



# Infor SyteLine Procurement User Guide

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# Vendor Information

## Entering a Vendor Record

For each vendor you can enter a record that will help you track and control all subsequent transactions with the vendor.

- 1 Open the **Vendors** form, or the **Multi-Site Vendors** form if you are working in a master site.
- 2 Turn off filter-in-place mode.
- 3 Select **Actions > New**.
- 4 Enter the following information in the header:
  - a In the **Vendor** field, enter a unique number, string of characters, or combination of characters and numbers to represent the vendor. If you do not enter a value, the system assigns the next unique numerical value automatically. If you set up a vendor prefix in the **Accounts Payable Parameters** form, the system prefixes the vendor number with that prefix. The combined prefix and number cannot be longer than 10 characters.
  - b In the field beside the vendor number, enter the vendor's company name, which will appear on reports and payments.
  - c If you are working in the **Multi-Site Vendors** form, specify the **Site** at which this vendor will be added.
  - d In the **Category** field, select the appropriate category for this vendor, if necessary.
  - e In the **Status** field, enter any identifier to indicate the vendor's status.
  - f In the **Currency** field, enter or select the preferred domestic currency. The default value is your company's domestic currency.
- 5 Select the **Credits** tab.
  - a In the **Terms** field, select a valid payment term code.
  - b In the **Payment Type** field, select the type of payment to be used as the default value on A/P payments. Select **Standard Check, Manual Check, Wire Transfer, Standard Draft, Incoming Draft, or EFT**.

If the payment type is **EFT**, enter additional electronic funds transfer information for the vendor. For more information, see *Setting up and Using Electronic Funds Transfer*.
  - c In the **Bank Code** field, select a valid bank code for the vendor. This code represents the default bank account where the vendor's checks or drafts are deposited. Bank Codes set up with domestic currency or vendor currency will be allowed.
  - d In the **Voucher Tolerance Over** field, enter the upper tolerance factor percentage.

- e In the **Voucher Tolerance Under** field, enter the lower tolerance factor percentage.
- f Select the type of method you want to use for vendor contract pricing. Select **Use Order Date** or **Use Due Date**.

**NOTE:** You can change this option more than once. Changing the option from **Use Order Date** to **Use Due Date** does not affect orders already created.

- 6 To print VAT amounts and VAT codes on purchase orders, select the **Print VAT on PO** check box. On the **Vendors** form, this field is on the Taxes tab. It does not exist on the **Multi-Site Vendors** form.
- 7 In the [Tax ID] and [Tax Codes] fields, enter the tax registration number (if any) and tax code (if any) associated with [Tax System (1)] and [Tax System (2)] for this vendor. On the **Vendors** form, these fields are on the Taxes tab. They do not exist on the **Multi-Site Vendors** form.
- 8 If the vendor is a member of the European Union (EU), enter the **EU Code**, **Branch ID**, **NOTC**, **Delivery Terms**, and **Process Indicator**. On the **Vendors** form, these fields are on the Taxes tab. On the **Multi-Site Vendors** form, they are on the EU VAT tab.
- 9 If you must submit DIOT and IETU reports, specify the **Vendor DIOT Type** and **Tax Reg Num Type**. These fields are enabled only for users who are assigned a Mexico Localization license.
- 10 On the **Ship From**, **Remit To**, and **Contacts** tabs, you can enter address and contact information which appears on reports and payments.
- 11 Select **Actions > Save**.

## Adding a Multi-Site Vendor (No Master Site)

If your multi-site system includes a master site, go to the topic [Maintaining Vendors from a Master Site](#). Otherwise, use the processes described here.

You may want an administrator to control adding, updating, and deleting vendors across the system. Keep in mind that each site can control its local vendor records, and these records are independent of other sites.

**NOTE:** In the following description, "shared sites" means the A/P category is being replicated between the sites.

## Filter (Local Site Data) vs. New (Global Data)

When filtering is used in the Vendors form, only the local site's vendors are shown:

- Right-click>Find brings up the **Vendors Query** form, where you can find vendor records for the local site.
- The Vendor field's drop-down lists only the current site's vendors.

In New mode (after clicking the New button or selecting Actions > New), all shared sites' vendors are shown:



- Right-click>Find brings up the **Multi-Site Vendors Query** form, where you can find vendor records for the local site or any shared site. (You can then choose to add a shared vendor to the Vendors form on the local site.)
- The Vendor field's drop-down lists all shared sites' vendors.

## Adding Multi-Site Vendors

When a vendor is added in one site, it does not automatically populate in other shared sites. To add the existing vendor into another shared site:

- 1 On the Vendors form, select **Actions > New**.
- 2 Enter the vendor number or select it from the drop-down list. (The vendor number already exists at the other site and was replicated to this shared site). Some of the information, including the address, URL, and payment hold information, is copied from the source site.
- 3 You must then fill in the rest of the information manually in the Vendors form at the shared site.

## Copying Vendor Records

Another way to duplicate vendor records in multiple sites is to create the records in one site, export them to a spreadsheet, and import the spreadsheet into the Vendors form at the new site. (Make sure the form's grid columns are arranged in the same order at both sites.)

If your sites are accessible through a single computer, you also may be able to use the right-click Copy feature to copy the vendor rows from the Vendors form on one site and then use **Edit>Paste Rows Append** to add them in the Vendors form at the other site.

Validation of certain fields is based on the site where you are adding the record.

## Setting Up a Minority Owned Vendor

In some cases, a vendor is minority owned. Follow these steps to add a minority type and indicate that a vendor is minority owned:

- 1 Open the **Minority Types** form.
- 2 Select Actions > New.
- 3 Specify a name and description for the minority type.
- 4 Save the new record.
- 5 Open the **Vendors** form.
- 6 For a new vendor, follow the steps in [Entering a Vendor Record](#) to create a new vendor.  
For an existing vendor, filter for the vendor you want to mark as minority owned.
- 7 On the **Contacts** tab, select **Minority Owned**.

- 8 In the grid, select the **Minority Type** for the vendor.
- 9 Specify a **Minority Certification Number**.
- 10 Select an **Expiration Date** for the certification.
- 11 Save the vendor record.

## Maintaining Vendors from a Master Site

Use the Multi-Site Vendors form to maintain vendors for multiple sites on an intranet from the master site of the intranet. Keep in mind that each site can still control its local vendor records.

### Adding Vendors

To add vendors for any site on the master site's intranet, follow the steps in [Entering a Vendor Record](#).

When you start adding a vendor that is new to this site but that already exists in another sharing site, some of the information - such as vendor name, address, and payment hold information - defaults into the new record when the vendor number is entered. However, most of the information is site-specific and must be entered manually.

### Copying Vendors to Other Sites

To copy a vendor record to multiple sites in the same intranet from this form:

- 1 Select an existing vendor. The vendor record must be defined as completely as possible before you copy it, and the record must be saved at one of the shared sites in the master site's intranet.
- 2 Select **Actions > Multi-Site Copy**. The **Multi-Site Selection** form is displayed.
- 3 Select one or more groups from the list of site groups in the left pane. The left pane only lists site groups where all of these are true:
  - The site group includes the master site.
  - The site group includes the source site from which the selected record will be copied.
  - All sites in the group are on the master site's intranet
- 4 A list of the sites in those groups is displayed in the right pane. Select one or more sites to which you want to copy the vendor record.
- 5 Click **OK** to return to the **Multi-Site Vendors** form.
- 6 Save your changes to add the duplicate vendor records to the other sites.

## Changing Vendor Information

When you save a change to any of the defaulting information (for example, the vendor name) for a vendor with records at multiple sites, the system automatically updates that information on any other records for that vendor. This happens because all sites share a single "vendaddr" table record for the vendor.

For example, vendor 1 exists at site A and site B. At both sites the name is "Bob's Bikes." If you change vendor 1's name to "Bart's Bikes" at site B, then when you save the record, the name also changes in the record at site A.

Information contained in the "vendor" table, such as billing information and payment history, is site-specific. This information does not change at other sites when modified at one site.

## Information Filtered by Site

The following fields are filtered by the selected site. For example, when adding a vendor at Site B, you can only select currency codes that are valid at Site B.

- Category
- Currency
- Whse
- Ship Via
- Purchases account and unit codes
- Terms
- Bank Code
- Language
- NOTC
- Secondary NOTC
- Delivery Terms

## Maintenance Tasks Not Available from this Form

For most tasks, you can use the **Multi-Site Vendors** form in place of the **Vendors** form. However, these tasks can be performed only in the **Vendors** form at the specific site:

- Delete a record
- Add notes to the record
- List goods receiving notes from the Actions menu
- Specify whether to print VAT on purchase orders
- Specify a tax ID number and tax code
- Specify if a vendor is minority owned

## Logging Vendor Interactions

Use the Vendor Interactions form to record and track all communication between you and your vendors, including date, time, and contact information. You also can use this form to reply directly to incoming messages from the Vendor Portal.

To log a new vendor interaction:

- 1 On the Vendor Interactions form, select **Actions > New**.
- 2 Select a topic for the interaction and enter or select the vendor number.
- 3 The Interaction Date field contains the system date and time by default, but you can change it as necessary.
- 4 In the Follow-Up Date field, specify the date by which to follow up with the contact person.
- 5 On the Conversations tab, do the following:
  - If this interaction is for internal use only, select **Internal**. The note will not be communicated to the vendor.
  - If you are logging information received from the vendor by phone or other means, and you want the vendor to get an e-mail notification that this information has been recorded, select **Incoming**.
  - Enter your name in the Entry Name field or accept the default of the current user. The name entered is used as a sort option on reports.
  - Enter relevant information in the notes box.
- 6 On the General tab, you can review default information about the selected vendor. You also can change the contact name and phone number for the current interaction record.
- 7 Save the form. If you have not specified Internal for this record, it is published to the Vendor Portal for the vendor to review. The vendor may also receive e-mail notification with the information.

To reply to an incoming message from the Vendor Portal:

- 1 Upon receiving notification that a vendor has sent a message, open the **Vendor Interactions** form.
- 2 Enter or select the interaction number.
- 3 Click **Reply**.
- 4 Enter your response in the notes box.
- 5 Save the record. Your message is published to the Vendor Portal and the vendor receives e-mail notification of your reply.

## Using Vendor Payment Hold

- 1 Open the Vendors or Multi-Site Vendors form.

- 2 Select the vendor to put on hold, then select the Payment Hold tab (on Vendors) or Payments tab (on Multi-Site Vendors).
- 3 Click Payment Hold. A red X now displays next to the Payment Hold field as well as next to the vendor name.
- 4 Specify the reason this vendor is being put on hold.

## Vendor Contract Pricing Setup

To set up the pricing for vendor items:

- 1 Select the vendor from either the **Vendor Contracts** form or the **Vendor Contract Prices** form. If you are on the Vendor Contracts form, click **Pricing** to link to the Vendor Contract Prices form.
- 2 Select the item to price.
- 3 Status is set to Approved by default. If the new pricing is for a vendor contract price that is not yet approved, select Pending in the **Status** field. It can be approved later using the **Approve** button on this form or using the **Change Vendor Contract Price Status Utility**.
- 4 Enter the effective date of the price.
- 5 Enter the landed cost charges: freight, duty, brokerage, insurance, and local freight.
- 6 You can create up to five price breaks for the item. Enter the quantity of the price break in the **Break Qty** field.
- 7 Enter the unit price. This value is based on the base unit of measure for the vendor, not the item.
- 8 Repeat these steps for each price break you want to create.
- 9 When you have finished creating the prices, click **Save**.

