



# Infor Distribution FACTS Purchase Orders Users Guide

Release level 9.0.0

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## 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.

## Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for entry, inquiry and transaction programs.

## Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 8.

Refer to the contents of the FACTS Version 9.0 & Incrementals folder located at [www.inforxtreme.com](http://www.inforxtreme.com). Click Search>Browse Documentation>FACTS> Version 9.0 & Incrementals to view a document tree similar to this.

- *FACTS Version 9.0 & Incrementals*
  - *Installation and Administration Guides*
    - *Installation Guide*
    - *Product Compatibility Matrix*
    - *Hardware Guide*
  - *Release Notes*
    - *9.0.0 Release Overview*
    - *Incremental Release Notes*
  - *Integrations*
    - *Infor Solutions*
      - *Infor Distribution Storefront*
      - *eCommerce*
    - *Credit Card*
      - *CenPOS, VERISIGN, PayPal PayPro Flow*
    - *WMS*
      - *Accellos*
    - *Document Management*
      - *Uniform*
  - *Users Guides*
    - *Implementation Guides*
    - *Standard modules User Guides*

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# Chapter 1 Overview

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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.

## Posting to general ledger from purchase orders

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.

## 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.

## 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 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.



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## Chapter 2 Work flow and program concepts

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### Purchase order entry menu

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.

### Work flow

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.

## Program concepts

The Buyers Control Center (BCC) 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.

## Suggested purchase orders and transfers (TRs)

Generally speaking, suggested purchase orders (POs) should no longer be used for stocked/replenished items. The BCC will automatically pick up backordered lines and special orders for both purchase orders and transfers, and the existence of suggested POs can actually make the replenishment process more cumbersome.

For non-stocked items, suggested POs can be helpful for some reporting, but are not required for the BCC.

For temporary items, suggested POs should continue to be used.

It is recommended that you turn off suggested PO and TR handling in SO Entry Options F/M (SOF915) for Stocked, Nonstocked and Uninventoried items.

Replenishment type suggested POs and TRs are no longer used in FACTS.

There are several uses of suggested TRs which are automatic:

- When requesting a surplus transfer to supplement or replace a recommended PO or TR, a special order suggested TR will be created.
- When a customer return must be sent to a consolidation warehouse for return to the vendor, a special order suggested TR will be created.

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 two methods: using the Suggested PO Entry program and via any of the Sales Orders entry programs by line-item (where the order amount is greater than the on hand amount).

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.

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## 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. Replenishment type suggested POs and TRs are no longer used in FACTS.

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 Buyers Control Center 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.

## 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) and 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 PO or 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 purchase order Non-PO receipt processing for the non-stock items without them being tied to a sales order.

## 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.

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

## Vendor returns processing

You cannot change the return quantity in Purchase Order Entry programs. The serial/lot numbers are displayed from the SOCL0T file and cannot be changed.

You can process returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

### **PO Returns processing for temporary items**

You can process returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs. You can enter a temporary item having a negative quantity with no tie to any document.

In the PO Entry Program Suite the entry of purchase orders for >0 quantities are not allowed for temporary items. All quantities entered for temporary items must be negative quantities.



PO document lines tied to CRS cannot be edited; this includes lines for temporary items tied to CRS as well.

When processing a CRS temporary item that is a return action of "Repair" it is possible to enter a Unit of Measure that does not exist for the CRS Repair Item. When that repair is processed from the BCC (creating a PO), if the Unit of Measure entered in CRS is not a valid Unit of Measure for the CRS repair item, you will be prompted in the PO Entry Program Suite, to enter that missing unit of measure in UM Code F/M (ICF910) and then in Item UM F/M for the CRS repair before being allowed to continue with the PO.

### **Vendor Return type (V-Type) records**

Entry of a temporary item in the Buyers Control Center (POE400) program creates a CRS Vendor Return ("V") type document/line record just like for IC Master table (ICMAST) items. Entering a temporary item in the Customer Returns System in the Sales Order module also creates CRS Vendor Return ("V") type document/line records.

However, temporary item entry in the PO Entry, Receipt Entry and Non-PO Receipt programs does not create V-type document/line records. In order to track a temporary item return, it is necessary to create the return in Customer Returns Entry (SOE810) or via the Buyers Control Center (POE400).

Refer to the following procedures for entering returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs:

Adding temporary items to returns in the BCC

Entering return (Negative qty) POs for temporary items

Entering return (Negative qty) PO receipts for temporary items

Entering return (Negative qty) Non-PO receipts for temporary items

## **Entry processing**

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

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.

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.

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.

## 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

Use the Buyers Control Center (BCC) to analyze items for replenishment.

Replenishment basically comes down to answering three questions: When should I place an order/transfer for an ARP?, What items should I order when I do place the order?, and How much of each item should I order?

All of the replenishment controls and values exist to answer these three questions quickly and accurately, and the Buyer's Control Center is the primary place the questions are answered.

The initial screen of the BCC is referred to as the summary screen. It allows you to identify the buyer code and activity (Procurement, Transfers or Returns) you want to perform, then presents a prioritized summary of each ARP's activity.

Upon entering the BCC, buyers can specify a buyer code and warehouse to review the current buying actions.

The columns and options differ slightly based on the Activity selected, but the process is very similar. 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. For now, we will focus on the Procurement activity.

Each ARP assigned to the selected buyer will be displayed and color coded to indicate the priority of the replenishment activity needed for items in the ARP. The summary data includes three sections: general data, buying targets, and prioritization:

The general data section includes the 'To' warehouse, vendor # and name, the purchasing line and the established review cycle.

Determining When, What and How Much involves some significant data analysis and math. FACTS reviews every item in every ARP assigned to the buyer, and uses the replenishment controls which were calculated the night before to answer those three questions.

That analysis also looks at current open orders for any backorder or special order needs, so it can take some time, especially on systems with a high number of SKUs, so it is not done automatically. At least daily, buyers should run the “Recalculate All” option, which performs the analysis on all ARPs and redisplay the prioritized results.

The summary screen of the BCC primarily answers the question “When to buy?”, though it does also provide the achieved amounts for the recommended order, which combines the “What” and “How Much” questions.

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 be 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, whether to display the achieved amount, weight and cubes as a quantity or a percentage of the targets. 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.

## **Browser display**

After you specify information in the header portion of the screen, replenishment lines for the warehouses and vendors specified are displayed in the browser.

In the Include section, the checked prioritization categories indicate the types of orders that are displayed in the Lines browser. Select the Change ARP Filter button to modify what is included in the Lines display for each individual line. Note: When a line is recalculated, the ARP filters are reset to the default settings.

The prioritization filters include information on how the ARPs were prioritized and includes the number of items/lines that fall into the following categories (Note: PNA is “Purchasing Net Available” and equals On Hand - Committed - Backordered + On Order):

**Spec Ord** – Items with existing special orders. For an uninventoried, temporary or catalog item that is back-ordered, the item will be picked up as a special order in the Buyers Control Center, unless the document is placed on service hold, credit hold or the document is currently in use.

**Backorder** – Items that have open backorders.

**Critical** – Items where PNA is less than safety stock quantity.

**Neg PNA** – Items where PNA is negative. (i.e. if all open purchase orders arrived now, there would still not be enough to fill current needs)

**Replenish** – Items where PNA is at or below order point.

Show Items Above Line Point- All of the items in this ARP, even if they are not ready to be ordered. Items that are not ready to be ordered will be displayed with a Purchase Quantity of 0, but it can be useful to see all of the items in the ARP, and it allows you to investigate why FACTS is not recommending you purchase an item.

Rank - filter the display by a specified rank, for stocked and replenished items.

Note: Any item that does not fall within one of the above categories will be color coded white. For example, an item that is above order point but below line point would show up colored white.

### **Buying targets**

The buying targets section includes:

Ach Amt – “Achieved Amount” is the total cost of the current recommended order.

Target Amt – This is the buying target for cost as identified in Review Cycle Setup.

Ach Weight – “Achieved Weight” is the total weight of the current recommended order. For this value to be accurate, you must have entered and maintained weights for each item and UM in Item F/M, UM F/M.

Target Wgt – This is the buying target for weight as identified in Review Cycle Setup.

Ach Cubes – “Achieved Cubes” is the total cubes of the current recommended order. For this value to be accurate, you must have entered and maintained cubes for each item and UM in Item F/M, UM F/M.

