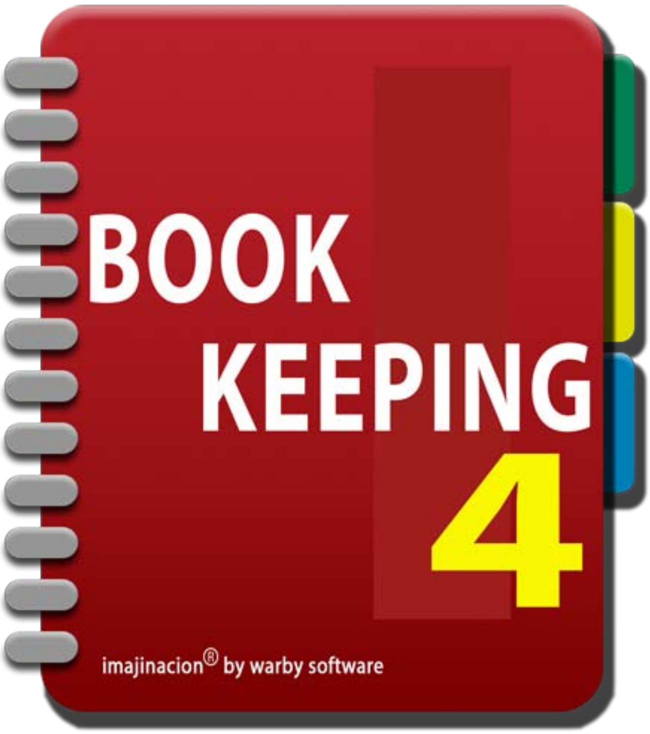


Purchases

Making Payments for Purchases

Purchase Returns

Purchase Refunds

1. **Processing Supplier Refunds**
2. **Creating A Purchase Refund**
3. **Refund Summary**
4. **Refund Line Items**

Request For Quotations (RFQs)

1. **Creating A RFQ**
2. **RFQs List**
3. **RFQ Summary**
4. **Generating A RFQ**

Creating a purchase order / Entering a Purchase

One of the most common tasks that a small business will do is to create a purchase order or enter a purchase. In Bookkeeping you enter a purchase and then generate the purchase order from the purchase details. Bookkeeping has many complex facilities to cater for the variety of different business needs, however Bookkeeping can also be used in a simple manner without needing to worry about all of the advanced facilities.

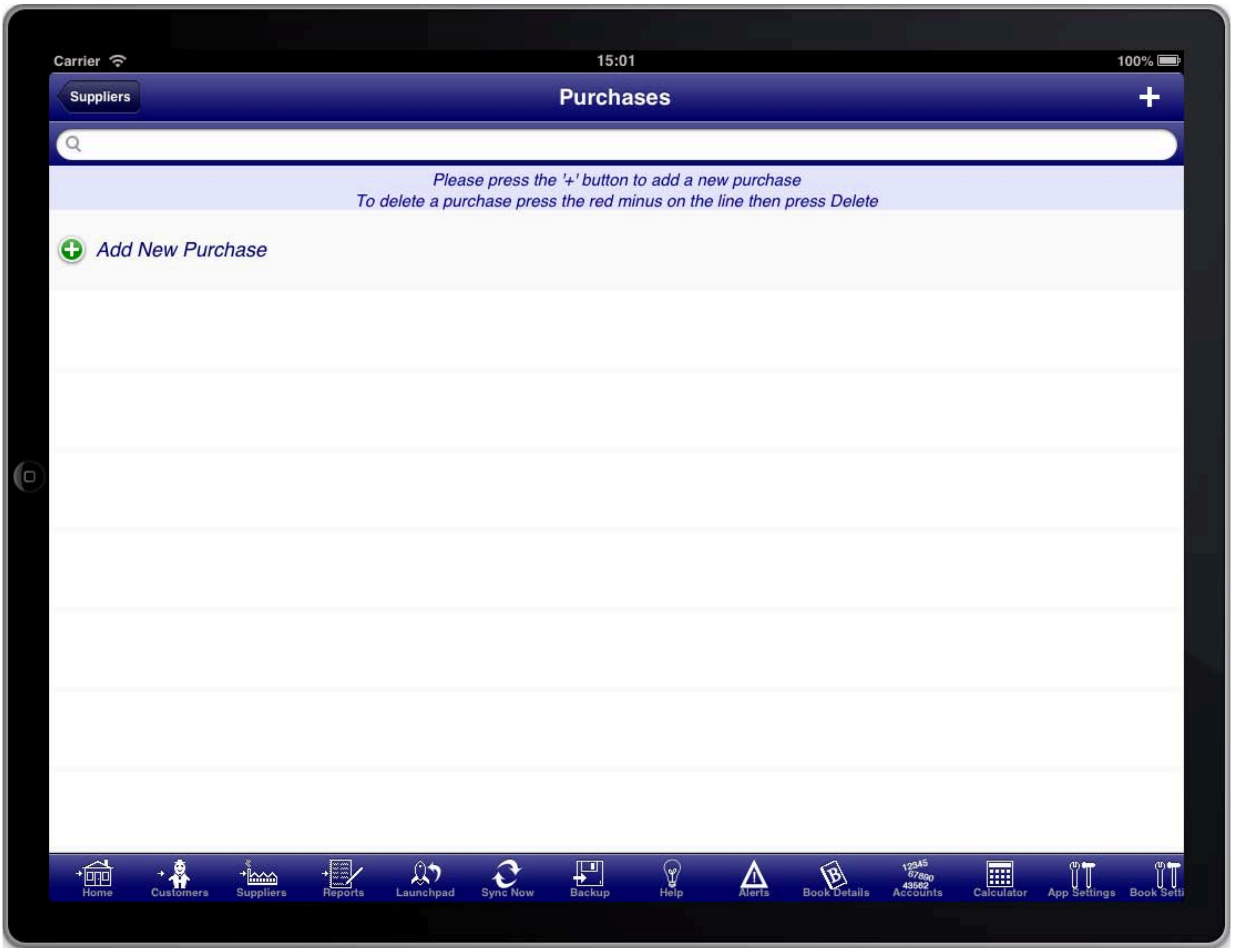
Screen: Suppliers Main Menu

Purchases are part of the suppliers module which is accessed from the "Suppliers" menu button on the main menu, or from the "Suppliers" toolbar icon at the bottom of the screen.

> You can also add a purchase directly from the main menu, customers menu, suppliers menu, and reports menu by using the option menu at the top right of the screen.

Purchases List

All purchases are conveniently accessed from the “Purchases” menu item on the suppliers menu.



Screen: Purchases List

To create a new purchase press the “+” button at the top right of the screen.

Purchase Summary

Screen: Purchase Summary

Throughout the program you will find that many of the screens prompt you for required information using the yellow highlight bar.

In the case of a Purchase the first important information is the “Supplier Name” field. Press the blue disclosure to select the Supplier that the Purchase is for. There is a default Supplier created for you called “Cash Purchase”. This is used when you wish to enter a Purchase without specifying the Supplier. If you wish to create the Purchase for a specific Supplier then, if you have not done so previously, press the “+” button at the top right of the screen to create a new Supplier.

Most information on the Purchase screen is populated for you. However you may need to adjust the “Purchase Date” to the date of the Purchase.

The "Purchase Summary" screen is used to enter details about the Purchase like the Purchase date, due date, billing address, etc. The items that are purchased are entered on the "Purchase Line Items" screen.

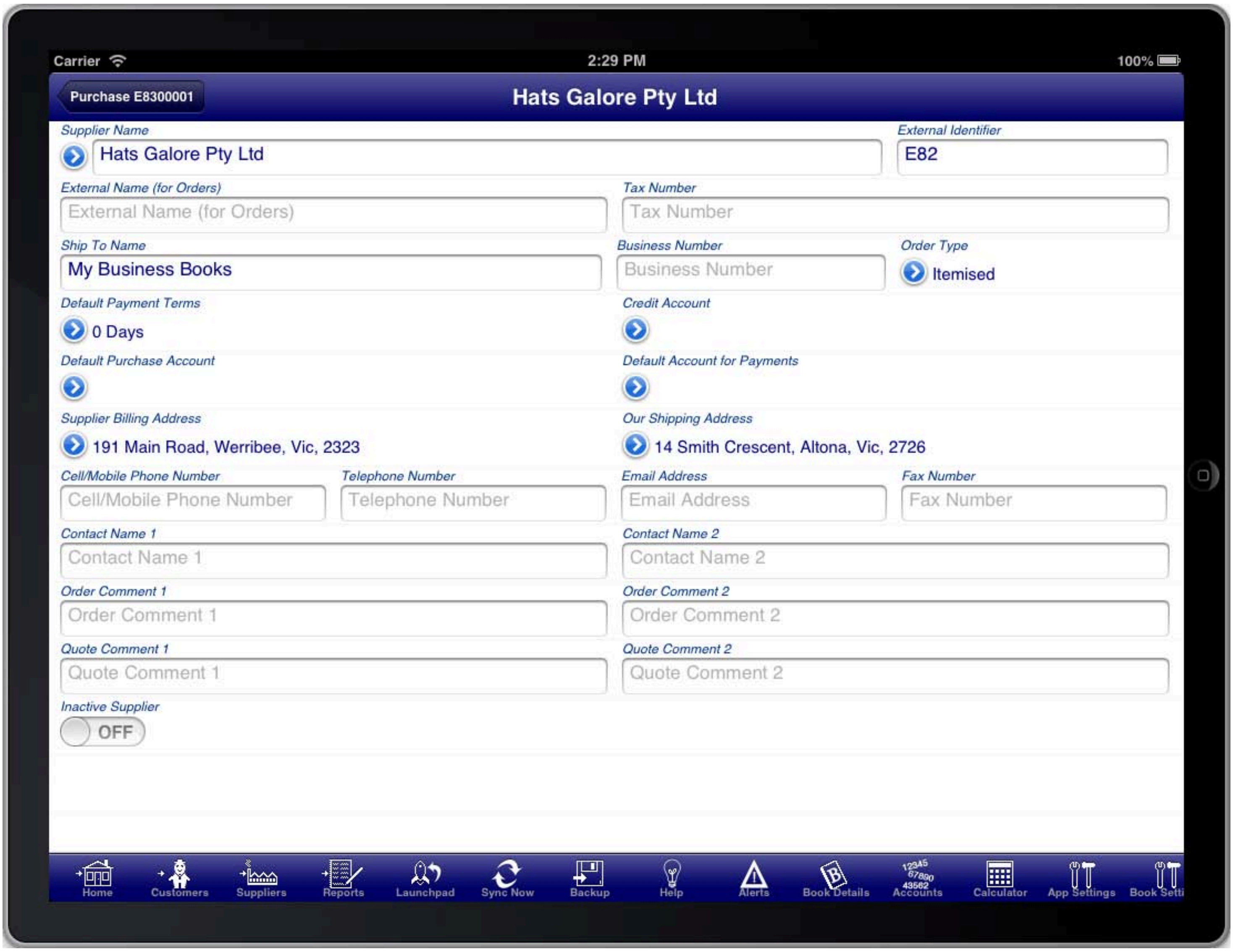
The "Order Type" field determines whether the purchase order has quantities and units of measure or now.

- An "Itemised" order shows both quantities and units of measure by default.
- A "Service" order does not show either the quantity or the units of measure.

You are also required to enter the Purchase line items for the Purchase. Every Purchase must have at least one line item. The line items are where you enter the details of the Purchase. Press the “Add new Purchase line item” line to create a new line item on the Purchase.

> You will be required to enter a Purchase description that summarises the purpose of the Purchase. If you do not do this then the description from the first line item will be used as the Purchase description.

