PURCHASE ORDERS

Introduction

This section of the manual will take the user through a conceptual overview of the Purchase Order Module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

A. Current Process Review – We will need to review your current process from the time a requisition and/or purchase order is created until it is received and invoiced. This will aid us in the setup and training phases of the Purchase Order Module. Some of the questions that we will be asking are contained in the Current Process Section that follows.

B. Conceptual Overview of the structure of the Purchase Order Module – This step involves the review of the basic setup required for the Purchase Order Module to function properly. This step is necessary to insure the user has a good understanding of how the system works and can prepare the information needed for Basic File Maintenance training.

C. Basic File Maintenance Training – File maintenance training is what we refer to when training the user how to enter the basic information that is the foundation of the system.

D. Core Process Training – This phase of the training will vary some what from company to company but the main emphasis will be on how to setup and maintain a purchase order. Linking purchase order stock and non-stock items to existing jobs and sales orders will be discussed. The printing process will be reviewed for batch and on-demand printing. The purchase order receipt process will be covered, including updating the register and the effect this has on general ledger. Purchase Order reports will be reviewed, including several Purchase Order reports in the Service Repair Module. SpeedSearch inquiry options will be reviewed.

E. Advanced File Maintenance Training – This step will cover additional file maintenance items that were not covered during the Basic File Maintenance Training. Landed cost, additional options, and the lead time options found in the Line Code Maintenance will be discussed. We will review additional system parameters that are required before processing in the Purchase Order Module begins.

F. Advanced Process Training – This step will cover the more advanced options of the Purchase Order System. If requisitions are used, the entry, printing, and update process will be reviewed. The Replenishment Process will be reviewed including the selecting and updating the register. Other topics include the RFQ creation and Purchase Receipt Reversals. We will review the Unbilled/Billed Report and other reports not covered in the core processing training. SpeedSearch inquiry options will be reviewed.

G. **Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you are live on the system. The Purchase Order Module does not require any month end processing.

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A. CURRENT PROCESS REVIEW

In this section we will review how you currently process requisitions/purchase orders. Do you use purchase orders and requisitions? We need to determine how you print your purchase orders and what is required in the new system to print them. During the PO conversion process, you will need to determine the open purchase orders and partially received purchase orders that need to be entered into the new system. If open purchase orders are linked to jobs or orders, the jobs and orders must be entered into the system first.

A list of survey questions will assist ACS in reviewing your current process, determining who will be responsible for making decisions on how the Purchase Order module will be setup, and identifying the individuals that will need to be trained on the different aspects of the software.

The list of questions can be found in the *Installation Overview*.

Enter Outstanding Purchase Orders
Use the Purchase Order Entry program to enter the open purchase orders. When assigning purchase order numbers, use the same numbers as long as they are numeric. For partially received purchase orders, enter the remaining balance due rather than the original order quantity.

Print Open Purchase Order Report to Verify
When all of the open purchase orders have been entered into the system, compare the report to the source document you were using to enter the information.

Note: *If you have several companies and or divisions, it will be necessary to enter the open purchase orders for each company or division.*

B. CONCEPTUAL OVERVIEW OF THE STRUCTURE OF THE PO MODULE

In this section we will review the setup code requirements for the Purchase Order Module. It is important that you have a grasp of what these codes are used for and how they affect different aspects of the system.

In order for the Purchase Order Module to function properly, the Accounts Payable, Inventory Control, and General Ledger Modules are required. It is not necessary that the Inventory Control, Accounts Payable, and General Ledger Modules be fully operational before the Purchase Order Module is installed, but there are several files and codes that must be already be established. The Purchase Order Module is also integrated with the Order Processing and Service Repair modules.

Integration with Accounts Payable

The Purchase Order Module is integrated with the Accounts Payable Module, making it possible to use existing vendor information when processing purchase orders. Vendor records are automatically updated when a purchase order is entered. Inquiries can be made at any time into the status of all purchase orders placed with a given vendor. Invoices are verified against purchase order receipts and price differences are reported. The Vendor Masterfile, terms codes, and report form parameters must be established.

Integration with Inventory Control

The Purchase Order Module is integrated with the Inventory Control Module so that inventory information can be used in processing purchase orders. Inventory items are automatically updated when orders are placed, adjusted, or received. Inquiries into the status of all open purchase orders for a specific item can be made at any time. In Inventory Control, the Inventory Item Masterfile, buyer codes, warehouse codes, and parameters must be established.

Integration with General Ledger

The general ledger postings for line type S for Stock items originate from the inventory item distribution code in Inventory Item Maintenance. Line types N for Non-Stock and O for Other require valid general ledger accounts for the expense, variance, and purchases account.

Using the Purchases Account

Before line codes are established, the advantages and disadvantages of using the Purchases Account in the Purchase Order module need to be reviewed.

Integration with Order Processing

Purchase order stock and non-stock items can be linked to sales orders in Purchase Order Entry or during the Order Entry process if the items are backordered. A default Purchase Order Line Code can be established in the Order Processing Line Code Maintenance for each OP line code. A Drop Ship option is available for requisitions and purchase orders. After the order has been entered, the system will display the requisition or purchase order information and allow the user to go directly to the Purchase Order Entry screen if necessary.

The Backorder Fill Update in Order Processing is integrated with the Purchase Order Receipt Update process. After the purchase orders have been received and updated, the Backorder Fill Update option can update the ship quantity for stock and non-stock items. The Backorder Fill Pick List option allows the printing of the picking lists for items that were updated.

Integration with Service Repair

Purchase order stock and non-stock items can be linked to jobs in two ways. The links to jobs can be established during the Purchase Order Entry process or requisitions and purchase orders can be created in Job Estimate Entry. If they are created in Job Estimate Entry, the user can release the items to requisition or purchase orders at any time.

During Job Billing, if open purchase orders exist, the message "Open PO exists. Create Invoice?" will display. This is only a warning and the user can continue creating the invoice. During Job

Closing, a job *cannot* be closed if open purchase orders exist. The message "This job has open PO's" will display when selecting the job to close.

Line Code – Each purchase order that is setup in the system requires that a line code be assigned to each detail line entered. A simple example of a line code is S for inventory stock items and N for non-stock items. The line code also serves several other functions.

1. Line codes are used during requisition entry, purchase order entry, and purchase order receipt entry.
2. Default line codes are established for requisitions and purchase orders in Purchase Order Maintenance-Parameter Maintenance-Default Values.
3. A default line code is established for the Purchase Order Invoice Entry process in Parameter Maintenance-Default Values. This line code is used in the Purchase Order Line Item section of Purchase Order Invoice and cannot be changed by the user during the entry process.
4. The line code permits you to establish different general ledger accounts for line types N Non-Stock and O Other line types.
5. Landed cost, additional options, and lead time calculation options can be established for each line code.
6. Line codes S Stock, N Non-Stock, M Message, O Other, and V Vendor Part Number are required.

The line code can be alpha or numeric and can be one or two characters in length. Therefore, examples are the code N or NS for non-stock and code 10 or F for freight.

You can use any coding system; however, there is a lot to be said for using codes that are easy for the individuals entering the information to remember.

When determining what line codes you need for your Purchase Order Module you need to review each of the items above to make sure you have covered all of your requirements. Of course, you can add additional line codes at any time.
What you will need before we can begin the training on line code maintenance:

1. One or two character line code.
2. Line code description for each line code.
3. Line type is a required field and can be defined as S, N, M, O, or V.
4. If the line code is defined as a line type N or O, general ledger accounts will be required for the Expense Account, Variance Account, and Purchases Account.

If you decide to use any of the line codes in **Appendix A** you will be instructed on how to load these during file maintenance training.

Line Type – Each line code is required to have a valid line type assigned. The line type controls the following

1. The general ledger postings for the expense, variance, and purchases accounts.
2. Each line code must be one of following five line types.

S Standard
The standard line type is most commonly used for purchase order detail lines containing stock inventory items. This line type assumes the general ledger postings for the expense, variance, and purchase account is determined from the distribution code of the item's warehouse information.

N Non-Stock
Use the non-stock line type to order any item not in the Inventory Masterfile. If the General ledger Module is installed, non-stock items require that a general ledger expense, variance, and purchases account be defined.

M Message
An M line type provides the capability to put messages on a purchase order. The message description can be up to 40 characters in length.

O Other
Other line type is used primarily to define a special charge on a purchase order or it can be used for items such as shop supplies, office supplies, or incoming freight. If the General Ledger Module is installed, type O lines require a general ledger expense, variance, and purchases account to be defined for the line code. O type lines provide up to 40 characters for additional line description.

V Vendor Part Number
Type V lines provide the capability of entering vendor part numbers for items you order. If you enter a non-stock item and number it according to your own numbering system, this line type enables you to further identify the part with the same number the vendor uses to identify it.

Message Code – Message codes represent standard messages you may want to appear on your purchase orders, requisitions, and receipts.

1. Message codes are entered in the ribbon information of purchase orders, requisitions, and purchase order receipts.
2. At least one message code is required.
3. The default message code for purchase orders and requisitions is predefined in the Purchase Order Maintenance-Parameter Maintenance–Default Values.
4. Message codes are printed and displayed for purchase orders, requisitions, and receipts.
5. Up to 99 message lines can be entered for each message code.
6. Semi-regular messages, such as seasonal greetings can be created and accessed when necessary.
7. The message type will determine where the message code will be printed or displayed. Valid options are R for requisitions, P for purchase orders, B for both requisitions and purchase orders, and N for neither.

The message code can be alpha or numeric and can be one or up to three characters in length. (Examples - Code S or STD for Standard Message Code or code 100 or 10 for a Seasonal Message Code).

When determining what message codes you need for your Purchase Order System you need to review each of the items above to make sure you have covered all of your requirements. Of course, you can add additional message codes at any time.

What you will need before we can begin the training on message codes:

1. One or up to three character code for each message code.
2. Message code description.
3. Message type R, P, B, or N.
4. Message comment lines.

Standard Memo Message Code – Memo message codes apply to detail lines for purchase orders.

1. Standard memo message codes can only be entered for line code M (Memo) detail lines in purchase order entry.
2. Up to 40 characters can be entered in the description field.
3. Standard memo message lines are printed on purchase orders as M (Memo) lines.

The standard memo message code can be alpha or numeric and can be one or up to three characters in length. Therefore, examples are the code U or UPS for Please ship via UPS and the code 10 or 100 for Please confirm.

Purchase Order Parameters – In order for the Purchase Order Module to function properly, parameters such as Default Values for requisitions and purchase orders must be defined. Also, sequence numbers must be setup before processing can begin.

Default Values

1. Use this option to create default values for entering item detail line information.
2. Default message codes and lines codes can be established for requisitions and purchase orders.
3. Default codes can be overridden.
4. At least one default message code must be established.
5. The default line code identifies the type of sale most commonly entered. If a default line code is not established, you must manually enter a valid line code for each new requisition and purchase order detail line.

Sequence Numbers

1. Use this option to set the first number for the automatic sequencing feature of the module.
2. The Next Requisition Number, Next Purchase Order Number, Next Receiver Number, and Detail Line Number Increment are required before processing can begin in the Purchase Order Module.
3. The maximum length of a requisition, purchase order, and receiver number is seven.

C. BASIC FILE MAINTENANCE TRAINING

Scope

In this section we will train the user on how to add and maintain the codes for the Purchase Order Module to function properly.

Training Schedule

1. Line Codes (15 minutes).
2. Message Codes (15 minutes)
3. Standard Memo Message Codes (15 minutes)
4. Parameters – Default Values (10 minutes)
5. Parameters – Sequence Numbers (5 minutes)

Who Should Attend?

1. All individuals that will be responsible for adding and maintaining codes for the Purchase Order Module.

Prerequisites

1. Individuals to be trained must have taken the System Navigation training.
2. Information to be entered into each of the above has been determined and is available.

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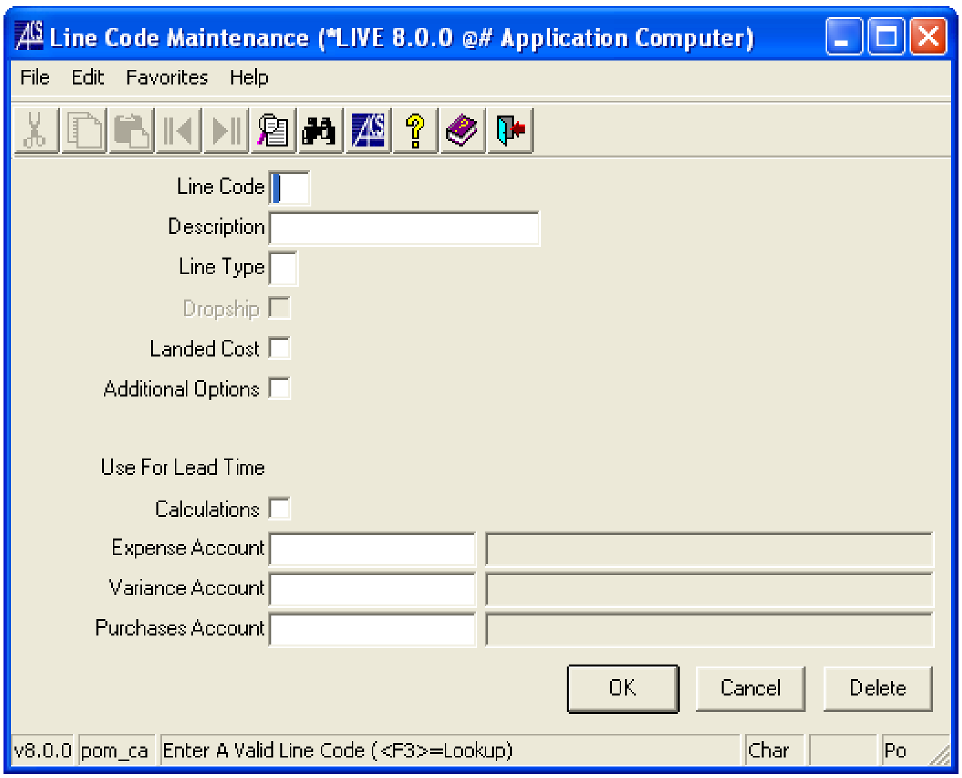
Distribution →Purchase Orders →Maintenance →Line Code Maintenance

Line codes control how the General Ledger and Inventory Control modules are affected by the Purchase Order Receipt Register update and must be defined before you enter. The information to be entered and maintained during this training session is the line code, the line code description, line type. If the line type is N Non-Stock or O Other, general ledger accounts for the expense, variance, and purchases accounts are required. The additional information on this screen relates to landed cost, additional options, and lead time calculations. This information will be covered during the advanced file maintenance training session.



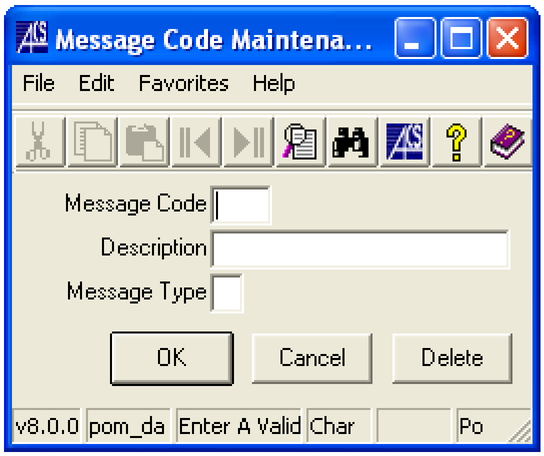
Line Code: Enter a one or two character alphanumeric line code and click the "OK" button or hit the "Enter" key to either enter a new line code or view an existing line code. All codes are case sensitive so always use upper case. Click on the magnifying glass or enter "F3" to view a list of existing line codes. Click on the Cancel Button or enter "F4" to exit the application.

Description: Enter up to a 20 character description.

Line Type: Enter the a valid line type of S for Standard, D for Drop Ship, N for Non-Stock, M for Memo, O for Other, and V for Vendor Part Number. If the line type is N or O, the general ledger accounts for the expense account, variance account, and purchases account are required for the Purchase Order Module to function properly.

Distribution →Purchase Orders →Maintenance →Message Code Maintenance

Use this task to create, modify, or delete any message codes required for your requisitions, purchase orders, and receipts. You can use messages for tracking purchasing or calling attention to special situations, etc. Messages print on purchase orders and requisitions. The information to be entered and maintained during this training session is the message code, the message code description, message type, and the message lines.



Message Code: Enter a one or up to three characters alphanumeric message code and click the "OK" button or hit the "Enter" key to either enter a new message code or view an existing message code. All codes are case sensitive so always use upper case. Click on the magnifying glass or enter "F3" to view a list of existing message codes. Click on the Cancel Button or enter "F4" to exit the application.

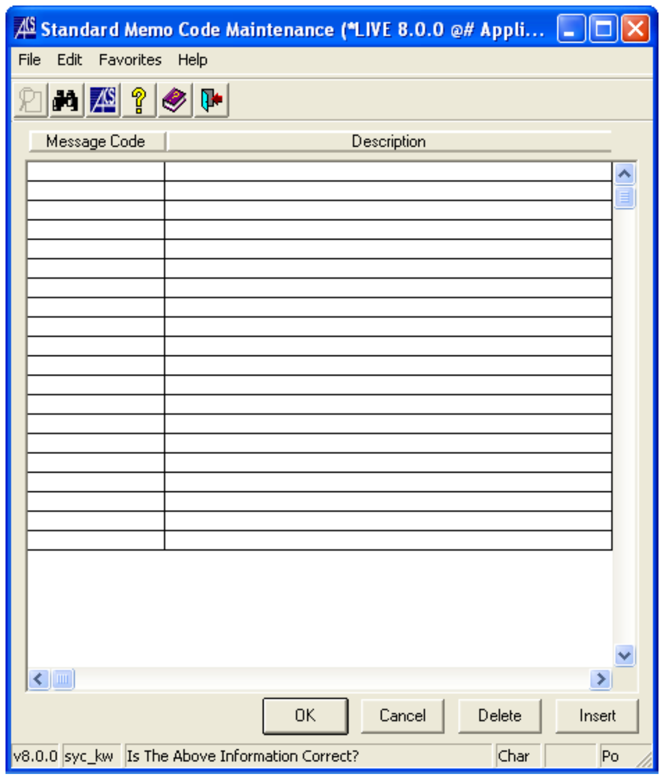
Description: Enter up to a 20 character description.

Message Type: Enter R for Requisitions, P for Purchase Orders, B for Both, or N for Neither.

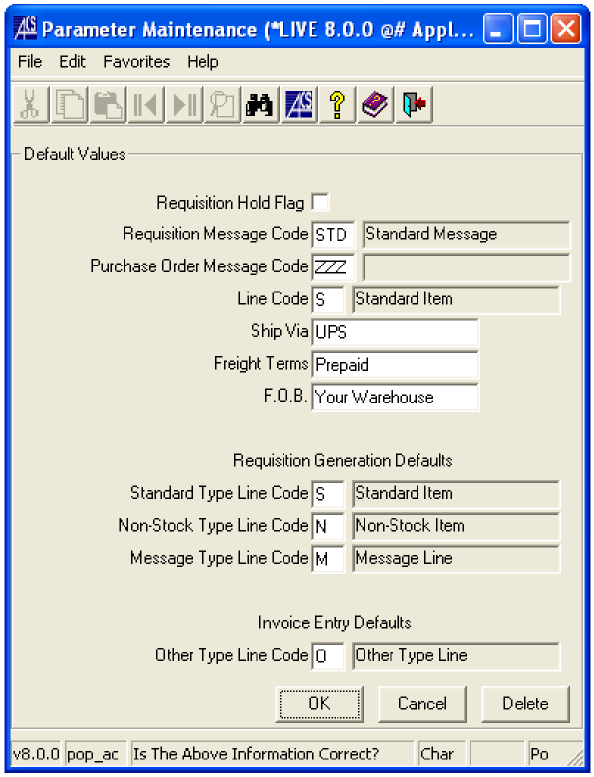
OK – Accepts data and displays the comment maintenance screen for the message lines. If this is a new code, use this window to enter the text of your message. If this is an existing code, the window displays previously entered text. Up to 99 message lines can be entered.

Distribution ➔Purchase Orders ➔Maintenance ➔Standard Memo Message Code Maintenance

The information to be entered and maintained during this training session is the standard memo message code and the description.



Distribution →Purchase Orders →Maintenance →Parameter Maintenance→Default Values



Default Values - The following default values need to be entered before processing begins. The remaining default values will be discussed in the Advanced File Maintenance Training.

Requisition Message Code: Enter the default message code to print on requisitions or select a message code from the lookup.

Purchase Order Message Code: Enter the default message code to print on purchase orders or select message code from the lookup.

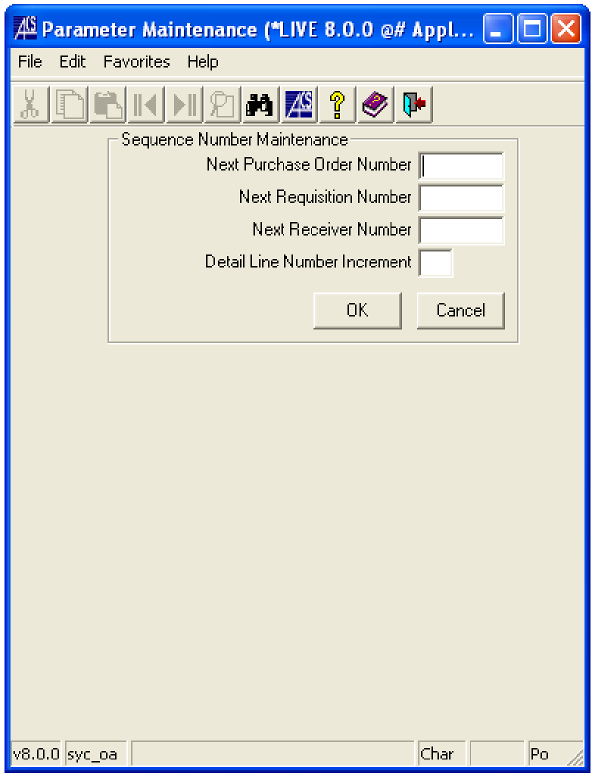
Line Code: Enter a line code to be used as a default when entering purchase orders and requisitions. Line code S for stock items is recommended as the default line code.

Ship Via: Enter the default shipping method or carrier for requisitions/purchase orders.

Freight Terms: Enter the default freight terms for requisitions/purchase orders.

F.O.B.: Enter the default free on board information for requisitions/purchase orders.

Distribution →Purchase Orders →Maintenance →Parameter Maintenance→Sequence Numbers



Sequence Numbers – Determine what sequencing you will use for your purchase orders, receipts, and receivers.

Next Purchase Order Number: Enter the next number to begin sequencing purchase orders. Enter up to a 7 digit sequence number.

Next Requisition Number: Enter the next number to begin sequencing requisitions. Enter up to a 7 digit sequence number.

Next Receiver Number: Enter the next number to begin sequencing receiver numbers. Enter up to a 7 digit sequence number.

Detail Line Number Increment: Enter the incremental number to use for line sequencing. An increment of 10 is recommended

D. CORE PROCESS TRAINING

Scope

The emphasis of this session will be to cover those functions needed for the daily flow of information for purchase orders. This will include creating a purchase order and printing the purchase order. The purchase order receipt and update process will be reviewed. We will also cover how to link purchase orders to existing sales orders and jobs for stock and non-stock items. How linked purchase orders affect job invoicing and job closing processes will be discussed. The Service Repair Job Inquiry features related to purchase orders will be reviewed. Reports in Service Repair and Purchase Order Processing, along with SpeedSearch inquiries will be part of the training process.

This session will cover several areas and therefore you may want to schedule your users based on the times below.

Training Schedule

1. Purchase Order Entry and maintenance (20 minutes).
2. Review how to Drop Ship a purchase order to an order or a job. (5 minutes)
3. Discuss two ways to link a purchase order or requisition to a job.
   - ✓ Link purchase order to a job using Purchase Order Entry (10 minutes)
   - ✓ Create requisition or purchase order from Job Estimates and discuss how they are released. (10 minutes)
4. Discuss two ways to link a purchase order or requisition to an order.
   - ✓ Link purchase order to an order using Purchase Order Entry. (10 minutes)
   - ✓ Create requisition or purchase order from Order Processing and discuss how they are released automatically. (10 minutes)
5. Purchase Order Printing (5 minutes) On Demand/Batch
6. Purchase Order Receipt Entry. Purchase Order Receipt Register/Update (15 minutes)
7. Review how open purchase orders affect job invoicing and job closing. (5 minutes)
8. Review Purchase Order Reports to assist with daily activities. (10 minutes)
   - ✓ Open PO Report
   - ✓ PO By Item Report
   - ✓ PO Expediting report
   - ✓ PO Status Report
   - ✓ PO Cash Requirements Report
9. Review Service Repair reports/inquiries related to purchase orders linked to jobs. (10 minutes)
   - ✓ Job Inquiry/Open Purchase Orders.
   - ✓ Job Cost Detail Report
   - ✓ Open PO By Job Report

- ✓ Last PO Receipt Inquiry/Report

10. Review SpeedSearch and Inventory Item Maintenance options for purchase orders (10 minutes)

Who should attend?

1. All individuals that will be responsible for entering, maintaining, and printing purchase orders.
2. The person or persons that you have assigned the responsibility of purchase order receipts and updates.

Prerequisites

1. Trainees should have Navigation training
2. Trainees should have some basic understanding of the purchase order system.
3. Ordered/received quantities have been determined. All outstanding purchase orders have been entered.
4. Provide several purchase orders that you have in your current system. We will use this information during the purchase order entry process.
5. Sufficient information has been setup in the purchase order system to allow training. This would include the following.
   - ✓ Purchase order line codes.
   - ✓ Vendors
   - ✓ Inventory
   - ✓ Message codes (at least one must be set up)
   - ✓ Purchase Order Parameters – System Parameters have been set up by ACS
   - ✓ Purchase Order Parameters – Default Values
   - ✓ Purchase Order Parameters – Sequence Numbers
   - ✓ Service Repair-Jobs have been entered that are to be linked to PO.
   - ✓ Order Processing-Orders have been entered that are to be linked to PO.
   - ✓ General Ledger accounts in PO line codes are valid.
   - ✓ Purchases account has been discussed and determined if it is to be used.

