

# Solution-IV™ Accounting Purchase Order



*Version 8.81*

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# 1 Introduction

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This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Purchase Order features.

The Purchase Order and System Integration flowcharts show how your Purchase Order module operates and how it relates to the overall accounting system

## Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

## Purchase Order Features

Thoroughbred Solution-IV Purchase Order is designed to help you track and manage the purchasing for your organization. Purchase Order ties Accounts Payable and Inventory Control together streamlining item receipts and the associated invoice. Information is provided allowing you to make the best purchasing decisions and giving you control over the costs of your inventory.

A variety of reports are available showing you open purchase orders, expected deliveries, items received but not invoiced, and vendor price and delivery performance. If you are using Solution-IV Order Processing, a report may be printed showing the backordered items that may now be filled as a result of recent receipts.

The following standard features are included in Thoroughbred Solution-IV Purchase Order:

- Solution-IV Purchase Order features full parameters, allowing you to customize the system to fit your needs without having to make program changes. These parameters include the ability to format your purchase order number, and control such functions as posting to General Ledger, assigning receipt and return numbers, and whether or not to use pre-printed purchase order forms.
- Purchase orders can be created automatically based on the reorder point and safety stock level assigned to each inventory item. Once the purchase orders have been created, the purchase order manager or buyer may edit them.

- Optionally, you can have buyers verifying the orders. Buyers can have purchase limits assigned to them to control ordering.
- A cost inquiry function is available allowing you to see which vendor can provide the best price before actually entering a purchase order.
- Vendor's part numbers can be entered for each item as well as a simple price break table through Inventory Control. This table is then accessed when entering a purchase order so a cost estimate is displayed for the buyer.
- Blanket orders can be entered to record large, multiple item orders that will be received over a long period of time. Multiple purchase orders may be issued against a blanket order.
- Unit of measure conversions will automatically occur to transfer from purchase unit of measure to valuation unit of measure. The conversion tables are maintained in Inventory Control.
- You can enter purchase orders for special items not stocked in your inventory.
- Lot and serial numbers for lot/serial type items can be entered as you receive the items into inventory.
- Partial or full receipts may be processed for each order. You may do as many partial receipts as required to fully receive the purchase order.
- A full purchase analysis sub-system is included, allowing you to print purchase history by buyer, class code, item, product, and vendor.

Standard reports include:

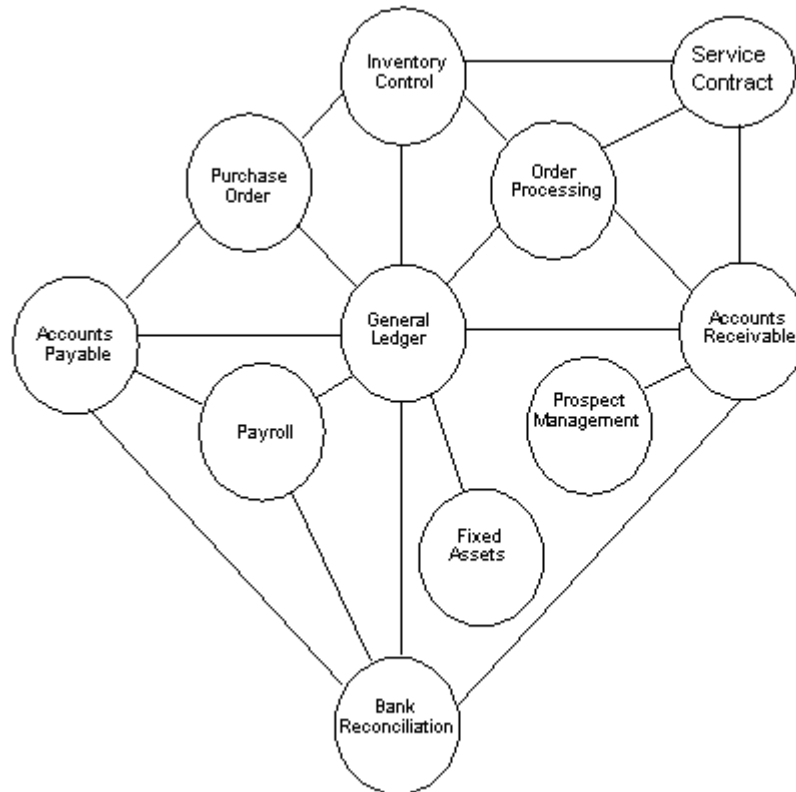
- ◆ Open Order Report
- ◆ Cash Requirements Report
- ◆ Returns by Reason Report
- ◆ Expected Delivery Report
- ◆ Backorder Fill Report
- ◆ Vendor Price Performance Report
- ◆ Vendor Delivery Performance Report
- ◆ Uninvoiced Receipts Report
- ◆ Transactions not Ordered Report
- ◆ Cost Override Report
- ◆ Historical Transaction Report
- ◆ Purchase Analysis Reports

All of the preceding features are standard to the Solution-IV Purchase Order package. If additional features, modifications, or reports are required, Solution-IV is a 4GL-based package that makes customization a practical option. For additional information, contact your Thoroughbred dealer.

## Thoroughbred Solution-IV Accounting Flowchart

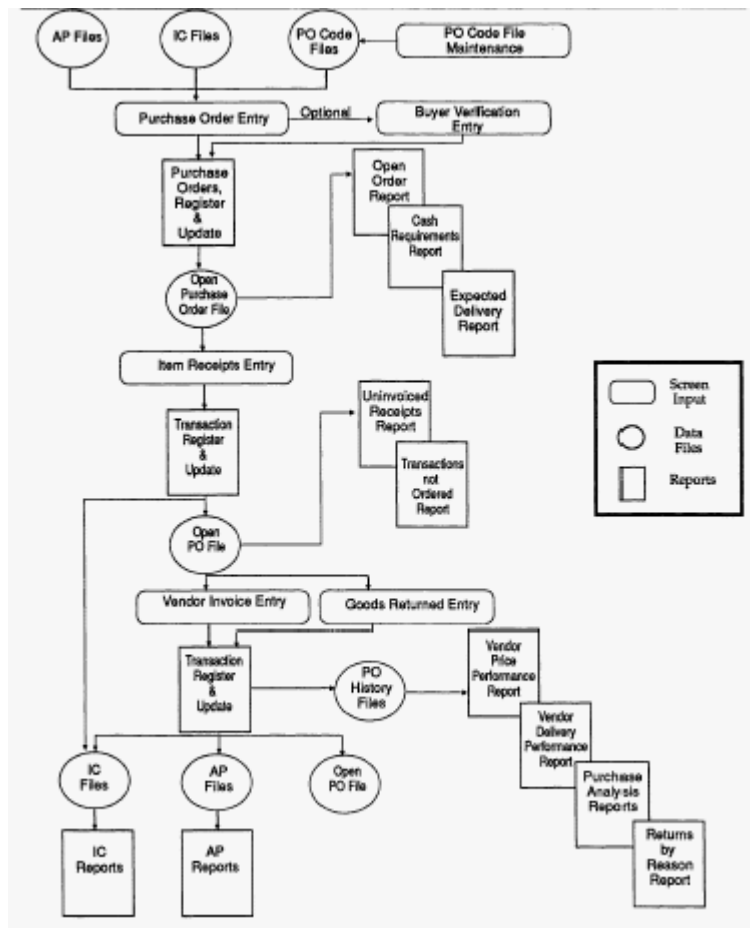
This System Integration flowchart illustrates how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Purchase Order flowchart on the following page shows how the various components of the Purchase Order module are related.





**Solution-IV Purchase Order Flowchart**



## How to make the Greatest use of this Manual

### **Introduction**

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Purchase Order system.

This manual will introduce you to the capabilities of Solution-IV Purchase Order, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

### **Suggested Steps**

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

## How this Manual is Organized

This manual has been organized to take you through normal Purchase Order activity.

### **Chapter 1**

**Introduction** — Explains how the manual is organized and how it should be used. It also provides you with an overall view of Solution-IV Purchase Order. The Purchase Order and System Integration flowcharts show how your Purchase Order module operates and how it relates to the overall accounting system.

### **Chapter 2**

**Purchase Order Menus** — Describes the options available on the Purchase Order Main Menu, Code File Maintenance Menu, Purchase Analysis Menu, and Reports Menu.

### **Chapter 3**

**Purchase Order Setup** — Explains how to get started with your Purchase Order system. This chapter contains all of the options on the Code File Maintenance Menu.

### **Chapter 4**

**Automatic Purchase Ordering** — Explains how to automatically create purchase orders using the reorder points set in Inventory Item Maintenance.

### **Chapter 5**

**Transaction Processing** — Explains how to use the core of the Purchase Order module. These include Purchase Order Entry, Buyer Verification Entry, Item Receipts Entry, Goods Returned Entry, Vendor Invoice Entry, Purchase Order Printing, and Transaction Register & Update.

### **Chapter 6**

**Requisition Processing** — Explains Purchase Order requisition entry, accepting and processing for purchase order creation.

### **Chapter 7**

**Inquiries** — Explains how Purchase Order Inquiry and Cost Inquiry function.

### **Chapter 8**

**Reports** — Describes how to execute the Solution-IV Purchase Order Reports. These include the reports found on the Purchase Analysis and Reports Menus.

### **Chapter 9**

**Period End Processing** — Describes what happens during the Period End and Status Change Updates.

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# 2 Purchase Order Menus

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Thoroughbred Solution-IV Purchase Order uses options that can be selected from the following menus:

- Purchase Order Main Menu
- Inventory Reorder Processing Menu
- Code File Maintenance Menu
- Reports Menu
- Purchase Analysis Reporting Menu

This section gives an overview of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

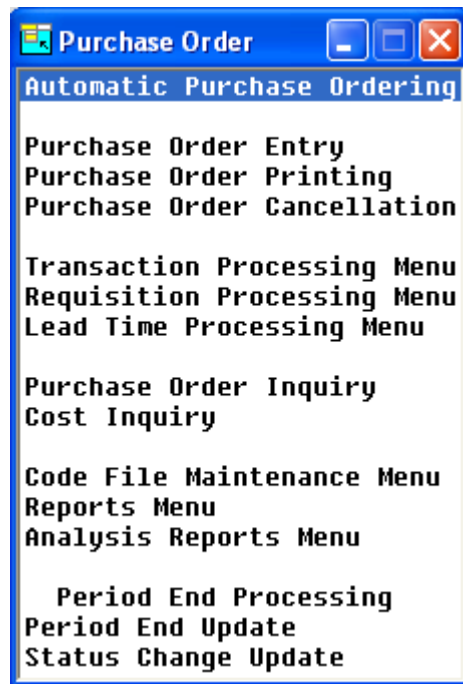
## Purchase Order Main Menu

### ***Introduction***

The Thoroughbred Solution-IV Purchase Order package automatically creates and prints purchase orders and records item receipts with full integration of the Solution-IV Inventory Control package. The system tracks all orders by item and vendor as well as by buyer code, product code, and receipts inspector. Accounts Payable invoices can be created using the Vendor Invoice Entry option. Purchase order numbers can be defined with up to four segments. These segments can be set up to contain default values.

### ***How to Execute***

From the Solution-IV Accounting System Master Menu, select **Purchase Order**.



## Automatic Purchase Ordering

### ***Inventory Reorder Processing***

This option allows access to the menu options needed to create purchase orders based on the inventory item reorder parameters.

## Purchase Order Processing

### ***Purchase Order Entry***

Purchase Order Entry is used for entering actual purchase orders. Orders may be entered from scratch or you may use this option to edit purchase orders created by Inventory Reorder Processing.

### ***Purchase Order Printing***

This option is used to print the actual purchase order forms. Orders may be printed on pre-printed forms if desired.

### ***Purchase Order Cancellation***

This option is used for closing actual purchase orders after that point in time when it has become clear that the PO will never be fulfilled and you want to close it out.

## Transaction Processing

### ***Item Receipts Entry***

Item Receipts Entry is used to record the actual receipt of goods. Entries can be made for existing purchase orders or for non-purchase order receipts. Non-purchase order entries can be made for existing vendors or non-vendors as well as for non-stock inventory items. Once all quantities on a purchase order have been received, the purchase order is closed. This option is where the actual quantity totals are recorded for reporting purposes.

### ***Goods Returned Entry***

Goods Returned Entry is used to record the return of items previously received in Item Receipts Entry. The quantity returned is used to adjust the received quantity for reporting purposes.

### ***Vendor Invoice Entry***

Vendor Invoice Entry is used to record the receipt of the vendor's invoice. Once entered, an actual Accounts Payable invoice can be created when the Transaction Register is run. This option is where the final costs are entered for the goods purchased.

## Requisition Processing Menu

The Requisition Processing Menu contains the access to PO Requisition Entry, accepting and processing for PO creation.

### ***Requisition Entry***

This option allows the user to enter requisitions for the Purchase Department.

### ***Requisition Approval***

This option allows the Purchasing Department to review and approve requisitions.

### ***Requisition Report***

This report shows the status of requisitions on file.

### ***Purchase Order Creation***

This option creates purchase orders from the approved requisitions on file.

## Lead Time Processing

The Lead Time Processing Menu contains the access to processing of Delivery Lead Times for items and vendors.

### **Lead Time Calculation**

This option allows the user to set up parameters that will be used to automatically calculate delivery lead times for a range of vendors and items within a specified date range. This option will create the file that will be used to update the Days Lead Time field in the Item Vendor Masterfile.

### **Lead Time Maintenance**

This option allows the user to manipulate the delivery lead times that were calculated before the actual update occurs.

### **Lead Time Report & Update**

This option will provide the user with a report of the delivery lead time that will be updated and then allows the user to proceed with the update.

## Maintenance and Inquiry

### **Purchase Order Inquiry**

This option allows you to quickly view purchase orders without changing any information. It shows vendor information, line item detail and order summary amounts. You may also review past receipt, return and invoice summaries by line.

### **Cost Inquiry**

This option returns the price you will be charged for a specified item after the vendor and quantity has been entered. This allows you to find the best combination of vendors and quantities to order for an item.

### **Code File Maintenance Menu**

The Code File Maintenance Menu allows access to the Parameters, Comments, Buyer Code, and Return Reason Code Maintenance functions.

## Reports

### **Reports Menu**

The menu contains the options for running a variety of standard reports. These include the:

- Open Order Report
- Cash Requirements Report
- Returns by Reason Report
- Expected Delivery Report
- Backorder Fill Report
- Vendor Price Performance
- Vendor Delivery Performance
- Uninvoiced Receipts Report
- Transactions not Ordered
- Cost Override Report
- Historical Transaction Report

This menu also includes a variety of reports detailing the accuracy and timeliness of vendor performance.

### **Analysis Reports Menu**

This menu contains the options for the historical reporting for the Purchase Order system.



## Period End Processing

### ***Period End Update***

This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

The Period End Update does the following:

- ◆ Zeros out all month-to-date buckets throughout the Purchase Order system, such as in the reason code file.
- ◆ Recalculates the on-purchase order amounts in the item and files.
- ◆ If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.
- ◆ If desired, period end will also clear data from the historical files using the dates entered.

### ***Status Change Update***

This function takes all of the masterfile entries that you have marked to change or delete, verifies that the changes/deletes are valid, and then performs the changes/deletes. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

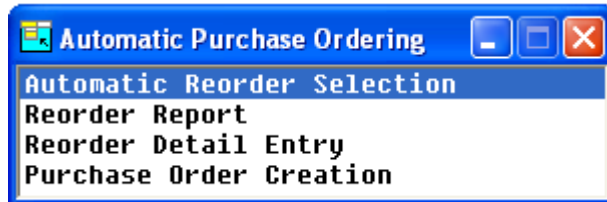
## Inventory Reorder Processing

### **Introduction**

This menu contains the options needed to create purchase orders based on the inventory item reorder parameters.

### **How to Execute**

From the Purchase Order Main Menu, select **Automatic Purchase Ordering**.



### **Automatic Reorder Selection**

This function allows a range of items or selected items to be ordered from a range of vendors or selected vendors. It puts the items selected into a file.

### **Reorder Report**

This report lists all the items selected for reorder. Optionally, it can print vendor pricing information and purchase history for the selected items.

### **Reorder Detail Entry**

This function allows the information in the reorder selection file to be edited. Also, specific items can be entered for reordering.

### **Purchase Order Creation**

This option creates purchase orders from the reorder selection file. A separate purchase order is created for each vendor/warehouse combination.

## Code File Maintenance Menu

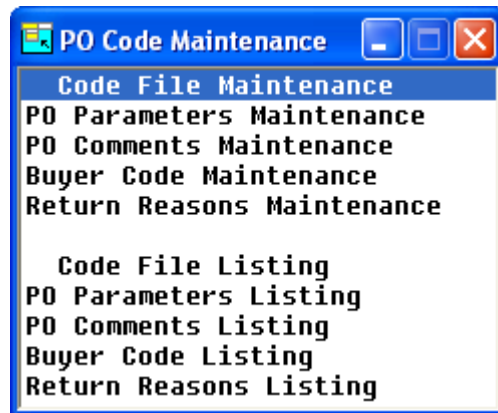
### **Introduction**

This option gives you access to the Code File Maintenance Menu.

This menu is where you maintain the Purchase Order Parameters and code files such as comment and reason codes.

### **How to Execute**

From the Purchase Order Main Menu, select **Code File Maintenance Menu**.



## Purchase Order Parameters

### **PO Parameters Maintenance**

The parameters allow you to customize the Purchase Order package to meet the specific needs of your company. Here you are able to define the structure of your purchase order numbers, activate automatic Accounts Payable invoice generation, activate the buyer code feature, and control receipt variances.

