



GAAP Hospitality Training Manual Version 1.4.270

MODULE FOUR – THE ORDERING SYSTEM

Section 1 - Ordering System Overview

FUNDAMENTAL ORDERING PROCEDURES:

Section 2 - Creating and Modifying Suppliers

Section 3 - Creating a Goods Received Note

Section 4 - Creating a Credit Note

Section 5 - Finalizing a Saved Order

SUPPLEMENTARY ORDERING PROCEDURES

Section 6 - Linking Stock to Supplier

Section 7 - Enter Supplier Price List

Section 8 - Cost Price Comparison

Section 9 - Enter Supplier Price List

Section 10 - Generating Orders

Section 11 - Reports

SECTION 1 – ORDERING SYSTEM OVERVIEW



The Ordering System is the GAAP feature where all purchases and orders are managed.

The Ordering System can be accessed by clicking on the **Orders** icon (shopping cart icon) from the Hospitality Back Office home screen.

Screen Explanation:

Select a Supplier: All

Order No	Supplier	Order Date	Delivery Date	Value
135	Dry Goods Supplier	10/10/2012	15/10/2012	629.28
136	Butchery	10/10/2012	16/10/2012	1,100.10

Outstanding Orders displays a list of all Saved orders that still have to be finalized.

Order Details display the details of the highlighted order.

Only show deliveries expected today

Order Details

Order Number: 136
Supplier: 38 Butchery
Order Date: 10/10/2012
Delivery Date: 16/10/2012
Supplier Reference Number: Rudi 10102012

Notes: To deliver after 2pm

Open Order Delete Order Save Details

1. Generate Orders
2. Receive Stock
3. Transfer Stock
4. Link Stock to Suppliers
5. Order Level Assistant
6. Cost Price Comparison
7. Enter Supplier Pricelist
8. Reports
9. Supplier Accounts

Exit

1. **Generate Orders** - Used to create orders according to set par levels.
2. **Receive Stock** - Used to capture supplier invoices, create orders and to do credit notes.
3. **Transfer Stock** - Used to transfer stock between branches. It can also be used when lending or borrowing stock from another retailer. There are no VAT implications when using this feature.
4. **Link Stock to Suppliers** - Used to manage all the suppliers linked to each stock item.
5. **Order Level Assistant** - Used to set up par levels for each stock item.
6. **Cost Price Comparison** - Used to compare prices from different suppliers for each stock item and then set the preferred suppliers according to the lowest costs.
7. **Enter Supplier Pricelist** - Used to enter a supplier's price for each linked stock item.
8. **Reports** - Used to generate a variety of reports pertaining to the ordering system.
9. **Supplier Accounts** - This button opens the GAAP creditors program to manage all the supplier accounts.

Fundamental Ordering Procedures:

In the beginning, you need to follow the Basic Ordering Procedures so that the system can “learn” your ordering methods. This will enable the program to customize the Ordering System to your business needs.

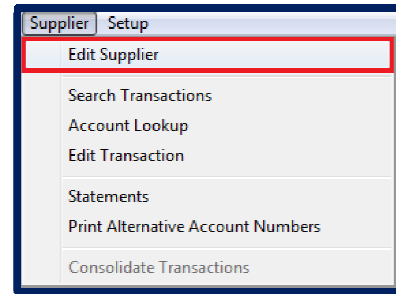
SECTION 2 – CREATING AND MODIFYING SUPPLIERS

Before you can capture an invoice from a supplier for the first time, you need to add the supplier.

