Disclaimer
This document is provided “as-is”. Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are for illustration only and are fictitious. No real association is intended or inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes only.

Sample Code Warranty disclaimer
Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement
Use of this software is covered by a license agreement provided with it. If you have any questions, please call the Customer Assistance Department at 800-456-0025 (in the United States or Canada) or +1-701-281-6500.

Copyright
© 2014 Microsoft Corporation. All rights reserved.

Publication Date
September 2014
Contents

Before You Begin ................................................................. 1
  Purchasing Overview ................................................................ 1
  User Guide Overview ............................................................ 1
  What is Covered in the User Guide? .......................................... 1
  Who Should Use the User Guide? ............................................. 1

Concepts: How This Module Works ......................................... 3
  Interaction with Other Modules ............................................... 3
    Required Modules ................................................................ 3
    Optional Modules ................................................................ 8
    Purchasing Interaction Diagram .......................................... 15
  Design-Related Concepts ...................................................... 16
    Screen Design .................................................................... 16
  Purchase Order Types .......................................................... 17
    Regular Purchase Order ...................................................... 17
    Drop-Ship Order ................................................................ 17
    Blanket Order .................................................................... 17
    Standard Order ................................................................... 17
  Goods and Services Types ..................................................... 18
    Goods Types ...................................................................... 18
    Services Types ................................................................... 18
    Miscellaneous Types ......................................................... 18
  Batch and Document Numbering ............................................ 19
  Status Changes to Documents and Batches ............................. 20
    Batch Handling and Batch Status ......................................... 20
    Purchase Order Status ........................................................ 20
    Receipt Status .................................................................... 21
  Global Purchasing Concepts .................................................. 22
    Accounts and Subaccounts .................................................. 23
    Addresses ........................................................................... 23
    IDs ..................................................................................... 23
    Vendor Terms ..................................................................... 24
    Creating a Purchase Order Stamp ......................................... 24

Task Guidelines ....................................................................... 25
  Quick Reference Task List ..................................................... 25
    How Do I Define...? ............................................................ 25
    How Do I Set Up...? ........................................................... 25
    How Do I Prepare...? ......................................................... 25
    How Do I Enter...? ............................................................. 25
    How Do I Process...? ......................................................... 25
    How Do I Perform...? ........................................................ 25
    How Do I...? ...................................................................... 25

Setting up Purchasing ............................................................. 27
  Setting up Required Modules ............................................... 27
  Setting up Optional Modules ................................................. 30
  Defining Processing Options and Defaults .............................. 30
    Selecting Purchasing Process Options .................................. 30
    Defining Bill-To/Ship-To Defaults ........................................ 31
    Selecting Default Accounts and Subaccounts ....................... 32
Preparation Purchasing for Regular Transactions .......................................................... 33
Preparing Purchasing for Project Allocated Inventory .................................................. 34

Processing Purchasing Transactions .............................................................................. 35
Processing Purchase Orders ....................................................................................... 35
Entering Regular Purchase Orders ............................................................................. 35
Entering Standard Purchase Orders .......................................................................... 36
Entering Blanket Orders .............................................................................................. 37
Entering Drop-Ship Orders ......................................................................................... 37
Entering Project Allocated Inventory Purchase Orders ............................................... 38
Sending or Resending Purchase Orders and Change Orders Electronically ............... 39
Reprinting a Purchase Order or Change Order ............................................................ 40
Entering Receipt/Invoice Entry Payable Vouchers ......................................................... 42
Entering Receipts with Invoices .................................................................................. 42
Entering Returns to Vendors ..................................................................................... 44
Entering Returns for Project Allocated Inventory ...................................................... 44
Closing Purchasing for the Period .............................................................................. 46

Performing Inquiries and Printing Reports .................................................................. 47
Performing Inquiries Using Inquiry Screens ................................................................. 47
Purchase Order Inquiries ............................................................................................. 48
Receipts Inquiries ........................................................................................................ 49
Vendor and Item History Inquiries .............................................................................. 50
Performing Inquiries Using Reports ............................................................................ 51
Performing Inquiries for Quick Send Requests ............................................................ 52
Generating and Printing Reports .................................................................................. 53

Data Entry Screens ........................................................................................................ 55
Purpose of Data Entry Screens ..................................................................................... 55
Purchase Orders (04.250.00) ..................................................................................... 55
Purchase Orders, Line Items Tab .............................................................................. 59
Purchase Orders, Shipping Information Tab ............................................................... 65
Purchase Orders, Vendor Information Tab ................................................................. 68
Purchase Orders, Other Information Tab .................................................................. 70
One-time Receiver (04.250.01) .................................................................................. 72
Non-Stock Kit Order Entry (04.250.03) ..................................................................... 76
Receipt and Voucher Amounts (04.250.05) ................................................................. 76
Purchases for Sales Orders (04.250.07) ..................................................................... 78
Print PO (04.250.08) ................................................................................................. 79
Receipt/Invoice Entry (04.010.00) ............................................................................. 81
Insert Level .................................................................................................................. 95
Process Status (04.400.00) ........................................................................................ 96
Invoice Information (04.010.02) ................................................................................ 96
Promise Date (04.010.04) ........................................................................................ 98
Receipts for Sales Orders (04.010.07) ...................................................................... 98

Inquiry Screens .............................................................................................................. 101
Purpose of Inquiry Screens ........................................................................................ 101
PO Receipts Inquiry (04.200.00) ................................................................................ 101
Shipping Address (04.200.01) .................................................................................. 107
Vendor Address (04.200.02) ...................................................................................... 108
Shipping Instructions (04.200.03) ............................................................................ 109
Item/Vendor History (04.310.00) .............................................................................. 110

Process Screens .......................................................................................................... 113
Purpose of Process Screens ....................................................................................... 113
Release Receipt Batches (04.400.00) ................................................................. 113
Process Status .................................................................................................... 115
Reprint PO Batch Control Reports (04.410.00) .................................................. 116
Delete Purchase Orders (04.500.00) .................................................................. 118
Process PO Landed Cost Batches (61.200.00) ...................................................... 119

Setup and Maintenance Screens ........................................................................ 123
Purpose of Setup and Maintenance Screens ....................................................... 123
PO Setup (04.950.00) .......................................................................................... 123
  PO Setup, Options Tab ...................................................................................... 123
  PO Setup, Bill-to/Ship-to Defaults Tab ............................................................... 128
  PO Setup, PO Accounts Tab ............................................................................. 131
PO Integrity Check (04.990.00) .......................................................................... 133
Landed Cost Codes (61.100.00) ............................................................................. 135

Reports .................................................................................................................. 139
Overview of Report Generation ......................................................................... 139
PO Receipts Batch (04.090.00) .......................................................................... 139
Print Purchase Orders (04.600.00) .................................................................... 140
Print Change Notices (04.610.00) ..................................................................... 142
Purchase Order Register (04.620.00) ................................................................. 144
Purchase Order Status/History (04.630.00) ......................................................... 145
Anticipated Deliveries (04.640.00) ................................................................... 146
Receipts Register (04.650.00) ............................................................................ 147
Vendor Performance Analysis (04.670.00) ........................................................... 148
Item/Vendor List (04.690.00) ............................................................................. 149
Item/Vendor Summary (04.695.00) .................................................................... 150
Unvouchered Receipts (04.700.00) .................................................................... 151
Applied Vouchers (04.710.00) ......................................................................... 152
Reorder Point (04.740.00) .................................................................................. 153
PO Receipts Edit Report (04.810.00) .................................................................... 154
Return to Vendor (04.820.00) ............................................................................ 155
Recommended Reorder (04.855.00) ................................................................. 156
Open Purchase Order List (04.870.00) .............................................................. 157
PO/AP Batch Cross Reference (04.880.00) ......................................................... 158
Landed Cost Codes (61.101.00) ....................................................................... 159

Glossary of Terms ............................................................................................... 161

Index ..................................................................................................................... 163
Purchasing
Before You Begin

Purchasing Overview
The Purchasing module in Microsoft Dynamics® SL performs the functions needed to smoothly run a purchasing department:

- Entering and processing product and service purchase orders
- Managing the receipts and vendor invoices associated with purchase orders once products are received or services are performed

These purchasing activities create accounts payable documents that update vendor and general ledger balances.

With Purchasing, you can use purchase order receipt information to process vendor invoices. The information produced by entering invoice information into receipts or vouchers created from receipts updates vendor accounts payable balances. You can also perform more complex activities such as processing change orders for previously submitted purchase orders, and entering standard cost variance.

As an option, you can use Purchasing in addition to the Inventory module. Using Inventory provides access to inventory item IDs, descriptions, and pricing information while you are creating purchase orders. When used with Inventory, Purchasing updates inventory item quantities on hand and on purchase orders.

User Guide Overview
This user guide provides administrators with task-oriented and reference information for the Purchasing module. Reviewing the user guide helps in making informed decisions regarding the implementation of these modules in your business.

What is Covered in the User Guide?
This user guide is organized into the following major sections:

- The “Before You Begin” section provides overviews of the Purchasing module and user guide, describes the conventions used throughout this user guide, and provides general guidelines for using Microsoft Dynamics SL and the Purchasing module.
- The “Concepts: How This Module Works” section describes the primary features and major concepts you need to know to fully take advantage of the Purchasing module.
- The “Task Guidelines” section provides links to step-by-step instructions on the various tasks you can perform within Purchasing. These tasks are grouped into their own major sections following the links.
- Reference information on the different types of Purchasing screens and reports follows the tasks sections.

The user guide also provides a “Table of Contents,” “Glossary of Terms,” and “Index” for easy reference.

Who Should Use the User Guide?
The user guide is designed for users and System Administrators who are new to the Purchasing module. The guide provides the information necessary to set up and operate a successful Purchasing system.
Concepts: How This Module Works

Interaction with Other Modules

Required Modules
The System Manager, Shared Information, and General Ledger modules are required to run any other module, including Purchasing.

System Manager
The System Manager module provides control and record maintenance for the system, and must be set up before you can access Purchasing. It is used to install other modules, create databases, set up companies and departments, and define templates. You can also use the System Manager to define system security, such as which users have the authority to access and/or change certain distribution screens and functions. For more information, refer to the System Manager online help or user guide.

Shared Information
The Shared Information module maintains information that is shared between modules, such as name and address, sales tax codes, and sales and purchasing terms. The Shared Information module is also used to define code segments for subaccounts and vendor, customer, and inventory IDs through the Flexkey feature. For example, the subaccount 03-440-AA-01-03-01 has been separated into six segments that identify the division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (01). For more information, refer to the Shared Information online help or user guide.

General Ledger
The General Ledger module is the center of the Microsoft Dynamics SL accounting information system, and must be set up before you can run Purchasing. Financial transactions are posted, summarized, processed, and reported in the General Ledger module, which maintains a complete audit trail of business transactions. For more information, refer to the General Ledger online help or user guide.

Also Required with Purchasing: Accounts Payable
In addition to System Manager, Shared Information, and General Ledger, the Accounts Payable module is also required for you to run Purchasing.

Accounts Payable is used to set up vendor IDs and create payment vouchers for Purchasing. Goods are recorded as received and services are recorded as performed. Accounts payable vouchers can be created automatically when receipts are entered in the Purchasing module. These can be viewed and edited in Voucher and Adjustment Entry (03.010.00) in Accounts Payable.

Vouchers can also be created manually in Accounts Payable based on purchase orders when the vendor invoice is received. When the vendor’s invoice is received, update and release a voucher batch using Voucher and Adjustment Entry (03.010.00) and post the batch in the General Ledger module. This completes the purchasing cycle.

If the costs specified on the accounts payable voucher are different than the costs specified on the purchase order receipt, a purchase price variance (PPV) is calculated automatically.

Overview of the Key PO/AP Integration Business Process Flows
The following describes the two key business process flows that make up Purchasing/Accounts Payable integration as well as the audit trail that is provided as part of this integration.

A Purchase Order with No Receipt: Examples are: Purchasing Purchase For types of Services for Expense, Services for Project, and Goods for Drop Shipment.
In Voucher and Adjustment Entry (03.010.00), you will be able to pull into Accounts Payable the purchase order entered in Purchase Orders (04.250.00) by entering a vendor ID and a purchase order number. When you display the possible values list for the purchase order number, all purchase orders for the selected vendor will be presented. You may then select the one you wish. When Project Controller is not installed, you may pull in multiple purchase orders.

For these business process flows, no entries are booked at receipt entry. The expenses and goods are debited at voucher release at the actual invoice price.

**A Purchase Order that Requires a Receipt:** Examples are: Purchasing Purchase For types of Goods for Inventory, Goods for Project, Goods for Project Inventory, Goods for Project Sales Order, Goods for Sales Order and Non-Inventory Goods as well as the associated freight and miscellaneous charges. In Voucher and Adjustment Entry (03.010.00), you will be able to pull into Accounts Payable the purchase order entered in Purchase Orders (04.250.00) and received in Receipt/Invoice Entry (04.010.00). After you have selected the purchase order number by entering a vendor ID and a purchase order number, you are presented with a second selection made up of all the receipts for the selected purchase order. You may select one or all of these receipts.

Alternatively, you may push the purchase order/receipt from Receipt/Invoice Entry (04.010.00) and have the voucher automatically created for the purchase order/receipt you just received. Whether you push or pull the voucher into Voucher and Adjustment Entry (03.010.00), the end result is exactly the same.

With this type of business process flow, entries are booked at receipt entry. The goods and associated freight and miscellaneous charges are debited, and an accrual is booked to the accrued accounts payable account. The accruals are booked at estimated purchase order price. Debits to inventory vary depending on the valuation method of the inventory item received. Standard cost goods are debited at standard. All other valuation methods are debited at purchase order estimated (such as, LIFO, FIFO, average, etc.). For standard cost goods only, a purchase price variance is calculated and booked at receipt entry for the difference between purchase order estimated and standard.

At voucher release, a debit is booked to the accrued accounts payable account and a credit is booked to the accounts payable account. The debit is a reversal at the purchase order estimated price and the accounts payable amount is at the actual invoice price. The difference between the two is booked to the PPV account. Thus, for standard cost items there is a two-step PPV calculation. For all other valuation methods there is a single-step PPV calculation booked at voucher release.

**Purchase Price Variance and Other Key Audit Data**

The Purchasing Detail button at the bottom of Voucher and Adjustment Entry (03.010.00) invokes Purchasing Detail (03.010.04), which displays all purchasing, receipt, PPV, and quantity variance information. In addition, for audit purposes, it displays the purchase order number, purchase order line number, receipt number, and receipt line number.

The PPV found on Purchasing Detail (03.010.04) is a key number that displays the PPV for each invoice line for which an accrual was booked using Receipt/Invoice Entry (04.010.00), and there is a difference between the estimated purchase order price and the actual invoice price.

It is important to note that no PPV is calculated for invoice lines for which the invoice price and purchase order price are equal. Also, no PPV is calculated or displayed for those invoice lines that have no receipt associated with them. An easy rule to apply to determine whether a PPV will be calculated in Purchasing Detail (03.010.04) is this: When both the following are true, PPV is calculated:

- Rept Nbr displayed on Purchasing Detail (03.010.04) contains a receipt number.
- Invoice Unit Price and PO Unit Price displayed on Purchasing Detail (03.010.04) are different.

**Purchase For Types in Purchasing**

**Group I**

The following purchase order Purchase For types are not received and can only be pulled into Accounts Payable via a possible values list on PO Nbr in Voucher and Adjustment Entry (03.010.00):

- DP (Goods for Drop Ship)
- SE (Services for Expense)
- SP (Services for Project)

**Group II**

The following purchase order **Purchase For** types require receipt in **Receipt/Invoice Entry** (04.010.00) before being pulled into Accounts Payable through **Voucher and Adjustment Entry** (03.010.00) or pushed using **Receipt/Invoice Entry** (04.010.00):

- GI (Goods for Inventory)
- GP (Goods for Project)
- PI (Goods for Project Inventory)
- GS (Goods for Sales Order)
- PS (Goods for Project Sales Order)
- GN (Non-Inventory Goods)
- MI (Miscellaneous Charges)
- FR (Freight Charges)

**Example of a Purchase Order Containing Both Group I & II Purchase For Types**

A purchase order can contain Group I and II items. For example:

- Services for Expense (I)
- Goods for Inventory (II)
- Miscellaneous Charges (II)

If you pulled the purchase order without a receipt via a possible values list on **PO Nbr** in **Voucher and Adjustment Entry** (03.010.00), you would receive only the Services for Expense item.

If you received the purchase order in **Receipt/Invoice Entry** (04.010.00), only the Group II **Purchase For** types in the purchase order would be received, such as, Goods for Inventory and Miscellaneous Charges. Once these Group II **Purchase For** types have been brought into **Receipt/Invoice Entry** (04.010.00), they may then be pushed into Accounts Payable. Alternatively, once the receipt has occurred, you can bring in **all three** by pulling through **Voucher and Adjustment Entry** (03.010.00).

**Line Types in Accounts Payable**

Line types provide a clear definition of the type and source of the particular invoice line. Purchasing creates the following line types: PO, Drop Ship, Receipt, Freight, and Misc Charge. Accounts Payable creates: Invoice, Freight, Misc Charge, PPV, and Tax.

<table>
<thead>
<tr>
<th>Line Types</th>
<th>Notes</th>
</tr>
</thead>
</table>
| PO           | Identifies those invoice lines created from a purchase order where no receipt exists for the purchase order line. The following Purchasing **Purchase For** types become line types of purchase order when they are brought into Accounts Payable via a possible values list on the purchase order number in **Voucher and Adjustment Entry** (03.010.00):
  - Services for Expense
  - Services for Project |
| Drop Ship    | Identifies those invoice lines flagged as being a drop shipment in Purchasing. The following Purchasing **Purchase For** type becomes a line type of Drop Ship when brought into Accounts Payable via a possible values list on the purchase order number in **Voucher and Adjustment Entry** (03.010.00):
  - Goods for Drop Ship |
| Receipt      | Identifies those invoice lines where a purchase order and receipt exists. The following Purchasing **Purchase For** types become a line type of |
### Line Types

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt and require a receipt in <em>Receipt/Invoice Entry</em> (04.010.00) before they may be pulled into Accounts Payable’s <em>Voucher and Adjustment Entry</em> (03.010.00) or pushed into Accounts Payable using <em>Receipt/Invoice Entry</em> (04.010.00):</td>
</tr>
<tr>
<td>- Goods for Inventory</td>
</tr>
<tr>
<td>- Goods for Project</td>
</tr>
<tr>
<td>- Goods for Project Inventory</td>
</tr>
<tr>
<td>- Goods for Sales Order</td>
</tr>
<tr>
<td>- Goods for Project Sales Order</td>
</tr>
<tr>
<td>- Non-Inventory Goods</td>
</tr>
<tr>
<td>Invoice</td>
</tr>
<tr>
<td>Identifies those invoice lines manually created directly in Accounts Payable and having no purchase order or receipt associated with them.</td>
</tr>
<tr>
<td>Freight</td>
</tr>
<tr>
<td>You may enter freight charges directly into <em>Purchase Orders</em> (04.250.00) or directly into <em>Voucher and Adjustment Entry</em> (03.010.00). When entered in Purchasing, this data is automatically passed to Accounts Payable by being pushed from <em>Receipt/Invoice Entry</em> (04.010.00) or pulled from <em>Voucher and Adjustment Entry</em> (03.010.00).</td>
</tr>
<tr>
<td>The following Purchasing <em>Purchase For</em> type becomes a line type of Freight and requires a receipt in <em>Receipt/Invoice Entry</em> (04.010.00) before it may be pulled into Accounts Payable’s <em>Voucher and Adjustment Entry</em> (03.010.00) or pushed into Accounts Payable’s <em>Receipt/Invoice Entry</em> (04.010.00):</td>
</tr>
<tr>
<td>- Freight Charges</td>
</tr>
<tr>
<td>When a Freight line type is entered in Purchasing (and supported by detail in Purchasing tables) only the <em>Invoice Extended Price</em> may be changed in Accounts Payable. When entered in Accounts Payable, all the fields are enabled until the batch is released.</td>
</tr>
<tr>
<td>You can exclude freight charges from vendor discount calculations by selecting the <em>Exclude Freight from Discount</em> check box in <em>Receipt/Invoice Entry</em> (04.010.00).</td>
</tr>
<tr>
<td>The Freight line types take advantage of the <em>Tax Maintenance</em> (21.280.00), <em>Options</em> tab, <em>Apply Tax to Freight Charge</em>. This tax option allows one to default taxes for freight charges. When entered in Purchasing, <em>Tax ID</em> and <em>Tax Cat</em> are updated at the time the voucher batch is created at receipt entry using existing Accounts Payable routines.</td>
</tr>
<tr>
<td>Misc Charge</td>
</tr>
<tr>
<td>You may enter miscellaneous charges directly into <em>Purchase Orders</em> (04.250.00) or into <em>Voucher and Adjustment Entry</em> (03.010.00). When entered in Purchasing, this data is automatically passed to Accounts Payable by being pushed from <em>Receipt/Invoice Entry</em> (04.010.00) or pulled from <em>Voucher and Adjustment Entry</em> (03.010.00).</td>
</tr>
<tr>
<td>The following Purchasing <em>Purchase For</em> type becomes a line type of Misc Charge and requires a receipt in <em>Receipt/Invoice Entry</em> (04.010.00) before it may be pulled into Accounts Payable using <em>Voucher and Adjustment Entry</em> (03.010.00) or pushed into Accounts Payable using <em>Receipt/Invoice Entry</em> (04.010.00):</td>
</tr>
<tr>
<td>- Miscellaneous Charges</td>
</tr>
<tr>
<td>When a Misc Charge type is entered in Purchasing (and supported by detail in Purchasing tables) only the <em>Invoice Extended Price</em> may be changed in Accounts Payable. When entered in Accounts Payable, all the fields are enabled until the batch is released.</td>
</tr>
<tr>
<td><em>Tax Maintenance</em> (21.280.00), <em>Options</em> tab, <em>Apply Tax to Misc Charge</em> allows one to default taxes for miscellaneous charges. When entered in Purchasing, <em>Tax ID</em> and <em>Tax Cat</em> are updated at the time the voucher batch is created at receipt entry using existing Accounts Payable routines.</td>
</tr>
<tr>
<td>PPV</td>
</tr>
<tr>
<td>Identifies a purchase price variance line that is automatically created at voucher entry batch release.</td>
</tr>
<tr>
<td>Line Types</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>Tax</td>
</tr>
</tbody>
</table>

For more information, refer to the Accounts Payable online help or user guide.
Optional Modules

Microsoft Dynamics SL offers additional modules that can be used with any core module. These modules are Customization Manager, Currency Manager, and Application Server.

In addition to these optional modules, you can also use a number of other modules with Purchasing, including: Inventory, Order Management, Project Controller Service Dispatch, Landed Cost, Inventory Replenishment, and eCommerce Connector.

Customization Manager

The Customization Manager module allows Microsoft Dynamics SL users, MIS staff, and consultants to modify standard Microsoft Dynamics SL screens quickly and easily. Modification capabilities range from simple changes that the System Administrator or user can make to complex customizations that are best performed by a programmer or consultant with experience in Visual Basic® programming and SQL syntax.

The Customization Manager module functions are organized into separate selections on the Customize menu. Capabilities of the Customization Manager module include:

- Implementing customizations that apply to a single user or to all users.
- Hiding fields.
- Arranging data entry screens to resemble source document formats.
- Moving fields to make room for new fields or to provide a layout that facilitates data entry and viewing.
- Adding new data items to screens from anywhere in the SQL database, including new records and fields added to the database. In addition to new fields, you can add standard object types such as text boxes, drop-down lists, labels, push buttons, frames, and forms.
- Setting or changing default values.
- Creating or modifying edit masks for such items as telephone numbers and social security numbers.

Because no two companies have identical business rules and operations, the need for customization of any software package is inevitable. Once you identify the need for a customization, determine whether it must apply to all or nearly all users or to a small number of users. If only a few users need the customization, create the customization for one user, then use the Customization Export and Import functions to copy it for other users. If many users need the customization, create two customizations: one for the large number of users who need to use the customized version, and another for the few users who need to use the standard version. Once you have selected the level, use Customization Manager to create and maintain customizations that modify application screens and the objects they contain, such as fields, field labels, and buttons.

You may meet your company’s business needs by simply adding or rearranging objects on an application screen, or your solution may involve adding event logic to display an informational message associated with an object. If your business solution involves adding tables or fields to the database, use Customization Manager to add those objects to application screens.

Use customization import and export functions to copy your customizations from one system to another and to allow other users to access the customizations. To protect entire customized screens or customized objects from unauthorized access, use the security functions available in the product. To more thoroughly secure data, you may also wish to secure access to certain Customization Manager functions, such as the Customization Import and Export functions, from unauthorized access.

For more information, refer to the Customization Manager online help or user guide.
Currency Manager

Currency Manager allows you to enter transactions for multiple currencies. You can select the appropriate currency for a screen or process and view or override the default currency rate. Transaction amounts and account balances are stored in both the currency used for entry and the base or domestic currency equivalent.

With Currency Manager installed, the Currency Selection and Currency View buttons become available on the toolbar. They allow you to select the appropriate currency for a screen or process and to view or override the default currency rate. You can also toggle the representation of monetary amounts between the selected foreign currency and the equivalent amount in base or domestic currency.

For more information, refer to the Currency Manager online help or user guide.

Application Server

The Application Server module relieves client workstations of extreme processing loads by enabling users to offload time-consuming processes and reports from their client workstations to separate server PCs running an application server.

After submitting a process or report request to the application server request queue, users can return immediately to normal operations. The application server(s) check the queue for outstanding requests and run each process or report according to its priority in the queue just as if the process or report had been run at a Microsoft Dynamics SL client workstation.

Providing true three-tier client/server functionality, the Application Server module works in all Microsoft Dynamics SL environments. Because it is easily scalable, the Application Server module can also operate successfully in environments of all sizes. You can set up and simultaneously operate as many Application Servers as necessary for your environment. Application Servers can be started and stopped in any combination to match workload requirements at any given time.

For more information, refer to the Application Server online help or user guide.

Inventory

Purchasing integrates closely with the Inventory module, where stock availability is recorded. Integration points provide efficiencies in a number of areas, including:

- Inventory Level Checking — As purchase orders for vendor returns are entered or maintained, inventory balances are queried and displayed on the screen. Warnings are displayed when receipts and orders are creating negative inventory quantities or when the order would result in a negative inventory quantity.
- Inventory Statistics — Quantities on purchase orders for inventory items automatically appear on the inventory item’s master record in the Inventory module.
- Kit Purchases — The software lets you make non-stock kit purchases for sales or project orders. You can also explode kit components onto purchase orders.
- Non-Stock Inventory Support — With this software you are able to distinguish between and track inventory items (for resale or production) and non-inventory items (office supplies) on purchase orders. In addition, inventory and non-inventory items can be mixed on a purchase order while generating reports that separate the two kinds of items.
- Serial Number and Lot Support — As in the Inventory module, the Purchasing module can track inventory by either serial or lot number.
- Unit of Measure Conversion — To properly integrate with the Inventory module, the software allows the definition and use of an unlimited number of inventory-item unit-conversion factors. For example, an inventory item can be purchased by the case and sold by the pound.
- Warehouse Location and Site Support — Inventory items can be ordered for and received to any warehouse locations and sites contained in the database. These locations and sites can be those specified in the original purchase order, or they can be changed as inventory availability warrants.
• **Purchase Price and Standard Cost Variances** — The software automatically computes the difference between an item’s standard cost and the actual purchased cost of the item and posts the difference to the general ledger, eliminating the need for manual journal entries. The variance calculation includes vendor invoices for the goods received, as well as other invoices for freight, insurance, etc. The account and subaccount used for the standard cost variance are the **Standard Cost Variance Account** and the **Standard Cost Variance Subaccount** entered in the **Miscellaneous Accounts** tab of IN Setup (10.950.00).

For more information, refer to the Inventory online help or user guide.

**Order Management**

Purchasing and Order Management integration allows you to easily purchase goods or services through Purchasing that are needed to fill your customers’ orders. Entry points include:

• **Purchases for Sales Orders** (04.250.07), which is opened from Purchase Orders (04.250.00) and is used to select the sales order for which a particular purchase is needed.

• **Purchase Orders** (04.250.00), which can be opened from Order Management’s Customer Service Assistant (40.140.00) and allows you to recall and make changes to related purchase orders.

• **Purchase Orders for Sales Orders** (40.108.00), which is opened from Sales Orders (40.100.00) and provides a summary listing of every purchase order tied to a particular sales order. It also allows you to create purchase orders on the fly.

For more information, refer to the Order Management online help or user guide.

**Order to Purchase**

The Order to Purchase module is used with Purchasing, in conjunction with Order Management, to improve the business process flow between the order desk and purchasing. When using these modules together, purchase orders can be created and bound to existing sales orders automatically. Also, sales orders can be moved through processing automatically to invoice customers when they receives drop shipped goods. This is an overview of how Order to Purchase works:

• In the Order Management Sales Orders (40.100.00) screens, **PO Vendor ID** specifies the identifier of the vendor to whom the purchase order will be sent.

• When **Auto Create PO** is selected during order entry, the **Generate POs needed** step in Order Management Order Types (40.200.00) automatically creates a new purchase order and binds it to the shipment schedule level. This new purchase order is then tied to the sales order as a fixed allocation.

• When **Drop Ship** is selected in the sales order and shipper, the order step **Auto Advance to Invoice** automatically advances the shipper to the **Release for Update** step. The purchase order is then treated as a drop shipment, even though it has a purchase order bound to it as a fixed allocation. If any freight charges are present on the bound purchase orders, they are then placed automatically on the shipper as **Premium Freight**.

• Inquiry capability from Sales Orders (40.100.00) into the availability of an item allows you to view all vendor items with their respective lead times and price history, including substitute items.

• You must use Regular Order purchase orders instead of Drop Ship purchase orders. Goods on purchase orders generated by sales orders must be received and the Receipt/Invoice Entry (04.010.00) batch must be released in Receipt/Invoice Entry Batches (04.400.00) in order to update the Item/Vendor History (04.310.00) table with the vendor ID, site ID, inventory ID, calculated lead-time, purchase price, and vendor item (if provided).

**Note:** Non-stock inventory items cannot be processed within the Order to Purchase module, since the Purchasing module does not support ordering non-stock items on a Goods for Sales Order or Goods for Project Sales Order purchase order line.

For more information on Order to Purchase, refer to the Order Management online help or user guide.
Requisitions
The Requisitions module uses Purchasing as its primary integration module. Item requests and requisitions can be created before Purchase Orders are generated. Purchasing Agents can then review and approve them online prior to purchase order creation.

Project Controller
Throughout all modules, including Purchasing, we have attempted to use the same logic to identify project-related transactions. If the account charged or the account that will be used to book a financial transaction is linked to a project account category, the project and task will be prompted, and validated using standard validation logic.

In the processing of sales orders and purchase orders, there are some differences related to the nature of the applications. The project and task are captured in advance of the creation of financial transactions. A sales order captures the project and its line items capture both project and task, if applicable, as the order is entered or maintained. However, the financial transactions, like the posting of the sale or the cost of the sale, are not generated until goods are invoiced and the bill is posted. In the distribution applications, significant time can pass between the entry of the project-task and its use on postings.

The Purchasing module gives you the ability to create expense transactions from purchase order receipts. When this feature is used, there are processing implications for expense data transferred to Project Management and Accounting.

- Purchase Orders
  Purchase orders use several purchase order types. Purchase order types that can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00) are:
  - Regular Order
  - Drop Ship

  In addition, purchase orders use several statuses. Statuses that can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00) are:
  - Purchase Order
  - Open Order

  Purchase order details use a variety of purchase types. Purchase types that can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00) are:
  - Goods for Project
  - Goods for Project Inventory
  - Services for Project
  - Goods for Project Sales Order
  - Goods for Drop Ship
  - Non-inventory Goods
  - Miscellaneous Charges
  - Freight Charges

  Project and task become required entries under the following circumstances:
  - The purchase order has an appropriate purchase order type and status.
  - The purchase order detail has an appropriate purchase type.
  - The account number is associated with a Project Management and Accounting account category in General Ledger’s Chart of Accounts Maintenance (01.260.00). The detail line then becomes eligible to create a commitment detail within Project Management and Accounting.
Purchasing

Project and Task will be defaulted from the Sales Order under the following circumstances:

- The Send the Project/Task from Sales Order to Purchase Order is checked in Order Management Setup (40.950.00).
- The Purchase For is “Goods for Project Sales Order”.
- The Sales Order COGS Account has an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00) to be eligible to create a commitment detail within Project Management and Accounting.
- The Inventory item is not an expired lot item.

