

## Purchase Order

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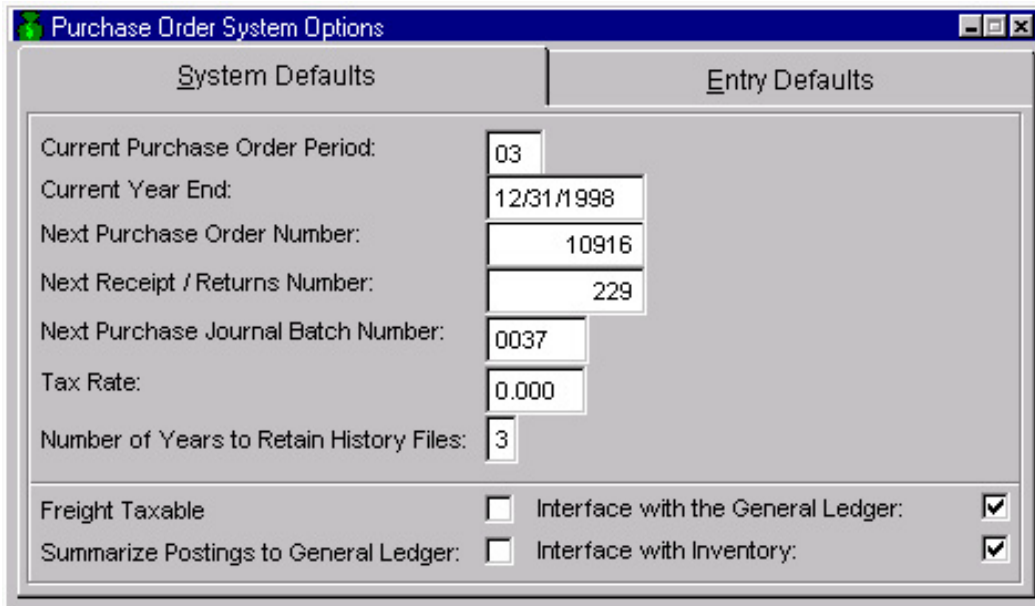
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## **CHAPTER 1 – STARTING UP**

### **Purchase Order System Options - System Defaults**



System Defaults		Entry Defaults	
Current Purchase Order Period:	03		
Current Year End:	12/31/1998		
Next Purchase Order Number:	10916		
Next Receipt / Returns Number:	229		
Next Purchase Journal Batch Number:	0037		
Tax Rate:	0.000		
Number of Years to Retain History Files:	3		
Freight Taxable	<input type="checkbox"/>	Interface with the General Ledger:	<input checked="" type="checkbox"/>
Summarize Postings to General Ledger:	<input type="checkbox"/>	Interface with Inventory:	<input checked="" type="checkbox"/>

The first time the Purchase Order module is accessed the *Purchase Order System Options* (setup) screen will be automatically displayed. The *Purchase Order System Options* screen must be completed before entering data into the Purchase Order module. This screen contains default values that will be used throughout the system. Default values can be changed at any time after the initial setup by accessing *Purchase Order System Options* from the *Maintenance Programs* menu.

#### **Current Purchase Order Period**

Enter the current period within the fiscal year for reporting purposes. The period is automatically advanced during period end update but can be changed manually. (See *Period End* for more details.)

#### **Current Year End**

Fiscal year end date for reporting purposes within the Purchase Order module. The system will use this date to calculate year to date amounts. The format used is 'mmddyy'.

#### **Next Purchase Order Number**

This will be the next order number assigned during *Purchase Order/Receipt Entry* when the user types 'N' for the next available order number (see *Purchase Order/Receipt Entry* for more details). This number is initially set by the user and then maintained by the system. The user may go in and change this number at any time. If the user sets this to a used number, the system will skip that number and assign the next available order number.

#### **Next Receipt/Return Number**

This is the next number assigned when goods are received/returned and an invoice has not been received yet. This number is initially set by the user and then maintained by the system. The user



#### **NOTE:**

THE CURRENT PERIOD AND THE FISCAL YEAR END DATES OF THE PURCHASE ORDER MODULE DO NOT HAVE TO CORRESPOND WITH THE GENERAL LEDGER OR ANY OTHER MODULE.

may change this number at any time. If the user sets this to a used number, the system will skip that number and assign the next available number.

**Next Purchase Journal Batch Number**

Is the next batch number for posting Purchase Order receipts and invoices. This number is used as an audit trail and is automatically incremented upon posting of an order register. It starts at '0001' and is automatically maintained by the system.

**Tax Rate**

Enter a default tax rate into this field. The percentage entered here will default into the Detail section of *Purchase Order/Receipt Entry*, and can be overridden there. To prevent a tax rate from being automatically computed, enter zero into this field. (See Purchase Order/Receipt Entry for more details.)

**Freight Taxable**

Check here to automatically tax freight charges in *Purchase Order/Receipt Entry*. If this box is checked, the freight amounts will be charged with applicable tax percentages, if any.

**Number of Years to Retain History Files**

Enter the number of years (from 1 to 9) to retain Purchase Order History transactions (records) such as paid invoices and checks. After the desired number of years has elapsed, transactions will be deleted during *Period End Processing*. Years are determined by original entry date on invoices.

**Interface with the General Ledger**

Enter 'Y'-Yes to automatically update Purchase Order entries to the General Ledger or 'N'-No to prevent automatic update. If users enter 'N', data will have to be typed into the General Ledger for updating.

**PURCHASE ORDER SYSTEM OPTION - ENTRY DEFAULTS**

System Defaults		Entry Defaults	
Freight Expense:	5160-00	Freight Inbound	
Sales Tax Expense:	5180-00	Sales Tax Expense	
Special Item Cost:	5070-00	Special Items Purchases	
Miscellaneous Expense:	7250-00	Miscellaneous	
Default Ship To Location:	49	Meatloaf Corp.	
Number of Decimals in Quantity:	0	Number of Decimals in Price:	2

This screen is for entering General Ledger accounts that will be used as default accounts throughout the Purchase Order module. These accounts are all used in the *Purchase Order/Receipt Entry* for the various charges, which are included within a purchase order.

#### **Freight Expense**

Enter the default General Ledger account to use for posting freight expense.

#### **Sales Tax Expense**

Enter the default General Ledger account to use for posting sales tax expense.

#### **Special Item Cost**

Enter the default General Ledger account to use for posting the cost of special items (non-inventory items).

#### **Miscellaneous Expense**

Enter the default General Ledger account to use for posting the miscellaneous expense (the Miscellaneous field in *Purchase Order/Receipt Entry*).