### **PO Parameters Listing**

This report displays the contents of the Purchase Order Parameters.

## Code File Maintenance

### **PO Comments Maintenance**

This function maintains the purchase order comment codes. These codes contain up to four lines of text that can print before or after the body of the purchase order form. An unlimited number of comment codes can be created.

### **Buyer Code Maintenance**

This function maintains the buyer codes. These codes contain the name, phone number, purchase limit and purchase history for each buyer. When the "Use Buyer Codes" indicator in the parameters is set to **Y**, then purchase orders will process only after successful buyer verification.

**Return Reasons Code Maintenance**

Return reason codes are used in Goods Returned Entry to explain why items are being returned. Sample reasons might be the wrong item or color or that the item has been broken during shipment. Total return dollars by reason are kept in this file.

<b>Code File Listings</b>
---------------------------

**PO Comments Listing**

This report lists all the comment codes.

**Buyer Code Listing**

This report lists the buyer codes.

**Return Reasons Listing**

This report lists the return reason codes.

<b>Purchase Order Reports Menu</b>
------------------------------------

**Introduction**

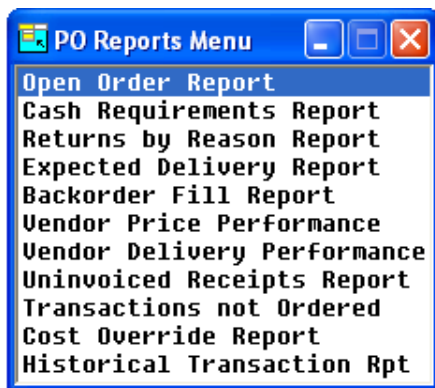
The Purchase Order Reports Menu accesses a variety of standard and analysis reports. These include the:

- Open Order Report
- Cash Requirements Report
- Returns by Reason Report
- Expected Delivery Report
- Backorder Fill Report

There are also a variety of reports detailing the accuracy and timeliness of vendor performance.

**How to Execute**

From the Purchase Order Main Menu, select **Reports Menu**.



## Periodic Reports

### **Open Order Report**

This report shows purchase orders not yet filled. You may print it in purchase order number or vendor sequence.

### **Cash Requirements Report**

This report shows the cash that will be required to pay invoices associated with open purchase orders, assuming that orders are shipped complete and on-time. It can be used in conjunction with the Accounts Payable Cash Requirements Report to determine your total cash requirements.

### **Returns by Reason Report**

This report gives the details of all returns sorted by return reason code.

### **Expected Delivery Report**

This report shows all expected deliveries. Sort options include purchase order number, vendor code, item code, and warehouse code. Since item weight and size can be printed, this report may be valuable when allocating warehouse space.

### **Backorder Fill Report**

This report can be used to indicate which customer orders can be filled after the receipt of goods purchased. It can only be used when Solution-IV Order Processing is installed.

## Vendor Performance Reports

### **Vendor Price Performance Report**

This report details any variances between the purchase or receipt cost and the vendor invoice cost. You can base the variance on either the purchase order cost or the goods received cost. You may also restrict the report to show only variances outside of the variance limits established in the Purchase Order Parameters.

### **Vendor Delivery Performance**

This report shows those purchase orders received late. You can specify whether to base the variance on the vendor promised date or your required date.

### **Un-invoiced Receipts Report**

This report shows all purchase orders where the goods have been received but the vendor invoice has not been received. The information in this report can be very useful for estimating future payables.

### **Transactions not Ordered Report**

This report shows transactions for which no purchase order was issued. You can report on receipts, returns, invoices or all transaction types.

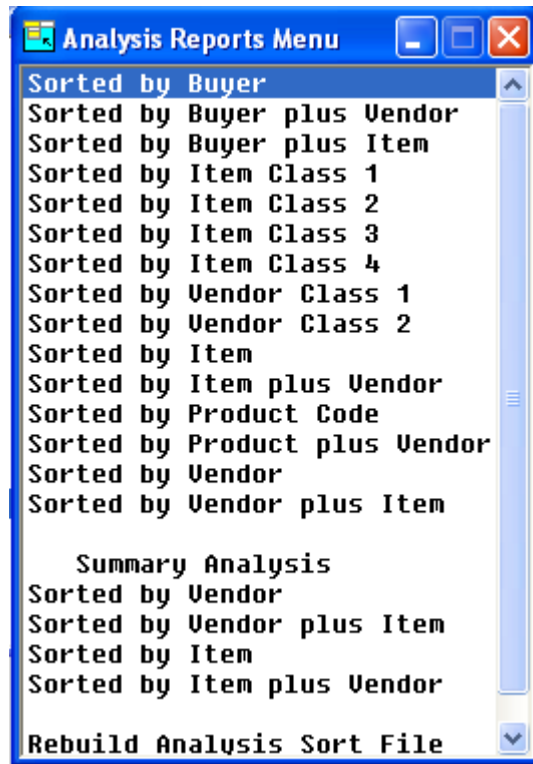
## Analysis Reporting Menu

### Introduction

This menu gives you access to the purchase analysis reports. These reports use the historical files which are cleared only when you delete history, this means these reports may be printed at any time for any year that history exists.

### How to Execute

From the Purchase Order Main Menu, select **Analysis Reports Menu**.



### Purchase Analysis Reports

The purchase analysis reports show purchase amounts and quantities for each inventory period (1-13) by various categories. These categories include buyer code, item code, product code, and vendor code groupings as well as combinations of these groups.

### Summary Purchase Analysis Reports

The summary purchase analysis reports summarize orders, receipts, returns, invoices, and performance variances by vendor code, item code, and combinations of vendor plus item, and item plus vendor. The summary includes the last transaction and month-to-date and year-to-date totals.

### Rebuild Purchase Analysis File

Although the purchase analysis summary file is kept up to date during the month as orders and transactions are updated, it may be necessary from time to time to run this option and rebuild the purchase analysis file.

---

# 3 Purchase Order Setup

---

This chapter explains how to design and set up the Purchase Order system. It also explains how to perform code file maintenance.

In this section we provide several setup ideas that should help you decide what information you need to gather and how you should enter it into your new system. You will want to modify these ideas to fit your company's needs.

## Parameters Maintenance

### Introduction

The parameters allow you to customize the Purchase Order package to meet the specific needs of your company. Here you are able to define the structure of your purchase order numbers, activate automatic Accounts Payable invoice generation, activate the buyer code feature, and control receipt variances.

### How to Execute

From the Code File Maintenance Menu, select **PO Parameters Maintenance**.

The screenshot shows the 'PO Parameters Maintenance' window for 'Lightspeed Reprographics (DEM)'. The window is divided into several sections:

- Format of PO Number:** Includes 'Length Type Value' with dropdowns for Segment 1 (4), Segment 2 (N), Segment 3, and Segment 4.
- Next Numbers:** Includes input fields for PO Number (27), Receipt Number (2357), Return Number (1237), Requisition (6), and Lot Number (1).
- Indicators:** A list of checkboxes and dropdowns for various settings:
  - Post distributions to General Ledger? (Y)
  - Purchases Account in detail? (Y)
  - Automatically generate AP invoices? (Y)
  - Use buyer codes? (Y)
  - Allow purchase of "make-only" items? (Y)
  - Display internal item comment? (Y)
  - Create new lines in transactions? (Y)
  - Print vendor's part number? (Y)
  - Pre-printed Purchase Order forms? (N)
  - Show cost in receipt entry? (Y)
  - Process Expected Delivery Date? (Y)
  - Retain completed orders (999 days)
  - Retain blanket orders (999 days)
  - Default printer for orders (LP)
- Other options:** 'Require sequential numbers?' (Y) and 'Save deleted orders?' (N).

At the bottom, it says '< Continued on next screen >'.

### Description of Fields

#### Length (Segments 1-4)

The purchase order numbers may contain from 1 to 15 alphanumeric characters. These characters may be optionally divided into up to four segments and each segment may be optionally formatted (made uppercase and zero filled). In addition, you may use today's date or a valid value (e.g. "90") for a particular segment.

**Important:** The dashes separating the segments count as characters.

*Example:* Segment

1	2	3	4	Purchase Order Number
15	0	0	0	XXXXXXXXXXXXXXXXXX
4	2	1	0	XXXX-XX-X
4	0	0	0	XXXX



**Type**

Depending on how you want to format each segment in the purchase order number, enter one of the following values:

- Y**      Format the segment as follows:
  - 1) Make uppercase, always.
  - 2) If numeric, right-justify and zero fill.
  - 3) If not numeric, left justify and fill with spaces.
- N**      Do not format the segment, meaning display and store it exactly as entered.
- V**      Apply segment value found in "Value" field, for example "2010".
- D**      Apply today's date in the format YYMMDD.

**Value**

If a value segment (V) is indicated for the segment type, enter the value of that segment here.

**PO Number**

During Purchase Order Entry, you have the option of entering an order number manually or pressing **F8** to use the next system generated order number. Enter the starting system generated order number you wish to use here.

**Receipt Number**

During Receipts Entry, you have the option of entering a receipt number manually or pressing **F8** to use the next system generated receipt number. Enter the starting system generated receipt number you wish to use here.

**Return Number**

During Returns Entry, you have the option of entering a return number manually or pressing **F8** to use the next system generated return number. Enter the starting system generated return number you wish to use here.

**Requisition**

During Requisition Entry, you have the option of entering a requisition number manually or pressing **F8** to use the next system generated requisition number. Enter the starting system generated requisition number you wish to use here.

**Lot Number**

During Purchase Order Receipts Entry, you have the option of entering a lot number manually or pressing **F8** to use the next system generated lot number.

Enter the starting system generated lot number you wish to use here.

**Require sequential numbers?**

During Purchase Order Entry you have the option of entering purchase order numbers manually or by using the **F8** key to use the next system generated number. If this field is set you may not enter purchase order numbers manually, you must use the **F8** key.

- Y**      The **F8** key must be used.
- N**      The **F8** key may be used or numbers may be entered.

**Save deleted orders?**

You have the option of saving deleted orders entered during Purchase Order Entry. This is particularly useful if you are using **F8** to obtain the next order number. By saving deleted orders, you will have no missing order numbers from your Purchase Order reports. During Period End Processing, you have the option of purging deleted orders.

- Y** Saves deleted orders.
- N** Removes deleted orders from the order entry file when they are deleted.

**Post distributions to General Ledger?**

You have the option of posting to General Ledger. You may not want to if you are entering your opening balances or if you have a separate General Ledger system.

- Y** Posts to General Ledger during the transaction update.
- N** Does not make any postings to General Ledger during updates. Verify that you have this flag set to **N** in Inventory Control and Accounts Payable as well.

**Purchase Account in detail?**

During Purchase Order Invoice posting you have the option of combining all of the purchase information as one posting to GL or posting each invoice's purchase information individually to GL.

- Y** Post each individual purchase posting.
- N** Summarize the purchase posting.

**Automatically generate AP invoices?**

You have the option of automatically generating the Accounts Payable invoice during Vendor Invoice Entry.

- Y** Integrates purchase orders with Accounts Payable.
- N** Requires entry of invoices in Accounts Payable separately.

**Use buyer codes?**

You have the option of using buyer codes during the purchase order placement process.

- Y** The buyer code option is in use. A buyer must verify each purchase order and a valid buyer code must be on each purchase order before it is placed. If a buyer is over his purchase limit, he will not be allowed to validate the purchase order.
- N** Does not force buyer validation of purchase orders.
- W** Buyer codes must be used. If a buyer is over his purchase limit, a warning message is displayed, but the buyer is still allowed to verify the order.

**Allow purchase of "make-only" items?**

This option allows the purchase of items, which are actually made up by you for sale (such as a kit). The system determines that an item is "make-only" if the production days on the item are more than zero.

- Y** Allows purchase of "make-only" items.
- N** Does not allow purchase of "make-only" items.
- W** Displays a warning, but allows you to continue ordering the "make-only" items.

**Display internal item comment?**

You have the option of allowing the item's internal comments to be displayed (if they exist) during Purchase Order Entry.

- Y** Displays item internal comments in Purchase Order Entry.
- N** Does not display item internal comments in Purchase Order Entry.

**Create new lines in transactions?**

You have the option of allowing or restricting new lines to be added to a purchase order during Transaction Entry.

- Y** Allows entry of items not on the original purchase order.
- N** Only allows transactions of items on the original purchase order.

**Print vendor's part number?**

This option allows the vendor's part number to be displayed on the purchase order for each item ordered.

- Y** Prints vendor's part number on purchase orders.
- N** Does not print vendor's part numbers -- only your internal item codes.

**Pre-printed Purchase Order forms?**

You have the option of printing purchase orders on pre-printed forms, logo paper or plain paper as follows:

- Y** Uses fully pre-printed purchase order forms.
- N** Prints orders on plain paper.
- L** Prints orders on logo paper, meaning your company logo, name and address are printed in the top left corner, but the rest of the form is blank and treated like **N** above.

**Show cost in receipt entry?**

You have the option of showing cost during the purchase order receipt entry process. If you elect to show cost, you may change the cost during receipt entry.

- Y** Show Cost during receipt entry.
- N** Do not show cost during receipt entry.

**Process Expected Delivery Date?**

During Purchase Order Entry you have the option of entering the expected deliver date on a line by line basis.

**Y** Enter an expected delivery date.

**N** Do not enter an expected delivery date.

**Retain completed orders x days**

Enter the number of days purchase orders should be retained in the open purchase order file after they have been completely filled. Care should be taken not to make this number too large, or the system speed could be adversely affected. 60-120 days is usually sufficient.

**Retain blanket orders x days**

You may specify how long blanket purchase orders should be retained in the open purchase order file after they have been completely filled. This number will normally be between 30 and 90 days.

**Default printer for orders**

Enter a default printer on which purchase orders will normally be printed. This printer can be overridden when orders are actually printed.

When you are finished with the first screen, the following screen will automatically be displayed:

The screenshot shows a window titled "PO Parameters Maintenance - 2" for "Lightspeed Reprographics (DEM)" dated 12/14/07. The window contains several sections of settings:

- Variance Control:**
  - Upper price limit: 0 %
  - Lower price limit: .00 %
  - Upper quantity limit: .00 %
  - Lower quantity limit: .00 %
  - Limit override password: (empty field)
- Default Codes:**
  - Default comment code: REG (Regular Comment)
  - Default expense account: 240-00-00 (Purchases)
- Confirming Only Messages:**
  - Line 1: Confirming Only Order.
  - Line 2: Please do not duplicate!

**Upper price limit**

You have the option of specifying the maximum percentage you will allow a price to be above the purchase order price during Receipts Entry.

*Example:* If you will allow an item to be accepted if the price came in at up to 5% over the price quoted on the purchase order, enter **5** here. If you want an exact match, enter zero.

**Lower price limit**

You have the option of specifying the maximum percentage you will allow a price to be below the purchase order price during Receipts Entry.

*Example:* If you will allow an item to be accepted if the price came in at up to 5% under the price quoted on the purchase order, enter **5** here. If you want an exact match, enter zero.

**Upper quantity limit**

You have the option of specifying the maximum percentage you will allow received above the quantity specified on the purchase order during Receipts Entry.

*Example:* If you will allow up to 5% over the original order quantity, enter **5** here. If you want an exact match, enter zero.

**Lower quantity limit**

You have the option of specifying the maximum percentage you will allow received below the quantity specified on the purchase order during Receipts Entry.

*Example:* If you will allow up to 5% under the original order quantity, enter **5** here. If you want an exact match, enter zero.

**Limit override password**

If you elect to allow the variance limits set above to be overridden, enter up to three characters for the password to allow the override here.

**Default comment code**

Enter up to 6 alphanumeric characters for the default comment code. This is the comment code that will automatically be used for all new orders. This code can be changed for each order on the Order Entry summary screen.

**Default expense account**

Enter a valid General Ledger account code to be used as the default whenever you enter an invoice through Vendor Invoice Entry for which there is no purchase order. However, you are better off entering this type of invoice through Accounts Payable Invoice Entry.

**Line 1****Line 2**

Enter up to two lines of 40 characters each for the "confirm only" message you would like to appear on 'confirming only' type purchase orders.

**Exit the Screen**

When you are finished with both screens, you will be returned automatically to the Code File Maintenance Menu.

## **Parameters Listing**

### ***Introduction***

This report displays or prints the parameters entered in Purchase Order Parameters Maintenance.

### ***How to Execute***

From the Code File Maintenance Menu, select **PO Parameters Listing**.

### ***Report***

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

## Comments Maintenance

### Introduction

This function maintains the purchase order comment codes. These codes contain up to four lines of text that can print before or after the lines on the purchase order form.

Each comment code contains a description and four different lines for text. Each line has an indicator, which controls whether the text prints before or after the purchase order lines. If a line is blank, it does not print.

### How to Execute

From the Code File Maintenance Menu, select **PO Comments Maintenance**.

Line	B/A	Comment
1	B	ATTENTION VENDOR:
2	B	All items to be shipped "Prepaid Freight/Inside Delivery"
3	B	All invoices and correspondence must reference out PO Number
4	A	Thank you for your prompt response to this order.

### Comment Code

Enter up to six alphanumeric characters for the comment code. Each set of comments should have its own code. It is recommended that you include in your set up the following two types of comments:

- A primary or default comment which will appear on all purchase orders unless overridden on the Purchase Order Entry summary screen.
- A blank comment where all the lines are blank, for those purchase orders on which you do not wish to have a comment appear.

