Infor Distribution FACTS 7.8.0 Purchase Orders Users Guide

Contents

About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Purchase Orders Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "*For information about other Infor Distribution FACTS modules or basic usage information, see these other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.*

Contacting Infor" on page 7.

For information about other Infor Distribution FACTS modules or basic usage information, see these other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1   Overview

Purchase Orders System Overview

The Purchase Orders menu is composed of the following subsystems or menus:

PO Entry programs allow you to enter, print, and track suggested and normal purchase order entry documents.

PO Receiving programs allow you to record merchandise shipments you received, as well as enter goods that are received for which no purchase order exists, such as orders placed over the phone that have not been entered into the system. This allows you to enter and receive a purchase order at the same time.

Invoice Receiving programs allow you to enter vendor invoices for merchandise received on a purchase order.

Cost Contracts programs more accurately track special prices to reduce errors and ensure that all available price breaks are taken.

Inquiries programs give you a way to look up past information on vendors, items, items-in-process, and PO documents.

Reports & Prints help you manage purchase orders effectively. The PO Status Report prints open purchase orders, backorders, received purchase orders or all purchase orders in document, vendor or item number order. The Receiving Schedule lists open purchase orders by promised delivery date. The Cash Requirements Report lists future payments due to vendors based on open purchase orders.

End of Period programs enable you to update the system and close out Purchase Orders.

File Maintenance programs allow you to enter, change and delete data in the system. You will use some of these file maintenance programs often, such as Vendor/Item F/M and Ship-From F/M. However, most of these programs are used once during installation. We refer to these as Infrequent File Maintenances, which are located on the Infrequent File Maintenances menu.

Infrequent File Maintenances are just that--These programs allow you to set up initial data for the Purchase Orders system.

Purchase Orders Flow Charts

The following pages present flow charts that illustrate the flow of information from Purchase Orders to the other modules in the FACTS System. They also illustrate the flow of information within Purchase Orders.

Purchase Orders Interaction with Other FACTS Modules
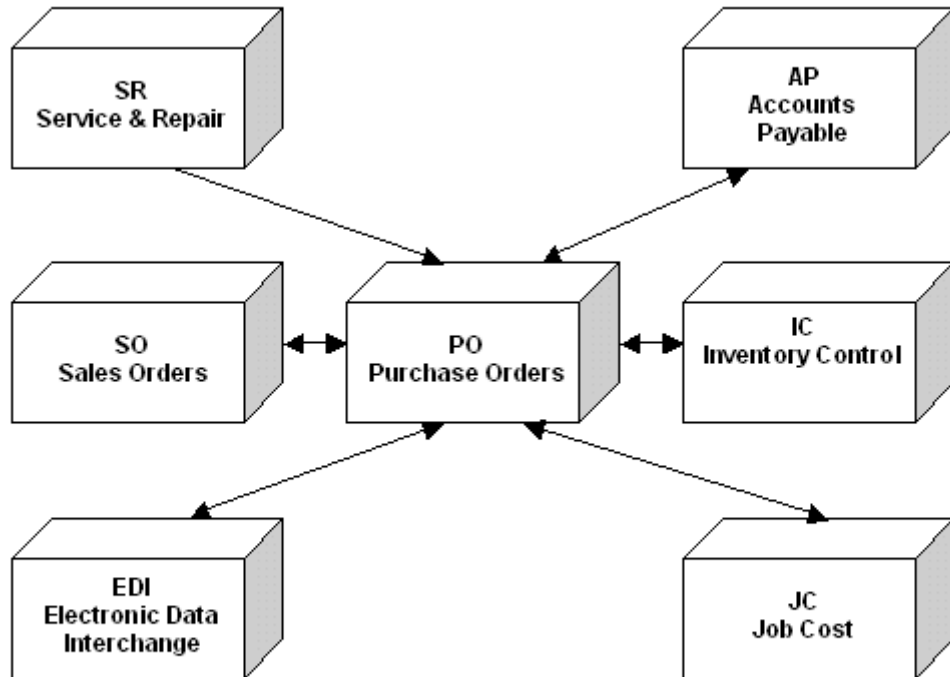
PO Entry and Receiving
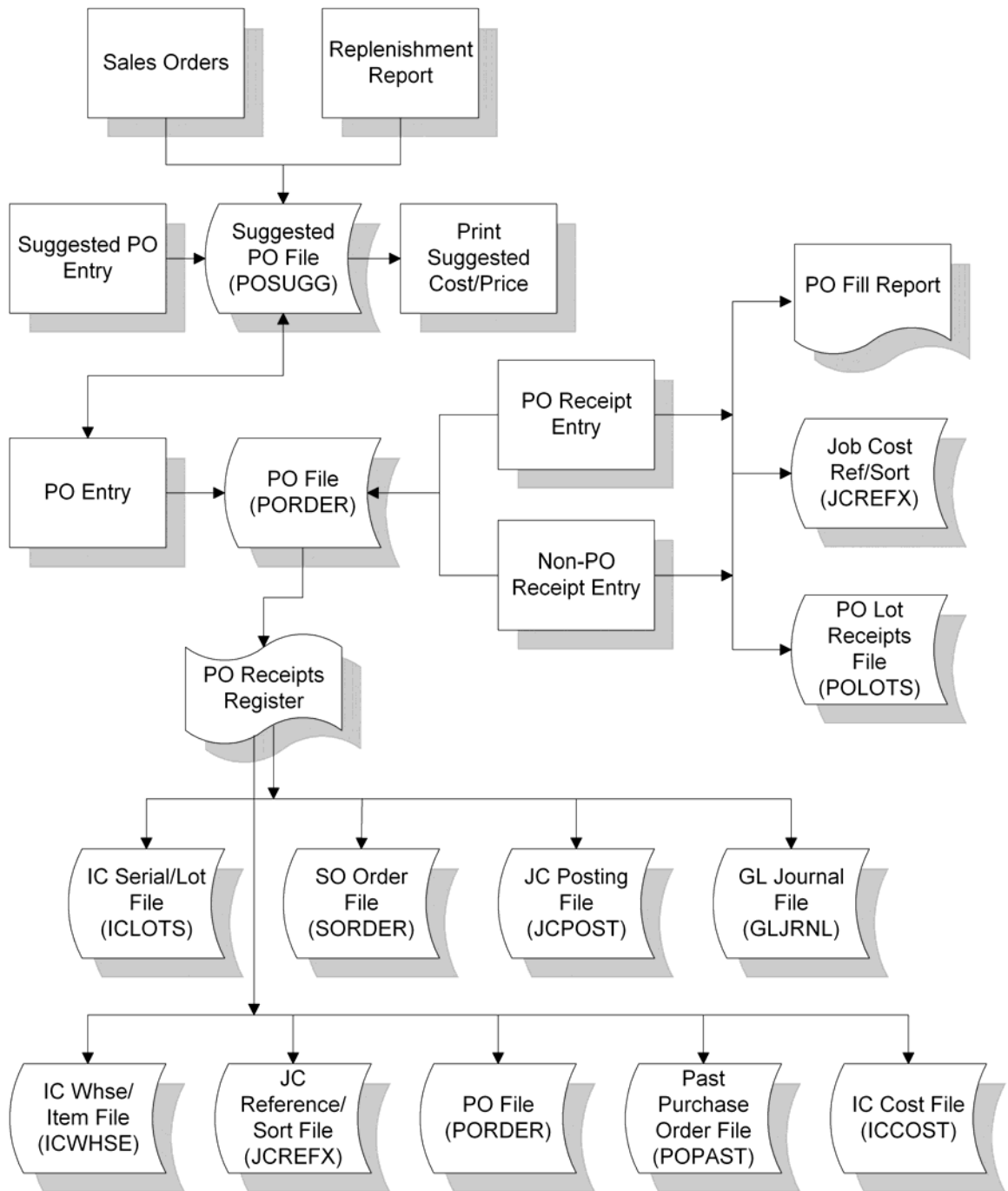
PO Invoice Receipts
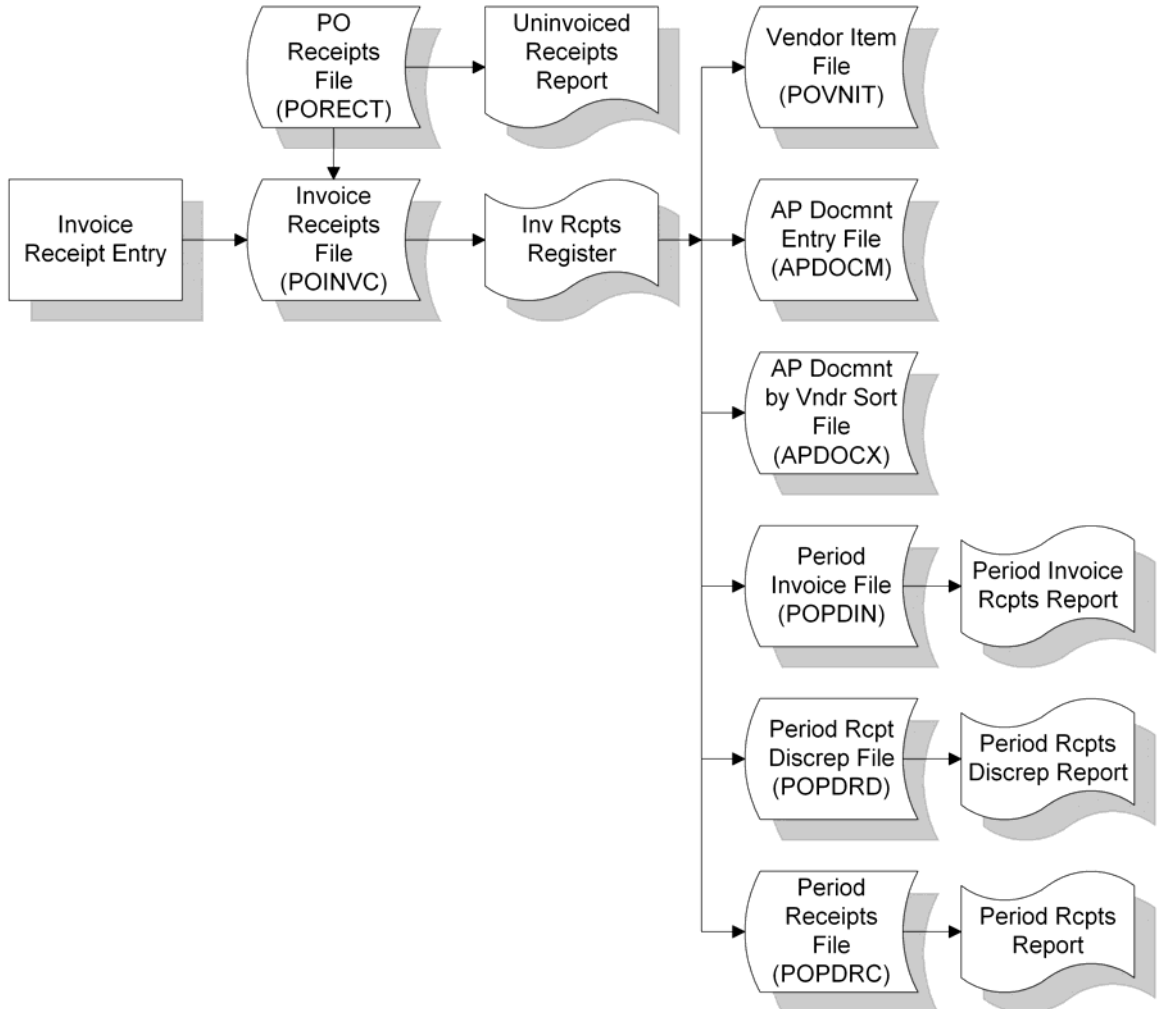
PO Inquiry
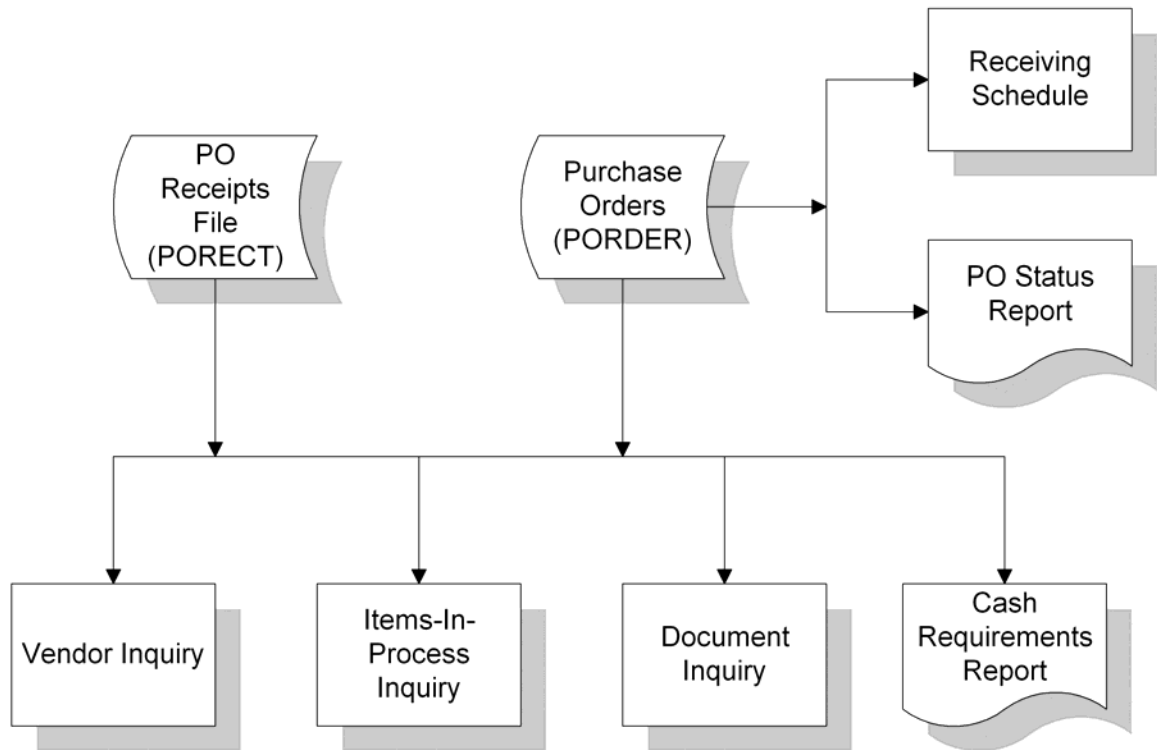
Posting to General Ledger from Purchase Orders

Posting to Job Cost

You can set transactions from Purchase Orders automatically post to General Ledger. The PO to GL Posting Control F/M program contains settings, which determine how to post to GL for PO receipt transactions.

There are standard entries made to General Ledger when posting receipts. For example, when an item is received, one debits the inventory account and credits the receipts account. When the invoice is received for the purchase order, one debits the receipts account (i.e., a wash account), the tax and freight accounts and credits the accounts payable account. You must set up where these standard GL account numbers will come from, what they are, and how they are to be used.

The standard procedure for reconciling Purchase Orders with GL (and the accounts affected) is as follows:

Activity	Debit	Credit
	None	None
	Inventory (asset)	Receipts (liability)
	None	None
	Receipts (liability)	Accts Payable (liability)
	Cost of Goods (expense)	Inventory (asset)

Receipt Register Processing

When you update the Receipt Register in the Purchase Orders module, the system can post a journal entry to General Ledger to debit the inventory account and credit the Receipts account. *The invoice receipt GL posting does not take place until the AP Document Entry Register is updated* (which is where invoice receipts GL information is carried over). At the time you update the AP Document Entry Register, the system debits the Receipts account (i.e., it is a wash account) along with the tax and freight accounts (if applicable) and credits the accounts payable account.

GL Account Number Structure and Setup

In the *PO to GL Posting F/M (POF970)* program you enter account number information for postings purchase orders to the general ledger. You must set the department and branch flags, to indicate whether you want the system to insert the department and branch numbers into the GL number when applicable. If you imbed the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each. For example, if the G/L number to post is 415-00-00 (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to 415-01-02. The system inserts the department and/or branch in the proper place within the GL account number. You must also set up a default GL account number. Even if the default is not to be used, it must be entered. For each account type, you must select the basis, i.e., to use the default and/or use the account number from the item GL posting table.

Item GL Posting Tables

The following are item GL posting tables. These may be used to set up the basis for some of the account types.

For our example, there are two types of items on the system: dock equipment and warehouse equipment. If dock equipment items and warehouse equipment items are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to dock equipment items and one to assign to warehouse equipment items.

	DOC
2. DESCRIPTION	DOCK EQUIPMENT
	170-00-00 INVENTORY - DOCK
	410-00-00 SALES - DOCK
	520-00-00 COST OF GOODS - DOCK
	390-00-00 RECEIPTS - DOCK
	530-00-00 ADJUSTMENTS - DOCK
	180-00-00 IN TRANSIT - DOCK
	530-00-00 ADJUSTMENTS - DOCK
	200-00-00 FINISHED - DOCK
	210-00-00 COMPONENTS - DOCK
	420-00-00 MISC SALES - DOCK
	190-00-00 NON-INV - DOCK
WHS	
WAREHOUSE EQUIPMENT	

| 175-00-00 INVENTORY - WHS |
| 415-00-00 SALES - WHS |
| 525-00-00 COST OF GOODS - WHS |
| 395-00-00 RECEIPTS - WHS |
| 535-00-00 ADJUSTMENTS - WHS |
| 185-00-00 IN TRANSIT - WHS |
| 535-00-00 ADJUSTMENTS - WHS |
| 205-00-00 FINISHED - WHS |
| 215-00-00 COMPONENTS - WHS |
| 425-00-00 MISC SALES - WHS |
| 195-00-00 NON INV - WHS |

Posting to Job Cost From Purchase Orders

During the Purchase Order Entry program, you can post the adjustment to a job number for job cost. If job cost information is entered the debit (expense) account number comes from one of two places. If the **Post Work-In-Process** flag is set to **Y** in the JC to GL Posting F/M, the debit account number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in process account number is assigned to the cost type for the GL posting table assigned to the job. If the **Post Work-In Process** flag is set to **N** in the JC to GL Posting F/M program, the expense account number posted is the non-stock inventory G/L number.

