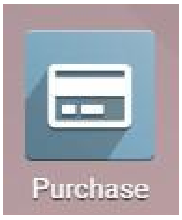
Training Manual

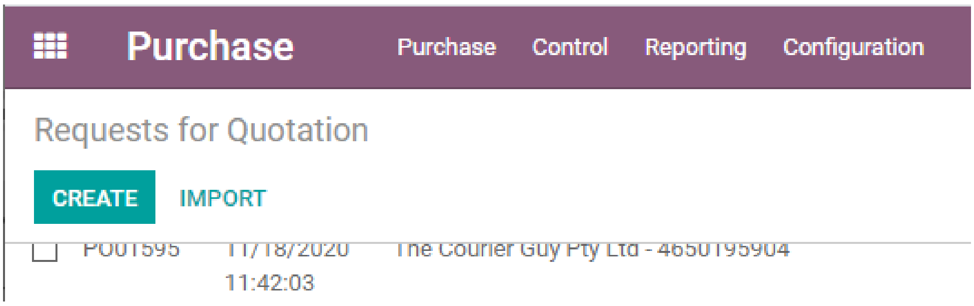
Humint O Lite

Version 16

Purchases



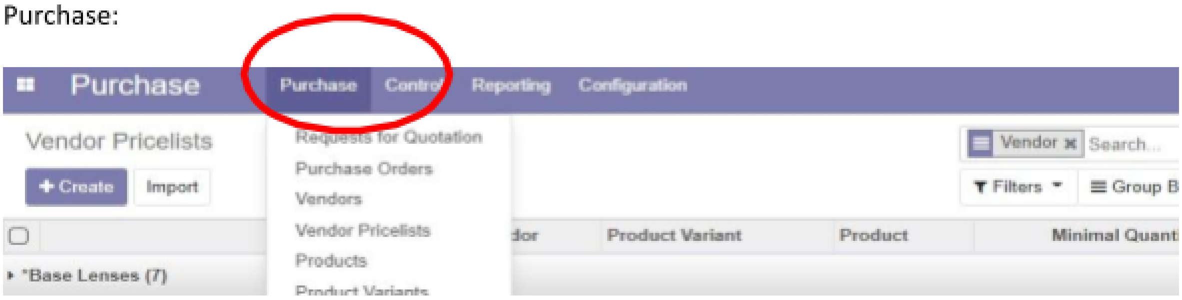
Using the Purchase module will allow you to place orders, create vendor bills, and load stock to your inventory.



This screen will open once you click on the Purchase Icon.

A request for quotation can be sent to a supplier before placing a purchase order.

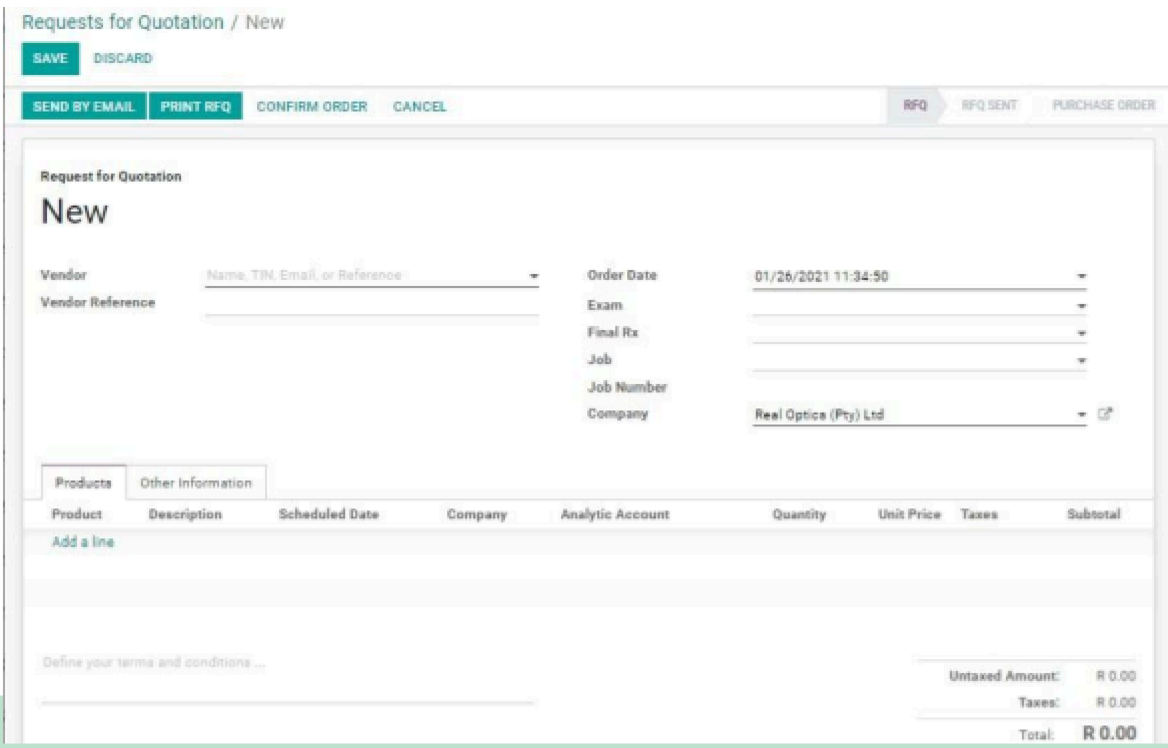
Purchase:



