University of St Andrews

Aptos10 User Notes

Purchase Ordering

Table of Contents

Revision History

Version	Date	Author	Comments
1	11/03/2006	Karen Porteous Mary Woodcock-Kroble	
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1. Overview of Purchase Ordering

Purchase Order Management (POM) is a module of the core Aptos product. The module is fully integrated and this allows the accounting entries to be made at the point an order is raised so that Aptos holds accurate and up-to-date information about the University's finances.

Purchase Ordering entails the raising of a purchase order (PO) to a vendor (supplier) for the supply of goods or services. When the PO is raised on Aptos, it is necessary to provide a General Ledger (GL) code for the order to be charged against. When the PO is approved, a commitment is then recorded against the GL code.

When the goods are received, a receipt must then be entered onto Aptos against the order. The receipt reflects the goods actually received. If goods need to be returned, then a return must be entered onto Aptos.

When the invoice is received this is entered onto Aptos by Accounts Payable. They match the invoice to the PO and then Aptos checks for receipts / returns. Only if the PO lines on the invoice are receipted and are within the system tolerances does the system release the invoice for payment. If there is no receipt or the invoice is outwith tolerances, the system holds the invoice in the 'mismatch list' until the problem is cleared. This allows control of whether or not an invoice is paid to remain with the ordering department as an invoice cannot be paid unless the order has been receipted.

There are two types of tolerance failures – 'hold' and 'error'. A 'hold' processes the invoice and charges it to the GL code specified on the order (the commitment is automatically cancelled and replaced by an actual cost) whereas an 'error' does not charge the invoice to the GL and it remains in an 'changeable' state. Further information on tolerances can be found in the 'Understanding Tolerances' document.

1.1. Terminology

POM – purchase order management. This is the full process of raising a requisition or order all the way through to the receipt of goods / dealing with any mismatches.

Requisition – a request for goods. A requisition may be raised via Aptos Web Services for stock items, for vendors available via a marketplace or for miscellaneous (non-catalogue) items. A stock requisition is not converted to a PO but is fulfilled by means of a stock issue. A requisition may also be raised manually. A requisition does not go to an external supplier.

Purchase Order – an official order for goods sent to an external vendor. A marketplace requisition converts itself to a PO when approved. A non-catalogue requisition is converted to a PO by the Buyer. Only approved Purchase Orders should be sent to a supplier.

Receipt – an electronic record that the goods / services have been received.

Return – an electronic record that goods have been returned to the vendor.

Requisitioner – user who raises an electronic requisition via Aptos Web Services.

Buyer – user who converts a requisition into an Aptos PO. Electronic requisitions for non-catalogue are converted via the Buyer Queue functionality whereas paper requisitions are entered directly as Aptos POs. Buyers may also be requisitioners but a Buyer may omit the requisition stage for non-catalogue items and enter a PO directly into core Aptos.

Approver – user who approves an Aptos requisition or PO. Approvers may also be requisitioners or buyers.

Receipter – user who receipts and returns the goods on Aptos. Receipters may also be a requisitioner and / or buyer.

1.2. Purchase Order Tolerances

POM uses a set of tolerances to determine how to treat receipts where quantity differs from that expected from the PO. The tolerances to be aware of are as follows:

- **Quantity Received over Quantity Ordered** - Aptos warns if the quantity of goods received exceeds that ordered.
- **Quantity Received under Quantity Ordered** - Aptos warns if the quantity of goods received is less than that ordered.

Checking messages regularly will ensure these warnings are identified.

There are also tolerances on invoice values and quantities but these are reported when invoice processing rather than receipt processing.

1.3. Aptos Vendor Codes

Before a PO can be raised for a vendor, the vendor must exist on Aptos. Each vendor is allocated a unique code against which its details are held.

More details about vendors – including the process for requesting a new vendor – can be found on the Money Matters section of the university web site.

1.4. Aptos General Ledger (GL) Codes

This relates to your cost centre, analysis code and detail code. More details about GL codes can be found on the Money Matters section of the university web site.

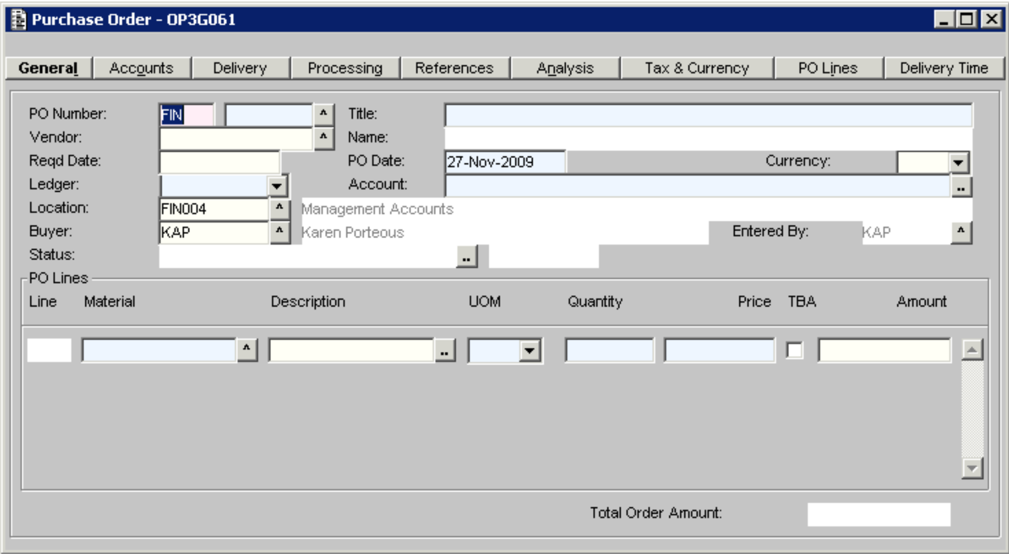
1.5. Accessing Core Aptos

For further information, including information on reporting problems, please see the separate document ‘An Introduction to Aptos’.

2. Entering a Purchase Order

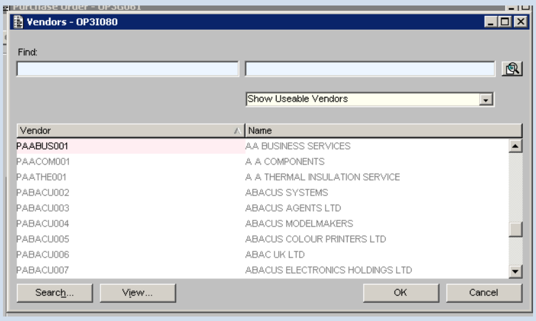
PO Management → Purchase Ordering →Update →Purchase Orders

2.1. General Tab



Purchase Order Header

➢ Tab through the fields, entering all the information marked in bold:

PO Number	A default PO Prefix will automatically appear in the first box. ➢ Change the PO Prefix if required (and allowed to do so). ➢ Tab over the number field ○ this will appear once the header is complete.
Title	This field is optional, but appears on the printed Purchase Order. ➢ Use to quote an account number / departmental contact
Vendor	➢ If known, enter the vendor code. ➢ If unknown, drill (⏶) to search.  ➢ Enter search criteria in either (or both) search field(s), entering an asterisk both before and after your search phrase: ○ use the left field to search on the vendor code ○ use the right field to search on the vendor name noting that the field is case sensitive **Note:** if you use **an** asterisk (multi-character wildcard), Aptos puts a dot in front of it. Do not remove this dot.