- **Purchase Order Receipts**
  When the order is received, releasing a Receipt/Invoice Entry (04.010.00) batch creates general ledger transactions to the various expense accounts offset to the account and subaccount specified for accounts payable accrual in PO Setup (04.950.00). The expense transactions for which project and task have been entered create actual expenses in Project Management and Accounting when Financial Transaction Transfer (PA.TRN.00) is run for the Accounts Payable module. Commitment units and amounts are reduced by the actual (received) units and amount when Financial Transaction Transfer (PA.TRN.00) is run for the Purchasing module.

  **Note:** If the Automatic Financial Transaction Transfer check box is selected in the Project Controller Setup (PA.SET.00), PC Options and Setup tab, the release process in Purchasing will automatically run Financial Transaction Transfer (PA.TRN.00) for the specific batch being released.

- **Accounts Payable Vouchers**
  When the vendor’s invoice is input into Accounts Payable’s Voucher and Adjustment Entry (03.010.00) and released, the line items that were created by Receipt/Invoice Entry (04.010.00) are not transferred to Project Management and Accounting by Financial Transaction Transfer (PA.TRN.00) because their status indicates that they are not project-related. In addition, the account number on these line items is the accounts payable accrual account, not the asset or expense account charged on the purchase order. The purchase order receipt recorded the actual expense, offset by the accounts payable accrual account. Voucher and Adjustment Entry (03.010.00) then relieves the accounts payable accrual, offset by an entry to accounts payable trade. This means that if an order is invoiced for a different quantity, unit price, or total amount than was entered on the purchase order, so that the invoice quantity, unit price, or extended amount are to be modified in Voucher and Adjustment Entry (03.010.00), the adjusted values do not update the Project Management and Accounting actual units and amount (the variance is recorded in the general ledger as a purchase price variance, which is not transferred to Project Management and Accounting).

- **Potential Issues when Integrated with Project Management and Accounting**
  At sites that do not bill their expenses to their customers using the Project Management and Accounting Flexible Billings module, this should not present a problem. In addition, sites that do bill their expenses may not encounter any issues resulting from this processing, either because the mark-up on purchases is sufficient to cover any discrepancies between purchase order cost and final (accounts payable) cost or because of a contracted maximum that renders any cost discrepancy non-billable. In these instances, no special processing is required.

  At sites that depend on accurate costs being recorded to a project, however, these variances are potentially disruptive to the company’s operations. A project’s profitability may be misstated, cost overruns may not be passed through to the customer, or accounts payable transaction detail furnished to a customer as backup to billings may not reflect the same amounts that were billed. To avoid these scenarios, one of two alternate methods must be employed to record expenses from accounts payable vouchers rather than from purchase order receipts:

  - When entering vendor invoices into Voucher and Adjustment Entry (03.010.00), record all variances on a new detail line within the voucher rather than modifying the existing detail line created by Receipt/Invoice Entry (04.010.00). The entered variance should be charged to the
same expense account that was charged on the corresponding purchase order line rather than to the accounts payable accrual account that is charged on the existing detail line from the receipt. The project and task on this charge must be input by the user. New detail lines that have a line type of Invoice can be transferred to Project Management and Accounting using Financial Transaction Transfer (PA.TRN.00).

- When entering orders into Purchase Orders (04.250.00), use **PO Type** Drop Ship and **Purchase Type** Goods for Drop Ship.

**Note:** Purchase order details with a purchase type of Goods for Drop Ship or Services for Project are not processed by Receipt/Invoice Entry (04.010.00). These are always entered directly into Voucher and Adjustment Entry (03.010.00). When the purchase order number for the invoice is entered, these items are automatically loaded into Voucher and Adjustment Entry (03.010.00). Modifications to the invoice quantity, unit price, and extended amount are recorded to Project Management and Accounting as actuals because no receiving takes place for drop ship or service items.

### Summary

Sites that use both Purchasing and Project Management and Accounting modules and that need to record actual costs accurately to projects need to circumvent use of Receipt/Invoice Entry (04.010.00). These sites should use Voucher and Adjustment Entry (03.010.00) instead and enter all project-related purchase order items categorized only as drop shipments.

For more information, refer to the Project Management and Accounting online help or user guides.

### Service Dispatch

In the Service Dispatch module, Generate Inventory (SD.306.00) provides options for users to create purchase orders in Purchase Orders (04.250.00) and purchase order receipts in Receipt/Invoice Entry (04.010.00) without completing service calls. For more information, refer to the Service Dispatch online help or user guide.

### Landed Cost

The Landed Cost module gives you the ability to account for additional costs beyond the merchandise cost incurred in purchasing inventory items beyond the merchandise cost. The Purchasing and Inventory modules must be installed in conjunction with Landed Cost to incorporate landed cost functionality. The Landed Cost module only applies landed costs to inventory items that are received into inventory.

The Landed Cost module does not provide the functionality to handle the processing of estimated landed costs in an automated fashion. You can enter estimated landed costs when the purchase order receipt is processed. However, there is no provision in this module to automatically calculate the cost differential when the actual landed costs are received. The cost differentials must be manually calculated and entered into Accounts Payable’s Voucher and Adjustment Entry (03.010.00). Because the cost differentials must be manually calculated upon receipt of the actual landed cost invoices, you must be diligent when entering landed cost estimates at the time of the purchase order receipt. If the total amount of the landed cost invoice is entered in Voucher and Adjustment Entry (03.010.00) but not the cost differential, then inventory costs will be overstated.

There are two entry points for landed costs: Purchasing Receipt/Invoice Entry (04.010.00) and Accounts Payable’s Voucher and Adjustment Entry (03.010.00). Users may enter landed costs in one or both of these applications depending on the timing of the receipt of the landed cost invoices. For example, if actual landed costs are known at the time the purchase order receipt is processed, the landed costs can be entered with the receipt. If the landed costs are not invoiced until after the goods have been received, they can be entered in Voucher and Adjustment Entry (03.010.00). If some costs are known at the time of the purchase order receipt and other costs are not invoiced until after the receipt has been processed, a combination of the two entry points can be used to enter the total landed costs. Regardless of the entry point, when landed costs are entered, the appropriate inventory cost adjustments, accounts payable postings, and general ledger postings will be generated.

For more information, refer to the Landed Cost online help or user guide.
Inventory Replenishment

When Inventory Replenishment is installed, *Purchase Orders* (04.250.00) enables you to determine whether or not Inventory Replenishment should include particular purchase orders in lead time calculations. The software can calculate and display lead time for inventory replenishment of line items. For more information, refer to the Inventory Replenishment online help or user guide.

**eCommerce Connector**

The eCommerce Connector applies error-checking logic to outgoing purchase orders to ensure that all the mandatory information required by a trading partner has been completed in the Purchasing module prior to sending the purchase order to the EDI translator via the eCommerce Common File Interface. For more information, refer to the eCommerce Connector online help or user guide.
Purchasing Interaction Diagram

This diagram illustrates the interaction between Purchasing and various other modules.

Figure 1: Purchasing Interaction diagram
Design-Related Concepts
The Purchasing module is designed to accommodate data entry, editing, and tracking of purchase orders, receipts, and vendor invoices.

Screen Design
Purchasing functions are organized into groups of screens: data entry, setup and maintenance, inquiry, and processing. Information on the screens is grouped using tabs and frames. Tabs look like index tabs and are used within a screen to minimize the screen size and allow for easy navigation and data entry. Each tab has a form with fields for data entry. Frames are lines which outline a group of related fields on a tab or screen.

Data Entry Screens
Data entry screens are used primarily for purchase order, receipt, and invoice entry.

Setup and Maintenance Screens
Setup and maintenance screens are used to define program characteristics by establishing global definitions and system defaults or to enter and maintain non-financial and statistical data. PO Setup (04.950.00) is used during the implementation process. Setup and maintenance screens are often the source of entry for system master file information.

Inquiry Screens
Inquiry screens allow you to query system information. While inquiry screens look similar to data entry screens, they generally do not allow for direct input of accounting or financial data.

Process Screens
Process screens are used to run specific processes within the program. These processes typically involve some behind-the-scenes program compilation, updating, or calculation. Many process screens allow you to define the parameters of the process being performed.
Purchase Order Types

Purchasing supports four kinds of purchase orders: regular purchase orders, standard orders, blanket orders, and drop-ship orders.

Regular Purchase Order
A regular purchase order is an order for products and services purchased on credit or paid for with cash, and is the most commonly used order type.

Drop-Ship Order
A drop-ship order is an order for an item a customer has ordered from your company but which your company does not receive the stock in its inventory. When you issue a drop-ship purchase order, the vendor supplying the item ships the item directly to your customer and sends the invoice for the item to you.

Blanket Order
A blanket order is an order for a larger item quantity than you currently need. Usually, to receive a volume discount or to be sure of obtaining hard-to-get items, you agree to purchase the larger blanket order quantity over a period of time. You order from this reserved stock until the quantity on the blanket order has been purchased. You can also create regular orders that reference a blanket order and deplete the stock quantity of the blanket order.

Standard Order
A standard order is an order that occurs repeatedly for a fixed amount each time it occurs. Once created, a standard order can be used to produce a regular order multiple times by calling the details of the standard order to the screen and assigning it the regular order type. You can then edit the resulting regular order without affecting the original standard order.
Goods and Services Types

The software lets you specify in **Purchase For** on Purchasing screens the type of goods or services you are purchasing.

**Goods Types**

- **Goods for Inventory (GI)** — A receipt is entered for this item. The software updates inventory and matches an accounts payable voucher to the receipt if you are also using the Inventory module.
- **Goods for Drop Ship (DP)** — No receipt is entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order.
- **Non-Inventory Goods (GN)** — A receipt is entered for this item but the software does not update inventory. Instead, the costs are expensed and the software matches an accounts payable voucher to the receipt.
- **Goods for Sales Order (GS)** — A receipt is entered for this item, which updates the specified sales order. The software updates inventory and matches an accounts payable voucher to the receipt if you are also using the Accounts Payable module.
- **Goods for Project (GP)** — A receipt is entered for this item, which updates the specified project. The software does not update inventory, but does match an accounts payable voucher to the receipt if you are also using the Project Controller module.
- **Goods for Project Inventory (PI)** — A receipt is entered for this item, which updates both the specified project and inventory. Also, the software matches an accounts payable voucher to the receipt.

*Note:* The Inventory module and Purchasing must be installed and registered, and Project Controller must be setup along with an account category in General Ledger’s *Chart of Accounts Maintenance* (01.260.00) for the Issues Account on the Inventory Accounts tab in *IN Setup* (10.950.00). Additionally, the Inventory Item must not be an expired lot (Issue Method is not Expiration).

- **Goods for Project Sales Order (PS)** — A receipt is entered for this item, which updates the specified sales order. The software updates inventory and creates a project commitment. The software updates inventory and matches an accounts payable voucher to the receipt if you are also using the Accounts Payable module.

*Note:* The Inventory module and Purchasing must be installed and registered, and Project Controller must be setup along with the COGS Account associated with the Order Type of the sales order must have an Account Category setup in the *Chart of Account Maintenance* (01.260.00) and the Inventory Item must not be an expired lot (Issue Method is not Expiration).

**Services Types**

- **Services for Expense (SE)** — A receipt is not entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order.
- **Services for Project (SP)** — A receipt is not entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order and updates the specified project after the voucher is released, if you are also using the Project Controller module.

**Miscellaneous Types**

- **Description Line** — The description of the item.
- **Freight Charges** — Additional freight charges.
- **Misc Charges** — Additional miscellaneous charges.
Batch and Document Numbering

Batch and document numbers are unique identifying (usually numeric) codes associated with purchasing batches and documents (purchase orders and receipts). Numbering makes it possible to easily track, sort, and manage these items. Numbers are also important for reporting purposes; batch transactions and documents are listed with their associated numbers on reports.

You can manually assign numbers to batches and documents or have the system automatically assign unique numbers, according to the numbering format you establish when you set up Purchasing. Numbers increment by one for each batch created or document entered and cannot be changed.

Example: If transaction batch numbering began with batch number 000001 for the first batch entered, the software automatically assigns batch number 000234 to the 234th batch entered.

Note: The software assigns new batch numbers to Purchasing receipt batches when they are vouchered in the Accounts Payable module and posted in the General Ledger module. For example, when you enter and release a receipt batch in Receipt/Invoice Entry (04.010.00), a batch number is assigned, which increments from Last Batch Number in IN Setup (10.950.00), if you have Inventory installed, and release the batch. If you voucher the receipt batch in Accounts Payable’s Voucher and Adjustment Entry (03.010.00), then an Accounts Payable batch number, which increments from Last Batch Nbr Used in AP Setup (03.950.00), is assigned to the voucher batch. Whether or not you voucher the receipt batch in Accounts Payable, when you post transactions in General Ledger’s Post Transactions (01.520.00), a new batch number, which increments from Last Batch Number in PO Setup (04.950.00), is assigned to the Purchasing receipt batch.

To help you track batch numbers and verify that your receipt batch has been posted to the general ledger, follow these steps:

1. With all application screens closed, choose Option | Initialize Mode from the menu. Use Initialize Mode with caution.
2. Choose Module | General Ledger and open Journal Transactions (01.010.00).
3. In Module, select PO.
4. In Number, double right-click or press F3 to display Batch List.
5. Scroll right to the Orig Batch Nbr column and look for your original Purchasing receipts batch number, which incremented from IN Setup (10.950.00) if Inventory is installed. If this number appears in the column, then you know that your batch has been posted. The corresponding number in Batch List’s Batch Nbr column is the one that is actually posted to the general ledger. This is the number that incremented from PO Setup (04.950.00).
6. Close Batch List and Journal Transactions (01.010.00).
7. From the menu, choose Option | Initialize Mode to turn off Initialize Mode.
Status Changes to Documents and Batches

The software assigns status to purchasing documents and batches of documents according to where in the purchasing transaction process the batches or documents are. You cannot directly change a document or batch status. The software automatically changes a status based on the different document or batch handling options you select in Purchasing screens. Batch and document status options are provided below.

**Batch Handling and Batch Status**

Batch handling options are selected by the user to indicate how a batch should be processed. Batch handling options include:

- **Hold (H)** — Sets the batch’s status to On Hold and saves the batch for future editing. (You can obtain the details of a transaction batch on hold by generating the *PO Receipts Edit Report* (04.810.00).)
- **Release Later (B)** — Sets the batch’s status to Balanced to prepare for later release (and subsequent posting) in *Release Receipt Batches* (04.400.00).
- **Release Now (R)** — Releases the batch for posting when you either access a new or different batch or exit *Receipt/Invoice Entry* (04.010.00). The batch status is Suspended Release, Unposted, or Posted.
- **No Action (N)** — Leaves the current batch status.

The software automatically changes a batch status based on the batch handling option you select. Batch status options include:

- **Balanced (B)** — Ready for release.
- **Completed (C)** — Released in *Receipt/Invoice Entry* (04.010.00).
- **On Hold (H)** — Not to be released.
- **Posted (P)** — Released and posted to the general ledger.
- **Suspended Release (S)** — Could not be completely released due to an out-of-balance document or other problem.
- **Unposted (U)** — Released for posting to the general ledger but not yet posted.
- **Voided (V)** — Batch was voided.
- **Deleted (D)** — Batch was deleted in *Delete Purchase Orders* (04.500.00).
- **Keep (K)** — Batch has not been processed (kept or deleted) in *Purchase Order Post Process* (04.600.01).
- **Task (T)** — Batch created in Work Order. Flag to indicate whether the work order batch has a valid task.

**Purchase Order Status**

Purchase order status options are selected by the user to indicate how a purchase order should be processed. Purchase order status options include:

- **Open Order (O)** — Open purchase order; stays open until all line items of the purchase order are received.
- **Purchase Order (P)** — Purchase order has been created.
- **Quote Order (Q)** — Quote order has been created.
- **Completed (M)** — All line items of the purchase order have been received and the order is now closed. The software deletes the records of all completed purchase orders that have been retained for the maximum number of periods (as specified on *PO Setup* (04.950.00) when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).
• Cancelled (X) — Purchase order was cancelled. Details of cancelled purchase orders appear on the *Purchase Order Register* (04.620.00) report. The software deletes all cancelled purchase orders when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).

For blanket orders, the status is changed to Completed when the total quantity on the original blanket order has been procured through regular purchase orders against the blanket order.

If you are using the Inventory module, producing a drop-ship order updates the value of *On Drop Shipments* in Inventory’s *Inventory Items* (10.250.00). Because of this, immediately change a drop-ship order’s status to Completed or Cancelled when you receive the order’s vendor invoice.

**Receipt Status**

Purchase order receipt status indicates the status of receipts against the purchase order. Purchase order receipt status options include:

• No Receipts Expected (X) — You expect to receive no receipts for this purchase order. For example, the purchase order is for services.

• Not Received (N) — No receipts have been received for this item on this purchase order.

• Partially Received (P) — All purchase order line items are not yet received in full. The order may either be incomplete or include incorrect items.

• Fully Received (F) — All line items of the purchase order have been received and the purchase order is now closed. The software deletes the records of all completed purchase orders that have been retained for the maximum number of periods (as specified on *PO Setup* (04.950.00) when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).
Customer Priority Scheduling

Customer Priority Scheduling (CPS) is a distribution management feature that determines how planning for inventory supply and demand is handled. You turn CPS off or on in the Inventory module and its setting (On or Off) depends upon which other modules you are using. (For more information, refer to the Order Management or Inventory online help or user guide.) The following items should be noted when using the Purchasing module with the Customer Priority Scheduling feature turned off.

- When you are planning items with fixed allocations, where a specific purchase order is tied directly to a sales order, the plan date for the sales order will be the later of the pick date on the schedule line.

- If the quantity or ETA date (promise date) on a purchase order line with fixed allocations changes and CPS is off, the Purchasing module changes not only the plan date for the purchase order (SOPlan.PlanDate), but also the plan date for the corresponding sales orders.

- With fixed allocations, the plan date for the sales order (SOPlan.PlanDate) is the later of the requested pick date on the schedule line (SOSched.ReqPickDate) or the ETA date (promise date) on the incoming stock. The plan date for the purchase order is always the ETA date. If the ETA date on the incoming purchase order moves to a later date, the plan date on the sales order may also need to be moved to a later date (if the requested pick date is prior to the ETA date) to correspond with the new purchase order ETA date. If the purchase order promised date is after the requested pick date for the sales order schedule (SOSched.ReqPickDate), then a warning will be printed on the Exceptions Analysis Report (40.791.00).

- If you delete a purchase order that is bound to a sales order (fixed allocation), then the system replans the sales order as a floating allocation.

- When a purchase order is received, if it has fixed allocations and CPS is off, then the system sends a request to release the corresponding sales order. Shipper creation will occur on the plan date for the sales order (SOPlan.PlanDate).

- When a site is set to Create Shipper Regardless of Availability in Inventory’s Sites (10.310.00), sales orders bound to purchase orders are not supported. The sales orders are correctly processed as floating allocations instead of fixed allocations, and shippers are created immediately.
Global Purchasing Concepts

Accounts and Subaccounts
An account is the inventory or expense account number from the general ledger that is charged by the amount of a transaction detail line. A subaccount is the inventory or expense subaccount number from the general ledger that is charged by the amount of the transaction detail line. The commit account is linked to a Project Controller account category for the purpose of transferring purchasing commitments to a project.

The account and subaccount numbers are displayed from one of four sources, depending on the Purchase For in Purchase Orders (04.250.00):
- The account/subaccount number as it appears on the original purchase order.
- The account/subaccount information set up for a project and task, as defined in the Project Controller module.
- The account/subaccount information set up for an item, as defined in the Inventory module.
- The account/subaccount information set up for a department, as defined in the Shared Information module.
- The account set up as the Issues Account, as defined in IN Setup (10.950.00).

If a required account or subaccount is missing from a Purchasing screen, and you do not know the correct account or subaccount to enter, you can display the possible values list from which to select a valid account or subaccount.

Addresses
You handle billing, shipping, and vendor address fields similarly among Purchasing screens. For all types of addresses:
- **Attention** specifies the name of the recipient to whose attention an invoice, purchase order, or goods are to be forwarded.
- **Address Line 1** typically is used for a suite number or the name and number of the recipient’s street location. **Address Line 2** specifies the second line of the recipient’s mailing address. If you use **Address Line 1** for a suite, then use **Address Line 2** for the recipient’s post office box number or the name and number of the recipient’s street location.
- **City** is the municipality.
- **State/Province** is the state or province where the recipient is located. **State/Province** typically uses a standard two-letter U.S. state abbreviation or the three-letter Canadian province code.
- **Postal Code** specifies the postal code associated with the recipient’s location: the five-digit or ZIP+4 zip code for the U.S. or the Canadian six-letter/number code.
- **Country/Region** specifies the name of the recipient’s country or region and uses an abbreviation of up to three letters.
- **Phone/Ext** specifies the phone number and phone extension and **Fax/Ext** specifies the fax number and fax extension of the recipient.

**Note:** The United States Postal Service delivers mail to the location listed immediately above the city, state, and zip code line, whether that address is a street address or a post office box.

IDs
IDs are unique identifying (numeric, alphabetic, or a combination of numeric and alphabetic) codes associated with various purchasing items. You assign most IDs using other modules. IDs make it possible to easily query, track, sort, and manage purchasing items.
Example: If you are entering information for a vendor named Greene, you could assign a vendor ID as GREENE, GRE100, 100GRE, or any other identifying code you care to use.

Vendor Terms

Vendor terms fields on Purchasing screens associate a purchase order with a specific vendor. A terms ID appears automatically if you have established a default terms ID for a vendor in Vendor Maintenance (03.270.00).

The vendor’s payment terms control the discount, due dates, and discount amount of invoices generated from the purchase order. The software defaults the invoice’s discount date, due date, and discount amount based on the receipt amount and the invoice date.

Creating a Purchase Order Stamp

Consider creating a stamp for the face of purchase orders to show that the orders have been received and matched with a vendor invoice. Decide which information is necessary to be entered when receiving and processing vendor invoices. Design a stamp that prompts purchasing personnel to record this information when receiving the order and/or invoice.
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Purchasing module. Each task is linked to a specific page in the user guide.

How Do I Define...?
- Processing options and defaults: see “Defining Processing Options and Defaults” on page 30

How Do I Set Up...?
- Purchasing: see “Setting up Purchasing” on page 27

How Do I Prepare...?
- Purchasing for regular transactions: see “Preparing Purchasing for Regular Transactions” on page 33
- Purchasing for project allocated inventory: see “Preparing Purchasing for Project Allocated Inventory” on page 34.

How Do I Enter...?
- Regular purchase orders: see “Entering Regular Purchase Orders” on page 35
- Standard purchase orders: see “Entering Standard Purchase Orders” on page 36
- Blanket orders: see “Entering Blanket Orders” on page 37
- Drop-ship orders: see “Entering Drop-Ship Orders” on page 37
- Purchase orders for Inventory and Project: see “Entering Project Allocated Inventory Purchase Orders” on page 38.
- Receipts and accounts payable vouchers: see “Entering Receipts and Accounts Payable Vouchers” on page 42
- Returns to vendors: see “Entering Returns to Vendors” on page 44
- Returns for project allocated inventory: see “Entering Returns for Project Allocated Inventory” on page 44.

How Do I Process...?
- Receipts with invoices: see “Processing Receipts with Invoices” on page 42

How Do I Perform...?
- Purchase order inquiries: see “Purchase Order Inquiries” on page 48
- Receipts inquiries: see “Receipts Inquiries” on page 49
- Vendor and item history inquiries: see “Vendor and Item History Inquiries” on page 50
- Inquiries using reports: see “Performing Inquiries Using Reports” on page 51

How Do I...?
- Generate and print purchasing reports: see “Generating and Printing Reports” on page 53
- Send or resend purchase orders electronically: see “Performing Inquiries for Quick Send Requests” on page 52.
- Reprint a purchase order or change order: see “Reprinting a Purchase Order or Change Order” on page 40.
- Close Purchasing for the period: see “Closing Purchasing for the Period” on page 46.
Setting up Purchasing

Setting up Required Modules

The first steps in setting up Purchasing are for you (or your System Administrator) to set up the non-purchasing modules that the system requires: General Ledger, Shared Information, System Manager, and Accounts Payable. Each of these modules’ setup affects Purchasing setup and operations.

Setting up Purchasing Accounts in General Ledger

Before setting up the Purchasing module, you need to set up all of your purchasing accounts and subaccounts in general ledger. (See the General Ledger online help or user guide for complete information on how to set up general ledger.) Steps 6 through 9 are optional.

To set up purchasing accounts and subaccounts in general ledger:

1. Open General Ledger’s Chart of Accounts Maintenance (01.260.00).
2. Enter an account number of up to 10 digits and an accompanying description. Note that there are particular number ranges for different account categories. (See Chart of Accounts Maintenance (01.260.00) in the General Ledger online help or user guide for more information about the fields in this screen.)
3. Fill in the rest of the fields and decide whether or not you want to do summary posting for this account.
4. Click Save on the toolbar.
5. Repeat steps 1 through 4 for all purchasing accounts.
6. If you want to use subaccounts, open Subaccount Maintenance (01.270.00).
7. Enter the subaccount number and a description.
8. Enter the consolidated subaccount and specify whether or not the subaccount is active. (See Subaccount Maintenance (01.270.00) in the General Ledger online help or user guide for more information about the fields in this screen.)
9. Click Save on the toolbar.
10. Repeat steps 6 through 9 for all purchasing subaccounts.
11. Attach your new subaccounts to accounts by filling in the fields in Account/Subaccount Maintenance (01.320.00).

If you are using subaccounts, it is a good idea to divide the subaccount numbers into segments for identification and control. For example, if your company has departments, you might want to use a department ID as a segment in your subaccounts.

Example: Company XYZ’s departments are defined by the third segment (XX) of their subaccount (xx-xxx-XX-xx-xx-x). The CEO would have the ability to purchase against any subaccount, but an employee from a specific department (ex. xx-xxx-07-xx-xx-x) can charge only against his department.

You must define which segment identifies the department during general ledger setup. See “Segmenting Subaccounts in Shared Information” for information about setting up subaccount segments.
Segmenting Subaccounts in Shared Information

If you want to use segments in a subaccount or ID number (you want the number to be split into code segments separated by dashes), then you need to define those segments using the Shared Information module.

To define code segments:
1. Open Flexkey Definition (21.320.00) in the Shared Information module to define the segments for your code.
2. Define the length; select the alignment (left or right), fill character (blanks or zeros), and segment type (numeric, alphanumeric, etc.); indicate whether or not you want the segment validated; and define what the separator should be.
3. Click Save on the toolbar.
4. If you selected Validate for one or more of the code segments, open Flexkey Table Maintenance (21.330.00) and type in the possible values for the segment.
5. Click Save on the toolbar.
6. Generate the Flexkey Definitions (21.920.00) report for a listing of the code segment structure.
7. If you selected Validate for one or more of the code segments, generate the Flexkey Tables (21.930.00) report for a listing of the possible values for these segments.

Defining User and Group Access in System Manager

You or your system manager use access rights to define who can view, update, insert, delete, or enter information into various Purchasing screens. You need to define users, groups, and passwords before setting up access rights. (For more detailed instructions see the System Manager online help or user guide.)

To define users, groups, and passwords:
1. Choose Utility | Access Rights to open Access Rights Maintenance (95.270.00).
2. Select User or Group from the Type drop-down list.
3. Type the user or group ID in Group/User ID.
4. Type the company ID in Company ID or select All Companies.
5. Click Preload to access Preload Screens (95.270.01).
6. Select Purchasing to view the screens for the Purchasing module and click OK.
7. The software displays all the screen numbers from the Purchasing module at Screen/Report Number in Access Rights Maintenance (95.270.00). Use the rest of the options in this screen to specify the level of rights the user/group has in each screen.
8. Click Save on the toolbar.
9. Repeat this procedure for all users/groups.
Setting Up Vendor Information in Accounts Payable

Vendor IDs are set up through the Accounts Payable module. The following procedure is a general guide for defining vendor information. Note that you can also add vendor IDs on the fly using the Quick Maintenance feature. See the Accounts Payable online help or user guide for more detailed instructions.

To define vendor information:

1. Before working in Accounts Payable, open Terms Maintenance (21.270.00) in the Shared Information module and enter all vendor terms.
2. Develop a vendor ID coding system, with a unique ID for each vendor.
3. Open Vendor Maintenance (03.270.00).
4. Enter a vendor ID and the associated information for that vendor.
5. Click Save on the toolbar.
6. Repeat steps 4 and 5 for all vendor IDs.
7. Generate the Vendors (03.670.00) report and verify that all vendor information was entered accurately.
8. Sign off and back up the database.
Setting up Optional Modules

To set up optional modules that integrate with Purchasing, including Inventory, Order Management, Landed Cost, Inventory Replenishment, Project Controller, Currency Manager, and Customization Manager, you should refer to the online help or user guide for each corresponding module.

Defining Processing Options and Defaults

Once you have determined which optional modules to use and have completed setup for those modules, you may begin setting up the Purchasing module.

Use PO Setup (04.950.00) to adapt the Purchasing module to the structure of your organization (periods to retain purchasing documents, purchase order printing defaults, etc.). Before you can use any other Purchasing screens, you first must complete PO Setup (04.950.00).

Selecting Purchasing Process Options

Use the following procedure to select basic setup options for the Purchasing module. Choose your options carefully, as your selections will have a broad impact on the running of Purchasing and other modules. See “PO Setup, Options Tab” on page 123 for detailed descriptions of each of the fields in this tab.

To select setup options for Purchasing:

1. Open PO Setup (04.950.00).

2. Click the Options tab.

3. Select whether you want to use automatic numbering for purchase orders and receipts.

4. Enter the last purchase order number, last receipt number, last batch number, and periods to retain transactions.

5. Select options for default unit cost, voucher/adjustment debit transaction description, and voucher quantity error.

6. Enter values for inventory item carrying cost, setup cost, administrative lead time, and user-defined demand periods. This information is used for the Reorder Point (04.740.00) report.

7. Enter the desired decimal precision. Decimal precision cannot be greater than that used for Inventory.
8. Select purchase order printing options.
9. Identify the inventory cross reference options that you want.
10. Select whether you want to reopen closed purchase orders on return and create adjustment debit from returns, or default receipt units from inventory stocking units.
11. Click **Save**.

### Defining Bill-To/Ship-To Defaults

Use the following procedure to enter default billing and shipping addresses. See “PO Setup, Bill-to/Ship-to Defaults Tab” on page 128 for detailed descriptions of each of the fields in this tab.

**To enter default billing and shipping addresses:**

1. Click the **Bill-to/Ship-to Defaults** tab.

   ![Figure 3: PO Setup (04.950.00), Bill-to/Ship-to Defaults tab](image)

   2. Enter address, phone, and fax information for the location where you typically want vendors to send invoices.
   3. Enter address, phone, and fax information for the location where you typically want vendors to ship orders.
   4. Click **Save**.
Selecting Default Accounts and Subaccounts

Use the following procedure to select default purchase order accounts and subaccounts. See “PO Setup, PO Accounts Tab” on page 131 for detailed descriptions of each of the fields in these tabs.

To select default accounts and subaccounts:

1. Click the PO Accounts tab.

2. Enter a default accounts payable accrual account.
3. Enter a default accounts payable accrual subaccount.
4. Enter a default non-inventory account.
5. Enter a default non-inventory subaccount.
6. Enter a default freight account.
7. Enter a default freight subaccount.

**Note:** These accounts are used with other modules and must first be set up in the General Ledger module. See the General Ledger online help or user guide for more information.

