



Purchase Ordering Guide

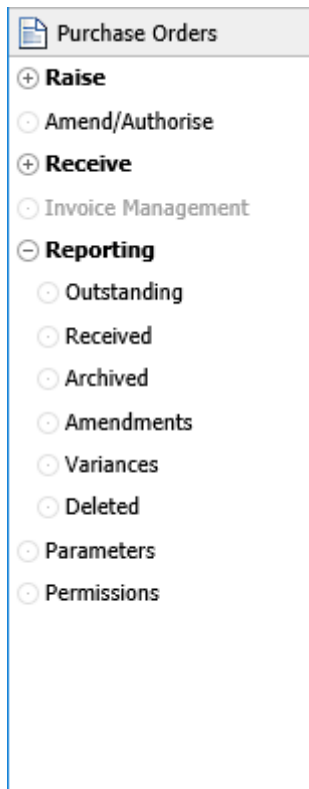
For any issues relating to any of the items included please contact the Pinnacle Helpdesk at support.portal@pinewood.co.uk

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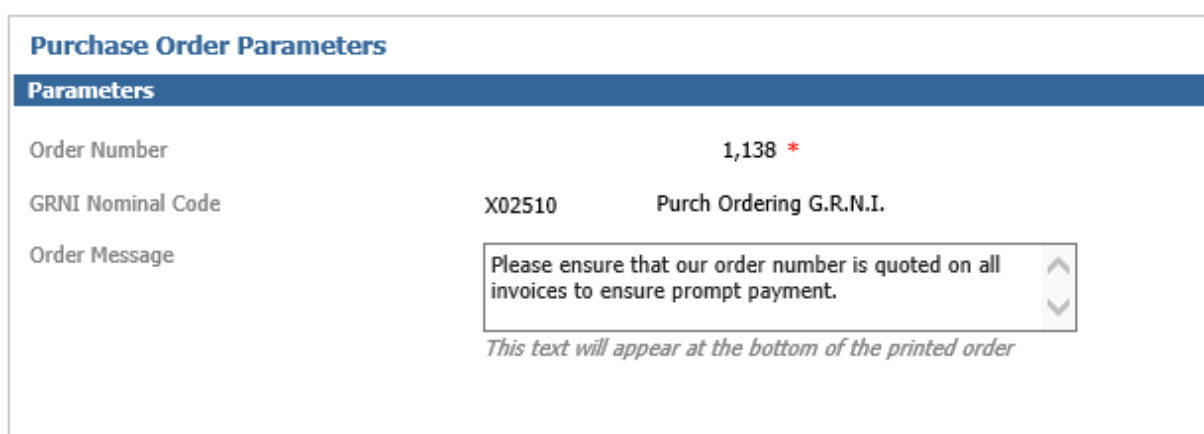
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Purchase Ordering Parameters

Before using the Purchase Ordering module within Pinnacle, it is important to ensure that all the Parameters and Permissions are set correctly.



The standard permission levels must be set in the first instance before being able to access the Purchase Ordering the module.



The order number will be a starting point and it is advised that once the Purchase Ordering module is in use, this number should not be reset.

A GRNI nominal code must be entered to ensure the goods receipted will credit the selected GRNI code until such a point that the Purchase Ledger Invoice is matched against the outstanding receipt.

The text entered into the Order Message box will appear at the bottom of all raised orders.

The permissions are split into two sections: -

1. Users – this gives the ability to attach bespoke and individual requirements to an individual user.
2. Groups – assists in consistency by applying a standard set of permissions based on user groups created in User Admin



Permissions by User

Users can be searched for by entering their surname and clicking on the search button.

When the users are displayed, it will give the users full name as detail along with where they reside in the company structure and also a whether the user is permitted to raise purchase orders or not.

A screenshot of a software interface showing a table of user permissions. At the top, there are two tabs: 'Users' (highlighted in orange) and 'Groups' (highlighted in blue). Below the tabs is a header 'Purchase Order Permissions' in blue text. Underneath is a sub-header 'User Permissions' in blue text. Below that is a search field labeled 'Surname' with a text input box and a 'Search' button. The main part of the screenshot is a table with four columns: 'Forename', 'Surname', 'Company (Ceiling)', and 'Purchase Orders'. The table contains 11 rows of user data.

Forename	Surname	Company (Ceiling)	Purchase Orders
Admin	User		✓
After-sales	Host	Training Branch 1	✗
After-sales	Login	Training Division	✓
Carrie	White	Training 2 Workshop	✓
Carrie	White	Training 1 Bodyshop	✓
Carrie	White	Training 1 Workshop	✓
Claire	Smith	Training 1 Sales	✗
David	Wright	Training 1 Workshop	✗
David	Wright	Training Company	✓
Dealer	Principal	Training Company	✓

By double clicking on the individual user line, the system will drill down and display the individual user permissions as displayed below.

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The screenshot shows a window titled "Pinnacle by Pinewood" with a close button. The main content is a "User Permissions" dialog box for "Purchase Order Permissions - User: Aftersales Login". The dialog is divided into two columns: "Company Ceiling" and "Training Division". Under "Company Ceiling", there is a "View Groups" button. Under "Training Division", there are four input fields for limits: "Purchase Order Limit", "Subcontract Order Limit", "Vehicle Order Limit", and "Maintenance Limit", all containing the value "0.00". Below these are three checkboxes: "Allow price increase upon receipt" (unchecked), "Allow override of default Nominal Codes" (unchecked), and "Nominal Code Range" (checked, with "All" selected). At the bottom right, there are "Accept" and "Cancel" buttons.

Within the Individual user permissions, the following detail is displayed: -

1. Company Ceiling - this is the level within the company structure in which the user resides.
2. View groups – this displays any user groups in which the user is attached.
3. Purchase Order Limit – this is the level in which the individual user can raise General Expense Purchase Orders.
4. Subcontract Order Limit - this is the level in which the individual user can raise Sub Contract Purchase Orders.
5. Vehicle Order Limit - this is the level in which the individual user can raise Vehicle Expense Purchase Orders.
6. Allow Price Increase on Receipt – if ticked, this will allow the user to increase the value of the goods at the point of receipting if the goods are more than the value associated to the original order.
7. Allow override of default nominal codes – if ticked, this will allow the user to override any default nominal codes attached to Purchase Ledger suppliers, subject to both the Purchase Ledger Parameters being flagged to use default codes and the appropriate codes being attached to the account.
8. Nominal Code Range – this allows an individual user to have permissions to post to a specific range of nominal codes which are closely aligned to the user's permissions within the business. This is shown below, displaying that a multiple of ranges can be attached.

