to log on to the Moneyworks Datacentre

Double click on the *Moneyworks Gold* application

- You should have a shortcut to Moneyworks Gold on your desktop.
- The Moneyworks Gold Welcome screen will be displayed:



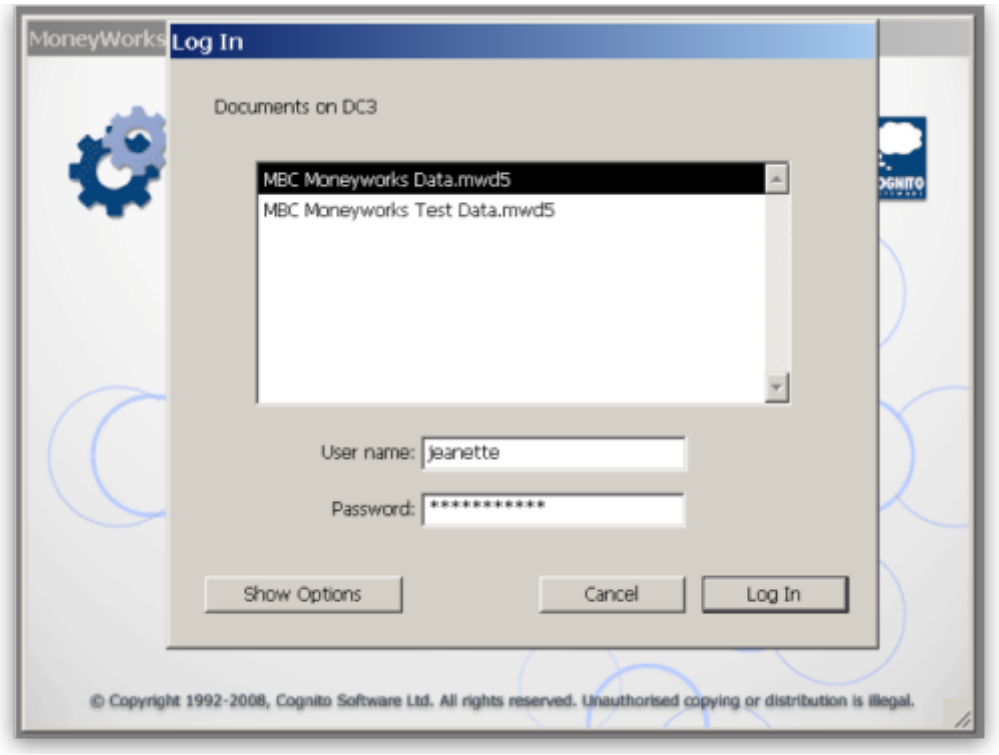
Click on the *Connect* button and the Log in screen is displayed:



The connection method — **Manual using IP Address**, the server location — **DC3** and the port — **6699** should automatically be displayed. If not, enter them as shown above.

Click on *Log In*

- Do not enter your Username and Password at this point. This comes in the following step.
- The Moneyworks documents available for you to use are displayed next



