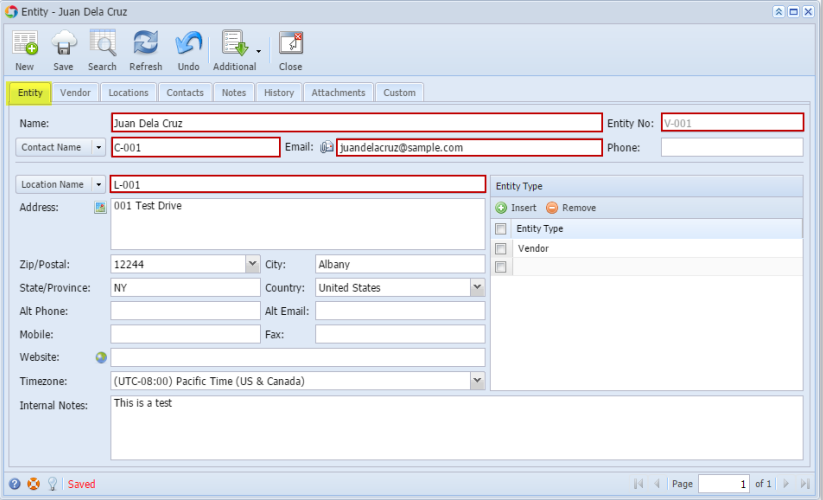
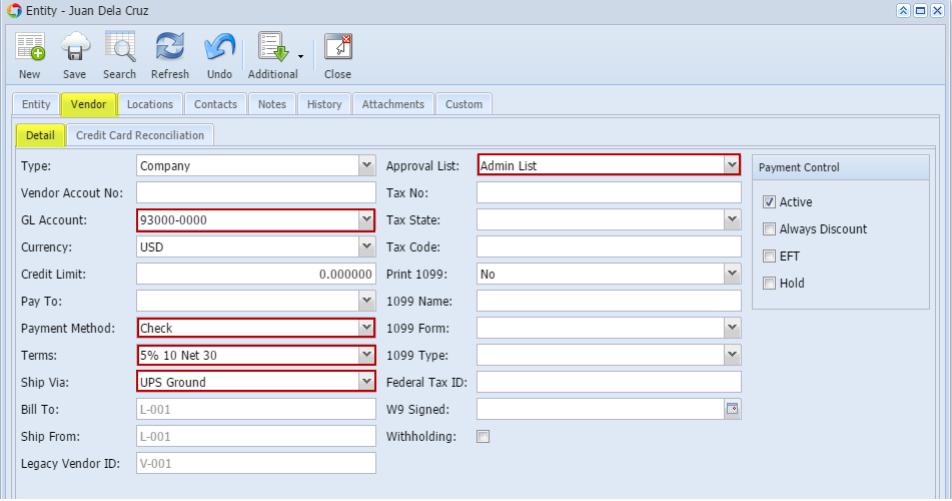


# Purchasing Usability

Description	How To
1. Create Vendor	<p>Go to <b>Purchasing &gt; Vendors</b> &gt; click <b>New</b> button</p> <ul style="list-style-type: none"><li>• <b>Entity Type</b> will show <b>Vendor</b> as default.</li></ul>
	<p>On <b>Entity Tab</b> enter values on the ff fields:</p> <ol style="list-style-type: none"><li>1. Name</li><li>2. Entity No.</li><li>3. Contact Name</li><li>4. Email</li><li>5. Location Name</li></ol> <p>Fill in the other fields.</p> 
	<p>On <b>Vendor Tab &gt; Detail Tab</b>, select values on the ff fields:</p> <ol style="list-style-type: none"><li>1. GL Account - select <b>Expense</b> account</li><li>2. Payment Method - select <b>Check</b></li><li>3. Terms</li><li>4. Ship Via</li><li>5. Approval List</li></ol> <p>Fill in the other fields.</p> 

On **Vendor Tab > Credit Card Reconciliation Tab > Defaults Tab**, select values on the ff fields:

