

# ERPro Training Notes

## *Procurement Cycle (Purchase, Account Payable, Inventory Control)*

### **Contents**

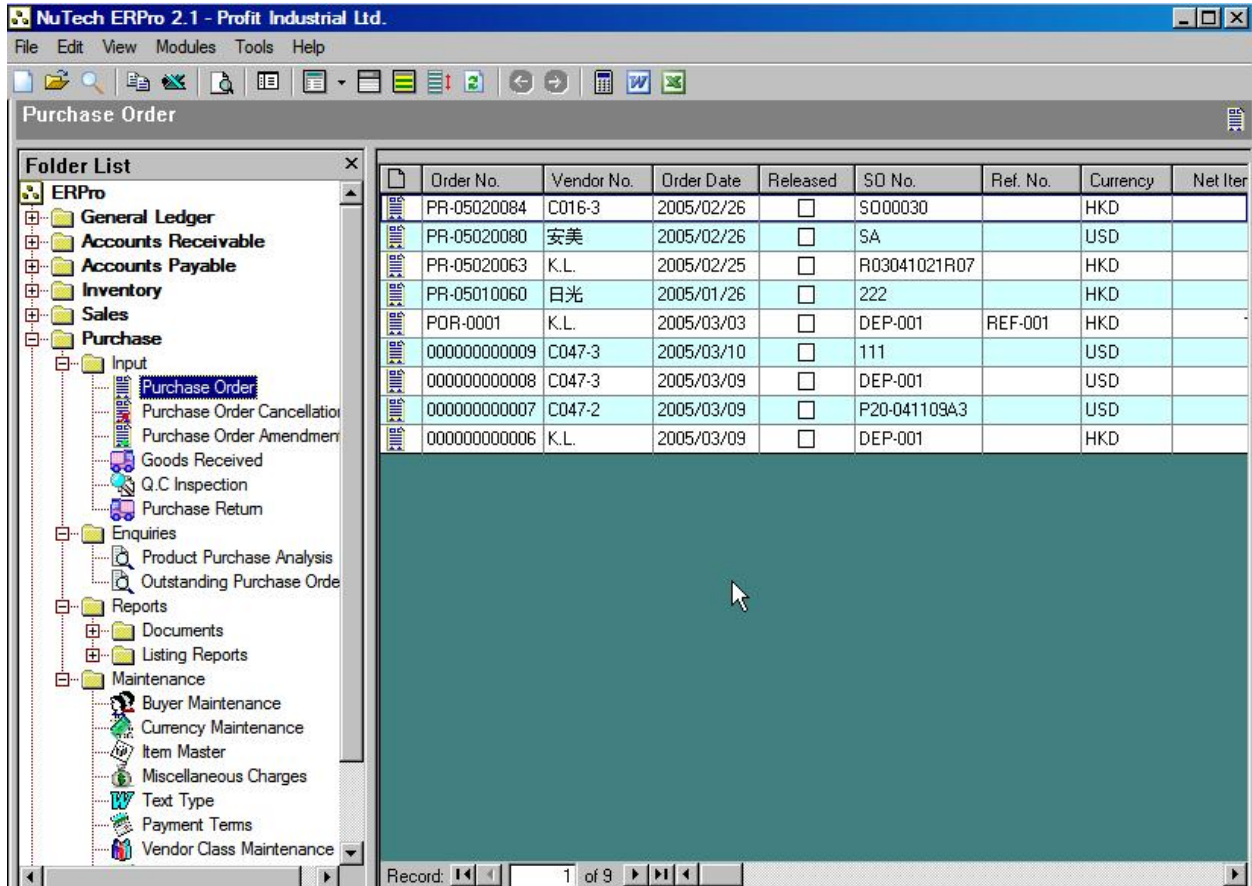
1	Purchase Order Processing .....	2
2	Goods Received Processing.....	6
3	AP – Invoice Registry .....	9
4	IC – Stock Transaction Processing .....	11
5	Purchase Return.....	14
6	AP – Credit Memo .....	17
7	AP – Payment.....	19

## Introduction:

This refers to the acquisition of goods and materials from vendors. The activities include the placement of purchase order, receipt of goods and recording of incoming invoices, until vendor's accounts are settled. Inventory control information relating to receipt of purchased goods is recorded in the Purchasing module. Consequently, inventory records are updated automatically in the same way as if the covering document is sent to the warehouse. The document itself (Goods Received Note) may be generated for acknowledgment and proof of the receipt.

