XUNO

Purchase Order System

For Business Managers

17 November 2019

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1. The Dashboard

The Dashboard will display slightly different options depending on the user's permissions. If a menu in the below graphic is not visible, you do not have permission to that area of the software.

#	Label
1	Orders created by yourself that have been logged into the system
2	Search option for all orders you have access to
3	Create a new order
4	Configure the system (administrators only)
5	Account Management (Account managers only)
6	List of active orders
7	Order actions (Edit, Cancel and Complete)
8	Order History window
9	Orders awaiting your approval
10	Visual representation of budget money used / allocated / free
11	Software version
12	Licenced School Name

2. Configuration

2.1 Configure Purchase Order System

The configuration of the Purchase Order System ensures that the correct people have access to the right areas. Before starting, it is recommended that you check that all users, who may use the system, have an email address entered against their active directory account. Note that most of the steps below may have already been done when the database was created.

You must have administrator permissions to use the Configuration menu

STEP 1: Set up Permissions (see 2.2 for explanation of permissions)

- Click Configuration > Permissions
- Add all users who will have full permissions to the system eg Business Manager, Technician etc.
- Give them full permissions
- At this stage, you may leave the remaining permissions to be setup later on
- The remaining steps may then be setup by either the technician or anyone else with full permissions

STEP 1: Enter School Details

- Click on Configuration > Primary Details
- Enter the following details:
    - ABN
    - Primary Address (this will appear on the order form)
    - Contact Details – it is recommended that the area code is included in the phone and fax numbers ie (03) 11112222
- Click Save Changes

STEP 2: Import School Logo

- Click on Configuration > Organisation Logo
- Click Browse and select the school logo. This logo will appear on order forms

STEP 3: Enter Order Number

- This sets the first order number to be used by the Purchase Order System. Typically, it should be the number following the last one used on the current system
- Click on Configuration > Order Number
- Enter the number
- Click Save

STEP 4: Enter Delivery Addresses

- Click on Configuration > Delivery Addresses
- When adding an address ensure that the name of the school is included in the actual address box
- Click Save

STEP 5: Update Quote Thresholds

- Click on Configuration > Quote Thresholds
- Update thresholds as required
- Click Save

2.2 Permissions

The following explains the permission types in the Purchase Order System. Permissions apply across the whole system.

- Administrator: Full access to the system
- Accounts Manager: Permission to Search and View users, orders, budgets and creditors in the system
- Signatory: Permission to sign off and finalise purchase orders
- Multiple Budget Ordered: Permission to split an order across multiple budgets