#### **Default Ship to Location**

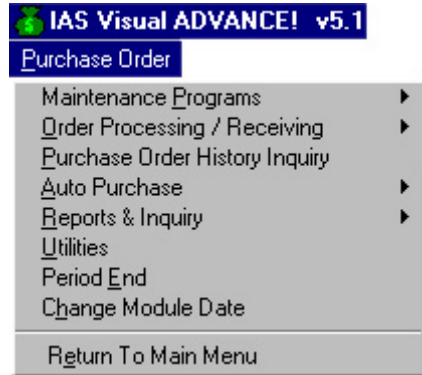
Enter the code of the default ship to address for use in *Purchase Order/Receipt Entry*. The ship to address is an additional address that vendors will request orders be shipped to.

## CHAPTER 2 – MENUS

### Main Menu

The *Main Menu* contains options necessary to build and maintain files for the operation of the IAS Visual ADVANCE! system. The *Purchase Order* menu is accessible from the *Main Menu*. Choose the *Purchase Order* menu by clicking **or** highlighting the selection and pressing 'Enter'.

### PURCHASE ORDER MAIN MENU



The Purchase Order Main Menu provides access to the Purchase Order Module. All menus and options can be accessed by double-clicking **or** highlighting and pressing 'Enter'.

### Maintenance Options

The Purchase Order *Maintenance Options* menu provides access to maintenance or entry type options. The following options are available:

**Ship to Entry**  
**Vendor Contact Pricing**  
**Miscellaneous Charge Entry**  
**Vendor Item Entry**  
**Purchase Order System Options**

### Order Processing / Receiving

The *Order Processing/Receiving* menu provides access to functions related to creating, maintaining printing, shipping and updating orders and invoices. The following options are available:

**Purchase Order/Receipt Entry**  
**Purchase Order Printing**  
**Purchase Journal/Update**

### Auto Purchase

The Auto Purchase menu provides access to function for automatic purchasing and automatic order processing. The following options are available:

**Create Purchase Recommendations**  
**Edit Recommended Purchase**  
**List/Update Recommended Purchases**

## Reports & Inquiry

The *Reports & Inquiry* menu provides access to report and listing type options. The following options are available:

- Ship to List
- Vendor Contact Price List
- Purchase Order Summary Report
- Purchase Order Open Item Report
- Purchase by Vendor Report
- Purchase by Item Report
- Purchase Order Journal History Report
- Vendor Item Report

## Utilities

The Purchase Order *Utilities* option allows user to *Browse, Pack, Print Structure, Reindex, DB Validate* and *Zap* Purchase Order files. (See Utilities section of System Programs User's Guide for more details.)

## Period End

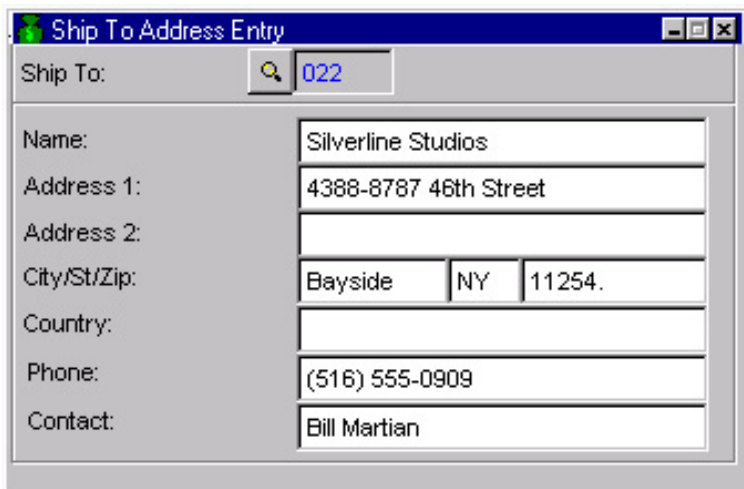
The Purchase Order *Period End* option allows user to advance the system to the next period and purge the history within the module.

## Change Purchase Order System Date

The System Date is the default that the Purchase Order module uses when a date is required. This date defaults to the current date but can be set to another date. For example, if transactions for January are entered in February, the system date should be set to some date in January. The system date prints on the heading of all reports.

## CHAPTER 3 – MAINTENANCE PROGRAMS

### SHIP TO ADDRESS ENTRY



Ship To:	<input type="text" value="022"/>
Name:	<input type="text" value="Silverline Studios"/>
Address 1:	<input type="text" value="4388-8787 46th Street"/>
Address 2:	<input type="text"/>
City/St/Zip:	<input type="text" value="Bayside"/> <input type="text" value="NY"/> <input type="text" value="11254"/>
Country:	<input type="text"/>
Phone:	<input type="text" value="(516) 555-0909"/>
Contact:	<input type="text" value="Bill Martian"/>

The *Purchase Order Ship To Entry* option is for creating and maintaining Vendor Ship to information. This function is for maintaining a separate shipping address for vendors if they require a different shipping address than the address entered into *Vendor Entry* (See *Vendor Entry* for more details). This option is accessible from the *Maintenance Programs* menu.

#### Code

Enter the ship to code, up to five characters. If the ship to code entered is not on file, the user will be given the option to *Jump and Add*.

#### **Name**

Enter the name of the company or contact that is being shipped to. If a record is previously on file, the name that defaults into this field may be overridden.

#### **Address 1**

Enter ship to street address, up to thirty characters including spaces and punctuation.

#### **Address 2**

Enter additional address information, if necessary, up to thirty characters including spaces and punctuation.

#### **City**

Enter the city, up to twenty characters.

#### **State**

Enter a two-character state abbreviation. (i.e., SC for South Carolina).

#### **Zip**

Enter the zip code. Ten character spaces have been provided, allowing for a dash and zip code extension when needed.

#### **Phone**

Enter the phone number for the ship to address.

## VENDOR CONTRACT PRICING

	Up to and Including Quantity:	Discount Percent	Standard Cost:	Last Cost:
Level 1	1,010.00	10.00	8.640	8.640
Level 2	2,020.00	11.00		
Level 3	3,030.00	13.00		
Level 4	4,040.00	14.30		
Level 5	8,000.00	20.00		

The *Vendor Contract Pricing* option is used to add or change special vendor pricing for items that are used in *Purchase Order/Receipt Entry* (see *Purchase Order/Receipt Entry* for more details). This option is for calculating special prices for bulk orders. This option is accessible from the *Maintenance Programs* menu.

