

Purchasing

Contents

Adding And Editing Suppliers	2
Adding And Editing Delivery Addresses	3
Checking What's Not Yet Purchased	3
Pre-Selecting Suppliers	4
Sending Supplier Enquiries	4
Raising Purchase Orders From Reports	5
Raising Purchase Orders From Grids	6
Adding Lines To An Open Order	6
Sending Orders And Updating Order Status	6
Purchasing Without Order	6
Removing Lines From An Order	6
Adding Instructions And Notes To Orders	7
Using Purchasing Reports	7
Marking Lines And Orders As Delivered	7
Checking For Late And Imminent Deliveries	8
Summarising Purchases For Your Clients	8
Setting Purchase Order Document Options	8
Finding Purchase Orders Quickly	9
Logging Supplier Charges	9
Adding Further Supplier Charges	10
Matching Supplier Charges	10
Removing Supplier Charges	10
Order Closed And Lines Closed	10
Adding Deliveries And Extras	11
Using The Charges Report	11

Using This Guide

Click on a section title in the Contents list to jump to that section.

Use keyboard shortcuts to return back here.
On a Mac it's fn+Left, on a PC it's Ctrl+Home.

Updating The Software

This guide describes EstiMac and EstiPC **3.09**. To check which version you're currently using...

- EstiMac : click menu EstiMac / About EstiMac
- EstiPC : click menu Help / About

You can update free of charge if you're using an older version. For full details, see...

- [How to Install or Update EstiMac](#)
- [How to Install or Update EstiPC](#)

Learning By Example

Open EstiMac or EstiPC and then click menu File / Open Example.

The example shows how a typical project is set up and demonstrates most of the features of the software.

Getting More Help

Please see our other Quick Start Guides...

- [Estimating, Specifying And Reporting](#)
- [Client Invoicing](#)

For additional detailed Guides on specific topics, click the links on the right side after each section or see the web pages...

- [EstiMac Guides](#)
- [EstiPC Guides](#)

Alternatively, email us at...

- support@estimac.com
- support@estipc.com

Please tell us if there's something in this guide you don't understand. We'll try to improve it.

Adding And Editing Suppliers

Data for more than 200 suppliers, mostly from London and the UK, is included with EstiMac and EstiPC. This includes addresses, phone numbers, fax numbers, email addresses and links to websites. It also includes category codes for the types of product that are supplied.

To view or modify this data, open the Data folder near the top of the left side panel and click Suppliers.

Supplier ID	Company Name	Codes	Address	Phone	Email	Web
ABB	Abbott & Boyd	F WAL	1/22 First Floor North Extn, Chelsea Harbour, London SW10 0XE	020 7351 9985		
ACRE	Acres Farm	FIR	Bradfield, Berkshire RG7 6JH	0118 974 4305		
ADAM	Adam Williams	FN	Rock Farm, Stoney Stratton, Shepton Mallet, Somerset BA4 6EA	01749 830 505		
AEST	Aestus Radiators	FIR	Strawberry Lane, Willenhall, West Midlands, WV13 3RS	01902 387080		
AVDLY	Aiveen Daly	ACC FN	2 Letchford Gardens, London NW10 6AS	020 8962 0044		

To search for a supplier, enter part of the Supplier ID, Company Name, Address or Notes at the top.

To edit the data for a supplier, click on the little red icon next to the Supplier ID. To add one of your own suppliers, click the Add New Supplier button at the top.

Edit Existing Supplier

Supplier ID: Hide

Company:

Codes: ACC Accessories BED Beds BTH Bathrooms, Fittings

Account:

Address:

Phone:

Fax:

Email:

Web Site:

Notes:

Share: Notify EstiMac (excluding Account and Notes)

Delete Data : Clear all values then click OK.

If you're adding a new supplier, enter a unique Supplier ID. This is used subsequently for the selection of suppliers and is best kept short, ideally just three or four characters.

Enter the company name and select the codes for the product types that are supplied. Try to do this accurately as it will help to simplify the selection of suppliers for each grid line.

Enter an account number if you have one. You can also do this for the standard suppliers that are included with EstiMac and EstiPC. Enter the address, phone and optionally a fax number.

Enter an email address that is used by the supplier to receive orders. This address is used automatically by EstiMac and EstiPC when orders are emailed to the supplier.

Enter a web site for the supplier as well. This is used when clicking on the green link arrow in the right column of the Suppliers Data listing, which opens the supplier's web page in your web browser. This can be a very convenient link to product images and specifications.

The Hide option at the top right excludes the supplier from the selection lists when orders are raised. Tick it for the standard suppliers that you never intend to use.

To delete a supplier that you have added in error, or no longer need, just clear or remove all the data then click OK.

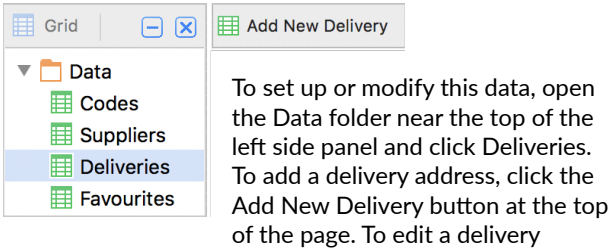
Suppliers are shared between all projects and between all users in a networked office, where it's good practice for one user to be responsible for managing them. Try to avoid setting up several similar variations of the same supplier.

