

# AssetCenter™

Version 3.5

## Reference Guide: Procurement Management

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The Infrastructure Management Company™



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### **AssetCenter and InfraCenter for Workgroups data integrity**

AssetCenter and InfraCenter for Workgroups are extremely rich in functionality. This richness relies on a complex database structure: The database contains a large number of tables, fields, links and indexes; certain intermediary tables are not displayed by the graphical interface; certain links, fields and indexes are automatically created, deleted or modified by the software.

Only the interfaces designed for AssetCenter and InfraCenter for Workgroups (graphical interface, APIs, import program, Web interface and gateways) are capable of modifying the database with respect to its integrity. **You must never modify the structure and/or the contents of the database by any means other than those intended for use with the software;** such modifications are highly likely to corrupt the database and bring about symptoms such as involuntary loss or modification of data or links, creation of "ghost" links or records, serious error messages, etc. Alterations to the database resulting from manipulations of this type void the guarantee and technical support provided by Peregrine Systems.

### **Environments supported by AssetCenter and InfraCenter for Workgroups**

The list of environments supported by AssetCenter and InfraCenter for Workgroups can be found in the manual entitled "Installation and Upgrade Guide". Using AssetCenter or InfraCenter for Workgroups in environments other than those for which it is intended is done at the user's risk. Alterations made to the database resulting from using AssetCenter or InfraCenter for Workgroups in environments other than those for which it is intended void the guarantee and technical support provided by Peregrine Systems.

# Foreword

## ***Presentation of AssetCenter***

AssetCenter is a comprehensive IT infrastructure management system with integrated areas of functionality, based on a shared repository:

- Asset Management.
- Procurement Management.
- Leasing Management.
- Cost Management.

Its "integrated" dimension allows you to access all functionality via a unified interface and use a single database, thus avoiding data redundancy.

Its "functional" aspect allows you to adapt the user interface according to your needs. You may simplify the interface by selecting only those areas of functionality you wish to use.

## ***Objectives of the reference manuals***

These manuals provide detailed, systematic explanations of AssetCenter's functionality.

They are also available in the form of the on-line help, which has more or less the same contents.

There is a document that contains a table of contents and an index for all of these manuals.

## ***Objective of this manual***

This manual describes in detail how to manage the procurement cycle: Purchase requests, estimates/quotes, orders, and invoices.

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## Conventions

The following notation is used for commands:

[ ]	Square brackets denote an optional parameter. Do not type them in your command. Exception: In BASIC scripts, square brackets are used to denote the data access path and must be included in the script: <b>[Link.Link.Field]</b>
< >	Brackets denote a parameter in plain language. Do not type them. Substitute the text with the appropriate information.
{ }	Curly brackets denote a series of parameters. Only one of these parameters may be used. Do not type these curly brackets in your command.
	A pipe is used to separate a series of parameters contained within curly brackets.
*	An asterisk added to the right of square brackets means that the formula shown can be repeated several times.

The following text formats have given meanings:

<b>Fixed width characters</b>	DOS command.
<code>Example</code>	Example of code or command.
...	Code or command omitted.
<b>Object name</b>	The names of fields, tabs, menus and files are shown in bold.
<u>Note</u>	Important note.

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## Send us your comments

We want to deliver the most accurate documentation possible.

Any comments would be greatly appreciated.

Send any remarks to [documentation@peregrine.com](mailto:documentation@peregrine.com).

# Table of contents

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<b>Chapter 1 - Steps in Procurement Management</b>	<b>1</b>
Definition of a request	1
Definition of an estimate	2
Definition of an order	2
Definition of a receiving slip	2
Definition of a supplier invoice	3

---

<b>Chapter 2 - First steps with the procurement cycle</b>	<b>5</b>
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<b>Chapter 3 - Using products in the procurement cycle</b>	<b>11</b>
The concept of using products in the procurement cycle	11
What is taken into account on receipt	12
Using supplier packages in the procurement cycle	14

---

<b>Chapter 4 - Creating a request, estimate, or an order</b>	<b>17</b>
Methodology	17
Methods of creating requests, estimates and orders	17
Creating request, estimate and order composition lines	19
Automatically populated fields	21
Automatic software mechanisms	21
Updating information in requests	23
Defining the financing method	24
Editing an estimate or an order	25

---

<b>Chapter 5 - Managing deliveries</b>	<b>27</b>
Methodology	27
Searching order lines awaiting delivery	29
Returning items on a receiving slip	29

---

<b>Chapter 6 - Additional procurement functionality</b>	<b>31</b>
Reserving assets or consumptions	31
Replacing assets	33
Managing work order requests	33
Approving a purchase request	34

Creating assets awaiting delivery	35
Blanket purchase orders	36
Definition of a blanket purchase order	36
Managing blanket POs	36
<hr/>	
<b>Chapter 7 - Managing supplier invoices</b>	<b>41</b>
Description of an invoice	41
Creating an invoice	42
<hr/>	
<b>Chapter 8 - Tracking the procurement cycle</b>	<b>45</b>

# Chapter 1 - Steps in Procurement Management

Procurement under AssetCenter takes the form of a cycle with several steps: Requests, estimates (quotes), orders and deliveries. You can carry out all or part of these four steps depending on your own needs.

You can also carry out an additional step: invoicing.

This section defines the steps in the procurement cycle:

- Definition of a request
- Definition of an estimate
- Definition of an order
- Definition of a receiving slip
- Definition of a supplier invoice

---

## Definition of a request

In general, a purchase request is the first step in the procurement cycle under AssetCenter.

It is made up of request composition lines. In general, composition lines reference products in AssetCenter. You specify what every request line should create and populate when it is received.

---

## Definition of an estimate

An estimate (or quote) is an itemized estimation of the cost of all or part of one or more purchase requests.

AssetCenter handles estimates flexibly. For example, you can split up one request into several estimates. You can also bring together several requests or several items from different requests in the same estimate.

In this way, you can compare the different estimates you have created in AssetCenter, and create a purchase order from the most desirable estimate.

---

## Definition of an order

An order lists the items you want to obtain from a supplier and their corresponding purchase conditions.

AssetCenter lets you define how the order should be handled upon delivery. For example, you can create assets in the table of assets, assign a technician to install them, train their future users, etc.

---

## Definition of a receiving slip

A receiving slip describes the receiving of one or more items that have been ordered.

These items may satisfy the order in whole or in part. Several deliveries are often needed before an order is completely filled.

In the same way, delivery may be taken on part of an order, due to errors on the part of the supplier or a staggered delivery. For example, you order 20 PCs which your supplier delivers in batches of five. For this you would "take delivery in part".

AssetCenter also provides the ability to handle the return of received items.

---

## Definition of a supplier invoice

AssetCenter allows you to manage supplier invoices associated with orders.

An order line can be invoiced in part, for example in response to errors made by the supplier, or in full.





# Chapter 2 - First steps with the procurement cycle

This commented example aims to demonstrate the capabilities of Procurement Management in AssetCenter.

