

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.





- 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.

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5993] Rei 190 Navy	alEyez P0125	[26993] RealEyez P0125 TR90 Navy	01/26/2021 11:55:54	Real Optics (Pty) Ltd		1.000	100.00	(Tax 15%)	R 86.96
ld a line									
eyour.ter	ms and conditions		6				Unt	wed Amount	P 96.0
			G				OIL	Taxes	R 13.0
								Total:	R 100.0
	90 Navy d a line your ter	90 Navy d a line your terms and conditions	90 Navy Navy d a line	90 Navy 11:55:54 d a line	90 Navy Navy 11:55:54 Ltd	90 Navy 11:55:54 Ltd d a line syour terms and conditions	90 Navy Navy 11:55:54 Ltd	90 Navy Navy 11:55:54 Ltd d a line syour terms and conditions	90 Navy Navy 11:55:54 Ltd d a line your terms and conditions C Untaxed Amount: Taxes: Total:

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.

RECEIVE PROD	UCTS	END PO BY	EMAIL CREAT	TE BILL CAN	ICEL LOCK					RFQ	RFQ SENT	PURCHASE OR
_	/											Receipt
Purchase Orde	Hr .											
P004	138											
Vendor		Vision Mad	hinery and Equip	mant (Pty) Ltd		Order Date		01/26/2021	1:34:50			
Vendor Refere	nce	company	umber			Exam Einel Re						
						Job						
						Job Number						
						Company		Real Optics (Pty) Ltd			
Products	Other Inf	ormation										
Products	Other Inf	ormation Descript	ion	Scheduled Date	Company	Analytic	Quantity	Received	Billed	Unit	Taxes	Subtotal

You can send the PO via Email to the supplier.

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

ALIDATE PRINT CANCEL UNLOCK			DRAFT	WAITING	READY	DO
Real /IN/00140						
Partner Vision Machinery and Equipment (Pty) Ltd	Scheduled Date	01/26/2021 11:55:54				
Destination Location Real /Stock	Source Document	P004138				
Operation Type Real Optics (PTY Ltd): Receipts						
Operations Additional Info Note						
Product		Initial C	emand	0)one	

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

ALIDATE CANCEL								DRAFT	OPEN	
Draft Bill Vendor	Vision Machinery and Equipment	(Pty) Ltd	• 6	Source Document	P004138					
endor Reference	SUPPLIER INVOICE NUMBER			Bill Date	01/26/202	1			-	
Auto-Complete Select a purchase order or an old bill			-	Due Date	01/26/2021					
				Picking Type	Real Optics	(PTY Ltd	I): Receipts		-	6
Bill Other Info										
Bill Other Info	Description	Aser Category	Account	Analytic Account	Quantity	Unit Price	Discount (%)	Taxes	Amount	
Bill Other Info Product 26993] RealEyez P01 TR90 Navy	Description 25 PO04138: [26993] RealEyez P0125 TR90 Navy	Asset Cataly	Account 320000 Frames	Analytic Account Inventory -	Quantity 1.000	Unit Price 100.00	Discount (%) 0.00	Taxes (Tax 15%)	Amount R 86	.96 6
Bill Other Info Product (26993) RealEyez PO1 TROD Navy Add a line	Description 25 P004138: [26993] RealEyez P0125 TR90 Navy	And Casay	Account 320000 Frames	Analytie Account Inventory -	Quantity 1.000	Unit Price 100.00	Discount (%) 0.00	Taxes (Tax 15%)	Amount R 86	96 8
Bill Other Info Product • [26993] RealEyez P01 TR90 Navy Add a line Tax Description Tax A	Description 25 P004138: [26993] RealEyez P0125 TR90 Navy	Asse Catego	Account 320000 Frames	Analytic Account inventory -	Quantity 1.000	Unit Price 100.00	Discount (%) 0.00	Taxes (Tax 15%)	Amount R 86	96 6
Bill Other Info Product (26993) RealEyez PO1 TR00 Nasy Add a line fax Description Tax A fax 15% 1013	Description 25 P004138: [28993] RealEyez P0125 TR90 Navy Account Analytic account T	Asse Cates ax Amount R 13.04	Account 320000 Frames	Analytic Account nventory -	Quantity 1.000	Unit Price 100.00	Discount (%) 0.00	Taxee (Tax 15%) exced Amount Tax	Amount R 86 E R E R	96 g

HUMINT

In the other info Tab:

The following should be set:

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

NI Other Info					
Purchase	Simone Cowan	• 6	Incoterm		
Representative			Fiscal Position	Auto-detect	-
Journal	Vendor Bills (ZAR)	- 3	Payment Terms	Patient to Pay	
Account	111100 Accounts Payable	* 3	Company	Real Optics (Pty) Ltd	
Accounting Date	01/26/2021				
Reference/Description					

Click VALIDATE and create your Vendor bill.

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

REGISTER PAYMENT	ASK FOR A CREDIT NOTE CANC	EL RECEIVE						DRAFT	OPEN PA
u have <mark>outstanding de</mark>	bits for this supplier. You can allocate	them to mark thi	is bill as paid.						
BILL/202	1/0003								
Vendor Vendor Reference	Vision Machinery and Equipment SUPPLIER INVOICE NUMBER	(Pty) Ltd	Source Door Bill Date Due Date Bickies Type	ument	P004138 01/26/2021 01/26/2021 Real Optics (PT)	(Itd): Bas	nainte		• 12
			Bank Accou	nt	inear optica (i ri	2107.110	caip to		
Bill Other Info	Description	Asset	Annumt	Analytic	Ousetitu	Unit	Discount	Taxos	Amount
Product	N N N N I IN LINE I	ouregory	TTO COMING	resolutin	seaminy	C	(.0)	IMAND	ranyam

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.