Target Cubes – This is the buying target for cubes as identified in Review Cycle Setup.

The prioritization section includes information on how the ARPs were prioritized and includes the number of items/lines that fall into the following categories (Note: PNA is “Purchasing Net Available” and equals On Hand - Committed - Backordered + On Order):

Spec Ord – Items with existing special orders

Backorder – Items that have open backorders

Critical – Items where PNA is less than safety stock quantity.

Neg PNA – Items where PNA is negative. (i.e. if all open purchase orders arrived now, there would still not be enough to fill current needs)

Replenish – Items where PNA is at or below order point

Sugg Tr – Items that are on a suggested surplus transfer

Note: Any item that does not fall within one of the above categories will be given a fixed sort value of “10”, and color coded white. For example, an item that is above order point but below line point would show up with a sort value of “10” and colored white.

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.

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## When to place an order

Any ARP that is color-coded on the summary screen should be reviewed for whether an order should be placed. Generally speaking, the higher the ARP appears in the summary screen, the more urgent it is that an order be placed.

Typically, an order should be placed when any “worthy” item in the ARP is at or below order point. There are exceptions, and buyers will sometimes delay placing an order depending on their willingness to risk stock outs of the items in question.

When deciding “When” to place an order, we do not consider where we are in the ARP’s review cycle. If we have worthy items that will stock out before the next planned order, we don’t want to just let the stock out happen because we didn’t expect to place another order this soon. FACTS analyzes all of the items in the ARP and presents needed replenishment activity regardless of where they are in their review cycle.

However, as you will see, review cycle is far more important to answering “What” and “How Much”. It’s just not used to determine “When”.

## What to order

Once it’s determined that you should place an order with a vendor or distribution center (remember, that is based on having any worthy items at or below order point), the next question is “which items should I order?”

To answer this question, we need to revisit Line Point.

Line point = order point + (review cycle days times average daily usage), and is generally considered to be the stocking level we want to order up to, with some possible adjustments like economic order quantity (EOQ) and vendor or transfer rounding (more on that when we get to “How Much”).

Normally, when placing an order, we should be ordering all items that are below line point. This keeps the entire line of products for this ARP balanced with each other, making it easier to make buying targets regularly.

At this point, we need to take a closer look at the Buyer’s Control Center Detail screen. You get to this screen by double-clicking one of the ARPs on the summary screen.

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.

## Line-buy processing

The Buyers Control Center uses line-buy processing. That is buying everything in the product line that you purchase from this vendor or vendor/to whse / purchase line

combinations and increase all purchase quantities up to line point (the amount of stock you purchase up to for an item).

After using the Recalculate All function in the Buyers Control Center, double click a browser line to drill down to perform a 'line-buy, an emergency buy, or a below order point buy.'

You can also perform an 'emergency buy' on any line on the Buyers Control Detail screen by right-clicking and selecting Set All Buy to No so that you only purchase critical items & special orders.

## Using default buyers for approved replenishment paths

In Replenishment Parameter Maintenance (ICF990) you can specify a default buyer under the Review Cycle parameter. By doing this, you create a default buyer for a warehouse, so that if a buyer does not exist for an approved replenishment path (ARP), a default is available for returns, purchase orders (procurement) and transfers to be processed in the Buyers Control Center. For example, the new default buyer can be used for special orders and Order-as-Needed (OAN) items for a path that is not part of the normal replenishment process. The default buyer will also be applied for transfers if the Review Cycle does not exist for a given ARP (Warehouse + From Warehouse).

Using the default buyer setup for a warehouse, you can select Recalculate All to display lines for each ARP associated with the default buyer. These lines are the 'temporary' ARP for the given Warehouse + Vendor or Warehouse + From Warehouse and do not have a specific Warehouse + Vendor or Warehouse + From Warehouse scope set up in Replenishment Parameter Maintenance. The lines will not appear in the Buyers Control Center until you select the Recalculate All option and will remain unprocessed without further action.

Example Scenario:

Complete the following to create a Default Buyer for alternate an ARP.

Create the Default Buyer for Warehouse 01 in Replenishment Parameter Maintenance. Set the Buyer code to 100.

Specify a sales order for item I100 for warehouse 01. Note: In our example, the item is a non-stock item from vendor V100 and a quantity is entered and backordered.

[Note: A Review Cycle does not exist for Warehouse 01 + Vendor V100 in the Replenishment Parameter Maintenance for scope "D - Warehouse + Vendor".]

Access the Buyers Control Center and select buyer 100 and Procurement activity

[ \*\*\* The replenishment path for warehouse 01, vendor V100 will not appear in the BCC list view \*\*\*]

Click the Recalculate All action.

[The system will locate the item I100 and create the line for Warehouse 01 / Vendor V100.]

The line is displayed in the grid and can then be processed and a PO created using the same methods for established ARPs.

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## 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.

You can initiate returns processing for additional vendor/warehouses by clicking the Add Return Vendor button on the Buyers Control Center (POE400). A dialog displays for entry of the From Warehouse and To Vendor.

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.

When processing returns in the Buyers Control Center, any buyer, by default, can view all open returns and assume any return. In the Buyers Control Center, when you specify a buyer and select Returns, drilling to the detail of the return automatically ties the return to the buyer and when creating purchase orders, the buyer will be entered on the purchase order. If you back out of the detail view without creating a PO, the return path (Warehouse + Vendor) will become available to other buyers. You can also process returns for temporary items. On the BCC Detail screen, you can specify temporary item in BCC Return Grid and manage temporary items entered from the Customer Returns System in the Sales Orders module.

You can initiate returns processing for additional vendor/warehouses by clicking the Add Return Vendor button on the Buyers Control Center (POE400). A dialog displays for entry of the From Warehouse and To Vendor.

## Transfers

Transfer processing verifies that suggested transfer lines still exist when loading the line grid or when creating transfers from the Buyers Control Center. If the suggested transfer was used (from the Customer Returns System, etc.) and is no longer on file, the system displays a message prompting you to review the changes. Be sure to specify the Ship Via for the carrier for transfers on the BCC Detail screen.

## Exception Control Center

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.

## Receiving

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.

**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.

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.

### **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.

### **Direct shipments**

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.

## **Invoice receiving**

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.

## Cost contracts

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

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.

## Inquiries

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

You can access these programs.

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, whether the PO has been confirmed, 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.

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).

## Reports and prints

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.

These programs are available.

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

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. 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. 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. 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. 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

## File maintenances and infrequent file maintenances

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

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. 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 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.

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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.

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

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.

## Standard procedures

### 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

### Daily procedures (or as needed)

- 1 Run the Buyers Control Center.
- 2 Enter suggested POs for non-replenishment.
- 3 Enter purchase orders as needed.
- 4 Enter PO and Non-PO receipts; print/update Receipt Register.
- 5 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

## Transaction procedures

### Entry procedures

#### Creating 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.

- 1 Open Purchase Order Entry.
- 2 Click File>New Document Number from the menu.
- 3 Enter up to six characters to create a document number. Click OK.

- 4 Begin entering the order, starting with the Vendor Number. Refer to the Creating or updating purchase orders procedure for additional information.

## Creating direct -ship POs

To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, press F1. If the PO is a direct ship, specify the warehouse that is to be the initiating warehouse. The warehouse specified 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.

## Importing suggested purchase orders

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: Suggested orders on file. Do you want to import? (Y or N) If no suggested orders exist, this field is skipped. If you specify N, the cursor goes to the line-item portion of the screen. If you specify Y, the system displays the first line item to import. Press Enter to import the displayed line, F1 to skip the line item and display the next, F2 import all line items, or press F3 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.

## 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. 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

- 1 Click File>Open Existing Document.

Search Tips: Press F2 to perform a vendor search. You can also search by purchase order number and warehouse. Use the Document Search window to find the document you want to edit or review.

- 2 Click OK 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:

- 1 Press F4 to back up to the Doc/Vendor field.
- 2 To delete an order after the header is complete:
- 3 With the purchase order open on screen, click File>Delete Document from the menu.
- 4 At the prompt "Delete this entire document?" select "YES – Delete".
- 5 Click **OK** to delete the document.

## Editing line items

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

Use your mouse or arrow keys to highlight the line in the item browser and click **Edit** to make changes for the highlighted line item.