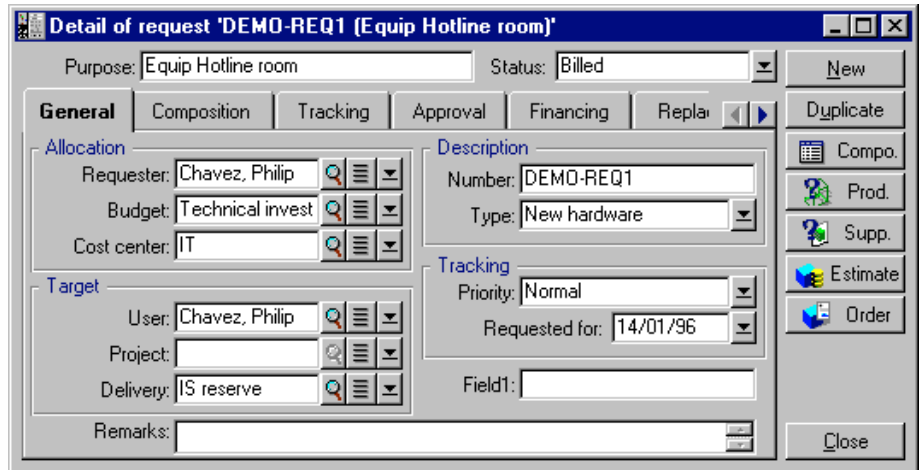
We recommend trying out this example by connecting to the demonstration database that ships with AssetCenter using the "Admin" login.

As an example, let's imagine that you need to buy an extra P.C., printer, and new software licenses for a new hire.

## Drawing up your request

The first step consists of entering your request in AssetCenter.

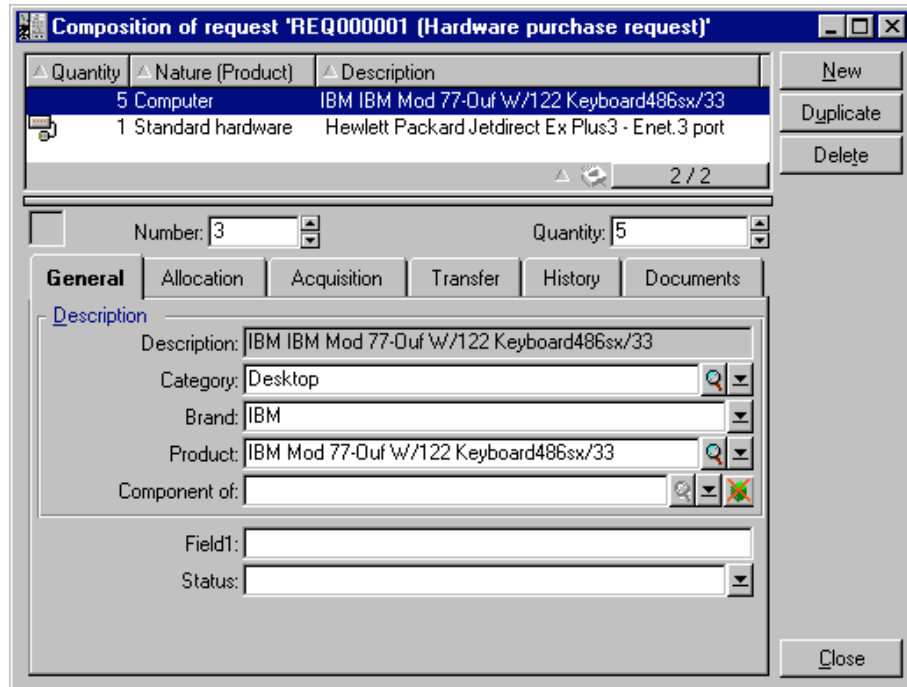
- Select the **Finance/ Requests** menu item.
- Click .
- Enter the main fields of the request at the top of the detail screen and in the **General** tab.
- Click  to validate.



The second step consists of listing the different items that are being requested. These items are chosen from a list of products defined in AssetCenter.

In this scenario, we have selected two products to make up the request. Proceed using one of the two following methods:

- Click the **Compo.** button to the right of the request detail.
- Or select the **Request/ Composition of request** menu item.



A list screen appears allowing you to enter the requested products. To add an item to the composition of the request:

- Click **New**.
- Select the product to be requested in the **Product** field (SQL name: Product) in the **General** tab of the request composition line.
- Use the **Create** field (SQL name: seCreate) in the **Transfer** tab to specify what the product creates once it is received. In our case, both requested products create assets.
- Click the **Create** button.

Once you have entered all the items, click **Close** to close the request composition window.

## Approving the request

Generally speaking, purchase requests are subject to approval. The approval status of purchase request is indicated in the **Approval status** field (SQL name: seApprStatus) in the **Approval** tab of the purchase request:

- **Do not approve.**

- **To approve.**
- **Approved.**
- **Refused.**

Users of AssetCenter can only create estimates or orders from a request if the request has been approved or if they have the right to create estimates or orders from requests that have not been approved (**Profile** tab in employee detail).

AssetCenter workflow schemes allow you to implement request approval procedures corresponding to those you use within your organization. In general, these workflow schemes are based on the **Approval status** field in the purchase request detail.

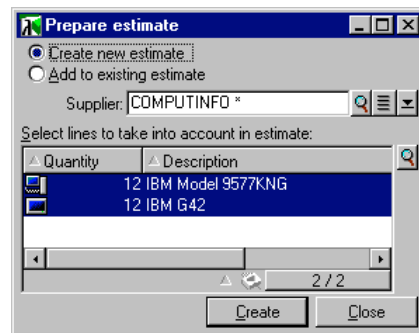
In order to simplify this example, since we are logged on as "Admin", we can approve our request directly by setting the **Approval status** field to **Approved**.

## Preparing an estimate

From the request it is now possible to estimate the cost using an estimate.

To prepare an estimate, click the  in the detail of the request.

AssetCenter offers you the list of products to be included on the estimate.



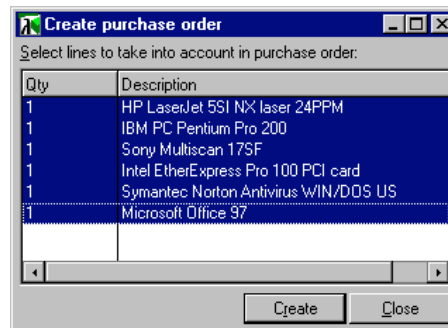
- ↪ Select **Create a new estimate** to create a new estimate, or **Add to existing estimate** if you want to add these lines to an existing estimate.
- ↪ If you have selected **Create a new estimate**, select a supplier in the **Supplier** field. Else, select the estimate to which you want to add the lines.
- ↪ Indicate whether you want to merge the products with the existing lines by selecting the appropriate check box.

- ↪ From the list of elements, select those to take into account in the estimate.
- ↪ Click .
- ↪ Answer **Yes** when AssetCenter offers to let you edit the estimate.