If you leave the Notify EstiMac or Notify EstiPC option ticked, then any changes you make to the supplier data, and any new suppliers that you add, will be sent to us over the internet. We'll review this and update the 'standard' suppliers data for inclusion in future versions of the software.

[→ Purchasing Set Up And Document Appearance - Detailed Guide](#)

Adding And Editing Delivery Addresses

Data for delivery addresses which you expect to use repeatedly can also be added. These addresses typically include your own premises, your warehouse or storage facilities, your frequently used curtain makers, upholsterers, decorators and other trades.

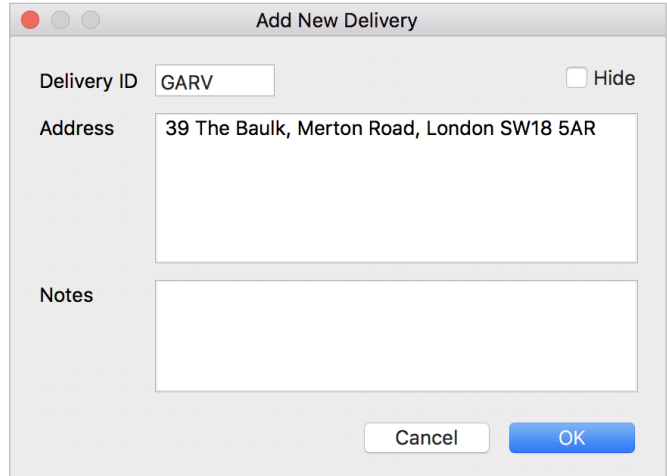


To set up or modify this data, open the Data folder near the top of the left side panel and click Deliveries. To add a delivery address, click the Add New Delivery button at the top of the page. To edit a delivery

address, click on the little red icon next to the ID.

If you're adding a new delivery address, enter a unique Delivery ID. This is used subsequently for the selection of addresses and is best kept short, ideally just three or four characters. Enter or modify the address then click OK.

To delete a delivery address that you have added in error, or no longer need, just clear or remove all the data then click OK.



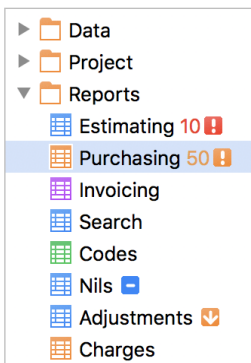
Delivery addresses are shared between all projects and all users in a networked office, where it's good practice for one user to be responsible for managing them. Try to avoid setting up several similar variations of the same address.

[→ Purchasing Set Up And Document Appearance - Detailed Guide](#)

Checking What's Not Yet Purchased

As you start entering lines into the Project Grids you'll notice that little orange warning markers appear in the Purchase column. These markers show that the line has not yet been purchased.

Codes	Purchase	Unit Cost	Total Cost	Markup	Unit Price	Total Price
C	!	600.00	600.00	33.33%	800.00	800.00



In the Reports folder in the left side panel, Purchasing shows in brackets the number of lines in the project that have not yet been purchased. It acts like a To Do list for purchasing. Click on Purchasing and you'll see a listing of all the lines in the project which are yet to be purchased.

All Suppliers <input checked="" type="radio"/> Not Purchased <input type="radio"/> Purchased <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Placed <input checked="" type="checkbox"/> Late <input checked="" type="checkbox"/> Delivered <input checked="" type="checkbox"/> Closed							
Grid	Qty	Unit	Description For Client	Details For Office	Codes	Purchase	
Hall	1		Panel Mirror above console - to discuss with client	Panel Mirror with Antiqued Mirror Glass (size of mirror and panels to be confirmed). Retail £2,000 inc VAT Trade £1,500 ex VAT. ?	ACC	!	
Hall	1		Border Panel Mirror above console - to discuss with client	Border Panel Mirror with Antiqued Mirror Glass. Retail £1,600 inc VAT Trade £1,200 ex VAT. ?	ACC	!	

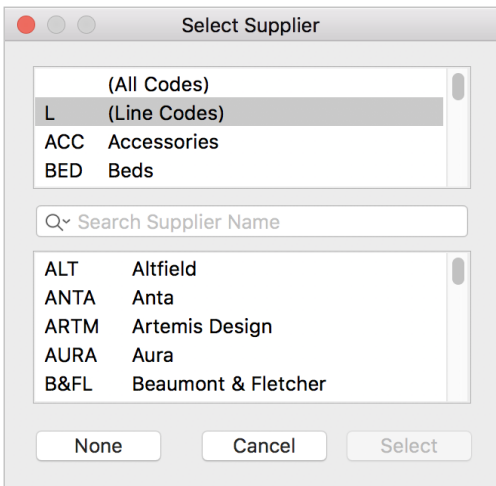
Make sure that both the All Suppliers and Not Purchased options are selected at the top of the page.

Click on the little green links to the left of each report line to jump back to the corresponding grid line.

You can generate a number of documents from the Purchasing Report page, including an Office Report which you can print out and use in project review meetings. Click on the Document Selection drop-down at the top of the page and select Office Report. Click the Preview button to check the document then click the Print button.

