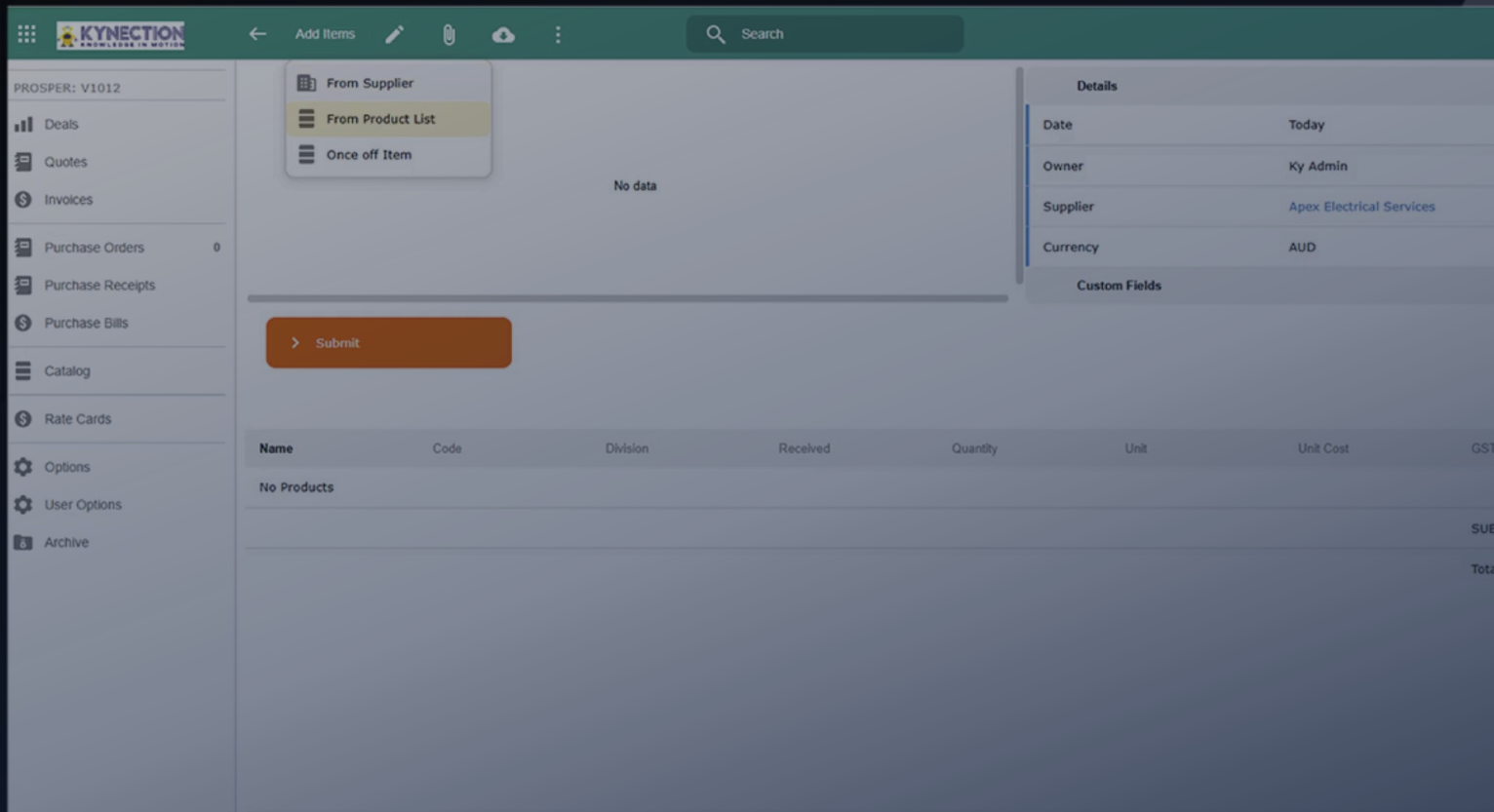




FEATURE GUIDE

KYNECTION · SALES (PROSPER) · PART 5 OF THE SALES MODULE

Purchase Orders and *Supplier Bills*

The buying side: raising a purchase order, receiving goods in full or in part, and matching the supplier's bill back to the order it came from.

4 CHAPTERS

2 MIN 9 SEC

SALES (PROSPER)

WEB USERS · PROCUREMENT & ACCOUNTS

FEATURE GUIDE · 2 MIN 9 SEC

What this feature covers

Four stages, eight steps: the orders dashboard, building an order, receipting goods, and processing the bill.