OR

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

## Deleting line items

- 1 Use the mouse or arrow keys to highlight the line in the item browser.
- 2 You can delete the highlighted PO line, or click **Edit>Delete Item** from the menu.
- 3 At the prompt "Delete this line?"click "**YES – Delete**".
- 4 Click **OK** to delete the line.



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## 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 click **Edit>Insert Line** from the menu.

## Adding line items

- 1 Click **Add**. 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.
- 2 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 click **Stop** at the right of the screen.  
Quick entry tip: Specify the item number, the ordered quantity and then press the Down Arrow key.
- 3 The program uses the default information in the rest of the line-item entry fields and returns to the **Item Number** field.

## Processing returns for temporary items

You can process returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

## Creating or updating purchase orders

- 1 Click Purchase Orders >PO Entry.  
**Complete steps 2-9 to enter PO header information.**
- 2 In the Doc/Vendor field, specify the vendor or the purchase order.
- 3 (Optional) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, press F1.  
Click Creating direct -ship POs for details.
- 4 For a valid vendor code, the system displays the vendor name and address, ship-to and ship-from warehouses, and terms code and 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-Specify the vendor ship-from number.  
Ship-To Warehouse--Specify the warehouse code where the goods should be shipped.

- 5 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.
- 6 Update payment **terms code** and **buyer** if needed.
- 7 Check the **Confirmed** check box to indicate the PO has been confirmed by the vendor and the **Replenishment Doc** check box to indicate this is a normal replenishment purchase order.
- 8 (Optional) The system displays an optional information dialog box, complete these fields:  
**Freight**-Indicate whether freight is B-bill later, P-prepaid , C-collect or A prepay/add.  
**Ship Via**-Specify up to 15 characters for the carrier. Press Enter to initially default to the ship via in the ship- from file for the selected vendor.  
**Lead Time**-Click the Lead Time check box 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.  
**F.O.B.**-Specify 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**-Specify the optional reference number (up to 30 characters). For direct ship orders, press **Enter** to initially default to the related SO number. Click **OK**.
- 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. Click Importing suggested POs for details.

**Complete steps 10-15 to add line items on a purchase order:**

- 10 In the **Item** field, specify the item you want to purchase.
- 11 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.
- 12 In the **Units** field, specify 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.
- 13 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.

- 14 In the **Cost** field, specify the cost per displayed costing unit of measure. 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 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.
- 15 The system returns you to the Item field to add another line item for the PO. You can add more items or click **Cancel** to end line entry.
- 16 When you are finished with line items, select the **Done** button.
- Complete steps 17-20 to specify purchase order footer information:**
- 17 The system displays the Footer Detail for PO Number dialog box. These fields are optional.  
**Memo**--Specify the memo to print on this PO.  
**Freight**--If freight is included, specify the freight amount (.00-9999.99).  
**Tax %**-- If tax is included, specify the tax percent. The amount is calculated and displayed.  
**Acknowledgment and Confirmation**—Indicates you want the words **Acknowledgment only** or **Confirmation requested** to print on the purchase order, select the appropriate check boxes.  
Click **OK**.
- 18 The system displays the message: Print purchase order now?( If the PO has already been printed then the prompt asks you if the PO should be added to the PO reprint file.)
- 19 Click **Yes** to print the PO or **No** to save for batch printing. Click **OK**.
- 20 Click **Done** to exit the program.

## Entering return (Negative qty) POs for temporary items

Note: You add temporary item returns PO lines from the PO Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

- 1 Click **Purchase Orders >Purchase Order Entry > PO Entry**.
- 2 Complete the header information as needed. Refer to How to enter or change purchase orders information procedure and complete steps 2-6 to specify purchase order header information.
- 3 To add a return (negative) PO line for a temporary item, click **Add**.
- 4 Specify the temporary item number.
- 5 Answer **Yes**, when the system asks: Is this a temporary item?
- 6 The Required Line Fields (POC999) screen is displayed so you can specify information for the temporary item. Specify the following: item description, weight, UM, item class,

and whether the item is taxable. (Note the vendor is defaulted from the header information.)

- 7 Click **OK** to add the temporary item.
- 8 Specify the ordered quantity in the Units field. Note that this must be a negative amount for temporary items entered in this program.
- 9 Specify the temporary item cost.
- 10 You can manage additional PO lines as needed.

## Responding to exceptions

- 1 Click **PO>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**—specify 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 whether to display **replenished** items.
- 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 Click **Close All** to close all Alert Detail & Respond to Exception windows.
- 7 Click **Close** to exit the screen.

## Buyers Control Center procedures

### Importing/Exporting Item Quantities in the Buyers Control Center

You can use the right-click menu option, Export current contents to Excel, from the grid on the Buyers Control Center (POE400) and the Buyers Control Center Detail (POE405) screens to export the contents of the grid to Microsoft Excel®.

Using the Buyers Control Center Detail (POE405) screen you can also import item quantities. The right-click function, Import quantities from Excel, works with Microsoft Excel® and the right-click BCC grid function, Export current contents to Excel.

The import function can also be used with an Excel spreadsheet created with these specific requirements.

- The first row is a header row.
- There must be columns for the item number, purchase quantity, and quantity UM.
- The Excel column header/title must match exactly the corresponding BCC grid column header/title.
- There can be no blank column headers prior to the required columns (when the import process attempts to identify the relevant columns, processing stops when it encounters a blank column header).
- Additional columns will be ignored.
- Row order doesn't matter except that following the first row, there should be no rows with a blank item number (when importing lines, when the import process encounters a blank item number, it assumes it is at the end of the list and stops).
- The worksheet to import must be "Sheet1" –no attempt to import a worksheet with any other name will be made.
- These are important limitations that should be noted when using the import process:
- The import process will not add items to the BCC grid – it only changes purchase quantities. This helps prevent you from accidentally importing a spreadsheet for the wrong vendor, for example.
- The import process will not change anything but the quantity (i.e. it will not change the item number or the quantity UM).
- The quantity UM from the spreadsheet must match the quantity UM in the grid or the line will be skipped.
- Special order lines will always be skipped, as you are not allowed to change the purchase quantity on a special order line.
- The import process will not import quantities for lines that have the Override checked in the BCC grid. These lines will be skipped.
- When the import process updates a line, if the Buy check box is not selected, it will be changed to be checked.
- To use a spreadsheet to update BCC quantities, these are suggestions to make the process work more smoothly:
- Prior to importing, be sure all of the items are visible in the BCC grid. This can be done by selecting all of the filters, including "Items Above Line Point".
- The exception is that you may consider un-checking the "Spec Order" filter so that special order items are not visible. Special order lines will not be changed even if they are visible.
- Turn off all of the buy flags in the grid using the right-click option, "Set All Buy to No". This ensures that only the items you import will be set to Buy.
- If there are additional items on the spreadsheet that are not in the replenishment path you are working on, you can manually add them to the grid prior to importing.

When you are ready to import, open the spreadsheet you wish to import, and be sure it is the only spreadsheet open. Then access the Buyers Control Center Detail screen for the correct vendor, right-click on the BCC grid, and select "Import quantities from Excel."

The import process will notify you of any errors it encounters.

## Creating Transfers in the Buyers Control Center

- 1 Click **Purchase Orders> Buyers Control Center**.
- 2 Specify the **Buyer Code**.
- 3 For **Activity Type**, click Transfers.
- 4 The warehouse transfers that need actions are displayed in the browser.
- 5 (Optional) Specify the **To warehouse** to use.
- 6 (Optional) In the Filter Section, you can further define the browser line display by specifying whether to display the achieved amount, weight and cubes as a quantity or a percentage of the targets.
- 7 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.
- 8 In the Include section, the checked prioritization categories default the types of orders that are displayed in the Lines browser for the specified ARP. Click **Change ARP Filter** to modify what is included in the Lines display.
- 9 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 Transfers from the Buyers Control Center Detail screen
  - Modifying usage for a transfer item on the Buyers Control Center Detail Screen
  - Using surplus inventory to fill replenishment transfers
  - Adding transfer items on the Buyers Control Center Detail screen
  - Reviewing and updating lead time for transfer items on the Buyers Control Center Detail screen
  - Modifying transfer quantity information for a line item on the Buyers Control Center Detail screen
  - Reviewing order or backorder details for an item on a Transfer
- 10 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.
- 11 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.