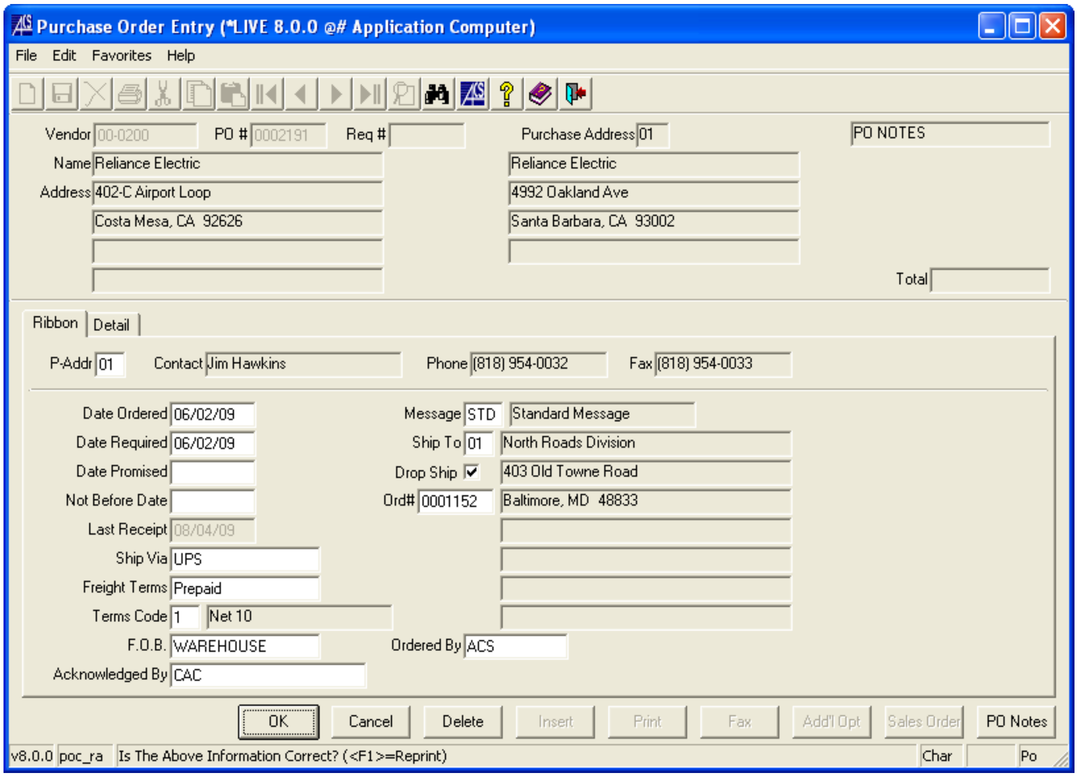
Distribution ➔Purchase Orders ➔Purchase Order Entry

Purchase orders for stock and non-stock items can be generated through your ACS/Master system four different ways.

1. Job Estimates
2. Sales Order Entry
3. Purchase Order Entry
4. Updating Purchase Requisition Register
5. Converting RFQ to a purchase order

Purchase Order Entry allows for the entry, change, inquiry, and deletion of a purchase order. The screen has three sections that describe the heading information, ribbon information, and the detail line information. The purchase order header screen contains the vendor information such as the name, address and purchase address if applicable. The ribbon tab designates contact information, order date, required date, promised date, shipping information, freight terms, and vendor terms. The detail tab contains the stock and non-stock items to be ordered. Memo lines, other charges, and vendor part numbers can be entered on detail lines. The warehouse, qty ordered, qty received, unit cost, extended cost, and required date are displayed on the detail lines.

Purchase Order Entry is where the basic purchase order information is entered and maintained. During this training we will be covering the information that can be entered on this form and what impact this information has on the system.



HEADER

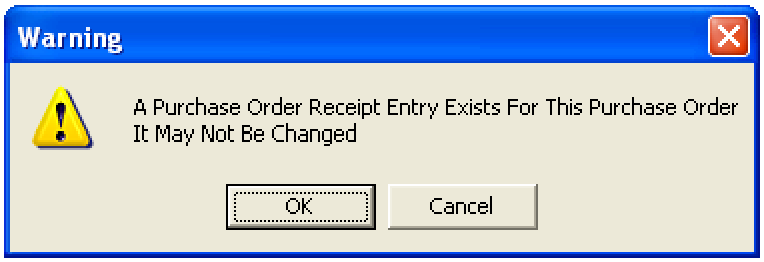
You can begin purchase order entry from either the Vendor, PO #, or Req # fields. From the Vendor field, you can select a vendor and then choose from a list of purchase orders assigned to the vendor. Or you can create a new purchase order for that vendor. When you use the PO # field, selecting a purchase order automatically displays the vendor and possible requisition number associated with the order. You can use the Req# field to select an individual requisition and convert it to a purchase order. Use the function keys to toggle between the fields.

Vendor: Enter a valid vendor number or select a vendor from the lookup. Press **<F1>** to go directly to the PO # field or press **<F2>** to go directly to the Req # or right click on vendor field for available options.

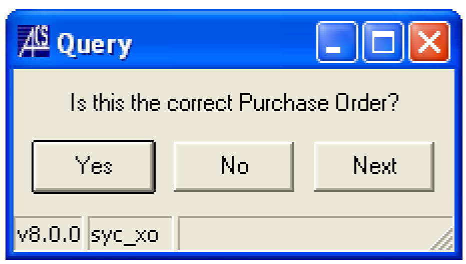
When you select a valid vendor, the name, address, vendor contact name, and telephone number are displayed. This information is populated from *Vendor Maintenance-Name and Address Maintenance*. If the *Display Vendor Comments* field in *Purchase Order Maintenance-Parameter Maintenance-System Parameters* is set to **"Y"**, any comments associated with the vendor are also displayed.

PO #: When a valid vendor number is entered, the user can enter a valid purchase order number, select an existing purchase order from the lookup, or press **<F1>** for the next sequential purchase order number. Press **<F2>** to return to the vendor number. You can assign your own purchase order numbers, but it is recommended you allow the system to assign the purchase order number based on the next sequence number. Purchase order numbers are numeric only.

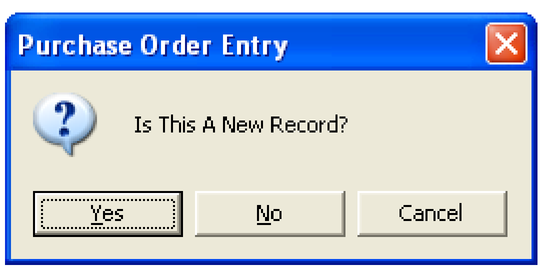
If you select a purchase order for which a receipt has already been entered, the system issues the prompt:



When you enter an existing purchase order, the purchasing detail information is displayed and the system issues the prompt:



If you enter a purchase order number that does not exist, the system issues the prompt:



Req #: This field is accessible by pressing **<F2>** from the vendor number field or the user can right click on the vendor number field and select the **Requisition #** option. Enter a *valid* requisition number or right click for available options. If a valid requisition number is entered, the system will return to the purchase order number field.

Purchase Address (Display Only) - The purchase address information will be displayed if a valid purchase address code has been entered in the P-Addr field on the ribbon tab.

PO Notes (Display Only) - If PO Notes have been created for the purchase order, "PO NOTES" will be displayed in the upper right hand corner of the header screen.

PO Notes are created in Purchase Order Entry. PO Notes are not printed, but they can be displayed in several SpeedSearch options:

Distribution → Open Purchase Orders
Distribution → PO Receipt History

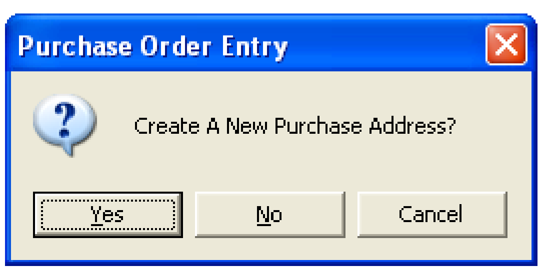
Total (Display Only) – When the Detail tab is clicked, the total of the purchase order detail lines is displayed on the header screen.

RIBBON TAB

P-Addr: Enter a valid Purchase Address Code or select an existing code from the lookup. Press **<F1>** or press enter if the purchase address is to be the same as the displayed vendor address.

If a valid Purchase Address Code is entered, the contact, phone, and fax number are displayed for the Purchase Address Code. If the Purchase Address Code is blank, the contact, phone, and fax number populate from the vendor information in Vendor Maintenance. If a valid Purchase Address code is entered, it will override the name and address from the Vendor file when printing the purchase order.

If you enter a new purchase address code, the system issues the prompt:



Enter "**Yes"** to create a new purchase address or enter **"No"** to return to the Purchase Address field. When you select **"Yes"**, the *Purchase Address Maintenance* window is accessed and the new purchase address code can be created.

The Purchase Address is used in the system as follows:

Add/Maintain Purchase Address
Vendor Maintenance-Purchase Address Maintenance – add and maintain purchase address
Vendor Maintenance-Replenishment Maintenance – enter a valid Purchase Address Code
Purchase Order Entry – create a new purchase address or enter an existing code
Purchase Requisition Entry – create a new purchase address or enter an existing code

Prints Purchase Address
Vendor Maintenance – Hard Copy
Purchase Order Print/Purchase Requisition Print
Replenishment Register
Open Purchase Requisition Report
Open Purchase Order Report
Purchase Order Receipt History Report

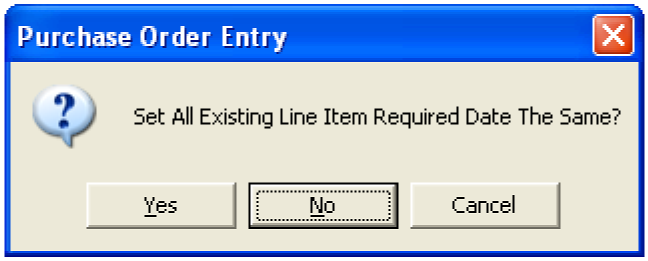
Fax Option-Purchase Order Entry
Purchase Order Entry – Uses Purchase Address Fax Number if entered.

Displays Purchase Address in SpeedSearch
Service Repair ➔Job Inquiry ➔Purchase Orders ➔Display PO Image
Accounting ➔Vendor Profile ➔Purchase Address Display
Lookups ➔Vendor Lookup ➔Purchase Address Display

Date Ordered: Enter the date of the purchase order or press enter to accept the default current date for new purchase orders or the initial order date for existing purchase orders. The date ordered prints on the purchase order and displays in Job Inquiry – Display PO Image. The Open Purchase Order Report and Purchase Order By Item Report can be printed by Date Ordered.

Date Required: Enter the date the purchase order is required or press enter to accept the default current date for new purchase orders or the initial required date for existing purchase orders. The date required for each detail line is printed on the purchase order and displays in Job Inquiry – Display PO Image. The Open Purchase Order Report and Purchase Order By Item Report can be printed by Date Required. The Purchase Order Expediting Report uses the date required in the header and the date required in the detail lines when printing the report.

When the purchase order is first created, the purchase order *detail* lines required date field will default to the date required field in the header. If the date required field in the header is changed after the purchase order is created, the following prompt will display.



Date Promised: *This field is optional.* Enter the promised delivery date. The Open Purchase Order Report and Purchase Order By Item Report can be printed by Date Promised.

Not Before Date: *This field is optional*. Enter a date before which delivery cannot be made. The Open Purchase Order Report and Purchase Order by Item Report can be printed by the Not Before Date.

Last Receipt: *Display only*. Shows the date of the last receipt for this purchase order. This date prints on the Last PO Received Inquiry/Report in Service Repair Reports.

Ship Via: Enter 1 to 15 characters for a shipping method/carrier or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values*. The Ship Via is printed on the purchase order.

Freight Terms: Enter 1 to 15 characters for freight terms or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option.

Terms Code: Enter a valid terms code, select a terms code from the lookup, or press enter to select the default established in the *Vendor Maintenance-Detail Information* task of the Accounts Payable Module. The Terms Code is printed on the purchase order.

F.O.B.: Enter 1 to 15 characters of optional F.O.B. information or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option. The F.O.B. prints on the purchase order.

Acknowledged By: Enter 1 to 20 characters for the vendor acknowledgment of the order. The Acknowledged By prints on the purchase order.

Message: Enter a valid standard message code, select a valid message code from the lookup, press **<F1>** for none, or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option.

The software provides for the printing of two different types of messages for your purchase orders: a standard message that prints on all your purchase orders (i. e., Seasons Greetings) and standard memo messages pertaining to line items (i.e., Requires Part #3342). This message field is for the standard message and the message lines are printed at the bottom of the purchase order.

Note: When setting up a message code, the user can choose if the message is to be printed on requisitions, purchase orders, both, or neither.

Ship To: Enter a valid Warehouse ID, select a warehouse from the lookup, or press enter to select the default Warehouse ID from the *Inventory Maintenance-Parameter Maintenance-System Parameters*.

The warehouse you select in this field becomes the default warehouse for line items. This Ship-To name and address will print on the purchase order.

Drop Ship: *This field is optional*. Click on this field to drop ship an order or a job.

Ord#: This field is only accessible if the Drop Ship field is selected. Enter a valid Order Number or Job Number. ***Note: Enter a "J" before the Job Number.*** The Ship-To address will populate from the order Ship-To or the job Mail-To information. The drop ship Ship-To name and address will print on the purchase order and overrides the default Ship-To name and address.

Drop Ship Information for sales orders and jobs can be displayed in several SpeedSearch options:

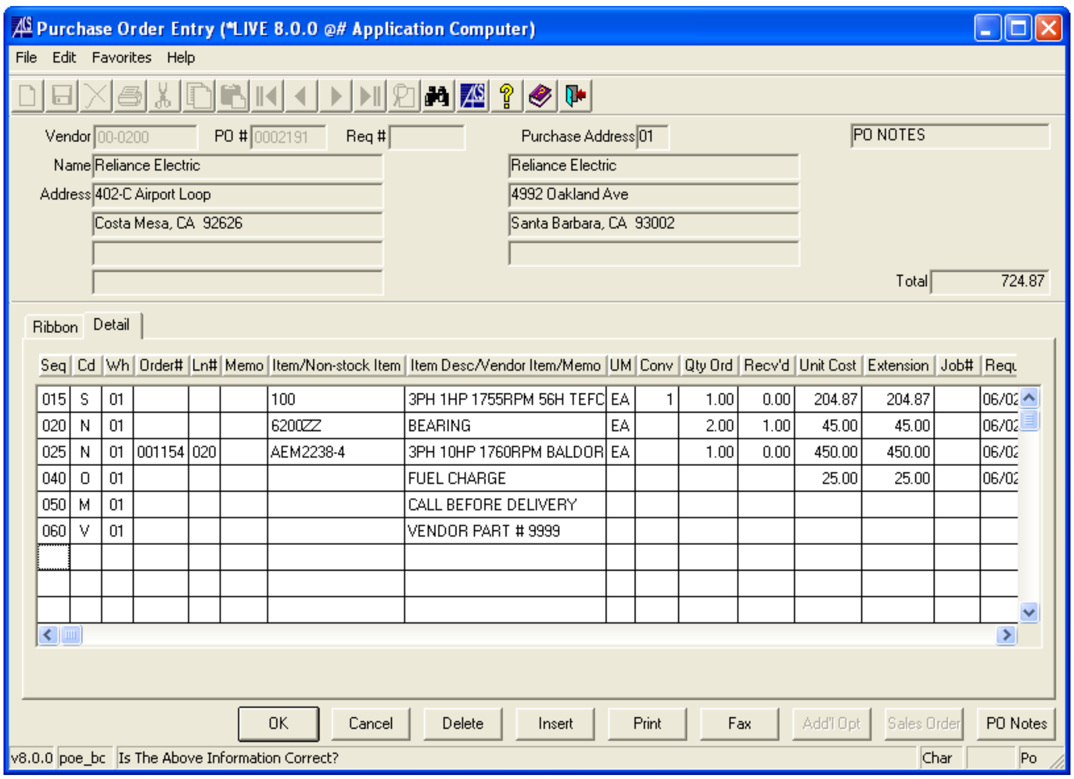
Distribution ➔ Open Purchase Orders
Distribution ➔ Open Purchase Requisitions
Distribution ➔ PO Receipt History

Ordered By: Enter the person who created the purchase order or accept the default ACS User ID. The field can be up to 10 characters long. It is printed on the purchase order and is displayed in the following SpeedSearch options:

Distribution ➔ Open Purchase Orders
Distribution ➔ Open Purchase Requisitions
Distribution ➔ PO Receipt History
Service Repair ➔Job Inquiry ➔Purchase Orders ➔Display PO Image

DETAIL TAB

You may not be required to enter information to all of the following fields. The fields requiring your input are determined by the selection you make in the *Cd* field, a code that tells the system what type of information is required for each detail line. Line codes are assigned line types in the *Purchase Order Maintenance-Line Code Maintenance* task. You can assign one of five different types to a line code. A line code assigned the *standard* line type requests input to most of the following fields. Line codes assigned the *non-stock, vendor part number*, *message*, or *other* types require less input.



Detail Line Information

Requested for each Line Type **"S"** Detail Line

Wh - Required. Defaults from Ship-To Warehouse in ribbon.
Order# - Optional
Ln# - Optional
Item/Non-stock Item - Required
UM - Defaults from Inventory Item Maintenance-Item Master Information
Qty Ord - Required
Unit Cost – Accept the default unit cost or change the unit cost.
Job# - Optional
Required - Defaults to Order Date on header

Requested for each Line Type **"N"** Detail Line

Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Order# - Optional
Ln# - Optional
Item/Non-stock Item - Required
Item Desc – Enter a non-stock description.
UM – Enter a unit of measure.
Qty Ord - Required
Unit Cost – Enter a unit cost.

Job# - Optional
Required - Defaults to Order Date on header

Requested for each Line Type **"O"** Detail Line

Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Item Desc – Enter a description.
Unit Cost – Enter the unit cost.
Required - Defaults to Order Date on header

Requested for each Line Type **"V"** Detail Line

Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Item Desc – Enter a description.

Requested for each Line Type **"M"** Detail Line

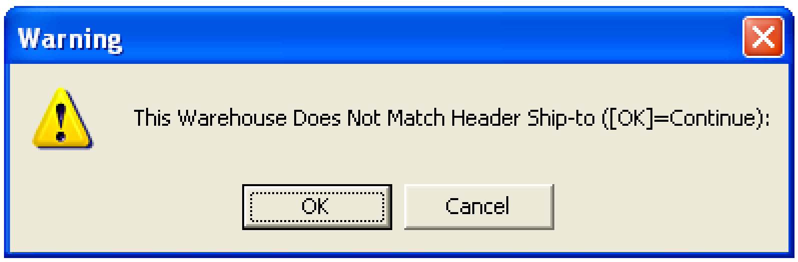
Wh – Required. Defaults from Ship-To Warehouse in ribbon
Memo – Select a memo code from a lookup or press enter to continue.
Item Desc – If a valid memo code was entered, the memo description will be displayed or enter the memo description.

Seq: Enter a 3-digit sequence number for the item detail line or press enter to select the next sequential number. The number of an existing line can be entered to access that line directly or press **<F4>** to exit from the detail entry process. The sequence number prints on the purchase order.

Cd: This field is skipped during input. Back up to this field with the <**F2>** key in order to change the default line code set up in the *Purchase Order Maintenance-Parameter Maintenance-Default Values task.* Enter a valid purchase order line code, select from a valid line code from the lookup, or press enter to accept the default.

A description of the line code is displayed at the bottom of the screen, and **Y/N** flags show whether the item is drop-shipped or if lead time is recalculated for receipts. Depending on the type assigned to the selected line code, the remaining fields accessible in the detail line differ.

Wh: Items can be ordered for any location or warehouse; orders for multiple locations can appear on a single purchase order. Enter a valid warehouse code, press enter to use the warehouse code that was entered in the Ship-To field in the ribbon, or select a valid warehouse code from the lookup. The warehouse name will appear at the bottom of the screen. If the detail line warehouse code is not the same as the ribbon Ship-To warehouse code, a following warning message will be displayed.

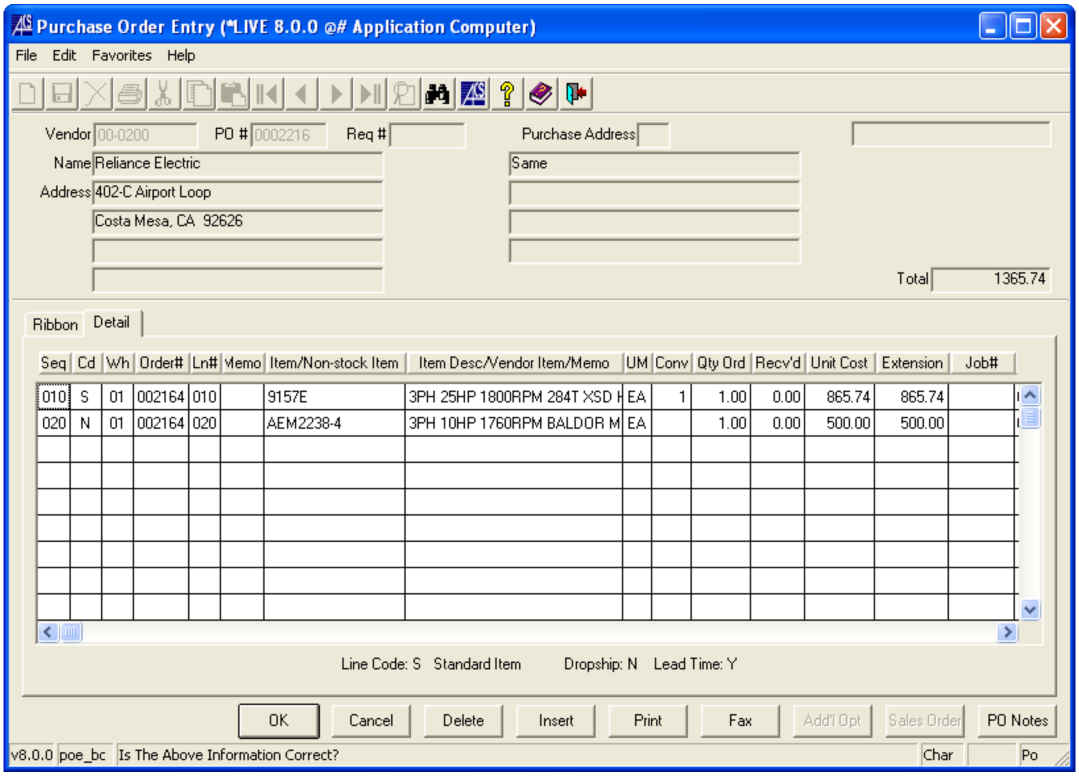


Note: If multiple warehouses are entered on a purchase order, the purchase order will sort the items by warehouse but it will print the Ship-To information from the warehouse that is on the purchase order header. The warehouse code does not print on the purchase order detail lines.

Order#: This field is used to link a purchase order detail line to an existing sales order. A purchase order detail line can be linked to a stock or non-stock item. The order number field is only accessible when *adding* a purchase order detail line. The order number and detail line number will be printed on the purchase order. If *you need to change the order link, you will have to delete the detail line and reenter the order link.*

Two ways to link a stock or non-stock item to a sales order

1. Purchase Order Entry. Enter the Order Number/Sequence Number on the purchase order detail line.



2. Order Entry. If an item is backordered, enter the Vendor Number, Drop Ship (Y/N), and enter P-Purchase Order or R-Requisition. A purchase order or requisition will be created displaying the Type (P or R), DS (Y/N), Vendor, PO/Req#. The user has the option of going directly to Purchase Order Entry from Order Entry after the purchase order has been created.

Ln#: This field is only accessible if an existing order number has been entered in the Order# field. Enter a valid 3-digit order detail line number. *The line TYPE on the purchase order detail line must be the same as the line TYPE on the order detail line. For example, you cannot link a "S" line type on a purchase order to an "N" line type on an order.*

Memo: Enter a valid Standard Memo Message Code, select a valid code from the lookup, or press enter for none. The standard memo message code description is displayed and can be changed by the user. This field is only accessible if the line code is "M". The standard message memo field only applies to purchase order detail lines. Examples of Standard Memo Message Codes are "Do Not Backorder" and "Color Black". Standard Memo Message lines print on the purchase order.

Item/Non-stock Item:

Stock Item – Line Type "S". Enter a valid item number or select an item from the Inventory Lookup. The stock item number prints on the purchase order.

Non-stock Item – Line Type "N". Enter a non-stock item number or select an item from the Non-stock Lookup. The non-stock item prints on the purchase order. **Note: This is a required field.**

Item Desc/Vendor Item/Memo:

Stock Item – Line Type "S". The field is for display only. The item description from the *Inventory Item Maintenance-Description Maintenance* will be displayed. The stock item description prints on the purchase order.

Non-Stock Item or Other Charge – Line Type "N" and "O". Enter 1 to 40 characters to describe the non-stock item or other charge such as freight or handling cost. If this is a valid non-stock item, the description will be displayed, but the user can edit the field. The non-stock item description or other charge will print on the purchase order.

Vendor Item Number – Line Type "V". Use this field to enter the vendor item number or accept the default vendor item number. The vendor item number prints on the purchase order *if the flag is set to "Y" in the Purchase Order Maintenance-Parameter Maintenance-System Parameters.*

Note: If a V line type immediately follows an S line type containing an item with a vendor item number, that number is automatically displayed, but the user can change this field.

Memo – Line Type "M". There are three ways to enter a memo line on a purchase order. All memo message lines print on the purchase order.

1. Enter 1 to 40 characters as a message.
2. Press **<F1>** for the Text Editor. When the information is saved in the Text Editor, memo lines will automatically be created.
3. Enter a valid Standard Memo Message Code. The message code Description will be displayed in the field and the user can edit the field.

UM: This field is for stock and non-stock items. The unit of measure prints on the purchase order.

Stock Item – Line Type "S". Press enter to accept the default from *Inventory Item Maintenance / Purchase UM* field or the user can edit the field.

Non-stock Item – Line Type "N". Enter the standard unit of measure for shipping the item.

Conv: The conversion factor field is *display only* for stock items. The field defaults from the *Inventory Item Maintenance-Item Master Information*.

Qty Ord: Enter the order quantity for the stock or non-stock item. This is a *required* field. The Qty Ord prints on the purchase order.

Note: Use the same unit of measure that the vendor uses to ship the item. For Example, if two cases of 24 items each are being ordered, enter 2. The extension is automatically recalculated.

Recv'd: This field is for *display only*. It shows the quantity received of the stock or non-stock item. In Purchase Order Entry, this field is always zero.

Unit Cost: This field is for entering unit cost for stock, non-stock items, and other charges. Unit costs can be represented with 2, 3, or 4 decimal places depending on the masks that are set up in the *Inventory Maintenance-Parameter Maintenance-System Parameters*. The unit cost field can be edited by the user. The unit cost prints on the purchase order.

Stock Item – Line Type "S".

1. If the stock item has a vendor assigned in *Inventory ItemMaintenance-Vendor Maintenance*, the unit cost will be populated from the Last PO Cost for this vendor.
2. If a vendor has not been assigned to the item, the unit cost is populated
   from the *Inventory Item Maintenance-Warehouse Information* based on the costing method that is set up in the *Inventory Maintenance-Parameter Maintenance-System Parameters*.
3. If the stock item has been linked to an existing stock order detail line, the unit cost will be populated from the order detail line unit cost.

