
MOVING PURCHASE ORDER DETAIL LINES

SUMMARY

This document discusses the processes of changing the order of detail lines on a purchase order and the effect that will have on your purchase order 'report' that is sent to the creditor.

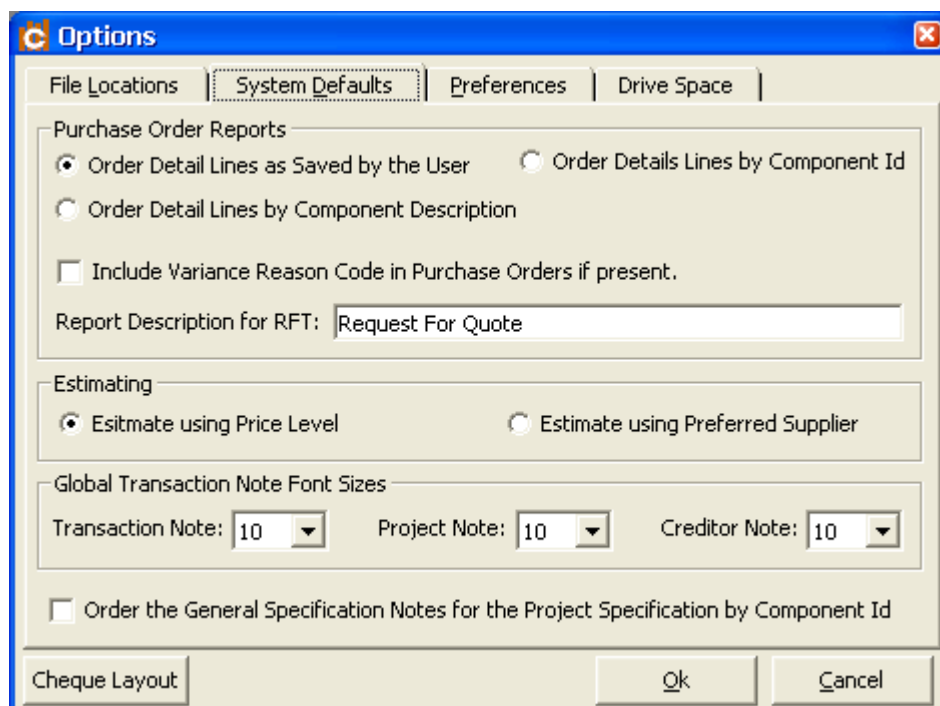
The "purchase order" is the screen the user changes (accounts payable order).

The "purchase order report" is the 'preview' that is sent to the creditor.

'Order Detail Lines as Saved by the User' must be set in Tools>Options>System Defaults>Purchase Order Reports, for any detail line changes to have an effect on the 'purchase order report'.