### Description

Enter up to 35 alphanumeric characters for the comment description. This description is for your reference only and will not appear on the purchase order itself.

### Before/After (1-4)

These fields indicate where on the purchase order to print the associated line of the comment.

- B** Prints the associated comment line before the purchase order lines.
- A** Prints the associated comment line after the purchase order lines.

### Comment Lines (1-4)

Enter up to 4 lines of 60 characters each for the comment text that will be printed on the purchase order.

**Status**

The status field is used to hold the current status of every Masterfile record as follows:

- Active**            This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the comment code to return to the Code File Maintenance Menu.

## Comments Listing

**Introduction**

This report displays or prints the comments entered in PO Comments Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **PO Comments Listing**.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.



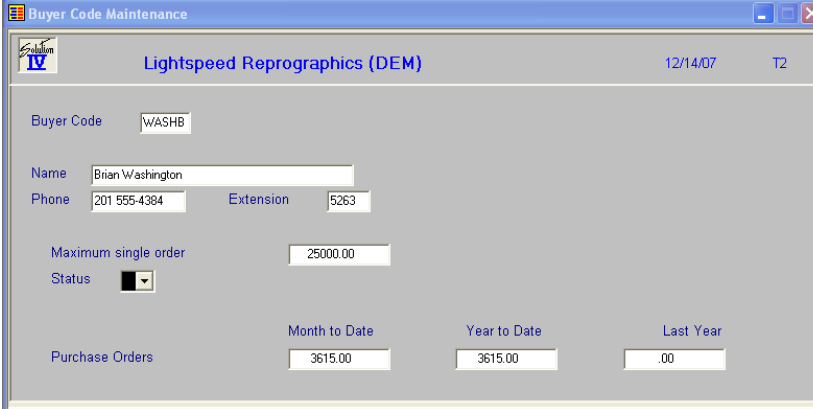
## Buyer Code Maintenance

### Introduction

This function maintains the buyer codes. These codes contain the name, phone number, purchase limit, and purchase history for each buyer. When the “Use Buyer Codes” indicator in the parameters is set to **Y** or **W**, purchase orders will process only after successful buyer verification.

### How to Execute

From the Code File Maintenance Menu, select **Buyer Code Maintenance**.



### Description of Fields

#### Buyer Code

Enter up to six alphanumeric characters for the buyer code. Each buyer should have his own code.

*Example:* SJS for Sally J. Seashell

#### Name

Enter up to 35 alphanumeric characters for the buyer's name.

#### Phone

Enter up to ten characters for the buyer's phone number. Do not add any punctuation.

*Example:* 8005240430 will be redisplayed as 800 524-0430.

#### Extension

Enter up to five characters for the buyer's extension (if applicable).

#### Maximum Single Order

Enter the maximum order dollar amount this buyer is authorized to place. If there is no limit, leave this field 0.00.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active** This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Month to Date Purchases**

This field contains the month-to-date purchases placed by this buyer.

**Year to Date Purchases**

This field contains the year-to-date purchases placed by this buyer.

**Last Year Purchases**

This field contains the purchases placed by this buyer last year.

**Exit the Screen**

When you are finished, press **F4** from the buyer code to return to the Code File Maintenance Menu.

## Buyer Code Listing

**Introduction**

This report displays or prints the information entered in Buyer Code Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **Buyer Code Listing**.

**Report**

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

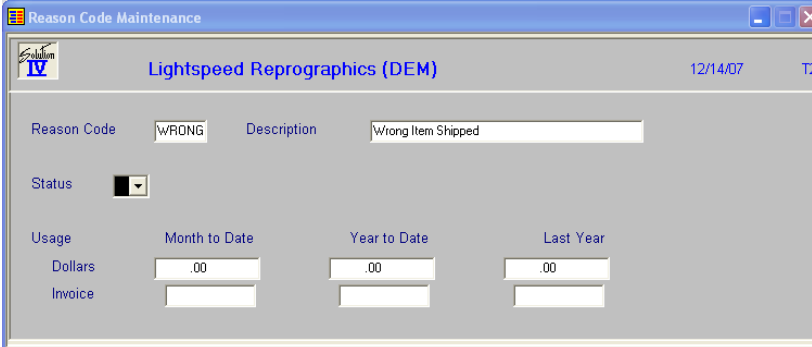
## Return Reasons Maintenance

### Introduction

Return reason codes are used in Goods Returned Entry to explain why items are being returned. Sample reasons might be the wrong item or color or that the item has been broken during shipment. Total return dollars by reason are kept in this file.

### How to Execute

From the Code File Maintenance Menu, select **Return Reasons Maintenance**.



### Description of Fields

#### Reason Code

Enter up to six alphanumeric characters for the reason code. The reason code is a file-verified code required during entry of a return.

#### Description

Enter up to 35 alphanumeric characters to describe the reason.

#### Status

The status field is used to hold the current status of every masterfile record as follows:

- **Active**            This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

#### Dollars

These fields contain the dollar amount of product returned month-to-date, year-to-date, and last year using this reason. You can enter beginning amounts when you add the reason, but these amounts will be updated automatically by the system.

**Invoices**

These fields contain the number of invoices returned month-to-date, year-to-date, and last year using this reason. You can enter beginning numbers when you add the reason, but these numbers will be updated automatically by the system.

***Exit the Screen***

When you are finished, press **F4** from the reason code to return to the Code File Maintenance Menu.

<b>Return Reasons Listing</b>
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***Introduction***

This report displays or prints the information entered in Return Reasons Maintenance.

***How to Execute***

From the Code File Maintenance Menu, select **Return Reasons Listing**.

***Report***

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

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# 4 Automatic Purchase Ordering

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This chapter explains how to perform the following:

- Reorder Report
- Reorder Detail Entry
- Purchase Order Creation

## Automatic Reorder Selection

### Introduction

This function allows a range of items or selected items to be ordered from a range of vendors or selected vendors. It puts the items selected into a file from which actual purchase orders may be created.

### How to Execute

From the Automatic Purchase Ordering Menu, select **Automatic Reorder Selection**.

### Description of Fields

#### Only Items below Reorder Point?

**Y** Selects only items whose on-hand quantity is below the reorder point.

**N** Selects items regardless of reorder point.

#### Only Items below Safety Level?

**Y** Selects only items whose on-hand quantity is below the stock safety level.

**N** Selects items regardless of stock safety level.

#### Choose vendor based on Price, Last receipt or price Break

**P** Selects the vendor with the best list price for the selected item.

**L** Selects the same vendor you purchased from last time.

**B** Selects the vendor with the best price for the item, based on the price breaks.

#### Clear file before selections?

**Y** Clears the selection file before processing this selection. If you have already run a selection, but have not created purchase orders, that selection will be cleared.

**N** Retains information in file.

**Add zero quantity lines?**

You have the option of adding zero quantity lines to the automatically generated orders. This allows lines to be added with all the default information for the selected item and vendor ranges with a zero quantity.

**Y** Adds a zero quantity line for all items matching the other selection criteria.

**N** Only adds order lines for items requiring a reorder.

**Reorder selected items?**

**Y** Displays a view and allows you to select individual items to reorder.

**N** Allows you to enter a range of items to print.

If you answer **N**, the system prompts:

**From Item**

**To Item**

Enter the first and last items in the range you wish to reorder, or press **Enter** twice to select all items.

**Reorder from selected vendors?**

**Y** Displays a view and allows you to select individual vendors from whom you wish to reorder.

**N** Allows you to enter a range of vendors.

If you answer **N**, the system prompts:

**From Vendor**

**To Vendor**

Enter the first and last vendors in the range you wish to select from, or press **Enter** twice to select all vendors.

**Exit the Screen**

When you are finished answering the questions, the system will process the selections. When the selection is finished, the Reorder Report is automatically run.

## Reorder Report

### **Introduction**

This report lists all the items selected for reorder from the Automatic Reorder Selection. Optionally, it can print all vendors defined for the selected items.

### **How to Execute**

From the Automatic Purchase Ordering Menu, select **Reorder Report**.

### **Description of Fields**

**Do you want a printed copy? Yes No**

**Y** Prints the report on the selected printer.

**N** Displays the report on the screen.

**Do you want to print vendor purchase history? Yes No**

**Y** Prints the vendors from whom you previously purchased the item along with last date, quantity, and cost from each vendor.

**N** Prints only the reorder information.

### **Report**

Answer both questions above. When the report is finished, you will be returned automatically to the Automatic Purchase Ordering Menu.



## Reorder Detail Entry

### Introduction

This function allows the information in the reorder selection file to be edited. Specific items that were not automatically selected may be entered for ordering as well.

### How to Execute

From the Automatic Inventory Reorder Menu, select **Reorder Detail Entry**.

### Description of Fields

#### Warehouse

Enter the warehouse code that contains the item whose order information you wish to change.

#### Item

Enter the item code whose order information you wish to change.

The screen will now be filled with order information from the item file such as reorder method, quantity on-hand, the quantity currently on open purchase order, and maximum and minimum quantities.

The reorder amounts from the automatic selection are also displayed and can be modified as needed.

#### Vendor

Enter the vendor code from which you wish to place this order.

#### UOM

Enter the unit of measure for the quantity you wish to order.

#### Qty

Enter the quantity you wish to order of this item from this vendor. Enter zero if you do not want to order this item.

**Price**

Enter the purchase cost for this item from this vendor.

**Exit the Screen**

When you are finished, press **F4** from the warehouse field to return to the Automatic Inventory Reorder Menu.

## Automatic PO Creation

**Introduction**

This function creates the actual purchase order from the reorder selection file. A separate purchase order is created for each vendor/warehouse combination.

**How to Execute**

From the Automatic Purchase Ordering Menu, select **Purchase Order Creation**.

**Description of Fields**

**Do you want to create purchase orders? Yes No**

**Y** Creates the purchase orders. You can review them using Purchase Order Entry on the Purchase Order Main Menu.

**N** Returns to the Automatic Inventory Reorder Menu. You can edit the reorder selections using Reorder Detail Entry.

**Exit the Screen**

When the purchase order creation process is finished, the selection file is cleared and you are automatically returned to the Automatic Inventory Reorder Menu. You may now wish to proceed to Purchase Order Entry, Buyer Verification Entry, or Purchase Order Printing, all found on the Purchase Order Main Menu.

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# 5 Transaction Processing

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This chapter explains how to perform the following:

- Purchase Order Entry
- Purchase Order Printing
- Purchase Order Cancellation
- Item Receipts Entry
- Item Receipts Register and Update
- Returns Entry
- Returns Register and Update
- Invoice Entry
- Invoice Register and Update

You will be spending most of your time in this section of the manual because this is the core of the Solution-IV Purchase Order system.

## Order Entry

### Introduction

Purchase Order Entry is used for entering actual purchase orders. Orders may be entered from scratch or you may use this option to edit purchase orders created during Automatic Reorder Processing.

To process blanket purchase orders be sure to select Order Type **B** when creating the purchase order. Use the **F7** Copy or Release option to release the blanket purchase order. Please pay special attention to the following fields that pertain to blanket purchase orders: Order Type, Release Count, Order Cycle, First Release, Expire Date, and Quantity.

### How to Execute

From the Purchase Order Main Menu, select **Purchase Order Entry**.

**Purchase Order Entry - Header**

Lightspeed Reprographics (DEM) 12/14/07 T2

PO Number: 0011 Date: 11/12/07 Order Type: Scheduled N

Vendor Code: A002 Acme Printing - East

Alternate Address: Ship to Warehouse: NJ

Name: Acme Printing - East New Jersey

Address: Eastern Division & Warehouse 285 Davidson Avenue  
7485 Main Street

City: Produnck Somerset

State: NJ ZIP: 12003 Coun: NJ 08875

Contact: Michael Worden X John Smith

Phone: 319 555-7485 FAX: 319 555-7489 732 560-1377

Ship Complete? N Drop Ship? N First Release:

Print PO Form? Y Release Count:

Inspection Req'd? N Order Cycle:

Confirm Only? N FOB:

Verbal PO? N Requested By:

Hold Order? N Comment:

Expire Date:

Promised Date:

Required Date:

Expected Pmt:

Buyer Code: WASHB

### Description of Fields

#### PO Number

Enter up to 15 characters for the purchase order number, press **F8** to get the next system-generated number, or press **F7** to copy or release a blanket order.

**Note:** For information see the Purchase Order Entry – Copy or Release section of this manual.

#### Date

Enter the date you placed the order with the vendor. Press **Enter** to enter today's date.

#### Order Type

Enter the order type for this purchase order as follows:

- B** Blanket order (also known as a master order)
- O** Regular order (also known as a standing order)
- R** Released blanket order

**Vendor Code**

Enter the ten-character Accounts Payable vendor code with which you placed this order.

**Alternate Address**

Enter the vendor address code to which you wish to mail the purchase order from the vendor alternate address file or press **CR** to use the vendor's main address.

**Ship to Warehouse**

Enter a valid warehouse code to which the items will be shipped, or press **Enter** to use the main warehouse, or blank out the field to enter a drop ship address.

If the Ship to Warehouse field is left blank, you can enter the following fields as the drop ship address. Otherwise, the cursor will skip to the "Ship Complete" question.

**Name**

Enter up to 35 alphanumeric characters for the name of the person or company to which this order will be shipped.

**Address**

Enter up to two lines of 35 characters each for the address where the shipment will be sent. Do not enter the city, state, or ZIP code on these lines.

**City**

Enter up to 25 characters for the city where this order will be shipped.

**State**

Enter the two-character abbreviation for the state or province.

**ZIP**

Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation, you must enter it yourself.

*Example:* 08765-1234 or 08765 or AP0870A

**Country**

Enter up to two alphanumeric characters for the country abbreviation, if desired. You will probably only use this if the order is going to any international destination.

**Contact**

Enter up to 20 characters for the name of the person who is going to receive the order.

**Ext**

Enter up to five characters for the phone extension of the contact.

**Phone**

Enter ten digits for the phone number of the company where the order is to be shipped. This may be helpful for your supplier when making delivery arrangements. Do not add any punctuation, because the system will add it automatically.

*Example:* 8005551234 is re-displayed as 800 555-1234

**FAX**

Enter up to 18 characters for the fax number of the company where the order is to be shipped. If you want punctuation, you must enter it yourself.

*Example: (732) 555-9876*

**Ship Complete?**

**Y** Designates order as shippable only when the order can be completely filled.

**N** Allows partial shipment on this order.

**Print PO Form?**

**Y** Prints an actual purchase order.

**N** Skips purchase order printing.

**Inspection Reqd?**

You have the option of requiring an inspection on a purchase order when the goods are received as follows:

**Y** Requires an inspection.

**N** Does not require an inspection.

**Confirm Only?**

If you have already placed the order by phone and are sending this purchase order as a confirmation only, you may so indicate as follows:

**Y** This is a confirmation notice only. The "confirm only" messages entered in the parameters will be printed on the purchase order.

**N** This is a regular purchase order.

**Verbal PO?**

If you placed the order with the vendor verbally, you may so indicate as follows:

**Y** Prints (verbal) after the purchase order number on the purchase order itself.

**N** This did not originate as a verbal order.

**Hold Indicator?**

You can place a purchase order on hold so that it will not be processed beyond allowing entry of the purchase order as follows:

**Y** Places order on hold.

**N** Processes this as a regular purchase order.

**Drop Ship?**

This field is not accessible, but if a warehouse code has been entered in the Ship to Warehouse field, then this field will contain an **N**. Otherwise, it will contain a **Y**. This will cause different postings to occur during Purchase Order Receipts as follows:

- Y** No posting will be made to the inventory account, and inventory will not be increased. This is based on the assumption that the items on the order were shipped direct to the customer.
- N** Regular posting to inventory occurs.

**Release Count**

If you indicated that this is a blanket order, enter the number of releases that may be made. If this is not a blanket order, this field is skipped.

**Order Cycle**

Enter up to two characters for the order cycle. This field is used in conjunction with the copy order facility and to release a blanket purchase order. This field can be left blank as well.

**FOB**

Enter up to 15 characters for the freight on board (FOB) destination. This field is used to designate where the responsibility for the shipment ends for the supplier.

**Requested By**

Enter up to 25 characters for the name of the person internally who requested this purchase. Only 14 characters will be displayed on the screen.

**Comment**

Enter up to 35 characters for the comment that pertains to this order. The comment will print on the purchase order itself.

**First Release**

If this is a blanket order, enter the date this order may first be released. Orders cannot be processed before this date. If this is not a blanket order, this field is skipped.

**Expire Date**

If this is a blanket order, enter the date this order expires. Orders may not be processed after this date. If this is not a blanket order, this field is skipped.

**Promised Date**

Enter the date this order was promised to you, or press **Enter** to enter today's date.

**Required Date**

Enter the required delivery date for this purchase or press **Enter** for today's date.

**Expected Pmt**

Enter the expected payment date on which this purchase order will be payable to your vendor. The system will calculate a date based on the terms usually offered by this vendor.

**Buyer Code**

Enter up to 6 alphanumeric characters for the buyer code. Each buyer should have his/her own code. You may also want to set up a "house account".

## Lines Screen

When you are finished with the Header screen, a Lines screen will appear, similar to the following. We refer to this part of Purchase Order Entry as "lines" because this is when you will enter the lines or body of the purchase order.

Line Item	Vendor Part ID	Description	UOM	Quantity	Unit Cost	Debit Account	Amount Txt
1	74-MIB	Paper cutters	EA	3.0000	7.0000	130-01-70	21.00
2	80-300	Grommets	EA	100.0000	2.0000	500-01-80	200.00

### Line

**Enter** If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page up** Goes to the previous screen.

**Page down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

### Item Code

Enter up to 22 characters representing the item code you wish to order. If you are ordering an item not stored in the Inventory Control item file, start the item code with the non-stock character entered in the Inventory Control Parameters.

