Contents

1 Introduction

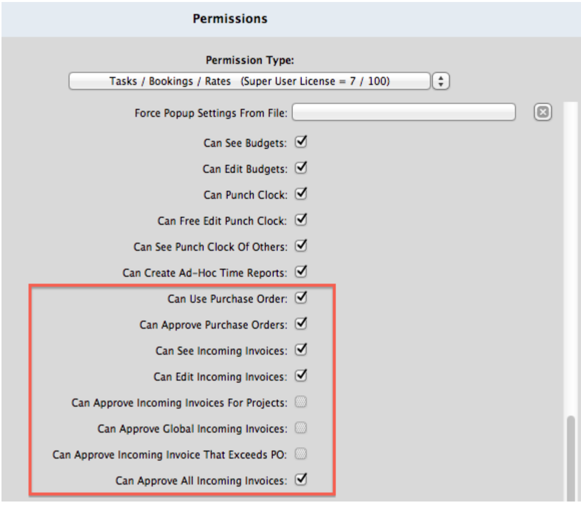
Purchase Orders (POs) allow forecasting and keeping track of external costs, such as jobs provided by freelancers and machines or services provided by external suppliers.

Each Purchase Order (PO) is related to a supplier or freelancer charging for the services provided, and can contain multiple lines. Each line in the PO can then be linked to one or more lines in a specific Project or different Projects.

Once the supplier sends the invoice for the job, it can be tracked in the Incoming Invoice module and linked to the corresponding Purchase Order.

2 Permissions

Both, Super Users and Task Users, can use POs. But only Super Users can authorize POs and manage Incoming Invoices. Before starting to use POs make sure the correct User Permission settings are enabled.



Set User Permission to use Purchase Order

Can Use Purchase Order: Allows User to create POs and link them to lines in Projects. If this User doesn't have the Permission to approve a PO, he won't be able to modify the PO after it has been approved. He still can change some fields inside of the PO after it has been approved, but he can't hit OK to save the changes thus making it impossible to alter an already approved PO.

Can Approve Purchase Orders: As POs are created, they get the status Waiting for Approval. This Permission allows the User to authorize POs in the PO Module.

Can See Incoming Invoices: Allows User to see Incoming Invoices.

Can Edit Incoming Invoices: Allows User to create and manage Incoming Invoices.

Can Approve Incoming Invoices For Projects: If a PO has been assigned to a Project this permission will allow the User who is the owner of this Project (check the Created By line at the bottom of the Project window) to approve the related Incoming Invoices. The Incoming Invoice line will appear in the Toolbox > Todo tab under "For My Projects".

Can Approve Global Incoming Invoices: Allows User to approve Incoming Invoices created from PO's not assigned to a Project.

Can Approve Incoming Invoice That Exceeds PO: Allows the User to approve Incoming Invoices for Projects or Global Incoming Invoices that exceeds the Purchase Order.

⚠ For this setting to work either the setting Can Approve Incoming Invoices For Projects or Can Approve Global Invoices has to be ticked as well.

Can Approve All Incoming Invoices: Allows User to approve Incoming Invoices for Projects, Global Incoming

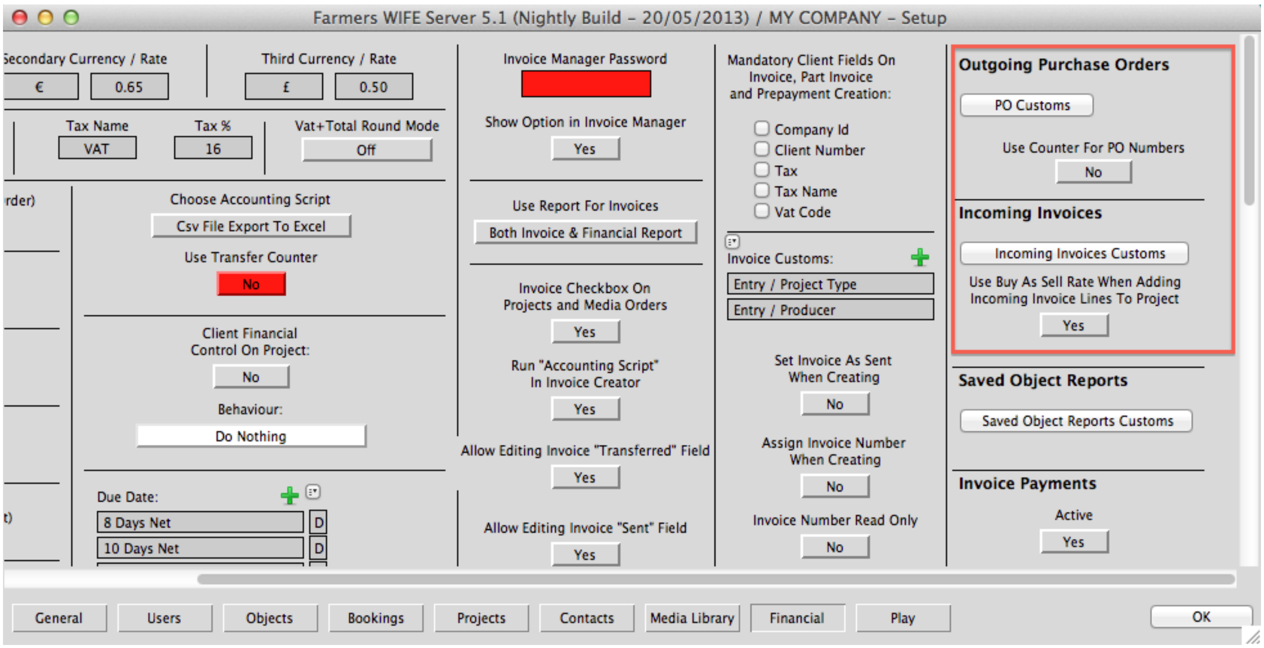
Invoices as well as Incoming Invoices that exceed the PO.

3 Further Configurations

Custom Fields can be created at Purchase Order and at Incoming Invoice level.

Go to the Farmers WIFE Server and click on the Server Setup button. Once in, go to the Financial tab.

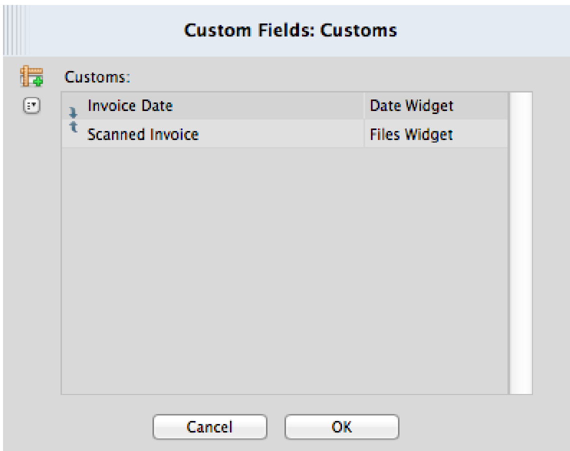
On the top right corner, click on PO Customs or on Incoming Invoices Customs to create Custom Fields.



Configuration of Custom Fields

As the Customs window opens, click on the Plus icon to create new Custom Fields. (Refer to the Server Setup manual for details on Custom Fields and the available widgets.)

The example below displays two Incoming Invoice Custom Fields, the first one created as a Date Widget and labeled as Invoice Date, and the second one as a Files Widget, which label reads Scanned Invoice.



Incoming Invoice Custom Field

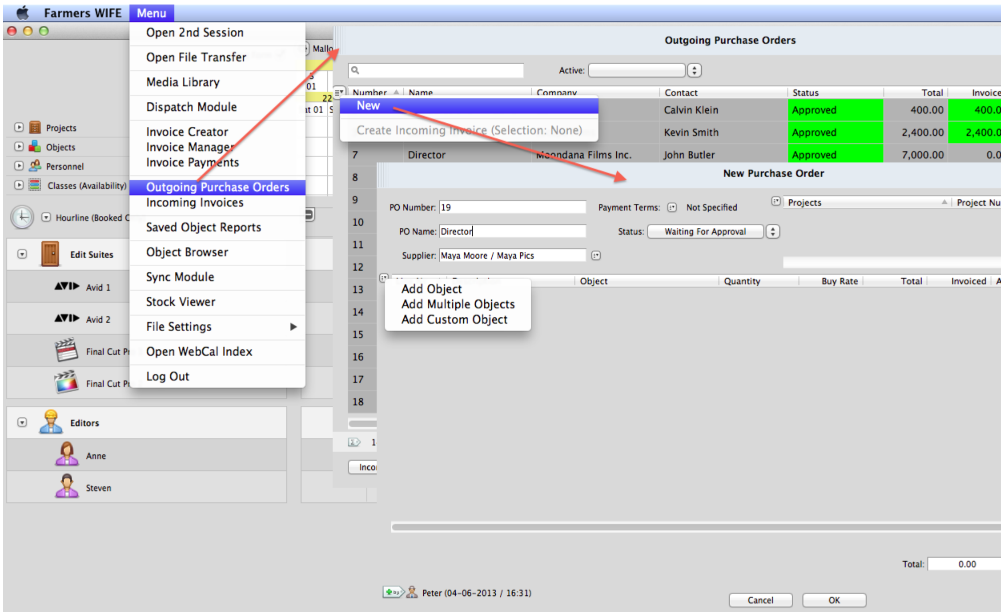
Use Counter For PO Numbers: If this setting is set to YES the global PO number counter keeps incrementing by one number every time a new PO is created. When creating a PO (for ex. PO number 6) and Cancel is hit before saving it, this number is lost and the next PO will take the next number (7).