## Processing Vendor Returns

Use the **Vendor Returns** form to view outstanding RMA items and to process returns.

Follow these steps to return a line:

- 1 On the **Vendor Returns** form, select the vendor from the **RMA Item Dispositions** form.
- 2 Click on the grid line with RMA in the **Reference** field and your RMA number in the **Ref Num** field.
- 3 Click **Return Line**. A message is displayed stating that the vendor return will be performed. Click **OK**.
- 4 After return shipping, the line is removed from the grid.
- 5 Close the form.

Follow these steps to return a batch:

- 1 On the **Vendor Returns** form, select the vendor from the **RMA Item Dispositions** form.
- 2 In the grid, select all the lines that you want to return as a batch.
- 3 Click **Return Batch**. A message is displayed stating that the vendor return will be performed. Click **OK**.
- 4 After return shipping, the lines are removed from the grid.
- 5 Close the form.

## Using Buttons on the Vendor Returns Form

When you click **Reverse Mode** on the **Vendor Returns** form, the Return Line and Return Batch buttons change. The Return Line button becomes the Reverse Line button. The Return Batch button becomes the Reverse Batch button. Use these buttons to reverse the vendor returns that have been completed. Click **Return Mode** to changes the buttons back to their original names and functions.

## Shipping Vendor Returns

Follow these steps to ship a line:

- 1 On the **Vendor Shipping** form, select the vendor from the **RMA Item Dispositions** form.
- 2 Click on the grid line with RMA in the **Reference** field and your RMA number in the **Ref Num** field.
- 3 Click **Ship Line**. A message is displayed stating that the vendor shipment will be performed. Click **OK**.
- 4 After shipping, the line is removed from the grid.
- 5 Close the form.

Follow these steps to ship a batch:

- 1 On the **Vendor Shipping** form, select the vendor from the **RMA Item Dispositions** form.
- 2 In the grid, select all the lines that you want to ship as a batch.
- 3 Click **Ship Batch**. A message is displayed stating that the vendor shipment will be performed. Click **OK**.
- 4 After shipping, the lines are removed from the grid.
- 5 Close the form.

## Using Buttons on the Vendor Shipping Form

When you click **Reverse Mode** on the **Vendor Returns** form, the Return Line and Return Batch buttons change. The Return Line button becomes the Reverse Line button. The Return Batch button

becomes the Reverse Batch button. Use these buttons to reverse the vendor returns that have been completed. Click **Ship Mode** to changes the buttons back to their original names and functions.

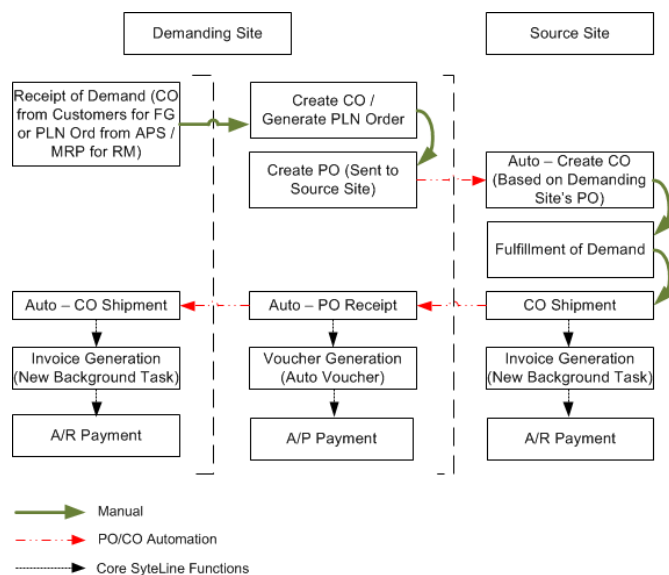
## Working with Demand and Source Vendor Site PO-CO Automation

### About Demand and Source Vendor Site PO-CO Automation

In today's global marketplace, more and more companies have demand and source vendor sites, with one site taking customer orders and maintaining POs (the demanding site) while the other satisfies demand through a CO (the source site). These sites often are separate financial entities that have a buy-and-sell relationship. For each transaction between two such sites, a great deal of duplicate data entry has been required, so that each site can maintain the necessary PO and CO information. Also, errors can occur if the PO and CO become out of sync.

With SyteLine's vendor site PO-CO automation, you can set up a relationship between demanding and source sites to streamline the process. Upon receiving a customer's order, the demanding site creates a PO and links it to the source site. A CO derived from that PO is automatically created at the source site. The order is fulfilled by the source site, and upon shipment of the order, all of the necessary PO receipt and CO shipment transactions are automatically performed at the demanding site. This process eliminates most of the manual data entry that was required and keeps the PO and CO in sync.

You also can use existing SyteLine background tasks to set up automatic invoicing from the source site to the demanding site and from the demanding site to the customer.



**NOTE:** This process is similar to transfer orders but is between entities that are fiscally separate. Transfer orders move funds between accounts, while this process moves physical funds through

invoicing and vouchering. This process can be used in cases where transfer orders may have been used in the past, depending on your requirements.

For steps to set up and use PO-CO automation, see [Using Demand and Source Vendor Site PO-CO Automation](#).

If you need to delete a demanding site PO or source site CO, or update the CO, you must unlink the source vendor site from the PO. See [Unlinking a Source Vendor Site](#).

## Requirements

In order to use this functionality, items must exist in both the demanding site and source site item master or by use of a vendor contract for the item. Also, serialized/lot tracked items at the demanding site must be pre-assigned on the purchase order to use auto PO receipt and auto CO ship, based on the source site that is shipping the CO. The shipping transaction would otherwise be denied at the source.

When the demanding site PO includes items that are non-inventory items at the source site, the source site CO must specify the customer's **End User Type** for the default Sales Non Inventory account. If **End User Type** is left blank, then the default account is taken from the Sales Non Inventory account specified on the **Accounts Receivable Parameters** form.

## Limitations

The linked PO-CO relationship is not maintained for item returns. If a customer returns an item to the demanding vendor site, the demanding site must follow standard RMA procedures to return the item to the source site.

Also, PO-CO automation cannot guarantee shipment of items with specific lot/serial numbers. To make sure a customer receives items with specific lot/serial numbers, a demanding site has these options:

- Clear the **Ship Partial** option for that customer when entering the CO and continue using PO-CO automation for the order.
- Disable PO-CO automation for the order. Clear the **Auto Receive PO** and **Auto Ship CO** options when entering the PO. In fact, you can disable PO-CO automation in this way any time it is inappropriate for a particular order.

## Using Demand and Source Vendor Site PO-CO Automation

### *Prerequisites*

This feature can be used only when both sites are part of an Intranet with shared tables, where the preassigned\_lot\_all table is shared between the sites.

Before you use PO and CO automation, set up a replication rule using the PO – CO Across Sites category between the sites for po\_all, customer\_all, custaddr, cust\_lcr\_all, item\_all, lot\_all, serial\_all, and preassigned\_lot\_all tables. For more information, see Replication Steps and Replication Rules.

To set up and use PO and CO automation, follow these steps:



- 1 On the **Vendors** or **Multi-Site Vendors** form, create or select the vendor that creates and maintains the PO for the customer orders (this is the demanding vendor).
  - a On the General tab, make sure the **Auto Voucher** check box is selected and the **Auto Voucher Method** is set to Automatic.
  - b In **Source Site**, specify the vendor that will fulfill the order (the source vendor).
 

**NOTE:** The source site vendor cannot be the same as the demanding site vendor. Also, after you specify a source site vendor, you cannot change or clear your selection.
  - c In **Customer (Source Site)**, specify the demanding site's customer.
  - d To automate the process of receiving the demanding site PO upon shipment of the source site CO, select **Auto Receive PO**.
  - e To automate the process of shipping the demanding site CO upon receipt of the demanding site PO, select **Auto Ship CO**.

- 2 On the **Customer Orders** or **Customer Orders Quick Entry** form, create the CO for the demanding site customer.

- 3 On the **Purchase Orders** or **Purchase Orders Quick Entry** form, create the PO for the source vendor site. In the **Vendor** field, specify the source site vendor and then click **Link Source Site CO**.

The CO at the source site is created automatically. All production related fields on the CO can be used as normal, but fields maintained by the PO—such as items, price, and quantity—are display only. This keeps the PO and CO in sync at all times.

**NOTE:** PO-CO Automation fields on the PO are set by default based on vendor settings in step 1, including **Auto Receive PO** and **Auto Ship CO** for the demanding site. If you need to perform one or both of these tasks manually for a particular PO, you can clear one or both of the check boxes here on the PO.

- 4 At the source site, verify the CO. If the CO includes non-inventory items, make sure the customer's **End User Type** for the default Sales Non Inventory account is specified. When the CO is complete, ship the order.

If **Auto Receive PO** and **Auto Ship CO** were both selected for the PO at the demanding site, then when the source site CO ships, the demanding site PO receiving and CO shipment transactions are created automatically. This can include a move transaction if the warehouses used differ from those specified on the PO. Items are shown as being added to and taken out of inventory. And the CO is updated to show how many items were shipped.

A background task can be created to automate the invoicing process; however, invoices cannot be automatically posted. For more information, see [Scheduling Background Tasks](#).

## Unlinking a Source Vendor Site

**NOTE:** If line items on a purchase order have been processed, the purchase order and source vendor site cannot be unlinked.

To unlink a source vendor site from a purchase order:

- 1 Using the Explorer or **Select Form** dialog box, open the **Unlink Source Site** form.
- 2 Specify the purchase order to unlink.
- 3 Optionally you can:
  - a Select **Delete Purchase Order** to also delete the purchase order after it is unlinked.
  - b Select **Delete Source Customer Order** to delete the customer order that was auto-created at the source site.
- 4 Click **Process**.

# Purchase Orders

## Automatic Vouchering

Normally, vouchers for material received are created using the **Generate A/P Transactions** or **Voucher Builder** forms. However, you can avoid that step by setting up your vendors to use automatic vouchering. Follow these steps to configure the system:

### Configure Vendors

- 1 Open the Vendors form.
- 2 For each vendor that will be participating in automatic vouchering, select the **Auto Voucher** field. All purchase orders created for these vendors will default to Auto Voucher.
- 3 Select the **Auto Voucher Method**.
- 4 Save the record.

### Create/Modify Purchase Orders

When you create a purchase order, whether on the **Purchase Orders**, **Purchase Order Builder**, or **Purchase Orders Quick Entry** form, the Auto Voucher field will default to the setting made at the vendor level. Accept the default or change it.

### Receiving Purchase Orders

- 1 Open the Purchase Order Receiving form.
- 2 When you receive a purchase order line/release, several conditions are checked:
  - Is the receipt positive (auto vouchering does not apply to negative receipts or debit returns)?
  - Is a vendor assigned to this purchase order?
  - Is the purchase order configured to autovoucher?
- 3 If you are receiving lines from multiple POs, additional conditions must be met:
  - All POs must have the same value for the Include Tax in Costs field
  - All POs must have the same value for the Fixed Rate field, and if Fixed Rate is selected, then they must have the same exchange rate.
  - All POs must have the same value for Billing Terms.