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## Creating vendor returns in the Buyers Control Center

- 2 Click Purchase Orders> Purchase Order Entry> Buyers Control Center.
- 3 Specify the Buyer Code.
- 4 For Activity Type, select Returns.
- 5 The vendors that need actions are displayed in the browser.
- 6 (Optional) Specify the warehouse to use.
- 7 After you specify information in the header portion of the screen, vendor return lines for the warehouse specified are displayed in the browser.
- 8 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
- 9 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.
- 10 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 Click **Purchase Orders>Buyers Control Center**.
- 2 Specify the **Buyer Code**. The warehouse and vendors that need actions are displayed in the browser.
- 3 (Optional) Specify the **warehouse** to use.
- 4 Procurement displays as the default activity, which is correct for the purchasing items.
- 5 (Optional) In the Filter Section, you can further define the browser line display by specifying vendor code, whether to display the achieved amount, weight and cubes as a quantity or a percentage of the targets.
- 6 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.
- 7 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.

- 8 (Optional) In the Include section, the checked prioritization categories default the types of orders that are displayed in the Lines browser for the specified ARP. Click **Change ARP Filter** to modify what is included in the Lines display. Refer to Changing ARP filters in the Buyers Control Center for details.
- 9 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
- 10 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.
- 11 You can highlight a line and click **Recalculate Line** to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or click **Recalculate All** to recalculate all of the activity for the buyer.
- 12 Click **Done** to enter another buyer code or click **Done** again to exit the program.

## Buyers Control Center detail procedures

### Generating purchase orders from the Buyers Control Center Detail screen

- 1 Click **Purchase Orders>Buyers Control Center** and use the Procuring items for replenishment using the Buyers Control Center procedure to specify 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, and percentage of the target that has been achieved.  
Note: For returns and purchases (procurement), the GL Department is required if PO to GL Posting F/M is using the department for any setting.
- 4 (Optional) In the Options/Header Values section you can limit the browser display using the following options:  
Click the **Include Non-Replenish Items** check box to include/not include non-replenishment items in the browser lines below.



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- Click the **Import Suggested Special Orders** check box to include/not include special order suggested purchase order lines in the browser lines below.
- Click the **Show Items Above Line Point** check box to include/not 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.
- 5 (Optional) The **Last Replenishment Doc** field displays the last PO Number and Order Date for the document. Use the drill down icon for quick access to the source document.
  - 6 (Optional) You can also modify the **adjusted review cycle** value. Press **F1** to restore the adjusted review cycle value.
  - 7 Specify the **Replenishment action** you want to perform:
    - Line Buy**-Normal replenishment based on the current system values / settings for an ARP,
    - Emergency Line Buy**-A purchase / transfer that is based on the remaining days in the review cycle to fill an urgent need, or
    - Below Order Point**-The items within an ARP that are below the Order Point will be included in the buy / transfer. All other items for the selected ARP will be excluded. This can be used for daily purchasing / transfers.
  - 8 (Optional) Specify the **freight** cost.
  - 9 The items that have approved replenishment sources for the buyer, warehouse, vendor, and purchasing line (if any) are displayed.
  - 10 You can complete these 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, click the **Buy** and **Override** (as needed) check boxes for each line you want to generate purchase orders for.
  - 13 Click **Create PO**.
  - 14 Click **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.
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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 Click **Purchase Orders>Buyers Control Center** and use the **Creating returns in the Buyers Control Center** procedure to specify 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.  
Note: For returns and purchases (procurement), the GL Department is required if PO to GL Posting F/M is using the department for any setting.
- 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, check the **Return** check box for each line you want to generate return purchase orders for.
- 8 Click **Create POs** to generate return purchase orders.
- 9 A dialog box is displayed. Click **View** to display the return POs or **Continue** to return to the Buyers Control Center
- 10 (Optional) You can repeat this process to generate additional return purchase orders.
- 11 (Optional) You can highlight a line and click **Options>Recalculate Line** to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or click **Recalculate All** to recalculate all of the activity for the buyer.
- 12 Click **Done** and specify another buyer code or click **Done** again to exit the program.
- 13 When you have finished generating 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 Click **Purchase Orders>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 4 (Optional) Use the **Rank** drop down for stocked and replenished items to filter the display by a specified rank.
- 5 (Optional) In the Options/Header Values section you can limit the browser display using the following options:
  - Replenish** - to include Items where PNA is at or below order point in the browser lines below.
  - Spec Ord** - to include special order suggested purchase order lines in the browser display.
  - Items Above Line Point** - to see all of the items in this ARP, even if they are not ready to be ordered. Items that are not ready to be ordered will be displayed with a Purchase Quantity of 0, but it can be useful to see all of the items in the ARP, and it allows you to investigate why FACTS is not recommending you purchase an item.
  - Backorder** – to include items that have open backorders.
  - Critical** – for items where PNA is less than safety stock quantity.
  - Neg PNA** –for items where PNA is negative. (i.e. if all open purchase orders arrived now, there would still not be enough to fill current needs)
  - Rank** - filter the display by a specified rank, for stocked and replenished items.
- 6 (Optional) The **Last Replenishment Doc** field displays the last Transfer document number and Order Date for the document. Click the drill down icon for quick access to the source document.
- 7 (Optional) You can also modify the **adjusted review cycle** value. Press F1 to restore the adjusted review cycle value.
- 8 Specify the **ship via** for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when using the Create Transfer button because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 9 Specify the Replenishment action you want to perform:
  - Line Buy**--Normal replenishment based on the current system values / settings for an ARP,
  - Emergency Line Buy**--A purchase / transfer that is based on the remaining days in the review cycle to fill an urgent need, or
  - Below Order Point**--The items within an ARP that are below the Order Point will be included in the buy / transfer. All other items for the selected ARP will be excluded. This can be used for daily purchasing / transfers.
- 10 The items that have approved replenishment sources for the buyer, from warehouse, to warehouse, rank, and purchasing line (if any) are displayed.
- 11 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

- 12 (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.
- 13 Once you are satisfied with your target values, select the **Transfer** and **Override** (as needed) check boxes for each line you want to generate transfers for.
- 14 Click **Create Transfer**.
- 15 Click **Yes** to generate transfers and display a dialog where you can select to display them or continue.
- 16 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.
- 17 (Optional) You can repeat this process to generate additional transfers.
- 18 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 Click **Purchase Orders>Buyers Control Center** and use the Procuring items for replenishment using the Buyers Control Center procedure to specify 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, and percentage of the target that has been achieved.
- 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, click the **Buy** and **Override** (as needed) check boxes for each line you want to generate purchase orders for.
- 6 Click **Create PO**.
- 7 Click **Yes** to generate purchase orders and display a dialog where you can select to display them or click **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 Click **Purchase Orders>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 4 Specify the ship via for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when using the Create Transfer button because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 5 To modify the transfer quantity for an item, highlight the **Transfer** field and specify the new value.
- 6 Once you are satisfied with your target values, click the **Transfer** and **Override** (as needed) check boxes for each line you want to generate transfers for.
- 7 Click **Create Transfer**.
- 8 Click **Yes** to generate transfers and display a dialog where you can select to display them or select **Continue**.
- 9 The system returns you to the Buyers Control Center
- 10 (Optional) You can repeat this process to generate additional transfers.
- 11 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 Click **Purchase Orders>Buyers Control Center** and use the Procuring items for replenishment using the Buyers Control Center procedure to specify 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, and percentage of the target that has been achieved.
- 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 AMU (usage) field to access the Usage View of the Buyers Control screen.
- 6 Click the Usage month you want to review.
- 7 Click **Usage Review** 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-specified 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 click **Edit**.
- 15 Check the **Update Usage** check box 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, click **Done** to return to Usage Review (ICE555).
- 19 Click **Recalculate Usage** on Usage Review (ICE555) to recalculate qualified usage for specified warehouse/item.
- 20 Click **Done** to specify additional qualified usage.
- 21 Click **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 Click **Purchase Orders>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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 Click the Usage month you want to review.
- 7 Click **Usage Review** 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-specified 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 click **Edit** to modify information
- 15 Click the **Update Usage** check box 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, click **Done** to return to Usage Review (ICE555).
- 19 Click **Recalculate Usage** on Usage Review (ICE555) to recalculate qualified usage for specified warehouse/item.
- 20 Click **Done** to specify additional qualified usage.
- 21 Click **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 Click **Purchase Orders>Buyers Control Center** and use the Creating vendor returns in the Buyers Control Center procedure to specify 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, click the **Return Qty** field and specify the new value.
- 6 Once you are satisfied with your returns, click the Return check box 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 click Continue to return to the Buyers Control Center
- 9 (Optional) You can repeat this process to generate additional return purchase orders.
- 10 (Optional) Click a line and click **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 Click **Done** to specify another buyer code or click **Done** again to exit the program.



