

# PROCURE.NET

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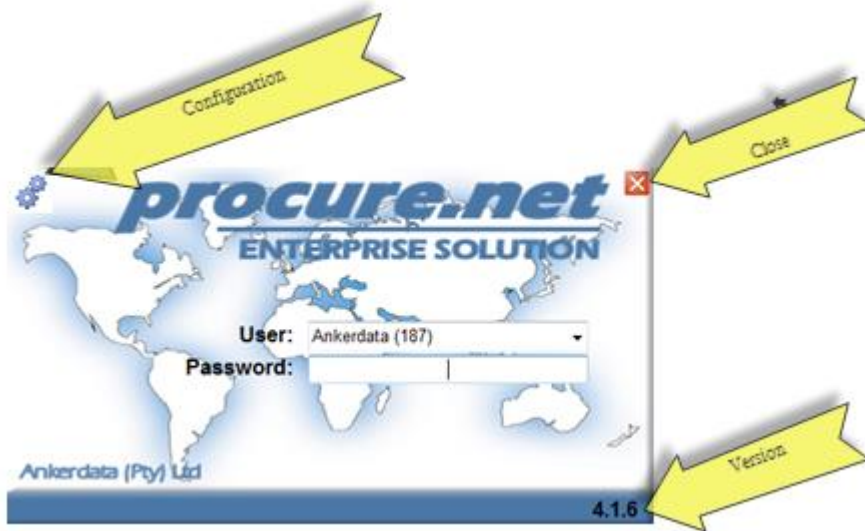
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## logging In

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To locate a username, the user will click on the selection arrow in the field and select the user name from the drop down list. By clicking on the first letter of the username, Procure.net will scroll to all users with the same letter and the user will then be able to scroll through the list and select the correct user from the list.

Once the username has been selected, the user will click in the *Password* field or hit the *Tab* button on the keyboard to go to the next field. The user will then type in his unique password that was created for him and hit the *Enter* button on the keyboard.

Clicking on the configurations icon the user will be able to edit various Procure.net settings. Only authorised individuals should change these settings as they can have serious effects on the database.

**Procure Settings**

Server .

Database **Windmill**

UID **sa**

PWD **.....**

Matrix Dongle I.P. Addr **127.0.0.1**

Company **To be set**

Address Line 1 **To be set**

Address Line 2 **To be set**

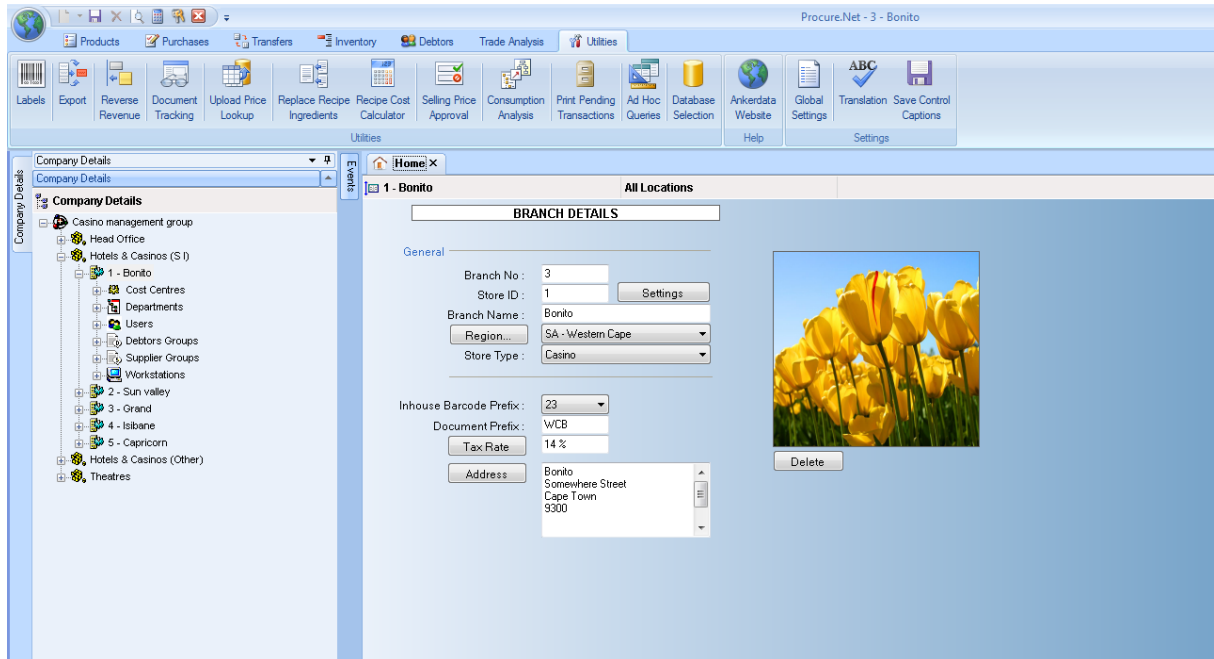
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**Server**  
SQL Server Name

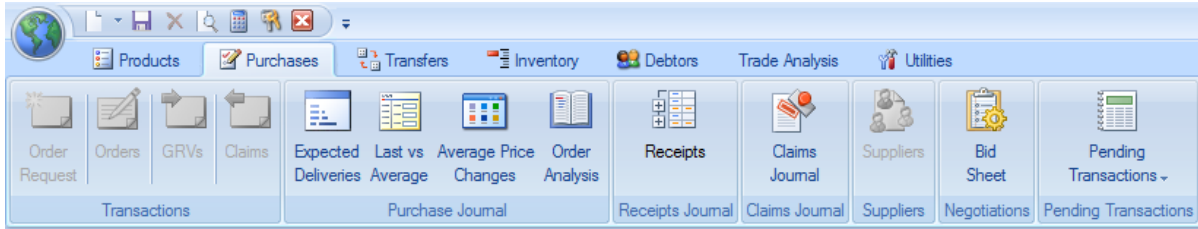
Test Connection Save Close

## Main Screen

Upon start-up of Procure.net the user will be provided with the main screen where the user can quick-navigate across various functions.



Some options on the ribbon may not be available depending on the access rights given to the user. Options will be greyed out denying the user access unless set-up for such.



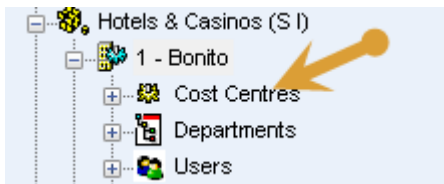
The main screen of Procure.net is broken into 4 main sections being:

1. A Quick Access Toolbar (QAT).

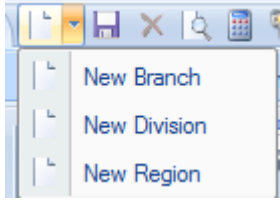
The quick-view icons offer the user a quick link to certain functions from left to right: *NEW, SAVE, DELETE, PREVIEW, CALCULATOR, LOG OUT and EXIT.*



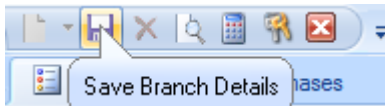
The *New* icon provides the user with a quick navigation to create a new section depending on the needs. If the user clicks on the cost centre header on the Tree-view he will be able to create a new cost centre by clicking on the new icon.



Same will apply for other sections as bins, departments, minor departments, sub departments, users, debtors groups, supplier groups and workstation.

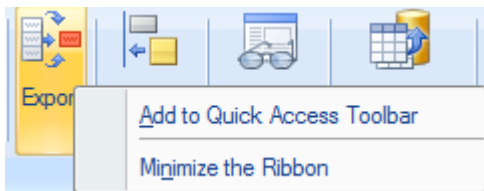


Once the *New* icon is clicked on, the user will be able to add or edit details within the *Details pane*. Once all the details have been added the user can click on the *Save* icon.



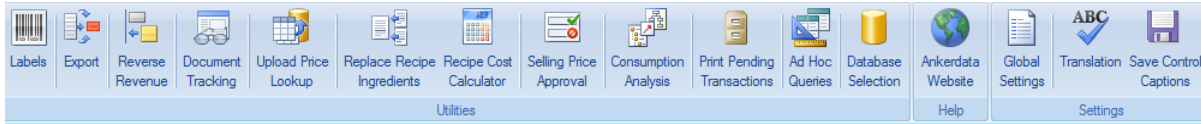
The *Delete* icon allows various sections to be deleted. If a section within the *Tree* cannot be deleted it will be greyed out, otherwise the icon will be red. The *Preview* icon allows preview of various documents that the user has processed. The *Calculator* icon provides the user with a calculator function to facilitate calculations. *Logout* icon allows the user to log out of Procure.net by clicking on the icon. *Exit* will allow the user to exit Procure.net.

The user can add other quick access icons on the toolbar by right clicking any function and clicking on *add to quick access toolbar* button.



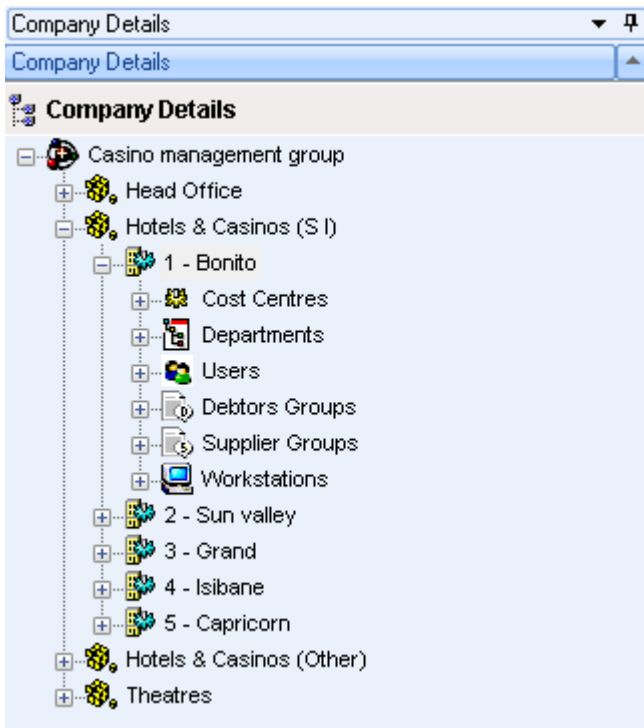
## 2. The Ribbon.

The ribbon groups functionality in a logical and user friendly manner allowing users to navigate the system with ease.



### 3. The Tree-view.

The Tree-view provides the user a breakdown on the various offices, branches, cost centres and departments within the company. Set-up is also done for the users, debtors groups, supplier groups and workstation.



### 4. Details pane.

If the user stands on any section of the tree he will be provided with a details pane where he will be able to add or edit various details.

The screenshot displays a web application interface for managing branch details. The window title is "Home x" and the page header shows "1 - Bonito" and "All Locations". The main content area is titled "BRANCH DETAILS".

**General**

Branch No : 3  
Store ID : 1   
Branch Name : Bonito  
 SA - Western Cape  
Store Type : Casino

Inhouse Barcode Prefix : 23  
Document Prefix : WCB  
 14 %  
 Bonito  
Somewhere Street  
Cape Town  
9300

A photograph of yellow tulips is displayed on the right side of the form.

The reports module within Procure.net have similar look and feel in terms of the selection process. A criteria screen will be brought up where selections can be made according to the desired information the user will like the report to be based on.

Selection Criteria

Select All Clear Selected Clear All Load

Date and Report Options

Date From

May 2013						
Mo	Tu	We	Th	Fr	Sa	Su
18	29	30	1	2	3	4
19	6	7	8	9	10	11
20	13	14	15	16	17	18
21	20	21	22	23	24	25
22	27	28	29	30	31	1
23	3	4	5	6	7	8

00:00:00


Date To

May 2013						
Mo	Tu	We	Th	Fr	Sa	Su
18	29	30	1	2	3	4
19	6	7	8	9	10	11
20	13	14	15	16	17	18
21	20	21	22	23	24	25
22	27	28	29	30	31	1
23	3	4	5	6	7	8

23:59:59

Selection Options

Deviation Percentage:

Re Load 

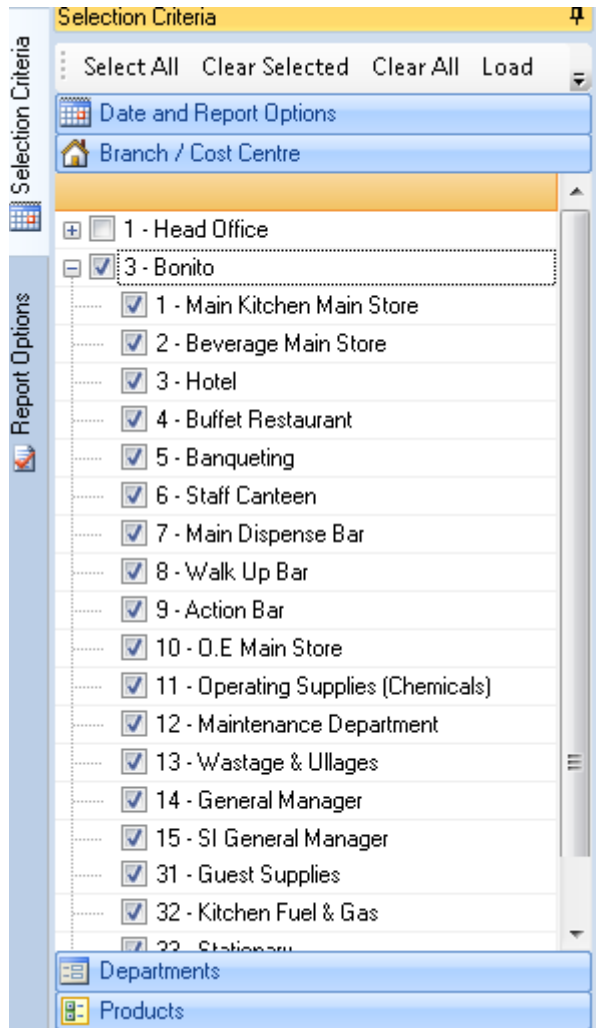
Branch / Cost Centre

Departments

Products

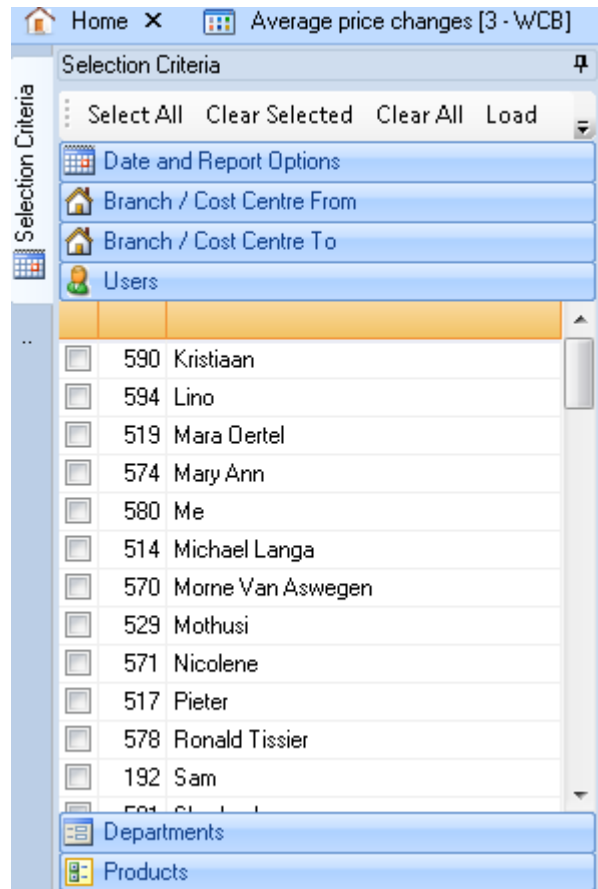
First criteria shown is the *date from* and *date to* for the report to be based on. The user will click on the dates that he requires.

Next the user will select the *Branch/Cost Centre* field. This allows selection of the cost centre for the report. Some reports offer options to select the *Branch/cost centre from* and *Branch/cost centre to* which transaction occurred.

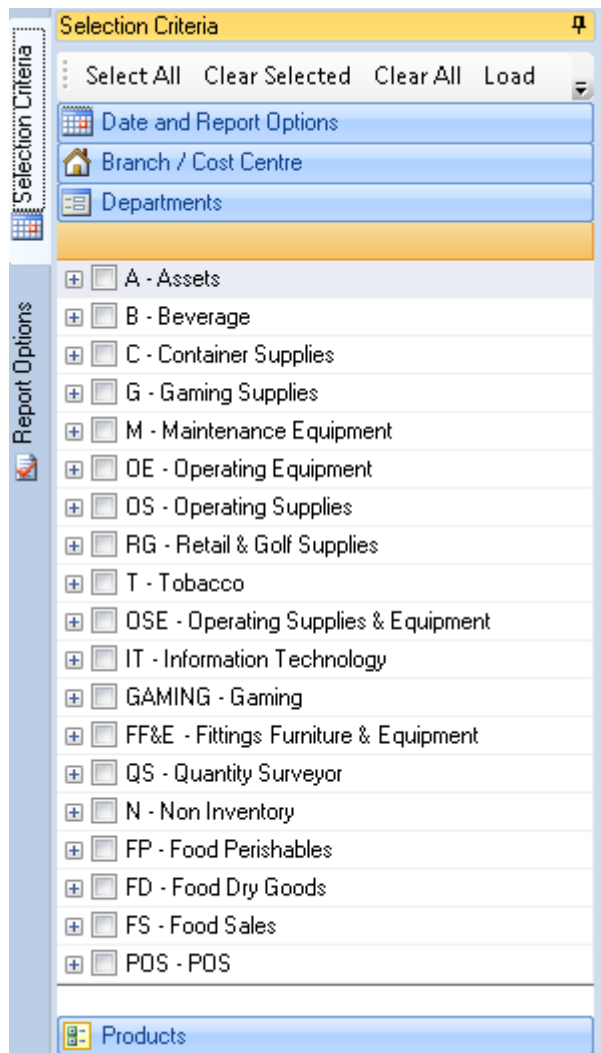


⇒ [Note] More than one 'From and To' Cost Centre can be chosen for report purposes according to needs.

Certain reports allow for the selection of the *Users* field. The report will be narrowed down according to the transactions conducted by a specific *user*.



Reports can be narrowed down to specific *departments* by flagging the desired selection..



Reports can be further narrowed down to specific products by flagging the required products.

Selection Criteria

Select All Clear Selected Clear All Load

Date and Report Options

Branch / Cost Centre From

Branch / Cost Centre To

Users

Departments

Products

<input type="checkbox"/>	24	1000 Island Sauce
<input type="checkbox"/>	M2049013	2 Oceans Cab Mer
<input type="checkbox"/>	M2040008	2 Oceans Sauv Bl
<input type="checkbox"/>	M2049010	2 Oceans Shz Ros
<input type="checkbox"/>	M2001013	2000 MVG
<input type="checkbox"/>	M2005001	200ml Coke
<input type="checkbox"/>	M2005002	200ml Coke Light
<input type="checkbox"/>	M2005003	200ml Dry Lemon
<input type="checkbox"/>	606061	Afb Brutal Fruit Litchi
<input type="checkbox"/>	606062	Afb Brutal Fruit Mango
<input type="checkbox"/>	606063	Afb Brutal Fruit Peach

⇒ [Note] If the fields are left unflagged then the report will be populated with all the transactions that took place for the the selected 'From and To' cost centre.

Once all criteria is satisfied as correct the user will proceed to click on the *Load* button. This will populate the reports form.

Selection Criteria

Select All Clear Selected Clear All Load

The Reports layout is similar throughout all the reports modules in Procure.net.

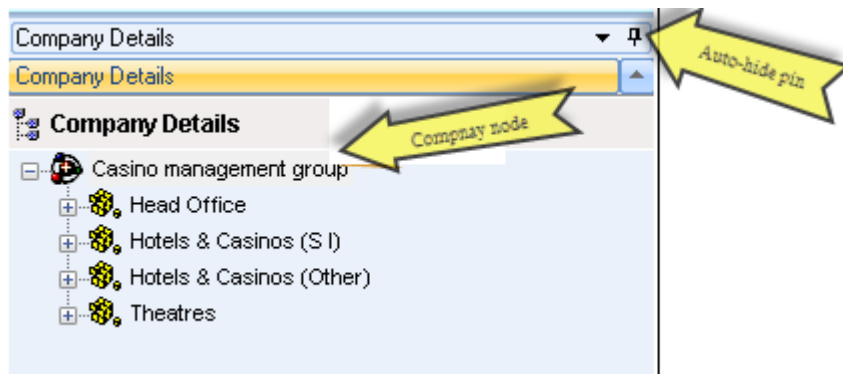
Delivering Branch Cost Centre	Receiving Branch Cost Centre	Product	Doc No	Date Delivery	Qty Requested	Qty Delivered	Qty Received	Price (Excl)
<b>Delivering Branch: 3 - Bonto</b>					<b>37 107.980</b>	<b>52 114.084</b>	<b>52 114.084</b>	<b>525 713.86</b>
Major Department: B - Beverage					36 056.000	38 084.266	38 084.266	264 975.27
Minor Department: B1-1 - Mineral Can					14 197.000	15 483.000	15 483.000	73 424.40
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604394 - Min Coca Cola Light	WCB033672	2013/01/01	24.000	24.000	24.000	114.93
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604397 - Min Tab	WCB033672	2013/01/01	24.000	24.000	24.000	114.67
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604407 - Min Sprite	WCB033672	2013/01/01	24.000	0.000	0.000	0.00
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604411 - Min Sprite Zero	WCB033672	2013/01/01	24.000	24.000	24.000	114.67
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604416 - Min Cream Soda	WCB033672	2013/01/01	24.000	24.000	24.000	114.63
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	60442 - Min Coca Cola Light	WCB033672	2013/01/01	24.000	24.000	24.000	99.09
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604422 - Min Coca Cola	WCB033672	2013/01/01	168.000	168.000	168.000	802.34
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604427 - Min Soda Water	WCB033672	2013/01/01	24.000	24.000	24.000	99.21
3 - WCB [2 - Beverage Main Store]	3 - WCB [8 - Walk Up Bar]	604428 - Min Dry Lemon	WCB033672	2013/01/01	24.000	24.000	24.000	99.21

⇒ [Note] The user can customise the columns displayed by clicking on the column fields and dragging them in an out of the form headers. Example will be if the user will want to display the minor branch column then will click on it and drag it into the report.

Product	Doc No	Date Delivery	Qty Requested	Qty Delivered	Qty Received	Price (Excl)	Tax	Price (Incl)		
<b>Delivering Branch: 3 - Bonto</b>					<b>37 107.980</b>	<b>52 114.084</b>	<b>52 114.084</b>	<b>525 713.86</b>	<b>5 380.00</b>	<b>591 093.86</b>
Major Department: B - Beverage					36 056.000	38 084.266	38 084.266	264 975.27	7 096.54	302 071.80
Minor Department: B1-1 - Mineral Can					14 197.000	15 483.000	15 483.000	73 424.40	0 279.42	83 703.81
604394 - Min Coca Cola Light	WCB033672	2013/01/01	24.000	24.000	24.000	114.93	16.09	131.02		
604397 - Min Tab	WCB033672	2013/01/01	24.000	24.000	24.000	114.67	16.05	130.73		
604407 - Min Sprite	WCB033672	2013/01/01	24.000	0.000	0.000	0.00	0.00	0.00		
604411 - Min Sprite Zero	WCB033672	2013/01/01	24.000	24.000	24.000	114.67	16.05	130.73		

## Company Details

The user can navigate to *Company details* node on the tree and click on the company to bring up the *Company details* pane where the user will edit and add relevant company information.



⇒ [Note] The user can auto-hide or pin the grid by clicking on the pin icon .

The user will navigate to the first field being *Company name* and enter the relevant information.and hit the *Enter key* or the *Tab* button.

Casino management group All Branches

COMPANY DETAILS

Company Name: Casino management group

Address: P O Box 222222  
Rosentville  
161657

Registration Number: 11027889

Telephone Number: 011 444444

Fax Number: 011 444445

E-Mail: someone@casino.com

Web Page: www.ankerdata.com

By clicking on the *address* button the user will be provided with the information grid bellow. Each field will be filled out according to the relevant information for the company. Once complete the user will click on the *OK* button.

Address

Postal Address

Street : P O Box 222222  
Rosentville  
161657

City :

Province :

Postal Code :

Delivery Address

Street : 5 Oxford  
Cnr. Main & Oxford Roads  
Johannesburg

City :

Province :

Postal Code :

Contact Numbers

Phone Number : 011 444444

Fax Number : 011 444445

Creditor Number

E-Mail

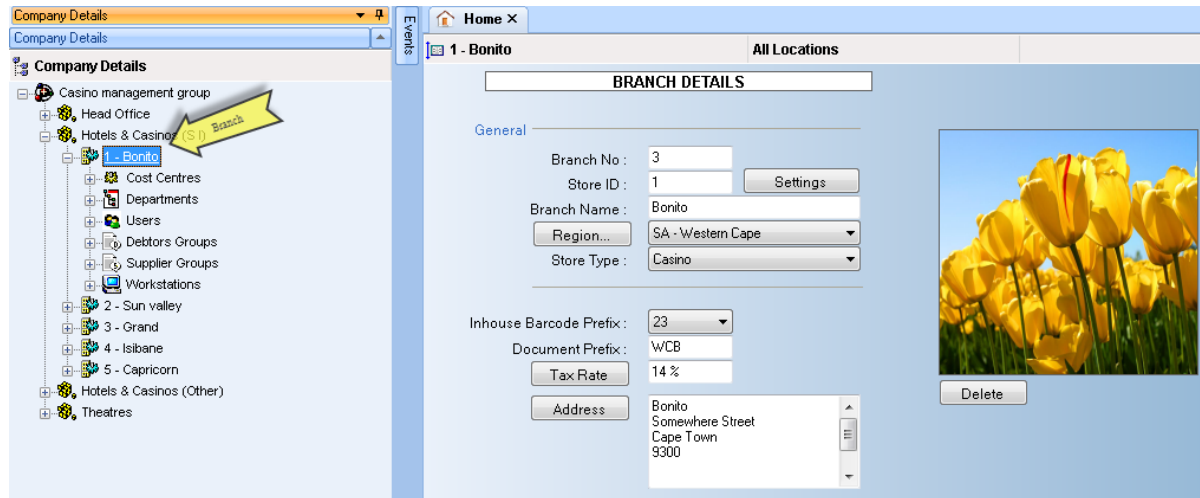
OK Cancel

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## Branch details

The user can click on the relevant branch within the *Company details* information grid to access the *Branch details* pane. Using the [QAT](#) the user can create a new

branch. In the *Branch details* pane he will edit all relevant information.



⇒ [Note] The user can click on the image to add an image from the local machine files. The delete button will remove the current image.

The user will enter the fields by clicking on the relevant field and filling in the information. First will be *Branch no* then *Store ID*, and *Branch name*. Clicking on the *Region* tab brings a pop-up where the user can select the relevant region and click *Save* once done.

The image shows a dialog box titled "Add/Edit a Region" with a close button (X) in the top right corner. It contains a table with two columns: "Region Number" and "Region Name". The table lists 12 regions, with the first row highlighted in orange. Below the table are two buttons: "Save" and "Close".

Region Number	Region Name
1	Australia
2	Botswana
3	Lesotho
4	Namibia
5	SA - Eastern Cape
6	SA - Free State
7	SA - Gauteng
8	SA - KwaZulu Natal
9	SA - North West Province
10	SA - Northern Province
11	SA - Western Cape
12	Swaziland

*Store type* provides a drop-down list of various descriptions to be chosen from.

Store Type :	Casino
code Prefix :	Auxillary Services
ment Prefix :	Bar
	Bottle Store
	Casino
	Convenience Store
	Fast Food
Tax Rate	Golf Estate
	Hardware Store
Address	Head Office
	Hotel
	Resort
	Restaurant
	Retail
	Supermarket
	Warehouse
	Wholesaler

Under *In-house barcode prefix* the user is provided with a drop-down box of bar-code prefixes that can be utilised within the branch.

Inhouse Barcode Prefix :	23
Document Prefix :	20
	21
Tax Rate	22
	23
Address	24
	25
	26
	27
	28
	29

Document Prefix – Each branch must have a unique document identifier and prefix. The prefix configured here also applies to all the cost centres stationary in the branch. Purchase Orders, Grv's etc.

Tax rate – Set according to required rate. Clicking on the *Tax rate* button provides further setting options as bellow.

Tax Rates

ibHeader 3

VAT Registration Number :

Tax Type	Tax Rate	Description	Preferred
1	14	General VAT South-Africa	*****
2	0	No VAT	

Add Preferred Save Close

Vat Registration Number – Compulsory field.

Tax Type – Enter a reference number for the tax type.

Description - Enter a descriptive text for the tax type.

Preferred - Clicking on the *Preferred* button sets the default rate fro Procure.net.

The *Address* button offers a pop-up where address information can be entered.

Address

Postal Address

Street : Bonito  
Somewhere Street  
Cape Town

City :  
Province :  
Postal Code :

Delivery Address

Street : Bonito  
Somewhere Street  
Cape Town

City :  
Province :  
Postal Code :

Contact Numbers

Phone Number :  
Fax Number :  
Creditor Number  
E-Mail

OK Cancel

Clicking on the [Settings](#) button offers advanced settings for the user to enter relevant to operation needs.

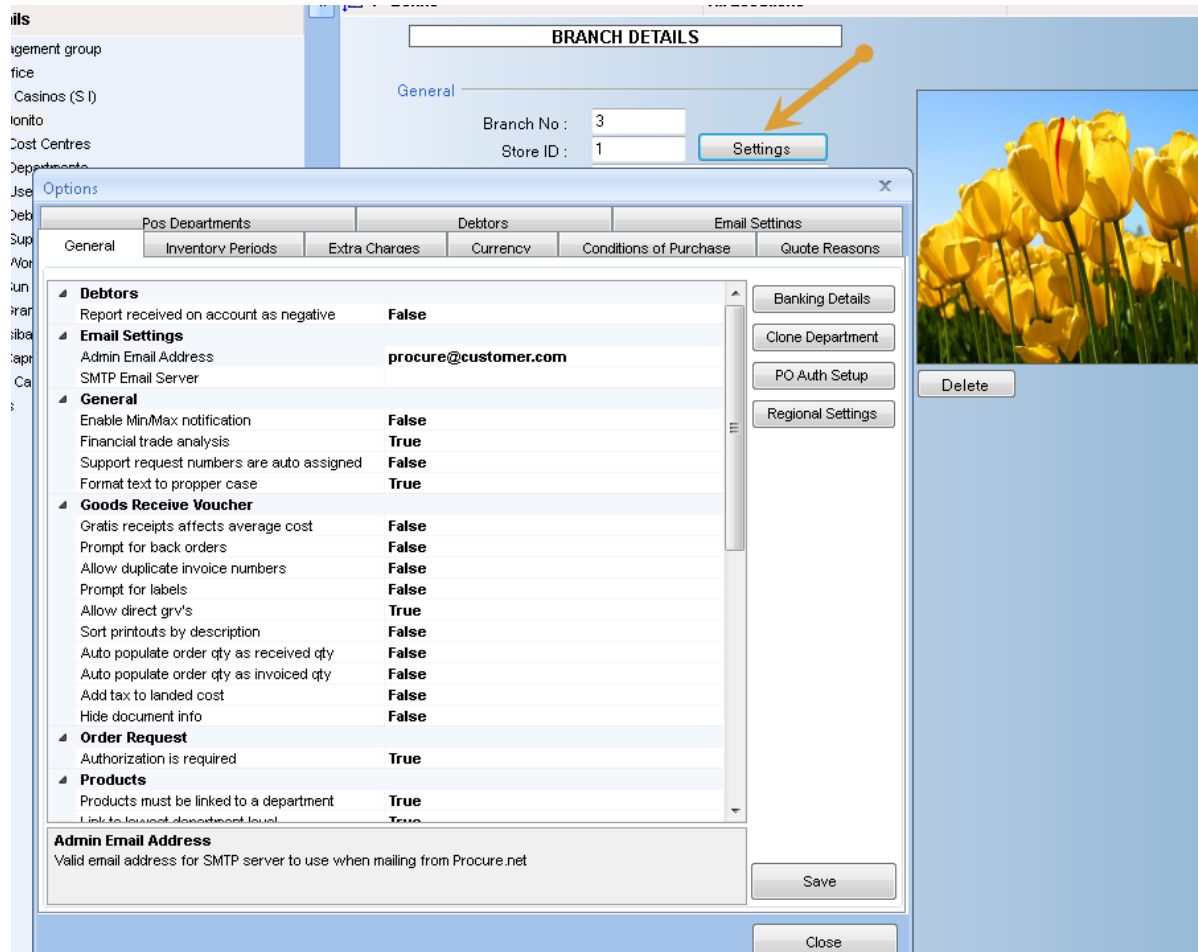
General

Branch No :	<input type="text" value="3"/>	
Store ID :	<input type="text" value="1"/>	<input type="button" value="Settings"/>
Branch Name :	<input type="text" value="Bonito"/>	
<input type="button" value="Region..."/>	<input type="text" value="SA - Western Cape"/>	
Store Type :	<input type="text" value="Casino"/>	

The [QAT](#) can be used to save the details once the user is done with editing options.

## Settings

By clicking on the *Settings* button within the *Branch details* the user will be offered the opportunity to change various settings within Procure.net to meet operational needs of the company.



⇒ [Note] In order to maintain the integrity of such a system, it is important that the individual Branch Details be correctly configured from the outset. Procure.net allows and caters for a multitude of settings and security functions.

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General

The first tab that the user can click on is the *General* tab.

**Options**

General | Pos Departments | Debtors | Email Settings

General | Inventory Periods | Extra Charges | Currency | Conditions of Purchase | Quote Reasons

Category	Setting	Value
<b>Debtors</b>	Report received on account as negative	False
<b>Email Settings</b>	Admin Email Address	procure@customer.com
	SMTP Email Server	
<b>General</b>	Enable Min/Max notification	False
	Financial trade analysis	True
	Support request numbers are auto assigned	False
	Format text to propper case	True
<b>Goods Receive Voucher</b>	Gratis receipts affects average cost	False
	Prompt for back orders	False
	Allow duplicate invoice numbers	False
	Prompt for labels	False
	Allow direct grv's	True
	Sort printouts by description	False
	Auto populate order qty as received qty	False
	Auto populate order qty as invoiced qty	False
	Add tax to landed cost	False
	Hide document info	False
<b>Order Request</b>	Authorization is required	True
<b>Products</b>	Products must be linked to a department	True
	Link to lowest department level	True

**Admin Email Address**  
Valid email address for SMTP server to use when mailing from Procure.net

Buttons: Banking Details, Clone Department, PO Auth Setup, Regional Settings, Save, Close

A table is provided bellow for the general settings and a description thereof:

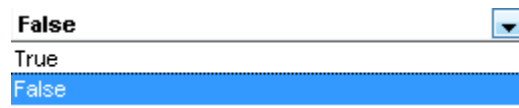
<u>Description</u>	<u>Function</u>
<b>Debtors:</b>	
Report received on account as negative	This allows a report to be received on account that has a negative balance.
<b>Email settings:</b>	
Admin email address	The user will enter the default email address for administration notifications.
SMTP email server	The SMTP email server settings will be enter to allow emails from Procure.net to be sent through the SMTP server.
<b>General:</b>	
Enable min/max notification	This enables minimum and maximum notification for stock levels.
Financial trade analysis	
Support request numbers are auto assigned	This flag is set when a user contract has been set-up and all calls that are logged with the support centre or IT Department will be auto assigned by that department. It is a method of tracking support functions within a very large organization.
Format text to proper case	When this flag is set, all the upper and lower case words will be changed accordingly. This means that if the user does not use upper case (caps lock) the program will correct it.
<b>Goods receive voucher:</b>	
Gratis receipts affects average cost	As the flag setting suggests, all free stock item deliveries will affect the average price of the stock items. This will result in a lower cost price for the stock item.
Prompt for back orders	This settings enables a notification for back orders.
Allow duplicate invoice numbers	If enable then duplicate invoice numbers will be able to be used in Grv's

Prompt for labels	A prompt for labels will pop-up after the GRV process.
Allow direct grv's	
Sort printouts by description	This enables printouts to be sorted by description.
Auto populate order qty as received qty	Defaults received quantity to the order quantity value.
Auto populate order qty as invoiced qty	Defaults the invoiced quantity to the order quantity value.
Add tax to landed cost	Where the branch has multiple taxation criteria for the stock items the user can set-up an additional tax on the stock items that he receives.
Hide document info	Document information will not be displayed.
<b>Order request:</b>	
Authorization is required	Any order being placed in this Branch is subject to authorization by an assigned Manager or Supervisor having a higher level of authorization than the user that is placing the order. The authorization level required depends on the authorization level of the particular stock item that is being ordered.
<b>Products:</b>	
Products must be linked to a department	A newly generated stock item may not be saved unless it is linked to a department. A Department link may also not be broken and saved.
Link to lowest department level	Some Products may be linked to either a Major or Minor Department group, but the rule is that all Products are linked to the lowest department level within a Major Group. Levels are: Major department, sub-department and minor department.
Non-stock products must be linked to a department	A newly generated stock item may not be saved unless it is linked to a department. A Department link may also not be broken and saved.
Non-stock products can only be linked to lowest department level	Some Products may be linked to either a Major or Minor Department group, but the rule is that all Products are linked to the lowest department level within a Major Group for reporting purposes.

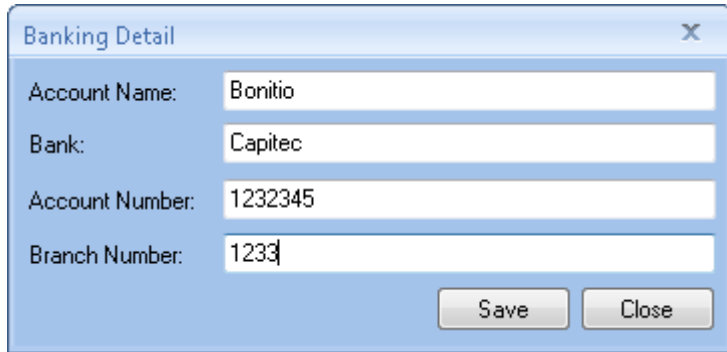
Sales products must be linked to a department	A newly generated stock item may not be saved unless it is linked to a department. A Department link may also not be broken and saved.
Sales items linked to lowest department level	Some Sales Items may be linked to the lowest department level, but the rule is that all sales items are linked to a sales department only.
Prompt for barcode on new codes	This flag setting will be used in conjunction with all bar-codes and labels that will be generated when new stock items are created.
<b>Purchase order:</b>	
Authorization is required	Authorization levels can be set for a purchase order thus requiring authorization from a manger or supervisor.
Enable pack sizes	This is a global setting for the branch to use Pack Sizes when placing an order with the supplier or ordering using individual items.
Email order to supplier	Orders will be emailed to the supplier.
Auto check email	Emails will be checked automatically.
Append to audit trail	
<b>Stock request:</b>	
Authorization is required	Authorization levels can be set for a purchase order thus requiring authorization from a manger or supervisor.
Prompt for delivery date changes	With this flag setting, every time that a purchase is done each new line will be prompted for a new delivery date.
Auto check email	Emails will be checked automatically.
<b>Stock take:</b>	
Enable pack sizes	This is a global setting for the Branch to use pack sizes when counting stock takes
Finalize transfers before stock take	This flag setting will be used to enforce transfer capturing. I.e. The accepting of all

	incoming transfers before the user will be able to finalize his stock take.
Consumption values for sales journal	
Prompt for default roll	During the stock roll Procure.net will prompt for a default roll.
<b>Transfer:</b>	
Allow zero priced transfers	The Allow Zero Priced transfers for the branch allows the branch to transfer any stock item between cost centres even though they do not have any Average, Quoted or Landed cost prices. Note: By using this flag the average price calculation in the receiving branch will be affected by having a zero price stock item landing it it's cost centre. Careful consideration should be applied in selecting this option.
Use claim transfer	When this flag is selected then all transfers that are sent to this branch can be altered and a claim can be raised at the point where the cost centre has been set to Do Not Auto Accept Incoming Transfers. When the flag has been de-selected then the incoming transfer quantity cannot be altered and the user has to accept all stock items that have been transferred to this cost centre and then the claim has to be raised at a later stage.

⇒ [Note] Functions are activated by either selecting true or false from the drop-down selection box.

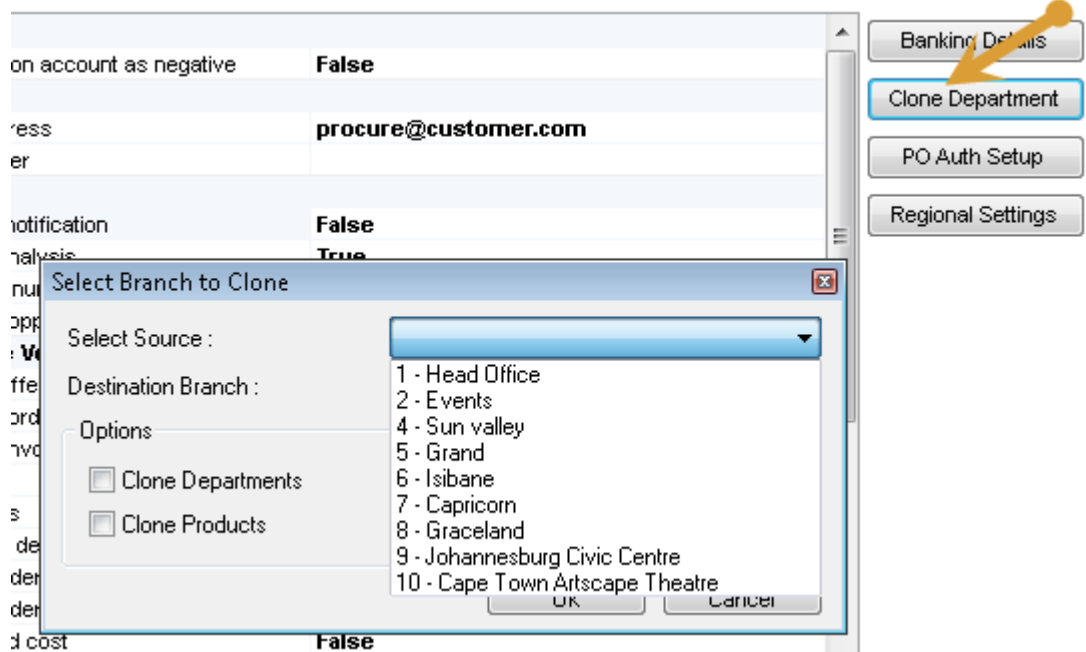


The user can set banking details for the branch by clicking on the *Banking details* button. Necessary information will be entered in the field and once done the user will click on the *Save* button.

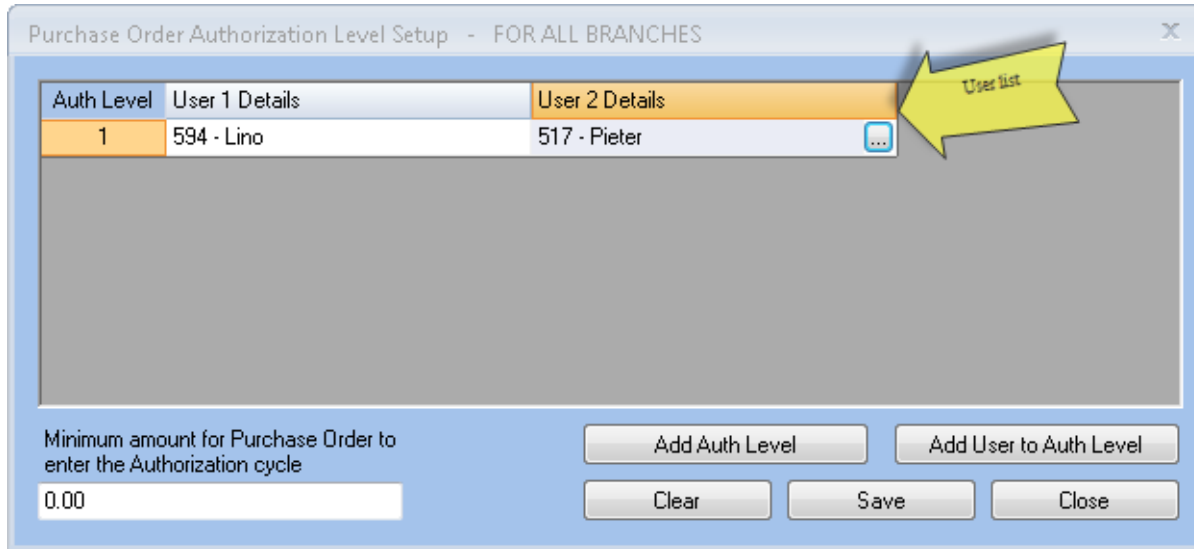


A screenshot of a software dialog box titled "Banking Detail". The dialog box has a light blue header with a close button (X) in the top right corner. It contains four text input fields with labels to their left: "Account Name:" with the value "Bonitio", "Bank:" with the value "Capitec", "Account Number:" with the value "1232345", and "Branch Number:" with the value "1233". At the bottom right of the dialog box, there are two buttons: "Save" and "Close".

Clicking on the *Clone department* button provides the user a quick cloning function to be able to replicate information from other centres within the company. The user will select the *Source* which is the department or centre to be cloned. Options are provided by flagging the options to *clone departments* or *clone products*. Once done the user needs to click on *OK*.



By clicking on the *PO auth setup* button the user will be able to set-up the authorization levels and users within Procure.net.

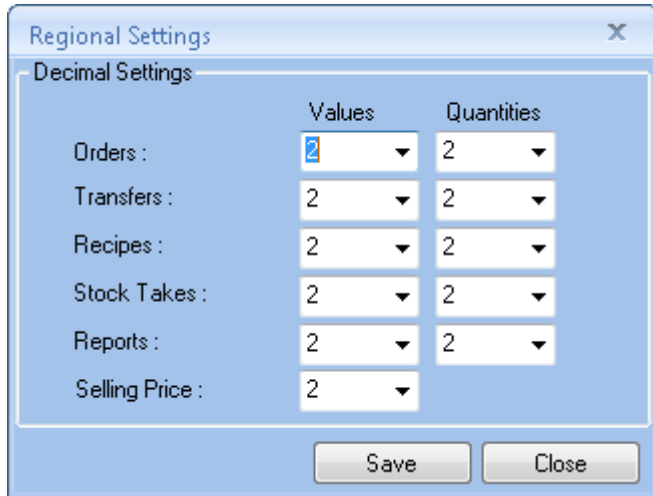


Add auth level - provides another level of authorization.

Add user to Auth level - provides another field to add more users to the current authorization level. Clicking on the dialog box provides a list of users which can be linked. Each authorization level can be assigned a minimum amount for a purchase order to enable the authorization cycle.

Once all the information is entered the user will click on the *Save* button.

The regional settings button is used to set-up the decimal point for all documentation in the branch. To access the regional settings screen click on the *Regional settings* button under the *General* tab and the user will be presented with the following screen.



The user will select the number of decimal points that the branch requires by clicking on the selection arrows in the description fields and selecting the number of decimal points from the drop down list. Each functionality that has been listed can have different decimal point settings based on the business and reporting requirements.

Once all the changes in the *General* tab have been made the user will click on the *Save* button to make all changes effective.

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## Inventory Periods

*Inventory periods* are set to be used for reporting purposes. They allow the selection of date ranges. The inventory periods should be set up at least once a year. Inventory periods are required to define the opening and closing periods for the branch. It is also used by the accounting department to define the financial years as required by law.

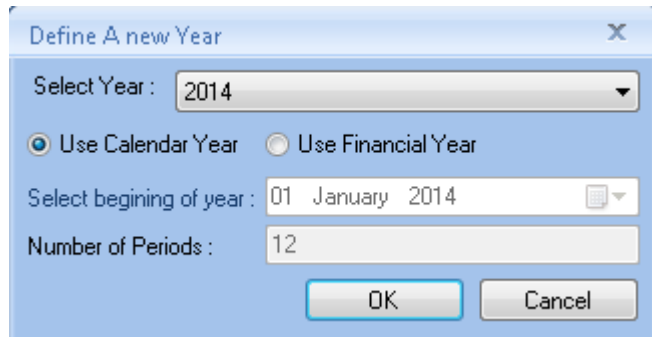
If more than 12 Inventory periods are run then the user can customize the page so that he will be able to enter the amount of inventory periods as required by the

company. The Procure.net system defaults to the current 12-month inventory period for the financial year that the user is currently trading in.

Pos Departments		Debtors		Email Settings	
General	Inventory Periods	Extra Charges	Currency	Conditions of Purchase	Quote Reasons
Period	From			To	
1	2013/01/01			2013/01/31	
2	2013/02/01			2013/02/28	
3	2013/03/01			2013/03/31	
4	2013/04/01			2013/04/30	
5	2013/05/01			2013/05/31	
6	2013/06/01			2013/06/30	
7	2013/07/01			2013/07/31	
8	2013/08/01			2013/08/31	
9	2013/09/01			2013/09/30	
10	2013/10/01			2013/10/31	
11	2013/11/01			2013/11/30	
12	2013/12/01			2013/12/31	

2013   Refresh   Delete   Define Period   Save   Close

By clicking on the *Define period* button the user can define his inventory periods.



Under the *Select year* field the user will click on the selection arrow and select the year from the options according to operational needs.

Use calendar year - Procure.net will use the calendar year as a normal year i.e. January to December and the 1st day of the month and the last day of the month defined as a period.

Use financial year - The user can determine the 1st Day of the inventory period and the last day of the inventory period by clicking on the selection arrow in the description date box and selecting the respective dates from the drop down calendars. All inventory period dates can be customised for each specific Branch.

Once the beginning of the financial year has been selected the user then needs to define the number of periods for that financial year.

Clicking on the *Number of Periods* field the user will be able to enter the number of periods for the financial period that he created above by entering the numerical number into the description box.

After the user has entered the number of periods for the financial year he will click on the *OK* button for the information to be updated into the system. Once all the periods are satisfied as correct the user will click on the *Save* button to update Procure.net with the information.

## Extra Charges

The *Extra charges* tab allows the user to set-up any charges that are considered to be extra. Examples can be a loose bottle fee, delivery charges or any other type of extra charge. To input an extra charge the user will click on the first column and row of the *Name* field. Here the user will enter a description for the extra charge.

The user will then click on the *EC/EC per item* field allowing the user to click on a selection arrow and choose between the extra charge being per item or a single extra charge.

Next, the user will click on the *GL number* field and enter the appropriate general ledger number for the extra charge.

The user can click on the *Use as Vat* field if the extra charge is to be used as VAT. Under the *Tax %* field the user can select from the tax percentage to be applied to the extra charge.

The last field of *Location* will allow the user to select from a selection list of the location type. Options include:

Block 0 - charges uncompounded. (not visible)

Block 1 - CIF (visible)

Block 2 - border charge compounded (visible)

Block 3 - charges uncompounded (visible)

Once all settings are correct the user will click on the *Save* button to save the changes.

Options

Pos Departments		Debtors		Email Settings	
General	Inventory Periods	Extra Charges	Currency	Conditions of Purchase	Quote Reasons
Name	EC / EC per Item	GL Number	Use as VAT	Tax %	Location
Loose Bottle Fee	EC	123	<input type="checkbox"/>	14.00	Block1 1

\* Block0 = Charges Uncompounded (Not visible)  
 \* Block1 = CIF (Visible)  
 \* Block2 = Border Charge Compounded (Visible)  
 Use as Tax can only be used once per Branch and is forced to Block2 10. Block2 10 only compounds on CIF, Block2 1 and Block2 2.  
 \* Block3 = Charges Uncompounded (Visible)

Save

Close

⇒ [Note] To add a new extra charge after the last extra charge the user will click on the name field and press the down arrow on the keyboard to be taken to the next line to add a new extra charge.

## Currency

The *Currency* Tab is where the user will record his current exchange rates as they apply to the branch or business. All transactions that are made on historical Currency rates will be stored separately and they do not influence any information that might have been used against previous currencies.

The *Base currency* is the currency in which the unit operates. The user may purchase in different currencies but they all convert back to the base currency.

Select the base currency for the branch by clicking on the selection arrow in the description field and selecting a currency from the drop down list. The currency and the Symbol will be populated into their respective fields.

The conversion rate is set to 1 and all conversions are based on this rate.

Click on the *Save* button to record the base currency setting.

The second part of the currency tab deals with the different currencies that the branch purchases in and the current exchange rates that are attached to these currencies.

The user can then enter the countries and the exchange rates that he will be dealing with for a specific date range. This will be done by selecting the country and exchange rate that applies to the branch by clicking on the selection arrow in the *Currency* column. Scroll down to the appropriate country and click on it to load it into the field. The symbol for the currency will be loaded automatically into the *Symbol* column.

Next, the user will enter the current rate for the selected currency as obtained from the financial institution or exchange control.

The user will then proceed to select the date range for the exchange rate. This date range shows how long the current rate will be valid for.

Once all information is satisfied as correct the user will click on the *Save* button.

Options

Pos Departments      Debtors      Email Settings

General    Inventory Periods    Extra Charges    **Currency**    Conditions of Purchase    Quote Reasons

Base Currency

Currency :     Symbol :

	Currency	Symbol	Rate	From	To
1	South African Rand . Z	ZAR	1	2011/06/29	2011/07/29
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Save

Close

The *Conditions of Purchase* message box is displayed and printed at the bottom of every purchase order, which serves as the legal and binding document before it is faxed to the supplier from whom the Goods have been ordered. All conditions of purchase are recorded here.

To update or change information in the *Conditions of Purchase* Tab, the user will click on a line that he will like to change and enter the new information. If the user needs to delete a line, he will click on the line and hit the *delete* button on the keyboard.

The user will also be able to change the *Font, Font Type and Colour* so that he can get different emphasis on the purchase orders. To make these changes, click on the selection arrow in each highlighted field and make the appropriate selections.

Once all the relevant data pertaining to the New Branch has been entered click on *Save* button at the bottom of the screen to update the information.

To clear the screen and start again click on the *Clear* button at the bottom of the screen.

Click in the first line and re-enter the new information required.

Options

Pos Departments		Debtors		Email Settings	
General	Inventory Periods	Extra Charges	Currency	Conditions of Purchase	Quote Reasons
No.	Condition	Font	Font Type	Colour	
1	No late deliveries accepted	Microsoft Sans	Regular	Black	

Clear Save

Close

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## Quote Reasons

The *Quote Reasons* tab is the table for all the reasons for rejection or reasons for making changes. Examples will be selecting a new supplier, change sizes, changing the order, instructions or for that matter it could be any reason for doing something different that requires a reason for change. This entire page is customisable as per the branch requirements.

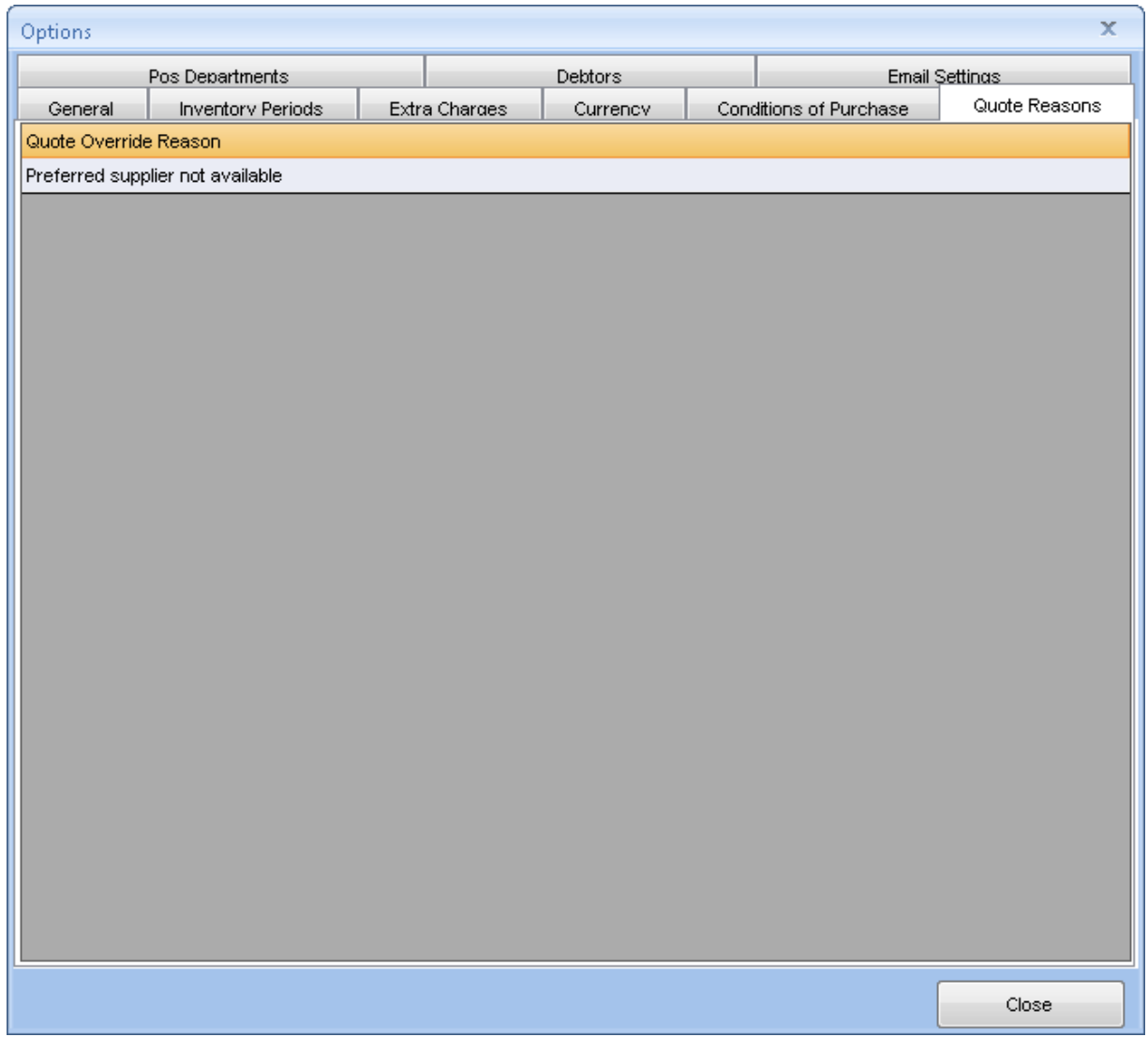
To add a quote reason click on the first line of the screen and type in the quote reason, then hit the *enter* button on the keyboard.

To add another line to the list of Quotes, click on the *Add* button at the bottom of the screen or hit the *down* arrow key on the keyboard.

If the user needs to remove a quote he will select the line to remove and click on the *Remove* button at the bottom of the screen.

Once the user has in-putted all the quote reasons click on the *Save* button to update the information into the application.

Click on the *Close* button once all information has been updated.



*POS departments* allow the linking of the point of sale departments to Procure.net departments. Departments in both systems are not always the same hence the need to link.

The POS departments need to be entered into Procure.net. To do this the user will go to *branch settings* and click on the *POS Departments* Tab.

Go to the bottom of the list and press the down arrow to add a new row. Type in the POS department number and description. Once done click on *save*. To clear the entire list click the *clear* button.

Options X

General	Inventory Periods	Extra Charges	Currency	Conditions of Purchase	Quote Reasons
Pos Departments		Debtors		Email Settings	
Department No	Department Name				
1	new				
2	singles				
3	Soups				
4	Lobster Dishes				
5	Winter Specials				
6	Fish Dishes				
7	Other Main				
8	Desserts				
9	Extra Items				
10	Tea Coffee				
11	Irish Dom Pedro				
12	Minerals				
13	Aperitifs				
14	Beer Cider				
15	Liquers				
16	Cocktails				
17	Spark Champ				
18	Cigars				
19	White Wine Rose				
20	Auction Wine				
21	Red Wine				
22	Glass Wine				

## Debtors

The *Debtors* tab allows the user to set the debtor ageing settings and set a debtors statement message.

The user can click on the appropriate *Debtor ageing* setting according to operational requirements. Clicking on the *Debtors statement message* box the user can type in a default message. Once done the user will click on the *Save debtor settings* button.

Options

General	Inventory Periods	Extra Charges	Currency	Conditions of Purchase	Quote Reasons
Pos Departments		Debtors		Email Settings	

Debtor Ageing

- Traditional Ageing (Current, 30, 60, 90, 120, 120+ days)
- Weekly/Monthly (7, 14, 21, 30, 60, 90, 120+ days)

Debtors Statement Message

Save Debtor Settings

Close

## Email Settings

Procure.net allows the mailing of documents directly from the application. Procure.net supports both pop and exchange mail protocols.

The user will fill in the relevant email settings as supplied from their IT department. Once done the user will click on the *Save email settings* button.

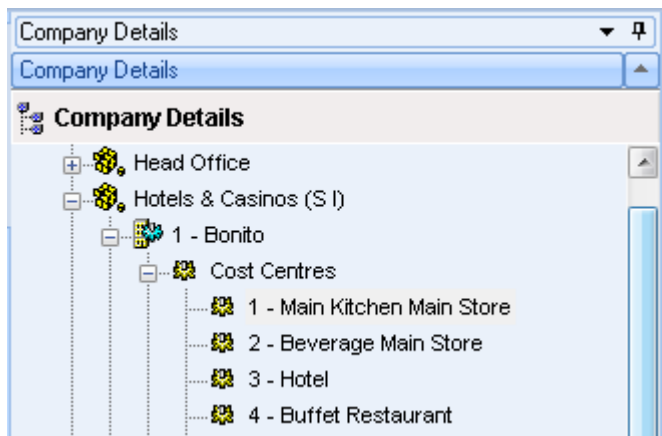
Server Settings	
<input type="checkbox"/> Exchange Server	<input checked="" type="checkbox"/> Requires Authentication
SMTP Server	<input type="text" value="smtp.company.co.za"/>
Port	<input type="text" value="25"/>
User Name	<input type="text" value="stores@company.co.za"/>
Password	<input type="password" value="*****"/>

Test Mail Options	
Send to Email Address	<input type="text"/>
Test Attachment	<input type="text"/> ...
Domain User Name	<input type="text"/>
Domain User Password	<input type="password"/>

## Cost Centre Details

Cost centres allows the company to divide the business according to various cost and revenue centres within Procure.net. To add a new cost centre the user will use the [QAT](#). Cost centres can be further divided into bins through the same [QAT](#) by standing on the relevant cost centre to create the bin.



Once the cost centre has been created the user can click on the cost centre to access additional settings for the cost centre, displaying cost centre details pane.

Home ×

1 - Bonito      1 - Main Kitchen Main Store

### COST CENTRE DETAILS

Cost Centre Number : 1 Store Settings

Cost Centre Name : Main Kitchen Main Store

Supplier Returns Centre : Yes ▼

Products Start Range : 0

Products Stop Range : 2000

Expense Store :  Yes  
 No

Stock Rollover Behaviour : Enter Counted Stock ▼

Auto Accept Incoming Transfer : Yes ▼

Min. Authorisation Response Time : 1  Minutes ▼

Sales Centre : Yes ▼

Delivery Address :

Enforce CSO Transaction Finalization

Cost centre number and cost centre name - the user will add a description according to his needs.

Supplier returns centre - selection made to whether the centre is authorised to return products.

Products start range and product stop range - field to select an appropriate product *start and stop range*.

Expense store - selection of *yes or no* for whether the current cost centre is an expense store or not.

Stock Rollover behaviour - provides the user with a selection list of behaviours for the month end rollover. A choice can be made, according to accounting needs, of whether the centre has *entered counted stock, default zero or default system* behaviour.

Auto accept incoming transfer - selection of whether the cost centre accepts incoming transfers automatically.

Min authorization response time - option to set the authorization response time. Selection drop-down box offers option between minutes, hours, days, weeks to set.

Sales centre - options between *yes or no* of whether the cost centre is a sales centre.

Delivery address - input of the address for all deliveries for the relevant cost centre.

Enforce CSO transaction finalization -

[Store settings](#) button allows for additional advanced settings for the relevant cost centre.

Once all information is entered in as desired the user will click on the Save icon [QAT](#).

## Settings

By the user clicking on the *Stores settings* button he will be able to input additional settings for the cost centre.

Cost Centre Settings

General Settings

Store is a warehouse

Store is a concessionaire

Settings

Recipe Transfers

Transfer as whole unit

Transfers

Prompt for Container

POS Downloads

POS Product Prefix : 0

Revenue Centre No :

Password Save Close

Store is a warehouse - if the store has been designated as a warehouse then the user will be able to print all warehousing reports.

Store is a concessionaire - a concessionaire is a Cost Centre within the building to whom the user will be selling stock items. These cost centres are not part of the company, but operate within the building and the user will therefore be able to charge additional costs if they will be using company facilities that could impact upon the cost centres profitability. By clicking on the *Settings* button, which becomes available when the user selects this flag, he will be able to set-up the additional charges for this cost centre.

Concessionaire Setup

Add Handling Fee       %

Settlement Discount %       %

Purchase at Selling Price

Quote Document Heading

Quotation       Invoice

Add Item Markup %       Quotes use Selling Prices

Departments		
+ BEVALL - BEVERAGE ALL		0.00
..... CLEN - CLEANING MATERIALS		0.00
..... CONS - CONSUMABLES		0.00
+ CROC - Crockery Cutlery & Glassware		0.00
+ FDALL - FOOD ALL		0.00
..... LAUN - Laundry Charge		0.00
..... PACK - Packaging		0.00
+ PLUSALES - Plu Sales Dept		0.00
+ PLUSLS - Plu Sls Dept		0.00
one one		0.00

Save      Close

- *Add handling fee* - allows a handling fee to be added to all stock items that are issued to this cost centre. The handling fee will be to cover staffing costs as well as wear and tear on the equipment.
- *Settlement discount %* - can be negotiated for immediate payment or if no settlement discount is paid then the Terms of payment will be inserted into the terms field.
- *Purchase at selling price* - used if the item is to be purchased at the selling price.
- *Add item markup %* - allows each department within the branch to have a specific Markup %. The markup % can only be applied to a Major Department,

Sub-Department or a Minor Department. It can not be applied to an individual stock item. To set-up a markup % on a department the user will navigate through the departments by clicking on the + signs and then entering the markup % into the available fields. Once the user has inserted the markup percentages he will click on the *Save* button to update the settings. Click on the *Close* button once all information has been updated.

If the cost centre has been set to accept incoming transfers, then the cost centre will also be able to accept the transfer of recipes from another cost centre.

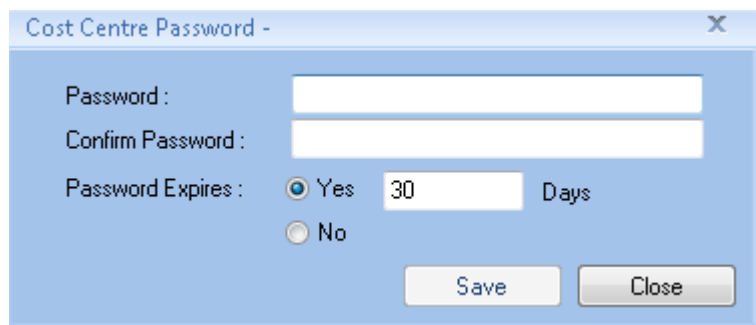
Transfer as a whole unit - this feature will be used where the cost centre that is receiving the transfer does not have a preparation kitchen and all recipes are prepared at a different cost centre. E.g. The *Main Kitchen*, which is the production kitchen, and the *Banqueting* cost centre, which is the cost centre that will receive the stock items.

Prompt for container - transferring cost centre will be prompted for a container to transfer stock items to another cost centre. The user can then choose to accept the request or not.