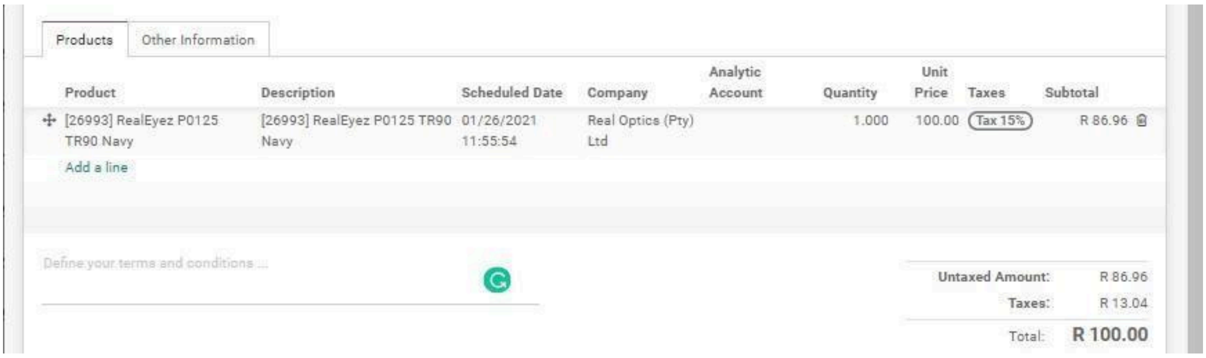
- Purchase

Request a quotation:

Click on CREATE



- Vendor – Select your vendor from the dropdown list, if not featured there, select **CREATE and EDIT**.
- Vendor reference – You can enter your account number with the vendor here.
- Order date: Select the date, the date on which the document is created will automatically be filled in here.
- Company - This will be the practice you are working in.
- Products – Add a line, select the Product. If the Product does not appear on the drop-down list when you start to type it, you can **search more** or **CREATE and EDIT** a new product.

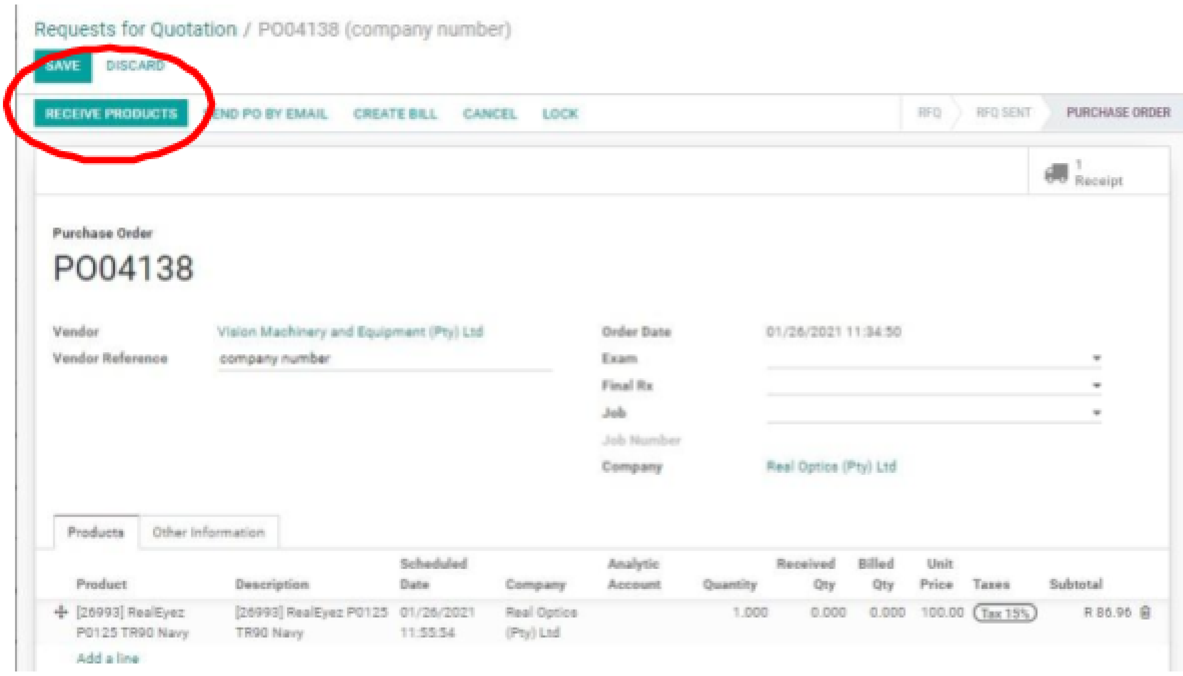


RFQ status will be reflecting in the right-hand corner RFQ – Request for quotation