The non-stock inventory account is posted from the PO to GL Posting Control F/M record unless the account basis is set to **I** and the non-stock inventory account is posted from the temporary inventory in the item's GL posting table. The credit posted is not the PO receipts account but the JC receipts account. The JC receipts account is posted from the JC to GL Posting Control F/M record unless the **Basis** is set to **J** indicating the JC receipts is posted from the JC GL posting table assigned to the job.

The Receipt Register GL distribution posts to GL as follows:

Debit	Credit
Work in Process	JC Receipts

-or-

Nonstock Inventory

The JC Receipts account is debited in Accounts Payable (i.e., is washed in AP).

The work-in-process or non-stock inventory GL number also posts into the Job Cost Job Posting Entry file. The Job Posting Register is then run which updates the WIP or non-stock inventory GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
-or-	Tax
	Freight
Non-Stock Inventory	WIP or Non-Stock Inventory

The WIP or non-stock inventory GL number was originally debited in Purchase Orders and in Job Cost is credited. This means the WIP or non-stock inventory number is a wash account with the amount posting to the Cost of Sales GL account number.

Chapter 2 Work Flow & Program Concepts

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Purchase Orders Work Flow and Program Concepts

Purchase Order Entry Subsystem Work Flow and Program Concepts

Use the Purchase Order Entry subsystem to enter purchase orders into FACTS. Once entered, you can inquire on existing purchase orders, make corrections, and print as often as needed until the order is completely received. You can print purchase orders as you enter them or in batches. When entering purchase orders, you can import suggested POs and convert them to actual POs.

Operating Tips and Suggestions

It is a good idea to run the Buyers Control Center (BCC) before entering a PO for a vendor. Using the BCC, you can order any items that demand action (below order point) and if the vendor has buying targets, any items that are below line point.

The system does not allow you to enter a non-stocked item on a PO. If you decide to purchase a non-stocked item, it must first be on a work order. You can then import the sales order line using the special order option. The logic behind this is simple: if it is not an item that you want to stock (set up in the item file) and it is not sold, then why purchase it?

You can correct and/or inquire about any existing purchase order. You can edit the purchase order as often as needed until it is completely received. You have the option of entering a purchase order number to view a particular order, or bypass this field and enter a vendor number if the PO number is not known. When you enter a vendor number, the system displays a listing of purchase orders for that vendor. You can select any displayed purchase order for editing or inquiry.

Purchase orders may be printed and reprinted as often as needed up until the time that the purchase order is completely received. Orders may be printed as they are entered or corrected if they have never been printed; or they may be added to a reprint file and reprinted by batch. After a purchase order is printed, it must be reprinted from that point on. During correction and inquiry you can indicate that the PO is to be reprinted by putting the purchase order in the reprint file. The next batch of purchase orders reprinted includes that purchase order. When reprinting purchase orders you can then choose to print all purchase orders that were placed in the reprint file during correction.

Workflow Concepts

The Buyers Control Center is used to analyze items for replenishment.

The Exception Control Center is used to provide buyers with a method for addressing items that may require changes to replenishment parameters, gap analysis, and outstanding vendor returns.

The Suggested PO Entry (POE110) program allows you to add, change or delete records in the suggested purchase order file. In Suggested PO Entry, while viewing the suggested POs, if the SO is on hold, an asterisk will appear beside the SO Doc number. This asterisk also appears on the Suggested PO Report, and the system prints a caption at the end of the report as follows: *=SALES ORDER CURRENTLY ON HOLD.

In FACTS, you can create suggested orders by three methods: By using the Suggested PO Entry program, Via any of the Sales Orders entry programs by line-item (where the order amount is greater than the on hand amount), and By running the Inventory Control Replenishment Report.

Using the Suggested PO Report as a worksheet, you can make any necessary changes to the items and quantities calculated by the suggested order program, before entering them as actual PO's. The Suggested PO Report (POR110) is used to print a report of suggested purchase orders by vendor. You can use this report as a worksheet to edit suggested quantities. You can specify: beginning and ending vendor to print, warehouse(s), suggested orders for restocking orders and/or special orders.

Report information includes: vendor number, name, review cycle, date of last PO, buying targets (dollars and pounds), item number and description, suggested order quantity, cost, cost extension, and weight.

PO Entry (POE120) is used to enter vendor purchase orders into the Purchase Orders system and to update on-order quantities in inventory. If necessary, you can import suggested PO's during PO Entry for the vendor and warehouse you selected in the header portion of the screen. Each item on a suggested purchase order optionally becomes a line-item on the actual purchase order.

NOTE: It is recommended that you run the Replenishment Report before entering a PO for a vendor. With the report in hand, you can order any items that demand action (below order point) and if the vendor has buying targets, any items that are below line point.

PO Print (POP110) is used to print or reprint purchase orders in the purchase order file. The printed orders include all pertinent header and line-item information, addresses and totals. You can: print an alignment check, all purchase orders not yet printed, selected purchase orders not yet printed or reprint selected purchase orders or all purchase orders in the reprint file and specify warehouse(s) to print. The printing format of purchase orders is determined by PO Static Control F/M, this includes the depth of the purchase order is determined as well as whether the form is preprinted. If the vendor has a vendor ship-from address on file, this address is printed on the purchase order rather than the accounts payable vendor address.

You can select to print only the vendor-item number (and not the FACTS item number) on the PO. If you elect to do this and the item on the PO does not have a vendor-item number setup in the FACTS system, then the system prints blanks on the PO in that column.

The PO Print program can archive information to UnForm. The program saves all copies and reprints of purchase orders and includes bar coding information and sequencing sub-ids.

Program Concepts

Non-Stock Items without a Sales Order Tie

During the quantity validation routines, the Suggested PO Entry (POE110) program checks the Allow Purchase Without SO flag located on the Main view of Warehouse/Item F/M (ICF920). If the flag is set to "No" and the PO is a request for a positive number of non-stock items, then the system displays a message indicating that non-stock items cannot be purchased without a sales order tie. If the flag is set to "Yes" or the request is for a negative amount of non-stock items, the system completes the purchase order processing for the non-stock items without them being tied to a sales order.

Note that Suggested PO Entry (POE110) also allows un-inventoried items to be purchased without a sales order tie.

During the quantity validation routines, PO Entry (POE120) checks the Allow Purchase Without SO flag located on the Main view of Warehouse/Item F/M (ICF920). If the flag is set to "No" and the PO is a request for a positive number of non-stock items, then the system displays a message indicating that non-stock items cannot be purchased without a sales order tie. If the flag is set to "Yes" or the request is for a negative amount of non-stock items, the system completes the purchase order processing for the non-stock items without them being tied to a sales order.

Note that PO Entry (POE120) also allows un-inventoried items to be purchased without a sales order tie.

During the quantity validation routines, Receipt Entry (POE210) checks the Allow Purchase Without SO flag located on the Main view of Warehouse/Item F/M (ICF920). If the flag is set to "No" and the PO receipt is a request for a positive number of non-stock items, then the system displays a message indicating that non-stock items cannot be purchased without a sales order tie. If the flag is set to "Yes" or the request is for a negative amount of non-stock items, the system completes the purchase order receipt processing for the non-stock items without them being tied to a sales order.

Receiving Purchase Orders for Non-Stock Items Without a Sales Order Tie

During the quantity validation routines, this program checks the Allow Purchase Without SO flag located on the Main view of Warehouse/Item F/M (ICF920). If the flag is set to "No" and the PO receipt is a request for a positive number of non-stock items, then the system displays a message indicating that non-stock items cannot be purchased without a sales order tie. If the flag is set to "Yes" or the request is for a negative amount of non-stock items, the system completes the purchase order receipt processing for the non-stock items without them being tied to a sales order.

The Purchase Order Entry processing takes place in three sections: Header, items, and footer processing.

Notes

During processing, the system automatically displays urgent notes for purchase order headers and lines, vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic for details.

You can enter document notes for existing non-PO receipt headers and lines. PO Document and line notes are available to view/edit (according to the user's security) for all open documents. You also have the option to print the note on the Purchase Order. When you run the PO Receipt Register, the system copies document notes to the past PO record.

During the quantity validation routines, Non PO Receipt Entry checks the Allow Purchase Without SO flag located on the Main view of Warehouse/Item F/M (ICF920). If the flag is set to "No" and the Non-PO receipt is a request for a positive number of non-stock items, then the system displays a message indicating that non-stock items cannot be purchased without a sales order tie. If the flag is set to "Yes" or the request is for a negative amount of non-stock items, the system completes the Non-PO receipt processing for the non-stock items without them being tied to a sales order.

Special Order Suggested POs

When a special order suggested PO is created, the system checks to make sure that a suggested transfer does not already exist for that sales order and line and that the order and line do not already exist on another suggested PO. The vendor from the suggested PO is updated back to the sales order line. When a special order suggested PO is deleted, the sales order receipt line (SORSOL) vendor field is reset to the item's primary vendor. In the S column in the browser in the lower portion of the screen you can also review the status of the sales order that created the special order suggested PO; the S column displays the sales order status: H-hold, L-locked or D-deleted.

You can edit all suggested PO entry records through this program, regardless of how you created them.

Suggested PO Entry Features

Suggested PO Entry program contains many useful search and inquiry features designed to help you during the entry process. You can:

use the vendor search (press F2 in the vendor field/field point to search) to locate vendor numbers when only the vendor name is known.

use the item search (press F2 in the item field/field point to search) to locate item numbers when only the item description is known.

enter an item's interchange or vendor/item number, and the system displays the ordering item number.

Item Inquiry, which displays inventory information including the following: movement class, seasonal status, restocking type, order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the IC warehouse/item file), safety allowance %, frozen ordering controls, inventory quantities, usage by period and average per period, previous purchases from the displayed vendor, along with the last cost, last purchase date and lead time.

Using Notes in Purchase Orders

During processing, the system automatically displays urgent notes for purchase order headers and lines, vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic for details.

You can enter document notes for existing purchase order headers and lines. PO Document and line notes are available to view/edit (according to the user's security) for all open documents. You also have the option to print the note on the Purchase Order. In PO Print (POP110) you can print any notes flagged during PO Entry to print on the purchase order. Urgent document notes print before normal document notes. Memos print before any line notes, and line notes print in the order of entry with no special dispensation for urgent notes. When you run the PO Receipt Register, the system copies document notes to the past PO record.

PO Entry Processing Details

The Purchase Order Entry processing takes place in three sections: Header, items, and footer processing.

PO Entry Header Processing

The upper portion of the screen is called the header portion where you enter the purchase order number, vendor, order date and other general information. Refer to the following procedures for more information about Purchase Order Entry header processing:

Enter a new document

Delete a document

Open an existing document

Create a document number

After the system creates the header record, all header fields except the purchase order number, vendors, and Ship-From are accessible through the change header routine. The PO number, vendor, type, and ship-from values can only be changed by deleting and re-entering the PO. Refer to the PO Entry Header Information topic for field/field descriptions.

PO Entry Line Item Processing

The lower portion is called the line item portion where you enter the item number, quantity and cost. You have the option of changing, adding, removing line items or deleting the purchase order at any time during the entry process. Purchase orders can be open (entered), partially received, received, and deleted by line item. They can also be voided.

Refer to the PO Entry Items Information online help topic for field/field descriptions.

Refer to the following procedures for more information about Order Entry item processing:

Add a line

Edit a line item

Delete a line item

Insert a line item or memo

PO Entry Footer Processing

The ending routine consists of final fields prior to completion of the purchase order. The ending routine is not accessible if you have not entered line items for the PO. At the end of the ending routine, the new total represents the total amount of the purchase order. Refer to the PO Entry Footer Information topic for field descriptions.

Additional Features

All of the features available in the PO Entry program are also available in the PO Receipt Entry program. You can:

- enter direct shipments. Purchase orders can be direct shipped to any customer in the Accounts Receivable system. You can also enter any new addresses for direct shipments. You can perform a credit limit check for direct ship customers.
- enter vendor/item numbers or item interchanges in lieu of inventory control item numbers. The corresponding inventory item number is retrieved and displayed along with on hand, on order and committed quantities.
- receive serial/lot items on purchase orders
- import suggested POs.

For EWMS processing, the Purchase Order Entry (POE120) program checks to determine if the purchase order you are going to change has been waived by Radio Beacon. If it has you will not be able to modify it, if it has not, the system sends a 'nuke' record to Radio Beacon causing this purchase order to be removed. It then needs to be reprinted in order to get it sent back down to Radio Beacon.

Buyers Control Center Program Concepts

Use the Buyers Control Center (BCC) to analyze items for replenishment. Upon entering the BCC, buyers can specify a buyer code and warehouse to review the current buying actions.

The Activity pull down will allow the buyer to choose Transfers to review the suggested transfers. Similar to the Procurement process, a prioritized view of the items for transfer will be displayed with the recommended quantities. A transfer for a warehouse can also be assembled and created from within the BCC.

Additionally, vendor returns can also be viewed and processed from the BCC by selecting the Returns option from the Activity pull down. Once selected, the items pending for Vendor return will appear and can either be consolidated or processed as needed for return shipment. Items that are returning to alternate warehouses will available and a Warehouse Transfer can be created from the Source Detail for processing. Procurement is the default activity for the screen.

In the Filters Section, you can further define the browser line display by specifying vendor code, rank and activity type. Use the Rank drop down for stocked and replenished items to filter the display by a specified rank. Select the Include Non-Replenish Items checkbox to include special order or non-replenishment items in the browser lines below. For the Show setting, specify the type of activity to display in the browser: All Activity or Actionable activity to indicate whether to display lines that do not require replenishment so you can initiate on demand purchase orders.

Buyers Control Center Browser Display

After you enter information in the header portion of the screen, replenishment lines for the warehouses and vendors specified are displayed in the browser. Priority categories are determined by a product's availability in relation to the Order Point, Line Point, Lead Time, and Safety Allowance levels. The table below outlines the product's priority category based on the availability and the order in which it will appear in the Buyers Control Center. The

highest replenishment category within a Source will dictate the order in the view, and the Flags will list all applicable categories assigned to the source at that time.

Category	Flag	Sort	Description
Special Order	S	90	Sales order has flagged item as a special order item
Backordered	B	80	Warehouse level is depleted
Critical	C	70	Below Safety Stock
Negative PNA	P	60	Demand for the item is not met by Purchase Net Available
Surplus Stock Transfer	T	40	Surplus stock suggested to be utilized via warehouse transfer
Replenish	R	20	Normal procurement cycle

The Priority Categories for Vendor Returns are outline below. Based on the item return requirements, a different priority is enforced to ensure timely processing of the item.

Category	Flag	Sort	Description
Vendor Replacement	D	90	Vendor Replacement
Vendor Replacement to Warehouse	H	70	Vendor Replacement to Warehouse
Return for Vendor Credit	T	50	Available for credit from Vendor via Customer Return
Return to Warehouse	W	30	Return to distribution center / warehouse

You can double click a line to access the Buyers Control Center Detail screen to view detailed information about the replenishment path; make changes, or create purchase orders, transfers or returns.

When you return to the Buyers Control Center from the Buyers Control Center detail screen, the replenishment lines you accessed display at the top of the browser with the warehouse highlighted.

You can select View>Replenishment Math to see values and detailed calculations for a warehouse/item combination for the replenishment line highlighted in the browser. Replenishment Math information includes calculations for: Order Point, Line Point, Order Quantity and Recommend Order Quantity.

Vendor and Customer Returns

The Buyers Control Center integrates with the Customer and Vendor Returns system to show items for transfer to a consolidation warehouse, transfer to an alternate warehouse, or return to a vendor. The items are displayed when the Activity is changed to Returns and subsequent purchase orders or transfers can then be created for processing.

The integration with the Customer and Vendor Returns system allows the Buyers Control Center to maintain proper document and item flow. The Customer and Vendor Returns system will supply the action code for the item's return processing method. The Buyers Control Center will prompt for actions as defined by these settings. The action can be a direct return to the vendor or returning of the item to a consolidation warehouse as an example. Once the appropriate action has been taken, the Customer and Vendor Returns system will be updated to reflect the new status of the item.

Note: The addition of a consolidation warehouse for an item will prompt the buyer if deviating from the designated return path. The system will display an alert message and allow the buyer to continue processing as needed. The consolidation warehouse is maintained in the Vendor File Maintenance and if omitted, warehouse transfers for item returns will not generate this message.

Exception Control Center Program Concepts

The PO Exception Control Center (ECC) provides the buyer(s) with a method for addressing items that may require changes to replenishment parameters, gap analysis, and outstanding vendor returns. You must enter a buyer and warehouse to review the data. The ECC is populated using the System Alerts and Background Process. Processes will periodically execute update routines for the alerts to display. These alerts are classified as type "<ECC>" and contain reference information for display and processing. For example, an alert corresponding to frozen controls about to expire would include the scope information and direct the user to the Replenishment Parameters Maintenance for review and updating.

The System Management system alert and background processing routines facilitate any actions needed to feed into the Buyers Control Center and Exception Control Center. The system has a defined set of routines and the update interval required to perform the exception and replenishment calculations. In addition, order point and line point adjustment routines receive updates during system register processes. Receipt of items adjusts the order point based on lead time changes for example, and occur automatically at preset intervals. The background processing agent is responsible for handling these updates and providing the data to the system.

The alert system notifies via the Exception Control Center and additionally can be configured to notify users via email for certain conditions. A buyer may want to be notified of abnormal lead times upon receipt of items via email. This is accomplished by a buyer subscribing to specific alert types and supplying their user code and email information. When an alert is generated, the alert system records the information for display in the Exception Control Center and sends a summarized message to the user's inbox.

The system background processes have various settings applied based on the business need. For example, expiring T-Min and Frozen Controls are updated in daily intervals by default, whereas Frozen Products with Hits can be updated hourly. These settings are

tunable and can be adjusted by business, system resource, or other needs as determined by the environment.

PO Receiving Work Flow and Program Concepts

The purchase orders receiving menu allows you to receive items from purchase orders and non-purchase orders. You can change receipt information any time before you update the Receipt Register.

You can access the following programs from the PO Receipts menu:

The Document Fill Report is used to print a report and check whether purchase order receipts should be stocked in the receiving warehouse or used to fill open customer orders. After running this report, you can run the Receipt Register to provide an audit trail and update all receipts and inventory quantities.

