

MYOB Advanced Quick Guide Purchase Request versus Budget

Cloud Solutions
for Bigger Business

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Introduction

This quick guide discusses the processing of requests, from approval and budgetary control through to purchase by a normal purchase order.

For the purpose of this quick guide the following scenario will be used. The company Rapid Bytes has assigned an annual marketing budget of \$100,000 for the year. The marketing team have full control on when they can spend this budgeted amount but all requests for marketing must be approved and once approved these marketing expenses will be purchased through a purchase order.

This will provide complete traceability to show who approved the requests, which purchase orders have been raised and have these purchase orders been received.

This quick guide takes screen shots from and was tested using MYOB Advanced Enterprise edition Version 1.00.4412.00

Setup Required

With any business process there is a requirement to configure the system correctly, this chapter will discuss the various aspects of the system that require setup.

Numbering Sequences

Requests and requisitions require numbering sequences, these need to be created beforehand. Numbering sequences are created in menu path [Configuration \ Common Settings \ Common Settings \ Numbering Sequences]

For requests the following numbering sequence will be used.

* Numbering ID:

* Description:

☐ Manual Numbering

New Number Symbol:

Branch	*Start Number	*End Number	*Start Date	*Last Number	*Warning Number	*Numbering Step
>	0000000	9999999	01/01/2000	0000028	9999990	1

For the requisition the following numbering sequence will be used.

* Numbering ID:

* Description:

☐ Manual Numbering

New Number Symbol:

Branch	*Start Number	*End Number	*Start Date	*Last Number	*Warning Number	*Numbering Step
>	0000000	9999999	01/01/2000	0000015	9999990	1

Assignment and Approval Maps

If you plan to have requests or requisitions to go through an approval process then approval and assignment maps need to be generated.

These approval and assignment maps are created in menu path [Organisation \ Organisation Structure \ Manage \ Assignment and Approval Maps].

This quick guide will use the following assignment and approval map.

Map:

* Name:

The rules on who will approve these requests are specified as;

Rules											
Up Down											
Seq.	Type	*Name	Jump to	Workgroup	Assign to	Employee Name	Position	Department	Owner Source	Use Workgroup By Owner	
> 1	Assign	Approver		CFO	admin admin	Baker Maxwell...	CFO	ADMIN		<input type="checkbox"/>	

The assignment and approval map will use the following condition ensuring that all purchase requests greater than \$0 will require to be approved.

Rule Type:

Conditions

*Entity	*Field Name	Condition	Field Value
> Request	Est. Ext. Cost	Is Greater Than Or Equal To	0.00

Budget

Even if you do not want to budget against requests it is mandatory to have a budget ledger defined. Budget ledgers are created in menu path [Finance \ General Ledger \ Configuration \ Setup \ Budgets].

The following budget ledger has been defined.

» MAIN ▾ Ledgers ☆

*Ledger ID	*Description	Balance Type	*Currency	Consol. Branch	Branch Accountin	Is Consolidation Source
> 2014	2014 Budget	Budget	USD		<input type="checkbox"/>	<input type="checkbox"/>

Once a budget ledger is created it can be managed through menu path [Finance \ General Ledger \ Work area \ Enter \ Budgets]

Below you can see the marketing budget of \$100,000 has been distributed evenly across each of the periods.

MAIN ▾ Budgets ☆

Notifications Customisation Help ▾

Preload Articles Manage Budget

* Branch: MAIN - New York Compare To Branch: MAIN - New York

* Ledger: 2014 - 2014 Budget Compare To Ledger: ACTUAL - Actual Ledger

* Financial Year: 2014 Compare To Year:

Subaccount Filter:

Tree Node Filter:

Distribute

Relea	*Account	*Subaccount	*Description	Amount	Distributed Amount	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06
	603000	00-00-00-00-000	Marketing and Promotional Items	100,000.00	100,000.00	8,333.34	8,333.34	8,333.34	8,333.34	8,333.33	8,333.33

Once a budget has been agreed it is required to be released, this is done via menu path [Finance \ General Ledger \ Processing \ Daily \ Release Budgets].

MAIN ▾ Release Budgets ☆

Customisation Dashboard ▾

Release Release All

View Budget

Branch	Ledger	Financial Year	Account	Subaccount	Description	Amount
MAIN	2014	2014	603000	00-00-00-00-000	Marketing and Promotional Items	100,000.00

Request Classes

Each request is linked to a request class, these request classes determine the characteristics of the request being made.