Creating a new supplier



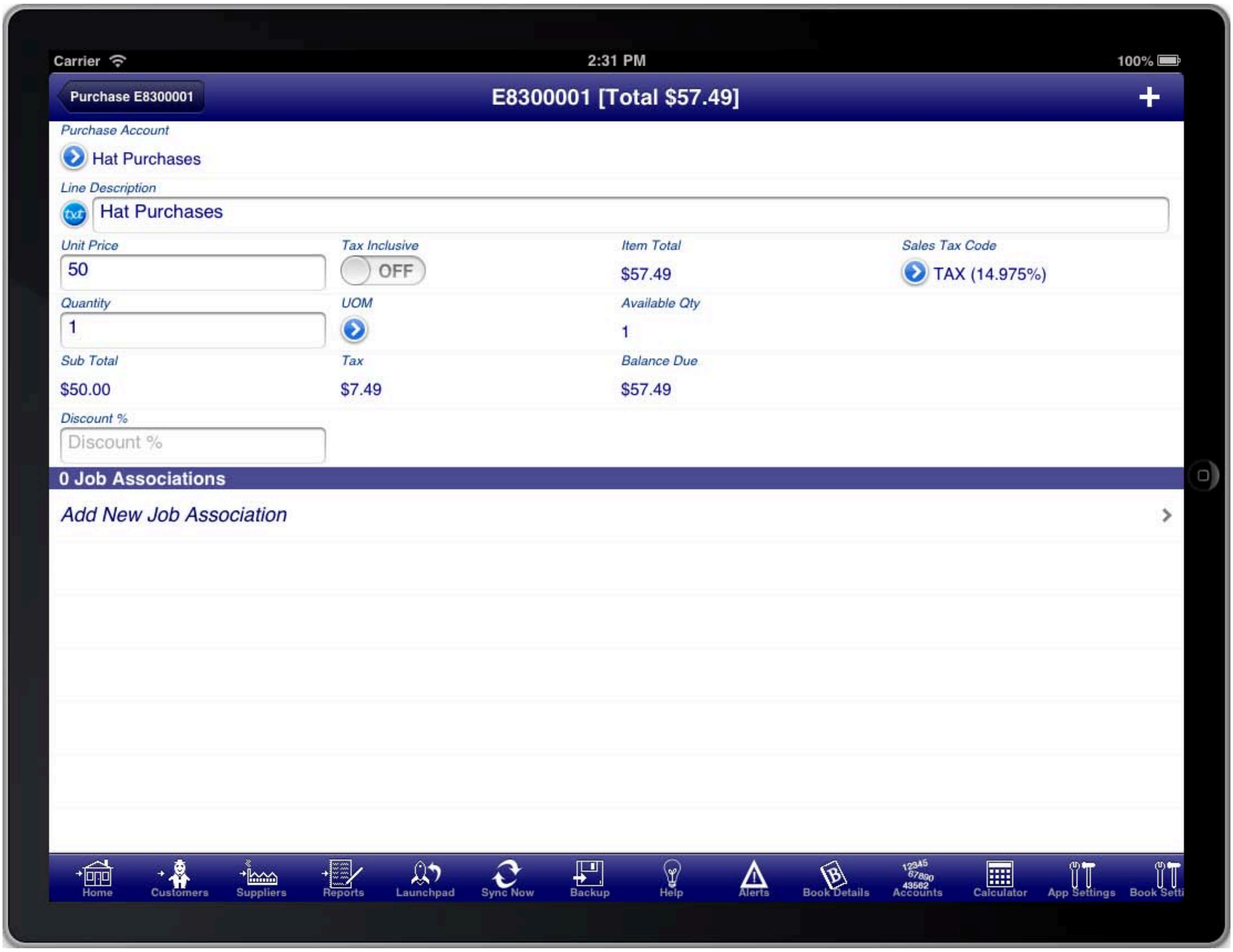
Screen: Supplier Details

You are required at a minimum to enter the supplier's name, however you can fill in any of the other supplier details that you wish. You can always return later to fill any other supplier details if you choose.

Once you have filled in the details that you want (especially the supplier's name) you should press the “Back Button” to return to the “Purchase Summary” screen.

Purchase Line Items

The Purchase line items screen is accessed from the "Purchase Summary" screen by tapping on the "Add new Purchase line item" line in the "Purchase Line Items" section of the screen, or by tapping on an existing line item in the "Purchase Line Items" section.



Screen: Purchase Line Items

The Purchase line item is used to enter the details of the Purchase. It can be used for information purposes only in which case you only enter the “Line Description”. Otherwise you must select the “Purchase Account” that the line item is attributable to.

> Inventory items are not shown on the screen to select from unless you have actually created at least one inventory item. To create an inventory item press the "Inventory" button on the toolbar.

Purchase accounts are used to categorise each of the line items of your Purchase. For example you might have an expense account for general Purchases, another expense account for freight charges that you are charged by suppliers, etc.

> You do not need to pre-create each of the Purchase accounts. Instead you can press the blue disclosure button under the “Purchase Account” field to reveal the Purchase account list and from there you can press the “+” button at the top right to create a new Purchase account, or alternatively select one of the existing accounts shown in the list.

Once you have selected a purchase account the Purchase item screen will reveal additional fields that are relevant including the unit price, Sales tax codes, quantity, etc. The unit price, or total price if you turn the tax inclusive switch ON, is required as is the quantity field. A description is also required however it defaults to the purchase account name; you can adjust it to another description if you wish. Most other fields are optional and depend upon your business needs.

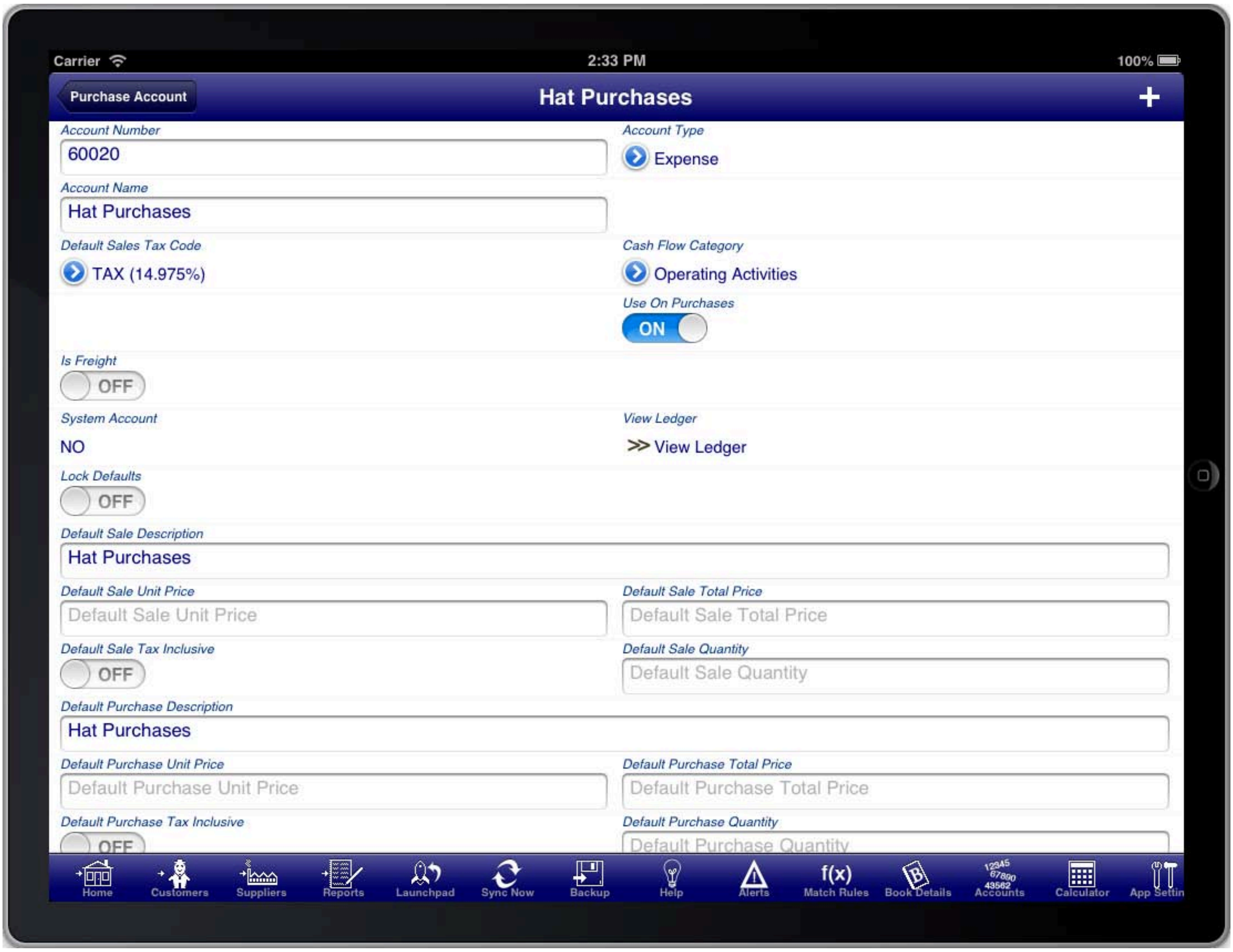
> You can enter simple mathematical expressions into any of the numerical fields. For example you can enter an expression like “10 + 10” and the program will calculate the result and put “20” into the field for you.

You can quickly add an additional line item by pressing the “+” button at the top right of the Purchase item screen.

When you are finished adding line items you can return to the Purchase summary screen by pressing the back button at the top left of the screen.

Adding Purchase Accounts

You do not need to pre-create each of the Purchase accounts. Instead you can press the blue disclosure button under the “Purchase Account” field to reveal the Purchase account list and from there you can press the “+” button at the top right to create a new Purchase account, or alternatively select one of the existing accounts shown in the list.



Screen: Account Screen

When adding a new account you should at a minimum enter a meaningful Account Name. You should also set the account type appropriately. By default Purchase accounts are set as Expenses Accounts.

> Expense accounts are shown in the profit & loss statement in the expense section.

Making Immediate Payment

The purchase automatically totals the line items and shows the total on the purchase summary screen. The summary of the line items is shown at the bottom of the purchase screen.

Screen: Receiving Immediate Payment

> If you wish to adjust the order of the line items then you can do so by pressing the “Organise” button on the toolbar. This will reveal "Move Handles" on each line item row which you can use to move the line items into the order that you require. When you are finished you can press the “Organise” button on the toolbar again, or press the “Tick” button at the top right of the screen.

If you are paying the supplier for the purchase immediately then you can enter this on the purchase summary screen as well. To be able to do this you must first select a withdrawal account where the money is paid from.

If you are paying by cash then you will want to create a special bank account called something like “Cash On Hand” to record cash payments made to suppliers. Once you have selected the bank account you will be able to enter the payment amount into the “Paid Today” field.

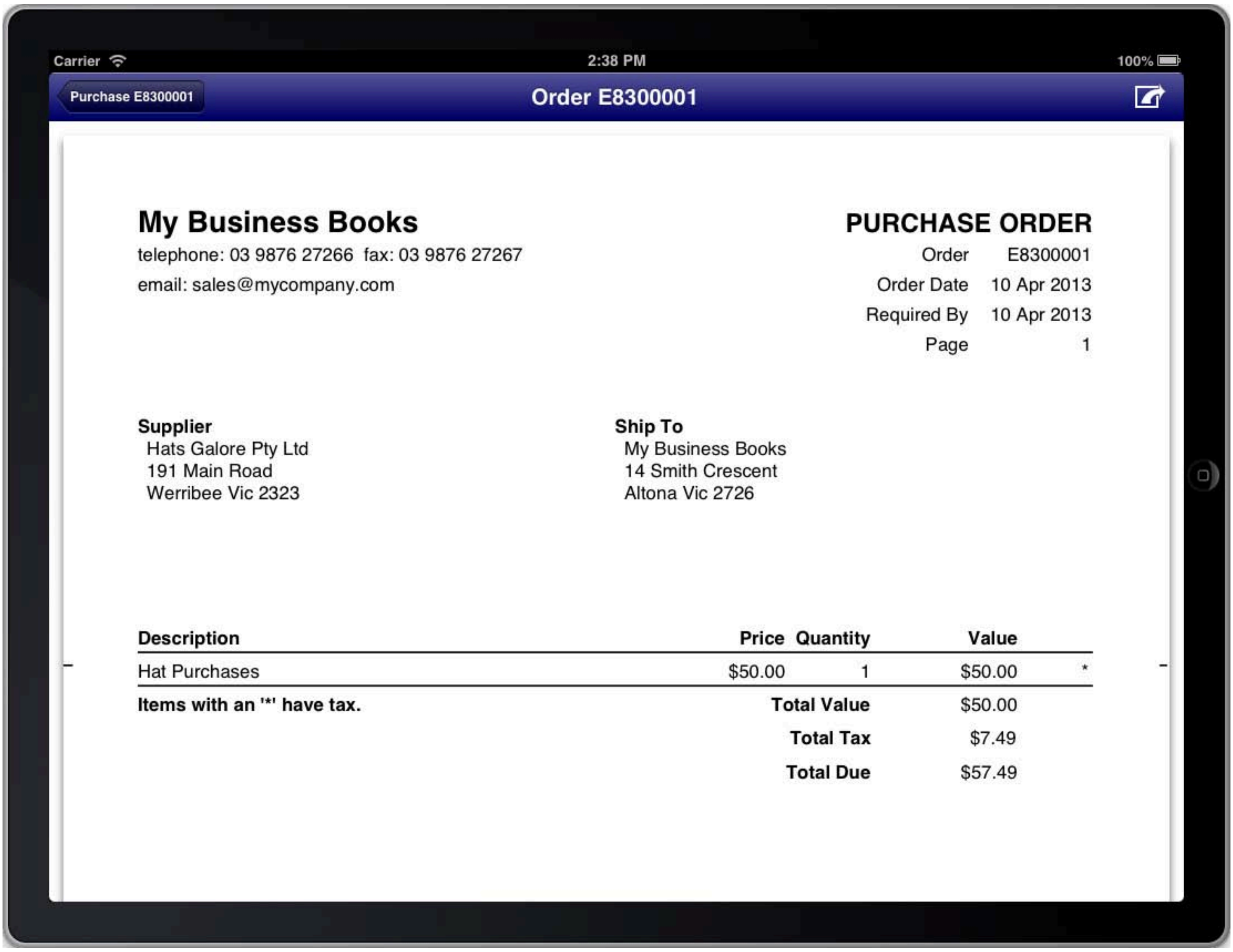
It is not required to enter the payment on the purchase screen and instead you can make payment via the “Payments” screen at a later time.

