

PURCHASING WORKFLOW

for Sage 300

Web Users

Steve Bagnall

Sage 300 Consulting



Sage 300
Certified Consultant
2018

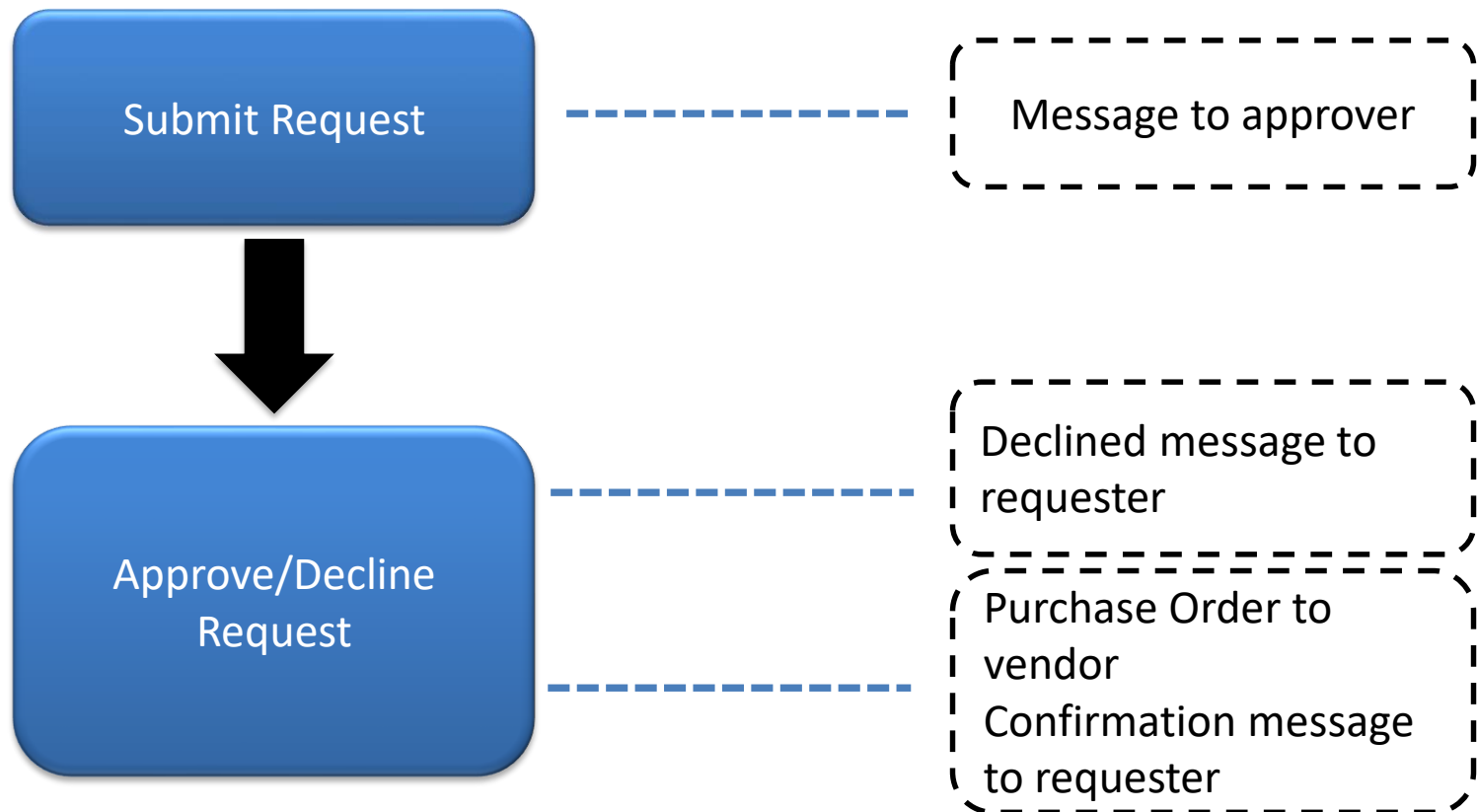


Sage CRM
Certified Consultant

- ❖ Logging in
- ❖ Purchase requisition entry
- ❖ Requisition and Invoice approvals
- ❖ Inquiries

