



## DOCUMENT NUMBERING Tab

### Orders and Returns

☒ Automatically Generate Order and Return Numbers = True

Next Order Number 3287

Next Return Number 5

### Goods Received Numbers

Next Goods Received Number 7836

☒ Display Outstanding Order Quantity during Goods Received Entry = True



## ORDER ENTRY Tab

### Manual Orders for Direct Delivery

- ☒ Allow Order Entry for Goods to be Delivered Direct form Supplier = True
- Recipient Address can be;
- ☒ Customer Address = True
- ☒ Supplier Address = True
- ☒ Free Text Entry = True
- ☒ Generate Purchase Orders for Back to Back and Direct Delivery Sales Orders = True
- ☐ Generate Separate Purchase Order for Direct Delivery Sales Orders = False

### Order Generation

#### Exclude Sales Order Lines for Customer Accounts on Hold when;

- ☐ Fulfilment is Direct Delivery = False
- ☐ Fulfilment is Supply Via Stock = False

#### Exclude Sales Order Lines for Sales Orders on Hold when;

- ☐ Fulfilment is Direct Delivery = False
- ☐ Fulfilment is Supply Via Stock = False

### Order Header Entry

#### Allow Amendment of;

- ☒ Analysis Codes = True

### Order Line Entry

#### Allow Amendment of;

- ☒ Analysis Codes = True
- ☐ Nominal Codes = False

### Order Originator

- ☒ Use the User's Logon Name as the Order Originator = True



## DEFAULT ACCOUNTS Tab

### Stock Nominal Account

Use Same Nominal Code as;

- ☐ Supplier Account = False  
☒ Stock Item Stock Account = True

☒ Use Same Cost Centra and Department as Supplier Account = True

### Nominal Account for Standard Cost Variance

	A/C Ref.	CC	Dept.
Variance:	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Analyse Balance Sheet Postings by Cost Centre and Department = False



## ORDER PROCESSING Tab

### Record Receipts prior to Invoicing for

#### Text Order Lines

Confirm as Service / Free Text

☐ Include Text Order Lines  
in Accruals = False

#### Service / Labour Lines

Confirmation Not Required

☐ Include Service/Labour  
Order Lines in Accruals = False

### Update Stock Cost Prices

☐ Allow Prices to be Updated when Goods are Received = False

Default Price Update is when;

☐ *Invoice is Recorded*

☐ *Goods are Received*

Differences:

☐ *Use Order Exchange Rates when Updating Prices*

☐ *Use System Exchange Rates when Updating Prices*

Match Invoices and Credit Notes to

☒ *GRNs, Orders & Returns*

☐ *Orders & Returns*

Disputed Invoices

☐ *Use Disputed Invoice Processing*

Cancelled Orders

☐ *Record Details of Cancelled Orders for Future Analysis*

Order Authorisation

☒ *Allow Processing of Unauthorised Orders*



## PRINTING Tab

### Document Printing

☐ Automatically Print Copy Orders = False

### Intrastat Declaration

☒ Generate Intrastat Entries for Purchase Orders = True

Default Terms of Delivery

Default Nature of Transactions Code

### Include Entries Based On

☐ Receipts / Return Data = False

☒ Invoice Data = True

☒ Include Terms of Delivery on Intrastat Entry = True

## ORDER GENERATION Tab

### Purchase Order Generation Options

POP Order Generation Option Use Both Methods

**END of REPORT**