You can verify the contents of the estimate by clicking the  (in the same way as for a purchase request):

## Issuing an order from the estimate

After negotiating prices with a supplier, you can issue an order for all or part of the estimate. Click the  button in the detail screen of the estimate. AssetCenter shows you the list of items that have not already been ordered.



- ↪ Indicate whether you want to merge the products with the existing lines by selecting the appropriate check box.
- ↪ Select the items that you want to take into account in the order.
- ↪ Click .


As for the other steps, you can edit the order by clicking the  button in the order.

Make a note of the supplier and the PO#. You will need these to create a receiving slip.

## Taking delivery of an order


### Preparing the receiving slips

- ❖ Select the **Finance/ Receiving slips** menu item.
- ❖ Click .

- ❖ Enter the main pieces of information (Supplier, Delivery slip #, Date of delivery).
- ❖ Click  to confirm.

### Searching orders awaiting delivery

The **Pending delivery** tab in the receiving slips detail screen lets you search those items that are pending delivery for a given supplier.

- ❖ Use the filter in the tab to display the lines of the order created previously that are awaiting delivery: Select the "Order" link, followed by the "=" operator, and lastly the PO#.
- ❖ Click the search button .
- ❖ AssetCenter displays the list of the items on the order that are awaiting delivery.

### Ensure delivery of orders

For each item from previous searches, AssetCenter can let you:

- ❖ **take delivery in full.** If there is no problem with the delivery (complies with the purchase order), AssetCenter won't ask any extra questions.
- ❖ **take delivery in part** In this case, AssetCenter asks you the number of items received. You can also enter the problems encountered.

Select the items received then click the appropriate receiving button in the **Pending delivery** tab.

AssetCenter creates the assets corresponding to the selected delivery lines. These assets can be viewed via the **Repository/ Assets** menu item.

Use the **Tracking** tab in the detail of the receiving slip in order to obtain the list and reference of the assets that have been received.

# Chapter 3 - Using products in the procurement cycle

In order to simplify the procurement cycle, composition lines in purchase requests, estimates and orders generally make reference to products. This section deals with how products are used at the procurement cycle level:

- The concept of using product in the procurement cycle
- What is taken into account on receipt
- Using supplier packages in the procurement cycle

---

Note: Purchase request, estimate and order composition lines do not make reference to products when they create a **License utilization** or a **Contract utilization**.

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For further information on contract utilizations and license utilizations, refer to the manual entitled "Reference Guide: Asset Management", chapter "**Managing products**".

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## The concept of using products in the procurement cycle

When you create a request, estimate or order composition line, you specify:

- What type of object it will create in the **Create** (SQL name: seCreate) field in the **Transfer** tab: **Asset**, **Asset+Contract**, **Contract**, **Consumption**, **Contract utilization**, etc.

- The product it references in the **Product** field (SQL name: Product) in the **General** tab.
- The item to which the created object is linked in the **Component of** field (SQL name: Parent) in the **General** tab.

These data items contained in request, estimate and order lines are similar to those contained in product composition lines. The related automatic mechanisms are also similar.

For further information, refer to the manual entitled "Reference Guide: Asset Management", **chapter "Managing products", section "The result of product, request, estimate and order composition lines"**.

---

## What is taken into account on receipt

Throughout the procurement cycle, it is possible to modify the details of request, estimate and order composition lines as needed.

For example, you can create a request composition line which creates an asset, then decide to create an adjustment when receipting this request line.

When following the steps of the procurement cycle (request followed by estimate, order then receipt), any modifications you may make to estimate or order composition lines resulting from the original request lines are not all taken into account. This section details the information from request lines and order lines that is used when taking delivery.

**Warning:** If you are not following the steps of the procurement cycle (creating orders directly, etc.), these rules are no longer valid.

### **Create field (SQL name: seCreate)**

Throughout the procurement cycle, from the estimate to the receipt, you can modify what is created by a composition line, as long as what is created is compatible with the product referenced in the composition line. The value of the **Create** field in the **General** tab is taken into account.

### **Information taken from order lines**

Certain data items contained in the details of order lines are taken into account when receipting these lines.



These are data items concerning the supplier:

- Supplier **Reference** (SQL name: ProdSupp).
- Terms of purchase: **Unit price** (SQL name: mUnitCost), **Discount** (SQL name: pDiscount), **Total price** (SQL name: mCost).
- Taxes: **Taxes** (SQL name: TaxFormula), **Tax rates** (SQL name: pTaxRate), **Taxes** (SQL name: mTaxValue), **Tax code** (SQL name: TaxJuris).

---

Note: If you want to propagate the majority of the information contained in the order lines to the level of the request lines, you can use the **Orders/ Update information in requests** command.

---

### Information taken from request lines

Concerning the utilization of items received and the way in which composition lines are organized among themselves, with the exception of the value of the **Create** field, the values defined at the level of the request composition lines are the ones that are taken into account:

- Value of **User** field (SQL name: User).
- Value of **Component of** fields (SQL name: Parent).
- Value of **Table of used object** fields (SQL name: Used).
- Value of **Supplier package** (SQL name: bSuppPackage) and **Supplier package item** (SQL name: bPackageItem) fields.

---

As a consequence, if you modify the value of fields at the estimate or order level, the modifications are not taken into account when receipting the composition lines.

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Warning: These rules are not valid if you directly create and receive an order via the **Finance/ Orders** menu item. In this case, it is the information contained at the order level that is taken into account on receipt.

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# Using supplier packages in the procurement cycle

## Principle

You can define supplier packages in the table of products. These are groups of products that are sold as one product by a supplier.

To specify that a product belongs to a supplier package, you just need to check the **Supplier package** option (SQL name: bSuppPackage) in the **Contents** tab of the product detail. This has consequences at the level of the product composition lines:

- The **Supplier package** option is set to 0 and cannot be edited: It is not possible to have a supplier package contained within a supplier package (at the level of the table of products).
- The **Supplier package item** option (SQL name: bPackageItem) is set to 1 and cannot be edited: The products contained in a product that is a supplier package inevitably belong to the supplier package (at the level of the table of products).

For further flexibility in procurement management, you can modify these options at the level of the request, estimate and order lines.

Thus, you can modify:

- Whether or not a product referenced by a request, estimate or order line is a supplier package, using the **Supplier package** option contained in the **Purchase** tab of this line.

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As a consequence, unlike product composition lines, sub-lines of a request, estimate or order line that reference a supplier package can also reference supplier packages.

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- The items contained in a product, which is a supplier package and which is referenced in a request, estimate or order line. This is carried out using the **Supplier package item** option contained in the **Purchase** tab of request, estimate or order lines.

---

As a consequence, unlike product composition lines, sub-lines of a request, estimate or order line that references a supplier package, do not necessarily belong to a supplier package.

---

Thus, a request line can reference a supplier package (a complete workstation, for example) to which is attached an additional request line which does not belong to this supplier package (an accounting software package, for example).