### Item Number

Enter the inventory item number, up to twenty-five characters.

### Vendor Number

Enter the vendor number, up to ten characters. If the Item number and vendor code entered is not on file, the user will be given the option to *Jump and Add*. The second browse button will permit users to select former vendor item prices.

### Pricing Method

The pricing method defines how special pricing will be calculated for the various quantity levels. Valid entries are 'O'VERRIDE, 'M'ARKUP, and 'D'ISCOUNT.

**Override** - The price entered for each quantity level will be the price used.

**Markup** - The standard cost of the item will be marked up by the percentage entered for each quantity tier.

**Discount** - The standard cost of the item will be discounted by the percentage entered for each quantity tier.

### Level 1,2,3,4,5

The upper quantity range to use for the price, discount or markup. (For example if the price is \$5 for quantities 1 through 100, enter 100.)

### Override Price, Markup, Discount

The override price, discount or markup for the corresponding quantity level.

**MISCELLANEOUS ITEM CODE ENTRY**

Misc Code:	<input type="text" value="Packing"/>	Packing Charges
Taxable:	<input type="text" value="Y"/>	
Price / Rate:	<input type="text" value="21.00"/>	
Expense Acct:	<input type="text" value="6280-00"/>	Office Expenses

The *Miscellaneous Item Code Entry* option is for creating and maintaining non-inventory items or other charges that are entered on a purchase order. This option may be utilized to create standard charges such as packing fees and service costs that are non-physical inventory items. This option is accessible from the *Maintenance Programs* menu.

**Miscellaneous Item Code**

Enter the item code, up to ten characters. If a code entered is not on file, the user will be given the option to *Jump and Add*.

**Description**

Enter the description for the item code, up to thirty characters.

**Taxable**

Enter Y-Yes if the charge code is taxable. Enter N-No if the charge code is not taxable.

**Price**

Enter the price or cost of the item.

**Expense Account Number**

Enter the General Ledger account number representing the expense account or account to be debited when an accounts payable invoice is created. If an account number entered is not on file the user will be given the option to *Jump and Add*.

**VENDOR ITEM ENTRY**

The screenshot shows a window titled "Vendor Item Entry" with the following fields and values:

Item No.:	FPL70175	Rozlite 70mm Sph.1 (1.75-0.00)
Vendor:	0210667	TECHTRAN POLYLENSES LTD
Vendor's Item No:	AX5456	
Days Lead Time:	3	
Last Date Purchased:	01/01/1994	
Last Cost (Standard UM):	32.9900	
Primary Supplier	<input type="checkbox"/>	

The *Vendor Item Entry* option is for creating and maintaining vendor specific information pertaining to inventory items. Items frequently purchased from a specific vendor should be entered here. This option is accessible from the *Maintenance Programs* menu.

**Item Number**

Enter the inventory item number.

**Vendor Number**

Enter the vendor number for the item. If the Item number and vendor code combination entered is not on file, the user will be given the option to *Jump and Add*. The first browse button will browse vendor names, the second will list previously entered vendor item numbers.

**Vendor Item Number**

Enter the vendor's item number for the inventory item. If the vendor's item number is entered, it will appear on the purchase order.

**Days Lead Time**

Enter the number of days from the date of order that it takes to receive the item from the vendor.

**Last Date Purchase**

The last date purchased automatically display when invoices are received and updated.

**Last Cost**

The items last cost at standard (stocking) unit of measure. This field will automatically be updated when invoices are received and updated.

**Primary Supplier**

Check here if the entered vendor usually supplies the user with the specified item.

## CHAPTER 4 – ORDER PROCESSING

### PURCHASE ORDER / RECEIPT ENTRY- BILLING INFORMATION

1. Billing information		2. Details		3. Item Availability	
Order: <input type="text" value="10916"/>	Order Date: <input type="text" value="03/16/1998"/>	Type: <input type="text" value="Purchase Order"/>	Invoice: <input type="text"/>		
Invoice Date: <input type="text" value="//"/>	Posting Date: <input type="text" value="//"/>	Req'd By: <input type="text" value="03/16/1998"/>	Copied From: <input type="text"/>	Hold ? <input type="checkbox"/>	
Vendor: <input type="text" value="ZUCKER"/>	Entered by: <input type="text" value="PDR"/>	Ship Via: <input type="text"/>	Print P/O: <input type="checkbox" value="Y"/>	Update: <input type="checkbox" value="Y"/>	
Bill To Name: <input type="text" value="Samantha Zucker"/>	<input type="text"/>	Ship To: <input type="text" value="49"/>	<input type="text" value="Meatloaf Corp."/>		
Address 1: <input type="text" value="778 Millville Blvd."/>	<input type="text"/>	Address 1: <input type="text" value="66 Streamline Blvd."/>	<input type="text"/>		
Address 2: <input type="text"/>	<input type="text"/>	Address 2: <input type="text"/>	<input type="text"/>		
City: <input type="text" value="Brooklyn"/>	St: <input type="text" value="NY"/>	City: <input type="text" value="Los Angeles"/>	St: <input type="text" value="CA"/>	Zip: <input type="text" value="97878"/>	
Country: <input type="text"/>	Zip: <input type="text" value="11235"/>	Country: <input type="text"/>	Phone: <input type="text" value="((800) 0) -BIG-"/>	<input type="text"/>	
Contact: <input type="text"/>	<input type="text"/>	Contact: <input type="text" value="Willy 'The Fish'"/>	FOB: <input type="text"/>	<input type="text"/>	
Terms: <input type="text" value="13"/>	<input type="text"/>	Invoice Due: <input type="text" value="//"/>	Discount Due: <input type="text" value="//"/>	Form 1099: <input type="checkbox" value="N"/>	Box 1099: <input type="checkbox"/>
Comments: <input type="text" value="Enter unlimited comments."/>	<input type="text"/>	Whse: <input type="text" value="00"/>	<input type="text" value="Miami Warehouse"/>		

The *Purchase Order Entry* option is used to set up, browse, and maintain vendor purchase orders and to receive goods and invoices. After an order is entered it may be received and updated to the Accounts Payable invoice file. The *Purchase Order Entry* option is accessible from the *Processing* menu.

#### Order Number

Enter the order number, up to ten characters. If the order number entered is not on file, the user will be given the option to *Jump and Add*. To use the system generated next available order number type 'N' (not case sensitive) and press 'Enter'.

#### Order Type

Select an order type.