8. Click Save.

---

**Figure 4: PO Setup (04.950.00), PO Accounts tab**

- AP Accrual Account: 2050 A/P Trade-USD
- Sub: 00-000-00-00-00-0 Default test
- Non-Inventory Accounts: 4030 Merchandise Purchases
- Sub: 00-000-00-00-00-0 Default test
- Freight Account: 7270 Freight
- Sub: 00-000-00-00-00-0 Default test
- Purchase Price Variance Account: 4300 Variance-Direct Material
- Sub: 00-000-00-00-00-0 Default test
Preparing Purchasing for Regular Transactions

Once PO Setup (04.950.00) is complete, you have to complete a few remaining steps that prepare the Purchasing module for regular operations.

To prepare Purchasing for regular transactions:

1. Enter information for all your organization’s existing open purchase orders in Purchase Orders (04.250.00). (See “Processing Purchase Orders” on page 35 for step-by-step instructions for entering purchase orders.)

2. Set up blanket or standard purchase orders. Standard orders can be used as order templates, useful for generating similar purchase orders in the future.

3. Print the Purchase Order Register (04.620.00) and verify the accuracy of open regular, blanket, and standard purchase order initial data. You may want to report purchase orders by type to group them for more efficient review.

You are now ready to begin regular entry and management of purchasing information.
Preparing Purchasing for Project Allocated Inventory

Once PO Setup (04.950.00) is complete, you have to complete a few remaining steps that prepare the Purchasing module for regular operations.

To prepare Purchasing for project allocated inventory:

1. Make sure that the Issues Account on the Inventory Accounts tab in IN Setup (10.950.00) is linked to an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00).

2. Consider whether you want to manually run Project Controller’s Financial Transaction Transfer (PA.TRN.00) to transfer the commitments to Project Controller. An alternative is to enable Automatic Financial Transaction Transfer on the PC Options and Setup tab in Project Controller Setup (PA.SET.00).
Processing Purchasing Transactions

The following procedures provide steps for processing purchasing transactions such as purchase orders and returns. They also explain how to enter receipts, enter accounts payable vouchers, and close purchasing for the period.

**Processing Purchase Orders**

You create purchase orders directly using *Purchase Orders* (04.250.00). Purchasing supports four kinds of purchase orders: regular, standard, blanket, and drop-ship.

**Entering Regular Purchase Orders**

A regular purchase order is an order for products and services purchased on credit or paid for with cash. It is the most common type of purchase order. Buyers can enter purchase orders directly while on the telephone with a vendor. See “*Purchase Orders (04.250.00)*” on page 55 for field definitions, to help you enter the appropriate information in the screen.

**To enter regular purchase orders:**

1. Open *Purchase Orders* (04.250.00).

2. Select Regular Order as the **PO Type** in the document header. (Regular purchase orders are abbreviated as OR on reports.)

3. Enter the **Vendor ID**.

4. Click the **Line Items** tab to enter the items for the order. If you are using the Inventory module, you can display the possible values list of available inventory items and make selections.
5. Click the Shipping Information tab if you need to revise or change default shipping information.
6. Click the Vendor Information tab if you need to change the default vendor address.
7. Click the Other Information tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.
8. Click Save.
9. Print the Purchase Order Register (04.620.00) report to review the purchase order for accuracy. If corrections are needed, make them in Purchase Orders (04.250.00).
10. Print the completed purchase order by clicking Print.

Entering Standard Purchase Orders

A standard purchase order is one that occurs repeatedly for a fixed quantity each time it occurs. Once created, a standard purchase order can be used as a template to produce a regular purchase order multiple times by calling the details of the standard purchase order to the screen and selecting Regular Order as the PO Type. Standard purchase orders save time by allowing you to set up a predefined purchase order for a vendor. You can then edit the resulting regular purchase order without affecting the original standard purchase order.

To enter a standard purchase order:
1. Open Purchase Orders (04.250.00).
2. Select Standard Order as the PO Type in the document header. (Standard purchase orders are abbreviated as SO on reports.)
3. Enter the Vendor ID, or leave this field blank and fill it in when you produce the regular order from the standard order.
4. Click the Line Items tab to enter the items for the order. If you are using the Inventory module, you can display the possible values list of available inventory items and make selections.
5. Click the Shipping Information tab if you need to revise or change default shipping information.
6. Click the Vendor Information tab if you need to change the default vendor address.
7. Click the Other Information tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.
8. Print the Purchase Order Register (04.620.00) report to review the purchase order for accuracy. If corrections are needed, make them in Purchase Orders (04.250.00).
9. Click Save.

To produce a regular order from a standard order:
1. Open Purchase Orders (04.250.00).
2. Select Regular Order as the PO Type in the document header.
3. Enter the standard purchase order’s number in Blanket/Std PO Nbr and press TAB or click in the detail area of the screen. This entry automatically brings the vendor shipping and inventory information from the standard purchase order into the new regular purchase order. The new regular purchase order’s line items can be changed, or you can enter additional inventory items.
4. Fill in the remaining necessary fields that you did not fill in when creating the standard order.
5. Select the appropriate Status for the order in the document header: in most cases this will be Purchase Order, unless you want to create a Quote Order first.
6. Click Save.
7. Print the purchase order by clicking Print.
Entering Blanket Orders

A blanket purchase order is one for a larger item quantity than you currently need. Usually, to receive a volume discount or to be sure of obtaining hard-to-get items, you agree to purchase the larger blanket purchase order quantity over a period of time. You order from this reserved stock until the quantity on the blanket purchase order has been purchased.

To enter a blanket purchase order:
1. Open Purchase Orders (04.250.00).
2. Select Blanket Order as the PO Type in the document header. (Blanket purchase orders are abbreviated as BO on reports.)
3. Enter the Vendor ID, or leave this field blank and fill it in when you produce the regular order from the blanket order.
4. Click the Line Items tab to specify the items you are ordering. Enter the appropriate inventory quantity and pricing information for the full-volume amount of the product. (Nothing is shipped until you convert it to a standard order.) If you are using the Inventory module, you can display the possible values list of available inventory items and make selections.
5. Click the Shipping Information tab if you need to revise or change default shipping information.
6. Click the Vendor Address tab if you need to change the default vendor address.
7. Click the Other Information tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.
8. Print the Purchase Order Register (04.620.00) report to review the purchase order for accuracy. If corrections are needed, make them in Purchase Orders (04.250.00).
9. Click Save.

To request delivery of items on a blanket purchase order:
1. Open Purchase Orders (04.250.00).
2. Select Regular Order as the PO Type in the document header.
3. Enter the blanket purchase order’s number in Blanket/Std PO Nbr and press TAB or click in the detail area of the screen. This automatically brings the vendor shipping and inventory information from the blanket purchase order into the new regular purchase order. It also brings any remaining quantity on the blanket purchase order into the regular purchase order as a line item.

Note: Any notes entered in the blanket purchase order are carried forward to the regular order. You can modify the notes in the regular order; this action has no effect on the notes in the blanket purchase order.

4. In Quantity, enter the quantity of items you want to receive.
5. Select the appropriate Status for the order in the document header.
6. Click Save. The blanket purchase order quantity is reduced by the quantity specified on the regular purchase order.
7. Print the purchase order by clicking Print.

Entering Drop-Ship Orders

A drop-ship purchase order is one for an item or items that you want the vendor to deliver to a location other than your own. For example, a customer may order goods from your company that you do not stock in your inventory.

When you issue a drop-ship purchase order, the vendor ships the item directly to your customer and sends the invoice for the item to you. Drop-ship orders do not change inventory quantities on hand since the inventory is not received into your stock. They do, however, update the quantities on purchase orders. Drop-ship orders use the abbreviation DP on reports.
To enter drop-ship purchase orders:
1. Open Purchase Orders (04.250.00).
2. Select Drop Ship as the **PO Type** in the document header.
3. Enter the **Vendor ID**.
4. Click the **Line Items** tab to specify the items you are ordering. If you are using the Inventory module, you can display the possible values list of available inventory items and make selections.
5. Click the **Shipping Information** tab and enter the shipping address of the client who will be receiving the order.
6. Click the **Vendor Information** tab if you need to change the default vendor address.
7. Click the **Other Information** tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.
8. Select the appropriate **Status** for the order in the document header.
9. Print the **Purchase Order Register** (04.620.00) report to review the purchase order for accuracy. If corrections are needed, make them in **Purchase Orders** (04.250.00).
10. Click **Save**.
11. Print the purchase order by clicking **Print** or, if you want to print multiple orders, generate the **Print Purchase Orders** (04.600.00) report.
12. After acknowledgement of receipt of goods, change the **Status** in **Purchase Orders** (04.250.00) to **Cancelled** (since drop shipments have no receipt entry).
13. Click **Save**.

**Entering Project Allocated Inventory Purchase Orders**

A project allocated inventory purchase order is a purchase order that uses the Goods for Project Inventory **Purchase For**.

The purchase order sends a project commitment to Project Controller by using **Financial Transaction Transfer** (PA.FTT.00) like the Goods for Project **Purchase For** and also increases inventory stock when you process a receipt for the purchase order like the Goods for Inventory **Purchase For**. The inventory stock is allocated to the project that you specify on the purchase order.

**To enter project allocated inventory purchase orders:**
1. Open **Purchase Orders** (04.250.00).
2. Select Regular Order as the **PO Type** in the document header. (Regular purchase orders are abbreviated as OR on reports.)
3. Enter the **Vendor ID**.
4. Click the **Line Items** tab to enter the items for the order.
   a) In **Purchase For**, select Goods for Project Inventory.
   b) Specify the inventory item ID, the quantity ordered, and the cost.
   c) Specify the project ID and the task ID for the project commitment in **Project** and in **Task**, respectively.

   **Note:** The account in Commit Account defaults from Issues Account in **IN Setup** (10.950.00) after you specify the project ID. This account must be linked to an account category in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).
   d) Specify any other information that you require.
5. Click the **Shipping Information** tab if you need to revise or change default shipping information.
6. Click the **Vendor Information** tab if you need to change the default vendor address.
7. Click the **Other Information** tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.

8. Click **Save**.

9. Print the **Purchase Order Register** (04.620.00) report to review the purchase order for accuracy. If corrections are needed, make them in **Purchase Orders** (04.250.00).

10. Print the completed purchase order by clicking **Print**.

### Sending or Resending Purchase Orders and Change Orders Electronically

**Purchase Orders** (04.250.00), **Print Purchase Orders** (04.600.00), and **Print Change Notices** (04.610.00) enable you to transmit purchase orders and change orders electronically using Quick Send. You must first configure Quick Send for the Purchase Order document type on **Quick Send Setup** (21.951.00) in the Shared Information module. For more information, see “Setting up Quick Send” in the Shared Information online help or user guide.

You must also select Quick Send settings for the vendor on the **Quick Send** tab of **Vendor Maintenance** (03.270.00) in the Accounts Payable module. Additional recipients can also be defined on **Additional Receivers** (03.270.01). A purchase order is sent to the recipient defined on the **Quick Send** tab of **Vendor Maintenance** (03.270.00) and each additional recipient when it is transmitted electronically. For more information, see “Entering Vendor Quick Send Preferences” in the Accounts Payable online help or user guide.

Purchase orders and change orders can also be sent to a recipient once with the intent that purchase orders and change orders will not be sent to the recipient in the future. Quick Send preferences defined for a one-time recipient are not retained for future use.

You can also resend purchase orders using **Quick Send Inquiry** (21.200.00) in the Shared Information module. A Quick Send request is created each time a purchase order is printed from **Print Purchase Orders** (04.600.00) or **Print Change Notices** (04.610.00). Select the most recent Quick Send request to ensure the vendor receives the current details of the purchase order. For more information, see “Resending Documents Delivered Electronically” in the Shared Information module online help or user guide.

To send or resend purchase orders or change orders electronically using **Purchase Order Maintenance** (04.250.00):

1. Determine which purchase order to transmit.
2. Open **Purchase Orders** (04.250.00).
3. Select the purchase order number of the document determined in step 1 in **PO Number**.
4. Click **Quick Send**.

   **Note:**
   - Purchase orders are sent electronically to each recipient defined for the vendor on the **Quick Send** tab of **Vendor Maintenance** (03.270.00) and on **Additional Receivers** (03.270.01) in the Accounts Payable module when purchase orders are printed for the first time or reprinted due to revisions.

To send purchase orders or change orders electronically using **Purchase Orders** (04.600.00) or **Print Change Notices** (04.610.00):

1. Open **Print Purchase Orders** (04.600.00) or **Print Change Notices** (04.610.00).
2. Click **Print**.

   **Note:**
   - Purchase orders and change orders do not print for vendors set up for Quick Send. Instead, purchase orders and change orders are sent electronically to each recipient defined for the vendor on the **Quick Send** tab of **Vendor Maintenance** (03.270.00) and on **Additional Receivers** (03.270.01) in the Accounts Payable module.
To send purchase orders or change orders to one-time receivers:
1. Determine which purchase order you want to send to the one-time recipient.
2. Open Purchase Orders (04.250.00).
3. Select the purchase order number determined in step 1 in PO Number.
4. Click Quick Send to One-time Receiver. One-time Receiver (04.250.01) displays.
5. Select the appropriate manner to send the purchase order to the one-time recipient in Delivery Method.
6. Select the appropriate settings for the one-time recipient based on the delivery method.
7. Click Send Request to send the purchase order to the one-time recipient.

Reprinting a Purchase Order or Change Order
You can reprint a purchase order or change order using the Print button in Purchase Orders (04.250.00). You should select Change to reprint a purchase order.

To reprint a purchase order or change order:
1. Open Purchase Orders (04.250.00).
2. Enter a valid purchase order number in PO Number. General information for the purchase order such as type and status, vendor ID and terms, and purchase order totals are displayed.
3. Click **Print**. **Print PO (04.250.08)** will display.

![Figure 8: Print PO (04.250.08)](image)

**Note:**

- If the purchase order has already been printed, **PO Printed** will be checked. If a change order has already been printed for this order, **CO Printed** will be checked.

- Purchase orders and change orders do not print for vendors set up for Quick Send. Instead, purchase orders and change orders are sent electronically to each recipient defined for the vendor on the **Quick Send** tab of **Vendor Maintenance (03.270.00)** and on **Additional Receivers (03.270.01)** in the Accounts Payable module.

4. Check **Print PO** to reprint a purchase order or **Print CO** to reprint a change order.

5. Click **Begin Processing**.
Entering Receipts and Accounts Payable Vouchers

The Purchasing module provides tracking of receipts against purchase orders using Receipt/Invoice Entry (04.010.00).

Releasing receipts automatically updates Accounts Payable and, if you are using the Inventory module, inventory quantities and costs.

With the Purchasing module, you can retain receipt records in the database for up to 99 accounting periods. The value of Periods to Retain Transactions in PO Setup (04.950.00) specifies the maximum number of periods after the current period to retain receipt records.

Note: If you use Purchasing and Project Management and Accounting modules and if you must record actual costs accurately to projects, then you should not use Receipt/Invoice Entry (04.010.00). Instead, use Voucher and Adjustment Entry (03.010.00) in Accounts Payable, and enter all project-related purchase order items categorized only as drop shipments. See “Receipt/Invoice Entry (04.010.00)” on page 81 for more information.

Processing Receipts with Invoices

Receipt/Invoice Entry (04.010.00) is a batch-controlled screen used by purchasing or accounting personnel to record receipt and invoice information and create accounts payable vouchers from receipts.

To process receipts with invoices:

1. Open Receipt/Invoice Entry (04.010.00).

2. Enter the PO Number in the Document frame of the order for which items are being received.

3. Record item quantities received in the Detail frame Quantity field.

Figure 9: Receipt/Invoice Entry (04.010.00), grid view
4. If the receipt is for a Sales Order, then when you click in the Detail frame to enter quantities received, this enables the **Sales Orders** button. Click **Sales Orders** to display Receipts for Sales Orders (04.010.07) and record sales order details. When the receipt is released, inventory quantity on hand is updated, but the quantity allocated for the specified sales order is also updated. Therefore, the quantity available for this item does not change.

5. If the vendor invoice is included with the receipt, click **Invoice** to display Invoice Information (04.010.02) and record vendor invoice details.

6. Select Create Voucher for Receipt in the Document frame. If you do not want to create vouchers during receipt entry, you can do so later using Voucher and Adjustment Entry (03.010.00) in Accounts Payable.

   **Note:** If you plan to release receipts in batches, vouchered and unvouchered receipts must be in separate batches. You may not mix them in the same batch.

7. Select Exclude Freight from Discount if you do not want to include freight charges in the vendor discount calculation.

8. Before releasing receipts, print the PO Receipts Edit Report (04.810.00) to verify the accuracy of all transactions entered. Make any necessary changes to the receipts and regenerate the PO Receipts Edit Report (04.810.00).

   **Note:** If you use a batch release, assign the batch a status of On Hold so you can first preview the batch using the PO Receipts Edit (04.810.00), to compare its data with the actual receipt.

9. Once all information is accurate, you can release the receipt or batch immediately by setting Handling to Release Now in Receipt/Invoice Entry (04.010.00). (You may also choose Release Later to process receipts later using Release Receipt Batches (04.400.00). See “Release Receipt Batches (04.400.00)” on page 113 for more information.

   **Note:** Batches should have a status of Balanced before they are released in Release Receipt Batches (04.400.00). Releasing a batch of vouchered receipts updates inventory records for the receipts entered (if you are using the Inventory module). It also places the associated accounts payable voucher batch on hold in Voucher and Adjustment Entry (03.010.00) in Accounts Payable.

   **Note:** You will not see a change in Receipt/Invoice Entry (04.010.00) Status immediately upon choosing a batch Handling option. The change will appear after you enter the document or batch, click Finish on the toolbar, and reopen it in Receipt/Invoice Entry (04.010.00).

10. When you choose Release Now in the Batch frame Handling and click Finish on the application toolbar, Insert Level displays. Using this screen, you can choose whether to release the entire batch or just this document. (This screen also displays when you choose Hold, No Action, or Release Later in Handling in the Batch frame and click Finish.) By releasing just the document, you can add additional documents to the batch when you are returned to Receipt/Invoice Entry (04.010.00).

![Figure 10: Insert Level](image)

11. Choose Batch or Document and click OK to process the release. Click Cancel if you want to cancel the procedure.
12. When you click OK and close Receipt/Invoice Entry (04.010.00), Process Status (04.400.00) appears, showing the release progress. When it shows Process completed, click OK to close the dialog box. (This dialog box also displays when you release batches in Release Receipt Batches (04.400.00).)

![Process Status](image)

*Figure 11: Process Status (04.400.00)*

After you release a batch of receipts, and if you selected Automatic Batch Reports in GL Setup (01.950.00), the software automatically generates a batch control report that lists all receipts entered.

**Entering Returns to Vendors**

Occasionally, it may be necessary to return items to a vendor that you have received into inventory. The software supports returns to vendors and creates the appropriate Return to Vendor (RTV) form from Receipt Type in Receipt/Invoice Entry (04.010.00). RTV documents reference the original purchase order. The software tracks quantity returned by vendor, item, and site for reporting. If Purchasing is integrated with Inventory, Inventory is updated when the RTV is shipped.

Be sure to note that:

- Returns reference a purchase order, but do not reference a specific receipt.
- Returns can only be entered and processed for a purchase order after one or more receipts have been processed for the purchase order.
- Returned quantity cannot exceed received quantity for each item on the purchase order.

To process an RTV, you must make an adjustment to the purchase order associated with the returned items, as follows:

1. Open Receipt/Invoice Entry (04.010.00).
2. Select Return for the Receipt Type in the Document frame.
3. Select to default either All or None of the purchase order lines.
4. Enter the appropriate PO Number in the Document frame.
5. Returns may reopen the purchase order (if it was already closed) so that a subsequent receipt can be processed. This would typically be done for returns to exchange goods. You can control this by checking Reopen Closed PO Lines in Receipt/Invoice Entry (04.010.00). Returns may also create adjustment debit (AD) documents in Accounts Payable. This would typically be done for returns for a refund or credit, where no replacement goods will be received.
6. The original receipt number must be entered in the Detail frame if the inventory item costing method is FIFO, LIFO, or Specific Identification.
7. Complete the return as you would a regular receipt.

**Entering Returns for Project Allocated Inventory**

Occasionally, it may be necessary to return items for inventory that you have allocated to a project. The software supports returns for project allocated inventory and creates the appropriate Return to Vendor (RTV) form from Receipt Type in Receipt/Invoice Entry (04.010.00). RTV documents reference the original purchase order. The software tracks quantity returned by vendor, item, and site for reporting.
If the Purchase For is Goods for Project Inventory on the original purchase order in Purchase Orders (04.250.00), Inventory is updated when the RTV is shipped and the project allocation is reversed. If you specify to reopen the purchase order line, a project commitment is created.

Be sure to note that:

- Returns reference a purchase order, but do not reference a specific receipt.
- Returns can only be entered and processed for a purchase order after one or more receipts have been processed for the purchase order.
- Returned quantity cannot exceed received quantity for each item on the purchase order.

To process a RTV, you must make an adjustment to the purchase order associated with the returned items, as follows:

1. Open Receipt/Invoice Entry (04.010.00).
2. Select Return for the Receipt Type in the Document frame.
3. Select to default either All or None of the purchase order lines.
4. Enter the appropriate PO Number in the Document frame.
5. Returns may reopen the purchase order (if it was already closed) so that a subsequent receipt can be processed. This would typically be done for returns to exchange goods. You can control this by checking Reopen Closed PO Lines in Receipt/Invoice Entry (04.010.00).
6. Returns may also create adjustment debit (AD) documents in Accounts Payable. This would typically be done for returns for a refund or credit, where no replacement goods will be received. You can control this by checking Create AD from Return in Receipt/Invoice Entry (04.010.00).
7. The original receipt number must be entered in the Detail frame if the inventory item costing method is FIFO, LIFO, or Specific Identification.
8. Complete the return as you would a regular receipt.
Closing Purchasing for the Period

You should close purchasing for the period after you close the general ledger for the period. Use General Ledger’s Closing (01.560.00) to close purchasing and general ledger for the period.

To complete the purchasing processing cycle, you typically close purchasing at the end of a fiscal period. The tasks normally involved in a closing include deleting detail and generating month-end reports. If you do not delete purchasing detail before beginning the closing process, you can still delete purchasing detail by selecting Delete Detail in General Ledger’s Closing (01.560.00).

To close purchasing:

1. Review all open purchase orders and determine if any have been completed recently and should be closed (for example, a vendor who previously was able to supply only part of an order may have recently supplied the items that complete the order). You may review open purchase orders by printing Purchase Order Status/History (04.630.00) and comparing it to the information in PO Receipts Inquiry (04.200.00).

2. Next, review all receipts to make sure they have been entered. You may review receipts by printing the Receipts Register (04.650.00) report, or by reviewing information in PO Receipts Inquiry (04.200.00), and comparing information with hardcopy receipts.

3. Open Delete Purchase Orders (04.500.00).

4. Delete released receipts, cancelled and completed purchase orders, and completed or voided batches after these documents have been retained in the database for their maximum number of prior periods, as defined in PO Setup (04.950.00).

   Note: The software identifies a purchase order as complete when quantities received equal or exceed quantities ordered, or when you change its status to Complete in Purchase Orders (04.250.00). The software identifies a purchase order as cancelled when you change its status to Cancelled in Purchase Orders (04.250.00).

5. Delete blanket and standard purchase orders with an expiration date prior to the current date.

6. Finally, print the following period-ending reports:
   - Purchase Order Register (04.620.00)
   - Receipts Register (04.650.00)
   - Purchase Order Status/History (04.630.00)
Performing Inquiries and Printing Reports

Performing Inquiries Using Inquiry Screens

Purchasing inquiry screens display information about the status of various line items on all types of purchase orders. While it is possible to look up information on any maintenance or data entry screen, the primary purpose of those screens is for entering and editing purchasing information.

As you set up the Purchasing module, you may use inquiry screens in Initialize mode to enter history about your company’s existing purchase orders. However, once you have set up the Purchasing module and have entered all existing purchase order information, you generally use inquiry screens to look up, not change, information.

The Purchasing module’s inquiry screens are PO Receipts Inquiry (04.200.00) and Item/Vendor History (04.310.00). Purchasing also generates several reports that allow you to inquire into the status of purchase orders. Any of these reports can be printed, sent to a file, or viewed on the screen.

For purchase orders sent electronically, you can view details about a purchase order’s Quick Send request on Purchase Orders (04.250.00) by clicking the Quick Send Inquiry button or on Quick Send Inquiry (21.200.00) in the Shared Information module.
Purchase Order Inquiries

Once a purchase order has been processed, use *Purchase Orders (04.250.00)* to make inquiries about purchase order items. See “Purchase Orders (04.250.00)” on page 55 for more information about the fields in this screen.

**To make a purchase order inquiry:**

1. Open *Purchase Orders (04.250.00).*

![Figure 12: Purchase Orders (04.250.00), Line Items tab, grid view](image)

2. Enter a valid purchase order number in **PO Number**. General information for the purchase order such as type and status, vendor ID and terms, and purchase order totals are displayed.

3. You can also look up:
   - Receipt and voucher information, by clicking **Receipt/Voucher**, which invokes *Receipt and Voucher Amounts (04.250.05)*. (For more information on receipts, use *PO Receipts Inquiry (04.200.00)*. You must first have tabbed to or clicked in the detail area, to enable the **Receipt/Voucher** button.
   - Sales order information, by clicking **Sales Orders**. **Sales Orders** is enabled if the purchase order is for Goods for Sales and you tab to or click in the detail area.

4. Click the **Shipping Information** tab to review shipping address information.

5. Click the **Vendor Information** tab to review vendor address information.

6. Click the **Other Information** tab if you need to select a terms ID or buyer ID, or indicate whether or not a Certificate of Compliance is required for the purchase order.
Receipts Inquiries

Use the following procedure to make inquiries about purchase order receipts. See “PO Receipts Inquiry (04.200.00)” on page 101 for more information about the fields in this screen.

To make a receipt inquiry:

1. Open PO Receipts Inquiry (04.200.00).

![PO Receipts Inquiry (04.200.00), grid view](image)

**Figure 13:** PO Receipts Inquiry (04.200.00), grid view

2. Enter a valid purchase order number in **PO Nbr**.

   The Document frame displays general information for the purchase order such as type and status, billing and shipping addresses, and receipt status.

   The Detail frame displays all receipts for the purchase order. It provides details for each receipt including receipt date, item numbers, costs, accounts and subaccounts, and voucher status.
Vendor and Item History Inquiries

Use the following procedure to review an inventory item’s period and year-to-date activity with a specific vendor. See “Item/Vendor History (04.310.00)” on page 110 for more information about the fields in this screen.

To make vendor and item history inquiries:

1. Open Item/Vendor History (04.310.00).
2. Enter the **Inventory ID** and **Vendor ID**. The item’s activity history with the vendor displays.
Performing Inquiries Using Reports

The Purchasing module generates several reports that allow you to perform inquiries and review the status of several different elements of purchase orders. Any of these reports can be printed, sent to a file, or viewed on the screen. The primary purchasing reports used for inquiries are:

- **Purchase Order Register (04.620.00)** — This report lists information for purchase orders, as originally entered in *Purchase Orders* (04.250.00).

- **Purchase Order Status/History (04.630.00)** — This report lists information for purchase orders, as originally entered in *Purchase Orders* (04.250.00), including the current status of these purchase orders, and any history (receipts, change orders, etc.) that has occurred to-date for the purchase orders.

- **PO Receipts Edit (04.810.00)** — This report lists document and transaction information for purchasing batches entered in *Receipt/Invoice Entry* (04.010.00) and other Purchasing screens.

See the “Reports” section for more information about the reports listed above. To view and print any of these reports, use the “Generating and Printing Reports” procedure below.
Performing Inquiries for Quick Send Requests

When you send a purchase order electronically to a vendor and any additional recipients you have designated, a Quick Send request is created for each contact you have selected. The request instructs Application Server to transmit the document according to the vendor’s and additional receivers’ preferences defined on the Accounts Payable Vendor Maintenance (03.270.00), Quick Send tab and on Additional Receivers (03.270.01), which is accessed from the Quick Send tab by clicking the Additional Receivers button.

You can view Quick Send request details on the Shared Information Quick Send Inquiry (21.200.00) screen, which you can access through Purchase Order Maintenance (04.250.00).

To view purchase order Quick Send request details using Purchase Order Maintenance (04.250.00):

1. Determine which purchase order’s Quick Send request details to view.
2. Open Purchase Order Maintenance (04.250.00). Purchase Orders (04.250.00) displays.

3. Select the purchase order number of the document determined in step 1 in PO Number.
4. Click Quick Send Inquiry. The screen opens, and the Quick Send request details for the purchase order display.

![Figure 15: Purchase Orders (04.250.00)](image-url)
Generating and Printing Reports

For complete descriptions of the purchasing reports that the software offers, see the “Reports” section.

To generate purchasing reports:
1. Open the Purchasing menu, select the Reports option, and select the name of the report you want to view or print.
2. Select the format, sort order, and selection criteria for the report output. For an explanation of the standard report option fields used to generate reports, see the System Manager online help or user guide for more information. Also see the specific report description in the “Reports” section.
3. Click Printer Options to change the destination of the report output (display, file, or printer).
4. Click Print to generate the report.

To print a purchasing report using the Application Server:
1. Open the Purchasing menu, select the Reports option, and select the name of the report you want to print.
2. Complete the fields and options on each tab of the ROI screen. (See the System Manager online help or user guide for more information.)
3. From the toolbar, choose Edit | Submit to Application Server. (See the Application Server online help for information on completing this process.)
Data Entry Screens

Purpose of Data Entry Screens

Data entry screens are the screens in which you enter purchasing transactions. While you also may look up information on any accessible data entry, these screens are mainly for entering and editing purchasing information. Purchasing provides inquiry screens that display information about the status of various line items on all types of purchase orders.

Purchase Orders (04.250.00)

Use *Purchase Orders* (04.250.00) to process purchase orders directly. Keep in mind the following:

- You can change the status of a completed purchase order.
- If you use the Order Management module and do not use the Inventory module, you cannot enter an inventory ID as part of document details.

![Purchase Orders (04.250.00)](image)

*Figure 16: Purchase Orders (04.250.00)*

Following are the field descriptions for *Purchase Orders* (04.250.00).

**PO Number**

*PO Number* is a unique number that identifies the number of the purchase order. *PO Number* can be automatically generated or it can be keyed in manually. The option is set up in *PO Setup* (04.950.00).

To select an existing purchase order number, place the cursor in *PO Number* and press F3 (or double-click the right mouse button). The *Purchase Orders List* is displayed. You can select an existing purchase order number from *Purchase Orders List*. 
**PO Type**

**PO Type** specifies the type of purchase order: Regular Order, Drop-Ship, Blanket Order, or Standard Order:

- **Regular Order** purchase order is an order for products that you will receive against. Regular Order is the default **PO Type**.
- **Drop-Ship** is an order for an item a customer has ordered from your company, but your company does not receive that item into inventory. When you issue a drop-ship purchase order, the vendor supplying the item ships the item directly to your customer and sends the invoice for the item to you.
- **Blanket Order** is an order for a larger item quantity than you currently need. Usually, to receive a volume discount or to be sure of obtaining hard-to-get items, you agree to purchase the larger blanket order quantity over a period of time. When you create regular orders that reference a blanket order, the system automatically reduces the open quantity on the blanket order.
- **Standard Order** is a template for an order that occurs repeatedly for a fixed amount each time. Once created, a standard order can be used to produce a regular order multiple times by calling the details of the standard order to the screen and assigning it the regular order type. You can then edit the resulting regular order without affecting the original standard order.

In summary, Regular Order and Drop-Ship order types are used for routine purchase order processing. Blanket Order and Standard Order order types are used as templates to set up orders that will not actually be processed until a Regular Order or Drop-Ship order is created against them.

**Note:** Regular Order and Drop-Ship purchase order types can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00).

**Company**

**Company** displays the company for which you are currently processing. To select an existing company, place the cursor in **Company** and press **F3** (or double-click the right mouse button). **Company List** is displayed. You can select an existing company from **Company List**.

**Note:** All companies share the same purchase order number sequence, so all purchase order numbers are unique in a single database.

**Notes/Attachments (icon)**

**Notes/Attachments** allows the entry of notes or attaching a source document to this purchase order. Click the **Notes/Attachments** button 📜 to choose to enter either a note or attach source documents. For more information, refer to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user guide or help.

