Infor System21 Purchase Management

Product Guide

Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Purchase Management Module.

Intended audience

The guide is intended for any users of the PM Purchase Management business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Chapter 1   Overview

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Introduction

As the variety in price, quality and choice continues to increase in the marketplace, the necessity for effective purchase management increases in importance. A comprehensive purchase management system can ensure a cost effective and accurate supply of items. Purchase Management provides the necessary information and facilities in the following key areas:

- Order Creation
- Order Follow-up
- Container Tracking
- Goods Receiving
- Quality Assurance
- Invoice Matching
- Centralised Purchasing
- Performance Analysis

You tailor Purchase Management to your company's specific requirements using profile and parameter files.

The application is multi-company and multi-currency.

Relationship to Other Applications

Purchase Management is designed to be used in conjunction with the following applications:

- Inventory Management
- Advanced General Ledger and Accounts Payable
- Cobwebb
- Requisitioning
- Warehousing
- World Trade

The Company Profile is used to identify which applications are interfaced.

Inventory Management

Before you use Purchase Management, Inventory Management must be installed.

Purchase Management uses the Inventory Management Item Master file to specify items, and Inventory Management stockrooms to locate items.

On-order and physical stock balances, including location-controlled items, are maintained by Purchase Order Entry and Goods Receiving functions.

Purchase Management writes stock movements to Inventory Management.

Cost details in Inventory Management are maintained by Purchase Management.

When an order is confirmed in Purchase Management, the on-order stock figure is updated. When receipts or transfers are made into stores, the on-order quantity is reduced and the physical stock updated.

Period-end Average Costing

If this is activated within Inventory management then additional processing is applied in Goods Receiving, Returns& Adjustments and Transfer Goods Location. This consists of :-

- The capture of additional movement details for the purposes of Period-end Average Costing
- The update of Period Inventory Balances for the purposes of Period-end Average Costing

and is applicable to stock items when moving in or out of Stores location.

Advanced General Ledger and Accounts Payable

Purchase Management is fully integrated with Accounts Payable. Purchase Management accesses Accounts Payable master files through the Advanced General Ledger.

For example:
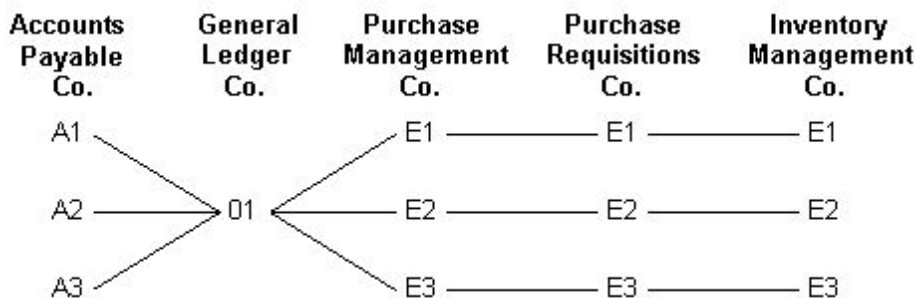
In this example, anyone working in Purchase Management companies E1, E2 or E3 would be able to raise orders from any supplier in Accounts Payable companies A1, A2 or A3.

Note: The company code used in Requisitioning and Inventory Management must be the same as that used in Purchase Management. Supplier information, such as supplier code and address, is taken from the Accounts Payable Supplier Master file.

Note: If a Purchase Management company is linked to several Accounts Payable companies, the supplier references must be unique across all of the Accounts Payable companies.

Purchase Management enables integration with the Inter-Company GL capability, for charges and non-stock / service orders. So for one AP Company, postings may be made to any target GL companies which are related to the source company (the 'base' GL Company of the PM/AP Company).

Multiple Currencies in Account Payable

A Purchase Management company is multi-currency if it is linked to a multi-currency Advanced General Ledger company. This means that suppliers can be:

- Multi-currency, i.e. trade in any currency available to the Advanced General Ledger company
- Single currency, i.e. trade in the base currency of the Advanced General Ledger company

Invoice Matching

If you wish to use invoice matching, all unapproved invoices are first posted to the Accounts Payable log. They can then be matched to one or more receipts made against orders in Purchase Management.

In Accounts Payable you can run a report listing all the invoices currently on the log and matched with receipts in Purchase Management. These matched (approved) invoices can then be posted to the ledger.

3-way Invoice Matching is also available. This allows the invoice to be entered, matched and posted in one activity.

Requisitioning

Purchase Management is fully integrated with the Requisitioning application. The Requisitioning Company Profile details are set up within the Purchase Management Company Profile.

Requisitioning shares master file information with Purchase Management.

Requisitioning uses Inventory Management item information, current stock balances and inventory re-order policies to produce suitable purchase requisitions. You convert requisitions to purchase orders and process them within Purchase Management.

You can produce purchase requisitions (and hence purchase orders) from recommendations available in the Distribution Requirements Planning, Material Requirements Planning and Master Production Scheduling applications.

Cobwebb

Once purchase orders have been confirmed, they can be sent directly to the supplier via a fax transmission. To do this the Cobwebb Fax module must be attached to the system.

Warehousing

Purchase Management performs internal checks to determine:

- If the Warehousing application is installed
- If the company/stockroom combination being processed is defined to Warehousing

If these conditions apply, when goods are received or transferred into stores a window is displayed for Warehousing information to be entered. The goods are then automatically processed by the put-away routines in Warehousing, which decide where the goods are located.

World Trade

Purchase Management performs internal checks to determine:

- If the World Trade application is installed
- If Intrastat reporting is required for the trading partners

If these conditions apply, when goods are received or returned, a Mode of Transport field is displayed, which specifies how the goods were moved.

These receipt and return transactions will call the World Trade programs, which create EC movement records. These will be used in the World Trade reporting routines. When performing invoice matching, the EC movement records are updated.

Feature Integration
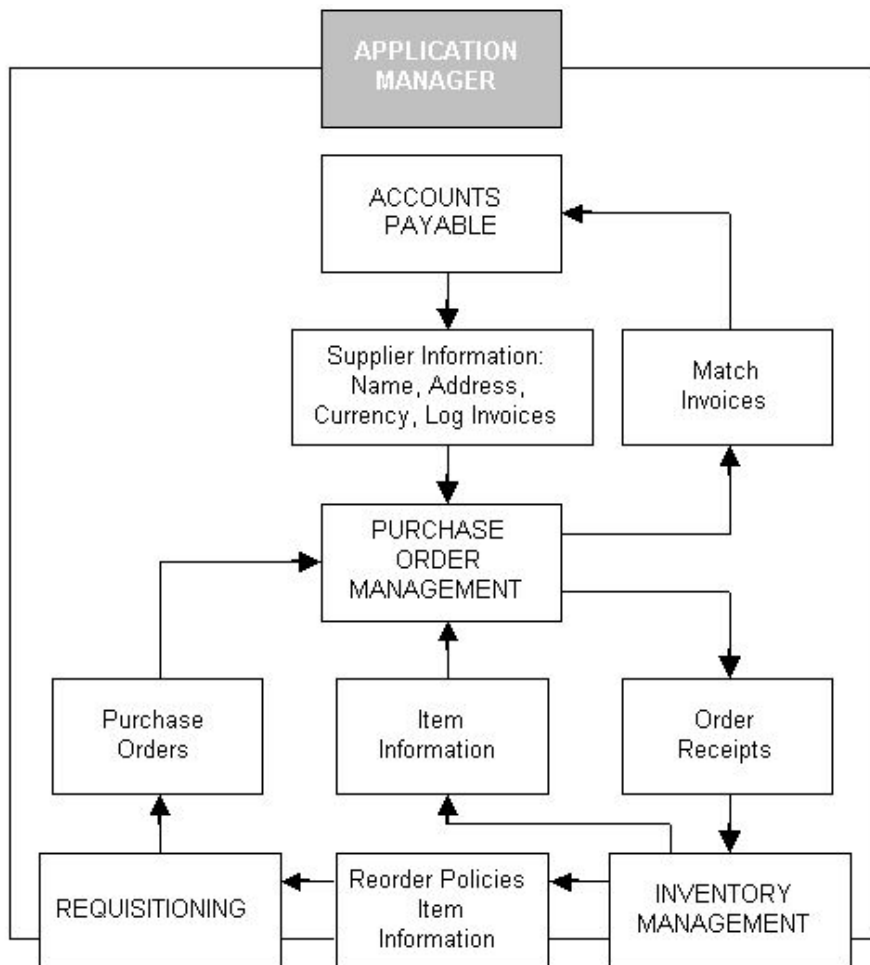
Purchase Management Interfaces
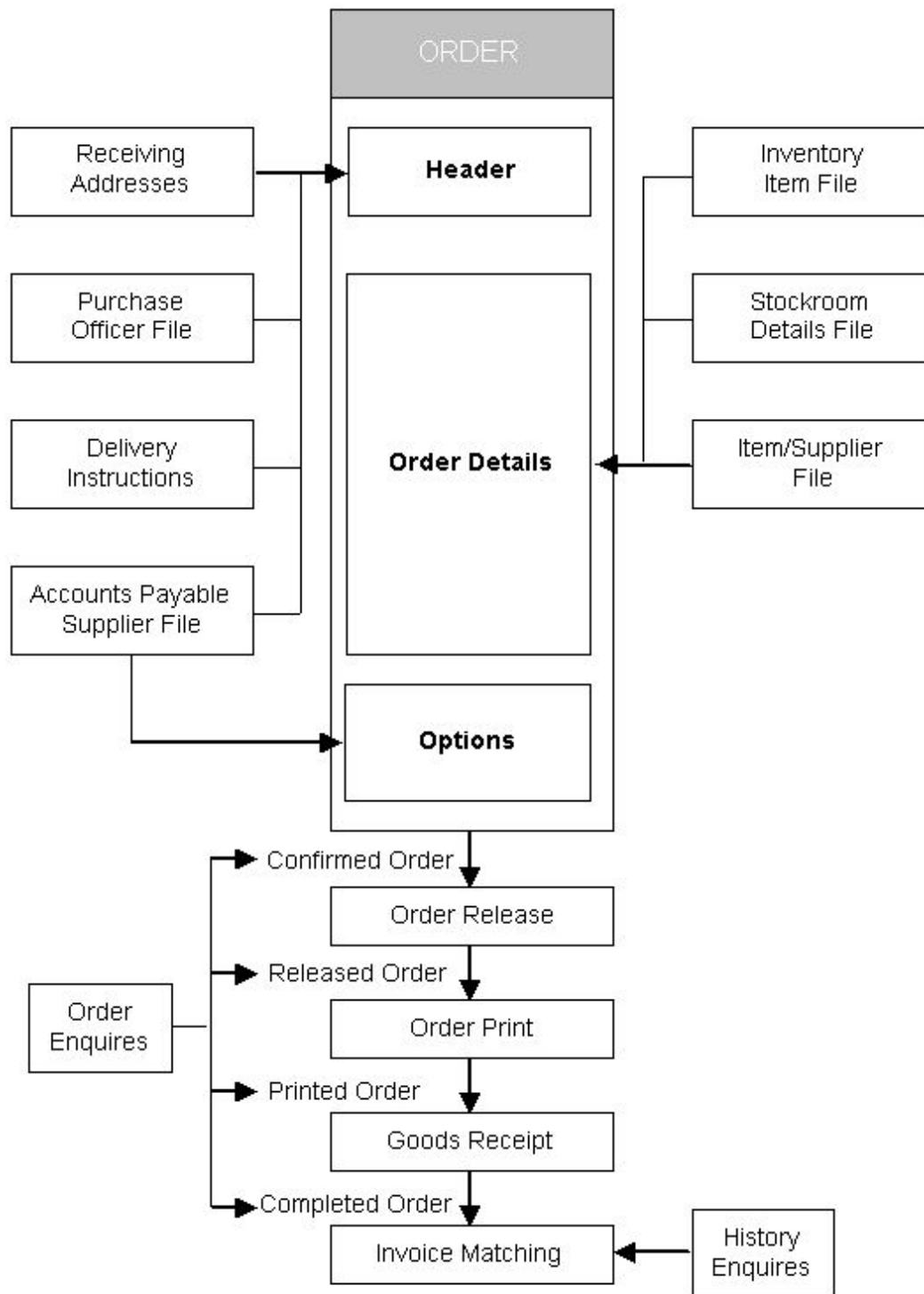
Processing

Normal processing in Purchase Management is divided into three tasks:

- Creating orders
- Receiving goods
- Matching invoices to goods received

Creating and Entering Orders

You can create purchase orders using two methods:

- By generating purchase orders from requisitions using the Requisitioning application
- By using order entry in Purchase Management

The entry of a purchase order can be broken down into three stages: Header, Order Lines and Options.

The following information is entered in the order header:

Order Class

This defines the order as a stocked, non-stocked or service order.

Order Type

This specifies whether the order is of a normal (single delivery date per line), scheduled, or blanket type

Note: A scheduled order is a commitment with a supplier for quantities to be delivered on specified dates. Multiple deliveries are expected for each line.

Note: A blanket order is similar to a scheduled order but the commitment to quantities and dates is provisional. It is processed in the same way as a scheduled order within Purchase Management.

Other information entered on the order header is:

- Supplier
- Supplier address
- Order date and delivery date
- Order number
- Purchasing officer
- Stockroom
- Delivery instruction code
- Department
- Shipping code
- Discount(s)
- Job number
- Currency of the order (only in a multi-currency company)

When you are entering order lines on the order, the standard Inventory Management search is available for identifying and selecting the correct item.

When an item is entered on an order line, the suppliers' item reference, units of measure, price, and discounts are automatically displayed as defaults, but may be changed.

Delivery dates are validated against, and may be selected from, a Supplier Deliver Schedule.

For non-stocked orders there are no defaults for price or units.

When you are completing an order, the following options are available:

- You can choose whether to enter further orders or leave the task.
- You can print or fax the order.
- You can choose whether or not to se existing external supplier text.
- You can add new text for printing on the order, i.e. external text.
- You can add new text for display only, i.e. internal text.
- You can cancel the whole order

You can amend outstanding orders, and there is an audit trail for amendments made.

Note: New orders are listed on the New Orders Audit report. This list can act as an authority document prior to printing the order and must be produced before receipts are processed.

Receiving Goods on Purchase Orders

All goods received must have a matching purchase order.

To facilitate processing of the correct purchase order, all outstanding orders by item or supplier can be viewed.

The purchase order number may be entered directly and searches are available for the item code and supplier code.

Goods are received in three locations:

- Goods inwards
- Inspection
- Stores

You can move items from their original receipt location using the Transfer Goods Location task in this application.

For stock items, Inventory Management is updated when receipt (or transfer) is made to Stores.

The whole order may be received as a whole or line-by-line, with partial and over receipts possible. The user's authority is checked before under/over delivery can be accepted.

Goods received in Purchase Management are valued in Inventory Management using the order price (except for Standard Costed items), as no invoice price is available at this stage. The invoice is usually matched at a later date and valued in the Advanced General Ledger account at the invoice price.

If the order price is amended at invoice matching, an additional dissection is created for the price variance. The Advanced General Ledger code used for this is the price variance code taken from the Item Master file in Inventory Management. This dissection will overwrite any Purchase Log goods value dissection already entered, unless you specify that you wish to retain log dissections in the Purchase Management Company Profile.

You can enter batch, lot and serial numbers and header details.

If the receipt is made into stores and the Warehousing application is installed, a window is displayed for entry of a package code.

You can update internal order text and order line text during Goods Receiving.

You can print the Goods Receipt Note (GRN) with labels, if required. GRN numbers can be automatically generated. These GRN options are defined on the Company Profile.

Once you have received the goods, you can use the following facilities:

- Transfer of goods into or out of Goods Inwards/Inspection/Stores
- Return of unwanted goods, with optional replacement and creation of rejection notes
- Scrapping of faulty goods, with analysis by reason codes
- Landed cost code maintenance

Invoice Matching Routines

Invoice Matching lets you match receipts to invoices or credit notes on the Accounts Payable log. Invoice Matching performs two basic functions:

- Receipts within the Purchase Management application are flagged as matched with invoices. The pricing details are stored in Purchase Management for future analysis in the Supplier Performance and Price Variance reports.
- Invoice log records in Accounts Payable are flagged as matched, and dissections to the appropriate nominal codes are set up.

You can match invoices, credit notes and journals on the invoice log against any number of advice notes and partial advice notes.

You can print a report of outstanding advice notes, by supplier, to assist invoice matching.

Once invoices have been matched, there is a separate facility in Accounts Payable which must be used to transfer the invoice from the log to the Accounts Payable proper. A report of matched invoices (on the invoice log) is available to trigger release of these invoices into Accounts Payable.

Text may be entered, reviewed and amended against the invoice reference at the time of matching.

An audit trail of matched invoices may be printed if required.

Where the Invoice Log is not in use, receipts within Purchase Management may be matched using the "stand-alone" matching procedure. This procedure is similar to standard matching, but involves no interface to the Accounts Payable log.

3-way Invoice Matching is also available. This allows the invoice to be entered, matched and posted in one activity within Purchase Management. It is possible to use the Batch Matching function to match invoices that have been received electronically in Accounts payable.

Supplier Invoice UOM

You can enter alternative units of measure for an Item / Supplier combination to be used in the Receive Batch Match function (42/APP).

Information relating to interfaced supplier invoices is written to Purchase Management invoice log files to enable Batch Matching with receipts. The invoice quantity is assumed to be quoted in the

purchase order unit of measure. If a unit of measure is provided in the interface table then this is used to convert the invoice quantity into the purchase order unit of measure. Previously only the standard Inventory units of measure for the item were accepted. The Supplier Invoice UOMs will also be valid to enable the conversion.

This allows the supplier to send Invoices for goods in a UOM different from the Ordering UOM and from the three standard Inventory UOMs. .

MPS/MRP Planning Filters

You can enter an MPS/MRP firm planned order flag at Purchase Order header creation. This will only be available where manufacturing is installed. The entry of this flag at header level for blanket or schedule purchase orders will not be allowed. You can also enter an MPS/MRP planning filter code.

 You can also enter an MPS/MRP firm planned order flag at Purchase Order line level to override the setting made on the Purchase Order header. This flag will initially be defaulted from the setting made at Purchase Order header level.

You can also, for blanket or scheduled purchase orders, enter the firm planned status against an individual call off rather than the Purchase Order line, this is only available where the Manufacturing application is installed.

You can also enter an MPS/MRP planning filter code at Purchase Order line level to override the setting made on the Purchase Order header, If you leave the filter code blank then it will be defaulted from the purchase order header if that is not blank, otherwise it will be defaulted to the filter setting on the manufacturing item definition.

Inbound Consignment

Inbound consignment allows you to receive Supplier's stock into a consignment stockroom on your site. The items remain the property of the Supplier until you 'use' the items.

Creating an Inbound Consignment Stockroom

An Inventory Stockroom is flagged as operating as a consignment stockroom from within Inventory Company Profile maintenance (1/INUM).

If a stockroom is flagged as a consignment stockroom standard transaction functions (receipts, issues, adjustments, transfers, sales orders) are all prohibited thus restricting manipulation of balances to consignment processes.

Locations within the consignment stockroom are automatically generated by maintaining Supplier Options (11/PMM).

An inbound consignment stockroom is designated by the consignment flag being '2'.

Associating Items with an Inbound Consignment Stockroom

Items are associated with an Inbound Consignment Stockroom using Stockroom Details Maintenance (5/INM). Location control details are not maintained here if the stockroom is flagged as a consignment stockroom. Because the stock has no value until consumed unit cost fields will be zero and landed costs cannot be maintained.

Defining a Supplier as providing Inbound Consignment Stock

A Supplier is identified as providing Inbound Consignment Stock using the Supplier Options function (11/PMM). This flag is only available if location control is active. The associated consignment stockroom must also be flagged as a consignment stockroom.

Associating Items in an Inbound Consignment Stockroom with a Supplier

Items in an inbound consignment stockroom need to be associated with a designated supplier location. The item must first be associated with the stockroom at the highest level (5/INM) and must also be associated with the supplier (3/PMM). Item Supplier Profile Maintenance is used to flag an item as being present in an inbound consignment location.

Receiving stock into an Inbound Consignment Stockroom

You can use new function to specify Stockroom, Supplier, Item and Quantity to manipulate physical stock levels in an inbound consignment stockroom.

You can also create a Purchase Order for an inbound consignment stockroom. Upon standard receipt of the Purchase Order the goods will be automatically added to the appropriate location balances without displaying any location control panels.

Purchase Order receipts for an Inbound Consignment stockroom will be automatically flagged as invoiced so that they are not available for invoice matching.

Requisition Creation

In-bound consignment stock is excluded from the assessment of current stock balances for the purpose of suggesting stock replenishment. As stock is not owned and there will be no sales demand directed to the stockroom there is no assessment of over-stocking. However the inbound consignment stock will be included in the assessment of stock levels in the associated internal stockroom to avoid excessive replenishment requests.

Where manufacturing demand suggests a Purchase Order is raised for stock normally held in an inbound consignment stockroom a transfer order will be generated [33/RQP] to move stock from the consignment to the internal stockroom.

Planning and Forecasting restrictions

To avoid direct consumption of Inbound Consignment stock without generating a Purchase Order informing the Supplier of stock use various planning and forecasting tools specifically exclude or prohibit assignment of usage to an Inbound Consignment stock. This effectively means manufacturing production routes and components cannot be assigned to a consignment stockroom. Similarly a manufacturing model or distribution centre cannot include an inbound consignment stockroom. Where a planning or forecasting routine suggests purchase of goods held in a consignment stockroom the suggested demand is translated into a Transfer Order between the consignment stockroom and the demand point.

Consumption of Inbound Consignment Stock

The consumption of inbound consignment stock transfers stock from the consignment stockroom to the designated issuing stockroom. A Purchase Order for the consumed stock is created and automatically received. If a supplier is flagged as accepting self-billing payments the user needs to enter a reference used by the supplier to match the payment to the issues from consignment. The type of reference is defined by the invoice matching rule associated with the supplier options.

Where manufacturing demand has resulted in a transfer order from the inbound consignment stockroom to the internal stockroom the Transfer Order will be confirmed and a Purchase Order generated to inform the supplier of the consumption.

Purchase Order print will indicate whether the Purchase Order relates to consumption or replenishment of consignment stock.

Self-Billing of Consumed Inbound Consignment Stock

If a supplier is flagged as accepting self-billing payments the act of consuming inbound consignment stock will generate Purchase Ledger Log Items and the appropriate Purchase Management receipt matching records. These log items can then be made available for payment using Invoice Batch Matching [3/API] and processed through to payment using the standard Accounts Payable payments functions [menu APY].

Inbound Consignment Stock Enquiry

This will list current balances of stock held by suppliers in consignment stockrooms.

Importing

Importing enables the creation of Shipments as a collection of Purchase order lines from one or more suppliers. The Shipment is tracked by dates and ports and is received through the Importing module not Goods receiving.

Importing brings with it the requirement to define the third parties involved in the import process as one of the following:

Consolidator - often used in the country of the supplier

The consolidator takes responsibility for transportation of shipments from one or more suppliers and combines them into a single flight or ocean voyage.

Broker - used to manage the storage and handling of goods once they reach the port of destination

This would normally be determined by the importing company; however, if the customer requests shipment to a different port or the preferred broker does not operate in that port, a different broker can be assigned.

Agent - (or overseas office of the importer)

An agent can be employed to take responsibility for arranging all the details with the manufacturer and the consolidator.

Shipment and Container Tracking

Each Shipment has its own voyage or flight number. When the importer receives an invoice from the supplier for each shipment, it is important to know how many and which containers were received at each stage.

Many supplier shipments can be consolidated into one shipment from the consolidator.

One shipment can be split into a number of separate containers.

Enquiries

Enquiries are grouped into four categories:

- Outstanding order searches
- Order details
- Sources of supply
- Financial

Outstanding Order Searches

Purchase Management provides multiple routes for identifying an outstanding purchase.

Enquiries are available by:

- Item
- Supplier
- Cost code
- Job number
- Supplier item reference
- Purchasing officer
- Purchase order number

Order Details

You can display details of any order. You can display each line of the order, showing receipts to date and other line details.

Sources of Supply

You can display the suppliers for a particular item, and which items have been bought from a supplier. These enquiries are known as 'Where bought?' and 'What bought?' respectively. And Consignment stock.

Financial

You can display the details of an invoice, including the value matched and matched receipt details. You may also display landed costs for an order.

Reports

You can usually change selection and sequencing parameters before a report is run. Standard reports are generally printed on listing paper and are 132 characters across and six lines to the inch. In Purchase Management orders, goods receipt notes and labels are printed on special stationery.

The reports in Purchase Management are grouped into the following categories:

- Actions
- Status
- Analysis
- Audits
- File Lists
- Exceptions

Actions

Action reports are used to progress an order through Purchase Management. They are the point at which the status of an order changes.

Action reports are:

- New orders report
- Print orders
- Print GRNs/labels

Status Reports

Status reports show the current status of a purchase order within the application:

- Order pre-print
- Deliveries due
- Order confirmation
- Advice notes not invoiced
- Accruals (receipts not invoiced)
- Analysis

Analysis reports show different views of purchasing activity and performance:

- Receipts and returns
- Goods value by location
- Price variance
- Supplier performance
- What bought
- Where bought
- Order value by cost code
- Landed costs by GRN and item/supplier
- Purchase commitment

- Overdue orders by supplier

Audits

Audit reports show audit trails for processing functions in Purchase Management:

- Order amendments
- Receipts and returns
- Cancelled GRN numbers

File Lists

You can request file listings for the following:

- Purchasing officers
- Receiving addresses
- Delivery instructions
- Parameters and miscellaneous codes
- User authority values

Exceptions

Exception reports show discrepancies within the database which may need to be rectified:

- Item/supplier profile exception report
- Order file exception report

Utilities

Purchase Management provides utilities for database re-organisation and verification. These tasks are not required for the normal day-to-day operations.

The utilities provide the following facilities:

- Copying of company data
- Purging and re-organisation of the database
- Item search rebuilding
- Supplier price update

Implementation Guide

This section is a guide to the planning and implementation stages Purchase Management. It describes the pre-requisites of the application, the basic data requirements, a recommended implementation procedure, and details of conversions from previous releases.

Each implementation will be different in some way, and the various stages need to be thought through and an implementation plan produced. This should allow for:

- Training for system users
- Identifying the required configuration
- Data that needs to be entered and validated

This section concentrates on those issues specific to Purchase Management.

Prerequisites

For the basic operation of the Purchase Management application, the Application Manager, Accounts Payable, Advanced General Ledger and Inventory Management must be installed.

Note: *If purchase orders are to be sent directly to the Supplier via a Facsimile transmission, then the Cobwebb Fax module is a prerequisite. This handles the actual transmission of the fax once it has been created via Purchase Management, and is available from your software support organisation.*

Supplier Data

The suppliers to be used in Purchase Management must be entered on the Supplier Master file. This is maintained within Accounts Payable.

Currency Data

If you are a multi-currency company, current rates for relevant currencies must be set up using the Advanced General Ledger functions.

Item Data

All items to be included in Purchase Management must be entered in Inventory Management.

Application Configuration

Purchase Management can be operated for a number of companies, the individual characteristics of which are maintained on the Company Profile. The primary information maintained on the Company Profile is used to:

- Improve efficiency of data entry by providing defaults
- Generate automatic document numbering
- Specify which other applications are integrated with Purchase Management
- Set up valid ranges for data integrity checking

This primary information consists of:

- Company name, address, phone and fax
- Default supplier address code
- Default receiving address code
- Default currency rate codes for orders and receipts
- Output queues for reports, orders, GRNs/labels and rejection notes

- Interfaces to other applications
- Order numbering
- Goods receipt note (GRN) numbering
- Rejection note numbering
- Purchasing officer number range
- Requisitions activities (where Requisitioning is installed)
- Default goods receiving booking-in-point
- Receipt time fence in number of days
- Dummy items (for delivery instructions)
- Dummy supplier (for receiving addresses)

Operational Considerations Summary

Company Profile Decisions

- Establishing numbering system
- Interfaces to other applications
- Specifying GRN printing activities

Setting User Authority Levels

- Setting authority value
- Setting default stockroom
- Authorising users to stockrooms if User/Stockroom Authorisation is active in Inventory Management.

System Maintenance

- Responsibility for maintenance
- Frequency of maintenance
- Timing of maintenance

Raising Orders

- Standardising the use of memo fields and text
- Deciding limits (if any) on number of items per order
- Updating the item/supplier profile
- Establishing the order print routine
- Deciding whether to use order flags, and method of use
- Defining the order print layout

Amendment of Orders

- Deciding whether to use for updates and/or corrections
- Establishing flags for acknowledgements

- Updating delivery dates
- Responsibility for amendments
- Timing of amendments

Receiving of Goods

- Deciding goods inwards and inspection procedures
- Use of GRN notes and/or labels

Returns and Stock Adjustments

- Which locations are items from?
- Should rejected items be scrapped?
- Should rejection notes be used?
- Are returns allowed after invoice matching?

Matching Invoices

- Responsibility for invoice matching
- Scheduling of invoice matching
- Are small differences allowed?
- Update item/supplier profile?

Reporting

- What reports must be run?
- When should they be run?
- Should selection parameters be standardised?

Requisitions

- Will requisitions be used?
- How often will requisitions be created?
- From which applications will they be created?
- Should all reports be printed?
- Are flags to be used, and what for?
- Responsibility for and timing of conversion to orders?

System Utilities

- Who should be allowed to use them?
- How often should validations be run?

Maintenance of Reference Data

Although Purchase Management uses data files set up in other applications, there are some files specific to it. Information for the following is maintained:

- Purchasing officer names
- Item supplier profiles
- Supplier Delivery Schedules
- Delivery instructions
- Receiving addresses
- Supplier external text
- Parameters and miscellaneous codes
- Supplier fax numbers
- User authority parameters
- Landed cost codes
- Stockroom defaults

Parameters and Miscellaneous Codes

A number of parameters must be maintained for each company. These are used to control the application and to tailor it to the company's requirements. These parameters include:

- Stockroom codes
- Group unit of measure codes
- Unit of measure codes
- Order classifications
- Scrap reason codes
- Schedule order types
- User-defined fields

Purchasing Officer Names

Detail is held of the company's officers and planners who use Purchase Management. An officer's name is recorded against each order, and displayed on the application's enquiry windows.

Item Supplier Profiles

An item/supplier profile is required for each supplier/item combination. The profile includes price, ordering rules, lead time and supplier reference details.

These are created while entering an order or as part of the initial data set-up.

A cumulative total of orders placed and receipts are maintained by the application for each item/supplier profile.

The profile has an authorisation status that controls whether orders can be placed for this item against this supplier. The status has the following settings:

Authorised - Requisitions and purchase orders of any class can be raised and progressed for this item and supplier. This is the default setting when a profile is first created, unless the status is deliberately changed to another value.

Inactive - Requisitions and purchase orders cannot be raised for this item and supplier.

It may be appropriate to set the status to Inactive while you are preparing a new supplier's profile and you are not yet ready for placing orders.

It might also be used to de-activate an existing profile to prevent new requisitions and purchase orders from being raised. The profile may need to be retained for future reference or re-activation, so you may not wish to delete it.

The Planning and Sourcing systems will, where possible, not suggest this supplier as a source of supply. If this is unavoidable, the suggestion will be flagged with an error to prevent its conversion to a purchase order.

Unauthorised - Requisitions and purchase orders can only be raised for certain classes of order.

This is an interim status between Inactive and Authorised where you need to limit orders placed for the item. For example, it could be used when sample materials are being obtained for evaluation before proper mass-production can commence, when only sample orders can be raised.

While a profile is Unauthorised, the raising of requisitions and orders of any class will be disallowed unless the Order Class Entry (ORDC) in the PM Parameters file has the Value/Percentage flag set to **1**.

The Planning and Sourcing systems do not attempt to anticipate what the order class might be for a supply, so will treat a profile status of Unauthorised the same as Inactive and not suggest this supplier as a source of supply. If this is unavoidable, the suggestion will be flagged as being in error to prevent its conversion to a purchase order.

Supplier Delivery Schedules

Weekly patterns and specific dates for completion of delivery are maintainable at Supplier level and at lower levels if appropriate (e.g for Item and /or stockroom).

Delivery Instructions

A set of delivery instructions is maintained for each company. Each set of instructions is identified by a three-character code and comprises up to three lines of text.

The delivery instruction code is selected at order entry and printed on the purchase order.

Receiving Addresses

A set of receiving addresses may be maintained for each company, each comprising a name and up to five lines of address.

The code is selected at order entry, specifying the address to which the goods are sent. It defaults to the receiving address code set on the Company Profile.

Supplier External Text

For each supplier, up to 99 lines of text is maintained. At order entry, this text can be selected for printing on the order.

Supplier Fax Numbers

If the Cobwebb module is installed, fax numbers for a supplier are maintained for when you require automatic transmission of a facsimile of the purchase order to the supplier.

User Authority Parameters

You can control access to Purchase Management procedures using the standard authorisation features of Application Manager. Purchase Management provides an additional level of user authorisation within certain procedures.

Authority levels are set for system user profiles. These authority levels limit the ability of the user to:

- Under receive an order and specify that the order is complete
- Over receive an order
- Match a purchase invoice at a price greater than that specified for the order

Authority levels are set as absolute values, and/or as percentages of the order line value.

Landed Cost Codes

You can add additional item costs (e.g. postage and packing) to purchase order lines using landed costs codes.

Stockroom Defaults

You can set up stockroom defaults for the application including:

- Stockroom name
- Stockroom address
- Phone/fax numbers
- Contact name
- Receiving address

You can also set up Goods Received Note (GRN) generation, numbering and printing.

Implementation Procedure

After installing the software, the recommended steps for implementing Purchase Management are outlined as follows:

- Check that the prerequisite applications have been set up.
- Create the Company Profile.
- Create the Units of Measure table in Parameter Maintenance (using UOMC and GUMC parameters).
- Check the order classifications and amend them if necessary.
- Define scrap reason codes.
- Define user-controlled fields for order entry.
- Create purchasing officer definitions.
- Define user authority values and default stockrooms.
- Authorise users to stockrooms if User/Stockroom Authorisation is active in Inventory Management. (using Inventory Management task: Authorise Users to Stockroom)
- Set up landed cost codes if they are required.
- Create item/supplier profiles. These may also be created at the time of order entry.
- Create supplier delivery schedules.
- Create delivery instructions sets.

- Create receiving addresses.
- Create extended purchase text (if required) for:
  - Items
  - Items/Supplier
  - Suppliers
- Set up supplier fax numbers if required.
- Set up stockroom defaults if required.

Text Management

The following text options are available on the Purchase Management system:

Text Type	Purpose	How to Enter
Supplier External Text	Printed on orders for this supplier if the flag is set on the options window	Use the task from Purchase Management Maintenance
Item Text (stock)	Provides a line description for stock items	Raise an order and select Text against the order line
Item Text (non-stock)	Provides a line description for non-stock items	Raise an order and select Text against the order line
Internal Order Text	For internal messages about a particular order, to be seen on enquiry windows but not printed on the order	Via the Order Entry/Amendment Options window
External Order Text	For printing on this order only	Via the Order Options window

Order and item texts can also be updated via the enquiry windows.

Accounting Considerations

When goods are received in Purchase Management, they are valued in Inventory Management at the order price, since no invoice price is available at this stage. The invoice is usually matched at a later date and valued into the Advanced General Ledger account at the invoice price.

If the order price is amended at invoice matching, an additional dissection is created for the price variance, thus reconciling the Advanced General Ledger stock account and the inventory value. The Advanced General Ledger code used for this is the price variance code taken from the Stockroom file in Inventory.

The dissections created during Invoice Matching will overwrite any purchase log dissections already entered.

For example:

Order 10 @ £1	£10.00
Receipt 10 @ £1	£10.00
Invoice Goods 10 @ £1.50	£15.00
Freight	£ 5.00
Tax	£ 3.00
TOTAL	£23.00

Dissections Generated:

Tax code	£ 3.00 (from the invoice)
Freight	£ 5.00 (manual input at match)
Price variance	£ 5.00 (difference between value at receipt and value at match)
Stock account	£10.00 (from the inventory file)
Total	£23.00

Chapter 2   Maintenance

2

Purchase Management Set Up Data

This section of the product guide is for use during the set up of the system, and covers the configuration of Purchase Management and master file maintenance tasks.

Parameter and Miscellaneous Codes [1/PMM]

You use this task to set up the parameters and codes that you need to run Purchase Management. System21 Aurora is supplied with most of the parameter types that you may want already installed.

Purchase Management makes extensive use of codes. These codes or parameters serve two purposes:

- Tailoring the system to particular requirements
- Reducing the amount of data entry and thus improving the accuracy of entries made

Areas in Purchase Management where these parameters are primarily used are:

- Order entry
- Returns and adjustments

Parameters are grouped together in family units. For example, all the units of measure are grouped together and all the scrap reasons are grouped together. Each family is identified by its parameter type. Each family member is defined by its parameter detail.

All parameters, whether detail parameters or parameter types, are identified by a parameter ID.

For example: Order Class is a parameter type with the parameter ID ORDC. The parameter details are the various order classes or different types of order, with parameter IDs from 1 to 8.

The standard parameter types needed are:

DERU

Default Receiving Unit

This is used to specify the default receiving unit of measure for the stockroom and company.

The Parameter ID should be set up with the 2-character stockroom code, and the first character of the description should be set to the option required for that stockroom, where **I** is the item issue unit and **O** is the purchase order unit as entered.

Caution: There is no validation of the description during Descriptions File Maintenance. Only the above codes (I and O) are recognised; others are ignored.

Note: If the Parameter ID (stockroom code) is set to && it is used as the company default, which applies when there is no value set for the stockroom.

If there is no && company default, the item's issue unit is used.

GUMC

Group Unit of Measure Code

See the UOMC entry for more information.

HLDR

Reason codes for documents held by 3-Way match.

ORDC

The order classification defines the type of items ordered. It is specified at Order Header level.

Order classes are:

1, 2, 3 and 4 - Stock orders (such as orders for Inventory Items into Inventory stockrooms)

5, 7 and 8 - Non-stock orders (such as orders for items not defined to Inventory, furniture, stationery, and so on)

6 - Service orders

RASS

For service or non-stocked orders, where no header stockroom is assigned, you can establish a stockroom site for the receiving address.

For the parameter type **RASS** establish a parameter ID for the receiving address code and the stockroom site as the parameter description, left justified. For example receiving address 000 could be in stockroom site BIRMINGHAM:

SCRC

Scrap Reason Codes

These define a reason for returning goods to a supplier, or scrapping goods.

SHIP

Ship codes for purchase orders.

STYP

Schedule Type

This specifies that a purchase order is scheduled; that is, the goods ordered on a single order line are delivered in more than one drop, on more than one date, according to the defined schedule.

Schedule types are:

B - Blanket order

S - Scheduled order

UOMC

Unit of Measure Code

The parameter details for this type are the various units of measure required for purchasing and receiving non-stock items. Purchasing units for stock items are set up in Inventory Management.

Each parameter detail within the parameter type UOMC must be associated with a parameter detail from the parameter type group unit of measure code, GUMC. The group unit of measure code allows you to convert between one unit of measure and another and to separate from each other units which are not comparable.

To set up units of measure:

- Set up the parameter type GUMC.
- Add parameter details within type GUMC, one for each group of units required, for example, unit (UN), length (LT) or weight (WT).
- Set up the parameter type UOMC, remembering to select **1** in the Value Required field.
- Add the required parameter details within the parameter type UOMC, entering the correct group and conversion rate for each one.

This is illustrated in the following diagram:-
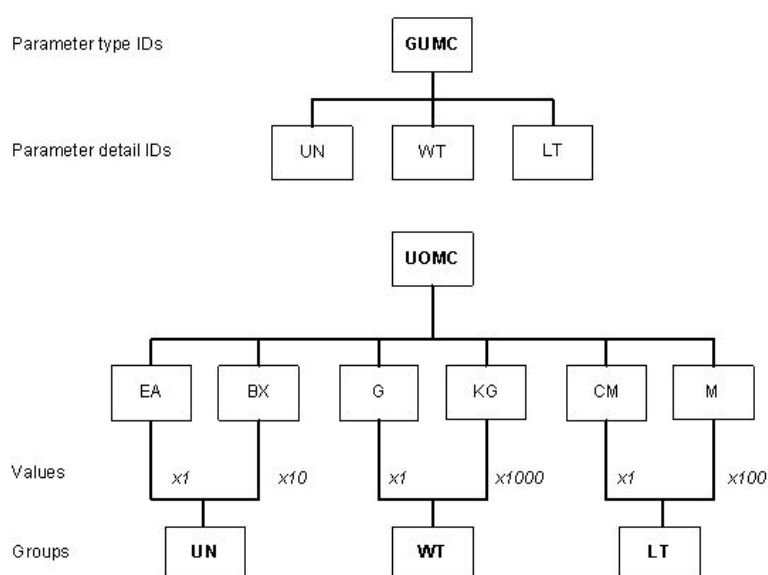
XDEF

This is a user-defined field for an order header prompt, which has one detail parameter, IPRI. The description that you set up will appear on the Order Entry Header window and the Order Amendment Header windows. The description displayed, and any entry you make in the field beside this description, are for memo purposes only.

You can use this field to separate and select purchase orders when running queries.

3WM

Options for 3-Way Invoice Matching [1/API]:

ADVD - see Invoice Posting Advice Note Selection Window

GLCD – see Maintain Advice Detail Window

SCCR – set Value =1 if Standard Costed items are to be valued at the Receipt rate. Normally the Invoice Rate is applied, so that currency gains/losses will not apply.

Deleting Parameter Types and Details

To delete a parameter type or detail, select it for maintenance and then select **Delete (F11)** twice to delete the parameter detail.

Note: Before deleting a parameter type you must delete all of its associated parameter details.

Parameter File Maintenance Report

When alterations are made to the parameters file, a Parameter File Maintenance report is automatically produced, showing the changes that have been made.

Parameter File Maintenance Selection Window

To display this window, select the Parameters and Miscellaneous Codes task.

You use this task to maintain parameter types and details.

A list of parameter types and their descriptions is displayed.

Fields

Parameter Type

You can enter one of the following:

An existing parameter type (for example, UOMC)

PTDS to define a new parameter type

Parameter ID

You can enter:

- A valid Parameter ID, if you entered an existing Parameter Type in the Parameter Type field.

- A Parameter-type ID, if you entered PTDS in the Parameter Type field

This field must be entered if a <u>new</u> Parameter I.D. is being added

<u>**Functions**</u>

Parameter I.D. Details (F15)

Use this to show a list of the existing I.D. codes, for the entered Type (not for PTDS), to allow selection of one for maintenance.

Press Enter to add or amend the details of the entered Parameter ID and to display the Parameter File Maintenance window. Alternatively, select an existing Parameter ID using the **Parameter I.D. Details (F15)** prompt.

Parameter File Maintenance Window

To display this window, enter PTDS and a parameter ID and then press Enter on the Parameter File Maintenance Selection window.

Use this window either to amend details of existing parameter types or to enter details of new parameter types. If you are amending a parameter type, AMENDMENT is displayed near the top of the window. If you are adding a new parameter type, INSERTION is displayed.

<u>**Fields**</u>

Description Size (Maximum)

You must enter the description length of the parameter details within this type. The maximum description length allowed is 30 characters.

ID Size

You must enter the number of characters required for the IDs of parameter details within this parameter type; for example, ORDC is 1, SCRC is 2. The maximum ID size for any parameter is four characters.

Format

You must select one of the following:

Character (C) - To use alphanumeric characters to identify parameter details for this parameter type

Numeric (N) - To use numeric characters only to identify parameter details

Description

You must enter a description for the parameter type. This cannot be left blank as it appears on the list of types on the Parameter File Maintenance Selection window.

Max Size

This is the maximum size allowed for the Description field.

Value Required

Use this checkbox as follows:

Checked - If the parameter details must have an associated value

Unchecked - If the parameter details are not to have an associated value

Press Enter to update the parameter type details and to re-display the Parameter File Maintenance Selection window.

Parameter File Maintenance (Parameter ID) Window

To display this window, enter a parameter type and ID or select one via the **Parameter I.D. Details (F15)** prompt in the Parameter File Maintenance Selection window.

Use this window to enter a description for the parameter type and ID. For an existing parameter, AMENDMENT is displayed near the top of the window. If the parameter is a new one, INSERTION is displayed.

<ins>**Fields**</ins>

Parm Type

This field displays the parameter type selected on the previous window.

Parm ID

This field displays the parameter code to be updated, as selected on the previous window.

Description

Enter or amend the description for this parameter detail. The maximum size allowed for this is displayed in the Max Size field below.

Value/Percentage

Select one of the following:

Value (0) - If this parameter is to have an associated value

Percentage (1) - If this parameter is to have an associated percentage

You can leave this field blank if you do not want to attach a value or percentage.

Note: This field is only displayed if you are maintaining a GUMC parameter detail.

Value/Rate

Enter the value or percentage that you want to associate with this parameter.

Note: This field is only displayed if you are maintaining GUMC or UOMC parameter details.

UoM Group Code

Enter the GUMC parameter detail to which this parameter belongs.

Note: This field is only displayed if you are maintaining UOMC parameter details.

Functions

Delete (F11)

Use this to delete and existing parameter ID.

Press Enter to update the parameter ID details and re-display the Parameter File Maintenance Selection window.

Parameter File Maintenance (Parameter ID List) Window

To display this window select the **Parameter I.D. Details (F15)** prompt in the Parameter File Maintenance Selection window.

Fields

Parameter Type

This shows parameter type of the I.D.s being listed.

Parameter I.D.

Use this to select an existing ID or enter a new ID for an addition.

The list shows the underlying I.D.s that exist:

I.D

This shows the ID code within the Type.

Description

This shows the description of the ID code.

Options

Select

Use this to select an ID to maintain.

Select or enter an I.D. and press Enter to proceed to the Parameter File Maintenance (Parameter ID) Window.

Purchasing Officer Names [2/PMM]

Use this task to maintain the codes and names for purchasing officers or planners in the company.

Purchasing Officer Maintenance Selection Window

To display this window, select the Purchasing Officer Names task.

You use this window to enter the number of the purchasing officer for whom you want to maintain details.

Fields

Purchasing Officer Number

Enter the purchasing officer number you wish to amend or create.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

Enter a purchasing officer number and press Enter to display the Purchasing Officer Maintenance Details window.

Purchasing Officer Maintenance Details Window

To display this window, enter a purchasing officer number and then press Enter on the Purchasing Officer Maintenance Selection window.

Use this window to update details for the selected purchasing officer.

If you are maintaining an existing purchasing officer, their details are displayed, with AMENDMENT at the top of the window. Otherwise, a blank window is displayed with ADDITION at the top of the window.

Fields

P Officer Number

This field displays the purchasing officer number that you entered on the previous window and cannot be amended.

P Officer Name

You must enter the name of the purchasing officer.

Extension Number

You can optionally enter the telephone extension number for the purchasing officer.

Fax Number

You can optionally enter the Fax number for the purchasing officer.

e-mail Account

You can optionally enter the e-mail Account for the purchasing officer.

Functions

Delete (F11)

Use this to delete and existing purchasing officer.

Press Enter to update the Purchasing Officer file and return to the Purchasing Officer Maintenance Selection window.

Item/Supplier Profile [3/PMM]

The item/supplier profile is used to provide details of supply of an item from a specific supplier. For each item there is a record of:

- The total quantity of all orders that have been placed with this supplier for this item
- The total quantity received against these orders
- The most recent price and discount, or price structures based on quantity bought
- The lead time
- The supplier's item reference
- Various memo fields relating to ordering rules
- Landed cost details
- The authorisation status (affecting ordering restrictions)

The item/supplier profile may be updated in three ways:

- Directly via the maintenance task
- At order entry, when a new price is entered
- At invoice match, when there is a new price on the invoice

Note: The prices of chargeable associated containers may also be defined here. Otherwise they are assumed to be priced at their stockroom standard cost.

Item Supplier Profile Maintenance Selection window

To display this window, select the Item Supplier Profile task.

You use this window to enter the item and supplier for which you want to create or maintain the profile.

Fields

Item

Enter the item to be updated.

Alternatively, use the prompt facility to select from the Item Master scan pop-up.

The item must already exist in the Item Master file in Inventory Management.

Supplier

Enter the supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

The supplier must exist in Accounts Payable.

Press Enter to display the Item Supplier Profile Maintenance Details window.

Item Supplier Profile Maintenance Details Window

To display this window, enter an item and supplier and then press Enter on the Item Supplier Profile Maintenance Selection window.

Use this window to enter profile details for the selected item and supplier combination.

If an item/supplier profile already exists, AMENDMENT is displayed at the top right of the window. If you are creating a new item/supplier profile, INSERTION is displayed and the status is defaulted to AUTHORISED.

Fields

Status

The Status is displayed as AUTHORISED, UNAUTHORISED or INACTIVE. Use **Status (F17)** to change this.

Item

The item code from the previous window is displayed here.

Supplier

This field displays the supplier code from the previous window, together with the supplier name and address from the Supplier Master file.

Current Price

Enter the current price per unit for the displayed purchase unit of measurement or use **Price Structures (F13)** to set up a price structure. If a price structure already exists for the profile, a warning message is displayed before this window.

Note: If Catchweight is active for this company, enter the item's purchasing price for the unit of measure entered in the UoM field, as follows:

Note: Catchweight items set up as types 1 and 2 must be priced by a secondary UoM.

Note: Catchweight items set up as type 3 and non-Catchweight items with a secondary UoM may be priced by either a primary or a secondary UoM.

Note: Non-Catchweight items are always priced by one of the primary UoMs defined to the item.

Currency Code

This is the supplier's default currency code. This may be changed when you first set up the item/supplier profile. It cannot subsequently be changed.

UoM

The purchasing unit of measure defined for the item is displayed.

Note: You can enter a valid UoM for the item in this field only if Catchweight is active for this company. You can prompt on this field to display a list of the valid UoMs that have conversions previously defined in Inventory Management Maintenance. Only the valid UoMs for the item's Catchweight type are displayed.

Consignment

You can indicate that the current item is held as consignment stock by the current supplier.

Select one of the following:

Checked – The item is held as consignment stock by the supplier.

Unchecked – The item is not held as consignment stock by the supplier.

Discount

You can optionally enter a standard discount on this item from this supplier. This discount provides the default for the first line discount on the purchase order line.

Lead Time in Days

Enter the lead time in days for delivery of this item from this supplier. This value is used in calculating supplier performance.

Receipts to Date

This field displays the total quantity of this item received from this supplier, in purchase units.

Supplier Item

Enter the supplier's item code or reference for this item.

Orders to Date

This field displays the total quantity of this item ordered from this supplier, in purchase units.

Ordering Rules

Create Purchase Orders via Requisitions in Purchase Unit of Measure

When purchase orders are created through Requisitioning, the unit of measure is the issue unit of measure. If you want purchase orders to be in the purchase unit of measure, you must convert your quantities from issue units to purchase units.

Select one of the following:

Checked - To convert to the Item Master Purchasing unit when the Purchase order line is created from Requisitioning

Unchecked - If you require no conversion

Purchase Order lines created from Requisitioning will be expressed in the Item Master Issue unit.

% Basis

This memo field may be used to specify what percentage of an order for this item should go to this supplier. This does not affect the way in which Requisitioning allocates an order between suppliers. However, it provides a useful order allocation rule memo.

Minimum/Maximum/Multiples

You can specify whether a supplier has minimum and maximum order quantities, and whether the supplier has specified order quantity multiples that must be used when ordering this item.

Functions

Price Structures (F13)

Use this to enter price structures for the item/supplier profile. The Enter Effectivity Dates pop-up will be displayed if you are creating a new price structure. If price structures already exist, the Maintain Price Structures window will be displayed. If a price structure already exists for this profile, a warning message is displayed before this window.

Landed Costs (F14)

You can use this to display the Landed Costs pop-up and add landed costs to the item/supplier profile. If landed costs have already been attached to the profile a message is displayed at the bottom of the window.

Status (F17)

Use this to change the authorisation status of the profile. The Authorisation Status pop-up is displayed.

Text (F21)

Use this to display the Item Supplier Text pop-up on which you can add up to 99 lines of text against this item/supplier combination.

Invoice UOM's (F22)

Use this to display a list of Invoice UOM's. These UOM's and their conversion rates will be used during Purchase Receipt/Invoice batch matching if invoice details provided by a supplier do not equate to one of the standard units of measure attached to the Inventory item.

Press Enter to save any changes that you have made to the item/supplier profile and re-display the Item Supplier Profile Maintenance Selection window.

Item Supplier Profile Enter Effectivity Dates Pop-up

To display this pop-up, select Price Structures (F13) on the Item Supplier Profile Maintenance window.

If no price structures have been set for this item/supplier combination, or if you have selected a new price structure from the Item Supplier Price Structure Maintenance window by selecting **Add New Structure (F10)**, effectivity dates are requested using the Enter Effectivity Dates pop-up.

Fields

From

Enter or select the date on which the structure becomes active, in the format DDMMYY.

To

Enter or select the last date on which price structure is active, in the format DDMMYY.

Note: If you are requesting a new price structure from the Price Structure Maintenance window, the effective-from dates you enter must not overlap any existing price structures for this item/supplier combination.

Press Enter to display the Price Structure Maintenance window.

Price Structure Maintenance Window

To display this window, enter or select dates and then press Enter on the Enter Effectivity Dates pop-up.

If you are setting up a new structure, the window will display the message: "There are no Quantity Breaks defined for this Structure".

After the displayed effectivity date range:

- ** EXPIRED ** is shown for an expired price structure.
- ** CURRENT ** is shown for an active price structure.
- ** PENDING ** is shown for a price structure which will become active in the future.

Fields

Ref

If you are amending a price structure, you can enter the reference number displayed against each line to display the line to be amended.

When you are entering a new price structure the software automatically allocates the reference number. Enter the details in the Quantity and Price fields and then press Enter. The new structure line will be displayed, with a reference number against it. This field is protected once you have selected a line for amendment.

Quantity

Enter the quantity up to which the associated price will be charged, if the order quantity falls on or below this quantity and above any previously entered quantity.

Note: Quantities entered must be in ascending order; and the last quantity in any structure must be set to 99999999.999.

Price

Enter the price associated with the quantity. Prices must be in descending sequence, unless the quantity is equal to all 9s. In this case the price can equal the preceding price.

Note: For Catchweight item types, any purchasing price breaks set up are by the primary amount ordered.

When you are amending a current price structure line, you can change both quantity and price details. However, the changed quantity and price must fall between the previous and subsequent quantity and price values.

Functions

Add New Structure (F10)

Use this to add a new price structure. The Enter Effectivity Dates pop-up is displayed and, once you have entered those dates, this window is re-displayed.

Next Structure (F13)

Use this to maintain the next price structure for this item/supplier combination.

Next Item (F14)

Use this to maintain the price structures for the next item for this supplier.

Chg. Effectivity Dates (F15)

Use this to change the effectivity dates for this price structure. The Enter Effectivity Dates pop-up is displayed.

Prev. Struc. (F16)

Use this to display the previous price structure for the item/supplier profile.

When you have finished creating or amending price structures, select **Update (F8)** to save your changes and re-display the Item Supplier Profile Maintenance Details window.

Item Supplier Profile Landed Costs Entry Window

To display this window, select **Landed Costs (F14)** on the Item Supplier Profile Maintenance window.

You use this window to enter details of any landed costs that are to be attached to orders for this item from this supplier. These landed costs are automatically added to each purchase order line raised against this supplier for this item, but may be overridden during order entry.

Fields

Cost Code

Enter a valid landed cost code.

Alternatively, use the prompt facility to select from the LAND Landed Cost Codes pop-up.

These codes are set up in the Landed Cost Codes task. Up to 10 landed cost codes may be entered against an item/supplier profile.

Description

The description of the landed cost defaults from the Landed Cost Code file and cannot be amended.

Landed Cost

Enter a percentage or value to be used in the cost calculation. This is expressed in the UoM displayed in the window. For all items, actual landed costs are calculated by primary UoM. Negative values are allowed.

Perc/Value

This defaults from the Landed Cost file, but you can override it.

Select one of the following:

Checked - If the landed cost is a percentage added to the item cost

Unchecked - If the landed cost is a value added to the item cost

Cmpd Ind

The compound indicator value defaults from the Landed Costs file, but can be overridden here.

Percentages and values may be compounded.

For percentage costs, this will indicate (when other percentage cost elements are used) whether to compound or accumulate them when applying to the price.

Select one of the following:

Checked - To compound the percentages

Unchecked - To accumulate the percentages

For value costs, this indicates whether the value cost is accumulated with the price after applying the percentages, or before.

Select one of the following:

Checked - To accumulate before applying percentages

Unchecked - To accumulate after applying percentages

Price Dependent

This field defaults from the Landed Cost file, but you can override it here.

Price dependent means that the accumulated costs will be calculated and added to the price, giving a value on which the non-price-dependent values may be accumulated and calculated.