POS product prefix - for each POS departmental download the user will be able to attach a identifying prefix where the download has come from.

Revenue centre no - links the revenue centre number during POS downloads.

Password - this allows the user to set-up a password to control access to all cost centres. This will prevent unauthorized access to cost centres. To set up the password for this cost centre click on the *Password* button at the bottom of the cost centre settings screen. The user will be presented with the following screen so that he can enter the password.



The screenshot shows a dialog box titled "Cost Centre Password". It has a light blue background and a close button (X) in the top right corner. The dialog contains the following elements:

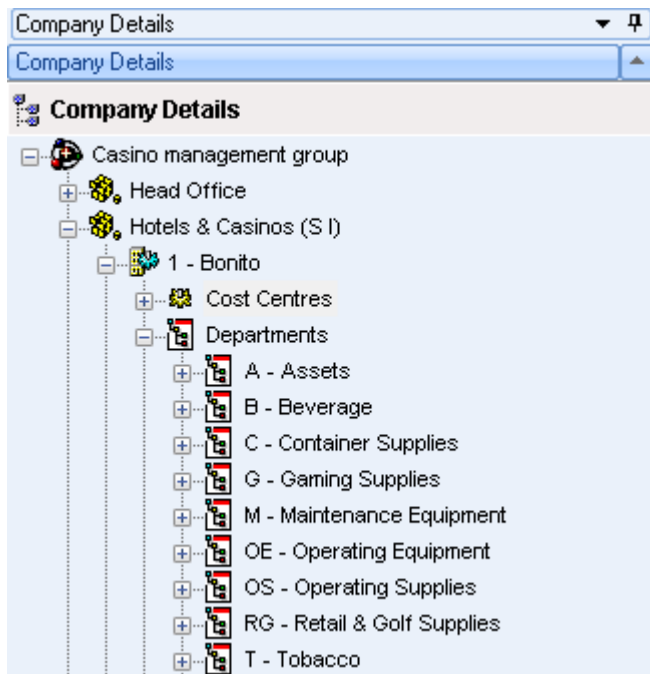
- A "Password:" label followed by a white text input field.
- A "Confirm Password:" label followed by a white text input field.
- A "Password Expires:" label followed by two radio buttons: "Yes" (which is selected) and "No".
- Next to the "Yes" radio button is a white text input field containing the number "30", followed by the text "Days".
- At the bottom of the dialog are two buttons: "Save" and "Close".

The user will enter the password and confirm it. He will also be able to set an expiration date for the password if desired. Once done the user will click on the *Save*

button.

## Departments

*Departments* are created within Procure.net according to the structure of the company. To create a new *department* the user needs to stand on the departments header and use the [QAT](#).



The user can click on the various fields to add descriptive information for the new department.

**Departments**

**MASTER DEPARTMENT**

No of Sub Departments : 7  
 Linked To : ROOT

**General Details**

Department Number: A  
 Department Name: Assets  
 Default % Markup : 0  
 Target GP% : 0  
 Default Tax Rate : 14  
 Pick Priority : 0

**Downloads**

POS Department Prefix :  
 POS Department No :  
 221 - Aperitif  
 156 - Banq B/Fast  
 154 - Banq Buffet  
 160 - Banq Chs/Bread  
 159 - Banq Cocktails  
 157 - Banq Conf Brk

General Ledger Code :  
 Inv. Difference Ledger Code :  
 Display Cumulative Purchase Information :

Department Number - creates an identifiable department number for the store. This number can be *alphanumeric*.

Department Name - the user will create an easily identifiable name for the department example food, beverage or chemicals.

Default % Markup - set for the store so that it will automatically generate a selling price based on the last landed price and add the % markup stipulated.

⇒ [Note] The user can not add a default Mark-up % after he has created sock items and expect that the mark-up % will apply to all the stock items that he has already linked to the department. The user will need to open each stock item linked to the department and change the make-up % individually. The new mark-up % will only apply to all the new stock items that are created.

Target GP% - similar to markup % except it will apply to the gross profit percentage.

Default Tax Rate - set the default tax rate for the department by clicking on the selection arrow in the description field and selecting a Tax Rate from the drop down list of predefined Tax Rates.

Pick priority - is the priority that is attached to a stock item so that all stock items that are created in this department will be assigned a priority from 1 – 10. highest being 1 and lowest 10.

POS department prefix - for each POS departmental download the user will be able to attach a identifying prefix where the download has come from.

POS department no. - if the POS is part of a department then it's unique POS department number can be added and identified.

General Ledger codes - insert the Accounting packages general ledger codes in this field so that all uploads to the accounting package will be allocated correctly. The GL codes can be entered on the lowest level of the department structure if all the departments have different GL codes. However, if the accounting process does not look at the lowest level and differentiate between different departments then the user can load the GL code at the highest level.

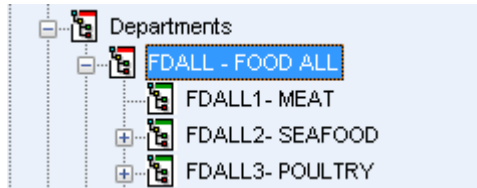
Procure.net looks for GL Codes from the lowest level to the highest level. When it finds a code at a level it will export all information to that GL code.

Inv. difference ledger code - differences between listed and actual invoicing will be allocated to a *invoice difference ledger code* for accounting purposes as well as balancing to the monthly claims totals.

Display cumulative purchase information - flagged if the user will like to display the accumulative purchase information. This purchase information is displayed on the options page after the user has clicked on the *Submit* button when processing a GRV.

Once all information is entered in as desired the user will click on the *Save* icon [QAT](#).

Minor and sub departments will be created in a similar process as to the departments except that for each department required the user will stand on the relevant tree header for the specific minor or sub department.



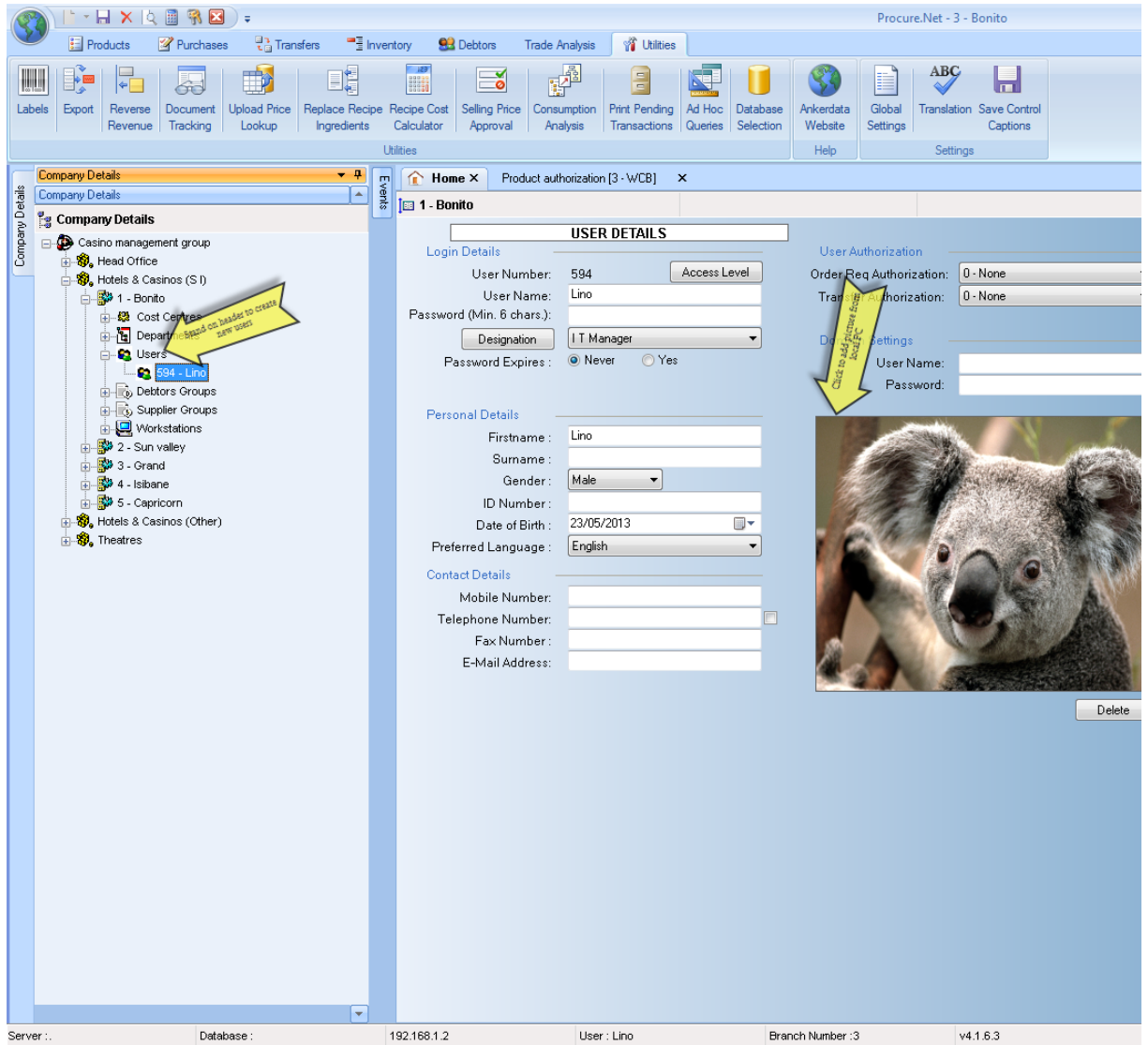
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## Users

Full control over each user can be set up to limit the functionality they have access to. When clicking on the Users tree node the user will get summary information as well as some reports. Clicking on the relevant user, a *user details* grid will be displayed on the right pane. A new user can be added by using [QAT](#).



The *user details* pane allows the set-up of the access levels for the user as well as selecting the branches and regions that the user will be allowed to work in.

User number - will be auto generated and it will automatically be assigned to the user being created. This user number will be displayed in the navigation tree when the new user has been saved for the first time. The user list on the login page will contain all the users for the entire company.

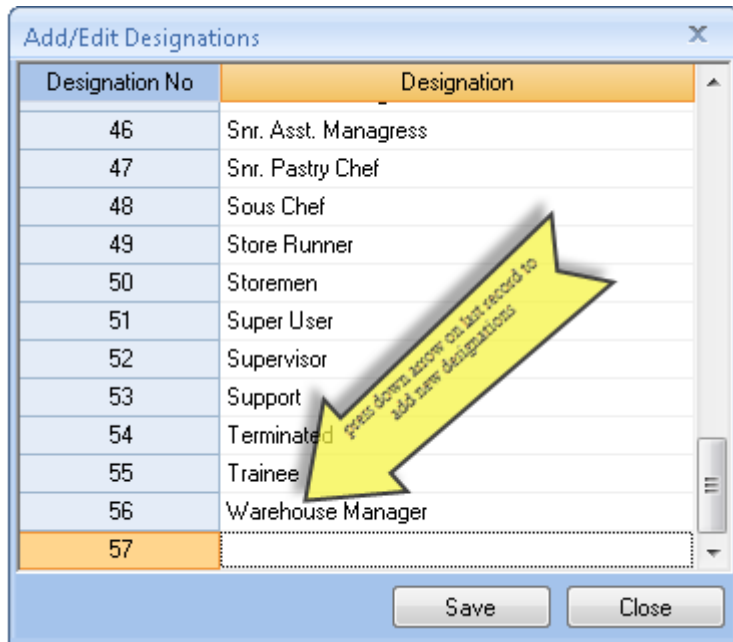
⇒ [Note] It is not always necessary for the users to be created in the branches that they work, but to control all users it will be convenient to have the users located in the branches that they are required to work in.

User name - allows the user to input a name for the new user.

Password - the user can create a default Password for the user. The password that is created will be shown as *stars* in the field, so it is important to remember what the password is. The systems administrator will be able to update the password if it is forgotten.

Designation - allows the users designation to be selected from a list of pre-defined designations by clicking on the selection arrow in the description field and selecting a designation from the drop down list. If there are no designations under the drop down list or a specific designation is required, then the user can create designations that will apply to the company.

To create different designations the user will click on *Designation Button*. A list of designations will be shown where the user will navigate to the last designation and click on the *down arrow* on the keyboard to be able to enter a new designation. Once done the user will click on the *Save* button.



Personal Details and contact details - users personal details and contact details can be filled within this section.

**Personal Details**

Firstname :

Surname :

Gender :

ID Number :

Date of Birth : 29/04/2013

Preferred Language :

---

**Contact Details**

Mobile Number:

Telephone Number:

Fax Number :

E-Mail Address:

The user *authorization levels* are selected by clicking on the selection arrows in the description and selecting the different level of authorization required by the user. The higher the authorizations level the more senior the user.

**User Authorization**

Order Req Authorization:

Transfer Authorization:

- 1 - Authorisation Level 1
- 2 - Authorisation Level 2
- 3 - Authorisation Level 3

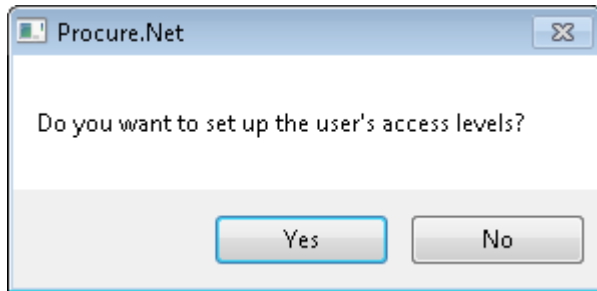
Order Req Authorization - will be used for the ordering of stock items from suppliers. This forms part of the first section of the main toolbar. All users that are responsible for ordering stock items from suppliers will be allocated an Order Authorization level. If this does not form part of their operation then this authorization level needs to be set to 0.

Transfer Authorization - will be used for the movement of stock items between branches and cost centres. If stock items are ordered from a central warehouse then

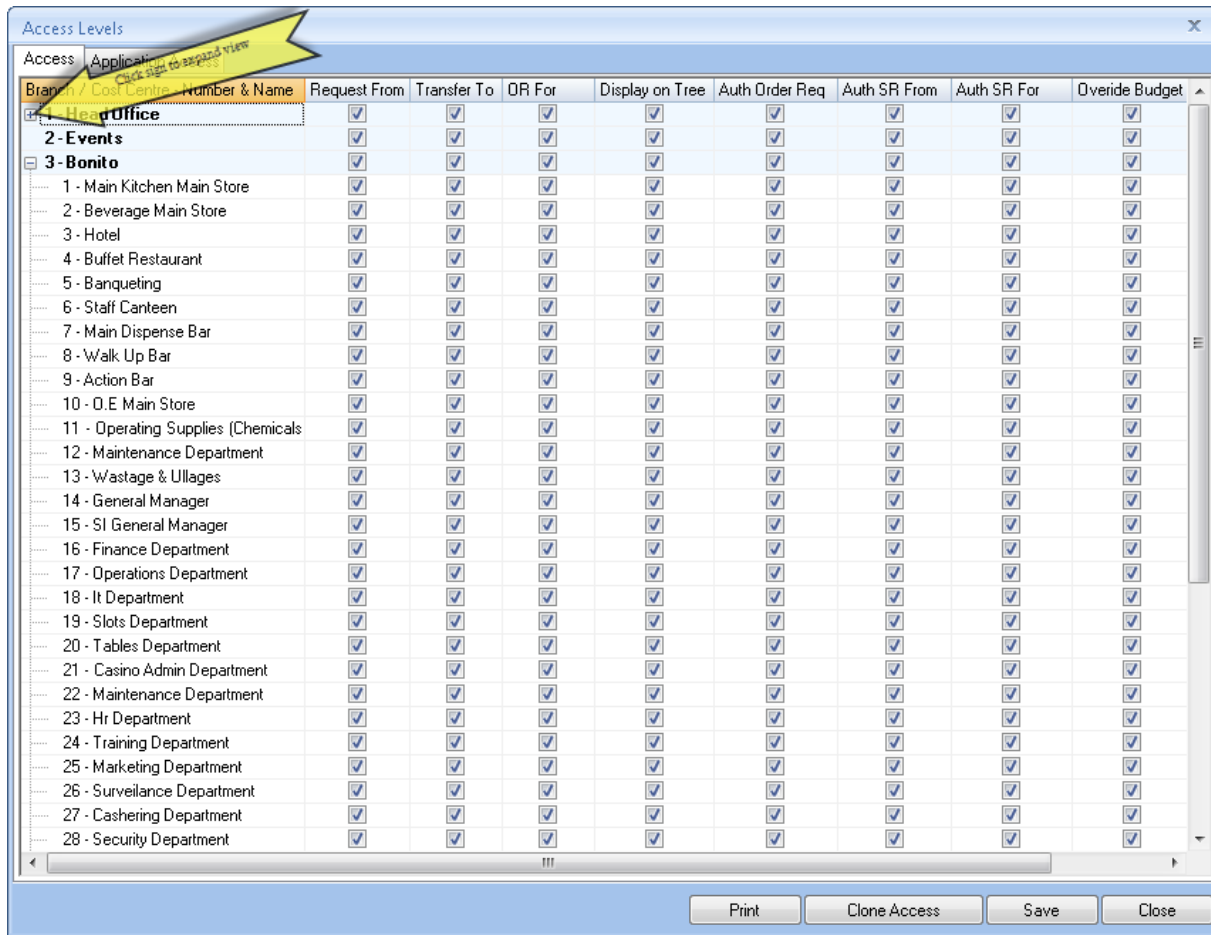
most users will have access to the *Transfer Authorization module*.

Once the main screen details have been entered the user will Save the information, by clicking [QAT](#).

This will bring up a prompt to set-up a user's *access levels*. The user will click on the Yes button to edit the access levels.

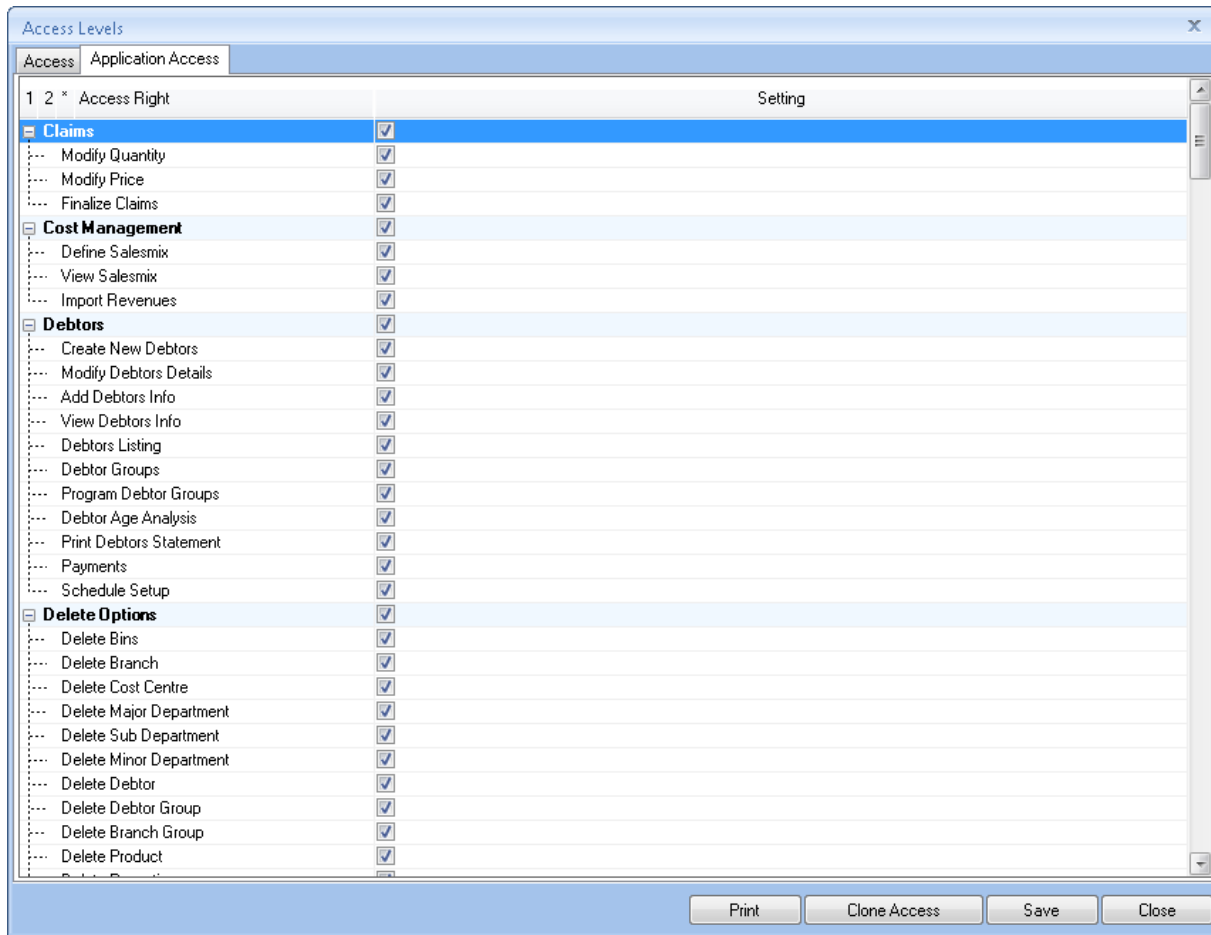


The user will be provided with settings for *access* and *application access*. Under *access* the user will specify what branch/cost centre the user will have access to and functions for that specific centre. The user will flag the necessary settings as required by operations.

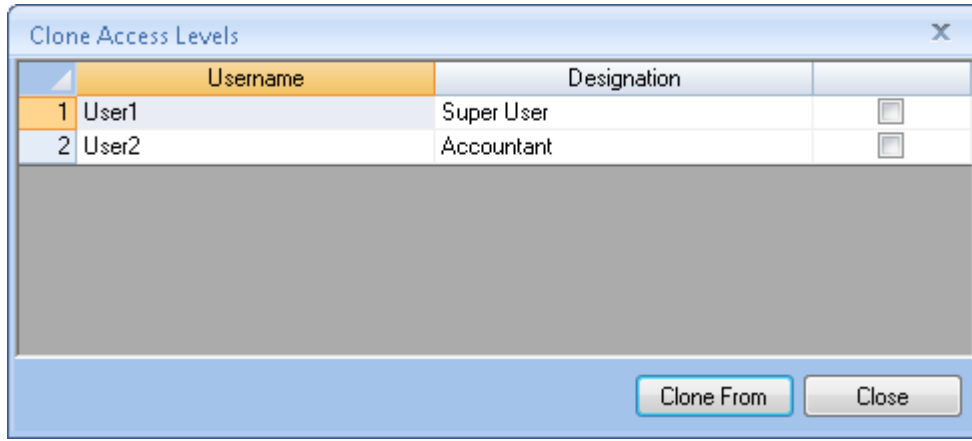


⇒ [Note] The Access Levels button is not available for editing until the new user has been saved for the first time. Once this is done the Procure.net application will prompt the user to change the users Access Levels.

Under *application* access the superuser with the necessary authority will set the access to various modules within Procure.net according to the company needs. The superuser will flag the necessary settings under the various modules.

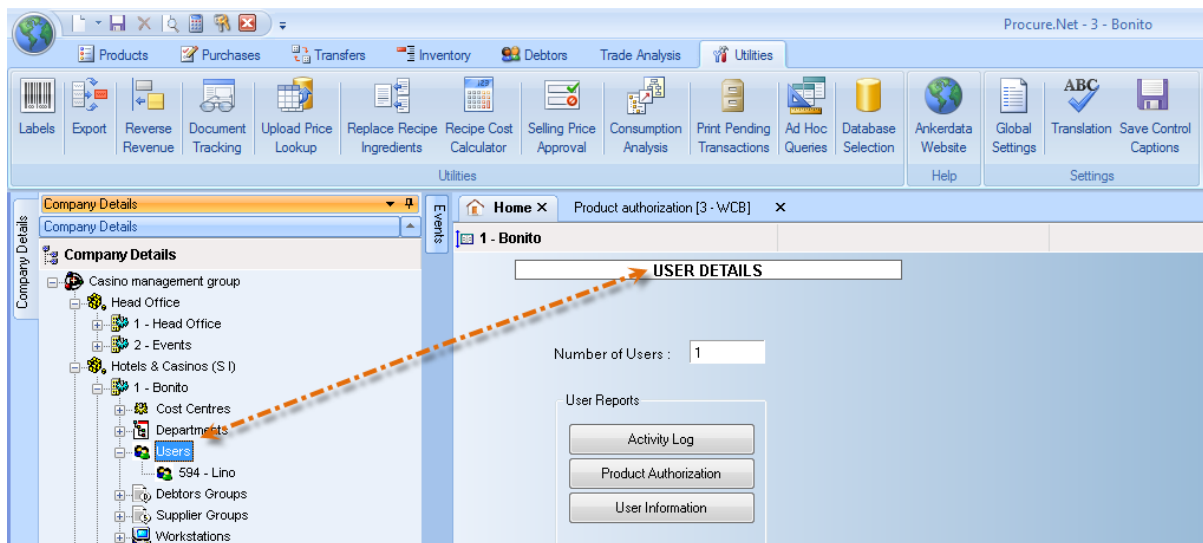


⇒ [Note] Clicking on the Clone access button the user will be provided with a grid to flag the user from which the user wants to clone the access level. Once flagged the user can click on the Clone from button to process the cloning.



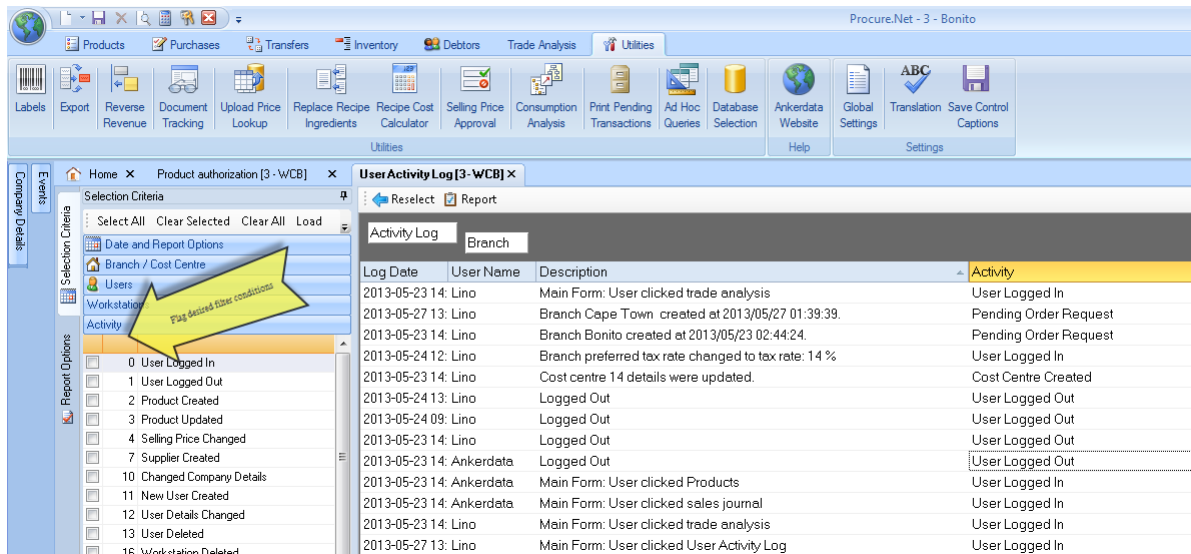
Once all settings are satisfied as correct the user will click on the *Save* button to finalise the access settings.

Standing on the header *Users*, the *User details* pane will be displayed. This pane gives access to various user reports.



Activity log - Displays a report of all activity by a user. It includes log in times, submission of documents and changes to data (if allowed).

The user will click on the *Activity log* button and be provided with a filter screen. The user will select the date range for the report, the branch, the users and if desired he can narrow down the report to the type of *activity* by flagging the desired activity under the *Activity* filter.



Product Authorization - Provides a grid view for each cost centre of the user authorization levels.

		Auth. Level 0	Auth. Level 1	Auth. Level 2	Auth. Level 3	Auth. Level 4	Auth. Level 5	Auth. Level 6	Auth. Level 7	Auth. Level 8	Auth. Level 9	Auth. Level 10
<b>Restaurant</b>												
User Name	User1											
Order Authorisation	No											
Transfer Authorisation	No											
User Name	User2											
Order Authorisation	No											
Transfer Authorisation	No											
<b>Liquor Cellar</b>												
User Name	User1											
Order Authorisation	No											
Transfer Authorisation	No											
User Name	User2											
Order Authorisation	No											
Transfer Authorisation	No											
<b>Service Stock</b>												
User Name	User1											
Order Authorisation	No											
Transfer Authorisation	No											
User Name	User2											
Order Authorisation	No											
Transfer Authorisation	No											
<b>Peat Shop</b>												
User Name	User1											
Order Authorisation	No											
Transfer Authorisation	No											
User Name	User2											
Order Authorisation	No											
Transfer Authorisation	No											
<b>Shell</b>												
User Name	User1											
Order Authorisation	No											
Transfer Authorisation	No											
User Name	User2											
Order Authorisation	No											
Transfer Authorisation	No											
<b>Bulk Store Warehouse</b>												
User Name	User1											
Order Authorisation	No											

Database: 192.168.1.5      User: User1      Branch Number: 1      v4.1.6.3      2013/04/09

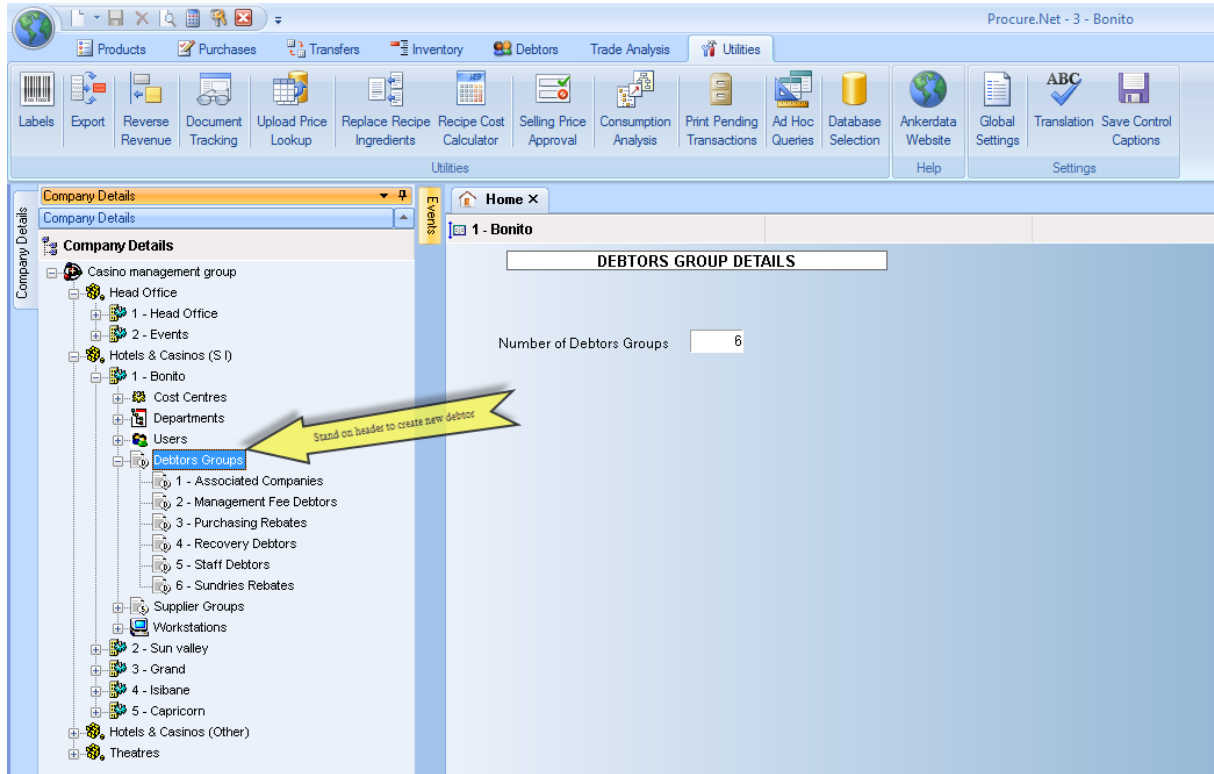
User Information - Simply displays a list of users including Telephone, fax and email addresses.

User No	User Name	First Name	Surname	Deleted	Telephone	fax	email
546	User1	Fname	LName				
547	Darrol	Fname	LName	*			
548	Darrol	Fname	LName	*			
549	Nick Bold	Fname	LName	*			
550	Selwyn	Fname	LName	*			
551	Anton	Fname	LName	*			
552	Lionel	Fname	LName	*			
553	Romeo	Fname	LName	*			
554	User2	User Two					
555	Hh			*			

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## Debtor Groups

The user can set-up a new debtors group by standing on the *Debtors group* header on the tree and clicking on the [QAT](#).



Standing on the newly created debtor group, will provide the user with the *debtors group details* pane.

Group number - represents the number of debtor groups that the user has created.

Group name - is an identifying name for the group of debtors that the user will be creating.

Description - classifies the region for the debtor group. Once the user has created all the debtor groups he can start creating the debtors for the group.

**DEBTORS GROUP DETAILS**

Group No :

Group Name :

Description :  Foreign  
 Local

Once all information is entered in as desired the user will click on the Save icon [QAT](#).

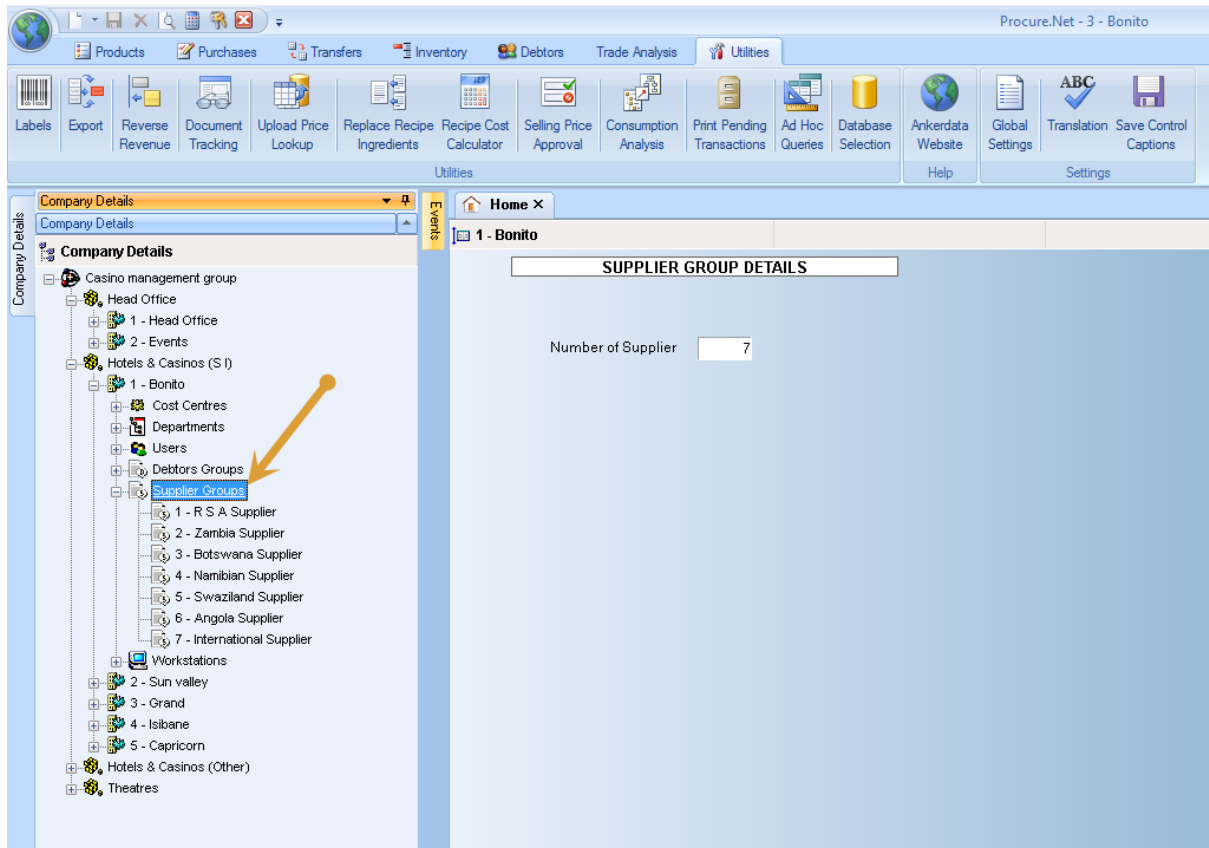
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## Supplier Groups

*Supplier groups* allows the user to categorize supplier accounts into groups. This allows for reporting of specific groups.



The user will click on the *Suppliers groups* tree and click on the [QAT](#) to create a new group. The user will proceed to click on the relevant field and enter the desired description.

Group number - represents the number of supplier groups that the user has created.

Group name - is an identifying name for the group of suppliers that the user will be creating.

Description - classifies the region for the supplier group. Once the user has created all the supplier groups he can start creating the supplier for the group.

Home X

1 - Mariners Wharf

SUPPLIER GROUP DETAILS

Group No : 2

Group Name :

Description :  Foreign  Local

Once all information is entered in as desired the user will click on the Save icon [QAT](#).

---

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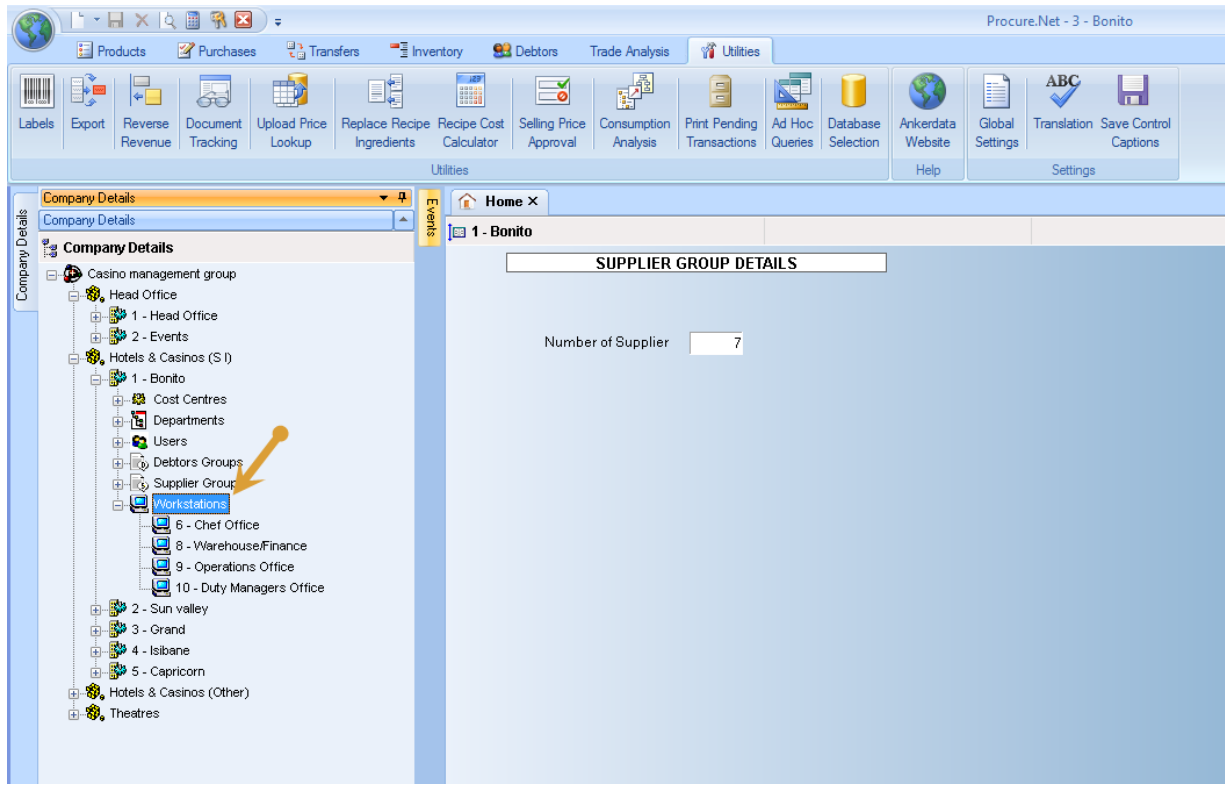
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## Workstations

The *Workstations* set-up is used to identify the computer on the network as well as setting up the location where the user will like to have his computer default to when the user logs in. To program the workstation the user will navigate through the navigation tree and locate himself on the *Workstation* description.

⇒ [Note] The workstation description on the navigation tree will only be available to Super Users or administrators with the correct access levels.

If the superuser is going to set up a new user, he will click on the [QAT](#). In the main viewing screen he will be presented with the default User Workstation set-up screen.



The user will proceed to enter the relevant fields with the *Workstations details* grid.

The screenshot shows a web browser window with a single tab titled 'Home X'. Below the browser title bar, there is a header area with a small icon and the text '1 - Mariners Wharf'. The main content area is titled 'WORKSTATION DETAILS' and contains a 'General' section. This section includes several input fields and a dropdown menu:

- Workstation Number :** A text input field containing the number '3'.
- Workstation Name :** An empty text input field.
- Workstation Type :** A dropdown menu with 'PC Workstation' selected.
- Workstation Path :** A button labeled 'Workstation Path' next to an empty text input field.
- IP Address :** An empty text input field.
- Sales Centre :** A dropdown menu.
- Stock Deduction Centre :** A dropdown menu.

Workstation number - Procure.net automatically assigns a workstation number.

Workstation Name - the user can give his machine an identifying name which will help to identify the machine when it is on the network of the company.

Workstation type - identifies the type of machine that is connected to the network. To select a type of workstation the user will click on the selection arrow in the description field and select a type of machine from the drop down box.

Workstation path - this can be located quite easily if it is connected to the network of the company. To locate a machine that is connected to the network the user will click on the Workstation Path button to bring up a list of machines that are connected to the network and depending on the size of the network and the number of machines that might be connected to it this process could take a few minutes to load.

Once the user has located his machine he will select it from the screen and then click on the OK button to update the selection into Procure.net.

Workstation Path and IP Address - once the selection has been made the machine name and IP address of that machine will be populated.

Sales Centre - if the *Workstation type* was a POS terminal, then the user can select which cost centre it is connected to from the drop down list.

Stock deduction cost centre - this has been de-activated under the workstation listing because Procure.net uses an application called *TransX* that imports revenue

and handles the stock deduction for Procure.net.

Once all information is entered in as desired the user will click on the Save icon [QAT](#).

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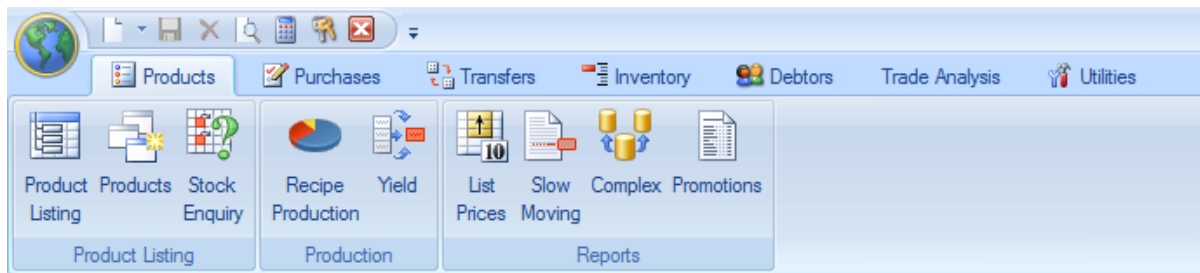
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## Products

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The *Products* module allows the user to conduct numerous functions related to stock items. The *Products* module in Procure.net can be accessed through the Procure.net ribbon.



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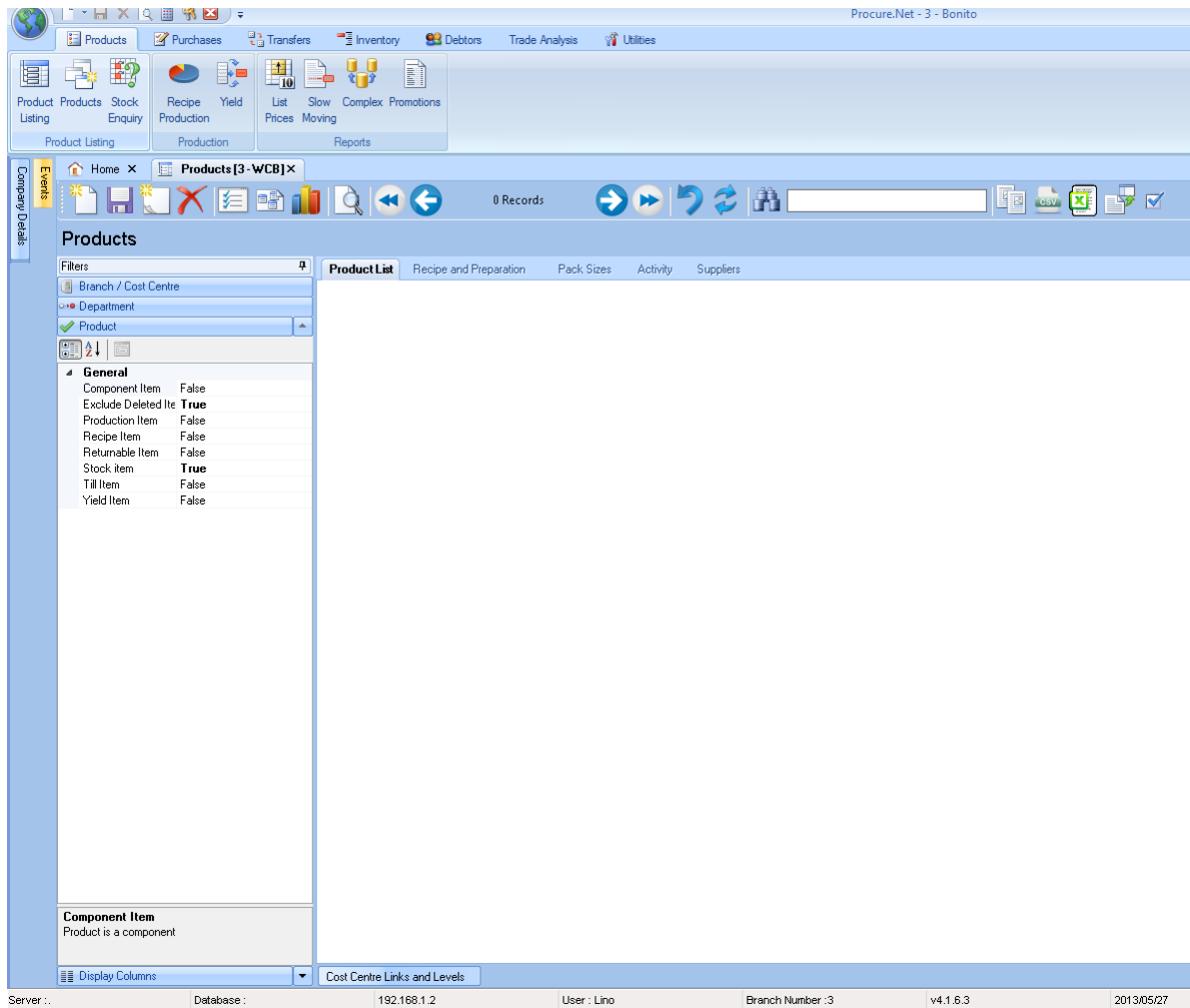
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### Product Listing

*Product listing* offers many features in one comprehensive form. *Product listing* makes it easy for the user to add, edit and search.

To access the *Products listing* module the user will click on the *Products* tab and proceed to click on the *Products listing* button.

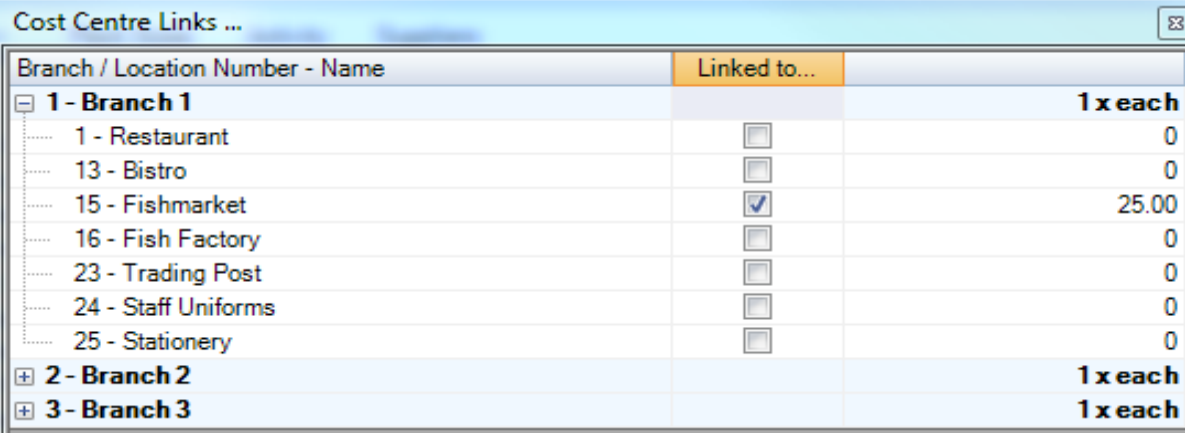


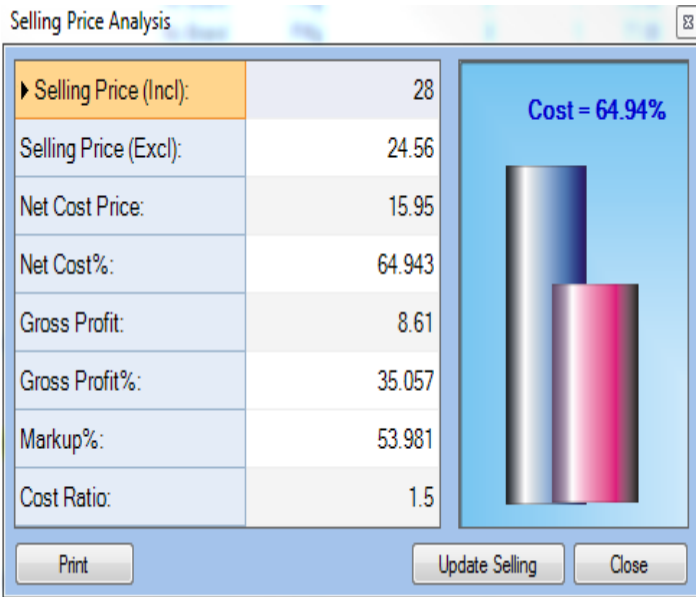
The *Products listing* module has a toolbar with various options that the user can cycle through.




A button description table(from left to right) is provided bellow.

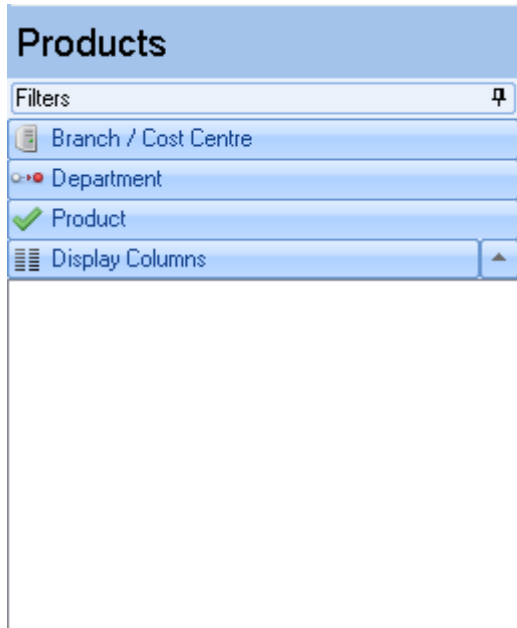
<b>New</b>	Sets the form to add a new product.
<b>Save</b>	Saves a new or edited product.
<b>New number</b>	Will retrieve the next available number in the cost centres product number range.
<b>Delete</b>	Deletes the selected product if no stock on hand or outstanding transactions exist.
<b>Cost Centre Links</b>	Displays a form that will allow the user to link the selected product to additional cost centres.

	 <table border="1" data-bbox="456 177 1637 611"> <thead> <tr> <th>Branch / Location Number - Name</th> <th>Linked to...</th> <th></th> </tr> </thead> <tbody> <tr> <td><b>1 - Branch 1</b></td> <td></td> <td><b>1 x each</b></td> </tr> <tr> <td>..... 1 - Restaurant</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td>..... 13 - Bistro</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td>..... 15 - Fishmarket</td> <td><input checked="" type="checkbox"/></td> <td>25.00</td> </tr> <tr> <td>..... 16 - Fish Factory</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td>..... 23 - Trading Post</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td>..... 24 - Staff Uniforms</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td>..... 25 - Stationery</td> <td><input type="checkbox"/></td> <td>0</td> </tr> <tr> <td><b>2 - Branch 2</b></td> <td></td> <td><b>1 x each</b></td> </tr> <tr> <td><b>3 - Branch 3</b></td> <td></td> <td><b>1 x each</b></td> </tr> </tbody> </table>	Branch / Location Number - Name	Linked to...		<b>1 - Branch 1</b>		<b>1 x each</b>	..... 1 - Restaurant	<input type="checkbox"/>	0	..... 13 - Bistro	<input type="checkbox"/>	0	..... 15 - Fishmarket	<input checked="" type="checkbox"/>	25.00	..... 16 - Fish Factory	<input type="checkbox"/>	0	..... 23 - Trading Post	<input type="checkbox"/>	0	..... 24 - Staff Uniforms	<input type="checkbox"/>	0	..... 25 - Stationery	<input type="checkbox"/>	0	<b>2 - Branch 2</b>		<b>1 x each</b>	<b>3 - Branch 3</b>		<b>1 x each</b>
Branch / Location Number - Name	Linked to...																																	
<b>1 - Branch 1</b>		<b>1 x each</b>																																
..... 1 - Restaurant	<input type="checkbox"/>	0																																
..... 13 - Bistro	<input type="checkbox"/>	0																																
..... 15 - Fishmarket	<input checked="" type="checkbox"/>	25.00																																
..... 16 - Fish Factory	<input type="checkbox"/>	0																																
..... 23 - Trading Post	<input type="checkbox"/>	0																																
..... 24 - Staff Uniforms	<input type="checkbox"/>	0																																
..... 25 - Stationery	<input type="checkbox"/>	0																																
<b>2 - Branch 2</b>		<b>1 x each</b>																																
<b>3 - Branch 3</b>		<b>1 x each</b>																																
<b>Selling Price Analysis</b>	Displays a form that contains selling, cost and profit information																																	

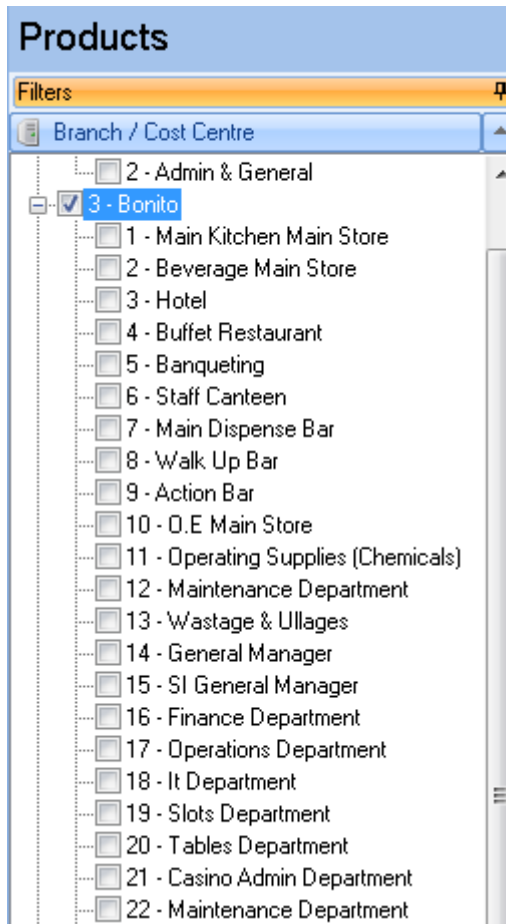
	
<b>Print Preview</b>	Print previews a list of the currently selected product list.
<b>First, Previous, Next, Last</b>	Record navigation buttons.
<b>Record Count</b>	Displays the number of products in the product list.
<b>Reset Filters</b>	Resets all filters in the filter grids and refreshes the product list.
<b>Refresh</b>	Used to refresh the product list if filters have been changed.

<b>Search by Description</b>	Description is the default column to search on. However, if the column is not a number then clicking on the column will change the search criteria to the selected column.
<b>Copy Products.</b>	Copy the current product list to another cost centre. A pop up of available cost centres will be displayed.
<b>Export to CSV</b>	Exports the current product list to a CSV file (Comma separated values)
<b>Export to Excel</b>	Exports the current product list to a EXCEL file.
<b>Import</b>	Imports products from a CSV or Excel file. This is covered later on in this section.
<b>Toggle Captions</b>	<p>Displays captions under the buttons.</p>  <p>The image shows a toolbar with four buttons: 'New' (document with star), 'Save' (floppy disk), 'New Number' (document with star), and 'Delete' (red X).</p>

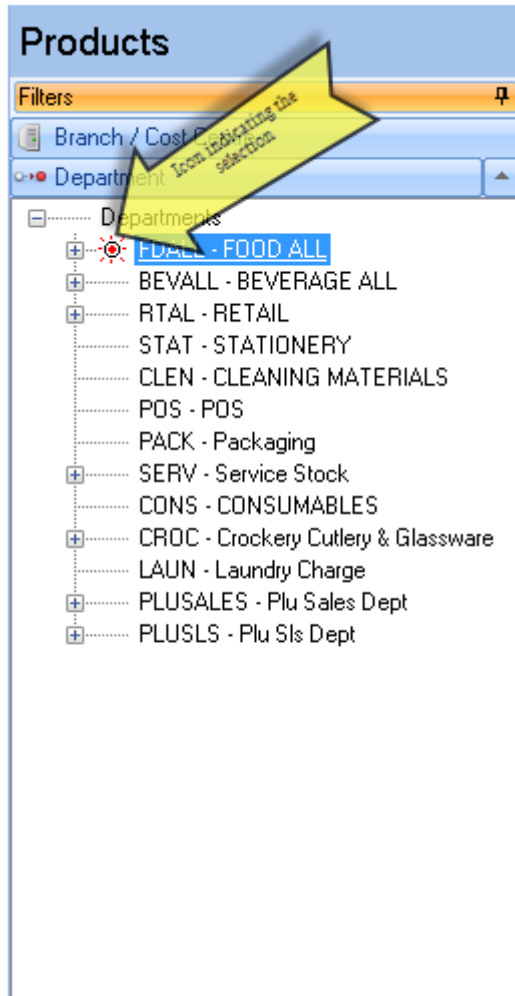
The user will be able to set filter conditions for his selection criteria.



The first condition to set will be the *Branch/cost centre* that the user will like to view the various products listing for.





Under *departments* the user can flag the relevant department for the filter.






By clicking on the filter *Product* tab the user will be able to set filter conditions according to predefined criteria. Filter options include true/false/ignore. The filters work in combination unless the ignore option is selected. If the user requires to view all stock items regardless of any other settings he will select *Stock Item* as true and ignore all other options. However, if the user requires to view all stock items that are till items as well then setting both to true and ignoring all others will return all items marked as stock and till items.




### Products

Filters 

 Branch / Cost Centre

 Department

 Product 

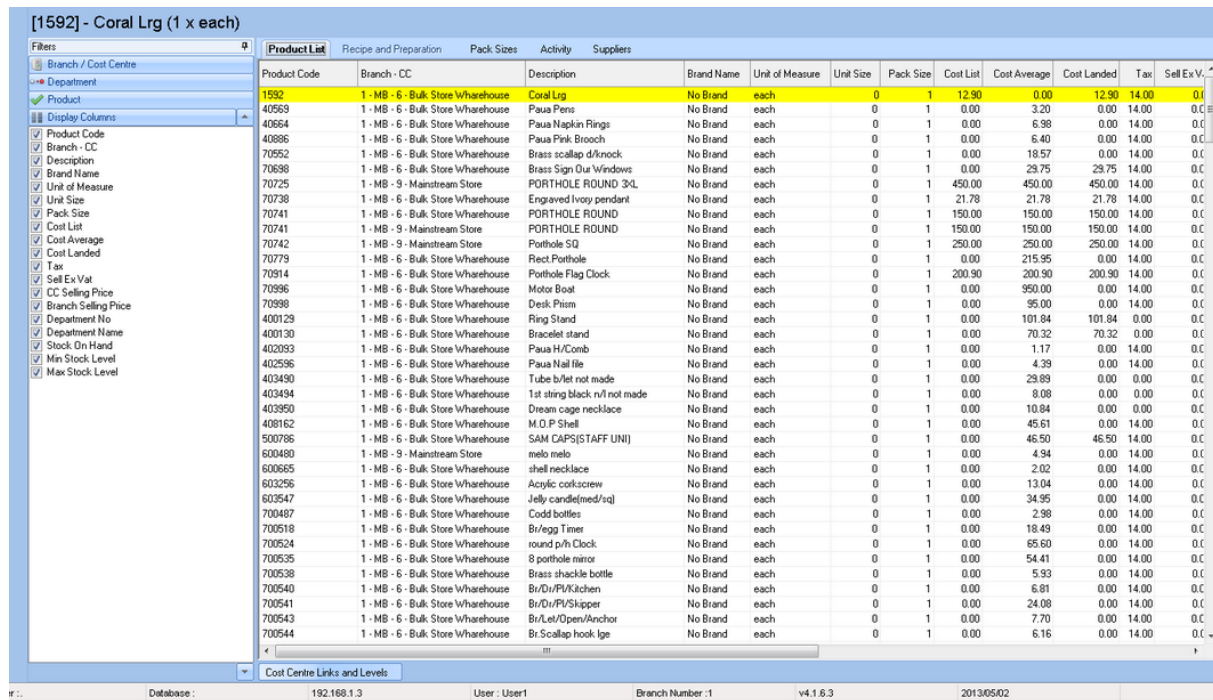
**General**

Component Item	False
Exclude Deleted It	<b>True</b>
Production Item	False
Recipe Item	False
Returnable Item	False
Stock item	<b>True</b>
Till Item	False
Yield Item	False

⇒ [Note] The user must use the refresh button when changes are made to filters.



The *Display columns* filter allows the user to decide which columns to display in the main grid by selecting the columns in the display columns grid.



⇒ [Note] The columns options will only be shown once the products listing form has been populated with data.

In the top right corner under the toolbar is a check box called *Edit mode*. This feature, when checked, will allow the user to edit a product without the need to save each time. This is especially useful if a lot of price changes are required.

The *Hold previous product values* feature, when checked, will hold the previously added products values. This is especially useful when adding new products that share information such as cost prices or departments and so forth.




While the user is standing on a selected product he will be able to view the *Properties and image* grid. The grid includes additional settings that can be chosen

according to the company needs. Images can also be included in an items detail.

Edit Mode     Hold previous product values

Product Properties ⌵

Properties and Image ⬆

▾ Descriptions	
Brand Name	<b>No Brand</b>
Report Description	PORTHOLE ROUND 3XL (1 x
Short Description	
▾ General	
Production Item	<b>False</b>
Sold at POS	<b>False</b>
Stock Keeping Unit	<b>True</b>
Unit Size	<b>0</b>
Use in Sales Analysis	<b>True</b>
Used as a Component	<b>False</b>
Uses Recipe	<b>False</b>
Yield Item	<b>False</b>
▾ Options	
Authorization Level	<b>0</b>
Claim Deviation %	<b>0</b>
Exclude from Departm	<b>False</b>
Fixed Markup	<b>False</b>
Perishable Item	<b>False</b>
Price Deviation %	<b>0</b>
Product Image	<input type="checkbox"/> <b>(none)</b>
Quantity Deviation %	<b>0</b>
Returnable Container	<b>False</b>
Scale Item	<b>False</b>
Serial Number Item	<b>False</b>
▾ Pricing Levels	
Price 2	<b>0</b>
Price 3	<b>0</b>
Price 4	<b>0</b>
Price 5	<b>0</b>
Price 6	<b>0</b>
Selling Price ex VAT	<b>0</b>
▾ Profitability	
Gross Profit	0
Markup	0

**Brand Name**

The *Bulk changes* feature allows a few select bulk changes to be made to a group of items.

Product Code	Branch - CC	Description	Brand Name	Unit of Measure	Unit Size	Pack Size	Cost List	Cost Average	Cost Landed	Tax	Sell Ex Val	CC
70725	1-MB-9-Mainstream Store	PORHOLE ROUND 3XL	No Brand	each	0	1	450.00	450.00	450.00	14.00	0.00	
70741	1-MB-9-Mainstream Store	PORHOLE ROUND	No Brand	each	0	1	150.00	150.00	150.00	14.00	0.00	
70742	1-MB-9-Mainstream Store	Porhole SQ	No Brand	each	0	1	250.00	250.00	250.00	14.00	0.00	
600480	1-MB-9-Mainstream Store	melo melo	No Brand	each	0	1	0.00	4.94	0.00	14.00	0.00	
700750	1-MB-9-Mainstream Store	P/hole 21x29	No Brand	each	0	1	0.00	326.86	0.00	14.00	0.00	
701945	1-MB-9-Mainstream Store	Enamel Rect Bowl	No Brand	each	0	1	0.00	9.00	0.00	14.00	0.00	
702056	1-MB-9-Mainstream Store	Fire exting	No Brand	each	0	1	0.00	194.46	0.00	14.00	0.00	
702066	1-MB-9-Mainstream Store	Sextant	No Brand	each	0	1	1 100.00	1 100.00	1 100.00	14.00	0.00	
702096	1-MB-9-Mainstream Store	Giant clam shell	No Brand	each	0	1	576.84	576.84	0.00	14.00	0.00	
702115	1-MB-9-Mainstream Store	Clear Anchor lamp	No Brand	each	0	1	0.00	519.74	0.00	14.00	0.00	
702503	1-MB-9-Mainstream Store	Ships wheel 24	No Brand	each	0	1	0.00	221.26	0.00	14.00	0.00	
702648	1-MB-9-Mainstream Store	Deckchairs	No Brand	each	0	1	0.00	755.50	0.00	14.00	0.00	
702663	1-MB-9-Mainstream Store	Oars	No Brand	each	0	1	0.00	47.18	0.00	14.00	0.00	
702666	1-MB-9-Mainstream Store	Porhole 34x72	No Brand	each	0	1	0.00	620.56	0.00	14.00	0.00	
702667	1-MB-9-Mainstream Store	Port Hole 128*75	No Brand	each	0	1	0.00	125.71	0.00	14.00	0.00	
703102	1-MB-9-Mainstream Store	Lobster trap kg	No Brand	each	0	1	0.00	125.00	0.00	14.00	0.00	
703104	1-MB-9-Mainstream Store	Lobster Buddy kg	No Brand	each	0	1	0.00	158.12	0.00	14.00	0.00	
703105	1-MB-9-Mainstream Store	Lobster Buddy med	No Brand	each	0	1	0.00	135.53	0.00	14.00	0.00	
703136	1-MB-9-Mainstream Store	Rope With poly	No Brand	each	0	1	0.00	39.47	0.00	14.00	0.00	
703325	1-MB-9-Mainstream Store	M/V/ swizzel sticks	No Brand	each	0	1	0.00	0.37	0.00	14.00	0.00	
703326	1-MB-9-Mainstream Store	Port hole door	No Brand	each	0	1	0.00	922.57	0.00	14.00	0.00	
703328	1-MB-9-Mainstream Store	Port Hole table med	No Brand	each	0	1	0.00	3 040.56	0.00	14.00	0.00	
703356	1-MB-9-Mainstream Store	Captain guard	No Brand	each	0	1	0.00	207.98	0.00	14.00	0.00	
703390	1-MB-9-Mainstream Store	Wooden bar chair	No Brand	each	0	1	0.00	674.66	0.00	14.00	0.00	
703752	1-MB-9-Mainstream Store	Duck Walking stick	No Brand	each	0	1	0.00	35.68	0.00	14.00	0.00	
703978	1-MB-9-Mainstream Store	Wagon Wheel	No Brand	each	0	1	0.00	228.70	0.00	14.00	0.00	
708888	1-MB-9-Mainstream Store	Church Pewe	No Brand	each	0	1	0.00	750.00	0.00	14.00	0.00	
10819676	1-MB-9-Mainstream Store	Strawberry Trocha sml	No Brand	each	0	1	0.27	0.27	0.27	14.00	0.27	
15323815	1-MB-9-Mainstream Store	Coral Lug	No Brand	each	0	1	12.90	12.90	12.90	14.00	0.00	
17604574	1-MB-9-Mainstream Store	Boach Wash kg	No Brand	P/Kg	0	1	6.07	6.07	6.07	14.00	0.00	
20059999	1-MB-9-Mainstream Store	Conus Vago sml	No Brand	each	0	1	0.47	0.47	0.47	14.00	0.00	
25839869	1-MB-9-Mainstream Store	Tigrena Pol Unpair	No Brand	each	0	1	1.21	1.21	1.21	14.00	1.06	
32569872	1-MB-9-Mainstream Store	Acrylic Corkscrew	No Brand	each	0	1	13.04	13.04	13.04	14.00	0.00	
35969815	1-MB-9-Mainstream Store	Small Shell kg	No Brand	kg	0	1	10.73	10.73	10.73	14.00	0.00	
38308758	1-MB-9-Mainstream Store	Vioacia kg	No Brand	kg	0	1	0.36	0.36	0.36	14.00	0.00	
38399879	1-MB-9-Mainstream Store	Murex Trappa	No Brand	kg	0	1	22.55	22.50	22.55	14.00	0.00	
80865896	1-MB-9-Mainstream Store	Brown Strippy Cassis	No Brand	each	0	1	0.15	0.15	0.15	14.00	0.00	

To activate bulk editing the user will simply select a range of products by holding down the left mouse button and dragging to the last item that the user wants to include. Alternately, the user can hold down the *CTRL* key and select individual rows. Once more than one item is selected the bulk changes panel becomes available and changes can be made as desired. No save is required when in this mode, changes are affected immediately after the user clicks on the *Apply* button.