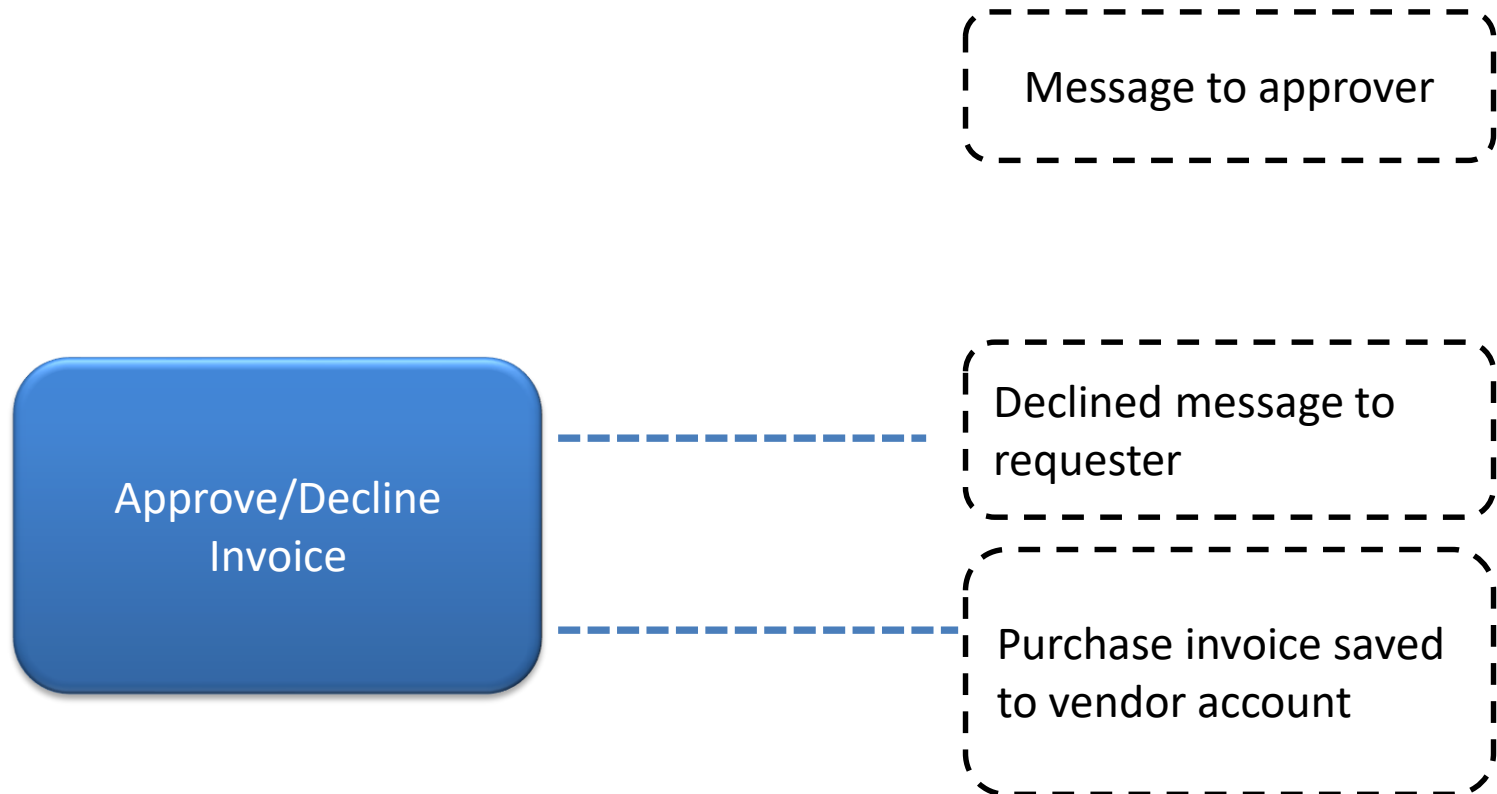
Purchase Requests

Web Interaction



Purchase Invoices

Web Interaction



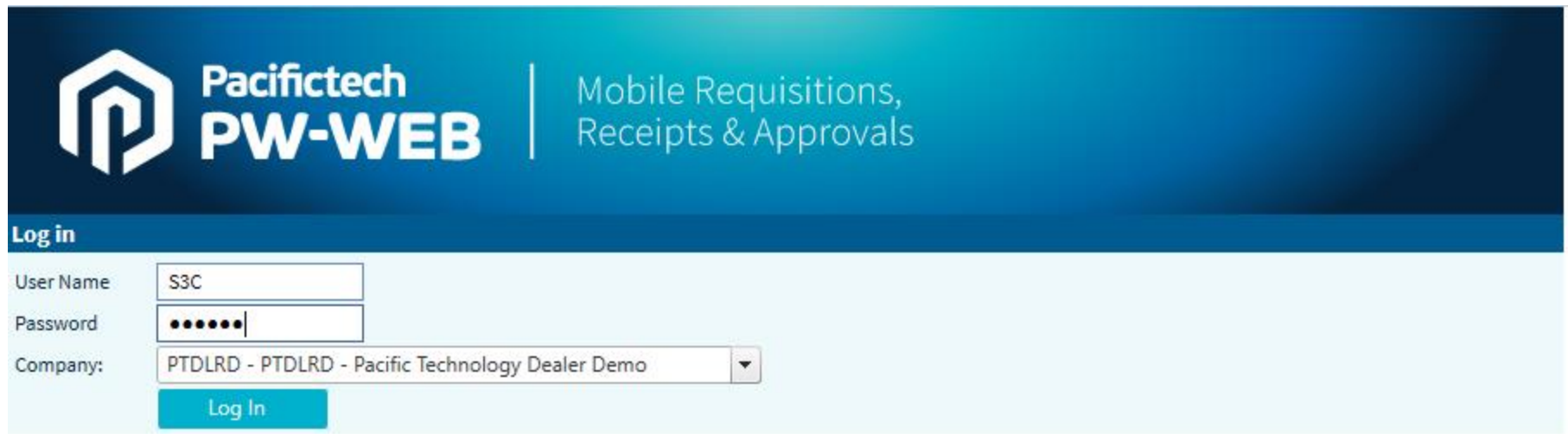
Logging in to PW Web

In your browser use the internet address:

<https://pwweb.na.pacifictechsol.com/PTSL/Login.aspx>

to access the log on page

- ❖ Enter your **user ID** and **password**
- ❖ Choose a company
- ❖ Log In



The image shows the login interface for Pacifitech PW-WEB. The header features the Pacifitech logo (a stylized 'P' inside a hexagon) and the text 'Pacifitech PW-WEB' in white on a dark blue background. To the right, it says 'Mobile Requisitions, Receipts & Approvals' in a lighter blue font. Below the header, there is a 'Log in' section with a light blue background. It contains three input fields: 