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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 Click **PO>Buyers Control Center** and use the Procuring replenishment items from the Buyers Control Center procedure to specify 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, and percentage of the target that has been achieved.  
Note: For returns and purchases (procurement), the GL Department is required if PO to GL Posting F/M is using the department for any setting.
- 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** check boxes (as needed) for each line you want to generate purchase orders for.
- 9 Click **Create POs**.
- 10 Click **Yes** to generate purchase orders and display a dialog where you can select to display them or click **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, click **Done**  
Click **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.

## Adding return items on the Buyers Control Center Detail screen

- 1 Click **Purchase Orders>Buyers Control Center** and use the Creating Vendor Returns in the Buyers Control Center procedure to specify 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.  
Note: For returns and purchases (procurement), the GL Department is required if PO to GL Posting F/M is using the department for any setting.
- 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** check box for each line you want to generate return purchase orders for.
- 9 Click **Create PO** to generate return purchase orders.
- 10 A dialog box displays where you can select view the return POs or click **Continue** to return to the Buyers Control Center.
- 11 (Optional) You can repeat this process to generate additional return purchase orders.
- 12 (Optional) You can highlight a line and click **Options>Recalculate Line** to recalculate the activity (the achieved amount, achieved weight, and achieved cubes) for the highlighted line or click **Recalculate All** to recalculate all of the activity for the buyer.
- 13 Click **Done** to specify another buyer code; click **Done** again to 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 Click **PO>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 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 Specify the ship via for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when using the Create Transfer button because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 6 To add an item click the icon beside the item field on an empty line in the browser.

- 7 Select an item from the Item Search screen to add to the procurement process.
- 8 The item and all of its replenishment parameter information are added to the browser.
- 9 Once you are satisfied with your target values, select the **Transfer** and **Override** check boxes (as needed) for each line you want to generate transfers for.
- 10 Click **Create Transfer**.
- 11 Click **Yes** to generate transfers and display a dialog where you can select to view them or select **Continue**.
- 12 The system returns you to the Buyers Control Center.
- 13 (Optional) You can repeat this process to generate additional transfers.
- 14 When you have finished generating transfers, click **Done**; click **Done** again to exit.

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

## Adding transfer items on the Buyers Control Center Detail screen

- 1 Click **PO>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 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 Specify the ship via for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when using the Create Transfer button because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 6 To add an item click the icon beside the item field on an empty line in the browser.
- 7 Select an item from the Item Search screen to add to the procurement process.
- 8 The item and all of its replenishment parameter information are added to the browser.
- 9 Once you are satisfied with your target values, select the **Transfer** and **Override** check boxes (as needed) for each line you want to generate transfers for.
- 10 Click **Create Transfer**.
- 11 Click **Yes** to generate transfers and display a dialog where you can select to view them or select **Continue**.
- 12 The system returns you to the Buyers Control Center.

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

14 When you have finished generating transfers, click **Done**; click **Done** again to exit.

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 Click **PO>Buyers Control Center** and use the Creating vendor returns in the Buyers Control Center procedure to specify 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

- 11 Click **PO>Buyers Control Center** and use the Procuring items for replenishment using the Buyers Control Center procedure to specify the necessary information.
- 12 Double click the desired line in the Buyers Control Center to access the Buyers Control Center Detail screen.
- 13 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.
- 14 In the header you can specify the freight value for the items and adjust buying target values.
- 15 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 Click **Purchase Orders>Buyers Control Center** and use the Transferring items for replenishment using the Buyers Control Center procedure to specify 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 Specify the **ship via** for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when using the Create Transfer button because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 6 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.
- 7 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.
- 8 Once you are satisfied with your target values, click the **Transfer** and **Override** check boxes (as needed) for each line you want to generate transfers for.
- 9 Click **Create Transfer**.
- 10 Click **Yes** to generate transfers and display a dialog where you can select to display them or click **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, click **Done** to 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 Click **PO>Buyers Control Center** and use the Procuring items for replenishment using the Buyers Control Center procedure to specify 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, and percentage of the target that has been achieved.
- 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. Press **F1** to restore the original 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, click the **Buy** and **Override** check boxes(as needed) for each line you want to generate purchase orders for.
- 8 Click **Create PO**.
- 9 Click **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 to purchase orders.
- 12 When you have finished generating purchase orders, click **Done** to 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 Click **Purchase Orders>Buyers Control Center** and use the Creating Transfers 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, from warehouse, to warehouse, and purchasing line (if any), and review cycle information display in the header, as well as target and current information in dollars

- weight and cubes and the variances, and percentage of the target that has been achieved.
- 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 click **Edit**.
  - 8 (Optional) Check the **Ignore** check box to prevent this lead time from be included in average lead time calculations.
  - 9 (Optional) Check the **Abnormal** check box 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 Specify the qualified lead time that represents the correct lead time value that is to be used in calculations in the system.
  - 11 Click **Save**.
  - 12 You have these options.
    - 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**-View 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 specify qualified usage and repeat steps 7-10.
  - 13 Click **Done** to enter a another warehouse and item to use for the receipt document display or click **Done** again to exit the program.

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

- 1 Click **PO>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), display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 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 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 click **Edit**.
- 8 (Optional) Check the **Ignore** check box to prevent this lead time from be included in average lead time calculations.
- 9 (Optional) Check the **Abnormal** check box 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 Specify the qualified lead time that represents the correct lead time value that is to be used in calculations in the system.
- 11 Click **Save**.
- 12 Now have these options:
  - 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 specify qualified usage and repeat steps 7-10.
- 13 When you are finished entering qualified usage, click **Done** to enter a another warehouse and item to use for the receipt document display or click **Done** again to exit the program.

## Reviewing order or back-order details for an item

- 1 Click **Purchase Orders>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), display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 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 Click **Close** to return to the Open Docs view where you can other view more document line details; click **Done** to return to the Buyers Control Center Detail screen.

## Reviewing order or back order details for an item on a transfer

- 1 Click **Purchase Orders>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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 4 To review the surplus, on order, back order 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 Click **Close** to return to the Open Docs view where you can other view more document line details or click **Done** to return to the Buyers Control Center Detail screen.

## Using surplus inventory to fill replenishment

- 1 Click Purchase Orders>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), display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 4 To use surplus inventory, click the **Surplus**.  
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 an additional columns for Surplus for each item.

- 5 Specify the quantity to use from surplus.
- 6 Click **Create Transfer**.
- 7 Specify the **ship-via**.
- 8 You can optionally update the transfer quantity and a document notes.
- 9 Click **OK**.
- 10 Click the transfer ticket created message to return to the BCC Detail screen with the surplus quantities applied.
- 11 Once you are satisfied with your buying target values, select the Buy and Override check boxes (as needed) for each line you want to generate purchase orders for.
- 12 Click **Create PO**.
- 13 Click **Yes** to generate purchase orders and display a dialog where you can select to display them.
- 14 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.
- 15 (Optional) You can repeat this process to generate additional purchase orders.
- 16 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 Click **Purchase Orders>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), and review cycle information display in the header, as well as target and current information in dollars weight and cubes and the variances, and percentage of the target that has been achieved.
- 4 Specify the ship via for the carrier for the transfer. You can leave this field blank, however, a blank field will not create a transfer when clicking **Create Transfer** because a valid Ship Via must be provided in order to create a transfer. The Ship Via value will pass to the created transfer ticket.
- 5 To use surplus inventory, click **Surplus**.  
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 an additional column for Surplus for each item.

- 6 Specify the **quantity** to use from surplus.
- 7 Click **Create Transfer**.
- 8 Specify the **ship-via**.
- 9 You can optionally update the transfer quantity and a document notes.
- 10 Click **OK**.
- 11 Click the transfer ticket created message to return to the BCC Detail screen with the surplus quantities applied.
- 12 Once you are satisfied with your target values, check the **Transfer** and **Override** check boxes (as needed) 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 select **Continue**.
- 15 The system returns you to the Buyers Control Center.
- 16 (Optional) You can repeat this process to generate additional transfers.
- 17 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.