Vendor ctd…	➢ Press the search button or F8 on the keyboard to return the filtered data. ➢ Select the correct vendor and ACCEPT to the PO entry screen. ➢ Tab to the next field. ○ You can then check the correct Vendor Name appears
Required Date	➢ Enter the agreed delivery date
PO Date	➢ Tab over - defaults to today's date.
Currency	The correct currency is automatically populated for the vendor **Note:** a requirement to amend the currency is an indication of an incorrect vendor being entered
Ledger	➢ Enter GL (for general ledger).
Account	➢ Enter the General Ledger code to be charged. ○ If the PO is to be charged to more than one account refer to the instructions on splitting the PO charge (section 2.2). **Note:** the GL code entered on the 'accounts' tab (section 2.2) takes priority over the one entered here. Amendments to GL codes must be done on the accounts tab (section 2.2)
Location	➢ Enter the appropriate location or drill down and select from the list. ○ This location determines the delivery address for the PO. If a location address requires amending, or a new location is required, then please email aptospom@st-andrews.ac.uk with full details. **Note:** the delivery location code entered on the 'delivery' tab (section 2.3) takes priority over the one entered here. Amendments to delivery locations must be done on the delivery tab (section 2.3)
Buyer	This is actually the user who will Approve the Purchase Order. ➢ *If correct* TAB over. ➢ *Otherwise,* clear the field enter the username of the buyer (or drill down to see the options and select the appropriate person), TAB

The Status now appears as **In Progress** and the PO number will have appeared. The header is now fixed and the information cannot be changed. Delivery codes and account information etc should only be changed on the individual tabs.

➢ Make a note of the full PO number, including prefix.

Purchase Order Lines

➢ Enter the fields marked in bold below:

Material	This is only used by a store manager for replenishing stock.
Description	This is the narrative that appears on the PO. ➢ Quote a catalogue/reference number, along with a brief description of the goods.
UOM	➢ Select a Unit of Measurement for the goods. The most commonly used is EAC and this should be used whenever possible.
Quantity	➢ Enter the number of items to be ordered (for services this is likely to be 1).
Price	➢ Enter the unit price net of VAT ○ ignore carriage costs at this stage
Amount	If the Quantity and Price are entered, this is automatically calculated. **Note:** it is possible to enter any two of Quantity, Price and Amount and Aptos will calculate the remaining field

- When you have entered a line, click the ADD OCCURRENCE icon to create a new line, and continue in this way until you have entered all the lines on the Purchase Order.
- If carriage is payable (ie is not included in the unit price), enter costs as a separate line.
  - **Don't** split cost between existing lines.
  - Every effort should be made to obtain a 'landed' (carriage included) unit price before placing an order

Note: a discount should be entered as an additional order line. Enter 'discount' as the description and then enter the discount amount only – remembering that the amount needs to be a negative (UOM, quantity and price should be left blank). The discount line will look similar to that shown below:

Discount lines do not need to be receipted.

2.1.1. Attaching a document to a Purchase Order

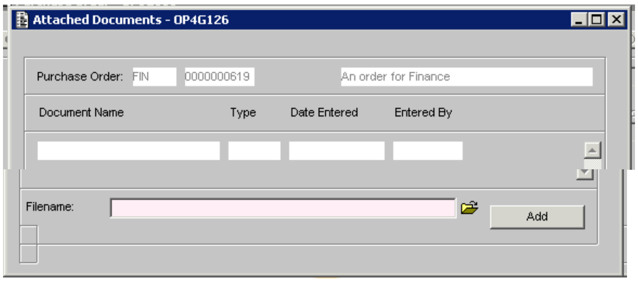
It is possible to add a document to either a PO header or to a specific PO line. This is only possible when a PO has a status of 'in progress' or 'change in progress'.

Note: there is a maximum file size of 64KB and that attachments will not be included when orders are printed.

Attaching a document to a PO line

- Double-Click on the document icon ( ) at the end of the PO line

  This brings up the "attached documents" screen



- Browse to the file to be added
- Click ADD

The document is now shown at the top of the “attached documents” screen

The document icon changes to include a pair of specs

When all documents have been added

- ACCEPT back to the PO screen

The document icon for the PO line now includes a pair of specs

Attaching a document to a PO header

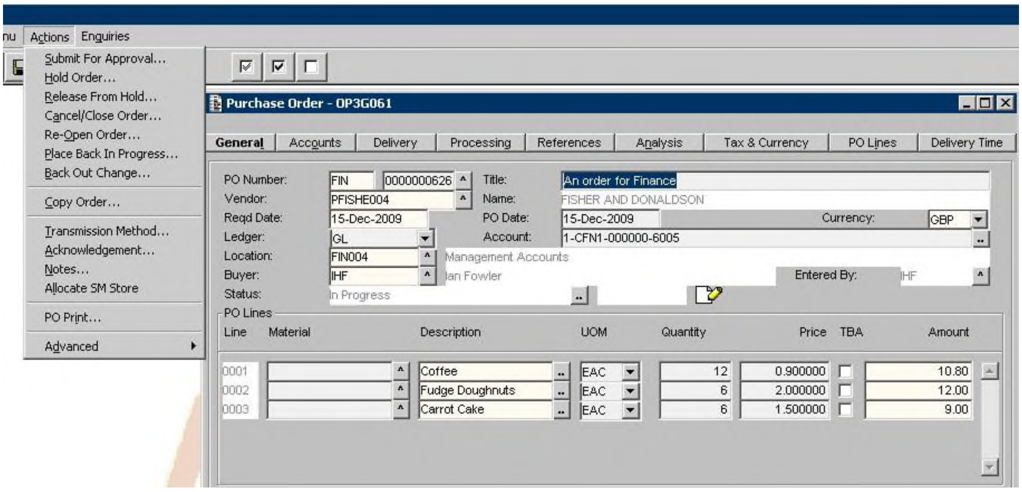
This works exactly the same way as attaching a document to a PO line with the only difference being access to the “attached documents” screen is via the icon in the PO header

When all documents have been added

- If appropriate, amend details on the **accounts** tab (see section 2.2).
- If appropriate, amend details on the **delivery** tab (see section 2.3).
- If appropriate, amend details on the **tax & currency** tab (see section 2.4).
- Enter any additional texts on the **PO lines** tab (see section 0)

When all the amendments have been made to the data on other tabs

- Select **Submit for Approval** from the **ACTIONS** menu.



The ‘**Submit Order for Approval**’ window will appear.

- *If a printed copy of the order is required* (eg for posting or faxing), leave the Print Required checkbox checked, and click OK.

  The order status will change to **Awaiting Transmission** (if able to approve the order), and it can then be printed as described under Printing a Purchase Order (section 4). An order with status **Awaiting Transmission** will become **approved** when printed

- *If a printed order is not required*, untick the Print Required checkbox, and click OK.

  The order status will change to **Approved** (if able to approve the order).