Request classes are created in menu path [Distribution \ Purchase Requisitions \ Configuration \ Setup \ Request Classes]

The request requires a class name and description. You can also specify the lead time if a request has a usual time to take to be approved, order and receipted et cetera.

The request has 6 options which are

Request Option	Request Characteristic
Customer Request	This will allow you to link a request to a customer on the shipping details tab and link that customer to the sales order created through the requisition create orders step.
Vendor Information is not required	This will hide the vendor information from the request, vendor information can be entered but is not mandatory
Allow multiple vendors per one requested item	This will add extra vendor detail columns to the document details tab.
Issue to requestor	This can be seen as a flag that indicates that items ordered using this request class will be issued to the requester.
Restrict Requested Items To The Specified List	Selecting this option will enable the request class to have inventory items added to the tab Request Class Item list. When using this request class the inventory list appears will match that listed on this tab.
Hide Inventory item	This will remove the inventory id from the request lines.

In this example the request class will be created as follows

« ↻ MAIN ▾ Request Classes ☆

⏏ ↶ + ⏏ ⏏ ⏏ ⏏ ⏏ ⏏ ⏏ ⏏

* Class:

* Description:

Promised Lead Time (days):

☐ Customer Request ☐ Issue to Requestor

☐ Vendor Information is Not Required ☐ Restrict Requested Items to the Specified List

☐ Allow Multiple Vendors per One Requested Item ☐ Hide Inventory Item

The General ledger Accounts tab allows you to specify which expense account and sub account will be used. You can specify the account to come from the request class or choose the expense account linked to the department that the requestor is linked to or alternatively use the expense account linked to the item.

This list only becomes available once you change the budget validation from none to either warning or error.

Warning will warn the end user that the request will go over the budgeted amount whereas error will not allow the request to proceed.

In this scenario the GL Accounts settings which are required are shown below. The expense account and sub account will be from the inventory item.

Request Class Item List GL Accounts

Budget Validation:

Use Expense Account From:

Combine Expense Sub. From:

Expense Account:

Expense Sub:

Other Considerations

Before setting the purchase requisitions preferences you also need to ensure that you have the following configured

- 1) System email account
- 2) Notification templates
- 3) Documents and forms to be used in the requests and requisition process

Purchase Requisition Preferences – General Settings Tab

Before you start using requests and requisitions you need to set the preferences to be used and determine the request classes and behavior.

The purchase requisition settings are set in menu path [Distribution \ Purchase Requisitions \ Configuration \ Setup \ Purchase Requisition Preferences]

In this screen you will see 3 tabs, General Settings, Approval and Mailing Settings.

Within the general settings you can specify the numbering sequences and approval process to be used for both the requests and the purchase requisitions.

In this scenario they will be set as follows

The screenshot shows the 'Request Settings' tab. It contains the following fields and options:

- * Numbering Sequence:** A text box containing 'RQITEM - Request Item' with search and edit icons.
- Require Approval:** A checked checkbox.
- Assignment Map:** A text box containing 'Request Item Assignment Map' with search and edit icons.
- Months Retained:** A text box containing the number '10'.

The Purchase requisition settings offer two more options allowing you to place purchase orders on status hold rather than being open and the last option is whether to merge lines.

The settings this example will use are shown below.

The screenshot shows the 'Requisition Settings' tab. It contains the following fields and options:

- * Numbering Sequence:** A text box containing 'RQREQUISIT - Requisition' with search and edit icons.
- Require Approval:** An unchecked checkbox.
- Approval Map:** A text box containing 'Requisition Assignment Map' with search and edit icons.
- Months Retained:** A text box containing the number '10'.
- Create Purchase Order on Hold:** A checked checkbox.
- Merge Lines by Default:** An unchecked checkbox.

There are two general settings for budgeting, you need to specify the budget ledger and calculation method. There are 3 budget calculation methods available they are YTD, PTD and Annual.

The other settings to use are as shown below.

The screenshot shows the 'Other Settings' tab. It contains the following fields and options:

- * Budget Ledger:** A text box containing '2014 - 2014 Budget' with search and edit icons.
- Budget Calculation:** A dropdown menu set to 'Annual'.
- Default Request Class:** A text box containing 'MKTPROMO - Marketing ar' with search and edit icons.

