Purchase Order Overview Document

for Sage 100 ERP

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Introduction

This document includes overview information about each task in the Purchase Order module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

Main Menu

Auto Reorder Selection

Navigation

Select Purchase Order Main menu > Auto Reorder Selection.

NOTE This task is available only if the Inventory Management module is installed.

Overview

Use Auto Reorder Selection to automatically generate purchase orders for items that have an on-hand quantity at or below the reorder point specified in Item Maintenance.

NOTE The system does not check whether the Inactive Item check box in Item Maintenance is selected for items included on orders created using this task.

NOTE A warning message appears if you attempt to access Auto Reorder Selection while Auto Generate from Sales Orders is in process. This prevents you from automatically issuing duplicate orders for the same items.

Auto Generate from Sales Orders

Navigation

Select Purchase Order Main menu > Auto Generate from Sales Orders.

Overview

Use Auto Generate from Sales Orders to automatically generate purchase orders for a selected group of sales orders. You can generate purchase orders from all sales order types and statuses, procurement types, product types, and item types, and you can include the sales order header comment and/or comment lines. You can automatically summarize multiple lines with the same item into one line on the purchase order, or create a single purchase order for all drop ship items with the same vendor by sales order.

The purchase quantity can be based on the sales order quantity, the quantity on hand, or the reorder quantity. Separate purchase orders are generated for any drop-ship items contained in the selected sales order range.

If the Job Cost module is integrated with Sales Order and Purchase Order and Purchase Order Only is selected in the Post Drop Ship Costs to Job Cost field in Sales Order Options, the job number, cost code, and cost type for the generated purchase order defaults from the sales order.

If you previously made a selection, but did not complete the generation process, you can make additional selections, or you can click Clear to clear the previous selection(s) and restart the generation process.

NOTE The system does not check whether the Inactive Item check box in Item Maintenance is selected for items included on orders created using this task.

NOTE When allowed job statuses are defined in Job Status Maintenance, the system checks for allowed job statuses only when a job number is first entered in a data entry window. Changing a job status from allowed to not allowed does not affect existing records. The system will not check for allowed job statuses when selecting transactions for Auto Generate from Sales Orders.

NOTE Orders are generated only for those items that have a vendor specified on the sales order line, and if the sales order is not being invoiced.

NOTE A warning message appears if you attempt to access Auto Generate from Sales Orders while Auto Reorder Selection is in process. This prevents you from automatically issuing duplicate purchase orders for the same items.

Purchase Order Entry/Inquiry

Navigation

To access Purchase Order Entry, select Purchase Order Main menu > Purchase Order Entry.

To access Purchase Order Inquiry, select Purchase Order Main menu > Purchase Order Inquiry.

NOTE Purchase Order Inquiry fields can only be viewed.

Overview

Use Purchase Order Entry to enter information necessary for creating or maintaining purchase orders, blanket master orders, repeating orders, drop-ship orders, and material requisitions. Vendor information, including the vendor name, purchase address, 1099 information, sales tax information, and terms code, is retrieved automatically from the Vendor file to speed the data entry process. If a purchase order is being received or invoiced, it cannot be maintained.

You can also enter additional information if other modules are integrated with Purchase Order.

- If the Fixed Assets module is integrated with Purchase Order and you have the appropriate security setup, you can select an asset template to create assets in Sage Fixed Assets based on the purchase order items. The assets are created when the items are invoiced.

  NOTE Sage Fixed Assets refers to the fixed assets product used with Sage 100 ERP.

- If the Inventory Management module is integrated with Purchase Order, item costs, tax class, and units of measure established in Inventory Management are accessed to provide automatic cost calculations for inventory line items. Shipping addresses and charges for non-inventory items, such as services, fees, and miscellaneous charges, are retrieved from the Purchase Order files.
- If the Job Cost module is integrated with Purchase Order, you can enter a job number, cost code, and cost type for every line item to be posted to a job. If the Job Cost module is integrated with Sales Order, the job number, cost code, and cost type information is automatically defaulted for drop-ship purchase orders that are based on sales orders if Purchase Order Only is selected in the Post Drop Ship Costs to Job Cost field in Sales Order Options.
- If the Work Order module is integrated with Purchase Order, you can enter work order distribution information for purchase orders that contain items that are costed against work orders. You can also enter a work order number, step number, and transaction type for every line item you want posted to a work order.

When data is entered for a group of orders, you can print purchase orders. When goods and invoices are received, the information on the purchase order is retrieved and displayed automatically. You only need to enter the actual quantity received and/or invoiced for each item.

As the received goods and invoices are recorded, the purchase order is adjusted automatically. For example, items partially received are automatically placed on back order. When all items on an order have been received and invoiced, the purchase order is completed.

Before entering purchase orders, if you are currently using a manual purchase order system or a different computerized system, you must perform certain preliminary data entry procedures to make sure that your accounting records are in balance.

You can view the Purchase Order Entry window in normal or expanded view. The expanded view allows you to view more entries on the Lines tab. The Change View button is available only if your screen resolution is set to 1024 x 768 or higher.

Purchase Order Printing

Navigation

Access this task using one of the following methods:

- Select Purchase Order Main menu > Purchase Order Printing.
- Select Purchase Order Main menu > Purchase Order Entry. In the Purchase Order Entry window, click the Print button.
- Select Bar Code Reports menu > Purchase Order Printing.

Overview

Use Purchase Order Printing to produce standard purchase orders, repeating order confirmations, drop-ship orders, material requisitions, and blanket master orders using information entered in the Purchase Order Entry window. Bar codes can be printed on the purchase order. You can select to print partial, full, or no comments entered on the Lines tab. You can also type a message containing up to two lines to print on selected orders. Purchase order forms can be modified as necessary. You can print purchase orders to multiple locations.