> You can return to the suppliers menu at any time by pressing the “suppliers” button on the toolbar. This is a quick way to get back to the suppliers menu from where you can access all of the facilities of the suppliers

module.

Generating A Purchase Order

The purchase order can be generated at any time by pressing the option button at the top right of the purchase summary screen (a button with a square and an arrow protruding from it), and then selecting “View Order”.



My Business Books
telephone: 03 9876 27266 fax: 03 9876 27267
email: sales@mycompany.com

PURCHASE ORDER

Order	E8300001
Order Date	10 Apr 2013
Required By	10 Apr 2013
Page	1

Supplier
Hats Galore Pty Ltd
191 Main Road
Werribee Vic 2323

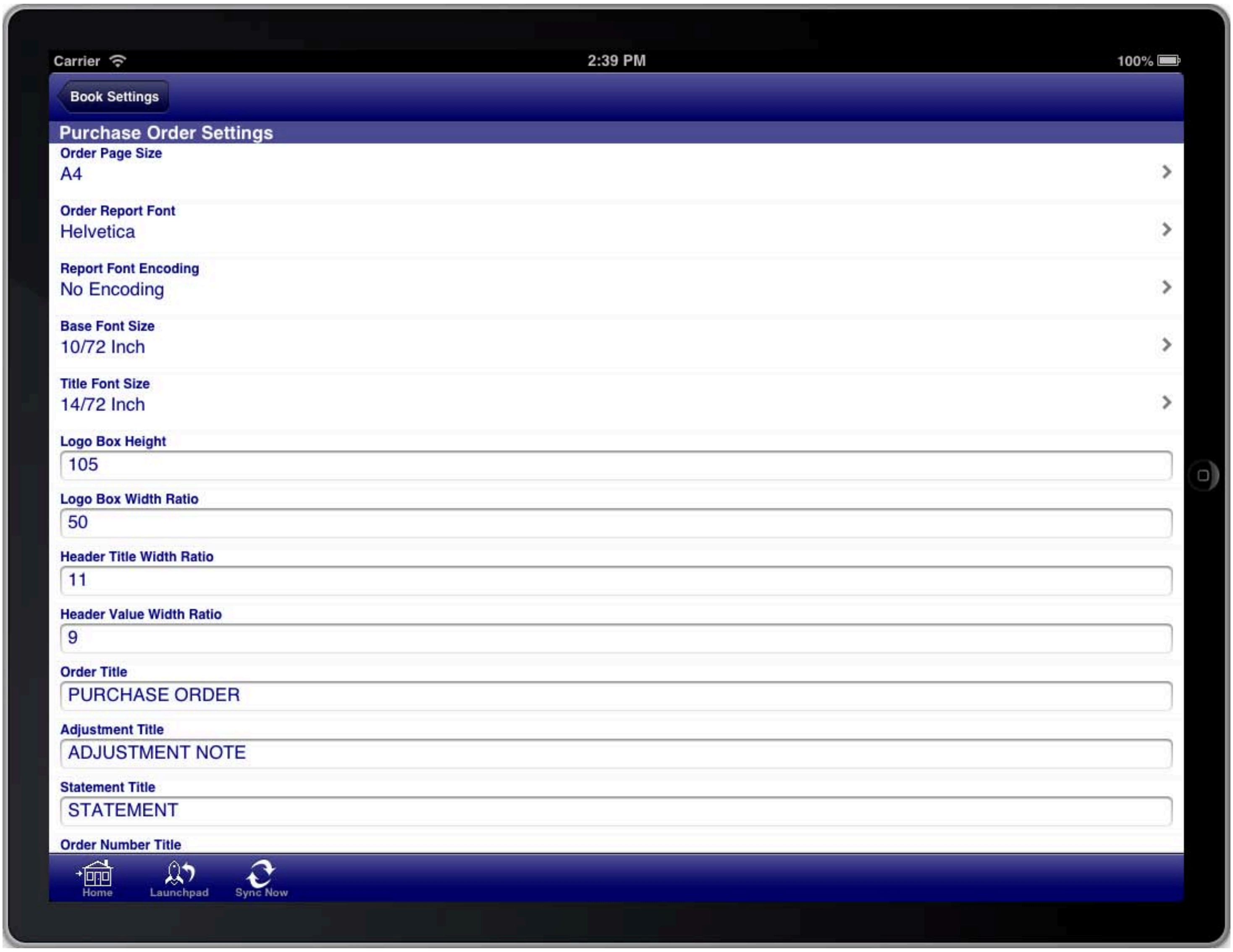
Ship To
My Business Books
14 Smith Crescent
Altona Vic 2726

Description	Price	Quantity	Value	
Hat Purchases	$50.00	1	$50.00	*
Items with an '*' have tax.		**Total Value**	$50.00	
		Total Tax	$7.49	
		Total Due	$57.49	

Screen: View Order Screen

This will generate the purchase order and display it on the screen. You can then choose to print or email the purchase order if you wish. Both print and email capabilities are accessible from the top right of the screen while you are viewing the purchase order.

Customising the purchase order



Screen: Purchase Order Settings

There are many customisations that can be made to the purchase order to meet your requirements. All customisations are made via the “Purchase Order Settings” section of the “Book Settings” menu. The “Book Settings” menu is accessible from the toolbar at the bottom of the screen.

Once you have made the necessary adjustments to the purchase order settings you can return to the purchase screen and generate the purchase order again to see the results of your configuration changes.

You do not need to do this for every purchase order that you generate. You generally do this for the first purchase order to get it looking how you want and then leave the settings the same for all purchase orders that you generate.

> You can import your company logo on the "Book Details" screen and this will then appear in the top left corner of purchase orders instead of the text that you see in the example purchase order.

The following customisation options are available:

- The address formatting on the purchase order
- The paper size for the purchase order
- The font for the purchase order
- The font size for the purchase order
- Customise the wording of all titles on the purchase order

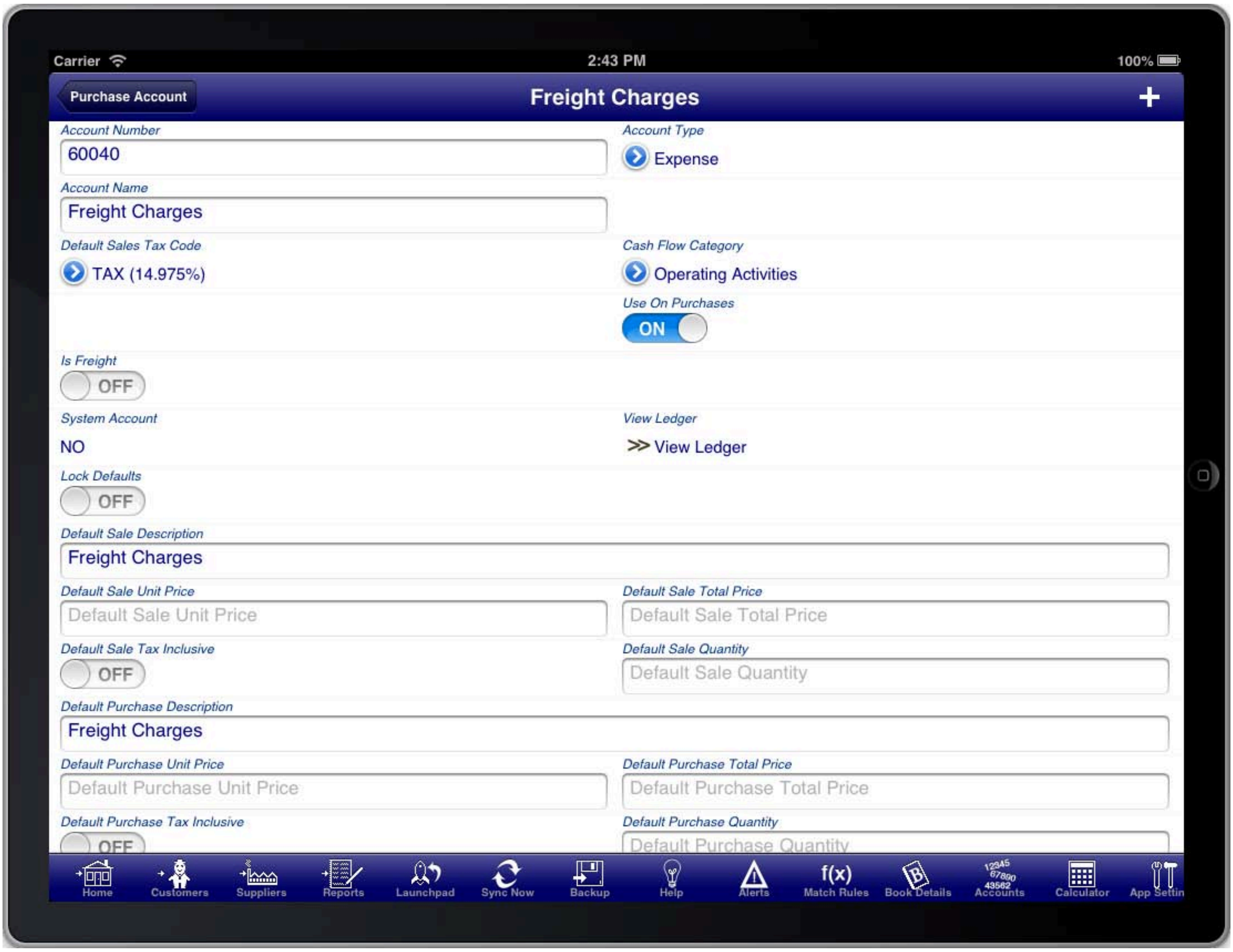
- Whether to show the company logo on the purchase order
- Where to place the company details
- Which columns to show on the line items section of the purchase order
- How freight is shown on the purchase order
- How sales taxes are shown on the purchase order
- Which addresses are shown on the purchase order
- Which dates are shown on the purchase order
- Which other fields are shown on the purchase order

> The purchase order settings control the customisation for the purchase order, adjustment note, and purchase statements.

Entering freight charges

To enter freight charges on a purchase you create an account to record the freight charges and set the "Is Freight" switch to the ON position on that account.

This only needs to be done once, then on subsequent purchases you simply use the existing account.



Freight Charges Account

You then create line items that use the freight account to record the amount of the freight you are being charged.

> You should have a separate account for freight charges that you charge customers (a revenue account), and freight charges that you are charged by suppliers (an expense account).

On purchase orders you can optionally have all freight charges aggregated and shown as a single summary amount on the invoice.

This is controlled by the settings in the "Purchase Order Settings" section of the "Book Settings" screen.

Making Payments for Purchases

Making payments for purchases can be processed from the "Payments Screen", which is located on the suppliers main menu.