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Nominal Code Range

Select Range Of Master Nominal Codes - User: Aftersales Login

All View All Invoices

From To

Add

From	To
------	----

Accept

Permissions by User Group

As with the individual user permissions, the groups can hold a specific set of permissions which will be applied to all users contained within it.

Users Groups

Purchase Order Permissions

Group Permissions

Group Name Search

Group Name	User Count	Purchase Orders
Aftersales managers	0	x
Finance	0	x
Finance2	0	x
Parts Advisors	0	x
Pinewood Admin	0	x
Sales Executives	0	x
Sales Managers	0	x
Service Advisors	0	x
Vehicle administrators	0	x

If a group can raise orders, there will be a tick in the Purchase Orders column.

By clicking on the group, a pop-up will be displayed and from this point the permissions associated can be viewed or amended.

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Group Permissions
Purchase Order Permissions - Group: Finance

View Users

Purchase Order Limit: 0.00
Subcontract Order Limit: 0.00
Vehicle Order Limit: 0.00
Maintenance Limit: 0.00

Allow price increase upon receipt:
Allow override of default Nominal Codes:
Nominal Code Range: All

Accept Cancel

By clicking users, the pop-up will display all users who are part of this group and what company the user resides, as with the individual users this can be from department up to enterprise level.

View Users
Group 'Aftersales Managers' Contains The Following

User name	Description	Company
-----------	-------------	---------

Close

Raising General Expense Purchase Orders

Purchase Orders

- [-] Raise
- [x] Expense

When the Expense heading is selected, the user has the ability to search for the account in which they require to raise a purchase order for.

Pinnacle – Purchase Ordering Guide

The standard system conventions apply; accounts can be searched on full or partial information of the Account Code, Account Name, Telephone and Postcode. Once the known information is entered, clicking the Search button will display the closest matching accounts.

Account Enquiry

Enter Search Criteria

Account Code	<input type="text"/>	Account Name	<input type="text"/>	Search Master Acc... <input type="checkbox"/>
Telephone	<input type="text"/>	Post Code	<input type="text"/>	<input type="button" value="Search"/>

Code	Name	Address
CAS01	Castrol	

Once the correct account is returned to screen and identified by double clicking on the account line, the system will take the user into the Purchase order detail screen.

The system will display the type of Purchase Order being raised at the top of the screen.

The detail screen as displayed below, details the following: -

1. Supplier – The supplier which the user has selected to raise a new order for.
2. Quantity – The Quantity of goods to be placed on the first line of the order.
3. Unit Price – The cost per individual unit/item.
4. Total – System generated sum of unit price times by quantity.
5. Nominal Code – Either based on the account default code if used or the users selection within their authorised range of codes.
6. Description – This is to aid the supplier for the items being ordered, catalogue description of an item preferably.
7. Supplier Reference – As with description, a catalogue reference is recommended.
8. Tax Category – The system will suggest the total authorised value based on the Tax Category. Most items will be standard unless stated by the supplier.

You also within the Nominal Coding Details, have the option to split the values across nominal.

Coding Details

Nominal	Description	Ex	Value	%	
<input type="text"/>		0	<input type="text" value="0.00"/>	<input type="text" value="0.0000"/>	<input type="button" value="Add"/>

Nominal	Description	Ex	Value	%	
009971	General Stationery	0	24.00	100	✘


Remaining Value:

0.00

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Coding Details					
Nominal	Description	Ex	Value	%	
<input type="text"/>	<input type="text"/>	0	0.00	0.0000	<input type="button" value="Add"/>
Nominal	Description	Ex	Value	%	
009951	General Policy & Goodwill	0	12.00	50	<input type="button" value="X"/>
009971	General Stationery	0	12.00	50	<input type="button" value="X"/>

Remaining Value: 0.00

You can use the  icon to remove a line if needed.

Once the above detail has been entered and the Add Item button has been clicked, the summary of the order will be displayed in the middle of the screen, leaving the user back at the top of the order ready to enter another line to the order.

Quantity	Description	Unit Price	Total	Supplier Reference	Tax Type	
2.00	Purchase	12.00	24.00	1966	Standard	<input type="button" value="X"/>

There is also a grand summary at the bottom section of the screen. If all items have been entered, the Accept button should be selected to confirm raising of the order.

Total:		24.00
Ordered By	Phil Pinewood	
		<input type="button" value="Accept"/> <input type="button" value="Cancel"/>

Once the Accept button has been selected the system will display a pop-up allowing an Order Reference, an expected Delivery Date and any Specific Order Notes relevant to the order.

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Complete Purchase Order

[Print](#) / [Email](#) / [Complete Purchase Order](#)

Supplier: CAS01 - Castrol Email Address Not Set Up

Order Reference:

Delivery Date:

Order Notes:

You must click on Accept to Raise this Purchase Order.

At the point of the prompt to Complete Purchase Order, the user can click Back to amend the main order or click Print to confirm and raise the order.

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Control:

Training Division
2950 Trident Court
Salford Parkway
Birmingham Business Park
Birmingham
West Midlands
B37 7YH

Order Number : 1136

Purchase Order

Date : 13 December 2017

Reference	Description	Quantity	Cost Value	Sales Value	Total	Nominal	*
1855	Purchase	1.00	13.00	6.00	34.00	000071	£

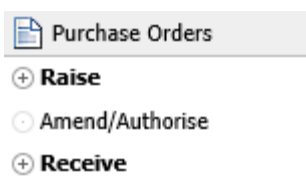
Raised By: Phil Pinewood
Authorised By:
Account Code: CAS01
Required Delivery Date: 13 December 2017
Order Reference: 1855

Order Notes:
Please ensure that our order number is quoted on all invoices to ensure prompt payment.

**VAT Rate	Goods Value	Sub-Total	34.00
(0) Standard	34.00	VAT	4.80
		Total	38.80

Receiving General Expense Purchase Orders

Once the goods have been issued by the supplier and received by the dealership, users with the appropriate permissions can receive the goods into the system.



Once the Receive option has been selected the user can search by Order Number, Supplier, Reference, Job Number and Date ranges to find the correct order.

Pinnacle – Purchase Ordering Guide

Receive Purchase Order - Expense/Subcon

Select An Authorised Purchase Order From The List Below

Order Number Reference Date From

Supplier Job Number Date To

Company Structure

Order No.	Reference	Supplier	Expected	Value	Job
1088	1211	HOD01	14/02/2014	240.00	-

Once the correct order has been selected, the system will prompt the user to choose how the supplier has satisfied the order.