You can reprint a range of purchase orders without reselecting the Print Order check box for individual orders in Purchase Order Entry. Selected purchase orders can also be removed from the current print file.

The report can be sorted by purchase order number or vendor number. You can enter a selection of purchase order numbers, vendor numbers, and user-defined fields (UDFs) to print.

If this task is selected from the Bar Code module, bar codes can be printed on purchase orders for information such as the purchase order number, item number, quantity ordered, received, and back ordered, and unit cost. After the form prints, it is used with the handheld computer to receive inventory items by scanning the bar coded purchase order number, item number, quantity ordered, and optionally, the purchase order line number into the handheld computer. Bar code printers must be predefined using Bar Code Printer Maintenance.

NOTE You can save settings in this window by creating a new form code. Changes to settings for the STANDARD form code are not saved when you close the window.

Receipt of Goods Entry

Navigation

Select Purchase Order Main menu > Receipt of Goods Entry.

Overview

Use Receipt of Goods Entry to enter the quantity of goods received and apply the information against outstanding purchase orders. You can also enter and maintain purchase and ship-to address information. Information for goods received for which there is no corresponding purchase order can also be recorded. You can record the receipt of goods and the invoice simultaneously.

Each line item on the Lines tab represents a product or service being ordered, or a comment to be printed on the Daily Receipt Registers.

NOTE You cannot enter a material issue transaction type for noninventory special items (*) or miscellaneous items or charges (/).

You can also enter additional information if other modules are integrated with Purchase Order.

- If the Fixed Assets module is integrated with Purchase Order and you have the appropriate security setup, you can select an asset template to create assets in Sage Fixed Assets based on when the items are invoiced.

  NOTE Sage Fixed Assets refers to the fixed assets product used with Sage 100 ERP.

- If the Job Cost module is integrated with Purchase Order, job cost distribution information for line items entered for the original purchase order can be modified. You can also enter job cost distribution information for receipt of goods or invoices for which there is no corresponding purchase order.
- If the Work Order module is integrated with Purchase Order, work order distribution information for line items entered for the original purchase order can be modified. You can also enter work order distribution information for receipt of goods or receipt of invoices for which there is no corresponding purchase order.

You can view the Receipt of Goods Entry window in normal or expanded view. The expanded view allows you to view more entries on the Lines tab. The Change View button is available only if your screen resolution is set to 1024 x 768 or higher.

Receipt of Invoice Entry

Navigation

Select Purchase Order Main menu > Receipt of Invoice Entry.

Overview

Use Receipt of Invoice Entry to record invoices only and not receipt of goods. To record the receipt of goods and the invoice simultaneously, you must use Receipt of Goods Entry. You can use Receipt of Invoice Entry to enter and maintain purchase and ship-to address information. Each line item represents a product or service being invoiced. You can also display totals information calculated by the system for the current purchase order.

You can also enter additional information if other modules are integrated with Purchase Order.

- If the Fixed Assets module is integrated with Purchase Order and you have the appropriate security setup, you can select an asset template to create assets in Sage Fixed Assets based on when the items are invoiced.

  NOTE Sage Fixed Assets refers to the fixed assets product used with Sage 100 ERP.

- If the Job Cost module is integrated with Purchase Order, job cost distribution information for line items entered for the original purchase order can be modified. You can also enter job cost distribution information for receipt of goods or invoices for which there is no corresponding purchase order.
- If the Work Order module is integrated with Purchase Order, work order distribution information for line items entered for the original purchase order can be modified. You can also enter work order distribution information for receipt of goods or receipt of invoices for which there is no corresponding purchase order.

You can view the Receipt of Invoice Entry window in normal or expanded view. The expanded view allows you to view more entries on the Lines tab. The Change View button is available only if your screen resolution is set to 1024 x 768 or higher.

Daily Receipt Registers/Update

Navigation

Select Purchase Order Main menu > Daily Receipt Registers/Update. You can also access this task at the completion of Receipt of Goods Entry and Receipt of Invoice Entry when clicking the Print button.

Overview

Use Daily Receipt Registers/Update to print the daily receipt reports and to perform an update to the permanent files. You can print the Receipt of Goods Register, the Receipt of Invoice Register, the Daily Purchases Journal, the Daily Purchases Tax Journal, (if applicable) the Back Order Fill Report, Receipt/Invoice Variance Register, and receipt labels. These audit reports itemize all entries made in Receipt of Goods Entry and Receipt of Invoice Entry. Printing the reports is the first step in the file update process and provides an opportunity to check for errors before posting the information to the permanent files.

If the Enter Purchase Order Generation During Sales Order Entry check box is selected in Purchase Order Options, the sales order number and customer purchase order number can be included on the documents.

Mat. Req/Return Menu

Return of Goods Entry

Navigation

Select Purchase Order Mat. Req/Return menu > Return of Goods Entry.

Overview

Use Return of Goods Entry to enter the quantity and dollar value of goods returned to a vendor, apply the information against inventory on-hand quantities, and post a debit memo for the total amount of the return. You can also use Return of Goods Entry to enter or maintain basic information about the return order, purchase and ship-to address information, and line item details. Each line item represents a product being returned or a comment to be printed on the return order. You can also display totals information calculated by the system for the current return order.

If the Job Cost module is integrated with Purchase Order, when an original purchase is costed to a job, the appropriate cost and quantities can be reversed from the Job Cost files. The Job Cost distribution information for line items entered for the original purchase order can be modified. You can also enter Job Cost distribution information for returns for which there is no corresponding purchase order.