'User Name' with the value 'S3C', 'Password' with masked characters '.....', and 'Company:' with a dropdown menu showing 'PTDLRD - PTDLRD - Pacific Technology Dealer Demo'. A blue 'Log In' button is positioned below the company dropdown.

Pacifitech PW-WEB | Mobile Requisitions, Receipts & Approvals

Log in

User Name: S3C

Password:

Company: PTDLRD - PTDLRD - Pacific Technology Dealer Demo

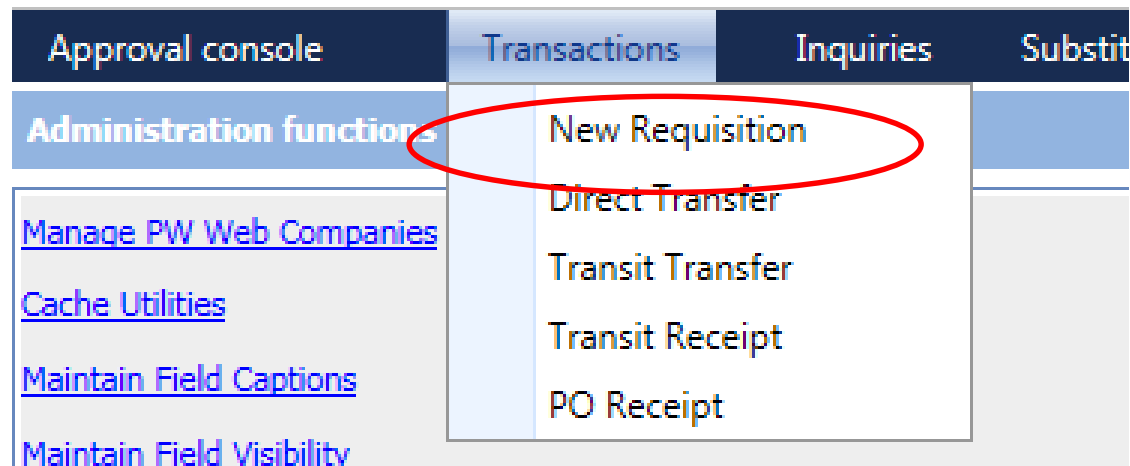
Log In



Development Related Request

From the menu choose

Transactions -> New Requisition



Select

Workflow
Cost Centre
Development Related

New requisition			
Workflow	WF001 - Standard Workflow	▼	
Cost Centre	000 - None (Steve Bagnall)	▼	
Template	- Select a Template	▼	
Requisition Date	16/09/2018	Date Required	
			☐ ☒ Development Related

