
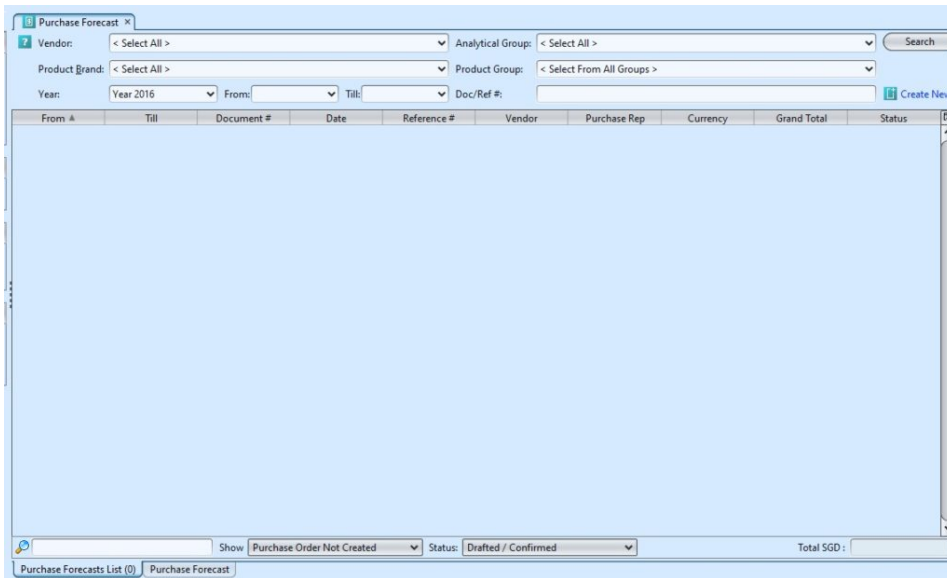


Purchase Forecast

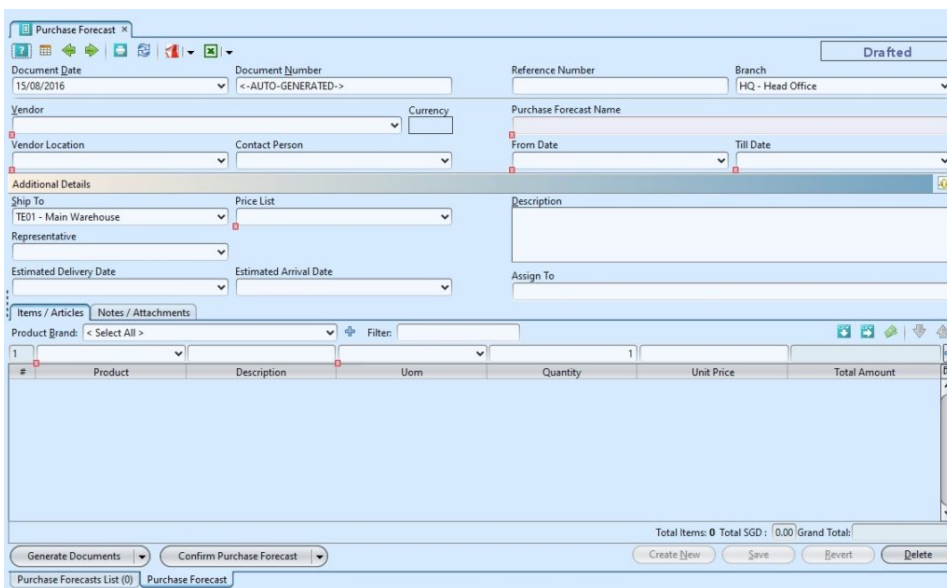
In the purchase forecast application there are two folders: **Purchase Forecast List** and **Purchase Forecast**. Below are available actions for the user from **“Purchase Forecast”**:

 Create new purchase forecast, update, save, revert and delete it

 Have detailed view of the forecast purchase



The screenshot shows the 'Purchase Forecast List' application interface. At the top, there is a search bar with a 'Search' button. Below it, there are several dropdown menus for 'Vendor', 'Analytical Group', 'Product Brand', 'Product Group', 'Year', 'From', 'To', and 'Doc/Ref #'. A 'Create New' button is located on the right. The main area is a large table with columns: From, Till, Document #, Date, Reference #, Vendor, Purchase Rep, Currency, Grand Total, and Status. The table is currently empty. At the bottom, there is a 'Show' button, a 'Purchase Order Not Created' dropdown, a 'Status' dropdown (set to 'Drafted / Confirmed'), and a 'Total SGD' field.