RFQ sent – Request for quotation sent – when sent by email

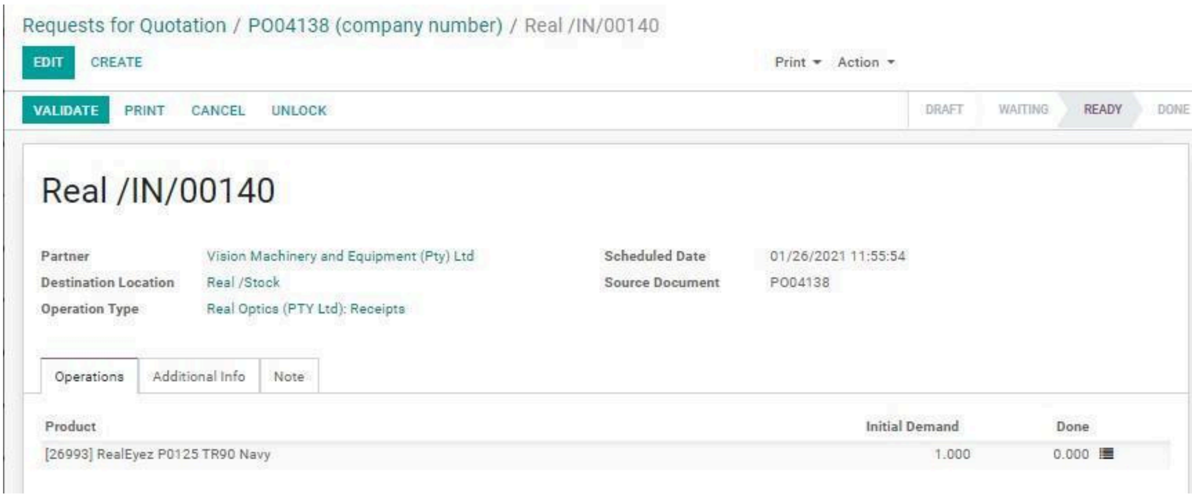
Purchase order – CREATE a Purchase order

Once you have created the purchase order, you will see a PO number in the left corner.



You can send the PO via Email to the supplier.

RECEIVE PRODUCTS – This will receive the products that you have ordered into your inventory.



This screen will open. You can click on EDIT and enter the amount received in the DONE column.

Then click on VALIDATE.

- Once you have validated, you can click on SAVE and return to your purchase order to create the BILL.

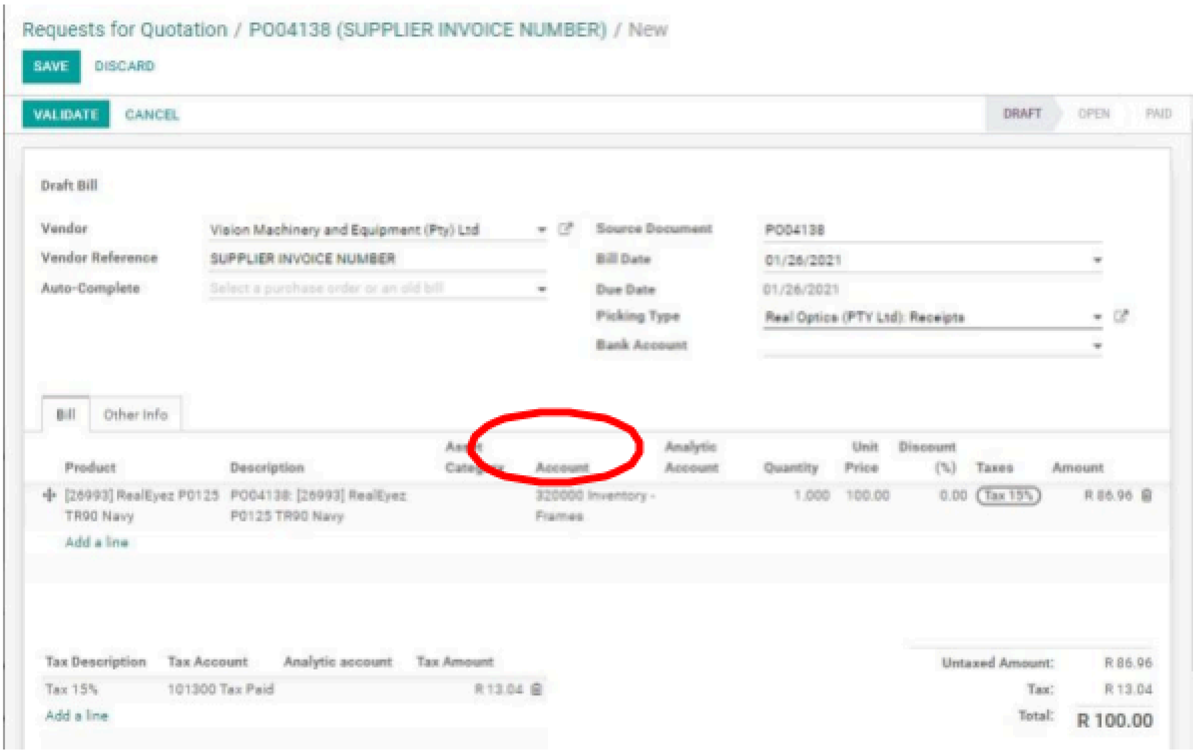
Click on EDIT and make sure to enter the invoice number and date if the supplier invoice before clicking on CREATE BILL.