[→ Purchasing Report - Detailed Guide](#)

Pre-Selecting Suppliers



As you're adding lines to the project you'll often already know which supplier you intend to use. You can pre-select the supplier, ahead of actually raising an order, by double-clicking in the Purchase column. A list of suppliers will be presented.

If you've already selected a product category code for the line, only suppliers for that category will be listed. This normally makes selection easier, but you can scroll up to the top of the upper box and select (All Codes) for a listing of every supplier.

You can use the Search box to quickly locate a particular supplier from the list. Type the start of the Supplier ID. Alternatively, click the Company option then type any part of the Company Name.

You don't have to do this if you're not yet sure which supplier you'll be using. There's also another chance to select a different supplier when the line is actually added to an order.

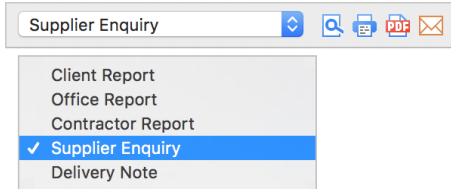
If you do pre-select, however, you can use the Purchasing Report to get a listing of everything you plan to purchase from particular suppliers. This can significantly simplify the process of requesting quotations and raising orders.

Note that lines where a supplier has been pre-selected are still included in the Purchasing Report listing when the Not Purchased option is selected. In this case the Supplier ID is shown in the Purchase column.

→ [Preselecting A Supplier, Supplier Enquiry And Purchase Without Order - Detailed Guide](#)

Sending Supplier Enquiries

You can print or email Requests For Quotation or Supplier Enquiries from the Estimating, Purchasing, Codes or Search Reports. Use the report that gives you the closest listing to the lines you want to enquire about.



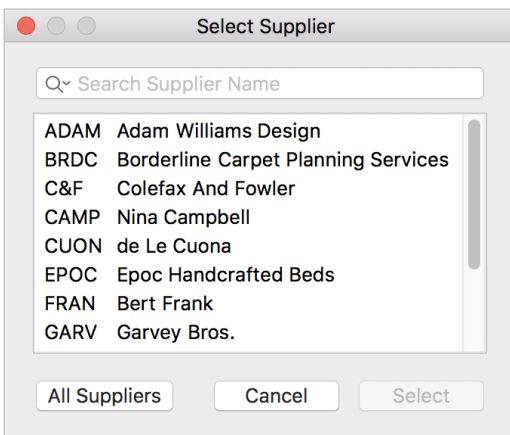
If you just want to enquire about just a few lines from a report listing, select those lines first.

Click on the grey left edge of a report line to select it. Scroll down if necessary, then click on the grey left edge of another grid line while holding down the Shift key on your keyboard. This selects a range of lines. Alternatively, or additionally, click on the grey left edges of other grid lines while holding down the Command key (on a Mac) or Control key (on a PC). This selects or de-selects individual lines.

To see the Supplier Enquiry format, have a look at...



Click on the Document Selection drop-down at the top of the page and select Supplier Enquiry. Click the Preview button to see the Supplier Enquiry document.



If 'All Suppliers' is selected at the top of the Report page then a 'generic' Supplier Enquiry is produced that excludes any supplier name and contact details. This can be sent to several different suppliers to see who can offer the best prices, the most favourable terms or shortest delivery lead times.

If, instead, an individual supplier is selected at the top of the Report page then the name and contact details of that supplier are shown on the Supplier Enquiry. These contact details are automatically taken from the Suppliers Data.

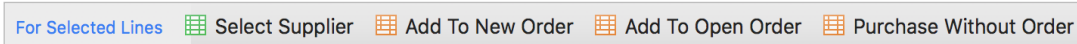
You can control what's shown in the Supplier Enquiry document using the Supplier Enquiry Print Options at the bottom of the report listing. You can choose to Exclude Grid Names, Exclude Images and Exclude Description (For Client) or Exclude Details (For Office), as appropriate. Some times showing images and details can avoid misunderstandings with potential suppliers.

→ [Preselecting A Supplier, Supplier Enquiry And Purchase Without Order - Detailed Guide](#)

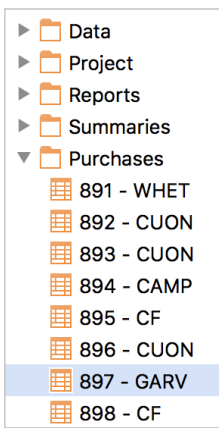
Raising Purchase Orders From Reports

Purchase orders can be raised from the Purchasing, Codes or Search Reports or from the Project Grids. When several lines need to be added to an order it's simplest to use one of the reports. Use the report that gives you the closest listing to the lines you want to order. If the same code is set for all the lines, use the Code Report. If the same word or phrase is used in all the lines use the Search Report. Otherwise use the Purchasing Report.

Select all the report lines you want to order. Click on the grey left edge of a report line to select it. Scroll down if necessary, then click on the grey left edge of another grid line while holding down the Shift key on your keyboard. This selects a range of lines. Alternatively, or additionally, click on the grey left edges of other grid lines while holding down the Command key (on a Mac) or Control key (on a PC). This selects or de-selects individual lines.