**S** - for a standard *Purchase Orders*.

**R** - for a *Receipt of Goods* without an invoice.

**I** - to record a *Receipt of Invoice* with cost information and/or receipt of goods.

**C** - for *Return/Credit* order (returns).

**B** - for a *Backorder*.

**X** - for a Completed Order.

Once an order has been received, the system automatically stores 'B' in this field for backorders. Once an item has been received and the *Type* changes to 'B', the original items and order quantities cannot be deleted or changed.

**Order Date**

Enter the order date using the form 'mmddy'.

**User ID**

The user ID is a system maintained field and cannot be overridden by the user. The ID of the user who entered the order is displayed in this field.

**Invoice Date / Receipt Date**

Enter the invoice date for receipt of invoice, or the receipt date for receipt of goods, using the form 'mmddy'. The invoice transaction will be aged in the Accounts Payable module according to this date.

**Posting Date**

Enter the posting date using the form 'mmddy'. The Accounts Payable module invoice transaction or receipt of goods transaction will be posted to the General Ledger period according to this date.

**Required by Date**

Enter the date that the order must be received by using the form 'mmddy'.

** Vendor Number**

Enter the vendor number. If the vendor number entered is not on file, the user will be given the option to *Jump and Add*.

**Name**

Enter the vendor name.

**Address 1**

Enter vendor street address, up to thirty characters including spaces and punctuation.

**Address 2**

Enter additional address information, if necessary, up to thirty characters including spaces and punctuation.

**City**

Enter the vendor's city, up to twenty characters.

**State**

Enter a two-character state abbreviation. (i.e., SC for South Carolina).

**Zip**

Enter the vendor zip code. Ten character spaces have been provided, allowing for a dash and zip code extension when needed.

**Country**


Enter the country, up to twenty characters. If the order is domestic, this field does not have to be filled in.

**SHIP TO INFORMATION****Contact**

Enter the contact at the company, or leave blank.

**Print / Ship Status**

Enter 'Y'-yes to enable printing/updating the order or 'N'-no to prevent printing and selection for update.

 **Ship to Code**

Enter the ship to code, up to five characters. If the ship to code entered is not on file, the user will be given the option to *Jump and Add*.

**Name**

Enter the name of the company that is being shipped to.

**Address 1**

Enter ship to street address, up to thirty characters including spaces and punctuation.

**Address 2**

Enter additional address information, if necessary, up to thirty characters.

**City**

Enter the ship to city, up to twenty characters.

**State**

Enter a two character ship to state abbreviation. (i.e., SC for South Carolina).

**Zip**

Enter the ship to zip code. Ten character spaces have been provided, allowing for a dash and zip code extension when needed.

**Phone Number**

Enter the phone number, up to twenty characters.

 **Terms**

Enter the two-character terms code. If the terms code entered is not on file, the user will be given the option to *Jump and Add*.

**Due Date**

The due date is calculated from terms and cannot be overridden.

**Ship Via**

Enter the method the vendor should use for shipping the contents of the purchase order. No browse button is included here, as this is a field used for reference on the purchase order itself.

**FOB**

Enter up to ten characters for the Freight On Board.

 **Warehouse**

Enter the default warehouse to receive the goods. (The warehouse codes entered in *Default Ship to Code* field of *System Options* will default into this field, but may be overridden.)

**Comment**

Enter unlimited comments.

**Form 1099**

If the vendor requires a 1099, enter the 1099 payment type in the form: D-Dividend, I-Interest, M-Miscellaneous. Leave this field blank if no 1099 is required.

**Box 1099**

If the vendor requires a 1099, enter the box number on the form where the payment should be entered (e.g., Box 1a).

**PURCHASE ORDER ENTRY DETAILS**

Purchase Order / Receipt Entry

Order:  Order Date:  Type:  Invoice:

1. Billing information			2. Details			3. Item Availability		
Tp	Whse	Code	Vendor Item No.	Description	Qty Ord	Qty Rcvd	Qty Invd	Qt
1	00	31022	31022	Gear	5	0	0.0000	5

Nontaxable:  Taxable:  Subject to Disc:  Discount %:  Tax Rate:  Subtotal:

Freight:  Tax:  Misc:  Discount:  Deposit:  Order Total:  Invoice Total:

Line items are added to the order in the detail section.

**Type**

1. Enters the type code to determine the kind of detail line.
2. Regular line item (Inventory items only).
3. Special Item (Non- Inventory item).
4. Miscellaneous charge -(Items in miscellaneous code file in purchase order only).
5. Comments (Enter unlimited comments into *Memo* field).
6. Components (Inventory items only... will be considered part of kit in closest detail line above). See *Bill of Materials Entry* in Inventory module for more details.

**Warehouse**

Enter the three-character warehouse code.

**Item Code**

*Type 1* - Enter the item code, up to twenty-five characters. The items description from the item file can be overridden.

*Type 2* - Enter the twenty five-character special item code.

*Type 3* - Enter the ten-character misc. item code.

*Type 4* - No entry in this field.

*Type 5* - No entry in this field.

**Description**

Enter the item description or use the default value.

**Quantity Ordered**

Enter the number of items ordered.

**Quantity Received**

Enter the quantity received. Access to this field is allowed after the order type is changed to *Receipt of Goods* (Type 'R') or *Receipt of Invoice* (Type 'I').

**Quantity Back Ordered**

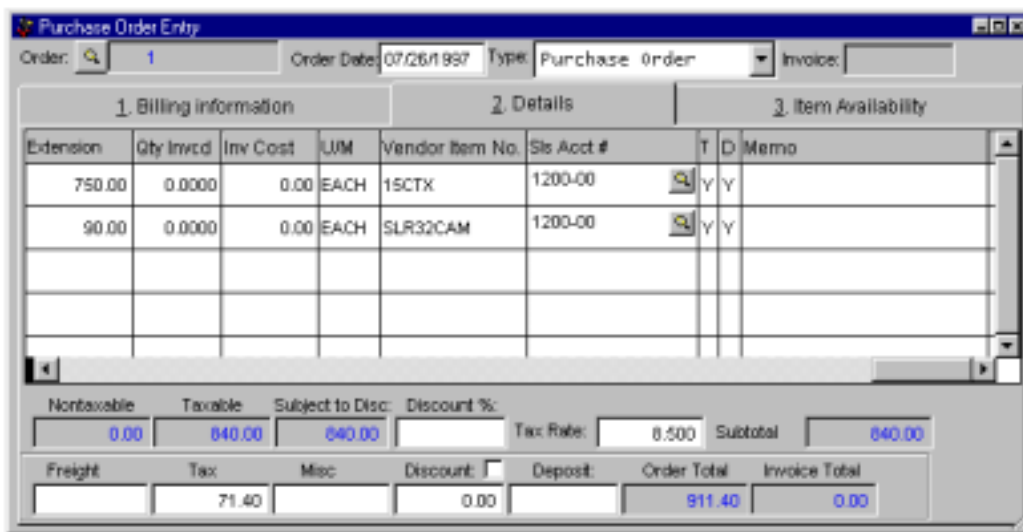
The quantity backordered is calculated as the quantity ordered less the quantity received. You may enter the number of items to back order.