- 4 When you click Receive, the system compiles a list of all lines/releases that meet the above conditions.
- 5 If the vendor's Auto Voucher Method is **Automatic**, then the system automatically creates the voucher and a success message indicates the voucher number that was created.
- 6 If the vendor's Auto Voucher Method is **Prompt**, then the **Purchase Order Receiving Auto Voucher** form opens. Accept the defaults, or enter new data, then click **OK**. A success message indicates the voucher number that was created.

If you do not have permission to open this form, automatic vouchering will not occur at this time, regardless of the settings.

- 7 Click **OK**. A confirmation message displays.

If the pre-existing receipts have different costs, they are vouchered at the cost of the latest receipt and an offsetting journal entry is created.

## Creating Purchase Order Lines Change Logs

The **Purchase Order Lines Change Log** form is a list form that displays the change logs of purchase order lines/releases. Records are displayed on this form when a user:

- creates an Ordered status purchase order line/release
- changes the status of a purchase order line/release from Planned to Ordered
- updates the Ordered Qty, any kind of Costs, Due Date or Promise Date of an Ordered status or Filled Status purchase order line/release
- deletes an Ordered status purchase order line/release
- changes the status of a purchase order line/release
- changes the U/M of a purchase order blanket line
- creates an ordered status purchase order line/release for another site in the **Purchase Order Builder** form (record is created in the target site)

## View Purchase Order Lines Change Log Form

You can open the **Purchase Order Lines Change Log** form directly or select **Action > List Change Log** on these forms:

- Purchase Order Blanket Releases
- Purchase Order Blanket Lines
- Purchase Order Lines
- Purchase Orders Quick Entry
- History Purchase Order Blanket Lines
- History Purchase Order Blanket Line Releases
- History Purchase Order Lines

## Deleting a Purchase Order

### Deleting Single Purchase Orders

- 1 On the Purchase Orders form, locate the purchase order you wish to delete.
- 2 Select **Actions > Delete**.
- 3 When prompted, click **OK** to delete the PO or **Cancel** to cancel the deletion.

**NOTE:** PO records are not deleted if the quantity vouchered does not equal the quantity received for all line items. If these quantities are not equal, you are notified when you try to delete records, and you can make corrections. You also cannot delete a Purchase Order if any of its PO lines reference a Goods Receiving Note Line, regardless of the PO or GRN status.

### Deleting Multiple Purchase Orders

The Delete Purchase Orders form allows you to delete multiple POs at one time.

- 1 On this form, indicate which POs to delete by specifying a range of PO numbers, order dates, or vendors.
- 2 Specify whether to delete History PO Reqs.
- 3 Click **Process**.

## Making Changes to Ordered PO Lines

To make changes to a purchase order line after its status is set to **Ordered**:

- 1 In the Purchasing Parameters form:
  - Select the Amend Ordered Purchase Order check box.
  - Set the Use PO Change Order field to Sometimes or Always.

For details about how this setting affects PO changes, see the Help for the Use PO Change Order field.
- 2 Make changes to the purchase order line.

For example, change the amount of the product ordered and then save the record.

If the **Use PO Change Order** field (Step 1) is set to **Sometimes**, the system asks you to verify the change.
- 3 In the PO Change Orders form, specify the purchase order for which you made the change. The system displays the line/release change detail information in this form.
- 4 Set the **Change Status** field to **Finalized** and save the record.
- 5 To review information about the change, use the Change Order Detail Report form.

- 6 To print a change order request that you can send to the vendor for acceptance, use the Change Order Report form.

Printing the change order request automatically sets the change order status to **Printed**.

**NOTE:** Once the **Change Status** field is set to **Printed**, any further updates to the same PO will trigger the creation of a new change order.

## Purchasing Overview

Purchasing supports your company in managing its expenditures and reimbursing vendors promptly for services or goods provided. Through Purchasing, you create purchase requisitions for requesting items or services. Once an authorized employee in your company approves the requisition, it becomes a purchase order. Your company can use the purchase order to authorize payments and ensure that the correct items are received.

## Purchasing Functionality

- Using Purchasing, you can enter, generate, monitor, and receive purchase orders to improve material movement and inventory level management.
- A vendor contract function allows you to store and track information about a particular item from a specific vendor. You can also store and track vendor item pricing.
- You can also access vendor performance information, vendor interactions, and a listing of vendor information for items purchased regularly. In this manner, you can ensure that you have selected the best vendor for each purchase.
- You can set up parameters to set default values for purchase orders, including tolerance factors for purchase order receiving and vouchers.
- Purchasing also allows you to view the planned costs, actual unit costs, promise dates, and due dates for each line item.
- Using the payment hold feature within Purchasing, you can place vendors on payment hold if their goods or services are unacceptable.
- Because a purchase order represents a contract with a vendor, Purchasing provides you with a utility for changing purchase orders and tracking the changes you make.
- Purchasing also includes the Purchase Order Receiving form, through which you enter whether you are receiving a whole/partial order or a whole/partial line/release.
- Using the Master Buy Agreement option and the Purchase Order Builder form, you can group like items from POs at different sites in order to get the best quantity cost breaks.
- You can use the Purchase Orders Quick Entry form to quickly create, view, and maintain purchase orders.

## Purchasing Interfaces

Purchasing eliminates redundant transaction entries by interacting with the following areas of the system:

Interface	Description
Customer - Order	You can create a purchase order to satisfy a customer order line item

Entry	requirement.
Material - Inventory	When you create a purchase order, the system uses information from the Items form.
Material - Planning	You can create purchase orders to satisfy material planning purchase requirements.
Production	You can create a purchase order to satisfy a job material requirement.
Finance - General Ledger	The Purchase Order Ledger Distribution journal within General Ledger tracks the material transaction costs created in Purchasing.
Finance - Accounts Payable	You can generate Accounts Payable vouchers and adjustments from within Purchasing.
Data Collection	Purchasing posts the PO receiving and return transactions provided from a data collection solution.

## Purchasing Steps

Purchasing is the process of buying products from vendors, receiving them, allocating them to jobs that require them, and paying for them.

Follow these steps to handle purchase orders:

- 1 [Add a purchase order header.](#)
- 2 [Add purchase order lines.](#)

**NOTE:** Alternatively, you can quickly create an entire purchase order on the Purchase Orders Quick Entry form.

- 3 [Receive a purchase order.](#)
- 4 Create a voucher/adjustment for a purchase order.

**NOTE:** The system displays error or warning messages if you add an item flagged obsolete or slow-moving to a purchase order, blanket purchase order, or purchase requisition.



## Recalculating Cost

The recalculate cost functionality allows you to update the cost according to the current Vendor Contract Prices. There two ways to recalculate cost:

- You are prompted with a Yes/No message box to update the costs automatically when the Vendor is changed. Click **Yes**.
- Click the Recalculate Cost button to refresh the cost manually. This button is displayed on these forms; Purchase Order Requisition Lines, Purchase Orders, Purchase Order Lines, Purchase Order Blanket Lines, Purchase Order Blanket Releases, Purchase Orders Quick Entry, and Purchase Order Builder.

## Receiving a Purchase Order

To receive a purchase order, do the following:

- 1 Go to the Purchase Order Receiving form.
- 2 You can search for a purchase order by vendor, GRN, PO, or PO Line Release.
- 3 Update any header information, if necessary, such as GRN Receipt, Packing Slip, or Trans Date.
- 4 Select a purchase order. You can choose an individual PO by selecting the **Select** check box on that PO, or choose all POs by clicking **Select All**.
- 5 Update any information about the selected PO.
- 6 Click **Receive** to receive the PO.

## Receiving Cross-Referenced Material

If you are receiving a material that is cross referenced to a job, order, or project, you must have additional permissions in order to complete the receipt. See [Receiving Cross-Referenced Items](#) for additional information.

## Receiving Items from a Customer

To receive items returned from a customer, use the RMA Return Transaction activity. For more information, see the [About Return Receipt](#) help topic.

## Serial Number Tracked Items

When you enter a purchase order receiving transaction for a serial number-tracked item, you should be aware of certain special cases. See [Handling PO Receipts and Returns for Serial Tracked Items](#).

## Landed Costs

Landed cost (freight, duty, etc.) field values will default from the purchase order item during receiving.

When the purchase order is received, landed cost receipt records are created for each of the landed cost amounts on each PO item. The amounts on the landed cost receipt record are in the currency of the landed cost vendor.

You can update the landed cost amounts either in the PO currency by using the fields on the Detail tab, or in the landed cost vendor's currency by using the fields on the Landed Cost tab. If you override a landed cost amount on the Detail tab, it is updated on the Landed Cost tab in the foreign currency, and vice versa.

Any modifications of the landed costs at receiving updates the purchase order line. When a standard cost item is received, the landed costs on the purchase order line are compared to the standard landed costs on the Items form. Any variances are written to the PO Distribution Journal.

A General Ledger transaction is created that debits the Inventory and credits the Accounts Payable, Duties Payable, Freight Payable, Brokerage Payable, Insurance Payable, and Local Freight Payable Accounts, if applicable. When the landed cost amounts are posted to the General Ledger, each of the amounts is converted from the vendor's currency to the domestic currency based on the transaction date's exchange rate.

If Standard costing is used, the following occurs:

- Inventory Account is debited for the total standard cost (standard material, duty, freight, brokerage, insurance, and local freight).
- Vouchers Payable is credited for the standard material.
- Duties Payable Account is credited for the standard duty.
- Freight Payable Account is credited for the standard freight.
- Brokerage Payable Account is credited for the standard brokerage.
- Insurance Payable Account is credited for the standard insurance.
- Local Freight Payable Account is credited for the standard local freight.
- Any variances from the standard are posted to the appropriate variance accounts.

If Actual costing is used, the following occurs:

- Inventory Account is debited for the total item cost (material, duty, freight, brokerage, insurance, and local freight).
- Appropriate Payable Accounts are credited.

If actual values are unknown at the time of the receipt, the values default from the purchase order line item costs.

## Receiving Cross-Referenced Items

Use the **Purchase Order Receiving** form to receive an item on a purchase order that is cross-referenced to a customer order, a job, or a project.

**NOTE:** If the purchase order line item you receive is cross-referenced, you may need additional permissions to successfully complete the transaction.

- 1 On the **Purchase Order Receiving** form, select a Vendor.
- 2 Update any header information, if necessary, such as GRN Receipt, Packing Slip, or Trans Date.
- 3 Select a purchase order.
- 4 Update any information about the selected PO.
- 5 Click **Receive** to receive the PO. The next step in the transaction varies depending on the type of cross-reference associated with the item:
  - **Order:** When a PO line cross-referenced to a customer order is successfully received, the **Order Shipping** form is launched, where you can then ship the item to the customer who placed the order.

At the time of a purchase order receipt, if the item (which is reserved) is cross-referenced to an order, the system automatically creates a reservation for the line item equal to the ((qty ordered - qty shipped) + (qty returned - qty reserved)) up to the amount that was received. If more is received, the extra goes into inventory.