Screen: Suppliers Main Menu

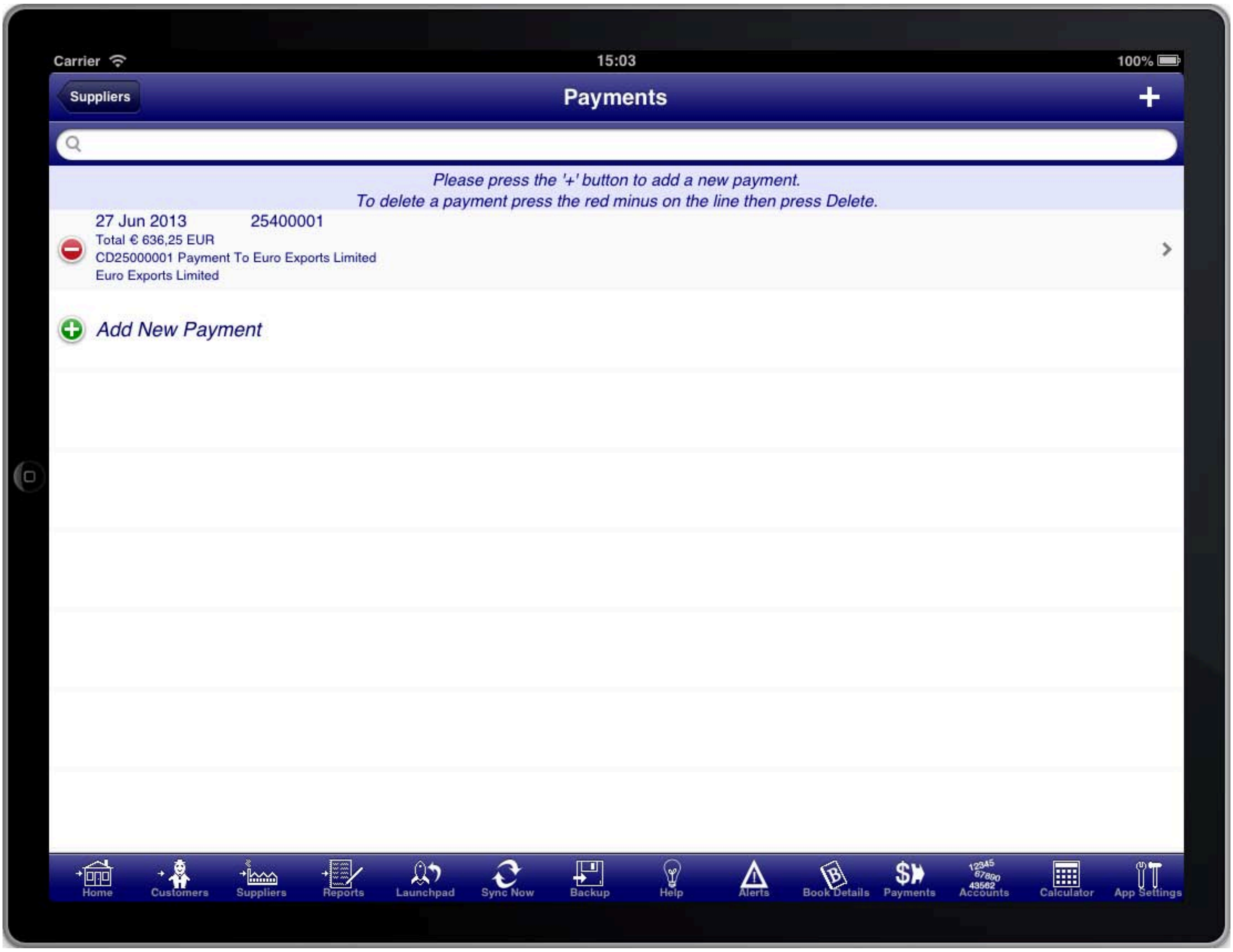
You use this facility if you make payment for the purchase at a later date and not at the point of purchase.

You also use this facility if you want to make a part payment for a purchase.

You can also make payment for a purchase directly on the purchase screen by selecting the bank account and entering the paid today amount. This will create a payment record for you and fill in the details based on the purchase details. You can view this automatically created payment record from the Payments screen at a later time if you desire.

Payments List

All Payments are conveniently accessed from the “Payments” menu item on the suppliers menu.



Screen: Payments List

To create a new payment press the “+” button.

Payment Summary

Screen: Payment Summary

The Payment summary screen has the summary information about the Payment including the supplier name, Payment date, and Payment number.

You must select the account that the funds are withdrawn from; this is usually a bank account.

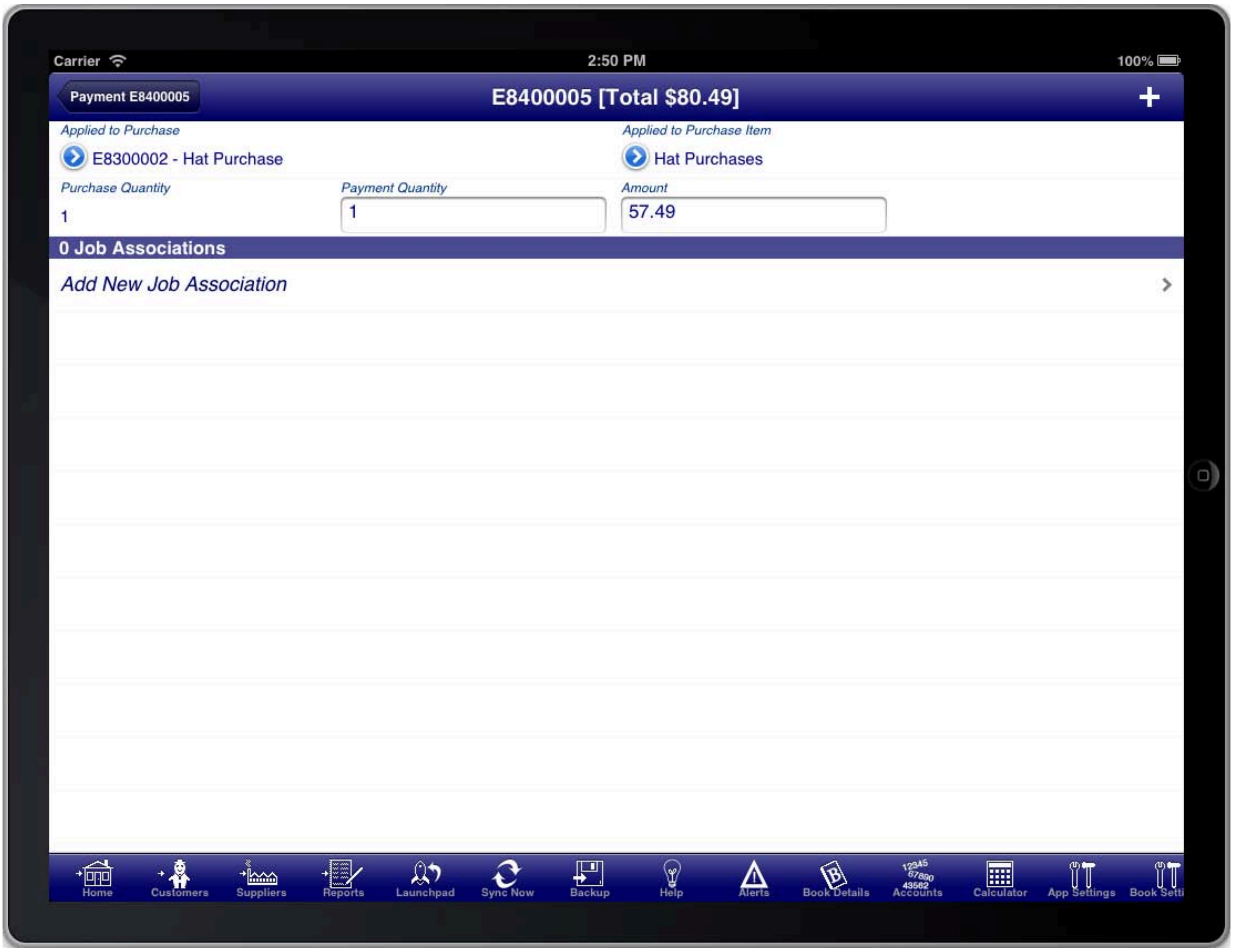
Enter the Payment Total amount to have the program automatically select the unpaid purchase items up to that amount.

Select "Add All Open Purchases" from the option menu to add all open purchase items to this Payment.

Or, to manually select line items to Payment payment for press the "Add new Payment line item" line to create a new Payment line item.

Payment Line Items

The Payment line items screen is accessed from the "Payment Summary" screen by tapping on the "Add new Payment line item" line in the "Payment Line Items" section of the screen, or by tapping on an existing line item in the "Payment Line Items" section.



Screen: Payment Line Items

The purchase line item is used to select the purchase line item that the Payment is for. First select the purchase, then select the purchase item on that purchase.

Enter the Payment quantity or Payment amount. By default the entire purchase item remaining balance will be used.

You can quickly add an additional line item by pressing the “+” button at the top right of the Payment item screen.

When you are finished adding line items you can return to the Payment summary screen by pressing the back button at the top left of the screen.

Processing Supplier Returns

Returns and adjustment notes (sometimes referred to as credit notes) are processed from the "Adjustments Screen", which is located on the Suppliers main menu.

Screen: Suppliers Main Menu

Adjustments in Bookkeeping is a general term for any time that a good or service is returned or credited by the Supplier. The basic principle is always to process a return and then (possibly) a refund.

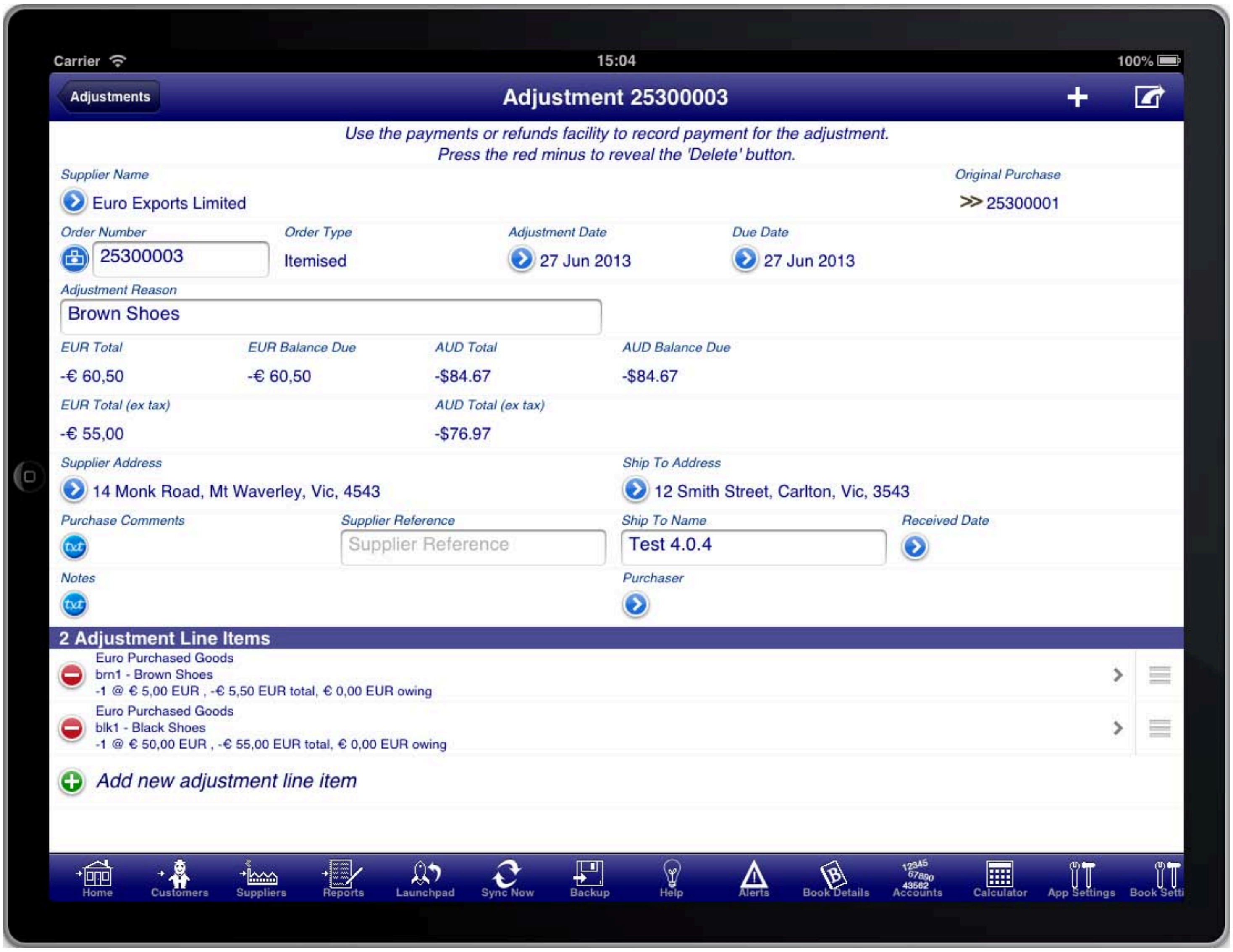
Creating A Purchase Adjustment

Screen: Purchase Adjustments List

The Purchase adjustments list screen shows a list of all Purchase adjustments, and is also where a new Purchase adjustment is created from.