If set to NO the counter increments by one as well, but if a PO (for ex., number 6) is canceled before saving it, the next available number will still be the same (in this case number 6).

Use Buy As Sell Rate When Adding Incoming Invoice Lines To Project: Applies when linking Incoming Invoice lines to a Project. If "Yes", the line's sell rate will be the same as the buy. If No, the line's sell rate will be set to 0. In both cases, the sell rate can be later modified in the Project.

4 Creating a PO

Open the PO module through the Options Menu and go to Outgoing Purchase Orders. In the new window click on the drop-down menu or do a right-mouse click and select New:



New Purchase Order window

If using Divisions module (licensed), when creating a new PO a pop-up window allows selecting the Division for which the new order is to be created.

The window for a new PO opens. The header contains:

PO Number: Automatic numbering for the PO. Each new PO will get a new incremental number automatically assigned starting with '1'. Please see the setting: Use Counter For PO Numbers ([Further Configurations).](#)

PO Name: Name or description for the PO to be seen when linking an Object.

Supplier: Supplier or freelancer providing the service. This field is connected to the Contacts database. Global Contacts, Resources and Clients can be searched and selected here.

Payment Terms: Set here the Payment Terms that were agreed with the supplier. The drop down list shows the Payment Terms that are configured in the Server Setup in the Financial Tab for Invoicing.

If the supplier has pre-defined Payment Terms set up in his Contact tab, these won't be imported automatically into the PO once the supplier is selected. Payment Terms have to be set manually for each PO.

Status: **Approved/Waiting For Approval**: This is user permission related (see chapter Permissions). Once approved, the name of the User and the date and time when it was approved display at a mouse-over.

Once a PO is approved:

- it can be linked to a Project line

- an Incoming Invoice can be created from it

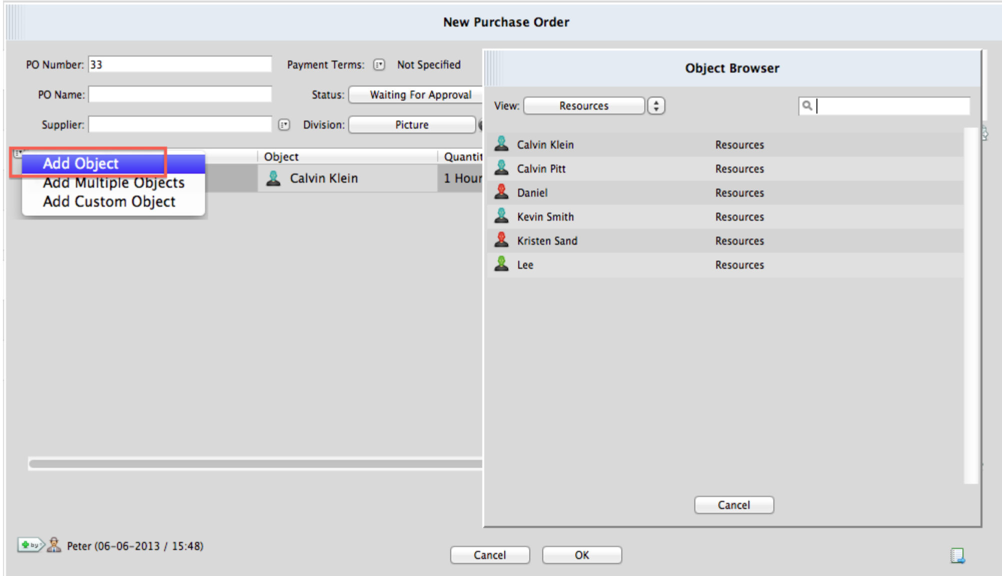
- it will be available for selection when using the option Add To Existing Purchase Order in the Budget module

Projects: Predefine the Projects that later can be related to this PO. If no Project is pre-set, this PO will be available for linking to lines belonging to any Project (see below for more explanation on linking).

As many lines as needed can be entered in a PO and each can be linked to one or more Booking lines.

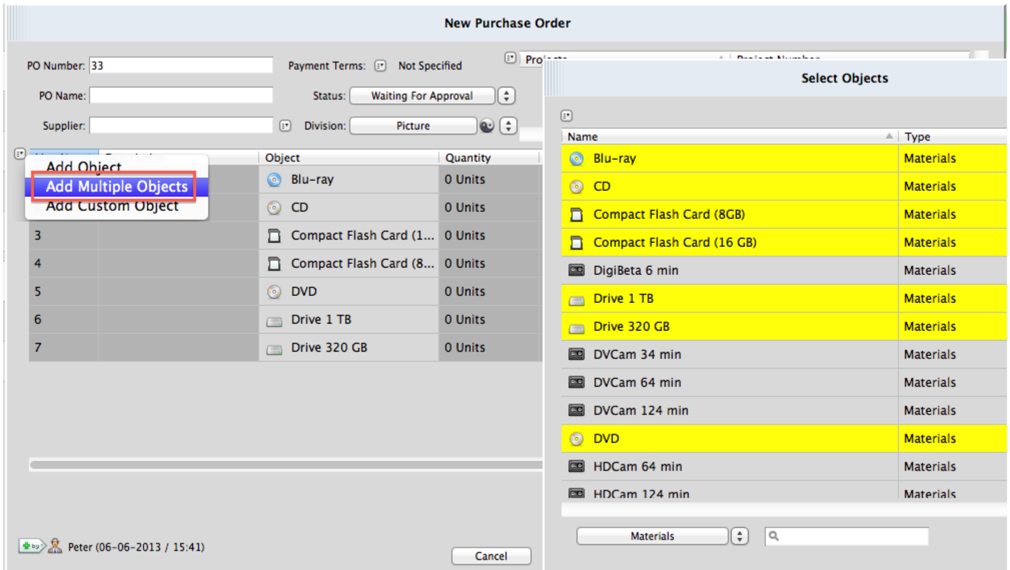
To create a PO new line, click on the arrow and select one of the following three options:

1. Add Object: The Object Browser window opens for searching and adding an existing Object (Resource, Service, etc.), which will ideally already have a Buy Price set. If the Object has Activities, a pop-up will open to display them. Select one from the drop-down menu or click 'Cancel' if no Activity should apply.



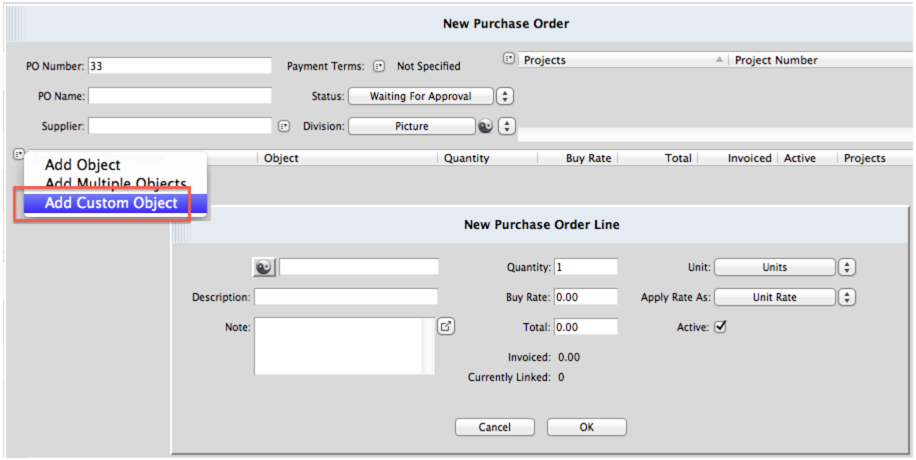
Add Object

2. Add Multiple Objects: This option allows multi-selection by Cmd-clicking (on Mac) or Ctrl-clicking (on PC) on the Objects you wish to add to the PO. Please note that this option does not allow selecting Activity per Object. Therefore, if you need to select a specific Activity, add Objects one by one using the first option. Once the lines are added, you can open one by one to do modifications.



Add multiple Objects as once

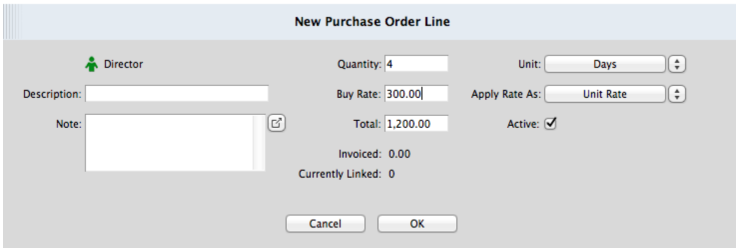
3. Add Custom Object: This option allows adding a new Object – not existing in the database. This can be linked later to any Custom (Materials, Service, Expenses) in the Project (the names of the Customs don't need to match). Please note that this new Object will only be added to this PO, and not to the database.



Add custom Object

PO Line details:

As the New PO Line window opens, fill in the following fields:



New Purchase Order Line

Description: Name or description for the line.

Note: Further details can be added to the Note.

Quantity and Unit: The Quantity will display '1' by default. Next to it, the Unit (Hours, Days, Fixed) will be auto-populated depending on the type of Object and the Activity selected.

Fixed is an extra option that will fix the Quantity to 1 and allows to set a 'Fixed Total'. Automatically the Apply Rate As jumps to Fixed Total.

Buy Rate: The Buy Rate will be auto-populated if the selected Object has one pre-defined. It can be modified.