If the Work Order module is integrated with Purchase Order and if the original purchase is costed to a work order, the appropriate cost and quantities can be reversed from the Work Order files. The work order distribution information for line items entered for the original purchase order can be modified. You can also enter work order distribution information for returns for which there is no corresponding purchase order. If the Work Order module is integrated with Purchase Order, you cannot enter a material issue transaction type for noninventory special items (*) or miscellaneous items and charges (/).

As each return is entered, information from the matching purchase order is retrieved automatically to speed the data entry process. After the Return of Goods Register prints, the quantity returned is updated in the Open Purchase Order file. If the Inventory Management module is integrated with Purchase Order, the quantity on hand is updated in Item Maintenance.

NOTE When processing a return of goods without a purchase order, if the Include Allocated Cost in Default Unit Cost check box is selected in the Purchase Order Options window, verify the Return Total amount before updating the return order.

NOTE Purchase orders can be deleted only in the Purchase Order Entry window.

You can view the Return of Goods Entry window in normal or expanded view. The expanded view allows you to view more entries on the Lines tab. The Change View button is available only if your screen resolution is set to 1024 x 768 or higher.

Return Order Printing

Navigation

Access this window using one of the following methods:

- Select Purchase Order Mat. Req/Return menu > Return Order Printing.
- Select Purchase Order Mat. Req/Return menu > Return of Goods Entry. In the Return of Goods Entry window, click the Print button.

NOTE This task is available only if the Print Return Orders check box is selected in the Purchase Order Options window.

Return orders can be printed only if the Print Return Orders check box is selected in the Return of Goods Entry window for each return order selected. The check box is cleared after printing is completed.

Overview

Return Order Printing uses information entered in Return of Goods Entry to print return orders. You can enter a selection of return order numbers or user-defined fields (UDFs) to print.

You can select to print partial, full, or no comments entered in Return of Goods Entry. You can also type a message containing up to two lines to print on selected return orders. Return order forms can be modified as necessary. You can print return orders to multiple locations and on multiple forms. Return orders can also be printed by batch if batch processing is selected in Purchase Order Options.

NOTE During the batch print and update phases, other batches can be accessed for data entry and editing; however, only one user on the system at a time can print and update return orders.

After the last return order prints, you can print the Return Order Register.

Bar codes can be printed on the return order for information such as the quantity ordered, quantity received and quantity back ordered. The purchase order number, vendor number, item code, warehouse, unit cost, line extension work order number, and step number are also included on the return order.

If the Work Order module is integrated with Purchase Order, work order distribution information can print on the return order if the fields are added to the form using Crystal Reports.

If the Job Cost module is integrated with Purchase Order, the Job Number, Cost Code, and Cost Type fields for line items can print on the return order if the fields are added to the form using Crystal Reports.

You can reprint a selection of return orders without reselecting the Print Return Orders check box for individual return orders in the Return of Goods Entry window. Selected return orders can also be removed from printing.

NOTE You can save settings in this window by creating a new form code. Changes to settings for the STANDARD form code are not saved when you close the window.

Return Order Register/Update

Navigation

Select Purchase Order Mat. Req/Return menu > Return Order Register/Update.

You can also access Return Order Register/Update at the completion of Return Order Printing.

NOTE If the Allow Batch Entry check box is selected in the Purchase Order Options window, the Batch Print window appears.

Overview

Use Return Order Register/Update to print the Return of Goods Register, Return Debit Memo Journal, Return Tax Journal Detail, and Return Tax Journal Summary. These audit reports itemize all entries made in Return of Goods Entry. Printing the reports is the first step in the file update process and provides an opportunity to check for errors before posting the information to the permanent files.

Information itemized on the Return Order Register includes the return number and date; the purchase order and vendor numbers; the item code; the quantities ordered, received, and returned; and the extended and returned cost based on the quantity returned. Return order comments can also be printed.

You must print and update the Return Order Register to update the purchase orders with the return order information.

Review the Return Order Register for accuracy. If there are errors, return to Return of Goods Entry and make the necessary changes. Reprint the register and proceed with the update.

WARNING Do not, under any circumstances, interrupt the update process.

During the update process, the following occurs:

- Debit memo invoice information (if any), is posted to the Accounts Payable Open Invoice file.
- The period-to-date and year-to-date purchases fields in the Vendor file are updated with debit memo invoice amounts (if any).
- For inventory items, the quantity on hand is updated by the returned quantity on the returns. The inventory history and miscellaneous items are updated.
- The quantity received is updated on each purchase order for which a return was entered. Any closed purchase orders are reopened.
- The return of goods information is updated to the Receipt History file in accordance with the options selected in the Retain Receipt History field in the Purchase Order Options window. Receipt history is updated for the item and the vendor.
- Return data is posted to the General Ledger Transaction file for later printing and updating.

If the Work Order module is integrated with Purchase Order and if a line entry has been costed to a work order, the work order number, step number, and transaction type are printed. After the Return Order Registers are printed, you are prompted to print the Work Order Transaction Register.

In addition to performing the standard update, the following occurs for returns with work order distribution information.

- Cost and quantity information associated with any returned item with work order distribution information is updated to the Work Order files.
- Return of goods for inventory items with work order distribution does not affect the Inventory file.
- The general ledger is posted with the appropriate work-in-process account instead of the Inventory account.

NOTE Costs associated with special and miscellaneous items and charges are posted to work order files when returned with an invoice.