- **Job:** When a PO line cross-referenced to a job is successfully received, the **Job Material Transactions** form is launched to issue the item directly to the job that it is cross-referenced to. Then go to the **Post Job WIP Move Transactions** form to move the material received from the PO onto the job.
- **Project:** When a PO line cross-referenced to a project is successfully received, the **Project Resource Transactions** form is launched.
- **SRO:** When a PO line cross-referenced to a SRO is successfully received, the **Service Order Transactions** form is launched.

In all cases, a successful PO Receiving transaction is committed whether or not the cross-reference function is successful. If the cross-referenced function is not successful because you lack the required permissions, the receipt transaction is not backed out.

## Returning Material After Receiving a Purchase Order

To return material to a vendor after receiving the purchase order. The process is different depending on whether the PO has been vouchered; follow the steps in the appropriate section below.

### If the PO line has been vouchered

#### Process a Debit Return

If the PO line has been vouchered, you must first process a debit return on the purchase order line.

- 1 Open the Purchase Order Receiving form.

- 2 In the Vendor field, select the vendor for the PO line you are returning. The purchase order lines for the selected vendor display in the grid.
- 3 In the Select field, select the check box for the PO line you are returning.
- 4 Select the **DR Return** check box for the selected line.
- 5 In the Receive Qty field, enter the positive quantity that needs to be debited.
- 6 In the Reason Code field, select the appropriate user-defined purchase order returns reason code.
- 7 On the Detail tab, in the Location and Lot fields, enter the location and lot to which the item should be returned.

**NOTE:** The Material, Freight, Duty, and Brokerage costs will default with the original receipt cost.

- 8 Click the **Receive** button.

### Generate an adjustment voucher

After the Debit Return has been processed, you must generate an adjustment voucher against the original voucher. Follow these steps:

- 1 Open the **Generate A/P Transactions** form.
- 2 Filter to the vendor for the PO line you are returning.
- 3 In the Voucher or Adjustment field, select **Adjustment**. Click OK to the message "All selection information will be reset."
- 4 In the Voucher field, select the original voucher number.

**NOTE:** The values shown here will appear as positive numbers, but will generate a negative adjustment. Debit Returns are ALWAYS negative adjustments.

- 5 Change the PO information as needed, such as any Freight or Misc Charges added to the original voucher.
- 6 Click the **Generate** button.
- 7 Answer OK to the "Generate will be performed" prompt. A success message displays.
- 8 Post the adjustment voucher generated to A/P Posted Transactions.

### If the PO line has not been vouchered

- 1 Open the Purchase Order Receiving form.
- 2 In the Vendor field, select the vendor for the PO line you are returning. The purchase order lines for the selected vendor display in the grid.
- 3 In the Select field, select the check box for the PO line you are returning.
- 4 In the Receive Qty field, enter a negative quantity.
- 5 In the Reason Code field, enter a reason code for the return.

- 6 Click the Receive button.

## Reversing a Voucher Generated from Purchasing

To reverse an incorrect voucher, you must post the incorrect voucher to the A/P Posted Transactions. The following steps require an adjustment voucher to be generated against the original voucher.

### Process a Debit Return

- 1 Open the Purchase Order Receiving form.
- 2 In the Vendor field, select the vendor for the PO for which you generated the incorrect voucher. The purchase order lines for the selected vendor display in the grid.
- 3 In the Select field, select the check box for the appropriate PO line.
- 4 Select the **DR Return** check box for the selected line.
- 5 In the Receive Qty field, enter the positive quantity that needs to be debited.
- 6 In the Reason Code field, select the appropriate user-defined return reason code.
- 7 On the Detail tab, in the Location and Lot fields, enter the location and lot to which the item should be returned.
- 8 Click the **Receive** button.

### Generate an A/P Adjustment Transaction

- 1 Open the Generate A/P Transactions form.
- 2 In the Vendor field, filter to the appropriate vendor.
- 3 In the Voucher or Adjustment field, select **Adjustment**. Click OK to the message "All selection information will be reset."
- 4 In the Voucher field, select the original voucher number.
- 5 Select the **PO Selection** tab.
- 6 Select the Purchase Order.
- 7 In the Material field, enter the adjustment amount (enter a positive value).
- 8 Click the **Generate** button.

## Working with PO Requisitions

### Creating and Approving a Purchase Order Requisition

You can manually create a PO requisition, or the requisition can be created by cross-referencing from a customer order, transfer order, BOM, or job. A planned order can also be firmed into a PO requisition.

#### Manually Creating a PO Requisition

- 1 On the Purchase Order Requisitions form, select **Actions > New** to add a purchase order requisition header.
- 2 Enter data in the following fields:
  - **Requisition** - Enter the requisition number or accept the default provided when you save the record.
  - **Date** - Enter a date or accept the default of today's date.
  - **Status** - Leave the status as Requested.
  - **Requester** - Select the name of the person requesting the items to be requisitioned, or accept the default of your user name.
  - **Approver** - Select the name of the person who approves the PO requisition. (This is provided as information and is not verified when the requisition is approved.)
  - **Warehouse** - Select the warehouse where the purchased goods should be delivered, or accept the default.
- 3 Save the record.
- 4 Click the **Lines** button to open the Purchase Order Requisition Lines form.
- 5 To enter a line on the Purchase Order Requisition Lines form, select **Actions > New**.
- 6 Enter data in the following fields:
  - **Item** - Select or enter an item number. (The item does not have to be listed in the **Items** form. You can create a PO requisition for non-inventoried items.)
  - **Due Date** - Select the date by which the item should be received.  
**NOTE:** If you change the date to a new due date and the vendor contract pricing method is based on the Purchase Order Due Date, a message displays stating that changing the due date impacts the cost and asks if you want to recalculate the cost.
  - **Requisition Code** - Select a code that describes the reason for the requisition.
  - **Warehouse** - Select the warehouse where the purchased goods should be delivered, or accept the default.
  - **Ordered** - Enter the quantity of the item to order, and the unit of measure, if not defaulted.
  - **Other information** - The tabs in the lower part of the form contain information such as the G/L account number, the buyer, the vendor number (which populates automatically if a vendor-

item cross-reference exists), and the planned unit cost. In addition, the Origin Ref field references the origin of this requisition.

- 7 Save the line record and add other lines as needed.

### Creating a PO Requisition through a Cross Reference

You can use the Source button on many forms (including Customer Order Lines, Customer Order Blanket Releases, Estimated Materials, Estimate Project Resources, Job Materials, Project Resources, and Transfer Order Lines) to create a purchase order requisition. The general process for this is as follows.

**NOTE:** See Cross-Referencing a PO Requisition to a Transfer Order for separate instructions for transfer orders.

- 1 Add a new record on the appropriate lines form (such as Customer Order Lines).
- 2 Select or enter a line item.
- 3 Select **Requisition** in the Reference (also known as Ref or Ref Type) field. If this item's record on the Items form has the Stocked check box cleared and the Source Code set to Purchased, "Requisition" is automatically selected.
- 4 If you want to cross-reference the demand order to an existing PO requisition, enter the requisition number in the unlabeled field next to the reference field and enter the requisition line number in the second unlabeled field.
- 5 Save the record.
- 6 Click the **Source** button to create the requisition. The message, "Cross-reference will be performed from the [demand type] to PO Requisition" displays.
- 7 Click **OK**. The new requisition number and line display in the unlabeled reference fields.
- 8 If needed, click the Source button a second time to open the new line in the Purchase Order Requisition Lines form. You can modify the requisition as needed.

### Approving the Requisition Lines

Once a Purchase Order Requisition Line has been saved, a user with the proper authorization levels (usually set using the default group Purchase Requisitions Approval) can open the PO Requisition Line record and change the status to "Approved." The approver's PO Req Limit and PO Req Line Limit (on the Users form) must be large enough to include the amount of this requisition line.

A user with the proper authorization levels can also use the Change PO Requisition Line Status utility to change the status to Approved, Disapproved, and so on.

### Converting the PO Requisition to a Purchase Order

Use the Convert PO Requisition activity to create PO line items from PO requisition lines that have been approved.

## Changing PO Status

### Changing a Purchase Order Header Status

#### Method 1

- 1 On the Purchase Orders form, select a purchase order record.
- 2 Select the new status in the Status field.
- 3 Save the record.

#### Method 2

The Change PO Status Utility allows you to change multiple records at once.

- 1 Select the type of purchase orders to change (Blanket or Regular).
- 2 Select the current (old) status of the orders to be changed. (Complete will change to Ordered; Ordered will change to History.)
- 3 Enter starting and ending values for the PO and Order Date fields, to specify the range of POs whose status will be changed.
- 4 Click **Process** to process the records.

### Changing a Purchase Order Line/Release Status

#### Changing the Status of Single Lines or Releases

##### Purchase Order Lines and Purchase Order Blanket Lines

On the Purchase Order Lines or Purchase Order Blanket Lines forms, to change the status of a single PO line:

- 1 Select the line.
- 2 Select the new status in the (Line) Status field.
- 3 Click **Save**.

#### NOTES:

In order to change the status to Complete, the quantity received must equal the quantity vouchered.

Before you change the status for the status of a Purchase Order Blanket Line, make sure there is a Purchase Order Blanket Release for that line.



## Purchase Order Blanket Releases

On the Purchase Order Blanket Releases form, to change the status of a release:

- 1 Select the release.
- 2 Select the new status in the (Release) Status field.
- 3 Click **Save**.

## Changing the Status of Multiple Records

The Change PO Line/Release Status utility allows you to change multiple records at once.

- 1 Select which types of orders to change.
  - a **Order Type** - Choose the purchase order types you wish to change:
    - Regular
    - Blanket
    - Both
  - b **Order Status** - Choose the order status you wish to change:
    - Planned
    - Ordered
    - Both
- 2 You may also select a range of orders by PO/line/release number, vendor number, order date, due date, and release date.
- 3 To review the changes you have chosen, select **Preview**, then click **Process**.
- 4 When you are ready to save the status of the records, select **Commit**, then click **Process**.

## Working with Regular POs

### Adding a Regular Purchase Order Header

- 1 On the Purchase Orders form, select **Actions > New** to add a purchase order header. Enter data in the following fields:
  - **PO** - Enter the purchase order number or accept the default provided when you save the record.
  - **Date** - Enter a date or accept the default of today's date.
  - **PO Type** - Select **Regular**.
  - **Vendor PO** - Enter the order number used internally by the vendor. This field is used when referring to the purchase transaction in conversations or correspondence with the vendor.

- **Vendor** - Enter or select a vendor number. (The number of the vendor's last invoice will appear in the Last Invoice field.)
  - **Terms** - Enter the billing terms for the vendor. You can accept the default from the Vendors form, or use the browser to find billing terms.
  - **Warehouse** - Enter a warehouse for the PO. This field identifies the warehouse where the purchased goods should be delivered. Changing this field will also change the drop ship to address if the Drop Ship To field is set to Warehouse.
- 2 Select the Address tab. In the **Drop Ship To** field, accept the default drop ship to code of None or select from the following options:
- **None** - indicates that no drop ship to address is to be used.
  - **Customer** - indicates the purchased goods should be shipped to one of the addresses of a specific customer.
  - **Drop Ship To** - indicates the purchased goods should be delivered to an address from the Drop Ship To file.
  - **Warehouse** - indicates the purchased goods should be delivered to a warehouse listed on the purchase order.
- 3 Select the Tax Info tab. Enter data (or accept the defaults) in the following fields:
- NOTE:** These tax fields are active only if the Active for Purchasing field has been selected on the Tax Systems form. These fields should be blank or exempt for area-based tax systems, and should have a rate tax code for item-based tax systems.
- **Freight Tax** - Select a freight tax code.
  - **Misc. Charges Tax** - Select a miscellaneous charges tax code.
- 4 Save the Purchase Order header.