### **Consequences of supplier packages at the level of purchase conditions**

In the case of purchase, estimate and order requests with a composition line referencing a product that is a supplier package:

- Only the price indicated in the **Price** field (SQL name: mPrice) in the **General** tab of the product detail counts toward the price of the purchase, estimate or order.
- At the level of composition lines referencing products contained in the supplier package (the **Supplier package item** field is set to 1), the **Purchase** tab does not contain information concerning the supplier and the price.

Conversely, if a product contains other products but is not a supplier package:

- The price indicated in the **Price** field in the **General** tab of the product detail and the prices of components count separately.
- The prices of components and supplier references appear in the **Purchase** tab of composition lines referencing them.

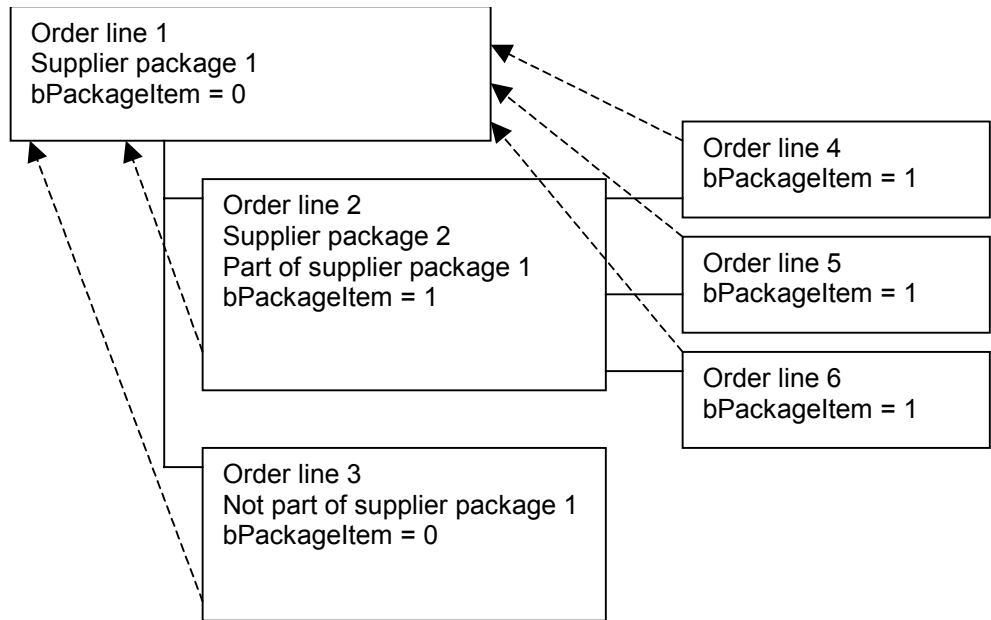
### **Remark concerning the *Consolidated in* links (SQL name: MainPackageItem)**

The **Consolidated in** link is useful in the case of a request line or order line referencing a supplier package itself containing supplier packages.

It allows you to know, from the detail of a request or order sub-line, the main request or order line containing the information concerning the purchase terms (since the details of request/ order lines that are items in a supplier package do not contain information concerning the supplier and price).

The reverse link is the **Consolidates the order lines** or **Consolidates the order lines** link (SQL name: SecondaryItems).

In the example below, the **Consolidated in** link is used when drawing up an order.



-----> : "Consolidated in" link (SQL name: MainPackageItem)

*Example of the **Consolidated in** link*

In this case, the following search condition allows you to edit purchase order lines 1 and 3 which are lines containing supplier information (price, etc):

```
(bPackageItem = 0) AND (bPrintOnPO = 1)
```

On the other hand, the following search condition allows you to edit all the order lines that are directly or indirectly included in the supplier package 1:

```
(SecondaryItems.bPackageItem = 1) AND (bPrintOnPO = 1)
```

# Chapter 4 - Creating a request, estimate, or an order

This chapter explains how to create a request, estimate or order:

- Methodology
- Automatically populated fields
- Defining the financing method
- Editing an estimate or an order

---

## Methodology

This section describes the following points:

- Methods of creating requests, estimates and orders
- Creating request, estimate and order composition lines


### Methods of creating requests, estimates and orders

#### Creating requests

You can create a purchase request by clicking the  button in the screen displayed by the **Finance/ Requests** menu item.



#### Creating estimates

There are two ways to create estimates:

- By clicking the  button in the detail of the purchase request for which you want to obtain one or more estimates. The purchase request must have at least one line.


Note: Unless the administrator of AssetCenter has granted you the right to create estimates from requests that have not been approved, you will not be able to create estimates from a request unless the request has been approved (**Approval status** field (SQL name: seApprStatus) in **Approval** tab of the request detail set to **Approved**).

In this case, AssetCenter displays an estimate preparation window.

- Directly by clicking the  button in the list of estimates (**Finance/ Estimates** menu item).
- Populate the fields in the **General** general tab of the estimate detail (in particular, the **Supplier** and **Purpose** fields) then click  to create the composition lines.


## Creating orders

There are several ways of creating orders:

- By clicking the  button in the detail of the estimate that you want to use to issue the order. The estimate must have at least one composition line.


Warning: To create an order from an estimate, you must select a supplier for the estimate.

In this case, AssetCenter displays an order preparation window.

- By clicking the  button in the detail of the request you want to use to issue the order.

Note: Unless the administrator of AssetCenter has granted you the right to create orders from requests that have not been approved, you will not be able to create orders from a request unless the request has been approved (**Approval status** field (SQL name: seApprStatus) in **Approval** tab of the request detail set to **Approved**).

In this case, AssetCenter displays an order preparation window.

- Directly by clicking the  button in the list of orders (**Finance/ Orders** menu item).


## Creating request, estimate and order composition lines

*The composition of request, estimate and order composition lines appears in the Composition tab in the detail of requests, estimates and orders.*

You can create a request, estimate or order composition line from the detail of the request, estimate or order:

### Via the button






This gives you access to the list of composition lines.


- Click  to create a new composition line.
- Populate the composition line detail. In particular, you need to specify:
  - ❖ In the **Product** field (SQL name: Product) in the **General** tab, the referenced product (optional).
  - ❖ In the **Create** field (SQL name: seCreate) in the **Transfer** tab, specify what the composition line creates.
  - ❖ In the **Component of** field (SQL name: Parent) in the **General** tab, the record to which the created element is attached.
  - ❖ In the **Quantity** field (SQL name: lQty), the quantity of items requested.


### Via the button

In this case, you access the table of products. You can either select a product from in the list, or create a new one:

Only those products appearing on the estimate, request, or purchase order are displayed.

- Select a product in this list:
  - ↳ Select the corresponding product, then click .
  - ↳ In the dialog box, select a quantity, then click : a composition line is created automatically.
- Create a new product:
  - ↳ Click  and then create a product.
  - ↳ When you have populated all the necessary fields, click  and then .

↪ In the dialog box, select a quantity, then click : a composition line is created automatically.

To edit the detail of the composition line that is created, click  or double-click the line in the **Composition** tab of the detail of the estimate, request, or purchase order.