The Receiving Document Print program is used to print a report of the items on the original purchase order to use when reconciling items purchased against the items received at the time of delivery. The Receiving Document Print should be run just prior to the receipt of goods. This report enables the user to reconcile the goods arriving with those on order. Report information includes PO number, warehouse, promised date, and vendor. For each line item information includes; item number, item description, quantity, unit of measure, bin location, sales order number, and line number for special orders or the job number to post to, if one exists.

The Receipt Entry program allows you to receive purchase orders created through the PO Entry program. You can enter receipt numbers manually or let the system assign them. You can automatically set the received quantity equal to the order quantity or you can enter it manually. If you don't know the purchase order number, you can search for it by vendor. Backordered items remain in the purchase orders file after receipt. You can also receive non-stocked items. Once a purchase order is received in full, it is no longer available through the PO Entry program. Once you create a receipt, you access it via the Document Inquiry program make change to the receipt document via the Purchase Orders Receipt Entry program. You cannot change purchase order receipts that have been updated by the Purchase Orders Receipt Register.

The PO Receipt Entry screen is very similar to the PO Entry screen. In addition to the common header information, PO receipts include a receipt number and receipt date. In Receipt Entry, purchase orders and backordered purchase orders with a status of "P" or "R" can be received and edited. Once you receive a purchase order, it is no longer available through the PO Entry program. However, changes to received purchase orders may be made prior to the Receipt Register through this Receipt Entry program.

For EWMS processing, the Receipt Entry (POE210) program does not allow modifications to the receipts quantities of radio beacon controlled lines. You are allowed to change costs. You are not allowed to enter new stocked items to receipts, but you can enter non-stocked items.

The Non-PO Receipt Entry program is used to receive items not listed on a purchase order. Non-PO Receipt Entry is useful for phone orders or other situations where purchase orders may not exist. This program allows you to enter and receive a purchase order at the same time. You can manually assign this type of receipt a non-purchase order number or allow the

system to automatically assign non-PO receipt numbers. You can enter either the item number or vendor-item number. You can also enter non-stocked items in this program. This program does not affect on-hand inventory item quantities--inventory quantities are not updated until you update the Receipt Register.

Use the non-PO Receipt Entry program to receive purchase order merchandise from purchase orders not generated through the Purchase Orders system. For example, if an order is placed over the phone but never entered into the system, when the merchandise arrives it must be received. Such receipts are assigned non-purchase order numbers. The non-purchase order number may be manually assigned or automatically assigned by the system. Non-PO numbers begin with the letters, 'NP' and behave as follows: the NP portion moves to the left as the number grows past 4 digits, so, the default for non-pos less than or equal to 9999 will be 'NP4321' and as the number increases the NP will slide left, like NP54321, NP654321, etc. Smaller numbers are zero filled, like, NP0023, so that there will always be four digits after the NP. The biggest NP number can be NP9999999999 – after that the number will reset to '1', e.g. NP0001.

For EWMS processing, the Non-PO Receipt Entry (POE220) program does not let you receive stocked items into a Radio Beacon Controlled warehouse.

The PO Receipt Entry and Non-PO Receipt Entry programs allow more than one receipt on a PO without running the PO receipt register in between, based on settings in PO Static Control F/M (POF980). Using the Update feature, when the user (with proper security) accesses the footer, the program provides the option to update the receipt, which adjusts item and warehouse quantities during PO receipt processing. This allows the received items to be sold or shipped immediately. Refer to the PO Receiving Feature: Multiple Receipts on a PO topic for details.

Once you enter receipts, use the Document Fill Report (ICR350) to check customer orders and see if received purchase order items are to be warehoused for inventory or used to fill open customer orders. Use this program to advise warehouse personnel of what backorders can be filled with the incoming merchandise (received purchase orders and transfers) before the Transfer Receiving Register is run. The report can be run for special order lines (those tied to an SO) and/or restocking (those not specifically tied to an SO). Received Purchase Orders print first and then the received Transfers. The program prints a page break between the two types of documents. In addition, because transfers entry now has the capability to backorder quantity, the document lines that could be filled by incoming stock will also include transfers. The backordered sales order lines will print first and then the backordered transfer lines. The alternate bin locations are print on the report based on the IC Static Control F/M setting, Print Alt Locations on Transfer Fill.

The Receipt Register is used to provide a complete audit trail of all receipts. From this program, you can also create and print the General Ledger distribution, if needed. The update portion of the Receipt Register updates on-hand quantities and costs, activities, history files and period receiving files and also optionally updates General Ledger. Once you enter regular and non-purchase order receipts and run/review the PO optional Fill Report, you should the PO Receipt Register.

Use the Receipt Register program to: print a register of purchase order and a non-purchase order receipts; optionally build and print a general ledger distribution, based on settings in the PO to GL Posting F/M; post to general ledger, if needed, copy PO document notes to past PO notes and deletes notes when PO document is deleted or line complete, and update

inventory quantities (if needed), costs and activities, purchase order history files, the purchase order period receiving file, the purchase order receipts file and the job cost files. If the cost is a contract cost, the system does not update the last cost with the contract cost value and sets the contract cost flag for the line.

Purchase Orders with receipts that were updated in PO Receipt Entry or Non-PO Receipt Entry still need to go through the Receipt Register to update GL and invoice files. For purchases orders updated in PO Receipt Entry and Non-PO Receipt Entry, the Receipt Register skips updating inventory but updates all other files in the register. If a receipt was not updated in PO Receipt Entry or Non-PO Receipt Entry, the Receipt Register updates on-hand inventory files as well as GL and invoice files.

Receipt Register information includes the following: purchase order number, receipt number, vendor, ship-to and buyer. For each line item on the order, the item number, description, requested date, promised date, received date, ordered, received and backordered quantities, cost and extension and total (including tax and freight) are displayed. The report also includes totals of line-item extensions and purchase order receipt totals.

Program Concepts

Multiple Bin Locations on Receiving Documents

If the PO Static Control F/M setting, Alternate Locations on Receiving Document, is set to yes and the item has alternate bin locations, the Receiving Document Print program prints a second line listing all of the alternate locations and then prints a blank line after. If the PO Static Control F/M setting, Alternate Locations on Receiving Document, is set to no or the item does not have alternate locations, no additional lines print on the receiving document.

PO Receipt Entry Processing Notes

PO Receipt Entry processing takes place in three main sections: header, items, and footer processing.

PO Receipt Entry Header Processing

The upper portion of the screen is called the header portion where you create receipt numbers. When you enter a valid purchase order number, the system displays information in the header portion of the purchase order and accesses the Receipt numbers field. Refer to the following procedures for more information about PO Receipt Entry header processing:

Creating receipt numbers

Receiving Direct Ship POs

Opening existing documents

Deleting purchase orders receipts

PO Receipt Entry Item Processing

In the item section of this program, you enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) Refer to the following procedures for more information about Order Entry item processing:

Add a line

Edit a line item

Delete a line item

Insert a line item or memo

PO Receipt Entry Footer Processing

The footer or ending routine requires some final information (freight and tax) to complete the purchase order receipt. You cannot access the ending routine if you do not enter line items on the PO receipt.

Non-PO Receipt Entry (POE220) Processing Notes

Entering a non-purchase order receipt is similar to entering purchase orders and purchase order receipts. You must enter all header and line-item information before you can exit the document. If you receive serial/lot items, you must also enter the serial or lot numbers.

Header Processing

The upper portion of the screen is called the header portion where you enter the non-PO receipt number, vendor, order date and other general information. Refer to the following procedures for more information about Non-PO Receipt Entry header processing:

Enter a new document

Delete a document

Open an existing document

Create a document number

After the system creates the header record, all header fields except the purchase order number, vendors, and Ship-From are accessible through the change header routine. The PO number, vendor, type, and ship-from values can only be changed by deleting and re-entering the PO. Refer to the Non-PO Receipt Header Information topic for field/field descriptions.

Line Item Processing

The lower portion is called the line item portion where you enter the item number, quantity and cost. You have the option of changing, adding, removing line items or deleting the non-PO receipt at any time during the entry process.

Refer to the Non-PO Receipt Items Information topic for field descriptions.

Refer to the following procedures for more information about Non-PO Receipt item processing:

Add a line

Edit a line item

Delete a line item

Insert a line item or memo

Non-PO Receipt Footer Processing

The ending routine consists of final fields prior to completion of the non-PO receipt. The ending routine is not accessible if you have not entered line items for the non-PO receipt. At

the end of the ending routine, the new total represents the total amount of the purchase order. Refer to the Non-PO Receipt Footer Information topic for field/field descriptions.

Additional Features

 You can enter direct shipments. Non-PO Receipts can be direct shipped to any customer in the Accounts Receivable system. You can also enter any new addresses for direct shipments. You can perform a credit limit check for direct ship customers.

You can enter vendor/item numbers or item interchanges in lieu of inventory control item numbers. The corresponding inventory item number is retrieved and displayed along with on hand, on order and committed quantities.

You can automatically assign serial numbers.

Document Fill Report (ICR350) Processing Details

If you select to print POs only or both document types, this program prints the received purchase order that match the selection criteria and the backordered document lines that could be filled by these receipts. If you did not include POs in the document type selection, then this program does not print and runs for transfers. After the sales order line are printed that could be filled by a PO line, then any transfer lines for the item that have a backordered quantity also print. The "to" warehouse description prints in the column where the customer name printed for the sales orders.

If you select to print transfers only or both document types, this program prints the received transfers that match the selection criteria and the backordered document lines that could be filled by these receipts. If you did not include transfers in the document type selection, then this program does not print and instead returns to the menu. The program reads the transfer line file for all open receipt lines that have a received quantity. Since there can be multiple open receipts for one ticket, the report prints the transfer ticket number and total received once and then each receipt for that ticket prints on a separate line. If you included updated receipts, those also print. Then, the report prints the lines that could be filled by that received quantity. After the sales order line are printed that could be filled by a transfer line, then any transfer lines for the item that have a backordered quantity will also print. The "to" warehouse description will print in the column where the customer name printed for the sales orders.

Receipt Register (POR230) Processing Details

Lead Time: The PO Receipt Register flags abnormal (A) lead time for stocked items where the Replenish flag (on the Main screen of Warehouse/Item F/M (ICF920)) is "Y" before checking all other conditions that would flag the item with an abnormal lead time.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the PO Period Receipts Report and select "Current Period" for the Period field, when that template is selected to run again (either manually or via Job Stream) the current period is determined using the setting of Current period in the PO Non-Static F/M.

Purchase orders tied to special orders NOTE: When the system updates purchase orders tied to special orders in Sales Orders, i.e., the line item on the PO is directly tied to the line item on the SO, it also updates the sales orders. The special order line item on the sales order (optionally including serial number) becomes committed by the quantity received on the line item of the PO.

Invoice Receiving Work Flow and Program Concepts

The Purchase Orders Invoice Receiving menu allows the user to enter vendor invoices for merchandise received on a purchase order. A register may be run to list and update all invoice receipts. A report may also be run to list all purchase order receipts for which no invoice has been received.

Invoices for the receipt of merchandise from purchase orders may be entered through the purchase orders Invoice Receipt Entry. You can modify or delete invoice receipts until they are run through the Invoice Receipt Register. It is available only if the Use Invoice Receipts flag in the PO Static Control F/M is activated. Invoice Receipt Entry replaces the Document Entry program in Accounts Payable and is used to enter only invoices for merchandise received on a purchase order. As with the Accounts Payable Document Entry program, the invoice is entered and must be expensed to one or more general ledger account numbers.

The information you enter via this program appears on the Invoice Receipt Register. The number of units received, the number of units invoiced, the cost of the item when it was received and the cost of the item on the invoice are all stored in the invoice receipts file. Information on the cost and number of units received is retrieved from the purchase order receipts file and stored in the invoice receipts file. During Invoice Receipt Entry these amounts are compared to locate discrepancies between received and invoiced amounts. Any discrepancies may be reported through the Period Discrepancy Report. This feature provides a method to ensure that invoice amounts match the amounts actually received.

The Invoice Receipt Entry screen consists of two sections. The upper portion of the screen is called the header portion where the document number, date, amount, vendor and other general information are entered. The lower portion of the screen is called the line item section where line-item corresponds to a particular received purchase order line-item and contains information (purchase order number, receipt number, item number, cost, etc.) specific to that item. If the cost is a contract cost, the system sets the contract cost variable for the line that includes a contract cost for an item. If you modify the cost on a line, the contact cost flag is not updated.

The Invoice Receipt Register provides a complete audit trail of invoices to be posted to accounts payable. Invoices are not posted until the Invoice Receipt Register is updated. If, when running the register, it is incorrect; the user may choose not to update it, go back into the entry program correct the receipts and run the register again. You can use this report as a tool to locate discrepancies in invoice amounts and actual received amounts. The optional update creates documents in the AP document entry file, updates the PO receipt line status to complete in various purchase orders files, and once all lines on a receipt are completed, removes invoice receipt and purchase orders receipt records. This program is available only if the Use Invoice Receipts flag in the PO Static Control F/M is activated.

Report information includes the following information: vendor number, document (invoice) number, branch, total amount, period, due date and payment terms. Each line of the invoice includes purchase order number, receipt number, item number, description, received quantity, invoiced quantity, cost at time of receipt, cost on invoice, the extension (invoice quantity multiplied by the invoice cost) and the GL account number. An asterisk (*) is printed on any line where the invoiced amount is unequal to the received amount. Vendor and register totals are also included.

If the cost is a contract cost, the system does not update the last cost with the contract cost value and sets the contract cost flag for the line.

NOTE: This register does not print a GL distribution or post to General Ledger. During the update, the program writes documents to the AP document entry file. You should run the AP Document Entry and Adjustment Register immediately following this update. The AP register prints the documents to post into the open payables file and prints the GL distribution (if used). The update posts documents to the open payables file and optionally posts to General Ledger.

The Uninvoiced Receipts Report prints a report that lists all purchase orders which have been received, but for which no invoice has been entered. After the Invoice Receipt Register has been run only un-invoiced receipts remain on file. This program is only available if the Use Invoice Receipts flag in the Purchase Orders Static Control F/M is activate.

The Invoice Receipt Register update removes, from the purchase orders receipts file, all purchase orders for which invoices have been entered. Therefore, only un-invoiced purchase orders remain in the file after the Invoice Receipt Register Update has been run. Those records are available for printing through the Uninvoiced Receipts Report.

You can specify: beginning and ending vendor, and warehouses to print, beginning and ending received dates to include, and whether to print vendor totals and summary or detail information.

Report information includes the following:

Summary: vendor number, name, purchase order number, receipt number, received date, warehouse and total amount of the purchase order.

Detail: summary information plus item number and description, units and cost for each purchase order.

Vendor Totals: totals for purchases (including factored freight), freight and tax.

Program Concepts

Invoice Receipt Entry Header Processing

The upper portion of the screen is called the header portion where you create invoice receipt numbers. From the header section of the screen, you can automatically calculate invoice discounts based on the terms code. You can also enter an invoice memo via this program to appear on the accounts payable check.

Refer to the following procedures for more information about PO Receipt Entry header processing:

Add an invoice receipt document

Opening existing documents

Deleting purchase order invoice receipts

Enter invoice receipt header information

Selecting Individual Lines from a PO Receipt for Importing

In the Invoice Receipt Entry program, you can select individual lines from a PO Receipt to import into the invoice instead of having to import the entire receipt. When you select the New PO option, an additional prompt allows you to import of all remaining receipt lines or

select individual receipt lines. If you select to import all lines, the open lines will immediately import onto the invoice with no further user interaction. If you choose to select lines, the Receipt Item Selection screen appears and by using the Toggle, None and All buttons can select which lines will return onto the invoice. You can modify the line quantity and cost by double-clicking the line or highlighting it and selecting the . When you close this selection window, all lines that were selected add onto the invoice.

Invoice Receipt Entry Item Processing

In the item section of this program, you must also enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) In doing this, the system sets the received quantity equal to the ordered quantity. You can manually change the received quantity, backordered quantity, or cost for any automatic receipt. If items received are serial/lot items, you must enter the serial or lot numbers of the items you are receiving. You can automatically display received purchase order line items.

Refer to the following procedures for more information about Invoice Receipt Entry item processing:

Add a line item

Edit a line item

Delete a line item

Insert a line item or memo

View Line Item Detail

Additional Features

You can receive serial/lot items on PO invoice receipts.

Cost Contracts Work Flow and Program Concepts

Many vendors offer special prices (the distributor's cost) for items or groups of items. You can use Cost Contracts to more accurately track special prices to reduce errors and ensure that all available price breaks are taken.

Access Cost Contract Entry (POE510) to enter contracts. When you add lines to purchase orders, the default cost is calculated. If you override that cost during the entry process, the cost override flag is set and the origin of any cost entered is captured and stored in the purchase order line item file. That cost and origin is also transferred to the past purchase order line file. You can view the cost origin in the line detail of the PO Document Inquiry or during line detail in the PO entry programs. Use the Contract Listing program to print the detail of contracts that are on file. As contracts expire, they can be purged using the Cost Contract Removal (POU510) program. Inquiries are available for viewing contracts on file for a vendor.

You can access the following programs from the PO Cost Contracts menu:

Cost Contract Entry (POE510) is used to enter contracts for specified vendors. This program allows you to enter cost contracts for vendors. You can store cost contract information by vendor, including costs that get calculated from other values, like list price. Cost contracts

establish the default cost that gets entered on purchase orders. Cost contracts can be based on specific items, items of a specific cost class, or all items, and the default cost must be selectable by vendor. Contracts can be specific to a warehouse or valid for all warehouses, and they can only be valid when selling to a specific customer (via a special order). When you enter contract lines, the Scope determines the entry fields that display (e.g. Item or Cost Class). After you enter the warehouse, effective date, scope and customer information, the system displays the Contract detail screen so you can enter quantity break/costing information for the contract line.

Cost Hierarchy Information

For each vendor, you can specify which contract scopes take precedence on the Costing view of Vendor F/M (APF910). The Contract Scope options are "specific item contracts", "cost class contracts", "all item contracts", and "standard cost (per PO Static Control)".