Then click the Add To New Order button beneath the report listing. Select a supplier, or confirm the supplier if you've already pre-selected one, then click OK.



An order is automatically generated and the selected lines from the report are added to it. The order, together with its Supplier ID, is shown in the Purchases folder in the left side panel and is automatically selected.

Order 897 Garvey Bros.							
Grid	Qty	Description For Client	Codes	Delivered	Charges	Total Charges	Total Cost
Cinema	1	To measure, make and supply U-Shaped sofa with tongue and groove storage drawers below	UP		Add New	Due 5,035.00	5,035.00
Cinema	1	Template for above sofa	UP		Add New	Due 300.00	300.00
		Deliveries And Extras			Add New		

The next order number in the sequence is used. This sequence is shared between all your projects and all users in a networked office. Please [contact](#) us for instructions if you need to reset or change the automatic order number sequence.

The panel at the bottom of the purchase order page is where you set the details for the order. Some of these details are optional, but you must set an Order Date and Delivery Address before previewing, printing or sending the order. You'll be prompted to set these details if you forget.

Just click on the Order Dates / Placed box and a popup calendar will appear, suggesting the current date. Select this date, or one a few days in the future if you plan to delay sending the order.

Either select one of your frequently used Delivery Addresses from the drop-down box or just type a one-off address into the box.

Order Status	Order Dates	Delivery Address	Order Title <input type="checkbox"/> Show On Order
<input checked="" type="radio"/> Open <input type="radio"/> Placed <input type="radio"/> Delivered <input type="radio"/> Closed	Placed <input type="text" value="12/06"/> Required <input type="text" value="15/09"/> Comment <input type="text"/> Delivered <input type="text"/>	BYW 50 Bywater Street, Chelsea, London SW3 4XE	To measure, make and supply U-Shaped sofa Copy First Line Instructions To Supplier <input type="text"/> Notes For Office <input type="text"/>

You can also click on the Order Dates / Required box and enter a date by which delivery is required. In the Comment box below you can enter something instead of, or as well as, the date. For example, 'ASAP' or 'Please Confirm'.

In the Order Reference box you can enter an overall reference or description for the order. It's best to use something generic like 'Wall Lights'. This will appear on the Client Purchasing Summary so don't include any client-confidential details.

Make sure Supplier Order is shown in the Document Selection drop-down at the top of the page then click the Preview button to check the appearance of the purchase order. Then click the Print, PDF or Email button.

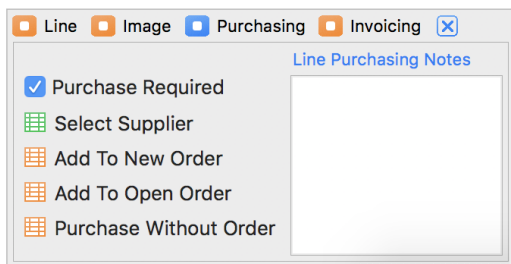
If an email address is included in the Suppliers Data for the selected supplier then it will be used automatically.

To see the Purchase Order format, have a look at...

[Example Purchase Order PDF](#)

- [→ Purchasing Report - Detailed Guide](#)
- [→ Raising Purchase Orders - Detailed Guide](#)

Raising Purchase Orders From Grids



When many lines need to be ordered from a single supplier it's simplest to raise the order from a Report. It's also possible to order lines from the Project Grids.

Select the Purchasing panel at the bottom of the Project Grid page then click the Add To New Order button.

Several grid lines can be added to an order by selecting them before clicking the Add To New Order button. The rest of the procedure is identical to raising orders from a Report.

[→ Raising Purchase Orders - Detailed Guide](#)

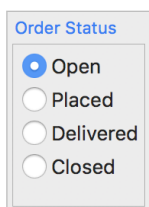
Adding Lines To An Open Order

While the Order Status of an order is still Open, additional lines can be added from the Reports or Project Grids. Just select one or more lines then click the Add To Open Order button at the bottom of the page.

You'll be prompted with a list of all currently open order numbers and suppliers, with the most recently raised orders listed first. Just select an order then click OK.

[→ Raising Purchase Orders - Detailed Guide](#)

Sending Orders And Updating Order Status



The Order Status normally changes automatically from Open to Placed when you click the Print, PDF or Email button. This is intended to indicate that the order has been sent to the supplier. The Order Status remains at Open if you just click the Preview button.

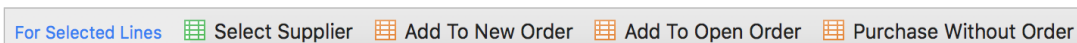
This may not suit the way your company works. For example, you may print orders for your own records only and subsequently email orders to your suppliers. To modify the way this works, click menu EstiMac / Preferences (for EstiMac) or Tools / Options (for EstiPC) then select the Print section. Tick or clear the Placed Status for Set On Print, Set On PDF or Set On Email, as required.

If you click the Print, PDF or Email button, but don't actually send the order to the supplier, you can manually set the Order Status back to Open at any time. It's not locked.

[→ Editing And Deleting Orders - Detailed Guide](#)

Purchasing Without Order

You can also raise a Purchase Without Order from either the Purchasing, Codes or Search Reports or from the Project Grids. This is used when you need to record that lines have been purchased from a supplier without actually raising and sending a formal order. This can be used when items are purchased on a shopping trip or a visit to a supplier's retail showroom. Recording the purchase in this way allows the cost and order status of the lines to be recorded correctly.