To create a Purchase adjustment press the "+" button.

Purchase Adjustment Summary



Screen: Purchase Adjustment Summary

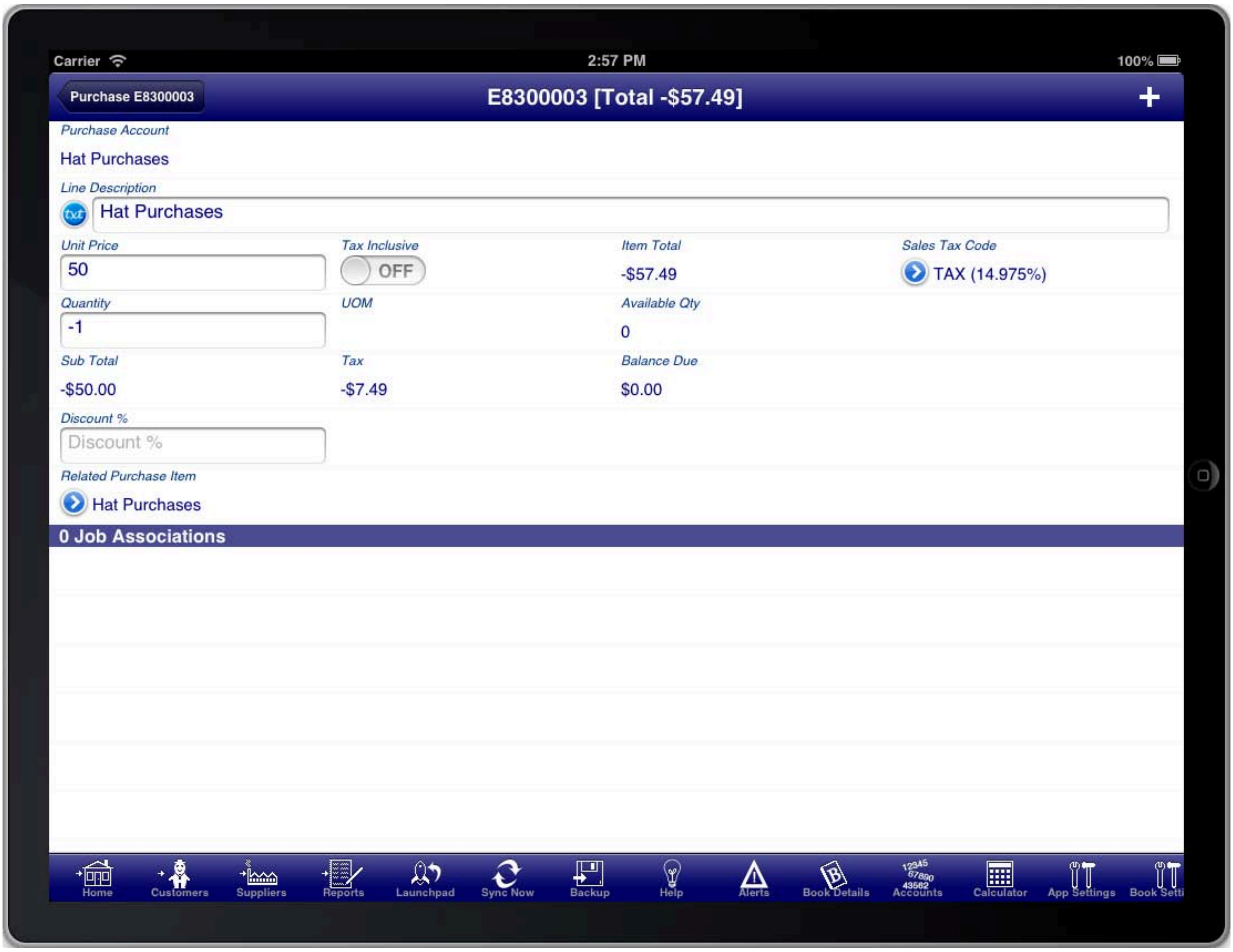
The Purchase adjustment summary screen is just like the normal Purchase summary screen except that the Purchase adjustment is linked to a prior Purchase.

In the case of a supplier return the adjustment reason should indicate the reason for the return.

Adjustments can be to add items to an existing Purchase, to remove items from an existing Purchase, or to make adjustments to items from an existing Purchase.

Just like a Purchase, a Purchase adjustment needs to have at least one line item.

Purchase Adjustment Line Items



Screen: Purchase Adjustment Line Items

Each line item on a Purchase adjustment can be either:

1. An additional line item
2. An additional line with a description only
3. An adjustment to a line item on the original Purchase

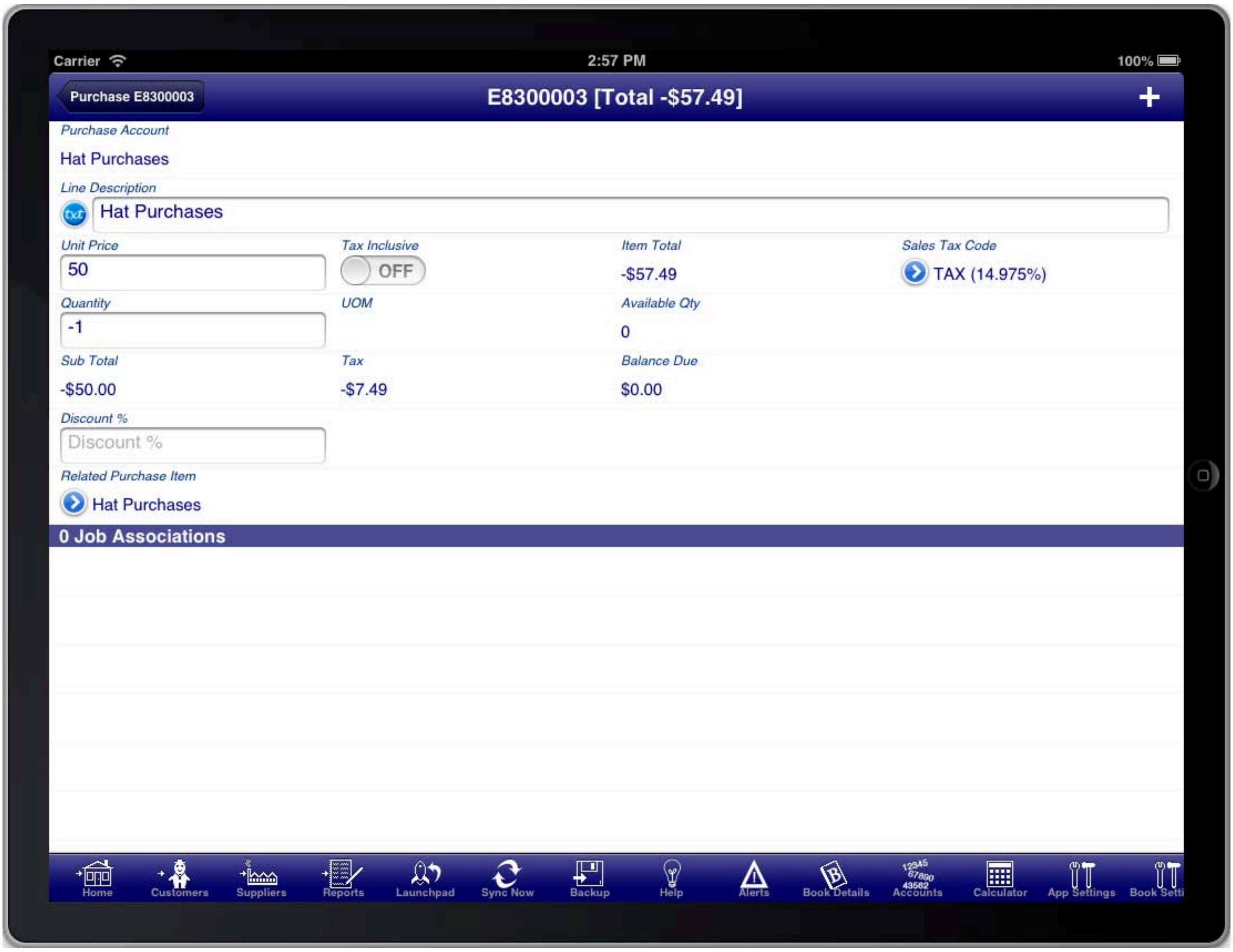
To add an additional line item select a Purchase account.

To add an additional line with a description only enter the text into the "Line Description" field and leave the other fields blank

To make an adjustment to a line item on the original Purchase select the "Related Purchase Item"

> If you are processing a returned item then it would normally be the case of selecting the "Related Purchase Item" for the item(s) returned.

Adjustment Line Item for Returned Item



Adjustment line item for returned items

Selecting the "Related Purchase Item" from the original Purchase creates an adjustment line item that adjusts the line item from the original Purchase.

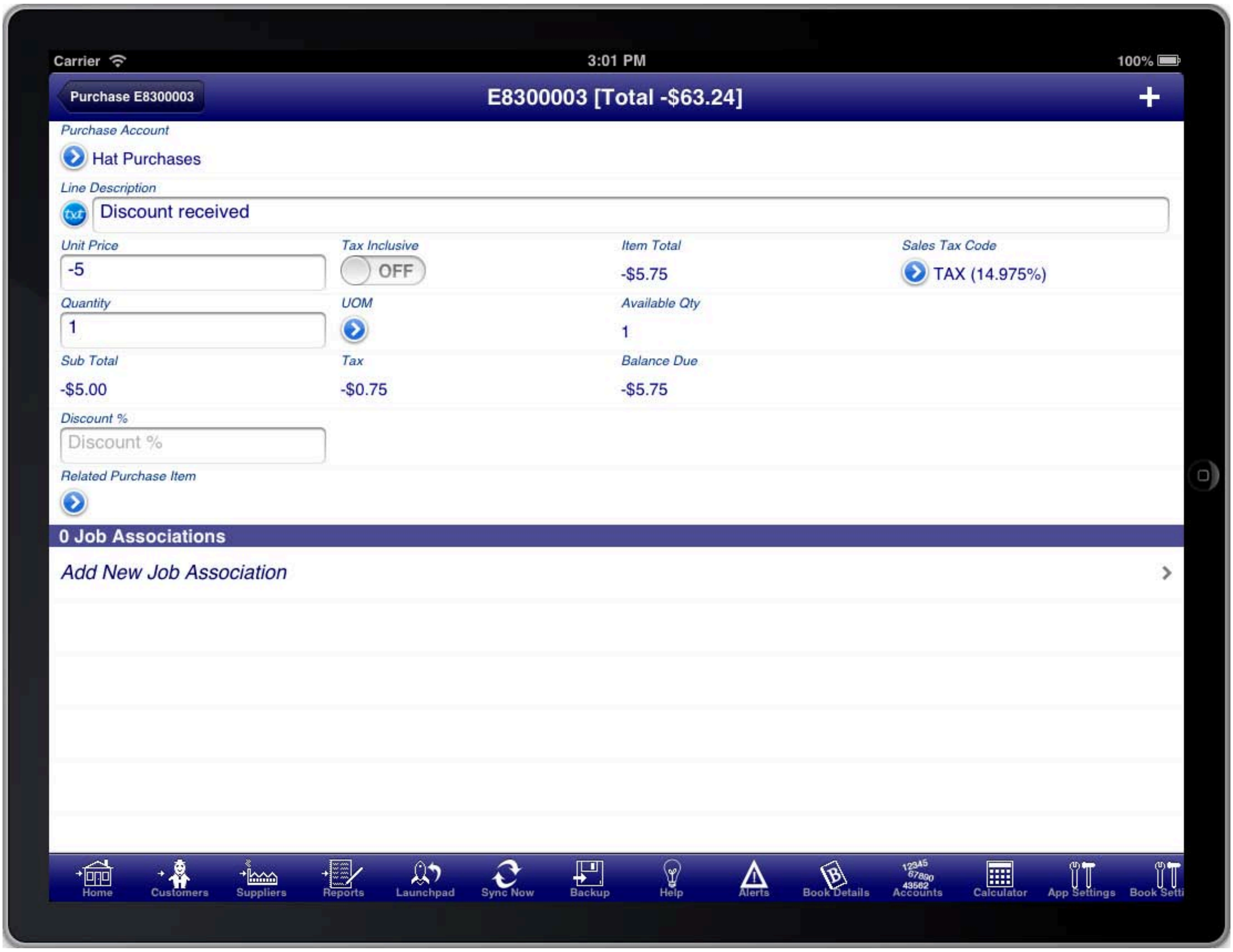
This is usually the approach used for returned items. The quantity of items returned is entered into the quantity field with a negative number to indicate that they are returned.