Purchase Requisition Preferences – Approval Tab

The approval map tab is where you link the assignment approval map to be used by the type Request or Requisition.

In this example the approval tab needs to be specified as shown below.

The screenshot shows the 'Purchase Requisitions Preferences' window with the 'Approval' tab selected. The 'Type' column lists 'Request' with a corresponding 'Request Item Assignment Map' in the 'Assignment Map' column.

Type	Assignment Map
> Request	Request Item Assignment Map

Purchase Requisition Preferences – Mailing Settings Tab

To specify the forms to use and the system email account to be used for communicating information both internal and external needs to be specified here.

You can also specify the default recipients should this be required. In this example the following settings will be used for default sources.

The screenshot shows the 'Mailing Settings' tab with the 'Default Sources' section. A table lists the mailing ID 'RQPROPOSAL' with its associated email account, report, notification template, form, and active status.

Mailing ID	Default Email Account	Report	Notification Template	Forma	Active
> RQPROPOSAL		RQ. 61.10.00		PDF	<input checked="" type="checkbox"/>

And for default recipients the following settings will be used.

The screenshot shows the 'Default Recipients' section. A table lists the contact type, contact ID, format, active status, and Bcc field.

Contact Type	Contact ID	Format	Active	Bcc
--------------	------------	--------	--------	-----

Processing Requests

Scenario Recap and Item Setup

In this scenario the marketing team will book a stand at an upcoming EXPO which a purchase order must be raised. Also promotional items will be given away to any visitor at the EXPO therefore the promotional items are also required to be ordered.

To allow this to happen the marketing team have the following non stock items that they use to book a stand at an EXPO and for ordering the promotional give away items that visitors to the stand can take away.

Non Stock item – EXPO

This non stock item is used to book a stand at the EXPO.

« » MAIN ▾ Non-Stock Items ☆

* Inventory ID:
 Product Workgroup:

Item Status:
 Product Manager:

Description:

General Settings | Price/Cost Information | Sales Prices | Customer Prices | Vendor Prices | Vendor Details | Cross-Reference | Packaging | Deferred Revenue

Item Defaults

Item Class:

Type:

Posting Class:

☐ Is a Kit

* Tax Category:

Default Warehouse:

☐ Require Receipt

☐ Require Shipment

Unit of Measure

* Base Unit:

* Sales Unit:

* Purchase Unit:

* From Unit	Multiply/Divide	Conversion To Unit Factor

The posting class linked to the non-stock item will use the general ledger accounts linked to the item which are;

« » MAIN ▾ Non-Stock Items ☆

* Inventory ID:
 Product Workgroup:

Item Status:
 Product Manager:

Description:

General Settings | Price/Cost Information | Sales Prices | Customer Prices | Vendor Prices | Vendor Details | Cross-Reference | Packaging | Deferred Revenue

Expense Accrual Account:

Expense Accrual Sub.:

* Expense Account:

* Expense Sub.:

PO Accrual Account:

PO Accrual Sub.:

Non Stock Item – PROMOGOODS

This non stock item is used for ordering the items which will be given to visitors at the EXPO, this stock item is required to be receipted into the business.

« MAIN ▾ Non-Stock Items ☆

* Inventory ID:
 Product Workgroup:

Item Status:
 Product Manager:

Description:

General Settings | Price/Cost Information | Sales Prices | Customer Prices | Vendor Prices | Vendor Details | Cross-Reference | Packaging | Deferred Revenue

Item Defaults

Item Class:

Type:

* Posting Class:

☐ Is a Kit

* Tax Category:

Default Warehouse:

☒ Require Receipt
☒ Require Shipment

Unit of Measure

* Base Unit:

* Sales Unit:

* Purchase Unit:

* From Unit	Multiply/Div	Conversion To Unit	Factor

The posting class linked to the non-stock item will use the general ledger accounts linked to the item which are;

« MAIN ▾ Non-Stock Items ☆

* Inventory ID:
 Product Workgroup:

Item Status:
 Product Manager:

Description:

General Settings | Price/Cost Information | Sales Prices | Customer Prices | Vendor Prices | Vendor Details | Cross-Reference | Packaging | Deferred Revenue

Expense Accrual Account:

Expense Accrual Sub.:

* Expense Account:

* Expense Sub.:

PO Accrual Account:

Entering and Processing the Request for the EXPO

The process will start with the request for booking the stand at the EXPO, as this is a popular EXPO the need to book early is required. Once the EXPO is confirmed the promotional items will be ordered nearer to the time of the EXPO.