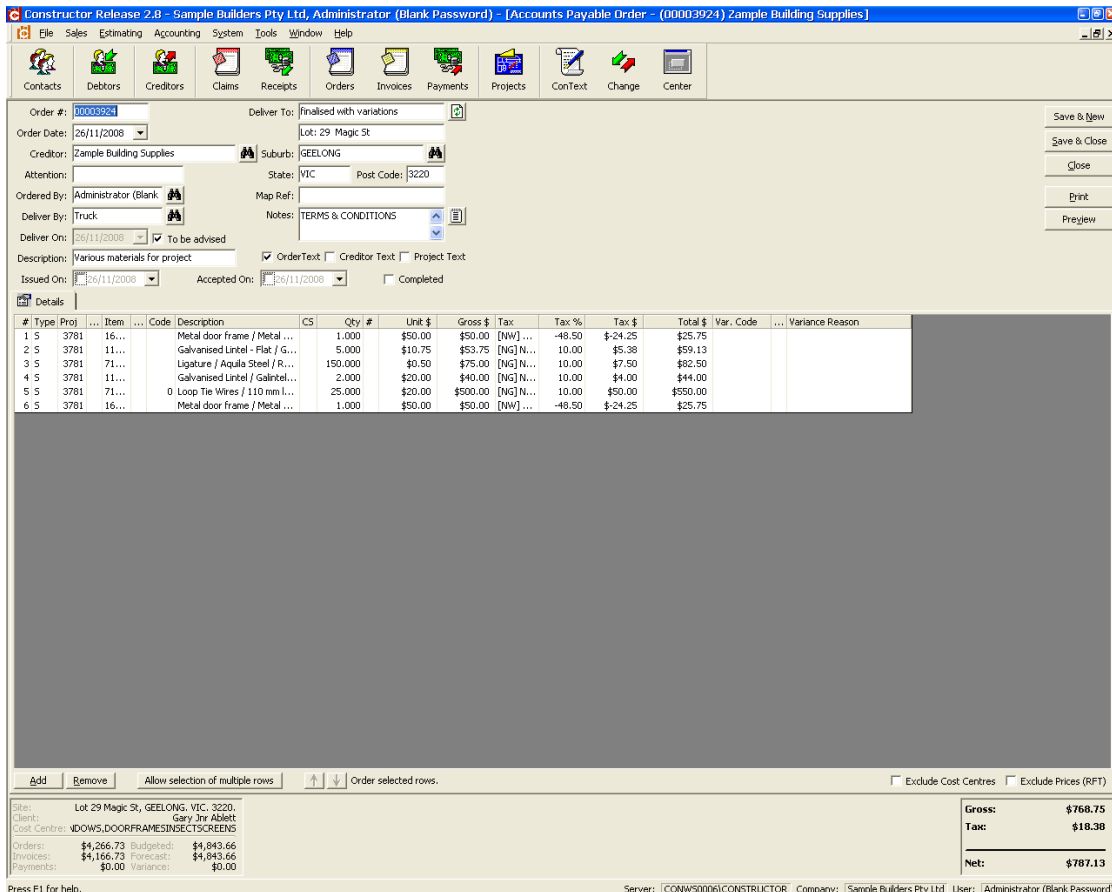
THE PROCESS

Set the option to order detail lines as saved by the user. Tools>Options>System Defaults>Purchase Order Reports.



Open or create a 'purchase order' (accounts payable order) that has multiple detail lines in multiple cost centres.

You will see in the screenshot below, six detail lines of which are contained in three cost centres. We will use this order for our example. You will also notice the 'Order Selected Rows' buttons are disabled. The option 'Allow for selection of multiple rows' must be selected to activate these buttons. Click this option.



Constructor Release 2.8 - Sample Builders Pty Ltd, Administrator (Blank Password) - [Accounts Payable Order - (00003924) Zample Building Supplies]

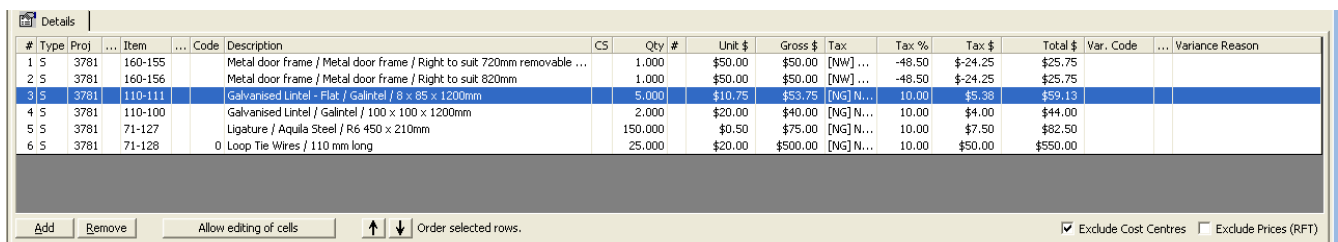
Order #: 00003924
Order Date: 26/11/2008
Creditor: Zample Building Supplies
Suburb: GEELONG
State: VIC Post Code: 3220
Deliver By: Truck
Notes: TERMS & CONDITIONS

#	Type	Proj	Item	Code	Description	CS	Qty	#	Unit \$	Gross \$	Tax	Tax %	Tax \$	Total \$	Var. Code	Variance Reason
1	S		16...		Metal door frame / Metal ...		1.000		\$50.00	\$50.00	[NW]...	-48.50	\$-24.25	\$25.75		
2	S		11...		Galvanised Lintel - Flat / G...		5.000		\$10.75	\$53.75	[NG]N...	10.00	\$5.38	\$59.13		
3	S		71...		Ligature / Aquila Steel / R...		150.000		\$0.50	\$75.00	[NG]N...	10.00	\$7.50	\$82.50		
4	S		11...		Galvanised Lintel / Galintel...		2.000		\$20.00	\$40.00	[NG]N...	10.00	\$4.00	\$44.00		
5	S		71...		0 Loop Tie Wires / 110 mm l...		25.000		\$20.00	\$500.00	[NG]N...	10.00	\$50.00	\$550.00		
6	S		16...		Metal door frame / Metal ...		1.000		\$50.00	\$50.00	[NW]...	-48.50	\$-24.25	\$25.75		

Buttons: Add, Remove, Allow selection of multiple rows (disabled), Order selected rows (disabled)

Summary: Gross: \$768.75, Tax: \$18.38, Net: \$787.13

You now have the ability to order the detail lines and the 'Order selected rows' buttons will now be activated.