**Vendor ID**

**Vendor ID** identifies the vendor ID of the vendor that is being used for the purchase order. (The vendor name is displayed immediately below **Vendor ID**.)

To select an existing vendor ID, place the cursor in **Vendor ID** and press **F3** (or double-click the right mouse button). **Vendor List** is displayed. You can select an existing vendor from **Vendor List** or you can add a new vendor.

**Vendor Maintenance (button)**

Clicking the **Vendor Maintenance** button invokes **Vendor Maintenance** (03.270.00) from the Accounts Payable module.

**Status**

**Status** displays the order’s current stage of processing.
• Open Order (O) — Open purchase order; stays open until all line items of the purchase order are received. An order can also be reopened for a return.

• Purchase Order (P) — Purchase order has been created for the first time and nothing has been received against it.

• Quote Order (Q) — Quote order has been created.

• Completed (M) — All line items of the purchase order have been received and the order is now closed. The software deletes the records of all completed purchase orders that have been retained for the maximum number of periods (as specified on PO Setup (04.950.00) when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).

• Cancelled (X) — Purchase order was cancelled. Details of cancelled purchase orders appear on the Purchase Order Register (04.620.00) report. The software deletes all cancelled purchase orders when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide.)

Note: Open Order and Purchase Order statuses can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00).

Project

Project identifies the project number for which the purchase is being made. The project information in the grid is defaulted from this field. (The project description is displayed immediately below Project.)

To select an existing project, place the cursor in Project and press F3 (or double-click the right mouse button). Active P/O Projects List is displayed if Project Controller is installed. You can select an existing project from Active P/O Projects List or you can add a new project.

Blanket/Std PO Nbr

Blanket/Std PO Nbr specifies the number of the blanket purchase order from which the regular purchase order is being created. A user is also able to enter a standard order template number in this field.

To select an existing blanket purchase order number, place the cursor in Blanket/Std PO Nbr and press F3 (or double-click the right mouse button). Blanket/Standard PO List is displayed. You can select an existing blanket purchase order number from the Blanket/Standard PO List.

Print (button)

Print launches Print PO (04.250.08), which can be used to print purchase orders and change orders.

Quick Send (button)

Click Quick Send to transmit the purchase order electronically to the recipients defined for the vendor on the Quick Send tab of Vendor Maintenance (03.270.00) and on Additional Receivers (03.270.01) in the Accounts Payable module. The button is available when options are defined for the Purchase Order document type on Quick Send Setup (21.951.00) in the Shared Information module and Quick Send is selected for the vendor on the Quick Send tab of Vendor Maintenance (03.270.00).

Note: Purchase orders are sent electronically to each recipient defined for the vendor on the Quick Send tab of Vendor Maintenance (03.270.00) and on Additional Receivers (03.270.01) in the Accounts Payable module.

Quick Send Inquiry (button)

Click Quick Send Inquiry to open Quick Send Inquiry (21.200.00) in the Shared Information module. Use this screen to view the details of a purchase order’s Quick Send request or to resend a purchase order using the detail of the purchase order when it was last transmitted electronically. The button is disabled if the document has not been sent electronically.
Publish to SharePoint (button)
Click to send the document to a SharePoint site using the Doc Share feature. Publish to SharePoint is available if

- Doc Share is set up for vendors in System Manager SharePoint Site Configuration (98.360.00). See the System Manager online help or user guide for more information.
- Disable Document Publishing to SharePoint is not selected on the Accounts Payable Vendor Maintenance (03.270.00), Other Options tab.
- SharePoint settings for this vendor are configured. Do this by clicking Create/Modify SharePoint Site on the Vendor Maintenance (03.270.00) toolbar and revising the settings as needed on SharePoint Site Creation/Linking (21.960.00). You must click OK in SharePoint Site Creation/Linking (21.960.00) to prepare the SharePoint site to receive the vendor’s documents.

Total Amount
Total Amount displays the total extended cost for all line items in the purchase order.

Quick Send to One-time Receiver (button)
Click Quick Send to One-time Receiver to open One-time Receiver (04.250.01). Use this screen to identify the Quick Send preferences for a recipient that is not defined on the Quick Send tab of Vendor Maintenance (03.270.00) or on Additional Receivers (03.270.01) in the Accounts Payable module. The purchase order is transmitted to the one-time recipient using the selected Quick Send preferences. The Quick Send to One-time Receiver button is available when the Purchase Order document type is defined on Quick Send Setup (21.951.00) in the Shared Information module.
Purchase Orders, Line Items Tab

Use the Line Items tab of Purchase Orders (04.250.00) to enter detailed information about the items on the purchase order.

![Purchase Orders (04.250.00), Line Items tab](image)

**Figure 17: Purchase Orders (04.250.00), Line Items tab**

Following are the field descriptions for the Line Items tab of Purchase Orders (04.250.00).

**Purchase For**

*Purchase For* identifies the type of goods or services that appear on the purchase order. *Purchase For* displays one of the following types of goods or services:

- **Description Line** — Allows the user to enter additional lines of description on the purchase order. A receipt is not entered for this item. When Description Line is selected, all fields in the line item become disabled except for *Alternate ID / Descr*. The description references the line item above it.
- **Freight Charges** — Allows a user to enter the extended cost for the freight charges that apply to the purchase order. The account and subaccount information default from the values entered in *PO Setup* (04.950.00). A receipt can be entered for this item.
- **Goods for Inventory (GI)** — This is the default for all new purchase orders. A receipt is entered for this item, and the software updates inventory and matches an accounts payable voucher to the receipt if you are also using the Inventory module.
- **Goods for Project (GP)** — A receipt is entered for this item, which updates the specified project. The software does not update inventory, but does match an accounts payable voucher to the receipt if you are also using the Project Controller module.
- **Goods for Project Inventory (PI)** — A receipt is entered for this item, which updates both the specified project and inventory. The software matches an accounts payable voucher to the receipt if you use both the Inventory module and the Project Controller module.
**Note:** The Inventory module and Purchasing must be installed and registered, and Project Controller must be setup along with an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00) for the Issues Account on the Inventory Accounts tab in IN Setup (10.950.00). Additionally, the Inventory Item must not be an expired lot (Issue Method is not Expiration).

- **Goods for Sales Order (GS)** — A purchase order of this type must have a sales order linked to it. A receipt is entered for this item, which updates the specified sales order. The software updates inventory and matches an accounts payable voucher to the receipt if you are also using the Inventory module.

- **Goods for Project Sales Order (PS)** — A purchase order that contains this type of inventory must have a sales order linked to it. The project information from the sales order is transferred to the purchase order. A receipt is entered for this item, which updates the specified sales order. The software updates inventory and creates a project commitment. The software matches an accounts payable voucher to the receipt.

**Note:**

The Inventory module and Purchasing must be installed and registered, and Project Controller must be setup along with the COGS Account associated with the Order Type of the sales order must have an Account Category setup in the Chart of Account Maintenance (01.260.00) and the Inventory Item must not be an expired lot (Issue Method is not Expiration). Order Management Setup (40.950.00) must be setup up and the Send the Project/Task from Sales Order to Purchase Order check box on the Order/Shipper Entry tab must be selected for the “Goods for Project Sales Order” type to appear on the drop down list.

- **Misc Charges** — Allows a user to enter the extended cost for the miscellaneous charges that apply to the purchase order. The account and subaccount information default from the values entered in PO Setup (04.950.00). A receipt can be entered for this item.

- **Non-Inventory Goods (GN)** — A receipt is entered for this item but it does not update inventory. Instead, the costs are expensed and an accounts payable voucher is matched to the receipt.

- **Services for Expense (SE)** — A receipt is not entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order. Inventory items for a Services for Expense purchase order must be non-stock inventory.

- **Services for Project (SP)** — A receipt is not entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order and updates the specified project after the voucher is released, if you are also using the Project Controller module.

**Note:** If the PO Type in Purchase Orders (04.250.00) is Drop-Ship, then an additional goods type, Goods for Drop Ship, will appear in the Purchase For drop-down list. No receipt is entered for this item. Instead, the software matches an accounts payable voucher directly to the purchase order.

**Note:** Goods for Project, Services for Project, Goods for Project Inventory, Goods for Project Sales Order, Goods for Drop Ship, Non-Inventory Goods, Misc Charges, and Freight Charges purchase types can be transferred to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00). If the Automatic Financial Transaction Transfer check box is selected in the Project Controller Setup (PA.SET.00), PC Options and Setup tab, the release process in Purchasing will automatically run Financial Transaction Transfer (PA.TRN.00) for the specific batch being released.

**Inventory ID**

*Inventory ID* displays the valid inventory ID for the goods or services displayed in *Purchase For*.

- If you are also using the Inventory module, *Inventory ID* accepts a valid inventory ID or non-stock inventory ID, such as Misc.
• If you are not using the Inventory module, **Inventory ID** accepts the optional item ID (maximum 10 characters) entered on the purchase order.

• To select an existing inventory ID, place the cursor in **Inventory ID** and press `F3` (or double-click the right mouse button). **Inventory Item List** is displayed if the Inventory module is installed. You can select an existing inventory item from **Inventory Item List** or you can add a new inventory item.

**Inventory Lookup (button)**

**Inventory Lookup** opens the **Inventory Item Lookup** (10.210.00) from the Inventory application if the Inventory module is installed. Use **Inventory Item Lookup** (10.210.00) to find an inventory item based on alternate IDs, a partial description, or item attributes.

An alternative to clicking the **Inventory Lookup** button is to place the cursor in **Inventory ID** and press `ALT+F3` to open **Inventory Item Lookup** (10.210.00).

**Site ID**

**Site ID** displays the site ID for the items, as set up in the Inventory module, on the purchase order. (A site ID identifies the inventory storage location where the purchase order items will be received, if you are using the Inventory module and have established multiple warehouses.)

• If the **Bill of Material by Site** field is checked in **Bill of Material Setup** (11.950.00) **, Options** tab, the **Site ID** will default to the **Global Site ID** defined in **Bill of Material Setup** (11.950.00), **Options** tab.

• If the **Bill of Material by Site** field is unchecked in **Bill of Material Setup** (11.950.00), **Options** tab, the **Site ID** will default to the **Default Site ID** defined in **IN Setup** (10.950.00), **Site Defaults** tab.

To select an existing site ID, place the cursor in **Site ID** and press `F3` (or double-click the right mouse button). If the Inventory module is installed, **Site List** is displayed and lists the existing site IDs from which you can select.

**Quantity Ordered**

**Quantity Ordered** displays the quantity ordered for an item in the Detail frame for the purchase order.

**UOM**

**UOM** displays the unit of an item in the Detail frame for the purchase order. (The unit of measure is the unit (box, each, etc.) by which the item is purchased and/or received.)

To select an existing unit of measure, place the cursor in **UOM** and press `F3` (or double-click the right mouse button). If the Inventory module is installed, **Inventory Unit List** is displayed and lists the existing unit of measures from which you can select.

**Unit Cost**

**Unit Cost** displays the last, average, or standard unit cost of the item on the purchase order. The type of unit cost displayed is based on the entry at **Default Unit Cost** in **PO Setup** (04.950.00).

**Extended Cost**

**Extended Cost** displays the item’s unit cost times the number of units ordered for the purchase order. The extended cost of an item is calculated based on the values in **Quantity Ordered** and **Unit Cost**.

**Unit Weight**

**Unit Weight** displays the weight of an item based on the amounts displayed in **UOM** and **Quantity Ordered**.

**Ext Weight**

**Ext Weight** displays the extended weight of an item. The software automatically calculates **Ext Weight** by multiplying **Quantity Ordered** by **Unit Weight**.
Date Required

Date Required displays the date when your organization requires receipt of the items on the purchase order.

Promised

Promised displays the date when your organization promised receipt of the items on the purchase order.

Receipt Qty Min %

Receipt Qty Min % (minimum receipt quantity control percentage) displays the minimum acceptable item quantity, expressed as a percentage of the item quantity ordered, that your organization has to receive to complete an item’s transaction detail line during receipts entry.

Example: If an item’s order quantity was 500 units and your organization has to receive 450 units to complete item receipt, 90.00 (90%) displays. The minimum value displayed cannot be less than zero or greater than 100. A zero means no minimum quantity is required.

Rcpt Max %

Rcpt Max % (maximum receipt quantity control percentage) displays the maximum item quantity, expressed as a percentage of the item quantity ordered, that your organization can receive and still complete the item’s transaction detail line during receipts entry. This field defaults to 100% from the vendor file.

Example: If an item’s order quantity was 500 units and your organization can receive up to 600 units, 120.00 (120%) displays. The value displayed must be zero or greater and can be up to 999.99. A zero means no maximum quantity is required.

Receipt Action

Receipt Action displays the type of action message displayed and the action the software should take when the actual quantity received was something other than what was entered in Receipt Qty Min % and Rcpt Max %.

Receipt Action displays one of the following action options:

• Error & Reject Qty — The software issues an error message and rejects all receipt quantities falling outside of the item’s minimum and maximum percentages.

• Warn & Accept Qty — The software issues a warning message for all receipt quantities falling outside of the item’s minimum and maximum values, but accepts any receipt quantity of the item you specify.

• Accept Qty No Warn — The software accepts any receipt quantity of the item.

Receipt Status

Receipt Status displays the current receipt status against a line item on the purchase order. The possible statuses are Not Received, Partially Received, Fully Received, and No Receipts Expected. Also see “Status Changes to Documents and Batches” on page 20.

Alternate ID / Descr

In the Alternate ID / Descr boxes, the alternate ID and description attached to the inventory item will appear after the vendor ID and inventory ID are entered. Alternate IDs are defined in Item Cross References (10.380.00) in the Inventory module. Note that the description is that of the inventory item the alternate ID references.

To select an existing alternate ID, place the cursor in Alternate ID / Descr and press F3 (or double-click the right mouse button). If the Inventory module is installed, Entity/Item Cross Reference List is displayed and lists the existing alternate IDs from which you can select.
Include in Lead Time Calc.

If the Inventory Replenishment module is installed, the Include in Lead Time Calc. check box is selected by default to calculate lead time for inventory replenishment of line items. If, for a particular order, you do not want to include an item in your calculation time (for example, if you have requested overnight shipment of an item for special circumstances), and you do not want the quick turnaround to impact the normal lead time calculation for that item, click the check box to clear it.

Account

Account displays the general ledger account updated by the amount of the transaction detail line on the purchase order. The account must match the corresponding project if Purchase For is set to Goods for Project or Goods for Project Inventory.

- To select an existing account, place the cursor in Account and press F3 (or double-click the right mouse button). Active Account List is displayed and lists the existing accounts from which you can select.
- Account cannot be changed when the Purchase For type is Goods for Inventory, Goods for Sales Order, Goods for Project Inventory, or Goods for Project Sales Order.

Project

Project identifies what project the purchase is for. This field is only enabled if the Project Controller module is installed.

To select an existing project, place the cursor in Project and press F3 (or double-click the right mouse button). Active P/O Projects List displays the existing projects from which you can select.

Note: This field requires an entry under the following circumstances: the purchase order has an appropriate purchase order type and status, the purchase order detail has an appropriate purchase type, or the account number is associated with a Project Management and Accounting account category in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Task

Task identifies what task the purchase is for. This field is only enabled if the Project Controller module is installed.

To select an existing task, place the cursor in Task and press F3 (or double-click the right mouse button). Active P/O Project Task List displays the existing tasks from which you can select.

Note: This field requires an entry under the following circumstances: the purchase order has an appropriate purchase order type and status, the purchase order detail has an appropriate purchase type, or the account number is associated with a Project Management and Accounting account category in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Subaccount

Subaccount displays the general ledger subaccount updated by the amount of the transaction for the purchase order. This field defaults from the project and task if they have been selected.

To select an existing subaccount, place the cursor in Subaccount and press F3 (or double-click the right mouse button). If the Project Controller module is installed, Active Subaccount List is displayed and lists the existing subaccounts from which you can select.

Commit Account

Commit Account defaults from Issues Account on the Inventory Accounts tab in IN Setup (10.950.00) after the project and task have been selected. The project commitment is created for the account category assigned to the Commit Account in Chart of Accounts Maintenance (01.260.00).
**Labor Class**

Labor Class displays the classification of labor, as defined in Project Controller, to which the laborer is assigned while working on the project. This field defaults from the project and task that are selected.

To select an existing labor class, place the cursor in Labor Class and press F3 (or double-click the right mouse button). If the Project Controller module is installed, Codes List is displayed and lists the existing labor classes from which you can select.

**Billable**

Billable defaults from the project and task that are selected. If it is set to Yes, then the project cost is billable to the client. If it is set to No, then the project cost is not billable to the client.

**Voucher Status**

Voucher Status displays the status of vouchering against a line item on the purchase order. This field is display-only and cannot be changed. It is automatically updated when vouchers are released for processing in the Accounts Payable module.

**Notes/Attachments (icon)**

Notes/Attachments allows the entry of notes or attaching a source document to this line item. Click the Notes/Attachments button to choose to enter either a note or attach source documents. For more information, refer to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user guide or help.

**Find Item (button)**

Find Item launches Inventory Item Lookup (10.210.00) from the Inventory module, if installed.

**Receipt/Voucher (button)**

Receipt/Voucher opens Receipt and Voucher Amounts (04.250.05), which allows you to look up the amount of the order that has been received or vouched.

**Sales Orders (button)**

Sales Orders opens Purchases for Sales Orders (04.250.07), which allows you to look up the sales order for which the goods on a selected detail line of the purchase order are being purchased. For this button to be enabled, you must be using the Order Management module. Also, you must have created a regular sales order (SO) in Order Management Sales Orders (40.100.00) and a purchase order with a Purchase For type of Goods for Sales Order or Goods for Project Sales Order using inventory IDs from the sales order (SO).

**Note:**

- Sales order schedules with lot/serial numbers entered cannot be bound to a purchase order.
- Goods for Project Sales is only valid if the following is true:
  - The Send the Project/Task from Sales Order to Purchase Order check box is selected in Order Management Setup.
  - The Purchase For is “Goods for Project Sales Order”
  - The Sales Order COGS Account has an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00) to be eligible to create a commitment detail within Project Management and Accounting
  - The Inventory item is not an expired lot item.

The Purchase For will change back to Goods for Sales Order these are not all true.
Purchase Orders, Shipping Information Tab

Use the Shipping Information tab to look up the address from where the vendor is shipping the order.

Figure 18: Purchase Orders (04.250.00), Shipping Information tab

Following are the field descriptions for the Shipping Information tab of Purchase Orders (04.250.00).

Address Type

Address Type displays the address ID from where the vendor is shipping the purchase order. Following are the Address Type options:

- PO Setup Record — Defaults the address information from the purchase order setup record. All of the address ID fields become disabled when purchase order setup record is selected.
- Site — Enables Site ID so that site address information can be used.
- Customer — Enables Customer ID and Cust Address ID so that customer address information can be used.
- Vendor — Enables Vendor ID and Vendor Address ID so that vendor address information can be used.
- Other — Enables Other Address ID so that other address information can be used.

Site ID

Site ID allows the user to enter a site ID from which the address information will be used.

To select an existing site ID, place the cursor in Site ID and press F3 (or double-click the right mouse button). Site List is displayed and lists the existing site IDs from which you can select.
Customer ID

Customer ID allows the user to enter a customer ID from which the address information will be used.

To select an existing customer ID, place the cursor in Customer ID and press F3 (or double-click the right mouse button). Customer List is displayed and lists the existing customer IDs from which you can select.

Cust Address ID

Cust Address ID allows the user to enter the address ID associated with the Customer ID.

To select an existing ship-to address ID, place the cursor in Cust Address ID and press F3 (or double-click the right mouse button). Ship-to Address List is displayed and lists the existing address IDs from which you can select.

Vendor ID

Vendor ID allows the user to enter a vendor ID from which the address information will be used. It defaults to the vendor selected in the header of Purchase Orders (04.250.00), but can be changed to a different vendor.

To select an existing vendor ID, place the cursor in Vendor ID and press F3 (or double-click the right mouse button). Vendor List is displayed and lists the existing vendor IDs from which you can select.

Vendor Address ID

Vendor Address ID allows the user to enter the address ID associated with the Vendor ID.

To select an existing ship-to address ID, place the cursor in Vendor Address ID and press F3 (or double-click the right mouse button). PO Address List is displayed and lists the existing purchase order address IDs from which you can select.

Other Address ID

Other Address ID allows the user to enter another ID from which the address information will be used. Other Address IDs are maintained in Shared Information.

To select an existing ID, place the cursor in Other Address ID and press F3 (or double-click the right mouse button). Address List is displayed and lists the existing IDs from which you can select.

Name

Name displays the company name associated with the Address Type selected.

Attention

Attention displays the contact name associated with the Address Type selected.

Address Line 1

Address Line 1 displays the first address line associated with the Address Type selected, typically a suite number or the name and number of the recipient’s street location.

Address Line 2

Address Line 2 displays the second address line associated with the Address Type selected, typically a post office box number or street location.

City

City displays the municipality associated with the Address Type selected.

State/Prov

State/Prov displays state or province associated with the Address Type selected.
To select an existing state or province, place the cursor in **State/Prov** and press F3 (or double-click the right mouse button). **State List** is displayed and lists the existing state or province from which you can select.

**Postal Code**

**Postal Code** displays the postal code associated with the **Address Type** selected.

**Country/Region**

**Country/Region** displays the country or region associated with the **Address Type** selected.

To select an existing country or region, place the cursor in **Country/Region** and press F3 (or double-click the right mouse button). **Country/Region List** is displayed and lists the existing countries or regions from which you can select.

**Phone**

**Phone** displays the phone number associated with the **Address Type** selected.

**Fax**

**Fax** displays the fax number associated with the **Address Type** selected.

**E-Mail Address**

**E-Mail Address** displays the email address associated with the **Address Type** selected.

**Ship VIA ID**

**Ship VIA ID** displays the ship via ID associated with the **Address Type** selected.

To select an existing ship via ID, place the cursor in **Ship VIA ID** and press F3 (or double-click the right mouse button). **Ship Via List** is displayed and lists the existing ship via IDs from which you can select.

**FOB Point**

**FOB Point** displays the free on board (FOB) point associated with the **Address Type** selected.

To select an existing FOB point, place the cursor in **FOB Point** and press F3 (or double-click the right mouse button). If Order Management is installed, **FOB List** is displayed and lists the existing FOB points from which you can select.

**Confirm To**

**Confirm To** is an information-only field to be entered by the user. Enter the name of the person who should be contacted by the vendor to confirm the order.
Purchase Orders, Vendor Information Tab

Use the **Vendor Information** tab to view the name, address, telephone/fax numbers, and e-mail address of the vendor’s location that will ship the items on the purchase order.

![Vendor Information Tab of Purchase Orders (04.250.00)](image)

Figure 19: Purchase Orders (04.250.00), Vendor Information tab

Following are the field descriptions for the **Vendor Information** tab of **Purchase Orders** (04.250.00).

**Address ID**

**Address ID** displays the address ID associated with the vendor’s purchasing address. The address identification number defaults from **Purchase Order Address Default ID** on the **Purchasing Info** tab of **Vendor Maintenance** (03.270.00) in the Accounts Payable module.

To select an existing address ID, place the cursor in **Address ID** and press F3 (or double-click the right mouse button). **PO Address List** is displayed and lists the existing address IDs from which you can select.

**Name**

**Name** displays the entity (company, department, etc.) for the vendor’s purchasing address. The name defaults from **Name** on **PO Address Maintenance** (03.272.00) for the purchasing address identification number specified in **Address ID**.

**Attention**

**Attention** displays the contact for the vendor’s purchasing address. The contact defaults from **Attention** on **PO Address Maintenance** (03.272.00) for the purchasing address identification number specified in **Address ID**.
Address 1
Address 1 displays the first address line, typically a suite number, for the vendor’s purchasing address. The address defaults from Address Line 1 on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

Address 2
Address 2 displays the second line, typically a post office box number or street location for the vendor’s purchasing address. The address defaults from Address Line 2 on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

City
City displays the municipality for the vendor’s purchasing address. The city defaults from City on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

State/Prov
State/Prov displays the state or province for the vendor’s purchasing address. The state or province defaults from State/Prov on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

To select an existing state or province, place the cursor in State/Prov and press F3 (or double-click the right mouse button). State List is displayed and lists the existing state or province from which you can select.

Postal Code
Postal Code displays the postal code for the vendor’s purchasing address. The postal code defaults from Postal Code on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

Country/Region
Country/Region displays the country or region for the vendor’s purchasing address. The country or region defaults from Country/Region on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

To select an existing country or region, place the cursor in Country/Region and press F3 (or double-click the right mouse button). Country/Region List is displayed and lists the existing countries or regions from which you can select.

Phone
Phone displays the telephone number for the vendor’s purchasing address. The telephone number defaults from Phone/Ext on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

Fax
Fax displays the fax number for the vendor’s purchasing address. The fax number defaults from Fax/Ext on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.

E-Mail Address
E-Mail Address displays the e-mail address for the vendor’s purchasing address. The e-mail address defaults from Email Address on PO Address Maintenance (03.272.00) for the purchasing address identification number specified in Address ID.
Purchase Orders, Other Information Tab

Use the Other Information tab to view the purchase order date, receipt status, certificate of compliance, terms, and buyer information for the purchase order.

![Image of the Purchase Orders (04.250.00) interface with the Other Information tab highlighted.]

**Figure 20: Purchase Orders (04.250.00), Other Information tab**

Following are the field descriptions for the Other Information tab of Purchase Orders (04.250.00).

**PO Date**

PO Date displays the date the purchase order was created.

**Blanket PO Expiration Date**

Blanket PO Expiration Date displays the date the blanket order expires.

**Receipt Status**

Receipt Status displays the current receipt status of the purchase order:

- No Receipts Expected (X) — You expect to receive no receipts for this purchase order. For example, the purchase order is for services.
- Not Received (N) — No receipts have been received for this item on the purchase order.
- Partially Received (P) — All purchase order line items are not yet received in full. The order may either be incomplete or include incorrect items.
- Fully Received (F) — All line items of the purchase order have been received and the purchase order is now closed. The software deletes the records of all completed purchase orders that have been retained for the maximum number of periods (as specified on PO Setup (04.950.00) when
you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).

**Last Received**

**Last Received** displays the date when a receipt was last entered against the purchase order. If the purchase order type is Blanket Order, **Last Received** appears as **Last PO**, and shows the date of the last regular purchase order created from the blanket purchase order.

**Period Closed**

**Period Closed** displays the period that the last line on the purchase order was closed.

**Certificate of Compliance**

**Certificate of Compliance** indicates whether a Certificate of Compliance is needed for the purchase order. **Certificate of Compliance** displays one of the following options:

- Required — A Certificate of Compliance is required for the purchase order.
- Not Required — A Certificate of Compliance is not required.

**Terms**

**Terms** displays the terms ID for the terms on the purchase order. (The description displays immediately to the right of **Terms**). This is used for informational purposes only.

To select an existing term, place the cursor in **Terms** and press F3 (or double-click the right mouse button). **Terms List** displays the existing terms from which you can select.

**Buyer**

**Buyer** displays the buyer ID for the buyer on the purchase order. (The description displays immediately to the right of **Buyer**). This is used for informational purposes only.

To select an existing buyer, place the cursor in **Buyer** and press F3 (or double-click the right mouse button). **Buyer List** displays the existing buyers from which you can select.

**Buyer E-Mail Address**

**Buyer E-Mail Address** displays the e-mail address for the purchase order's buyer. The e-mail address defaults from **E-Mail Address** on **Buyer Maintenance** (21.380.00) in the Shared Information module for the buyer identification number specified in **Buyer**.
One-time Receiver (04.250.01)

Use to identify the Quick Send preferences for a one-time recipient of a purchase order and transmit the purchase order to the recipient electronically. The Quick Send preferences for the one-time recipient are not retained for future use.

![One-time Receiver (04.250.01)](image)

**Figure 21: One-time Receiver (04.250.01)**

**Vendor ID**

*Vendor ID* displays the vendor identification number associated with the purchase order.

**Document Type**

*Document Type* displays the kind of document associated with the purchase order.

**PO Number**

*PO Number* displays the unique code assigned to the purchase order.

**Delivery Method**

*Delivery Method* is the manner in which the electronically-transmitted purchase order will be received by the one-time recipient. Delivery methods are Email and Fax. The method defaults from *Delivery Method* on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from *Delivery Method* on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

**Request Priority**

*Request Priority* is the precedence assigned to the processing of the Quick Send request by Application Server. Request priorities are High, Low, and Normal. The priority defaults from *Request Priority* on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from *Request Priority* on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.
on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Receiver Email Address
Receiver Email Address identifies the e-mail address of the one-time recipient to whom the purchase order will be sent. The e-mail address defaults from Email Address (Main) on the Address Info tab of Vendor Maintenance (03.270.00).

Reply Email Address
Reply Email Address identifies the e-mail address used when the one-time recipient replies to the e-mail message containing the purchase order. The e-mail address defaults from Reply Email Address on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Reply Email Address on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Email Attachment File Type
Email Attachment File Type specifies the format of the file that will be created to hold the purchase order you will send to the one-time recipient. File types for documents sent electronically via e-mail are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type defaults from Email Attachment File Type on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Email Attachment File Type on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Fax Receiver Name
Fax Receiver Name designates the name that will appear on the cover sheet accompanying the purchase order faxed to the one-time recipient. The name defaults from Attention (Main) on the Address Info tab of Vendor Maintenance (03.270.00).

Fax Prefix
Use Fax Prefix to specify a sequence of numbers, such as a country code (for example, 061 011), that must be dialed prior to the Receiver Fax Number. The fax prefix defaults from Fax Prefix on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Prefix on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Dial Area Code (check box)
If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when the purchase order is transmitted to the one-time recipient. Clear this check box if the fax phone number is a local number for which dialing the area code is not required.

Receiver Fax Number
Receiver Fax Number designates the phone number that will receive the purchase order faxed to the one-time recipient. The fax number defaults from Fax/Ext (Main) on the Address Info tab of Vendor Maintenance (03.270.00).

Fax Sender Name
Fax Sender Name specifies the name of the individual who will send the purchase order to the one-time recipient. The name defaults from Fax Sender Name on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Sender Name on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.
Sender Fax Number

Sender Fax Number indicates the phone number that will be the source of the purchase order faxed to the one-time recipient. The fax number defaults from Sender Fax Number on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Sender Fax Number on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Include Fax Cover Sheet (check box)

Include Fax Cover Sheet indicates whether a cover sheet should precede the purchase order sent to the one-time recipient. The setting defaults from Include Fax Cover Sheet on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Include Fax Cover Sheet on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor. For more information about the fax cover sheet, see “Using Application Server” in the Application Server online help or user guide.

Fax Response (check boxes)

Your selections in the Fax Response check boxes will appear in the Notes area of the fax cover sheet. Select one or more check boxes to indicate how you want the one-time recipient to process the fax. The Fax Response check boxes are:

- **Urgent** — Defaults from Fax Response – Urgent on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Response – Urgent on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

- **For Review** — Defaults from Fax Response – For Review on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Response – For Review on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

- **Please Comment** — Defaults from Fax Response – Please Comment on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Response – Please Comment on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

- **Please Reply** — Defaults from Fax Response – Please Reply on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Response – Please Reply on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

- **Please Recycle** — Defaults from Fax Response – Please Recycle on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Fax Response – Please Recycle on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

Subject Text

Subject Text is the wording that appears in the Subject line of the e-mail message or in the Re: (Regarding) area on the fax cover sheet that accompanies the purchase order sent to the one-time recipient. The text defaults from Subject Text on the Quick Send tab of Vendor Maintenance (03.270.00) when the Purchase Order document type is defined for the vendor in Vendor Maintenance (03.270.00) or from Subject Text on Quick Send Setup (21.950.00) when the Purchase Order document type is not defined for the vendor.

You can specify the following variables within the subject text to personalize the e-mail message or fax for vendor documents:

- `<Vendor Name>`
- `<Reference Number>`
• <Document Amount>
• <Company Name>

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to customize the default subject text: “Current purchase order from <Company Name>". If the company name is Contoso, Ltd, the subject text for the e-mail message or fax cover sheet that accompanies the purchase order sent electronically reads, “Current purchase order from Contoso, Ltd”.