Vendor reference: Supplier invoice number.

Bill date: Date on the invoice

Make sure the account is in the correct inventory category

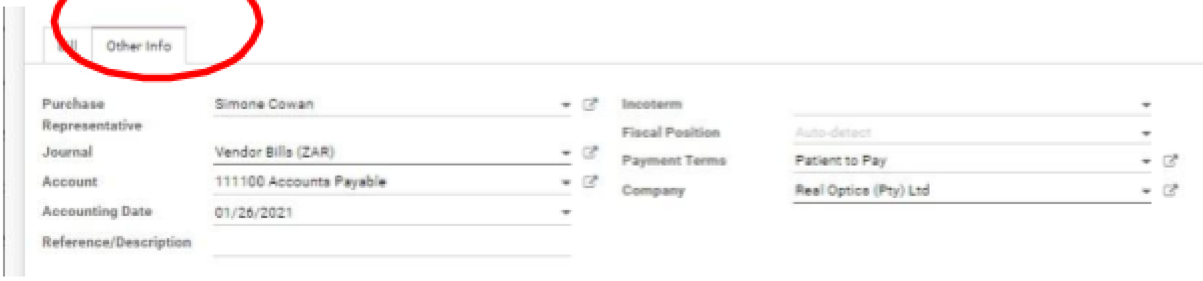
Make sure delivery fees – account is set to Courier and postage



In the other info Tab:

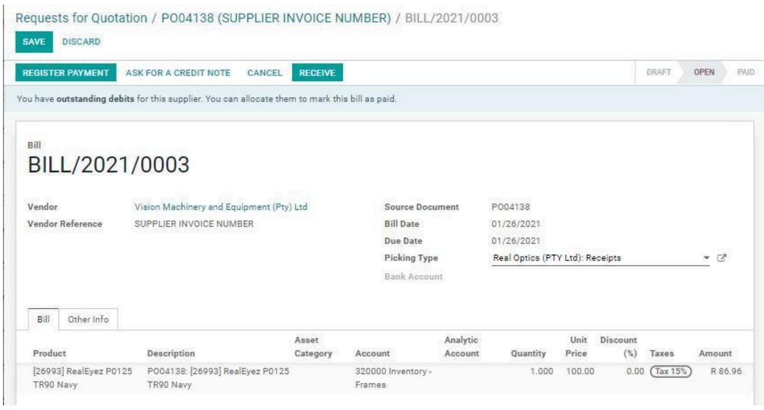
The following should be set:

- Journal – Vendor Bills
- Account – Accounts Payable
- Accounting date – Date of supplier invoice



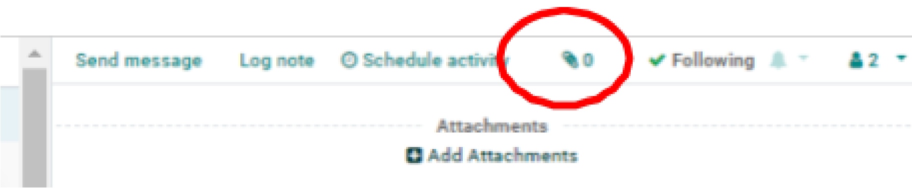
Click VALIDATE and create your Vendor bill.

Once you have validated, A bill number will be presented.

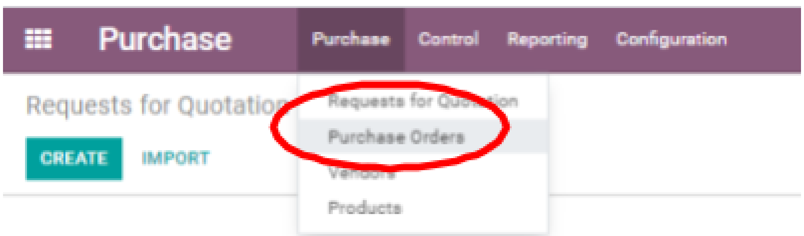


Once you have the Vendor bill, you can attach the supplier invoice for accounting purposes.