Has the supplier sent part of the order (Selected) or most/all items (Majority)?

If the supplier has sent all items, the **Majority** option should be used.

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Expense Order

Receive Purchase Order

Order Number 1088

Supplier HOD01

Receive Selected Items, or receive Majority and amend?

The system will prompt for confirmation on the detail of goods received, clicking the next button will receive the items displayed into the system and leave an outstanding receipt on the Purchase Ledger account.

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Expense Order
Receive Purchase Order

Supplier: HOD01 Order Number: 1,088
Advice Note Number:

Description	Expected	Supplied	Cost	Nett
Vehicle Delivery	1.00	1.00	240.00	240.00

Ordered By: Nick Pinewood Order Value: 240.00
Authorised By: Nick Pinewood Received: 240.00

If on receiving the items from the supplier, it is noted that the order is incomplete, the **Selected** option should be used.

Expense Order
Receive Purchase Order

Order Number: 1088
Supplier: HOD01

Receive Selected Items, or receive Majority and amend?

When the Selected option is chosen by the user, the standard Receive Order detail screen will be displayed.

Pinnacle – Purchase Ordering Guide

Pinnacle by Pinewood ... X

Expense Order

Receive Purchase Order

Supplier: HOD01 Order Number: 1,088
Advice Note Number:

Description	Expected	Supplied	Cost	Nett
Vehicle Delivery	1.00	0.00	240.00	0.00

Ordered By: Nick Pinewood Order Value: 240.00
Authorised By: Nick Pinewood Received: 0.00

If the supplier has not completed the order, the user can click onto the line which has been short supplied and key in the received amount.

Pinnacle by Pinewood ... X

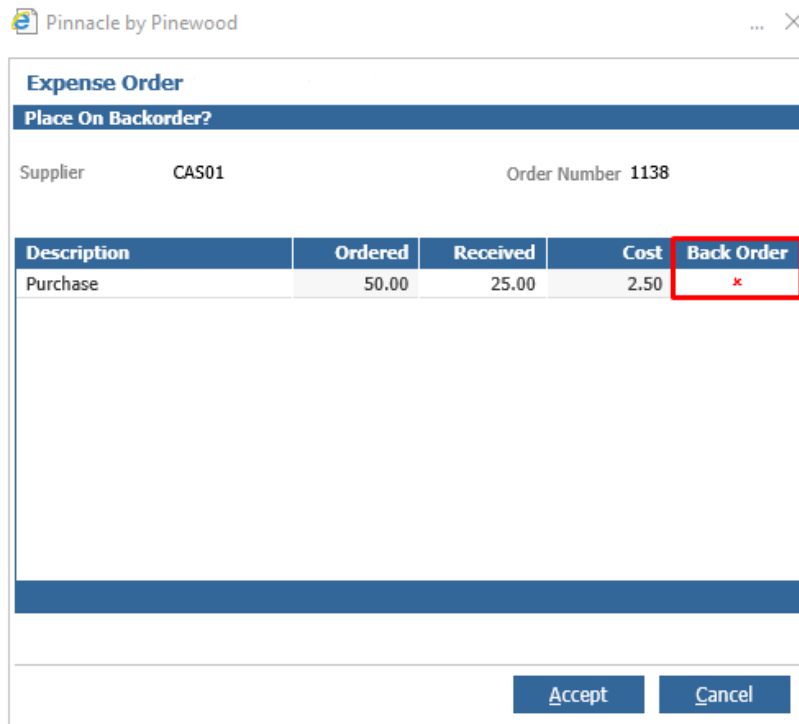
Edit Items Received

Purchase

Received: X
Cost:

Press Next you will be taken back to the Receive Window. Click Accept, you will then be presented with the line and the option to place the remainder on back order.

Pinnacle – Purchase Ordering Guide



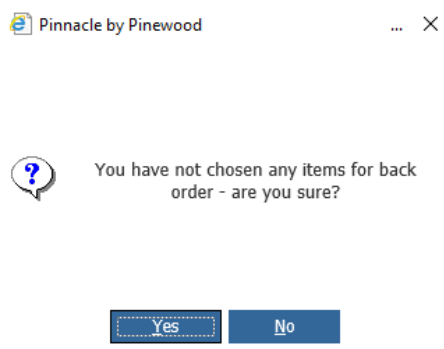
The screenshot shows a window titled "Expense Order" with a sub-header "Place On Backorder?". It displays the following information:

Supplier: CAS01 Order Number: 1138

Description	Ordered	Received	Cost	Back Order
Purchase	50.00	25.00	2.50	*

At the bottom of the window are two buttons: "Accept" and "Cancel".

If you do not choose to place the remainder on back order, you will be presented with the prompt 'You have not chosen any items for back order – are you sure?'



The dialog box contains a question mark icon and the text: "You have not chosen any items for back order - are you sure?". Below the text are two buttons: "Yes" and "No".

If you select No, it will take you back to the screen to amend.

If you select Yes, it will receive the Order without the remaining quantities. If a reduced amount of goods is being received and the user has amended the order to reflect the incomplete order, the system will redisplay the order to be received with the reduced amount, as confirmation for the goods to be received and also for further amendments to be made.

Double click the line and this will amend the status to place these on back order.

Once you double click the line, the system will change the status to acknowledge these are on back order.

Expense Order

Place On Backorder?

Supplier CAS01 Order Number 1138

Description	Ordered	Received	Cost	Back Order
Purchase	50.00	25.00	2.50	✓

Accept Cancel

The system will then ask if the remainder of the goods are to be placed on back order, if the answer is Yes then the system will leave the order outstanding ready for the balance to be received later.

Raising Sub Contract Purchase Orders

Purchase Orders

- ⊖ Raise
 - Expense
 - Subcontract**

When the Subcontract heading is selected, the user has the ability to search for the account in which they require to raise a purchase order for.

Account Enquiry

Enter Search Criteria

Account Code Account Name Search Master Acc...

Telephone Post Code

The standard system conventions apply; accounts can be searched on full or partial information of the Account Code, Account Name, Telephone and Postcode. Once the known information is entered, clicking the Search button will display the closest matching accounts.

Once the correct account is returned to screen and identified by double clicking on the account line, the system will take the user into the Purchase order detail screen.

The system will display the type of Purchase Order which is being raised at the top of the screen.