**Body Text**

**Body Text** is the wording that appears in the body of an e-mail message or in the Notes area on the fax cover sheet. The text defaults from **Body Text** on the **Quick Send** tab of **Vendor Maintenance** (03.270.00) when the Purchase Order document type is defined for the vendor in **Vendor Maintenance** (03.270.00) or from **Body Text** on **Quick Send Setup** (21.950.00) when the Purchase Order document type is not defined for the vendor.

You can specify the following variables within the subject text to personalize the e-mail message or fax for vendor documents:

• <Vendor Name>
• <Reference Number>
• <Document Amount>
• <Company Name>

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to personalize the body text: “Here is a purchase order request for <Vendor Name>". When you send the purchase order electronically to the one-time recipient, the e-mail message or fax cover sheet body text reads, “Here is an invoice for Kim Abercrombie” since the one-time recipient is associated with the vendor, Kim Abercrombie.

**Send Request (button)**

Click **Send Request** to transmit the purchase order electronically to the one-time recipient.

**Cancel (button)**

Clicking **Cancel** closes this window without recording any changes to the database, returning to **Purchase Order Maintenance** (04.250.00).
Non-Stock Kit Order Entry (04.250.03)

Non-Stock Kit Order Entry (04.250.03) appears automatically when you enter the Inventory ID of a kit item in Purchase Orders (04.250.00). You can use this screen to order multiple kits and have the kit components explode on the purchase order.

Following are the field descriptions for Non-Stock Kit Order Entry (04.250.03).

**Explode Kit into its Components on the Purchase Order**
Select this check box in Purchase Orders (04.250.00) to explode a kit and view its component details.

**Enter number of kits**
Use this field to enter the number of kits that you would like to purchase.

**Task ID**
If you enter a task ID here, the project ID that appears in the header area of Purchase Orders (04.250.00) also appears in Project on the kit's exploded detail lines. If you do not enter a task ID, zero appears in the line item Project field.

**OK**
Clicking OK explodes the kit in Purchase Orders (04.250.00) and displays all components with the correct quantity to create the number of kits that are being purchased.

Receipt and Voucher Amounts (04.250.05)

Use Receipt and Voucher Amounts (04.250.05) to look up the receipt, return, and voucher history information for a line item on the purchase order. This information automatically appears in table format when you open the screen. Receipt and Voucher Amounts (04.250.05) displays when you click Receipt/Voucher on the Line Items tab of Purchase Orders (04.250.00). First select a line item from the grid on the Line Items tab then click Receipt/Voucher.
Following are the field descriptions for Receipt and Voucher Amounts (04.250.05).

**Inventory ID**
Inventory ID displays the inventory ID for the item you are reviewing.

**Quantity: Received**
Quantity: Received displays the quantity that has been received to date for the purchase order item you are reviewing. It is updated when receipts are processed; this field cannot be modified here.

**Quantity: Vouchered**
Quantity: Vouchered displays the quantity that has been vouchered to date for the purchase order item you are reviewing. It is updated when vouchers are processed; this field cannot be modified here.

**Quantity: Returned**
Quantity: Returned displays the quantity that has been returned to date for the purchase order item you are reviewing. It is updated when returns are processed; this field cannot be modified here.

**Cost: Received**
Cost: Received displays the cost that has been received to date for the purchase order item you are reviewing. It is updated when receipts are processed; this field cannot be modified here.

**Cost: Vouchered**
Cost: Vouchered displays the cost that has been vouchered to date for the purchase order item you are reviewing. It is updated when vouchers are processed; this field cannot be modified here.

**Cost: Returned**
Cost: Returned displays the cost that has been returned to date for the purchase order item you are reviewing. It is updated when returns are processed; this field cannot be modified here.

**Qty Remaining: Received**
Qty Remaining: Received displays the quantity remaining to be received for the purchase order item you are reviewing. It is updated when receipts are processed; this field cannot be modified here.

**Qty Remaining: Vouchered**
Qty Remaining: Vouchered displays the quantity remaining to be vouchered for the purchase order item you are reviewing. It is updated when vouchers are processed; this field cannot be modified here.

**OK (button)**
OK closes the screen.
Purchases for Sales Orders (04.250.07)

Clicking the Sales Orders button in Purchase Orders (04.250.00) launches this screen. For the Sales Orders button to be enabled, you must be using the Order Management module. Also, you must have created a regular sales order (SO) in Order Management Sales Orders (40.100.00) and a purchase order with a Purchase For type of Goods for Sales Order or Goods for Project Sales Order using inventory IDs from the sales order (SO).

Note:

- Goods for Project Sales is only valid if the following is true:
  - The Send the Project/Task from Sales Order to Purchase Order check box is selected in Order Management Setup.
  - The Purchase For is “Goods for Project Sales Order”
  - The Sales Order COGS Account has an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00) to be eligible to create a commitment detail within Project Management and Accounting
  - The Inventory item is not an expired lot item.

The Purchase For will change back to Goods for Sales Order these are not all true.

Figure 24: Purchases for Sales Orders (04.250.07)

Following are the field descriptions for Purchases for Sales Orders (04.250.07).

Inventory ID

Inventory ID displays the inventory ID for the item from the Line Items tab of Purchase Orders (04.250.00).

Sales Order Number

Sales Order Number displays the sales order for the purchase order line item. You have the options to delete the sales order that appears here, enter a different sales order number, or add another sales order to the purchase order.

To select an existing sales order number, place the cursor in Sales Order Number and press F3 (or double-click the right mouse button). Sales Order List displays the existing sales orders from which you can select.
Sales Order Line
Sales Order Line displays the line ID for the line item as entered in Sales Orders (40.100.00).

Sales Order Schedule
Sales Order Schedule displays the schedule line for the item as entered in Sales Orders (40.100.00).

Purchase Quantity
Purchase Quantity displays the quantity to be purchased as entered in Purchase Orders (40.250.00). Any changes to Purchase Quantity are reflected in Quantity on the Line Items tab in Purchase Orders (04.250.00).

Purchasing UOM
Purchasing UOM displays the unit of measure of the item as entered in Sales Orders (40.100.00).

Quantity Received
Quantity Received displays the quantity received against the line item from the Line Items tab of Purchase Orders (04.250.00). This field is updated when the receipt batch in Receipt/Invoice Entry (04.010.00) is released.

Purchase Account
Purchase Account displays the general ledger account number to be charged for this line item as set up in Inventory Items (10.250.00).

Sub
Sub displays the general ledger subaccount number to be charged for this line item as set up in Inventory Items (10.250.00).

OK (button)
After you have selected a sales order from Sales Order List to be entered in Sales Order Number, click OK to have your selection saved and added to the purchase order.

Cancel (button)
Click Cancel to cancel your selection in Sales Order Number.

Print PO (04.250.08)
Clicking the Print button in Purchase Orders (04.250.00) launches this screen.

Figure 25: Print PO (04.250.08)
Following are the field descriptions for Print PO (04.250.08).

**Revision Number**
Revision Number displays the number of times that changes have been made to the purchase order. The first time you print a purchase order the revision number will be zero.

**Created By**
Created By displays who originally created the purchase order. This is provided for informational purposes only.

**Creation Date**
Creation Date displays the date the purchase order was created. This is provided for informational purposes only.

**Total Amount**
Total Amount displays the total amount of the purchase order. This is provided for informational purposes only.

**Purchase Order Printed**
Purchase Order Printed displays whether or not the purchase order has been printed before. If the box is checked, then the purchase order has been previously printed.
When a purchase order is printed for the second time the word DUPLICATE appears at the top of the printed purchase order and an asterisk (*) will appear in front of all changes.

**Print Purchase Order**
Select this check box to print a purchase order.

**Change Order Printed**
Change Order Printed displays whether or not the change order has been printed before. If the box is checked, then the change order has been previously printed.

**Print Change Order**
Click this check box to only print the changes that have been made.

**Begin Processing (button)**
Begin Processing begins the print process.
**Receipt/Invoice Entry (04.010.00)**

Use *Receipt/Invoice Entry* (04.010.00) for one-step entry of both the receipt and vendor invoice information. This screen is intended for use by purchasing and accounting departments. It is a batch-controlled screen that lets you enter all cost and general ledger account information. You can also use *Receipt/Invoice Entry* (04.010.00) to release batches of receipts for posting.

**Note:**
- You must enter whole stock quantities for serialized items; *Receipt/Invoice Entry* (04.010.00) does not accept fractional entries.
- You can partially receive against purchase orders if you do not have the Inventory module installed.
- You can receive against more than one purchase order in a single receipt. To enable this feature, you must first select the Allow Multiple PO to one Receipt check box in the Options tab of *PO Setup* (04.950.00).
- Lot and serial numbers are not required for purchasing receipts when the assignment for the inventory item in *Lot/Serial Number Setup* (10.250.01) in the Inventory module is set to **When Used From Inventory**.
- If a serial number is required, each number must be unique when compared with other serial numbers in the Detail grid.

If you use Purchasing and Project Management and Accounting modules and must record actual costs accurately to projects, then you should not use *Receipt/Invoice Entry* (04.010.00) for entering receipt information. Instead, use *Voucher and Adjustment Entry* (03.010.00) in Accounts Payable, and enter all project-related purchase order items categorized only as drop shipments.

The reason is that releasing a *Receipt/Invoice Entry* (04.010.00) batch creates general ledger transactions to the various expense accounts that are offset to the account and subaccount specified for accounts payable accrual in *PO Setup* (04.950.00). The expense transactions for which project and task definitions have been entered create actual expenses in Project Management and Accounting when *Financial Transaction Transfer* (PA.TRN.00) is run for Accounts Payable. Commitment units and amounts are reduced by the actual (received) units and amounts when *Financial Transaction Transfer* (PA.TRN.00) is run for Purchasing.

**Note:** If the Automatic Financial Transaction Transfer check box is selected in the *Project Controller Setup* (PA.SET.00), *PC Options and Setup* tab, the release process in Purchasing will automatically run *Financial Transaction Transfer* (PA.TRN.00) for the specific batch being released.

When a vendor’s invoice is input into *Voucher and Adjustment Entry* (03.010.00) and released, the line items that were created by *Receipt/Invoice Entry* (04.010.00) are not transferred to Project Management and Accounting by *Financial Transaction Transfer* (PA.TRN.00) because their statuses indicate that they are not project-related. In addition, the account number on these line items is the accounts payable accrual account, not the asset or expense account charged on the purchase order. The purchase order receipt recorded the actual expense, offset by the accounts payable accrual account. *Voucher and Adjustment Entry* (03.010.00) then relieves the accounts payable accrual, offset by an entry to accounts payable trade. This means that if an order is invoiced for a different quantity, unit price, or total amount than was entered on the purchase order, so that these amounts are to be modified in *Voucher and Adjustment Entry* (03.010.00), then the adjusted values do not update the Project Management and Accounting actual units and amount. The variance is recorded in the general ledger as a purchase price variance, which is not transferred to Project Management and Accounting.

To avoid problems, there are two options:

1. Enter vendor invoices into *Voucher and Adjustment Entry* (03.010.00) and record all variances on a new detail line within the voucher instead of modifying the existing detail line created by *Receipt/Invoice Entry* (04.010.00). The entered variance should be charged to the same expense account that was charged on the corresponding *PO Line* rather than to the accounts payable accrual account that is charged on the existing detail line from the receipt. Also, you must enter
the project and task on this charge manually. New detail lines that have a line type of invoice can be transferred to Project Management and Accounting through Financial Transaction Transfer (PA.TRN.00).

2. Enter orders into Purchase Orders (04.250.00) using a purchase order type of Drop-Ship and a purchase type of Goods for Drop Ship or Services for Project. Purchase order details with a purchase type of Goods for Drop Ship or Services for Project are not processed by Receipt/Invoice Entry (04.010.00). When the purchase order number for the invoice is entered, these details are entered directly into the Voucher and Adjustment Entry (03.010.00) grid. Modifications to invoice quantity, unit price, and total amount are recorded to Project Management and Accounting as actuals, because no receiving takes place for drop-ship or service items.

![Figure 26: Receipt/Invoice Entry (04.010.00) with the Allow Multiple PO to one Receipt check box in PO Setup (04.950.00), Options tab not selected]
Following are the field descriptions for Receipt/Invoice Entry (04.010.00).

**Batch Area**

**Batch Number**

Batch Number is a numeric code assigned to a transaction batch that uniquely identifies the batch. A different batch number is automatically assigned to each batch you create.

To edit a batch, enter its batch number. To select an existing batch number, place the cursor in Batch Number and press F3 (or double-click the right mouse button). Batch Number List is displayed and lists the existing batches from which you can select.

To delete a batch, select its batch number, and then select the Delete function. The software prompts you for the correct action:

- Select Yes to delete the batch (all batch information is removed from the database).
- Select No to stop the delete operation (all batch information is retained in the database).

**Notes/Attachments (icon)**

Notes/Attachments allows the entry of notes or attaching a source document to this batch. Click the Notes/Attachments button 📄 to choose to enter either a note or attach source documents. For more information, refer to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user guide or help.
Period to Post

*Period to Post* specifies the fiscal period and year to which the batch should be posted. For example, 08-1999 posts receipts to the eighth period of fiscal year 1999. The default is the current fiscal period and year. Enter a valid fiscal period as specified in GL Setup (01.950.00). The period to post applies to the entire batch.

**Status**

*Status* indicates the current status of the batch. This field is display-only. The software automatically changes a batch status based on the batch handling option you select. Batch status options include:

- Balanced (B) — Ready for release.
- Completed (C) — Released in Receipt/Invoice Entry (04.010.00).
- On Hold (H) — Not to be released.
- Posted (P) — Released and posted to the general ledger.
- Suspended Release (S) — Could not be completely released due to an out-of-balance document or other problem.
- Unposted (U) — Released for posting to the general ledger but not yet posted.
- Voided (V) — Batch was voided.
- Deleted (D) — Batch was deleted in Delete Purchase Orders (04.500.00).

**Handling**

*Handling* controls the batch management function performed when you complete batch entry. Changing the information in this field changes the batch status displayed in *Status* (see Status). Options are:

- Hold (H) — Sets the batch status to On Hold and saves the batch for future editing. (You can obtain the details of a transaction batch on hold by generating the *PO Receipts Edit* (04.810.00) report.)
- Release Later (B) — Sets the batch status to Balanced to prepare for later release (and subsequent posting) in Release Receipt Batches (04.400.00).
- Release Now (R) — Releases the batch for posting when you either access a new or different batch or exit Receipt/Invoice Entry (04.010.00).
- No Action (N) — Leaves the current batch status.

**Qty Control**

*Qty Control* is the total amount of items purchased (total receipts).

**Example:** A batch of three receipts with quantities of 50, 100, and 1,000 has a batch quantity control amount of 1,150 (50+100+1000).

**Note:** If a batch’s quantity control amount does not equal its batch quantity total (see Batch Qty Total), a warning message appears when you attempt to exit Receipt/Invoice Entry (04.010.00). You can change the batch quantity control amount, void the batch, or assign the batch On Hold status (see Handling and Status) and save it for future editing. If all documents are in balance, you can release the batch for posting, even if the batch quantity control amount does not equal the batch quantity total.

**Qty Total**

*Qty Total* is a running quantity total of all receipts entered for the batch. The software increments the batch quantity total by the quantity of each receipt entered. *Qty Total* is display-only.

**Note:** You can release a batch even if the batch quantity and quantity control amounts (see Batch Qty Control) are not equal. However, each receipt within a batch must be in balance and have at least one
transaction detail line for the software to release the receipt. If a batch contains one or more out-of-balance receipts, the software:

- Assigns a Suspended Release status (see Status) to the batch.
- Processes all in-balance receipts.
- Retains the information of all out-of-balance receipts within the batch record for later re-release in this screen or in Release Receipt Batches (04.400.00).

**Cost Control**

Cost Control is the total cost of items purchased (or total receipts).

**Example:** A batch of three receipts with costs of $100, $200, and $2,000 has a batch cost control amount of $2,300 ($100+$200+$2,000).

**Note:** If a batch’s cost control amount does not equal its batch cost total (see Batch Cost Total), a warning message appears when you attempt to exit Receipt/Invoice Entry (04.010.00). You can change the batch cost control amount, void the batch, or assign the batch On Hold status (see Handling and Status) and save it for future editing. If all documents are in balance, you can release the batch for posting, even if the batch cost control amount does not equal the batch cost total.

**Cost Total**

Cost Total is a running total amount of all receipts entered. The software increments the batch cost total by the cost of each receipt entered. Cost Total is display-only.

**Note:** You can release a batch even if the batch quantity and quantity control amounts (see Batch Qty Control) are not equal. However, each receipt within a batch must be in balance and have at least one transaction detail line for the software to be able to release the receipt. If a batch contains one or more out-of-balance receipts, the software:

- Assigns a Suspended Release status (see Handling and Status) to the batch.
- Processes all in-balance receipts.
- Retains the information of all out-of-balance receipts within the batch record for later re-release, either in this screen or in Release Receipt Batches (04.400.00).

**Document Area**

**Receipt Number**

Receipt Number is a unique identifying code assigned to a receipt that distinguishes it from all other documents in the database. If receipt numbering is automatic (specified at Auto Numbering PO and Receipt in PO Setup (04.950.00)), the software automatically inserts a receipt number for each receipt you enter in this screen.

If receipt numbering is not automatic (see “PO Setup (04.950.00)” on page 123), you enter the number for the receipt manually.

To select an existing receipt number, place the cursor in Receipt Number and press F3 (or double-click the right mouse button). Receipt Number List is displayed and lists the existing receipts from which you can select.

**Note:** You can change a receipt’s number at any time until you have entered one or more transaction detail lines. After that, the only way to change the receipt number is to delete the receipt, and re-enter the receipt’s details with a new receipt number. You cannot enter duplicate receipt numbers.

**Notes/Attachments (icon)**

Notes/Attachments allows the entry of notes or attaching a source document to this receipt. Click the Notes/Attachments button to choose to enter either a note or attach source documents. For more
information, refer to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user guide or help.

Receipt Date
Receipt Date is typically the date you enter the receipt in Receipt/Invoice Entry (04.010.00). This date is printed on receipt reports. It defaults to the current date but can be overridden.

Receipt Type
Receipt Type specifies the type of transactions you can enter in this screen. For new receipts, you select the type:

- Receipt — Moves goods into inventory and allows you to create accounts payable vouchers.
- Return — Moves goods out of inventory and returns them to the vendor. Before entering a return against a purchase order, you must have entered and processed one or more receipts against the purchase order. Returns can create adjustment debit (AD) documents in Accounts Payable.

For existing receipts, this field displays the receipt type for the receipt number displayed in Receipt Number.

Create Voucher for Receipt
Create Voucher for Receipt specifies whether the receipt, when released, creates a voucher document in Accounts Payable. A checked box indicates that a voucher document is created in Accounts Payable. An unchecked box indicates a voucher is not created.

Pressing the SPACEBAR in Create Voucher for Receipt toggles between checking the field and leaving it blank.

Dflt PO Lines
Dflt PO Lines controls how receipt detail lines default from purchase order detail lines. This field becomes disabled after the purchase order number is entered. The possible values you can select from the drop-down list include:

- All — This choice uses all lines on the purchase order.
- None — Select this choice if, for example, 10 different inventory items are listed on the purchase order but only one item is received. No lines default, and a single line is entered in the receipt.
- Promise Date — Allows you to default purchase order lines with a date less than or equal to a selected date. Select this choice if, for example, a single inventory item is entered on two different lines on the purchase order, one with a promise date of 1/1/99 and the other with a date of 3/1/99. You can enter a date of 1/1/99 here and only the first purchase order line and quantity is entered in the receipt. When you make this selection Promise Date (04.010.04) is launched and you can enter the desired date in the provided field.

Note: All three of the Dflt PO Lines choices are subject to the following restrictions:

- Only purchase order detail lines for goods default into the receipt; lines for services do not default.
- Only purchase order detail lines that are not fully received default into the receipt.
- For returns, only detail lines that have been received default into the receipt.

PO Number
PO Number specifies the number of the purchase order for which you want to process a receipt. PO Number will appear in the Document frame if the Allow Multiple PO to one Receipt check box is not selected in the Options tab of PO Setup (04.950.00). Enter the number of the purchase order that you set up in Purchase Orders (04.250.00). The software displays all transaction detail lines for that purchase order. If the number you enter is that of a blanket or standard order, or does not represent an existing purchase order, it is rejected. PO Number is a required field.
To select an existing purchase order number, place the cursor in **PO Number** and press `F3` (or double-click the right mouse button). *Purchase Order List* is displayed and lists the existing purchase orders from which you can select.

If **Allow Multiple PO to one Receipt** is selected in the *PO Setup (04.950.00), Options* tab, **PO Number** will not appear in the Document frame but will be located in the first column of the Detail grid instead.

### Vendor ID

If **Allow Multiple PO to one Receipt** is selected in the *PO Setup (04.950.00), Options* tab, **Vendor ID** will appear in the Document frame instead of **PO Number**. Enter the ID of the vendor that is associated with the purchase orders you plan to receive against.

To select a vendor, place your cursor in **Vendor ID** and press `F3` (or double-click the right mouse button). *Vendor List* will appear, allowing you to select from the list of existing vendors.

After selecting a vendor ID, follow the instructions under **PO Number** to choose the purchase orders for this vendor that you plan to receive against.

### Reopen Closed PO Lines

**Reopen Closed PO Lines** lets you reopen a previously closed purchase order so you can return goods that have been received on the purchase order. However, you can reopen closed purchase orders only if **Receipt Type** displays Return.

Click the check box to reopen a purchase order. The software sets the purchase order status to Open, the receiving status to Partially Received, and the voucher status to Partially Vouchered.

Pressing the **SPACEBAR** in **Reopen Closed PO Lines** toggles between checking the field and leaving it blank.

### Qty Control

**Qty Control** is the total item quantity of the receipts. The default quantity is zero.

**Note:** If the document (receipt) quantity control amount does not equal the total of the transaction detail lines actually entered (see **Qty Total**), a warning message appears. You must correct out-of-balance receipts before they can be released. Attempting to release a batch with out-of-balance receipts causes the software to:

- Assign a Suspended Release status (see **Handling** and **Status**) to the batch.
- Process all in-balance receipts.
- Retain the information of all out-of-balance receipts within the batch record for later editing and re-release. The batch remains suspended until all receipts are in balance.

### Qty Total

**Qty Total** is a running total of the receipt’s transaction detail line quantities. As you enter transaction detail lines, the document (receipt) quantity total increases or decreases by the same amount. **Qty Total** is display-only.

**Example:** If the document (receipt) quantity total is 500 and you enter a transaction detail line with a quantity of 150, the document (receipt) quantity total becomes 650 (500+150).

**Note:** If the total document (receipt) quantity does not equal the quantity control amount (see Document Qty Control) when you attempt to exit the screen, a warning message appears. You can change the receipt quantity amount or any of the transaction detail lines, put the batch on hold, or void the batch. You cannot release out-of-balance receipts. Attempting to release a batch with out-of-balance receipts causes the software to:

- Assign a Suspended Release status (see **Handling** and **Status**) to the batch.
- Process all in-balance receipts.
• Retain the information of all out-of-balance receipts within the batch record for later re-release in this screen or in Release Receipt Batches (04.400.00).

**Project ID**

**Project ID** identifies the project for which the receipt has been purchased. This field is enabled when the Project Controller module is installed, and required when the account selected is a project-related account.

To select an existing project ID, place the cursor in **Project ID** and press F3 (or double-click the right mouse button). **Active P/O Projects List** displays the existing purchase orders from which you can select.

**Cost Control**

**Cost Control** is the total cost amount of the receipts. The default amount is zero. If receipts are vouchered, the document (receipt) cost control amount equals the voucher amount recorded in Accounts Payable.

**Note:** If the document (receipt) cost control amount does not equal the total of the transaction detail lines actually entered (see Document Cost Total), a warning message appears. You must correct out-of-balance receipts before you can release them. Attempting to release a batch with out-of-balance receipts causes the software to:

• Assign a Suspended Release status (see **Handling and Status**) to the batch.
• Process all in-balance receipts.
• Retain the information of all out-of-balance receipts within the batch record for later editing and re-release. The batch remains suspended until all receipts are in balance.

**Cost**

**Cost** is the total amount of the receipt's transaction detail lines. As you enter transaction detail lines, the receipt cost total increases or decreases by the same amount. **Cost** is display-only.

**Example:** If the receipt cost total is $500 and you enter a transaction detail line for $300, the receipt cost total becomes $800 ($500+$300).

**Note:** If the total cost does not equal the cost control amount (see Document Cost Control), a warning message appears when you attempt to exit the screen. You can change the receipt amount or any of the transaction detail lines, put the batch on hold, or void the batch. You cannot release out-of-balance receipts. Attempting to release a batch with out-of-balance receipts causes the software to:

• Assign a Suspended Release status (see **Handling and Status**) to the batch.
• Process all in-balance receipts.
• Retain the information of all out-of-balance receipts within the batch record for later re-release in this screen or in Release Receipt Batches (04.400.00).

**Exclude Freight from Discount (check box)**

Select **Exclude Freight from Discount** if you do not want to include freight charges in the vendor's discount calculations. **Exclude Freight from Discount** on the **Defaults** tab of Vendor Maintenance (03.270.00) determines the initial setting for this check box.

**Detail Area**

**PO Line**

**PO Line** is the unique sequential number that was automatically assigned to the purchase order detail line represented by this receipt detail line.
Receipt For

Receipt For specifies the type of goods for this receipt.

- Description Line
- Freight Charges
- Goods for Inventory (GI)
- Goods for Project (GP)
- Goods for Project Inventory (PI)
- Misc Charges
- Non-Inventory Goods (GN)

Note: If the purchase order is for a sales order, then an additional goods type, Goods for Sales Order, will appear in the Receipt For drop-down list. If the purchase order is for a sales order and the Send Project/Task from Sales Order to Purchase Order is checked in Order Management Setup (40.950.00) an additional type, Goods for Project Sales Order will appear in the drop-down list. Goods for Drop Ship, Services for Expense, and Services for Project never appear in the Receipt For drop-down list, because these items are not received into inventory.

Original PO Line

Original PO Line indicates, in form view, whether or not the item is an original purchase order item. If, in grid view, you enter new line items to an existing order, then this check box will be unchecked for those items, since they are not original purchase order items.

Inventory ID

Inventory ID associates the transaction with a specific inventory item. If you are using the Inventory module and entering receipts for items not included on the original purchase order, you must enter an item ID for each transaction detail line.

To select an existing inventory ID, place the cursor in Inventory ID and press F3 (or double-click the right mouse button). If the Inventory module is installed, Inventory Item List is displayed and lists the existing inventory items from which you can select.

Enter a valid inventory ID in Inventory ID if any of the following choices is selected in Receipt For:

- Goods for Inventory (GI)
- Goods for Project (GP)
- Goods for Project Inventory (PI)
- Goods for Sales Order (GS)
- Goods for Project Sales Order (PS)

Enter any value (it does not have to be a valid inventory ID) in Inventory ID if Non-Inventory Goods (GN) is selected in Receipt For.

No inventory ID can be entered in Inventory ID if any of the following choices is selected in Receipt For:

- Description Line — The description of the purchase as entered in Purchase Orders (04.250.00).
- Freight Charges
- Misc Charges

Note:

- The item ID you enter here may not be for a non-stock kit. However, you can enter the item ID of a non-stock kit's individual components.
- The item ID you enter on a Goods for Project Inventory line may not be for a non-stock inventory ID.
Inventory Lookup (button)

Inventory Lookup invokes the *Inventory Item Lookup* (10.210.00) if the Inventory module is installed.

An alternative to clicking the *Inventory Lookup* button is to place the cursor in *Inventory ID* and press ALT+F3 to invoke *Inventory Item Lookup* (10.210.00).

Site ID

*Site ID* specifies the inventory storage location where the item is received (if you are using the Inventory module and have established multiple warehouses).

To select an existing site ID, place the cursor in *Site ID* and press F3 (or double-click the right mouse button). *Site List* is displayed and lists the existing sites from which you can select.

Enter a valid site ID in *Site ID* if any of the following choices is selected in *Receipt For*:

- Goods for Inventory (GI)
- Goods for Project (GP)
- Goods for Project Inventory (PI)
- Goods for Sales Order (GS)
- Goods for Project Sales Order (PS)

Enter any value (it does not have to be a valid site ID) in *Site ID* if Non-Inventory Goods (GN) is selected in *Receipt For*.

No site ID can be entered in *Site ID* if any of the following choices is selected in *Receipt For*:

- Description Line: The description of the purchase as entered in *Purchase Orders* (04.250.00).
- Freight Charges
- Misc Charges

**Note:** The ID you enter must be set up (usually in Inventory's *Site* (10.310.00)) before receipt entry. However, you can set up a site on the fly using the Quick Maintenance feature.

Quantity

*Quantity* specifies the item quantity received in terms of the value in *UOM*. Enter the quantity received.

**Note:** As you enter quantities for each transaction detail line, the total quantity of the receipt (see *Document Qty Total*) increases or decreases by the same amount. If the transaction quantity is greater than the quantity on the purchase order for a transaction detail line identified with a 100% receipt acceptance maximum (see Receive Accept Max in *Purchase Orders* (04.250.00)), the software may issue a warning message alerting you to this situation. Whether or not the software displays a warning message depends on the choice you select at Receipt Action when you enter the transaction detail line in *Purchase Orders* (04.250.00).

When the document receipt type is Return, quantity on hand must be allocated from Inventory for the return. Allocation marks a quantity of inventory as needed or reserved, without actually reducing the current quantity on hand. Quantity on hand is the actual parts or subassemblies in warehouse bins, regardless of allocations. Quantity available is the count of inventory items that have not had allocations reserved against them.

UOM

*UOM* is the unit of measure (box, each, etc.) by which the item is purchased or received. The software obtains this unit from the original purchase order.

To select an existing UOM, place the cursor in *UOM* and press F3 (or double-click the right mouse button). If the Inventory module is installed, *Inventory Unit List* is displayed and lists the existing units of measure from which you can select.
**Note:** If you are using the Inventory module and enter a transaction detail line for an item not on the original purchase order, UOM displays the inventory stocking unit of that item. Stocking units are set up in *Inventory Items* (10.250.00). You can enter any unit of measure that has been set up previously in Inventory's *Unit Conversions* (10.270.00).

**Warehouse Bin Loc**

*Warehouse Bin Loc* specifies the location (bin, bay, rack, etc.) within the storage facility (see *Site ID*) where the item is stored.

To select an existing warehouse bin location, place the cursor in *Warehouse Bin Loc* and press F3 (or double-click the right mouse button). If the Inventory module is installed, *Valid Locations List* is displayed and lists the existing warehouse bin locations from which you can select.

Enter a valid warehouse location in *Warehouse Bin Loc* if any of the following choices is selected in *Receipt For*:

- Goods for Inventory (GI)
- Goods for Project (GP)
- Goods for Project Inventory (PI)
- Goods for Sales Order (GS)
- Goods for Project Sales Order (PS)

Enter any value (it does not have to be a valid warehouse location) in *Warehouse Bin Loc* if Non-Inventory Goods (GN) is selected in *Receipt For*.

No warehouse location can be entered in *Warehouse Bin Loc* if any of the following choices is selected in *Receipt For*:

- Description Line: The description of the purchase as entered in *Purchase Orders* (04.250.00).
- Freight Charges
- Misc Charges

**Note:** If you are using the Inventory module, warehouse locations are set up in *Warehouse Bin Locations* (10.340.00).

**Lot/Serial Number**

*Lot/Serial Number* is the next lot or serial number to be processed. The lot/serial number displayed is automatically calculated and depends on the type of transaction being processed (see “Lot/Serial Number Setup (10.250.01)” in the Inventory online help or user guide for more information). You can reassign the lot number displayed if it is not the desired number.

To display a list of all available lot/serial numbers, press F3 or double-right-click. *Available Lot/Serial Numbers List* is displayed. To select a number, you can highlight it and click OK, or double-click on your selection.

