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# 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

Carrier 2:35 PM 100%

**Purchases** **Purchase E8300001**

*Optionally select the withdrawal account if you wish to enter the purchase payment immediately  
Swipe a purchase line item to reveal the 'Delete' button.*

Supplier Name: Hats Galore Pty Ltd

Payments: >> 0 Payments

Order Number: E8300001 Order Type: Itemised Purchase Date: 10 Apr 2013 Due Date: 10 Apr 2013 Is RFQ: OFF

Purchase Description: Hat Purchase

Total	Balance Due	Paid Today	Overpaid
\$57.49	\$57.49	\$0.00	\$0.00
Total (ex tax)			
\$50.00			

Withdrawal Account: [Select]

Recurring Purchase: OFF

Supplier Address: 191 Main Road, Werribee, Vic, 2323

Ship To Address: 14 Smith Crescent, Altona, Vic, 2726

Purchase Comments: Supplier Reference: Ship To Name: My Business Books Received Date: [Select]

Notes: [Text]

**1 Purchase Line Items**

Hat Purchases

Hat Purchases

1 @ \$50.00 , \$57.49 total , \$57.49 owing

Add new purchase line item

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### 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

Carrier 2:29 PM 100%

Purchase E8300001 Hats Galore Pty Ltd

Supplier Name: Hats Galore Pty Ltd External Identifier: E82

External Name (for Orders): External Name (for Orders) Tax Number: Tax Number

Ship To Name: My Business Books Business Number: Business Number Order Type: Itemised

Default Payment Terms: 0 Days Credit Account: Credit Account

Default Purchase Account: Default Account for Payments: Default Account for Payments

Supplier Billing Address: 191 Main Road, Werribee, Vic, 2323 Our Shipping Address: 14 Smith Crescent, Altona, Vic, 2726

Cell/Mobile Phone Number: Cell/Mobile Phone Number Telephone Number: Telephone Number Email Address: Email Address Fax Number: Fax Number

Contact Name 1: Contact Name 1 Contact Name 2: Contact Name 2

Order Comment 1: Order Comment 1 Order Comment 2: Order Comment 2

Quote Comment 1: Quote Comment 1 Quote Comment 2: Quote Comment 2

Inactive Supplier: OFF

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### 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.

Carrier 2:31 PM 100%

Purchase E8300001 E8300001 [Total \$57.49] +

Purchase Account  
→ Hat Purchases

Line Description  
tvf Hat Purchases

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	<input type="radio"/> OFF	\$57.49	→ TAX (14.975%)
Quantity	UOM	Available Qty	
1	→	1	
Sub Total	Tax	Balance Due	
\$50.00	\$7.49	\$57.49	
Discount %			
Discount %			

0 Job Associations

Add New Job Association >

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### 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.

Carrier 2:33 PM 100%

**Purchase Account** **Hat Purchases** +

Account Number: 60020 Account Type: Expense

Account Name: Hat Purchases

Default Sales Tax Code: TAX (14.975%) Cash Flow Category: Operating Activities

Use On Purchases: ON

Is Freight: OFF

System Account: NO View Ledger: >> View Ledger

Lock Defaults: OFF

Default Sale Description: Hat Purchases

Default Sale Unit Price: Default Sale Unit Price Default Sale Total Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity: Default Sale Quantity

Default Purchase Description: Hat Purchases

Default Purchase Unit Price: Default Purchase Unit Price Default Purchase Total Price: Default Purchase Total Price

Default Purchase Tax Inclusive: OFF Default Purchase Quantity: Default Purchase Quantity

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### 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.

Carrier 2:27 PM 100%

**Purchases** **Purchase E8300001**

Optionally select the withdrawal account if you wish to enter the purchase payment immediately  
Swipe a purchase line item to reveal the 'Delete' button.

Supplier Name: >> Hats Galore Pty Ltd  
Payments: >> 1 Payments  
Payment Date: 10 Apr 2013

Order Number: E8300001  
Order Type: Itemised  
Purchase Date: 10 Apr 2013  
Due Date: 10 Apr 2013  
Is RFQ: NO

Purchase Description: Hat Purchase  
Withdrawal Account: Cheque Account  
Cheque Number: 1716

Total: \$57.49  
Balance Due: \$0.00  
Paid Today: 57.49  
Overpaid: \$0.00

Total (ex tax): \$50.00  
Recurring Purchase: OFF

Supplier Address: 191 Main Road, Werribee, Vic, 2323  
Ship To Address: 14 Smith Crescent, Altona, Vic, 2726

Purchase Comments: Supplier Reference: Ship To Name: My Business Books  
Received Date:

Notes:

**1 Purchase Line Items**

Hat Purchases  
Hat Purchases  
1 @ \$50.00 , \$57.49 total , \$0.00 owing

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### 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”.