Below the list of items on the left is a tab called *cost centre links and levels*. The user will click on this tab to open up another grid displaying all the cost centres that an item belongs to with the current stock level, landed and average cost.

Product List									
Recipe and Preparation		Pack Sizes		Activity		Suppliers			
Product Code	Branch - CC	Description	Brand Name	Unit of Measure	Unit Size	Pack Size	Cost List	Cost Average	Cost Lande
224	3 - WCB - 1 - Main Kitchen Main Store	Beef Fillet 300Gr	No Brand	g	300	1	0.00	0.00	0.0
60010	3 - WCB - 1 - Main Kitchen Main Store	Lamb Wheels	No Brand	g	1000	1	0.00	75.16	72.9
60010	3 - WCB - 5 - Banqueting	Lamb Wheels	No Brand	g	1000	1	0.00	75.16	72.9
60145	3 - WCB - 1 - Main Kitchen Main Store	Springroll Oriental	No Brand	Box	100	1	300.00	303.80	300.0
60145	3 - WCB - 5 - Banqueting	Springroll Oriental	No Brand	Box	100	1	300.00	303.80	300.0
60773	3 - WCB - 1 - Main Kitchen Main Store	Chem Clear Dry	No Brand	lt	4	1	0.00	1 566.14	1 566.1
60773	3 - WCB - 11 - Operating Supplies (Chemicals)	Chem Clear Dry	No Brand	lt	4	1	0.00	1 566.14	1 566.1
61682	3 - WCB - 10 - O.E Main Store	Tray Waiters Non Slip 400Mm	No Brand	each	0	1	0.00	38.11	35.1
61692	3 - WCB - 10 - O.E Main Store	Board Cutting Red	No Brand	each	0	1	110.00	118.08	118.0
91522	3 - WCB - 11 - Operating Supplies (Chemicals)	Key Tags Each	No Brand	each	0	1	0.00	0.95	0.9
233001	3 - WCB - 10 - O.E Main Store	Cutlery Saver Lid Magnetic	No Brand	each	0	1	0.00	817.57	817.5
233002	3 - WCB - 10 - O.E Main Store	Scale Platform Electronic 150Kg	No Brand	each	0	1	0.00	2 439.82	2 439.8
233003	3 - WCB - 36 - Uniforms	Glove Oven Mitts Pair	No Brand	each	0	1	0.00	115.80	115.8
233004	3 - WCB - 10 - O.E Main Store	Torch Cooking Gas	No Brand	each	0	1	0.00	157.02	157.0
233005	3 - WCB - 10 - O.E Main Store	Oven Deck Single Pizza	No Brand	each	0	1	0.00	6 090.18	6 090.1
237001	3 - WCB - 1 - Main Kitchen Main Store	Ice Cream Toffee	No Brand	ml	5000	1	0.00	64.58	64.5
237001	3 - WCB - 3 - Hotel	Ice Cream Toffee	No Brand	ml	5000	1	0.00	64.58	64.5
237001	3 - WCB - 4 - Buffet Restaurant	Ice Cream Toffee	No Brand	ml	5000	1	0.00	64.58	64.5
237001	3 - WCB - 5 - Banqueting	Ice Cream Toffee	No Brand	ml	5000	1	0.00	64.58	64.5
237001	3 - WCB - 6 - Staff Canteen	Ice Cream Toffee	No Brand	ml	5000	1	0.00	64.58	64.5
300512	3 - WCB - 10 - O.E Main Store	Bracket Set York Wall Mount	No Brand	each	0	1	0.00	66.40	66.4
400001	3 - WCB - 10 - O.E Main Store	Prespray Hose Set	No Brand	each	0	1	0.00	3 425.57	3 425.5
500752	3 - WCB - 1 - Main Kitchen Main Store	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
500752	3 - WCB - 5 - Banqueting	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
500752	3 - WCB - 6 - Staff Canteen	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
500752	3 - WCB - 7 - Main Dispense Bar	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
500752	3 - WCB - 8 - Walk Up Bar	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
500752	3 - WCB - 9 - Action Bar	Pie Assorted	No Brand	each	0	1	0.00	4.92	4.9
600010	3 - WCB - 1 - Main Kitchen Main Store	Burger Vegetable	No Brand	g	1000	1	0.00	42.06	42.0
600010	3 - WCB - 5 - Banqueting	Burger Vegetable	No Brand	g	1000	1	0.00	42.06	42.0

Cost Centre Links						
Cost Centre Details - Current Stock on Hand						
	1 - Main Kitchen Main Store	5 - Banqueting	6 - Staff Canteen	7 - Main Dispense...	8 - Walk Up Bar	9 - Action Bar
Landed Cost	4.92	4.92	4.92	4.92	4.92	4.92
Average Cost	4.92	4.92	4.92	4.92	4.92	4.92
Deviation Perc	0.00	0.00	0.00	0.00	0.00	0.00
Stock on Hand	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

The panel on-top of the products listing grid allows for quick navigation to view certain details while highlighting the desired item.



Clicking on the *Recipe and preparation* tab will bring up the recipe for the sales item. A summary of information is also provided.

Product List		Recipe and Preparation		Pack Sizes	Activity	Suppliers		
Recipes		Preparation						
							Edit Recipe	
Product Code	Description	Measuring Unit	Quantity Used	Deduct Stock	Loss Factor	Loss Factor Value	Cost Price	Cost %
601538	Chicken Breast Fillet 1000g	g	50	<input type="checkbox"/>	Percentage	0	1.488	100.00
603311	Sauce Chilli Sweet 2000ml	ml	15	<input type="checkbox"/>	Percentage	0	0.4611	100.00
623403	Tortilla Rositas 10 144Packet	Packet	0.1	<input type="checkbox"/>	Percentage	0	0.268416	100.00
601000	Veg Pepper Green 1000g	g	20	<input type="checkbox"/>	Percentage	0	0.298303	100.00
600959	Veg Pepper Red 1000g	g	20	<input type="checkbox"/>	Percentage	0	0.64	100.00

The user can click on the *Edit recipe* button to allow changes to be made to the recipe. If the *Deduct stock* flag is on, that will indicate that live stock deduction is occurring for the item.

Products 3 - Bonito [1 - Main Kitchen Main Store] - Sales Centre

Product Code: 54  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: Chicken Casserole  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes delete recipe item add recipe item

Product Code	Description	Measuring Unit	Quantity Used	Deduct Stock	Loss Factor	Loss Factor Value	Cost Price	Cost %
601539	Chicken Leg Quarter 1kg	g	800	<input type="checkbox"/>	Percentage	0	21.84808	100.00
619757	Flour Cornflour / Maizena 5000g	g	100	<input type="checkbox"/>	Percentage	0	1.99	100.00
603480	Pepper Black Coarse 1000g	g	5	<input type="checkbox"/>	Percentage	0	0.742333	100.00
603485	Salt Fine 1000g	g	5	<input type="checkbox"/>	Percentage	0	0.03905	100.00
603285	Spice Barbeque 1000g	g	20	<input type="checkbox"/>	Percentage	0	0.6266	100.00
603230	Spice Chicken 1000g	g	20	<input type="checkbox"/>	Percentage	0	0.5194	100.00
600991	Veg Onion Large 1000g	g	200	<input type="checkbox"/>	Percentage	0	0.8	100.00
601000	Veg Pepper Green 1000g	g	200	<input type="checkbox"/>	Percentage	0	2.98303	100.00
600959	Veg Pepper Red 1000g	g	200	<input type="checkbox"/>	Percentage	0	6.4	100.00

Ingredient 601539 - Chicken Leg Quarter 1kg. Average Price : 27.31. Usable content : 1000 g.

No of Portions... 1

Totals:	Cost Total	Selling Price	Cost Percentage
	35.95	0.00	100.00 %

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

If the user clicks on the *Pack size* tab he will be able view the pack size, if any, for the stock item. The user can click on *Add pack* to add a pack size to the selected item. Once he has in-putted the necessary information he will click on the *Save packs* button.

[663117] - Coke Zero 200ml (1 x each)

Product List   Recipe and Preparation   **Pack Sizes**   Activity   Suppliers

Save Packs   Delete Pack   Add Pack

Pack Code	Description	Pack Size	Selling Price
6631171	6 pack	6	0.00

The *Activity* tab simply allows the user to view any activity that has occurred for the selected item.

[663117] - Coke Zero 200ml (1 x each)

Product List   Recipe and Preparation   Pack Sizes   **Activity**   Suppliers

Activity Log   Notes

Log Date	User	Description
2013/05/27	594 - Lino	Pack 6631171 Added.

The *Suppliers* tab allows the user to link a supplier to the stock item. The user will simply click on the *Add supplier* button and proceed to double click on the desired supplier to be linked to the product.

[663117] - Coke Zero 200ml (1 x each)

Product List   Recipe and Preparation   Pack Sizes   Activity   **Suppliers**

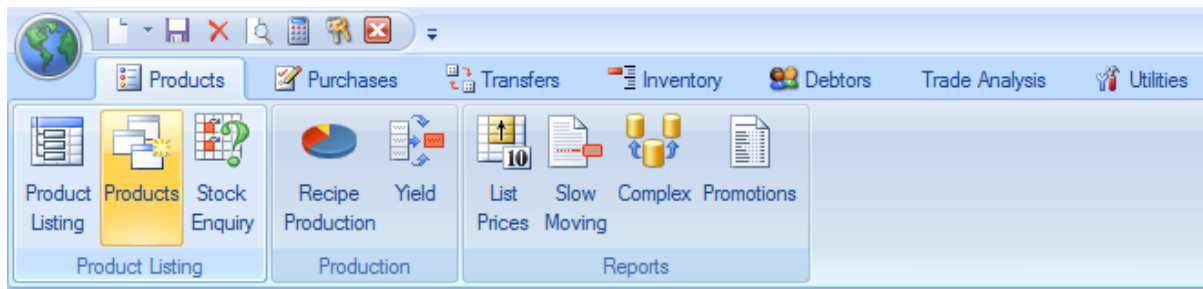
Save Suppliers   Delete Supplier   Add Supplier

Supplier Number	Supplier Name	Supplier Product	List Price
AB001	Coca Cola ( 507484 )		

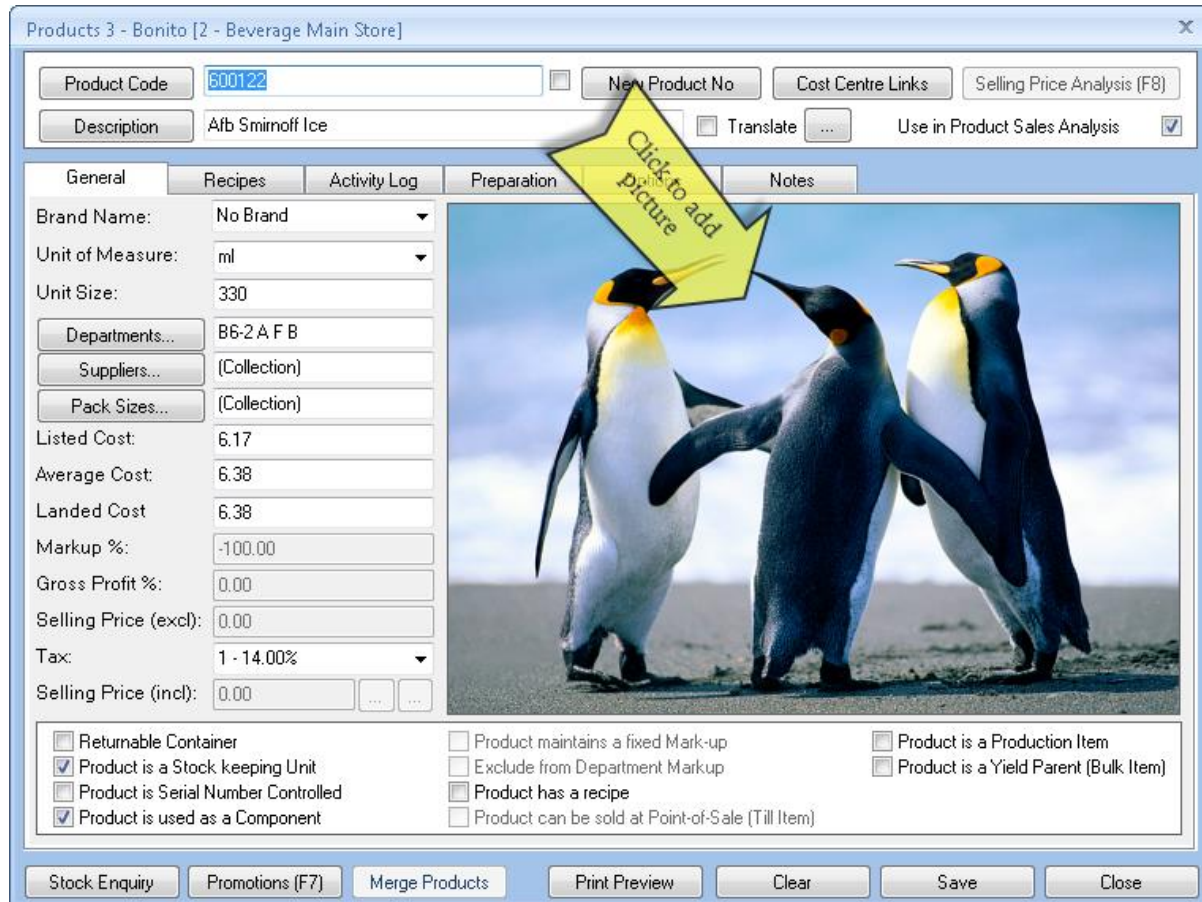
Once the user is satisfied with any changes made he can click on the *save suppliers* button.

## Products

The *Products* module can be accessed by the user clicking on the *Products* tab in the ribbon and proceeding to click on the *Products* button.

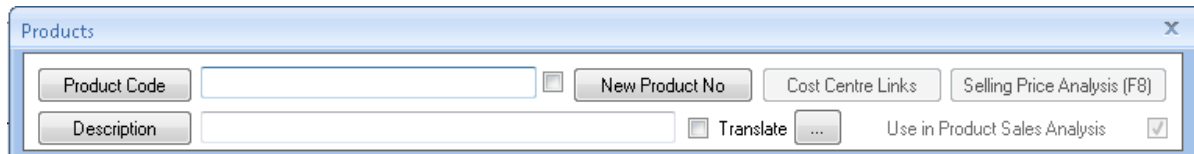


Once in the *Products* module a grid will pop-up. The user can view pre-existing products by either typing in the *Product code* or clicking on the *Product code* button to bring up a list of products to choose from. To load the specific product the user will double click on the product the he desires to load.



This module also allows the user to create new products or items to load into Procure.net. The user will simply type a new unique *Product code* into the field or click on the *New product no* button to automatically generate a new product code number.

The user will then provide an appropriate *description* for the item being created and hit the *enter* key.



⇒ [Note] The user can click on the cost centre links to link the product to numerous cost centres.

Brand name - enter a previously created brand name or type a new brand name and hit the *enter* key.

Unit of measure - choose from the appropriate unit and hit the *enter* key.

Unit size - enter the *unit size* of the item if desired and hit the *enter* key.

⇒ [Note] The unit size and unit of measure are very closely related. The “ unit size “ is the size of the stock item, and the unit of measure relates to the smallest component of the unit size. For example: If the unit of measure is ml then the Unit size may be a 340ml size or a 500ml size.

Department - The item created will be linked to the relevant department by expanding the department tree and clicking on the relevant minor department.

Products

Product Code: 6001369004061 BC  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: 10 Plastic Starfish  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes

Brand Name: No Brand

Unit of Measure: each

Unit Size:

Departments... RTAL11 - SHELLS

Suppliers... (Collection)

Pack Sizes... (Collection)

Listed Cost: 12.05

Average Cost: 12.05 ...

Landed Cost: 12.05

Markup %: 263.65

Gross Profit %: 72.50

Selling Price (excl): 43.82

Tax: 1 - 14.00%

Selling Price (incl): 49.95 ...

Departments

- FDALL - FOOD ALL
- BEVALL - BEVERAGE ALL
- RTAL - RETAIL
  - RTAL1 - BOOKS
  - RTAL2 - CURIOS
  - RTAL3 - CONDIMENTS
  - RTAL4 - CLOTHING
  - RTAL6 - TOYS
  - RTAL7 - MISCELLANEOUS RETAIL
  - RTAL8 - JEWELLERY
  - RTAL9 - SHIP
  - RTAL10 - PEARL
  - RTAL11 - SHELLS
  - RTAL12 - Pictures
  - RTAL13 - Shell Shop Jewellery
- STAT - STATIONERY
- CLEN - CLEANING MATERIALS

Returnable Container  
 Product is a Stock keeping Unit  
 Product is Serial Number Controlled  
 Product is used as a Component  
 Product maintains a fixed Mark-up  
 Exclude from Department Markup  
 Product has a recipe  
 Product can be sold at Point-of-Sale (Till Item)  
 Product is a Production Item  
 Product is a Yield Parent (Bulk Item)

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

Suppliers - if the user is creating a stock item for the first time then there will be no suppliers linked to this stock item and he will be required to add a supplier. If the user desires to link the product to a supplier he will click on the *Add supplier* button and proceed to double click on the supplier to be linked.

Preparation	Options	Notes	Add Supplier	
Supplier Number	Supplier Name	Supplier Product	List Price	
DEL001	Delta Bottlestore			

Pack size - to add a pack size for the item. Once the user has clicked on the pack size field the grid will display a form where the user can click on the *add pack* button

Products

Product Code: 6001369004061  BC

Description: 10 Plastic Starfish  Translate   Use in Product Sales Analysis

General | Recipes | Activity Log | Preparation | Options | Notes

Brand Name: No Brand

Unit of Measure: each

Unit Size:

Departments...: RTAL11 - SHELLS

Suppliers...: (Collection)

Pack Sizes...: (Collection)

Listed Cost: 12.05

Average Cost: 12.05

Landed Cost: 12.05

Markup %: 263.65

Gross Profit %: 72.50

Selling Price (excl): 43.82

Tax: 1 - 14.00%

Selling Price (incl): 49.95

Pack Code	Pack Size	Description	Selling Price
54576489	6	starfish 6 pack	299.7

Returnable Container  
 Product is a Stock keeping Unit  
 Product is Serial Number Controlled  
 Product is used as a Component  
 Product maintains a fixed Mark-up  
 Exclude from Department Markup  
 Product has a recipe  
 Product can be sold at Point-of-Sale (Till Item)  
 Product is a Production Item  
 Product is a Yield Parent (Bulk Item)

- *Pack code* - allows the user to create a code for the pack size .
- *Pack size* - relevant size for the pack needs to be entered.
- *Description* - the user will enter a description for the pack size created e.g. pack of 6.

Listed cost - the last quoted cost for the stock item as dictated by the supplier. If the user wants, he can enter the listed price. The average and landed cost

assumes the listed price until such time additional stock items are purchased.

Listed Cost:	12.05		
Average Cost:	12.05	...	
Landed Cost	12.05		
Markup %:	263.65		
Gross Profit %:	72.50		
Selling Price (excl):	43.82		
Tax:	1 - 14.00%	▼	
Selling Price (incl):	49.95	...	...

Average cost - calculated each time the stock item is purchased. If there is no average price and the user needs to create an average price for the recipe then a Superuser will be able to enter a cost price for a stock item.

Landed cost - reflects the cost price at which the stock item was last received.

Mark-up % - calculation based on the difference between the current selling price (Excl Tax) and average cost price, then divided into to current average price, reflected as a percentage.

Gross profit % - calculated by dividing the difference between selling price (Excl Tax) and cost price, into the selling price (Excl Tax) and reflecting the result as a percentage.

Selling price (excl) - is the selling price of a stock item at the point of sale exclusive of tax.. This selling price will be calculated automatically when the selling price inclusive is inserted. The user can also insert the selling price exclusive of tax and it will calculate the inclusive price.

Tax - rate may be selected by clicking on the selection arrow in the description box and selecting a tax rate from the drop down list. Pre-defined tax rates are set up under the " Tax Rates " button in the " Branch Details." Screen. Once the user has saved the stock item with the new tax rate he will not be able to change the tax rate.

Selling price (incl) - the user can enter the selling price inclusive of tax into the description box when the user is creating a sales item for his revenue centre. It will automatically re-calculate the selling price exclusive of tax.

⇒ [Note] The user should ensure that under the company details function that he is standing on the corresponding cost centre where the items will be stored. This

creates the link with the centre. User can also click on the button to link the product to various cost centres.



Once the user has created the items and is satisfied with it then he will be able to save the form by clicking on the Save button.

The general flags section below the products form determines the behaviour and function of the stock items or sales items in the Procure.net environment.

<input type="checkbox"/> Returnable Container	<input type="checkbox"/> Product maintains a fixed Mark-up	<input type="checkbox"/> Product is a Production Item
<input checked="" type="checkbox"/> Product is a Stock keeping Unit	<input type="checkbox"/> Exclude from Department Markup	<input type="checkbox"/> Product is a Yield Parent (Bulk Item)
<input type="checkbox"/> Product is Serial Number Controlled	<input checked="" type="checkbox"/> Product has a recipe	
<input type="checkbox"/> Product is used as a Component	<input checked="" type="checkbox"/> Product can be sold at Point-of-Sale (Till Item)	

Stock Enquiry   Promotions (F7)   Merge Products   Print Preview   Clear   Save   Close

Returnable container - field will be flagged if the stock item created is a container associated with a stock item. Example will be a Keg of beer. When reconciling a GRV it is often the case that debits are passed by a supplier for containers that are associated with a stock item when the container in which the goods were supplied is delivered, and credits are passed when the container is returned to the supplier on the day of delivery. All products flagged, as returnable containers, will be available in the container sundries listing when processing a GRV.

Product is a stock-keeping unit - field will be flagged for a stock item, which is accounted for in a stock location and is counted on a periodic basis, is a “Stock keeping unit “. Typically the components of a recipe are made up of stock keeping items, while the recipe itself is not a stock-keeping item. This will be referred to as a sales item.

Product is serial number controlled - field will be flagged for stock items that have serial numbers for control purposes.

Product is used as a component - flagged for items that are components that are used in the recipe formula.

Product maintains a fixed mark-up - marked if the user wants Procure.net to adjust the selling price depending on the mark-up % allocated for the stock item.

Exclude from department mark-up - flagged if the user wants to exclude the item from the department mark-up.

Product has a recipe - field applies to *Sales Items* where the sales item consists of a number of different stock items. When this flag is selected the “ Recipe “ tab will be available for editing.

Product can be sold at point of sale (till item) - flagged if the stock item is retailed at a sales location. A stock item can be flagged as a sales item and a stock keeping unit at the same time.

Product is a production item - field will be flagged by the user if the item is a production item that is produced during the production run.

Product is a yield parent (bulk item) - flagged if the item is a bulk item.

The functions keys are available at the bottom of the *Products* grid.



Stock enquiry - clicking on this button will bring up the [Stock enquiry](#) module.

Promotions - this will bring up a screen where the user will review all promotions that have been set-up by the Head Office, as well as being able to set-up his own promotions for the branch in which he will be working in. The promotion screen contains all the information about the current stock item and the promotional information that has been set-up for the branch.

Supplier Prices

Product Code: 318101

Description: Monster Energy (1 x each) Priority Level: [Dropdown]

Supplier: [Text] Web page: [Text]

Supplier Product Code: [Text] Curr: [Text] Email: [Text]

Pack Code:	318101
Pack Size:	1
Supplier List Price:	8.13
Trade Discount%:	0.00
Discount%:	0
Discount%:	0
Discount Value:	0
Nett Price:	8.13
Minimum Order Value:	0
Minimum Order Quantity:	0
Free Stock:	0

Start Date: 2013-04-11 [Calendar]  Head Office Promotion

Stop Date: 2013-05-11 [Calendar]  Group Purchase

Pack Description: Monster Energy (1 x each) Order/Preferred Pack: 1 [Dropdown]

[Deal Info](#) Stock Enquiry Price History

All Deals

Supplier	Type	Start Date	Stop Date	Unit Nett
convert to base currency				

Delete Save Promotion Save Close


- *Product code* - the user can select a product by clicking on the product code button and selecting a new stock item from the branch stock item list. The column headings can be sorted in ascending or descending order by clicking on the column headings.

- *Description* - the description of the stock item that the user selected from the branch stock list will be inserted into this description box.
- *Supplier* - allows the user to insert the supplier with whom the stock item will be on promotion with. The user can select the supplier by clicking on the *Supplier Product Code* button and selecting the supplier from the supplier list of the branch.
- *Supplier Product Code* - field is the suppliers' stock item code and it could be different from the branch stock item number. It is important that the stock item corresponds to the stock item from the supplier by linking the correct stock items in this screen.
- *Pack Code* - breakdown of the pack code that the user will be ordering for the promotion.
- *Pack Size* - the amount of Products that are available per pack ordered.
- *Supplier List Price* - the listed cost price for the promotional stock item.
- *Trade Discount %* - the offered trade discount for the stock item
- *Discount %* - field is used when certain deals are offered for a promotional stock item. This is the first discount % for the offered promotion.
- *Next Discount %* - field is for a second discount % based on volume traded.
- *Discount Value* - is the discount value that can be offered instead of a % discount.
- *Net Price* - field is the Net Price offered for the promotional item.
- *Minimum Order Value* - field is the minimum order value that needs to be ordered so that a Branch may benefit from the promotional price.
- *Minimum Order Quantity* - field is the minimum order quantity that needs to be ordered so that a Branch may benefit from the promotional price.
- *Free Stock* - based on the promotional quantity or value purchased of a certain amount of stock for free stock to be offered for the promotion.
- *Date Range* - field allows the user to set-up the date range for the promotion.

The user also has the option of selecting whether the promotion has been set-up by the " *Head Office* " or if it is a " *Group Purchase* ". If the promotion is a Head Office Lock down promotion or a Nationally negotiated promotion then that information will be available on the system by selecting the specified date range. The user will not be able to change any promotions, other than those promotions that have been created by the Branch.

- *Stock Enquiry* - allows the user to view a stock ledger for the current item.
- *Price History* - allows the user to view the history of the stock item.

- *All Deals* - this information bar will populate a list of all the negotiated deals for the selected date range.

Once the user has entered all the promotional information for the product, he will click on the  button to update the promotional deal information.

By the user selecting the *Recipes* tab in the stock item details screen, recipes may be added, edited or deleted to a sales item. This will allow the system to correctly deduct the relevant stock item once a sale of the item has been completed.



The user will click on the *Product code* column to populate a list of stock items that can be linked to the sales item. Once the user double clicks on the item that he will like to link, it will be filled within the grid.

Products

Product Code: 318101  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: Monster Enrgy  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes delete recipe item add recipe item

Product Code	Description	Measuring Unit	Quantity Used	Deduct Stock	Loss Factor	Loss Factor Value	Cost Price	Cost %
70847810223	Monster Energy 473ml each	each	1	<input checked="" type="checkbox"/>	Percentage	0	10.22954	46.65

Ingredient 70847810223 - Monster Energy 473ml each. Average Price : 10.23.

No of Portions...

Totals:	Cost Total	Selling Price	Cost Percentage
	10.23	21.93	46.65 %

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

⇒ [Note] The stock item flag at the bottom of the product information screen, *Product has a Recipe* has to be selected first before the user will be able to add a recipe.  Product has a recipe

Next, the user will change the measuring unit.

Measuring Unit
g
mg
<b>g</b>
kg
Ton
Ounce
Pound

Next, the user will enter the *Quantity used*. Care must be taken to ensure the quantity is related to the unit of measurement.

⇒ [Note] Particular care must be taken when allocating the quantity used and measuring unit since the unit used has to be in the correct proportion to the stock

Quantity Used	
<i>item contents.</i>	1

Deduct Stock
<input checked="" type="checkbox"/>

The user will ensure that the flag is on for the *Deduct stock* field to ensure that live deduction of the linked stock item occurs within Procure.net.

If a loss factor is generated when the recipe is produced during the cooking process, then the user can create a loss factor based on the selections found beneath the *Loss Factor* column. These values may vary according to the selection made, and it will be added when building the recipe formula. The stock item cost price is automatically drawn from the stock item master file and the cost will be added to the cost of the item accordingly.

Products

Product Code: 318101  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: Monster Enrgy  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes delete recipe item add recipe item

Product Code	Description	Measuring Unit	Quantity Used	Deduct Stock	Loss Factor	Loss Factor Value	Cost Price	Cost %
70847810223	Monster Energy 473ml each	each	1	<input checked="" type="checkbox"/>	Percent	0	10.22954	46.65

Ingredient 70847810223 - Monster Energy 473ml each. Average Price : 10.23.

No of Portions...

Totals:	Cost Total	Selling Price	Cost Percentage
	10.23	21.93	46.65 %

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

⇒ [Note] *The Loss Factor analysis is a method of applying a true cost to a recipe or stock item taking into account all forms of loss that could apply. Examples of Loss can be a spillage when pouring from a bottle into a tot measure or the wastage from cutting up a chicken and using only the fillets and not selling the wings and legs and so forth.*

The last columns in the grid give the user the relevant *cost price* and *cost percentage* for the relevant recipe.

Add Recipe Item button - to insert a line into the data information grid, the user will click on the button to insert a blank line into the grid. The user can enter a stock item number directly into the product item column or hit the *enter* key on the keyboard to bring up a list of stock items that are available in the branch. The stock items can be sorted by clicking on the column headings or by typing in the first few letters of the stock item to locate the stock items the user will like to insert into the recipe.

To select the highlighted stock item hit the *enter* button to select the product or click on the *OK* button to accept the stock item and have it loaded into the data grid.

Delete Recipe Item button - to remove a stock item from the recipe simply highlight the stock item that the user will like to remove and click on the button.



⇒ [Note] The recipe needs to be linked to each cost centre where the recipe is sold. It is not automatically copied to all cost centres when the sales item is created. The user can link the sales item to all the cost centres by clicking on the Cost Centre Links button.

A rectangular button with a light grey background and a thin border, containing the text 'Cost Centre Links'.

By entering additional *number of portions* the user will be able to recalculate the “ Quantity Used “ , a new “ Cost Total “ as well as a new “ Selling Price “ total. The cost percentage will also be re-calculated based on the new portion quantity.

A rectangular button with a light grey background and a thin border, containing the text 'No of Portions...'.A rectangular button with a light blue background and a thin border, containing the number '1'.

The *Activity log* records all user activity and maintenance to stock items. The activity log records the Date, User name and Description of the event that took place. A typical example will be that of a price being changed. The activity log will then show the old price and the new price of the stock item. The user that performed this activity and the date that the change took place will also be recorded.

Products

Product Code: 318101  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: Monster Enrgy  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes

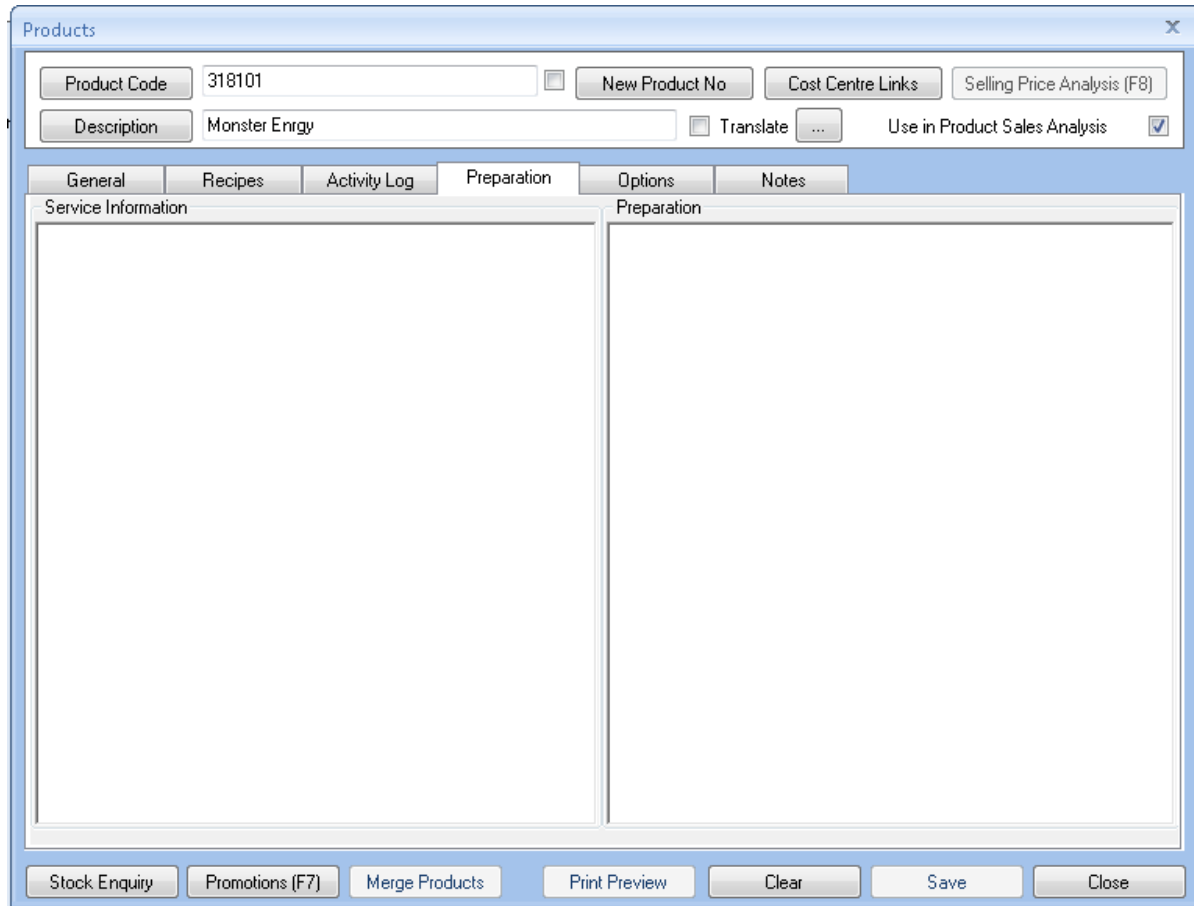
Date Created: Imported Date Updated: 2013-04-24

Log Date	User Name	Description	Key Description
2013-04-24 09:49:24	546 - User1	Description changed from Monster Energy to Monster Enrgy	Product Updated
2013-04-24 09:48:24	546 - User1	CC Price changed from 25 to 25	Product Updated

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

The *Preparations* tab is the instruction page for the recipe that the user has created. If the Sales Item has a recipe then the *Preparation* tab will also be available for editing. All preparation instructions can be inserted by the chef with regards to preparing this recipe. There are two different screens where the user can enter service information, which can relate to the way in which staff serve the recipe in the restaurant, as well as preparation information for the way the chef's are to prepare the recipe in the kitchen.

Click on the *Save* button to update all instructions that are inserted.



Under the *Options* tab a number of optional details relating to the stock item are set.

Products

Product Code: 318101  New Product No Cost Centre Links Selling Price Analysis (F8)

Description: Monster Enrgy  Translate ... Use in Product Sales Analysis

General Recipes Activity Log Preparation Options Notes

Number of Authorization levels required: 0 - None  Product is Perishable

Min Stock Level: 0

Max Stock Level: 0

Send to Scale

Allow whole units only

Weighted

Price Deviation %: 0.00 %

Qty Deviation %: 0.00 %

Claim Deviation %: 0.00 %

E-Commerce ID:

Display Groups: << None >>

Substitute Link:

Bin Location Links

Pref Bin	Bin Details	Max Storage
1		0

Sales Consumption Cycle

Period: 0 Seasonal product

Start: 2013-05-02 End: 2013-05-02

Product produced from ...

SELECT "Yield Parent (Bulk Item)" Remove "Yield Parent (Bulk Item)"

Stock Enquiry Promotions (F7) Merge Products Print Preview Clear Save Close

Number or authorisations levels required - is a value set for a specific stock item, which indicates the level of authorization required before the stock item may be purchased or transferred. An expensive, slow moving or non-stock item may require a higher level of authorization than a cheaper fast moving stock item. To select the level of authorization for the stock item, click on the selection arrow in the description box and select a number from the drop down list.

Number of Authorization levels required: 0 - None

⇒ [Note] Authorization levels needs to be pre-set under the [branch settings](#).

Minimum and maximum stock level - is a stock level that must be kept in a Cost Centre. By clicking on either button opens the stock editor window whereby the minimum and maximum stock holding level for a stock item may be set. These values are used when calculating a suggested purchase order.

Min Stock Level	0
Max Stock Level	0

*Min / Max* field allows quantities for the selected cost centres to be filled.

The user can also enter the *From and To* dates for the min / max levels if the cost centres operate on a seasonal basis, by clicking on the selection arrows in the description boxes and selecting the dates from the drop down calendar.

This will create a history of trading for the selected stock item thereby giving the user additional information with which to make a decision.

Branch / Location - Number & Name	Linked	Min	Max	Stock Movement per day	Days of History	Date Range	
						From	To
1 - Mariners Wharf		0	0	0	0		
1 - Restaurant	<input checked="" type="checkbox"/>	0	0	0	0		
2 - Liquor Cellar	<input type="checkbox"/>	0	0	0	0		
3 - Service Stock	<input type="checkbox"/>	0	0	0	0		

Data Saved Automatically on Selection

Send to scale - is flagged if the stock item is sold at an electronic network scale, the details such as price or shelf life needs to be sent to the particular device when a global point of sale update is performed.

Allow whole units only - field is flagged to prevent the Branch from receiving a part of product from a supplier. E.g. A user can only receive a full bottle and not half a bottle.

Send to Scale	<input type="checkbox"/>
Allow whole units only	<input type="checkbox"/>
Weighted	<input type="checkbox"/>

Price deviation % - when a stock item is purchased the price at which it is received may not be the same as the cost price that was quoted on the purchase order. The degree by which the landed cost may vary on receipt is determined by the *Price deviation %* setting. If a price exceeds this assigned % the Goods received voucher may not be finalized and a claim can be processed.

Quantity deviation % - is processed in the same way as a price deviation % where the delivered quantity may not exceed or be less than the quantity ordered. The qty deviation % introduces flexibility by which the quantity received may deviate when the goods are received.

E-commerce ID - is a portal where suppliers are able to bid against or for business on an electronic market list which is available at a Head Office level but can be accessed by all branches who will then be able to access and purchase stock items by entering their " E-Commerce ID " and accessing the stock items on the portal.

Substitute link - this selection allows the user to substitute the selected stock item with a substitute item if the original is no longer available. This is a suggestion tool as it does not replace the stock item automatically.

Price Deviation %	<input type="text" value="0.00"/>	%
Qty Deviation %	<input type="text" value="0.00"/>	%
Claim Deviation %	<input type="text" value="0.00"/>	%
E-Commerce ID	<input type="text"/>	
Display Groups	<input type="text"/>	▼
Substitute Link	<input type="text"/>	▼

The user can create *bins* by using the [QAT](#). Here the user will be able to create additional bins for the cost centre and a specific stock item can be allocated to this bin.

Max Storage - this level can also be assigned to the bin so that the user cannot order more than the bin can hold.

A bin location link is basically a store within a store. E.g. Inside a cellar a shelf might be a store (Bin Location). This is where the user will always store a specific product or item. The user will therefore be able to order for that Bin (Store) directly.

The image shows two configuration panels. The top panel, titled 'Bin Location Links', contains a table with three columns: 'Pref Bin', 'Bin Details', and 'Max Storage'. The first row has the values '1', '0', and '0' respectively. The bottom panel, titled 'Sales Consumption Cycle', contains several input fields: 'Period' with a value of '0', 'Seasonal product' with an unchecked checkbox, 'Start' with a date of '2013-04-12', and 'End' with a date of '2013-04-12'.

Sales consumption cycle - is similar to the "Best Before" dates that are encountered in supermarkets. The stock item can also be set-up as a seasonal stock item, giving the user information about when the stock item will be available.

Select the seasonal flag and then select the date range for the *Start* and the *End* of the availability.

Product produced from - field includes a *Select 'yield parent(bulk item)'* tab. This allows the user to link the item if it is the result of a production item.

The image shows a configuration panel titled 'Product produced from ...'. It contains two buttons: 'SELECT "Yield Parent (Bulk Item)"' and 'Remove "Yield Parent (Bulk Item)"'. Below the buttons are two empty text input fields.

The user will click on the *Select 'yield parent(bulk item)'* button to populate a list of 'parent' items to which the user can link the current item to.

Search

Product Code	Description	Unit	Ave Cost
1974	1 Fly Gull On Wood	each	
170975	0.7 Teapot	each	66.11
6001451085074	0.7cl Lid only (Teapot)	each	
600145108505	0.7cl Teapot & Lid	each	90.23
1962	1 Gull On Wood	each	
1965	1 Gull Round Wood	each	
2936	1 St. Pearl N/Lace	each	
1977	1 Whale On Shell	each	
190178	1.2l Teapot/Lid	each	103.20
6001369001329	10 In Shell Basket	each	7.53
6001369001329	10 In Shell Basket	each	7.53
6001369004061	10 Plastic Starfish	each	12.05
6001369004061	10 Plastic Starfish	each	12.05
6001369004061	10 Plastic Starfish	each	12.05
2667	10' Porthole	each	
1065	10'boat In Bottle	each	
2664	10' porthole	each	
0580	10'shells In Basket	each	
0580	10'shells In Basket	each	
2797	100/24 Film Kodak	each	
2798	100/36 Film Kodak	each	
240873	100ml Milk Jug	each	30.11

Filter from Department Tree

- Departments

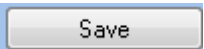
Stock   
 Sales   
 Recipe   
 Production   
 Exclusive  
 Container   
 Component   
 Exclude Deleted   
 Yield Parent (Bulk Item)   
 Hold Selection

Reload Data   
Load Selection by Description    
Refresh Selection   
OK  
Print Current List   
Show Location   
Close

⇒ [Note] When the user creates a new product he can flag  Yield Parent (Bulk Item) button if the product is a parent item.

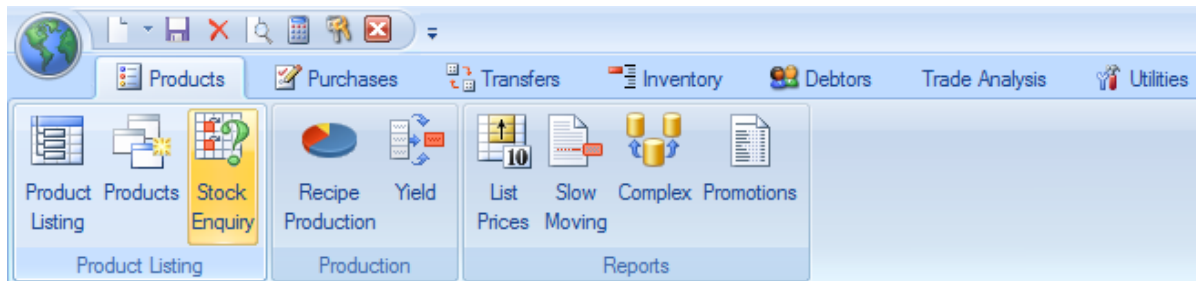
The *notes* page can be used for recording any additional information about the stock item that can be viewed by everyone.

The screenshot shows a software window titled "Products". At the top, there is a "Product Code" field containing "318101" and a "Description" field containing "Monster Enrgy". To the right of these fields are buttons for "New Product No", "Cost Centre Links", and "Selling Price Analysis (F8)". Below the "Description" field is a "Translate" button and a checked checkbox for "Use in Product Sales Analysis". A tabbed interface below the form includes tabs for "General", "Recipes", "Activity Log", "Preparation", "Options", and "Notes". The "General" tab is currently selected. At the bottom of the window, there is a row of buttons: "Stock Enquiry", "Promotions (F7)", "Merge Products", "Print Preview", "Clear", "Save", and "Close".

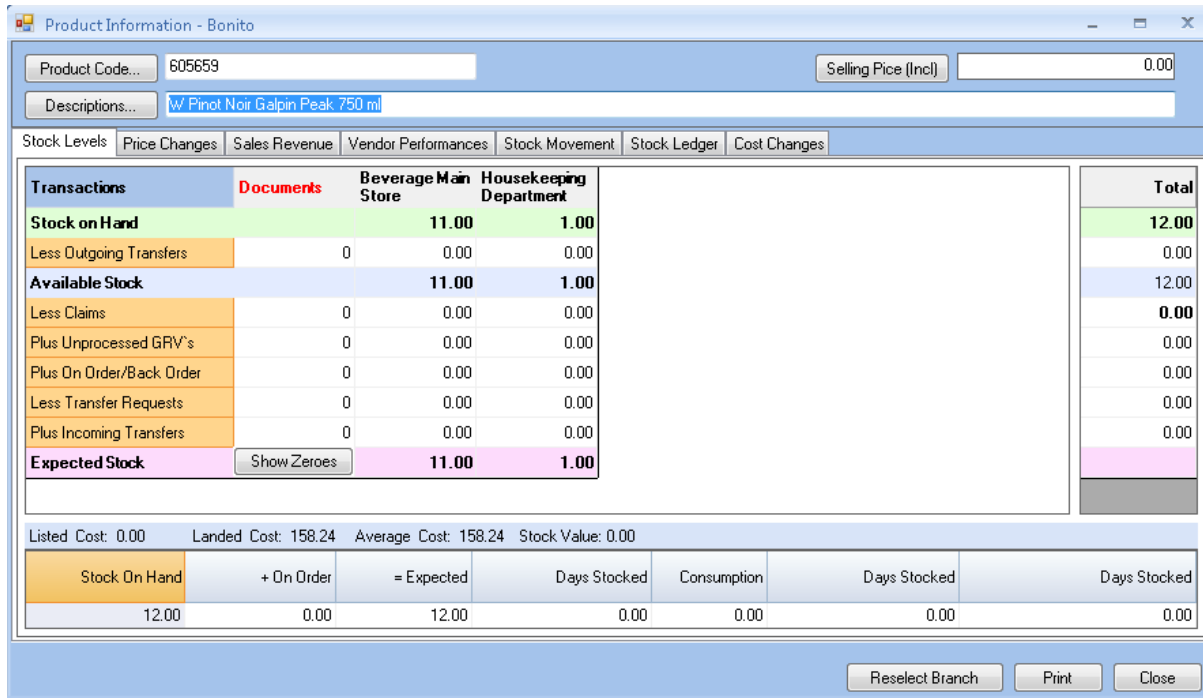
Once the user is satisfied with all the information he can click on the  button to ensure that all relevant information is written and saved to the database.

## Stock Enquiry

The *Stock enquiry* module in Procure.net allows the user to view a ledger of a selected items. To view the *Stock enquiry* module the user will navigate to the *Products* tab and click on it. Proceeding to click on the *Stock enquiry* button to access the module.



The *Stock enquiry* has useful information on the selected product. It allows the user to track activities and movement relating to the item.




The user will need to click on the *Product code* button and search for the required item to load data for. He can also type in the product code, if known. The relevant data for the item will be populated on the grid.

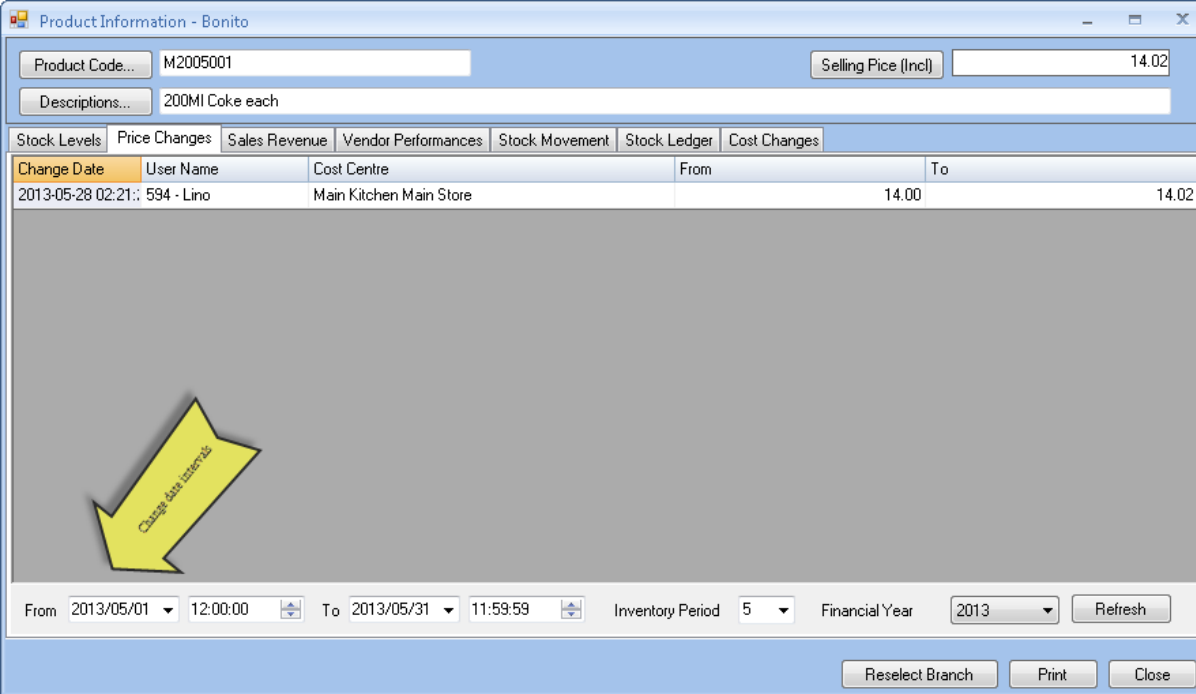
Stock levels - this first tab will show the current stock on hand between the various cost centres for the related item. The user can click on the  button to load all cost centres including the costs centres with zero stock on hand for the item.

The information bar at the bottom of the grid gives a summary of various data. If the user clicks on the *Documents* column he will be able to view data summed up for all the cost centres. Data summed up includes *stock on hand, stock on order, days stocked, consumption, and stock value*. The *listed, landed and average cost* will also be shown for the item.

If the user desires to view the stock details per cost centre he can click on the relevant cost centre column in the grid. This will give information for that specific item in that cost centre.

Price changes - this tab allows the user to view any price changes that have been implemented during the specific period for the item. The user can select a date

range to view, once done he must click on the  button to load the period.



Product Information - Bonito

Product Code... M2005001 Selling Price (Incl) 14.02

Descriptions... 200MI Coke each

Stock Levels | Price Changes | Sales Revenue | Vendor Performances | Stock Movement | Stock Ledger | Cost Changes

Change Date	User Name	Cost Centre	From	To
2013-05-28 02:21:59	594 - Lino	Main Kitchen Main Store	14.00	14.02

Change Date | User Name | Cost Centre | From | To

2013-05-28 02:21:59 | 594 - Lino | Main Kitchen Main Store | 14.00 | 14.02

From 2013/05/01 12:00:00 To 2013/05/31 11:59:59 Inventory Period 5 Financial Year 2013 Refresh

Reselect Branch Print Close

Sales revenue - This tab gives details for a sales item for the selected date range.

Product Information - Bonito

Product Code... M2005001      Selling Price (Incl) 14.02

Descriptions... 200MI Coke each

Stock Levels | Price Changes | Sales Revenue | **Vendor Performances** | Stock Movement | Stock Ledger | Cost Changes

Date	Quantity	Total Cost	GP%	Markup %	Total Revenue
2013-02-04 12:00:00	6.00	24.91	66.19		48.77
2013-02-04 12:00:00	11.00	45.68	66.19		89.41
2013-02-04 12:00:00	1.00	4.15	66.19		8.13
2013-02-03 12:00:00	3.00	12.46	66.19		24.38
2013-02-03 12:00:00	12.00	49.83	66.19		97.54
2013-02-02 12:00:00	3.00	12.46	66.19		24.38
2013-02-02 12:00:00	14.00	58.13	66.19		113.80
2013-02-02 12:00:00	41.00	170.25	66.19		333.26
2013-02-02 12:00:00	12.00	49.83	66.19		97.54
2013-02-02 12:00:00	1.00	4.15	66.19		8.13
2013-02-01 12:00:00	3.00	12.46	66.19		24.38
2013-02-01 12:00:00	5.00	20.76	66.19		40.64
2013-02-01 12:00:00	59.00	244.99	66.19		479.57
2013-02-01 12:00:00	6.00	24.91	66.19		48.77
2013-01-31 12:00:00	4.00	16.61	64.94		30.76
2013-01-31 12:00:00	10.00	74.74	64.94		130.41

From 2012/04/01 12:00:00 To 2013/05/31 11:59:59 Inventory Period Financial Year: 2013 Refresh

Reselect Branch Print Close

Vendor performances - tab allows the user to view details on the specific item in terms of any receivable transactions linked to the suppliers of the item.



Product Code... 6001369002814 Selling Price (Incl) 5.95

Descriptions... Scallop Shell (M) each

Stock Levels Price Changes Sales Revenue Vendor Performances Stock Movement Stock Ledger Cost Changes

To	2013/04/12	2013/04/11	2013/04/10	2013/04/09	2013/04/08	2013/04/07	2013/04/06	2013/04/05	2013/04/04	2013/04/03
Opening Stock	807.00	807.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
GRV	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Returned	0.00	0.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Produced	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consumed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transferred	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Closing Stock	807.00	807.00	807.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00

Interval Daily

From 2013/04/01 12:00:00 To 2013/04/30 11:59:59 Inventory Period 4 Financial Year 2013 Refresh

Reselect Branch Print Close

Stock ledger - gives the user a quick reference of transactions that took place for an item for a specific date range.

Product Code... 6001369002814 Selling Price (Incl) 5.95

Descriptions... Scallop Shell (M) each

Stock Levels Price Changes Sales Revenue Vendor Performances Stock Movement Stock Ledger Cost Changes

Transaction	User	Cost Centre / Supplier	Document	Type	Quantity	Ave Cost	Landed	Line Total
				Opening				
2013/04/10	User1(546)	OCEAN - Supplier116	MB017743	GRV	10.00	0.64	0.64	6.40
2013/04/10	User1(546)	OCEAN - Supplier116	MB017745	GRV	10.00	0.64	0.64	6.40
2013/04/10	User1(546)	OCEAN - Supplier116	MB017746	Goods Return	-3.00	0.64	0.64	-1.92
2013/04/10	User1(546)	OCEAN - Supplier116	MB017747	Goods Return	-10.00	0.64	0.64	-6.40
2013/04/30				Theoretical	0.00			
2013/04/30				Adjustment	0.00			
2013/04/30				Closing				

From 2013/04/01 12:00:00 To 2013/04/30 11:59:59 Inventory Period 4 Financial Year: 2013 Refresh

Reselect Branch Print Close

Cost changes - provides the user a quick reference on any transactions that have affected the average cost of the item.

Product Code... 6001369002814      Selling Price (Incl) 5.95

Descriptions... Scallop Shell (M) each

Stock Levels | Price Changes | Sales Revenue | Vendor Performances | Stock Movement | Stock Ledger | Cost Changes

Transaction Date	User Name	Cost Centre	Document Number	Type	Average Cost
2013-04-10 11:49:56	User1(546)	9 - Mainstream Store	MB017743	GRV	0.64
2013-04-10 02:21:56	User1(546)	9 - Mainstream Store	MB017747	Goods Return	0.64
2013-04-10 01:23:23	User1(546)	9 - Mainstream Store	MB017746	Goods Return	0.64
2013-04-10 01:23:23	User1(546)	9 - Mainstream Store	MB017745	GRV	0.64

From 2013/04/01 12:00:00 To 2013/04/30 11:59:59 Inventory Period 4 Financial Year: 2013 Refresh

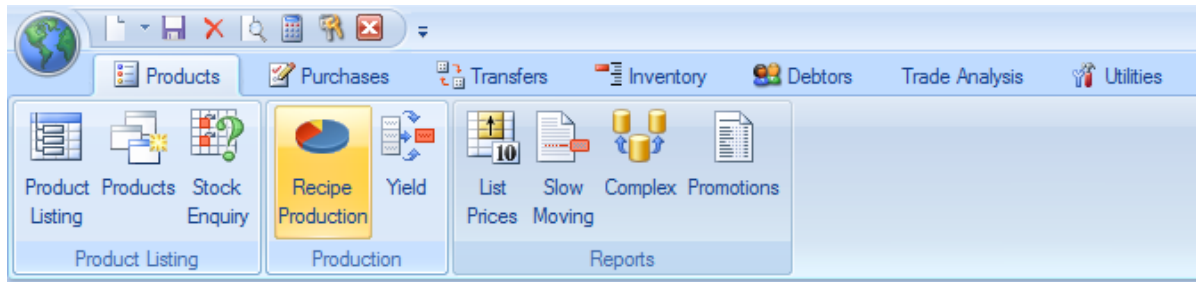
Reselect Branch Print Close

The user can also click on the *Reselect branch* button to reselect the branch for the given module. The *Print* button allows the user to print the current view. Once done viewing the information the user will click on the *Close* button to close the grid.

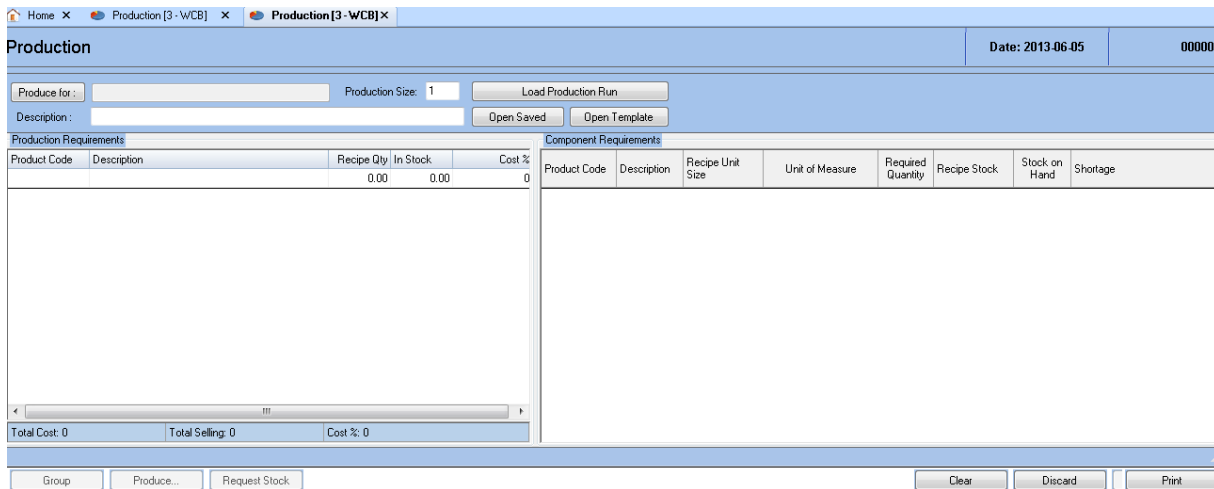
## Recipe Production

The *Recipe production* module allows the user to load a production run for any batch item that they produce.

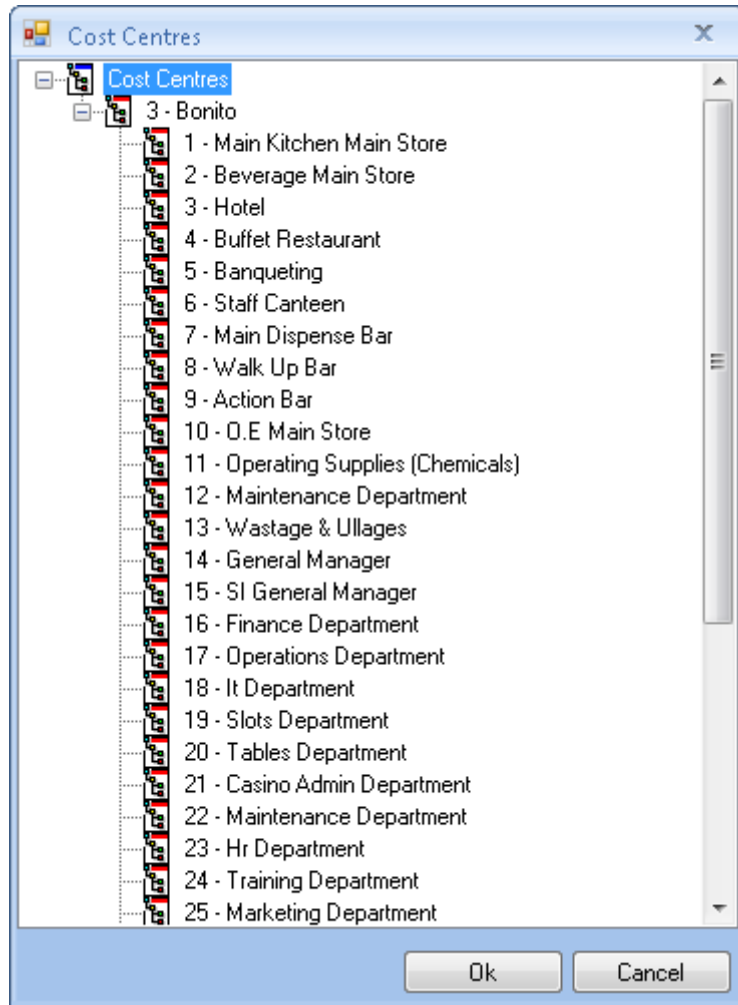
The user must navigate to the *Products* tab and click on it and then proceed to the *Recipe production* button, clicking on it.



This will load the grid for the production module.



The user will begin by clicking on the  button. This will give a pop-up list of the *Cost centres* that the user can select. The cost centre will be where the production will take place and stored.



By pressing the enter key the user will be in the next field being *Description*. The user can enter a description of choice and hit the *enter* key.

Product Code	Description	Recipe Qty	In Stock	Cost %
900001	Berry Compot (1 x each)	1.00	0.00	0


Product Code	Description	Recipe Unit Size	Unit of Measure	Required Quantity	Recipe Stock	Stock on Hand	Shortage
601363	Fruit Berries Assorted Frozen (1 x	1	kg	1.00	0.00	3.00	0.00
602753	Sugar Icing (1 x 1000g)	0.02	kg	0.02	0.00	0.00	0.02

Within the *Product code* field the user can hit the enter key and this will bring up the stock list of available products that can be loaded for production. If the code is known the user can type the code into this field. This will load the production item in the grid, named *component requirements*, the ingredients for the production item will be loaded.

⇒ [Note] The user can enter the quantity produced during the current production by either entering the quantity in the production size field or under the Recipe Quantity column in the grid.

If there is not enough stock on hand of the specific ingredient the *Shortage* column will be highlighted in pink. The user can generate a stock request automatically from within this module by clicking on the **Request Stock ...** button.

This will bring up a prompt asking if the user will like to generate a [stock request](#), clicking on yes takes the user to the next step.

A prompt will come up for the user to choose the cost centre from where the stock will be requested. This will be done for every item individually. Once satisfied the user will click on the  button.


Once the request is submitted a screen will pop-up indicating that the production has been saved.

The items requested will be saved in the *Stock request* module where the user can click on the *open* button and view the saved requests and double click on the relevant document to process and submit the stock request for a [Transfer](#) to be made. If there is no stock within any cost centre then a [Purchase order](#) will be generated and the relevant user will need to place a order for the product.

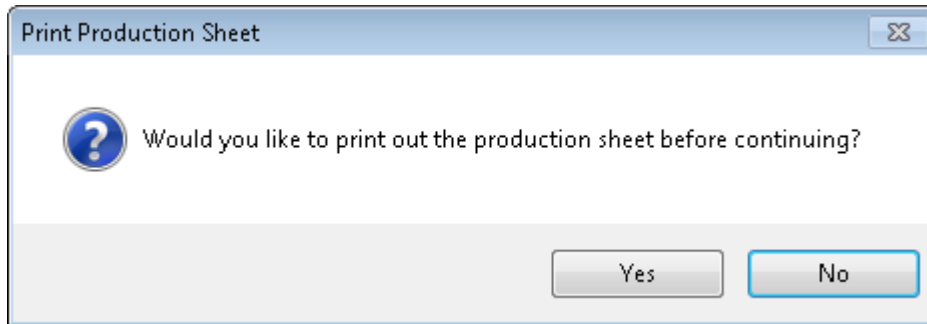
Once the relevant stock items have been transferred the user will proceed to open the saved production item by clicking on the *Open saved* button in the *Production* module and clicking on the relevant document and clicking on the *OK* button.

The screenshot shows a dialog box titled "Saved Productions" with a close button (X) in the top right corner. The dialog contains a table with three columns: "Doc No", "Description", and "Date". The table has six rows of data. Below the table, there are two buttons: "OK" and "Cancel".

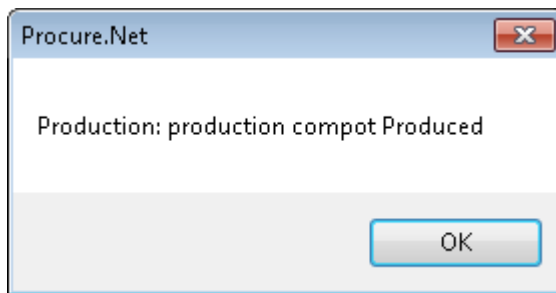
Doc No	Description	Date
2	Berry Compot	2009/07/22
3	Truffle Torte	2009/07/22
4	Beef Stew	2009/07/22
5	Lamb Curry	2009/07/22
6	Balsamic & Cranberry 1lit	2009/10/08

If the stock on hand allows for production to take place the user will be able to click on the  button to load the production run into the system.