Select one of the following:

Checked - To specify that the accumulated costs are price-dependent

Unchecked - To specify that the accumulated costs are non-price-dependent

Select **Update (F8)** to update the <u>landed costs</u>.

Authorisation Status Pop-up

To display this pop-up, select **Status (F17)** on the Item Supplier Profile Maintenance window.

You use this pop-up to change the authorisation status of the profile.

Note: When it is created, an <u>item/supplier profile</u> defaults to a status of AUTHORISED.

Fields

Current Status

This field displays the current status.

New Status

Select one of the following (the default is the same as the current status):

Authorised (blank) - If no restrictions apply with regard to ordering from this supplier

Unauthorised (1) - If restrictions apply to the order types allowable, e.g. only sample orders are allowed for this supplier. Allowed order types are those which have 1 in the Value/Percentage flag in the PM Parameter file ORDC entries, For example, if sample orders have an <u>Order Class</u> of 3 and only sample orders are allowed for unauthorised profiles, then the ORDC entry for 3 should have the flag set to 1. Other order classes have the flag set to blank (the default) or zero.

Inactive (9) - If the item cannot be ordered from this supplier via Order Entry or <u>Requisitions</u> Entry

Functions

Previous (F12)

Use this to return to the Item Supplier Profile Maintenance window without changing the status.

Press Enter to update the status and return to the Item Supplier Profile Maintenance Window.

Item Supplier Profile Invoice UOM selection

To display this pop-up, select Invoice UOM's (F22) on the item Supplier Profile Maintenance window.

Function

1=Select

Use this function to maintain an existing Invoice UOM

4=Delete

Use this function to delete an existing Invoice UOM

F10=Add

Use this function to create a new Invoice UOM

Select F12=Previous to return to the item/supplier profile header maintenance panel.

Item Supplier Profile Invoice UOM Maintenance

To display this pop-up either select an existing Invoice UOM or use function F10 to add a new Invoice UOM.

Fields

Supplier Invoice UOM

Enter a UOM code. This should be unique within supplier and item and ideally, to avoid confusion, should not be one of the Inventory item units of measure. This field is only input capable when adding a new Invoice UOM. The Invoice UOM code can be a standard UOM code in the Inventory Descriptions table 'UOM' but this is not an absolute requirement.

Description

Enter the text description of the suppliers invoice UOM. If the entered unit of measure exists in the Inventory Descriptions table 'UOM' the inventory description will default into the description field, but can be overridden.

Conversion rate

Enter a positive value.

Multiply or Divide

Enter either 'M' or 'D'.

Functions

F4=Prompt

Use this function to prompt on units of measure defined within Inventory Management.

F8=Update

When you have finished creating the Invoice UOM, select Update (F8) to save your changes and redisplay the list of existing Invoice UOMs.

F11=Delete

Use this function to delete the Invoice UOM currently being maintained. This function is only available when maintaining existing records.

Use **F12 Previous** to return to the previous panel without updating the currently displayed record.

Delivery Instructions [4/PMM]

Use this task to maintain a set of delivery instructions for the company.

These instructions are assigned to an order in Order Entry and Order Amendment, and appear on purchase order prints.

Delivery instructions are set up on the Item Specification file using an item created from the 12-character prefix (identified on the company profile) and a three-character suffix entered through this maintenance task.

Enter an existing code to maintain or delete data. Enter a new code to add new delivery instructions.

Delivery Instructions Maintenance Selection Window

To display this window, select the Delivery Instructions task.

Use this window to enter the code of the delivery instructions that you want to maintain.

Fields

Code

Enter an existing code to update or delete delivery instructions.

Alternatively, use the prompt facility to select from the Select Delivery Instruction Code pop-up.

Enter a new code to add a new set of delivery instructions.

Press Enter to display the Delivery Instructions Maintenance Detail window.

Delivery Instructions Maintenance Detail Window

To display this window, enter a delivery instruction code and then press Enter on the Delivery Instructions Maintenance Selection window.

Use this window to maintain the Delivery Instructions for the selected code.

If the code is found, the existing instructions are displayed and AMENDMENT is displayed at the top of the window. If the code is a new one, the instructions are blank and INSERTION is displayed at the top of the window.

Fields

Code

The delivery instructions code from the previous window is displayed.

Delivery Instructions Lines 1 to 3

Enter the instructions to be attached to the code. Three lines of up to 50 characters each may be entered.

Functions

Delete (F11)

Use this to delete the delivery instructions and the related code.

Press Enter to save the delivery instructions that you have entered and re-display the Delivery Instructions Maintenance Selection window.

Receiving Addresses [5/PMM]

Use this task to maintain a set of receiving addresses for the company.

Receiving addresses are assigned to an order in Order Entry and Order Amendment and appear on purchase order prints.

Your main receiving address is set up in Accounts Payable as a customer with the address sequence code 000. The customer code for this address is identified on the Purchase Management company profile. You use this task to enter additional receiving addresses against this account.

Each receiving address is allocated a sequence code and a default code may be entered on the company profile to indicate the most usual receiving address. This code will then appear on the order header but may be replaced with another one where appropriate.

Receiving Addresses Maintenance Selection Window

To display this window, select the Receiving Addresses task.

Use this window to enter the code of the receiving address that you want to maintain.

Fields

Code

Enter an existing code for a receiving address to be updated or deleted.

Alternatively, use the prompt facility to select from the Select Receiving Address Code pop-up.

Enter a new code to add a new receiving address.

Enter a code and press Enter to display the Receiving Address Maintenance Detail window.

Receiving Address Maintenance Details Window

To display this window, enter a code and then press Enter on the Receiving Address Maintenance Selection window.

Use this window to maintain the receiving address for the selected code.

If the code already exists, the address is displayed and AMENDMENT is displayed at the top of the window. If the code is new, the address is blank and INSERTION is displayed at the top of the window.

Fields

Code

The receiving address code from the previous window is displayed.

Address Name

Enter the name of the company for the receiving address.

Lines 1 to 5

Enter up to five lines for the receiving address. You must enter at least the first line of the address.

Post Code

Enter the postcode of the receiving address.

Press Enter to update the Supplier Master file with the details you have entered.

Supplier External Text [6/PMM]

You use this task to maintain external text for a supplier, which may be printed on the purchase order form.

Supplier External Text Maintenance Selection Window

To display this window, select the Supplier External Text task.

Use this window to select the supplier whose external text is to be maintained. Supplier external text may be printed on purchase orders.

Note: Supplier internal text is set up in the Accounts Payable application.

Fields

Supplier

Enter a supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

The supplier code must exist on the Supplier Master file.

Enter a supplier and then press Enter to display the Supplier Text to Print on Order pop-up.

Supplier Text to Print on Order Pop-up

To display this pop-up, enter a supplier and then press Enter on the Supplier External Text Maintenance Selection window.

Use this pop-up to maintain the external text details for the selected supplier.

Any external text found for the supplier will be displayed.

Fields

Supplier

This field displays the supplier code that you have selected.

Name

This field displays the supplier's name, from the Supplier Master file.

Line Numbers 1-99

You can enter up to 99 lines, of up to 45 characters each.

Position To

You can use this field to select which the line number at which you wish the display to start. This may be useful if there are many lines of external text for a supplier.

Insert/After

Enter the number of text lines to be inserted after the entered line number.

Delete/From

Enter the number of text lines to be deleted, starting from the entered line number.

Select **Update (F8)** to save your changes and re-display the Supplier External Text Maintenance Selection window.

Supplier Fax Numbers [7/PMM]

If you have the Cobwebb Fax module, you can to send your purchase orders by direct fax transmission rather than printing and posting.

This task allows you to maintain as many fax numbers as you wish against the delivery addresses of the supplier.

Supplier Fax Number Maintenance Selection Window

To display this window, select the Supplier Fax Numbers task.

Use this window to select the supplier whose fax numbers you wish to maintain.

Fields

Supplier

Enter the supplier code for the supplier whose fax numbers you wish to maintain.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Enter a supplier and then press Enter to display the Supplier Fax Number Maintenance Details window.

Supplier Fax Number Maintenance Details Window

To display this window, enter a supplier and then press Enter on the Supplier Fax Number Maintenance Selection window.

Use this window to enter or maintain fax numbers for the selected supplier.

Fields

Supplier

This field displays the supplier code you have selected and the supplier's name from the Supplier Master file.

Add Cde.

Enter the address code for the supplier. Supplier address codes are set up in Accounts Payable.

Fax Number

Enter the fax number, including codes, without any blanks or dashes.

Description

Enter a description for the fax number. It is particularly useful if the supplier has more than one at each address.

Options

Select

Use this to select a current fax number for update or deletion. The fax details are displayed in the fields at the bottom of the window.

Functions

Delete (F11)

Use this to delete an existing fax number.

Select **Update (F8)** to save your changes and re-display the Supplier Fax Number Maintenance Selection window.

User Authority Parameters [8/PMM]

You use this task to maintain user specific authorisation values and the user's default stockroom.

These are used in goods receiving and invoice matching to check that the user has sufficient authority to confirm a difference in value (under or over) from the original order.

If either the absolute value or percentage of order line value, maintained in this task, is exceeded, the user is prevented from confirming the acceptance.

Over Receipts

When a user tries to accept an over receipt, the software calculates its value and compares it with the user's authority value. It also calculates the value of the over receipt as a percentage of the original value of the order line and compares this with the user's authority percentage. If either of the calculated values is higher than the user's authorities, the over receipt cannot be completed.

Example: 100 items are ordered at £1 each but 105 are delivered. The system calculates 5 x £1 = £5 and £5 / £100 = 5% and then compares these with the user's authority values.

Considered Complete

When receipts are being entered against an order, the user may wish to log an order as complete, even when the goods received are less than those on the original order. When a user tries to do this, the software calculates the value by which the receipt is below the original order line value and compares this with the user's authority value.

It also calculates the value of this under receipt as a percentage of the original value of the order line and compares this with the user's authority percentage. If either of the calculated values is higher than the user's authorities, the order cannot be considered complete.

Examples: 100 items are ordered at £1 each but only 95 are delivered. The software calculates 5 x £1 = £5 and £5 / £100 = 5% and then compares these with the user's authority values.

Invoice Matching Authority Value

At invoice match, the value on the invoice is often found to be different from that on the original order. When a user tries to amend a value the software calculates the difference between the invoice and the order value and compares this with the user's authority value.

It also calculates the difference as a percentage of the original value of the order line and compares this with the user's authority percentage. If either of the calculated values is higher than the user's authorities, the invoice match cannot be completed.

This task also involves the selection of a default stockroom for the user.

Note: 3-way match tolerances are maintained within Accounts Payable.

User Authority Parameters Maintenance Selection window

To display this window, select the User Authority Parameters task.

Use this window to select the user profile to be maintained. The user profile must have been previously defined to Application Manager.

Fields

Enter User Profile

Enter the user ID of the user profile you wish to maintain.

Enter a user ID and then press Enter to display the User Authority Parameter Maintenance Details window.

User Authority Parameter Maintenance Details Window

To display this window, enter a user ID and then press Enter on the User Authority Parameter Maintenance Selection window.

You use this window to define the value or percentage of order line value (or both) that the user can confirm as an acceptable difference in Goods Receiving and Invoice Matching.

Fields

Authority Value

Enter the maximum difference in value that the user can accept.

Percentage

Enter the maximum percentage difference of a line value that the user can override.

You can enter either authority value or percentage, or both. You cannot leave both entries blank.

Default Stockroom

Enter the stockroom at which the user will usually record purchasing receipts, transfers and adjustments.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Note: To enable a user to receive, return or transfer into/from stores they must be authorised to the stockroom if User/Stockroom Authorisation is active in Inventory Management (via task: Authorise Users to Stockroom).

Functions

Delete (F11)

Use this to delete existing authority values.

Press Enter to save your changes and re-display the User Authority Parameter Maintenance Selection window.

Landed Cost Codes [9/PMM]

Use this task to maintain landed cost code details.

Landed costs are purchasing costs incurred over the basic purchase price of goods or services. Each code set up within this task represents a category of landed cost; for example, transportation costs, assurance or excise duty.

Landed costs are used in item supplier maintenance, order line entry and amendment and Inventory Management item stockroom maintenance.

Landed Cost Code Maintenance Selection Window

To display this window, select the Landed Cost Codes task.

Use this window to select the landed cost code to be maintained.

Fields

Landed Cost Code

Enter the landed cost code that you want to maintain.

Alternatively, use the prompt facility to select from the LAND Landed Cost Codes pop-up.

Enter a new code to create a new landed cost.

Enter a landed cost code and then press Enter to display the Landed Cost Maintenance Detail window.

Landed Cost Code Maintenance Detail Window

To display this window, enter a landed cost code and then press Enter on the Landed Cost Code Maintenance Selection window.

You use this window to maintain details against the selected landed cost code.

Fields

Landed Cost Code

This field displays the landed cost code that you have selected.

Description

You must enter a description of the landed cost, up to 30 characters long.

Percent

A landed cost may be calculated as a percentage or as a value.

Use this checkbox as follows:

Checked - If a percentage of the item cost will apply

Unchecked - If a cost value per unit of measure for the order line will apply

Compound Indicator

Percentages and values may be compounded. For percentage costs, this will indicate (when other percentage cost elements are used) whether to compound or accumulate them when applying to the price.

Select one of the following:

Checked - To compound the percentages

Unchecked - To accumulate the percentages

For value costs, this indicates whether the value cost is accumulated with the price after applying the percentages, or before.

Select one of the following:

Checked - To accumulate before applying percentages

Unchecked - To accumulate after applying percentages

Price Dependency

Price dependent means that the accumulated costs will be calculated and added to the price, giving a value on which the non-price-dependent values may be accumulated and calculated.

Select one of the following:

Checked - To specify that the accumulated costs are price-dependent

Unchecked - To specify that the accumulated costs are non-price-dependent

Press Enter to update the Landed Cost Code file and re-display the Landed Cost Maintenance Selection window.

Stockroom Defaults [10/PMM]

Stockrooms are defined in the Inventory Management company profile.

You set up the processing defaults for purchased goods on the Purchase Management company profile.

You can override some defaults for individual stockrooms by setting up stockroom default profiles in this task.

You can create and amend the stockroom name, address, telephone and fax numbers, contact name and receiving address. You can also use this task to deal with goods received note generation, numbering and printing.

Stockroom Default Maintenance Selection window

To display this window, select the Stockroom Defaults task.

You use this window to select the stockroom for which defaults are to be maintained.

Fields

Stockroom

Enter a valid stockroom code.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Enter a stockroom code and then press Enter to display the Stockroom Defaults Maintenance Details window.

Stockroom Defaults Maintenance Details Window

To display this window, enter a stockroom and then press Enter on the Stockroom Defaults Maintenance Selection window.

Use this window to enter default details for the stockroom selected on the previous window.

Fields

Stockroom Code

This field displays the stockroom code you entered on the previous window. You can amend the description.

Address

Enter the stockroom address. You can enter up to five address lines, but you must enter at least the first line.

Post Code

You can optionally enter the stockroom postcode.

Telephone Number

You can optionally enter the stockroom telephone number.

Fax Number

You can optionally enter the stockroom fax number.

Contact Name

You can optionally enter the contact for this stockroom.

Receiving Address Code

The default receiving address code, which is set up in company profile maintenance, is displayed here.

This may be overwritten with a different [receiving address](#).

Alternatively, use the prompt facility to select from the Select [Receiving Address](#) Code pop-up.

Booking in Point

Select the default location into which receipts are to be booked. When setting the defaults for a [stockroom](#) for the first time, the defaults defined in the [company profiles](#) maintenance option will be in this field. You can change this for each receipt.

Select one of the following:

Goods Inwards (1)

Inspection (2)

Stores (3)

If you book goods directly into Stores, stock levels in Inventory Management will be automatically updated. If you book into Goods Inwards or Inspection the goods will have to be transferred to Stores (using the Transfer Goods Location task) before stock levels are updated.

Company Stockroom GRN Generation

You can decide whether goods received notes numbers are generated by each [stockroom](#) or across the whole company.

Select one of the following:

Stockroom - If goods received notes numbers are generated at [stockroom](#) level

Company - If goods received notes numbers are generated on a company level

Note: Tip: Use GRN number generation at [stockroom](#) level if you have more than one [stockroom](#) and want to use GRN numbers to identify which [stockroom](#) goods have been received in.

Note: If you use GRN number generation at [stockroom](#) level, you must use separate, discrete numbering ranges for each [stockroom](#).

Automatic Goods Received Note Numbering

Use this checkbox as follows:

Checked - For automatic generation of GRN numbers

Unchecked - To enter your own unique GRN numbers at order entry time

Start Number

If you are using automatic numbering, enter the first permissible GRN number.

End Number

Enter the last permissible GRN number.

Last GRN Number Used

This field displays the last-used GRN number for information only and cannot be amended.

Goods Receipt Note to Print

Use this checkbox as follows:

Checked - To enable printing of GRNs

Unchecked - To inhibit printing of GRNs

Goods Receipt Labels to Print

Use this checkbox as follows:

Checked - To enable the automatic printing of labels at receipt time

Unchecked - To inhibit automatic printing of labels at receipt time

GRN/Label Print Queue

Enter the printer output queue required for GRNs and labels.

For information about queues and libraries, see the Machine Manager product guide.

Hold

Use this checkbox as follows:

Checked - If the output on the GRN or Label Print Queue is to be held until you release it manually

Unchecked - If the output on the GRN or Label Print Queue is to be released automatically

Library

Enter the library in which the output queue resides.

Select **Update (F8)** to save your changes and re-display the Stockroom Defaults Maintenance Selection window.

Supplier Options [11/PMM]

Note: This option is re-titled and is now general purpose rather than SupplyWEB-specific.

Use this task to maintain processing options at supplier level. If a supplier is not defined here then the processing options will be assumed as defaults (usually off).

To display this window, select the Supplier Options task.

Use this window to select the supplier whose options you wish to maintain.

Fields

Supplier

Enter the supplier code for the supplier whose options you wish to maintain.

Alternatively, use the prompt facility to select from the Supplier Selection pop-up. You can select form all Suppliers or from those with Options already configured.

Enter a supplier and then press Enter to display the Supplier Options Maintenance Details window.

Supplier Options Maintenance Window

To display this window, enter a Supplier code and then press Enter on the Supplier Options Maintenance Selection window.

Use this window to enter options for the Supplier code entered on the previous window.

Fields

Landed Costs Confirmation

Use this checkbox to select a supplier requiring confirmation of landed costs prior to goods being transferred into stores.

Unchecked – No restrictions are applied for the supplier. This is the default.

Checked – For this supplier, stock orders cannot be received directly into stores. They can be transferred into stores only after confirmation in Landed Costs maintenance [49/PMP]. Direct delivery orders are not affected.

Automatic Order line price update

Use this checkbox to determine if this supplier ever has automatic price update. The default is 'Off'.

Unchecked – Automatic price updates are not applied for the supplier. This is the default.

Checked – Automatic price updates are applied for this supplier. The price updates are applied by running option Un-receipted order line price update [9/PMU].

Update price on orders

Use this checkbox to determine if this supplier ever has automatic price update performed on overdue orders. The default is 'Off'. It must be a positive action to turn a supplier on..

The checkbox cannot be set to 'On' if the checkbox for automatic order line updates is 'Off'.

Consignment stock?

Identify whether the supplier holds consignment stock at any of your company sites.

Unchecked – The supplier does not hold consignment stock at any of your company sites. This is the default.

Checked – The supplier does hold consignment stock at your company sites.

Switching the consignment stock checkbox will retain any consignment stock records but effectively make them inactive.

Consignment stockroom

You can specify the stockroom designated to hold the supplier's consignment stock. This must be a stockroom checked as an inbound consignment stockroom. The consignment stockroom can only be changed when the physical stock for that supplier is zero.

Issuing stockroom

You can specify the stockroom to which consignment stock is issued when removed from the inbound consignment stockroom. This stockroom cannot also be flagged as an inbound consignment stockroom. This relationship is used when planning/forecasting demand through DRP/MPS/MRP but can be overridden when consuming consignment stock. A consignment stockroom can only be associated with one issuing stockroom.

Self-Billing Accepted?

Identify whether the supplier accepts self-billed invoices.

Unchecked – The supplier does not accept self billed invoices. This is the default.

Checked – The supplier does accept self billed invoices.

Invoice Matching Rule

You can specify the method used by the supplier to match self-billed invoices with movements or consignment stock.

Log Item Location

You can specify the Accounts Payable location the Self-Billed Log Item will be associated with. Use **Maintain Location codes [4/APM]** to set these up.

Replenishment PO Required

Use this to identify whether the supplier normally requires a Purchase Order as an instruction to replenish the consignment stock as a result of consumption. Use **Consume Consignment Stock [52/PMP]** to consume stock. Use **Confirm Consignment Transfer [53/PMP]** and this flag setting to decide whether to create a replenishment Purchase Order.

Unchecked – The supplier does not require Replenishment Purchase Orders. This is the default.

Checked – The supplier does accept Replenishment Purchase Orders.

Functions

SupplyWEB (F6)

Use this to maintain the options for SupplyWEB, if installed.

Supplier Delivery Schedule [12/PMM]

The Supplier Delivery Schedule allows the definition of the dates or days of the week when a Supplier makes deliveries to the receiving company. Delivery Schedules are primarily used to ensure that Purchase Order and Purchase Schedule Due Dates are generated for the dates on which they are likely to be delivered. The Supplier Delivery Schedule is flexible enough to allow different combinations/levels. These include supplier/supplier delivery address, then, more specifically, requirements for supplier/item, or supplier/item/stockroom. When Vendor Scheduling is active supplier/contract and supplier/item/contract are also available.

Supplier Delivery Schedule Invite Window

The initial panel invites you to enter selections of supplier and optionally delivery address code, item code or stockroom. If Vendor Schedule is active selection of contract can also be made.

Fields

Supplier

Enter a supplier code (a required field).

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

The supplier code must exist on the Supplier Master file.

Delivery Address

Enter a Delivery Address code. Alternatively use the supplier prompt facility to select the supplier and delivery address code. A blank delivery address code is the same as entering '000'.

Note: The delivery schedule for blank/000 address code is taken as the default for any delivery address code that has no specific delivery schedule defined.

Item

Optionally, enter an Item code. Alternatively, use the prompt facility to select from the Item Search pop-up.

The Item code must exist on the Item Master file.

Note: It is advisable, but not compulsory, that the corresponding Purchase Management Item/Supplier definition exists.

Stockroom

Optionally, enter a stockroom code for the supplier or supplier/item. Alternatively, use the prompt facility to select from the Stockrooms Search pop-up.

The Stockroom code must be a valid Stockroom.

Contract (only displayed if Vendor Scheduling is active)

Optionally, enter a Contract. Alternatively, use the prompt facility to select from the Contract Search pop-up.

The Contract code must be a valid Contract.

Functions

Supplier Delivery Schedule (F7)

Use this to display the delivery schedule prompt. This shows a list of all Supplier Delivery Schedules defined for the entered supplier.

Press Enter to continue, if the entered information is valid and this is a new Supplier Delivery Schedule then the Schedule Week Model Pop-up will be presented. Otherwise the Supplier Delivery Schedule Maintenance Window is presented.

Delivery Schedules Prompt

To display this window enter a valid a supplier code and optional delivery address code (a blank deliver address code is the same as entering '000' – the default schedule) and select **Supplier Delivery Schedules (F7).**

Fields

Supplier

Displays the Supplier code and Delivery Address code

Item

Displays the Item code

Sr

Displays the Stockroom code

Contract (only displayed if Vendor Scheduling is installed)

Displays the Contract code

Options

Select

Use this to select the Supplier Delivery Schedule. This will return to the Delivery Schedule Invite Screen prefilling the screen fields with the selected Delivery Schedule

Add/Amend Schedule Week Model Pop-up

This is displayed initially for a new Delivery Schedule.

To display this pop-up for an existing Deliver Schedule select the **Week Model Template (F7)** function.

Use this to define the days of the week when that Supplier regularly completes their deliveries.

Fields

Week Model (M T W T F S S)

Select the day or days of the week when the Supplier regularly completes deliveries

OR:

Schedule Code

Schedule Code refers to a separately defined Delivery Schedule. These Schedules are maintained via **Accounts Payable Schedule Maintenance [8/APM]**. This method can be used as an alternative to the week template and individual delivery dates method, and may be useful where multiple Suppliers share a similar delivery pattern, which cannot be described using the standard week template model.

Functions

Update (F8)

Use this to save the Supplier Delivery Week Template and continue to the Supplier Delivery Schedule Maintenance Window.

Single Dates (F18)

Use this function to define delivery and non-delivery days against individual dates, using the Single Delivery Dates pop-up. This option may be used where there is no standard pattern which reflects the supplier's delivery schedule.

This is only available on this pop-up for a new schedule addition.

Select **Update (F8)** to continue to the Supplier Delivery Schedule Maintenance Window which allows the definition of schedule variations and exceptions to cover days and weeks where the delivery schedule is altered.

Single Delivery Dates Pop-up

To display the Single Deliver Date pop-up select the **Add/Amend Single Dates** option from the Supplier Delivery Schedule Maintenance Details Window. Alternatively select **Single Dates (F18)** from the Add/Amend Schedule Week Model Pop-up.

Use this pop-up to define individual Delivery Dates and exclusions.

Fields

Date

A list of date fields are available. Enter or select valid dates.

Note: Blanking out a previously entered date will remove that date entry.

Options

Delivery Day

Entered together with a valid date or dates to included extra delivery dates.

Non-Delivery Day (not applicable)

Entered together with a valid data to exclude individual dates e.g. Statutory Holidays

Note: A valid option must be entered against any date that is entered.

Functions

Update (F8)

Use this option to save the Single Delivery date and continue to the Supplier Delivery Schedule Maintenance Window where the schedule variations are summarised.

Supplier Delivery Schedule Maintenance Window

To display Supplier Delivery Schedule Maintenance either: For a new Supplier Delivery Schedule select **Update (F8)** from the Add/Amend Schedule Week Model, or for an existing Supplier Delivery Schedule press Enter from the invite window.

If there are time periods where the supplier's weekly delivery pattern is going to deviate from the standard pattern, then these are maintained using the ' Week Model Variations' option. A variation must be defined for a delimited time period with a specific start and end date. The variation only applies for this time period, and when it has finished the standard week pattern is resumed.

In conjunction a list of individual delivery dates can be maintained allowing a list of dates to be entered for the Supplier's deliveries. This option may be used to include dates in addition to the standard pattern or to exclude dates from the standard pattern, to cater for planned unavailable days such as holidays.

Fields

Header section

Supplier

Displays the Supplier code and Delivery Address code

Item

Displays the Item code

Sr

Displays the Stockroom code

Contract

Displays the Contract code

Week Model

Week Model (M T W T F S S)

Displays the selected day or days of the week when the Supplier regularly completes deliveries

OR:

Schedule Code

Displays the Schedule Code currently used for the week model

OR:

Single Dates Only

Displayed if single dates are used to describe the Supplier Delivery Schedule

Note: The single delivery dates are listed in the Week Model Variations.

Week Model Variations

From Date

Shows the date the temporary week model is effective from, or the single delivery/non-delivery date.

To Date

Shows the date the temporary week model is effective from, or the single delivery/non-delivery date.

The description of the type of variation is shown alongside the date range.

M T W T F S S

Shows the temporary Week model where applicable

Options

Add/Amend Week Model

Use this to add or amend week model temporary changes

Add/Amend Single Dates

Use this to add or amend single delivery/non-delivery dates

Delete

Use this to delete the currently selected Delivery Schedule variation.

Functions

Week Model Template (F7)

Use this to display the Add/Amend Schedule Week Model pop-up

Delete (F11)

Use this to delete the whole delivery schedule

Available Delivery Date (F17)

Use this display to present the Delivery Schedule Dates pop-up showing a list of delivery dates.

Week Model Temporary Changes

To display the Week Model Temporary pop-up select the Add/Amend Week Template option.

This is used to define a period of time over which the normal week model is overridden; this could be for example for holidays or seasonal work. Before the Effective From and after the Effective To dates the normal week model pattern is assumed.

Fields

Effective From

Enter or select a valid effective from date.

Effective To

Enter or select a valid Effective to date.

Week Model (M T W T F S S)

Select the day or days of the week when the Supplier makes deliveries during the effective date range.

Options

Delivery Day

Entered for each day on which a delivery may be made.

Non-Delivery Day

(the default) indicates a day when deliveries are not made. e.g Statutory Holidays

Functions

Update (F8)

Use this to save Week Model Temporary Changes and return to the Supplier Delivery Schedule Maintenance. The Supplier Delivery Schedule maintenance is refreshed to show a summary of the Week Model Changes.

Single Delivery Dates Pop-up

To display the Single Deliver Date pop-up select the Add/Amend Single Dates option.

Fields

Date

A list of date fields are available. Enter or select a valid date.

Options

Delivery Day

Entered together with a valid date or dates to include individual delivery dates.

Non-Delivery Day

Entered together with a valid date to exclude individual dates e.g. Statutory Holidays

Functions

Update (F8)

Use this to save the single delivery dates and return to the Supplier Delivery Schedule Maintenance. The Supplier Delivery Schedule maintenance is refreshed to show the revised single delivery dates.

Delivery Schedule Dates

To display the Delivery schedule Date pop-up select **Available Delivery Date (F17)** from Supplier Delivery Schedule maintenance.

The list of expected delivery days is shown taking into account the week model and all weekly/daily variations, or the Schedule from Accounts Payable.

Fields

Item

Displays the Item code, if specified

Sr

Displays the Stockroom code, if specified

Contract

Displays the Contract code, if specified (and only applicable if Vendor Scheduling is installed)

Supplier

Displays the Supplier code and and Delivery Address code

Position to

This allows positioning to an entered date

Date

The delivery date are listed vertically

Day

The delivery days of the week are listed beside the dates

Press **Previous (F12)** to return to the Supplier Delivery Schedule Maintenance window

Application Maintenance File Prints

File prints are available from the File Lists section of Purchase Management Maintenance for the following:

- Parameters and Miscellaneous Codes
- Purchasing Officer Names
- Receiving Addresses
- Delivery Instructions
- User Authority Parameters

Each of these tasks submits a batch job to the system, when you select the appropriate task. These prints consist of a listing of the current records in each file and are particularly useful during the setting up of the system to check that all the correct entries have been made.

See the Reports chapter of this product guide for details of these tasks.

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Chapter 3   Processing

3

Purchase Management Processing

This chapter covers the day-to-day processing functions of Purchase Management. These are:

- The creation and amendment of orders
- Receipt of goods
- Matching invoices to goods received
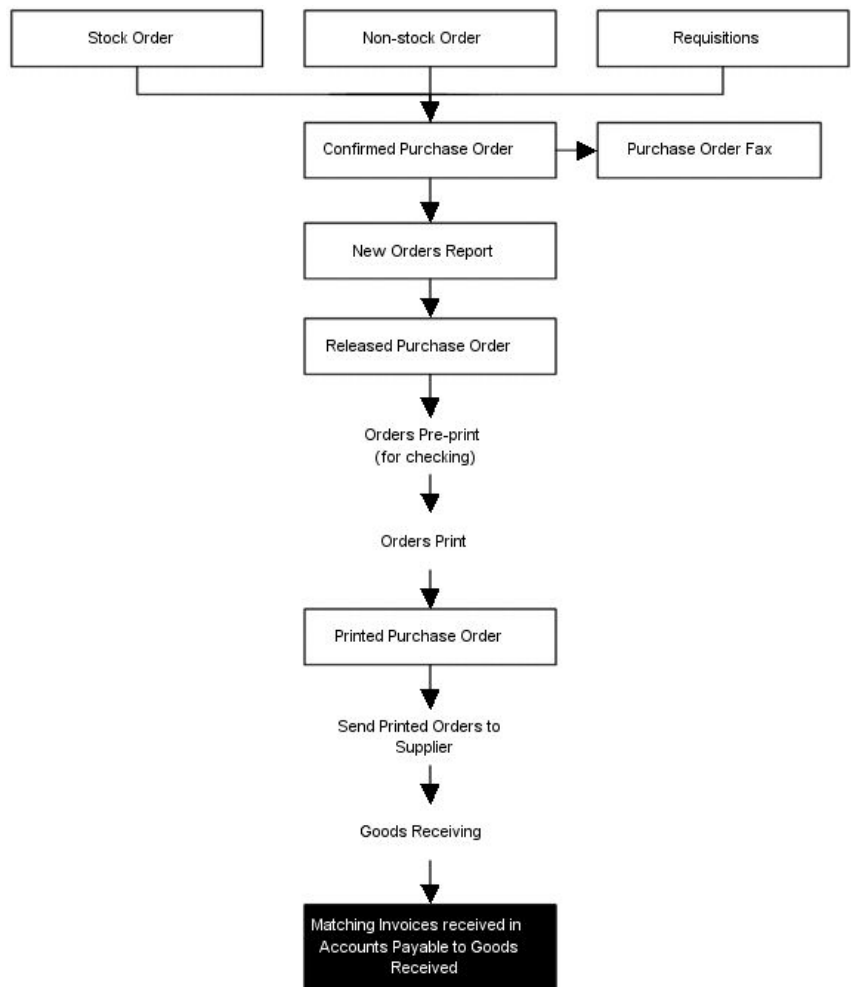
Invoice Matching and the Euro

With the introduction of the Euro and European Monetary Union (EMU) in 2000, the way in which we process any monetary transaction has changed.

There are two ways to match an invoice to a purchase order:

- Batch
- Interactive

With either method the system determines whether the currencies are defined as IN currency; that is, linked to the Euro, or not.

This affects the posting of any rounding discrepancy between the base value of the total invoice and the total of the individual dissections.

If either currency is not linked to the Euro, the discrepancy will be written to the General Rounding Errors Account held within Financials.

However, if both currencies are IN or IN/Euro, the discrepancy will be written to one of the Euro rounding accounts.

If it is a positive error, the amount will be written to the Euro Rounding Debit Account.

If it is a negative error, the amount will be written to the Euro Rounding Credit Account.

Order Entry [41/PMP]

The windows displayed during order entry vary depending on the type and class of order being processed. Both are determined by entries you make on the order header. There are three classes of order:

- **Stock Order** - This is an order containing stocked items that require item tracking. The order class is 1, 2, 3 or 4.
- **Non-stock Order** - This is an order of order class 5, 7 or 8, containing non-stocked items or services that do not require item tracking.
- **Service Order** - This is an order where item tracking is not required, of order class 6. For such orders it is not necessary to release or receive the order and you can match invoices to these orders once they have been entered.

There are three main order types:

- **Line order** - This consists of separate order lines, giving the quantity and other details for each item. Multiple deliveries are acceptable against such an order.
- **Schedule order** - Multiple deliveries are requested for each line, with individual delivery dates and quantities. The whole order quantity is scheduled for specific dates.
- **Blanket order** - This is similar to a schedule order but the full order quantity need not be scheduled when the order is raised. A default date of 99/99/99 will be automatically set up for the unscheduled part.

An IC code may be entered for non-stock and service orders if the Inter Company GL function is active. Validation and prompting of the GL code are with respect to this company. The IC code is displayed with the GL Code in the Blanket/Schedule and Landed Costs windows.

Order Entry Header Window

To display this window, select the Order Entry task.

You use this window to assign the supplier, order class, schedule type, stockroom, and delivery instructions to an order. You can overwrite the defaults that appear on this window.

The entered Purchase Order Header details are used to determine whether there is a Supplier Delivery Schedule applicable. If there is a Delivery Schedule defined for the Supplier and Address Code, then this is used. If there is no specific Delivery Schedule for the entered Address Code, then the default Address Code (000) is checked. If a Supplier Delivery Schedule is found then the Delivery Date entered is checked against it.

If automatic PO numbering is applicable and a manual order number has not been entered then the order number is taken from a range defined for the Stockroom Site of the order header stockroom, if such a range is configured. The automatic order number is allocated at the point of committing the order for update and is displayed after allocation. If no number can be obtained then the normal company level range is used.

For a non-stock or service order, if no stockroom is entered on the header then the Stockroom Site is obtained from the PM Parameter of type **RASS**. If this parameter is not found then the normal company level range is used.

Fields

Order Number

If you have enabled automatic numbering on the company profile, a system-generated number is displayed. You can manually amend this number. The number can also include an amendable character prefix. If automatic numbering is disabled, you must enter a unique order number manually.

You can enter an order number that is to be used instead of a system-generated number. It is mandatory if auto generation is not set as active in the company profile.

If you do not enter an order number and auto-generation is active then the order number is obtained from the stockroom site or else from the company range.

Last Order Number

This field shows the previous order number within this session.

Supplier

Enter the supplier code against which you want to raise the order.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

You can only use suppliers already set up in Accounts Payable.

Supplier reference

Enter the supplier reference for this order.

Address Code

This field displays the default address code for this supplier, but can be amended. A default address code for orders is specified in your company profile.

Receiving Address Code

This field displays the default code for the address to which the goods should be sent. To override this receiving address, enter another receiving address code.

Alternatively, use the prompt facility to select from the Select Receiving Address Code pop-up.

Use **Receiving Address (F13)** if you wish to amend this address or to ensure that the address will override any specified in Stockroom Defaults (especially if the order includes multiple stockrooms).

Leave this field blank to enter a unique address, for this order only, using **Receiving Address (F13)**.

Order Date

This field defaults to the current date, but can be amended.

Delivery Date

You must enter or select a date as the default for the Due Date field on each order line. It must not be earlier than the order date.

You may also select a date via the **Supplier Delivery Schedule (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable it is used to check whether an entered delivery date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

FOB

Enter a Free on Board (or Freight on Board) reference in this field.

Note: This field is displayed only when the PM company country code is USA.

Order Class

You must enter the class of the order:

Alternatively, use the prompt facility to select from the ORDC Order Classification pop-up.

Order classes 1 - 4 are for stocked items defined in Inventory.

Order classes 5, 7 and 8 are for non-stocked items.

Order class 6 is for services.

Note: For stock orders, an item record in Inventory Management must be present for each item ordered.

I/C Target

For a non-stock or service order enter an IC Company to use as the default for order lines subsequently entered, if required.

Alternatively, use the prompt facility to display companies.

P. Officer

Enter the code for the purchasing officer responsible for this order.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

This field is mandatory if specified as such in the company profile.

Schedule Type

Enter one of the following:

Blank - If the order is a line order (that is, a single delivery is expected for the full line quantity)

S - If the order is a scheduled order

B - If the order is a blanket order

You can use the prompt facility to select from the STYP Schedule Description pop-up.

Stockroom

Enter the code for the stockroom in which the goods from this order are to be received.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This field is mandatory if the order is a stock order.

If you enter a Stockroom to which you are not authorised, then the standard Stockroom Authorisation error window is displayed and you will not be able to continue.

A parameter on the Descriptions file determines whether a Stockroom is mandatory for non-Stock Purchase Orders.

Dly. Ins. Code

If you have any particular delivery instructions you want to print on this order, you can enter the relevant code in this field.

Alternatively, use the prompt facility to select from the Select Delivery Instruction Code pop-up.

The codes for delivery instructions are set up in Inventory Management.

Dept/Exp

You can optionally enter a department.

Alternatively, use the prompt facility to select from the Select Expense Type pop-up.

This field is for memo purposes only. If Job Management is active, this field is validated against the Job Management expense codes.

Shipping Code

This field is for memo purposes only.

If the country is USA, this field is mandatory and is validated against the SHIP codes in the Purchase Management parameters file.

Job Number

You can optionally enter a job number in this field.

Alternatively, use the prompt facility to select from the Select Job Detail pop-up.

You can use the job number for purchase order enquiries. If Job Management is active, this field is validated against the Job Management job codes.

User-defined Field

Any entry you make in this one-character field is not validated and is for memo purposes only. You can use this field as a way of separating and selecting purchase orders when running your own reports.

You can set up your own description to be displayed beside this field by selecting the Parameters and Miscellaneous Codes task, and updating Parameter Type XDEF, Parameter ID IPRI.

Discount % 1/Discount % 2

You can optionally enter discounts that apply to the total order, to be printed as part of the header details.

Press Enter to display the Currency Code field.

Currency Code

The currency code is displayed if the supplier is a multi-currency supplier. The default is the supplier's currency. This can be amended if necessary.

Note: If you are ordering in a different currency, a valid conversion rate must exist in General Ledger.

Functions

Receiving Address (F13)

Use this to amend this address or to ensure that the address will override any specified in Stockroom Defaults (especially if the order includes multiple stockrooms).

Supplier Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the Delivery Date.

Production (F18)

If Manufacturing is in use, then this function is available. Use this to maintain the Production Planning-related control options.

If you have enabled automatic numbering on the [company profile](), an order number is generated.

Press Enter to display the Order Line Entry window.

Purchase Order Planning Control pop up

To display this pop up, select **Production [F18]** on the Purchase Order Header entry window.

Use this to set the Production Planning options. You must specify the Order Classification of the Purchase Order that is to be created. This is because the Production options are only available for Stock Orders. They are not applicable to Non-stock Purchase Order Classifications.

If you specify a Non-stock Purchase Order Classification then the following error is presented:

If you enter a valid Purchase Order Classification then the Production Planning options window is presented:

Fields

Firm Planned Order

You can set this field to '1' to indicate that the Purchase Order is Firm Planned and its supplies should be treated as firm planned within the Production Planning processes of MPS and MRP.

For Purchase Orders with a blank Schedule Type, the value entered here is used as the default setting for each Purchase Order Line created for the Purchase Order. It is possible to define or override the setting at Purchase Order Line level.

For Blanket and Schedule type Purchase Orders the value entered here is used as the default setting for each Purchase Order Line Call-off created for the Purchase Order. It is possible to define or override the setting at Purchase Order Line Call-off level.

For Purchase Orders with a blank Schedule Type, the following panel is presented:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line.

For Blanket and Schedule Type Purchase Orders, the following panel is presented:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line.

For Purchase Orders with a blank Schedule Type, the following panel is presented:

Fields

Firm Planned Order

You can set this field to '1' to indicate that the Purchase Order Line Call-off is Firm Planned and should be treated as firm planned within the Production Planning processes of MPS or MRP.

If no value is entered here the default setting from the Purchase Order Header is used for the Purchase Order Line Call-off.

For Blanket and Schedule Type Purchase Orders, the following panel is presented:

Note: that no Firm Planned status is available at Line Level for Blanket and Schedule Type Purchase Orders.

Press Enter to define the Purchase Order Line Call-offs. This enables maintenance of the Firm Planned status indicator for Blanket and Schedule Type Purchase Order supplies,

For Blanket and Schedule Type Purchase Orders, the following panel is presented:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line Call-off.

For Blanket and Schedule Type Purchase Orders, the following panel is presented:

Fields

Firm Planned Order

You can set this field to '1' to indicate that the Purchase Order Line Call-off is Firm Planned and should be treated as firm planned within the Production Planning processes of MPS or MRP.

If no value is entered here the default setting from the Purchase Order Header is used for the Purchase Order Line Call-off.

Fields

Planning Filter

You can specify a Planning Filter to manage the change suggestions that MPS or MRP Production Planning may make to the Purchase Order supplies.

The filter code specified at header level is used as the default Planning Filter for each Purchase Order Line that is created for the Purchase Order. However, it is possible to override this setting at Purchase Order Line level.

If the filter code is left blank then no filter is applied at header level. The default Planning Filter for the Purchase Order Lines will be the Line Item's MPS/MRP Filter setting on the Production Item master.

The available Planning Filter Codes and their descriptions can be selected using the list and select function:

The Planning Filter code is the last character of the full Reschedule Policy code, which also identifies the Supply Type. The Planning rules associated with the Reschedule Policy are defined for the combination of the Supply Type and the Planning Filter.

The Planning Filter is used to set the initial Planning Filter on the Purchase Order Lines as they are created.

Alternatively the Planning Filters can be specified individually on the Purchase Order Lines:

Fields

Mfg.

If Manufacturing is in use, then the Mfg (Manufacturing) field is presented. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line.

On pressing Enter, the MPS/MRP Options window is presented:

Fields

Planning Filter

You can specify a Planning Filter to manage the change suggestions that MPS or MRP Production Planning may make to the Purchase Order Line supply.

The initial value of the Planning Filter for the Purchase Order Line is taken from the Planning Filter defined for the Purchase Order Header.

If no value has been defined for the Purchase Order Header, then the initial value is taken from the Planning Filter defined for the Item on the Production Item Master.

If there is no value defined for the Purchase Order Header, nor on the Production Item Master, then the initial value is blank and the required Planning Filter can be entered or selected from the drop-down list.

If the initial value is already set, then the default value may be overridden.

Order Line Entry Window

Each Purchase Order Line is checked to determine whether there is a Supplier Delivery Schedule defined for the line details, and that the due date complies with the schedule, if one is found.

Firstly the Item and Stockroom from the PO Line, along with the Supplier and Address Code from the PO Header are checked. If no Delivery Schedule is found, then the same check is made but using the default Address Code **000**.

If no matching Delivery Schedule is found for the Item/Stockroom/Supplier, then the Item/Supplier is checked, and then the Supplier alone. In each case the default Address Code **000** is allowed for as above.

The following fields are displayed for all order types:

Fields

Order No

This defaults from the Order Entry Header window.

Supplier

This field displays the first line of the supplier name and address from Accounts Payable.

Class

This field displays the description of the order class entered on the Order Entry Header window.

Currency

This field displays the currency of the order, if the supplier's currency is different from your base currency.

Order Line Entry Stock Order Window

To display this window, press Enter on the Order Entry Header window.

Use this window to enter purchase order lines for stocked items only, where the order class is 1, 2, 3 or 4 on the order header.

For a stock order, you only need to enter the item code and quantity. The rest of the data can be defaulted from:

- Item/Supplier Profile
  - Supplier item reference
  - Price
  - Discount
- Inventory
  - Unit of measure
  - Tax code
  - GL account and extension level codes
- User Authority
  - Stockroom

These defaults can be overridden.

You can substitute your own text for the standard item description; and you can overwrite the due date, job number and department fields.

Fields

Value

This field displays the total order outstanding value in base currency (converted at current exchange rate). The prime currency value is also shown (above) for a foreign currency order.

Note: It includes both header and line discounts but no tax. It is based on the outstanding quantities.

Note: For blanket orders, the totals reflect the total outstanding on order lines and not the total of the call offs. Therefore, it includes unscheduled quantities.

Supplier Item Ref

This field displays the supplier's reference for the item. If you do not enter one, this defaults to the supplier item reference held on the item/supplier profile.

Item

You must enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Valid item details must exist in Inventory. Stockroom details must be associated with the item unless it is defined as a non-stock item in Inventory.

You can select **Review Specification (F21)** to enter text against an item

If there is no existing item/supplier record, a message is displayed. You can then select **Create Item Supplier Profile (F22)** to create a record. Check that the supplier's item reference, price and discount are correct before adding this profile. The added profile will have a status of Authorised.

The item is rejected if either of the following applies:

- There is an existing item/supplier profile but its status is Inactive.
- There is an existing item/supplier profile but its status is Unauthorised and the order type of this order is disallowed for unauthorised item/supplier profiles. Allowed order types are those which have **1** in the **Value/Percentage** flag in the PM Parameter file ORDC entries, For example, if sample orders have an Order Class of 3 and only sample orders are allowed for unauthorised profiles, the ORDC entry for 3 should have the flag set to **1**. Other order classes have the flag set to blank (the default) or zero.

Quantity

Enter the order quantity.

Note: Order quantities to be received into a bonded warehouse must be in multiples of an items stocking unit.

UoM

Enter the order quantity UoM, which must be purchase, stock or issue units of measure, as defined in Inventory.

You can use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

Leave this field blank to default to the purchase unit of measure from the item record.

SR

Enter the stockroom to receive this line.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This field defaults to the stockroom specified on the order header, but can be amended.

If you enter a Stockroom on an Order Line to which you are not authorised, then the standard Stockroom Authorisation error window is displayed and the Purchase Order Line entry is not permitted.

Price

Leave this field blank to use the price on the item/supplier profile.

If you enter a price, it is compared to that on the item/supplier profile. If there is a price difference, a warning message is displayed. You can then select one of the following:

Structure Price (F9) to use the price on the item/supplier price structure

This option is only available if the price structure is active and there are no receipts for this line.

Update Price & Discount (F10) to update the details on the item/supplier profile

Special Price (F20) to use the price you entered for this order only

Note: If Catchweight is active for this company, a Catchweight item's line value is calculated at nominal secondary value. Enter or override a Catchweight item's price as follows:

Note: Catchweight items set up as types 1 and 2 must be priced by secondary UoM.

Note: Catchweight items set up as types 3 and non-Catchweight items with a secondary UoM can be priced by either a primary or secondary UoM.

Note: Non-catchweight items are always priced by primary value.

UoM

Enter the code for the unit of measure in which the price is expressed.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

Leave this field blank to use the quantity unit of measure.

Note: If Catchweight is active for this company, the price UoM entered can be any of the secondary UoMs that have conversions previously defined in Inventory.

Tax Code

This field defaults to the tax code associated with the item and is validated against the Tax Codes file within the General Ledger.

You can use the prompt facility to select from the Tax Code Selection pop-up.

Disc %

You can optionally enter up to two discounts to be applied to the price for this item. If you leave the first discount field blank, the discount held on the item/supplier profile is used as a default.

As with the item price, you can update the item/supplier profile or use a discount for this order only.

Due Date

You can only enter or select this date for non-scheduled orders. This field displays the date on which this order line is due to be delivered. (Scheduled order dates are catered for on a separate window.)

This field will default to the value from the Order Entry Header window. If the due date is changed, the associated expected receipt date is also changed.

You may also select a date via the **Supplier Delivery Schedule (F14)** function.

If a Supplier Delivery Schedule is applicable (taking into account the item and stockroom) it is used to check whether the delivery date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Full Text

Use this checkbox as follows:

Checked - To copy the Purchase Management item text to the order line

Unchecked - To copy the Inventory item text to the order line

GL Acct

This field defaults to the General Ledger account code held on the Inventory item file. This code is used to generate automatic nominal dissections if full invoice matching is used.

You can use the prompt facility to select from the Select Account pop-up.

When you press Enter to accept the order line, the Select Account Code pop-up will be displayed. Use it to view the default account extension code. You can accept this code or amend it.

Job Number

This field defaults to the value entered on the Order Entry Header window and is optional. If Job Management is active, this field is validated against the Job Management job codes.

Department

This field defaults to the value entered on the Order Entry Header window and is optional. If Job Management is active, this field is validated against the Job Management expense codes.

You can use the prompt facility to select from the Select Expense Type pop-up.

Options

Amend

Use this to amend the line details. The details of the selected line will be used populate the fields in the lower part of the window.

Schedule

Use this to display the Schedule Line Details window (only for scheduled or blanket orders).

Text

Use this to display the Line Text to Print on Order pop-up.

Landed Costs

Use this to display the Order Line Entry Landed Costs window.

Functions

Update & Next Order (F7)

Use this to update the order and return to the Order Entry Header window for the next order.

Update & Options (F8)

Use this to update the order and display the Order Entry Completion Details window for this order, and for any orders previously entered in this session.

Cancel Order (F11)

Use this to cancel this order and return to the Order Entry Header window for this order number to be re-used.

Delivery Schedule (F14)

Use this to list the available delivery dates from the supplier's delivery schedule function if a schedule is applicable. The dates on the delivery schedule are listed, starting on the current date; a date may be selected to replace the Due Date.

Review Specification (F21)

Use this to amend item text on the Item Text pop-up.

Press Enter to input another order line.

If the order is a scheduled order, the Schedule Line Details window is displayed. Use this window to enter multiple expected deliveries against the line.

Select Update & **Next Order (F7)** or **Update & Options (F8)** to complete the order.

Order Line Entry Non-Stock Order Window

To display this window, press Enter on the Order Entry Header window.

Use this window to enter the order lines for a purchase order comprising non-stocked items or services, where the order class is 5, 6, 7 or 8 on the order header.

The fields at the top of the window are common to all order line entry windows.

Fields

Supplier Item Ref

Enter the supplier item reference. This is mandatory for non-stocked lines.

Intercompany (IC)

This is defaulted from the entry in the Order Header, if present.

Enter an IC Company to use for the order line, if required.

Alternatively use the prompt facility to display companies.

This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made after invoice matching. The user must be authorised to inter-company accounting if amending or entering the IC code.

GL Code

Enter the G/L account code to associate with this order line. This will default from EQ (Holding Account for Accounts Payable costs) if the order relates to an EQ job.

Alternatively, use the prompt facility to select from the Select Account pop-up.

This field displays the account to which the goods value is posted in Invoice Matching. This is a mandatory field, if the General Ledger is active.

When you press Enter to accept the order line, the Select Account Code pop-up will display the default account extension code. You can accept this code or amend it.

Quantity/UoM

Enter the quantity and the appropriate unit of measure. UoM codes are set up in the Parameters file.

You can use the prompt facility to select from the UOMC Unit of Measure pop-up.

SR

Enter the stockroom that is to receive the order line.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Price/UoM

Enter the price. You can also enter the unit of measure to which the price applies, if this is different from the quantity UoM.

You can use the prompt facility to select from the UOMC Unit of Measure pop-up.

Tax Code

Enter the tax code that applies to the item.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

This field defaults to the supplier tax code. The Tax Code must be a valid code on the General Ledger Tax Codes file.

Disc%

You can optionally enter up to two discounts to be applied to the price for this item.

Due Date

Enter or select the date on which this order line is due to be delivered. This field defaults to the value entered on the Order Entry Header window, but can be amended.

If the due date is changed, the associated expected receipt date is also changed.

You may also select a date via the **Supplier Delivery Schedule (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable it is used to check whether the due date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Job Number

This field defaults to the value entered on the Order Entry Header window and is optional. If Job Management is active, this field is validated against the Job Management job codes. If Equipment Servicing is active, this field is validated against the Equipment Servicing job codes.

Department

This field defaults to the value entered on the Order Entry Header window and is optional. If Job Management is active, this field is validated against the Job Management expense codes. If Equipment Servicing is active, this field is validated against the Equipment Servicing Expense codes.

You can use the prompt facility to select from the Select Expense Type pop-up.

<u>Options</u>

Amend

Use this to amend the line details. The details of the selected line will be used populate the fields in the lower part of the window.

Schedule

Use this to display the Schedule Line Details window (only for scheduled or blanket orders).

Text

Use this to display the Line Text to Print on Order pop-up.

Landed Costs

Use this to display the Order Line Entry Landed Costs window.

Functions

Update & Next Order (F7)

Use this to update the order and return to the Order Entry Header window for the next order.

Update & Options (F8)

Use this to update the order and display the Order Entry Completion Details window for this order, and for any orders previously entered in this session.

Cancel Order (F11)

Use this to cancel this order and return to the Order Entry Header window for this order number to be re-used.

Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the Due Date.

Press Enter to display the Select Account Code pop-up.

Press Enter again to accept this order line. You can complete the order in the same way as stock orders.

Order Line Entry Schedule Line Details Window

To display this window, press Enter on the Order Line Entry window if the order type is Scheduled or Blanket.

Note: If Catchweight is active for this company, the Catchweight-specific functions for purchase order entry work as normal for schedule orders and blanket orders.

Use this window to schedule the order line quantity entered on the previous window. The quantity is split into multiple deliveries, each with a required date.

The order number, supplier, order class and currency default from the from the Order Entry Header window. The line number, item number, quantity, supplier item reference, unit of measure, stockroom and receiving address will default from the Order Line Entry window.

Fields

Ref

Enter the schedule line reference number only if you wish to amend a line's details, or delete it.

Request Date

You must enter or select the date on which the goods are required.

You may also select a date via the **Delivery Dates (F14)** function.

If a Supplier Delivery Schedule is applicable it is used to check whether the Request Date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Quantity

Enter the quantity required for this delivery.

Enter a zero quantity to delete a line.

Qty Scheduled

This field displays a running total of the quantity scheduled.

Confirm Flag

This is a user-defined flag to describe the status of this line of the schedule.

You can use the Confirm Flag as a selection criterion for the Order Confirmation report.

Promise Date

Enter or select the date on which delivery has been promised by the supplier.

If no date is entered, this date will default to the request date.

Expected Date

Enter or select the date on which delivery of the goods is expected. If no date is entered, this defaults to the promise date.

The following fields are available for entry if a shipping code has been entered on the Order Entry Header window:

Ship Date

Enter or select the date on which the goods will be shipped, as promised by the supplier.

Advice Note

Enter the advice note number for the shipment.

Functions

Update (F8)

Use this to update the schedule details and display the Order Line Entry window for this order. A check is done to ensure that the total quantity scheduled does not exceed the outstanding quantity.

Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the Request Date.

Press Enter to add each schedule line, or commit an amendment/deletion.

When the schedule is complete, select **Update (F8)** to write the details to the Order Lines file. The Order Line Entry window is re-displayed once the update is complete.

You can now complete the order in the same way as for stock orders.

Order Line Entry Text Pop-up

To display this pop-up, select Text against a line and then press Enter on the Order Line Entry window.

You use this pop-up to enter text against an item. This text will be printed on the purchase order.

Fields

Lines 1 - 99

You can enter up to 99 lines of text, each containing up to 45 characters.