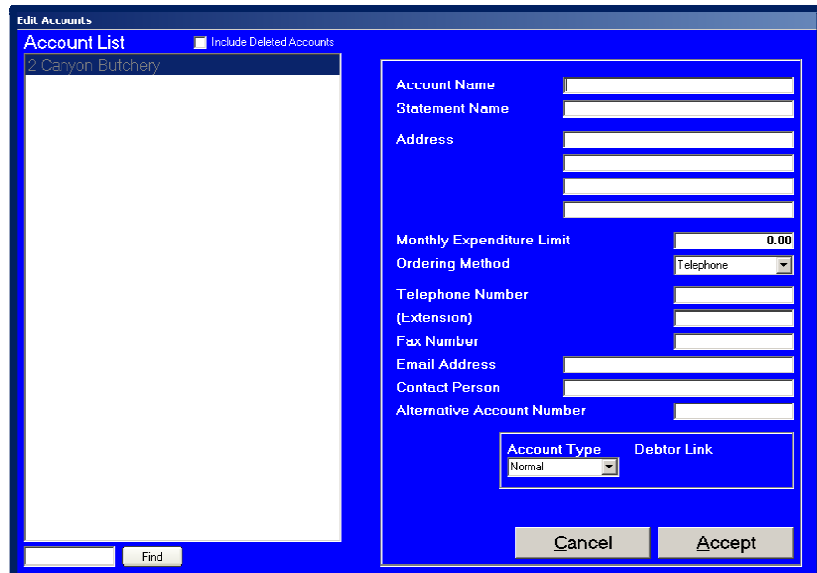


SUPPLIER ACCOUNTS:

- Click on the second to the bottom button named **Supplier Accounts**.
- At the top left of the new page, click on **Supplier**.
- In the drop down, click on the tab **Edit Supplier**.
- There will now be three buttons to the right:
 - **Add Account** - Used to add a new supplier.
 - **Edit Account** - Used to change existing supplier details.
 - **Delete Account** - Used to remove a supplier (An account is never permanently deleted, it is just hidden from the list).
- Click on **Add Account**, fill in the name of the supplier in **Account Name** and click **Accept**. Nothing else needs to be filled in at this point.
 - **Monthly Expenditure Limit** - This allows you to set a maximum credit limit for that supplier. You will not be able to process any orders once this limit has been exceeded.
 - **Alternative account number** - Used for the Pastel supplier account number.
 - **Account type** - This is for transferring stock to and from another business. This can be chargeable or non chargeable and can be linked to a Debtors account.
- If you want to edit any details of an existing supplier, you would click on **Edit Supplier**, make the changes and click **Accept**.

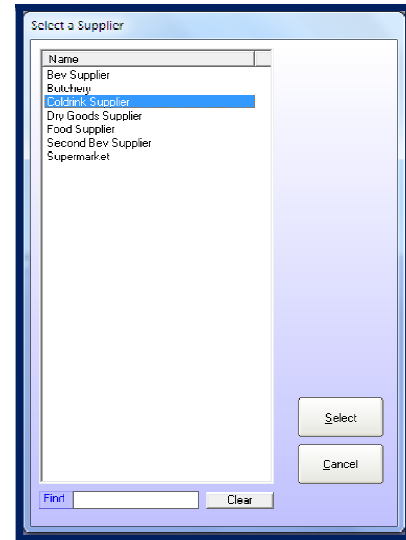


- To delete a supplier, click on the supplier you wish to remove from the list and click **Delete Supplier**. If you need to view this deleted supplier in the future, tick the tick box to the top of the supplier list called **Include Deleted Accounts**. All deleted accounts will appear with an “@” before the name.



SECTION 3 – CREATING A GOODS RECEIVED NOTE

- Click on the **Receive Stock** button.
- Choose the supplier that you are receiving your stock from by either clicking on the supplier's name and then select or double clicking.
- Remove the tick from the **Show only this supplier's stock items** tick box on the bottom left of the screen. This will show all your stock items created under Stock Details.
- In the **Find** block, start typing the first stock item as stated on the suppliers invoice, and find the item from the stock list above.
- Double click on that stock item to add it to the GRN. When the message, **"This item is not linked to this supplier. Do you want to link this item to this supplier?"** appears; click **Yes** if you wish to purchase that same stock item from this supplier in the future.
- Repeat this process until the items on the purchase invoice appears in the same order on the Goods Received Note (GRN) on the right hand side of the screen. This is to prevent you from skipping an item on the invoice.



Stock Items

Name	Units	Department	In Stock
Sprite 340ml	EACH	COLD BEVE...	1.00
Sprite zero	EACH	COLD BEVE...	3.00

The left hand side of the screen displays all the stock items linked to the supplier.
To see all the stock items on your system, untick the 'Show only this supplier's stock items' option at the bottom of the screen.