## Adding a Regular Purchase Order Line

- 1 After you have completed your [Purchase Order Header](#), select the **Lines** button. If you have selected **Regular** in the Type field on the Purchase Orders form, selecting the **Lines** button takes you to the Purchase Order Lines form.
- 2 To enter a line, on the Purchase Order Lines form, select **Actions > New**.
- 3 Enter data in the following fields:
  - **Status** - Enter the line status or accept the default of Planned. The options are:
    - Planned - the order is in the planning stage and a firm order has not been made.
    - Ordered - the order is ready to begin processing.
  - **Item** - Select an item to include on the purchase order. You may select a non-inventory item that has already been defined, or enter a new number to create a non-inventory item dynamically.
  - **Vendor Item** - Enter the number which the vendor uses to refer to the item internally if one exists.
  - **Quantity** - Enter the quantity of the item you wish to purchase.

- **U/M** - Enter or select the unit of measure.
- **Due Date** - Enter the date that the line is due to be received. The default is the PO order date plus the vendor contract lead time, if one exists.

**NOTE:** If you change the date to a new due date and the vendor contract pricing method is based on the Purchase Order Due Date, a message displays stating that changing the due date impacts the cost and asks if you want to recalculate the cost.

- 4 Select the General tab. Enter data in the following fields:
  - **Reference** - Select a Reference type. Valid entries are:
    - Inventory
    - Order
    - Job
    - Transfer
    - Project
  - **Warehouse** - Enter or select the warehouse which will receive the purchased goods.
- 5 Select the Amounts tab. In the **Material** field, enter the price for the material.
- 6 Select the Tax Info tab. In the **Tax Fields**, enter the tax codes that identify the tax rate that applies to this item.
- 7 Select the Shipping tab. In the **Drop Ship Address**, specify how the drop ship address should be used for this order line. Valid options are:
  - None
  - Customer Number - Select a customer and a customer sequence.
  - Drop Ship To - Select a drop ship number.
    - **Warehouse** - Select a warehouse.

**NOTE:** Purchase Orders can be cross-referenced to Items, Customer Orders, Shop Floor Jobs, Warehouse and Site Transfers, and Project Control. All automatic cross-references must be created from those areas of the system. Otherwise, the references must be entered manually on both sides of the cross-reference.

If you change any costs on a PO line that is cross-referenced to a job material, select the Update Job Material Unit Cost field on this form before saving the record.

## Working with Blanket POs

### Adding a Blanket Purchase Order Line/Release

- 1 After you have completed your [Blanket Purchase Order Header](#), select the **Lines** button. If you have selected **Blanket** in the Type field on the Purchase Orders form, selecting the **Lines** button takes you to the Purchase Order Blanket Lines form.

2 To enter a line, on the Purchase Order Blanket Lines form, select **Actions > New**. Enter data in the following fields:

- **Status** - Enter the line status or accept the default of Planned. The options are:
  - **Planned** - the order is in the planning stage and a firm order has not been made.
  - **Ordered** - the order is ready to begin processing.
- **Item** - Select an item to include on the purchase order. You may select a non-inventory item that has already been defined, or enter a new number to create a non-inventory item dynamically.
- **Vend Item** - Enter or select the number that the vendor uses to identify the item.
- **Qty** - Enter the blanket quantity. This is the total quantity of the above item for this PO.
- **U/M** - Select the unit of measure.

**NOTE:** Unit cost can include landed cost (freight, duty, and so on). Determine whether the vendor already includes landed cost in the item's price. If so, don't include landed cost in your unit cost.

3 Select the General tab. Enter data into the following fields:

- **Effective Date** - Enter the earliest date on which releases are due or accept the default of the current system date.
- **Expiration Date** - Enter the latest date on which a release is due to be received.
- **Acct** - Enter an account number to be used as the debit account for posting as items are received. The account number defaults to the Purchases account in the Vendor Master. If no Purchases account exists, then the system defaults to A/P Parameters.

**NOTE:** This field is only active for items that are not in the Items form.

- **Material** - Enter the price for the material.

4 Save the record.

5 To enter a release, select the Releases button. You are taken to the Purchase Order Blanket Releases form.

6 On the Purchase Order Blanket Releases form, select **Actions > New**.

7 Enter data in the following fields:

- **Rel** - Enter the next available release number or accept the default provided.
- **Status** - Enter the release status or accept the default of Planned. The options are:
  - **Planned** - Use this status when the order is in the planning stage and a firm order has not been made.
  - **Ordered** - Use this status when the commitment to the order has been firmed and it should begin to be processed.
- **Released Quantity** - Enter the quantity released.

8 Select a Reference type. Valid entries are:

- Inventory
- Order

- Job
- Transfer
- Project

**NOTE:** Purchase orders can be automatically cross-referenced only from Items, Customer Orders, Shop Floor Jobs, and Warehouse & Site Transfers. From other areas of the system, the references must be entered manually on both sides of the cross-reference.

## Adding a Blanket Purchase Order Header

- 1 On the Purchase Orders form, select **Actions > New** to add a purchase order header.
- 2 Specify this information:
  - **PO** - Enter the purchase order number or accept the default provided when you save the record.
  - **Vendor PO** - Enter the order number used internally by the vendor. This field is used when referring to the purchase transaction in conversations or correspondence with the vendor.
  - **Date** - Enter a date or accept the default of today's date.
  - **PO Type** - Select **Blanket**.
  - **Vendor** - Enter a vendor number. (The number of the vendor's last invoice will appear in the Last Invoice field.)
  - **Terms** - Enter the billing terms for the vendor. You can accept the default from the Vendors form, or use the browser to find billing terms.
  - **Warehouse** - Enter a warehouse for the PO. This field identifies the warehouse where the purchased goods should be delivered. Changing this field will also change the drop ship to address if the Drop Ship To field is set to Warehouse.
- 3 In the Address tab, specify this information, or accept the defaults:
  - **Drop Ship To** - Accept the default drop ship to code of None or select from the following options:
    - **None** - indicates that no drop ship to address is to be used.
    - **Customer** - indicates the purchased goods should be shipped to one of the addresses of a specific customer.
    - **Drop Ship To** - indicates the purchased goods should be delivered to an address from the Drop Ship To file.
    - **Warehouse** - indicates the purchased goods should be delivered to a warehouse listed on the Purchase Order.
- 4 In the General tab, specify this information, or accept the defaults:
  - **Effective Date** - Use this field to enter the date on which the blanket PO becomes effective.
  - **Expiration Date** - Enter the date on which this blanket PO ceases to be effective.
- 5 In the Tax Info tab, specify this information, or accept the defaults:

**NOTE:** These fields are active only if the Active for Purchasing field has been selected on the Tax Systems form.

- **Freight Tax** - Use the browser to select a freight tax code.
- **Misc. Charges Tax** - Use the browser to select a miscellaneous charges tax code.

**NOTE:** These tax fields should be blank or exempt for area-based tax systems, and should have a rate tax code for item-based tax systems.

- 6 Save the Purchase Order Header.

## About Landed Costs

### Setting Up Estimated Landed Costs

Separate vouchering of landed costs allows you to voucher freight, duty, brokerage, insurance, and local freight separately from your material. When you create a header for a purchase order, GRN, or transfer order, you can enter estimated landed costs. Follow these steps to set up landed costs:

- 1 Find the purchase order, transfer order, or GRN where you want to set up landed costs, or create a new one.
- 2 In the **Purchase Orders**, **Transfer Orders**, or **Goods Receiving Notes** form, click the **Landed Cost** button.
- 3 In the related Landed Costs form, select the Freight Vendor, Duty Vendor, Brokerage Vendor, Insurance Vendor, and Local Freight Vendor, as applicable.
- 4 Select the Allocation Type (Percent or Amount) for each vendor you enter.

**NOTE:** Blanket purchase orders may not use Amount as the Allocation Type.

- If you select **Percent**, you must fill in the Alloc Percent field.
  - If you select **Amount**, you must fill in the Alloc Method field. Your choices are: cost, weight, and units. Then enter estimates for the eventual invoice amounts.
- 5 Save the record. The allocations will be performed according to the calculations below when you run the [Allocate Landed Costs](#) activity.

### Allocation Types and Calculations

#### Percent Allocation

This calculation multiplies each PO or TO line's total material cost by the user-entered allocation percent.

#### EXAMPLE:

PO line total material cost = 120

PO Header % = .05

PO line Landed cost = 6

PO line unit cost = 6 / PO line qty ordered

### **Amount Allocation**

This calculation distributes the user-entered estimated amount for each landed cost category evenly across all PO or TO lines according to the Allocation Method selected.

## **Allocation Methods and Calculations**

### **Cost Allocation**

The total material cost for the PO or TO will be determined and the proportion of each PO/TO line's material cost to the total material cost for the PO/TO will be determined. The estimated landed cost amount will be distributed across all PO/TO lines using the same proportion to determine the landed cost amount to be applied to the PO/TO line.

#### **EXAMPLE:**

TO total material cost - overridden material cost = 1000

Estimated landed cost - overridden landed cost = 300

TO line material cost = 100

% TO Line to total = 100 / 1000 = .10

TO line landed cost = .10 \* 300 = 30

TO line unit cost = 30 / PO line qty ordered

### **Weight Allocation**

The total weight for the PO/TO and the proportion of each PO/TO line's weight to the total weight is determined. The estimated landed cost amount is distributed across all PO/TO lines using that proportion.

#### **EXAMPLE:**

PO total weight - overridden PO weight = 2000

PO line weight = 40

Estimated Landed Cost - overridden landed costs = 200

$\% \text{ PO line wt to total} = 40 / 2000 = .02$

$\text{PO Line landed cost} = .02 * 200 = 4$

$\text{PO Line unit cost} = 4 / \text{PO line qty ordered}$

**CAUTION:** You will receive a warning if any zero weight lines exist.

- Zero weight line items will not have any landed cost assigned.
- Weight allocation will be disallowed if all PO lines have zero weight.
- Weight U/M's will be ignored when weights are being totaled. For example: 1 kg + 5 lbs = 6.
- You will receive a warning during the Allocation Activity if multiple weight U/M's exist on the PO/TO.
- The Allocation Activity will use the Base Quantity in all calculations.

### Unit Allocation

The total number of units for the PO/TO will be determined and the estimated landed cost amount will be divided by that total to determine the per unit cost.

#### EXAMPLE:

TO total qty ordered - overridden qty ordered = 1000

Estimated landed cost - overridden landed cost = 2000

TO line unit cost =  $2000 / 1000 = 2$

**CAUTION:** Unit Allocation warnings and limitations:

- You will receive a warning, if, during the Allocation Activity, the PO/TO line items do not use the same U/M.
- The Allocation Activity will use the Transaction Quantity in all unit calculations.

