

IES Purchasing: Short Orders

Purpose

The purpose of this Document is to explain the use of the Short Order facility.

Summary of Order Types

CP = Central Purchasing
 ASO = Automated Stock Orders
 DDP = Delegated Direct Purchasing
 MOD = Manufacture On Demand

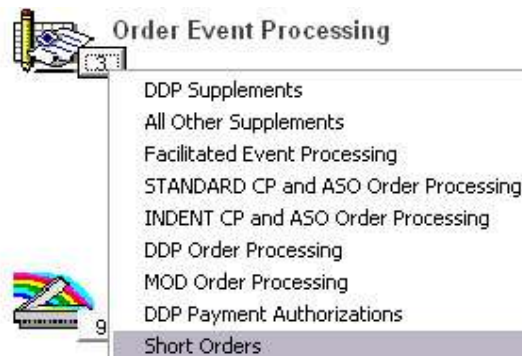
Introduction

The Purchase Order system is an excellent and tight control over charges from Suppliers, and for this very reason, Financial Managers will often enforce a policy that ALL Payable / Creditors charges MUST be processed through the Purchase Order system, and that direct Journal Charges are NOT allowed. This is fine, except that there are charges of a nature where it seems laborious to use the Order / Received / Invoice phases in order to pass a charge through an AP Creditor Account in order to pay a Supplier. For example, an Invoice for services that needs to be paid, but there really was no Purchase Order to begin with, e.g. Audit Charges, Telephone Charges, etc. It is still possible to use the Purchase Order system in these cases, if such is the prescribed local policy, but it is also possible to use the Short Orders instead, if policy so allows.


A Short Order will process the Charges in a single step that is equivalent to the Invoice step on a full Purchase Order, i.e. there is no Order /Authorization step and no Receive step, just an Invoice step. Although there is no actual Purchase Order created, the Short Orders do in fact link through to a Short Orders report, which can be used for Financial Management control.

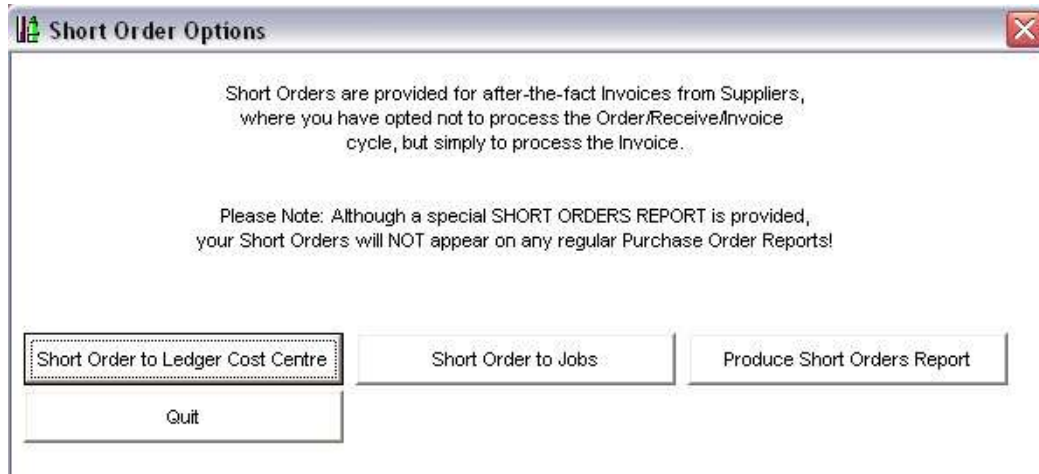
Where to Process

'Short Orders' are part of what is referred to as Purchase Order Events, and the Purchase Order Events are all processed from "Order Event Processing".



From the main Purchasing options, choose "Order Event Processing" and then choose "Short Orders".

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Short Orders provide for charging through to a Ledger Cost Centre, or to the Job Costing system. Both options are in fact standard Journals, which the system will mark as Short Orders. Below we show a Ledger Cost Centre charge option.

AP Creditors: -

Charge

Tax


A Short Order is processed like a Standard Journal, and each Journal is like a Line Item on what would otherwise be a Purchase Order.

Transaction Type	LF SP Creditors
Operator	Defa Manager
Tax Type	0 No Tax Record
Transaction Date	25/05/2005
Batch	
Authority Code	
Description	
Period	68 [Jun 2005]
Actual	0.00
Ledger Debt	
Supplier	
Invoice	
Document	
Hash	

The Short Orders Report can be produced by Period Range, to include details of all Short Orders processed during the selected Periods.

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