If the Job Cost module is integrated with Purchase Order, the Job Cost distribution information applicable for the returns includes the job number, cost code, and cost type. After the Return Order Registers are printed, you are prompted to print the Daily Overhead Allocation Register and Daily Job Transaction Register.

In addition to performing the standard update functions, the following information is updated for returns with Job Cost distribution information.

- Cost and quantity information associated with any returned item with job distribution information is updated to the Daily Job Cost Transaction file and the overhead allocation file, as appropriate.
- Return of goods for inventory items with job distribution does not affect the Inventory file.
- The general ledger is posted with the appropriate work-in-process account instead of the inventory account.

NOTE Costs associated with special and miscellaneous items and charges are posted to the Job Cost module when returned with an invoice.

When the update completes, you are prompted to print the Daily Transaction Register and update the general ledger entries posted from the Return Order Register.

Material Requisition Issue Entry

Navigation

Select Purchase Order Mat. Req/Return menu > Material Requisition Issue Entry.

Overview

Use Material Requisition Issue Entry to enter the quantity of goods issued for material requisition orders entered in the Purchase Order Entry window. As each issue is entered, information from the matching material requisition order is retrieved automatically to speed the data entry process. Each line item represents a product being issued or a comment to be printed on the material requisition. You can enter an unlimited number of line items.

You can also enter direct issues without a reference to a previously entered material requisition order. In such cases, all information, including the item code, quantity, and the general ledger expense account to be posted, must be entered manually for each item issued.

If the Job Cost module is integrated with Purchase Order, the Job Cost distribution information for line items entered for the original purchase order can be modified. You can also enter Job Cost distribution information for issues for which there is no corresponding purchase order.

NOTE You cannot cost an item to a Subcontract cost type.

As each issue is entered, information from the matching purchase order is retrieved automatically to speed the data entry process. After the Material Requisition Register prints, the quantity issued is updated in the Open Purchase Order file. If the Inventory Management module is integrated with Purchase Order, the quantity on hand is updated in Item Maintenance.

NOTE The Delete button applies only to the selected issue entry. Material requisition orders can be deleted in Purchase Order Entry only.

You can view the Material Requisition Issue Entry window in normal or expanded view. The expanded view allows you to view more entries on the Lines tab. The Change View button is available only if your screen resolution is set to 1024 x 768 or higher.

Material Requisition Register

Navigation

Select Purchase Order Mat Req/Return menu > Material Requisition Register.

Select Purchase Order Mat Req/Return menu > Material Requisition Issue Entry. In the Material Requisition Issue Entry window, click the Print button.

Overview

Use Material Requisition Register to list all entries made in Material Requisition Issue Entry. Information itemized on the report includes the material requisition issue number and date; the purchase order number; the item code; the quantities requested, previously issued, and issued; and an extended cost based on the quantity issued.

If the Job Cost module is integrated with Purchase Order, the Job Cost distribution information applicable for the issues includes the job number, cost code, and cost type. When the Material Requisition Register update is performed, the cost and quantity information associated with any issue item with job distribution information is updated to the Daily Job Cost Transaction file and the overhead allocation file, as appropriate.

Printing the register is the final step before updating the material requisition issue to the open purchase order and inventory files.

After printing, review the register for accuracy. If there are any errors, return to Material Requisition Issue Entry and make the necessary changes. Reprint the register and proceed with the update.

WARNING Do not, under any circumstances, interrupt the update process.

During the update process, the following occurs:

- The quantity on hand for each item in the inventory file is updated by the issued quantity on the material requisition entries.
- The issued quantity for material requisition purchase orders is updated for each item entered in Material Requisition Issue Entry.
- The quantity issued for material requisition purchase orders entered in Miscellaneous Item Maintenance is updated.
- Issue data is posted to the General Ledger Daily Transaction file for future printing.

When the update completes, you are prompted to print the Daily Transaction Register and update the general ledger entries posted from the Material Requisition Register.

Inquiries Menu

Receipt History Inquiry

Navigation

Select Purchase Order Inquiries menu > Receipt History Inquiry.

Receipt History Inquiry is available only if Yes, Summary Only, or Until Period End is selected in the Retain Receipt History field in the Purchase Order Options window. The information in Receipt History Inquiry can only be viewed.

The Totals tab is not available if No is selected in the Retain Receipt History field in Purchase Order Options.

Overview

Use Receipt History Inquiry to view summary and detailed receipt information, including receipt header information and line item detail, and receipt address information. You can also view receipt total information.

The vendor number, name, address, ship to address, invoice total, and balance are shown for each receipt. Line item detail is also provided for each receipt. Receipts must be updated using Daily Receipt Registers/Update before they can be viewed. Returns must be updated using Return Order Register/Update before they can be viewed.

NOTE For miscellaneous or special items, postings are not made to the general ledger without a receipt of invoice, and therefore, will not appear on the General Ledger Detail by Source Report.

Reports Menu

Open Purchase Order Report

Navigation

Select Purchase Order Reports menu > Open Purchase Order Report.

Overview

The Open Purchase Order Report provides information for all or a selected group of purchase orders, including completed orders, and can be printed as needed to track the status of each order. You can enter a selection of purchase order numbers, vendor numbers, required/expire dates, purchase names, ship-to addresses, and user-defined fields (UDFs) to print.

This report can be produced in detail or summary format. The detail format includes purchase order header information such as order date, order status, order type, and required date. This format also includes the last receipt and invoice dates, purchase order line detail (includes the item code and description, the quantity ordered, quantity received, quantity back ordered, and each item's unit cost and extended amount), and the purchase order total.