All purchases without order from a particular supplier are grouped together in the Purchases folder, towards the bottom. The Supplier ID is shown without an order number.

[→ Preselecting A Supplier, Supplier Enquiry And Purchase Without Order - Detailed Guide](#)

Removing Lines From An Order

If you add a line to an order by mistake, or you want to remove a line for some other reason, first make sure that any Supplier Charges that you have logged are removed. Don't worry about this if the Charges column for the order line just shows Add New. This means no supplier charges have been logged yet.

Next, set the Order Status back to Open if it's not there already. You'll then see a little red cross at the right of the order line. Just click this cross to remove the line from the order.

Grid	Ref	Qty	Unit	Description For Client	Codes	Delivered	Charges	Total Charges	Total Cost	Closed	Remove
→ Bedroom 2		2	metres	Lining	C		Add New	Due 9.00	9.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
→ Bedroom 2		2	metres	Black Lining	C		Add New	Due 9.00	9.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you remove the last line from the order, leaving it empty, you can then also delete the order from the Purchasing Summary by clicking the little red cross at the right of that page.

[→ Editing And Deleting Orders - Detailed Guide](#)

Adding Instructions And Notes To Orders

Order Status		Order Dates	
<input type="radio"/> Open	Placed	<input type="text" value="12/06"/>	
<input type="radio"/> Placed	Required	<input type="text" value="15/09"/>	
<input checked="" type="radio"/> Delivered	Comment	<input type="text"/>	
<input type="radio"/> Closed	Delivered	<input type="text" value="11/07"/>	

You can add Instructions To Supplier and Supplier Order Notes to orders.

Instructions To Supplier are different for each order. Use them for requests, instructions and comments that relate specifically to that order. Add them to the box at the bottom of the Order page.

Instructions To Supplier

Please ensure fabric lengths are cut from the same roll. Thank you.

You can also use the Notes For Office box to record information for your own purposes. This is not shown on the order or any other documents.

Supplier Order Notes are common to all orders. Use them for general requests, instructions and comments, for example 'Please quote our order number in all correspondence'. Add them in the Notes page in the Purchases folder in the left side panel. The Notes page is always listed last.

Instructions To Supplier and Supplier Order Notes appear at the bottom of the order documents.

The Supplier Order Notes can form part of the New Project Template that is used when starting a new project. See the Starting The Next Project section at the end of [Estimating, Specifying And Reporting](#).

[→ Purchasing Set Up And Document Appearance - Detailed Guide](#)

Using Purchasing Reports

Click on Purchasing within the Reports folder in the left side panel for a listing of project lines according to their purchasing status. Status options are set at the top of the page.

<input checked="" type="checkbox"/> All Suppliers <input checked="" type="radio"/> Not Purchased <input type="radio"/> Purchased <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Placed <input checked="" type="checkbox"/> Late <input checked="" type="checkbox"/> Delivered <input checked="" type="checkbox"/> Closed									
Grid	Qty	Description For Client	Details For Office	Codes	Purchase	Unit Cost	Total Cost		
Kitchen	2	Bronze Wall Lights	Riddle Wall Light - Brass & Black. Height: 350mm Width: 400mm Please supply 2 No. bulbs also Price £525.00 ex VAT	L	FRAN	394.00	788.00		
Kitchen	3	Concrete hanging lamps for above kitchen island	Bastille Concrete Pendant Extra Large. Shade diameter: 40cm	L	HOLW	414.38	1,243.14		

With the Not Purchased option set, all lines that have not yet been added to an order, or a purchase without order, are listed. This includes lines where a supplier has been pre-selected.

With the Purchased option set, all lines that have already been purchased are listed. With this option selected, the listing can be further refined to include or exclude lines where the Order Status is Open, Placed, Late, Delivered or Closed.

Several documents can be generated from this page. The Client Report can be used to show the client what you've ordered on their behalf. The Office Report can be used for project reviews within your company. Click on the Preview button to check the appearance of these documents.

As well as listing lines to be purchased, or already purchased, from All Suppliers you can use the drop-down at the top left of the page to get a listing of only the lines from a particular supplier.

[→ Purchasing Report - Detailed Guide](#)

Marking Lines And Orders As Delivered

Grid	Qty	Unit	Description For Client	Details For Office	Codes	Delivered	Charges	Total Charges	Total Cost
Kitchen	6	No.	Bar Stools	Liszt Barstool Code: F-4150 Height: 102cm Width: 46cm Depth: 53cm	FN	11/07	Add New	Due 8,602.98	8,602.98
Kitchen	9	metres	Fabric	Mardi Gras NCF4240-01 RRP £216.66 inc VAT RRP £180.55 ex VAT	F	11/07	Add New	Due 974.97	974.97

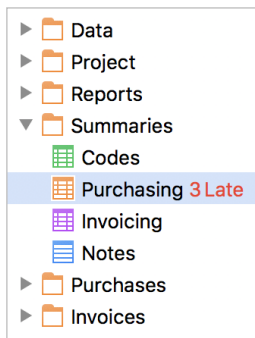
If lines from an order are delivered in several drops, their individual delivery dates can be recorded. Click on the Delivered column for the line and select the date from the popup calendar.