The screenshot shows the 'Purchase Forecast' application interface in a detailed view. At the top, there is a 'Drafted' status indicator. Below it, there are several input fields: 'Document Date' (15/08/2016), 'Document Number' (<- AUTO-GENERATED ->), 'Reference Number', 'Branch' (HQ - Head Office), 'Vendor', 'Currency', 'Purchase Forecast Name', 'From Date', 'To Date', 'Ship To' (TE01 - Main Warehouse), 'Price List', 'Description', 'Representative', 'Estimated Delivery Date', 'Estimated Arrival Date', and 'Assign To'. Below these fields, there is a section for 'Items / Articles' with a 'Notes / Attachments' tab. The 'Items / Articles' section contains a table with columns: #, Product, Description, Uom, Quantity, Unit Price, and Total Amount. The table is currently empty. At the bottom, there is a 'Generate Documents' button, a 'Confirm Purchase Forecast' dropdown, and a 'Total Items: 0 Total SGD: 0.00 Grand Total' field. There are also 'Create New', 'Save', 'Revert', and 'Delete' buttons.

Purchase Forecasts List:

Field Name	Explanations
Vendor	Select the Vendor
Analytical Group	Select the Analytical Group
Product Brand	Select the appropriate Product Group
Product Group	Select the Product Group
Year – From – Till	Self-explanatory
Doc/Ref#	Any relevant document references number

Purchase Forecast Details:

Field Descriptions	Explanations	Mandatory Information
Document Date	Select the Date	Y
Document Number	Auto generated	Y
Reference Number	Supporting documents reference number	N
Branch	Select the Branch	Y
Vendor	Select the Vendor	Y
Currency	Self-Explanatory	–
Purchase Forecast Name	Self-Explanatory	Y
Vendor Location	Select vendor location	Y
Contact Person	Select Contact Person	N
From Date	Self-Explanatory	Y
Till Date	Self-Explanatory	Y
Ship To	Self-Explanatory	Y
Price List	Self-Explanatory	Y
Description	Self-Explanatory	N
Representative	Self-Explanatory	N
Estimated Delivery Date	Self-Explanatory	N
Estimated Arrival Date	Self-Explanatory	N
Assign to	Person responsible for the purchase.	N

Create New Purchase Forecast:

1. Click on **“Create New”** at the top right of screen of **“Purchase Forecast List”** tab, it will open **“Purchase Forecast”** tab with empty form

Purchase Forecast

Vendor: < Select All > Analytical Group: < Select All > Search

Product Brand: < Select All > Product Group: < Select From All Groups >

Year: Year 2016 From: Till: Doc/Ref #: Create New

2. Fill up the information on the top half of screen then click **“Save”** button at the bottom right side of screen.

Purchase Forecast

Document Date: 15/08/2016 Document Number: < -AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Vendor: Vendor Location: Contact Person: Currency: Purchase Forecast Name: From Date: Till Date:


Additional Details: Ship To: TE01 - Main Warehouse Representative: Estimated Delivery Date: Estimated Arrival Date: Assign To:

Items / Articles / Notes / Attachments: Product Brand: < Select All >

Table Headers: #, Product, Uom, Quantity, Unit Price, Total Amount

Buttons: Previous Purchase Forest, Next Purchase Forest, Purchase Forest List, Print Document, Export / Open as XLS File, Export / Open as PDF File, Export the Contents of the Table to a CSV File, Import the Contents of a CSV File into the Table, Reload the Record from Store, Update Prices from Price List, Move the Selected Line Down, Move the Selected Line Up, Generate Documents, Confirm Purchase Forecast, Create New

3. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the purchase order by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

4. Enter the product's info and click  button or **“Enter”** to add the product into the purchase forecast

Items / Articles / Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1				1		

Add button icon highlighted with a red box.