The automatically created composition line references the product.


### Via the button

In this case, you access the table of product suppliers (SQL name: amProdSupp).

↪ Select a supplier's product reference or create one.

↪ Click .


↪ In the dialog box, select a quantity, then click : a composition line is created automatically.

↪ To edit the detail of the composition line that is created, click  or double-click the line in the **Composition** tab of the detail of the estimate, request, or purchase order.

The automatically created composition line: .La ligne de composition automatiquement créée :

- References the product.
- Indicates the supplier and specifies their terms of business.

### Another way to create estimate composition lines

If you create estimates by clicking the  button in the detail of the purchase request, AssetCenter displays an estimate preparation window:

↪ Select the request lines to be taken into account in the estimate.

↪ Specify whether you want to create a new estimate or add to an existing estimate.

↪ Specify whether you want to group together the estimate lines that reference the same products by checking the **Merge products with existing lines** option.


↪ Click  to create the estimate with the selected options.

If you have selected the **Merge products with existing lines** option, AssetCenter creates (or modifies) as many estimate lines as there are distinct products referenced by the order.



Else, AssetCenter automatically creates an estimate line for each selected request line.

### Another way to create order composition lines

If you create orders by clicking the  Order button in the detail of the a request or estimate, AssetCenter displays an order preparation window that works in much the same way as the estimate preparation window described above.

According to the option you have selected for the **Merge products with existing lines** field, AssetCenter:

- Creates automatically an order line for each request or estimate line selected.
- Or creates (or modifies) as many order lines as there are distinct products referenced by the request lines.

---

## Automatically populated fields

This section describes how certain fields in request, estimate, and order details are populated automatically:

- Automatic software mechanisms
- Updating information in requests

### Automatic software mechanisms

Many automatic software mechanisms have been implemented in the procurement cycle.

### Agents

The values of certain fields in the details of requests, estimates, orders, receiving slips; request, estimate, and order lines are automatically calculated and updated.

Examples:

- The **Total price** field (SQL name: mCost) in the **Purchase** tab of the detail of a request composition line is automatically calculated according to the values of the **Quantity** (SQL name: lQty), **Discount** (SQL name: pDiscount), and **Unit price** (SQL name: mUnitCost) fields.
- The **Unit price** and **Discount** fields in the **Purchase** tab of the detail of a request line are automatically populated as follows:
  - ❖ If the supplier is not already selected in the **Supplier** field (SQL name: Supplier) in the **Purchase** tab of the request line, and if the product does not have a default supplier (all the more so if there isn't a supplier product reference), then the **Supplier** and **Discount** fields remain empty and the **Unit price** is set to the average observed price of the product (**Price** field (SQL name: mPrice) mentioned in the **General** tab of the product detail).
  - ❖ If the supplier is not already selected in the **Supplier** field in the **Purchase** tab of the request line, but the product has a default supplier, this supplier is automatically selected; the **Unit price** and **Discount** are equal to those set by the supplier.
  - ❖ If a supplier has already been selected or the request, the **Unit price** and the **Discount** will be automatically set to the **Price** (SQL name: mPrice) and **Discount** defined for the supplier of this product or consumable.
- The values displayed in the **Tracking** tab in the details of requests, estimates, orders and invoices are automatically updated when an item goes through a stage in the procurement cycle.

## Default values

Default values have also been implemented:

- Certain data items in the request lines are inherited from products that they reference.  
For example, the contents of the **Create by default** field (SQL name: seCreateDef) of a product is automatically copied over to the **Create** field (SQL name: seCreate) of product, request, estimate and order lines that reference this product.
- When estimates are created from requests, certain data items from request and request lines are propagated to the corresponding estimate detail and estimate lines. For example, this is the case for the **Purpose** (SQL name: ReqPurpose), **Delivery** (SQL name: Stock), **Product** (SQL name: Product), **Quantity** (SQL name: lQty) fields.

- Likewise, orders and order lines inherit information contained in the details of the requests/ estimates, request lines/ estimate lines from which they originate.

The configuration of default values is not described here as it is an administrator function.

Note concerning the **Initial request** field (SQL name: Request) in the detail of an order and the **Initial request line** field (SQL name: InitReqLine) in the detail of an estimate or an order: These fields reference the purchase request or the request line at the origin of the order, estimate line or order line. You can therefore use them to implement default values for orders, estimate lines and order lines that use values from purchase requests.

## Updating information in requests

When you create an order or an estimate from a request, by default AssetCenter uses the terms of purchase appearing on the request:

- Identification of the supplier.
- Terms of purchase: **Unit price** (SQL name: mUnitCost), **Discount** (SQL name: pDiscount).
- Taxes.

Prices applied by suppliers evolve constantly; You can update this information later on in the order or in the estimate. The modified information is not automatically changed in the request.

The **Orders/ Update information in requests** and **Estimates/ Update information in requests** specific menus allow you to pass on the modifications concerning the above-mentioned information to the request.

You can use this command from:

- The detail of the order or estimate: All the order or estimate lines are taken into consideration.
- The detail of an order line or estimate line: Only this is taken into consideration.

Only certain order or estimate lines give rise to the requests being updated:

- Order or estimate lines originating from a request are taken into account.

- Order or estimate lines created directly in the order are not added to any request.
- Deleted order or estimate lines are not deleted in the request from which they originate.

---

## Defining the financing method

The financing method is defined in the **Financing** tab of requests, estimates and orders.

### If a blanket purchase order is used

- Check the **Blanket POs** check box (SQL name: BlanketPoCtrsDef).
- Use the **Purchasing contract** field (SQL name: BlanketPoCtr) to specify the purchasing contract.

---

Note: "Blanket PO" type contracts define a minimum order price. If this price is not reached, the customer incurs penalties.

---

In this case, the order appears in the **Orders** tab of the contract detail.

### If there is a financing contract

If the acquisition of the items is financed by a contract in the table of contracts in AssetCenter, all the financial and contractual information is managed at the contract level.

- Check the **Linked to a schedule** box (SQL name: bUsesAcquCtr).
- Specify the financing contract.

---

Warning: Only **Lease schedule** type contracts (**Type** field (SQL name: seType) in the detail of a contract) can be used to finance an acquisition).

---

In this case, when the composition lines creating an "Asset" (**Create** field (SQL name: seCreate) in the details of composition lines) are received, automatic mechanisms:

- The assets created are linked to the contract: They appear in the **Assets** tab of the contract detail.

- The **Acq. method** field (SQL name: seAcquMethod) in the **Acquis.** tab in the details of the assets created takes the value of the **Default acquisition method for assets** field (SQL name: seAcquMethod) in the **General** tab of the contract detail.

### **A financing contract is not used**

If the acquisition of the items is not financed by a contract, the financial information is managed at the level of the **Financing** tab in the details of requests, estimates, and orders.

For each request, estimate or order you can define one of four financing methods: Purchase, rental, lease, and loan (**Acq. method** (SQL name: seAcquMethod)).

The information displayed in the frame below the **Financing** tab depends on the selected financing method.