The screenshot shows a mobile application interface for viewing a purchase order. At the top, there is a status bar with 'Carrier', '2:38 PM', and '100%' battery. Below this is a header bar with 'Purchase E8300001' on the left and 'Order E8300001' in the center, with a print icon on the right. The main content area is divided into two columns. The left column contains the company name 'My Business Books', contact information (telephone: 03 9876 27266, fax: 03 9876 27267, email: sales@mycompany.com), and the supplier details (Hats Galore Pty Ltd, 191 Main Road, Werribee Vic 2323). The right column contains the title 'PURCHASE ORDER', order details (Order: E8300001, Order Date: 10 Apr 2013, Required By: 10 Apr 2013, Page: 1), and the ship-to address (My Business Books, 14 Smith Crescent, Altona Vic 2726). Below this, there is a table with columns 'Description', 'Price', 'Quantity', and 'Value'. The table lists 'Hat Purchases' with a price of \$50.00 and a quantity of 1, totaling \$50.00. Below the table, there is a summary section with 'Total Value' of \$50.00, 'Total Tax' of \$7.49, and 'Total Due' of \$57.49. A note at the bottom of the table states 'Items with an "\*" have tax.'

**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

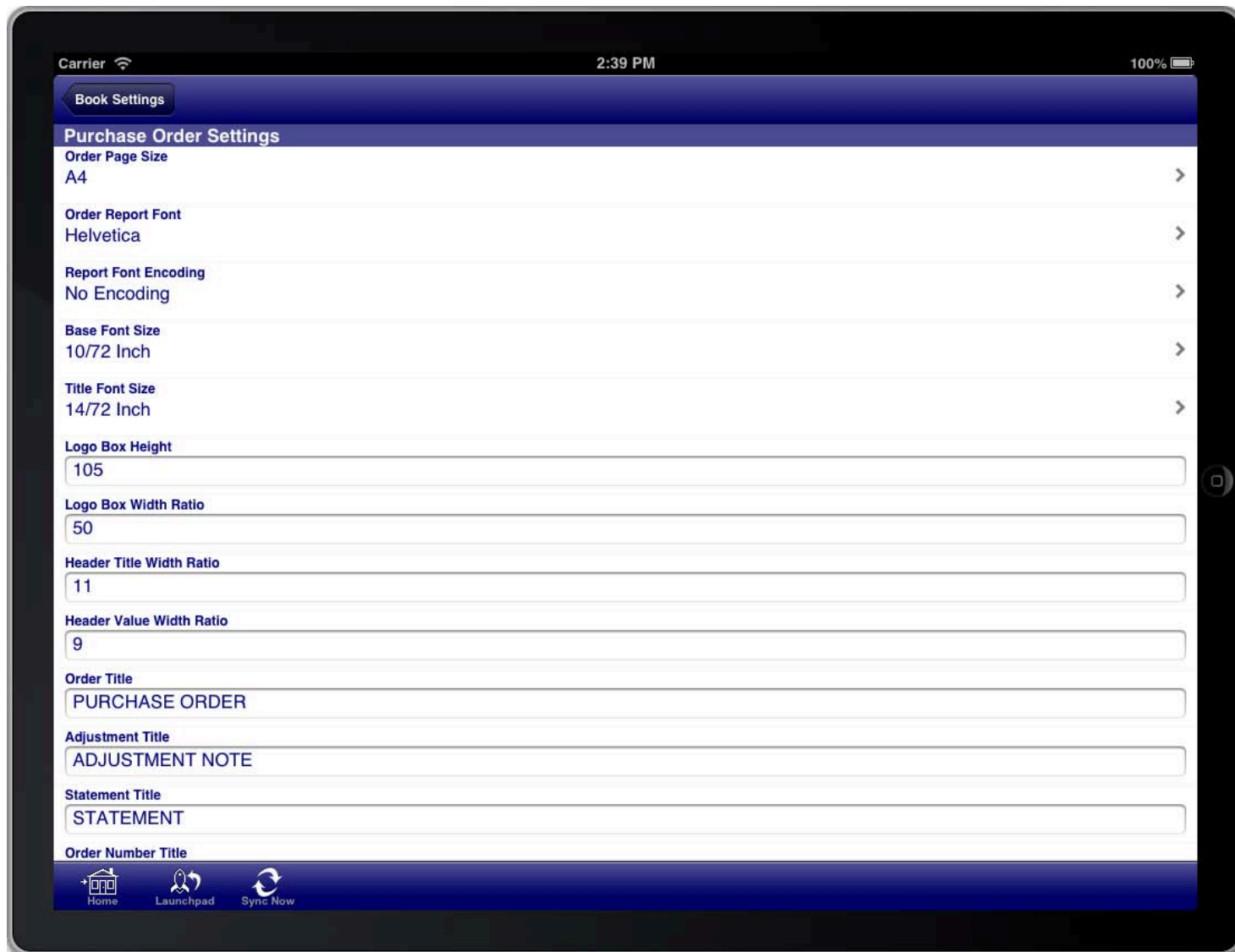
**Ship To**  
My Business Books  
14 Smith Crescent  
Altona Vic 2726

