## **Navigation Window**

The second tab in De Office is Sales/Purchases. This tab displays the buttons for any window involving purchases, maintenance and invoicing.



## **Purchase Orders Single Record**

Atad Data-Files Module



The purpose of this window is to create new purchase orders.

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### How to Use

To enter in a new purchase order click the new button, either manually type in the supplier number of click the supplier number writing above the field. By clicking on the writing a small window will appear with all the suppliers in a list.

Click on the appropriate supplier. The same can be done with the Cost centre number. Then tab between the fields and the fields should automatically enter the information in. The user will still need to complete the status as either B=Budget, F=Fixed, C=Complete or U=Uncomplete. They will also need to enter in the date of origin, delivery by, date complete, order number, delivery instructions and address, authorized by, supplier invoice number and description of goods. In the description of goods for the figures to be totalled automatically simply write the figures as "=\$" and the figures will be totalled.

To edit a purchase order, find the order required, click the edit button, modify the details and click ok.

-inds the first entry
Steps the record back to previous entry
Allows you to search for a specific entry
Steps the record forward to the next entry
Finds the last entry

Print	
Order Review 🔗	This opens a window reviewing a range of selected purchase orders
	Deletes a selected entry
🖻 Duplicate Order	Creates an exact replica of current order except the order
number	
* New	Enter new entry
it Edit	Allows modification to existing records in the list
🗸 ОК	Records new entries and modifications
× Cancel	Cancels the recording of new entries and modifications
Close 📘	Exit
Order Review 🔗 This o	opens a window reviewing a range of selected purchase orders

This opens a window reviewing a range of selected purchase orders.

🔤 Order	Summa	гy								
? Yes 20	r 12 💌	Month	×						C Budget C Fixed C Uncomplete C Complete C All	-
Ord N	o Stat	Sup No	Supplier Name	Sup Phone No	Date Ordered	Date Deliverd	Order Value \$	Delivery To		Se
4										
270 I										-
										Close

This window shows a review of orders for a selected time frame. It shows order number, supplier, dates and the dollar value of the order and a total dollar value of every order in the time frame. To do this simply select a year and month from the drop down menu in the top left corner of the window. Once these have been chosen the orders will appear in the table.



es

Exit

## **Purchase Orders Multiple Lines**

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Contraction of the local distance of the loc

The purpose of this window is to create multiple purchase orders.

Pu	rch	ase O	rders Multi Line 23 MAY 2012												_ 🗆 🗵
?		_	Sup No	<u>* C.C. No</u>	ŕ						State	JS: - 🚺	] (	Order Number:-	
	Atter	ition (S	Supplier)	Cost Centre No:-								Delivery	Instructio	on	
	Supp	liers F	Postal Address	Date of Origin:-								Delivery	Address	3	
				Date Complete -											
	1			Order Value :-											
		_		GST Value :-											J.,
	hon	e No	Fax No	Email	Author	zed By		Supplier Invoid	e Numb	er		_			
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	-1	N			-					-			r—	1	_
Line	No	CtC	Cataloque Number	Description	Ur	it Gty Or	d Qty Del	Price \$	Dis %	GST%	GST \$	Ext Price \$	Ord T.	APNA No	
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		ĝ#	Price I	Book E Duplicate Ord	er		Reset Cor	nections	Ne	w 着	Edit	首 <sub>E</sub> Ok		Cancel 🗙 🛛 Cl	ose 🔟

### How to Use

To enter in a new purchase order click the new button, either manually type in the supplier number of click the supplier number writing above the field. By clicking on the writing a small window will appear with all the suppliers in a list. Click on the appropriate supplier. The same can be done with the Cost centre number. Then tab between the fields and the fields should automatically enter the information in.

The user will still need to complete the status as either B=Budget, F=Fixed, C=Complete or U=Uncomplete. They will also need to enter in the date of origin, delivery by, date complete, order number, delivery instructions and address, authorized by, supplier invoice number and description of goods and click ok. To duplicate the order simply highlight the appropriate order and click the duplicate button. This will create the same order excluding the order number.