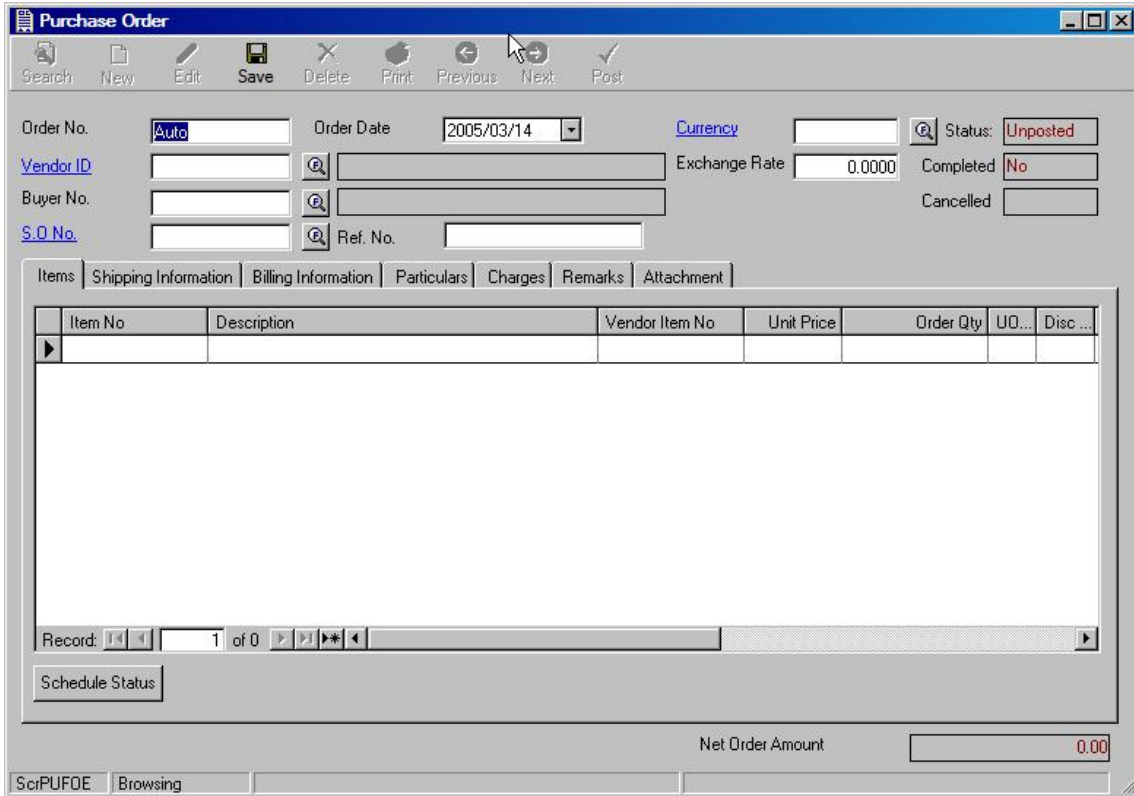
# 1 Purchase Order Processing

This form is used for entering and preparing new purchase orders. Start the Purchasing module. Purchase Order entry form can be found under the Folder List - *Purchase -> Input -> Purchase Order*.





## Directions:

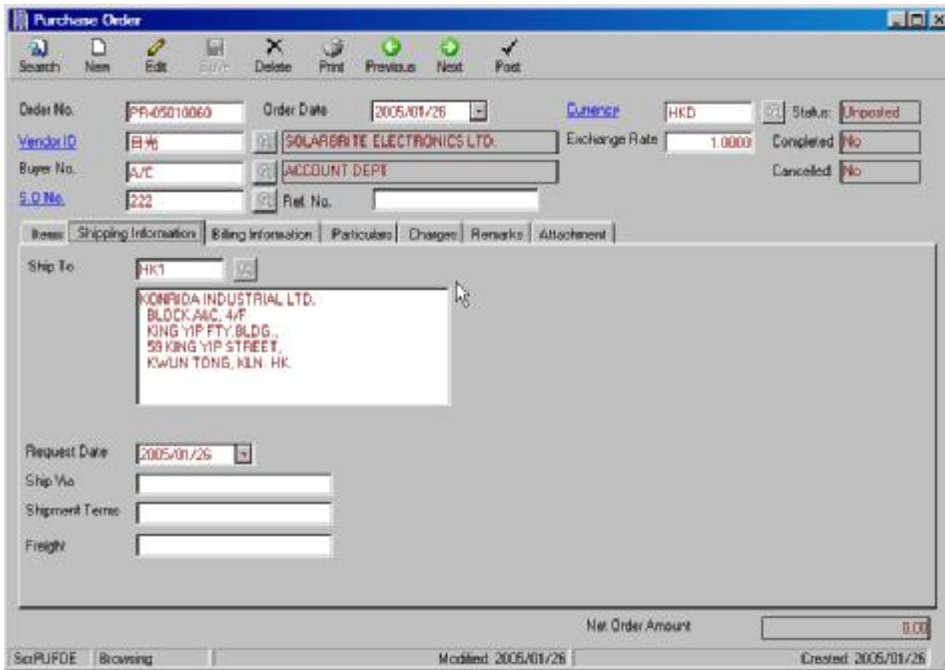
1. Insert a new record by Press ‘new’  button.