By default the entire line item is entered as being returned. However you can adjust the quantity of items being returned or other details as required.

If you were shipping additional items then the quantity would be a positive number.

If multiple line items are being returned then press the "+" button to create another adjustment line item to record the return of the other line items.

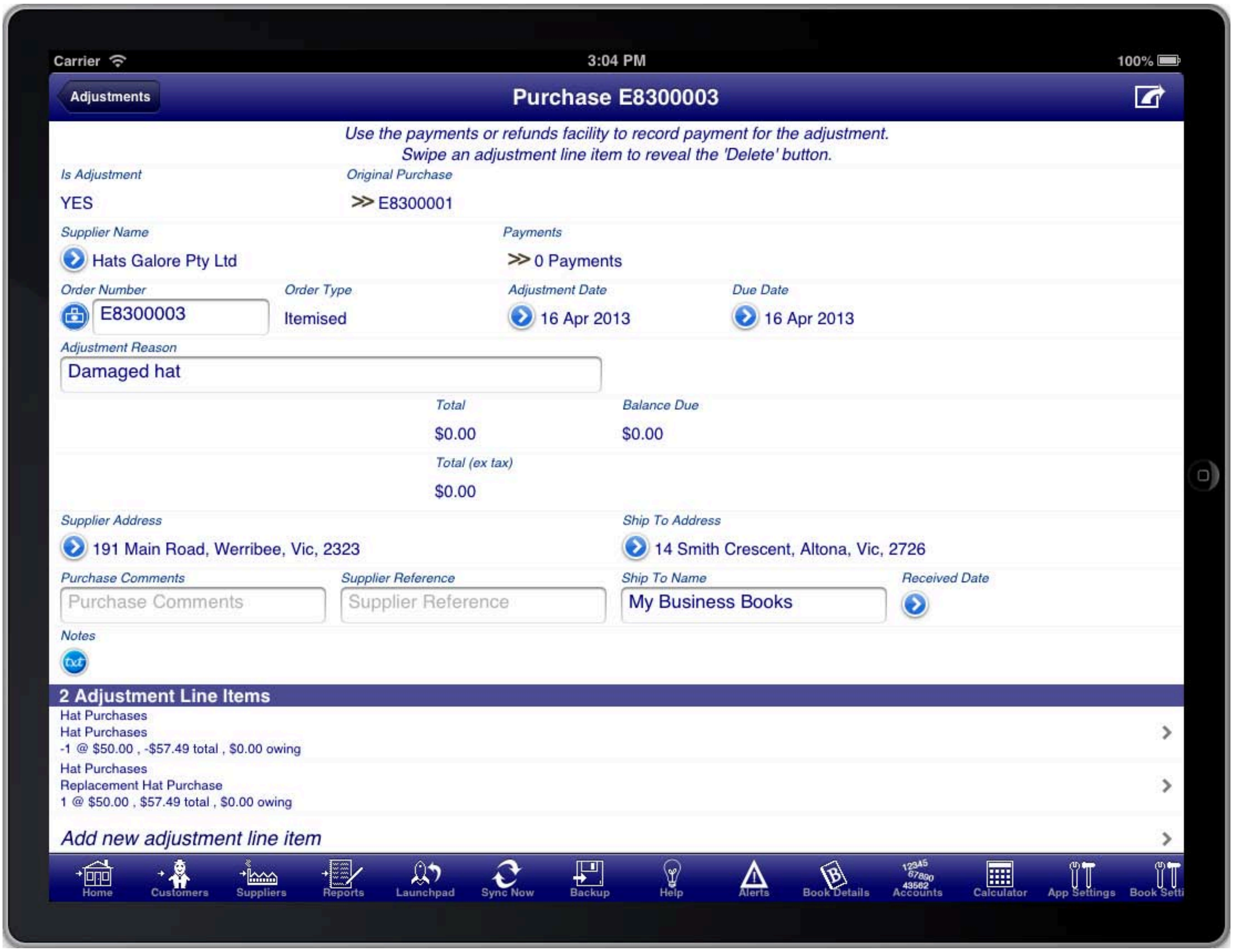
Adjustment Line Item for Short Shipment



Example for short shipment or discount

If you are just wanting to give a discount for faulty goods or short shipment without indicating which items it relates to, then you can add an additional line item with a negative quantity and an amount.

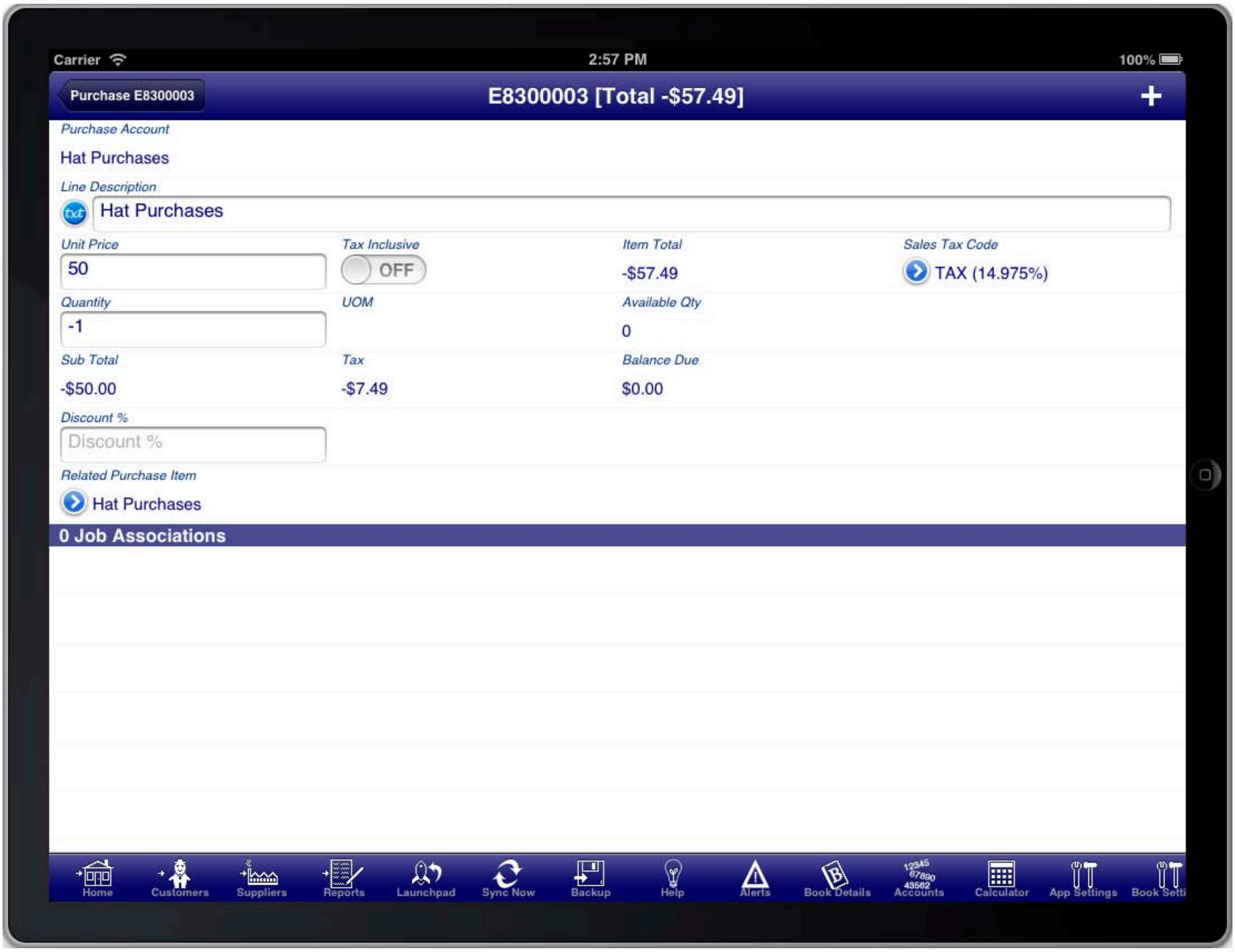
Adjustment Line Item for a replacement item



Example adjustment for a replacement of an item

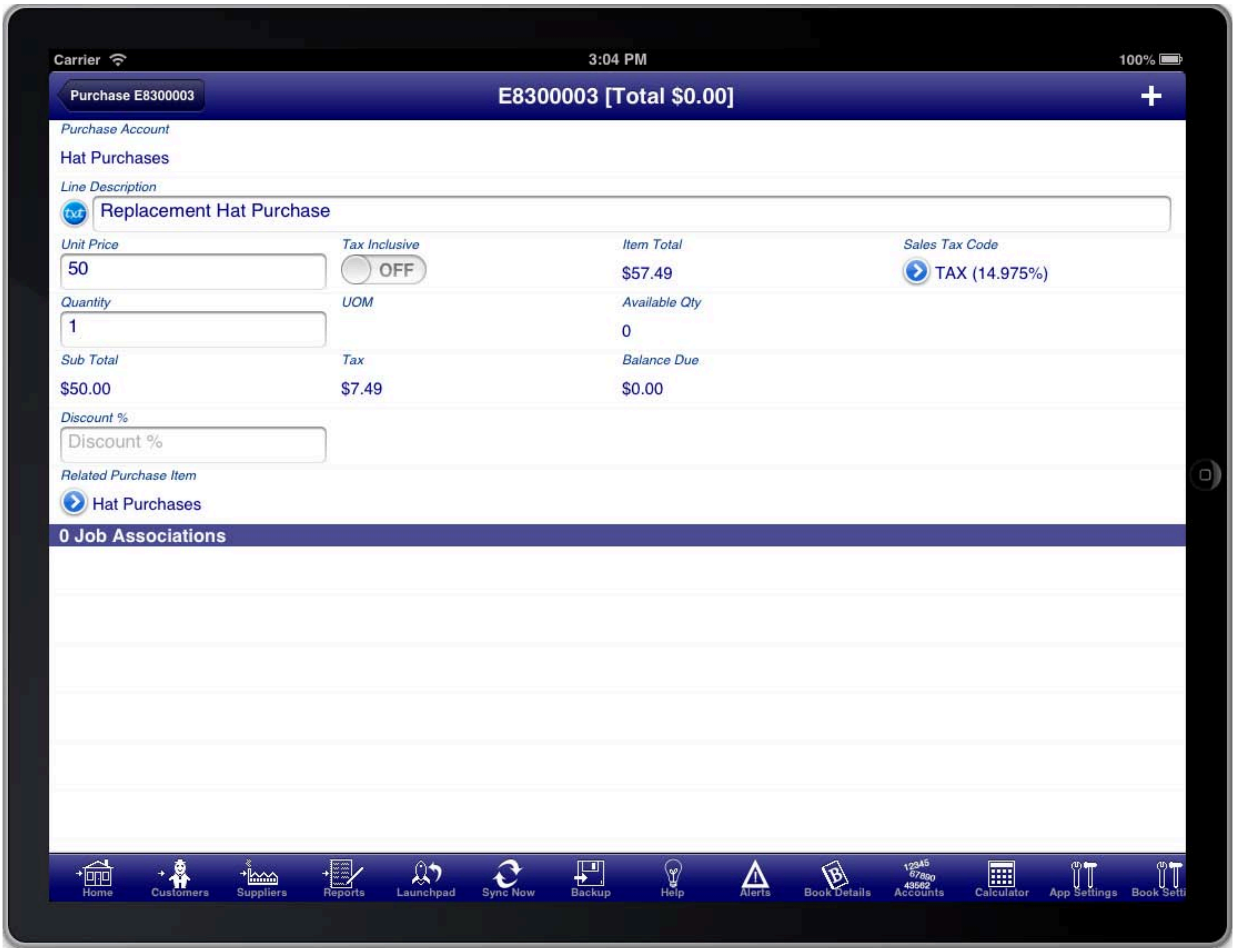
If you are replacing a faulty item with another item then you should create two line items.

The first line item should be to return the faulty item.



Example adjustment line item for returned item

The second line item should be to record the replacement item to be shipped to the customer.