To edit a purchase order, find the order required, click the edit button and modify the details. For the multiple purchase orders, once the data has been modified you then need to tab through the remaining fields until you reach the end tab. When all the fields have been

tabbed a new line will appear in the fields, click ok and the modification will be entered into the system



A right click on the mouse will open a new menu.

The first function in this menu is Copy List. This function allows the list to be copied and then pasted in word or excel.

The second function is Paste Contents. This allows the content Copied to be pasted into another program such as word or excel.

The third function is Set Ordered to Delivered. This function allows you to set an order that has been delivered to a delivered status.

Order Review 🔗	This space a window reviewing a range of colored purchase and re-
ш. И	This opens a window reviewing a range of selected purchase orders
	Finds the first entry
<u>م</u>	Steps the record back to previous entry
<i>#</i> *	Allows you to search for a specific entry
$\triangleright$	Steps the record forward to the next entry
	Finds the last entry
<b>a</b>	Print
Price Book 👒	Click to view price list and items from price list to the current
order	
🖻 Duplicate Order	Creates an exact replica of current order except the order
number	
	Deletes a selected entry
Reset Connections	Resets connection between child and parent records
* New	Enter new entry
<b>å</b> ε Edit	Allows modification to existing records in the list
✓ ОК	Records new entries and modifications
× Cancel	Cancels the recording of new entries and modifications
Close 📘	Exit window

Order Review 🔗

This opens a window reviewing a range of selected purchase orders The order review button opens a new window as shown below.

C	Order S	iumma	ry								
	Year		Month							C Budget	
	1 2012									C Uncomplete	
										C Complete	
										• All	
	Ord No	Stat	Sup No	Supplier Name	Sup Phone No	Date Ordered	Date Deliverd	Order Value \$	Delivery To		Se
											-
											-
									1		<u> </u>
											Close

This window shows a review of orders for a selected time frame. It shows order number, supplier, dates and the dollar value of the order and a total dollar value of every order in the time frame. To do this simply select a year and month from the drop down menu in the top left corner of the window. Once these have been chosen the orders will appear in the table.



## **Potential Orders Module**



The purpose of this window is record future orders that can be turned into purchase orders once confirmed.

Orders Recieved						
2012 •				Phone No:-	Transaction No	<b>!-</b>
Cust No Person/Company name. (Right Click with	h first Letter to see list Status			E 0 V No:		
Title First Name Last Nam	e			AA NO		
Street Address				Mobile No:-		
				l E-Mail		
Suburb Actual State Post C	ode					
Customer Order No Date Recieve	Date Required			Invoice Postal Addre	ss (PO Box)	
						0.000000000
Classification:- Home Owner, Builder Comment	3			Suburb Postal	Stat	e Post Code
Australian Business No (ABN) Australian Company	Number					
Company Bussiness line				Total	of Order \$	
Company Badaireas inte	<u>×</u>			ia Total Value	x (GST %)	
<u> </u>				rota y diac	Sup	No
	[					
LineNo Catalogue Number	Description	Unit	Qty	Price \$ Dis %	Ext Price \$ *S	up No APNA N
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	ce Book 📽 Send to Orders 👂 Sen	d to Invoices 🥥	A New	B <sub>ℓ</sub> Edit  √ (	JK X Cancel	Close 📘

### How to Use

To enter in a new potential order click the new button. Enter the data into the fields and click the ok button. To view a list of the customer and supplier numbers right click in each of the fields. To edit an entry select the entry and click the edit button. Modify the data and click the ok button. Once the potential order has been confirmed it can be sent to the purchase order list for processing. This is done by clicking the Send to Orders button.



Deletes a selected entry Finds the first entry



## **Maintenance Schedule Module**



The purpose of this window is to create a maintenance schedule.