The 'Find' box can help you filter your search.

Find

Show only this supplier's stock items

Invoice/Order Items Inclusive Invoice

Item Name	Cost	Pack	Quantity	Value	Tax	Ch
Coke 340ml	5.0000	1	24.0000	120.00	Yes	
Coke 200ml	6	24	1.0000	144.00	Yes	
Fanta Grape	5.2083	1	12.0000	62.50	Yes	
Fanta Orange	6	1	12.0000	72.00	Yes	
Sprite 340ml	6.0000	1	1	0	Yes	

The right hand side of the screen is where you will replicate the supplier's invoice onto your system.

Link Stock to Supplier

This item is not linked to this supplier
Do you want to link this item to this supplier?

Total 454.29
Vat 55.79

- Check if the suppliers invoice includes or excludes VAT on the vat-able line items. If it includes VAT, tick the **VAT inclusive** checkbox at the top of the screen. (Do not confuse this with whether the invoice total includes VAT or not).

- Start at the top of the GRN and enter in the quantity purchased according to the unit of measure which appears near the bottom of the screen.
- Set your pack size accordingly (Example: Buying two 10Kg sugar bags it can be entered as a pack size of 1 and qty of 20 or pack size of 10 and qty of 2; both will amount to a total of 20Kg's).
- Add in the **quantity** in relation to the pack size.

TIP : Start with a pack size of 1 until you are comfortable with the pack-size concept.

- Complete this process until you have worked through all the stock items from top to bottom.
- Add in the **line total** for each stock item in the **Value** column according to the purchase invoice. The system will then calculate the unit price for the item under the cost column. Check that the unit costs are correct.
- The VAT column denotes whether this stock item carries VAT or not. Type Y or N in the column to change this.
- If you need to remove a stock item, simply right click on the item and click **Remove**.
- If you click the **Cancel** button it will cancel the whole GRN.
- If you click **Print and Save**, the order will be moved to **Outstanding Orders**, ready to be finalized at a later stage.
- To capture the GRN, you need to click the **Record Invoice** button.
- Enter in the following details:
 - **Supplier's reference number** - Enter the supplier invoice number.
 - **Actual invoice's total** - The total including VAT and all discounts (as per the invoice).
 - **Discount** - Enter in the discount received as a value or amount.
 - **Automatic Vat Rounding** - Will cater for the different ways of calculating VAT.
 - Select the **Payment Method**. The default will always be the first account paytype found.
 - If you are paying by cheque you can also optionally fill in the **Cheque Number**. Cash purchase references can also be filled in this field.

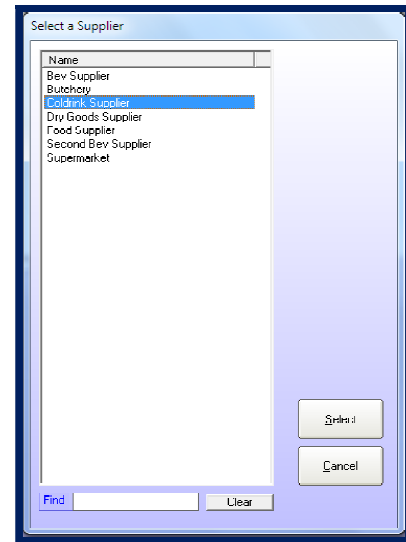
The GRN has now been recorded on the system; the stock on hand has been updated as well as the last cost price.

```

Goods Received Note #193
-----
Date       : 10/10/2012
Time       : 15:44:27
Supplier   : Dutchery
Reference  : Inv. 1234
Paid by    : 2 ON ACCOUNT PURCHASES
Cheque No  : 'If Applicable'
Date Delv  : 10/10/2012
-----
Item       Units      Cost      Pack      Qty      Excl      Vat      Incl
-----
Coke 300ml EACH        5.0000    1.00    24.00    120.00    15.80    136.80
Coke 200ml EACH        6.0000    24.00    1.00    144.00    20.16    164.16
Fanta Grape EACH        5.2000    1.00    12.00    62.50    0.75    71.25
Fanta Orange EACH        6.0000    1.00    12.00    72.00    10.08    82.08
Sprite 340ml EACH        6.0000    1.00    24.00    144.00    20.16    164.16
-----
Sub Total                542.50    75.950    618.45
Total                    75.95    618.45
  