### Description

The system will automatically display the description of the item. If allowed by this item, you can override the description.

### Exp Account

The system will automatically display the normal General Ledger inventory account code for this item. You can override it if necessary.



**Vendor Part ID**

Enter the vendor's part number for this item code. If you have set up this vendor in the item masterfile, the part number will be displayed automatically.

**UOM**

Enter the unit of measure for this purchase. It will default to the purchase unit of measure already defined for this item.

**Quantity**

Enter the quantity being ordered of this item.

For blanket purchase orders enter the entire quantity. The system will handle the proper quantity for each release.

**Unit Cost**

Enter the unit cost that you expect to pay.

**Amount**

This field contains the quantity ordered multiplied by the unit cost. It cannot be overridden.

**Text**

You have the option of adding text to this line of the purchase order. The text will default to the regular comment attached to this inventory item.

**Note:** If entering a Matrix item, the following screen will appear in place of the quantity field to enter order quantities:

Color	Blue			Desc	Turquoise		
Size	Qty			Size	Qty		
Ten	0						
Seven							
Eight							
Nine							

## Summary Screen

When you are finished with the lines or body of the order, you have the option of going to the summary screen. Since the information on this screen is rarely changed, the system will not come here directly - you must select **S** from the "Is this information correct?" prompt.

The screenshot displays the 'Purchase Order Entry - Codes/Summary' window. The title bar includes 'Purchase Order Entry - Codes/Summary' and 'Lightspeed (DEM)'. The window contains the following fields and values:

- PO Number: 0007
- Date: 08/20/07
- Order Type: [Dropdown]
- Vendor Code: PAPER
- Alternate Address: [Text]
- Ship to Warehouse: NJ
- Name: Direct Paper Supply
- Comment: REG
- Terms: 02
- Remit To: [Text]
- Post Code: 000002
- Subject to 1099?: Y
- Order Amount: 187.00
- Tax Rate: 0.00
- Tax Amount: 0.00
- Freight: 0.00
- Discount: 3.74
- Discounted total: 183.26
- Total Order Amount: 187.00

### Comment

Enter a valid comment code. These comments will be printed either before or after the body of the purchase order, depending on how the code was defined.

### Terms

Enter a valid terms code for this order. This field defaults to the terms code in the vendor's file.

### Remit to

Enter the vendor address code to which payment should be made from the vendor alternate address file or press **Enter** to use the vendor's main address.

### Post Code

Enter up to 6 alphanumeric characters for the posting code as defined in Posting Code Maintenance in Accounts Payable.

Posting codes are used to define the accounts payable, freight expense, sales tax expense and discount accounts in the General Ledger.

### 1099?

You have the option of specifying whether payment of this purchase order is subject to 1099 reporting as follows:

- Y** Purchase is subject to 1099 reporting.
- N** This purchase should not be added to the 1099 amount in the vendor masterfile.

**Order Amount**

This field contains the gross amount of this purchase order excluding sales tax and freight. It is display only.

**Sales Tax Rate**

Enter the sales tax rate that will be due on this purchase.

**Sales Tax**

This field contains the total sales tax applicable to this purchase order calculated using the tax rate in the previous field. If you change this amount, the rate will change accordingly.

**Freight**

Enter the total freight charge on this purchase order.

**Net Amt**

This field contains the total amount of this purchase order including sales tax and freight. It cannot be overridden.

***Exit the Screen***

When you are finished entering purchase orders, press **F4** from the purchase order number field to return to the Purchase Order Main Menu.

## Order Entry-Copy or Release

### Introduction

This function is used to copy any order (regular or blanket) to another order number, or to release shipments of a blanket order.

### How to Execute

From the Purchase Order Entry screen press **F7**. The Copy or Release screen displays:

### Description of Fields

#### Selection Cycle

Enter up to two characters representing the order cycle you wish to copy or release. If you leave this field blank, the cursor will skip to the "copy from" field.

#### Orders, Blanket Orders or All?

If you entered a selection cycle above, then you have the following options:

- O** Copies regular orders with the above order cycle only.
- B** Copies or releases blanket orders with the above order cycle only.
- A** Copies regular orders, and copies or releases blanket orders.

If you entered a selection cycle, then the cursor will skip to the **Copy or Release Blanket Orders** field.

#### Copy from

Enter the order number (regular or blanket) you wish to copy from.

#### Date

This field will be pre-filled with the date from the "copy from" order and cannot be overridden.

#### Type

This field will be pre-filled with the order type from the "copy from" order and cannot be overridden.

**Vendor**

This field will be pre-filled with the vendor code from the “copy from” order and cannot be overridden.

If the “copy from” order is a blanket order, the following four fields will be displayed, but cannot be overridden.

**Copy to**

If your parameters require sequential order numbers (you must press **F8** for the next order number), this field will be pre-filled with the next order number and cannot be overridden. Otherwise, enter the order number you wish to copy to.

**Copy or Release Blanket Orders**

If you are working with blanket orders, you have the option of copying or releasing them as follows:

- C** Copies the blanket order to a new order number. You can then edit it using Purchase Order Entry, as required.
- R** Releases the blanket order. The quantities released for each line item are computed as follows:  $1/(\text{Release Count} * \text{Qty Ordered})$ .

*Example:* If a blanket order is scheduled for 5 releases and has one item with a quantity of 10 on the line, 2 of that item ( $1/5 * 10$ ) will be released each time.

**First Release**

This field contains the date this blanket order is first available for release.

**Expiration Date**

This field contains the date this blanket order expires. If the terminal date is after this date, the blanket order may no longer be released.

**Releases Allowed**

This field contains the number of releases allowed on this blanket order.

**Releases to Date**

This field contains the number of releases that have already occurred on this blanket order.

**Exit the Copy**

When you are finished copying and releasing orders, press **F4** from the selection cycle to return to the Purchase Order Entry Screen.

**Exit the Screen**

When you are finished, press **F4** from the purchase order number to return to the Purchase Order Main Menu. You may now want to proceed to Purchase Order Printing.

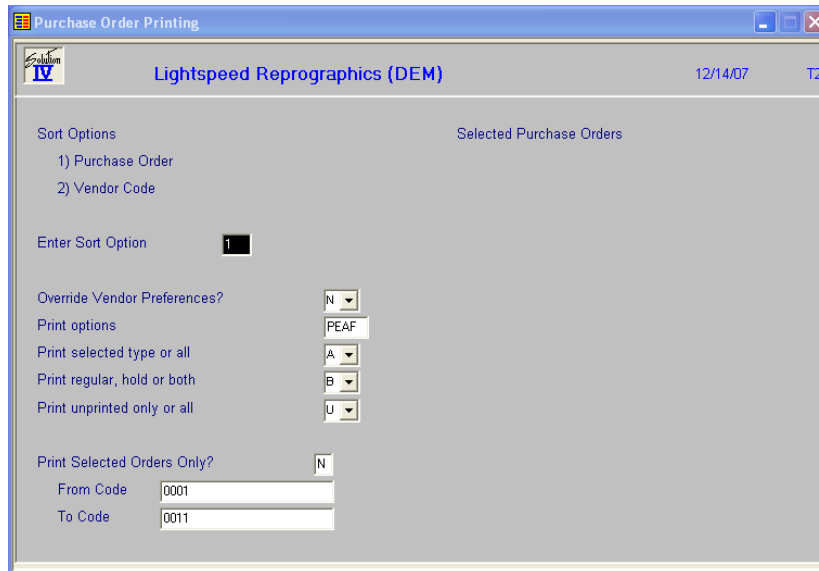
## Order Printing

### Introduction

This option is used to print the actual purchase order forms. Orders can be printed on plain paper, logo paper, or pre-printed forms.

### How to Execute

From the Purchase Order Main Menu, select **Purchase Order Printing**.



### Sort Options

#### Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Purchase Order:** Prints the report sorted by purchase order number.
- 2. Vendor:** Prints the report sorted by vendor code/purchase order number.

#### Override Vendor Preferences?

When using FormsCreator you have the option of overriding the output of the report.

- N** Do not override the vendor preference.
- P** Print the output.
- E** Email the output.
- A** Email the output Adobe format.
- F** Fax the output

**Print options**

Enter the preferences that you wish to print. This reflects back upon the vendor's desired delivery method for this report. You may enter three different preferences

- P**     Hardcopy
- E**     E-mail
- A**     E-mail as Adobe .pdf
- F**     Fax

*Example:* You may enter PF and print the vendors that prefer hard copy or fax copy of the report. The email vendors would be skipped.

**Print selected type or All**

You have the option of printing the following:

- O**     Prints regular orders only.
- B**     Prints blanket orders only.
- R**     Prints blanket order releases only.
- A**     Prints all orders.

**Print Regular, Hold or Both**

- R**     Prints only orders not on hold.
- H**     Prints only orders on hold.
- B**     Prints all orders.

**Print Unprinted Only or All**

- U**     Prints only those orders that have not been printed or that have changed since they were last printed.
- A**     Prints all orders in the selected range.

**Print Selected Orders Only?**

You will only be asked this question if you are printing the orders sorted by purchase order number.

- Y**     Displays a view and allows you to select individual orders to print.
- N**     Allows you to enter a range of orders to print.

If you answer **N**, or are sorting by vendor code, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last orders or vendors in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When the orders are finished you will be returned automatically to the Purchase Order Main Menu.

## Order Cancellation

### Introduction

Purchase Order Cancellation is used for closing actual purchase orders after that point in time when it has become clear that the PO will never be fulfilled and you just want to close it out.

You will have the option of selecting purchase orders older than a given date and then choosing which POs will actually be closed, so you have the option of closing specific POs OR closing/cancelling all POs that are, for example, more than 6 months old.

### How to Execute

From the Purchase Order Main Menu, select **Purchase Order Cancellation**.

### Description of Fields

#### Cancellation Date

Only orders older than this date that are still open will be selected for cancellation.

#### Print Selected Records Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

#### From Code

#### To Code

If you are printing this report for a range of order numbers, enter the starting and ending order numbers.

A message will display with the following options:

**Merge** Combines this selection with any prior ones.

**Clear** Clears the entire PO Cancellation selection file.

**View & Update** Provides a view where you may choose which of the selected POs you wish to cancel. Upon exiting the view you will have the option to update your chosen PO cancellations.



## Receipts Entry

### Introduction

Item Receipts Entry is used to record the actual receipt of goods. You can receive items that were not originally ordered with a purchase order. If you did not use a purchase order, you may receive items from miscellaneous vendors. Non-stock items may be received for audit and posting purposes only; they are not added to the item masterfile. You will normally receive items into inventory before receiving and entering the invoice; they are separate functions in Purchase Order.

### How to Execute

From the Transaction Processing Menu, select **Receipts Entry**.

### Header Screen

#### Receipt

Enter the receipt number for this transaction. If you are entering a receipt and you have indicated in the PO Parameters that you wish to use generated numbers, press **F8** to get the next system generated number.

#### Date

Enter the date of this receipt or press **Enter** for today's date.

#### PO#

Enter up to 15 characters representing the purchase order being received. This is a mandatory field.

If you have entered a valid purchase order number, you will receive the prompt:

#### Do you want to receive the entire order? Yes No Don't copy lines

- Y** Copies the lines from the original purchase order and fills in the quantity received with the original quantity ordered.
- N** Copies the lines but sets the quantity received on each line to zero.
- D** Does not copy the lines from the purchase order into the receipt file. You will want to use this option if you have a purchase order with many lines on it, yet only received a small portion of the order.

#### Inspector

Enter up to 3 characters or the initials of the person inspecting this shipment, if desired.

The following fields will be filled automatically and you will proceed directly to the Lines screen.

**Vendor Code**

The ten-character Accounts Payable vendor code for this transaction

**Name**

This field contains the name of the Accounts Payable vendor. If you are entering a miscellaneous vendor, enter up to 35 characters for his name.

**Order Date**

The date you placed the order with the vendor.

**Required Date**

The required delivery date for this purchase.

**Promised Date**

The date this order was promised to you.

**Comment**

The 35 character description of this transaction.

**Requested by**

The name of the person in your company requesting this purchase.

**FOB**

The freight on board (FOB) destination. This field is used to designate where the responsibility for the shipment ends for the supplier.

**Total**

This field automatically calculates the total receipt amount of the items received based on the information listed on the Line item screen.

**Lines Screen**

When you are finished with these fields, the "lines" or body of the purchase order will be displayed. If you choose to have the order received in its entirety, you need only verify its accuracy. Otherwise you need to enter quantity received or the actual items.

Line Item	Vendor's Part ID	UOM	Whse	Product	Qty Ordered	Received	Backordered	Previous Extension
1	80-300			Grommets	100.0000	60.0000	0.0000	40.0000
		EA	NJ	000080				120.00

- Line**  
**Enter** If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.
- Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
- Up Arrow** Goes to the next line above.
- Down arrow** Goes to the next line below.
- Page Up** Goes to the previous screen.
- Page Down** Goes to the next screen.
- Line Delete** Deletes that line and moves all lines below up.
- Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 characters representing the item code you are receiving.

**Item Description**

The description of the item will automatically be displayed, but if the item allows, you can override it here.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter up to 15 characters for the lot number or serial number.

**Vendor's Part ID Num**

If you entered the vendor's part number on the original purchase order, it will be displayed here.

**UOM**

Enter up to four characters for the unit of measure being purchased.

**Whse**

Enter the warehouse this item is being received into.

**Product**

Enter the appropriate product code for this item.

**Qty Ordered**

This field contains the original order quantity. It cannot be overridden.

**Previous Rec**

This field contains the quantity already received of this item on this purchase order.

**Unit Cost**

Enter the cost of this item, if known.

**Note:** If entering a Matrix item, the following screen will appear in place of the quantity field to enter received and backordered quantities:

The screenshot shows a software window titled "Order - Matrix - Work" for a product named "Lightspeed (DEM)". At the top, there are fields for "Color" (set to "Blue") and "Desc" (set to "Turquoise"). Below this is a grid with three columns, each headed "Size". Each column has a "Qty" field and several empty input boxes. The first column's "Qty" field contains the number "0". The rows are labeled "Ten", "Seven", "Eight", and "Nine".

### Received

Enter the quantity received on this item. If you enter more than one for a serial-type item, the system will automatically change it to a "1" and copy the line the appropriate number of times so you can enter all of the serial numbers.

### Backordered

Enter the quantity of this item backordered on this receipt.

### Extension

This field contains the unit cost multiplied by the quantity received for this particular line. It cannot be overridden.

When you are finished with all of the lines, you will receive the prompt:

**Is the displayed information correct? Yes No Header Delete**

**Y** Saves the receipt and allows you to enter another one.

**N** Returns to the lines and allows you to make any necessary changes.

**H** Saves the lines and returns to the date field in the header and allows you to make any needed changes there.

**D** Deletes the receipt.

### Exit the Screen

When you are finished, press **F4** from the receipt field to return to the Purchase Order Main Menu. You may now want to proceed to the Transaction Register & Update.

## Receipts Register & Update

### **Introduction**

The Receipts Register is the permanent record (and audit report) of the receipts just entered. Once the report is printed, the update may be run which affects the permanent files.

### **How to Execute**

From the Transaction Processing Menu select **Receipts Register & Update**.

### **Description of Fields**

#### **Enter Posting Date**

The posting date is the exact date you want the entry posted in the General Ledger. Press **Enter** to select the current date. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

#### **Is the displayed information correct?**

**Y** Moves to the next prompt allowing you to select a printed copy.

**N** Allows you to change the posting date.

#### **Do you want a printed copy?**

**Y** Prompts you to select a printer.

**N** Displays the Receipt Register on the screen.

**Important:** Verify that the receipts were entered correctly before answering YES to the update question. You may easily make corrections to the receipts in the receipts entry file until you complete the update.

## Returns Entry

### Introduction

Returns Entry is used to record the return of items previously received in Item Receipts Entry. The quantity returned is subtracted from the received and on-hand quantities in Item Maintenance. The system also assumes that the return is actually an exchange and puts the items back on open purchase order.

### How to Execute

From the Transaction Processing Menu, select **Returns Entry**.

The screenshot shows a software window titled "Transaction Entry - Header" for "Lightspeed Reprographics (DEM)". The window contains several input fields and labels:

- Return: 0000001236
- Date: 12/14/07
- PO#: 0011
- Inspector: (empty)
- Vendor Code: A002
- Name: Acme Printing - East
- Order Date: 11/12/07
- Comment: (empty)
- Required Date: (empty)
- Requested by: (empty)
- Promised Date: (empty)
- FOB: (empty)
- Total: (empty)

### Header Screen

#### Return

Enter the return number for this transaction, or press **F8** to get the next number.

#### Date

Enter the date of this return.

#### PO #

Enter up to 15 characters representing the purchase order that originally ordered the items now being returned.

If you have entered a valid purchase order number, you will receive the prompt:

#### Do you want to return the entire order? Yes No Don't copy lines

**Y** Copies the lines from the original purchase order and fills in the quantity returned with the original quantity ordered.

**N** Copies the lines, but sets the quantity returned on each line to zero.

**D** Does not copy the lines from the purchase order into the returns file. You will want to use the option if you have a purchase order with many lines on it, yet only want to return a few items.

#### Inspector

Enter the initials of the person inspecting this shipment, if desired.

The following fields are display only. These fields will be filled automatically and you will proceed directly to the "lines" screen.