Non-Stock Item – Line Type "N"

1. A non-stock item can be selected from the lookup. Answer **"No"** to select a non-stock item from the non-stock inventory. Answer **"Yes"** to select a non-stock item from the catalog lookup.
2. If the non-stock item has been linked to an existing non-stock order

detail line, the unit cost will be populated from the order detail line unit cost.

3. Enter the unit cost for the non-stock item.

Other – Line Type "O"

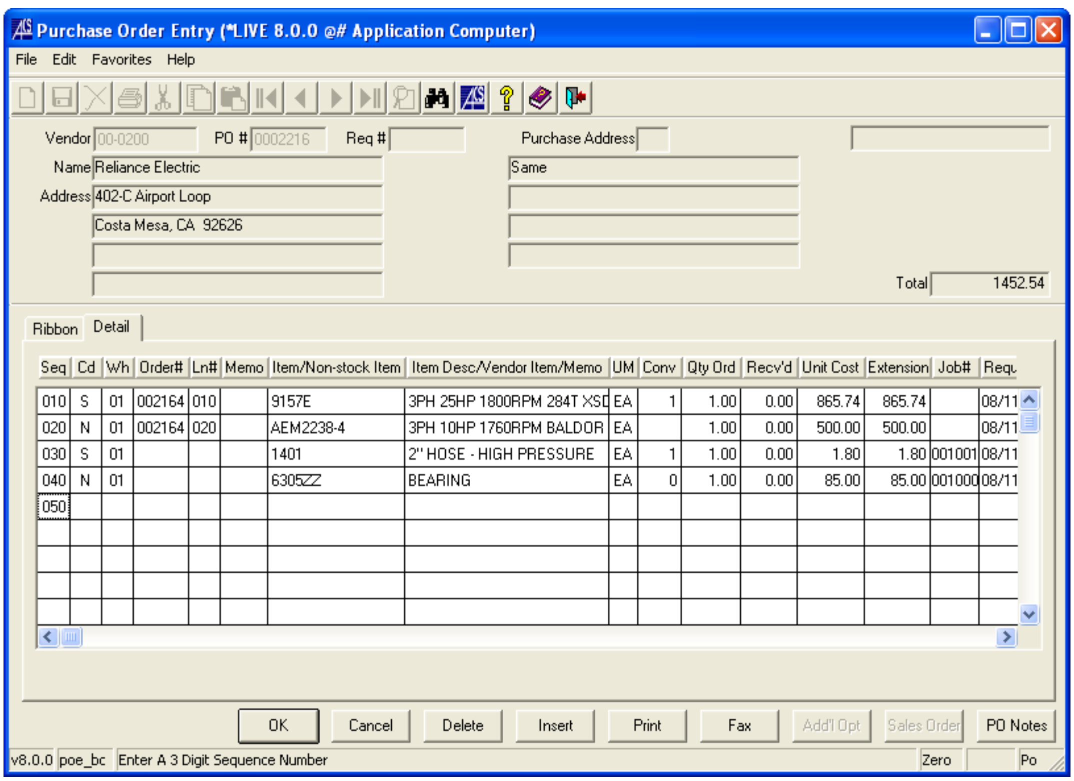
1. Enter the unit cost for other charges.

Extension: This field is for *display only*. Displays the extended cost of *Qty Ord * Unit Cost.* The extension prints on the purchase order.

Job#: This field is used to link an existing job to the purchase order detail line for stock and non-stock items. If the job entered has been shipped, a message will be displayed with the ship date. The job number prints under the item description on the purchase order.

Two ways to link a stock or non-stock item to a job

1. Purchase Order Entry. Enter a valid Job Number on the purchase order detail line.



2. Job Entry – Estimate Entry. If the Code M=Material (stock or non-stock) is entered, the user can enter a Vendor Number, Drop Ship (Y/N), and enter P-

Purchase Order or R-Requisition. A purchase order or requisition will be created when the user selects the Dtl Opt's button and releases the purchase order or requisition.

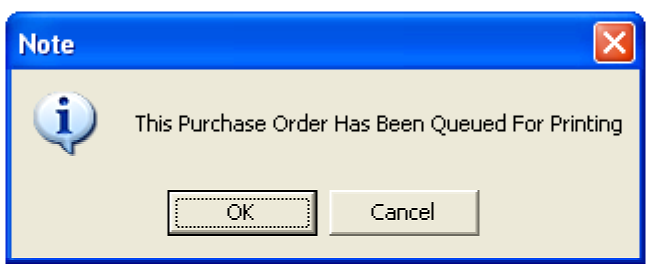
Required: Each line item on the purchase order carries its own required date. This feature allows multiple shipments of the same item, with multiple required dates, to be ordered on a single purchase order. This date field defaults to the Date Required in the purchase order header. The required date can be changed. The field is only accessible for Line Type "S", "N", and "O". The date required prints on the purchase order.

Note: The required date is used for calculations in the Cash Requirements Report, the Purchase Order Expediting Report, and to update the Last Purchase Date in the Inventory Masterfile.

BUTTON OPTIONS

Print - The Print button is only accessible from the *Detail* Tab. Purchase orders can be printed individually (on demand printing) from the Purchase Order Entry task or printed in batches from the Print Purchase Orders (batch printing) on the Purchase Order Processing Menu. Purchase orders can be printed or reprinted at any time unless a purchase order receipt exists, and batch purchase order printing can be restarted in the event of a paper jam. The purchase orders are designed to print on 8 ½ x 11 paper. *See Appendix A for an example of a purchase order.*

If the user selects **<F1> Reprint**, the following message will be displayed. When selecting **Reprint**, the purchase order will be selected to print in the batch printing in Print Purchase Orders on the Purchase Order Processing Menu.



The purchase order will remain in the batch printing until the user updates the purchase order print file.

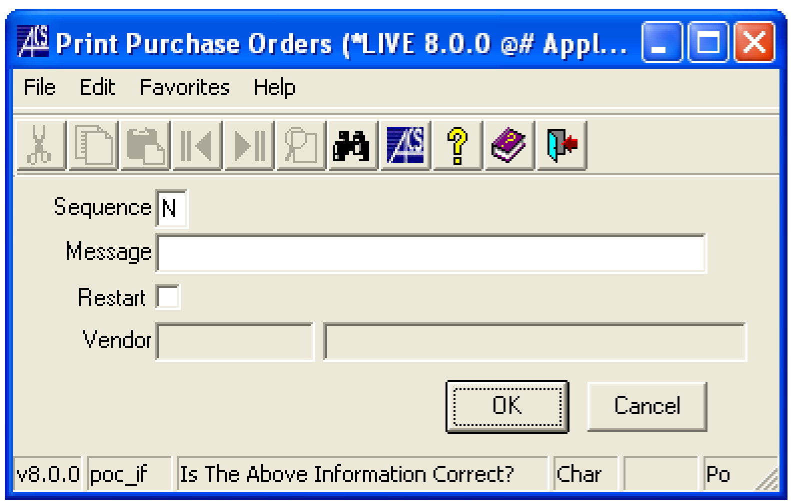
Fax - If the Fax button is not accessible, the fax option has not been enabled. When the fax option is enabled, the fax number will be default to the fax number in *Vendor Maintenance-Name and Address Information*. If a valid purchase address code is entered, the fax number from the purchase address will override the fax number in the Vendor Maintenance.

Add'l Opt - The Add'l Opt button is only accessible on the purchase order detail lines. The Additional Options are only available for line type "S" for stock and "N" for non-stock items. Date Promised, Not Before Date, and Message Code can be entered here for each purchase order detail line. These additional fields will print on the purchase order under the Item and Description. *Note: The Work Order field is not accessible unless using Shop Floor Control.*

Sales Order - This button is not applicable for Purchase Order Entry.

PO Notes - The PO Notes button is accessible on the Ribbon and Detail tabs. PO Notes are not printed on any report or the purchase order, but they are displayed in several SpeedSearch options.

Distribution →Purchase Orders →Print Purchase Orders (Batch Printing)



This task prints purchase orders entered since the last print update and not printed individually (on demand) from Purchase Order Entry. If the user selects **<F1> Reprint** from Purchase Order Entry, the purchase order will print in the next batch printing.

Purchase orders can be printed in sequence by purchase order number, vendor number, vendor alternate sort, or warehouse. The purchase orders are designed to print on 8-1/2 x 11 inch paper.

Typically, you will only enter text in the *Sequence* and *Message* fields. The *Restart* and *Vendor* fields are used when you have a paper jam or printer malfunction while printing the purchase orders.

Sequence: Enter "**P**" to print by purchase order number, "**N**" to print by vendor number, "**A**" to print by vendor alternate sort, or "**W**" to print by warehouse.

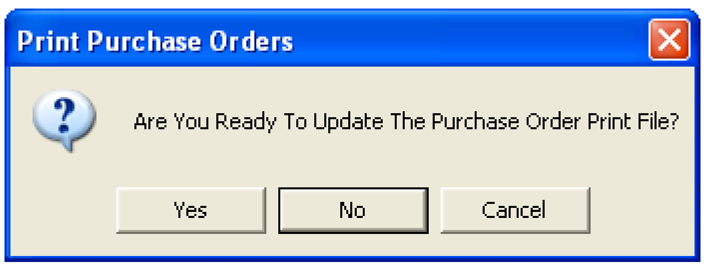
Message: Enter 1 to 38 characters to print an optional message at the bottom of each purchase order.

Restart: Enter "**Y**" to restart printing with a specific vendor after a printer jam or malfunction. Enter "**N**" to being printing with the first vendor on file.

Note: Enter Y in this field only in the case of a printer jam or malfunction, power outage, or other such situation that causes the purchase orders to not run completely.

Vendor: This field is accessible if you entered "**Y**" in the Restart field. Enter the number of the first vendor for whom to restart printing or select a valid vendor from the lookup.

As the purchase orders print, vendor and purchase order numbers display on the screen to show the progress of the printing. When the printing is complete, the system issues the prompt:



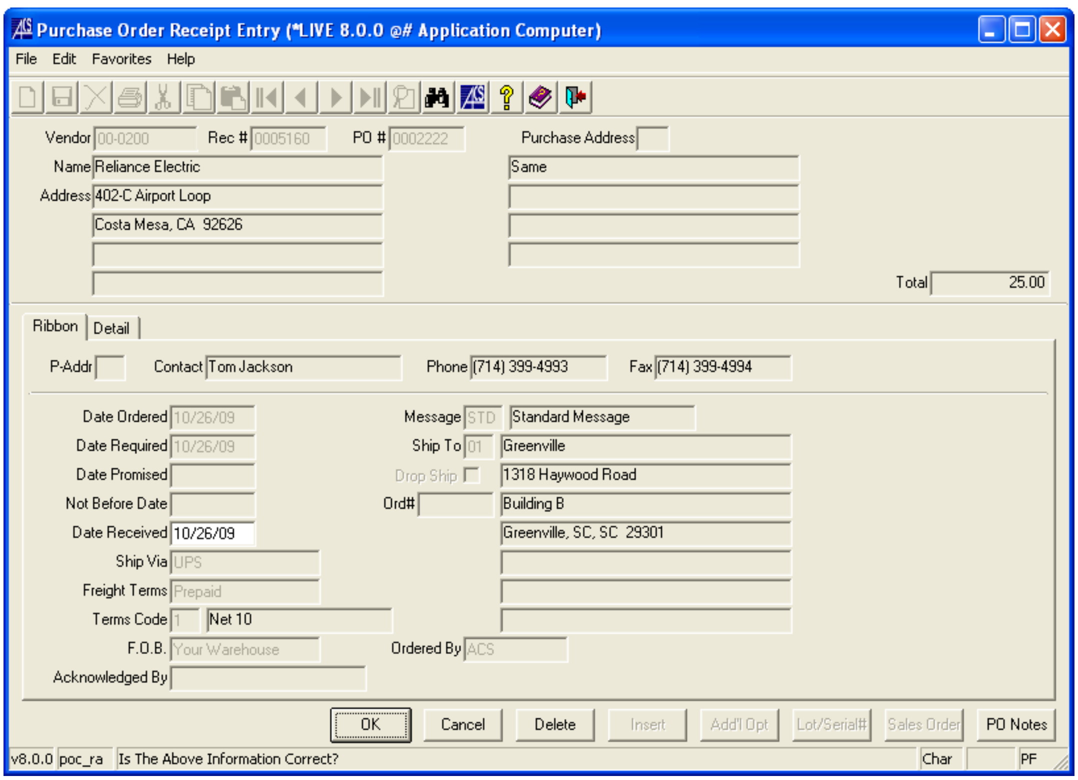
Enter "**Yes**" to update the print file. Enter "**No**" if the purchase orders did not print correctly.

Updated purchase orders will not print the next time the user selects the Print Purchase Orders task. If it is necessary to reprint a purchase order, use **<F1> Reprint** in Purchase Order Entry. This will put the purchase order back in the batch printing process.

Distribution ➔Purchase Orders ➔Purchase Order Receipt Entry

Purchase Order Receipt Entry allows for the full or partial receipt of a purchase order. The screen has three sections that describe the heading information, ribbon information, and the detail line information. The purchase order receipt *header* screen contains the vendor information such as the name, address and purchase address if applicable. The *ribbon* tab designates contact information, order date, required date, promised date, shipping information, freight terms, and vendor terms. The *detail* tab contains the stock and non-stock items to be ordered. The warehouse, qty ordered, qty received, unit cost, extended cost, and required date are displayed on the detail lines. If detail lines are linked to existing jobs or sales orders, the link will be displayed on the detail line.

Purchase order receipts are made against orders previously entered in Purchase Order Entry. Even though new detail lines can be added to a purchase order during receipt entry, Purchase Order Receipt Entry should not used to maintain an existing purchase order. If possible, it is recommended *additions, changes, or deletions* to the purchase order detail lines be made in Purchase Order Entry, then receive the items using Purchase Order Receipt Entry. Only certain fields are accessible during the receipt entry process. During this training we will be covering the information that can be entered on this form and what impact this information has on the system.



HEADER

You can begin purchase order receipt entry from either the *Vendor*, *Rec #*, or *PO #* fields. From the *Vendor* field, you can select a valid vendor and then choose a valid Rec # from the lookup or assign the next available receiver number. When you go directly to the *Rec #* field, you can enter an existing receiver for the purchase order or select an existing receiver number from the lookup. The *PO #* field allows a lookup of previously entered receipts. Use the function keys to toggle between the fields.

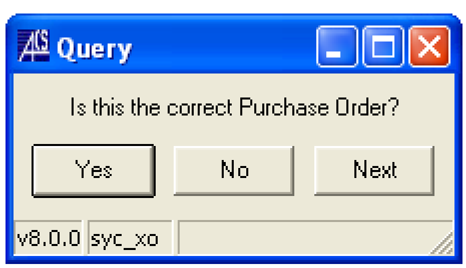
Vendor: Enter a valid vendor number or select a valid vendor from the lookup. Press **<F1>** to go directly to the Rec # or **<F2>** to go directly to the PO # or right click on field for available options.

When you select a valid vendor, the name, address, vendor contact name, and telephone number are displayed. If the *Display Vendor Comments* field in *Purchase Order Maintenance-Parameter Maintenance-System Parameters* is set to "Y", any comments associated with the vendor are also displayed. This information is populated from *Vendor Maintenance–Name and Address Maintenance*.

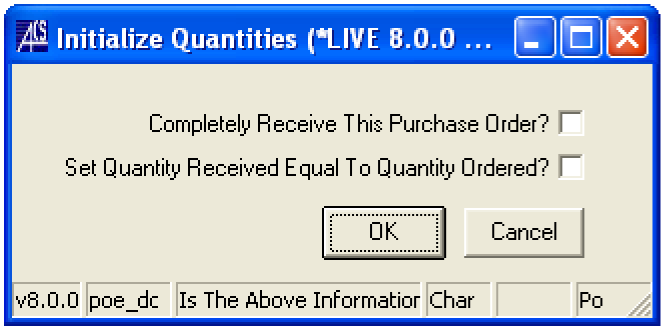
Rec #: Enter a valid purchase order receiver number or select an existing purchase order receiver number from the lookup. Press **<F1>** for PO # or **<F2>** to return to the Vendor or right click for available options.

PO #: Enter a valid purchase order number or select an existing purchase order receiver number from the lookup. Press **<F1>** for Vendor or **<F2>** to return to the receiver number or right click for available options.

When you enter an existing receiver number or purchase order, the purchase order header and ribbon information is displayed and the system issues the prompt:



The first time a purchase order is selected for purchase order receipt entry, two fields for establishing defaults appear before the purchase order detail lines are displayed. The next prompt must be answered carefully.



Completely Receive This Purchase Order?: If this is a partial receipt, do not completely receive the purchase order. Check this box to accept all items on the purchase order as complete. Do not check this box if the purchase order is not complete.

When you check this box, the purchase order is closed during the **Purchase Order Receipt Register** update. This is generally done if all items are received, or if the items not received are canceled (no backorders created). When you do not check this box, the purchase order is not closed during the update.

Set Quantity Received Equal To Quantity Ordered?: Check this box to set the quantity received the same as the quantity ordered. Do not check this box to set the quantity received to zero. In both instances, you can override the default, so select the default that requires the least amount of data entry. Backorders are created by the **Purchase Order Receipt Register** update for any items not received complete.
If you choose to set **Quantity Received = Quantity Ordered**, you will need to change each line item to reflect the actual quantity received if the purchase order is *not* being received in full.

If you enter a receiver number that does not exist, the system issues the prompt:

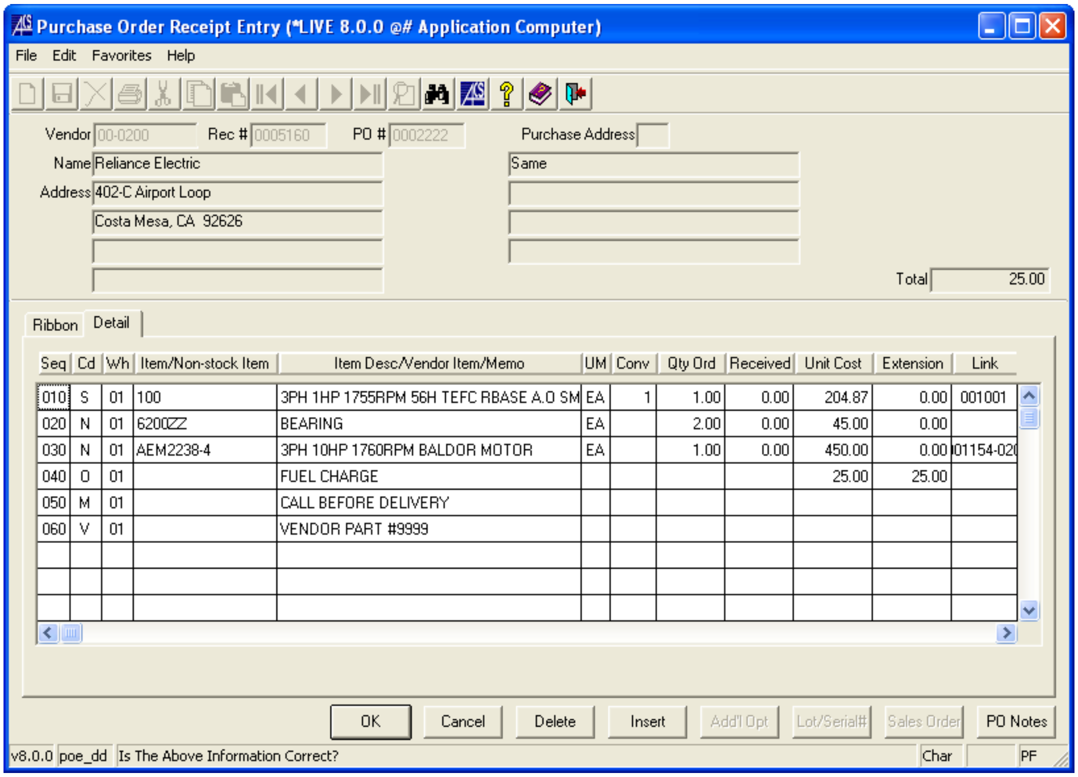
RIBBON

Date Received: This is the only field accessible in the ribbon information**.** The Date Received must be *greater than or equal to* the Date Ordered field.

Application Computer Systems, Inc.
Purchase Orders

PO Notes – Purchase order notes can be displayed during the receipt entry process.

DETAIL



Detail lines can be added with the same options found in Purchase Order Entry. When editing detail lines in purchase order receipt entry, only certain fields are accessible.

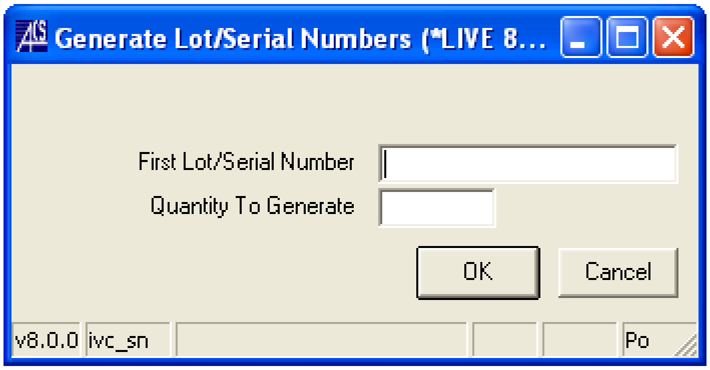
Received: Enter the qty received for this item. (Line Type S or N)

Unit Cost: Enter the unit cost for this item. (Line Type S, N, O)

Link: Enter the job number to link this item to if no current link exists. (Line Type S or N)

Required: Enter the required date for this item. (Line Type S, N, O, V, M)

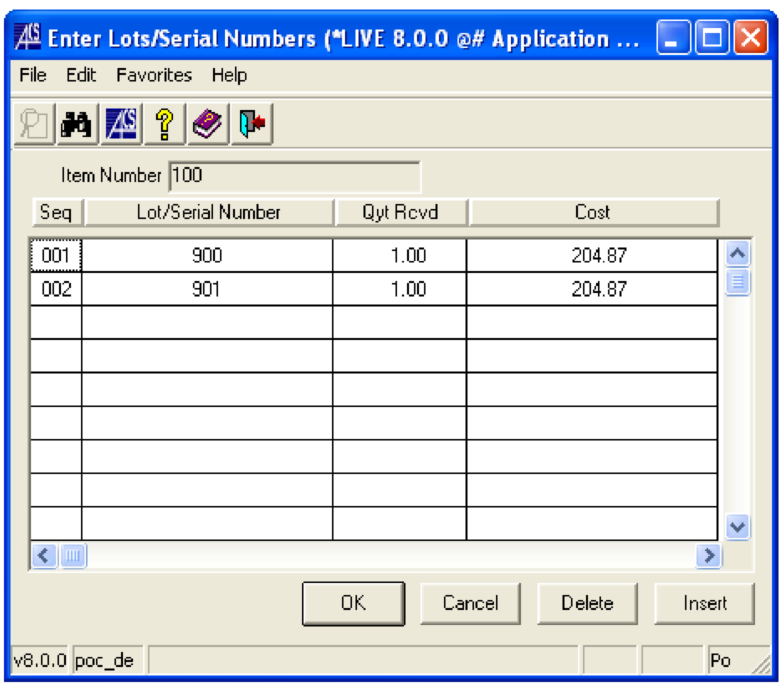
Lot/Serial# - If an inventory item flagged as a lot or serial item was entered in Purchase Order Entry or added in Purchase Order Receipt Entry, the system will prompt for the lot/serial item numbers and quantities. Lot/serial entry can be accessed from the Lot/Serial# button or the system will automatically prompt when adding a new detail line with an item flagged as lot or serial.



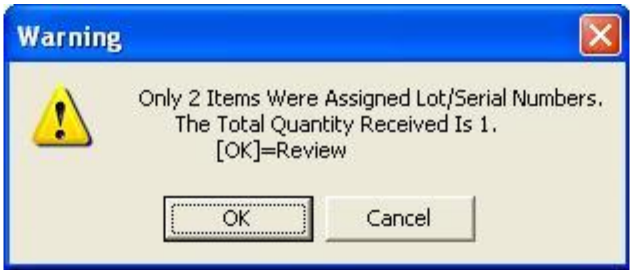
First Lot/Serial Number: Enter the first lot/serial number. The system will generate lot/serial numbers starting with number entered in this field.

Quantity To Generate: Enter the number of Lot/Serial Numbers needed. This quantity should match the receipt quantity entered in the detail line.

After these two fields are entered, the Lot/Serial detail lines are displayed with the Sequence, Lot/Serial Number, Qty Rcvd, and Cost. The Lot/Serial number and cost fields can be edited. Detail lines can be deleted or inserted.

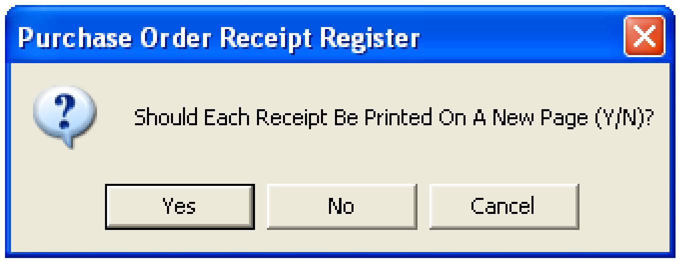


Note: If the total quantity of lot/serial numbers is not equal to the quantity received, a warning will display.


Warning
Only 2 Items Were Assigned Lot/Serial Numbers.
The Total Quantity Received Is 1.
[OK]=Review
OK
Cancel

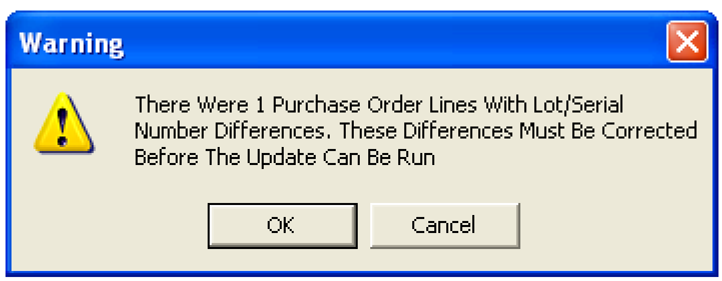
Distribution ➔Purchase Orders ➔Purchase Order Receipt Register

Use this task to print and update purchase order receipts entered with the *Purchase Order Receipt Entry* task since the last update of the register. Reports of *stock inventory receipts, suggested backorder fill, and general ledger summaries* are attached to the end of the register and can be used by different departments. The system will display the following prompt.