You can set the order in which the costs are considered, so that if the first one isn't found the next one is taken and indicate whether the lowest cost is always taken, regardless of the hierarchy.

Cost contracts for the specific warehouse placing the order are always considered before contracts for all warehouses (unless the select lowest flag is set and an "all" warehouses contract is lower than the specific warehouse contract).

Cost contracts for the specific customer being sold to on a special order PO are always considered before contracts that aren't for a specific customer.

Cost contracts are selected in the following order:

Specific Customer Contracts per the hierarchy – check required flag

Specific Warehouse Contracts per the hierarchy

All Warehouse Contracts per the hierarchy

Cost Contract Listing (POR510) is used to print the detail of contracts that are on file. You can select to print Current, Future, and/or Expired contracts and optionally include actual costs for contracts for specific items that are basis/multipliers.

Cost Contract Removal (POU510) is used to purge contracts as they expire. You can use this program to remove batches of related contracts — for example, all contracts for a specific customer, a specific item, expired contracts, etc. It may be helpful to first run the Cost Contract Listing program to generate the list of contracts to delete.

You can specify: whether to remove based on warehouse, customer or item scope, warehouse scope, customer or item scope beginning and ending expiration and effective dates, and remove expired, current, future or all contracts.

Purchase Order Inquiries Work Flow and Program Concepts

The Purchase Orders Inquiry menu allows the user to view purchase order information by vendor, item and document.

You can access the following programs from the PO Inquiries menu:

Vendor Inquiry, which is used to view purchase order information by the vendor chosen. Information includes open purchase orders, past purchase orders, suggested purchase orders, receipts, vendor notes, items, vendor-item numbers and ship-froms. This inquiry is separate from the AP Vendor Inquiry program.

Document Inquiry, which is used to view purchase order documents in detail by the type and status selected. The type options are: open purchase orders, backorders and non-invoice receipts. The various status codes include: purchase orders entered, but not printed, purchase orders printed, received purchase orders, deleted purchase orders and voided printed purchase orders. Inquiry information includes an overview of the document's current status, the actual document as it appeared at time of entry (with updated amounts and units) and as purchase orders are line item receivable, each receipt per line may also be displayed.

This program allows you to view purchase order documents (past and current) in detail.

You have the option to view PO documents by warehouse. The system also displays a detailed history of a line item for a PO or past PO.

In Document Inquiry, if you enter a purchase order that has been completely received and updated, the system displays the message: "Updated PO XXXXXX can be viewed in Receipt Entry programs". To view a purchase order that has been completely received and updated, access Receipt Entry (POE210) and Non-PO Receipt Entry (POE220) as appropriate for the PO. Select the icon to search for purchase orders. If the "Update in Receipt Entry" option is set to yes in PO Static Control F/M (POF980), the PO Search window contains an Updated PO button that displays a search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs. If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select to view a receipt. Refer to the PO Receipts Search window for detailed information about this feature.

Purchase Order Document Notes

For open purchase order documents and past invoices, document and line notes are available to view or edit, based on your user security access. For past documents, notes are only available to view/edit (, based on your user security access) from the Receipts view (accessed by the Receipts button) of Document Inquiry.

Items-in-Process Inquiry is used to inquire about the status of a purchase order item. This inquiry displays in item order all the purchase orders that contain the selected item. The user chooses the beginning item to view. Information includes item, type, status, order amount, unit of measure, cost and warehouse. Inquiry information for each item in process includes item number and description. The number of each purchase order with the item is then listed, giving the following information: document number, type, status, date, vendor, name, quantity ordered, received and backordered, buying unit of measure, cost, and costing unit of measure.

You have the option to select:

- the SO (sale order) or PO (purchase order) items in process for the inquiry.
- the document type(s) to display: -open orders, direct entries or confirmed orders, credit memos, backorders, counter sale invoices for SO documents and open purchase orders, backorders, and non-PO receipts for PO documents.

- the document status code(s) to display (stage in the sales orders or purchase order processing cycle).
- the beginning item to display.

NOTE: When the user first enters the PO Items-in-Process Inquiry program, any saved user preferences for the warehouse and filter values will be set and the FIRST ITEM to match these criteria will now display. The user is still able to enter a different beginning item or use the Next Item button to page through all items that match the warehouse, document type and status selected. If the user enters an item that does not match any of the filter settings, the next matching item will be displayed. To get to the first matching item, the user can either clear out the beginning item field or use the new "First Item" button.

If the user has a specific way that he or she most often views items in this inquiry, the filter values can be set using the Change Filters button and then the Save Filter Values from the User Pref menu will save these settings and restore them each time the user enters the inquiry.

Item Inquiry is used to display specific information for items in the Inventory Control Item File. Items may be displayed individually or sequentially. You have the option to display general information, packaging information, warehouse information, open purchase order information, costing information, pricing information, sales history information and item activity information. This inquiry is also found on the inventory control inquiries menu. This is the same Item Inquiry found in the Inventory Control module.

Use Catalog Item Inquiry (ICI290) to review information for catalog items within inventory. When you first access Catalog Item Inquiry, the upper portion of the screen contains a Go to field, which is used locate specific items. The Go to field is case sensitive. This means that if you enter i100 to lookup a item number when someone entered it as I100, the item record you are looking for will not appear in the browser.

There are two views available in the lower portion of the screen:

General Displays the following information from the item's master file: item class; item price class; vendor; vendor item; interchange item number, weight, model number and standard package size associated with this catalog item and the date the item was established (entered) in the system.

Pricing Displays pricing information including current and suggested list price and manual cost, the pricing unit of measure, the current and suggested standard price, current and suggested pricing for levels used by the system (1-6 as set in the IC Static Control F/M), and quantity break prices in both the default Pricing and Quantity Break UM (if available).

PO Reports & Prints Work Flow and Program Concepts

The Purchase Order Reports and Prints programs allow you to print hard copy information about purchase orders. This information can help you manage purchase orders. Using the programs in this section, you can view open orders, backorders and future cash requirements based on purchase orders, as well as information on vendor-item numbers.

The available programs are listed below:

Status Report allows you to view and/or print all entered and printed purchase orders by vendor, document, or item. This report is warehouse specific.

Past Purchase Order Report allows you to print selected past purchase order data, by vendor or by purchase order, using selected criteria to filter output.

Receiving Schedule allows you to view and/or print a report of open purchase orders by expected receiving dates. You can print this report by date, vendor, or item. This report is warehouse specific. The printout format can be in summary (PO number's and totals) or detail (PO number's and each line-item). This report is helpful in determining when incoming shipments will arrive, so that you can fill customer orders on time.

Cash Requirements Report allows you to view and/or print a report showing future payments due to vendors for purchases made through the Purchase Orders system. This report is helpful in cash management and budget planning. The report lists the amounts due for each vendor. Your report selection can be based on due date or discount date, and you can select a range of dates to use for the printout. Report payment information includes purchase orders or registered receipts. You can print this report in summary or summary or detail formats.

Vendor/Item Listing prints vendor-item numbers by vendor or by item. The report is useful in viewing general information from the vendor-item records on file.

Vendor/Item History Report allows you to view and/or print a report of the historical information in the vendor/item file. You can set the report to print by vendor or by item. This report is helpful in locating active or inactive vendors or items and determining vendors or items to purge from the file. It may also be useful in viewing purchasing patterns. Month-to-date, year-to-date and prior year figures may be included in the report.

PO Code List prints a listing of all buyer codes and their descriptions on file.

End of Period Subsystem Work Flow and Program Concepts

This menu contains programs that should be run at the end of each purchase orders period to close it correctly.

The PO Period Receipts Report provides a list of all purchase order receipts made during the period. The report may be printed by purchase order, vendor or item number. Printed receipts should be removed at the close of the period, from the PO receipts file, through the optional update. f you cannot access this report, the Use Period Receiving Report flag in the PO Static Control F/M is not selected. Speak with your Affiliate before activating this report or changing any other settings in this F/M. Report information includes the following:

Printed by purchase order number: for each purchase order, purchase order number, warehouse, vendor number, name, receipt number and receipt date. The line-item information includes item number and description, units, cost and extension. The total number of PO's listed is also included.

Printed by vendor: the same information is included but purchase orders are grouped according to vendor. Totals by vendor are also printed. The total number of vendors listed is also included.

Printed in item order: the information is grouped by item and includes item number and description, purchase order number, warehouse, vendor number, name, receipt number, receipt date, units, cost and extension. Totals by item are also printed. The total number of items listed is also included.

The Period Invoice Receipts Report provides a report of all invoices received and entered into the purchase order invoice receipts system. The report may be printed in vendor or item order. Printed receipts should be removed at the close of the period, from the invoice receipt file, through the optional update. Ü If you cannot access this report, the Use Period Receiving Report flag in the PO Static Control F/M is not selected. Speak with your Affiliate before activating this report or changing any other settings in this F/M.

The Period Receipts Discrepancy Report provides a report showing any discrepancies between purchase order receipts and invoice receipts. The report may be printed in vendor or item order. Ü If you cannot access this report, the Use Period Receiving Report flag in the PO Static Control F/M is not selected. Speak with your Affiliate before activating this report or changing any other settings in this file maintenance.

While invoice receipts are being entered in Invoice Receipts Entry program, both the invoiced amounts and the actual received amounts are stored in the invoice receipts file.

When you run the Invoice Receipts Register, the extension (cost multiplied by the units invoiced) of each line-item on the invoice is compared to the extension (cost multiplied by the units received) of each line-item on the received purchase order. Any discrepancies in the two extensions are recorded in the period receipts discrepancy file. These records are available to be printed at any time by this report. The optional update following this report removes all of the records that appear on the report.

You can specify: print order - vendor or item, beginning and ending order choice, period and branch to print and whether to include freight and tax discrepancies.

Report information includes vendor, document (invoice) number, document date, item number, description, units received, units invoiced, cost at time of receipt, cost on the invoice and the dollar amount of the discrepancy. Totals by vendor or by item are also printed. The total number of vendors or items listed are also included.

The purchase order End-of-Period Update closes the current purchase orders period by setting the period-to-date purchase figures in the vendor/item file to zero and incrementing the current period by one.

See the End of Period Checklist Explanation for more information

PO File Maintenances Work Flow and Program Concepts

Purchase Order File Maintenances (POS900)

The File Maintenance programs allow you to enter, change and delete data. These programs are used to enter the initial data required to set up the system. You can also add, change and delete the records in a file.

File maintenance programs create the foundation of the FACTS system. They enable users to enter file information (such as customer, item and vendor files) and control how the system processes information, as in SO Static Control.

File Maintenance programs are also referred to as F/Ms for short, these programs often function the same way.

You will use some file maintenance programs, such as Vendor/Item F/M, more often than you use others. In fact, some file maintenance programs, such as PO Static Control F/M, are

only used during installation. These programs are accessible from the Infrequent File Maintenances menu

You can access the following programs from the PO File Maintenances menu:

Vendor/Item F/M (POF910), which is used to create, store and maintain information on items purchased from each vendor. You can enter information for this program on the General and History screens. This program is most useful when you want to create individual records. If you need to create large groups of records for a vendor or an item, you can save time by using the Create Vendor/Item Records program. Information in the Vendor/Item F/M includes vendor number, item number, vendor-item number, lead time, manual and last costs and last purchase order number and date. Also stored is the number of units purchased, number of units returned, dollar amount purchased, dollar amount returned, number of receipts and average days late for the MTD, YTD and PYR. The Receipt Register updates the MTD, YTD and PYR information. You can quickly access the information entered through this program in the PO Vendor Inquiry program, the Vendor/Item Listing and the Vendor/Item History Report.

NOTE: Only records created through this program or the Create Vendor/Item Records program will be updated as to MTD, YTD and PYR through the Receipt Register. Therefore, you must create all needed vendor-item combination records in the vendor/item file prior to beginning normal purchase order operations.

Ship-From F/M (POF930), which is used to create and maintain alternate vendor ship-from addresses. Purchase orders are normally sent to the vendor address stored in AP Vendor F/M. If the vendor uses different billing and shipping addresses, enter the vendor address where you send the purchase order as the address on this screen. You can also enter an unlimited number of ship-from addresses for each vendor.

Create Vendor/Item Records (POU910), which is used to create, store and maintain vendor item information on a range of vendors and/or items. You can create these records by item number, alpha, vendor number or item class. The vendor-item number, lead time, date of last purchase and normal and last cost information are retrieved from the inventory control item file and the cost class information is retrieve from the vendor file and used in the vendor/item file. This program is useful during initial setup and installation of the Purchase Order module, or when you are adding large numbers of new vendors or items into the system. It creates vendor/item records only for vendor/item combinations of the primary vendor assigned to the item in Item F/M. You can specify: order to create—by item, alpha, vendor or item class, beginning and ending order choice, specific item class, if you are creating by vendor, specific vendor if you are creating by item, alpha or item class and warehouse(s) to create.

Remove Vendor/Item Records (POU920), which is used to remove groups of records from the vendor/item file. You can specify: the order in which to remove records—by item, alpha, vendor or item class, the beginning and ending order choice, a specific item type or vendor to remove, the last purchase date to use for removing records, and the warehouse you are removing records from. This program is particularly useful if you need to remove all items related to a particular vendor or a certain item from all vendors. You can also use this program to purge old records. This is usually faster than trying to remove items or vendors individually in Vendor/Item F/M.

Manual Cost Change Update (POU930), which is used to change the manual cost stored in the vendor/item file for selected items of a vendor. You can specify: the vendor for the cost change update, beginning and ending item numbers for the cost change update for the

selected vendor, item class for the cost change update, and warehouse for the cost change update. You can also update the manual cost using last vendor, standard, average, last or manual costs, or by percent. The manual cost field may also be accessed through the Vendor/Item F/M program. This update program provides a quick way to update large groups of records.

Past Purchase Order Removal (POU940), which is used to remove past purchase orders based on vendor number, warehouse and date. This program is available only if you selected the Store Past Purchase Orders flag in the PO Static Control F/M program. You may want to review records in Vendor Inquiry or Document Inquiry before re moving them

Use Transfer/Change Vendor-Item Codes (POU950) to change the Cost Class information in the Vendor/item Files for a range of vendor items.

PO Infrequent File Maintenance Overview (POS910)

Infrequent file maintenance programs often play a role in installation and then they are rarely used after that.

In most cases, changes to these file maintenances after initial installation can have a negative impact on the system, your data and your business.

Infor highly recommends that you talk to your Affiliate prior to making any changes to the Nonstatic and Static Control F/Ms in this module.

You can access the following programs from the PO Infrequent File Maintenances menu:

Use Buyer Code F/M (POF920) to maintain the buyer codes used in Purchase Order Entry to keep track of who authorized the purchase of goods.

Use Cost Class F/M to enter cost classes used for creating cost contracts. The Cost Class is specific to a Vendor. Using Cost Contract Entry (POE510), you can create cost contracts for items from a vendor that are in a specific cost class.

Use PO Entry Options F/M (PO915) to streamline purchase order entry, receipt entry, non-PO receipt entry, and invoice receipt entry. PO Entry Option settings are not user-specific; they affect all PO Order Management Suite users.

In this program, you define whether header, line item entry and footer inputs are:

- required to complete a document and whether they should appear on the main screen.
- not required.
- can be initially skipped, but can be edited later if necessary.
- can be disabled i.e un-editable but visible to the user.

You can also select which totals appear on the entry screen. You can also set line-item browser flags to indicate backordered items, temporary items, non-stock items, special orders, direct ships, items shipping from alternate warehouses and lines that are past their request and promise dates or that have job number associated, and set the notes pop-up display for item and customer notes.

Programs that can be modified through this file maintenance are:

Purchase Order Entry

Receipt Entry

Non-PO Receipt Entry

Invoice Receipt Entry

Use the PO Static Control F/M to set the many flags that activate or deactivate the features available in the Purchase Order module. For instance, from this program you can determine whether or not to use job costing, store past POs, include tax and freight, just to name a few of the possibilities.

Use PO to GL Posting F/M (POF970) to determine how purchase orders post to General Ledger after the Receipt Register is run. You can also set this program so that purchase orders never post to the GL automatically. This record contains information—such as journal and account numbers—that the system references when it automatically posts Receipt Register data to the General Ledger in the Receipt Register Update. All General Ledger numbers must be set up in the system.

Use PO Static Control F/M (POF980) to set up controls for that affect how the Purchase Orders module operates.

Use PO Nonstatic Control F/M (POF990) to set a number of Purchase Orders controls that the system regularly updates during live processing.

Rebuild PO Sort Files (POU990), which is used to rebuild sort files that may not be up to date with the rest of the system. Sort files are used throughout the FACTS system so users can report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the vendor file are stored in vendor number order. To access this file in alphabetical order requires a sort file that is stored in vendor number by alpha lookup by vendor number. The corresponding record in the main file may then be accessed for the needed information.

* indicates that changing the field after initial installation may have serious repercussions.

Please refer to your affiliate before any changes are made.

Chapter 3 Transaction Procedures

3

PO Transaction Procedures

Standard Procedures for Purchase Orders

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-Of-Period Checklist for Purchase Orders

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the purchase orders module correctly.

It is suggested that copies of the checklist be made and used for each period closeout to be filed for future reference.

3) End-Of-Period Checklist Explanation for Purchase Orders

A detailed account is provided of the purpose of each program on the checklist.

Recommended Operating Procedures for Purchase Orders

Daily Procedures (or as needed)

1   Enter suggested PO's

2   Enter purchase orders

3   Enter PO and Non-PO receipts; print/update Receipt Register

4   Enter invoice receipts; print/update Invoice Receipt Register

Weekly Procedures (or as needed)

1   Run Uninvoiced Receipts Report

2   Print any purchase order management reports

Period Procedures (or as needed)

1   Enter final purchase orders

2   Enter final PO and Non-PO receipts; print/update last PO Receipt Register

3   Enter final invoice receipts; print/update last Invoice Receipt Register

4   Print/update Period Receipts Report

5   Print/update Period Invoice Receipts Report

6   Print/update Period Receipts Discrepancy Report

7   Run End-of-Period Update

Yearly Procedures

1   *Run End-of-Period Update (already covered in period procedures—do NOT run twice)

* Indicates the procedure is required and must be performed in the time period designated

.