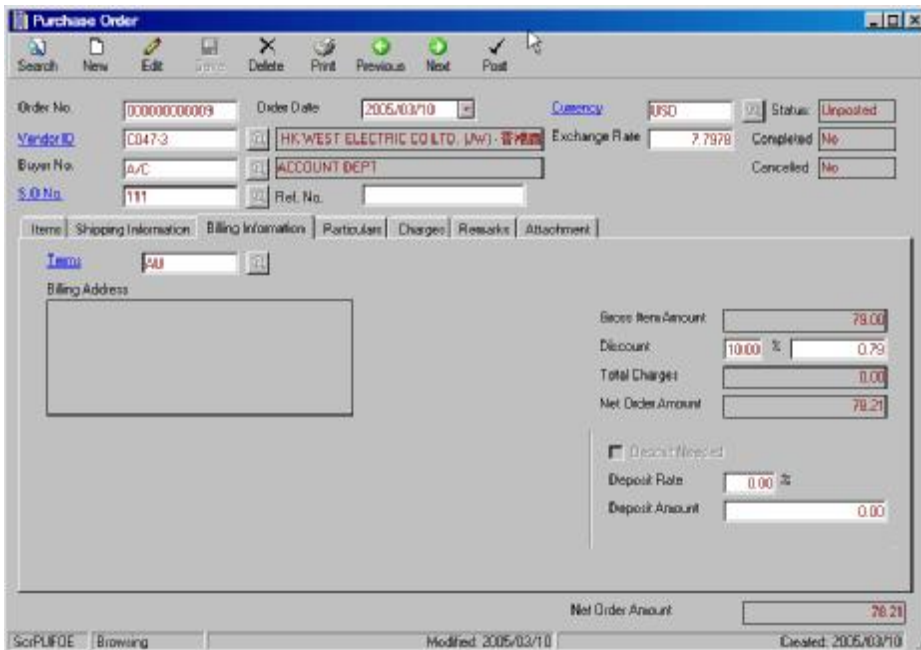
Item No.	Description	Vendor Item No.	Unit Price	Order Qty	UO...	Disc...

2. Enter a Vendor No. or select from the list by clicking the  button.
3. In the “Buyer No.” field, select an authorized buyer by clicking the  button, e.g. BY0001.
4. Input the S.O. No. if you want to copy the item from a S.O.
5. Input the Ref No. if any.
6. Choose an item for which you want to buy from the vendor, e.g. Item001. (Tip: you can click the button on the “Item No.” field to browse the available items.)
7. Enter the “Unit Price” = 10, “Order Qty.” = 100, “Discount Rate” = 10. The “Line Amt.” field will then be calculated for you.

- Additional Shipping Information can be entered from the “Shipping Information” tab.



- Additional Trade Discount can be defined in “Billing Information”. Click the “Billing Information” tab; change the “Trade Discount” field to 10.



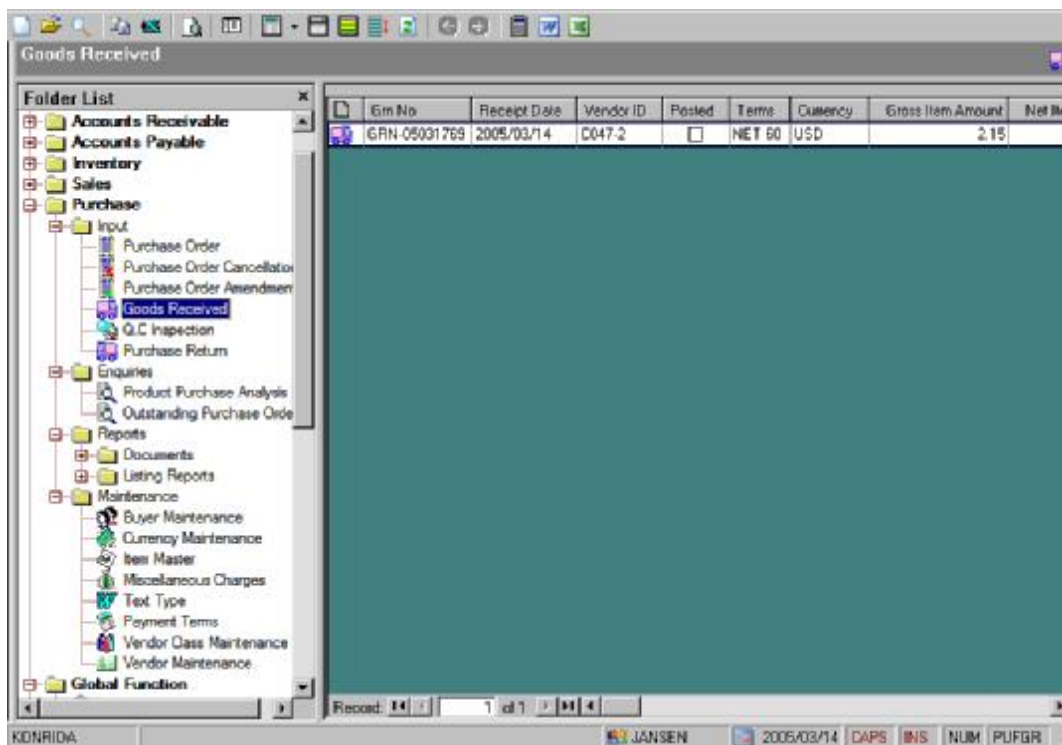
- Typing remarks or particulars on this P.O. can be done in “Particular”. Click