```

SECTION 4 – CREATING A CREDIT NOTE

- Click on the **Receive Stock** button.
- Choose the supplier that you are returning your stock to by either clicking on the supplier's name and then select or double clicking.
- **Find** and select the required stock items from the stock list on the left.
- Add in a **negative quantity** in relation to the pack size.
- Complete this process until you have worked through all the stock items from top to bottom.
- Check if the suppliers invoice or credit note includes or excludes VAT on the vat-able line items. If it includes VAT, tick the **Inclusive Invoice** checkbox at the top of the screen. (Do not confuse this with whether the invoice total includes VAT or not).
- Check that the **line total** for each stock item in the value column is correct according to the credit note. The system will then calculate the unit price for the item under the cost column. Check that the unit costs are correct.
- The VAT column denotes whether this stock item carries VAT or not. Type Y or N in the column to change this.



IMPORTANT: The unit Costs should NEVER have a negative value.

- If you need to remove a stock item, simply right click on the item and click **Remove**.

Stock Items				Invoice/Order Items						
Name	Units	Department	In Stock	Item Name	Cost	Pack	Quantity	Value	Tax	Ch
Coke 200ml	EACH	MIXERS /CO...	266.00	Coke 340ml	5.0000	1	-6.0000	-30.00	Yes	X
Coke 340ml	EACH	COLD BEVE...	381.00							
Coke Light 340ml	EACH	COLD BEVE...	28.00							
Crema Soda	EACH	COLD BEVE...	53.00							
Fanta Grape	EACH	COLD BEVE...	113.00							
Fanta Orange	EACH	COLD BEVE...	12.00							

Make sure that you enter the Quantity as a NEGATIVE figure as that will in turn give you a negative line Value, but most importantly, it will keep the unit Cost as a Positive value.

NB: The unit Cost should NEVER be NEGATIVE.

Units: EACH Dept: COLD BEVERAGES In Stock: 381.00

Inclusive Invoice
Total -34.20
 Vat -4.20

Show only this supplier's stock items

- If you click the **Cancel** button it will cancel the whole Credit Note.
- If you click **Print and Save**, the order will be moved to **Outstanding Orders**, ready to be finalized at a later stage.
- To capture the Credit Note, you need to click the **Record Invoice** button.
- Enter in the following details:

- **Supplier's Reference Number** - Enter the supplier Credit Note number.
- **Notes:** - A note can also be added for reference purposes, but is not required.
- **Actual Invoice Total** - Enter the total including VAT.
- **Automatic Vat Rounding** - Will cater for the different ways of calculating VAT.
- Select the method of refunding (**Payment Method**).

- Click **Record Invoice** to finalise the credit note.

The Credit Note has now been recorded and the stock has also been removed from the system.

```

Goods Received Note #194
*****

Date       : 11/10/2012
Time       : 10:17:00

Supplier   : Butchery
Reference  : C/N 1234
Paid by    : 2 ON ACCOUNT PURCHASES
Date Delv  : 11/10/2012
Notes      : Damaged Stock

Item       Units      Cost    Pack   Qty    Excl    Vat    Incl
-----
Coke 340ml  EACH      5.0000  1.00  -6.00  -30.00  -4.20  -34.20
-----
Sub Total                -30.00  - 4.200  -34.20
-----
Total                    -4.20  -34.20
=====

```

SECTION 5 – FINALIZING A SAVED ORDER

All saved orders will appear on the main page of the ordering system in the Outstanding Orders section.

- Click on the order you wish to work on.
- At this point, you have the option to complete the **Order Details** at the bottom of the screen and save them. You will also have the option to **Delete** the **Order**.

Outstanding Orders

Order No	Supplier	Order Date	Delivery Date	Value
135	Dry Goods Supplier	10/10/2012	15/10/2012	829.28
136	Butchery	10/10/2012	16/10/2012	1,100.10

Outstanding Orders displays a list of all Saved orders that still have to be finalized.