Opening existing documents

Access an existing document before you begin entering a new one. Once you begin entering header information, the system does not allow to you open a document in the same window. You can also start another session of FACTS if you need to open a document while you are in the middle of entering one.

To open an existing purchase order:

Enter the purchase order number in the **Doc/Vendor** field and press **Enter** (**CR**). If the document number is on file, the vendor number appears in the field and the purchase order number appears in the title bar.

OR

Choose File-->Open Existing Document.

Search Tips:

1   Press **F2** to perform a vendor search. You can also search by purchase order number and warehouse.

2   Use the Document Search window to find the document you want to edit or review.

3   Choose **OK** in the search window to select the document and return to the main entry window.

Deleting purchase orders

Deleted purchase orders are not simply removed from the file. The system deletes purchase order line item records and if all the line items for a purchase order are deleted, then it changes the header record status to deleted. The purchase order then appears on the next purchase orders Receipt Register as deleted and is removed in the subsequent update. This procedure provides a complete audit trail of all purchase order numbers used.

At any point during the PO entry-receipt process, you can view in detail the PO in its current state or its overview (history since it was entered) status via the PO Vendor Inquiry or Document Inquiry programs.

To delete an order before the header is complete:

Press **F4** to back up to the **Doc/Vendor** field.

To delete an order after the header is complete:

With the purchase order open on screen,

Choose File-->Delete Document from the menu.

Editing Line Items

You can edit line items on a purchase order until it is received.

To edit an existing line item:

Use your mouse or arrow keys to highlight the line in the item browser and select the Edit icon to make changes for the highlighted line item. **Enter** (**CR**).

OR

Highlight the line and press Line Detail to access fields that do not appear in the line-item entry section.

Deleting Line Items

Use the mouse or arrow keys to highlight the line in the item browser.

You can delete the highlighted PO line, or choose Edit-->Delete Item from the menu.

Inserting Line Items or Memos

Use the mouse or arrow keys to highlight a line. The program inserts the new line item above the selected one.

You can add a line item above the highlighted item in the browser, or choose Edit-->Insert Line from the menu. Stop entering line items.

Adding Line Items

1 Select to add a PO line. The system displays the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item/vendor info, and item cost info.

The program automatically switches to add mode once you complete the header. This means the cursor appears in the Item Number field after you exit the last header field. The

program stays in add mode until you press **F4** to back out of the line-item entry section or press the Stop button at the right of the screen.

Quick entry tip: Enter the item number, the ordered quantity and then press the Down Arrow key.

2   The program uses the default information in the rest of the line-item entry fields and returns to the Item Number field.

Purchase Order Entry Transaction Procedures

How to enter or change purchase orders information

1   Access this program by choosing Purchase Orders -->Purchase Order Entry --> PO Entry.

2   **Complete steps 2-6 to enter purchase order header information**

3   In the **Doc/Vendor** field, enter the vendor for the purchase order. If you need to change or delete an existing purchase order, enter the existing purchase order number in this field to open it.

You can enter purchase order numbers or have them automatically assigned by the system. For manual purchase order numbers, enter any number up to 99999. The system displays information for purchase order numbers already on file. To use automatic purchase order numbers, press **Enter**, and the system assigns the next available number. The word NEXT is displayed until the header portion is completed.

4   To assign a specific purchase order number, select File-->New Document Number to access the Assign PO Number dialog box. You can enter the PO number to assign, or the system assigns the next available number if you click the **Assign Next Doc** icon. When you complete your header information, if you have chosen the PO number yourself, the system displays the assigned PO number at the top of the screen.

To Search:

You can:

Press **Enter** to continue listing, select a line number of a document on the screen, or press **F3** to change warehouses for the search, or
press **F4** to back up to field #1.
Press **F2** to perform a vendor search. You can also search by purchase order number and warehouse.

5   (**Optional**) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, press **F1**. If the PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected.

For new purchase orders, enter the code of the vendor from whom you are requesting the items.

6   If you enter a valid vendor code, the system displays the vendor name and address, ship-to and ship-from warehouses, and terms code. The system displays the Vendor Info dialog box, which contains the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number.

You can modify these fields.

Ship-From--Enter the vendor ship-from number. Press **Enter (CR)** to default to SAME.

Ship-To Warehouse--Enter the warehouse code where the goods should be shipped. The entry must be a valid warehouse. If you enter a valid warehouse code, the system displays the warehouse, name and address from the warehouse control record. Once the address displays, you can back up and change any line of the name or address. If the PO is a direct ship, then enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the address, or continue to back up to the warehouse prompt.

7   In the **Ordered Date** (entry date of the PO), **Request Date** (requested date of delivery), and **Promise Date** (date the vendor promises delivery) fields, the system displays the current date as the default. You can modify this date, or press **Enter** to accept the current date. **Terms**--Enter a valid payment terms code for this purchase order. Press **Enter (CR)** to initially default to the code for the selected vendor from the vendor file. When you enter a valid code, the system displays a partial description.

8   The system displays an optional information dialog box, which is used to enter information in the following fields:

Freight—Indicate whether freight is **B**-bill later, **P**-prepaid , **C**-collect or **A** prepay/add. Press **Enter (CR)** to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

Buyer--Enter a valid buyer code to identify the buyer for the purchase order. When you enter a valid buyer code, the system displays a partial description. Press **Enter(CR)**to initially default to the buyer code in the ship-from file for the selected vendor (if the ship-from is SAME then the default comes from the IC warehouse/vendor review record).

Ship Via--Enter up to 15 characters for the carrier. Press **Enter (CR)** to initially default to the ship via in the ship- from file for the selected vendor.

Lead Time--Select the **Lead Time** checkbox to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update.

The system defaults the lead time value from the PO header information when you initially create a line item on a PO document. Selecting the PO header Lead Time check box optionally allows for updating the lead time for all items on the PO to match the header lead time just entered. Note that the header Lead Time checkbox value entered here does not override the PO line item's Lead Time check box value.

F.O.B.--Enter up to 15 characters for freight on board. Press **Enter (CR)** to initially default to the F.O.B. in the ship-from file for the selected vendor.

Reference Number-Enter the optional reference number (up to 15 characters). For direct ship orders, press Enter to initially default to the related SO number.

When you have completed these fields, press the **OK** button.

9   After the PO number is assigned, the system checks the suggested orders file for suggested orders for the selected vendor and warehouse to automatically add to the purchase order. If the system finds suggested purchase orders it displays the message: Import suggested POs? If no suggested orders exist, this field is skipped.

To import suggested POs for the selected vendor and warehouse, select the checkbox, and the system displays the first line-item to import.

Press I and Enter (CR) to import the displayed line, S and Enter (CR) to skip the line item and display the next, A and Enter (CR) import all line items, or press K and Enter (CR) to end imports. The system adds one line item for each item in the suggested purchase orders file and adds to the weight and total dollar amount in the header of the purchase order.

Importing Notes for Suggested Pos: You can import sales order line notes to associated purchase orders or inventory transfers and print the exported sales order line notes on the PO or transfer ticket. Refer to the Importing Notes topic for details.

10 Complete steps 9-15 to enter line items on a purchase order:

11 In the Item field, enter the item you want to purchase.

Field Information for Items:
You can enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. You can perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field.
If a sales order is on hold, you cannot import special order lines from the sales order.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter(CR)** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

12 The system displays the Item Information dialog box, which contains the vendor relation, last lead-time, vendor-item number, item class, standard package size, buying weight, and inventory quantities. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted. The program skips to field #19. The item is verified as being stocked or un-inventoried, unless it is tied to a sales order. Only stocked and un-inventoried items may be added to a purchase order unless the items are tied to a sales order.

13 In the Units field, enter the quantity to be ordered in the displays default unit of measure. The system displays the label for the default unit of measure for the item, such as EA or BX.

Multiple UMs

For items with multiple UMs, the system displays a dialog box where you can select to display warehouse quantities, perform an item catalog, service item, or standard parts search. Select **W** to display inventory quantities for this item that are currently in each warehouse. The warehouse number is displayed, as well as the on hand, committed, available, backorder and on order (not including the line displayed) quantities and their corresponding units of measure.

14 The system displays the Cost info dialog box for the item. This dialog box contains the manual item cost, the manual vendor cost, contract cost, and the last vendor cost.

15 In the Cost field, enter the cost per displayed costing unit of measure.

Press **F2** to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing **Enter(CR)** to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This field is only used when the **Cost** flag in the PO Entry Options record is set to **Y** or **B**.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays *Contract* to indicate whether the displayed cost is from a contract.

You can access cost details from the View -->Cost Origin menu option.

16 The system displays a dialog box for items. Enter information in the following fields:

Requested--This field is used only when the **Requested/Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

Promised Date--This field is only used when the **Requested/Promised Dates** flag in the

Purchase Orders Entry Options record is set to Y or B. Enter the date this item is promised for delivery. The requested date is the displayed default value.

Lead Time--This checkbox is used only when the **Lead Time** flag in the Purchase Orders Entry Options record is set to Y or B. Select the checkbox to use this document to update the item's lead-time in the Receipt Register. Press Enter to default to the lead-time field in the header portion of the screen. If the quantity is a negative amount, this checkbox is not checked and skipped.

The system defaults the lead time value from the PO header information when you initially create a line item on a PO document. Selecting the PO header Lead Time check box optionally allows for updating the lead time for all items on the PO to match the header lead time just entered. Note that the header Lead Time checkbox value entered here does not override the PO line item's Lead Time check box value.

Tax--This field is used only when the **Taxable** flag in the Purchase Orders Entry Options record is set to Y or B. Select the checkbox to charge tax on this line-item. Press **Enter(CR)** to default to selected.

GL--This field is used only when the **GL Table** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press Enter to default to the GL posting table for the selected item in the item file.

17 **Enter Job Number Y or N.** If you select yes, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against.. Press **Enter(CR)** to default to the last job number entered (if any). For valid job numbers, the system requests cost code, can enter or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. **Note**: If the **Use Job Cost** flag is set to **N** in the Purchase Orders Entry Options record or if the item is a special order or the purchase order is a direct ship, the system skips this field.

When you have completed these fields, press the **OK** button.

18 The system returns you to the Item field to enter another line item for the PO. You can:

Repeat steps 8-15 to enter another line item.

OR
 Stop entering line items.

Highlight a line item and select the **Line Detail** button to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item/vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select Edit to make changes for the highlighted line item.

Select Add to add a PO line.

Select Delete to delete the highlighted PO line.

Select the Insert button to add a line item above the highlighted item in the browser.

Press Save to save your changes.

Select the V icon to access Note Entry (SME710) for the vendor specified in the program.
Select the I icon to access Note Entry (SME710) for the item highlighted in line item browser.

Select the D icon to access Note Entry (SME710) for the purchase order header record specified in the program.

Select the L icon to access Note Entry (SME710) for purchase order line records in the line item browser.

19   When you are finished with line items, select the **Done** button.

20   **Complete steps 18-19 to enter purchase order footer information:**

21   The system displays the Footer Detail for PO Number dialog box. You can enter information in the following fields:

Memo--Enter the memo to print on this PO. Press **Enter (CR)** to accept the default memo.

Freight-- If freight is included, enter the freight amount (.00-9999.99). Press **Enter (CR)** to default to 0. Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this field is skipped.

Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the **Include Tax** flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this field is skipped. If the **Taxable** flag in the Purchase Orders Entry Options is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for field #24 are subject to tax.

Acknowledgement and Confirmation—Indicates you want the words **Acknowledgment only** or **Confirmation requested** to print on the purchase order, select the appropriate checkbox.

When you have completed these fields, press the **OK** button.

22   The system displays the PO Date Change dialog box; select the Update Lead Time checkbox to update the lead-time for all line items on the PO. The Update request date and Update promised date checkboxes are displayed only when the **Requested/Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. This dialog box also displays when you change dates in the header section of the screen.

When you have completed these fields, press the **OK** button.

23 The system displays the message: Print purchase order now?

Select **Yes** to print the PO or **No** to save for batch printing.

If the PO has already been printed then the prompt asks you if the PO should be added to the PO reprint file. Press **Enter (CR)** to default to **No**.

24 The system prints the PO if you selected to do so in step 18 and then returns you to the PO Entry header portion of the screen.

Responding to Exceptions

1 Access the Exception Control Center (ECC). The complete path is PO>Purchase Order Entry>Exception Control Center.

2 Specify the buyer code for reviewing exceptions.

3 (Optional) You can further limit the browser display of alerts by specifying the following additional information:
Alert Codes—using the drop down list, specify a specific alert code for exceptions.
To and From Warehouse, Vendor, Purchasing Line—enter any of these parameters to narrow the exception display in the browser.

4 (Optional) In the Item Filters section you can also specify an item number and/or ranking as well as select whether to display all replenished items or

5 Highlight the exception alert line in the browser and select from the following:
Buyer Settings to access Buyer Code F/M (POF920) to view settings for the specified buyer code. Close the screen to return to the ECC.
Respond to Exception to view the work order, past purchase order, shipment, transfer or document the exception is linked to. Close the screen to return to the ECC.
Alert Details to view detail information about the alert, including the alert name and extended description, alert delivery method and available subscription values. Press OK to return to the ECC.

6 Press **Close All** to close all Alert Detail & Respond to Exception windows.

7 Press **Close** to exit the screen.

Creating Transfers in the Buyers Control Center

1 Access the Buyers Control Center. The complete path is Purchase Orders> Purchase Order Entry> Buyers Control Center.

2 Specify the Buyer Code.

3 For Activity Type, select Transfers.

4 The warehouse transfers that need actions are displayed in the browser.

5   (Optional) Specify the To warehouse to use.

6   (Optional) You can further define the browser line display by specifying the (from) warehouse, rank and activity type.

7   (Optional) Use the Rank drop down for stocked and replenished items to filter the display by a specified rank.

8   (Optional) Select the Include Non-Replenish Items checkbox to include special order or non-replenishment items in the browser lines below.

9   (Optional) For the Show setting, specify the type of activity to display in the browser: All Activity or Actionable activity to indicate whether to display lines that do not require replenishment so you can initiate on demand transfers.

10 (Optional) Select the Import Suggested Special Orders checkbox to include special order suggested transfer lines in the browser lines below.

11 After you enter information in the header portion of the screen, transfer lines for the warehouses specified are displayed in the browser. Priority categories are determined by a product's availability in relation to the Order Point, Line Point, Lead Time, and Safety Allowance levels.

12 You can double click a line to access the Buyers Control Center Detail screen to view detailed information about the replenishment path; make changes, or create transfers. Refer to the following task options for details:
    Generating Transfers from the Buyers Control Center Detail screen
    Adjusting the Review Cycle for transfer items
    Modifying usage for transfer items
    Using surplus inventory to fill replenishment transfers
    Adding items to transfers
    Reviewing and updating lead time for transfers
    Modifying transfer quantity information
    Reviewing order or backorder details for a transfer items

13 When you return to the Buyers Control Center from the Buyers Control Center Detail screen, the transfer lines you accessed display at the top of the browser with the warehouse highlighted.

14 When you have finished generating transfers, exit the program.

Note: To process transfers created by the Buyers Control Center, you must run the IC Transfer Receipt Register program.

Creating Vendor Returns in the Buyers Control Center

1   Access the Buyers Control Center. The complete path is Purchase Orders> Purchase Order Entry> Buyers Control Center.

2   Specify the Buyer Code.

3   For Activity Type, select Returns.

4   (Optional) Specify the warehouse to use.

5   After you enter information in the header portion of the screen, vendor return lines for the warehouse specified are displayed in the browser.

6   You can double click a line to access the Buyers Control Center Detail screen to view detailed information about the replenishment path; make changes, or create returns.
Refer to the following task options for details:
Generating Return Purchase Orders
Adding return items
Adjusting freight values for returns
Modifying vendor return quantity information

7   When you return to the Buyers Control Center from the Buyers Control Center Detail screen, the return lines you accessed display at the top of the browser.

8   When you have finished generating return purchase orders, exit the program.

Note: To process return purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Procuring replenishment items from the Buyers Control Center

1   Access the Buyers Control Center. The complete path is Purchase Orders> Purchase Order Entry> Buyers Control Center.

2   Specify the Buyer Code. The warehouse and vendors that need actions are displayed in the browser.

3   Procurement displays as the default activity, which is correct for the purchasing items.

4   (Optional) Specify the warehouse to use.

5   (Optional) In the Filter section, you can further define the browser line display by specifying vendor code, rank and activity type.

6   (Optional) Use the Rank drop down for stocked and replenished items to filter the display by a specified rank.

7   (Optional) Select the Include Non-Replenish Items checkbox to include special order or non-replenishment items in the browser lines below.

8   (Optional) Select the Import Suggested Special Orders checkbox to include special order suggested purchase order lines in the browser lines below.

9   (Optional) Show Items Above Line Point checkbox to include items in the browser lines below that are not ready to purchase and/or the on-hand quantity for the item is above line point.

10 (Optional) For the Show setting, specify the type of activity to display in the browser: All Activity or Actionable activity to indicate whether to display lines that do not require replenishment so you can initiate on demand purchase orders.

11 After you enter information in the header portion of the screen, replenishment lines for the warehouses and vendors specified are displayed in the browser. Priority categories are determined by a product's availability in relation to the Order Point, Line Point, Lead Time, and Safety Allowance levels.

12 You can double click a line to access the Buyers Control Center Detail screen to view detailed information about the replenishment path; make changes, or create purchase orders. Refer to the following task options for details:
Generating Purchase Orders from the Buyers Control Center Detail screen
Adjusting the Review Cycle from the Buyers Control Center Detail screen
Adjusting freight values from the Buyers Control Center Detail screen
Modifying usage for an item
Using surplus inventory to fill replenishment
Adding items on the BCC Detail Screen
Reviewing and updating lead time
Modifying purchasing quantity information
Reviewing order or backorder details for an item

13 When you return to the Buyers Control Center from the Buyers Control Center Detail screen, the replenishment lines you accessed display at the top of the browser with the warehouse highlighted.

14 You can highlight a line and select Recalculate Line to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or select Recalculate All to recalculate all of the activity for the buyer.