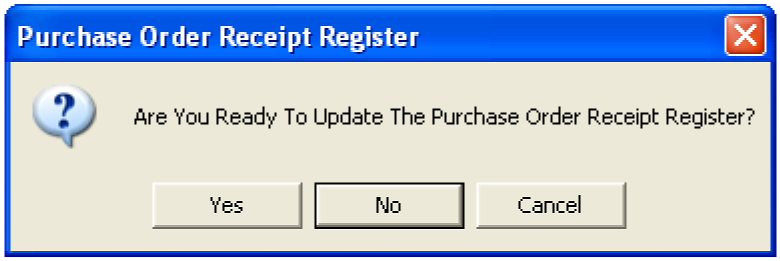
As the register prints, vendor numbers, purchase order numbers, etc., display on the screen to show the progress of the printing.

If you received purchase orders without assigning lot/serial numbers to required items, the system issues the prompt:



Use the register to determine which purchase order(s) is missing lot/serial numbers and then return to the *Purchase Order Receipt Entry* task to assign the numbers.

If all lot/serial numbers are assigned, when the printing is complete the system issues the prompt:



Updating the PO Receipt Register

As the receipt file is updated, vendor and receipt numbers display on the screen to show the progress of the update.

Note: Until the Purchase Order Receipt Register is printed and updated, you can use the Purchase Order Receipt Entry task to access and modify any receipt information.

Warning: If the Purchase Order Receipt Register is showing YES in the Rec'd Comp column on the register, the purchase order will be received complete even if there are backorders.

Updating the Purchase Order Receipt Register has several effects.

Purchase Orders

1. All purchase orders received completed are closed and removed from the Open Purchase Order file.
2. For any purchase order not received complete, backorders are created for items not received or partially received.
3. The day's purchase order receipts for backordered products are listed on the Suggested Backorder Fill report, which automatically prints at the end of the **Purchase Order Receipt Register** whenever backordered products are received. You can use the report to determine whether any customer backorders can be filled by recent purchase.
4. If the line item ***received quantity is greater than or equal to the ordered quantity***, the line item will be removed.
5. The quantity received is added to the quantity previously received on all detail lines, and the quantity received becomes zero.
6. Purchase Order Receipt History files are updated.
7. General Ledger postings are created for the items received.

Inventory

1. Unit Cost and Last PO Cost are updated in the *Inventory Item Maintenance-Warehouse Information*. The Standard, Replacement, or Average cost is updated based on the costing method set in the inventory parameters.
2. The month-to-date receipts, quantity on-hand, and quantity on-order in the **Warehouse Status** option of the *Inventory Item Maintenance* task are updated.

3. Last receipt date is updated in the Inventory *Item Maintenance-Item Master Information*.
4. When serialized/lotted inventory control is in use, serialized or lotted items are updated in the serial/lotted transaction file.
5. If the LIFO/FIFO tier flag is set in the inventory parameters, tiers are created with the received quantity and cost.
6. Non-stock inventory file is updated with non-stock items that have been received.
7. Inventory Transaction History and Inventory Activity files are updated.
8. If a vendor record exists (as established in the **Vendor Maintenance** option of the *Inventory Item Maintenance* task) for an item received, the Last Purchase Date and Last Purchase Cost of the item are updated in the vendor record. If no vendor record exists, one is created.
9. Vendor Replenishment data is updated if the replenishment flag is set in *Accounts Payable Maintenance-System Parameters*.

Service Repair

1. If a stock or non-stock item is linked to a job, the material charges file is updated. Once an item linked to a job is received, it will be displayed in Job Inquiry/Material Inquiry not the Job Inquiry/Purchase Orders.
2. General Ledger postings are generated for stock and non-stock items linked to jobs.
3. Last PO Received file is updated.
4. When the Last PO Received file is updated, the PO Type Work actual date is updated in Job Scheduling if applicable. The Job Status is updated with the completed PO Type Work information. *Note: The PO Type Work is set up in the Job Type Maintenance.*

Order Processing

1. If a non-stock item on an order is linked to a purchase order and the receipt quantity is not zero, the PO cost is updated on the order.
2. When an item is received that is linked to an order, the Backorder Fill file is updated. The Order Processing Menu options Backorder Fill Update and Backorder Fill Pick Tickets allow the user to update the ship quantity and print the pick tickets for the backordered items.

General Ledger Postings from PO Receipt Register Update

Purchase Orders Not Linked To A Job

When the PO Entry is made, no postings are made to the General Ledger. When the PO for a **stock item** is received, an entry is made according to the information found in the Distribution Code associated with the Inventory item on the PO. To see this, go to Inventory Item Maintenance/Warehouse Information. The specifics for the Distribution Code can be found in AR Distribution Code Maintenance. The Inventory account will be debited and the Purchases account will be credited.

When the invoice is received for this stock item, the Purchases account mentioned above will be debited and the Accounts payable account will be credited.

When the PO for a **non-stock item** is received, an entry is made to debit the Expense Account found in each PO Line Code and credit the Purchase Account found in the same Line Code. At the time the Invoice is received and entered, the Purchase Account that was previously credited is debited and A/P is credited.

Purchase Orders Linked To A Job

The cost of received **Non-Stock Items** for jobs will be allocated based on the Distribution Code tied to the Department of the job for the debit. The credit will come from the Purchase Account found in the PO Line Code.

Expense Account from PO Line Code	DEBIT	
Purchases Account from PO Line Code		CREDIT

Material WIP	DEBIT	
Expense Account from PO Line Code		CREDIT

The same applies if you are using Material Burden. Information is taken from the Distribution Code tied to the Department of the job.

Material Burden WIP	DEBIT	
Material Burden		CREDIT

The cost of received **Stock Items** for jobs will be allocated differently:

For the Material WIP, the allocation is based on the Distribution Code tied to the Department of the job. For the credit, it is taken from the Purchase Account found in the Distribution Code tied to the Inventory Item.

Inventory	DEBIT	
Purchases		CREDIT

Material WIP	DEBIT	
Inventory		CREDIT

If using Material Burden for Stock Items, both the Material Burden Acct and the Material Burden WIP Acct are taken from the Distribution Code tied to the Department of the job.

Material Burden WIP	DEBIT	
Material Burden		CREDIT

The above is made to reflect the Receipt of a PO. The Inventory is received in and the cost is posted to a Purchase account until the PO Vendor invoice is entered. At that time it is taken out of the purchase account and moved to A/P. That AP Account is taken from the Distribution Code in the header of the invoice that was entered.

Purchases	DEBIT	
AP		CREDIT

Distribution ➔Purchase Orders ➔Reports

Open Purchase Order Report
Use the option to print a report showing the current status of all or selected *open* purchase orders on file. Any purchase order *not received complete and updated* with ***Purchase Order Receipt Register update*** will print on this report. Each detail line of the open purchase order is listed. The user can print by Order Date, Promised by Date, Date Required or Don't Delivery Before Date.

Purchase Order by Item Report
Use this report option to print a report showing items not received, including those partially received on all open purchase orders. The user may choose to view the open purchase orders for all or selected inventory stock items, and for a single warehouse or all warehouses. The user can print by Order Date, Promised by Date, Date Required or Don't Delivery Before Date.

Purchase Order Expediting Report
Use this report to print all open purchase orders containing items scheduled to be received as of a given date, but not yet received. The Expedite Thru Date is compared to the Date Required field on the purchase order header and the line item detail. The report checks the required date in header first. If the required date in the header is greater than the expediting date, then it checks the detail lines. If the required date in the detail lines is within the date range, it will print the *entire PO* on the report. If even one line item from a qualified warehouse meets the criteria, the entire purchase order will print on the report.

A determining factor on whether purchase orders and detail line items print on this report is made by the user's selections in the *Warehouse* and *Expedite Thru Date* fields. If the user selects *all* warehouses, purchase orders and their line items from warehouses matching the criteria will print. But if the user selects a *single* warehouse, only purchase orders from that warehouse with at least one detail line matching the required date are listed on the report.

Purchase Order Status Report
Print this report to show information about required dates, quantities ordered, quantities received and invoiced, balance due, and unit costs. The report can be printed for a single warehouse or for all warehouses and sorted by vendor, alternate sequence, or purchase order number.

A determining factor on whether purchase orders and detail line items print on this report is made by the user's selection in the Warehouse field. If all warehouses are selected, all purchase orders matching your criteria and their line items print. But if a single warehouse is selected, all purchase order headers from that warehouse are printed, with or without line items. Line items are only listed when they come from the selected warehouse.

PO Cash Requirement Reports
Use this option to print a report showing the cash requirements by required date of outstanding purchase orders. The purchase orders are categorized into time periods corresponding to general ledger accounting periods or to a specified number of days. The report can be summarized with only the totals for each purchase order displayed for each vendor or expanded to include all detail. The report prints Date Required, Date Promised, and Not Before Date from the purchase order detail lines.

A determining factor on whether purchase orders and detail line items print on this report is made by the user's selection in the Warehouse field. If all warehouses are selected, all purchase orders matching the criteria print. But if a single warehouse is selected, all purchase order headers from that warehouse are printed, with or without line items. Line items matching your criteria are only listed when they come from the selected warehouse and are line types S, N, or O.

SpeedSearch ➔Service Repair ➔Job Inquiry ➔Purchase Orders
Service Repair ➔Job Entry/Maintenance ➔Job Inquiry ➔Purchase Orders

The Purchase Order inquiry displays open purchase orders with the Vendor Number, Vendor Name, PO#, Line Number, N/S=** if non-stock, Item #, Desc, Qty Ord, Qty Rec, Balance, Unit Cost, Ext Cost, and Date. Purchase order items are immediately shown on this screen as soon as the purchase order is linked to a job for a stock or non-stock item. From the inquiry, the user can select Display PO Detail or Display PO Image.

Service Repair ➔Job Reporting ➔Reports 1 ➔Job Cost Detail Report
Service Repair ➔Job Entry/Maintenance ➔Job Inquiry ➔Job Cost Detail Report

The Job Cost Detail Report will print the Open Purchase Orders that have been linked to the job. This includes stock and non-stock items. Once the purchase orders are received, they will print in the Warehouse Item section. The open purchase orders are included in the recap at the end of the report. The pricing on the report is based on the parameters when the report was actually printed.

Service Repair ➔Job Reporting ➔Reports 1 ➔Open PO by Job Report

The function of the Open PO by Job Report is to list the purchase orders that have not been received for each job either by a specific job or a range entered by the user. The report includes the job number, nameplate description, customer number, customer name, purchase order number, vendor number, purchase order date, and terms. The detail line linked to the job is printed with the line number, line code, warehouse, item number, item description, unit of measure, date required, *balance due,* unit cost, and extended cost.

Service Repair ➔Job Reporting ➔Reports 1 ➔Last PO Received Inquiry/Report

The function of the Last PO Received Inquiry/Report is to print or display on the screen the *last* purchase order received on a job. The information will remain available for this report until purged. The purge option is only available when selecting the Print option. *Note: When a purchase order linked to a job is received, it updates the last PO Received file with the last purchase order received for the job.*

SpeedSearch Options

Lookup ➔ Vendor Lookup ➔ PO History Button ➔Purchase Order Receipt History Lookup
Lookup ➔ Vendor Lookup ➔ PO Number Button ➔Open Purchase Order Lookup
Lookup ➔ Vendor Lookup ➔ Open Purchase Orders
Lookup ➔ Vendor Lookup ➔ Open Purchase Requisitions
Lookup ➔ Vendor Lookup ➔ Purchase Address Display

Lookup ➔ Inventory Lookup ➔ Open Purchase Orders
Lookup ➔ Inventory Lookup ➔ Open Purchase Requisitions

Accounting ➔ Vendor Profile ➔ Search by Purchase Order Number
Accounting ➔ Vendor Profile ➔ Open Purchase Orders
Accounting ➔ Vendor Profile ➔ Open Purchase Requisitions
Accounting ➔ Vendor Profile ➔ Purchase History and Detail
Accounting ➔ Vendor Profile ➔ Purchase Address Display
Accounting ➔ General Ledger ➔ Select PO Journal ID ➔ Search GL Transaction History by Vendor#, PO#, Job#, PO Receiver#, or Customer Order#

Distribution ➔ Inventory ➔ Open Purchase Orders
Distribution ➔ Inventory ➔ Open Purchase Requisitions
Distribution ➔ Inventory ➔ Vendor PO Receipt History
Distribution ➔ Non-stock Inventory ➔ Open Purchase Orders
Distribution ➔ Non-stock Inventory ➔ Open Purchase Requisitions
Distribution ➔ Non-stock Inventory ➔ Vendor PO Receipt History
Distribution ➔ Open Purchase Orders
Distribution ➔ Open Purchase Requisitions
Distribution ➔ PO Receipt History

Service Repair ➔Job Inquiry ➔ Purchase Orders
Service Repair ➔Job Inquiry ➔ Cost Summary ➔ Open Purchase Orders
Service Repair ➔Job Inquiry ➔ Job Cost Detail Report ➔ Open Purchase Orders
Service Repair ➔Job Inquiry ➔ Estimates ➔ Item Open PO's (Stock and Non-stock)
Service Repair ➔Job Inquiry ➔ Estimates ➔ Item Open Requisitions (Stock and Non-stock)
Service Repair ➔Job Inquiry ➔ Estimates ➔ Job Open PO's (Stock and Non-stock)
Service Repair ➔Job Inquiry ➔ Estimates ➔ Job Open Requisitions (Stock and Non-stock)

Executive Summary ➔ Summary Analysis ➔ Order Analysis / Purchase Orders

Inventory Item Maintenance Options

Distribution ➔Inventory ➔Maintenance ➔Inventory Item Maintenance ➔Status Inquiry Options
➔Purchase Order Status
➔Requisition Status

Distribution ➔ Inventory ➔Maintenance ➔Inventory Item Maintenance ➔History Inquiry Options
➔Purchase Order History

Distribution ➔ Inventory ➔Maintenance ➔Inventory Item Maintenance ➔Vendor Maintenance
Displays Primary/Secondary vendors, vendor item number, last purchase date, and last purchase cost. These fields are updated during the Purchase Order Receipt Update.

E. ADVANCED FILE MAINTENANCE

Scope

In this section we will train the user on more advanced features in the *Line Code Maintenance* and *Parameter Maintenance – Default Values* in the Purchase Order module.

Training Schedule

1. Line Code Maintenance (Advanced Options) (10 minutes).
2. Parameters – Default Values (Advanced Options) (10 minutes)

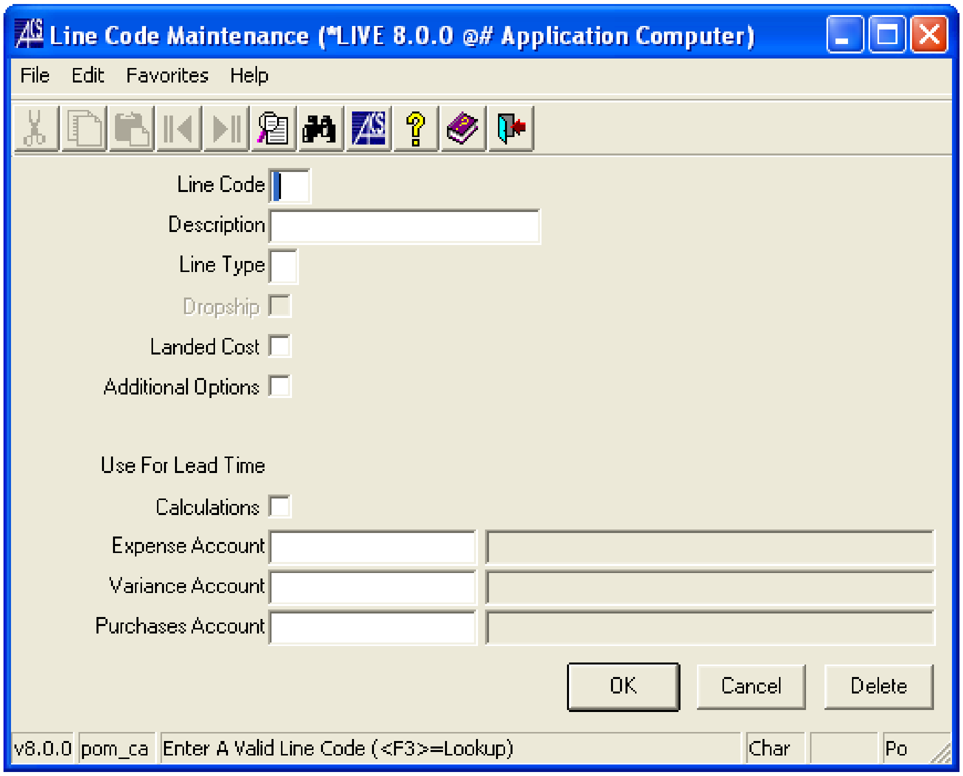
Who Should Attend?

1. All individuals that will be responsible for setting up more advanced features in the Purchase Order Module.

Prerequisites

1. Basic File Maintenance Training has been completed and the file maintenance information has been entered into the system.
2. Individuals to be trained must have taken the System Navigation training.
3. Information to be entered into each of the above has been determined and is available.

Distribution ➔Purchase Orders ➔Maintenance ➔Line Code Maintenance

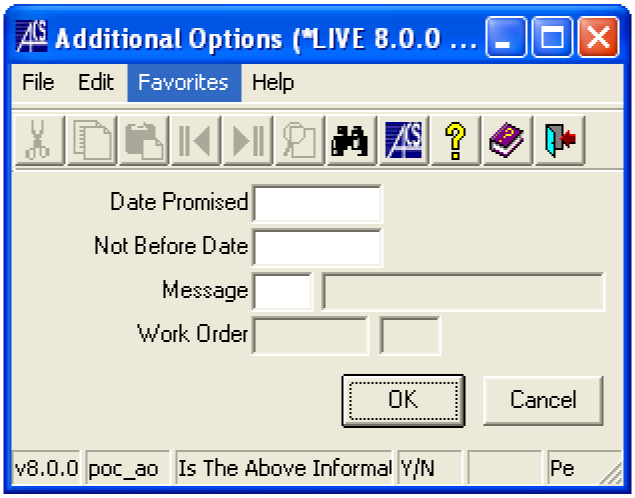


Dropship: This field is not accessible and is not used in the Purchase Order module.

Landed Cost: Enter **Y** if detail lines with this line code should be included when calculating landed costs. Enter **N** to exclude the detail lines from calculating landed costs. If this field is set to **Y**, the cost of this line code will be included in the landed costs of the stock items on the purchase order.

The landed cost in the *Inventory Maintenance – Warehouse Information* is updated during the *PO Invoice Register Update.* The Landed Cost can be found on the **Inventory Item Detail Listing** and the **Inventory Valuation Report** when the **costing method is set to L.**

Additional Options: Enter **Y** to display the Additional Options window *automatically* at the end of each detail line with this line code. Entering **Y** or **N** allows the user to access the Additional Options window by clicking on the Add'l Opt button.



Use for Lead Time Calculations: Enter **Y** if lead time should be calculated for purchase order receipts with this line code. This field is displayed in *Purchase Requisition Entry*, *Purchase Order Entry*, and *Purchase Order Receipt Entry*.

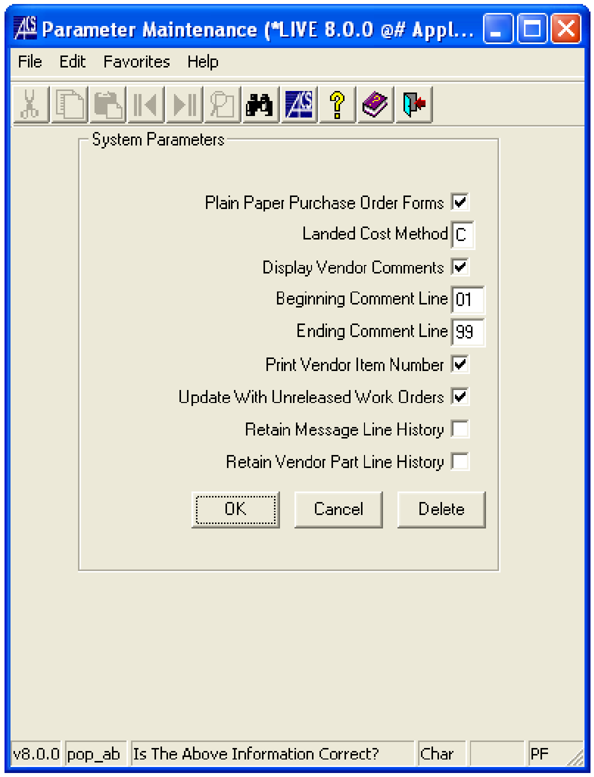
Caution: *The following General Ledger accounts should not be changed without a thorough knowledge of how these accounts impact the system. The accounts are required during the initial set up of the Purchase Order module. Contact ACS support if you need assistance.*

Expense Account: This field is accessible when you enter **N** or **O** in the Line Type field and the General Ledger module is installed. Enter a valid General Ledger **EXPENSE** account or select the account number from the lookup. This account will be **debited** during the *Purchase Order Receipt Update* for detail lines that have a line type **N** or **O**.

Variance Account: This field is accessible when you enter **N** or **O** in the Line Type field and the General Ledger module is installed. Enter a valid General Ledger **VARIANCE** account or select the account number from the lookup. This account will be used to post *variances* between the purchase order receipt and the actual vendor invoice during *Purchase Order Invoice Register Update.*

Purchases Account: This field is accessible when you enter **N** or **O** in the Line Type field and the General Ledger module is installed. Enter a valid General Ledger **PURCHASES** account or select the account number from the lookup. This account will be **credited** during the *Purchase Order Receipt Update* for detail lines that have a line type **N** or **O**.

Note: Before landed cost can be calculated, the Landed Cost Method has to be set in the *Parameter Maintenance - System Parameters.*



Landed Cost Method – Enter **Q** to allocate quantity, enter **C** to allocate cost, or enter **N** to for none. Use this parameter to determine the method for updating landed cost for purchase order items.

Caution: The landed cost parameter may be changed at any time after the module is installed, but has corresponding affects on the way the purchase order costs are recorded and reported. Indiscriminately changing this parameter may result in a significant change to the total value of your purchase order calculations.

Landed Cost

Landed Cost is calculated by the *Purchase Order Invoice Entry* task. The system automatically allocates any **additional** charges entered *during invoice entry* back to each of the line items which were originally received. The invoice line item detail section enables you to enter items to the invoice not contained on an original purchase order. After you enter the purchase order(s) information, line items as received on the purchase orders are displayed. Items on the invoice, but not contained on original purchase orders, may be added here.

The Purchase Order Line Code record contains a *"Landed Cost (Y/N)?"* flag which controls how any additional amount is allocated back to the original line items.

For **"O"** (Other) type charges added *during invoice entry*, the *line amount is added to the total allocation* if this flag is set to "Y".

For **"S"** (Standard), **"N"** (Non-Stock), and **"O"** (Other) type lines from the original receipt, setting the flag to **"Y"** indicates to the system that *these items should be included as part of the invoice total for determining the allocation percentage, and that they should be allocated a portion of the additional charges based on **quantity** or **total cost*** (based on the current parameter setting).

PO Invoice Entry - Landed Cost Example

Seq	Item	Quantity	Cost	Extension
010	B100	1	85.00	85.00
020	Non-Stock Item	5	1.00	5.00
030	Other PO Receipt	4	2.50	10.00
040	Invoice Charge A			10.00
050	Invoice Charge B			10.00

If all of the landed cost flags are set to **"Y"**, then the system will allocate $20.00 back to the first three line items. Using the extended amount as the basis for the allocation:

Seq	Item	Invoice Extension	Percent of Total	Allocated Amount	Landed Cost
010	B100	85.00	85%	17.00	102.00
020	Non-Stock Item	5.00	5%	1.00	1.20
030	Other PO Receipt	10.00	10%	2.00	3.00

If the line code used for Invoice Charge B was set to **"N"**, then only Invoice Charge A ($10.00) would be allocated.

This second example assumes that the line code for the Other PO Receipt has been set to **"N"** (exclude from landed cost process):

Seq	Item	Invoice Extension	Percent of Total	Allocated Amount	Landed Cost
010	B100	85.00	94%	18.80	103.80
020	Non-Stock Item	5.00	6%	1.20	1.24
030	Other PO Receipt	n/a	n/a	none	2.50

How to apply a 3rd party freight bill to a Purchase Order for computing landing cost:

Purchase Order line codes may be set up to optionally apply the cost of the line item to Landed Cost. Set up a line code with Landed Cost = Y (for example, F for Freight and another with Landed Cost = N (e.g. O for Other Charges).

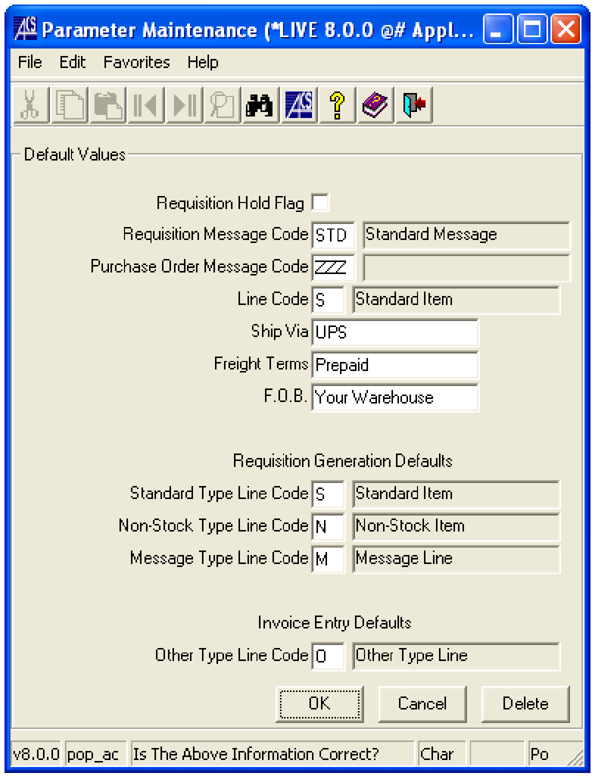
During PO Invoice Entry, in the PO detail section, add a Freight (F) line with the freight amount, so it will distribute to the landed cost of the inventory purchased. Add a second, Other (O) line (that won't affect landed cost) with a negative of the freight amount. This will cause the $ total to the vendor to be correct, yet still distribute the freight to the inventory.

Example: PO Invoice Entry – Purchase Order Line Items

Seq	Cd	Item	Qty	Cost	Extension
010	S	Bicycle Part	100	6.00	600.00
020	F	Freight to Inventory	1	50.00	50.00
030	O	Freight Paid to Shipper		50.00-	50.00-

Note: For expense recording and payment, the invoice for freight must also be entered separately to the shipper.

Distribution ➔Purchase Orders ➔Maintenance ➔Parameter Maintenance➔Default Values



Requisition Hold Flag: Enter **Y** to automatically *hold* requisitions when the requisition is created. The Hold field on the ribbon tab in *Purchase Requisition Entry* will display if the requisition has been put on hold automatically or manually. If the requisition has been put on hold, it will not be included in the selection by the *Purchase Requisition Register* task. If a requisition has a hold on it, the *Purchase Requisition Register* will not convert the requisition to a purchase order during the update.