Order Details display the details of the highlighted order

Only show deliveries expected today

Order Details

Order Number: 135
Supplier: 35 Dry Goods Supplier
Order Date: 10/10/2012
Delivery Date: 15/10/2012
Supplier Reference Number: Jeff 10102012

Notes: To deliver before 10am

Open Order Delete Order Save Details

- To finalize the order, you can double-click on the order or click **Open Order**.

Note: From here-on the same steps will apply as in Section 3 (Page 4 & 5).

- At this point you can compare your order with the supplier's invoice and change it if necessary.
- To capture the GRN, you need to press the **Record Invoice** button.
- Enter in the following details:
 - **Supplier's reference number** - Enter the supplier invoice number.
 - **Actual invoice's total** - The total including VAT and all discounts (as per the invoice).
 - **Discount** - Enter in the discount received as a value or amount.
 - **Automatic Vat Rounding** - Will cater for the different ways of calculating VAT.
 - Select the **Payment Method**. The default will always be the first account paytype found.
 - If you are paying by cheque you can also optionally fill in the **Cheque Number**. Cash purchase references can also be filled in this field.
- Click **Record Invoice** to finalise this GRN.

The GRN has now been recorded on the system; the stock on hand has been updated as well as last cost price.

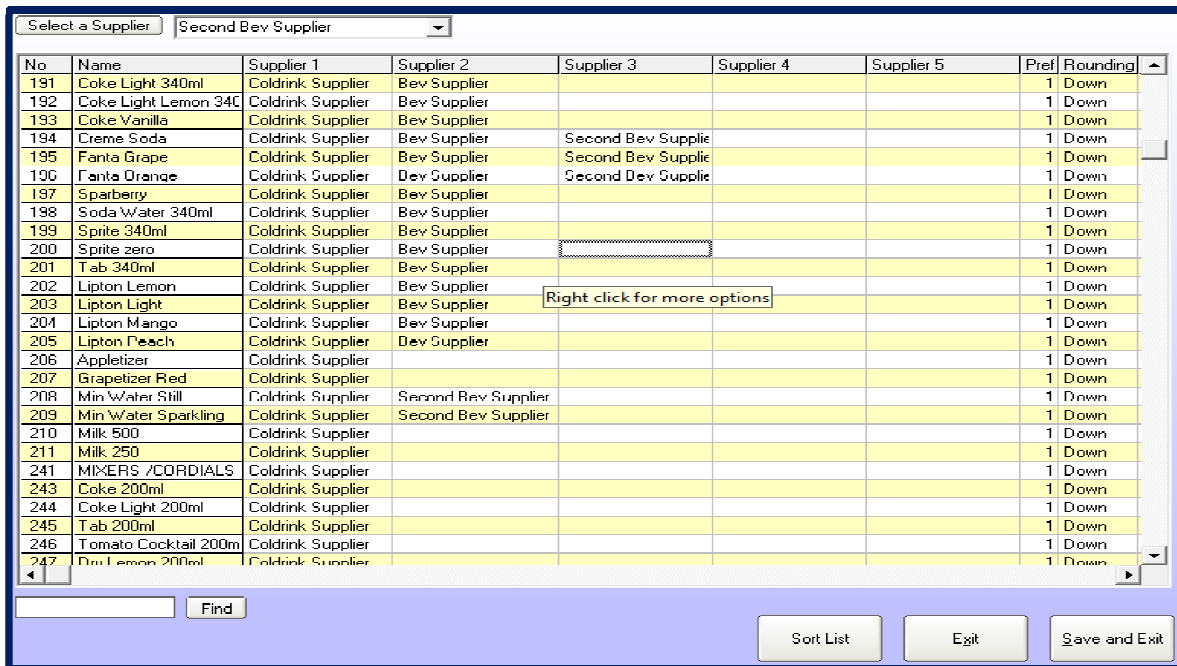
Supplementary Ordering Procedures:

Once you have mastered the Fundamentals, you can fine-tune the Ordering System to suit your ordering style.