The user will have an option to print the production sheet and will click on the yes button to do so.



The final pop-up will indicate that the production batch has been produced.



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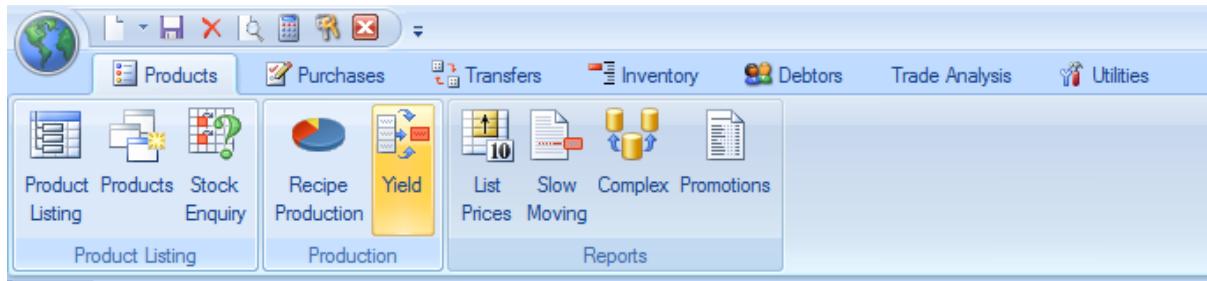
*Created with the Personal Edition of HelpNDoc: [Free help authoring tool](#)*

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## Yield

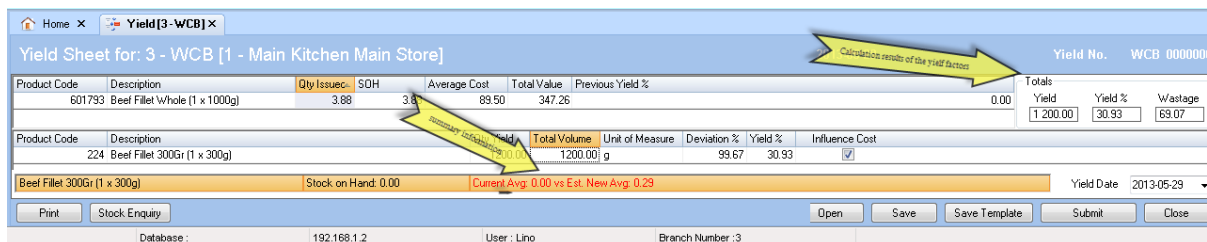
The *Yield* function with Procure.net allows the accountability of factors that contribute to the cost of production such as wastage. Every time an item is subjected to the production function where wastage needs to be taken into account, the user will need to load the parent and child items to be factorised with a yield and

wastage factor. The yield module can be accessed via the Procure.net ribbon and navigating to the *Products* tab and clicking on the *yield* button.



⇒ [Note] The user will under the company details module stand on the relevant cost centre where the production will occur.

The user will load the product by clicking on the *Product code* button and searching for the relevant item within the stock list. Once the desired item is found the user will double click on the relevant item, the grid will be populated with the necessary information.



⇒ [Note] The user must ensure they enter the yield date.

Click on the *Quantity issued* column and enter the quantity for the parent item (bulk item).

Next, proceed to the information field in the grid where can enter the final result of the process. In this example it will be the portion of fish that resulted after

processing the beef fillet.

Click on the *Product code* field and search for the relevant product to link to the parent item. Once found double click on the item to populate the grid.

The user will proceed to the next field and click on *Qty yield* column and enter the *quantity yielded* after the process.

Once the user is satisfied with the yield factors he will click on the *Submit* button to finalise the process and save it within the Procure.net database.

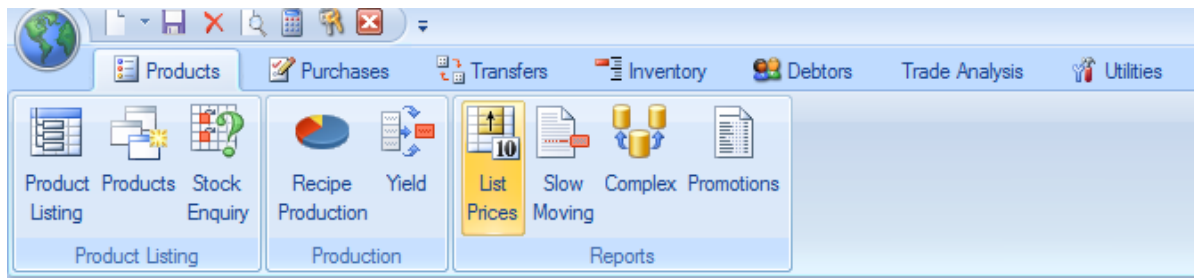
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## List Prices

The *List prices* module can be loaded by clicking on the *Products* tab and clicking on the *List prices* button.



The user will select the reports by filtering the fields according to the required criteria.

The reports grid will be populated with the filtered data and display listed prices per department.

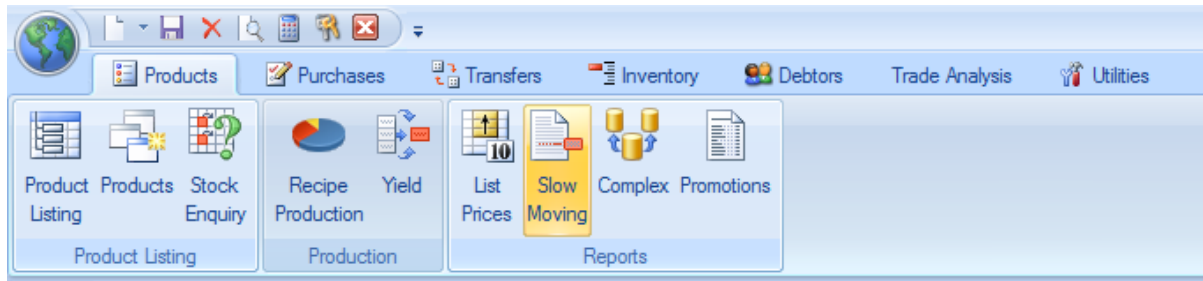
The screenshot displays the Procure.Net - 3 - Bonito application window. The main area shows a 'List Prices' report for Branch 3 - Bonito. The report is organized into a tree view with columns for Branch, Supplier, Major Department, and Minor Department. The data table below lists individual items with their respective prices and dates.

Product	Unit	Start Date	Stop Date	Must Purchase	List Price	Trade Discount	Other Discounts	Nett Unit Price
<b>Branch: 3 - Bonito</b>					<b>2 416.15</b>	<b>0.00</b>	<b>0.00</b>	<b>2 416.15</b>
Supplier: AAA001 - Aaa Meet					184.90	0.00	0.00	184.90
Major Department: FD - Food Dry Goods					119.90	0.00	0.00	119.90
Minor Department: FD14-2 - Sugar Brown					119.90	0.00	0.00	119.90
628004 - S1 10000	g	2012-12-18	2013-01-18	0.00	119.90	0.00	0.00	119.90
Minor Department: FD17-1 - Pasta Dry					0.00	0.00	0.00	0.00
603976 - P1 500 g		2013-01-14	2013-02-14	0.00	0.00	0.00	0.00	0.00
Major Department: FP - Food Perishables					65.00	0.00	0.00	65.00
Minor Department: FP7-2 - Pork					65.00	0.00	0.00	65.00
601825 - B1 1000 g		2013-01-24	2013-02-24	0.00	65.00	0.00	0.00	65.00
Supplier: AS001 - A & S					493.24	0.00	0.00	493.24
Major Department: FD - Food Dry Goods					99.95	0.00	0.00	99.95
Minor Department: FD5-1 - Fishy/Snails/Seafood Canned					99.95	0.00	0.00	99.95
603601 - T1 1700 g		2013-02-04	2013-03-04	0.00	99.95	0.00	0.00	99.95
Major Department: FP - Food Perishables					393.29	0.00	0.00	393.29
Minor Department: FP1-2 - Ice Cream					0.00	0.00	0.00	0.00
662513 - Ic 5000 m		2013-01-11	2013-02-11	0.00	0.00	0.00	0.00	0.00
Minor Department: FP2-8 - Tarts Large					1.84	0.00	0.00	1.84
600026 - P1 each		2012-12-06	2013-01-06	0.00	1.84	0.00	0.00	1.84
Minor Department: FP2-9 - Pastry Fresh					295.00	0.00	0.00	295.00
600785 - C1 each		2012-12-14	2013-01-14	0.00	295.00	0.00	0.00	295.00
Minor Department: FP7-1 - Beef					45.95	0.00	0.00	45.95
628067 - B1 1000 g		2013-01-18	2013-02-18	0.00	45.95	0.00	0.00	45.95
Minor Department: FP7-5 - Processed Meat					50.50	0.00	0.00	50.50
601904 - B1 1000 g		2013-01-27	2013-02-27	0.00	50.50	0.00	0.00	50.50
Supplier: CASH1 - Cash					363.16	0.00	0.00	363.16
Major Department: OE - Operating Equipment					363.16	0.00	0.00	363.16
Minor Department: OE6-7 - Buffetware					279.82	0.00	0.00	279.82
601188 - B1 each		2012-12-15	2013-01-15	0.00	105.26	0.00	0.00	105.26
601189 - B1 each		2012-12-15	2013-01-15	0.00	174.56	0.00	0.00	174.56
Minor Department: OE8-1 - Rooms Equipment					83.33	0.00	0.00	83.33
601252 - S1 Set		2012-12-06	2013-01-06	0.00	83.34	0.00	0.00	83.34
Supplier: CH1001 - Chinkins					0.00	0.00	0.00	0.00

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## Slow Moving

Users can generate reports on slow moving items to be scrutinised and reviewed. The *Slow moving* items report can be accessed by clicking on the *Products* tab and then proceeding to click on the *Slow moving* button.



The user will select his filter conditions to be applied to the report, once satisfied he will be able to populate the report based on these conditions.

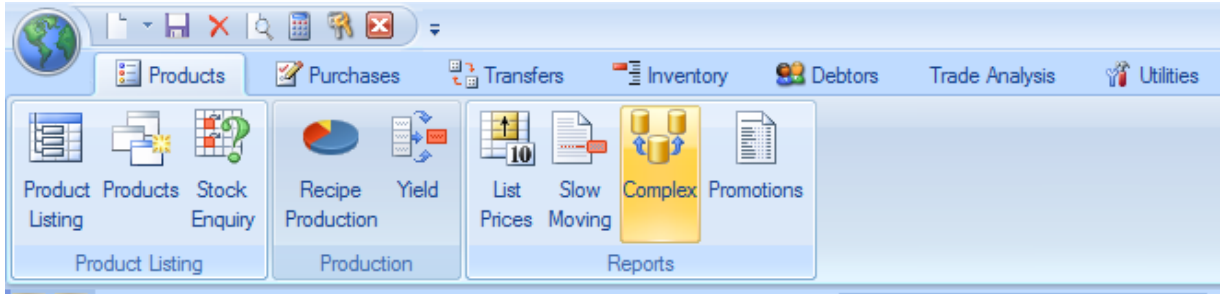
The screenshot displays the Procure.Net - 3 - Bonito application. The main window is titled 'Slow Moving Items [3-WCB]'. On the left, there is a tree view under 'Report Options' showing a hierarchy of departments and cost centers. The main area contains a table with the following columns: Transaction, Type, Department, Product, Unit, Stock on Hand, Tax, Cost Average, and Total. The table lists various stock items, including sauces, jams, spices, and other food products, with their respective stock levels and costs.

Transaction	Type	Department	Product	Unit	Stock on Hand	Tax	Cost Average	Total
Not GRV/d	Stock Item	FD10-1 - Sauces	603343 - Sauce Apple (1 x 4L 400 g		1,000	14.00	18.88	18.88
Not GRV/d	Stock Item	FD11-1 - Jams	604264 - Jam Strawberry 20C 200 Box		0.010	14.00	179.50	1.80
Not GRV/d	Stock Item	FD13-2 - Spices	663043 - Seed Sesame 300C each		2,000	14.00	75.17	150.34
Not GRV/d	Stock Item	FD13-2 - Spices	603167 - Spice Cinnamon Gr 1000 g		1,000	14.00	43.05	43.05
Not GRV/d	Stock Item	FD13-2 - Spices	603248 - Mustard Powder (1 : 1000 g		1,000	14.00	39.27	39.27
Not GRV/d	Stock Item	FD13-2 - Spices	603284 - Spice Cinnamon St 1000 g		0.240	14.00	49.99	12.00
Not GRV/d	Stock Item	FD16-1 - Rice Wr	603973 - Rice Risotto (1 x 10L 1000 g		1,000	0.00	43.50	43.50
Not GRV/d	Stock Item	FD21-1 - Snacks	628051 - Pretzels 250G (1 x e each		7,000	14.00	21.50	150.50
Not GRV/d	Stock Item	FD3-1 - Fruit Drie	604106 - Cherry Red Glace ( 1000 g		3,760	14.00	60.80	228.61
Not GRV/d	Stock Item	FD6-7 - Bake Ingi	603960 - Sago (1 x 500g) 500 g		4,000	14.00	7.73	30.92
Not GRV/d	Stock Item	FD6-7 - Bake Ingi	628069 - Choc Cooking White 5000 g		2,500	14.00	201.00	502.50
Not GRV/d	Stock Item	FD8-1 - Bev Coff	602835 - Coffee Bean Espres 1000 g		0.300	14.00	200.00	60.00
Not GRV/d	Stock Item	FD8-4 - Juice	602985 - Juice Lemon (1 x 20 2000 ml		4,000	14.00	14.50	58.00
Not GRV/d	Stock Item	FP1-1 - Cheese	600025 - Cheese Halloumi (1 1000 g		2,000	14.00	69.18	138.36
Not GRV/d	Stock Item	FP2-1 - Bread Fr	619829 - Bread Pita (1 x each each		39,000	14.00	3.69	143.87
Not GRV/d	Stock Item	FP3-2 - Pastry Fr	62966 - Pastries Sausage F 24 Box		0.541	14.00	110.00	59.51
Not GRV/d	Stock Item	FP3-2 - Pastry Fr	628086 - Samosa Beef (1 x 200 Box		0.300	14.00	203.60	61.08
Not GRV/d	Stock Item	FP3-2 - Pastry Fr	600764 - Pastry Waffles (1 x 48 's		1,000	14.00	179.95	179.95
Not GRV/d	Stock Item	FP5-2 - Vegetabl	601106 - Potato Chips Fresh 1000 g		6,500	14.00	9.21	59.87
Not GRV/d	Stock Item	FP7-1 - Beef	601793 - Beef Fillet Whole (1 1000 g		3,880	14.00	89.50	347.26
Not GRV/d	Stock Item	FP7-1 - Beef	600018 - Beef Meatballs (1 x 30 g		0.060	14.00	2.05	0.12
Not GRV/d	Stock Item	FP8-10 - Seafooc	628794 - Prawn Tempura (1 > 1000 g		1,160	14.00	134.81	156.38
Not Transferec	Stock Item	FD10-1 - Sauces	603334 - Sauce Sweet And S 5000 ml		2,000	14.00	51.09	102.18
Not Transferec	Stock Item	FD11-2 - Honey S	604276 - Honey (1 x 500g) 500 g		2,000	14.00	31.31	62.62
Not Transferec	Stock Item	FD11-2 - Honey S	604284 - Syrup M/Shake Chc 1000 ml		1,000	14.00	18.78	18.78
Not Transferec	Stock Item	FD13-2 - Spices	662389 - Spice Barbeque Fo 1 kg		1,000	14.00	31.33	31.33
Not Transferec	Stock Item	FD13-2 - Spices	663043 - Seed Sesame 300C each		2,000	14.00	75.17	150.34
Not Transferec	Stock Item	FD13-2 - Spices	603165 - Spice Cajun (1 x 10L 1000 g		1,000	14.00	44.52	44.52
Not Transferec	Stock Item	FD13-2 - Spices	603167 - Spice Cinnamon Gr 1000 g		1,000	14.00	43.05	43.05
Not Transferec	Stock Item	FD13-2 - Spices	603248 - Mustard Powder (1 : 1000 g		1,000	14.00	39.27	39.27
Not Transferec	Stock Item	FD13-2 - Spices	603274 - Spice Turmeric Gro 1000 g		2,360	14.00	58.72	138.58
Not Transferec	Stock Item	FD13-2 - Spices	603284 - Spice Cinnamon St 1000 g		0.240	14.00	49.99	12.00

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## Complex

The user can access the *Complex* stock on hand report by clicking on the *Products* tab and proceeding to click on the *Complex* button.



The user will then select the filter conditions to be applied to the report. Procure.net will generate the report based on the conditions and populate the report form.

Products Purchases Transfers Inventory Debtors Trade Analysis Utilities

Product Listing Production Reports

Home x Yield [3 - WCB] x List Prices [3 - WCB] x Slow Moving Items [3 - WCB] x **Complex Stock on Hand [3 - WCB] x**

Selection Criteria: Select All, Clear Selected, Clear All, Load

Date and Report Options

Selection Options:  Exclude Zero Stock on Hand

Re Load

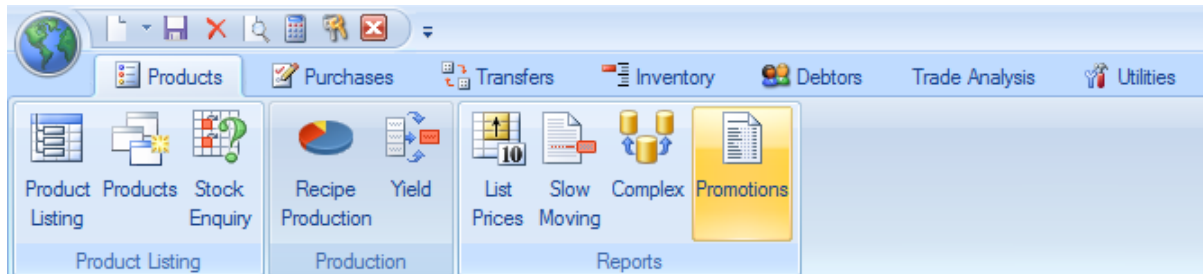
Branch / Cost Centre, Departments, Products

Server: Database: 192.168.1.2 User: Lino Branch Number :3

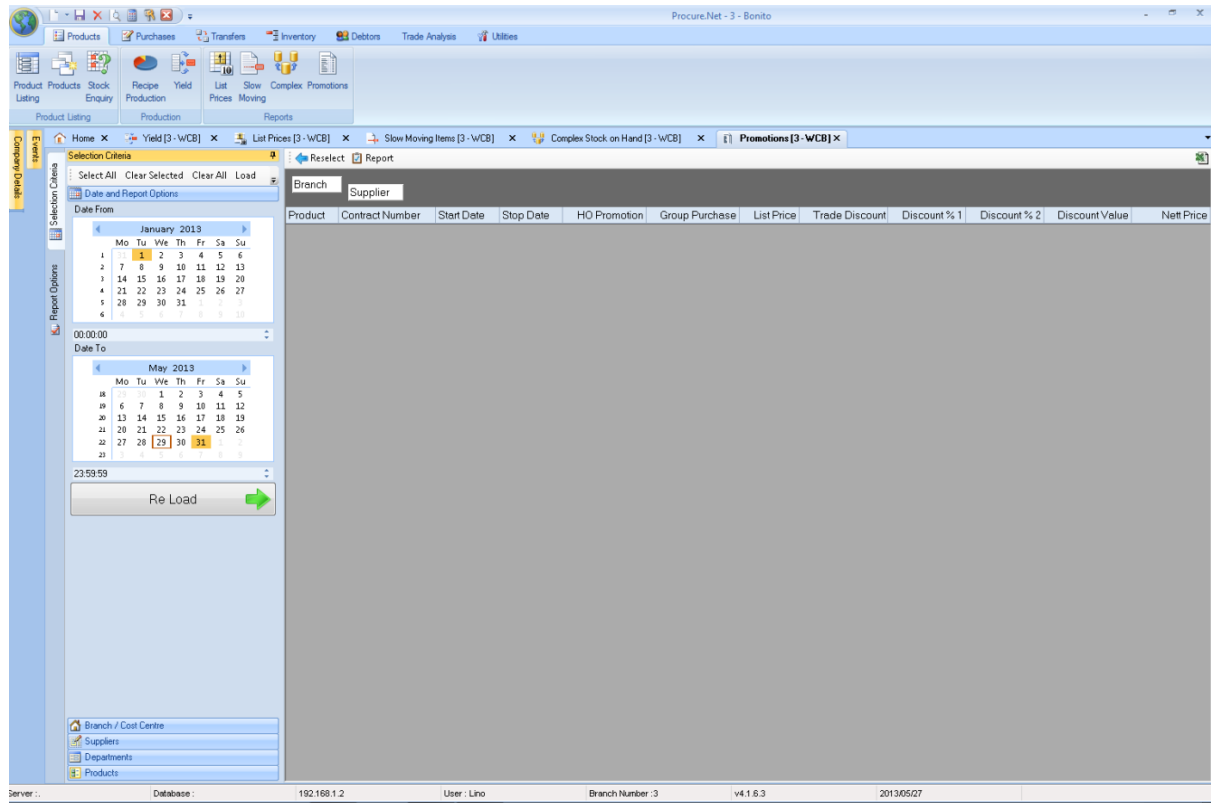
Branch	Major Department	Sub Department	Minor Department	Unit	Unit Cost	Stock on Hand	Total
<b>Branch: 3 - Bonito</b>					<b>225 177.85</b>	<b>82 096.098</b>	<b>1 645 626.26</b>
Major Department: B - Beverage					60 055.74	21 512.499	242 738.81
Sub Department: B1 - Minerals					4 462.85	3 624.250	19 350.29
Minor Department: B1-1 - Mineral Can					756.95	1 580.000	7 631.40
3 - WCB [13 - Wastage 604394 - M 330 ml					4.76	2.000	9.51
3 - WCB [13 - Wastage 604395 - M 250 ml					12.61	9.000	113.47
3 - WCB [13 - Wastage 604396 - M 330 ml					4.76	3.000	14.29
3 - WCB [13 - Wastage 604397 - M 330 ml					4.76	12.000	57.15
3 - WCB [13 - Wastage 604402 - M 330 ml					5.50	2.000	11.00
3 - WCB [13 - Wastage 604407 - M 330 ml					4.76	13.000	61.92
3 - WCB [13 - Wastage 604411 - M 330 ml					4.76	11.000	52.33
3 - WCB [13 - Wastage 604416 - M 330 ml					4.76	8.000	38.06
3 - WCB [13 - Wastage 60442 - Mir 200 ml					4.18	3.000	12.53
3 - WCB [13 - Wastage 604422 - M 330 ml					5.16	83.000	428.57
3 - WCB [13 - Wastage 604427 - M 200 ml					4.18	8.000	33.44
3 - WCB [13 - Wastage 604428 - M 200 ml					4.17	3.000	12.52
3 - WCB [13 - Wastage 604429 - M 200 ml					4.17	1.000	4.17
3 - WCB [13 - Wastage 604430 - M 200 ml					4.18	2.000	8.36
3 - WCB [13 - Wastage 604431 - M 200 ml					4.17	2.000	8.35
3 - WCB [13 - Wastage 604432 - M 200 ml					4.13	7.000	28.90
3 - WCB [13 - Wastage 604433 - M 200 ml					5.83	1.000	5.83
3 - WCB [13 - Wastage 606311 - M 200 ml					4.19	15.000	62.85
3 - WCB [13 - Wastage 626766 - M 330 ml					4.76	1.000	4.76
3 - WCB [13 - Wastage 662512 - M 330 ml					4.76	26.000	123.78
3 - WCB [14 - General t 604396 - M 330 ml					4.76	26.000	123.86
3 - WCB [14 - General t 604407 - M 330 ml					4.76	21.000	100.03
3 - WCB [14 - General t 604422 - M 330 ml					5.16	105.000	542.17
3 - WCB [14 - General t 604427 - M 200 ml					4.18	25.000	104.49
3 - WCB [14 - General t 604430 - M 200 ml					4.18	33.000	137.97
3 - WCB [14 - General t 626766 - M 330 ml					4.76	12.000	57.10
3 - WCB [14 - General t 662512 - M 330 ml					4.76	5.000	23.80
3 - WCB [15 - SI Gener 604429 - M 200 ml					4.17	24.000	100.01
3 - WCB [15 - SI Gener 604430 - M 200 ml					4.18	24.000	100.34

## Promotions

The *Promotions* function offers a list of all promotions running within the selected period. To access the report the user will click on the *Products* tab and proceed by clicking on the *Promotions* button.



The user will proceed by selecting the filtered conditions that he will like to load. This will populate a report with the necessary data.

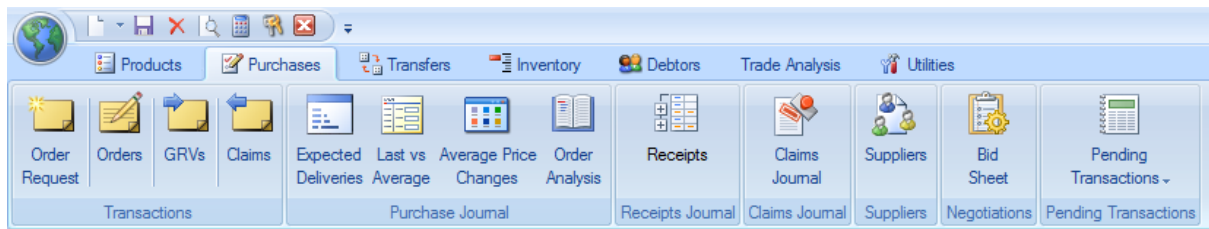


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## Purchases

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The *Purchases* module allows the user to conduct various purchase functions. Stock items can be brought into inventory to facilitate operations and continuation of daily business.



The *Purchase* module has some commonly used function buttons that reoccurs throughout the module.

The *Order Info* button allows additional information to be entered by the user as required. This additional information will be carried forward throughout the *Purchases* module. The user will simply fill in the required data and click on *Save*.

Additional Information for this Order Request

Additional Info	Additional Info
CAPEX Number	
Quote Reference	
G/L Code	
Department	
Contact Person	
Contact Tel	
Valid For (Days)	

Save Cancel

Order Request

Order Request Info

Request for:

Remarks  Ref Number

Order Info Open Save Submit Discard

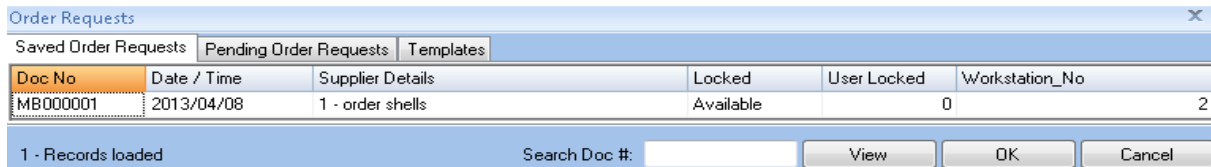
The Save button allows the user to, at any stage, save the work in progress and *Open* it a a later stage.

Once the user clicks on the Save button Procure.net will provide a prompt where a document number will be generated and the user has option of printing the document by clicking *OK* or *Skip printing*.



The saved document can be opened by clicking on the *Open* button where a list of saved documents will be generated. The user will double click on the required document or click once on the document and then click *OK* to populate the document.

*Ref number* provides the user with the option to link a reference number to the transaction. This reference number will allow the user to track the document linked to the reference number.



The ribbon below or function keys will be found throughout Procure.net, they assist in obtaining information about stock items.



*Edit product* - utilised to edit a stock item and update any information if authorized to do so.

*Stock Enquiry* - allows the user to review additional information on a selected item to make more informed decisions. Tabs that can be navigated through include: *stock levels, price changes, sales revenue, vendor performance, stock movement, stock ledger and costs changes.*

Product Information - Bonito

Product Code... 606061      Selling Price (Incl) 0.00

Descriptions... Alb Brutal Fruit Litchi Bottle

Stock Levels   Price Changes   Sales Revenue   Vendor Performances   Stock Movement   Stock Ledger   Cost Changes

Transactions	Documents	Beverage Main Store	Walk Up Bar	Action Bar	Total
<b>Stock on Hand</b>		<b>144.00</b>	<b>6.00</b>	<b>10.00</b>	<b>160.00</b>
Less Outgoing Transfers	0	0.00	0.00	0.00	0.00
<b>Available Stock</b>		<b>144.00</b>	<b>6.00</b>	<b>10.00</b>	<b>160.00</b>
Less Claims	0	0.00	0.00	0.00	0.00
Plus Unprocessed GRV's	0	0.00	0.00	0.00	0.00
Plus On Order/Back Order	0	0.00	0.00	0.00	0.00
Less Transfer Requests	0	0.00	0.00	0.00	0.00
Plus Incoming Transfers	0	0.00	0.00	0.00	0.00
<b>Expected Stock</b>	Show Zeroes	<b>144.00</b>	<b>6.00</b>	<b>10.00</b>	

Listed Cost: 0.00   Landed Cost: 5.45   Average Cost: 5.45   Stock Value: 872.00

Stock On Hand	+ On Order	= Expected	Days Stocked	Consumption	Days Stocked	Days Stocked
160.00	0.00	160.00	0.00	0.00	0.00	0.00

Reselect Branch   Print   Close

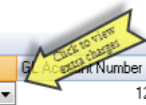
Containers - used when some form of packaging might have a charge attached to it and the companies supplying these items will charge the user for the delivery of these stock items so that they can recover them and make the items re-usable. It helps control the cost of the company by passing the charge on to the consumer ensuring that they control these items. If the container has been entered into Procure.net then the user will be able to load the container from the GRV process. When the stock item is loaded into the screen the container functionality becomes available so that the user can see the amount and quantity of the containers that have been received.

Order Code	Description	Order Qty	Received Qty	Invoiced Qty	Returned Qty
621866	Container Keg (1 x each)	0.00	10.00	10.00	0

The way in which Procure.net has handled the additional charge is to create container items which the user attach to stock items that have containers delivered with all stock items. When a GRV is done and a stock item has been loaded that has a container attached to it, then the container module is activated and the user will be able to account for all containers or crates that have been attached to all stock items.

Extra charges - if extra charges need to be applied to a invoice they can be added under the *Extra Charges* button. To add any additional charges, click on the *Extra Charges* button to load the extra charges section to the bottom of the GRV screen. These Extra Charges can be any transport charges or foreign exchange expenses or even expenses that are not the norm for every single delivery and they have not been incorporated into the cost of the stock item when it was first ordered. These Extra Charges are set-up under the settings button for the Branch when it was first created.

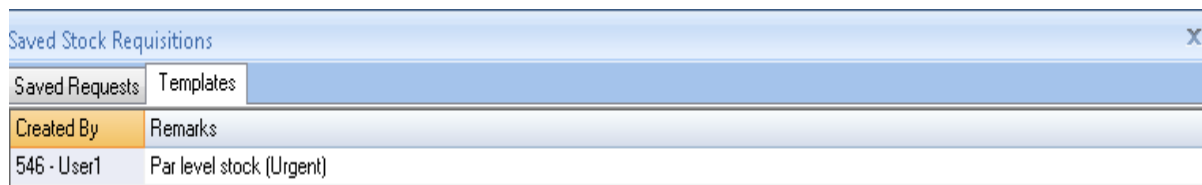
By clicking on the *extra charges* button the user will be provided with various extra charges options. The user will fill in the *total (excl)* that was invoiced.



Extra Charges											
Sundry	EC / EC per Item	Name	EC	Invoice Number	Supplier	Pref Curr Rate	Invoice Number	Total (Excl)	Add to Tax Only	Tax	Location
Debit	EC	Loose Bottle Fee			123 WINE	1.00		0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Block1 1

Delete zero qty - button allows the user to remove items loaded that have zero quantities.

Save as template - under some modules there is a button *Save as template* option to save a template for quick edit. This allows for quicker processing if required by operations or as company needs will have it. The template can be opened by utilising the *Open* button and directing to *Templates* on the tab and opening the previously saved template as required.



Saved Stock Requisitions	
Created By	Remarks
546 - User1	Par level stock (Urgent)

Add Notes - allows the user at any point during the process to enter notes. Notes will be carried through the entire process so any user reviewing this request can read the additional information. When notes are available the add notes button will change to *Notes available*.

**Gratis** - allows the user to add additional gratis receipts to the GRV. If the user clicks on the *Gratis* button it will bring up a new line in the *GRV* grid annotated by a *Black legend* next to the line that has been loaded.

No	Order Code	Description	Order Qty	Received Qty	Invoiced Qty	Returned Qty	Invoice Price (Excl)	Invoice Total (Excl)	Cost Centre
1	623462	Afb Red Square Blue Ice (1 x 275ml)	0.00	0.00	0.00	0.00	4.51	0.00	3 - WCB [2 - Beverage Main Store]
2			0.00	0.00	0.00	0.00	0.00	0.00	3 - WCB [2 - Beverage Main Store]

The user can now proceed and select a stock item from the catalogue that has been delivered on the same invoice as Free of charge or in this instance a *Gratis Receipt*. Select a stock item in the same way as loading a regular invoiced item.

No	Order Code	Description	Order Qty	Received Qty	Invoiced Qty	Returned Qty	Invoice Price (Excl)	Invoice Total (Excl)	Cost Centre
1	623462	Afb Red Square Blue Ice (1 x 275ml)	0.00	10.00	10.00	0.00	0.00	0.00	3 - WCB [2 - Beverage Main Store]

**Upload from** - allows the user to load the stock items that have been captured on the PDT. If selected the user will follow the prompts and click *yes* to proceed. The user will be required to select upload option from PDT that is connected to the computer and start the transfer.

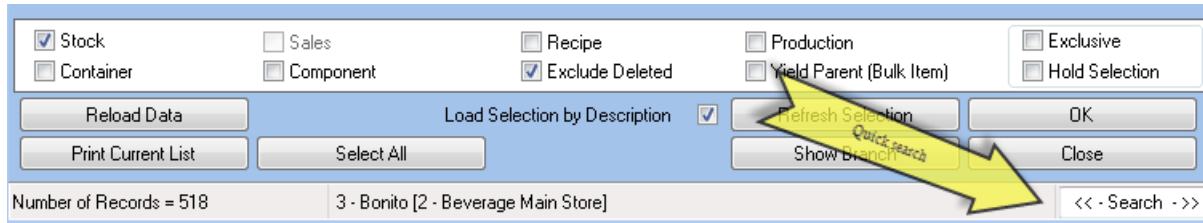
Situated below the data entry grid the user will find the data information toolbar. This toolbar gives the user information about the current highlighted stock item in the data entry grid. The data information table helps the user by providing additional information about the stock item as well as helping to calculate forward purchasing of the selected stock item. Just below the data entry grid, the *Stock Item Order Details* and *Stock Information Table* is found. This table reports on a specific stock item highlighted in the data entry grid.

Item 623462 - Afb Red Square Blue Ice (1 x 275ml). Suggested Qty as single units. [Landed = [ZAR] 6.58] [Average = [ZAR] 6.58] [Listed = [ZAR] 4.51] [Tax = 14.00%]										
Stock on Hand	+ On Order	+ This Order	= Expected	- Lead Time Consumption	= Left at Delivery	- Order Cycle	= Suggested Order	Days Stocked	Min Level	Max Level
8.00	0.00	0.00	8.00	0.00	8.00	0.00	-8.00	0.00	0.00	0.00

- *Stock on Hand* - will include the current stock on hand for the cost centre requesting the stock.

- *On order* - will indicate previously requested stock that is awaiting finalisation and process into the cost centre. This is an outstanding purchase order.
- *This Order* - indicates the current stock request to be processed.
- *Expected* - is the sum of stock on hand and stock on order plus the current order.
- *Lead time consumption* - is calculated based on the amount of stock that will be consumed by the time the new quantity of stock item has arrived. It is the average usage per day calculated by subtracting the current date from the expected delivery date, this value is multiplied by the average daily consumption and the amount of stock that should be catered for when generating the order.
- *Left at delivery* - will be the quantity of the stock item that will be left at the time the delivery is expected.
- *Order cycle* - is the frequency of ordering, by subtracting the quantity that is ordered during this frequency from the amount that is left at delivery leaves the user with a suggested order. Suggested order will be calculated based on parameters supplied by the calculation.
- *Suggested Order* - will be the output based on the calculation of the parameters above.
- *Days stocked* - will indicate the total number of days for which the cost centre will be stocked with the item based on the calculated stock level divided into the average daily consumption.
- *Min level* - is the minimum level of stock to be kept for this stock item, this amount has been set-up for each cost centre by the individual responsible for the outlet.
- *Max level* - will be the maximum level allowed for this stock item as set-up. Suggested order utilises these fields of minimum and maximum levels to generate the order.

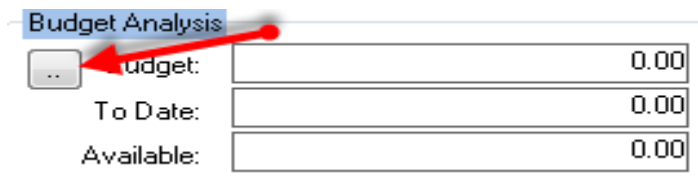
During every item selection process a familiar look and feel will be consistent throughout Procure.net.



The *search* function can be utilised to bring up a list of searched items. Character strings can be searched in part. An example will be searching for words that contain character strings with 'oke' the results will bring up all words containing part of the string 'oke' as 'coke'.

Budget analysis - if set-up for the branch the budget analysis tool can be used. The *Budget Analysis* table acts as a calculator and tracks the budget activities of all stock items in the particular order request. The user has to allocate a budget to the cost centre before the *budget analysis* table is able to track the purchases. Once the user has selected a cost centre for the order request then the options for the budget analysis will be available.

The first description box of the budget analysis displays the *Total Budget* allocated to the cost centre. The *To Date* description box displays the total amount purchased to-date. The *Available* description box is a simple calculation displaying the amount of available budget for ordering purposes.



Legends - legends are colour coded and indicates the current status of certain stock items that have been ordered in the data entry grid. This window is only applicable if the authorization cycle has been set-up for the branch. Within the legend field the user will also find the *Future Price calculator*. This tool is used to calculate the new average price of the stock items that the user has entered into the data entry grid. If the user loaded a listed price before the stock item was loaded to the screen then this price will also be loaded into the calculator.

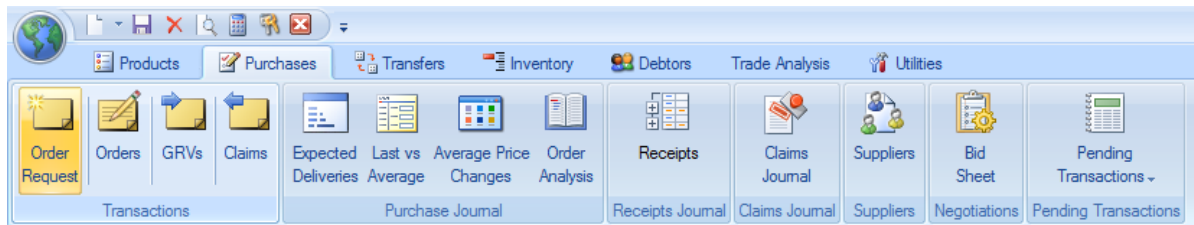
<b>Details</b>		<b>Legend</b>		Curr Price vs. Future Price base on curr doc.	
Originator:	546 - User1	Lead Time:	7 days	Supplier Promotion	
Exp Del:	2013-04-16	Order Cycle:	7.00	Cost Price will Change	
				Stock on Order	
				Cheaper at Other Supp	
				Listed Cost	0.64 v 0.64
				Average Cost	0.64 v 0.63
				Landed Cost	0.64 v 0.00

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## Order Request

The *Order Request* icon is the first stage of a request process. This module allows the user to move the request through an authorisation process. If the user were responsible for the placing of all purchase orders and the only person responsible for ordering stock items then he can skip this process and proceed to the *Orders* icon to place an order immediately.

To access the the *Order Request* module the user will click on the *Purchases* tab on Procure.Net and clicking on the *Order Request* button.



The user will then proceed to navigate to the *Request for* field. Clicking on this field will bring a list of the various cost centres that can be chosen. The user will click on the relevant cost centre requesting the order.

## Order Request

### Order Request Info

Request for: 3 - WCB [8 - Walk Up Bar]

Remarks: 3 - WCB [8 - Walk Up Bar]

No	Order Code
1	3 - WCB [9 - Action Bar] 3 - WCB [10 - O.E Main Store] 3 - WCB [11 - Operating Supplies (Chemicals)] 3 - WCB [12 - Maintenance Department] 3 - WCB [13 - Wastage & Ullages] 3 - WCB [14 - General Manager] 3 - WCB [15 - SI General Manager] 3 - WCB [16 - Finance Department] 3 - WCB [17 - Operations Department] 3 - WCB [18 - It Department] 3 - WCB [19 - Slots Department] 3 - WCB [20 - Tables Department] 3 - WCB [21 - Casino Admin Department] 3 - WCB [22 - Maintenance Department] 3 - WCB [23 - Hr Department] 3 - WCB [24 - Training Department] 3 - WCB [25 - Marketing Department] 3 - WCB [26 - Surveillance Department] 3 - WCB [27 - Cashing Department] 3 - WCB [28 - Security Department] 3 - WCB [29 - Housekeeping Department] 3 - WCB [30 - Hotel] 3 - WCB [31 - Guest Supplies] 3 - WCB [32 - Kitchen Fuel & Gas] 3 - WCB [33 - Stationary] 3 - WCB [34 - Containers] 3 - WCB [35 - Room Service ] 3 - WCB [36 - Uniforms] 3 - WCB [37 - Prive]

Once the selection of the cost centre is made the user will hit the enter key on the keyboard, this will navigate the user to the remarks field. The user will enter a descriptive remark of choice.

**Order Request**

Order Request Info

Request for: 3 - WCB [8 - Walk Up Bar]

Remarks: Par Stock Ref Number

Order Info Open Save Submit Discard

Once all the relevant information is entered the user will navigate to the *Order Code* field. Once on this field the user will hit the *enter* key on the keyboard.

Search

Product Code	Description	Unit	Ave Cost	Selected
664085	Afb Brutal Fruit Berry	275ml	5.78	<input type="checkbox"/>
625721	Afb Brutal Fruit Grapefruit	275ml	5.45	<input type="checkbox"/>
606060	Afb Brutal Fruit Kiwi	Bottle	4.34	<input type="checkbox"/>
627776	Afb Brutal Fruit Lemon	Bottle	5.45	<input checked="" type="checkbox"/>
606061	Afb Brutal Fruit Litchi	Bottle	5.45	<input checked="" type="checkbox"/>
606062	Afb Brutal Fruit Mango	Bottle	5.45	<input checked="" type="checkbox"/>
630392	Afb Brutal Fruit Peach	275ml	5.45	<input type="checkbox"/>
622713	Afb Brutal Fruit Strawberry	each	5.45	<input type="checkbox"/>
628055	Afb R Square Energizer Vodka	275ml	9.87	<input type="checkbox"/>
623462	Afb Red Square Blue Ice	275ml	6.58	<input type="checkbox"/>
627875	Afb Red Square Reload	275ml	6.34	<input type="checkbox"/>
628057	Afb Red Square Tequila	275ml	9.14	<input type="checkbox"/>
628058	Afb Red Squire B/Berry	275ml	6.58	<input type="checkbox"/>
628039	Afb Red Squire Cranberry	275ml	6.58	<input type="checkbox"/>
660060	Afb Skelters 330ml	each	4.49	<input type="checkbox"/>
600122	Afb Smirnoff Ice	330ml	6.38	<input type="checkbox"/>
606075	Afb Smirnoff Spin	300ml	5.97	<input type="checkbox"/>
625924	Afb Smirnoff Storm	300ml	6.67	<input type="checkbox"/>
623332	Afb Smirnoff Triple Spin	300ml	4.10	<input type="checkbox"/>
606090	Aperitif Angostura Bitters	118ml	57.08	<input type="checkbox"/>
606080	Aperitif Campari	750ml	110.52	<input type="checkbox"/>
606083	Aperitif Martini Bianco	750ml	49.50	<input type="checkbox"/>

Filter from Department Tree  
 Departments

Stock     Sales     Recipe     Production     Exclusive  
 Container     Component     Exclude Deleted     Yield Parent (Bulk Item)     Hold Selection

Reload Data    Load Selection by Description     Refresh Selection    OK  
 Print Current List    Select All    Show Branch    Close

Number of Records = 675    3 - Bonito [8 - Walk Up Bar]    << - Search - >>

Next a list of stock items will be populated. From here a selection can be made of the desired stock items to be ordered by flagging the *Selected* column and clicking on *OK*.

Once the desired stock items have been selected the user can proceed to the *Request Qty* field. In this field the user will enter the required quantity to order.

No	Order Code	Description	Request Qty	Pack Price (Excl)	Total (Excl)	P/A	A/L	Cost Centre	Delivery Date
1	606060	Afb Brutal Fruit Kiwi (1 x Bottle)	10.00	4.34	43.40	<input type="checkbox"/>	1	3 - WCB [8 - Walk Up Bar]	2013-05-31
2	625721	Afb Brutal Fruit Grapefruit (1 x 275ml)	10.00	5.45	54.49	<input type="checkbox"/>	1	3 - WCB [8 - Walk Up Bar]	2013-05-31

⇒ [Note] The user must ensure that the delivery date and cost centre are correct. Products with a higher Authorization level than the user will not be "Authorized". Products with the same or lower level of Authorization will be authorized automatically. These items can be "Unauthorized" by the user should they wish to do so. Authorization levels come into effect if set under the branch settings.

P/A A/L

Once the user is satisfied with all relevant information they can proceed to finalise the submission of the request by clicking on the *Submit* button  
 A order request information bar will pop-up with a summary of the current transaction.

**Order Info**

Order Info

Total Number of Items :       Document Number:

Zero Qty Items:       Reference Number:

Zero Price Items:       Number of Lines:

Receiving Cost Centre	Delivery Date
3 - WCB [8 - Walk Up Bar]	2013-05-31

A prompt will appear with the option to *skip printing* or if the user desires click *OK* to print.

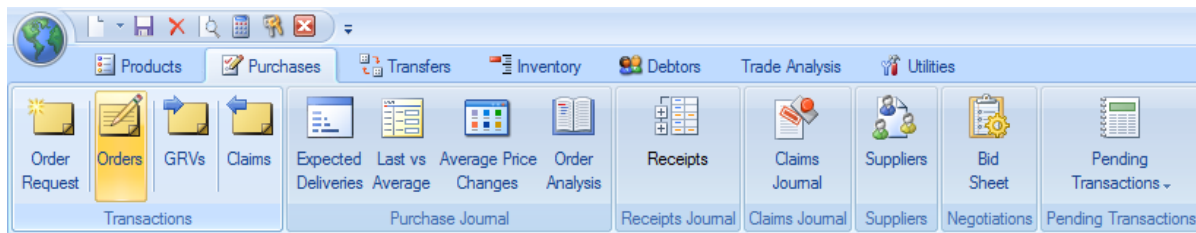
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## Orders

The *Orders* module can be accessed by navigating to the *Purchases tab* clicking on it and clicking on the *Orders* button.



If the *Order Request* module has been used then the authorised user will be able to open the previously submitted *Order Request*.

Navigate to the *Open* button and click on it.

Purchase Orders					
Saved Purchase Orders		Pending Purchase Orders		Authorized Order Requests	
Doc No	Date	Description	Locked	Cost Centre	Auth by
WCB002071	2012/04/12	2071 - 11/04/2012	Available	1 - Main Kitchen Main Store [WCB]	521 - Janine Malcolm
WCB002338	2013/02/02	2338 - 2/2/13	Available	1 - Main Kitchen Main Store [WCB]	582 - Stephan
WCB002341	2013/05/31	2341 - Par Stock	Locked	8 - Walk Up Bar [WCB]	594 - Lino

49 - Records loaded

Search Doc #:  View OK Cancel

Under *Authorized Order Requests* the user will find the previously submitted *Order Request*. Click on the required document and double click or click *OK* to load it. Once loaded the authorized user will have to ensure the fields are populated with the correct information, otherwise click on the relevant field and fill in the information.

Home x Orders [3-WCB] x

### Purchase Order - Aaa Me 002338

**Supplier Information**

Supplier nr: AAA001    Supp Curr: ZAR    Placed in    Order Info

Supplier Name: Aaa Meat    Ref Number

Contact Person: Gawie / Mario / Nico    Open    Save    Submit    Discard

**Order Totals**

Sub Total: 1 794.70

Tax: 251.26

Total: 2 045.96

No	Order Code	Description	Order Qty	Order Price (Excl)	Total (Excl)	Supplier No	Cost Centre	Delivery Date
1	665337	Beef Short Rib (1 x 1000g)	30.00	41.50	1245.00	AAA001	3 - WCB [1 - Main Kitchen]	2013-06-10
2	601723	Beef Braaiwors Portion (1 x 1000g)	10.00	35.50	355.00		3 - WCB [1 - Main Kitchen]	2013-06-10
3	619207	Pork Stroganoff (1 x 1000g)	3.00	49.90	149.70		3 - WCB [1 - Main Kitchen]	2013-06-10
4	629056	Yoghurt Guava And Banana 1Lt (1 x each)	3.00	15.00	45.00		3 - WCB [1 - Main Kitchen]	2013-06-10

Item 629056 - Yoghurt Guava And Banana 1Lt (1 x each). Suggested Qty as single units. [Landed = [ZAR] 15.00] [Average = [ZAR] 15.00] [Listed = [ZAR] 0.00] [Tax = 14.00%]

Stock on Hand	+ On Order	+ This Order	= Expected	- Lead Time Consumption	= Left at Delivery	- Order Cycle	= Suggested Order	Days Stocked	Min Level	Max Level
0.00	7.00	3.00	10.00	0.00	10.00	0.00	-10.00	0.00	0.00	0.00


Clicking on *Supplier nr* field will bring up the list of available suppliers that the user will be able to choose from. Once the required supplier is found double click on the supplier or click on *OK* to load.

Search for Suppliers ...

Number	Name	Contact	Business Phone	Mobile Phone	Type
ALP001	April Kerse	Aida	031 5222364		local
AWB002	Awerbuchs Bargain House 0927:	Jaques	051 447 9097		local
BIC001	Bic South Africa	john	011 474 0181		local
BOA001	Boardroombuddy Cc T/A The Pe	Steven	011 792 3336		local
BRA001	Brandhouse 1018590	John Vermaak	0800 600 230	076 726 8700	local
BREAD1	Bread Shop	Johan	0514474171	0727315190	local
CASH1	Cash	Foodserv Solutions			local
CEN001	Centillion Trading	Stephen	082 464 0115		local
CHI001	Chipkins	Marcelle/Amour	051409 1000		local
HYDR002	Chippys Hydroponics		051 451 1445	084 245 6623	local
CIRO	Ciro Alliancess	Neerie	031 792 0900	084 441 4877	local
CLO001	Cloud 9 Linen Cc	Selwyn Naidoo	011 402 1455	0824497142	local
CLO002	Clover S A	Theuns Kruger	051 409 3201	082 453 3065	local
AB001	Coca Cola ( 507484 )	Adel	051 400 2200	082 826 4546	local
CONT300	Continental	Hannelie	051 436 8080		local
CRA002	Craze Daisy	Martinette	0	083 596 5135	local
CRO001	Crown National	Suzan	051 430 0240		local
DG001	D.G.B (Win045 Blo)(15783)	Liezal	0800 535 660	074 133 2455	local
DAI007	Dairy Corp	Charlene	051 523 3980	0826899753	local
DAV001	Daves Meat Market	Willem	051 522 8103		local
DELO01	Delta Bottlestore	109413	051 4481499		local
DIS001	Distell 36074	Susan	051 434 1231	082 053 5189	local
BIL312	Driewinkel Slaghuis	Christie	0514460156	0833103242	local
ECD001	Ecolab	Marais Relihan	011 578 5000	082 417 0994	local
EDS001	Edward Snell 606215	Anelie	0860252252		local
ESS111	Essmor	Jaco	076 273 7139	082 298 6821	local
FN0001	FoodServ Solutions	Joune	011 616 5183		local

Export Ok  
Print Close

3 - Bonito [1 - Main Kitchen Main Store]

Once satisfied with the information on the order form the user will click on  to finalise the *Order*.

No	Order Code	Description	Order Qty	Order Price (Excl)	Total (Excl)	Supplier No	Cost Centre	Delivery Date
1	665337	Beef Short Rib (1 x 1000g)	30.00	41.50	1245.00	AAA001	3 - WCB [1 - Main Kitchen	2013-06-10
2	601723	Beef Braaiwors Portion (1 x 1000g)	10.00	35.50	355.00		3 - WCB [1 - Main Kitchen	2013-06-10
3	619207	Pork Stroganoff (1 x 1000g)	3.00	49.90	149.70		3 - WCB [1 - Main Kitchen	2013-06-10
4	629056	Yoghurt Guava And Banana 1Lt (1 x each)	3.00	15.00	45.00		3 - WCB [1 - Main Kitchen	2013-06-10

⇒ [Note] Make sure that the delivery date and cost centre are consistent throughout and correct.

A information box will pop-up with a summary of the transaction. Once satisfied with the information the user will click on the *Proceed* button.

**Order Info**

---

Order Info

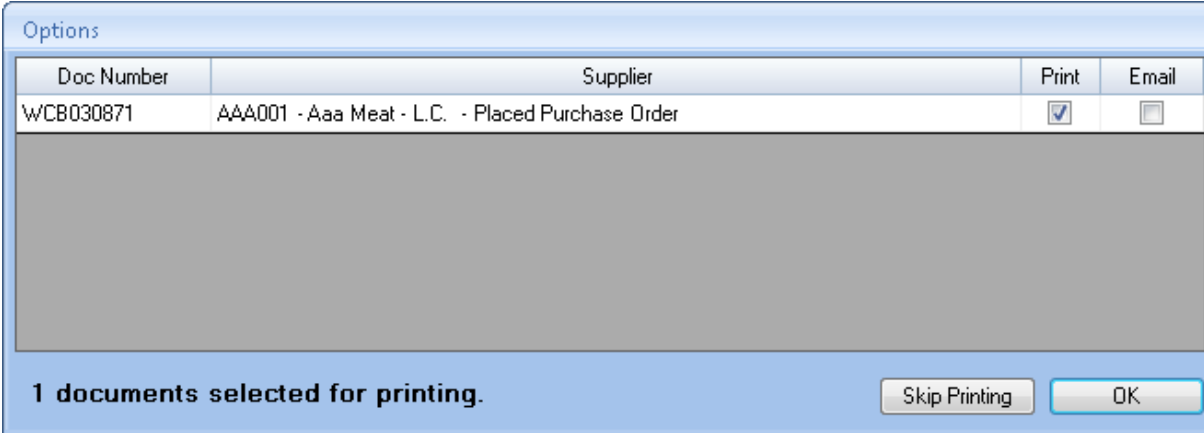
Total Number of Items :       Document Number:

Zero Qty Items:       Reference Number:

Zero Price Items:       Number of Lines:

Receiving Cost Centre	Delivery Date
3 - WCB [1 - Main Kitchen Main Store]	2013-06-10

Next screen will give the option to either *skip printing* or click *OK* to print a hard copy.



The screenshot shows a dialog box titled "Options" with a table containing one row of data. The table has four columns: "Doc Number", "Supplier", "Print", and "Email". The "Print" column for the selected row contains a checked checkbox, while the "Email" column contains an unchecked checkbox. Below the table, a status bar indicates "1 documents selected for printing." and two buttons, "Skip Printing" and "OK", are visible.

Doc Number	Supplier	Print	Email
WCB030871	AAA001 - Aaa Meat - L.C. - Placed Purchase Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 documents selected for printing.

Skip Printing OK

If the *Order Request* module was not used then a *Purchase Order* can be raised by the user.

The user will navigate on the ribbon to the *Purchase* tab and click on the *Orders* button.

Next the user will click on the *Supplier nr* field. This will bring up a list of the suppliers that can be chosen.

## Purchase Order

## Supplier Information

Supplier nr...

MULTIPLE SUPPLIERS

Supp Curr:

Placed in

Order Info

Click on button or field to bring up supplier list

## Search for Suppliers ...

Number	Name	Contact	Business Phone	Mobile Phone	Type
AS001	A & S	Disa	051 432 4694	082 906 1544	local
AAA001	Aaa Meat	Gawie / Mario / Ni	051 430 4020	082 554 8917	local
ADD7773	Ad Print	Ann	051 433 2763		local
AFR001	Afrox Acc 00259624 / 1075837	John	011 821 3000		local
ALP001	Alphi Kerse	Alda	051 5222564		local
AWB002	Awerbuchs Bargain House 0927:	Jaques	051 447 9097		local
BIC001	Bic South Africa	john	011 474 0181		local
BOA001	Boardroombuddy Cc T/A The Pt	Steven	011 792 3336		local
BRA001	Brandhouse 1018590	John Vermaak	0800 600 230	076 726 8700	local
BREAD1	Bread Shop	Johan	0514474171	0727315190	local
CASH1	Cash	Foodserv Solutions			local
CEN001	Centillion Trading	Stephen	082 464 0115		local
CHI001	Chipkins	Marcelle/Amour	051409 1000		local
HYDR002	Chippis Hydroponics		051 451 1445	084 245 6623	local
CIRO	Ciro Alliancess	Neerie	031 792 0900	084 441 4877	local
CLO001	Cloud 9 Linen Cc	Selwyn Naidoo	011 402 1455	0824497142	local
CLO002	Clover S A	Theuns Kruger	051 409 3201	082 453 3065	local
AB001	Coca Cola ( 507484 )	Adel	051 400 2200	082 826 4546	local
CONT300	Continental	Hannelie	051 436 8080		local
CRA002	Craze Daisy	Martinette	0	083 596 5135	local
CRO001	Crown National	Suzan	051 430 0240		local
DG001	D.G.B (Win045 Blo)(15783)	Liezel	0800 535 660	074 133 2455	local
DAI007	Dairy Corp	Charlene	051 523 3980	0826899753	local
DAV001	Daves Meat Market	Willem	051 522 8103		local
DEL001	Delta Bottlestore	109413	051 4481499		local
DIS001	Distell 36074	Susan	051 434 1231	082 053 5189	local

Export

Ok

Print

Close

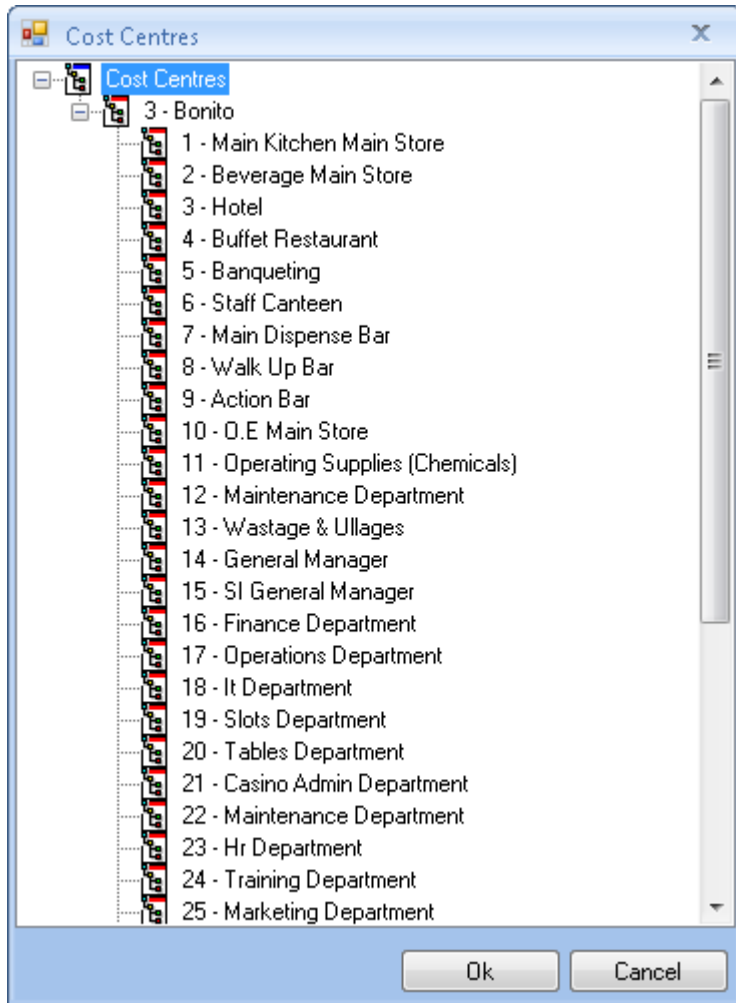
The user will select from the list the required supplier and double click on them or click on the *OK* button to load the supplier.

Once loaded the supplier information will be filled within the form.

⇒ *[Note] Ref Number can be filled by the user as a cross reference with manual documents if required.*

The user can click on the *Save* button if the user will want to save the *Purchase Order* to be continued at a later stage.

After the supplier information is populated the user will hit the *enter* key on the keyboard. On the next field being the *Cost Centre* the user will hit the *enter* key to bring up a list of cost centres to choose from. The user will click on the relevant cost centre and click *OK*.



Under the *Order code* field the user will click on it to pop-up a list of stock items. From here a selection can be made off the desired stock items to be ordered by flagging the *Selected* field and click on *OK*.

Search

Product Code	Description	Unit	Ave Cost	Selected
664085	Afb Brutal Fruit Berry	275ml	5.78	<input type="checkbox"/>
625721	Afb Brutal Fruit Grapefruit	275ml	5.45	<input type="checkbox"/>
606060	Afb Brutal Fruit Kiwi	Bottle	4.34	<input type="checkbox"/>
627776	Afb Brutal Fruit Lemon	Bottle	5.45	<input type="checkbox"/>
606061	Afb Brutal Fruit Litchi	Bottle	5.45	<input checked="" type="checkbox"/>
606062	Afb Brutal Fruit Mango	Bottle	5.45	<input checked="" type="checkbox"/>
630392	Afb Brutal Fruit Peach	275ml	5.45	<input type="checkbox"/>
622713	Afb Brutal Fruit Strawberry	each	5.45	<input type="checkbox"/>
628055	Afb R Square Energizer Vodka	275ml	9.87	<input type="checkbox"/>
623462	Afb Red Square Blue Ice	275ml	6.58	<input type="checkbox"/>
627875	Afb Red Square Reload	275ml	6.34	<input type="checkbox"/>
628057	Afb Red Square Tequila	275ml	9.14	<input type="checkbox"/>
628058	Afb Red Squire B/Berry	275ml	6.58	<input type="checkbox"/>
628039	Afb Red Squire Cranberry	275ml	6.58	<input type="checkbox"/>
660060	Afb Skelters 330ml	each	4.49	<input type="checkbox"/>
600122	Afb Smirnoff Ice	330ml	6.38	<input type="checkbox"/>
606075	Afb Smirnoff Spin	300ml	5.97	<input type="checkbox"/>
625924	Afb Smirnoff Storm	300ml	6.67	<input type="checkbox"/>
623332	Afb Smirnoff Triple Spin	300ml	4.10	<input type="checkbox"/>
627901	Afb Smirnoff Twist Arctic Berry	340ml	4.31	<input type="checkbox"/>
627903	Afb Smirnoff Twist Sub Tropical	340ml	4.35	<input type="checkbox"/>
606090	Aperitif Angostura Bitters	118ml	57.08	<input type="checkbox"/>

Filter from Department Tree  
 Departments

Stock     Sales     Recipe     Production     Exclusive  
 Container     Component     Exclude Deleted     Yield Parent (Bulk Item)     Hold Selection

Reload Data    Load Selection by Description     Refresh Selection    OK  
 Print Current List    Select All    Show Branch    Close

Number of Records = 518    3 - Bonito [2 - Beverage Main Store]    << - Search - >>

Once the desired stock items have been selected the user can proceed to the *Order Qty* field. The user will enter the required quantity to order.

Home × Orders[3-WCB] ×

### Purchase Order - Delta Bottlestore 000000

Supplier Information				Order Totals			
Supplier nr...	DEL001	Supp Curr: ZAR	Placed in	Order Info	Sub Total:	0.00	
Supplier Name:	DEL001 - Delta Bottlestore			Ref Number	Tax:	0.00	
Contact Person:	109413	Open	Save	Submit	Total:	0.00	
Discard							

No	Order Code	Description	Order Qty	Order Price (Excl)	Total (Excl)	Supplier No	Cost Centre	Delivery Date
1	606061	Afb Brutal Fruit Litchi (1 x Bottle)	10.00	0.00	0.00	DEL001	3 - WCB [2 - Beverage Main	2013-06-04
2	606062	Afb Brutal Fruit Mango (1 x Bottle)	10.00	0.00	0.00	DEL001	3 - WCB [2 - Beverage Main	2013-06-04

Once the user is satisfied with all the information they can proceed to click on the *Submit* button. A *Order Information* bar will pop-up with a summary of the order. The user will click on the *Proceed* button.

Order Info

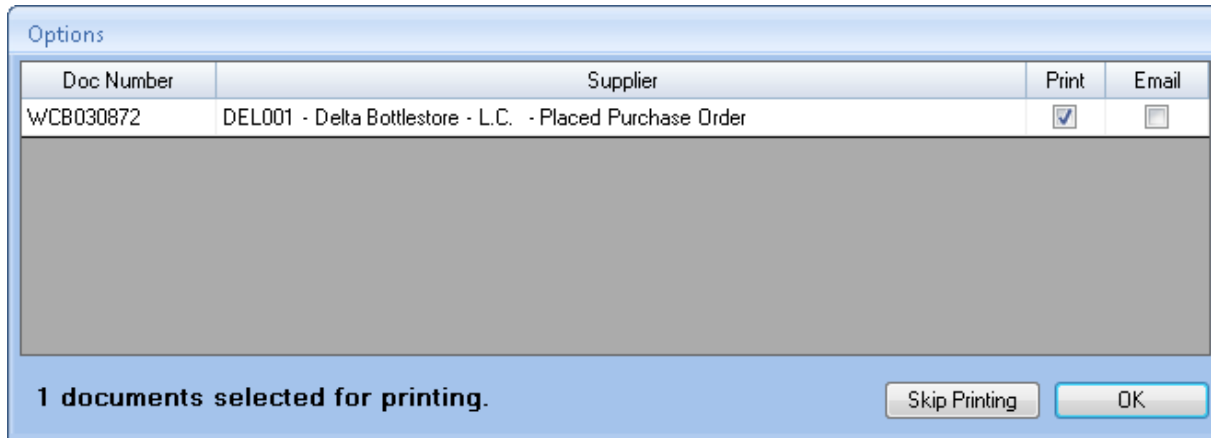
Order Info

Total Number of Items :	<input type="text" value="20.00"/>	Document Number:	<input type="text"/>
Zero Qty Items:	<input type="text" value="0.00"/>	Reference Number:	<input type="text"/>
Zero Price Items:	<input type="text" value="2.00"/>	Number of Lines:	<input type="text" value="2.00"/>

Receiving Cost Centre	Delivery Date
3 - WCB [2 - Beverage Main Store]	2013-06-04

Back Proceed

Next, a prompt will pop-up indicating to *skip printing* or if the user will want to print a hard copy of the *Purchase Order* they will click on *OK*.