The detail screen as displayed below, details the following: -

1. Job Number – The job number allocated to the job when received.
2. VIN/Reg no/Stock no – Details of the vehicles once allocated.
3. Vehicle details – Displayed in summary once allocated.
4. Customer details – Displayed in summary once allocated.
5. Date Required – the suggested date of completion if different to the raised date.
6. Supplier – The supplier selected on the search and confirmation is displayed for the user's reference.
7. Instructions – This free text area is used, to type in the most relevant instructions for the supplier and not for the Aftersales Invoice.
8. Sales and Cost Value – these are suggested Sales and Costs values at the time of raising the order, they can be changed later, but the Sales and Cost values are used to calculate Sub Contract Gross Profit when invoiced.
9. Workshop Operation – As with all job cards, it is possible to have more than one operation per job card, so the operation to which the sub con charge is made is to be confirmed.
10. Charge Type – There may be more than one regular sub con type and therefore be a number of charge types created in the parameters, so the correct type must be selected. These figures will be then analysed separately in the End of Day figures.

The screenshot shows a web-based form titled "Subcontract Order" with a sub-header "Raise Purchase Order". The form contains the following fields and values:

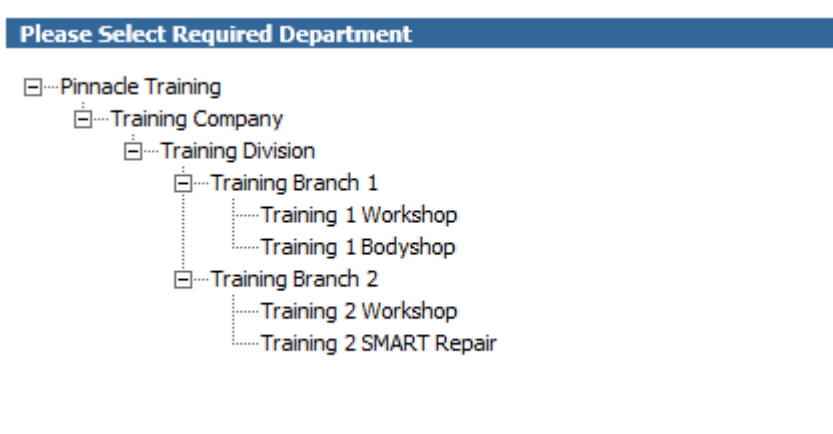
- Job Number: Select Job
- VIN / Reg No / Stock No: (empty)
- Vehicle Details: (empty)
- Customer Details: (empty)
- Date Required: DD/MM/YYYY (with a calendar icon)
- Supplier: CAS01 - Castrol
- Instructions: (empty text area)
- Workshop Operation: Select Workshop Operation
- Charge Type: Select Charge Type
- Cost Value: 0.00
- Sales Value: 0.00
- Ordered By: Phil Pinewood
- Authorised By: (empty)

At the bottom right of the form, there are two buttons: "Next" and "Cancel".

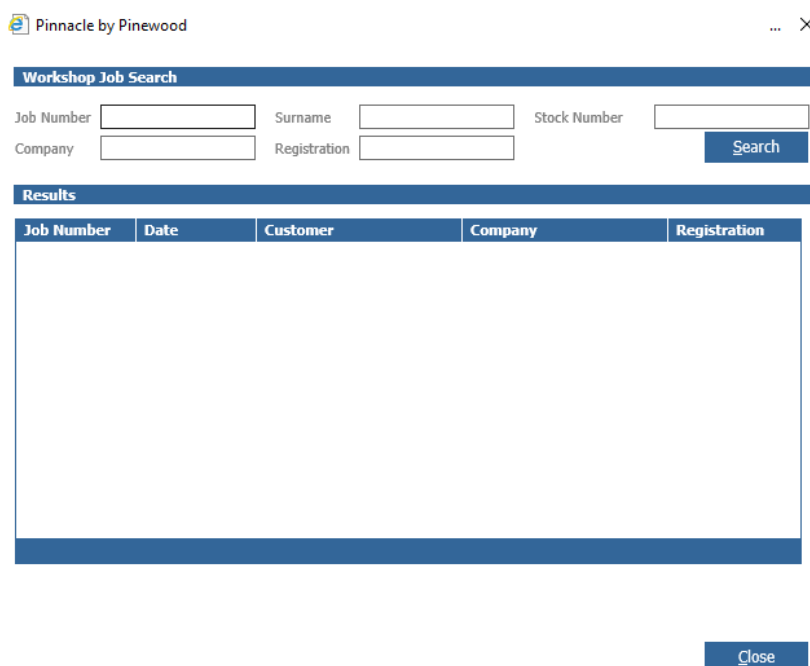
Pinnacle – Purchase Ordering Guide

Each of the above items needs to be selected and confirmed as the order is raised; an order will not be raised if all options have not been confirmed.

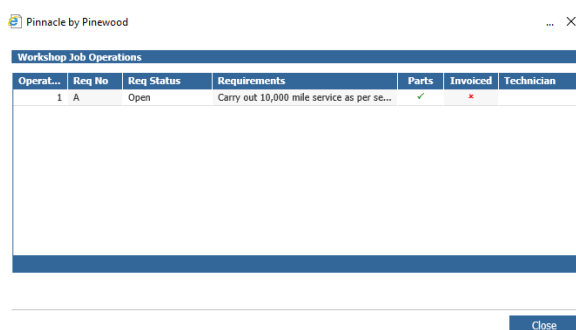
Selecting job number will firstly require the user to confirm the department.



Followed by the job number

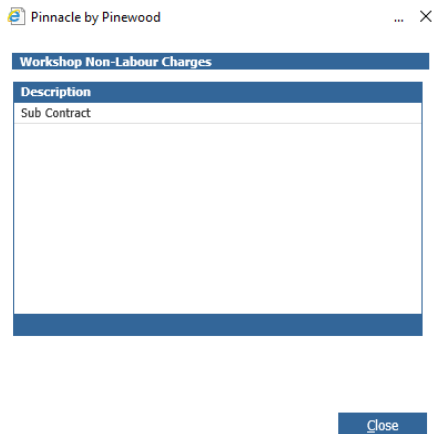


Instructions, Sales and Cost Values are all free text; the Operation must then be selected.