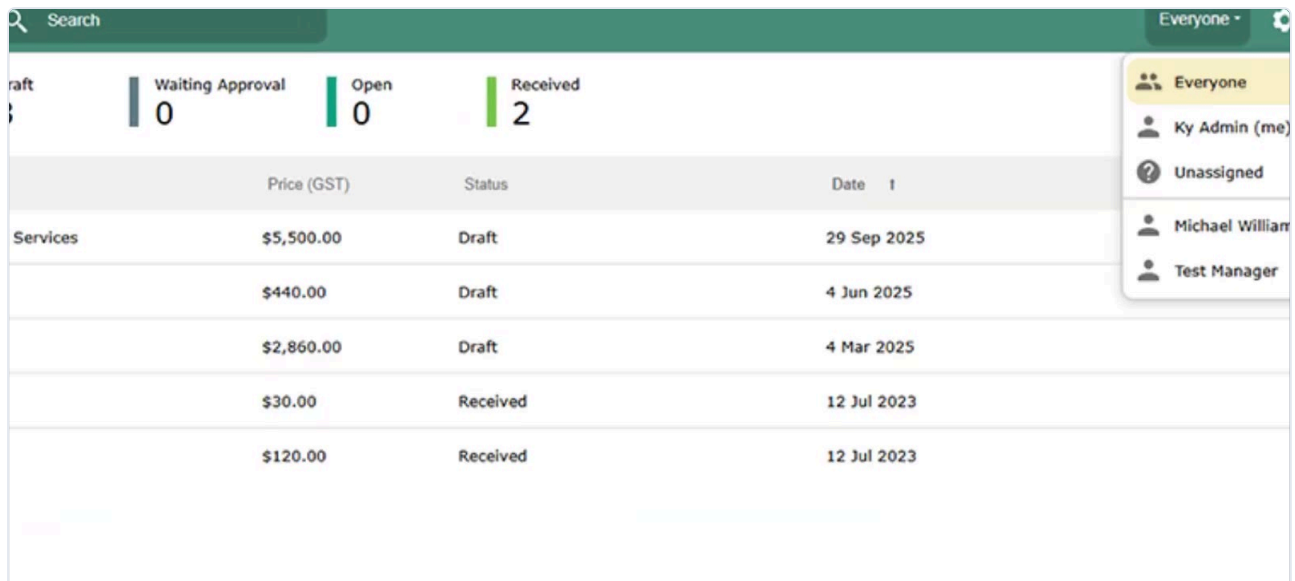
CH 01	Read the orders dashboard Orders are grouped by status with their values, the same shape as the invoices dashboard.	00:00–00:38
CH 02	Add the items Lines come from the supplier's own list, the product catalogue, or straight off the keyboard.	00:38–00:54
CH 03	Receive the goods Receipting is line by line, so a partial delivery is recorded as exactly that.	00:54–01:33
CH 04	Process the supplier bill The bill is built by pulling in the order it relates to, not by re-keying it.	01:33–02:09

- **Partial receipts keep the order open.** Record what actually arrived and the balance stays outstanding, which is what stops a part delivery being forgotten.
- **Match the bill to the order.** Pulling lines **From Existing Order** is what makes the three-way reconciliation work.
- **Receipting can be disabled.** An order can be set to skip receipting or stock receipting where it does not apply, for example a service.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Customer names, quote numbers and dollar values are demonstration data.

Read the orders dashboard

Orders are grouped by status with their values, the same shape as the invoices dashboard.



The screenshot shows the 'Orders Dashboard' with a search bar at the top. Below the search bar, there are three status filters: 'Waiting Approval' (0), 'Open' (0), and 'Received' (2). A table lists the orders with columns for 'Price (GST)', 'Status', and 'Date'. A user menu is open on the right, showing 'Everyone', 'Ky Admin (me)', 'Unassigned', 'Michael William', and 'Test Manager'.

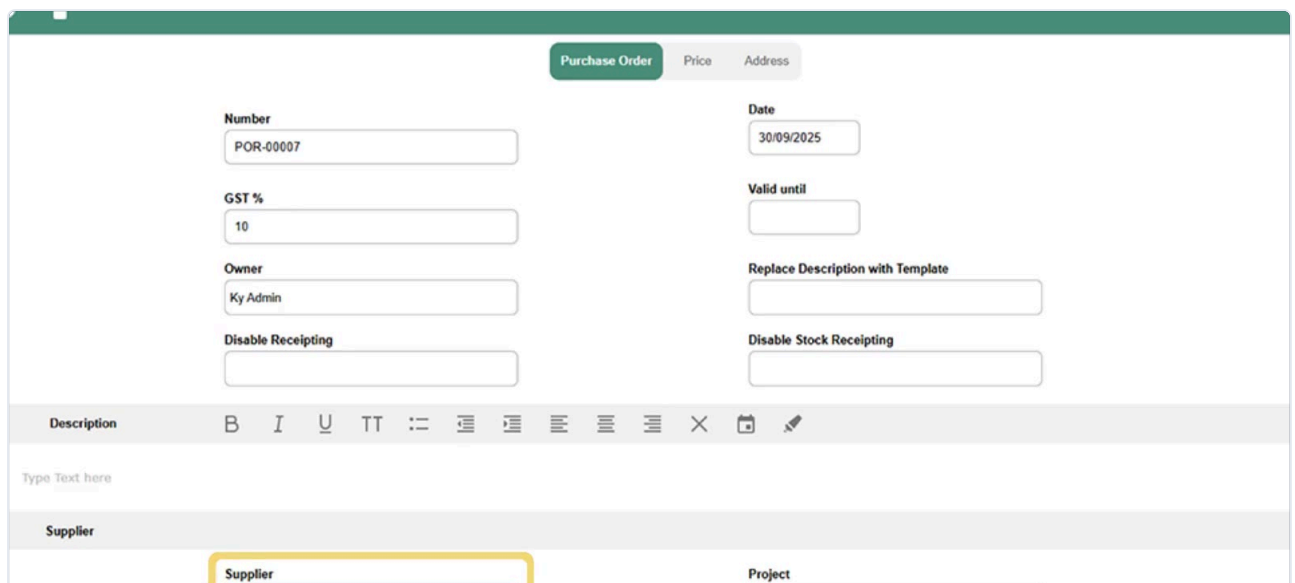
	Price (GST)	Status	Date
Services	\$5,500.00	Draft	29 Sep 2025
	\$440.00	Draft	4 Jun 2025
	\$2,860.00	Draft	4 Mar 2025
	\$30.00	Received	12 Jul 2023
	\$120.00	Received	12 Jul 2023

STEP 1 • 00:12 IN THE VIDEO

Open purchase orders

Orders are counted as draft, awaiting approval, open and received, listed with their price, status and date.

CHAPTER 01 • STEP 1 OF 2



The screenshot shows the 'Purchase Order' form. It has tabs for 'Purchase Order', 'Price', and 'Address'. The form fields include: Number (POR-00007), Date (30/09/2025), GST % (10), Valid until, Owner (Ky Admin), Replace Description with Template, Disable Receipting, and Disable Stock Receipting. Below the form is a rich text editor for the Description, a text input for the Supplier, and a dropdown for the Project.

STEP 2 • 00:28 IN THE VIDEO

Start a new order

The order takes a number, date, valid-until, GST percentage, owner and supplier, and can pull a description from a template. Receipting and stock receipting can each be disabled where they do not apply.

CHAPTER 01 • STEP 2 OF 2

Add the items

Lines come from the supplier's own list, the product catalogue, or straight off the keyboard.

Name	Code	Division	Received	Quantity	Unit	Unit Cost
No Products						

STEP 1 • 00:46 IN THE VIDEO

Choose the source

The add menu offers **From Supplier**, **From Product List** and **Once off Item**, so a one-off purchase does not need a catalogue entry.

CHAPTER 02 • STEP 1 OF 1

Receive the goods

Receiving is line by line, so a partial delivery is recorded as exactly that.

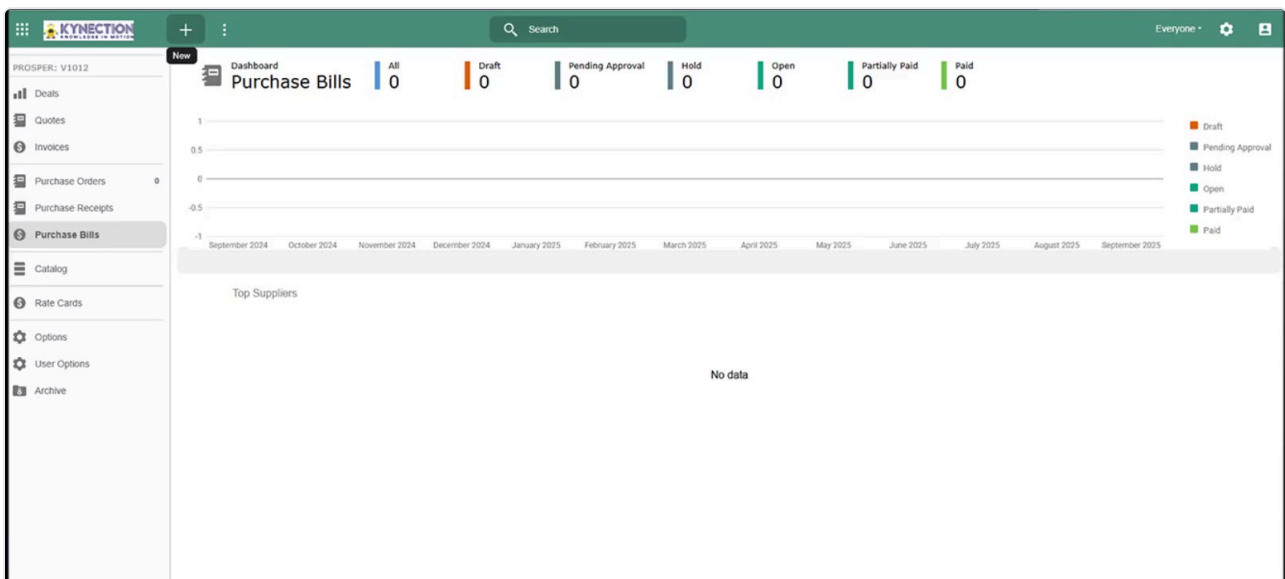
Name	Code	Division	Received	Quantity	Unit	Unit Cost	GST	Subtotal
V7- Temporary Fencing	v7		0+	50		100	10	\$5,000.00
SUBTOTAL								\$5,000.00
GST 10%								\$500.00
Total								\$5,500.00

STEP 1 • 01:10 IN THE VIDEO

Record what arrived

Each line takes a received quantity and a received date. Anything short stays outstanding on the order.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:25 IN THE VIDEO

Move to the bills dashboard

Purchase bills have their own dashboard, which is where the supplier's invoice is entered.

CHAPTER 03 • STEP 2 OF 2

Process the supplier bill

The bill is built by pulling in the order it relates to, not by re-keying it.

STEP 1 • 01:39 IN THE VIDEO

Create the bill

Create a new bill and select the supplier from the list.

CHAPTER 04 • STEP 1 OF 3

STEP 2 • 01:54 IN THE VIDEO

Link it to the order

Lines can be pulled **From Existing Order**, from a project, or added as product, non-stock or once-off items.

CHAPTER 04 • STEP 2 OF 3

Process the supplier bill

PROSPER: V1012

BIL-00009

100%

V7- Temporary Fencing

> Open Bill

Name	Code	Division	Order #	Project	Quantity	Unit	Unit Cost	GST	Subtotal
V7- Temporary Fendi	V7		POR-00008		2		\$100.00	10	\$200.00
SUBTOTAL									\$200.00
GST 10%									\$20.00
Total									\$220.00

Details

Date: Today

Owner: Ky Admin

Supplier: Apex Electrical Services

Currency: AUD

Custom Fields

STEP 3 • 02:03 IN THE VIDEO

Finalise

The bill totals with subtotal, GST and total. Saving posts it against the supplier.

CHAPTER 04 • STEP 3 OF 3

NEXT

Where to go next

This guide covers one part of the sales module. The rest of the series follows the pipeline from deal to payment.

NEXT UP - Sales Web 06

Product catalogue and custom rate cards

BACK TO Sales Web 04

Batch create, send and track job invoices

THE REST OF THE SALES MODULE

Ask your Kynecton account manager for the other guides in this series

MORE IN THIS MODULE

Sales Web 01 Master the sales module: deals, invoicing and inventory (module overview)

Sales Web 02 Deals, quotes and creating a project

Sales Web 03 Project invoicing and progress claims

Sales Web 04 Batch create, send and track job invoices

Sales Web 06 Product catalogue and custom rate cards