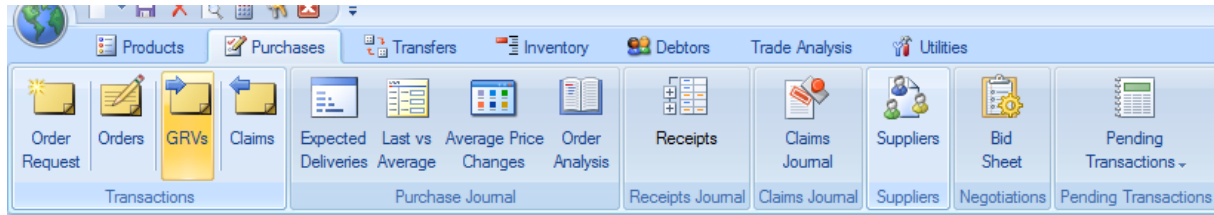
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## GRV

The *Goods received voucher (GRV)* module allows the user to enter the goods received by suppliers and the relevant tax invoice details into the inventory system for processing. To access the *GRV* module the user will click on the *Purchases* tab and proceed to click on the *GRVs* button.



If the *Purchase order* process has been followed then the submitted purchase order can be opened for processing by clicking on the *open* button.

Goods Receive Voucher				
Saved GRVs   Purchase Orders   Back Orders				
Doc No	Date	Supplier Details	User Locked	Submitted by
WCB030857	2013/02/04	LIRU - Liro Alliancess (1 - Main Kitchen Main Store)	Available	521 - Janine Malcolr
WCB030858	2013/02/05	CHI001 - Chipkins (10 - O.E Main Store)	Available	521 - Janine Malcolr
WCB030859	2013/02/05	CHI001 - Chipkins (1 - Main Kitchen Main Store)	Available	517 - Pieter
WCB030860	2013/02/05	SEA001 - Seaworld (1 - Main Kitchen Main Store)	Available	517 - Pieter
WCB030861	2013/02/05	JUI001 - House Of Juice (1 - Main Kitchen Main Store)	Available	517 - Pieter
WCB030862	2013/02/05	JOH001 - Johnnys Fruit And Vegetables (1 - Main Kitchen Main Store)	Available	517 - Pieter
WCB030863	2013/02/05	AAA001 - Aaa Meat (1 - Main Kitchen Main Store)	Available	517 - Pieter
WCB030864	2013/02/05	HAL001 - Halewood (Win011) (2 - Beverage Main Store)	Available	585 - Themba
WCB030865	2013/02/05	EDS001 - Edward Snell 606215 (2 - Beverage Main Store)	Available	585 - Themba
WCB030866	2013/02/05	DIS001 - Distell 36074 (2 - Beverage Main Store)	Available	585 - Themba
WCB030867	2013/02/05	DG001 - D.G.B (Win045 Blo)(15783) (2 - Beverage Main Store)	Available	585 - Themba
WCB030868	2013/02/05	DEL001 - Delta Bottlestore (2 - Beverage Main Store)	Available	585 - Themba
WCB030869	2013/02/05	BRA001 - Brandhouse 1018590 (2 - Beverage Main Store)	Available	585 - Themba
WCB030870	2013/02/05	AB001 - Coca Cola ( 507484 ) (2 - Beverage Main Store)	Available	585 - Themba
WCB030871	2013/06/03	AAA001 - Aaa Meat (1 - Main Kitchen Main Store)	Available	594 - Lino
WCB030872	2013/06/03	DEL001 - Delta Bottlestore (2 - Beverage Main Store)	Available	594 - Lino

31 - Records loaded

Search Doc #:

The *open* button will populate a list of previously submitted *Purchase orders*. The user will double click on the selected document number that he will like to process, or click once on it and click on the *OK* button to populate the previously submitted form.

The details of the previously submitted *Purchase order* will be populated into the various fields. The user will have to enter the *invoice number* from the tax invoice

received upon the delivery. After he has done so he will hit the *enter* key to be placed on the next field being *invoice date*. The *invoice date* will be changed according to the date on the tax invoice from the supplier. The '*use inclusive line totals*', if flagged, allows the invoice total field to show the totals inclusive or exclusive of VAT.

Once the user has entered the correct date they can proceed by hitting the *enter* key which will place them on the *Received qty* column. Here they will be able to enter the quantity physically received during the delivery.

No	Order Code	Description	Order Qty	Received Qty	Invoiced Qty	Returned Qty	Invoice Price (Excl)	Invoice Total (Incl)	Cost Centre
1	606061	Alb Brutal Fruit Litchi (1 x Bottle)	10.00	10.00	10.00	0.00	5.45	62.13	3 - WCB [2 - Beverage Main Store]
2	606062	Alb Brutal Fruit Mango (1 x Bottle)	10.00	10.00	10.00	0.00	5.45	62.13	3 - WCB [2 - Beverage Main Store]

⇒ [Note] If the quantities received or invoiced differ from the quantity ordered then a claim will automatically be generated in the system. Returned quantities will also generate a claim. If a claim is generated then a block next to the order code will turn to a colour according to the type of claim indicated by the legend.

Legend	
<span style="color: blue;">■</span>	Short Delivered Claim
<span style="color: red;">■</span>	Overcharge Claim
<span style="color: green;">■</span>	Goods Return Claim

If the *Invoice Total* in Procure.net is different to the total on the invoice from the supplier, they can adjust it to the amount on the suppliers invoice by clicking on the *Invoice Total* column and entering the amount.

Once the user is satisfied with the details of the *GRV* he will proceed to ensure that the delivery date is the correct one, if not he can click on the date icon and change it accordingly.

Invoiced	(- Delivered	- Bonus	- Returned	= To Claim	Order Price	Invoice Price	Claim	Invoice
10.00	10.00	0.00	0.00	0.00	0.00	5.45	0.00	0.00

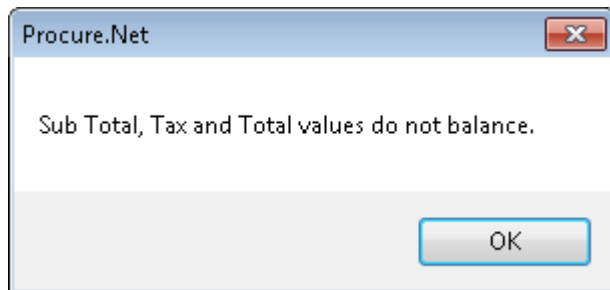
Legend	
<span style="color: blue;">■</span>	Short Delivered Claim
<span style="color: red;">■</span>	Overcharge Claim
<span style="color: green;">■</span>	Goods Return Claim
<span style="color: yellow;">■</span>	Product is Perishable
<span style="color: black;">■</span>	Gratis Receipt

Invoice Total	
Sub Total:	109.00
Tax:	15.26
Total:	124.26

The user will then proceed to enter the totals as per the invoice being *sub total, tax and total*.

⇒ [Note] if any of the totals do not correspond the user will not be able to submit the *GRV* until the issue has been clarified. An alert will pop-up



Finally, the user will click on the *Submit* button once satisfied with all the details.

A screen will pop-up with a summary of the *GRV*. The user will then click on the *Proceed* button or he can click on the *Back* button if any changes need to be made.

Order GRV

**GRV (ZAR) :**

Doc No	WCB030872	Received Item	20.00
Invoice No	INV1234567	Sub Total	109.00
Delivery Date	2013-06-03	Tax	15.26
Invoice Date	2013-06-03	<b>Total</b>	<b>124.26</b>

**Claim (ZAR) :**

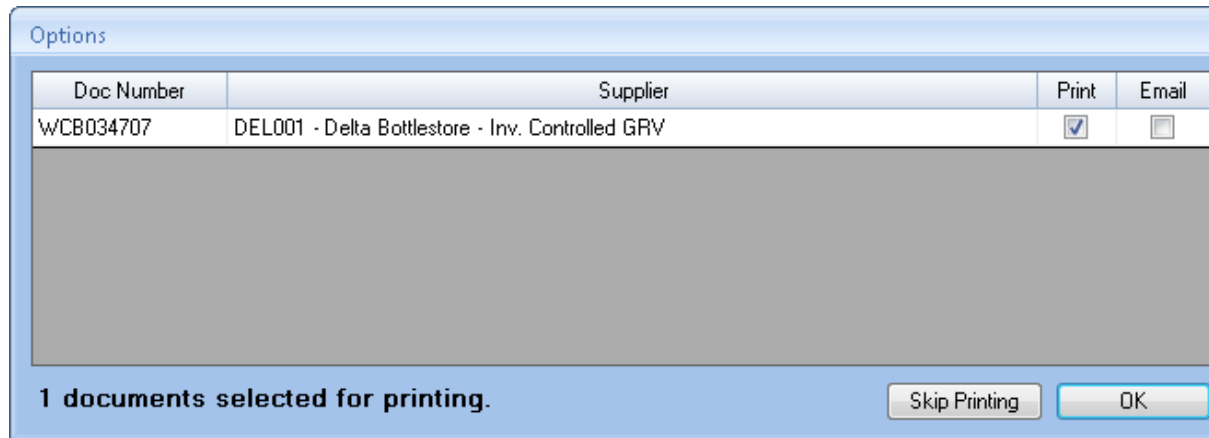
	Automatically	Claim Totals
Goods Returned	No Claims	0.00
OverCharged	No Claims	0.00
Short Delivered	No Claims	0.00
Containers Returned	No Claims	0.00
<b>Totals</b>		<b>0.00</b>

**Purchase information (Excluding Claims>Returns) :**

	Department No	Month	Year

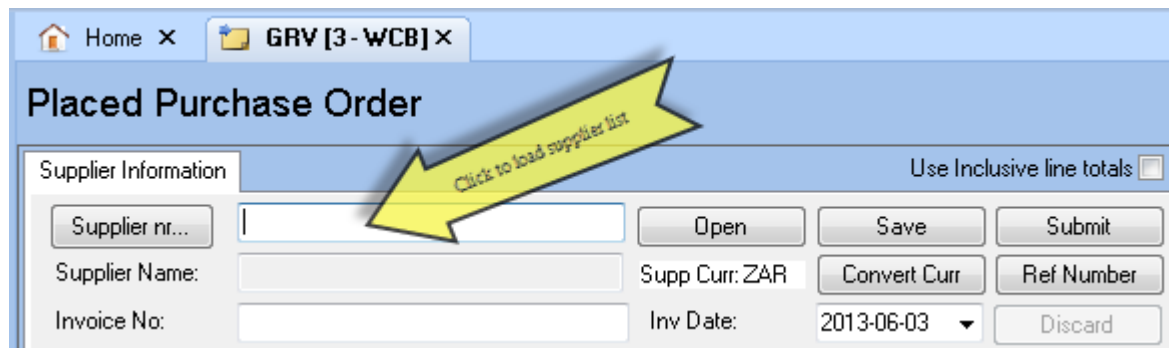
Back Proceed

Last screen will give the user the option to *skip printing* or click *OK* to print a hard copy of the document.



If the flow from *Order Request* to *Orders* to *GRV* has not been followed then the user can *GRV* the stock items directly.

The user upon receiving the goods and invoice will process the *GRV* by firstly clicking on the *Supplier nr* button.



A list of suppliers will be populated from which the user can select the appropriate supplier by double clicking on the required supplier or clicking once and then

clicking on the *OK* button.

Search for Suppliers ...					
Number	Name	Contact	Business Phone	Mobile Phone	Type
AS001	A & S	Disa	051 432 4694	082 906 1544	local
AAA001	Aaa Meat	Gawie / Mario / Ni	051 430 4020	082 554 8917	local
ADD7773	Ad Print	Ann	051 433 2763		local
AFR001	Afrox Acc 00259624 / 1075837	John	011 821 3000		local
ALP001	Alphi Kerse	Alda	051 5222564		local
AWB002	Awerbuchs Bargain House 0927:	Jaques	051 447 9097		local
BIC001	Bic South Africa	john	011 474 0181		local
BOA001	Boardroombuddy Cc T/A The Pt	Steven	011 792 3336		local
BRA001	Brandhouse 1018590	John Vermaak	0800 600 230	076 726 8700	local
BREAD1	Bread Shop	Johan	0514474171	0727315190	local
CASH1	Cash	Foodserv Solutions			local
CEN001	Centillion Trading	Stephen	082 464 0115		local
CHI001	Chipkins	Marcelle/Amour	051409 1000		local
HYDR002	Chippis Hydroponics		051 451 1445	084 245 6623	local
CIRO	Ciro Alliancess	Neerie	031 792 0900	084 441 4877	local
CLO001	Cloud 9 Linen Cc	Selwyn Naidoo	011 402 1455	0824497142	local
CLO002	Clover S A	Theuns Kruger	051 409 3201	082 453 3065	local
AB001	Coca Cola ( 507484 )	Adel	051 400 2200	082 826 4546	local
CONT300	Continental	Hannelie	051 436 8080		local
CRA002	Craze Daisy	MartINETTE	0	083 596 5135	local
CRO001	Crown National	Suzan	051 430 0240		local
DG001	D.G.B (win045 Blo)(15783)	Liezel	0800 535 660	074 133 2455	local
DAI007	Dairy Corp	Charlene	051 523 3980	0826899753	local
DAV001	Daves Meat Market	Willem	051 522 8103		local
DEL001	Delta Bottlestore	109413	051 4481499		local
DIS001	Distell 36074	Susan	051 434 1231	082 053 5189	local

3 - Bonito [1 - Main Kitchen Main Store]

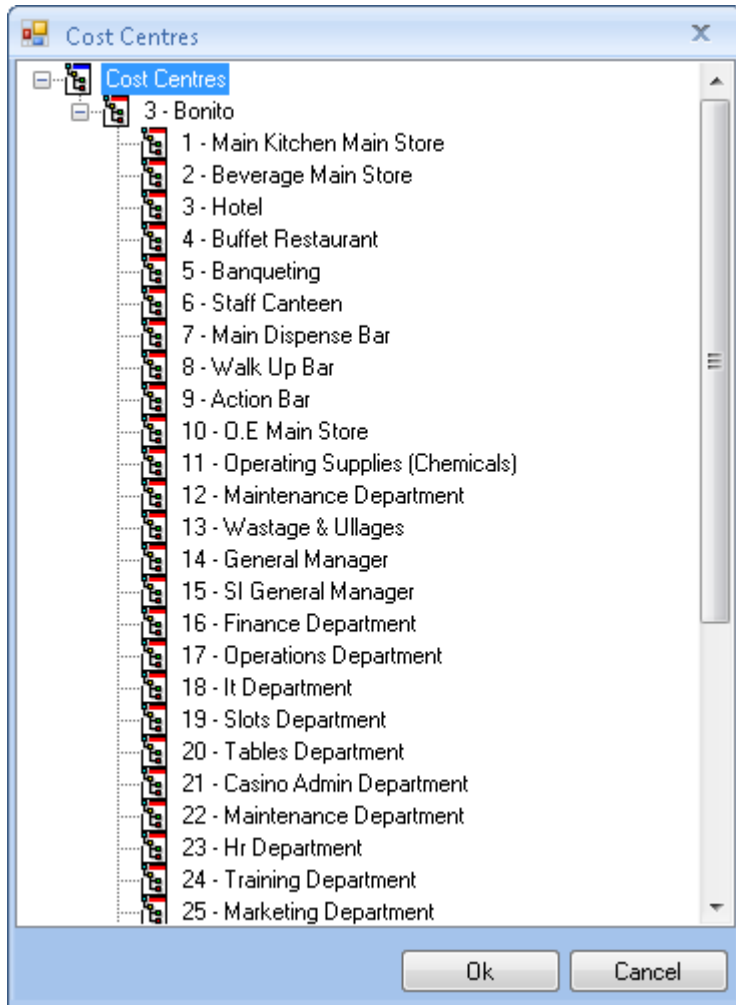
Once the fields are populated the user can enter the *Invoice no* according to the invoice received for the relevant supplier. He will proceed by hitting the *enter* key which will take him to the next field being *Inv Date*. Here the user will fill the invoice date according to the invoice received from the supplier.

The screenshot shows a web-based application window titled "GRV - Daves Meat Market". The window has a blue header bar with a home icon and a tab labeled "GRV [3 - WCB] x". Below the header is a "Supplier Information" section with a "Use Inclusive line totals" checkbox. The form contains several input fields and buttons:

Supplier nr...	DAV001	Open	Save	Submit
Supplier Name:	Daves Meat Market	Supp Curr: ZAR	Convert Curr	Ref Number
Invoice No:	INV1567678	Inv Date:	2013-06-03	Discard

A yellow arrow points to the "Inv Date" field with the text "Enter date correct".

Once the date is entered the user will hit the *enter* key to be taken to the *Cost centres* field. The user can hit the *enter* key again and this will bring up the list of *cost centres* to choose from. Once the relevant cost centre is found the user will double click on the centre or click once on it and then click the *OK* button.



The next field that the user will be directed to will be the *Order Code*. By hitting the *enter* key a list of stock items will be loaded. The user will be able to make a choice of the items required by flagging them under the *Selected* column. The user will click on the *OK* button to load the items into the grid.

Home x GRV [3 - WCB] x

### GRV - Daves Meat Market

Supplier Information

Supplier nr.: DAV001

Supplier Name: Daves Meat Market Supp Curr: ZAR

Invoice No: INV1567678 Inv Date: 2013-06-03

Search

Product Code	Description	Unit	Ave Cost	Selected
626804	Allguard 10 2x5Lt	each	550.00	<input type="checkbox"/>
619222	Anchovy Fillet	1kg	99.95	<input type="checkbox"/>
606084	Aperitif Martini Dry	750ml	49.05	<input type="checkbox"/>
606092	Aperitif Pernod	750ml	110.54	<input type="checkbox"/>
603509	Apricot Halves	3.06kg	52.50	<input type="checkbox"/>
606465	Apron Plastic Disposable 100	each	31.95	<input type="checkbox"/>
603558	Asparagus Med Spears	each	16.00	<input type="checkbox"/>
603649	Atchar Mango	410g	19.76	<input type="checkbox"/>
601346	Avocado Pulp	1000kg	33.26	<input type="checkbox"/>
602007	Bacon Back	1000g	64.21	<input checked="" type="checkbox"/>
900047	Bacon Bites	each	21.73	<input checked="" type="checkbox"/>
623764	Bacon Prime	1000g	54.17	<input type="checkbox"/>
601904	Bacon Shoulder	1000g	54.17	<input type="checkbox"/>
601825	Bacon Sosalies	1000g	65.00	<input type="checkbox"/>
602045	Bacon Streaky	1000g	79.90	<input type="checkbox"/>
629199	Bag Bread	1000's	326.12	<input type="checkbox"/>
606685	Bag Refuse Clear 950x750	1Packet	87.00	<input type="checkbox"/>
662473	Bag Vacuum 250x350	100's	53.91	<input type="checkbox"/>
662474	Bag vacuum 350x550	100's	129.91	<input type="checkbox"/>
900072	Baked Fish Lodge Room Service	each	87.76	<input type="checkbox"/>
602773	Baking Powder	1000g	28.00	<input type="checkbox"/>
900012	Balsamic And Cranberry	lt	27.65	<input type="checkbox"/>

Stock   
 Sales   
 Recipe   
 Production   
 Exclusive  
 Container   
 Component   
 Exclude Deleted   
 Yield Parent (Bulk Item)   
 Hold Selection

  
   
   
 Load Selection by Description   
   

Number of Records = 1386    3 - Bonito [1 - Main Kitchen Main Store]    << - Search - >>

Invoiced	- Delivered	- Bonus	- Returned	= To Claim	Order Price	Invoice Price	Claim	Invoice Quantity	Total
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Once the items are loaded the user will be able to enter the *Received qty* and *Invoiced Qty* column.

Home x GRV [3 - WCB] x

### GRV - Daves Meat Market

Supplier Information

Supplier nr.: DAV001

Supplier Name: Daves Meat Market Supp Curr: ZAR

Invoice No: INV1567678 Inv Date: 2013-06-03

Use Inclusive line totals     Order Totals    GRV Totals    Claim Totals

Sub Total: 350.00

Tax: 49.00

Total: 399.00

No	Order Code	Description	Order Qty	Received Qty	Invoiced Qty	Returned Qty	Invoice Price (Excl)	Invoice Total (Excl)	Cost Centre
1	602007	Bacon Back (1 x 1000g)	0.00	10.00	10.00	0.00	35.00	350.00	3 - WCB [1 - Main Kitchen Main Store]

If the *Invoice Total* in Procure.net is different to the total on the invoice from the supplier, they can adjust it to the amount on the suppliers invoice by clicking on the *Invoice Total* column and entering the amount.

The user will then proceed to the *Invoice Totals* box. Here the user will enter the totals according to the invoice.

Finally, the user will click on the *Submit* button once satisfied with all the details.

A screen will pop-up with a summary of the *GRV*. The user will then click on the *Proceed* button or he can click on the *Back* button if any changes need to be made.

Order GRV

**GRV (ZAR) :**

Doc No	000000	Received Item	10.00
Invoice No	INV1567678	Sub Total	350.00
Delivery Date	2013-06-03	Tax	49.00
Invoice Date	2013-06-03	<b>Total</b>	<b>399.00</b>

**Claim (ZAR) :**

	Automatically	Claim Totals
Goods Returned	No Claims	0.00
OverCharged	No Claims	0.00
Short Delivered	No Claims	0.00
Containers Returned	No Claims	0.00
<b>Totals</b>		<b>0.00</b>

**Purchase information (Excluding Claims>Returns) :**

	Department No	Month	Year

Back Proceed

The last screen will give the user the option to *skip printing* or click *OK* to print a hard copy of the document.



⇒ [Note] If a claim has been generated it will be shown in this box with the relevant document number.

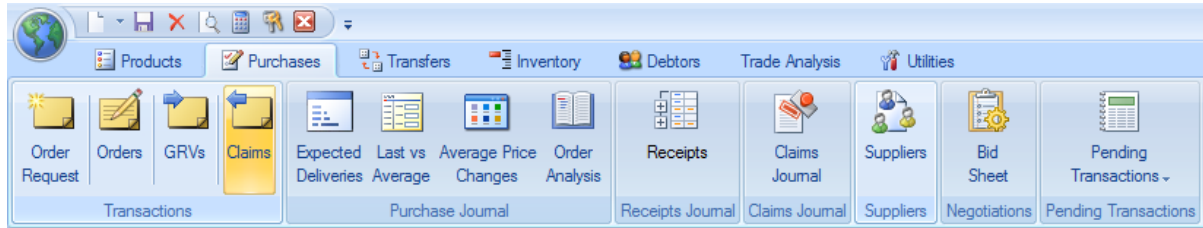
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## Claims

The *Claims* module allows the user to process a claim against a returned item. To access the *Claims* module the user will click on the *Purchases* tab and then click on the *Claims* button.



Once the user has entered the *Claims* module they can proceed to load the invoice that contains the inventory item that they will want to return. The user will firstly load the relevant supplier by clicking on the *Supplier nr* button and choosing from the list the relevant supplier that the claim will be raised against.

The user will enter into the *Invoice Ref Nr* field the invoice number from the *GRV'd* invoice.

Home x Claims [3 - WCB] x

### Claims - Goods Return - Daves Meat Market

Supplier Information

Supplier nr: DAV001

Supplier Name: DAV001

Invoice Ref Nr: INV1837678 Claim Date: 2013-06-03

Claim Totals

Sub Total:

Tax:

Total:

Order Code	Description	Received Qty	Returned Qty	Claim Qty	Pack Price (Excl)	Invoice Total (Excl)	Claim Total (Excl)	Cost Centre
602007	Bacon Back (1 x 1000g)	10.00	0.00	0.00	35.00	350.00	0.00	3 - WCB [1 - Main Kitchen Main Store]

This will populate the grid with all the details from the relevant invoice. The user will then proceed to enter the returned number of items in the *Returned Qty* column.

Legend	
<span style="color: blue;">■</span>	Below min stock holding
<span style="color: red;">■</span>	Stock on order
<span style="color: green;">■</span>	Pending Claims exist

⇒ [Note] Next to the order code there may appear a coloured block which can be referenced to the legend

Once the user is satisfied with the data they will click on the *Submit* button to finalise the claim. A screen will pop-up with a summary of the claim. The user will click

on *Proceed* if satisfied.

The screenshot shows a software window titled "Order Claim". It contains several input fields and a table. The fields are arranged in two columns: "Total Number of Items" (0.00), "Zero Qty Items" (1.00), and "Zero Price Items" (0.00) on the left; "Document Number:", "Reference Number:", and "Number of Lines" (1.00) on the right. Below these is a table with two columns: "Receiving Cost Centre" and "Delivery Date". The table has one row with the value "3 - WCB [1 - Main Kitchen Main Store]" and the date "2013-06-03". At the bottom of the window are two buttons: "Back" and "Proceed".

Receiving Cost Centre	Delivery Date
3 - WCB [1 - Main Kitchen Main Store]	2013-06-03

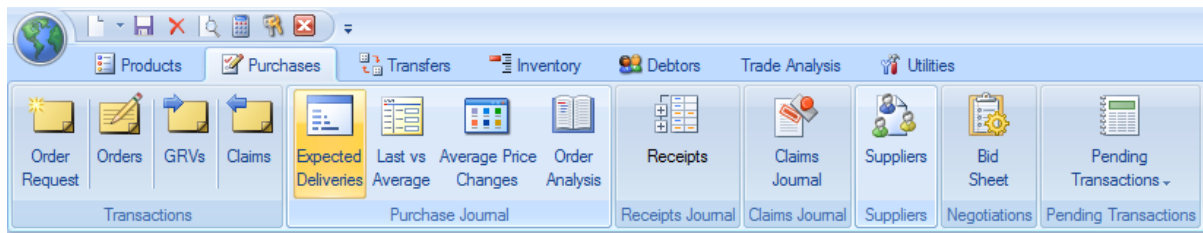
The last screen will indicate a choice to either *skip printing* or click *OK* to print a hard-copy.



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## Expected Deliveries

The *Expected Deliveries* module allows the user to populate a report on deliveries that are awaiting delivery. To access the module the user will click on the *Purchases* tab and then click on the *Expected deliveries* button.



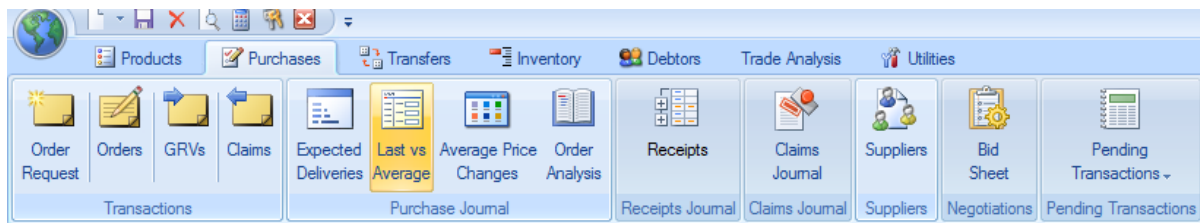
The user will select the filter conditions to be applied to the [report](#).

1	2	3	4	Minor Dep	Unit	Supplier	Transaction	Doc No	Date Ordered	Date Delivery	Qty Ordered	Price (Excl)	Total (Excl)	Tax	Line Total (Incl)	
<b>Branch: 3 - Bonito</b>												<b>46.000</b>	<b>1 245.00</b>	<b>37 350.00</b>	<b>174.30</b>	<b>37 524.30</b>
Major Department: FP - Food Perishables												46.000	1 245.00	37 350.00	174.30	37 524.30
Product: 601723 - Beef Braaiwors Portion												10.000	0.00	0.00	0.00	0.00
Supplier Notes:												10.000	0.00	0.00	0.00	0.00
Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]												10.000	0.00	0.00	0.00	0.00
FP7-1 - Beef 1000 g AAA001 - Aaa Meat Purchase Order WCB030871 2013-06-03 09:17:56 2013-06-10 12:00:00												10.000	0.00	0.00	0.00	0.00
Product: 619207 - Pork Stroganoff												3.000	0.00	0.00	0.00	0.00
Supplier Notes:												3.000	0.00	0.00	0.00	0.00
Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]												3.000	0.00	0.00	0.00	0.00
FP7-2 - Pork 1000 g AAA001 - Aaa Meat Purchase Order WCB030871 2013-06-03 09:17:56 2013-06-10 12:00:00												3.000	0.00	0.00	0.00	0.00
Product: 629056 - Yoghurt Guava And Banana 1Lt												3.000	0.00	0.00	0.00	0.00
Supplier Notes:												3.000	0.00	0.00	0.00	0.00
Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]												3.000	0.00	0.00	0.00	0.00
FP1-6 - Yogl each AAA001 - Aaa Meat Purchase Order WCB030871 2013-06-03 09:17:56 2013-06-10 12:00:00												3.000	0.00	0.00	0.00	0.00
Product: 665337 - Beef Short Rib												30.000	1 245.00	37 350.00	174.30	37 524.30
Supplier Notes:												30.000	1 245.00	37 350.00	174.30	37 524.30
Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]												30.000	1 245.00	37 350.00	174.30	37 524.30
FP7-1 - Beef 1000 g AAA001 - Aaa Meat Purchase Order WCB030871 2013-06-03 09:17:56 2013-06-10 12:00:00												30.000	1 245.00	37 350.00	174.30	37 524.30

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## Last Versus Average

The *Last vs Average* module allows the user to populate a report on changes in the average costs. To access the module the user will click on the *Purchases* tab and then click on the *Last vs Average* button.



The user will select the filter conditions to be applied to the [report](#).

Reselect Report

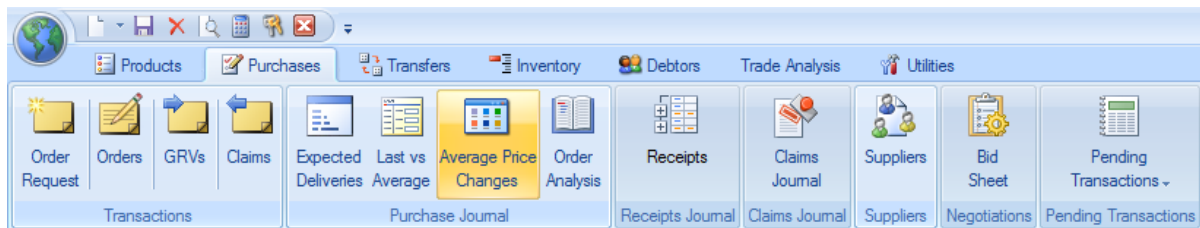
Branch Major Department Sub Department Minor Department

1	2	3	*	Product	Pack Size	Unit	Landed Cost	Average Cost	Val. Dev.	% Dev.	Tax Perc	Stock on Hand	Total Cost
Branch: 3 - Bonito													
Major Department: B - Beverage													
Sub Department: B1 - Minerals													
Minor Department: B1-1 - Mineral Can													
				626875 - Beer Urquell Pilsner 330MI N	1.000	330ml	456	456	0.00	0.00	14.00	0.000	0.00
				663117 - Coke Zero 200ml (1 x each)	1.000	each	3.41	3.59	-0.17	-4.87	14.00	0.000	0.00
				629207 - Dry Lemon 340Ml (1 x each)	1.000	each	4.82	4.82	0.00	0.00	14.00	-1.000	-4.82
				619274 - Juice Minute Meid B/F Blend	1.000	each	5.00	5.00	0.00	0.00	14.00	0.000	0.00
				604414 - Min Appletizer (1 x 330ml)	1.000	330ml	6.41	6.41	0.00	0.00	14.00	0.000	0.00
				606311 - Min Coca Cola (1 x 200ml)	1.000	200ml	4.25	4.19	0.06	1.53	14.00	174.000	729.11
				604422 - Min Coca Cola (1 x 330ml)	1.000	330ml	5.19	5.16	0.03	0.59	14.00	-273.000	-1 409.65
				60442 - Min Coca Cola Light (1 x 200m	1.000	200ml	4.25	4.18	0.08	1.89	14.00	92.000	384.17
				604394 - Min Coca Cola Light (1 x 330r	1.000	330ml	4.74	4.76	-0.02	-0.43	14.00	12.000	57.08
				662512 - Min Coke Zero (1 x 330ml)	1.000	330ml	4.74	4.76	-0.02	-0.52	14.00	66.000	314.21
				604416 - Min Cream Soda (1 x 330ml)	1.000	330ml	4.74	4.76	-0.02	-0.44	14.00	9.000	42.82
				604428 - Min Dry Lemon (1 x 200ml)	1.000	200ml	4.25	4.17	0.08	1.99	14.00	119.000	496.43
				626766 - Min Fanta Grape (1 x 330ml)	1.000	330ml	4.74	4.76	-0.02	-0.47	14.00	97.000	461.57
				604396 - Min Fanta Orange (1 x 330ml)	1.000	330ml	4.74	4.76	-0.03	-0.58	14.00	91.000	433.52

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## Average Price Changes

The *Average price changes* module allows the user to populate a report on changes in the price changes between deliveries. To access the module the user will click on the *Purchases* tab and then click on the *Average price changes* button.



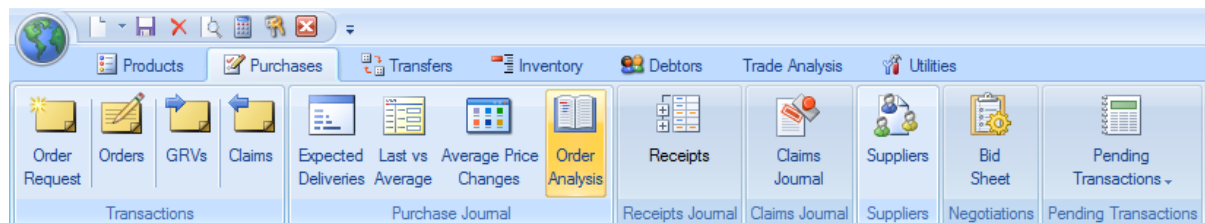
The user will select the filter conditions to be applied to the [report](#).

Branch Cost Cen	Major Department	Sub Department	Minor Department	Product	QTY Opening	QTY Received	Ref Ave	Landed Cost	Ave Cost	Date	Doc No
<b>Branch: 3 - Bonito</b>											
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	0.000	12.000	4.34	5.45	5.45	2012-09-14	WCB032231
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	7.000	24.000	4.34	5.45	5.45	2012-09-19	WCB032288
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	11.000	48.000	4.34	5.47	5.45	2012-09-19	WCB032558
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	0.000	48.000	4.34	5.45	5.45	2012-10-27	WCB032718
3 - WCB [5 - Blanc B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	10.000	2.000	4.34	5.45	5.45	2012-10-27	WCB032743
3 - WCB [5 - Blanc B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	12.000	21.000	4.34	5.45	5.45	2012-10-29	WCB032786
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Gr	0.000	24.000	4.34	5.45	5.45	2012-12-27	WCB033591
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	5.000	12.000	5.45	5.45	5.45	2012-09-03	WCB032105
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	5.000	12.000	5.45	5.45	5.45	2012-09-12	WCB032215
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	0.000	12.000	5.45	5.45	5.45	2012-09-14	WCB032231
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	1.000	6.000	5.45	5.45	5.45	2012-09-19	WCB032293
3 - WCB [5 - Blanc B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	8.000	9.000	5.45	5.45	5.45	2012-09-24	WCB032368
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	5.000	12.000	5.45	5.45	5.45	2012-09-30	WCB032421
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	3.000	12.000	5.45	5.45	5.45	2012-10-04	WCB032454
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	4.000	6.000	5.45	5.45	5.45	2012-10-11	WCB032533
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	8.000	12.000	5.45	5.45	5.45	2012-10-11	WCB032531
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	0.000	0.000	5.45	5.45	5.45	2012-10-22	WCB032641
3 - WCB [2 - Beve B - Beverage	B6 - Ciders/A F B B6-2 - A F B			Afb Brutal Fruit Le	0.000	12.000	5.45	5.47	5.47	2012-10-24	WCB032675

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## Order Analysis

The *Order analysis* report provides the user with information on order placed by selecting the filtering conditions according to specific needs. To access the module the user will click on the *Purchases* tab and then clicking on the *Order analysis* button.



The user will select the filter conditions to be applied to the [report](#).

Reselect Report

Branch Supplier Product

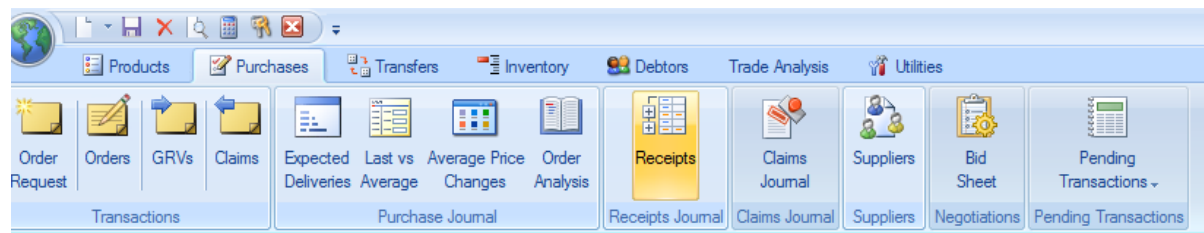
2	Major Department	Minor Department	On Hand	On Order	To Issue	Expected SOH	Min Level	Max Level	Lead Time	Consumption Cycle	Avg Consumption	Suggested Qty	Days of Stock
	FP - Food Perishal	FP3-2 - Pastry Frozer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FP - Food Perishal	FP3-2 - Pastry Frozer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FP - Food Perishal	FP3-2 - Pastry Frozer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Product: 626229 - Pan Omllet 300Mm (1 x each)												
	OE - Operating Eq	OE6-7 - Buffetware	6.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	-6.00	0.00
	Product: 626357 - Knife Bread Victoioxox 200Mm (1 x each)												
	OE - Operating Eq	OE7-1 - Kitchen Utens	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Product: 626413 - Pan Frying Black 360Mm (1 x each)												
	OE - Operating Eq	OE7-1 - Kitchen Utens	15.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	-15.00	0.00

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## Receipts

The *Receipts journal* allows the user to generate a report with a summary of all the details of receipts for the period selected. The user can drag and drop the selected column headers as required. They can also filter details as required through the filtering options in the selection fields.

*Receipts* is accessed by navigating to the *Purchases* tab on the Procure.net ribbon and clicking on it. The user will then proceed to the *Receipts* tab and click on it to access the criteria selection screen.



The user will select the filter conditions to be applied to the [report](#).

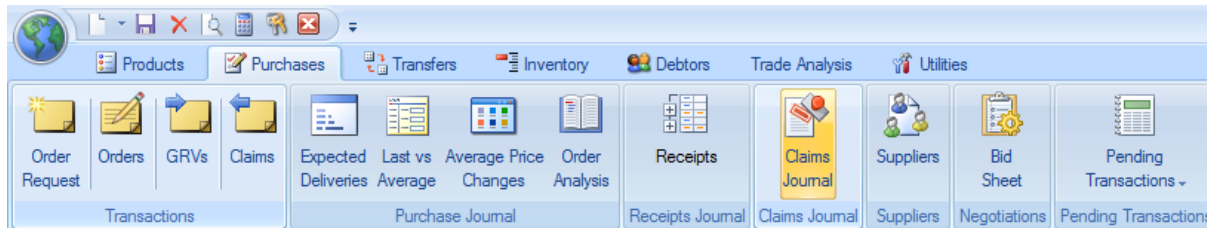
1	2	Branch Cost Centre	Major Department	Minor Department	Product	Unit	Invoice No	Ref No	Order No	Date Invoice	Date Delivery	Qty Receive
<b>Branch: 3 - Bonito</b>												<b>30.00</b>
Supplier: DAV001 - Daves Meat Market												10.00
Doc No: WCB034708												10.00
3 - WCB [1 - Main Kitchen Main Stor FP - Food Perishables FP7-5 - Processed Meat Bacon Back (1 x 1000g)												10.00
Supplier: DEL001 - Delta Bottlestore												20.00
Doc No: WCB034707												20.00
3 - WCB [2 - Beverage Main Store] B - Beverage B6-2 - A F B Afb Brutal Fruit Litchi (1 x Bottle) Bottle INV1234567 WCB030872 2013-06-03 2013-06-03												10.00
3 - WCB [2 - Beverage Main Store] B - Beverage B6-2 - A F B Afb Brutal Fruit Mango (1 x Bottle) Bottle INV1234567 WCB030872 2013-06-03 2013-06-03												10.00

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## Claims Journal

The *Claims journal* allows the user to view a report on all the claims made within the selected period.

The *Claims journal* is accessed by the user clicking on the *Purchases* tab in the Procure.net ribbon and proceeding to click on the *Claims journal* button.



The user will select the filter conditions to be applied to the [report](#).

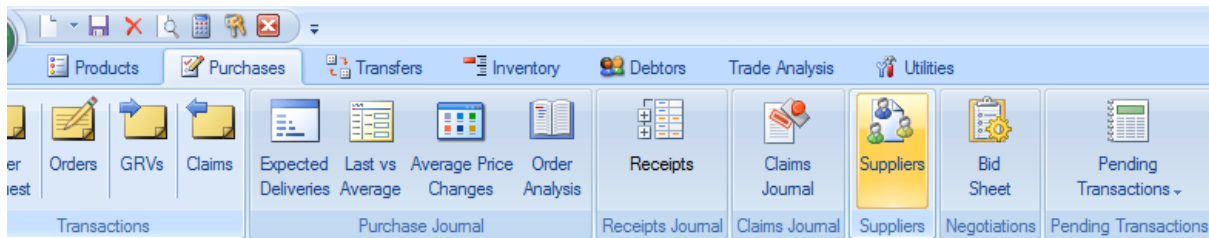
1	2	Major Department	Minor Department	Invoice No	Date Invoice	Date Delivery	Type	Doc No	GRV No	Product	Unit	Qty Claimed	Invoice Price Excl	Line Total (Excl)	Tax	Line Total
<b>Branch: 3 - Bonito</b>												<b>0.000</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>	
Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]												0.000	35.00	0.00	0.00	
Supplier: DAV001 - Daves Meat Market												0.000	35.00	0.00	0.00	
FP - Food Perishable FP7-5 - Processed M INV1567678 2013/06/03 2013/06/03 Goods I WCB03471 None 602007 - B: 1000 g												0.000	35.00	0.00	0.00	

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## Suppliers

The *Suppliers* module allows the user to add or delete suppliers as required.

The user will access this module by navigating to the *Purchase* tab on the Procure.net ribbon and clicking on it. He will then proceed to click on the *Suppliers* button.




The *Suppliers* information screen will pop-up. This allows the user to enter the necessary information for a supplier or he can view suppliers that he has previously set-up.

Creditors

Supplier Code:  \*TAX Regs. Number:

Supplier Name:

General | Contacts | Activity Log | Settings | Vendor Links

Type:  

Contact:

Credit Limit:

Currency:

\*Supplier Group:

Phone Numbers

Phone:

Mobile:

Fax:

Addresses:

Email:

www:

Terms...

Current  30 Days  60 Days

90 Days  120 Days  120 Days+

Notes...

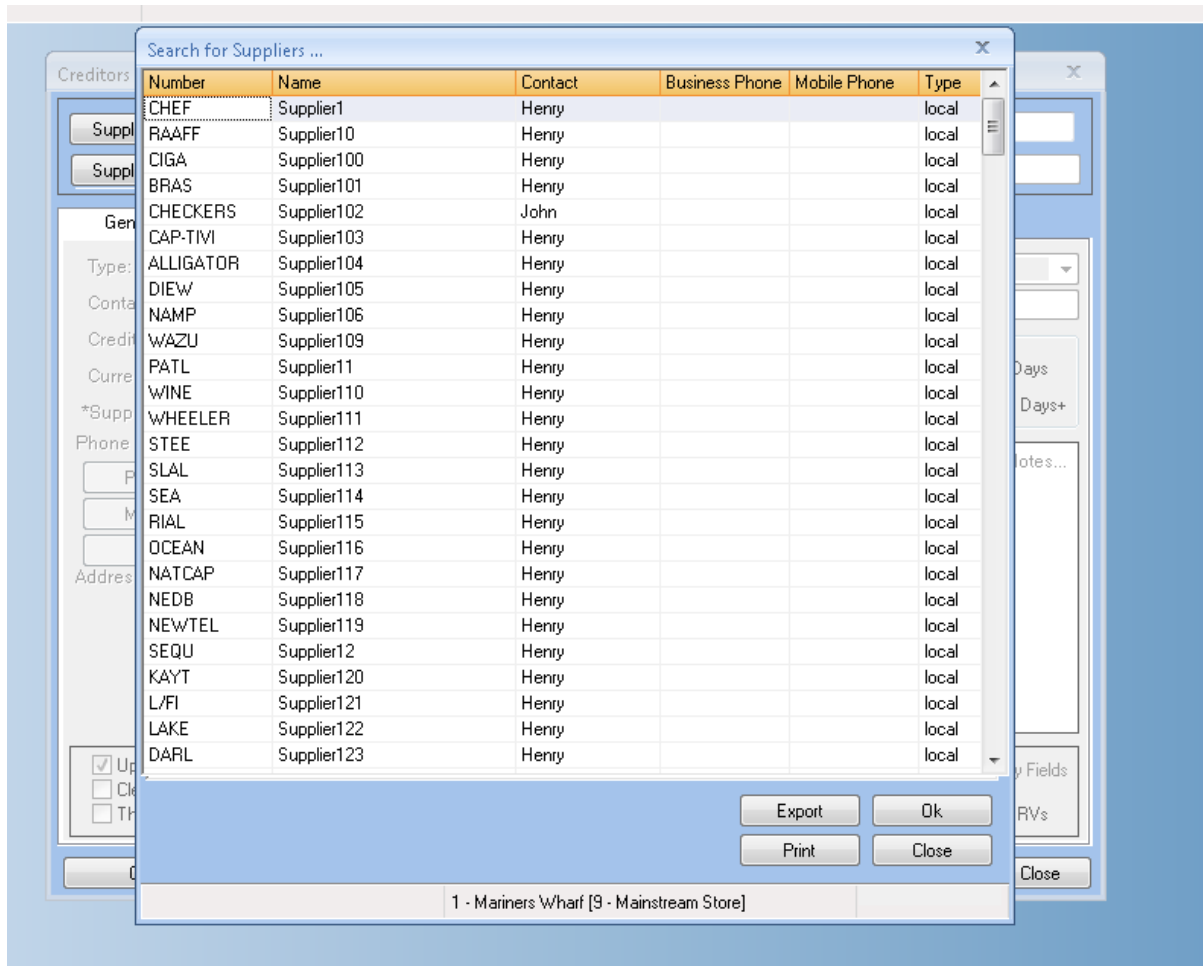
Update supplier links on receiving.  Use Supplier Stock Number on Orders. \* Compulsory Fields

Clear balance creditor.  Use Supplier Stock Number on GRV's

This creditor is exempt from tax.  Use Supplier preferred pack size  Display line totals as Incl on GRV's

Change Code:  Print Clear Save Close

To view the *Suppliers* that are already set-up the user will click on *Supplier Code*, this will bring up a list of all the suppliers in the system. The user will double click on the relevant supplier to bring up the necessary information.



Adding a new supplier the user will proceed by filling in the required information by firstly clicking on the *General* tab and simply filling in the fields.

Creditors

Supplier Code: CHECKERS      \*TAX Regs. Number: 123

Supplier Name: Supplier102

General    Contacts    Activity Log    Settings    Vendor Links

Type: Company

Contact: John

Credit Limit: 0.00

Currency:

\*Supplier Group: 1 - local

Phone Numbers

Phone

Mobile

Fax

Addresses

Terms...

Current     30 Days     60 Days

90 Days     120 Days     120 Days+

Notes...

Update supplier links on receiving.     Use Supplier Stock Number on Orders.    \* Compulsory Fields

Clear balance creditor.     Use Supplier Stock Number on GRVs

This creditor is exempt from tax.     Use Supplier preferred pack size     Display line totals as Incl on GRVs

Change Code    Print    Clear    Save    Close

By simply clicking on each field the user will either make a choice of various options provided or fill in accordingly. The *Contacts* tab allows the user to add details of the contact person at the supplier.

**COST CENTRE DETAILS**

Creditors

Supplier Code: CHECKERS      \*TAX Regs. Number: 123

Supplier Name: Supplier102

General    Contacts    Activity Log    Settings    Vendor Links

	Contact Person	Telephone No.	Mobile No.	Fax No.	E-mail Address
1	John	021 856 8090			

Change Code    Print    Clear    Save    Close

The *Activity log* gives a summary of activities that took place by the user in terms of any changes made to the supplier. If no activities have done then the field will be blank.

Creditors

Supplier Code: CHECKERS \*TAX Regs. Number: 123

Supplier Name: Supplier102

General | Contacts | Activity Log | Settings | Vendor Links

Date Created: 2013-04-24 14:52:29 Date Updated: 1900-01-01 00:00:00



Change Code:  Print Clear Save Close

The *Settings* tab allows the user to fill in further advanced settings for the particular supplier.

Trade discount % - set the default trade discount percentage for this creditor.

Lead time - set the lead time for deliveries for this supplier.

Order cycle - sets the order cycle associated with this supplier.

Ledger nr - set the ledger number associated with this creditor.

Process claims automatically -

Print orders in supplier currency as well - prints the order in the suppliers currency.

No tax calculated -

Black economic empowerment - flag if a BEE supplier.

*percentage*: Sets the BEE %.

Historically disadvantaged individual - flag is the supplier is an historically disadvantaged supplier.

*percentage*: Sets the %.

Small medium & micro enterprise - flag if the supplier is a medium and micro enterprise.

International - flag if an international supplier.

Non scope supplier -

*Supplier type*:

Local - flag is local supplier.

National - flag if national supplier.

Foreign - flag if foreign supplier.

Inactive - flag if supplier is inactive.

Other - flag if other supplier type.

*Supplier type*:

Region - selects the region from a drop down list.

E-commerce procurement - flag if procurement from e-commerce.

Time slot - select from a drop down list a time slot for deliveries by the supplier.

Creditors

Supplier Code: CHECKERS \*TAX Regs. Number: 123

Supplier Name: Supplier102

General | Contacts | Activity Log | **Settings** | Vendor Links

Trade Discount %: 0  
 Lead Time: 7  
 Order Cycle: 7  
 Ledger Nr:

Supplier Type  
 Local  Inactive  
 National  Other  
 Foreign

Process claims automatically   
 Print orders in supplier currency as well   
 No tax calculated

Supplier Type  
 Region:

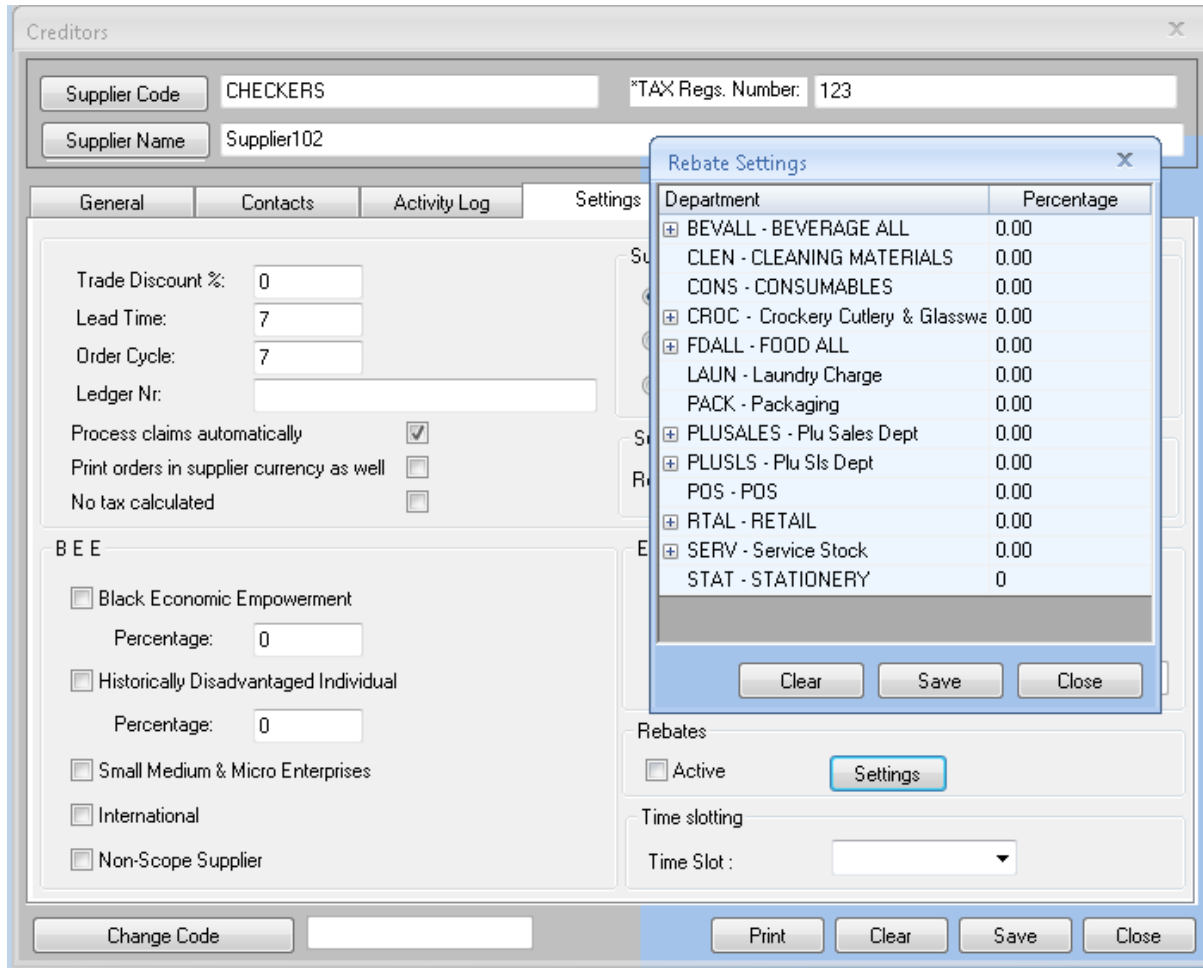
B E E  
 Black Economic Empowerment  
 Percentage: 0  
 Historically Disadvantaged Individual  
 Percentage: 0  
 Small Medium & Micro Enterprises  
 International  
 Non-Scope Supplier

E-Commerce  
 E-Commerce Procurement  
 E-Commerce Number:

Rebates  
 Active

Time slotting  
 Time Slot:

Under the *Rebates* field the user can click on the settings button to bring up a screen with further fields that can be set in terms of the rebate percentage according to the departments or sub-department. Once the rebate percentage is set the user will click on the save button to save the relevant information.



Vendor Links allows the user to link the supplier to the different branches on the company.

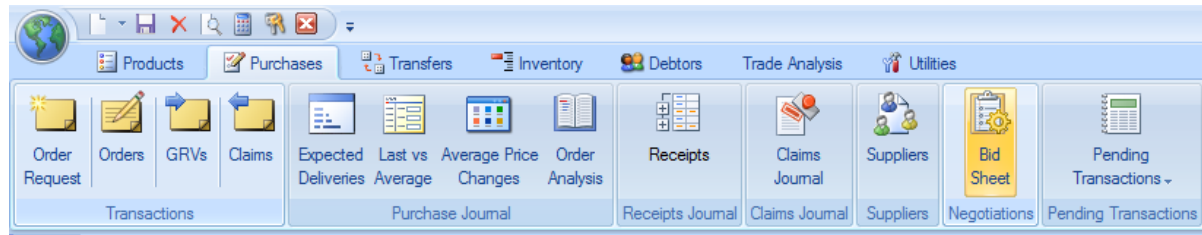
The screenshot shows a software window titled "Creditors". At the top, there are two input fields: "Supplier Code" with the value "CHECKERS" and "\*TAX Regs. Number:" with the value "123". Below these is a "Supplier Name" field with the value "Supplier102". A tabbed interface is present with tabs for "General", "Contacts", "Activity Log", "Settings", and "Vendor Links". The "Vendor Links" tab is selected and contains a table with two columns: "Branch Name" and "Link to". The table has one row with "branch2" in the first column and an unchecked checkbox in the second. At the bottom of the window, there is a "Change Code" button followed by an empty input field, and a row of four buttons: "Print", "Clear", "Save", and "Close".

Branch Name	Link to
branch2	<input type="checkbox"/>

The *Change code* button allows the user to change the *suppliers code* before saving the information.

Once the user has entered all the relevant information and is satisfied with the data, he can proceed to click on the *Save* button. He also has a choice to *print* the current form or even *clear* the form if he does not desire to save the information.

## Bid Sheet



Supplier Price Quote - Doc nr: WCB 000000

Purchase Cost Analysis by Supplier Supplier Name: Telephone Nr: Contact:

Department	Product Code	Product Description	Last Purchase	Ave Cost	ORVed Quantity	Order Quantity	Cheapest Price
<b>Totals</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Print From: 2013-06-01 To: 2013-06-30 Load by Price Quote Load by Cost Centre Load by Department Load by Supplier

Stock on Hand	+ On Order	= Expected	- Lead Time Consumption	= Left at Delivery	- Order Cycle	= Suggested Order	Days Stocked	Model Stock Graph

**Legend**

- Product not Supplied
- Price not Quoted
- Best Quoted Price
- Highest Quoted Price

Supplier List Prices

Edit Supplier

Promotions

Edit Product

Purchase History

Sales Revenue

Create Order

Currency Conversion

Save as Price Quote

Add Rebate %

Reload Products

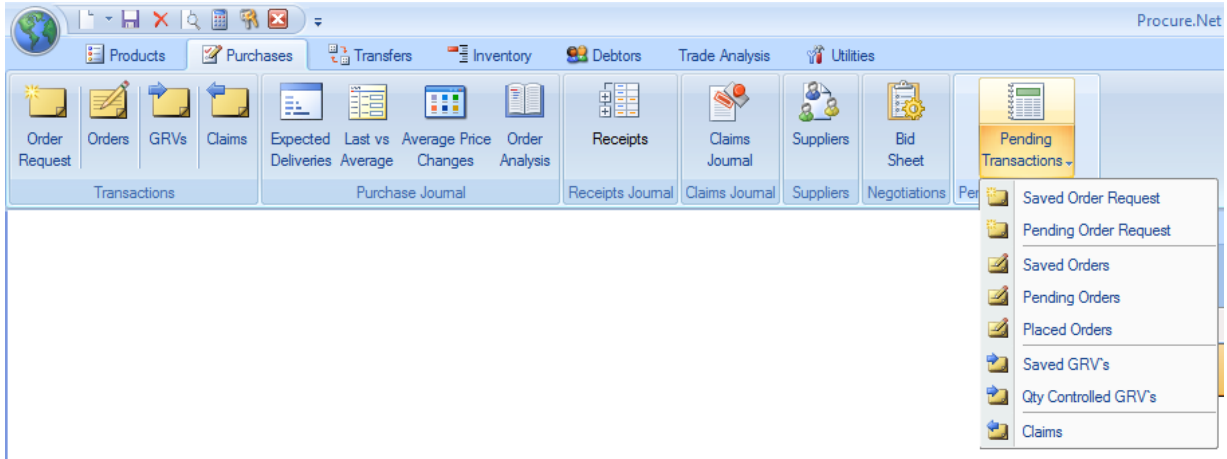
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## Pending Transactions

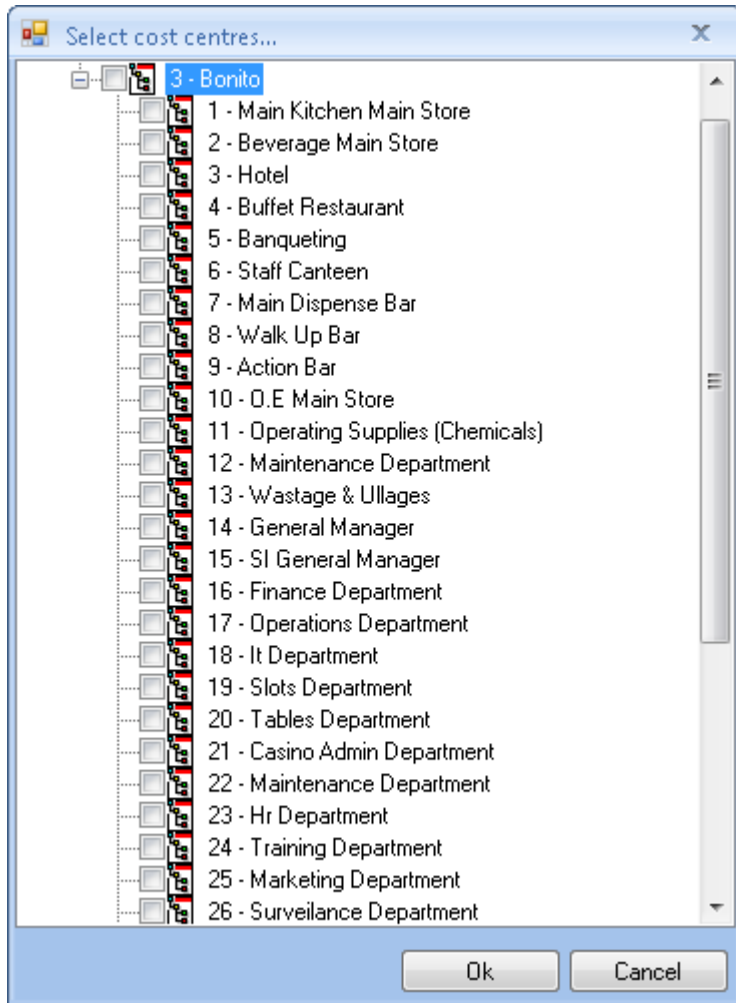
The *Pending transactions* module allows the user to quickly navigate to saved or pending documents.

To access the *Pending transactions* module the user will click on the *Purchases* tab and then proceed to click on the *Pending transactions* button.

A drop-down list will give the user the various options of documents that he can view. The user will click on the relevant document to populate the form.



A choice will be given to select the relevant cost centre.



Once the cost centre is chosen the user will view a list of all transactions within the chosen module.

The user will be able to view the document by clicking on the box next to the relevant document number.

Pending Transactions - Orders (Placed)

Date From : 2013/06/01 Date To : 2013/06/30 Refresh

Document No.	Receiving Cost Centre	Request Date	Date Delivery	Supplier	Total
WCB030871	1 - Main Kitchen Main Store [WCB]	2013-06-03	2013-06-10	Aaa Meat	1 419.30

Click to view details

Print Close

⇒ [Note] The user can choose a date range to view documents within that period.

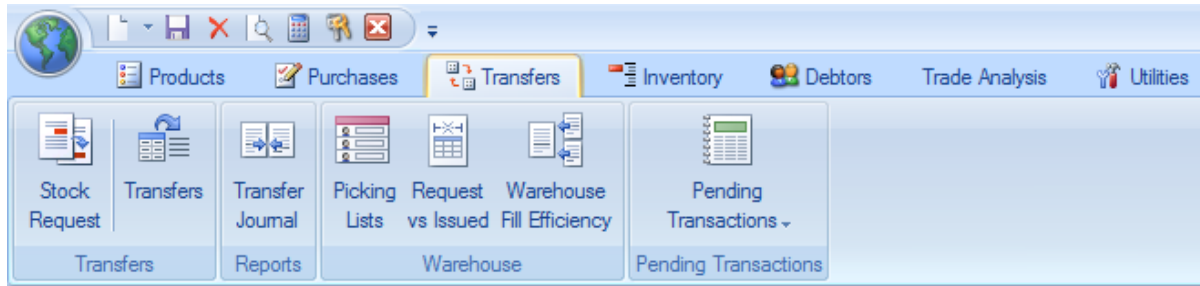
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## Transfers

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The *transfers* module can be accessed via the ribbon in Procure.net under the transfers icon tab.



The *transfers* module allows various activities to be performed from stock requests to the transfer of stock. The module allows for movement of stock between costs centres to be controlled and tracked to ensure accountability.

Transfers module makes use of common ribbons and [functions](#) that are familiar throughout Procure.net.

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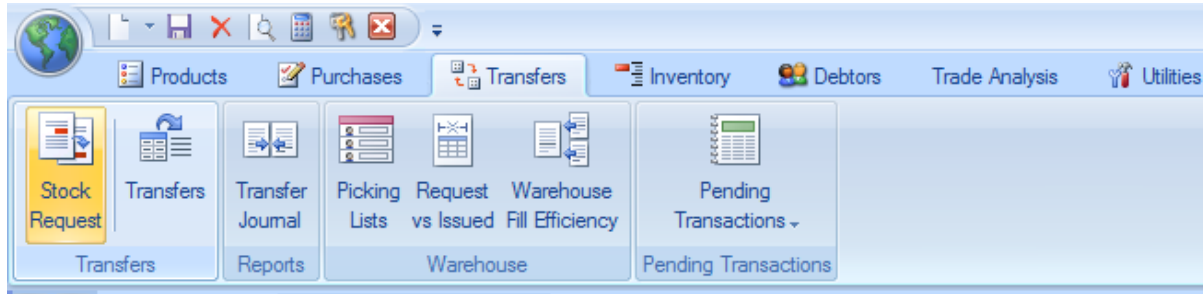
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## Stock Request

*Stock requests* allow various cost centres to request stock for their centres according to operational needs.

To access the *Stock request* function the user will click on the *Transfers* tab in the ribbon panel of Procure.net. The user will then need to click on the *Stock Request button* to display the Stock Request module.



Once the *Stock Request* button is selected the user will proceed to process the transaction by firstly clicking on the drop down indicator on the *Requested From* tab. This will bring up the list of costs centres where the required inventory item needs to be requested from. Once the correct cost centre is selected the user will hit the *enter* key on the keyboard.

Home x Bidsheet [3 - WCB] x Stock Request [3 - WCB] x

### Stock Request

3 - Bonito

Requested From :

Remarks :

Ref No

No	Stock Item
1	

1 - HLMH [1 - Group Purchasing Department]  
 1 - HLMH [2 - Admin & General]  
 3 - WCB [2 - Beverage Main Store]  
 3 - WCB [3 - Hotel]  
 3 - WCB [4 - Buffet Restaurant]  
 3 - WCB [5 - Banqueting]  
 3 - WCB [6 - Staff Canteen]  
 3 - WCB [7 - Main Dispense Bar]  
 3 - WCB [8 - Walk Up Bar]  
 3 - WCB [9 - Action Bar]  
 3 - WCB [10 - O.E Main Store]  
 3 - WCB [11 - Operating Supplies (Chemicals)]  
 3 - WCB [12 - Maintenance Department]  
 3 - WCB [13 - Wastage & Ullages]  
 3 - WCB [14 - General Manager]  
 3 - WCB [31 - Guest Supplies]  
 3 - WCB [32 - Kitchen Fuel & Gas]  
 3 - WCB [33 - Stationary]  
 3 - WCB [34 - Containers]  
 3 - WCB [35 - Room Service ]  
 3 - WCB [36 - Uniforms]  
 3 - WCB [37 - Prive]  
 4 - GVC [1 - Main Kitchen]  
 4 - GVC [2 - Beverage Main Store]  
 4 - GVC [3 - Kuipers Restaurant]  
 4 - GVC [4 - Banqueting]  
 4 - GVC [5 - Winners Action Bar]  
 4 - GVC [6 - Walkup Bar]  
 4 - GVC [7 - Staff Bistro]  
 4 - GVC [8 - O.E Main Store]

Stock Request Totals

Sub Total:

Tax:

Total:

(Excl)	Total (Excl)	Requesting Cost Centre	Delivery Date
0.00	0.00	3 - WCB [1 - Main Kitchen Main	2013-06-03

Info

The *Remarks* field will be used by the user as a reference to the current operation being performed. The user can enter any descriptive text, briefly describing the reason for the stock request.

# Stock Request

3 - Bonito

Requested From : 3 - WCB [2 - Beverage Main Store]

Remarks : Par Stock

Ref No      Open      Save      Submit      Discard

After the *Remarks* field hitting the *enter* key on the keyboard will take the user to the next field which will then allow the user to enter the stock item to be requested.