15 Press Done to enter another buyer code or press Done again to exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Buyers Control Center Detail Procedures

Generating Purchase Orders from the Buyers Control Center Detail screen

1 Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 (Optional) Use the Rank drop down for stocked and replenished items to filter the display by a specified rank.

5 (Optional) Select the Include Non-Replenish Items checkbox to include special order or non-replenishment items in the browser lines below.

6 (Optional) Select the Import Suggested Special Orders checkbox to include special order suggested purchase order lines in the browser lines below.

7   (Optional) Show Items Above Line Point checkbox to include items in the browser lines below that are not ready to purchase and/or the on-hand quantity for the item is above line point.

8   (Optional) In the header you can specify adjusted review cycle and freight values.

9   The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

10   You can complete the following tasks:
     Adjusting the Review Cycle
     Modifying usage
     Using surplus inventory to fill replenishment
     Adding items
     Reviewing and updating lead time
     Modifying purchasing quantity information
     Reviewing order or backorder details for an item

11   (Optional) Click Show Math as needed to display the replenishment calculations such as Usage, Order Point, Line Point, Average Lead Time (LT), Safety Stock, ASQ, (average sales quantity), Recommended Order Quantity (ROQ), Economic Order Quantity (EOQ), Calculated ROQ, and Effective OQ.

12   Once you are satisfied with your buying target values, select the Buy and Override (as needed) checkboxes for each line you want to generate purchase orders for.

13   Click Create PO.

14   Select Yes to generate purchase orders and display a dialog where you can select to display them or continue.

15   The system returns you to the Buyers Control Center, where the replenishment lines with purchase orders generated display at the top of the browser with the warehouse highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

16   (Optional) You can repeat this process to generate additional purchase orders.

17   When you have finished generating purchase orders, exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Generating Return Purchase Orders from the Buyers Control Center Detail screen

1   Access the Buyers Control Center and use the Creating Returns in the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any) display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 (Optional) In the header you can specify the freight value.

5 The items that have returns for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

6 You can complete the following tasks:
Adding return items
Adjusting freight values for returns
Modifying vendor return quantity information

7 Once you are satisfied with your returns, select the Return checkbox for each line you want to generate return purchase orders for.

8 Click Create PO to generate return purchase orders.

9 FACTS displays a dialog where you can select to display the return POs or select Continue to return to the Buyers Control Center

10 (Optional) You can repeat this process to generate additional return purchase orders.

11 You can highlight a line and select Options>Recalculate Line to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or select Recalculate All to recalculate all of the activity for the buyer.

12 Press Done to enter another buyer code or press Done again to exit the program.

13 When you have finished generating return purchase orders, exit the program.

Note: To process return purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Generating Transfers from the Buyers Control Center Detail screen

1 Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 (Optional) Use the Rank drop down for stocked and replenished items to filter the display by a specified rank.

5 (Optional) Select the Include Non-Replenish Items checkbox to include special order or non-replenishment items in the browser lines below.

6 (Optional) Select the Import Suggested Special Orders checkbox to include special order suggested transfer lines in the browser lines below.

7 (Optional) Show Items Above Line Point checkbox to include items in the browser below that are not ready for transfer and/or the on-hand quantity for the item is above line point.

8 (Optional) In the header you can specify the adjusted review cycle value.

9   The items that have approved replenishment sources for the buyer, from warehouse, to warehouse, rank, and purchasing line (if any) are displayed.

10 You can complete the following tasks:
Adjusting the Review Cycle for transfer items
Modifying usage for transfer items
Using surplus inventory to fill replenishment transfers
Adding items to transfers
Reviewing and updating lead time for transfers
Modifying transfer quantity information
Reviewing order or backorder details for a transfer items

11 (Optional) Click Show Math as needed to display the replenishment calculations such as Usage, Order Point, Line Point, Average Lead Time (LT), Safety Stock, ASQ, (average sales quantity), Recommended Order Quantity (ROQ), Economic Order Quantity (EOQ), Calculated ROQ, and Effective OQ.

12 Once you are satisfied with your target values, select the Transfer and Override (as needed) checkboxes for each line you want to generate transfers for.

13 Click Create Transfer.

14 Select Yes to generate transfers and display a dialog where you can select to display them or continue.

15 The system returns you to the Buyers Control Center, where the replenishment lines with transfers generated display at the top of the browser with the warehouse highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

16 (Optional) You can repeat this process to generate additional transfers.

17 When you have finished generating transfers, exit the program.

Note: To process transfers created by the Buyers Control Center, you must run the IC Transfer Receipt Register program.

Modifying purchasing quantity information for a line item on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To modify the purchase quantity for an item, highlight the Purchase field and specify the new value.

5   Once you are satisfied with your buying target values, select the Buy and Override (as needed) checkboxes for each line you want to generate purchase orders for.

6   Click Create PO.

7   Select Yes to generate purchase orders and display a dialog where you can select to display them or select Continue.

8   The system returns you to the Buyers Control Center, where the replenishment lines with purchase orders generated display at the top of the browser with the warehouse highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

9   (Optional) You can repeat this process to generate additional purchase orders.

10 When you have finished generating purchase orders, exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Modifying transfer quantity information for a line item on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To modify the transfer quantity for an item, highlight the Transfer field and enter the new value.

5   Once you are satisfied with your target values, select the Transfer and Override (as needed) checkboxes for each line you want to generate transfers for.

6   Click Create Transfer.

7   Select Yes to generate transfers and display a dialog where you can select to display them or select Continue.

8   The system returns you to the Buyers Control Center

9   (Optional) You can repeat this process to generate additional transfers.

10 When you have finished generating transfers, exit the program.

Note: To process transfers created by the Buyers Control Center, you must run the IC Transfer Receipt Register program.

Modifying usage for an item on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

5   To modify usage for an item in the browser, click the icon beside the Usage field to access the Usage View of the Buyers Control screen.

6   Highlight the Usage month you want to review.

7   Select the Usage Review button to display the Usage Review program for the item, warehouse and month you selected.

8   In the Beginning Date field, specify the beginning date for the browser display, and in the Days to Display field specify the number of days (30, 60, 90, or 120) to display.

9   (Optional) Check the Abnormal check box to only display those usage lines that are Abnormal (both High and Low).

10 In the browser, double click the usage line in the browser to display the Usage Review Detail (ICE556) program. You can to change qualified usage for any document that has recorded usage for the selected warehouse and item combination you specified.

11 (Optional) You can apply a set of filters to define the usage lines displayed in the browser. In the Beginning Date field, you can filter for the beginning date for the display.

12 (Optional) In the Days to Display field specify the number of days (30, 60, 90, or 120) to display.

13 (Optional) You can also select the For Usage Warehouse from list box with the user entered warehouse, along with all the warehouses that are replenished from the specified warehouse/item and the type of usage to display-- Exceptional Usage, Not Exceptional Usage, or All, and the document types for the display: AD – adjustment, SO – Sales Order/Invoice, MC – BOM Ticket, MF – Formulation Ticket, MP – Formulation Packaging, MI – Formulation Ingredients, PO – Purchase Order, CR – Credit of usage for Customer/Vendor Returns, and LS – Lost Sale.

14 Highlight a disbursement line in the browser and elect Edit to modify information

15 Select the Update Usage checkbox to update usage.

16 In the Usage Date field specify the date for the usage change.

17 In the Qualified Usage field, specify the new usage value for the warehouse/item on the document line.

18 Once you have modified the qualified usage and save your changes, select the Done button to return to Usage Review (ICE555).

19 Select the Recalculate Usage button on Usage Review (ICE555) to recalculate qualified usage for specified warehouse/item.

20 Press Done to enter additional qualified usage.

21 Press Done again to exit the program and return to the BCC Detail screen.

Modifying usage for a transfer item on the Buyers Control Center Detail Screen

1 Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information, display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 The items that have approved replenishment sources for the buyer, buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information are displayed.

5 To modify usage for an item in the browser, click the icon beside the Usage field to access the Usage View of the Buyers Control screen.

6 Highlight the Usage month you want to review.

7 Select the Usage Review button to display the Usage Review program for the item, warehouse and month you selected.

8 In the Beginning Date field, specify the beginning date for the browser display, and in the Days to Display field specify the number of days (30, 60, 90, or 120) to display.

9 (Optional) Check the Abnormal check box to only display those usage lines that are Abnormal (both High and Low).

10 In the browser, double click the usage line in the browser to display the Usage Review Detail (ICE556) program. You can to change qualified usage for any document that has recorded usage for the selected warehouse and item combination you specified.

11 (Optional) You can apply a set of filters to define the usage lines displayed in the browser. In the Beginning Date field, you can filter for the beginning date for the display.

12 (Optional) In the Days to Display field specify the number of days (30, 60, 90, or 120) to display.

13 (Optional) You can also select the For Usage Warehouse from list box with the user entered warehouse, along with all the warehouses that are replenished from the specified warehouse/item and the type of usage to display-- Exceptional Usage, Not Exceptional Usage, or All, and the document types for the display: AD – adjustment, SO – Sales Order/Invoice, MC – BOM Ticket, MF – Formulation Ticket, MP – Formulation

Packaging, MI – Formulation Ingredients, PO – Purchase Order, CR – Credit of usage for Customer/Vendor Returns, and LS – Lost Sale.

14 Highlight a disbursement line in the browser and elect Edit to modify information

15 Select the Update Usage checkbox to update usage.

16 In the Usage Date field specify the date for the usage change.

17 In the Qualified Usage field, specify the new usage value for the warehouse/item on the document line.

18 Once you have modified the qualified usage and save your changes, select the Done button to return to Usage Review (ICE555).

19 Select the Recalculate Usage button on Usage Review (ICE555) to recalculate qualified usage for specified warehouse/item.

20 Press Done to enter additional qualified usage.

21 Press Done again to exit the program and return to the BCC Detail screen.

Modifying vendor return quantity information for a line item on the Buyers Control Center Detail Screen

1 Access the Buyers Control Center and use the Creating Vendor Returns in the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, warehouse, vendor, and purchasing line (if any) display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 (Optional) In the header you can specify the freight value.

5 To modify the return quantity for an item, highlight the Return Qty field and enter the new value.

6 Once you are satisfied with your returns, select the Return checkbox for each line you want to generate return purchase orders for.

7 Click Create PO to generate return purchase orders.

8 FACTS displays a dialog where you can select to display the return POs or select Continue to return to the Buyers Control Center

9 (Optional) You can repeat this process to generate additional return purchase orders.

10 You can highlight a line and select Options>Recalculate Line to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or select Recalculate All to recalculate all of the activity for the buyer.

11 Press Done to enter another buyer code or press Done again to exit the program.

12 When you have finished generating return purchase orders, exit the program.

Note: To process return purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Adding items on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the "Procuring replenishment items from the Buyers Control Center" on page 56 procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

5   To add an item, click the icon beside the item field on an empty line in the browser.

6   Select an item from the Item Search screen to add to the procurement process.

7   The item and all of its replenishment parameter information are added to the browser.

8   Once you are satisfied with your buying target values, select the Buy and Override (as needed) checkboxes for each line you want to generate purchase orders for.

9   Click Create POs.

10 Select Yes to generate purchase orders and display a dialog where you can select to display them or select Continue.

11 The system returns you to the Buyers Control Center, where the replenishment lines with purchase orders generated display at the top of the browser with the warehouse highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

12 (Optional) You can repeat this process to generate additional purchase orders.

13 When you have finished generating purchase orders, exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Adding return items on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Creating Vendor Returns in the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any) display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved returns for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

5   To add an item, click the icon beside the item field on an empty line in the browser.

6   Select an item from the Item Search screen to add to the returns process.

7   The item is added to the browser.

8   Once you are satisfied with your buying target values, select the Return checkbox for each line you want to generate return purchase orders for.

9   Click Create PO to generate return purchase orders.

10 FACTS displays a dialog where you can select to display the return POs or select Continue to return to the Buyers Control Center

11 (Optional) You can repeat this process to generate additional return purchase orders.

12 You can highlight a line and select Options>Recalculate Line to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or select Recalculate All to recalculate all of the activity for the buyer.

13 Press Done to enter another buyer code or press Done again to exit the program.

14 When you have finished generating return purchase orders, exit the program.

Note: To process return purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Adding transfer items on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information are displayed.

5   To add an item click the icon beside the item field on an empty line in the browser.

6   Select an item from the Item Search screen to add to the procurement process.

7   The item and all of its replenishment parameter information are added to the browser.

8   Once you are satisfied with your target values, select the Transfer and Override (as needed) checkboxes for each line you want to generate transfers for.

9   Click Create Transfer.

10 Select Yes to generate transfers and display a dialog where you can select to display them or select Continue.

11 The system returns you to the Buyers Control Center.

12 (Optional) You can repeat this process to generate additional transfers.

13 When you have finished generating transfers, exit the program.

Note: To process transfers created by the Buyers Control Center, you must run the IC Transfer Receipt Register program.

Adjusting freight values for returns from the Buyers Control Center Detail screen

1 Access the Buyers Control Center and use the Creating Vendor Returns in the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, warehouse, vendor, and purchasing line (if any) display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 In the header you can specify the freight value for the items.

5 When you have finished modifying freight values you can save your work or generate return purchase orders.

Adjusting freight values from the Buyers Control Center Detail screen

1 Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3 The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4 In the header you can specify the freight value for the items and adjust buying target values.

5 When you have finished modifying freight values you can save your work or generate purchase orders.

Adjusting the Review Cycle for Transfers from the Buyers Control Center Detail screen

1 Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information are displayed.

5   In the lower portion of the detail screen, the Target, Current and variance (+/-) values indicate whether the current value is too far above or below target amount.

6   If the current amount is too high, specify a lower value for the Adjusted Review Cycle to modify the Recommended transferring quantity. To increase a target, specify a higher Adjusted Review Cycle value.
Note: The Adjusted Review Cycle will then establish a Temporary Line Point and redisplay the Recommended transfer quantity if needed. New items will appear in the listing if their replenishment needs fall into the new Temporary Line Point. Consequently, if an item's parameters do not fall into the Temporary Line Point, it will be removed from the list. When indicated in the Item F/M, the ROQ for an item will be applied to the Recommended Quantity. Items that have been flagged as "Required" will remain in the BCC for processing unless remove by the buyer directly or a full Refresh is performed for the To Warehouse / From Warehouse.

7   Once you are satisfied with your target values, select the Transfer and Override (as needed) checkboxes for each line you want to generate transfers for.

8   Click Create Transfer.

9   Select Yes to generate transfers and display a dialog where you can select to display them or select Continue.

10 The system returns you to the Buyers Control Center

11 (Optional) You can repeat this process to generate additional transfers.

12 When you have finished generating transfers, exit the program.

Note: To process transfers created by the Buyers Control Center, you must run the IC Transfer Receipt Register program.

Adjusting the Review Cycle from the Buyers Control Center Detail screen

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

5   In the lower portion of the detail screen, the vendor Target, Current and Short values indicate whether the current value is too far above or below vendor target amount.

6   If the current amount is too high, specify a lower value for the Adjusted Review Cycle to modify the Recommended buying quantity. To increase a target, specify a higher Adjusted Review Cycle value.
    Note: The Adjusted Review Cycle will then establish a Temporary Line Point and redisplay the Recommended buying quantity if needed. New items will appear in the listing if their replenishment needs fall into the new Temporary Line Point. Consequently, if an item's parameters do not fall into the Temporary Line Point, it will be removed from the list. When indicated in the Item F/M, the ROQ for an item will be applied to the Recommended Quantity. Items that have been flagged as "Required" will remain in the BCC for processing unless remove by the buyer directly or a full Refresh is performed for the Vendor / Warehouse.

7   Once you are satisfied with your buying target values, select the Buy and Override (as needed) checkboxes for each line you want to generate purchase orders for.

8   Click Create PO.

9   Select Yes to generate purchase orders and display a dialog where you can select to display them.

10 The system returns you to the Buyers Control Center, where the replenishment lines with purchase orders generated display at the top of the browser with the warehouse highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

11 (Optional) You can repeat this process to generate additional purchase orders.

12 When you have finished generating purchase orders, exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Reviewing and updating lead time for transfer items on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information are displayed.

5   To modify lead time for an item in the browser, click the icon beside the Lead Time field to access the Transfer History View of the Buyers Control screen the item, warehouse and you selected.

6   The transfers shipment lines and purchase order receipt lines are displayed in the browser so you can modify the lead time information as needed.

7   Highlight the line you want to modify and select the Edit icon.

8   (Optional) You can select the Ignore checkbox to prevent this lead time from be included in average lead time calculations.

9   (Optional) You can select the Abnormal checkbox to flag a Lead Time as abnormal if it is more than 50% different from the average or if the ARP Lead Time minimum or maximum threshold has been reached.

10 Enter the qualified lead time that represents the correct lead time value that is to be used in calculations in the system.

11 Save your changes.

12 Now you have the option to select:
    Restocking--Opens the Restocking View (POC417) screen for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
    Usage--Opens the Usage View (POC416) for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
    View Doc--Views the doc selected in the browser.
    Replen F/M--Accesses Replenishment Parameter Maintenance for the selected warehouse/item or for the warehouse/item of the highlighted line in the browser.
    -Or-
    Highlight the next receipt to enter qualified usage and repeat steps 7-11.

13 When you are finished entering qualified usage, select Done to enter another warehouse and item to use for the receipt document display or select Done again to exit the program.

Reviewing and updating lead time for a line item on the Buyers Control Center Detail Screen

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.

5   To modify lead time for an item in the browser, click the icon beside the Lead Time field to access the Purchase Order History View of the Buyers Control screen the item, warehouse you selected.

6   The transfers shipment lines and purchase order receipt lines are displayed in the browser so you can modify the lead time information as needed.

7   Highlight the line you want to modify and select the Edit icon.

8   (Optional) You can select the Ignore checkbox to prevent this lead time from be included in average lead time calculations.

9   (Optional) You can select the Abnormal checkbox to flag a Lead Time as abnormal if it is more than 50% different from the average or if the ARP Lead Time minimum or maximum threshold has been reached.

10 Enter the qualified lead time that represents the correct lead time value that is to be used in calculations in the system.