Constructor Release 2.8 - Sample Builders Pty Ltd, Administrator (Blank Password) - [Accounts Payable Order - (00003924) Zample Building Supplies]

Order #: 00003924
Order Date: 26/11/2008
Creditor: Zample Building Supplies
Suburb: GEELONG
State: VIC Post Code: 3220
Deliver By: Truck
Notes: TERMS & CONDITIONS

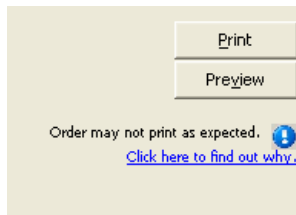
#	Type	Proj	Item	Code	Description	CS	Qty	#	Unit \$	Gross \$	Tax	Tax %	Tax \$	Total \$	Var. Code	Variance Reason
1	S		160-155		Metal door frame / Metal door frame / Right to suit 720mm removable ...		1.000		\$50.00	\$50.00	[NW]...	-48.50	\$-24.25	\$25.75		
2	S		160-156		Metal door frame / Metal door frame / Right to suit 820mm		1.000		\$50.00	\$50.00	[NW]...	-48.50	\$-24.25	\$25.75		
3	S		110-111		Galvanised Lintel - Flat / Galintel / 8 x 65 x 1200mm		5.000		\$10.75	\$53.75	[NG]N...	10.00	\$5.38	\$59.13		
4	S		110-100		Galvanised Lintel / Galintel / 100 x 100 x 1200mm		2.000		\$20.00	\$40.00	[NG]N...	10.00	\$4.00	\$44.00		
5	S		71-127		Ligature / Aquila Steel / R6 450 x 210mm		150.000		\$0.50	\$75.00	[NG]N...	10.00	\$7.50	\$82.50		
6	S		71-128		0 Loop Tie Wires / 110 mm long		25.000		\$20.00	\$500.00	[NG]N...	10.00	\$50.00	\$550.00		

Buttons: Add, Remove, Allow editing of cells (activated), Order selected rows (activated)

Summary: Gross: \$768.75, Tax: \$18.38, Net: \$787.13

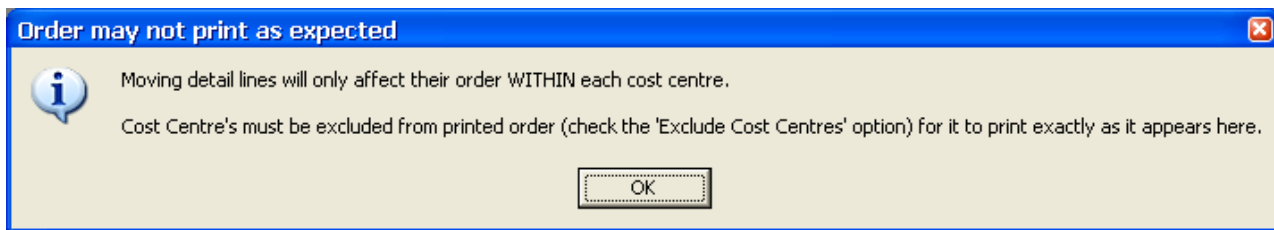
Hi

Highlight a detail line and move one of your components. When you do, you may notice a warning appears underneath the preview button above.



Click the blue line to see the warning

This warning will appear to confirm to you that moving the detail lines on the order will only affect the order of the items within each cost centre. You will need to check the option 'exclude cost centres' for the purchase order report to appear as it appears on the purchase order screen.



Below is how the purchase order detail lines appear

#	Type	Proj	Item	Code	Description	CS	Qty	#	Unit \$	Gross \$	Tax	Tax %	Tax \$	Total \$	Var
1	5	3781	160-155		Metal door frame / Metal door frame / Right to suit 720mm removable ...		1.000		\$50.00	\$50.00	[NW] ...	-48.50	\$-24.25	\$25.75	
2	5	3781	110-111		Galvanised Lintel - Flat / Galintel / 8 x 85 x 1200mm		5.000		\$10.75	\$53.75	[NG] N...	10.00	\$5.38	\$59.13	
3	5	3781	71-127		Ligature / Aquila Steel / R6 450 x 210mm		150.000		\$0.50	\$75.00	[NG] N...	10.00	\$7.50	\$82.50	
4	5	3781	110-100		Galvanised Lintel / Galintel / 100 x 100 x 1200mm		2.000		\$20.00	\$40.00	[NG] N...	10.00	\$4.00	\$44.00	
5	5	3781	160-156		Metal door frame / Metal door frame / Right to suit 820mm		1.000		\$50.00	\$50.00	[NW] ...	-48.50	\$-24.25	\$25.75	
6	5	3781	71-128	0	Loop Tie Wires / 110 mm long		25.000		\$20.00	\$500.00	[NG] N...	10.00	\$50.00	\$550.00	