The screenshot shows the 'Stock Request' application with a search dialog box open. The search dialog has a table with the following columns: Product Code, Description, Unit, Ave Cost, and Selected. The table lists 518 records, with the first few rows visible. The 'Selected' column has checkboxes, some of which are checked. Below the table are several filter options and buttons.

Product Code	Description	Unit	Ave Cost	Selected
664085	Afb Brutal Fruit Berry	275ml	5.78	<input type="checkbox"/>
625721	Afb Brutal Fruit Grapefruit	275ml	5.45	<input type="checkbox"/>
606060	Afb Brutal Fruit Kiwi	Bottle	4.34	<input checked="" type="checkbox"/>
627776	Afb Brutal Fruit Lemon	Bottle	5.45	<input checked="" type="checkbox"/>
606061	Afb Brutal Fruit Litchi	Bottle	5.45	<input checked="" type="checkbox"/>
606062	Afb Brutal Fruit Mango	Bottle	5.45	<input type="checkbox"/>
630392	Afb Brutal Fruit Peach	275ml	5.45	<input type="checkbox"/>
622713	Afb Brutal Fruit Strawberry	each	5.45	<input type="checkbox"/>
628055	Afb R Square Energizer Vodka	275ml	9.87	<input type="checkbox"/>
623462	Afb Red Square Blue Ice	275ml	6.58	<input type="checkbox"/>
627875	Afb Red Square Reload	275ml	6.34	<input type="checkbox"/>
628057	Afb Red Square Tequila	275ml	9.14	<input type="checkbox"/>
628058	Afb Red Square B/Berry	275ml	6.58	<input type="checkbox"/>
628039	Afb Red Square Cranberry	275ml	6.58	<input type="checkbox"/>
660060	Afb Skellers 330ml	each	4.49	<input type="checkbox"/>
600122	Afb Smirnoff Ice	330ml	6.38	<input type="checkbox"/>
606075	Afb Smirnoff Spin	300ml	5.97	<input type="checkbox"/>
625924	Afb Smirnoff Storm	300ml	6.67	<input type="checkbox"/>
623332	Afb Smirnoff Triple Spin	300ml	4.10	<input type="checkbox"/>
627901	Afb Smirnoff Twist Arctic Berry	340ml	4.31	<input type="checkbox"/>
627903	Afb Smirnoff Twist Sub Tropical	340ml	4.35	<input type="checkbox"/>
606090	Aperitif Angostura Bitters	118ml	57.08	<input type="checkbox"/>

Filter from Department Tree: Departments

Stock     Sales     Recipe     Production     Exclusive  
 Container     Component     Exclude Deleted     Yield Parent (Bulk Item)     Hold Selection

Buttons: Reload Data, Load Selection by Description (checked), Refresh Selection, OK, Print Current List, Select All, Show Branch, Close

Number of Records = 518    3 - Bonito [2 - Beverage Main Store]    << Search >>

Double click on the stock item field or hit the *enter* key to bring up the *Stock list* of inventory items to select from.

Continue to select the required stock requested by flagging the items by clicking on the *Selected* box. Once all the items are selected click *OK* button to populate the field.

Enter the requested quantity under the *Requested QTY* field.

No	Stock Item	Description	P/A	A/L	Unit Size	Requested Qty	Price (Excl)	Total (Excl)	Requesting Cost Centre	Delivery Date
1	606060	Afb Brutal Fruit Kiwi	<input type="checkbox"/>	1	1 x Bottle	10.00	4.34	43.40	3 - WCB [1 - Main Kitchen Main	2013-06-03
2	627776	Afb Brutal Fruit Lemon	<input type="checkbox"/>	1	1 x Bottle	10.00	5.45	54.49	3 - WCB [1 - Main Kitchen Main	2013-06-03
3	606061	Afb Brutal Fruit Litchi	<input type="checkbox"/>	1	1 x Bottle	10.00	5.45	54.50	3 - WCB [1 - Main Kitchen Main	2013-06-03

⇒ [Note] If the user wants to add more items he can simply click once on the last stock item on the list and press the down arrow key on the keyboard, this will take him to the next line where he will hit the enter key to start a new stock selection.

Once all the information is satisfied as correct the user will click on the *Submit* button and finalise the stock request. Prompts will appear to choose *Skip Printing* or click *OK* to print the request for filing.

Options

Document No.	Receiving Cost Centre :	Print	Email
WCB034119	Main Kitchen Main Store - Not Authorized	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 documents selected for printing.

Print Labels Skip Printing OK

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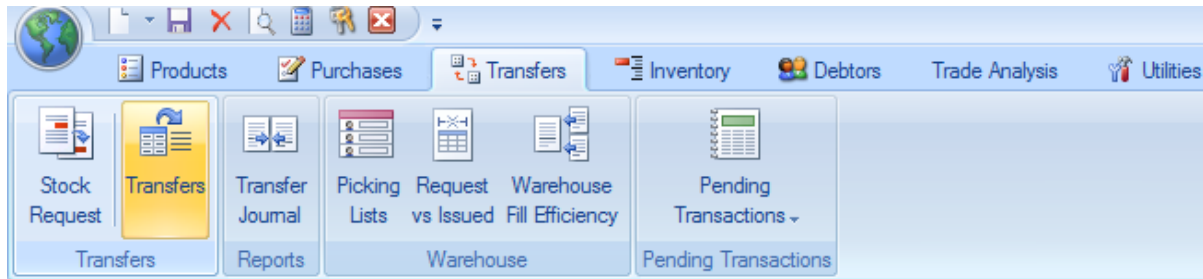
## Transfers

The *Transfers* module allows the moving of stock from one cost centre to another. Within Procure.net the user can transfer goods with or without going through the Stock Requisition authorization process. The correct procedure to follow will be to complete a stock requisition and follow the authorization cycle through the entire process.

However it might arise that there is an urgent requirement for stock items and the authorized users required to process all the authorizations might not be available.

If the *Stock Request* module has been utilised for the movement of stock, the user will be able to open up the stock request for processing into a finalised transfer.

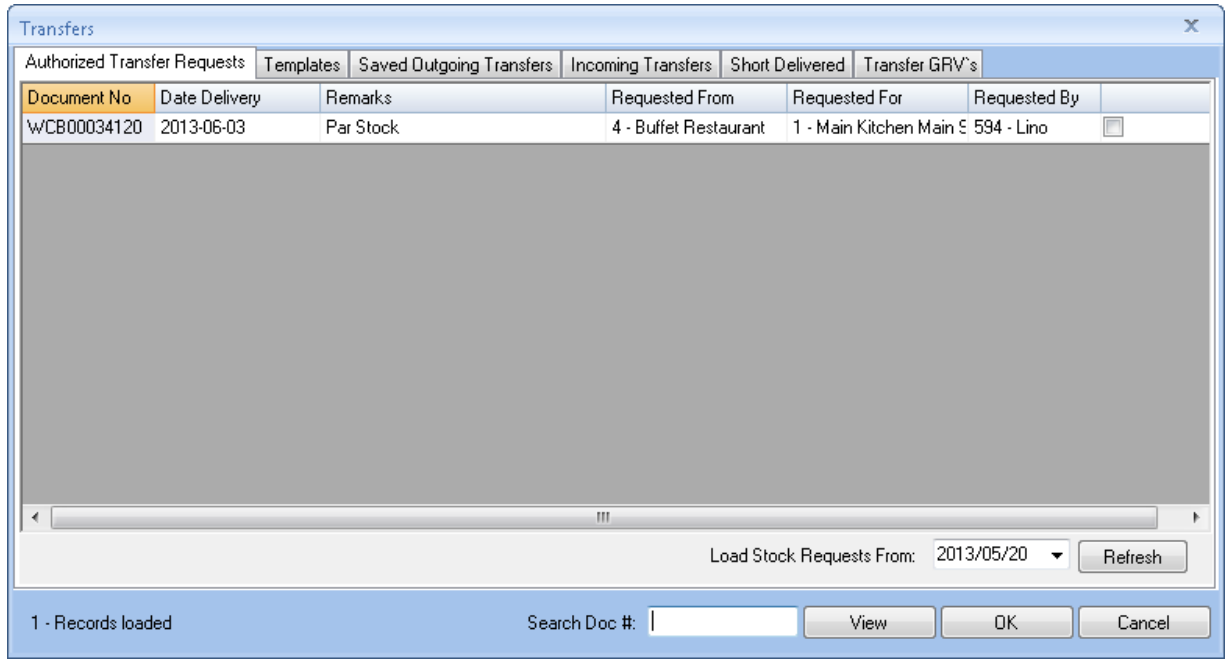
On the ribbon click on the *Transfers* tab and then on the *Transfers* button.



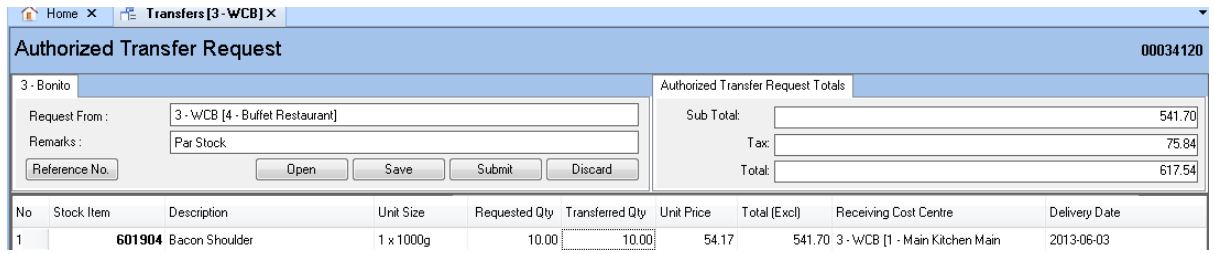
Click on *Open* and go to the *Authorized Transfer Requests* tab. This will have a list of the stock requests that have been submitted and awaiting finalization of the transfer.

A screenshot of a software window titled 'Transfers'. The window has a blue header bar with the title 'Transfers'. Below the header, there is a tab labeled '3 - Bonito'. Underneath the tab, there is a 'Cost Centres' field with a text input box. Below that is a 'Remarks' field with a text input box. At the bottom of the window, there is a 'Reference No.' field and four buttons: 'Open', 'Save', 'Submit', and 'Discard'.

Double click on the document required to be opened or highlight the document and click *OK*.



This will populate the form with the submitted stock request.



Once satisfied with the stock request the authorized user will enter the *Transferred Qty* and click on the *Submit* button.

This will bring up a prompt indicating a summary of the current transfers. Click on the *Proceed* button if satisfied.

Stock Allocation Info

Stock Allocation Info

Total Products : 10.00      Ref No. :

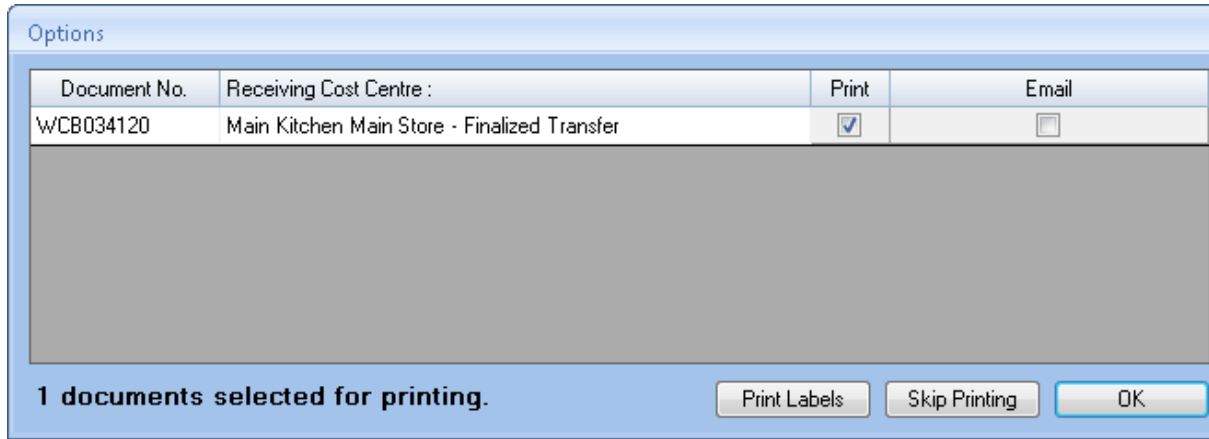
Zero Quantity Items : 0.00      Original Doc. No. : WCB034120

Total Number of Items : 1.00

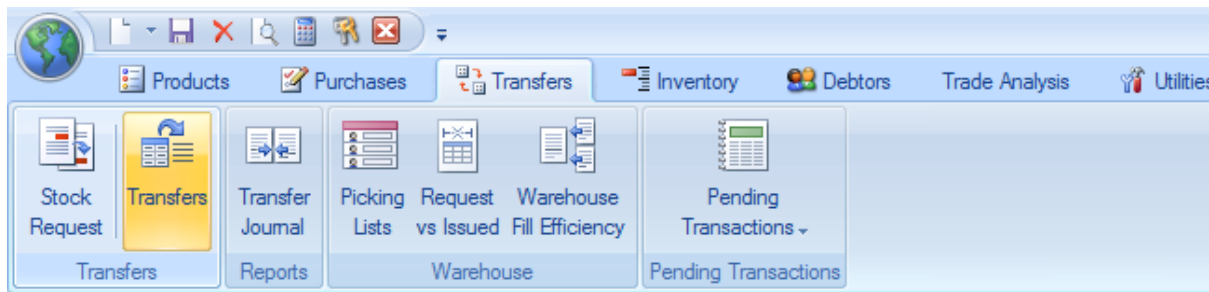
Receiving Cost Centre	Delivery Date
3 - WCB [1 - Main Kitchen Main Store]	2013/06/03

Back      Proceed

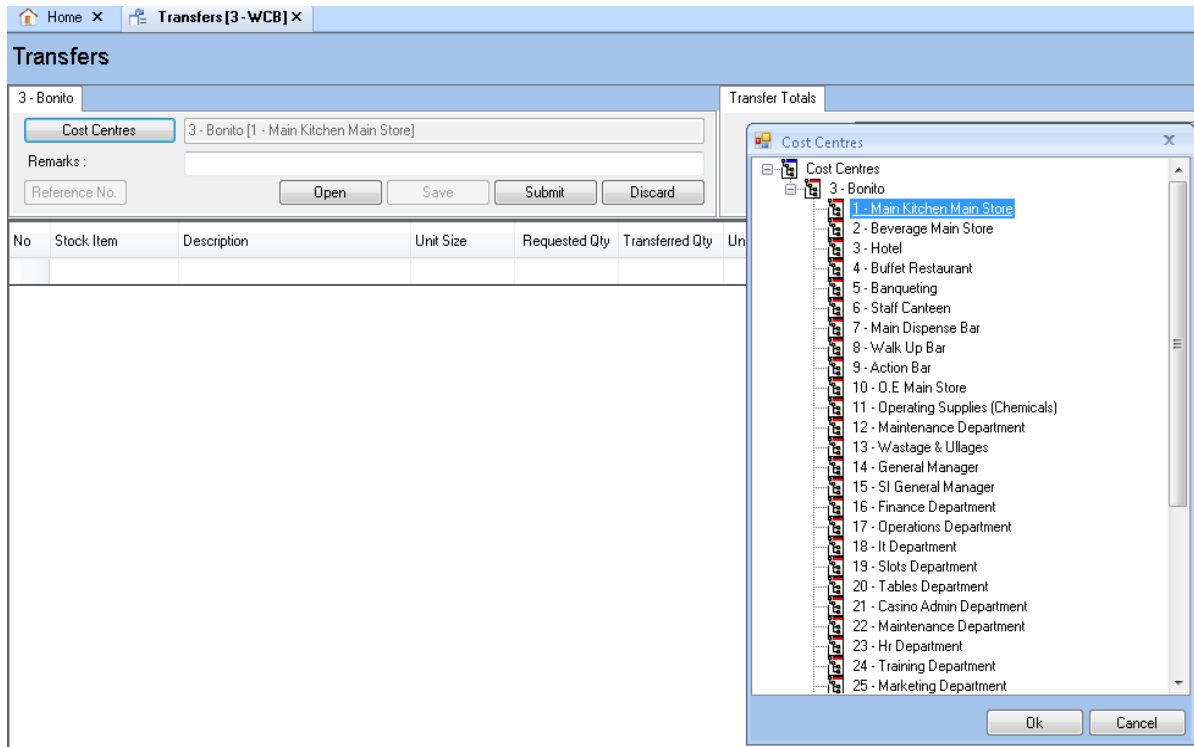
Next there will be a prompt to either *Skip printing* of the document or if required click *OK* to print a hard copy of the transaction for filing.



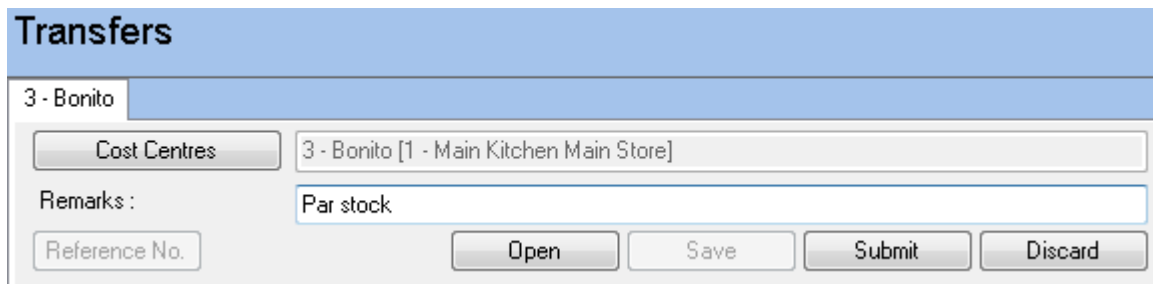
If the *Stock Request* module is not utilised, then a transfer can be done by going directly to the transfer function. The user will click on the *Transfers* button.



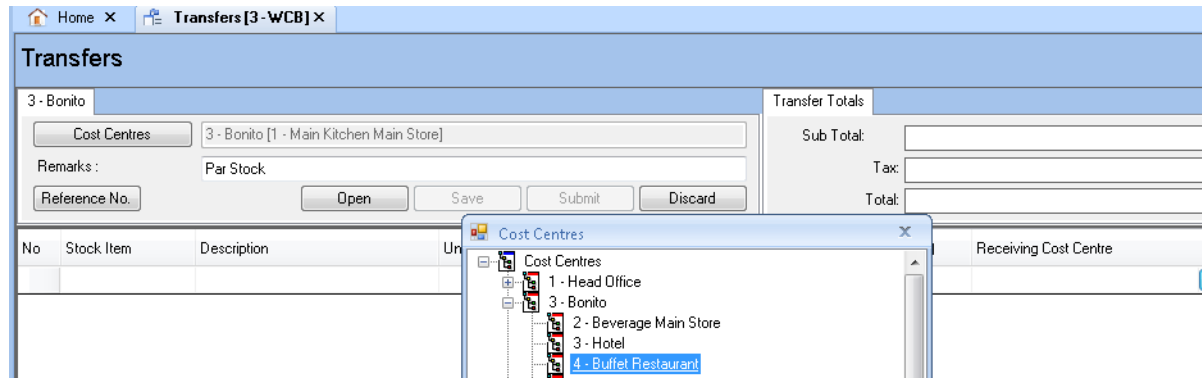
The user will click on the *Cost Centres* button and click on the correct cost centre *from* where the stock will be issued.



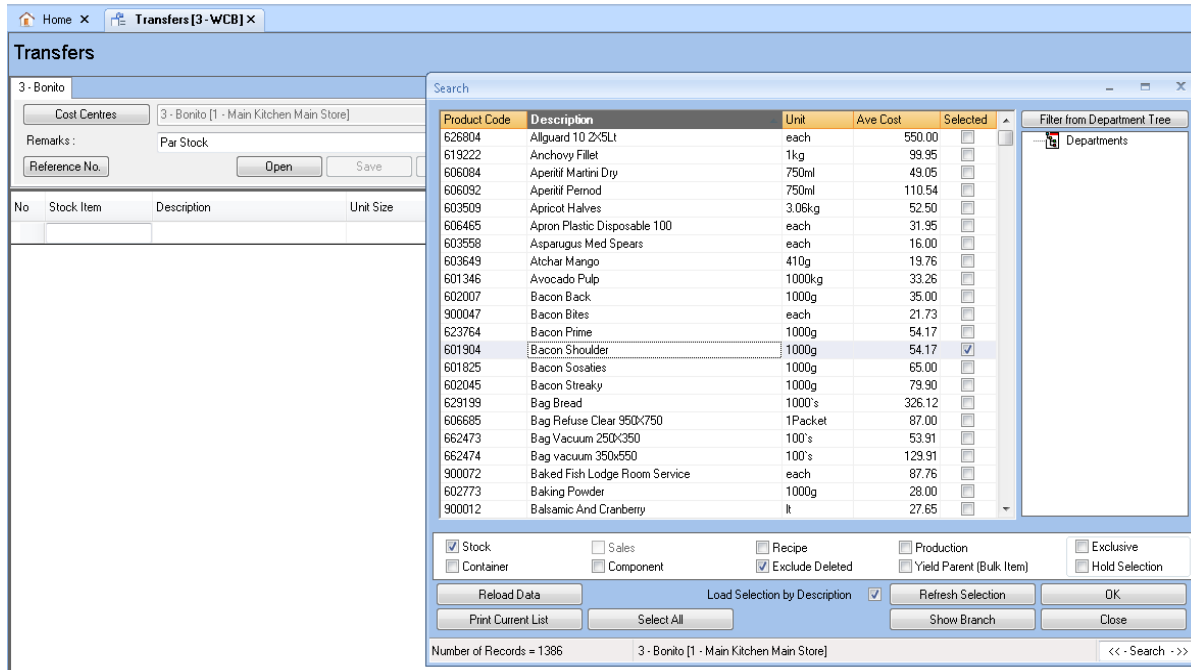
In the *Remarks* field the user will enter a descriptive remark of choice and hit the *enter* key.



After the *Remarks* field the user will advance to the next field being *Cost Centres*, the user will make a choice from the drop-down list of costs centres *to* which the stock will be issued. Hitting the enter key while standing on the *Receiving Cost Centre* field will bring up the list. Once the relevant cost centre is highlighted the user will click on *OK* or hit the *enter* key.

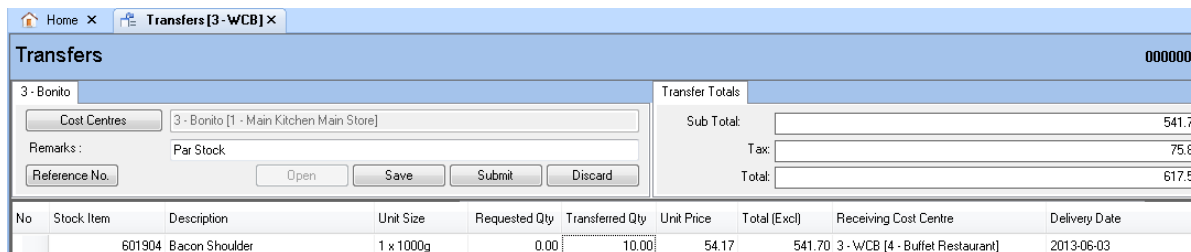


Once the *Cost Centre* has been selected the user will then be on the *Stock Item* field where he can hit the enter key to bring the stock list from which the stock items can be chosen.



From the stock list the user will flag the selected items required for transfer under the *Selected* column.

Once all the information is satisfied and the *transfer quantity* entered the user will click on the *Submit* button and finalise the *Transfer*.



A *Transfer Info* form will populate with a summary of the transaction.

Transfer Info

Transfer Info

Total Products : 10.00      Ref No. :

Zero Quantity Items : 0.00      Original Doc. No. :

Total Number of Items : 1.00

Receiving Cost Centre	Delivery Date
3 - WCB [4 - Buffet Restaurant]	2013/06/03

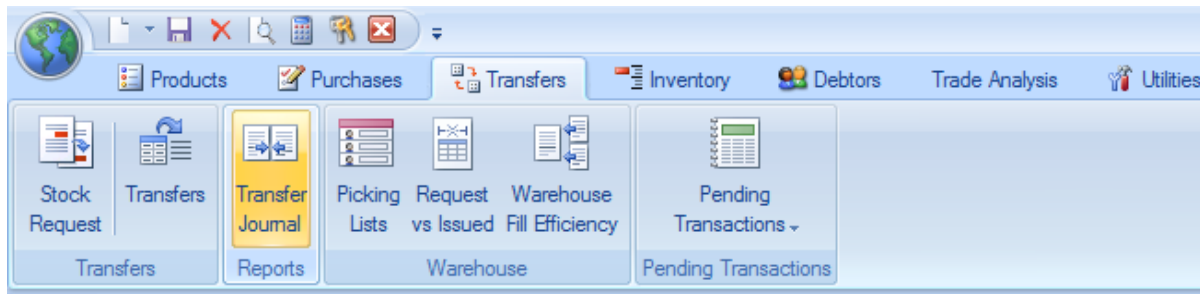
A Prompt will appear to choose *Skip Printing* or click *OK* to print the request.

Options

Document No.	Receiving Cost Centre :	Print	Email
WCB034123	Buffet Restaurant - Finalized Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 documents selected for printing.

The *Transfers journal* provides the user with a report of all transfer that have been conducted within the company. The *Transfer Journal* can be accessed from the Procure.Net ribbon by selecting the *Transfers* tab and navigating to the *Transfer Journal* button.



The user will select the filter conditions according to the standard [reports](#) filtering format within Procure.net.

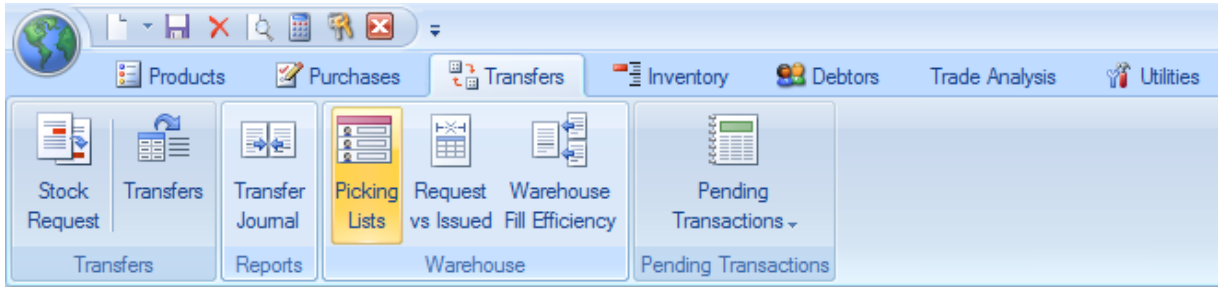
The user will be able to view the report according to the customized filter settings.

The screenshot shows the 'Transfer Journal' report in Procure.Net. The report is titled 'TransferJournal[3-WCB]'. It features a 'Selection Criteria' section with filters for 'Delivering Branch', 'Major Department', and 'Minor Department'. Below this is a table with the following columns: 'Delivering Branch Cost Centre', 'Receiving Branch Cost Centre', 'Product', 'Doc No', 'Date Delivery', 'Qty Requested', 'Qty Delivered', 'Qty Received', 'Price (Excl)', 'Tax', and 'Price (Incl)'. The table data is as follows:

Delivering Branch Cost Centre	Receiving Branch Cost Centre	Product	Doc No	Date Delivery	Qty Requested	Qty Delivered	Qty Received	Price (Excl)	Tax	Price (Incl)
<b>Delivering Branch: 3 - Banko</b>					10.000	30.000	30.000	1 625.10	227.51	1 852.61
Major Department: FP - Food Perishables					10.000	30.000	30.000	1 625.10	227.51	1 852.61
Minor Department: FP7-5 - Processed Meat					10.000	30.000	30.000	1 625.10	227.51	1 852.61
3 - WCB [4 - Buffet Restaurant]	3 - WCB [1 - Main Kitchen Main Str	601904 - B: WCB0341: 2013/06/03			10.000	10.000	10.000	541.70	75.84	617.54
3 - WCB [1 - Main Kitchen Main Str	3 - WCB [4 - Buffet Restaurant]	601904 - B: WCB0341: 2013/06/03			0.000	10.000	10.000	541.70	75.84	617.54
3 - WCB [1 - Main Kitchen Main Str	3 - WCB [4 - Buffet Restaurant]	601904 - B: WCB0341: 2013/06/03			0.000	10.000	10.000	541.70	75.84	617.54

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## Picking Lists



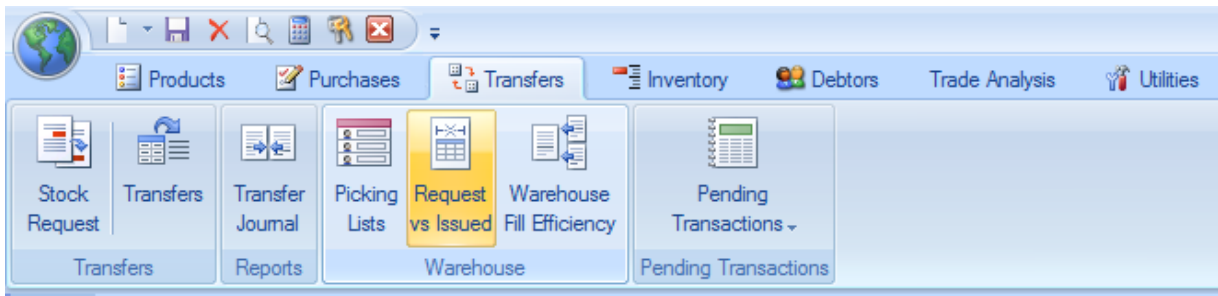
Print Financial Year: 2013 Date: 2013-01-01 To: 2013-06-30 Refresh

**Warehouse Picking List** Bonito Excl: 47672.07 Incl: 54308.44

Requesting Cost Centre	Delivery Date	Document No.	Date Authorized	Picked by	Total (Excl)	Tax	Total (Incl)
<b>Beverage Main Store</b>	-	-	-	-	<b>3729.57</b>	<b>522.14</b>	<b>4251.71</b>
Walk Up Bar	-	-	-	-	3729.57	522.14	4251.71
CAN/CAN/BAR	2013-02-05	wCB034117	2013-02-05	Not picked	3729.57	522.14	4251.71
<b>Main Kitchen Main Store</b>	-	-	-	-	<b>1220.81</b>	<b>145.77</b>	<b>1366.58</b>
Walk Up Bar	-	-	-	-	-	-	-
CAN/CAN BAR	2013-02-05	wCB034116	2013-02-05	Not picked	288.15	27.77	315.92
CAN/CAN	2013-02-05	wCB034118	2013-02-05	Not picked	520.61	72.89	593.49
<b>Beverage Main Store</b>	-	-	-	-	<b>6823.56</b>	<b>955.30</b>	<b>7778.86</b>
Action Bar	-	-	-	-	-	-	-
Action Bar	2013-02-04	wCB034115	2013-02-04	Not picked	198.36	27.77	226.13
Banqueting	-	-	-	-	361.20	50.57	411.77
David	2013-02-04	wCB034112	2013-02-04	Not picked	361.20	50.57	411.77
Walk Up Bar	-	-	-	-	6264.00	876.96	7140.96
CAN/CAN	2013-02-04	wCB034111	2013-02-04	Not picked	6264.00	876.96	7140.96

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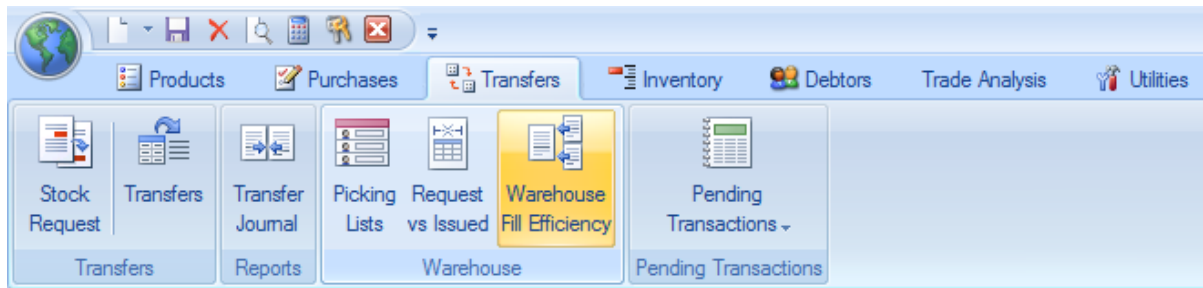
## Request vs Issued



Warehouse	Product Code	Description	Unit	Average Cost	Qty Requested	Qty Transferred
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## Warehouse Fill Efficiency



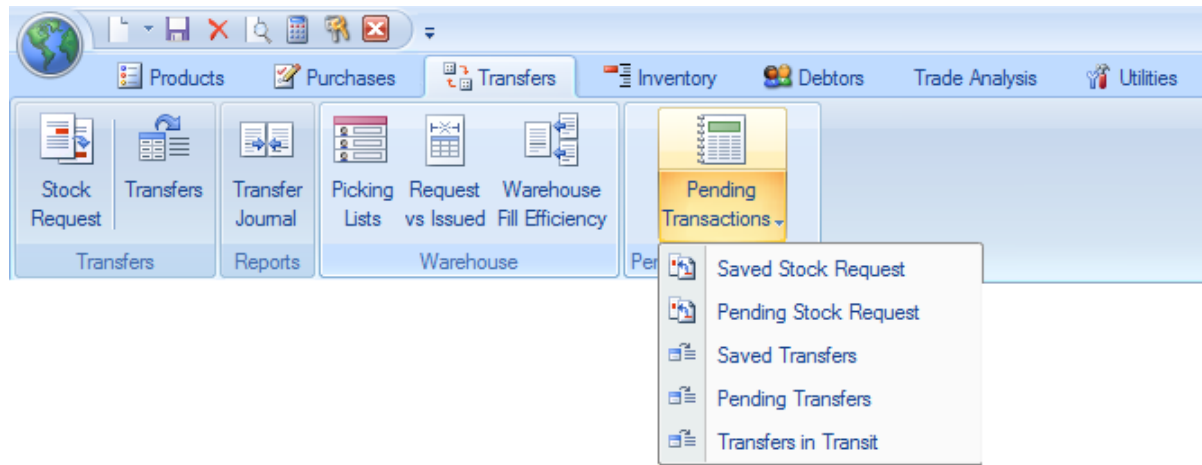
Cost Centre	Unit	Current Qty	Max Storage	Max Qty	Current vs. Order Level	Current vs. Storage Capacity
603055 - Pretzel Stick	150 g	0.00	0.00	0.00	0.00%	0.00%
603068 - Poppadums	110 g	0.00	0.00	0.00	0.00%	0.00%
603071 - Nachos Chips	200 g	4.00	0.00	0.00	-4.00%	0.00%
603082 - Chips Plain Lays 30G	each	0.00	0.00	0.00	0.00%	0.00%
603087 - Custard Powder	2500 g	2.00	0.00	0.00	-2.00%	0.00%
603092 - Dessert Creme Caramel	1000 g	5.80	0.00	0.00	-5.80%	0.00%
603095 - Dessert Mousee Choc	1000 g	3.00	0.00	0.00	-3.00%	0.00%

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## Pending Transactions

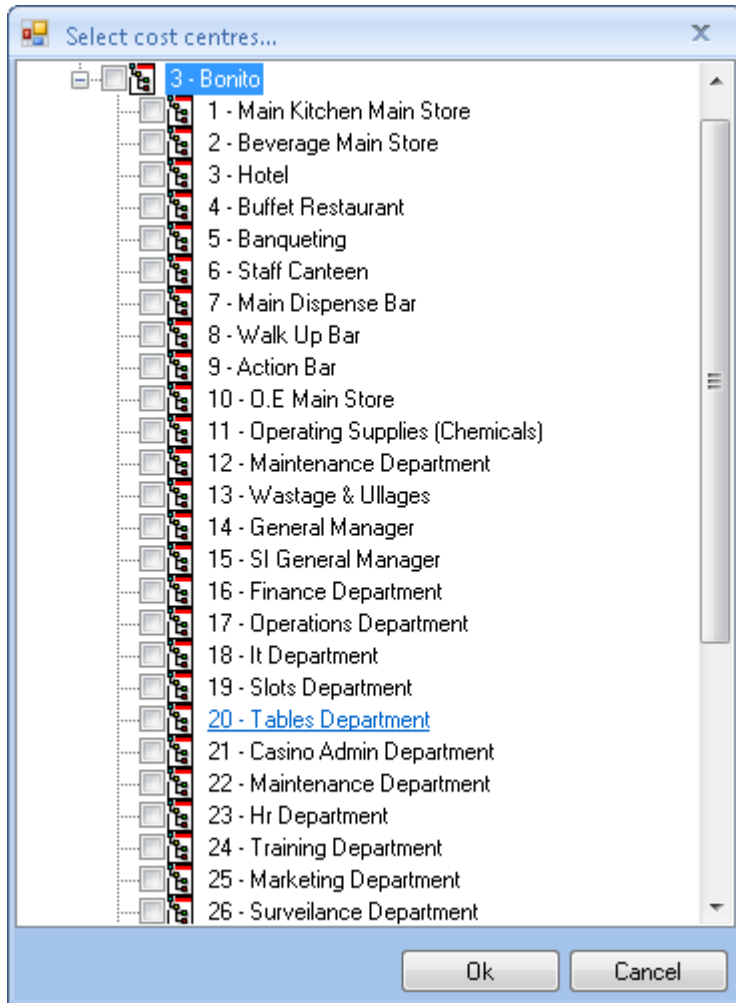
Pending transactions function can be accessed via the ribbon by clicking on the *Transfers* tab and navigating to the *Pending Transactions* button. Under this function the user has access to view:

*Saved stock requests, Pending stock request, Saved transfers, Pending transfers and Transfers in transit*



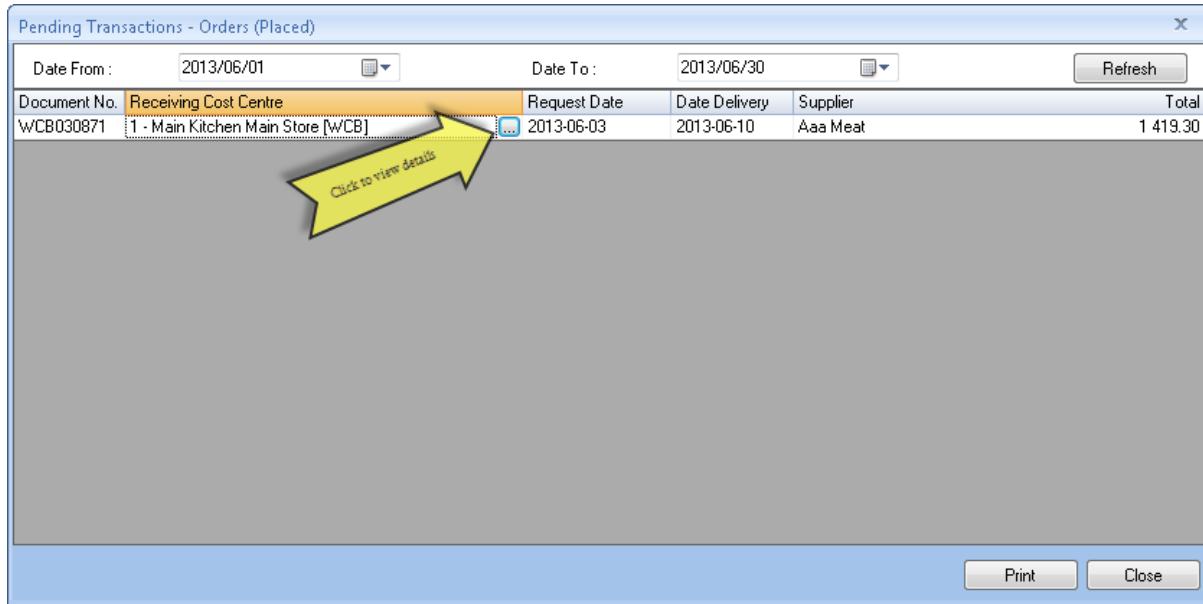
A drop-down list will give the user the various options of documents that he can view. The user will click on the relevant document to populate the form.

A choice will be given to select the relevant cost centre. The user will flag the required centre.



Once the cost centre is chosen the user will view a list of all transactions within the chosen module.

The user will be able to view the document by clicking on the box next to the relevant document number.

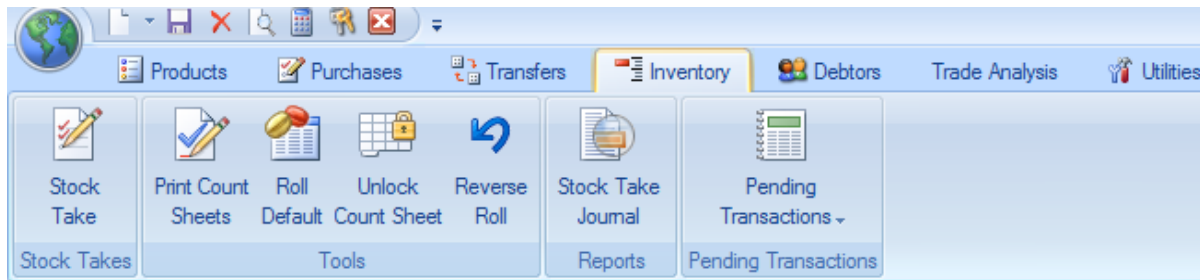


⇒ [Note] The user can choose a date range to view documents within that period.

## Inventory

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The *Inventory* module can be accessed by the user navigating to the *Inventory* tab. From here the user will be able to facilitate inventory functions such as stock takes.



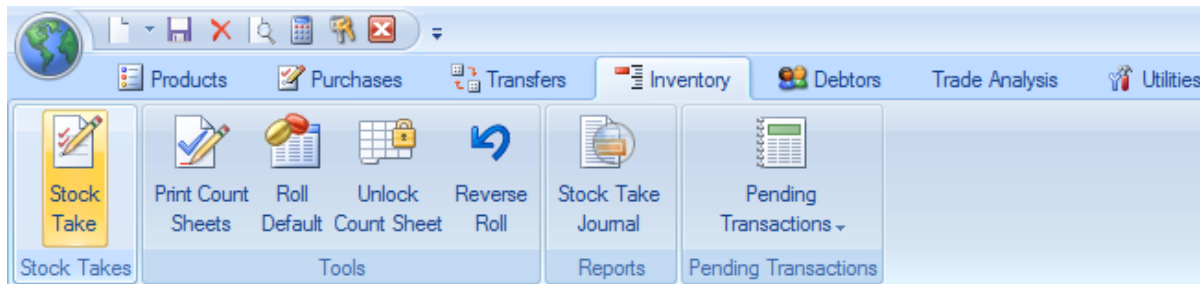
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## Count stock

To access the *Stock take* module the user will click on the *Inventory* tab and proceed to click on the *Stock take* button.

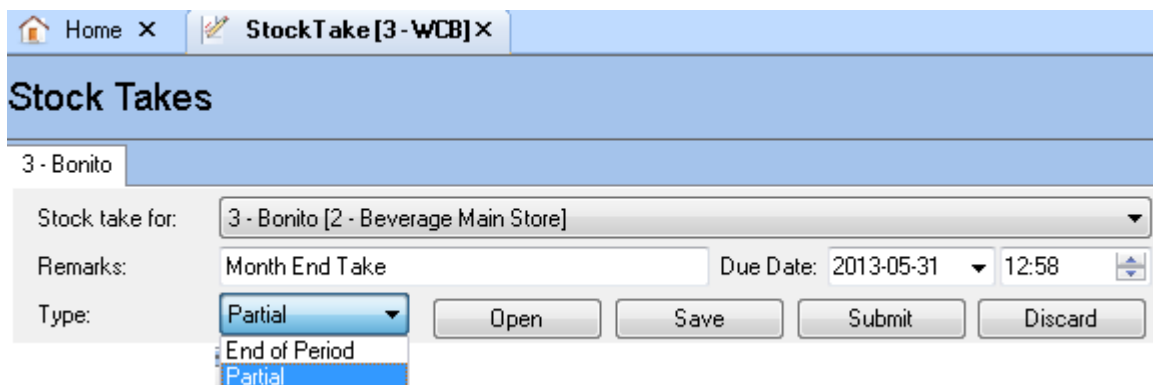


To initialise the stock take the user will begin by clicking on the *Stock take for* field and selecting the cost centre from the list for which he wants to implement the

stock take, he will then hit the *enter* key.

The user will then be on the *Remarks* field, here he will enter a remark of choice for the stock take and hit the *enter* key. By entering an appropriate remark it helps to find the count sheet at a later stage if the user needs to make any changes or print out any reports.

The user will have a choice of *end of period or partial* take. *Partial* stock take will be selected where the count is in the middle of the Month or if a spot check is required for the cost centre. *End of Period* stock take will be selected if it is the end of a period, and the information will be used to finalize a Cost Report or trading analysis for a specified period. It will be used in processing the final *End of Period* count for management.



⇒ *[Note] It is important that the user set due date for the count before the start of the new month. The user will not be able to set the date to the previous month if he enters a new month while the cost centre selection has been made. Users need to set the date of the stock take to end only after the close of business in the following day if that is the operation requirements.*

Clicking on the *Add count sheet* button it will bring up a box where the user can select between the user that is initialising the count and click on the *add* button.

No	User

System User:  Ankerdata (187) ▼

Other User:

Next, the count sheet will be populated with the items for counting.

The user will proceed to punch in the count for the related items under the *counted* column. The user has a column named *spoilage/breakages* where he can enter counts of items that have been written off as spoilage.

Stock Takes					000546	
3 - Bonito			Stock Take Totals			
Stock take for: 3 - Bonito [2 - Beverage Main Store]			Line Total: 5.25			
Remarks: Month End Take Due Date: 2013-05-31 12:58			Overall Total: 5.25			
Type: End of Period			Total Variance: 0.00			
<input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Clear Sheet"/>						
Add a Count Sheet		Count Code	Description	Unit Size	Counted	Spoilage/ Breakages
User		629341	Beer Bavaria Non-Alc	1 x 250ml	20	0
Ankerdata (187)		604577	Beer Becks Non Alcoholic	1 x 330ml	54	0
		604599	Beer Budweiser Dumpie	1 x 355ml	3	0
		604601	Beer Grolsch S/Top	1 x 473ml	4	0
		604602	Beer Guinness Can	1 x 340ml	43	0
		604603	Beer Heineken Dumpie	1 x 330ml	21	0
		604589	Beer Kilkeny	1 x 340ml	45	0
		604598	Beer Miller Draught	1 x 340ml	65	0
		626873	Beer Peroni 330MI Nrb	1 x 330ml	55	0
		606338	Beer Windhoek Draught Bottle	1 x 440ml	45	0
		604559	Beer Windhoek Lager Can	1 x 340ml	32	0
		604561	Beer Windhoek Lager Dumpie	1 x 340ml	12	0
		604567	Beer Windhoek Light Dumpie	1 x 340ml	34	1

Once all the items have been counted the user has the option to display variances only if his user role has the necessary rights to do so.

The user will click on the  button to display the variances between the actual count and the theoretical stock. This function is only available to users with the necessary authority for this function.

Count Code	Description	Unit Size	Counted	On Hand	Variance	Average C	Variance Total
629341	Beer Bavaria Non-Alc	1 x 250ml	20	0	20	4.14	82.79
604577	Beer Becks Non Alcoholic	1 x 330ml	54	0	54	6.23	336.31
604599	Beer Budweiser Dumpie	1 x 355ml	3	0	3	0.00	0.00
604601	Beer Grolsch S/Top	1 x 473ml	4	0	4	7.46	29.83
604602	Beer Guinness Can	1 x 340ml	43	0	43	7.47	321.21
604603	Beer Heineken Dumpie	1 x 330ml	21	192	-171	6.42	-1097.67
604589	Beer Kilkenny	1 x 340ml	45	0	45	10.71	481.95
604598	Beer Miller Draught	1 x 340ml	65	612	-547	5.69	-3114.86
626873	Beer Peroni 330MI Nrb	1 x 330ml	55	88	-33	6.16	-203.34
606338	Beer Windhoek Draught Bottle	1 x 440ml	45	192	-147	6.18	-907.73
604559	Beer Windhoek Lager Can	1 x 340ml	32	48	-16	5.25	-83.97
604561	Beer Windhoek Lager Dumpie	1 x 340ml	12	48	-36	5.25	-188.91
604567	Beer Windhoek Light Dumpie	1 x 340ml	34	47	-13	5.25	-68.24

When variances are displayed for the first time the user will be prompted about what stock sheets he will like to review. This situation will arise because the user may have a number of different stock count sheets for the same cost centre. Depending on what is required the user will follow the instructions on the pop-up screen.

By clicking on the *Display variance* button the stock count variance calculation is done and the difference between counted stock and theoretical stock will be shown in the *Stock Take Totals* sub-menu screen.

To access additional information from the stock take, extra buttons are available to the user. *Stock Ledger* and *Display all* are available. The *Display all* button returns the user to the original stock count sheet.

The variances information view consists of:

Counted - which is the original stock figure counted for this stock item.

On Hand - which is the theoretically calculated stock count is displayed in this column.

Variance - which is the calculated variance of counted figure to on hand stock figure.

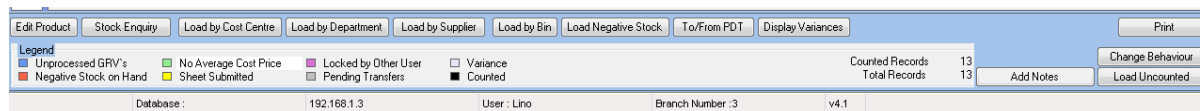
Average Cost - which is the loaded average cost price of the stock item.

Variance Total - which is the calculated variance total between the counted figure and the on hand stock figure.

On the top right hand corner the user can view a summary of the stock take under *Stock take totals* block. The value of the stock items that are loaded will be

calculated and populated into his section of the stock take module. The theoretical count variance is available immediately and the user can keep track of how the count is proceeding.

The *legend* below the stock form offers details as to the item counted. The legend is coloured coded so that the user will be able to see at a glance what has happened to a particular stock item. The legend also shows the user the number of stock items counted and the total amount of records in the cost centre. As the user enters information into the stock count sheet additional function buttons become available to the user.



Load Uncounted Sheets - helps the user count all those stock items that have not been included in the original stock count sheet. By clicking on the *Load Uncounted Sheets* button Procure.net will insert an uncounted stock sheet under the *Add Count Sheets* column on the left hand side of the stock take sheet.

The user can then click on the sheet to load it into the stock take screen and count those stock items.

Change Behaviour - allows a user with the correct authorization to change the roll-over behaviour of a stock take. By clicking on the *Change Behaviour* button the user will be prompted to change the roll-over behaviour by clicking on the selection arrow under the roll Behaviour column. Selecting the appropriate roll over behaviour and then click on the *close* button at the bottom of the screen.

Add notes - feature has also been added to the stock take module so that the individuals or management can add notes to the count if they will like to communicate information to them if they are not available. Once the notes have been added then the notes button changes to *Notes Available* informing all uses of this stock count sheet about the possibility of notes that needs to be read.

Print button - allows the user to print the count sheet before the count entry, used for the physical count, or after the count has been entered for filing.

The functions keys at the bottom of the form allow the user to access various functions depending on the module.



Load by Bin - allows the user to load stock items that have been allocated to a specific bin in the cost centre.

If the user tries to load a bin when there are stock items loaded then he will be prompted that what he is about to do will overwrite the information that he has already loaded. If the user will like to continue then click on the Yes button to proceed.

Click on the *OK* button to accept the selection and have the stock items loaded into the stock take screen.

Load Negative Stock - where the cost centre has been set-up to go into negatives, per the branch setting, then the user will be able to load all stock items that have a negative stock figure on hand. The user will click on the button to load the appropriate stock items. These stock items will overwrite all stock items that have already been loaded into the screen.

To/From PDT - where bar-coding has been set-up for the Branch or Group a *Portable Data Terminal or PDT* can be used for uploading information into the system.

When the user accesses the stock take module and no stock items have been loaded into the screen he can use the PDT device to upload stock items into the stock take screen.

To upload the stock items into the stock take screen, the user will click on the *To/From PDT* button to load the stock items that the user has captured on the PDT.

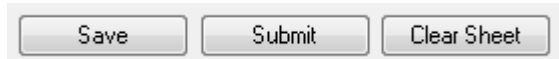
Procure.net will prompt to ensure that this is the method that the user will like to use.

Click on the *OK* button to start the process.

The user will now be required to select the *Upload* option from the PDT, which should be connected to the computer to start the process.

Display variances - allows the user to view variances between counted and theoretical stock. Only users with the necessary user rights may use this function.

The user can *save* the current stock by clicking on the *save* button. At a later stage the user can open the saved stock take by clicking on the *open* button and selecting the desired sheet to load.



Once all the stock entries are input and the user is satisfied he will proceed to submit and finalise the stock take by clicking on the *Submit* button

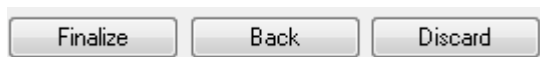
⇒ [Note] the user will be prompted to confirm that he is submitting a count sheet and any count sheet that is submitted will NOT be able to be edited.

Once all the count sheets for that specific cost centre have been entered and submitted, and the legends are yellow, only then will the *Merge* button be available. The counts can now be merged. The *Merge* button will be the only button available on the stock take toolbar.

To merge all the different count sheets, found under the *Add Count Sheet* column, click on the *Merge* button.

Once the user has clicked on the *Merge* button the list of users under the *Add Count Sheet* column disappears and the user is left with the complete stock take count sheet in the main screen.

New function buttons are revealed.



*Discard button* - allows the user to discard a count sheet, all counts will be lost and the user will need to restart the process.

*Back button* - is for reviewing the individual count sheets that have been entered by the user. It is an auditing tool only. No changes can be made to the count sheets.

*Finalize button* - allows the user to confirm the stock count for the cost centre. The user will click on the *Finalize* button.

On the next prompt click on the *Yes* button to finalize.

The user will be prompted to print a finalized variance report, if desired the user will click on the *Yes* button to print out a hard-copy.

The user is given additional print options for the finalized stock take variance.

The *Show All* option prints every stock item as well as the variance totals.

The next options allow the user to print only *Negative Variances*, *Positive Variances* or a report that includes *Zero/Blank Variances*.

The user will click on the *View* button to produce a hard-copy of the report.

⇒ [Note] The stock take will define the stock take report based on the department selection, it is important to ensure that all the stock items are linked to the

correct department to ensure that the user has the correct variance report.

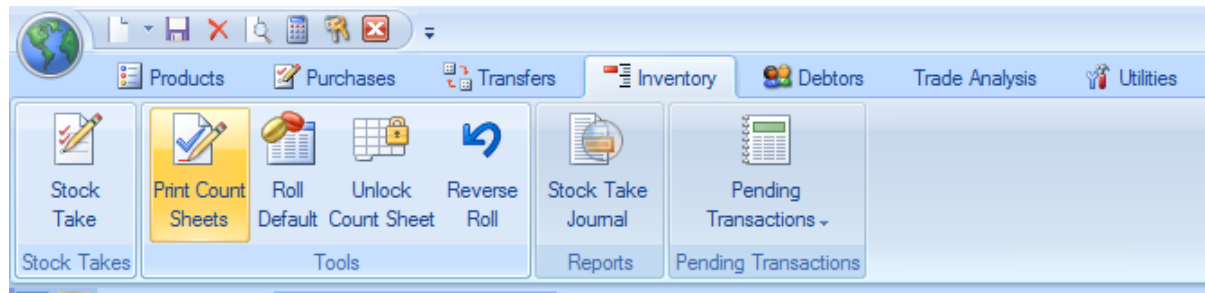
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Created with the Personal Edition of HelpNDoc: [Easy to use tool to create HTML Help files and Help web sites](#)

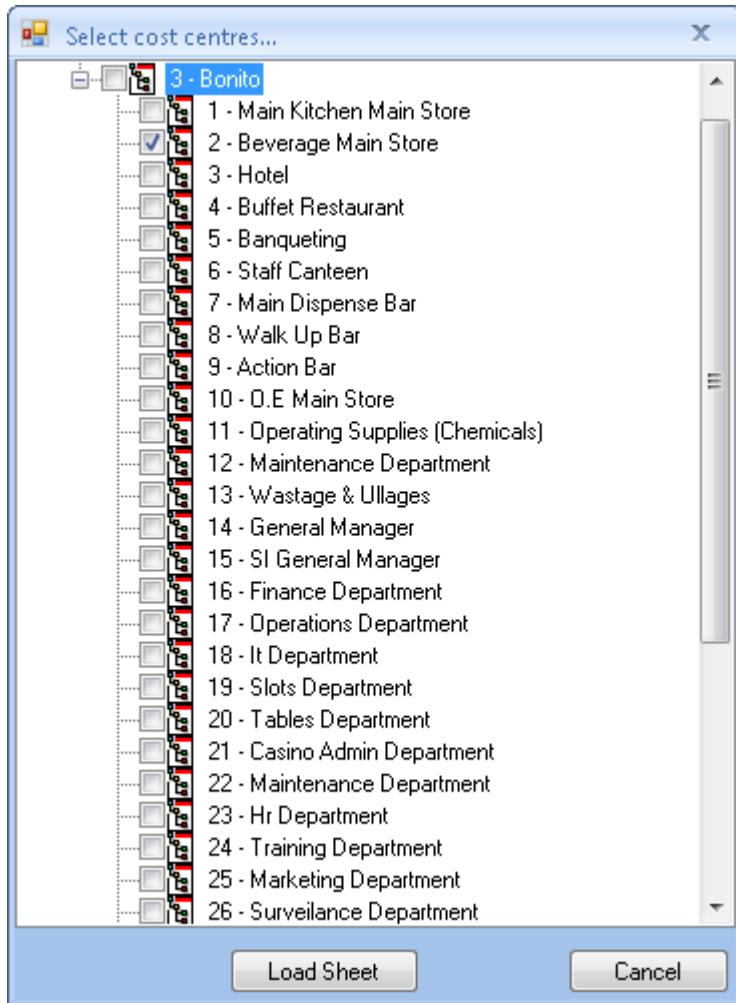
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## Count Sheets

To access the *Count sheets* tool the user will click on the *Inventory* tab and click on the *Count sheets* button.

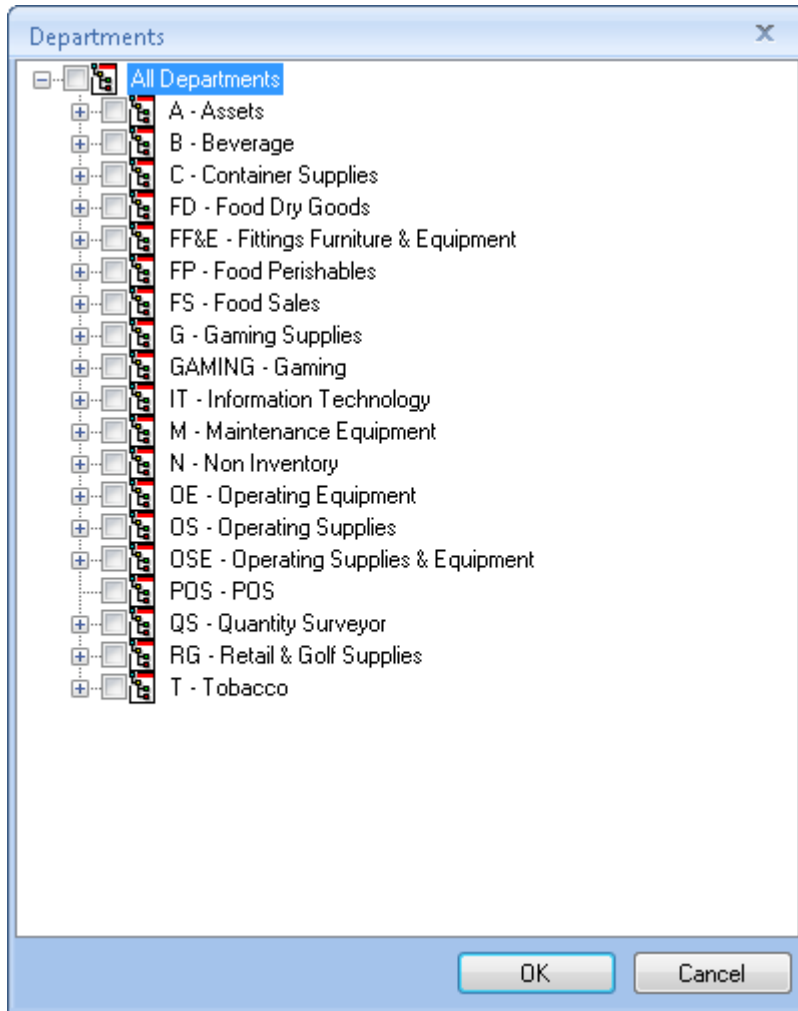


Clicking on the *Count sheets* button brings up a pop-up where the user can select the necessary count sheet that he will want to generate. Procure.net will load all linked stock items within that cost centre. This form will be utilised to do the physical count.

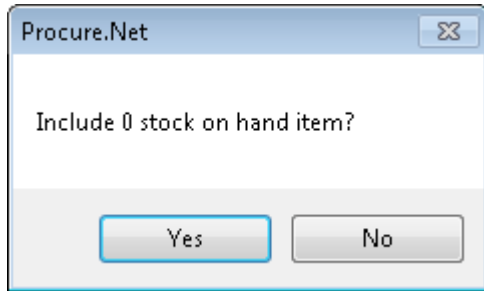


Once the user has flagged the cost centre he will click on the *Load sheet* button.

The user will then have an option to select the departments that he will like to load into the sheet, or flag *all departments* and click the *OK* button to load all departments.



The next screen will give the user the option to include 0 stock on hand items.



Once the user has selected all the desired options the counts sheets will be displayed from where the user can print the sheets to be utilised in the count.



Bonito

Counted Cost Centre : Beverage Main Store

2013-06-03

594 - Lino

01:42:22

Notes :

Stock Count Sheet

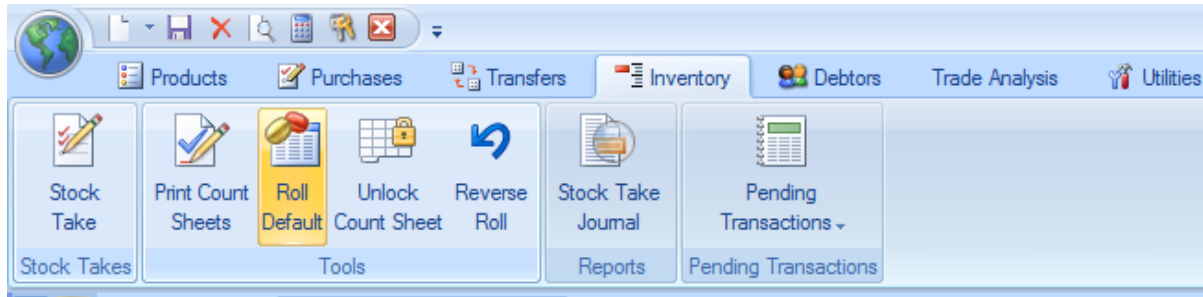
Description / Selling Price	Unit Size	Count	Total
B1-1 - Mineral Can			
Coke Zero 200ml 663117	1 x each		
Dry Lemon 340ml 629207	1 x each		
Juice Minute Maid B/F Blend 340ml 619274	1 x each		
Mh Appletizer 604414	1 x 330ml		
Mh Coca Cola 604422	1 x 330ml		
Mh Coca Cola 606311	1 x 200ml		
Mh Coca Cola Light 604394	1 x 330ml		

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## Roll Default

The *Roll default* module allows the user to run a month end roll on Procure.net. The system roll takes place on the last day of the month after the stock take has been submitted, finalised and merged.

To access the module the user will navigate to the *Inventory* tab and click on it. He will proceed to the *Roll default* button and click on it.



Once the user has clicked on the *Roll default* button it will bring up a grid where the user needs to ensure the date is set for the last second on the last day of the month for which the stock take is going to take place.

Under the *Remarks* field the user will enter a descriptive remark that can be used to make it easier to search for if needed at a later stage.

The user will then proceed to flag under the *Roll* column all the cost centres to roll to the default behaviour.

Roll Default Cost Centres

Roll Date 2013/05/31 23:59:59 Status...

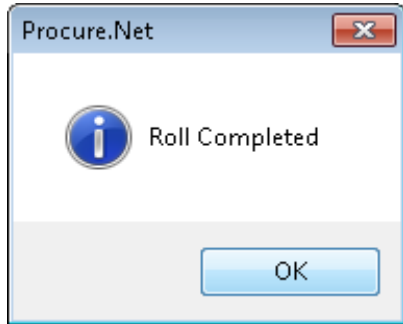
Remarks Month end roll

Cost Centre	Default Behaviour	Transactions Pending	Roll
4 - Buffet Restaurant	Zero	0	<input type="checkbox"/>
11 - Operating Supplies (Chemic	System	0	<input type="checkbox"/>
12 - Maintenance Department	System	0	<input type="checkbox"/>
13 - Wastage & Ullages	System	0	<input type="checkbox"/>
14 - General Manager	System	0	<input type="checkbox"/>
15 - SI General Manager	System	0	<input type="checkbox"/>
16 - Finance Department	System	0	<input type="checkbox"/>
17 - Operations Department	System	0	<input type="checkbox"/>
18 - It Department	System	0	<input type="checkbox"/>
19 - Slots Department	System	0	<input type="checkbox"/>
20 - Tables Department	System	0	<input type="checkbox"/>
21 - Casino Admin Department	System	0	<input type="checkbox"/>
22 - Maintenance Department	System	0	<input type="checkbox"/>
23 - Hr Department	System	0	<input type="checkbox"/>

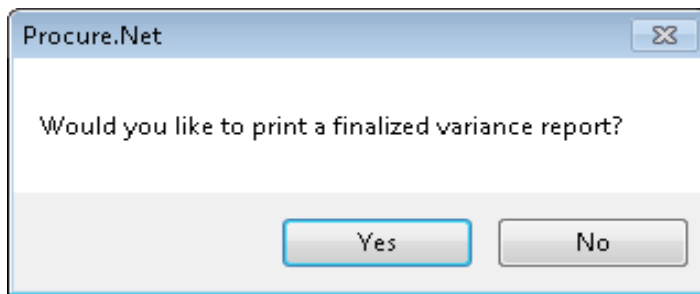
OK Close

Once the user has flagged the necessary information he will proceed to click on the *OK* button.

Once the roll is completed a pop-up will appear indicating that the roll is complete. The user will click on the *OK* button.



The user will have the option to print a finalized variance report by clicking on the Yes button.