the “Particulars” tab, select the “Particulars” that you already defined in Text Type (Purchase).

11. Save the P.O. by clicking the Save button on the toolbar.
12. A P.O. No. will be assigned to this P.O. by the system. Please jot it down.
13. Click the “Print” button to print the P.O.
14. If the P.O. is ready to post, click the “Post” button to post the P.O.

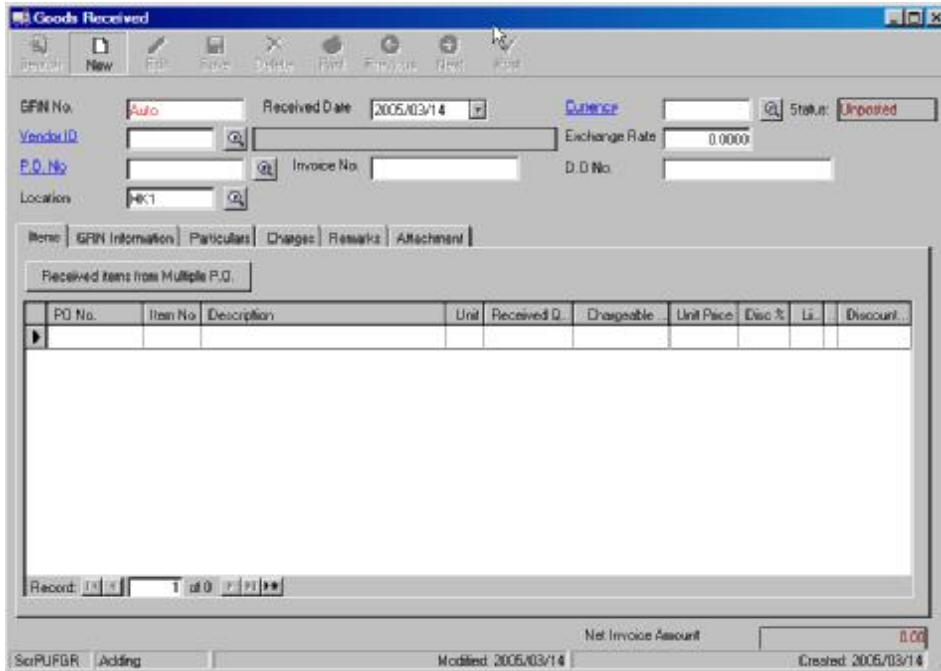
## 2 Goods Received Processing


This form is used for recording the receipt of goods from vendors. You can start this form under Folder List - *Purchase* -> *Input* -> *Goods Received*.



## Directions:

1. Insert a new record by Press  button.



2. Type in the Vendor ID which you have just posted in the previous step.
3. From the P.O. No. click the  button in the P.O. field to search.
4. If there is no problem, you will see all the P.O. details appear in this form.
5. Enter an Invoice no. e.g. **INV#####** in the “Invoice No.” field.

(Please note that you can omit the Invoice No. However, if there is no Invoice No. in the GRN, ERPro will not create the AP Invoice, user must input the AP Invoice manually).

6. Next, change the quantity in the “Received Qty” & “Chargeable Qty” into **90**.
7. (Tips: It should be noticed that the “Chargeable Qty” must be equal to or less than the “Received Qty”.)
8. Is there any change in the “Line Amt.” field?



9. Save the record and a GRN No. will be assigned to this GRN by the system.

Please jot it down.

10. Click the “Print” button to print the Good Received Note.

11. If the GRN is ready to post, click the “Post” button to post the GRN.

### 3 AP – Invoice Registry

This form is used for recording and verifying invoices received from vendors. Start the Accounts Payable module. You can start this form under *Accounts Payable > Input > Invoice*.