SECTION 6 – LINK STOCK TO SUPPLIER

Link Stock to Suppliers

- Click on **Link Stock To Supplier**.
- Use the default setting and click **Continue**.
- On this screen, you are able to link the supplier to multiple stock items.



- You are also able to remove the link to the supplier (right click).
- You are able to make the supplier the preferred supplier for a stock item (right click).
- You may have up to 5 suppliers per stock item.

SECTION 7 – ENTER SUPPLIER PRICE LIST

Enter Supplier Pricelist

- Click on **Enter Supplier Price List**.
- Select the supplier you wish to enter prices for.
- Enter in either the Unit Price or Pack Price (Excluding VAT).

Item	Units	Pack	Unit Price	Pack Price
190 Coke 340ml	EACH	1	5.0000	5.00
191 Coke Light 340ml	EACH	1	0.0000	0.00
194 Crema Soda	EACH	24	0.0000	0.00
195 Fanta Grape	EACH	1	5.2100	5.21
196 Fanta Orange	EACH	1	6.0000	6.00
243 Coke 200ml	EACH	24	6.0000	144.00

SECTION 8 – COST PRICE COMPARISON

Cost Price Comparison

- Click on **Cost Price Comparison**.
- Select the stock items you wish to work on by checking the tick boxes. This can be done by selecting all, by department or individually.

Item	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Best
<input type="checkbox"/> Coke 340ml	6.00 - Coldrink Su...	5.00 - Bev Suppli...	5.00 - Beverage S...	0.00 - Dry Goods ...		5.00
<input type="checkbox"/> Coke Light 340ml	6.00 - Coldrink Su...	0.00 - Beverage S...				6.00
<input type="checkbox"/> Coke Light Lemon 34...	6.00 - Coldrink Su...	0.00 - Dry Goods ...				6.00
<input type="checkbox"/> Coke Vanilla	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Creme Soda	6.00 - Coldrink Su...	0.00 - Beverage S...				6.00
<input type="checkbox"/> Fanta Grape	6.00 - Coldrink Su...	5.21 - @Drinks S...	5.21 - Beverage S...			5.21
<input type="checkbox"/> Fanta Orange	6.00 - Coldrink Su...	6.00 - Beverage S...				6.00
<input type="checkbox"/> Sparberry	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Soda Water 340ml	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Sprite 340ml	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Sprite zero	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Tab 340ml	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Lipton Lemon	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Lipton Light	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Lipton Mango	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Lipton Peach	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Appletizer	6.00 - Coldrink Su...	5.90 - @Drinks S...				5.50
<input type="checkbox"/> Grapetizer Red	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Min Water Still	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Min Water Sparkling	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Milk 500	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Milk 250	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> MIXERS /CORDIALS	6.00 - Coldrink Su...					6.00
<input type="checkbox"/> Coke 200ml	6.00 - Coldrink Su...	6.00 - Beverage S...	0.00 - Dry Goods ...			6.00
<input type="checkbox"/> Coke Light 200ml	6.00 - Coldrink Su...	0.00 - Dry Goods ...				6.00
<input type="checkbox"/> Tab 200ml	6.00 - Coldrink Su...					6.00

Find Select All

Select Department: All Departments

Select Supplier: All Suppliers

Print best prices by: Department Supplier

Make checked best price supplier the new preferred supplier

Exit

- You also have the option to **Print best prices by** department or supplier.
- Click on the **Make checked best price....** button to complete the process.

SECTION 9 – ORDER LEVEL ASSISTANT

Order Level Assistant

- Click on **Order Level Assistant**.
- Either Choose **Current** or choose a month that you want to base your ordering history on.
- Using the **Suggested** column, which is based on stock history, enter in your maximum stock level you require under the **Current Level** column.