The summary format contains the header information and an order total for each purchase order, but does not include the line detail. Both the detail and summary formats conclude with a report total that provides the total of all purchase orders printed on the report, with the exception of master orders, drop ship orders, and completed orders.

If the Job Cost module is integrated with Purchase Order, the detail format lists the job number, cost code, and cost type information for any detail item that is costed to a job.

If the Purchase Order module is integrated with Work Order, the detail format lists the work order number, step number, and transaction type information for any detail item that has been costed to a work order.

NOTE The vendor name and purchase address printed on this report may not match the primary vendor number in Vendor Maintenance if multiple location codes are defined in Purchase Address Maintenance or the vendor information was changed in Purchase Order Entry.

Open Orders by Item Report

Navigation

Select Purchase Order Reports menu > Open Orders by Item Report.

Overview

Use Open Orders by Item Report to print open purchase orders by item number to help track outstanding purchase orders for each item. This report can be used in conjunction with Inventory Management reports to determine the products that should be ordered, in what quantities, and by what dates. You can enter a selection of item codes, item descriptions, product lines, and warehouses to print.

You can produce this report in detail or summary format. The detail format includes the item code and description, the purchase order number and order type, the order and required dates, the vendor number and name, the unit cost, ordered extension, and the quantity ordered, received, and back ordered for each purchase order. The summary format provides the purchase order total for each item with no purchase order line detail.

Open Orders by Job Report

Navigation

Select Purchase Order Reports menu > Open Orders by Job Report.

NOTE This report is available only if the Job Cost module is integrated with Purchase Order.

Overview

Use Open Orders by Job Report to print open purchase orders by job number to help track outstanding purchase orders for each job. The purchase orders are sorted automatically by item code to provide a recap of outstanding material commitments for each job. You can enter a selection of item codes, job numbers, vendor numbers, product lines, and warehouses to print.

You can produce this report in detail or summary format. For each item, the detail version includes the item code, the purchase order number, the order and required dates, the vendor number and name, the quantity ordered, received, and back ordered, the unit cost, and the received and ordered extension amounts. The summary format provides the purchase order total for each item with no purchase order line detail. Both report formats provide total quantities and costs for each item and job.

Expected Delivery Report

Navigation

Select Purchase Order Reports menu > Expected Delivery Report.

Overview

The Expected Delivery Report lists all deliveries expected based on the required date specified for each item on the purchase orders.

Information provided on this report includes the item code, delivery date, purchase order number and date, vendor number, vendor item numbers, warehouse, unit cost, and the quantity ordered, received, and expected. You can enter a selection of delivery dates, item codes, warehouses, and product lines to print.

When sorted by delivery date, the report lists items expected to be received for each date and for each warehouse. When sorted by item or warehouse, the report lists outstanding orders for each item in chronological order. Item totals are provided when the report is sorted by item code or by warehouse and item code.

Expected Delivery Recap Report

Navigation

Select Purchase Order Reports menu > Expected Delivery Recap Report.

Overview

The Expected Delivery Recap Report summarizes all expected deliveries for outstanding purchase orders for any three consecutive, required dates. Total quantities expected to be received for each item are shown for each of the three dates.

If the Inventory Management module is integrated with Purchase Order, the Expected Delivery Recap report provides the on-hand, committed, available, and on-purchase order quantity of each item. If the Inventory Management module is not integrated with Purchase Order, the report is sorted by item code.

You can enter a selection of item codes, warehouses, and product lines to print.

Cash Requirements Report

Navigation

Select Purchase Order Reports menu > Cash Requirements Report.

Overview

The Cash Requirements Report provides a summary of open purchase orders and total cash requirements for any three consecutive ending dates. This report provides the necessary data to analyze future cash needs and effectively plan cash flow on a weekly, monthly, or quarterly basis, depending on the ending dates entered.

You can enter a selection of vendor numbers to obtain a report that allows you identify pertinent information. This report is sorted by vendor number and you can also include open invoices from the Accounts Payable module. You can select to print the report for discounts when due, always, or none, which shows discounts as discounts lost. The due dates for open purchase orders are based on the vendor terms and required date for each order.

Purchase Order Recap

Navigation

Select Purchase Order Reports menu > Purchase Order Recap.

Overview

Use Purchase Order Recap to provide a summary listing of purchase order numbers along with the order type, order status, vendor number, vendor name, required date, completed date, last receipt date, last invoice date, last invoice number, and the total order amount. For master and repeating order types, the expired date, last purchase order number, and last purchase order date are printed. You can select to print all purchase order statuses, or to include only open, completed, cancelled, or deleted purchase orders on the report. You can enter a selection of purchase order numbers, order dates, and user-defined fields (UDFs) to print.

Purchase order recap information can be automatically purged during period-end processing if the Purge Purchase Order Recap at Period End check box in the Purchase Order Options window is selected and there is no receipt history for that purchase order. If you cleared the check box, you can retain the recap information indefinitely and use the Purge Completed or Cancelled P/O Recap task on the Purchase Order Utilities menu to manually purge the recap information up to a specified date.

The total number of new, open, cancelled, and completed purchase orders is provided along with the order total of purchase orders printed on the report.

NOTE Deleted purchase orders are identified as Cancelled in the Status column on the report.

Purchase Order Receipt History Report

Navigation

Select Purchase Order Reports menu > Purchase Order Receipt History Report.

Overview

Use Purchase Order Receipt History Report to provide a history of all receipts, invoices, and returns applied against purchase orders. Receipt history is retained only if Yes, Until Period End, or Summary Only is selected in the Retain Receipt History field in Purchase Order Options. You can manually purge receipt history using the Purge Purchase Order Receipt History utility on the Purchase Order Utilities menu or retain it indefinitely if Yes or Summary Only is selected. If Summary Only is selected in the Retain Receipt History field in Purchase Order Options, only header information is retained.