Requisition Generation Defaults
The default line codes for standard, non-stock, and message detail lines are used during the creation of purchase orders and requisitions from Job Estimates and Order Entry.

Standard Type Line Code: Enter a valid default line code to be used for standard line items or select a line code from the lookup.

Non-Stock Type Line Code: Enter a valid default line code to be used for non-stock line items or select a line code from the lookup.

Message Type Line Code: Enter a valid default line code to be used for message lines or select a line code from the lookup.

Invoice Entry Defaults
This line code is used during *PO Invoice Entry* if the user adds a detail line to the *Purchase Order Line Items*.

Other Type Line Code: Enter a valid default line code or select a line code from the lookup.

F. ADVANCED PROCESS TRAINING

Scope

The emphasis of this session will be to cover those functions needed for the more advanced features in the Purchase Order Module. This will include creating a requisition in Purchase Order Requisition Entry, printing the requisitions, and updating the requisition register. The replenishment selection/register process will be reviewed and how requisitions are created from replenishment. More advanced procedures such as RFQ creation and Purchase Receipt Reversals will also be discussed. Reports that were not covered in the core processing section will be reviewed.

This session will cover several areas and therefore you may want to schedule your people based on the times below.

Training Schedule

1. Purchase Order Requisition Entry and maintenance (15 minutes).
2. Printing Requisitions. (5 minutes)
3. Requisition Register and update. (10 minutes)
4. Replenishment Parameters and Setup (10 minutes)
5. Replenishment Selection (10 minutes)
6. Replenishment Register/Update (10 minutes)
7. Create a RFQ (15 minutes)
8. Purchase Order Receipt Reversal (10 minutes)
9. Review Purchase Order Requisition Reports . (10 minutes)
   - ✓ Open Purchase Requisition Report
   - ✓ Requisition by Item Report
10. Review Purchase Order History Reports (15 minutes)
    - ✓ PO Receipt Variance Report
    - ✓ PO Receipt Cost Variance Report
    - ✓ PO Receipt History by Vendor Report
    - ✓ PO Receipt History by Item Report
    - ✓ Billed/Unbilled PO Receipts Report
    - ✓ PO Exclusion Entry for PO G/L Rept
    - ✓ Open PO Receivers Tie Out to G/L
11. Review SpeedSearch and Inventory Item Maintenance options for requisitions (10 minutes)

Who should attend?

1. All individuals that will be responsible for entering, maintaining, and printing requisitions.

2. The person or persons that you have assigned the responsibility of requisitions and replenishment.

Prerequisites

1. Trainees should have Navigation training.
2. Trainees should have some basic understanding of the purchase order/requisition system.
3. Trainees should have some basic understanding of replenishment.
4. Sufficient information has been setup in the system for training. This would include the following.
   - ✓ Purchase order line codes.
   - ✓ Vendors
   - ✓ Inventory
   - ✓ Message codes (at least one must be set up)
   - ✓ Purchase Order Parameters – System Parameters have been set up by ACS
   - ✓ Purchase Order Parameters – Default Values
   - ✓ Purchase Order Parameters – Sequence Numbers
   - ✓ Service Repair-Jobs have been entered that are to be linked to PO.
   - ✓ Order Processing-Orders have been entered that are to be linked to PO.
   - ✓ General Ledger accounts in PO line codes are valid.
   - ✓ Purchases account has been discussed and determined if it is to be used.

Distribution ➔Purchase Orders ➔Purchase Requisition Entry

Purchase requisitions for stock and non-stock items can be generated through the system four different ways.

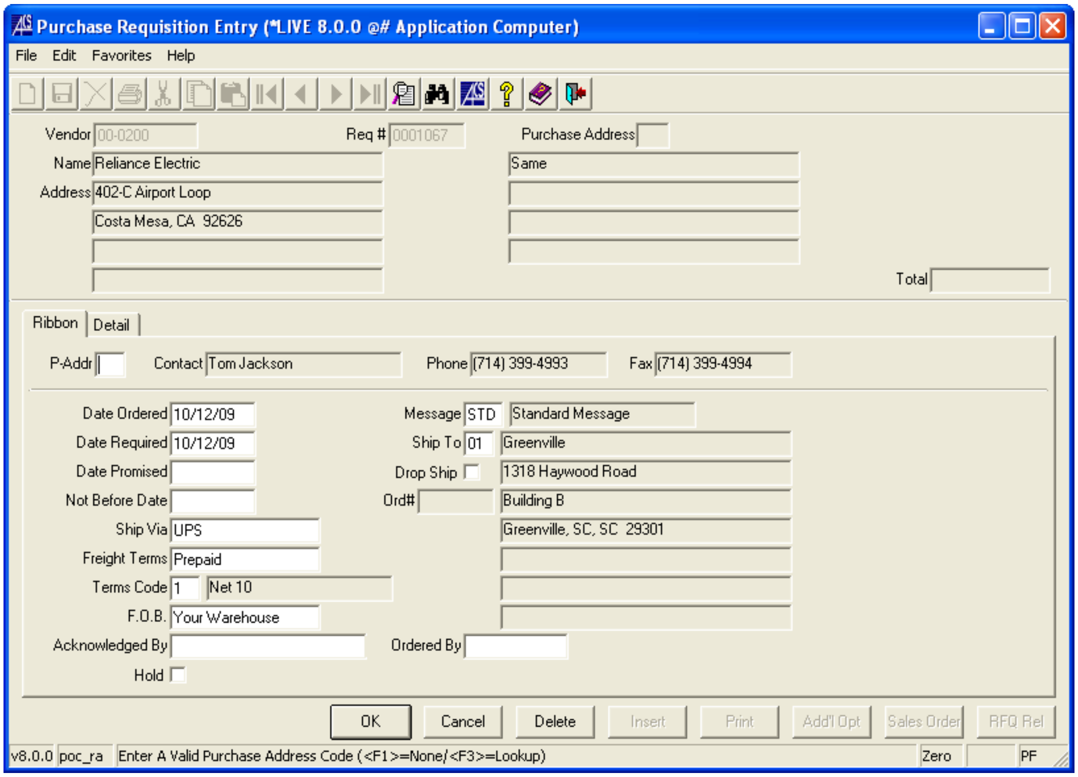
1. Job Estimates
2. Sales Order Entry
3. Purchase Requisition Entry
4. Replenishment Selection/Update process
5. Create RFQ

We have previously reviewed how to create purchase orders/requisitions in Job Estimates and Sales Order Entry. This training session will cover creating requisitions in the Purchase Requisition Entry.

Purchase Requisition Entry is where the basic requisition information is entered and maintained. Use this task to enter requests for purchases without actually creating purchase orders. After a requisition is created, you can manually convert it into a purchase order at any time by entering the requisition number in the Purchase Order Entry task. You can also generate multiple purchase orders automatically from requisitions with the Purchase Requisition Register.

Purchase Requisition Entry allows for the entry, change, inquiry, and deletion of a requisition. This is the same information requested for purchase order entry. The screen has three sections that describe the heading information, ribbon information, and the detail line information. The requisition header screen contains the vendor information such as the name, address and purchase address if applicable. The ribbon tab designates contact information, order date, required date, promised date, shipping information, freight terms, and vendor terms. The detail tab contains the stock and non-stock items to be ordered. Memo lines, other charges, and vendor part numbers can be entered on detail lines. The warehouse, qty ordered, qty received, unit cost, extended cost, and required date are displayed on the detail lines. If detail lines in Requisition Entry are linked to existing jobs or sales orders, the link will be displayed on the detail line.

During this training we will be covering the information that can be entered on this form and what impact this information has on the system.



HEADER

You can begin purchase requisition entry from either the Vendor or Req # fields. From the Vendor field, you can enter a valid vendor, select a vendor from the lookup, or go to the Req# field. From the Req # field, enter a valid requisition number, select a requisition from the lookup, or create a new requisition. Use the function keys to toggle between the Vendor and Req # fields.

Vendor: Enter a valid vendor number or select a vendor from the lookup. Press **<F1>** to go directly to the Req # field or right click on vendor field for available options.

When you select a valid vendor, the name, address, vendor contact name, and telephone number are displayed. This information is populated from *Vendor Maintenance-Name and Address Maintenance*. If the *Display Vendor Comments* field in *Purchase Order Maintenance-Parameter Maintenance-System Parameters* is set to **"Y"**, any comments associated with the vendor are also displayed.

Req #: When a valid vendor number is entered, the user can enter a valid purchase requisition, select an existing purchase requisition from the lookup, or press **<F1>** for the next sequential purchase requisition number. Press **<F2>** to return to the vendor number. You can assign your own purchase requisition numbers, but it is recommended you allow the system to assign the purchase requisition number based on the next sequence number. Purchase requisition numbers are numeric only.

Purchase Address (Display Only) - The purchase address information will be displayed if a valid purchase address code has been entered in the P-Addr field on the ribbon tab.

Total (Display Only) – When the Detail tab is clicked, the total of the purchase requisition detail lines is displayed on the header screen.

RIBBON TAB

P-Addr: Enter a valid Purchase Address Code or select an existing code from the lookup. Press **<F1>** or press enter if the purchase address is to be the same as the displayed vendor address or right click for available options.

If a valid Purchase Address Code is entered, the contact, phone, and fax number are displayed for the Purchase Address Code. If the Purchase Address Code is blank, the contact, phone, and fax number populate from the vendor information in Vendor Maintenance. If a valid Purchase Address code is entered, it will override the name and address from the Vendor file when printing the purchase requisition.

If you enter a new purchase address code, the system issues the prompt:

Enter "**Yes"** to create a new purchase address or enter **"No"** to return to the Purchase Address field. When you select **"Yes"**, the *Purchase Address Maintenance* window is accessed and the new purchase address code can be created.

The Purchase Address is used in the system as follows:

Add/Maintain Purchase Address
Vendor Maintenance-Purchase Address Maintenance – add and maintain purchase address
Vendor Maintenance-Replenishment Maintenance – enter a valid Purchase Address Code
Purchase Order Entry – create a new purchase address or enter an existing code
Purchase Requisition Entry - create a new purchase address or enter an existing code

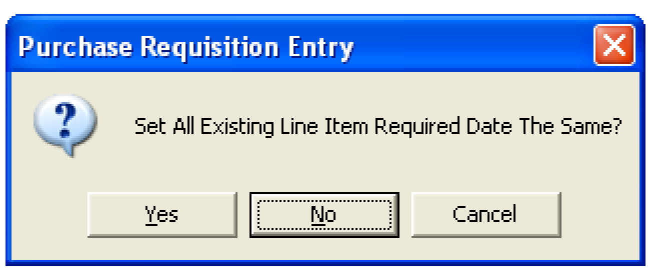
Prints Purchase Address
Vendor Maintenance – Hard Copy
Purchase Order Print/Purchase Requisition Print
Replenishment Register
Open Purchase Requisition Report
Open Purchase Order Report
Purchase Order Receipt History Report

Displays Purchase Address in SpeedSearch
Service Repair ➔Job Inquiry ➔Purchase Orders ➔Display PO Image
Accounting ➔Vendor Profile ➔Purchase Address Display
Lookups ➔Vendor Lookup ➔Purchase Address Display

Date Ordered - Enter the date of the purchase requisition or press enter to accept the default current date for new purchase requisitions or the initial order date for existing purchase requisitions. The date ordered prints on the purchase requisition. The Open Purchase Requisition Report and Requisitions By Item Report can be printed by Date Ordered.

Date Required: Enter the date the purchase requisition is required or press enter to accept the default current date for new purchase requisitions or the initial required date for existing purchase requisitions. The date required for each detail line is printed on the purchase requisition. The Open Purchase Requisition Report and Requisitions By Item Report can be printed by Date Required.

When the purchase requisition is first created, the purchase requisition *detail* lines required date field will default to the date required field in the header. If the date required field in the header is changed after the purchase requisition is created, the following prompt will display.



Date Promised: *This field is optional.* Enter the promised delivery date. The Open Purchase Requisition Report and Requisitions By Item Report can be printed by Date Promised.

Not Before Date: *This field is optional*. Enter a date before which delivery cannot be made. The Open Purchase Requisition Report and Requisitions by Item Report can be printed by the Not Before Date.

Ship Via: Enter 1 to 15 characters for a shipping method/carrier or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values*. The Ship Via is printed on the purchase requisition.

Freight Terms: Enter 1 to 15 characters for freight terms or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option.

Terms Code: Enter a valid terms code, select a terms code from the lookup, or press enter to select the default established in the *Vendor Maintenance-Detail Information* task of the Accounts Payable Module. The Terms Code is printed on the purchase requisition.

F.O.B.: Enter 1 to 15 characters of optional F.O.B. information or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option. The F.O.B. prints on the purchase requisition.

Acknowledged By: Enter 1 to 20 characters for the vendor acknowledgment of the order. The Acknowledged By prints on the purchase requisition.

Hold: Enter **Y** to hold the requisition for manual release. Enter **N** to enable selection by the Purchase Requisition Register task. The Purchase Requisition Register task automatically converts selected requisitions to purchase orders during an update. If a requisition has a hold on it, the conversion will not take place.

Message: Enter a valid standard message code, select a valid message code from the lookup, press **<F1>** for none, or press enter to select the default established in the *Purchase Order Maintenance-Parameter Maintenance-Default Values* option.

The software provides for the printing of messages for your purchase requisition. This message field is for the standard message and the message lines are printed at the bottom of the purchase requisition (i.e., Season Greetings).

Note: When setting up a message code, the user can choose if the message is to be printed on requisitions, purchase orders, both, or neither.

Ship To: Enter a valid Warehouse ID, select a warehouse from the lookup, or press enter to select the default Warehouse ID from the *Inventory Maintenance-Parameter Maintenance-System Parameters*.

The warehouse you select in this field becomes the default warehouse for line items. This Ship-To name and address will print on the purchase requisition.

Drop Ship: *This field is optional*. Click on this field to drop ship an order or a job.

Ord#: This field is only accessible if the Drop Ship field is selected. Enter a valid Order Number or Job Number. ***Note: Enter a "J" before the Job Number.*** The Ship-To address will populate from the order Ship-To or the job Mail-To information. The drop ship Ship-To name and address will print on the purchase requisition and overrides the default Ship-To name and address.

Drop Ship Information for sales orders and jobs can be displayed in several SpeedSearch options:

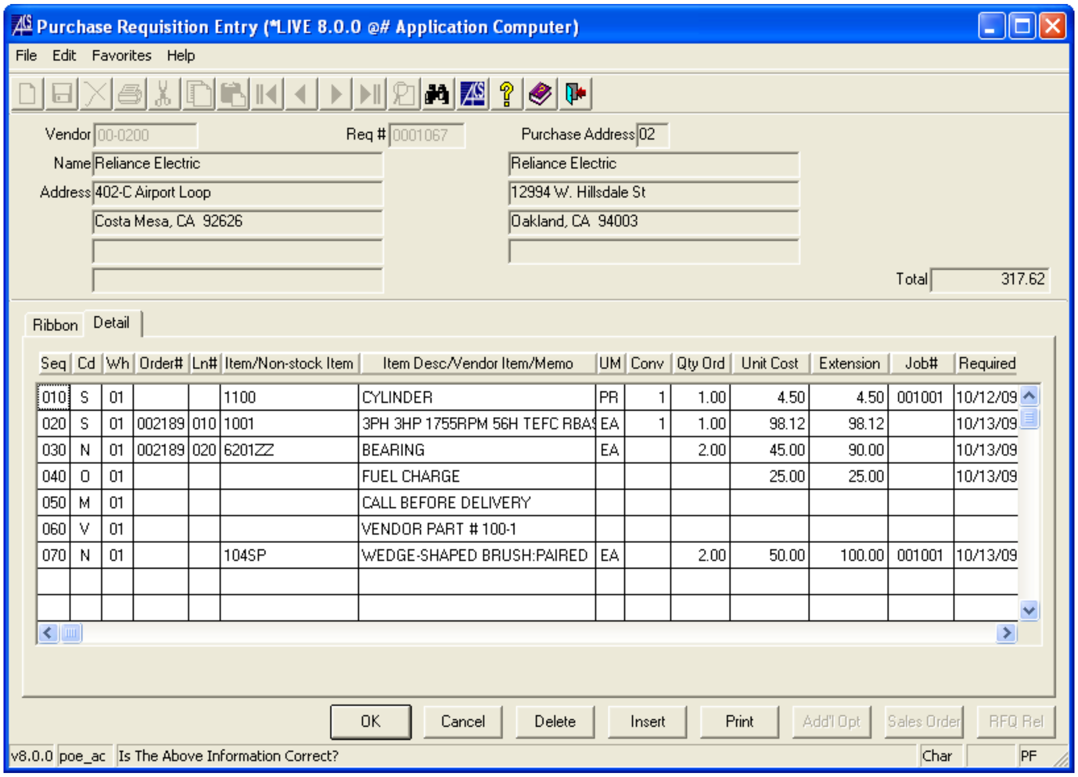
Distribution → Open Purchase Orders
Distribution → Open Purchase Requisitions
Distribution → PO Receipt History

Ordered By: Enter the person who created the purchase requisition or accept the default ACS User ID. The field can be up to 10 characters long. It is printed on the purchase requisition and is displayed in the following SpeedSearch options:

Distribution → Open Purchase Orders
Distribution → Open Purchase Requisitions
Distribution → PO Receipt History
Service Repair →Job Inquiry →Purchase Orders →Display PO Image

DETAIL TAB

You may not be required to enter information to all of the following fields. The fields requiring your input are determined by the selection you make in the *Cd* field, a code that tells the system what type of information is required for each detail line. Line codes are assigned line types in the *Purchase Order Maintenance-Line Code Maintenance* task. You can assign one of five different types to a line code. A line code assigned the *standard* line type requests input to most of the following fields. Line codes assigned the *non-stock, vendor part number*, *message*, or *other* types require less input.



Purchase Requisition Entry (*LIVE 8.0.0 @# Application Computer)

File Edit Favorites Help

Vendor 00-0200 Req # 0001067 Purchase Address 02
Name Reliance Electric | Reliance Electric
Address 402-C Airport Loop | 12994 W. Hillsdale St
Costa Mesa, CA 92626 | Oakland, CA 94003
Total 317.62

Ribbon Detail

Seq	Cd	Wh	Order#	Ln#	Item/Non-stock Item	Item Desc/Vendor Item/Memo	UM	Conv	Qty Ord	Unit Cost	Extension	Job#	Required
010	S	01			1100	CYLINDER	PR	1	1.00	4.50	4.50	001001	10/12/09
020	S	01	002189	010	1001	3PH 3HP 1755RPM 56H TEFC RBA:	EA	1	1.00	98.12	98.12		10/13/09
030	N	01	002189	020	6201ZZ	BEARING	EA		2.00	45.00	90.00		10/13/09
040	O	01				FUEL CHARGE				25.00	25.00		10/13/09
050	M	01				CALL BEFORE DELIVERY							
060	V	01				VENDOR PART # 100-1							
070	N	01			104SP	WEDGE-SHAPED BRUSH:PAIRED	EA		2.00	50.00	100.00	001001	10/13/09

OK Cancel Delete Insert Print Add'l Opt Sales Order RFQ Rel

v8.0.0 poe_ac Is The Above Information Correct? Char PF

Detail Line Information

Requested for each Line Type **"S"** Detail Line

Wh - Required. Defaults from Ship-To Warehouse in ribbon.
Order# - Optional
Ln# - Optional
Item/Non-stock Item - Required
UM - Defaults from Inventory Item Maintenance-Item Master Information
Qty Ord - Required
Unit Cost – Accept the default unit cost or change the unit cost.
Job# - Optional
Required - Defaults to Order Date on header

Requested for each Line Type **"N"** Detail Line

Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Order# - Optional
Ln# - Optional
Item/Non-stock Item - Required
Item Desc – Enter a non-stock description.
UM – Enter a unit of measure.
Qty Ord - Required

Unit Cost – Enter a unit cost.
Job# - Optional
Required - Defaults to Order Date on header

Requested for each Line Type **"O"** Detail Line
Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Item Desc – Enter a description.
Unit Cost – Enter the unit cost.
Required - Defaults to Order Date on header

Requested for each Line Type **"V"** Detail Line
Wh – Required. Defaults from Ship-To Warehouse in ribbon.
Item Desc – Enter a description.

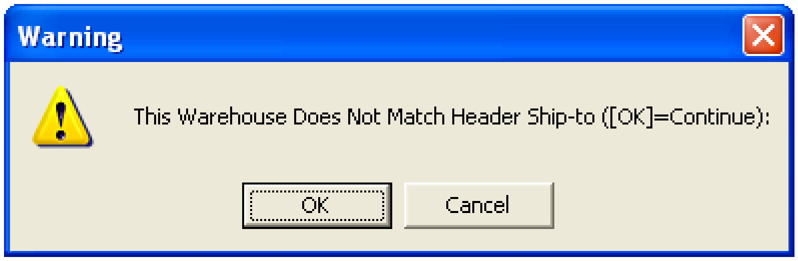
Requested for each Line Type **"M"** Detail Line
Wh – Required. Defaults from Ship-To Warehouse in ribbon
Item Desc – Enter the memo description or press **<F1>** to use the **Text Editor** to enter the memo lines. The description can be up to 40 characters in length.

Seq: Enter a 3-digit sequence number for the item detail line, press enter to select the next sequential number, enter the number of an existing line to access that line directly, or press **<F4>** to exit from the detail entry process. The sequence number prints on the purchase requisition.

Cd: This field is skipped during input. Back up to this field with the <**F2>** key in order to change the default line code set up in the *Purchase Order Maintenance-Parameter Maintenance-Default Values task.* Enter a valid purchase requisition line code, select a valid line code from the lookup, or press enter to accept the default.

A description of the line code is displayed at the bottom of the screen, and **Y/N** flags show whether the item is drop-shipped or if lead time is recalculated for receipts. Depending on the type assigned to the selected line code, the remaining fields accessible in the detail line differ.

Wh: Items can be ordered for any location or warehouse; orders for multiple locations can appear on a single purchase requisition. Enter a valid warehouse code, press enter to use the warehouse code that was entered in the Ship-To field in the ribbon, or select a valid warehouse code from the lookup. The warehouse name will appear at the bottom of the screen. If the detail line warehouse code is not the same as the ribbon Ship-To warehouse code, a following warning message will be displayed.

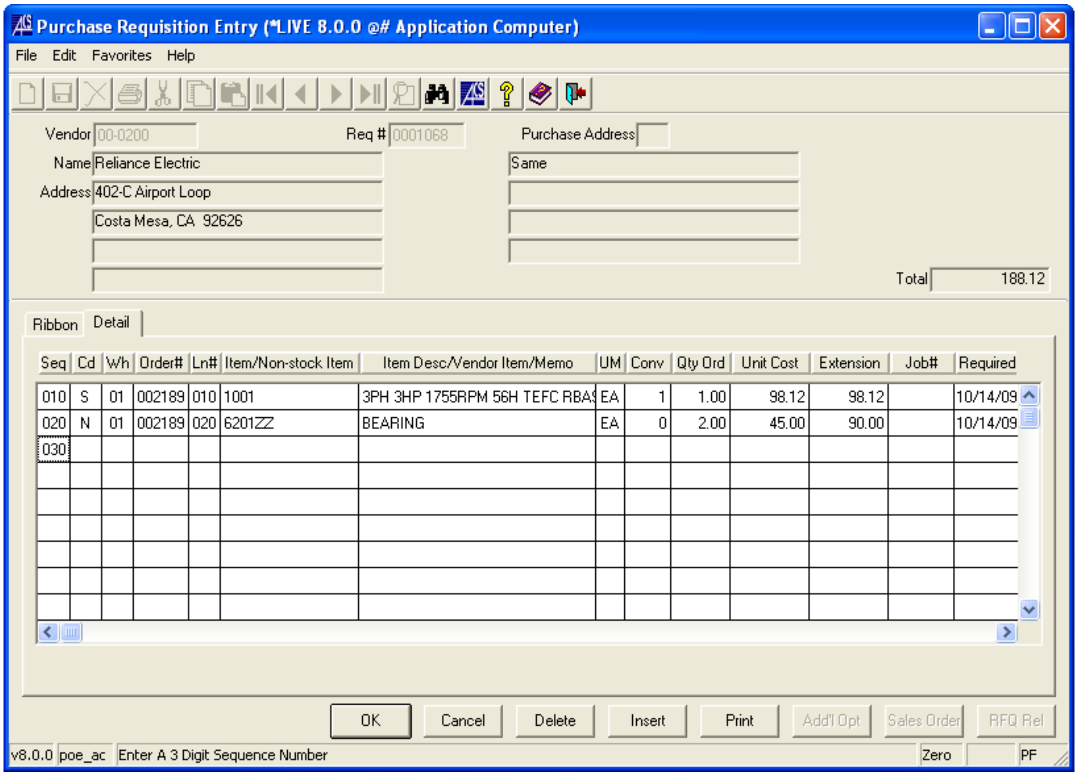


Note: If multiple warehouses are entered on a purchase requisition, the purchase requisition will sort the items by warehouse but it will print the Ship-To information from the warehouse that is on the purchase requisition header. The warehouse code does not print on the purchase requisition detail lines.

Order#: This field is used to link a purchase requisition detail line to an existing sales order. A purchase requisition detail line can be linked to a stock or non-stock item. The order number field is only accessible when *adding* a purchase requisition detail line. The order number and detail line number will be printed on the purchase requisition. If *you need to change the order link, you will have to delete the detail line and reenter the order link.*

Two ways to link a stock or non-stock item to a sales order

1. Purchase Requisition Entry. Enter the Order Number/Sequence Number on the purchase requisition detail line.



2. Order Entry. If an item is backordered, enter the Vendor Number, Drop Ship (Y/N), and enter P-Purchase Order or R-Requisition. A purchase order or requisition will be created displaying the Type (P or R), DS (Y/N), Vendor, PO/Req#. The user has the option of going directly to Purchase Order Entry from Order Entry after the purchase order has been created.

Ln#: This field is only accessible if an existing order number has been entered in the Order# field. Enter a valid 3-digit order detail line number. *The line TYPE on the purchase requisition detail line must be the same as the line TYPE on the order detail line. For example, you cannot link a "S" line type on a purchase requisition to an "N" line type on an order.*

Item/Non-stock Item:

Stock Item – Line Type "S". Enter a valid item number or select an item from the Inventory Lookup. The stock item number prints on the purchase requisition.

Non-stock Item – Line Type "N". Enter a non-stock item number or select an item from the Non-stock Lookup. The non-stock item prints on the purchase requisition. **Note: This is a required field.**

Item Desc/Vendor Item/Memo:

Stock Item – Line Type "S". The field is for display only. The item description from the *Inventory Item Maintenance-Description Maintenance* will be displayed. The stock item description prints on the purchase requisition.