Description	Price	Quantity	Value
Hat Purchases	\$50.00	1	\$50.00 *
<b>Items with an "*" have tax.</b>		<b>Total Value</b>	\$50.00
		<b>Total Tax</b>	\$7.49
		<b>Total Due</b>	\$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.

Carrier 2:43 PM 100%

**Purchase Account** **Freight Charges** +

Account Number: 60040 Account Type: Expense

Account Name: Freight Charges

Default Sales Tax Code: TAX (14.975%) Cash Flow Category: Operating Activities

Use On Purchases: ON

Is Freight: OFF

System Account: NO View Ledger: View Ledger

Lock Defaults: OFF

Default Sale Description: Freight Charges

Default Sale Unit Price: Default Sale Unit Price Default Sale Total Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity: Default Sale Quantity

Default Purchase Description: Freight Charges

Default Purchase Unit Price: Default Purchase Unit Price Default Purchase Total Price: Default Purchase Total Price

Default Purchase Tax Inclusive: OFF Default Purchase Quantity: Default Purchase Quantity

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### 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

Carrier 2:49 PM 100%

**Payments** **Payment E8400005**

Press the 'Add new payment line item' line to add a payment line item to this payment.  
Swipe a payment line item to reveal the 'Delete' button.

Supplier Name: Hats Galore Pty Ltd = \$0.00 Is Refund: NO View Ledger: View Ledger

Payment Description: Payment To Hats Galore Pty Ltd Payment Number: E8400005 Payment Date: 16 Apr 2013

Withdrawal Account: Cheque Account = \$839.02 Cheque Number: Cheque Number Payment Total: 80.49 Overpaid:

Notes:

**2 Payment Line Items**

E8300002 : 16 Apr 2013 : Hat Purchases  
1 for \$57.49 , \$57.49 received

E8300002 : 16 Apr 2013 : Freight Charges  
1 for \$23.00 , \$23.00 received

Add new payment line item

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### 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.

Carrier 2:50 PM 100%

Payment E8400005 E8400005 [Total \$80.49] +

Applied to Purchase Applied to Purchase Item

→ E8300002 - Hat Purchase → Hat Purchases

Purchase Quantity Payment Quantity Amount

1 1 57.49

0 Job Associations

Add New Job Association >

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### 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

Carrier 15:04 100%

**Adjustments** Adjustment 25300003 + ↗

Use the payments or refunds facility to record payment for the adjustment.  
Press the red minus to reveal the 'Delete' button.

Supplier Name: Euro Exports Limited Original Purchase: >> 25300001

Order Number: 25300003 Order Type: Itemised Adjustment Date: 27 Jun 2013 Due Date: 27 Jun 2013

Adjustment Reason: Brown Shoes

EUR Total	EUR Balance Due	AUD Total	AUD Balance Due
-€ 60,50	-€ 60,50	-\$84.67	-\$84.67
EUR Total (ex tax)		AUD Total (ex tax)	
-€ 55,00		-\$76.97	

Supplier Address: 14 Monk Road, Mt Waverley, Vic, 4543 Ship To Address: 12 Smith Street, Carlton, Vic, 3543

Purchase Comments: Supplier Reference: Supplier Reference Ship To Name: Test 4.0.4 Received Date: Purchaser:

**2 Adjustment Line Items**

- Euro Purchased Goods  
brn1 - Brown Shoes  
-1 @ € 5,00 EUR , -€ 5,50 EUR total, € 0,00 EUR owing
- Euro Purchased Goods  
blk1 - Black Shoes  
-1 @ € 50,00 EUR , -€ 55,00 EUR total, € 0,00 EUR owing