Position To

You can enter the line number from which the display is to start.

Insert/After

You can enter the number of lines to be inserted after the entered line number.

Delete/From

You can enter the number of lines to be deleted, starting from the entered line number.

When you select **Update (F8)**, the details are written to the Text file.

Order Line Entry Landed Costs Window

To display this window, select Landed Costs against a line on the Order Line Entry window.

Note: If the order is a schedule order, an intermediary window will be displayed, prompting you to select the schedule to which you want to apply costs.

Use this window to add, amend or review landed costs for each order line.

The order number, supplier, currency, order class, line, item number, quantity, unit of measure, supplier item reference and stockroom default from the Order Line Entry window.

Fields

Item Cost

This field displays the purchase cost of the item.

Total Cost for Line

This field displays the purchase cost plus the derived landed cost.

Cost Code

You must enter the landed cost code to assign to this line.

Alternatively, use the prompt facility to select from the LAND Landed Cost Codes pop-up.

Description

This field displays the description of the landed cost.

Landed Cost Value

You must enter the landed cost value, either as a percentage or as a fixed value per item. A negative value is allowed.

Perc/Val

A landed cost can be calculated as a percentage or value.

This field displays one of the following:

Value (0) - If the landed cost is defined as a value per item unit of measure

Percentage (1) - If the landed cost is defined as a percentage of the item cost

Derived Value

This field displays the value calculated for each landed cost.

If the landed cost is calculated by percentage, it shows landed cost as a percentage of the item cost. If the landed cost is calculated by value, it shows landed cost as that value multiplied by the Quantity field.

For more information on adding, amending or deleting landed cost codes, see the Landed Cost Codes section in the Maintenance chapter of this product guide.

Derived Landed Cost

This field displays the accumulated total of landed cost derived values.

Caution: Derived landed cost is not the same as true landed cost. True landed cost will be calculated using all the respective flag settings and can be seen on the Goods Receiving window.

Note: True [landed cost](#) is used to update the Inventory value of the item being received if standard costing is not used.

Select **Update (F8)** to update the [landed costs](#) for this order line and return to the Order Line Entry window.

Order Entry Completion Details Window

To display this window, select **Update & Options (F8)** on the Order Line Entry window.

Use this window to:

- Determine if further orders are to be entered immediately
- Print or fax the order
- Add text to the order

Fields

Do You Wish to Enter Further Orders?

Use this checkbox as follows:

Checked - To return to the Order Entry Header window

Unchecked - To leave the task without entering further orders

On **Update & Options** when further orders are not selected, a confirmation window is shown.

Do You Wish to Print the Order?

Select one of the following:

No (0) - If the order is not to be printed or faxed

Yes (1) - To print this order the next time the print orders task is selected

Immediately (2) - To print the order immediately

Fax (3) - To send this order directly to the supplier by fax (you can send orders by fax only if you have the Cobweb fax module installed)

Do You Wish to Use External Supplier Text on this Order?

Use this checkbox as follows:

Checked - To print the external text set up against this supplier on the order

Unchecked - Not to print the external text set up against this supplier on the order

Do You Wish to Add Text for Printing on the Order?

Use this checkbox as follows:

Checked - To add external text to this order

Unchecked - Not to add external text to this order

Do You Wish to Add Text for Display within the Company?

Use this checkbox as follows:

Checked - To add internal text for this order

Unchecked - Not to add internal text to this order

This text is available for viewing on enquiries and internal reports. It is not printed on the order.

Press Enter to continue. If you have selected either additional text option, the relevant text entry pop-up is displayed. Enter the appropriate text and select **Update (F8)**.

Alternatively, select **Cancel (F11)** to abandon this order.

Note: If you select the immediate print or fax options, the order must still be released in the normal way. The order print and pre-print options will not apply if you select either of these options.

Order Amendment [42/PMP]

Use this task to amend the details of an existing purchase order.

When you are cancelling a purchase order that relates to a supply from another inventory company (i.e. an enterprise replenishment order), whilst cancelling an order line in the supplying company, the outstanding order balance of the appropriate account(s) is reduced by the value of the stock de-allocated from the line.

The value of the de-allocated stock, which is passed to the Account Summary Balance Update routine, optionally includes the tax value of that stock as well as its goods value (if the Include Tax Values in Outstanding Debt flag on the SOP Company Profile is set to **1**).

Refer to the Batch Allocation section for an example of the calculation required to establish the de-allocated tax value of an order line.

Order header, order lines, import details, text and schedule details can all be amended.

The order can also be re-printed.

All changes are logged and can be printed using the Order Amendment Audit Report.

An IC code may be entered or amended for non-stock and service orders if the Inter Company GL function is active. Validation and prompting of the GL code are with respect to this company.

The Supplier Delivery Schedule, if applicable, is used for validation of due dates, as in order entry.

Orders Amendment Selection Window

To display this window, select the Order Amendment task.

Use this window to select the purchase order to be amended.

Fields

Order Number

Enter the number of the order to be amended.

Press Enter to display the Order Amendment Header window.

Order Amendment Header Window

To display this window, enter an order number and then press Enter on the Order Amendment Selection window.

Use this window to amend order header details and request a re-print of the order.

You can choose whether to amend order lines and schedule details using subsequent windows.

The order number, order date, order class, stockroom, purchasing officer, and supplier code default from the order header and cannot be amended.

Fields

Supplier Address Code (Untitled)

The default address code for the supplier is displayed but can be amended. Alternatively, use the prompt facility to select from the Select Supplier Address Code pop-up.

Currency Code

This field displays the currency of the order, only if the supplier is multi-currency.

Receiving Address

This field defaults from the order header, but can be amended. Alternatively, use the prompt facility to select from the Select Receiving Address Code pop-up.

Delivery Instrctn

Enter the code for the delivery instructions you want printed on the order. Alternatively, use the prompt facility to select from the Select Delivery Instruction Code pop-up.

Supplier Reference

Enter the supplier's order or acknowledgement number for this order.

Amend Lines

Use this checkbox as follows:

Checked - To amend order lines

Unchecked - To bypass amendment of order lines

Note: The next five fields are only displayed for entry when the order is not a scheduled or blanket order.

Amend Delivery Dates

Use this checkbox as follows:

Checked - To amend promise or expected dates and confirmation flag values for individual order lines on the Delivery Dates Amendment window

Unchecked - If amendment of dates is not required

Confirm Flag

This is a user-defined flag for the status of this line of the schedule.

Due Date

You can optionally enter or select a due date to be applied to all lines on this order.

You may also select a date via the **Supplier Delivery Schedule (F14)** function if one is applicable.

Promise Date

You can optionally enter or select a date on which the supplier promises to deliver all items on this order.

Expect Date

Enter or select the date on which you expect the goods to be delivered. If no date is entered, this defaults to the promise date. All order lines are affected.

Ship Date

Enter or select the date on which the goods will be shipped, as promised by the supplier. All order lines are affected.

Reprint Order

Select one of the following:

No (0) - If the order is not to be printed or faxed

Yes (1) - To re-print this order the next time the print orders task is selected

Immediately (2) - To re-print the order immediately

Fax (3) - To create a fax to be sent directly to the supplier

User-defined Field

Any entry you make in this one-character field is not validated and is for memo purposes only.

You can set up your own definition in Parameters and Miscellaneous Codes Maintenance.

Ship Code

This is a memo field only.

Job Number

You can enquire on orders via their job number, if you enter one here. This is a memo field only. If Job Management is active, this field is validated against the Job Management job codes.

Dept/Exp

You can enquire on orders via their department, if you enter one here. This is a memo field only.

Functions

Receiving Address (F13)

Use this to amend the receiving address, to enter an alternative or to ensure that the address will override any defaults that exist in Stockroom Defaults.

Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the Due Date.

Header Discounts (F15)

Use this to display the Update Order Header Discounts pop-up in order to amend the discounts entered on the order header.

Production (F18)

If Manufacturing is in use, then this function is available. Use this to maintain the Production Planning-related control options.

Purchase Order Planning Control pop up

To display this pop up, select **Production [F18]** on the Purchase Order Line Header Amend window.

The MPS/MRP Options window is presented:

Fields

Firm Planned Order

Set this field to '1' to indicate that the Purchase Order is Firm Planned and that its supplies should be treated as firm planned within the Production Planning processes of MPS and MRP.

For Purchase Orders with a blank Schedule Type, the value entered here is used as the default setting for any new Purchase Order Line created for the Purchase Order. It is possible to define or override the setting at Purchase Order Line level.

For Blanket and Schedule type Purchase Orders the value entered here is used as the default setting for new Purchase Order Line Call-offs created for the Purchase Order. It is possible to define or override the setting at Purchase Order Line Call-off level.

Press Enter to access the MPS/MRP Options – Detail/Schedule Update panel:

Fields

Set MPS/MRP Firm Planned Orders

Check this box to indicate that the Purchase Order supplies should be set to Firm Planned and should be treated as firm planned within the Production Planning processes of MPS and MRP.

For Purchase Orders with a blank Schedule Type, this sets all Purchase Order Lines to the value set on the previous panel, overriding any existing values, without the need to amend the Lines manually or individually.

For Blanket and Schedule Type purchase Orders, this sets all Purchase Order Line Call-offs to the value set on the previous panel, overriding any existing values, without the need to amend the Call-offs manually or individually.

If Purchase Order Line amendment is selected, for Purchase Orders with a blank Schedule Type, the following panel is presented:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line.

If Purchase Order Line amendment is selected, for Blanket and Schedule Type Purchase Orders, the following panel is presented:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line.

For Purchase Orders with a blank Schedule Type, the following window is presented:

Fields

Firm Planned Order

Set this field to '1' to indicate that the Purchase Order Line is Firm Planned and should be treated as firm planned within the Production Planning processes of MPS or MRP.

Enter blank to indicate that the Line should not be treated as firm planned.

If no value is entered here the default setting from the Purchase Order Header is used for any new Purchase Order Line.

For Blanket and Schedule Type Purchase Orders the following window is presented:

Note that no Firm Planned status indicator is available for Blanket and Schedule Type Purchase Order Lines.

For Blanket and Schedule Type Purchase Orders, the firm planned status is maintained and held at Purchase Order Line Call-off level:

Fields

Mfg.

If Manufacturing is in use, then this field appears. Check this field to access the Manufacturing Production Planning control options for the Purchase Order Line Call-offs.

For Blanket and Schedule Type Purchase orders, the following window appears:

Fields

Firm Planned Order

Set this field to '1' to indicate that the Purchase Order Line Call-off is Firm Planned and should be treated as firm planned within the Production Planning processes of MPS or MRP.

Enter blank to indicate that the Call-off should not be treated as firm planned.

If no value is entered here the default setting from the Purchase Order Header is used for any new Purchase Order Line Call-off.

Planning Filter

A Planning Filter can be specified to manage the change suggestions that MPS or MRP Production Planning may make to the Purchase Order supplies.

The filter code specified at header level can be used to reset the Planning Filter for each Purchase Order Line. It is possible to override the setting at Purchase Order Line level.

If the filter code is left blank then no filter is applicable at header level.

If no Purchase Order Header Planning Filter is specified, then the MPS/MRP Options – Detail/Schedule Update panel is presented in the format below:

Set MPS/MRP Planning Filters to Item default

Check this box to reset the Planning Filter on each of the Purchase Order's Lines to the value on the Line Item's Production Item Master.

This function enables the Planning Filters to be reset on all Purchase Order Lines without the need to go through Purchase Order Line Amendment.

Clear MPS/MRP Planning Filters

Check this box to reset the Planning Filter on each of the Purchase Order's Lines to blank.

This function enables the Planning Filters to be reset on all Purchase Order Lines without the need to go through Purchase Order Line Amendment.

If a Purchase Order Header Planning Filter is specified, then the MPS/MRP Options – Detail/Schedule Update panel is presented in the format below:

Set MPS/MRP Planning Filters to:

Check this box to set the Planning Filter on each of the Purchase Order's Lines to the value defined on the previous panel at Purchase Order Header level.

This function enables the Planning Filters to be reset on all Purchase Order Lines without the need to go through Purchase Order Line Amendment.

Alternatively, the individual Purchase Order Line Planning Filters may be maintained within Order Line Amendment:

<u>**Fields**</u>

Mfg.

If Manufacturing is in use, then the Mfg (Manufacturing) field is presented. Check this field to access the Manufacturing Production Planning control options for the selected Purchase Order Line.

The MPS/MRP Options panel is presented:

<u>**Fields**</u>

Planning Filter

The Planning Filter can be maintained to manage the change suggestions that MPS or MRP Production Planning may make to the Purchase Order Line supply.

For new Purchase Order Lines the initial value of the Planning Filter is taken from the Planning Filter defined for the Purchase Order Header.

If no value has been defined for the Purchase Order Header, then the initial value is taken from the Planning Filter defined for the Item on the Production Item Master.

If there is no value defined for the Purchase Order Header, nor on the Production Item Master, then the initial value is blank and the required Planning Filter can be entered or selected from the drop-down list.

If the initial value is already set, then it may be overridden.

Internal Text (F21)

Use this to display the Internal Order Text pop-up in order to maintain text that does not print on the order.

External Text (F22)

Use this to display the Order Text to Print on Order pop-up in order to maintain text that prints on the order.

Press Enter. If you chose to amend lines, the appropriate Order Line Details window is displayed, (depending on whether the order is for stocked or non-stocked items).

If you chose to amend delivery dates, the Delivery Dates Amendment window is displayed.

If you chose both options, the windows display in sequence.
All other entries are updated immediately.

Order Line Amendment Windows

If you chose to amend lines on the Order Amendment Header window, the appropriate Order Line Details window is displayed, depending on whether the order is a stocked, non-stocked order or a scheduled order.

Amendment of line quantities and/or due dates is not allowed when that purchase order line is linked to a Vendor Scheduling contract and an unreleased vendor schedule exists (therefore is accessible via schedule maintenance) for that vendor/contract/item/stockroom. Changes of this type must be made directly in Vendor Scheduling schedule maintenance, followed by auto-release to effect the purchase order update. The 'lock-out' of purchase order line quantity and date amendment capabilities continues until the schedule is printed (or queued to be sent via EDI).

Note: If Catchweight is active for this company, the Catchweight-specific functions for Order Line Amendment work as for Purchase Order Entry.

Order Line Amendment Stock Order Details Window

To display this window, check the Amend Lines field and then press Enter on the Order Amendment Header window.

Use this window to enter or amend order lines for stock orders.

The order number, supplier and order class are displayed for information only.

Container lines added to an order during Purchase Order Receipt as a result of their association with the products received from the supplier are not available for amendment, as they are deemed to be fully received lines on the order.

Fields

Value

This field displays the total order outstanding value in base currency (converted at current exchange rate). The prime currency value is also shown (above) for a foreign currency order.

Note: It includes both header and line discounts but no tax. It is based on the outstanding quantities.

Note: For blanket orders, the totals reflect the total outstanding on order lines and not the total of the call offs. Therefore, it includes unscheduled quantities.

Currency

This field displays the currency of the order, only if the supplier's currency is different from your base currency.

Order Lines

A list of the existing lines on the order is displayed.

You can also enter new lines in exactly the same way as in Order Entry.

Supplier Item Ref

Enter the supplier item reference, if there is one.

Item

Enter the item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: Refer to Order Entry for details of the validation against the status of stock item/supplier profiles. Added (but not amended) lines may be rejected due to an inactive or unauthorised profile for the item/supplier.

Quantity

Enter the quantity.

Note: Order quantities to be received into a bonded warehouse must be in multiples of an items stocking unit.

UoM

You can optionally enter the item unit of measure in this field.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

If you leave this field blank, the purchase unit of measure from the item/supplier profile will be used

SR

Enter the stockroom to which the item is to be delivered.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If you are not authorised to the Stockroom on the Purchase Order Header, then the Stockroom Authorisation error window appears and you may not continue.

If you attempt to amend a line where the Stockroom is not one to which you are authorised, then the Stockroom Authorisation error window appears and you may not make any amendment.

Price

You can optionally enter a price for the item.

If you leave this field blank, it will default to the price on the item/supplier profile

UoM

You can enter a unit of measure for the price entered.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

Leave this field blank to use the default unit of measure from the item/supplier profile

Tax Code

Enter the tax code for the item.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

Disc %

Enter any discount to be applied to this order line.

Due Date

Enter or select the expected delivery date for the order line.

If the due date is changed, the associated expected receipt date is also changed.

You may also select a date via the **Supplier Delivery Schedule (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable (taking into account the item and stockroom) it is used to check whether the delivery date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Full Text

Use this checkbox as follows:

Checked - To copy the Purchase Management item text to the order line

Unchecked - To copy the Inventory item text to the order line

GL Acct.

Enter the GL account code for the item order line.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Leave this field blank to use the default GL account code defined on the item/supplier profile

Job Number

You can optionally enter a job number in this field.

This field is for memo purposes only. If Job Management is active, this field is validated against the Job Management job codes.

Department

You can optionally enter a department code in this field.

Alternatively, use the prompt facility to select from the Select Expense Type pop-up.

This field is for memo purposes only. If Job Management is active, this field is validated against the Job Management expense codes.

Options

Amend

Use this to amend the line details (details of the selected order line are displayed at the bottom of the window).

If the message No Storeroom Record appears, you must set up these details using the Stockroom Details task in Inventory Management Maintenance.

If the order is scheduled, after you have amended a line, the Schedule Line Details window is displayed. Use it to enter or amend multiple expected deliveries against the line. When you have entered the schedule details, this window is re-displayed.

Schedule

Use this to show the Schedule Line Details window (for amending scheduled or blanket order lines).

Text

Use this to display the Line Text to Print on Order pop-up.

Landed Costs

Use this to display the Order Line Entry Landed Costs window.

Complete

Use this to complete the order line, if no further receipts are expected to fulfil the ordered quantity. Select **Update (F8)** to confirm that the line is to be completed and, subject to your user authority, the outstanding quantity is reduced to zero and the line updated as completed.

Functions

Cancel Order (F11)

Use this to cancel the order.

Delivery Schedule (F14)

Use this to list the available delivery dates from the supplier's delivery schedule if one is applicable. The dates on the delivery schedule are listed, starting on the current date; a date may be selected to replace the due date.

Review Specification (F21)

Use this to review and maintain the item text on the Item Text pop-up.

Select **Update (F8)** to complete the order amendment.

Note: The order quantity cannot be reduced below that already received.

Note: For stock orders, the Item code and units of measure cannot be changed.

Note: An order line can be cancelled only if no receipts have been made against it.

Order Line Amendment Non-Stock Order Details Window

To display this window, check the Amend Lines field and then press Enter on the Order Amendment Header window.

Use this window to amend the order lines for a purchase order comprising non-stock items only, that is, where the order class is 5, 6, 7 or 8 on the order header.

The order number, supplier, currency and order class all default from the order header.

The lines on the order are displayed.

Fields

You can enter a new line or maintain an existing one, using the following fields at the bottom of the window:

Supplier Item Ref

Enter the supplier's reference for the selected item.

Inter-company (IC)

Enter an IC Company to use for the order line, if required.

Alternatively use the prompt facility to display companies.

This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made after invoice matching. The user must be authorised to Inter-company accounting if amending or entering the IC code.

GL Acct

Enter the GL account from which payments for this order are to be made. This will default from EQ (Holding Account for Accounts Payable costs) if the order relates to an EQ job.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Quantity/UoM

Enter the quantity and unit of measure that applies to the quantity.

You can use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

SR

Enter the stockroom to which the item is to be delivered.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Price/UoM

Enter the price and the unit of measure that applied to the price.

You can use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

You can enter differing units of measure for price and quantity, providing a relationship between the two units has been established in the Parameters and Descriptions file.

Tax Code

Enter the tax code that applies to the item.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

This field defaults to the supplier's default tax code.

Disc%

You can enter up to two discounts to be applied to the order line.

Due Date

Enter or select the date on which delivery is expected.

You may also select a date via the **Supplier Delivery Schedule (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable (taking into account the item and stockroom) it is used to check whether the delivery date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Job Number

You can optionally enter a job number.

This field is for memo purposes only. If Job Management is active, this field is validated against the Job Management job codes.

Department

You can optionally enter a [department](#).

Alternatively, use the prompt facility to select from the Select Expense Type pop-up.

This field is for memo purposes only. If Job Management is active, this field is validated against the Job Management expense codes.

Press Enter to validate the entries or amendments that you have made.

If the order is a [schedule type](#), after you add a line or amend the quantity, the Order Amendment Schedule Line Details window is displayed, on which you enter multiple expected deliveries against the line.

When you have entered the schedule details, this window is re-displayed.

Select Update (F8) to complete the order amendment.

Order Line Amendment Schedule Line Details Window

To display this window, press Enter after you have amended order line details, if the order is a schedule order.

Use this window to schedule the order line quantity entered on the previous window. The quantity is split into multiple deliveries, each with a required date.

The order number, supplier, [order class](#), currency, line number, GL account code, quantity, [supplier item reference](#), [stockroom](#), and [receiving address](#) are displayed at the top of the window. These default from the order header and order line, and cannot be amended.

<u>Fields</u>

Ref

This field displays the schedule line reference. To amend line details, enter the reference number of an existing line and then press Enter. The details will appear at the bottom of the window, where you can amend them.

Requested Date

This field displays the date on which the goods are required.

Qty

This field displays the quantity required for this delivery.

Promised Date

This field displays the date delivery is promised by the supplier.

Flg

This field displays a user-defined flag to describe the status of this line of the schedule.

Expected Date

This field displays the date on which delivery of the goods is expected.

Ship Date

This field displays the date on which the goods will be shipped, as promised by the supplier.

This field is only displayed if you entered a shipping code on the Order Entry Header window.

Advice Note

This field displays the advice note number for the shipment.

This field is only displayed if you entered a shipping code on the Order Entry Header window.

Ref

Enter the schedule line reference here, to select a line for amendment/deletion.

Quantity

Enter the quantity required for this delivery.

Enter **0** to delete a line.

Request Date

You must enter or select the date on which the goods are required.

You may also select a date via the **Delivery Dates (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable it is used to check whether the Request Date is valid; if not valid then the date is highlighted and a warning message pop-up is shown. Use **Confirm (F14)** to override the warning and accept the date, if required.

Confirm Flag

Enter a user-defined flag to describe the status of this line of the schedule.

Promise Date

Enter the date on which delivery has been promised by the supplier.

This field defaults to the request date.

Expected Date

Enter the date on which delivery of the goods is expected.

This field defaults to the promise date.

Ship Date

Enter the date on which the goods will be shipped, as promised by the supplier.

This field is available for entry only if a shipping code has been entered on the Order Entry Header window. It is a memo field.

Advice Note

Enter the advice note number for the shipment.

This field is available for entry only if a shipping code has been entered on the Order Entry Header window. It is a memo field.

<u>**Functions**</u>

Update (F8)

Use this to update the schedule details and display the Order Line Amendment window for this order. A check is done to ensure that the total quantity scheduled does not exceed the outstanding quantity.

Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the request date.

Select **Update (F8)** to complete the order line schedule amendment.

Delivery Dates Amendment Window

To display this window, select Amend Delivery Dates on the Order Amendment Header window.

Use this window to amend the delivery dates for an order.

The order number, supplier, order date and currency default from the order header, and cannot be amended.

<u>**Fields**</u>

Line

This field displays the order line number.

Due Date

This field displays the order line due date.

Promise Date

This field displays the order line promise date.

Qty

This field displays the order line quantity.

Flg

This field displays the user-defined status flag for the order line.

Receipt Date

This field displays the expected receipt date for the order line.

Item

This field displays the order line item.

Options

Amend

Use this to display the Delivery Dates Amendment pop-up.

Text

Use this to display the Line Text to Print on Order pop-up.

Select a line to display the Delivery Dates Amendment pop-up.

Delivery Dates Amendment Pop-up

To display this pop-up, select an order line on the Delivery Dates Amendment window.

Fields

Due Date

Enter or select the due date for this order line.

You may also select a date via the **Delivery Dates (F14)** function if a schedule is applicable.

If a Supplier Delivery Schedule is applicable it is used to check whether the due date is valid; if not valid then a warning is issued but the date is allowed to be accepted.

Receipt Date

Enter or select the expected delivery date for this order line.

Promise Date

Enter or select the promised delivery date for the order line.

Confirm Flag

You can optionally enter a user-defined flag to describe the status of this line of the schedule.

Functions

Delivery Schedule (F14)

Use this to list the available delivery dates from the Supplier's delivery schedule if one is applicable. The dates on the Delivery Schedule are listed, starting on the current date; a date may be selected to replace the due date.

Press Enter to save the changes that you have made to delivery dates.

Select **Previous (F12)** to return to the Order Amendment Header window.

Goods Receiving [43/PMP]

Use this task to record the receipt of goods.

You can specify one of the following as the area in which the goods are to be received:

- Goods inwards (1)
- Inspection (2)
- Stores (3)

For consignment direct deliveries, when a receipt is made into the consignment stockroom, the goods should be automatically received into the consignment stock location that corresponds to the customer/delivery point to which the goods have been delivered. The receipt is always into the Stores location.

Only receipts into stores update the physical stock values in Inventory or Warehousing.

For receiving into stores the User/Stockroom Authorisation check is performed: You cannot perform the transaction if you are not authorised to the stockroom.

Stock items that are in goods inwards or inspection are treated as being on-order only. The default booking-in point is defined on the company profile or stockroom profile.

To receive goods, you must enter an order number, an advice note number, a mode of transport (if the World Trade module is attached), and a goods receipt note (GRN) number (if this is not automatically generated).

Lot-controlled, batch-controlled and serial-controlled item receipts can be recorded at this level of detail.

Entering receipts creates the necessary data for invoice matching and also updates Inventory, including any landed cost calculations.

A report of all receipts can be printed.

If you input a receipt which exceeds, or is less than, the quantity ordered, your authority values are checked before the receipt is accepted.

You cannot perform Transfer into Stores for an unconfirmed GRN if confirmation of landed costs is configured as required for the supplier. Even if a GRN has no Landed costs then confirmation is still required. This restriction does not apply to non-stock orders.

If the Purchase Order is linked to an EQ job all receipt transactions will write a cross reference record to provide a link between the PM transaction and the EQ job cost transaction.

The following should be taken into account when considering Goods Receiving:

- Purchase orders must be released via the New Orders Report before goods can be received against them.
- Goods receipts relating to purchase orders should always be carried out from within Purchase Management (unless you are using Advanced Receiving).
- Stock items which have batch, lot or serial controls set up in Inventory will require the input of relevant numbers on receipt.

- Scheduled order lines cannot be considered complete, and any over receipts are deducted from the next schedule line.
- If standard costing is used in Inventory, any landed costs generated will *not* be transferred to Inventory.

Note: For location-controlled items received into stores, the Location Balances pop-up will be used.

Note: For service orders (order class 6), you do not have to release or receive the order and you can match invoices to these orders once they have been entered.

Note: If World Trade is installed, any receipt of goods which involves crossing of a country border (as defined in World Trade) will cause additional processing, for the reporting of taxation.

Note: Receipts into bonded warehouses must be made to stores.

If required, a specified number of labels can be printed for each order line received. These are output to the printer queue immediately.

Goods Receiving Select Receipt Point Window

To display this window, select the Goods Receiving task.

Use this window to enter the stockroom, receipt point (goods inwards, inspection or stores) and receipt date, for the goods to be confirmed as received.

The receipt point defaults to the normal receipt point defined on the company profile. The receipt date defaults to today's date.

Note: When associated containers apply, these are generated and you must confirm them. They are always assumed to be in the same stockroom and receipt point (stores etc.) as the product. Empty containers returned to the supplier can also be recorded at the same time.

<u>Fields</u>

Stockroom

Enter the stockroom at which the goods are to be received.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If a default stockroom has been defined for your user ID, it is displayed here.

After selection of the stockroom, the default receiving unit is determined using the stockroom code as follows:

1   The parameter DERU is accessed, using the two-character stockroom code as the ID.

2   If a record is found for that stockroom, the first character of the Description is checked for a valid value (I or O). **I** indicates Issue Units, **O** indicates Order Units.

3   If a valid value is found, it is used for that order.

4   If a valid value is not found, or there is no record for that stockroom, then:

5   A record is accessed for the company using the two-character ID **&&**.

6   If a valid value is found, it is used for that order.

7   If a valid value is not found, or there is no record, the item's Issue Unit is used.

Note: The default unit determination is only carried out when a stockroom selection is made or amended.

Caution: The user must have appropriate access rights to receive goods into a bonded warehouse.

Receipt Point

The default receipt point displayed is the stockroom default, if defined. Otherwise, the company default is displayed.

This can be changed by selecting one of the following:

Goods inwards (1)

Inspection (2)

Stores (3)

Note: If the stockroom is a bonded warehouse, Receipt Point must be 3.

Note: For bonded warehouses, set the Booking In Point to 3 for the stockroom in Stockroom Defaults Maintenance.

Receipt Date

Enter or select the date on which goods were received into the above area.

This field defaults to the current date.

Note: If the stockroom is a bonded warehouse, the Receipt Date must not be prior to the earliest transaction date permissible in that bonded warehouse.

Press Enter to display the Goods Receiving Select Order window.

Goods Receiving Select Order Window

To display this window, enter details and then press Enter on the Goods Receiving Select Receipt Point window.

Use this window to enter the order number or item or supplier for receipt processing, and the associated advice note and mode of transport. The stockroom code defaults to that entered on the previous window.

Note: The title of this window depends on the receipt point selected on the previous window. It will be Goods Inwards Receipt, Inspection Receipt or Receipt Into Stores.

<u>**Fields**</u>

Order No

Enter the order number.

Or:

Item

Enter the item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Or:

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Advice Note

You must enter the advice note number from the supplier's despatch document.

GRN Number

This field is only displayed for entry if GRN numbers are not automatically generated by the application, as defined on the company profile. If you enter a manual GRN Number for this receipt, it must not have been previously allocated to a different order.

GRN Continued

Use this checkbox as follows:

Checked - To enable the receipt to be added to the same GRN as the previous receipt

Unchecked - To create a new GRN for this receipt

Mode of Transport

Enter the mode of transport used to ship the goods.

This field is only displayed if the World Trade module is installed, and defaults to the default mode of transport defined in the World Trade company profile.

Stockroom

This defaults from the previous window but can be amended.

When amended, this becomes the current receipt stockroom for subsequent receipts. This field can be left blank for non-stock orders or if orders are to be selected by **Item (F13)** or by **Supplier (F14)** and are to be shown for all stockrooms.

You cannot change the stockroom code if the stockroom selected on the Goods Receiving Select Receipt Point window was a bonded warehouse.

If you change the defaulted stockroom code, a bonded warehouse cannot be selected here.

When receiving into stores, the User/Stockroom Authorisation check is performed on the changed stockroom.

You can use the prompt facility on this field. If you do so without specifying a valid order number, all stockrooms are displayed on the Select Stockroom pop-up. If, however, you have specified a

valid order number, a list of stockrooms applicable to that order is displayed on the Select Stockroom from Order pop-up.

Print GRN Put-away List

This field is only displayed for entry if the stockroom is active for Location Control and the receipt location is either Goods Inwards or Inspection.

Use this checkbox as follows:

Checked - To print a one-shot report of the GRNs for Put-away List

Unchecked - If a put-away list is not to be printed

Functions

Container Returns (F7)

Enter an Order Number and Advice Note and then use this to show the Container Summary pop-up for entry of containers returned to the supplier. This is useful if an order has been fully received but the returns have not been entered. This is not applicable to Enterprise Orders.

Orders by Item (F13)

Enter an item code and then use this to display a list of all outstanding orders for this item.

Orders by Supplier (F14)

Enter a supplier code and then use this to display a list of all outstanding orders against this supplier.

Press Enter to display the appropriate order details window.

Goods Receiving Non-scheduled Order Details Window

To display this window, enter a non-scheduled order number on the Goods Receiving Select Order window.

Use this window to confirm selected lines on a non-scheduled order as received or partially received. The whole order can be received at once if it is all for the selected stockroom.

Order lines can be completed if the received quantity is less or more than the order quantity, subject to your user authority limits.

Note: The title of this window can be Goods Inwards Receipt, Inspection Receipt or Receipt Into Stores depending on the receipt point specified in the first window in this task.

Note: The Goods Receiving Batch/Lot/Serial Details window will not be shown when receiving goods into a bonded warehouse.

Note: A single rotation number is assigned to each receipt quantity recorded against a line in a bonded warehouse.

Caution: You cannot add to an existing rotation when receiving goods into a bonded warehouse.

Highlighted literal at the top-right corner of the window displays the unit being used.

Fields

Headings

Order Number

This defaults from the previous window.

Advice Note

This defaults from the previous window.

GRN No

This field displays the GRN number allocated to this order, whether automatically or manually generated.

Order Class

This field displays the code and description of the order class assigned to the order.

Stockroom

This field displays the code and description of the stockroom into which these goods are to be booked.

Table of Order Lines

Selection (Untitled)

Select one of the following:

Text - To display the Line Text to Print on Order pop-up

Receive - To receive the goods

Reservations - To display the Reservations Enquiry pop-up

Receive/Landed Costs - To receive the goods and enter landed costs

Ref

This field displays the receipt line reference.

Lne

This field displays the order line number.

O/S Qty

This field displays the outstanding quantity.

Note: If Catchweight is active and the item has a secondary value, select Quantity/Sec.Vals (F9) to toggle between the primary and secondary values in this and other quantity fields.

UoM

This field displays a code describing the issue unit of measure for the item ordered, or the order unit of measure.

Order Qty

This field displays the original order quantity for this order line.

Item

This field displays the item code.

Supplier Item Ref

This field displays the supplier's reference for the item ordered.

Due

This field displays the due date for delivery of this order line.

Below each line, the first line of order line text is displayed.

Entry Area

Position To Item

Enter an item number. This must be a valid item code if the order is a stock order. When you press Enter, the display is positioned on the next outstanding line for this item.

If the item is not found (as outstanding), a warning is given and the display is re-positioned on the first page.

You can use the prompt facility on this field to select from the Select Item from Order pop-up.

Note: The items on an order are not in any particular sequence, so positioning is to the next occurrence of the item beyond the current position. Positioning is to the Supplier Item Code for non-stock orders.

You can enter receipt details at the base of the window, in the following fields:

Ref

Enter the reference number of a displayed order line that you want to partially receive, or over-receive.

Qty

Enter the quantity you want to receive, for a partial or over receipt.

You can only receive more than the full order amount if you have sufficient authority.

Note: Authority to over receive or under receive is calculated using the user authority values defined in Purchase Management Maintenance.

Note: If Catchweight is active in this company and the items you are receiving are Catchweight types 1 or 2, when you first press Enter the Secondary Value Entry pop-up appears.

Note: Receipt quantities must be in multiples of an items stocking unit for receipts into a bonded warehouse.

UoM

If this is a stock order, the unit of measure will default to the displayed unit of measure.

If this is a non-stock item, the unit of measure must be a valid unit of measure set up in the Parameters file.

Complete

Use this checkbox as follows:

Checked - To complete the line if any remaining quantity will not be received

The outstanding balance on this line is reduced to zero.

Unchecked (default) - If any remaining quantity is to be left outstanding

You can receive less than the full order amount, if the order quantity is not received in one delivery. Press Enter to process the partial receipt.

You can only complete partially received lines if you have sufficient authority.

An over-receipt will automatically complete the order line.

Note: Authority to over receive or under receive is calculated using the user authority values defined in Purchase Management Maintenance.

Int. Trace

For batch-controlled, lot-controlled or serial-controlled items, enter the reference where the quantity entered relates to a single batch, lot or serial number.

Leave this field blank to display the Goods Receiving Batch/Lot/Serial Details window.

This is an optional field for items that are not batch-controlled, lot-controlled or serial-controlled.

Note: The Internal Trace (Lot) Number is protected for receipts into a bonded warehouse.

Note: The internal trace (lot) number is set automatically to the Rotation Number returned from the Rotation Receipt Details window for receipts into a bonded warehouse.

Ext. Trace

You can optionally enter an external trace reference number for this specific delivery, if required.

Expiry Date

You can optionally enter or select the date on which the shelf life of a consumable item will expire.

Amend Landed Cost

Use this checkbox as follows:

Checked - To receive with amendment of landed cost details

Unchecked (default) - To receive without amending landed cost details

No. Labels

This is displayed only if label printing is set on the company profile.

Enter the number of labels to be printed for this line.

The default is one label. Labels are printed immediately.

Stock Updating

If receipt into stores is specified, the following updates will occur for stock orders only:

- On-order stock balances will be reduced, and physical stock increased.
- Stock movement records will be written to audit the receipt.
- Actual costing data will be updated (that is, latest, average and FIFO) including landed costs.
- If Catchweight is active in this company and you are receiving Catchweight item types 1 or 2 into Stores, the movement value will be calculated by secondary value rather than quantity. The movement cost will be calculated by actual secondary value.

Label Printing

The specified number of labels is output immediately to the printer queue. The details printed are:

1 GRN number
2 Date received
3 Label number
4 Supplier code
5 Advice note number
6 Supplier name
7 Internal trace reference
8 Expiry date
9 Supplier item reference
10 Item number
11 Quantity received
12 Pack type code (if Warehousing is installed)
13 Stockroom

Functions

Containers (F7)

Use this to display the Purchase Receiving - Container Summary window.

Quantity/Sec Vals (F9)

This toggle is only displayed when catchweight is used and the item has a secondary value or multiple item information is displayed.

Quantity (F9)

Use this to display the order quantity of the item in the primary unit of measure.

Sec Vals (F9)

Use this to display the secondary value for the item's order line. The abbreviation of the secondary unit of measure is displayed on the window by the appropriate fields.

Previous (F12)

Use this to return to the Select Order window.

Issue/Order Units (F13)

Use this to toggle the display between item issue units and order units.

If the display is toggled to order units, any receipts recorded will be registered in the order unit; that is, stock movement details and product labels will show the order line unit. The only exception to this is where, for partial line receipt, an alternative unit is specifically entered at the base of the window.

If you change the unit by using this function, that unit is used for the following receipts until a new stockroom selection is made or this function is used again.

Maintain Lots (F17)

Use this to maintain batch or lot receipts for this order. The Goods Receiving Batch/Lot/Serials Details window is displayed.

Order Text (F21)

Use this to display the Internal Order Text pop-up, on which you can enter text for display within the company only. For more information on this pop-up, refer to the Order Entry section.

Receive Whole Order (F22)

Use this to receive the entire outstanding order quantities, if the received quantities are the same as the entire outstanding order quantities.

If the order is for more than one stockroom, only the lines for the stockroom currently selected for receiving will be updated.

Note: If the item being received requires inspection, and is being received into stores, a warning pop-up will be displayed. This allows the item to be received into Stores or overridden into Inspection.

Note: Use the checkbox displayed as follows:

Checked - To receive into inspection

Unchecked - To receive into stores

*Note: Use Enter to continue, or use **Cancel (F12)** to cancel this line receipt.*

Note: If the Warehousing application is installed and the receipt is into a store defined as a Warehouse, an additional window is automatically displayed for entry of a packaging type code, and expiry date (for consumables). For more information, see the Warehousing product guide.

Note: Select Receive to receive an order line and then press Enter to display the Enter Location pop-up if you are receiving an order line into a location-controlled stockroom. (To do this, select Stores in the Receipt Point field on the Goods Receiving Select Receipt Point window).

Note: If Catchweight is active, you can only use Receive Whole Order (F22) if all the order lines are for non-Catchweight items, or if all order lines for Catchweight items types 1 or 2 have been fully received. Catchweight item types 1 and 2 require a received weight to be entered via the Secondary Value Entry pop-up. If the order is a mix of Catchweight and standard item order lines, the Catchweight item lines can be received by selecting Receive against each line.

Note: For Catchweight type 3 items, the calculated nominal weight does not need to be entered.

Note: Receipt of the whole order or whole order lines happens as soon as the relevant option is selected.

Select **Receive Whole Order (F22)** to leave this window unless you have recorded partial receipts, in which case you should select **Previous (F12)** or **Exit (F3)**.

If receipt is into a bonded warehouse, the Select Item Variant pop-up is automatically displayed to select the appropriate variant code and receipt type for each received line.

Select Item from Order Pop-up

To display this pop-up, use the prompt facility on the Position To Item field on the Goods Receiving Non-scheduled Order Details window.

Use this pop-up to select an item.

Fields

Item

This field displays the list of item numbers present on the order, irrespective of stockroom.

Options

Select

Use this to select an item for the Position To field on the Goods Receiving Non-scheduled Order Details window.

Functions

Item Search (F15)

Use this to display the Item Master Scan window (irrespective of ordered items).

Use Select for an item to place it in the Position To field on the Goods Receiving Non-scheduled Order Details window.

Enter Item Variant Pop-up

To display this pop-up, record a receipt into a bonded warehouse.

Use this pop-up to select a valid item variant code and receipt type for receipts into a bonded warehouse.

Caution: You will not be able to complete any receipt into a bonded warehouse without recording this additional bonded warehousing information.

Fields

Item Variant

Enter a valid variant of the item being received.

Alternatively, prompt on the variant to select a valid variant of the item from a list.

Receipt Type

Enter a valid receipt type.

Alternatively, use the prompt facility to select a valid receipt type from a list.

Note: The chosen receipt type dictates the type of additional information to be recorded in the Rotation Receipt Details window.

Last Rotation Number

This is the Rotation Number assigned to the previous receipted line on the selected order, if you are recording the receipt of multiple items.

Item / Var

This is the item and variant code from the previous receipted line on the selected order, if you are recording the receipt of multiple order lines.

Press Enter, to show the Rotation Receipt Detail window and record additional bonded warehousing information for the receipt.

Goods Receiving Scheduled Order Details Window

To display this window, enter a scheduled order number on the Goods Receiving Select Order window.

Use this window to receive scheduled orders.

Note: The Goods Receiving Batch/Lot/Serial Details window will not be shown when receiving goods into a bonded warehouse.

Note: A single rotation number is assigned to each receipt quantity recorded against a line in a bonded warehouse.

Caution: You cannot add to an existing rotation when receiving goods into a bonded warehouse.

This window is similar to the Goods Receiving Non-scheduled Order Details window. The differences are highlighted below.

The information displayed is as for non-scheduled orders, except that:

- Schedule Order is displayed below the stockroom
- Only deliveries scheduled for delivery within the time fence are displayed and eligible for receipt. This time fence is maintained on the company profile.

The methods of receipt vary as follows:

- A selected line cannot be received in total by selecting Receive against it. Instead, quantities are received by entering the line number and quantity at the foot of the window.
- The Complete Line option is not available.
- The Receive in Full with Amendment to Landed Costs option is not available. Landed Costs can be amended by checking the Amend Landed Costs field at the bottom of the window.
- If a quantity received is greater than that due for a selected scheduled delivery, the excess is deducted from the next scheduled delivery.

The user authority is only checked on the final receipt.

Goods Receiving Amend Landed Cost Window

To display this window, check the Amend Landed Costs field on the Goods Receiving Non-scheduled/Scheduled Order Details window.

Use this window to amend the landed costs that are attached to an order.

The order number, advice note number, order class, GRN number, stockroom, supplier and currency default from the previous window and cannot be amended.

Fields

Unit Landed Cost

This field displays the true calculated landed cost for a single unit of the item.

Item Cost

This field displays the purchase cost of the line.

Total Line Cost

This field displays the purchase cost plus the derived landed cost.

Code

Enter a valid landed cost code.

Alternatively, use the prompt facility to select from the LAND Landed Cost Codes pop-up.

To delete a landed cost, delete the code and then press Enter.

Description

The landed cost description is displayed when you enter a code.

Landed Cost Value

You must enter a landed cost value. A negative value is allowed.

P/V

This field shows whether the landed cost is a percentage of the unit price, or a value per unit.

Derived Cost

This field displays the total derived landed cost for each landed cost entered.

Note: If the receipt is being made into stores, the value booked to Inventory is: item total cost + (unit landed cost x receipt quantity) except when the item is standard costed.

Derived Landed Cost

This field displays the accumulation of derived landed costs.

Caution: Only the unit landed cost field shows the true landed cost. All other values are derived costs.

Caution: The overall landed cost is not allowed to be negative.

Select **Update (F8)** to apply the entered landed costs to the order line and re-display the Goods Receiving Order Details window.

Goods Receiving Batch/Lot/Serial Details Window

This window displays automatically for any batch-controlled, lot-controlled or serial-controlled item, unless an entry was made in the Internal Trace field on the Goods Receiving Order Details window.

Use this window to enter specific references for batch-controlled, lot-controlled and serial-controlled items.

Note: If Catchweight is active and you are receiving Catchweight item types 1 or 2 that are batch or lot or serial-controlled, enter the lot number you want to receive and then press Enter to display the Secondary Value Entry pop-up.

The order number, advice note number, stockroom, item code and description, quantity received and unit of measure default from the previous window.

Fields

Maintain Batch

Enter one of the following:

Blank (default) - Not to create or amend the batch or lot details

1 - To create or amend the batch or lot details

You must enter **1** if you have not set up these details before.

Lot/Batch/Serial Number

Enter the appropriate number(s) for each batch or lot or serial number.

Quantity

Enter the quantity received against each batch number.

Do not enter the quantity against serial-controlled items, as each unit must have a unique reference.

The total quantity entered on the window must equal the quantity received. Once the full quantity is entered, the order line and transaction files are updated with the details.

Press Enter to save the details that you have entered and return to the previous window.

Purchase Receiving - Container Summary Pop-up

This pop-up is automatically displayed on leaving the Goods Receiving Order Details window, if associated containers are applicable to the received products.

Also, during receipt, selection of **Containers (F7)** on the Goods Receiving Order Details window allows the containers to be viewed or amended. If they have been amended, **Update (F8)** also completes the receipt.

Alternatively, select **Container Returns (F7)** on the Goods Receiving Select Order window to enter empties returns in isolation (but not for Enterprise orders).

Use this pop-up to record the receipt and return of container items from/to the supplier.

The products against which receipts have been recorded in the Purchase Order Receipts Detail window dictate the list of container items initially displayed.

As each product is received, the system calculates the optimum number of associated container items also received from the supplier using the latest version of the base product Container Profile Definition.

Note: For Enterprise orders, the containers are not re-generated but default to those actually despatched from the Supply company.

Once all receipts have been recorded against a purchase order and you leave the Receiving Order Details window or select **Containers (F7)**, the Container Summary pop-up is displayed to allow adjustments to be made to these calculated receipt quantities and also to permit you to record details of any empty containers returned to the supplier.

Additional container codes may be added for both receipts and returns.

Containers received are associated with the main receipt stockroom, whereas returns are associated with the Inbound Container stockroom by default.

If a container is active for tracking then the movement is tracked against the supplier.

Stock movements are generated for optional containers received, and all containers returned, if into/from Stores location (although these are suppressed if the stockroom is warehouse-controlled or location-controlled).

Note: Container lines that are added to an order during Purchase Order Receipt as a result of their association with the products received from the supplier are not available for amendment in Order Amend as they are deemed to be fully receipted lines on the order.

Note: When adding new lines to a purchase order a check is performed to ensure that the total number of lines (ordered products plus containers) does not exceed the limit of 999.

<u>**Fields**</u>

Received Quantity

Enter the quantity of each container item received from the supplier.

The value is initially calculated by the system based on the quantity of each product received.

Only integer numbers can be recorded.

Returned Quantity

Enter the quantity of empty containers returned to the supplier.

The value initially defaults to zero.

Only integer numbers can be recorded.

Loc

This is the location from which the containers are <u>returned</u>. It defaults to the location of the receipt.

Select one of the following:

1 - Goods Inwards

2 - Inspection

3 - Stores

SR

This field defaults to the Inbound Container Stockroom associated with the receiving stockroom specified for the receipt.

Enter a valid stockroom code for the <u>returned</u> containers.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

The container item must be stocked at the specified stockroom.

Note: Recording a receipt quantity will increase the stock balance of the container item at the specified stockroom, but only if the container is optional and the location is Stores.

Note: Recording a return quantity will reduce the stock balance of the container item at the entered stockroom, but only if the location is Stores.

Note: Stock updates/movements are not applicable to warehouse-controlled or location-controlled stockrooms.

Note: The container stockroom cannot be a bonded warehouse.

<u>**Functions**</u>

Update (F8)

Use this to accept the entered container quantities. This generates additional purchase order lines and transactions for each container item. The receipt is completed.

Note: If appropriate, the General Ledger Account Extension Code pop-up is invoked for each GL Nominal code associated with the container lines having a received and/or returned quantity.

Separate transactions are generated for received and returned container quantities.

The price recorded on the generated container lines/transactions for those containers that attract a charge on inbound transactions is one of the following:

- the price recorded on the item-supplier profile

- the appropriate cost of the container item (standard, average or latest) in the appropriate inventory stockroom (the Container Stockroom (Inbound) associated with the stockroom against which the receipt is being recorded)

- otherwise, it is zero.

Received container transactions are recorded against the target location of the purchase receipt (i.e. Goods Inwards, Inspection or Stores).

Received quantities for optional containers increase the inventory balance of the container item and generate stock movements, if they are into the Stores location.

Returned container quantities reduce the inventory balance of the container item and generate stock movements, valued at the appropriate cost, against the entered stockroom code, if they are out of the Stores location. However, stock updates/movements are not applicable to warehouse-controlled or location-controlled stockrooms.

If a container is active for tracking then the movement is tracked against the supplier.

Note: Container lines are added to a purchase order starting at line 999 and decrementing the line number for each container item added to an order. There must be a sufficient number of lines available on the purchase order to add the required container items. Only one line is required on a purchase order for each container item.

Add (F10)

Use this to add containers to the displayed list where there is a need to record the receipt or return of a container that has not been generated from the container profiles.

Select **Update (F8)** to accept the entered container quantities and complete the receipt.

Purchase Receiving - Add Container Item Pop-up

To display this pop-up, select **Add (F10)** on the Purchase Receiving - Container Summary pop-up.

Use this pop-up to add a container item (that is not associated with any of the received products) to the list of container items displayed in the Purchase Receiving Container Summary window. Return/receipt quantities can then be recorded against this container item.

Fields

Container Item

Enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

The item must be a container item and cannot be defined in the Container Profile of any of the received products.

Receipts Stockroom

This field displays the stockroom of the receipt transaction and cannot be amended.

Note: This field and the quantity field below are not shown if this pop-up is displayed via Container Returns (F7) on the Goods Receiving Select Order window, to enter empties returns in isolation.

Quantity Received

Enter the number of containers received from the supplier.

Any integer value (including zero) can be recorded.

Returns Stockroom

This field defaults to the Inbound Container stockroom. Enter a valid stockroom code.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

The container item must exist in this stockroom.

Any return quantity entered against the container item is booked out of this stockroom.

Quantity Returned

Enter the number of containers returned to the supplier.

Any integer value (including zero) can be recorded.

Returns Point

This is the location from which the containers are returned. It defaults to the Stores location.

Select one of the following:

Goods Inwards (1)

Inspection (2)

Stores (3)

Select Update (F8) to accept the entered container details. The container will be added to the list of container items on the Goods Receiving Container Summary pop-up.

Goods Receiving Lot Header Maintenance Pop-up

To display this pop-up, select Maintain Batch/Maintain **Lot (F17)** on the Goods Receiving Order Details window.

Use this pop-up to create or amend the details associated with a lot or batch or serial number reference. This pop-up is only available if extended details for batch-controlled, lot-controlled or serial-controlled items are specified in Inventory Management.

Note: The fields displayed on the pop-up will depend on the options defined in the Lot Header Parameter Maintenance task in Inventory.

Note: The Production, Expiry, First and Last Available Dates and Times are only displayed if defined in Inventory.

Fields

Item

This field displays the item specified in the order line and cannot be amended.

Lot Reference

This field will be blank if a lot has not been specified. You can enter an existing lot, batch or serial number, or you can enter a new reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

If the lot reference is already displayed, you cannot amend this field.

Production Date

This field displays the date on which the lot is received. It defaults to the current date.

If no date is entered, the date can be calculated from the expiry date, using the shelf life of the item.

If you are entering a date here, it should be no later than the current date.

You cannot amend this field if you are maintaining an existing lot reference.

Production Time

If you are using production times, enter the time at which the lot was received. The production time cannot be changed once the lot has been created.

Expiry Date

This field displays the date on which the shelf life of the item expires.

If no date is entered, the date is calculated by adding the shelf life to the production date.

You cannot amend this field if you are maintaining an existing lot, batch or serial number.

Expiry Time

This field displays the time at which the shelf life of the item expires.

First Available Date

This date must be greater or equal to the production date.

All lots with a first available date later than the current date are automatically frozen.

If you do not enter or select a date, it is generated by adding the release time on to the production date.

This field can be amended at any time.

First Available Time

This field displays the time at which the lot becomes available.

Last Available Date

This date must be later than the first available date but earlier than or the same as the expiry date.

All lots with a last available date earlier than the current date are normally frozen automatically (unless otherwise indicated in the stock status).

If you do not enter or select a date, it is generated automatically.

This field can be amended at any time.

Last Available Time

This field displays the time at which the lot ceases to be available.

Stock Status

Enter a valid stock status code.

Alternatively, use the prompt facility to select from the STKS Stock Status pop-up.

You can use this field to change the status of stock from the default.

If you change the status, you must use a reason code (see below) to indicate the reason for the change.

If this field is left blank, the availability dates above will be used to move stock in and out of the frozen state.

Reason Code

This code can only be entered if the stock status code is changed. It indicates the reason why the status of the lot was changed.

You can use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Depending on the setting of the Potency Required and Status Required fields on the Lot Header parameter window in Item Maintenance, the following fields can be displayed on the Lot Header Maintenance pop-up.

Potency

Enter a numeric potency, with up to five decimal places, to represent the level of active ingredient in the lot. This is the potency of the whole lot, irrespective of the [stockroom](#) in which the lot is located.

Grade

Enter a valid grade to define the lot. This is the grade of the whole lot, irrespective of the [stockroom](#) in which the lot is located. Grades are maintained in Inventory.

If Order Entry is installed, a Certificates of Conformance field can be displayed on the Lot Reference Maintenance pop-up. This will be the case if a Certificate of Conformance was specified for this item on the second item maintenance window. (See the Order Entry product guide for an explanation of Certificates of Conformance).

C of C Reference

Enter a Certificate of Conformance reference to be assigned to this lot. This must have been set up in the Certificate of Conformance task or defined at the time of entry by selecting **Maintain Batch (F17)**.

Supplier's Lot Reference

Enter up to 36 alphanumeric characters to specify the batch reference allocated by the supplier.

Functions

Grades (F13)

Use this to display the grade history for the batch or lot.

Status (F14)

Use this to display the Stock Status Enquiry window.

Potency (F15)

Use this to display the potency history of the lot or batch.

Adjust Active Ingredients (F16)

Use this to adjust the active ingredients in a lot or batch.

Text (F21)

Use this to maintain text for this lot or batch.

More Keys (F24)

Use this to display the functions above.

Press Enter to re-display the Goods Receiving Order Line Details window.

Secondary Value Entry Pop-up

If Catchweight is installed, this pop-up displays during Goods Receiving for items which are Catchweight category 1 or 2.

Note: The title of this pop-up varies, as it is formed from the short description of the item's secondary UoM plus the literal Details, for example Kilos Details.

<u>Fields</u>

Item Code

The item code is displayed for your information only.

Item Issue UoM

The item's issue unit of measure is displayed for your information only.

Nominal Secondary Value

The short description of the item's UoM is displayed in the field's title.

The item's nominal secondary value is displayed. You can override this value if required; however, if you enter a value that exceeds the configured tolerance, an error message appears.

Unit of Measure

You can change the secondary unit of measure for the quantity of the item to be moved.

You can use the prompt facility to select from the UOMC Unit of Measure pop-up.

If the weight you enter exceeds the Catchweight item's default tolerance limits for secondary value conversions, a warning message will be displayed with a request to confirm the value entered. You can proceed or cancel the receipt.

Note: The default tolerances for the secondary value conversions of Catchweight items are defined in Inventory Management Maintenance.

Press Enter to validate and update your entries.

Note: Additional data will need to be captured as part of the Goods Receipt Process to comply with the Russian requirements when producing documents/ reports. It is necessary to capture any missing quantity on a goods receipt for example:

The Supplier Delivery Note says a quantity of 10.

The quantity received is 8

The Missing quantity is 2

Prior to this change S21 stored the quantity received and the 'non-received' quantity (2) remained outstanding. From a S21 point of view this is no different to the supplier making 2 deliveries – one of 8 and a later delivery of 2. In Russia however this is not satisfactory.

Goods Receiving Non-scheduled Order Detail Window

Options

Shortage

This option will only be displayed if Country Specific parameter 00069 Russian Function is active and if a receipt has been made against the line.

This will display the Shortage Notification window.

Shortage Notification window

Use this function to record that a quantity was advised by the supplier but not actually received.

Fields

Line Number:

This shows the Purchase Order line number to allow the user to check they have the correct line.

Item

This shows the selected item number and its description.

If the item is non-stock or Service then the customer item reference will be shown instead.