---

## **Editing an estimate or an order**

The **Order info** and **Estimate info** tabs in the details of orders and estimates allow you to define the necessary parameters in order to print order and estimate forms. To print the forms themselves, use the **File/Forms** menu item.



# Chapter 5 - Managing deliveries

This section explains how to manage receiving slips with AssetCenter.



You will find information on the following points:

- Methodology
- Searching order lines awaiting delivery
- Returning items on a receiving slip

---


## Methodology

Receiving slips are managed in several steps:

- ↪ Creating a receiving slip:
  - ❖ Either via the **Finance/ Receiving slips** menu item.
  - ❖ Or by clicking the  **Recpt.** button in the detail of an order.
- ↪ Populate the **General** tab in the detail of the receiving slip, that indicates the items to be taken into account in the following steps.
- ↪ Select a supplier. If the delivery slip is created from an order, the supplier is automatically inherited.
- ↪ Click .
- ↪ Search the order lines awaiting delivery with **Pending delivery** tab in the detail of the receiving slip. If you access the receiving slip from the detail of an order, this tab already lists the order lines pending delivery associated with the order.
- ↪ For each item in the list that you obtain in this way, choose between taking delivery in full or taking delivery in part.


## Taking delivery in full

To fully receipt a selection of order lines awaiting delivery:

- Select the order lines awaiting delivery that you want to receive in full.
- Click .


AssetCenter receives all the items corresponding to the selected order lines awaiting delivery.

## Taking delivery in part

- Select the order line awaiting delivery that you want to receive in part.
- Click .

Warning: This button is only available when you select a single order line awaiting delivery.

The detail of the corresponding delivery line is displayed: You can enter further related information:

- ❖ In particular, populate the **Quantity received** (SQL name: lQty) and **Quantity refused** (SQL name: lQtyRefused) field. These two fields allow you to specify the quantity of items received (and accepted) and quantity of items refused. Doing so affects the fields concerned by the quantity of items received.
- ❖ The **Maximum quantity** field, which cannot be modified by the user, indicates the number of items in the order line remaining to the received. It is automatically incremented when an item that has been received is returned via the  button.

## Note on taking delivery in part of order lines

If the quantity of items ordered by an order composition line is greater than the quantity of items effectively received, and the items on order are reserved by distinct persons (the **User** fields of the request lines at the origin of the order indicate distinct records in the table of departments and employees), AssetCenter randomly assigns the items received. For example, if the items received are assets, the value of the **Reserver** field of an asset received is randomly selected from among the values of the **User** fields of the request lines.

AssetCenter behaves similarly in the case of order composition lines for which the quantity of items ordered is greater than the quantity of items



received, and for which the items on order are to be linked to distinct items (the **Component of** fields of the request lines show distinct items).

---

## Searching order lines awaiting delivery

To help manage the process of taking deliveries, AssetCenter can search all order lines awaiting delivery according to conditions concerning fields and links in the table of orders and order lines.



This search is carried out in the **Pending delivery** tab in the detail of a receiving slip.

---

**Warning:** You must select a supplier (at the top of the window of a receiving slip) before launching the search.

---

To search the order lines awaiting delivery:




- Specify a search filter at the top of the **Pending delivery** tab. If the receiving is created using the  button in the detail of an order, a default filter displays the order lines awaiting delivery for this order.
- Click the  button to launch the query and perform the search.

---

## Returning items on a receiving slip

AssetCenter provides the ability to handle returning received items.

To do this:

- ↳ Display the receiving slip for which you want to return items. Use the **Finance/ Receiving slips** menu item, for example.
- ↳ Click  to display the screen showing the return lines. All fields and tabs in the screen are grayed out if no return lines exist already.
- ↳ Click  to create a new return line.
- ↳ Populate the fields in the **General** tab and the **Description** field (SQL name: LineDesc) then click .

- ↪ Go to the **To be returned** tab. This tab lists the items received for the receiving slip that you selected in the first step. It functions like the **Pending delivery** tab in the detail of receiving slips.
- ↪ Optionally define a filter to search the delivery lines that you want to return.
- ↪ Select the items to be returned then click **Return in full** or **Return in part** as appropriate: The returned items are displayed in the **Returned** tab of the return line detail.

# Chapter 6 - Additional procurement functionality

This chapter describes several areas of functionality in the procurement cycle in AssetCenter:

- Reserving items in stock
- Replacing assets
- Gérer les demandes d'interventions internes
- Approving a purchase request
- Creating assets awaiting delivery
- Managing blanket POs

---

## Reserving assets or consumptions

The procurement cycle makes it possible for you reserve:

- Assets that are already in stock.
- Assets that are going to be ordered.
- Consumptions for assets.

### Reserving assets in stock



Assets held in stock can be reserved from purchase requests.

To do this:

- ↳ Create a request composition line. Select a value for the **Product** field, then in the **Create** field (SQL name: seCreate) in the **Transfer** tab, select **Asset**.

- ↗ Display the **Reservations** tab in the detail of the request composition line.

Note: The **Reservations** tab is only displayed if the request composition line creates an asset or a consumption.

- ↗ Click  on the right of the list in the tab.
- ↗ Select the item in stock, then click .

The **General** tab in the detail of the asset indicates that the asset is reserved: the **Reserver** (SQL name: Reserver) and **Reservation** (SQL name: dReservation) fields are updated.

## Reserving assets on order

Asset that are going to be ordered can be reserved at the level of the purchase requests:

- ↗ For each request composition line creating an asset, specify the intended user of the asset in the **User** field (SQL name: User).
- ↗ On taking delivery of such a line:
  - ❖ The asset that is created is automatically placed in stock.
  - ❖ The asset that is created is reserved for the record in the table of departments and employees that is indicated in the **User** field of the request line. The value of this field is used to populate the **Reserver** field of the asset.

Warning: The **User** field only appears for requests and request lines. It does not appear for orders or order lines.

## Reserving consumptions for assets

To reserve a consumption for an asset:

- Create a request, estimate or order composition line (**Create** field in **Transfer** tab).
- Do not select the **Immediate consumption** check box (SQL name: bUseConsDirectly).
- In the **Component of** field (SQL name: Parent), indicate the asset or the composition creating the assets to which the consumption is attached.

- When receipting, specify the place of delivery in the **Stock** field (SQL name: Stock) of the receiving slip: the product creating the consumption is assigned to this stock and reserved for the item indicated in the **Component of** field (SQL name: Parent).

---

## Replacing assets

AssetCenter allows you to specify at purchase request level if the requested items are intended to replace assets already in the company.

In order to indicate those assets that are to be replaced upon taking delivery of the request:

- ↳ Display the **Replacements** tab in the detail of the request.
- ↳ Use the **+** button to select the assets that will be replaced.

Warning: The assets appearing the **Replacements** tab in the detail of a request are there for informational purposes only. There are no automatic mechanisms linked to this tab. You must perform the operations concerning the replacement of assets on receiving requested assets yourself.