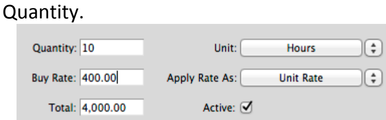
Total: The total Buy Rate.

Apply Rate As: There are three types of rates:

1. Unit Rate: Is set as default and calculates the 'Total' based on the 'Quantity' and the 'Buy Rate'.

Any financial line (e.g. a Booking Object, Material, etc.) that is linked to the PO automatically gets the specified Buy Rate.

See example below with a Quantity of 10 Hours and a Buy Rate of 400.00 per Unit (Hour). The Total is automatically re-calculated (cannot be manually modified) multiplying the Buy Rate by the Quantity.



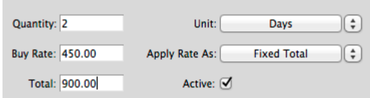
Unit Rate Options

2. Fixed Total: If Fixed Total is selected, the Buy Rate is automatically re-calculated based on the 'Total' divided by the 'Quantity' and cannot be modified manually.

Fixed Total: The Total (money) from the PO line is distributed onto all the linked financial lines based on their quantities. So, if the total is 900.00 and 4 days are linked to the PO line, then each line will get an daily rate of 225.00. The more lines are connected to the PO, the lower the Buy Rate.

This option can be used in case a fixed price is agreed with a supplier, for example, a job will be done in a specific quantity of Hours / Days / Units. The system will then automatically calculate the Buy Rate. See example below where the Quantity was set to 2 Days with a Fixed Total set to 900.00:

This is the Total that will be paid for this Service. Therefore, the Buy Rate is re-calculated to display the cost (Buy Rate) per Unit.

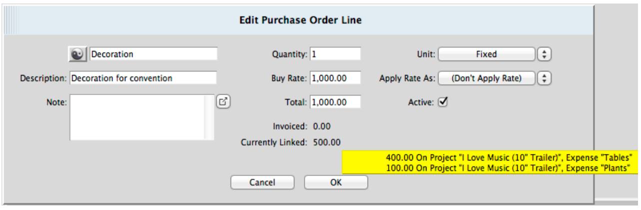


Set Total Days to Fixed

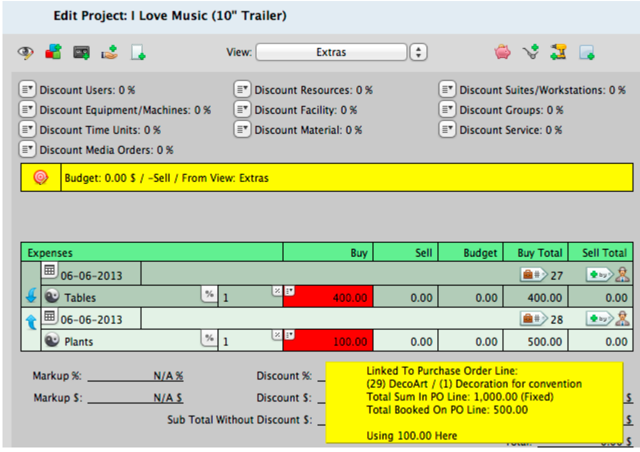
3. Don't Apply Rate: This option will leave the Buy Rate of any linked financial line unaffected.

This option allows to keep track of the original Buy Rate of the Objects since their Buy Rate won't get changed by linking any Purchase Order to it.

In this example below the PO was created adding a Custom Object for "decoration" worth 1,000.00. In the Project, also various custom Expenses were linked to it, each with their own Totals, so the system will not change their Rates.



Don't Apply Rate on Custom Object



Various Custom Expenses linked to PO

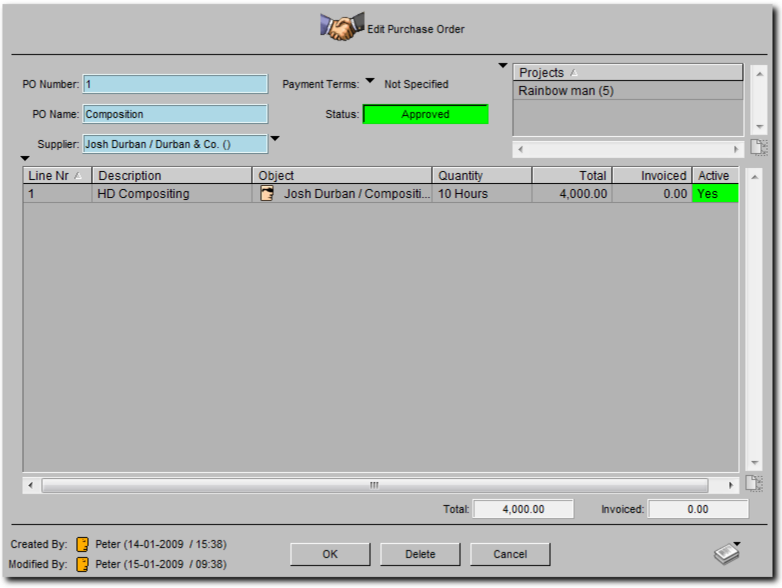
Invoiced: When the supplier sends the Invoice for a Service and the information is tracked in Farmers WIFE as an Incoming Invoice, this field will indicate the amount. With a mouse over the name of Incoming Invoice and the Creation Date and time is shown.

Click on the amount next to Invoiced and select: Open Incoming Invoice to open it.

Currently Linked: This PO line will be linked to one or more lines of a Booking, Work order, Service, etc. within one or multiple Projects. Once linked the amount will be displayed here and with a mouse-over the Project name(s) and Booking name (s) as well as the creation date will be displayed.

Active: Yes/No: By setting the PO line to Active: No, it will not be displayed as an option to be linked. This option can be used to finish the workflow if you do not need to enter Incoming Invoices into Farmers WIFE.

See below for an example of a PO with a first PO Line:



New Purchase Order

This PO has been pre-defined for a Project and it is 'Approved', so it can now be linked to a Booking line, Work Order line or Service on that specific Project.

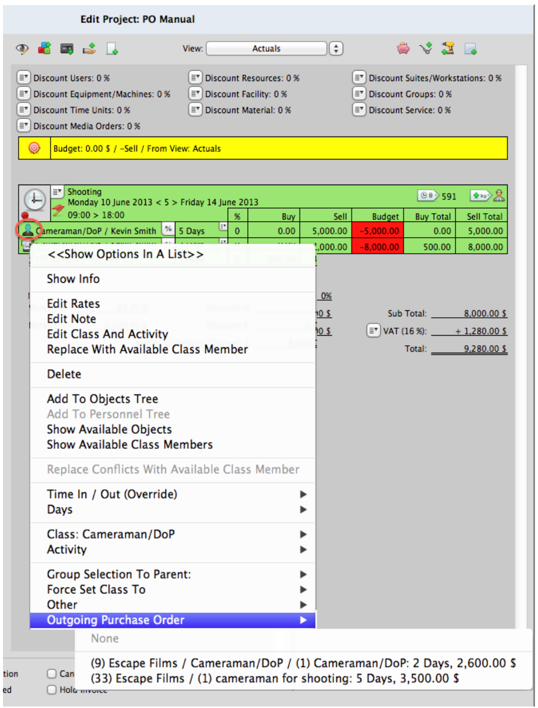
5 Linking a PO

The rules for comparing Activities when linking a PO line with a financial line are as follows:

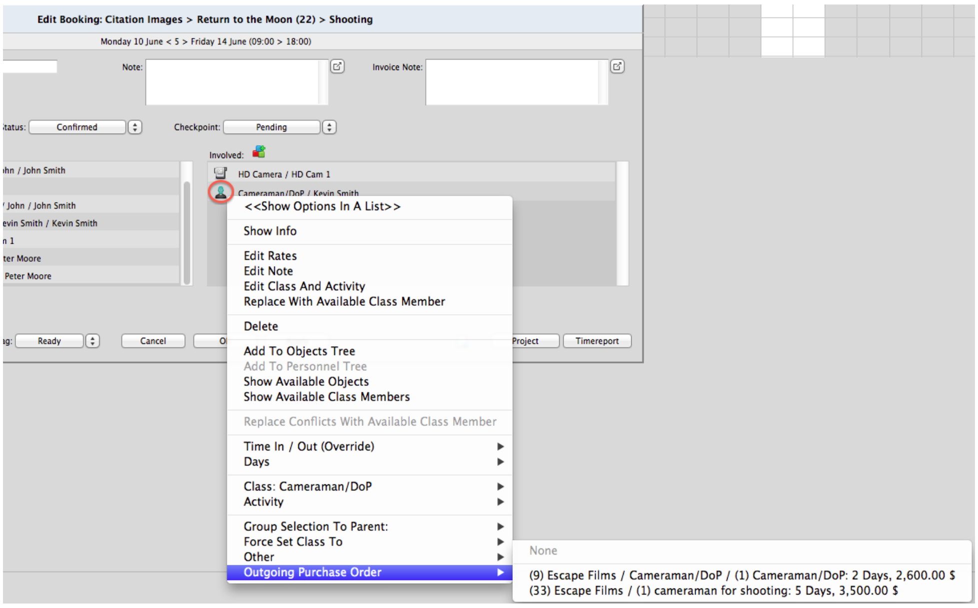
- If the PO line does not have any specific Activity defined, the financial line can have any Activity and still link to it.
- If the financial line does not have any specific Activity, the PO line can have any Activity and still be linked.
- If both PO line and financial line have Activities, then those Activities must match for a link to be possible.