Quantity Ordered

This shows the quantity of the item originally ordered from the original Purchase Order Line.

Quantity Received

This shows the quantity of the item received on the current GRN.

Shortage

Use this field to enter the shortage quantity of the item.

UOM

This shows the UOM in which the quantities are expressed.

Reason code

Enter the reason for the shortage

Alternatively, use the prompt facility to select from the SRSN Shortage Reason pop-up

Functions

Update (F8)

Use this to save the shortage quantity and return to the receive lines panel.

Previous (F12)

Use this to return to the receive lines panel with no update.

Receipts without a PO [44/PMP]

Use this task to record the receipt of stock items when a related Purchase order does not exist.

The receipt location can only be Goods Inwards or Inspection. A transfer will be required to record the stock movement into Stores.

A purchase order and GRN are generated to support subsequent transfers, adjustments, invoice matching etc.

Supplier Receipts without a PO - Header Window

To display this window, select the **Receipts without a PO** task.

Fields

Stockroom

Enter the default stockroom code for the receipts.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window appears and you may not continue.

If you enter a Stockroom, On the Add Received Item window, to which you are not authorised, then the Stockroom Authorisation error window appears and you may not continue.

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Supplier Reference

Enter the reference provided by the supplier (advice note).

Date of Receipt

Enter or select the date on which goods were received.

The default is the current date.

Manual GRN Number

This only applies if automatic GRN numbering is not applicable.

Enter a GRN number.

Manual PO Number

This only applies if automatic PO numbering is not applicable.

Enter a PO Number.

Note: The currency of the generated order is assumed to be the supplier's normal currency.

Press Enter to validate and continue to the Lines Overview window.

Supplier Receipts without a PO - Lines Overview Window

To display this window, enter supplier details on the Supplier Receipts without a PO - Header Window

Use this window to add lines and amend the quantities received.

The Order number and GRN number are shown in the heading area.

<u>**Fields**</u>

Each line that is added is shown with the following fields:

Item

The item code is shown.

Description

The item description is shown.

Received Quantity

The received quantity is shown and may be amended.

Loc

The location code is shown.

SR

This stockroom code is shown.

<u>**Functions**</u>

Update (F8)

After the lines have been added, use this to update the receipt and create the corresponding order and GRN.

Add (F10)

Use this to add a line via the Add Received Item window.

Text (F21)

Use this to enter internal order text.

Select **Update (F8)** to complete the receipt and return to the Header window.

Add Received Item Window

To display this window, select **Add (F10**) on the Supplier Receipts without a PO Lines - Overview Window

Use this window to enter details about the item received.

Fields

Received Item

Enter the item number. Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Receipt Stockroom

Enter or amend the stockroom as required.

The default is taken from the header window.

Quantity Received

Enter the quantity received.

Unit of Measure

Enter the Unit of Measure for the quantity received. Alternatively use the prompt facility to select one.

Receipt Point

Enter the receipt point. Only Goods Inwards and Inspection are allowed.

Lot/Batch Number

Enter the lot, batch or serial number if required. Alternatively use the prompt facility to select from existing numbers.

Functions

Update (F8)

Use this to update the received item details and proceed to the Item Price window.

Select **Update (F8)** to update the information

Add Received Item Price Window

To display this window, select **Update (F8**) on the Add Received Item Window

Use this window to enter the price for the item received.

<u>Fields</u>

Price

Enter or amend the price of the item. The default price is taken from the Item supplier profile if present and if in the correct currency.

Note: The currency of the generated order is taken from the supplier's normal currency code.

Press Enter to update the received item line and return to the Lines Overview window.

Returns and Adjustments [45/PMP]

Use this task to record returns or adjustments, or scrap against a given receipt (GRN). You can choose to print a rejection note, including appropriate text. Debit notes can be produced and printed. Containers associated with the products are also recorded.

Returns can also be entered without a GRN or Purchase Order being specified.

Empty containers may be returned independently of products and GRNs.

You can match returns against credit notes as part of the invoice matching process.

Rejection notes can be printed automatically and contain the following details:

- Header

  Rejection note number, rejection date, supplier name and address, replacement required, date received, GRN number, stockroom, supplier code

- Lines

  Item references, return/scrap quantity and UoM, return/scrap value, original order number and line number, advice note number, lot reference, rejection note text

- Totals

  Rejection note value

You must enter valid reason codes for returning, rejecting or scrapping stock.

When you are recording the return of goods to a supplier and requesting a replacement for these goods, the container items are not explicitly re-ordered. However, when the replacement products are received, additional Purchase Management transactions are automatically generated for the containers associated with the product.

The stockroom entered must be that into which the product or containers were originally received.

Note: For location-controlled items, out of stores, the Location Balances pop-up will be used.

Note: If the items are to be returned from stores, the Inventory physical stock records are adjusted. If the item is reinstated as outstanding, the on-order value will also be updated.

Note: For returns or adjustments from stores the User/Stockroom Authorisation check is performed. You cannot perform the transaction if you are not authorised to the stockroom.

Note: For an Enterprise return, a corresponding customer return is created in the Supply company. This requires definition of the returns address code and returns officer code in the Enterprise relationship in the Sales company between the supplier and the customer, for the stockroom of the return.

Note: Returns and adjustments are not allowed for a bonded warehouse.

Returns/Scrap/Adjustments Entry Selection Window

To display this window, select the Returns and Adjustments task.

Use this window to select the Goods Receipt Note (GRN) to be processed, and to specify:

- If replacements are required for the goods, from this supplier
- If a rejection note is to be printed or not, after details have been entered

The entry of details here may be by-passed by using the Return Without a PO function key.

Note: Returns and adjustments are not allowed for a bonded warehouse.

Fields

GRN Number

Enter the GRN number against which the return is to be recorded.

Alternatively, use the prompt facility to select the GRN from the GRN Enquiry Selection window.

Date

Enter or select the date of this return or scrap or adjustment.

This field defaults to the current date.

Stockroom

Enter the code of the stockroom from which the goods/containers are being returned.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This defaults to the stockroom defined as the default for your user ID, if you have one.

Note: A warning message appears if you transfer a quantity out of stores that will result in a negative stock balance. You can proceed with the transaction only if negative stock is allowed for the stockroom; this is set on the stockroom record of the Inventory company profile.

Replacement Required

Use this checkbox as follows:

Checked - To add the product return quantities to the outstanding balance on the original order

Unchecked - Not to add product return quantities to the outstanding balance on the original order

Note: For Enterprise returns, the Replacement Required option has no impact. No re-order is generated.

Rejection Note Required

Use this checkbox as follows:

Checked - To print a rejection note to accompany returned goods to the supplier

The note is then printed automatically once you have completed the detail window.

Unchecked - If no rejection note is required

EC Movement Required

This field is only displayed if World Trade is active.

Use this checkbox as follows:

Checked - To generate an EC Movement record

Unchecked - Not to generate an EC Movement record for this return or scrap

Reason for EC Movement

If an EC movement record is required, you must enter a reason code.

Select one of the following:

Goods Returned (1)

Goods Scrapped (2)

Show Container Lines

Use this checkbox as follows:

Unchecked (default) - To suppress container lines on the details window and to show the expected containers on a container pop-up upon completion of the product returns

Checked - To include the actual outstanding container lines, with the product lines, on the details window to allow them to be selected for return

Caution: If the Show Container Lines option is selected for an Enterprise transaction, containers should not be returned without any products. Instead, the Empties Returns function should be used.

Functions

Return Empty Containers (F13)

This is only displayed when containers are active. Use it to display the Return Empty Containers window. This is for empty containers that are returned independently of any specific GRN and its products

Return without PO (F14)

Use this to create a return without knowing the original receipt GRN. This proceeds to the Supplier Returns without a PO Header window

Press Enter to display the Returns/Scrap/Adjustment Entry Details window.

Returns/Scrap/Adjustments Entry Details Window

To display this window, press Enter on the Returns/Scrap/Adjustments Entry Selection window.

Use this window to specify which lines on the GRN are to be processed. For each line chosen, enter the quantity returned or scrapped, along with a reason code for scrapped items. You can return part of a line by entering the details in the entry fields at the bottom of the window.

The GRN No, Original Receipt Date, Receipt Stockroom, Supplier, Currency, Date, and Replacement Required fields default from the selection window or from the original receipt details and are for information only.

Warehouse Returns

If you have **checked** the Allow Adjustments and Transfers to Warehousing field in the Purchase Management company profile, you can adjust and transfer stock from a warehouse.

Containers

If the **Show Container Lines** field was **checked**, the outstanding container lines (as well as product lines) are shown on the details window to allow them to be selected for return. If the container is active for tracking then the movement is tracked against the supplier.

Note: For the products returned, the corresponding quantities of containers (especially mandatory ones) should also be selected for return. Containers returned are not re-ordered, even if the products are.

If the **Show Container Lines** field was left **unchecked**, only the outstanding product lines are shown. Containers are confirmed on the Container Summary window, if they are applicable.

Fields

Select

Select the following:

Return - To select a line to return completely

You must allocate a reason code for the return (see the field below).

Ref

This field displays the GRN line reference number.

If an item is held in multiple locations (that is, goods inward, inspection or stores) then these are displayed on separate lines.

Supplier Reference

This field displays the supplier's item reference, if any.

Item

This field displays the item or container code and description.

Order No

This field displays the order number for the goods received.

Quantity/UoM

These fields display the quantity received and the unit of measure. (This quantity is reduced as you make entries on this window).

*Note: If Catchweight is active and the item has a secondary value, select **Quantity Secondary (F9)** to display the quantity of the item in this field in either primary or secondary units of measure.*

Location

This field displays the location of the goods to be returned, which will be one of the following:

S - Stores

I - Inspection

G - Goods Inwards

Item Description

This field displays the description of the item/container.

Batch Number

This field display the reference number if the item is batch-controlled, lot-controlled or serial-controlled.

Invoiced Value

This field displays the invoiced value, or the order value if not yet invoiced.

<u>Entry Area</u>

If you want to record the return of a partial amount against a line, you can enter the details in the following fields:

Ref

Enter the reference number of the line to be amended.

Ref Qty

Enter the quantity returned or scrapped.

UoM

Enter the unit in which the quantity is expressed.

Alternatively, use the prompt facility to select from the UOMC Unit of Measure Code pop-up.

This defaults to the displayed unit of measure, if it is not entered.

Reason Code

Enter the reason code for this return.

Alternatively, use the prompt facility to select from the SCRC <u>Scrap Reason Code</u> pop-up.

This field is mandatory for all <u>returns</u> or scrap.

Mode of Transport

Enter the mode of transport used to return the goods/containers. This field is only displayed if the World Trade application is installed, and defaults to the default mode of transport defined in the World Trade company profile.

You can use the prompt facility to select from the MODE Despatch Method pop-up.

If the location of the item is S (stores), and the Inventory Management application is installed, then the stock records are reduced accordingly.

Functions

Quantity/Secondary (F9)

This toggle is only displayed when Catchweight is used and the item has a secondary value.

When **Quantity (F9)** is displayed, use this to display the quantity of the item in the Qty/UoM field.

When **Secondary (F9)** is displayed, use this to display the quantity of the item in the secondary unit of measure.

Despatch Details (F18)

Use this to display the Despatch Details pop-up.

Press Enter to validate the changes that you have made.

When you have finished, select **Previous (F12)** to return to the selection window, or select **Exit (F3).** If you requested a rejection note, it is printed when you leave this task. The Container Summary window is displayed if appropriate.

Note: If catchweight is used in this company and the items are catchweight types 1 or 2, pressing Enter displays the Secondary Value Entry pop-up.

Container Summary Pop-up

This pop-up is displayed on completion of the return, if the Show Container Lines field has been left unchecked and products having associated containers have been returned.

This pop-up allows the associated container quantities to be reviewed or amended. Only containers that were present on the original GRN are shown, including any that were added upon receipt.

Fields

Returned Quantity

Calculated quantities are displayed and may be amended if required.

Only integer numbers can be recorded.

The quantity entered cannot exceed the quantity outstanding from the original receipt.

Loc

This field displays the location from which the containers are returned (as per the associated product location). It cannot be amended. It will be one of the following:

1 - Goods Inwards

2 - Inspection

3 - Stores

SR

This field displays the stockroom of the return and cannot be amended.

Note: Recording a return quantity will reduce the stock balance of the container item at the stockroom, but only if the location is Stores and the container type is optional.

Note: Such stock updates/movements are not applicable to warehouse-controlled or location-controlled stockrooms.

Note: Any outstanding containers added on the original receipt appear with zero quantity, in addition to the generated associated containers. These, and optional containers, may need their quantities amending.

Note: Containers that are active for tracking are tracked against the supplier.

Select **Update (F8)** to update and continue with further returns.

Return Empty Containers Window

To display this window, select **Return Empty Containers (F13)** on the Returns/Scrap/Adjustments Entry Selection Window.

Use this window to select the stockroom and supplier for the return of empty containers.

Fields

Stockroom

Enter the code of the stockroom from which the goods are being returned.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Note: For a return to an Enterprise internal supplier, a new purchase order is generated. Otherwise, a previous order for the supplier is used. In both cases a new GRN number is generated.

Note: To allow for Enterprise Container Returns from the Inbound Containers stockroom, an Enterprise relationship must be established in the Sales company between the internal supplier and the internal customer, for that stockroom. This should include the returns address code and returns

officer for the Supply company. The customer may need to have a delivery sequence number specifically for this purpose. Also, the container [stockroom](#) in the Sales company must be defined as a depot in the OE application.

Note: *If this relationship is not established, the return will not generate a customer return in the Supply company.*

Press Enter to display the Container Summary pop-up.

Return Empty Containers - Container Summary Pop-up

To display this pop-up, press Enter on the Return Empty Containers window.

Fields

Returned Quantity

Quantities, as added, are shown and may be amended if required.

Only integer numbers can be recorded.

Loc

This field displays the location from which the containers are returned, and may be amended.

It must be one of the following:

1 - Goods Inwards

2 - Inspection

3 - Stores

SR

This field displays is the [stockroom](#) of the return and may be amended.

Note: *Containers that are active for tracking are tracked against the supplier.*

Note: *Recording a return quantity will reduce the stock balance of the container item at the [stockroom](#), but only if the location is Stores.*

Note: *Such stock updates/movements are not applicable to warehouse-controlled or location-controlled [stockrooms](#).*

Functions

Add (F10)

Use this to add a container that is being returned.

Select **Update (F8)** to complete the return.

Return Empty Containers - Add Container Item Pop-up

To display this pop-up, select **Add (F10)** on the Container Summary pop-up.

Fields

Container Item

Enter a valid container item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

The item must be a container item.

Returns Stockroom

This defaults to the Inbound Container stockroom. Enter a valid stockroom code.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

The container item must exist in this stockroom.

Any return quantity entered against the container item is booked out of this stockroom.

Quantity Returned

Enter the quantity returned.

Only integer numbers can be recorded.

Returns Point

This is the location from which the containers are returned. It defaults to the Stores location.

Select one of the following:

Goods Inwards (1)

Inspection (2)

Stores (3)

Select Update (F8) to accept the entered container details. The container will be added to the list of container items on the Container Summary pop-up.

Returns/Scrap/Adjustments Entry Despatch Details Pop-up

To display this pop-up, select **Despatch Details (F18)** on the Returns/Scrap/Adjustments Details window.

Use this pop-up to enter details of the despatch notes for the selected return.

Note: For more information on despatch notes, see the Sales Order Processing product guide.

Fields

Document Processing

Online Print of Despatch Notes

Use this checkbox as follows:

Unchecked - To print despatch notes in a batch job later

Checked - To print despatch notes immediately

Priced Despatch Note

Use this checkbox as follows:

Unchecked - Not to print prices on the despatch note

Checked - To print prices on the despatch note

Despatch Note Language

Enter the language code for the despatch note.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Despatch Information

Despatch Method

Enter the despatch method.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

Transport Method

Enter the transport method.

Alternatively, use the prompt facility to select from the TMTH Transport Method pop-up.

Reason for Despatch

Enter the reason for despatch.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Terms of Delivery

Enter the terms of delivery.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

Note: If World Trade is active, this field will default to the value held on the Sales Order Processing Customer Maintenance Trade Details window.

Carrier

Use this field to enter the default carrier.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

The validation of this field is dependent on interfaced applications. The following checks will be carried out in the order specified.

Note: If Advanced Shipping is active, and the processing company has Sales Order Processing installed, the carrier will default to that defined via Shipping Customer Defaults.

Shipping Marks

This is a free-format field for shipping marks.

Number of Packs

Enter a packaging code and a quantity and unit of measure. The validation is dependent on interfaced applications.

Note: If Advanced Shipping is active, the code entered is validated against the Pack Types file.

Otherwise, codes are validated against the Inventory Descriptions file, against major type TPPK.

Weight

Enter a UoM code and a weight.

Any UoM code you enter is validated against the Inventory Descriptions file, major type UOMC.

Volume

Enter a UoM code and a volume.

Any UoM code you enter is validated against the Inventory Descriptions file, major type UOMC.

Select **Update (F8)** to update the despatch details.

Supplier Returns without a PO - Header Window

To display this window, select **Return without PO (F14)** function in the Returns/Scrap/Adjustments Entry Selection Window.

Use this window to enter details that apply to the whole return.

Note: None of the fields on the preceding Returns and Adjustments invite panel are effective apart from the Stockroom code.

Note: A rejection note is always produced.

Note: No replacements are requested.

Note: The currency is the normal currency of the supplier.

Caution: Three-way matching cannot be used for catchweight items.

Caution: IntraStat and World Trade are not supported.

<u>**Fields**</u>

Stockroom

Select the stockroom that the goods are to be returned from.

The default is taken from the Returns and Adjustments invite panel.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Supplier reference

Enter a supplier reference for the return.

Date of return

Enter or select a valid date for the return.

The default is the current date.

Functions

Previous (F12)

Use this to return to the Returns and Adjustments invite panel

Press Enter to proceed to the Lines window.

Supplier Returns without a PO – Lines Window

Use this window to enter the returned quantity and details by line.

Fields

Order Number and GRN Number

These are generated automatically.

Item and Description

These are shown for the added lines.

Returned Quantity

This quantity may be amended for any line that has been added.

Loc

The location indicator is shown.

SR

The stockroom is shown

Functions

Update (F8)

After the lines have been added, use this to update the return and create the corresponding returned order.

Previous (F12)

Use this to return to the Header window.

Add (F10)

Use this to add a line via the Add Returned Item window.

Text (F21)

Use this to enter Rejection/Return Note text.

Select **Update (F8)** to complete the return and return to the Header window.

Add Returned Item Window

Use this window to add a returned item

Fields

Returned Item

Enter the item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Returns Stockroom

Enter or amend the stockroom as required.

The default is taken from the header window.

Quantity Returned

Enter the quantity returned.

Unit of Measure

Enter the Unit of Measure for the quantity returned.

Returns Point

Enter or select the returns point.

Reason for Return

Enter the return reason.

Lot/Batch Number

Enter the lot, batch or serial number if relevant.

Alternatively use the prompt facility to select from existing numbers.

Functions

Update (F8)

Use this to update the returned item details and return to the Lines window.

Select **Update (F8)** to proceed to the Lines window where further lines may be added.

Transfer Goods Location [46/PMP]

Use this task to transfer goods and containers from one location to another.

Three locations are allowed:

- Goods Inwards
- Inspection
- Stock (Stores)

Note: A warning message is displayed if you transfer a quantity out of stores that will result in a negative stock balance. You can proceed with the transaction only if negative stock is allowed for the stockroom.

Note: For transfers from or into stores the User/Stockroom Authorisation check is performed: You cannot perform the transaction if you are not authorised to the stockroom.

The method of transfer is flexible and you can move single lines of a GRN or a complete GRN. When moving single lines, you can enter the quantity to be moved to allow one delivery to be split into several movements.

An audit report is generated for all movements and a Goods Location Transfer Report is automatically sent to the printer after any transfer has been completed.

Note: Items are only considered to be part of the Inventory physical stock if they are received or transferred in to Stores. Items cannot be allocated while in Goods Receiving or Inspection.

Note: Goods transfer is not allowed for a bonded warehouse.

Note: Transfer into Stores is not allowed for an unconfirmed GRN if confirmation of landed costs is configured as required for the supplier. Even if a GRN has no Landed costs then confirmation is still required. However, this restriction does not apply to non-stock orders.

Note: Movement of goods between "Goods In", "Inspection" and "Stock" is not supported if the stockroom is an Inbound Consignment stockroom because Purchase Orders can only be received into "Stock".

Containers

The containers associated with the products transferred are estimated and shown on a Container Summary pop-up together with other outstanding containers. The transferred quantities are then amended/confirmed.

Stock movements are included for optional containers transferred, if into/out of Stores, unless the stockroom is warehouse-controlled or location-controlled. Containers are associated with the original receipt stockroom.

Note: Containers are not tracked against the supplier for transfers.

Transfer Goods Location Selection Window

To display this window, select the Transfer Goods Location task.

You use this window to select the locations from and to which goods are transferred. You can specify a GRN number, or an item, or both.

Note: Goods transfer is not allowed for a bonded warehouse.

Fields

Move From

Choose the location from which the goods are to be moved.

Select one of the following:

Goods In

Inspection

Stock - Stores

Note: A warning message is displayed if you transfer a quantity out of stores that will result in a negative stock balance. You can proceed with the transaction only if negative stock is allowed for the stockroom.

To

Choose the location to which the goods are to be moved, which must be different from the Move From location.

Select one of the following:

Stock - Stores

Goods In

Inspection

Stockroom

Enter the stockroom code for this movement.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This field displays the default stockroom defined on your user profile.

GRN Number

Enter a valid Goods Receipt Note (GRN) number against which to transfer the goods.

Alternatively, use the prompt facility to select the GRN from the GRN Enquiry Selection window.

Item

You can optionally enter a valid item code to transfer a particular item.

You can enter either a GRN, or an item code, or both.

Date

Enter or select a receipt date for this item to display item receipts for that date.

You can leave this field blank to display all receipts for the item.

Press Enter to display the next window.

Note: Either the Transfer Goods by GRN window or the Transfer Goods by Item window is displayed next, depending on the selections made on this window.

Transfer Goods Location Details by GRN Window

To display this window, enter a GRN number and press Enter on the Transfer Goods Location Selection window.

Note: This window displays all receipts for the selected GRN, stockroom, and From location, unless an item was selected, in which case only current details for that item are displayed.

Use this window to process transfers of stock by GRN number. You can transfer the whole GRN; or you can transfer selected lines fully or partially. Use the fields at the bottom of the window to perform a partial line transfer.

The From Location, GRN Number, Advice Note, Supplier, Supplier Name and Stockroom fields default from the selection window and the GRN header.

Fields

Ref

This field displays the line reference number.

Item Ref.

This field displays the item code.

Receipt Date

This field displays the date of the receipt.

Quantity/UoM

These fields display the quantity currently outstanding at this location, and the item's issue unit of measure.

Traceability Ref

This field displays the internal trace reference, or lot or batch or serial number, entered at receipt time.

Expiry Date

This field displays the end of the shelf life for this item, if defined.

Entry Area

If you want to transfer part of a GRN line, enter the details in the following fields:

Ref

Enter the reference number of the line to be part transferred.

Quantity

Enter the quantity to be transferred.

UoM

Enter the unit in which the above quantity is expressed. If you leave this blank, the unit as shown for the line will be used.

Note: If Catchweight is active and you want to transfer a partial line quantity, when you first press Enter the Secondary Value Entry pop-up appears. Enter the secondary value of the item you want to transfer here.

Note: If the Location To stockroom is defined as a Warehouse, you must enter the packaging type for each line transferred on the displayed pop-up.

Options

Text

Use this to display the Line Text to Print on Order pop-up, where you can amend text for the original order line.

Transfer

Use this to transfer the full quantity of the line.

Lot Header Maintenance

Use this to maintain lot header information. This is only available for items that are lot-controlled, batch-controlled or serial-controlled. These items have a traceability reference.

Functions

Transfer All (F8)

Use this to transfer all lines and update the relevant stock records.

*Note: If Catchweight is active, when you select **Transfer All (F8)** to transfer a GRN line, a warning message is displayed that previously received secondary values for the catchweight item will be used in the transfer.*

Quantity (F9)

When displayed, use this to display the quantity of the item in the Quantity/UOM field.

Secondary (F9)

When displayed, use this to display the quantity of the item in the Sec Val/UOM field in the secondary unit of measure.

Note: This toggle is only displayed when Catchweight is used and the item has a secondary value.

*Note: If you are using Location Control, and you are processing a move to or from Stores, when you enter 2 against a line and then press Enter or select **Update (F8)**, the Enter Location Balances pop-up is displayed.*

Press Enter to process your selected transfers and the appropriate stock updates. A Goods Location Transfer report is sent to the printer automatically.

Transfer Goods Location Details by Item Window

To display this window, enter an item code and then press Enter on the Transfer Goods Location Selection window.

Use this window to transfer goods by item code. You can transfer all item lines in full, or transfer selected item lines fully or partially. Use the fields at the bottom of the window to enter details of lines to be partially transferred. The From Location, To Location, Item and Stockroom fields are defaulted from the selection window and are for information only.

Fields

Ref

This field displays the line reference number.

GRN

This field displays the GRN number of the receipt.

Order

This field displays the original purchase order number.

Receipt Date

This field displays the date of receipt.

Quantity/UoM

These fields display the quantity currently outstanding at this location and the item issue unit of measure.

*Note: If Catchweight is active and the item has a secondary value, select **Quantity/Secondary (F9)** to display the quantity of the item in this field in either primary or secondary units of measure.*

Traceability Ref

This field displays the internal trace reference or lot or batch or serial number entered at receipt time.

Expiry Date

This field displays the end of the shelf life for appropriate items.

Entry Area

If you want to transfer part of a GRN line, you can enter details in the following fields:

Ref

Enter the reference number of the line to be part transferred.

Quantity

Enter the quantity to be transferred.

Note: If Catchweight is active and you want to transfer a partial line quantity, when you first press Enter the Secondary Value Entry pop-up appears. Enter the weight of this item you want to transfer.

UoM

Enter the unit in which the above quantity is expressed. If you leave this field blank, the item's issue unit of measure is used.

Warehouse Returns

If you have **checked** the Allow Adjustments and Transfers to Warehousing field on the Purchase Management company profile, you can adjust and transfer stock from a warehouse.

Options

Text

Use this to display the Line Text to Print on Order pop-up, where you can amend text for the original order line.

Transfer

Use this to transfer the full quantity of the line.

Lot Header Maintenance

Use this to maintain lot header information. This is only available for items that are lot-controlled, batch-controlled or serial-controlled. These items have a traceability reference.

Functions

Transfer All (F8)

Use this to transfer all lines and update stock records.

*Note: If Catchweight is active, when you select **Transfer All (F8)** to transfer a GRN line, a warning message is displayed that previously received secondary values for the Catchweight item will be used in the transfer.*

Quantity/Secondary (F9)

This toggle is only displayed when Catchweight is active and the item has a secondary value.

Quantity (F9)

When displayed, use this to display the quantity of the item in the Quantity/UOM field.

Secondary (F9)

When displayed, use this to display the quantity of the item in the Sec Val/UOM field in the secondary unit of measure.

*Note: If you are using Location Control, and you are processing a move to or from Stores, when you enter 2 against a line, then press Enter or select **Update (F8)**, the Enter Location Balances pop-up is displayed.*

Press Enter to process your transfer goods selection and leave the task.

Enter Location Balances Pop-up

To display this pop-up, enter 2 against an item and then press Enter on the Transfer Goods Location Details by GRN window.

Alternatively, if you are using Location Control and you are transferring goods into Stores, enter 2 against a GRN and then press Enter on the Transfer Goods Location Details by Item window.

Use this pop-up to record the balances and quantities affected by this transaction.

The top of the pop-up displays the item and stockroom information. If you are processing a receipt or adjustment of stock, it displays the legend "Target Location". If you are processing an issue of stock, it displays the legend "From Location" in the top right-hand corner of the window for your information.

Processing within a Location-controlled Stockroom Using Catchweight

If you are using both Location Control and Catchweight, the existing Secondary Balance Entry pop-up is no longer used. There are three factors that determine how secondary balances and location balances are processed:

- Is the secondary balance captured or calculated?
- Is the item stocked in single or multiple locations?
- Are secondary balances collected at the location level?

These three factors give the following combinations:

Are secondary balances captured or calculated?	Do Items have single, default, locations or multiple locations?	Are secondary balances collected by location?	Categorisation for fields displayed in the pop-up
Calculated (or no secondary balance required)	Multiple	Yes or not applicable	Case 1

Calculated (or no secondary balance required)	Single	No, or not applicable	Case 2 (no pop-up is displayed, normal processing occurs)
Captured	Multiple	No	Case 3
Captured	Multiple	Yes	Case 4

The fields and their descriptions are those displayed if you are processing using Case 1, that is, a Catchweight item with a single, or default, location and you do not need to capture the secondary balance by location. Any variations on this pop-up are detailed under the relevant case section.

Fields

Header Section

Item

This field displays your selected item code and its description.

Stockroom

This field displays the [stockroom](#) from which you are processing this transaction.

Order

This field displays the sales, production, works or purchase order to which this transaction is attached, if applicable.

Location

This field displays the item's default location.

Line

This field displays the associated order line for this item. If there is no sales, production, works or purchase order attached to the transaction, this field displays four zeros.

Total

This field displays the transaction quantity and the unit of measure that you specified during the transaction.

Cumulative

This field displays the current total of the location balances and is displayed in the same unit of measure as the transaction quantity.

Batch-controlled, Lot-controlled or Serial-controlled Items and Location Control

If you are processing an item that is batch-controlled, lot-controlled or serial-controlled, the following fields are displayed:

Lot (Batch or Serial Number)

This displays the batch, lot or serial number reference for your selected item in the top section of the pop-up.

Middle Section

Location

This field displays the location you have selected for use for this transaction.

Quantity

This displays the entered location quantity.

UoM

This displays the entered transaction's unit of measure.

Footer Section

Location

Enter the location you want to use for this transaction.

Alternatively, use the prompt facility to select from the Location Prompt pop-up. If you are processing a receipt or an adjustment, the pop-up displays all locations that currently stock the item at the top of the list, followed by all other locations within the [stockroom](#). If you are processing an issue of stock, then the Location Prompt pop-up will only display locations with stock of the selected item. Suspended locations are always excluded.

This field is initially pre-filled with the suggested, or default, location for your selected item.

Note: If you attempt to use a location that is suspended, the system displays an error message.

Quantity

Enter the amount of location balance you want to process.

This field defaults to the full transaction amount but you can change it if required.

UoM

This field displays the default unit of measure for the transaction quantity.

You can use the prompt facility to view the item's other units of measure.

Note: For more information, see the Processing within a Location-controlled [Stockroom](#) section in the Processing chapter of the Inventory Management product guide.

Case 3

If you are processing a Catchweight item with multiple locations and you do not need to capture secondary balances by location, the following field is displayed on the Enter Location Balances pop-up:

Header Section

Secondary Balance

Note: The name of this field depends on the name of the Secondary Balance Unit of Measure.

This field is displayed to the right of the Total and Cumulative fields. Enter the total secondary balance value in this field for all locations that are included in the transaction.

Case 4

If you are processing a Catchweight item with multiple locations and you need to capture secondary balances by location, the following fields are displayed on the Enter Location Balances pop-up:

Header Section

Secondary Balance

Note: The name of this field depends on the name of the Secondary Balance Unit of Measure.

This field is displayed to the right of the Total and Cumulative fields. This displays the cumulative secondary balance value for all locations that are included in the transaction.

Middle Section

Secondary Balance

This displays the secondary balance value for each existing location.

UoM

This displays the unit of measure attached to the secondary balance.

Footer Section

Secondary Balance

Enter the secondary balance value for the selected item that you want to process. This initially defaults to the nominal secondary balance for the transaction quantity but you can change it if necessary.

UoM

This field displays the default unit of measure for the secondary balance value you have entered. You can change this to any valid secondary unit of measure attached to the item if necessary.

Case 5

If you are processing a Catchweight item with a single, default location a different pop-up is displayed. This pop-up performs the same function as the Secondary Value Entry pop-up although it displays more information about the transaction and the location that will be processed. For more information see the Enter Secondary Balances Pop-up section.

Options

Amend

Use this to amend any existing details. Press Enter to re-display those details in the line entry fields at the bottom of the pop-up to amend them. Press Enter again to re-display the amended details in the middle of the window.

Delete

Use this to delete existing details. Press Enter to perform the deletion.

Select **Update (F8)** to update the location control balances and re-display the previous window for your transaction. You can only select this if your location balance quantities match the transaction quantity.

Transfers - Container Summary Pop-up

This pop-up is displayed on completion of the transfer if products having associated containers have been transferred.

Fields

Received Quantity

Calculated transfer quantities are shown and may be amended if required.

Only integer numbers can be recorded.

Loc

This field displays the location into which the containers are transferred (as per the associated product location). It cannot be amended. It will be one of the following:

1 - Goods Inwards

2 - Inspection

3 - Stores

SR

This field displays the stockroom of the transfer and cannot be amended.

Note: Any outstanding containers added on the original receipt appear with zero quantity, in addition to the generated associated containers. These, and optional containers, may need their quantities amending.

Note: If a return covers an item across multiple GRNs, the container window appears once for each GRN.

Note: Recording a transfer quantity will adjust the stock balances of optional containers at the stockroom, but only if the to or from location is Stores.

Note: Such stock updates/movements are not applicable to warehouse-controlled or location-controlled stockrooms.

Select **Update (F8)** to update and continue with further transfers.

Match Invoices to Receipts [47/PMP]

Invoice matching allows you to authorise all invoices relating to purchase orders before payment. To use this facility, all invoices must be posted to the Accounts Payable log. After matching, the invoice is posted from the log to the ledger and payments can be made.

Purchase transactions generated for containers within the Purchase Order Receipt task are available for matching against a suppliers invoice, along with the transactions for received products.

If the supplier charges deposits for container items, these charges can be matched against the appropriate container receipt and returns transactions.

You can match receipts against invoices and returns against credit notes. Multiple receipts can be matched to an individual invoice. Usually the supplier's invoice is used as a guide in the matching task. During matching, amendments can be made to:

- The order line price (with the option to update the item/supplier profile, if appropriate)
- Order line discount
- Order and invoice text

An IC code may be entered in the Dissections Window if the Inter Company GL function is active, irrespective of the type of receipts matched. Validation and prompting of the GL code are with respect to this company. The IC code is also displayed with the GL Code in the Match Details window (for non-stock / service order). It determines the target GL Company for the Inter-Company postings made after invoice matching.

Additional dissections are allowed for charges not on the original order, such as an unexpected packing cost. Unmatched quantities on receipts remain available for matching against later invoices. You can amend the company profile to prohibit invoice matching for goods not in stores (excluding returns).

Note: Invoice matching writes the appropriate analysis codes and dissections to the logged invoice and therefore General Ledger dissections need not be entered when the invoice is first logged.

A dissection is a breakdown of an order by values posted to accounts in the General Ledger and is created in the Accounts Payable log. Five dissection types are possible:

Goods Dissection

This involves the posting of values of goods to specified goods account(s) in the General Ledger. These accounts are initially taken from the Item Master file.

Tax Dissection

The tax value is posted to tax accounts in the General Ledger.

The General Ledger Tax subsystem will assign postings to the correct accounts according to the tax codes in the General Ledger.

Variance Dissection

If you buy a standard costed item at a different cost from the standard cost, that difference, or variance, must be accounted for.

The value of the variance will be posted to the appropriate account, which should be specified for that product in Item Maintenance within Inventory Management.

If you change the item cost at invoice matching, a variance also occurs and is dealt with as above.

Difference Dissection

If the goods value differs from the invoice value when invoice matching, this difference must be accounted for by a dissection. The General Ledger account, and any associated extension codes to which this is posted, are defined in the differences window in invoice matching. Such dissections are normally required because of charges that were not on the original order.

Currency Gain/Loss

For a foreign currency Stock Order, if the currency rate at invoicing differs from that at receiving then a compensating base-only posting is made to the Realised Gain or Loss account.

Retention of Accounts Payable Log Dissections

The Purchase Management company profile determines whether or not invoice matching overwrites goods dissections on the Accounts Payable (AP) invoice log, for fully matched invoices.

If retention is required, the AP dissections will still be replaced with those created by matching if any of the following apply:

- The match is partial, to be completed later.
- Standard costed items are involved.
- A price difference between order and invoice applies.
- Difference dissections are entered.

In this case, the dissections must be reviewed and confirmed in **Confirm Log Entries** (2/APP). The **Volume Log Transfer** (3/APP) task cannot be used.

Invoices Matched Audit Report

You can print the Invoices Matched report automatically, or use Accounts Payable to run this report manually. Automatic printing of this report must be enabled on the Purchase Management company profile.

Invoice Match Selection Window

To display this window, select the Match Invoices to Receipts task.

Use this window to select the supplier and advice note to be processed. If you do not enter an advice note, the Unmatched Advice Notes window is displayed for the selection of one or more advice notes.

Fields

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Advice Note

Enter a valid advice note number to display the Invoice Match Details window.

Leave this field blank to display the Unmatched Advice Notes window.

Override Tax Code

Use this checkbox as follows:

Checked - To override the tax codes

Unchecked - To accept the default tax codes

Press Enter to display either the Unmatched Advice Notes window or the Invoice Match Details window.

Invoice Match Unmatched Advice Notes Window

To display this window, leave the Advice Note field blank and then press Enter on the Invoice Match Selection window.

Use this window to select unmatched advice notes for the selected supplier. The supplier details are displayed at the top of the window. For each advice note, the advice note number, the original order number, receipt date, goods receipt note number, the stockroom and goods value is displayed. If the supplier's currency is different from your base currency, the currency of the order is also displayed.

Fields

Selection Checkbox (Untitled)

Use this checkbox as follows:

Checked - To select an advice note that you wish to match

The Invoice Match Detail window displays sequentially for each advice note selected.

Unchecked - If you want to exclude an advice note

Press Enter to display the Invoice Match Detail window for each selected line.

Invoice Match Detail Window

To display this window, press Enter on either the Invoice Match Selection window or the Unmatched Advice Notes window.

You can use this window to select lines to be matched from each advice note, and to amend prices, discounts and quantities where appropriate.

The Supplier, Name, Currency, Advice Note, Order, GRN and Receipt Date fields default from the advice note header.

Fields

Item

This field displays the item code.

Loc

This field displays one of the following to indicate the item's current location:

S - Stores

I - Inspection

G - Goods inwards

Note: You can set the [company profile](#) to prohibit [invoice matching](#) if goods are not in stores. However, goods returned prior to reaching stores are still matchable as credits (negative).

Supplier Item Ref

This field displays the supplier's reference for the item.

Quantity/Secondary

This field displays the quantity received.

UoM

This field displays the unit of measure in which the above quantity is expressed.

Val

This field displays the total net value of the line. This is obtained by taking the price, applying the discounts, and extending the net price using the quantity.

Gross Price/UoM

These fields display the gross purchase price of the item and the price unit of measure of the order line.

Cost Code

This field displays the account used for goods [dissections](#) generated automatically by this routine.

Untitled

This field displays either the item's description or the order number and GRN number.

Stockroom

This field displays the [stockroom](#) for the item.

Tax

This field displays the tax code assigned to the order line.

Disc

This field displays the first order line discount.

Extra Disc

Up to three special discounts are shown. These are the two discounts entered for the whole order, and the second order line discount.

Options

Amended Match

Use this to match the line after amending details.

Match

Use this to match the line with no amendments.

Text

Use this to display the Line Text to Print on Order pop-up, in order to maintain order line text

Functions

Quantity/Secondary (F9)

This toggle is only displayed when Catchweight is used and the item has a secondary value.

Quantity (F9)

When displayed, use this to display the quantity of the item in the Quantity/UOM field.

Secondary (F9)

When displayed, use this to display the quantity of the item in the Sec Val/UOM field in the secondary unit of measure.

Display Order No. and GRN No./Display Item Description

Use this to toggle the information displayed in the untitled field.

Select **Continue (F13)** to display the <u>Invoice Match</u> Completion window, when you have selected the lines you want to match.

Invoice Match Amendment Pop-up

To display this pop-up, select a line with Amended Match and press Enter on the <u>Invoice Match</u> Detail window.

Use this pop-up to amend the details for the match.

Fields

Quantity

You can amend the quantity you are matching. The unit of measure in which the quantity is expressed is displayed.

Gross Price/UoM

You can amend the gross price and the unit of measure in which it is expressed.

Disc %

You can enter or amend the first order line discount.

Special Discounts

You can enter or amend the two discounts for the whole order and the secondary line discount.

Press Enter to save your changes.

Invoice Match Override Tax Code Pop-up

To display this pop-up, check the Override Tax Code field on the Invoice Match Selection window.

This pop-up is only displayed if the World Trade module is attached.

Use this pop-up to override the tax code for each item receipt.

Fields

Order Number

This field displays the number of the order that you are matching.

Line

This field displays the line that you are matching.

Item Number

This field displays the item code for the line you are matching.

Acquisition Tax Code

Enter the tax code that will be used to calculate the tax amount.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Select **Update (F8)** to override the order tax code with the one you have entered or selected.

Invoice Match Completion Window

To display this window, select **Continue (F13)** on the Invoice Match Detail window.

Use this window to complete the matching against the current invoice or select further advice notes for matching. The whole value of an invoice must be accounted for in both partial and complete matches.

For a partial match, separate dissections are written for the value that remains unmatched, allowing the rest of the invoice to be matched at a later date. Partially and completely matched invoices can be requested separately on the Invoices Matched with Purchasing report in Accounts Payable.

Invoices can still be selected for subsequent matching until the invoice values are transferred to General Ledger from the Accounts Payable log. However, only the value of the invoice not already matched directly with receipts is available for further matching.

Fields

Supplier Code

This field displays the selected supplier.

Advice Note

You can enter a valid advice note to display the Invoice Match Detail window. Any subsequently matched lines will be added to those already matched.

You can leave this field blank and then press Enter to display the Unmatched Advice Notes window to select further advice notes for matching.

Name

This field displays the supplier name.

Matched Value

This field displays the running total of the value of goods selected for matching in the current session.

Currency

This field displays the default supplier currency.

Functions

Partial Match (F7)

Use this to match the selected receipts against part of the invoice, returning later to complete the match.

Complete Match (F8)

Use this to match the receipts selected against the whole invoice value.

Cancel this Match (F11)

Use this to end this invoice match.

Select **Partial Match (F7)** or **Complete Match (F8)** to display the Invoice/Credit Selection window.

Invoice Match Invoice/Credit Selection Window

To display this window, select **Partial Match (F7)** or **Complete Match (F8)** on the Invoice Match Completion window.

Use this window to specify the invoice, credit against which the selected lines are to be matched.

Fields

Inv/Cred Ref

Enter the reference of the invoice or credit note to be matched, as entered on the Accounts Payable log.

Type

Enter one of the following to indicate the document type:

IN - For an invoice

CR - For a credit note

Do You Wish to Add/Review Document Text

Use this checkbox as follows:

Checked - To amend or view the Accounts Payable item text

Unchecked - Not to maintain the Accounts Payable item text

Press Enter to update advice note and invoice records and re-display the Invoice Match Selection window.

If there is a difference between the matched value and the invoice or credit value, the Invoice Match Difference Warning window is displayed.

Invoice Match Difference Warning Window

This window is only displayed if there is a difference between the invoice and receipt values in Invoice Matching.

This window displays the difference between the goods value of the invoice and the total value matched against the invoice. You can complete or cancel this match.

The goods value of invoice, invoice number, total matched value and difference are displayed. The next window displayed depends on the function selected.

Functions

Complete This Match (F8)

Use this to complete the match by accounting for the differences.

Continue/Cancel (F12)

Use this to return to the matching process.

Select **Complete This Match (F8)** to display the Invoice Match Dissections window.

Invoice Match Dissections Window

To display this window, select **Complete This Match (F8)** on the Invoice Match Difference Warning window.

Use this window to enter additional invoice dissections to ensure that the total matched value equals the total goods/charges value on the invoice. This difference can be due to freight or other sundry charges not included on the order.

Fields

Supplier

This field displays the selected supplier and the supplier name.

Goods

This field displays the total goods value of the invoice from the warning window.

Doc. Ref

This field displays the invoice or credit number from the Invoice or Credit Selection window.

Doc. Date

This field displays the date of invoice or credit creation from the invoice log.

Due Date

This field displays the due date for payment once the transaction is on the ledger. Items on the log cannot be paid.

Tax

This field displays the value of tax on the invoice.

Value to be Matched

This field displays the remaining value to be matched.

Disc

This field displays the discount value on the invoice.

Matched so Far

This field displays the total value of received goods matched against the invoice difference.

For Amendment (Untitled Fields)

Line Number

To amend a dissection displayed on the window, enter the line number here. The requested line will be displayed for amendment.

G/L Account

Enter the General Ledger account and any extension level codes associated with the dissection.

Alternatively, use the prompt facility to select from the Select Account Code pop-up.

You can amend GL account/extension codes for any difference between the invoice and order value entered here.

If IC is active and the user is authorised to inter-ciompany accounting, an IC Company code may be entered or prompted. This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made after invoice matching.

Goods Amt

Enter the value of goods to be posted to this account.

Description

You can optionally enter a description for the dissection.

<u>Functions</u>

No Update (F7)

Use this to cancel this match.

Press Enter to add this dissection to the match. The line details will be displayed in the table.

Select **Update (F8)** to complete the match when all the required dissections have been entered.

Once the match is reconciled, the invoice record on the Accounts Payable log is flagged as partially or completely matched, depending on your earlier selection. Dissections are also written to the Accounts Payable log. These are either generated automatically from matching with receipts, or entered manually on this window.

If Print Invoice Matching Detail is enabled on the company profile, a report is automatically generated.

When you transfer the invoice values from the Accounts Payable log to the General Ledger, the details of all dissections are displayed. See the Accounts Payable product guide for more detail.

Invoice Match Stand Alone [48/PMP]

You can use this task if you do not want to check or update the invoice log in Accounts Payable for the specified invoice or credit note number.

This task does not check the invoice log or match the actual invoices, but creates a file of details of the receipts that have been matched. You can use this task to make orders, against which receipts have been made, available for historical enquiries.

This task uses the same windows as the Match Invoices to Receipts task.

Note: The Difference Warning and Dissections windows are not displayed as there are no checks made against the invoice log.

The Invoices Matched Audit report is printed if it is enabled on the company profile.

Note: If Catchweight is active for this company, the Catchweight-specific functions for Invoice Match Stand Alone work as for the Match Invoices to Receipts.

Landed Costs [49/PMP]

You use this task to amend landed costs that have been assigned to a GRN line.

Landed costs are additional costs that are added to an order, such as freight, insurance or postage charges.

For more information on landed costs refer to the Maintenance chapter of this product guide.

You can select the GRN line by GRN number or by item and receipt date.

You can also examine the landed costs totaled by cost code and apportion a new total value for an existing or new cost code, in proportion to receipt values.

Note: Standard Landed Costs are not able to be maintained here. So this is generally inappropriate for Standard Costed items where Standard Landed Costs are used to determine the stock movement cost rather than order/receipt landed costs (which are dealt with here).

Landed Costs Selection Window

To display this window, select the Landed Costs Maintenance task.

Use this window to select the appropriate GRN or item for landed cost maintenance.

Fields

GRN No

Enter the GRN number associated with the receipt against which the landed cost details were assigned. Alternatively, use the prompt facility to select the GRN from the GRN Enquiry Selection window. This is essential if using the **GRN Cost Summary (F6)** function.

Stockroom

Optionally enter the stockroom code of the GRN, if a GRN number has been used for multiple stockrooms and you wish to select a specific one. Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This field is important if the same GRN number has been used on different occasions for different stockrooms.

Line No

Enter the purchase order line number associated with the selected GRN, for which landed costs are to be modified.

Leave this field blank to display all GRN lines.

This is irrelevant if the **GRN Cost Summary (F6)** function is requested.

Or:

Item

Enter the item for which you want to maintain landed costs. Alternatively, use the prompt facility to select from the Item Master Scan.

Receipt Date

You can optionally enter or select the required receipt date for the item.

Leave this field blank to display all receipts for the item.

Functions

GRN Cost Summary (F6)

When a GRN number has been entered this function displays a summary of the landed cost totals for the GRN, by cost code, and allows maintenance and apportionment of costs. The GRN Landed Costs Summary window is shown.

Select GRN Cost Summary (F6), otherwise press Enter to display the Landed Costs Select Order Line window, if there are multiple matches for your selections, or the Landed Costs Maintenance window, if there is a single match for your selections.

GRN Landed Costs Summary window

Note: This is a new window

To display this window, select GRN Cost Summary (F6) on the Landed Costs Selection window.

Use this window to view the totals by landed cost code for a GRN. From here the underlying details may be viewed and individual landed Costs amended or deleted. Also the total for a landed cost code may be amended and apportioning across the detail lines, pro-rata to their receipt values.

Note: It is advisable to define the expected landed cost codes for an Item/Supplier via Item Supplier Profile Maintenance [3/PMM] for costs that are predictable and apply to specific items (e.g. customs duty). These may be nominal or estimated if they are to be confirmed or apportioned in this function after receipt.

A landed cost code may be added within this function, for apportionment.

If required, confirmation that the landed costs are completed can be entered here (to allow subsequent transfer into stores).

Fields

Code and Description

These fields display the code and description of the Landed Cost being summarised.

Total Landed Cost

This field shows the total Landed Costs of receipts for this code in this GRN.

If relevant it is displayed in prime or base currency depending upon the base/prime currency toggle. The initial default is prime.

If the underlying details were amended then the total is refreshed.

If the landed cost code has negative values then the total will show as negative.

Options

Apportion Total

Use this to apportion the Total Landed Cost across the underlying Purchase Order receipt landed costs details (in proportion to the receipt value). This replaces the original values. The Apportion Landed Cost Code Total pop-up is shown.

Details

Use this to show the underlying Purchase Order line receipt costs that relate to the selected Landed Cost Code. The Landed Cost Details for GRN / Code window is shown, allowing amendment/deletion of cost values.

Delete

Use this to delete all of the underlying Purchase Order line receipt landed costs that are present for this cost code. A confirmation window is shown.

Functions

Add (F6)

Use this to add a further Landed Cost Code and to apportion a total value across all receipts on the GRN. The Add Landed Cost Code pop-up is shown.

Confirm (F10)

If confirmation of landed costs is required prior to transfer to Stores, use this to mark the GRN as confirmed. Confirmation of this action is requested.

Base / Prime (F14)

If a foreign currency is involved use this to toggle between prime and base currency display.

Apportion Landed Cost Code Total Pop-up

Note: This is a new window

To display this pop-up, select the Apportion Total option against a cost code in the GRN Cost Summary window.

This apportions a total landed cost value across the underlying Purchase Order receipt landed cost details (in proportion to the receipt values). It replaces the original values in the existing landed costs for this code.

***Note:** Any discrepancy between the entered value and the result of apportionment is due to unavoidable rounding. Any underlying amount may be manually adjusted to compensate for this. However, such small discrepancies are unlikely to significantly affect financial postings.*

Fields

Code

This shows the landed cost code to be apportioned.

Total Landed Cost to apportion

Enter the new total landed cost for the code and GRN. This total is to be apportioned across the existing landed cost details for this GRN and cost code. It must not be zero. This is in prime or base currency, as toggled by the **Base / Prime (F14)** function in the previous window.

Functions

Update (F8)

Use this to commit the value apportionment of the landed costs details. These may then be reviewed or amended in the Landed Cost Details for GRN / Code window.

Add Landed Cost Code Pop-up

Note: This is a new window

To display this pop-up, select the **Add (F6)** function in the GRN Cost Summary window.

This generates a landed cost detail for every purchase order/line of the GRN, although standard costed items are only included if requested. The total landed cost is apportioned across the lines in proportion to their receipt value.

Note: Any discrepancy between the entered value and the result of apportionment is due to unavoidable roundings. Any underlying amount may be manually adjusted to compensate for this. However, such small discrepancies are unlikely to significantly affect financial postings.

Fields

Code

Enter a valid landed cost code. Alternatively, use the prompt facility to select from the Landed Cost Codes pop-up. The code must not already exist on the GRN.

Total Landed Cost to apportion

Enter the total Landed Cost for the code and GRN. This total is to be apportioned across the GRN details. It must not be zero. This is in prime or base currency, as toggled by the **Base / Prime (F14)** function in the previous window.

Include Standard Costed Items?

Use this checkbox to indicate whether standard costed items should be included in the apportionment:-

Unchecked - If standard costed items should not be included. This is the default.

Checked - If standard costed items should be included.

<u>Functions</u>

Update (F8)

Use this to commit the generation and value apportionment of the landed costs details. These may then be reviewed or amended in the GRN Details for Cost Code window. Any lines that are to be excluded can be deleted there before re-apportioning.

Landed Cost Details for GRN / Code Window

Note: This is a new window

To display this window, select the **Details** option against a cost code in the GRN Landed Costs Summary window.

Use this window to view the existing receipt landed costs for the GRN and cost code. The landed cost values may be amended or deleted.

*Note: to add an individual receipt for a cost code you must use Enter on the initial Landed Costs Maintenance window rather than the **GRN Cost Summary (F6)** function..*

<u>Fields</u>

Order, Line and Seq

These fields display the order number, line number and blanket sequence number related to the receipt.

Item

This field shows item code of the order line.

Quantity

This field shows the original quantity received, in issue units.

UoM

This shows the unit of measure code of the issue unit.

Landed Cost

This field shows the landed cost for the receipt. This is in prime or base currency, as selected in the currency toggle.

<u>Options</u>

Amend

Use this to show the details of the selected receipt landed cost. The GRN Detail Amendment pop-up is shown, allowing amendment of the cost value.

Delete

Use this to delete the selected receipt landed cost. A confirmation window is shown.

Functions

Base / Prime (F14)

Use this to toggle between prime and base currency display.

GRN Detail Amendment Pop-up

Note: This is a new pop-up

To display this pop-up, select the **Amend** option against a line in the GRN Details for Cost Code window.

This shows details of the receipt and allows the landed cost value to be amended.

Fields

Code

This shows the landed cost code.

Order, Line and Seq

These identify the order line received.

Item

This shows the item code of the receipt.

Stockroom

This shows the stockroom of the order line.

Receipt Date

This shows the date of the receipt.

Quantity and UoM

This shows the quantity of the receipt in issue units.

Landed Cost Value

This shows the landed cost value and can be amended. This cannot be zero. This is in prime or base currency, as toggled by the **Base / Prime (F14)** function of the previous window.

Functions

Update (F8)

Use this to update the landed cost value of the receipt.

Landed Costs Select Order Line Window

To display this window, press Enter on the Landed Costs Selection window (without using **Cost Summary (F6)**, if there are multiple matches for your selections.

Use this window to select the order lines for which you wish to maintain landed costs.

Options

Select

Use this to select a line for landed cost maintenance.

Fields

For each receipt line the following details are displayed:

Order

This field displays the order number.

Line

This field displays the order line number.

Seq

This field displays the blanket or sequence number (for scheduled or blanket orders).

Date

This field displays the receipt date.

Item

This field displays the item code.

Supplier

This field displays the supplier code.

SR

This field displays the stockroom code.

Transaction Quantity

This field displays the number of units of the item for the line.

Select lines and then press Enter to display the Landed Costs Maintenance window.

Record Inbound Consignment Stock Adjustment [51/PMP]

Use this function to manipulate stock balances in an inbound consignment stockroom without generating Purchase Orders and processing Goods Receiving. Inventory movements will be created at zero cost value so that there is no impact on the asset valuation within the company balance sheet.

Field

Issued from

Purchase Ledger company the supplier code is found in (this will default to the current company code)

Consignment Supplier code

A prompt is available on both the above fields to aid valid data selection.

Consumption of Inbound Consignment Stock [52/PMP]

Use this function to register the use of inbound consignment stock, transfer it to an internal "owned" stockroom, create a Purchase Order to inform the Supplier of usage and if required create a Self-Billing Accounts Payable Invoice.

Stockroom/Supplier Selection

Use this function to specify the consignment stockroom and supplier from which stock is being consumed.

Fields

Consignment Stockroom

Specify the consignment stockroom from which stock is being taken.

Supplier

Specify the supplier whose consignment stock is being used. The combination of consignment stockroom and supplier must already exist.

Transfer to Stockroom

Specify to "owned" stockroom to which consignment stock is to be transferred. This will default to the issuing stockroom held against Supplier options (11/PMM) but can be overridden. It must not be a consignment stockroom.

Consignment Reference

If the supplier accepts self-billed invoices and the method of matching is by consignment reference data entered here will be written to the payment sent to the supplier.

The consignment reference is required if the rule is '100', the delivery reference (i.e. Purchase Order number) is required if the rule is '200', the call-off reference is required if the rule is '300' and anything can be entered if the rule is '400' (manual). The entry field description will vary dependent upon the type of invoice matching rule.

If the supplier does not accept self-billed invoices entry of a "Supplier Reference" can be made.

Date of Use

Enter a valid date indicating when the consignment stock was consumed.