The *Lot/Serial Number* control will be enabled only under the following conditions:

- The item selected is configured as being lot or serial controlled “when received” (see “Lot/Serial Number Setup (10.250.01)” in the Inventory online help or user guide).
- The item selected is configured as the valuation method of Specific Cost ID (see the Inventory online help or user guide for more information).
- The inventory item option Link To Specific Cost Identity has been selected (see “Inventory Items (10.250.00)” in the Inventory online help or user guide for more information).

When Lot/Serial items are linked to specific cost IDs, only a single serialized item (Quantity = 1) can be entered on the purchase order line. In addition, only a single lot number can be assigned to the purchase order line.
Specific Cost ID

**Specific Cost ID** specifies the specific cost detail.

**Note:** For lot/serial controlled items where the lot/serial numbers are linked to a specific cost identity, Specific Cost ID automatically displays the lot/serial number, which acts as the specific cost identity number. In this case, the field is display-only.

Unit Cost

**Unit Cost** displays the item’s per-unit cost as specified on the purchase order. Enter a number to change the cost displayed in this field.

**Note:** If the item’s valuation method is User-Specified Cost, the software sets its unit cost to zero. If the valuation method is Standard Cost, then the unit cost defaults to the amount entered at Std Cost in *Inventory Items* (10.250.00) (see *Inventory Items* (10.250.00) in the Inventory online help or user guide for more information), as long as the Bill of Materials module is not being used. If the Bill of Materials module is being used, the Direct Standard Cost will be used instead.

Extended Cost

**Extended Cost** is the item’s unit cost times number of units ordered. The software automatically calculates the extended cost of the item based on the values at **Quantity** and **Unit Cost**. (You may also enter values for **Quantity** and **Extended Cost**, and the software will calculate the **Unit Cost** by division.) Enter a number to change the extended cost displayed in this field.

**Note:** If the item’s valuation method is User-Specified Cost, the software sets its unit cost to zero. If the item’s valuation method is User-Specified Cost, the software sets its unit cost to zero. If the item’s valuation method is User-Specified Cost, you do not calculate cost until you sell the item (see *Inventory Items* (10.250.00) in the Inventory online help or user guide for more information).

Unit Weight

**Unit Weight** displays the weight per unit for this item as it appears on the purchase order whose number is entered for this receipt. You can change the information in this field, but it will not be updated in *Purchase Orders* (04.250.00).

Extended Weight

**Extended Weight** displays the extended weight for this item as it appears on the purchase order whose number is entered for this receipt. You can change the information in this field, but it will not be updated in *Purchase Orders* (04.250.00).

Orig Receipt Number

**Orig Receipt Number** is the receipt number from the original purchase order that you are now returning. If you are using the Inventory module, the software deducts a returned item’s quantity and cost from the appropriate cost layer. You should enter an original receipt number only if the item being returned uses the LIFO or FIFO valuation method.

Orig Rctp Date

**Orig Rctp Date** is the date the original receipt number was created. If you are using the Inventory module, the software deducts a returned item’s quantity and cost from the appropriate cost layer. You should enter an original receipt date only if you enter a receipt number in **Orig Receipt Number**. The item being returned uses the LIFO or FIFO valuation method and you enter a negative quantity in **Quantity**.

Alternate ID/Descr

**Alternate ID/Descr** displays the alternate ID for an item as soon as the inventory ID is entered. The description comes from the Inventory item description.
To select an existing alternate ID, place the cursor in **Alternate ID/Descr** and press F3 (or double-click the right mouse button). **Entity/Item Cross Reference List** is displayed and lists the existing alternate IDs from which you can select.

**Account**

**Account** displays the general ledger account charged by the amount of the transaction detail line. The software obtains the account from one of three sources:

- The account number entered on the original purchase order.
- Account information set up for a project and task, if you are using the Project Controller module. This applies to new transaction detail lines only.
- Account information set up for the item, if you are using the Inventory module. This applies to new transaction detail lines only.

This information is display-only and cannot be changed here. You can change it in **Purchase Orders** (04.250.00) for most **Purchase For** types.

**Project ID**

**Project ID** displays the project number that was associated with the item in **Purchase Orders** (04.250.00).

**Note:** This field requires an entry under the following circumstances: the purchase order has an appropriate purchase order type and status, the purchase order detail has an appropriate purchase type, or the account number is associated with a Project Management and Accounting account category in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**Task ID**

**Task ID** displays the task number of the project that was associated with the item in **Purchase Orders** (04.250.00).

**Note:** This field requires an entry under the following circumstances: the purchase order has an appropriate purchase order type and status, the purchase order detail has an appropriate purchase type, or the account number is associated with a Project Management and Accounting account category in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**Subaccount**

**Subaccount** displays the optional subaccount charged by the amount of the transaction detail line. The software obtains the subaccount number from one of three sources:

- The subaccount number entered on the original purchase order.
- Subaccount information set up for a project and task, if you are using the Project Controller module. This applies to new transaction detail lines only.
- Subaccount information set up for the item, if you are using the Inventory module. This applies to new transaction detail lines only.

This information is display-only and cannot be changed here. You can change it in **Purchase Orders** (04.250.00).

**Commitment Account**

**Commitment Account** defaults from **Commit Account** in **Purchase Orders** (04.250.00). The project commitment is created for the account category assigned to the **Commitment Account** in **Chart of Accounts Maintenance** (01.250.00).

**Labor Class**

**Labor Class** specifies the labor classification that was setup in Project Controller for revenue recognition.
Billable

Billable displays billable status of the project cost.
- Yes — The project cost is billable to the client.
- No — The project cost will not be billed to the client.

Unit Volume

Unit Volume is the volume for an individual unit of the item. The unit volume is used in landed cost calculations when the Landed Cost module is installed and the landed cost allocation method is Volume. The default unit volume is from Volume on the Size/Style/Color tab of Inventory Items (10.250.00). You may override the default value.

Ext Volume

Ext Volume is the total volume for the quantity ordered. It is used in landed cost calculations when the Landed Cost module is installed and the landed cost allocation method is Volume. The extended volume is calculated based on Unit Volume or you may enter another value.

Voucher Status

Voucher Status displays the status of vouchering against this receipt detail line. This field is display-only and cannot be changed. It is automatically updated when vouchers are released for processing in the Accounts Payable module.

Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00) if the Inventory module is installed.

Sales Orders (button)

Sales Orders displays Receipts for Sales Orders (04.010.07). See “Receipts for Sales Orders (04.010.07)” on page 98 for more information.

Lot/Serial (button)

Lot/Serial displays Lot/Serial Assignment (10.070.00) if the Inventory module is installed. See Lot/Serial Assignment (10.070.00) in the Inventory online help or user guide.

Invoice (button)

Invoice displays Invoice Information (04.010.02). See “Invoice Information (04.010.02)” on page 96 for more information.

Landed Costs (button)

Landed Costs invokes Landed Cost Receipt Entry (61.010.00) if the Landed Cost module is installed. See Landed Cost Receipt Entry (61.010.00) in the Landed Cost online help or user guide.
Add PO’s (button)

The Add PO’s button is visible if the Allow Multiple PO to one Receipt check box is selected on the Options tab of PO Setup (04.950.00). When this button is clicked, PO List displays the vendor’s open purchase orders.

![PO List](image)

Click the Selected check box for each purchase order you plan to receive against, and then click Close to return to Receipt/Invoice Entry (04.010.00).

Insert Level

Insert Level appears after you select Release Now or Release Later in Receipt/Invoice Entry (04.010.00) batch Handling and click Finish on the toolbar.

![Insert Level](image)

Following are the field descriptions for Insert Level.

**Batch**

The Batch radio button is used to release the entire batch of receipts.

**Document**

The Document radio button is used to release a single document from the batch.

**OK (button)**

OK releases the batch or document.

**Cancel (button)**

Click Cancel to cancel the operation.
Process Status (04.400.00)

The Process Status (04.400.00) dialog box displays after you click OK in Insert Level and close Receipt/Invoice Entry (04.010.00). Process Status (04.400.00) shows release progress. Click OK to close this dialog box.

![Process Status (04.400.00)](image)

Figure 30: Process Status (04.400.00)

Invoice Information (04.010.02)

Use Invoice Information (04.010.02) to enter details of the vendor invoice for a received item or items. To display Invoice Information (04.010.02), click the Invoice button on Receipt/Invoice Entry (04.010.00).

![Invoice Information (04.010.02)](image)

Figure 31: Invoice Information (04.010.02)

Following are the field descriptions for Invoice Information (04.010.02).

Reference Number

Reference Number displays the line reference for the item you selected in Receipt/Invoice Entry (04.010.00).

Vendor ID

Vendor ID displays the vendor ID for the item you selected in Receipt/Invoice Entry (04.010.00).

Document Type

Document Type specifies the type of document associated with the vendor invoice you are entering. Options are Debit Adjustment and Voucher.

Invoice Number

Invoice Number specifies the vendor’s invoice number. Enter the number as shown on the vendor’s invoice.

Invoice Date

Invoice Date specifies the date as shown on the vendor’s invoice. Enter the date as shown on the vendor’s invoice.

Note: The value in Invoice Date matches the receipt date unless you change the invoice date value after the receipt number is assigned.
Terms
Terms displays the terms associated with the vendor ID, as set up in Inventory. If the terms indicated in the vendor invoice are different from the terms displayed, you may change them.

Discount Amount
Discount Amount specifies the discount offered by the vendor as shown on the vendor invoice. Enter the discount as shown on the vendor invoice.

AP Batch Number
AP Batch Number specifies the accounts payable batch number for this vendor invoice.

OK (button)
OK closes the screen.
Promise Date (04.010.04)

Use Promise Date (04.010.04) to view purchase orders with a promise date on or before the date selected in Default PO Lines with Promise Date before?.

This screen is launched when Dflt PO Lines in Receipt/Invoice Entry (04.010.00) is set to Promise Date.

![Promise Date (04.010.04)](image)

Figure 32: Promise Date (04.010.04)

Following are the field descriptions for Promise Date (04.010.04).

**Default PO Lines with Promise Date before?**

Default PO Lines with Promise Date before? allows you to view purchase order lines by the promise date.

**OK (button)**

OK closes Promise Date (04.010.04) and displays the purchase order lines that match the selected criteria.

Receipts for Sales Orders (04.010.07)

Use Receipts for Sales Orders (04.010.07) to view the sales order corresponding to the goods being purchased. To display Receipts for Sales Orders (04.010.07), click the Sales Orders button on Receipt/Invoice Entry (04.010.00).

You can display this subscreen only if Receipt For in the current detail line has a value of Goods for Sales Order or Goods for Project Sales Order. The entries displayed here are entered in Purchase Orders (04.250.00).

You cannot enter or change the sales orders from this screen. Any number of sales orders can be displayed here.

![Receipts for Sales Orders (04.010.07)](image)

Figure 33: Receipts for Sales Orders (04.010.07)

Following are the field descriptions for Receipts for Sales Orders (04.010.07).

**Inventory ID**

Inventory ID displays the inventory ID for the corresponding receipt line.
Total Quantity
Total Quantity displays the sum of the Quantity Received entries.

Receipt Item Quantity
Receipt Item Quantity displays the amount from Quantity on the Detail frame in Receipt/Invoice Entry (04.010.00).

Sales Order Number
Sales Order Number displays the number of the sales order for this receipt, as entered in Purchase Orders (04.250.00).

Sales Order Line
Sales Order Line displays the line ID for the sales order for this receipt, as entered in Purchase Orders (04.250.00).

Sales Order Schedule
Sales Order Schedule displays the schedule line ID for the sales order for this receipt, as entered in Purchase Orders (04.250.00).

Quantity Received
Quantity Received displays the quantity received for the sales order on the purchase order. Quantity Received defaults to the remaining quantity (quantity ordered less quantity received to date) for the sales order on the purchase order.

OK (button)
Click OK to accept the quantity received amount and close the screen. (At one time, users could change the quantity in Quantity Received and click OK to accept that change. This functionality has been disabled.)

Cancel (button)
Click Cancel to close the screen.
Inquiry Screens

Purpose of Inquiry Screens

Inquiry screens are look-up screens that display information about the status of various line items on all types of purchase orders. As you set up the Purchasing module, you may use inquiry screens in Initialize mode to enter history about your company's existing purchase orders. However, after you set up the Purchasing module and enter all existing purchase order information, you use inquiry screens to look up information.

PO Receipts Inquiry (04.200.00)

Use PO Receipts Inquiry (04.200.00) to view all receipt history for a specific purchase order. This screen lets you select a purchase order and review the current status of all purchase order line items and all receipts against all line items for the selected purchase order.

In addition, from PO Receipts Inquiry (04.200.00) you can also review a receipt in detail by selecting the receipt line and clicking Receipt Information. Receipt/Invoice Entry (04.010.00) displays with the batch and document corresponding to the receipt line you selected in the grid in PO Receipts Inquiry (04.200.00).

Once you enter a valid purchase order number in PO Receipts Inquiry (04.200.00), the screen displays information as entered in Purchase Orders (04.250.00) or Receipt/Invoice Entry (04.010.00). The information is display-only; it can be changed only in the screens in which the information was entered.

![Figure 34: PO Receipts Inquiry (04.200.00)](image_url)
Following are the field descriptions for PO Receipts Inquiry (04.200.00).

**Document Area**

**PO Nbr**

**PO Nbr** specifies the number of the purchase order for which you want to learn receipt status and history. Enter a valid purchase order number.

To select an existing purchase order number, place the cursor in **PO Nbr** and press F3 (or double-click the right mouse button). *Purchase Order List* is displayed and lists the existing purchase order numbers from which you can select.

**Notes/Attachments (icon)**

**Notes/Attachments** allows the entry of notes or attaching a source document to this purchase order. Click the **Notes/Attachments** button to choose to enter either a note or attach source documents. For more information, refer to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user guide or help.

**PO Type**

**PO Type** displays the type of purchase order associated with the number you enter in **PO Nbr** (Regular Order, Drop-Ship, Blanket Order, or Standard Order).

**Blanket/Std PO**

**Blanket/Std PO** displays the number of the blanket purchase order from which a regular purchase order associated with the number you enter in **PO Nbr** was created.

**PO Status**

**PO Status** displays the current status from *Purchase Orders* (04.250.00) for the number entered in **PO Nbr**. The options are Purchase Order, Open Order, Cancelled, or Completed.

**PO Date**

**PO Date** displays the date the purchase order associated with the number you enter in **PO Nbr** was created.

**Per Closed**

**Per Closed** indicates the fiscal period and year the purchase order associated with the number you enter in **PO Nbr** was completed or cancelled. If the purchase order status is Open, **Per Closed** is blank.

**Last Rcvd**

**Last Rcvd** displays the date a receipt was last entered against the purchase order associated with the number you enter in **PO Nbr**. If the purchase order type is Blanket Order (see **PO Type**), **Last Rcvd** appears as **Last PO**, and shows the date of the last regular purchase order created from the blanket purchase order.

**Buyer**

**Buyer** identifies the buyer who placed the purchase order, if a buyer was entered on the purchase order. **Buyer** can be a name, employee ID, or unique buyer code.

**Vendor ID**

**Vendor ID** displays the identifier of the vendor that was used for the purchase order associated with the number you enter in **PO Nbr**. A vendor ID is a unique code assigned to a vendor to distinguish it from all other vendors.
Vendor Inquiry (button)

Clicking the Vendor Inquiry button displays Vendor Maintenance (03.270.00) from the Accounts Payable module.

Rcpt Status

Rcpt Status displays the current receipt status of the purchase order associated with the number you enter in PO Nbr:

- No Receipts Expected (X): You expect to receive no receipts for this purchase order. For example, the purchase order is for services.
- Not Received (N): No receipts have been received for this item on this purchase order.
- Partially Received (P): All purchase order line items are not yet received in full. The order may either be incomplete or include incorrect items.
- Fully Received (F): All line items of the purchase order have been received and the purchase order is now closed. The software deletes the records of all completed purchase orders that have been retained for the maximum number of periods (as specified on PO Setup (04.950.00)) when you close the Purchasing module for the period (also see “Closing the General Ledger” in the General Ledger online help or user guide).

Ship To ID

Ship To ID displays the shipping address identifier and description for the purchase order associated with the number you enter in PO Nbr. A ship-to ID is a unique code assigned to a shipping address (where goods are received) to distinguish it from other shipping addresses.

PO Addr ID

PO Addr ID displays the vendor address identifier and description for the vendor that was used for the purchase order you enter in PO Nbr. A vendor address ID is a unique code assigned to a vendor’s address to distinguish it from other vendor addresses.

Address (Ship To ID) (button)

Address displays Shipping Address (04.200.01), which provides detailed shipping address information for the purchase order associated with the number you enter in PO Nbr.

Address (PO Addr ID) (button)

Address displays Vendor Address (04.200.02), which provides detailed address information for vendor that was used for the purchase order associated with the number you enter in PO Nbr.

Instructions (button)

Instructions displays Shipping Instructions (04.200.03), which provides detailed shipping instructions for the purchase order associated with the number you enter in PO Nbr.

Detail Area

Receipt Nbr

Receipt Nbr displays the receipt numbers assigned to the receipts listed in the grid for the purchase order associated with the number you enter in PO Nbr. Receipt numbers are unique identifying codes assigned to receipts that distinguish them from all other documents.

Batch Number

Batch Number displays the batch numbers associated with the receipts displayed in the grid under Receipt Nbr. A batch number is a numeric code assigned to a transaction batch that uniquely identifies the batch.
Receipt Type

Receipt Type displays the receipt types associated with the receipts displayed in the grid under Receipt Type, either Receipt or Return.

Note: Receipts move goods into inventory and create accounts payable vouchers. Returns move goods out of inventory and return them to the vendor. Before entering a return against a purchase order, one or more receipts must have been entered and processed against this purchase order. Returns can create adjustment debit (AD) documents in Accounts Payable.

Original PO Line

Original PO Line indicates whether or not the item received was a line item appearing on the original purchase order. Checked means it was on the original purchase order and unchecked means it was not.

Inventory ID

Inventory ID displays the inventory ID for a receipt item. (An inventory ID is a unique code assigned to an item to distinguish it from other items in your organization’s inventory.)

Site ID

Site ID displays the site ID of the inventory storage location where the receipt item was received.

Receipt Quantity

Receipt Quantity displays the quantity of the item received on the receipt.

UOM

UOM displays the unit (box, each, etc.) by which the receipt item was purchased or received.

Unit Cost

Unit Cost displays the receipt item’s per-unit cost as entered on the purchase order.

Unit Weight

Unit Weight displays the weight per unit for the receipt item.

Extended Cost

Extended Cost displays the receipt item’s unit cost multiplied by the number of units ordered, as calculated on the purchase order.

Ext Weight

Ext Weight displays the receipt item’s unit weight multiplied by the quantity ordered, as calculated on the purchase order.

Receipt For

Receipt For displays the receipt-for values for the receipts displayed in the grid, as entered in Receipt/Invoice Entry (04.010.00). The possible values displayed in this field are:

- Goods for Inventory (GI)
- Goods for Drop Ship (DP)
- Non-Inventory Goods (GN)
- Goods for Sales Order (GS)
- Goods for Project Sales Order (PS)
- Goods for Project (GP)
• Goods for Project Inventory (PI)
• Description Line: The description of the purchase as entered in Purchase Orders (04.250.00).

Note: The following values can be entered in Purchase Orders (04.250.00), but cannot be viewed in this screen:

• Freight Charges
• Misc Charges
• Services for Expense
• Services for Project

See Purchase For in Purchase Orders (04.250.00) for more information.

Alternate ID
Alternate ID displays the alternate inventory ID, usually the vendor-assigned item ID of the receipt item.

Description
Description displays an explanation of the receipt item shown in Inventory ID.

Receipt Date
Receipt Date displays the dates receipts are originally entered.

Voucher Status
Voucher Status displays the status of the accounts payable voucher against the receipt item.

Account
Account displays the account number for the receipt item. (The account is the general ledger account updated by the amount of the original transaction detail line.)

Sub
Sub displays the subaccount number for the receipt item. (The subaccount is the general ledger subaccount updated by the amount of the original transaction detail line.)

Whse Bin Loc
Whse Bin Loc displays the warehouse location (bin, bay, rack, etc.) within the storage facility (see Site ID) where the receipt item is stored.

Line ID
Line ID displays the purchase order detail line for the associated receipt detail line. (A line ID is a unique sequential number automatically assigned to each detail line as it is entered in the purchase order.)

Project ID
Project ID displays the project for which the receipt has been purchased. This box displays a value when the Project Controller module is installed and the account shown is a project-related account.

Task ID
Task ID the task for which the receipt has been purchased. This box displays a value when the Project Controller module is installed and the account shown is a project-related account.
Lot/Serial (button)

Lot/Serial displays the Inventory screen Lot/Serial Assignment (10.070.00), which displays information about received items’ lot or serial number assignments. See Lot/Serial Assignment (10.070.00) in the Inventory online help or user guide.

Receipt Information (button)

Receipt Information displays Receipt/Invoice Entry (04.010.00), which is one of two screens in which receipts are entered. Viewing this screen provides you complete receipt detail. See “Receipt/Invoice Entry (04.010.00)” on page 81 for more information.

Note: You may not change information in Receipt/Invoice Entry (04.010.00) when you bring it up as an inquiry screen from PO Receipts Inquiry (04.200.00).
Shipping Address (04.200.01)

Use Shipping Address (04.200.01) to look up the address ID, name, and address of the entity to receive the items on the purchase order for which you want to learn receipt status and history. You access this screen by clicking Address (the button following Ship To ID) on PO Receipts Inquiry (04.200.00).

![Shipping Address (04.200.01)](figure35.png)

Figure 35: Shipping Address (04.200.01)

Following are the field descriptions for Shipping Address (04.200.01).

**Address ID**
Address ID displays the general address ID for the shipping address used on the purchase order.

**Name**
Name displays the entity (company, department, etc.) that received the goods on the purchase order.

**Address Line 1**
Address Line 1 displays the first address line of the recipient, typically a suite number or the name and number of the recipient’s street location.

**Address Line 2**
Address Line 2 displays the second address line of the recipient, typically a post office box number, if any, or street location.

**City**
City displays the municipality where the recipient is located.

**State/Province**
State/Province displays the recipient’s state or province.

**Postal Code**
Postal Code displays the recipient’s postal code.

**Country/Region**
Country/Region displays the recipient’s country or region.

**Close (button)**
Click Close to close the screen.
Vendor Address (04.200.02)

Use Vendor Address (04.200.02) to look up the address ID, name, and address of the vendor associated with the purchase order for which you want to learn receipt status and history. You access this screen by clicking Address (the button following PO Add ID) on PO Receipts Inquiry (04.200.00).

![Vendor Address (04.200.02)](image)

Figure 36: Vendor Address (04.200.02)

Following are the field descriptions for Vendor Address (04.200.02).

**Address ID**

Address ID displays the general address ID for the vendor address used on the purchase order.

**Vendor Name**

Vendor Name displays the name of the vendor on the purchase order.

**Address Line 1**

Address Line 1 displays the first address line of the vendor, typically a suite number or the name and number of the recipient’s street location.

**Address Line 2**

Address Line 2 displays the second address line of the vendor, typically a post office box number, if any, or street location.

**City**

City displays the municipality where the vendor is located.

**State/Province**

State/Province displays the vendor’s state or province.

**Postal Code**

Postal Code displays the vendor’s postal code.

**Country/Region**

Country/Region displays the vendor’s country or region.

**Close (button)**

Click Close to close the screen.
Shipping Instructions (04.200.03)

Use Shipping Instructions (04.200.03) to look up the information the vendor followed when shipping the items on the purchase order for which you want to learn receipt status and history. You access this screen by clicking Instructions (the button following Address after Ship To ID) on PO Receipts Inquiry (04.200.00).

Figure 37: Shipping Instructions (04.200.03)

Following are the field descriptions for Shipping Instructions (04.200.03).

**Ship VIA ID**

Ship VIA ID displays the method of order shipment used by the vendor to ship the received items as defined on the Shipping Information tab in Purchase Orders (04.250.00).

**FOB Point**

FOB Point displays the free-on-board point as defined on the Shipping Information tab in Purchase Orders (04.250.00). This is the point at which the cost of received items became your company’s responsibility. This is also the point at which ownership of the goods was transferred from the vendor to you.

**Confirm To**

Confirm To displays the entity (person, department, etc.) as defined on the Shipping Information tab in Purchase Orders (04.250.00). This is the entity who placed the order and from whom the vendor had to obtain order confirmation. If the purchase order did not require confirmation, Confirm To either displays Non-Confirm or is blank.

**Close (button)**

Click Close to close the screen.
**Item/Vendor History (04.310.00)**

Use *Item/Vendor History* (04.310.00) to review an inventory item’s period and year-to-date activity with a specific vendor (quantities and costs received, returned, etc.). You typically use this screen for review only. The values displayed here are automatically updated when you process purchasing receipts. In Initialize mode, you can also use *Item/Vendor History* (04.310.00) to enter an item’s history of activity. You would normally do this when you set up the Purchasing module to establish existing item and vendor records in the database.

![Item/Vendor History (04.310.00)](image)

**Figure 38: Item/Vendor History (04.310.00)**

Following are the field descriptions for *Item/Vendor History* (04.310.00).

**Inventory ID**

*Inventory ID* specifies the item you want to review or for which you want to enter historical activity (Initialize mode). Enter a valid inventory ID. (The description displays immediately below *Inventory ID*.)

To select an existing inventory ID, place the cursor in *Inventory ID* and press F3 (or double-click the right mouse button). If the Inventory module is installed, *Inventory Item List* is displayed and lists the existing inventory IDs from which you can select.

**Inventory Lookup (button)**

*Inventory Lookup* opens the *Inventory Item Lookup* (10.210.00) from the Inventory application if the Inventory module is installed.

An alternative to clicking the *Inventory Lookup* button is to place the cursor in *Inventory ID* and press ALT+F3 to open *Inventory Item Lookup* (10.210.00).

**Vendor ID**

*Vendor ID* specifies the vendor you want to review or for which you want to enter historical activity (Initialize mode). Enter a valid vendor ID. (The description displays immediately below *Vendor ID*.)

To select an existing vendor ID, place the cursor in *Vendor ID* and press F3 (or double-click the right mouse button). *Vendor List* is displayed and lists the existing vendor IDs from which you can select.
Site ID
Site ID allows you to narrow your display to a single site’s vendor or item history.
To select an existing site ID, place the cursor in Site ID and press F3 (or double-click the right mouse button). If the Inventory module is installed, Site List is displayed and lists the existing site IDs from which you can select.

Alternate ID
Alternate ID displays the alternate inventory ID, usually the vendor-assigned item ID of the item.
To select an existing alternate ID, place the cursor in Alternate ID and press F3 (or double-click the right mouse button). If the Inventory module is installed, Alternate ID List is displayed and lists the existing IDs from which you can select.

Fiscal Year
Fiscal Year specifies in what fiscal year the vendor or item history being reviewed (or entered in Initialize mode) occurred. The default is the current year.

Period
Period displays the fiscal year and period when the vendor or item history being reviewed (or entered in Initialize mode) occurred.

Quantity Received
Quantity Received displays the total quantity of this item received from this vendor during each period of the fiscal year.

Cost Received
Cost Received displays the total cost of this item received from this vendor during each period of the fiscal year.

Quantity Returned
Quantity Returned displays the total quantity of this item returned to this vendor during each period of the fiscal year. The value displayed here is updated when receipt documents with a type of Return are processed.

Cost Returned
Cost Returned displays the total cost of this item returned to this vendor during each period of the fiscal year. The value displayed here is updated when receipt documents with a type of Return are processed.

Average Cost
Average Cost displays the average cost of this item received from this vendor during each period of the fiscal year. Average cost is computed as total cost received divided by total quantity received. Returns are not included in this calculation.

Average Lead Time
If you have the Inventory Replenishment module installed, Average Lead Time displays the lead time calculated for inventory replenishment of line items.

Last Unit Cost
Last Unit Cost displays the cost paid when this item was last received from this vendor.
Last Lead Time

Last Lead Time displays the lead time for this item when it was last purchased from this vendor. Lead time is computed as the number of days between the order date and the date received.

Last Received

Last Received displays the date that this item was last received from this vendor.

YTD

YTD specifies each item’s year-to-date values as the sum of all period-to-date values through the current period in the fiscal year. If you are entering vendor or item history (Initialize mode), the software calculates year-to-date values as you enter the period-to-date values. Changing a period-to-date value causes the software to recalculate the year-to-date value automatically.
Process Screens

Purpose of Process Screens

Process screens are the screens in which you initiate purchasing processes, such as releasing batches of receipts, deleting purchasing detail for period closing, and generating purchase orders.

Release Receipt Batches (04.400.00)

While some users prefer to release a batch of purchasing receipts as soon as it is entered (which you can do in Receipt/Invoice Entry (04.010.00)), others choose to wait and release all batches at the end of a day or other given period of time. Release Receipt Batches (04.400.00) is used for this purpose. With it, you release all balanced batches that were set to Release Later in Receipt/Invoice Entry (04.010.00) batch Handling.

With Release Receipt Batches (04.400.00), you release batches for only one company at a time; you must log into each company for which you are releasing receipts.

A batch should have Balanced status before you can release it. However, if you attempt to release an out-of-balance batch, the software assigns it Suspended Release status (see Status in Receipt/Invoice Entry (04.010.00)). Then, the software processes all in-balance receipts, and retains the information of all out-of-balance receipts within the batch record for later re-release in this screen or Receipt/Invoice Entry (04.010.00).

Release Receipt Batches (04.400.00) processes batches from Receipt/Invoice Entry (04.010.00). Vouchers for receipts or debit adjustments for returns are created, the Inventory module is updated (if installed), and purchase orders are updated.

If you select Automatic Batch Reports in GL Setup (01.950.00), Release Receipt Batches (04.400.00) generates a batch control report of all batches released during processing.

All monetary amounts are entered or viewed as the foreign currency and are translated automatically to the designated base or domestic currency. Transaction amounts and account balances are stored in both the currency used for entry and the base or domestic currency equivalent (see the Currency Manager online help or user guide for more information).
Note: When the Landed Cost module is installed, Release Receipt Batches (04.400.00) automatically opens Process PO Landed Cost Batches (61.200.00) if there are landed cost batches to be released. See “Process PO Landed Cost Batches (61.200.00)” on page 119 for more information.

![Release Receipt Batches (04.400.00), grid view](image)

Figure 39: Release Receipt Batches (04.400.00), grid view

Following are the field descriptions for Release Receipt Batches (04.400.00).

**Selected**

Selected specifies by batch whether or not a transaction batch should be released for posting. Click Selected to release the batch for posting. This is the default option. Leave Selected unchecked if you do not want to release the batch for posting.

**Batch Number**

Batch Number specifies by batch the unique identifying code of each batch that can potentially be released for posting.

**Company ID**

Company ID displays the company ID for the batch of receipts you are releasing.

**Status**

Status displays the current condition of the batch.

**Journal Type**

Journal Type displays the source journal of each batch (typically purchase order for purchasing journal).

**Currency ID**

Currency ID displays the currency ID to be used for the batch of receipts you are releasing.

**Batch Control**

Batch Control is the total amount of all transactions in each batch.

**Select All (button)**

Select All selects all unposted batches to release for posting. When you want to release all unposted transactions, Select All is a quick way to select every possible batch.
Clear Selections (button)

Clear Selections deselects all batches (prevents all unposted batches from being released for posting). This helps ensure that any batches not to be released are not accidentally selected and released. After clicking Clear Selections, you can use Selected to specify only those batches you want to release.

Begin Processing (button)

Begin Processing starts the release of purchasing batches.

Process Status

Process Status (04.400.00) displays after you click Begin Processing in Release Receipt Batches (04.400.00), showing progress of the release process. Click OK to close this dialog box.

Figure 40: Process Status (04.400.00)
Reprint PO Batch Control Reports (04.410.00)

Use Reprint PO Batch Control Reports (04.410.00) to reprint, or print for the first time, batch control reports for selected purchasing transaction batches. You can reprint (print) a batch control report for any unposted, posted, or completed batch from the current period, or for any prior fiscal period for which transaction details are still being retained.

**Note:** After you release a batch for posting, you can use this screen to print a batch control report for that batch, regardless of whether you have selected Automatic Batch Control Reports in **GL Setup** (01.950.00).

![Reprint PO Batch Control Reports (04.410.00), grid view](image)

Following are the field descriptions for **Reprint PO Batch Control Reports** (04.410.00).