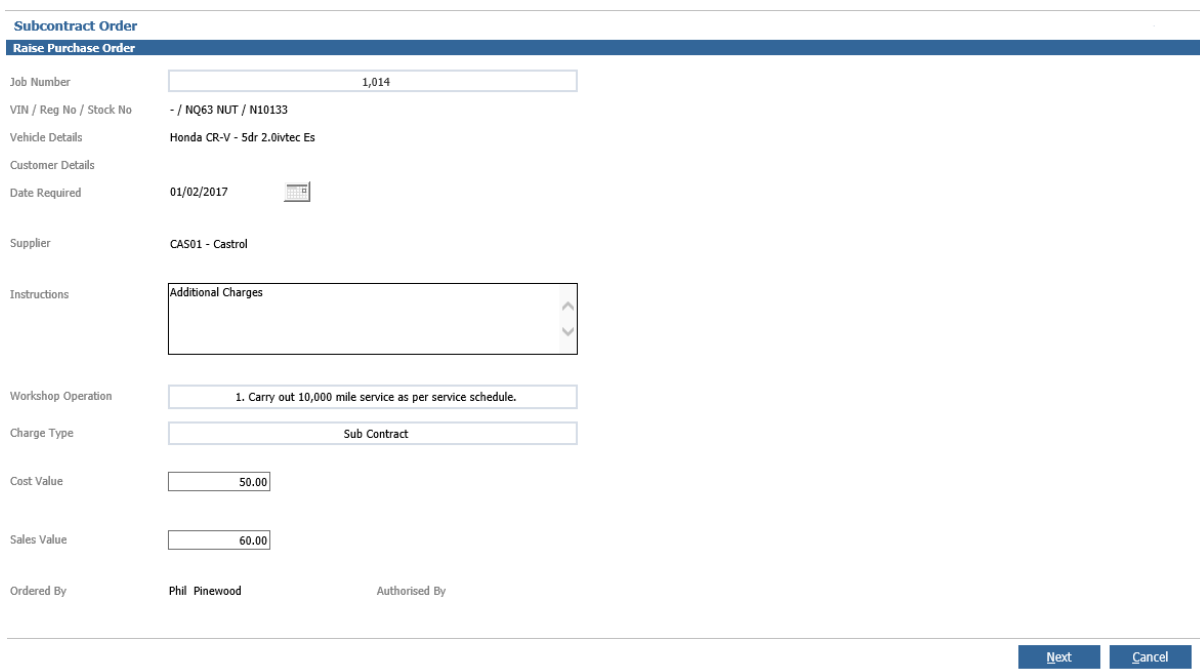


Pinnacle – Purchase Ordering Guide

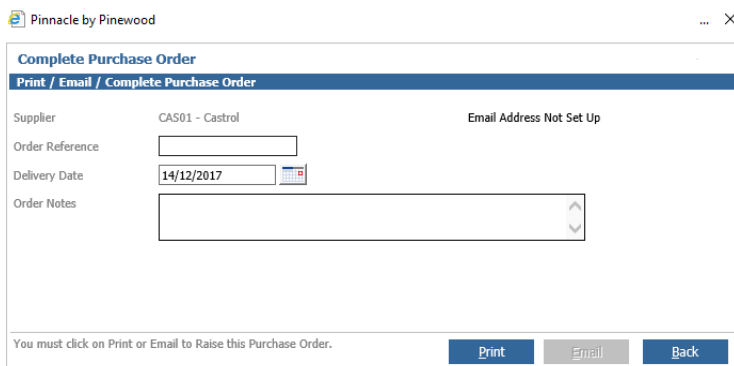
Then finally, the Charge Type.



Once all of the details have been confirmed, the Next button will raise the order.



As with General Expense type orders, once the Next button has been selected the system will prompt to print the order and confirm any further order details.



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Once the additional details have been keyed, the order will be printed.

Training Division
3600 Trent Court
Balfour Parkway
Birmingham Business Park
Birmingham
West Midlands
B37 7YH

Order Number: 1133 Date: 14 December 2017

Purchase Order

Reference	Description	Cost Value	Total
Job 1014, Dep. 1	Additional Charge	50.00	50.00

Raised By: PNI Pinwood VIN: -
Authorised By: PNI Pinwood Registration Number: NQ55 HUT
Account Code: C4801 Stock No: N0123
Required Delivery Date: 14 December 2017 Make: Honda
Order Reference: 83658 Model: CR-V
Order Notes: Specification: 2dr 2.0i-16i Ex

Please ensure that our order number is quoted on all invoices to ensure prompt payment.

VAT Rate	Goods Value	Sub-Total	Total
0% Standard	50.00	50.00	50.00
		VAT	0.00
		Total	50.00

In addition to the detail pulled through on the General Expense order type, the Sub Contract orders also pull through the vehicle details.

Receiving Sub Contract Purchase Orders

Once the goods have been issued by the supplier and received by the dealership, users with the appropriate permissions can receive the goods into the system.

- + Purchase Orders
- + Raise
- Amend/Authorise
- Receive
- Expense/Subcon

Once the Receive option has been selected the user can search by Order Number, Supplier, Reference, Job Number and Date ranges to find the correct order.

Select An Authorised Purchase Order From The List Below

Order Number: Reference: Date From:

Supplier: Job Number: Date To:

Company Structure:

Once the correct order has been selected, the system will prompt the user to choose how the supplier has satisfied the order.

Pinnacle – Purchase Ordering Guide

A preview will be displayed in order for the user to confirm values and advice note number.

Subcontract Order

Receive Purchase Order

Job Number: 1014

VIN / Reg No / Stock No:

Vehicle Details: Honda CR-V - 5dr 2.0iVtec Es

Customer Details: Miss Alex Forrest

Date Required:

Advice Note Number:

Supplier: Castrol

Instructions: Additional Charges

Workshop Operation: Carry out 10,000 mile service as per service schedule.

Charge Type: Sub Contract

Cost Value: 50.00

Sales Value: 60.00

Ordered By: Phil Pinewood Authorised By: Phil Pinewood

[Next](#) [Cancel](#)

Add the Advice Note Number and press Next to complete.

Raising Vehicle Purchase Orders

Purchase Orders

- ⊖ **Raise**
- Expense
- Subcontract
- Vehicle

When the Vehicle heading is selected, the user must select the vehicle which is to have the order raised against selected and confirmed. The normal vehicle search conventions apply, i.e. searching by partial or full Customer, Company, Stock number, Registration number, order number or VIN number.