The screenshot shows the 'Vendor Invoice' window with the following data:

Control No. :	PU-004204	Invoice Date	2005/01/19	Currency	HKD	Status:	Unposted
Vendor ID	WEST	WEST ELECTRIC CO. LTD....		Exchange Rate	1.0000	Source:	
Invoice No. :	3231	Cost Centre	P-NH	Discount Date	2005/01/19		
Terms	AU	Due Date	2005/01/19				

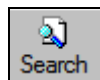
Item No	Description	Unit Price	Qty	UO...	Disc ...	Amount
▶	GRN-TEST-01	0.0000	0.00		0.00	1,793.60

Record: 1 of 1

Net Invoice Amount: 1,937.20

#### Directions:


1. Find the invoice (INV#####) which you have entered into the system while doing goods received processing.



(Hint: click the  button and select **Invoice No** in the “Search by” field.


Find the line with the “Invoice No.” field as INV##### Click the line and click “select” button.)

**Search**

Search by Invoice No  Show Group by Box  
 Begin with  Auto Search  
 T-0501 

Control No	Invoice No	Vendor ID	Vendor Name	Invoice Date
AP0401-06463	T-05010011	TOSN	TOSN ( HONG KONG ) CO. LTD.	2005/01/12
AP0401-06464	T-05010013	TOSN	TOSN ( HONG KONG ) CO. LTD.	2005/01/13
AP0401-06465	T-05010012	TOSN	TOSN ( HONG KONG ) CO. LTD.	2005/01/12

Record: 1 of 3

Select Cancel 

2. Jot down the Invoice Control No. shown in the “Control No.” field at the upper left-hand corner.
3. After locating the invoice, check if the information is correct or not. If it is correct, click the “Post” button to complete the invoice registry process.

## 4 IC – Stock Transaction Processing

This form is the data entry portion for processing three types of transactions:

Stock-in, Stock-out and Stock transfer. You can start this function from the Folder List – Inventory -> Input -> Stock Transaction Processing.

Ref No	Movement Date	Location From	Location To	Movement Type
SM-0511-6816	2005/03/11		HK1	Movement
SM-0511-6815	2005/11/03		HK1	Movement
SM-0503-6812	2005/03/01		HK1	Movement
SM-0501-6810	2005/02/26	HK1		Movement
SM-0411-6730	2005/11/19	HK1		Movement
SM-0403-6790	2005/01/22	DES	GZ1	Movement
SM-0403-6789	2005/01/22	DES	GZ1	Movement
SM-0403-6787	2005/01/20	HK1		Movement
SM-0403-6779	2005/01/18	DES	GZ1	Movement
SM-0401-6777	2005/01/17	HK1		Movement
SM-0401-6773	2005/01/15	HK1		Movement
SM-0401-6765	2005/01/14		CH	Movement
SM-0401-6764	2005/01/14	HK3		Movement
SM-0401-6763	2005/01/14	CH		Movement
SHIP-003811	2005/11/03	HK1		Movement
SHIP-003810	2005/03/03	HK1		Movement
SHIP-003809	2005/02/25	HK1		Movement
SHIP-003805	2005/01/29	HK1		Movement
SHIP-003804	2005/02/28	HK1		Movement

**Directions:**

1. Find the stock-in record for the GRN from Purchase module. You can find the unposted Transaction with Sub Ledger Source = “Purchasing” and Source Type = “Goods Received”

Location To	Movement Type	Sub Ledger Source	Source Type	Source Reference	Cost Cent
	Movement	Sales	Direct Sales	DS0017	
	Movement	Sales	Shipment	INV00668	ICC-NH
	Movement	Sales	Direct Sales	000000000002	
	Movement	Sales	Direct Sales	DS0009	
	Movement	Sales	Direct Sales	DS0010	
	Movement	Sales	Direct Sales	DS0008	
	Movement	Sales	Direct Sales	AA1111	
	Movement	Sales	Shipment	INV00664	ICC-NH
	Movement	Sales	Shipment	TEST	ICC-NH
	Movement	Sales	Shipment	INV00662	ICC-NH
	Movement	Sales	Shipment	K241811	ICC-NH
	Movement	Sales	Shipment	TTT	ICC-HK
	Movement	Sales	Shipment	AAA	ICC-NH
	Movement	Sales	Shipment	N200412002	ICC-HK
HK1	Movement	Purchasing	Goods Received	GRN-05031773	P-HK
HK1	Movement	Purchasing	Goods Received	GRN-05031772	P-HK
HK1	Movement	Purchasing	Goods Received	GRN-05031769	P-NH
HK1	Movement	Purchasing	Goods Received	GRN-05031771	
CH	Movement	Purchasing	Goods Received	GRN-TEST-01	P-NH

Record: 42 of 46

2. Double Click to open the Stock Transaction.

The screenshot shows the 'Stock Transaction Processing' window. The 'Ref. No.' is GRN-009850 and the 'Date' is 2005/03/14. The transaction is a 'Stock In' with 'Location From' blank and 'Location To' HK1. The 'Source' is 'Goods Received' and the 'Cost Centre' is 'P-HK'. The 'Total Cost' is 12,251.20 and the 'Status' is 'Unposted'. The 'Explanation' is 'K.L.'. Below this, there is a table with columns: Item No., Item Name, Unit, Qty, Unit Cost, Total Cost, Line Ref., and Particulars.