Example adjustment line item for replacement item

For both line items use the "Related Sale Item" and select the same item being replaced on the original sale.

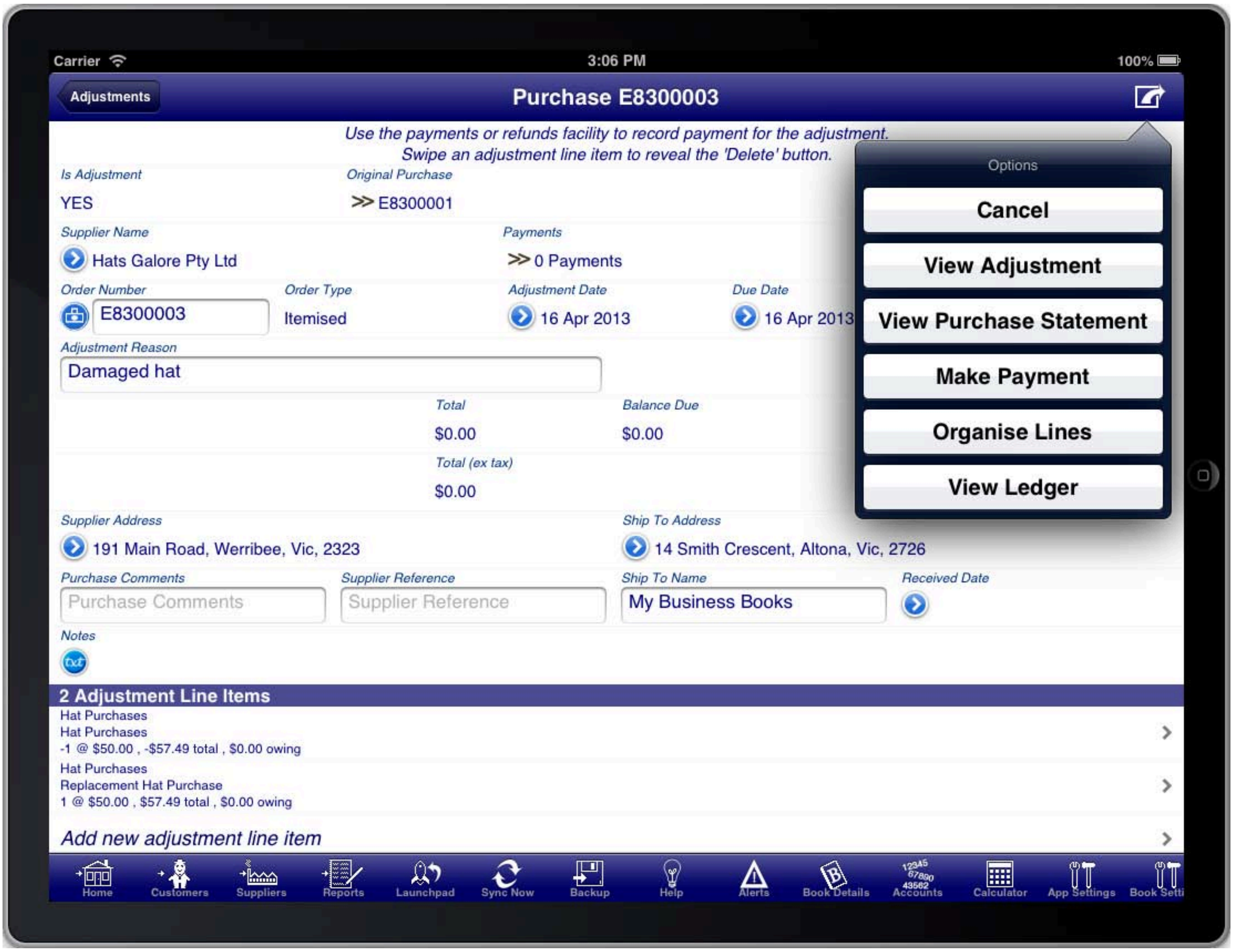
If the replacement is at no cost then the total of the sale adjustment should be zero. If you return the faulty item on one line item, and the replacement on another line item, then the total of these two should be zero.

You might also need to add freight charges to the adjustment for the cost of shipping replacement items. This would be entered as additional line items, in the same manner as how freight is added to a normal sale.

It is important that both items use the "Related Sale Item" field and both refer to the same original sale item so that any refunds processing works correctly.

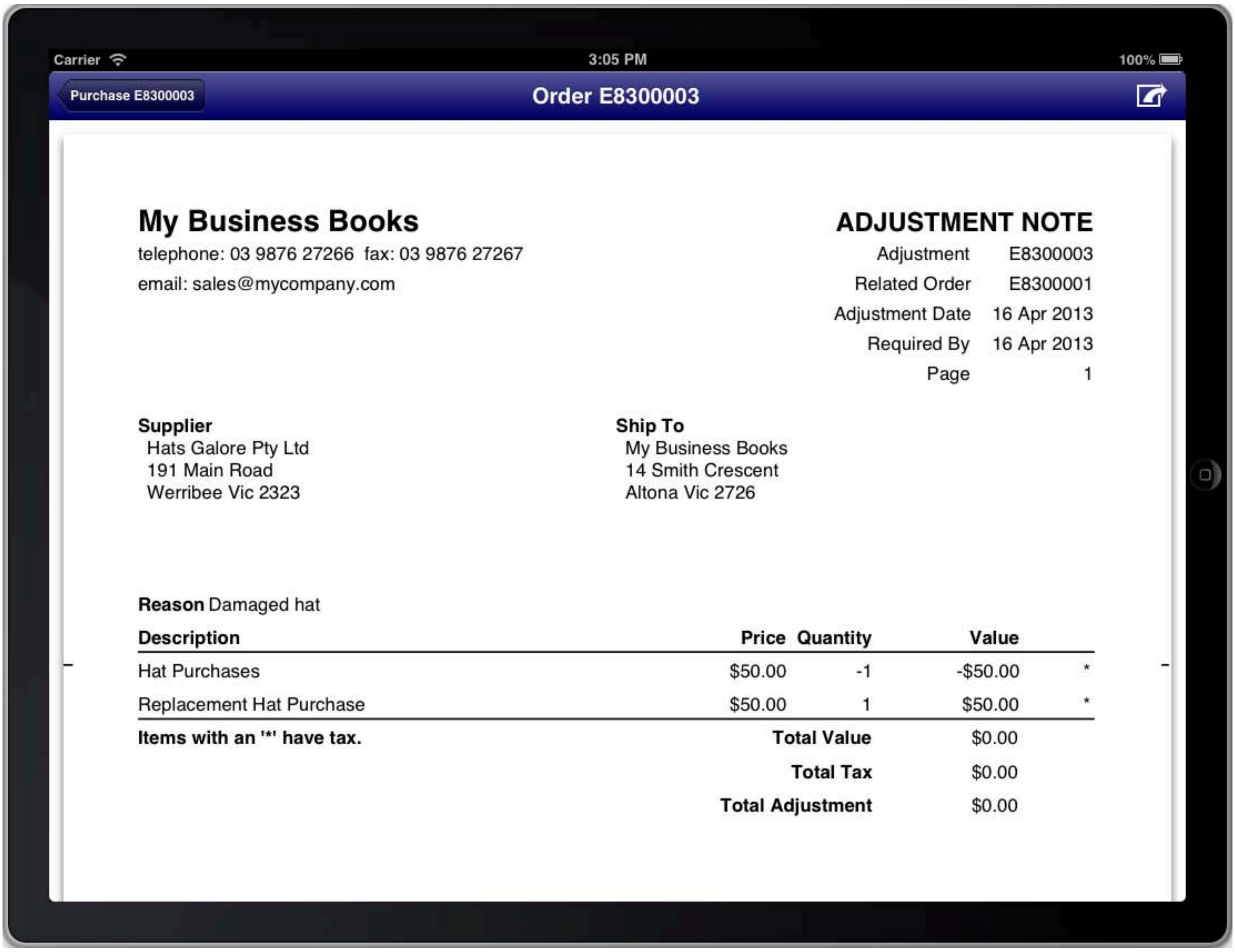
Adjustment Note

On the adjustment summary screen you can generate an adjustment note from the option menu.



Options on the Adjustment Summary screen

Select the "View Adjustment" option to view the adjustment note.



Screen: Adjustment Note Preview

The adjustment note is very similar to the original purchase order with the following differences:

1. The title is Adjustment Note instead of Purchase Order.
2. The related order is shown in the header of the adjustment note.
3. The reason for the adjustment is shown above the line items.

The adjustment note shows the information that is contained on the adjustment including a total of the adjustment. If the total is negative then this can either be refunded from the supplier, or applied to the supplier credit account. If the supplier record does not have a credit account already then it can be created from the supplier details screen.

Processing Supplier Refunds

Refunds to Suppliers are processed using the "Refunds" facility located on the Suppliers main menu.

Screen: Suppliers Main Menu

Returns are processed separately from refunds. A return records when an item is returned to a Supplier, or when the item is considered as returned even if the Supplier did not physically receive the returned item.

The refund is processed when money is actually refunded by a Supplier or applied to a Supplier credit account.

> A supplier credit account is an account that shows how much credit you have with the supplier.

A refund can be for returns from multiple purchases if required.

> The Supplier credit account balance can be applied to future purchases from the Supplier, or refunded as cash if required at a later date.

Creating A Purchase Refund

The Purchase refunds list screen is accessed from the suppliers main menu.

Screen: Purchase Refunds List

The Purchase refunds list screen shows a list of all Purchase refunds, and is also where a new Purchase refund is created from.

To create a Purchase refund press the "+" button.

Purchase Refund Summary

Screen: Purchase Refund Summary

The Purchase refund summary screen allows you to enter the summary details about the refund like the refund date.

The "Deposit Account" must be selected to indicate which account the refund was paid into.

You can either select a bank account or cash account where the funds where refunded to, or you can select a suppliers credit account to apply the refund as a credit for the supplier.

> If the supplier does not have a credit account set up then you can do this on the supplier details screen. You can access the supplier details screen from the Purchase refund summary screen by pressing the blue disclosure next to the supplier name, then selecting the blue disclosure next to the suppliers name in the supplier selection list. The credit account is specified in the "Credit Account" field.

Just like a Purchase, a Purchase refund needs to have at least one line item.

There are several ways to select the line items that are being refunded.

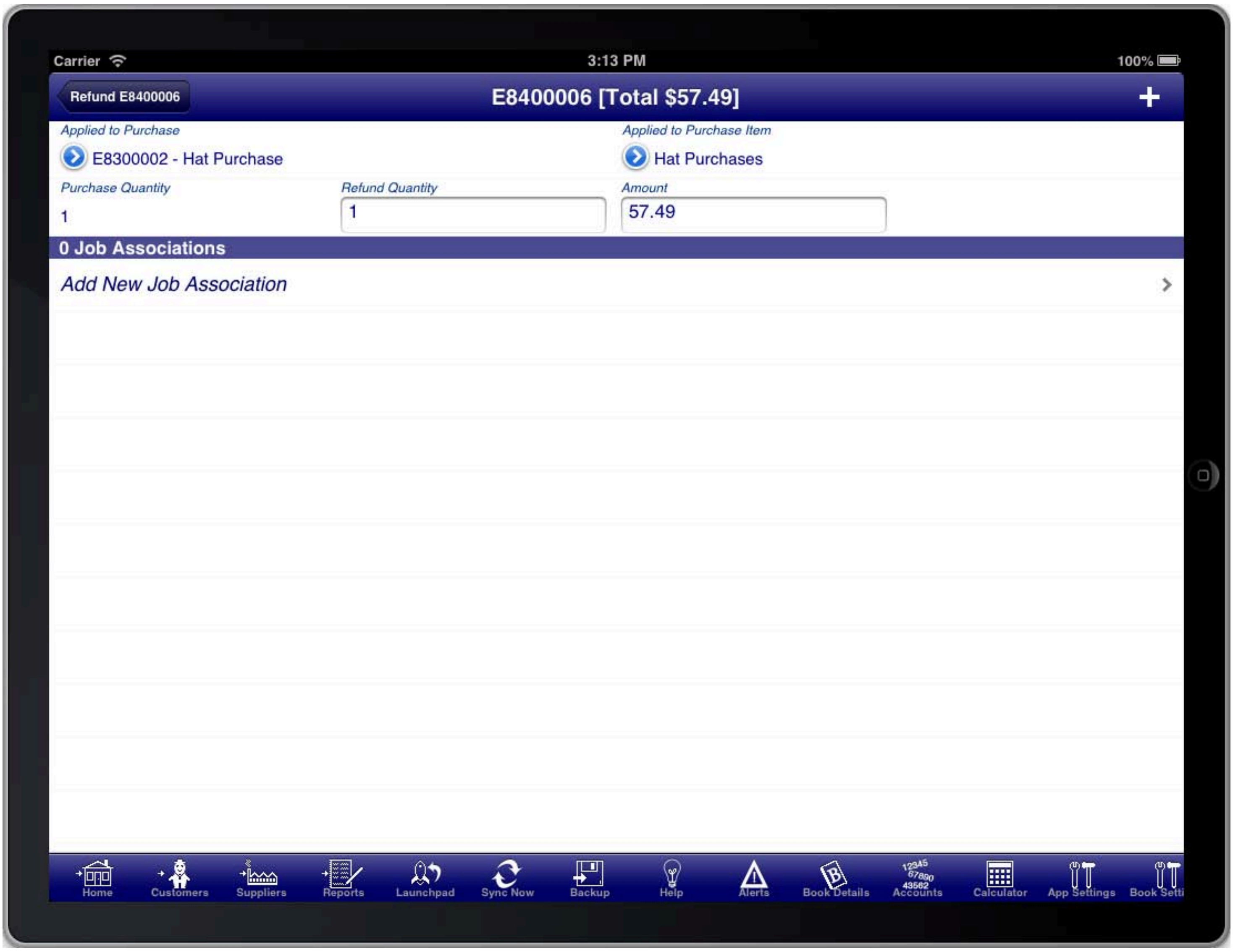
1. Use the "Add All Open Refunds" option from the option menu at the top of the screen
2. Enter the amount into the "Refund Total" field and allow the program to select the line items up to the entered refund amount.
3. Enter the refund line items manually by tapping the "Add new refund line item" line.