Replenishment required

Indicate whether the supplier is required to replace the consumed consignment stock.

Use this checkbox as follows:

Un-checked - A Purchase Order is created and automatically received reflecting the stock consumed.

Checked - As well as a Purchase Order being created to reflect consumption another is created to request replenishment of the consignment stock levels.

<u>Options</u>

F3=Exit

Leave the function and return to the menu.

F4=Prompt

Use of prompts to facilitate selection of valid stockrooms and supplier.

Entry of Consignment Stock Consumption

Use this function to register consumption of consignment stock.

<u>Fields</u>

Consumed Item

Enter a valid item stocked in the current suppliers' consignment stockroom.

Transfer to Stockroom

Enter the stockroom to which the consignment stock is to be moved. This will default to the stockroom entered on the header panel but can be overridden. The stockroom cannot be a consignment stockroom and the consumed item must have a valid item/stockroom profile.

Quantity Consumed

Enter the quantity to be transferred from the consignment stockroom. A warning or error (depending on whether negative stock is allowed) will be issued if there is insufficient physical stock in the consignment stock location for the supplier.

Unit of Measure

Enter a valid unit of measure that the quantity consumed is expressed in.

Receipt point

Enter the state the consumed stock will be in when transferred from the consignment stockroom.

'1' = Goods Inwards – The physical stock in the consignment stockroom is reduced but not yet added to the available stock in the "owned" stockroom. Transfer goods location [46/PMP] should be used to confirm ownership of the consumed stock.

'2' = Inspection – As per Goods Inwards.

'3' = Stores – The physical stock in the consignment stockroom is reduced and added to the available stock in the "owned" stockroom. This value is not valid if the "owned" stockroom is location controlled or a warehouse.

Lot/Batch Number

Enter a valid lot number that exists in the supplier location in the consignment stockroom. A warning or error is displayed if the stock level of the specified lot is insufficient to cover the quantity being consumed.

Options

F4=Prompt

Use this function to facilitate selection of valid item, stockroom, unit of measure and lot data.

F8=Update

Complete data entry.

F12=Previous

Cancel data entry and return to the previous panel.

Work Management Enabled Activities

Create Inbound Consignment Consumption Purchase Order

Scope

Informs Work Management when an Inbound Consignment Consumption Purchase Order has been created. This WM activity is also used in batch mode by menu option **Consume Consignment Transfer** [53/PMP] when Transfer Orders from a Consignment Stockroom are confirmed.

Parameters

Section	Parameter	Codes	Description	Tasks / Reasons
Activity Code		S21ICSCOPO	Consumption Purchase Order	
Execution Modes	User	10	Allowed	PM A3 1290
	Automatic Batch	30	Allowed	PM A3 1300
Input	(None)		Initial Activity	
Output	Document Type	PURCHORDER	Purchase Order	
	BOD Reference	(8 characters)	Order Number:	
	Exit Node	(Blank)	Order Created	

Where Used

Consume Consignment Stock test harness.

Create Inbound Consignment Replenishment Purchase Order

Scope

Informs Work Management when an Inbound Consignment Replenishment Purchase Order has been created. This WM activity is also used in batch mode by menu option **Consume Consignment Transfer** [53/PMP] when Transfer Orders from a Consignment Stockroom are confirmed.

Parameters

Section	Parameter	Codes	Description	Tasks / Reasons
Activity Code		S21ICSRPPO	Replenishment Purchase Order	
Execution Modes	User	10	Allowed	PM A3 1290
	Automatic Batch	30	Allowed	PM A3 1300
Input	(None)		Initial Activity	
Output	Document Type	PURCHORDER	Purchase Order	
	BOD Reference	(8 characters)	Order Number:	
	Exit Node	(Blank)	Order Created	

Where Used

Consume Consignment Stock test harness.

Confirm Transfer from Consignment Stock [53/PMP]

Use this function to confirm the transfer of Inbound Consignment stock into an internal stockroom so that the goods are then available for Manufacturing and Sales purposes. Specify the internal stockroom, transfer order number and supplier to transfer stock from a consignment stockroom to the internal stockroom on the transfer order. If no transfer order is entered all available orders will be displayed.

Confirm Consignment Transfer selection

Fields

From Supplier

Enter a valid supplier flagged as holding inbound consignment stock

To Stockroom

Enter a valid stockroom that is not an Inbound Consignment stockroom.

Transfer Order Number

Enter a valid transfer order number and dispatch note sequence. This can be left blank to then display of all pending transfers for the entered combination of supplier and receiving stockroom.

Options

F3=Exit

Use this function to leave the program without further processing.

F4=Prompt

Use this function to prompt for valid supplier and stockroom values.

Confirm Consignment Transfer detail

Enter valid data in the Confirm Consignment Transfer selection panel and press ENTER to access a list of outstanding transfers for the specified selection criteria.

In-transit records will have been created by despatching the Distribution Order [10/OEP] and specifying Lot/Batch details at that time.

Fields

Supplier Reference

Enter the reference given to the consignment supplier on the consumption Purchase Order to support identification of the goods consumed and matching of an invoice for payment.

Options

F8=Update

A job is submitted to confirm transfer of the consignment goods into the 'owned' stockroom and a consumption Purchase Order is generated to inform the supplier of the goods removed from the consignment stockroom. If a replenishment Purchase Order is required that is also generated at this stage. If multiple transfer orders are selected a consumption Purchase Order is created for each separate transfer order.

3-Way Invoice Matching Tasks [/API]

This option invokes the **3-Way Match menu [/API].**

Caution: Three-way matching cannot be used for catchweight items.

The Three-Way Invoice Matching tasks provide a quick method of entering invoices, matching them to advice notes and posting them. In many circumstances these can all be achieved in one transaction/session.

Tolerance levels may be established to allow for the limitation of discrepancies between order and invoice prices etc.

Use invoice matching when:

- Purchase orders have been entered and receipts posted.
- Purchase orders have been entered but receipts are missing. In this case, expected receipt details will be held on an invoice log for subsequent automatic batch matching. The company profile field Post Unmatched to Ledger allows an early reclaim of tax by posting directly to accrual, tax and creditor General Ledger accounts.
- By setting up the company profile field GL Postings from Receipts, Stock and Accruals postings would be made by AFI upon receipt (Stock items). Matching will then post from Accruals to Creditors.
- The invoice can be entered, but due to queries, dispute or uncertainty over the receipts to match, needs to be 'held' on the log. It can be recalled later to complete the match and postings interactively.

The procedure for using the Invoice Matching tasks is as follows:

- Delimiter Maintenance
- Set up values or percentages by which the match is allowed to be out and still be accepted (i.e. tolerance levels). Tolerance (or variance) levels can be set up and amended for:

  - The company

  - Individual suppliers

  - Individual purchase orders

- Invoice Matching

  Enter an invoice, match with order/receipt lines and post either to the ledger directly or to the log. Post unmatched invoices (where receipts are missing) to the unmatched invoice log, for later batch-matching. Alternatively 'hold' the invoice on the log for later recall and matching, interactively.

- Maintain Unmatched Invoices

This task enables you to access the unmatched invoice log and amend details such as the Advice Note no. This applies to unmatched invoices on the log but not 'held' invoices.

- Batch Invoice Matching

This is to be used once missing receipts have been posted. This task automatically accesses the unmatched invoice log to match invoices with receipts. That is, it selects items where the advice note number and other details are the same on both the invoice and the receipt.

This may also apply to unmatched log items that have been received electronically or via document scanning into the Accounts Payable task: Receive Batch Match Invoices[42/APP].

- Pay Invoices

Use the payment processing tasks from Accounts Payable Payments to pay matched invoices automatically.

Note: The Invoice Matching tasks are also known as 3-Way Match.

Note: It is recommended that when you are using 3-Way Match, the log and ledger flags should have the same setting. These are the company profile fields Auto Generate Invoice References and (ensuring that the invoice log is active) Auto References.

Currency gains/losses

These will apply if the exchange rate differs between receipt and invoicing for Stock Items. This will not apply to standard costed items unless a PM Parameter exists for 3WM:SCCR with a value of 1.

Equipment Servicing Interface

When an interactive session or batch matching session is posted to the ledger, if Equipment Servicing is active (and configured for cost postings at invoice match), eligible costs will be posted automatically against related Equipment Servicing jobs. This applies to Non-stock and Service 'receipts' only.

Special Considerations Relating to Held Invoices

1   An Invoice Matching session can contain only one type of document: either new documents or recalled held documents.

2   A new document session of Invoice Matching cannot contain both Batch Log items and Held documents. They are mutually exclusive.

3   Neither Batch Matching nor Standard Matching (Match Invoices to Receipts task in Purchase Management) allow for 'value-only' transactions. These transactions can only be matched using interactive 3-Way Matching.

4   A held document recalled in an Invoice Matching session cannot be recalled again in the same session. It will be locked until completion of the session.

5   A held document, when recalled, cannot have its gross value changed. Neither can it be placed on the Batch Log/Unmatched Ledger using **Add to Batch Log (F10)**.

6   Any Order Ref or Advice entered on the header window is ignored for a recalled held document.

7   Recall of a held document match, where the quantity and price were changed originally, shows the correct value, but the price and quantity are as if the ordered quantity was not overridden.

8 A held document is initially included in the Log Session details. If it is recalled and then re-held, it will not be included in any new session totals. However, when it is finally matched, it is included in the PL Transfer session, which reflects the deleted log item (negative) and the transferred posted item.

9 Unmatched Invoice Maintenance cannot be used to maintain the matched receipts for a held document. Only tax and charges are maintainable here. Matched receipts are maintained in interactive Invoice Matching.

10 The Split Receipt function is not allowed for value-only transactions.

11 A document cannot be held if the Post Unmatched mode is active or if tax registers are required for the supplier. This is because a held document does not post to the ledgers and cannot record tax registers or protocol numbers.

12 The Extended Terms window is applicable only when a held document is posted to the ledger, not when the document is held or re-held.

Special Considerations Relating to Unmatched Invoices received electronically in Accounts Payable

1 Charges cannot be handled automatically. They need to be reviewed within **Unmatched Invoice Maintenance [2/API]** and confirmed with an appropriate GL account.

2 Lines related to Non-stock or Service orders will be treated as exceptions as they will not have a valid item code. They will require manual review in **Unmatched Invoice Maintenance [2/API]**.

3 Credit notes cannot be batch matched; they are held for interactive matching.

4 Surcharge values in the Invoice VAT Summary AI file are not utilised.

5 Invoice VAT Summary AI file records are only required if VAT total checking is required.

6 VAT-only lines cannot be used.

7 Post Unmatched to Ledger is not supported.

(3-Way) Invoice Matching [1/API]

This task enables you to run an interactive session for the matching of invoices (or credit notes) to [advice notes](). Matching facilities are as follows.

- One to one - You can match an individual invoice to one advice note.

- One to many - one invoice can be matched to many advice notes/receipts.

- A running total displays the values selected.

- Quantities and value totals on receipts can be adjusted for matching purposes although original order totals cannot be changed. Tax can be dissected to different tax rates.

- Charges can be entered, in addition to purchase order receipts. These additional charges can be dissected to different GL accounts.

- A document may be matched with a discrepancy in total matched goods value if within the Price Variance % tolerance setting for the supplier (or company, otherwise). A dissection is entered for the discrepancy amount (similar to a charge).
- Invoices can be entered and stored on the batch/unmatched log for items which have not yet been received. Expected receipts for the invoices are taken from purchase orders. The unmatched invoices can be automatically matched later, after receipt, in the Batch Matching task.
- If IC is active and a non-stock or service line has an IC Company associated with it then this is passed on to the GL posting.
- If IC is active and the user is authorised to inter-company accounting, an IC Company can be entered for a Charges dissection. This applies irrespective of the type of receipts matched.

Several General Ledger accounts are validated during the Matching Process. They are set up at Company Level in the General Ledger and must be valid for the Matching process to be performed. These accounts are:

- Creditors Suspense Account
- Currency Gain Account
- Currency Loss Account
- Rounding Errors Account
- Euro Rounding Debit Account
- Euro Rounding Credit Account
- Suppliers Control Account
- Company Control Account

If any of these accounts are invalid, a message is displayed in an error window. This window indicates which type of account is invalid. If this happens, the match must be abandoned and the account corrected.

Company Selection Pop-Up

To display this pop-up, select the [Invoice Matching](#) task.

Options

Select

Use this to select the Accounts Payable company to use. All such companies that are related to the Purchasing company are shown.

Select a company to display the Session Start window.

Session Start Window

To display this window, select a company on the Company Selection pop-up.

Use this window to enter session information.

<u>**Fields**</u>

Document Type

You can only input one type of transaction per session.

Select one of the transaction types as follows:

Invoice

Credit

Posting Period

This defaults to the current period in the ledger.

Batch Number

Enter a value as required. This field is not displayed unless the Use Batch Controls field is **checked** on the Accounts Payable [Company profile](#).

Control Value

A batch total must be entered, but the value entered here does not restrict the value of documents subsequently entered. At the end of processing a batch, the value of documents entered is reconciled. Any discrepancy is highlighted but can be ignored.

See the Understanding Batch Control section for more details.

<u>**Functions**</u>

Resume Session (F12)

Use this to recover failed sessions. The Session Recovery window is displayed.

Press Enter to display the Supplier Selection window.

Session Recovery Window

To display this window, select **Resume Session (F12)** on the Session Start window.

- Newly held documents can be recovered via the Log session.
- Re-held documents and recalled/posted documents can be recovered via the Transfer session.
- A recalled document that was not completed at the time of failure is ignored by recovery of the Transfer session. It will need to be recalled again.

Caution: Even though a Transfer session can appear in Accounts Payable as containing no transactions, this could be because all of the documents were re-held, and none were actually transferred to the ledger. In this case the session should still be recovered to ensure complete processing of the re-held documents (which are nominally associated with the session).

The window enables you to recover a previous 3-Way Match failed session.

Failed sessions should be recovered as soon as possible. Such sessions which remain in a failed state can prevent their advice notes being selected for subsequent matching.

A failed session must be de-allocated by using the De-allocate Failed Posting Session task in Accounts Payable Utilities. Failed sessions are identified by a Time Off of 99:99:99 and a status of I, as seen in the Accounts Payable Session Enquiry.

A recovered session, either matched or unmatched (log), will be recovered up to the last completed Invoice/Credit Note.

You can then update, cancel or continue adding to the session.

Matched advice notes for an Invoice/Credit, which were entered but not yet updated, will not be recovered. The item and its matches will need to be re-entered.

Unmatched and matched items are recovered as separate sessions. Note that each recovery will show the same batch totals, as originally entered, and hence will result in discrepancies.

Any item match which had not been updated at the point of failure will need to be re-entered completely. Recovery will delete any temporary work file records relating to the advice notes selected for this item. This will enable them to be re-selected subsequently.

Even if a session fails during the matching of the first document, where some advice notes have been selected, it should still be recovered. This makes the advice notes available for re-matching.

A session which fails before any advice notes have been matched cannot be recovered.

Note: See also the section on Session Update, Cancellation and Recovery, relating to the options for the recovery of held and re-held documents on the log.

Fields

Session Number

Enter a valid session number or leave this field blank to start a new session.

If a valid number is entered, details of the last recovered item are shown. You can then enter a supplier and continue matching or you can end the session by updating or cancelling.

Press Enter when you have entered the session you wish to complete.

Supplier Selection Window

To display this window, press Enter on the Session Start window or on the Session Recovery window.

Warning Regarding Existing Held Documents

In a CR session, on entry of the supplier code, if held documents exist for that supplier, a warning is displayed: "Held documents exist for this Supplier".

You could then select **Recall/Review Held Document (F5)** to review or update any related held document.

For example, this would allow a held invoice, awaiting a credit note, to be flagged as Released and the memo to be updated, when the credit is posted. The invoice could then be re-called for completion of match in a subsequent IN session.

Note: Items logged directly onto the Accounts Payable log via Log Item Entry (1/APP), or for batch matching, are not considered for this warning.

<u>Fields</u>

Supplier

Enter a valid supplier account code.

You may use the prompt facility to select from the Supplier Selection pop-up. Alternatively use **Recall/Review Held Document (F5)** to select a supplier and related held document.

Acquisition Tax?

This if field should be **checked** if acquisition tax is allowed for this supplier.

Text

This field should be **checked** to display any text held against this supplier. The text is displayed but cannot be amended via this task.

Reverse Sign

If you are posting a credit and you are using the reverse sign function (set up in Country-specific Parameter 21), this field will be displayed. It should be **Checked** to reverse the sign.

<u>Functions</u>

Recall/Review Held Document (F5)

Use this to recall or review a held document. The Held Document Review window is displayed.

End Session (F22)

Use this to finish the session. The Completing a Session window is displayed if the Use Batch Controls? field is **checked** in the company profile.

Press Enter. If you checked the Text field, the Review Supplier Text window will now be displayed. Otherwise the Invoice Posting window will be displayed for you to enter invoice details.

Held Document Review/Recall

This allows review, recall and update (Hold Details only) of documents held in a previous session (but not those held on the batch log). The AP Company, session type and supplier are passed to the task. The supplier can be left blank. If a supplier is entered, the display will be positioned to that supplier.

On return, a supplier and document type/reference may have been selected for recall. If so, the supplier and document reference are displayed and, when you press Enter, the document is progressed through matching. Alternatively **Recall/Review Held Document (F5)** can be selected again, or a supplier entered or selected for a new document (clearing any selected document number), or **End Session (F22)** selected to end the session.

Therefore, after a document has been released for final posting, or when a discrepancy has been resolved, the document can be recalled to complete the matching process by selecting **Recall/Review Held Document (F5)**.

Note: A batch of documents entered in a Three Way Invoice Matching *(1/API) run cannot contain both new documents and recalled held documents. Recalling of documents must be done in a separate run from the initial entry of documents.*

Note: A recalled held item cannot be added to the Batch Log.

Note: The deletion of a held document can only be done via the Accounts Payable task Maintain Log Items (4/APP). This removes all held details as well as the Accounts Payable log item.

Note: An Accounts Payable log item entered to the Batch matching Log or directly via Log Item Entry (1/APP) cannot be recalled into Three Way Invoice Matching*.*

Processing of the Recalled Document

After a held document has been selected, the Supplier Select and Invoice Posting windows are populated from the held details and Accounts Payable log, including the text, tax details and charge details. These can be reviewed or amended using the usual windows. Normal header validation is re-done. Note that the gross value cannot be amended.

The document is locked to prevent it from being selected by another user.

On selection of **Update (F8)** from the Invoice Posting window, the existing matched receipts are shown at the beginning of the advices display, with a matched value shown. The matches can then be retained or removed and further receipts may be matched, in the normal manner. The document can then be completed with **Update (F8)** (only if it is exactly matched) or re-held with **Update/Hold (F9)**. If completed, it is included in the Log Transfer session with a DL transaction (negated original amount) and a normal IN/CR transaction. If re-held, it is not shown in any session as there is effectively no change to the Accounts Payable document status or value.

If **Update (F8)** is selected from either the Advices Summary window or the Detail window, if the match is in balance, a pop-up is shown warning that the document will be posted. This provides an opportunity to select **Previous (F12)** and then **Update/Hold (F9)** if the document should be re-held instead.

Cancellation of a Document Recall

Selecting **Previous (F12)** to return to the Invoice Posting window discards any changed matches. Selecting **Update (F8)** would then re-display the original held matches.

Backing out of the document completely, by selecting **Previous (F12)**, results in the Held document being left intact, as it was prior to this recall.

Selecting **End session (F22)** and then **Cancel Session (F23)** to cancel the session retains any changes to the header but leaves the matches as before.

Invoice Posting Window

To display this window, select a supplier (or recall a held document) and then press Enter on the Supplier Selection window.

This window allows entry of the invoice/credit header details. If a held document is recalled then the fields are populated with the recalled details.

Automatic Tax Value / Dissection calculation

If no tax value is entered on the Invoice Header window and the Tax Calc field is set to **1** or **2**, the tax is automatically calculated, and the tax dissection is generated without the Tax Dissections pop-up being displayed.

A setting of **2** requires entry of the tax-inclusive gross value only. The tax will be calculated from this gross value.

A setting of **1** requires entry of the goods value only, in the Gross field; the tax is then calculated and is also added back into the Gross field.

A setting of **0** means that both the tax-inclusive Gross value and the Tax will be entered. If these relate correctly to the tax rate of the suppliers tax code then the tax dissection is generated automatically.

Note: The default setting for the Tax Calc field is taken from GL Country-specific Parameter 005 (first entry), but this may be amended on invoice header entry.

Note: If tax is applicable, GL Country-specific Parameter 44 should be set to 1, indicating that tax dissections are mandatory. The automatic calculation will only function if this parameter is set.

Note: If tax is not applicable in the company (e.g. in USA), then:

> *No tax value should be entered.*

> *GL Country-specific Parameter 44 should be set to zero, indicating that tax dissections are not mandatory.*

> *GL Country-specific Parameter 005 (First Entry) should be set to zero (Tax Calc default setting).*

> *Your suppliers should have a blank (or zero-rated) tax code.*

> *Then no Tax Dissections pop-up, tax dissections or validation will apply.*

Note: On the Tax Dissections pop-up, if a dissection is for an Acquisition Tax code, the tax value will be calculated but not shown, since it is not entered or shown on the header. The goods value should be entered exclusive of such tax value.

Fields

> **Text (Checkbox)**

> Check this to display the supplier's text (if any exists).

> **Our Ref**

> If the option to generate references automatically was taken at company profile level (the Auto Generate Inv Ref field was **checked** in the company profile), this field is not displayed and a number is allocated. Otherwise, enter a unique reference for this document.

This reference should be recorded on the source document.

Register

This field is only displayed when tax registers are active (via Country-specific Parameter 1).

If tax registers are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the prompt facility on this field to select from the displayed pop-up.

Protocol

If tax registers are active, the protocol numbers are the sequential numbers of invoices to a particular register.

Select **Protocol Gaps (F20)** to display a pop-up of valid protocol gaps and select a number or type in the appropriate number directly.

Note: This field is only displayed when tax registers are active (via GL Country-specific Parameter 1).

Currency

The default is the supplier currency, but it can be changed.

You can use the prompt facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Period

The default is the current period, but it can be changed.

Tax Date

This is the date associated with this item for tax purposes. If this is not entered, the document date will be used to establish the tax period.

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the due date for payment.

Reason

This code is only displayed for credit notes.

This code is mandatory for credit notes and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain Reason Codes.

You can use the prompt facility on this field to select from the Select Reason Code pop-up.

Supp Ref

This is the reference the supplier has attached to the document. This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific Parameter 36 is set **On**, this field is mandatory.

Gross

Enter the total value of the item (including tax and any additional costs defined in the Add costs field). The value may also be entered exclusive of tax, and the tax calculated automatically (see details of **Tax Calc** field – settings 1 and 2).

Rate Code

This field defaults to the rate code of the company profile, and is not a maintainable field. To change this code, use **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific Parameter 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

1 - If the document date is used to perform currency conversion

2 - If the tax date is used to perform currency conversion

Ex Rate

This display only field shows the currently selected exchange rate. To change this use **Override Rate (F17).**

Tax

Enter the total amount of tax. This may be left as zero if you require the tax and dissection to be calculated (see details of **Tax Calc** field – settings 1 and 2).

If you enter both Gross and Tax and no tax dissections already exist, if the Tax amount, as a percentage of the Gross amount, is consistent with the percentage for the Supplier's tax code then, a Tax dissection is automatically generated. The setting of the Tax Calc flag does not influence this. Acquisition Tax is allowed for if the Tax Amount is zero and an Acquisition Code is retrieved from the supplier.

To dissect the total tax to differing rates of tax, select **Tax Dissection (F13)**.

If acquisition tax is applicable leave this field as zero.

If the tax amount is zero and the GL Country-specific Parameter 44 (3 Way Match Tax Dissections Mandatory) is set to 0 (Off), auto tax generation is not applied and the tax window will not be required (e.g. for USA).

Caution: If a document includes multiple tax codes, **Tax Dissection (F13)** must be used to analyse the tax.

Supp Tax

This output-only field shows the supplier's tax code.

Add Costs

Enter the total value of any additional charges on the invoice - such as carriage or insurance. This may be negative to allow for returned containers, for instance.

This total must be dissected, to one or more ledger accounts, by selecting **Add Costs (F10)**.

Discount

Use this checkbox as follows:

Checked - To include additional costs in the discount calculation

Unchecked - If additional costs are to be excluded from the gross discount calculation, or there are no additional costs

Disc Rate

This figure represents the discount rate which is to be applied on settlement of this item.

If the option to change discount rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Disc Code

A discount code can be defined to hold the percentage discount structure of a particular supplier. The supplier's default is displayed and can be changed if required.

You can use the prompt facility on this field to select from the Select Discount Code pop-up.

Disc Value

This figure represents the discount value which is to be applied on settlement of this item.

If the option to change discount rates or values for this supplier is set on, you can change this value, and the new value entered will override that specified for the supplier.

Note: The rate and the value cannot both be used.

Due Date

The payment due date is calculated automatically from the payment terms defined for the supplier, and is based on the document date. It can be changed for this transaction if the option to change it is set in the company profile.

The system can ensure that the due date for payment does not fall on a holiday or weekend day (your Country-specific Parameters must be set up for this in General Ledger Utilities).

Order Ref

A three-way match can be made by matching the following:

• The purchase order number (entered in this field)

• The advice note number (entered in the next field)

If the invoice to be matched relates to a single purchase order, enter the order number.

You can use the prompt facility on this field to select from the Select Purchase Order pop-up.

Note: This is not effective if a recalled document had some matches made when originally held.

Advice

If you want a match to be made at this window, enter the advice note number which relates to the purchase order reference entered at the previous field (if entered). If the total value of receipts for this advice matches the goods value of the invoice then the match can be completed without use of the Advice Note Selection Window.

Alternatively, leave this blank and, when the window is completed, the advice notes can be selected for matching.

Note: This is not effective if a recalled document had some matches made when originally held.

Ext Terms

If this item is to be paid by a series of instalments, enter the relevant extended terms code. These codes are defined in Cash Management.

Item entry will pay this item according to the terms used. On updating the item it is possible to amend the payment details within the extended terms code.

This is only displayed if Extended Terms are **checked** in the company profile. You can not use Extended Terms with discounts.

You can use the prompt facility on this field to select from the Select Extended Terms pop-up.

Status

Select one of the following:

Blank - To cause the item to be included in the automatic payment cycle when its due date is reached and the supplier is included

Select (1) - To indicate that you have selected this item to be paid next time you run a Payment Due report using Selection Method **Selected Items**

This enables items to be included in the payment run independent of their due date.

Hold (3) - To cause this item to be held until released

Prompt pay (9) - To cause this item to be included in the next automatic payment cycle should the supplier be included, irrespective of the supplier's payment terms

The item must be transferred from log to ledger before the status becomes active.

Show All Advices

Use this checkbox as follows:

Unchecked - To include only the credit (return) elements of an advice in the Invoice Posting Advice Note Selection window

Checked - To include the debit (receipt) elements as well

This will result in a net value being shown. This does not affect the recalled advice matches from a held document, which are always all included.

Note: This field is only displayed for credit matching.

Note: The Maintain Advice Details window, selected from the Invoice Posting Advice Note Selection window, always shows all outstanding debits and credits associated with an advice.

Tax Calc

The value of this flag can affect how the Goods Value and Tax Value fields are calculated in the header and in the Tax Dissection pop-up. Default calculations are always based on the supplier's default tax code.

Note: Automatic tax calculation is only applied if, at the first pass, zero is present in the Tax field. In this case, if Tax Calc has a value of 1 or 2, the Tax value is calculated based on the value entered in the Gross field and is then reflected in the Tax and Gross fields, and in a Tax dissection. The calculation is performed when you press Enter or Update (F8).

*Note: Use **Tax Dissection (F13)**.if you wish to review the dissection. The invoice cannot be completed unless the dissection values agree with the Tax and Gross values on the header.*

Caution: If County-specific parameter 44 is Off, the Tax Calc flag has no effect and any Gross or Tax value can be entered.

Even if the parameter is On, if at the first pass a non-zero value is entered in the Tax field, this tax is deducted from the gross to give the Goods Value and the Tax Value is equal to the value in the Tax field regardless of the value of the Tax Calc flag. By using **Accept Differing Tax Rate (F19)**, an invoice can then be completed with any tax value.

Caution: This may be your preferred method if you know the goods and tax values or have multiple tax rates on one invoice.

The default for this flag is specified by the Country-specific Parameter 005 (first entry), defined in GL Utilities. However, it may be amended in this window if required.

Select one of the following:

0 - If tax will not be calculated. The Gross and Tax must be entered in the header. Goods and Tax are entered in the Dissection pop-up if dissections are entered or amended.

1 - If no Tax is entered it will be calculated based on the tax-exclusive value entered in the Gross field, also the tax dissection will be generated. If entering a Tax Dissection the tax-exclusive Goods Value is entered and the Tax Value will be calculated based on that Goods Value.

2 - If no Tax is entered it will be calculated based on the gross (tax-inclusive) value being entered in the Gross field, also the tax dissection will be generated. If entering a Tax Dissection the gross value is entered into the Goods Value inclusive of tax and the Tax Value will be calculated based on that value.

Cash Tax

This field should be **Checked** if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Field)

For invoices, credit notes and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this item.

Functions

Update (F8)

Use this to update the invoice. If the tax and charge <u>dissections</u> are correct, the <u>Advice Note</u> Selection window is displayed.

Add Costs (F10)

If a value has been entered in the Add Costs field, use this to display the Additional Charges window (1 or 2).

Supplier (F12)

Use this to cancel this item and return to select a supplier account.

Tax Dissection (F13)

Use this to display the Tax <u>Dissection</u> pop-up.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion Parameters Pop-up section.

Note: Where the source and target currencies are both Euro currencies no override is permitted.

Protocol Gaps (F20)

Use this to display protocol gaps.

Note: This field is only displayed when tax registers are active (via Country-specific Parameter 1).

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the country code of the supplier and is not shown here.

End Session (F22)

Use this to end the session. The Completing a Session window is displayed if the Use Batch Controls? field is **checked** in the <u>company profile</u>.

Select **Update (F8)** when all tax and cost entries are correct, to display the <u>Advice Note</u> Selection window.

Additional Charges Window 1

If you have entered a value in the Add Costs field, you must enter the posting account(s). To display this window, select **Add Costs (F10)** on the Invoice Posting window. This window is displayed if no costs have yet been entered.

Fields

Cost Description

Enter a description for the cost.

IC

If IC is active and the user is authorised, an IC Company code may be entered or prompted. This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made.

G/L Account (?)

Enter the account for posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Value

Enter a value. A negative value is allowed.

Press Enter or **Update (F8).** The cost is accepted and the Additional Charges window 2 is displayed.

Additional Charges Window 2

To display this window, enter a cost [dissection](#) and then press Enter or **Update (F8)** on the Additional Charges window 1 or select **Add Costs (F10)** on the Invoice Posting window when at least one cost has already been entered.

The previously entered costs [dissections](#) are shown in a table.

Fields

The fields below are untitled and are shown below their respective columns of the table.

Cost Description

Enter the description of the additional cost.

IC

If IC is active and the user is authorised an IC Company code may be entered or prompted. This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made.

G/L Account

Enter a valid General Ledger account code.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Value

Enter the amount of the additional cost to be posted to the GL account. A negative value is allowed.

Options

Select

Use this to amend any detail on the cost dissection line.

Delete

Use this to delete the cost dissection line selected.

Note: The line is deleted without further confirmation.

Press Enter when the value of each dissected cost is entered. When the total equals the total additional cost entered on the invoice matching window, select **Update (F8)** to accept the details.

Tax Dissections Pop-up

To display this pop-up, select **Tax Dissections (F13)** on the Invoice Posting window. It is also displayed when you press Enter or **Update (F8)** if the dissections do not agree with the invoice header values.

This pop-up will display all current tax codes and any entered/generated dissections. Use it to check the tax dissections and, if necessary, split the tax into two or more rates of payable tax. The sum of the values you enter on this pop-up must equal the tax total entered on the Invoice Posting window. However, the tax total can be at zero value if Acquisition Tax is applicable.

If Country-specific Parameter 44 is set to **0**, values will not be pre-filled on this window.

Fields

Goods Value

When entering this field the value should include tax if Vat Calc is set to 2. and you wish the Tax Value to be calculated

The value may have been automatically calculated and entered for you and can be overridden if required. The tax code used will be that associated with the Supplier.

If multiple tax rates are in use for a single invoice, enter the Goods and Tax Values for each rate

Tax Value

This may be entered if you do not wish it to be calculated.

The value may have been automatically calculated and entered for you and can be overridden if required.

Functions

Accept Differing Tax Rates (F19)

Use this to accept any discrepancies between the tax % and the entered Goods and tax values. **Update (F8)** will then be available to accept the dissections.

Select **Update (F8)** to accept the tax dissections and re-display the Invoice Posting window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the base currency, you can override the default currency conversion rate by selecting **Override Rate (F17)** on the Invoice Posting window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** defaults from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Invoice Posting Advice Note Selection Window

To display this window, select **Update (F8)** on the Invoice Posting window to select advice notes to match to the invoice or credit note.

The advices shown here depend upon the entries made in the Advice field and Order Ref field in the Invoice Posting window.

- If the Advice was entered and the total of receipts for that advice matches the Goods value total, then the Match Confirmation window is shown, bypassing this window. If totals differ but are within tolerance then the **Document Tolerance window** is displayed to allow matching with a discrepancy.
- If the Advice was entered and the total of receipts for that advice does not match the Goods value total within tolerance, then all advices are shown but positioned to the entered Advice or next highest if not found.
- If the Order ref was entered then only the advices for that order are shown.

Note: If both fields were left blank, all unmatched advices will display for matching.

<ins>Fields</ins>

Position to Advice Note

Enter a value in this field if you wish to position the display at that value in the Advice Note.

<ins>Options</ins>

Select for match

Use this to select the advice note for matching. The Total Matched displayed will be updated to include the advice note value.
Note: *This selection may result in the Advice Details Window being shown (as per Selection 2 (Maintain Advice Details) if:*

- *an advice contains both debits <u>and</u> credits,*
  AND
- *the PM Parameter Type:**3WM** with ID: **ADVD** is not present or has a Value/Rate > 0.*

Maintain Advice Detail

Use this to display the Maintain Advice Detail window, where the values and quantities to be matched can be maintained. This is useful when an advice has multiple receipts/returns or when the quantity or value is to be amended. Existing matches are retained and may be amended.

Reinstate line values

Use this to cancel a line that was previously selected for matching. The Total Matched value will be reduced.

Functions

Update (F8)

Use this when the match is complete. If the Total Matched = Goods Value (as Gross entered on the Invoice Posting window, less tax and charges), then the Invoice/Receipt Match Confirmation pop-up is displayed.

If the difference between the <u>ordered</u> values of the matched lines, and the invoice goods total, is within the Price Variance % tolerance then the Document Tolerance window is displayed. This allows continuation after entry of dissection details. The tolerance % used is from the Supplier delimiters, if present, otherwise from the company delimiters (defined via **Delimiter Maintenance [4/API]**).

Note: When calculating the difference, for comparison with the tolerance %, the ordered values of the matched lines are used, irrespective of any amendment to the matched value. This prevents the tolerance being applied cumulatively (e.g. 5% at line level then another 5% at document level).

Update/Hold (F9)

Note: This function will only be displayed if the Post Unmatched to Ledger field is unchecked in the Accounts Payable company profile.

Use this if you wish to hold a document. The Location Code pop-up is then displayed.

This is allowed even if the document is not exactly matched (or not matched against any receipts at all). So document level tolerance is not applicable at this stage. However, the usual invoice header details, charges and tax dissections must be complete and valid.

In a later session, the document can be recalled to complete the matching process. It can also be amended and re-held.

The held document is not allowed to be maintained or confirmed within Accounts Payable, and is not eligible for batch matching. However, it can be deleted in Accounts Payable via 4/APP.

Add to Batch Log (F10)

Use this if you wish to add items to the Batch Log. The Location Code pop-up is displayed.

Note: This function will only be displayed if the Post Unmatched to Ledger is unchecked on the Account Payable company profile.

Add to Ledger (F10)

Use this if you wish post unmatched Purchase Orders directly to the ledger. The Add to Unmatched Invoice Log window is displayed where the unmatched orders and advice notes can be selected.

Note: This function will only be displayed if the Post Unmatched to Ledger is checked on the Account Payable company profile.

Press Enter after making selections. When the Total Matched and Goods Value fields match, select **Update (F8)**.

If the G/L account on any matched order line is in error, the Purchase Account Error pop-up is displayed and the error can be corrected. If any other accounts are in error, the Account Error pop-up is displayed and the match must be abandoned.

Maintain Advice Detail Window

To display this window, select Maintain Advice Detail against an order on the Invoice Posting Advice Note Selection window. Receipts associated with the selected advice note(s) will be displayed.

This window enables you to select individual receipts to be matched against the invoice. If required the receipts may be added to the unmatched invoice log.

If any receipts were already matched then those matches are indicated as selected and are retained. They may be de-selected if required.

Note: This window shows part of the item description, for stock items, or the GL code for non-stock/service items. If it is necessary to show the GL code for all types of item, the Purchase Management parameter, type 3WM, ID GLCD, must have its value set to 1.

Options

Select for match

Use this to select the receipt to be matched

Maintain Line Details

Use this to maintain the receipt. The Item Price pop-up will be displayed.

Split Rcpt/Rtn

Use this if the invoice is for part of the advice note. The Split Receipt pop-up will be displayed, to enable you to split the quantity on the advice note.

Split Value

Use this to split the value using the Split Value for Partial Match pop-up. This is useful if a receipt is to be matched with a value variance, but the variance is then to be matched against another document.

Remove Match (or blanked entry)

Use this to cancel a receipt that was matched. The receipt is removed from the match.

Text

Use this option to display the PO line text

Note: If the Purchase order is a service order (Order Class = '6') and the Parameter ID 'POTX' exists then the data displayed under header 'Item' will replaced by as much of the first line of PO text that can be accommodated. If there is No purchase order text then the original value will be shown.

Functions

Update (F8)

Use this to commit the selected matches from this window.

If the Total Matched = Goods Value (as Gross entered on the Invoice Posting window, less tax and charges), then the Invoice/Receipt Match Confirmation pop-up is displayed.

If the difference between the ordered values of all matched lines, and the invoice Goods Value, is within the Price Variance % tolerance then the Document Tolerance window is displayed. This allows continuation after entry of dissection details. The tolerance % used is from the Supplier delimiters, if present, otherwise from the company delimiters (defined via **Delimiter Maintenance [4/API]**).

Otherwise matching will continue in the Invoice Posting Advice Note Selection window.

Update/Hold (F9)

Use this to hold the items flagged with a **1**. The Location Code pop-up is displayed. When you have selected a location code, the Hold Document on Log pop-up is displayed.

Note: This function will only be displayed if the Post Unmatched to Ledger field is unchecked in the Accounts Payable company profile.

Add Selected Item to Batch Log (F10)

Use this to add all items flagged with **1** to the unmatched invoice log. The Location Code pop-up is displayed. When you have selected a location, the Add Receipts to Unmatched Log window is displayed.

Note: This function will only be displayed if the Post Unmatched to Ledger field is unchecked in the Accounts Payable company profile.

Note: A purchase order line cannot be added to the Log/Ledger for batch matching if it has an IC Company associated.

Add Selected Item to Ledger (F10)

Use this to add all items flagged with **1** to the unmatched invoice log and post to the ledger. The Add Receipts to Unmatched Log window is displayed.

Note: This function will only be displayed if the Post Unmatched to Ledger field is checked in the Accounts Payable company profile.

Note: A purchase order line cannot be added to the Log/Ledger for batch matching if it has an IC Company associated.

Select All (F15)

Use this to select all items for matching.

Select **Update (F8)** to accept the selected details and to post to the invoice. The Supplier Selection window is displayed.

Item Price Pop-up

To display this pop-up, select Maintain Line Details against a line on the Receipts Selection window.

Use this pop-up to change either the invoice quantity or the line value of the selected receipt. The new line value will be available for invoice matching. For changes made, a variance will be held against the receipt, but the actual receipt quantity and inventory quantity will not be changed.

Fields

Note: In this task, you can amend quantities and values only as permitted by variances defined in Delimiter Maintenance (4/API). If the match cannot be made because the variance is outside the tolerance limits, you can continue to select, change or de-select receipts until the matched total is valid.

Invoice Qty

You can amend the quantity to be matched if necessary.

Line Value

You can amend the line value if necessary.

Note: Any variances allowed will be added to variance records but the original receipt quantity and value will be unchanged.

Select **Update (F8)** to save the values and return to the Receipts Selection window. Alternatively, if the matched totals agree with the invoice then the Match Confirmation pop-up is shown.

Split Receipt Pop-up

To display this pop-up, select Split Rcpt/Rtn against a line on the Receipts Selection window.

When the invoice covers only part of the receipt, this pop-up enables you to select some of the quantity to be matched against the invoice.

Fields

Note: The total of the two quantities must equal the original quantity.

1st Qty

Reduce the current quantity as necessary.

2nd Qty

Enter the split quantity (the reduction).

Press Enter to save the values and return to the Receipts Selection window. The original receipt will be split into two.

Split Value for Partial Match Pop-up

To display this pop-up, select Split Value against a line on the Receipts Selection window. This can be used if the value rather than the quantity on a line is to be split.

The function for splitting values allows for the situation (for example) where the invoice price exceeds the ordered price and a credit note is expected to cover the difference. It could also apply where the ordered price exceeds the invoice price and a supplementary invoice would be expected. It is not applicable where the price difference is accepted and is adjusted via the existing Maintain Line Details facility (within tolerances).

As an example, where the price difference is not accepted:

PO: 10 @ £9.50   Invoice: 10 @ £10.00

This would previously have been split using the Split Receipt function, into:

10.526 @ £9.50 (= £100) to be matched with the invoice

and -0.526 @ £9.50 (= £ 5-) to be matched with the credit note.

A better method is to use the Split Value function to split the receipt value into:

10.000 @ £10.00

and   10.000 @ £00.50-   this being a 'value-only' transaction of £5- .

These values are then able to be matched against the invoice and credit note respectively.

Note: *This facility could potentially be used for bulk [service orders](#).*

   For example:

   Ordered: 1 @ £10,000 for Advertising

   Individual invoice for £1000 - matched after splitting £9000 off

   Individual invoice for £500 - matched after splitting £8500 off

   Each match could be held pending authorisation by the Advertising [department](#)

Fields

Note: *The total of the two values must equal the original value.*

New Value

Enter a new value to be available for matching.

If there is a value in this field and the Difference field is 0, when you press Enter the Difference field will be calculated.

Difference

Enter the difference. This may be negative if the original value is increased.

You can enter a value manually or have it calculated automatically as described above. If you wish to re-calculate using a different amount in the New Value field, you must clear the Difference field first.

Note: Value-only transactions are ignored by Goods Transfers and by Returns and Adjustments.

Note: Value-only transactions can be further split by value but not by quantity.

Note: The Split Quantity facility is still used when partial quantities are to be matched against different documents.

Press Enter to save the values and return to the Receipts Selection window. The original line will be split into two.

The value-only (difference) transaction is identified so that it can be subject to special handling by 3-Way Matching and by certain reports and enquiries. On the Invoice Entry Receipts Selection window, such transactions are highlighted by the word "Value" on the right-hand side.

Invoice/Receipt Match Confirmation Pop-up

To display this pop-up, select **Update (F8)** when the matched advice notes total equals the Goods Total.

Functions

Update (F8)

Use this to complete the match and post the document to the ledger.

Previous (F12)

Use this to return to the matching process, for instance if you wish to hold the document rather than posting it.

Select **Update (F8)** to complete the match. If Extended Payment Terms are in use, the Extended Payment Terms pop-up is displayed, otherwise, the Supplier Selection window will be displayed.

Document Tolerance Window

This window is shown if an unbalanced match is completed, with a discrepancy that is within tolerance.

This applies if the matched goods values (possibly amended) disagree with the invoice goods total but the difference between the <u>ordered</u> values of the matched lines, and the invoice goods total, is within the Price Variance % tolerance. The tolerance % used is from the Supplier delimiters, if present, otherwise from the company delimiters (defined via **Delimiter Maintenance [4/API]**).

Fields

Discrepancy

This shows the value and % difference between the <u>ordered</u> values of the matched lines, and the invoice goods total.

IC

If Inter-Company postings are allowed, and the user is authorised, an IC Company code may be entered or prompted. This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made.

G/L Account

Enter a valid General Ledger account code for the generated dissection. Alternatively, use the prompt facility to select from the Select Account popup. The default value is taken from the Price Variance account on the Inventory Company Profile.

Note: For a document added to the Batch Matching Log, the dissection is treated as an additional charge. The charges total is adjusted appropriately.

Functions

Confirm Match (F8)

Use this to complete the match, including the generation of a dissection for the balancing value.

Note: The dissection value may differ from the discrepancy shown if amended matches have been made.

Previous (F12)

Use this to return to the matching process, for instance if you wish to hold the document rather than posting it.

Select **Confirm Match (F8)** to complete the match.

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update (F8)** on the Invoice/Receipt Match Confirmation pop-up) if the payment terms for the item you are posting involves extended payments. You can then choose to display the Maintain Extended Terms window to amend the extended payment terms associated with the extended payment code of the item to be paid.

Note: That any changes made will affect this item only. Other items using the same extended payment code will be unaffected.

<u>**Functions**</u>

Accept Default Extended Terms (F8)

Use this to accept the current extended terms for this supplier. The item is accepted and the Supplier Selection window will be displayed with the last item's details.

Press Enter to display the Maintain Extended Terms window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended Payment Terms pop-up.

Use this window to modify the due dates, payment amounts and payment methods for this item.

<u>**Fields**</u>

Extended Terms

Enter a code and then press Enter to see the extended terms associated with that code displayed.

You can use the prompt facility on this field to select from the Select Extended Terms pop-up.

Due Date

The due date of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this item only. Other items using the same extended payments code will be unaffected.

The system can ensure that the due date for payment does not fall on a holiday or weekend day (if your country-specific parameters are set up for this in General Ledger Utilities).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this item only. Other items using the same extended payments code will be unaffected.

Payment Method

The payment method code for the instalment on this line is displayed here. If you decide to change it, it will change for this item only. Other items using the same extended payments code will be unaffected.

You can use the prompt facility on this field to select from the Select Payment Method pop-up.

<u>**Functions**</u>

Update (F8)

Use this to update the extended terms with any amendments made. These amendments will affect only this payment, and other items using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the extended terms definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the default payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Supplier Selection window will be displayed with the last item's details.

Purchases Account Error Pop-up

This pop-up is displayed if the purchase account associated with an order receipt is invalid or does not exist.

Fields

IC

For Non-Stock and Service orders only.

Enter an IC Company to use for the order line, if required.

Alternatively use the prompt facility to display companies.

This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made. The user must be authorised if amending or entering the IC Company.

G/L Account

Enter another valid General Ledger account number.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Unless a valid account number is entered, the match cannot continue.

*Note: If another account number is entered and confirmed by selecting **Update (F8)**, this new number will be retained on the receipt even if the match is subsequently abandoned.*

Functions

Update (F8)

Use this to confirm the new account number.

Abandon (F12)

Use this if you wish to abandon this document match. The Supplier Selection window will be displayed.

Enter a new GL account and update the order with **Update (F8)** or select **Abandon (F12)** to abandon the match.

Account Error Pop-up

This pop-up is displayed if an attempt is made to post to an invalid or inactive account, for instance Suppliers Control A/C, Creditors Control A/C, Company Control A/C, etc. In the example below, the Price Variance account for an item on a selected advice note is invalid.

The match cannot continue with this type of error. In this example, a correction should be made using the Inventory Application Item Maintenance task.

Press Enter. The Supplier Selection window will be displayed.

Location Code Pop-up

To display this pop-up, select **Update/Hold (F9)** or **Add to Batch Log (F10)** on the Invoice Posting Advice Note Selection window.

Fields

Location Code

Enter the location code for the held or logged item.

Alternatively, use the prompt facility to select from the Select Location Code pop-up.

*Note: Press Enter. If you selected **Update/Hold (F9)**, the Hold Document on Log pop-up is displayed. If you selected **Add to Batch Log (F10)**, the Add to Unmatched Log window is displayed.*

Hold Document on Log Pop-up

This pop-up is displayed when you press Enter after a location has been entered on the Location Code pop-up after selecting **Update/Hold (F9).**

Fields

Reason

Enter a reason code for the held item.

Alternatively, use the prompt facility to select from the HLDR Hold Doc on Log Reason Code pop-up.

Reference

Enter or amend the reference for the held item.

Memo

Enter or amend any memo text relating to this item.

Functions

Update (F8)

Use this to update the entered values and to hold the document.

This will write the item to the Accounts Payable log and to the 3-Way Match held log files. If it is a new held document it is included in the held Log session with a transaction type LI (or LC for credit).

The receipt transaction records that were matched are stamped with the Document Ref, Date, Invoice Price and Type (special value IH or CH to indicate Held status). This ensures that the receipts are not available for matching whilst they are held, and provides an explicit link between the logged document and its provisionally matched receipts/returns.

Certain enquiries and reports, e.g. Accruals, recognise these provisionally matched receipts and process them appropriately.

The document number is shown on the next Supplier Selection window, after the update.

Select **Update (F8)** to complete the holding of the document. The Supplier Selection window will then be displayed.

Add to Unmatched Invoice Log Window

You can post unmatched invoices that will be selected later for matching at the Invoice Batch Matching option. The window below will be displayed when you select **Add to Batch Log (F10)** and then select a location code on the Location Code pop-up, (or **Add to Ledger (F10)** if Add Unmatched to Ledger is set ON) on the Invoice Posting Advice Note Selection window.

Fields

Purchase Order No

Enter the order number from which lines are to be copied to the invoice in anticipation of a future receipt.

Advice Note No

Add the advice note number that will be used to match to the receipt.

Press Enter to display the Add Receipts to Unmatched Log window.

Add Receipts to Unmatched Log Window

To display this window, enter a purchase order and optionally an <u>advice note</u> number and then press Enter on the Add to Unmatched Invoice Log window.

This window shows a table of the order lines already selected and allows further ones to be added.

Fields

Select (S)

Enter one of the following:

1 - To select the receipt for future matching

The Value Selected will be updated at the top right of the window.

2 - To maintain the receipt

The Line Maintenance pop-up will be displayed.

Functions

Update (F8)

Use this when selected receipts match the invoice value.

Next Order No. (F10)

Use this to display the Add to Unmatched Invoice Log window to select another order.

Select All (F15)

Use this to select all displayed <u>advice notes</u> for matching.

Select **Update (F8)** to accept the selected details and to post to the unmatched invoice log. The Supplier Selection window is displayed.

Line Maintenance Pop-up

To display this pop-up, select Amend against a line on the Add Receipts to Unmatched Log window.

Fields

Advice Note No

If you did not enter an <u>advice note</u> number on the Add to Unmatched Invoice Log window, you can enter it here.

Invoice Qty

You can amend the quantity to be matched if necessary.

Line Value

You can amend the line value if required.

Select **Update (F8)** to save the values and return to the Add Receipts to Unmatched Log window.

Held Document Review Window

To display this window, select **Recall/Review Held Document (F5)** on the Supplier Selection window.

This window provides the facility to enquire upon held documents, to release them, to amend their hold details and to recall them for interactive matching/maintenance.

It also shows batch logged items, but these have no hold details to maintain and cannot be selected for matching. Accounts Payable log items (logged directly in the Accounts Payable Log Entry task) are not accessible via this facility.

Fields

Position to Supplier

Enter the supplier code at which you wish to position the display.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Options

Select

Use this to recall the document for interactive maintenance/matching.

If the selected document is not of the same type as the current session it is rejected with a message "Document must be of same type as the current session" (in the Invoice Matching task only).

A document cannot be selected if it is in use by another user.

Interactive matching will not be allowed if any new documents have already been posted in the current run of the Invoice Matching task.

Maintain

Use this to display the Maintain Hold Details pop-up for maintenance.

Enquire

Use this to display the Review Hold/Log Documents Enquiry window, giving details of the document and matched receipts.

Release/Hold

Use this to toggle the release status. Released documents are flagged with an * in the Released field.

Note: The Release/Held status is effectively memorandum data; it has no automatic influence or constraint on the processing of the document but can be used to indicate that the document is available for final matching.

Functions

Released Only (F5)

Use this to display only released documents. (This is only shown if all documents are currently displayed.)

All Documents (F6)

Use this to display all documents. (This is only shown if released documents are currently displayed.)

Batch Log (F7)

Use this to show only items that are logged for Batch Matching.

Select an item to recall it into the Invoice Posting window.

Maintain Hold Details Pop-up

To display this pop-up, select Maintain on the Held Document Review window.

<u>Fields</u>

Reason

Enter a reason code for the held item.

Alternatively, use the prompt facility to select from the HLDR Hold Doc on Log Reason Code pop-up.

Reference

Enter or amend the reference for the held item.

Memo

Enter or amend any memo text relating to this item.

<u>Functions</u>

Update (F8)

Use this to update held details.

Release/Hold (F9)

Use this to toggle the released/held status of the document.

Amend the hold data as required and select **Update (F8)** to save the changes and return to the Held Document Review window.

Review Held/Log Documents Enquiry Window

To display this pop-up, select Enquire on the Held Document Review window.

This window is for enquiry only. Select **Previous (F12)** to return to the Held Document Review window.

Completing a Session Window

To display this window, select **End Session (F22)** on the Supplier Selection or the Invoice Posting window the Use Batch Controls? field is checked in the company profile.

<u>Functions</u>

Update Session (F8)

Use this to complete the session and submit session processing to the background jobs.

When an interactive session is posted to the ledger (not to Held or Batch log), if EQ is active (and configured for cost postings at invoice match), costs are automatically posted for matched non-stock/service order receipts/credits that are associated with an EQ job.

Enter More Items (F10)

Use this to enter more items. The Supplier Selection window will be re-displayed.

Cancel Session (F23)

Use this to cancel the session. All matches and invoices will be cancelled.

Note: Cancellation of an Invoice Matching recall session results in re-instatement of re-held documents. However, the matched receipt details may then not be visible in the Held Item Enquiry until a further match is done.

Unmatched Invoice Maintenance [2/API]

Use this task to make changes to unmatched log invoices. You can make changes to line quantities, price, advice, additional charges, tax [dissections](#) and GL accounts.

You cannot, however, change the original invoice total.

For Held documents you cannot change the advice lines.

For document received electronically through Accounts Payable, exceptions can be resolved here by identification of the related purchase orders and confirmation of charges.

Unmatched Invoice Maintenance Window

To display this window, select the Unmatched Invoice Maintenance task.

<u>Fields</u>

Supplier

Enter the [supplier code](#) of the item to be changed.

Alternatively, use the prompt facility to select from the Supplier Selection pop-up.

Item Type

Enter the item type.

Alternatively, use the prompt facility on the Item Reference field. This will automatically enter the correct value in this field.

Item Reference

Enter the invoice reference number from the Our Ref field on the invoice header window. If you have entered a supplier, you can use the prompt facility to select a Type and Item Reference from the Select Item Reference pop-up.

For Italian accounting, where unmatched invoices were posted directly to the ledger, you can enter an invoice reference.

<u>Functions</u>

Held/Log Documents (F5)

Use this to gain access to the Held Document Review function. This allows selection, enquiry and held details update. The supplier and item type, if entered, are passed to this function.

Note: *The deletion of a held document can only be done via the Accounts Payable Maintain Items task. This removes all held details as well as the Accounts Payable log item.*

Press Enter to display the Unmatched Item Maintenance window.

Unmatched Item Maintenance Window

To display this window, select a document from the **Held Document Review** or enter details in the **Unmatched Invoice Maintenance** initial window

This window shows the advices to be matched against the invoice and allows them to be maintained.

For held documents only the charges and tax breakdown may be maintained, without changing the totals.

This window includes documents that have been received via EDI and have exceptions that require resolution. In this scenario the lines are as received from the supplier and may not have complete details for the identification of the related purchase order receipt. There may also be lines which represent charges and will need to be confirmed as such, and transferred to the charges summary. Such exceptions are highlighted in the Item and Advice note fields.

Whatever changes are made, the total of the lines and the charges must equal the original invoice goods value.

Fields

    Item

    This shows the Item Code.

    From EDI exceptions this may instead show the Vendor Item or the Description.

Options

    None of these are allowed for held documents.

    Amend

    Use this to amend a selected line. The Advice, G/L Account, Quantity and Price may be amended.

    Identify

    Use this to identify the Purchase Order and Line to be associated with this line. This invokes the Identification window.

    Charge

    Use this to confirm that an exception is actually a charge. This will then be included in the Charges window and charges total. It is not allowed for a line that is validly associated with a Purchase Order line. The Conversion to a Charge window is presented.

    Delete

    Use this to delete a line if its value is to be matched via another line. The Line Deletion confirmation window is presented, requiring **Delete (F11)** to confirm.