Item No.	Item Name	Unit	Qty	Unit Cost	Total Cost	Line Ref.	Particulars
11K5114	LENS-HSYMC COLLECTION	PC	100.00	120.0000	12,000.00		
2.5x1.7x8	SCREW 2.5x1.7x8	PC	200.00	1,256.00	251.20		

Record: 1 of 2

Modified: 2005/03/14 Created: 2005/03/14

3. Jot down the Ref. No. at the upper left-hand corner.
4. Post the corresponding record to complete the inventory update process.

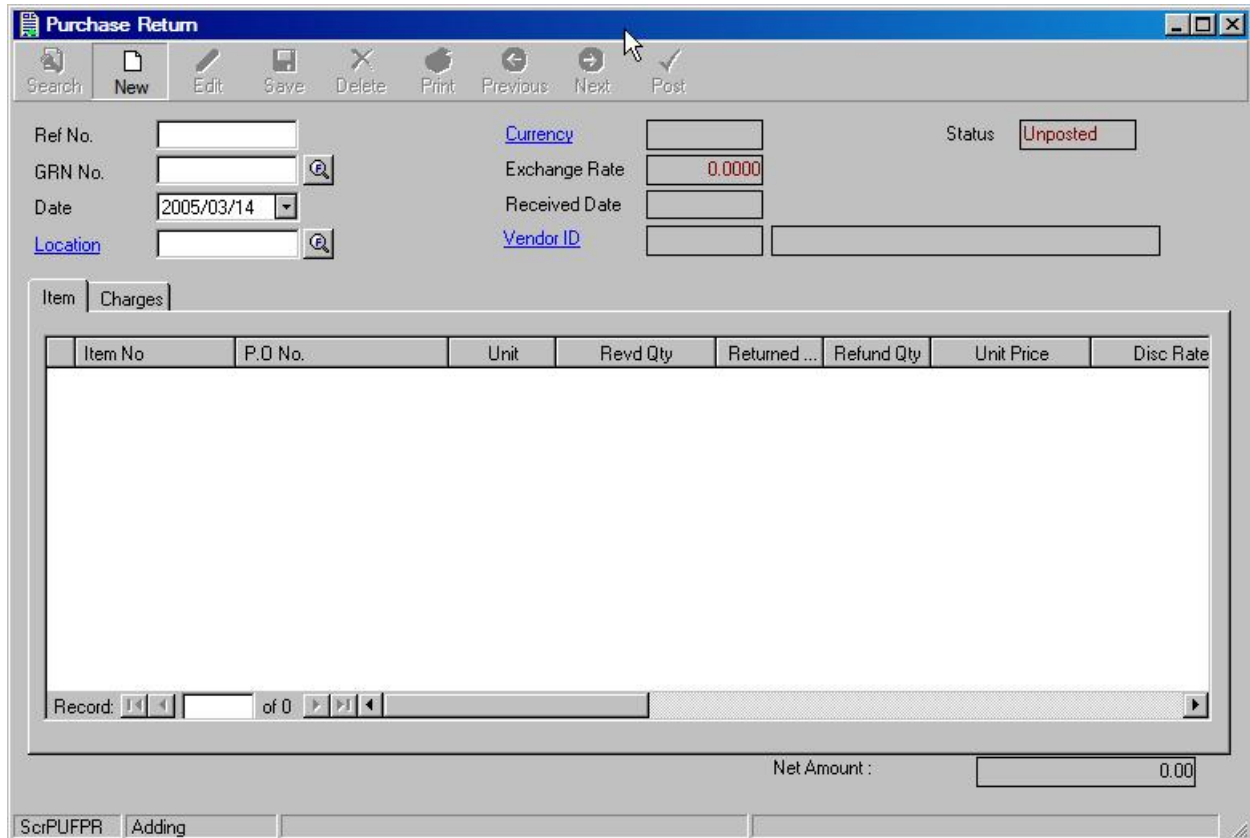
## 5 Purchase Return

This form is used for entering purchase returns. Go to the Purchasing module. You can start Purchase Return by clicking the “Purchase Return” from the Folder List – Purchase – Input – Purchase Return.


Ref No.	Vendor No.	Grn No.	Posted	Return Date	Return Location	Currency Co
PPR-0309-001	H001	GRN-01070004	<input type="checkbox"/>	2005/03/09		HK1
CASE200	C047-2	GKR-02020221	<input type="checkbox"/>	2005/03/08		CH

## Directions:

1. Insert a new record by Press  button.



Item No.	P.O No.	Unit	Revd Qty	Returned...	Refund Qty	Unit Price	Disc Rate
----------	---------	------	----------	-------------	------------	------------	-----------

2. Type in a GRN No. or click the  button to choose a GRN No. for which you want to make a Purchase Return. In this case, use the same GRN No. as in the previous stock-in transaction.
3. After selecting of a GRN No., you will see the details for this GRN.
4. Enter a Location code e.g. **001** in the “Location” field, which indicates the location from where the goods will be returned.
5. Enter **90** in both the “Returned Qty” and “Refund Qty” fields.