A PO line needs to be set to 'Approved' to be able to link it with a financial line (see PO Status). Once the Object is booked or used, it can be linked to the PO line.

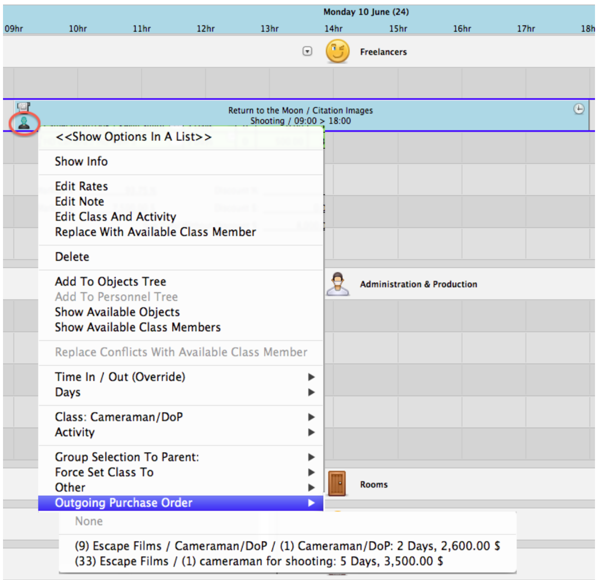
This can be done through the Edit Project window, Edit Booking window, Hourline or Long Form, by clicking on the Object icon and selecting 'Outgoing Purchase Order'. The PO lines for this Object (according to the booked Activity) will be listed in a side menu.



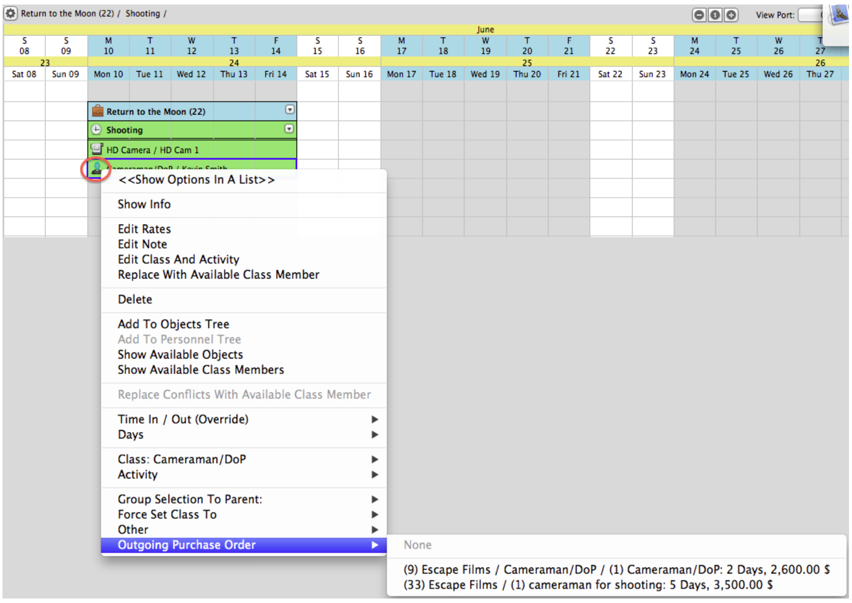
Linking a PO Line in Edit Project window



Linking a PO Line in Edit Booking window



Linking a PO Lines through the Hourline



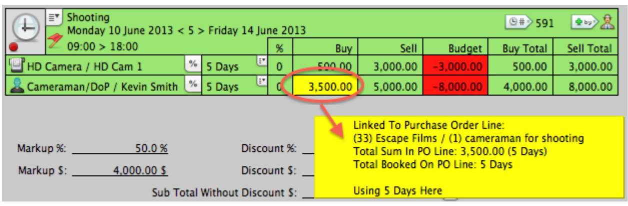
Linking a PO Line through the Long Form

The Buy Rate for that line will show in yellow or red.

- Yellow, when the Hours/Days/Units quantity of the PO are linked with the exact same quantity in the Booking.

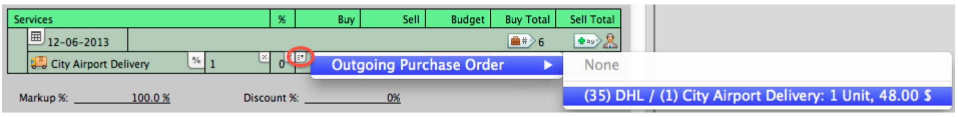
- Red, if the linked quantity has been exceeded or there are still some Hours/Days/Units to be linked.

A mouse-over the Buy Rate displays some information for the linked PO line and clicking on the Buy Rate, the PO opens.



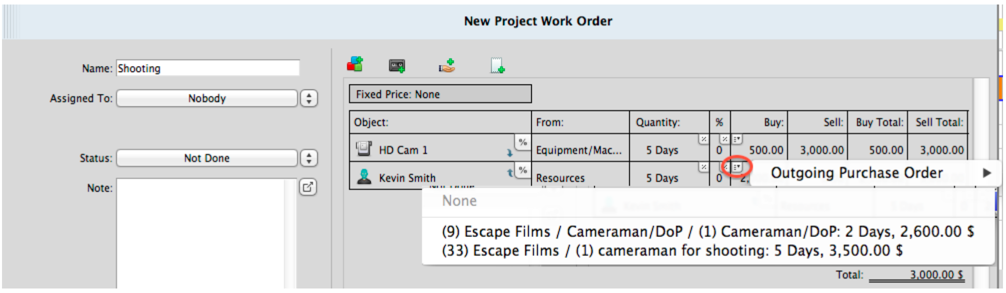
Mousing-over a linked PO in Edit Project window

PO lines can also be linked with Services, Material and Extras, and even with External Objects added to the Edit Project window:



Linking to Service in Edit Project window

In the case of Work Order lines, the linking is done from within the Work Order on the corresponding line:



Linking to Work Order Line

6 Creating an Incoming Invoice

An Incoming Invoice for a PO can be created at any time, there is no need to wait until the PO has been linked or set to inactive.

The recommended workflow for tracking planned costs is to use a PO when the item is purchased or the service is agreed on, and link an Incoming Invoice to that PO when the supplier's invoice arrives.

However, there is also a simpler workflow that bypasses the whole use of POs and links Incoming Invoice lines directly to Projects (through the corresponding Quantity, Unit and Rates). Each line can be split onto multiple Projects with different Quantities and Totals. Each link can be individually approved/rejected by the respective Project Owner (i.e. the User who created the Project).

See all available options here below.

CREATING A NEW INCOMING INVOICE

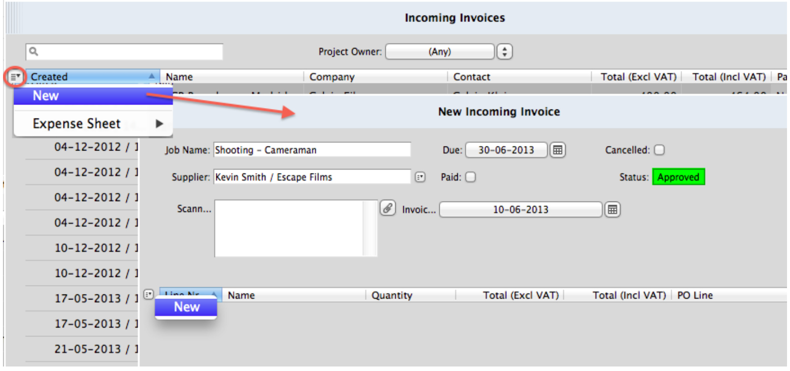
Open the Incoming Invoices module through Menu. It can also be opened through a button in the PO module main window.

Click on the arrow (or right click inside of the window) and select New to create a new Incoming Invoice.

If using Divisions module (licensed), when creating a new Incoming Invoice a pop-up window allows selecting the Division for which the new invoice is to be created.

Enter the header information with a Job Name, Supplier name, Due Date, if it has been Paid, if it has been Canceled and the Status. Custom Fields, if configured, will be displayed. In this example, a File Custom Field called Scanned Invoice allows uploading a scanned copy of the original invoice and a Date Custom Field called Invoice Date has been created for adding the original creation date. (See Incoming Invoices Custom Fields)

Once the header information is filled in, click on the arrow to start adding new lines with details.



Incoming Invoice

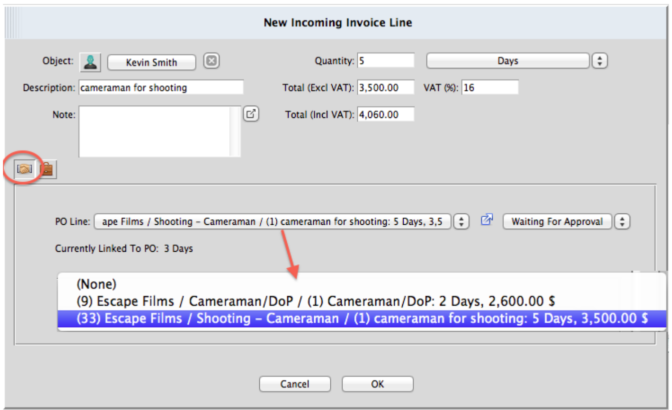
There are three options for adding lines:

1. Add a line linked to an existing PO line.
2. Add a line and forward to an existing Project.
3. Add an unreferenced line, not linked to any PO or Project created beforehand.