- Approve Own Orders: Permission to approve own orders

2.3 Budget Access

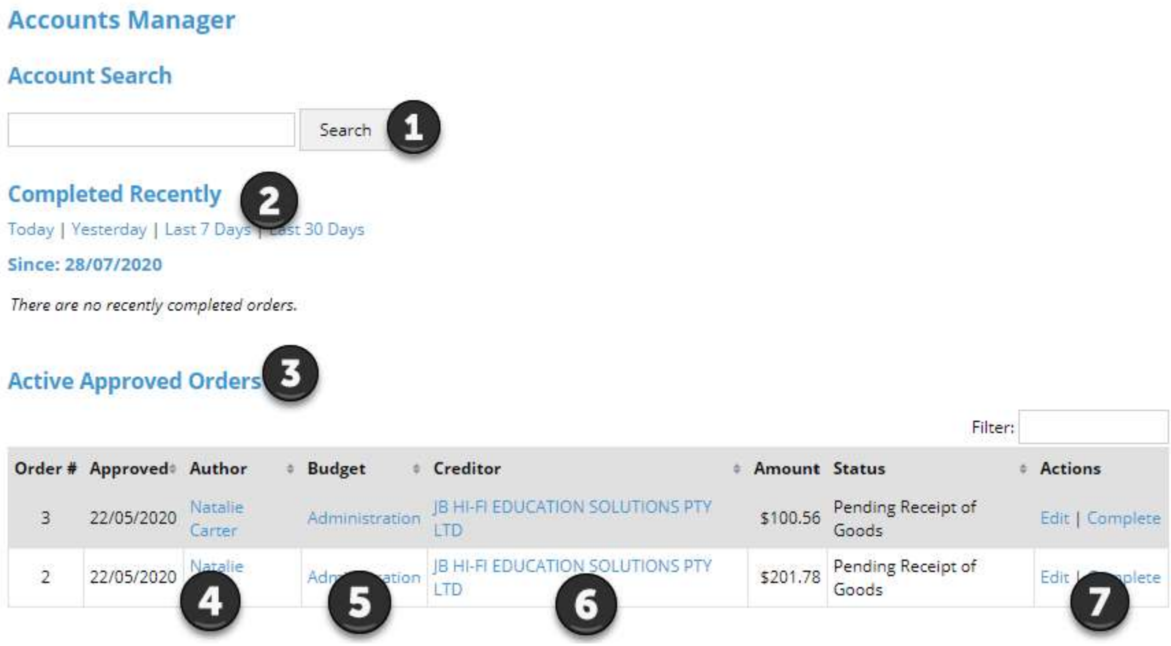
Budget Access specifies what Budgets users have access to. The permissions below are granted on a per budget basis. Users may have permission to more than one budget.

- Can Order From: Allows the user to order from this budget
- Budget Leader: Permission to approve, but not finalise purchase orders
- Receives Notifications: Allows the user to receive notifications regarding the budget

3. Accounts Manager

3.1 What is this?

The Accounts Manager button is for users with Account Manager Permissions. It allows users to search for Accounts, view Completed orders and Active Approved Orders.



#	Label
1	Search for Accounts
2	View Completed Purchase Orders from Today, Yesterday, Last Week or Last 30 Days
3	View All Active Orders which have been approved and are waiting for delivery
4	The order creator. Click on the link to view all orders for that user
5	The budget the order belongs to. Click on the link to view all orders for that budget
6	The business the order is sent to. Click the link to view the business
7	Order actions (Edit and Complete)

4. Creating orders

4.1 Creating an order

STEP 1: Start a new order

- Go to the Purchase Order Dashboard
- Click on Create Order

STEP 2: Choose the budget

- Use the Budget Filter to select the appropriate budget
- Budgets that have been used recently, can been seen in the My Recent Budgets section
- If you wish to split a purchase order across multiple budgets, click Multiple Budget Order
- Note you will only have access to the budgets you have permission to

STEP 3: Select the Creditor

- Start typing in the search box and click Search

Or

- Select the creditor from the My Creditors list

STEP 4: Enter the order details

- Type in the order details, with one item type per row
    - Description: The description of the item being ordered
    - Expenditure Type: The category of expenditure. See the school Business Manager for the list of types if unsure
    - Item Cost (ex GST): Enter the unit price of the item before GST. (If the price includes GST and you do not know what the ex GST cost is, skip this step). Note this is the unit price (ie, if purchasing 100 pens at $1/pen, the unit price is $1. If purchasing 1 box of 100 pens at $100/box, the unit price $100)
    - Item Cost (inc GST): Click Attracts GST if the price of the item includes GST. If a price is entered in Item Cost (ex GST), this will be automatically calculated. Otherwise enter the unit price cost including GST
    - Quantity: Enter the number of units purchased. This is the number of units purchased, not the total of items that may be in a unit. Eg if purchasing 100 pens at $1/pen, the quantity is 100. If purchasing 1 box of 100 pens at $100/box, the quantity is 1
- Click the X icon

STEP 5: Continue to add order items

- Keep adding rows of items until the order is completed
- Click Next

STEP 6: Upload Quote

- Where required, either click on Choose File under Upload Quotes and upload the quote for the Purchase Order, or type in the quote details under Verbal Quotes
- Once the file is uploaded or details entered, click on the + icon
- Enter as many quotes are required
- Click Next