The request is entered through menu path [Distribution \ Purchase Requisitions \ Work Area \ Enter \ Requests]

» MAIN ▾ Requests ☆

Actions ▾ Reports ▾

Ref. Nbr.: 0000034 Priority: Normal Est. Ext. Cost: 5,000.00
 * Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1.00
 Status: On Hold * Location: MAIN - New York
☒ Hold * Department: ADMIN - Administration
 * Date: 19/08/2014 Currency: USD 1.00 View base
☐ Approved Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Requisition Details |

Inventory	Description	*UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status	Cancel
EXPO	Item used for booking places at a...	EACH	1.00	5,000.000000	5,000.00	603000	00-00-00...		19/08/2014	Open	<input type="checkbox"/>

The above request has been entered and it is at this point that the request is validated against the budget amount, before you take it off hold.

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Fin. Period: 07-2014

Details

Account	Sub.	*Currency	Document Amount	Request Amount	Budget Amount	Amount Spent	Approved Amount	Unapproved Amount
603000	00-00-00-00-000	USD	5,000.00	5,000.00	100,000.00	0.00	0.00	5,000.00

If this request exceeded the budget amount then the request would not be possible to be taken off hold, as this is under the budget amount the request can be taken off hold.

The requested amount on the budget details tab will include all requests (including this request) that have been entered which are not in the status of cancelled.

When the request is taken off hold (this can only be done if the amount has not exceeded budget) it is now in the status Pending Approval.

Ref. Nbr.: 0000034 Priority: Normal Est. Ext. Cost: 5,000.00
 * Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1.00
 Status: Pending Approval * Location: MAIN - New York
☐ Hold * Department: ADMIN - Administration
 * Date: 19/08/2014 Currency: USD 1.00 View base
☐ Approved Description:

The approval map will determine the person responsible for approving this request.

The approver would approve the request by either using the option Approve found under the Actions button within the purchase request or alternatively the purchase request can be approved from menu path [Organisation \ Communication \ Tasks \ Approvals].

» MAIN ▾ Requests ☆

Ref. Nbr.: 0000034 Priority: Normal Est. Ext. Cost: 5,000.00
 * Request Class: MKTPROMO - * Requested By: EP00000002 Open Qty.: 1.00
 Status: Pending Approval * Location: MAIN - New York
☐ Hold * Department: ADMIN - Administration
 * Date: 19/08/2014 Currency: USD 1.00 View base
☐ Approved Description:

Approve
Reject
Cancel Request

The approve option within the Purchase Request

« MAIN ▾ Approvals ☆ Customisation Dashboard ▾

Assigned To: EP00000002 - admin admin ☒ Me
 Workgroup: ☐ My
☒ Display Escalated

Type	Reference Nbr.	Document Date	Business Account	Account Name	Description
Request	0000042	27/11/2014	EP00000002	Baker Maxwell, Mr.	Request for a stand at 2015 CeBit in Sydney
Expense Claim	000012	20/10/2014	EP00000002	Baker Maxwell, Mr.	Taxi and Dinner Costs
Expense Claim	000013	20/10/2014	EP00000002	Baker Maxwell, Mr.	Interstate Travel

The request now showing in the approvers Approval List

Once Approved the request will change its status to Open and the request line will have the Issue status also equal to Open.

» MAIN ▾ Requests ☆

Ref. Nbr.: 0000034 Priority: Normal Est. Ext. Cost: 5,000.00
 * Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1.00
 Status: Open * Location: MAIN - New York
☐ Hold * Department: ADMIN - Administration
 * Date: 19/08/2014 Currency: USD 1.00 View base
☒ Approved Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory	Description	*UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status	Cancel
EXPO	Item used for booking places at a...	EACH	1.00	5,000.000000	5,000.00	603000	00-00-00...	19/08/2014	19/08/2014	Open	<input type="checkbox"/>

The approval details tab will show you who and when the request was approved.