1. LINKED TO EXISTING PO

To add an Incoming Invoice Line linked to an existing PO, there is no need to fill in the header in this window as these details will be populated from the selected PO.

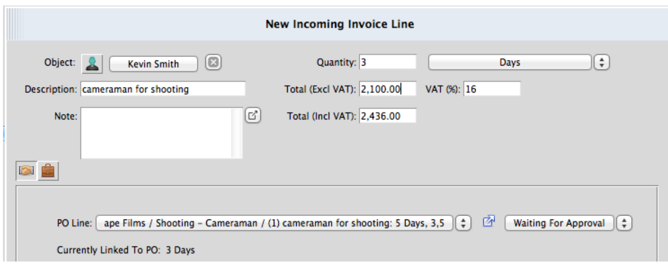
Select the option Payment For PO Line (shaking hands icon) and click on the PO Line bar to select among the available Purchase Orders for this supplier. As a PO is selected, the details in the header are retrieved from the PO automatically. Next select the status option for this line: Waiting For Approval, Approved, Rejected. Please see related Permissions.



Incoming Invoice Line Linked To PO

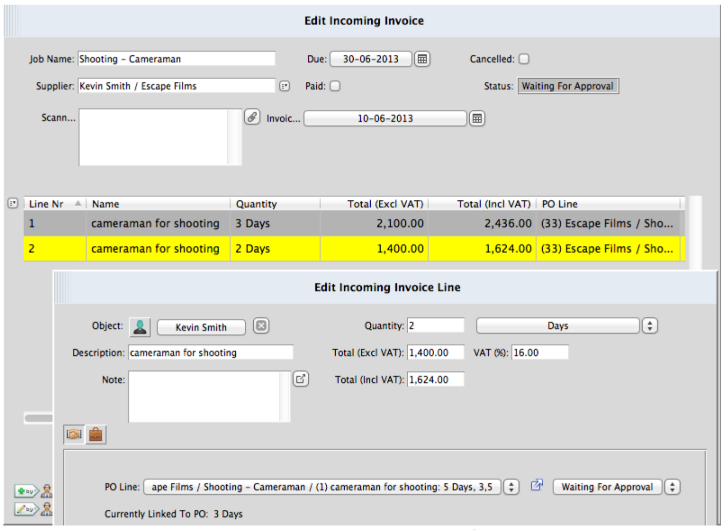
If using Divisions module (licensed), the PO Line selector only shows POs that are in the same Division as this Incoming Invoice.

If an Invoice is only charging for part of the initial PO line, the Quantity and Total can be modified accordingly.



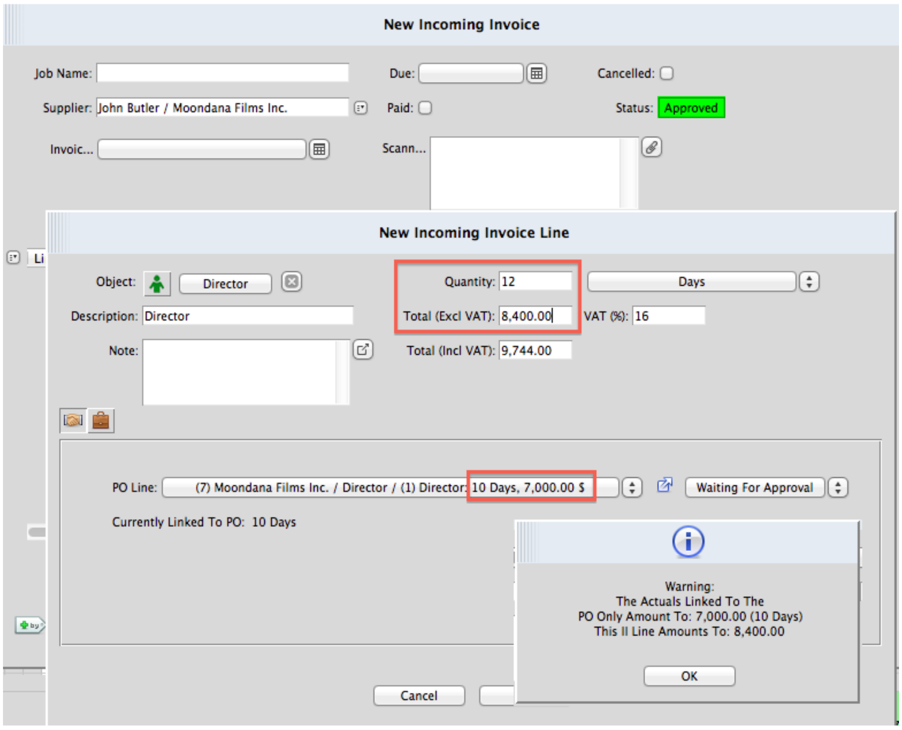
Incoming Invoice with part of initial PO

As the next invoice is sent for the outstanding amount, add a new line to this Incoming Invoice or create a new Incoming Invoice and select the same PO line. The system will populate the rest of the amount that is left.



Incoming Invoice Line with rest of PO

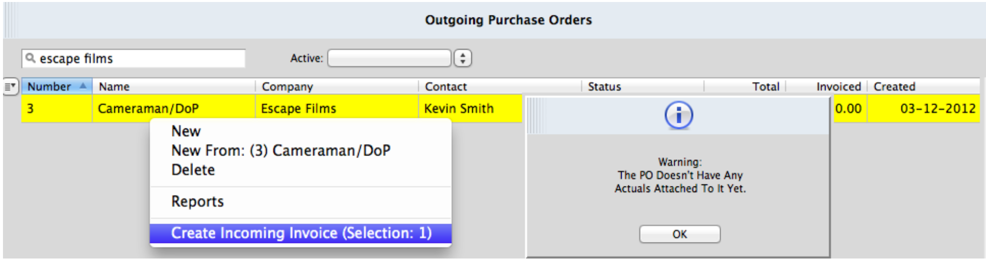
If the amount in the Incoming Invoice Line does not match the Actuals linked to the original PO, a pop-up dialog will warn: "Warning: The Actuals Linked To The PO Amount To: 7,000 (10 Days). This II Line Amounts To: 8,400".



Amount in Incoming Invoice not matching Actuals

Note that it will still let you input the Incoming Invoice - it's just a warning dialog. The Actuals will not be modified. So if in the end, two more days than the originally added to the PO were needed, and later charged in the Incoming Invoice, you will still need to modify the Actuals manually to reflect the extra days.

If the PO for which you are creating an Incoming Invoice still does not have any Actuals (Booking, Service...) attached to it yet, as soon as you create the Incoming Invoice you will get a dialog saying: "Warning: The PO Doesn't Have Any Actuals Attached To It Yet."



Warning: The PO Doesn't Have Any Actuals Attached To It Yet

The Actual will still not be created, this warning is only so you will remember to create it and link it to the PO.

Finally, note that Incoming Invoices linked to POs can also be created from within the PO window, by selecting one or more POs, clicking on the drop-down arrow on the top left corner and selecting Create Incoming Invoice (Selection:x).

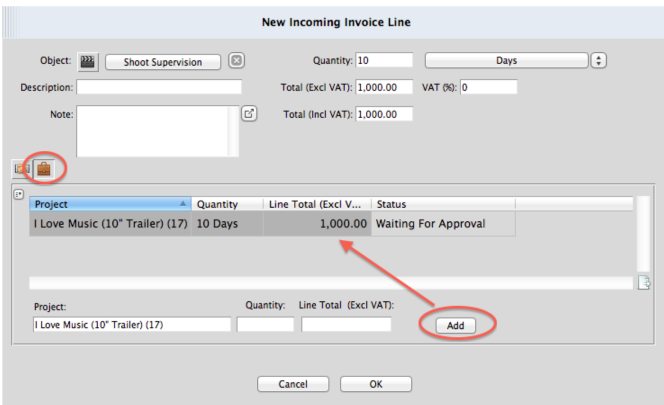
Creating an Incoming Invoice from PO window

Once the operation is confirmed, a pop-up window informs that the new Invoice will be found in the Incoming Invoice Manager.

2. FORWARD TO EXISTING PROJECT:

To add a line and forward this expense to an existing Project, first fill in all details in the header: browse for the Object to be included, add a Quantity, Unit and Total.

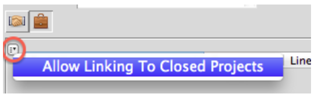
Next, click on the Link To Project icon, and use the Project field that appears at the bottom to search for a Project. The Quantity and the Line Total next to Project are filled in automatically from the top area of this window.