Click on – Add attachments, then choose the invoice you wish to attach.



Purchase orders



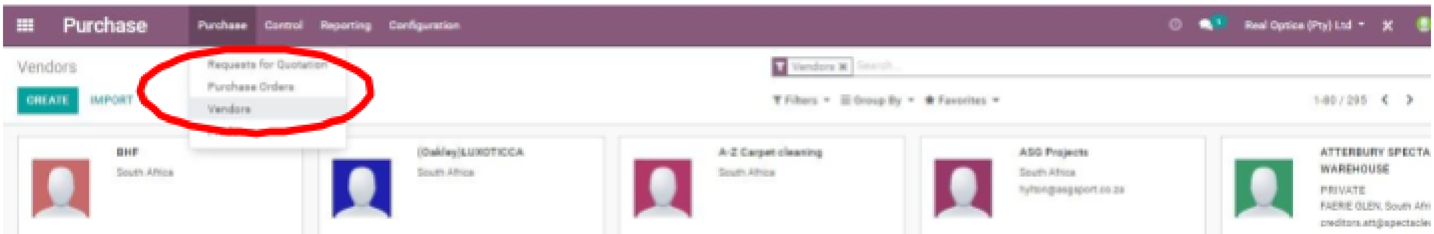
When you click on PURCHASE ORDERS, the purchase orders created will be listed.

You can sort it according to number by clicking on the column title.

	Reference	Order Date	Vendor	Company	Vendor Reference	Scheduled Date	Purchase Representative	Source Document	Untaxed	Total	Status
☐	P004138	01/26/2021 11:34:50	Vision Machinery and Equipment (Pty) Ltd	Real Optics (Pty) Ltd	SUPPLIER INVOICE NUMBER	01/26/2021 11:55:54	Simone Cowan		R 86.96	R 100.00	Purchase Order
☐	P003599	01/18/2021 10:07:34	Amaris Lab (Pty) Ltd - 9367674190	Real Optics (Pty) Ltd		01/18/2021 10:07:34	Simone Cowan		R 5,750.00	R 5,750.00	Purchase Order

If you click on the purchase order, you will be able to view the order.

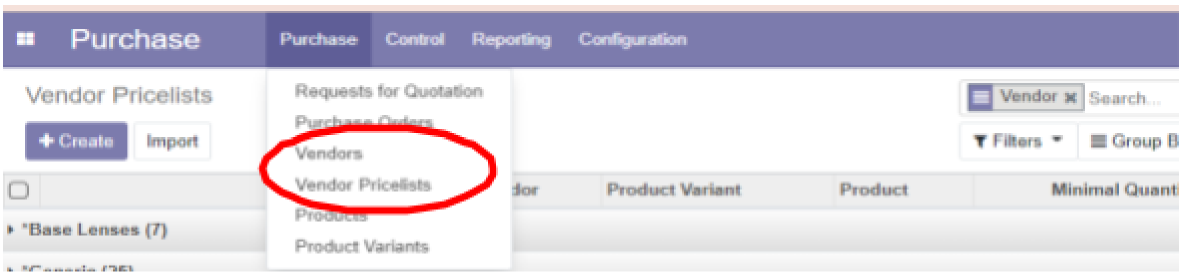
Vendors



If you click on Vendors, it will take you to the contacts module where vendors are filtered.

You can create a vendor by clicking on CREATE.

Vendor Pricelists



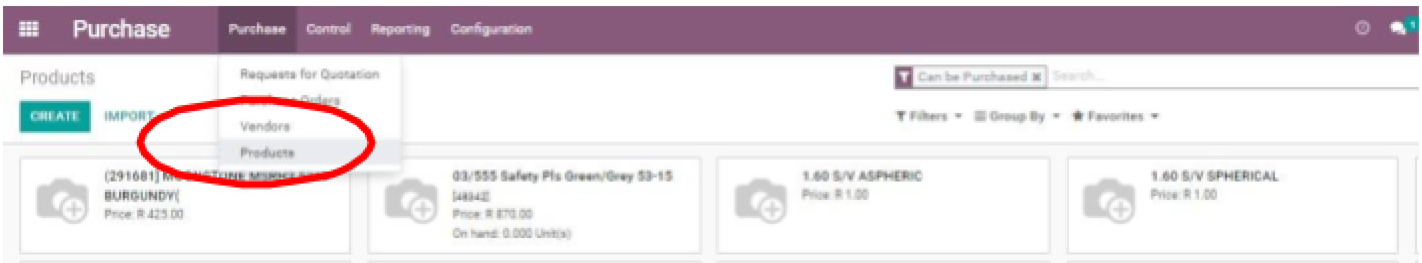
If you click on Vendor Pricelists, you will get a shortcut to Pricelists per Vendor.