## Allocating Landed Costs

The Allocate Landed Costs activity distributes landed costs across all purchase order or transfer order lines according to the entries on the **Purchase Order Landed Costs**, **Goods Receiving Notes Landed Costs**, or **Transfer Order Landed Costs** forms.

### Before You Start

[Set up your estimated landed costs](#) on the **Purchase Order Landed Costs**, **Goods Receiving Notes Landed Costs**, or **Transfer Order Landed Costs** form. Then add line items to the purchase order or transfer order.



## Allocating the Costs

On the **Purchase Orders**, **Goods Receiving Notes**, or **Transfer Orders** form (or their associated Landed Costs forms), select **Actions > Allocate Landed Costs**. There is no form for this activity; the system works behind the scenes to allocate the freight, brokerage, duty, insurance, and local freight you set up on the Landed Costs form across all line items of the purchase order or transfer order.

You can see the results by viewing the PO or TO line item's Cost tab.

If the activity is selected from the **Purchase Orders** or **Goods Receiving Notes** form (or their associated Landed Costs forms), the landed costs are distributed across all PO lines associated with the PO or every GRN line associated with the GRN header. If the activity is selected from the **Transfer Orders** form (or its Landed Costs form), the landed costs are distributed across all TO lines associated with the TO header.

**NOTE:** The Allocate Landed Costs activity only allocates estimated costs to PO lines with a status of Planned or Ordered, or to TO lines with a status of Ordered. If the PO contains lines that are Filled or Complete, and Allocate Landed Costs is run, the Filled or Complete lines will not be included in the allocation.

## Manually Updating Allocated Amounts

After you use the Allocate Landed Costs activity, you can still update allocated amounts manually, as follows:

- 1 In the Purchase Order Lines or Transfer Order Lines form, select the Costs tab.
- 2 Type over any amounts you want to change.
- 3 Select the Override check box.
- 4 Save the record.

## After Receipt

After receipt, the remaining landed cost activities take place in Accounts Payable. See Generating Landed Cost Vouchers.

# Multi-Site Purchasing

## Creating Multi-Site Purchase Orders with the Purchase Order Builder

Use the Purchase Order Builder form to create purchase orders for multiple sites. There are several advantages to doing this:

- A person at one site can set up a Builder purchase order that encompasses purchase orders to be created remotely at multiple target sites.

- A Builder purchase order can take advantage of quantity breaks from the vendor for items that are required at multiple sites. Items on a Builder PO may be subject to a Master Buy Agreement (defined on the Vendor Contracts form). This option accumulates quantities of like items from one vendor, to determine the best quantity break available.
- You can create printed documentation that groups purchase order information from various sites.

## Requirements

- The following must match in the target sites and the site where the Purchase Order Builder is being run: base currency, currency and quantity formats, terms code table, tax system setup, tax parameter setup, tax codes assigned to vendors, and tax codes assigned to items.
- On each purchase order related to the same Builder PO, the system assumes that the same terms code, buyer, Remit To address, vendor contact, and LCR number are used.
- Vendors must be set up to use the same currency in both the target and the PO Builder sites.
- The target sites must have the same U/M conversion factors as the PO Builder site.
- The PO Builder site and the target sites must all be replicating the Purchase Order Builder replication category to each other.
- In order to access PLN data from another site, the PO Builder site and the source site must be set up as linked servers, and they must be on the same intranet - so when using PLNs, transactional replication is required. Using the Builder PO Report also requires transactional replication.

## Creating a Builder Purchase Order

The Purchase Order Builder form contains header fields and two tabs:

- Use the **header** fields to specify the vendor from whom the items will be purchased, and the status (planned or ordered). Specify the type of PO (regular or blanket) and, for blanket POs, specify whether to create just blanket lines, or releases as well as lines. Specify the terms code.

If you select a vendor whose pricing is calculated by PO line due date (as indicated in the **Vendor Contract Pricing** field on the Vendors form), a warning message will display. You can select this vendor, but the system will ignore the setting from the Vendors form. The PO Builder always calculates costs using the PO order date.

- Use the **Item** tab for manual entry of items to create PO Lines, specifying the target site where the PO line will be created.
- Use the **Planning** tab to select existing PLN's from target sites that may be added to the PO as additional lines. Click **Load Planning Detail** to display a filter where you specify the criteria for sites and items whose PLN's should be loaded into the grid. (Replenishments cannot be loaded.) Once the PLN's are loaded into the Planning tab, you can then select which PLN records you want to firm into PO lines.

When you click **Process**:

- One purchase order is created for each unique site in the Item and Planning grids.

- If you selected a PO Type of **Regular**, the system creates a PO line for each row in the Item grid and each selected PLN in the Planning grid. Records are combined into one PO line when the item, U/M and costs are the same.
- If you selected a PO Type of **Blanket** and set Create As to **Lines**, the system processes each row in the Items grid and each selected PLN record, creating one PO blanket line record per site for each unique item, U/M and cost combination.
- If you selected a PO Type of **Blanket** and set Create As to **Releases**, the system processes each row in the Items grid and each selected PLN record, creating one PO blanket line record per site for each unique item, U/M and cost combination. It also creates a new PO blanket release for each row. For example, if you have a unique combination of item, cost and U/M (an order for 25 of item CP-10000), and you select Type Blanket and Create As Releases, the system creates a blanket line with a quantity of 25 and a blanket release of with a quantity of 25.

### Maintaining Builder POs

After processing, the POs must be maintained within the individual sites. If you change the vendor number, the Builder PO Number and Originating Site will be removed, and that PO will no longer be part of the Builder PO.

Once the PO has been printed with the Builder Purchase Order Report, you can no longer change the vendor. The PO must remain linked to the Builder PO after printing.

You can add more lines to an existing Builder PO through the Purchase Order Lines form. These new lines will also be considered part of the Builder PO. However, updating the existing lines will not take into consideration the Master Buy Agreement.

### Printing Builder POs

All POs created through the Purchase Order Builder must be printed with the Builder Purchase Order Report form. See [Printing Builder Purchase Orders](#) for additional information.

After printing the PO, standard system functionality is used throughout the remainder of the purchasing and receiving process.

### Notes

- Each site should use a separate Builder PO Prefix (defined on the Purchasing Parameters form). This helps distinguish the source of the data if a vendor invoice only includes the Builder PO number and does not include the originating site.
- Data in the Purchase Order Builder is not persistent. When you close the form, any unprocessed data is removed.
- The PO Builder site is used to determine the cost of an item, even if the item will be created in another site.
- PO landed costs are not set up in the PO Builder. They can be set up for each purchase order in the target sites after the Builder PO is created.
- Notes are not set up in the PO Builder. They can be added to POs, PO (blanket) lines, and PO blanket releases in the target sites after the Builder PO is created. See also the information about printing notes in [Printing Builder Purchase Orders](#).

- If you change the U/M for an item, the record is not combined with other like item records for quantity breaks.

## Printing Builder Purchase Orders

Use the Builder Purchase Order Report to print or reprint purchase orders that have a Builder PO number assigned. These POs were created with the Purchase Order Builder. The regular Purchase Order Report form cannot print Builder purchase orders.

A Builder purchase order contains detail from subordinate purchase orders existing in potentially several different sites, all referencing the same builder purchase order number and originating site. It appears to the vendor as one purchase order, even though it contains detail from several related purchase orders.

Builder purchase orders look similar to regular purchase orders, with the following exceptions:

- One Builder purchase order printout is generated for each Builder purchase order number and originating site combination. The Builder purchase order output contains lines/releases from all of the associated purchase orders.
- Some PO header field values may be different at different sites for the same Builder PO. Some header fields (for example, Contact and Buyer) print the value from the first PO included in the Builder PO. Other header fields that are specific to the individual site's PO (for example, Drop Ship address) print at the line level instead of the header level.
- The Builder PO number concatenated with the originating site prints on the Builder PO header, labeled as "Purchase Order."
- Since a Builder PO can include multiple purchase orders, the PO number of each purchase order is printed at the line level. Note that this number is not labeled; it is just the line number concatenated with the purchase order number, like this: *line\_PO*. This is used for reference.
- The site name for each PO is printed in the detail section just above the first line of the PO for that site.
- Users can enter notes at the sites on each PO header, line or release. However, when you print a Builder PO, the notes from all the subordinate PO headers are combined and print out together. Thus, if you enter header notes on one PO that are specific to that PO, it will be difficult to distinguish which lines they refer to. You may want to enter only generic notes (that apply to all the POs associated with the Builder PO) on PO headers, or specify the PO number in the header notes.

The status of a PO included in a Builder PO may have been changed by a user. The only way to ensure that all PO lines associated with a Builder PO are included is to select *all* statuses when printing the Builder PO.

If you use the **Vendor Document Profile** feature to print Builder POs, make sure the Vendor Document Profile data is correctly defined for the vendors associated with the Builder POs being printed.

You can run the Builder Purchase Order Report at any site that meets all the requirements listed for PO Builder use in [Creating Multi-Site Purchase Orders with the Purchase Order Builder](#). The report does not have to be run at the same site where the Builder PO was created, or even at a site where a PO contained in a Builder PO exists.

## Creating Multi-Site Vouchers and Adjustments with the Voucher Builder

Use the **Voucher Builder** form to create vouchers and adjustments for multiple sites, based on the sites' PO receipts and returns:

- You can create vouchers and adjustments for a single purchase order or for multiple purchase orders.
- You can generate multiple vouchers at a time; that is, vouchers may be created in more than one site, but one voucher per target site is created for all selected PO receipts for that target site. The effect is the same as creating vouchers in different target sites as if you were logged into those target sites.
- You can generate only one adjustment for a vendor at a time; that is, adjustments may be created in one target site at a time against an existing voucher in that site. The effect is the same as logging into the target site and creating adjustments.

To link multiple vouchers generated in different sites but created during one Voucher Builder generation, the generated vouchers include the originating site (where the Voucher Builder was run to create the voucher) and a Builder Voucher number. The combination of the originating site and Builder Voucher number is unique across all sites.

### Requirements

- The following must match in the target sites and the site where the Voucher Builder is being run: base (domestic) currency, currency formats, quantity formats, and cost/price formats.
- Vendors must be set up to use the same vendor number, address and currency code in both the target sites and the site where Voucher Builder is being run.
- Exchange rates are not required to match. However, if you want to display values in domestic currency when executing the **Vouchers Payable** report, or if you want to see the same values when running the **Voucher Builder Domestic Currency** form at both the originating site and the target site, exchange rates must be the same.
- Tax codes in the Voucher Builder grid are displayed from POs and PO Line/Releases at the target sites. If you want to see the tax code fields in the Voucher Builder, matching tax systems and tax codes must be set up in the Voucher Builder site and in the target sites.
- Terms codes should match in the target sites and the Voucher Builder site, for this reason: the terms codes available in the Voucher Builder originating site are used when creating vouchers in target sites. If the terms code in the Voucher Builder originating site is not available in the target site, then when a voucher is created, the terms code from the Vendor record is used to calculate due and discount dates. (You can later manually update the due and discount dates in vouchers.)
- The site running Voucher Builder and the target sites must all be replicating the Voucher Builder replication category to each other.