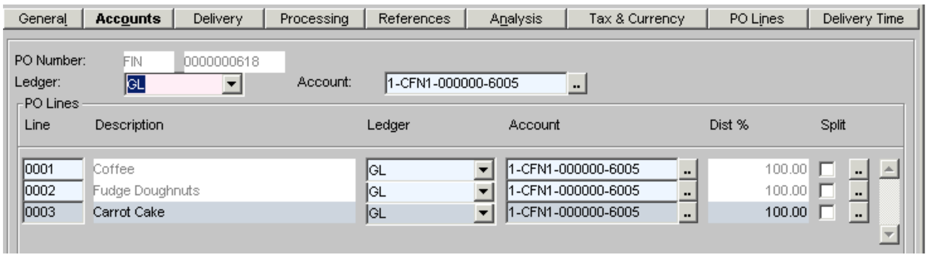
If unable to approve the order, the order status will change to **Awaiting Approval**; and an appropriate buyer will need to approve the order (see section 3). The order can not be amended. Once approved, the order can again be amended (see section 5).

➢ To enter another PO, select **File**, **New** from the Menu bar and proceed from the start of section 2.

2.2. Accounts Tab

PO lines are coded to the GL code on the header when the line is created. If the GL code on the header is then changed, the lines are not updated – these MUST be amended in the **accounts** tab.

The charge code for any line can be changed by clicking on the **Accounts** tab and amending the coding of the line in question. An individual PO line can be charged to multiple general ledger codes if required.

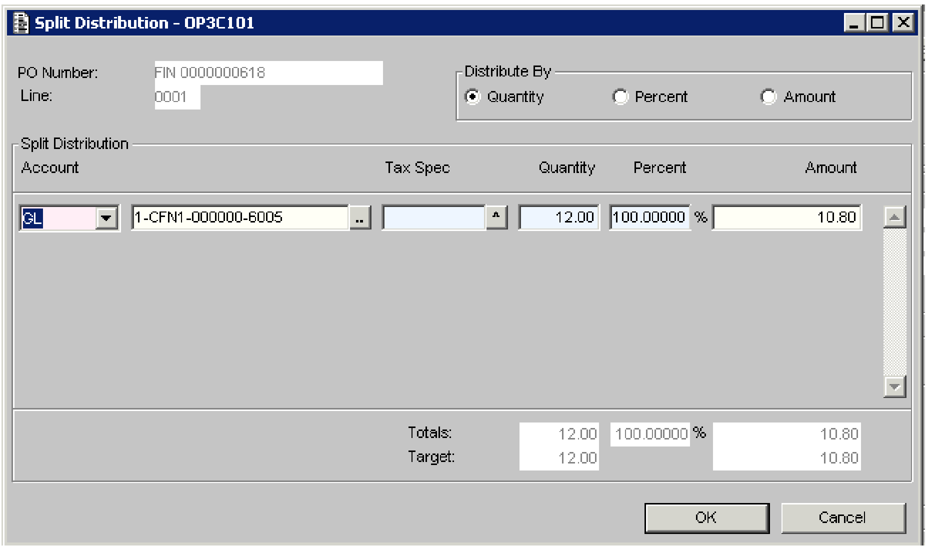


2.2.1. Split Coding of a PO Line

In the **PO Lines** section of the Accounts tab screen, the lines of the PO can be seen.

➢ To split a PO line, click on the drill () for that line underneath the 'Split' heading.

The Split Distribution window will appear.



It is possible to split the PO charge either by

- Quantity
- Percent
- Amount

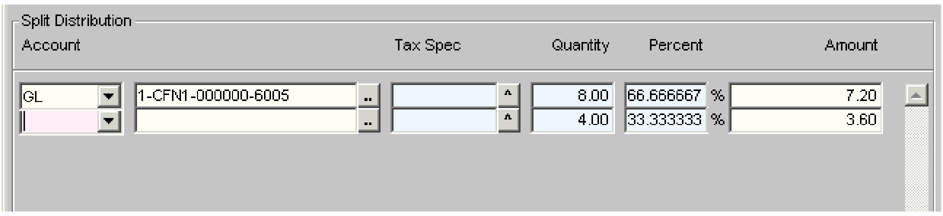
➢ Click on the appropriate option in the 'Distribute By' box.

Splitting by Quantity

This relates to the number of goods ordered.

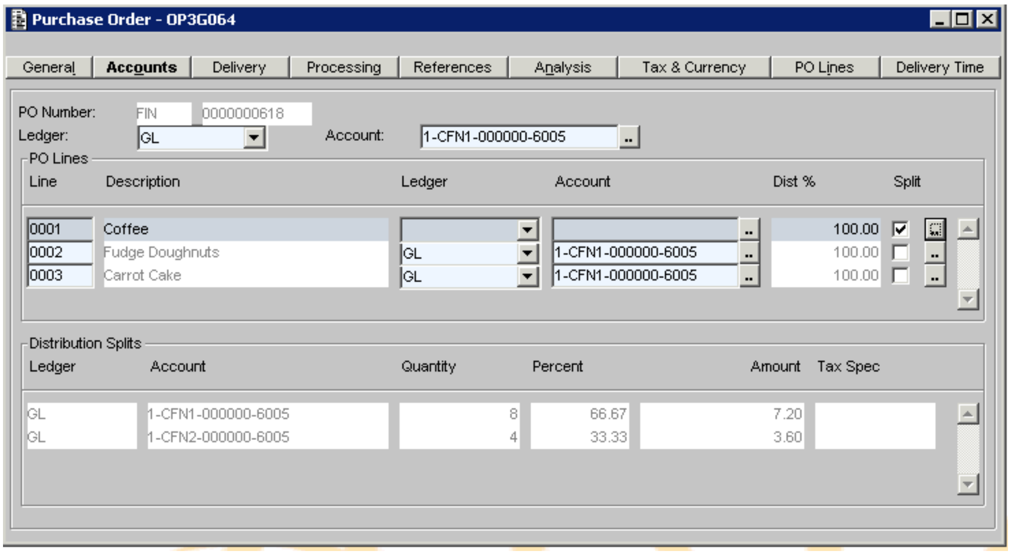
➢ Amend the line in the Split Distribution section to the quantity of goods to charge to that GL code.

➢ Then TAB and another line will appear.



- Enter the coding and quantity for the next line (the amount and percentage will appear automatically)
    - leave the Tax Spec blank.
- When all lines have been entered, and the target quantity matches the total quantity, select OK.

This then returns to the **Accounts** tab and the Split option is ticked with the split details appearing in the bottom part of the screen.



Splitting by Percentage

This relates to the percentage of the cost of the order line to be charged to each account.

- Amend the line in the Split Distribution section to the percentage of goods to charge to that GL code.
- Then ADD OCCURRENCE and another line will appear.
- Enter the coding and percentage for the next line (the quantity and amount will appear automatically)
    - leave the Tax Spec blank.
- When all lines have been entered, and the target percentage matches the total percentage, select OK.

This then returns to the **Accounts** tab and the Split option is ticked with the split details appearing in the bottom part of the screen.

Splitting by Amount

This allows the PO to be split by allocating the net amount to be charged to each account.

- Amend the line in the Split Distribution section to the amount you wish to charge to that GL code.
- Then ADD OCCURRENCE and another line will appear.
- Enter the coding and amount for the next line (the quantity and percentage will appear automatically)
  - Leave the Tax Spec blank
- When all lines have been entered, and the target amount matches the total amount, select OK.

This then returns to the **Accounts** tab and the Split option is ticked with the split details appearing in the bottom part of the screen.