Alternatively, if all lines from an order are delivered at the same time, the Delivered date for the whole order can be set in the lower panel.

When a date is set for the whole order, or every individual line, the Order Status is automatically set to Delivered. This can be set or reset manually at any time.

[→ Order Dates, Delivery Dates And Alerts - Detailed Guide](#)

Checking For Late And Imminent Deliveries



In the Summaries folder in the left side panel, the Purchasing page shows an order-by-order status listing. At the top of the page are Sort By options. Select Date Delivered, Date Required to check for overdue and imminent deliveries.

All Suppliers Sort By <input type="radio"/> Order Number <input checked="" type="radio"/> Date Delivered, Date Required							
Order	Supplier	Status	Placed	Required	Delivered	Delivery	Order Title
1010	MISC	Placed	19/06	26/06		GARV	Fabric for Desk Chair
992	MISC	Placed	19/06	03/07		OFFICE	2 Murano candle sticks
1011	MISC	Placed	19/06	10/07		OFFICE	Small porthole mirror for door
997	CAMP	Placed	19/06	18/08		BYW	Wallpaper
888	ADAM	Placed	12/06	15/09		BYW	Console Table with stone top
891	WHET	Placed	12/06	15/09	14/09	BYW	Dining Table to seat 12

The most overdue orders are listed first, with their overdue delivery dates shown in red. The most imminent orders are shown next. Orders which have already been delivered are shown last, with their delivered dates in green.

This Purchasing Summary can be checked at the start of every week or every day to monitor the delivery status of all orders within a project.

[→ Order Dates, Delivery Dates And Alerts - Detailed Guide](#)

Summarising Purchases For Your Clients


The Purchasing Summary can also be used to produce a Client Purchasing Summary document. Select the Sort By Order Number option and the Compare Full Price To Client options at the top of the page.

With these options selected, the equivalent marked up retail Price To Client values of each order are shown, rather than the trade Cost From Supplier values.

All Suppliers Sort By <input checked="" type="radio"/> Order Number <input type="radio"/> Date Delivered, Date Required Compare Full Price To Client To Payments Received									
Order	Supplier	Status	Order Title	Charged	Extras	Price	Tax	Total	Delete
888	ADAM	Placed	Console Table with stone top and iron base	1,202.50		2,555.00	20%	3,066.00	✕
889	C&F	Delivered	Fabric for above blind	254.74		254.74	20%	305.69	✕
890	CAMP	Delivered	Bar Stools, including fabric & delivery			13,989.93	20%	16,787.92	✕
891	WHET	Delivered	Dining Table to seat 12	1,500.00		4,500.00	20%	5,400.00	✕
892	CUON	Delivered	Blue/Grey Fabric for banquette	1,625.00	15.00	1,640.00	20%	1,968.00	✕
893	CUON	Delivered	Faux Fur for front	195.00	15.00	210.00	20%	252.00	✕
894	CAMP	Delivered	Blue wool for back	102.07		102.07	20%	122.48	✕

At the top of the page, select Client Purchasing Summary from the Document Selection drop-down then click on the Preview button. You'll notice that all client confidential information, including supplier names and trade costs, is excluded from the document so that it can be shown to your client.

To see the Client Purchasing Summary format, have a look at...



[Client Purchasing Summary PDF](#)

The Purchasing Summary page and the Client Purchasing Summary document show the total value of the orders raised in the project. A comparison with the payments received from the client is also shown at the end of the document. This can make the document useful for presentation to the client as justification for requests for further stage payments.

[→ Purchasing Summary - Detailed Guide](#)

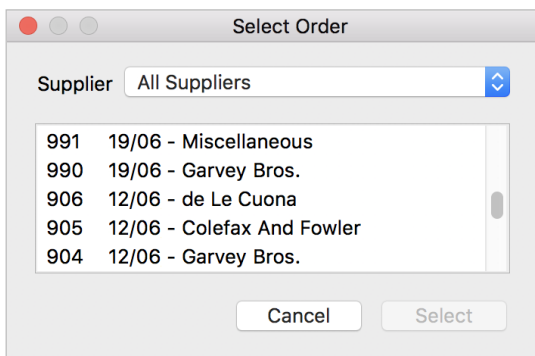
Setting Purchase Order Document Options

Towards the bottom of the Purchase Order, Purchasing Report and Purchasing Summary pages are options for each of the documents that can be produced. These options determine whether certain information is included or excluded from a document. Where appropriate, different options are shown for different documents.

In most cases the effect of each option should be obvious. If not, just give it a try. Set or clear the option then try a print preview of the appropriate document to see what changes.

[→ Purchasing Set Up And Document Appearance - Detailed Guide](#)

Finding Purchase Orders Quickly



When you receive a pro forma or invoice from a supplier, it will usually quote your order number, but possibly not your project reference. Open a new or existing project and click on menu File / Open Order. You'll be presented with a list of all your orders, with dates and suppliers. The most recent orders are shown at the top. Select the order you're looking for, then click OK. The project from which the order was raised will be opened automatically and you'll be taken directly to the order page. It's good practice to ask your suppliers to always quote your order numbers. Include this request in your Purchasing Notes.