5. There is also a tab for Notes and Attachments. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the purchase forecast.

6. Click on **“Save”** button at the bottom right of screen when completed

7. Click on **“Confirm Purchase Forecast”** button at the bottom of screen to confirm the purchase forecast

Estimated Delivery Date: [] Estimated Arrival Date: []

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Confirm Document?

Do you really wish to Confirm the selected Purchase Forecast?

Yes No

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE ...	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Confirm Purchase Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

8. Click on **“Approve Purchase Forecast”** button at the bottom of screen to approve the document.

Estimated Delivery Date: [] Estimated Arrival Date: [] Assign To: []

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Approve Document?

Please note that the approved document can not be re opened!

Yes No

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Approve Purchase Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

9. The user must Confirm the Purchase Forecast and has the ability to Generate the following documents : Generate Similar Forecast and Generate Purchase Order.

Purchase Forecast x

Document Date: 15/08/2016 Document Number: PF-0001 Reference Number: [] Branch: HQ - Head Office

Vendor: 6002.004/Locker - Locker Currency: EUR Purchase Forecast Name: Locker

Vendor Location: HQ Contact Person: [] From Date: 01/01/2016 Till Date: 31/12/2016

Additional Details

Ship To: TE01 - Main Warehouse

Representative: []

Estimated Delivery Date: []

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Generate Similar Purchase Forecast

Creates a copy of Purchase Forecast with the same set of products and services.

Document Number: <-AUTO-GENERATED-> Document Date: 15/08/2016

Reference Number: PF-0001 Document Status: Drafted

Warehouse: TE01 - Main Warehouse

Open the new purchase forecast

OK Cancel

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE ...	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Approve Purchase Forecast Generate Similar Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

Document Date: 15/08/2016

Document Number: PF-0001

Reference Number:

Branch: HQ - Head Office

Vendor: 6002.004/Loacker - Loacker

Currency: EUR

Purchase Forecast Name: Loacker

From Date:

To Date: 31/12/2016

Additional Details

Ship To: TE01 - Main Warehouse

Representative:

Estimated Delivery Date:

Items / Articles / Notes / Attachments

Product Brand: LOA - Loacker

#	Product	Unit Price	Total Amount
1	Loa05 Loacker Blueberry	€0.15	€75.00
2	Loa07 LOACKER DARK C	€0.15	€90.00
3	Loa01 Loacker Chocolate	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Generate Report Create New Save Revert Delete

Generate Similar Forecast Generate Purchase Order

Document Date: 15/08/2016

Document Number: PO-0057

Reference Number: PF-0001

Branch: HQ - Head Office

Vendor: 6002.004/Loacker - Loacker

Currency: EUR

Delivery To:

Delivery Location:

Contact Person:

Status: Standard Order Drafted

10. Click arrow on **Generate Report** button at the bottom left of screen to generate the purchase forecast report.

TE01 - Main Warehouse

Representative:

Estimated Delivery Date:

Items / Articles / Notes / Attachments

Product Brand: LOA - Loacker

#	Product	Quantity	Unit Price	Total Amount
1	Loa05 Loacker Blueberry	500	€0.15	€75.00
2	Loa07 LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	600	€0.15	€90.00
3	Loa01 Loacker Chocolate	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

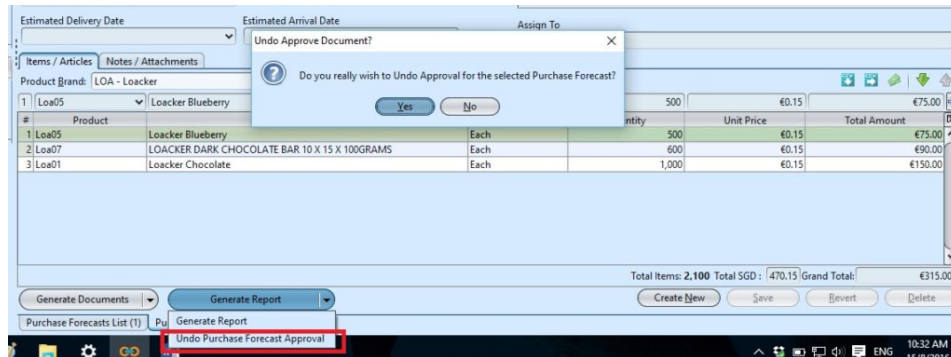
Generate Documents Generate Report Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

Update Purchase Forecast Details:

1. Click on **"Purchase Forecast List"** tab at the bottom of screen
2. Double click on purchase forecast to be updated, it will bring up the details on **"Purchase Forecast"**

tab for the selected document. If a purchase forecast's status is **"Confirmed"** or **"Approved"**, click arrow on the **Generate Report** button and select reopen / undo approval of the purchase forecast first.