+ Add new adjustment line item

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### 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

Carrier 2:57 PM 100%

Purchase E8300003 E8300003 [Total -\$57.49] +

Purchase Account

Hat Purchases

Line Description

Unit Price 50 Tax Inclusive OFF Item Total -\$57.49 Sales Tax Code TAX (14.975%)

Quantity -1 UOM Available Qty 0

Sub Total -\$50.00 Tax -\$7.49 Balance Due \$0.00

Discount %

Related Purchase Item

Hat Purchases

0 Job Associations

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### 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

The screenshot shows a mobile application interface for creating an adjustment line item. At the top, the status bar displays 'Carrier', '2:57 PM', and '100%' battery. The app header is dark blue with 'Purchase E8300003' on the left, 'E8300003 [Total -\$57.49]' in the center, and a '+' button on the right. Below the header, the 'Purchase Account' section shows 'Hat Purchases'. The 'Line Description' section has a text input field containing 'Hat Purchases'. The 'Unit Price' is set to '50', 'Quantity' to '-1', and 'Sub Total' to '-\$50.00'. The 'Tax Inclusive' toggle is set to 'OFF', 'Tax' is '-\$7.49', and 'Item Total' is '-\$57.49'. The 'Sales Tax Code' is 'TAX (14.975%)'. The 'Available Qty' is '0' and 'Balance Due' is '\$0.00'. The 'Discount %' field is empty. The 'Related Purchase Item' section shows 'Hat Purchases'. Below this is a section titled '0 Job Associations'. At the bottom is a navigation bar with icons for Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, and Book Settings.

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	-\$57.49	TAX (14.975%)

Quantity	UOM	Available Qty
-1		0

Sub Total	Tax	Balance Due
-\$50.00	-\$7.49	\$0.00

Discount %

Related Purchase Item

Hat Purchases

0 Job Associations

### 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

Carrier

3:01 PM

100%

Purchase E8300003

E8300003 [Total -\$63.24]

+

Purchase Account

➤

Hat Purchases

Line Description

txt

Discount received

Unit Price

-5

Tax Inclusive

OFF

Item Total

-\$5.75

Sales Tax Code

➤

TAX (14.975%)

Quantity

1

UOM

➤

Available Qty

1

Sub Total

-\$5.00

Tax

-\$0.75

Balance Due

-\$5.75

Discount %

Discount %

Related Purchase Item

➤

0 Job Associations

Add New Job Association

➤

Home

Customers

Suppliers

Reports

Launchpad

Sync Now

Backup

Help

Alerts

Book Details

12345  
57890  
43210  
Accounts

Calculator

App Settings

Book Setti

## 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

Carrier

3:04 PM

100%

Adjustments

Purchase E8300003

Use the payments or refunds facility to record payment for the adjustment.  
Swipe an adjustment line item to reveal the 'Delete' button.

Is Adjustment  
YES

Original Purchase  
>> E8300001

Supplier Name  
Hats Galore Pty Ltd

Payments  
>> 0 Payments

Order Number  
E8300003

Order Type  
Itemised

Adjustment Date  
16 Apr 2013

Due Date  
16 Apr 2013

Adjustment Reason  
Damaged hat

Total  
\$0.00

Balance Due  
\$0.00

Total (ex tax)  
\$0.00

Supplier Address  
191 Main Road, Werribee, Vic, 2323

Ship To Address  
14 Smith Crescent, Altona, Vic, 2726

Purchase Comments  
Purchase Comments

Supplier Reference  
Supplier Reference

Ship To Name  
My Business Books

Received Date

Notes

2 Adjustment Line Items

Hat Purchases  
Hat Purchases  
-1 @ \$50.00 , -\$57.49 total , \$0.00 owing  
Hat Purchases  
Replacement Hat Purchase  
1 @ \$50.00 , \$57.49 total , \$0.00 owing

Add new adjustment line item

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### 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.

Carrier
2:57 PM
100%

Purchase E8300003
E8300003 [Total -\$57.49]
+

Purchase Account

Hat Purchases

Line Description

txf Hat Purchases

Unit Price
50
Tax Inclusive
OFF
Item Total
-\$57.49
Sales Tax Code
TAX (14.975%)

Quantity
-1
UOM
Available Qty
0

Sub Total
-\$50.00
Tax
-\$7.49
Balance Due
\$0.00

Discount %
Discount %

Related Purchase Item

Hat Purchases

0 Job Associations

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### EXAMPLE ADJUSTMENT LINE ITEM FOR RETURNED ITEM

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

Carrier 3:04 PM 100%

Purchase E8300003 E8300003 [Total \$0.00] +

Purchase Account

Hat Purchases

Line Description

Replacement Hat Purchase

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	\$57.49	TAX (14.975%)
Quantity	UOM	Available Qty	
1		0	
Sub Total	Tax	Balance Due	
\$50.00	\$7.49	\$0.00	
Discount %			
Discount %			

Related Purchase Item

Hat Purchases

0 Job Associations

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#### 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.