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Approver	Approver Name	Approved By	Approved By Name	Date	Status	Workgroup
EP00000002	Baker Maxwell, Mr.	EP00000002	Baker Maxwell, Mr.	24/11/2014	Approved	CFO

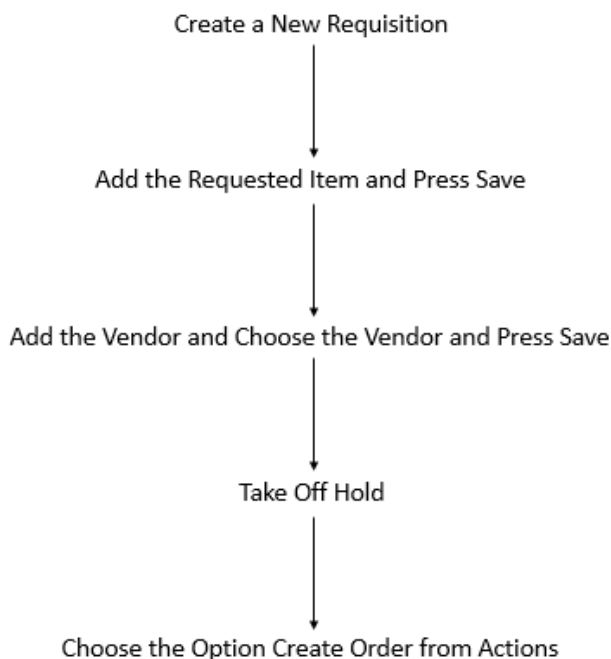
The budget details are now updated to show the approved spend against the budget.

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information									
Fin. Period: * 07-2014									
Details									
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div>									
Account	Sub.	*Currency	Document Amount	Request Amount	Budget Amount	Amount Spent	Approved Amount	Unapproved Amount	
> 603000	00-00-00-00-000	USD	5,000.00	5,000.00	100,000.00	0.00	5,000.00	0.00	

Generating the Purchase Order for the EXPO Request

Requests that have been approved are purchased through a requisition. A requisition can go through a tendering process or alternatively you can specify the vendor directly and create the purchase order.

In this scenario we will do the later whereby the vendor will be chosen and the order will be directly placed using the flow below



Requisitions are created in menu path [Distribution \ Purchase Requisitions \ Work Area \ Enter \ Requisitions] by clicking on the PLUS button.

The screenshot shows the 'Create a New Requisition' form in MYOB Advanced. The form has several tabs: Document Details, Shipping Instructions, Bidding, Vendor Info, Approval Details, Other Information, Purchase Orders, and Sales Orders. The 'Document Details' tab is active. The form includes fields for Ref. Nbr. (set to <NEW>), Status (On Hold), Date (19/08/2014), Priority (Normal), Creator (EP00000002 - Baker Maxwell, M), Customer, Location, Currency (USD), and Description. The 'Add Requested Items' button is highlighted with a red box and a blue callout bubble.

In the new requisition record the request can be added by clicking on the button Add Requested Items.

In the new window you will see all requested items that have been approved and not yet linked to a requisition. Also the ability to filter is also available by using the filtering option in the top half of the screen or alternatively filtering on the column headers as shown below.

In this screen select the items that you wish to add to the requisition and then choose the option save.

In this screen select the items that you wish to add to the requisition and then choose the option save.

Once you press Save you will return to the purchase requisition screen.

The next step is to add the vendor, this is done by navigating to the Bidding Tab and clicking on the PLUS button and adding the vendor details and then press SAVE.

Once the vendor has been added use the button Choose Vendor and then press SAVE again.

When satisfied with the purchase requisition take it off Hold from within the requisition header.

Ref. Nbr.: 0000021 Priority: Normal Currency: USD 1.00 View base

Status: Open * Creator: EP00000002 - Baker Maxwell, M Est. Ext. Cost: 5,000.00

☐ Hold Customer: Location:

* Date: 19/08/2014 Location:

☒ Approved

Description:

The final step is to generate the Purchase order, this is achieved by selecting the option Create Orders from the Action menu path within the purchase requisition.

MAIN Requisitions

Actions

Approve
Reject
Complete Bidding
Create Orders
Create Quote
Cancel Request
Send Request for Proposal

Ref. Nbr.: 0000021 Priority: Normal Currency: USD 1.00 View base

Status: Open * Creator: EP00000002 - Baker Maxwell, M Est. Ext. Cost: 5,000.00

☐ Hold Customer: Location:

* Date: 19/08/2014 Location:

☒ Approved

Description:

Document Details Shipping Instructions Bidding Vendor Info

Vendor: ARKTAK - Arkt
Location: MAIN - Main L
Vendor Ref.:

The requisition will automatically be linked to the newly created purchase order, this can be seen on the purchase order tab.