**Select by Batch** controls whether the software displays all or selected inventory batches when you click **Refresh**. If you select **All**, the software displays all batches for which it is currently retaining transaction details when you click **Refresh**. If you choose **Batch Range**, you can enter the starting and ending batch numbers.

**Batch Range**

**Batch Range** is used to specify the batches you want to reprint. In the first field, enter the beginning batch number in a range, and in the second field, the ending number in the range. To specify a single batch, enter the same batch number in both fields.

**All (Select by Batch)**

Click the **All** radio button to indicate that you want to reprint all batches.

**Specific Company**

**Specific Company** allows you to indicate a single company whose batches you want to reprint.

**All (Select Company)**

Click this **All** radio button to indicate that you want to reprint batches for all companies.
Refresh (button)
Clicking Refresh displays the information for all purchasing batches specified in Select by Batch.

Selected
Selected specifies whether a batch control report should be reprinted (printed) for each batch. Click the Selected check box next to those batches that you would like to print.

Batch Number
Batch Number is the unique identifying code of each batch for which you can reprint (print) a batch control report. This field is display-only.

Screen Number
Screen Number is the screen that is used to enter each batch into the database. This field is display-only.

Status
Status displays the current status of the batch. This field is display-only.

Journal Type
Journal Type is the book of original entry for each batch. The software uses journal types to group batches together for more efficient report generation. This field is display-only.

Date Created
Date Created displays the date the batch was created. This field is display-only.

Created By
Created By displays the user who created the batch. This field is display-only.

Batch Control
Batch Control displays the total monetary amount of all transactions in each batch. This field is display-only.

Select All (button)
Click Select All to quickly select all batches listed.

Clear Selections (button)
Click Clear Selections to deselect all batches that have been selected. This helps ensure that any batches you do not want reprinted are not accidentally selected. After clicking Clear Selections, you can use Selected to specify only those batches for which you want to reprint (print) batch control reports.

Begin Processing (button)
Click Begin Processing to generate the batch reports.

Note: If you select more than one batch for reprinting (printing) and are printing to a file, make sure you first select the concatenate function in the Print Setup options. This merges all batch control reports to the file you designate, appending them in the file based on the order in which they are selected here. If you do not select the concatenate function, the software generates a batch control report in the file for only the last batch selected.
Delete Purchase Orders (04.500.00)

Use Delete Purchase Orders (04.500.00) to delete the purchasing records that are no longer needed for business operations. When you click Begin Processing on this screen, the software deletes all purchasing activity for any accounting period that exceeds the maximum values you specify in PO Setup (04.950.00).

![Delete Purchase Orders (04.500.00)](image)

**Figure 42: Delete Purchase Orders (04.500.00)**

Following are the field descriptions for Delete Purchase Orders (04.500.00).

**Current Fiscal Period**

Current Fiscal Period controls which fiscal period and year serve as the reference point for deleting purchasing detail.

**Example:** Suppose in PO Setup (04.950.00) you specify to retain purchasing documents for eight periods and purchasing transactions for four periods before the current fiscal period and year (see Periods to Retain Documents and Periods to Retain Transactions in PO Setup (04.950.00)). If 08-1998 is the current fiscal period, the software deletes the document activity of period 11-1997 and the transaction activity of period 03-1998, plus any periods and years prior to these that still have any purchasing detail, when you click Begin Processing.

**Delete Detail From**

Delete Detail From specifies the fiscal year and period when the software begins deleting purchasing activity. All activity details are deleted from this period and all periods prior to this one that still retain details. Delete Detail From is controlled by the values at Periods to Retain Documents and Periods to Retain Transactions in PO Setup (04.950.00).

**Begin Processing (button)**

Begin Processing starts the purchasing detail deletion process.
Process PO Landed Cost Batches (61.200.00)

*Process PO Landed Cost Batches* (61.200.00) releases the landed cost batches entered in *Landed Cost Receipt Entry* (61.010.00) at the time of the purchase order receipt. After Purchasing’s *Release Receipt Batches* (04.400.00) successfully releases the purchase order receipt batch, it automatically calls *Process PO Landed Cost Batches* (61.200.00) to process the associated landed cost batches. If the landed cost processing fails during the purchase order receipt release, the landed cost batch processing can be manually initiated by accessing *Process PO Landed Cost Batches* (61.200.00) from the Purchasing menu. If there is a failure in the landed cost batch processing in *Process PO Landed Cost Batches* (61.200.00), none of the landed cost codes entered for the associated receipt number will be processed. The failure is at the purchase order receipt level not, at the landed cost code level.

*Process PO Landed Cost Batches* (61.200.00) creates the accounts payable vouchers, inventory cost adjustment batches, and general ledger batches as required for landed costs entered at the time of the purchase order receipt. Note that:

- Landed costs cannot be processed until the associated purchase order receipt batch has been successfully released.
- Landed costs entered through Accounts Payable are released by *Process AP Landed Cost Batches* (61.210.00).

The inventory cost for items with valuation methods of FIFO, LIFO, Average Cost, and Specific Identification will be updated with the allocated landed costs through the creation of an inventory cost adjustment batch. *Process PO Landed Cost Batches* (61.200.00) will create the inventory cost adjustment batch and release it so no manual intervention is required. A separate inventory cost adjustment batch is created for each landed cost code entered.

If Bi-Monetary Inventory is enabled, a currency rate lookup to convert the base currency to the bi-monetary currency will be performed in *Process PO Landed Cost Batches* (61.200.00). If a currency rate cannot be found and an inventory cost adjustment needs to be created, a message will be written to the Event Log and processing will be exited. If this occurs, set up the required currency rate and then open *Process PO Landed Cost Batches* (61.200.00) from the Purchasing menu to manually release the landed cost batch.

The landed costs for inventory items with valuation methods, Standard Cost and User-Specified, will be posted to the landed cost variance account through the creation of a general ledger batch. If a general ledger batch needs to be created and the landed cost variance account/subaccount is missing in *Inventory Items* (10.250.00) and *IN Setup* (10.950.00), an error message will be written to the Event Log and the landed cost processing will be exited. If this occurs, enter the landed cost variance account/subaccount and then open *Process PO Landed Cost Batches* (61.200.00) from the Purchasing menu to manually release the landed cost batch. When applicable, separate general ledger batches are created for each landed cost code entered.

Separate accounts payable vouchers will be created for each landed cost code entered with the purchase order receipt.

If the landed cost processing fails during the Purchasing’s *Release Receipt Batches* (04.400.00), necessary modifications can be made in *Landed Cost Receipt Entry* (61.010.00) and then *Process PO Landed Cost Batches* (61.200.00) can be accessed from the Purchasing menu to manually release the landed cost batch.

**Note:**

- Landed costs will update inventory costs based on the item’s valuation method:
  - The inventory cost for items with valuation methods, FIFO, LIFO, Average Cost, and Specific Identification will be updated with the allocated landed costs through the creation of an inventory cost adjustment batch. A separate inventory cost adjustment batch is created for each landed cost code entered in *Landed Cost Receipt Entry* (61.010.00).
  - The landed costs for inventory items with valuation methods of Standard Cost or User-Specified will be posted directly to the general ledger landed cost variance account because the inventory costs for these valuation methods are not updated when items are received into inventory.
- Landed costs for non-stock items will be posted directly to the general ledger landed cost variance account because non-stock items can only have a valuation method of Standard Cost or User-Specified Cost.

- The landed costs will be allocated across the inventory items on the receipt that have Receipt For types of Goods for Inventory, Goods for Sales Order, Goods for Project Sales Order, Non-Inventory Goods, Goods for Project Inventory, and Goods for Project, according to the designated allocation method (Cost, Quantity, Weight). If additional items that were not on the purchase order are added at the time of receipt, they will also be included in the allocation of the landed costs.

  If the Receipt For type is Goods for Project, an accounts payable transaction line will be inserted on the landed cost accounts payable voucher and no inventory or general ledger transactions will be created. The account and subaccount from the Goods for Project line on the purchase order receipt will be used as the account/subaccount on the accounts payable voucher line for the allocated landed costs for the Goods for Project item. When the landed cost accounts payable voucher is released, the Accounts Payable postings will be:

  - A debit to the project account/subaccount from the accounts payable voucher transaction line.
  - A credit to the accounts payable account for the vendor in Vendor Maintenance (03.270.00).

  No additional postings are required when the Receipt For type is Goods for Project.

- Unit of measure will not be taken into consideration during the landed cost allocation calculations. The Cost, Quantity, and Weight values on the purchase order receipt will be used as entered without considering the unit of measure. For example, suppose a purchase order receipt has two items, one with a quantity of 100 each and one with a quantity of 50 packs. The landed cost allocation calculations will sum the total quantity for the items on the purchase order receipt as 150. No unit of measure conversions will be performed. The same is true for the items’ costs and weights.

Figure 43: Process PO Landed Cost Batches (61.200.00)

Following are the field descriptions for Process PO Landed Cost Batches (61.200.00).

Selected

Selected marks the landed costs associated with the receipt for release.

PO Receipt Batch

PO Receipt Batch is the purchase order receipt batch with associated landed costs that are available for release. Note that landed cost batches are not available for release until the corresponding purchase order receipt batches have been successfully released through Purchasing. This field is display only.
Receipt Number
Receipt Number is the purchase order receipt with associated landed costs that are available for release. Landed costs are attached to purchase order receipts using Landed Cost Receipt Entry (61.010.00), which is accessed from Purchasing’s Receipt/Invoice Entry (04.010.00). This field is display only.

Receipt Quantity
Receipt Quantity indicates the total quantity of items received on the purchase order receipt with associated landed costs available for release. This field is display only.

Receipt Amount
Receipt Amount indicates the total receipt amount of the items received on the purchase order receipt with associated landed costs available for release. This field is display only.

Select All
Click Select All to mark all of the receipts in the grid to be released.

Clear Selections
Click Clear Selections to deselect all of receipts in the grid so that none are marked to be released. Specific receipts can then be selected using the Selected check box.

Begin Processing
Click Begin Processing to start the landed cost processing for the selected receipts.
Setup and Maintenance Screens

Purpose of Setup and Maintenance Screens

Setup screens are the screens you use to set up the Purchasing module and define the defaults your company will use in other Purchasing screens. The maintenance screen included in this section is Landed Cost Codes (61.100.00), for the entry of user-defined codes to represent the various types of landed costs. You would only use this maintenance screen with Purchasing if you have the Landed Cost module installed.

PO Setup (04.950.00)

Following are descriptions for the tabs on PO Setup (04.950.00).

PO Setup, Options Tab

Use PO Setup (04.950.00) to adapt the Purchasing module to the structure of your organization. You must complete GL Setup (01.950.00) before you complete PO Setup (04.950.00), and you must complete PO Setup (04.950.00) before you can use other Purchasing screens for regular operations. Use the Options tab of PO Setup (04.950.00) to set up various purchasing default options as described below.

Figure 44: PO Setup (04.950.00), Options tab

Following are the field descriptions for the Options tab of PO Setup (04.950.00).

Auto Numbering PO and Receipt

Auto Numbering PO and Receipt specifies whether the assignment of purchase order and receipt numbers will be automatically provided by the software or manually entered by you. The default is for you to manually assign and enter document numbers.

To have the software automatically assign purchase order or receipt numbers to documents, according to the most recent values shown at Last PO Number, Last Receipt Number, and Last Batch Number, click the check box.
To suspend automatic numbering, click the check box again (automatic numbering is deselected). Suspending automatic numbering means users will need to assign numbers to documents manually. In a new document, you can enter any alphanumerical code you care to assign (for example, abbreviated versions of the vendor’s name or a letter-number combination).

**Allow Multiple PO to one Receipt**
Select the **Allow Multiple PO to one Receipt** check box if you want to receive against one or more purchase orders for a single vendor under one receipt.

**Last PO Number**
**Last PO Number** establishes your organization’s purchase order numbering format. The typical format is 000000, which assigns the lowest possible positive number (000001) to the first purchase order entered in the Purchasing module. However, other purchase order numbering formats are possible.

**Example:** 100000 specifies that purchase order numbering should begin with purchase order number 100001 (100001, 100002, etc.).

After you begin entering purchasing documents, **Last PO Number** displays the number of the purchase order most recently created. If you elect to use manual order numbers (see Auto Numbering PO and Receipt), the software bypasses **Last PO Number**.

**Last Receipt Number**
**Last Receipt Number** establishes your organization’s receipt numbering format. The typical format is 000000, which assigns the lowest possible positive number (000001) to the first Receipt. However, other receipt numbering formats are possible.

**Example:** 100000 specifies that receipt numbering should begin with receipt number 100001 (100001, 100002, etc.).

After you begin entering receiving documents, **Last Receipt Number** displays the number of the receipt most recently created. If you elect to use manual receipt numbers (see Auto Numbering PO and Receipt), the software bypasses **Last Receipt Number**.

**Last Batch Number**
**Last Batch Number** establishes your organization’s batch numbering format. The typical format is 000000, which assigns the lowest possible positive number (000001) to the first batch. However, other batch number formats are possible.

**Example:** 100000 specifies that batch numbering should begin with batch number 100001 (100001, 100002, etc.).

After you begin entering purchasing documents, **Last Batch Number** changes to display the number of the batch most recently created.

**Periods to Retain Transactions**
**Periods to Retain Transactions** controls the number of periods (as defined by your organization) to retain purchasing transaction information.

**Example:** 02 indicates that documents should be retained for two periods.

Once an accounting period’s purchasing transactions have been retained for a period exceeding the number specified, you can delete the transactions for the period using **Delete Purchase Orders** (04.500.00).

**Note:** Database storage requirements increase in proportion to the number of periods that transactions are retained. This affects the amount of hard disk free space needed.
Default Unit Cost

Default Unit Cost specifies the default unit cost that appears on purchase orders during purchase order entry (see “Purchase Orders (04.250.00)” on page 55).

Select one of the following method options from the Default Unit Cost drop-down list:
- Last Cost
- Average Cost
- Standard Cost

Voucher/AD Tran Description

Voucher/AD Tran Description specifies the transaction description that appears on accounts payable vouchers created from purchasing receipts during receipt and invoice entry (see “Receipt/Invoice Entry (04.010.00)” on page 81).

Select one of the following transaction description options from the Voucher/AD Tran Description drop-down list:
- Inventory Item ID: Specifies inventory item IDs entered in Purchase Orders (04.250.00) or Receipt/Invoice Entry (04.010.00) as the transaction description on accounts payable vouchers.
- Inventory Item Description: Specifies inventory item descriptions from purchase orders as the transaction descriptions on accounts payable vouchers.

Note: Inventory item descriptions automatically appear as purchase order transaction detail line descriptions if you are also using the Inventory module. You can also manually enter item descriptions in purchase order detail lines if you are not using the Inventory module. Also note that if you modify a purchase order detail line description in Receipt/Invoice Entry (04.010.00), the description in receipts overrides the original purchase order description as the voucher transaction description.

- Vendor Item ID: Specifies the vendor’s item identification code as the transaction description on accounts payable vouchers.

Voucher Quantity Error

Voucher Quantity Error specifies what action the software should take when the vouchered quantity is not equal to the quantity received.

- Error — The software displays an error message if the voucher quantity is different from the receipt quantity.

  Note: The vouchered quantity cannot be greater than the quantity received. System Message 6171 “Quantity vouchered can’t be greater than quantity received.” is always displayed if the voucher quantity is greater than the quantity received.

  The voucher quantity must be equal to the quantity received. The vouchered quantity cannot be less than or greater than the quantity received.

- Warning — The software displays a warning message if the voucher quantity is different from the receipt quantity.

  Note: The vouchered quantity cannot be greater than the quantity received. System Message 6171 “Quantity vouchered can’t be greater than quantity received.” is always displayed if the voucher quantity is greater than the quantity received.

  A warning is displayed. However, if the vouchered quantity is less than the quantity received, the voucher can be entered and released.

- No Action — The software takes no action if the voucher quantity is different from the receipt quantity.
Note: The vouchered quantity cannot be greater than the quantity received. System Message 6171 “Quantity vouchered can’t be greater than quantity received.” is always displayed if the voucher quantity is greater than the quantity received.

A warning is not displayed when the vouchered quantity is less than the quantity received. However, System Message 6171 “Quantity vouchered can’t be greater than quantity received.” is displayed when the vouchered quantity is greater than the quantity received and the user is forced to change the invoice quantity to a value that is less than or equal to the receipt quantity.

**Inventory Carrying Cost (per $/per Yr)**

*Inventory Carrying Cost* indicates the cost for carrying that inventory item for a full year. This is expressed as a percentage of the item’s total cost. For example, $0.24 per dollar/year. If an inventory item’s *Replenishment Policy* in *Inventory Sites* (10.255.00) is set to Optional Replenishment, *Inventory Carrying Cost (per $/per Yr)* and *Setup Cost ($)* are used in the Economic Order Quantity (EOQ) calculation.

**Setup Cost ($)**

*Setup Cost* indicates the cost to process an order. In distribution systems, this typically represents the costs of creating a purchase order. If an inventory item’s *Replenishment Policy* in *Inventory Sites* (10.255.00) is set to Optional Replenishment, *Setup Cost ($)* and *Inventory Carrying Cost (per $/per Yr)* are used in the Economic Order Quantity (EOQ) calculation.

**Administrative Lead Time (days)**

*Administrative Lead Time* represents the total amount of time it takes for the purchasing department to process a purchase order, and the time it takes to receive and inspect the order. *Administrative Lead Time (days)* is added to the inventory item’s *PO Lead Time (days)* in *Inventory Sites* (10.255.00) when calculating order quantities.

**User Defined Demand Periods**

This field stores the number of periods that you want the system to consider when calculating averages; for example, the average demand of an item. This field defaults to six and must be greater than zero. The number of periods specified in *User Defined Demand Periods* is used when printing *Reorder Point* (04.740.00) if the *Number of Periods* specified in the Options tab of *Reorder Point* (04.740.00) is not specified.

**Quantities**

*Quantities* specifies the number of decimal places to use after the decimal point when displaying quantities. This number should not be greater than the decimal precision used in the Inventory module.

**Unit Cost**

*Unit Cost* specifies the number of decimal places to use after the decimal point when displaying costs. This number should not be greater than the decimal precision used for in the Inventory module.

**Print Company Header**

*Print Company Header* specifies whether or not the name and address of your company appears on purchase orders. If you click the *Print Company Header* check box, the information at *Default Billing Address* in the *Bill-to/Ship-to Defaults* tab appears on all purchase orders printed. The software positions the billing address information on purchase orders so that the billing address can serve as a return address when used with two-window envelopes.

**Print Site Detail on Purchase Orders**

*Print Site Detail on Purchase Orders* specifies whether or not inventory item site details (site IDs) appear on purchase orders. If you click this check box, the site ID of each item ordered appears on
purchase orders. Select **Print Site Detail on Purchase Orders** if you are using the Inventory module and you have specified multiple warehouses in **IN Setup** (10.950.00). If you are not using the Inventory module, this option is not available.

**Hot Print Purchase Orders**

Hot Print Purchase Orders prompts the user to print a purchase order before closing Purchase Orders (04.250.00) or using the **Finish** button to clear the screen for more purchase order entry.

**Auto Add Alternate IDs for Inventory Items**

Auto Add Alternate IDs for Inventory Items indicates that **Item Cross References** (10.380.00) is to be updated automatically if an alternate ID is entered on a purchase order, item request, or requisition. This is true only if the Inventory module is installed.

Pressing the **SPACEBAR** in the **Auto Add Alternate IDs for Inventory Items** check box toggles between selecting and clearing it.

**Type**

Type specifies the category designation that will be applied when users enter an **Alternate ID** in Purchase Orders (04.250.00), **Item Request** (RQ.100.00), or **Requisitions** (RQ.110.00). If **Auto Add Alternate IDs for Inventory Items** is checked, Purchasing will automatically enter the **Alternate ID** and **Alternate ID Type** to the **Item Cross References** (10.380.00) as purchase orders are entered. This is true only if the Inventory module is installed.

**Reopen Closed Purchase Orders on Return**

Reopen Closed Purchase Orders on Return allows the user to open a previously closed purchase order to return goods received against a purchase order that has already been closed.

Click the check box to be able to reopen closed purchase orders.

**Create AD from Return**

Create AD from Return specifies whether a return should create an adjustment debit (AD) document in Accounts Payable when a return is processed.

Click the check box if you want the return to create an AD document in Accounts Payable when processed. If you do not check the box, no accounts payable document is created. If you are creating a return for exchange and do not plan to create a voucher when the receipt is processed, then you do not want an AD document to be created for the return. If the return is for credit, then you want to create the AD document and apply it to the voucher created from the receipt.

**Default Receipt Unit from IN Stocking Unit**

Default Receipt Unit from IN Stocking Unit overrides the unit of measure (UOM) entered in Purchase Orders (04.250.00) with the stocking UOM from **Inventory Items** (10.250.00).

Click the check box if you want the unit of measure used in Receipt/Invoice Entry (04.010.00) to be the item’s stocking UOM rather than the UOM entered on the purchase order. The quantities entered on the purchase order are automatically converted to the item’s stocking UOM based on the conversion factor entered in **Unit Conversions** (10.270.00).
PO Setup, Bill-to/Ship-to Defaults Tab

Use the Bill-to/Ship-to Defaults tab of PO Setup (04.950.00) to specify the billing and shipping addresses you want to appear on purchase orders.

![PO Setup (04.950.00), Bill-to/Ship-to Defaults tab](image)

**Figure 45: PO Setup (04.950.00), Bill-to/Ship-to Defaults tab**

Following are the field descriptions for the Bill-to/Ship-to Defaults tab of PO Setup (04.950.00).

### Default Billing Address Area

**Name**

Name specifies the name of the company to which the vendor’s invoice is to be sent.

**Attention**

Attention specifies the name to whose attention the vendor’s invoice is to be sent.

**Address 1**

Address 1 specifies the first line of the mailing address to which the vendor’s invoice is to be sent. This address line is typically used for a suite number or the name and number of the recipient’s street location.

**Address 2**

Address 2 specifies the second line of the mailing address to which the vendor’s invoice is to be sent. If a suite number is entered in Address 1, this address line is typically used for the recipient’s post office box number, if any, or the name and number of the recipient’s street location.

**City**

City specifies the name of the city to which the vendor’s invoice is to be sent.

**State/Prov**

State/Prov specifies the state or province to which the vendor’s invoice is to be sent.
Postal Code
Postal Code specifies the postal code to which the vendor’s invoice is to be sent.

Country/Region
Country/Region specifies the name of the country or region to which the vendor’s invoice is to be sent. Country/Region typically uses a standard three-letter country or region abbreviation (see Country/Region Maintenance (21.300.00) in the Shared Information online help or user guide).

Phone/Ext.
Phone/Ext. specifies the phone number and phone extension of the recipient of the vendor’s invoice.

Fax/Ext.
Fax/Ext. specifies the fax number and fax extension of the recipient of the vendor’s invoice.

Email Address
Email Address specifies the email address of the recipient of the vendor’s invoice.

Default Shipping Address Area

Name
Name specifies the name of the company to which the goods from the vendor are to be sent.

Attention
Shipping Address Attention specifies the name of the recipient to whose attention the goods from the vendor are to be sent.

Address 1
Address 1 specifies the first line of the mailing address to which the vendor’s goods are to be sent. This address line is typically used for a suite number or the name and number of the recipient’s street location.

Address 2
Address 2 specifies the second line of the mailing address to which the vendor’s goods are to be sent. If a suite number is entered in Address 1, this address line is typically used for the recipient’s post office box number, if any, or the name and number of the recipient’s street location.

City
City specifies the name of the city to which the vendor’s goods are to be sent.

State/Prov
State/Prov specifies the state or province to which the vendor’s goods are to be sent.

Postal Code
Postal Code specifies the postal code to which the vendor’s goods are to be sent.

Country/Region
Country/Region specifies the name of the country or region to which the vendor’s goods are to be sent. Country/Region typically uses a standard three-letter country or region abbreviation (see Country/Region Maintenance (21.300.00) in the Shared Information online help or user guide).
Phone/Ext.
Phone/Ext. specifies the phone number and phone extension of the recipient of the vendor’s goods.

Fax/Ext.
Fax/Ext. specifies the fax number and fax extension of the recipient of the vendor’s goods.

Email Address
Email Address specifies the email address of the recipient of the vendor’s goods.
PO Setup, PO Accounts Tab

Use the **PO Accounts** tab of **PO Setup (04.950.00)** to define the account numbers to be used for non-inventory purchases and for accounts payable accruals.

![PO Setup (04.950.00), PO Accounts tab](image)

Figure 46: PO Setup (04.950.00), PO Accounts tab

Following are the field descriptions for the **PO Accounts** tab of **PO Setup (04.950.00)**.

**AP Accrual Account**

**AP Accrual Account** specifies the accounts payable accrual account to be credited when receipts are processed. This account will then be cleared when the accounts payable voucher is processed. Enter a valid accounts payable accrual account number.

**AP Accrual Subaccount**

**AP Accrual Subaccount** specifies the accounts payable accrual subaccount to be credited when receipts are processed. This subaccount will then be cleared when the accounts payable voucher is processed. Enter a valid accounts payable accrual subaccount number.

**Non-Inventory Account**

**Non-Inventory Account** specifies the expense account that will fill in purchase order detail lines when the purchase type is Non-Inventory. Enter a valid expense account.

**Non-Inventory Subaccount**

**Non-Inventory Subaccount** specifies the expense subaccount that will fill in purchase order detail lines when the purchase type is Non-Inventory. Enter a valid expense subaccount.

**Freight Account**

**Freight Account** specifies the expense account that will fill in purchase order detail lines for the freight charges for the purchase type.

**Freight Subaccount**

**Freight Subaccount** specifies the expense subaccount that will fill in purchase order detail lines for the freight charges for the purchase order.
Purchase Price Variance Account

Purchase Price Variance Account specifies the expense account where Accounts Payable posts the difference between the estimated purchase order receipt price and the actual invoice price on the accounts payable voucher when the Inventory module is not installed.

Purchase Price Variance Subaccount

Purchase Price Variance Subaccount specifies the expense subaccount where Accounts Payable posts the difference between the estimated purchase order receipt price and the actual invoice price on the accounts payable voucher when the Inventory module is not installed.
PO Integrity Check (04.990.00)

Use PO Integrity Check (04.990.00) to manage purchasing related data. Project Management and Accounting users should re-run Financial Transaction Transfer (PA.TRN.00) for Purchasing after running PO Integrity Check (04.990.00).

Following are the field descriptions for PO Integrity Check (04.990.00).

Check Purchase Orders (Open Orders/Purchase Orders/Quotes)
Check Purchase Orders (Open Orders/Purchase Orders/Quotes) runs the selected processes against open orders, purchase orders, and quotes.

Include Closed Purchase Orders
Include Closed Purchase Orders includes closed purchase orders in the integrity check. It is enabled only when Check Purchase Orders (Open Orders/Purchase Orders/Quotes) is selected.

Include Canceled Purchase Orders
Include Canceled Purchase Orders includes canceled purchase orders in the integrity check. It is enabled only when Check Purchase Orders (Open Orders/Purchase Orders/Quotes) is selected.

Verify Table Relationships
Verify Table Relationships confirms that all detail transactions are linked to a header transaction. It is enabled only when Check Purchase Orders (Open Orders/Purchase Orders/Quotes) is selected.

Delete Orphaned Records
Delete Orphaned Records deletes records that are not linked to a header or detail record during the verify table relationships process. It is enabled only when Verify Table Relationships is selected.
Rebuild Inventory Plan

Rebuild Inventory Plan rebuilds the SOPlan table, which contains the inventory supply and demand schedule for all item/site combinations. Functionality of this field depends on which modules you have installed and whether or not you have Customer Priority Scheduling (CPS) turned on or off. For more information on CPS, refer to the Order Management online help or user guide.

Inventory ID

Inventory ID is enabled if you have selected Rebuild Inventory Plan. Enter an inventory ID if you need to rebuild the inventory plan for a particular inventory item only.

Site ID

Site ID is enabled if you have selected Rebuild Inventory Plan. Enter a site ID if you need to rebuild the inventory plan for a particular site only.

Note: Enter both an inventory ID and a site ID to rebuild the inventory plan for the particular inventory item at the specific site.

Verify Totals

Verify Totals confirms that the calculated extended cost in the header matches the extended cost in the detail of the purchase orders. It is enabled only when Check Purchase Orders (Open Orders/Purchase Orders/Quotes is selected.

Correct Totals

Correct Totals actually corrects the totals that are not balanced. It is enabled only when Verify Totals is selected.

Begin (button)

Begin starts the selected processes.
Landed Cost Codes (61.100.00)

If the Landed Cost module is installed, Landed Cost Codes (61.100.00) appears on the Purchasing screen menu. Landed Cost Codes (61.100.00) is used to define codes to represent the various types of landed (additional) costs. Landed cost codes are assigned to transactions during purchase order receipt or voucher entry, and indicate how the additional costs should be applied and allocated. Landed cost codes also indicate the vendor, terms, reason code, and clearing accounts that are used as defaults when additional costs are entered. These defaults can be overridden when the landed costs are entered. An unlimited number of landed cost codes may be defined.

Each landed cost code must be assigned an application method of Receipt, Voucher, or Both. Landed costs to be entered at the time of the purchase order receipt should be defined using the Receipt method, and are entered using Landed Cost Receipt Entry (61.010.00) which is accessed from Purchasing's Receipt/Invoice Entry (04.010.00). Landed costs to be entered at the time of the voucher entry should be defined using the Voucher method, and are entered using Landed Cost Allocation Entry (61.020.00) which is accessed from Accounts Payable’s Voucher and Adjustment Entry (03.010.00). The selected application method affects which data fields are required when the landed cost code is entered.

![Landed Cost Codes (61.100.00)](image)

Figure 48: Landed Cost Codes (61.100.00)

Following are the field descriptions for Landed Cost Codes (61.100.00).

**Landed Cost Code**

Landed Cost Code is a user-defined alphanumeric code identifying a landed cost category. Landed Cost Code is a required field.

Landed cost codes are used to define how incoming landed costs should be applied and allocated. Rather than defining these characteristics on a case-by-case basis as each landed cost is entered, landed cost codes can be used to set up default values ahead of time. Then, as landed costs are entered during receipt and/or voucher entry, a landed cost code can be used to quickly assign the appropriate default values for the prorate method, vendor, terms, reason code, and clearing account. These default values can be overridden.

**Description**

Description is used to identify the key characteristics of the landed cost code. Its purpose is to help differentiate between landed cost codes in lists of possible values and elsewhere. Description is a required field.
Application Method

Application Method indicates whether the landed cost will be entered using Landed Cost Receipt Entry (61.010.00), which is accessed from Purchasing’s Receipt/Invoice Entry (04.010.00), or Landed Cost Allocation Entry (61.020.00) which is accessed from Accounts Payable’s Voucher and Adjustment Entry (03.010.00). **Application Method** is a required field. Options are:

- Receipt — The cost code will be assigned at the time of purchase order receipt.
- Voucher — The cost code will be assigned at the time of accounts payable voucher entry.
- Both — The cost code can be assigned during either receipt or voucher entry.

Allocation Method

Allocation Method designates how costs will be distributed among the applicable inventory items. **Allocation Method** is a required field. Options are:

- Quantity — The additional cost will be distributed equally among the applicable items in stock.
- Cost — The additional cost will be distributed among the applicable items proportionally based on unit price.
- Weight — The additional cost will be distributed among the applicable items proportionally based on unit weight.

Vendor ID

Vendor ID is an identification number for the vendor associated with the landed cost code. Press F3 to see a list of IDs for all vendors in the database, and select a value to populate **Vendor ID**. Vendor IDs are defined using Vendor Maintenance (03.270.00) in Accounts Payable.

If the **Application Method** is Receipt, **Vendor ID** is a required field. The vendor is needed to process the associated accounts payable voucher for the landed cost.

If the **Application Method** is Voucher, **Vendor ID** is disabled. The vendor entered on the accounts payable voucher is the vendor for the landed costs.

Terms ID

Terms ID is the identification code for the terms associated with **Vendor ID**. This field is automatically populated upon selection of the vendor ID, and defaults from the terms associated with the vendor in Vendor Maintenance (03.270.00) in Accounts Payable.