You can try this feature even if the supplier's paperwork doesn't state your order number. Select the Supplier from the drop-down list at the top and you'll be shown a list of all orders from that supplier with dates. Hopefully you'll be able to work out which order needs to be opened.

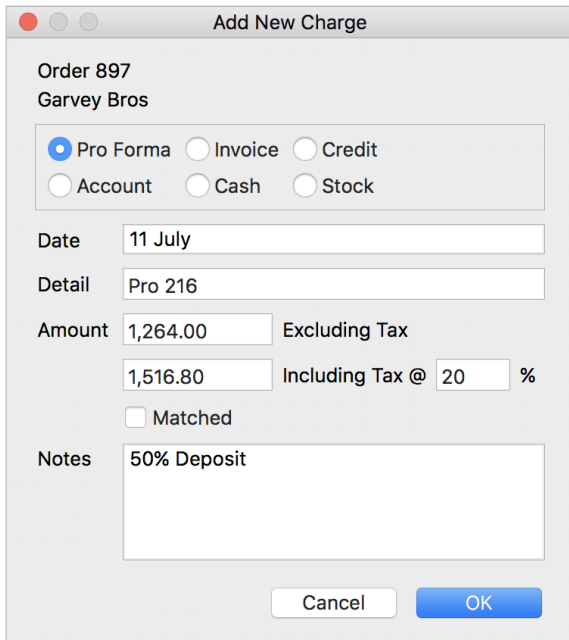
[→ Supplier Charges - Detailed Guide](#)

Logging Supplier Charges

Supplier charges include pro formas, invoices, credit notes, account and cash payments and all other paperwork you receive from your suppliers. If you methodically and regularly log all your supplier charges you'll avoid errors, both by you and your suppliers, save time and save money. You'll spot unexpected cost increases, duplicate charges and incorrect stage payment charges as soon as they occur.

To log supplier charges for an order, open the Purchases folder in the left side panel and click on the appropriate order number or use the Open Order feature.

Charges are logged in the Charges column. They're recorded separately for each line of an order, not overall for the whole order. This allows for lines from the same order to be charged on several different supplier pro formas or invoices, possibly because they were delivered at different times.



For each corresponding line on the supplier paperwork, click on the little orange Add New icon in the Charges column and enter the details of the charge. Select the charge type (Pro Forma, Invoice, etc) and select the date shown on the supplier's paperwork using the popup calendar. Enter the Detail for the charge. For invoices this will be the supplier's invoice number. For pro formas this could be the supplier's reference or your own description. Enter the amount shown on the supplier's paperwork, either excluding or including tax (VAT or Sales Tax). For stage payments, enter the partial amount you're paying at this stage, rather than the full cost. Use the Notes box to enter any further information that might be useful in future. This could include notes on queries or discussions with the supplier, information about multi-stage deposits and details of the dates and bank references of payments you make. Click OK and you'll see that the details and amounts of the charge are shown in the Charges column for the line. Click on the little orange Charge icon if you want to modify any of the details you entered.

If the supplier's pro forma or invoice includes amounts for more than one order line, repeat this process for the other lines. You'll find that the Date and Detail values are retained and you'll just need to enter the Amounts.







[→ Supplier Charges - Detailed Guide](#)

[→ Supplier Invoices And Pro Formas - Detailed Guide](#)

[→ Supplier Credits, Cash, Stock And Account - Detailed Guide](#)

Adding Further Supplier Charges

You'll see there's still a little orange Add New icon beneath the details of the supplier charges you've logged for each order line. This lets you log additional charges for the same line. This would happen when when you receive a pro forma as a request for payment, followed by a corresponding invoice as a receipt of payment. It would also happen when stage payments are made.









Qty	Unit	Description For Client	Details For Office	Charges	Total Charges	Total Cost
6	No.	Bar Stools	 Liszt Barstool Code: F-4150 Height: 102cm Width: 46cm Depth: 53cm	 13/06 Pro Proforma 4,301.49  Add New	4,301.49 Due 4,301.49	8,602.98
9	metres	Fabric	 Mardi Gras NCF4240-01 RRP £216.66 inc VAT RRP £180.55 ex VAT	 13/06 Pro Proforma 487.48  Add New	487.48 Due 487.49	974.97

[→ Supplier Invoices And Pro Formas - Detailed Guide](#)

Matching Supplier Charges

If you receive a pro forma as a request for payment, followed by a corresponding invoice as a receipt of payment, log both charges. Don't remove the pro forma, but keep it as a record of what you received from the supplier, just in case you need this information later.









You'll notice that if you log both the pro forma and the invoice, it will look as though you've overpaid by paying the same amount twice.

Qty	Unit	Description For Client	Details For Office	Charges	Total Charges	Total Cost
6	No.	Bar Stools	 Liszt Barstool Code: F-4150 Height: 102cm Width: 46cm Depth: 53cm	 13/06 Pro Proforma 4,301.49  03/07 Inv 30301 8,602.98  Add New	12,904.47 Over 4,301.49	8,602.98
9	metres	Fabric	 Mardi Gras NCF4240-01 RRP £216.66 inc VAT RRP £180.55 ex VAT	 13/06 Pro Proforma 487.48  03/07 Inv 30301 974.97  Add New	1,462.45 Over 487.48	974.97

Matched To resolve this, click back on the little orange icon for the original pro forma charge. In the Edit Charge popup box, tick the Matched option, just below the Amount, then click OK.