Document Details		Shipping Instructions		Bidding		Vendor Info		Approval Details		Other Information		Purchase Orders		Sales Orders	
C		+		X		View Order		Create Orders							
Type		Order Nbr.		Status		*Date		*Vendor		*Locatio		Vendor Ref.		Currenq	
Normal		PORG000108		On Hold		19/08/2014		ARKTAK		MAIN				USD	
												5,000.00		0.00	
												5,000.00		EP00000002	

Also the request that was originally generated is now updated to the status ordered.

MAIN Requests

Ref. Nbr.: 0000034 Priority: Normal Est. Ext. Cost: 5,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 0.00

Status: Closed * Location: MAIN - New York

☐ Hold * Department: ADMIN - Administration

* Date: 19/08/2014 Currency: USD 1.00 View base

Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory Description *UOM Order Qty. Est. Unit Cost Est. Ext. Cost Account Sub. Required Date Promised Date Issue Status

EXPO Item used for booking places at a... EACH 1.00 5,000.000000 5,000.00 603000 00-00-00... 19/08/2014 Ordered

The purchase order can now be emailed to the supplier so that the spot at the EXPO can be guaranteed. As there will not be any physical delivery the purchase invoice can be entered against the purchase order upon receipt.

Once the purchase invoice has been entered and linked to this purchase order the request issue status will be updated as follows.

MAIN ▾ Requests ☆

Notes Activities Files Notifications Customisation

Actions ▾ Reports ▾

Ref. Nbr.: 000003-
 Priority: Normal
 Est. Ext. Cost: 5,000.00
 * Request Class: MKTPROMO -
 * Requested By: EP00000002 - Baker Maxwell, Mr.
 Open Qty.: 0.00
 Status: Closed
 * Location: MAIN - New York
 * Department: ADMIN - Administration
 * Date: 19/08/2014
 Currency: USD 1.00 View base
☒ Approved
 Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information
 Add Item Requisition Details

Inventory	Description	UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status
EXPO	Item used for booking places at a...	EACH	1.00	5,000.000000	5,000.00	603000	00-00-00...		19/08/2014	Closed

And also the purchase order generated from this requisition will also be updated to be closed.

MAIN ▾ Requisitions ☆

Notes Activities Files Notifications

Actions ▾ Vendor Notifications ▾ Reports ▾

Ref. Nbr.: 0000021
 Priority: Normal
 Currency: USD 1.00 View base
 Status: Released
 * Creator: EP00000002 - Baker Maxwell, M
 Est. Ext. Cost: 5,000.00
☐ Hold
 Customer:
 * Date: 19/08/2014
 Location:
☒ Approved
 Description:

Document Details Shipping Instructions Bidding Vendor Info Approval Details Other Information Purchase Orders Sales Orders
 View Order Create Orders

Type	Order Nbr.	Status	*Date	*Vendor	*Locatio	Vendor Ref.	Currency	Line Total	Tax Total	Order Total	Owner
Normal	PORG000...	Closed	19/08/2014	ARKTAK	MAIN		USD	5,000.00	0.00	5,000.00	EP00000002

Generating the Purchase Order for the Promotional Goods Request

In this scenario the following request will be entered, approved and linked to a requisition which will generate a purchase order. As this non stock item is required to be receipted the purchase order will be receipted and the purchase invoice will be entered.

In each of these steps you will see how the request status and line status is updated based on the other activities that are associated with the request.

Step 1 – Request Entered

In this step of the process the request header status is On Hold and the Issue status is open.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1,000.00

Status: On Hold ☒ Hold

* Date: 27/11/2014

* Location: MAIN - New York

* Department: ADMIN - Administration

Currency: USD 1.00 View base

Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory	Description	*UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status
PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...		27/11/2014	Open

Step 2 – Request Taken Off Hold

In this step of the process the request header status changes to Pending Approval and the issue status remains open.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1,000.00

Status: Pending Approval ☐ Hold

* Date: 27/11/2014

* Location: MAIN - New York

* Department: ADMIN - Administration

Currency: USD 1.00 View base

Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory	Description	*UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status
PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...		27/11/2014	Open