															-     ×
ş	Cust No         Cust Name           1         Atad Data *           36         Ausgrid (Ener           156         BJM Electrical           149         Baulderstone           78         Body Corpora           146         Conneq (Form           76         Copious Data           167         Context Data	gy Australia) Services Ph te Services F nerty - I. Pow Phy Ltd Job & Ltd	r Ltd Yty Limited rer Solution)	Vear 2007 • O Display sel O Selected C O Month Sele	Month Year ected month red urrent Customer cted Customer I cted Future Red	ords Records Records ords		Tesk	Employees	Cost Cent	ters				
	[		1		-			-				1	<u> </u>	-	
Cust No	Customer Name	Task	Task Name	Task Dura	i Dt Complete	Date Due	Status	Order No	Price \$	Emp No	Emp Name	Invoice No	Cost Cen	Comment	
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M 4				Forward Reco	rd 🧲	Send to In	voice			₽ <mark>₽</mark> ₽	New 📩 E	dit 🗸 (	ок 🗙 с	iancel 📘 🤇	Close

### How to use

To make a new entry in the schedule click the new button. Select a customer name. Click the task button to view a current list of tasks recorded. Click the task appropriate. The date completed will be left empty as the date is not yet known. Type in the date due and tab to status. The status will be P=Past, F=Future or C=Current. Enter in order number and price. Then click on the employees button to view a list of current employees. Select an employee number and name. Click the cost centre button to view and select from a list of cost centres.

Enter in any additional comments such as needs replacing etc. Once the data has been entered click the ok button. If all the criteria are met then click the send to invoice button and it will automatically be sent to invoices for processing.

To edit an entry select the entry, click edit and modify the details. When the modifications are finished click the ok button. The list can be viewed by order of month records, current customer records, and selected customer records and by selected future records. To do this simply choose one of the settings next to the customer name table.

es		
M	Finds t	the first entry
∢	Steps	the record back to previous entry
<b>Å</b> Å	Allows	you to search for a specific entry
	Steps	the record forward to the next entry
M	Finds t	the last entry
	Print to	o excel
No.	Builds	all records
₽ÿ F	Forward	Record Copies selected records and duplicates where applicable
- 🖞 🕄	Send to I	Will automatically create an invoice if all the criteria is met
*1	New	Enter new entry
tε Ε	dit	Allows modification to existing records in the list
🗸 0	К	Records new entries and modifications
× Ca	nncel	Cancels the recording of new entries and modifications
Close		Exit window
Tas	k	Opens list of maintenance templates to select a task
Employ	ees	Opens a list of employees
Cost Ce	nters	Opens a list of cost centres

# **Maintenance Templates Module**



The purpose of this window is to create and display maintenance tasks.

ask No T	ask Description	Comment	Se
00 F	ire Panel Check		-
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<u></u>			
			-
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			_

#### How to Use

To enter in a new task click the new button. A task number will automatically be generated. Fill in the task description such as Fire Panel Check etc. Add any additional comments and click the ok button. To edit an entry select the entry and click the edit button. Modify the data and click the ok button.

M	Finds the first entry
<ul><li></li></ul>	Steps the record back to previous entry
<b>#</b> \$	Allows you to search for a specific entry
$\triangleright$	Steps the record forward to the next entry
	Finds the last entry



### **Invoice Descriptive Module**

Atad Data-Files Module



The purpose of this window is to allow new invoices or to modify uncompleted invoices.

Sing	jle Field Invoid	e 23 MAY 2012							
?		* Customer No	Customer Name			_			Invoice Number
		Address :-							<b>I</b> ()
		Suburb :-		State	Post	_			ABN or ACN No
		Attention :-							
	Invoice Date	Customers Order Nº	ABN or ACN No	Dpt <u>*C.C. No</u>	Date Order Recieved	Status Err	nail	Fax No	Amt Recieved
	Description	.1.	, k		J	1 1			
									Date of Next Invoice
									I Invoice Raise
								Invoice Am	nount \$
								Reten	tions \$
								Delivery/Add	tional \$
	0							Discount %	
	Comment								GST \$
								Amount Pay	/able \$
			Ust Duplicate	Duplicate			a <sup>#</sup> New	✓ 0K × Ca	ncel <u>Close</u>

### How to Use

To create a new invoice click the new button, either enter in the customer number or click on the customer number writing next to the field and a list of customers will appear. Once the customer has been entered tab between the fields and the following fields should show the customers details automatically.