**Price**

Price is the standard cost as defaulted from the item file and can be overridden.

**Extension**

System maintained quantity ordered multiplied by price for purchase order type or quantity received multiplied by invoice cost for receipt of invoice. *Extension* calculates any adjustments to item prices entered into *Vendor Contact Pricing* (see *Vendor Contact Pricing* for more details). *Extension* also calculates any discounts taken on the detail lines. (See *Disc* column for more details.)

**ORDER DETAIL (CONT)**


Extension	Qty Invcd	Inv Cost	U/M	Vendor Item No.	Sts Acct #	T	D	Memo
750.00	0.0000	0.00	EACH	15CTX	1200-00	Y	Y	
90.00	0.0000	0.00	EACH	SLR32CAM	1200-00	Y	Y	

Nontaxable: 0.00    Taxable: 840.00    Subject to Disc: 840.00    Discount %:    Tax Rate: 8.500    Subtotal: 840.00  
 Freight:    Tax: 71.40    Misc:    Discount:     Deposit:    Order Total: 911.40    Invoice Total: 0.00

**Quantity Invoiced (Qty Invcd)**

The quantity invoiced. Access to this field is allowed only for *Receipt of Invoice* transactions.

**Invoice Cost (Inv Cost)**

The actual invoiced cost. Access to this field is allowed only for *Receipt of Invoice* transactions.

**Unit of Measure ('UM')**

Enter the item's unit of measure. If the item is an inventory item then the unit of measure must be defined in the Inventory *Unit of Measure Conversion Table*.

**Vendor Item Number**

The vendor's item number for the item. Vendor item numbers are defined in *Vendor Item Entry*. If no item number defaults into this field, user may enter one. (See *Vendor Item Entry* for more details.)

**General Ledger Account Number**

The General Ledger expense account or account to debit.

**T (Taxable)**

Enter 'Y'-yes if the detail line is taxable, or 'N'-no if the item is not taxable.

**D (Discount)**

Enter 'Y' if the item is subject to the total order discount (see *Discount %*). Line discounts may also be taken by entering a percent discount (see *Discount*).

**Memo**

Enter additional descriptions or special instructions, if applicable.

**Non Tax Total**

Subtotal of all items with 'N'-no entered in the *T* column.

**Tax Total**

Subtotal of all items with 'Y'-yes entered in the *T* column.

**Freight**

Enter the freight amount. (See *Purchase Order System Options* to determine if freight charges are taxed or not.)

**Discount %**

Enter a discount percent to be taken off of all items that have 'Y'-yes entered into the *D* column.

**Override Discount**

Check here to override the calculated discount percent and enter a fixed dollar amount discount in the field located underneath.

**Discount**

Override discount percent calculation here if *Override Discount* is checked.

**Miscellaneous**

Enter any miscellaneous charges to this order.

**Tax**

Calculated based on tax rates, and cannot be overridden.

**Invoice Total**

System maintained invoice total.

**Order Total**

System maintained order total includes tax before order is invoiced, excludes tax when invoiced.

**ITEM AVAILABILITY**

Purchase Order / Receipt Entry

Order:  Order Date:  Type:  Invoice:

1. Billing information      2. Details      3. Item Availability

Item Number:

Warehouse:

Qty Ordered	Qty Received	Qty Invoiced	Qty Back Order	Price	Invoice Cost	Extension	Unit
5.0000	0.0000	0.0000	5.0000	7.78	0.00	38.90	EACH

Standard Unit	Whse	Description	Qty on Hand	Available	Qty on SO	Qty on PO
EACH	00	Miami Warehouse		-23.0000	23.0000	0.0000

The item availability page details the item quantity on hand, available, on purchase order and on sales order quantities, for all warehouses. Click on the drill down buttons to view the specific sales and purchase orders that are outstanding for the item.

## PURCHASE ORDER PRINTING

**Purchase Order Printing**

Starting Vendor: VAN UNITED VAN LINES, INC.

Ending Vendor: ZUCKER STEVE ZUCKER

Starting User: MBS MARGE BOUVIA SIMPSON

Ending User: MBS MARGE BOUVIA SIMPSON

Starting Order No: 10056

Ending Order No: 10058

Starting Date: 12/12/1998

Ending Date: 12/31/1998

Order Message: Enter unlimited comments.

All Orders  Update=Y

Screen  Printer  File

OK Cancel

The *Purchase Order Printing* option prints the purchase orders that are in the current batch. The *Purchase Order Printing* option is accessible from the *Order Processing* menu.

### Starting Vendor

Enter the first vendor to print purchase orders for. If unchanged, *Starting Vendor* will default to the first vendor on file.

### Ending Vendor

Enter the last vendor to print purchase order for. If unchanged, *Ending Vendor* will default to the last vendor on file.

### Starting User

Enter the first user for whom purchase orders should be printed. If unchanged, *Starting User* will default to the first user on file.

### Ending User

Enter the last user for whom purchase orders should be printed. If unchanged, *Ending User* will default to the last user on file.

### Starting Order No.

Enter the first order to print. If unchanged, *Starting Order No.* will default to the first order on file.

### Ending Order No.

Enter the last order to be printed. If unchanged, *Ending Order No.* will default to the last order on file.

**Starting Date**

Enter the order date to start printing. If left blank the beginning date range will default to the first date on file.

**Ending Date**

Enter the order date to print last. If unchanged, *Ending Date* will default to the current date.

**All order or Ship = 'Y'**

Choose *All orders* to print all orders on file, or *Ship = "Y"* to only print orders that have been checked as ready to update. (See *Purchase Order/Receipt Entry* for more details.)

**Message Lines**

Enter unlimited comments to appear at the bottom of all orders and invoices.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

**PURCHASE ORDER JOURNAL / UPDATE**

The *Purchase Order Journal/Update* option updates receipt of goods and receipt of invoice transactions that fall into the ranges selected (see *Purchase Order/Receipt Entry* for more details). The *Purchase Order Journal/Update* option is accessible from the *Order Processing* menu.