You can set a filter to group the lists per Vendor.

These lists can also be exported.

Products

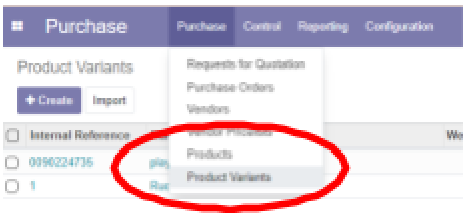
When you click on PRODUCTS, you will be directed to the products Tab in inventory.



All the products that can be purchased will be listed in the pre-set filter tab.

You can remove the filter to view all products.

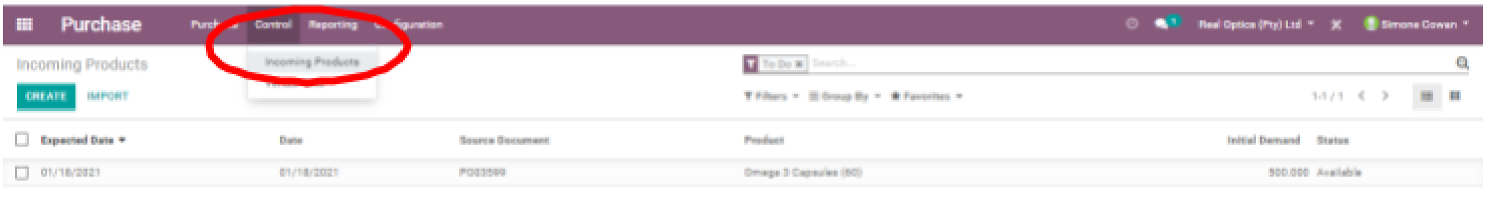
Product Variants



This is where you will be able to place the same product with different attributes under one barcode. Eg. One frame in different colours. More info on this can be given on request.

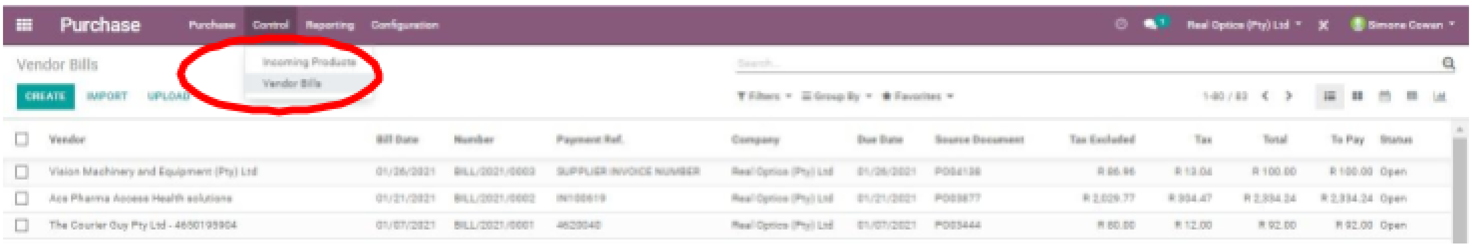
Control

Incoming products



Incoming products will open the Purchase orders where the products have not yet been received. When you click on CREATE on this page, you will create a PO.