Incoming Invoice Line linked to Project

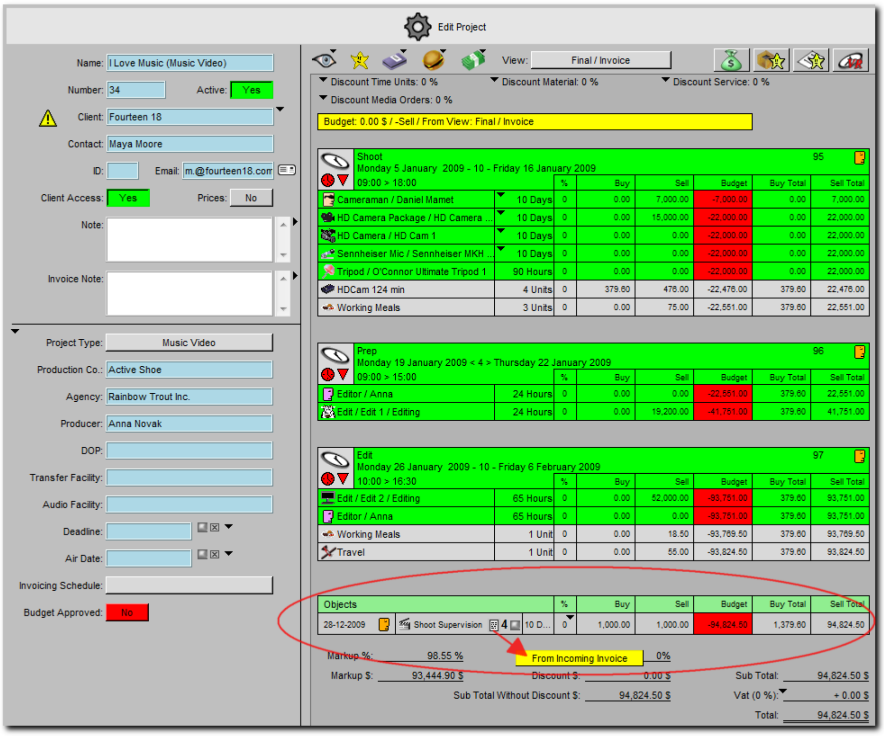
If using Divisions module (licensed), this Project field only shows those Projects that are in the same Division as this Incoming Invoice.

If the line is to be added to an already Closed Project, enable the "Allow Linking To Closed Projects" option first, by clicking on the drop-down menu under the Link To Project area. Please note that by default Closed Projects are not searchable, because there can be a lot of Closed Projects and it might risk making the application slow.



Allow linking To Closed Projects

As soon as you click on the Add button, the Object will be added automatically to the Project. The Sell rate will be the same as the Buy rate or 0, depending on the configuration of the corresponding setting.



Line Added To Project

At the same time a new line will be created right below the Link to Project area for this Incoming Invoice. Select it and click on the drop down arrow for modifying the Status:

- Waiting for Approval
- Approved
- Rejected

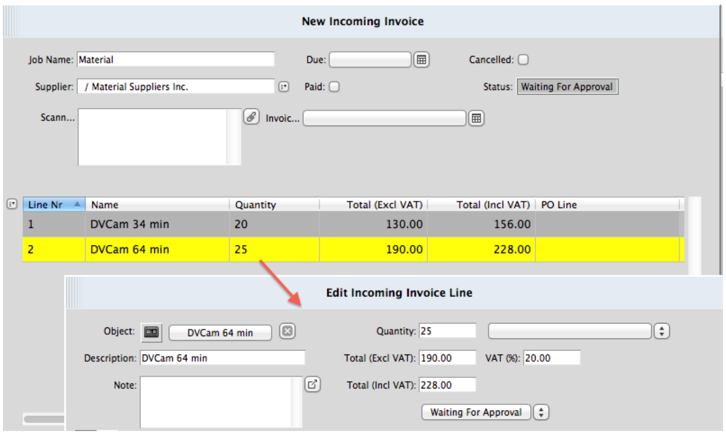
Please see related Permissions for more details.

By double clicking on the line the Project opens.

3. UNREFERENCED:

To add a line not linked to an existing PO or related to any Project, just fill in all details in the header: browse for the Object to be included, add a Quantity, Unit and Total. Next select the status option for this line: Waiting For Approval, Approved, Rejected. Please see related Permissions.

This example displays an Incoming Invoice with various unreferenced lines listing purchased Material, for which no PO had been previously created. This purchase is not to be related to any Project either.



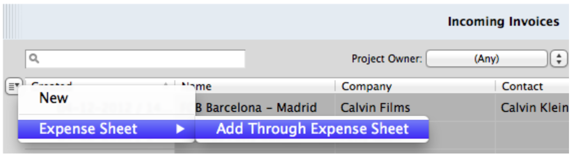
Various unreferenced lines

7 Creating Multiple Incoming Invoices

Entering Incoming Invoices the normal way requires a lot of clicking because things are organized into windows with lots of flexibility.

But sometimes, this flexibility adds more work when you just want to enter a list of simple invoices for petty cash in a fast way.

Use the Add Through Expense Sheet option, by clicking on the drop-down menu in the main Incoming Invoices window.



Add Incoming Invoice through Expense Sheet

This will open up an Expense Sheet window where each line added will then turn into separate Incoming Invoices once you click OK in the window.

If the Draft option has been selected before clicking OK, then this is saved as a Draft and no Incoming Invoices are created yet. This Expense Sheet Draft will still be accessible through the menu Expense Sheet > Open Draft. Make sure you give it a descriptive Name before saving as Draft.

How to add lines to the Expense Sheet:

Click on the plus icon to open the Object Browser, select an Object and hit OK.

A new line is added where you will fill in:

Price Including Tax: there are two columns available here, one with 0% tax, and another one with the default tax as configured in the Server Setup > Financial tab. Enter the price in the one that applies.

Note: This note will be added to the Incoming Invoice line.

Supplier: You can either select an existing Contact or enter a new one by typing the name here. Please note that the new contact will not be added to the Contact database.

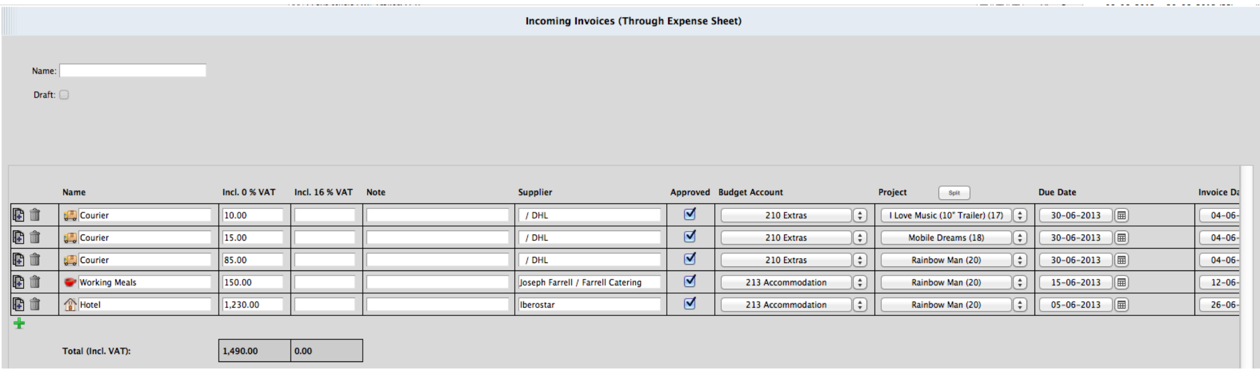
Approved: This is connected to the Incoming Invoice Status. If the User adding lines to the Expense Sheet has permission to approve Incoming Invoices, then he or she can already approve the lines. Otherwise the User with permission will later have to go one by one on the Incoming Invoices to separately approve each.

Budget Account: This is a licensed option that will only be available if you have purchased the Budget Module. Here you can select to which Budget Account this line will be attached.

Project: Select the Project to which this Incoming Invoice line will be forwarded.

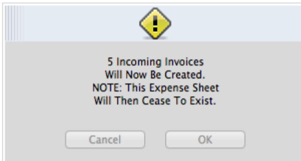
Due Date: Select the due date.

Custom Fields: In the example below, the last column displays a custom field for Invoice Date where you can enter the actual date of the invoice you received from your Supplier - if it should be different from the date when you are actually creating the Incoming Invoice. Note that only custom field for types Entry, Text and Date will be added as extra columns to the Expense Sheet window.



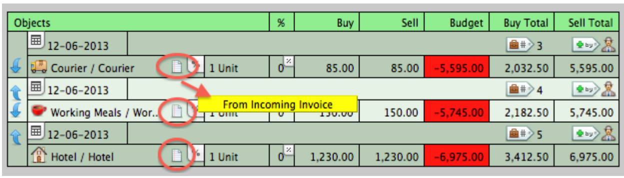
Incoming Invoice through Expense Sheet

Once you are done and click OK on this window, the following dialog informs that one Incoming Invoice will be created for each line entered in this Expense Sheet and that the expense Sheet will cease to exist. So any changes are to be done directly in each individual Incoming Invoice.



Warning dialog

And each expense will be added to the corresponding Projects:



Expense added to Project

8 Reports

Reports can be created from the PO module as well as from the Incoming Invoices module.

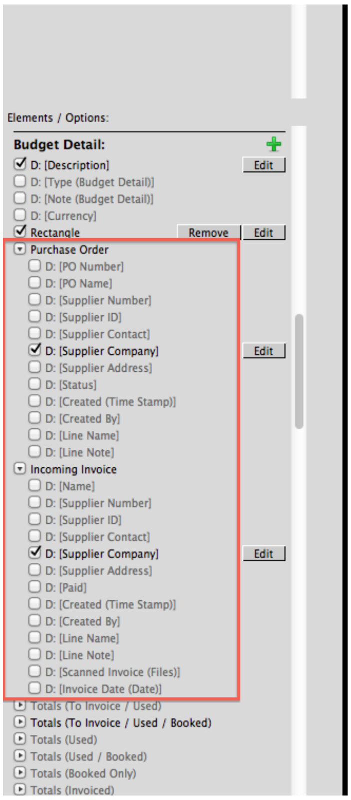
For printing multiple Reports, select (highlight in yellow) the Purchase Orders or Incoming Invoices that you wish to include and click on the Reports icon at the bottom of the window, or click on the drop-down arrow on the top left corner and select Reports.