Then (optionally) enter

Date Required

(Required delivery date)

Ship to Location

Description

(Description for the request/PO)

Reference

(Further short text ref for the request/PO)

Comment

(Longer text for the request/PO)

Requisition Date	16/09/2018	Date Required	30/09/2018
Ship-To Location	1 - All Items		
Bill-To Location	- Select a Bill-To Location -		
Description	Satue for central area		
Reference	Further ref		
Comment	Further comments		

Enter a line item by choosing at least:

Development

Cost Group

Cost Code

Item Number and Description

Quantity Required

Unit Cost

	Development	Cost Group	Cost Code	Cost Class	Item Number
Development:	SR01 -Sage 300 Towers			▼	
Cost Group:	23 - Construction			▼	
Cost Code:	2040 - Public Art			▼	
Cost Class:	6	Miscellaneous			
Item Number:					▼
Item Description:	Stonework figure				
Unit of Measure:	EACH ▼				
Vendor:	IS3C001 – Sage 300 Consulting ▼				
Currency:	GBP				
Date Required:	30/09/2018 				
Quantity Required:	1.0000				
Unit Cost:	1,000.000000				
Vendor Item Number:					
Billing Currency:	GBP				
Comments:					

Click  to complete the item.

Items already entered will show in rows

+ Add new requisition line														
Development			Cost Group	Cost Code	Cost Class	Item Number	Item Description	Location	Unit of Measure	Vendor	Currency	Date Required	Quantity Required	Unit Cost
Edit	Delete	SR01	23	2040	Miscellaneous	DEV	Development Costs		EACH	S3C001	GBP	30/09/2018	1.0000	1,000.000000
Add	Submit													

Click  to add another item.

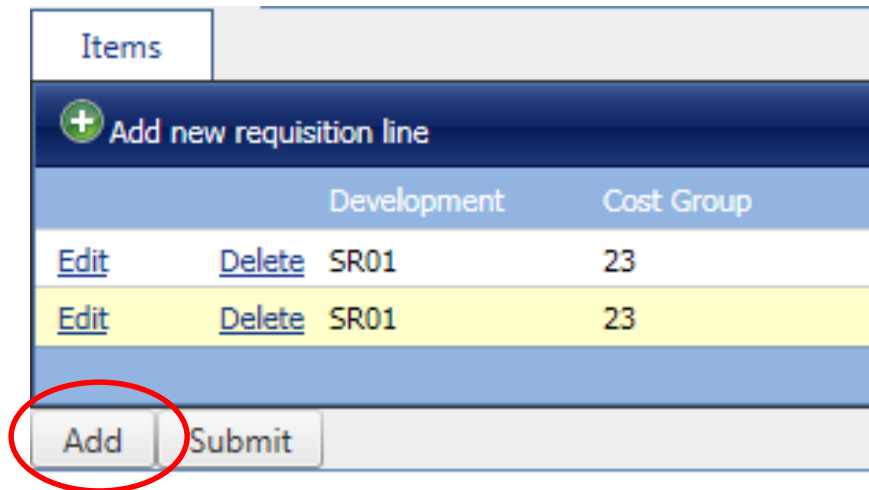
Items	
 Add new requisition line	
Development	Cost Group
Edit	Delete
SR01	23
20	
Add	Submit

again to add the item.