Send message	Log note	O Schedule activity	۰.	✓ Following ♣ *	å 2 •
		Attachmen	ts		





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.

		Froducts				Purchase	Source			
Reference	Order Date	Vendor	Company	Vendor Reference	Scheduled Date	Representative	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

Purchase	Purchase Contro	ol Reporting	Configuration		
Vendor Pricelists Create Import	Requests for Que Purchase Orders Vendors	otation			▼ Filters ▼ ■ Group B
0	Vendor Pricelists	dor	Product Variant	Product	Minimal Quant
 *Base Lenses (7) *Conoria (25) 	Product Variants				

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.

III Purchase	Purchase Control Reporting	Configuration		0 🐴
Products	Requests for Quotation		T Can be Purchased I	Starch
CREATE IMPORT	Vendora		T Filters - E Group I	ly = 🗰 Favorites =
(291681) Res BURGUNDY(Price R 423 00		03/555 Safety Pfs Green/Orey 53-15 [48942] Proce R 870.00 On hand: 0.000 Unit(s)	Price R 1.00	1.60 S/V SPHERICAL Price: R 1.00

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

Purchase	Purchase	Cuntral	Reporting	Configuration	
Product Variants Ereale Import	Requests Purchase Vendors	for Queta Orders	Son		
Internal Reference	Pendorth	il anno			We
0090224735 play 1 Rat	Product \	/ariants	ン		

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

	Spundion		🔿 📢 Real Optics (Ptg) Ltd * 🗶 🔮 Birrone Cowan *	
incoming Products Incoming Products		To Do x Search	0,	
CREATE IMPORT		T Filmers = ≣ Drouge By = ★ Favorites =	5.17.1 < > 🔳 🖬	
Expected Date * Date	Source Document	Product	Initial Demand Status	
01/18/2021 01/18/2021	P003599	Omage 3 Capaules (80)	500.000 Areilable	

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

	Purchase Purchase	Cantrol Report	ng Configuration						0	neel Opt	ice (Pty) Ltd *	× •	Simone Co	wen *
Ven	dor Bills	Incoming Produ				Search								Q,
CR	ATE IMPORT UPLOAD	Vendor Billa				₹Fihers * ≣Group	By = #Favor	ites =		1-80	42 C >	ii 11	n =	LM.
	Vendor		Bill Date	Number	Payment Ref.	Company	Due Date	Source Document	Tax Excluded	Tax	Total	To Pay	Status	î
	Vision Machinery and Equipment (Pty) Lt	d	01/26/2021	BILL/2021/0003	SUPPLIER INVOICE NUMBER	Real Optice (Pty) Ltd	01/26/2021	P004138	R 86.96	R 13.04	R 100.00	R 100.00	Open	
	Ace Pharma Access Health solutions		01/21/2021	BILL/2021/0602	IN100619	Real Option (Pty) Ltd	01/21/2021	P003877	R 2,029.77	R 934.47	R 2,894.24	R 2,334.24	Open	
	The Courier Ouy Pty Ltd - 4650195904		01/07/2021	BILL/2021/0001	4629040	Real Optics (Pty) Ltd	01/07/2021	P003444	M 80.00	R 12.00	R 92.00	PI 92.00	Open	

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.



- 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.

- o Create a draft credit note Create a draft that you can edit and validate
- o 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

Vendor Bills / BI	LL/2021/0003 / Refund / V	endor Credit	note TE	EST - ODOO	D												
SAVE DISCARD												1/1 < >					
VALIDATE CANCE	il.								DRAFT	OPEN	PAID	Send message Log note O Schedule activity 🗞 0 🛩 Following 🛝 - 🌲 1 🔹					
Draft Credit Note												Today					
Vendor	Vision Machinery and Equipmer	it (Pty) Ltd	- C*	Source Docu	ument	BILL/2021/0003						Note by Simone Cowan - 2 minutes ago					
Vendor Reference CREDIT NOTE NUMBER				Bill Date	01/27/2021				*		This vendor bill credit note has been created from: BILL/2021/0003 Reason: TEST - 0000						
Auto-Complete	Select an old vendor bill			Due Date		01/27/2021 Real Optics (PTY Ltd): Receipts				- 2		Alata hu Cimana Causa A Juan					
			Picking Type		Status: Draft												
Bill Other Info												Salesperson: Simone Cowan Currancy: ZAR Untaxed Amount: 86.96					
Product	Description	Asset Category	Accour	/ nt /	Analytic Account	Quantity	Unit Price	Discount (%)	Taxes	Amount		Partner: Vision Machinery and Equipment (Pty) Ltd Type: Vendor Credit Note					
[26993] RealEyes TR90 Navy	z P0125 P004138: [26993] RealEyez P0125 TR90 Navy		320000 Frames	0 Inventory - s		1.000	100.00	0.0	0 (Tax 15%)	R 86.96	8						
Add a line																	

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