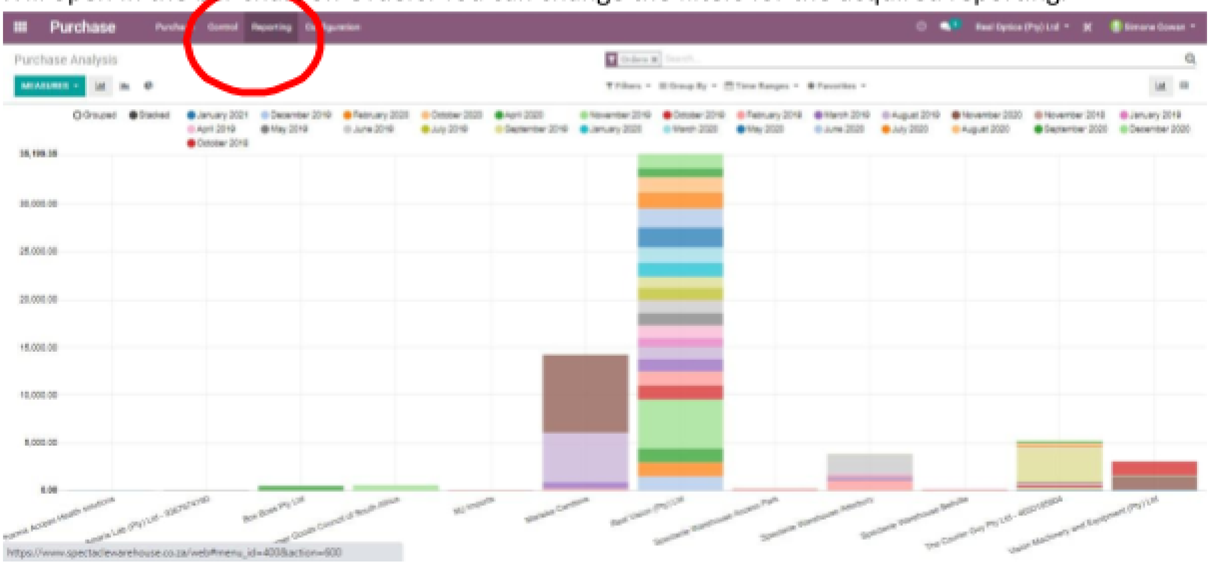
Vendor Bills



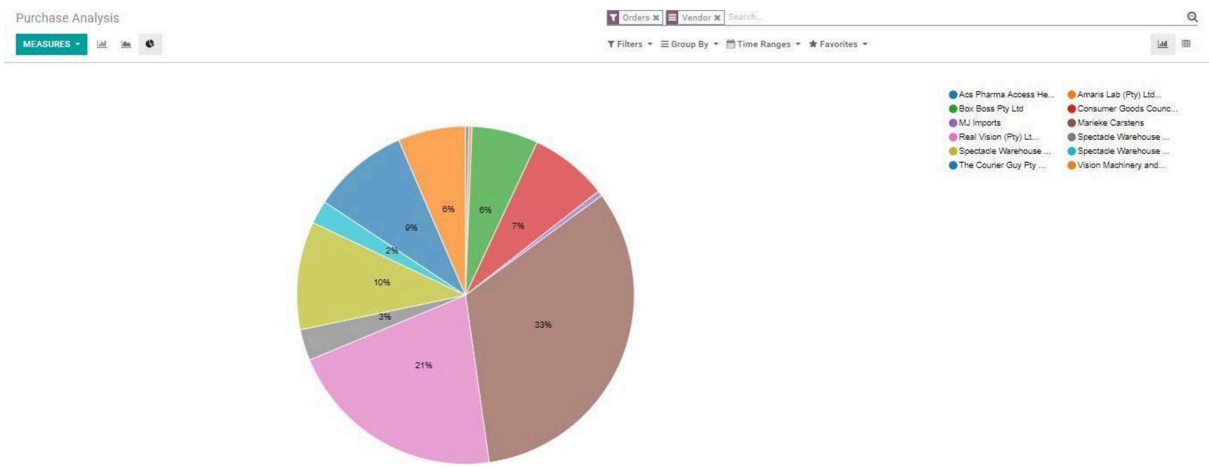
When you click on vendor Bills, it will list all the vendor bills created.
You can sort/filter according to the category needed.

Reporting

Will open in the bar chart on Orders. You can change the filters for the acquired reporting.

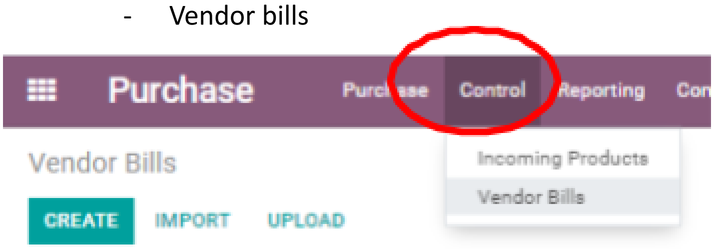


You can choose the chart you want to see as well as what statistic you wish to see. This can be selected by applying the filters needed.

