

IES Purchasing: Event Status Prints

Purpose

The purpose of this Document is to explain what the Event Status Prints are, where to find them, and how to use them.

Introduction

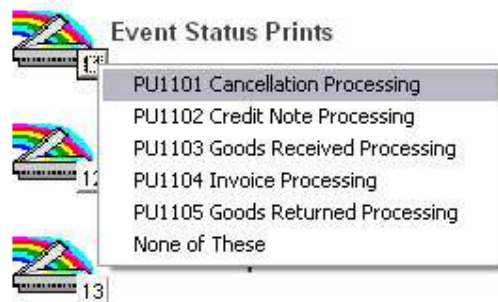
The Event Status Prints are available for optional use – not everybody requires them. The purpose of these Reports is to provide a Document that may be used for (a) Authorization, (b) a Record for filing and (c) as a Source document for capturing.

For example, if some Order Item(s) are to be cancelled from an Order, then one would use option PU1101, list the Order Number(s) that contain Items to be cancelled, and execute the Report. The Report will then include all Items available for Cancellation on the listed Orders, and the necessary indicators may be filled in, approved, and handed to the User that will perform the actual capturing of the events on the Purchase Orders. As mentioned, if local procedure does not require this print, the events can also be captured without using these Reports at all.

Where to Find the options

The Event Status Prints are listed on the main Purchasing options at (11) Event Status Prints.

There is an option for each major Purchase Order event type.



In the example shown here, we use option 'PU1101 Cancellation Processing' to list available Items for Cancellation on order CP3000.

Have you used your IES today?



The Report produced when choosing NEXT is shown below.

Infolab (Pty) Ltd Page Number: 0001

Purchase Order Status Report - Cancellations

Purchase Order Number : CP3000
 Vat Type : 15 Non-Capital Goods (Input) Vat
 Vat % : 16.50
 Period Ordered : 05 - Jun 2005
 Originator : dm - Data Manager
 Buyer : dm - Data Manager
 Authority : dm - Data Manager
 Date Authorized : 11/04/2005
 Supplier : C00001 - Kanaid & Withwal

Code	Description	Unit	Quantity	Price	Actual	Quantity Cancelled	Reason For Cancellation
3005412	OLYMPUS CAMERA MASTER PRO 4.2	ea	1.00	10.00	10.00		
0150019	OLYMPUS STYLUS ZOOM 105 QD KIT	ea	7.00	5.00	35.00		

© Infolab, 2006

This Documentation is copyrighted by Infolab (Pty) Ltd. [www.infolab.cc] All rights are reserved. Licensed INFOLAB Business Partners and Users are granted permission, for internal use ONLY, to reproduce the Documentation, and to include amendments dealing with specific instructions local to your installation.

Have you used your IES today?