Vehicle Order

Customer Name: Stock Number: Order Number:

Company Name: Registration Number: VIN:

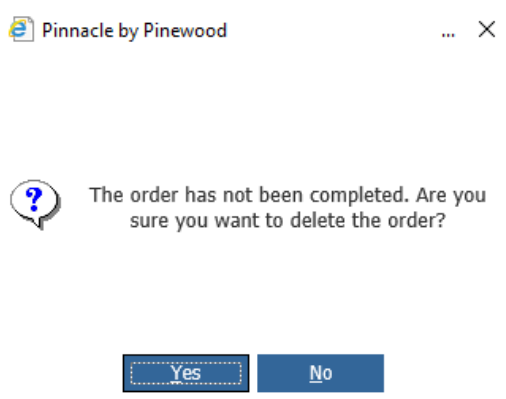
[Search](#)

Once the criterion has been entered and the search button selected, the results will be displayed below.

To select the vehicle, the user double clicks on the single line of data as above which will then open the detailed screen for confirmation of the vehicle details and also to enter the repair request details.


Vehicle Order	
Raise Purchase Order	
Vehicle Details	Renault CLIO - 3dr Hat 1.2 Dynamique
Registration	-
Stock Number	N10168
Order Number	1985
VIN	VINNUMBER1234

The detail above represents a small part of the display, but at this point if the user identifies that they have selected the wrong vehicle, the cancel button can be selected to come out of the screen and re-search for the correct vehicle.



Once the vehicle has been selected then the details for the order can be entered, in the example below there is no information in the Customer details box as the vehicle is not in customer order, the instructions are the explanatory notes for the supplier and the cost value is the approximated cost in which we are authorising the supplier.


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Customer Details	-	
Instructions	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Cost Value	<input type="text" value="0.00"/>	
Type Of Cost	<input type="text" value="Please Select"/>	▼
Supplier	<input type="text" value=""/>	
Tax Type	<input type="text" value="Standard"/>	▼
Ordered By	Phil Pinewood	Authorised By


In addition to the Cost Value, the type of cost must also be confirmed. The types of cost are a reflection of the items set-up in vehicle parameters so may not reflect the list below as these are; dealership specific.

Cost Value	<input type="text" value="0.00"/>
Type Of Cost	<div style="border: 1px solid black; padding: 2px;"><p style="background-color: #0070C0; color: white; margin: 0;">Please Select</p><p>Accessories</p><p>Cashback</p><p>Finance Contribution</p><p>Fuel</p><p>GAP Insurance</p><p>House Charge</p><p>Preparation</p><p>Supaguard</p><p>Warranty</p></div>
Supplier	
Tax Type	
Ordered By	

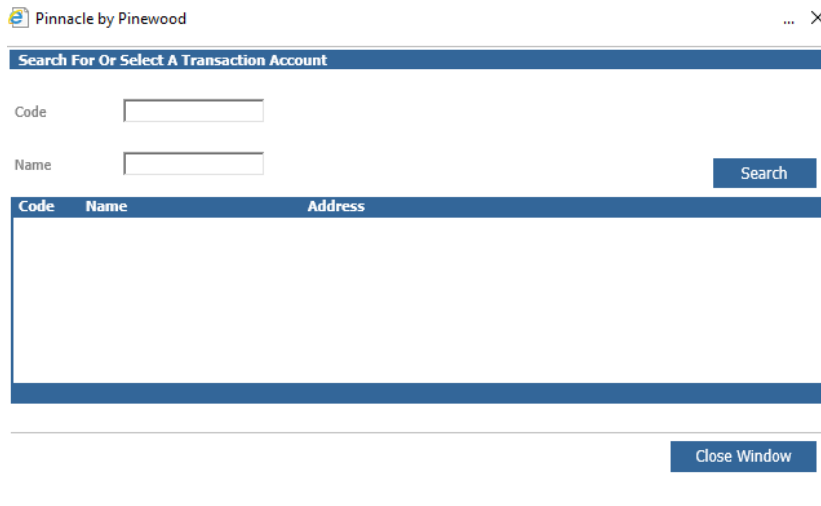
If the type chosen has a default supplier associated to it, this will pull through automatically.

Cost Value	<input type="text" value="40.00"/>	
Type Of Cost	<input type="text" value="Supaguard"/>	▼
Supplier	<input type="text" value="ART01"/>	 Art Line
Tax Type	<input type="text" value="Standard"/>	▼
Ordered By	Phil Pinewood	

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In the above example, the cost type Supaguard has ART01 associated to it, this could be accepted or alternatively using the browse button  will allow the user to search for another account.

Searching for another account allows the user to search by account code or account name.



Pinnacle by Pinewood ... X

Search For Or Select A Transaction Account

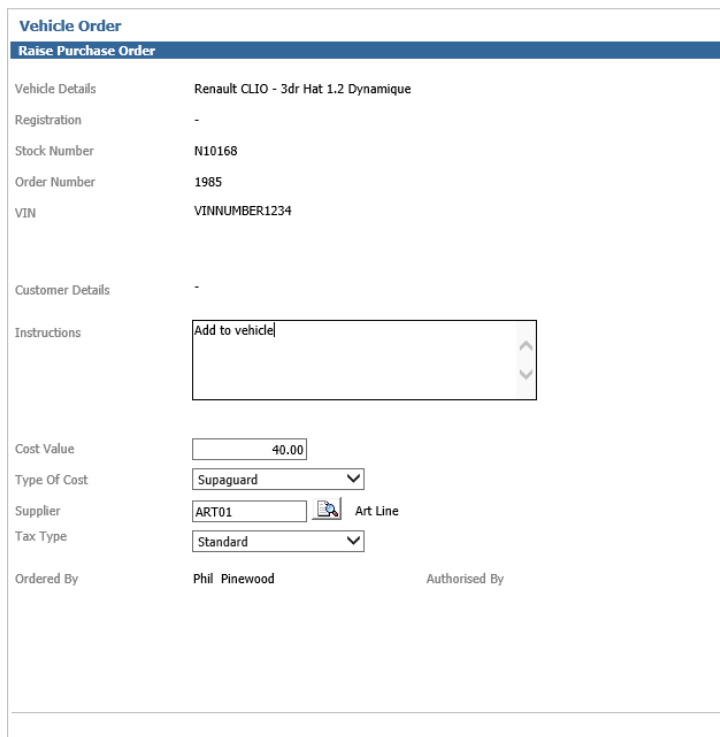
Code

Name **Search**

Code	Name	Address
------	------	---------

Close Window

Once the account is selected, the supplier for the order is held and pulls through the name as well as the account code.