When all account lines have been amended

Either

- Move to the next tab for which details need to be amended

Or

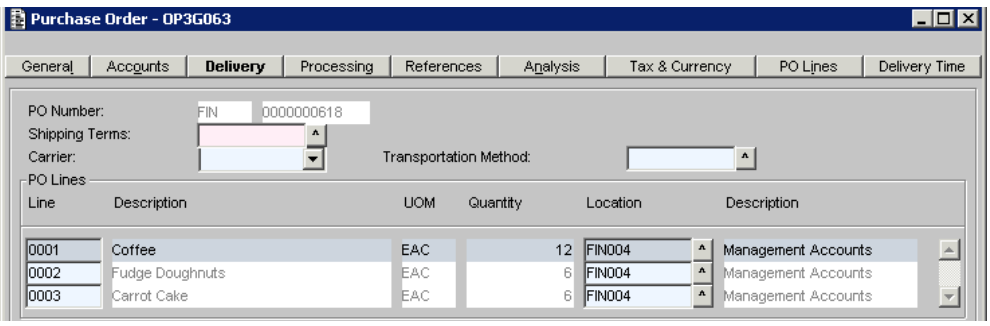
- Click on the **General** tab to return to the main PO entry screen

  Note: there is a new indicator at the bottom left to show the order is split over multiple GL codes

- Submit the order for approval

2.3. Delivery Tab

The **delivery** tab is used to enter delivery information for the order or to update the delivery location originally entered for the order. PO lines inherit the delivery location on the header when the line is created but MUST be amended in the **delivery** tab.



- Enter the new delivery location against each PO line

When all account lines have been amended

Either

- ➢ Move to the next tab for which details need to be amended

Or

- ➢ Click on the **General** tab to return to the main PO entry screen

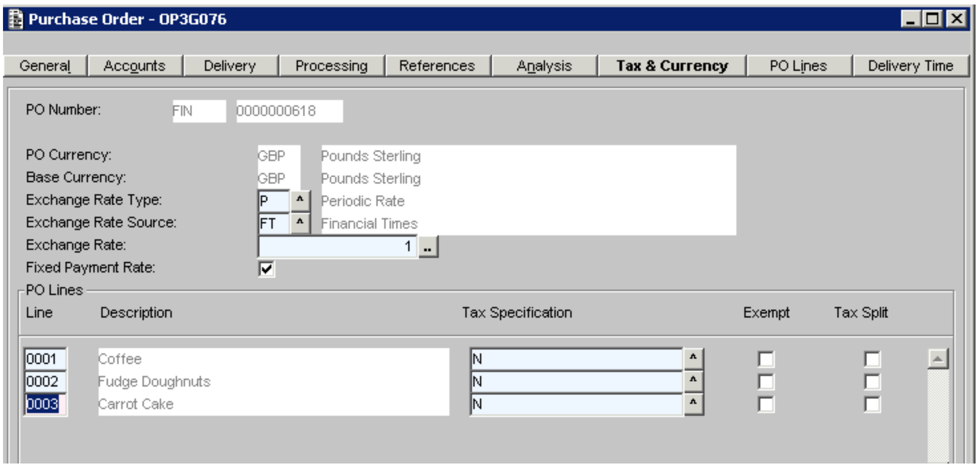
  Note: there is a new indicator at the bottom left to show the order is split over multiple GL codes

- ➢ Submit the order for approval

The delivery tab is also used to create a delivery schedule for an order. This is explained in section 6.1 - Placing A Purchase Order With Multiple Delivery Dates.

2.4. Tax and Currency Tab

All lines of the PO are given a 'Tax Specification' (VAT code) defaulted from the vendor. The most common default is N, for 'non-recoverable'. This can be viewed and changed as necessary by clicking on the **Tax & Currency** tab and using the 'PO lines' section of the screen.



It is **vital** that any/all amendments are done at the ordering stage to ensure the VAT is automatically posted to the correct account when the invoice is entered. If unsure please refer to VAT Guidelines on Money Matters Web page.

2.4.1. VAT recovery

When you have been informed that VAT is recoverable for a particular item on an order, the VAT code for that item must be amended on the order.

The VAT element of a recoverable invoice line is automatically coded to 1-ZBS0-000000-9222 by the use of the 'R' code. (The net element is charged to the code entered for the line.)

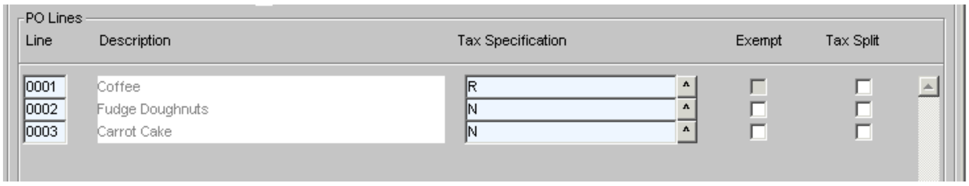
The Tax Specification 'R' can apply to any number of lines on an invoice.

VAT recovery is possible on some vending purchases and some EU Grants.

- ➢ Enter the Purchase Order in the usual way.

- ➢ Before the order is authorised, click on the **Tax & Currency** tab.

- In the 'PO Lines' section, change the 'Tax Specification' to 'R' for the appropriate lines

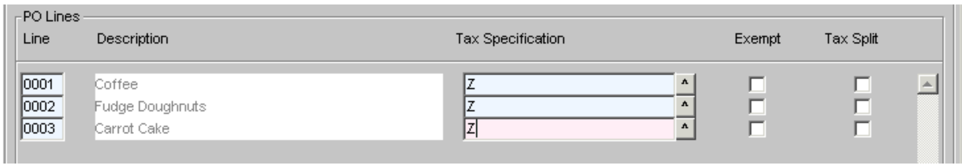


2.4.2. VAT certified purchases (VAT exemption certificates)

If the purchase requires the production of a VAT exemption certificate, the VAT code for the PO lines must be amended. The terminology here is a bit confusing – the purchase is not actually being exempted from VAT but recertified as zero rated.

Important - A VAT certificate must apply to all PO lines as the printed certificate applies to the whole order. Before applying for a VAT certificate please make sure your order qualifies - if unsure please refer to VAT Guidelines on Money Matters Web page.

- Enter the Purchase Order in the usual way.
- Before the order is authorised, click on the **Tax & Currency** tab.
- In the 'PO Lines' section, for all the PO lines, change the 'Tax Specification' to 'Z' for every line.



When all VAT codes have been amended

Either

- Move to the next tab for which details need to be amended

Or

- Click on the **General** tab to return to the main PO entry screen

  Note: there is a new indicator at the bottom left to show the order is split over multiple GL codes

- Submit the order for approval

2.5. PO Lines Tab

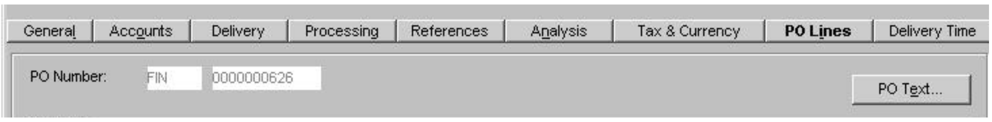
Additional information can be entered against a PO using this tab. Additional information can either apply to the whole order (eg enquiries to or a VAT certificate) or to an individual line (eg name of person the item is for).