You can enter a selection of purchase order numbers, receipt dates, item codes, vendor numbers, vendor purchase names, warehouses, and user-defined fields (UDFs) to print.

You can produce this report in summary or detail format. The summary format includes the purchase order number, order date, vendor number, receipt number, receipt date, sales tax, invoice balance, and purchase order receipt and invoice amounts. The detail format provides additional information for each purchase order, including the vendor address, ship-to address, and tax information. The invoice number, invoice amount, sales tax, freight, COD amount, and prepaid amount are printed for receipts for the invoice that is entered.

For both the summary and detail format, you can include or exclude line detail information for the purchase order. The line detail information includes the item code, description, warehouse, unit of measure, quantity received, unit cost, and extended cost. Lot or serial number information can also be printed for each detail line.

NOTE When Summary Only is selected in the Retain Receipt History field in Purchase Order Options, line detail information is not available.

If the Sales Order module is set up, the sales order number and customer purchase order number can be included on the report.

If the Job Cost module is integrated with Purchase Order, job number and cost code information prints for lines that have been costed to a job. If the Work Order module is integrated with Purchase Order, the work order number, step number, and transaction type are provided if the line items are costed to work orders.

NOTE For miscellaneous, special items, and drop ships, postings are not made to the general ledger without a receipt of invoice; therefore, they will not appear on the General Ledger Detail by Source Report.

NOTE The vendor name and purchase address printed on this report may not match the primary vendor number in Vendor Maintenance if multiple location codes are defined in Purchase Address Maintenance or the vendor information was changed in Purchase Order Entry.

Purchase History Report

Navigation

Select Purchase Order Reports menu > Purchase History Report.

Overview

Use Purchase History Report to provide period-to-date, year-to-date, and prior-year purchase information for each vendor and item. Purchase history is retained only if the Years to Retain Purchase History check box is selected in the Purchase Order Options window. You can enter a selection of purchase amounts, item codes, vendor numbers, purchase names, warehouses, product lines, and user-defined fields (UDFs) to print.

Information on the report includes the item code, vendor number, quantity purchased, average unit cost, total dollar amount, and the average number of days required for delivery. You can print information for all or any combination of period-to-date, year-to-date, and prior-year purchase information. You can also include drop ship items on the report.

NOTE The average days ordered equals the sum of the receipt date or posting date (if receipt date is blank) minus the purchase order date, divided by the number of records.

NOTE The vendor name and purchase address printed on this report may not match the primary vendor number in Vendor Maintenance if multiple location codes are defined in Purchase Address Maintenance or the vendor information was changed in Purchase Order Entry.

Open Orders by Work Order Report

Navigation

Select Purchase Order Reports menu > Open Orders by Work Order Report.

NOTE This task is available only if the Work Order module is integrated with Purchase Order.

Overview

Use Open Orders by Work Order Report to list and track outstanding purchase orders for each work order. The purchase orders are sorted by item number to provide a concise listing of outstanding material commitments for each work order. You can enter a selection of item codes, work order numbers, vendor numbers, product lines, and warehouses to print.

You can produce this report in detail or summary format. For each item, the detail format includes the item code, the purchase order number, the order and required dates, the vendor number and name, the quantity ordered, received, and back ordered, the unit cost, and the received and ordered extension amounts. The summary format provides the purchase order total for each item with no purchase order line detail. Both report formats provide total quantities and costs for each item and work order.

Purchase Order History Report

Navigation

Select Purchase Order Reports menu > Purchase Order History Report.

This report is available only if the Retain Purchase Order History check box is selected in Purchase Order Options.

Overview

Use Purchase Order History Report to view a listing of purchase order history information by purchase order type. This report can be sorted by purchase order number, vendor number, vendor purchase name, or order cancel reason code. Partial or full line comments can be printed on the report.

You can filter the report by entering a value or range of values for the following fields from the purchase order header file:

- Purchase Order Number
- Vendor Number
- Vendor Purchase Name
- Order Date
- Master Repeating Order Number
- Last Receipt Date
- Last Invoice Date
- Completion Date
- Order Cancel Reason Code
- Order Sales Order Number (if the Sales Order module is set up)
- User defined fields (UDFs)

Period End Menu

Purchase Clearing Reports

Navigation

Select Purchase Order Period End menu > Purchases Clearing Report.

Overview

Use Purchases Clearing Report to simplify month-end reconciliation of the purchases clearing account balance with open amounts on purchase order. The purchases clearing account is a liability holding account that contains inventory received in Receipt of Goods Entry without an invoice until the invoice is posted in Receipt of Invoice Entry. This account is credited when goods are received into inventory and can also include allocated landed cost and sales tax. When the applicable invoice is recorded, it is debited and the corresponding Accounts Payable liability account is credited. This account is assigned to each product line in Inventory Management Product Line Maintenance.

NOTE Invoices entered in Accounts Payable Invoice Data Entry do not affect this report.

You can enter a selection of purchase order numbers, vendor numbers, order dates, last receipt dates, item codes, product lines, inventory account numbers, and user-defined fields (UDFs) to print.

The total purchases clearing amount on the Purchases Clearing in Open PO Format or Purchases Clearing Report will normally balance to the purchases clearing account. An out of balance exception can occur in the following scenarios:

- Inventory receipts are updated in Transaction Entry.
- The ordered quantity or unit cost is changed after performing either Receipt of Goods Entry or Receipt of Invoice Entry.
- Manual postings have been updated to the purchases clearing account.
- The Receipt of Goods Register or Receipt of Invoice Register has been updated to an incorrect general ledger period.