### Creating a Voucher Using the Voucher Builder Form

- 1 Open the **Voucher Builder** form.
- 2 Filter for a specific vendor number, name, and/or currency (or leave all of these blank to view all vendors).

The grid then displays all received but not yet vouchered purchase orders for the selected vendors. These purchase orders are from all sites replicating the Voucher Builder category with the site where Voucher Builder is being run.

Data displayed includes the To Site (the target site where the PO was received and where the voucher/adjustment is going to be created), Builder PO originating site and Builder PO number (if applicable), PO number, PO line/release, item, quantities, unit of measure, and so on.

**3 Specify the **Type** of activity to perform.** By default, the form displays POs for vouchering.

If Type is set to **Voucher**, the form displays all received but not yet vouchered POs for specific vendors. You can provide total material value, total freight and miscellaneous charges, and total taxes (under certain conditions as specified in the Notes below). You can also provide freight, miscellaneous charges, and total taxes (under certain conditions) against individual POs.

If Type is changed to **Adjustment**:

- Select the **Site** in which a voucher has been posted to A/P Posted Transactions and against which this adjustment is to be created. This is also the site where the adjustment will be created.
- Choose a **Voucher** number. The drop-down list displays available vouchers from the target site.
- The grid displays all positive debit returns against which adjustments have not been created. Select the POs against which you want to create adjustments. An adjustment can be created for any voucher that was posted to **A/P Posted Transactions**.

**4 Do one of the following:**

- Use the **Selected** check box to select which POs should be included in the vouchers (or adjustment) that will be created at each site.
- Use the **Additional Selection** fields at the bottom of the form to select a range of POs based on site, PO number, or line/release, and then click the **Select Matching PO** button to turn on the Selected field for those rows.

**NOTE:** The grid contains all possible records for a vendor. However, after you select one record, the system automatically disables some of the other records based on the following:

- If the first selected row has a fixed rate, then only those rows that have the same fixed exchange rate are available to be selected.
- If the first selected row has Include Tax in Cost turned on, then only those rows where Include Tax in Cost is turned on are available to be selected.

You can click **Deselect All** to clear all selected rows and start the selection process over.

**5 On the PO line/releases in the grid, you can change the received quantity (**To Vch/Adj**) and the **Unit Cost**.**

**6 Include **Material, Freight Miscellaneous Charges**, and taxes (under certain conditions as specified in the Notes below) from the vendor's invoice in the header fields. You can enter the Freight and Miscellaneous Charges in the grid for every selected PO Line; you can enter the Sales Tax and Sales Tax2 amounts in the grid for every selected PO line that meets the criteria**

mentioned in the Notes below. Then, when generating a voucher all freight, miscellaneous charges, and taxes (under certain conditions) for a PO will be summed up for a target site.

A running total for the voucher displays in the Material, Freight, Misc Charges, and tax fields below the grid. These running totals are used to verify that entered values match the vendor's invoice values you entered in the header.

When the voucher is generated, total freight per site will be created as a single distribution. Similarly, total miscellaneous charges and total taxes will be created as individual distributions.

- 7 Click **Generate** to generate vouchers or adjustments for the selected records. When this button is clicked:
  - A new Builder Voucher number is generated. It is prefixed by the originating site's Builder Voucher prefix (from the **Purchasing Parameters** form). This Builder Voucher number value is set for all rows that were selected for this session where Builder Voucher number is blank.
  - The Builder Voucher originating site is set to the local site ID.
  - All selected data is copied from the local site to the target sites.
  - In every selected target site, the system creates vouchers, using the target site's data and the information passed from the Voucher Builder. The individual voucher numbers are based on voucher numbering at the target sites.
  - For vouchers, under the conditions outlined in the Notes below, taxes are generated at the target site, based either on PO and PO line/release tax codes at the target site, or on the amounts entered in this form.
  - For adjustments, one adjustment is created in the target site.
  - A message displays the Builder Voucher number that was generated and submitted.
- 8 The collection is refreshed to display any POs that still need to be vouchered/adjusted for the selected vendor.

**NOTE:** If the process of creating a voucher is delayed in the target site, already submitted and yet to be vouchered PO receipts may still appear in the list.

- 9 Repeat the above steps to create additional vouchers or adjustments.

## Notes

- The Voucher Builder form does not allow you to do the following. These functions must be performed in individual sites:
  - Generate manual vouchers or manual adjustments
  - Generate vouchers for POs associated with Goods Receiving Notes
  - Generate vouchers for PO's associated with EDI
  - Generate landed cost vouchers
  - Attach voucher pre-registers to a voucher
  - Generate or change taxes at the originating site, if the tax fields were not enabled in this form.
  - Consider PO change orders or their statuses.

- Data in the Voucher Builder is not persistent. When you close the form, any unprocessed data is removed.
- The Builder Voucher originating site and Builder Voucher number are not accessible in journal entries and G/L posted transactions. The Builder Voucher originating site's accounting periods are used to verify whether the G/L distribution date is valid, and are used to check for "enter out of date range" permissions. The G/L distribution date is not validated in the target site when a voucher or an adjustment is being created.
- The combination of the Builder Voucher originating site and the Builder Voucher number keep vouchers generated from different sites with the same Builder Voucher number unique. The Builder Voucher number uses a prefix from the **Purchasing Parameters** form. If this prefix is set up differently in each site, the Builder Voucher number by itself is sufficient to maintain uniqueness across sites. For this reason, each site should set up a different Builder Voucher number prefix.
- When a tax system is defined and **Active for Purchasing** is turned on at the target site, taxes (on material, freight and miscellaneous charges) will be generated based on the PO and PO Line/Release tax codes at the target site. In the Voucher Builder form, PO and PO Line/Release tax codes are displayed for reference only; you cannot modify tax codes or tax amounts within this form under these conditions. Tax on freight will be based on the first selected PO's tax codes. The same method is used for miscellaneous charges.

For target sites where 1) a tax system is defined and 2) **Active for Purchasing** is turned off and 3) **Include Tax in Cost** is not selected for a purchase order, you can enter tax amounts for the PO in the Voucher Builder at the originating site. The tax amounts entered in the header can be allocated in the grid only to lines for sites where the three above conditions are true. Tax amounts for a site will be applied to the first PO for that site, similar to the way freight and miscellaneous charges are applied.

### **Error and Resubmission - Example**

You click the **Process** button to create Builder Voucher 1 (which includes several site-specific vouchers) in SiteA for SiteA, SiteB and SiteC. If non-transactional replication is set up and the system returns an error stating that SiteB failed to create a voucher, most of the time you can just reprocess the record in SiteB's **Replication Errors** form.

However, if you receive the error message "Information has been changed by another user," you cannot reprocess the row. The only way to create that voucher is to recreate it, either through another session of the Voucher Builder, or manually at SiteB.

This means the voucher in SiteB will not be tied to the vouchers in SiteA and SiteC by the Builder Voucher number. Even if you use the Voucher Builder again, SiteB's voucher will have a new Builder Voucher number. However, the Vendor Invoice number can be set the same for all these vouchers, and that can be used to link all these vouchers.



# Letters of Credit

## Creating a Vendor Letter of Credit

To create a new letter of credit (LCR) for a vendor, follow these steps:

- 1 On the Vendor Letters of Credit form, select Actions > New.
- 2 Select the vendor.
- 3 Enter the LCR number.
- 4 Select the expiration date.
- 5 Select the currency type.
- 6 Enter a confirmation number.
- 7 Select one or more of the following types of LCRs:
  - Confirmed
  - Revolving
  - Revocable
- 8 Enter the LCR amount.
- 9 Select the bank code.
- 10 Enter the address, if necessary.
- 11 To save the LCR, select Actions > Save.

## Linking a Vendor LCR to Vendors and Purchase Orders

To link a vendor letter of credit (LCR) to the vendor's record and to purchase orders, follow these steps:

- 1 [Create an LCR](#) for the vendor.
- 2 Open the record for the vendor in the **Vendors** or **Multi-Site Vendors** form and select **LCR Required**.
- 3 When creating new POs for this vendor on the **Purchase Orders** form, go to the Amounts tab and enter or select the LCR you created in step 1.



# About Return Receipt

## Flagging Returns

When the original RMA was created, the customer and the authorizing party agreed whether the disputed material would be returned or disposed of in some other manner. At that point, the Return flag for each line item under discussion was either selected or cleared on the RMA Line Items form. Line items with the Return flag cleared do not affect the return process and are not affected by it. When the return of material is agreed to, customers can be provided with an RMA verification which provides the name and address of the warehouse to which material should be returned.

## Receiving Returns

Each warehouse can receive returned material and dispose of it appropriately using the information provided on the RMA Return Transaction form.

When a shipment of returned material arrives from a customer, the process to receive it back into your company is:

- 1 Find the RMAs associated with this particular customer on the RMAs form.
- 2 Open the **RMA Return Transaction** form. If any returns have been authorized to your warehouse, the line items will display in the central portion of the form. If you do not see the material in question, scroll through other RMAs associated with this customer.
- 3 After you find and select the appropriate line item, enter the quantity that is being returned in this shipment and whether or not you wish these items to be returned to stock. (Ignore the Reason Code field at this point.). Then click **Receive**.
- 4 If the quantity received equals the quantity authorized to be returned, the return receipt process will automatically change the status of the line item to Filled. If the quantity received is less than the quantity authorized, then more material can be accepted against this return at a later shipment. Only materials actually returned will be credited to the customer, however.

**NOTES:** The quantity returned cannot exceed the total quantity to be returned.

You can enter a negative quantity as a method to offset or adjust a prior return that has not yet been credited. The system will prompt you for a reason code for the adjustment. Once a credit memo has been issued, however, negative adjustments are no longer possible.

## Adjusting Costs

If you choose to accept inventoried items back into stock, the transaction affects system costing calculations.

The system will accept the returned item back into inventory at the item's current inventory cost. The table below shows the costs at which items will be returned under different costing methods.

### Actual

FIFO	Item's Unit Cost
LIFO	Item's Unit Cost
Average	Actual Average Cost
Specific	Specific Cost of Item at Location

### Standard

FIFO	Item's Standard Cost
LIFO	Item's Standard Cost
Average	Item's Standard Cost
Specific	Item's Standard Cost
Standard	Item's Standard Cost

Non-inventoried items can be accepted in return, but cannot be put into stock.

## Processing Returns in Shipping

If the order has already been invoiced, see Processing Customer Returns After Invoicing.

If the order has not been invoices, see Processing Customer Returns Before Invoicing.

## Lot and Serial Tracking

**Lot-tracked items.** If the original customer order is linked to this RMA, the Lot Number will default from the CO. If not, the system will try to find a lot/location number associated with the item. You can overwrite any number proposed by the system and can create a new number if the system is unable to supply one.

**Serial-tracked items.** When an item is returned that is serial tracked, the Serial Numbers tab shows all serial numbers for the returned item that are currently out of stock. (If the returned item was shipped before you used SyteLine, you can enter a new serial number.)

# About Surcharges

Surcharges allow you to create a more accurate item price by accounting for fluctuating commodity prices. You may apply surcharges to:

- Purchase orders.
- Vouchers.
- Customer orders.
- Invoices.