#### **Starting Vendor**

Enter the first vendor number to appear on the journal report. If unchanged, *Starting Vendor* will default to the first vendor on file.

#### **Ending Vendor**

Enter the last vendor number to appear on the report. If unchanged, *Ending Vendor* will default to the last vendor on file.

#### **Starting User**

Enter the starting user code whose transactions should be included on the journal.

#### **Ending User**

Enter the ending user code whose transactions should be included on the journal.

#### **Starting Order No.**

Enter the order number to begin printing at. If unchanged, *Starting Order No.* will default to the first order number on file.

#### **Ending Order No.**

Enter the order number to end printing at. If unchanged, *Ending Order No.* will default to the last order on file.

#### **Starting Date**

Enter the order date to appear first on the order edit register. If the order date is left blank the beginning date range will default to the first date on file.

#### **Ending Date**

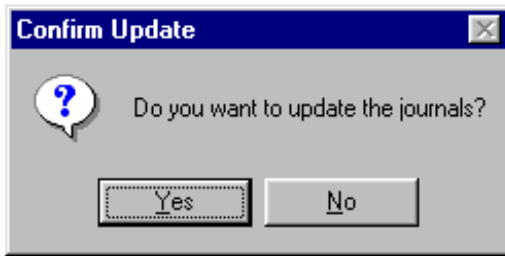
Enter the order date to appear last on the order edit register. The order date will default to the last order date in the system.

Select <OK> to begin processing.

Select <Cancel> or to end operation.



## PURCHASE JOURNAL UPDATE



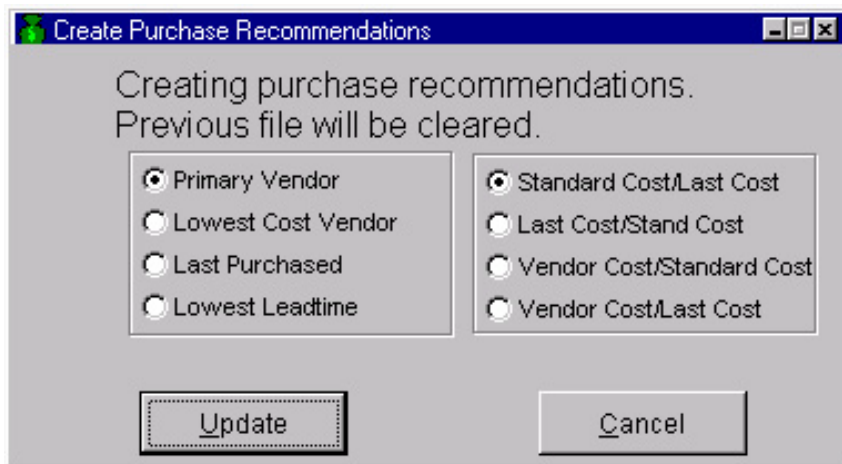
After the Purchase Journal has printed, the user will be given the option to update all printed purchase journals. Invoices are posted to accounts payable and amounts are posted to the General Ledger after the purchase journal has been printed and updated.

Select <Yes> to update invoices listed on the Purchase Journal.

Select <No> to cancel update.

## CHAPTER 5 - AUTO PURCHASE

### CREATE PURCHASE RECOMMENDATIONS



**Primary Vendor**

**Lowest Cost Vendor**

**Last Purchase**

**Lowest Leadtime**

**Standard Cost/Last Cost**

**Last Cost/Stand Cost**

**Vendor Cost/Standard Cost**

**Vendor Cost/Last Cost**

**EDIT RECOMMENDED PURCHASE**

**LIST/UPDATE RECOMMENDED PURCHASES**

## CHAPTER 6 – REPORTS

### SHIP TO LISTING

PO Ship To Address Listing

Starting Ship To: 022 Silverline Studios

Ending Ship To: 854 Smoothies

Screen  Printer  File

OK Cancel

The *Purchase Order Ship to Listing* option provides Ship to record information such as ship to code, name, address 1, address 2, city, state, and country. This report will be based on the range of values entered. This option is accessible from the *Reports* menu.

#### **Starting Ship To**

Enter the Ship to Code that will appear first on the list. If unchanged, *Starting Ship To:* will default to the first Ship to record on file.

#### **Ending Ship To**

Enter the Ship to Code that will appear last on the list. If unchanged, *Ending Ship To:* will default to the last Ship to record on file.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

**VENDOR CONTRACT PRICE LIST**

The *Vendor Contract Price List* provides a print out of existing special contract pricing with vendors. All items are taken from the items listed within *Item Entry* of the Inventory module. The list will be based on the range of values entered. This option is accessible from the *Reports* menu.

**Starting Item No.**

Enter the Item to appear first on the report. If unchanged, *Starting Item No* will default to the first item on file.

**Ending Item No.**

Enter the item to appear last on the report. If unchanged, *Ending Item No* will default to the last item on file.

**Starting Vendor**

Enter the vendor number to appear on the list. If unchanged, *Starting Vendor* will default to the first vendor on file.

**Ending Vendor**

Enter the vendor number to end the report with. If unchanged, *Ending Vendor* will default to the last vendor on file.

Select <OK> to begin processing.

Select <Cancel> or to end operation.

**PURCHASE ORDER SUMMARY LISTING**

Purchase Order Summary Report			
Starting Vendor:	8001479	AT&T	
Ending Vendor:	VAN	UNITED VAN LINES,INC.	
Starting User:	EC	ERIC CARTMANN	
Ending User:	MBS	MARGE BOUVIA SIMPSON	
Starting Order No:	10056		
Ending Order No:	10916		
Starting Order Date:	/ /		
Ending Order Date:	03/08/1998		
<input type="radio"/> All Orders <input checked="" type="radio"/> Update=Y			
<input checked="" type="radio"/> All Orders <input type="radio"/> "S"tandard Orders only <input type="radio"/> "C"redit Orders only		<input type="radio"/> "R"eceipt of Goods only <input type="radio"/> "I"nvoice only <input type="radio"/> "B"ackorderes only	
		<input checked="" type="radio"/> Screen <input type="radio"/> Printer <input type="radio"/> File	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The *Purchase Order Summary Listing* option provides summary information on orders that have not yet been invoiced. The *Purchase Order Summary* will be based on the range of values entered and the order types entered within the *Type* field of *Purchase Order/Receipt Entry*. This option is accessible from the *Reports* menu.

#### Starting Vendor

Enter the starting vendor number. If unchanged, *Starting Vendor* will default to the first vendor on file.