---

## Managing work order requests

The procurement cycle in AssetCenter allows you to manage requests, estimates, orders and receipts for work orders. AssetCenter works differently according to the type of work order.

### **Off-contract maintenance and On-contract maintenance type work orders**

To acquire an **Off-contract maintenance** or **On-contract maintenance** type work order, create a request, estimate or order line:

- That references a **Work order** nature product. The **Type** field (SQL name: seWOType) in the detail of the product shows **Off-contract maintenance** or **On-contract maintenance**.
- That creates a **Work order**.

Then follow the usual steps of the procurement cycle.

## Internal maintenance type work orders

AssetCenter handles **Internal maintenance** type work order requests differently: Request lines referencing such products do not go through (purchase) orders. They are directly associated with the work orders that you request:

- ↗ Create a request line referencing a **Work order** nature product. The **Type** field (SQL name: seWOType) in the detail of the product shows **Internal maintenance**.
- ↗ In the **Component of** field (SQL name: Parent), specify the asset (or work order) to which the requested work order is to be linked, or select a composition line creating an asset (or a work order).
- ↗ In the **Work orders** tab of the request line, select the work orders that you want to link to the item specified in the **Component of** field.
- ↗ When you create an order from the request, the request line created in the previous steps does not appear in the selection window of request lines to be taken into account in the order. Likewise, you do not need to receipt this request line.  
The work orders selected in the **Work orders** tab of the request line are automatically associated with the item specified in the **Component of** field of the detail of the request line, once this item is created in the database.

---

## Approving a purchase request

Generally speaking, purchase requests are subject to approval.

The approval status of a purchase request is indicated in the **Approval status** field (SQL name: seApprStatus) in the **Approval** tab of the detail of the purchase request. This field indicates the status of the request:


- **Do not approve**
- **To approve**
- **Approved**
- **Refused**

Users of AssetCenter can only create estimates or orders from a request if the request has been approved or if they have the right to create estimates or orders from requests that have not been approved (**Profile** tab in employee detail).

AssetCenter workflow schemes allow you to implement request approval procedures corresponding to those you use within your organization.

If you create workflow schemes to manage the purchase request approval process, you will probably need to make use of the following fields:

- The **Approval status** field in the details of purchase requests can be used:
  - ❖ To detect those purchase requests that need to be approved.
  - ❖ To indicate the status of the purchase request once the workflow process has finished.
- The **Total cost** field (SQL name: mTotalCost): This is a read-only field that AssetCenter populates automatically by summing the values of the **Total price** fields (SQL name: mCost) in each request line in the **Composition** tab, regardless of the status of this line (ordered or not, reserved or not).

Note: If you do not have the rights to write to the **Approval status** field, you can use the  **Re-request** button in order set the **Approval status** field of a request to **To approve**. This, for example, allows users to modify the composition of a purchase request that has been refused and to resubmit this request for approval.

---

## Creating assets awaiting delivery

When you prepare a purchase order with AssetCenter, and composition lines of this order create assets, you can create these assets in the AssetCenter database, without having to wait for delivery to be taken of the order.

This allows you to schedule work orders for the assets or training for users.

To do this:

- ↳ Select the **Orders/ Create assets awaiting delivery** menu item.
- ↳ AssetCenter consults the database and creates the corresponding records "on-the-fly": the **Assignment** field (SQL name: seAssignment) of the details of the assets created is set to **Awaiting delivery**.

Note: The **Orders/ Create assets awaiting delivery** menu item allows you to create the assets that are to be created by the order composition lines. Nothing is created for the order composition lines which create something else.

---

## Blanket purchase orders

This section details the following points:

- Définition des contrats de type commande ouverte
- Gérer les contrats de type commande ouverte

### Definition of a blanket purchase order

#### Definition of a *Blanket PO* type contract

**Blanket PO** type orders commit the buyer to purchase a minimum amount of goods or services over a certain period of time. In general, this type of agreement allows the buyer to get a discount.

If the minimum engaged sum is not reached at the end of the term, the advantages of this type of contract will not be available to the buyer.

#### Definition of a blanket purchase order

A **Blanket PO** type contract allows you to:

- Either manage several individual orders, each of which is associated with a **Blanket PO** type contract.
- Or manage a single order associated with this contract. In this case, you add items to the composition of the order as and when you need. This type of order is called a "Blanket PO", "General PO" or "Continuing PO".

### Managing blanket POs

AssetCenter allows you to manage both "Blanket PO" type contract and the blanket POs made for this contract.



## Creating a Blanket PO type contract

To create a blanket PO type contract:

- ↳ Display the table of contract, for example via the **Finance/ Contrats** menu item.
- ↳ Click .
- ↳ Set the **Type** field (SQL name: seType) to **Blanket PO**.
- ↳ Click .
- ↳ In the **Commitment** field (SQL name: mPOCommitment) in the **Orders** tab, specify the contractual commitment.

## Associating orders with a *Blanket PO*

To specify that an order comes under a **Blanket PO** type contract:

- ↳ Check the **On blanket PO** box (SQL name: bUsesBlanketPO) in the **Financing** tab of the order detail.
- ↳ Specify the contract in the **Purchasing contract** field (SQL name: BlanketPOCntr).

The order is then shown in the **Orders** tab of the contract.

In the same way, you can associate a purchase request or an estimate with a **Blanket PO** type contract.

In this way, you can:


- Either manage several individual orders, each of which is associated with a **Blanket PO** type contract.
- Or manage a single order associated with this contract. In this case it is usually a blanket PO.

## Managing a blanket PO

Once you have created a **Blanket PO** type contract, you can use the procurement cycle in AssetCenter to manage a blanket PO associated with this contract.

To do this:

- ↳ Create the first order that you want to send to your supplier. This initial order is the blanket PO that you will use for all subsequent orders. Associate the order with the **Blanket PO** type contract by checking the **On blanket PO** box in the **Financing** tab of the order and selecting the contract in the **Purchasing contract** field.

- ↪ When you need to purchase additional items from this supplier under the **Blanket PO** type contract:
- ↪ Create the appropriate purchase request and estimate.
  - ↪ Instead of creating a new order, link the requested items to the existing blanket PO:  
Click the  button in the detail of the request or the estimate.  
In the order preparation window, check the **Add to existing purchase order** box and select the blanket PO.  
Do not select the **Merge products with existing lines** option if you want to keep the order lines separate. This will allow you to track transactions and deliveries with greater ease.

### Assigning a maximum value to a *Blanket PO* type contract

It can be useful to associate a maximum amount to **Blanket PO** type contracts.

For example, this can be useful in order to renegotiate discounts when this total is reached.

To assign a maximum amount to a **Blanket PO** type contract, we recommend creating a feature and assigning this value to it.

### Tracking the total of orders under a *Blanket PO* type contract

When dealing with **Blanket PO** type contracts, it can be useful to track the total sum of orders issued. This makes it possible:

- To determine the level of risk of not complying with the contractual commitment level. For example, the buyer may realize, one month before the end of term, that the commitment level is far from being attained and to issue more orders in order to avoid penalties or, on the contrary, the commitment level has been reached and therefore to limit spending.
- To renegotiate the discount offered by the supplier if the maximum amount, if this has been defined, has been overrun.