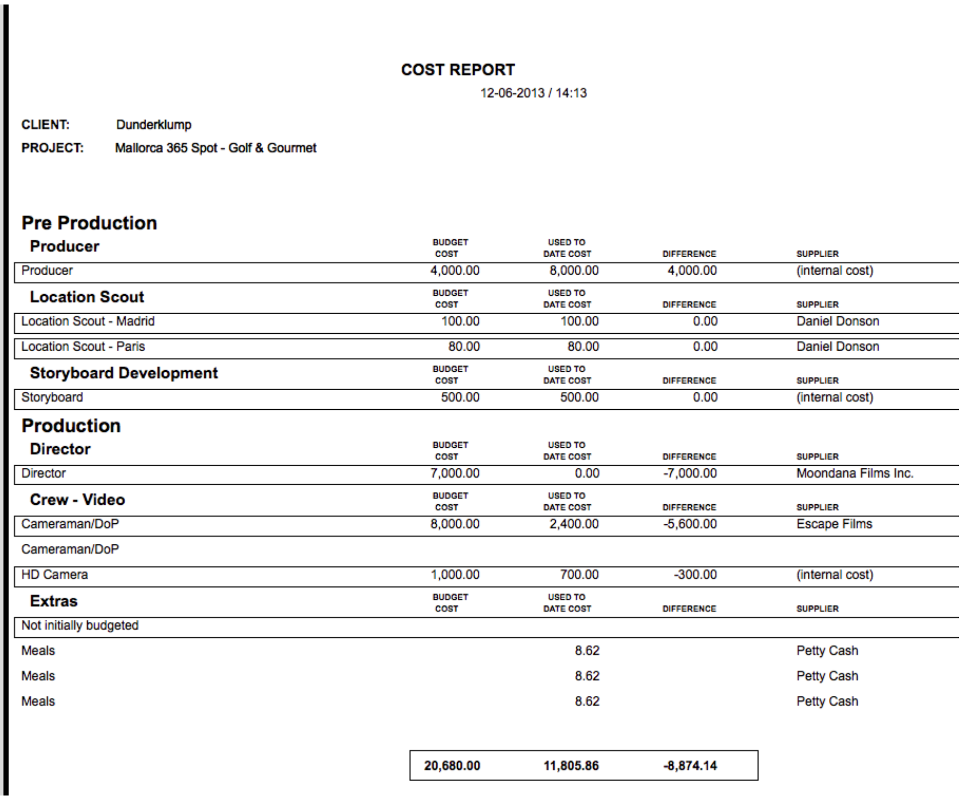
To print a Report for a single PO or Incoming Invoice, open it and click on the Reports icon at the bottom of the window.

For more complex reports, use the Financial Reports where you can select a specific Project and show details from all Purchase Orders created for outsourced services or purchased items for that project only, like buy price and supplier. And you can also follow up on the Incoming Invoice received, when it is due, if it has been paid, etc.

If using Budgeting module, you can use grouping "Budget Detail", where all detail from Purchase Order and from Incoming Invoice are available for designing a complete report, even custom fields. These details have also been added to the "Rows" section, in case you do not use Budgeting module.

For more details please refer to the Financial Reports manual.




COST REPORT

12-06-2013 / 14:13

CLIENT: Dunderklump

PROJECT: Mallorca 365 Spot - Golf & Gourmet

	BUDGET COST	USED TO DATE COST	DIFFERENCE	SUPPLIER
Pre Production				
Producer				
Producer	4,000.00	8,000.00	4,000.00	(internal cost)
Location Scout				
Location Scout - Madrid	100.00	100.00	0.00	Daniel Donson
Location Scout - Paris	80.00	80.00	0.00	Daniel Donson
Storyboard Development				
Storyboard	500.00	500.00	0.00	(internal cost)
Production				
Director				
Director	7,000.00	0.00	-7,000.00	Moondana Films Inc.
Crew - Video				
Cameraman/DoP	8,000.00	2,400.00	-5,600.00	Escape Films
Cameraman/DoP				
HD Camera	1,000.00	700.00	-300.00	(internal cost)
Extras				
Not initially budgeted				
Meals		8.62		Petty Cash
Meals		8.62		Petty Cash
Meals		8.62		Petty Cash
	20,680.00	11,805.86	-8,874.14	

Cost report using Financial Reports and grouping by "Budget Detail"

9 POs and Incoming Invoices in relation with Budget module

At the time of designing the Quote using the Budget module, it might not be clear that it is ever going to be approved and that the job is ever going to start or when it is going to happen. So contacting external resources to check their schedules and negotiate prices is something that might be done once the Quote is approved.

Once the Quote is approved then, the external resources and providers are contacted and Purchase Orders are raised for their work. This will update the Buy Rate in the Budget area.

As soon as the work is put in the timeline (Booking) or added as an extra (in case of a Service or Expense), and this Actual is attached to the Budget Detail and related Purchase Order, then Forecast and To Date areas will also get the same Buy Rate.

When the external resource sends an Invoice (Incoming Invoice) for their work or service provided, generally this will match the initial Purchase Order.

Please note that Incoming Invoice details will not modify the original Purchase Order or the Actuals linked to it.

If the Incoming Invoice does not match the PO, it could be due to:

a) Incoming Invoice's QUANTITY is different than the POs quantity. For example, your initial quote was for 2 days of shooting, so you hired a cameraman for 2 days. But later an extra day was needed so you get invoiced 3 days. In this case, make sure that the cameraman is booked for 3 days so the Actuals will reflect this difference.

b) Incoming Invoice's RATE does not match the POs rate. If you agreed on a rate of 100 per hour and you get an invoice with 150 per hour, this clearly seems wrong. You can do two things:

1. Amend the PO to reflect the correct rate before attaching the Incoming Invoice - this will also modify the cost of the initial quote.

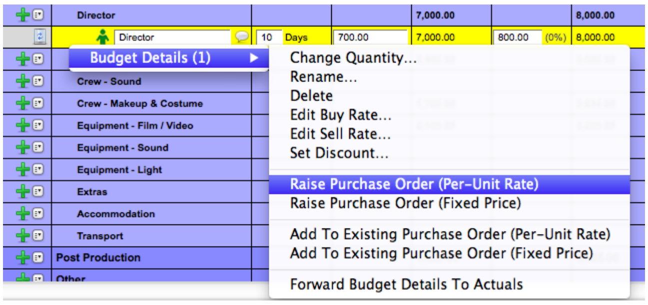
2. Do not change the initial PO, to not modify the initial cost of your quote. Instead, create a new one with

the new price to which you will attach the Actual. This will result in the Budget Detail to be connected to a PO with price 100 and the Actual to be connected to a PO with price 150. The Incoming Invoice will be connected to the second PO.

See more details below.

RAISE PURCHASE ORDER

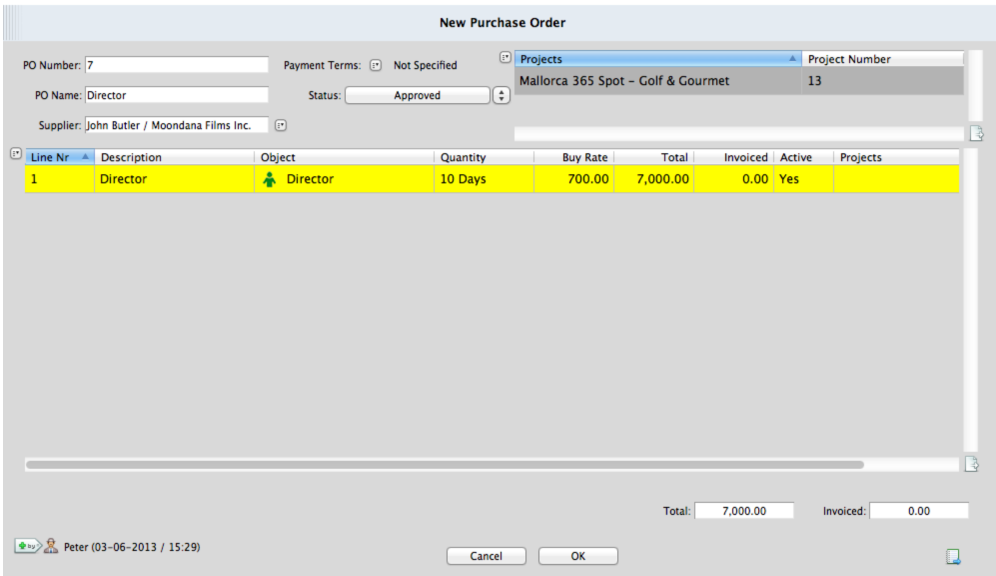
To raise a Purchase Order from a Budget Detail, select the Budget Detail, right-click and select Raise Purchase Order:



Raise Purchase Order from Budget Detail

You can either have a Per-Unit Rate or Fixed Price Purchase Order. What to choose depends on whether the negotiated agreement with the supplier is that the price is fixed or not. In this example the price is not fixed, in case the team gets stuck in San Francisco one day extra and the Director needs to get paid for an extra day.

The PO that is created for Director Mike Wendel then looks like this:



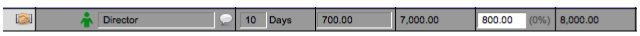
New Purchase Order for Budget Detail

If using Divisions module (licensed), the Project's Division is used to determine the POs Division when using option "Raise Purchase Order".

Once you click OK on the new order, you are prompted if you want to approve the PO. Only users with corresponding permission can approve Purchase Orders.

Next you can decide if the same Buy rate is to be used as Sell rate. You can always modify the Sell rate later anyway.