    The one and only line on a document cannot be deleted.

    After deleting a line you may have to add other lines or charges to balance the document.

Add

Use this to add a line for a value that has been removed from another line. This option may be placed against any line but has no relationship with that line. The Add a New Line window is presented.

Functions

Update (F8)

Use this to update the selected item.

Additional Charges (F10)

Use this to display the Additional Charges windows where any additional costs can be amended.

Tax Dissections (F13)

Use this to display the Tax <u>Dissection</u> pop-up where tax <u>dissections</u> can be amended.

Additional Charges Window 1

To display this window, select **Additional Charges (F10)** on the Unmatched Item Maintenance window. The window is displayed if no costs have yet been entered.

Fields

Cost Description

Enter a description for the cost

G/L Account (?)

Enter the account for posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Value

Enter a value.

Select **Update (F8)** to accept the cost and display the Additional Charges window 2.

Additional Charges Window 2

To display this window, enter a cost on the Additional Charges window 1 and then select **Update (F8)** or select **Additional Charges (F10)** on the Unmatched Item Maintenance window when at least one cost has already been entered.

The previously entered costs <u>dissections</u> are shown in a table.

Fields

The fields below are untitled and are shown below their respective columns of the table.

Cost Description

Enter the description of the additional cost.

G/L Account

Enter a valid General Ledger account code.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Value

Enter the amount of the additional cost to be posted to the GL account. A negative value is allowed.

Options

Select

Use this to amend any detail on the line.

Delete

Use this to delete the cost dissection line selected.

Note: The line is deleted without further confirmation.

Press Enter when the value of each dissected cost is entered. When the total equals the total additional cost entered on the invoice matching window, select **Update (F8)** to accept the details.

Tax Dissections Pop-up

To display this pop-up, select **Tax Dissections (F13)** on the Unmatched Item Maintenance window.

This pop-up enables you check the tax and, if necessary, to split it into two or more rates of payable tax. The sum of values you enter on this pop-up must equal the tax total displayed.

Fields

Goods Value

The existing Goods value is shown and can be overridden if required.

Tax Value

The existing tax value is shown and can be overridden if required.

Functions

Accept Differing Tax Rates (F19)

If multiple tax rates are in use for a single invoice, enter the Goods and Tax Values for each rate and then use this to accept those rates. **Update (F8)** will then be available.

Select **Update (F8)** to accept the tax dissections and return to the Unmatched Item Maintenance window.

Conversion to a Charge Window

To display this window select the Charge option against a line in the Unmatched Item Maintenance window.

This is not allowed for a line that is validly associated with a Purchase Order line, or for the only line on the invoice.

Fields

Value

The value is shown and but cannot be changed.

Description

The Description of the charge may be entered or amended.

IC

Enter an IC Company to use for charge, if required.

Alternatively use the prompt facility to display companies.

This is used in validation of the GL Code and Extension. It determines the target GL Company for the Inter-Company posting made upon invoice matching. The user must be authorised to inter-company accounting if amending or entering the IC code.

GL Code

Enter the G/L account code to associate with this charge.

Alternatively, use the prompt facility to select from the Select Account pop-up.

When you convert the line, the Select Account Code pop-up will display the default account extension code. You can accept this code or amend it.

Functions

Convert (F8)

Use this to complete the conversion. The charge and its value are transferred to the charges window.

Select **Convert (F8)** to commit the charge and return to the Unmatched Item Maintenance window.

Add a New Line Window

To display this window select the Add option against any line in the Unmatched Item Maintenance window.

Fields

Quantity

Enter the quantity of the item in purchase units.

Value

Enter the value of the line.

Description

Enter the Description of the item or charge.

Functions

Add (F8)

Use this to commit the addition.

Note: Other lines may need to be amended or deleted to balance the document.

Note: After being added, the line will need to be identified against a purchase order or converted to a charge.

Select **Add (F8)** to commit the addition and return to the Unmatched Item Maintenance window.

Identification Window

To display this window, select **Identify** against a line in the **Unmatched Item Maintenance** window.

This new window shows the purchase order lines/receipts that match the supplier and optionally a selected filter field (Order Number, Vendor Item etc.). Un-received lines may also be seen if requested. If a line is selected then the key data replaces that in the original invoice line. The quantity and value are not changed. This is function is not equivalent to interactive matching - it is only the Batch Match function that finally determines the specific receipts to match, allowing for tolerances.

Identification window (default view)

Fields

The fields in the upper portion show the current details of the line. Some of these (Order, Vendor Item, Item and Advice) may be used as selection criteria. Initially no selection is applied except for Supplier/Currency, and received lines are shown. These fields may be changed for the purposes of receipt selection but will not update the original line.

Select On:

Use this to select a field that will be used to filter the lines shown. This is ignored if the selected field is itself blank. Press Enter to apply the filter.

Received

Use this checkbox as follows:

Checked - To include only lines that have been received

Unchecked - To include only lines that are not yet received

The list of purchase order lines shows Order number, Advice, Item, Vendor Item and Value,

Options

Select

Use this to select the purchase order line to be associated with the invoice line. A confirmation window is shown requiring **Update (F8)** to commit.

Note: The invoice line is then associated with the selected purchase order line but its quantity and value are unchanged.

Split Rcpt/Rtn

Use this to split the quantity of a receipt or return, as in Interactive 3-Way Matching. A window is shown to allow entry of the two split quantities.

The receipt is split into two transactions that can be matched individually. The split is committed immediately upon Enter.

Split Value

Use this to split the value of a receipt or return, as in Interactive 3-Way Matching. A window is shown to allow the value to be split off into a separate 'value only' transaction - the **Difference** field value. The **New Value** field is the remaining value of the receipt. The split is committed immediately upon **Update (F8)**.

See Split Value for Partial Match Pop-up in the 3-Way Invoice Matching section for further details.

Functions

Alternate View (F15)

Use this to toggle between the default and alternate view of the purchase order lines, retaining the position in the list.

The alternative view of purchase order list shows Date, Stockroom, Item Description, Vendor Item and Quantity (purchase units).

Select a line and then **Update (F8)** in the confirmation window**,** or use **Previous (F12)** to leave this window and return to the Unmatched Item Maintenance window.

Held Document Review Window

To display this window, select **Held/Log Documents (F5)** on the Unmatched Invoice Maintenance window.

This window allows review, recall and update (hold details only) of held documents. Unmatched log items may also be viewed.

Fields

Position to Supplier

Enter the [supplier code](#) at which you wish to position the display.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Options

Select

Use this to select the document for maintenance. The Unmatched Item Maintenance window is displayed.

Maintain

Use this to display the Maintain Hold Details pop-up for maintenance.

Enquire

Use this to display the Review Hold/Log Documents Enquiry window, giving details of the document and matched receipts.

Release/Hold

Use this to toggle the release status. Released documents are flagged with an * in the Released field.

Note: The Release/Held status is effectively memorandum data; it has no automatic influence or constraint on the processing of the document but can be used to indicate that the document is available for final matching.

Functions

Released Only (F5)

Use this to toggle the display between released documents only and all documents.

Batch Log (F7)

Use this to show only unmatched log items (for batch matching). From this view the documents containing exceptions are accessible via the **EDI Errors(F7)** function.

Use Select to display the Unmatched Item Maintenance window for a document.

Maintain Hold Details Pop-up

To display this pop-up, select Maintain on the Held Document Review window.

This window allows the header details of a Held document to be maintained.

Fields

Reason

Enter a reason code for the held item.

Alternatively, use the prompt facility to select from the HLDR Hold Doc on Log Reason Code pop-up.

Reference

Enter or amend the reference for the held item.

Memo

Enter or amend any memo text relating to this item.

<u>**Functions**</u>

Update (F8)

Use this to update the hold values.

Release/Hold (F9)

Use this to toggle the released/held status of the item.

Amend the hold data as required and then select **Update (F8)** to save the changes and return to the Held Document Review window.

Review Held/Log Documents Enquiry Window

To display this pop-up, select Enquire on the Held Document Review window.

This window allows enquiry upon the header details and the advices to be matched against the invoice.

This is window is for enquiry only. Select **Previous (F12)** to return to the Held Document Review window.

Invoice Batch Matching [3/API]

This task automatically matches invoices and receipts. It will only select invoices that you have posted to the unmatched invoice log (or to the log and ledger) through Invoice Matching . or that have been received electronically via Accounts Payable (Receive Batch Match Invoices [42/APP]. The latter method may result in exceptions that will require correction in **Unmatched Invoice Maintenance [2/API]** before they can be successfully matched.

This batch job looks for the advice note numbers on unmatched invoices to match with the same advice note number on receipts. Any matching invoices and receipts found are then checked further for a match of quantities and values. If the match is within the tolerance limits allowed, the matched items are automatically selected and reported as follows:

- Matches made
- Invoices remaining unmatched
- Details of unmatched invoices and any related receipts found.

When a batch matching session posts invoices to the ledger, if EQ is active (and configured for cost postings at invoice match), costs are automatically posted for matched non-stock/service order receipts that are associated with an EQ job.

Note: Batch matching cannot process held documents or value-only transactions.

Note: Document level tolerances are not applied here, but any such discrepancy during interactive entry, and within tolerance, will have been represented by a generated Additional Charge.

Note: This function now allows for the processing of Credit Notes that have been received via Receive batch match invoices [42/APP]

Select **Submit Job (F8)** to start the batch matching and produce a report.

Delimiter Maintenance [4/API]

Use this to set up tolerance levels for invoice matching. If you do not set up tolerances then the receipts and invoice must match exactly.

Delimiter Maintenance Window

To display this window, select the Delimiter Maintenance task.

Delimiters are checked when you wish to match invoiced quantities or values, with amendment, in 3-Way Match. If the difference between the invoiced quantity or value and the purchase order quantity or value is outside the delimited range, the change will not be permitted.

Delimiters can be maintained at company, supplier, purchase order or purchase order line level. Leave all fields blank to maintain at company level and enter the required fields to maintain at lower levels.

The lower level delimiter will override the higher levels. For example, if a delimiter is entered at company level, but also at purchase order line level for a particular order line, the purchase order line level delimiter will be applied, but to that line only.

The Price variance % delimiters are also applied at document total level if the match is not balanced. They are applied to the difference between the <u>ordered</u> values of the matched lines, and the invoice goods total. If the tolerance is not exceeded then the match can be completed by a generated discrepancy dissection.

Fields

Supplier

To enter tolerance levels for a particular supplier or purchase order or purchase order lines for that supplier, enter the supplier here.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Purchase Order

To enter tolerance levels for a particular order, enter that order here.

You must enter the [supplier code](#) as well.

Alternatively, use the prompt facility to select from the Select Purchase Order pop-up.

Line Number

To enter tolerance levels for a particular line, enter that line here.

Leave all fields blank to enter tolerance levels for the current company.

Press Enter to display the [Invoice Matching](#) Delimiters window.

Invoice Matching Delimiters Window

To display this window, press Enter on the Delimiter Maintenance window.

Fields

Quantity Variance % From/To

Enter a range of percentage differences to be allowed between the invoice quantity and the receipt quantity.

Example: From **20.00-** To **20.00** (to enable a variance from -20% to 20%)

If the percentages are both zero then no quantity variation is allowed.

Price Variance % From/To

Enter a range of price differences allowed between the invoice price and the purchase order price.

If you enter a minus value in the From field, the invoice price can be less than the receipt price by that value.

This delimiter, at supplier or else company level, is also used for checking tolerance at document level if there is a discrepancy. It is applied to the difference between the ordered values of the matched lines, and the invoice goods total.

Unit Price Variance Value From/To

Enter a range of amounts by which the invoice price and the purchase order price can differ and still be accepted as a match. Use whole numbers only.

Note: In the ranges entered, minus values are allowed.

For an advice to be accepted as matched the variance between the invoice and purchase order price must be within both the price variance % and the price value ranges. However, if only one of these price ranges has tolerance values entered then the other is not checked.

The quantity variance must also be within tolerance.

Days Past Expected Date

Enter the number of days you allow after the date the goods should have been received. If that number is exceeded, matching will be inhibited.

Note: This field is not displayed for purchase order line overrides.

Days Past Received Date for Invoice

Enter the number of days you allow the invoice date to be past the receipt date. If that number is exceeded, matching will be inhibited.

Leave this field blank for no further check.

Note: This field is not displayed for purchase order line overrides.

Days Past Invoice Date for Receiver

Enter the number of days you allow the receipt date to be past the invoice date. If that number is exceeded, matching will be inhibited.

Leave this field blank for no further check.

Note: This field is not displayed for purchase order line overrides.

Select **Update (F8)** to save the details. You can delete delimiters by selecting **Delete (F11).** A confirmation pop-up is displayed.

Enquire on Held/Log Documents [5/API]

This task provides enquiry function only. It only allows the selection of **Enquire**.

It allows viewing of hold details, header and detail lines. Batch log items can be viewed if in use.

See the Held Documents Review section for further details.

Held Document Review Window

-To display this window, select the Enquire on Held/Log Documents. This is also accessible from the [Invoice Matching](#) and Unmatched Invoice Maintenance tasks.

Use this window to enquire upon held documents.

Fields

Position to Supplier

Enter the [supplier code](#) at which you wish to position the display.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Options

Enquire

The Review Held/Log Documents Enquiry window is displayed, giving details of the document and matched receipts.

Functions

Released Only (F5)

Use this to display only released documents. (This is only shown if all documents are currently displayed.)

All Documents (F6)

Use this to display all documents. (This is only shown if released documents are currently displayed.)

Batch Log (F7)

Use this to show only items that are logged for batch matching.

Select Enquire against an item to display the Review Held/Log Documents Enquiry window.

Review Held/Log Documents Enquiry Window

To display this pop-up, select the Enquire option on the Held Document Review window.

This window allows enquiry upon the header details and the advices to be matched against the invoice.

This window is for enquiry only. Select **Previous (F12)** to return to the Held Document Review window.

Chapter 4   Enquiries

4

Enquiry by Item [11/PMP]

Use this task to view all outstanding orders for a particular stock item. Additional detail will be displayed if the order is an Import order.(If the Order class of the order is the same as the default order class identified on the PM Company profile).

Orders by Item Selection Window

To display this window, select the Enquire by Item task.

Use this window to enter the item number on which you wish to enquire.

Fields

Item

Enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Enter or select a valid item and then press Enter to display the Orders by Item Detail window.

Orders by Item Detail Window

To display this window, enter an item number and then press Enter on the Enquiry by Item window.

This window displays all outstanding order lines for the selected item, in ascending order of receipt date. You can select detailed information for any displayed order.

Fields

Item

This field displays the item code entered on the previous window and the item description. You can overwrite the item code to display outstanding orders for another item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Class

This field displays the item class defined for the item in Inventory Management.

UOM

This field displays the issue unit of measure from the Item Master file.

Standard Cost

This field displays the standard cost of the item from the Item Master file.

Order Lines Table

For each order line displayed for the item, the following fields are shown.

Supplier

This field displays the supplier account code for the order.

Order No

This field displays the purchase order number.

Order Date

This field displays the date on which the order was created.

SR

This field displays the stockroom to which the goods are to be delivered.

Order Quantity

This field displays the quantity ordered in issue units of measure.

Note: If Catchweight is used and the item has a secondary unit of measure, select Quantity/Secondary Value (F9) to display the quantity of the item in this field in either primary or secondary units of measure.

Promised Date

This field displays the date on which delivery of the goods is due.

O/S Quantity

This field displays the quantity yet to be delivered, in issue units of measure

Note: If Catchweight is used and the item has a secondary unit of measure, select Quantity/Secondary Value (F9) to display the quantity of the item in this field in either primary or secondary units of measure.

Flag

This field is the confirmation flag value entered during Order Entry or Order Amendment. It displays the Confirm Flag from the Purchase Transactions file for that line or line/blanket sequence number. If a corresponding description is obtainable (from SOST in the Inventory Descriptions file), this is shown in preference to the flag value. If the line is completed, the text **COMPLETED** is shown instead of a confirm flag/description.

Note: The Confirm Flag may be entered during Purchase Order Amendment. If it is entered for a non-scheduled order, all the lines are updated with the value provided. If it is entered for a scheduled/blanket order, individual schedule lines may be stamped with different values.

Note: The Confirm Flag can be used as a selection criterion for the Order Confirmation report.

Typ

This field displays the schedule type for the order as follows:

    S - Scheduled order

    B - Blanket order

    Blank - Non-scheduled order

Supplier Ref

This field displays the customer's reference for the order, if one exists.

Currency Order

This field will only be displayed if the supplier's currency is different from your base currency.

Status

This is the import status of the Purchase Order is an Import order

Act. date

This is the latest import due date if the Purchase Order is an Import order

Options

Detail

Use this to display the Order Summary Order Lines Detail window. (For more information on this window, see the Enquiry by Order section.) The order summary will, initially, only show lines for the item/stockroom of the selected line.

Text

Use this to display the Internal Order Text pop-up

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Unscheduled Blanket (F13)

Use this to display only unscheduled blanket orders for the selected item.

Select **Exit (F3)** to leave the task.

Enquiry by Supplier [12/PMP]

Use this task to enquire on orders placed with a particular supplier. You can select all orders, or those that are outstanding.

Order by Supplier Selection Window

To display this window, select the Enquire by Supplier task.

Use this window to enter the supplier and order selection criteria for the Order by Supplier enquiry.

Fields

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Orders

Select one of the following:

All Orders (1) - To show all orders for the selected supplier

Outstanding orders only (2) - To show only orders with an outstanding quantity for the selected supplier

Enter or select a valid supplier code and press Enter to display the Orders by Supplier Detail window.

Orders by Supplier Detail Window

To display this window, enter a supplier and then press Enter on the Orders by Supplier Selection window.

This window displays orders, in descending order date sequence, for a selected supplier. You can display detailed information for any selected order.

Fields

Supplier

This field displays the supplier code entered on the previous window. You can enter a supplier code here to view orders for another supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

All/Outstanding

This field displays the selection made on the previous window, but you can change your selection for a new enquiry.

Phone

This field displays the telephone number of the supplier.

Name (Untitled)

This field displays the name of the supplier.

Supplier Currency

This field is only displayed if the supplier's currency is different from your base currency.

Orders Table

For each displayed order, the following fields are displayed.

Order Number

This field displays the purchase order number.

Text (Untitled)

A flashing asterisk in this field indicates that internal order text exists for the order.

Adr Code

This field displays the despatch address code for the order.

Order Date

This field displays the date on which the order was placed.

Supplier Ref

This field displays the supplier's reference number or code for this order, if one exists.

Ship Code

This field displays the shipping code for this order. Shipping codes are added during Order Entry and defined in Parameter Maintenance.

Cls

This field displays the order class.

Typ

This field displays the schedule type for the order as follows:

S - Scheduled order

B - Blanket order

Blank - Non-scheduled order

Order Currency

This field displays the order currency if it differs from the supplier currency.

Job Number

This field displays the job number, if one was specified in Order Entry or Order Amendment.

Department

This field displays the department, if one was specified in Order Entry or Amendment.

Options

Detail

Use this to display the Order Summary Order Lines Detail window. (For more information on this window, see the Enquiry by Order section).

Text

Use this to display the Internal Order Text pop-up

Select **Exit (F3)** to leave the enquiry.

Enquiry by Order [13/PMP]

Use this task to view individual orders by order number

Additional detail will be displayed if the order is an Import order.(If the Order class of the order is the same as the default order class identified on the PM Company profile).

Order Summary Select Order Window

To display this window, select the Enquire by Order task.

Use this window to enter the order number on which you wish to enquire.

Fields

Order

Enter the number of the order you want to display.

Enter an order number and press Enter to display the Order Summary Order Lines window.

Order Summary Order Lines Window

To display this window, enter an order number and then press Enter on the Order Summary Select Order window.

Use this window to view the order lines.

Note: This window can also be accessed from most of the other Purchase Management enquiries. Item and stockroom selections are pre-filled and filters applied if you display this window from any of the following: Enquire by Item, Enquire by Supplier Item Reference, Outstanding Orders, Requisitions Enquiry, Reservations Enquiry, or Enquire on Lot Trace.

This enquiry will default to suppress completed order lines if the enquiry is called from Vendor Scheduling or from Enquire by Item. This is because such orders may potentially have multiple completed lines that are normally of less interest. This frequently applies to Vendor Scheduling orders (with Purchase Order generation level 1 and 2).

In these cases, the O/s Only field is therefore set automatically to **checked**.

Fields

Order

This field displays the order number enter on the previous window. You can enter a new number here to view details of that order.

Supplier

This field displays the supplier code and name.

Phone

This field displays the supplier's telephone number.

Value

This field displays the total discounted order value excluding tax. It is based on the latest ordered quantities, irrespective of any receipts. It includes the unscheduled portion of a blanket order. It includes all items and stockrooms, even those not currently displayed. Deleted or container lines are not included. A base currency value (at current rate) is shown for a foreign currency order.

Note: For Vendor Schedule orders (one per contract or contract/item), which are continually extended and may have changing prices, the order and line totals are representative but cannot be completely accurate. The value represents the cumulative ordered to date.

Similar issues may apply to any orders that have prices/quantities amended after initial entry/issue.

Note: It includes both header and line discounts but no tax.

Date

This field displays the date on which the order was created.

Currency

This field displays the currency of the order.

It is only displayed for a multi-currency supplier.

Purchasing Officer

This field displays the code and name of the purchasing officer responsible for this order.

Ref

This field displays the supplier's order reference or acknowledgement number for this order.

Ship Code

This field displays the shipping code for the order.

Class

This field displays the description of the order class.

Delivery Instruction Set Code

This field displays the code for any delivery instructions assigned to this order.

Selection Criteria

Select Item

Enter an item code to select a particular Item.

Alternatively, use the prompt facility to select from the Select Item from Order pop-up, which shows a list of items present on that order. For stock orders, an **Item Search (F15)** function is available on the Select Item from Order pop-up to display the standard Item Master Scan pop-up. This may be useful if the order contains a large number of items and a search is required, on Description for example. If an item is selected, it is displayed in the Select Item field on return to this window.

Note: The Item Code field allows for 20 characters so that the Supplier Item Reference can be used for non-stock and service orders.

SR

Enter a stockroom code to select a particular stockroom.

Alternatively, use the prompt facility to select from the Select Stockroom from Order pop-up, which shows a list of stockrooms attached to the order.

Note: If an item and a stockroom are both entered, only lines satisfying both criteria will be displayed. Where no lines match the criteria, a blank detail window will be displayed with the message "No details found for the selection".

O/s Only

This checkbox enables lines that are fully received to be omitted from the display and is particularly useful for Vendor Scheduled Orders.

Use this checkbox as follows:

Checked - To display the outstanding lines only

Unchecked - To include fulfilled lines as well as outstanding lines

The default is **unchecked** except when this window is called from Vendor Scheduling or the Enquire by Item task.

Order Lines Table

For each line (or each scheduled delivery for a schedule type order), the following fields are displayed. The quantities may be toggled between Issue and Order unit by a function key (F15):

Line

This field displays the order line number.

Item

This field displays the item code or the supplier's item reference for non-stock orders.

SR

This field displays the stockroom for the order.

Qty Ordered

This field displays the order quantity in issue or order units.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select *Quantity/Secondary Value (F9)* *to display the quantity of the item in either primary or secondary units of measure.*

Qty Outstand.

This field displays the quantity outstanding.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select *Quantity/Secondary Value (F9)* *to display the quantity of the item in either primary or secondary units of measure.*

UoM

This field displays the unit of measure in which the above quantities are expressed.

Price

This field displays the price per unit, in the order currency, for this item.

Job

This field displays the job number for the order, if one exists.

GL Code

This field displays the [cost code](#) assigned to the item during order entry.

If IC is active, an IC Company code may be shown, if applicable. It is shown as a prefix to the GL [nominal code](#).

Qty Received

This field displays the quantity received to date.

Qty Invoiced

This field displays the quantity matched to invoices to date.

Qty Reserved

This field displays the quantity of stock reserved against the order.

UoM

This field displays the unit of measure in which the above quantities are expressed.

Expected Receipt Date (Untitled)

This field displays the expected receipt date for the receipt of this line or schedule quantity.

Item Description

This field displays the description of the item, as set up in Inventory Management.

Shipment reference (Hidden)

This is the Shipment reference and is used to allow the display of the options below.

Options

Importing dates

Use this to view Importing dates. Only available for an Import order

Date and Price Information

Use this to view date and price information. Only available for an Import order

Shipment Details

Use this to view shipment details. Only available for an Import order

Confirmation

This field is displays the [Confirm Flag](#) from the Purchase Transactions file for that line or line/blanket sequence number. If a corresponding description is obtainable (from SOST in the Inventory Descriptions file), this is shown in preference to the flag value. If the line is completed, the text **COMPLETED** is shown instead of a confirmation flag or description.

Note: The Confirm Flag may be entered during Purchase Order Amendment. If it is entered for a non-scheduled order, all the lines are updated with the value provided. If it is entered for a scheduled/blanket order, individual schedule lines may be stamped with different values.

Note:The Confirm Flag can be used as a selection criterion for the Order Confirmation report.

Note: The Confirm Flag can also be seen in the Enquiry by Item list of order lines, in the Flag column.

Options

Select one of the following:

Extended Code

Use this to view the GL account code extensions associated with the order line on the Display Account Levels pop-up.

Text

Use this to display the Line Text to Print on Order pop-up. This is the default selection.

Detail

Use this to display the Order Line Detail window. This is not applicable to service orders.

Status

Use this to display the Order Summary Order Line Status window.

Receipts

Use this to display the Line Receipts window.

Reservations

Use this to display the Reservations Enquiry pop-up.

Landed Costs

Use this to display the Landed Costs Enquiry window.

Allocations

Use this to display the Demand Allocation Enquiry pop-up.

Invoiced

Use this to view 'Receipt' details for a class 6 Purchase Order transaction/line

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure displays in the appropriate fields.

Receiving Address (F13)

Use this to display the [receiving address](#) for this order on the [Receiving Address](#) pop-up.

Order Units (F15)

This toggles the quantities to show in Order Units.

Issue Units (F15)

This toggles the quantities to show in Issue Units.

Internal Order Text (F21)

Use this to display the Internal Order Text pop-up. This will be highlighted when internal order text exists on the order.

External Order Text (F22)

Use this to display the Order Text to Print on Order pop-up.

Import Details (F23)

Use this to display the Import details. This is only available if this is an Import order.

Select **Exit (F3)** to leave the enquiry.

Importing dates pop up

To display this pop up , select the **Importing dates** option on the Order summary enquiry panel.

This window displays importing dates against this purchase order. This is only available for import orders.

<u>Fields</u>

Refer to the Processing chapter of this product guide for details of the fields.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

Line Text to Print on Order Pop-up

To display this pop-up, select Text against an order line on the Order Summary Order Lines window.

This pop-up displays any line text that has been printed on the order. You cannot amend the line text here.

<u>Fields</u>

Supplier

This field displays the supplier code and name.

Text to Appear on Order

This field displays the order and line number with which the displayed text is associated.

Order Text

Existing order line text is displayed here.

Position To

You can optionally enter the line number from which to start the display.

Select **Previous (F12)** to re-display the Order Summary Order Lines window.

Order Summary Order Line Detail Window

To display this window, select Detail against an order line on the Order Summary Order Lines window.

This window displays the details of the selected order line, including any quantities (ordered, outstanding, reserved, received to stock, goods inward, inspection, scrapped and invoiced) the live values (value, net price and gross price) and the discounts applied (header 1 and header 2, and line 1 and line 2).

<u>Fields</u>

<u>Header Section</u>

Order

This field displays the order number.

Ln

This field displays the order line number.

Supplier

This field displays the supplier's code and name.

Item

This field displays the item code, or the supplier's reference for a non-stock item.

Stockroom

This field displays the stockroom code and description.

Description

This field displays the item description.

Supplier Item Ref

This field displays the supplier item reference, or the supplier's reference for a non-stock item.

GL Account Code

This Field displays the GL account code.

IC

If IC is active an IC Company code may be shown, if applicable. The GL Account Code field is for this company.

Department//Expense

This Field displays the department/expense code.

Job Number

This field displays the job number.

Values and Discount Section

Note: Order line values are initially displayed in prime currency.

Line Value

This field displays the extended line value in prime and includes all line and header discounts. It is followed by the currency code. It relates to the total ordered quantity.

Net Price

This field displays the price and associated UOM on the order line inclusive of any discounts.

Gross Price

This field displays the price on the order line exclusive of any discounts.

Note: Tax is not included in the order line value.

Gross Price

This field displays the gross price.

Header Discount 1

This field displays header discount 1.

Header discount 2

This field displays header discount 1.

Line Discount 1

This field displays line discount 1.

Line Discount 2

This field displays line discount 2.

Quantity Section

(Quantities shown in Issue or Order units as per current mode selected)

Quantity UoM

This field displays the unit of measure code and its description.

Ordered

This field displays the order quantity.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select **Quantity/Secondary Value (F9)** *to display the quantity of the item in either the primary or secondary unit of measure, in this and other quantity fields.*

Outstanding

This field displays the total quantity outstanding

Reserved

This field displays the total quantity reserved

Rec'd to Stock

This field displays the total quantity received into stores.

Goods Inward

This field displays the quantity so far received at goods inwards.

Inspection

This field displays the quantity so far received at inspection.

Scrapped

This field displays the quantity so far returned or scrapped

Invoiced

This field displays the quantity so far Invoiced

Due Date

This field displays the due date for the outstanding quantity. It is not shown for schedules or blankets since these may have multiple due dates.

Functions

Deliveries (F5)

Use this to display the Order Line Deliveries Expected window.

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory. It toggles between primary and secondary values and unit of measure of the Quantity fields.

Base/Prime (F14)

If the order has been entered in any non-base currency, use this to toggle the view of the order line value between prime and base currencies.

Line Text (F21)

Use this to display the Line Text to Print on Order pop-up.

Select **Previous (F12)** to re-display the Order Summary Order Lines window.

Order Line Deliveries Expected Window

To display this window, select **Deliveries (F5)** on the Order Line Detail window.

This window displays the outstanding delivery detail. This includes replacements, scheduled deliveries and scheduled blanket deliveries. Details include the outstanding quantity and delivery date detail etc.

Fields

(Quantities shown in Issue or Order units as per current mode selected)

Order O/s Qty

This field displays the quantity outstanding, including any unscheduled blanket quantity.

Expected Delivery Lines Table

Quantity Outstanding

This field displays the quantity outstanding for this delivery.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select Quantity/Secondary Value (F9) to display the quantity of the item in either primary or secondary units of measure.

UOM

This field displays the unit of measure in which the above quantity is expressed.

Due Date

This field displays the date on which delivery is due.

Promise Date

This field displays the date promised by the supplier for this line or schedule quantity.

Receipt Date

This field displays the expected receipt date for the receipt of this line or schedule quantity.

Shipped Date

This field displays the date on which the goods will be shipped, as promised by the supplier.

Conf Flag Desc

This field displays the description of the confirm flag indicating the status of this line. If no description is available, the flag itself is shown.

Functions

Quantity/Secondary Value (F9)

This toggle is only displayed when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Select **Quantity (F9)** to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Select **Secondary Value (F9)** to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure displays in the appropriate fields.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Display Account Levels Pop-up

To display this pop-up, select Extended Code against an order line on the Order Summary Order Line Details window.

Use this pop-up to view the applicable General Ledger account levels and descriptions entered on the purchase order line.

Fields

Level

This field displays the GL account levels entered against the order line, and their descriptions.

Code

This field displays the account codes entered against the order line.

Code Description

This field displays the description of the codes entered against the order line.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Line Receipts Window

To display this window, select Receipts against a line on the Order Summary Order Line Details window.

Use this window to view details of receipts for the selected line.

Fields

Order

This field displays the order number.

Ln

This field displays the order line number.

Supplier

This field displays the code and name of the supplier.

Item

This field displays the item code, or the supplier's reference for non-stock items.

UOM

This field displays the code and description of the unit of measure of the ordered item.

Stockroom

This field displays the receiving stockroom for the line.

Descript'n

This field displays the description of the ordered item.

Receipts Table

For each receipt made against the selected order line, the following fields are displayed. (quantities shown in Issue or Order units as per current mode selected):-

Receipt Date

This field displays the date of receipt.

Match Det

This field indicates whether or not match details are available for the line.

If a **1** is displayed, matched details are available and you can select Matched Detail against the line in order to display the Matched Detail pop-up.

Advice Note

This field displays the supplier's advice note number, entered in goods receiving.

GRN No

This field displays the Goods Receipt Note number assigned to this receipt.

Quantity/Unit

These fields display the receipt quantity and the associated unit of measure.

*Note: If Catchweight is used and the item has a secondary unit of measure, you can select **Quantity/Secondary Value (F9)** to display the quantity of the item in either the primary or secondary unit of measure.*

Loc

This field displays the location into which the receipt was booked as follows:

G - Goods Inwards

I - Inspection

S - Stores

Scrap Code

This field displays the code for any return or scrap.

Batch Lot No

This field displays the internal reference, batch, lot, or serial number assigned to this receipt in goods receiving.

Order Quantity (Untitled)

This field displays the original order quantity.

Options

Matched Detail

Use this to view details of the [invoice match](#) in the Matched Detail pop-up (only if the Match Det field contains **1**).

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure displays in the appropriate fields.

Line Text (F21)

Use this to display the Line Text to Print on Order pop-up.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

To display this window, select Receipts against a line on the Order Summary Order Line Details window.

Use this window to view receipts for the selected line.

Matched Detail Pop-up

To display this pop-up, select Matched Detail against a line on the Line Receipts window.

This pop-up shows the invoice match details for a receipt.

Fields

Document Status (Untitled)

One of the following will be displayed:

Posted - If the line is matched and the invoice/credit is posted

Logged - If the line is part or fully matched in standard matching

Held - If the line is part or fully matched but held within 3-way matching

Document

This field displays the document type and reference.

Date

This field displays the document date.

Matched Line Price

This field displays the invoiced price.

Note: If an amended 3-way match was applicable, the Matched Line Price is relative to the original received quantity rather than any amended quantity. For example, 20 @ £5 (received) matched against 10 @ £5 (invoiced) shows a Matched Line Price of £2.50.

Order Line Price

This field displays the ordered price.

Posted to Ledger Session Number

This will only be displayed for completely matched documents.

Note: The receipt line itself cannot be partially matched.

Select **Previous (F12)** to re-display the Line Receipts window.

Reservations Enquiry Pop-up

To display this pop-up, select Reservations against a line on the Order Summary Order Line Details window.

In Sales Order Processing and Advanced Order Entry, you can make reservations against purchases order for items required to fulfil sales orders. Use this pop-up to view reservations made against a purchase order line.

Fields

Reference

This field displays the sales order number and line number.

Type

This field displays the sales order type code.

Due Date

This field displays the expected delivery date for the order.

Reserved/UoM

These fields display the quantity reserved against the order and the unit of measurement in which the quantity is expressed.

Options

Demand Order Enquiry

Use this to view the Sales Order Line Enquiry window. For more details on this window, see the Sales Order Processing product guide.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Line Receipts

To display this window, select Receipts against a line on the Order Summary Order Line Details window.

Use this window to view receipts for the selected line.

Functions

EQ Job Transaction view (F23)

This is only displayed of the Purchase Order is associated with an EQ Job.

Use this toggle to display the receipts / returns with a selection to display the associated EQ transaction.

Line Receipts – Job Transaction View

To display this window, select **EQ Job Transaction (F23)** from the **Line Receipts** window.

Use this window to display all the Purchase Management receipts and returns and drill down to see the details of the associated EQ job transaction.

Fields

Purch Det

This field is (1) if the associated EQ transaction has been written successfully.

Options

Cost Breakdown detail

Use this to display the Equipment Servicing Enquiry – Cost Breakdown detail panel.

Note: This selection will only be available if the EQ Job transaction has been processed by EQ commitments background job.

Select **Previous (F12)** to leave the task.

Equipment Servicing – Cost Breakdown detail window

To display this window, select Cost Breakdown detail (1) from the Line Receipts-Job Transaction View window.

Select **Previous (F12)** to leave the task.

Landed Costs Enquiry Window

To display this window, select Landed Costs against a line on the Order Summary Order Line Details window.

Use this window to view landed costs associated with a purchase order line.

Note: If the order has been received, the receipt landed costs are shown. Otherwise, the order's landed costs are shown.

Note: Either Order or Receipts is displayed in brackets in the window header text to indicate which landed costs are shown.

Fields

Item

This field displays the item code and description for this order line.

UoM

This field displays the purchase unit of measure for the item.

Supplier

This field displays the code and name of the supplier for this order.

Order No.

This field displays the order number with which these landed costs are associated.

Line No.

This field displays the order line number.

Blanket Seq.

This field displays the blanket sequence number, for scheduled or blanket orders.

Receipt Date

This field displays the actual receipt date. If the order is outstanding, this field defaults to 0/00/00.

Code (Untitled)

This field displays the code of the landed cost.

Batch/Lot

This field displays the batch or lot reference assigned at goods receiving.

Landed Cost Rate

This field is only displayed for order landed costs.

The landed costs are expressed as percentages of the item cost.

Landed Cost Value (Prime/Base)

This field is only displayed for receipt landed costs.

The landed costs are expressed as values in the prime and base currencies of the supplier.

Code Batch

This field displays the description of the landed cost.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Demand Allocation Enquiry Pop-up

To display this pop-up, select Allocations against an order line on the Order Summary Order Lines Detail window.

In sales order processing or advanced order entry, you can make sales order reservations against purchases. When a reserved item is then received into a stockroom it is allocated to the sales order. You can use this task to view allocations made against purchase orders.

Fields

Sales Order

This field displays the sales order number to which the purchase order has been allocated

GRN No

This field displays the Goods Received Note number against which the line has been received.

Allocation Date

This field displays the date of the allocation.

Allocation Quantity

This field displays the quantity allocated.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Internal Order Text Pop-up

To display this pop-up, select **Internal Order Text (F21)** on the Order Summary window.

Use this pop-up to maintain order-specific text to be used for internal information only.

Fields

Lines 1 - 99

You can enter up to 99 lines of text, each containing up to 45 characters.

Position To

You can enter the line number from which the display is to start.

Insert/After

You can enter the number of lines to be inserted after the entered line number.

Delete/From

You can enter the number of lines to be deleted, starting from the entered line number.

When you select **Update (F8)**, the details are written to the Text file.

Order Text to Print on Order Pop-up

To display this pop-up, select **External Order Text (F22)** on the Order Summary window.

This displays order-specific text used when printing purchase orders.

You cannot amend the text displayed here.

Fields

Lines 1-99

You can view up to 99 lines of text, each containing up to 45 characters.

Position To

You can enter the line number at which the display is to start.

Select **Previous (F12)** to re-display the Order Summary Order Line Details window.

Enquiry by Cost Code [14/PMP]

You can view all outstanding orders that contain items purchased against a specified cost code.

Cost codes are General Ledger account codes to which the goods value is posted in invoice matching. Inventory items have a default cost code defined in Inventory. For non-stocked orders a cost code must be entered during purchase order entry.

Orders by Cost Code Selection Window

To display this window, select the Enquire by Cost Code task.

Use this window to enter the cost code for which you want to view orders.

Fields

Cost Code

Enter a valid cost code.

I/C Target

If IC is active an IC Company may be entered, optionally. This selects the order lines that relate to that specific target company and the selected cost code. If left blank then only lines with no target company are selected.

Press Enter to display the Order by Cost Code Summary window.

Orders by Cost Code Summary Window

To display this window, enter a valid cost code and then press Enter on the Order by Cost Code Selection window.

Fields

Cost Code

This field displays the cost code entered on the previous window.

You can enter another cost code here to view orders for that code.

I/C Target

This field displays the inter-company target company.

You can enter another company here to view lines that relate to that specific target company and the selected cost code. If left blank then only lines with no target company are selected.

Supplier

This field displays the supplier code for the order.

Order No

This field displays the purchase order number.

Order Date

This field displays the order creation date.

Order Quantity

This field displays the order quantity in issue units of measure.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select Quantity/Secondary Value (F9) to display the quantity of the item in either primary or secondary units of measure.

SR

This field displays the stockroom to receive this order line.

Receipt Date

This field displays the due date for delivery.

O/S Quantity

This field displays the quantity yet to be delivered.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select Quantity/Secondary Value (F9) to display the quantity of the item in either primary or secondary units of measure.

Typ

This field displays the type of order as follows:

S - Scheduled order

B - Blanket order

Blank - Line order, non-scheduled

Flg

This field displays the confirmation flag value as set in order entry or amendment.

Supplier Ref

This field displays the supplier's order reference or acknowledgement number for this order.

Options

Detail

Use this to display the Order Summary Order Line Details window. This is the default option.

Text

Use this to display the Internal Order Text pop-up.

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Select **Exit (F3)** to leave the enquiry.

Enquiry by Job Number [15/PMP]

Use this task to view outstanding orders by job number.

Enquiry by Job Number Selection Window

To display this window, select the Enquire by Job Number task.

Use this window to enter the job number on which you wish to enquire.

Fields

Job Number

Enter the job number for which you want to view outstanding orders. Alternatively, use the prompt facility to select from the Select Job Detail pop-up.

Press Enter to display the Orders by Job Number Detail window.

Orders by Job Number Detail Window

To display this window, enter a job number and then press Enter on the Enquiry by Job Number Selection window.

The window displays all outstanding order lines for the selected job number.

Note: When this window is called from the EQ application, all order lines are shown, not just the outstanding ones.

Fields

Job Number

This field displays the job number entered on the previous window.

You can enter another job number in this field to view all outstanding orders for that job number.

Supplier

This field displays the supplier code for each order.

Order No

This field displays the number assigned to the order.

Item

This field displays the item code for stock items or the supplier's item reference for non-stock items.

SR

This field displays the designated stockroom for the order line.

Ord. Date

This field displays the order creation date.

Order Qty

This field displays the order quantity for each line.

Note: This is followed by an asterisk (*) if the associated Quantity Invoiced is greater than zero and the EQ application is active.

Inv

This field indicates whether or not the order line has been invoiced.

Type

This field displays the schedule type for the order. This field displays one of the following:

> S - Scheduled order

> B - Blanket order

> Blank - Line order, non-scheduled

Note: This is replaced by the CLS field if the EQ application is active.

CLS

This field displays the order class.

Order Value

This field displays the order line value in prime currency.

Note: This field is only displayed when the EQ application is active.

Rec. Date

This field displays the expected delivery date for each order line.

O/S Qty

This field displays the quantity outstanding on each order line.

UOM

This field displays the unit of measure for the order quantity.

Order Secondary Value

This field is displayed only if Catchweight is active, for items with a secondary unit of measure. This field displays the order line's secondary value and UOM.

Options

Detail

Use this to display the Order Summary Order Line Details window. This is the default option.

Text

Use this to display the Internal Order Text pop-up.

Select **Exit (F3)** to leave the enquiry.

Enquiry by Supplier Item Reference [16/PMP]

Use this task to view outstanding orders selected by a supplier's item reference code, that is, the reference code used by a supplier to identify an item.

Orders by Supplier Item Reference Selection Window

To display this window, select the Enquire by Supplier Item Reference task.

Use this window to enter the supplier item reference for which you want to view outstanding orders.

Fields

Supplier Item Reference

Enter a valid supplier item reference.

Press Enter to display the Orders by Supplier Item Reference Details window.

Orders by Supplier Item Reference Detail Window

To display this window, enter a supplier item reference and then press Enter on the Order by Supplier Item Reference Selection window.

This window shows the order details for the supplier item reference entered on the previous window.

Fields

Supplier Item Reference

This field displays the supplier item reference from the previous window.

You can enter another supplier item reference here to view details of orders for that reference.

Supplier

This field displays the supplier code for the order line.

Order No.

This field displays the number assigned to the order.

Item

This field displays the item code, if it is defined to Inventory.

SR

This field displays the designated stockroom for the order line.

Ord. Date

This field displays the order creation date.

Ord. Qty

This field displays the order quantity, in the issue units of measure.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select *Quantity/Secondary Value (F9)* *to display the quantity of the item in either primary or secondary units of measure, in this and other quantity fields.*

UoM

This field displays the unit of measure in which the quantity is expressed.

Typ

This field displays the schedule type for this order as follows:

   S - Scheduled order

   B - Blanket order

   Blank - Line order, non-scheduled

Flg

This field displays the order confirmation flag.

Receipt Date

This field displays the expected delivery date for the item.

O/S Qty

This field displays the outstanding quantity to be delivered.

Options

Detail

Use this to display the Order Summary Order Line Details window. This is the default option. The order summary will, initially, only show lines for the item/stockroom of the selected line.

Text

Use this to display the Internal Order Text pop-up.

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Select **Exit (F3)** to leave the enquiry.

Enquiry by Purchase Officer [17/PMP]

Use this task to view outstanding orders placed by a specific purchase officer.

Orders by Purchase Officer Selection Window

To display this window, select the Enquire by Purchasing Officer task.

Use this window to enter number of the purchase officer whose outstanding orders you want to view.

Fields

Purchase Officer Number

Enter a valid purchase officer number.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

Note: It is possible to enter 00000 in this field in order to display lines from purchase orders that have no purchase officer associated with them.

Press Enter to display the Orders by Purchase Officer Detail window.

Orders by Purchase Officer Detail Window

To display this window, enter a purchase officer number and then press Enter on the Orders by Purchase Officer Selection window.

This window displays details of outstanding orders for the selected purchase officer. The sequence is expected receipt date within item within officer. However, all service and non-stock order lines appear before stock order items.

<u>Fields</u>

Purchase Officer

This field displays the code, name and telephone extension number of the selected purchase officer.

You can enter a new purchase officer code here to view outstanding purchase orders for that officer.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

Supplier

If you enter a valid supplier, only orders for that supplier within those attached to the purchase officer initially selected are displayed, subject to any other selection criteria.

You can use the prompt facility to select from the Supplier Search pop-up.

Item

If you enter a valid item, only orders for that item within those attached to the purchase officer initially selected are displayed, subject to any other selection criteria.

You can use the prompt facility to select from the Item Master Scan pop-up.

SR

If you enter a valid stockroom, only orders for that stockroom within those attached to the purchase officer initially selected are displayed, subject to any other selection criteria.

Stock Ord Only

Enter one of the following:

 0 (default) - To display all orders matching the other selection criteria

 1 - To ignore any non-stock and service orders.

Note: Once service orders have been invoiced matched, even if the Stock Ord Only field is set to 0, they will not be displayed, as they are assumed to be no longer outstanding.

Supplier

This field displays the supplier code for each order line.

Order No

This field displays the number assigned to this order.

Item

This field displays the item code for stock items or the supplier's item reference for non-stock items.

SR

This field displays the designated [stockroom](#) for the order line.

Ord. Date

This field displays the order creation date.

Ord Qty

This field displays the order quantity in issue units of measure.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select Quantity/Secondary Value (F9) to display the quantity of the item in either primary or secondary units of measure, in this and other quantity fields.

UoM

This field displays the item issue unit of measure code.

Typ

This field displays the [schedule type](#) for the order as follows:

   S - [Scheduled order](#)

   B - [Blanket order](#)

   Blank - Not scheduled

Flg

This field displays the order confirmation flag.

Receipt Date

This field displays the date on which the order was received, or is due to be received.

O/S Qty

This field displays the outstanding quantity.

Options

Detail

Use this to display the Order Summary Order Line Details window. This is the default option.

Text

Use this to display the Internal Order Text pop-up.

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Press Enter to leave the enquiry

Enquire by Goods Received Note [18/PMP]

Use this task to enquire on receipts, in particular in relation to their Goods Receipt Notes. You can select GRNs using various criteria.

This enquiry can also be invoked from other tasks (Print GRNs, Returns and Adjustments or Transfer Goods Location) for the selection of a GRN to be processed.

Service orders are excluded, as these are not processed through Goods Receiving.

GRN Enquiry Selection Window

To display this window, select the Enquire by Goods Received Note task or prompt on GRN Number within the Print GRNs, Returns and Adjustments or Transfer Goods Location tasks.

Use this window to enter the selection criteria for the GRNs enquiry.

Fields

Note: You may enter any or several of the following criteria. Obviously, the more specific the criteria, the lower will be the volume of data extracted, and the longer the response time. If conflicting criteria are entered, no data may be found. For example, a P/O number may conflict with the specified supplier or contract.

When you are entering less specific criteria, such as Supplier, Item or Contract, it is advisable to enter a date or date range also.

GRN Number

If you wish to enquire on a specific GRN, enter its number in this field.

Stockroom

This defaults to the user's default stockroom, or the stockroom passed from the Print GRNs, Returns and Adjustments or Transfer Goods Location tasks. If this field is left blank, all stockrooms (including blank) are shown. To select only GRNs with blank stockroom, **check** the following field.

Undefined (Stockroom)

Use this checkbox as follows:

Unchecked (default) - To include GRNs for the stockroom entered above

Checked - To include only GRNs which have no stockrooms specified (appear as blank)

These can only relate to non-stock items or orders. Any specific stockroom entered in the Stockroom field is ignored.

From and To Dates

Enter or select a date or range of dates to restrict the enquiry based upon the receipt dates of the transactions. If neither date is specified, there is no restriction. If both dates are specified, the To date must be after or equal to the From date. The From date must be on or before the current date. If it is left blank, it is unrestricted (low date). The To date must be on or before the current date. If it is left blank, it is unrestricted (high date).

Advice Note

Enter an advice note number. This is not validated. Only receipts for this number are retrieved.

ASN Number

Enter an ASN number. This is not validated. Only receipts for this number are retrieved.

P/O Number

Enter a purchase order number.

Alternatively, use the prompt facility to select from the Select Purchase Order pop-up.

This is validated against the Purchase Orders file. Only receipts for this number are retrieved.

Item

Enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Only receipts for this Item are retrieved.

Lot

Enter a specific lot, batch or serial number (internal trace reference). It is advisable to enter the item also. Only receipts for this reference are retrieved.

Supplier Item Ref

Enter the supplier item reference. This is especially relevant to non-stock orders. You should not normally need to enter both Supplier Item Ref and Item in one enquiry. Only receipts for this reference are retrieved.

Contract No.

Enter a valid VS Contract number.

Alternatively, use the prompt facility to select from the Select Purchase Contract pop-up.

Only receipts for this number are retrieved.

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Only receipts for this number are retrieved.

Location

To determine which locations are included, select one of the following:

 All (0) (default) - To include all locations

 Goods In (1) - To include only Goods Inwards

 Inspection (2) - To include only Inspection

 Stores (3) - To include only Stores (stock)

Exclude Invoiced

Use this checkbox as follows:

 Unchecked (default) - To include all GRNs, whether invoice matched or not

 Checked - To exclude GRN details that have been invoice matched.

This field defaults to **checked** when the window is invoked from Print GRNs, Returns and Adjustments or Transfer Goods Location.

Functions

Previous (F12)

If this window has been invoked from another task, use this to return to the calling task without making a selection.

Exit (F3)

Use this to leave the task.

Press Enter to display the GRN Enquiry Summary window.

GRN Enquiry Summary Window

To display this window, enter criteria and then press Enter on the GRN Enquiry Selection window.

This window displays receipts and returns in the sequence of Receipt Date (descending)/GRN No (descending)/Stockroom. You can display detailed information for any selected line or select its GRN Number to be returned to the calling task.

Fields

Rec'd

This field displays the receipt date.

GRN No.

This field displays the GRN number.

SR

This field displays the stockroom.

Advice Note

This field displays the advice note number.

Item

This field displays the item code.

Loc

This field displays the location (receipt point).

Quantity

This field displays the received/returned quantity followed by the UoM.

Supplier

This field displays the supplier code.

Options

Details

Use this to display the GRN Enquiry Details window.

Select

Use this to select the GRN number to be returned to the calling task. This is only available when the GRN Enquiry Selection window has been invoked from another task.

Functions

Previous (F12)

Use this to return to the GRN Enquiry Selection window. The entered criteria are retained as a basis for the next selection.

Exit (F3)

Use this to leave the task. This function is not available if this window has been invoked from another task.

Alternate View/Normal View (F16)

Use this to toggle the views. Initially this will show the Alternative View Window

Select Details to display the GRN Enquiry Line Details window.

If this window has been invoked from another task, you may use Select to return the selected GRN number to that task.

GRN Enquiry Summary Alternative View Window

To display this window, select **Alternate View (F16)** on the GRN Enquiry Summary window.

This window displays an alternative view of the GRN Enquiry Summary.

Fields

Rec'd

This field displays the receipt date.

GRN No.

This field displays the GRN number.

P/Order

This field displays the purchase order number.

Contract

This field displays the contract number (from Vendor Scheduling)

ASN No,

This field displays the ASN number, if received via an ASN.

Supplier Item

This field displays the [supplier item reference](#).

Invoice

This field displays the invoice number if matched.

Options

Details

Use this to display the GRN Enquiry Details window.

Select

Use this to select the GRN number to be returned to the calling task. This is only available when the GRN Enquiry Selection window has been invoked from another task.

Functions

Previous (F12)

Use this to return to the GRN Enquiry Selection window. The entered criteria are retained as a basis for the next selection.

Exit (F3)

Use this to leave the task. This function is not available if this window has been invoked from another task.

Alternate View/Normal View (F16)

Use this to toggle the views.

Select Details to display the GRN Enquiry Line Details window.

If this window has been invoked from another task, you may use Select to return the selected GRN number to that task.

GRN Enquiry Line Details Window

To display this window, select Details against a line on the GRN Enquiry Summary window.

This window displays the details of the selected receipt or return transaction.

Fields

GRN No.

This field displays the GRN number.

Stockroom

This field displays the stockroom code and description.

Receipt Date

This field displays the date of the receipt/return.

Advice Note

This field displays the advice note number.

ASN Number

This field displays the ASN number, if received via an ASN.

Supplier

This field displays the supplier code and name.

P/O Number/Line

This field displays the purchase order number and line number.

Contract

This field displays the contract number (if for Vendor Scheduling)

Item

This field displays the item code and description.

Supplier Item Ref

This field displays the [supplier item reference](#).

Lot

This field displays the lot, batch or serial reference, if applicable.

Quantity

This field displays the received/returned quantity followed by the UoM.

Secondary

This field displays secondary quantity and unit, for a catchweight item.

Location

This field displays the location (receipt point) code and description.

Reason

This field displays the reason code for a return/scrap.

Debit Note

This field displays the Debit Note number for a return/scrap.

Invoice Number

This field displays the invoice number followed by its type and date, if matched.

Order Price

This field displays the ordered price and UoM.

Invoice Price

This field displays the invoiced price and UoM, if matched.

Functions

Select (F8)

When this enquiry has been called from another task, use this to select the GRN and return its number to the calling task. Otherwise, this function is not available.

Previous (F12)

Use this to return to the GRN Enquiry Summary window. The original position in the data is retained.

P/Order Enquiry (F15)

Use this to display the Purchase Order Summary Enquiry window.

Exit (F3)

Use this to leave this enquiry. This function is not available if this enquiry has been called from another task.

Use **Select (F8)** to select this GRN number, if this enquiry has been called from another task.

Where Bought Enquiry [20/PMP]

Use this task to display a list of suppliers who can supply a selected item as set up on the item/supplier profile.

You can enter a specific quantity to identify the current cheapest supplier for that quantity of the selected item. For example, a supplier may give significant bulk discounts, and may be identified as the cheapest supplier if a large quantity is to be ordered. However, ordering from this supplier may not be so cost effective if smaller quantities are required.

For any displayed supplier, you can view a list of all receipts of the selected item or view the Item Supplier Text or Details (including Price Structures).

Where Bought Select Item Window

To display this window, select the Enquire on Where Bought task.

Use this window to select the item, type of enquiry, and the quantity of the item that you require.

Fields

Item

Enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Enquiry Type

Select one of the following:

Summary (1) - To display a summary list of suppliers for this item

Detail (2) - To display a full receipts history for all suppliers of this item

You must leave the Quantity Required field blank if you select the Detail option.

Quantity Required

You can only enter a quantity in this field if you have selected Summary in the Enquiry Type field.

Enter a quantity in this field if you want to identify the cheapest supplier for a specific quantity. Leave this field blank if you wish to identify the cheapest supplier for a single unit.

Press Enter to display:

- The Where Bought Supplier window, if you selected **Summary** in the **Enquiry Type** field
- The Receipts History by Item window, if you selected **Detail** in the **Enquiry Type** field

Where Bought Supplier Window

To display this window, select Summary in the Enquiry Type field and then press Enter on the Where Bought Selection window.

An asterisk (*) is displayed against the cheapest price. In calculating the cheapest supplier, both discount and currency are taken into account.

An asterisk (*) is displayed against the supplier name if item/supplier text exists.

Fields

Item

This field displays the selected item code and description.

You can enter a new item code in this field for a new enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Summary/Detail (Untitled)

This field displays the selection made on the previous window.

You can make a new selection in this field for a new enquiry.

Item Class

This field displays the item class code, as defined in Inventory.

Quantity

This field displays the specific quantity, if any, entered on the previous window.

You can enter a quantity in this field.

Alternative Item

This field displays any item defined in Inventory as an alternative to the selected item.