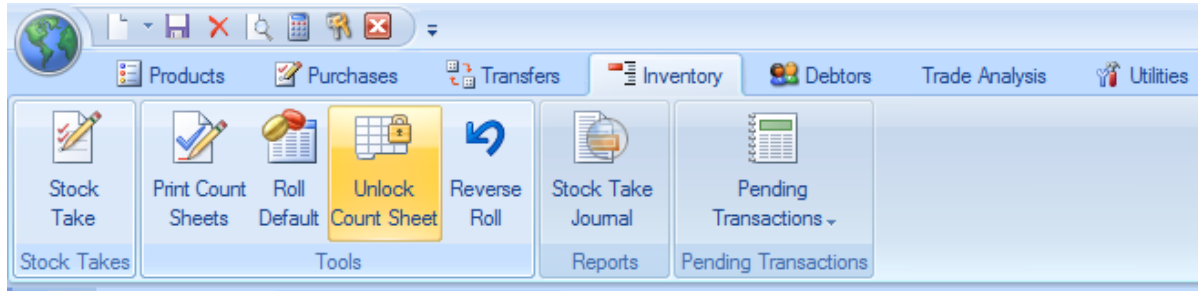
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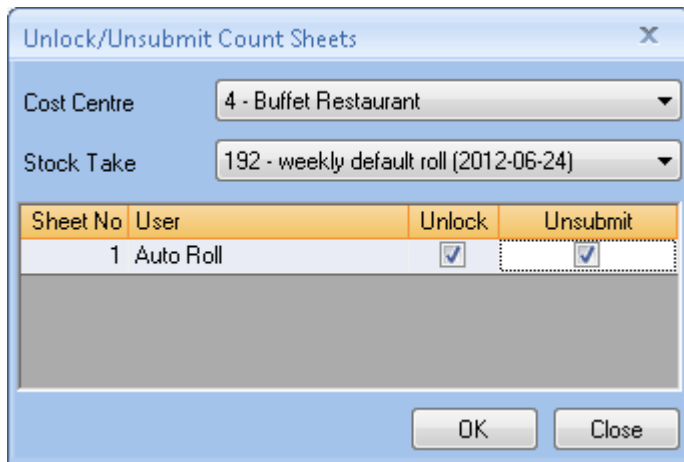
## Unlock Count Sheet

If the user has the authorization level he can *unlock count sheets* for editing. The user can also *unsubmit* a stock take if necessary.

To access this module the user will click on the *Inventory* tab and proceed to click on the *Unlock count sheet* button.



Once the user has clicked on the *Unlock count sheet* button, it will bring up a pop-up. The user will click on the *Cost centre* field and select the cost centre for which he needs to unlock or unsubmit the count.



⇒ [Note] If a month end roll has taken place the user will need to reverse roll the stock take for the cost centre before he can proceed to unlock or unsubmit.

The user will then click on *Stock take* field which will show all the takes for that cost centre. The user will select the count that he will like to unlock or unsubmit and click on it.

The user will flag the *unlock* and *unsubmit* column according to his needs.

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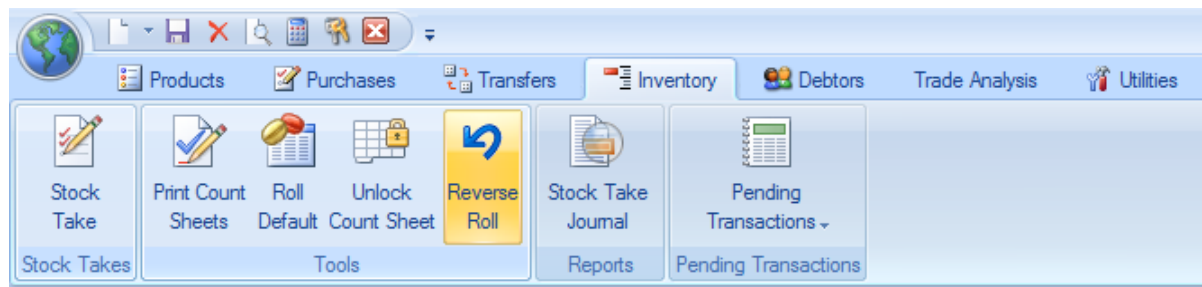
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## Reverse Roll

If for some reason the user needs to reverse roll a stock take roll he will use the *Reverse roll* module. The user needs the necessary authorization to be able to reverse roll.

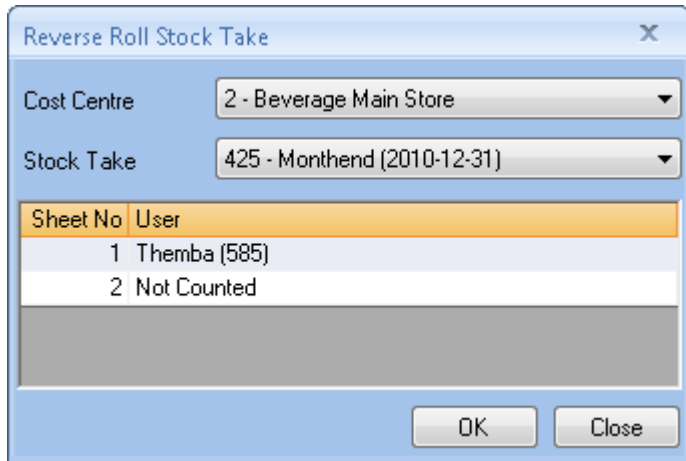
To access this module the user will click on the *Inventory* tab and proceed to click on the *Reverse roll* button.



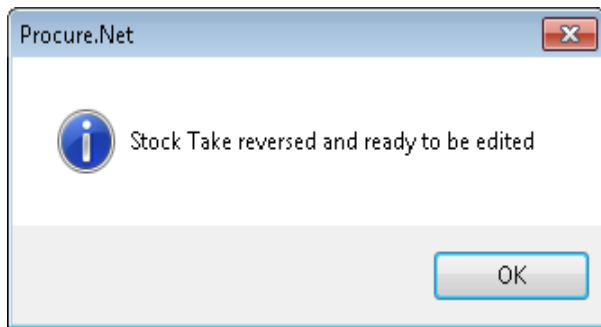
A pop-up screen will appear with the necessary fields to fill. The user will firstly select the *Cost centre* by clicking on the *Cost centre* field and selecting the cost centre to reverse roll.

The user will proceed to click on the *Stock take* field and select the period to reverse roll.

Once the appropriate selection is done the user will click on the *OK* button.



Once Procure.net has reversed the take a screen will pop-up where Procure.net will indicate that it has rolled. The user will click on the *OK* button.

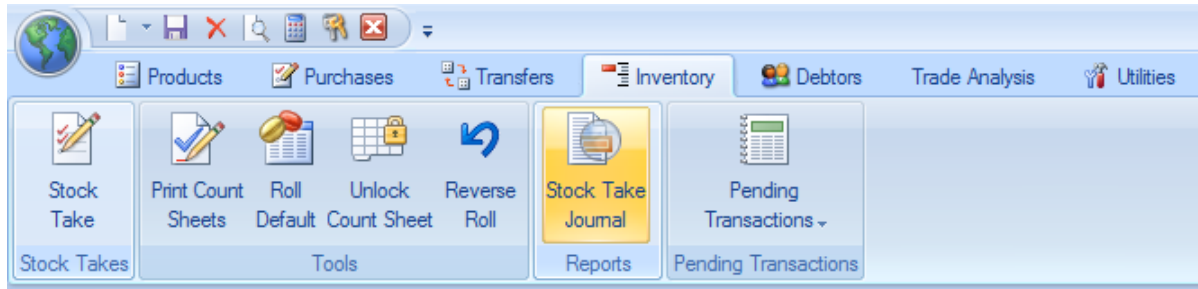


The user will be able to *unlock and unsubmit* this count sheet and open it to do the necessary editing.

## Stock Take Journal

The *Stock take journal* allows the user to populate reports that can be used by management.

The user will click on the *Inventory* tab and proceed to click on the *Stock take journal* button.



The user will proceed to select the filters to be applied to the [reports](#) as per the familiar filtering criteria that Procure.net provides.

Procure.net will populate the report according to the filtering conditions.

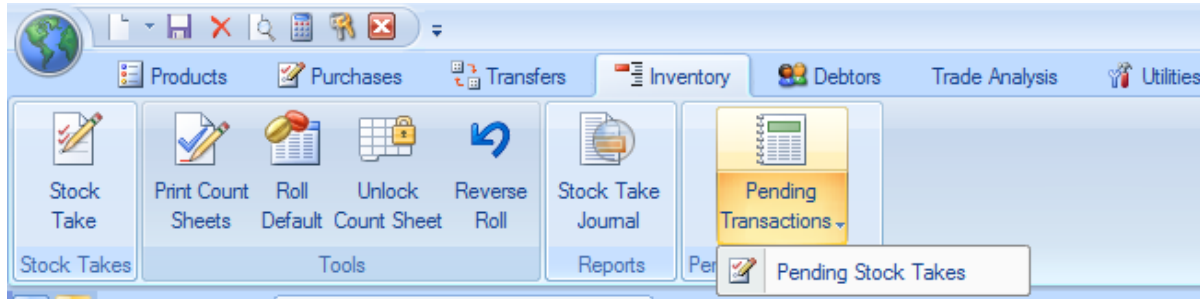
The screenshot shows the 'Stock Take Journal' report interface. It includes a 'Selection Criteria' sidebar with filters for Branch, Branch Cost Centre, Doc No, Major Department, Sub Department, and Minor Department. The main area displays a table with the following data:

1	2	3	4	5	*	Behaviour	Date Due	Date Submit	Product	Unit	Variance	Positive Variance	Negative Variance	Total Variance	Total Value
<b>Branch: 3 - Bonito</b>											<b>-26 285.90</b>	<b>69 990.36</b>	<b>543 621.24</b>	<b>-473 630.88</b>	<b>1 127 651.11</b>
+	Branch Cost Centre: 3 - WCB [1 - Main Kitchen Main Store]										-11 312.70	35 116.32	230 963.06	-195 846.74	191 034.31
+	Branch Cost Centre: 3 - WCB [2 - Beverage Main Store]										0.00	817.56	818.45	-0.89	563 242.84
+	Branch Cost Centre: 3 - WCB [3 - Hotel]										-3 953.62	8 441.01	53 814.61	-45 373.60	68 227.48
+	Branch Cost Centre: 3 - WCB [35 - Room Service ]										-111.21	2 976.42	5 387.70	-2 411.29	7 512.76
+	Branch Cost Centre: 3 - WCB [4 - Buffet Restaurant]										-4 061.10	0.00	110 286.37	-110 286.37	0.00
+	Branch Cost Centre: 3 - WCB [5 - Banqueting]										-1 108.97	4 896.49	27 047.45	-22 150.96	32 035.69
+	Branch Cost Centre: 3 - WCB [6 - Staff Canteen]										-4 177.16	660.15	70 643.30	-69 983.15	12 645.30
+	Branch Cost Centre: 3 - WCB [7 - Main Dispense Bar]										9.85	3 843.39	6 122.42	-2 279.03	81 500.65
+	Branch Cost Centre: 3 - WCB [8 - Walk Up Bar]										-908.65	5 523.26	17 274.61	-11 751.34	92 436.31
+	Branch Cost Centre: 3 - WCB [9 - Action Bar]										-662.34	7 715.76	21 263.27	-13 547.51	79 015.77

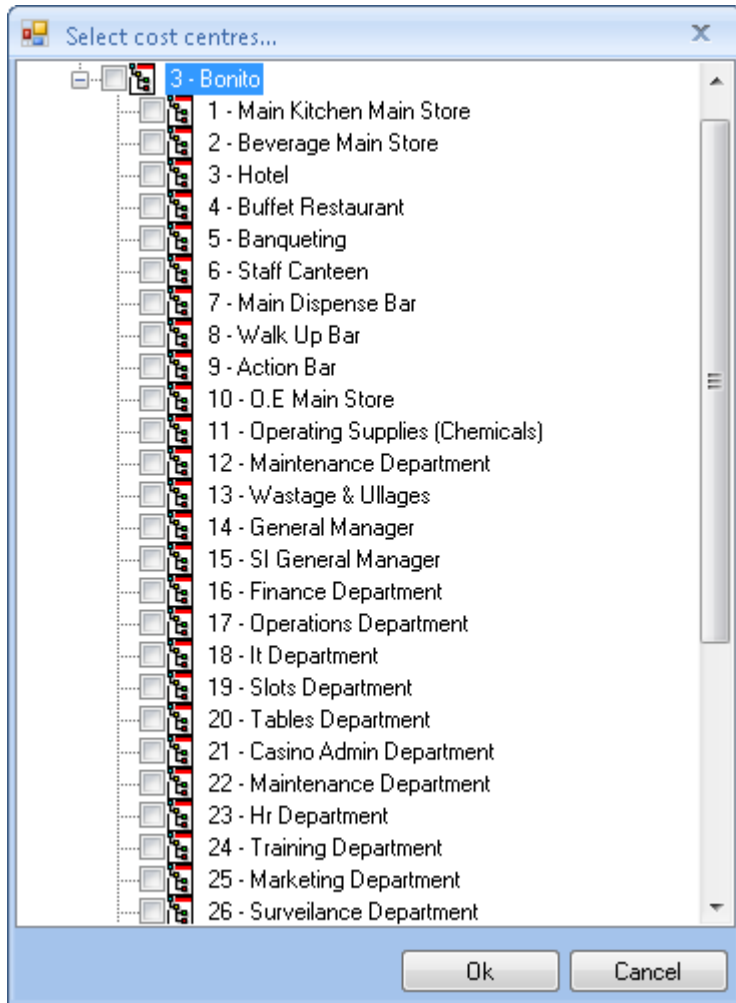
## Pending Transactions

The *Pending transactions* module allows the user to view the *Pending stock takes*.

The user will click on the *Inventory* tab and proceed by clicking on the *Pending transactions* button. The user will then click on the *Pending stock takes* function.



The user will have the choice of flagging the necessary *cost centres* that he will like to view.



Procure.net will then populate a grid of information as to which transactions are pending for the cost centre.

Pending Transactions - Stock Takes

Date From: 2013/04/01 Date To: 2013/04/30 Refresh

Document No.	Receiving Cost Centre	Request Date	Date Delivery
MB000001	Shipwreck	2013-04-24	2013-03-31
MB000001	Shell	2013-04-24	2013-03-31

Print Close

---

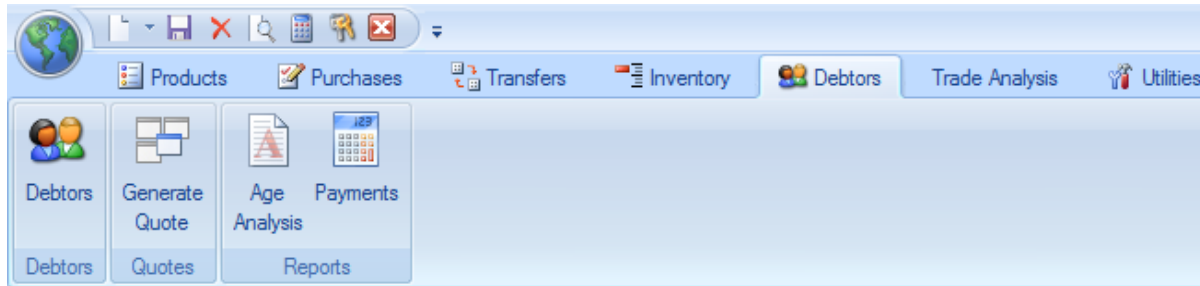
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## Debtors

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The *Debtors* module allows the user to facilitate the addition and settings for various debtors. Reports as to debtors activities can be compiled for management.



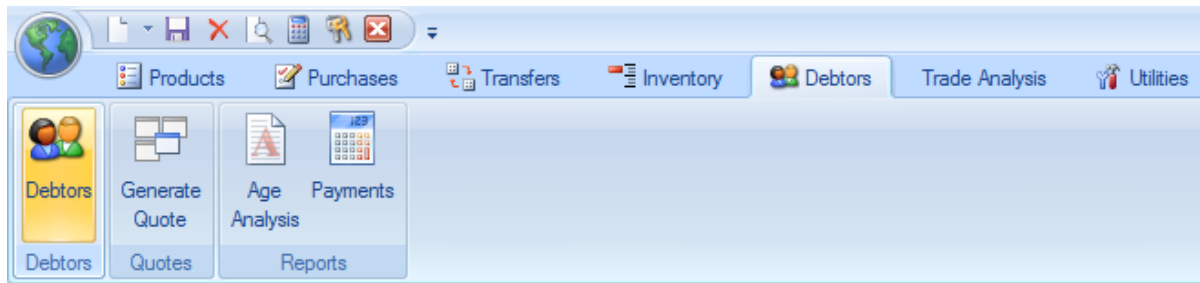
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## Debtors

The *Debtors* module can be accessed by the user clicking on the *Debtors* tab and proceeding to click on the *Debtors* button.



Once in the *Debtors* module is loaded the user will see a form where he can enter the fields as required.

If the user needs to load debtors that have previously been created in Procure.net he will click on the *Debtor number* field and hit the *enter* key. A pop-up will

appear where the user can select from a list of previously saved debtors where he will double click on the required debtor.

The screenshot shows a software window titled "Debtors" with a standard Windows-style title bar. The window contains a form for entering debtor information. At the top, there are input fields for "Debtor Number:", "Alternate No", "VAT No:", "Debtor Name:", "ID Number:", "Card No:", "Receives Daily Invoices" (checkbox), and "Employee ID:". Below this is a tabbed interface with three tabs: "General" (selected), "Settings", and "Activity Log". The "General" tab contains several sections: "Type:" (dropdown menu set to "Person"), "Title:" (dropdown menu set to "Mr"), "Initials:", "First Name:", "Credit Limit:" (text box with "0.00"), "Debtors Group:" (dropdown menu set to "1 - Bistro"), "Phone Numbers" (with sub-sections for Business, Mobile, and Fax), and "Addresses" (with an "Address..." button and a text area). To the right of the "General" tab, there is a small image of two business people, an "Email" button, a "Web page:" text box, and a "Terms..." section with radio buttons for "Current", "7 Days", "14 Days", "21 Days", "30 Days", "60 Days", "90 Days", "120 Days", and "120 Days+". Below the "Terms..." section is a large "Notes..." text area. At the bottom of the window, there is a row of buttons: "Delete", "Balance" (with a text box), "History", "Payments", "Print", "Clear", "Save", and "Close".

Search for Debtors ... X

Number	Name	Contact Person	Business Phone	Mobile Phone	Concessionaire
SUN001	GENERAL MANAGER				<input checked="" type="checkbox"/>
SUN002	FINANCE DEPARTMENT				<input checked="" type="checkbox"/>
SUN003	OPERATIONS DEPARTMENT				<input checked="" type="checkbox"/>
SUN004	IT DEPARTMENT				<input checked="" type="checkbox"/>
SUN005	SLOTS DEPARTMENT				<input checked="" type="checkbox"/>
SUN006	TABLES DEPARTMENT				<input checked="" type="checkbox"/>
SUN007	CASINO ADMIN DEPARTMEN				<input checked="" type="checkbox"/>
SUN008	MAINTENACE DEPARTMENT				<input checked="" type="checkbox"/>
SUN009	HR DEPARTMENT				<input checked="" type="checkbox"/>
SUN010	TRAINING DEPARTMENT				<input checked="" type="checkbox"/>
SUN011	MARKETING DEPARTMENT				<input checked="" type="checkbox"/>
SUN012	SURVEILANCE DEPARTMEN				<input checked="" type="checkbox"/>
SUN013	CASHERING DEPARTMENT				<input checked="" type="checkbox"/>
SUN014	SECURITY DEPARTMENT				<input checked="" type="checkbox"/>
SUN015	HOUSEKEEPING DEPARTME				<input checked="" type="checkbox"/>
SUN016	HOTEL				<input checked="" type="checkbox"/>

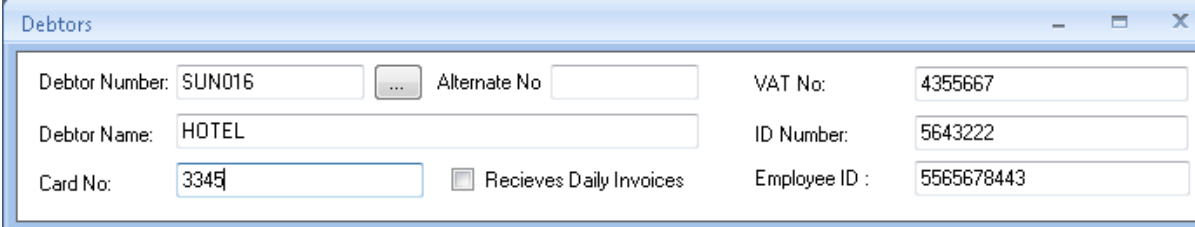
3 - Bonito

Creating a new debtor the user will click on the *Debtor number* field and enter a debtor number of choice and hit the *enter* key.

Under the *Debtor name* field the user will enter the debtors name and hit the *enter* key. The user can click on the *Vat no* field and enter the VAT number.

The user will proceed to fill the *ID number, Employee ID and Card no* field if he has the necessary information for this.

The user can also flag the *Receives daily invoices* if he needs to do so.



The screenshot shows a window titled "Debtors" with the following fields and values:

Debtor Number:	SUN016	...	Alternate No		VAT No:	4355667
Debtor Name:	HOTEL			ID Number:	5643222	
Card No:	3345	<input type="checkbox"/>	Receives Daily Invoices	Employee ID :	5565678443	

The user will then proceed to fill in all the fields providing information as required by clicking on each field.


Debtors

Debtor Number:  ... Alternate No  VAT No:

Debtor Name:  ID Number:

Card No:   Recieves Daily Invoices Employee ID :

General Settings Activity Log

Type:  

Company Reg nr:

Contact Person:

First Name:

Credit Limit:

Debtors Group:

Email:

Web page:

Terms...

Current  7 Days  14 Days

21 Days  30 Days  60 Days

90 Days  120 Days  120 Days+

Phone Numbers

Business

Mobile

Fax

Addresses

Address...

Notes...

Delete Balance  History Payments Print Clear Save Close

By clicking on the *Settings* tab the user will be able to enter additional details for the debtor.

Under the *Concessionaire settings* the user can flag if the debtor is a concessionaire. The user can click on the debtor cost centre field and select the link.

Under *Selling price details* the user can click on the *Use selling price* field to select from a list of selling prices.

Debtors

Debtor Number:  ... Alternate No  VAT No:

Debtor Name:  ID Number:

Card No:   Receives Daily Invoices Employee ID :

General Settings Activity Log

Concessionaire Settings

Debtor is a concessionaire Default Rep

Debtor Cost Centre :

Selling Price Details

Use selling price:

Use price settings

Quotation Settings

Minimum Order Value  Delivery Instructions

Maximum Order Value

This is a cash debtor.  This is a clear balance debtor.

Order numbers are enforced.  Compound Interest

This debtor is exempt from tax.  Bad debtor

Delete Balance  History Payments Print Clear Save Close

Clicking on the *Price settings* button the user will be able to change the price settings for various departments as well as the % *discount*. Once the user is satisfied with the changes the user will click on the *save* button. The user will need to flag the *Use price settings* filed to enable the settings.

Debtors

Debtor Number: SUN016    Alternate No:    VAT No: 4355667

Debtor Name: HOTEL    ID Number: 5643222

Card No: 3345     Receives Daily Invoices    Employee ID:

General    Settings

Concessionaire Settings

Debtor is a concessionaire

Debtor Cost Centre: 30 - Hotel

Selling Price Details

Use selling price: Selling price

    Use price

Quotation Settings

Minimum Order Value:   

Maximum Order Value:   

This is a cash debtor.     This is a clear balance debtor.

Order numbers are enforced.     Compound Interest

This debtor is exempt from tax.     Bad debtor

Delete    Balance 0.00    History    Payments    Print    Clear    Save    Close

Price Settings

Department	Price	% Discount
+ A - Assets	Selling price 1	10.00
+ B - Beverage	Selling price 1	0.00
+ C - Container Supplies	Selling price 1	0.00
+ FD - Food Dry Goods	Selling price 1	0.00
+ FF&E - Fittings Furniture & Equipmen	Selling price 1	0.00
+ FP - Food Perishables	Selling price 1	0.00
+ FS - Food Sales	Selling price 1	0.00
+ G - Gaming Supplies	Selling price 1	0.00
+ GAMING - Gaming	Selling price 1	0.00
+ IT - Information Technology	Selling price 1	0.00
+ M - Maintenance Equipment	Selling price 1	0.00
+ N - Non Inventory	Selling price 1	0.00
+ OE - Operating Equipment	Selling price 1	0.00
+ OS - Operating Supplies	Selling price 1	0.00
+ OSF - Operating Supplies & Equipm	Selling price 1	0.00


Under the *Quotations settings* field the user can set the *minimum order value* and *maximum order value* by clicking on the respective field and entering a value.

The *Delivery instructions* box allows the user to add any additional notes as to delivery instructions.

Additional functions can be flagged according to the user needs.

The user can click on *Delete* button to delete the current debtor, a dialogue box will pop-up promoting if the user is sure that he wants to delete the debtor. The user will click on the *yes* button to confirm the deletion.

Under the *Balance* field the user will be able to view the current balance for the debtor.

The user can click on the  button to populate a form where the user can view the debtors history in terms of receipts and payments.

The user will select the *from and to* dates that he will like to view and click on the *Refresh* button

The user will be able to view all the transactions and balances for the current debtor.

Debtors History

**Transaction Details: FIRST - First Productions**

From 2011-06-01 To 2013-04-16 Refresh

**Opening Balance: 0.00**

Date	Inv Number	Transaction Type	Doc Value	Till #	Running Balance
2011-10-14	MW7295	Invoice	8.20		8.20
2011-10-14	MW7296	Invoice	8.20		16.39
2011-10-14	MW7297	Invoice	8.20		24.59
2011-10-14	MW7298	Invoice	8.20		32.79
2011-10-14	MW7300	Invoice	8.20		40.98
2011-10-14	MW7301	Invoice	8.20		49.18
2011-10-14	MW7302	Invoice	8.20		57.38
2011-10-19	MW7303	Invoice	8.20		65.57
2011-10-19	MW7304	Invoice	8 904.04		8 969.61
2012-03-20	624	EFT Payment	-8 969.61		0.00

**Closing Balance: 0.00**

Statements Close

The user can click on the *Statements* button to provide a printable view of a statement for the current debtor.

By clicking on the *Payments* button the user will bring up a form where he will be able to process a payment for the current debtor.

The user will select the date and time of the payment and hit the *enter* key.

Debtors

Debtor Number: SUN003    Alternate No:    VAT No:   

Debtor Name: OPERATIONS DEPARTMENT    ID Number:   

Card No:     Receives Daily Invoices    Employee ID:   

General    Settings    Activity Log

Concessionaire Settings

Debtor is a concessionaire

Debtor Cost Centre: 17 - Op

Selling Price Details

Use selling price:    Selling price

Price Settings     Use price

Quotation Settings

Minimum Order Value:   

Maximum Order Value:   

This is a cash debtor.     This is a clear balance debtor.

Order numbers are enforced.     Compound Interest

This debtor is exempt from tax.     Bad debtor

Delete    Balance: 0.00    History    **Payments**    Print    Clear    Save    Close

Debtor Journal Entry

**OPERATIONS DEPARTMENT**

Date: 2013/06/03    14:12

Type:   

Amount:   

Remarks:   

Balance: 0.00

Close

- CARD
- CASH
- Cash Payment(CR)
- CHARGE
- CHEQUE
- Cheques Payment(CR)
- Credit Card Payment(CR)
- Credit Note
- EFT Payment
- Journal Adjustment(CR)
- Journal Adjustment(DR)
- OPENING BALANCE
- Other Payment
- VOUCHER

Under the *Type* field the user will be able to make a choice from a list of payment types that the user will like to utilise. He will click on the appropriate type and hit the *enter* key.

The user will then proceed to enter the *Amount* of the payment and add any additional *Remarks* if required.

Once all details are satisfactory the user will click on the *save* button to finalise the payment module.

The remaining functions buttons allow the user to either *print, clear, save or close* the current form.

Additional fields can be flagged according to requirements;

This is a cash debtor.

Order numbers are enforced.

This debtor is exempt from tax.

This is a clear balance debtor.

Compound Interest

Bad debtor

*This is a cash debtor* - flagged if the debtor is a cash debtor.

*Order numbers are enforced* - flagged to enforce a order number.

*This debtor is exempt from tax* - debtor is exempt from tax.

*This is a clear balance debtor* -

*Compound interest* -

*Bad debtor* - flagged is the debtor is a bad debtor.

The *Activity log* tab allows the user to view any activities that have taken place since the creation of the current debtor.

Debtors

Debtor Number: SUN016  Alternate No:  VAT No: 4355667

Debtor Name: HOTEL ID Number: 5643222

Card No: 3345  Recieves Daily Invoices Employee ID:

General Settings Activity Log

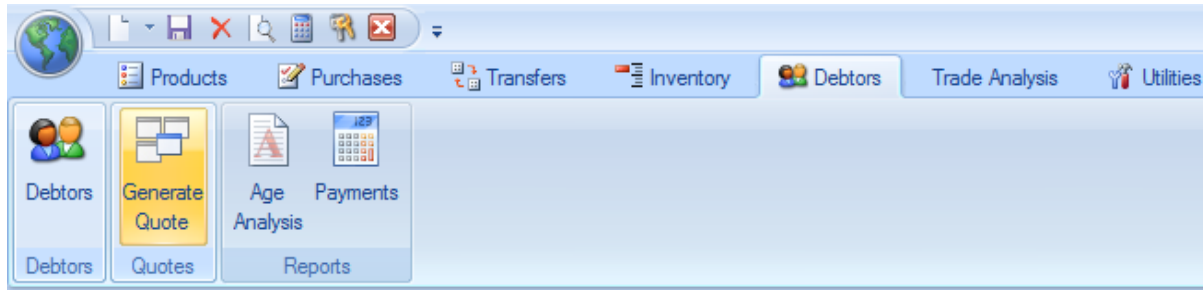
Date Created: 1900-01-01 12:00:00 Date Updated: 2013-06-03 02:07:15

Log_Date	User Name	Code Desc	Key Desc
2013-06-03 02:0	594 - Lino	HOTEL	Debtor Updated

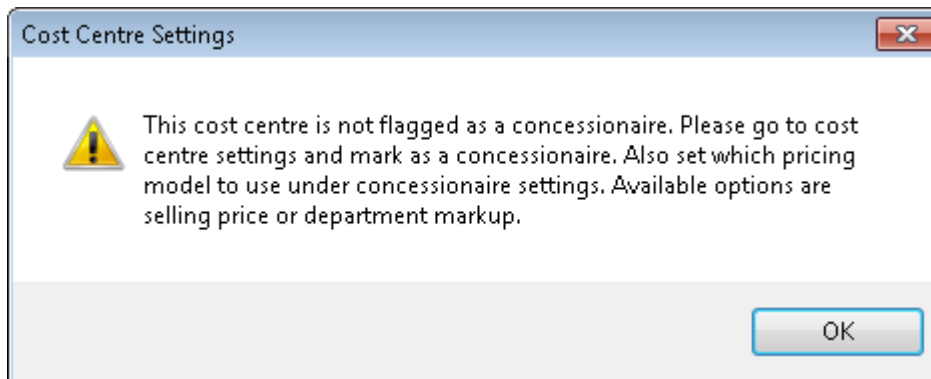
Delete Balance 0.00 History Payments Print Clear Save Close

## Generate quote

To access the *Generate quote* module the user will click on the *Debtors* tab and then click on the *Generate quote* button.



For the user to utilise the *generate quote* module they need to ensure that the cost centre is set as a [concessionaire](#) and a pricing model is set. If not set the dialogue box below will pop-up in Procure.net.



Home x Quotation - MainDispenseBar [3 - WCB] x

Quotation Details

Account Number  Address  Customer Ref  Quotation Number   
 Account Name  Quotation Date 2013/06/03  
 VAT Number  Terms  Sales Rep   
 Issuing Cost Centre  Receiving Cost Centre  Quote Validity Days

Quotation Items  Saved Quotes

Product Code	Description	Notes	Quantity	Stock Levels	Price Excl	Price Incl	VAT	Total Excl	Total Incl

Remarks  Delivery Instructions

Quotation Totals

Debtor Quotation Info

Originator  Lino   
 Minimum Quotation Value   
 Maximum Quotation Value   
 Credit Limit   
 Outstanding Balance

Sub Total Ex Tax   
 Discount   
 Extra Charge   
 Sub Total Ex Tax   
 VAT   
 Total

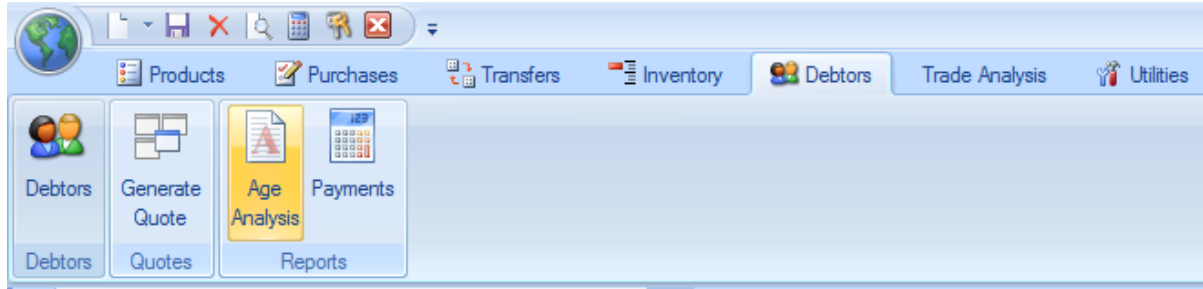
Delete Line Save Stock Enquiry Clear Email Print/Preview

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## Age analysis

The *Age analysis* module allows the user to view details on the debtors account history.

The user will click on the *Debtors* tab and click on the *Age analysis* button.



The user will proceed to select the date filters and click on the *period from* and set the *period to* and click on the appropriate date.

Debtor Number	Account Name	Select	Current = 0.00	30 Days = 0.00	60 Days = 0.00	90 Days = 0.00	120 Days = 0.00	120+ Days = 0.00	Balance = 0.00
SUN001	GENERAL MANAGER	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN002	FINANCE DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN003	OPERATIONS DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN004	IT DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN005	SLOTS DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN006	TABLES DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN007	CASINO ADMIN DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN008	MAINTENANCE DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN009	HR DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN010	TRAINING DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN011	MARKETING DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN012	SURVEILLANCE DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN013	CASHERING DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN014	SECURITY DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN015	HOUSEKEEPING DEPARTMENT	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUN016	HOTEL	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Additional filter options that the user can flag will include to *exclude zero* and *exclude negative*.

### Debtors Age Analysis

Date Selection
Date Selection

Date Selection
Period From

◀ June 2013 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: 2013/06/05

Debtor Groups
Period To

◀ June 2013 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: 2013/06/05

Group Selection

- Send to the selected groups
- Send statements to all groups

- Exclude Zero
- Exclude Negative

The user can flag the option under *group selection* to either *send to the selected groups* or *send statements to all groups*.

Once the filter conditions have been set the user will be able to view a grid with the necessary information populated.

Additional function buttons bellow offer the user various options.

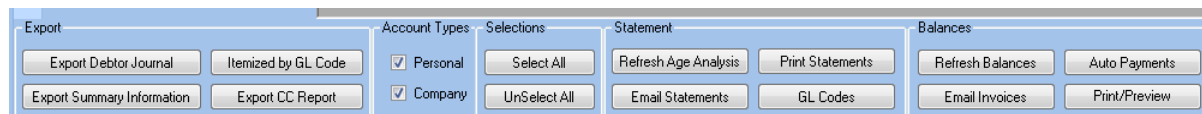
Under the *export* function the user can click on the various options to export the flagged debtor to a file on the local computer to be saved. Options that the user can select for exporting the data include:

Export the debtor journal - exports data to the debtor journal.

Itemized by GL code -

Export summary information -

Export cost centre report -



Under the *Account types* field the user can flag fields to load debtors according to *personal or company* or both as desired.

The user can under the *Selections* function click on *Select all* to flag all the debtors or *Unselect all* to deselect the debtors.

Refresh age analysis button - reloads the debtors module if the user has made any changes to the filter conditions.

Print statements button - view a printable statement for the selected debtor.

Email statements - Procure.net will generate a statement that will be emailed if the email settings have be set-up under the company settings.

GL codes button - the user will be able to assign GL codes to the debtor.

Debtor GL Codes

Date 2013/06/05

Debtor Acc No.

Date 2013/06/05

Name

Account No	Account Name	GL Code	Date	Doc No	Sales Records	Debtor Cost Centre

The user will click on the *Date* field and select the appropriate date.

The user will click on the *Debtor acc no.* and enter the debtor account number and click on the *Refresh* button to load the debtor.

The user will then be able to click on the desired *GL code* column and add the GL code. Once complete the user will just click on the *save* button.

*Refresh balances button* - the user can reload the grid with a summarised view of the balances for each debtor.

*Email invoices button* - to generate invoices and email them to the selected debtors.

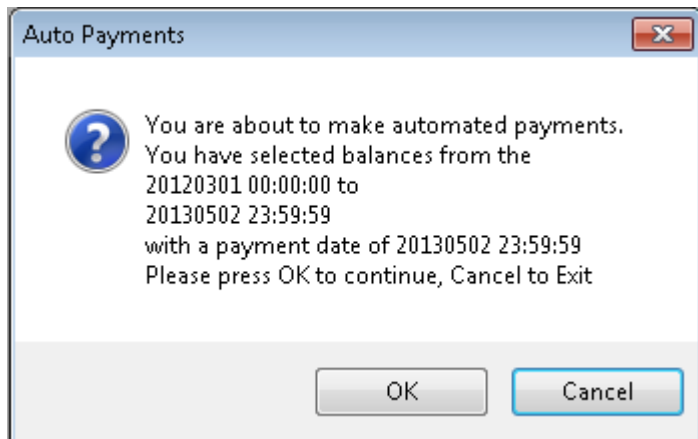
*Auto payments button* - allows the user to generate an automatic payment instruction through Procure.net.

The user will select a date range by clicking on the *from and to* field and selecting the date. The user will also click on the *Payment date* field and select the appropriate payment date. Once the dates are selected the user will click on the *Refresh* button to load all the relevant records.

Account No	Name	Payment	Select
------------	------	---------	--------

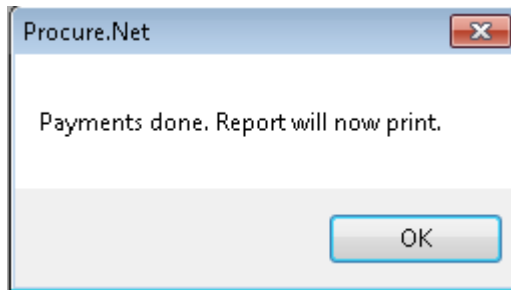
The user will flag under the *Select* column the debtor that he will like to generate the auto payment for. Once satisfied the user will click on the *Make payments* button.

Procure.net will generate a pop-up indicating that a payment will be made and the periods it will be made for. If satisfied the user will click the *OK* button.



Once the auto payment instruction has been set Procure.net will pop-up a dialogue box indicating that the payments has been done and that a report will be print.

The user will just click on the *OK* button.



*Print/preview button* - to print debtor information for the selected debtor.

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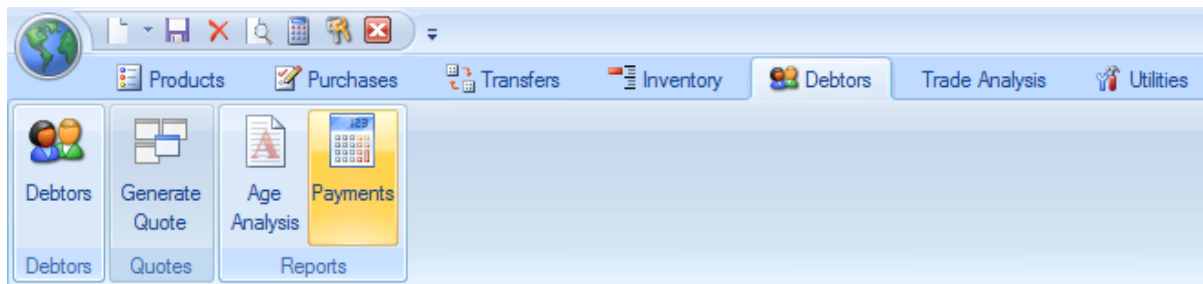
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## Payments

The *Payments* module allows the user to process a payment for the selected debtor.

To access the *Payments* module the user will click on the *Debtors* tab and proceed to click on the *Payments* button.



By clicking on the *Payments* button the user will bring up a form that he will be able to process a payment for the current debtor with.

The user will select the date and time of the payment and hit the *enter* key.

Debtor Journal Entry

**Bistro**

Date: 2013/04/25 10:22

Type: [Dropdown Menu]

Amount: [Text Field]

Remarks: [Text Field]

Balance: 0.0

Close

- Cash Payment(CR)
- Cheque Payment
- Credit Card Payment
- Credit Note
- EFT Payment
- Invoice
- Journal Adjustment(CR)
- Journal Adjustment(DR)
- Opening Balance
- Other Payment
- Till Card Payment
- Till Cash Payment
- Till Cheque Payment
- Till Voucher Payment

Under the *type* field the user will be able to choice from a list of payment types that the user will like to utilise. He will click on the appropriate type and hit the *enter* key.

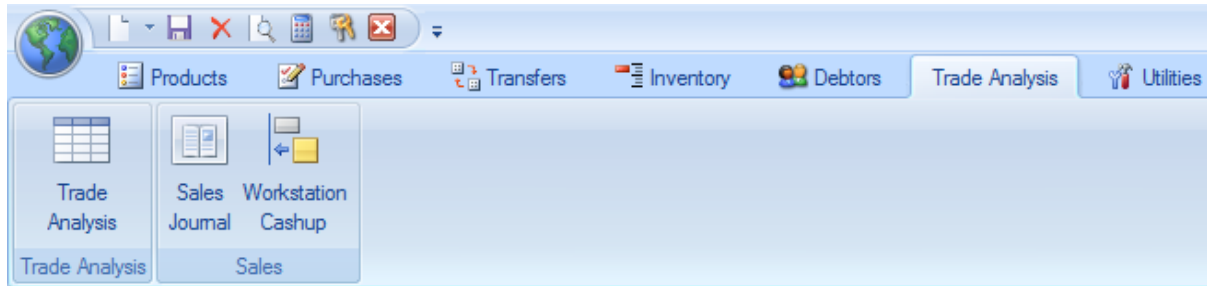
The user will then proceed to enter the *amount* of the payment and add any additional *remarks* if required.

Once all details are satisfactory the user will click on the *save* button to finalise the payment module.

## Trade Analysis

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The *Trade analysis* module offers the user a convenient tool where financial data can be obtained.



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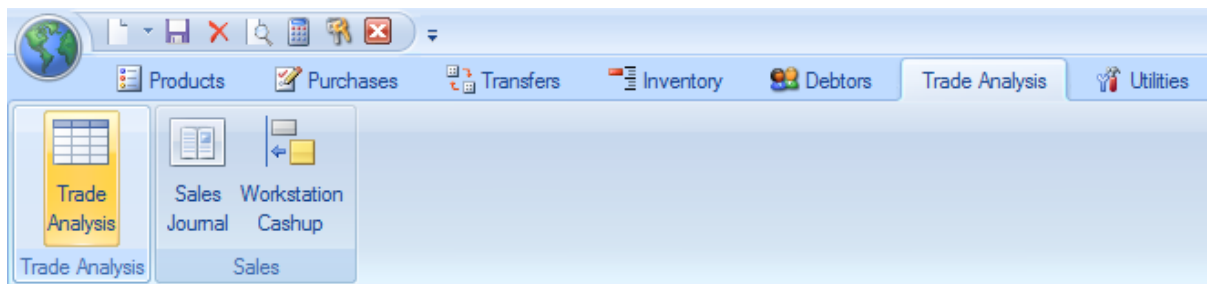
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## Trade Analysis

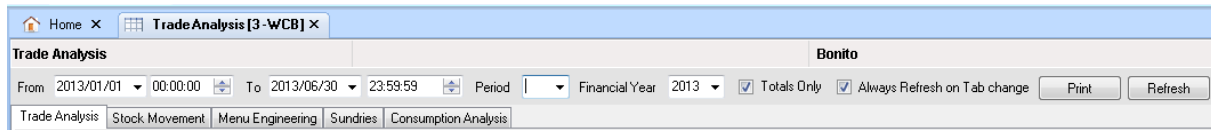
The *Trade analysis* module allows the user to view data on stock movements, consumption analysis and various financial data.

To access the module the user will click on the *Trade analysis* tab and proceed to click on the *Trade analysis* button.



The user in the *Trade analysis* module will begin by clicking on the *from and to* field and set the date range of the data to view. The user can set the time range too.

By clicking on the *Period* field the user can set the financial period for the data range. The *Financial year* field allows the user to choose the financial year for the data report.



⇒ [Note] The user can flag the totals only filter to view only totals of the various data fields without a detailed view of transactions. If the flag for 'always refresh on tab change' is on this will allow automatic refreshment of data between tab changes.

The trade analysis view gives a summary of all financial transactions. If the user clicks on the plus sign next to the financial category he will be able to view a more detailed view of the transactions that took place to contribute to the category.

Trade Analysis [3-WCB] x Bonito

From 2013/01/01 00:00:00 To 2013/06/30 23:59:59 Period Financial Year 2013 Totals Only Always Refresh on Tab change Print Refresh

Trade Analysis Stock Movement Menu Engineering Sundries Consumption Analysis

	Excl Value	Tax	Incl Value	Transaction	Date	QTY	Unit Price	Doc. No.	Invoice No.	Invoice Date
<b>ACTUAL</b>										
[+] Opening Stock	1 481 049.60									
[+] Goods Received	883 045.64	110 384.62	993 430.26	430						
[] Goods Returned	16 211.36	2 269.59	18 480.95	14						
[+] Transfers In	527 393.46	65 615.15	593 008.61	395						
[] Transfers Out	527 393.46	65 615.15	593 008.61	395						
[+] Production (In)	0.00		0							
[] Production (Out)	0.00		0							
[+] Yield (In)	0.00		0							
[] Yield (Out)	0.00		0							
[=] Sub Total	2 347 883.89									
[] Counted Closing Inventory	1 640 643.71									
[] Inventory difference	-473 630.88			52						
[=] Actual Usage / COS Value	1 180 871.06									
<b>[%] Actual Usage / COS</b>	<b>73.31</b>									
<b>THEORETICAL</b>										
[+] Recorded Sales	1 610 710.59	225 499.91	1 836 210.50	201						
[] Theoretical COS	268 692.65	37 583.76	306 276.40	6414						
[=] Achievable Gross Profit Value	1 342 017.94									
[%] Achievable Gross Profit	83.32									
<b>[%] Achievable COS</b>	<b>16.68</b>									
<b>SUMMARY</b>										
[+] Achievable Profit	1 342 017.94									
[] Actual Profit	429 839.53									
[=] Deviation Value / Lost Profit	912 178.41									
<b>[%] Deviation in Sales</b>	<b>56.63</b>									

Tools: Display Branch, Display by Cost Centre, Display by Revenue Centre, Display Cost Centres by Selection, Display by Department, Flash Variances

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

The tools button on the side of the grid allows the user to perform or filter data according to certain conditions applied.

Display branch button - will populate the data grid with a summarized view of data for the branch as a whole.

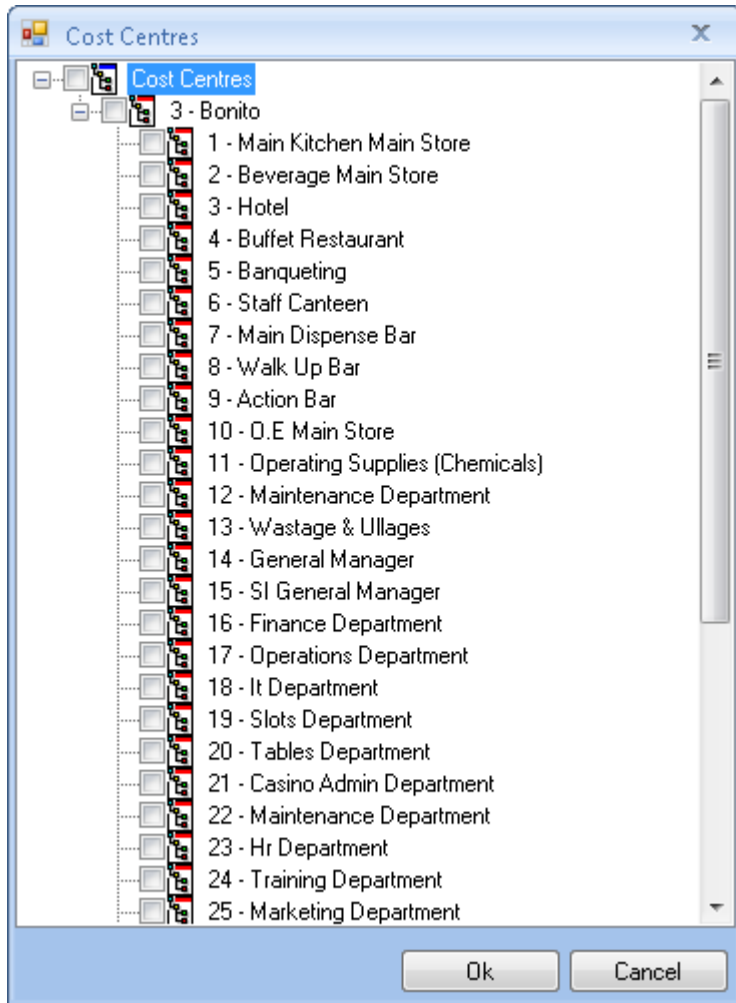
Display by cost centre - will provide a view of a breakdown of data per individual cost centres.

From 2013/01/01 00:00:00 To 2013/06/30 23:59:59 Period Financial Year 2013 Totals Only Always Refresh on Tab change											
Trade Analysis Stock Movement Menu Engineering Sundries Consumption Analysis											
	1 - Main Kitchen	2 - Beverage Ma	3 - Hotel	4 - Buffet Restau	5 - Banqueting	6 - Staff Canteen	7 - Main Dispos	8 - Walk Up Bar	9 - Action Bar	10 - O.E Main Stc	11 - Operating S
<b>ACTUAL</b>											
[+] Opening Stock	31 499.71	47 656.19	11 319.05	0.00	1 689.98	2 610.65	9 650.42	15 578.23	11 593.25	582 859.09	231 844.11
[+] Goods Received	481 355.54	349 249.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6 264.05	18 620.33
[-] Goods Returned	3 115.83	10 395.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[+] Transfers In	751.45	2 293.66	52 137.56	111 316.85	35 507.80	69 982.76	28 795.97	183 540.23	40 955.25	0.00	0.00
[-] Transfers Out	261 770.62	251 939.20	599.34	541.70	123.46	1 769.95	4 195.69	3 946.56	2 506.94	0.00	0.00
[+] Production (In)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[-] Production (Out)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[+] Yield (In)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[-] Yield (Out)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
[=] Sub Total	248 720.26	136 865.10	62 857.27	110 775.15	37 074.31	70 823.46	34 250.71	195 171.89	50 041.56	589 123.14	250 464.44
[-] Counted Closing Inventory	68 059.85	140 889.39	9 624.49	541.70	4 471.68	991.83	9 916.58	134.06	7 330.90	589 123.13	250 404.44
[=] Actual Usage / CDS Value	180 660.40	-4 024.28	53 232.77	110 233.45	32 602.63	69 841.63	24 334.13	195 037.83	42 710.66	0.00	60.00
<b>[%] Actual Usage / CDS</b>	<b>0.00</b>	<b>0.00</b>	<b>38.45</b>	<b>30.93</b>	<b>11.39</b>	<b>0.00</b>	<b>33.00</b>	<b>29.73</b>	<b>42.82</b>	<b>0.00</b>	<b>0.00</b>
<b>THEORETICAL</b>											
[+] Recorded Sales	0.00	0.00	138 453.47	356 407.89	286 362.26	0.00	73 745.12	656 004.64	99 737.22	0.00	0.00

Display by revenue centre - will provide a view of a breakdown of data per revenue centres.

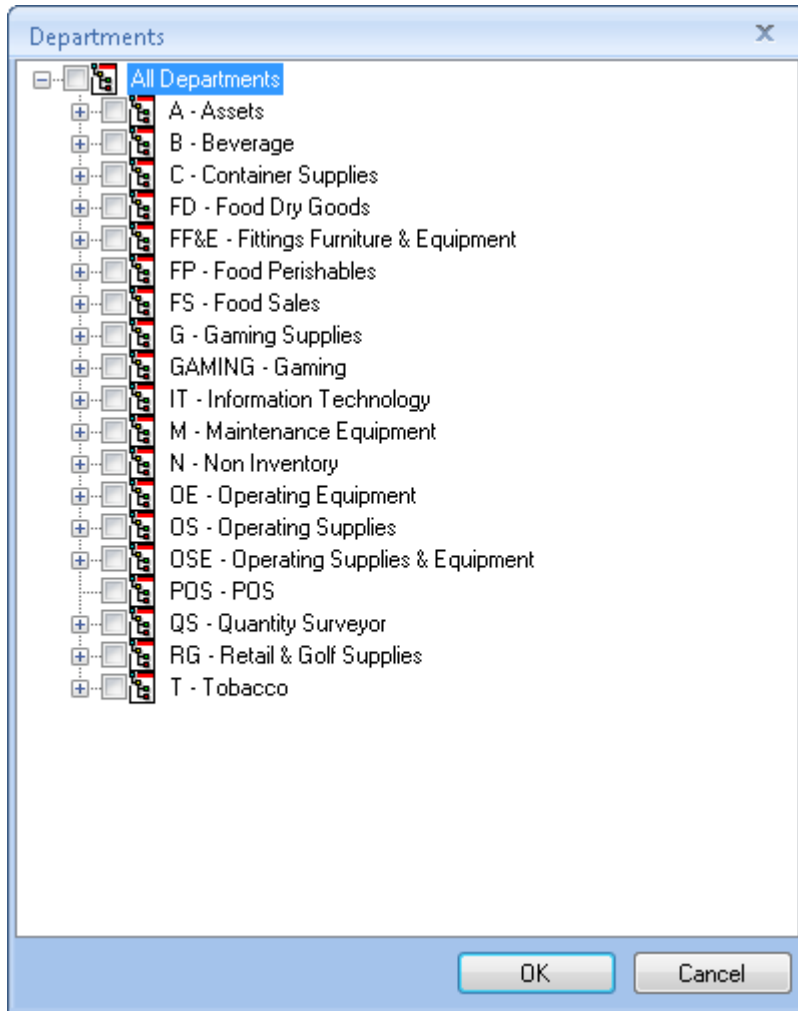
	1 - Main Kitchen	3 - Hotel	4 - Buffet Restau	5 - Banqueting	7 - Main Dispos	8 - Walk Up Bar	9 - Action Bar	13 - Wastage & L	35 - Room Serv	Total
<b>ACTUAL</b>										
[+] Opening Stock	31 499.71	11 319.05	0.00	1 689.98	9 650.42	15 578.23	11 593.25	1 484.64	1 247.79	
[+] Goods Received	481 355.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[-] Goods Returned	3 115.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[+] Transfers In	751.45	52 137.56	111 316.85	35 507.80	28 795.97	183 540.23	40 955.25	0.00	1 603.05	
[-] Transfers Out	261 770.62	599.34	541.70	123.46	4 195.69	3 946.56	2 506.94	0.00	0.00	
[+] Production (In)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[-] Production (Out)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[+] Yield (In)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[-] Yield (Out)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
[=] Sub Total	248 720.26	62 857.27	110 775.15	37 074.31	34 250.71	195 171.89	50 041.56	1 484.64	2 850.84	
[-] Counted Closing Inventory	68 059.85	9 624.49	541.70	4 471.68	9 916.58	134.06	7 330.90	1 484.64	713.99	
[=] Actual Usage / CDS Value	180 660.40	53 232.77	110 233.45	32 602.63	24 334.13	195 037.83	42 710.66	0.00	2 136.85	
<b>[%] Actual Usage / CDS</b>	<b>0.00</b>	<b>38.45</b>	<b>30.93</b>	<b>11.39</b>	<b>33.00</b>	<b>29.73</b>	<b>42.82</b>	<b>0.00</b>	<b>0.00</b>	
<b>THEORETICAL</b>										
[+] Recorded Sales	0.00	138 453.47	356 407.89	286 362.26	73 745.12	656 004.64	99 737.22	0.00	0.00	

Display cost centres by selection - allows a selection of the desired costs centres by flagging the list of cost centres and clicking **OK**.



Display by department - provides the user to view a breakdown of financial data specific to the department of choice by flagging the department and clicking the OK button.

Flash variances - provides a flash view of variances within the departments.



The next tab on the trade analysis module gives the user a view of *Stock movement*. Individual stock items are listed with all the activities that took place for the items to provide the theoretical stock value.

**Trade Analysis** **Stock Movement - Quantities**

From 2013/01/01 00:00:00 To 2013/06/30 23:59:59 Period Financial Year 2013  Totals Only  Always Refresh on Tab change

Trade Analysis **Stock Movement** Menu Engineering Sundries Consumption Analysis

Product Code	Description	Opening	+ GRV's	Goods F	Transfers I	Transfers O	+ Produced	- Produced	+ Yield	- Yield	- Sales	= Theoretical	- Actual	+ Variance	= Adjustments
664085	Aib Brutal Fruit Berry 275ml	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
625721	Aib Brutal Fruit Grapefruit	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00	-1.00	0.00	1.00
627776	Aib Brutal Fruit Lemon Bott	12.00	96.00	0.00	72.00	72.00	0.00	0.00	0.00	0.00	66.00	42.00	22.00	4.00	24.00
606061	Aib Brutal Fruit Litchi Bottle	7.00	226.00	0.00	82.00	82.00	0.00	0.00	0.00	0.00	57.00	176.00	19.00	-6.00	151.00
606062	Aib Brutal Fruit Mango Bott	18.00	250.00	0.00	96.00	96.00	0.00	0.00	0.00	0.00	113.00	155.00	-4.00	-7.00	152.00
630392	Aib Brutal Fruit Peach 275ml	13.00	120.00	0.00	84.00	84.00	0.00	0.00	0.00	0.00	77.00	56.00	15.00	-5.00	36.00
622713	Aib Brutal Fruit Strawberry	0.00	240.00	0.00	84.00	84.00	0.00	0.00	0.00	0.00	87.00	153.00	6.00	-5.00	142.00
628055	Aib R Square Energizer Vc	9.00	336.00	0.00	240.00	240.00	0.00	0.00	0.00	0.00	232.00	113.00	31.00	1.00	83.00
623462	Aib Red Square Blue Ice 2	0.00	192.00	0.00	187.00	187.00	0.00	0.00	0.00	0.00	180.00	12.00	16.00	8.00	4.00
628039	Aib Red Square Cranberry 2	0.00	144.00	0.00	138.00	138.00	0.00	0.00	0.00	0.00	113.00	31.00	31.00	8.00	8.00
606075	Aib Smirnoff Spin 300ml	1.00	312.00	0.00	217.00	217.00	0.00	0.00	0.00	0.00	210.00	103.00	6.00	-7.00	90.00
625924	Aib Smirnoff Storm 300ml	9.00	72.00	0.00	24.00	24.00	0.00	0.00	0.00	0.00	20.00	61.00	20.00	1.00	42.00
619222	Anchovy Fillet 1kg	1.22	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.22	1.00	-2.22	0.00
606090	Aperitif Angostura Bitters 1	2.99	2.00	0.00	2.20	2.20	0.00	0.00	0.00	0.00	1.05	3.94	1.13	-2.85	-0.04
606080	Aperitif Campari 750ml	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	1.10	0.20	0.00
606083	Aperitif Martini Bianco 750ml	0.80	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.80	0.80	0.00	1.00
606084	Aperitif Martini Dry 750ml	0.10	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	0.10	0.00	1.00
606085	Aperitif Martini Rosso 750ml	0.20	1.00	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.27	0.93	0.10	0.17	1.00
603509	Apricot Halves 3.06kg	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	-2.00	0.00
601346	Avocado Pulp 1000kg	-15.46	20.00	0.00	4.01	4.01	0.00	0.00	0.00	0.00	0.00	35.46	8.33	-27.13	0.00
602007	Bacon Back 1000g	0.00	34.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	10.00	-24.00	0.00
623764	Bacon Prime 1000g	5.48	102.00	0.00	71.00	71.00	0.00	0.00	0.00	0.00	0.00	107.48	3.50	-103.98	0.00
601904	Bacon Shoulder 1000g	8.00	96.00	0.00	97.00	97.00	0.00	0.00	0.00	1.96	102.04	17.51	-85.23	-0.70	0.00
601825	Bacon Sossates 1000g	0.00	9.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.57	0.00	-9.57	0.00
629199	Bag Bread 1000's	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
601726	Bag Bread 1200's 1000's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Record Count= 705	6 972.46	78 955.44	837.22	52 154.08	52 154.08	0.00	0.00	0.00	0.00	342.12	43 248.56	3 576.51	-26 310.52	13 361.53

Tools:

The tools panel next to the grid offers the user various tools that he may utilise according to the needs.

Stock ledger button - to view the *Stock ledger* of the item that the user has clicked on the grid.

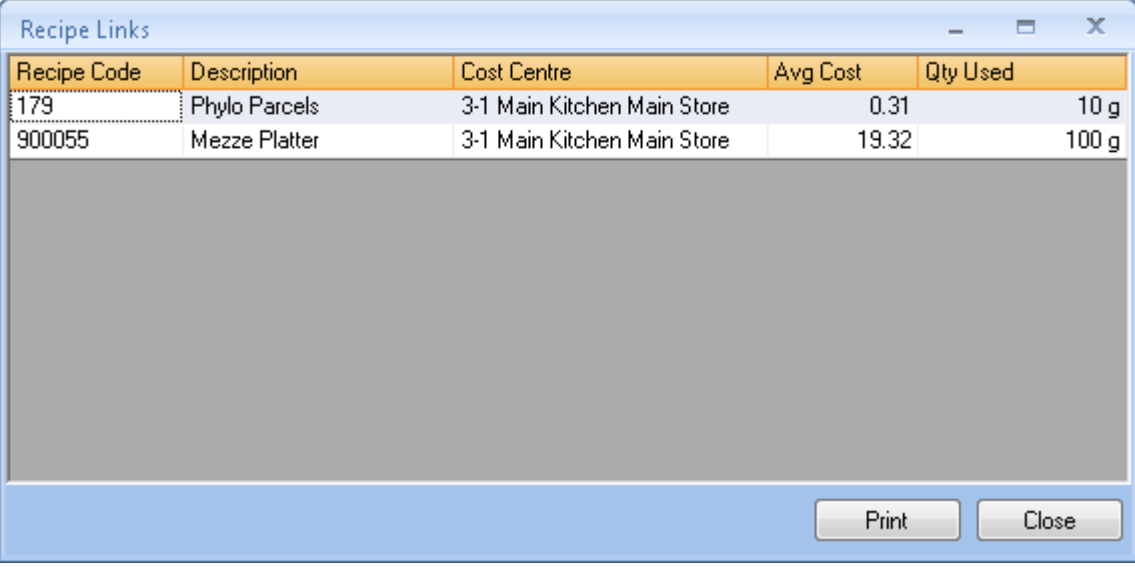
Group by depts button - to view the financial data group by departments.

Trade Analysis **Stock Movement** Menu Engineering Sundries Consumption Analysis

Product Code	Description	Opening	+ GRV's	Goods F	Transfers I	Transfers O	+ Produced	- Produced	+ Yield	- Yield	- Sales	= Theoretical	- Actual	+ Variance
B1-1	Mineral Can	2062.00	14496.00	288.00	15483.00	15483.00	0.00	0.00	0.00	0.00	90.00	1182.00	568.00	-614.00
B1-2	Mineral Bottle	239.00	1560.00	0.00	1710.00	1710.00	0.00	0.00	0.00	0.00	0.00	97.00	96.00	-19.00
B1-3	Mineral Postmix	0.00	14.00	2.00	16.00	16.00	0.00	0.00	0.00	0.00	0.00	14.25	0.00	-14.25
B1-4	Mineral Water	274.00	1968.00	0.00	2888.00	2888.00	0.00	0.00	0.00	0.00	90.00	27.00	139.00	112.00
B2-1	Beer Local	1130.00	23424.00	464.00	10456.00	10456.00	0.00	0.00	0.00	0.00	14.00	221.00	5.00	-216.00
B2-2	Beer Imported	294.00	3360.00	0.00	2339.00	2339.00	0.00	0.00	0.00	0.00	90.00	88.00	51.00	-37.00
B2-3	Beer Draught	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	-0.20	-0.03	0.16
B3-2	Sherry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.07	-0.07	0.00	0.07
B4-1	Spirit Brandy	21.23	139.00	0.00	117.20	117.20	0.00	0.00	0.00	0.00	27.37	12.06	9.23	-2.83
B4-2	Spirit Cane	7.50	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	4.40	5.24	5.13	-0.11
B4-3	Spirit Gin	6.63	15.00	1.00	9.67	9.67	0.00	0.00	0.00	0.00	13.63	2.46	2.83	0.37
B4-4	Spirit Rum	14.67	57.00	0.00	34.57	34.57	0.00	0.00	0.00	0.00	30.01	17.92	17.40	-0.52
B4-5	Spirit Whisky	45.07	217.00	0.00	188.63	188.63	0.00	0.00	0.00	0.00	05.93	29.34	18.53	-10.80

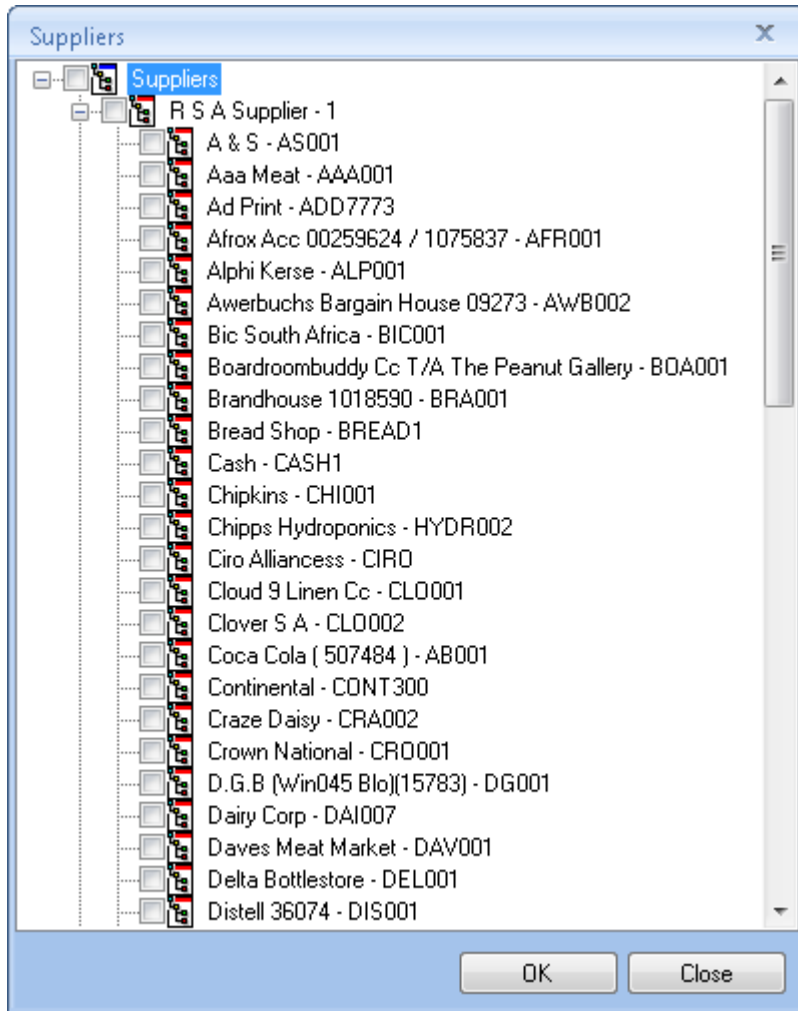
Display values button - the user can switch between viewing the financial data with a monetary value total or a quantity total.

Recipe links button - provides a quick view of the stock item to any recipes links.



Recipe Code	Description	Cost Centre	Avg Cost	Qty Used
179	Phylo Parcels	3-1 Main Kitchen Main Store	0.31	10 g
900055	Mezze Platter	3-1 Main Kitchen Main Store	19.32	100 g

By supplier button - allows the user to load financial data filtered by items distributed by the flagged suppliers.