1. Bank Account
2. Company Location

The screenshot shows a software interface for a Vendor's Credit Card Reconciliation Defaults. The title bar reads "Entity - Juan Dela Cruz". Below the title bar is a toolbar with icons for New, Save, Search, Refresh, Undo, Additional, and Close. A tabbed menu below the toolbar includes Entity, Vendor (selected), Locations, Contacts, Notes, History, Attachments, and Custom. Under the Vendor tab, there is a "Detail" section with a "Credit Card Reconciliation" sub-tab. Below this is a "Defaults" section with a "Site" sub-tab. The "Details" area contains four fields: "Bank Account" (dropdown menu showing "Sample Bank"), "AP Type" (dropdown menu), "Enter Totals As" (dropdown menu), and "Company Location" (dropdown menu showing "1"). The "Bank Account" and "Company Location" fields are highlighted with red rectangles.

Entity - Juan Dela Cruz

New Save Search Refresh Undo Additional Close

Entity Vendor Locations Contacts Notes History Attachments Custom

Detail Credit Card Reconciliation

Defaults Site

Details

Bank Account: Sample Bank

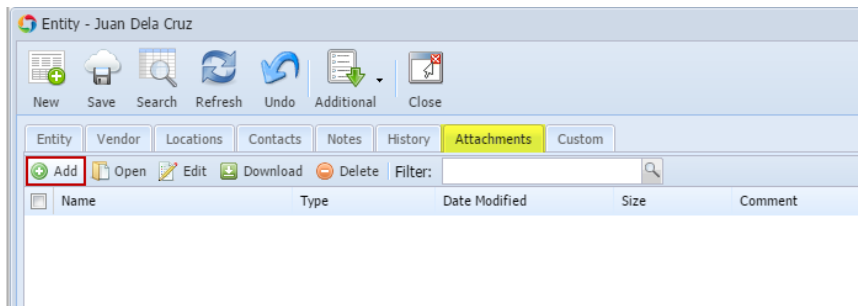
AP Type:

Enter Totals As:

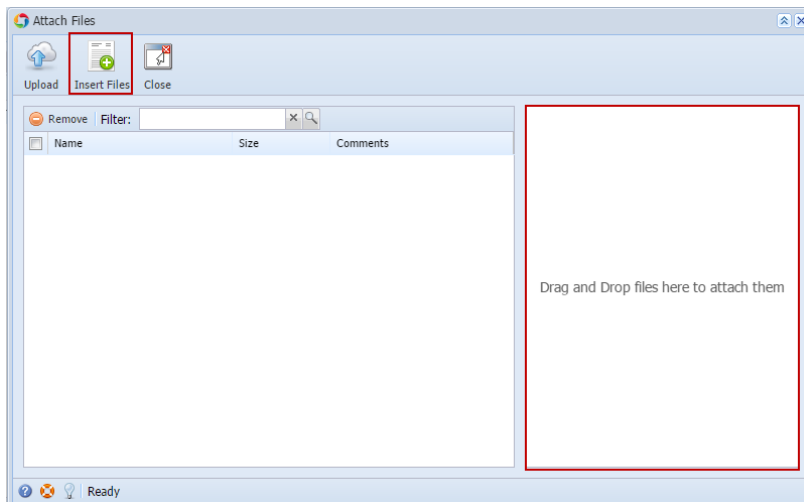
Company Location: 1

On **Attachments Tab**, add attachment.

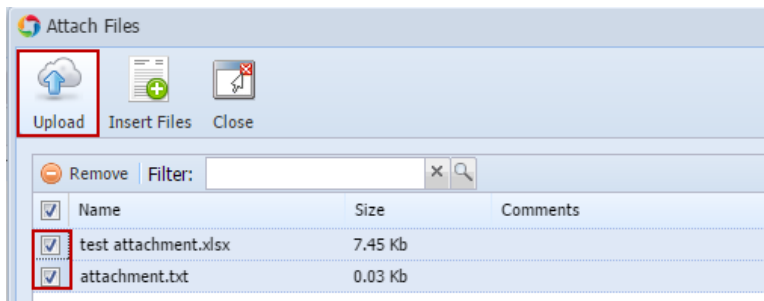
1. Click **Add** button



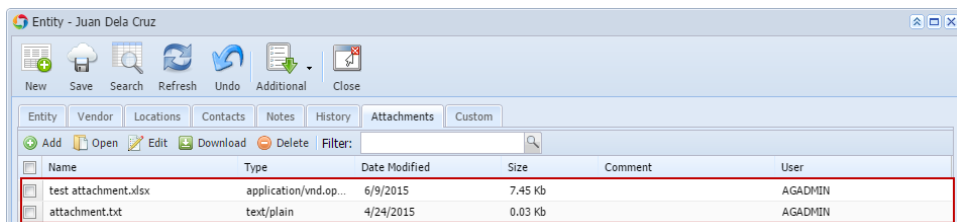
2. Click on **Insert Files** toolbar button to browse and select file/s to attach or drag and drop files in the **Drag and Drop** section of the screen.