**Carrier** 3:06 PM 100%

**Adjustments** **Purchase E8300003**

Use the payments or refunds facility to record payment for the adjustment.  
Swipe an adjustment line item to reveal the 'Delete' button.

**Is Adjustment**  
YES

**Supplier Name**  
Hats Galore Pty Ltd

**Order Number**  
E8300003

**Order Type**  
Itemised

**Adjustment Reason**  
Damaged hat

**Original Purchase**  
E8300001

**Payments**  
0 Payments

**Adjustment Date**  
16 Apr 2013

**Due Date**  
16 Apr 2013

**Total**  
\$0.00

**Balance Due**  
\$0.00

**Total (ex tax)**  
\$0.00

**Supplier Address**  
191 Main Road, Werribee, Vic, 2323

**Ship To Address**  
14 Smith Crescent, Altona, Vic, 2726

**Purchase Comments**  
Purchase Comments

**Supplier Reference**  
Supplier Reference

**Ship To Name**  
My Business Books

**Received Date**  
[Date]

**Notes**  
[Note]

**2 Adjustment Line Items**

- Hat Purchases
- Hat Purchases
- 1 @ \$50.00 , -\$57.49 total , \$0.00 owing
- Hat Purchases
- Replacement Hat Purchase
- 1 @ \$50.00 , \$57.49 total , \$0.00 owing

