

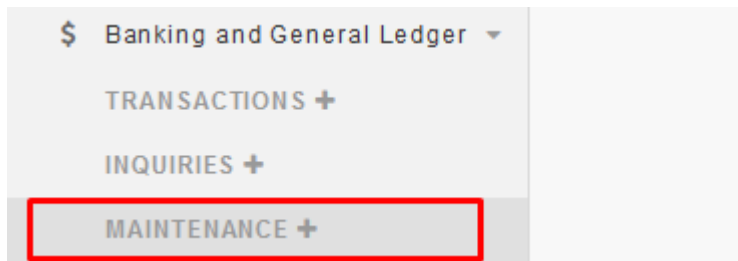
HOW TO ADD NEW PURCHASE ITEM

In order to add new purchase item, you can follow the step as below:

A) Create new General Ledger if not listed in the system (skip this section if GL already existing, please refer directly to Section B below)

Step 1

Go to **Banking and General Ledger > Maintenance > GL Account.**

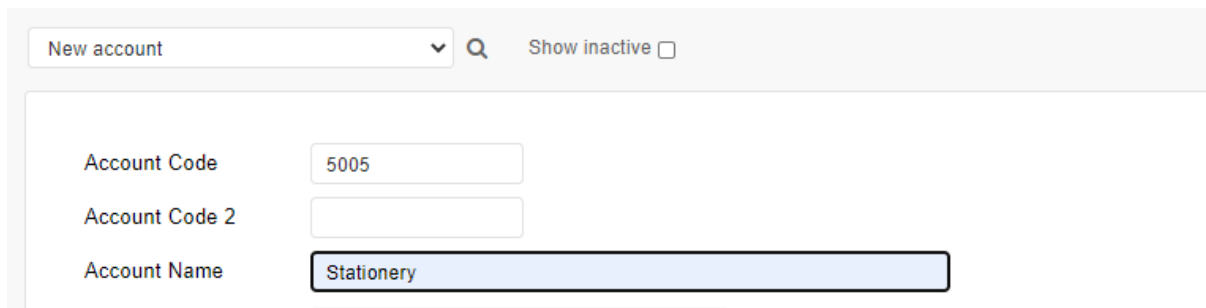


Step 2

Select **"New Account"**.

Enter the Account Code and Account Name.

For example: Account Code: 5005, Account Name Stationery.

A screenshot of a 'New account' form. At the top, there is a dropdown menu set to 'New account' and a search icon. Below this, there are three input fields: 'Account Code' with the value '5005', 'Account Code 2' which is empty, and 'Account Name' with the value 'Stationery'. The 'Account Name' field is highlighted with a blue border.

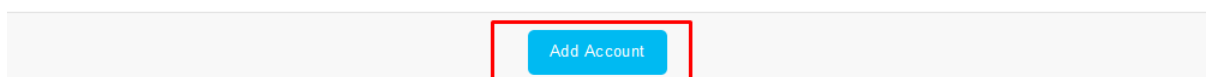
Step 3

Change the Account Group to **Expenses Account.**

A screenshot of a form showing a dropdown menu for 'Account Group'. The dropdown is open, showing a list of options: '11 Payroll Expenses', '12 Administrative expenses', '14 Repairs & Maint', '17 Maintenance Expense', and '13 Equity'. The '12 Administrative expenses' option is highlighted with a blue background. The 'Account Group' field itself is highlighted with a red rectangular box.

Step 4

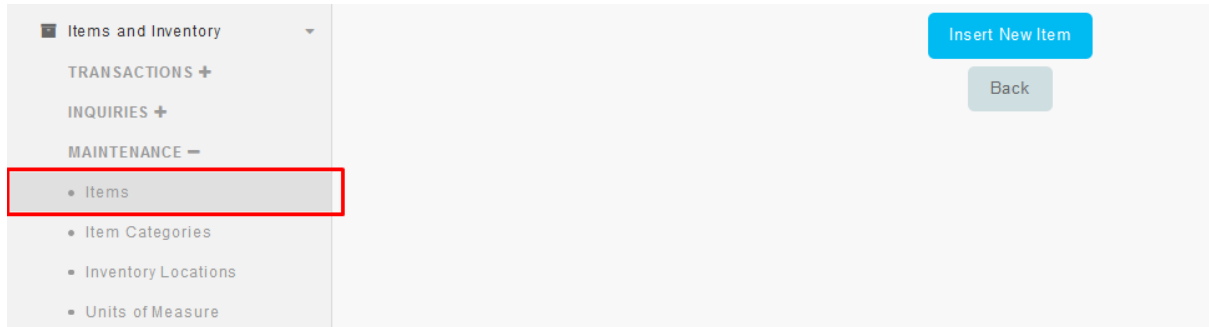
Click **"Add Account"** at the bottom of the page to add new GL.