## Surcharge Calculation

An estimate of commodity cost is built into the cost of the item, and is represented by the Base Price field. This formula accounts for market fluctuation, then applies a surcharge based on the amount of the commodity that is contained in the item, as well as a general surcharge factor.

Unit surcharge = (Actual price - Base Price) \* Content Factor \* Surcharge Factor

## Reports

Surcharge information is included on these reports:

- Purchase Order Laser
- Purchase Requisition
- Purchase Order Requisition
- Estimate Response Form
- Order Verification
- Consolidated Invoicing Draft
- Consolidated Invoicing Laser
- Order Invoicing Credit Memo Draft
- Order Invoicing Credit Memo Laser
- Order Invoicing Credit Memo To Be Printed



# Consignment Inventory Setup

Consignment inventory can be utilized in two ways: inventory owned by your vendor but stored in your warehouse, or inventory owned by you and stored in your customer's warehouse.

## Vendor Consignment Inventory

### Perform General Setup

- 1 On the **Inventory Parameters** form, select **Cost Items at Warehouse**. This setting is required.
- 2 On the **Warehouses** form, set the **Consignment Type** to **Vendor**, select a vendor number, and set the **Vendor Location**.
- 3 On the **Items** form, define which items are consigned from your vendor.
- 4 On the **Item/Warehouse** form, define minimum/maximum quantity values and a replenishment purchase order.
- 5 On the **Item Warehouse Costs** form, define consigned inventory as \$0 cost items.

### Define Replenishment Needs at the Consignment Warehouse

Use the **Inventory Consigned From Vendor Usage Report** form to display activity and recommend replenishment levels, as well as provide a way to report usage to your vendor. Communicate with the vendor regarding planned shipments of inventory to and from the consignment warehouse.

### Manage Inventory at the Vendor Consignment Warehouse

- Use the **Inventory Consigned From Vendor Receipts** form to record deliveries and returns of material to and from the vendor.
- Use the **Inventory Consigned From Vendor Usage** form to consume consignment items, create new replenishment purchase order releases, and perform purchase order receiving against new releases.
- Use the **Inventory Consignment From Vendor Summary** display-only form to review current vendor consignment information regarding items, receipts, and purchases.

## Customer Consignment Inventory

### Perform General Setup

- 1 On the **Warehouses** form, set **Consignment Type** to **Customer** and assign a customer Ship-to.
- 2 On the Customer Ship-Tos form, you can view the consignment warehouse for the selected customer ship to.
- 3 On the **Item/Warehouse** form, set the minimum/maximum consignment quantity for items in the consignment warehouse.

### Define Replenishment Needs and Create Consignment Transfers

- 1 Use the **Inventory Consigned to Customer Report** to plan transfer orders from your warehouse to the customers' warehouse.
- 2 Use the **Transfer Order Ship** form to ship the transfer orders.
- 3 (optional) Use the **Transfer Ship Packing Slip** form to print packing slips for the transfer orders.
- 4 Use the **Transfer Order Receive** form, upon confirmation that the customer has taken possession of the goods, to receive the transfer order.

**NOTE:** Alternatively, you can use the **Multi-Site Quantity Move** utility to move inventory to and from your consignment warehouse.

### Record Customer Usage

- 1 Print the **Inventory Consigned to Customer Usage Report**. Optionally, send this report to the customer to enable them to report usage.
- 2 After the customer notifies you that they consumed inventory from your consignment warehouse, use the **Inventory Consigned to Customer** form to view information about the customer's consigned inventory, and quickly create a customer order.
- 3 Ship the customer order.
- 4 Invoice the customer.



# Converting Vendor Records to the Euro

To convert the current and historical records to the Euro currency for your vendors that have switched to the Euro, follow these steps:

**NOTE:** You can only convert customers that are currently set up as using Part of Euro currencies.

- 1 Set up a currency code for the Euro.
- 2 Enter the 1 Euro = exchange rates on the Currency Rates form for each currency code used by the vendors you are converting.
- 3 Perform any voucher posting, check printing, wire posting, or draft posting for all vendors being converted. You must post all A/P transactions for these vendors before running the conversion utility.
- 4 Access the Vendor Euro Currency Conversion utility.
- 5 In the Starting and Ending fields, enter up to ten ranges of vendor numbers for which to convert to the Euro. The vendors you convert in one batch must all have the same currency code (convert vendors of a different currency code in a second batch).
- 6 In the Currency Code field, enter the currency code for the vendors you are converting. For example, if you are converting vendors that previously used the French Franc, enter the currency code for the Franc that is defined on the Currency Codes form.
- 7 See Reports Overview for information about generating the report. The report lists the transactions converted, with the amounts in the old and new transaction currency and in the old and new domestic currency.

## Conversion Details

When you start this utility, the system does the following:

- 1 Obtains the exchange rates needed for the conversion (see Exchange Rates below).
- 2 Converts all vendor monetary values on affected system forms.
- 3 Updates exchange rate and currency code fields on all relevant forms with the new exchange rate from this conversion process and the Euro currency code. The following areas are affected:
  - PO Requisitions
  - Purchase Order Header
  - Purchase Order Line Items
  - Purchase Order Landed Costs
  - Purchase Order Blanket Line/Releases
  - PO Change Order

- Purchase Order Receiving
- Landed Cost Receipts
- Letters of Credit
- A/P Posted Transactions
- Vouchers
- Recurring Vouchers
- Vendor Contracts
- General Ledger/Accounting Journal

## Conversion Notes

- The values for some fields are calculated from other fields (for example, Brokerage + Duty + Freight + Insurance + Local Freight + Material = Item Cost). The system does not convert these fields directly; instead, it recalculates them after their component fields' values are converted.
- The system converts unit of measure fields using the standard Unit of Measure Conversions process.
- Audit Log information is not converted.
- Cumulative historical amounts in vendor records (such as Payments, Purchases, and Discounts YTD) are not converted because they are stored in the domestic currency. The system converts this information when you convert your domestic currency to the Euro.

## Exchange Rates

If your base currency is the Euro, the system converts the amounts directly to Euros using the exchange rate for the domestic currency (defined on the Currency Rates form).

If your base currency is your domestic national currency, the system uses the triangulation conversion method, which first converts the transaction amounts to your domestic currency and then to the Euro. The conversion to your domestic currency uses the exchange rate from each transaction record being converted (the exchange rate entered when the transaction was created). If the transaction record does not contain an exchange rate, the system uses the exchange rate from the **Currency Rates** form (for the currency previously used by that vendor).

# Goods Receiving Notes Overview

Use the Goods Receiving Notes (GRN) functionality to link a receipt to multiple purchase orders for the same vendor. GRNs can be created manually or automatically from an EDI ASN.

A GRN has one of four statuses:

- **In Process:** This is the default status when adding a GRN. You have the ability to add or modify GRN Lines.
- **Approved:** The GRN is ready to be vouchered. Nothing can be modified.
- **Stopped:** The GRN is on hold for review and can not be vouchered.
- **History:** The GRN has been vouchered.

## Create a GRN

GRNs are created in one of the following ways:

- On the EDI Vendor Profiles form, select the **Generate GRN from Ship Notice?** field to automatically create a GRN record when an Advanced Ship Notice (ASN) is sent by a vendor. The GRN number is the same as the ASN number and can be accessed on the Goods Receiving Notes form.
- On the Goods Receiving Notes form, choose the vendor with which to associate the GRN. Click **New** in the toolbar and enter an alphanumeric identifier for the GRN; up to 30 characters. You cannot have the same GRN number for the same vendor more than once, but you can use the same GRN number for different vendors.

For example, if vendor 8 has a GRN named **GRN1**, you cannot create a new GRN for vendor 8 named **GRN1**. You can, however; create a GRN for vendor 9 named **GRN1**.

- At receiving. Select the GRN Receipt field on the Purchase Order Receiving form and enter an alphanumeric identifier for the GRN number in the GRN field. After you add the purchase orders for this vendor and then receive, the GRN appears on the Goods Receiving Notes form.

## Create GRN Lines

GRN lines are created in one of the following ways:

- Enter all line data on the Goods Receiving Note Lines form.
- On the EDI Vendor Profiles form, select the **Generate GRN from Ship Notice?** field to automatically create a GRN record when an Advanced Ship Notice (ASN) is sent by a vendor. The GRN line is created from the EDI ASN line data.

- At receiving, select the GRN Receipt field on the Purchase Order Receiving form and enter an alphanumeric identifier for the GRN number in the GRN field. After you add the purchase orders for this vendor and then receive, the GRN lines appear on the Goods Receiving Note Lines form.
- Run the Generate Goods Receiving Note Lines activity. This activity allows you to generate Goods Receiving Line records for non-electronic ASN transactions. You can add GRN Lines from either purchase orders or posted receipts.

## GRN Report

Use the Goods Receiving Note Report form to print a report which shows GRN status and line information. Select from a range of GRNs and vendors.

## Change GRN Status

Use the Change Goods Receiving Note Status utility to change the status of a GRN. You can change from one status to another status in the following cases:

- From In Process to Approved or Stopped
- From Approved to In Process, Stopped, or History
- From Stopped to In Process or Approved

## Delete a GRN

GRNs with a status of **In Process** or **History** can be deleted. Use the Delete Goods Receiving Note utility to delete a range of GRNs. You can delete GRNs individually without using the Delete Goods Receiving Note utility. On the Goods Receiving Notes form, click the delete button in the toolbar to delete the current GRN.

# Implementing Surcharges

Before you can begin applying surcharges, you must configure the system.

## Configure Accounting and Tax Records

- 1 On the Chart of Accounts form, create a Surcharge and, if necessary, Surcharge in Process account.
- 2 On the Accounts Payable Parameters and Accounts Receivable Parameters forms, accept the default surcharge factor of 1.00, or specify a new factor.
- 3 Specify the surcharge account(s) on the A/P Parameters, A/R Parameters, Distribution Accounts, and End User Types forms.
- 4 On the Tax Systems form, specify the surcharge tax code label and description.
- 5 On the Tax Codes form, use the Include Surcharge field to specify the tax codes that will include surcharges when determining the basis for tax charges.

## Create Item Contents and Exchanges

- 1 On the Item Contents form, create records for each commodity for which you might apply surcharges.
- 2 On the Item Content Exchanges form, create a record for each commodities exchange service from which you might buy your item contents.
- 3 On the Item Content Prices form, create records to track the price fluctuations of each item content, and each exchange.
- 4 On the Items form, specify that an item contains some amount of item content by selecting the Includes Item Content field on the Sales tab.

## Create Item Content References

- 1 On the Items form, click the Item Content button to open the Item Content References form.
- 2 Define the item content reference. This will apply to all uses of this item.
- 3 Specify the effective date, base price, and content factor for each item content contained within the referenced item.

- 4 (optional) To specify a unique reference for an individual customer, vendor, contract, or order line, click the Item Content button on those forms. References created this way will take precedence over the references created for the item in general.

## Establish Surcharge Rules

- 1 On the Customer Surcharge Rules and Vendor Surcharge Rules forms, create a record for each customer/exchange or vendor/exchange combination.
- 2 For each record, define the price method, offset intervals (where applicable), and start/end date times (where applicable).

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