The user can navigate to the next tab in the trade analysis module by clicking on the *Menu engineering* tab. This module gives the user a view of important financial data per product breakdown. The user will be able to make informed decision on products according to their revenue rating. When the user clicks on the menu engineering tab Procure.net will have a pop -up indicating whether the user will like to load supplier specific items. The user can click on *yes* and select the suppliers if desired.

Trade Analysis		Menu Engineering					Bonito									
From	2013/01/01	To	2013/06/30	23:59:59	Period	Financial Year	2013	<input checked="" type="checkbox"/> Totals Only	<input checked="" type="checkbox"/> Always Refresh on Tab change							
Trade Analysis		Stock Movement		Menu Engineering		Sundries		Consumption Analysis								
Product	Transaction	Portions Sold	Nett Cost Price	Selling Price (Excl)	Markup%	Cost%	GP%	GP Value	Total Cost	Total Revenue	Total GP Value	Sales Mix%	Portion Rating	Revenue Rating	Overall Rating	
As Main - M1002550	Sale	1	0.00	0.14	NaN	0.00%	100.00%	0.00	0.00	0.00	0.00	0.00%	Low	Low	4	
Do Not Prepare - M1002552	Sale	7	0.00	0.14	NaN	0.00%	100.00%	0.00	0.00	0.00	0.00	0.00%	Low	Low	4	
Go Main - M1002559	Sale	1	0.00	0.14	NaN	0.00%	100.00%	0.00	0.00	0.00	0.00	0.00%	Low	Low	4	
Russian & Chips - M1009708	Sale	5	0.00	0.14	Infinity	0.00%	100.00%	39.47	0.00	197.37	197.37	0.01%	Low	Low	4	
Sweet Chili Wings - M1009713	Sale	10	0.00	0.14	Infinity	0.00%	100.00%	39.47	0.00	394.74	394.74	0.02%	Low	Low	4	
Topping 10 - M1009730	Sale	1	0.00	8.77	Infinity	0.00%	100.00%	8.77	0.00	8.77	8.77	0.00%	Low	Low	4	
Sausage Festival - M1009900	Sale	12	0.00	26.32	Infinity	0.00%	100.00%	56.94	0.00	683.33	683.33	0.04%	Low	Low	4	
Hake Fillet - M1009901	Sale	112	23.16	0.14	0.3256	16 501.50%	-	7.54	2 593.92	3 438.60	844.68	0.21%	Low	Low	4	
Lils Rugby Snack - M1009902	Sale	4	0.00	0.14	Infinity	0.00%	100.00%	74.56	0.00	298.25	298.25	0.02%	Low	Low	4	
Lils Dagwood - M1009903	Sale	18	19.02	0.14	1.844	13 551.75%	-	35.07	342.36	973.68	631.32	0.06%	Low	Low	4	
Bacon & Egg - M1009904	Sale	118	10.32	0.14	2.2048	7 353.00%	-7 253.00%	22.75	1 217.76	3 902.63	2 684.87	0.24%	Low	Low	4	
Cheese Ham Tom - M1009905	Sale	148	15.80	0.14	1.0527	11 257.50%	-	16.63	2 338.40	4 799.99	2 461.59	0.30%	Low	Low	4	
Cheese Tomato - M1009906	Sale	39	12.71	0.14	1.3979	9 055.88%	-8 955.88%	17.77	495.69	1 188.60	692.91	0.07%	Low	Low	4	
Chicken Wings - M1009907	Sale	155	25.65	0.14	1.0519	18 275.83%	-	26.98	3 975.75	8 157.90	4 182.15	0.51%	Low	Low	4	
Chix Mayo - M1009908	Sale	186	11.21	0.14	1.8822	7 987.13%	-7 887.13%	21.10	2 085.06	6 009.64	3 924.58	0.37%	Low	Low	4	
Set Menu 1 - M1009912	Sale	12	0.00	162.28	Infinity	0.00%	100.00%	3.29	0.00	39.47	39.47	0.00%	Low	Low	4	
Bowl of Chips - M1009918	Sale	88	5.13	0.14	2.5831	3 655.13%	-3 555.13%	13.25	451.44	1 617.55	1 166.11	0.10%	Low	Low	4	
Xtra Ice - M1009920	Sale	6	0.00	0.00	NaN			0.00	0.00	0.00	0.00	0.00%	Low	Low	4	
Snacks 2 - M1009925	Sale	50	0.00	65.79	Infinity	0.00%	100.00%	65.79	0.00	3 289.47	3 289.47	0.20%	Low	Low	4	
Sandwiches - M1009927	Sale	195	0.00	21.93	Infinity	0.00%	100.00%	21.93	0.00	4 276.31	4 276.31	0.27%	Low	Low	4	
Cocktail Meal 4 - M1009928	Sale	33	0.00	127.19	Infinity	0.00%	100.00%	118.42	0.00	3 907.90	3 907.90	0.24%	Low	Low	4	
Chicken strips - M1009929	Sale	93	0.00	43.86	Infinity	0.00%	100.00%	43.39	0.00	4 035.08	4 035.08	0.25%	Low	Low	4	
Tempura Hake - M1009930	Sale	2	0.00	43.86	Infinity	0.00%	100.00%	43.86	0.00	87.72	87.72	0.01%	Low	Low	4	
Tempura Prawns - M1009931	Sale	1	0.00	43.86	Infinity	0.00%	100.00%	43.86	0.00	43.86	43.86	0.00%	Low	Low	4	
Chix bacon wrap - M1009934	Sale	2	0.00	48.25	Infinity	0.00%	100.00%	48.25	0.00	96.49	96.49	0.01%	Low	Low	4	
Haloumi avo wrap - M1009935	Sale	4	0.00	42.11	Infinity	0.00%	100.00%	42.11	0.00	168.42	168.42	0.01%	Low	Low	4	
Steak Roll - M1009937	Sale	44	18.32	52.63	1.8729	34.81%	65.19%	34.31	806.08	2 315.79	1 509.71	0.14%	Low	Low	4	
Chix Jalapeno - M1009938	Sale	5	0.00	58.14	Infinity	0.00%	100.00%	58.14	0.00	280.70	280.70	0.02%	Low	Low	4	
<b>278 Records</b>		<b>69 787.0</b>	<b>2 958.57</b>	<b>13 985.18</b>	<b>866.48</b>	<b>17.85</b>	<b>82.15</b>	<b>16 344.04</b>	<b>287 470.30</b>	<b>1 610 711.46</b>	<b>1 323 241.15</b>	<b>100.00</b>	<b>Low</b>	<b>Low</b>	<b>4</b>	
Theoretical																
Total Cost	287470.30	Total Cost	287470.30	Total Cost	0.00											
Total Selling	1582693.35	Total Revenue	1610711.46	Total Selling	-28012.11											
G.P. %	81.84%	G.P. %	82.15%	G.P. %	-0.31%											
Cost of Sales %	0.00%	Cost of Sales %	17.85%	Cost of Sales %	-17.85%											
Database :	192.168.1.3	User :	Lino	Branch Number :	3	v4.1.6.3	2013/06/03									

The information bar below the grid gives a total view of the data according to the theoretical formulas and physical formulas giving the difference. Clicking on individual items in the grid will also highlight the relevant revenue rating grid according to its rating being *cash cow*, *star*, *problem child* or *dog*.

Theoretical		Physical		Difference		Actual Rating							
Total Cost	287470.30	Total Cost	287470.30	Total Cost	0.00	<table border="1"> <tr> <td>Cash Cow (2)</td> <td>Star (1)</td> </tr> <tr> <td>Problem Child (4)</td> <td>Dog (3)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Portions</a></td> </tr> </table>		Cash Cow (2)	Star (1)	Problem Child (4)	Dog (3)	<a href="#">Portions</a>	
Cash Cow (2)	Star (1)												
Problem Child (4)	Dog (3)												
<a href="#">Portions</a>													
Total Selling	1582699.35	Total Revenue	1610711.46	Total Selling	-28012.11								
G.P.%	81.84%	G.P.%	82.15%	G.P.%	-0.31%								
Cost of Sales%	0.00%	Cost of Sales%	17.85%	Cost of Sales%	-17.85%								

**Sundries.....**

No.	Department	Description	Value Excl	Cost Centre	Influence	User	Date
						594 - Lino	

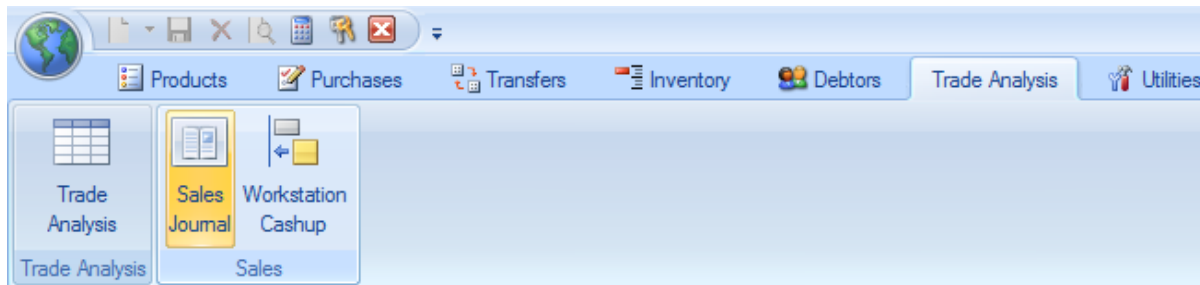
**Consumption analysis.....**

Product Code	Description	Opening Stock	Transfers In	Transfers Out	Closing Stock	Selling Price	Consumption	Consumption Value	Sales %

## Sales Journal

The *Sales journal* offers the user data on sales that have been made within the various revenue centres in the company.

To access the report the user will navigate to the *Trade analysis* tab and click on it. He will proceed to click on the *Sales journal* button.



The user will proceed to select the [filter conditions](#) according to his needs.

Once the filter conditions are loaded the user will be provided with a report showing information of sales within the revenue centres.

By the user clicking on the plus sign he will be provided with a details sales journal of specific items sold with the revenue centre.

Reselect Report

branch Branch Cost Centre Product

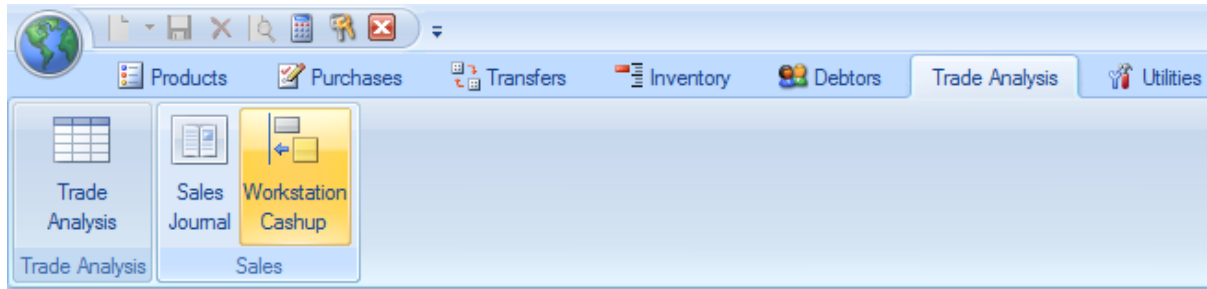
1	2	*	Type	Department	Unit	Qty	Average Cost	Selling Price	Total
<b>branch: 3 - Bonito</b>						<b>68 562.000</b>	<b>34 316.61</b>	<b>165 667.37</b>	<b>1 672 556.50</b>
Branch Cost Centre: 3 - WCB [3 - Hotel]						3 168.000	3 654.06	19 179.83	157 389.00
Product: M1300005 - Full Breakfast						854.000	0.00	3 991.23	111 020.00
			POS Sale	POS - POS	each	28.000	0.00	114.04	3 640.00
			POS Sale	POS - POS	each	27.000	0.00	114.04	3 510.00
			POS Sale	POS - POS	each	30.000	0.00	114.04	3 900.00
			POS Sale	POS - POS	each	35.000	0.00	114.04	4 550.00
			POS Sale	POS - POS	each	42.000	0.00	114.04	5 460.00
			POS Sale	POS - POS	each	51.000	0.00	114.04	6 630.00
			POS Sale	POS - POS	each	15.000	0.00	114.04	1 950.00
			POS Sale	POS - POS	each	35.000	0.00	114.04	4 550.00
			POS Sale	POS - POS	each	14.000	0.00	114.04	1 820.00

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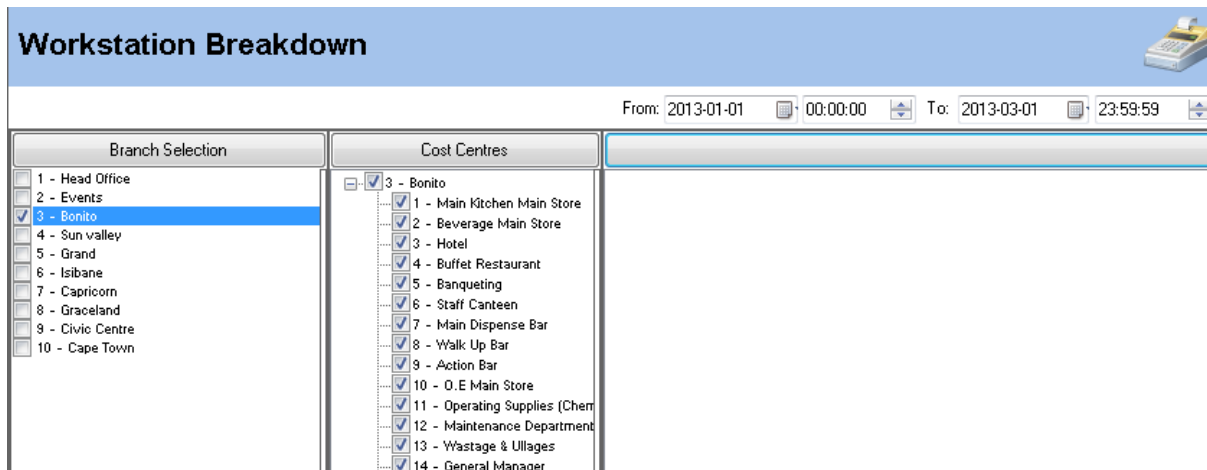
## Workstation Cashup

The *Workstation cash-up* module allows the user to view the revenue generated by the revenue centre specifically down to each workstation.

To access the module the user will click on the *Trade analysis* tab and proceed by clicking on the *Workstation cashup* button.



The user will click on the *Branch selection* button and proceed by flagging the desired branch in the list.



The user will then click on the *Cost centres* button and flag the relevant revenue centre for which the user will like to view information for.

The user will then click on the *POS* button to view various options for the point of sales for the revenue centre. The user will flag the relevant POS to view the sales data.

The user will ensure to select the date range on the *from and to* field according to the date range that he will want to view the relevant data for.

Once the user is satisfied with all the filter conditions he will click on the  button for Procure.net to load the relevant data.

The user will be provided with the data within a grid where he can click on the plus sign to show a detailed breakdown on the revenue for the specific point of sale.

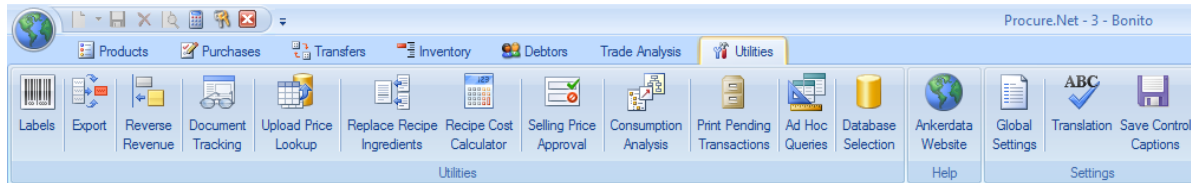
If the user needs to print the report he will click on the *Print* button.

If the user clicks on the *Reselect* he will be able to reselect the filter conditions to be loaded.

## Utilities

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The *Utilities* ribbon provides the user with various functions that can be accessed via the panel.



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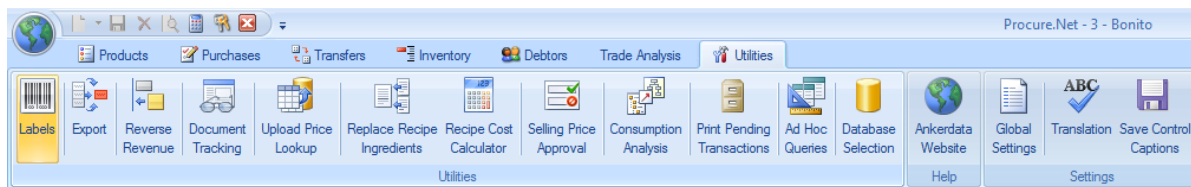
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## Labels

The user will use the *Labels* module to print bar coded labels for items if desired.

The user will click on the *Utilities* tab and proceed to click on the *Labels* button.



The user will either type in the *Product code* or search for a product to create a label for, by clicking on the *Product code* field and searching through the list and flag the desired item to load.

All the fields will be populated according to the item selected.

Print Labels

Product Code : 6001369004061      Packs

Description : 10 Plastic Starfish

Brand Name : No Brand

Cost Code :

Selling Price (Incl) : 49.95      03 May 2013

Pack Size : Each      VAT : 14.000

Label

29mm x 40mm

Arrow Direction  
 Arrow Up **True**

Label Description  
 Label Description

Label Fields  
 Date **False**  
 Label Border **False**  
 Pack Box **False**  
 Pack Size **False**  
 Product Code **True**  
 Unit Price **False**

Page Margin  
 Margin Bottom **0**  
 Margin Left **1500**

**Arrow Up**  
 Is the label placed below or above the goods on the shelf

Invert Price Background      Refresh

Qty 1      Print Label Batch

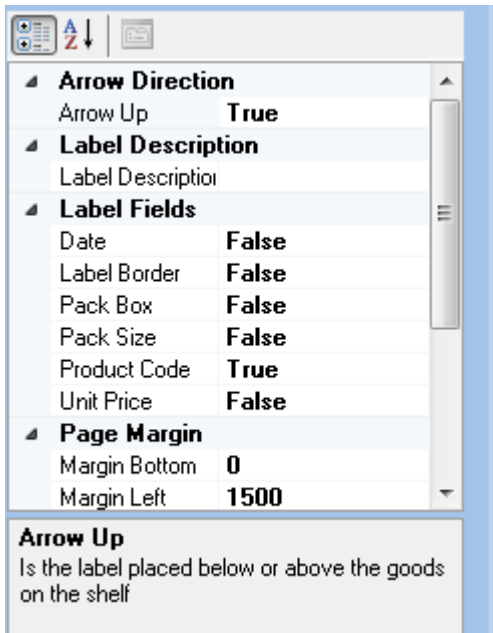
Close      Print Shelf Talker

product_code	description	brand_name	price_one	perishable	date	Bar_Code	GRV_Qty	TaxPerc	PackS
6001369004061	10 Plastic Starfish	No Brand	49.950	False	03 May 2013			0.00	14.000 Each

The user can select between various options of bar-code design by navigating to the *label* section and scrolling between the options and double clicking on the desired option.



The user can also edit various *properties* for the label by clicking on the desired properties and editing according to the needs.



An information bar is provided in Procure.net within the *labels* module. This allows the user to view a summary of relevant information for the selected item.

product_code	description	brand_name	price_one	perishable	date	Bar_Code	GRV_Qty	TaxPerc	PackS
6001369004061	10 Plastic Starfisl	No Brand	49.950	False	03 May 2013			0.00	14.000 Each

If the user has done any editing according to specific needs within the labels module he will click on the *Refresh* button to refresh the data.

The user will click on the *Qty* field and enter the quantity of labels to print.

The user will then click on the *Print label batch* to print the labels.

The screenshot shows a control panel with the following elements:

- An unchecked checkbox labeled "Invert Price Background".
- A "Refresh" button.
- A text input field labeled "Qty" containing the value "1".
- A "Print Label Batch" button.
- A "Close" button.
- A "Print Shelf Talker" button.

⇒ *[Note] the invert price background allows the user to invert the colours on the label.*

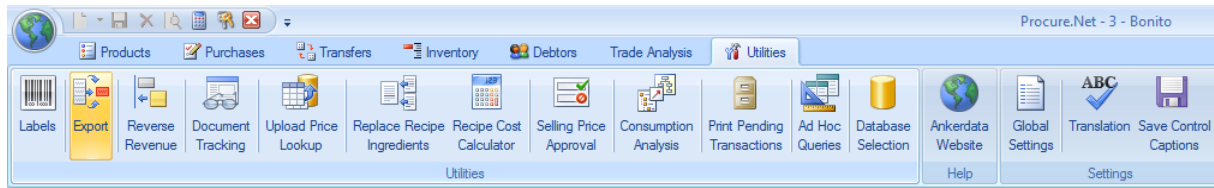
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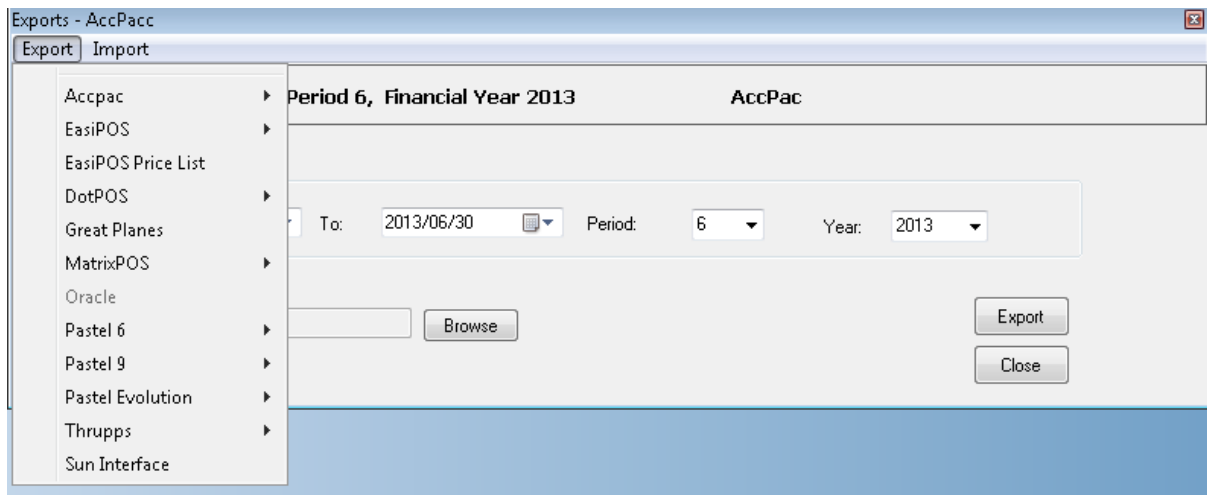
## Export

The *Export* function allows the user to export certain data within Procure.net.

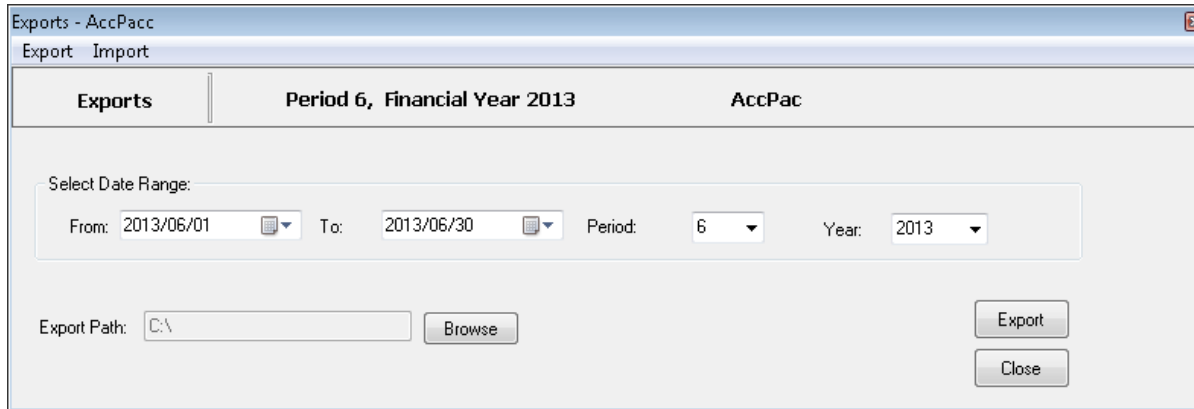
The user needs to click on the *Utilities* tab and proceed to click on the *Export* button to access this function.



The user will click on the *Export* tab to load various export functions that can be done within Procure.net. Procure.net can export data to numerous accounting packages.



Once the user is within the specific function he requires, he will click on the *from and to* date fields according to the required date. The user can also click on the *period and year* field to select between these fields.



Once the user has selected the date fields he will click on the *browse* button to select the export path on the computer. Once the path has been selected the user will click on the *Export* button to start the export process.

The export function named *Easipos price list* allows the user to export updates to the POS of any price changes that have taken place.

The user can proceed to click on *Easipos price list* to allow the user to flag various options.

Under the *Select export data* field the user will flag the necessary data that he will like to export to the POS. The user will then flag the *updates only* field to allow only updates to be sent down. If the user needs to send price data to a scale he can click on the *browse* button to select the scale path.

On the *updates.csv path* field the user will click on the *browse* button to select the path for the POS data files.

⇒ [Note] The user can select a schedule to send the data on. Procure.net can also be set to send email notification in the event of a failure of the export. Once the fields are set the user can click on the save button to save the settings.

The user will click on the *browse* button on the *export path* field to set the path to the data file for the POS price information. Before updating any price changes the user needs to firstly utilise the [selling approval](#) module

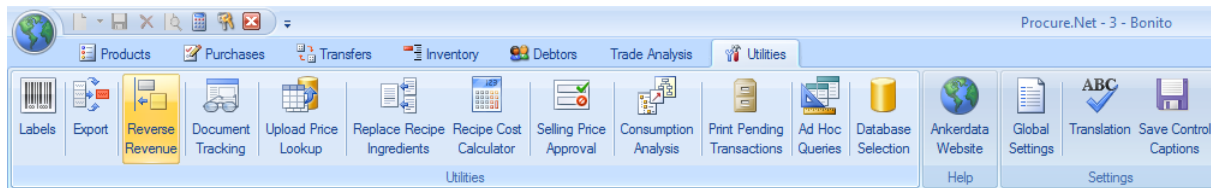
⇒ [Note] User can click on the password button to set a password to the data files.

Once all the fields are set the user will click on the *export* button to beginning the exporting function.

## Reverse revenue

The *Reverse revenue* function allows the user to reverse the revenue within a specific revenue centre if he is authorized to do so.

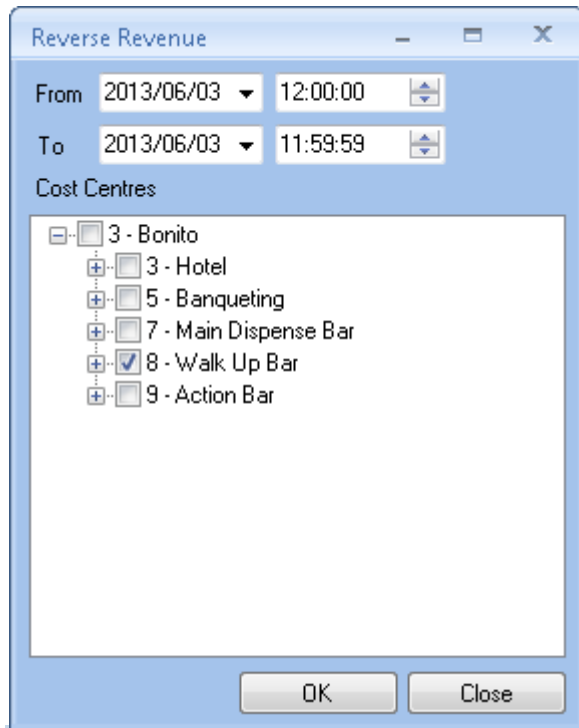
To access the *Reverse revenue* function the user will click on the *Utilities* tab and proceed by clicking on the *Reverse revenue* button.



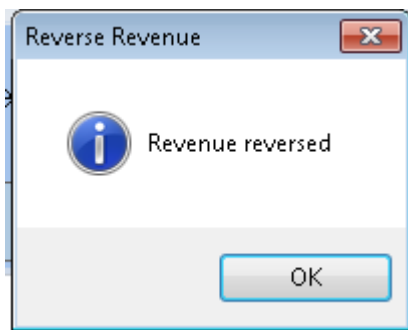
The user will then view and pop-up grid where he will click on the *from* field and select the start date and the *to* field to select the end date to reverse the revenue.

The user will then select the revenue centre by flagging the desired centre to reverse the revenue for.

Once all fields are set the user will click on the *OK* button to begin the process.



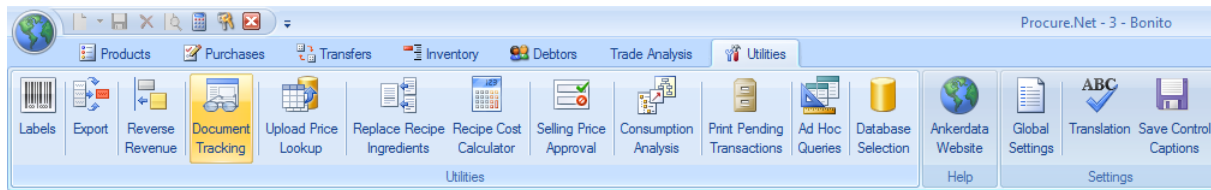
Once the revenue has reversed Procure.net will provide a dialogue box indicating such.



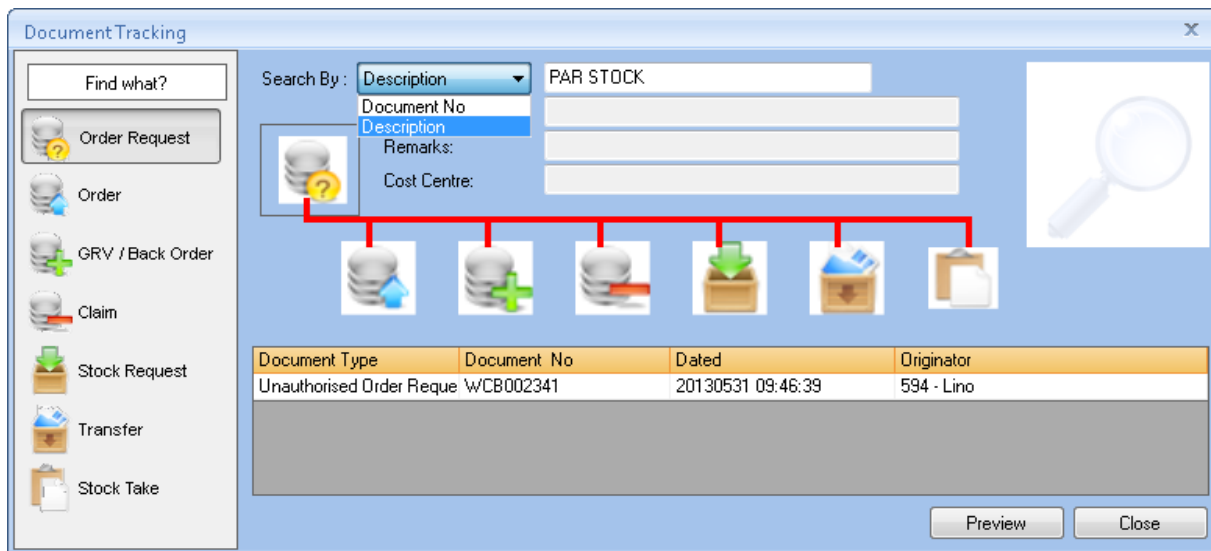
## Document tracking

Document tracking allows the user to search for required documents to either view or reprint.

To access the function the user will click on the *Utilities* tab and proceed to click the *Document tracking* button.



The user will be provided with an information grid where he can select between the various types of transactions for which he will like to view the document for.



Once the user has clicked on the transaction on the left panel he will proceed to the *search by* box, he will select between searching according to the *document number or description*.

Once the selection has been made the user will click on the box next to the *search by* field to type in the document number or description.

Once the document number or description is typed in Procure.net will provide a list of the relevant document.

The user can click on the relevant document and then click on the *preview* button to view the document.

---

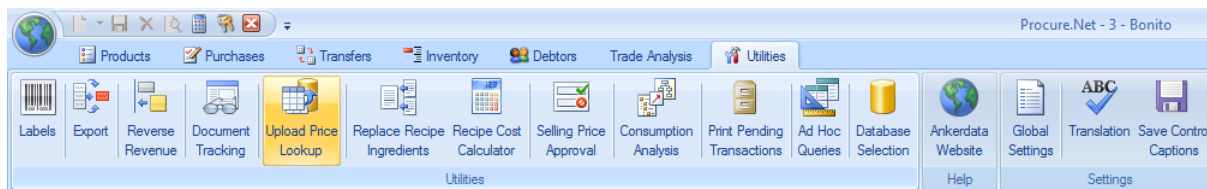
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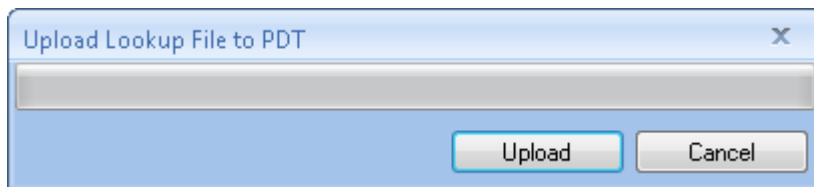
## Upload price lookup

With the *Upload price lookup* function the user can upload prices via the PDT.

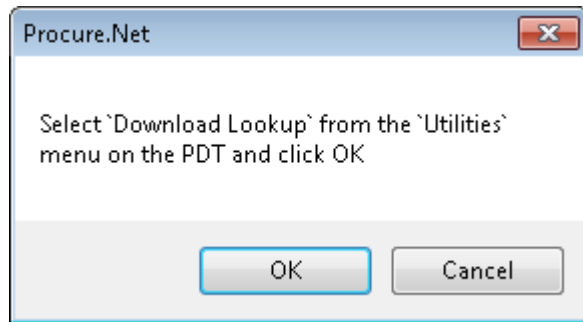
To access the function the user will click on the *Utilities* tab and proceeding to click on the *Upload price lookup* button.



The next pop-up will prompt to upload the data, the user will click on the *Upload* button.



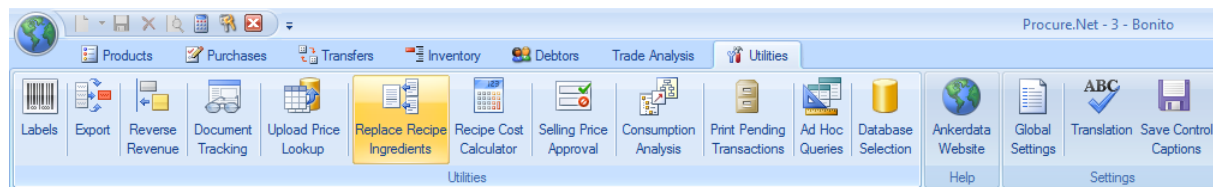
The next pop-up prompts the user to select 'download' on the PDT and click OK. This will begin the uploading process.



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## Replace recipe ingredients

The *Replace recipe ingredients* module allows the user to replace any substitute recipe ingredients with this function. To access the module the user will navigate to the *Utilities* tab and click on the *Replace recipe ingredients* button.



Once the *unit size converter* module pop-ups the user will proceed to click on the *Product code* field under *Old component* section and hit the *enter* key.

This will bring up the stock list screen from which the user will select the *Old component* item and double click on it.

The user will then click on the *New component Product code* field and hit the *enter* key. From the stock list selection screen the user will double click on the required item

Unit Size Converter

**Old Unit Size**

Unit Size:

Unit of Measure:

**Old Component**

Product Code	Description	Cost Price
600345	Milk Fresh	15.96

**New Unit Size**

Unit Size:

Unit of Measure:

**New Component**

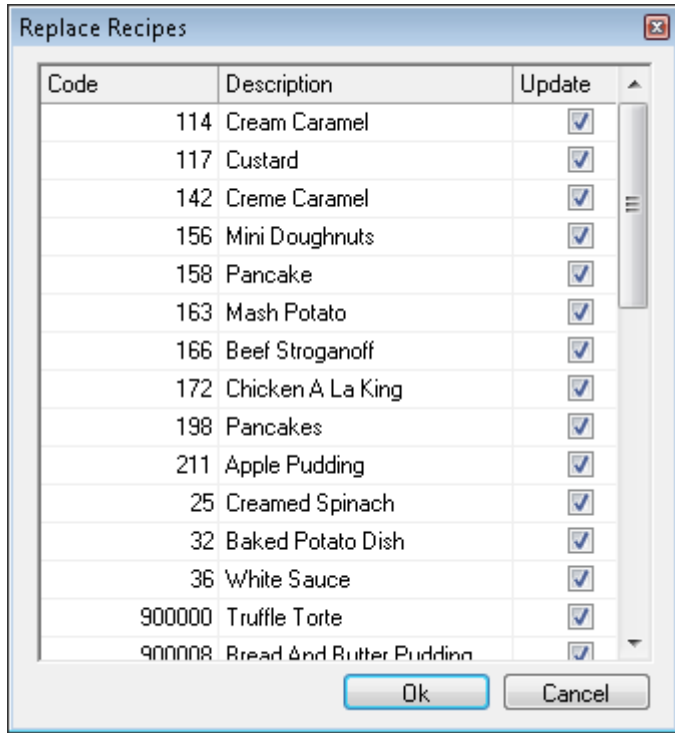
Product Code	Description	Cost Price
622862	Milk 2% Longlife	8.60

Current Recipe Only
  All Recipes

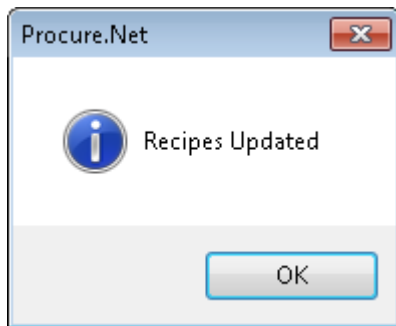
Once the *old component* and *new component* are entered within the module the user will proceed to select the *All recipes* field to substitute the recipe ingredients for all recipes that have the old component as an ingredient.

Under the *New unit size* section the user will enter the unit size and unit of measure for the substitute ingredient.

Once the user hits the *Save* button, they will be provided with a pop-up list all the recipes with the old component. The user will flag the recipes that he will want to substitute the old with the new component. Once satisfied the user will click on the *OK* button.

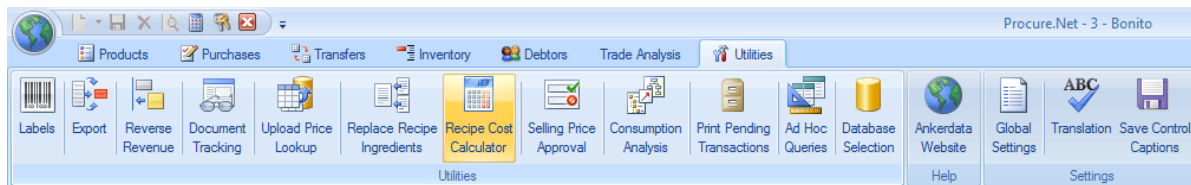


Once complete Procure.net will indicate that the recipes have been updated.

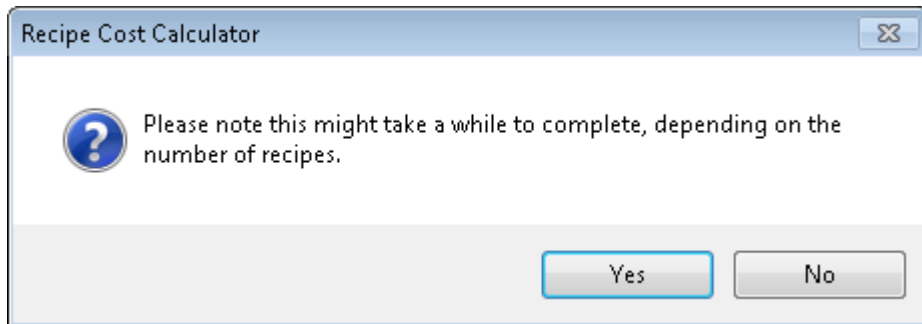


## Recipe cost calculator

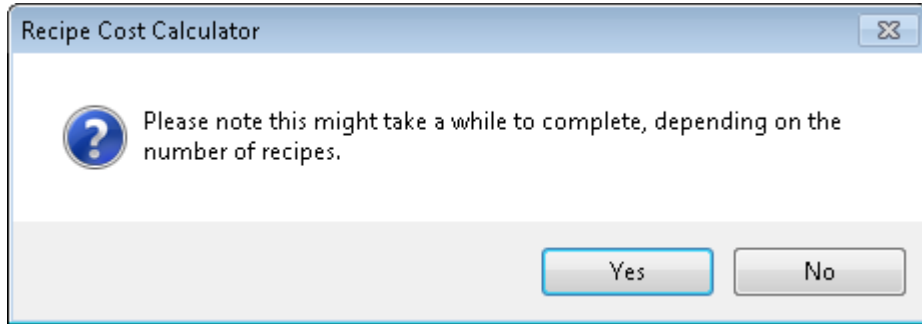
The *Recipe cost calculator* function allows Procure.net to recalculate costs for all recipes. This module must be activated periodically to ensure that all calculation variables that have been updated are calculated correctly with the latest data. To access the module the user will navigate to the *Utilities* tab on the ribbon and click on the *Recipe cost calculator* button.



Procure.net will prompt a message indicating that the calculation may take a while, the user will click on the Yes button to proceed.



Another prompt will pop-up verify whether the user will want to recalculate the average costs for the branch. The user will click on the Yes button to process the recalculations.

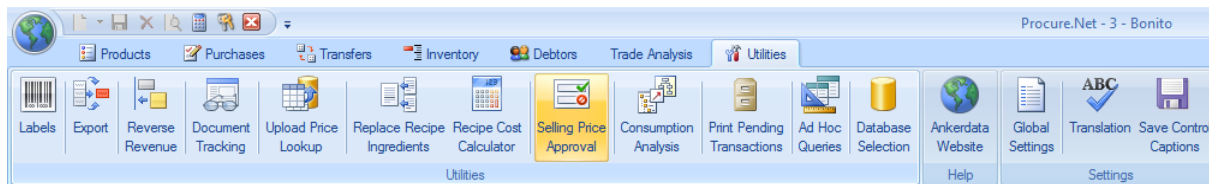


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## Selling price approval

The *Selling price approval* function must always be utilised to reconfirm any changes to selling prices before sending the updated prices to the point of sale.

To access the module the user will click on *Utilities* and proceed by clicking on the *Selling price approval* button.



Within the module the user will select the items that have approved changes or click on the *Select all* filter to flag all the times. Once satisfied the user will click on the *Approve* button.

Home x Selling Price Approval [3-WCB] x

### Selling Price Approval

Product Code	Description	Brand Name	Date Changed	Old Price	Markup %	New Price	Approved Price	Movement %	Approver
M2025018	Jose Cuervo each	No Brand	2008/01/16	0.00	-95.37	0.16	0.16	-95.37	<input type="checkbox"/>
M2025019	Red bull & Vodka each	Created by Micro	2008/01/16	0.00	-98.73	0.16	0.16	-98.73	<input checked="" type="checkbox"/>
M2013005	Hansa each	No Brand	2011/09/21	11.00	258.67	17.50	17.50	258.67	<input checked="" type="checkbox"/>
M2013006	W'Hoek Lager each	No Brand	2008/01/16	0.00	328.80	17.50	17.50	328.80	<input type="checkbox"/>
M2013007	W'Hoek Light each	No Brand	2008/01/16	0.00	327.60	17.50	17.50	327.60	<input checked="" type="checkbox"/>
M2005009	200ml Tonic W'atr each	No Brand	2010/08/03	0.16	387.33	14.00	14.00	387.33	<input type="checkbox"/>
M2061008	Savanna Light each	No Brand	2008/01/16	0.00	317.71	22.00	22.00	317.71	<input type="checkbox"/>

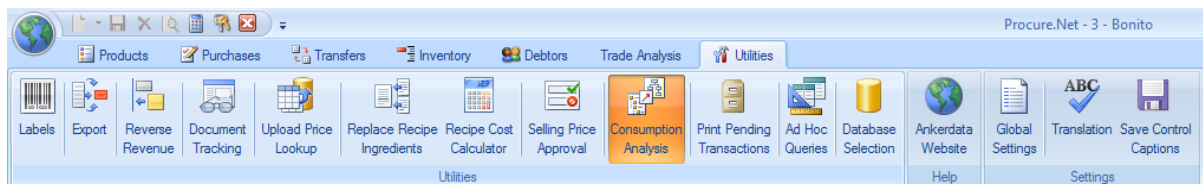
Select All  Approve

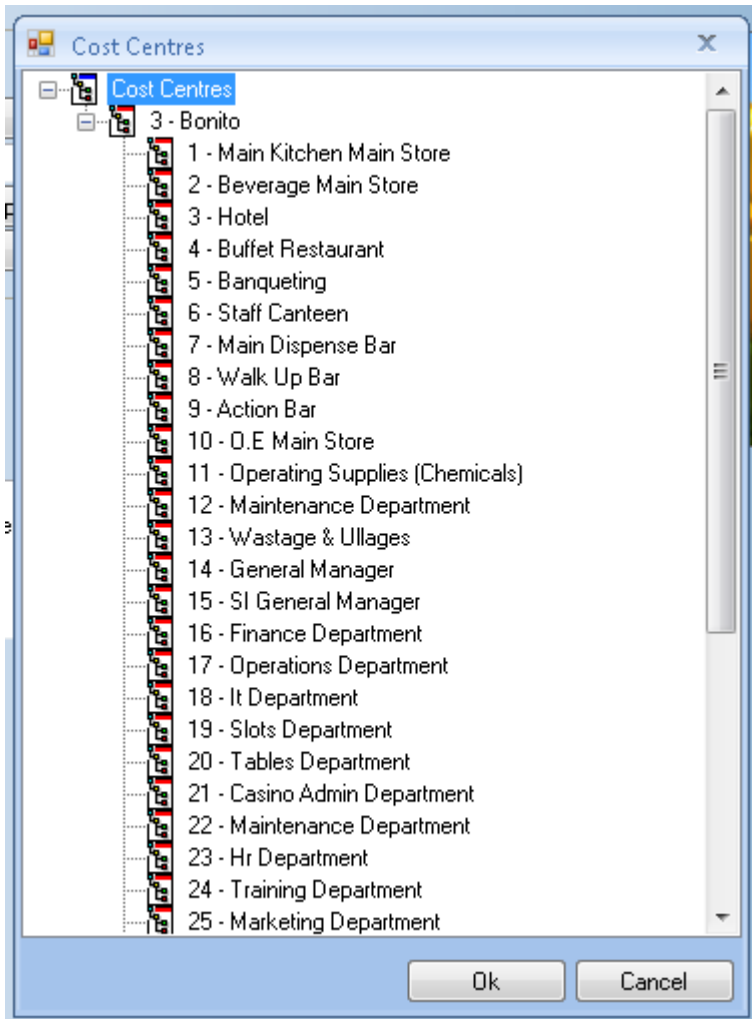
Once complete Procure.net provides a pop-up indicating that the approval run has completed.

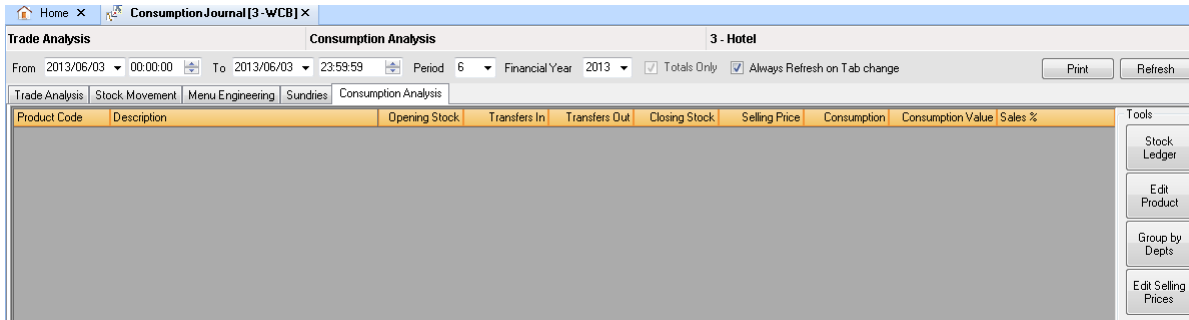


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## Consumption analysis





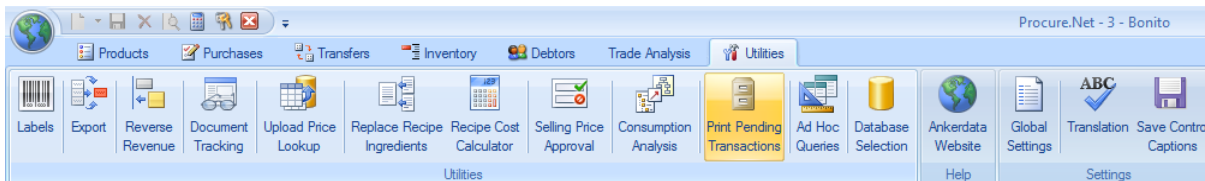


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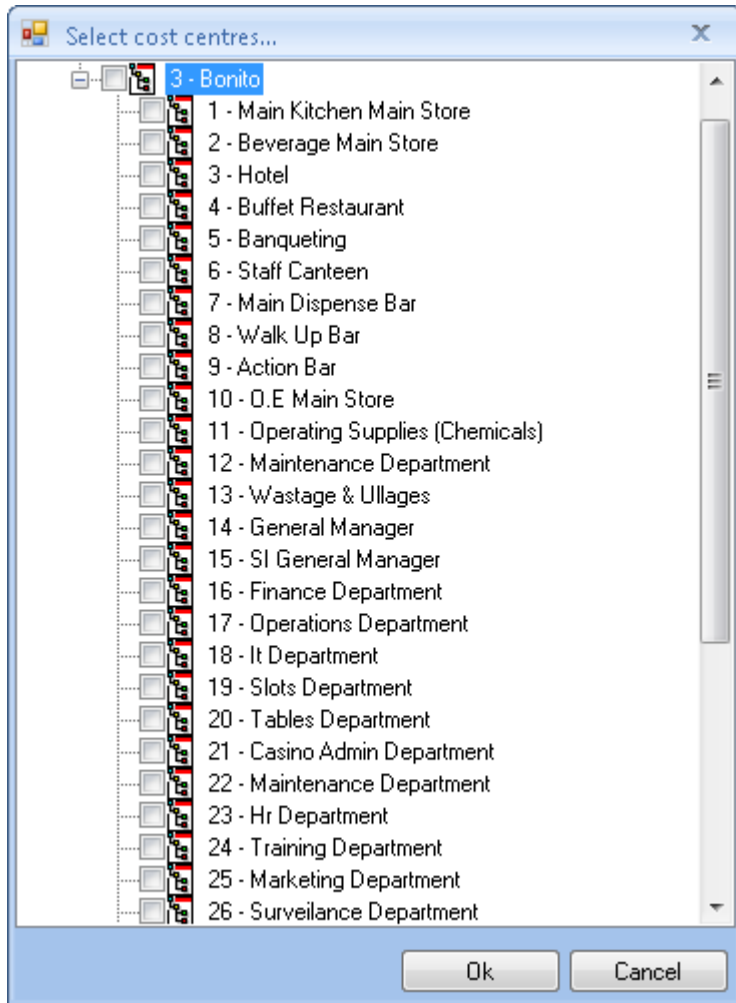
## Print pending transactions

The *Print pending transactions* allows the user to view any pending transaction within Procure.net and print them out.

The user will navigate to *Utilities* tab and click on it and proceed to click onto the *Print pending transactions* button.



Once clicking on the module the user will be provided with option to select the cost centres for which he will like to view the pending transactions for. The user will flag his selection and click on the *OK* button.



The user will be provided with a grid from which he can change the date selection for which to filter the data. If the user will like to view details of the transaction for the specific document he will click on the ellipse block to be provided with a printable view of the transaction.

Pending Transactions								
Date From :		2013/06/01		Date To :		2013/06/30		Refresh
No.	Transaction	Count	Document No.	Receiving Cost Centre	Request Date	Date Delivery	Supplier	Total
1	Order Requests (	0 -	-	-	-	-	-	-
2	Order Requests (	0 -	-	-	-	-	-	-
3	Orders (Saved)	0 -	-	-	-	-	-	-
4	Orders (Placed)	1 -	-	-	-	-	-	-
			WCB030871	1 - Main Kitchen Main Store (WCB	2013-06-03	2013-06-10	Aaa Meat	1 419.30
5	Orders (Pending)	0 -	-	-	-	-	-	-
6	GRV's (Saved)	0 -	-	-	-	-	-	-
7	GRV's Qty Contr	0 -	-	-	-	-	-	-
8	Claims (Saved/P	0 -	-	-	-	-	-	-
9	Stock Request (€	0 -	-	-	-	-	-	-
10	Stock Request (F	1 -	-	-	-	-	-	-
11	Transfers (Saved	0 -	-	-	-	-	-	-
12	Transfers (Pendir	0 -	-	-	-	-	-	-
13	Transfers (Incomi	0 -	-	-	-	-	-	-
14	Stock Takes	0 -	-	-	-	-	-	-



Print Close



# Bonito

Bonito  
Somewhere Street  
Cape Town  
9300

Contact : Lino  
Tel :  
Fax :



594 - Lino  
2013-06-03  
16:05:30

**Authorized Purchase Order**    **Delivery Date:** 2013-06-10    **Order No:** WCB030871

## Aaa Meat (currency 'ZAR')

Address: Cnr Hill & Alexandra Aven  
Bloemfontein

**Deliver to :** Bonito  
Somewhere Street  
Cape Town

At : Gawie / Mario / Nico - 082 554  
Tel : 051 430 4020  
Fax : 086 506 18 90  
Terms : 30 Days

**Cost Centre :** Bonito - Main Kitchen Main Store

Ref Number:

Product Code	Description	Order Qty	Price (Est)	Total (Est)
668337	Beef Short Rib (1 x 1000g)	30	41.50	1 245.00
601723	Beef Brekwers Portion (1 x 1000g)	10	0.00	0.00
619807	Pork Stroganoff (1x 1000g)	3	0.00	0.00
625056	Yoghurt Guava And Banana 1lt (1x each)	3	0.00	0.00
<b>SubTotal</b>			ZAR	1 245.00
<b>Tax</b>			ZAR	174.30
<b>Total</b>			ZAR	1 419.30

Notes	Document Info	Document Trail
Supplier Note	CAPEX Number:	Originator: 582 - Stephan
	Quote Reference:	
	G/L Code:	Order Request: 582 - Stephan
	Department:	WCB002338    Date: 2013-06-02
	Contact Person:	Purchase Order: 594 - Lino
	Contact Tel:	WCB030871    Date: 2013-06-03
Valid For (Days)	GRV:	

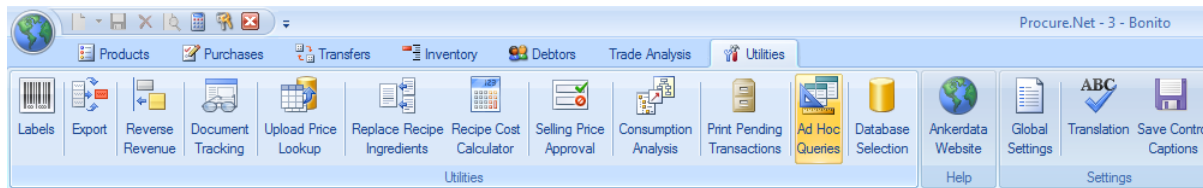
Department Head :	Financial Manager :	General Manager :
..... Signature	..... Signature	..... Signature

### Conditions of Purchase :

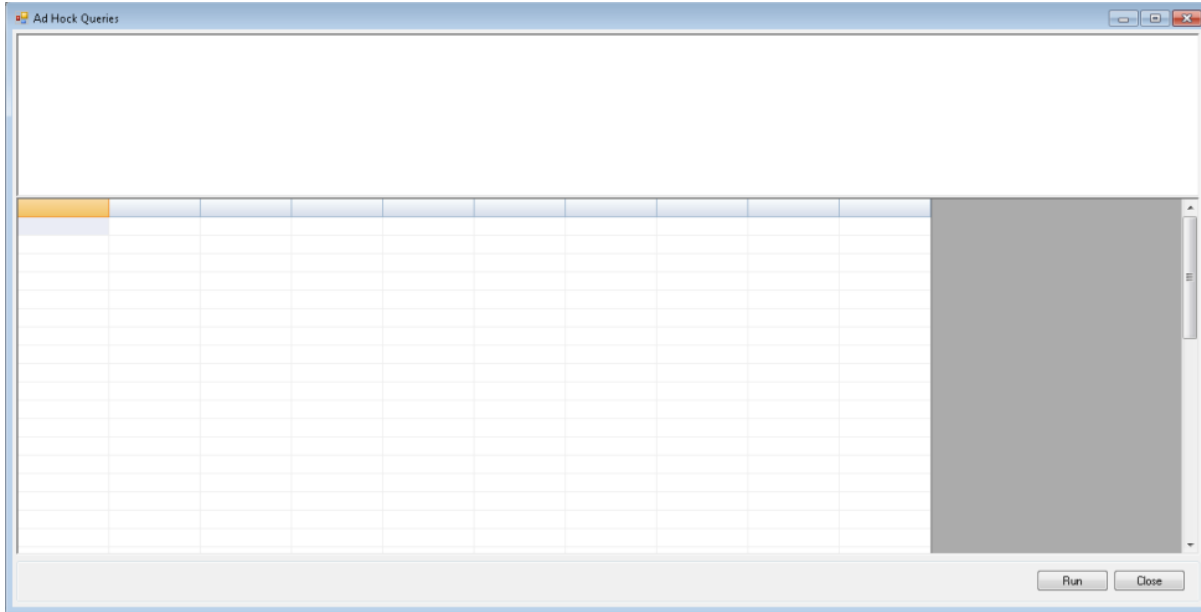
- 1 Goods and/or services will only be received according to those reflected on the Purchase Order.
- 2 Goods and/or services will only be accepted at agreed delivery times and provided a valid original Tax Invoice accompanies the goods and/or services.
- 3 Payment will be effected as per the Purchase order and not the Tax Invoice. The Purchase Order number must be quoted on the Tax Invoice and Delivery Note.

## Adhoc queries

If the user has appropriate authority he can submit adhoc queries to query the relevant database. To access the module the user will click on *Utilities* and then click on *Adhoc queries* button.



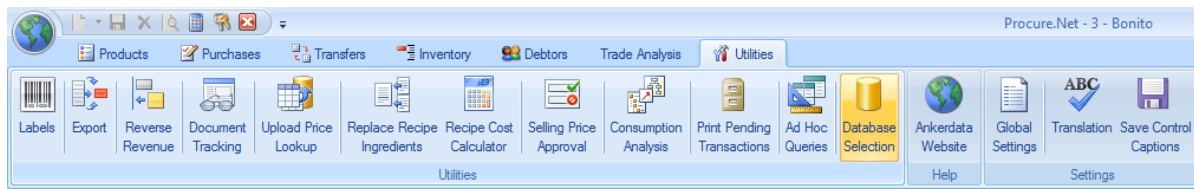
The user will type in his query and click on the *Run* button to execute the query.



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## Database selection

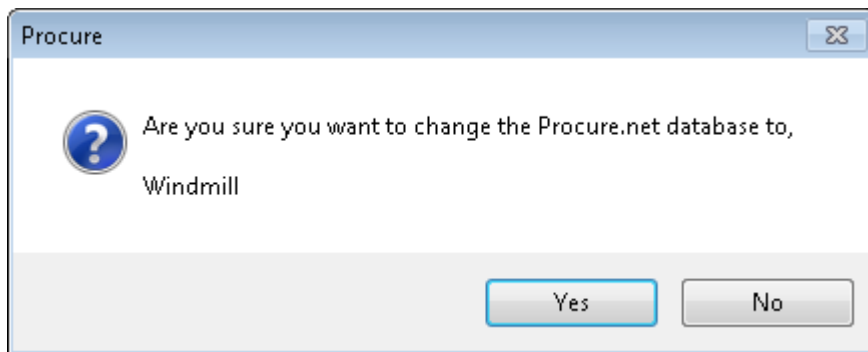
The *Database selection* function allows the user with the appropriate authority and settings level to change between databases if the company has various databases running with Procure.net. The user will click on *Utilities* and then click on *Database selection* button.



The user will be provided of a list of the various databases within Procure.net. The user will click on the appropriate database.

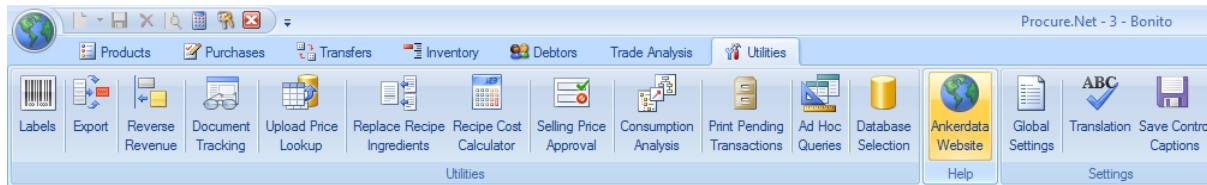


Procure.net will provide a pop-up confirming the change. The user will click on the Yes button to proceed with the change in database.



## Ankerdata website

The user can access the Ankerdata website through the Procure.net ribbon. The user will click on *Utilities* and then click on the *Ankerdata website* button. Procure.net will load the Ankerdata website within the operating system's default web browser.



**Ankerdata**  
Our Solutions Make More Money!

Home Products EasiPos procure.net protel hotelsoftware Capabilities News Contact



Contact us direct at:  
Ankerdata (Pty) Ltd.,  
86a Service Road  
Paarden Eiland 7421  
South Africa  
Tel: +27 (0) 21-511 5165  
Fax: +27 (0) 21-510 6799

Email: [answers@ankerdata.com](mailto:answers@ankerdata.com)

Ankerdata (Pty) Ltd, is a quality POS and Solutions provider focusing on the development, marketing and maintenance of inventory control and interactive POS solutions.

Our primary goal is to provide our customers with the latest affordable technologies to ensure that they gain and maintain a competitive edge in their respective markets.

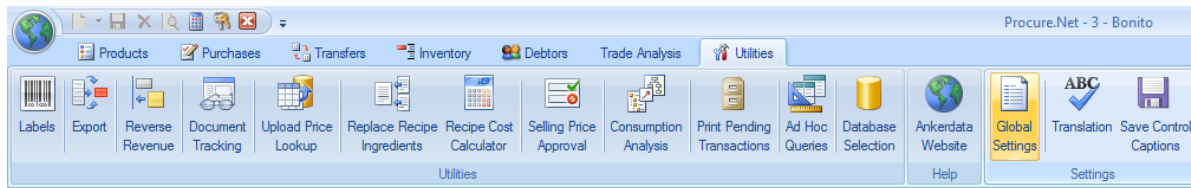
Since 1976, Ankerdata have invested considerable resources in research and development. The resulting systems have benefited small, medium and large sector enterprises.

A team of highly qualified and experienced computer specialists is the core of Ankerdata's development team. All development is thoroughly researched and tested in both beta and live environments prior to general release.

Ankerdata are presently shipping their seventh generation systems, including Point of Sale, Inventory Control, Cash Control, Management Reporting, Multiple Store Data Management, Customer Relationship Management and Enterprise Management.

## Global settings

The *Global settings* function allows the user to set certain settings that can be applied to Procure.net. To access the function the user will click on the *Utilities* tab and proceed to click on the *Global settings* button.



The user will be provided with a grid where he will be able to make changes to Procure.net. Once satisfied with the changes the user will click on the save button.

**Procure Settings**

Server .

Database	<b>Windmill</b>
UID	<b>sa</b>
PWD	●●●●●●●●●●
Matrix Dongle I.P. Addr	<b>127.0.0.1</b>
Company	<b>To be set</b>
Address Line 1	<b>To be set</b>
Address Line 2	<b>To be set</b>
Address Line 3	<b>To be set</b>
Tel No	<b>To be set</b>
Email Address	<b>To be set</b>
Auto Email Invoices	<b>False</b>
Till Item	<b>True</b>
Departments	<b>True</b>
Display Group	<b>False</b>
Updates Only	<b>True</b>
Download Scale	<b>False</b>
Tax	<b>1</b>
Easipos Path	
Easipos Scale Path	<b>C:\</b>
Easipos Scale Updates	

**Server**  
SQL Server Name

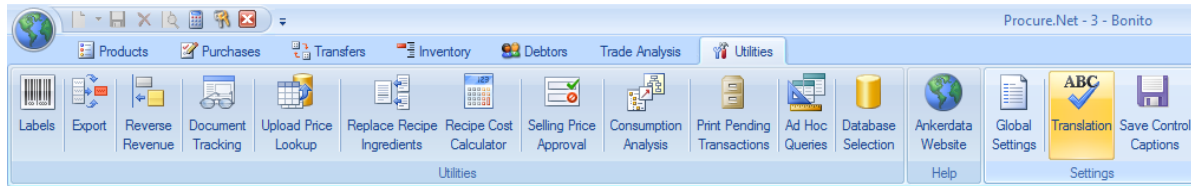
Test Connection Save Close

⇒ [Note] The user needs appropriate super user rights to make changes. Before making any changes please ensure advice from a Procure.net consultant.

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## Translation

The *Translation* function allows the user to make changes to ribbon captions within Procure.net to make it more customized to the users needs. To access the function the user will click on *Utilities* tab and then click on the *Translation* button.

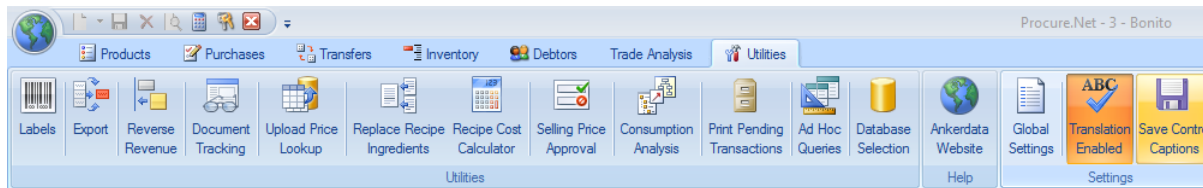


The user will then be able to make changes within the right side column to change caption names to the required names.

Default Caption	Translate
Ad Hoc Queries	Ad Hoc Queries
Age Analysis	Age Analysis
Ankerdata Website	Ankerdata Website
Average Price Changes	Average Price Changes
Bid Sheet	Bid Sheet
Claims	Claims
Claims Journal	Claims Journal
Claims Journal	Claims Journal
Complex	Complex
Consumption Analysis	Consumption Analysis
Debtors	Debtors
Debtors	Debtors
Debtors	Debtors
Document Tracking	Document Tracking
Events Manager	Events Manager
Expected Deliveries	Expected Deliveries
Export	Export
Generate Quote	Generate Quote
GRVs	GRVs
Help	Help
Inventory	Inventory
Labels	Labels
Last vs Average	Last vs Average
List Prices	List Prices
Negotiations	Negotiations
New	New
Order Analysis	Order Analysis
Order Request	Order Request
Order Request	Order Request

## Save control captions

Once the user has made changes to any captions the user will use this function to save any changes made. To access the function the user will click on *Utilities* and then on *Save control captions*.



A screen will pop-up indicating that the process will take some time and Procure.net will need to be restarted for changes to take effect.