NOTE The total purchases clearing amount in the Purchases Clearing in Open PO Format or Purchases Clearing Report balances to the purchases clearing account as of the date the report is generated provided the report is run with the default sort options and selection criteria.

Purchases Clearing In Open PO Format

Navigation

Select Purchase Order Period End menu > Purchases Clearing in Open PO Format.

Overview

Use Purchases Clearing in Open PO Format to print the total purchases clearing amount, including any special and miscellaneous item amounts. If printed for all orders, the total purchases clearing amount should match the Purchases Clearing account balance. An asterisk (*) appears next to each line item that is included in the purchases clearing amount. You can enter a selection of purchase order numbers, vendor numbers, purchase names, order dates, last receipt dates, required/expired dates, and user-defined fields (UDFs) to print.

The Extension column reflects only the amounts that are still on purchase order. The total purchases clearing and special amount reflects the Purchases Clearing account balance including the special and miscellaneous item amounts, and does not match the general ledger. This amount can be used to make additional accrual adjustments manually.

To make additional manual accrual adjustments for special and miscellaneous items, subtract the total purchases clearing amount from the total purchases clearing and special amount to determine the additional accrual amount. Enter this amount using a posting date as of the last day of the month and a reversing journal entry date as of the first day of the next month.

NOTE The vendor name and purchase address printed on this report may not match the primary vendor number in Vendor Maintenance if multiple location codes are defined in Purchase Address Maintenance or the vendor information was changed in Purchase Order Entry.

The total purchases clearing amount on the Purchases Clearing in Open PO Format or Purchases Clearing Report will normally balance to the purchases clearing account. An out of balance exception can occur in the following scenarios:

- Inventory receipts are updated in Transaction Entry.
- The ordered quantity or unit cost is changed after performing either Receipt of Goods Entry or Receipt of Invoice Entry.
- Manual postings have been updated to the purchases clearing account.
- The Receipt of Goods Register or Receipt of Invoice Register has been updated to an incorrect general ledger period.

NOTE The total purchases clearing amount in the Purchases Clearing in Open PO Format or Purchases Clearing Report balances to the purchases clearing account as of the date the report is generated provided the report is run with the default sort options and selection criteria.

Period End Processing

Navigation

Select Purchase Order Period End menu > Period End Processing.

Overview

Use Period End Processing to automatically perform either period-end or year-end processing based on the period entered in the Current Period field in the Purchase Order Options window.

Period End Processing allows you to close the current period and cycle the accounting period forward to the next period. Period-end processing is usually performed at the end of each accounting period. Year-end processing takes place automatically when period-end processing is performed for the last period of the fiscal year.

NOTE Fields in the Purchase Order Options window are used to determine the current accounting period and number of years to retain purchase history after year-end processing.

The following occurs during period-end or year-end:

- Expired master and repeating orders are automatically purged as of the period-ending date.
- Completed purchase orders are automatically purged based on the number of days to retain completed purchase orders in Purchase Order Options.
- The purchase order recap is automatically purged if selected in Purchase Order Options.
- Receipt history is automatically purged based on the selection made in Purchase Order Options.
- All purchase history and miscellaneous charge year-to-date balances are set to zero as of the year-ending date.

If you have not already printed period-end reports, you can do so during period-end processing. You can also select and print period-end reports without accessing Period End Processing by using Period End Report Selection.

WARNING Backing up your data is an important part of your daily and monthly procedures. Back up all Purchase Order data before proceeding.

Setup Menu

Purchase Order Options

Navigation

Select Purchase Order Setup menu > Purchase Order Options.

The General Ledger, Common Information, and Accounts Payable modules must be set up before the Purchase Order module can be set up. If you are using inventory, you must also set up the Inventory Management module before setting up the Purchase Order module.

For new companies, you can access Purchase Order Options only after completing the Purchase Order Setup Wizard.

Only one user at a time can access Purchase Order Options. The second user accessing Purchase Order Options will open an inquiry window where fields can only be viewed.

Overview

Purchase Order Options presents a series of options allowing you to maintain features most appropriate for your business. Some of these options are defined during new company setup in the Purchase Order Setup Wizard, but can be maintained in this window. The options defined in the Purchase Order module can have a significant effect on the integration of other modules.

Ship-To Address Maintenance

Navigation

Select Purchase Order Setup menu > Ship-To Address Maintenance.

Overview

Use Ship-To Address Maintenance to set up a code for each shipping address if you routinely receive orders at multiple locations. During data entry, enter the code to record all shipping address information automatically.

If the Inventory Management module is not integrated with Purchase Order, the company name and address information entered in Company Maintenance appears.

Vendor Price Level Maintenance

Navigation

Access this window using one of the following methods:

- Select Purchase Order Setup menu > Vendor Price Level Maintenance.
- Select Accounts Payable Main menu > Vendor Maintenance. At the More button, click the drop-down button and click Items. In the Receipt History window, click Pricing.

This task is available only if the Purchase Order module is integrated with Inventory Management.

Overview

Use Vendor Price Level Maintenance to set up price schedules for specific vendors, product lines, or inventory items based on a specified pricing method and the quantities ordered.

Click the Print button to print a Purchase Order Vendor Price Level Listing.

Landed Cost Type Maintenance

Navigation

Select Purchase Order Setup menu > Landed Cost Type Maintenance.

