

How To Close Purchase Transaction by Batch

Overview:

Mark as Close in Purchase Module Transactions is used to close outstanding quantity from incomplete delivery of the supplier. If the supplier is unable to deliver the remaining undelivered quantity and you have no intention to follow up anymore.

Scenario:

Create a 2 separate Purchase Order with a Quantity of 10 and 5

Purchases		Purcha	ise Orders												
Purchase Requisitions															
Purchase Orders	Details	Supplier D	eliver To Others Notes 🍈 F	iles A	pprovals Inf	fo									
🏟 Goods Received Notes	Suppli	Supplier 301-A001 *			Currency	PHP	PHP ~			Rate	1	1.00000000 Exchang			
Purchase Invoices	From	From ALI MANUFACTURING INC				Attention	Leah Santo	Leah Santos			Doc Date	03/24/2022	03/24/2022		
🕴 Cash Purchases 🍼	Term	Term 60 DAYS			*	Purchaser	ALVIN	ALVIN -			P. Order M	IO. PO2203/001	PO2203/001		
Bashboard	Locati	ion			-	Require Date	-				Reference	e No.			
🛎 General Ledger	Project				•	✓ Tax						Inclusive			
& Customer		Scan Item	🔳 🗙 🔮 🍦 📴 🗉		0 -	View Variants	00	00 E + (à						
🛹 Supplier		Stock Code	Description	Qty	UOM	Unit Price		Disc	WTax Code	WTax	Amount	Net	Tax Code	Tax Amount	
(Sales		AMD-XP/18	AMD XP 1800	10	UNITS	5,62	9.00000000				56,290	56,290.0	0 SR-PNCD	6,031.07143	

🦸 P	🖗 Purchase Orders												
Details S	Details Supplier Deliver To Others Notes Files Approvals Info												
Supplier	301-A001	Currency Pl	rency PHP					1.00000000 Exchange R					
From	ALI MANUFACTURING INC		Attention Leah Santos				Doc Dat	e	03/24/2022				
Term	60 DAYS	Ŧ	Purchaser ALVIN ~				P. Order	r No.	P02203/002 -				
Location		*	Require Date	Require Date				ce No.					
Project	Project Tax Indusive												
📋 🛛 Scan	📋 Scan Item 🔳 🗙 🖗 🍦 📴 🥥 📑 😨 View Variants - 💿 🐵 📴 🖓												
C st	ock Code Description	Qty UOM	Unit Price	Disc	WTax Code	WTax	Amount !	Net		Tax Code	Tax Amount		
► A:	SUS-EX ASUS TECH EX MOTHERBO	5.0 UNITS	1,000.000	00000			5,000.00		5,00	0.00 SR-PNCD	535.71429		

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



Proceed to Goods Received Note and Transfer Quantity of 8 for AMD XP 1800 and Quantity of 2 for ASUS TECH EX MOTHERBOARD. Once done click Save

,	Goods R	eceived Notes													
Details	Supplier Deliv	er To Others Notes Files	Approvals Info	C											
Supp	301-A001		Currency		PHP			Ŧ	Rate			1.00	000000 Ex(change Rate	
From	ALI MANUF	ACTURING INC	Attention		Leah Santos				Doc Date	03/24	03/24/2022				
Term	60 DAYS		Purchaser		ALVIN			•	GRN No.	GRN2	GRN2203/001				
Locat	tion		Supplier D	O No					Reference	No.					
Proje	ect		*						🗹 Tax Inclu	sive					
🖸 🛛 Scan Item 📧 🗙 🗇 🖕 🌆 📴 🥔 📑 😇 View Variants - 🎯 🥝 🚳 📴 - 💭															
C	Stock Code	Description	F.Desc	Qty l	ОМ	Unit Price	Disc	Am	ount	Tax Code	Тах	WTax Code	WTax	Net	
•	AMD-XP/1800	AMD XP 1800	2	8 l	NITS	5,629.0			45,032.00	SR-PNCD	4,824.85714			45,032.00	
	ASUS-EX	ASUS TECH EX MOTHERBOARD	2	2 l	NITS	1,000.0			2,000.00	SR-PNCD	214.28571			2,000.00	

Proceed to Purchase Reports > Reports > Outstanding Purchase Order. There are outstanding qty reflected since the transaction is partial delivery only.

C	Outstanding Purchase Order												
0	Options Inquiry												
2	🕄 📑 🖻 View Variants 🔹 🚳 🐵 📴 🔹 🕼												
	Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding Qty		
Þ	✓ PO2203/001 30	1-A001 - ALI MANUF	ACTURING INC						Å				
	03/24/2022	AMD-XP/1800	AMD XP 1800	10.00000000	5,629.000000	56,290.00	6,031.07	8.00000000	GRN2203/001	03/24/2022	2.0000000		
	✓ P02203/002 301-A001 - ALI MANUFACTURING INC												
	03/24/2022	ASUS-EX	ASUS TECH EX MOT	5.00000000	1,000.000000	5,000.00	535.71	2.00000000	GRN2203/001	03/24/2022	3.0000000		

To close outstanding qty from multiple Purchase Order, Go to Purchase Module > Mark Purchases Documents Close Status



Select Purchases Documents to Close by Batch by using the filter options below. Once done click Save

File Home Edit Info View Tools	s Inquiry Maintenance							
Save Save and Close Reset View View Variants Close Settings ~	Cose							
	Cose ∰ * - Mark Purchε ×							
Purchases	Mark Purchases Documents Close Status							
A Purchase Debit Notes								
B Purchase Returns	Filters							
Purchase Cost Priority	Date From 03/01/2022 To 03/24/2022	•						
🧯 Landing Costs	Supplier From To	-						
Ark Purchases Documents Close Status	Purchaser From To							
Dashboard	Area From To	•						
🛎 General Ledger	Category From To	*						
🚨 Customer	Control A/C From To							
I Supplier	Project From To							
(Sales		-						
🥶 Purchases	🔹 Purchase Requisitions 📽 Purchase Orders 🍓 Goods Received Notes							
Stocks	PO From PO2203/001 To PO2203/002 Show Un-close Only	•						
▲ VAT	Revised 🤣 Inquiry 🐻 😌 🛅 📇 😨 View Variants • 🚱 🚳 🕅 🌱 🔹 📴							
Pilling Approval	PO # Date Creditor Creditor Name Term Due Amou							
R Default	P02203/001 03/24/2022 301-A001 ALI MANUFACTURING INC 60 DAYS 56,290.							
- Derduit	✓ P02203/002 03/24/2022 301-A001 ALI MANUFACTURING INC 60 DAYS 5,000.0	00						

How does it work?

Generate again the Outstanding Purchase Order Report. Notice that there are no floating purchase order documents in the report generated

Outstanding Purchase Order											
Options Inquiry	a • a										
Document Date 🔺 Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding		



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <u>https://support.qne.com.ph</u>