2.5.1. Entering information applicable to the whole order

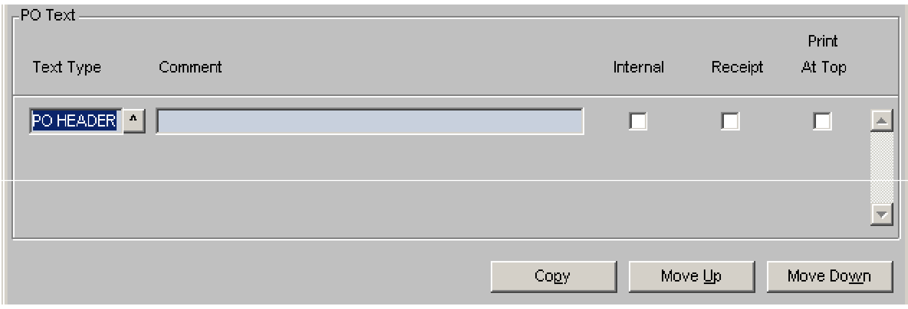
'Enquiries to' type information – prints at top of PO

- Enter the Purchase Order in the usual way.

- Before the order is authorised, click on the **PO Lines** tab.



- Click the PO text button
- Drill ( ) to see the defined text types
  - o Select text type PO HEADER



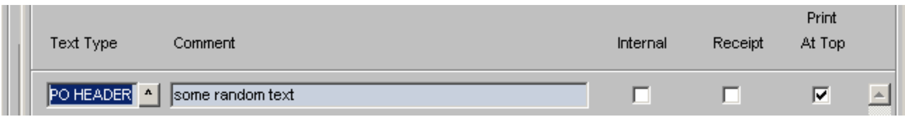
- Decide if the text to be used is pre-defined text or free-format text:

  If the text is pre-defined,
  - o click the COPY button
  - o select the appropriate pre-defined text
  - o click OK

  the text will appear in the comments box

  If the text is free-format,
  - o enter the required text in the comments box.

- Tick the 'print at top' button



- ACCEPT out of the screen

Vat exemption certificate information – prints at bottom of order

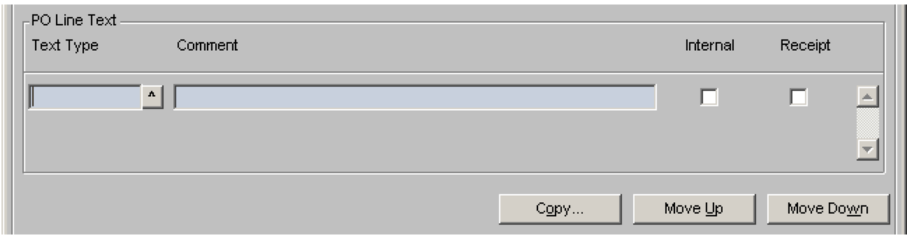
- Enter the Purchase Order in the usual way.
- Before the order is authorised, click on the **PO Lines** tab.
- Click the PO text button
- Drill ( ) to see the defined text types
  - o Select text type PO HEADER
- Click the COPY button
- Select the VATEXEMPT text type

- Click OK
- ACCEPT out of the screen

2.5.2. Entering information applicable to individual order lines

Information entered against individual order lines is printed on internal copies of orders only so is most useful for centralised deliveries.

- Enter the Purchase Order in the usual way.
- Before the order is authorised, click on the **PO Lines** tab.

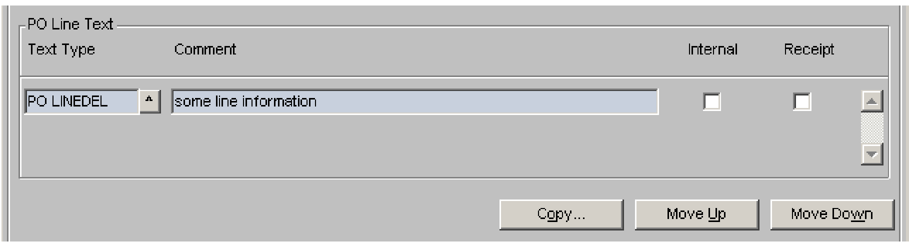


- Ensure the line to which you want to attach the text to is active
- Drill ( ) to see the defined text types for PO lines
  - o Select text type PO LINEDEL
- Decide if the text to be used is pre-defined text or free-format text:

If the text is pre-defined,
- o click the COPY button
- o select the appropriate pre-defined text
- o click OK

the text will appear in the comments box

If the text is free-format,
- o enter the required text in the comments box.



- Repeat for any other lines you wish to attach information to

When all additional text has been entered

Either

- Move to the next tab for which details need to be amended

Or

- Click on the **General** tab to return to the main PO entry screen

Note: there is a new indicator at the bottom left to show the order is split over multiple GL codes

- Submit the order for approval

3. Approving Purchase Orders

Only users registered as an Approver in Aptos can approve purchase orders.

3.1. If the order was entered with another user as the Approver

PO Management → Purchase Ordering →Update →Purchase Orders

- CLEAR the Purchase order screen, (F7 or)
- RETRIEVE the Purchase Order to be approved:
- Select **Submit for Approval** from the **ACTIONS** menu.

  The '**Submit Order for Approval**' window will appear.

  - *If a printed copy of the order is required* (eg for posting or faxing), leave the Print Required checkbox checked, and click OK.

    The order status will change to **Awaiting Transmission** (if able to approve the order), and it can then be printed as described under Printing a Purchase Order (section 4). An order with status **Awaiting Transmission** will become **approved** when printed

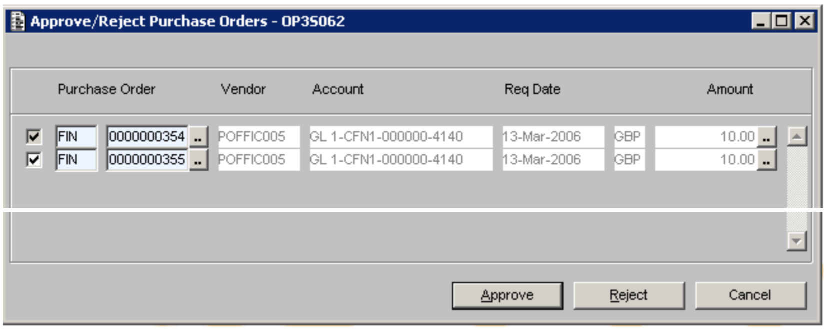
  - *If a printed order is not required*, untick the Print Required checkbox, and click OK.

    The order status will change to **Approved** (if able to approve the order).

If unable to approve the order, the order status will change to **Awaiting Approval**; and an appropriate buyer will need to approve the order (see section 3). The order can not be amended. Once approved, the order can again be amended (see section 5).

3.2. If the order was entered with you as the Approver

PO Management → Purchase Ordering →Update →Approve/Reject PO's



On accessing this screen, Aptos will display all POs with a status of **awaiting approval** with you as the Approver.

- Click on the drill beside an individual PO to see the detail of the order

To Approve Orders

- Select the POs to approve by ticking the box next to the POs

- Click Approve
- The status of the POs will change to **Awaiting Transmission** assuming that a printed copy is required. This can be printed as detailed in section 4.

To Reject Orders

- Select the POs to reject by ticking the box next to the POs
- Click Reject
- The status of the POs will change to **In Progress** ready for correction.

4. Printing Purchase Orders

4.1. Printing Each Purchase Order Individually

PO Management → Purchase Ordering →Update →Purchase Orders

- Find the Purchase Order to be printed by typing in the PO number
- Select RETRIEVE.