#### Vendor Code

The Accounts Payable vendor code for this transaction

**Name**

This field contains the name of the Accounts Payable vendor

**Order Date**

The date you placed the order with the vendor.

**Required Date**

The required delivery date for this purchase.

**Promised Date**

The date this order was promised to you.

**Comment**

The description of this transaction, if any.

**Requested by**

The name of the person in your company requesting this return, if desired.

**FOB**

The freight on board (FOB) destination. This field is used to designate where the responsibility for the shipment ends for the supplier.

**Total**

This field automatically calculates the total amount of the items returned based on the information listed on the Line item screen.

### Lines Screen

When you are finished with these fields, the Lines or body of the purchase order will be displayed. If you chose to have the entire order returned, you need only verify its accuracy. Otherwise, you need to enter the items and quantity returned.

The screenshot shows the 'Transaction Entry - Lines' window for 'Lightspeed Reprographics (DEM)' on 12/14/07. The window contains a table with the following columns: Line Item, Vendor's Part ID, Unit Cost, Item Description, UOM, Whse, Product, Qty Ordered, Total Rec'd, and Extension. Two lines are visible:

Line Item	Vendor's Part ID	Unit Cost	Item Description	UOM	Whse	Product	Qty Ordered	Total Rec'd	Extension
1	74-MIB	7.0000	Paper cutters	EA	NJ	000070	3.0000	0.0000	21.00
2	80-300	2.0000	Grommets	EA	NJ	000080	100.0000	0.0000	80.00

#### Line

**Enter** If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

#### Line #

Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

#### Up Arrow

Goes to the next line above.

#### Down Arrow

Goes to the next line below.

#### Page Up

Goes to the previous screen.

#### Page Down

Goes to the next screen.

#### Line Delete

Deletes that line and moves all lines below up.

#### Line Insert

Inserts a line at that spot and moves all lines below down.

#### Item Code

Enter up to 22 characters representing the item code you are returning.

#### Item Description

The description of the item will automatically be displayed.

#### Lot/Serial

If the item has either lot or serialized costing, enter up to 15 characters for the lot number or serial number you are returning.

#### Vendor's Part ID Num

The vendor's part number will be displayed here.



**UOM**

Enter the unit of measure being returned.

**Whse**

Enter the warehouse these items were originally received into and are being returned from.

**Product**

Enter the appropriate product code.

**Qty Ordered**

The original order quantity is displayed here.

**Total Receipt**

The total quantity received is displayed here.

**Unit Cost**

Enter the unit cost of these items that you expect to be credited by your vendor.

**Returned**

Enter the quantity being returned as a positive number.

**Extension**

This field contains the total dollar amount being returned. It may not be overridden.

**Note:** If entering a Matrix item, the following screen will appear in place of the quantity field to enter returned quantities:

The screenshot shows a software window titled "Order - Matrix - Work". The window contains a form for "Lightspeed (DEM)" with a date of "11/01/12" and a user "Wn". The form has two input fields: "Color" with the value "Blue" and "Desc" with the value "Turquoise". Below these fields is a matrix table with three columns labeled "Size" and "Qty". The rows are labeled "Ten", "Seven", "Eight", and "Nine". The "Qty" field for "Ten" is currently set to "0".

Size	Qty	Size	Qty	Size	Qty	Size	Qty
Ten	0						
Seven							
Eight							
Nine							

**Summary Screen**

When you are finished with the Lines screen, the summary screen will be displayed automatically.

**Reason Code**

Enter the six-character code representing the reason you are returning these items.

**RMA Number**

Enter the return authorization number given to you by your vendor.

**Exit the Screen**

When you are finished, press **F4** from the return number to return to the Purchase Order Main Menu. You may want to proceed to the Transaction Register & Update.

## Returns Register & Update

**Introduction**

The Returns Register is the permanent record (and audit report) of the returns just entered. Once the report is printed, the update may be run which affects the permanent files.

**How to Execute**

From the Transaction Processing Menu, select **Returns Register & Update**.

**Description of Fields****Enter Posting Date**

The posting date is the exact date you want the entry posted in the General Ledger. Press **Enter** to select the current date. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

**Is the displayed information correct?**

**Y** Moves to the next prompt allowing you to select a printed copy.

**N** Allows you to change the posting date.

**Do you want a printed copy?**

**Y** Prompts you to select a printer.

**N** Displays the Returns Register on the screen.

**Important:** Verify that the returns were entered correctly before answering YES to the update question. You may easily make corrections to the returns in the returns entry file until you complete the update.

## Invoice Entry

### Introduction

Vendor Invoice Entry is used to record the receipt of the vendor's invoice. You must have already recorded the receipt of the purchase order using Item Receipt Entry. The final costs for the item are entered here and inventory is adjusted accordingly. Once entered, an actual Accounts Payable vendor invoice can be created during the Transaction Update.

### How to Execute

From the Transaction Processing Menu, select **Invoice Entry**.

### Header Screen

#### Invoice

Enter up to 15 characters for the vendor's invoice number, or press **F8** if you are utilizing voucher numbers in Accounts Payable.

#### Date

Enter the invoice date as shown on the vendor's invoice.

#### PO #

Enter the purchase order number for which you are entering this invoice. If you are entering an invoice that does not have a purchase order tied to it, press **Enter**.

If you want to apply more than one Purchase Order to an invoice, enter **PK** in the PO# field. Enter the Vendor Code for this invoice and a view of Purchase Orders for that vendor will display.

If you have entered a valid purchase order number, you will receive the following prompt:

#### Do you want to invoice the entire order? Yes No Don't copy lines

- Y** Copies the lines from the original purchase order and fills in the quantity received with the original quantity ordered.
- N** Copies the lines but sets the quantity invoiced on each line to zero.
- D** Does not copy the lines from the purchase order into the invoice file. You will want to use this option if you have a purchase order with many lines on it, yet only received a small portion of the order.

If you are entering an invoice for which you did not originally issue a purchase order, you will enter the following. If you issued a purchase order, these fields will be filled automatically and you will proceed directly to the Lines screen.

**Inspector**

Enter the initials of the person inspecting this shipment, if desired.

If you are entering an invoice for which you did not originally issue a purchase order you will enter the following. If you issued a purchase order these fields will be filled automatically and you will proceed directly to the lines screen.

**Vendor Code**

Enter the 10-character Accounts Payable vendor code for this transaction. If the invoice is from a miscellaneous vendor, press **Enter**. This invoice will not be posted to Accounts Payable.

**Name**

This field contains the name of the vendor. If you are entering a miscellaneous vendor, enter up to 35 characters for his name.

**Order Date**

Enter the date you placed the order with the vendor. Press **Enter** to enter today's date.

**Required Date**

Enter the required delivery date for this purchase or press **Enter** for today's date.

**Promised Date**

Enter the date this order was originally promised to you. Press **Enter** to enter today's date.

**Comment**

Enter up to 35 alphanumeric characters to describe this transaction, if desired.

**Requested by**

Enter up to 25 characters for the name of the person in your company who requested this purchase, if desired.

**FOB**

Enter up to 15 characters for the freight on board (FOB) destination. This field is used to designate where the responsibility for the shipment ended for the supplier.

**Total**

This field automatically calculates the total amount of the items entered based on the information listed on the Line item screen.

### Lines Screen

When you are finished with these fields, the Lines or body of the purchase order will be displayed. If you chose to have the order invoiced in its entirety, you need only verify its accuracy. Otherwise you need to enter quantity received or the items themselves.

The screenshot shows the 'Transaction Entry - Lines' window. At the top, it displays 'Lightspeed (DEM)' and the date '10/16/12' with the user 'Wu'. Below this, there are input fields for 'Invoice' (123), 'Date' (10/16/12), 'PO#' (MULTI), and 'Inspector'. The main area is a table with the following columns: Line Item, Vendor's Part ID, UOM, Whse, Product, Qty Ordered, and Previous Extension. The table contains two lines of data:

Line Item	Vendor's Part ID	UOM	Whse	Product	Qty Ordered	Previous Extension
1	74-MIB	EA	NJ	Paper cutters	3.0000	0.0000
2	80-300	EA	NJ	Grommets	220.0000	0.0000

#### Line

**Enter** If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up Arrow** Goes to the next line above.

**Down Arrow** Goes to the next line below.

**Page Up** Goes to the previous screen.

**Page Down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

#### Item Code

Enter up to 22 characters representing the item code you are being invoiced for.

#### Item Description

The description of the item will automatically be displayed.

#### Lot/Serial

If the item has either a lot or serialized costing method, then the lot number or serial number will be displayed.

**Vendor's Part ID Num**

The vendor's part number for this item code will be displayed here.

**UOM**

Enter the unit of measure being invoiced.

**Whse**

Enter the warehouse this item was received into.

**Product**

Enter the appropriate product code for this item.

**Qty Ordered**

This field contains the original order quantity.

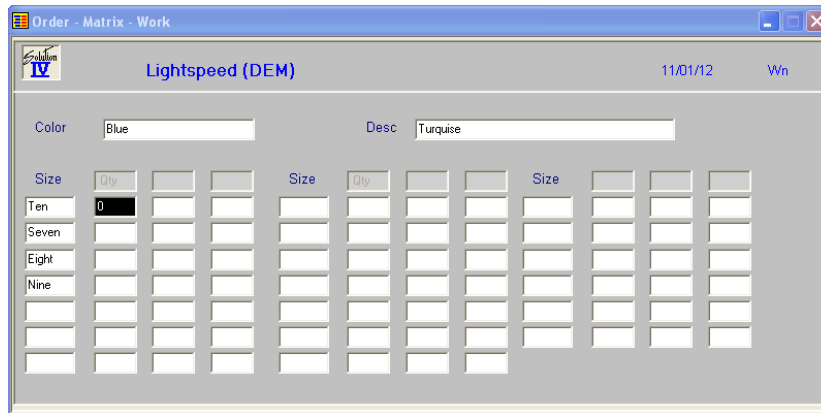
**Previous Inv**

This field contains the quantity previously invoiced.

**Unit Cost**

Enter the actual unit cost of this item as shown on the invoice. If this cost is different from the cost entered during Item Receipt Entry, the appropriate adjustments will be made by the system automatically.

**Note:** If entering a Matrix item, the following screen will appear in place of the quantity field to enter invoice quantities:



**Summary Screen**

When you are finished with the lines, the following summary screen will be displayed automatically.

Transaction Entry - Invoice Summary

Lightspeed (DEM) 10/08/14 Ww

Invoice: 12333 Date: 05/26/11 PO#: PK Inspector: [ ]

Vendor Code: 0000000123 Name: 123 Party Supply Outlet

Order Date: [ ] Comment: [ ]

**Invoice Totals**

Vendor Invoice Number	[REDACTED]
Invoice Amount	0.00
Freight Amount	0.00
Sales Tax Amount	0.00
Surcharge Amount	0.00
Net Amount	0.00
Terms Discount	0.00
Total with Discount	0.00

**Terms Information**

Terms Code	[ ]
Invoice Date	05/26/11
Invoice Due Date	[ ]
Discount Due Date	[ ]
Discount Amt	0.00

**Other Invoice Information**

Hold Invoice	[ ]
Subject to 1099?	Y
Posting Code	[ ]
Remit to Address	[ ]
Payment Cycle	[ ]

### Vendor Invoice Number

If you are utilizing voucher numbers in Accounts Payable, be sure to enter up to 15 characters for the vendor's invoice number. If you are not using vouchers, this field corresponds to the reference field in Accounts Payable Invoice Entry.

### Invoice Amount

This field contains the sum of all of the lines on the invoice and should equal the invoice total before sales tax and freight on the vendor's invoice. You cannot override this field, so if it is not correct, you must make the appropriate corrections in the lines.

### Freight Amount

Enter the freight amount from the vendor's invoice.

### Sales Tax Amount

Enter the sales tax from the vendor's invoice.

### Surcharge Amount

If you would like surcharges to be distributed separately to the General Ledger, enter the surcharge amount here. It will be distributed to the surcharge account entered in Posting Code Maintenance.

### Net Amount

This field contains the net invoice total (Invoice Amount plus Freight Amount plus Sales Tax Amount). It may be overridden.

### Discount Amount

Enter the terms discount amount from the invoice.

### Discount Due Date

Enter the date the discount is due, if applicable. Press **Enter** to accept the calculated discount date.

### Term Code

Enter the terms code being offered on this invoice.

**Invoice Date**

Enter the invoice date from the vendor's invoice.

**Invoice Due Date**

Enter the date this invoice is due to the vendor, or press **Enter** to accept the calculated date.

**Hold Invoice?**

**Y** Places the invoice on hold so it will not automatically be selected for payment.

**N** Indicates this is a regular invoice which may be selected for payment.

**1099 Indicator?**

**Y** This invoice is subject to 1099 reporting.

**N** This invoice should not be included on this vendor's 1099.

**Posting Code**

Enter up to 6 alphanumeric characters for the posting code as defined in Posting Code Maintenance in Accounts Payable.

**Remit to Address**

If you want the check to go to the main vendor address, leave this field blank. If you wish the check to go to an alternate address, enter that alternate address code.

**Payment Cycle**

You may use the payment cycle to group invoices that you wish to select together when in Automatic Payment Selection.

For example, you may wish to assign payment cycle "01" to all of those invoices always paid on the first of every month, such as leases or rents.

This field is optional because there are other ways of selecting invoices for payment in Automatic Payment Selection.

**Exit the Screen**

When you are finished, press **F4** from the invoice field to return to the Purchase Order Main Menu. You may want to proceed to the Transaction Register & Update.



## Invoice Register & Update

### **Introduction**

The Invoice Register is your permanent record of all invoices entered into this batch. After the report has been printed successfully, the update may run. Running the update posts the invoices to the permanent files and records the invoice in Accounts Payable.

### **How to Execute**

From the Transaction Processing Menu, select **Invoice Register & Update**.

### **Description of Fields**

#### **Enter Posting Date**

The posting date is the exact date you want the entry posted in the General Ledger. Press **Enter** to select the current date. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

#### **Is the displayed information correct?**

**Y** Moves to the next prompt allowing you to select a printed copy.

**N** Allows you to change the posting date.

#### **Do you want a printed copy?**

**Y** Prompts you to select a printer.

**N** Displays the Returns Register on the screen.

**Important:** Verify that the invoices were entered correctly before answering YES to the update question. You may easily make corrections to the invoices in the invoice entry file until you complete the update.

---

# 6 Requisition Processing

---

This chapter describes PO Requisition entry, accepting and processing for purchase order creation.

- Requisition Entry
- Requisition Approval
- Requisition Report
- Purchase Order Creation

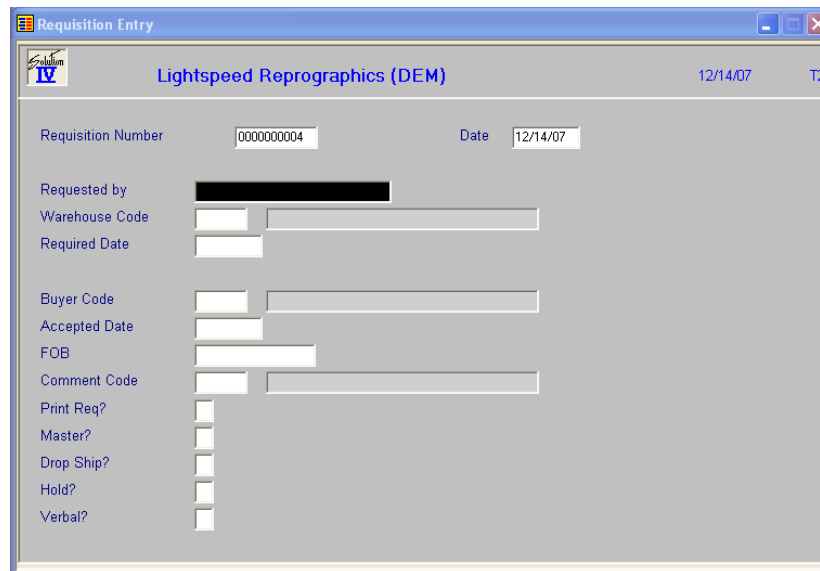
## Requisition Entry

### Introduction

This option allows the user to enter requisitions for the Purchase Department.

### How to Execute

From the Requisition Processing Menu, select **Requisition Entry**.



### Description of Fields

#### Requisition Number

Enter up to 10 characters for the requisition number. Optionally, you may press **F8** to automatically get the next system generated number.

#### Date

Enter the date this requisition was placed or press **Enter** for today's date.

#### Requested by

Enter up to 25 characters to indicate who is making the request.

#### Warehouse Code

Enter up to 6 alphanumeric characters for the warehouse code into which this order will ship.

#### Required Date

Enter the required delivery date for this requisition.

**Is the information correct? Select Yes.**

	Item Code	UOM	Qty Requested	Comment
1	20-110	Bond	2.0000	
2				

### Item Code

Enter up to 22 characters representing the item code you wish to order. If you are ordering an item not stored in the Inventory Control file, start the item code with the non-stock character entered in the Inventory Control Parameters.

### UOM

Enter the unit of measure being purchased.

### Qty Requested

Enter the quantity requested of this item.

### Comment

You have the option of adding text to this line of the requisition.

**F1** Allows you to edit the text associated with this line of the order.

**Enter** Skips the comment field.

**Is the displayed information correct? Select Yes.**

You will be returned to the Requisition Entry screen.

## Requisition Approval

### Introduction

This option allows the Purchasing Department to review and approve requisitions.