11 Save your changes.

12 Now you have the option to select:
    Restocking--Opens the Restocking View (POC417) screen for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
    Usage--Opens the Usage View (POC416) for the selected warehouse/item; if the header warehouse/item is not used it will use the warehouse/item of the line in the browser.
    View Doc--Views the doc selected in the browser.
    Replen F/M--Accesses Replenishment Parameter Maintenance for the selected warehouse/item or for the warehouse/item of the highlighted line in the browser.
    -Or-
    Highlight the next receipt to enter qualified usage and repeat steps 7-11.

13 When you are finished entering qualified usage, select Done to enter another warehouse and item to use for the receipt document display or select Done again to exit the program.

Reviewing order or backorder details for an item

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To review the on order, backorder or available quantities for an item, click the icon in the appropriate field (On Order, Backorder or Available) to access the Open Docs view of the Buyers Control Center.

5   To review the details for a document line, double click the line in the browser.

6   Press Close to return to the Open Docs view where you can other view more document line details or press Done to return to the Buyers Control Center Detail screen.

Reviewing order or backorder details for an item on a Transfer

1   Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To review the surplus, on order, backorder or available quantities for an item, click the icon in the appropriate field (Surplus, On Order, Backorder or Available) to access the Open Docs view of the Buyers Control Center.

5   To review the details for a document line, double click the line in the browser.

6   Press Close to return to the Open Docs view where you can other view more document line details or press Done to return to the Buyers Control Center Detail screen.

Using surplus inventory to fill replenishment

1   Access the Buyers Control Center and use the Procuring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, warehouse, vendor, and purchasing line (if any), review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To use surplus inventory, click the Surplus and Surplus Suggested Outstanding fields and enter the value.
Note: Surplus selection is enabled by setting the Use Surplus flag in PO Static Control F/M. When the flag is set, the Buyers Control Center will display two additional columns for Surplus and Surplus Suggested Outstanding for each item.

5   Once you are satisfied with your buying target values, select the Buy and Override (as needed) checkboxes for each line you want to generate purchase orders for.

6   Click Create PO.

7   Select Yes to generate purchase orders and display a dialog where you can select to display them.

8   The system returns you to the Buyers Control Center, where the replenishment lines with purchase orders generated display at the top of the browser with the warehouse

highlighted with the Rank color codes assigned on the Buyers Control Center view of PO Static Control F/M.

9   (Optional) You can repeat this process to generate additional purchase orders.

10 When you have finished generating purchase orders, exit the program.

Note: To process purchase orders created by the Buyers Control Center, you must run the PO Receipt Register program.

Using surplus inventory to fill replenishment transfers

1   Access the Buyers Control Center and use the Transferring items for replenishment using the Buyers Control Center procedure to enter the necessary information.

2   Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.

3   The buyer, buyer, from warehouse, to warehouse, and purchasing line (if any), rank, and review cycle information, review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances.

4   To use surplus inventory, click the Suggested Outstanding field and enter the value. To view surplus inventory details, select the icon in the Surplus field.
    Note: Surplus selection is enabled by setting the Use Surplus flag in PO Static Control F/M. When the flag is set, the Buyers Control Center will display two additional columns for Surplus and Surplus Suggested Outstanding for each item.

5   Once you are satisfied with your target values, select the Transfer and Override (as needed) checkboxes for each line you want to generate transfers for.

6   Click Create Transfer.

7   Select Yes to generate transfers and display a dialog where you can select to display them or select Continue.

8   The system returns you to the Buyers Control Center

9   (Optional) You can repeat this process to generate additional transfers.

10 When you have finished generating transfers, exit the program.

Note: To process return transfers created by the Buyers Control Center, you must run the IC Transfer Register program.

PO Receipt Transaction Procedures

PO Receipt Header Processing

Creating receipt numbers

The system automatically creates a receipt number once you complete the header. At that point, the document number appears in the title bar along with the vendor's name. You can also assign a document number manually if you prefer.

To assign document numbers manually:

1 Open Receipt Entry.

2 Enter the PO number you are receiving, and the system displays the default header information for the PO

3 In the Receipt Number field, enter up to six characters to create a document number. You can manually enter receipt numbers, or set the system to automatically assign them.

4 To continue receiving the PO, refer to the How to enter or change PO receipt information procedure for additional information.

How to enter or change PO receipt information

Entering PO Receipt Header information

1 Access this program by choosing Purchase Orders --> Receiving --> PO Receipt Entry.
Complete steps 2-5 to enter PO receipt header information:

2 In the **PO Number** field, enter the order number to be received. If you need to change or delete an existing PO receipt, enter the existing PO receipt number in this field to open it. If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature.

3 The vendor for the PO displays in the **Vendor** field. For valid PO numbers, the system displays the Ship-from, Warehouse, and Ship-to Codes for the purchase order. The ship-from and Ship warehouse displayed is where the goods received. If this PO is to be a direct ship, then the warehouse displayed is the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. The customer number and address on file in the purchase order is displayed.

NOTE: If you do not enter a purchase order number, you can enter a valid vendor code in the **Vendor** field to display all the purchase orders for that vendor. You can then select a PO receipt for correction or inquiry, or press **F4**--backup to return to the purchase order

number field (#1). Press Enter to default to **D**. If you select **D**-document, the program asks for the beginning document number to start listing from.

You can:

Press **Enter** to continue listing, select a line number of a document on the screen, or

Press **F3** to change warehouses for the search, or

Press **F4** to back up to field #1. The documents initially listed on the screen are for the warehouse assigned to the terminal. If you want to see documents for a different warehouse or for all warehouses, press **F3**. Once you press **F3**, you have the following options: press **Enter** to default to the warehouse assigned to the terminal; press **F2** to search; press **F3** to select all warehouses and displays all documents on file for the user's company, or **F4** to back up.

4   For new purchase orders receipts, the system displays the Purchase Order dialog box.

In the **Receipt #** field, manually enter the receipt number or press **Enter** to allow the system to automatically assign it. The system assigns receipt numbers for each purchase order beginning with 00001 and incrementing by one for each receipt up to 00099.

In the **Received Date** field, the system displays the current date as the default for the date the purchase order was received. Press **Enter** to accept the system date or enter the date you received this purchase order.

At this point, you can receive the entire purchase order in one step. Select the **Assume receipt?** checkbox to set all received quantities equal to the ordered quantities. The system displays this checkbox selected as the default. If you want to receive the purchase order manually, un-select this checkbox. **NOTE:** For serial/lot items to be received, the system does not assume receipt. Serial/lot numbers must be entered and the system prompts you to do so.

When you have completed these fields, press the **OK** button.

5   For either manual or automatic receipts, the system displays the vendor, ship-to address, buyer, terms code, freight code, ship via, F.O.B. and reference number are displayed in the header portion of the screen. You can access the Header Detail for Purchase Order screen to modify header fields except vendor number, purchase order number, and ship-to number by selecting the **Header** button in the lower portion of the screen. In the browser, each line item is displayed including item number, description, ordered quantity, received quantity, backordered quantity, buying unit of measure, cost and extension.

Entering PO receipt line items

6   Complete steps 6-14 to enter line items on a purchase order receipt.
Select to add a line to the PO receipt.

Field Information for adding/editing items:

You can add a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press F2 to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item **Description 1** and **Description 2** fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

7   In the **Ordered** field, enter the ordered quantity for the item.

8   In the **Received** field, enter the quantity of the item received. Press **Enter** (**CR**) to accept the current value. Press **F1** to change the received amount to the ordered quantity.

9   **Receiving serial/Lot items:**

   (**Optional**) For Serial/Lot items, the system displays the Serial/Lot Entry # dialog box. You must enter the serial/lot numbers you are receiving and their quantities. *For serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press **F1**-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered serial number. *For lotted items, enter the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

   You can select:

   The **List** button to display the available serial/lot numbers and quantities to be received.
   The **Add** button to add another serial/lot number for the item.
   The **End** button to stop your additions.
   The **OK** button to accept the serial/lot numbers and quantities you have entered. The system checks to see if you have entirely distributed the items received.

10 In the **Backordered** field, enter the quantity of the item that was not received. Press **Enter** (**CR**) to set the backorder quantity equal to the ordered quantity minus the received quantity. The **Allow Backorders** flag in the PO Static Control F/M establishes whether backorders are permitted. If backorders are not permitted, this field is skipped. This field is only used when the **Backordered** flag in the Purchase Orders Entry Options record is set to Y or B.

11 In the **Cost** field, the system displays the cost per displayed costing unit of measure.

   Press **F2** to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

   The system displays (if on file): the manual cost from the item file, the average and last

costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing **Enter** to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This field is only used when the **Cost** flag in the PO Entry Options record is set to **Y** or **B**.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays *Contract* to indicate whether the displayed cost is from a contract.

You can access cost details from the View -->Cost Origin menu option.

12 The system displays a dialog box for items. Enter information in the following fields:

Requested--This field is used only when the **Requested/Promised Dates** flag in the purchase PO Entry Options record is set to **Y** or **B**. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

Promised Date--This field is only used when the **Requested/Promised Dates** flag in the PO Entry Options record is set to Y or B. Enter the date this item is promised for delivery. The requested date is the displayed default value.

Lead Time--This checkbox is used only when the **Lead Time** flag in the PO Entry Options control record is set to Y or B. Select the checkbox to use this document to update the item's lead-time in the Receipt Register. Press **Enter** to default to the lead-time field in the header portion of the screen. If the quantity is a negative amount, this checkbox is not checked and skipped.

Tax--This field is used only when the **Taxable** flag in the PO Entry Options record is set to Y or B. Select the checkbox to charge tax on this line-item. Press **Enter** to default to selected.

GL--This field is used only when the **GL Table** flag in the PO Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** to default to the GL posting table for the selected item in the item file.

13 The system displays the Job Number dialog box. At the question: *Enter the job number?* Answer **Yes** to enter valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Select **No** to not enter a job number and exit the dialog box.

14 When you have completed these fields, press the **OK** button.

Modifying PO Receipt Lines

1 Access this program by choosing Purchase Orders --> Receiving --> PO Receipt Entry.

2 Complete steps 2-14 of the How to enter or change PO receipt information procedure to enter PO receipt header and line item information

3 You can select

Edit to make changes for the highlighted line item.

Add to add a PO line.

Delete to delete the highlighted PO line.

the Insert button to add a line item above the highlighted item in the browser.

Press Save to save your changes.
Select the **Header Detail** button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the **Line Detail** button to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item/vendor info, and item cost info.
Select the V icon to access Note Entry (SME710) for the vendor specified in the program.
Select the I icon to access Note Entry (SME710) for the item highlighted in line item browser.
Select the D icon to access Note Entry (SME710) for the purchase order header record specified in the program.

Select the L icon to access Note Entry (SME710) for purchase order line records in the line item browser.

4 Select the **Stop Receipt** button to the receipt process for this PO.

Complete steps 17-18 to enter PO receipt footer information:

5 Select the **Done** button to display the Footer for Purchase Order dialog box. Enter information in the following fields:

Freight-- If freight is included, enter the freight amount (.00-9999.99). Press **Enter** to default to 0. Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this field is skipped.

Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the **Include Tax** flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this field is skipped. If the **Taxable** flag in the PO Entry Options is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for field #24 are subject to tax.

Factor--Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line items during the Receipt Register. Enter **U**-to divide the freight by the total units, W-to divide the freight by the total pounds, $-to divide the freight by the dollar amount, or N-to not factor the freight at all. Press **Enter** to initially default to the Default Freight Factor flag value stored in the purchase orders static control record.

When you have completed these fields, you can press:

the **OK** button to return to the PO Receipt Entry header portion of the screen.

the **Backup** button to step back through the footer fields.

the **Update** button to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window topic for detailed information about this optional feature.

How to enter or change non-PO receipt information

1   Access this program by choosing Purchase Orders --> Receiving -->Non-PO Receipt Entry.

Complete steps 2-6 to enter non-PO receipt header information

2   In the **Doc/Vendor** field, enter the non-purchase order number to be received or the vendor for the purchase order receipt. If you need to change or delete an existing non-PO receipt, enter the existing non-PO receipt number in this field to open it.

If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature

Search Tips:

Press **F2** to perform a vendor search. You can also search by non-purchase order receipt number and warehouse.

3   Enter a valid vendor code to display all the non-purchase orders for that vendor. You can then select a non-PO for correction or inquiry, or press **F4**--backup to return to the non-purchase order number field (#1).

4   **Field Information for Documents:**

You can enter non-purchase order numbers or have them automatically assigned by the system. For manual non-purchase order receipt numbers, enter any number up to 999999. The system displays information for non-purchase order numbers already on file. To use automatic non-purchase order numbers, select File-->New Document Number to access the Assign non-PO Number dialog box and click the Assign icon. You can manually select anon-PO receipt number to assign, or the system assigns the next available number. The system displays the word NEXT at the top of the screen until the header portion is completed.

5   (**Optional**) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, select press F1. If the non-PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not

affected. For new non-PO receipts, enter the number of the vendor from whom you are requesting the items.

6   If you enter a valid vendor number, the system displays the vendor name and address, ship-to and ship-from warehouses, and terms code. You can modify these fields.

Freight--Enter whether freight is B-bill later, P-prepaid, **C**-collect or **A** prepay/add. Press **Enter** to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from warehouse is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

Lead Time--Select the **Lead Time** checkbox to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update.

The system defaults the lead time value from the PO header information when you initially create a line item on a PO document. Selecting the PO header Lead Time check box optionally allows for updating the lead time for all items on the PO to match the header lead time just entered. Note that the header Lead Time checkbox value entered here does not override the PO line item's Lead Time check box value.

F.O.B.--Enter up to 15 characters for freight on board. Press **Enter** to initially default to the F.O.B. in the ship-from file for the selected vendor.

Reference Number-Enter the optional reference number (up to 15 characters).

When you have completed these fields, press the **OK** button.

7   The system displays the Vendor Info dialog box, which contains the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number.

Complete steps 8-15 to enter line items on a non-PO receipt:

8   (**Optional**) For Serial/Lot items, the system displays the Serial/Lot Entry # dialog box. You must enter the serial/lot numbers you are receiving and their quantities. *For serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press **F1**-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered serial number. *For lotted items, enter the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.
You can select:
The **List** button to display the available serial/lot numbers and quantities to be received.
The **Add** button to add another serial/lot number for the item.
The **End** button to stop your additions.
The **OK** button to accept the serial/lot numbers and quantities you have entered. The system checks to see if you have entirely distributed the items received.

9 You can:

Add a line to the PO receipt.

Field Information for Items:
You can enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press F2 to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

The system displays the Cost info dialog box for the item. This dialog box contains the manual item cost, the manual vendor cost, and the last vendor cost

10 In the **Cost** field, enter the cost per displayed costing unit of measure. The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last costs from the vendor/item file. Depending on the **Default PO Cost** flag set in the PO static control record, you can press **Enter** to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This field is only used when the **Cost** flag in the Purchase Orders Entry Options record is set to **Y** or **B**.

11 You can:

Stop entering line items.

Select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item/vendor info, lead-time update flag, and item cost info.

Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the **Stop Receipt** button to stop the receipt process for the document lines.

Select Edit to make changes for the highlighted line item then select.

Add to add a PO line.

Delete to delete the highlighted PO line.

the Insert button to add a line item above the highlighted item in the browser.

Press Save to save your changes.

12 When you are finished with line items, select the **Done** button.

Complete steps 13-16 to enter non-PO receipt footer information:

13 The system displays the Footer Detail for PO Number dialog box. You can enter information in the following fields:

The system displays a dialog box for footer information. Enter information in the following fields:

Freight-- If freight is included, enter the freight amount (.00-9999.99). Press **Enter** to default to 0. Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this field is skipped.

Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the **Include Tax** flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this field is skipped. If the **Taxable** flag in the purchase orders static control is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for field #24 are subject to tax.

Factor--Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line items during the Receipt Register. Enter **U**-to divide the freight by the total units, W-to divide the freight by the total pounds, $-to divide the freight by the dollar amount, or N-to not factor the freight at all. Press **Enter** to initially default to the Default Freight Factor flag value stored in the purchase orders static control record.

When you have completed these fields, press the **OK** button.

14 The system displays the PO Date Change dialog box; select the Update Lead Time checkbox to update the lead-time for all line items on the PO. The Update request date and Update promised date checkboxes are displayed only when the **Requested/Promised Dates** flag in the PO Options Entry record is set to **Y** or **B**. If you change dates in the header section of the screen, the system also displays this dialog box.

15 When you have completed these fields, you can press:

16 the **OK** button to return to the PO Receipt Entry header portion of the screen.

the **Backup** button to step back through the footer fields.

the **Update** button to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window online help topic for detailed information about this optional feature.

How to run the Receipt Register

1   Access this program by choosing Purchase Orders -->Receiving -->Receipt Register.

2   In the **Warehouse** field, enter the 2-character code to indicate the warehouse to use for the Receipt Register print. Press Enter to default to the warehouse assigned to the terminal.

3   In the **Date** field, enter the purchase orders Receipt Register date. This date is used to determine the correct period in which to post in the inventory control, purchase orders and general ledger systems. The date must be within the current or next GL period. Press Enter to default to the system date. Note: The system displays the current PO, AP, and GL periods in the upper left portion of the screen as a reference.

4   In the **PO** field, enter the purchase order number(s) to process.

5   Select the **OK** button to print the report.

6   If you are printing the GL distribution, the system displays the following message: Receipt Register. OK to Print GL Distribution?

    After printing the Receipt Register, **verify the printout**. If you need to correct the register data, select **Cancel** to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, select **OK** to continue. The program then prints the GL distribution.

    Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

    After printing the distribution, **verify the printout**. If everything is correct, select **OK** to continue. The program proceeds with the update. If you need to make a correction, select **Cancel** to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

    OR

    If you are not printing the GL distribution, the program displays the message: Receipt Register. OK to Update?

    After printing the Receipt Register, **verify the printout.** If you need to make a correction, select **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, select **OK** to continue.

Non-PO Receipt Transaction Procedures

Creating Non-PO Receipt document numbers

The system automatically creates a document number once you complete the header. At that point, the document number appears in the title bar along with the vendor's name. You can also assign a document number manually if you prefer.