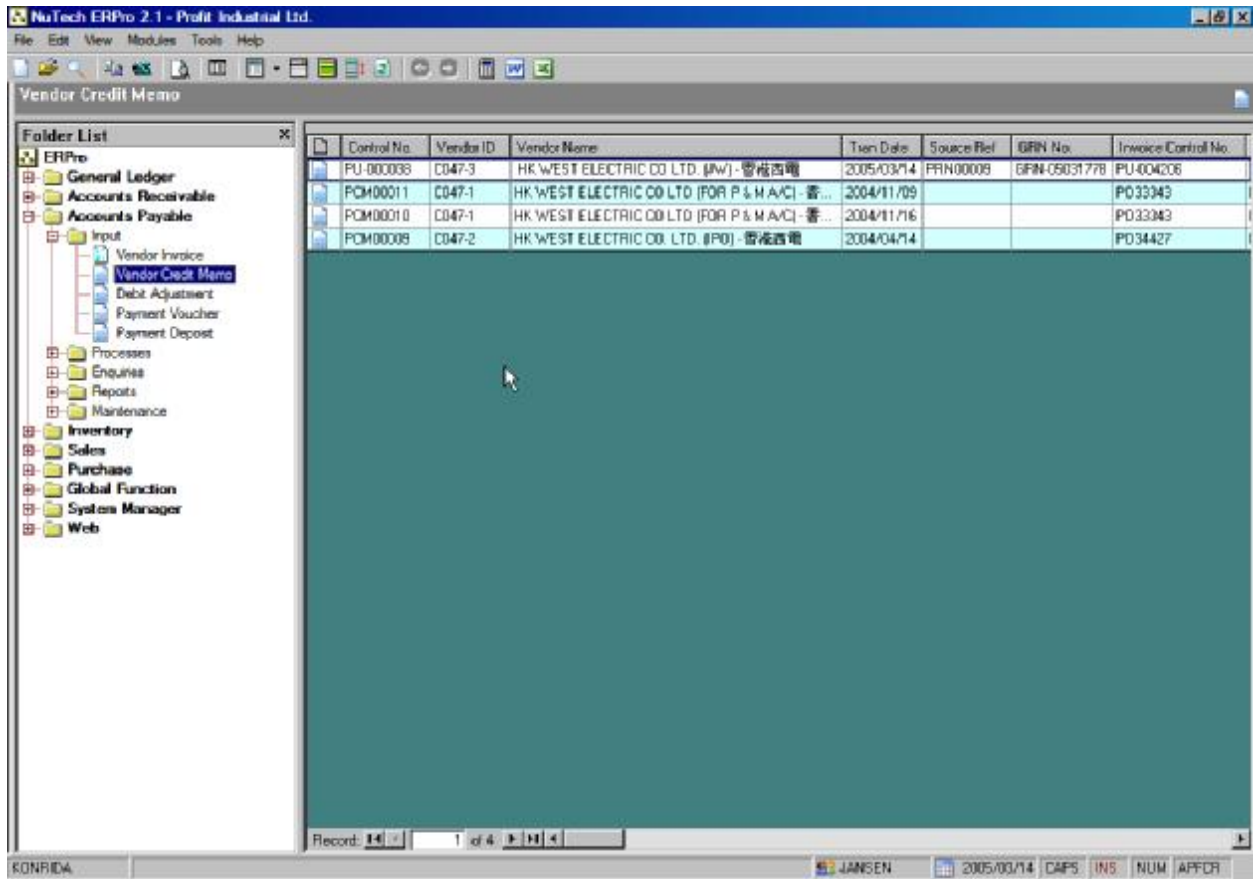


(Hint: the Returned Qty must not be greater than the Received Qty, and the Refund Qty must be equal to or less than the Returned Qty.)