### How to Execute

From the Requisition Processing Menu, select **Requisition Approval**.

The Requisition Entry screen will display.

From the Requisition Number field enter Requisition number or press **F2** for a lookup of Requisition numbers.

If in the view, select from this list and press **Enter**.

**Is the information correct?** Select **No** and press **Enter** until you are at the Buyer Code field.

The screenshot shows a software window titled "Requisition Entry" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

- Requisition Number: 000000004
- Date: 12/14/07
- Requested by: [Empty]
- Warehouse Code: CA
- Required Date: 12/14/07
- Buyer Code: [Blacked out]
- Accepted Date: [Empty]
- FOB: [Empty]
- Comment Code: [Empty]
- Print Req?: [Empty]
- Master?: [Empty]
- Drop Ship?: [Empty]
- Hold?: [Empty]
- Verbal?: [Empty]

### Description of Fields

#### Buyer Code

Enter up to 6 alphanumeric characters for the buyer code. Each buyer should have their own code. You may want to set up a "house account".

#### Accepted Date

Enter the date this requisition has been accepted for processing or press **Enter** for today's date.

#### FOB

Enter up to 15 characters for the Freight On Board (FOB) destination. This field is used to designate where the responsibility for the shipment ends for the supplier.

#### Comment Code

Enter up to 6 alphanumeric characters for the comment code. Each set of comments must have its own code. You may also want to set up a primary or "default" comment.

**Print Req?**

You have the option of either printing a requisition or not printing a requisition.

**Y** Prints a requisition form.

**N** Skips requisition printing.

**Master?**

You have the option of indicating whether or not this is a Master Requisition. A Master Requisition may be processed more than once.

**Y** This is a master requisition.

**N** This is a one-time requisition.

**Drop Ship?**

This flag is set by the system as follows:

**Y** The order created from this requisition will be shipped direct to your customer or other non-warehouse address.

**N** This order will be shipped direct to one of your warehouses as so designated by the warehouse code entered above.

**Hold?**

You may place a requisition on hold so that it will not be processed beyond allowing entry of the requisition.

**Y** Places the requisition may be processed normally.

**N** This requisition may be processed normally.

**Verbal?**

You may designate a purchase order created from this requisition as a verbal purchase order. This would be set if you told the vendor the purchase or was a verbal order, however you would like to track the purchase order internally. The message **\*\*\* VERBAL \*\*\*** will be printed on the purchase order.

**Y** This purchase order will be a confirmation of a prior verbal order.

**N** This will be a regular purchase order.

**Is the information correct?** Select **Yes**. The Lines screen will display:

The screenshot shows a software window titled "Requisition Lines - Buyer" with a sub-header "Lightspeed Reprographics (DEM)" and a date "12/14/07". The window displays a table with the following columns: Vendor's Part ID, Vendor, Vendor Name, UOM, Product, Cost, Qty Requested, Extension, Qty Approved, and Comment. The table contains one data row:

Vendor's Part ID	Vendor	Vendor Name	UOM	Product	Cost	Qty Requested	Extension	Qty Approved	Comment
1	20-110	Bond	SQFT	000020	.1000	2.0000	.20	.0000	

**Description of Fields****Item Code**

Enter up to 22 characters representing the item code you wish to order. If you are ordering an item not stored in the Inventory Control file, start the item code with the non-stock character entered in the Inventory Control Parameters.

**Part Number**

Enter up to 22 characters for the vendor's part number.

**UOM**

Enter the unit of measure being purchased.

**Product Code**

Enter up to 6 alphanumeric characters for the product code. The product code or product line code is a file verified sort option used in Item Maintenance as a means of classifying your items.

**Qty Requested**

Enter the quantity requested of this item.

**Qty Approved**

Enter the quantity approved of this item for eventual PO creation.

**Vendor Code**

Enter the 10 character Accounts Payable vendor code for this transaction.

**Unit Cost**

Enter the unit cost of these items which you expect to pay from your vendor.

**Comment**

You have the option of adding text to this line of the requisition.

**F1** Allows you to edit the text associated with this line of the order.

**Enter** Skips the text field.

**Is the displayed information correct? Select Yes.**

You are then returned to the Requisition Entry screen.

## Requisition Report

### Introduction

This report shows the status of requisitions on file.

### How to Execute

From the Requisition Processing Manual, select **Requisition Report**.

### Sort Options

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list.

- 1 Requisition Number
- 2 Warehouse Code
- 3 Buyer Code
- 4 Requisition Date
- 5 Requested Date
- 6 Accepted Date

### Accepted, Not accepted

You have the choice of processing accepted requisitions, not accepted requisitions or both.

- A Accepted requisitions only
- N Not accepted requisitions only
- B All requisitions

### Starting Date

### Ending Date

If you are printing this report for a range of dates, enter the starting and ending dates.



**Date range basis**

You have the choice of selecting the date basis for the date range of requisitions to process.

**D** Date of requisition

**R** Required date

**A** Accepted date

**From****To**

If you are printing this report for a range of requisitions, enter the starting and ending requisition numbers.

**Are the report selection options correct? Select Yes.**

**Do you want a printed copy?**

**Y** Prints the report to the printer.

**N** Displays the report on the screen.

You are then returned to the Requisition Processing Menu.

## Requisition PO Creation

**Introduction**

This option creates purchase orders from the approved requisitions on file.

**How to Execute**

From the Requisition Processing Menu, select **Purchase Order Creation**.

Requisition to PO Selection

Lightspeed Reprographics (DEM) 12/14/07 T2

Sort Options

1) Requisition Number Starting Date 12/14/97

2) Warehouse Code Ending Date 12/14/17

3) Buyer Code Date range basis D

4) Requisition Date

5) Requested Date

6) Accepted Date

From 0000000004

To 0000000005

Enter Sort Option 1

**Sort Options**

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list.

- 1 Requisition Number
- 2 Warehouse Code
- 3 Buyer Code
- 4 Requisition Date
- 5 Requested Date
- 6 Accepted Date

**Starting Date****Ending Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

**Date range basis**

You have the choice of selecting the date basis for the date range of requisitions to process.

- D Date of requisition
- R Required date
- A Accepted date

**From****To**

If you are printing this report for a range of requisitions, enter the starting and ending requisition numbers.

**Are the report selection options correct? Select Yes.**

**Do you want a printed copy?**

- Y Prints the report to the printer.
- N Displays the report on the screen.

**Important:** Verify that the requisitions were entered correctly before answering YES to the update question. You may easily make corrections to the requisition in the requisition approval file until you complete the update.

You are then returned to the Requisition Processing Menu.

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# 7 Inquiries

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This chapter describes the inquiry options that are available from the Order Processing Main Menu. They include:

- Purchase Order Inquiry
- Cost Inquiry

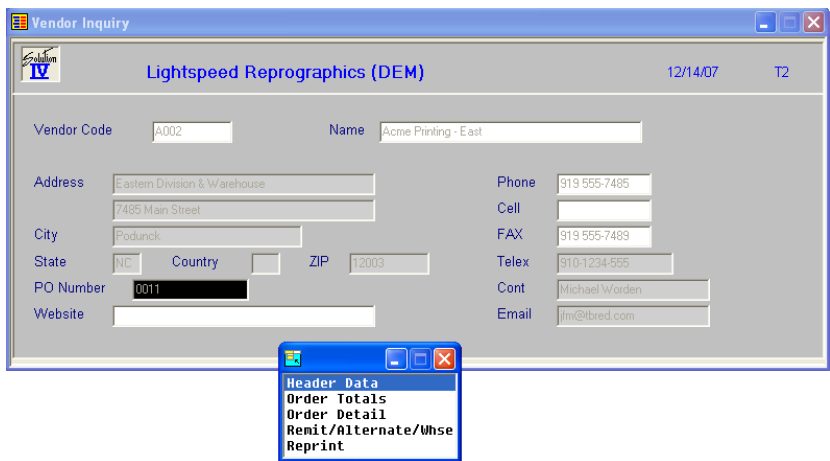
# Purchase Order Inquiry

### Introduction

This option allows you to quickly view purchase orders without changing any information. It shows vendor information, line item detail and order summary amounts. You can also review past receipt, return and invoice summaries by line.

### How to Execute

From the Purchase Order Main Menu, select **Purchase Order Inquiry**.



### Description of Fields

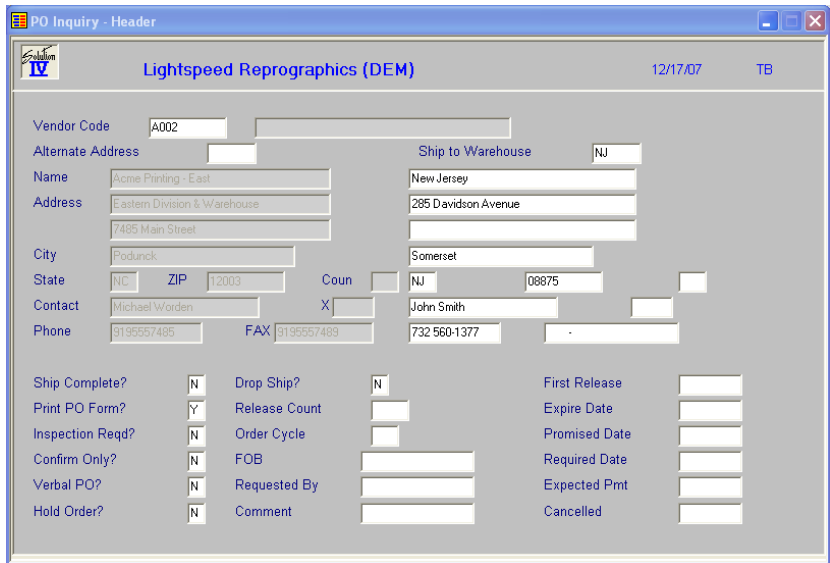
#### PO Number

Enter the purchase order number you wish to view.

### Description of Options:

#### Header Data

This option allows you to view the header information associated with this Purchase Order. The following screen displays:



### Order Totals

This option allows you to view the summary information associated with this purchase order. The following screen displays:

**PO Inquiry - Codes/Summary**  
**Lightspeed Reprographics (DEM)** 12/17/07 TB

Terms: 02 2% 10 days, Net 30 Days  
 Remit To: [REDACTED]  
 Post Code: 000001 New Jersey  
 Subject to 1099? Y

Order Amount: 221.00  
 Sales Tax Rate: 0.00  
 Sales Tax Amount: 0.00  
 Freight Amount: 0.00  
 Total Order Amount: 221.00

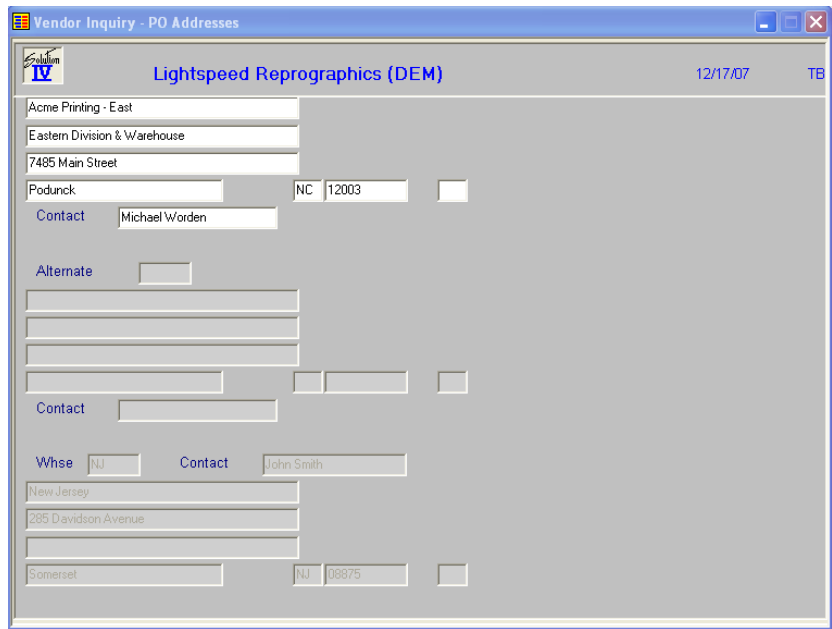
### Order Detail

This option allows you to view the detailed information associated with this purchase order. The following screen displays:

Lin	Item Code	UOM	Quantity Ordered	Unit Cost	Line Amount
1	74-MIB	EA	3.0000	7.0000	21.00
2	80-300	EA	100.0000	2.0000	200.00

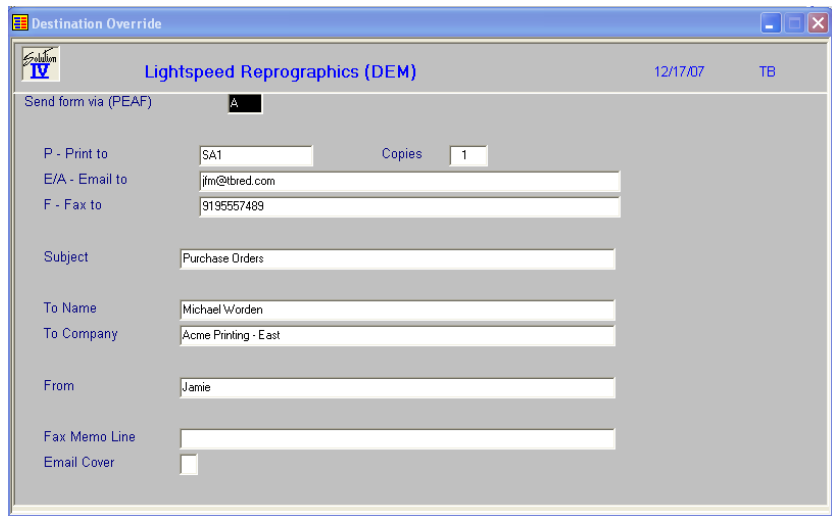
**Remit/Alternate/Whse**

This option allows you to view the remit to and alternate addresses associated with this purchase order. The following screen displays:



**Reprint**

This option allows you to reprint this purchase order. The following screen displays:



**Exit the Screen**

When you are finished with all inquiries, press **F4** to return to the Purchase Order Main Menu.

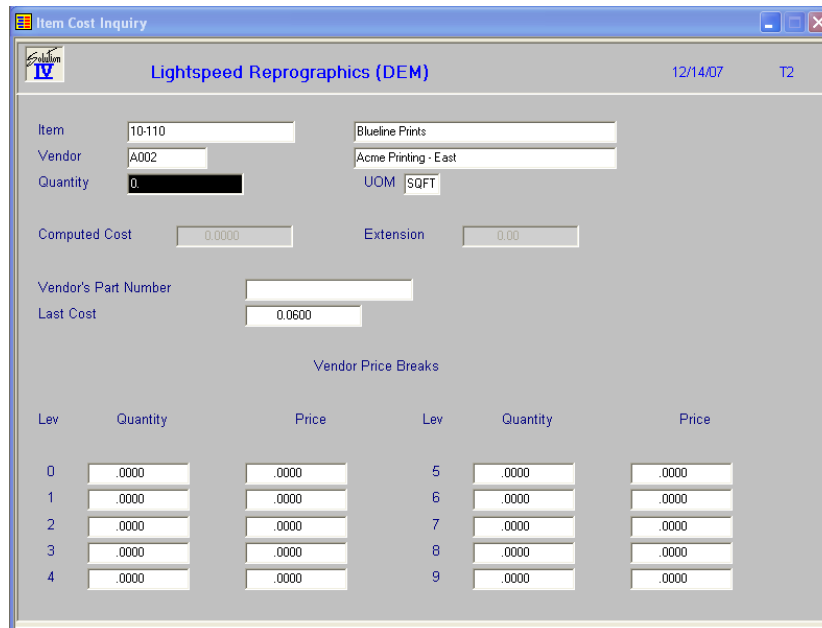
# Cost Inquiry

### Introduction

This option returns the price you will be charged for a specified item after the vendor and quantity has been entered. This allows you to find the best combination of vendors and quantities to order for an item.

### How to Execute

From the Purchase Order Main Menu, select **Cost Inquiry**.



### Description of Fields

#### Item

Enter up to 22 characters representing the Inventory Control item code you wish to inquire about.

#### Vendor

Enter the ten-character Accounts Payable vendor code for which you wish to inquire about item costs.

#### Quantity

Enter the number of units. The cost often depends on the quantity purchased.

The system will now calculate the cost for this item/vendor/quantity combination and display it along with the vendor price breaks.

### Exit the Screen

When you are finished, press **Enter** at the **End of Display** prompt to return to the item code. When you are finished with all inquiries, press **F4** from the item code to return to the Purchase Order Main Menu.

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# 8 Purchase Order Reports

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This chapter describes how to execute the Solution-IV Purchase Order reports. They include:

## ***Monthly Reports***

- Open Order Report
- Cash Requirements Report
- Returns by Reason Report
- Expected Delivery Report
- Backorder Fill Report
- Vendor Price Performance Report
- Vendor Delivery Performance Report
- Uninvoiced Receipts Report
- Transactions not Ordered Report
- Cost Override Report
- Historical Transaction Report

## ***Purchase Analysis Reports***

- Purchase Analysis by Buyer
- Purchase Analysis by Buyer plus Vendor
- Purchase Analysis by Buyer plus Item
- Purchase Analysis by Product
- Purchase Analysis by Product plus Vendor
- Purchase Analysis by Vendor
- Purchase Analysis by Vendor plus Item
- Purchase Analysis by Vendor Class 1
- Purchase Analysis by Vendor Class 2
- Purchase Analysis by Item
- Purchase Analysis by Item plus Vendor
- Purchase Analysis by Item Class 1
- Purchase Analysis by Item Class 2
- Purchase Analysis by Item Class 3
- Purchase Analysis by Item Class 4
- Summary Analysis by Item
- Summary Analysis by Item plus Vendor
- Summary Analysis by Vendor
- Summary by Vendor plus Item

## ***Purchase Analysis Maintenance***

- Rebuild Purchase Analysis File



## Open Order Report

### Introduction

This report shows purchase orders not yet filled.