Creating Direct Ship POs

To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, press **F1**. If the Non-PO receipt is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the

How to enter or change invoice receipt information

1   Access this program by choosing Purchase Orders -->Invoice Receiving --> Invoice Receipt Entry.

Complete steps 2-6 to enter invoice receipt header information

2   In the **Period** field, the system displays the current system period. This is the period to which this invoice receipt information posts (PPYY). The current accounts payable period is displayed in the upper right corner of the screen and is the default value. The period cannot be before the current accounts payable period and must be either the current or next general ledger period.

3   In the **Vendor** field, enter the number of the vendor for the invoice.

    The system displays the vendor name, address, message, GL table, document group, branch (if used) and terms code from the vendor's record in the accounts payable vendor file.

    Search Tips:
    Press **F2** to perform a document search by vendor. You can also search by invoice receipt numbers.
    You can search for invoice receipt documents. You can enter the beginning vendor to search for. If you press **Enter**, the program lists in document order any existing invoice receipt documents that exist. Also displayed are the date entered, due date, amount, and vendor number and name.

4   In the **Document** field, enter the document number for the invoice receipt.

5   You can enter or modify information in the following fields:

    GL Tbl--Enter the number of the accounts payable General Ledger posting table to be used for this invoice. The general ledger posting table number stored with the vendor is

the displayed default value. The entry must be a valid GL posting table. This table is used in the line-item portion of the entry to provide default values for the General Ledger account number field.

Doc Grp --Enter the document group number that applies to this invoice. The program defaults to the group code created in the vendor's record in AP Vendor F/M. This group number is stored with the Accounts Payable document record when it is created by the Invoice Receipt Register update. Document group numbers are used by several Accounts Payable reports to categorize documents.

Branch--Enter the valid branch number that applies to this invoice. Press **Enter** to default to the branch assigned to the terminal.

Terms Code--Enter the valid payment terms code that applies to this invoice. The terms code stored with the vendor is the displayed default value. The terms code is used to determine the due date and discount amount.

Doc Amount--Enter the document (invoice) total amount (+/-9,999,999.99).

When you add invoice receipt lines in the lower portion of the screen, you can modify the Doc Amount value via the **Header** button to distribute the costs for the additional lines.

Doc Dis--At the bottom of the screen, enter the amount on which to compute a discount. Press **Enter** to default to the document amount. (Freight may not be discountable.)

Document Date--Enter the document (or invoice) date. The system date is the displayed default value.

Due Date--Enter the due date for this document (invoice). Press **Enter** (**CR**) to allow automatic calculation of the due date based on the terms code and to proceed to field #14.
Discount--If the automatic date and amount calculation were selected in field #11, this entry is skipped. Otherwise, enter the invoice discount. The discount may be entered as a dollar amount or a percent of the invoice amount. Entry of a discount percent must include the percent symbol (%) after the number. The discount amount is calculated and displayed. The default value is the amount calculated by the system based on the entered terms code. Any amount less than or equal to the invoice amount is accepted. It is not necessary to enter the negative symbol (-) for normal discount amounts.

Discount Due Date--If automatic date and amount calculation are to be selected in field #11, this entry is skipped. Enter the date by which payment must be made to be eligible for the discount. Press **Enter** (**CR**) to initially default to the date calculated by the system based on the given terms code.

Memo--Enter the document memo (up to 25 characters). Press **Enter (CR)** to skip this entry. The memo entered appears on the stub portion of the accounts payable check, generated through the entry of this invoice, the Invoice Receipt Register and the normal accounts payable check selection process.
This concludes entry of the header portion of the invoice receipt. After the record is

created, all fields except #1-3 are accessible through the change header routine. Fields #1-3 can only be changed by deleting and re-entering the invoice.

In the lower portion of the screen the system displays any existing PO receipt lines for the invoice receipt

Complete steps 6-18 to enter invoice receipt lines

6 You can:

7 Select the **Delete PO** button to delete purchase orders or documents. The system verifies you want to delete the selected PO receipt line item before completing the process. Highlight the line you want to delete then select the Delete PO button.

8 Select the **Header** button to modify header information invoice receipt. Refer to Header Detail for PO Invoice Receipt Entry topic for field descriptions.

9 Highlight an existing PO receipt line item and select the **Line Detail** button to access the Line Detail for PO Invoice Receipt Entry screen.

10 Select Edit to make changes for the highlighted line item.

11 Select the **New PO** button to access the New PO dialog box, which is used to enter new PO Receipt line items for invoice receipt. From the New PO dialog box, you can select to import all line items from a specified PO receipt or only selected PO lines. If you select to import selected lines, the system displays the Receipt Item Selection Screen so you can select PO receipt lines to import for invoice receipt.

The line-item entry portion of the program allows the field of up to 999 line-items to complete the invoice receipt. **Line numbers** are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single invoice, the program refuses further entries. The fields for entering new POs are the same as for adding received purchase orders. Refer to step 11 for field descriptions.

12 Select Add to add an invoice line to the PO invoice receipt, or select the Insert button to add a line item above the highlighted item in the browser. Enter information in the following fields:

PO #
For received POs, enter the received purchase order number.

Receipt #
For received POs, enter the receipt number that was entered during Receipt Entry for this purchase order. The number displayed is default value. Press **Enter** to default to the receipt number entered on the previous line (if applicable).

WH (Warehouse)
If the PO and receipt number entered are the same as the previous line, this field is skipped and the warehouse is set to the same warehouse as the previous line. Enter the warehouse the item on this PO was received at. Press **Enter** to default to the warehouse assigned to the purchase order.

Item

Enter the item number. If the item is not a valid item, the system checks to see if it is an interchange or a vendor-item number; if either of the latter are true the system automatically prints the valid item number and sets its defaults. Entering a valid item number displays the vendor relation, last lead-time, vendor-item number, item class, standard package size, and buying weight. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted.

Description

This field is initially skipped except for non-stocked items. Enter the item description. Press **Enter** to default to the displayed value.

G/L #Enter a GL account number. The entry must be a valid GL account number. This is the GL account number that the Invoice Receipt Register expenses the cost of the item against.

Units

Enter the quantity of items to be received. The entered amount should be equal to the invoice quantity. Press **Enter** to default to displayed value.

Cost

Enter the cost per displayed costing unit of measure. Displayed if on file is: the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last cost from the vendor/item file. Depending on the **Default PO Cost** flag set in the PO static control record, Press **Enter** to default to the manual cost of the item from the item file or the last cost of the item from the vendor/item file. This field is only used when the **Cost** flag in the Purchase Orders Entry Options record is set to **Y** or **B**.
The system displays: **Enter Job Number Y or N**. If you select **Y**, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against. Press **Enter** to default to the last job number entered (if any). For valid job numbers, the system requests customer code, you can enter a value or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. Note: If the **Use Job Cost** flag is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this field. If you enter **Y**, fields #11-17 must be entered.

Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press **Enter** to default to the last job number entered (if any).

Price Message

If the billing type for the job entered is fixed, contract or time and material, this field is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the allow billing override flag for the cost code is set to

Y and neither the bill rate nor extension will be affected. Press **Enter** (**CR**) to continue.

Cost code
Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and or bill rate.
The item entry determines the units, unit of measure and cost rate/extension.

Markup
This field is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override Of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.
Enter the markup method to use for this posting entry. You can enter one of the following:

13 **#** Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

14 **#+%** Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

15 **M** Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate field.

16 The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed. **Enter** initially defaults to the markup method (amount/percentage) from the cost code record.

17 **Bill Rate**
This field is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This field is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** (**CR**) to initially default to 0.

Memo
Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next field). Press **Enter** (**CR**) to initially default to blanks.

Print memo on job cost invoice?
This field is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous field) on the job cost invoice. The field may only be set to Y if the **billing detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** (**CR**) to initially default to N.

Enter -continue, **F4**-backup
Press **Enter (CR)** to continue, accept the line or press **F4** backup.

18 Save your changes.

19 Select:

the Stop icon to stop entering line items.
the Delete icon to delete the highlighted PO receipt line.
the **Done** button, and the system checks to ensure the undistributed amount of the invoice equals zero then processes the invoice receipt. The undistributed amount of the invoice must equal zero to end the program. If no line items were entered, the program may not be ended.

How to run the Invoice Receipt Register

1 Access this program by choosing Purchase Orders --> Invoice Receiving -->Invoice Receipt Register.

2 In the **Beginning Vendor** field, enter the starting vendor code for the register.

3 In the **Ending Vendor** field, enter the ending vendor code for the register.

4 In the **Branch** field, enter the branch number for which to run the register. The program defaults to the branch assigned to the terminal.

5 Select the **OK** button to print the register. The system prints the register for the selected vendors.

6 The system displays the message: Invoice Receipt Register: OK to Update?

After printing the Receipt Register, **verify the printout**. If you need to correct the register data, select **Cancel** to exit the program. After you make the correction, you can rerun the Invoice Receipt Register. If everything is correct, select **OK** to continue. The program then prints the GL distribution.

NOTE: This register does not print a GL distribution or post to General Ledger. During the update, the program writes documents to the AP document entry file. You should run the AP Document Entry and Adjustment Register immediately following this update. The AP register prints the documents to post into the open payables file and prints the GL distribution (if used). The update posts documents to the open payables file and optionally posts to General Ledger.

Cost Contracts Transaction Procedures

How to enter vendor cost contracts

1 Access this program by choosing Purchase Orders -->Cost Contracts--> Contract Entry.

2   In the **Vendor** field, enter the vendor for the cost contract. Press **F2** to perform a vendor search. The system displays any existing contacts for the vendor, in the browser in the lower portion of the screen.

3   To add a contract for this vendor, select the Add icon. To edit a contract, highlight it in the browser and select the Edit icon to displays the Cost Contract Information where you edit the contract expiration date, costing information, or memo. To delete a contract, highlight it in the browser and select the Delete icon.

4   For new contracts complete the following:

     Enter the warehouse for this contract. Press **F1** for All, **F4** to backup, **F2** to search for warehouses.

5   Enter the effective contract date

6   Enter the item scope of the contract. You can select from I Specific Item, C Cost Class, or A All Items. Press **Enter (CR)** to accept A, the default. If you select I, the next prompt is Item. If you select C, the next prompt is Cost Class. If you select A, the system disables the next prompt.

     Enter the item for this contract. Press **F2** to search or **F4** to back up.
     -OR-
     Enter the cost class for this contract. Press **F2** to search or **F4** to back up.

     Enter customer number for contracts used for special orders (i.e. a purchase order tied to sales order). If you enter a customer number for the cost contract, then it is available only for special orders for the customer indicated. Press **F1** to enter N/A, **F2** to search for customers, or **F4** to backup.

7   Press **Enter (CR)** to display the Cost Contract Information screen to enter contract detail information.

8   Enter the contract expiration date. Press **F1** to enter None or **F4** to backup. If the date causes the contract to overlap another contract with the same scope, a message will be given, and a new date must be entered.

9   Select the **Required** checkbox to indicate that this is the required cost when selling to this customer.

10   Select the **Quantity Breaks** checkbox to include quantity breaks.

     If you select the Quantity Breaks checkbox, for level 1:

11   Enter the quantity for break 1. Press **F1** to enter None or **F2** to change the UM, or **F4** to backup. You can leave the quantity blank, and if it is, all remaining breaks are disabled and blanked. If this is the first break and the value is left blank, you can still enter a cost. But if you enter a blank in the quantity of subsequent breaks, you cannot enter a cost. The quantity must be greater than the previous break's quantity. The cost entered should be lower than the previous break's cost, and if it isn't, the system displays a message indicating this.

12   You can press **F2**-Change UM only for the first break and only when the scope is for a specific item. Press **F1** to set the field to blank and move on to next field.

Press **F2** to select any valid buying UM for the item. If quantities are already entered, the system converts the quantities to the new UM.

For Break 1, you can press **F1** to enter Basis/Multiplier instead. Press **F4** to backup.

13

OR

Enter the basis for the contract cost. You can press **F1** to enter a Fixed Cost or **F4** to backup. For the Basis you can select from: M--Manual Cost, L--List Price, 1--Quantity Break 1, 2--Quantity Break 2, 3--Quantity Break 3,4--Quantity Break 4, or 5--Quantity Break 5 (if available).

14 If you enter M, L, or P, the system goes to the Multiplier prompt. The default value is L for the first break, but subsequent breaks default to the previous break's basis. Options 1-5 are only valid for breaks 2 through 6, and the only ones available are the breaks prior to the current break, so for break 4, you have the option of breaks 1 through 3 as the basis.

OR

Enter a Fixed Cost for the contract cost. The Fixed Cost field is only available if the scope is for a specific item.

15 Enter the contract memo. Press **F4** to backup.

16 Press the OK button when you have entered the contract costs details. The system returns you to the Contract Entry screen, where you can add, edit or delete contracts for the specified vendor.

17 When you have finished with contracts for this Vendor, select the Done button. You can enter another vendor or press F4 or the Done button (again) to exit the program.

Purchase Order Inquiries (POS600) Transaction Procedures

How to view vendor information

1 Access this program by choosing Purchase Orders -->Inquiries -->PO Vendor Inquiry.

2 In the browser in the upper portion of the screen, the system displays the available vendors in the system. You can select a vendor by double clicking it in the browser. You can enter a specific vendor in the Go To field to locate a specific vendor to use as the beginning display in the browser. The Go to field is case sensitive. This means that if you enter v100 to lookup a vendor number when someone entered it as *V100*, the customer record you are looking for will not appear in the browser.

3 In the center section of a screen, select the view that contains the type of information you want to see for this specified vendor. You can select from:

Items, which displays the item number, item description and vendor/item number. In the

view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The Item Detail window provides information on last receipt, manual cost, month-to-date, year-to-date and prior year history.

Past purchase orders, which displays past PO information including PO number, receipt number, date received, warehouse code, ship-to, warehouse or direct ship type, buyer and amount. In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The Past Purchase Order detail window provides document header information, line items and gives you access to receipts.

Purchase orders, which displays purchase order information including document number, type (purchase order, backorder, non-invoiced receipt), status (entered but not printed, printed, received, deleted, voided after received), requested date, promised date, warehouse, ship-to location, buyer code and the amount. *Job Cost users*: If the item was purchased for a job, the job number, cost code, entry memo and bill extension also appears in the view area. In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. *The Purchase Order detail window* provides header and line item information. You can choose to view the status of the purchase order since it was created (Overview), including any received quantities, or you can view it as it appears in the entry program (Current), with extended cost.

Receipts, which displays purchase order receipts information in its entirety including, document number, receipt number, received date, warehouse, terms code, amount (original cost), and invoice. In the lower view portion of the screen, the system displays all lines for the receipt. In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The *Receipts detail window* enables you to view line details for items that appear on the receipt. The detail information includes the status of the line, located in the 'S' column (blank is 'open' and **C** is 'complete'), as well as the invoice number that a line is attached to.

Ship-from addresses, which displays ship-from information from the vendor ship-from file including ship-from code, vendor name, contact person and phone number. In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line. The *Ship-from detail window* provides address information, both contacts, ship via method, F.O.B., and buyer code.

Suggested purchase orders, which displays suggested PO information including item number, item description, warehouse code, units, unit of measure, order number, line number for which the suggested PO was created and suggested PO type (**R**-restocking or **S**-special order). In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Contracts, which displays all cost contracts on file for the vendor.

Costing, which displays the vendor's default cost class, cost hierarchy, and use lowest cost flag.

Notes, which displays the notes for the specified vendor.

4 User-Defined, which displays data from the User-Defined view of Customer Inquiry comes from the User-Defined view of Vendor F/M (APF910P).

5 Contacts, which displays the vendor's phone numbers, contacts, email addresses, Vendor company web site, and any message entered about the vendor (on the Vendor F/M Miscellaneous screen).

6 When you are finished reviewing information for vendors, select Exit to close the Vendor Inquiry program

End of Period (POS800) Transaction Procedures

End-Of-Period Checklist: Purchase Orders

Period ____ Year ____

User	Date	Menu	Description
_____	_____	Receiving	1. Complete all PO entry/receipts and print/update last Receipt Register
_____	_____	Invoice Receiving	2. Complete all invoice receipts and print/update last Invoice Receipt Register
_____	_____	EOP	3. Print/update Period Receipts Report
_____	_____	EOP	4. Print/update Invoice Receipts Report
_____	_____	EOP	5. Print/update Receipts Discrepancy Report
_____	_____	EOP	6. Run End-of-Period Update

End-Of-Period Checklist Explanation for Purchase Orders

1 **Complete all purchase order entry and receipts and print/update last Receipt Register.**

2 **Complete all invoice receipts and run print/update last Invoice Receipt Register.**

If the above procedures are not complete, then the purchase figures will not be an accurate accounting of the period.

3 **Print/update** the **Period Receipts Report.** The Period Receipts Report lists all purchase order receipts for the period. After you print and review the report, you should remove the records just printed to clear the file. (You must print for all options; e.g., all warehouses,

all branches, all vendors, etc., to access the optional update.) You should keep all Period Receipts Reports as an audit trail.

4   **Print/update** the **Period Invoice Receipts Report.** The Period Invoice Receipts Report lists all invoice receipts for the period. After you print and review the report, you should remove the records just printed to clear the file. (You must print for all options; e.g., all warehouses, all branches, all vendors, etc., to access the optional update.) You should keep all Period Invoice Receipts Reports as an audit trail.

5   **Print/update** the **Period Receipts Discrepancy Report.** The Period Receipts Discrepancy is Report lists all discrepancies between the purchase orders received and the invoices received for those purchase orders. After you print and review the report, you should remove the records just printed to clear the file. (You must print for all options; e.g., all warehouses, all branches, all vendors, etc., in order to access the optional update.) You should keep all Period Receipts Discrepancy Reports as an audit trail.

6   **Run** the **End-of-Period Update.** You must run the End-of-Period Update program to close Purchase Orders for the period. This program resets the month-to-date, year-to-date, and prior year sales figures, as necessary, in the vendor/item file. The program also increments the current period.

Step 6 is the last step to closing the Purchase Orders module's current period and should only be run after you have completed all of the above procedures (steps 1-5). This program clears month-to-date vendor/item information and closes the current period. If it is the last period of the year, year-to-date figures are rolled to prior year. When this program is complete, you can begin daily procedures in Purchase Orders in the new (current) period.