Purchasing UoM

This field displays the code for the purchasing unit of measure for the item.

For each supplier of the item, the following details are shown:

Supplier

This field displays the supplier code. It is highlighted if the item/supplier profile is set to Inactive or Unauthorised.

Name

This field displays the name of supplier.

Current Price

This field displays the current price for the selected item from this supplier, in the purchasing unit of measure and the supplier's currency.

CC

This field displays the currency code of the supplier, if it is different from your company's base currency.

Disc %

This field displays the percentage discount given by this supplier for the selected item.

Terms

This field displays the payment method from the Purchase Supplier Details file.

Last Change

This field displays the date of the last price change.

Supplier Item Ref

This field displays the supplier's item reference for the selected item.

Lead Time

This field displays the lead time in days for the selected item when ordered from this supplier.

Options

Text

Use this to display the Item/Supplier Text pop-up. This is the default option.

History

Use this to display the Receipts History window for this supplier.

This is the default option.

Select

Use this to select the supplier and return it to the calling task. This is only applicable when this enquiry is called form [Requisitions](#) Confirmation.

Profile

Use this to display the Item Supplier Profile Enquiry window, which includes price structure details.

Select **Exit (F3)** to leave the enquiry.

Item/Supplier Text Pop-up

To display this pop-up, select Text against a supplier on the Where Bought Details window.

This pop-up displays any item/supplier text for the selected item. Item/supplier text is maintained on the item/supplier profile.

Fields

Supplier

This field displays the supplier code and name.

Item (Untitled)

This field displays the item code and description.

Text Lines 1-6

The first six lines of item/supplier text are displayed.

Position to

You can enter the line number from which to start the display.

Select **Previous (F12)** to re-display the Where Bought Supplier window.

Where Bought Receipts History Window

To display this window, select History against a supplier and then press Enter on the Where Bought Details window.

This window displays the receipt history for an item from a particular supplier.

Fields

Item

This field displays the item code and description.

Item Class

This field displays the item class, as defined in Inventory.

Issue UOM

This field displays the issue unit of measure.

Alternative Item

This field displays an alternative to this item, if one is defined in Inventory.

Supplier

This field displays the supplier code and name.

Phone

This field displays the supplier's telephone number.

For each receipt the following fields are displayed:

Order No

This field displays the purchase order number against which the item was received.

GRN No.

This field displays the Goods Received Note Number for the receipt.

Rcpt Date

This field displays the date on which the goods were received.

SR

This field displays the code for the stockroom into which the goods were received.

Qty

This field displays the quantity received.

Invoice Price

This field displays the price of the goods on any invoice matched to the order.

UOM

This field displays the purchase unit of measure

CC

This field displays the currency code of the supplier, if it is different from your base currency.

Invoice

This field displays the invoice number matched to the receipt.

Select **Previous (F12)** to re-display the Where Bought Supplier window.

Where Bought Receipts History by Item Window

To display this window, select Detail in the Enquiry Type field and then press Enter on the Where Bought Selection window.

This window displays a list of all receipts for a selected item.

Fields

Item

This field displays the item and its description.

Item Class

This field displays the item class as defined in Inventory.

Alt. Item

This field displays an alternative to the selected item, if one is defined in Inventory.

Issue UOM

This field displays the code of the item issue unit of measure.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select Quantity/Secondary Value (F9) to display the quantity of the item in either primary or secondary units of measure, in this and other quantity fields.

For each receipt, the following fields are displayed:

Supplier

This field displays the supplier code.

Order

This field displays the order number received.

GRN No

This field displays the goods receipt number assigned to this receipt.

Rcpt Date

This field displays the receipt date.

Quantity

This field displays the quantity received, expressed in the item issue unit of measure.

Invoice Price

This field displays the invoice price paid for the item, expressed in the price unit of measure, if invoice matching has taken place for this receipt.

Cur

This field displays the currency of the order if it differs from your base currency.

Invoice

This field displays the invoice log reference number against which the receipt has been matched.

Functions

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Select **Previous (F12)** to re-display the Where Bought Supplier Selection window.

What Bought Enquiry [21/PMP]

Use this task to display a list of items supplied by a selected supplier. Either stock or non-stock items may be displayed. For any selected item, item/supplier text or receipts history may be displayed.

What Bought Select Supplier Window

To display this window, select the Enquire on What Bought task.

Use this window to select the supplier and the type of enquiry you want to make.

Fields

Supplier

Enter a valid supplier code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Enquiry Type

Select one of the following:

Stock (1) - To display details of all stock orders for the supplier

Non-stock (2) - To display details of all non-stock orders for the supplier

Press Enter to display either: What Bought Stock Items window (for the Stock enquiry type), or the Receipts History Non-stock Items window (for the Non-stock enquiry type).

What Bought Stock Items Window

To display this window, select Stock in the Enquiry Type field and then press Enter on the What Bought Supplier Selection window.

This window displays all stock items bought from the selected supplier.

An asterisk (*) is displayed against items for which item/supplier text exists.

Fields

Supplier

This field displays the code and name of the selected supplier.

You can enter a new supplier code in this field for a new enquiry.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Currency

This field displays the supplier's base currency code and description.

Enquiry Type

This field displays the type of enquiry selected, either stock or non-stock.

You can select a new enquiry type in this field.

Phone

This field displays the telephone number of the selected supplier.

For each item supplied by the selected supplier, the following is displayed:

Item

This field displays the item code, as defined in Inventory. It is highlighted if the item/supplier profile is set to Inactive or Unauthorised.

Supplier Item Ref.

This field displays the supplier's reference for the item.

Lead Time

This field displays the delivery lead time in days for this item from the selected supplier.

Price

This field displays the current price for this item, per unit of measure, from the selected supplier, in the supplier's currency.

Disc.

This field displays the percentage discount given on this item by the supplier.

UoM

This field displays the code defining the price unit of measure for the item.

Options

Text

Use this to display the Item/Supplier Text pop-up. This is the default option.

History

Use this to display the Receipts History window for this item.

Select **Exit (F3)** to leave the enquiry.

What Bought Non-stock Items Receipts History Window

To display this window, select Non-stock in the Enquiry Type field and then press Enter on the What Bought Supplier Selection window.

This window displays receipt history for non-stock items from the selected supplier.

Fields

Supplier

This field displays the supplier code and name.

Tel

This field displays the telephone number of the supplier.

Currency

The supplier's currency is only displayed if it is different from your company's base currency.

For each non-stock receipt against the selected supplier, the following is displayed:

Supplier Item Ref.

This field displays the supplier's reference used to identify the item.

Order

This field displays the order number against which this receipt was made.

GRN No

This field displays the goods receipt note number assigned to this receipt.

Rcpt Date

This field displays the date on which receipt was made.

SR

This field displays the stockroom allocated to this order line.

Quantity

This field displays the quantity received, expressed in the order unit of measure.

UoM

This field displays the unit of measure in which the quantity is expressed.

Invoice

This field displays the invoice number against which this receipt has been matched (if matching has taken place).

Select **Exit (F3)** to leave the enquiry.

Landed Costs Enquiry [22/PMP]

You can use this task to view the receipt landed costs attached to a purchase order.

You can view landed costs by either GRN or item code.

Landed Cost Enquiry Selection Window

To display this window, select the Enquire on Landed Costs task.

Use this window to enter the selection criteria for the Landed Costs enquiry.

Fields

GRN No

Enter a valid goods receipt note number.

Line No

You can enter the line number for which you want to view the landed costs, if applicable.

Or:

Item

Enter a valid item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Receipt Date

Enter or select a valid receipt date.

Note: You must enter either a GRN number or an item code.

Press Enter to display either: The Landed Cost Enquiry Order Selection window (if there are multiple matches to your selection criteria), or the Landed Cost Enquiry Details window (if there is a single match to your selection criteria).

Landed Cost Enquiry Order Selection Window

This window is displayed if there are multiple matches for the criteria you have entered on the Landed Cost Enquiry Selection window.

Use this window to select order lines to enquire on landed costs.

Fields

GRN No./Item

This field will display *either* the GRN number *or* the item code entered on the Landed Cost Enquiry Selection window.

Order

This field displays the purchase order number.

Line

This field displays the specific line number from the purchase order.

Seq

This field displays the blanket or sequence number for [scheduled orders](#).

Date

This field displays the receipt date.

Item

This field displays the code of the item on the purchase order line.

Supplier

This field displays the supplier of the order.

Transaction Quantity

This field displays the quantity received against the purchase order line.

Options

Select

Use this to display the [Landed Costs](#) Enquiry Details window.

Select any line to display the [Landed Costs](#) Enquiry Details window.

Landed Cost Enquiry Details Window

To display this window, select an order and then press Enter on the [Landed Costs](#) Enquiry Order Selection window.

This window displays [landed costs](#) for the selection criteria previously entered.

Fields

GRN No

This field displays the GRN Number.

Line No

This field displays the order line number associated with this GRN.

Currency Code

The order currency is displayed, if it is different from your base currency.

Code

This field displays the <u>landed cost code</u>

Description

This field displays the <u>landed cost</u> description.

Item

This field displays the ordered item code.

Receipt Date

This field displays the date of receipt of the line.

UOM

This field displays the receipt unit of measure.

Landed Cost

This field displays the <u>landed cost</u> value for the receipt line.

Select **Previous (F12)** to re-display the <u>Landed Cost</u> Enquiry Order Selection window or select **Exit (F3)** to leave the enquiry.

Invoice Enquiry [23/PMP]

Use this task to view details of all receipts matched to a specified invoice reference number, or <u>returns</u> matched to a credit reference number.

Invoice Enquiry Selection Window

To display this window, select the Enquire on Invoice task.

Use this window to enter a document type and reference for invoice enquiry.

<u>Fields</u>

Enter Document Type

Enter one of the following:

> IN - For an invoice enquiry

> CR - For a credit note enquiry

Reference

Enter a valid reference number associated with a matched invoice, credit note, or journal.

Press Enter to display the Invoice Enquiry Detail window.

Invoice Enquiry Detail Window

To display this window, enter a document type and reference and then press Enter on the Invoice Enquiry Selection window.

This window displays details for the document type and reference previously entered.

Fields

Ref

This field displays the selected reference number.

Type

This field displays the selected document type.

Date

This field displays the date on which the invoice was entered on the invoice log.

Status (Untitled)

This field displays the status of the selected document.

Supplier

This field displays the supplier code on the selected document. The supplier name is displayed underneath.

Currency

This field displays the currency of the order, if it is different from your base currency.

Inv. Goods

This field displays the order value of the goods matched.

Adj

This field displays the value of any additional dissections made during invoice matching.

Tax

This field displays the tax value from the Accounts Payable log.

Gross

This field displays the total invoice value from the Accounts Payable log.

Receipts Table

For each receipt matched to the selected document, the following is displayed:

GRN No

This field displays the Goods Receipt number assigned to this receipt.

Receipt Date

This field displays the date of the receipt.

Order Number

This field displays the order number against which this receipt was made.

Quantity

This field displays the receipt quantity matched with this invoice.

Note: If Catchweight is used and the item has a secondary unit of measure, you can select
Quantity/Secondary Value (F9) *to display the quantity of the item in either primary or*
secondary units of measure, in this and other quantity fields.

UoM

This field displays the code defining the unit of measure relating to the above quantity.

Price Order

This field displays the order price of this item.

Price Invoice

This field displays the invoice price of this item.

UoM

This field displays the code defining the unit of measure in which the order and invoice prices are
expressed.

Item

This field displays the item received.

Description

This field displays the description of the item, as defined in Inventory.

<u>**Functions**</u>

Quantity/Secondary Value (F9)

This toggle only displays when Catchweight is used and the item has a secondary unit of
measure defined in Inventory.

Quantity (F9)

Use this to display the quantity of the item in the primary unit of measure in the Order Quantity
and O/S Quantity fields.

Secondary Value (F9)

Use this to display the quantity of the item in these fields in the secondary unit of measure. The
nine-character description of the secondary unit of measure is displayed in the appropriate fields.

Invoice Text (F21)

Use this to display the Enter Item Text pop-up.

For more details on invoice enquiries, see the Accounts Payable product guide.

Options

Text

Use this to display the Line Text to Print on Order pop-up.

Select **Exit (F3)** to leave the enquiry.

Consignment Stock Enquiry [24/PMP]

Use this function to enquire on current consignment stock levels and movements for a supplier.

Consignment Stock Enquiry – Supplier selection

Use this function to specify a supplier holding consignment.

Field

Supplier

Enter a valid Supplier code. An error will be displayed if the supplier does not hold consignment stock.

Stockroom

Enter a valid consignment stockroom code. An error will be displayed if the stockroom is not an inbound consignment stockroom and is not associated with the supplier. Leave blank to enquire on supplier only.

Options

F3=Exit

Leave the function and return to the menu.

F4=Prompt

Prompt to facilitate selection of a valid Supplier or stockroom.

List Consignment Stock Items

Use this function to list the items currently held as consignment stock by the selected Supplier.

Fields

Consignment Stockroom

The consignment stockroom associated with the selected Supplier.

Lot

Indicator of whether the specified item is lot controlled or not (i.e. L=Lot Controlled, B=Batch, S=Serial, N or blank = not Lot Controlled).

Position to item

Enter a valid item number to refresh the display showing the specified item.

Options

Lot Details

Take this sub-file option to display a list of Lots currently stocked in the consignment stockroom for the selected item and supplier. This option is not available for non-lot controlled items.

Rotation Date Balances

Take this sub-file option to display the rotation date records for the selected item and supplier.

Movements

Take this sub-file option to display a list of movements for the selected item and supplier (i.e. receipts into consignment stock from the supplier and consumption of consignment stock).

F3=Exit

Use this option to leave the function and return to the menu.

F4=Prompt

Use this option to facilitate selection of a valid item from which to reposition the display.

F12=Previous

Use this option to return to the supplier selection panel.

F13=Include zero items

Use this option to display all items stocked in the supplier consignment location. Initially only those with a physical stock balance will be displayed.

Consignment Stock Movements

To display this panel take option Movements on a sub-file line on the List of Consignment Stock Items panel. Use this function to list stock movements for an item and supplier in an inbound consignment stock location.

Fields

Type

'P' = Movement generated by Purchase Order receipt from the Supplier into the Inbound Consignment Stockroom or transfer of stock from the Inbound Consignment Stockroom to the "Owned" stockroom.

'O' = Movement generated by a Transfer Order supporting Manufacturing requirements moving stock from the Inbound Consignment Stockroom to one that can be used by the manufacturing process.

Reference

Depending on the type of movement displayed the reference is either the Purchase Order, Line and Blanket sequence number or the Transfer Order, Despatch sequence and Line number.

Options

Reference Enquiry

Take this sub-file option to display either Purchase Order Line Receipts enquiry or Sales Order Line enquiry, depending on transaction type of the reference.

F12=Previous

Take this option to return to the previous display panel.

Chapter 5   Reports

5

Purchase Management Reports

The reports in Purchase Management may be grouped into five categories:

- Actions
- Status
- Analyses
- Audits
- File Lists

You should run these reports as often as required.

Some of these reports print orders and GRNs and require pre-printed stationery.

Purchase Order print [33/PMR]

This task provides the ability to print Purchase orders. Additional shipment related details will print for Import orders. Import orders have an Order class that the same as the default order class identified on the PM Company profile.

Purchase order print

The following additional fields will be printed on the Purchase Order print for Shipment Purchase orders only

Consolidator code and name

Broker code and name

Agent code and name

Country of Origin code and name

Promised date

New Orders - Audit Prior to Release Report [31/PMR]

All new orders entered on the system have the status Confirmed. To enter receipts against an order it must be released. To release purchase orders you use this task. This updates the status of orders and produces a report of all new orders on the system that fall within the selection criteria, whether entered manually or created from purchase requisitions.

Run this report at regular intervals to release all orders confirmed since the last report run.

New Orders Audit Selection Criteria Window

To display this window, select the New Orders - Audit Prior to Release task.

Use this window to specify the selection criteria for the report.

Fields

Stockroom

You can optionally enter a single stockroom or a range of stockrooms.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If these fields are left blank, selection is irrespective of stockroom. Where a range is selected, validation will ensure that the Thru stockroom is the greater. Only valid stockrooms will be accepted.

Supplier Number

You can optionally enter an individual supplier or a range of suppliers.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If these fields are left blank, selection is irrespective of supplier. Where a range is selected, validation will ensure that the Thru supplier is the greater. Only valid suppliers will be accepted.

Purchasing Officer

You can optionally enter an individual purchasing officer or a range of purchasing officers.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

If these fields are left blank, selection is irrespective of purchasing officer. Where a range is selected, validation will ensure that the Thru purchasing officer is the greater. Only valid purchasing officers will be accepted.

Note: The Purchase Order Number prefix, from the Company Profile, will auto-complete the first element in the order number range if automatic numbering is turned on. This can be overridden to any prefix.

Order Number

You can optionally enter an individual order or a range of order numbers.

If these fields are left blank, selection is irrespective of order number. Where a range is selected, validation will ensure that the Thru order number is the greater. Only valid order numbers will be accepted.

Note: To select a single stockroom, supplier, purchasing officer or order number, enter only the start of the range.

Select **Release Orders (F8)** to generate the report.

Orders Pre-print [32/PMR]

Use this task to print all released orders for checking. The printing of orders for checking is referred to as pre-printing. This task produces a copy of all released orders within the selection criteria that have not yet been printed. The orders are printed in the same format as they will eventually appear, but on standard paper.

This task only prints those orders selected for printing in order entry or for reprinting in order amendment. Container lines added to a purchase order as a result of their association with the ordered products may be shown on this report if it is produced after recording receipt of the purchase order.

You should run this report at regular intervals to allow checking and amendment of released orders before printing.

Orders Pre-list Selection Criteria Window

To display this window, select the Orders Pre-print task.

Note: This window is also used for Orders Pre-print and Print Orders reports.

Use this window to select the criteria for the report.

Fields

Stockroom

You can optionally enter a single stockroom or a range of stockrooms.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If these fields are left blank, selection is irrespective of stockroom. Where a range is selected, validation will ensure that the Thru stockroom is the greater. Only valid stockrooms will be accepted.

Supplier Number

You can optionally enter an individual supplier or a range of suppliers.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If these fields are left blank, selection is irrespective of supplier. Where a range is selected, validation will ensure that the Thru supplier is the greater. Only valid suppliers will be accepted.

Purchasing Officer

You can optionally enter an individual purchasing officer or a range of purchasing officers.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

If these fields are left blank, selection is irrespective of purchasing officer. Where a range is selected, validation will ensure that the Thru purchasing officer is the greater. Only valid purchasing officers will be accepted.

Note: The Purchase Order Number prefix, from the Company Profile, will auto-complete the first element in the order number range if automatic numbering is turned on. This can be overridden to any prefix.

Order Number

You can optionally enter an individual order or a range of order numbers.

If these fields are left blank, selection is irrespective of order number. Where a range is selected, validation will ensure that the Thru order number is the greater. Only valid order numbers will be accepted.

Note: To select a single stockroom, supplier, purchasing officer or order number, enter only the start of the range.

Select **Confirm Submit (F8)** to generate the orders.

Print Orders [33/PMR]

You can use this task to print all released orders that fall within the selection criteria. This produces a copy of all released orders, whether or not they have been pre-printed. The orders are printed on bespoke stationery.

Container lines added to a purchase order during Purchase Order Receipt as a result of their association with the ordered products are excluded from the printed document

This task prints only those orders selected for printing in order entry or reprinting in order amendment. Re-printed orders are marked as such.

Run this report at regular intervals in order to print all orders released but not printed since this task was last taken.

If the supplier reference is established for the purchase order, the supplier reference is included on the purchase order print.

Print Purchase Orders Selection Criteria Window

To display this window, select the Print Orders task.

Use this window to select the criteria for the report.

<u>Fields</u>

Stockroom

You can optionally enter a single stockroom or a range of stockrooms. If you enter a stockroom or a range of stockrooms to which you are not authorised, then the Stockroom Authorisation error window appears, displaying the first unauthorised Stockroom encountered, and the printing of the Orders is prevented.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If these fields are left blank, selection is irrespective of stockroom. Where a range is selected, validation will ensure that the Thru stockroom is the greater. Only valid stockrooms will be accepted.

Supplier Number

You can optionally enter an individual supplier or a range of suppliers.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If these fields are left blank, selection is irrespective of supplier. Where a range is selected, validation will ensure that the Thru supplier is the greater. Only valid suppliers will be accepted.

Purchasing Officer

You can optionally enter an individual purchasing officer or a range of purchasing officers.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

If these fields are left blank, selection is irrespective of purchasing officer. Where a range is selected, validation will ensure that the Thru purchasing officer is the greater. Only valid purchasing officers will be accepted.

Note: The Purchase Order Number prefix, from the Company Profile, will auto-complete the first element in the order number range if automatic numbering is turned on. This can be overridden to any prefix.

Order Number

You can optionally enter an individual order or a range of order numbers.

If these fields are left blank, selection is irrespective of order number. Where a range is selected, validation will ensure that the Thru order number is the greater. Only valid order numbers will be accepted.

Note: To select a single stockroom, supplier, purchasing officer or order number, enter only the start of the range.

Select **Confirm Submit (F8)** to generate the orders.

Print GRNs [34/PMR]

You use this task to print Goods Receipt Notes for receipts made since this task was last run. Details of product and container receipts and return transactions recorded during Purchase Order Receipt are shown on each GRN.

You can print GRNs for all receipts or for receipts to a specific stockroom.

You can also re-print a specific GRN that has previously been printed.

Print GRNs Selection Window

To display this window, select the Print GRNs task.

Use this window to select the stockroom for which you wish to print GRNs.

Fields

Stockroom

Enter a specific stockroom, if you want to print GRNs only for that stockroom. The default is the user's default stockroom.

Leave this field blank to print GRNs for all stockrooms.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Functions

Re-print (F10)

Use this to display the Confirm GRN Re-print window and select a specific GRN to re-print.

Select **Submit (F8)** to print GRNs.

Confirm GRN Re-print Window

To display this window, select the **Re-print (F10)** on the Print GRNs Selection window.

Use this window to select the GRN you wish to re-print.

Fields

Stockroom

Enter a specific stockroom. The default is the user's default stockroom. It may be blank for a non-stock order.

You can use the prompt facility on this field to select from the Select Stockroom pop-up.

GRN Number

Enter the number of a GRN that has previously been printed.

Alternatively, use the prompt facility to select the GRN from the GRN Enquiry Selection window.

Select **Submit (F8)** to re-print the GRN.

Order Amendment Audit Report [35/PMR]

Use this task to print the order amendment audit report. This provides an audit trail of amendments made to orders, detailing which orders have been amended and what changes have been made.

Select **Confirm Submit (F8)** to generate the report.

Deliveries Due Report [36/PMR]

This report assists in the determination of the location for put away of received stock. It is only applicable to location-controlled stockrooms.

It details deliveries due within a range of due dates. It is an aid to stockroom management and resource planning, but may be used as an overdue orders report. Container lines added to an order as a result of their association with the products ordered from the supplier are not shown on the Deliveries Due report.

Deliveries Due Selection Window

To display this window, select the Deliveries Due task.

Use this window to enter the selection criteria for the Deliveries Due report.

Fields

Stockroom

Enter a stockroom if you want to report on deliveries due for that stockroom only.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Leave this field blank if you want a report of deliveries due to all stockrooms.

Delivery Dates From/To

Enter or select the start date and end date for the delivery due date range on which you want to report.

You can leave the From field blank to report on all deliveries due up to the To date.

The To date defaults to the current date.

Press Enter to generate the report.

Order Confirmation Report [37/PMR]

Use this task to produce a report detailing the status of selected order lines.

Container lines added to an order as a result of their association with the products received from the supplier are not shown on the Order Confirmation report.

Order Confirmation Selection Window

To display this window, select the Order Confirmation Report task.

Use this window to enter the selection criteria for the Order Confirmation report.

Fields

Confirmation Flag

You can optionally enter a flag value.

Alternatively, use the prompt facility to select from the SOST Order Status pop-up.

Leave this field blank to print deliveries with any flag value.

Note: Any value may be entered; this field will not be validated against SOST entries.

Select By

Item

You can optionally enter a valid item code if you want to report on a specific item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to print orders for all items.

Supplier

You can optionally enter a valid supplier code if you want to report on specific supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Leave this field blank to print orders for all suppliers.

Order Class

You can optionally enter a valid order class.

Alternatively, use the prompt facility to select from the ORDC Order Classification pop-up.

Leave this field as **0** to report on all order classes.

Purchasing Officer

You can optionally enter a valid purchase officer number.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

Leave this field as **0000** to report all purchase officers.

Delivery Dates From/To

Enter or select valid From and To dates to limit the report to order lines due for delivery in this inclusive range.

Leave the default values to report on all deliveries

Last Order Place Date

Enter or select any valid date to select orders placed prior to this date.

Leave the default value for all orders.

Sequence

Select one of the following:

Supplier (1) - To sequence the report by supplier

Purchasing officer (2) - To sequence the report by purchase officer

Press Enter to generate the report.

Overdue Orders by Supplier Report [38/PMR]

Use this task to produce a report giving details of overdue orders.

For this report you can specify information relating to one supplier, a supplier range or all suppliers.

For these suppliers you can also include overdue orders specific to one item, a range of items or all items.

You can define a range of expected delivery dates, which allows you to report on all orders due in a specific period.

Overdue Orders by Supplier Selection Window

To display this window, select the Overdue Orders by Supplier task.

Use this window to enter the selection criteria for the Overdue Orders by Supplier report.

Fields

Supplier From/To

To report on a range of suppliers, enter the first supplier in the From field and the last supplier in the To field.

To report on one supplier, enter this supplier's code in the From field and leave the To field blank.

To report on all suppliers up to and including a particular supplier, enter the supplier's code in the To field and leave the From field blank.

To report on all suppliers, leave both fields blank.

You can use the prompt facility to select from the Supplier Search pop-up.

Item From/To

To report on a range of items, enter the first item in the From field and the last item in the To field.

To report on one item, enter this item's code in the From field and leave the To field blank.

To report on all items up to and including a particular item, enter the item's code in the To field and leave the From field blank.

For a report containing all items, leave both fields blank.

You can use the prompt facility to select from the Item Master Scan pop-up.

Delivery Date From/To

To report on overdue orders over a range of expected delivery dates, enter or select the first date in the From field and the last date in the To field.

For details of all overdue orders, leave the default values for the From and To dates.

For details of orders due in some period in the future, enter or select the relevant date range.

Select **Submit (F8)** to generate the report.

Receipts and Returns Report [41/PMR]

Details of all product and container receipts and return transactions that match the selection criteria chosen for the report are shown on the Receipts and Returns report.

You can use this report to:

- Check receipts against the stores records
- Value receipts for a period, item or order
- Show GRN numbers of receipts

Receipts/Returns Selection Window

To display this window, select the Receipts and Returns task.

Use this window to enter the selection criteria for the Receipts and Returns report.

Fields

Stockroom

Enter a valid stockroom code.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Leave this field blank for all stockrooms.

Delivery Dates From/To

Enter or select a From and To of date to limit the report to order lines received or returned within this range.

The To field defaults to the current date.

If you leave the From field blank, you will print all receipts and returns up to the current date.

Currency Rate

Enter a valid currency rate code to be used for conversion of values from prime to base currency where applicable.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Select **Submit (F8)** to generate the report.

Daily Receipts and Returns Audit Report [42/PMR]

Use this task to produce a report listing all receipts and returns entered since the report was last run.

Details of all product and container receipts and return transactions that have not previously been listed are shown on the Daily Receipts and Returns Audit Report.

Select **Confirm Submit (F8)** to generate the report.

Goods Value by Location Report [43/PMR]

This report provides details of the value of goods held at:

- Goods inwards
- Inspection
- Stores

Where a summary by item is requested, stock order items are listed individually, while all non-stock order items are listed under a single heading.

Note: Transactions for associated containers are also included in this report. Such transactions are automatically generated against the Stores location only.

This report may be used to check:

- Items awaiting inspection and the length of time they have been held
- Items in demand but not yet available for issue
- Dates of delivery into specific stockrooms

Goods Value by Location Selection Window

To display this window, select the Goods Value by Location task.

Use this window to enter the selection criteria for the Goods Value by Location report.

Fields

Location

Select one of the following:

All locations (0) - To select all locations

Goods inwards (1) - To select goods inwards only

Inspection (2) - To select inspection only

Stock (3) - To select stock only

Stockroom

You can optionally enter a valid stockroom.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Leave this field blank to select all stockrooms.

Receipt Dates From/To

You can optionally enter or select a From and To date to restrict the report to receipts in this range.

Leave the default values to select all receipts up to the current date.

Summary by Item

Use this checkbox as follows:

Checked - To summarise by item

Unchecked - To summarise value and details by location

Press Enter to generate the report.

Cancelled GRN Number Audit Report [44/PMR]

This report shows all cancelled GRN numbers and may be used for audit purposes. You can also clear cancelled GRN numbers from the audit file.

If you exit the Goods Receiving task without receiving goods, the GRN number is cancelled and a label is not printed. Thus for each GRN number, you will either have goods received against it or it will appear on this report.

The report gives the cancelled GRN number, the order number and the stockroom to which it relates. It also gives information on the circumstances under which it was cancelled.

Cancelled GRNs Report Selection Window

Select the Cancelled GRN Number Audit Report task.

Use this window to enter the selection criteria for the Cancelled GRN Number Audit report.

Fields

Clear Audit File after Printing

Use this checkbox as follows:

Checked - To clear the audit file

Unchecked - To retain cancelled GRN numbers in the file

Clear Records prior to Date

You can optionally enter or select a date to clear all cancelled GRNs before that date.

Press Enter to generate the report.

Price Variance Report [51/PMR]

This report details price variances, Standard Cost against Order Price, Standard Cost against Invoice Price, or Order Price against Invoice Price variances.

Details of all product and container receipts and return transactions with a price variance are shown on this report.

Note: The order price for container lines added during Purchase Order Receipt is obtained from the Item/Supplier Profile, or otherwise from the standard cost of the container item.

Note: Where variances are reported between Standard Cost and Order Price or Standard Cost and Invoice Price all comparisons against Standard Cost are done in base currency.

Price Variance Report Selection Window

To display this window, select the Price Variance task.

Use this window to enter the selection criteria for the Price Variance report.

Fields

Option

Select the type of price variance on which you wish to report:

> Standard VS Order Price (1) (default) - To compare standard item cost to order line price

> Standard Cost VS Invoice Price (Matched Records Only) (2) - To compare standard cost to the supplier invoice price

> Order Price VS Invoice Price (Matched Records Only) (3) - To compare order line price to supplier invoice price

Note: *For the second and third options, the received goods must have been matched against the supplier's invoice in the invoice matching routine.*

Press Enter to display the Price Variance Range Selection window.

Price Variance Range Selection Window

To display this window, select an option and then press Enter on the Price Variance Report Selection window.

Use this window to enter the range criteria for your selected Price Variance report.

This example shows Standard Cost Vs Order Price, but the window is the same for each price variance; only the window title changes.

Fields

Range of Order Class

Enter the range of order classes on which to report.

The default range is all classes.

Range of Order Dates/Range of Due Dates

For reporting on variance between standard cost and order price against invoice price, enter or select a range of receipt or invoice dates.

For reporting on standard cost against order cost, enter or select a range of order or due dates.

You must specify at least one date range.

Include Variances Equal to or Greater Than

Enter a percentage or a value or both.

These parameters restrict the report to lines where these limits are both exceeded. The value is an absolute value of variance and the percentage is a ratio of variance to total line or receipt value.

Press Enter to display the Variance Report Sequence Selection window.

Variance Report Sequence Selection Window

To display this window, enter or select a date range and then press Enter on the Price Variance Range Selection window.

Use this window to enter the sequence criteria for the Variance report.

Fields

Sequence Number

Select one of the following:

Item within Supplier (1)

Item within Item Class (2)

Item within GL Account (3)

Item within Purchasing Officer (4)

Summary/Detail by Item

Select one of the following:

Summary (1) - To provide summary information for each item

Detail (2) - To provide full details for each item

Selection (Untitled)

You can optionally limit the report to a particular supplier, nominal code and item class or purchase officer by entering the required value here. The selection should correspond to the report sequence previously selected.

Press Enter to generate the report.

Supplier Performance Report [61/PMR]

This report provides statistics relating to the services provided by each supplier. Details of all product and container receipts and return transactions that match the selection criteria are shown on the Supplier Performance report. The performance of each supplier is evaluated on the basis of:

- **Timeliness** - comparing due date with receipt date
- **Quality** - using the number of returns made

- **Price** - using order and invoice prices

Each of these factors may be given relative weight depending on their perceived importance. The system then calculates an overall rating for each supplier based on these weightings. The report is intended as an aid in determining supplier efficiency.

The report is sequenced by item or supplier, conditioned by range of delivery due dates. Performance may be shown at summary level or at detail level for the item or supplier.

Timeliness

To calculate timeliness, the task first calculates the Number of days late. For received items this is calculated as receipt date less due date. For outstanding items this is calculated as tomorrow's date or the maintained expected date (whichever is the later) less the due date. If the result of either of the above calculations is negative, zero days are assumed.

A ratio is calculated relating number of days late for each item to lead time. The lead time used here is the number of days from order to due date for the item. These two statistics are expressed as an average for a single unit of the item, across all receipts/orders in the selected range for the level reported.

At supplier level, this average is based on value rather than quantity.

Quality

Quality is expressed as a percentage of quantities rejected against quantity received. Rejects are defined as returns or adjustments where a reason code has been specified.

Price

Price performance is expressed as a relationship of quoted order price to invoice price. It is therefore based on invoice matched data only. It is shown as a total excess charge and as a ratio of excess charge to original order value.

Supplier Performance Report Selection Window

To display this window, select the Supplier Performance task.

Use this window to enter the selection criteria for the Supplier Performance report.

Fields

Sequence By

Select one of the following:

Item (1) - To sequence the report by item

Supplier (2) - To sequence the report by supplier

Summary/Detail

Select one of the following:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Select

Item From/To

You can optionally enter valid item codes if you want to restrict the report to a range of items.

Leave these fields blank to report on all items.

If you enter a From value and leave the To value blank, a single item is selected.

You can use the prompt facility to select from the Item Master Scan pop-up.

Supplier From/To

You can optionally enter valid suppliers if you want to restrict the report to a range of suppliers.

Leave the fields blank for all suppliers.

If you enter a From value and leave the To value blank, a single supplier is selected.

You can use the prompt facility to select from the Supplier Search pop-up.

Due Dates

You can optionally enter or select a range of due dates for the report.

The default values will produce a report on order lines up to the current date.

If you enter or select a From value and leave the To value blank, a single date is selected.

Weight Factor

You can enter a weighting factor to be assigned to each performance attribute in order to reflect their relative importance. The fields default to 1 for each attribute, but can be overwritten. The higher the value in the field, the higher the relative importance of the factor is in calculating supplier performance.

Press Enter to generate the report.

What Bought Report [71/PMR]

This report details items bought from a selected supplier, or from all suppliers, and provides similar details to the What Bought enquiry in Purchase Management Processing. Details of products and containers that match the selection criteria are shown on this report.

For stock items, when the item/supplier profile is set to Inactive or Unauthorised, this is highlighted by the text **INACTIVE** or **UNAUTHORISED** after the item description.

What Bought Report Selection Window

To display this window, select the What Bought task.

Use this window to enter the selection criteria for the What Bought report.

<u>Fields</u>

Supplier

Enter a valid supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Leave this field blank for all suppliers.

Stock Items/Non stock Items

Select one of the following:

Stock Items (1) - To include stock items only

Non-stock Items (2) - To include non-stock items only

Do You Want Text to Print

Use this checkbox as follows:

Checked - To list item supplier text for each record printed

Unchecked (default) - Not to list item supplier text for each record printed

Do You Want History to Print

Use this checkbox as follows:

Checked - To print the entire purchase history for each item supplier record

Unchecked - Not print the entire purchase history for each item supplier record

Press Enter to generate the report.

Where Bought Report [72/PMR]

This report details the suppliers for a selected item, or all items. Details of products and containers that match the selection criteria are shown on this report. It provides similar details to the Where Bought enquiry in Purchase Management Processing.

Where the [item/supplier profile](#) is set to Inactive or Unauthorised, this is highlighted by an asterisk after the [supplier code](#).

Where Bought Report Selection Window

To display this window, select the Where Bought Report task.

Use this window to enter the selection criteria for the Where Bought report.

<u>Fields</u>

Item

Enter a valid item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank for all items.

Do You Want Text to Print

Use this checkbox as follows:

Checked - To list item supplier text for each record printed

Unchecked (default) - If text is not required

Do You Want History to Print

Use this checkbox as follows:

Checked - To print history of receipts for each item supplier record printed

Unchecked (default) - If history is not required

Press Enter to generate the report.

Advice Notes Not Invoiced Report [81/PMR]

This report details all advice notes that have been entered, but for which no invoice has been received. Details of all product and container receipts and return transactions have not been matched against a suppliers invoice are shown on this report.

Select **Confirm Submit (F8)** to generate the report.

Accruals (Receipts Not Invoiced) Report [82/PMR]

This report provides an analysis of receipts or returns that have not yet been invoiced. Details of all product and container receipts and return transactions that have not been invoiced are shown on this report.

All receipts are analysed by the General Ledger account code associated with the order line against which the receipt was recorded. For stock orders, this will have derived from the Item Master file, as

set up in Inventory Management. For [non-stock orders](), this code will have been entered in order entry.

If IC is active and any non-stock or service lines have an IC Company associated with them then the report is split by IC Company each with a sub-total.

Accruals Report Selection Window

To display this window, select the [Accruals]() (Receipts not Invoiced) task.

Use this window to enter the selection criteria for the [Accruals]() report.

Fields

Location

Select one of the following:

All locations (0) - For receipts at all locations

Goods inwards (1) - For receipts at Goods Inwards only

Inspection (2) - For receipts at Inspection only

Stock (3) - For receipts at Stock locations only

Value only (4) - For 'value only' receipts, where part of the value of a receipt has been split off for matching purposes (three-way matching)

Type

If you want to restrict the report to receipts of different types of goods (as defined by [order class]()) select one of the following:

Non stock (N)

Stocked goods (S)

[Service orders]() (0)

Landed Costs

Use this checkbox as follows:

Checked - To include [landed costs]() in the report

Unchecked - To exclude [landed costs]() from the report

Last Receipt Date

Enter or select the last date of receipt to be processed. All receipts up to and including this date will be processed.

This field defaults to the current date.

Press Enter to generate the report.

Order Value by Cost Code Report [83/PMR]

This report provides analysis by account code of all outstanding orders. The Order Value Cost Code report does not show the container lines added to an order during Purchase Order Receipt.

Order Value Report by Cost Code Window

To display this window, select the Order Value by Cost Code task.

Fields

Include Service Orders not Invoiced

Use this checkbox as follows:

Checked - To include service orders not invoiced

Unchecked - To exclude service orders not invoiced

Select **Submit (F8)** to generate the report.

Landed Cost by GRN Report [85/PMR]

This report provides a means of listing the landed cost lines assigned to particular orders, GRNs, suppliers, batch/lot/serial detail and receipt date combinations. The Landed Costs by GRN report does not show the container lines added to an order during Purchase Order Receipt.

Landed Costs Report Selection Window

To display this window, select the Landed Costs by GRN task.

Use this window to enter the selection criteria for the Landed Costs report.

Fields

Order Number From/To

You can optionally enter a range of order numbers for which the report will select transactions.

Leave these fields blank to select all order numbers.

GRN No From/To

You can optionally enter a range of GRN numbers for which the report will select transactions.

Leave these fields blank to select all GRNs.

Supplier From/To

You can optionally enter a range of suppliers for which the report will select transactions.

You can use the prompt facility to select from the Supplier Search pop-up.

Leave these fields blank to select all suppliers.

Batch/Lot/Serial No From/To

You can optionally enter a range of batch/lot/serial details for which the report will select transactions.

Leave these fields blank to select all lots.

Received Date From/To

You can optionally enter or select a range of receipt dates for which the report will select transactions.

Leave these fields blank to select all dates.

Select **Submit (F8)** to generate the report.

Landed Costs by Item/Supplier Report [85/PMR]

This report lists landed cost lines assigned to particular items, suppliers, receipt dates and landed cost codes combinations. The Landed Costs by Item/Supplier Report does not show the container lines added to an order during Purchase Order Receipt.

Landed Costs Report Selection Window

To display this window, select the Landed Cost by Item/Supplier task.

Use this window to enter the selection criteria for the Landed Costs by Item/Supplier report.

<u>Fields</u>

Item From/To

You can optionally enter the range of items for which the report selects transactions.

You can use the prompt facility to select from the Item Master Scan pop-up.

Leave these fields blank for all items.

Supplier From/To

You can optionally enter a range of suppliers for which the report will select transactions.

You can use the prompt facility to select from the Supplier Search pop-up.

Leave these fields blank for all suppliers.

Received Date From/To

You can optionally enter or select a range of receipt dates for which the report will select transactions.

Leave these fields blank for all dates.

Landed Cost Code From/To

You can optionally enter a range of landed cost codes for which the report will select transactions.

You can use the prompt facility to select from the LAND Landed Cost Codes pop-up.

Leave these fields blank for all codes.

Detail/Summary

Select one of the following:

Detail (1) - To list landed cost line details

Summary (2) - To list line accumulation of landed costs

Select **Submit (F8)** to generate the report.

Purchase Commitment Report [86/PMR]

This report gives an overall picture of purchasing task for a specified range of dates including outstanding deliveries, receipts (optionally), and invoices (optionally). Details of all product and container receipts and return transactions that have not been invoiced are shown on the Purchase Commitment report. It does not include any quantities which have been cancelled using the Complete Orders task.

Purchase Commitment Report Selection Window

To display this window, select the Purchase Commitment task.

Use this window to enter the selection criteria for the Purchase Commitment report.

Fields

Delivery Dates From/To

Enter or select a range of delivery dates for which the report should select transactions.

The From date defaults to the current date.

You must enter a To date.

Receipts

Select one of the following:

Select (1) - To select receipts for printing

Omit (2) - To omit all receipts

Invoices

Select one of the following:

Select (1) - To select invoices for printing

Omit (2) - To omit all invoices

Currency Code

Enter a valid currency code to print the report for suppliers in a single currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Leave this field blank to select records for all currencies.

Conversion Rate

Enter the conversion rate to be used for converting transaction currency values to base values.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Select **Submit (F8)** to generate the report

Deliveries Due for Put-away Report [87/PMR]

This report assists in the determination of the location for put-away of received stock. It is only applicable to location-controlled stockrooms.

This report prints interactively and facilitates the interactive selection of expected orders to be reported. The report includes stock orders that have not yet been received, but are potentially to be received into stores directly. However, there is no way of absolutely determining which may be received into stock as opposed to Goods Inwards or Inspection. A subfile of eligible orders may therefore be requested and one or more orders may be selected for printing. Only stock order lines, not yet received, are eligible for reporting. Blanket/Schedule deliveries are selected on their due date with respect to the receipt date range.

Repeat reports can be printed until the orders have been fully received in any location.

Printing Selected Orders

This process is driven by a single order number or by a series of selected orders from a subfile. For multiple orders, the sequence is by ascending order/line number.

Page headings show the supplier and date range. There is a sub heading per order and the receipt date is from the first selected line for the order.

Within an order, a detail line is printed for each eligible order line. The default location is taken from the item/stockroom.

Up to eight highest current location balances are printed, with the LC location code. These are in descending order of highest balance, from left to right. For a single location item there will only be one total, for the default location. Locations with zero balances may appear if there are fewer than eight locations with balances present.

A new report is printed for each order or set of orders selected.

Deliveries Due for Put-away Selection Window

To display this window, select the Deliveries Due for Put-away task.

Use this window to select the criteria for the Deliveries Due for Put-away report.

Fields

Stockroom

Enter the stockroom on which you wish to report.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This field defaults to the default stockroom for your user profile, with the appropriate description. The stockroom entered here must be an active location-controlled stockroom.

Supplier

You can optionally enter a valid supplier on which you wish to report.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Leave this field blank if selection is to be irrespective of supplier.

Expected Receipt Date From/To

Enter or select the date range for which to report.

Order Number

You can optionally enter an order number. Non-stock items on stock orders are disregarded.

Leave this field blank for all orders.

Functions

Select Orders (F13)

Use this to display the Order Selection window. A stockroom must be entered.

Select **Print Order(s) (F8)** to generate the report for the specified order or order range.

Order Selection Window

To display this window, select **Select Orders (F13)** on the Deliveries Due for Put-away Selection window.

Use this window to select one or more orders for the Deliveries Due for Put-away report. This shows one or more orders with an unreceived quantity in ascending order of order number, according to the Company, entered [Stockroom](#) and Supplier. Non-stock items on [stock orders](#) are disregarded.

Fields

Stockroom

This field displays the selected [stockroom](#) and its description.

Supplier

This field displays the supplier if one was selected.

Expected Receipt Date From/To

This field displays the date range selected.

Orders Table

Select (Sel)

Select one of the following:

Select - To include an order in the report

Blank - To exclude an order from the report

Order

This field displays the order numbers for possible selection.

Exp Receipt

This field displays the expected receipt date of each order.

Supplier Ref

This field displays the supplier's reference for each order.

Supplier

This field displays the supplier for each order.

Functions

Select All (F15)

Use this to select all lines by setting them to **Select**. You may then de-select individual lines.

Deselect All (F16)

Use this to clear all line selections.

Select **Prt Orders (F8)** to generate the report for the specified order or orders.

GRNs Due for Put-away Report [88/PMR]

This report assists in the determination of the location for put-away of stock from Goods Inwards and Inspection. It is only applicable to location-controlled stockrooms.

The report prints interactively and facilitates the interactive selection of GRNs to be reported. All eligible GRNs are displayed for the selection criteria entered. One or more GRNs can then be selected for printing. This report includes receipts (GRNs) that have been received into Goods Inwards or Inspection (or transferred between these locations). All stock order lines (with an available quantity greater than zero) meeting the selection criteria are reported.

If an item is selected, this can be across a single GRN or multiple GRNs.

This report can also be called in single-shot mode to print a single GRN.

Repeat reports continue to print the details of the GRNs until they are fully transferred into stores or returned or scrapped.

Printing Selected GRN Lines

This process is driven by a single GRN number or by a series of selected GRNs from a subfile. The sequence is by ascending GRN number/order line number.

The page heading shows the stockroom. There is a sub heading per GRN and the Receipt Date is from the first selected line for the GRN.

Within a GRN, a detail line is printed for each order line receipt. The default location is from the item/stockroom.

Up to eight highest current location balances are printed, with the LC location code. These are in descending order of highest balance, from left to right. For a single location item there will only be one total, for the default location. Locations with zero balances may appear if there are fewer than eight locations with balances present.

A new report is printed for each GRN or set of GRNs selected.

GRNs for Put-away Selection Window

To display this window, select the GRNs for Put-away Report task.

Use this window to select the criteria for the GRNs for Put-away report.

Fields

Stockroom

Enter the stockroom in which you wish to put goods away.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

This defaults to the default stockroom for your user profile, with the appropriate description. The stockroom entered here must be an active location-controlled stockroom.

Location

Select one of the following:

Blank (default) - For both locations (Goods Inwards and Inspection)

Goods inwards (1) - To select from Goods Inwards only

Inspection (2) - To select from Inspection only

Item

Enter the item that you wish to put away. The item must be a valid stock item for this stockroom.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to select all items (excluding non-stock orders or non-stock items on stock orders).

GRN Number

You can optionally enter a GRN number.

Leave this field blank for all GRNs.

Functions

Select GRNs (F13)

Use this to display the GRN Line Selection window. A stockroom must be entered.

Select Print GRN(s) (F8) to generate the report for the GRN or selected GRN range.

GRN Line Selection Window

To display this window, select **Select GRNs (F13)** on the GRNs for Put-away Selection window.

Use this window to select one or more GRNs for the report. Lines (with an available quantity) are presented in ascending order of GRN number/order line number, according to any entered stockroom, location, item and/or GRN. Non-stock items on stock orders are disregarded.

Fields

Stockroom

This field displays the stockroom and its description.

Orders Table

Select (Sel)

Select one of the following:

Select - To include a GRN in the report

Blank - To exclude a GRN from the report

GRN Location

This field displays the GRN number and location.

Item

This field displays the item code.

Receipt

This field displays the receipt date.

Quantity and UOM

These fields display the quantity and UOM of the item.

Traceability Reference

This field displays the Batch/Lot/Serial reference for the line.

Supplier

This field displays the supplier code.

<u>**Functions**</u>

Select All (F15)

Use this to select all lines by setting them to **Select**. You may then de-select individual lines.

Deselect All (F16)

Use this to clear all line selections.

Select **Print GRNs (F8)** to generate the report for the selected GRN lines.

Parameters and Miscellaneous Codes Report [21/PMM]

This report lists all the parameters and miscellaneous codes currently set up. It includes details of the parameter table, (length of code and description), and lists the individual codes set up in each table.

Select **Confirm Submit (F8)** to generate the report.

Purchasing Officer Names Report [22/PMM]

This report lists all purchasing officers set up for this company within the application.

Select **Confirm Submit (F8)** to generate the report.

Receiving Addresses Report [23/PMM]

The report lists all receiving addresses currently set up in the application for this company.

Select **Confirm Submit (F8)** to generate the report.

Delivery Instructions Report [24/PMM]

This report lists all delivery instructions currently set up in the application for this company.

Select **Confirm Submit (F8)** to generate the report.

User Authority Parameters Report [25/PMM]

The report lists all user authority details currently set up in the application for this company.

Select **Confirm Submit (F8)** to generate the report.

Chapter 6 Application Interface

6

Send Orders [1/PMAI]

The application interface extracts purchase orders from the Purchase Management module and sends them by Electronic Data Interchange (EDI) to the supplier.

The purchase order audit function flags orders to be sent via EDI by validating the supplier against the trading partners maintained in this module.

You can add EDI purchase orders directly into the EDI/400 Mailbox send queue.

You can print a control list displaying all orders sent via this processing run.

You can select the standard purchase order print function. This prints all purchase orders waiting to be sent to the supplier, except for those defined in this module as active and in production.

For multiple unit entry items (ONLY):

- The issue to stock conversion factor of an item is sent in the Consumer Units per Traded Unit on the Order Line Details - Transmitted.
- If the Sales Unit Indicator signifies the item can be sold in issue units the ANA Inner Code of the item is sent instead of the item barcode.

Note: You can use this task to replace the standard purchase order print function or use it in parallel.

Containers

Container lines added to a purchase order as a result of their association with the ordered products are excluded from the extract file generated when sending details of a purchase order via Electronic Data Interchange.

Note: The First Container Line Number attribute on the PM Order Header identifies the first container line to be excluded from the Purchase Order Print.

Send Orders Window

To display this window, select the Send Orders task.

Use this window to select the options before submitting the batch job which extracts purchase orders to be sent via EDI.

Note: Consumer units based on those defined in the Item Details task are written to the EDI Purchase Orders file.

<u>Fields</u>

Add Orders Directly into Mailbox Queue

Use this checkbox as follows:

Checked - To extract and add the purchase orders into the EDI Mailbox send queue as a translated document

Unchecked - To hold the extracted purchase orders in the Application Interface database

Print EDI Orders Control List

Use this checkbox as follows:

Checked - To print the control list showing details of all purchase orders extracted in the run which are to be sent via EDI

Unchecked - To suppress printing of the control list

Print Orders Immediately

Use this checkbox as follows:

Checked - To invoke the standard purchase order print function

Unchecked - To process only paperless EDI purchase orders

Select **Submit (F8)** to submit the batch job.

Receive Acknowledgements/Despatch Advices [11/PMAI]

Use this to receive order acknowledgements and despatch advices sent via EDI by suppliers. These documents are matched to the corresponding purchase orders and update the <u>promise date</u> and shipment date respectively on the order line or schedule line.

Order Acknowledgements update the expected receipt date and the promised delivery date.

Despatch Advices update the shipment date and the expected receipt date is updated with the despatch received date if the latter is greater.

Acknowledgements and despatch advices may be received separately.

You can print a control list to provide an audit of all acknowledgements or despatch notes received, or of only those in error.

Note: The acknowledgements and despatch advices must have already been received into the Application Interface database via the Receive Documents task in EDI.

Receive EDI Acknowledgements/Despatch Advices Window

To display this window, select the Receive Acknowledgements/Despatch Advices task.

Use this window to select options prior to running the batch job which updates purchase orders based on acknowledgements or despatch advices received via EDI.

<u>Fields</u>

Document Inclusion

Select one of the following:

Ackn only (1) - To process acknowledgements only

Advices only (2) - To process despatch advices only

Both (3) - To process both

Control List Inclusion

Select one of the following:

All orders (1) - To print all order acknowledgements and/or despatch advices received

Exceptions only (2) - To print only those orders in error

Update Order Dates

Use this checkbox as follows:

Checked - To update the dates on the purchase order lines

Unchecked - Not to update, but just to print the details on the control list

Select **Confirm (F8)** to submit the batch job.

Chapter 7   Importing

<div style="text-align: right">7</div>

Introduction

Importing enables the creation of Shipments as a collection of Purchase order lines from one or more suppliers. The Shipment is tracked by dates and ports and is received through the Importing module not Goods receiving.

Importing brings with it the requirement to define the third parties involved in the import process as one of the following:

Consolidator - often used in the country of the supplier

The consolidator takes responsibility for transportation of shipments from one or more suppliers and combines them into a single flight or ocean voyage.

Broker - used to manage the storage and handling of goods once they reach the port of destination

This would normally be determined by the importing company; however, if the customer requests shipment to a different port or the preferred broker does not operate in that port, a different broker can be assigned.

Agent - (or overseas office of the importer)

An agent can be employed to take responsibility for arranging all the details with the manufacturer and the consolidator.

Letter of Credit [1/PMI]

A letter of credit is a means of paying supplier invoices, whereby the bank provides a guarantee to pay the supplier, usually against a pre-defined set of purchase orders and their Free on Board (FOB) values. In response, the bank will create a letter of credit for the supplier to draw against as the goods are shipped and become ex-factory. A revolving letter of credit can also be created so that it has an open FOB value but is not linked to specific purchase orders. Once the invoice is posted to Accounts Payable and the goods received, the invoice is matched to the supplier's advice note, and the FOB values are downdated against the letter of credit total.

Letter of Credit Creation/Maintenance Window

To display this window, select the Letter of Credit task.

Use this window to create and maintain letters of credit.

Fields

LC Number

Enter an existing letter of credit number to maintain an existing letter of credit.

Alternatively, use the prompt facility to select from the Select Letter of Credit pop-up.

LC Reference

Enter an existing letter of credit reference to maintain an existing letter of credit.

Alternatively, use the prompt facility to select from the Select Letter of Credit pop-up.

Supplier

To create a new letter of credit, enter the supplier and then select Add (F10). The supplier is mandatory for a new letter of credit; otherwise it should be omitted. The supplier must be defined with a payment method of a Letter of Credit.

You can use the prompt facility on this field to select from the Supplier Selection by Account Code pop-up.

Note: *A Letter of Credit payment method means that the payment method (defined against the supplier in Accounts Payable) has a payment class of LC.*

Functions

Add (F10)

Use this to add a new letter of credit. The supplier must be entered or selected.

Select a letter of credit or enter a letter of credit number or letter of credit reference and then press Enter to display the Letter of Credit Maintenance window. Enter or select a supplier and then select **Add (F10)** to display the Letter of Credit Creation window.

Letter of Credit Creation Window

To display this window, enter or select a supplier and then select Add (F10) on the Letter of Credit Creation/Maintenance window.

Use this window to create a letter of credit.

Fields

For all field descriptions, refer to the Letter of Credit Maintenance Window section.

Functions

For all function descriptions, refer to the Letter of Credit Maintenance Window section.

Select **Update (F8)** to update the header details, and generate the new letter of credit number.

Select Letter of Credit Pop-up

To display this pop-up, use the prompt facility on either the LC Number or the LC Reference field. If a supplier has been entered, the display will be limited to that supplier's letters of credit.

Use this pop-up to select the letter of credit you wish to maintain.

Options

Select

Use this against the line you wish to select.

Select a line to display the Letter of Credit Maintenance window.

Letter of Credit Maintenance Window

To display this window, enter a letter of credit number or reference and then press Enter on the Letter of Credit Creation/Maintenance window.

Alternatively, select a letter of credit on the Select Letter of Credit pop-up.

Use this window to maintain a letter of credit.

Note: *The payment method defined in Cash Management allows the definition of a maximum number of items and maximum value. The maximum items only apply to automatically paid Accounts Receivable items and so will be ignored; however, if the maximum value is non-zero the Original LC value cannot exceed this value.*

Fields

LC Number

This field displays the selected letter of credit number.

LC Reference

This field displays the selected letter of credit reference.

Supplier

This field displays the supplier.

Season

You can optionally enter a season.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Division

You can optionally enter a division.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Purchase Officer

You can optionally enter a purchase officer.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Bank LC Summary

Bank Account

The bank account is held in Accounts Payable against the supplier. It is displayed here for reference only.