If the **Application Method** is Receipt, **Terms ID** is a required field. It defaults from Vendor Maintenance (03.270.00) for the selected vendor.

If the **Application Method** is Voucher, **Terms ID** is disabled. The terms entered on the accounts payable voucher are the terms for the landed costs.

Reason Code

Reason Code is used to indicate the reason for an inventory transaction. Press F3 to see a list of all reason codes in the database, and select a value to populate **Reason Code**. Reason codes are defined using Inventory’s Reason Codes (10.350.00). **Reason Code** is a required field.

If the **Application Method** is Receipt, the account and subaccount associated with the reason code are used as the landed cost clearing account and subaccount for landed cost postings. Also, the reason code is used for the inventory cost adjustment transaction.

If the **Application Method** is Voucher, the reason code is used for the inventory cost adjustment transaction, if an inventory unit cost adjustment is applicable. However, the reason code account and subaccount are not used as the landed cost clearing account and subaccount.
Landed Cost Clearing Account

Landed Cost Clearing Account is used to indicate the clearing account that will be debited for landed cost transactions that use the voucher application method. Press F3 to see a list of all general ledger accounts, and select a value to populate Landed Cost Clearing Account.

If the Application Method is Receipt, Landed Cost Clearing Account is disabled. The account and subaccount associated with the reason code are used for the general ledger postings.

If the Application Method is Voucher, Landed Cost Clearing Account is a required field. It is used for the landed cost postings.

Sub

Sub is used to indicate the clearing subaccount that will be debited for landed cost transactions that use the voucher application method. Press F3 to see a list of all general ledger accounts, and select a value to populate Sub.

If the Application Method is Receipt, Landed Cost Clearing Subaccount is disabled. The account and subaccount associated with the reason code are used for the general ledger postings.

If the Application Method is Voucher, Landed Cost Clearing Subaccount is a required field. It is used for the landed cost postings.
Reports

Overview of Report Generation

Purchasing reports are listings of the information stored in the Purchasing module. Throughout this guide are suggestions for when to run reports to verify information and maintain records for auditing. Whenever you select a report from the Reports portion of the Purchasing module menu, a screen of options associated with that report appears. These options allow you to define the information to be included on the report. See the System Manager online help or user guide for more information about all of the standard report options.

PO Receipts Batch (04.090.00)

The PO Receipts Batch (04.090.00) report lists document and transaction information for purchasing batches entered in Receipt/Invoice Entry (04.010.00). This report is useful when you are editing purchasing batches before posting batch document amounts to general ledger accounts. You can also use this report as a record of the documents in a batch released for posting. With it, you can select posting periods to report on. The report does not include transactions for voided batches.

Figure 49: PO Receipts Batch (04.090.00) report, Standard

Refer to the System Manager help or user guide for more information about generating reports and standard reporting options.
Print Purchase Orders (04.600.00)

Use the Print Purchase Orders (04.600.00) report to print orders with purchase order status. If you want to print orders with an Open Order status, change their status from Open Order to Purchase Order in Purchase Orders (04.250.00). You can print purchase orders on multi-part forms and use the various form parts as receivers, accounting control forms, put-away slips, etc.

Figure 50: Print Purchase Orders (04.600.00) report, Standard
Note:

- Purchase orders for vendors set up for Quick Send are sent electronically instead of being printed. See “Sending or Resending Purchase Orders and Change Orders Electronically” for more information.
- If you are not using pre-printed forms and you select the Print Company Header check box in the PO Printing Options section of PO Setup (04.950.00), the company address will print on purchase orders as it is entered on GL Setup (01.950.00).
- If you click the Print Company Header check box in the PO Printing Options section of PO Setup (04.950.00), the information at Default Billing Address in the Bill-to/Ship-to Defaults tab appears on all purchase orders printed. The software positions the billing address information on purchase orders so that the billing address can serve as a return address when used with two-window envelopes.

Purchase orders can be printed in two formats:

**Standard**

Standard is designed with lines and graphics to print on plain white stock.

**Pre-printed Form**

Pre-printed Form is designed to print on a pre-printed form.

Note: See “Reprinting a Purchase Order or Change Order” on page 40 for more information.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Print Change Notices (04.610.00)

Use Print Change Notices (04.610.00) to print revisions made to purchase orders that have a status of Open Order. You can print change notices on multi-part forms and use the various form parts as receivers, accounting control forms, put-away slips, etc.

When printing change notices, note that if you are using the Inventory module and select Print Site Detail on Purchase Orders in PO Setup (04.950.00), any site IDs associated with inventory items are printed on change notices.

Figure 51: Print Change Notices (04.610.00) report, Standard
Note:

- Change notices for vendors set up for Quick Send are sent electronically instead of being printed. See “Sending or Resending Purchase Orders and Change Orders Electronically” for more information.

- If you are not using pre-printed forms and you select the Print Company Header check box in the PO Printing Options section of PO Setup (04.950.00), the company address will print on change notices as it is entered on GL Setup (01.950.00).

- If you click the Print Company Header check box in the PO Printing Options section of PO Setup (04.950.00), the information at Default Billing Address in the Bill-to/Ship-to Defaults tab appears on all change notices printed. The billing address information is positioned on change notices so that the billing address can serve as a return address when used with two-window envelopes.

See “Reprinting a Purchase Order or Change Order” on page 40 for more information.

Change notices may be printed in two formats:

**Standard**

Standard is designed with lines and graphics to print on plain white stock.

**Pre-printed Form**

Pre-printed Form is designed to print on a pre-printed form.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Purchase Order Register (04.620.00)

The Purchase Order Register (04.620.00) report lists the purchase orders as originally entered in Purchase Orders (04.250.00). Use the Purchase Order Register (04.620.00) to review information for all or selected purchase orders of any status (Purchase Order, Open Order, Cancelled, etc.).

Figure 52: Purchase Order Register (04.620.00) report, Summary

Report format options are:

- **Summary** — Generate the report in a summarized format that includes the following information for each purchase order: order number, date, document type, vendor, order status, blanket order information, terms, buyer, confirmation information, and document totals.

- **Detail** — Generate the report in a header-detail format that includes all summary information for each purchase order plus order transaction detail line information such as order quantities, unit costs, accounts, etc.

- **Detail Only** — Generate the report in a detail-only format with all order transaction detail lines listed sequentially by inventory item ID and minimal summary information.

- **Summary, Multi-Currency** — Generate the report in a summarized format that includes multiple-currency information.

- **Detail, Multi-Currency** — Generate the report in a header-detail format that includes multiple-currency information.

- **Detail only, Multi-Currency** — Generate the report in a detail-only format that includes multiple-currency information.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Purchase Order Status/History (04.630.00)

The Purchase Order Status/History (04.630.00) report lists the purchase orders as originally entered in Purchase Orders (04.250.00), the current status of these orders, and any history (activity, receipts, change notices, etc.) that has occurred to date for the orders. The Purchase Order Status/History (04.630.00) report aids activities such as expediting a late order or determining whether or not to close a partially received order.

![Table]

**Table: Purchase Order Status/History - Summary**

<table>
<thead>
<tr>
<th>PO Num</th>
<th>Date</th>
<th>Type</th>
<th>Vendor ID</th>
<th>Status</th>
<th>Due Date</th>
<th>Order Amount</th>
<th>Received Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>330000</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>4,000.00</td>
<td>0.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>330001</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>2,400.00</td>
<td>0.00</td>
<td>2,400.00</td>
</tr>
<tr>
<td>330002</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>4,400.00</td>
<td>0.00</td>
<td>4,400.00</td>
</tr>
<tr>
<td>330003</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>6,000.00</td>
<td>0.00</td>
<td>6,000.00</td>
</tr>
<tr>
<td>330004</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>5,000.00</td>
<td>0.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>330005</td>
<td>02/05/2021</td>
<td>Regular Order</td>
<td>551-6164</td>
<td>Purchase Order</td>
<td>12/20</td>
<td>8,000.00</td>
<td>0.00</td>
<td>8,000.00</td>
</tr>
</tbody>
</table>

*This is the scheduled amount for services, and goods for shop ship or direct to site (Request Summary).*

**Figure 53: Purchase Order Status/History (04.630.00) report, Summary**

Report format options are:

- **Summary:** Generate the report in a summarized format that includes the following information for each purchase order: order number, date, order type, vendor ID, order status, blanket order information, period entered and closed, last receipt date, and amounts.

- **Detail:** Generate the report in a header-detail format that includes all related information for each purchase order, including all summary information plus order transaction detail line information such as item and site IDs, required and promised dates, quantities received and open, etc.

- **Receipt Detail:** Generate the report in a header-detail format that includes all related summary and detail information for each purchase order plus any receipt information associated with the order such as receipt number and date, item lot or serial number, quantity received, etc.

- **Summary, Multi-Currency:** Generate the report in a summarized format that includes multi-currency information.

- **Detail, Multi-Currency:** Generate the report in a header-detail format that includes multi-currency information.

- **Receipt Detail, Multi-Currency:** Generate the report in a header-detail format that includes receipt and multi-currency information.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
## Anticipated Deliveries (04.640.00)

The **Anticipated Deliveries** (04.640.00) report lists order shipment and receipts information. Use the **Anticipated Deliveries** (04.640.00) report to help manage inventory receiving and distribution activities such as what shipments are to be received, when are they to be received, where are they being received from, and what is done with them once received.

### Report format options:

- **Summary**: Generate the report in a summarized format that includes the following information for each item on order: promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Detail**: Generate the report in a header-detail format that includes all related information for each item on order, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Promise Date/Item**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Promise Date then Vendor ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Vendor Date**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Vendor Date then Order ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Summary – Promise Date/Item**: Generate the report in a summarized format that includes the following information for each item on order sorted by Promise Date then Inventory ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Summary – Vendor Date**: Generate the report in a summarized format that includes the following information for each item on order sorted by Vendor Date then Inventory ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.

### Figure 54: Anticipated Deliveries (04.640.00) report, Summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor ID</th>
<th>Item ID</th>
<th>Item Number</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/15/2003</td>
<td>LA, Los Angeles</td>
<td>V-120</td>
<td>000004</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000005</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000005</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000006</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000006</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000007</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000007</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000008</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000008</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000009</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000009</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000010</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000010</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000011</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
<tr>
<td>1/25/2003</td>
<td>LA, Los Angeles</td>
<td>E21401</td>
<td>000011</td>
<td>Regular Order</td>
<td>Quantity</td>
</tr>
</tbody>
</table>

**Summary**

```
146 Purchasing

Anticipated Deliveries (04.640.00)

The Anticipated Deliveries (04.640.00) report lists order shipment and receipts information. Use the Anticipated Deliveries (04.640.00) report to help manage inventory receiving and distribution activities such as what shipments are to be received, when are they to be received, where are they being received from, and what is done with them once received.

### Report format options:

- **Summary**: Generate the report in a summarized format that includes the following information for each item on order: promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Detail**: Generate the report in a header-detail format that includes all related information for each item on order, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Promise Date/Item**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Promise Date then Inventory ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Promise Date/Vendor**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Promise Date then Vendor ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Summary – Promise Date/Item**: Generate the report in a summarized format that includes the following information for each item on order sorted by Promise Date then Inventory ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Summary – Promise Date/Vendor**: Generate the report in a summarized format that includes the following information for each item on order sorted by Promise Date then Vendor ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.

### Figure 54: Anticipated Deliveries (04.640.00) report, Summary

Report format options are:

- **Summary**: Generate the report in a summarized format that includes the following information for each item on order: promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Detail**: Generate the report in a header-detail format that includes all related information for each item on order, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Promise Date/Item**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Promise Date then Inventory ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Detail – Promise Date/Vendor**: Generate the report in a header-detail format that includes all related information for each item on order sorted by Promise Date then Vendor ID, including all summary information plus ship from and to addresses, confirmation information, receipt numbers, etc.

- **Summary – Promise Date/Item**: Generate the report in a summarized format that includes the following information for each item on order sorted by Promise Date then Inventory ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

- **Summary – Promise Date/Vendor**: Generate the report in a summarized format that includes the following information for each item on order sorted by Promise Date then Vendor ID, including promised date, delivery site, vendor ID, purchase order information, item ID and description, vendor item ID, units, and item quantities.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Receipts Register (04.650.00)

The Receipts Register (04.650.00) report lists the purchase order receipt records as they were originally entered in Receipt/Invoice Entry (04.010.00). Use Receipts Register (04.650.00) to review information for all or selected purchase order receipts.

Figure 55: Receipts Register (04.650.00) report, Summary

Report format options are:

- **Summary** — Generate the report in a summarized format that includes the following information for each purchase order: receipt number and date, purchase order number, vendor ID, purchase order batch number and status, period entered and released, accounts payable document information, and receipt amount.

- **Detail** — Generate the report in a header-detail format that includes all summary information plus transaction detail line information for each receipt such as item IDs, lot or serial numbers, units and quantities received, etc.

- **Detail Only** — Generate the report in a detail-only format with all transaction detail lines listed sequentially by inventory item ID and minimal summary information.

- **Summary, Multi-Currency** — Generate the report in a summarized format that includes multiple-currency information.

- **Detail, Multi-Currency** — Generate the report in a header-detail format that includes multiple-currency information.

- **Detail only, Multi-Currency** — Generate the report in a detail-only format that includes multiple-currency information.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Vendor Performance Analysis (04.670.00)

The Vendor Performance Analysis (04.670.00) report provides a receipts-to-purchase order comparison of purchase orders. It aids in analyzing vendor purchase order fulfillment by helping you evaluate vendors according to three criteria:

- **Quantity** — Did vendors send the quantities ordered, or were quantities over or short? The software calculates the quantity variance for each purchase order and item by subtracting the quantity received from the quantity ordered.

- **Timeliness** — Did receipts occur on the dates promised? If purchase orders required several receipts to complete (due to shortages), how long after the promised date were they completed? The software calculates the date variance for each purchase order and item by subtracting the date received from the date promised.

- **Price** — Did vendors charge what was originally agreed upon on the purchase orders? The software calculates the price variance for each purchase order and item by subtracting the vendor invoice price from the purchase order price.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Item/Vendor List (04.690.00)

The Item/Vendor List (04.690.00) report provides a list of all items ordered according to vendor. Sorted by vendor then by item, this report summarizes year-to-date quantities, costs, and returns as well as average cost, vendor contact information, and alternate item IDs.

Figure 57: Item/Vendor List (04.690.00) report, Standard

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Item/Vendor Summary (04.695.00)

The Item/Vendor Summary (04.695.00) report presents the same information as the Item/Vendor List (04.690.00) report sorted instead by inventory item then vendor. This report is particularly useful where the same item is purchased from several different vendors.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Unvouched Receipts (04.700.00)

The Unvouched Receipts (04.700.00) report provides an unvouched receipts-to-purchase orders comparison. It is a detailed listing, sorted in receipt number order, of all receipts with a voucher status of Not Vouched, Partially Vouched, Fully Vouched, or Future Vouched.

![Figure 59: Unvouched Receipts (04.700.00) report, Standard](image)

The following example illustrates when a receipt will appear on the Unvouched Receipts (04.700.00) report with a status of Future Vouched:

1. **Purchase Order 123** is entered and saved in **Purchase Orders (04.250.00)** with a date in January 2003.

2. A receipt for **Purchase Order 123** is entered and released in **Receipt/Invoice Entry (04.010.00)**. January 2003 is entered in **Period to Post**. A February 2003 date is entered in **Receipt Date**.

3. The voucher for this receipt is released in **Accounts Payable** with a February 2003 date.

4. In **Unvouched Receipts (04.700.00)**, a beginning/ending period of January 2003 is entered.

When the report is printed, the receipt for **Purchase Order 123** will be printed with a status of Future Vouched. The system will look for receipts that took place within the period of January 2003 (the beginning/ending period). Since the receipt has a period-to-post date of January, it is selected. However, the voucher was not released in Accounts Payable until February 2003. Hence, it receives the Future Vouched status.

**Note:** If the period-to-post date for the receipt had been in February instead of January, the receipt would not have been printed on the Unvouched Receipts (04.700.00) report at all. The report included only receipts entered within the beginning/ending period of January 2003. In this last case, there would have been no January 2003 dates recorded for the receipt.
Applied Vouchers (04.710.00)

The Applied Vouchers (04.710.00) report provides a listing of payment vouchers-to-purchase orders comparison of purchase orders. The report cross-references the accounts payable voucher and batch created by the receipt/invoice process sorted by receipt number.

![Applied Vouchers (04.710.00) Report](image)

Figure 60: Applied Vouchers (04.710.00) report, Standard

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Reorder Point (04.740.00)

The Reorder Point (04.740.00) report provides a list of inventory items that need to be reordered, based on the item reorder point and economic order quantity (EOQ). The inventory information is grouped by vendor and item site. The report also provides information such as lead time, quantity available, EOQ, suggested order quantity, and current year demand for each quarter. This report displays data only when Inventory Replenishment is not installed on your system.

![Figure 61: Reorder Point (04.740.00) report](#)

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
The PO Receipts Edit Report (04.810.00) lists document and transaction information for purchasing batches entered in Receipt/Invoice Entry (04.010.00) and other Purchasing screens. This report is useful when you are editing purchasing batches before posting batch document amounts to general ledger accounts. You can also use this report as a record of the documents in a batch released for posting. The report does not include transactions for voided batches.

**Figure 62: PO Receipts Edit Report (04.810.00), Standard**

Report format options are:
- **Standard** — Generate the report in the standard by-batch format.
- **Multi-Currency** — Generate the report in the standard format but also include multiple-currency information (if such information is available from the Currency Manager module).

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Return to Vendor (04.820.00)

The *Return to Vendor* (04.820.00) report lists document and transaction information for purchasing batches entered in *Receipt/Invoice Entry* (04.010.00) as receipt type Return. This report is used to provide a record of items returned to vendors for replacement, repair, or credit. This report displays data only when Inventory Replenishment is not installed on your system.

![Figure 63: Return to Vendor (04.820.00) report](image)

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Recommended Reorder (04.855.00)

The Recommended Reorder (04.855.00) report provides a tool to help you to decide when to reorder inventory items. Inventory items are displayed in this report when they have a reorder point (ItemSite.ReordPt) greater than 0. The report displays inventory by item, by site, quantities on hand, purchase order, sales order, backorder, and allocated. Replenishment information entered in the item master file for order point and maximum on hand is displayed. Based on the item’s replenishment method, a suggested reorder quantity is suggested.

Figure 64: Recommended Reorder (04.855.00) report, Standard

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Open Purchase Order List (04.870.00)

The Open Purchase Order List (04.870.00) report lists the purchase orders as originally entered in Purchase Orders (04.250.00) with a status of Purchase Order or Open Order.

Figure 65: Open Purchase Order List (04.870.00) report, By Vendor

Report format options are:

- By Vendor — Generate the report sorted by vendor, purchase order, and purchase order line number.
- By Item — Generate the report sorted by inventory item number and purchase order number.
- Partially Received — Generate the report sorted by purchase order number including only purchase orders with partial receipts.

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
The PO/AP Batch Cross Reference (04.880.00) report lists only three fields, **PO Nbr**, **AP Doc Nbr**, and **AP Batch Nbr**. This report provides a cross reference, sorted by purchase order number to the accounts payable document and batch created by Receipt/Invoice Entry (04.010.00).

![Figure 66](image)

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Landed Cost Codes (61.101.00)

If the Landed Cost module is installed, the Landed Cost Codes (61.101.00) report appears on the Purchasing report menu. The Landed Cost Codes (61.101.00) report is used to generate a master list of all landed cost codes in the database. This list includes associated information such as the application method, allocation method, vendor ID, terms ID, reason code, and landed cost code variance accounts and subaccounts.

![Figure 67: Landed Cost Codes (61.101.00) report](image)

Refer to the System Manager online help or user guide for more information about generating reports and standard reporting options.
Glossary of Terms

Account
A unique code that defines the expense account to which a purchase should be charged, and on which the software can sort and track purchases. Accounts are set up in the General Ledger module. Also see “Subaccount.”

Accounts Payable Voucher
A document in Accounts Payable that authorizes payment of a vendor invoice.

Batch Number
A unique code assigned to a purchasing document that distinguishes it from all other documents in the database. Batch number identification is useful for reporting purposes. Documents have their associated batch numbers listed beside them on many reports.

Blanket Order
Purchase of a large quantity at a fixed price. Because several regular orders are launched from a single blanket order, delivery will span a relatively longer period of time.

Buyer
A buyer is a purchasing agent. This is the individual responsible either for all purchasing agreements for all material or for a specific category or categories of material, as defined in Shared Information.

Change Orders
Changes to a purchase order that occur after the original purchase order is sent to the vendor. Change orders change the contractual agreement and therefore require a unique control number to be assigned to each change. Changes in part numbers, quantity ordered, or unit price require change order control while other, less significant changes can usually be handled by fax or email without a change order.

Drop Ship
Delivery of goods to a location other than the warehouse of the purchase order issuer. The drop-ship address is specified in the Ship To address on the purchase order.

Inventory ID
A unique code that associates a transaction with a specific inventory item.

Purchase Order
A contract between the issuer and the vendor who will supply the material.

Purchasing Lead Time
The amount of time, usually measured in days, between the time a purchase order is cut and the time the vendor receives the purchase order.

Purchasing Pipeline
This term is often used to represent the on purchase order quantities, which are reflected in inventory related tables.

Receipt Number
A unique code assigned to a receipt that distinguishes it from all other documents in the database. Receipt number identification is useful for reporting purposes. Receipts and their associated receipt numbers are listed on many reports.
Receipts
Receipt of the goods, which may be in full (non-partial shipment) or partial. A vendor always ships goods to the location specified in the Ship To address on the purchase order. Physical receipt of the goods may or may not be accompanied with a copy of the vendor’s invoice requesting payment for the goods.

Regular Order
The most common type of purchase order; an order paid for by credit or cash.

Site ID
A unique code assigned to the inventory storage location where goods are received (if you are using the Inventory module and have established multiple warehouses).

Standard Order
An order template, which is useful if the same product(s) are often purchased from the same vendor and shipped to the same location. Reduces data entry time.

Subaccount
A unique code assigned to expense accounts and set up in the General Ledger module, which allows the software to sort and track purchases. Also see “Account.”

Unit of Measure
The unit by which you purchase goods, such as carton or box.

Unit of Purchase
The unit of measure that corresponds to the unit price of the item on the purchase order. Unit of purchase often is not the same as the stocking unit of measure, and if not the same, a unit of measure conversion is required at the time of receipt.

Vendor Invoice
Document provided by the vendor listing all goods shipped by the vendor and the associated price the vendor expects you to pay for the goods. The vendor must provide an invoice before payment can be initiated to the vendor for the goods. Receipt of the vendor invoice triggers the update to accounts payable where payment will occur.

Voucher
An accounts payable (AP) voucher. This document is initiated in the accounting department after receipt of the original copy of the vendor’s invoice for the purpose of paying the vendor.

Warehouse Bin Location
A unique code that identifies the location (bin, bay, rack, etc.) within the storage facility where a received item is stored. If you are using the Inventory module, warehouse bin location IDs are set up in Inventory Items (10.250.00). Also see “Site ID.”
F

FOB point 109
Freight charges 18, 88

G

General Ledger module
accounts/subaccounts 23, 27, 32, 93
integration (interaction) with 3
segmenting subaccounts 28
Goods types 89
drop ship 18
inventory 18
non-inventory 18
project 18
project inventory 18
project sales order 18, 60
sales order 18

H

History
inquiries, item/vendor 50, 110
How the Purchasing module works 16
How-To links 25

I

IDs
about 23
currency 114
item 89
ship via 109
ship-to 103
site 90
vendor 29
Inquiries (inquiry)
about 47
item history 50
Item/Vendor History screen 110
purchase orders 48, 55
receipts 49, 76
screens 47, 101
using reports 51
vendor history 50, 110
Inquiry screens 16
Insert Level screen 43, 95
integration
Requisitions module 11
Integration overview
module interaction diagram 15
optional modules 8
required modules 3
Integration with
Accounts Payable module 3
Application Server module 9
Currency Manager module 9
Customization Manager module 8
eCommerce Connector module 14
General Ledger module 3
Inventory module 9
Inventory Replenishment module 14
Landed Cost module 13
Order Management module 10
Order to Purchase module 10
Project Controller module 11
Service Dispatch module 13
Shared Information module 3
System Manager module 3
Introduction to Purchasing 1
Inventory module
integration (interaction) with 9
kit purchases 9
level checking 9
lot support 9
non-stock support 9
serial number support 9
sites support 9
statistics 9
unit of measure and conversion 9
warehouse location 9
warehouse site 9
Inventory Replenishment
integration (interaction) with 14
Inventory, goods for 18
Invoice Information screen 96
Item Vendor Summary report 150
Item, inventory
history inquiry 50, 110
ID 89
Item/Vendor History screen 110
Item/Vendor List report 149

J

Journal type 114

K

Kit purchases 9
Kits, ordering 76

L

Landed cost
clearing account 137
clearing subaccount 137
codes 135
releasing 119
Landed Cost module
integration (interaction) with 13
Lead time 112
administrative 126
inventory replenishment 14, 63, 111
purchasing 161
Level, inventory 9
Lot number support 9

M

Measure, unit of 90
Misc charges 18
Miscellaneous types
  description line 18
  freight charges 18
  misc charges 18

Modules, other
  optional 8
  required 3
  setting up 27

N

Non-inventory goods 18
Non-stock kit 9
Non-Stock Kit Order Entry screen 76
Numbering
  automatic 19, 30, 123
  purchase order 19, 30, 123
  receipt 30, 123

O

Open Purchase Order List report 157
Optional modules 8
Options
  accounts/subaccounts 32
  default 30
  processing 30
  shipping 31
Order Management module
  integration (interaction) with 10
Order to Purchase module
  integration (interaction) with 10
Ordering kits 76
Overview
  Purchasing module 1
  user guide 1

P

Period
  closing 46
  retention 124
PO Integrity Check screen 133
PO Receipts Batch report 139
PO Receipts Edit report 154
PO Receipts Inquiry screen 101
PO Setup screen 123
PO/AP Batch Cross Reference report 158
Price variance
  See also Purchase price variance
Print PO screen 79
Printing
  purchase orders 36
  reports 53
Procedures
  purchasing 35
Process screens 16, 113
Process Status screen 44, 96, 115
Processing
  Accounts payable vouchers and
  receipts 42
  blanket purchase orders 37
defaults 30
  drop-ship orders 37
  options 30
  project allocated inventory purchase
  orders 38
  purchase orders 35
  purchasing transactions 35
  receipts 42
  regular purchase orders 36
  returns for project allocated
  inventory 44
  returns to vendors 44
  screens 113
  standard purchase orders 36
  transactions 35
Project
  goods for 18
  services for 18
Project Allocated Inventory
  returns to 44
Project Allocated Inventory purchase
  order 38
Project Controller module
  integration (interaction) with 11
Project Inventory
  goods for 18
Project Sales Order
  goods for 18, 60
Promise Date screen 98
Prorating costs 136
Purchase order
  addresses 23
  generating 35
  inquiries 48, 55
  numbering 19, 30, 123
  printing 36
  processing 35
  re printing 40
  receipt amount 121
  receipt inquiries 49
  receipt number 121
  receipt status 21, 103
  stamp, creating 24
  status 20, 102
  types 17
Purchase order receipts
  releasing landed costs 119
Purchase Order Register report 144
Purchase Order report 140
Purchase Order Status/History report 145
Purchase order statuses
  canceled 21
  completed 20
  open order 20
  purchase order 20
  quote order 20
Purchase order types
  blanket 17, 37, 56
  drop-ship 17, 37, 56
  regular 17, 35, 56
  standard 17, 36, 56
Purchase Orders for Sales Orders screen 10
Purchase Orders screen 55
Purchase price variance 3, 4, 6, 10, 12, 81, 148
### Purchasing

**Purchasing module**
- about 1
  - accounts/subaccounts 23, 32, 93
  - closing for the period 46
- introduction to 1
- overview 1
- period closing 46
- preparing for project allocated inventory 34
- preparing for regular transactions 33
- processing transactions 35
- segmenting subaccounts 28
- transactions, processing 35

**Purchasing module screens**
- data entry screens 55
- inquiry screens 101
- process screens 113
- setup screens 123
- transaction screens 55

**Reports, about**
- generating and printing 53
- inquiries 51
- printing and generating 53

**Reprint PO Batch Control Reports screen** 116

**Required modules** 3

**Requisitions module**
- integration (interaction) 11

**Retention, transaction** 124

**Return to Vendor report** 155

**Returns for project allocated inventory** 44

**Returns to vendors** 44

---

**Q**

**Quick Send Request**
- one-time receivers 40

---

**R**

**Reprinting**
- purchase orders 40

**Reason codes** 136

**Receipt amount** 121

**Receipt and Voucher Amounts screen** 76

**Receipt for Sales Orders screen** 98

**Receipt method** 136

**Receipt number** 85, 121

**Receipt quantity** 121

**Receipt statuses**
- fully received 21
- no receipts expected 21
- not received 21
- partially received 21

**Receipt/Invoice Entry screen** 42, 81

**Receivables**
- entry and processing 42
- inquiries 49, 76, 101
- releasing, batches of 113
- status 21, 103
- type 86

**Receipts Method**
- releasing landed costs 119
- Receipts Register report 147
- Recommended Reorder report 156
- Regular purchase order 17, 35, 56
- Release Landed Costs—Receipts Method (61.040.00) 119
- Release Receipt Batches screen 113
- Releasing landed costs receipts method 119
- Reorder Point report 153
- Reports
  - Anticipated Deliveries 146
  - Applied Vouchers 152

---

**S**

**Sales order, goods for** 18

**Sales orders, binding purchase orders to** 10

**Screen types**
- data entry 55
- inquiry 101
- process 113
- setup 123
- transaction 55

**Screens**
- Delete Purchase Orders 118
- Insert Level 43, 95
- Invoice Information 96
- Item/Vendor History 110
- Non-Stock Kit Order Entry 76
- PO Integrity check 133
- PO Receipts Inquiry 101
- PO Setup 123
- Print PO 79
- Process Status 44, 96, 115
- Promise Date 98
- Purchase Orders 55
- Purchase Orders for Sales Orders 10
- Purchases for Sales Orders 78
- Receipt and Voucher Amounts 76
- Receipt for Sales Orders 98
- Receipt/Invoice Entry 42, 81
- Release Receipt Batches 113
- Reprint PO Batch Control Reports 116
- Shipping Address 107
- Shipping Instructions 109
- Vendor Address 108
Segmenting subaccounts 28
Selecting batches for release 120
Serial number support 9
Service Dispatch module integration (interaction) with 13
Services types
services for expense 18
services for project 18
Setting up
optional modules 30
Purchasing 27
required modules 27
Setup
accounts/subaccounts, default 32
defaults and processing options, defining 30
group and user access, defining 28
optional modules 30
project allocated inventory 34
purchasing
accounts/subaccounts 27
purchasing process options 30
regular transactions 33
screens 123
shipping defaults 31
subaccounts, segmenting 28
user group access, defining 28
vendor information 29
Setup and maintenance screens 16
Shared Information module integration (interaction) with 3
Ship via ID 109
Shipping Address screen 107
Shipping defaults 31
Shipping Instructions screen 109
Ship-to ID 103
Site ID 90
Stamp, purchase order 24
Standard cost variance 10
Standard purchase order 17, 36, 56
Status, about changing 43
Statuses
batch 20
document 20
purchase order 20, 102
receipt 21, 103
Subaccounts 93
segmenting 28
System Manager module integration (interaction) with 3

T
Terms
vendor 24, 136
Transaction
processing 35
retention 124
screens 55
Types
goods 18, 89
journal 114
miscellaneous 18
purchase order 17
receipt 86
services 18

U
Unit of measure 90
Unvouched Receipts report 151
User guide overview 1

V
Variance
purchase price 10
standard cost 10
Vendor
address 108
discounts, excluding freight from 6
discounts, excluding freight from 88
entering 29
history 110
history inquiry 50
ID 29, 136
returns to 44
terms 24, 136
Vendor Address screen 108
Vendor Performance Analysis report 148
Voucher method 136

W
Warehouse location 9, 91