B) Create new Purchase Item

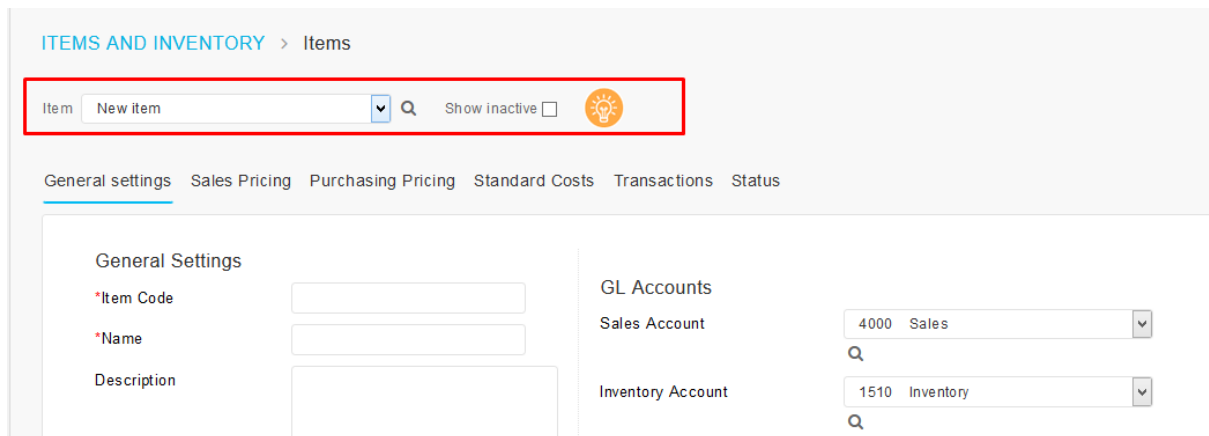
Step 1

Go to **Item and Inventory > Maintenance > Items.**



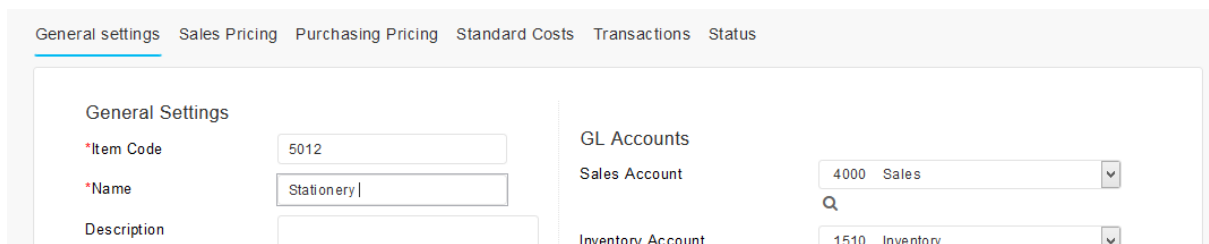
Step 2

Select New Items.



Step 3

Enter the **“Item Code”** and **“Name”** for that particular items. For instance, as below: Stationery.



Step 4

Set the **Category as: Services** and **Item Type as: Services** also.

Category: Services
Item Tax Type: Regular
Item Type: Service
Image File (.jpg): Browse... No file selected.
No image
Item Status: Active

Step 5

Set the GL account for that particular items.

Additional Note: Kindly skip the setting for "Sales Account" as it is not applicable for purchase items. You only need to set the "COGS Account" by selecting the GL account that should be debited when you enter a PO or supplier invoice.

General Settings
Item Code: 5012
*Name: Stationery
Description:
GL Accounts
Sales Account: 4000 Sales
C.O.G.S. Account: 5510 Printing & Stationery
Other

Step 6

Click the **"Editable Description"** so that you can edit the description when entering the Purchase Order.

Editable Description:
Exclude from Sales:
Exclude from Purchases:
LPI chargeable:
Image File (.jpg): Browse... No file selected.
No image
Item Status: Active

Additional Note:

Kindly (v) the "Exclude from Sales" box if you want to hide the Purchases item from the invoice dropdown listing.

Editable Description:
Exclude from Sales:

Step 7

Click "Insert New Item" at the bottom of the page to save the Items.

Insert New Item
Back

C) How to issue Purchase Order

Step 1

Go to **Purchases > Transaction > Purchase Order.**

Purchases

TRANSACTIONS —

- Purchase Order
- Purchase Order Quotation Entry

Exclude from Purchases

LPI chargeable

Update Item Clone This Item Delete This Item Cancel

Step 2

Select the Supplier's Name.