#### Ending Vendor

Enter the ending vendor number. If unchanged, *Ending Vendor* will default to the last vendor on file.

#### Starting User

Enter the starting user number whose invoice batches should be included on the sales journal. If the user does not have permission to update other user batches, the user number will default to the user running the report and cannot be changed (see user security maintenance in System Programs User's Guide).

#### Ending User

Enter the ending user number whose invoice batches should be included on the sales journal. If the user does not have permission to update other user batches, the user number will default to the user running the report and cannot be changed (see user security maintenance in System Programs User's Guide).

#### Starting Order No.

Enter the order number to appear on report. If unchanged, *Starting Order No* will default to the first order on file.

#### Ending Order No.

Enter the order number to end reporting at. If unchanged, *Ending Order No* will default to the last order on file.

**Starting Order Date**

Enter the first order date to begin printing from. If no date is entered, the report will default to the first order on file.

**Ending Order Date**

Enter the last order date to appear on the report. If no date is entered, *Ending Order Date* will default to the current date.

Select <**OK**> to begin processing.

Select <**Cancel**> or  to end operation.

**PURCHASE ORDER OPEN ITEM REPORT**

Starting Item:	31022	Gear
Ending Item:	Z3ZACH140-SILVERR	Z3ZACHT (140-SILVERR)
Starting Vendor:	AT&TBUS	AT&T
Ending Vendor:	VAN	UNITED VAN LINES,INC.
Starting Order Date:	01/01/2000	
Ending Order Date:	12/31/2000	
		<input type="radio"/> Screen <input checked="" type="radio"/> Printer <input type="radio"/> File
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

The *Purchase Order Open Item Report* details all items on purchase orders that have not yet been received. In addition to listing the open item, the report lists the date and quantity ordered. This option is accessible from the *Reports* menu.

**Starting Item**

Enter the Item to appear first on the report. If unchanged, *Starting Item* will default to the first item on file.

**Ending Item**

Enter the item to appear last on the report. If unchanged, *Ending Item* will default to the last item on file.

**Starting Vendor**

Enter the first vendor number to begin reporting from. If unchanged, *Starting Vendor* will default to the first vendor on file.

**Ending Vendor**

Enter the last vendor number to end reporting with. If unchanged, *Ending Vendor* will default to the last vendor on file.

**Starting Order Date**

Enter the order date to begin report from. If the order date is left blank the beginning date range will default to the first date on file.

**Ending Order Date**

Enter the order date to appear last on the report. If left blank, the report will end at the most recent order on file.

Select <OK> to begin processing.

Select <Cancel> or to end operation.


**PURCHASES BY VENDOR REPORT**

Purchases by Vendor Report			
Starting Item:	<input type="text" value="SBL75CR425400"/>	S.Fin. Blended 75mm Cr39 (4.25/4.00)	
Ending Item:	<input type="text" value="Z3ZACH140-BROWNL"/>	Z3ZACHT (140-BROWNL)	
Starting Vendor:	<input type="text" value="VAN"/>	UNITED VAN LINES,INC.	
Ending Vendor:	<input type="text" value="YELLOW"/>	YELLOW FREIGHT SYSTEM,INC.	
Starting Ship Date:	<input type="text" value="04/09/1998"/>	<input checked="" type="radio"/> Screen <input type="radio"/> Printer <input type="radio"/> File	<input type="button" value="OK"/> <input type="button" value="Cancel"/>
Ending Ship Date:	<input type="text" value="05/12/1998"/>		

The *Purchases by Vendor Report* provides history information on vendor purchases by item number, such as previous invoices and the quantities of items ordered. This option is accessible from the *Reports* menu.

 **Starting Item**

Enter the first item to begin viewing detail. If unchanged, *Starting Item* will default to the first item on file.

 **Ending Item**

Enter the last item code to appear on report. If unchanged, *Ending Item* will default to the last item on file.

 **Starting Vendor**

Enter the vendor number to begin reporting from. If unchanged, *Starting Vendor* will default to the first vendor on file.

 **Ending Vendor**

Enter the last vendor to end reporting. If unchanged, *Ending Vendor* will default to the last vendor on file.


**Starting Ship Date**

Enter the shipping date to begin report from. If the order date is left blank the beginning date range will default to the first date on file.

**Ending Ship Date**

Enter the shipping date to appear last on the report. If left blank, the report will end at the most recent order on file.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

**PURCHASES BY ITEM REPORT**

The *Purchases by Item Report* provides history information on purchases in item number order and associated vendor. The report will list the number of items received and on order as well as the associated vendors. This option is accessible from the *Reports* menu.

 **Starting Item**

Enter the first item to begin viewing detail. If unchanged, *Starting Item* will default to the first item on file.

 **Ending Item**

Enter the last item code to appear on report. If unchanged, *Ending Item* will default to the last item on file.

**Starting Ship Date**

Enter the shipping date to begin report from. If the order date is left blank the beginning date range will default to the first date on file.

**Ending Ship Date**

Enter the shipping date to appear last on the report. If left blank, the report will end at the most recent order on file.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

**PURCHASE ORDER JOURNAL HISTORY REPORT**

Purchase Order Journal / History Report			
Starting Vendor:	Q	YELLOW	YELLOW FREIGHT SYSTEM,INC.
Ending Vendor:	Q	YELPAGE	YELLOW PAGES INC.
Starting User:	Q	EC	ERIC CARTMANN
Ending User:	Q	EC	ERIC CARTMANN
Starting Order No:	Q	10035	
Ending Order No:	Q	10797	
Starting Invoice No.	Q	106	
Ending Invoice No.	Q	96	
Starting Post Date		01/02/1997	
Ending Post Date:		01/03/1997	
Starting Batch:		0000	<input type="radio"/> Screen <input checked="" type="radio"/> Printer <input type="radio"/> File
Ending Batch:		9999	
			<input type="button" value="OK"/> <input type="button" value="Cancel"/>

The *Purchase Order Journal/History* option provides the capability to reprint updated purchase journals that fall into the selected ranges. The *Purchase Order Journal/History* option is accessible from the *Reports* menu.

**Starting Vendor**

Enter the vendor number to begin reporting from. If unchanged, *Starting Vendor* will default to the first vendor on file.

**Ending Vendor**

Enter the last vendor to end reporting. If unchanged, *Ending Vendor* will default to the last vendor on file.

**Starting User**

Enter the starting user code whose transactions should be included on the journal.

**Ending User**

Enter the ending user code whose transactions should be included on the journal.

**Starting Order No.**

Enter the order number to appear on report. If unchanged, *Starting Order No* will default to the first order on file.