3. Select files to attach and click on **Upload** toolbar button to attach the files to the vendor.



4. You know when you have successfully attached the file/s if it shows in the Attachment tab.



Click **Save** button.

2. Create Purchase Order

Go to **Purchasing > Purchase Orders** > click **New** button

- Default **Order Status** is **Open**

Select **Vendor**. **Location** will display default location.

Purchase Order

Details Attachments

Vendor ID: V-001 Date: 06/09/2015 Location: 1 Contract No: Currency: USD Order Status: Open Purchase No:

Ship From: L-001 Ship To: 1 Contact: Order No:

001 Test Drive  
Albany, NY 12244  
United States

Ship Via: UPS Ground Ordered By: AGADMIN

Expected: 06/09/2015 Approved By:

Freight Terms: Prepaid:

Reference: Terms: 5% 10 Net 30

Add items in the grid area.

1. To add inventory item/s, click **Item No** column combo box and select items from the list.
2. To add misc item/s, enter description in **Misc Description** column.

Purchase Order

Details Attachments

Vendor ID: V-001 Date: 06/09/2015 Location: 1 Contract No: Currency: USD Order Status: Open Purchase No:

Ship From: L-001 Ship To: 1 Contact: Order No:

001 Test Drive  
Albany, NY 12244  
United States

Ship Via: UPS Ground Ordered By: AGADMIN

Expected: 06/09/2015 Approved By:

Freight Terms: Prepaid:

Reference: Terms: 5% 10 Net 30

Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total
Wheat			Each	50	0	0	0%	10.00	None	500.00
Service			Each	2	0	0	0%	12.00	None	24.00
NON-DNV	Office Supply - Coupon BO...		Bags	20	0	0	0%	5.00	None	100.00
Other Charge	car rentals		Each	1	0	0	0%	15.00	None	15.00
Software			Each	1	0	0	0%	20.00	None	20.00
		misc items	Each	1	0	0	0%	15.00	None	15.00

Item: Software - Subtotal: 674.000000

On Hand: 0 On Order (PO): 0 Shipping: 0.000000

Committed: 0 Back Order: 0 Tax: 0.000000

Total: 674.000000

Click **Process** button to create Inventory Receipt.

3. Create a bill for the vendor

Use either of 2 ways: via **Bills** or via **Bill Batch Entry** screen

Via Bills

Go to **Purchasing > Bills > click New** button

- **Ship To** field will show default **Location**.
- **AP Account** will show AP Account set in Company Preference.

Fill in the ff fields:

1. Select the **Vendor**. (Close **Add Inventory Receipt** screen if it opens.)
2. Enter **Invoice NO**.
3. Select **AP Account**.

Bill

Details Attachments

Transaction Type: Bill Vendor ID: V-001 Date: 06/09/2015 Invoice Date: 06/09/2015 Currency: USD Invoice No: INV-1 Bill No: C-001

Ship From: L-001 Ship To: 1 Ordered By: AGADMIN Contact: C-001

001 Test Drive  
Albany, NY 12244  
United States

Ship Via: UPS Ground Due Date: 06/09/2015

Terms: Due on Receipt AP Account: 26003-0000

Location: 1 Withheld Amount: 0.000000

Reference: Approval Notes:

In the grid area:

1. Select **Inventory Item/s** (items that can be selected here are items with non-inventory, services, other charges and software type only)
2. Or add **Misc Item/s** to the bill.
3. **Account ID** is defaulted to GL Account for the vendor.