PURCHASES > Purchase Order Entry

Supplier: ABC - ABC CONSTRUCTION

Supplier's Reference: DEF

Deliver to: N/A

Order Date

Current Credit

Reference

- ABC - ABC CONSTRUCTION
- ABC - ABC CONSTRUCTION
- ABC Repairs - ABC Repairs Sdn Bhd
- ACC - Access Card Supplier Sdn Bhd
- Amin & Associates - Amin & Associates Sdn Bhd
- Antah Schindler - Antah Schindler Sdn Bhd
- Brilliant Pools - Brilliant Pools Trading & Engineering
- City Environment Cleaning - City Environment Cleaning Sdn Bhd
- CMS Security - CMS Security Sdn Bhd

Step 3

Select the **Order Items**. The new Purchased Items already listed under the Item listing.

Order Items

| ITEM CODE | ITEM DESCRIPTION | QUANTITY | RECEIVED | UNIT | REQUIRED DELIVERY DATE | PRICE BEFORE TAX | LINE TOTAL |
|-----------|--------------------------|----------|----------|------|------------------------|------------------|------------|
| | 1006 - Consumable Supply | 1 | 0 | each | 19-04-2021 | 15.00 | 15.00 + |
| | Services | | | | | | |
| | 1006 - Consumable Supply | | | | | | |
| | 1007 - Office Supply | | | | | | |
| | 5012 - Stationery | | | | | | |
| | | | | | | Sub-total | 0.00 |
| | | | | | | Amount Total | 0.00 |

Step 4

Once selected the Order Items, you can edit the description based on your preference. For instance, as below:

Order Items

| ITEM CODE | ITEM DESCRIPTION | QUANTITY | RECEIVED | UNIT | REQUIRED DELIVERY DATE | PRICE BEFORE TAX | LINE TOTAL |
|-----------|-----------------------|----------|----------|------|------------------------|------------------|------------|
| | Stationery (A4 Paper) | 1 | 0 | unit | 19-04-2021 | 0.00 | 0.00 + |
| | | | | | | Sub-total | 0.00 |
| | | | | | | Amount Total | 0.00 |

Step 5

Enter the price, quantity and delivery date for the items and click the (+) icon to enter the item.

Order Items

| ITEM CODE | ITEM DESCRIPTION | QUANTITY | RECEIVED | UNIT | REQUIRED DELIVERY DATE | PRICE BEFORE TAX | LINE TOTAL |
|---------------------|----------------------------|----------|----------|------|------------------------|------------------|-------------|
| | Stationary (A4 Paper) Q | 3 | 0 | unit | 18-04-2021 | 15.00 | 0.00 |
| Sub-total | | | | | | | 0.00 |
| Amount Total | | | | | | | 0.00 |

You can enter as many items as you want for the Purchase Order.

Order Items

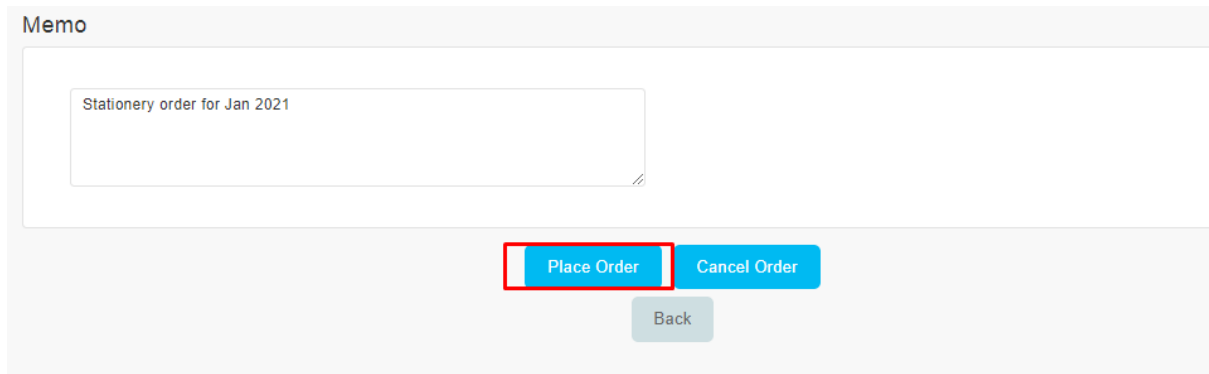
| ITEM CODE | ITEM DESCRIPTION | QUANTITY | RECEIVED | UNIT | REQUIRED DELIVERY DATE | PRICE BEFORE TAX | LINE TOTAL |
|---------------------|---|----------|----------|------|------------------------|------------------|--------------|
| 5012 | Stationary (A4 Paper) | 3 | 0 | unit | 18-04-2021 | 15.00 | 45.00 |
| 5012 | Stationary (Faber Castle Ball Pen Blue 0.5mm) (Box) | 2 | 0 | unit | 18-04-2021 | 10.00 | 20.00 |
| 5012 | Stationary (L shape file) | 6 | 0 | unit | 18-04-2021 | 2.50 | 15.00 |
| | 4001 - Car Sticker Q | 1 | 0 | each | 18-04-2021 | 0.00 | 0.00 |
| Sub-total | | | | | | | 80.00 |
| Amount Total | | | | | | | 80.00 |