Vehicle Order

Raise Purchase Order

Vehicle Details Renault CLIO - 3dr Hat 1.2 Dynamique

Registration -

Stock Number N10168

Order Number 1985


VIN VINNUMBER1234

Customer Details -

Instructions

Cost Value

Type Of Cost

Supplier  Art Line

Tax Type

Ordered By Phil Pinewood Authorised By

The on screen summary will hold all of the information for the user to assess before accepting by selecting the **Next** button.

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Once the Next button has been selected, the system will prompt for the final details: -

- **Order reference** - Any reference provided by the supplier, confirmed order reference etc.
- **Delivery date** - The expected delivery date of the service or goods
- **Order note** - Any notes specific to be made about the particular order

Pinnacle by Pinewood ... X

Complete Purchase Order

[Print / Email / Complete Purchase Order](#)

Supplier: ART01 - Art Line Email Address Not Set Up

Order Reference:

Delivery Date:

Order Notes:

Notes

You must click on Print or Email to Raise this Purchase Order.

Print
Email
Back

Art Line
548 St Albans Road
Bournemouth
Dorset
BD1 8HD

Trading Division
2960 Trident Court
60thru1 Parkway
Birmingham Business Park
Birmingham
West Midlands
B37 7YH

Order Number : 1148 Division ID: 0

Purchase Order Date : 14 December 2017

Reference	Description	Cost Value	Total	*
Subtotal	Art to vehicle	40.00	40.00	£

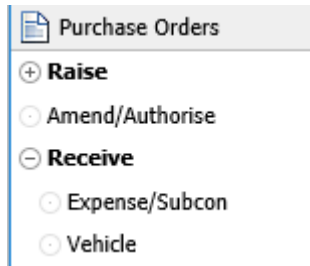
Entered By:	Pin Pinewood	VIN	VONUMBER124
Authorised By:	Pin Pinewood	Registration Number	-
Account Code	ART01	Stock No	N10166
Required Delivery Date	14 December 2017	Make	Renault
Order Reference	1987	Model	CLIO
Order Notes	Notes	Specification	3er Hat 1.3 Dynamic

Please ensure that our order number is quoted on all invoices to ensure prompt payment.


PVAT Rate	Goods Value	Sub-Total	40.00
(5) Standard	40.00	VAT	0.00
		Total	40.00

Receiving Vehicle Purchase Orders

Once the goods have been issued by the supplier and received by the dealership, users with the appropriate permissions can receive the goods into the system.

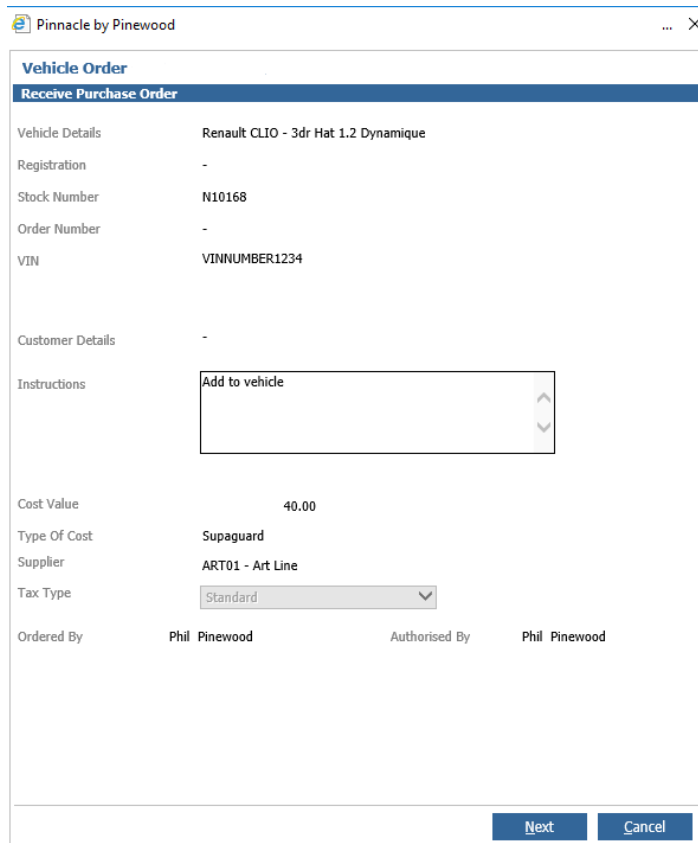


Once the Receive option has been selected the user can search by Order Number, Supplier, Reference, Job Number and Date ranges to find the correct order.



A screenshot of a search form titled 'Vehicle Order'. The form contains several input fields: 'Customer Name', 'Company Name', 'Stock Number', 'Registration Number', 'Order Number', and 'VIN'. A blue 'Search' button is located at the bottom right of the form.

Once the correct order has been selected, the system will prompt the user to choose how the supplier has satisfied the order.



A screenshot of a software window titled 'Pinnacle by Pinewood'. The window displays the 'Vehicle Order' details for a 'Renault CLIO - 3dr Hat 1.2 Dynamique'. The details are organized into sections: 'Vehicle Details', 'Customer Details', and 'Instructions'. The 'Instructions' section contains a text box with the text 'Add to vehicle'. At the bottom of the window, there are 'Next' and 'Cancel' buttons.

Field	Value
Vehicle Details	Renault CLIO - 3dr Hat 1.2 Dynamique
Registration	-
Stock Number	N10168
Order Number	-
VIN	VINNUMBER1234
Customer Details	-
Instructions	Add to vehicle
Cost Value	40.00
Type Of Cost	Supaguard
Supplier	ART01 - Art Line
Tax Type	Standard
Ordered By	Phil Pinewood
Authorised By	Phil Pinewood

Pinnacle – Purchase Ordering Guide

A preview will be displayed in order for the user to confirm values and details of the work provided.

Once the **Next** button has been selected, the next screen to appear will prompt the user to key in a Reference, this could be a delivery note or any documentation from the supplier, it may not necessarily be the invoice number.

Receive Purchase Order

Vehicle: Renault CLIO 3dr Hat 1.2 Dynamique Glacier White

Stock Number: N10168 Customer: In Stock - VAT Posted

Supplier Order No.: 1985 Sales Person: Sale 9,982.99

Supplier: Renault Type of Sale Group: Cost 9,331.25

Registration Number: Type of Sale: Profit 651.74

Posting Details

Date: Reference: Amount: 40.00

Type: Supaguard PL Account: ART01 - Art Line

Post

Date	Period	Reference	Miscellaneous Cost	Amount	Purchase Ledger Account WS

Continue **Cancel**

Once the reference has been keyed in, the **Post** button should be selected to pass the costs to the Stock card.