Bill

New Save Search Delete Undo Print Post Recap Add Receipt Close

Details Attachments

Transaction Type: Vendor ID: Date: Invoice Date: Currency: Invoice No: Bill No:

Ship From: L-001 Ship To: 1

001 Test Drive  
Albany, NY 12244  
United States

Ship Via: UPS Ground Ship By: AGADMIN Contact: C-001

Terms: Due on Receipt Due Date: 06/09/2015

Location: 1 AP Account: 26003-0000

Withheld Amount: 0.000000

Reference: Approval Notes:

View Remove Get previous details Layout Filter Records (F3)

Item No.	Description	Misc Description	Ordered	Received	Discoun.	Tax	Cost	Total	Account ID	Comments
Service			1	1	0%	None	10.00	10.00	93000-0000	
NON-INV	Office Supply - ...		5	5	0%	None	5.00	25.00	93000-0000	
Other Charge	car rentals		1	1	0%	None	9.00	9.00	93000-0000	
Software			1	1	0%	None	10.00	10.00	93000-0000	
		misc items	1	1	0%	None	2.00	2.00	93000-0000	

Subtotal: 56.000000

Shipping: 0.000000

Tax: 0.000000

Total: 56.000000

Edited Page 1 of 1

Click **Post** button to post bill. If message below prompts, select **No**.

iRely i21

Do you want to create payment for this bill?

Yes No

Click **Recap** to see entries posted to the General Ledger Detail.

Recap Transaction

Unpost Close

Date: 06/09/2015 Description: Bill Currency: USD Rate: 0

Layout Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 BL-45656	26003-0000		Payables	56.00	0.00
2 BL-45656	93000-0000		Expense	0.00	10.00
3 BL-45656	93000-0000		Expense	0.00	25.00
4 BL-45656	93000-0000		Expense	0.00	9.00
5 BL-45656	93000-0000		Expense	0.00	10.00
6 BL-45656	93000-0000		Expense	0.00	2.00

Via Bill Batch Entry

Go to **Purchasing > Bill Batch Entry**> click **New** button

- **AP Account** will show AP Account set in Company Preference.

In the grid area:

1. Select the **Vendor**.
2. Enter **Invoice No.**
3. **Account ID** is defaulted to GL Account for the vendor.

Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
V-001	Juan Dela Cruz	INV-02	5% 10 Net 30	06/09/2015	06/09/2015	07/09/2015	93000-0000		None	10.00	

Enter **Total** and click **Post** button.

#### 4. Pay the bill.

Use either of 3 ways: via **Pay Bills Detail**, via **Pay Bills** or directly via **Bill** screen

Via **Pay Bills Detail**

Go to **Purchasing > Pay Bills Detail** > click **New** button

**If there is a default Bank Account:**

- Bank Account with Cash Account that matches the Cash Account of the default Location will be shown in **Bank Account** field.
- Currency of the default Bank Account will be displayed in **Currency** field.
- Balance of the default Bank Account will be displayed in **Bank Balance** field.

**If there is no default Bank Account:**

- Select **Bank Account**.
- Currency of the selected Bank Account will be displayed in **Currency** field.
- Balance of the selected Bank Account will be displayed in **Bank Balance** field.

Fill in remaining fields:

1. Select the **Vendor**. All unpaid bills of the selected vendor will be displayed on the grid.
2. Select **Check** as **Payment Method**.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
03/03/2015	BL-45654	5% 10 Net 30	50.00	26003-0000	0.00	2.50	50.00	0.00
05/31/2015	BL-45655	5% 10 Net 30	400.00	26003-0000	0.00	20.00	400.00	0.00
06/09/2015	BL-45656	Due on Receipt	56.00	26003-0000	0.00	0.00	56.00	0.00
07/09/2015	BL-45657	5% 10 Net 30	10.00	26003-0000	0.50	0.00	10.00	0.00

516 0

Pay in full and the **Post**.