The only fields the user will need to complete manually are Customers Order number, Department, Cost centre number, date order received, status, amount received, description and the invoice amounts. Although the invoice total can be auto generated by placing "=\$" then the amount in the description. This reads all until two characters past the decimal point. GST and Discount are also automatically calculated.

To edit an invoice, select the invoice and click the edit button. Modify the data and click the ok button. An invoice can also be duplicated by using the duplicate button. This duplicates

the current invoice and creates a new number then the description can simply be modified to save time.



Displays all invoices that need duplicating when period is up The invoice list button opens a new window displaying all the invoices that will need duplicating when time period ends. It will appear as shown below.

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Title	e						×
Inv	Acc	Cust	l.	Custmer Name	Invoice Amt \$	Invoice Date	Paid \$
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							-
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Calculates selected lines

Print

## **Invoice Multiple Lines Module**



The purpose of this window is to create or modify multiple line invoices.

Invoice Items						
Customer No     Postal Address     Address -     Suburb -	Customer Name	Delivery Instructions	State		Customer ABN	
Attention :-	Dpt Coded C.C.No Acc No Order Date R	Rec Status E-Mail		Fax Number	Invoice Date	Amt Recieved :
1			1			
m No Catalogue Number						
				rder Value Exc GST \$ GST \$ Invoice Amount \$		

### How to Use

To create a new invoice click the new button, either enter in the customer number or click on the customer number writing next to the field and a list of customers will appear. Once the customer has been entered tab between the fields and the following fields should show the customers details automatically. The only fields the user will need to complete manually are Customers Order number, Department, Cost centre number, date order received, status, amount received, description and the invoice amounts.

To edit an invoice, select the invoice and click the edit button. Modify the data and click the ok button. An invoice can also be duplicated by using the duplicate button. This duplicates the current invoice and creates a new number then the description can simply be modified to save time.



es	
Delete	s a selected entry Duplicates current record and creates new number
in the test of t	Allows modification to existing records in the list
* New	Enter new entry
✓ 0K	Records new entries and modifications
× Cancel	Cancels the recording of new entries and modifications
Close 📘	Exit window
단	Duplicates invoice if in the same month

# **Recurring Invoices Module**



The purpose of this window is to display the recurring invoices in a period of time.

R	e-occurrin	ng Invoices	23 MAY 2012					_ 🗆 🗵
?	Year		Month					
	2012	<u></u> Маγ						
	CuetNo	Pro Inv No	Cuctamar Nama	Attontion	Provinue Inv Date	Uno Provinue Amt ®	Inv Voc Ro	
	CUSLINU	F16 110 140		Adenitor	Flevious inv Date	yper rievious Ante	IIIV 165 06	
					_			
								2
								Close

#### How to Use

Using the drop down fields at the top left of the window select a year and month. In the space below the recurring invoices for that period of time will be displayed. To print the invoice simply select and hit print.



## **Summary of Invoices Module**



The purpose of this window is to display a summary of invoices for periods of a selected time.

4		~
		_
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Cust No Customer Name	Attention	Inv Date	Type Order No	Invoice Amt \$	Inv Paid Amt \$ Clr	ear Description
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					8	
					l	

#### How to Use

To view an invoice for a selected time period simply select a year and month from the drop down menus in the top left corner of the window. Once selected all invoices from that time period will appear in the screen. It will also show a total for the invoice amount column and the invoice paid amount column. To print an invoice select and click the print button.

💁 Paste to Clipboard

This function appears after right clicking on the mouse. It allows the information in the window to be pasted into programs such as word and excel



Print current invoice on screen

Close 📘

Closes the window