**Ending Order No.**

Enter the order number to end reporting at. If unchanged, *Ending Order No* will default to the last order on file.

**Starting Invoice No.**

Enter the first invoice to begin reporting from. If unchanged, *Starting Invoice No* will default to the first invoice on file.

**Ending Invoice No.**

Enter the final invoice to appear on report. If unchanged, *Ending Invoice No* will default to the last invoice on file.

**Starting Post Date**

Enter the order date to appear first on the report. If the date is left blank the beginning date range will default to the first date on file.

**Ending Post Date**

Enter the order date to appear last on the report. The default ending order date will be the last date on file.

**Starting Batch**

Enter the starting batch number whose transactions should be included on the journal.

**Ending Batch**

Enter the ending batch number whose transactions should be included on the journal.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

**VENDOR ITEM REPORT**

Starting Item:	HPCOLORSCAN	HP Color Scanner - Flat Bed
Ending Item:	SLR32CAM	Camera Single Lens Reflective 32MM
Starting Vendor:	KLAS0109	Klassy Trailers
Ending Vendor:	RIGH0048	Right Way Carpets

Output

Screen  
 Printer  
 File

OK Cancel

The *Vendor Item Report* provides a listing out of vendor item numbers as well as the last date purchased and the last cost of the item. The report will be based on the range of selection values entered. This option is accessible from the *Reports* menu.

### Starting Item

Enter the first item to begin viewing detail. If unchanged, *Starting Item* will default to the first item on file.

### Ending Item

Enter the last item code to appear on report. If unchanged, *Ending Item* will default to the last item on file.

### Starting Vendor

Enter the vendor number to begin reporting from. If unchanged, *Starting Vendor* will default to the first vendor on file.

### Ending Vendor

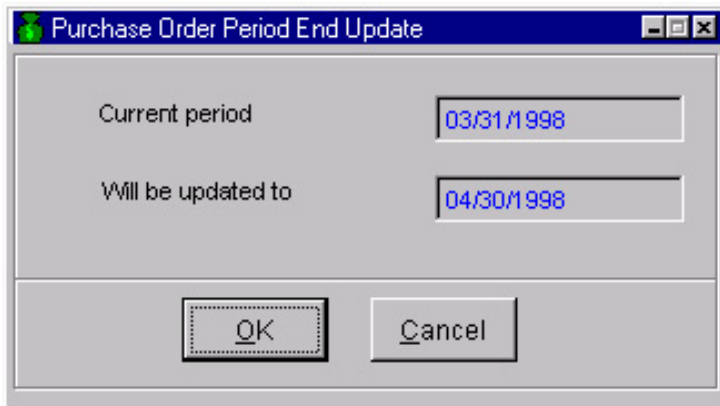
Enter the last vendor to end reporting. If unchanged, *Ending Vendor* will default to the last vendor on file.

Select <OK> to begin processing.

Select <Cancel> or to end operation.

## CHAPTER 7 - PERIOD END PROCESSING

### PERIOD END UPDATE



Purchase Order Period End Update

Current period 03/31/1998

Will be updated to 04/30/1998

OK Cancel

*Period End Processing* is primarily used to purge deleted data and therefore it is not necessary to close a period each time. However, closing is recommended to optimize available space. The Month End Update Option is accessible from the *Purchase Order Main Menu*.

Select <OK> to begin processing.

Select <Cancel> or  to end operation.

## CHAPTER 8 – HELPFUL HINTS

### GETTING STARTED

To properly set up the Purchase Order module the following procedures must be completed:

√	Procedure
	<p><b>1. Open the Purchase Order System Options.</b></p> <ul style="list-style-type: none"> <li>a. Enter the current period and the current fiscal year end for the Purchase Order module in the System Defaults section.</li> <li>b. Enter valid General Ledger accounts in the Entry Defaults section.</li> <li>c. Use the hyperlink to enter at least one Ship To location into <i>Ship To Address Entry</i>.</li> </ul>
	<p><b>2. Open the Ship To Address Entry option.</b></p> <ul style="list-style-type: none"> <li>a. Create at least one valid ship to code.</li> <li>b. Enter at least one valid address where purchase orders will be received.</li> </ul>
	<p><b>3. Enter the Vendor Item Entry option.</b></p> <ul style="list-style-type: none"> <li>a. Enter items that are usually purchased.</li> <li>b. Enter all vendors, which supply the item entered.</li> <li>c. Enter the vendor's reference number for the item (the vendor's item number).</li> <li>d. Check if the vendor is the primary supplier for the item.</li> </ul>
	<p><b>4. Enter Miscellaneous Item Code Entry.</b></p> <ul style="list-style-type: none"> <li>a. Enter any fees and charges that are included on any purchase orders.</li> <li>b. Enter the price for the charges, whether they are taxable or not.</li> <li>c. Enter the General Ledger Account to be charged for the miscellaneous charges.</li> </ul>
	<p><b>5. Enter Vendor Contact Pricing.</b></p> <ul style="list-style-type: none"> <li>a. Enter any items that may receive special discounts or price changes for bulk orders.</li> <li>b. Enter a valid <i>Pricing Method</i> to determine the discount price for the vendor. (See <i>Vendor Contact Pricing</i> for more details.)</li> </ul>

***How are purchase orders created?***

1. Enter the *Purchase Order/Receipt Entry* screen.
2. Select an order type. (See *Order Type* in Purchase Order/Receipt Entry for options and definitions.)
3. Enter all *Vendor* and *Ship To* information.
4. Enter all item and charge information into the Detail section. (See *Type* and *Item Code* definitions in Purchase Order Entry Details.)
5. Enter all applicable freight charges and discounts.
6. Save.
7. Print the purchase order using *Purchase Order Printing*.

***What should be done when purchase orders are received?***

1. Enter *Purchase Order/Receipt Entry*.
2. If the received order has no invoice attached, enter **R-Receipt of Goods**.
- 2a. If the received order has an invoice attached, enter **I-Receipt of Invoice**.
3. Enter the date on the invoice into the *Invoice Date* field.

***Can the physical inventory be updated without entering a receipt?***

The physical inventory can be updated without entering a receipt if the Inventory module is installed.

This concludes our chapter describing how to setup and use the **Purchase Order** Program. If you are ever unsure about a feature or function, or would like to make a suggestion to improve the program, please call our tech support department at (800) 752-4624, or e-mail us at [SUPPORT@PRINTLEADER.COM](mailto:SUPPORT@PRINTLEADER.COM) and we will do our best to provide quality service.