### How to Execute

From the Reports Menu, select **Open Order Report**.

### Sort Options

#### Enter Sort Option

**1. Purchase Order:** Prints the report sorted by purchase order number.

**2. Vendor:** Prints the report sorted by vendor code/purchase order number.

### Print Options

#### Print selected type or All

**O** Prints regular orders only.

**B** Prints blanket orders only.

**R** Prints blanket order releases only.

**A** Prints all orders.

#### Print Regular, Hold or Both

**R** Prints only those orders not on hold.

**H** Prints only orders on hold.

**B** Prints all orders satisfying the other selection criteria.

#### Print summary only?

**Y** Prints summary information only.

**N** Prints the report including purchase order line detail information.

**Print Selected Orders Only?**

You will only be asked this question if you are printing the report sorted by purchase order number.

**Y** Displays a view and allows you to select individual orders to print on the report.

**N** Allows you to enter a range of orders to print.

If you select **N**, or sorted by vendor, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last orders or vendors in the range you wish to print or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Cash Requirements Report

**Introduction**

The Cash Requirements Report shows anticipated cash requirements based on current open payables plus expected purchase order receipts.

**How to Execute**

From the Reports Menu, select **Cash Requirements Report**.

**Cash Requirements Report**

Lightspeed Reprographics (DEM) 12/14/07 T2

Sort Options

1) Vendor Code

2) Posting Code

Enter Sort Option **1**

Print Selected Vendors Only?  N

From Code 0000000123

To Code ~DEFAULT~

Selected Vendors

Detail Options

Include invoices on hold?  N

Select invoices based on  I

Always take discount?  N

Print perm, hold or all  A

Print phone and contact?  N

Print summary only?  N

Include credit invoices?  Y

Cash Requirements Dates

Period 1 12/14/07

Period 2 01/13/08

Period 3 02/12/08

**Sort Options****Enter Sort Option**

Enter the option number for the order in which you wish the report to print as follows:

- 1. Vendor Code:** Prints all, selected, or a range of vendor codes in vendor code order with a report total at the end.
- 2. Posting Code:** Prints all or a range of Accounts Payable posting codes in posting code/vendor code order with a total for each posting code and then a report total at the end.

**Detail Options****Include Invoices on Hold?**

- Y** Prints all invoices, regardless of status.
- N** Does not print those invoices whose status = H.

**Select Invoices Based On**

You can choose where you want the invoice balances to print and which invoices to select by choosing as follows:

- I** Prints based on the invoice due date regardless of when the discount may have been due.
- D** Prints the invoice in the appropriate column based on the discount due date.
- O** Prints only those invoices which have a discount.

**Always Take Discount?**

- Y** Will show an amount due that is less the discount regardless if the discount date is now past.
- N** Will only show an amount due that is less the discount if the discount due date falls into one of the columns.

**Print Perm, Temp, Hold or All**

You have the option of excluding certain vendor types as follows:

- P** Prints only permanent vendors (vendor type = blank).
- T** Prints only temporary vendors (vendor type = T).
- H** Prints only vendors who are on hold (vendor type = H).
- A** Prints all vendors regardless of vendor type.

**Print Phone and Contact?**

- Y** Prints the vendor's main phone number and contact name on the report.
- N** Does not print phone number and contact.

**Print Summary Only?**

**Y** Prints one line per vendor, with a total for each aging column. No detail is printed.

**N** Prints the invoice detail, followed by the totals.

**Include Credit Invoices?**

You have the option of including credit balance invoices on the report. One reason for not including credit balance invoices is that they may reduce the total amount of cash required, especially if vendors have a total credit balance.

**Y** All invoices within the selected range will be printed regardless of balance.

**N** Only invoices with a positive balance will be printed.

**Cash Requirement Date Period 1/2/3**

A total of three dates may be entered indicating the dates you may wish to print checks for. The system will automatically calculate dates based on the aging categories entered in Accounts Payable Parameter Maintenance, but you are encouraged to change these.

**Print Selected Vendors Only?**

You will only be asked this question if you are printing the report sorted by vendor code.

**Y** Displays a view and allows you to select individual vendors to print on the report.

**N** Allows you to enter a range of vendors to print.

If you select **N**, or elect to print the report sorted by posting code, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Returns by Reason Report

### Introduction

This report details all returns sorted by return reason code.

### How to Execute

From the Reports Menu, select **Returns by Reason Report**.

### Description of Fields

#### Starting Date

#### Ending Date

Enter the first and last dates in the range you wish to print, or press **Enter** twice to select all dates.

#### Print summary only?

**Y** Prints only the purchase order header information and the dollar amount returned.

**N** Prints the purchase order header information and the actual item that was returned, with quantity and dollar amounts.

#### Print Selected Reasons Only?

**Y** Displays a view and allows you to select individual reason codes to print on the report.

**N** Allows you to enter a range of reasons to print.

If you select **N**, the system prompts:

#### From Reason

#### To Reason

Enter the first and last reason codes in the range you wish to print, or press **Enter** twice to select all reason codes.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

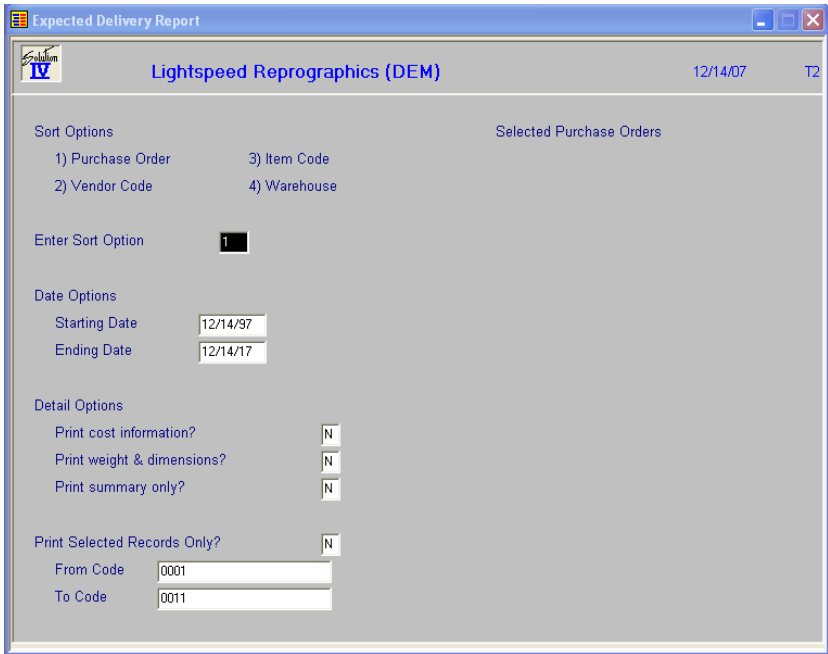
# Expected Delivery Report

### Introduction

This report shows all expected deliveries. Since item weight and size may be included on the report, it may be valuable when allocating warehouse space.

### How to Execute

From the Reports Menu, select **Expected Delivery Report**.



### Sort Options

#### Enter Sort Option

- 1. Purchase Order:** Prints the report sorted by purchase order number.
- 2. Vendor Code:** Prints the report sorted by vendor/purchase order number.
- 3. Item Code:** Prints the report sorted by item/purchase order number.
- 4. Warehouse Code:** Prints the report sorted by warehouse/purchase order number.

**Detail Options**

**Starting Date**

**Ending Date**

Enter the first and last dates in the range to print, or press **Enter** twice to select all dates.

**Print cost information?**

**Y** Prints item cost information.

**N** Omits cost information.

**Print weight and dimensions?**

**Y** Prints the weight and dimensions of each item, if known.

**N** Does not print the weight or dimensions.

**Print summary only?**

**Y** Prints one line per purchase order.

**N** Prints the line detail information for each purchase order.

**Print Selected Records Only?**

You will only be asked this question if you are printing the report sorted by purchase order number.

**Y** Displays a view and allows you to select individual purchase orders to print on the report.

**N** Allows you to enter a range of purchase orders to print.

If you select **N**, or **sort 2-4**, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** to select all codes.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Backorder Fill Report

### Introduction

This report can be used to indicate which customer orders can be filled after the receipt of goods purchased. It can only be used when Solution-IV Order Processing is installed.

### How to Execute

From the Reports Menu, select **Backorder Fill Report**.

### Detail Options

#### Use Order Date Sequence?

**Y** Backorders are processed starting with the oldest sales order first.

**N** Backorders are processed in sales order number sequence.

#### Include Complete Orders Only?

**Y** Includes only those orders that can be completely filled as a result of the receipt of these items.

**N** Includes all backorders.

#### Print Selected Orders Only?

**Y** Displays a view and allows you to select individual sales orders to print on the report.

**N** Allows you to enter a range of sales orders to print.

If you select **N**, the system prompts:

#### From Order

#### To Order

Enter the first and last sales orders in the range you wish to print, or press **Enter** twice to select all purchase orders.

### Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.



## Vendor Price Performance Report

### Introduction

This report details any variances between the purchase or receipt cost and the vendor invoice cost. You can base the variance on either the purchase order cost or the goods received cost. You can also restrict the report to show only variances outside of the variance limits established in the Purchase Order Parameters.

### How to Execute

From the Reports Menu, select **Vendor Price Performance**.

### Sort Options

#### Enter Sort Option

- 1. Vendor Code:** Prints all, selected, or a range of vendors, in vendor code order.
- 2. Vendor Name:** Prints the report in vendor name order.
- 3. Alternate Sort:** Prints the report in alternate sort/vendor code order.
- 4. ZIP Code:** Prints the report in ZIP code/vendor code order.
- 5. Posting Code:** Prints the report in posting code/vendor code order.
- 6-7. AP Class Code:** Prints the report in class code/vendor code order.

### Detail Options

#### Starting Date

#### Ending Date

Enter the first and last purchase order dates in the range to print, or press **Enter** twice to select all dates.

**From Item**

**To Item**

Enter the first and last items in the range to print, or press **Enter** twice to select all items.

**Based on PO or Rcpt price?**

**P** Variance amounts are based on purchase order price vs. invoice price.

**R** Variance amounts are based on item receipt price vs. invoice price.

**Print variance percentage?**

**Y** Prints the variance percentage as well as variance amount.

**N** Prints only the variance amount.

**Show outside variance range only?**

You may choose to include in this report only those items that fall outside the variances established in Purchase Order Parameter Maintenance.

**Y** Prints only those items outside the variance range given in the parameters.

**N** Prints all items, even if variance is within the range.

**Print Selected Vendors Only?**

You will only be asked this question if you are printing the report sorted by vendor code.

**Y** Displays a view and allows you to select individual vendors to print on the report.

**N** Allows you to enter a range of vendors to print.

If you select **N**, or **sort 2-7**, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Vendor Delivery Performance Report

### Introduction

This report shows those purchase orders received late. You can specify whether to base the variance on the vendor promised date or your required date.

### How to Execute

From the Reports Menu, select **Vendor Delivery Performance**.

### Sort Options

#### Enter Sort Option

- 1. Vendor Code:** Prints all, selected, or a range of vendors, in vendor code order.
- 2. Vendor Name:** Prints the report in vendor name order.
- 3. Alternate Sort:** Prints the report in alternate sort/vendor code order.
- 4. ZIP Code:** Prints the report in ZIP code/vendor code order.
- 5. Posting Code:** Prints the report in posting code/vendor code order.
- 6-7. AP Class Code:** Prints the report in class code/vendor code order.

### Detail Options

#### Starting Date

#### Ending Date

Enter the first and last purchase order dates in the range to print or press **Enter** twice to select all dates.

#### From Item

#### To Item

Enter the first and last items in the range to print, or press **Enter** twice to select all items.

**Based on Promised or required date?**

**P** Delivery variances are based on promised date vs. receipt date.

**R** Delivery variances are based on required date vs. receipt date.

**Use Expected date from lines?**

On this report, you have the option of printing the transactions based on the actual expected date from each individual PO line, if you allow expected date processing. If a line does not have an expected delivery date, the promised or required date will be used.

**Y** Use the expected delivery date from the lines.

**N** Do not use the expected delivery date from the lines.

**Print Selected Vendors Only?**

You will only be asked this question if you are printing the report sorted by vendor code.

**Y** Displays a view and allows you to select individual vendors to print on the report.

**N** Allows you to enter a range of vendors to print.

If you select **N**, or **sort 2-7**, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Uninvoiced Receipts Report

### Introduction

This report shows all purchase orders that have been received but for which the vendor invoice has not been received. The information in this report can be very useful for estimating future payables.

### How to Execute

From the Reports Menu, select, **Uninvoiced Receipts Report**.

### Sort Options

#### Enter Sort Option

1. **Purchase Order:** Prints the report sorted by purchase order number.
2. **Vendor:** Prints the report sorted by vendor code/purchase order number.

### Print Options

#### Starting Date

#### Ending Date

Enter the first and last order dates in the range to print, or press **Enter** twice to select all dates.

#### Print Selected Orders Only?

You will only be asked this question if you are printing the report sorted by purchase order number.

- Y** Displays a view and allows you to select individual purchase orders to print on the report.
- N** Allows you to enter a range of purchase order numbers to print.

If you select **N**, or sorted by vendor, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last orders or vendors in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

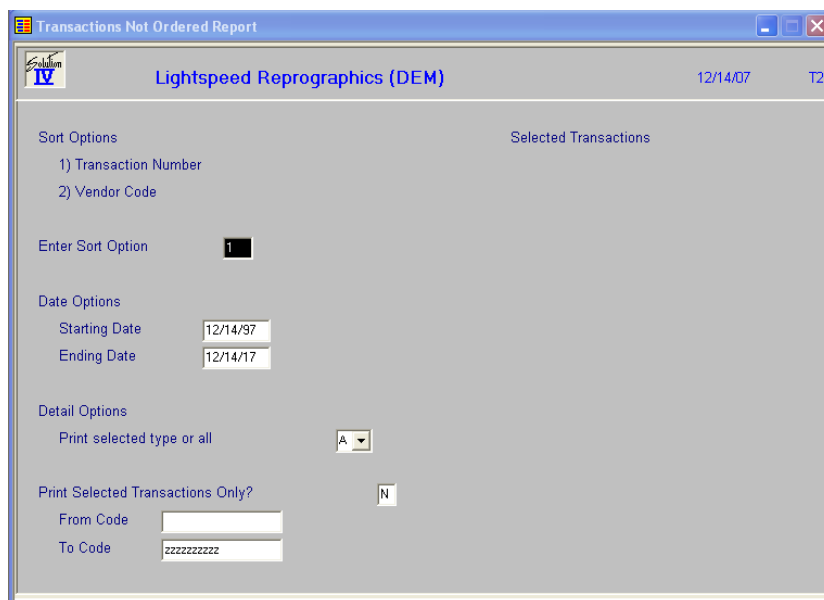
**Transactions not Ordered Report**

**Introduction**

This report shows transactions for which no purchase order was issued. You may report on receipts, returns, invoices, or all transaction types.

**How to Execute**

From the Reports Menu, select **Transactions not Ordered**.



**Sort Options**

**Enter Sort Option**

**1. Transaction Number:** Prints the report in transaction number order. Each transaction type starts on a new page.

**2. Vendor:** Prints the report in transaction type/vendor code/transaction number order.

**Print Options**

**Starting Date**

**Ending Date**

Enter the first and last dates in the range to print, or press **Enter** twice to select all dates.

**Print selected type or All**

You may choose to print this report for an individual transaction type or all types as follows:

- R** Prints receipts only on the report.
- T** Prints returns only on the report.
- I** Prints invoice receipts only on the report.
- A** Prints all transaction types on the report.

**Selected Transactions Only?**

You will only be asked this question if you are printing the report sorted in transaction number order.

- Y** Displays a view and allows you to select individual transactions to print on the report.
- N** Allows you to enter a range of transactions to print.

If you select **N**, or sorted by vendor, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last numbers or vendors in the range you wish to print, or press **Enter** twice to select all.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Cost Override Report

### Introduction

This report will show purchase orders in which an items standard cost has been overridden.

### How to Execute

From the Reports Menu, select **Cost Override Report**.

### Sort Options

#### Enter Sort Option

##### 1. Purchase Order:

Prints the report in purchase order number order. Each purchase order type starts on a new page.

##### 2. Vendor:

Prints the report in transaction type/vendor code/transaction number order.

### Detail Options

#### Print selected type or All

You may choose to print this report for an individual transaction type or all types as follows:

- R** Prints receipts only on the report.
- T** Prints returns only on the report.
- I** Prints invoice receipts only on the report.
- A** Prints all transaction types on the report.



**Current or Historical?**

You have the option of printing the report from the current purchase order files or the historical files.

**C** Prints report from the current PO files.

**H** Prints report from the historical PO files.

**From Date**

**To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

**Print Selected Order Only?**

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report.

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

**From Code**

**To Code**

If you are printing this report for a range of customers enter the starting and ending customer codes.

**Report**

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

## Historical Transaction Report

### Introduction

This report will show purchase order transactions for a particular date range and can be sorted by PO, vendor, item or date.