## Receiving procedures

### 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 Specify 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 Entering or changing PO receipt information procedure for additional information.

## Receiving Direct Ship POs

If this PO is 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 sales order selected at Vendor field is displayed.

## Opening existing documents

You can access existing purchase order documents that have not been received. Once you begin receiving a purchase order, the system does not allow you to receive a document in the same window. You can also start another session of FACTS if you need to receive another PO while you are in the middle of receiving one.

To receive an existing purchase order:

Specify the purchase order number in the PO Number field and press Enter. If the document number is on file, the vendor number appears in the field and the purchase order number information displays in the header.

OR

- 1 Click **File>Open Existing Document**.

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

- 2 Click **OK** in the search window to select the document and return to the main entry window.

## Deleting purchase orders receipts

Deleted purchase order receipts are not simply removed from the file. The system voids 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 receipt header is complete:

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

To delete an order after the header receipt is complete:

- 1 With the purchase order open on screen, click **File>Delete Document** from the menu.
- 2 At the prompt "Delete this entire document?" select "**YES – Delete**".
- 3 Click **OK** to delete the document.

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## Editing line item receipts

You can edit line items on a purchase order receipt.

To edit an existing line item receipt:

- Use your mouse or arrow keys to highlight the line in the item browser and press select the Edit icon to make changes for the highlighted line item. Press **Enter**.
- OR
- Highlight the line and click **Line Detail** to access fields that do not appear in the line-item entry section.

## Deleting line item receipts

- 1 Use the mouse or arrow keys to highlight the line in the item browser.
- 2 Click **Delete** to delete the highlighted PO line receipt, or choose **Edit>Delete Item** from the menu.
- 3 At the prompt "Delete this line?" select "**YES – Delete**".
- 4 Click **OK** to delete the line or **Cancel** to exit without deleting.

## Inserting PO receipts 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.

Click **Insert** to add a line item above the highlighted item in the browser, or click **Edit>Insert Line** from the menu. Click **Cancel** to stop entering line items.

## Finding items in the PO receipt item browser

This feature may be helpful when you need to find an item you entered on a long order. It eliminates the need to scroll up and down in the list browser.

- 1 Click **Edit>Find Line Item** from the menu.
- 2 Specify the item number you want to locate. Press **Enter** to access the first occurrence of that item in the item browser on the main screen. Press **F2** to find a different item or **F4** to exit the Find Item window.

## Adding PO receipt line items

- 1 Click **Add** to add a PO receipt 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: Specify 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.

## Returning temporary items

You can process returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

## Receiving multiple receipts on a PO

The Update feature in PO Receipt Entry and Non-PO Receipt Entry allows more than one receipt on a PO without running the PO receipt register in between. The Update feature also allows on-hand inventory to be updated during PO receipt processing. This processing allows the received items to be sold or shipped immediately. Once you click Update and complete the security required based on your PO Static Control F/M settings, the system updates the on-hand and committed amounts in various files and returns you to the PO# prompt in PO Receipt Entry or Non-PO Receipt Entry for more processing.

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 purchase 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.

The Update feature is controlled through a series of prompts in PO Static Control F/M (POF980). The prompts ask if you want to implement the receipt entry update feature. If you answer is "Y" the next prompt ask for the security code you must have to be allowed to access and use the Update. You can also enter a password in PO Static Control F/M that will allow the Update processing if the current user in PO Receipt Entry or Non-PO Receipt Entry doesn't have proper security.

## Displaying Purchase Orders

If you completely receive a purchase order in Receipt Entry (POE210) and Non-PO Receipt Entry (POE220) and update it from the entry program, that PO will not appear in the PO Doc search feature or in the Document Inquiry (POI620) program. After you run the Receipt Register (POR230), the PO will appear in the Past Doc search window and PO Doc Inquiry for Past Documents if the proper controls are set in PO Static Control F/M (POF980).

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 PO Receipts Search Window where you can select to view receipts.

## PO Receipts Search window

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, an indicator that tells you whether the receipt has been updated, the date (if any) of the update, and the received amount. When you access this window, the receipt that has not been updated (if any) will be highlighted and listed first. After that, receipts will be listed in descending order.

From this window, you can either select an existing receipt or create a new receipt.

- 1 To select a receipt, highlight and click **OK**. If you select a receipt that has been updated, you can only view the receipt in PO Receipt Entry or Non-PO Receipt Entry. Receipts are not editable once they have been updated in PO Receipt Entry or Non-PO Receipt Entry.
- 2 If all existing receipts have been updated, you can select the New Receipt button to create a new receipt for the PO. All existing receipts must be updated before you can create a new receipt.
- 3 If a PO has never been updated, PO Receipt Entry or Non-PO Receipt Entry programs do not display the PO Receipts Search window.
- 4 After you create a receipt and access the footer section of PO Receipt Entry or Non-PO Receipt Entry, the system displays the Update option via the Update button, depending on how the update processing fields of PO Static Control F/M are set. Based on those settings, the system may ask for the password you must have to be allowed to access and use the Update.
- 5 The Update window displays the extension, freight, tax, document total and factor type entered in the footer section for the receipt. In the lower portion of the window the system displays the message: Inventory quantities will get updated and no further changes will be allowed to this receipt. Continue with update?
- 6 Answer **No—Do not update** or **Yes—Update**. If you select No, the system returns you to the footer window. If you select Yes, the update runs (with an hourglass indicator), the footer window closes, and the system returns you to the PO prompt in the header portion of the screen to await further entries.

## Entering or changing PO receipt information

- 1 Click **Purchase Orders > Receiving > PO Receipt Entry**.  
Complete steps 2-5 to specify PO receipt header information:
- 2 In the **PO Number** field, specify the order number to be received. If you need to change or delete an existing PO receipt, specify the existing PO receipt number in this field to

open it. Press F2 to search. You can search by purchase order number, vendor, and ship-from location.

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.
- 4 For new purchase orders receipts, the system displays the Purchase Order dialog box. In the **Receipt #** field, manually specify 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. Click **OK** accept the system date or specify the date you received this purchase order.  
At this point, you can receive the entire purchase order in one step. Select the Assume receipt? check box to set all received quantities equal to the ordered quantities. The system displays this check box selected as the default. If you want to receive the purchase order manually, un-select this check box. 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.  
Click **OK**.
- 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 clicking Header in the lower portion of the screen. In the browser, each line item is displayed including item number, description, ordered quantity, received quantity, back-ordered quantity, buying unit of measure, cost and extension.  
Complete steps 6-16 to specify line items on a purchase order receipt:
- 6 To add a line to the PO receipt, click **Add**.  
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, click OK.
- 7 In the **Ordered** field, specify the ordered quantity for the item.
- 8 In the **Received** field, specify the quantity of the item received. Press **Enter** 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 specify the serial/lot numbers you are receiving and their quantities. \*For serialized items, specify one serial number for each unit being received. If entering multiple serial numbers, specify 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, specify the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

You have these options.

**List**-to display the available serial/lot numbers and quantities to be received.

**Add**-to add another serial/lot number for the item.

**Cancel**-to stop your additions.

**OK**-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, specify the quantity of the item that was not received. Press **Enter** to set the back order quantity equal to the ordered quantity minus the received quantity. The Allow Backorders flag in the PO Static Control F/M establishes whether back orders are permitted. If back orders 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 check box is used only when the Lead Time flag in the PO Entry Options control record is set to Y or B. Select the check box 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 check box 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 check box 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 specify 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 specify a job number and exit the dialog box.