**Add new adjustment line item**

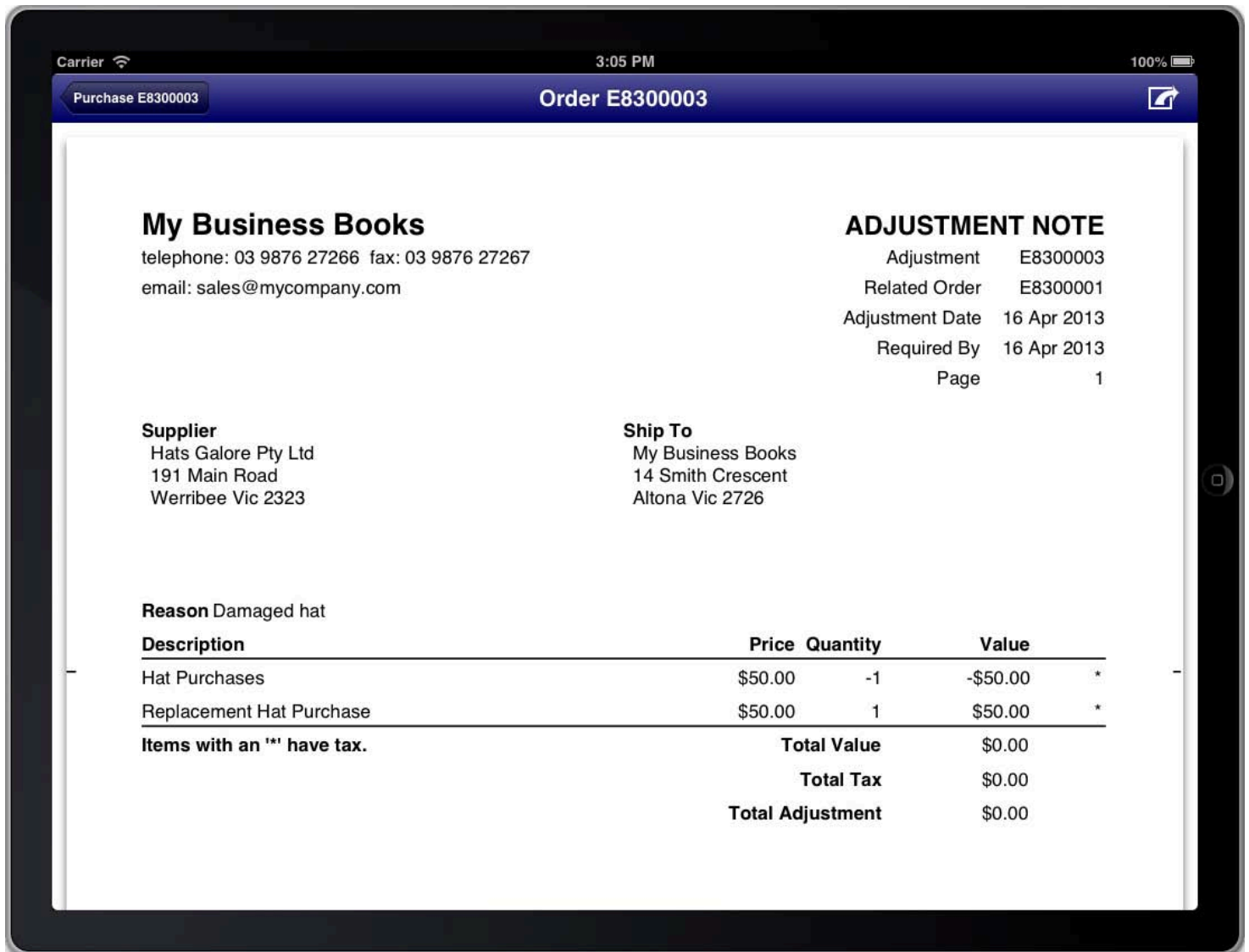
**Options**

- Cancel
- View Adjustment
- View Purchase Statement
- Make Payment
- Organise Lines
- View Ledger

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### 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

Carrier 3:11 PM 100%

**Refunds** **Refund E8400006**

Press the 'Add new refund line item' line to add a refund line item to this refund.  
Swipe a refund line item to reveal the 'Delete' button.

Supplier Name: Hats Galore Pty Ltd = \$0.00 Is Refund: YES View Ledger: View Ledger

Refund Description: Refund From Hats Galore Pty Ltd Refund Number: E8400006 Refund Date: 19 Apr 2013

Deposit Account: Cheque Account = \$896.51 Cheque Number: Cheque Number Refund Total: 57.49 Overpaid: \$0.00

Notes: [icon]

**1 Refund Line Items**

E8300002 : 16 Apr 2013 : Hat Purchases  
1 for \$57.49 , \$57.49 received

Add new refund line item

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### 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 were refunded to, or you can select a supplier's 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 supplier's 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.

Carrier 3:13 PM 100%

Refund E8400006 E8400006 [Total \$57.49] +

Applied to Purchase Applied to Purchase Item

→ E8300002 - Hat Purchase → Hat Purchases

Purchase Quantity Refund Quantity Amount

1 1 57.49

0 Job Associations

Add New Job Association >

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### 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

Carrier 15:07 100%

RFQs RFQ 25300002 + ↗

Press the red minus to reveal the 'Delete' button.

Supplier Name: Euro Exports Limited Status: Open

RFQ Number: 25300002 RFQ Type: Itemised RFQ Date: 27 Jun 2013 Expiry Date: 27 Jun 2013 Is RFQ: ON

RFQ Description: Brown Shoes

EUR Total: € 605,00 AUD Total: \$846.67

EUR Total (ex tax): € 550,00 AUD Total (ex tax): \$769.70

Supplier Address: 14 Monk Road, Mt Waverley, Vic, 4543 Ship To Address: 12 Smith Street, Carlton, Vic, 3543

RFQ Comments: Alt xyz 789 Supplier Reference: Supplier Reference Ship To Name: Bob Brown Received Date:

Notes: Purchaser: Bob Purchaser

**2 RFQ Line Items**

- [-] Euro Purchased Goods  
brn1 - Brown Shoes  
10 @ € 5,00 EUR , € 55,00 EUR total, € 55,00 EUR owing
- [-] Euro Purchased Goods  
blk1 - Black Shoes  
10 @ € 50,00 EUR , € 550,00 EUR total, € 550,00 EUR owing
- [+] Add new RFQ line item

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### 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”.

Carrier 3:25 PM 100%

RFQ E8300005 RFQ E8300005

**My Business Books**  
14 Smith Crescent  
Altona Vic 2726  
telephone: 03 9876 27266 fax: 03 9876 27267  
email: sales@mycompany.com

**Supplier**  
Hats Galore Pty Ltd  
191 Main Road  
Werribee Vic 2323

**REQUEST FOR QUOTATION**  
RFQ E8300005  
RFQ Date 19 Apr 2013  
Expires On 26 Apr 2013  
Page 1

Description	Quantity
Hat Purchase	1
Suit Purchases	1

### 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.