Non-Stock Item or Other Charge – Line Type "N" and "O". Enter 1 to 40 characters to describe the non-stock item or other charge such as freight or handling cost. If this is a valid non-stock item, the description will be displayed, but the user can edit the field. The non-stock item description or other charge will print on the purchase requisition.

Vendor Item Number – Line Type "V". Use this field to enter the vendor item number or accept the default vendor item number. The vendor item number prints on the purchase requisition *if the flag is set to "Y" in the Purchase Order Maintenance-Parameter Maintenance-System Parameters.*

Note: If a V line type immediately follows an S line type containing an item with a vendor item number, that number is automatically displayed, but the user can change this field.

Memo – Line Type "M". There are two ways to enter a memo line on a purchase requisition. All memo message lines print on the purchase requisition.

1. Enter 1 to 40 characters as a message.
2. Press **<F1>** for the Text Editor. When the information is saved in the Text Editor, memo lines will automatically be created.

UM: This field is for stock and non-stock items. The unit of measure prints on the purchase requisition.

Stock Item – Line Type "S". Press enter to accept the default from *Inventory Item Maintenance / Purchase UM* field or the user can edit the field.

Non-stock Item – Line Type "N". Enter the standard unit of measure for shipping the item.

Conv: The conversion factor field is *display only* for stock items. The field defaults from the *Inventory Item Maintenance-Item Master Information*.

Qty Ord: Enter the order quantity for the stock or non-stock item. This is a *required* field. The Qty Ord prints on the purchase requisition.

Note: Use the same unit of measure that the vendor uses to ship the item. For Example, if two cases of 24 items each are being ordered, enter 2. The extension is automatically recalculated.

Unit Cost: This field is for entering unit cost for stock, non-stock items, and other charges. Unit costs can be represented with 2, 3, or 4 decimal places depending on the masks that are set up in the *Inventory Maintenance-Parameter Maintenance-System Parameters*. The unit cost field can be edited by the user. The unit cost prints on the purchase requisition.

Stock Item – Line Type "S"

1. If the stock item has a vendor assigned in *Inventory Item Maintenance-Vendor Maintenance*, the unit cost will be populated from the Last PO Cost for this vendor.
2. If a vendor has not been assigned to the item, the unit cost is populated from the *Inventory Item Maintenance-Warehouse Information* based on the costing method that is set up in the *Inventory Maintenance-Parameter Maintenance-System Parameters*.
3. If the stock item has been linked to an existing stock order detail line, the unit cost will be populated from the order detail line unit cost.

Non-Stock Item – Line Type "N"

1. A non-stock item can be selected from the lookup. Answer **"No"** to select a non-stock item from the non-stock inventory. Answer **"Yes"** to select a non-stock item from the catalog lookup.
2. If the non-stock item has been linked to an existing non-stock order detail line, the unit cost will be populated from the order detail line unit cost.
3. Enter the unit cost for the non-stock item.

Other – Line Type "O"

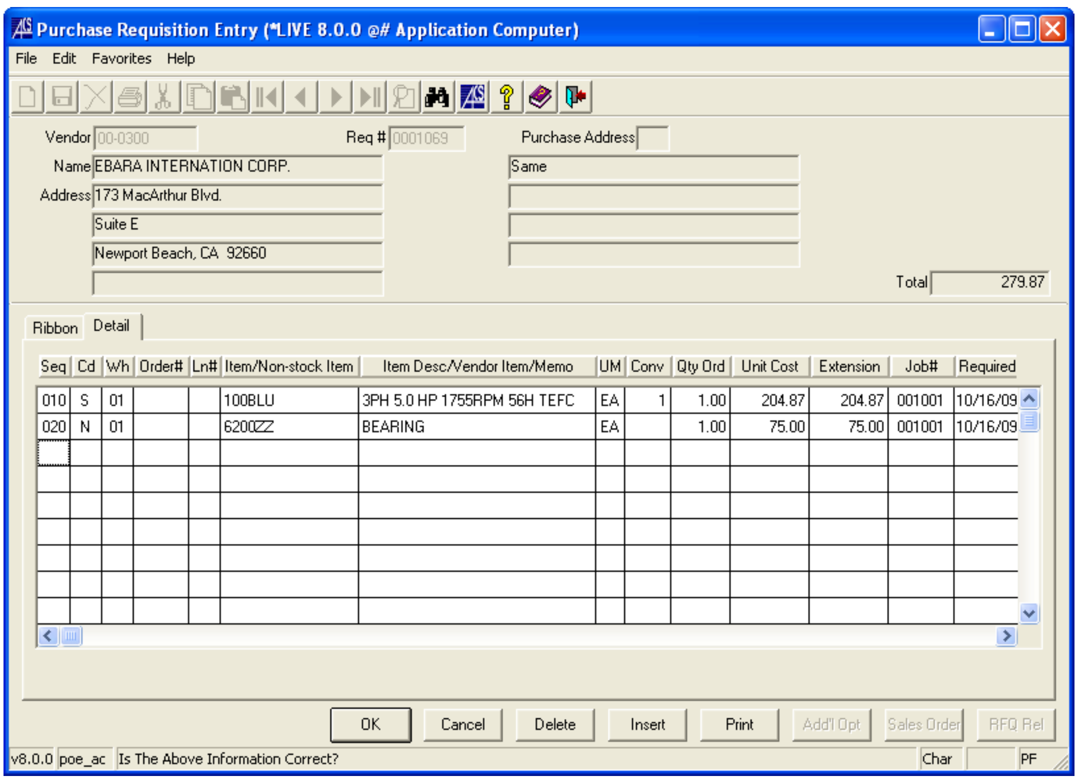
1. Enter the unit cost for other charges.

Extension: This field is for *display only*. Displays the extended cost of *Qty Ord * Unit Cost.* The extension prints on the purchase requisition.

Job#: This field is used to link an existing job to the purchase requisition detail line for stock and non-stock items. If the job entered has been shipped, a message will be displayed with the ship date. The job number prints under the item description on the purchase requisition.

Two ways to link a stock or non-stock item to a job

1. Purchase Requisition Entry. Enter a valid Job Number on the purchase Requisition detail line.



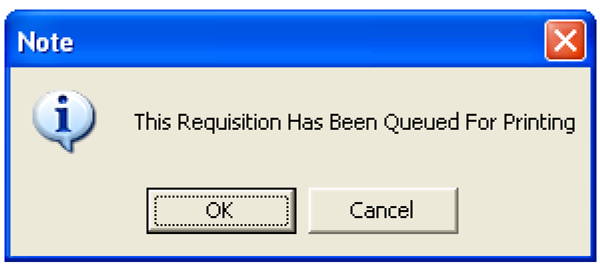
2. Job Entry – Estimate Entry. If the Code M=Material (stock or non-stock) is entered, the user can enter a Vendor Number, Drop Ship (Y/N), and enter P-Purchase Order or R-Requisition. A purchase order or requisition will be created when the user selects the Dtl Opt's button and releases the purchase order or requisition.

Required: Each line item on the purchase requisition carries its own required date. This feature allows multiple shipments of the same item, with multiple required dates, to be ordered on a single purchase requisition. This date field defaults to the Date Required in the purchase requisition header. The required date can be changed. The field is only accessible for Line Type "S", "N", and "O". The date required prints on the purchase requisition.

BUTTON OPTIONS

Print - The Print button is only accessible from the *Detail* Tab. Purchase requisitions can be printed individually (on demand printing) from the Purchase Requisition Entry task or printed in batches from the Print Purchase Requisitions (batch printing) on the Purchase Order Processing Menu. Purchase requisitions can be printed or reprinted at any time and batch purchase requisition printing can be restarted in the event of a paper jam. The purchase requisitions are designed to print on 8 ½ x 11 paper. *See Appendix A for an example of a purchase requisition.*

If the user selects **<F1> Reprint**, the following message will be displayed. When selecting **Reprint**, the purchase requisition will be selected to print in the batch printing in Print Purchase Requisitions on the Purchase Order Processing Menu.



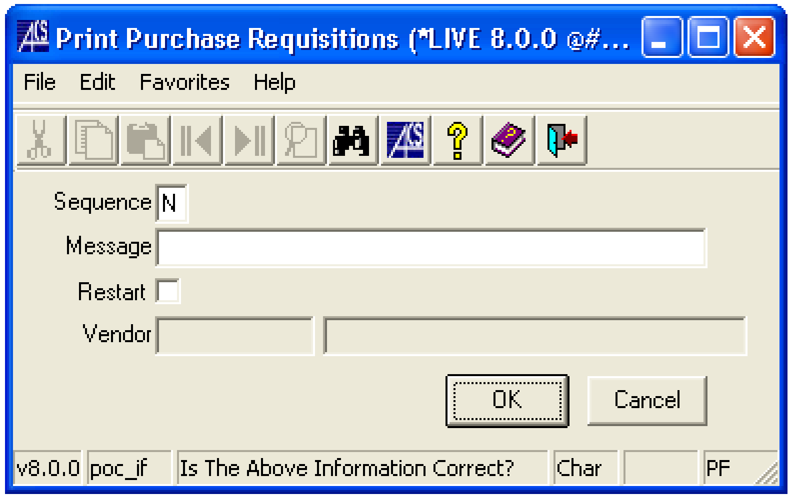
The purchase requisition will remain in the batch printing until the user updates the purchase requisition print file.

Add'l Opt - The Add'l Opt button is only accessible on the purchase requisition detail lines. The Additional Options are only available for line type "S" for stock and "N" for non-stock items. Date Promised, Not Before Date, and Message Code can be entered here for each purchase order detail line. These additional fields will print on the purchase requisition under the Item and Description. *Note: The Work Order field is not accessible unless using Shop Floor Control.*

Sales Order - This button is not applicable for Purchase Requisition Entry.

RFQ Rel – This button will create a purchase order for the vendors assigned to the RFQ that have a unit cost entered. All items entered for that vendor containing a unit cost will be removed from the RFQ and placed on the purchase order.

Distribution →Purchase Orders →Print Purchase Requisition (Batch Printing)



This task prints purchase requisitions entered since the last print update and not printed individually (on demand) from Purchase Requisition Entry. If the user selects **<F1> Reprint** from Purchase Requisition Entry, the purchase requisition will print in the next batch printing.

Purchase requisitions can be printed in sequence by purchase requisition number, vendor number, vendor alternate sort, or warehouse. The purchase requisitions are designed to print on 8-1/2 x 11 inch paper.

Typically, you will only enter text in the *Sequence* and *Message* fields. The *Restart* and *Vendor* fields are used when you have a paper jam or printer malfunction while printing the purchase requisitions.

Sequence: Enter "**R**" to print by purchase requisition number, "**N**" to print by vendor number, "**A**" to print by vendor alternate sort, or "**W**" to print by warehouse.

Message: Enter 1 to 38 characters to print an optional message at the bottom of each purchase requisition.

Restart: Enter "**Y**" to restart printing with a specific vendor after a printer jam or malfunction. Enter "**N**" to being printing with the first vendor on file.

Note: Enter Y in this field only in the case of a printer jam or malfunction, power outage, or other such situation that causes the purchase requisitions to not run completely.

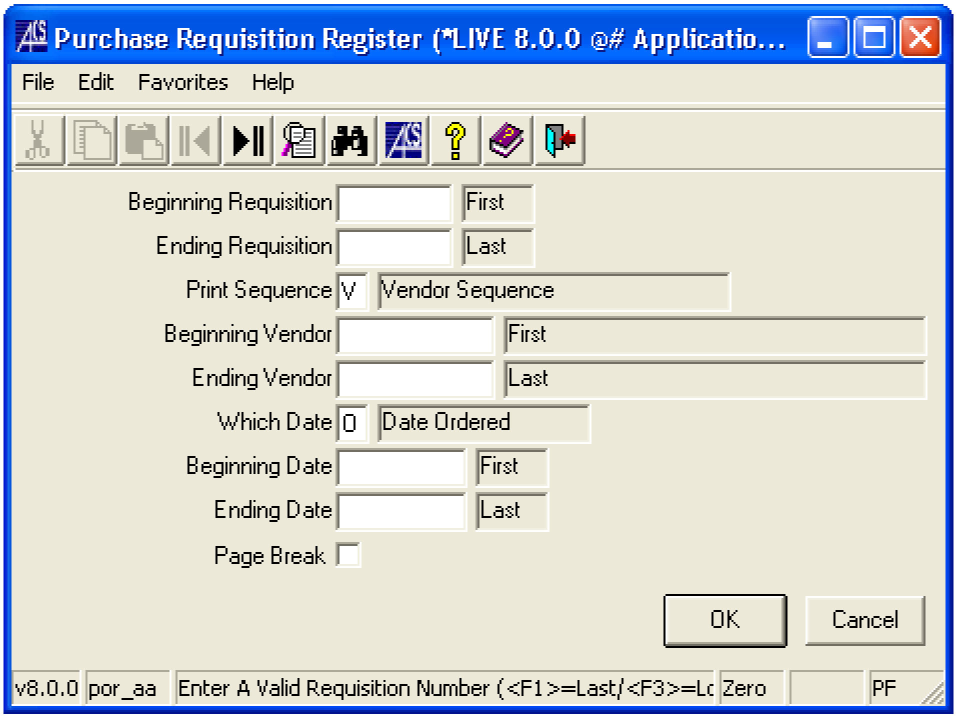
Vendor: This field is accessible if you entered "**Y**" in the Restart field. Enter the number of the first vendor for whom to restart printing or select a valid vendor from the lookup.

As the purchase requisitions print, vendor and purchase requisitions numbers display on the screen to show the progress of the printing. When the printing is complete, the system issues the prompt:

Enter "**Yes"** to update the print file. Enter "**No"** if the purchase requisitions did not print correctly.

Updated purchase requisitions will not print the next time the user selects the Print Purchase Requisitions task. If it is necessary to reprint a purchase requisition, use **<F1> Reprint** in Purchase Requisition Entry. This will put the purchase requisition back in the batch printing process.

Distribution ➔Purchase Orders ➔Purchase Requisition Register



Use this task to print a register of requisitions entered since the last update. You can select requisitions by vendor and date and sort the register in one of three print sequences. When you update the register, any requisitions not on hold are converted to purchase orders.

Beginning Requisition: Enter the number of the first requisition to appear on the register, select from a list of valid requisition numbers, or press enter to select the first requisition on record.

Ending Requisition: Enter the number of the last requisition to appear on the register, select from a list of valid requisition numbers, or press enter to select the last requisition on record.

Print Sequence: Enter **A** to print the register in alternate sequence, enter **V** to print in vendor sequence, or enter **R** to print in requisition sequence.

Beginning Vendor: Enter the number of the first vendor to appear on the register, select from a list of valid vendors, or press enter to select the first vendor on record.

Ending Vendor: Enter the number of the last vendor to appear on the register, select from a list of valid vendors, or press enter to select the last vendor on record.

Which Date: Enter **O** to print the requisitions within an order date range, enter **P** to print within a promised date range, enter **R** to print within a required date range, or enter **D** to print within a delivery date range.

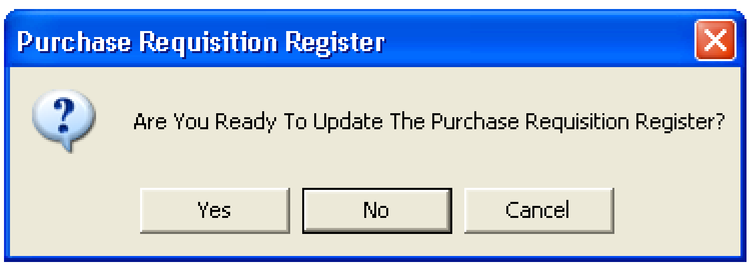
Beginning Date: Enter the first date to appear on the register or press enter to select the first date on record.

Ending Date: Enter the last date to appear on the register or press enter to select the last date on record.

Page Break: Enter **Y** to insert page breaks on the register between vendors or enter **N** to minimize paper usage.

Printing

As the register prints, vendor numbers display on the screen to show the progress of the printing. When the printing is complete, the system issues the prompt:



Enter **"Yes"** to update the register or enter **"No"** to return to the Purchase Order Processing Menu without updating.

Updating

As the requisition file is updated, vendor and purchase requisition numbers display on the screen to show the progress of the update. Updating the Purchase requisition file creates purchase orders out of the selected requisitions.

Replenishment Process Overview

Integration with Inventory

The system provides for various features to "automate" inventory management. These features require a basic understanding of system calculations for the various levels, order points, and lead time variables. We recommend a phased in strategy for companies starting with no automation tasks or processing.

The first phase is to analyze the inventory and determine if all the inventory or just portions of the inventory are subject to reorder reports or replenishment processes. The specific uses and turnaround times should be a known variable. The second phase is determining the stocking levels variables. The third phase is using the reorder report over a period of time to verify the stocking level variables. The fourth phase is to integrate the replenishment report, purchase order requisitions, and purchase order update processes to automate your inventory management.

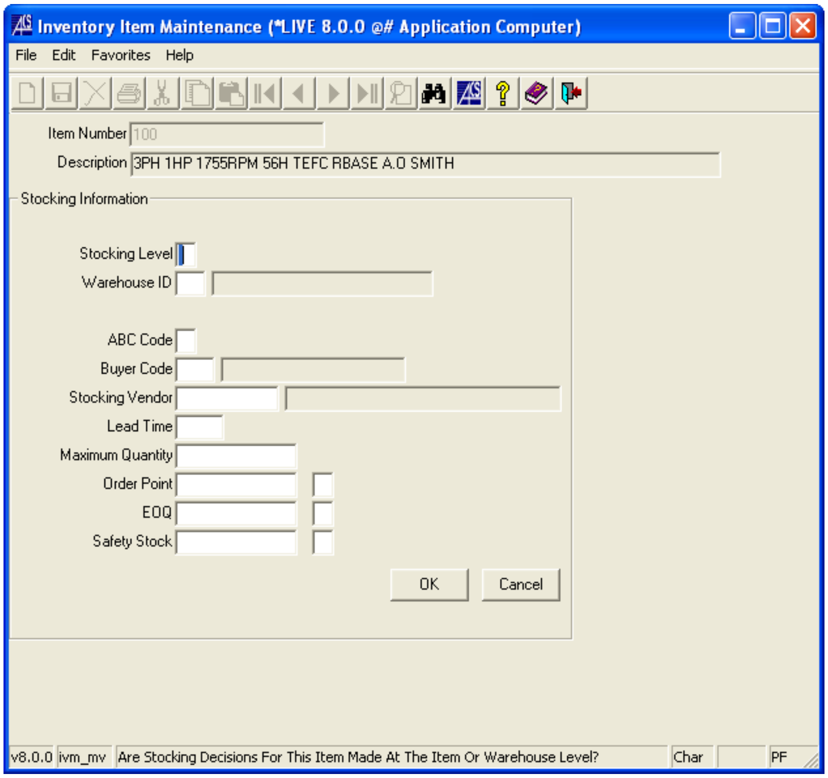
First Phase: Analyze Inventory

The first phase is to analyze the inventory and determine if all the inventory or just portions of the inventory are subject to reorder reports or replenishment processes. The specific uses and turnaround times should be a known variable. There are numerous inventory reports that may be used to provide adequate information in making the analysis.

Second Phase: Determine Stocking Level Variables

The second phase is determining the stocking levels variables. These are recorded in the Stocking Level configuration for each inventory item.

The Stocking Level configuration can be accessed in *Inventory Maintenance – Inventory Item Maintenance – Stocking Information*.



The values assigned in the Stock Information are crucial for the Replenishment tasks. The only two fields in the Stocking Information task which are not used to calculate the Suggested Order Quantity are Safety Stock and Lead Time. These two fields are printed on the Replenishment Register, but are not used in calculations since the user will have already incorporated them into the calculation of the Order Point. EOQ, Order Point, and Safety Stock can be manually maintained or optionally recalculated by the EOQ, Order Point, and Safety Stock Report task which is located on the Inventory Period End Processing Menu.

When selecting Stocking Information, the system will prompt for the stocking level, either by item or warehouse. Note: Warehouse is the recommended stock level variable, which allows companies to maintain separate stocking information per warehouse location. If warehouse is used as the stocking level, the system will prompt for the warehouse ID.

ABC Code
Used to weight usage in cases where usage is estimated.

Buyer Code
Used in conjunction with Stocking Vendor to access Vendor Maintenance Replenishment Parameters Review Cycle Days (or Inventory Buyer Code Maintenance Review Cycle Days if vendor’s Cycle Days are zero).

Stocking Vendor
Used in conjunction with Buyer Code to access Vendor Maintenance Replenishment Parameters Review Cycle Days (or Inventory Buyer Code Maintenance Review Cycle Days if the vendor's Cycle Days are zero).

Maximum Quantity
Used directly in calculating Suggested Order Quantity. If Max is not zero, Suggested Order Quantity equals Max minus Available minus On Order all rounded up to the nearest EOQ. This value must be meaningful and in keeping with the desired reorder quantities. Adjust this quantity and the Review Cycle Days to achieve optimal replenishment quantities.

Order Point
Order Point is used in calculating Line Point which is used as a point of comparison when determining if an item should be selected for replenishment. If an item's Available plus On Order is less than or equal to its Line Point, then it is eligible for replenishment.

EOQ
Used in calculating Suggested Order Quantity. Suggested Order Quantities derived from Maximum Quantity are rounded up to the nearest EOQ. Also, in cases where Maximum Quantity is zero, Suggested Order Quantity is equal to the EOQ.

Third Phase: Reorder Report

The Inventory Reorder & Shortage Report provides a report showing the items with available quantity that has fallen below the reorder point or the safety stock level. When the stocking information is assigned for inventory items in phase two, this report provides accurate information to determine if inventory items should be purchased.

This is another area where inventory management knowledge and good judgment work together to decide what to purchase and the quantity that will be purchased. The Inventory Reorder & Shortage Report functions as a system tool for a knowledgeable buyer to make a qualified decision.

Fourth Phase: Replenishment Report, Purchase Requisitions, Purchase Orders

The primary tools for evaluating inventory investment are the Inventory Reports which may be printed whenever desired. Various reports will show the current value of each inventory item, computes a turns ratio, and provide an indication of how well inventory dollars are contributing to the bottom line.

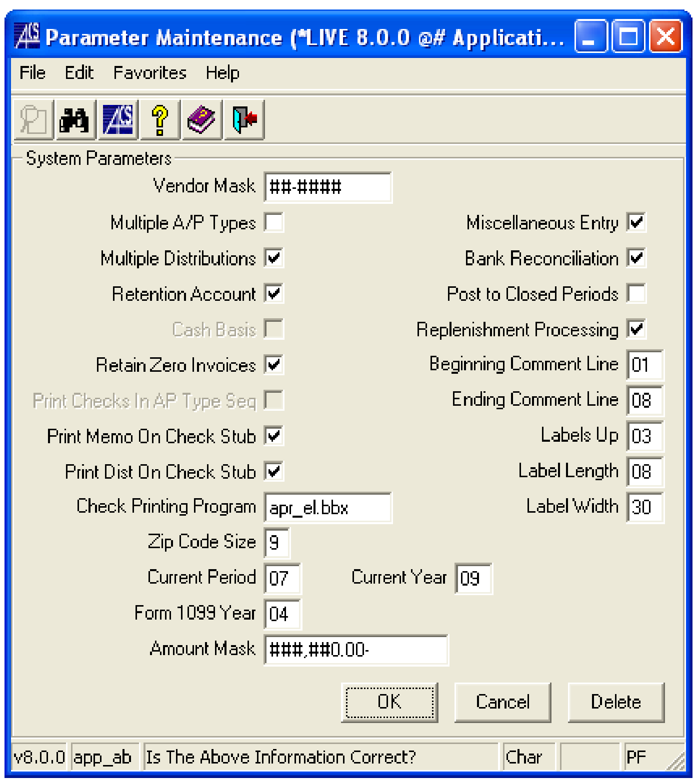
Yet inventory management knowledge and good judgment must work together when using these tools to develop a true understanding of the inventory picture.

Even when inventory turns are high, stock levels may be too low and sales are lost. With stock levels too low, purchasing costs are increased due to increased clerical time and loss of quantity discounts. By having purchasing requirements at your fingertips, leaner stock levels may be maintained – but good judgment must be used to eliminate stock-outs and lost sales.

Integration with Accounts Payable – Replenishment Parameters

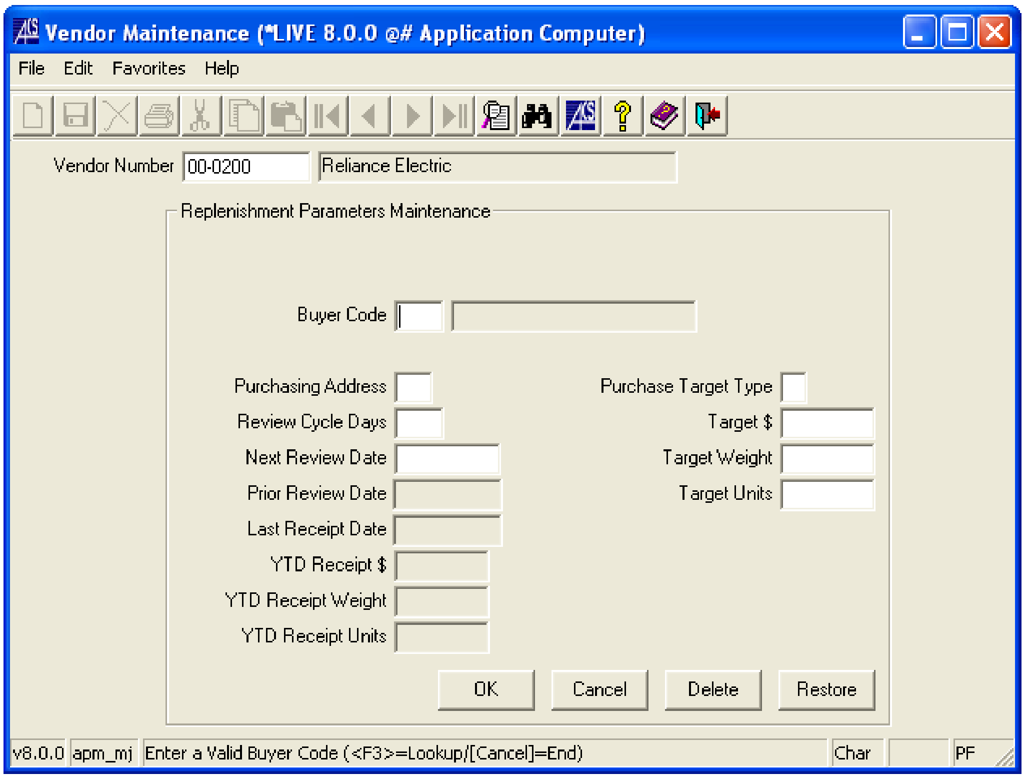
Replenishment processing enables purchasing to buy more efficiently, improve margins, decrease paper, and reduce inventory levels. By analyzing current inventory data and user-defined buying parameters, a determination may be made for what items to purchase, from which vendors, and in what purchase quantities. Depending on the nature and volume of business, this process might be performed on a daily basis.