  The PO will appear.
- Select **PO print** from the **ACTIONS** menu

  The '**Print Purchase Order**' window appears

4.2. Selecting and Printing all Unprinted POs

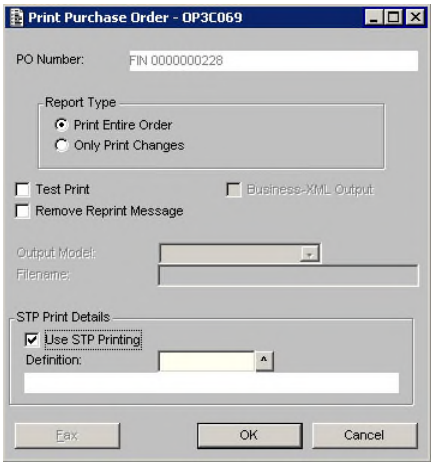
PO Management → Purchase Ordering →Update → Select Unprinted POs

On accessing this screen, Aptos will display all unprinted POs for which Print Required was selected at approval stage

- Select the POs to print:
  - *Either*, tick the checkboxes next to the POs you wish to print.
  - *Or* clear the screen, enter your PO Prefix then RETRIEVE. You can then click the Select icon () on the toolbar to select all the POs displayed.
- Click Print

  The '**Print Purchase Order**' window appears

From the Print Purchase Order window



- Tick the 'Use STP Printing' check box
- Drill down on the Definition field to select the PO template.

  The print definitions are:

STANDARD	This is the template which should be used for most orders
VAT_EXEMPT	This template MUST be used only for orders where VAT exemption is being claimed
INTERNAL	This template should only be used for internal copies of orders

- Highlight the PO template you want to use.
- Click OK
- The order will be automatically emailed to the supplier if possible

  otherwise the printer dialogue box appears
- Select the correct printer
- Click OK.

  The PO will print and the status will change to **Approved**.

Note: when emailing Aptos will send the order from the email address held against the aptos account of the person printing the order. By default, this will be your university address but this can be amended to a generic account by emailing aptospom@st-andrews.ac.uk if preferred.

5. Deleting and Amending Purchase Orders

5.1. Amending an unapproved Purchase Order

- Retrieve the PO in the usual way in the Purchase Order screen.
- Amend PO lines as appropriate
- Amend accounts and VAT information using the appropriate tab.
- Add additional lines as necessary, by clicking anywhere in the PO Lines section of the screen and using Insert or ADD OCCURRENCE (F3).
- If you wish to delete a PO Line, click somewhere on that line and select REMOVE OCCURRENCE (F4).
- Once the PO has been amended, follow the normal Authorisation and Printing process.

5.2. Amending an approved Purchase Order

- Retrieve the PO in the usual way in the Purchase Order screen.
- Select **Place Back in Progress** from the **ACTIONS** menu
- Confirm by clicking OK

  This changes the status of the order back to **In Progress**.
- Amend the order as described above.

Instead of the status of the order changing you may be presented with one of the following error messages:

- o *either* receipting activity has started on this PO – cannot Place Back in Progress
- o *or* invoicing activity has started on this PO – cannot Place Back in Progress

In this case,

- Attempt to edit one of the PO lines.

  A box will appear asking you to confirm you wish to start a change

- Click OK.

  The status of the order changes to **Change in Progress**.
- Amend the PO line as required (new lines can be added if necessary).
- Re-approve the Purchase Order in the usual way, (or resubmit it for approval if you are not the appropriate buyer).

Note: PO lines can not be deleted when using the **Change in Progress** facility. If a line must be deleted, the only way to do it is to zero the quantity and amount fields. This will remove the commitment value associated to that line.

5.3. Deleting an unapproved Purchase Order

- Retrieve the PO in the Purchase Order screen.
- Select **Cancel/Close Order** from the **ACTIONS** menu
- Click OK to confirm the deletion.

  The status of the order will change to **Cancelled**.

Aptos will prevent you trying to receipt goods on a cancelled order.

5.4. Deleting an approved Purchase Order

- Retrieve the PO in the Purchase Order screen.
- Select **Place Back in Progress** from the **ACTIONS** menu
- Confirm by clicking OK

  This changes the status of the order back to **In Progress**

- Follow the deletion process above.

Instead of the status of the order changing you may be presented with one of the following error messages:

  - *either* receipting activity has started on this PO – cannot Place Back in Progress
  - *or* invoicing activity has started on this PO – cannot Place Back in Progress:

In this case,

- Select **Cancel/Close Order** from the **ACTIONS** menu

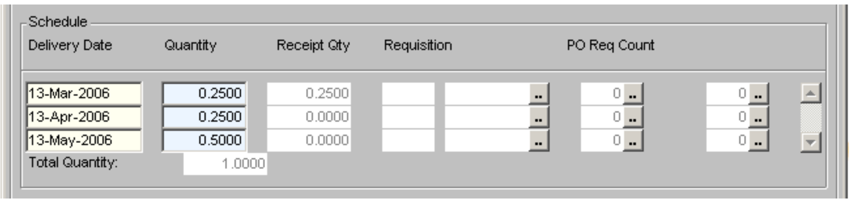
  The status of the order will change to **Closed**.

6. Special Cases for Purchase Ordering

6.1. Placing A Purchase Order With Multiple Delivery Dates

Imagine a case of ordering a large item of equipment. It has been agreed that 25% will be paid with the order, 25% on delivery and 50% on satisfactory installation.

- Enter the PO in the usual manner with a 'required date' the same as the order date and ensure the UOM on the line is UR as this unit of measure allows decimal places
- Click on the **delivery** tab
- In the 'schedule' section, amend the quantity against the first agreed date to 0.25UR
- ADD OCCURRENCE (F3) to insert another line
- Enter the second agreed date with a quantity of 0.25UR
- ADD OCCURRENCE (F3) to insert another line
- Enter the final agreed date with a quantity of 0.50UR



- Approve the order in the usual manner

When receipting the line, Aptos will show each element of the delivery schedule. Care must be taken to receipt only the required part.

6.2. Placing a Purchase Order without a Confirmed Price

Aptos has a feature that enables a Purchase Order to be placed without knowing a definite price for the order. This should only be used in exceptional circumstances where it is impossible to agree a price before the order is placed.

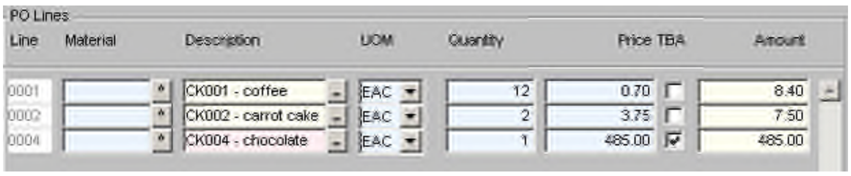
- Enter the Purchase Order in the usual way

Except

- Tick the TBA (to be advised) box for each order line where the price is unknown.

  An Amount/Price must still be entered

- Enter a realistic estimated cost.



- Approve the Purchase Order in the usual way.

Amending the Purchase Order once the Price is Available:

The Purchase Order must be amended to remove the TBA tick and enter the price as soon as it is available (this can be before or after the goods are actually received). Finance will be unable to process the invoice if the TBA box is still ticked as the TBA indicates the order is not complete.

- Retrieve the Purchase Order in the usual way.
- Click on the ticked TBA field to remove the tick.

  A box will appear asking you to confirm you wish to start a change.

- Click OK.

  The status of the order changes to **Change in Progress**.

  Amend the Price field as required.

- Re-approve the Purchase Order in the usual way, (or resubmit it for approval if you are not the appropriate buyer).