No	Name	Units	Pack	Usage/Day	Period	Suggested	Current Level
190	Coke 340ml	EACH	1	6.47	1	7	192
191	Coke Light 340ml	EACH	1	0.00	1	1	96
192	Coke Light Lemon 340ml	EACH	1	0.00	1	1	48
193	Coke Vanilla	EACH	1	0.00	1	1	24
194	Creme Soda	EACH	24	0.00	1	24	96
195	Fanta Grape	EACH	1	0.00	1	1	96
196	Fanta Orange	EACH	1	0.00	1	1	144
197	Sparberry	EACH	1	0.00	1	1	48
198	Soda Water 340ml	EACH	1	0.00	1	1	0
199	Sprite 340ml	EACH	1	0.00	1	1	0
200	Sprite zero	EACH	1	0.00	1	1	0
201	Tab 340ml	EACH	1	0.00	1	1	0
202	Lipton Lemon	EACH	1	0.00	1	1	0
203	Lipton Light	EACH	1	0.00	1	1	0
204	Lipton Mango	EACH	1	0.00	1	1	0
205	Lipton Peach	EACH	1	0.00	1	1	0
206	Appletizer	EACH	24	0.00	1	24	0
207	Grapetizer Red	EACH	1	0.00	1	1	0
208	Min Water Still	EACH	1	0.00	1	1	0
209	Min Water Sparkling	EACH	1	0.00	1	1	0
210	Milk 500	BOTTLE	1	0.00	1	1	0
211	Milk 250	BOTTLE	1	0.00	1	1	0
241	MIXERS /CORDIALS	EACH	1	0.00	1	1	0
243	Coke 200ml	EACH	24	0.00	1	24	0
244	Coke Light 200ml	EACH	24	0.00	1	24	0
245	Tab 200ml	EACH	1	0.00	1	1	0
246	Tomato Cocktail 200ml	EACH	1	0.00	1	1	0
247	Dry Lemon 200ml	EACH	1	0.00	1	1	0
248	Lemonade 200ml	EACH	1	0.00	1	1	0
249	Soda Water 200ml	EACH	1	0.00	1	1	0
250	Ginger Ale 200ml	EACH	1	0.00	1	1	0

Copy Suggested Order Level to Live Order Level

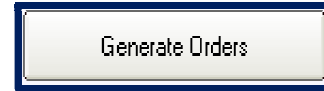
Save and Exit

Exit

SECTION 10 – GENERATE ORDERS

For the Generate Orders section to work correctly, stock must be linked to the suppliers and preferred suppliers and order levels must be set.

- Click on **Generate Orders**.
- Click on **Create Order Sheet**.
- Enter in an **Order Sheet Name** for your order sheet (E.g. Drinks).
- Select the relevant stock departments and suppliers you wish to purchase from.
- Select your **Sorting Options** for your order sheet.
- Other Options (Initially set these to un-checked):
 - **Only show items if preferred supplier is selected** - Items can be linked to many suppliers. If this option is selected then the item will only print on the order sheet if its preferred supplier is in the Suppliers list.
 - **Only show Low stock** - Only shows stock that should be ordered according to the suggested order. In other words any items with stock levels that are above the reorder will not be shown.
 - **Do not show suggested order** - Do not make any ordering suggestions.



- Click on **Save**.
- Your Order Sheet name will now appear on the list on the left hand side.

NOTE : Right-click on an Order Sheet to get the option to EDIT or DELETE the sheet.

- Double click on the order sheet or select the order sheet and click **Place Order**.
- Set **Order Sheet Options**:

- **Suggested Order Level %** - Set what percentage of your maximum order you require (100% = maximum level set in **Order Level Assistant**).
- **Use Rounding Method** - You can decide whether to round up, round down, truncate or have default rounding on your order levels.
- **Use Calculated Order Level** - Get assistance on how much stock to order using the purchase history of your business.
- **Use Default Order Level**- Uses the stock counted and maximum level set in **Order Level Assistant**.

TIP : Generally leave everything as is and click Use Default Order Level.

- In the Order Sheet the following stock item data may be edited by clicking on the appropriate field: Units, Department, Cost, Pack, Supplier, Re-order level and Rounding.
- Check the calculated **Order** quantities and alter where necessary.