Overview

Use Landed Cost Type Maintenance to set up landed cost types to process cost components such as brokerage, duty, and exchange in Receipt of Goods Entry.

WARNING Changing the allocation method or account number may cause difficulty when attempting to reconcile the general ledger.

Because weight and volume are not entered on special and miscellaneous items, a landed cost type using weight or volume as the allocation method will only allocate cost to inventory line types. The FRGHT cost type is defined by the system and cannot be deleted.

WARNING If Weight or Volume is selected in the Allocation Method field, only inventory line items will be allocated with any cost.

P/O Cancel and Reason Code Maintenance

Navigation

Select Purchase Order Setup menu > Cancel and Reason Code Maintenance.

This task is available only if Prompt is selected in the Retain Deleted Orders or Retain Deleted Lines for Orders field in Purchase Order Options.

Overview

Use P/O Cancel and Reason Code Maintenance to track the reasons why purchase orders and purchase order line items are deleted.

Utilities Menu

Purge Completed Purchase Orders

Navigation

Select Purchase Order Utilities menu > Purge Completed Purchase Orders.

WARNING Back up your data before performing this purge.

Overview

Use Purge Completed Purchase Orders to remove all orders that are completed on, or a specified number of days before, the accounting date. The number of days that purchase orders are retained for this automatic purge is specified in the Days to Retain Completed Purchase Orders field in Purchase Order Options. This task can be used to provide additional file space in the Open Purchase Order file before the regular period-end processing date.

Purge Expired Master/Repeating Orders

Navigation

Select Purchase Order Utilities menu > Purge Expired Master/Repeating Orders.

Overview

Use Purge Expired Master/Repeating Orders to remove all master or repeating orders with expiration dates on or before the accounting date entered. Purging orders provides additional file space in the Open Purchase Order file.

The System Activity Log is updated with the date, time, company code, user logon, and a message that the Purge Expired Master/Repeating Orders utility was run for the selected purge options.

Purge Completed or Cancelled PO Recap

Navigation

Select Purchase Order Utilities menu > Purge Completed or Cancelled P/O Recap.

Overview

Use Purge Completed or Cancelled P/O Recap to remove data from the Purchase Order Recap file for orders completed, deleted, or cancelled on, or prior to, the purge date and for which there is no receipt history.

The System Activity Log is updated with the date, time, company code, user logon, and a message that the Purge Completed or Cancelled P/O Recap utility was run.

NOTE This utility only purges the Purchase Order Recap file, and does not affect the Open Purchase Order file.

Purge Obsolete Purchase Orders

Navigation

Select Purchase Order Utilities menu > Purge Obsolete Purchase Orders.

NOTE This task is not available if Receipt of Goods Entry, Receipt of Invoice Entry, Return of Goods Entry, or Material Requisition Issue Entry is in progress.

Overview

Use Purge Obsolete Purchase Orders to remove all obsolete purchase orders whose purchase order date, last receipt date, last issue date, or last invoice date are on or prior to the entered date to provide additional file space in the Open Purchase Order file. A purchase order is obsolete if the following date properties are on or prior to the purge date entered:

- Purchase order date
- Last receipt date
- Last issue date
- Last purchase order date
- Last invoice date

WARNING Back up your data before performing this purge.

Purge Purchase Order History

Navigation

Select Purchase Order Utilities menu > Purge Purchase Order History.

NOTE This task is available only if the Retain Purchase Order History check box is selected in Purchase Order Options.

Overview

Use Purge Purchase Order History to remove purchase order history records with an order date on or before the date entered.

After the purge is complete, the System Activity Log is updated with the date, time, company code, user logon, purge description, and purge date.

NOTE This utility will not purge history for purchase orders that still reside in Purchase Order Entry.

Purge Purchase Order Receipt History

Navigation

Select Purchase Order Utilities menu > Purge Purchase Order Receipt History.

Overview

Use Purge Purchase Order Receipt History to remove receipt history for nonexistent (completed) purchase orders to provide additional space in the Receipt History file.

WARNING Back up your data and print the Receipt History Report before performing this purge.

Purge Purchases History

Navigation

Select Purchase Order Utilities menu > Purge Purchases History.

This task is available only if the number of years entered in the Years to Retain Purchases History field in the Purchase Order Options window is greater than two. You must retain at least the last two years of history prior to the current year. Only history that is more than two years prior to the current year can be purged.

The options available in this window vary based on whether the Inventory Management module is set up, and whether Fiscal Periods or Calendar Months is selected in the Base Inventory Periods On field in the Inventory Management Options window.

Overview

Use Purge Purchases History to remove purchases history records based on the fiscal year or calendar year. Records dated on or before the year-end date selected are permanently removed from the system. The purchases history file stores purchases history by posting date and receipt date, and can retain up to 99 years of records.

The System Activity Log is updated with the date, time, company code, user logon, and a message that the Purge Purchases History utility was run.

Create Purchase Order History

Navigation

Access this menu using one of the following methods:

- Select Purchase Order Utilities menu > Create Purchase Order History. The utility is available only if the Retain Purchase Order History check box is selected in Purchase Order Options.
- Select Purchase Order Setup menu > Purchase Order Options. On the History tab, if the Retain Purchase Order History check box is cleared, select it. When a message appears asking if you want to create purchase order history, click Yes. The message appears only if data exists in the data entry files but not in purchase order history files.

Overview

Use Create Purchase Order History to create purchase order history files if history was not previously retained. The purchase order history files are populated with the standard orders, drop-ship orders, and material requisitions that exist in the purchase order data entry files.

When the purchase order history files are created, the System Activity Log is updated with the date, time, company code, user logon, and utility description.