Posting Details

Date: 14/12/2017 Reference: 195666 Amount: 40.00

Type: Supaguard PL Account: ART01 - Art Line


Post

Date	Period	Reference	Miscellaneous Cost	Amount	Purchase Ledger Account WS
14/12/2017	12/2017	195666	Supaguard	40.00	ART01 - Art Line

Clicking **Continue** will complete the posting and **Cancel** will restart the process.

Continue **Cancel**

Amending/ Authorising Purchase Orders

 **Purchase Orders**

- Raise**
- Amend/Authorise**

If a user has attempted to raise an order but the level of authority assigned to the user was not sufficient, the order will fall into suspense and can be authorised from the Amend/Authorise option.

Purchase Order Enquiry

Amend/Authorise Purchase Order

Order Number Reference Date From

Supplier Job Number Date To

Authorisation Required

Search

If there is a large number of pending orders then to limit the results of the search, the Order Number, Supplier, Reference, Job number and date ranges can be entered to return a reduced number of orders which hopefully make it easier to identify the order in question

Order No.	Reference	Supplier	Expected	Value	Job	Stock No.	Auth.	Authoriser
1088	1211	Hodges Transport Ltd	14/02/2014	240.00	-	-	Y	Nick Pinewood
1090	U10046	Dent Master Limited	14/02/2014	50.00	-	U10046	Y	Nick Pinewood
1140	1987	Art Line	14/12/2017	40.00	-	N10168	Y	Phil Pinewood

By single clicking on the correct order, the Amend option can then be selected to allow a user with the appropriate permissions to authorise.

Whilst in this option, the View button will display a copy of the suggested order and the accept button will change the status of the order to authorised which will in turn allow the order to be received.

By single clicking on the correct order, and the Amend button being selected, the user “subject to the appropriate authority” can amend any detail within the order as displayed below. Once amendments are complete, the Next button will apply the changes and print out a fresh order.

Purchase Order Reporting

⊖ Reporting

- Outstanding
- Received
- Archived
- Amendments
- Variances
- Deleted

Outstanding Orders

Outstanding orders summarises all orders which have been raised but not yet received.

Outstanding Supplier Orders									
Filter By									
From Supplier	<input type="text"/>		Order Type	<input type="text" value="All"/>					
To Supplier	<input type="text"/>		Order Number	<input type="text"/>					
Job Number	<input type="text"/>		Stock Number	<input type="text"/>					
Supplier	Order No.	Required	Ordered	Value	Type	Job/Stock	Order Ref	Auth.	Authoriser
Hodges Transport Ltd	1088	14/02/2014	14/02/2014	240.00	Authorised		1211	✓	Nick Pinewood
Dent Master Limited	1090	14/02/2014	14/02/2014	50.00	Authorised	U10046	U10046	✓	Nick Pinewood
Art Line	1140	14/12/2017	14/12/2017	40.00	Authorised	N10168	1987	✓	Phil Pinewood

Orders can be viewed from this report by double clicking on the order line.



Received Orders



The received report gives a summary of all received orders, this can be filtered by Supplier, Order Type, Order Number and Date Ranges.

Pinnacle – Purchase Ordering Guide

Received Orders

Filter By

From Supplier:  Order Type: Start Date: 

To Supplier:  Order Number: End Date: 

Job Number: Stock Number:



Supplier	Supplier Name	Order No.	Order Ref	Job/Stock	Order Date	Cost Value	Sales Value	Received By
WES01	Wessex Windscreens	1137	G321mms	1056	01/12/2017	100.00	300.00	Nick Pinewood
CAS01	Castrol	1138	1966		14/12/2017	62.50	0.00	Phil Pinewood
CAS01	Castrol	1139	63868	1014	14/12/2017	50.00	60.00	Phil Pinewood



Archived Orders

The Archived report displays all orders received in a prior period and has had the Purchase Ledger receipt matched off against it.

Archived Orders

Filter By

From Supplier:  Order Type: Start Date: 

To Supplier:  Order Number: End Date: 

Job Number: Stock Number:


Supplier	Order No.	Order Date	Job	Status
Classic Customs	1025	05/06/2009	505	Archived
Classic Customs	1026	05/06/2009	506	Archived
Wessex Windscreens	1042	01/09/2010	568	Archived
Wessex Windscreens	1043	10/01/2011	583	Archived
Wessex Windscreens	1044	26/04/2011	607	Archived
Wessex Windscreens	1045	31/05/2011	612	Archived
Wessex Windscreens	1047	28/06/2011	617	Archived
Wessex Windscreens	1050	03/08/2011	621	Archived
Wessex Windscreens	1052	26/08/2011	627	Archived
Wessex Windscreens	1053	30/08/2011	562	Archived
Wessex Windscreens	1054	19/10/2011	654	Archived


Amended Orders


The Amendments Report displays all orders which have been amended after the point of being raised and displays the Cost Before and the Cost After amendment.

Amendments Report

Filter By

Order Type: User: Start Date: 

Order Number: End Date: 

Report Name: **Amendments Report - Expense** Report Date: 

Division: **Training Division** Requested By: **Phil Pinewood**



Order	Amended On	Amended By	Description	QB	QA	PB	PA	TB	TA	LB	LA
1035	03/08/2009	Nick Pinewood	Blue Pens	1.00	2.00	4.50	4.50	S	S		
1035	03/08/2009	Nick Pinewood	Red Pens	1.00	2.00	4.50	4.50	S	S		
1035	03/08/2009	Nick Pinewood	Black Pens	1.00	2.00	4.50	4.50	S	S		
1037	28/07/2009	Nick Pinewood	A4 Pads	20.00	20.00	0.60	0.60	S	S		
1088	14/02/2014	Nick Pinewood	Vehicle Delivery	1.00	2.00	120.00	240.00	S	S		



Variance Report

The Variances report displays all orders which have been received with a difference between the order value and the received value.

Variance Report

Filter By

From Supplier  Start Date 

To Supplier  End Date 

Report Name **Variance Report** Report Date
 Division **Training Division** Requested By




Supplier	Order No.	Ordered Date	Ordered Value	Received Value	Variance	Ordered By



Deleted Orders

Deleted orders report, displays all orders which have been deleted between the specified suppliers and can also be filtered by order type as well as order number.

Deleted Orders

Filter By

From Supplier  Order Type  Start Date 

To Supplier  Order Number End Date 

Job Number Stock Number

Supplier	Order No.	Order Ref	Order Date	Status	Stock No	Deleting User	Deleted Date