14 When you have completed these fields, click **OK**.

15 You have these options.

**Edit** to make changes for the highlighted line item.

**Add** to add a PO line.

**Delete** to delete the highlighted PO line.

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

**Save** to save your changes.

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

**Line Detail** 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.

**V** to access Note Entry (SME710) for the vendor specified in the program.

**I** to access Note Entry (SME710) for the item highlighted in line item browser.

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

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

16 Click **Stop Receipt** to the receipt process for this PO.

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

17 Click **Done** to display the Footer for Purchase Order dialog box. Enter information in the following fields:

**Freight**-If freight is included, specify 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, specify 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**-Indicate 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. Specify 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 click:

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

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

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

## Entering return (Negative qty) PO receipts for temporary items

Note: You add temporary item returns PO lines from the PO Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

- 1 Click **Purchase Orders >Receiving> PO Receipt Entry**.
- 2 Complete the header information as needed. Refer to Creating or changing PO receipt information and complete steps 2-5 to enter PO receipt header information.
- 3 To add a return PO receipt line for a temporary item, click **Add**.
- 4 Specify the **temporary item number**.
- 5 Answer **Yes**, when the system asks: Is this a temporary item?
- 6 The Required Line Fields (POC999) screen is displayed so you can enter information for the temporary item. Specify the following: item description, weight, UM, item class, and whether the item is taxable. (Note the vendor is defaulted from the header information.)
- 7 Click **OK**.
- 8 In the **Ordered**, **Received** and **Backordered** fields, specify the negative quantities for the temporary item. Note that the Ordered quantity must equal the total of the Received and Backordered quantities.
- 9 Specify the temporary item **cost**.
- 10 You can manage additional PO receipt lines as needed. Refer to Creating or changing PO receipt information procedure and continue with step 6 to add additional PO receipt lines and complete the purchase order receipt.

## Creating or changing non-PO receipt information

- 1 Click **Purchase Orders > Receiving > Non-PO Receipt Entry**.  
Complete steps 2-6 to specify non-PO receipt header information
- 2 In the **Doc/Vendor** field, specify 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, specify the existing non-PO receipt number in this field to open it.
- 3 Specify 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 (Optional) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, press F1. If the non-PO is a direct ship, specify 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, specify the number of the vendor from whom you are requesting the items.
- 5 If you specify 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**--Specify 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 check box 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 check box value entered here does not override the PO line item's Lead Time check box value.

**F.O.B.**--Specify 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**-Specify the optional reference number (up to 30 characters).

When you are have completed these fields, click **OK**.

- 6 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 7-15 to specify line items on a non-PO receipt:

- 7 (Optional) For Serial/Lot items, the system displays the Serial/Lot Entry # dialog box. You must specify the serial/lot numbers you are receiving and their quantities. \*For serialized items, specify one serial number for each unit being received. If entering multiple serial numbers, specify 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, specify the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

You have these options:

**List**-to display the available serial/lot numbers and quantities to be received.

**Add** -to add another serial/lot number for the item.

**End**-to stop your additions.

Click **OK** to accept the serial/lot numbers and quantities you have entered. The system checks to see if you have entirely distributed the items received.

- 8 Click **Add** to add a line to the PO receipt.
- 9 To process returns for temporary items in the Non-PO Receipt Entry (POE220) program, refer to Entering return (Negative qty) Non-PO receipts for temporary items for step-by-step instructions.

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, specify 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 have these options:

**Stop** entering line items.

**Line Detail** 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.

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

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

**Edit** to make changes for the highlighted line item.

**Delete** to delete the highlighted PO line.

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

Click **Save**.

When you are finished with line items, click **Done**.

Complete steps 12-19 to specify non-PO receipt footer information:

- 12 The system displays the Footer Detail for PO Number dialog box. You can specify information in the following fields:
- Freight**-- If freight is included, specify 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, specify 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**--Specify 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. Specify 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.

Click **OK**.

- 13 The system displays the PO Date Change dialog box; check the **Update Lead Time** check box to update the lead-time for all line items on the PO. The Update request date and Update promised date check boxes 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.
- 14 When you have completed these fields, you can click:
  - OK** to return to the PO Receipt Entry header portion of the screen.
  - Backup** to step back through the footer fields.
  - Update** to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window topic for detailed information about this optional feature.

## Entering return (Negative qty) Non-PO receipts for temporary items

Note: You add temporary item return PO lines from the PO Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs.

- 1 Click **Purchase Orders >Receiving> Non-PO Receipt Entry (POE220)**.
- 2 Complete the header information as needed. Refer to Creating or updating non-PO receipt information and complete steps 2-6 to enter non-PO receipt header information.
- 3 To add a return non-PO receipt line for a temporary item, click **Add**.
- 4 Specify the **temporary item number**.
- 5 Answer **Yes**, when the system asks: Is this a temporary item?
- 6 The Required Line Fields (POC999) screen is displayed so you can enter information for the temporary item. Specify the following: item description, weight, UM, item class, and whether the item is taxable. (Note the vendor is defaulted from the header information.)

- 7 Click **OK**.
- 8 In the **Ordered**, **Received** and **Backordered** fields, specify the negative quantities for the temporary item. Note that the Ordered quantity must equal the total of the Received and Backordered quantities.
- 9 Specify the temporary item **cost**.
- 10 You can manage additional non-PO receipt lines as needed. Refer to the Creating or changing non-PO receipt information procedure and continue with step 7 to add additional non-PO receipt lines and complete the non-PO receipt.

## Running the Receipt Register

- 1 Click **Purchase Orders >Receiving>Receipt Register**.
- 2 In the **Warehouse** field, specify 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, specify 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, specify the purchase order number(s) to process.
- 5 Click **OK**.
- 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, click **Cancel** to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, click **OK** to continue. The program then prints the GL distribution.

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

After printing the distribution, verify the printout. If everything is correct, click **OK** to continue. The program proceeds with the update. If you need to make a correction, click **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, click **Cancel** to exit the program. After you make corrections, rerun the register. If everything is correct, click **OK** to continue.

## Non-PO receipt 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.

To assign document numbers manually:

- 1 Open Non-PO Receipt Entry.
- 2 Click **File>New Document Number** from the menu.
- 3 Specify up to six characters to create a document number. Click **OK** or press **Enter**.
- 4 Begin creating the order, starting with the Vendor Number. Refer to the Entering or changing purchase orders information procedure for additional information.

### Assigning document numbers automatically

You can specify non-purchase order numbers or have them automatically assigned by the system. For manual non-purchase order receipt numbers, specify 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 **Assign**. You can manually select a non-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.

### 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 address, or continue to back up to the warehouse prompt.



## Returns for temporary items

You can process returns for temporary items in the Buyers Control Center (POE400), Purchase Order Entry (POE120), Receipt Entry (POE210) and Non-PO Receipt (POE220) programs. Refer to the PO Returns Processing for Temporary Items topic for details.

## Invoice receiving procedures

### Entering or changing invoice receipt information

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

**Terms Code**--Specify 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**--Specify 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**--Specify the document (or invoice) date. The system date is the displayed default value.

**Due Date**--Specify the due date for this document (invoice). Press **Enter** 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. Specify the date by which payment must be made to be eligible for the discount. Press **Enter** to initially default to the date calculated by the system based on the given terms code.

**Memo**--Specify the document memo (up to 25 characters). Press **Enter** 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

**6** Complete steps 6-15 to enter invoice receipt lines

## 7 You have these options.

Highlight the line you want to delete then click **Delete PO**. The system verifies you want to delete the selected PO receipt line item before completing the process.

Click **Header** to modify header information invoice receipt. Refer to Header Detail for PO Invoice Receipt Entry topic for field descriptions.

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

Click **Edit** to make changes for the highlighted line item.

Click **New PO** 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.

Click **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** 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:

**#**

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.

**#+%**

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.

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

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.

### **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 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** 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** to initially default to N.

Enter -continue, F4-backup

Press **Enter** to continue, accept the line or press F4 backup.

16 Save your changes.

17 You have these options.

**Cancel** to stop entering line items.

**Delete** to delete the highlighted PO receipt line.

18 Click **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.

## Running the Invoice Receipt Register

- 1 Click **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 Click **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, click **Cancel** to exit the program. After you make the correction, you can rerun the Invoice Receipt Register. If everything is correct, click **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 procedures

### Managing vendor cost contracts

- 1 Click **Purchase Orders >Cost Contracts> Contract Entry**.
- 2 In the **Vendor** field, specify the vendor for the cost contract.

- 3 To add a contract for this vendor, click **Add**. To edit a contract, highlight it in the browser and click Edit to display the Cost Contract Information screen where you edit the contract expiration date, costing information, or memo. To delete a contract, highlight it in the browser and click **Delete**.
- 4 For new contracts specify the following:  
the warehouse for this contract. Press F1 for All, F4 to backup, F2 to search for warehouses.  
  
the effective contract date  
  
the item scope of the contract. You can select from I Specific Item, C Cost Class, or A All Items. Press **Enter** 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.  
  