**Pay Bill Details**

New Save Search Delete Undo Print Unpost Recap Close

Vendor No: V-001 Date Paid: 06/09/2015 Record No: PAY-14699  
Bank Account: TE Payment Method: Check Currency: USD  
Amount Paid: 538.000000 Unapplied Amount: 0.000000 Vendor Credit: 0.000000  
Bank Balance: 498,871.000000 Check No: Withheld: 0.000000

Notes:

Layout Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
03/03/2015	BL-45654	5% 10 Net 30	50.00	26003-0000	0.00	2.50	0.00	52.50
05/31/2015	BL-45655	5% 10 Net 30	400.00	26003-0000	0.00	20.00	0.00	420.00
06/09/2015	BL-45656	Due on Receipt	56.00	26003-0000	0.00	0.00	0.00	56.00
07/09/2015	BL-45657	5% 10 Net 30	10.00	26003-0000	0.50	0.00	0.00	9.50
							0	538

Posted Page 1 of 1

Click **Recap** to see entries posted to the General Ledger Detail.

**Recap Transaction**

Unpost Close

Date: 06/09/2015 Description: Currency: USD Rate: 0

Layout Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-14699	11140-0000	Posted Payment - Discount	Asset	0.50	0.00
2 PAY-14699	29300-0000	Posted Payment - Interest	Liability	0.00	22.50
3 PAY-14699	26003-0000	Posted Payment	Payables	0.00	10.00
4 PAY-14699	26003-0000	Posted Payment	Payables	0.00	50.00
5 PAY-14699	26003-0000	Posted Payment	Payables	0.00	56.00
6 PAY-14699	26003-0000	Posted Payment	Payables	0.00	400.00
7 PAY-14699	11111-0000		Cash Accounts	538.00	0.00

Ready

Via Pay Bills

Go to **Purchasing > Pay Bills**

- If there is a default **Bank Account**:
  - Bank Account with Cash Account that matches the Cash Account of the default Location will be shown in **Bank Account** field.
  - Balance of the default Bank Account will be displayed in **Bank Balance** field.
- If there is no default Bank Account:**
  - Select **Bank Account**.
  - Balance of the selected Bank Account will be displayed in **Bank Balance** field.

Select **Check** as **Payment Method**.

Select transaction and pay in full then **Post**.

**Pay Bills**

Undo Print Post Select Due Date Reload Close

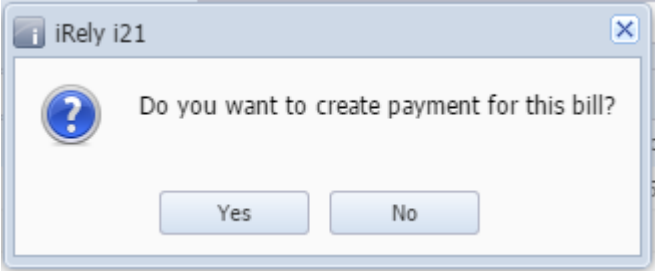
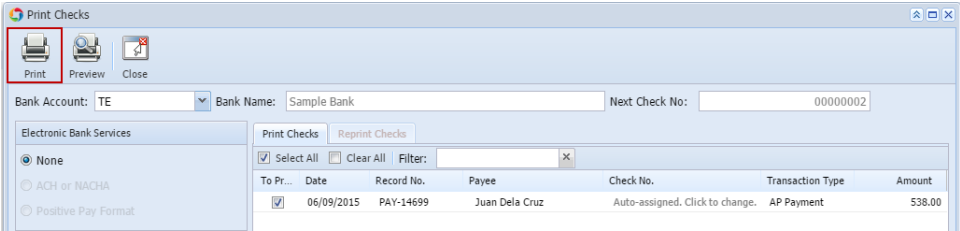
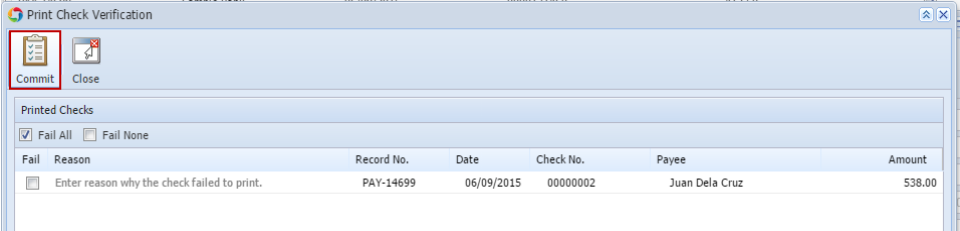
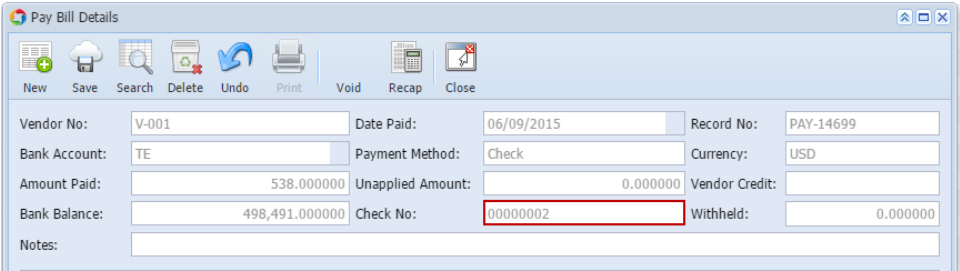
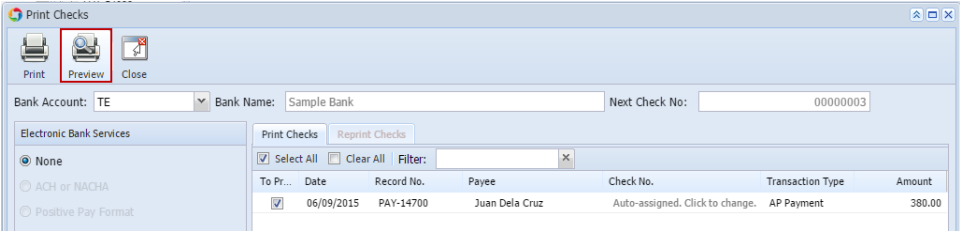
Date Paid: 06/09/2015 Bank Account: TE Balance: 498,871 Payment Method: Check