Make sure 'MBC Moneyworks Data.mwd5' is selected

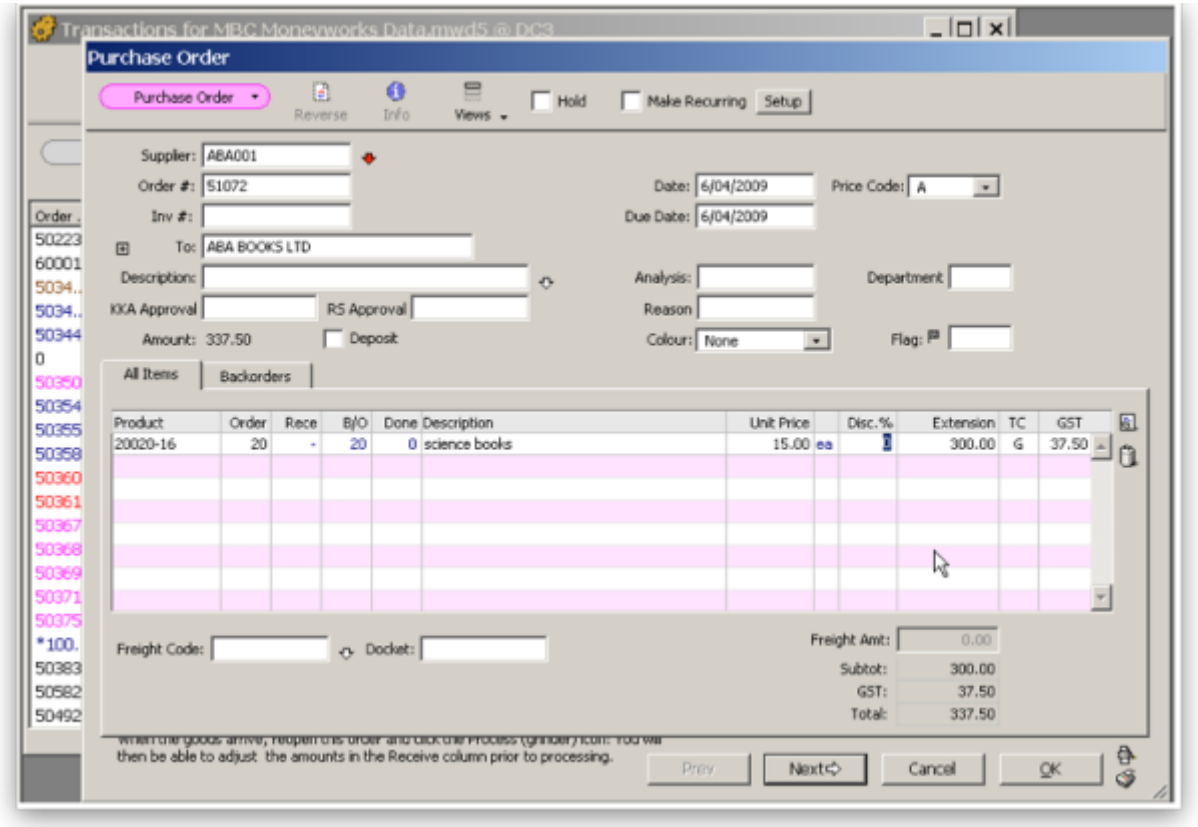
- It should be highlighted as above. If not, click on it once.

Enter your User name and Password

Click on the Log In button

How to enter a Purchase Order

1. First ensure the Purchase Order Transaction window is displayed.
    - To display it, select Show | Transactions, then click on the *View by Orders* tab and then click on the *Purchase Order* tab.
    - You should see a list of your approved Purchase Orders (if there are any).
2. To enter a new Purchase Order, click on the *New* button
    - You can find the *New* button in the palette of buttons which is just above the list of Purchase Orders.



1. Enter the Supplier code
    - All supplier codes start with the first three letters of the company name or surname (for individuals). You can get a list of suppliers by entering part of their code followed by with a '\' and the pressing the Tab button.
    - So, for example, if you enter 'A\' you will get a list of supplier codes starting 'A'.
2. Enter the Date
3. Enter your Department code
    - For example, '10'. You must enter this for the purchase order to be correctly allocated against your department.
4. Enter the purchase order details in the Items section of the screen.
5. Finally, click on the *OK* button to save the Purchase Order

How to authorise a Creditor invoice

When the Finance Department receives the creditor invoice for the goods you've ordered, they will send you an email with the details of the invoice to be authorised. To authorise the invoice follow these steps:

1. Check the invoice details against your purchase order and ensure you've actually received all the goods as per the invoice.
2. If you have, then Select *Authorise Invoice* from the Command menu
3. Enter the Invoice number into the Input box.
    - The Input box won't come up as the front window. You will see it on the status bar and you will have to click on it.
    - A user can only authorise Invoices for Purchase Orders they've entered.

From:
https://docs.sussol.net/ - **Sussol Docs**

Permanent link:
https://docs.sussol.net/doku.php/moneyworks:po_authorisation:usage?rev=1344429409

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