Specify the item for this contract. Press F2 to search or F4 to back up.  
-OR-  
Specify the cost class for this contract. Press F2 to search or F4 to back up.  
  
Specify customer number for contracts used for special orders (i.e. a purchase order tied to sales order). If you specify a customer number for the cost contract, then it is available only for special orders for the customer indicated. Press F1 to specify N/A, F2 to search for customers, or F4 to backup.
- 5 Press **Enter** to display the Cost Contract Information screen to specify contract detail information.
- 6 Specify the contract expiration date. Press **F1** to specify **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.
- 7 Select the **Required** check box to indicate that this is the required cost when selling to this customer.
- 8 Select the **Quantity Breaks** check box to include quantity breaks.

If you select the **Quantity Breaks** check box, for level 1:

Specify the quantity for break 1. Press F1 to specify 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 specify a cost. But if you specify a blank in the quantity of subsequent breaks, you cannot specify 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.

- 9 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 specify Basis/Multiplier instead. Press F4 to backup.

OR

Enter the basis for the contract cost. You can press F1 to specify 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).

- 10 If you specify 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.

- 11 Specify the contract memo. Press F4 to backup.
- 12 Click OK 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.
- 13 When you have finished with contracts for this Vendor, click **Done**. You can specify another vendor or click **Done** button (again) to exit the program.

## Inquiries procedures

### Viewing vendor information

- 1 Click **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 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 specify 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 these views:

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 click Line Detail, 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 click Line Detail, 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 click Line Detail, 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 click Line Detail, 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 click Line Detail, 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 click Line Detail, 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.

User-Defined, which displays data from the User-Defined view of Customer Inquiry comes from the User-Defined view of Vendor F/M (APF910P).

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).

- 4 When you are finished reviewing information for vendors, click **Exit** to close the Vendor Inquiry program.

## Viewing item information

- 1 Click **Purchase Orders >Inquiries >Item Inquiry**.
- 2 In the browser in the upper portion of the screen, the system displays the available items in the system. You can select an item by double clicking it in the browser. You can enter a specific item number in the Go To field to locate a specific item to display detail information in the browser. The Go to field is case sensitive. This means that if you specify i100 to lookup an item number when someone entered it as I100, the item 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 item. You can select from these views.

The Activity view displays current period item activity from the warehouse/item file including the warehouse, beginning on hand, receipts, production, adjustments, sales, transfer in/out, current on-hand, month-to-date, year-to-date, and prior year sales units and dollars, last sale date, lowest on-hand for the period and the 12 period average. The out-of-balance (\*) quantity is the difference between the actual on-hand and the calculated on hand. The out-of-balance is caused by the fact that many transactions update the actual on-hand and provide an after-the-fact audit trail which later updates the sales or the adjustments figures listed on this screen. During normal processing in a period, many items are out-of-balance. All items should be in balance however just prior to the end of the period after all registers have been run and updated.

For sales orders, the Blanket SO view displays order information including document number, warehouse, type (O-open work orders, B-backorders, I-invoices, C-credit memos and S-counter sales), status (E-workorder entered, not printed, W-workorder printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order and V-voided invoice), entry date, units ordered, units backordered, selling unit of measure, price, pricing unit of measure and customer number. For equipment rentals, the system displays information for sales from equipment rental including the contract number, warehouse, document type (C-rental contract, D-invoice/credit memo), status code (E-entered, P-printed, R-returned, I-invoiced, D-deleted, V-voided), line number on which the item appears, entry date, number of units, stocking unit of measure, price, and customer name.

The Cost view displays costing information including standard, average, last, manual, markup percent, suggested (if on file), and date of last cost change.

The General view displays general file information including vendor, item class, sequence number, vendor-item number, GL table, freight class, date established, substitute items, taxability, status codes (update inventory, misc. sale, manufactured, serial/lot) and commission percent (no priority indicates commission percent for item is not used).

The Interchange view displays all interchange items and memos for the item.

The Ledgercards view displays ledgercard information including warehouse, sequence number, date, transaction type, units affecting inventory, new on hand quantity, document number and register number.

If LIFO or FIFO costing information is maintained, the LIFO/FIFO view displays up to the last 10 levels stored of LIFO/FIFO costing is displayed along with a weighted average of the costing layers.

If Material Safety Data Sheets (MSDS) information is maintained, the MSDS view displays the MSDS ID and description, the hardcopy literature location, electronic (online) file location and print code, the revision date, and the requirements for distributing the MSDS.

For sales orders, the Orders view displays order information including document number, warehouse, type (O-open work orders, B-backorders, I-invoices, C-credit memos and S-counter sales), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order and V-voided invoice), entry date, units ordered, units backordered, selling unit of measure, price, pricing unit of measure and customer number. For equipment rentals, the system displays information for sales from equipment rental including the contract number, warehouse, document type (C-rental contract, D-invoice/credit memo), status code (E-entered, P-printed, R-returned, I-invoiced, D-deleted, V-voided), line number on which the item appears, entry date, number of units, stocking unit of measure, price, and customer name.

The Package view displays packaging information including units of measure, conversion factors, standard pack (buying unit of measure) and weight.

The Price view displays pricing information including standard current and suggested (if on file) price, pricing unit of measure, standard and suggested (if on file), pricing for levels used by the system (1-6 as set in the IC static control record), date of last price change, and effective date of suggested prices (if applicable) as well as quantity break information, including the effective date, for all units of measure displayed.

The Purchasing view displays purchase order information including purchase order number, type (P-purchase order, B-backorder, R-noninvoiced receipt), status (E-entered but not printed, P-printed, R-received, D-deleted, V-voided after received), vendor, warehouse, requested date, promised date, received date, units, buying unit of measure, cost and costing unit of measure.

The Receipts view displays receipt information for the last 5 receipts including the PO

number, received date, units received, stocking unit of measure, received cost, costing unit of measure, lead time, lead time status (abnormal, normal, or ignored) and the vendor.

The Restocking view displays restocking information including warehouse, movement class, seasonality (N-nonseasonal, H-high seasonal, or L-low seasonal), usage rate, restocking type-order point, line point or minimum stock, maximum stock, order quantity method, order quantity, restocking warehouse, average lead time, frozen date, periods frozen and controls frozen (restocking amounts, order quantity, lead time and/or safety allowance).

The Serial/Lot view displays the serial information including the warehouse, serial/lot number, DOC number, received date, vendor purchased from, received cost, on-hand quantity and location in warehouse. In the Start From field, specify beginning serial/lot number to list or specify the line number to display in detail. Detailed serial/lot information includes availability ( YES, NO or in EQUIPMENT RENTAL inventory), expiration, memo and last usage

The Warehouse view displays warehouse information for all warehouses from the warehouse/item file including warehouse, on hand quantity, quantity committed, quantity available, quantity backordered, quantity on order, stocking unit of measure, date of last physical, (bin) location, movement class and seasonality (N-nonseasonal, L-low seasonal or H-high seasonal).

The Transfer view displays transfer information including ticket number, status (E - entered, P - printed, S - shipped, T - transferred and R - received), From warehouse, To warehouse, entry date, units shipped, units received, stocking unit of measure, and memo.

The Turns view displays turn information including for each of the last 12 periods, the usage and end-of-period on hand quantity. Summary information displays the 12 period usage and the 12 period average on hand and calculates the number of turns.

The Usage view displays usage information including qualified and actual usage, stocking unit of measure, number of stock-out days, the percentage dip below the safety stock for the current period and the last 12 periods and the stock-out date.

The DOT view displays the DOT code, freight class, ERG#, technical or chemical name.

The STD Part Number view displays the source code, standard part number and code.

The Production view displays production information including ticket number, warehouse, type (B-bill of material and F - formulation), status (E - entered, P - printed and C - confirmed) units, stocking unit of measure, scheduled date, production date, and memo (component or finished item) and number produced or finished item.

The Vendor view displays vendor information including warehouse, vendor number and name, vendor-item number, manual cost, last receipt information, and history information including month-to-date, year-to-date and prior year units and dollars.

The Companions view displays the companion items and memos defined for the item being inquired upon.

The Notes view displays notes information for the specified item. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited. You can access the Notes Entry (SME710) program from the Options-->1 Item Note Entry to enter or modify notes for the specified item.

- 4 When you are finished reviewing information for vendors, click Exit to close the Item Inquiry program.

## End of period 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.