Sage 300 Consulting

Adding an Attachment

To add one or more documents select Add

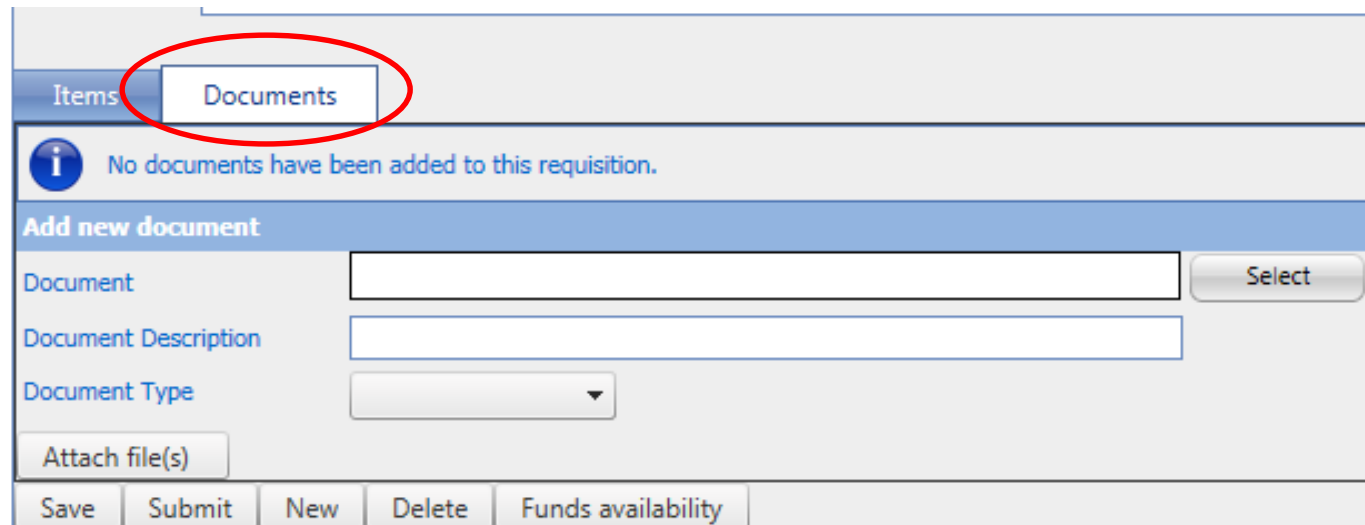


The screenshot shows a web interface for managing requisition lines. At the top is a tab labeled 'Items'. Below it is a dark blue button with a green plus icon and the text 'Add new requisition line'. Underneath is a table with columns for 'Development' and 'Cost Group'. The table contains two rows, both with 'SR01' in the 'Development' column and '23' in the 'Cost Group' column. Each row has 'Edit' and 'Delete' links. At the bottom of the interface are two buttons: 'Add' and 'Submit'. The 'Add' button is circled in red.

Development		Cost Group
Edit	Delete	SR01 23
Edit	Delete	SR01 23

[Add](#) [Submit](#)

Go to the Documents tab



The screenshot shows a software interface with a tabbed menu at the top. The 'Documents' tab is selected and highlighted with a red circle. Below the tabs, a message states: 'No documents have been added to this requisition.' Underneath this message is a section titled 'Add new document' which contains three input fields: 'Document' (with a 'Select' button), 'Document Description', and 'Document Type' (a dropdown menu). Below these fields is an 'Attach file(s)' button. At the bottom of the interface is a row of buttons: 'Save', 'Submit', 'New', 'Delete', and 'Funds availability'.

Items Documents

i No documents have been added to this requisition.

Add new document

Document

Document Description

Document Type

Select a Document, optionally set the Description, and then choose Attach File(s)

The screenshot shows a software interface with a 'Documents' tab. A table lists a document: 'Demo Company Proposal DEMO01-01-1.pdf' with a 'Delete' link. Below the table, the 'Add new document' section contains three input fields: 'Document', 'Document Description', and 'Document Type'. The 'Attach file(s)' button is circled in red. The 'Select' button next to the 'Document' field is also circled in red.

Documents	
Document Path	
Delete	Demo Company Proposal DEMO01-01-1.pdf Demo Company Proposal DEMO01-01-1.pdf

Add new document

Document [Select](#)