When the Purchase Order Processing module is interfaced to Accounts Payable, you can use this option to maintain vendor/buyer replenishment information within the vendor masterfile. The **Replenishment Processing** parameter must be set to **Y** to access this option in the *Accounts Payable – Parameter Maintenance - System Parameters.*



Vendor Maintenance – Replenishment Parameters

Each vendor also maintains replenishment parameters as part of their maintenance file. When Replenishment Processing is allowed in Accounts Payable – Parameter Maintenance - System Parameters, each vendor will have the replenishment options as part of the vendor maintenance selection menu.



These parameters provide for a designation for buyer code, purchasing address, review cycle days, and next review date. This is used to analyze the information for the replenishment report and create a proper requisition to the appropriate vendor purchase address. The purchase target type allows for a target to be assigned by dollars, weight, or units per vendor to take advantage of price breaks, unit breaks, or weight accumulation for freight considerations.

With these parameters established, the replenishment selection and register will provide more useful and applicable information. Most of the fields in the Replenishment Parameters are not actually used in determining replenishment quantities, but two of them are.

Purchasing Address – Printed in the Vendor header.

Review Cycle Days – This field is important to replenishment calculations. It is used to calculate Usage During Review Cycle which in turn is part of the Line Point calculation. Remember that Line Point is used to determine whether an item is eligible for replenishment. The user figures and enters this value. Adjust this value and the Maximum Quantity to achieve optimal replenishment quantities.

Next Review Date – This field is also a vital part of replenishment. This date is used to determine whether a buyer/vendor combination is eligible for the replenishment process. If this date does not fall within the date range entered into Replenishment Selection, items stocked by this buyer/vendor combination will be excluded from the results. This field is updated at the end of the Replenishment Register.

Prior Review Date – Printed in the Vendor header. This field is updated at the end of the Replenishment Register.

Last Receipt Date – Printed in the Vendor header.

YTD Receipt $ - Not used by the replenishment tasks.

YTD Receipt Weight – This field is not used by the replenishment tasks.

YTD Receipt Units – This field is not used by the replenishment tasks.

Purchase Target Type – Printed in the Vendor header.

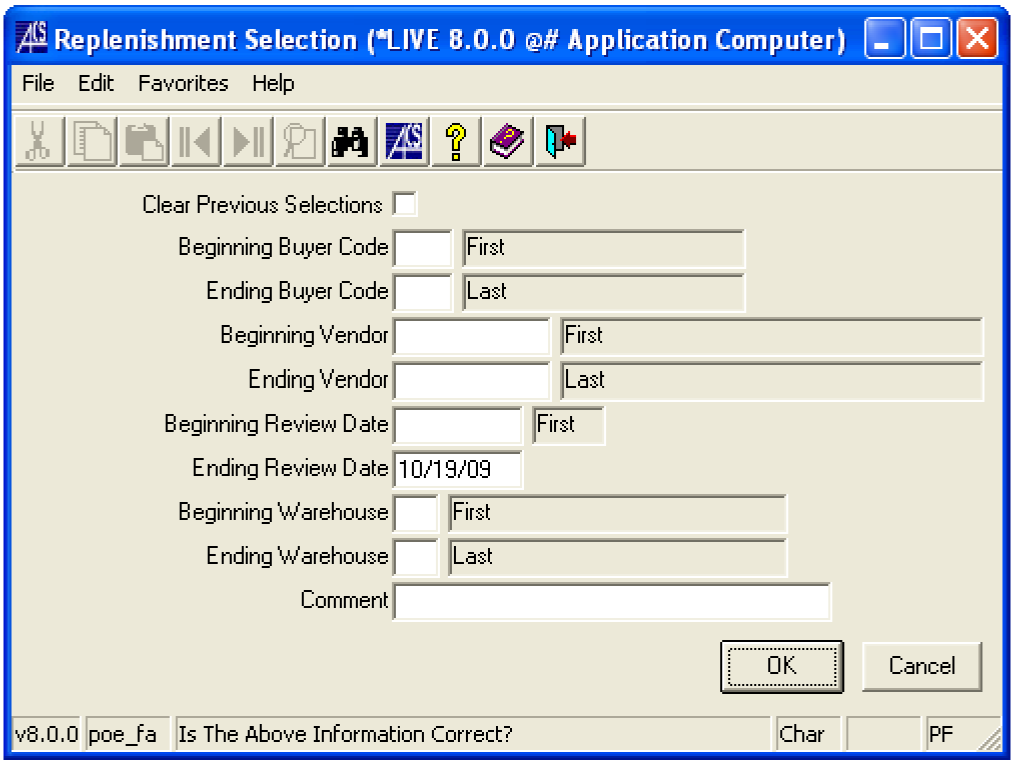
Target $ - Printed in the Vendor header and total.

Target Weight – Printed in the Vendor header and total.

Target Units – Printed in the Vendor header and total.

Distribution ➔Purchase Orders ➔Replenishment Selection

Replenishment Selection is used to specify which vendor/buyer/review dates are applied in a replenishment analysis. One or more buyer/vendor combinations may be applied, along with a date range for the vendor/buyer's next review date.



Clear Previous Selections: This field is accessible only when there are existing replenishment selections. Check this field to clear previous selections.

Beginning Buyer Code: Enter a valid buyer code for the first buyer code to review, select a valid buyer code from the lookup, or press enter to select the first buyer code on record.

Ending Buyer Code: Enter a valid buyer code for the last buyer code to review, select a valid buyer code from the lookup, or press enter to select the last buyer code on record.

Beginning Vendor: Enter a valid vendor for the first vendor to review, select a valid vendor from the lookup, or press enter to select the first vendor code on record.

Ending Vendor: Enter a valid vendor for the last vendor to review, select a valid vendor from the lookup, or press enter to select the last vendor code on record.

Beginning Review Date: Enter the first date to review, press enter to select the first date on record, or press **<F3>** to select the terminal date.

Ending Review Date: Enter the last date to review, press enter to select the last date on record, or press **<F3>** to select the terminal date.

Beginning Warehouse: Enter a valid warehouse code, select a warehouse code from the lookup, or press enter to select the first warehouse on record.

Ending Warehouse: Enter a valid warehouse code, select a warehouse code from the lookup, or press enter to select the last warehouse on record.

Comment: Enter an optional comment, 1 to 30 characters, to appear on the printed register.

Distribution →Purchase Orders →Replenishment Register

After executing the Replenishment Register program, the system will provide prompts for the replenishment register printings.

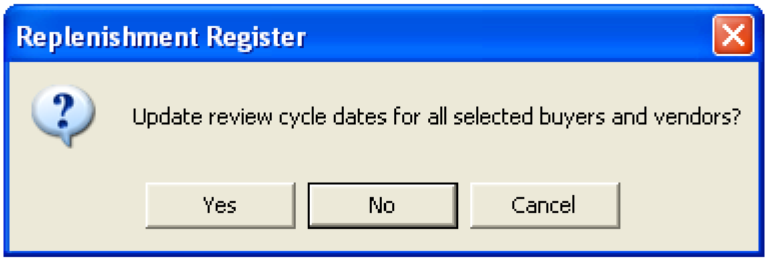
Recommended purchase quantities are based on minimum purchase amount, maximum stocking levels, line point, EOQ, average usage, and safety stock.

According to the parameters you established in the Replenishment Selection task, the system analyzes current inventory data and user-defined buying parameters.

When prompted, check the Print Warehouse Detail field to show usage and quantity detail by warehouse for each listed item. If this field is not checked, the register will provide summarized information.

When prompted, check the Print Only Suggested Buy Items field to show only suggested buy items. If this field is not check, the register will print all analyzed items.

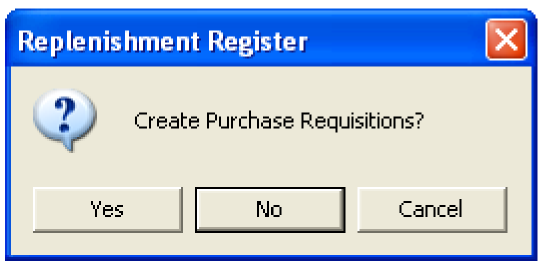
As the register prints, item numbers display on the screen to show its progress. When initially reviewing the replenishment register, *do not update* if the intention is just to review the report. Updating will set the Next Review Date based on the Replenishment Parameters option in the Vendor Maintenance.



Enter **"Yes"** to update the date. The *Next Review Date* becomes the terminal date **plus** the *Review Cycle Days* entered in the *Vendor Maintenance - Replenishment Parameters* option.

Enter **"No"** to ignore and return to the Purchase Order Processing Menu without updating the review cycle dates.

When you enter **"Yes"** to update the date, the system will also provide an option for creating purchase requisitions when updating the replenishment register.



Enter **"Yes"** to create purchase requisitions for "suggested buy" items. Enter **"No"** to update the review date without creating requisitions.

Replenishment Analysis Definitions

Order Point
Average use during lead time (calculated) *plus* safety stock (from Inventory Item Maintenance-Stocking Information)

Line Point
Order point *plus* average use during review cycle time (calculated)

Current Quantity
Quantity available (from Inventory Item Maintenance) *plus* quantity on order (from open purchase orders and open work orders)

Maximum Quantity
Maximum desired quantity on hand (user-defined in Inventory Item Maintenance-Stocking Information)

Suggested Order
Maximum quantity *minus* quantity on hand *minus* quantity on order, rounded up to nearest EOQ

If maximum quantity = 0, suggested order = EOQ

If maximum quantity = 0 and EOQ = 0, suggested order = Line Point

If maximum quantity = 0 and EOQ = 0 and line point = 0, suggested order = Order Point

Surplus
For items stocked by warehouse, Surplus Other Whses line may appear on the replenishment report. The "other warehouses" shown may not be included in the selected warehouse range. Surplus is calculated as Available minus Line Point minus On Order.

Requisition Creation and Warehouse

When a requisition is created for a suggested order, the items created need to have warehouses associated with them. If an item is stocked by warehouse, the warehouse used for the requisition line item is simply the one appearing on the replenishment report for that suggested item/warehouse. However, if an item is stocked by item, the warehouse used in creating the requisition for the item will be the Default Warehouse as defined in Inventory Parameter Maintenance.

Replenishment Review Considerations

Items belonging to a selected vendor/buyer code combination appear on the Replenishment Report if the current quantity of any item in the selected vendor/buyer code is less than or equal to the reorder point.

If target amounts are set for a vendor/buyer code combination and the targets are fulfilled by suggested orders for items whose current quantity is less than or equal to the reorder point, only those items appear on the report with a suggested order amount.

If target amounts are set for a vendor/buyer code combination and the targets are not fulfilled by the items described above, items whose current quantity is less than or equal to the line point also appear on the report with a suggested order amount.

If no target amounts are set for a vendor/buyer, and *Review Cycle Days* = 0 for the vendor/buyer, only items with a current quantity of less than or equal to the reorder point appear on the report with a suggested order.

If no items belonging to a vendor/buyer code were suggested for replenishment, the *Next Review Date* for that vendor/buyer does not change.

Replenishment Adjustment Codes

One or more adjustment codes may appear in the first field of a Suggested Order line. These codes are used to alert the buyer to any unusual inventory situation and to explain the calculation of the suggested order amount.

**** Indicates Period Usage is Estimated**
Usage will be estimated when there is not a full year's usage available. Remember that an estimated usage is also weighted according to the Parameter's Inventory Factors.

O Indicates On Hand Greater than Maximum
When On Hand is greater than Maximum Quantity, no order will be suggested. Note that in the case where Available plus On Order is greater than Line Point (which means that the item does not need replenishing) this "O" code will not be printed even if the On Hand is greater than the Maximum Quantity.

U Indicates Unusual Monthly Usage
The purpose of this code is merely to notify the buyer; it does not affect the suggested buy calculation. This code is referring to the current month's usage. Current usage is considered unusual when it is less than one half the average monthly usage for the last 12 months or greater than twice the average monthly usage.

M Suggested Buy Based on Maximum
Primarily, the suggested buy quantity will equal the Maximum Quantity minus the Available Quantity minus the On Order Quantity. This quantity will be rounded up to the nearest EOQ if the EOQ is set. (See the E Code).

E Suggested Buy Rounded To EOQ Amount
The suggested order quantity may be rounded up to the nearest EOQ. If this should happen, this code will be printed on the Replenishment Register. If EOQ is zero, the suggested order quantity will not be modified, and this code will not be printed.

An alternate time this code gets printed is when the Maximum Quantity is zero, and EOQ is not. In this case, suggested order quantity is equal to the EOQ.

L Suggested Buy Based on Line Point
When Maximum Quantity is zero and EOQ is zero, suggested order quantity equals the Line Point. Line Point is a calculated value. It is Order Point plus Usage During Review Cycle. Order Point is a field entered in the Item Maintenance – Stocking Information task. Usage During Review Cycle is calculated based on the annual usage (which will be an estimated and weighted quantity when a full year's usage history is not available) and the Cycle Days which come from either the Vendor Maintenance Replenishment Parameters Review Cycle Days field, or, if that field is zero, from the default Review Cycle Days field in the Buyer Code Maintenance.

R Suggested Buy Based on Order Point
When Maximum Quantity is zero and EOQ is zero and Line Point is zero, suggested order quantity equals the Order Point.

Y Suggested Buy Limited to One Year's Usage
When Maximum Quantity is zero, the quantity suggested is limited to one year's usage. This means that if one year's usage is zero, the quantity suggested will also be zero.

No limit is applied to Suggest Order Quantities that are derived using the Maximum Quantity. It is assumed that the user will have a Maximum Quantity and an EOQ that have already taken this limit into account.

2 Suggested Buy Increased ½ Month's Usage
When Maximum Quantity is zero, any suggested order quantity that is less than one half the estimated monthly usage will be increased to an estimated half month's usage. In this case, the "2" code will be printed on the Replenishment Register.

Possible reasons for an item not suggested for replenishment

- ✓ The Next Review Date (*Vendor Maintenance – Replenishment Parameters*) for a vendor does not fall within the specified date range.
- ✓ Available plus On Order is greater than Line Point.
- ✓ Available plus On Order is greater than Max.
- ✓ The Order Point is zero, causing the item/warehouse to be skipped.
- ✓ The Buyer Code assigned to the item in Inventory Item Maintenance – Stocking Information task is not within the specified Buyer range.
- ✓ There is no Buyer Code assigned to the item in Inventory Item Maintenance – Stocking Information task.
- ✓ The Vendor assigned to the item in Inventory Item Maintenance – Stocking Information task is not with the specified Vendor range.
- ✓ There is no Vendor assigned to the item in Inventory Item Maintenance – Stocking Information task.
- ✓ The warehouse associated with an item is not within the specified Warehouse range.
- ✓ No warehouse information exists for the item.
- ✓ No stocking information exists for the item.

Purchase Order RFQ (Request for Quote) System

The RFQ System allows the user to create a RFQ Vendor for the purpose of generating Requests for Quotes from one or multiple vendors.

The system can generate a Request for Quote in one of three ways:

From a Job Estimate
During Sales Order Entry
Directly from Purchase Requisition Entry

A RFQ Vendor must be created in Vendor Maintenance. This vendor number must begin with the characters RFQ. The vendor number can have additional numbers or characters, but the first three characters must be RFQ for the system to process properly. Because this request can be sent to multiple vendors, the Vendor Name and Address information need not be specific to a particular vendor. Enter any data you wish the vendor to see when submitting the request.

The Vendor Detail information can be entered using your default settings. These fields must have valid data, but it need not be specific to any vendor.

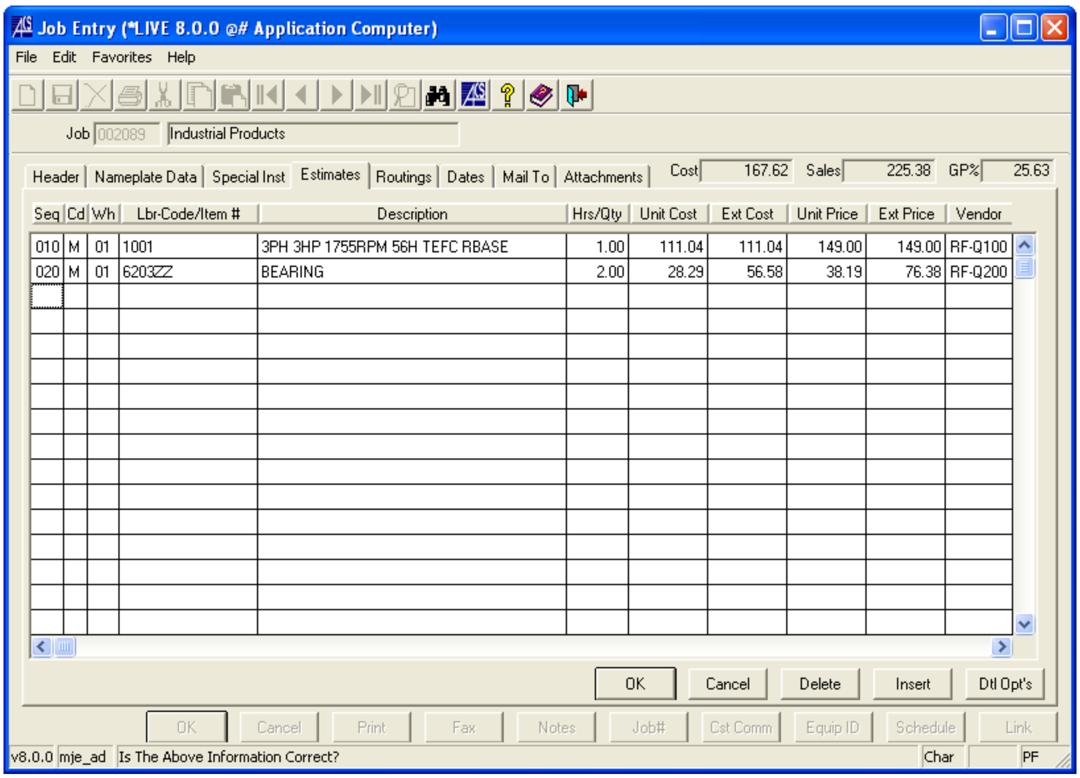
Note: You may wish to set up multiple RFQ vendors. This would allow each of your Sales/Purchasing agents to maintain their own RFQ vendor.

Note: You may also consider the set up of a Standard Message specifically to be used when requesting a quote.

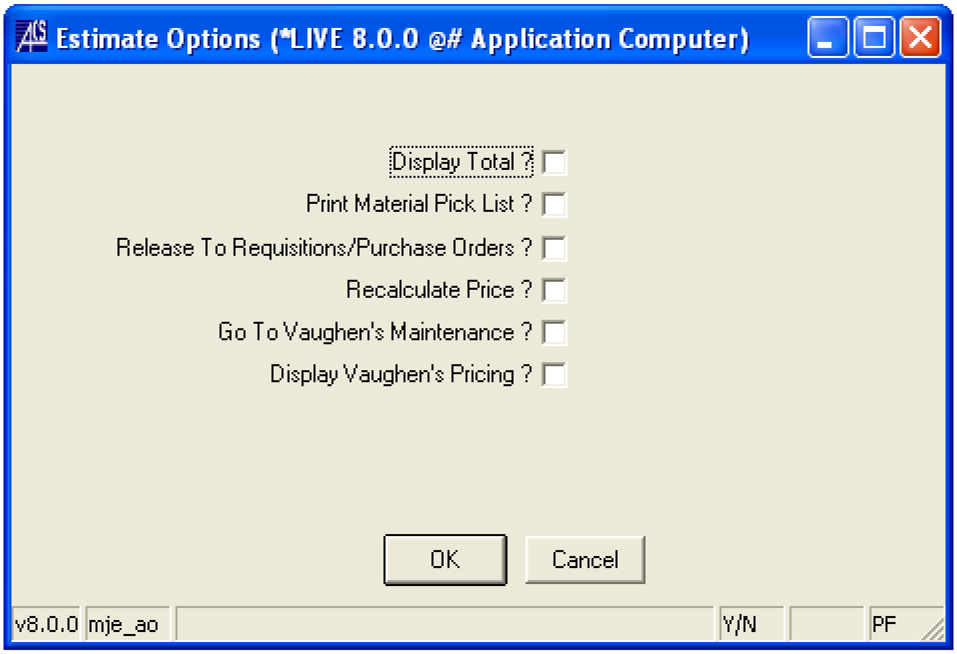
RFQ From Job Estimate

When entering a Job Estimate, it is a simple process of entering your RFQ Vendor at the end of each line you wish to have quoted.

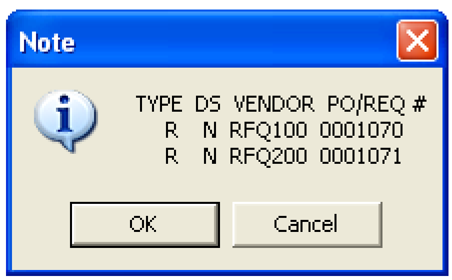
Upon entering the RFQ vendor number, you will enter **"N"** in the Drop Ship field; then, the system will automatically enter an **"R"** in the Req/PO field.



Once your Estimate line detail is complete, you will select the **Dtl Opt's** button at the bottom of the page. Check the **Release to Requisitions/Purchase Order** option to release your items to requisitions.



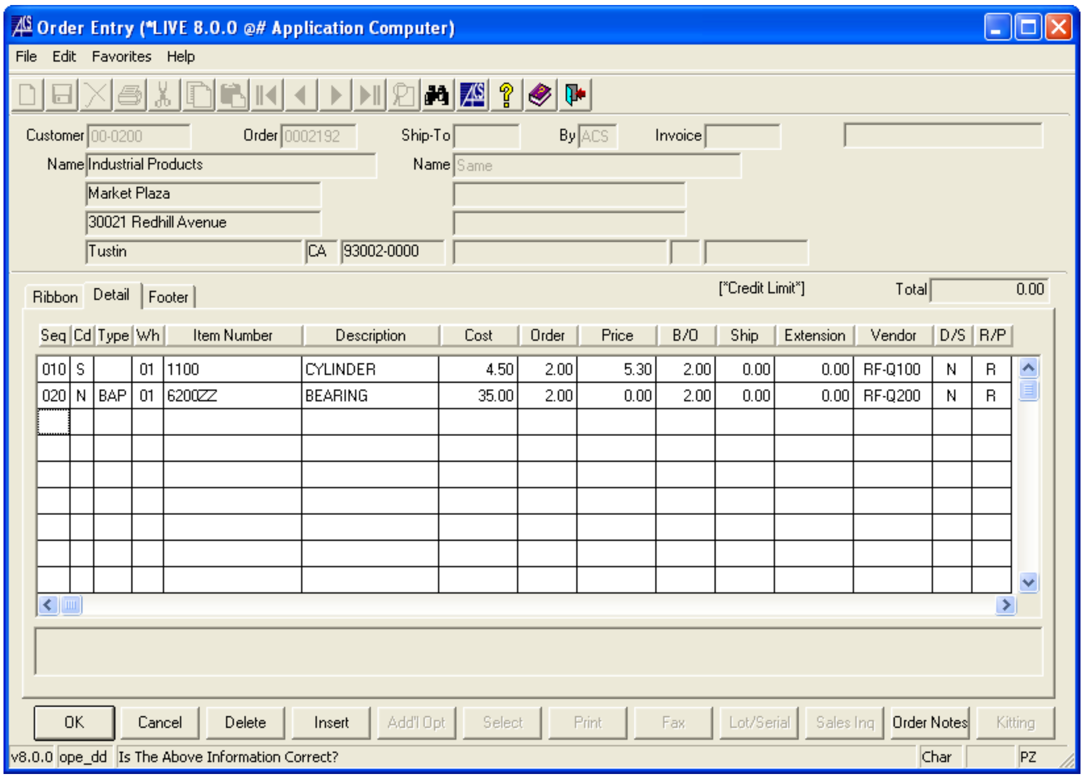
As you exit your Job Estimate, the system will display the information for the Purchase Requisition it creates.



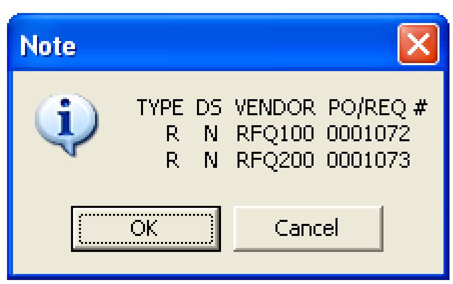
***Note:** As you review the Requisitions generated from your Job Estimates, you will see that **the COST and VENDOR fields in the requisition DETAIL have been left blank**. This data will be entered when you receive your vendor quotes back and decide which estimate you intend to use.*

RFQ From a Sales Order

The process of creating a Request for Quote from a Sales Order is much the same as your Job Estimate process. Enter your RFQ Vendor on each detail line you need quoted.



As you exit your Sales Order information, your system will display the information for the Purchase Requisition it creates from the RFQ.

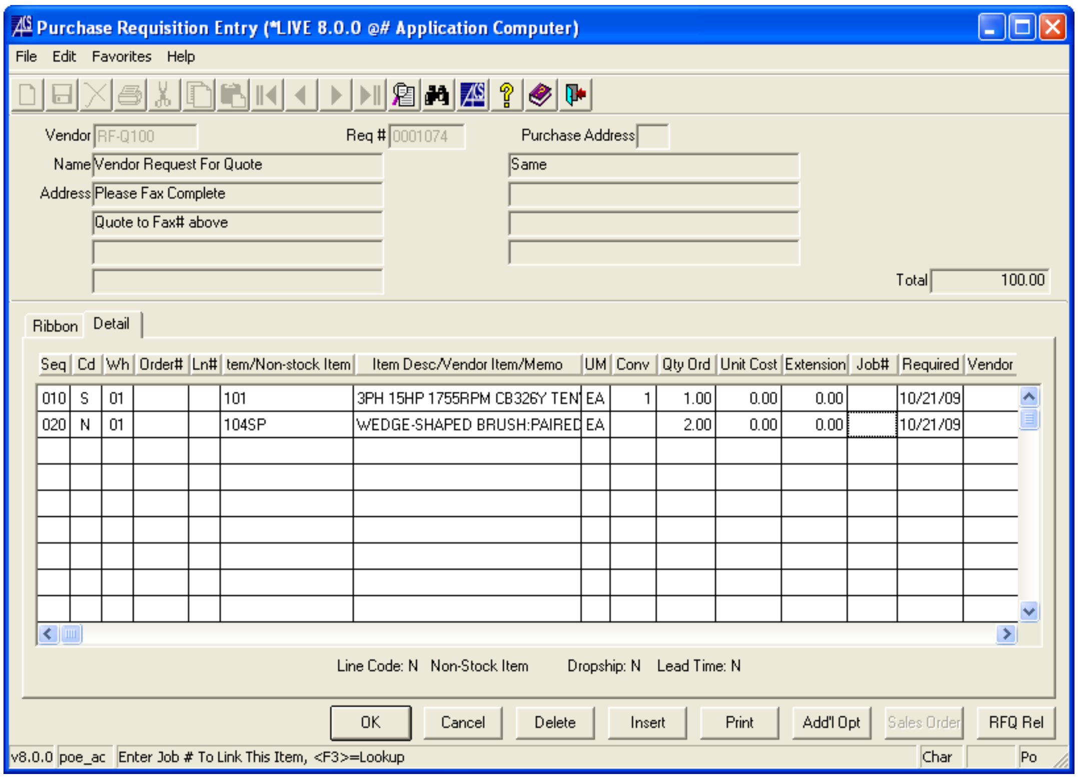


Note: *As you review the Requisitions generated from your Sales Orders, you will see that* ***the COST and VENDOR fields in the requisition DETAIL have been left blank****. This data will be entered when you receive your vendor quotes back and decide which estimate you intend to use.*

Creating RFQ in Purchase Requisition Entry

Enter your RFQ Vendor Number. You will then enter your detail line **leaving your Unit Cost and Vendor fields blank**.