6.3. Copying a Purchase Order

The copy order facility provides an easy method of creating a new order from an existing one.

Not:e that it is not possible to amend the vendor or currency when copying a PO.

- Bring up the order to be copied in the '**Purchase Order**' screen
- Select **Copy Order** from the **ACTIONS** menu.

  A prompt window will appear to check the PO Prefix for the new order.

- Replace the PO Prefix if necessary and click OK.

  The new purchase order will appear, with all details copied over from the other order.

- Make any adjustments necessary for the new order as in section 2 remembering to use the correct tab to change account or delivery information.

The PO is now ready for approval.

7. Receipting and Returning of Goods

Once the goods are received, a receipt must be entered against the Purchase Order. If goods are to be returned to the supplier, for example if they are faulty or the wrong quantity has been supplied, a return must be entered on Aptos in addition to communications with the supplier. It is only possible to process an Aptos return IF an Aptos receipt exists. Under no circumstances, should goods be physically returned to a supplier without both a receipt and return being entered onto Aptos. This is necessary for tracking the progress of an order and evaluating supplier performance.

The system checks for the existence of receipts and returns when attempting to process an invoice for payment. If no receipt is present, an invoice will be prevented from being paid. If the receipt exists, the invoice will be paid – UNLESS the receipt is cancelled by an Aptos return.

7.1. Entering Receipts

Once the goods are received, a receipt must be entered against the Purchase Order. This allows Finance to process the invoice once it arrives.

PO Management → Purchase Ordering →Update →Purchase Orders

- Find the Purchase Order to be printed by typing in the PO number
- Select RETRIEVE.

  The PO will appear.
- Click somewhere in the line you wish to receipt.

To check if any receipts already exist

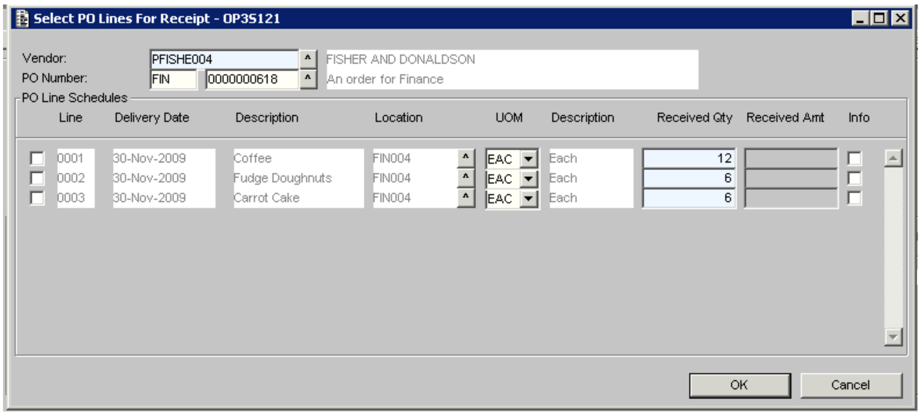
- Select **Receipt** from the **ENQUIRIES** menu

  Any goods already received for this line will be displayed.

To create a new receipt

- Select **Create Receipt** from the **ACTIONS** menu

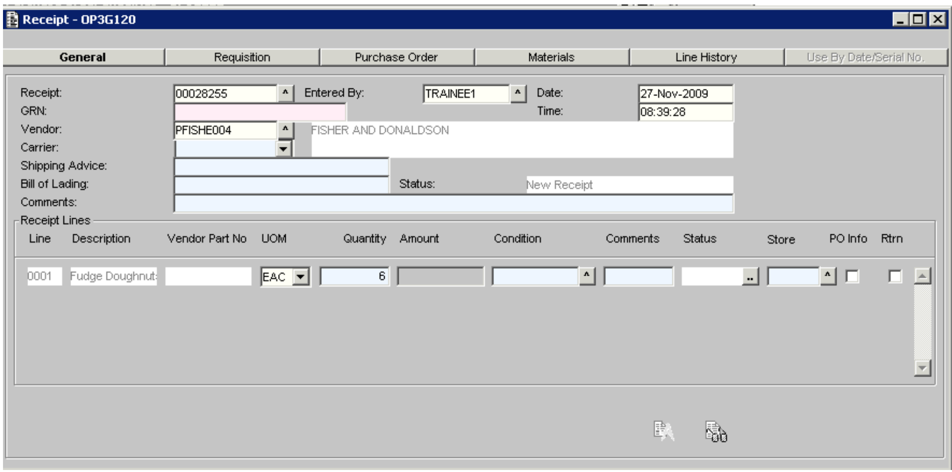
  The lines of the PO will appear.



- Tick any lines you wish to receive (in the small box at the left)

- Amend the received quantity if appropriate.
- Click OK.

The ‘**Receipt**’ screen now appears.



- Note down the receipt number.

Receipt Header

- Enter the following header information:

GRN (Delivery Note)	➢	Enter the GRN number
Vendor	➢	Check the correct Vendor is displayed
Carrier	➢	Tab over - not used
Shipping Advice	➢	Usually tab over - optional text
Bill of Lading	➢	Usually tab over - optional text
Comments	➢	Usually tab over - optional text

Receipt Lines

- Enter the condition of the goods - OK or REJ (OK or Reject). This field is optional.

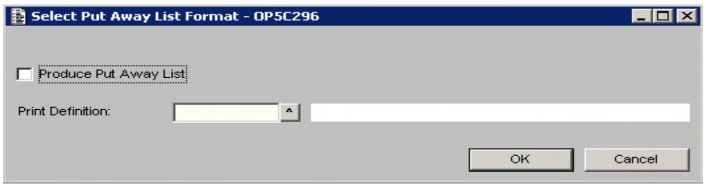
The **Comments** field is also optional.

- Once all data is entered, select **Submit Receipt** from the **ACTIONS** menu.

A Submit Receipt dialogue box appears

- Click OK.

A ‘**Select Put Away List Format**’ dialogue box appears



- Uncheck the 'Produce Put Away List' checkbox, (unless as a store manager you want one).
- Click OK.

  You may receive a warning dialogue asking if you're sure you wish to receive an item if it is early or late.

  - Click OK to accept the goods anyway.

  The receipt is now entered and its status updated to 'submitted'. Individual lines have a status of 'OK'.

- ACCEPT (F5 or) out back to the main screen.

7.2. Entering Returns

If goods are to be returned to the supplier, for example if they are faulty or the wrong quantity has been supplied, a return must be entered on Aptos in addition to any communications with the supplier.

PO Management → Purchase Ordering →Update →Purchase Orders

- Find the Purchase Order to be printed by typing in the PO number
- Select RETRIEVE.

  The PO will appear.

- Click somewhere in the line you wish to return.