3. Make change(s) on the purchase forecast information

4. Click on **"Save"** button at the bottom right of screen when done

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Purchase Forecast"** button at the bottom of screen to confirm the purchase forecast

7. Click on **"Approve Purchase Forecast"** button at the bottom of screen to approve the document.

Delete Purchase Forecast:

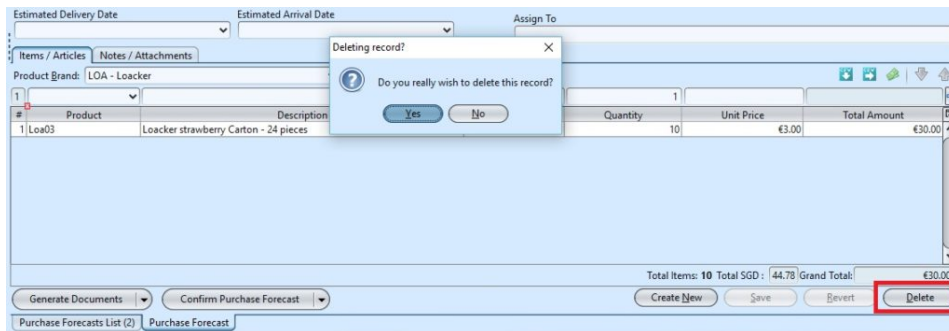
1. Click on **"Purchase Orders List"** tab at the bottom of screen

2. Double click on purchase forecast to be deleted, it will bring up the details on **"Purchase Forecast"** tab for the selected document. If a purchase forecast's status is **"Confirmed"** or **"Approved"**, click arrow on the **Generate Report** button and select reopen / undo approval of the purchase

forecast first.

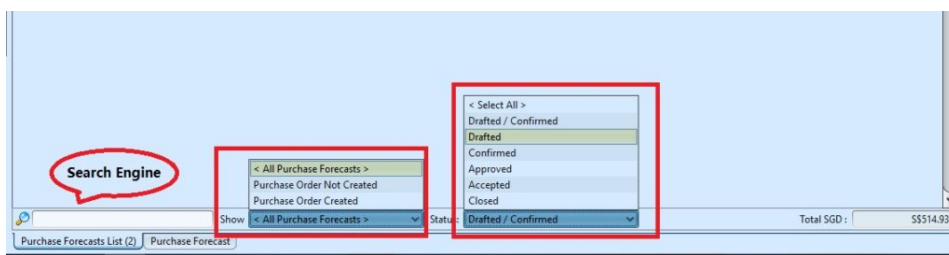
3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm the deletion.

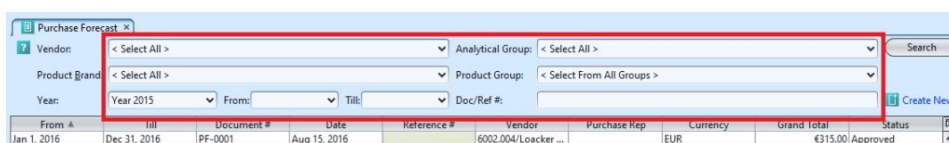


View and Search for Purchase Forecast Details:

1. In the purchase forecast list the users are able to view the lists of Purchase Forecast, which have different statuses i.e in the Show: Purchases Order Not Created and Purchase Order Created. In the Statuses they can select Draft/Confirm, Draft, Confirm, Approved, Accepted and Closed.



2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the **“Vendor”** text field box or select from drop-down list



3. The user can double Click on any line item which will take them into the full detailed document list

in Purchase Forecast.