No.	Name	Units	Department	Cost	Pack	In Stock	Supplier	Reord	Round	Order
3190	Coke 340ml	EACH	COLD BEVE	5.0000	24	375.00	2 Bev Supplier	196	Up	0.00
3206	Appetizer	EACH	COLD BEVE	6.0000	24	122.00	6 Coldrink Supplier	96	Down	0
3191	Coke Light 340ml	EACH	COLD BEVE	6.0000	24	28.00	6 Coldrink Supplier	48	Up	1
3192	Coke Light Lemon 340ml	EACH	COLD BEVE	6.0000	24	86.00	6 Coldrink Supplier	96	Up	1
3193	Coke Vanilla	EACH	COLD BEVE	6.0000	24	48.00	6 Coldrink Supplier	96	Normal	2
3194	Creme Soda	EACH	COLD BEVE	6.0000	24	53.00	6 Coldrink Supplier	144	Normal	4
3195	Fanta Grape	EACH	COLD BEVE	6.0000	24	113.00	6 Coldrink Supplier	144	Normal	1
3196	Fanta Orange	EACH	COLD BEVE	6.0000	1	12.00	6 Coldrink Supplier	0	Down	0.00
3207	Grapetizer Red	EACH	COLD BEVE	6.0000	1	0.00	6 Coldrink Supplier	0	Down	0.00
3202	Lipton Lemon	EACH	COLD BEVE	6.0000	1	4.00	6 Coldrink Supplier	0	Down	0.00
3203	Lipton Light	EACH	COLD BEVE	6.0000	1	3.00	6 Coldrink Supplier	0	Down	0.00
3204	Lipton Mango	EACH	COLD BEVE	6.0000	1	3.00	6 Coldrink Supplier	0	Down	0.00
3205	Lipton Peach	EACH	COLD BEVE	6.0000	1	4.00	6 Coldrink Supplier	0	Down	0.00
3209	Min Water Sparkling	EACH	COLD BEVE	6.0000	1	1.00	6 Coldrink Supplier	0	Down	0.00
3208	Min Water Still	EACH	COLD BEVE	6.0000	1	3.00	6 Coldrink Supplier	0	Down	0.00
3198	Soda Water 340ml	EACH	COLD BEVE	6.0000	1	4.00	6 Coldrink Supplier	0	Down	0.00
3197	Sparberry	EACH	COLD BEVE	6.0000	1	1.00	6 Coldrink Supplier	0	Down	0.00
3199	Sprite 340ml	EACH	COLD BEVE	6.0000	1	25.00	6 Coldrink Supplier	0	Down	0.00
3200	Sprite zero	EACH	COLD BEVE	6.0000	1	3.00	6 Coldrink Supplier	0	Down	0.00
3201	Tab 340ml	EACH	COLD BEVE	6.0000	1	3.00	6 Coldrink Supplier	0	Down	0.00
6190	Coke 340ml	EACH	COLD BEVE	0.5600	24	0.00	35 Dry Goods Supplier	196	Down	8.00

Find: 1 @Booze Supplier Replace Supplier for all possible items Order Value: 107.52

F1 = Item Purchase History Enter = Show Options Reset Column Sizes Print Manual Order Sheet Previous Order Clear Order Values Print Orders by Supplier Generate Orders Exit

- Click **Generate Orders** to create the order(s).
- Select the **Print Format** you require:
 - **Default** - Prints all the orders as pre-set in Creditors.
 - **Telephonic** - Prints all the orders, by supplier, one after the other.
 - **Fax** - prints all the orders, one page per supplier.
- The orders will be saved in the **Outstanding Orders** section of the **Ordering System**.
- See Section 5 for finalizing saved orders.

SECTION 11 – REPORTS



The Reports button gives you the option to print reports for the stock Ordering System. They are self explanatory and will not be covered in detail.

- Simply click on the report button to pull the report.

Stock Item Reports	Delivery/Order Reports
Suppliers per Stock Item	Outstanding Orders by Supplier
Stock Items per Supplier	Deliveries Expected Today
Stock Item Details	Expected Deliveries for a selected period
Stock Items not linked to a Supplier	Expenditure per Supplier
Stock Values	
Order Sheet Reports	
Order Sheets by Day	

Note: Reports merely reflects historical data and will not change the GAAP system.