

LifeCheck Technical Note

ID: TN-001
Created: 05-July-2012
By: Chris Drew
Description: Field Substitution in Purchase Orders and Goods Received Notes

Overview

LifeCheck supports the definition of Excel spreadsheets which act as templates to define the layout of both a printed Purchase Order (PO) and a Goods Received Note (GRN). Although the layout is defined by the specified spreadsheet, LifeCheck needs additional information to identify the rows and cells into which the Purchase Order data should be inserted to produce the printout. This document details these fields.

The layout definition for the PO and GRN files are held in straight text format files with a 'Windows INI' file style format of field=value. An example PO Layout file is shown below:-

```
[Supplier]
Name = B4
Address = B5
City = B6
Postcode = B7
Telephone = B8
Contact = B9
Email = B10
Payment Days = K34
```

```
[PO]
Number = K6
Date = K8
Currency = K32
Approved By = K36
Notes=A33
Page Number = A1
Page Depth = 39
Last Column = L
```

```
[Items]
First Row = 11
Last Row = 29
Quantity = B
Part Number = C
Issue Number=E
Description = F
Delivery Date = G
Unit Price = J
Line Value = K
Cost Centre = L
SubTotal = K30
Sales Tax = K31
```

Comment Start = C
Comment End = L

As can be seen from the above, the definitions are grouped into **Supplier**, **PO** and **Items** categories. Each item consists of a name (e.g. 'Postcode') and a row and optionally a column definition. Some items require both a row and column whereas others require just row to be specified. This is a complete list of items which can be added to the PO and GRN printouts – not all items may be required and as such some may be omitted from the layout definition file in which case they will not appear on the printout.

Also note that some fields are relevant to a PO and not a GRN and vice-versa. For example 'Required By' is a PO field whereas 'Received By' is a GRN field.

Supplier Category

The following fields are valid within the Supplier Category

Name

This is the Name of the Supplier. Requires both row and column to be specified.

Contact

This is the name of the Contact for the Supplier. Requires both row and column to be specified.

Email

This is the Email address of the Supplier. Requires both row and column to be specified.

Address

This is the full Address of the Supplier. Requires both row and column to be specified.

City

This is the City of the Supplier. Requires both row and column to be specified.

Postcode

This is the Postcode of the Supplier. Requires both row and column to be specified.

Telephone

This is the telephone number of the Supplier. Requires both row and column to be specified.

Payment Days

This is the Payment Days specified for the Supplier. Requires both row and column to be specified.

PO Category

The following fields are valid within the PO Category

Number

This is the Purchase Order Number. Requires both row and column to be specified.

Advice Number

This is the Advice Note number. Requires both row and column to be specified.

GRN Number

This is the GRN Number. Requires both row and column to be specified.

Date

This is the creation Date of the PO. Requires both row and column to be specified.

Currency

This is the currency (symbol) specified for the PO. Requires both row and column to be specified.

Placed By

This is the Name of the user specified by 'Placed By'. Only applicable to the PO Printout. Requires both row and column to be specified.

Approved By

This is the Name of the user specified by 'Approved By'. Only applicable to the PO Printout. Requires both row and column to be specified.

Requested By

This is the Name of the user specified by 'Requested By'. Only applicable to the PO Printout. Requires both row and column to be specified.

Required By

This is the Name of the user specified by 'Required By'. Only applicable to the PO Printout. Requires both row and column to be specified.

Received By

This is the Name of the user specified by 'Received By'. Only applicable to the GRN Printout. Requires both row and column to be specified.

Required Date

This is the date by which the ordered item is required. Requires both row and column to be specified.

Notes

This is the Notes specified for the PO. Requires both row and column to be specified.

Page Number

Specifies the cell in which the current page number will be displayed on a page by page basis. Requires both row and column to be specified.

Page Depth

Specifies the number of rows on a single page – must be a numeric value and determines how the data is to be paginated.

Last Column

Specifies the last valid column in the template spreadsheet and is used to identify the area of the template sheet which will form the printed sheet. Should be a column letter.

Items Category

The following fields are used to list the Purchase Order Lines. The area in which the PO lines will be printed is first configured and then the individual columns in which the PO Line data will be printed is set.

First Row

This is the number of the first row in the spreadsheet where the purchase orders are to be printed.

Last Row

Conversely this is the number of the last row on which a PO line will be printed.

Quantity

Defines the column letter in which the **Quantity** specified on the PO line should be printed.

Issue Number

Defines the column letter in which the **Issue Number** specified on the PO line should be printed.

Part Number

Defines the column letter in which the **Part Number** specified on the PO line should be printed.

Manufacturer Number

Defines the column letter in which the **Manufacturer Number** specified on the PO line should be printed.

Description

Defines the column letter in which the **Description** specified on the PO line should be printed.

Cost Centre

Defines the column letter in which the **Cost Centre** specified on the PO line should be printed.

Delivery Date

Defines the column letter in which the **Delivery Date** specified on the PO line should be printed.

Unit Price

Defines the column letter in which the **Unit Price** specified on the PO line should be printed.

Line Value

Defines the column letter in which the **Line Value** specified on the PO line should be printed.

Line Number

Defines the column letter in which the current PO Line Number should be printed.

SubTotal

Defines the cell in which the Sub-Total (total excluding sales tax) of all PO Lines should be printed. Requires both row and column to be specified.

Sales Tax

Defines the cell in which the calculated sales tax value should be printed. Requires both row and column to be specified.

Total

Defines the cell in which the Total (total INCLUDING sales tax) of all PO Lines should be printed. Requires both row and column to be specified.

Comment Start

Where a PO Line actually contains a comment, this field defines the starting column in which the comment text will be displayed.

Comment End

Where a PO Line actually contains a comment, this field defines the end column in which the comment text will be displayed.