You can either edit or remove the order items before place the Purchase Order using the action icon below:

| Icon | Description |
|------|---|
| | To edit the Order items. |
| | To remove Order Item from the Purchase Order. |

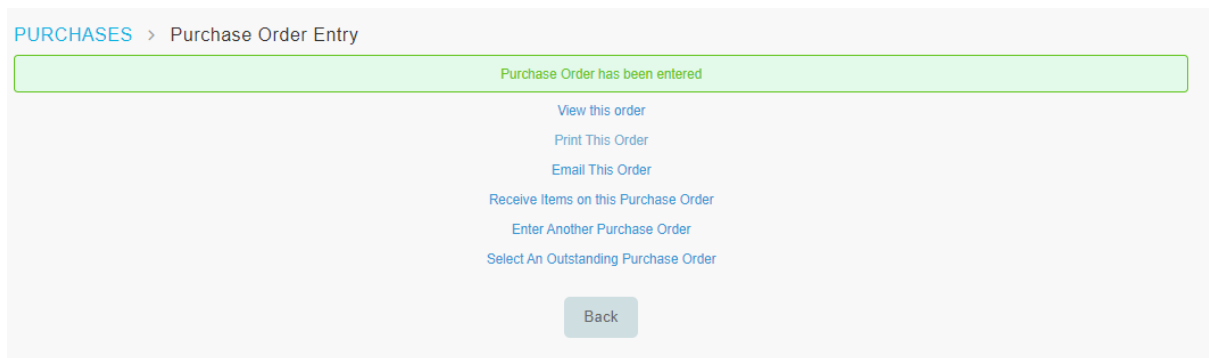
Step 6

You can enter any memo for your reference at the memo section and click **“Place Order”** at the bottom of the page to process the Purchase Order



The screenshot shows a web interface for entering a purchase order. At the top, there is a section labeled "Memo" with a text area containing the text "Stationery order for Jan 2021". Below the text area, there are three buttons: "Place Order" (highlighted with a red border), "Cancel Order", and "Back".


This message will pop out when you successfully entered the Purchase Order.



The screenshot shows the "PURCHASES > Purchase Order Entry" page. A green success message box at the top reads "Purchase Order has been entered". Below the message, there are several links: "View this order", "Print This Order", "Email This Order", "Receive Items on this Purchase Order", "Enter Another Purchase Order", and "Select An Outstanding Purchase Order". A "Back" button is located at the bottom of the page.

You can view the sample of Purchase Order as below:

Sample of Purchase Order

|  | | I-NEIGHBOUR SALES DEMO No. 6, 8 & 10, Jalan BK 3/2 Bandar Kinrara 47180 Puchong Selangor, Malaysia Reg No. : 788796-W Phone No. : +603 - 8070 9933 Email : info@i-neighbour.com | PURCHASE ORDER | | |
|---|---|--|-----------------------|---------------------------------|--------------|
| | | | Date : | 08-04-2021 | |
| | | | Purchase Order No. : | PO-2021-016 | |
| | | | Payment Terms : | Due 15th Of the Following Month | |
| | | | Page : | 1 of 1 | |
| Order To | | Delivery Address | | | |
| ABC CONSTRUCTION | | N/A | | | |
| Customer's Reference | Supplier's Reference | Order Date | | | |
| | ABC-2021-04-034 | 08-04-2021 | | | |
| Item Code | Item Description | Delivery Date | Quantity Unit | Price | Total (RM) |
| 5012 | Stationary (A4 Paper) | 18-04-2021 | 3 unit | 15.00 | 45.00 |
| 5012 | Stationary (Faber Castle Ball Pen Blue 0.5mm) (Box) | 18-04-2021 | 2 unit | 10.00 | 20.00 |
| 5012 | Stationary (L shape file) | 18-04-2021 | 6 unit | 2.50 | 15.00 |
| Stationary Order April 2021 | | | | | |
| Sub-total | | | | | 80.00 |
| TOTAL PO | | | | | 80.00 |
| RM: Eighty only | | | | | |

Bank: PUBLIC BANK BERHAD, Bank Account: 3206228423