The "Add All Open Refunds" option will scan all Purchases and adjustments for the supplier for items that can be refunded and add them to this refund.

Entering the "Refund Total" amount manually works like the "Add All Open Refunds" option however it stops adding items once the amount specified has been reached.

Purchase Refund Line Items

The Purchase refund line item screen is access by tapping the "Add new refund line item" line, or by tapping an existing line item, on the Purchase Refund Summary screen.



Screen: Purchase Refund Line Items

You can use this screen to manually select the line items from Purchases that need to be refunded. Each line item must have previously been entered as a returned item.

Press the "Applied To Purchase" blue disclosure button to select the relevant Purchase, the Press the "Applied to Purchase Item" blue disclosure button to select the relevant Purchase item from the Purchase.

The refunded quantity and amount will automatically be set however you can change these if required.

To create another refund line item press the "+" button at the top right of the screen.

Creating a RFQ

Creating a RFQ in Bookkeeping is the same as creating a purchase except that the purchase is marked as "Pending". A "Pending" purchase is a purchase that does not affect the ledger or journal totals.

Screen: Suppliers Main Menu

RFQs are part of the suppliers module which is accessed from the "Suppliers" menu button on the main menu, or from the "Suppliers" toolbar icon at the bottom of the screen.

You can also add a RFQ directly from the main menu, customers menu, suppliers menu, and reports menu by pressing the option button at the top right of the screen.

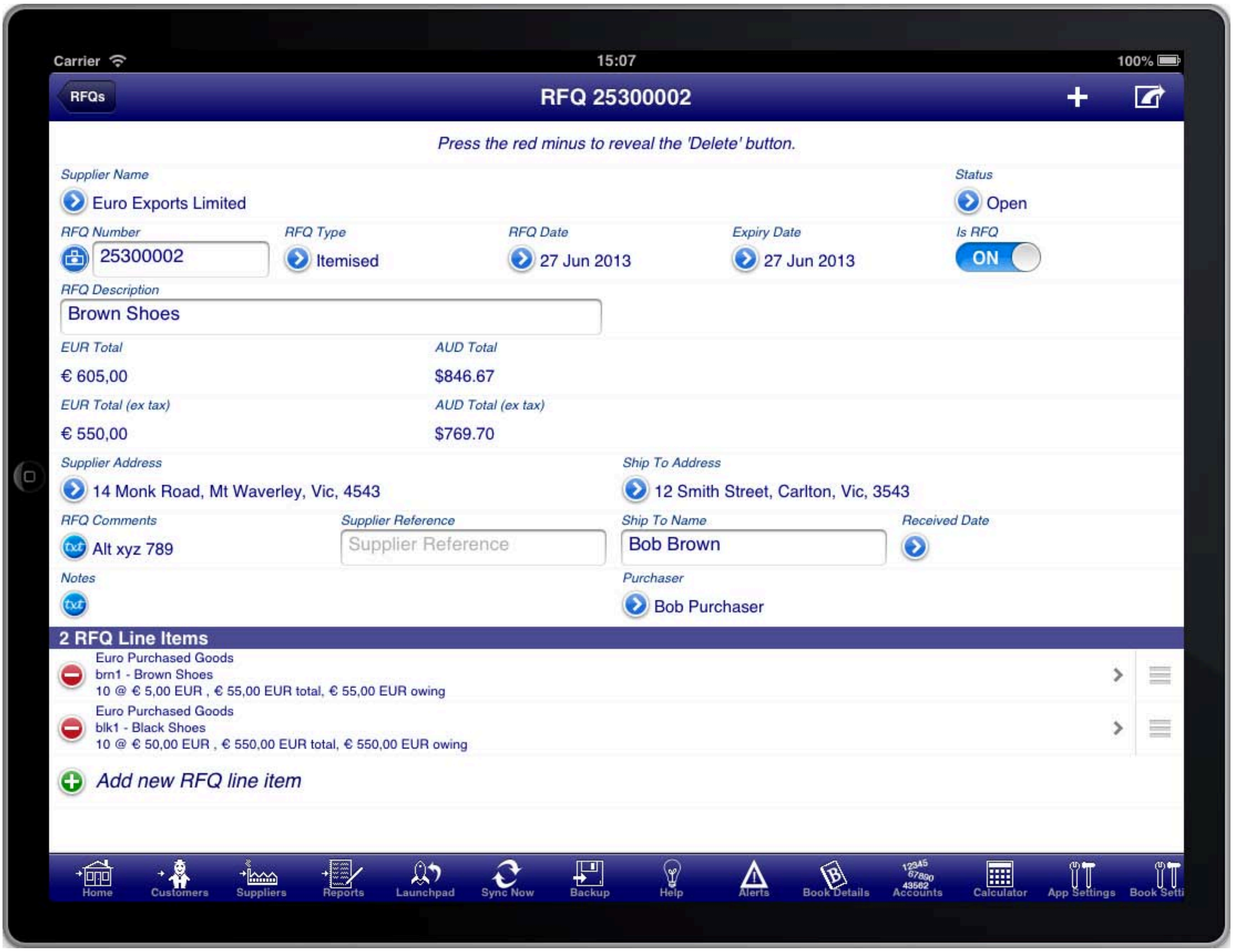
RFQs List

All RFQs are conveniently accessed from the "RFQs" menu item on the suppliers menu.

Screen: RFQs List

To create a new RFQ press the "+" button at the top right of the screen.

RFQ Summary



Screen: RFQ Summary

In the case of a RFQ the first important information is the “Supplier Name” field. Press the blue disclosure to select the Supplier that the RFQ is for.

Most information on the RFQ screen is populated for you. However you may need to adjust the “RFQ Date” to the date of the RFQ. You can also adjust the Expiry Date if necessary.

> The expiry date is calculated based on the RFQ date and the payment terms defined for the Supplier on the Supplier details screen.

The "RFQ Summary" screen is used to enter details about the RFQ like the RFQ date, expiry date, shipping address, etc. The items for the RFQ are entered on the "RFQ Line Items" screen.

The "RFQ Type" field determines whether the RFQ has quantities and units of measure or not.

An "Itemised" RFQ shows both quantities and units of measure by default.
A "Service" RFQ does not show either the quantity or the units of measure.

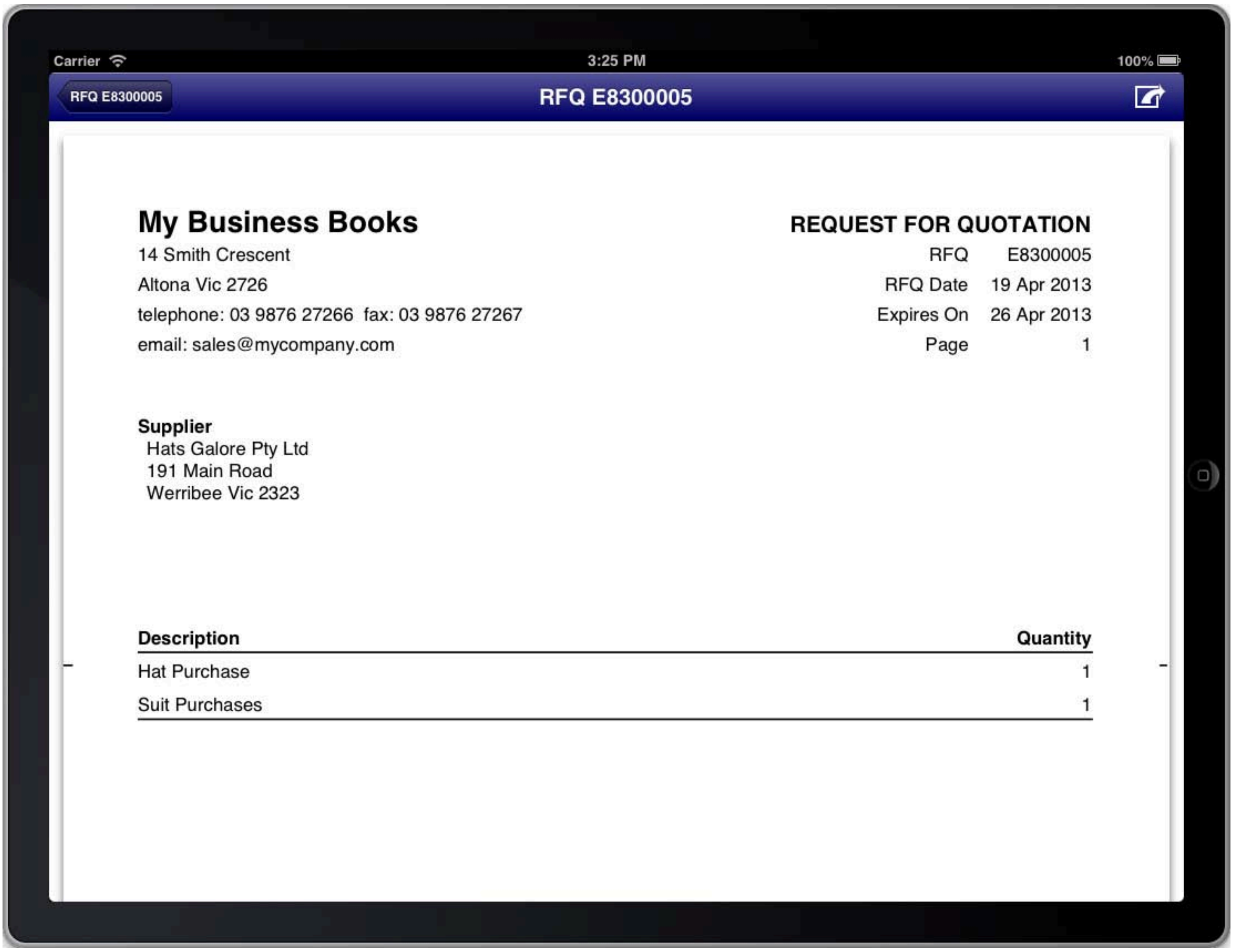
You are also required to enter the RFQ line items for the RFQ. Every RFQ must have at least one line item. The line items are where you enter the details of the RFQ. Press the “Add new RFQ line item” line to create a new line item on the RFQ.

You will be required to enter a RFQ description that summarises the purpose of the RFQ. If you do not do this then the description from the first line item will be used as the RFQ description.

If the Supplier accepts the RFQ and you wish to convert it into a purchase then simply turn the "Is RFQ" switch to OFF and the RFQ will immediately become a purchase.

Generating A RFQ

The RFQ can be generated at any time by pressing the option button at the top right of the RFQ summary screen and then selecting “View RFQ”.



Screen: View RFQ Screen

This will generate the RFQ and display it on the screen. You can then choose to print or email the RFQ if you wish. Both print and email capabilities are accessible from the top right of the screen while you are viewing the RFQ.