You'll notice now that the original pro forma charge is no longer shown or used in calculations, so it no longer looks like you've overpaid. However, if you click back on the little orange icon for the original pro forma charge you'll see that the amount is still recorded.

It's usually good practice to attach the invoice to the corresponding pro forma, or to file these supplier documents together. This can also help to avoid unintended overpayments.

Qty	Unit	Description For Client	Details For Office	Charges	Total Charges	Total Cost
6	No.	Bar Stools	 Liszt Barstool Code: F-4150 Height: 102cm Width: 46cm Depth: 53cm	 13/06 Pro Proforma  03/07 Inv 30301 8,602.98  Add New	8,602.98	8,602.98
9	metres	Fabric	 Mardi Gras NCF4240-01 RRP £216.66 inc VAT RRP £180.55 ex VAT	 13/06 Pro Proforma  03/07 Inv 30301 974.97  Add New	974.97	974.97

[→ Supplier Invoices And Pro Formas - Detailed Guide](#)

Removing Supplier Charges

If you add a supplier charge by mistake you can remove it by clicking on the little orange Charges icon. In the Edit Charge popup box, clear the Date, remove all other values then click OK. You'll be prompted to confirm that you want to remove the charge.

Order Closed And Lines Closed

To the right of the Charges there's a Closed column that you can tick once all the charges for the line are entered. Do this when you don't expect to receive anything else from the supplier relating to that line.

If you're responsible for actually making payments to the supplier, you can choose to tick the Closed box only when payment for the line has been made. Alternatively, if someone else in your company makes the payment, you can choose to tick the Closed box to indicate to them that everything is correct.

Once you have closed all the lines in an order to can set the Order Status for the whole order to Closed.

[→ Supplier Invoices And Pro Formas - Detailed Guide](#)

Adding Deliveries And Extras

A Deliveries And Extras line is automatically added at the bottom of every order, with a little orange Add New icon in the charges column. You can use this to add one or more delivery charges that appear on pro formas and invoices from your suppliers. You can also use this for any other charges that you were not expecting when you placed the order, such as return costs if you order a line in error.

Qty	Unit	Description For Client	Details For Office	Charges	Total Charges	Total Cost
6	No.	Bar Stools	Liszt Barstool Code: F-4150 Height: 102cm Width: 46cm Depth: 53cm	13/06 Pro Proforma 03/07 Inv 30301 8,602.98 Add New	8,602.98	8,602.98
9	metres	Fabric	Mardi Gras NCF4240-01 RRP £216.66 inc VAT RRP £180.55 ex VAT	13/06 Pro Proforma 03/07 Inv 30301 974.97 Add New	974.97	974.97
		Deliveries And Extras		Add New		

If you click on the Add New icon the Add New Charge popup appears. Enter the charge information in the same way as for the order lines.

This method of recording delivery charges is useful for the many small additional costs that you typically incur during a project.

The total of all the deliveries and extras from all the orders in a project is automatically shown on the Project Total page and is automatically included in total calculations. It is also listed at the end of the Invoicing Report, from where it can be added to invoices to your client.

The deliveries and extras from each order are also shown in the Extras column in the Purchasing Summary, from where you can produce a Client Purchasing Summary document. This can be used to explain the costs of deliveries and extras to your clients.

For large delivery costs which are known in advance, such as those relating to large goods or imported items, it is often preferable to bring these to your client's attention. In this case, add a line for the delivery cost in the Project Grid beneath the line for the actual item. When you order the item, add the delivery cost line to the same order. Alternatively, add a separate Project Grid for deliveries and list the costs there.

[→ Deliveries And Extras - Detailed Guide](#)

Using The Charges Report

Click on Charges in the Reports folder in the left side panel for a listing of project lines according to their supplier charge status. Options are set at the top of the page.

All Suppliers
 Status
 Invoices And Credits
 Search Charge Detail
 From
 To

- ▶ Data
- ▶ Project
- ▼ Reports
 - Estimating 10
 - Purchasing 50
 - Invoicing
 - Search
 - Codes
 - Nils
 - Adjustments
 - Charges

The Charge Report listing includes all the project lines which match the options. Both the charges and uncharged costs for each line are listed and summed at the bottom of the report. Charges can be shown for All Suppliers or just a selected one.

Charge Status can be set to Open, Charged, Over Charged, Under Or Over Charged, Deliveries And Extras. Select Open to get a listing and total for what's been ordered or assigned to a supplier but not yet charged. Select Charged for a listing and total of expenditure so far.

Charge Type can be set to All Charges, Pro Formas, Invoices And Credits, Cash, Account and Stock. Matched Charges can also be selected.

The Detail search can be used to include only the charges matching an invoice number or pro forma reference. The From and To dates can be set to include only the charges incurred during a specific date range, for example a particular month.

To see the format of the Office Charges Report, that can be produced from the Charges Report page, have a look at...



[Office Charges Report PDF](#)

[→ Charges Reports, Status, Search, Date Range And Controls - Detailed Guide](#)