Step 3 – Request Approved

In this step of the process the request header status changes to Open, the Approved checkbox is marked as approved and the issue status remains open.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1,000.00

Status: Open ☐ Hold

* Date: 27/11/2014

* Location: MAIN - New York

* Department: ADMIN - Administration

Currency: USD 1.00 View base

Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory	Description	*UOM	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status
PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...		27/11/2014	Open

Step 4 – Create a requisition and add the requested item

Once the request has been linked to a requisition the status of the request changes to Closed and the issue status changes to Requested.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 0.00

Status: Closed
☐ Hold
 * Date: 27/11/2014
☒ Approved

* Location: MAIN - New York
 * Department: ADMIN - Administration
 Currency: USD 1.00 View base
 Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory Description UOM Order Qty. Est. Unit Cost Est. Ext. Cost Account Sub. Required Date Promised Date Issue Status

PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...	27/11/2014	Requested
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Step 5 – Choose a vendor for the requisition and create the purchase order

Once a supplier has been sourced for the requisition and the purchase order has been created the request status remains Closed but the issue status changes to Ordered.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 0.00

Status: Closed
☐ Hold
 * Date: 27/11/2014
☒ Approved

* Location: MAIN - New York
 * Department: ADMIN - Administration
 Currency: USD 1.00 View base
 Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory Description UOM Order Qty. Est. Unit Cost Est. Ext. Cost Account Sub. Required Date Promised Date Issue Status

PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...	27/11/2014	Ordered
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Step 6 – Receipting the Purchase Order

Once the purchase order has been receipted into the business the request is updated, the request status remains closed and the issue status is also updated to closed.

Ref. Nbr.: 0000044 Priority: Normal Est. Ext. Cost: 3,000.00

* Request Class: MKTPROMO - * Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 0.00

Status: Closed
☐ Hold
 * Date: 27/11/2014
☒ Approved

* Location: MAIN - New York
 * Department: ADMIN - Administration
 Currency: USD 1.00 View base
 Description:

Document Details Shipping Instructions Vendor Info Approval Details Budget Details Other Information

Inventory Description UOM Order Qty. Est. Unit Cost Est. Ext. Cost Account Sub. Required Date Promised Date Issue Status

PROMOGOODS	Promotional Giveaway Goods for...	EACH	1,000.00	3.000000	3,000.00	603000	00-00-00...	27/11/2014	Closed
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Request that Exceeds Budget

In this scenario a request has been entered that will exceed the budget amount.

MAIN ▾ Requests ☆

Notes Activities Files Notifications Customisation Help

Actions Reports

Ref. Nbr.: <NEW> Priority: Normal Est. Ext. Cost: 65,000.00

* Request Class: MKTPROMO - Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1.00

Status: On Hold * Location: MAIN - New York

☒ Hold * Department: ADMIN - Administration

* Date: 27/11/2014 Currency: USD 1.00 View base

☐ Approved Description:

Document Details Shipping Instructions Vendor Info Approval Details **Budget Details** Other Information

Inventory	Description	Order Qty.	Est. Unit Cost	Est. Ext. Cost	Account	Sub.	Required Date	Promised Date	Issue Status	Cancel
ADVERTISING	TV Advertising	1.00	65,000.000000	65,000.00	603000	00-00-00...		/11/2014	Open	<input type="checkbox"/>

When the budget has been exceeded a red circle with a white X will notify the end user that the budgeted amount has been exceeded.

MAIN ▾ Requests ☆

Notes Activities Files Notifications Customisation Help

Actions Reports

Ref. Nbr.: <NEW> Priority: Normal Est. Ext. Cost: 65,000.00

* Request Class: MKTPROMO - Requested By: EP00000002 - Baker Maxwell, Mr. Open Qty.: 1.00

Status: On Hold * Location: MAIN - New York

☒ Hold * Department: ADMIN - Administration

* Date: 27/11/2014 Currency: USD 1.00 View base

☐ Approved Description:

Document Details Shipping Instructions Vendor Info Approval Details **Budget Details** Other Information

Fin. Period: 10-2014

Details

Account	Sub.	*Curren	Document Amount	Request Amount	Budget Amount	Amount Spent	Approved Amount	Unapproved Amount
603000	00-00-00-00-000	USD	65,000.00	102,550.00	100,000.00	35,050.00	35,050.00	67,500.00

If the end user tries to take the request off hold then the system will return the following message to the end user.