After it is created, the Bin icon on the Budget Detail is replaced by a PO icon, and the Description, Quantity and Buy Rate cannot be directly edited anymore, since the line is now under the control of the PO:



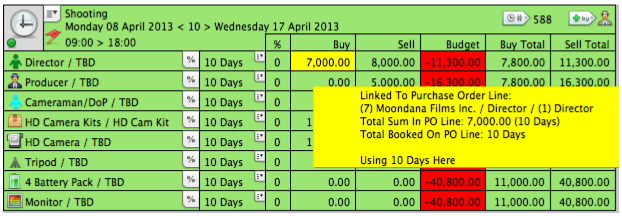
Linked Budget Detail

If the PO has not been approved yet, the PO icon will show in grey.

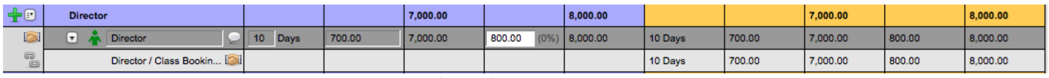
To modify the PO, click on the PO icon and select Open Linked PO.

Next, a booking for the Director is created. If you book the Director using the Scheduling Mode option from within the Budget window, the system will respect both the buy rate and the sell rate. But if the Booking is created in the traditional way, the item will still display the default rate.

To make the booked line use the Rate negotiated in the PO, click on the Object's icon and link it to the PO by selecting Outgoing Purchase Order.



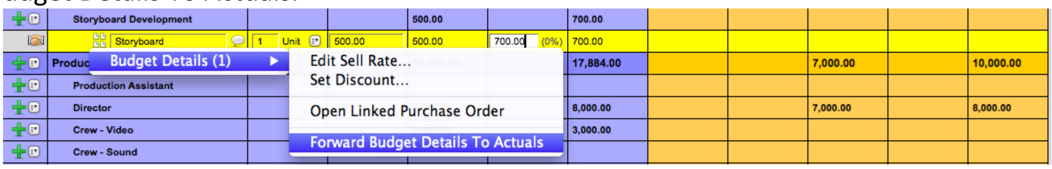
Booking after linking



Booking (Actual) attached to Budget Line

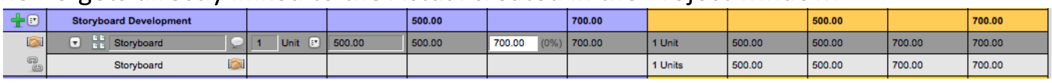
The Sell Rate has to be manually adjusted unless the feature Add Budget Rates To Rate Card is used, in which case the objects will get the correct rates from the beginning. For more details please refer to the Budgeting manual.

Here an example of a service that was outsourced and that does not need to be booked in the timeline, but still you wish to reflect in the Actuals so you can then compare budgeted vs. actualized info. Use the Forward Budget Details To Actuals.



Forward Budget Detail to Actuals

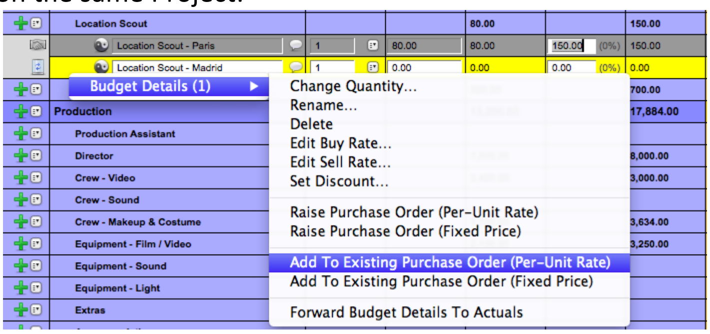
This way the PO gets directly linked to the Actual created in the Project window.



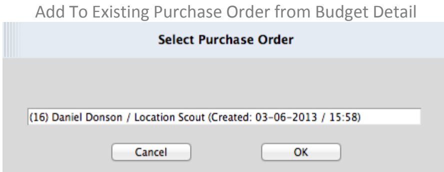
Actual linked to Purchase Order

ADD TO EXISTING PURCHASE ORDER

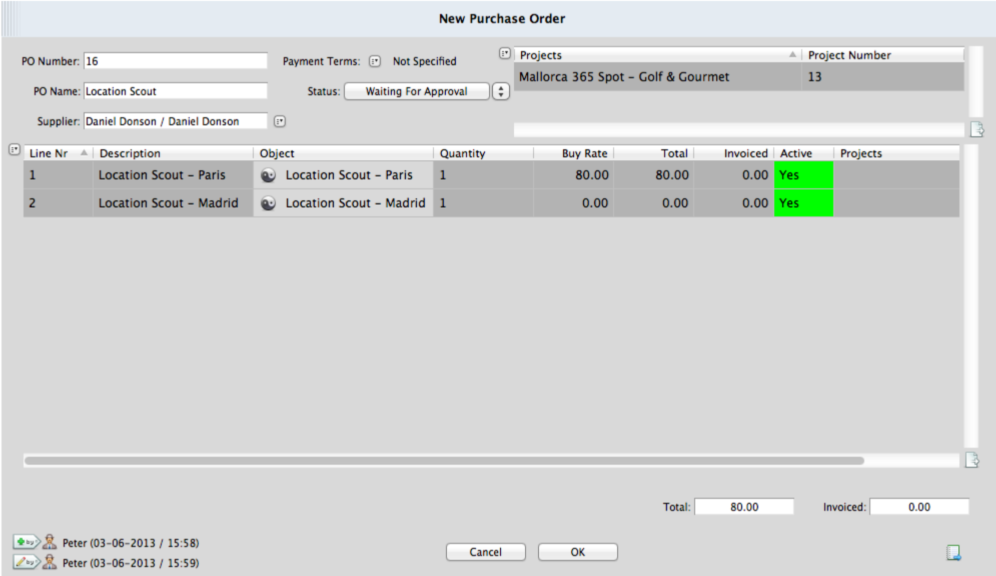
The Add To Existing Purchase Order option can be used to add the Budget Detail to an existing Purchase Order that has yet not been approved. In this example "Location Scout- Madrid" is added to an existing PO from the same Supplier on the same Project:



Add To Existing Purchase Order from Budget Detail



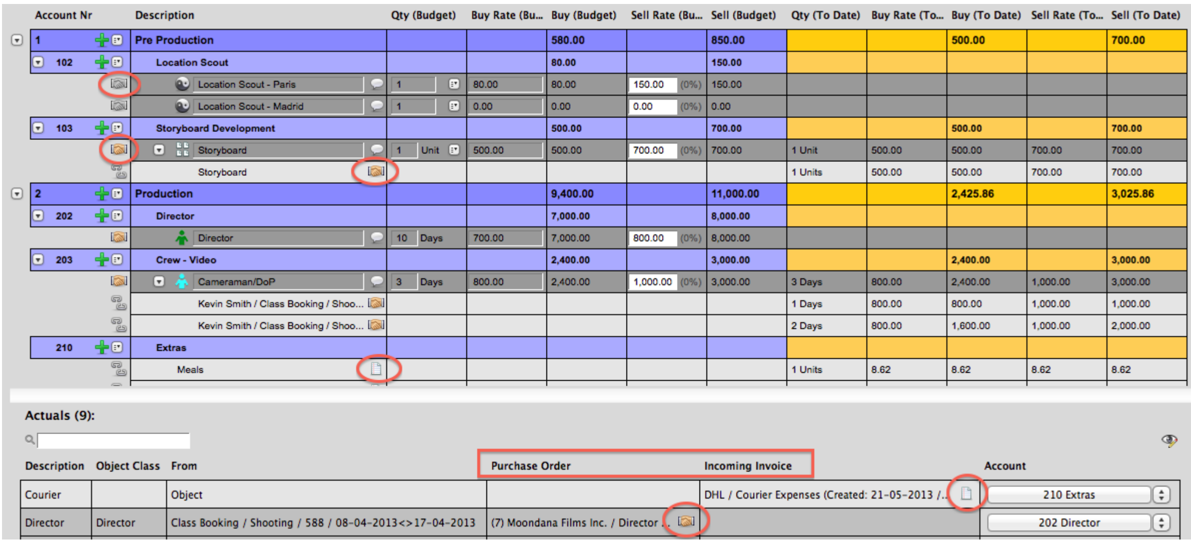
Select Project from drop-down list



Purchase Order with status Waiting For Approval

If using Divisions module (licensed), the Project's Division is used to determine which POs can be selected when using option "Add To Existing Purchase Order.

ICONS IN BUDGET AND IN ACTUALS PANE



Purchase Order and Incoming Invoice icons in Budget and in Actuals pane

The picture above shows:

- some Budget Details for which Purchase Orders have been created, like Location Scout (still grey because it is pending of approval) and Cameraman/DOP (approved)

- some Actuals attached to Budget Details, and linked to original Purchase Order, like Storyboard

- an Actual for Meals that is not connected to any Budget Detail, but is linked to an Incoming Invoice - typically of extras that are not in the initial Quote

- the Actuals pane at the bottom displaying a column for Purchase Order and a column for Incoming Invoice (to be selected through the Eye menu in the Actuals pane), with details of the PO or II that the Actual is linked to, if any. The related icon is kept next to the Actual when the Actual gets attached to the Budget.

When mousing over these icons, you can read some information such as Purchase Order/Incoming Invoice number, Supplier, creation date.

And when clicking on the icon the Purchase Order / Incoming Invoice opens.