Note: *This data will be entered when you receive your vendor quotes back and decide which quote you intend to use.*



Printing Request for Quote

A Request for Quote is printed when the Vendor Number starts with **RFQ**, the RFQ has not been released, and the user selects the **Print** option. When printing the RFQ, blank fields are printed in the *cost and extension columns* to provide space for your vendor's quote. "**Request for Quote**" will print at the top of the document.

```
ADD+ON Software, Inc.                         R E Q U E S T  F O R  Q U O T E
1318 Haywood Road
Building B                                               RFQ Number: 0001074
Greenville, SC, SC  29301                                  RFQ Date: 10/21/09
                                                               Page: 1
Phone #:(276)676-3815 Fax #:(276)676-3403
Vendor:                                   Ship To:
RF-Q100 Vendor Request For Quote            ADD+ON Software, Inc.
        Please Fax Complete                 1318 Haywood Road
        Quote to Fax# above                 Building B
                                            Greenville, SC, SC  29301
--------------------------------------------------------------------------------
Terms: Net 10                 Ship Via: UPS              FOB: Your Warehouse
--------------------------------------------------------------------------------
Acknowledged By Vendor Contact:
Ordered By: ACS
--------------------------------------------------------------------------------
Seq| Quantity |Item And Description         Date Req'd|     Cost |UM|Extension
--------------------------------------------------------------------------------
   |          |                                      |          |  |
010|     1.00 |101                          10/21/09 |__________|EA|__________
   |          |3PH 15HP 1755RPM CB326Y TENV RELIANCE |          |  |
   |          |                                      |          |  |
020|     2.00 |104SP                        10/21/09 |__________|EA|__________
   |          |WEDGE-SHAPED BRUSH:PAIRED             |          |  |
   |          |                                      |          |  |
   |          |                                      |          |  |
   |          |                                      |          |  |
   |          |                                      |          |  |
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   |          |                                      |          |  |
   |          |                                      |          |  |
   |          |                                      |          |  |
```

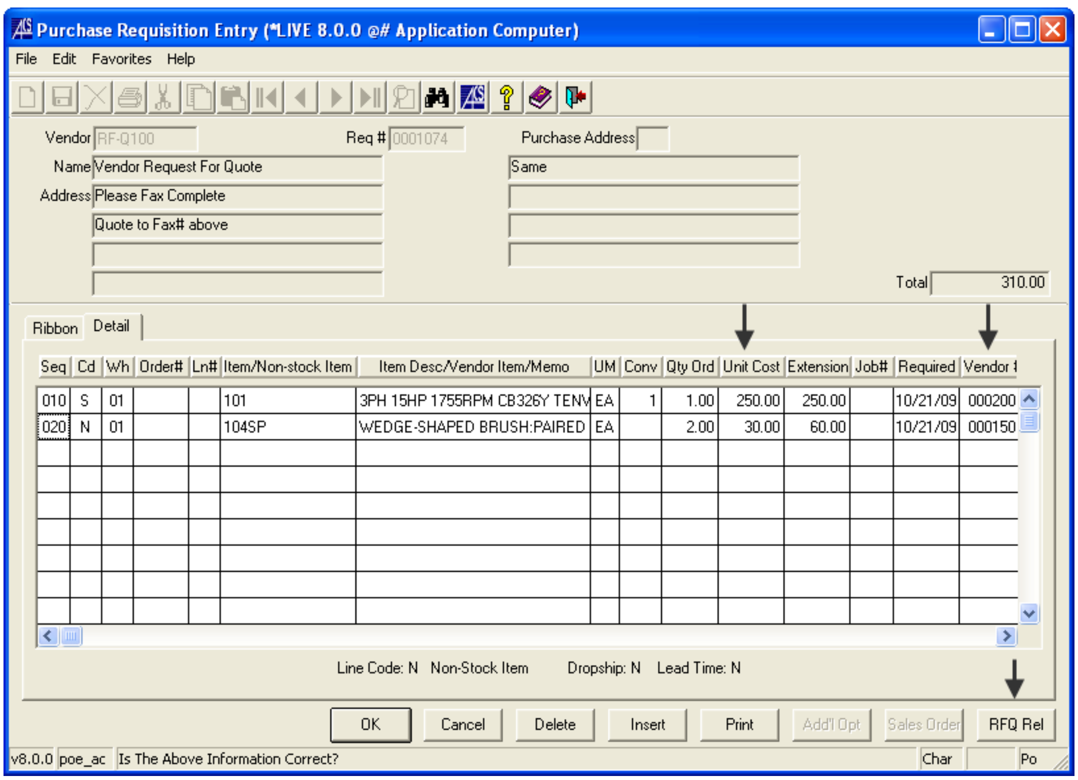
Creating Purchase Orders from RFQ Release

If requisitions have been created using the RFQ process in Job Estimates, Sales Order Entry, or Purchase Requisition Entry, the next step is to create the purchases orders.

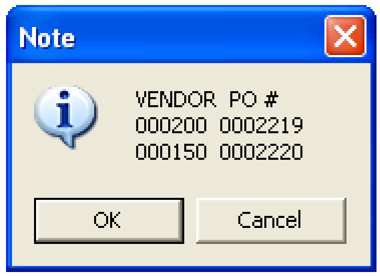
Upon approval of your vendor quote, it will now be necessary to enter the **Unit Cost** and **Vendor#** on your RFQ detail lines in **Purchase Requisition Entry**. This process is the same for purchase requisitions that have been created for Job Estimates, Sales Orders, or entered in Purchase Requisition Entry using the RFQ process.

Note: It is possible to assign different vendors to each detail line.

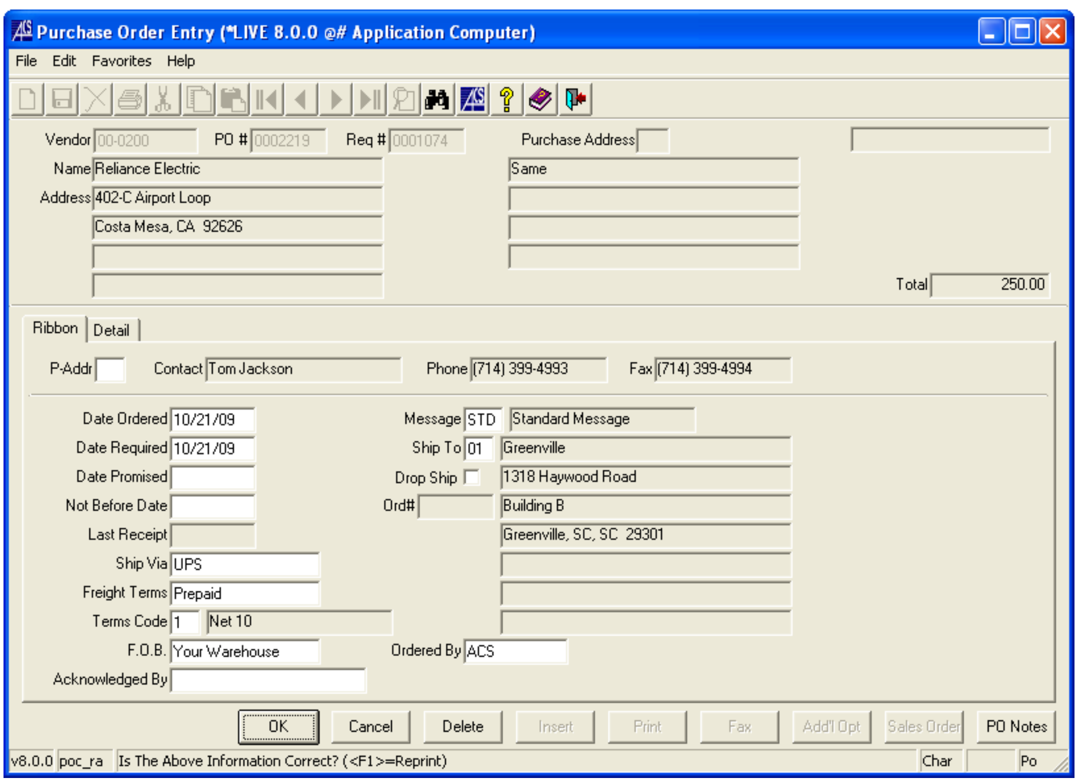
Once the **Unit Cost** and **Vendor#** has been entered, it is time to generate the Vendor(s) Purchase Order(s). In **Purchase Requisition Entry**, select the **RFQ Rel** option.



By selecting the **RFQ Rel** button, you will create a Purchase Order for each vendor. All items entered for that vendor containing **Unit Cost** will be removed from the RFQ and placed on the purchase order. The system will display the vendor number and purchase order number created from the RFQ vendor.

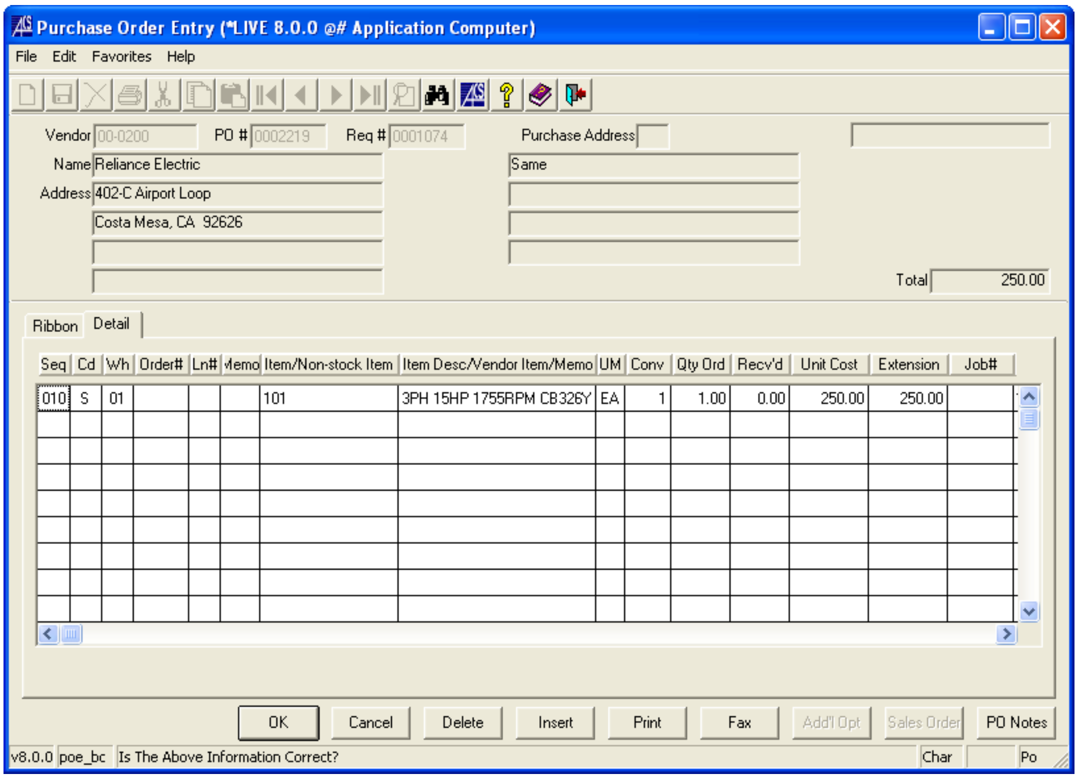


The purchase order can now be viewed in **Purchase Order Entry**. The correct vendor data will appear on your newly created PO using the requisition number generated by your RFQ.



Note: The purchase order created by the RFQ will reflect the same Required Date as the RFQ detail line items.

Should it be necessary to edit/change the purchase order detail, it can be done at this time.



Print Purchase Order Created from RFQ

The purchase order is printed and the RFQ process is completed.

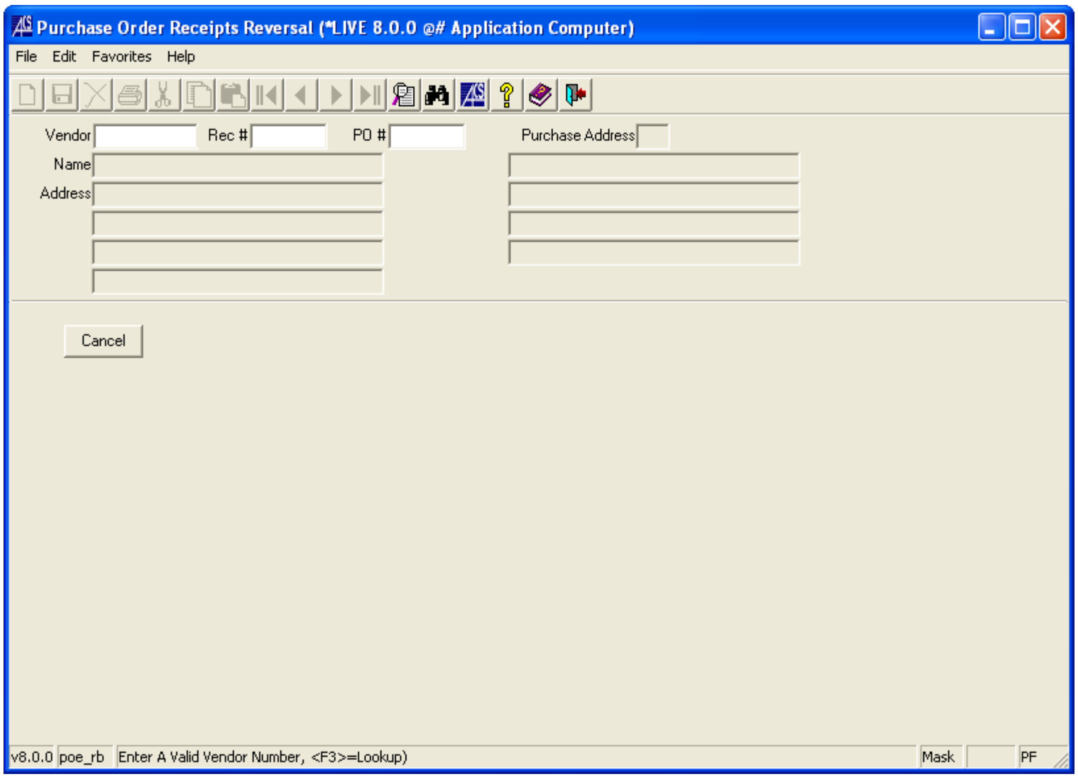
```
ADD+ON Software, Inc.                               P U R C H A S E   O R D E R
1318 Haywood Road
Building B                                      Purchase Order Number: 0002219
Greenville, SC, SC  29301                         Purchase Order Date: 10/21/09
                                                                 Page: 1
Phone #:(276)676-3815 Fax #:(276)676-3403
Vendor:                                      Ship To:
00-0200 Reliance Electric                      ADD+ON Software, Inc.
        402-C Airport Loop                     1318 Haywood Road
        Costa Mesa, CA  92626                  Building B
                                               Greenville, SC, SC  29301
-------------------------------------------------------------------------------
Terms: Net 10                  Ship Via: UPS                FOB: Your Warehouse
-------------------------------------------------------------------------------
Acknowledged By Vendor Contact:
Ordered By: ACS
-------------------------------------------------------------------------------
Seq| Quantity |Item And Description          Date Req'd|     Cost |UM|Extension
-------------------------------------------------------------------------------
   |          |                                         |          |  |
010|     1.00 |101                             10/21/09 |    250.00 |EA|   250.00
   |          |3PH 15HP 1755RPM CB326Y TENV RELIANCE    |          |  |
   |          |Your Item Number 101                     |          |  |
   |          |                                         |          |  |
-------------------------------------------------------------------------------
Please Acknowledge Order And Confirm                           Total    250.00
Prices. Our Order Number Must Appear
On All Invoices, Packages, Etc.

Please Notify Us Immediately If You Are
Unable To Completely Ship This Order By
The Date Required.                              ________________________________
                                                        Purchasing Agent
```

Distribution →Purchase Orders →Utilities →Purchase Order Receipts Reversal

The Purchase Order Receipt Reversal should be used with ***extreme*** caution. This utility reverses the purchase order receipt entered on this screen. The reversal will print on the next PO Receipt Register. The reversal is updated during the PO Receipt Register Update.

Note: *The Vendor, Rec #, and PO # must be known before reversing the receipt. Lookups are not available for the Rec # and PO #.*



Vendor: Enter a valid vendor number or select a vendor from the lookup.

Rec #: Enter a valid receiver number for this vendor or **<F2>** to return to the vendor field.

PO #: Enter a valid purchase order number for this vendor/receiver.

If an invalid receiver number is entered for the purchase order entered, the following warning will be displayed:

Distribution ➔Purchase Orders ➔Reports

Open Purchase Requisition Report
Use the option to print a report showing the current status of all or selected open purchase requisitions on file. Each detail line of the purchase requisition is listed. The user can print by Order Date, Promised by Date, Date Required or Don't Delivery Before Date. The report can be printed by alternate sequence, vendor, or requisition sequence. The report includes the unit of measure, conversion factor, quantity required, balance due, unit cost, and extension.

Requisition by Item Report
Use this report option to print a report showing open requisitions printed by warehouse and item number. The user may choose to view the open purchase requisitions for all or selected inventory stock items, and for a single warehouse or all warehouses. The user can print by Order Date, Promised by Date, Date Required or Don't Delivery Before Date. The report includes the conversion factor, quantity required, unit cost, extension, and quantity on order.

PO Receipt Variance Report
Use this task to print a report showing the variance between received dates/required dates and the variance between received dates/promised dates. You can generate the report based on a minimum variance in days*. For example, if you enter a minimum variance of 30, the report will print variances greater than or equal to 30.*

PO Receipt Cost Variance Report
Use this task to print a report showing the cost variance of stock and non-stock line items between items ordered and items received. The variance is determined by the dividing the receipt value by the order value if the order value is not equal to zero. A variance and variance ratio are displayed. You can generate the report based on a "greater than" percentage. *For example, if a variance of 25% is entered, the report will print variances greater than or equal to 25%.*

PO Receipt History by Vendor Report
Use this task to print a report showing the historical purchase order receipts for your vendors. You can sort the report by vendor number or name order and print a range of selected vendors and receipt dates. The report is available in either summary or detail format.

Summary format includes the purchase order number, receiver number, order date, received date, terms, purchase address code, ship-to warehouse, freight, ship via, acknowledged by, order value, receipt value, and fill ratio.

Detail format includes the date required, unit of measure, conversion factor, quantity ordered, quantity received, unit cost, and extension for stock and non-stock detail lines.

PO Receipt History by Item Report

Use this task to print a report showing the historical purchase order receipts for your *stock* items. You can generate a report based on warehouse, product, item, and type. The report includes the purchase order number, date required, date received, unit of measure, quantity ordered, quantity received, unit cost, and extension.

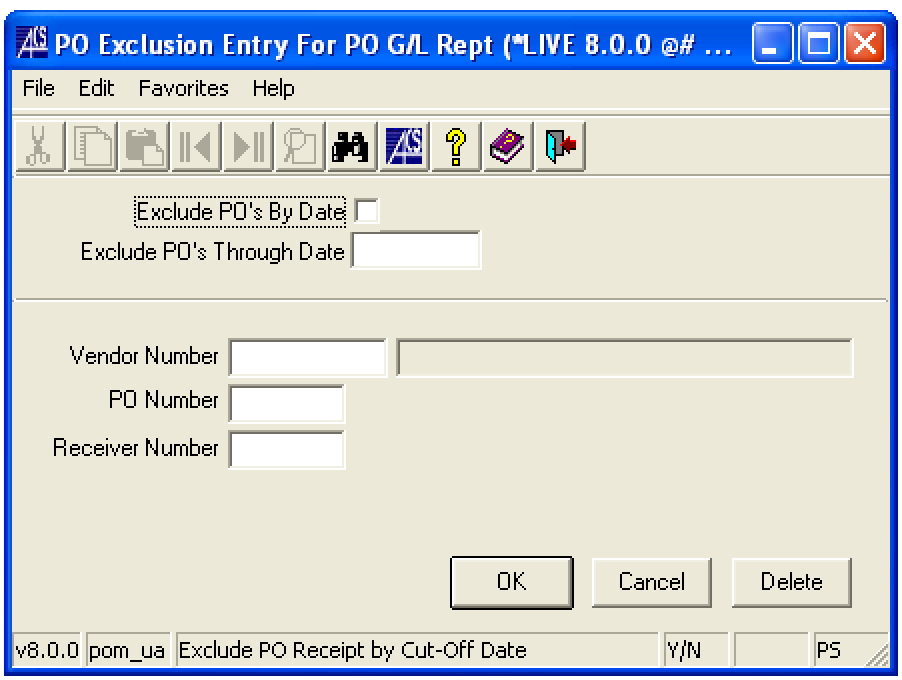
Billed/Unbilled PO Receipts Report

Use this task to print a report showing your billed and unbilled purchase orders. A purchase order receipt amount and variance is included. You can print the report to show all purchase order receipts, only invoiced purchase orders (billed), or only purchase order receipts not invoiced (unbilled). The report can be printed for stock, non-stock, or all items. Information is amassed from the Purchase Order Receipt History and Purchase Order Invoice History files.

PO Exclusion Entry for PO G/L Rept

This option is to be used in conjunction with the **Open PO Receivers Tie Out to G/L** report. The PO Exclusion Entry has no effect on the Billed/Unbilled PO Receipts Report.

You can use the PO Exclusion Entry to exclude PO's received through a certain date. For instance, if you enter an exclusion date of 12/31/07, all PO's received PRIOR TO or ON that date WILL NOT be on the **Open PO Receivers Tie Out to G/L** report, regardless of whether or not they have been invoiced. You can also exclude individual PO and Receivers by answering "N" to the Exclude by Date Option.



Exclude PO's By Date: Enter **N** if you do not want to exclude purchase order receipts by using a cut-off date. Enter **Y** if you want to enter a cut-off date to exclude the receipts.

Exclude PO's Through Date: This field is only accessible if the user answered **Y** to Exclude PO's by Date. Enter the cut-off date to exclude the purchase order receipts. All purchase order receipts with a receipt date *LESS THAN OR EQUAL TO* the cut-off date will not appear on the **Open PO Receivers Tie Out to G/L** report.

Vendor Number: Enter a valid vendor number or select a vendor from the lookup. This is a required field.

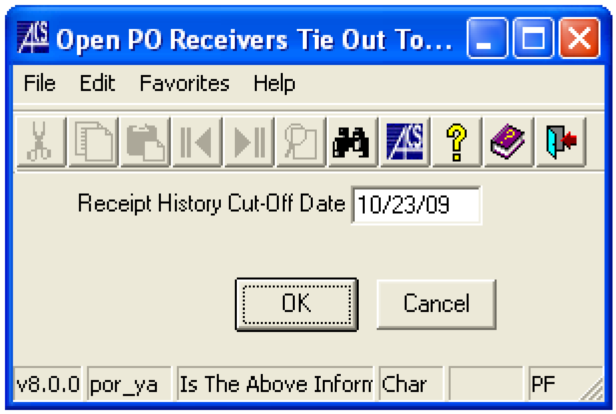
PO Number: Enter a valid purchase order number for this Vendor or select a purchase order number from the lookup. This is a required field.

Receiver Number: Enter a valid receiver number for the Vendor/PO number selected above or select a receiver number from the lookup. The user has the option of selecting all receivers for this vendor and PO number. This is a required field.

A listing can be printed for ALL the purchase order receipts that have been *excluded* through this process.

Purchase order receipts that have been excluded previously can be *deleted or unexcluded* using this option.

Open PO Receivers Tie Out to G/L
This report is used in conjunction with the **PO Exclusion Entry for PO G/L Rept.** The report is has *no effect on the Billed/Unbilled PO Receipts Report*. It is an additional tool used to assist with reconciling receivers to the General Ledger.



Receipt History Cut-Off Date: Enter the cut-off date for report. If the receiver is *LESS THAN OR EQUAL* to the cut-off date AND the receiver has not been previously excluded in the PO Exclusion Entry, the receiver will be printed on the report.

The report includes the purchase order number, receiver number, receipt date, received amount, invoiced amount, and the outstanding amount (received – invoiced).

If a PO was excluded and then for some reason you receive an invoice and enter it through PO Invoice Entry, that invoice will appear on the **Open PO Receivers Tie Out to G/L** with **"****"** beside it. This means that you have entered a PO Invoice that the report has not been able to find. You can then go back in and "unexclude" that PO and receiver number. That will then match that receiver up with the invoice and neither will now appear on the report, unless there are lines on the receiver that were not invoiced.

If you "unexclude" a receiver, you will have to remember to do a Journal Entry. Why? Because you previously balanced your GL to the report and that receiver was not included in the "Unbilled" PO Receipt amount and you subsequently entered an invoice to offset it. There was nothing in there to offset to begin with.

SpeedSearch Options

Lookups ➔ Vendor Lookup ➔ Open Purchase Requisitions
Lookups ➔ Inventory Lookup ➔ Open Purchase Requisitions

Accounting ➔ Vendor Profile ➔ Open Purchase Requisitions

Distribution ➔ Inventory ➔ Open Purchase Requisitions
Distribution ➔ Non-stock Inventory ➔ Open Purchase Requisitions
Distribution ➔ Open Purchase Requisitions

Inventory Item Maintenance Options

Distribution ➔Inventory ➔Maintenance ➔Inventory Item Maintenance ➔Status Inquiry Options ➔Requisition Status

G. MONTH END PROCESSING

Purge PO Receipt History

This option is **NOT recommended**. This task purges the purchase order receipt history file records that were created during the **Purchase Order Receipt Register Update**.