To check if any returns already exist

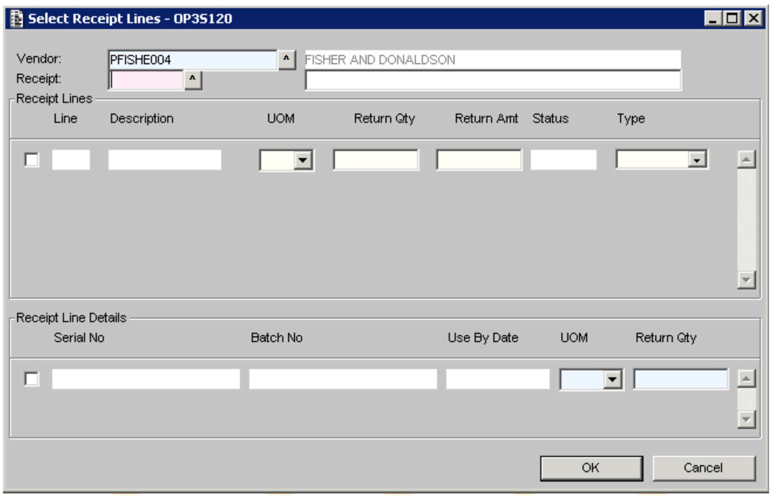
- Select **Returns** from the **ENQUIRIES** menu

  Any goods already received for this line will be displayed.

To create a new return

- Select **Create Return** from the **ACTIONS** menu

  The lines of the PO will appear.



- Enter the receipt number for the goods relating to the return:

  If it is known

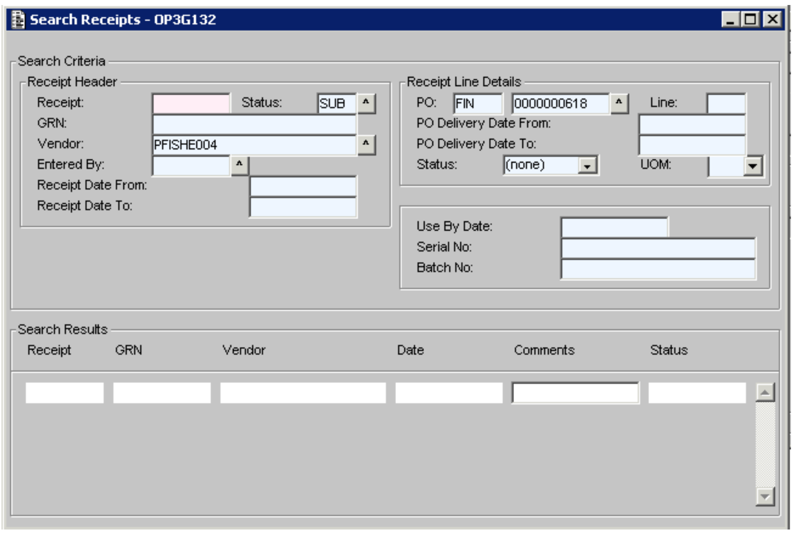
  o Enter it in the receipt field and TAB

  The lines of the receipt will appear on the screen.

  If the receipt number is unknown

  o Drill down/DETAIL on the receipt number field.

  This displays the '**Search Receipts**' screen.



  o Select RETRIEVE

  All receipt lines for line of the PO you started with will appear.

  o Double click on the appropriate line (or click on it then ACCEPT).

  This brings up the Select Receipt Lines screen, with the lines of the receipt displayed

- Tick the checkbox at the left of the line(s) to be returned

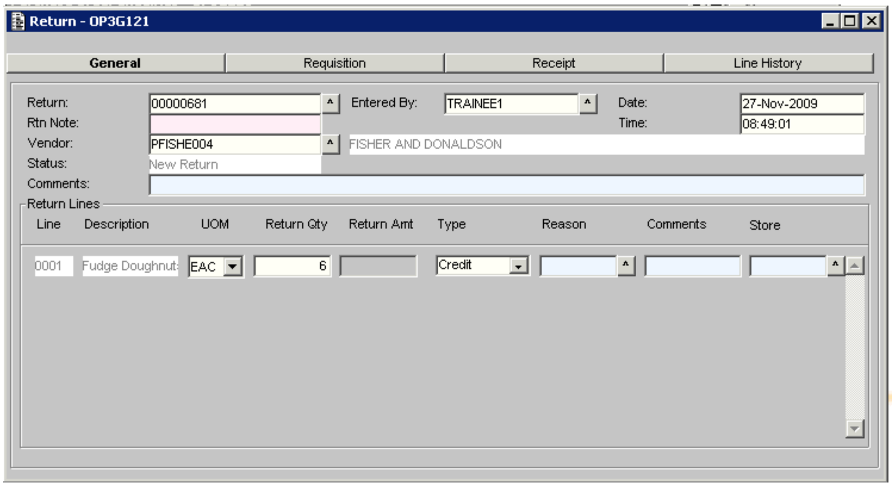
- Amend the 'Return Quantity' field to the quantity of goods to be returned.

- In the Type field, select the correct option:

- o **Re-supply** - means the supplier will send replacement goods without another order being required
- o **Credit** - no replacement goods will be sent, and the supplier must send a credit note to cover the returned goods. This includes cases where the supplier asks for an order to be raised for replacement goods.

Using the wrong return type WILL result in mismatches.

➢ Click OK, and the Return screen appears.



➢ If available, enter the return note number and other text as appropriate.

➢ Select from a list of reasons for the return.

All blank fields are optional on this screen.

Once all data is entered

➢ Select **Submit Return** from the **Actions** menu

A Submit Return Dialogue Box appears

➢ Select OK.

The return is now entered and it's status updated to 'submitted'.

➢ ACCEPT out back to the main screen.

The return is now recorded on both the Receipts and Returns tabs of the Purchase Order Enquiries screen.

If the Return is to be re-supplied the PO no longer shows Fully Received, and the replacement goods can be receipted when they arrive (returning the PO to fully received).

If the Return is to be credited, the PO still shows Fully Received.

8. Using the PO Notes Facility

There is a facility within Aptos to enter notes against a Purchase Order. Aptos records who entered the note and the date / time it was entered.

This functionality could be used as a record of internal communications regarding a PO. Information entered in this way does not appear on a printed PO and therefore its use is fundamentally different from that described in section 0

PO Management → Purchase Ordering →Update →Purchase Orders

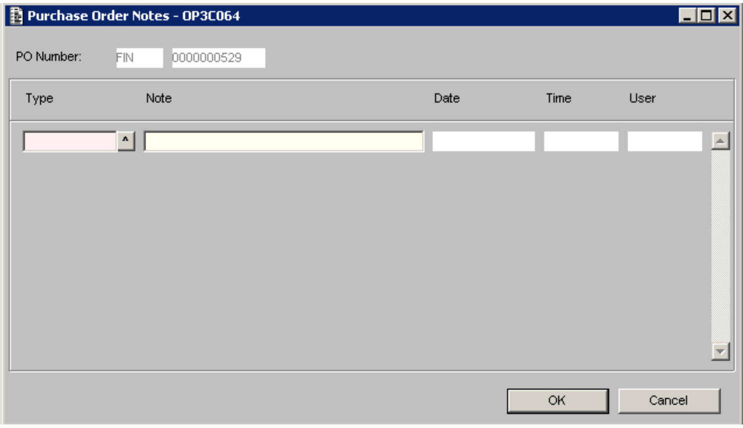
- ➢ Find the Purchase Order to be printed by typing in the PO number
- ➢ Select RETRIEVE.

  The PO will appear.

  The 'notes' field is on the **general** tab to the right of the 'status' and is indicated by a 'pen and paper' icon ( )

- ➢ Double-click on the notes icon

  The **purchase order notes** screen will appear



- ➢ Select (or enter) note type ORDER NOTE
- ➢ Enter the actual note

  Aptos will enter the date, time and user information automatically

- ➢ Click OK

  You will be returned to the main PO screen

  The notes icon will now be slightly different – the paper looks as if it has been written on ( ) to indicate there are notes against this PO