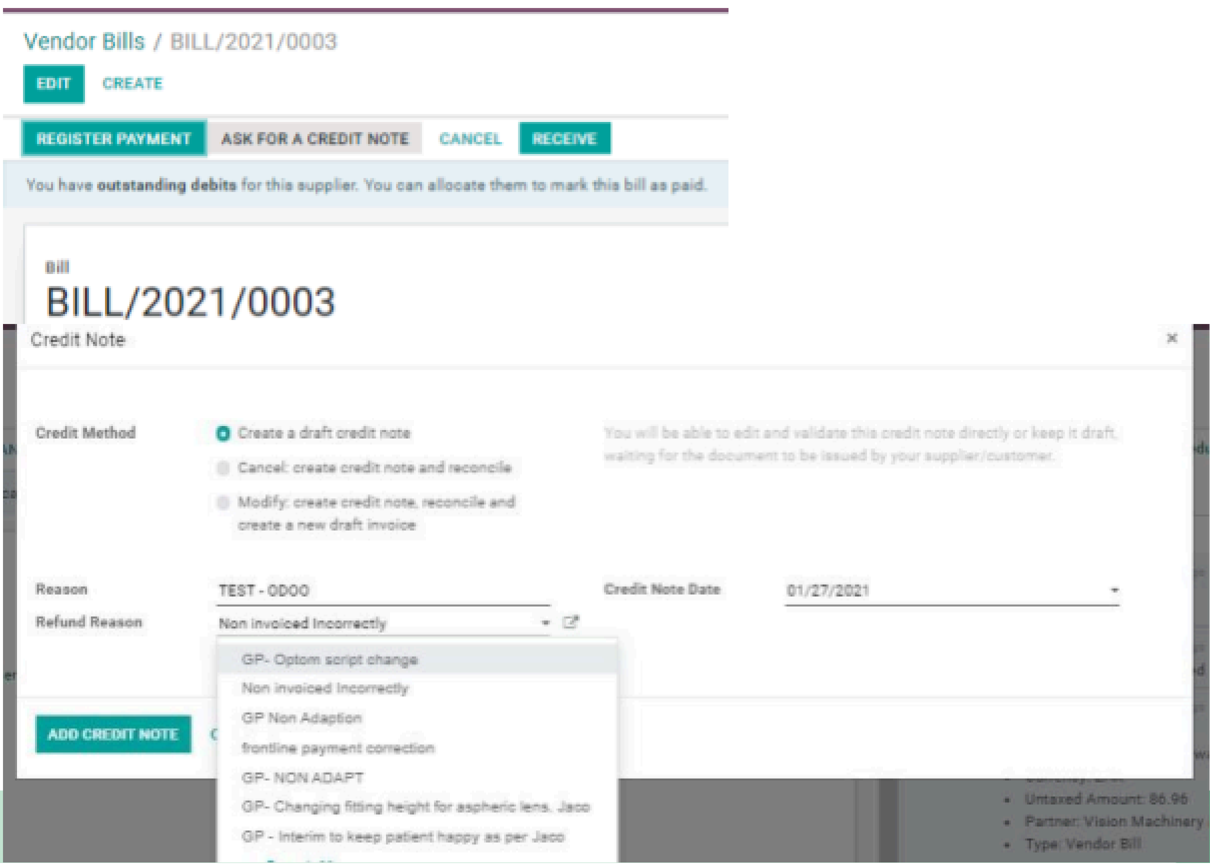


How to do an RFC (Request for credit)

- Go to your vendor bills
- Purchase
- Control
- Vendor bills



- Click on the bill containing the item you wish to credit
- Ask for a credit note

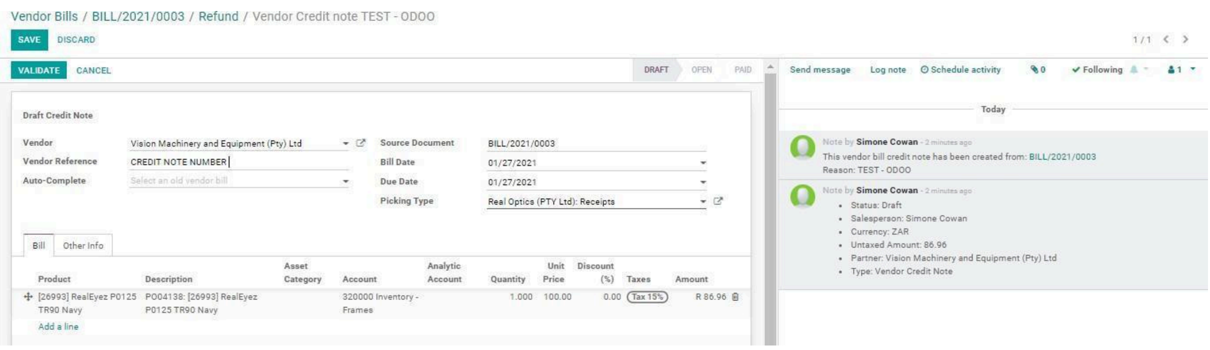


It will create a draft credit note

There are three types of credit notes you can process.

- Create a draft credit note – Create a draft that you can edit and validate
- Cancel: Create a credit note for the exact Bill amount and automatically validated
- Modify: Create a credit note for the exact same Bill amount and automatically validated then it will open a new draft invoice/bill
- REASON – The reason for your credit
- Refund reason – Here, you can load a couple of SET reasons for credit to make reporting a bit easier.
- They will feature on a dropdown list. If not there, you can either search or Create and Edit.

- Edit and take off all the other items on the invoice
- Save and attach draft credit note to items you are returning.
- Once you receive the credit note from the supplier
- Go back to the draft credit note, edit
- Insert the credit note number as a reference
- Edit credited amount



- Validate
- The credit note will also get a Bill number to be validated
- Go to the **inventory** module
- Receipts to process