Date Applied For

This field is optional, but if a value is entered, it must be in ascending sequence.

Date Opened

This field is optional, but if a value is entered, it must be in ascending sequence.

Date Expires

This field is optional, but if a value is entered, it must be in ascending sequence.

Original LC Value

The original letter of credit value can only be entered on creation. When you are adding a new letter of credit it can be left blank to accumulate it from the purchase order lines after these have been attached. This will always be in the currency of the supplier.

Revised LC Value

The revised value will initially be the same as the initial value.

Variance %

You can optionally enter a variance percentage.

Variance Value

This field displays the Revised LC Value multiplied by the Variance %.

LC Value W/var

This field displays the Revised LC Value plus the Variance Value.

PO Summary

Total Units (Non-revolving Letters of Credit only)

The total units displayed will always be in the issue unit of measure.

Total FOB

The total FOB value is updated when the purchase order line is processed through invoice matching.

Plan to Pay (Non-revolving Letters of credit only)

The plan to pay value is the Total FOB of the remaining unpaid lines. If either of the unused balance fields is less than this, it will be highlighted.

Paid to Date

The paid to date value is updated when the purchase order line is processed through invoice matching.

Unused Bal (Wo/var)

This field displays the difference between the Original LC Value and the Paid to Date.

Unused Bal (W/var)

This field displays the difference between the LC Value W/var and the Paid to Date.

Last Payment

Inv. No./Supplier Reference

These fields display the last invoice number and supplier reference information.

Functions

Revolving (F9)

This function is only available when there are no unpaid purchase order lines attached to the letter of credit.

Use this to flag the letter of credit as a revolving letter of credit, and prevent any purchase order lines from being manually added subsequently. If this has occurred, the total purchase order units, FOB value and plan to pay will not be displayed but Revolving LC will be shown instead.

Delete (F11)

This function is only allowed when no invoices have been paid.

PO Lines (F18)

This function is not permitted for a new letter of credit until Update (F8) has been selected, in order to ensure the letter of credit number has been generated.

Use this to display the Letter of Credit Creation/Maintenance window. This shows purchase order lines already attached (1 in the Selection field) to the letter of credit, followed by any further purchase order lines for the supplier which have not been paid, whose ship date is within the letter of credit open period and which are not already attached to a different letter of credit.

Select **Update (F8)** to update the header details (and generate the new letter of credit number if this was an addition).

Letter of Credit Purchase Order Lines Window

To display this window, select **PO Lines (F18)** on the Letter of Credit Maintenance window.

Use this window to attach new purchase order lines to the letter of credit and to remove existing attached lines, providing they have not been paid.

Note: For a revolving letter of credit, only paid lines can be seen. New lines CANNOT be added.

Note: The letter of credit values are accumulated or defined here only. If a purchase order quantity is amended or cancelled (using normal order amend or cancellation routines), their values included in the letter of credit will not be automatically adjusted. It will be necessary to remove the changed line from the letter of credit and then re-apply to update with the correct value. This is consistent with the approach that a letter of credit value is approved when a purchase order line is first created. If the quantity on that line subsequently changes, this would not necessarily affect the approved value of the letter of credit.

Fields

Select (Untitled)

Enter 1 next to a line in order to attach it to the letter of credit. This is the default for attached lines. Remove the **1** to remove existing attached lines, providing they have not been paid.

Functions

Update (F8)

This is only available for non-revolving letters of credit. Having selected the purchase order lines, use this to update all purchase order lines with the letter of credit reference. The Letter of Credit Maintenance window will be re-displayed with the purchase order totals updated.

Note: Purchase orders cannot be added if the letter of credit value would have been exceeded.

Note: Only released or printed purchase orders can be added to a letter of credit.

Select Update (F8) to update all selected purchase order lines with the letter of credit reference.

Shipment [2/PMI]

The processes for order line maintenance and container maintenance both allow definition of import details, which are currently independent. Both areas allow for the following process for the management of import orders:

- A new purchase order is created; at which time the importing details of consolidator, shipping method, ports of departure and arrival are determined. purchase order lines details including shipment and date information is not available at this stage.
- The supplier makes a shipment. This can comprise a combination of whole and part order lines, from one or more orders. The status of these lines is now ex-factory. Invoice and payment details are held at this level, as the supplier raises invoices according to his shipments.
- As one or more shipments arrive at the consolidator, a new shipment is defined by the consolidator; each shipment would be a combination of order lines, and part lines, possibly from a number of orders, and a number of suppliers. One supplier shipment can be split into many consolidator shipments. The common data is the shipping method, ports involved and ship date.
- Each shipment can be broken down into one or more containers, particularly for ocean shipments.
- Shipping information, dates and statuses are then tracked by shipment; the dates and status for a shipment should be copied onto all containers and purchase order lines within that shipment
- Goods Receiving is performed by shipment, rather than individually by order.

The system does not enforce the use of containers; instead allowing all importing details to be maintained individually at the purchase order line level.

There are three entities which need to be tracked in this process, the supplier shipment, the consolidator shipment, and the container. The supplier shipment is always required (for an import order), consolidator shipment and container are further levels of detail, which can be added but are not mandatory.

Shipment/Container Maintenance Selection Window

To display this window, select the Shipment task.

This window allows for the selection of an existing shipment, or the creation of a new one.

Fields

Supplier

Enter a valid supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Advice Note

Enter a valid advice note.

Alternatively, use the prompt facility to select from the Select Advice Note pop-up.

Shipment Reference

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Select Shipment Reference pop-up.

Container No.

Enter a container number.

Alternatively, use the prompt facility to select from the Select Container pop-up.

Press Enter to display the Shipment/Container Maintenance window.

Select Advice Note Pop-up

To display this pop-up, use the prompt facility on the Advice Note field on the Shipment/Container Maintenance Selection window.

This pop-up allows for the selection of an advice note. It displays import orders only, where advice notes have been assigned. It is restricted to one supplier if a supplier has been entered.

Options

Select

Use this against the line you wish to select.

Select a line to re-display the Shipment/Container Maintenance Selection window and populate the Supplier and Advice Note fields.

Select Shipment Reference Pop-up

To display this pop-up, use the prompt facility on the Shipment Reference field on the Shipment/Container Maintenance Selection window.

This pop-up allows for the selection of a shipment reference. It displays all shipments.

Options

Select

Use this against the line you wish to select.

Select a line to re-display the Shipment/Container Maintenance Selection window and populate the Shipment Reference field.

Select Container Pop-up

To display this pop-up, use the prompt facility on the Container field on the Shipment/Container Maintenance Selection window. A shipment reference must be entered.

This pop-up allows for the selection of a container. The final three totals fields show a summary of the purchase order lines included in each container.

Options

Select

Use this against the line you wish to select.

Select a line to re-display the Shipment/Container Maintenance Selection window and populate the Container field.

Shipment/Container Maintenance Selection Window

To display this window, press Enter on the Shipment/Container Maintenance Selection window.

All information relating to the shipment can be maintained from this main window. The first 7 fields (Country of Origin through to Agent) all have prompt facilities available. These fields are used to identify the purchase order lines eligible for inclusion in this shipment/container. When you are adding a new shipment/container they are defaulted from the supplier, if known. Validation ensures that standard lead days have been defined for this combination of entities.

Note: When you are building a supplier shipment, this is deemed to have been shipped; therefore the actual ship date must be updated. If this has not already been entered on the Dates window, a warning message is displayed and the current system date is entered in this field. Similarly, when you are building a consolidator shipment it is deemed to have arrived at consolidator, and when you are building a container it will be deemed to be in transit.

Fields

Supplier

This is shown as memorandum field only for shipments and containers where these comprise only shipments originating from the same supplier and advice note.

Advice Note

This is shown as memorandum field only for shipments and containers where these comprise only shipments originating from the same supplier and advice note.

Shipment Reference

This field displays the shipment reference if applicable.

Container No.

This field displays the container number if applicable.

Note: The next seven fields are initially defaulted from what has been previously defined in the supplier lead times. They can be maintained.

Country of Origin

Enter the country of origin.

Shipping Method

Enter the shipping method.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Port of Departure

Enter the port of departure.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Arrival

Enter the port of arrival.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Consolidator

Enter the consolidator.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Broker

Enter the broker.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Agent

Enter the agent.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Import Reference

This is a memorandum field only.

Container Size

This is a memorandum field only.

Broker Reference

This is a memorandum field only.

No. of Cartons

This is a memorandum field only.

Shipping Company

This is a memorandum field only.

Nett Weight

This is a memorandum field only.

Vessel/Aircraft

This is a memorandum field only.

Cubic Meters

This is a memorandum field only.

Voyage/Flight

This is a memorandum field only.

Flag Nationality

This is a memorandum field only.

Total Units

This value is calculated from the purchase order lines and cannot be amended.

Bill of Lading

This is a memorandum field only.

Total FOB Value

This value is calculated from the purchase order lines and cannot be amended.

Seal Number

This is a memorandum field only.

Invoice Number

This field is not maintainable.

Period Entry No.

This is a memorandum field only.

Letter of Credit

This field is not maintainable.

Bond Number

This is a memorandum field only.

GRN Number

This field is not maintainable.

Functions

Receive (F9)

This function is only available if the shipment is at least in transit, and has not already been received.

Attach Orders (F17)

This function is only available when you are processing a supplier shipment.

Use this to provide a shorthand method of linking all lines from a selected list of orders.

PO Lines (F18)

Use this to modify the selected purchase order lines.

Costs (F19)

Use this to display the Shipment/Container Details Maintenance window.

Dates (F20)

Use this to display the Build Shipment - Dates maintenance window.

Select **Update (F8)** to display Shipment/Container Maintenance window.

Build Shipment - Select Purchase Orders Window

To display this window, select **Attach Orders (F17)** on the Shipment/Container Maintenance window.

This allows all lines for selected orders to be collected together as a single supplier shipment.

Note: This function is available as a short cut to the existing Shipment Maintenance task.

Fields

Order Number (Untitled)

Enter the purchase order number you wish to amend.

Select (Untitled)

Select one of the following:

Amend (1)

- To amend the entered purchase order

All (2)

 - To attach it to the shipment

Select **Previous (F12)** to return to the Shipment/Container Maintenance window.

Build Shipment - Select Purchase Order Lines Window

To display this window, select **PO Lines (F18)** on the Shipment/Container Maintenance window.

This allows order lines or part lines to be collected together as a single shipment.

Note: The standard days in the header are those defined for this [supplier](). If the shipments combine many [suppliers']() orders, the standard days will be retrieved with a blank [supplier](), if defined, in which case the consolidator is not shown. Otherwise the [supplier]() of the first order is used.

The lower portion of the window displays all purchase order lines that match the selection criteria on the previous window and have not already been defined to a different shipment.

If you are building a supplier shipment, lines are only shown if they have not yet arrived at the port of departure.

If you are building a consolidator shipment, lines are restricted to those which have already been defined to a supplier shipment.

For container shipments, only lines included in this shipment, but not already defined to a container, will be shown.

Fields

Select (Untitled)

Select one of the following:

Select (1) - To allow for individual lines to be collected together

Split (2) - To allow a purchase order line to be split

This results in the original line being split into two lines. This then allows a part of a line to be attached to a shipment.

Lost Quantity (3) - To allow for known shipment losses to be adjusted prior to the receipt being made

This option can only be used where a line is already attached to a shipment. If a line is selected that is not attached to a shipment, an error message is displayed.

The adjusted line quantity reduces the original line quantity and creates a new purchase order line for the difference with an outstanding quantity of zero, thereby providing a correct audit trail.

Note: The quantity entered in the window is the actual quantity received, the balance being calculated as the "lost" quantity.

Functions

Update (F8)

Use this to update all selected purchase order lines with the shipment/container reference. For new shipments, all new lines are defaulted with **Select**. Where a shipment is being maintained, only those lines already attached to the shipment are flagged with **Select**.

Select All (F15)

Use this to select all lines.

De-select All (F21)

Use this to de-select all lines.

Select **Update (F8)** to display Shipment/Container Maintenance window.

Build Shipment - Split Lines Pop-up

To display this pop-up, select Split and then select **Update (F8)** on the Build Shipment - Select Purchase Order Lines window. This pop-up can also be accessed by selecting Lost Orders on the Reason Code pop-up.

Use this pop-up to enter the quantity to be split.

Fields

Shipment Quantity O/S

Enter the quantity to be shipped. This results in the original line being split into two lines. This then allows a part of a line to be attached to a shipment

Note: This pop-up is only displayed if the Bypass Control Totals field in the SOP company profile is left unchecked.

Press Enter to display the Build Shipment - Purchase Order Line Splitting pop-up.

Build Shipment - Reason Code Pop-up

To display this window, select Lost Quantity and then select **Update (F8)** on the Build Shipment - Select Purchase Order Lines window.

Use this pop-up to enter a reason code.

Fields

Reason Code

Enter a valid reason code.

Alternatively, use the prompt facility to select from the REAS Reason Code pop-up.

Press Enter to display the Build Shipment - Purchase Order Line Splitting pop-up.

Order Line Importing Date Maintenance

To display this window, select **Dates (F20)** on the Shipment/Container Maintenance Selection window.

Use this window to update the actual dates of the shipment as it progresses through its route.

*Note: In order to receive goods ahead of the actual receipt, and to allow the **Receive (F9)** function to display, it is necessary to update the actual date against the Arrive Port of Departure field. This moves the shipment to In-Transit and forces the **Receive (F9)** function to be displayed.*

Fields

Country Code

This field displays the country code.

Consolidator

This field displays the consolidator.

Shipping Method

The shipping method displayed in this field is the same as that defined against the description PORT for the port used.

Port Arrival

This field displays the port of arrival.

Port of Departure

This field displays the port of departure.

Standard Days

This field displays the standard number of days it takes at each stage of the journey.

Reason Code

Enter the reason code. It will be validated against the Inventory Descriptions file, type REAS.

Ship Date

Enter or select dates in the Requested, Promised, Estimate and Actual fields.

Arrival Consolidator

Enter or select dates in the Estimate and Actual fields.

Arrive Port of Departure

Enter or select dates in the Estimate and Actual fields.

Arrive Port

Enter or select dates in the Estimate and Actual fields.

Available to Ship

Enter or select dates in the Requested, Promised, Estimate and Actual fields.

User-defined Dates (untitled)

These dates are defined in the Inventory Descriptions file, under type IMDT. They are memorandum fields only and are not used in estimated date calculations.

Select **Update (F8)** to save the details and return to the Shipment/Container Maintenance Selection window.

Shipment Receipt Selection Window

To display this window, select **Receive (F9)** on the Shipment/Container Maintenance window.

This allows for the selection of where and when goods are being received.

Note: *It is important to note that any quantities falling short of the shipment have to be adjusted or removed from that shipment prior to receiving. Failure to do this prohibits them from being attached to a new shipment.*

Fields

Receipt Point

Select one of the following:

Goods Inwards (1)

Inspection (2)

Stores (3)

Receipt Date

Enter or select the date on which goods were received into the above area.

This field defaults to the current date.

Receipt Stockroom

Enter the stockroom at which the goods are received.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Press Enter to display the Shipment Receipt window.

Shipment Receipt Window

To display this window, press Enter on the Shipment Receipt Selection window.

This allows for receiving the entire purchase orders included in the shipment en-masse, rather than processing line-by-line or order-by-order.

Options

Landed Costs

Use this to display the landed costs.

Batch/Lot Details

Use this to display batch/lot details.

Receive

Use this to receive the order line.

Rec/Matrix

Use this to receive the order line in part, using the style matrix.

Functions

Order Units (F13)

Use this to toggle the quantities being shown between issue and order units.

Note: *When a receipt is received into goods inwards, the status is PORT. When it is transferred to stores, the status changes to ATS.*

Select **Receive Shipment (F8)** to update the selected shipments and return to the Shipment/Container Maintenance window.

Change Shipment Reference [5/PMI]

Use this task to change the shipment reference recorded against a shipment.

Change Shipment Reference Selection Window

To display this window, select the Change Shipment Reference task.

Fields

From Shipment Reference

Enter an existing shipment reference.

Alternatively, use the prompt facility to select from the Select Shipment Reference pop-up.

To Shipment Reference

Enter the new shipment reference.

Enter the existing and new shipment references and then press Enter. The window is validated and a confirmation window is displayed listing the order lines associated with the shipment.

Change Shipment Reference Confirmation Window

To display this window, enter the existing and new shipment references and then press Enter on the Change Shipment References window.

All the order lines for the selected reference will be displayed.

Select **Update (F8)** to make the changes and to re-display the window.

Standard Lead Times [11/PMI]

This maintenance task defines standard lead times by factory/consolidator/shipping method/ports of departure and arrival.

Standard Lead Times Selection Window

To display this window, select the Standard Lead Times task.

Fields

Select (Untitled)

Select **Amend** to select a line, in order to amend the standard lead times.

Functions

Add (F10)

Use this to add a new record.

Select a line with Amend and then press Enter or select **Add (F10)** to display the Standard Lead Times Maintenance window.

Standard Lead Times Maintenance Window

To display this window, select Amend against a line and then press Enter or select **Add (F10)** on the Standard Lead Times Maintenance Selection window.

Fields

Country

This field can be left blank if the supplier is entered, in which case it is then derived from the supplier.

You can use the prompt facility to select from the ECTY Export Country pop-up.

Supplier

This field can be left blank in order to define standard days for the consolidator, regardless of supplier.

You can use the prompt facility on this field to select from the Supplier Search pop-up.

Consolidator

Leave this field blank to indicate that a consolidator is not used on this route. In this case, the number of days from supplier to consolidator MUST be zero.

You can use the prompt facility on this field to select from the Name and Address Selection pop-up.

Shipping Method

The shipping method defined here must equal that defined in the Inventory Descriptions file under type PORT for the port used.

You can use the prompt facility on this field to select from the MODE Despatch Methods pop-up.

Port Depart

Enter the port of departure.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port Arrive

Enter the port of arrival.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Standard Days

Supp - Cons

Enter the lead time, in days, between the supplier and the consolidator.

Cons - Port

Enter the lead time, in days, between the consolidator and the port of departure.

In-transit

Enter the days in transit between the ports.

Port - W/hse

Enter the lead time, in days, between the port of arrival and the warehouse.

Functions

Delete (F11)

Use this delete the selected line. No confirmation is required.

Press Enter to update any changes and to re-display the window.

Supplier [12/PMI]

This task can be used when World Trade is not in use. In this situation the country validation is performed against the Inventory Descriptions file entries for type ECTY.

Only the Country and the 2 port fields are required for importing. The purpose is to define the ports for a country to allow the consolidator, broker and agent to be defaulted.

Note: *In order to control the correct generation of purchase orders, this task should only be used to define importing suppliers.*

Supplier Trade Details Selection Window

To display this window, select the Supplier task.

<u>Fields</u>

Supplier

Enter a supplier to maintain.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Enter or select a supplier and then press Enter to display the Maintain Supplier Trade Details pop-up.

Maintain Supplier Trade Details Pop-up

To display this pop-up, enter or select a supplier and then press Enter on the Supplier Trade Details Selection window.

<u>Fields</u>

Country

You must enter a valid country code for this supplier.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Port of Arrival

You can optionally enter the port of arrival for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Port of Transhipment

You can optionally enter the port of transhipment for this supplier.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

.

<u>Functions</u>

Delete (F11)

Use this to delete the details for this supplier. Select **Delete (F11)** again to confirm the deletion.

Press Enter to update the details.

Broker [13/PMI]

This maintenance task allows for the definition of a default broker for the company and individual ports of arrival.

Broker Maintenance Selection Window

To display this window, select the Broker task.

Fields

Select (Untitled)

Enter a **1** to select a port, in order to amend the default broker for that port.

Note: When you are adding the first record, the port field is forced to blank. The first record is used as the company default.

Functions

Add (F10)

Use this to select a new port.

Select a port with 1 and then press Enter or select **Add (F10)** to display the Broker Maintenance window.

Broker Maintenance Window

To display this window, enter 1 against a port and then press Enter or select **Add (F10)** on the Broker Maintenance Selection window.

Fields

Broker

Enter a valid broker.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Functions

Delete (F11)

Use this delete the selected record. No confirmation is required.

Press Enter to save any changes and to re-display the window.

Consolidator & Agent [14/PMI]

This maintenance task provides for definition of consolidator and agent against the country of origin, or overrides the consolidator for an individual supplier.

Consolidator & Agent Maintenance Window

To display this window, select the Consolidator & Agent task.

<u>Fields</u>

Country of Origin

You must enter the country of origin or a supplier.

Alternatively, use the prompt facility to select from the ECTY Export Country pop-up.

Supplier

Enter a valid supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

When you press Enter, the consolidator and agent are retrieved if they have previously been defined.

Consolidator

This field can be left blank. If the consolidator is blank, no consolidator is deemed to be used for this supplier/country.

You can use the prompt facility on this field to select from the Name and Address Selection pop-up.

Consolidator codes are validated against the shipping names and addresses in the Inventory Descriptions file under major type ASAD, using minor type IMCO. These are defined via the ASN Names and Addresses task [**15/PMI**].

Agent

This field agent can be left blank. If the agent is blank for the supplier, the agent from the country level record is used.

You can use the prompt facility on this field to select from the Name and Address Selection pop-up.

Agents are validated against the shipping names and addresses in the Inventory Descriptions file under major type ASAD, using minor type IMAG. These are defined via the ASN Names and Addresses task [**15/PMI**].

Select **Update (F8)** to save any changes and re-display the window.

Importing Names & Addresses [15/PMI]

This task provides the ability to add and amend address details for importing. For example, you can add addresses for agents, brokers and consolidators.

Name and Address Maintenance Selection Window

To display this window, select the Importing Names & Addresses task.

Use this window to select an address code to add or change.

Fields

Type Code

Enter a valid type code.

Alternatively, use the prompt facility to select from the ASAD AS Address Type Code pop-up.

Address Code

Enter an address code. Up to 20 characters can be used.

You can use the prompt facility on this field to select from the Name and Address Selection pop-up.

Enter a valid type code and a valid address code and then press Enter to display the Name and Address Maintenance Details window.

Name and Address Maintenance Details Window

To display this window, enter a valid type code and a valid address code and then press Enter on the Name and Address Maintenance Selection window.

Fields

Type Code

This field displays the selected type code.

Address Code

This field displays the selected address code.

Name

You must enter up to 35 characters for the address name.

Address Line 1-5

You must enter up to 35 characters for the first line of the supplier's address.

You can optionally enter up to 35 characters for each of lines 2-5 of the supplier's address.

Post Code

You can optionally enter the postcode.

Telephone Number

You can optionally enter up to 17 characters for the telephone number.

Extension Number

You can optionally enter up to 17 characters for the telephone extension number.

Fax Number

You can optionally enter up to 17 characters for the facsimile number.

Internal ID

You can optionally enter up to 17 characters for an internal reference.

Telex Number

You can optionally enter up to 17 characters for the telex number.

Teletext Number

You can optionally enter up to 17 characters for the teletext number.

Contact Name

You can optionally enter up to 35 characters for a contact name.

Department Code

You can optionally enter up to 35 characters for a department code.

Comments

You can optionally enter up to 2 lines of 35 characters to hold any remarks or notes.

Functions

Delete (F11)

Use this to delete the selected address. A confirmation pop-up is displayed.

Language Descriptions (F23)

Use this to display the Multi-lingual Descriptions Maintenance pop-up.

Select **Update (F8)** to save any changes and re-display the Name and Address Maintenance Selection window.

Enquire on Importing Changes Audit [21/PMI]

This enquiry provides an audit of changes to both quantities and dates.

Import Changes Audit Enquiry Selection Window

To display this window, select the Enquire on Importing Changes Audit task.

Use this window to make selections for the enquiry.

Fields

Either or both of these values can be entered.

Order Number

Enter a valid purchase order number.

Shipment

Enter a valid shipment.

Alternatively, use the prompt facility to select from the Select Shipment Reference pop-up.

Enter a valid order, valid shipment or valid combination of order and shipment and then press Enter to display the Import Changes Audit Enquiry window.

Import Changes Audit Enquiry Window

To display this window, enter a valid order, valid shipment or valid combination of order and shipment and then press Enter on the Import Changes Audit Enquiry Selection window.

This window will display the quantities for each purchase order line. When you enter an order only, detail for each stage is shown. When you enter a shipment or a combination of order and shipment, only the in transit quantities are shown.

Options

Quantity Changes

Use this to view quantity changes.

Date Changes

Use this to view date changes.

Enter a valid order, valid shipment or a valid combination of order and shipment and then press Enter to see details for your new selection on the window.

Import Changes Audit - Quantity Enquiry Window

To display this window, select Quantity Changes against a line on the Import Changes Audit Enquiry window.

Use this window to enquire on quantity changes.

Select **Previous (F12)** to return to the previous window.

Order Line Importing Dates Enquiry Window

To display this window, select Date Changes against a line on the Import Changes Audit Enquiry window.

Use this window to enquire on date changes.

Functions

Previous Date (F17)

Use this to go back through each stage of the order, from supplier to receipt, to view all date changes.

Next Date (F18)

Use this to go forward through each stage of the order.

Select **Previous (F12)** to return to the previous window.

Enquire on Import Status [22/PMI]

This task allows you either to view the status of an individual import purchase order or to provide a snapshot of the status of all import purchase orders for a style.

Import Order Status Enquiry Selection Window

To display this window, select the Enquire on Import Status task.

Use this window to make selections for the enquiry.

Fields

Order Number

Enter a valid purchase order number.

Item

You can optionally enter a valid item to restrict the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Enter a purchase order number and then press Enter to display the Import Order Status Enquiry Detail (Order) window.

Enter an item and then press Enter to display the Import Order Status Enquiry Detail window.

Import Order Status Enquiry Detail (Order) Window

To display this window, enter a purchase order number and then press Enter on the Import Order Status Enquiry Selection window.

Note: *Units are displayed in issue units.*

Note: *The Outstanding field shows the total quantity of goods ordered but remaining unshipped.*

Note: *The Consol. field shows the quantity that has been received by the consolidator but has not been assigned to a container.*

Note: *The In-Tran field shows the quantity that has left the port of departure.*

Note: *The Port Arv. field shows the quantity of goods received at the port of arrival.*

Note: *The ATS field (Available to Ship quantity) shows the sum of receipts into stores.*

Options

Shipment

Use this to display the Shipment/Container Enquiry window.

Select Shipment against a line to display the appropriate enquiry.

Import Order Status Enquiry Detail Window

To display this window, enter an item and then press Enter on the Import Order Status Enquiry Selection window.

Note: Units are displayed in issue units.

Note: The Outstanding field shows the total quantity of goods ordered but remaining unshipped.

Note: The Consol. field shows the quantity that has been received by the consolidator but has not been assigned to a container.

Note: The In-Tran field shows the quantity that has left the port of departure.

Note: The Port Arv. field shows the quantity of goods received at the port of arrival.

Note: The ATS field (Available to Ship quantity) shows the sum of receipts into stores.

Options

Shipment

Use this to display the Shipment/Container Enquiry window.

Order

Use this to display the Order Summary window.

Select Shipment or Order against a line to display the appropriate enquiry.

Shipment/Container Enquiry Window

To display this window, select Shipment against a line on either the Import Order Status Enquiry Detail (Item) window or the Import Order Status Enquiry Detail (Order) window.

This window is an enquiry version of the Shipment/Container Maintenance window.

Functions

    PO Lines (F18)

    Use this to display the Build Shipment - Select Purchase Order Lines window.

    Costs (F19)

    Use this to display the Shipment/Container Details Enquiry window.

    Dates (F20)

    Use this to display the Order Line Importing Date Enquiry window.

Select **Exit (F3)** to leave the enquiry and return to the Import Order Status Enquiry Detail window.

Re-estimate Late Shipments [31/PMI]

This task submits a batch job, which re-estimates any dates currently before today's date.

The program checks the estimated dates for incoming purchase orders which have not yet arrived and for which the associated actual date is zero and the estimate is before today's date. The estimate is set to today and all subsequent estimates are re-calculated going forward from this date.

Select **Confirm Submit (F8)** to start the re-estimation process.

Import ASNs [32/PMI]

Receive Import ASNs

Use this to process incoming ASN EDI messages for Import Orders, and after validation, update the PM Importing tables.

The incoming ASNs will allow existing Purchase Orders to be linked to an existing valid Importing Shipment.

Shipments Report [41/PMI]

Use this to list all Purchase Order lines with the Item details, for all Shipments selected.

Shipment Products Report Selection Window

To display this window, select the Shipments Report task.

This window allows for the selection of a range of shipments.

Fields

From Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

To Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

Press **Submit (F8)** to generate the report.

Shipments by GRN [42/PMI]

Use this to list all Purchase Order lines with the quantity ordered and the quantity received, for all Shipments selected. If there is a quantity received then the GRN number is printed

Goods Received by Shipment Selection Window

To display this window, select the Shipments by GRN task.

This window allows for the selection of a range of shipments.

Fields

From Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

To Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

Press **Submit (F8)** to generate the report.

Shipments Listing [43/PMI]

Use this to list all header details of all Shipments selected.

Shipments Listing Selection Window

To display this window, select the Shipments Listing task.

This window allows for the selection of a range of shipments.

Fields

From Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

To Shipment

Enter a shipment reference.

Alternatively, use the prompt facility to select from the Import Shipment Reference Selection.

Press **Submit (F8)** to generate the report.

Chapter 8   Utilities

8

Purchase Management Utilities

You use the Purchase Management utilities for database re-organisation and verification. These utilities are not required for the normal day-to-day operations of the application.

You use the utilities for the following tasks:

- To maintain company profiles
- To copy company information when creating a new company profile
- To clear cancelled or completed orders from the database
- To print reconciliation reports
- To build an item search index
- To update item and supplier price structures

Purchase Management Company Profile [1/PMU]

For each company that you want to use with Purchase Management, you must define a company profile.

The company profile controls the working environment by specifying such things as:

- The defaults for data entry used throughout Purchase Management
- Details of other applications attached to Purchase Management
- The numbering systems to be used for documentation
- The company code of the General Ledger company with which the Purchase Management company is associated
- Details used by Requisitioning and Advanced Receiving, if these applications have been installed
- The order class to be used for Import Orders

Caution: We recommend that you do not amend existing company profiles as this may affect other existing data in Purchase Management.

Maintain Profile Records Window

To display this window, select the Purchase Management Company Profile task.

Note: We recommend that you use the Copy Company utility to copy the dummy company, shipped with System21, when creating new companies.

This window lists the Purchase Management companies for which you have authorisation. You can select the company you want to maintain, or enter a new code to create a new company profile.

Fields

Company

This field displays the code and name of each company for which you have authorisation.

Enter New Company

Enter a two-character code in this field to create a new company.

Options

Select

Use this to select the company profile that you wish to maintain.

Enter a new company code or select an existing code and then press Enter to display the Purchasing Company Profile Details window.

Purchasing Company Profile Details Window

To display this window, enter a new company code or select the company you want to maintain and then press Enter on the Maintain Profile Records window.

Use this window to specify the defaults used within the company you have selected.

Fields

Name

If you are maintaining a new company profile, enter a suitable name for this company. If a name has been set up in Application Manager against the code you have entered, it will appear here; otherwise enter a suitable name.

Address Details Tab

Address Lines

You can enter up to 5 address lines for the Purchase Management company.

Post Code

Enter the postcode for this company address.

Telephone

Enter the telephone number that is printed when orders are produced by fax.

Fax Number

Enter the fax number that is printed when orders are produced by fax.

Defaults Tab

Supplier Sales Office Address Sequence Number

Each supplier account may have several addresses set up; each identified by a sequence number.

Enter the sequence number that will be used most often.

Note: You set up the Head Office address, which will always have a sequence number of 000, within the Maintain Suppliers task in Accounts Payable. Any other addresses for the same supplier, which will have sequence numbers of 001 and above, should be set up within the Maintain Despatch Addresses task in Accounts Payable.

Receiving Address Supplier

Your main receiving address is held in Accounts Payable as a dummy supplier.

Enter the supplier account code to be used to hold the main receiving address.

Receiving Address Default Sequence Number

If your company has more than one receiving address, these will be held in Purchase Management. Each receiving address will have its own sequence number.

Enter the sequence number of the receiving address that will be used most often.

Delivery Instructions Item Prefix

This field is only required if you are not using System21 Aurora Inventory Management. Delivery instructions are set up as text against a dummy item.

Enter the code of this dummy item in this field to specify your default delivery instructions.

Booking in Point

Goods received in Purchase Management can be brought in to any one of three locations.

Select one of the following:

> Goods Inward (1)
>
> Inspection (2)
>
> Stores (3)

Specify the most commonly used booking-in point to set the default. This default can be changed for individual receipts when they are entered at Goods Receipt, and can also be overridden at stockroom level.

Output Queues Tab

Enter the printer output queue required for reports, orders, GRNs/labels and reject notes. Queues entered here will override any set up in Application Manager user profiles.

For more information about output queues and libraries, see the Machine Manager product guide.

Hold

Use these checkboxes as follows:

Unchecked - To release and print the output on the output queue automatically

Checked - To hold the output for manual release. You can then print the output as a batch job.

Library

This is the library in which the output queue resides.

Note: You can select Update Complete (F8) on this or any subsequent window to complete the amendment process without having to complete all the windows.

Press Enter to display the Purchasing Company Profile System Tailoring window.

Purchasing Company Profile System Tailoring Window

To display this window, completed the required fields and press Enter on the Purchasing Company Profile Details window.

Use this window to specify which other applications are attached to the Purchase Management system and the way in which Purchase Management works for this company.

Fields

Do You Wish to Access the Accounts Payable Log

If Accounts Payable is in use, use this checkbox as follows:

Checked - If purchase receipts are to be matched against invoices on the Accounts Payable Log

Unchecked - If purchase receipts are not to be matched against invoices on the Accounts Payable Log

Retain Accounts Payable Log Dissections

When you are invoice matching, you can either post the value of the goods received to the dissections entered when the invoice was logged with Accounts Payable or you can enter new dissections.

Use this checkbox as follows:

Checked - To retain the original Accounts Payable log dissections entered from the supplier's invoice

Unchecked - To overwrite the original details with dissections generated or entered in Purchase Management invoice matching

Note: If there is any discrepancy between the receipt value and the invoice value, the Accounts Payable dissections will be overwritten, regardless of the settings in this field.

9BUtilities

Goods Received Notes to Print

You may want a printed record of what has been received and entered in the Purchase Management module.

Use this checkbox as follows:

Checked - To enable the printing of GRNs

Unchecked - To disable the printing of GRNs

Goods Received Labels to Print

You may want to label goods received for identification at a later date.

Use this checkbox as follows:

Checked - To enable the printing of labels

Unchecked - To disable the printing of labels

Invoice Match Inhibit if Goods not in Stores Location

If you book goods received into goods inward or inspection, the order can still be regarded as outstanding.

Use this checkbox as follows:

Unchecked - To allow matching of all receipts

Checked - To inhibit the matching of receipts with invoices while goods are in goods inward or inspection

Note: Even if you check this box, the restriction is not applied to returns or their original receipts.

Update Current Price at Order Creation/Invoice Match

If, during order entry or invoice matching, you find that an item price has changed you may want to update the item/supplier profile.

Use these checkboxes as follows:

Unchecked - If you do not want to update the item/supplier profile

Checked - To update the item/supplier profile automatically, subject to your confirmation

Blank Supplier after Order Entry

You can choose whether to retain details from the previous order header or discard them. This is useful if you are entering multiple orders for the same supplier, or if you have a number of defaults that apply to all orders, for example, if you have orders for different delivery addresses.

Select one of the following:

No (0) - To retain the supplier details from the previous order header

Yes (1) - To discard only the supplier details from the previous order header

All (2) - To discard all details entered on the previous order header

Print Invoice Matching Detail?

You may want to ensure you have a printed record of any invoice matching that is carried out.

Use this checkbox as follows:

Checked - If you require invoice matching records to be printed automatically on completion of invoice matching

Unchecked - If you do not require records to be printed automatically (in this case, you can manually print invoice matching records via Accounts Payable)

Item Receipts

To prevent receiving early deliveries from a supplier, you can specify the number of days before an order line's due date that you will accept a delivery.

Enter the number of days early that delivery of ordered goods will be accepted.

Note: If the number of days between the current date and the due date is greater than the number of days entered here, order lines due beyond this time fence will not be displayed in Goods Receiving.

General Ledger Company Code

Enter the company code of the General Ledger company with which this Purchase Management company should be associated. Purchase Management will use the default base currency code of this company and will determine whether it is multi-currency.

Note: The Accounts Payable company used by this Purchase Management company is determined by the selection of this General Ledger company code. A Purchase Management company will use any Accounts Payable company that interfaces to the General Ledger company specified here.

Allow Transfer/Adjustment Issues from Warehouses

If you have Warehousing installed, you can update warehousing stores, as well as Inventory, when receiving or transferring goods.

Use this checkbox as follows:

Checked - If you want Purchase Management to perform stock updates to Warehousing

Unchecked - If you do not want Purchase Management to perform stock updates to Warehousing

buy.connect Interface in Use?

You must leave this field **unchecked**.

Caution: This field must be left unchecked. It is now obsolete and could cause requisitions to be re-directed out of System21. They could not then be retrieved for later processing.

Press Enter to display the Maintain Profiles Records Numbering and Currency window.

Purchasing Company Profile Numbering and Currency Window

To display this window, complete or amend the fields and then press Enter on the Purchasing [Company Profile](#) System Tailoring window.

Use this window to specify whether to use automatic order numbering for purchase orders, goods received notes and [rejection notes](#), and the number range to use. You also specify the currency defaults here.

Fields

Order Numbering

Automatic Order Numbering

Use this checkbox as follows:

Checked - To generate order numbers automatically

Unchecked - To enter unique order numbers manually

Note: You can override a system-generated order number during order entry.

Start Number

Enter the number prior to the number you want to use for your first order number.

Ending

Enter the last number of the range that you wish to use.

Last Order Number Used

This is the last order number that has been used by Purchase Management and should not be amended.

Order Number Prefix

Enter a single character to be used to prefix the order number if you have specified automatic numbering.

This can be useful in a multi-company environment: orders for different companies can be easily distinguished and sales orders can be distinguished from purchase orders.

Goods Received Note Numbering

Automatic Goods Received Notes Numbering

Use this checkbox as follows:

Checked - To generate GRN numbers automatically

Unchecked - To enter unique GRN numbers manually

Start Number

Enter the number prior to the first GRN number that you wish to use.

Ending

Enter the last GRN number that you wish to use.

Last GRN Number Used

This is the last GRN number that has been used by Purchase Management and should not be amended.

Rejection Note Numbering

Rejection Notes to Print

You may want to print rejection notes for the return of goods.

Use this checkbox as follows:

Checked - To print rejection notes for the return of goods

Unchecked - Not to print rejection notes

Start Number

Enter the number prior to the first rejection note number to be used.

Ending

Enter the last rejection note number in the range you want to use.

Last Rejection Note Number Used

This is the last rejection note number that has been used by Purchase Management and should not be amended.

Currency Defaults

Which Conversion Rate Code Defaults are Used?

Enter the rate code (set up in the General Ledger) to be used for the conversion from prime currency to base currency on orders and receipts.

Press Enter to display the Purchasing Company Profile Ranges window.

Purchasing Company Profile Ranges Window

To display this window, complete the required fields and then press Enter on the Purchasing Company Profile Numbering and Currency window.

You use this window to enter the number ranges you want to use for purchasing officers and item classes.

Note: *You may want to have specific employees in your organisation who are responsible for raising purchase orders. This allows you to control expenditure and provides an audit trail to show who bought what.*

Fields

Purchasing Officer Range

Purchasing Officer to be Mandatory

Use this checkbox as follows:

Checked - If a purchasing officer number must be entered on every order

Unchecked - If it is not mandatory to enter a purchasing officer number on order

Starting Purchasing Officer

Enter the first purchasing officer number to be used.

Ending

Enter the last purchasing officer number permissible in the range that you wish to use.

Item Class Range

Starting Item Class

Each stock item has an item class associated with it, which refers to a value range or item grouping. These item classes are set up in Inventory Management.

Enter the first item class code in the range that you want to use.

Ending

Enter the last permissible item class in the range that you want to use.

Leave both these fields blank if you want all items defined in Inventory to be available to this company.

Order class for importing orders

Enter a valid order class between the values 1-4. This field is not mandatory

If the Purchase Requisitioning application is installed, press Enter to display the Purchasing Company Profile Requisitions System window. If Purchase Requisitioning is not being used, the company profile is now complete.

Purchasing Company Profile Requisitions System Window

To display this window, complete or amend the range fields and then press Enter on the Purchasing Company Profile Ranges Class window.

Use this window to enter selection criteria for the Requisitions System Options.

Fields

Requisitions System Options

Order Class for Sourced Requisitions

Select the order class to be assigned to requisitions when they are converted to purchase orders. Since these requisitions are for stock items, the order class must be 1, 2, 3 or 4.

For more information about order classes, see the Parameters and Miscellaneous Codes section of this product guide.

Release Flag Value on Creation of Requisition

The value you enter here will be used as the release flag value on any requisition generated from Inventory, MPS, MRP or DRP. You can amend the value for individual requisitions as required.

Note: The next two fields determine how purchase order lines are generated when requisitions are converted to purchase orders.

New Order Flag Default Value

Use this checkbox as follows:

Checked - For requisitions to force a new order to be created for each combination of supplier, despatch address and order class

Unchecked - For requisitions to be added to the end of, existing, unreleased purchase orders, where supplier, despatch address and order class match. If a match cannot be found, a new order will be created.

New Order Created on Change of Purchase Officer

You can choose whether to include a purchasing officer in the matching combination to be used above.

Use this checkbox as follows:

Checked - To include a purchasing officer in the combination above

Unchecked - To exclude a purchasing officer from the combination above

Start Number

Enter the number prior to the first requisition number you want to use.

Ending Number

Enter the last number in the range you want to use.

Last Number Used

This is the last requisition number that has been used by Purchase Management and should not be amended.

Authorisation Required for Modified Sourced Requisitions

This applies to requisitions generated from Inventory, Master Production Scheduling (MPS), Material Requirements Planning (MRP) and Distribution Requirements Planning (DRP) and specifies whether these requisitions must be authorised if they are modified.

Use this checkbox as follows:

Checked - If requisitions need to be authorised after amendment

Unchecked - If no authorisation is required

If you are using Advanced Receiving, press Enter when you have completed or amended the Requisitions System Options fields to display the Advanced Receiving Company Profile pop-up.

If you are not using Advanced Receiving, select **Update Complete (F8)** to update the company profile records.

Suspend Order Creation Whilst Sales Order is Suspended

This applies to requisitions generated from Advanced Order Entry and specifies whether requisitions for Direct Delivery and Back-to-back will be prevented from being converted into purchase orders whilst the sales order is still suspended.

Use this checkbox as follows:

Checked - To allow the creation of purchase orders

Unchecked - To prevent the creation of purchase orders

Advanced Receiving Company Profile Pop-up

To display this pop-up, complete or amend the Requisitions System Options fields and then press Enter on the Purchasing Company Profile Requisition Systems window.

Note: This pop-up will only be displayed if you have Advanced Receiving installed.

You use this pop-up to maintain the Advanced Receiving company profile.

Fields

Manual ASN Alpha Code

If you manually enter an Advanced Shipping Note (ASN), the system automatically generates a number for that ASN. You can specify a prefix for this number. Enter the prefix to be used for manually entered ASNs in this company. It can be any value from A to Z.

This prefix can be used to distinguish between manually and automatically entered ASNs and to distinguish between different companies, if you are working in a multi-company environment.

Next Manual ASN Number

When you first create the company profile, you can enter the first number to be used for the advanced shipping note numbering sequence. Once you begin processing against this company, this field is then maintained by the system and should not be amended.

Allowed Delivery Time Fence

You must enter the number of days before the delivery is expected that a receipt is allowed. This is used to ascertain the severity of a receipt exception.

Use P/O Default Landed Costs

You can prevent changes from being made to your landed cost records when receiving advanced shipping notes.

Use this checkbox as follows:

Checked - To book the advanced shipping note details into inspection, so that you can access the goods receiving landed costs window to add new costs without updating Inventory stock records

Unchecked - To accept only the landed costs specified on the purchase order. You can now only update landed costs when receiving goods or during invoice matching.

Accept Warehousing Defaults

If you have Warehousing installed, there are processing defaults for warehousing stores which affect how goods are received into Purchase Management.

Use this checkbox as follows:

Checked - If you want to accept the Warehouse defaults

Unchecked - If you do not want to accept the Warehouse defaults

Send Major Exception Messages

You can provide early warning of receipt exception by sending exception messages to a specified user.

Use this checkbox as follows:

Checked - If you want to send exception messages

Unchecked - If you do not want to send exception messages

Major Exception Warning User

If you have decided to send major exception messages, you must enter the user ID of the person to whom major exception messages are sent. This allows you to determine who has responsibility for dealing with major exceptions.

Received Goods Report Outq

Enter the output queue to which the Received Goods report is to be sent.

Library

Enter the library in which the output queue is held.

Select **Update (F8)** to update the database and return to the Company Profile Selection window.

Copy Company [2/PMU]

You use this task to create a new Purchase Management company by copying data from an existing company. You can also use this task to copy the existing parameter types and details from one company to another existing company.

Copy Companies Selection Window

To display this window, select the Copy Company task.

You use this window to select the company that you want to copy, the company to which you want to copy and the level of detail that you want to copy.

Fields

From Company

Enter the company that you want to copy. This must be a Purchase Management company.

Alternatively, use the prompt facility to select from the Select Company pop-up.

To Company

Enter the Purchase Management company which you want to create or to which you want to copy the company profile and parameter details.

If you are copying the Company Profile and parameters from one company to another, both companies must exist in Purchase Management.

Note: When you are creating a new Purchase Management company, that company must already exist in Inventory Management.

Miscellaneous Codes Only

Use this checkbox as follows:

Checked - To copy only the company profile and parameter details

Unchecked - To copy all details to the new company

Press Enter to submit the batch program to copy the company information.

Cancelled Order Purge [3/PMU]

You can use this task to purge cancelled purchase orders for a particular company. You can purge specific orders or all cancelled orders.

Cancelled Order Purge Select Window

To display this window, select the Cancelled Order Purge task.

You use this window to select the company from which you want to purge cancelled orders.

Fields

Company Code

Enter the code of the company for which you want to purge cancelled orders.

Order Number

To delete a single cancelled order, enter the order number in this field.

When you choose to delete a single order, the application will check that the order exists.

You can delete all cancelled orders for a company by leaving this field blank.

Press Enter to delete the chosen order or all orders for the selected company.

A report listing all purged orders is printed automatically.

Order Clearance - Select Parameters [4/PMU]

You can purge completed (fully received and fully invoiced) orders from the Purchase Management database, enabling historical data to be cleared from the database. A specified number of transactions can be kept for each item/supplier profile.

Order Clearance - Select Parameters Window

To display this window, select the Order Clearance - Select Parameters task.

You use this window to select the company and completion date for which you want to purge orders. You can also specify the number of transactions that you want to retain per item/supplier combination.

Fields

Enter Company Code

Enter the company code of the company for which you want to clear orders. The company must exist in Purchase Management.

Enter Invoice Matched Date

Orders matched with an invoice (and therefore completed) up to the date entered or selected here are eligible for clearance in this task. No orders completed after the cut-off date are deleted.

Enter Number of Transactions to be Retained per Item/Supplier

If this field is left blank, all orders completed up to the cut-off date are deleted. If a number is entered in this field, that number of transactions is retained as a minimum for each item/supplier combination. You can retain some transactions to provide historical data for Purchase Management report options.

Press Enter to purge the completed orders.

A report listing the purged orders is printed automatically.

Reconciliation Reports [5/PMU]

You can print exception reports for item/supplier profiles and purchase order details. These reports list exceptions where the item/supplier profiles or purchase orders need to be amended.

You can only print reports for the company in which you are currently working.

Reconciliation Reports Select Window

To display this window, select the Reconciliation Reports task.

You use this window to select which of the reconciliation reports you want to print.

Fields

Enter Option

Select one of the following:

Item/Supplier Profiles Validation (1) - This produces an exception report on the following conditions:

- No records for a company
- No suppliers
- Suppliers not active
- Zero prices

Order File Validation (3) - This produces an exception report on the following conditions:

- No supplier found
- Supplier not active
- No purchase officer
- No order header

Press Enter to run the selected report.

Create Item Search Index [6/PMU]

You can use this task to rebuild the item search index from the Inventory Item Master description. There are two circumstances where this facility is useful:

- Where Inventory Management is installed prior to Purchase Management. In such a situation the Purchase Management index would not have been maintained on an item-by-item basis. This task will bring the index up to date with the latest Item Master data.
- Where Inventory items have been converted from another application using specially written computer programs, this facility may be used to build the index for converted items.

Build Scan Index Window

To display this window, select the Create Item Search Index task.

Fields

Build Scan Index To

Include Purchasing Text

Use this checkbox as follows:

Checked - To include purchasing text

Unchecked - Not to include purchasing text

Include Inventory Text

Use this checkbox as follows:

Checked - To include inventory text

Unchecked - Not to include inventory text

Select **Submit (F8)** to create the item search index.

Supplier Price Update [7/PMU]

You use this task to apply a percentage increase across all price structures for a selected supplier.

Supplier Price Update Utility Selection Window

To display this window, select the Supplier Price Update task.

Use this window to enter the supplier whose prices you want to update.

Fields

Supplier

Enter a valid [supplier code](#).

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Press Enter to display the Supplier Price Update Utility Details window.

Supplier Price Update Details Window

To display this window, enter or select a supplier and then press Enter on the Supplier Price Update Utility Selection window.

Use this window to enter the percentage increase you wish to apply to the selected supplier.

Fields

Supplier

This field displays code, name and address of the supplier entered on the selection window.

% Increase

Enter the percentage increase to apply to all price structures for the selected supplier.

Select **Update (F8)** to update price structures for the selected supplier.

Set Current Price from Price Structure [8/PMU]

You use this task to check all the [item/supplier profile](#) price structures. If the current price on the record is not the same as the current price structure's first entry, the current price is updated.

Select Confirm **Submit (F8)** to set the current price.

Update prices on Open Purchase Orders [9/PMU]

Use this function to modify the price on open purchase orders and ensure the price reflects the current price on either the Supplier Item profile or Supplier Item price structure.

Purchase Orders where the price was manually entered are excluded, except those where the entered price became the Item supplier price.

Only suppliers who have been flagged on **Supplier Options**, as allowing this process will be included.

A second flag on Supplier options will control whether prices are updated on overdue purchase orders.

Install AFI Link [10/PMU]

You use this task to install the link between Purchase Management and Advanced Financial Integrator.

Select **Confirm Submit (F8)** to submit the job to install the link.

Appendix A Glossary

A

Accruals

Goods received, but not yet matched against a supplier's invoice

Advice Note

A document received from the supplier detailing goods delivered, and/or promise dates for goods to be received in the future

Blanket Order

This is a type of scheduled order, with the commitment to quantities and dates being only provisional. Within Purchase Management, it is processed in the same way as a scheduled order.

Booking in Point

Goods received in Purchase Management may be brought in to any one of three locations: goods inwards, inspection or stores.

If receipt into stores is specified, stock balances in Inventory Management are updated. If you receive goods into goods inwards or inspection, they must be transferred to stores before these updates will occur.

Centralised Purchasing Support

This enables a single order to be raised for the total company requirements, allowing the buyer to negotiate the best terms based on the volume. The receiving stockroom is maintained on the purchase order line. Purchase order prints have a page break on change of stockroom and print the stockroom's delivery address. Goods receiving is by stockroom and GRNs and labels may be printed on local printers. All reports display the order line stockroom.

Confirm Flag

This is a user-defined code to describe the current status of a purchase order line, e.g. C - confirmed, D - delayed, Q - queried. It is not validated and is used for selection purposes.

Confirmed Order

This is an order that has been entered on the system, but has not yet been released by running out the New Orders report. Such an order cannot have receipts entered against it until it has been released.

Company Profile

A defaults and configuration file for each Purchase Management company

Cost Code

This is a General Ledger account to which the goods value is posted in invoice matching. For stock items, a default cost code is set up in Inventory Management. For non-stock orders, a code must be entered when the order is entered.

Delivery Instructions

A set of text with information regarding delivery of goods, which may be selected for printing on the purchase order

Department

The department within the company which is responsible for the purchase order

Dissection

The breakdown of a single transaction value across a number of General Ledger accounts or tax codes

Exception Reports

These reports (item supplier profile and order file exception reports) include discrepancies within the database which may need actions to rectify.

Expected Date

This is the date when the goods may realistically be expected to be delivered. It defaults to the requested date if not specified.

G/L Acct

This is a General Ledger account to which the goods value is posted in invoice matching. For stock items, a default cost code is set up in Inventory Management. For non-stock orders, a code must be entered when the order is entered.

Goods Receipt Note

A document produced within the application, which provides details of the goods received within the current session

Group Unit of Measure Code (GUMC)

The group unit of measure code is a parameter type which allows you to convert between one unit of measure and another and also to separate from each other units which are not comparable. Each unit of measure code (UOMC) may be associated with a group unit of measure code. These are used when raising non-stock orders and are maintained via Miscellaneous Codes Maintenance.

IN Currency

A European currency that is linked to the EURO currency by a fixed exchange rate

Internal Trace

This is the batch/lot/serial number which may be applied to receipts at goods receiving.

Invoice Match

The matching of an invoice from a supplier against goods previously delivered

Inspection Required

Items flagged as requiring inspection in Inventory Management are checked at receiving to help to ensure that they pass through inspection.

Item/Supplier Profile

The item supplier profile is used by the Purchase Management application to provide details of supply of an item from a specific supplier.

Job Number

A user-defined code which may be associated with a whole order or order line

Label

Details of goods received may be printed automatically on labels within Purchase Management. The label may then be attached to the goods for future identification.

Landed Cost

Additional purchasing costs incurred above the line price of items may be recorded against purchase transactions.

Line Order

A non-scheduled order, i.e. a single delivery is expected for each order line

Multi Currency

A Purchase Management company becomes multi-currency by being linked to a multi-currency Accounts Payable company. This means that Purchase Management suppliers can trade in any currency available to the General Ledger company.

Nominal Code

This is a General Ledger account to which the goods value is posted in invoice matching. For stock items, a default cost code is set up in Inventory Management. For non-stock orders, a code must be entered when the order is entered.

Non-stock Order

An order with an order class of 5 to 8, containing non-stocked items or services that do not require item tracking

Order Class

Specifies if the order is stocked, non-stocked or a service order

- 1-4 represent stock orders
- 5-8 represent non-stock orders
- (where 6 is a service order)

Parameters and Miscellaneous Codes

These are used to describe and validate the various codes used within the Purchase Management application, for example unit of measure and scrap codes. These are in addition to the codes set up in the Descriptions file of Inventory Management.

Price Variance

This represents a difference in the price of goods between expected and actual. The normal comparisons are:

- Standard to Order
- Standard to Invoice
- Order to Invoice

Promise Date

The date of delivery for the goods, as promised by the supplier

Purchasing Officer

This is a person responsible for purchasing. Individual purchasing officers may be recorded against each purchase order.

Receiving Address

A set of addresses may be maintained to represent all possible receiving sites/locations within the company. These are selected when processing an order.

Rejection Note

These notes may be printed when returns, scrap or adjustments are recorded against a receipt.

Request Date

The date for which delivery of the goods is requested

Requisition

A request for the supply of an item

Returns

Goods to be shipped back to the supplier, when damaged, over-delivered, or of an incorrect specification

Released Order

This is an order that has been entered on the system and has been released by running out the New Orders report. Because it has been released, the order can have receipts entered against it.

Scheduled Order

This is a firm commitment with a supplier for quantities of goods to be delivered on specific dates. Multiple deliveries are expected for each line.

Schedule Type

This designates the type of order:

- S - Scheduled order
- B - Blanket order
- Blank - Line order

Scrap Reason Code

This defines the reason for returning goods to a supplier, or scrapping goods against an order.

Service Order

Service orders are defined with order class 6. For these orders, it is not necessary to release or receive the order; and it is possible to match invoices to these orders once they have been entered.

Shipping Code

The reference given by the supplier to the shipment satisfying the purchase order

Stock Order

This is an order that contains goods for which an item code has been defined in Inventory Management. The order class is 1 - 4.

Stockroom

The store or warehouse into which purchased goods are to be received

Stockroom defaults may be set up for the Purchase Management application.

Supplier Code

A code representing the supplier, which must be set up in the Supplier master file of the Accounts Payable application

Supplier Item Reference

The supplier's catalogue code/item code for an item

Unit of Measure Code (UOMC)

This parameter type gives the various units of measure required for purchasing and receiving of non-stock items. Each unit of measure may be associated with a parameter detail from the parameter type Group Unit of Measure Code (GUMC).

User Authority

These are values assigned to users in order to control the confirmation of both under and over delivery of goods and invoice pricing. This is used in both Goods Receiving and Invoice Matching.