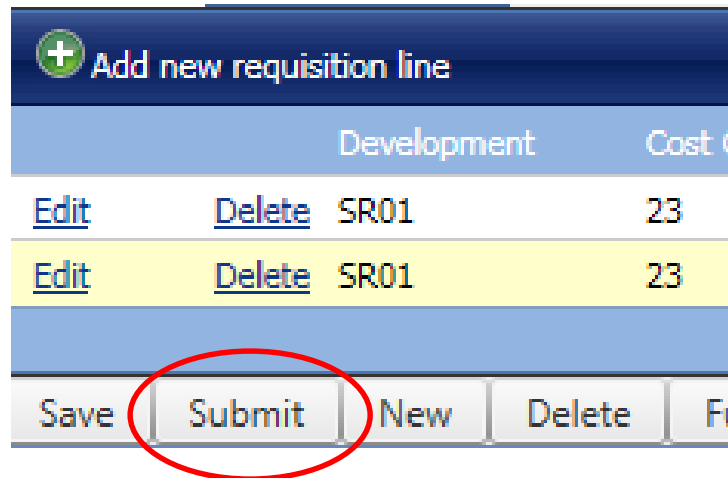
Document Description

Document Type

[Attach file\(s\)](#)

If finished and ready to send for approval, click

Submit

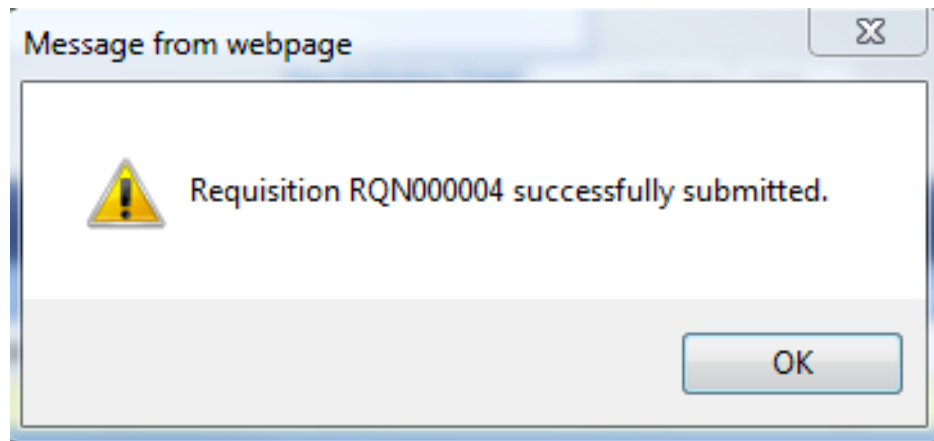


The screenshot shows a software interface for managing requisitions. At the top, there is a dark blue header bar with a green plus icon and the text "Add new requisition line". Below this is a light blue bar with the text "Development" and "Cost C". A table with two rows follows, each containing "Edit", "Delete", "SR01", and "23". The second row is highlighted in yellow. At the bottom, there is a row of buttons: "Save", "Submit", "New", "Delete", and "Fu". The "Submit" button is circled in red.

+ Add new requisition line			
Development			Cost C
Edit	Delete	SR01	23
Edit	Delete	SR01	23

Save Submit New Delete Fu

You receive a message with the assigned **Requisition Number**



Request not related to a development

Non-development requests are entered in the same way except you do not choose 'Development Related'

There are no development/cost group/cost code selections

Choose an appropriate Item Number for the cost

ITEMS

+ Add new requisition line

	Item Number	Item Description	Location	Unit of Measure	Vendor	Currency
Item Number:						Catalo
Item Description:	8300 - Stationery					
Unit of Measure:	8302 - Books, Magazines and Journals					
Vendor:	8310 - Computer and Office Equipment costing under £250					
Currency:	8311 - Software					
Date Required:	8400 - Charitable Contributions					
Quantity Required:	8401 - Professional Subscriptions					
Unit Cost:						
Vendor Item Number:						
Comments:						

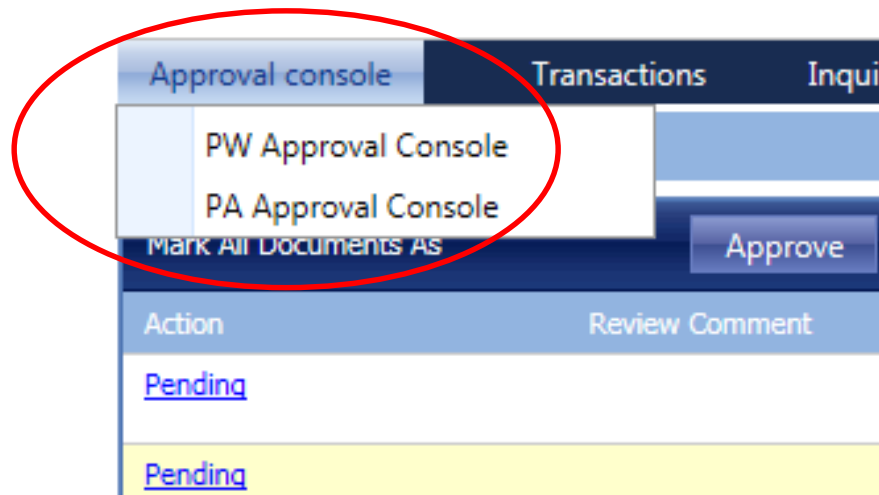
Insert Cancel

Approvals

When logging in the default screen is the Purchase Requests (**PW**) Approval Console