This is how they will appear on the report when cost centres are included. Notice that the detail lines are only ordered within their cost centres.

ID	Code	Description	Qty	UOM	Price	Amount
Project ID: 3781						
Cost Centre: 110 - Structural steel						
110-111		Galvanised Lintel - Flat / Galintel / 8 x 85 x 1200mm	5	Each	\$10.75	\$53.75
110-100		Galvanised Lintel / Galintel / 100 x 100 x 1200mm	2	Each	\$20.00	\$40.00
Cost Centre: 160 - Windows, door frames & insect screens						
160-155		Metal door frame / Metal door frame / Right to suit 720mm removable hinges	1	Each	\$50.00	\$50.00
160-156		Metal door frame / Metal door frame / Right to suit 820mm	1	Each	\$50.00	\$50.00
Cost Centre: 71 - Concretor						
71-127		Ligature / Aquila Steel / R6 450 x 210mm	150	Each	\$0.50	\$75.00
71-128	0	Loop Tie Wires / 110 mm long	25	Bunch	\$20.00	\$500.00

In the next example, I will re-order my detail lines and exclude cost centres from the purchase order report.

Notice the order of the detail lines now

#	Type	Proj	Item	Code	Description	CS	Qty	#	Unit \$	Gross \$	Tax	T
1	5	3781	160-155		Metal door frame / Metal door frame / Right to suit 720mm removable ...		1.000		\$50.00	\$50.00	[NW] ...	--
2	5	3781	160-156		Metal door frame / Metal door frame / Right to suit 820mm		1.000		\$50.00	\$50.00	[NW] ...	--
3	5	3781	110-111		Galvanised Lintel - Flat / Galintel / 8 x 85 x 1200mm		5.000		\$10.75	\$53.75	[NG] N...	:
4	5	3781	110-100		Galvanised Lintel / Galintel / 100 x 100 x 1200mm		2.000		\$20.00	\$40.00	[NG] N...	:
5	5	3781	71-127		Ligature / Aquila Steel / R6 450 x 210mm		150.000		\$0.50	\$75.00	[NG] N...	:
6	5	3781	71-128	0	Loop Tie Wires / 110 mm long		25.000		\$20.00	\$500.00	[NG] N...	:

With cost centres excluded, the detail lines now appear the same on the purchase order report as they do in the purchase order screen

Insert your
Logo
Here

Sample Builders Pty Ltd

119 - 121 Myers St
 GEELONG VIC 3220
 Phone : 03 5221 4900
 Fax : 03 5229 2988
 ABN :

Purchase Order

Order Date : 26-Nov-2008

Order No : 00003924

Delivery Date : **To Be Advised**

Supplier Zample Building Supplies Unknown (Street) Unknown (Suburb) VIC	Deliver To finalised with variations Lot: 29 Magic St GEELONG VIC 3220
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Attention : _____ Project Manager: _____
 Ph: _____

From : Administrator (Blank Password) Description: Various materials for project

ID	Code	Description	Qty	UOM	Price	Amount
Project ID: 3781						
160-155		Metal door frame / Metal door frame / Right to suit 720mm removable hinges	1	Each	\$50.00	\$50.00
160-156		Metal door frame / Metal door frame / Right to suit 820mm	1	Each	\$50.00	\$50.00
110-111		Galvanised Lintel - Flat / Galintel / 8 x 85 x 1200mm	5	Each	\$10.75	\$53.75
110-100		Galvanised Lintel / Galintel / 100 x 100 x 1200mm	2	Each	\$20.00	\$40.00
71-127		Ligature / Aquila Steel / R6 450 x 210mm	150	Each	\$0.50	\$75.00
71-128	0	Loop Tie Wires / 110 mm long	25	Bunch	\$20.00	\$500.00
Sub Total:					\$768.75	
GST:					\$18.38	
Total:					\$787.13	