6. Save the record. Please jot down the Ref. No. of this record assigned by the system.
7. Post the record.

## 6 AP – Credit Memo

This form is used for entering or confirming credit memos to vendors. After posting the credit memo, the balance of the account payable for the corresponding vendor will be deducted. Go to the Accounts Payable module. You can start this function in *Folder List | Accounts Payable | Vendor Credit Memo*



### Directions:

1. Find out the record which is related to the previous Purchase Return action.

Vendor Credit Memo

Search New Edit Save Delete Print Previous Next Post

Ref No. PU-000038 Tran Date 2005/03/14 Currency USD Status: Unposted

Control No. PU-004206 Invoice Date 2005/03/14 Exchange Rate 7.7978 Source: Purchase Return

Vendor ID C047-3 HK WEST ELECTRIC CO LTD. (Jw) - 香港西電 Cost Centre

Explanation

Items Charges Attachment

Item No	Description	Unit Price	Shipped Qty	Returned Qty	UD...	Disc ...
---------	-------------	------------	-------------	--------------	-------	----------

Record: 1 of 0

Gross Item Amount 79.00

Discount 0.00

Total Charges 0.00

Net Memo Amount 79.00

ScrAPFCR Browsing Modified: 2005/03/14 Created: 2005/03/14

2. Jot down the Ref. No. for the Credit memo which appears at the upper left-hand corner.
3. Check if the information is correct or not. If so, post the transaction.

## 7 AP – Payment

After the invoice is issued and it has to be settled, operation under Accounts Payable > Input > Payment Voucher can be done (Fig.2-5). In ERPro, it is allowed to settle invoice with multiple currencies. For example, a US dollar invoice can be settled with HK dollar.

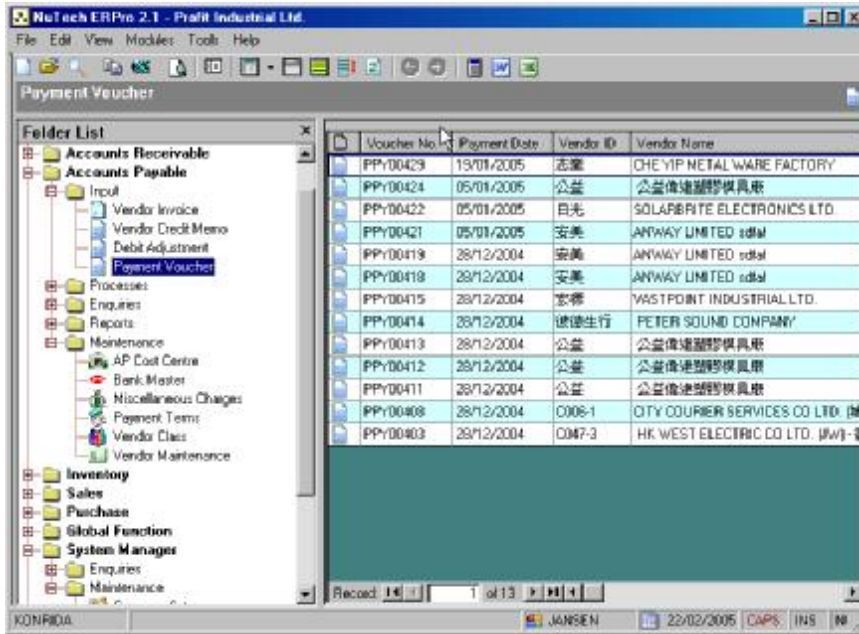


Fig. 2-5

1. Press 'New'  button. Then the payment form is blank.

Voucher No.  Payment Date  Status

Vendor ID  Vendor Balance

Payment Amt  Currency  Exchange Rate

Cheque Account

Apply to  Cheque Information  Attachment

Show All  Auto Apply

Control No	Paid	Discount	Document Balan...	Curren...	Invoice No	Doc Date
*						

Record:  of 0

Total Discount:  Unapplied Total:  Total Applied Amount:

2. Input the vendor no., the vendor's default values are filled in the information from vendor maintenance.
3. Input the cash account that the amount is credit. Then to type-in the amount paid to the vendor.
4. If the payment is a cheque, then input the bank and the cheque information in the bank details section. The bank master record can be defined in Accounts Payable > Maintenance > Bank Master.
5. Select the invoice to be settled and input the paid amount. Tab to the next line, then the used amount, unused amount, used local and the unused local would be calculated in the payment header.
6. On the other hand, if the invoice no. is unknown, press the 'Show All' button. Then the system would search what outstanding invoices can be settled and filled in for users.
7. You can also press the 'Auto Apply' button to let the system apply the payment amount to the invoices in a first invoice first apply basic.
8. The accounts used in the vouchers are based on the cost centre of the vendor in the vendor registry. In Fig. 2-1, the vendor's cost centre is 'NORMAL' which is defined in Fig. 1-1.
9. When the exchange rate of the paid amount and the invoice is different, an exchange difference amount would be calculated and put into the exchange difference a/c, which is defined in the cost centre (Refer section 1a).
10. For example, in Fig. 2-6, there is HKD0.03 exchange difference between the payment and the invoice, no. PU-000058, in line 4.
11. Since the total paid amount is larger than the settled amount, the outstanding amount is debit to account no. 15500, the deposit a/c. And this outstanding amount is called 'Open-item' (Refer section 2e).
12. Besides of invoice settlement, deposits can also be done in this form. Input the purchase

order no. and the amount paid at the bottom.

13. Finally, save the payment and post it if it is confirmed.