In order to track the commitment level, we recommend using the workflow under AssetCenter.

For example, you can create a workflow scheme that is triggered periodically for **Blanket PO** type contracts:

- The workflow instance compares the amount of the blanket PO associated with the contract and the commitment level defined for the contract.
- If the amount of the order is far from being reached before the end of term, a message is sent to the person responsible for the contract to indicate that action needs to be taken. Otherwise, a message is sent to say that the commitment level has been reached.
- If the amount of the order overruns the maximum amount that the buyer may have defined for the contract, a message is set to the person responsible for the contract to indicate that they should renegotiate the discount with the supplier.



# Chapter 7 - Managing supplier invoices

This section explains how to manage supplier invoices with AssetCenter.

You will find information on the following points:

- Description of an invoice
- Creating an invoice

---

## Description of an invoice

### **The *Composition* tab**

This tab gives a list of the invoice lines, i.e. the items that are invoiced. This list is updated when you perform an invoicing, in part or in full, on an order line that has not been invoiced contained in the **Orders without invoice** tab in the detail of an invoice.

### **The *Orders without invoice* tab**

This tab allows you to view the order lines that have not yet been invoiced.


A predefined filter allows you to search the orders awaiting invoicing. For example, you can:

- View all the order lines awaiting invoicing by selecting the **All** operator.
- View all the order lines to be invoiced for a given order by selecting the = operator.



---

## Creating an invoice





You can create an invoice:

- Via the **Finance/ Supplier invoices** menu item: In this case, you access the full list of invoices.
- By clicking the  button in the detail of an order: In this case, you access the list of invoices associated with the order.

In both cases you can:

- Either create a new invoice. In this case:
  - ❖ Click the  button.
  - ❖ Populate the fields in the **General** tab.
  - ❖ Assign an number to the invoice.
  - ❖ Populate the **Supplier** field (SQL name: Supplier) if this is not done already.
  - ❖ Click .
- Or add invoice lines to an existing invoice. In this case, display the detail of the invoice that you want to modify.

To invoice order lines:

- Go to the **Orders without invoice** tab in the detail of the invoice.
  - ❖ If you have accessed the detail of the invoice by clicking the  button in the detail of an order, this tab lists the order lines awaiting invoicing for the given order.
  - ❖ Else, use the filter at the top of the screen to search the order lines awaiting invoicing that you want to be invoiced.
- If you want to invoice a selection of order lines in full, select them, then click the  button.
- If you want to invoice one order line in part:
  - ❖ Select this line in the list in the **Orders without invoice** tab.
  - ❖ Click .
  - ❖ AssetCenter displays the detail of the corresponding invoice line. In the **Quantity** field (SQL name: lQty) in the **General** tab, specify the number of items in the order line that you want to be invoiced. In this case, it is a partial invoicing, since you are invoicing less items than have been ordered.
  - ❖ Click  to validate the partial invoicing.

---

Those invoice lines that are created are added to the **Composition** in the detail of the invoice, whether invoicing in part or in full.

---





# Chapter 8 - Tracking the procurement cycle

The procurement cycle can be tracked from the **Tracking** tab in the detail screen of purchase requests, estimates, orders, receiving slips and invoices.

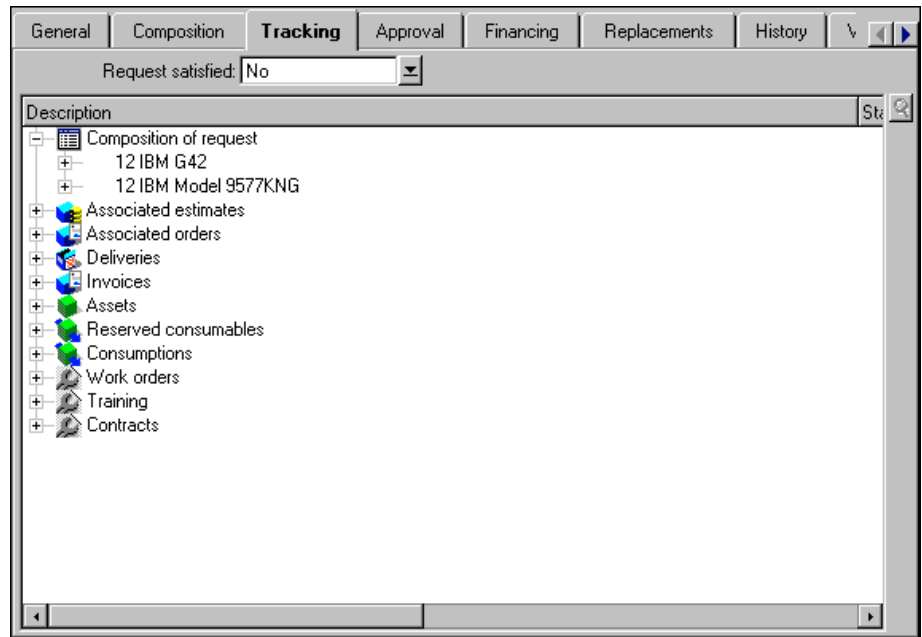
Using AssetCenter, you can follow a request throughout the approval cycle. This tracking is organized contextually: You view the cycle from the step which concerns you the most.

For example, if you are a user and you enter a request, your point of view is focused at the level of the purchase request: You want to know if your request has been accepted and to follow it up to see if a corresponding purchase order has been issued.

On the other hand, if you have a particular role in managing orders, your point of view will be focused on this stage, i.e. you see which estimates are ready to be turned into orders, what requests correspond to the orders you have sent and on what dates they will be delivered.

## Cycle tracking screen

Details of requests, estimates, orders, receiving slips and invoices all have a tab entitled **Tracking**. Whether you are interested in seeing the progress of your own request, or need to search all orders pending delivery, you can use this tab to follow the procurement cycle



*Tracking tab in the detail of a purchase request*

This screen displays a tree view.

By navigating through the branches you can see the different parameters of the cycle. For example, with the **Composition of request** branch, you view the different items which need to be purchased to fulfill the request.








Similarly, if you open the **Associated estimates** branch, you display the estimate(s) that have been created from the different items of the corresponding requests, orders and receiving slips.

In the same way, you have access to the items of an order, invoice or receiving slip.

By double-clicking one of these items you can access the details of information concerning it.

## Tracking icons

These icons allow you to see at a glance the current status of the processing of request, order, estimate and delivery lines.

Icon	Meaning
	The request to which the composition line belongs is approved.
	The request to which the composition line belongs is awaiting approval or in the approval process.
	The request to which the composition line belongs has been refused.
	Number of items on order for this request line. In our example: 5.
	Number of items received for this request line. In our example: 5.
	Number of items awaiting delivery. In our example: 1.
	The request, estimate or order line has been received in full (delivery taken in full).