To navigate to the console or change approval type, choose Approval Console from the menu. Then choose

- PW Approval Console for Purchase Requests
- PA Approval Console for Purchase Invoices



Requests or Invoices waiting for approval are listed as PENDING

Approval console Transactions Inquiries Substitutions Profile Admin						
Approval Console						
Mark All Documents As Approve Decline						
Action	Review Comment	Document Number	Date	Description	Originator	
Pending		RQN000002	16/09/2018	Statue for central area	Steve Bagnall	
Pending		RQN000003	16/09/2018		Steve Bagnall	
Pending		RQN000004	16/09/2018	Satue for central area	Steve Bagnall	
Pending		RQN000005	16/09/2018		Steve Bagnall	

Change from PENDING to APPROVE or DECLINE

You can approve or decline in bulk too by using the APPROVE/DECLINE buttons at the top

Enter a review comment if needed

Approval console Transactions Inquiries Substitutions Profile

Approval Console

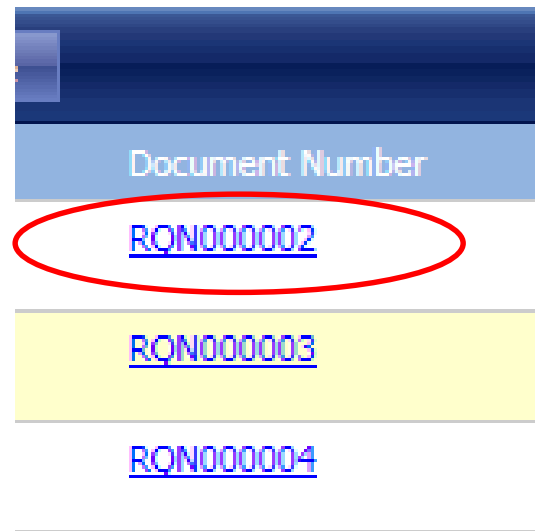
Mark All Documents As **Approve** **Decline**

Action	Review Comment	Document Number
Approve		RQN000002
Decline	We have too much of this already	RQN000003
Pending		RQN000004
Pending		RQN000005

Clicking on  gives you **funds availability visibility** against estimate

Funds availability		
Document:	RQN000002	Budget Set: Revised Estimate
Process Method:	Life To Date	Unapproved Trans. Handling: Calculate
Project and Job Costing - Life To Date	Value (V)	Balance (V)
SR01 - Sage 300 Towers	Budget (Revised Estimate)	3,000.00
23 - Construction	Actuals	0.00
2040 - Public Art	Committed	0.00
	Available	3,000.00
	This Document	1,000.00
	Other Unapproved	2,200.00
		-200.00

You can look at a document in more detail wherever you see a link to the **document number**.



Then you can see the **item** details

 Selected Transaction Details

Requisition Number	RQN000002	Reference	Further ref
Date Required	30/09/2018	Description	Statue for central area
Requisition Date	16/09/2018	Comment	Further comment
Development Related	☒	Requester	Sarah Jones

Items Optional Fields Events Documents Funds Availability

Development	Cost Group	Cost Code	Item Number	Item Description	Unit of Measure	Stock Item	Date Required	Vendor Item Number	GL Account	Currency
SR01	23	2040	DEV	Stonework figure	EACH	False	30/09/2018		1000.001.SR01.LAN	GBP
Total (GBP)										

<

Workflow **events** (to show what's happened to the document so far)

 Selected Transaction Details

Requisition Number	RQN000002	Reference	Further ref
Date Required	30/09/2018	Description	Statue for central area
Requisition Date	16/09/2018	Comment	Further comment
Development Related	☒	Requester	Steve Bagnall