View Bill Layout Juan

Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun...	Interest	Amount Due	Payment	With
<input checked="" type="checkbox"/>	V-001	Juan Dela Cruz	07/09/2015	BL-45658	INV-03	5% 10 Net 30	400.00	20.00	0.00	400.00	380.00
<input type="checkbox"/>	V-001	Juan Dela Cruz	07/09/2015	BL-45659	INV-04	5% 10 Net 30	400.00	20.00	0.00	400.00	0.00

800 40 0 800 0

Ready

Directly from Bills	<p>After posting a bill, this message will prompt:</p> 
	Select <b>Yes</b> . Pay Bills Detail will open with bills detail.
	<b>Post</b> payment.
	Click <b>Recap</b> to see entries posted to the General Ledger Detail.
5. Print Checks	<p>Set your default printer to snag it or to a file then use either of 2 ways: Direct Printing or Previewing first before printing.</p> <p>After posting payment with Check payment method, click <b>Print</b> button.</p>
Direct Printing	<p>Print Checks screen will open. Click <b>Print</b> button.</p> 
	<p><b>Print Check Verification</b> screen will open. <b>Commit</b> the check.</p> 
	<p>Printing of check is successful of the <b>Check No</b> is displayed on the Pay Bill Detail screen.</p> 
Previewing before printing	<p>Print Checks screen will open. Click <b>Preview</b> button.</p> 



Report Viewer will open. Click Print button.

Report Viewer

Check Voucher Middle

Page 1 of 1 Pdf

Vendor: V-001 Juan Dela Cruz Account:

Bill Id	Invoice No.	Date	Amount	Discount	Paid Amount
BL-45659	INV-04	06/09/2015	400.00	20.00	380.00

Check Amount: \*\*380.00 Date: 06/09/2015 Check No.: 00000003

Click again Print button. **Print Check Verification** screen will open. **Commit** the check.

Print Check Verification

Commit Close

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input checked="" type="checkbox"/>	Enter reason why the check failed to print.	PAY-14700	06/09/2015	00000003	Juan Dela Cruz	380.00

Printing of check is successful of the **Check No** is displayed on the Pay Bill Detail screen.

Pay Bill Details

New Save Search Delete Undo Print Void Recap Close

Vendor No: V-001 Date Paid: 06/09/2015 Record No: PAY-14700

Bank Account: TE Payment Method: Check Currency: USD

Amount Paid: 380.000000 Unapplied Amount: 0.000000 Vendor Credit:

Bank Balance: 498,491.000000 Check No: 00000003 Withheld: 0.000000

Notes: