

The new purchasing module in IDEA YACHT 2019.2

With IDEA YACHT 2019.2 the purchase and stock control got a major update, including new functions like budgets and custom purchase states. Below you will find a short overview about the changes - as always, you can try our public demo in case you want to test:

<https://demo.ideavio.com>

First look

The screenshot shows the 'Purchasing' module interface. At the top, there is a '+ Add order' button. Below it is a 'Filter' section with an 'Apply Filter' button and several input fields for filtering orders: Name, Order No, Requisitioner, Order Type, Shipping Company, Department, Order Date, Delivery Date, Due Date, and Delivery state. Below the filter section is a 'PURCHASE STATES' list on the left, showing six states with their respective counts: 01 Open Request / Shopping List (2), 02 Purchase Request (0), 03 Quote Request (4), 04 Purchase Order (3), 05 Extra step (0), and 06 Delivered & Completed (7). The main area displays a table of purchase orders with columns for Name, Order No, Requisitioner, Delivery Date, and Shipping Company. The table shows two entries: 'WO' with order number '2019/07/15 ADM 00.0015' and 'sectest' with order number '2019/05/20 ADM 00.0002'. Below the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 2 of 2 entries' message. Navigation buttons 'Previous', '1', and 'Next' are also present.

Above you see a screenshot of the new purchase order page which is now divided into two major parts. At the top you will find the button to generate a new order (you can choose the type of the order as shown below).

The 'New Order' dialog box is shown. It has a title bar with a close button. The main text asks 'Do you want to create a new purchase or work order?'. At the bottom, there are three buttons: 'Purchase Order', 'Work Order', and 'Close'.

You can also find a filter in the upper part of the page. This filter will search in all PO's in your system and indicates the amount of matching records on the lower left side for each state.

Talking about the lower part - left hand you'll have an overview about your states with the amount of PO's inside, on the right hand all PO's in the selected state are shown (highlighted in blue).

Create a new PO

If you create a new PO you need to enter the following data:

New Purchase Order

Name

New|PO

Department

Administration

Initial Status

01 Open Request / Shopping List

Close

Save

Please note that you can change this information later on the detail page of a purchase order if required.

Using the filter

Like mentioned before, the filter will always be applied to all your purchases in the system. You can just search for whatever you are looking for and see the amount of matching records indicated in the lower left corner.

Filter (Active)

Apply Filter

Name

Order No

Requisitioner

Order Type

Shipping Company

Department

Order Date

Delivery Date

Due Date

Delivery state

PURCHASE STATES

01 Open Request / Shopping List

02 Purchase Request

03 Quote Request

04 Purchase Order

05 Delivered & Completed

Name

Order No

Requisitioner

Delivery Date

Shipping Company

12323

2019/06/27 ADM 00.0011

Show 10 entries


Previous

1

Next

Showing 1 to 1 of 1 entries (filtered from 3 total entries)


Editing the PO states









Purchase Order State

Add New State

Filter



Order	Name	Budget	Approval	Allow To Receive	Detail
1	01 Open Request / Shopping List				
2	02 Purchase Request			✓	
3	03 Quote Request		✓	✓	
4	04 Purchase Order	✓		✓	
5	05 Extra step				
6	06 Delivered & Completed				

Show 10 entries

Previous

1

Next

Showing 1 to 6 of 6 entries

With IDEA YACHT 2019.2 you are now able to setup your own purchase order workflow / states. The new management page is located in the Stock Control menu.

[!]Please note: to use the above described function permission is required[!]

This page allows you to add/edit your purchase states using a simple grid. If you click on “Add New State” (top left corner) or on the blue arrow inside the detail column you will see the edit popup.

Please note that the first and the last state do not allow to receive items, required budget checks or approvals.

Allow to receive

Purchase Order State Detail

Name

02 Purchase Request

Order Number

2

Allow To Receive

☒

Purchase State Permissions

Select Positions (Create)

* Purser

* Shipyard Representative

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Select Positions (Modify)

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Budget Check

☐

Approval Require

☐

Close

Delete

Save

“Allow to receive” defines that for this step everybody who can access this step can receive line items of the related purchase orders.

Please note: At least one of your purchase states should make use of the “Allow to receive” flag in order to complete a purchase order.

Purchase Order State Detail

Name

02 Purchase Request

Order Number

2

Allow To Receive

☒

Purchase State Permissions

Select Positions (Create)

✖ Purser

✖ Shipyard Representative

✖ Staff

✖ Steward

✖ Stewardess

✖ Stewardess (Junior)

✖ Stewardess (Senior)

✖ Superintendent

✖ Supernumery

Select Positions (Modify)

✖ Staff

✖ Steward

✖ Stewardess

✖ Stewardess (Junior)

✖ Stewardess (Senior)

✖ Superintendent

✖ Supernumery

Budget Check

☐

Approval Require

☐

Close

Delete

Save

You can define if the step needs approval prior to proceeding with your purchase workflow. Every role member who has the corresponding right in the permission settings can approve:

Permission Management

PERMISSIONS

Accounting

Address Database

Certificates

Crew and Guest Database

Maintenance

Step-by-step Procedures

Stock Control

Vessel Database

General

Drills

Barcode

Safety Documents

Document Manager

Backup

Logs & Rounds

Forms

Save

To manage purchase order states, please click here.

☒ Permission granted

☐ Permission denied

☐ Permission inactive

	Superintendent	Master
Stock Control - Readable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stock Control - Writeable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
can assign storages	<input checked="" type="checkbox"/>	<input type="checkbox"/>
can update active Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
can approve purchase state	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create a new budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
modify existing budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
delete budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create a new Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
modify existing Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
delete Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
can create purchase state	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
can modify purchase state	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
can remove purchase state	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Budget check

Purchase Order State Detail

Name

02 Purchase Request

Order Number

2

Allow To Receive

☒

Purchase State Permissions

Select Positions (Create)

* Purser

* Shipyard Representative

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Select Positions (Modify)

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Budget Check

☐

Approval Require

☐

Close

Delete

Save

If the “Budget Check” flag is one, the related purchase will generate budget usage and in case the budget is exceeded will require approval before proceeding in your purchase process.

Please find additional information in the section below.

Purchase State Permissions

Purchase Order State Detail

Name02 Purchase Request

Order Number2

Allow To Receive☒

Purchase State Permissions

Select Positions (Create)

* Purser

* Shipyard Representative

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Select Positions (Modify)

* Staff

* Steward

* Stewardess

* Stewardess (Junior)

* Stewardess (Senior)

* Superintendent

* Supernumery

Budget Check☐

Approval Require☐

Close

Delete

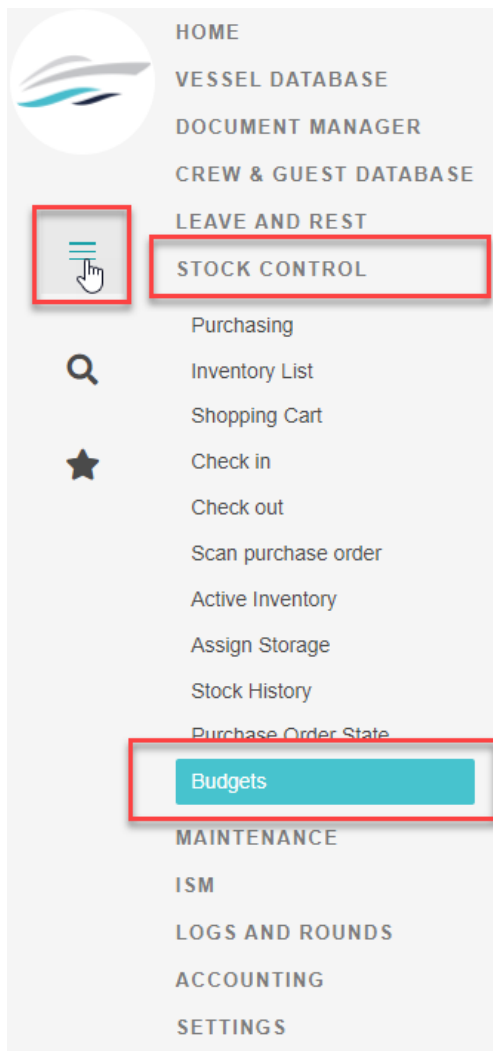
Save

The **“Select Position (Create)”** permission defines which position can move an existing order **to** this step or create a new order in this step.

The **“Select Position (Modify)”** permission defines which position can move the order **from** this step or edit the order details.

Budget

You can access the budget configuration over the corresponding menu point:



To work with budgets you need to create one first:

A screenshot of the 'Create Budget' form. The form is titled 'Create Budget' and has a close button (X) in the top right corner. It is divided into two main sections: 'Budget General' and 'Budget Amount and Period'. The 'Budget General' section contains fields for 'Name' (Office Budget), 'Position' (1st Officer), 'Department' (Deck), and 'Who can Approve the Budget' (1st Officer). The 'Budget Amount and Period' section contains fields for 'Interval Value' (1), 'Interval Unit' (Months), 'Amount' (500.00 USD), 'Start Date' (01.07.2019), and 'End Date' (Use right side buttons). At the bottom right of the form are 'Close' and 'Create' buttons.

Name: The name of the budget

Position: For which position is the budget

Department: For which department is the budget

Who can approve the budget: List of positions that can confirm an exceed the budget

Interval: Set an interval how often the budget will be filled up (*Cannot be changed after first usage of the budget!*)

Interval Unit: Days, weeks, month and year are available (*Cannot be changed after first usage of the budget!*)

Amount: Setup the amount - it's always in the vessel's currency (See system settings)

Start Date: First occurrence of adding the amount to the budget. (*Cannot be changed after first usage of the budget!*)

End Date: Last occurrence of adding the amount to the budget (leave empty for infinite repeat) (*Cannot be changed after first usage of the budget!*)

Budget usage tab

To open the details of a budget, including the configuration and usage, please click the blue arrow in the overview grid. The budget usage tab offers a filter to search for a particular PO and directly jumps to the purchase order.

Budgets

Save

Delete

General

Budget Usage

Filter

Apply Filter

Purchase Name

Usage Time

All Usage Time

Purchase	Amount	Usage Time	Purchase Detail
New Request	12559.5 USD	16.07.2019	
Test PO	2607.15 USD	16.07.2019	

Show 10 entries

Previous1Next

Showing 1 to 2 of 2 entries

Back To List

The PO workflow

If you open a PO you'll get the following view below which allows you to move the PO through your purchase workflow using the buttons on top:

Order Details

◀ Back to list ◀◀ Move to previous state ▶▶ Move to next state ⚠ Close order 🗑 Delete order

01 Open Request / Shopping List 02 Purchase Request 03 Quote Request 04 Purchase Order 05 Extra step 06 Delivered & Completed

Details Deliverables Addresses Invoice Documents

Save Print Overview XML Export Favourite

General

Description: Main engine fuel filter
Order No: 2019/07/13 ENG 00 0012
Barcode: 5000012
Date: 13.07.2019
Due date: use right side buttons
Requisitioner:
Department: Engine
Budget:

Shipping and Payment

Priority: Normal
Payment Terms: AMERICAN EXPRESS

Receipt

Port Received:
Delivery Date: use right side buttons

Notes

Approval

The below screenshot shows a pending approval indicated by the exclamation mark in your current step.

Order Details

◀ Back to list ✓ Approve ◀◀ Move to previous state ⚠ Close order 🗑 Delete order

01 Open Request / Shopping List 02 Purchase Request 03 Quote Request 04 Purchase Order 05 Extra step 06 Delivered & Completed

Details Deliverables Addresses Invoice Documents

Save Print Overview XML Export Favourite

General

Description: New Request_1
Order No: 2019/07/13 ADM 00 0014
Barcode: 5000014
Date: 13.07.2019
Due date: use right side buttons
Requisitioner: chief engineer
Department: Engine
Budget: Office Budget

Shipping and Payment

Priority: Normal
Payment Terms: AMERICAN EXPRESS

Receipt

Port Received:
Delivery Date: use right side buttons

Notes

If your account does not have the corresponding right to approve this purchase order you still have the option to send a notification to other users to help you out.

Order Details

Back to list

Send notification

Move to previous state

Close order

Delete order

01 Open Request / Shopping List

02 Purchase Request

03 Quote Request

04 Purchase Order

05 Extra step

06 Delivered & Completed

Approval pending

This purchase order requires an approval in the current state. You do not have the permission to perform this but you can send out a notification to other users to request approval.

Details

Deliverables

Addresses

Invoice

Documents

Save

Print Overview

XML Export

Favourite

General

Description

New Request_1

Order No

2019/07/13 ADM 00.0014

Barcode

5000014

Date

13.07.2019

Due date

use right side buttons

Requisitioner

chief engineer

Department

Engine

Budget

Office Budget

Shipping and Payment

Priority

Normal

Payment Terms

AMERICAN EXPRESS

Receipt

Port Received

Delivery Date

use right side buttons

Notes

Send approval notification

Select messaging group:

Superintendents

Superintendents

Chief Engineer

Engineers

Send

Close

The notification can be checked in the “Home” menu with a direct link to the corresponding PO:

Print

Notifications

Filter (Active)

Q Apply Filter

Read status

All

Category

Stock Control

From

All

Sent date

All

Status	From User	Subject	Sent Date	Read Date	Category		
New	test 1st Officer	An order is pending approval	16.07.2019 10:57:16		Stock Control	▶	✖
Read	test test	An order is pending approval	16.07.2019 10:11:40	16.07.2019 00:00:00	Stock Control	▶	✖
New	test test	An order is pending approval	16.07.2019 10:10:36		Stock Control	▶	✖
Read	test test	An order is pending approval	16.07.2019 10:07:43	16.07.2019 00:00:00	Stock Control	▶	✖
Read	test test	An order is pending approval	16.07.2019 09:53:17	16.07.2019 00:00:00	Stock Control	▶	✖
New	test test	An order is pending approval	16.07.2019 09:51:14		Stock Control	▶	✖
New	test test	An order is pending approval	15.07.2019 15:17:40		Stock Control	▶	✖

⏪ ⏩

page: 1 of 1 Show 25 entries total number of records: 7

⏪ ⏩

Budget approval

Similar to the general approval, a budget approval is necessary if the purchase order exceeds the current available amount of the budget.

If your account does not have the corresponding right to approve this budget you still have the option to send a notification to other users to help you out:

The screenshot shows the 'Order Details' page with a progress bar at the top indicating the order is at step 04 'Purchase Order'. A yellow warning box is displayed in the center, stating: 'Budget approval pending. This purchase order requires an approval for the connected budget. You do not have the permission to perform this but you can send out a notification to other users to request approval.' Below the warning, there are tabs for 'Details', 'Deliverables', 'Addresses', 'Invoice', and 'Documents'. The 'General' tab is active, showing fields for Description, Order No, Barcode, Date, Due date, Requisitioner, Department, and Budget. The 'Shipping and Payment' tab shows Priority and Payment Terms. The 'Receipt' tab shows Port Received and Delivery Date.

In case you have the permission to approve a budget you will see the following popup - left side provides a quick overview about the budget and on the right side you can see the resulting budget balance if you would approve:

The 'Budget Approval' popup is divided into two main sections: 'Budget' and 'Changes'. The 'Budget' section shows the following details:

Budget	
Name	Office Budget
Amount	100.00 USD
Start Date	7/1/2019
Interval	1 Months

The 'Changes' section shows the following details:

Changes	
Current balance	-2507.15 USD
Requested change	-12559.5 USD
Result	-15066.65 USD

At the bottom of the popup, there are two buttons: 'Approve' (green) and 'Close' (blue).

Receive items

In the step that is defined to receive Items (allow to receive) the items can be received in full or partly:

Order Details

Back to list

Move to previous state

Move to next state

Close order

Delete order

01 Open Request / Shopping List

02 Purchase Request

03 Quote Request

04 Purchase Order

05 Extra step

06 Delivered & Completed

Details

Deliverables

Addresses

Invoice

Documents

Print

Print All Item Labels

Items from vesseldatabase

Qty	Received Qty	Item	Manufacturer Part# / Manufacturer	Supplier Part#	Storages	Price	Discount	Total price	Update Price	Delivery State
30 Pc	0 Pc	Impeller Nut	/ CEM		Ultrafog Box 3	3,9 USD		117 USD	<input type="checkbox"/>	<input type="checkbox"/>
40 Pc	0 Pc	Seal VNR	/ CEM		Ultrafog Box 3	21,45 USD		858 USD	<input type="checkbox"/>	<input type="checkbox"/>
45 Pc	0 Pc	TM and O-ring Set	/ CEM		Ultrafog Box 3	23,4 USD		1053 USD	<input type="checkbox"/>	<input type="checkbox"/>
Total:								2028 USD		

Receive Items

Other items

Qty	Received Qty	Item	Manufacturer Part#	Supplier Part#	Price	Discount	Total price	Mark Delivered
13 bags	0 bags	New item			44,55 USD	0%	579.15 USD	<input type="checkbox"/>
Total:							579.15 USD	

After clicking on the receive items button you can assign all items to their master storage or chose for each line item to which storage it shall be moved to:

Stock Arrangement

Assign rest to existing masters

Arranging items...
From a pool of 115

You are given a list of all received items as well as storages for arrangement. Please expand the panels for each item below and enter the quantities you want to add to the storages.

Impeller Nut (30 left)

Seal VNR (40 left)

TM and O-ring Set (45 left)

Stock Arrangement

Assign rest to existing masters

Arranging items...
From a pool of 115

You are given a list of all received items as well as storages for arrangement. Please expand the panels for each item below and enter the quantities you want to add to the storages.

Impeller Nut (0 left)

Storage name

Name	Qty	Addition
Ultrafog Box 3 (Master)	1	10
main d1		10
main d2		5
lower d1		5
lower d2		Qty

Discount

If you click on the blue arrow in the overview grid for an item you can alter the line item in various ways:

The screenshot shows the 'Order Details' interface. At the top, there's a progress bar with six steps: 01 Open Request / Shopping List, 02 Purchase Request, 03 Quote Request, 04 Purchase Order (current step, marked with a checkmark), 05 Extra step, and 06 Delivered & Completed. Below the progress bar, there are tabs: Details, Deliverables (highlighted with a red box), Addresses, Invoice, and Documents. The 'Item details' section contains a form with the following fields: Name (BULB 93°C FZX16 GREEN), Qty (50), Unit (Pc), Manufacturer Part# (1000060), Supplier Part#, Discount (highlighted with a red box), Price (11.94), Currency (USD), and Description. A 'Close' button is at the bottom left of the form.

Another new feature: a discount field where you can enter the % of the given discount for the line item.

Moving back one step

A modal dialog box titled 'Move one step back?'. The text inside says: 'Please confirm, any pending approval including already booked budget usage will be removed for this purchase'. At the bottom right, there are two buttons: 'Cancel' and 'Ok'.

You have the option to move a step back according to your purchase workflow, this will reset any budget usage and might require you to approve this purchase order again.

Auto close purchase orders


[!]Please note that a PO with all items received will automatically be moved to the last step if the following setting is activated (by default)[!]

System Settings

System Settings		
Activated	Setting	Description
<input type="checkbox"/>	Link only documents	Create only document links and do not upload files.
<input checked="" type="checkbox"/>	Subdomains activated	This will activate an additional level of sub-division between domains and groups.
<input checked="" type="checkbox"/>	Vessel Name On Login Screen	This option will show the vessel name on the login screen.
<input checked="" type="checkbox"/>	Last backup date on login screen	This option will show the date of the last database backup on the login screen.
<input type="checkbox"/>	Disable session testing	Don't let clients test if the session is still active periodically.
<input type="checkbox"/>	Disable personal Shopping Cart	Disable personal Shopping Cart from Stock Control.
<input type="checkbox"/>	Disable creation of users without passwords	Disable creation of new users without passwords.
<input checked="" type="checkbox"/>	Automatically close purchase orders	Automatically move the purchase orders with all line items received to the last state.

Invoices

The invoice tab allows you to track invoices for a purchase order including the related documents:



☰

Q

★

t1

?

⏻

Order Details

[← Back to list](#) [◀ Move to previous state](#) [▶ Move to next state](#) [🔒 Close order](#) [🗑 Delete order](#)

●

●

●

✓

●

●

01 Open Request / Shopping List 02 Purchase Request 03 Quote Request 04 Purchase Order 05 Extra step 06 Delivered & Completed

Details Deliverables Addresses Invoice Documents

[➕ Add New Invoice](#)

Filter

[🔍 Apply Filter](#)

Invoice NumberDue Date

All Due ▾

Invoice Number	Amount	Due Date	Paid	Detail	Delete
1	0 USD	16.07.2019	🔄	▶	🗑

Show 10 ▾ entries

Showing 1 to 1 of 1 entries

Previous 1 Next

In the detail view you can alter the invoice to your needs:

Invoice Details

Invoice Details

Related Documents

Details

Number

Amount

Currency

Due date

Paid

Notes

1

0.00

USD

16.07.2019

☐

Close

Save

And add related documents to the invoice:

Invoice Details

Invoice Details

Related Documents

Filter

Apply Filter

File name

File name

Filename	Description	Upload Date		
IDEA.mobile - Installation Guide-0.pdf		16.07.2019		

Showing 1 to 1 of 1 entries

Upload file

Select a file

Description

Datei auswählen

Keine ausgewählt

Upload

Close

Save