STEP 7: Enter Delivery Options

- Under Delivery Location click on the drop down to choose the correct delivery location
- Under Special Instructions, type any further instructions that may be required eg Attention: Science Lab. Please do not deliver on school holidays etc
- In Internal Notes, enter any additional notes if required. This will not appear on the purchase order

STEP 8: Review Order Summary

- On the right side of the Build Purchase Order screen, review the order information.
- If correct, click Next

- The order will now go to the Budget Approver for Approval

5. View Orders

5.1 View orders

- Orders may be viewed under the My Orders button. This will show the most recent order.
- Click on View Order History to see all Orders
- Use the Search Orders menu to search for other orders
- Click Edit to open and adjust the selected order. You may not be able to edit an order once it is approved
- Click Cancel to cancel the order. You may not be able to Cancel the order depending on the stage of the order process it is in.
- The Status indicates in which stage of the process the order is in:
    - Incomplete – The order has been created but has missing information
    - Pending Approval - Order has been submitted but is waiting for the Budget Leader to approve it
    - Approved – The Budget Leader has approved the order. It is waiting for Signatory to finalise it
    - Rejected – The Budget Leader or Signatory has rejected the order
    - Finalised – The order has been finalised and sent to the creditor and is now waiting for delivery
    - Completed – The full order has been delivered
    - Cancelled – The order was cancelled

6. Approving and creating orders

6.1 Notification of pending approval

Budget Leaders and Signatories receive notification emails when there is an order requiring their approval. Orders awaiting approval may also be seen in the My Orders > Orders Seeking My Approval. Depending on the user's permission, a user may be able to approve an order, or may be able to approve and finalise the order.

6.2 Approve / Reject orders

STEP 1: Open the order

- Find the order in the My Orders table
- Select the order
- Click Edit/Approve
- Click Approve to Approve the order or click Reject to Reject the order
- Follow the prompts
- The order will then pass to the Signatory, or be ready to be finalised

6.3 Creating a Purchase Order

A purchase order may only be created once the order has been approved.

STEP 1: Open the Purchase Order

- If you have permission to Approve and create a purchase order, you will already be in the Purchase Order Details window
- Otherwise go via My Orders or Accounts Manager and find the order
- Click Edit

STEP 2: Create Purchase Order Form

- At the bottom of the Purchase Order Details page, click the Download Form button
- If prompted, choose where to save the Purchase Order
- A purchase order will be created either in the Downloads folder, or in the specified location set in the previous page
- If necessary, save the file to where you keep the Purchase Orders

STEP 3: Download an Accounts Manager Form

- If required, click on Account Manager Form
- This will download an Internal copy version of the Purchase Order. This contains additional information such as the Internal Expenditure Type code
- If prompted, choose where to save the Account Manager Form
- An account manager form will be created either in the Downloads folder, or in the specified location set in the previous page
- If necessary, save the file to where you keep the Account Manager Forms

STEP 4: Send the Purchase Order to the creditor

- Follow the processes the school and the creditor have put in place to send the Purchase order to the creditor
- Ensure you send the Purchase order, not the Account Manager Form

6.4 Completing an order

Once the order, or part of the order has been received, it should be recorded against the order.

STEP 1: Open the order

- Go via My Orders, or Accounts Manager depending on permissions
- Find the order
- Click the Complete option

- If the order is open, click Complete at the bottom of the page

STEP 2: Enter quantity received

- In the column called Quantity Received, enter the number of goods received. This may be the full amount, or part of the order
- Where the order has arrived separately, quantity received, is the total received overall for that order, not that in the last delivery

STEP 3: Save

- Once the quantities received have been entered, click Save

6.5 Update your financial programs

Th Purchase Order System has a one-way synchronisation process from your admin system to the Purchase Order System. You will need to update any details in your admin system as per usual.