### How to Execute

From the Purchase Order Reports Menu, select **Historical Transaction Report**.

### Sort Options

#### Enter Sort Option

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

### Detail Options

#### Print Rcpts, Rtrns, Invs or All

On this report, you have the option of printing receipts, returns or invoices as follows:

- R** Prints only receipts on the report.
- T** Prints only returns on the report.
- I** Prints only invoices on the report.
- A** Prints receipts, returns and invoice son the report.

#### Transaction or Posting date basis

On this report, you have the option of printing the transactions based on the actual transaction date or the GL posting date for the given date range.

- T** Prints the transaction based upon the transaction date.
- P** Prints the transaction based upon the posting date.

**Starting Date****Ending Date**

If you are printing this report for a range of dates, enter the starting and ending dates for this report.

**Selected Purchase Orders?**

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

**From Order Number****To Order Number**

If you are printing this report for a range of order numbers, enter the starting and ending order numbers for this report.

**Exit the Screen**

Press **F4** until you return to the Purchase Order Reports Menu.

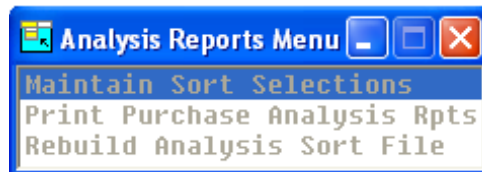
## Purchase Analysis Reports

**Introduction**

The menu gives you access to a variety of purchase analysis reports. Purchase Analysis reports show purchase amounts and quantities for each inventory period (1-13) by various categories. These categories include buyer code, item code, product code and vendor code as well as combinations of these groups.

**How to Execute**

From the Purchase Order Main Menu, select **Analysis Reports Menu**.



## Maintain Sort Selections

### Introduction

This option allows you to select which sort option you wish to use when processing your purchase analysis report.

### How to Execute

From the Analysis Reports Menu, select **Maintain Sort Selections**.

PO Purchase Analysis Sorts		Lightspeed Reprographics (SOL)		10/13/10	W...
Buyer?	<input checked="" type="checkbox"/>	Item?	<input type="checkbox"/>		
Buyer plus Vendor?	<input type="checkbox"/>	Item plus Vendor?	<input type="checkbox"/>		
Buyer plus Item?	<input type="checkbox"/>				
Product?	<input type="checkbox"/>	Item Class 1?	<input type="checkbox"/>		
Product plus Vendor?	<input type="checkbox"/>	Item Class 2?	<input type="checkbox"/>		
Vendor?	<input type="checkbox"/>	Item Class 3?	<input type="checkbox"/>		
Vendor plus Item?	<input type="checkbox"/>	Item Class 4?	<input type="checkbox"/>		
Vendor Class 1?	<input type="checkbox"/>	Summary Analysis			
Vendor Class 2?	<input type="checkbox"/>	Item?	<input type="checkbox"/>		
		Item plus Vendor?	<input type="checkbox"/>		
		Vendor?	<input type="checkbox"/>		
		Vendor plus Item?	<input type="checkbox"/>		

Select the sort options you wish to use when processing your purchase analysis reports. Enter a **Y** next to the sort options you wish to use and an **N** next to the sort options you do not wish to use.

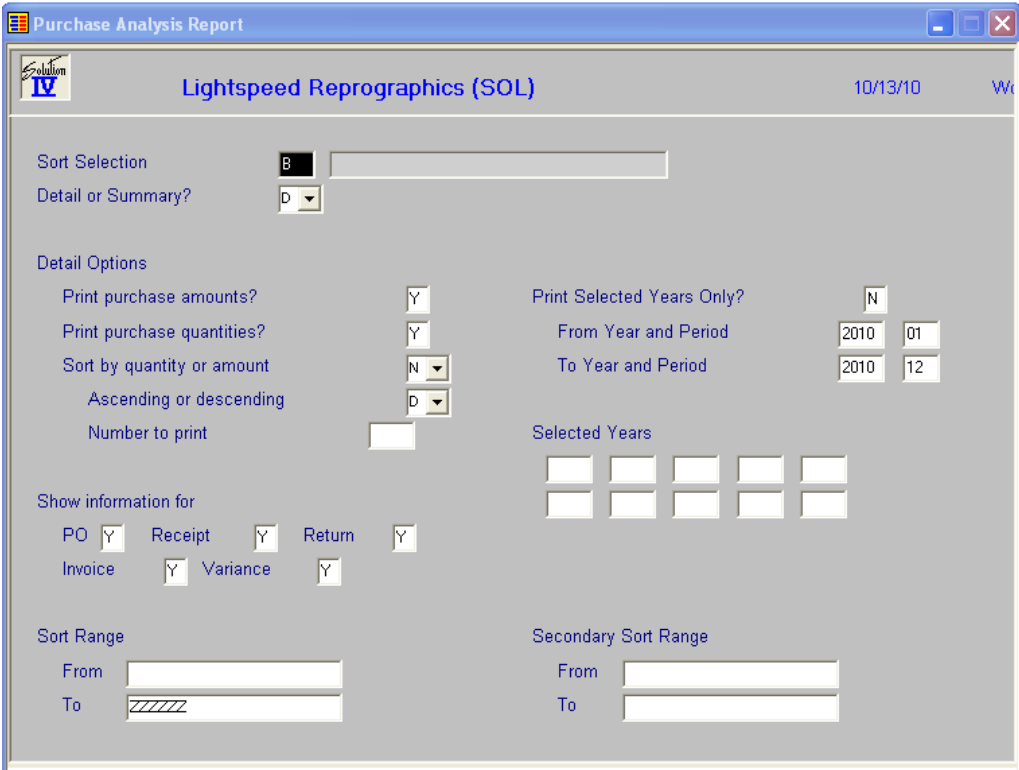
# Print Purchase Analysis Reports

**Introduction**

This option allows you to print various purchase analysis reports showing purchases, costs, units, etc. Sort options are maintained in the Maintain Sort Selections option.

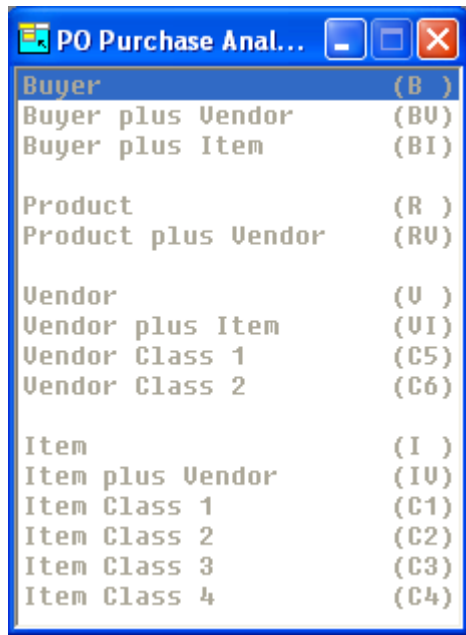
**How to Execute**

From the Analysis Reports Menu, select **Print Purchase Analysis Rpts.**



**Sort Selection**

Press **F2** from the Sort Selection field to select for the sort list below or enter the corresponding letter of the Purchase Analysis sorts.

**Detail or Summary?**

When sorting by Vendor, Vendor plus Item, Item, or Item plus Vendor you have the option of showing the report information in either a summary or detail format.

**D** Detail

**S** Summary

When choosing Summary, you will have the option of summarizing the following information:

Purchase Order  
 Receipts  
 Returns  
 Invoices  
 Variances

**Detail Options****Print Purchase Amounts?**

**Y** Prints purchase dollar amounts on the report.

**N** Omits purchase dollar amounts.

**Print Purchase Quantities?**

**Y** Prints unit quantities purchased on the report.

**N** Omits unit quantities.

**Sort by Qty or Purchase Amount?**

- Q** Sorts report by quantity purchased.
- P** Sorts report based on purchase amount.
- N** Does not sort report in this manner.

**Ascending or Descending**

- A** Sorts report in ascending order if you chose **Q** or **P** above.
- D** Sorts report in descending order if you chose **Q** or **P** above.

**Number to print**

You have the option of limiting the number of analysis entries to print when you sort in a particular sequence. Enter the number of entries you wish to see.

**Note:** When **V**-Vendor, **VI**-Vendor plus Item, **I**-Item, or **IV**-Item plus Vendor are selected in the Sort Selection field, and **S**-Summary is selected in the Detail or Summary field, the following are available.

**Show information for:****PO**

You have the option of printing summary information including last PO number and date, month-to-date and year-to-date summaries as follows:

- Y** Prints summary information on the report.
- N** Does not print summary information on the report.

**Receipt**

You have the option of printing summary information including last receipt number and date, month-to-date and year-to-date receipt summaries as follows:

- Y** Prints summary receipt information on the report
- N** Does not print summary receipt information on the report

**Return**

You have the option of printing summary information including last return number and date, month-to-date and year-to-date return summaries as follows:

- Y** Prints summary return information on the report
- N** Does not print summary return information on the report

**Invoice**

You have the option of printing summary information including last invoice receipt number and date, month-to-date and year-to-date invoice summaries as follows:

- Y** Prints summary invoice information on the report
- N** Does not print summary invoice information on the report

**Variance**

You have the option of printing summary information including receipt date variances, price variances and cost variances.

**Y** Prints summary variance information.

**N** Does not print summary variance information.

**Sort Range From**

**Sort Range To**

If you are printing this report for a range of records, enter the starting and ending sort codes.

**2<sup>nd</sup> Range From**

**2<sup>nd</sup> Range To**

When defining a second sort for printing, enter the starting and ending sort codes.

**Print Selected Years Only?**

**Y** Allows you to select individual years for which to print purchase analysis on this report.

**N** Allows you to enter a range of years to print.

If you select **N**, the system prompts:

**From Year and period**

**To Year and period**

Enter the first and last years and periods in the range you wish to print.

**Selected Years**

Contains the individual years selected by the operator to print on the report.

**Reports**

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Analysis Reports Menu.



## Rebuild Purchase Analysis File

### ***Introduction***

Although the purchase analysis summary file is kept up to date during the month as orders and transactions are updated, it may be necessary from time to time to run this option and rebuild the purchase analysis file. You will also need to use this option if you add a purchase analysis **sort**.

As with any update affecting large amounts of data, it is very important that you make a backup **before** using this option.

### ***How to Execute***

From the Purchase Analysis Reports Menu, select **Rebuild Analysis Sort File**.

### ***Description of Fields***

**Do you want to continue with the update? Yes No**

**Y** Rebuilds the purchase analysis files.

**N** Returns to the Purchase Analysis Reporting Menu without running the rebuild.

**Now processing: Transaction Number**

You will see this message displayed on the screen while the analysis files are being rebuilt.

### ***Exit the Screen***

When the rebuild process is finished, you will be returned automatically to the Purchase Analysis Reports Menu.

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# 9 Period End Processing

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This chapter describes the options that are available during Period End Processing. They include:

- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

# Period End Update

## **Introduction**

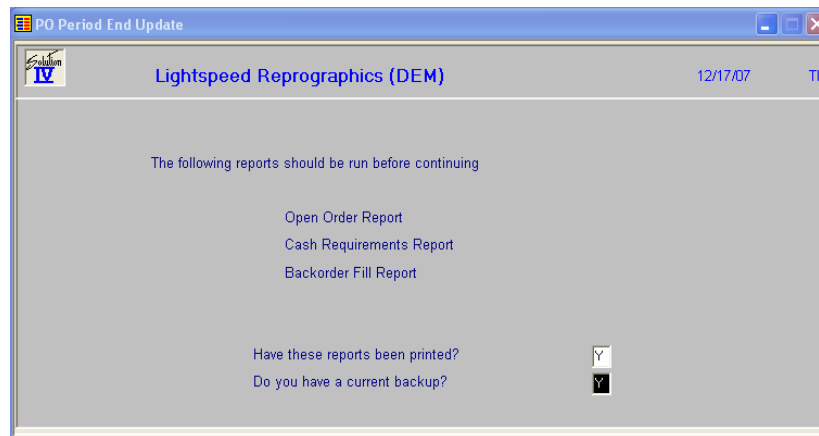
This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

The Period End Update does the following:

- Zeros out all month-to-date buckets throughout the Purchase Order system, such as in the reason code file.
- Recalculates the on-purchase order amounts in the item and files.
- If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.
- If desired, period end will also clear data from the historical files using the dates entered.

## **How to Execute**

From the Purchase Order Main Menu, select **Period End Update**.



## **Description of Fields**

### **Have these reports been printed?**

The following reports should be printed before processing period end because data may be cleared from these files:

- Open Order Report
- Cash Requirements Report
- Backorder Fill Report
- Transactions not Ordered Report

If you have printed your final copy of these reports, answer **Y**.

### Do you have a current backup?

It is **VERY IMPORTANT** that you make backups before processing period end. If you do not make other backups during the month, at least make them at this time.

If you answer **Y** to both of the above questions, the system will display the following screen; otherwise you will be returned to the Purchase Order Main Menu.

The screenshot shows a window titled "PO Period End Update - 2" with the application name "Lightspeed Reprographics (DEM)". The date is "12/17/07" and the user is "TI". The form contains the following options:

- Type of Period End Processing
  - Month-end processing only?  Y
  - Month and year-end processing?  N
- If not running full period end,
  - Only recalculate on-PO amounts?  Y
  - Only remove completed orders?  N
  - Must orders be invoiced?  Y
  - Only remove deleted orders?  N
  - Before order date

### Description of Fields

#### Full month end processing?

Be sure you have completed all Purchase Order transactions for the month and that you have printed the required reports before running month end processing.

- Y** Runs month-end processing, completing all functions described in the introduction.
- N** Skips month-end.

**Important:** Month end processing should be run before entering any transactions for the following month!

#### Full year end and month end processing?

Year end does everything that month end does, plus:

- Clears all year-to-date buckets throughout the system.
- Rolls the year-to-date figures into the last year buckets.

- Y** Runs month-end and year-end processing.
- N** Skips year-end processing.

All the warnings that apply to month-end processing apply to year-end processing as well.

**Recalculate on-purchase order amounts?**

You have the option of recalculating the quantity on-purchase order in the inventory masterfile during the Period End Update. It is recommended that this be done every month. This step is done automatically as part of month-end processing.

**Y** Recalculates the on-purchase order amounts in the inventory masterfile.

**N** Retains the existing on-purchase order amounts.

**Remove transactions not ordered data?**

**Y** Removes transactions which had no purchase order number from the transactions not ordered file.

**N** Leaves the transactions not ordered file intact.

**Remove completed orders?**

**Y** Removes completely filled purchase orders from the open order file.

**N** Retains filled orders in the open order file.

**Remove deleted orders?**

**Y** Removes orders that were deleted, but retained in the order file, based on the date entered below.

**N** Does not remove deleted orders from the order file.

**After Order Date**

Enter the cutoff date for removing deleted orders. Deleted orders with an order date after the cutoff date will be retained in the order file.

***Exit the Screen***

When the update is finished, you will be returned automatically to the Purchase Order Main Menu.

# Status Change Update

## Introduction

The Status Change Update takes all of the code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of continuing the update or not.

**Important:** This is a powerful function which may result in codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

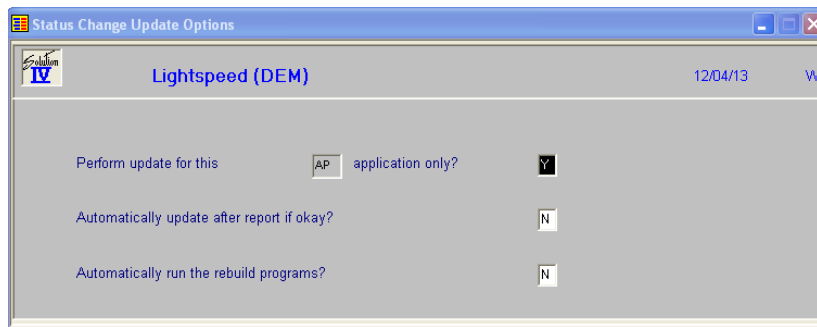
## Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup for your own protection.
- Make sure the transaction entry files have been updated.
- Make sure no one else is using Solution-IV Accounting.

## How to Execute

From the Purchase Order Main Menu, select **Status Change Update**.



## Description of Fields

### Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

**Y** Perform the update for just this module.

**N** Perform the update for all modules.

### Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

**Y** Automatically continue with the update after the report is printed.

**N** Wait for the user to respond to the continue question.

**Automatically run the rebuild programs?**

You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

**Y** Automatically continue with the rebuild programs after the update is completed.

**N** Do not run the rebuild programs at this time.

**Procedures for Status Change**

The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the system (any company, any application).
2. Builds a list of all records that are marked to be changed or deleted (status= C or D).
3. Once the list is built, it checks all of the records to be deleted and ensures that they are not being used elsewhere (except in the history files).

*Example:* If you are deleting reason code COLOR, COLOR may not be used by any open purchase orders, but may exist on records in the history file.

4. It then checks the records to be changed and ensures that the “change to” is not going to be changed to something else or deleted.
5. A report is printed showing the changes and deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

**Are you sure you want to continue the update?**

**Y** Completes the status changes as indicated on the report in the order below.

**N** Does not do the update and returns to the Purchase Order Main Menu.

**6.** The requested changes are performed.

**7.** The requested deletes are performed.

**8.** The history files are marked if anything was changed. There are multiple flags in each record in each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to **C**.

**Exit the Screen**

When the Status Change Update is finished, you will be returned automatically to the Purchase Order Main Menu.