Items Optional Fields **Events** Documents Funds Availability

Next Step Number 10 Next Actioner Alice Rossi Document Status

Step	Description	Event Date	Event time	User ID	Position	Result	Status
-1	Submitted	16/09/2018	11:25 AM	STEVEB		Success	Unapproved

And **documents** attached

 **Selected Transaction Details**

Requisition Number	RQN000002	Reference	Further ref
Date Required	30/09/2018	Description	Statue for central area
Requisition Date	16/09/2018	Comment	Further comment
Development Related	☒	Requester	Steve Bagnall

Items

Optional Fields

Events

Documents

Funds Availability

Document Path	Document Description
Demo Company Proposal DEMO01-01-1.pdf	Demo Company Proposal DEMO01-01-1.pdf

Add new document

Document

Select

Document Description

Document Type

Attach file(s)

When finished click



to confirm all actions (approved/declined)

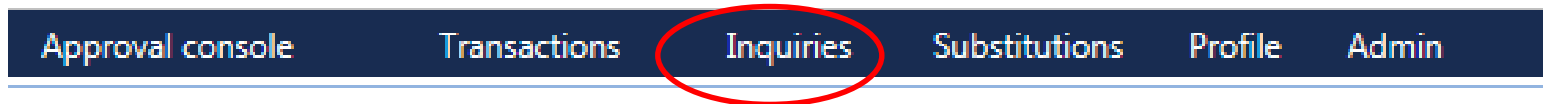


to clear all marked actions

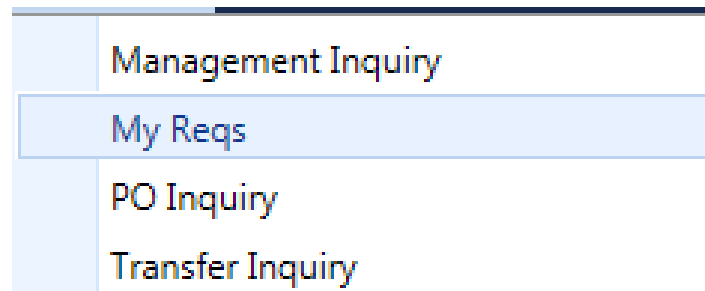
NOTE: There could a period of system processing if one or more approvals result in creating and sending a Purchase Order

Inquiries

Go to the Inquiries option on the top menu.



Depending on your security profile you may be able to see one or more of the following



Management Inquiry

List requests processed by the system

Limit the list using criteria

Press the  button to refresh the list

Approval console	Transactions	Inquiries	Substitutions	Profile	Admin
Management Inquiry					
Document Status	Unapproved	Cost Centre	All - All Cost Centers		
Transaction Originator	STEVEB	Next Actioner	All		
Document Number	Workflow	Transaction Originator	Next Actioner		
 No requisitions to display.					

Sort the list by column heading

Drill in to details using Document Number

Approval console	Transactions	Inquiries	Substitutions	Profile	Admin
Management Inquiry					
Document Status	Unapproved	Cost Centre	All - All Cost Centers		
Transaction Originator	STEVEB	Next Actioner	All	Load	
Document Number	Workflow	Transaction Originator	Next Actioner		
RQN000003	WF001	STEVEB	JENRUS		
RQN000004	WF001	STEVEB	JENRUS		
RQN000005	WF001	STEVEB	JENRUS		

My Reqs

List just your own requests

Limit the list using criteria

Sort the list by column heading

Drill in to details using Document Number

Approval console Transactions Inquiries Substitutions Profile Admin Logout						
My Requisitions						
PW Test and Training						
Document Number	Date	Description	Reference	Comment	Value	Status
RON000002	16/09/2018	Statue for central area	Further ref	Further comment	1,200.00	Completed

PO Inquiry

List Purchase Orders generated from requests

Limit the list using criteria

Press the  button to refresh the list

Sort the list by column heading

Drill in to details using Document Number

Print a copy of the PO

Approval console

Transactions

Inquiries

Substitutions

Profile

Admin

Logout

PO Inquiry

PW Test and Training

Approval Status

All

Cost Centre

All - All Cost Centers

Receipting Status

Not Completed

Vendor

S3C001 – Sage 300 Consulting

Load

PO Number ▲	Vendor	Vendor Name	Date	Description	Reference	Cost Centre	Receipting Status	Approval Status
	Y				Y			
PO000002	S3C001	Sage 300 Consulting	16/09/2018	Statue for central area	Further ref	005/AR	Not Completed	Completed